L.E. Phillips Memorial Public Library

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday May 15, 2008 at 5:00 p.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin

AGENDA

1) Member Roll Call

2) Citizen Comments (limited to 5 minutes per citizen)

3) Approval of the Minutes (page 1)

4) Communications

5) Report of the Library Director (page 5)

6) Committee Reports

    a) President's Report (page 17)

    b) Executive Committee

    c) Capital Campaign

    d) Development Committee

    e) Legislative Committee

        i) Report from the Strategic Visioning Summit

    f) Nominating Committee

        i) Discussion on slate of Board Officers for 2008/2009

    g) Planning Committee

        i) Discussion and action on hiring a consultant for planning.

    h) Organizational Wellness

7) Report from the Friends of the Library

8) Report of the Representative to the IFLS Board

9) Financial Reports (page 18)

10) Action on Bills and Claims (page 22)

11) Review of the Monthly Statistics (page 37)

12) Consideration of Unfinished Business

   a) Discussion and action on hiring an architectural services firm to re-vision the Library renovation project (page 39)

13) Consideration of New Business

   a) Discussion and action on a revised Computer and Internet Use policy and presentation of a revised Computer and Internet Use Rules of Conduct (page 41)

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

15) Motion to convene in closed session to consider the employment, promotion, compensation or performance evaluation data of the Library Director, a public employee over which the Library Board has jurisdiction, pursuant to Sections 19.85 (1) (c) of the Wisconsin Statutes.

16) Motion to reconvene in open session immediately following the closed session.

17) Adjournment

In order to accommodate the participation of persons with disabilities 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 LE Phillips Memorial Public Library was held on Thursday, April 17, 2008 at 5:00 p.m. in the Board Room of the Library. The following members were present: Dickey, Jurmain, Olson, Radtke, Schneider, Simonsen, Stelter, Von Haden and Xiong.

CLOSED SESSION FOR DISCUSSION OF THE WORK PERFORMANCE
On a motion made by Sue Olson and seconded by Barb Dickey the vote was unanimous to approve convening in closed session to consider the work performance of the Library Director which, for competitive bargaining reasons requires a closed session pursuant to Section 19.85 (1)(c) of the Wisconsin Statutes.

MOTION TO CONVENE IN OPEN SESSION
On a motion made by Jean Radtke and seconded by Oua Xiong, the vote in favor of the motion was unanimous among those present and voting to reconvene in open session immediately following the closed session.

MINUTES OF PREVIOUS MEETING
On a motion made by Bob Von Haden and seconded by Pat Simonsen, the vote in favor of the motion was unanimous among those present and voting to approve the minutes from their March 20, 2008 meeting.

REPORT OF THE LIBRARY DIRECTOR
The Joe Bee Xiong ceremony will take place on June 7, 2008 and the details are in progress.

A quote for $4,630 was received for modifying the exterior door and one interior door in the lower level to be handicapped accessible. The quote also included updating the push buttons on the main level doors.

The health of Michael Golrick's mother has taken a turn for the worse. He will most likely need to travel to Connecticut before the next Board Meeting.

COMMITTEE REPORTS

Capital Campaign Committee
The campaign has received a $10,000 matching amount from the Friends group for Oprah's Big Give.

"There's no room for you in the library today." Promo ad is very effective and needs to be communicated more.

Mary Jurmain reviewed the financial reports of where the campaign is currently. The expense ratio is around 8%. Sue Olson stated a lot of time and effort has gone into the

Spring Campaign and Oprah's Big Give and the campaign has received wonderful media coverage but this has not resulted in a lot more donations. Mary Jurmain stated the Campaign is in the process of ramping down the fund raising phase and moving onto the design phase. Currently there are four fund raising mailing scheduled and the Board agreed they should be completed since most of the expense has been incurred. Barb Dickey stated that Capital Campaign Committee should take a breather and start the design phase. Once the public starts to see the changes at the library additional funds could come in. On a motion made by Bob Von Haden and seconded by Linda Stelter, the vote in favor of the motion was unanimous among those present and voting to leave the discussion to the Capital Campaign Committee. Barb Dickey thanked the Capital Campaign Committee for all their hard work.

Nominating Committee
The Nominating Committee met and has candidates who have agreed to serve as President and Vice President. They have yet to successfully identify a candidate for Secretary. The nominations will be presented at the next Board meeting.

Planning Committee
Jean Radtke said the Planning Committee has not met yet to review the responses from the RFP. Once the meeting has taken place, the Planning Committee will bring a recommendation before the Board.

Development Committee
The endowment fund has exceeded the goal amount and discussion has started to take place on how the available funds should be used. The Development Committee would like the first use of the funds to be for something concrete in the library, not for hiring an architectural firm.

Michael Golrick stated that in the future the library would require additional revenue streams. Bob Von Haden noted there may still be confusion about the Endowment drive and the Capital Campaign. He expressed a concern that any other fund raising efforts be deferred until the Capital Campaign is completed.

On a motion made by Pat Simonsen and seconded by Bob Von Haden, the vote was unanimous among those present and voting to approve deferring the hiring of the Development Director for a several months, and to ask the Development Committee to bring a recommendation regarding the hiring of a Development Director to the Board later in the year.

Organizational Wellness Audit
Shelly Collins-Fuerbringer explained the progress of the Organizational Wellness Committee and shared the Board action plan document. Shelly Collins-Fuerbringer also requested the Board's support for a future staff in-service day. Since the library would be closed for a part of a day, Sue Olson expressed that it should take place on a slower day. The request for a staff in-service day will be a future Board action item. The next task for

the Organizational Wellness Committee is to start on Michael Golrick's action plan document.

Linda Stelter and Katherine Schneider attended the last staff meeting in order to gather staff input for the visioning part of COLAND. Linda Stelter found the experience very refreshing and thought the staff had many innovative ideas.

REPORT OF THE FRIENDS OF THE LIBRARY
The annual Friends meeting will take place on April 21, 2008 at 7 pm. The Dinguished Service Award will be presented at that time.

FINANCIAL REPORT
The Fiscal Year Balance Sheet was presented. Michael Golrick pointed out that the library spent less than what was taken in for calendar year 2007 and was not sued so it was a good year for the library. There were no questions on the regular monthly report.

ACTION ON BILLS AND CLAIMS
On a motion made by Jean Radtke and seconded by Bob Von Haden, the vote was in favor of the motion and was unanimous among those present and voting to approve to the Bills and Claims for 3/13/2008 – 4/03/2008 as well as the Supplemental Bills & Claims Listings for March 2008.

REVIEW OF MONTHLY STATISTICS
Michael Golrick pointed out that some numbers are now available regarding website visitors. There was a brief discussion of those numbers.

CONSIDERATION OF UNFINISHED BUSINESS
Michael Golrick has electronically sent the two quotes received so far for hiring an architectural service firm to re-vision the Library renovation project. One more quote is to come. Mary Jurmain would like to see all the quotes completed on the Library's quote form. This will make comparing the quotes much easier and protect the library. A quote from Uihlein Wilson out of Milwaukee should also be obtained. Michael Golrick has told the companies that have provided the current two quotes that the quote is only for the re-visioning. The sealed bid process will be used for the next phase.

ADJOURNMENT
On a motion made by Sue Olson and seconded by Jean Radtke, the vote in favor of the motion was unanimous among those present and voting to approve adjourning the meeting.

Respectfully submitted,
Jackie Depa
Associate II

DIRECTIVES:

Person Responsible	Task	Date Assigned	Date Due/Status
Michael	Arrange for task list to be sent to board after each meeting within three days	(early 2008?)	4/21/08 sent 4/30/08
Michael	Lower level accessibility button.		Waiting for new hire
Michael	Get four or five quotes from architectural firms, including Uihlein Wilson, for the cost and process to re-vision the renovation.	4/17/2008	Due 5/15/2008
Mary	Send board weekly updates on "surge".	2/21/2008	Natalie Hazen has been sending every week since "surge" began
Mary	Update the Development Committee on the results of the Board discussion on hiring a contracted Development Director.	4/17/2008	
Mary	Schedule the next Development Committee meeting.	4/17/2008	
Mary	Prepare for the town of Union public meeting.	4/17/2008	
Michael	Obtain "what 's expected of a library board member" document from John Thompson and send electronically to board members for review.	3/20/2008	
Michael	Send press release letters out regarding the public hearing in Union on 4/28/2008.	4/17/2008	4/21/2008
Michael	Arrange for draft board meeting minutes to be sent within a week every meeting	2007	4/21/2008 Sent 4/30/08

L.E. Phillips Memorial
Public Library

Library Director's Report
May 2008

Library Director's Report

I feel a little like Garrison Keillor when I report that the past month was an eventful one. The week after the Library Board Meeting, my mother died. My brothers and sisters had the funeral plans well under control, and I made a flying visit to Connecticut. I returned just in time for the meeting in the Town of Union and then to attend the Wisconsin Association of Public Libraries (WAPL) Conference in Stevens Point. Notes from the meeting in Union are below. My notes from the WAPL conference are on my blog. While in Stevens Point, I also attended the meeting of the System and Resource Library Administrators Association of Wisconsin.

Other events since my last report included the Business Day of Leadership Eau Claire (which was on the day of the Library Board meeting), several meetings of my "group" from Leadership Eau Claire as we wrap up our project, meetings of the Capital Campaign, met with Pat Ellenson at the Phillips Foundation, and with both the Library staff and City Department Directors. As the Board packet is being mailed, I will be at a meeting of the Chippewa Valley Fund Raising Professionals.

Special Events

On Monday evening April 28, the Library Board held a public hearing in the Town of Union. Library Board members present were Kathie Schneider, Pat Simonsen (County Rep on the Library Board who lives in Union), Mary Jurmain, Jean Radkte and Sue Olson. Library Staff members were John Stoneberg and me. From the public, County Board members Collen Bates (Vice Chair of the Board) and Kathy Clark attended along with Brenda Bates.

