PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, September 19, 2013 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) Welcome to new Library Board Member, Mary Ann Hardebeck!
3) Strategic Plan Update: Update on Early Literacy Initiative iPads (Shelly Collins-Fuerbringer, Youth Services Manager)
4) Citizen Comments (limited to 5 minutes per citizen)
5) Approval of Previous Minutes of the Library Board (Page 1)
6) Communications
7) Report of the Library Director (Page 24)
8) Report of the Library Board President
9) Committee Reports  
   a. Development and Endowment (Page 70)
   b. Planning
10) Friends of the Library Report
11) IFLS Board Report
12) Financial Reports (Page 72)
13) Action on Bills and Claims (Page 82)
14) Statistical Report (Page 116)
15) Consideration of New Business  
   a. Discussion and adoption of a 2013 National Friends of Libraries Week proclamation (Page 122)
b. Discussion and action on standardizing December-January holiday hours for the library

c. Discussion and action on policy reviews for the month (no changes recommended):
   i. Library Records (Page 123)
   ii. Naming (Page 131)
   iii. Use of Restrooms (Page 137)

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

17) Adjournment

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

Trustees: If you are unable to attend this meeting, please notify the Library’s Administrative Office by calling 715/833.5318
A meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library was held on Thursday, July 18, 2013 at 5 p.m. in the Board Room of the Library.

Board members present: Bruce, Fraser, Harless, Hauser, Klinkhammer, Pagonis and Wisner. Board members absent: France, Hardebeck and Lee. Staff present: Arneson, Depa, Kriese, Peterson, Stoneberg and Troendle. Guests present: None.

CITIZEN COMMENTS
There was a wonderful article in the Lifestyles section of the July 14, 2013 issue of the Leader-Telegram about the sizzling-hot reads for summertime available at the library.

STRATEGIC PLANNING UPDATE
Public Relations and Programming Services Manager Bess Arneson gave an overview and summary of the library’s interior sign project that has taken place over the past three years. The Board appreciated Bess’ presentation.

APPROVAL OF PREVIOUS MEETING MINUTES
The Board Minutes of the June 20, 2013 Board meeting stand as they are.

COMMUNICATIONS
- John Stoneberg shared the letter from Cleo Powers regarding her plans to officially resign her position as the Friends Book Sales Coordinator effective the end of November 2013.
- John Stoneberg shared the following article: Can Libraries Survive the E-Book Revolution?
- A reminder that there will not be an August Board meeting.

REPORT OF THE LIBRARY DIRECTOR
Included:
- The System and Resource Library Administrations’ Association of Wisconsin (SRLAAW) is composed of administrators from all seventeen Wisconsin public library systems. John Stoneberg attended a feedback session for mostly system resource library directors on June 18, 2013 regarding SRLAAW’s progress report and preliminary recommendations that was released in May outlining what might be done to ensure a positive future for library systems and library service in Wisconsin.
- Other highlights and management staff reports.

REPORT OF THE LIBRARY BOARD PRESIDENT
- The Board President’s “Missing Manual” is now updated.
- A draft copy of a proposed City of Eau Claire Committee Member Code of Conduct from the Advisory Committee on Appointments of the Eau Claire City Council was provided to Don Wisner and shared with the Board at the meeting.
• A conversation and review of the duties of the Library Board should take place in October. The Planning Committee should schedule a meeting in September regarding this subject.

COMMITTEE REPORTS

Committee Chairs and Appointments
• The draft of the 2013-2014 Committee Chairs and Appointments was accepted as presented with the additions of adding Bob Fraser to the Development & Endowment Committee and David Klinkhammer to the Planning Committee.

Finance Committee
• On a motion made by Bob Fraser and seconded by David Klinkhammer, the Board unanimously approved the proposed 2014 operating budget.
• On a motion made by David Klinkhammer and seconded by Bob Fraser, the Board unanimously approved the proposed 2014 capital improvement plan.

REPORT FROM THE FRIENDS OF THE LIBRARY
• The fundraising for Jack’s Story Time sculpture is progressing well and it is hoped the fundraising will be completed so that a dedication could be done at the end of September with the sculptor in attendance. The Friends Board unanimously approved to spend up to $10,000 on the sculpture if other mechanisms to raise funds to purchase it fall short.
• The name for the Bookmarks Remembrance program was reconsidered. After some brainstorming, the title "In Honor Of" was unanimously approved. Specific details are yet to be worked out.
• Cleo Powers attended the meeting and provided information on the work of coordinating the book sale. She provided a copy of the multi-page description she talked from. A committee to discuss replacing Cleo's position was formed. The general feeling is that the job will involve more than one person. There will probably be some division of labor along functional lines (e.g., sorting, set up, take down, the sale itself, etc.).

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD
• Bob Fraser attended the June Executive Committee meeting.
• The 2014 MORE meeting to approve the 2014 budget will take place on July 19, 2013.
• The next IFLS meeting will be held at the Ladysmith library on July 24, 2013.

FINANCIAL REPORT
The June financial reports were reviewed.

ACTION ON BILLS & CLAIMS
On a motion made by Susan Bruce and seconded by Bob Hauser, the Board unanimously approved the Bills & Claims of June 14-June 28, 2013 as well as the Supplemental Bills & Claims for June.
STATISTICAL REPORT
The Board reviewed the June statistical report.

CONSIDERATION OF NEW BUSINESS
• The strategic plan for the library was reviewed.

DIRECTIVES
• Investigate ways of honoring Cleo Powers and her sister for their service to the library. The Distinguished Service Award Committee should be involved.
• Send the Board the revised version of the Board President’s Missing Manual.
• Schedule a Planning Committee meeting in September.

ADJOURNMENT
On a motion made by David Klinkhammer seconded by Susan Bruce, the Board unanimously adjourned at 6:30 p.m.

Respectfully submitted,

Jackie Depa, Purchasing Associate II
Amazon versus your public library
Will consumers buy as many e-books when they can borrow them?
By Verne Kopytoff, contributor (July 22, 2013)

FORTUNE -- Amazon's dominance in digital books is under perpetual attack by Google and Apple. Now you can add another threat to the list: the public library. That's what an analyst from Barclays suggested in a recent research report. Consumers will likely avoid buying e-books if they can borrow them from the library for free.

"As e-reader users become more familiar with the library's system's free alternative, and as libraries reduce the friction associated with borrowing e-books, we believe digital content revenue growth at Amazon may soften," said Anthony DiClemente, a Barclays analyst.
OK, sure. But could Amazon, tech's behemoth retailer, really be threatened by the neighborhood library—a centuries-old institution? The answer is complex. Much hinges on whether libraries and publishers can iron out differences that have limited the selection of e-books available for lending.

Having said that, libraries have coexisted just fine with physical bookstores over the years. People who wanted to read the latest bestsellers tended to buy them rather than checking them out. Libraries served more as a supplement, particularly for people who couldn't afford paying for new books. Why should the dynamics in the digital era be any different?

"I think Amazon is going to be strong for a while," said Carrie Russell, who handles digital book and copyright issues for the American Library Association. The fact that Amazon's shoppers can load up on e-books, along with virtually anything else, makes its service that much more indispensible, she continued.

Amazon declined to comment about any rivalry with libraries. Superficially, libraries seem to be on the ball with digital books. Just over three-quarters of libraries lend e-books, according to a survey last fall by the American Library Association. Even people who do not own an e-reader can often check them out from their local branch. Nearly 40% of libraries let patrons borrow Kindles, Nooks or other similar devices, the survey found.

The convenience of downloading library e-books is debatable. Many libraries let people do it from home. Some others require visiting the library branch in-person. The actual mechanics can be a bit complicated for some patrons because libraries sometimes have multiple e-book catalogs.

But the most serious challenge facing libraries is that most have relatively few e-books to choose from. The Alexandria Library, in Virginia, has 35,000 digital titles versus 450,000 in print, for example. A lack of money for buying new digital books is a big hurdle, for sure. But there are other factors at play.

Publishers, fearful that selling to libraries will hurt sales to the general public, have thrown up roadblocks. Some major publishers jack up the price libraries pay for e-books compared to what they charge the public. Others make only a small number of titles available, delay their availability until weeks after the general release or require libraries to buy another copy after lending it 26 times.
Such policies actually mark an improvement over the recent past. Until earlier this year, some major publishers refused to sell to libraries at all.

Public awareness that libraries lend e-books will play a key role in whether Amazon’s digital book business erodes, Barclays said. As it is, relatively few people know about borrowing digital books, although their numbers are growing. A survey last year by the Pew Internet & American Life Project found that 31% of the public was aware that libraries lend e-books, up from 24% in 2011. Only 5% of people actually had checked out a digital book compared with 3% in the prior year, Pew found.

"E-books are becoming more important and we do expect them to grow going forward," said Christopher Platt, director of the joint technology team for the New York and Brooklyn public libraries. "Digital is not a boutique service. It's part of the future of the library."

The New York Public Library has 84,000 e-book titles available. Of the 11 million books checked out during the nine-month period ending in April, 7.3% were e-books.

One thing the Barclays analyst failed to mention in his report is that Amazon is trying to market itself within libraries. Amazon is among a handful of booksellers that have partnered with OverDrive, a company that supplies libraries with e-book catalogues. People who search a catalogue may see an Amazon "Buy it Now" button if a book, CD or DVD they want is unavailable. Instead of putting their name on a waiting list, people can simply buy a copy from Amazon and have it shipped to their doorstep.

"Amazon is willing to support the community," said Rose Dawson, director of the Alexandria Library, which started connecting its patrons with Amazon a few weeks ago. "It will actually draw more people to them."

Libraries have a financial incentive to play along. For every sale, libraries get a commission of around 10%. It's hard to pass up on the extra money in an era of deep budget cuts. Some libraries like Alexandria's also place an Amazon button on their home pages which the public can use, in theory, to buy televisions, computers and cat food in addition to books. Sales, however, have been modest at the New York Public Library, which has been testing the program for the past year. In addition to Amazon, library patrons can shop at Barnes & Noble and IndieBound. So how much has the library earned from the three retailers? Just $800.
Some 70% of American adults have a high-speed broadband connection at home; an additional 10% of Americans lack home broadband but do own a smartphone. And 20% of Americans have neither a home broadband connection nor a smartphone.

Kathryn Zickuhr
Research Associate, Pew Internet Project

Aaron Smith
Senior Researcher, Pew Internet Project

http://pewinternet.org/Reports/2013/Broadband.aspx

FOR FURTHER INFORMATION, CONTACT:

Pew Research Center’s Internet & American Life Project
1615 L St., N.W., Suite 700
Washington, D.C. 20036

Media Inquiries:
202.419.4500
Trends and demographic differences in home broadband adoption

As of May 2013, 70% of American adults ages 18 and older have a high-speed broadband connection at home, according to a nationally representative survey by the Pew Research Center's Internet & American Life Project. This is a small but statistically significant rise from the 66% of adults who said they had home broadband in April 2012.

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Home broadband vs. dial-up, 2000-2013

Among all American adults ages 18 and older, the % who access the internet at home via dial-up or high-speed broadband connection, over time. As of May 2013, 70% of adults have home broadband.


See also: http://pewinternet.org/Trend-Data/Home-Broadband-Adoption.aspx

The demographic factors most correlated with home broadband adoption continue to be educational attainment, age, and household income. Almost nine in ten college graduates have high-speed internet at home, compared with just 37% of adults who have not completed high school. Similarly, adults under age 50 are more likely than older adults to have broadband at home, and those living in households earning at least $50,000 per year are more likely to have home broadband than those at lower income levels.
# Home broadband demographics 2013

Among all American adults ages 18 and older, the % in each group who have a high-speed broadband connection at home

<table>
<thead>
<tr>
<th>Demographic Category</th>
<th>% with home broadband</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Americans ages 18+ (n=2,252)</strong></td>
<td>70%</td>
</tr>
<tr>
<td>a Men (n=1,029)</td>
<td>71</td>
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<tr>
<td>b Women (n=1,223)</td>
<td>69</td>
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<tr>
<td><strong>Race/ethnicity</strong></td>
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<tr>
<td>a White, Non-Hispanic (n=1,571)</td>
<td>74&lt;sup&gt;bc&lt;/sup&gt;</td>
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<tr>
<td>b Black, Non-Hispanic (n=252)</td>
<td>64&lt;sup&gt;c&lt;/sup&gt;</td>
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<tr>
<td>c Hispanic (English- and Spanish-speaking) (n=249)</td>
<td>53</td>
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<tr>
<td><strong>Age</strong></td>
<td></td>
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<tr>
<td>a 18-29 (n=404)</td>
<td>80&lt;sup&gt;cd&lt;/sup&gt;</td>
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<tr>
<td>b 30-49 (n=577)</td>
<td>78&lt;sup&gt;cd&lt;/sup&gt;</td>
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<td>c 50-64 (n=641)</td>
<td>69&lt;sup&gt;d&lt;/sup&gt;</td>
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<tr>
<td>d 65+ (n=570)</td>
<td>43</td>
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<tr>
<td><strong>Education attainment</strong></td>
<td></td>
</tr>
<tr>
<td>a No high school diploma (n=580)</td>
<td>37</td>
</tr>
<tr>
<td>b High school grad (n=374)</td>
<td>57&lt;sup&gt;a&lt;/sup&gt;</td>
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<tr>
<td>c Some College (n=298)</td>
<td>78&lt;sup&gt;ab&lt;/sup&gt;</td>
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<tr>
<td>d College + (n=582)</td>
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<tr>
<td><strong>Household income</strong></td>
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<tr>
<td>a Less than $30,000/yr (n=417)</td>
<td>54</td>
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<tr>
<td>b $30,000-$49,999 (n=320)</td>
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<td>c $50,000-$74,999 (n=279)</td>
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<td>d $75,000+ (n=559)</td>
<td>88&lt;sup&gt;ab&lt;/sup&gt;</td>
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<td><strong>Urbanity</strong></td>
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<tr>
<td>a Urban (n=763)</td>
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<td>b Suburban (n=1,037)</td>
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<tr>
<td>c Rural (n=450)</td>
<td>62</td>
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</table>

Source: Pew Research Center’s Internet & American Life Project Spring Tracking Survey, April 17 – May 19, 2013. N=2,252 adults ages 18+. Interviews were conducted in English and Spanish and on landline and cell phones. The margin of error for results based on all adults is +/- 2.3 percentage points.

Note: Percentages marked with a superscript letter (e.g.,<sup>a</sup>) indicate a statistically significant difference between that row and the row designated by that superscript letter, among categories of each demographic characteristic (e.g. age).
Smartphones and broadband

In recent years internet-connected mobile devices such as smartphones have exploded in popularity, offering an alternate form of “home” internet access. Today 56% of American adults own a smartphone of some kind, compared with 70% who have broadband at home.¹

There is no widespread consensus as to whether 3G or 4G smartphones qualify as “broadband” speed, and many would question whether they offer the same utility to users as a dedicated home internet connection (activities such as updating a resume, filing taxes, or viewing educational content are certainly more challenging on a smartphone operating over a cell phone network, than on a broadband-connected home computer). For these reasons, smartphones are qualitatively distinct enough that we do not include them in our standard definition of what constitutes a “broadband user.”

At the same time, smartphones do offer a potential source of online access to individuals who might otherwise lack the ability to go online at all from within the home, even if that access is somewhat limited in comparison. And indeed, 10% of Americans indicate that they do not have a broadband connection at home but that they do own a smartphone (another way to say this is that 32% of non-broadband users own a smartphone). If we include that 10% of Americans with the 70% who have traditional broadband, that means that 80% of Americans have either a broadband connection, a smartphone, or both. Here is how the 80% breaks down:

- 46% of Americans have both a home broadband connection and a smartphone
- 24% have a home broadband connection, but not a smartphone
- 10% have a smartphone, but not a home broadband connection

The remaining 20% of Americans have neither a home broadband connection nor a smartphone.

Including smartphones in the definition of home broadband access helps narrow the differences between some demographic groups, but widens the gap between others. Differences between racial and ethnic groups are an example of smartphones narrowing the “broadband gap”: While blacks and Latinos are less likely to have access to home broadband than whites, their use of smartphones nearly eliminates that difference.²

On the other hand, including smartphones in our broadband definition actually exacerbates differences in broadband adoption rates between young and old. Looking just at our standard definition of home broadband adoption, we find that 80% of young adults ages 18-29 have a high-speed broadband at home, compared with 43% of seniors ages 65 and older—a gap of 37 percentage points. If we include smartphone ownership in our definition of home broadband, this gap actually increases to 49 percentage points, because young adults are more likely than seniors to own smartphones as well.

Adding smartphone ownership to home broadband use, we see that the proportion of young adults who have “home broadband” under this definition increases from 80% to 95%, while including smartphones has no discernible impact on access rates for seniors—the 46% of seniors who have broadband or a smartphone is little different from the 43% who have broadband at all.

# Broadband and smartphone adoption

Among all American adults ages 18 and older, the % in each group who...

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<thead>
<tr>
<th></th>
<th>Have broadband at home</th>
<th>Have home broadband or smartphone</th>
<th>Difference</th>
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<tbody>
<tr>
<td><strong>All adults</strong></td>
<td>70%</td>
<td>80%</td>
<td>+10</td>
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<tr>
<td>a Men (n=1029)</td>
<td>71</td>
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<td>c Hispanic (n=249)</td>
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<tr>
<td>c Rural (n=450)</td>
<td>62</td>
<td>70</td>
<td>+8</td>
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**Source:** Pew Research Center’s Internet & American Life Project Spring Tracking Survey, April 17 – May 19, 2013. N=2,252 adults ages 18+. Interviews were conducted in English and Spanish and on landline and cell phones. The margin of error for results based on all adults is +/- 2.3 percentage points.

**Note:** Percentages marked with a superscript letter (e.g., a) indicate a statistically significant difference between that row and the row designated by that superscript letter, among categories of each demographic characteristic (e.g. age).

The newly formed company will have $3.9 billion in revenue, 10,000 employees, nearly 250 imprints, and a global reach, combining Random House’s strength in Latin America with Penguin’s hold in India and China. Penguin Random House will publish 15,000 new titles a year, about one-quarter of the world’s English-language books.

Bertelsmann, which owned Random House before the deal, is the controlling partner, with 53 percent to Penguin-parent Pearson’s 47 percent. Bertelsmann CEO Thomas Rabe ticked off the strategic advantages of the match: “Together, we can and will invest on a much larger scale than separately in diverse content, author development and support, the publishing talent, the entire spectrum of physical and digital book acquisitions, production, marketing, and distribution, and also in fast-growing markets of the future.”

Big enough to fight back?

What will this mean for the publishing landscape? Now that we are down to the Big Five—Hachette, HarperCollins, Macmillan, Penguin Random House, and Simon & Schuster—will we see the U.S. market boil down to a Big One within a decade, as consultant Mike Shatzkin predicted at this year’s Publishers Launch conference in June? Will consolidation bring homogenization and dampen risk-taking, as others have speculated, echoing a charge levied against big publishers for years?

For more on this story see PubCrawl’s Penguin Random: Bigger Is Better—Or Not, by Francine Fialkoff

“I don’t think it’s dire,” says Lorraine Shanley, president of Market Partners International, a consulting firm that specializes in traditional and digital publishing in the United States and internationally. “Publishers are all rowing in the same direction on this one, in reaction to Amazon,” Shanley continues.

The silver lining, Shanley says, is that Penguin Random House is large enough that even Amazon, with its $61 billion in annual revenues, most from nonbook sales, can’t ignore it when it comes to books. “And that will help the others. This is a potential plus for the industry. Penguin Random House can be a market leader,” Shanley says, by standing up to the massive online retailer’s aggressive tactics, including price slashing. A single player that can push back at Amazon may be particularly appealing because a previous attempt to do so by multiple companies with Apple backfired, leading to expensive price-fixing lawsuits and settlements.

Inside the house

The first 100 days of a new corporate regime tend to telegraph the future. Changes announced so far at Penguin Random House emphasize retaining valued executives and employees, authors, and readers and a collaborative rather than a “winner take all” approach, blending the companies gradually, over a two- to five-year period. Industry watchers venture that while it’s likely that cuts will happen, they won’t be drastic. Because the merged companies didn’t ramp up billions in leverage to get the deal done, there is no external pressure to crank up profitability. As a result, the
top executives can take the time to make thoughtful decisions.

Dohle has said that the integration of Penguin Random House will take place over the next two to three years, not months, according to Penguin Random House spokesman Stuart Applebaum: “In the immediate months ahead, our byword is continuity, not disruption. Cross-divisional collaborations were indispensable to our premerger integration processes with our IT, human resources, and communications groups, and now we are expanding this approach to virtually every department and division.

“Our senior management team is specifically drawn from both sides of the company, and the long-term and day-to-day strategic, operational, and publishing decisions—including library-centric ones—will be evolved jointly by Random House and Penguin executives, sharing their knowledge and experience, determining what we hope will be a right course for all. In the beginning weeks of our united company this coming together has been productive—and fun.”

Developing and expanding digital platforms will be “a crucial priority” for Penguin Random House, Applebaum adds, with plans to invest heavily capital and talent resources and provide training courses for emerging digital platforms, social media tools and programs, and metadata analytics companywide.

Possible downsides

Not surprisingly, outsiders have been more open to voicing the potential negatives of combining two already-massive publishers. The newly merged company is “a huge behemoth with a lot of moving pieces and an enormous number of imprints and editors,” says Shanley. "It will take a certain amount of time to figure out how to sell a significantly larger list.”

That’s not the only concern. Others in the close-knit book industry focused on the back office: publishing veterans predict that postmerger, the first obvious changes will be in operations—one contracts’ department instead of two, one sales force instead of two, one warehouse, and so forth—and that ultimately editorial cuts will fall on “redundancies.”

Ethan Nosowsky, editorial director of Graywolf Press, expressed the feelings of many in the industry about cutbacks. “Several of us at Graywolf have worked at larger publishers, so right now we are looking on with concern for our friends and former colleagues—the many talented and hardworking editors, publicists, and salespeople who inevitably lose their jobs in these mergers.”

And what about the 250-some imprints in the new company? Will some be put to bed or combined? “Penguin Press publishes the best serious nonfiction around,” said Grove Atlantic publisher Morgan Entrekin, rattling off an extensive list of imprints and editors. “One would hope these imprints will stay intact....” Anticipating such speculation, Dohle addressed a letter to literary agents in late October 2012, shortly after the merger was announced. "In this new partnership with Penguin, we will be retaining the distinct identities of both companies’ imprints," he wrote.

“The divisional publishers—not corporate leadership or shareholder fiat—will determine the priorities for their individual imprints,” Applebaum says, postmerger. “Surely, there will be changes they will implement over time, as they always have done, but this will be gradual and in response to the marketplace, the editorial affinities of their staff, and feedback from readers.” Bolstering Dohle’s statement, he points to the parallel literary, business, and genre imprints that coexist among Random House’s three adult divisions. “This will continue cross-company with Penguin Random House,” he says.

The impact on other publishers

Each of the other Big Five players is figuring out a way to get its “moment in the sun,” Shanley says. “The ebook market is growing, the English-language market is growing worldwide. There are lots more opportunities to find new markets outside the United States. Look at Harper. It’s really made inroads in terms of being able to offer print on demand worldwide. Macmillan is doing far more English-language publishing and ebook distribution worldwide. HarperCollins—with its recent alignment with the Dow Jones side of News Corp—is doing a huge ebook initiative with the Wall Street Journal. Hachette has more ebook best sellers than even Random. Everyone’s going to be more aggressive, partner up, and be as efficient as they can.”

