

The Friends of the Library Executive Board will meet on Monday, July 15, 2019, at 7:00 p.m., in the Library Board Room. This will be an open meeting. Committee chairs and members are welcome.

AGENDA

1. Call to order (Roecker)
2. Motion to approve minutes from the meeting held June 17, 2019 (Roecker)
3. Call for additions to agenda and announcements (Roecker)
4. Treasurer's reports (Claudio for Kocken)
5. Board liaison report (Brant)
6. Library report (Woodruff)
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
 - a. General Updates
8. Committee Reports
 - a. Book Sale (Sowls)
9. Old business
 - a. Filled vacant Member At-Large position
10. New business (Roecker)
 - a. August social location
 - b. Mission Statement Review
 - c. New Procedure/Adopt A Shelf (Claudio)

cc: Pamela Westby, Library Director
Julie Woodruff, Technical Services Manager
Nancy Sowls, Give a Kid a Book Committee Chair
Brenda Brant, Nominating Committee
Isa Small, Programming & Communications Services Manager

Enclosures/Attachments

The Mission of Friends of the Library

To encourage public use of and advocate for library resources and services; To assist in fundraising efforts that provide the public with an enhanced library collection and improved services; To support the Freedom to Read statement of the American Library Association; To provide volunteer services requested by the library for special events and projects.

Friends of the L.E. Phillips Memorial Public Library
Minutes of Regular Board Meeting
June 17, 2019

Board Members Present: Brenda Brant, Past President; Jamie Claudio, Administrative Assistant (nonvoting); Amanda Favret, Secretary; Nancy Sowls, President (presiding); Sarah Kocken, Treasurer; Audrey Roecker, Vice President; Julie Woodruff, Library Representative; Stacy Yearous, Program & Development Coordinator

Board Members Absent: Lisa Eierman, Member At-Large; John Stoneberg, Member At-Large

1. **Call to order** at 6:56 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the May 20, 2019, meeting (Brant); seconded (Roecker); approved.
3. **Call for additions** to agenda and announcements (Sowls).
 - a. Membership Committee (Brant)
4. **Treasurer's report** (Kocken)
 - a. Noteworthy Report Items:
 - o Shallow with memberships despite push last month
 - o Amazon Smiles notification should be sent out to members to let them know how their contribution adds up throughout the year (\$434)
 - o Progress on online book sale but concern about postage (\$12,733)
 - b. Summary:
 - o **Total Revenues:** \$3,749 (May); \$75,721 (year to-date)
 - o **Total Expenses:** \$5,324 (May); \$82,749 (year to-date)
 - o **Net Revenue: -\$1,575 (May);** -\$7,027 (year to-date)
5. **Board liaison report** (Brant)
 - a. Officer candidates: Bob Eierman, Linda Stelter, Brenda Brant
6. **Library report** (Woodruff)
 - a. General Updates
 - o Space reallocation has been finalized; staff are being cross-training; the intent is for better, more evenly distributed traffic through the entirety of library space
 - o New shelving will be installed at the end of June to store DVDs and CDs
7. **Program & Development Coordinator and Administrative Assistant** (Yearous & Claudio)
 - a. General Updates
 - o The June 1 Youth Services "Go for the Gold" Teen Raffle, which FOTL helped sponsor, went slightly over-budget
 - o We are continuing to have difficulty with membership rolls – both in reaching them and with renewals. Forwarding addresses are not updated, and some people have been asking their deceased family members to be taken off the lists. We should look to the "Adopt-a-Shelf" volunteers to pursue members.
 - o We will be inserting newly-designed Books for Babies and Book Sale flyers in our newsletter.

- The design for a Book Sale Facebook event was introduced.
- Creating a FOTL Book Group Facebook event was discussed.
- Roecker and Yearous's seminar was cancelled, and fees may roll over to attend a 2-day grant-writing class in October.
- Yearous will be attending Chamber events to make contacts, network, and potentially set up partnerships.
- Community nonprofit round-tables are another potential avenue for contacts and learning/discovering new ideas for how to grow FOTL.

8. **Committee Reports**

a. Book Sale (Sowls)

- We encountered a snafu with scheduling Eau Claire Room for summer Book Sale for Thursday set-up day (3 p.m.); in the future, FOTL will remind library scheduler to check with all departments for availability.