I ran quickly through the PowerPoint and focused some on the County Contract. The County Contract ran from January 1, 1997 through December 31, 2007, and now automatically renews. To leave the contract requires 16 months notice. All of the municipalities in the County except for the Town and Village of Fairchild have signed the agreement and participate.

There was a discussion about the situation in Fairchild and the role of IFLS (Indianhead Federated Library System). Michael is scheduled to visit Fairchild soon with John Thompson and the Library Director from Augusta.

A question was raised about the suggestion which has been sometimes made for Union residents to get a Community Borrowers card from UWEC for $10 per year. The UWEC web site lists some of the restrictions including that Community Borrowers cannot ask UWEC to get materials from other libraries (including this one).

It was suggested that a small delegation ask to meet with the Union Town Board. It was suggested that we also consider including information on the library web site about the county contract since that information does not appear anywhere on the web.

The one quote which I wrote down was this: "You are not hearing grumbles from the public, but concerns being expressed by elected officials over the difficult budget decisions which they are

facing." That is an interesting perspective which may change the way the Library decides to interact with the Town Boards.

The members of the Library staff's 2008 Scrabble Team – "The Book Bees" – for the Literacy Volunteers (LVA)-Chippewa Valley's annual Scrabble Bee were Gus Falkenberg (IFLS), Kathy Herfel, Jolene Krimpelbein, Kris and Larry Nickel and John Stoneberg. Including the monies used at the Scrabble Bee itself, $550 was given to LVA from individuals at the Library and IFLS and the team. Last year, the team came in 2nd place (up from 7th the year before). This year, after the first game the team was in 4th, after the second game they were in 5th, but after having the best single game of the whole tournament – 1,763 points – they held on to their 2nd place position. The final ranking was: Marshfield Clinic (5,103 point) (also held their first place position from last year – 5,172); LEPMPL (4,958 points) (their score last year was 4,849) and CVTC (4,942 points). (Lorman Educators won 3rd last year with 4,640.) Library Board member Katherine Schneider and the Red Hats team she was on and one other team, Literacy Lovers, pioneered a new Tortoise (as in the Tortoise and the Hare) Division which offers teams in that Division to do the Bee at a more relaxed (read "sane"), enjoyable pace yet still have fun and raise money for Literacy.

From the Management Team

Staff and Human Resources

Several staff awards were presented this month to library staff:

- Larry Nickel – Program and PR (Reference and Security): 30 years
- Liz Ryberg – Reference Services – 10 years
- Janean Hankes – Circulation and Youth Services – 5 years
- Jennifer von Klein – Circulation Services – 5 years.

Carol Anderson has retired and Jenny Karls has taken her position as Library Associate II – Cataloger. She has been in training since mid-April. Kris Jarocki was hired to replace Jenny Karls in the Program and PR Office. She began training in April as well with her last day as a Circulation Desk Clerk on 4/28/08. Joe Niese had a farewell party. Joe has been hired by Chippewa Falls Public Library. His 18 hour/week Reference Assistant I position has been filled by Isa Small. Isa is currently a Circulation Desk Clerk. Isa will be combining her two positions. Again, Reference staff are busy training Isa in for this new job.

Erin Klee has been hired as a temporary Desk Clerk in Circulation (position that Kris Jarocki vacated). Erin has recently graduated from college, will be teaching full-time out-of-state starting this August so will be filling in for the summer months. Erin had worked as a temporary Desk Clerk over one year ago.

Safety and Security

NEI began installing the library's new fire alarm system. They estimate that installation of wiring and equipment will take about thirty working days for two of their employees. Testing and training will follow installation of the new system, followed by removal of the old system.

The library received several letters from a local resident who wrote that the library "would have a problem" if we didn't get rid of an unspecified "Roe v. Wade" book. The police were called on two occasions and given the letters. The writer was known to the police.

Larry Nickel attended a one-day workshop in Lisle, Illinois sponsored by the International Foundation for Cultural Property Protection (IFCPP). Larry attended the workshop to learn about the latest security techniques and resources and to renew his three-year certification as a Cultural

Institution Protection Manager, a certification awarded by the IFCPP upon the completion of coursework and an examination.

Information Technology (IT)

In April it was announced that all but one of the libraries formerly associated with the BCLIC Consortium will join MORE. This decision will impact the implementation of all projects as this will require significant staff resources.

Webmaster Jeff Burns continues to train staff to edit the website using the Content Management System (CMS) software. Various components of this software were upgraded in April and several new staff members were configured so that they may edit / publish content. The web site also was enhanced with a new Flash based presentation of the recent art show, the TV 13 Technology Spot video, and an Economic Impact study. Jeff also published and distributed the May website newsletter and did significant work on new problems for those trying to access our remote databases from the website.

The MORE web site received updates to the Library Elf information and considerable troubleshooting was done related to issues caused by the upgrade in the Beta version of the Innovative software we are running.

Kris Nickel installed software on all staff and public PC's that will allow them to review documents created in Microsoft Word 2007 in the version of Word we are using (Microsoft Word 2003). She also worked to fix the Crystal Reports software used by Administration, helped Circulation to access data from the Security System, and a host of Groupwise email system changes (as needed for personnel changes). She also installed the barcode scanners and receipt printers associated with the 2008 replacement schedule and we are doing research for the AV purchase of a new color laser printer.

Kris and Steve Stoflet are also looking at ways to reschedule how Windows operating system and antivirus updates can be done so that PC's and monitors may be shut off at night thus reducing the energy used. It is expected that this could reduce the bill for electricity.

Public Relations and Programming Services (PRPS)

During April, the library participated in Eau Claire's second annual Big Read. Through a grant pursued by the Center for Service Learning at UW-Eau Claire, all of Eau Claire was invited to read and discuss Dashiell Hammett's classic noir detective novel, *The Maltese Falcon.* The kickoff began at the library on Saturday, April 5, when personnel and squad cars from the Eau Claire Police Department pulled up to the front door and delivered almost 500 free copies of the book to be distributed to community residents. City manager Mike Huggins joined the library director in welcoming a talk by the author's granddaughter, Julie Rivett, and in celebrating this literacy effort in our area. Over 2,500 books were given to students and Chippewa Valley residents, and hundreds of people attended more than 20 events hosted by the library, UW-Eau Claire, Chippewa Valley Museum, Eau Claire Area School District, Borders Books, local coffee houses, and the Altoona, Augusta and Fall Creek Public Libraries.

April was also National Poetry Month, and the library celebrated this event with a poetry reading on April 9 in which 10 local poets read from their original work.

Efforts to propel Eau Claire toward a greener future were buoyed by presentations in April on the topic of "sustainability." On April 7, Terry Gips of the Alliance for Sustainability presented a wealth of information on how government agencies, schools, religious institutions and businesses can work together to become more environmentally and socially responsible while improving

performance and saving money. At this program, several small area groups realized there were others in the community working toward similar goals and, as a result, "Sustainable Eau Claire" was formed to promote sustainability initiatives in our area. On April 14, area energy consultant Dave Hepfler gave an in-depth presentation on affordable, effective building and remodeling strategies that improve homes and reduce energy use and damage to the natural environment.

At the request of the management team, Larry Nickel coordinated the production of name badges for many library staff. A local vendor used the design Larry created earlier this year to produce 76 engraved name badges employing a variety of attachments to suit the needs of individual staff. They were distributed shortly before the end of the month.

In addition, Larry worked with Action City staff and Rex Schermerhorn of the library custodial staff to obtain and install both indoor and outdoor banners promoting a charitable event at Action City benefitting the Capital Campaign.

Reference

Renee Ponzio attended the MORE Ops consortium meeting in Altoona. Priority paging was a topic of discussion. Renee attended two workshops presented by IFLS one in River Falls dealing with Library advocacy and one in Rice Lake about gaining patrons one hello at a time. Both workshops emphasized the need to be aware of what customers want, not what we perceive they want. We need to ask them what is important to them and be prepared for the answers. Both workshops were customer service oriented.

Renee has joined the statewide Overdrive committee which decides on the audio and video that is available statewide from Overdrive. All committee members sent a list to the chairperson of title to be considered for purchase. At the April meeting each title was discussed and voted on for inclusion in Overdrive.

This year the Library distributed 40,843 tax forms to the public. This figure does not include forms which Reference staff printed from tax web sites, or the photocopies customers made from the reproducible forms. With training from John Stoneberg, Cindy began editing references pages on the library's web site. Cindy and the other reference staff assisted Renee in training Isa Small.

Heatherwood book group participated in the Big Read by reading The Maltese Falcon this month. The number of Home Delivery customers is 198. Four new customers were added and two who had been deleted returned to the program.

Priority paging started April 2. This had an impact on the HRS (Holds and Reserves Services) Office. Staff need to print item paging slips and title paging lists twice a day. Several adjustments were made to the routine including how to handle not found items, when to print the next list, and getting used to the new format of the list. Circulation staff were trained for when that staff produces the lists on Saturdays.

Document Delivery statistics were gathered this month. Document Delivery is where all items coming in and going out through courier are counted during a sample week. The results go to the IFLS office. Our total number of items received was 4,569 an increase of 3% and total items sent was 4,345 an increase of 9% compared to the study week last year.

Mega Express on Jeffers has agreed to have offsite book drops. The site will be checked out again for a good location and then we can get the boxes delivered. Staff is still investigating touch up paint for the offsite book drops and getting a new offsite book drop.

Technical Services

Teri Oestreich and Sharon Price studied the storage of Technical Services (TS) supplies. Currently supplies are stored wherever there is an empty shelf that is big enough to hold bulky boxes full of cases, book jackets, security equipment, etc. To increase efficiency, one set of shelving with old documents was cleared. Now, all TS supplies will be stored on this shelving unit. They will be organized in the most efficient, logical manner. This storage study led to an consideration of the processors' movement to and from the buffer machine. For efficiency, the decision was made to move this station to an open area behind the processors, where currently carts with to-be-processed items are sitting. The carts were moved away from the wall, and positioned closer to the processers' table.