For smaller companies, the effects of the merger may be less noticeable. “Random House is 100 times my size, Penguin is 75 times my size,” says Entrekin. “Together, they are 175 times my size. I don’t see it as having that much impact on how Grove Atlantic operates. I’m never going to be able to measure up to their advances. We’ll still have
authors who will leave us at some point. That’s the way it’s been for 20 years…. If anything, it differentiates us more. We are markedly different in terms of size and shape.” That is a plus, says Graywolf’s Nosowsky, pointing out that consolidation provides opportunity for smaller houses to seize some literary territory. "We’re going to do that happily," he says. “But I think all of us would rather be talking in terms of healthy ecosystems than battlefields.”

The impact on authors

What if you’re an author published by Penguin, and suddenly you’re on a list with hundreds of your competitors? Penguin Random House is taking a lot of time and effort to soothe authors and their agents. But no one can tell what is going on behind closed doors.

“It remains to be seen what impact this merger will have on our clients’ ability to have their books successfully published,” says literary agent Gail Hochman, president of the Association of Authors Representatives. “We want the most vigorous marketplace possible for our clients’ books, where they can be published in increasingly effective and creative ways.”

While Penguin Random House has the talent and money to publish authors “effectively,” other factors may narrow authors’ ability and opportunity to get the best deal. Penguin Random House will have “a more robust top-tier list of authors to support and be supported by, which may mean less need and/or motivation to develop authors who are considered to be underperforming or solidly midlist,” says Sylvia Day, president of the Romance Writers of America and a best-selling author. (She closed a multimillion-dollar deal in June for two erotic novels with Penguin, which published her “Crossfire” series.) “The resources at their disposal have magnified (sales force, marketing and publicity talent, and networks), and their industry footprint is considerably larger,” she says. “[But] other publishing houses [will] have one less house to compete against in auctions. This may—in some ways—be a boon for other houses but is a huge loss for authors and agents.”

Previous mergers have affected auctions, too, with prohibitions against bidding wars when more than one imprint of a house is involved. According to Penguin Random House’s Applebaum, however, “The respective bidding process for both sides of the company will essentially remain unchanged. When more than one house has a shared interest in a title, there can be competitive bidding between the Penguin imprints and the Random House imprints in the acquisition mix, which can continue as long as there is at least one outside publishing house bidding.”

The new competition

Author Day also pointed to the growth of self-publishing as a game-changer in the way big houses compete for authors. “As more authors become independent publishers, the Big Five will find that they’re competing less against one another and more against the lucrative and less frustrating path of self-publication,” she says.

Authors like Stephen King and Seth Godin already have opted for Amazon and Kickstarter, notes Minda Zetlin, president of the American Society of Journalists and Authors and a business/technology author (The Geek Gap). But so have many other authors she knows, who “work with some combination of smaller publishers and self-publishing in addition to the Big Six—Now—Five. As authors have come to understand that sales of their books is their own responsibility, it’s less and less clear why we need these giant houses at all,” she says.

“While this is certainly a major transformation from the viewpoint of bookstores and the publishing industry, from the viewpoint of workaday writers…it’s just another item in a long-familiar trend,” continues Zetlin. “The big houses are becoming fewer and more corporate-driven. Big advances are rare, promotional support rarer. So in a way, Simon & Schuster’s partnership with self-publishing company Author Solutions seems as significant to me as the Random House/Penguin merger.”

Entrekin agrees that publishing will “morph” into many types and forms over the next ten years. “Self-publishing, Amazon publishing. There will be tiers of publishers that won’t be so corporate in size. Pottermore is an interesting form of publishing," he says, referring to the site J.K. Rowling established to sell Harry Potter ebooks. As consolidation drives new models, those same new models also drive consolidation. “The large corporate publishers traded on the public markets will have even more pressure,” Entrekin hazards.

The library connection

Continuing the strong relationships they’ve had with Penguin and Random House under the new regime is a priority for
librarians. "During the past two years, we have had numerous interactions—via in-person meetings and other communications mechanisms—with representatives of both companies and with library marketing executives and executives at the highest level of each company," says American Library Association (ALA) president Barbara Stripling. "We do not agree on every issue, but we have had substantive and respectful conversations. ALA is hopeful about continuing this good relationship with Penguin Random House."

For the foreseeable future, Penguin and Random House will continue to advance their partnerships with libraries under their current distinct and separate policies and terms, says Applebaum. A "collaborative approach will be the hallmark of how Penguin and Random House will be working together in the time ahead to formulate a unified, shared strategy, together with sales terms, for libraries," he says.

He offers no time line for the new policies to take effect. "We will take the time we need to think this through and plan it properly and to try to get it right for all parties. In doing so, we will actively be reaching out to the library community for their views and recommendations about our respective best practices for every aspect of our relationships. We want them to have a voice in determining our future together."

In the meantime, top executives from both sides of Penguin Random House underline the importance of continuing their ongoing partnerships with libraries.

Skip Dye, Random House VP for library and academic marketing, went on a weeklong "listening tour" of Ohio public libraries in early August, culminating at OverDrive’s Digipalooza user group meeting in Cleveland. His goal: "To reaffirm and reassure people we will still be doing what we do."

Dye and his Penguin counterpart, Alan Walker, VP, senior director of academic and library sales and marketing at Penguin Group, express mutual respect and the wish to collaborate and continue seeking feedback from librarians.

"Skip and I right now are talking quite often about how we can work together," says Walker. "We’ve always had a friendly collegial relationship." Penguin and Random House have a shared philosophy, Dye says. "We believe in supporting librarians and in the importance the library plays in the community. We’ve become active listeners within the library community. We do listen. And after the merger, we’re still listening."

Adds Walker, "We’re trying to make it a two-way conversation."

About Those Ebooks

Will there be uniformity in Penguin Random House lending policies? This key question was raised by ALA president Barbara Stripling.

"The library ebook lending business models for Penguin and Random House differ greatly," Stripling says. "Penguin employs a model centered on a one-year duration with pricing somewhat comparable to consumer ebook pricing. By contrast, Random House provides perpetual licenses, but typically pricing is several times the consumer ebook pricing. Another important difference lies in how ebooks are made available to libraries through different distributors."

Currently, Penguin ebooks are available only through 3M and Baker & Taylor’s Axis 360, not through OverDrive, the largest distributor of ebooks to libraries.

Penguin Random House spokesman Stuart Applebaum addressed some of these issues. "There eventually will be uniform companywide Penguin Random House terms of sale and lending conditions for our print and ebook titles," says Applebaum. "We have no time line in place for it to start. Its formulation will be a gradual process for us, incorporating lots of recommendations we will be soliciting from all quadrants of the library universe nationwide. We want to get this policy right, and we will take the time to try to do so. For now, and until new ones are set, the distinct library sales terms and practices for Penguin and Random House, respectively, remain unchanged."

ALA advocates for more choice for librarians, Stripling notes. "A business model with options—for a shorter-term license (such as one-year availability) and a longer-term option (such as perpetual access)—would provide librarians with improved ability to customize collections and better serve community needs. We also continue to believe that library ebook pricing is too high and continue to advocate for lower pricing that takes into account the value of library engagement, such as promoting the discoverability—marketing—of publisher titles."
"ALA is contemplating further issues and hopes to talk about all of them with Penguin Random House this fall," Stripling concludes.

Jane Ciabattari (www.janeciabattari.com) is Vice President/online and former President of the National Book Critics Circle and author of the short-story collection Stealing the Fire, just released as an ebook in Dzanc Books’ rEprint Series. She contributes regularly to NPR.org, the Daily Beast, the Boston Globe, and many other publications.
Library workers nationwide are educating themselves about the next implementation phase of the Affordable Care Act (ACA), which is slated to begin October 1. On that date, the Health Insurance Marketplace opens to an estimated 7 million people who are uninsured so they can select a health-insurance policy.

“Libraries have a long tradition of making information available to their patrons and we will make health and
insurance information available to them as they need to make choices around the Affordable Care Act,” said Emily Sheketoff, executive director of ALA’s Washington Office.

Although the role of libraries seems clear to most in such a rollout—the neutral provision of information and resources about ACA to those who need it—some critics aired concerns that libraries were being used as pawns to advance a partisan agenda.

“Our staff is busy enough as it is without having to deal with all the extracurricular activities revolving around this,” Brown County, Wisconsin, Supervisor Brad Hopp said in the August 7 Green Bay Press-Gazette. “We do not have the resources—financially, administratively, or expertise-wise.” To ward off the problem he perceives as exposing the county to such woes as “protesting, picketing, and media scrutiny,” Hopp proposed an ordinance that would bar county workers, including those employed by the eight-branch Brown County Library, from using county resources for “nonmandated” ACA-related activities. Hopp also called for a fee of $1,500 per hour to use county property for an ACA activity.

“Our responsibility is to provide information to people who need it,” Brown County Library Director Lynn Stainbrook said in the Press-Gazette, noting that answering reference questions about ACA is no different than explaining how to apply for unemployment benefits.

“As a licensed health insurance agent,” Jason Wisneski commented on the newspaper website, “I can tell you with certainty that it is absolute LUNACY for ANY government workers, let alone librarians, to try to assist consumers in
making a major medical insurance purchasing decision.”

Elkhart Lake (Wis.) Public Library Director Betty McCartney assured Wisneski online that libraries will limit themselves to helping patrons “navigate the website and making sure they have the information they need to make an informed decision.” As for Hopp’s initiative, she said, “Librarians’ interactions with their patrons are considered confidential. Are the police going to be at every library and every library computer preventing us from assisting patrons? I think not.”

Hopp’s proposal was considered by the executive committee of the county board on August 8. It was **unanimously rejected**.

Information, not propaganda

There was also confusion in Brevard County, Florida. “I may need to discuss with the board if the information is accurate or just political propaganda,” District 5 Brevard County Commissioner Andy Anderson emailed Library Services Director Jeff Thompson, according to the July 4 *Brevard Times*.

To set the record straight on a national level, ALA President Barbara Stripling **issued a statement** July 12. “Just as our communities turn to libraries for help to learn about citizenship and passport requirements, use public access computers to get disaster relief information, and obtain assistance with copyright and patent questions, we expect libraries will receive many inquiries from the public about the Affordable Care Act.” She added, “Decisions about how libraries will respond to inquiries about the ACA will be made by local libraries. As always, libraries do not promote specific
programs or points of view, but provide the public with balanced, unbiased access to information.”

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**Resources at a Glance**

As you consider how to address your community’s information needs regarding the Affordable Care Act, you may find the free information tools useful at [www.webjunction.org/explore-topics/ehealth.html](http://www.webjunction.org/explore-topics/ehealth.html). The resources were funded by a grant to OCLC’s WebJunction from the Institute of Museum and Library Services.

For additional information and background on ACA, visit [ala.org/tools/affordable-care-act](http://ala.org/tools/affordable-care-act).

Issue: September/October 2013  
Category: Legislation  
Professional Development

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The Obama administration has poured billions of dollars into expanding the reach of the Internet, and nearly 98 percent of American homes now have access to some form of high-speed broadband. But tens of millions of people are still on the sidelines of the digital revolution.

“The job I’m trying to get now requires me to know how to operate a computer,” said Elmer Griffin, 70, a retired truck driver from Bessemer, Ala., who was recently rejected for a job at an auto-parts store because he was unable to use the computer to check the inventory. “I wish I knew how, I really do. People don’t even want to talk to you if you don’t know how to use the Internet.”

Mr. Griffin is among the roughly 20 percent of American adults who do not use the Internet at home, work and school, or by mobile device, a figure essentially unchanged since Barack Obama took office as president in 2009 and initiated a $7 billion effort to expand access, chiefly through grants to build wired and wireless systems in neglected areas of the country.

Administration officials and policy experts say they are increasingly concerned that a significant portion of the population, around 60 million people, is shut off from jobs, government services, health care and education, and that the social and economic effects of that gap are looming larger. Persistent digital inequality — caused by the inability to afford Internet service, lack of interest or a lack of computer literacy — is also deepening racial and economic disparities in the United States, experts say.

“As more tasks move online, it hollows out the offline options,” said John B. Horrigan, a senior research fellow at the Joint Center for Political and Economic Studies. “A lot of employers don’t accept offline job applications. It means if you don’t have the Internet, you could be really isolated.”

Seventy-six percent of white American households use the Internet, compared with 57 percent of African-American households, according to the “Exploring the Digital Nation,” a Commerce Department report released this summer and based on 2011 data.
The figures also show that Internet use over all is much higher among those with at least some college experience and household income of more than $50,000.

Low adoption rates among older people remain a major hurdle. Slightly more than half of Americans 65 and older use the Internet, compared with well over three-quarters of those under 65.

In addition, Internet use is lowest in the South, particularly in Mississippi, Alabama and Arkansas.

Willa Ohnoutka, 78, who has lived in the same house in suburban Houston for 40 years, said she did not use the Internet at all. “I use my telephone,” Ms. Ohnoutka said. “I get news on the TV. I’m just not comfortable involving myself with that Internet.”

Others cite expense as the reason they do not use the Internet.

“I am cheap,” said Craig Morgan, 23, a self-employed carpenter from Oxford, Miss. So far, he has made do without the Internet at home, but while he has used a smartphone to connect, that has limitations, he said.

“When we came home from the hospital with our new baby two months ago,” the hospital “took pictures and put them online,” he said. “We had to go to my in-laws to order them.”

Gloria Bean, 41, an elementary school teaching assistant from Calhoun City, Miss., said cost was also a reason she had not had Internet access at home for three years.

“I just couldn’t afford it,” she said. Being cut off, she said, “has affected me and my children.”

“They have to have it for school to do research for a paper or something they need for class,” Ms. Bean said.

As a result, she added, she often rushes from her job at school to pick up her children and take them to the library, where there are 10 computers.

The Obama administration allocated $7 billion to broadband expansion as part of the 2009 economic stimulus package. Most of it went to build physical networks. About half of those infrastructure programs have been completed, with Internet availability growing to 98 percent of homes from fewer than 90 percent.

About $500 million from the package went toward helping people learn to use the Internet. Those programs were highly successful, though on a small scale, producing more than half a
million new household subscribers to Internet service, Commerce Department statistics show.

“We recognize more work needs to be done to ensure that no Americans are left behind,” said John B. Morris Jr., director of Internet policy at the National Telecommunications and Information Administration, part of the Commerce Department. “Increasing the level of broadband adoption is a complex, multifaceted challenge with no simple, one-size-fits-all solution.”

The percentage of people 18 years and older in the United States who have adopted the Internet over the past two decades has grown at a rate not seen since the popularization of the telephone, soaring nearly fivefold, from 14 percent in 1995. Although that growth slowed in more recent years, it had still moved close to 80 percent of the population by the beginning of the Obama administration in 2009, according to several academic and government studies.

Since then, however, the number has not budged, shifting between 74 percent and 79 percent through 2011, according to a study by the Pew Internet and American Life Project. Pew’s most recent research shows the figure fluctuating this year between 81 percent and 85 percent, a slight uptick that experts attribute to the still-growing popularity of smartphones. Most smartphone users also have home connections, however, and do not face the affordability or digital literacy problems that have caused Internet adoption to remain stagnant.

Even at that level of Internet adoption, however, the United States, with the world’s largest economy by far, ranked seventh among 20 major global economies in 2012, down from fourth in 2000, according to the International Telecommunication Union, a United Nations agency. Ranking ahead of the United States were Britain, Canada, South Korea, Germany, France and Australia, as well as nearly every other smaller country in Western Europe.

Aaron Smith, a senior researcher at the Pew Project, said that when the center asked nonusers if they believed they were missing out or were disadvantaged by not using the Internet, most of the older Americans said no, it was not relevant to them. “But when you excluded the seniors,” he added, “most people said, ‘Yeah, I feel like I’m not getting the access to all the things that I need.’ ”

Researchers say the recent recession probably contributed to some of the flattening in Internet adoption, just as the Great Depression stalled the arrival of home telephone service. But a significant portion of nonusers cite their lack of digital literacy skills as a discouraging factor.
Some programs, like the federally financed Smart Communities, have shown promising results. Smart Communities, a $7 million effort in Chicago that was part of the administration’s $7 billion investment, provided basic Internet training in English and Spanish for individuals and small businesses. Between 2008 and 2011, the Smart Communities participants registered a statistically significant 15 percentage-point increase in Internet use compared with that in other Chicago community areas.

The Federal Communications Commission and some Internet providers have started programs to make Internet service more affordable for low-income households. Comcast’s two-year-old Internet Essentials program, which offers broadband service for $10 a month to low-income families, has signed up 220,000 households out of 2.6 million eligible homes in Comcast service areas.

Those types of programs hold promise, administration officials say, but they remain unsatisfied. “I’ve seen enough to know that we’re making good progress,” said Thomas C. Power, the administration’s deputy chief technology officer for telecommunications. “But I also know we need to make more progress.”

Cynthia Howle, Glenny Brock and Alan Blinder contributed reporting.
TO: The Library Board of Trustees
FROM: John Stoneberg, Library Director
DATE: September 13, 2013
SUBJECT: Report of the Library Director

For the new Library Board members, this month’s report covers information from both July and August since there was no August Board meeting. The regular Director’s Report is usually about ten pages. Also after the report, as part of information from the Public Relations and Programming Division, are the library programs scheduled for September to December 2013.

Administration

Library Director (John Stoneberg)

Jack’s Story Time
The fund-raising for the Jack’s Story Time sculpture has been completed (including a $2,000 donation from the Friends of the Library). There are many details that need to be worked out in order to have a successful Jack’s Story Time celebration on Friday, November 8. There will be a 10:15-10:45 a.m. special Jack’s Story Time in the Youth Services program room with brief comments and a plaque-unveiling at 10:45 a.m. near the sculpture. This will be followed by socializing, light refreshments and opportunities to have photos taken with the sculpture. Selected photos will be published on the library’s website and social media outlets. We plan to have the sculpture installed a week or two ahead of the reception in order to raise interest in the celebration. Hopefully, some of you will be able to join us at the event.

C-SPAN Bus
On August 28, about 50-60 area residents had the opportunity to learn about C-SPAN’s programs and resources by stepping aboard the C-SPAN Bus which was parked in front of the library on Eau Claire Street. Public Relations and Programming Services Manager Bess Arneson and Assistant Library Director Mark Troendle greeted the staff of the C-SPAN bus when it arrived and encouraged library customers to tour the bus. The bus was parked outside the library from 11 a.m.-12:30 p.m. during a stop I arranged on its fall tour and the C-SPAN staff was pleased with the customer turnout. The C-SPAN Bus is now in its 20th year on the road and has a fresh new look and a new season of tours. It is visiting numerous cities, schools and universities across the country, promoting C-SPAN’s educational and political resources for students, teachers and community members along the way.

Aboard the C-SPAN Bus, visitors could learn about StudentCam, First Ladies and the networks’ other programming and resources through interactive technology. Topics featured included: information about C-SPAN’s in-depth public affairs coverage and educational outreach; touch-
screen quizzes about the political process and the key figures who shaped America; connecting with C-SPAN via Facebook, Twitter, Foursquare, YouTube, XM Radio and mobile apps; HD cameras and production equipment demonstrating C-SPAN’s capability to produce public affairs programming aboard the Bus; and C-SPAN’s web offerings, including archived video going back to 1987 through C-SPAN’s vast Video Library and Congressional Chronicle.

Creating More Effective Public Library Systems
At a System and Resource Library Administrators Association of Wisconsin (SRLAAW) meeting in Wausau on August 2, the group reviewed, amended and approved a final version of Creating More Effective Public Library Systems (attached). The report has a number of recommendations to strengthen systems as a model of inter-governmental collaboration and cooperation. One of the report recommendations was the creation of a System Governance Task Force. This task force which will include representation from systems, resource libraries and other member libraries will investigate how systems are governed in other states and make recommendations for changes in the governance of Wisconsin public library systems. This task force will provide a report including recommendations to SRLAAW by May 2014. I will be serving on the Task Force. (Indianhead Federated Library System Director John Thompson is the current chair of SRLAAW.) The Task Force’s first meeting is today (September 13).

2013 Museums for American and National Leadership Grants for Museums
You may remember that back in January, the same core team of organizations (the Chippewa Valley Museum, Visit Eau Claire, the Children’s Museum, the Eau Claire Regional Arts Center and the Library) that worked on the Good Life Project and now work together on Visit Eau Claire’s Cultural Tourism Committee decided to submit grants to the National Endowment for the Arts (NEA) and the Institute for Museums and Libraries—each grant submission was for $150,000. On September 5, we found out that we did not get the NEA grant. But on September 6, the Chippewa Valley Museum, as the lead agency, was awarded a $150,000 Museums for America grant in the Community Anchors category with a start date of October 1, 2013.

Only two grants were awarded in Wisconsin (the other went to the Milwaukee Art Museum). Here’s the grant announcement: “In 2009, the Chippewa Valley Museum in partnership with local government and other community organizations produced the study, The Good Life: A Cultural Direction for Eau Claire County, which focused on the community’s cultural identity and made recommendations for its future. The museum is now leading an effort to act on the report’s recommendations working with the community to increase the visibility of local history and culture and building a sense of place tied to the county’s rivers and water heritage. The project will develop publications, websites, and new digital programs; create resources that serve residents and attract visitors; and study issues of access identified in the Good Life study.” More to come.

2013 Clear Vision Eau Claire Empowerment Summit
Building on the momentum of numerous successful civic engagement initiatives, Clear Vision will be training, teaching and empowering the Chippewa Valley with the second annual Clear Vision Empowerment Summit. The Clear Vision engagement framework emphasizes the public work of everyday people and promotes the use of problem-solving practices into the work of community residents in public settings.
Representing the library, I serve on the Clear Vision Eau Claire Board. Clear Vision’s second annual Empowerment Summit will assist groups already formed and help interested citizens join these groups or create their own group around common issues. All sessions will teach empowerment skills and the meetings will help prioritize issues and form work groups. Coaches will be assigned to help the teams accomplish their objectives. The 2013 Empowerment Summit will be held from 6:30– 9:00 p.m. at the RCU Corporate Center at 200 Riverfront Terrace on the following dates:

Session 1:  Thursday, September 12
Session 2:  Wednesday, September 25
Session 3:  Thursday, October 17
Session 4:  Wednesday, November 6
Session 5:  Wednesday, November 20
Session 6:  Thursday, December 12

This event is open to all residents of the Chippewa Valley. There is no cost to attend. Attendance at all sessions is encouraged, but not required.

**Standardized December-January Holiday Hours**
This is one of the items on the agenda for the September Library Board meeting and the request from staff is to standardize the December-January holiday hours based on the experience of the past two years: The library would be closed on Christmas Eve Day and Christmas Day and be open until 6 p.m. on New Year’s Eve Day unless New Year’s Eve Day falls on a Saturday or a Sunday in which case, the library would close at its normal time of 5 p.m. The library would be closed on New Year’s Day.