9. **Old business**

a. Giving Gala Collaboration

- Girls on the Run Board also decided that a two-org partnership is not appropriate for the event but hopes to partner with us in the future.

10. **New Business** (Sowls)

a. Potential vote on change of week for upcoming board meetings

- Currently third Monday of the month; Board decides not to change long-standing tradition, and a vote is not necessary.
- Consider putting current terms for each Board member on the website (e.g. "serving the second year of a two-year term"), so future candidates for the Board are well aware of the commitment.

b. Vacant Member At-Large position

- Introduced one candidate for the vacant position: a former teacher pursuing grad school for library science. We will contact her to establish the extent of her interest.

c. Membership Committee

- Request for new ideas and input for how to increase membership; need for proactive pursuit of members, since household memberships have decreased despite increased and healthy library traffic.
- Consider approaching customers directly at the Book Sale to start conversations about improvements, discuss whether they are interested in membership, and possibly hand out the FOTL brochure.
- Other ideas: Friday Jeans for Charity, Pizza of the Month for a local nonprofit, and partnership with a business for an Express game.
- Emphasize the 25th Birthday of Give a Kid a Book; partner with RCU on the kid's savings account
- Food Fundraising Night

The next regular meeting is scheduled for Monday, July 15, 2019, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:01 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda Favret". The signature is written in a cursive, flowing style.

Amanda Favret, Secretary

To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: July 2019

Capital Campaign

Work continues with Ayres and the City to develop exterior conceptual renderings of the library building and campus. A few of the site goals include building community through social interaction, creating a place making identity to maximize share value, and making the circulation on the grounds between a variety of users functional to create a safe, clean, and clear direction of travel for all users including pedestrian, vehicle and bicycle.



Over the past several months our pre-campaign committees have been busy preparing draft rationale documents for the capital campaign. In the next weeks we will be seeking input on the campaign's draft Case Statement and Frequently Asked Questions documents. Volunteers will be contacting nearly 300 individuals, businesses, and organizations to review the documents and an email alert will be sent to all cardholders. Many issues and comments identified during this validation process will provide new insight into improving and clarifying the rationale for why an expanded library is needed now in Eau Claire. Once the feedback is provided we will be incorporating changes into the final campaign documents. The questionnaire and accompanying documents will be available on our website <http://www.ecpubliclibrary.info/storybuilder> from 07/11/19 to 07/24/19.

Community Resources Specialist

Word is getting out and Libby is working with more and more people every day. In June there were 16 customers that were assisted with housing questions specifically, and this trend continues to be the highest need. Here is a customer comment from June:

A customer was new to town and was recommended to stop at the library to see the social worker for help. The customer said the concept seemed weird at first but then commented on how much safer it felt for her to get services here as a transgender woman. She said that she didn't feel like she had to

explain herself and wanted to thank "the powers that be that made this position happen" for her and all LGBTQ people to have spaces like this where they can just "be" and get the help they need.

Outreach Programs



Outreach highlights this month include first and foremost an e-bike! We received an e-bike loan for the summer from Shift Cyclery and Coffee Bar to pull the BookBike! One of the most asked questions on the BookBike is whether it is heavy. Yes, it can be but this bike makes an amazing difference and we are so appreciative to Sean at Shift for working with us to turn the idea into reality.

The BookBike had 12 outings in June and we continue to make connections with

people in Eau Claire who haven't been to the library and/or didn't know we had something as cool as the BookBike! During one of our outings, a woman shared that she found her now-favorite cookbook on the BookBike last year and said "it changed my life." This month we had 1184 visitors, signed up 12 customers for new cards and had 124 summer reading folder sign-ups.

The other highlight for outreach was a brand new program called Pop-up Play at the Parks. Youth Services staff picked five parks throughout the City to visit on Monday mornings from 9-11, rain or shine. We bring a variety of things to play with including Legos, yard games, bubbles and crafts. We also had a donation of \$500 this spring that was designated to purchase books to distribute to kids attending this outreach program.

