



L.E. Phillips Memorial Public Library

PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, April 23, 2009 at 5:00 p.m.** in the **Board Room of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin.**

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Approval of Previous Minutes of the Library Board (page 1)
- 4) Communications
- 5) Report of the Library Director (page 3)
- 6) Report of the Library Board President
- 7) Staff Update: Planning for Self-Service Holds (Circulation Manager Laura Miller)
- 8) Committee Reports
 - a) Executive Committee
 - b) Endowment & Development Committee
 - c) Finance Committee
 - d) Nominating Committee
- 9) Report from the Friends of the Library
- 10) Report of the Representative to the IFLS Board
- 11) Financial Reports (page 23)
- 12) Action on Bills and Claims (page 32)
- 13) Review of the Monthly Statistics (page 45)

14) Consideration of New Business

- a) Discussion of and Motion to Approve the Recommendation for a General Contractor to Provide Professional Project Management Services for the Library's Remodeling Project (Procurement No. 2009-10) (To be distributed at meeting)
- b) Discussion of and Motion to Approve "Not to Exceed Amounts" for Furnishings, Fixtures and Equipment and Moving Bids for the Library's Remodeling Project (To be distributed at meeting)
- c) Discussion of and Motion to Accept Gates Grant Funds in 2010 and 2011 totaling \$19,500 (page 47)
- d) Discussion of and Motion to Approve the Library's 2010 Budget Calendar (page 50)

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

16) Adjournment

The Nominating Committee of the Library Board of Trustees (Adams, Schneider (Chair) and Simonsen) will meet immediately following the Library Board meeting, at approximately 6:30 p.m.

AGENDA

- 1) Call to Order
- 2) Discuss and take action on recommending a slate of officers for the 2009/2010 Library Board of Trustees
- 3) Adjournment

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

Trustees: If you are unable to attend this meeting, please notify the Library's Administrative Office by calling 715/833.5318

L. E. PHILLIPS MEMORIAL PUBLIC LIBRARY
Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, March 19, 2009 at 5:00 p.m. in the Board Room of the Library. The following members were present: Adams, Fraser, Hauser, Kampf, Schneider, Simonsen, Stelter, Von Haden and Wright.

MINUTES OF PREVIOUS MEETINGS

On a motion made by Bob Fraser and seconded by Lee Adams the minutes of the February 19, 2009 Board meeting were unanimously approved.

COMMUNICATIONS

John Stoneberg wrote a letter to the Eau Claire Community Foundation stating the Library will begin withdrawing its Capital Campaign funds as early as May and that all funds will be withdrawn by the end of the year except the pledges that have yet to come in.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's report was reviewed and the Look Ahead Schedule for the renovation was shared with the Board.
- John Stoneberg, Mark Troendle and Jackie Depa are currently working on the Bid for Moving Services which is going out for bid April 1, 2009.
- The temporary enclosure will be built by May 8, 2009 and Youth Services will move downstairs by June 1, 2009.
- Lower level parking will be closed to the public starting around April 24. Free two hour parking will be available at the 7 South Dewey Street lot across the street from the library.
- The public school libraries will be open some limited hours during the summer.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider reported that the Wisconsin Legislature's Joint Finance Committee would be meeting on March 27, 2009 at UW-Eau Claire.
- The Board's Nominating Committee will be meeting in April.

STAFF UPDATE

- John Stoneberg discussed citizen complaints regarding library materials. Handouts of the Policy for Handling a Citizen's Complaint Concerning Library Materials, along with recent examples of letters addressing past citizen complaints were shared with the Board.
- As an experiment, the past practice of staff presentations to the Board which often lasted 30 minutes will be changed to staff updates on selected subjects of relevance lasting five to ten minutes.

COMMITTEE REPORTS

Executive Committee Met prior to the Board meeting today to consider an evaluation process for the Library Director. Board members will receive a form to evaluate the Library

Director in early November and the results of this plus the director's self evaluation and the management team and public officials' evaluations will be combined and brought to the Board in December.

Development & Endowment Committee Katherine Schneider and John Stoneberg are in the process of creating a flyer on planned giving.

Distinguished Service Award (DSA) Committee On a motion made by Ginny Wright and seconded by Bob Von Haden, the Board unanimously approved awarding the 2009 DSA award to Mary Jurmain. The DSA award will be presented to Mary Jurmain at the annual Friends meeting on April 6.