**Other Highlights**

- At the MORE Directors Council meeting on July 19, the Council amended and approved the 2014 MORE budget. The Directors decided to purchase the Encore discovery platform (an alternative to the MORE online catalog), the Freegal downloadable music service, the Freading e-book service (on an experimental basis) and Decision Center for everyone. They also decided to discontinue the Recorded Books OneClick Digital service.

- Those who presented plans for a marketing agency and a digital media service were the two winners in Downtown Eau Claire's Jump Start Business Plan Competition for 2013. The 1st Place Prize of $5,000 along with a $500 media package was Clever Owl, a full-service creative agency that offers top-tier graphic design, full writing services and custom web development. Clever Owl is currently located at 405 South Farwell Street. The Runner-Up Award of $3,000 and $500 media package went to Jonathan Leuthe for Spin Vision which offers a full line of digital media and marketing services with an emphasis in virtual tours and mobile marketing/advertising for local real estate, local businesses and tourism industries. The awards were presented at a luncheon I attended on August 8.

- With long-time (since 1999) Friends Book Sale Manager, Cleo Powers, retiring from the position after the November 2013 book sale, Library Board member Penny France and I am serving on a Friends Book Sale Task Force to look at how to most productively move ahead with handling all the duties and tasks that Cleo and her sister Catherine have done or delegated so well over the years. I think the work of the task force which has met on
August 8 and 21 is going well. Grace Rich has stepped forward to lead the work of the book sale operation and volunteers, but there are still lots of details and some possible changes afoot.

- I met with new Library Board member and Eau Claire Area School District Superintendent Mary Ann Hardebeck on August 14 for her Board orientation and tour and with new Library Board member Sarah Harless for hers on September 11.
- Working with Library Webmaster Jeff Burns, I arranged for two general brainstorming meetings to look from the library customer perspective as to how we can fine-tune the library website to make it more useful, logical and appealing. It might be what we label something, where we locate it, how we break up the page, if the information is dated, etc. This is all very important as well because Jeff will be having library staff and customers migrate to a new version of the library website, probably at the beginning of 2014. Representatives from Reference, PRPS and Circulation met with Jeff, Mark and I at the first meeting on August 20 and Youth Services staff members met with Reference Associate Isa Small, Jeff and I on September 5. Both meetings went well and seemed productive.
- Other meetings attended included: DECI Parking Committee (July 18); Chippewa Valley Post Board (July 24 & 30 & August 21); Clear Vision Board (August 6 & September 3 & 11); DECI Board (August 7); 100th Anniversary for the Chamber of Commerce Committee (August 13); JAMF Software Building Groundbreaking (August 14); Leadership Eau Claire Alumni Luncheon (August 15); Midwest Tape Hoopla! Demonstration (August 19); Planning Calendar Brainstorming (August 20); Jack’s Story Time Celebration Planning (September 3); Library Board Planning Committee (September 3); Library Development & Endowment Committee (September 4); Eau Claire Community Foundation Fall Gathering (September 9); Database Subscription Review (September 10); and the Visit Eau Claire Cultural Tourism Committee (September 12)
- Updated book, DVD and music trailers and featured videos for the library website.

**Assistant Director/Human Resources (Mark Troendle)**

- Completed an internal hiring process to fill a part-time Desk Clerk position in Circulation Services.
- Coordinated a vendor demonstration of a new digital platform service offering streaming movies, television shows, audiobooks and albums. Though the overall content is good, the current pricing model is not sufficiently affordable at this time to continue investigating. Maureen Welch and Lori Roholt, representing the Indianhead Federated Library System also viewed the demo.
- The library has been sending a number of staff to CVTC-led technology training this year to enhance productivity and the library’s capacity to serve its customers. These CVTC courses are offered to area businesses and the general public and while they meet the library’s expectations, staff has found a couple of areas in which on-site training tailored to the library’s specific needs would be beneficial. This option is being explored with CVTC staff to determine logistics and cost.
- Attended a windows construction meeting and worked with staff and the contractor to resolve an issue affecting two windows on the lower level.
- Attended a City Department Directors meeting in the Director’s absence.
• Viewed a webinar pertaining to the Affordable Care Act and how it relates to Wisconsin public libraries. Presenters were Stephen Johnson from the Ebling Health Sciences Library at the University of Wisconsin along with Terrie Howe and Tessa Michaelson Schmidt from the Public Library Development Team at the Wisconsin Department of Public Instruction.

• Participated in an internal brainstorming session to reimagine what the library’s public website could look like.

• Attended an informative WebJunction webinar entitled “Marketing Libraries: What the not-for-profits can learn from the lots-of-profits”.

• Convened a Library Safety Committee meeting to review the status of various projects and discuss future training needs. Also, attended a quarterly meeting of the City’s Joint Safety Committee.

• Participated in a meeting to review databases to which the library subscribes.

• Working with Business Manager Teresa Kriese to review and compare the library’s employee handbook to the City of Eau Claire’s revamped version.

• From Mark’s position as chronicler at the September meeting of the Library Board Planning Committee, the consensus of the assembled group is that the library faces many challenges ahead in the areas of rapidly changing technology, training needs, budget pressures, demographic shifts, public perceptions of the value of libraries and general neighborhood changes in the downtown area. Yet, there are opportunities to explore in developing complimentary partnerships with area organizations and schools, tapping into local expertise, and finding new funding sources. The Committee envisions a more active role for the Library Board of Trustees with respect to future planning; a role to be further developed over time as the Committee drafts its recommendations to the Board concerning how to proceed with a subsequent strategic planning process that builds upon the momentum of what has already been accomplished.

Business Manager (Teresa Kriese)

• **Window Replacement Project** – The windows were delivered July 10 and actual construction work began on July 15. The second bi-weekly meeting took place on July 15 with Teresa, John, Purchasing Associate Jackie Depa and City Buildings Supervisor Rod Bonesteel attending. Piltz Glass provided a timeline for the complete project. Bi-weekly construction meetings have been held throughout the project to monitor the progress. Total time to complete the installation of the windows is estimated at 11 weeks. Installation on the storefront in the staff lounge, the hollow metal door, both curtain walls, miscellaneous window sills and caulking will take place in the month of September. Project closeout is estimated for the first part of October.

• Teresa and Jackie D. finished updating the Purchasing Manual.

• The Library and Staff Affairs Committee have worked together to recognize the years of extensive staff knowledge and experience within our library. Specifications of the design concept for the “Quarter Century Club” recognition plaque were e-mailed to the vendor and the plaque has been received. Design work for a similar plaque for the Distinguished Service Award is currently being worked on. Once both plaques are complete they will be hung together near the circulation desk.
Staff Affairs hosted an Ice Cream Social in the Staff Lounge on July 17. The event featured vanilla ice cream and fixings such as chocolate and caramel toppings, bananas and strawberries, crushed Oreos and more to make a sundae. Root beer was also available to make floats.

Youth Services (YS)
During July, Youth Services programming was in full swing. This year, YS staff collaborated with the Eau Claire Area School District to offer several teen programs during the summer. One of the series was titled Meet the Classics and was presented by two local high school teachers. The sessions included What are the Classics? Explored and discussed different types of classics; Modern Classic Poetry – Looked at how recent poets have updated the definition of a classic poem; The Power of Classic Short Stories - Explored the power of the short story; and Classic poetry with a Modern Twist - Examined how popular music today connects with poems written before today’s artists were born.

Kids had an opportunity to read off their fines this summer and get their library cards back in good standing. From July 23 to August 3, staff offered three days a week in which kids could come in during a 2-hour period and read off $1 for every 15 minutes of reading. 28 kids read off $174.85.

Youth Services Associate Alisha Green and Teen Services Coordinator Ashley Bieber hosted a Minute to Win It program in July. Teens tried to beat the clock to accomplish 10 different challenges including: Broomski Ball – Roll tennis balls over taped down broom and jump into buckets of different heights, Floatacious – Stack 5 empty pop cans on plate floating in bowl of water, Flip Your Lid – Flip cup on edge of table onto bottle and several more. This is the second year this program for teens was offered and it is always a fun day that brings out the competitor in everyone.

On August 2, YS hosted PBS Get Up and Go Day at the library. It was estimated that there were 300-350 people in attendance and 12 businesses/organizations handed out information on staying physically active, gave out goody bags and set up activity stations including: Beaver Creek Reserve, the Chippewa Valley Boy Scouts, the Eau Claire Express, Karate American and the YMCA. There were many first time library visitors who had come to the event after seeing it advertised on PBS. Martha, from the children’s book Martha Speaks stopped by for a visit and the library also had a table with writing and drawing activities and allowed people the opportunity to sign up for the Family Reading Program. A picture slideshow is on the library website: http://www.ecpubliclibrary.info/kids/slideshow.html

The teen summer program culminated with a prize auction on August 12. It was estimated that 200 teens attended and there were 75 registered bidders who bid on over 100 prizes up for grabs. The biggest bid was for over 1,800 book bucks and secured a Kindle Fire.

Youth Services offered the Family Reading Program for the 4th year from July 22 to August 31. This is a low-key program for families where they play a game of tic-tac-toe by completing literacy activities. 120 cards were picked up and families who finished a folder entered their name into a prize drawing.
Youth Services met its goal! Charter Bank generously agreed to donate up to $500 based upon literacy activities completed by kids and teens this summer. The goal of the Summer Library Program was to encourage literacy skills growth and keep the imaginations of kids and teens active over the summer. The Charity Challenge was an excellent way to encourage growth of literacy skills not just for the benefit of the participants, but also for the benefit of the recipients of the Give-A-Kid-A-Book project, this year’s chosen charity. Donations could be earned by writing a poem or short story (or drawing for a pre-literacy activity); completing a Charity Challenge Mission Card containing a variety of fun literacy activities or by donating a prize they earned for time spent reading for our Summer Library Program.

Youth Services Assistant Jessi Peterson met with Reference Associate Isa Small and PR and Programming Associate Melany Bartig to get the Library’s Pinterest page up and running. At the moment YS has boards for YS programs, YA programs, new YS books, new YA books, and Parent and Teacher resources. The program and book boards link back to the library website or the catalog. The Parent and Teacher resource board is a place for YS staff to share both resources that are the library’s like the die cuts as well as learning activities seen elsewhere on the Internet that parents might want to try at home. Staff can add boards or change the focus of the boards as staff wants. Webmaster Jeff Burns is hopefully going to add a Pin It button and a Follow us tab to the website which should help gain a following. It’s a low key way to highlight YS programs and resources as well as to pass along interesting and useful ideas to customers near and far.

**Circulation**

The Summer reading programs for adults and the special programming in Youth Services kicked into full gear during July and into mid-August. Youth Services provided children and young adults two options to reduce fines on their cards: they could use their reading points to “turn in” for $1.00 off of their fines; there were several days where they could come into the library and “read off” their fines. Between the two options, Circulation staff waived $170 in fines.

There were a couple of staffing changes in Circulation: Tally Peters and Kelly Witt both accepted Youth Services Assistant I positions vacated in mid-August. Michaela Walters was hired as a Desk Clerk in Circulation which she will combine with her Desk Clerk position in HRS. The vacated page position was not filled.

The window replacements in the Circulation workroom occurred with only a slight change in functional use of this area. Each “side” of the workroom was done at different times.

Both iPads and iPad minis continue to circulate and have an active holds list.

In August, there was a change to the meeting room procedures that affected the unlocking and locking of the main door and restrooms by the pages. The previous procedure had pages unlocking and locking based on the anticipated time the program host needed the room and when the meeting was said to be done. Now the program hosts are asked to stop at the circulation desk to let staff know that the host is here and the meeting room door is then unlocked. (There is a similar process when the meeting is over.) This is more efficient for
pages as well as provides better security to the meeting rooms by only having them open when the program is occurring.

Circulation Services Manager Laura Miller attended a MORE Operations Committee meeting in Rice Lake on August 26. Laura is currently the Secretary of the Committee.

**Technical Services (TS)**

*January-July, 2013 Statistics:

- ✓ 13,881 items added to the MORE database
- ✓ 19,705 items withdrawn from the database

**TS Staff:**

*July*
- Input and processed 2,329 new items
- Placed 2,032 orders
- Received and invoiced 1,657 items
- Withdrew 2,879 items
- Completed scanning adult fiction collection for inventory
- Continued weeding multiple copy entertainment DVD titles and returning 3 freshly buffed copies of each title to the shelves
- Completed introduction of TS staff and detail of each staff’s duties to new Teen Services Coordinator Ashley Bieber
- Catalogers began clean-up of the two adult print series “teach yourself” and “teach yourself books”
- Catalogers began retrospective cataloging of materials where classification number was moved in the Dewey 23 edition
- Cataloged and exported 1,166 bibliographic records from OCLC database into the MORE catalog
- Exported 191 authority records from OCLC authority database into MORE
- Downloaded 30 authority records from INNVIEW into MORE
- Original cataloging performed on 10 print items which took 224 minutes
- Researched and resolved missing items report from inventory scanning
- Ergonomic study of the page processing table, chairs and counters. Planned for adjustments to table height, chair height, arranged for additional height to counter for paper cutter

*August*
- Acquisitions Associate Mary Blakewell and Processing Assistant Teri Oestrech attended the Midwest Tape Hoopla demo and overview on August 19
- Technical Services Manager Sharon Price attended a demo of SkyRiver, the new Innovative Interfaces Inc. bibliographic utility, at the MORE Office
- Sharon dropped off and picked up 100 DVDs to National Pawn for buffing
Sharon responded to a request for information from the Technical Services Manager at Hartford County Public Library in BelCamp, Maryland, on how LEPMPL staff readied the iPad minis for checkout including security. Sharon e-mailed the Manager screen-shots of LEPMPL bibliographic and item records for both in-house and circulating iPad minis.

Sharon responded to an information request from Teri Fisk at Unexplained Research Publishing in Eau Claire about PCIP (Publishers’ Cataloging in Publishing) for a book they are publishing.

Cataloging Associate Donna Swenson began testing a new ergonomic desktop product called the Kangaroo adjustable height desktop. This desktop allows Donna to sit or stand as she performs her daily duties.

Sharon worked with Reference Services Manager Renee Ponzio on updating the magazine orders for 2014.

Mary sent electronic order for 283 magazine titles to W.T. Cox which included nine new titles (five of them for Young Adult: Make magazine, Nylon, Teen Vogue, Game Informer and J-14 with 4 new titles for Adult: The Week, Anna, Where Women Create and Stoney Creek cross stitch magazine).

Catalogers completed original cataloging on eight items (six books, one DVD and one sound recording which took 109 minutes)

Teri completed the barcode order to a new vendor.

Reference Services (RS)

July

Peter Rudrud, a recent UW-Madison Masters in Library Science graduate began work on July 22 as the new Reference Associate and Reference Associate Isa Small assisted in the training of Peter.

Isa posted the most recent Freegal and Freading newsletters and published staff recommended sites on the library’s website and proctored 17 exams for students taking online or long-distance courses. She organized the distribution of the adult summer reading program prizes and tallied statistics for the program. The 2013 adult summer reading program had 458 customers register and 687 cards submitted which represents 2,061 books read or listened to by participants. 37 staff also registered with 110 lists completed for a total of 330 books read or listened to.

Reference Assistant Jennifer Cook helped research businesses for a Chamber of Commerce project. Jennifer took over the business resource file work from Isa and updated 26 records and added 34 new ones. She suggested links for customers on readers’ advisory topics for the library website.

Reference Assistant David Dial had the Readers’ Advisory table from July 16-31 and used the theme “Literary Mysteries” as the website Goodreads.com had a viewer poll listed with 412 entries--the Library owned all but a handful of the first 99.
Reference Assistant Melissa Ida looked over the library’s online resources for any technical issues and continued to organize the Community Information pamphlets on a weekly basis. Melissa helped Reference Associate Kathy Herfel in updating records that are two years or older in the Community Information Database. 66 records were updated, one new entry was added and one entry was deleted. Melissa checked circulation & MORE information for worn/damaged/billed/missing items for Public Relations and Programming Manager Bess Arneson and checked off an inventory of special collection books for Renee and assisted Kathy in checking off items in the Wisconsin Talking Book and Braille Library inventory.

Kathy invited Al Thompson to attend the July Reference meeting. He talked about visually impaired people and their use of the library. Al is the Rehab Specialist for the Blind at the State of Wisconsin Office for the Blind & Visually Impaired in Eau Claire. He will be giving us his contact information to share with customers who request it.

Kathy solicited prizes for the adult summer reading program again this year.

Offering e-mail genealogy assistance, Reference staff looks up obituary requests, scans obituaries and then sends these requests to customers all over the United States. During July, 42 obituaries were processed and sent electronically.

**August**

Reference Services Manager Renee Ponzio was accepted into the 2014 class of the Leadership Eau Claire program put on by the Chamber of Commerce. (Both the Library Director and the Youth Services Manager are both graduates of Leadership Eau Claire.) Renee attended the Leadership Eau Claire luncheon at the Davies Center where past and current Leadership Eau Claire participants were recognized. She also attended the annual Leadership Eau Claire retreat on August 22 and 23.

Renee went to the MORE Operations Committee meeting in Rice Lake and the Reference/Online Catalog Q & A at Ladysmith.

Jennifer attended the library’s website brainstorming meeting and continued to update the Business Resource File adding 24 new entries and updating 26 entries. In addition, Jennifer took over the Ticket to Adventure program. She received more tickets from the Chippewa Valley Museum and added new tickets for the Master Singers and the Chippewa Valley Theatre Guild.

Isa updated several video tutorials for the OverDrive eBook database to reflect changes to the Wisconsin Digital Library website. She also worked with Indianhead Federated Library System staff to troubleshoot an issue with the first-generation library iPads not supporting the newest OverDrive app.

Working with Bess Arneson, Melany Bartig, and Jessi Peterson, Isa helped establish a library Pinterest account and is responsible for several of the Pinterest boards. Pinterest is a social media tool for collecting, organizing and sharing a variety of items such as recipes, DIY (do
it yourself) crafts, booklists and events and memes. The library’s Pinterest account can be viewed at http://pinterest.com/ecpubliclibrary/

Isa attended the Hoopla e-content demonstration and both the website brainstorming sessions. Isa met with Renee and Peter to discuss digital content management of the Eau Claire and Wisconsin historical texts and photographs.

Reference Associate Peter Rudrud and Library Webmaster Jeff Burns met with the Eau Claire Chamber of Commerce’s Communications and Operations Director, Cheri Weinke, to discuss the library’s contributions to the Chamber’s upcoming centennial celebration. Topics discussed included what would be delivered in terms of content, how it would be published on the Chamber’s website and what were the technical and clearance requirements of the content provided. It was decided that Peter would create a mock-up demo page that would provide historical information about the formation of the Chamber for the next scheduled project meeting in September.

Peter continued to learn and undertake new responsibilities including proctoring exams for customers, managing sections of the library’s website and experiencing his first severe weather alert. He attended a webinar “Rethinking Readers’ Advisory: An Interactive Approach” and researched the upcoming Affordable Care Act (ACA) via another webinar and discussions with reference staff. David attended the ACA webinar as well.

Melissa prepared Readers’ Advisory materials for the “Back to School” theme for September 1. In addition, she familiarized herself with downloading materials to a Kindle and Nook, attended a Webinar on Readers’ Advisory and compiled five recommended websites for the monthly Recommended Websites page.

Kathy and Melissa worked on the Community Information Database (CID)--80 records were updated and one entry was deleted.

Offering e-mail genealogy assistance, Reference staff looks up obituary requests, scans obituaries and then sends these requests to customers all over the United States. During August, 37 obituaries were processed and sent electronically.

**Home Delivery Service (HDS) (Associate Kathy Herfel)**

**July**

Home Delivery Coordinator Kathy Herfel submitted articles to the Home Delivery newsletter that was published in July. This included an interview and photos of a customer at Orchard Hills and the person who delivers library books to her.

Kathy was interviewed about the Home Delivery program by a student at Chippewa Valley Technical College (CVTC). He would like CVTC teachers to offer Home Delivery Service as a volunteer opportunity for students. There might be some potential volunteers there.
Kathy held Reminisce with the Library at Heatherwood Assisted Living. Six ladies attended. Kathy read some poetry selections and also read from the book Carrie and Me by Carol Burnett.

**August**
The Home Delivery customer total in August was 198. One person was put on and taken off the program in the same month. Three other customers went off and five new customers were added.

Kathy held Reminisce with the Library at Heatherwood Assisted Living. Nine ladies attended. They discussed Shirley Temple Black and other people who have served as ambassadors to the United Nations.

Kathy completed the weeding process for the Wisconsin Talking Book and Braille Library (WTBBL). The library now has a smaller number of talking books in the Large Print books area. These audiocassettes are available for use by WTBBL customers and do not require checkout.

**Holds and Resource Sharing (HRS)**
The garage is being used to store new windows and the van is being parked in the lower lot during the window project. The offsite materials are being unloaded at the shipping and receiving entrance. The windows project has presented challenges for staff working around the contractor’s vehicles to get materials unloaded from the van.

Weather stripping was purchased to have on hand in case there are leakage issues with any of the offsite boxes.

HRS Assistant Amy Marsh worked with custodians and IT staff to make slight adjustment to the air flow to the office and to relocate a computer that was too close to the thermostat.

HRS Page Kathy Weldon reported that the air conditioning was not working in the van. Amy investigated and found the problem was a broken vacuum line. She took the van over to the city shops and was able to assist the mechanic to repair the line that was routed through a very constricted area under the hood.

HRS Assistant Jolene Krimpelbein attended webinars on Interlibrary Loan basics and beginning WisCat put on by IFLS.

HRS pages were able to assist with a little shelving in Youth Services near the end of the summer program. This was helpful to HRS and Youth Services due to the large numbers of materials returned at the end of the summer reading program.

A local business requested that an offsite drop box be placed near their building. Amy researched the location and forwarded the information to Reference Services Manager Renee Ponzio. Guidelines for offsite box placement will be created before responding to the request.
Renee attended the MORE Operations committee meeting in Rice Lake. Some of the items discussed were extending loan periods for videos and DVDs to four weeks when sent to libraries outside the consortium, handling items that appear to have been damaged in courier and bin inspection/cleaning week.

**Information Technology (IT)**

In July and August, Jeff Burns and Kris Nickel responded to and resolved 141 help requests from staff on a variety of IT-related issues. Other highlights include:

**Kris Nickel (Network Manager)**
- Upgraded public wireless printer management tools
- Reconfigured public catalog PC as MS Office PC
- Set up computers, phones and various accounts for new employees (Ashley Bieber and Peter Rudrud)
- Installed updated Sierra clients in Circulation per Indianhead Federated Library System troubleshooting suggestion
- Upgraded Pharos workstation management server and clients
- Installed MS Windows 7 PCs for all Reference Services staff
- Purchased and installed Adobe Acrobat 11 client upgrades for staff
- Worked with Scannx tech support to enable and configure statistics gathering for the new public scanner
- Disconnected/moved/reconnected workstations in various parts of building as needed for Piltz Window installation
- Installed Kangaroo adjustable height desk in Technical Services
- Met with City and County IS staff along with Business Manager Teresa Kriese to discuss and plan upcoming Voiceover Internet Protocol (VoIP) upgrades
- Troubleshooted and resolved issue with Spam filter service not notifying staff of blocked messages
- Troubleshooted and resolved slowing and failing server backups; obtained replacement tape drive from Dell

**Jeff Burns (Webmaster/Electronic Resources Facilitator)**
- Continued working with the Chippewa Valley Museum and digitally archiving historical photos out to the library website. Over 300 new records have been processed which will be made available in the upcoming weeks. Staff has had some training on how to use the archiving software along with scanning equipment which will allow them to scan material in-house rather than sending it out for processing (a cost savings).
- Clear Vision Eau Claire has requested additional assistance with maintaining and updating their content and website. The Director and Jeff have been busy removing dated content and adding new information. (The library hosts the Clear Vision Eau Claire website.)
- Continue working with the GRSEC (Genealogical Research Society of Eau Claire) providing custom programming and database services which allow customers to
search and comment on over 130,000 obituary records. New features are continuing to be added to improve the search quality and provide additional search resources.