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2018 - June 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	TOTAL
Revenue													
Amazon Smiles Donations		111.08		91.59				148.09			82.83		\$433.59
Book Sales													\$0.00
Book Sales	598.20	6,517.12	226.24		6,156.39	1,374.74	5,085.49		42.21	5,127.77			\$25,128.16
Online Book Sales	892.22	999.53	2,938.08	684.06	640.07	806.53	1,272.53	1,375.73	1,555.39	870.42	698.63	484.83	\$13,218.02
Total Book Sales	1,490.42	7,516.65	3,164.32	684.06	6,796.46	2,181.27	6,358.02	1,375.73	1,597.60	5,998.19	698.63	484.83	\$38,346.18
Interest	41.09	41.12	39.82	41.18	39.89	41.24	41.28	37.32	41.34	33.02	33.34	32.28	\$462.92
Membership	388.30	89.23	163.30	5,123.30	4,025.30	2,275.80	2,679.96	528.30	648.30	123.30	784.29	528.30	\$17,357.68
Miscellaneous Income	5.00				180.00								\$185.00
Monies Received from Library Programs						4,000.00		330.69			2,150.00		\$6,150.00
Books for Babies	2,355.00	360.00	65.00							4,041.60			\$6,821.60
Give-a-Kid-a-Book					615.00	3,274.02	75.00						\$3,964.02
In Honor Of		100.00			50.00	1,000.00	260.00	955.00	350.00				\$2,715.00
Total Programs	2,355.00	460.00	65.00		665.00	4,274.02	335.00	1,285.69	350.00	4,041.60			\$13,831.31
Total Revenue	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$11,706.65	\$12,772.33	\$9,414.26	\$3,375.13	\$2,637.24	\$10,196.11	\$3,749.09	\$1,045.41	\$76,766.68
GROSS PROFIT	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$11,706.65	\$12,772.33	\$9,414.26	\$3,375.13	\$2,637.24	\$10,196.11	\$3,749.09	\$1,045.41	\$76,766.68
Expenditures													
Book Sale Expenses													\$0.00
Book Sales													\$0.00
Supplies	128.56	116.00	83.96	59.46	1,109.94	46.15	16.01	11.98					\$1,572.06
Volunteer Meals/Food			165.08	158.84		78.82		101.75			69.39		\$573.88
Total Book Sales	128.56	116.00	249.04	218.30	1,109.94	124.97	16.01	113.73			69.39		\$2,145.94
Online Book Sales													\$0.00
Postage	1,276.34	194.27	791.70	147.35	72.75	167.35	848.87	8.00	327.95	704.62			\$4,539.20
Supplies	50.50	9.17		593.65		41.36		22.49	4.84	112.61	60.89	107.03	\$1,002.54
Total Online Book Sales	1,326.84	203.44	791.70	741.00	72.75	208.71	848.87	30.49	332.79	817.23	60.89	107.03	\$5,541.74
Total Book Sale Expenses	1,455.40	319.44	1,040.74	959.30	1,182.69	333.68	864.88	144.22	332.79	817.23	130.28	107.03	\$7,687.68
Credit Card Co. Fees	19.12	40.16	18.60	18.68	33.30	41.30	27.54	37.57	26.35	21.14	44.22	46.76	\$374.74
Insurance				259.00		7.00							\$266.00