Teri Oestreich continues to investigate protective covering for art prints that are checked out. The heavy protective bags are no longer available, and the replacements are of flimsy material. She has checked out bubble wrap, protective corners, and split Styrofoam cylinders, with the latter being the latest suggestion up for testing. The cylinders will be placed on top and bottom edges, protecting the frame while being carried in and out of the building and during storage.

Staff is working with MORE to order barcodes from a new company. They will give us much better pricing due to the large number ordered. Many MORE libraries already use this vendor and staff are reassured that the bar codes work with all scanning equipment across the consortium. Teri and Jean Nemitz tested samples for use with the inventory scanner, with positive results.

Sharon Price and Jean Nemitz attended the Innovative User's Group annual conference in Washington, DC the last week of April. This conference has sessions on all modules of the software, presented chiefly by library staffs from around the country that use it on a day-in day-out basis. A few sessions are presented by Innovative Staff, especially enhancements coming in the new release. Sharon and Jean are primarily interested in sessions on work that is performed in acquisitions and receiving, cataloging and statistical reports.

Youth Services

Each year, Youth Services plans a variety of special programs for children, teens, and families. This year, they held five "April Specials" with the first being a Family Adventure Night that gave families a chance to explore the library after hours. Families received clues and were challenged to search all corners of the library, including non-public areas. The Cowpoke Preschool Party gave cowgirls and cowboys a chance to put on their western duds and have a great time with stories, games and crafts. The Camp S'more Stories Preschool Party gave little campers an opportunity to go on an outdoor adventure (in the library!). A card-making session was offered to teach teens how to make their own personalized cards with techniques like stamping, paper tearing, adding embellishments and more. Finally, students in grades K-5 were invited to rally around the race track for an afternoon of custom cars and racing in the Legos Speedway program. All of these programs were very successful and took an enormous amount of planning by each of the staff.

Youth Services gave a variety of tours this month. Chrissy teamed up with Renee from Reference to provide a library tour and catalog/database instruction session to 20 high school seniors from New Auburn High School in early April. Shelly gave a presentation to the North Mom's group about the importance of reading to your children and also showcased some books appropriate for birth to five and Jill presented a story time and tour for Lake Holcombe 4 and 5 year-olds.

Chrissy attended the "Define Normal: Succeeding with At-Risk Teens in the Library" workshop hosted by IFLS as part of the LSTA Grant project. Christy Mulligan and Maureen Hartman from Hennepin County Library gave a presentation about struggling teens and ways that the library can reach out to them.

The summer library program materials have been delivered and Youth Services is ready to begin the process of distributing them to all students in grades K-5 in the public and private schools. For the last several years, three reading folders have been available; one for teens, one for independent readers and one for children who are read to. This year a baby reading folder for children ages 0 – 24 months that will incorporate early literacy activities for parents to do with their child will be added. Copies of the main flyer and the three reading folders have been included in the packet this month.

Artwork from Northwoods, Longfellow and Robbins Elementary schools was on display during the month of April in the Youth Services department.

Youth Services celebrated National Library Week April 13-19 with a beautiful wall display featuring the logo for the theme "Join the Circle of Knowledge." We also hosted a Culver's Coloring Contest where children could submit a drawing of their favorite book character and receive a coupon for a free waffle cone. All drawings were displayed during the week.

Assistant Director

On Friday, April 11, 2008, John Stoneberg, Assistant Library Director, appeared on Andrew Felix's weekly "Technology Spot" program which airs for 30 minutes on Fridays at 10 AM on WEAU-TV 13 (NBC). John began by briefly covering the history of technology at the library. He then discussed the types of books and other materials on computers, the Internet, software, hardware and other technologies available at the library. Also discussed were the available computer and Internet workstations, the library's website, the shared online MORE materials catalog, the state-funded BadgerLink databases service, the library's subscription databases, AskAway (the real-time virtual reference service) and more. The segment then appeared in the Technology Spot section of the WEAU website and the homepage of the Library's website for about two weeks.

With instruction and advice from Jeff Burns, John Stoneberg and Cindy Westphal are working on making improvements to reference, research and local history portions of the Library's website including simplifying terminology and making them more user-friendly for the customer; making additions of links and groups of links; adding tool tip to links; and moving and rearranging information. John's new section on foundations, grants and nonprofits is being reviewed by staff as part of gearing up to introduce the Library's new membership in the Foundation Center's Cooperating Collections Network to our customers by the end of May. This continues to be a good learning experience for both Cindy and John.

John hosted two film festival nights as part of the Library's participation in this year Big Read events featuring Dashiell Hammett's *The Maltese Falcon*. On Tuesday, April 22, twenty-four customers enjoyed two movie adaptations of the book. The first was director Roy Del Ruth's "The Maltese Falcon" (1931) which closely follows the book's original storyline. The second was the1936 comedy murder mystery "Satan Met a Lady" starring Bette Davis. On Thursday, April 24, the screening started with Director John Huston's award-winning 1941 "The Maltese Falcon" starring Humphrey Bogart followed by the documentary, "'The Maltese Falcon: One Magnificent Bird" about the making and appreciation of the film.

As the Library's liaison with the City regarding custodial matters, John has been trying to meet on a fairly regular basis with the new city building services supervisor, Rodney Bonesteel. John joined custodial and other city staff for a presentation on Friday, April 25 by Honeywell on a proposed plan to upgrade the building management controls system in all the city buildings including the Library. This could be limited to the heating, ventilation and cooling systems but could also be expanded to include and integrate card access, security, the fire and police departments and more. John and Rod met with Darrell Beeksma, Energy Advisor from Wisconsin's Focus on Energy on Tuesday, April 29th to walk through the Library and discuss possible future lighting changes and energy conservation in the Library because of the renovation and what Focus on Energy grant money might be available. It was fairly clear that there is much that can be done to realize energy savings with and without the renovations.

Circulation

Laura Miller currently serves as the chair of the MORE Operations Committee. Issues relating to procedures affecting the circulation of materials are discussed at these meeting with recommendations made and taken to either the MORE Executive Committee or MORE Director's Council. Most of the discussion at the most recent meeting focused on how our newly instituted Priority Title Paging process was going. On April 2nd all libraries began to search for paged items slightly differently to improve efficiency for consortium libraries. Although there are a couple of areas that are still being monitored, it appears to be successful. Staffing changes, additions, vacations and conferences keep circulation scheduling a challenge. Laura Miller attended the Innovative User's Group annual conference in Washington, DC the last week of April. This conference offers a range of Circulation training and forums specific to libraries that have the Innovative Interfaces automated library system.

Respectfully submitted,
Michael Golrick
Library Director

Stories from the Front Lines

Theresa was helping a patron find material by Ron Paul. In looking for material she found that two items were online in PDF format. She let him know where the patron could go online and download those items for himself, or if he preferred we could help him if he came in or we could try and interlibrary loan them for him. The other titles would need to be interlibrary loaned which she did for him. The patron told Theresa the one tax he never minds paying is the one for the Library.

Kathy Herfel reported that the second spring genealogy open lab was held on 9 April 2008 in the microlab. A record 22 people attended. They started with a short review of the Norwegian Digital Archives and Ancestry Library Edition. The GRSEC appreciates being able to use the lab for these sessions. They hope to have more instructional labs in the future possible covering genealogical sources for those of German or Irish heritage in the fall.

Report from the Wisconsin Association of Public Libraries Conference

John attended the first day of the WAPL Spring Conference entitled "Point and Click" on Thursday, May 1 at the Holiday Inn Hotel & Convention Center in Stevens Point. Sessions he attended included:

Keynote Address/David J. Ward, President, NorthStar Economics

Dr. Ward reported on the just completed study, The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin (April, 2008) which was conducted by his Madison-based company from October, 2007 to April, 2008 and was made possible by a grant from the U.S. Institute of Museum and Library Services.

> Executive Summary: http://dpi.state.wi.us/pld/pdf/wiimpactsummary.pdf
> Full Report: http://dpi.state.wi.us/pld/pdf/wilibraryimpact.pdf

(The executive summary is also available in the Capital Campaign portion of the library's website.)

Public library use has increased as libraries continue to provide a broad range of services and adapt to changing technology and the needs and expectations of their clientele. Despite facing a wide range of challenges, from a need for funding and physical space to an erroneous public perception of declining library use, public libraries continue to make a valuable economic contribution to the State of Wisconsin. Public libraries are a significant driver of Wisconsin's economy, contributing more than ¾ of a billion dollars to the state economy on an annual basis, and returning a benefit of over $4.00 to taxpayers for each dollar spent, both of which are in fact conservative estimates.

Public libraries benefit their communities in many other ways beyond those which are quantified in this report. As noted consistently by focus group participants all over Wisconsin, library users all over the state value their public libraries as community gathering places, as a resource for promoting reading and literacy, as a resource for small businesses, and a place where technology and information is available to everyone, regardless of income level.

Director Michael Golrick also attended the keynote address, as well as a follow up session on using the study results in your library. David Ward and Alan Hart of NorthStar Economics showed how the results of the study can be tailored and applied to a library's local circumstances and used to support and enhance library operations in your library. Michael has his notes and comments on these sessions and others he attended on his Thoughts from a Library Administrator blog: http://michaelgolrick.blogspot.com.

*What's New in Digital Wisconsin/*Mindy King, Serials Librarian, UW-Stevens Point; Cathy Palmini, Wisconsin Documents/Reference Librarian, UW-Stevens Point

This was an update on three major Wisconsin digital collections--Wisconsin Heritage Online (http://www.wisconsinheritage.org), University of Wisconsin Digital Collections (http://uwdc.library.wisc.edu) and the Wisconsin Historical Society (http://www.wisconsinhistory.org/libraryarchives/collections/digital.asp). Their growing collections of images, historical materials and other digital resources are freely available to the public.