- Continue working with other library divisions and staff with the migration to a new website(s) and website framework. A brainstorming meeting with representatives from Circulation, Reference and Public Relations and Programming was held. The focus is to streamline and update current content as well as discuss how to promote our digital services and traditional services in a new dynamic way.
- Continued to make software adjustments to the online meeting room request form that appears to be working well for staff and customers. This has helped streamline the process and make it more efficient for staff involved.
- Pinterest has been integrated into the library website as another social media platform allowing connections and networking with customers who utilize that service.

**Safety and Security (Associate Larry Nickel)**

Larry Nickel worked with Friends Coordinator Angie Sommers to set up a system for loaning fobs to volunteers that sort books for the Friends of the Library book sales. Volunteers sign out fobs at the Reference desk and return them when they are done for the day.

After a purse was reported stolen by a customer, Larry helped the customer search the library, reviewed video recordings from several different cameras and filed a report. The customer reported the theft to the police. Two weeks later, the customer let Larry know that her purse had been found hanging from a tree not far from the library. The phone and cash in the purse were not recovered.

Larry attended contractor meetings for the window replacement project and a meeting of the Library Safety Committee.

Larry did maintenance checks for the library’s three AEDs and removed an old security camera that had been replaced during the final phases of the digital camera conversion earlier in the year.

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

**Public Relations & Programming (PRPS)**

**Highlights of activities and projects included:**

**Associate Larry Nickel**

- Edited and created the layout for the Home Delivery Newsletter.
- Produced signs for the window replacement construction project.
- Attended two one-day training sessions at CVTC on Adobe Photoshop and Illustrator.
- Developed a design proposal for a new Distinguished Service Award plaque.
Assistant Melany Bartig

- Updated budget brochure cover.
- Created program flyers for Writers Read: Summertime, Transitioning to a Self-Reliant Community, Poetry of Place, C-SPAN Bus Visit, Cuban Film Festival and Storytelling & Writing.
- Created art show timelines for upcoming shows.
- Created bookmark for iPad Minis.
- Met with Teen Services Coordinator Ashley Bieber to go over Facebook guidelines.
- Attended Illustrator and Photoshop training sessions at CVTC.
- Ordered imprinted flip clip pens as giveaways.
- Met will other interested staff members to discuss creation of a library Pinterest site.
- Took photos of C-SPAN Bus visit.

Kris Jarocki

- E-mailed news releases and began adding them to the library website.
- Attended a one-day training session at CVTC on Adobe InDesign basics.
- Took photos and produced circulation cards for newly acquired art reproductions.
- Began moving and replacing Adopt a Shelf signs to coordinate with the new range-end signs.
- Printed, mailed and posted program flyers and submitted events to the internet calendars of the TV stations, Leader-Telegram and Eau Claire Chamber of Commerce.

Adult Programs Scheduled for September-December, 2013

- **Cuban Film Festival: A Look Inside Cuba Today**
  Mondays; September 9, 16 & 23; 7–9:30 p.m.
  This series of film discussions offers a chance to learn about and discuss Cuba’s vibrant culture and tumultuous history. The sessions will be led by Manuel Fernández and Michael Hilger, two UW–Eau Claire professors with first-hand knowledge of and recent travel experiences in Cuba. Introduction to each week’s film techniques and cultural background begins at 7 p.m. with discussion to follow the viewing of each movie. Films are in Spanish with English subtitles. Films contain mature themes, graphic language and strong images. Viewer discretion is advised. The schedule for the films is as follows:

  **Monday, September 9, 7 p.m. - Strawberry and Chocolate**
  “Fresa y chocolate” (1993, 104 min.)
  Directed by Tomás Gutiérrez Alea and nominated for the Academy Award for Best Foreign Film, this story of Diego, a sophisticated gay man who befriends David, a committed revolutionary, delves into events surrounding the treatment of homosexuals in 1970s Cuba, about 20 years after the Revolution.
Monday, September 16, 7 p.m. - *Bitter Sugar*  
“Azucar amarga” (1996, 102 min., b&w)  
This film about Gustavo, an idealistic engineering student born and raised in Cuba, was a highly personal project for director León Ichaso, an emigré from Havana. The film offers a portrait of Cuban unrest in the 1990s from a Cuban emigrant's point-of-view.

Monday, September 23, 7 p.m. - *The Grandchildren of the Cuban Revolution*  
“Los nietos de la Revolución Cubana” (2010, 60 min.)  
Directed by Carlos Montaner, this documentary was shot guerrilla-style in Cuba and features the disaffected youth of the island-nation and their hopes, frustrations, and concerns.

- **Poetry and other literary events arranged by Bruce Taylor, Eau Claire’s Poet Laureate**  
  Tuesday evenings; September 10, October 8, November 12, December 10; 7–8:30 p.m.  
  September 10: Open Mic on the theme of “Work”  
  October 8: New work: Max Garland, Allyson Goldin Loomis, Jon Loomis, and Bruce Taylor  
  November 12: Teachers Read  
  December 10: Eau Claire Writers Read

- **Spanish Book Club**  
  Thursday evening, September 13, 7–8:30 p.m.  
  Discussion of books written in the Spanish language; discussion is conducted in Spanish. Club will be on hiatus after September.

- **Art Reception – We’ll Show You Ours**  
  Thursday evening, September 12, 7–8:30 p.m.  
  The exhibit is an assemblage of recent works by the members of the library’s Visual Arts Committee. By baring its collective creative soul, the Committee hopes to provide flashes of insight and inspiration to the community and to encourage exhibit proposals from working artists in the area. Artists interested in submitting a proposal will find application details on the library’s website at [www.ecpubliclibrary.info](http://www.ecpubliclibrary.info).  
  Artists with work in the show are: Jody Balow, David Brock, David Caradori, Jyl Kelley, David Knowlton, Eric Lee, Mary Melcher, Lori Mirmesdagh, Janice Roberts, Jenna Ruder, Barbara Shafer, and Bruce Warren.  
  Exhibit runs September 8 – October 15

- **Friends of the Library Book Sale**  
  Friday and Saturday, September 20 & 21

- **Transitioning to a Self-Reliant Community: A Local Study and Action Group**  
  Thursdays–September 26; October 3, 10, 24 & 31; November 7, 7–8:30 p.m.  
  This upcoming series will explore ways in which Eau Claire might transition to an even more resilient and thriving community that relies on local resources as much as possible. Small group, action-oriented discussion sessions will be based on the book
The Transition Handbook: From Oil Dependency to Local Resilience by Rob Hopkins, and updated by recent developments and emerging information. Area organizations partnering to present this series include JONAH, Eau Claire Friends Meeting, Sustainable Eau Claire, and Clear Vision. The series schedule follows:

- September 25, **Pre-series Event: Clear Vision Empowerment Summit**, 6:30-9 p.m., RCU Office, 200 Riverfront Terrace
  Mingle with neighbors and community residents who already have formed civic work groups, received training in practical problem-solving, and taken action on ideas for local change
- September 26, Session 1: **Peak Oil and Climate Change**, including a report on recent and emerging information from Dr. Jim Boulter, Associate Professor, Department of Chemistry and interim director of the Watershed Institute for Collaborative Environmental Studies, UW–Eau Claire
- October 3, Session 2: **Resilience and Relocalization**
- October 10, Session 3: **The Psychology of Change**
- October 24, Session 4: **Visioning; Taking Specific Action to Effect Change**
- October 31, Session 5: **Transition in Practice; Taking Specific Action to Effect Change**
- November 7, Session 6: **Next Steps; Taking Specific Action to Effect Change**

Note: Sessions 5 & 6 will also feature representatives from area work groups who will briefly describe current local projects, including information about original concept, action required to implement, and current status

- **Storytelling & Writing: Using “Out Loud” Creative Activities to Inspire Written Stories and Poems**
  Mondays – September 30; October 7, 21 & 28; 7–8:30 p.m.
  Karen Loeb, professor emerita at UW–Eau Claire, will lead this interactive workshop that engages participants in creative exercises like image telling, word play and work with senses to begin writing and telling stories. Each evening, participants will practice a new skill for their “imagination toolbox,” then write a short piece and have the opportunity to read it aloud to a small group or one other participant. This series is intended for adult writers of all experience levels. Space is limited for this free series. Registration is required, and attendance at all four sessions is encouraged as each week’s activity builds on the last.

- **The First Four Notes: Writing about Beethoven and Beethoven in Writing**
  Featuring Matthew Guerrieri
  Chippewa Valley Book Festival event, Monday, October 14; 7 p.m.
  Matthew Guerrieri is a composer, pianist and writer whose music has been called “gorgeous” by the New York Times. He writes regularly on music for the Boston Globe and his articles have also appeared in Vanity Fair, NewMusicBox, Playbill and Slate magazines. He is responsible for the popular classical music weblog “Soho the
Dog” (http://sohothedog.blogspot.com). Guerrieri’s recently published book, The First Four Notes: Beethoven’s Fifth and the Human Imagination, examines in great depth what is perhaps the best-known and most-popular symphony ever written. Focusing on the famous four-note opening, Guerrieri explores the ways that those notes have fascinated musicians, historians and philosophers for the last 200 years.

- **Chippewa Valley Book Festival events**  Saturday, October 19, all day
  See www.cvbookfest.org for details.

- **Art Reception** – Works by Barbara Shafer
  Thursday evening, October 24, 7 – 8:30 p.m.
  Exhibit runs October 20–November 24

- **Special storytime and reception for “Jack’s Story Time” sculpture**
  Friday, November 8, 10:15–11:30 a.m.
  Special storytime from 10:15-10:45 a.m. in the Youth Services Program Room, followed by brief comments and unveiling of the donor plaque. Refreshments will then be served and there will be opportunities to have photos taken with the sculpture.

- **Friends of the Library Book Sale**
  Friday and Saturday, November 15 & 16

- **Holiday Event: Local Authors Read & Sign**  Saturday, December 7
  Since autographed books make a great gift, the library will invite several local authors to read from their books and then be available for autographs. Books will be available for purchase, or event-goers may bring already-purchased books. Donations to Give-a-Kid-a-Book will be encouraged.

- **ArtsWest 35**
  Initial publicity regarding submitting work for ArtsWest 35 will be distributed in mid-November.

- **Art Reception** – Work by Gregg Rochester
  Thursday evening, December 12, 7 – 8:30 p.m.
  Exhibit runs December 1, 2013 – January 7, 2014

  **Looking ahead . . .**

- **What’s It Worth? – Antique Appraisal Event** (back by popular demand)
  Saturday, January 18, 2014; 10:15 a.m. – 1:15 p.m.
  Guest appraiser Mark Moran is the former senior editor of Antiques and Collectibles Books for Krause Publications and the author or co-author of more than 25 books on antiques and collectibles. He has bought and sold antiques for more than 30 years, specializing in vintage folk art, Americana, and fine art, and he has been active as an appraiser of antiques and fine art for more than 20 years. Appraisals by reservation
only; 4-minute appointments will be scheduled in advance via phone. Observers are welcome.

- **Clearwater Edible Book Festival**  Saturday, February 15, 2014
  Start with a favorite book or poem, a famous author, a comic, a beloved piece of cover art . . . add a dollop of imagination . . . mix in a pinch of culinary skills . . . and enter your creation of reading-inspired food! Cakes, cookies, veggies, bread, chocolate . . . it’s all good! Prizes will be awarded in a variety of categories. Not ready to concoct your own edible book? No problem! Stop by for a light refreshment and vote for your favorite entry!
Creating More Effective Public Library Systems
System and Resource Library Administrators Association of Wisconsin
Adopted August 2, 2013

Introduction

Over forty years ago, to address the limitations of relying solely on municipalities to provide library services, the Legislature created the public library system program\(^1\) “to improve and extend public library services, promote resource sharing among libraries, and increase access to library materials and services by the state’s residents.”\(^2\) It was the intent of the Legislature that state aid funds be used by systems “to coordinate and supplement library resources and services beyond what could be provided at the local and county levels.”\(^1\)

Since their establishment, systems have been undeniably successful in addressing their charge to ensure that all Wisconsin residents have access to the high-quality library services they need to meet personal, work, educational, and community goals. Before the establishment of library systems, many state residents had no legal access to public library service. Now all state residents have access to library service and are able to choose the libraries they’d prefer to use.

When it comes to sharing resources, each year over 9 million items are shared between libraries to fill requests for materials not available locally. Wisconsin ranks 1st nationally in interlibrary loans per capita, and system-coordinated sharing is a model for using public resources efficiently.

Public library service in Wisconsin has developed and improved over the years, in no small part due to the role of systems in providing state-funded services to public libraries and their patrons. Public libraries agree to certain membership requirements in order to participate in library systems, and, in return, systems provide a wide range of services, tailored to meet regional needs, that enhance local library service. Local libraries and their patrons benefit from system membership because state-aid and cooperative funding allows systems to:

- Enhance the efficiency and effectiveness of resource sharing through management of shared, automated integrated library systems
- Provide specialized staff assistance and continuing education opportunities for local library staff and trustees
- Facilitate the rapid and efficient delivery of library materials between and among every public library and public library system in the state
- Guarantee convenient borrowing privileges for library patrons
- Explore and expand the use of new technologies
- Support other cooperative services and projects in response to member library needs

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\(^1\) Wisconsin Legislative Audit Bureau. 1988. *An evaluation of the public library system program: Department of Public Instruction.*

\(^2\) Wisconsin Department of Public Instruction. 1991. *Long-range plan for library services in Wisconsin.*
While local libraries are appropriately the face of public library service in Wisconsin, the state’s public library service is truly a partnership between local libraries, municipalities, counties, systems, and the state. Public libraries excel in providing direct services to their patrons and communities, and public library systems operate in the background, often with little public awareness of their existence. However, whether it’s managing a wide area network, negotiating or administering a complex set of cooperative agreements, or providing connections to other types of libraries or organizations, public library systems provide much of the infrastructure that enables Wisconsin’s public libraries to provide outstanding library service.

Wisconsin’s public library systems are a model for inter-governmental collaboration and cooperation, and it is essential that the roles and standards for library systems be clearly defined and communicated to ensure that systems continue to be effective in meeting member library needs and worthy of continued state support. Consequently, the System and Resource Library Administrators Association of Wisconsin (SRLAAW) has undertaken a multi-part process to determine how public library systems can remain most effective in meeting member library needs into the future. This report describes the process and presents the subcommittee’s recommendations.

**Process Design**

Two concerns originally motivated SRLAAW members to consider the role of public library systems in the future of public library service in Wisconsin. First, much of Chapter 43, *Wisconsin Statutes*, is very old, especially the provisions relating to public library systems. There was concern that outdated statutes limit systems’ options and constrain them from being more efficient and effective. Second, the difficult economy has reduced governmental resources and has resulted in many changes in the operations of state and local governments. Budgets and services have been cut, governmental units have been reconfigured or consolidated, and public library systems have been consolidated in many other states.

As a result, SRLAAW members concluded that the library community needed to begin investigating what could be done to ensure a positive future for library systems and library service. At their August 2012 meeting, SRLAAW members passed a motion requesting WiLS to develop a proposal for a summit to examine system size and structure.

In response, WiLS developed the requested proposal, which was adopted by SRLAAW in October of 2012. SRLAAW members agreed that the retreat 1) would discuss best practices for system services, 2) could provide information for system improvements, and 3) might lead to legislative change.

After discussion with the SRLAAW chair and others, WiLS recommended that this summit, or retreat, be part of a larger process that would lead to recommendations and action steps to address concerns about and barriers to system reconfigurations, as well as addressing how systems can best remain effective in meeting member library needs into the future.
The subcommittee was appointed in November of 2012 and charged with working with WiLS to develop and implement the recommended process and make a report, including recommendations, to SRLAAW.

**Subcommittee Members**

The subcommittee working on this process is comprised of SRLAAW members who volunteered to serve:

- Sue Cantrell, MWFLS
- Jim Gingery, MCFLS
- Rick Krumwiede, OWLS
- Jessica MacPhail, Racine PL
- Rebecca Petersen, MCLS
- Steve Platteter, ALS
- Krista Ross, SWLS
- Marla Sepnafski, WVLS
- John Thompson, IFLS
- David Weinhold, ESLS

In addition, WiLS Director, Stef Morrill, served as project manager and facilitator.

**Initial Steps**

The subcommittee engaged in a number of activities aimed at collecting information from the Wisconsin library community, and beyond, that culminated in a retreat in February. These activities are summarized below:

1. *Identify specific services and other areas of concern to be addressed through the process*

   In order to narrow the scope for discussion purposes, the subcommittee identified six areas of focus: awareness of library system and library services, funding, library law, resource sharing, service implications of technology, and technology infrastructure.

2. *Survey Wisconsin libraries about the identified areas*

   In January, Wisconsin public libraries completed surveys related to the six areas. Between 150 and 200 respondents completed each of the six surveys.

3. *Hold 2-3 webinars with states that have undergone system consolidation*

   Library and system staff from Massachusetts and Illinois presented webinars to discuss how system consolidation happened and the impact of the change on public libraries in their states. A report detailing the experiences of five other states was also created.

4. *Hold a SRLAAW retreat*

   A retreat was held on February 4, 2013 to consider the survey results and obtain additional input in the process. The attendees – system directors, resource library directors, and one additional attendee from each system – considered best practices and potential future visions of library service in the six areas identified in #1, and made recommendations for next steps.
The subcommittee then used information collected from Wisconsin public libraries, retreat attendees, and the experiences of other states to create a progress report with preliminary recommendations and action steps. Detailed information about these steps and the report can be found on the SRLAAW website: http://www.srlaaw.org/2013Process/process.asp.

The Progress Report and Preliminary Recommendations report was shared with SRLAAW at its May 1, 2013 meeting, and it was presented to the public library community on May 2, 2013 at the Wisconsin Association of Public Libraries spring conference.

Vetting Preliminary Recommendations

After the preliminary recommendations were shared with the community, the process of vetting the recommendations in the library community began. The subcommittee gathered feedback about the proposed recommendations through many methods:

- Focus Groups
  Three focus groups were held to gather feedback from the resource library directors and system directors not serving on the subcommittee.

- Individual Library Interviews
  Thirty-one (31) libraries were selected for individual telephone interviews. The list of libraries was randomly selected, then adjusted for geographic representation through another round of random selection. The distribution of library size in the sample reflected the distribution of library size in the state, as determined by the required certification level of the director. Of those 31 library directors invited to interview, 23 interviews were completed.

- Solicitation of Feedback via Online Form and Email
  Libraries were encouraged through the public library email list and through public library systems to provide feedback, either through an anonymous form available on the SRLAAW website or by emailing the subcommittee. In addition, a number of library systems held sessions for member library staff and trustees to present the recommendations and encourage attendees to offer their comments via these feedback mechanisms.

- Solicitation of Expert Feedback
  Feedback, particularly on the service standards (Appendix A), was solicited from known experts in particular areas of system services, including continuing education, delivery, youth services, and technology.

All feedback gathered through the above methods is compiled and available at http://www.srlaaw.org/2013Process/process.asp.

In addition to the feedback gathered above, subcommittee members met with various stakeholder groups to present and/or discuss the preliminary recommendations, including the
Wisconsin Library Association Board and Library Development & Legislation Committee (LD&L), the Council on Library and Network Development (COLAND), the Department of Public Instruction’s Public Library Development team, and a group of long-time leaders in the Wisconsin library community.

Subcommittee members reviewed all of the feedback received by mid-July, held several meetings to discuss the feedback, and modified their recommendations accordingly. What follows are the subcommittee’s revised recommendations for consideration by the SRLAAW membership at its August 2, 2013 meeting.

Recommendations

1. Modernize the statutory requirement for system resource libraries by eliminating the current statutory language (s. 43.16 and s. 43.24(2)(b)) and replacing it with language that conveys the following concepts:

- System resource libraries are libraries that develop their resources (e.g., collection, staff, services, etc.) to serve the needs of the entire system area as mutually agreed upon by the system and the resource library.
- Systems provide financial consideration to resource libraries because they agree to develop their resources to serve the entire system area.
- Any mutually agreed upon services provided by resource libraries are articulated in written agreements executed between systems and resource libraries.
- Such agreements between systems and resource libraries shall contain mechanisms for evaluation and mutual accountability.
- Each system shall have at least one resource library.

Rationale: One of the surveys of public libraries asked if the existing provision for system resource libraries should be changed. The results showed significant interest in change. Conversation about this provision continued at the retreat, and one of the recommended next steps from the retreat was to “modernize the resource library statutes.”

The subcommittee believes that, while the current statutory roles of resource libraries may be outdated, there are new opportunities for systems and resource libraries to work together to improve library service in Wisconsin.

Resource libraries can take a leadership role in developing library services with the system through innovation, sharing, and by providing expertise that the system may not have. Because they are engaged in providing significant levels of public library service, resource libraries have experience that can make them valuable partners to the systems.
Historically, all residents of the state have relied upon the significant collections of resource libraries, and this continues to be a valuable role for resource libraries. Resource libraries tend to have a depth of collection that is not typical for other system member libraries.

The current resource library law is also viewed as a significant barrier to consolidation and reconfiguration of systems. Modernizing this requirement would eliminate the barrier, fostering more productive reconfiguration discussions among systems.

It is also clear from the feedback obtained during this process that there is misunderstanding about the role of the resource libraries and the services that they provide. Clearly articulating the relationship between systems and resource libraries will increase the understanding of the roles of resource libraries by other system member libraries.

**Action:** SRLAAW refers recommendation to DPI Public Library Development Team and WLA Library Development and Legislation (LD&L) Committee to initiate legislative action.

Systems and resource libraries cooperate to actively communicate the roles of resource libraries to other system member libraries.

**Outcome:** Modernization of the statutory requirement for public library systems to designate and contract with resource libraries.

Elimination of the statutory requirement for public library systems to provide backup reference, information and interlibrary loan services from the system resource library (s. 43.24(2)(b)).

Better understanding of the important roles played by system resource libraries.

2. Eliminate the requirement for public library systems to engage in cooperation and continuous planning with other types of libraries in the system area as specified in s. 43.24(2)(L).

**Rationale:** This requirement is redundant in today’s environment as public library systems are already required to plan with “other types of libraries in the area in regard to library technology and the sharing of resources” (s. 43.24(2)(m)) and systems will continue to collaborate with all types of libraries in their system area as appropriate.
Action: SRLAAW refers recommendation to DPI Public Library Development Team and WLA LD&L Committee to initiate legislative action to eliminate s.43.24(2)(L).

Outcome: Elimination of s. 43.24(2)(L) that requires public library systems to engage in cooperation and continuous planning with other types of libraries in the system area.