Library Allocations			22.96	9,238.92						13,000.00		380.90	\$22,642.78
Memberships	521.38			43.29	368.77		255.39		192.00	234.22			\$1,615.05
Miscellaneous Expense	150.00		55.92										\$205.92
Monies Remitted to Library						4,000.00					2,150.00		\$6,150.00
Newsletter	332.83	240.22		459.57			514.88			148.47			\$1,695.97
Office Supplies	63.89		179.96			199.95	151.89	90.35	212.29			25.00	\$923.33
Payroll Expenses													\$0.00
Taxes	131.28	162.57	131.53	66.05	68.73	137.16	166.19	113.50	96.61	87.33	136.80	82.43	\$1,380.18
Wages	1,716.15	2,125.10	1,719.40	863.33	898.50	1,792.90	2,172.38	1,483.64	1,263.01	1,141.51	1,788.27	1,077.56	\$18,041.75
Total Payroll Expenses	1,847.43	2,287.67	1,850.93	929.38	967.23	1,930.06	2,338.57	1,597.14	1,359.62	1,228.84	1,925.07	1,159.99	\$19,421.93
Program Expense								366.14					\$366.14
Annual Meeting	167.40								21.94		392.45		\$581.79
Books for Babies													\$0.00
Books	1,465.33	1,102.97	1,384.49	1,655.32	626.39	230.40			5,230.13	7.78			\$11,702.81
Supplies	206.19			231.02									\$437.21
Total Books for Babies	1,671.52	1,102.97	1,384.49	1,886.34	626.39	230.40			5,230.13	7.78			\$12,140.02
Give-a-Kid-a-Book													\$0.00
Books						2,106.43	667.61		197.00	102.79	499.96		\$3,573.79
Misc. Expenses						107.99	169.96				7.58		\$285.53
Total Give-a-Kid-a-Book						2,214.42	837.57		197.00	102.79	507.54		\$3,859.32
In Honor Of													\$0.00
Library			100.00			250.00	1,000.00	630.00	200.00	350.00			\$2,530.00
Misc. Expenses								600.00					\$600.00
Total In Honor Of			100.00			250.00	1,000.00	1,230.00	200.00	350.00			\$3,130.00
Total Program Expense	1,838.92	1,102.97	1,484.49	1,886.34	626.39	2,694.82	1,837.57	1,596.14	5,649.07	460.57	899.99		\$20,077.27
Staff Appreciation										1,000.00	31.96		\$1,031.96
Subscriptions/Org. Membership	122.10	516.10	138.10	142.89	218.10	136.10	136.10	461.28	134.74	147.40	142.07	136.07	\$2,431.05
Telephone	30.44			17.36			17.26			15.67			\$80.73
Total Expenditures	\$6,381.51	\$4,506.56	\$4,791.70	\$13,954.73	\$3,396.48	\$9,335.91	\$6,151.08	\$3,926.70	\$7,906.86	\$17,073.54	\$5,323.59	\$1,855.75	\$84,604.41
NET OPERATING REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$8,310.17	\$3,436.42	\$3,263.18	\$ -551.57	\$ -5,269.62	\$ -6,877.43	\$ -1,574.50	\$ -810.34	\$ -7,837.73
NET REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$8,310.17	\$3,436.42	\$3,263.18	\$ -551.57	\$ -5,269.62	\$ -6,877.43	\$ -1,574.50	\$ -810.34	\$ -7,837.73