Wisconsin Heritage Online is an expanding digital collection, featuring documentary sources and material culture from Wisconsin libraries, archives and museums. The collections in this exhibition project are contributed by cultural heritage organizations throughout Wisconsin.

Since its foundation in early 2000, the University of Wisconsin Digital Collections (UWDCC) has worked collaboratively with UW System faculty, staff and librarians to create and provide access to digital resources that support the teaching and research needs of the UW community, uniquely document the university and State of Wisconsin and provide access to rare or fragile items of broad research value. The UWDCC has also partnered with cultural heritage institutions and public libraries throughout Wisconsin to create digital resources. Resources within the collections are free and publicly accessible online. They are loosely organized into collections that span a range of subjects including art, ecology, literature, history, music, natural resources, science, social sciences, the State of Wisconsin and the University of Wisconsin. Digital resources include text-based materials such as books, journal series, and manuscript collections; photographic images; slides; maps; prints; posters; audio; and video.

The Library-Archives at the Wisconsin Historical Society attempts to share its collections by digitizing and indexing them on the Web. In all, more than 100,000 pages from the Society's books, manuscripts, newspapers, photographs and other primary sources are available online.

*Thursday Luncheon/*Jay Rath, Madison journalist

Jay Rath is a multimedia writer and cartoonist who has contributed to NPR, MTV and many newspapers and magazines. He served on the staff for *The Onion* and has written three regional books on unexplained phenomena. He's also written plays and radio dramas, and worked on the animated TV series "Doug" and "Astroboy."

MySpace--Don't Be Intimidated By It! Can It Work For Your Library?/ Amanda Tuthill, Young Adult Librarian, Milwaukee Public Library

A young adult librarian from Milwaukee Public Library explained the process of proposing, creating and maintaining a MySpace page for her library system (http://www.myspace.com/milwaukeepubliclibrary). The process began in September 2006 and the page was launched in October 2007. She also helped the audience get acquainted with some features of this social networking tool in order to see if MySpace could serve a purpose for our library's teen population.

*Tell Me More About WiLS/*Kathy Schneider, Director, WiLS; Kirsten Houtman, Member Services Librarian, WiLS; and Sara Van Cleef, Consortial Licensing Associate, WiLS

In April 2007 WiLS (Wisconsin Library Services) contracted with Morrill Solutions Research to conduct a member satisfaction survey. Over two hundred individuals from public libraries and library systems completed surveys. The purpose of this session was to follow up on that survey and help the audience learn more about WiLS and any new developments, products and/or services.

WiLS is best known for interlibrary loan, but it also provides OCLC training support, assists with cooperative purchasing and consortial licensing at discounted prices (2,600 software and library products as well as 200+ products from 58 vendors) and supports efforts like the AskAway virtual reference services and workshops on a wide variety of topics (like the upcoming ones on Wisconsin Heritage Online).

Reports from the 12th Public Library Association National Conference

A number of staff attended all or part of the PLA Conference held at the Minneapolis Convention Center. Last month I shared some reports, more are below.

Chrissy Knoelke (Youth Services)

One of the preconferences that I was able to attend was "Beginner's Guide to Serving Teens." This was helpful in furthering my understanding of adolescent development and how the library can offer programs and opportunities to help meet the needs of teens. It was also useful in brainstorming ways to deal with a variety of teen behaviors and improving service to teens in general. The most important topic discussed in this session was that ALL library staff members serve teens, whether at the circulation desk or any other public service desk, and that ALL staff members need to treat teens with respect in every interaction. I think that serving teens should be incorporated into an in-service training session, so that all staff is educated about how to serve teens effectively.

I also attended "Clap! Shake! Play! Sing! Creating Musical Storytimes to Encourage Emergent Literacy" with Shelly. We were both very excited about this idea and feel that it would be an exciting step to incorporate this type of storytime into our programming.

I was able to attend a few technology- and gaming-related sessions that reinforced the place of video games and gaming programs as part of teen literacy. It was very interesting to learn that while many librarians want to have games and gaming at their libraries, few are able to make it happen. I felt very fortunate to work in a library that understands how valuable it is to have these non-traditional library programs to attract teens that normally do not come to the library or see the library as having a place in their life. When I shared comments like the one from a mother watching her teenage son play in our first guitar hero tournament "I've never seen this many teenage boys at the library at one time," everyone was so excited and couldn't wait to be able to try similar programs at their library. It was a great networking opportunity and I felt that I was able to teach almost as much as I gained from the experience.

I was also able to attend the Nancy Pearl luncheon, which was absolutely fantastic. Nancy Pearl was an incredible speaker who brought us almost to tears before having us in stitches with her stories. It was an incredible reminder of the importance of working with children and teens and connecting them with books and the library.

Overall, the week was the most wonderful learning experience that I have had in a very long time. I left with more program and service ideas than I could possibly implement, a sense of energy and excitement to get back and share what I had learned with my colleagues, and a renewed appreciation for the impact that libraries can have on a person's life.

Two staff from the Reference Services Division went to the exhibits. Below are their comments.

Cindy Westphal

The bus ride to PLA was really fun as it was interesting to meet staff from other libraries. Coming home, others shared their experiences and one librarian went and changed into the t-shirt she had purchased and even modeled it for us. I really enjoyed meeting many of the vendors from all over the country and seeing demonstrations of a wealth of quality products for public libraries. At a request from Laura Miller, we stopped at two vendors who offered curbside book drops, EZ Drops and Kingsley. One of them featured a book drop that would notify staff in the library when the curbside book drop was full.

We also saw a demonstration of MedLinePlus which included features we were not aware of, DailyMeds and SeniorHealth. There are now links to these sites on the General Research page of the library's web site.

Many of the book vendors were giving away books; some even had the author autographing their copies. Donna, Theresa and I brought back bags of books for Club Read give-a-ways.

Theresa Boetcher

I made a number of contacts at PLA who have since been emailing me with more information.

TechSoup's MaintainIT Project: The MaintainIT Project is producing a series of free monthly 30-minute webinars focused on topics from the Cookbooks (http://ga0.org/ct/k1LeC7p13UAA/cookbooks) and designed to get you started on a project today.

EnvisionWare, Inc *TRAC*SYSTEMS has provided solutions to recover the cost of Copying, Printing and PC time managment/SignUp solutions.

BetterWorld.com Cindy, Donna and I won a $25.00 certificate to order books; both Cindy and I ordered a book for ClubRead.

I found it to be very informative and enjoyed being able to go, have always felt that conferences of that type are useful and broaden the paraprofessional's outlook of what is out there for products and technology, gives one a scope of where the workplace is - up to date, far behind or somewhere in the middle.

Several staff from the Technical Services Division went to the exhibits. Below are their comments.

Jean Pickerign

I found a lot of other fascinating displays for areas in the Library. One if the interesting exhibits showed automated book return and sorting. Books (or other items) that have been returned are scanned and sent down a conveyer belt to a designated bin. After this happens a receipt is printed as proof of return

Another area that I was impressed with was a Genealogy display which has free access, largest collection of family history and genealogy resources in the world, and over a billion searchable names online. Their website is www.familysearch.org.

There was a display of very bright and colorful magnets which consisted of calendars, ruler magnets, magnetic memo boards, etc., all of which could have library information on them. If we had the money it would be a great way to advertise by handing them out to the customers.

I also saw a display of labels that would be useful for our department, especially for CD's and DVD's that need information written on them. Instead of us adding this information with our special pens, each item could use the printed labels which would save a lot of time, and would look more professional to the customers.

Teri Oestreich

I found the bus ride quite interesting and enjoyed listening to the conversations around me. I seldom have contact with other libraries in the MORE consortium so now I have a few

new contacts. For the most part the displays at PLA were publishers which doesn't have much to do with my job. I did make contact with RTI which is the vendor for our current AV buffer machine. I got information from both RTI and Azuradisc on updated buffer machines. I found out that RTI has a special buffer pad for two-sided discs so the label doesn't get eaten off when you buff both sides of these discs. I talked with the Blackstone Audio representative to find out how to get replacement cases for their products since I can't find them any where else. I made contact with Jason at the Symbology booth about barcodes. Most libraries in the MORE consortium ordered barcodes in a group order from Symbology but we weren't able to get them to work with our inventory scanner. Jason has since sent me sample barcodes which work with our scanner so we can now order which will be a huge savings for us. I did notice that we already use most of the large vendors such as Demco, Kapco, and JanWay for supplies which must mean we are on top of things!

Jean Nemitz

At PLA I was able to meet with various representatives from companies we order from. The rep from Tantor was able to give me an e-mail address for ordering replacements instead of calling. The Blackstone rep discussed a standing order option that would make replacements free, including discs, cassettes, and cases. I met with our Baker & Taylor rep.

L.E. Phillips Memorial Public Library

Board President's Report
May 2008

This has been another very busy month as the Capital Campaign's spring campaign was in high gear, and various committees met. The Town of Union public hearing had a very low turnout, but was still valuable in creating a dialogue with two county board members and opening the door for further communication. Five board members attended this meeting (Sue, Jean, Kathie, Pat, and me).

Executive Committee

The Executive Committee has not met this month.

Capital Campaign

WQOW's "Big Give" raised approximately $30,000 for the Capital Campaign. The bulk of this money came from two donations, WQOW's money from Oprah, and the Friends of the Library matching donation.

Three mass mailings asking for donations have gone out to targeted audiences, one to Friends, one to Leadership Eau Claire alumni, and one to UWEC retirees. A fourth one will go out shortly. We have avoided incurring any new marketing expenses by putting the grant writing work being done by Alan Jenkins on hold. Jean Radtke continues to work on the Kresge grant (for free).

We are coming to the end of the spring campaign, and volunteer activity has decreased dramatically. A few volunteers are still active, including Linda Clark, who is calling on local businesses. Two new volunteers have also been recruited.