3. Add sections on state-required public library system plans and annual reports for reporting and documenting collaborative activities with other libraries, systems, and organizations.

Rationale: The success of public library systems has shown that collaboration among libraries yields opportunities that libraries could not experience working on their own. This principle can also be applied to collaboration among systems and between systems and other organizations. Collaboration, when appropriate, can result in economies of scale and significant reduction in costs. It can eliminate redundancy and provide the opportunity for library systems to continue to sustain and expand services, even while budgets are flat or decreasing. It can also support innovation, mitigating risk to any one organization and providing funds for experimentation.

While systems regularly collaborate with other systems and organizations and while the potential benefits of collaboration are generally understood, currently very little data exists about system collaborations. Collecting information and stories about collaborative activities will provide a tool for documenting how well developed cooperation is among Wisconsin libraries and systems.

A formal reporting mechanism will provide valuable information about collaborative activities, which could be further enhanced by including information about the cost-effectiveness or service improvements created through collaboration. In addition to collecting information from systems, the subcommittee believes that systems should also be collecting stories about collaboration by system member libraries.

Action: SRLAAW refers recommendation to DPI Public Library Development Team for modification of the state-required public library system annual plan form and annual report form.

Outcome: Public library system annual plans and annual reports require systems to report on collaborative activities with other libraries, systems, and organizations.
4. Conduct a study aimed at determining optimal system size and strategies for implementing optimally configured systems. The recommended study would be completed before July 1, 2014. The recommended study would contain four distinct elements:

- The study would identify potential savings in systems through consolidation, technology, efficiencies, LEAN practices, and service sharing.
- The library community would be involved in studying the relationship between system effectiveness and system size in order to determine the factors that define optimal system size.
- Outside experts (e.g., regional planners) would be asked to suggest strategies for implementing optimal system configurations given the optimal system size, the current configuration of systems, and demographic patterns in the state.
- The system funding formula would be examined in light of optimal system size and configuration to determine how it could be altered to incentivize change.

**Rationale:** Information and feedback gathered throughout this process suggests that the library community believes that having fewer public library systems in Wisconsin is inevitable. Regardless of whether a reduction in the number of systems results from voluntary consolidations or edict, it is generally agreed that any change should improve or, at least, maintain services provided by systems, not diminish them.

Furthermore, the feedback indicates that there is little agreement about what constitutes an optimal size or configuration for a library system, and it’s also clear that a “one size fits all” model will not work. The subcommittee wants to encourage system consolidations that make sense and improve services, but we believe there is more to learn before we have clarity about what constitutes optimal systems for service improvements, cost-effectiveness, or service preservation.

**Action:** SRLAAW refers recommendation to DPI Public Library Development Team to conduct a study to determine optimal system size and configuration.

**Outcome:** Agreement by the library community on what constitutes optimal system size and configuration.

Recommended strategies for achieving optimal system configurations. Alteration of the system funding formula to incentivize creating optimal system configurations.

Replacement of the existing population standards for public library systems with new standards determined through this study.
5. Conduct a study of regional integrated library system (ILS) consortia to investigate the advantages, efficiencies, disadvantages, and potential barriers to larger ILS consortia.

*Rationale:* Information and feedback gathered throughout this process suggests a belief in the library community that there may be opportunities to achieve efficiencies and cost savings in the consolidation of key system services, without consolidating systems. Regional ILS consortia were most often cited as providing an opportunity for service consolidation. However, as is the case with system consolidation, the optimal size for an ILS consortium and the potential for savings or efficiencies are not clear.

*Action:* SRLAAW refers recommendation to DPI Public Library Development Team to conduct a study to determine advantages, disadvantages, and potential barriers to larger ILS consortia.

*Outcome:* Reliable information on the advantages, efficiencies, disadvantages, and barriers to forming larger ILS consortia, including what constitutes optimal size for an ILS consortium.

Consolidations of ILS consortia that result in improved service or cost-savings without diminishing services.

6. Establish service standards for public library systems, as proposed in Appendix A, that are used to modify the current statutory system service requirements (s. 43.24(2)).

*Rationale:* One of the charges of this subcommittee was to identify best practices for public library systems to stay relevant as the needs of their member libraries change. The subcommittee has created a set of standards for public library system services as a form of best practices.

However, unlike best practices, which are intended to be used individually when relevant, these standards are intended to be adopted as a whole. It is highly unlikely that any system alone could meet these standards with current state funding. Instead, systems will need to collaborate or consolidate in order to provide the level of service the standards represent.

It is the intent of the subcommittee that the proposed service standards become a replacement for the current system service requirements, and it is assumed that, at some level, the service standards will become mandatory. The subcommittee also believes that the DPI Public Library Development Team is responsible for determining exactly how the recommended standards should replace the current service requirements.
Action: SRLAAW adopts the proposed service standards and encourages public library systems to voluntarily begin implementing them immediately, with the goal of all systems meeting the standards by 2017.

Library systems and their member libraries use the adopted service standards in evaluating current system services.

Library systems and their member libraries use the adopted service standards in evaluating the merits of proposed system mergers or service consolidations.

SRLAAW refers recommendation to DPI Public Library Development Team to initiate legislative or other appropriate action to implement required service standards for public library systems.

Outcome: Service standards are established for Wisconsin public library systems and are incorporated into statutory system requirements.

7. Establish administrative standards for public library systems, as proposed in Appendix B, that are used to modify the current statutory provisions in s. 43.17, as appropriate.

Rationale: In s. 43.19(2)(b), library system boards are given “the powers of a public library board under s. 43.58 with respect to system-wide functions and services.” Including more specific language about board responsibilities in s. 43.17 would clarify the role of the system board.

Like the service standards above, these administrative standards are also intended as best practices for library systems and system boards, and will ideally be voluntarily adopted by library systems.

Action: SRLAAW adopts the proposed administrative standards and encourages public library systems to voluntarily begin implementing them immediately, with the goal of all systems meeting the standards by 2014.

Library systems and their member libraries use the adopted administrative standards in evaluating current system administrative practices.

Library systems and their member libraries use the adopted administrative standards in evaluating the merits of proposed system mergers or consolidations.

SRLAAW refers recommendation to DPI Public Library Development Team to initiate legislative or other appropriate action to implement administrative standards for public library systems.
**Outcome:** Administrative standards are established for Wisconsin public library systems and are incorporated into statutory system requirements.

8. SRLAAW convene a task force, including representation from systems, resource libraries, and other member libraries, to investigate how systems are governed in other states and to make recommendations for changes in the governance of Wisconsin public library systems. This task force will provide a report, including recommendations, to SRLAAW by May 2014.

**Rationale:** Feedback gathered during this process suggested that some members of the library community are concerned about the governance and accountability of systems. In particular, the makeup of system boards and the integration of input from member libraries came up frequently in the feedback. Many suggestions were made, but no specific themes emerged regarding recommended changes.

The intent of this recommendation is to investigate other governance models to determine if any of them offer elements which could provide improvements in Wisconsin. For example, Wisconsin’s current model of county appointed citizen system board members is only one possibility. Further investigation of other models might suggest potential governance improvements.

**Action:** SRLAAW convenes a task force to investigate system governance options that makes recommendations to SRLAAW by its May 2014 meeting.

SRLAAW adopts, or modifies and adopts, task force recommendations.

SRLAAW refers recommendations to DPI Public Library Development Team and to WLA LD&L Committee to initiate legislative or other appropriate action to implement governance changes for public library systems.

**Outcome:** Improved governance and accountability of Wisconsin’s public library systems.
Appendix A

Wisconsin Public Library System Service Standards

Adopted by SRLAAW
August 2, 2013
Library Advancement and Awareness Standards

The library system has a responsibility to provide its member libraries with services and training related to library advancement and awareness. The library system may provide these services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. The library system is encouraged to experiment with innovative methods for meeting these service standards.

Library Advancement

- The library system provides continuing education to member library staff and trustees in advancing the library’s mission via workshops, newsletters, and webinars. The library system will offer a minimum of six (6) contact hours of such continuing education annually.
- The library system develops tools that can be tailored by local libraries and that make it easier for member libraries to create awareness of their accomplishments, needs, or concerns, e.g., press releases, sample letters to officials, etc.
- The library system works with member libraries to develop a database of area library supporters and a program for regularly informing them of local and area advancement needs.
- The library system informs member library staff, trustees, and supporters of pending legislation on the state and national levels that may affect libraries and explains how the proposed legislation might affect system and local library service.
- The library system facilitates participation of member library staff, trustees, and supporters in local, regional, and statewide library advancement events, e.g., candidate forums, WLA Library Legislative Day.
- The library system works with a variety of state, regional, and local government agencies on behalf of member libraries.
- The library system is readily available to assist member libraries in working for and securing local and county funding.
- The library system facilitates individual county library service planning processes when requested.
- The library system represents the interests of its member libraries to the Legislature and the Department of Public Instruction in the development of statewide library policy or services.
- The library system cooperates with other agencies or organizations for the benefit of member libraries and area residents.
- The library system has expertise to coordinate the collection, interpretation, and presentation of data at the systemwide level and local level.
- The library system works to establish library funding models that consider measures of library use in addition to circulation (e.g., digital checkouts, program attendance, etc.)
• The library system collects stories from member libraries that demonstrate successful collaborations with other libraries or organizations resulting in improved services, increased efficiencies, or cost savings.

Awareness

• The library system is responsible for the marketing and promotion of systemwide services.
• The library system coordinates systemwide efforts to promote member library services.
• The library system coordinates public relations activities within the library system and between member libraries and other agencies.
• The library system provides professional-level assistance in marketing and promoting local programs and services.
• The library system works with individual local libraries to develop customized professional-quality promotional pieces, including providing text editing, graphic layout, and reproduction services.
• The library system works with individual local libraries to develop customized professional-quality digital graphics for use with websites and social media tools.
• The library system works with individual local libraries to develop customized professional-quality websites, including providing design services and training in website maintenance.
• The library system has expertise in social media tools and the ability to provide training and assistance to member libraries in the effective use of these tools.
Collaborative Services Standards

The library system optimizes the services that it provides to its member libraries by collaborating with others. Collaborative services within, between, and/or among systems can result in more and better services at less financial cost and less duplication of effort. The library system is encouraged to experiment with innovative methods for meeting these service standards.

- The library system actively pursues opportunities to collaborate within, between, and/or among systems in order to maximize efficiencies.

- The library system facilitates meetings within, between, and/or among like-minded staff from multiple systems in order to discuss and implement collaborative services.

- The library system facilitates group purchasing (e.g., library applications, supplies, equipment, downloadable e-resources) within, between, and/or among library systems.

- The library system plans for continuing education opportunities with other systems in the region or within the state.

- The library system encourages and promotes collaborative exchanges with other systems in the same region or within the state that use the same ILS vendor.

- The library system gives high priority to collaborative service developments on its state-required annual plan and report.
Continuing Education Standards

The library system has a responsibility to provide continuing education opportunities to its member libraries. The library system may provide these services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. The library system is encouraged to experiment with innovative methods for meeting these service standards.

- The library system surveys member libraries on an annual basis to determine the continuing education areas that are of greatest interest to, or most needed by, member libraries.

- The library system plans all continuing education opportunities in accordance with the requirements set forth in the Certification Manual for Wisconsin Public Library Directors published by the Wisconsin Department of Public Instruction, Division for Libraries and Technology.

- The library system sponsors or co-sponsors a minimum of thirty-six (36) contact hours of continuing education opportunities annually for member library staff and trustees, as well as for library system staff and trustees.

- The library system ensures that at least twelve (12) of the thirty-six (36) annual contact hours of continuing education are provided in-person at a location within a reasonable driving distance.

- The library system, with input from member libraries, evaluates each CE opportunity and conducts an annual outcome-based evaluation of its continuing education program. Results from evaluations are shared with member libraries.

- The library system opens all continuing education opportunities to staff from all types of libraries in the system area.

- The library system director and appropriate staff meets with all new library directors to provide an orientation on system services and an overview of library services in Wisconsin.

- The appropriate library system staff meets with newly hired key library staff to provide an orientation on system services relating to their positions.

- The appropriate library system staff attends meetings with member library trustees and staff and provides consultation and/or continuing education related to local library issues, as requested.
Delivery Standards

Because the physical delivery of library materials is an essential element for effective resource sharing, the library system has a responsibility to provide a delivery service that connects libraries within the system and around the state. The library system may provide these services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. How delivery services are funded may differ from library system to library system. The library system is encouraged to experiment with innovative methods for meeting these service standards.

- The library system makes local delivery service available to member libraries at least five days per week.
- The delivery service schedule, operational functions, and procedures will be based upon the needs of the member libraries; the cost-effectiveness for the library system; the proper handling and protection of materials being transported; and the safety of system, library and contracted staff handling delivery.
- The library system ensures that, within the system, material placed in delivery by a library shall be delivered to its destination library by the third business day, excluding weekends.
- The library system connects its local delivery service with the statewide library delivery network.
- The library system trains member library staff in effective and efficient methods for labeling and packing materials.
- The library system configures its Integrated Library System, whenever possible, to expedite delivery of materials requested by patrons.
- The library system encourages nonpublic libraries to participate in delivery networks offered through the system and the state.
- The library system will minimally perform two delivery volume studies per year. These studies will count either tote or item volume dropped off and picked up at each member library during the course of one full week.
Integrated Library System (ILS)

The library system has a responsibility to provide its member libraries with access to an affordable, shared integrated library system (ILS). Participation in a shared ILS is an essential element in each Wisconsin’s public library’s ability to provide modern and effective library service to its patrons, and the library system plays a key role in ensuring that its member libraries can participate in a shared ILS. The library system may provide an ILS and related services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. How a shared ILS is funded may differ from library system to library system. The library system is encouraged to experiment with innovative methods for meeting these service standards.

Administration and Funding

- The library system facilitates access to a shared integrated library system (ILS) that meets the needs of the member libraries and their patrons.
- The library system supports an online catalog for the public that allows for the discovery of library resources in all formats.
- The library system will dedicate staff and fiscal resources in support of and to maintain access to a shared ILS.
- The library system and its members create a plan and budget to upgrade and replace ILS equipment and software on a regular schedule.
- The library system prepares an annual program budget that accurately reflects the costs and needs for the ILS.
- Each ILS consortium utilizes a decision-making process that meets the needs of member libraries and the system.
- The library system, with input from the member libraries, develops a formula for cost-sharing among member libraries that is clear and equitable.
- The library system works with member libraries to produce and maintain standards for ILS use in a shared environment.
- The library system encourages the standardization of rules and procedures among ILS participants.
- With input from member libraries, the library system board and staff develop an ILS plan to ensure that the ILS continues to meet the needs of member libraries and their patrons.

Database Management

- The library system provides an effective and efficient way for member libraries’ holdings to be added to the database.
The library system works with member libraries to establish standards and procedures for entering bibliographic and item holding records in accordance with currently accepted library cataloging and classification practices.

The library system ensures access to reports to assist member libraries in managing ILS data.

The library system ensures that bibliographic records, item records, and item status for materials in its database are searchable through standard protocols.

The library system ensures access to reports to assist member libraries in managing patron, bibliographic, and holdings data.

**Training and Support**

The library system ensures that member library staff are properly oriented and trained on ILS procedures and protocols.

The library system supports training of the public in the use of the online catalog.

The library system provides statistical data as required for the DLT Public Library Annual Report, using the standard definitions supplied by the Division.

The library system ensures access to statistical reports and provides assistance to member libraries in interpretation of data.

The library system provides qualified, trained staff devoted to the management and support of the shared ILS.

**Resource Sharing**

The library system encourages all member libraries to share individual library collections with as few restrictions as possible.

The library system works with member libraries to provide a method for ensuring that lending between members is equitable.

The library system works with member libraries to evaluate the shared library collection and develop methods to support consortium-wide collection development.
Interlibrary Loan Standards

Wisconsin’s public library systems recognize that the sharing of material between libraries is an integral and vital element in the provision of library service and believe it to be in the public interest to encourage such exchanges. Interlibrary loan (ILL) is intended to complement local collections, and should not be used as a substitute for good library collections which meet the routine needs of users. **While ILL can be defined as any exchange of materials between libraries, this standard is intended to address only those exchanges that occur outside of a shared ILS.**

The effectiveness of the state’s interlibrary loan system depends upon participation of public library systems, and libraries of all types and sizes, and rests on the belief that no library, no matter how large or well supported, is self-sufficient in today’s world. While it is evident that some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more than they borrow), the system also rests on the belief that all libraries should be willing to lend if they are willing to borrow. *(Adapted from the Interlibrary Loan Code for the United States.)*

The library system has a responsibility to provide its member libraries with access to an effective ILL service that facilitates resource sharing with other libraries. The library system may provide ILL services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. The library system is encouraged to experiment with innovative methods for meeting these service standards.

**Participation**

- The library system encourages all member libraries to participate fully in interlibrary loan as lenders and borrowers.
- The library system encourages all participating ILL libraries to follow interlibrary loan procedures and protocols established by the system, RL&LL and/or OCLC.
- The library system ensures that patron-initiated interlibrary loan requests are mediated.
- The library system ensures and advocates for the confidentiality of the user.
- The library system supports efficient two-way communication/linking between and among local (system) consortia, state, and national ILL networks.

**Training**

- The library system provides training on creating and managing interlibrary loan requests.
- The library system provides an annual workshop on interlibrary library loan to clarify and review best/current practices, protocols, and procedures.
• The library system participates in/attends all DPI-sponsored meetings for systems and shares what is learned with area ILL colleagues.

• The library system promotes educational opportunities related to interlibrary loan and encourages participation.

• The library system promotes webinars which provide training on resources available through BadgerLink and encourages participation.

**Communication**

• The library system encourages all member libraries to subscribe to appropriate interlibrary loan communication channels.

• The library system ensures that area libraries receive promotional materials about resources/information available about interlibrary loan best practices, standards, etc.

• The library system ensures that participants have access to accurate ILL statistics.

**Innovation / Future**

• The library system explores nontraditional ILL practices, such as direct-to-user-delivery and purchase/print-on-demand options to ensure maximum and efficient accessibility and convenience.
Service Standards for Special Populations

The library system has a responsibility to assist its member libraries with the services they provide to special populations.* The library system may provide these services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. The library system is encouraged to experiment with innovative methods for meeting these service standards.

- The library system assists its member libraries in identifying special populations.
- The library system provides its member libraries with access to expertise and consulting to assist them in planning, developing, and evaluating services for special populations.
- The library system sponsors a minimum of six (6) contact hours annually of continuing education opportunities relating to, or showcasing, services to special populations.
- The library system collaborates with member libraries or other systems to obtain grants which provide funding to serve special populations.
- The library system assists member libraries in marketing services to special populations.
- The library system facilitates regional collaborations with member libraries, appropriate agencies, and other systems on services to special populations.

*Special populations, or non-traditional library users, refer to people of all ages who often face barriers to their use of public library services, or need specific resources or accommodations to make the most of their time at the library. This includes, but is not limited to:
- People living in alternative family and home situations (including foster care, nursing homes, detention facilities or other institutions, or who are displaced, living in poverty, and/or homeless)
- People with mobility and orthopedic disabilities, people with cognitive disabilities, autism, or traumatic brain injuries; people with emotional behavior disabilities; people with learning disabilities; people with hearing or vision disabilities; and people with varying speech and language abilities
- People in underserved areas and/or with diverse backgrounds
- People with limited literacy or information skills who do not use print, read well, or speak English; people whose native language is not English
- Specific age groups, such as aging populations
Technology Standards

The library system has a significant role in leadership and training in discovering and implementing new technology, in facilitating technology infrastructure, and in providing local technology support. The library system may provide these services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. How technology services are funded may differ from library system to library system. The library system is encouraged to experiment with innovative methods for meeting these service standards.

- The library system provides its member libraries with access to technology expertise and technology consulting.
- The library system sponsors or co-sponsors a minimum of six (6) contact hours of technology-related continuing education per year.
- The library system provides a secure Wide Area Network (WAN), with adequate bandwidth, for data communication between member libraries, the system headquarters, and appropriate application servers. The library system will work with member libraries to determine the most appropriate method of data communication.
- The library system continually monitors bandwidth usage by member libraries.
- The library system assists member libraries in acquiring supplemental bandwidth when needed.
- The library system promotes effective cost-sharing by facilitating the hosting and licensing of shared applications and databases used by member libraries.
- The library system provides assistance with and support for essential member library technology services during all hours of library operation.
- The library system technology staff meets with member library technology staff at least once per year to consult and advise on the member libraries’ technology infrastructure and technology-related workflow practices.
- The library system establishes competency guidelines for member library staff needed to use system-provided technology services. The library system develops and provides training based upon the assessment of library staff competency levels.
- The library system facilitates group purchases of computers, network devices, and other technology-related devices for member libraries in order to promote ownership of state of the art equipment and cost savings.
Youth and Young Adult Services Standards

The library system has a responsibility to assist its member libraries in meeting the literacy and learning needs of youth and young adults. Specifically, the library system provides education, information, and assistance to member libraries so they have the means to encourage youth, and their parents or caregivers, to use the library and increase their literacy skills. The library system may provide these services directly to its member libraries with its own staff, or it may contract or collaborate with other library systems or vendors to assist it in meeting these service standards. The library system is encouraged to experiment with innovative methods for meeting these service standards.

- The library system sponsors a minimum of nine (9) contact hours annually of continuing education opportunities relating to youth and young adult services.
- The library system provides its member libraries with access to expertise and consulting to assist them in planning, developing, and evaluating youth and young adult services.
- The library system assists member libraries in marketing youth and young adult activities.
- The library system assists member libraries in implementing best practices and meeting appropriate standards related to early literacy.
- The library system facilitates regional collaborations on youth and young adult services.
Appendix B

Wisconsin Public Library System Administrative Standards

Adopted by SRLAAW
August 2, 2013

Governance

Public library system trustees are public officers and as such are legally responsible for the governance of the library system and the conducting of its operations in accordance with local, state, and federal laws. The library system has a responsibility to meet the following standards relating to governance.

- The library system is established and operates in accordance with Chapter 43 of the Wisconsin Statutes.
- The library system operates in compliance with other Wisconsin laws, such as laws relating to open meetings, ethics, and public records.
- The library system publically makes available all meeting announcements, agendas, and minutes to all member libraries.
- The library system operates in compliance with federal laws, such as the Americans with Disabilities Act and the Fair Labor Standards Act.
- The library system board has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues. The bylaws are reviewed at least every three years.
- The library system board adopts written policies for operating the library system and reviews them on a regular cycle, ensuring that all policies are reviewed at least every three years.
- The library system board meets a minimum of six times per year at a time and in a physically accessible location convenient for the board and in accordance with the state law on open meetings and the Americans with Disabilities Act.

Management

The library system’s administrators and staff use sound library management practices to apply the policies and statutory obligations of the governing board to the daily operations of the
library system. The library system has a responsibility to meet the following standards relating to management and administration.

- The library system director is responsible for developing operating procedures based on board policies and long range plan.
- The library system director monitors statutory changes and court decisions related to library and system operations and recommends policy changes needed to maintain legal library and/or system operations.
- The library system director keeps the library system board informed of all important issues facing the member libraries.
- The library system provides current financial and statistical reports for review at each library system board meeting.
- The library system director provides every new board member with a copy of the Trustee Essentials and participates in an orientation program with each new board member.