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

June 2019

	JUN 2019	TOTAL
Revenue		
Book Sales		\$0.00
Online Book Sales	484.83	\$484.83
Total Book Sales	484.83	\$484.83
Interest	32.28	\$32.28
Membership	528.30	\$528.30
Total Revenue	\$1,045.41	\$1,045.41
GROSS PROFIT	\$1,045.41	\$1,045.41
Expenditures		
Book Sale Expenses		\$0.00
Online Book Sales		\$0.00
Supplies	107.03	\$107.03
Total Online Book Sales	107.03	\$107.03
Total Book Sale Expenses	107.03	\$107.03
Credit Card Co. Fees	46.76	\$46.76
Library Allocations	380.90	\$380.90
Office Supplies	25.00	\$25.00
Payroll Expenses		\$0.00
Taxes	82.43	\$82.43
Wages	1,077.56	\$1,077.56
Total Payroll Expenses	1,159.99	\$1,159.99
Subscriptions/Org. Membership	136.07	\$136.07
Total Expenditures	\$1,855.75	\$1,855.75
NET OPERATING REVENUE	\$ -810.34	\$ -810.34
NET REVENUE	\$ -810.34	\$ -810.34

Note

RCU Checking Account as of 06/30/19: \$14,359.09

RCU Checking Account (online booksale) as of 06/30/19: \$2,754.83

Charter Bank Money Market as of 06/30/19: \$41,381.74

Quarterly Budget Report - June 2019

	Annual		Budget	% of
	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue				
1 Memberships	\$20,000	\$17,358	(\$2,642)	87%
2 Corporate Memberships	2,500	\$0	(2,500)	0%
3 Booksales	25,200	\$25,128	(72)	100%
4 Online Booksales	12,000	\$13,218	1,218	110%
5 Grants	0	\$0	0	0%
6 Give-a-Kid-a-Book	4,500	\$3,964	(536)	88%
7 Books for Babies	2,500	\$6,822	4,322	273%
8 In Honor Of	2,000	\$2,715	715	136%
9 Interest	350	\$463	113	132%
10 Amazon Smiles	200	\$434	234	217%
11 Miscellaneous	500	\$516	16	103%
12 Monies Received for Library	6,000	\$6,150	150	103%
13 Transfer to Fund Balance	<u>2,675</u>	<u>\$0</u>	<u>(2,675)</u>	<u>0%</u>
Total Revenue	<u>\$72,425</u>	<u>\$76,767</u>	<u>(\$1,808)</u>	<u>106%</u>
Expenses				
14 Library Allocations	20,000	\$22,643	(2,643)	113%
15 Salaries	23,500	\$18,042	5,458	77%
16 Payroll Taxes	1,700	\$1,380	320	81%
17 Memberships	1,200	\$1,615	(415)	135%
19 Credit Card Company Fees	350	\$375	(25)	107%
19 Annual Meeting	400	\$582	(182)	145%
20 Telephone	75	\$81	(6)	108%
21 Newsletter	1,700	\$1,696	4	100%
22 Give-a-Kid-a-Book: Books	3,500	\$3,574	(74)	102%
23 Give-a-Kid-a-Book: Expenses	300	\$286	14	95%
24 Books for Babies	8,000	\$12,140	(4,140)	152%
25 In Honor Of: Library	2,000	\$2,530	(530)	127%
26 In Honor Of: Expenses	100	\$600	(500)	600%
27 Booksales: Expense	1,450	\$2,146	(696)	148%
Office Supplies - \$500		\$1,572		
Promotions - \$450		\$0		
Food - Volunteers - \$500		\$574		
28 Online Booksales: Expense	2,400	\$5,542	(3,142)	231%
29 Insurance	300	\$266	34	89%
30 Staff Appreciation	1,000	\$1,032	(32)	103%
31 Volunteer Appreciation	150	\$0	150	0%
32 Office Supplies	1,800	\$923	877	51%
33 Subscriptions/Org. Memberships*	1,800	\$2,431	(631)	135%
34 Miscellaneous	700	\$572	128	82%
35 Monies Remitted to Library	6,000	\$6,150	(150)	
36 Transfer to Fund Balance	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>na</u>
Total Expense	<u>\$72,425</u>	<u>\$84,604</u>	<u>-\$6,179</u>	<u>117%</u>

Adopt a Shelf

- Send the prospective volunteer an email explaining the program (example below) and be sure to attach the Waiver of Liability & Background Check Consent form (form attached). Form can be found in the shared drive under Friends→Volunteers→Adopt a Shelf→Liability – Background Consent (.pdf form). Example email area in bold will need to be adjusted based on availability of shelves:

Greetings!

Thank you for your interest in volunteering for our Adopt a Shelf program at the library. It is a great way to keep our library looking great and ensure that our books are easy for everyone to find! I would like to provide you with a little more information about the program so you can decide if it is a good fit for you.

*Adopt a Shelf volunteers are assigned a shelf in one of the following areas: Adult Fiction, Non-Fiction, , Adult Audiobooks, Young Adult Fiction and Young Adult Non-Fiction. **Currently we only have a few shelves left in Adult Non-Fiction. I can put you on a waiting list, if you prefer to wait for one of the shelves in Adult Non-Fiction or Young Adult to open up.** Once a shelf is assigned to you, a nameplate will be placed at the end of your shelf. We ask that you spend 1-2 hours each month taking care of your shelf. Some of the tasks include recording your time so that we can properly acknowledge your efforts and also making sure your shelf is dust-free and in order. You will be doing your part to make the library an organized and enjoyable place to be.*

The Adopt a Shelf volunteers work in the public areas of the library during library hours. Because of these special circumstances, Adopt a Shelf volunteers are required to complete and return a background check form before training for the position. All information is kept confidential. If you are still interested in volunteering please complete the attached Waiver of Liability & Background Check Consent form. You can then either scan it and email it back to me, place it in an envelope and drop it off for me at the reference desk in the library or mail it to my attention @ Friends of the L.E. Phillips Memorial Public Library, 400 Eau Claire St, Eau Claire, WI 54703. After the background check is completed, I will contact you to set up a short training appointment where a shelf will be selected for you.