The Phillips Family Foundation has reduced their pledge to a maximum of 10% of whatever money we raise. We will continue to talk with them about the project and the justification for each part of it.

Other Activities:

April 10	Development Committee meeting
April 16	Nominating Committee met to discuss and recommend candidates
April 17	Library board meeting
April 18	Capital Campaign meeting
April 21	Friends of the Library annual meeting
April 24	WQOW's "Big Give" check presentation
April 24	met with BJ Farmer, a CC donor
April 28	Capital Campaign Committee meeting
April 28	Town of Union public hearing
April 30	Children's Legacy awards luncheon (many donors present)
May 06	meeting with Pat Ellenson of the Phillips Family Foundation

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2008 YTD BUDGET REPORT - Operating
For the Period April 30, 2008

OBJ #	ACCOUNT NAME	2008 ESTIMATED REVENUE		ACTUAL YTD REVENUE		RE-CEIVABLE		REMAINING UNCOLLECTED		% COLLECTED
	PUBLIC LIBRARY REVENUE									
4002	General Property Tax-City	$	2,757,900.00	$	-	$	-	$	2,757,900.00	0.0%
4330	Library Fines & Miscellaneous Revenue	$	128,300.00	$	43,010.78	$	-	$	85,289.22	33.5%
4398	Other Penalties (Collection Agency)	$	2,400.00	$	1,060.00	$	-	$	1,340.00	44.2%
4451	Electronic Copy Revenue	$	1,600.00	$	846.35	$	-	$	753.65	52.9%
4452	Copier Revenue	$	3,200.00	$	972.64	$	-	$	2,227.36	30.4%
4602	Service to Eau Claire County	$	526,000.00	$	-	$	-	$	526,000.00	0.0%
4608	Indianhead Library System	$	129,300.00	$	-	$	10,890.00	$	118,410.00	8.4%
4672	Service Charge-Other (Fairchild)	$	1,900.00	$	-	$	524.25	$	1,375.75	27.6%
4798	Misc Service Revenues (Act 150)	$	210,100.00	$	210,133.50	$	-	$	(33.50)	100.0%
4834	Book Bag Sales	$	300.00	$	121.85	$	-	$	178.15	40.6%
4836	Misc Grant Revenue	$	15,000.00	$	-	$	-	$	15,000.00	0.0%
4850	Gift Revenue	$	16,000.00	$	11,185.00	$	-	$	4,815.00	69.9%
4852	Misc Reimbursements-Lost Items	$	15,000.00	$	5,046.39	$	-	$	9,953.61	33.6%
4858	Refund of Prior Years Expense	$	-	$	1,898.40	$	-	$	(1,898.40)	n/a
4898	Miscellaneous Revenue	$	3,700.00	$	2,108.24	$	-	$	1,591.76	57.0%
5152	Sale of Capital Assets	$	200.00	$	-	$	-	$	200.00	0.0%
		$	3,810,900.00	$	276,383.15	$	11,414.25	$	3,523,102.60	7.6%
5590	Fund Balance Used for CIP	$	-	$	-	$	-	$	-	
5580	Working Capital Applied	$	64,500.00	$	-	$	-	$	64,500.00	0.0%
	TOTAL REVENUE	$	3,875,400.00	$	276,383.15	$	11,414.25	$	3,587,602.60	7.4%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUM-BRANCES	AVAIL. BUDGET	% USED
	PUBLIC LIBRARY EXPENDITURE					
6010	Payroll Wages	$ 1,725,400.00	$ 514,659.27		$ 1,210,740.73	29.8%
6020	P/R Overtime	$ -	$ 53.59		$ (53.59)	n/a
6030	Special Pays	$ 33,200.00	$ 392.80		$ 32,807.20	1.2%
6040	Employer Paid Benefits	$ 353,800.00	$ 97,122.73		$ 256,677.27	27.5%
6043	Health insurance-Employer	$ 381,100.00	$ 96,600.39		$ 284,499.61	25.3%
6047	Health insurance Deductible	$ 49,400.00	$ 4,106.21		$ 45,293.79	8.3%
6108	Unemployment Compensation	$ 8,800.00	$ -		$ 8,800.00	0.0%
6110	Postage & Shipping	$ 24,200.00	$ 4,441.52		$ 19,758.48	18.4%
6112	Computer Service Charges	$ 99,200.00	$ 77,123.41	$ 84.49	$ 21,992.10	77.8%
6116	Binding	$ 1,000.00	$ -		$ 1,000.00	0.0%
6120	Auditing	$ 2,300.00	$ 79.71		$ 2,220.29	3.5%
6122	Cataloging	$ 29,900.00	$ 475.00		$ 29,425.00	1.6%
6128	Repairs to Tools & Equip	$ 5,100.00	$ 2,330.10		$ 2,769.90	45.7%
6138	Equipment Rental	$ 7,400.00	$ 1,380.00		$ 6,020.00	18.6%
6150	Special Services	$ 55,600.00	$ 6,210.50		$ 49,389.50	11.2%
6160	Staff Training/Conference	$ 25,000.00	$ 9,977.02		$ 15,022.98	39.9%
6162	Membership Dues	$ 3,700.00	$ 170.00		$ 3,530.00	4.6%
6198	Miscellaneous Contractual	$ 72,000.00	$ 9,493.80	$ 970.00	$ 61,536.20	14.5%
6202	Electricity	$ 70,100.00	$ 18,164.81		$ 51,935.19	25.9%
6208	Gas Service	$ 20,100.00	$ 14,798.45		$ 5,301.55	73.6%
6210	Telephones	$ 16,000.00	$ 2,086.32		$ 13,913.68	13.0%
6252	Water Service	$ 2,100.00	$ 319.03		$ 1,780.97	15.2%
6254	Sewer Service	$ 2,100.00	$ 320.32		$ 1,779.68	15.3%
6308	Special Assessments	$ 600.00	$ 580.62		$ 19.38	96.8%
6350	Liability & Property Insurance	$ 31,000.00	$ 7,749.99		$ 23,250.01	25.0%
6398	Insurance Claims Reimbursement	$ -	$ -		$ -	n/a
6402	Office, AV, Library Supplies	$ 82,700.00	$ 25,097.86	$ 6,259.03	$ 51,343.11	37.9%
6410	Periodicals	$ 23,400.00	$ 5,686.38		$ 17,713.62	24.3%
6411	Pamphlets	$ 200.00	$ -		$ 200.00	0.0%
6412	Books-Adult	$ 183,200.00	$ 58,438.45		$ 124,761.55	31.9%
6413	Books-Juvenile	$ 74,300.00	$ 29,378.95		$ 44,921.05	39.5%
6414	Non-print Materials	$ 60,600.00	$ 20,135.35		$ 40,464.65	33.2%
6415	Lost/Damaged Collection Materials	$ 15,000.00	$ 1,744.41		$ 13,255.59	11.6%
6490	Equipment Purchases < $5000	$ 57,400.00	$ -	$ 1,854.99	$ 55,545.01	3.2%
6495	Grant Expenditures	$ 15,000.00	$ -		$ 15,000.00	0.0%
6496	Gift Expenditures	$ 16,000.00	$ 8,112.09	$ 1,502.64	$ 6,385.27	60.1%
6498	Other Materials & Supplies	$ 2,900.00	$ 67.96		$ 2,832.04	2.3%
6790	Refunds & Reimbursements	$ 10,300.00	$ 10,420.65		$ (120.65)	101.2%
6802	Capital Purchases	$ 6,000.00	$ -		$ 6,000.00	0.0%
7044	Transfer to Library Capital Projects	$ 55,900.00	$ 55,900.00		$ -	100.0%
		$ 3,622,000.00	$ 1,083,617.69	$ 10,671.15	$ 2,527,711.16	30.2%

OBJ #	ACCOUNT NAME		2008 APPROP.		ACTUAL YTD EXPENDED		ENCUM- BRANCES		AVAIL. BUDGET	% USED
	LIB BLDG MAINTENANCE EXPENDITURE									
6010	Payroll Wages	$	121,000.00	$	31,833.97	$	-	$	89,166.03	26.3%
6020	Payroll Overtime	$	16,800.00	$	1,016.39	$	-	$	15,783.61	6.0%
6030	Special Pays	$	0.00	$	-	$	-	$	0.00	0.0%
6040	Employer Paid Benefits	$	25,800.00	$	6,172.49	$	-	$	19,627.51	23.9%
6043	Health Ins (ER)	$	44,500.00	$	9,190.50	$	-	$	35,309.50	20.7%
6047	Health Insurance Deductible	$	5,600.00	$	1,400.01	$	-	$	4,199.99	25.0%
6108	Unemployment Compensation	$	0.00	$	-	$	-	$	0.00	0.0%
6128	Repairs to Tools & Equipment	$	200.00	$	19.28	$	-	$	180.72	9.6%
6130	Repairs to Buildings	$	19,600.00	$	7,443.14	$	4,648.52	$	7,508.34	61.7%
6138	Equipment Rental	$	100.00	$	-	$	-	$	100.00	0.0%
6144	Laundry & Dry Cleaning	$	200.00	$	-	$	-	$	200.00	0.0%
6150	Special Services	$	8,100.00	$	2,812.92	$	3,829.47	$	1,457.61	82.0%
6214	Garbage Service	$	2,100.00	$	698.74	$	-	$	1,401.26	33.3%
6256	Stormwater Charges	$	400.00	$	183.50	$	-	$	216.50	45.9%
6460	Repair Part & Supplies	$	1,100.00	$	101.52	$	-	$	998.48	9.2%
6464	Building Materials & Janitorial Supplies	$	7,900.00	$	2,854.64	$	548.80	$	4,496.56	43.1%
		$	253,400.00	$	63,727.10	$	9,026.79	$	180,646.11	28.7%
	TOTAL EXPENSES	$	3,875,400.00	$	1,147,344.79	$	19,697.94	$	2,708,357.27	30.1%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT
For the Period April 30, 2008