Planning and Evaluation

Library system trustees and staff have a continuing obligation to assess the changing service needs of member libraries. Conscientious planning will help the library system in its efforts to anticipate and respond to the member library’s needs. The library system has a responsibility to meet the following standards relating to planning and evaluation.

- With input from member libraries, the library system board and staff create a long-range or strategic plan that meets the needs of member libraries.
- The library system’s plan is reviewed and updated annually by the library system board.
- With input from member libraries, the library system board and staff evaluate the effectiveness of the long-range or strategic plan.

Finance

Library system trustees and staff have a continuing obligation to operate the library system in a fiscally sound, efficient, and prudent manner. The library system has a responsibility to meet the following standards relating to finance.

- The library system follows fiscal procedures consistent with state and federal requirements, system policy, and audit requirements in preparing, presenting, and administering its budget.
- The library system director prepares and the library system board reviews and adopts an annual budget proposal that accurately reflects the needs of the library system and the members it serves.
• The library system board reviews and approves bills at each library system board meeting, in accordance with applicable laws and policies.

• The library system director and staff maintain awareness of available grant and other outside funding sources.

• The library system staff applies for and implements grants from LSTA and other grant sources that benefit the system and its member libraries.

Personnel

Library system trustees and the library system director have a continuing obligation to ensure that the library system has the appropriate staff in place to provide the services needed by member libraries. The library system has a responsibility to meet the following standards relating to personnel.

• The library system board determines the system staff table of organization and sets compensation for system staff positions.

• The library system director is qualified for and maintains the appropriate level of certification under the provisions of the Wisconsin Administrative Code.

• The library system director is paid to perform system-board-designated duties for no fewer than 40 (37.5) hours per week.

• The library system board conducts an annual performance evaluation of the director.

• The library system director is responsible for personnel administration, including hiring, supervising, evaluating, and dismissing library system employees.

• The library system board adopts a set of personnel policies outlining the conditions and requirements for employment of system staff, and these policies are consistent with state and federal regulations and relevant court decisions. The board reviews personnel policies on a regular schedule, including after any significant change in employment law.
Donor Fund Statement
For the L. E. Phillips Memorial Library Endowment Fund
January 1, 2013 through June 30, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance beginning of year</td>
<td>$323,125.07</td>
</tr>
<tr>
<td>Additional Contributions to Fund</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>Grants from Fund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Investment Returns</td>
<td>$20,248.04</td>
</tr>
<tr>
<td>Foundation Administration Fees</td>
<td>($2,547.47)</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$342,875.64</td>
</tr>
</tbody>
</table>

No Grants This Period.
Donor Fund Statement  
For the L. E. Phillips Memorial Public Library Agency Fund  
January 1, 2013 through June 30, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance beginning of year</td>
<td>$12,693.99</td>
</tr>
<tr>
<td>Additional Contributions to Fund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grants from Fund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Investment Returns</td>
<td>$793.53</td>
</tr>
<tr>
<td>Foundation Administration Fees</td>
<td>($99.57)</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$13,387.95</td>
</tr>
</tbody>
</table>

No Grants This Period.
# LE PHILLIPS MEMORIAL PUBLIC LIBRARY
## 2013 YTD BUDGET REPORT - Operating
### For the Period Ended July 31, 2013

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>2013 ESTIMATED REVENUE</th>
<th>ACTUAL YTD REVENUE</th>
<th>RECEIVABLE</th>
<th>REMAINING UNCOLLECTED</th>
<th>% COLLECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4002</td>
<td>General Property Tax-City</td>
<td>$2,851,400.00</td>
<td>$2,851,400.00</td>
<td>-</td>
<td>$</td>
<td>100.0%</td>
</tr>
<tr>
<td>4009</td>
<td>Prop Tax-Post 2005 Debt</td>
<td>39,600.00</td>
<td>39,600.00</td>
<td>-</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>4330</td>
<td>Library Fines &amp; Miscellaneous Revenue</td>
<td>109,300.00</td>
<td>63,694.86</td>
<td>-</td>
<td>45,605.14</td>
<td>58.3%</td>
</tr>
<tr>
<td>4398</td>
<td>Other Penalties (Collection Agency)</td>
<td>2,600.00</td>
<td>1,850.00</td>
<td>-</td>
<td>750.00</td>
<td>71.2%</td>
</tr>
<tr>
<td>4451</td>
<td>Electronic Copy Revenue</td>
<td>2,500.00</td>
<td>1,692.52</td>
<td>-</td>
<td>807.48</td>
<td>67.7%</td>
</tr>
<tr>
<td>4452</td>
<td>Copier Revenue</td>
<td>3,000.00</td>
<td>1,621.33</td>
<td>-</td>
<td>1,378.67</td>
<td>54.0%</td>
</tr>
<tr>
<td>4562</td>
<td>Vending Commission</td>
<td>-</td>
<td>446.20</td>
<td>-</td>
<td>(446.20)</td>
<td>N/A</td>
</tr>
<tr>
<td>4569</td>
<td>Miscellaneous Leases</td>
<td>-</td>
<td>15.07</td>
<td>-</td>
<td>(15.07)</td>
<td>N/A</td>
</tr>
<tr>
<td>4602</td>
<td>Service to Eau Claire County</td>
<td>531,300.00</td>
<td>266,537.00</td>
<td>-</td>
<td>264,763.00</td>
<td>50.2%</td>
</tr>
<tr>
<td>4608</td>
<td>Indianhead Library System</td>
<td>30,200.00</td>
<td>14,499.50</td>
<td>-</td>
<td>15,700.50</td>
<td>48.0%</td>
</tr>
<tr>
<td>4608</td>
<td>IFLS - MORE DVDS</td>
<td>-</td>
<td>5,894.43</td>
<td>-</td>
<td>(5,894.43)</td>
<td>N/A</td>
</tr>
<tr>
<td>4798</td>
<td>Misc Service Revenues (Act 150)</td>
<td>245,300.00</td>
<td>245,315.55</td>
<td>-</td>
<td>(31.55)</td>
<td>100.0%</td>
</tr>
<tr>
<td>4802</td>
<td>Interest Allocation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>4834</td>
<td>Misc Library Sales - Taxable</td>
<td>500.00</td>
<td>494.76</td>
<td>-</td>
<td>5.24</td>
<td>99.0%</td>
</tr>
<tr>
<td>4836</td>
<td>Misc Grant Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>4850</td>
<td>Gift Revenue</td>
<td>27,300.00</td>
<td>27,153.17</td>
<td>-</td>
<td>146.83</td>
<td>99.5%</td>
</tr>
<tr>
<td>4852</td>
<td>Misc Reimbursements-Lost Items</td>
<td>15,000.00</td>
<td>9,146.98</td>
<td>-</td>
<td>5,853.02</td>
<td>61.0%</td>
</tr>
<tr>
<td>4854</td>
<td>Payment for Shared Expenses</td>
<td>-</td>
<td>781.35</td>
<td>-</td>
<td>(781.35)</td>
<td>N/A</td>
</tr>
<tr>
<td>4898</td>
<td>Miscellaneous Revenue</td>
<td>5,800.00</td>
<td>2,832.75</td>
<td>-</td>
<td>2,967.25</td>
<td>48.8%</td>
</tr>
<tr>
<td>5152</td>
<td>Sale of Capital Assets</td>
<td>100.00</td>
<td>-</td>
<td>-</td>
<td>100.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$3,863,900.00</strong></td>
<td><strong>$3,532,991.47</strong></td>
<td>-</td>
<td><strong>$330,908.53</strong></td>
<td><strong>91.4%</strong></td>
</tr>
<tr>
<td>5590</td>
<td>Fund Balance Used for CIP</td>
<td>64,500.00</td>
<td>-</td>
<td>-</td>
<td>64,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>5580</td>
<td>Working Capital Applied</td>
<td>120,900.00</td>
<td>-</td>
<td>-</td>
<td>120,900.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$4,049,300.00</strong></td>
<td><strong>$3,532,991.47</strong></td>
<td>-</td>
<td><strong>$516,308.53</strong></td>
<td><strong>87.2%</strong></td>
</tr>
<tr>
<td>OBJ #</td>
<td>ACCOUNT NAME</td>
<td>2013 APPROP.</td>
<td>ACTUAL YTD EXPENDED</td>
<td>ENCUM-BRANCES</td>
<td>AVAIL. BUDGET</td>
<td>% USED</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>---------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>6010</td>
<td>Payroll Wages</td>
<td>$1,814,800.00</td>
<td>$974,136.17</td>
<td>$ -</td>
<td>$840,663.83</td>
<td>53.7%</td>
</tr>
<tr>
<td>6020</td>
<td>P/R Overtime</td>
<td>-</td>
<td>14.68</td>
<td>(14.68)</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>6030</td>
<td>Special Pays</td>
<td>36,400.00</td>
<td>13,422.74</td>
<td>-</td>
<td>22,977.26</td>
<td>36.9%</td>
</tr>
<tr>
<td>6040</td>
<td>Employer Paid Benefits</td>
<td>267,500.00</td>
<td>136,658.32</td>
<td>-</td>
<td>130,841.68</td>
<td>51.1%</td>
</tr>
<tr>
<td>6043</td>
<td>Health insurance-Employer</td>
<td>330,700.00</td>
<td>165,702.10</td>
<td>-</td>
<td>164,997.90</td>
<td>50.1%</td>
</tr>
<tr>
<td>6047</td>
<td>Health insurance Deductible</td>
<td>23,600.00</td>
<td>11,800.02</td>
<td>-</td>
<td>11,799.98</td>
<td>50.0%</td>
</tr>
<tr>
<td>6051</td>
<td>Retiree Health Insurance</td>
<td>20,900.00</td>
<td>11,374.36</td>
<td>-</td>
<td>9,525.64</td>
<td>54.4%</td>
</tr>
<tr>
<td>6052</td>
<td>Retiree Health Care Deductible</td>
<td>-</td>
<td>649.98</td>
<td>-</td>
<td>649.98</td>
<td>0.0%</td>
</tr>
<tr>
<td>6096</td>
<td>Auto Allowance</td>
<td>2,500.00</td>
<td>41.79</td>
<td>-</td>
<td>2,458.21</td>
<td>1.7%</td>
</tr>
<tr>
<td>6099</td>
<td>Misc. Reimbursements</td>
<td>500.00</td>
<td>75.00</td>
<td>-</td>
<td>425.00</td>
<td>15.0%</td>
</tr>
<tr>
<td>6108</td>
<td>Unemployment Compensation</td>
<td>7,600.00</td>
<td>-</td>
<td>-</td>
<td>7,600.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6110</td>
<td>Postage &amp; Shipping</td>
<td>20,000.00</td>
<td>8,942.92</td>
<td>1,202.42</td>
<td>11,057.08</td>
<td>44.7%</td>
</tr>
<tr>
<td>6112</td>
<td>Computer Service Charges</td>
<td>138,800.00</td>
<td>107,418.98</td>
<td>1,202.42</td>
<td>30,178.60</td>
<td>78.3%</td>
</tr>
<tr>
<td>6116</td>
<td>Binding</td>
<td>1,000.00</td>
<td>217.00</td>
<td>-</td>
<td>783.00</td>
<td>21.7%</td>
</tr>
<tr>
<td>6120</td>
<td>Auditing</td>
<td>2,500.00</td>
<td>1,995.42</td>
<td>-</td>
<td>504.58</td>
<td>79.8%</td>
</tr>
<tr>
<td>6122</td>
<td>Cataloging</td>
<td>2,100.00</td>
<td>-</td>
<td>-</td>
<td>2,100.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6126</td>
<td>Repairs &amp; Maintenance to Auto</td>
<td>1,500.00</td>
<td>264.71</td>
<td>-</td>
<td>1,235.29</td>
<td>17.6%</td>
</tr>
<tr>
<td>6128</td>
<td>Repairs to Tools &amp; Equip</td>
<td>6,000.00</td>
<td>1,622.04</td>
<td>-</td>
<td>4,377.96</td>
<td>77.0%</td>
</tr>
<tr>
<td>6134</td>
<td>Lab/Medical Testing</td>
<td>700.00</td>
<td>-</td>
<td>-</td>
<td>700.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6138</td>
<td>Equipment Rental</td>
<td>2,000.00</td>
<td>1,439.08</td>
<td>-</td>
<td>560.92</td>
<td>72.0%</td>
</tr>
<tr>
<td>6142</td>
<td>Other Rental</td>
<td>4,200.00</td>
<td>-</td>
<td>-</td>
<td>4,200.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6150</td>
<td>Special Services</td>
<td>34,500.00</td>
<td>3,585.44</td>
<td>7,000.00</td>
<td>23,914.56</td>
<td>30.7%</td>
</tr>
<tr>
<td>6156</td>
<td>Professional Services</td>
<td>10,600.00</td>
<td>7,896.76</td>
<td>-</td>
<td>2,703.24</td>
<td>74.5%</td>
</tr>
<tr>
<td>6160</td>
<td>Staff Training/Conference</td>
<td>22,500.00</td>
<td>8,166.69</td>
<td>-</td>
<td>14,333.31</td>
<td>36.3%</td>
</tr>
<tr>
<td>6162</td>
<td>Membership Dues</td>
<td>2,700.00</td>
<td>2,042.00</td>
<td>-</td>
<td>658.00</td>
<td>75.6%</td>
</tr>
<tr>
<td>6166</td>
<td>Recruitment Expenses</td>
<td>500.00</td>
<td>51.47</td>
<td>-</td>
<td>448.53</td>
<td>10.3%</td>
</tr>
<tr>
<td>6198</td>
<td>Miscellaneous Contractual</td>
<td>29,600.00</td>
<td>1,897.00</td>
<td>1,295.00</td>
<td>26,408.00</td>
<td>10.8%</td>
</tr>
<tr>
<td>6210</td>
<td>Telephones</td>
<td>10,500.00</td>
<td>3,544.11</td>
<td>-</td>
<td>6,955.89</td>
<td>33.8%</td>
</tr>
<tr>
<td>6216</td>
<td>Cable TV Services</td>
<td>500.00</td>
<td>265.06</td>
<td>-</td>
<td>234.94</td>
<td>53.0%</td>
</tr>
<tr>
<td>6306</td>
<td>License &amp; Permits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>6308</td>
<td>Special Assessments</td>
<td>700.00</td>
<td>694.81</td>
<td>-</td>
<td>5.19</td>
<td>99.3%</td>
</tr>
<tr>
<td>6350</td>
<td>Liability &amp; Property Insurance</td>
<td>31,000.00</td>
<td>15,499.98</td>
<td>-</td>
<td>15,500.02</td>
<td>50.0%</td>
</tr>
<tr>
<td>6398</td>
<td>Insurance Claims Reimbursement</td>
<td>-</td>
<td>(1,015.50)</td>
<td>-</td>
<td>1,015.50</td>
<td>n/a</td>
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<tr>
<td>6402</td>
<td>Office, AV, Library Supplies</td>
<td>71,500.00</td>
<td>31,635.15</td>
<td>2,643.00</td>
<td>37,221.85</td>
<td>47.9%</td>
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<tr>
<td>6409</td>
<td>Library Materials</td>
<td>427,400.00</td>
<td>183,002.12</td>
<td>-</td>
<td>244,397.88</td>
<td>42.8%</td>
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<tr>
<td>OBJ #</td>
<td>ACCOUNT NAME</td>
<td>2013 APPROP.</td>
<td>YTD APPROP.</td>
<td>ENCRYPT-APPROP.</td>
<td>AVAIL. APPROP.</td>
<td>% APPROP.</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
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<td>-------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>-----------</td>
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<tr>
<td></td>
<td><strong>LIB BLDG MAINTENANCE EXPENDITURE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>LIB BLDG MAINTENANCE EXPENDITURE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010</td>
<td>Payroll Wages</td>
<td>$108,700.00</td>
<td>$58,737.94</td>
<td>-</td>
<td>$49,962.06</td>
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</tr>
<tr>
<td>6020</td>
<td>Payroll Overtime</td>
<td>12,700.00</td>
<td>3,328.74</td>
<td>-</td>
<td>9,371.26</td>
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<tr>
<td>6030</td>
<td>Special Pays</td>
<td>900.00</td>
<td>-</td>
<td>-</td>
<td>900.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6040</td>
<td>Employer Paid Benefits</td>
<td>17,900.00</td>
<td>8,853.73</td>
<td>-</td>
<td>9,046.27</td>
<td>49.5%</td>
</tr>
<tr>
<td>6043</td>
<td>Health Ins (ER)</td>
<td>35,800.00</td>
<td>20,890.16</td>
<td>-</td>
<td>14,909.84</td>
<td>58.4%</td>
</tr>
<tr>
<td>6047</td>
<td>Health Insurance Deductible</td>
<td>2,600.00</td>
<td>1,300.02</td>
<td>-</td>
<td>1,299.98</td>
<td>50.0%</td>
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<tr>
<td>6108</td>
<td>Unemployment Compensation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
</tr>
<tr>
<td>6128</td>
<td>Repairs to Tools &amp; Equipment</td>
<td>300.00</td>
<td>159.90</td>
<td>-</td>
<td>140.10</td>
<td>53.3%</td>
</tr>
<tr>
<td>6130</td>
<td>Repairs to Buildings</td>
<td>23,500.00</td>
<td>7,090.26</td>
<td>2,145.32</td>
<td>14,264.42</td>
<td>39.3%</td>
</tr>
<tr>
<td>6138</td>
<td>Equipment Rental</td>
<td>300.00</td>
<td>-</td>
<td>-</td>
<td>300.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6144</td>
<td>Laundry &amp; Dry Cleaning</td>
<td>200.00</td>
<td>-</td>
<td>-</td>
<td>200.00</td>
<td>0.0%</td>
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<tr>
<td>6150</td>
<td>Special Services</td>
<td>16,000.00</td>
<td>3,747.01</td>
<td>5,784.99</td>
<td>6,468.00</td>
<td>59.6%</td>
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<tr>
<td>6202</td>
<td>Electricity</td>
<td>73,500.00</td>
<td>33,768.27</td>
<td>-</td>
<td>39,731.73</td>
<td>45.9%</td>
</tr>
<tr>
<td>6208</td>
<td>Gas Service</td>
<td>21,000.00</td>
<td>12,378.36</td>
<td>-</td>
<td>8,621.64</td>
<td>58.9%</td>
</tr>
<tr>
<td>6214</td>
<td>Garbage Service</td>
<td>4,700.00</td>
<td>2,371.97</td>
<td>-</td>
<td>2,328.03</td>
<td>50.5%</td>
</tr>
<tr>
<td>6252</td>
<td>Water Service</td>
<td>2,300.00</td>
<td>630.95</td>
<td>-</td>
<td>1,669.05</td>
<td>27.4%</td>
</tr>
<tr>
<td>6254</td>
<td>Sewer Service</td>
<td>2,600.00</td>
<td>646.54</td>
<td>-</td>
<td>1,953.46</td>
<td>24.9%</td>
</tr>
<tr>
<td>6256</td>
<td>Storm water Charges</td>
<td>1,000.00</td>
<td>512.64</td>
<td>-</td>
<td>487.36</td>
<td>51.3%</td>
</tr>
<tr>
<td>6340</td>
<td>Implementation Reserves</td>
<td>400.00</td>
<td>-</td>
<td>-</td>
<td>400.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6460</td>
<td>Repair Part &amp; Supplies</td>
<td>2,200.00</td>
<td>889.86</td>
<td>-</td>
<td>1,310.14</td>
<td>40.4%</td>
</tr>
<tr>
<td>6464</td>
<td>Building Materials &amp; Janitorial Supplies</td>
<td>15,000.00</td>
<td>5,439.88</td>
<td>2,496.96</td>
<td>7,063.16</td>
<td>52.9%</td>
</tr>
<tr>
<td>6490</td>
<td>Equipment Materials &amp; Janitorial Supplies</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>n/a</td>
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<tr>
<td></td>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$341,600.00</td>
<td>$160,746.23</td>
<td>$10,427.27</td>
<td>$170,426.50</td>
<td>50.1%</td>
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</tbody>
</table>

TOTAL EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>2013 APPROP.</th>
<th>YTD APPROP.</th>
<th>ENCRYPT-APPROP.</th>
<th>AVAIL. APPROP.</th>
<th>% APPROP.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,049,300.00</td>
<td>$2,066,796.53</td>
<td>$23,324.07</td>
<td>$1,959,179.40</td>
<td>51.6%</td>
</tr>
</tbody>
</table>
LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended July 31, 2013

Projects that are complete and close have been hidden from view but remain in the totals for each CIP account.