Please feel welcome to contact me with any questions or concerns you might have.

Thanks again for your interest and have a wonderful day!

- Once completed waiver form is returned:
 - Email full legal name and date of birth to Jackie Hagenbrucher in Administration and she will get back to you with background check results, usually within one day.
 - Scan form and save in shared drive under Friends→Volunteers→Background checks.Liability Forms in the following format: *Last name.first name*, i.e. Claudio.Jamie
 - Contact volunteer to inform them that check is complete and set up a brief orientation appointment to go over the procedures and pick a shelf if applicable.

➤ Orientation

- Find the Adopt a shelf file in the 3-drawer gray filing cabinet, currently located adjacent to the administrative assistant's desk.
- There will be a copy of the Adopt a Shelf Master List in the front that can be used during the appointment to locate "un-adopted" shelves. It is a good idea to periodically check the list against the shelves to make sure everything is up to date. A copy can be found in the shared drive under Friends→Volunteers→Adopt a Shelf→AAS master list (Excel document).
- Take a copy of the Adopt a Shelf Information and Shelving Rules that are in the file for the volunteer. Copies of both of these files can be found in the shared drive under Friends→Volunteers→Adopt a Shelf→Adopt a Shelf Handout-Procedures→Adopt a Shelf handout to volunteer.2017 and Friends→Volunteers→Adopt a Shelf→Adopt a Shelf Handout-Procedures→Shelving Rules.
- Show volunteer where the sign-in sheet, volunteer badges and cleaning supplies are kept behind the shelf checkout station in Circulation. Stress the importance of signing in so that we can keep track of volunteer hours for grant purposes and to verify that they are coming in to work on their shelf.
- Show him/her the volunteer coat rack located outside of the circulation work room.
- Briefly go over handouts with them. Mention that it is okay if they miss a month once in a while but to please inform you if they decide to no longer keep up their shelf at any time.
- Point out step stools that are available for use to reach high shelves, etc.
- Verify spelling of name for shelf placard
- Ask them if they have any questions, etc.

➤ Post Orientation

- Update AAS (adopt a shelf) master list in the computer, make sure to change the updated date too.
- Email Circulation and Youth Services managers a copy of the AAS master list.
- Submit PCS (Programming & Communication Services) request on the intranet to have shelf signage changed. As a courtesy, give at least two weeks lead time for completion.

➤ Monthly/ Yearly Duties

- Pick up volunteer sign in sheets at the beginning of each month and enter volunteer time into Donorsnap database
- Replenish blank volunteer sheets as necessary. These can be found on the shared drive under Friends→Volunteers→Adopt a Shelf→MASTER-Volunteer Hours Sign-In Form (Excel document). Currently these are printed on green paper
- At least once per year check to see which volunteers do not have hours within the last 6 months or so. Send volunteers that have not logged any time the following email or letter (adjusting dates as necessary), giving them a month to respond:

Greetings!

Thank you for participating in Adopt a Shelf at the public library. We need volunteers like you to continue to keep our shelves neat and free of dust.

In reviewing the volunteer hours from the past year, it appears that you have not logged any hours in 2018. The library wants to know the number of hours volunteers are helping, so these hours can be included in the annual report and used for grant purposes. If you have been taking care of your shelf and have forgotten to sign in at Circulation Services, please do so the next time you are at the library. If you have already told someone you no longer wish to participate in the program and it was not properly relayed, I apologize for the inconvenience.

*Please let me know if you wish to continue with Adopt a Shelf and will sign in next time you come, or if you no longer wish to participate in the program and we can make the shelf available for another volunteer. You can either call or email in your preference at 715-831-5301 or friendsofthelibrary@eau Claire.lib.wi.us. If I have not heard from you by **July 20**, I will assume you are no longer interested in adopting your shelf and offer it to another volunteer. Thank you for your continued support of the Friends and the library!*

- Follow-up by having signage removed by PCS for volunteers no longer participating. Have *Available* signage put back on shelf.
- Occasionally check to make sure AAS master list and shelving signage match

Examples attached: #1 Waiver of Liability & Background Check Consent form
 #2 AAS Master List
 #3 Shelving Rules
 #4 AAS Handout to Volunteers
 #5 Volunteer Sign in Form

Date Adopted: July 15, 2019