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM-BRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	$ 892,800.00	$ 716,109.38	$ -	$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	$ 1,011,900.00	$ 903,838.95	$ -	$ 108,061.05	89.3%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	$ 700,000.00	$ 127,649.44	$ 9,005.00	$ 563,345.56	19.5%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2008)	$ 177,000.00	$ 4,722.00	$ 39,391.00	$ 132,887.00	24.9%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	$ 2,781,700.00	$ 1,752,319.77	$ 48,396.00	$ 980,984.23	64.7%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Supplemental Bills & Claims Listing - April 2008

CUSTODIAL OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	$ 8,195.66
Various	WRS, SS, life, disability	1,607.95
Various	Health insurance, deductible	4,697.30
Certified Inc	Replace sink fixtures	540.00
NEI Northern Electricians	Install library lights	1,299.00
NEI Northern Electricians	Install library lights	870.75
Cummins Power LLC	Yearly generator service	822.07
Cummins Power LLC	Yearly generator service	432.23
Cummins Power LLC	Yearly generator service	332.94
Hovlands Inc	HVAC repair	172.50
Hovlands Inc	HVAC repair	289.75
Hovlands Inc	HVAC repair	496.55
NEI Northern Electricians	Electrical repair	64.50
G & K Services	Rental, floor mats, oil mops, etc.	54.46
Traci's Green Interiors	Plant rental	247.52
Braun Thyssenkrupp	Elevator service	670.83
National Elevator	Elevator inspection	201.00
Advanced Pest Solutions	Pest control services	30.00
Waste Management	Rubbish, garbage and recycling	236.87
Two-Way Communication	Repairs, communication equipment	101.52
Queens Dry Cleaners	Service, laundering rags	20.25
First Supply Group	Plumbing supplies	18.64
Viking Electric Supply	Parts, electrical	88.32
Viking Electric Supply	Parts, electrical	83.40
DALCO	Conversion, paper towels	226.20
DALCO	Conversion, paper towels	225.00
Menards West	Miscellaneous building materials	24.80
Menards West	Miscellaneous building materials	32.93
AmeriPride Linen	Rental, floor mat, oil mops, etc.	66.28
AmeriPride Linen	Rental, floor mat, oil mops, etc.	66.28
AmeriPride Linen	Rental, floor mat, oil mops, etc.	66.28
AmeriPride Linen	Rental, floor mat, oil mops, etc.	66.28
		$ 22,348.06

LIBRARY OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	$ 129,532.55
Various	WRS, SS, life, disability	24,767.82
Various	Health insurance, deductible, EAP	31,832.67
		$ 186,133.04

LIBRARY CAPITAL CAMPAIGN:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	$ 637.70
Various	WRS, SS, life, disability	89.52
		$ 727.22

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LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report – April

2006	2007	2008	Chng. Prev. Yr.	
				AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING
1,165	1,213	n/a	n/a	Month of April *(New door counter installed and available May 1)*
1,189	1,201	n/a	n/a	Year to date
				AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES
669	652	658	0.9%	Month of April
710	663	652	-1.7%	Year to date
				% SHARE OF CHECKOUTS AND IN-BUILDING RENEWALS (Does NOT include outgoing MORE transactions)
70.6%	71.1%	71.4%	0.4%	City of Eau Claire
16.2%	16.0%	15.9%	-0.5%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
13.2%	12.9%	12.7%	-1.7%	All other users checking something out or renewaing from this building
				Figures given for billable period according to contract (July-April)
				NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:
14,337	14,094	15,518	9.2%	Month of April
61,792	60,086	61,786	2.8%	Year to date
				NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*
72,780	70,165	77,864	9.9%	Month of April
327,327	312,863	319,072	1.9%	Year to date
				RENEWALS FROM LIBRARY BUILDING*
5,415	4,453	3,615	-23.2%	Month of April
19,436	17,983	15,042	-19.6%	Year to date
				*Does not include remote or telephone renewals
				REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY
				Telephone renewals
1,239	1,404	1,230	-14.1%	Month of April
5,802	5,932	5,610	-5.7%	Year to date
				Web renewals
15,629	16,012	17,291	7.4%	Month of April
60,217	62,751	67,893	7.6%	Year to date
				MORE CONSORTIUM CHECKOUTS ("Blank Code" field not included)
				Incoming materials (included in "Checkouts from Library Bldg" above)
7,868	8,188	9,317	12.1%	Month of April
31,910	33,902	37,412	9.4%	Year to date
				Outgoing materials (NOT included in "Checkouts from Library Bldg" above)
8,930	9,302	11,389	18.3%	Month of April
36,836	38,257	43,116	11.3%	Year to date
				MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS
				Incoming materials (included in "MORE Consortium Checkouts" above)
1,108	1,105	1,274	13.3%	Month of April
4,382	4,482	5,380	16.7%	Year to date
				Outgoing materials (NOT included in "Checkouts from Library Bldg" above)
1,315	1,338	1,763	24.1%	Month of April
5,399	5,974	6,538	8.6%	Year to date

2006	2007	2008	Chng. Prev. Yr.	
				INTERLIBRARY LOANS
				Incoming materials (NOT included in "Checkouts from Library Building" above)
208	252	308	18.2%	Month of April
982	1,021	1,091	6.4%	Year to date
				Outgoing materials (included in "Checkouts from Library Building" above)
561	475	395	-20.3%	Month of April (without renewals)
2,647	2,269	1,649	-37.6%	Year to date (without renewals)
				Outgoing materials (included in "Checkouts from Library Building" above)
13	52	2	-2500.0%	Month of April (renewals)
23	75	18	-316.7%	Year to date (renewals)
				HOME DELIVERY (included in "Checkouts from Library Building" above)
n/a	n/a	n/a	n/a	Month of April (without renewals)
n/a	n/a	n/a	n/a	Year to date (without renewals)
				HOME DELIVERY RENEWALS (included in "Checkouts from Library Building" above)
n/a	n/a	n/a	n/a	Month of April Renewals
n/a	n/a	n/a	n/a	Year to date Renewals
				VISITS TO WEBSITE
n/a	n/a	51,827	n/a	Month of April
n/a	n/a	189,267	n/a	Year to date
				NOTE: statistics from new web host
				UNIQUE VISITORS TO WEBSITE
n/a	n/a	11,536	n/a	Month of April
n/a	n/a	42,575	n/a	Year to date
				NOTE: statistics from new web host

CITY OF EAU CLAIRE
L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
400 Eau Claire Street
Eau Claire, WI 54701
Voice: 715 839 5002 Fax: 715 839 3822

Date: May 8, 2008

REQUEST FOR QUOTATION (this is not an order)

TO: Ayres Associates Inc
       3433 Oakwood Hills Parkway
       Eau Claire, WI 54702-1590

INSTRUCTIONS: THIS IS AN INQUIRY, NOT AN ORDER. IT IS NOT AN OFFER TO BUY. YOUR QUOTATION IS AN OFFER TO SELL. ANY CONTRACT RESULTING FROM YOUR QUOTATION WILL BE SUBJECT TO STANDARD ITEMS / CONDITIONS CONTAINED IN THE CITY PURCHASE ORDER AND REPRINTED ON THE BACK OF THIS FORM FOR YOUR INFORMATION. ALL PRICES QUOTED SHALL BE F.O.B. EAU CLAIRE, WISCONSIN, FREIGHT PREPAID. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS, AND TO AWARD ITEMS OR GROUPS SEPARATELY. QUOTE TO BE RETURNED ON THIS FORM.

Reply due by:

Authorized by: Jackie Depa, C.P.M.
Library Associate II

QUOTE ALL PRICES F.O.B. EAU CLAIRE FREIGHT PREPAID AND INCLUDED

Quantity	Unit	Description	Unit Price	Total Price
1	Lump Sum	Architectural/Engineering planning/estimating services consisting of the following: Review previous construction plans, reports, and master plans related to the expansion/alteration of the LEPMPL. Confirm actual building conditions and work required to implement subprojects in original master plan. Prepare probable cost estimates for each sub-project in the original master plan. Meet with LEPMPL staff to review subprojects and their costs. Revise project scope to meet new budgets. Prepare draft report with concept floor plans, cost estimates, text, and renderings describing revised projects. Review draft report with LEPMPL (two meetings) and finalize report. Print and distribute 10 copies of final report to LEPMPL.	$12,800	$12,800

VENDOR: TO RECEIVE CONSIDERATION, FILL IN BLANKS BELOW

Date of quotation:	May 9, 2008	Freight:	Prepaid and included
Date quote expires:	October 15, 2008	Title:	n/a
Terms:	n30	Name (Printed)	Raivo Balciunas
Telephone No.:	715-834-3161	Signature	*Raivo A. Balciunas*

1. Definitions. "Supplies" means all property, including but not limited to goods, commodities, equipment, parts, materials, printing, and leases on real and personal property. "City" means the City of Eau Claire, Wisconsin, who is the buyer.

2. Delivery and Acceptance. The City reserves the right to refuse any supplies and to cancel all or any part of the supplies not conforming to applicable specifications, drawings, samples or descriptions. Acceptance of any part of the order shall not bind the City to accept future shipments, nor deprive it of the right to return supplies already accepted.

3. Risk of Loss. Delivery shall not be deemed to be complete until supplies have been actually received and accepted by City.

4. Defects. By accepting this order Seller acknowledges that the supplies covered by this order are satisfactory for the purpose intended by the City, if disclosed, and that any defect in such supplies may occasion special damage to the City.

5. Conforming Supplies. Acceptance of all or any of the supplies shall not be deemed to be a waiver of the City's right either to cancel or to return all or any portion of the supplies because of failure to conform to the specification or description or by reason of defects, latent or patent, or other breach of warranty, or to make any claim for damages occasioned the City. Such rights shall be in addition to any other remedies provided by law.