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>CURRENT APPROP.</th>
<th>ACTUAL SINCE INCEPTION EXPENDED</th>
<th>ENCUM-BRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>% USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4802</td>
<td>Interest-Pooled Investments</td>
<td>$ -</td>
<td>$ 222,950.00</td>
<td>$ -</td>
<td>$ (222,950.00)</td>
<td></td>
</tr>
<tr>
<td>5114</td>
<td>Tsf from Library</td>
<td>$ -</td>
<td>$ 2,596,900.00</td>
<td>$ -</td>
<td>$ (2,596,900.00)</td>
<td></td>
</tr>
<tr>
<td>490.4392</td>
<td>LIBRARY BUILDING EXPANSION 2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4178</td>
<td>State Aid-Bldg Commission Grant</td>
<td>$ 125,000.00</td>
<td>$ 125,000.00</td>
<td>$ -</td>
<td>$ (22,717.43)</td>
<td></td>
</tr>
<tr>
<td>4818</td>
<td>Other Interest</td>
<td>$ 23,600.00</td>
<td>$ 46,317.43</td>
<td>$ -</td>
<td>$ (20,717.43)</td>
<td></td>
</tr>
<tr>
<td>4850</td>
<td>Gifts &amp; Donation</td>
<td>$ 1,020,700.00</td>
<td>$ 1,023,617.58</td>
<td>$ -</td>
<td>$ (33,917.58)</td>
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<tr>
<td>4852</td>
<td>Misc Reimbursements &amp; Refund</td>
<td>$ 1,200.00</td>
<td>$ 35,177.00</td>
<td>$ -</td>
<td>$ (33,977.00)</td>
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</tr>
<tr>
<td>5590</td>
<td>Fund Balance Used for CIP</td>
<td>$ 700,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 700,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>$ 1,870,500.00</td>
<td>$ 1,230,112.01</td>
<td>$ -</td>
<td>$ 640,387.99</td>
<td></td>
</tr>
<tr>
<td>6010</td>
<td>P/R Wages</td>
<td>$ -</td>
<td>$ 31,963.98</td>
<td>$ -</td>
<td>$ (31,963.98)</td>
<td></td>
</tr>
<tr>
<td>6040</td>
<td>Benefits</td>
<td>$ -</td>
<td>$ 4,068.88</td>
<td>$ -</td>
<td>$ (4,068.88)</td>
<td></td>
</tr>
<tr>
<td>6810</td>
<td>Capital Costs</td>
<td>$ 1,870,500.00</td>
<td>$ 1,818,429.50</td>
<td>$ 5,650.16</td>
<td>$ 46,420.34</td>
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</tr>
<tr>
<td></td>
<td>Total Expense</td>
<td>$ 1,870,500.00</td>
<td>$ 1,854,462.36</td>
<td>$ 5,650.16</td>
<td>$ 10,387.48</td>
<td>99.1%</td>
</tr>
<tr>
<td>490.4438</td>
<td>LIBRARY BLDG IMPROVEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4853</td>
<td>Energy Improvement Rebates</td>
<td>$ -</td>
<td>$ 27,121.40</td>
<td>$ -</td>
<td>$ (27,121.40)</td>
<td></td>
</tr>
<tr>
<td>5590</td>
<td>Fund Balance Used for CIP</td>
<td>$ 1,731,900.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,731,900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>$ 1,731,900.00</td>
<td>$ 27,121.40</td>
<td>$ -</td>
<td>$ 1,704,778.60</td>
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</tr>
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</table>

75
<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>CURRENT APPROP.</th>
<th>ACTUAL SINCE INCEPTION EXPENDED</th>
<th>ENCUM-BRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>% USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>6810</td>
<td>Capital Costs</td>
<td>$ 566,700.00</td>
<td>$ 523,821.90</td>
<td>$ -</td>
<td>$ 42,878.10</td>
<td></td>
</tr>
<tr>
<td>6810.59006</td>
<td>Capital Costs - Parking Lot/Driveway</td>
<td>$ 14,500.00</td>
<td>$ 2,330.00</td>
<td>$ -</td>
<td>$ 12,170.00</td>
<td></td>
</tr>
<tr>
<td>6810.59009</td>
<td>Capital Costs - 2011 Security System</td>
<td>$ 26,500.00</td>
<td>$ 26,475.41</td>
<td>$ -</td>
<td>$ 44.59</td>
<td></td>
</tr>
<tr>
<td>6810.59010</td>
<td>Capital Costs - 2011 Av Projects</td>
<td>$ 1,700.00</td>
<td>$ 594.26</td>
<td>$ -</td>
<td>$ 1,105.74</td>
<td></td>
</tr>
<tr>
<td>6810.59011</td>
<td>Capital Costs - Concrete Walk/Lighting</td>
<td>$ 70,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 70,000.00</td>
<td></td>
</tr>
<tr>
<td>6810.59014</td>
<td>Capital Costs - 2012 Av Projects</td>
<td>$ 4,500.00</td>
<td>$ 2,305.00</td>
<td>$ -</td>
<td>$ 2,195.00</td>
<td></td>
</tr>
<tr>
<td>6810.59017</td>
<td>Capital Costs - Window Replacement</td>
<td>$ 315,000.00</td>
<td>$ 8,754.66</td>
<td>$ 201,327.04</td>
<td>$ 104,918.30</td>
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</tr>
<tr>
<td>6810.59015</td>
<td>Capital Costs - 2012 Security System</td>
<td>$ 20,100.00</td>
<td>$ 6,407.39</td>
<td>$ 7,945.00</td>
<td>$ 5,747.61</td>
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</table>

Total Expense $ 1,731,900.00  $ 1,281,709.36  $ 209,772.04  $ 240,418.60  92.4%

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>CURRENT APPROP.</th>
<th>ACTUAL SINCE INCEPTION EXPENDED</th>
<th>ENCUM-BRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>% USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>5590</td>
<td>Fund Balance Used for CIP</td>
<td>$ 96,700.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 96,700.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Revenue $ 96,700.00  $ -  $ -  $ 96,700.00  100%

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>CURRENT APPROP.</th>
<th>ACTUAL SINCE INCEPTION EXPENDED</th>
<th>ENCUM-BRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>% USED</th>
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<tbody>
<tr>
<td>6810</td>
<td>Capital Costs</td>
<td>$ 45,000.00</td>
<td>$ 2,823.87</td>
<td>$ -</td>
<td>$ 42,176.13</td>
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<tr>
<td>6810.59014</td>
<td>Capital Costs - 2013 Av Equip Replacement</td>
<td>$ 16,500.00</td>
<td>$ 10,594.00</td>
<td>$ -</td>
<td>$ 5,906.00</td>
<td></td>
</tr>
<tr>
<td>6810.59015</td>
<td>Capital Costs - Security System Upgrade</td>
<td>$ 7,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 7,000.00</td>
<td></td>
</tr>
<tr>
<td>6810.59018</td>
<td>Capital Costs - Application Software Server</td>
<td>$ 6,000.00</td>
<td>$ 2,865.02</td>
<td>$ -</td>
<td>$ 3,134.98</td>
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</tr>
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</table>

$ 96,700.00  $ 38,433.14  $ -  $ 58,266.86  39.7%

TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE $ 5,395,200.00  $ 4,870,579.34  $ 215,422.20  $ 309,198.46  94.3%

tk
# 2013 YTD BUDGET REPORT - Operating

For the Period Ended August 31, 2013

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>2013 ESTIMATED REVENUE</th>
<th>ACTUAL YTD REVENUE</th>
<th>RECEIVABLE</th>
<th>REMAINING UNCOLLECTED</th>
<th>% COLLECTED</th>
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<tbody>
<tr>
<td>4002</td>
<td>General Property Tax-City</td>
<td>$2,851,400.00</td>
<td>$2,851,400.00</td>
<td>$-</td>
<td>$-</td>
<td>100.0%</td>
</tr>
<tr>
<td>4009</td>
<td>Prop Tax-Post 2005 Debt</td>
<td>39,600.00</td>
<td>39,600.00</td>
<td>$-</td>
<td>$-</td>
<td>100.0%</td>
</tr>
<tr>
<td>4330</td>
<td>Library Fines &amp; Miscellaneous Revenue</td>
<td>109,300.00</td>
<td>72,428.78</td>
<td>$-</td>
<td>36,871.22</td>
<td>66.3%</td>
</tr>
<tr>
<td>4398</td>
<td>Other Penalties (Collection Agency)</td>
<td>2,600.00</td>
<td>2,090.00</td>
<td>$-</td>
<td>510.00</td>
<td>80.4%</td>
</tr>
<tr>
<td>4451</td>
<td>Electronic Copy Revenue</td>
<td>2,500.00</td>
<td>1,884.61</td>
<td>$-</td>
<td>615.39</td>
<td>75.4%</td>
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<tr>
<td>4452</td>
<td>Copier Revenue</td>
<td>3,000.00</td>
<td>1,803.69</td>
<td>$-</td>
<td>1,196.31</td>
<td>60.1%</td>
</tr>
<tr>
<td>4562</td>
<td>Vending Commission</td>
<td>$-</td>
<td>446.20</td>
<td>$-</td>
<td>(446.20)</td>
<td>N/A</td>
</tr>
<tr>
<td>4569</td>
<td>Miscellaneous Leases</td>
<td>$-</td>
<td>20.35</td>
<td>$-</td>
<td>(20.35)</td>
<td>N/A</td>
</tr>
<tr>
<td>4602</td>
<td>Service to Eau Claire County</td>
<td>531,300.00</td>
<td>266,537.00</td>
<td>$-</td>
<td>264,763.00</td>
<td>50.2%</td>
</tr>
<tr>
<td>4608</td>
<td>Indianhead Library System</td>
<td>30,200.00</td>
<td>14,499.50</td>
<td>$-</td>
<td>15,700.50</td>
<td>48.0%</td>
</tr>
<tr>
<td>4608</td>
<td>IFLS - MORE DVDS</td>
<td>-</td>
<td>5,894.43</td>
<td>$-</td>
<td>(5,894.43)</td>
<td>N/A</td>
</tr>
<tr>
<td>4798</td>
<td>Misc Service Revenues (Act 150)</td>
<td>245,300.00</td>
<td>245,331.55</td>
<td>$-</td>
<td>(31.55)</td>
<td>100.0%</td>
</tr>
<tr>
<td>4802</td>
<td>Interest Allocation</td>
<td>$-</td>
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<td>$-</td>
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<td>Misc Grant Revenue</td>
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<td>$-</td>
<td>$-</td>
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<tr>
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<td>Gift Revenue</td>
<td>27,300.00</td>
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<td>(523.17)</td>
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<tr>
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<td>Misc Reimbursements-Lost Items</td>
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<tr>
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<td>Payment for Shared Expenses</td>
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<table>
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<tr>
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<th>ACCOUNT NAME</th>
<th>2013 ESTIMATED REVENUE</th>
<th>ACTUAL YTD REVENUE</th>
<th>RECEIVABLE</th>
<th>REMAINING UNCOLLECTED</th>
<th>% COLLECTED</th>
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<table>
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<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>2013 ESTIMATED REVENUE</th>
<th>ACTUAL YTD REVENUE</th>
<th>RECEIVABLE</th>
<th>REMAINING UNCOLLECTED</th>
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<tbody>
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<td>$3,544,228.53</td>
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<td>$4,049,300.00</td>
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<td>AVAIL. BUDGET</td>
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<td>---------------------</td>
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<td>Retiree Health Care Deductible</td>
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<td>Unemployment Compensation</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
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<td>3,712.73</td>
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<td>Lab/Medical Testing</td>
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<td>-</td>
<td>-</td>
<td>700.00</td>
<td>0.0%</td>
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<tr>
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<td>ACCOUNT NAME</td>
<td>2013 APPROP.</td>
<td>YTD APPROP.</td>
<td>ENCUM-APPROP.</td>
<td>AVAIL. APPROP.</td>
<td>% APPROP.</td>
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<td>-</td>
<td>-</td>
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<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>2013 APPROP.</th>
<th>YTD APPROP.</th>
<th>ENCUM-APPROP.</th>
<th>AVAIL. APPROP.</th>
<th>% APPROP.</th>
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<tbody>
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<tr>
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<td>Capital Purchases</td>
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<tr>
<td>7020</td>
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<tr>
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<td>Transfer to Library Capital Projects</td>
<td>$106,000.00</td>
<td>$106,000.00</td>
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<td>-</td>
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</table>

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>2013 APPROP.</th>
<th>YTD APPROP.</th>
<th>ENCUM-APPROP.</th>
<th>AVAIL. APPROP.</th>
<th>% APPROP.</th>
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<tr>
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<table>
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<th>OBJ #</th>
<th>ACCOUNT NAME</th>
<th>2013 APPROP.</th>
<th>YTD APPROP.</th>
<th>ENCUM-APPROP.</th>
<th>AVAIL. APPROP.</th>
<th>% APPROP.</th>
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<tbody>
<tr>
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<td>-</td>
<td>$(116.70)</td>
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<tr>
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<td>-</td>
<td>-</td>
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<td>0.0%</td>
</tr>
<tr>
<td>6802</td>
<td>Capital Purchases</td>
<td>$8,000.00</td>
<td>$6,179.54</td>
<td>-</td>
<td>$1,820.46</td>
<td>77.2%</td>
</tr>
<tr>
<td>7020</td>
<td>Transfer to Debt Service</td>
<td>$39,700.00</td>
<td>-</td>
<td>-</td>
<td>$39,700.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7044</td>
<td>Transfer to Library Capital Projects</td>
<td>$106,000.00</td>
<td>$106,000.00</td>
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LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
LTD CAPITAL IMPROVEMENT BUDGET REPORT  
For the Period Ended August 31, 2013

*Projects that are complete and close have been hidden from view but remain in the totals for each CIP account.*

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TO: Library Board  
FROM: Teresa Kriese, Business Manager  
DATE: 08/05/2013  
SUBJECT: JULY 2013 Bills & Claims Report Summary

Bills & Claims Report Summary – MonthEnding July 31, 2013

Invoices Paid for the month of July $ 78,738.01  
Custodial Charges Paid for the month of July $ 12,319.65  
Operating Charges Paid for the month of July $193,344.67  

Total $284,402.33

Explanations of large or out of the ordinary/annual payments are shown below:

1. Page #2 - $2,612.00 paid to IFLS for the Digital – 1st Search Subscription  
2. Page #4 - $1,170.22 paid to Minnesota Mutual Life for the monthly life insurance premiums  
3. Page #4 - $2,700.00 paid to Prism Design for the generator replacement study  
4. Page #6 - $1,150.00 paid to EC Chamber of Commerce for Leadership EC course – Staff  
5. Page #6 - $31,899.39 paid to Group Health for the monthly health insurance premiums  
6. Page #12 - $6,452.67 paid to Xcel Energy for the monthly Gas and Electric Bill

There were also a number of larger payments made to vendors for library materials for subscription renewals and larger materials orders.
### CITY OF EAU CLAIRE

### VENDOR INVOICE LIST

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<th>CHECK #</th>
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<th>DUE DATE</th>
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# CITY OF EAU CLAIRE

## VENDOR INVOICE LIST

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<th>P.O.</th>
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| 89688 | CITY OF MENOMONIE |

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232 INVOICES: $8,738.01

**END OF REPORT - Generated by Teresa Kriese**
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$12,319.65

### Library Operating Budget

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$193,344.67
ADMINISTRATIVE MEMORANDUM

TO:   Library Board
FROM: Teresa Kriese, Business Manager
DATE: 09/09/2013
SUBJECT: AUGUST 2013 Bills & Claims Report Summary

Invoices Paid for the month of August $101,000.00
Custodial Charges Paid for the month of August $20,129.80
Operating Charges Paid for the month of August $186,858.20

Total $307,988.00

Explanations of large or out of the ordinary/annual payments are shown below:

1. Page #5 - $1,816.36 paid to Eau Claire County for Vanguard System
2. Page #5 - $32,092.78 paid to Group Health for the monthly health insurance premiums
3. Page #6 - $1,088.83 paid to Minnesota Mutual Life for the monthly life insurance premiums
4. Page #9 - $1,200.00 paid to Movie Licensing USA for annual copyright license renewal
5. Page #10 - $4,967.38 paid to Werner Electric for lighting project
6. Page #10 - $6,651.46 paid to Xcel Energy for the monthly Gas and Electric Bill

There were also a number of larger payments made to vendors for subscription renewals and larger materials orders.
**CITY OF EAU CLAIRE**

**VENDOR INVOICE LIST**

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- The program ID is apinvlst.
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** END OF REPORT - Generated by Teresa Kriese **
# LE PHILLIPS MEMORIAL PUBLIC LIBRARY

**Supplemental Bills & Claims Listing - AUGUST 2013**

## CUSTODIAL OPERATING BUDGET

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**Total** $20,129.80

## LIBRARY OPERATING BUDGET

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<td>Month of JULY</td>
<td>22,997</td>
<td>18,577</td>
<td>13,650</td>
<td>-26.5%</td>
<td></td>
</tr>
<tr>
<td>Year to date</td>
<td>144,513</td>
<td>132,416</td>
<td>122,316</td>
<td>-7.6%</td>
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<tr>
<td><strong>MORE CONSORTIUM CHECKOUTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incoming materials (included in CHECKOUTS in above section)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Month of JULY</td>
<td>11,058</td>
<td>10,230</td>
<td>10,031</td>
<td>-1.9%</td>
<td></td>
</tr>
<tr>
<td>Year to date</td>
<td>78,194</td>
<td>70,821</td>
<td>67,187</td>
<td>-5.1%</td>
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<tr>
<td><strong>Outgoing materials</strong> (NOT included in CHECKOUTS above)**</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Month of JULY</td>
<td>11,263</td>
<td>9,860</td>
<td>9,709</td>
<td>-1.5%</td>
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<tr>
<td>Year to date</td>
<td>83,469</td>
<td>75,533</td>
<td>63,785</td>
<td>-15.6%</td>
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<td><strong>MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Incoming materials (included in CHECKOUTS above)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Month of JULY (includes renewals)</td>
<td>2,101</td>
<td>1,986</td>
<td>1,990</td>
<td>0.2%</td>
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<tr>
<td>Year to date (includes renewals)</td>
<td>16,017</td>
<td>15,432</td>
<td>14,048</td>
<td>-9.0%</td>
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<td><strong>Outgoing materials</strong> (NOT included in CHECKOUTS above)**</td>
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<tr>
<td>Month of JULY</td>
<td>1,712</td>
<td>1,555</td>
<td>1,393</td>
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<tr>
<td>Year to date</td>
<td>14,203</td>
<td>11,249</td>
<td>11,011</td>
<td>-2.1%</td>
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<tr>
<td>----------------</td>
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<td>-----------------------------------------------------------------------------</td>
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<td><strong>FREEGAL DOWNLOADS</strong> - Note: Freegal service began February 22, 2011</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>3,367</td>
<td>3,443</td>
<td>2,822</td>
<td>-18.0% Month of JULY</td>
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<tr>
<td></td>
<td>21,173</td>
<td>22,078</td>
<td>21,325</td>
<td>-3.4% Year to date</td>
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<tr>
<td></td>
<td>583</td>
<td>581</td>
<td>481</td>
<td>-17.2% Unique Users - Month of JULY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2643</td>
<td>3,867</td>
<td>3,636</td>
<td>-6.0% Year to date</td>
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<tr>
<td><strong>FREADING DOWNLOADS</strong> - Note: Freading service began JANUARY 3, 2012</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>n/a</td>
<td>100</td>
<td>66</td>
<td>-34.0% Unique Users - Month of JULY</td>
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<tr>
<td></td>
<td>n/a</td>
<td>929</td>
<td>509</td>
<td>-45.2% Year to date</td>
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<td></td>
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<td>302</td>
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<td>-45.0% Total Downloads - Month of JULY</td>
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<tr>
<td></td>
<td>n/a</td>
<td>2,562</td>
<td>1,505</td>
<td>-41.3% Year to date</td>
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<td></td>
<td>n/a</td>
<td>1.61</td>
<td>1.72</td>
<td>6.9% Average Tokens Use Per Download - Month of JULY</td>
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<tr>
<td><strong>OVERDRIVE DOWNLOADABLE MATERIALS</strong> BY EAU CLAIRE CARDHOLDER ' (Not included in checkouts above)</td>
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<tr>
<td>OverDrive Downloadable Audio Books</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td>602</td>
<td>770</td>
<td>1,016</td>
<td>31.9% Month of JULY</td>
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<tr>
<td></td>
<td>3,667</td>
<td>4,594</td>
<td>n/a</td>
<td>n/a Year to date</td>
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<td>OverDrive Downloadable eBooks</td>
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<td></td>
<td>380</td>
<td>1,310</td>
<td>2,856</td>
<td>118.0% Month of JULY</td>
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<td></td>
<td>1,631</td>
<td>8,087</td>
<td>n/a</td>
<td>n/a Year to date</td>
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<td>OverDrive Downloadable Music</td>
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<td>-</td>
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<td>#DIV/0! Month of JULY</td>
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<td></td>
<td>72</td>
<td>15</td>
<td>n/a</td>
<td>n/a Year to date</td>
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<td>OverDrive Downloadable Video</td>
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<td>4</td>
<td>1</td>
<td>5</td>
<td>400.0% Month of JULY</td>
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<td>41</td>
<td>44</td>
<td>n/a</td>
<td>n/a Year to date</td>
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<tr>
<td><strong>ONE CLICK DIGITAL MATERIALS</strong> BY EAU CLAIRE CARDHOLDER ' (Not included in checkouts above)</td>
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<tr>
<td>One Click Circulation - &quot;*Note: Circulation statistics began in March of 2013&quot;</td>
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<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>251</td>
<td>n/a</td>
<td>Month of JULY</td>
</tr>
<tr>
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<td>n/a</td>
<td>n/a</td>
<td>1,155</td>
<td>n/a</td>
<td>Year to date</td>
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<tr>
<td>One Click Users</td>
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<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>102</td>
<td>n/a</td>
<td>Month of JULY</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>581</td>
<td>n/a</td>
<td>Year to date</td>
</tr>
</tbody>
</table>
### LE PHILLIPS MEMORIAL PUBLIC LIBRARY
#### Statistical Report - JULY

#### INTERLIBRARY LOANS
- **Incoming materials (included in CHECKOUTS above)**
  - 2011: 181
  - 2012: 129
  - 2013: 198
  - Change: 53.5% Month of JULY (without renewals)
  - 2011: 1,486
  - 2012: 1,035
  - 2013: 1,532
  - Change: 48.0% Year to date (without renewals)

- **Outgoing materials (included in CHECKOUTS above)**
  - 2011: 232
  - 2012: 229
  - 2013: 288
  - Change: 25.8% Month of JULY (without renewals)
  - 2011: 2,066
  - 2012: 1,979
  - 2013: 1,948
  - Change: -1.6% Year to date (without renewals)

- **Outgoing materials (included in CHECKOUTS above)**
  - 2011: 5
  - 2012: 1
  - 2013: 4
  - Change: 300.0% Month of JULY (renewals)
  - 2011: 63
  - 2012: 33
  - 2013: 65
  - Change: 97.0% Year to date (renewals)

#### HOME DELIVERY (included in CHECKOUTS above)
- **902**
- **926**
- **1,046**
- Change: 13.0% Month of JULY (without renewals)
- **6,304**
- **6,587**
- **6,907**
- Change: 4.9% Year to date (without renewals)

#### HOME DELIVERY RENEWALS (included in CHECKOUTS above)
- **106**
- **100**
- **139**
- Change: 39.0% Month of JULY Renewals
- **516**
- **604**
- **1,140**
- Change: 88.7% Year to date Renewals
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<tr>
<td><strong>AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING</strong></td>
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</tr>
<tr>
<td>1,708</td>
<td>1,804</td>
<td>1,580</td>
<td>-12.4%</td>
<td>Month of AUGUST</td>
<td>n/a</td>
<td>1,608</td>
<td>1,563</td>
<td>-2.8%</td>
<td>Year to date</td>
</tr>
<tr>
<td>n/a</td>
<td>1,608</td>
<td>1,563</td>
<td></td>
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</tr>
<tr>
<td><strong>AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES</strong></td>
<td></td>
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<tr>
<td>974</td>
<td>1,269</td>
<td>1,018</td>
<td>-19.8%</td>
<td>Month of AUGUST</td>
<td>n/a</td>
<td>931</td>
<td>817</td>
<td>-12.2%</td>
<td>Year to date</td>
</tr>
<tr>
<td>n/a</td>
<td>931</td>
<td>817</td>
<td></td>
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<tr>
<td><strong>ATTENDEES AT YOUTH SERVICES OUTREACH PROGRAMS:</strong></td>
<td></td>
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<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>4,696</td>
<td>5,196</td>
<td>5,377</td>
<td>3.5%</td>
<td>Year to date</td>
</tr>
<tr>
<td><strong>% SHARE OF CHECKOUTS AND RENEWALS (Does NOT incl outgoing MORE)</strong></td>
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</tr>
<tr>
<td>70.8%</td>
<td>71.0%</td>
<td>72.0%</td>
<td>1.4%</td>
<td>City of Eau Claire - Figures given for previous July through current month</td>
<td></td>
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</tr>
<tr>
<td>16.8%</td>
<td>16.9%</td>
<td>16.6%</td>
<td>-2.2%</td>
<td>Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12.4%</td>
<td>12.1%</td>
<td>11.4%</td>
<td>-5.2%</td>
<td>All other users checking something out or renewing from this building</td>
<td></td>
<td></td>
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<tr>
<td><strong>NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16,606</td>
<td>16,275</td>
<td>14,881</td>
<td>-8.6%</td>
<td>Month of AUGUST</td>
<td>124,015</td>
<td>120,112</td>
<td>112,557</td>
<td>-6.3%</td>
<td>Year to date</td>
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<tr>
<td><strong>CHECKOUTS</strong> (includes items loaned outside our system)**</td>
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<tr>
<td>80,985</td>
<td>78,305</td>
<td>69,141</td>
<td>-11.7%</td>
<td>Month of AUGUST</td>
<td>608,398</td>
<td>599,259</td>
<td>529,299</td>
<td>-11.7%</td>
<td>Year to date</td>
</tr>
<tr>
<td><strong>RENEWALS</strong> (includes items loaned outside our system)**</td>
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<tr>
<td>22,474</td>
<td>18,582</td>
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<td>-100.0%</td>
<td>Month of AUGUST - This number is incorrect - Sierra Reporting Issue</td>
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<tr>
<td>166,987</td>
<td>150,998</td>
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<td>-100.0%</td>
<td>Year to date - This number will be off for the remainder of 2013. See above.</td>
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<tr>
<td><strong>MORE CONSORTIUM CHECKOUTS</strong></td>
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<tr>
<td><strong>Incoming materials (included in CHECKOUTS in above section)</strong></td>
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<tr>
<td>11,398</td>
<td>10,487</td>
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<td>Month of AUGUST</td>
<td>89,592</td>
<td>81,308</td>
<td>76,367</td>
<td>-6.1%</td>
<td>Year to date</td>
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<td><strong>Outgoing materials (NOT included in CHECKOUTS above)</strong></td>
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<tr>
<td>11,756</td>
<td>10,348</td>
<td>10,060</td>
<td>-2.8%</td>
<td>Month of AUGUST</td>
<td>95,225</td>
<td>85,881</td>
<td>73,845</td>
<td>-14.0%</td>
<td>Year to date</td>
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<tr>
<td><strong>MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS</strong></td>
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<td><strong>Incoming materials (included in CHECKOUTS in above section)</strong></td>
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<tr>
<td>2,121</td>
<td>1,898</td>
<td>1,461</td>
<td>-23.0%</td>
<td>Month of AUGUST (includes renewals)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>18,138</td>
<td>17,330</td>
<td>15,509</td>
<td>-10.5%</td>
<td>Year to date (includes renewals)</td>
<td></td>
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<tr>
<td><strong>Outgoing materials (NOT included in CHECKOUTS above)</strong></td>
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<tr>
<td>1,850</td>
<td>1,571</td>
<td>1,340</td>
<td>-14.7%</td>
<td>Month of AUGUST</td>
<td>16,053</td>
<td>12,820</td>
<td>12,351</td>
<td>-3.7%</td>
<td>Year to date</td>
</tr>
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</table>
**FREEGAL DOWNLOADS - Note: Freegal service began February 22, 2011**