6. Patent Infringement. Seller agrees to indemnify and hold the City harmless from and against all liability, damage and expense, including reasonable counsel fees, resulting from any actual or claimed trademark, patent or copyright infringement, or any litigation based thereon, with respect to any part of the supplies covered by this order, and such obligation shall survive acceptance of the supplies and payment therefore by the City.

7. Warranty. Seller expressly warrants that the supplies covered by this order are of merchantable quality and satisfactory and safe for consumer use. Acceptance of this order shall constitute an agreement by Seller to indemnify and hold the City harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by City by reason of the failure of the supplies to conform to such warranties. Such indemnity shall be in addition to any other remedies provided by law and as to consequential damages shall be limited as provided in Section 2-715(2) of the Uniform Commercial Code.

8. Labor Disputes. Whenever any actual or potential labor dispute delays or threatens to delay the timely performance of this order, Seller shall immediately give notice thereof to City.

9. Entire Agreement. This contract contains the entire agreement of the parties. It may not be modified or terminated orally, and no claimed modification, termination or waiver shall be binding on the City unless in writing signed by a duly authorized representative of the City. No modification or waiver shall be deemed effected by Seller's acknowledgment or confirmation containing other or different terms. All titles to clauses contained in this order are for identification only and shall not be construed as being a substantive part of the agreement.

10. Taxes. The City of Eau Claire is exempt from all Federal Excise Taxes.

    The supply or supplies described on this Purchase Order or on the attachments to it, are purchased from the named seller for the exclusive use of the City of Eau Claire, Wisconsin.

    It is understood that the exemption from tax in the case of sales of supplies under this exemption certificate to the United States, etc., is limited to the sale of supplies purchased for their exclusive use, and it is agreed that if supplies purchased tax free under this exemption certificate are used otherwise or are sold to employees or others, such fact will be reported by me to the manufacturer of the supply or supplies covered by this certificate. It is also understood that the fraudulent use of this certificate to secure exemption will subject the undersigned and all guilty parties to a fine of not more than $10,000, or to imprisonment for not more than five years, or both, together with costs of prosecution.

    This P.O. serves as an exemption certificate for state sales tax purposes.

11. Assignments. This contract shall not be assigned to another party without the express written consent of the City.

12. Remedies. Any dispute arising in connection with this contract shall be settled in accordance with the provisions of Chapter 2.92.195 of The Code of Ordinances of the City of Eau Claire, Wisconsin.

13. Termination. The City reserves the right to terminate its obligations under this order or any part hereof if any delivery is not made within the time specified, or, if no time is specified, within a reasonable time, or if the Material that is delivered is not as specified. Such right shall be in addition to City's other legal rights, whether set forth in this order or not. Seller will deliver to City any of the Material for which City shall make written request at or after termination and City will pay Seller fair value for any of such Material so requested and delivered.

14. Compliance with City of Eau Claire Prevailing Wage Ordinance. Contractor shall compensate its employees at the prevailing wage rate in accordance with 66.0903, Wis. Stats., Chapter DWD 290, Wis. Adm. Code, and 2.92.215 of the City of Eau Claire Code. The Contractor shall maintain weekly payroll records of its employees, subcontractors and agents. The Contractor shall submit these payroll records to the City upon completion of the project along with an affidavit stating that the prevailing wage requirements were met on the project, that the Contractor received evidence of compliance from the subcontractors and agents used on the project, and the names and addresses of those subcontractors and agents. The City may withhold any final payment or retainage until Contractor provides the City with the required payroll records and affidavit of compliance. Failure to comply with this paragraph and the provisions of the laws, regulations and ordinances it references shall constitute default of this contract. Three or more violations of 2.92.215 Regulation of Public Work will result in disqualification of the contractor from bidding on any project subject to said ordinance for a period of three (3) years following such finding by the Eau Claire City Council.

TO:	Michael Golrick, Library Director
FROM:	John Stoneberg, Assistant Library Director
SUBJECT:	Revised Computer and Internet Use Policy and Revised Computer and Internet Use Rules of Conduct
DATE:	May 8, 2008

Per your request, we were asked to condense the existing library policy on computer and Internet use down to about one page and make it more general. The original policy (which I wrote) was reviewed by the City Attorney's Office before Library Board approval in October 1998. The policy was very specific and inclusive, especially since the Library did not begin to offer Internet service until December 28, 1998. It had its last changes made in March 2004. We have also had in place a set of guidelines for use of the public computer workstations in the adult area of the library (last revised in March 2005).

I asked Renee Ponzio, the Reference Services Manager, to do the initial revision of the policy and guidelines (which we are now calling rules of conduct). I edited those and then we had comment and input from other staff and then approval from the Library's management team.

Assistant City Attorney Steve Bohrer has reviewed the revised Computer and Internet Use policy and revised Computer and Internet Use Rules of Conduct and I have incorporated his suggestions into the final copy of each document. Steve indicates that he can make himself available to the Library Board at any upcoming Board meetings if that would be helpful.

The final step is the discussion and action by the Library Board of Trustees on the revised policy and their review of the revised rules of conduct on computer and Internet use. (The Board needs to approve the policy, but as far as I understand, only review the rules of conduct. It is not necessary for them to approve those.)

Attached are both the original policy and guidelines and the revised policy and rules of conduct.

Let me know if you have any questions or need further information.

POLICY

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

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

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

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

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

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

liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

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

Computer and Internet Use Rules of Conduct

Customers are required to comply with the library's policies and rules of conduct on computer use and the Internet. A copy of the Library's Policy on Computer and Internet Use is available upon request. At each log-in, library computer users must complete a click-through agreement acknowledging they have read and agree to the terms of use.

General Information

The Library provides public access to a variety of networked electronic resources, including the Library catalog, magazine and newspaper indexes and other databases and the Internet. Additionally, customers have access to a variety of software products and tutorials.

In the adult area of the library, 13 to 17-year-olds have unfiltered access to the Internet unless a parent or legal guardian requests that only filtered access be allowed. Children 12 and under have filtered access to the Internet in the adult area unless a parent or legal guardian requests that unfiltered access be allowed. Parents also have the option to deny their child, under age 18, all access to the Internet. This does not deny the child access to the library online catalog, Microsoft Office products or library subscription databases.

The Youth Services area provides filtered access to children, their parents and legal guardians, adults who work with youth, and post-high school students in youth-related fields of study. In addition, filtered access only is provided to 13 to 17-year-olds in the Young Adult Lounge on the second floor.

The Internet is not always a secure environment. Customers handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention. It is also subject to monitoring by network administrators in the usual performance of their duties.

The library reserves the right to set rules for the use of computer workstations as necessary. Customers violating these rules will be asked to discontinue such activities or leave the library. Criminal activity by a customer will be immediately reported to the police. In the case of children, parents may also be informed of unacceptable behavior.

Rules of Conduct

All computer users are expected to use the electronic resources of the library in a responsible manner that includes, but is not limited to, the following rules of conduct:

1) Each computer user must log in with the MORE library card that he or she was issued. Logging in using another customer's name and library card number, with or without permission of the cardholder, is not permitted.

2) A cardholder who has a current library card, but does not have it in his or her possession when visiting the library, may get a one-time pass at Circulation Services to use the Internet if identification is verified. A visitor who does not have a MORE library card may receive an Internet guest pass, also available at Circulation Services.

3) Customers whose delinquent library accounts are sent to the library's collection agency service are denied access to the library's Internet services until their collection service agency account is closed. Exceptions to this need the approval of the Circulation Manager.

4) Computer users must comply with time limits. Time use on library computers is monitored by software. Customers are allowed 60 minutes of use that automatically extends to 90 minutes if no other customers are waiting. Customers are allowed a total of 90 minutes of computer workstation use per day.

5) Customers may print up to 10 pages free of charge. There is a 10-cent charge for every page over 10. Payments for printing charges may be made at the Circulation Services desk.   Customers who do not pay for their printing will be given a warning for a first offense.   On a second occasion, they will lose Internet privileges for a week; the third time for two weeks.   More drastic action may be pursued if the violation of policy continues.

6) Each computer workstation is intended for use by one individual at a time. A maximum of two persons may sit or work together at any one computer in special situations (such as library programming or when parents or guardians are with their children).

7) Cell phone use and conversations in the public computer area are expected to be kept at a minimum.

8) Computer resources must be used for educational, informational or recreational purposes only, not for unauthorized or unethical purposes. Computer users are expected to respect the privacy of others by not misrepresenting oneself as another user.

9) Computer users may not attempt to modify or gain access to files, passwords or data belonging to others, or seek unauthorized access to any computer system.

10) Use of computer communications facilities in ways that tie-up, interfere with or impede computer use of others will not be tolerated.

11) Computer users are required to surrender their use of a computer when requested to do so by Library staff.

12) Illegal use of computer resources is prohibited. Examples of illegal use include, but are not limited to, the following:

    a) Attempts to alter or damage computer equipment, software configurations or files belonging to the Library, other users or external networks; attempts to gain unauthorized entry to the Library's network or to external networks; attempts to make changes to the setup or configuration of the software or hardware; mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings; and overuse of printing facilities, processing or bandwidth capacities.

b) Intentional propagation of computer viruses.
c) Violation of software license agreements

- Transmission or reception of speech not protected by the First Amendment such as libel, obscenity and child pornography.

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography, nor engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment. (Note: privacy screens are available on most Internet computers. However, these screens cannot prevent other library users from seeing what you are viewing. The Library expects that computer users remain sensitive to the library being a public environment shared by people of all ages.)

13) Any other violation of the Internet Use policy and these rules of conduct will not be tolerated.

Wireless Access

Free unfiltered wireless Internet access is available at the Library. Customers are cautioned that security for personal data and wireless devices rests solely with the owner of the wireless device.

- The Library assumes no responsibility for the safety of customers' equipment or for any damage that might occur to customers' computer configurations or data files resulting from connection to the Library's wireless access.

- Library staff can only offer basic assistance in getting started with the wireless network; staff members are not trained to assist with troubleshooting problems with customers' personal devices.

- Library power outlets may not always be available. The Library does not guarantee that customers will be always able to make a wireless connection.

- Customers wishing to print material from the Internet are directed to use the Library's public workstations.

Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Thank you for reading and following our procedures and policies!

05/15/08/js

POLICY

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

INTRODUCTION

This policy covers the public use of the computer network, the computer workstations and the resources they make available at L.E. Phillips Memorial Public Library (Library). The policy specifies the Library's objectives in providing electronic resources for public use and the responsibilities assumed by the users of such resources.

OBJECTIVES

The Library provides workstations which allow public access to a variety of networked electronic resources, including the Library computerized catalog, magazine indexes and other databases and the Internet. Additionally, customers have access to a variety of software products and tutorials.

In keeping with its general policies, the Library makes all attempts to protect customers' rights to privacy and confidentiality. However, in general, electronic communication is not secure and networks are sometimes susceptible to outside intervention. As part of normal system maintenance and to ensure compliance with library policies, network administrators may monitor system activities as well.

The Library reserves the right to set rules as needed to promote equitable computer use, (e.g., time limits) and to revise this policy in response to changes in, or concerns about, the Library's computing environment. As in the past the library reserves the right to regulate the manner in which its resources are utilized. Customers violating library policies in this respect will be asked to discontinue such activities or to leave the library. Failure to do so could result in loss of library privileges or prosecution by the City Attorney's office. (Criminal activity by a customer will be immediately reported to the police). In the case of juveniles, parents may also be contacted with respect to unacceptable behavior.

RESPONSIBILITIES

To ensure fair and proper use of the Library's electronic resources, users must follow the legal, ethical and cooperative rules listed below.

Legal Responsibilities:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempts to alter or damage computer equipment, software configurations or files belonging to the Library, other users or external networks
- Attempts to gain unauthorized entry to the Library's network or external networks
- Intentional propagation of computer viruses
- Violation of software license agreements
- Transmission and/or reception of speech not protected by the First Amendment such as libel, obscenity and child pornography.
- Violation of copyright or communications laws

U. S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

Ethical Responsibilities:

Electronic resources must be used in accordance with the ethical standards of the Library. Examples of unethical use (some of which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer system security
- Use of another customer's library card to log onto the public computers
- Unauthorized use of computer accounts, access codes or identification numbers assigned to others
- Use of computer communications facilities in ways that tie-up, interfere with or impede computer use of others
- Violation of another user's privacy

<u>Cooperative Responsibilities:</u>

The Library strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. The Library asks all its users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive electronic environment, the Library insists on the practice of cooperative computing. This includes:

- Refraining from overuse of printing facilities, processing capacities or bandwidth capacities

- Refraining from the use of sounds and visuals, which might harass and/or disrupt the ability of other Library customers to use the Library and its resources.

Libraries rely on the cooperation of their users in order to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals break these acceptable use rules in any way, their right to use networked resources may be suspended and they may be excluded from using the library. Individuals using Library electronic resources for illegal purposes may also be subject to prosecution.

PUBLIC INTERNET ACCESS

The Library attempts to develop collections, resources, and services that meet the cultural, educational, informational and recreational needs of its diverse community and which respond to advances in technology. With this goal in mind, and as part of its mission to meet the changing needs of the community, the Library offers access to the Internet. A global network of computers, the Internet provides access to a wide variety of resources, many of which would be hard to find or are not available in print.

In the adult area of the library, 13 to 17 year-olds have unfiltered access to the Internet unless a parent or legal guardian requests in writing that only filtered access be allowed. Children 12 and under have filtered access to the Internet in the adult area unless a parent or legal guardian requests that unfiltered access be allowed.

Parents also have the option to deny their child, under 18, all access to the Internet.   This does not deny the child access to the library computer catalog, Microsoft Office products or library subscription databases.

In choosing Internet sources to recommend, Library staff follows generally accepted Library practices and applies the basic standards and principles contained in the Library's materials selection policy. Beyond this, however, staff does not monitor or control information accessible through the Internet in the Adult area of the library and cannot be held responsible for its content. The Library is not responsible for unannounced changes in the sources recommended or for the content of sources accessed through secondary links that staff did not create.

The objective of the Library in the Youth Services area is to provide filtered access to children, their parents and legal guardians, adults who work with youth and post-high school students in youth-related fields of study. In addition, filtered access only to youth 13 -19 is provided in the Young Adult Lounge on the second floor. Youth 18 and 19 who want unfiltered Internet access need to use the Internet in the adult area of the library.

It is the Library's policy that the parent or legal guardian must accept responsibility for deciding what resources are appropriate for his or her child. There will be some resources which parents may feel are inappropriate for their child and it is their responsibility to restrict access by the child to those resources. Library staff is pleased to offer suggestions, but only parent and child can decide what s/he will access. Parents may wish to supervise their children's Internet sessions. Parents are strongly encouraged to read the publication Child Safety on the Information Highway.

The Library cannot ensure the availability, nor the accuracy, of external electronic resources. Like print materials, not all electronic sources provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information.

Although the Library does not provide direct links to sources known to contain computer viruses, this will not completely protect a disk or a computer from the chance of getting a virus. Files downloaded from the Internet may contain computer viruses; therefore the Library recommends that all users employ virus-checking software on their computers.

LIABILITY

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

USE OF CARD

Customers must use their own cards to use the Internet. Parents may not use their children's cards to use the Internet.

Cardholders who have current library cards but forget to bring them may get a one-time pass to use the Internet if they verify their identification. They must have their library cards the next time if they want to use the Internet.

Customers whose delinquent library accounts are sent to the library's collection agency service are denied access to the library's Internet services until their collection service agency account is closed. Exceptions to this need the approval of the Circulation Manager.

COPY CHARGES

Customers using the Library's electronic resources may print up to 10 pages free of charge. There is a charge of 10 cents for every page beyond the 10 pages per day provided free of charge.

CONSTITUTIONALITY AND SEVERABILITY

If any section, subsection, sentence, phrase or clause in this policy is held to be invalid or unconstitutional, such decision shall not affect the remaining portions of this policy. The Board hereby declares that it would have approved this policy irrespective of whether any such portion as stated above has been declared invalid or unconstitutional.

Procedures for Using the Public Computer Workstations
in the Adult Area of the Library

1. Customers are required to comply with the library's policies and procedures on computer use and the Internet. Signs at each workstation ask customers to read the policies and procedures before using the computers in the adult area. Online access to the policies and procedures is provided at all workstations; paper copies are available at the Information & Reference Desk.

2. In the adult area of the library, 13 to 17-year-olds have unfiltered access to the Internet unless a parent or legal guardian requests that only filtered access be allowed. Children 12 and under have filtered access to the Internet in the adult area unless a parent or legal guardian requests that unfiltered access be allowed. Parents also have the option to deny their child, under age 18, all access to the Internet. This does not deny the child access to the library online catalog, Microsoft Office products or library subscription databases. Only young adults ages 13 to 19 may use the filtered Internet access in the Young Adult Lounge.

    Unless library staff has a written statement to the contrary from a child's parent or legal guardian, a NO NET indication on a child's library record will be interpreted to mean that the child may also not accompany another customer that is using the Internet.

3. Internet use is available on a first-come, first-served basis. Customers are allowed 60 minutes of use. This automatically extends to 90 minutes if other customers are not waiting. Customers are allowed a total of 90 minutes of computer workstation use per day.

4. Library policy requires customers to use their own library card to log in.   A customer who uses another person's card will be given a warning for a first offense. On a second occasion, they will lose Internet privileges for a week; the third time for two weeks.   More drastic action may be pursued if the violation of policy continues.

5. For the comfort of other customers, the use of public computer workstations is limited to two people, except for parents and children together.

6. Customers are asked to be considerate of others by keeping cell phone use and conversations to a minimum. Disruptive customers will be asked to leave.

7. Customers who wish to download files from the Internet may bring their own formatted 3.5-inch disks to do so. Pre-formatted disks are available for sale at the Services desk for $1.

8. Customers may print up to 10 pages free of charge. There is a 10-cent charge for every page over 10. Payments for printing charges may be made at the Circulation Services desk.   Customers who do not pay for their printing will be given a warning for a first offense.   On a second occasion, they will lose Internet

privileges for a week; the third time for two weeks.   More drastic action may be pursued if the violation of policy continues.

9. Customers may not install their own software programs on the workstations, nor run their own software products. Customers may not restart the computer or otherwise intervene with the normal operation of the computer software or equipment, including printers. If there is a problem with a workstation, customers should notify the library staff.

10. If a customer maliciously attempts to alter or destroy library computer hardware or software, it will be treated as vandalism and a violation of library policy. The police will be called. If a customer is attempting to disrupt the normal operation of the computer for purposes such as gaining more time, they will be given a warning for a first offense. On a second occasion, they will lose Internet privileges for a week; the third time for two weeks.   More drastic action may be pursued if the violation of policy continues.

11. The Internet is not a secure environment. Customers handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not secure and is subject to outside intervention and to monitoring by network administrators in the usual performance of their duties.

12. The library's policy includes cooperative computer responsibilities that state that users must "refrain from the use of sounds and visuals which might harass and/or disrupt the ability of other Library customers to use the Library and its resources." If a staff member feels that the web site being viewed is disruptive or harassing to staff or customers, the viewer will be asked to exit that site. Use of chatlines, e-mail and/or news and discussion groups in a harassing and/or disruptive manner at the library are also inappropriate and covered by these responsibilities and the library's Policy on Computer and Internet Use.

13. The library reserves the right to set rules for the use of Internet workstations as necessary. Customers violating these rules will be asked to discontinue such activities or leave the library. Criminal activity by a customer will be immediately reported to the police. In the case of children, parents may also be informed about unacceptable behavior.

Thank you for reading and following our procedures and policies.

03/05/js