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<tbody>
<tr>
<td>4,005</td>
<td>3,401</td>
<td>2,628</td>
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<td>-22.7% Month of AUGUST</td>
<td></td>
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<tr>
<td>25,178</td>
<td>25,479</td>
<td>23,953</td>
<td></td>
<td>-6.0% Year to date</td>
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<tr>
<td>640</td>
<td>572</td>
<td>488</td>
<td></td>
<td>-14.7% Unique Users - Month of AUGUST</td>
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<tr>
<td>3283</td>
<td>4,439</td>
<td>4,124</td>
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<td>-7.1% Year to date</td>
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**FREADING DOWNLOADS - Note: Freading service began JANUARY 3, 2012**

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<tr>
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<td>85</td>
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<tr>
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<td>16.9% Total Downloads - Month of AUGUST</td>
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<tr>
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<td>2,804</td>
<td>2,033</td>
<td></td>
<td>-27.5% Year to date</td>
<td></td>
</tr>
<tr>
<td>n/a</td>
<td>1.60</td>
<td>1.87</td>
<td></td>
<td>16.6% Average Tokens Use Per Download - Month of AUGUST</td>
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</tbody>
</table>

**OVERDRIVE DOWNLOADABLE MATERIALS**
BY EAU CLAIRE CARDHOLDER *(Not included in checkouts above)*

*Note: Overdrive ytd totals will be unavailable for 2013 due to a glitch in the system in March.*

<table>
<thead>
<tr>
<th>Description</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Chng. Prev. Yr.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OverDrive Downloadable Audio Books</td>
<td>642</td>
<td>761</td>
<td>892</td>
<td>17.2% Month of AUGUST</td>
<td></td>
</tr>
<tr>
<td>OverDrive Downloadable eBooks</td>
<td>457</td>
<td>1,318</td>
<td>3,155</td>
<td>139.4% Month of AUGUST</td>
<td></td>
</tr>
<tr>
<td>OverDrive Downloadable Music</td>
<td>5</td>
<td>-</td>
<td>1</td>
<td>-93.3% Month of AUGUST</td>
<td></td>
</tr>
<tr>
<td>OverDrive Downloadable Video</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>-93.6% Month of AUGUST</td>
<td></td>
</tr>
</tbody>
</table>

**ONE CLICK DIGITAL MATERIALS**
BY EAU CLAIRE CARDHOLDER *(Not included in checkouts above)*

*Note: One Click service began in August of 2012*

<table>
<thead>
<tr>
<th>Description</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Chng. Prev. Yr.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Click Circulation - <em>Note: Circulation statistics began in March of 2013</em></td>
<td>n/a</td>
<td>n/a</td>
<td>229</td>
<td>n/a</td>
<td>Month of AUGUST</td>
</tr>
<tr>
<td>One Click Users</td>
<td>n/a</td>
<td>n/a</td>
<td>1,384</td>
<td>n/a</td>
<td>Year to date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Chng. Prev. Yr.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Click Users</td>
<td>n/a</td>
<td>n/a</td>
<td>74</td>
<td>n/a</td>
<td>Month of AUGUST</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>655</td>
<td>n/a</td>
<td>Year to date</td>
</tr>
</tbody>
</table>
## LE PHILLIPS MEMORIAL PUBLIC LIBRARY
### Statistical Report - AUGUST

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERLIBRARY LOANS</strong>&lt;br&gt;Incoming materials (included in CHECKOUTS above)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>188</td>
<td>132</td>
<td>205</td>
<td>55.3%</td>
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<tr>
<td></td>
<td>1,674</td>
<td>1,167</td>
<td>1,737</td>
<td>48.8%</td>
</tr>
<tr>
<td><strong>Outgoing materials (included in CHECKOUTS above)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>292</td>
<td>269</td>
<td>279</td>
<td>3.7%</td>
</tr>
<tr>
<td></td>
<td>2,358</td>
<td>2,248</td>
<td>2,227</td>
<td>-0.9%</td>
</tr>
<tr>
<td><strong>Outgoing materials (included in CHECKOUTS above)</strong></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>10</td>
<td>8</td>
<td>5</td>
<td>-37.5%</td>
</tr>
<tr>
<td></td>
<td>73</td>
<td>41</td>
<td>70</td>
<td>70.7%</td>
</tr>
<tr>
<td><strong>HOME DELIVERY (included in CHECKOUTS above)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>895</td>
<td>966</td>
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<tr>
<td></td>
<td>7,199</td>
<td>7,553</td>
<td>7,952</td>
<td>5.3%</td>
</tr>
<tr>
<td><strong>HOME DELIVERY RENEWALS (included in CHECKOUTS above)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>81</td>
<td>204</td>
<td>177</td>
<td>-13.2%</td>
</tr>
<tr>
<td></td>
<td>597</td>
<td>808</td>
<td>1,317</td>
<td>63.0%</td>
</tr>
</tbody>
</table>
National Friends of Libraries Week Proclamation
October 20-26, 2013

October is the month we celebrate and reflect upon the importance of our Friends.

Whereas, the Friends of the L.E. Phillips Memorial Public Library raise monies that enable our library to move from good to great—providing, among other things, volunteers, the resources for additional programming and materials, much needed equipment and generous special funding throughout the year; and

Whereas, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages, including access to print, non-print and electronic materials, along with expert assistance in research, readers’ advisory and children’s services; and

Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Board of Trustees of the L.E. Phillips Memorial Public Library proclaims October 21-27, 2012 as Friends of the Library Week in Eau Claire, Wisconsin; encourages everyone to join the Friends of the Library; and thanks them for all they do to make our library and community a much better place to live.

September 19, 2013
Policy Title: LIBRARY RECORDS
Date adopted: 01/20/83
Date amended: 09/16/10
Date last reviewed: 09/16/10

The Library’s policy on the maintenance, preservation and destruction of library records and on public access to those records shall be governed by the provisions of “Record Retention Schedule for Wisconsin’s Public Libraries and Public Library Systems” of the Wisconsin Public Records Board, Chapter 1.08 of the Ordinances of the City of Eau Claire and by the provisions of Section 43.30 of the Wisconsin Statutes.
City of Eau Claire, Wisconsin

Chapter 1.08

PUBLIC RECORDS

Sections:

1.08.010 Definitions.
1.08.020 Duty to maintain records.
1.08.030 Legal custodians.
1.08.040 Public access to records.
1.08.050 Access procedures.
1.08.060 Limitations on right to access.
1.08.070 Destruction of records.
1.08.080 Lesser time, when authorized.
1.08.090 Preservation through microfilm.

1.08.010 Definitions. In this chapter, unless the context clearly requires otherwise:

A. "Authority" means any of the following entities having custody of a city record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by construction, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

B. "Custodian" means that officer, department head, division head, or employee of the city designated under Section 1.08.030 or otherwise responsible by law to keep and preserve any city records or file, deposit or keep such records in his or her office, or is lawfully in possession or entitled to possession of such public records and who is required by this chapter to respond to requests for access to such records.

C. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. (Ord. 4328, 1983).

1.08.020 Duty to Maintain Records.
A. Except as provided under section 1.08.070, each officer and employee of the city shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or his or her
deputies, or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.

B. Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt therefor to the officer or employee, who shall file said receipt with the city clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt. (Ord. 4328, 1983).

1.08.030 Legal Custodians.
A. Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.
B. Unless otherwise prohibited by law, the city clerk or the clerk's designee shall act as legal custodian for the city council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the city council.
C. For every authority not specified in subsections A. or B., the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
D. Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee.
E. The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under subchapter II of Chapter 19, Wisconsin Statutes, and this section. The designation of a legal custodian shall not affect the powers and duties of an authority under this section. (Ord. 4328, 1983).

1.08.040 Public Access to Records.
A. Except as provided in section 1.08.060, any person has a right to inspect a record and to make or receive a copy of any record as provided in section 19.35(1), Wisconsin Statutes.
B. Records shall be available for inspection and copying during all regular office hours.
C. If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.
D. A requester shall be permitted to use facilities comparable to those available to city employees to inspect, copy or abstract a record.
E. The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner or access to an original record if the record is irreplaceable or easily damaged.
F. A requester shall be charged a fee to defray the cost of locating and copying records as follows:

3

125
1. The cost of photocopying shall be $.25 per page. Other costs may be imposed not to exceed the actual, necessary and direct cost of reproduction and transcription of the record.

2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.

3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio- or video-tapes, shall be charged.

4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.

5. There shall be no charge for locating a record unless the actual cost therefor exceeds $50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester. Such actual cost shall be derived by multiplying the actual hourly wage of the employee or employees conducting the search, including fringe benefits, by the amount of time spent in the search.

6. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds $5.00.

7. Elected and appointed officials of the city of Eau Claire shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

8. The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

G. Pursuant to Section 19.34, Wisconsin Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the city council.

(Ord. 4331, 1983; Ord. 4328, 1983).

1.08.050 Access Procedures.

A. A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Section 19.37, Wisconsin Statutes. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under Section 1.08.040 F.6. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
B. Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the city attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.

C. A request for a record may be denied as provided in section 1.08.060. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under section 19.37(1), Wisconsin Statutes, or upon application to the attorney general or a district attorney. (Ord. 4328, 1983).

1.08.060 Limitations on Right to Access.

A. As provided by section 19.36, Wisconsin Statutes, the following records are exempt from inspection under this section:
   1. Records specifically exempted from disclosure by state or federal law;
   2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations requires exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state;
   3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection; and
   4. A record or any portion of a record containing information qualifying as a common law trade secret.

B. As provided by section 43.30, Wisconsin Statutes, public library circulation records are exempt from inspection under this section.

C. In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the city attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:
   1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
   2. Records of current deliberations after a quasi-judicial hearing.
   3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any city officer or employee, or the investigation of charges against a city officer or employee, unless such officer or employee consents to such disclosure.
   4. Records concerning current strategy for crime detection or prevention.
   5. Records of current deliberations or negotiations on the purchase of city property, investing of city funds, or other city business whenever competitive or bargaining reasons require nondisclosure.
6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

7. Communications between legal counsel for the city and any officer, agent or employee of the city, when advice is being rendered concerning strategy with respect to current litigation in which the city or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under section 905.03, Wisconsin Statutes.

D. If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the city attorney prior to releasing any such record and shall follow the guidance of the city attorney when separating out the exempt material. If in the judgment of the custodian and the city attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure. (Ord. 4328, 1983).

1.08.070 Destruction of Records.
A. City officers may destroy the following non-utility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin Statutes, but not less than 7 years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the state public records board pursuant to section 16.61(3)(e), Wisconsin Statutes, and then after such shorter period:

1. Bank statements, deposit books, slips and stubs;
2. Bonds and coupons after maturity;
3. Cancelled checks, duplicates and check stubs;
4. License and permit applications, stubs and duplicates;
5. Official bonds;
6. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement System (subject to approval of the city manager);
7. Receipt forms;
8. Special assessment records (subject to approval of city manager);
9. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto;

B. City officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin Statutes, subject to state public service commission regulations, but not less than 7 years after the record was effective unless a shorter period has been fixed by the state public records board pursuant to section 16.61(3)(e) Wisconsin Statutes, and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after two years.

1. Contracts;
2. Excavation permits;
3. Inspection records;
4. Vouchers and supporting documents pertaining to charges not included in plant accounts;
5. Other utility records with the prior written approval of the Public Service Commission.

C. City officers may destroy the following records of the city but not less than 3 years after the incurring of the liability which is the subject of the record:
   1. Parking tickets;
   2. Miscellaneous accounts receivable.

D. City officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state public records board pursuant to section 16.61(3)(e), Wisconsin Statutes, and then after such a shorter period.
   1. Assessment rolls and related records, including board of review minutes;
   2. Contracts and papers relating thereto;
   3. Correspondence and communications;
   4. Election notices;
   5. Financial reports other than annual financial reports;
   6. Insurance policies;
   7. Justice dockets;
   8. Oaths of office;
   9. Reports of boards, commissions, committees and officials duplicated in the official council minutes;
   10. Resolutions and petitions;
   11. Voter registration cards;
   12. Uniform traffic citations;
   13. Police department firearms scores;
   14. City ordinance citations;
   15. Library patron and circulation records;
   16. Other records of the city not enumerated above.

E. Unless notice is waived by the state historical society, at least 60 days' notice shall be given the state historical society prior to the destruction of any record as provided by section 19.21(4)(a), Wisconsin Statutes.

F. Any tape recordings of a governmental meeting of the city, made by the city, may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.

G. Any tape recordings of telephone calls, radio transmissions or other methods of communication recorded in the city's communications center may be erased, destroyed or reused after 125 days.

H. Closed call records associated with the computer aided dispatch (CAD) system in the city's communication center and mobile data computer (MDC) data logs may be deleted and destroyed after 120 days.

I. No record may be destroyed at any time after the receipt of a request for inspection or copying of the record under s. 19.35(1), Wis. Stats., until after the request
is granted or until at least 60 days after the date that the request is denied or, if the requester is an incarcerated person, until at least 90 days after the date that the request is denied. If the city receives written notice that an action relating to a record has been commenced under s. 19.37, Wis. Stats., the record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted. (Ord. 5843, 1998; Ord. 5737, 1997; Ord. 5357, 1993; Ord. 5131, 1991; Ord. 4563, 1985; Ord. 4328, 1983).

1.08.080 **Lesser time, when authorized.** This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations. (Ord. 4328, 1983).

1.08.090 **Preservation through microfilm.** Any city officer, or the director of any department or division of city government may, subject to the approval of the city manager, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in section 16.61(7)(a) and (b), Wisconsin Statutes, and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of Section 1.08.040 through 1.08.060. (Ord. 4328, 1983).
PURPOSE

The L.E. Phillips Memorial Public Library (LEPMPL) Board of Trustees considers the naming in honor or memory of a living or deceased individual, corporation, foundation or organization to be one of the highest distinctions it can bestow.

Items encompassed by the Naming policy include: endowment funds; deferred gifts; internal features which may be rooms, galleries, etc. and outdoor areas which may include garden areas, etc. Other items including benches, etc. may be recommended for naming after consultation with the Library Director.

GENERAL GUIDELINES

To insure the appropriateness of the honor, LEPMPL will adhere to the following guidelines to make decisions on the merits of each opportunity with regard to naming:

Unless the Library Board of Trustees determines otherwise, a person’s or corporation's name may be used in naming a room, etc. only once. Negotiations for the naming rights for a particular room, etc. may be initiated by the Library Director and City Attorney’s Office or by a benefactor or other interested parties.

In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Library Director may recommend to the LEPMPL Board of Trustees that the use of the benefactor’s name for the room, etc. be discontinued.

When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms or parts of the building and its environs. Such a policy will require the endorsement of the LEPMPL Board of Trustees.

If an individual or organization, after which a room, etc. has been named, comes into disrepute at the Library or in the community at large the Library Director may recommend to the LEPMPL Board of Trustees that the use of the name be discontinued.
GUIDELINES FOR NAMING

Rooms, Outdoor Areas, etc.
A proposal for naming internal features which may be rooms, galleries, etc. and outdoor areas which may include garden areas, etc. in honor of a person will normally be considered when that person has given extraordinary distinguished service to LEPMPL that merits recognition in the Library's history; or is a major benefactor. A proposal for naming in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

In the case of rooms and certain other areas, naming rights for benefactors will normally not extend beyond the normal life of the room, area, etc. Naming rights will normally remain in place for a period of no longer than twenty-five (25) years. In the event the room, etc. is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the LEPMPL Board of Trustees will roll the name forward in a similar capacity.

Rooms, etc. may be named directly after a benefactor or it may retain or be given a functional title following for which the benefactor will be recorded as its sponsor. Proposals for naming should be submitted to the Library Director with support information as appropriate. If endorsed by the Library Director, the proposal will be forwarded to the LEPMPL Board of Trustees for approval.

The Library Board’s Development and Endowment Committee with the assistance of the Director and library staff will be responsible for developing and maintaining a list of special recognition opportunities and their values to provide to benefactors.

All contract documents must be reviewed by the City Attorney’s Office and finalized before the Library issues final approval for a naming opportunity.

Endowment Funds
Named Endowment Funds are intended for the continued support of the Library. These named Funds will be established in perpetuity with the income used for the annual operation of the Library or specifically identified purposes such as children’s programming, certain collection forms or subjects, etc. The principal remains intact. A minimum of $25,000 is required to establish a named Endowment Fund.

Those interested in establishing a fund should contact the Library Director to discuss options. Fifty-one (51) percent of the minimum amount must be physically secured by the Library before the Library Director recommends the establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years.

In the event that the flow of funds agreed upon does not reach $25,000 within five years, the Library Director may recommend to the LEPMPL Board of Trustees that the named Endowment Fund be dissolved and the funds be co-mingled with other Library gift monies. This provision only applies to Endowment Funds established after June 1, 2010. Thereafter, the Fund may continue to receive contributions continuously.
Deferred Gifts With Naming Rights
Deferred gifts are those gifts that are committed for Library use in the present but received by the Library in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by the Library when a donor transfers cash or assets to LEPMPL and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include, but are not limited to: charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust.

Each deferred gift plan will have a mutually signed agreement that specifies the type of plan, amount of the income payments, purpose and use of the deferred gift. People interested in developing this type of gift are encouraged to contact the Library Director to discuss their options. All plans for Deferred Gifts shall contain a written statement of intent with full details of the gift. The Library Director shall submit his/her recommendation to the LEPMPL Board of Trustees for final acceptance. Once a deferred gift has received formal acceptance by the LEPMPL Board of Trustees, the gift will be considered as irrevocable.

REQUEST PROCEDURE
The President of the LEPMPL Board of Trustees shall charge the Library Director to review and make recommendations to the LEPMPL Board of Trustees for naming opportunities. All requests for naming shall be submitted to the LEPMPL Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The LEPMPL Board of Trustees will review and research each submitted naming nomination on its individual merits.

No publicity shall be given the recommendation for naming until it is approved by the LEPMPL Board of Trustees.

GIFT RECOGNITION REPLACEMENT--SPECIAL CONSIDERATIONS
A request to rename, add a second name or remove a name from a room, etc. shall conform to the following principles:

Any request to rename, add or remove a name from a room, etc. should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, the LEPMPL Board of Trustees shall reserve the right to add/alter gift recognition, including the room’s naming. Any donor plaques or comparable marking displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named room, etc. has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in or adjacent to new, renovated or redeveloped rooms, areas, etc.
DEDICATION PLAQUES

All building plaques or comparable markings must conform to the signage that has been selected for the area in size, design, location, materials and content.
Gift Agreement to Establish a Named Endowment Fund at the
L.E. Phillips Memorial Public Library for the [insert name here] Fund

In recognition of the efforts being made by the L.E. Phillips Memorial Public Library (LEPMPL) Board of Trustees to obtain funds to support library services, the undersigned intends to establish by a gift of $[insert amount of gift commitment here], [payable over up to [insert number here] years, an endowed fund or naming right to be known as The [insert name here].

It is the donor's preference, but not a requirement that the income from this endowment be used [insert customized language here].

If, as a result of changed conditions in the future, all of the income from this Fund shall not be needed for the purpose set forth above, then the LEPMPL Board of Trustees is authorized to use the income for such other purposes as nearly as possible akin to the original purpose as in their judgment will help advance the aims of LEPMPL.

The LEPMPL Board of Trustees are hereby authorized to co-mingle this gift, and any additions thereto, with the general investment funds of the Baldwin Library Trust, provided only that this Fund be credited with its pro rata share of net investment income in the same manner as the other pooled funds are credited with income.

The LEPMPL Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Acknowledgment by the President, Date
L. E. Phillips Memorial Public Library
Board of Trustees

Printed Name of Donor

Signature of Donor Date
The L.E. Phillips Memorial Public Library Gift Agreement
for Naming Rights for the [insert name here] [room, gallery, etc.
or outdoor area which might include a garden area, etc.]

In recognition of the efforts being made by the L.E. Phillips Memorial Public Library (LEPMPL) Board of Trustees to obtain additional funds to develop and continue to renovate the Library, the undersigned intends to establish by a gift of $[insert amount of gift commitment here], payable over [insert number here] years as a naming opportunity to be known as the [insert name here].

It is the donor’s wish that the room [, etc.] located [insert with description] be named the [insert] and marked with an appropriate plaque or other comparable marking. This naming right will remain in place for a period of no longer than twenty-five (25) years. Naming rights will not extend beyond the normal life of the room [, etc.] If, as a result of changed conditions in the future, the life of the room does not exceed [insert] years, naming rights will be individually determined each time.

The LEPMPL Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Acknowledgment by the President, Date
L. E. Phillips Memorial Public Library
Board of Trustees

Printed Name of Donor

Signature of Donor Date
Policy Title: USE OF RESTROOMS
Date adopted: 02/18/10
Date amended:
Date last reviewed:

Improper use of library restrooms, including, but not limited to, bathing, shaving, hair trimming and laundering is prohibited.