REPORT FROM FRIENDS OF THE LIBRARY

- Kathie Schneider reported the Friends have 877 household members.
- Their next book sale is March 27 and 28.
- The Annual Meeting will be held on April 6, 2009.
- Annual gift requests from the Library are under consideration.
- Kathie Schneider suggested that the Library Board consider holding a reception for the large donors before the main reception for all donors.

ACTION ON BILLS & CLAIMS

On a motion made by Lee Adams and seconded by Bob Fraser, the Board unanimously approved the Bills & Claims for February 13, 2009-March 06, 2009 as well as the Supplemental Bills & Claims for February 2009.

REVIEW OF THE MONTHLY STATISTICAL REPORT

The Board reviewed the February statistical report.

CONSIDERATION OF NEW BUSINESS

On a motion made by Lee Adams, seconded by Bob Von Haden, and passed unanimously, the April Board meeting will be changed from April 16, 2009 to April 23, 2009.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

Ginny Wright:

- Arrange to have Mary Jurmain attend the annual Friends meeting on April 6, 2009.

Library Director John Stoneberg:

- Find out how BookMark Remembrances are acknowledged.
- Find a way to thank the staff for their patience during the renovation.

ADJOURNMENT

A motion to adjourn the meeting was made by Lee Adams and seconded by Bob Von Haden. The vote in favor of the motion was unanimous.

Submitted by Jackie Depa, Library Associate II

April 16, 2009

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

Again, as it will for the foreseeable future, most of my activities in March revolved around the renovation and remodeling project and involved library, city and Uihlein-Wilson Architects (UWA) staff.

- A lot of renovation planning and effort over the past six weeks has been put in by both library and city staff, but getting the quotes out for the temporary enclosure and the bids for construction, furniture and moving were very time-consuming and challenging for us to put together and for that I especially appreciated the input and work of Jackie Depa, Mark Troendle, Julie Gast and Mary Blakewell in Administration; City Buildings Supervisor Rod Bonesteel; the City Purchasing team of Frank Draxler, Patty LaPoint and Shelley Waughtal; and the UWA staff.
- I spoke with Barland family members both locally and in Utah and they seemed pleased with the plans for the new microforms room.
- The plans review with UWA, city and library staff went well on March 17 as did the furniture WebX with UWA on March 25
- On March 25, City Finance Director Becky Noland and I met with Eau Claire Community Foundation staff to discuss the reporting document that the Foundation has been sending us regarding the Capital Campaign account and to get it back in line with what the City and Library had requested last August which the Foundation has now done.
- Construction went out for bid on March 27 and furniture and moving on April 1.
- The construction pre-bid meeting and tour took place at 1 PM on April 2. The meeting was mandatory for general contractors. Sixteen general construction firms were represented and seventeen subcontractors (although their presence wasn't mandatory).
- Remember there's now an area on the library's web site home page (Renovation Update) that when clicked on leads to a page that provides information about the library renovation. This area will grow and change. If there's information that you feel should be addressed there, please send me or Bess Arneson (bessa@eauclaire.lib.wi.us) an e-mail. Please continue to do so throughout the renovation process.
- Printouts of the most current Renovation Update, Frequently Asked Questions, bookmarks and an updated parking brochure that provides information about parking availability during the renovation are or will be available at the three public desks. You'll also begin to notice signs around the library that provide brief information about what's happening in areas that are undergoing change.

Looking Ahead

- April 16 Construction: Bids Due (2 PM)
April 22 Furniture/Move: Bids Due (2 PM)
April 23 Special Library Board Meeting (5 PM)
April 24 Last Day for Customers to Use Lower Library Parking Area for Duration of Renovation
April 27-May 8 Temporary Youth Services Enclosure Built
April 28 Free Two-Hour Parking for Customers at 7 South Dewey for Duration of Renovation
- May 1 Construction: Award
May 8 Furniture: Award
May 17-31 Move Youth Services to Lower Level
May 21 Library Board Meeting (5 PM)

Other highlights from the past month:

- Attended the IFLS Advisory Council meeting on March 9.
- Mark Troendle and I attended the annual community breakfast at UW-Eau Claire on March 11.
- Mark, Jackie Depa, Mary Blakewell and I attended a public notice requirement (open meeting law) workshop at city hall on March 11. Julie Gast had attended an earlier session.
- As a follow up to Clear Vision Humphrey Institute training, I met with others in the cultural activities group on March 11. The main topic was developing an Eau Claire activities council.
- As reported last month, the City of Eau Claire provided (and required) harassment training to all city employees throughout the month of March. Steven Senior, an instructor with Chippewa Valley Technical College, presented the content at various times and locations during the month, affording all staff the opportunity to attend the workshop. One location was the library on March 3; I attended a session at the Police Department on March 12.
- Provided Larry Nickel my Director's comments for the library's 2008 annual report.
- Attended the Friends Board meeting on Monday evening, March 16.
- Met with the Library Board's Executive Committee prior to the March Library Board meeting on March 19 concerning the process and forms for the annual performance review for the Library Director
- The Wisconsin Legislature's Joint Finance Committee held a budget hearing session at UW-Eau Claire on March 27 which was heavily attended. IFLS Library Director John Thompson, Library Board President Kathie Schneider and I all submitted testimony.
- City department directors met on March 31 for an "armchair assessment." The purpose of this meeting was to do an assessment of the city using the Malcolm Baldrige criteria and using this baseline rating for us to evaluate future improvements and issues to give to an appointed city employee team to work on in the next year.

I've appointed Youth Services Associate, Jill Patchin to be the Library's representative on this team.

From the Management Team & Staff

Assistant Director/Human Resources

Jackie Depa and Mark Troendle with feedback from John Stoneberg were the primaries in writing the complicated move bid documentation. Mark's focus was on the scope of the move which entailed measuring the various collections to be moved and describing in detail the sequence of steps involved. Five companies were present for the mandatory pre-bid move meeting held on April 9. John provided an overview of the project, Jackie compiled a running list of questions asked by the movers and Mark led the group on a tour throughout the building. Mark also provided written answers to questions not already answered in the move bid document. Mark is the designated Move Coordinator.

Mark has been working with a number of staff to help identify and record furniture and shelving that will need to be disposed of due to the renovation project. Melany Bartig and Kris Jarocki have helped by taking many photos of items that need to go and Mary Blakewell is tracking who has expressed interest in the various pieces as well as helping to coordinate the pickup of these items. Already, a small table, seven carrels, at least two shelving ranges, an atlas stand and many Youth Services chairs have generated interest and are spoken for.

Mark met with Dale Peters, Director of Human Resources/Assistant City Manager to get his perspective on two separate human resources issues.

Mark has consulted with staff, including Julie Gast, Steve Stoflet, Kris Nickel and Renee Ponzio about adding a courtesy phone at the Information & Reference desk. The vendor who currently provides payphone service has asked the library to sign a contract which is not desired by the library. The courtesy phone will use an existing line and not incur additional charges beyond the cost of adding a toll restrictor to prevent long distance or other types of calls that would result in charges being assessed if they were not blocked.

The Staff Affairs committee is organizing a potluck lunch for library staff on April 22.

Youth Services

March was a very busy month for Youth Services as they wrapped up their 12-week winter storytime series, continued daycare visits, planned extensively for the upcoming move to the Eau Claire Room areas and temporary enclosure and prepared for the 2009 summer library program.

One of most unique and exciting programs offered in March were the Jump, Jive and Read jazz storytimes. Youth Services partnered with the Eau Claire Jazz Festival for the second year to offer four story programs where kids and adults had a chance to listen to a variety of

live musicians, listen to fun jazz-themed books and make their own musical instrument. Alisha planned and presented all four sessions which included two storytimes at the beginning of the month and two at the end. Overall, there were 186 kids and 120 adults present for the four sessions, so a great success!

The annual ACT Prep class was offered on March 8th. Ruth Harris, Director of the Northwest Reading Clinic, presented the program for 51 high school students who are preparing for the national college admissions exam.

Jill has been working steadily with Jeff Burns on the new and improved Youth Services website. The final product is going to be very eye-catching and includes a lot of valuable content for both kids and adults. One of the fun new features of the page will be a “meet the staff” section where Jill is working on getting funny photos of each YS staff member and Photoshopping them with a graphic that represents one of their interests. A short bio accompanies each of the fun photos so customers can get to know the staff better.

Shelly traveled to Appleton to review the final renovation plans with Del Wilson. While in Appleton, she toured The Building for Kids, which is the local children’s museum. She was specifically looking at areas designed with toddlers and infants in mind. The remodeled Youth Services will have an area for early childhood activities and she and the architects are still looking for ideas to incorporate into this new space. She also was able to tour the Oshkosh Public Library and learn about their remodeled family space. She brought home a lot of ideas from her trip that she believes can be developed for the new room.

Dayna held a Super Smash Bros Brawl tournament on March 20th. This is a popular video game that participants played on the Library’s Wii gaming system. Battle was fierce but friendly!

Jill and Laura Miller and Linda Flach from Circulation attended an IFLS workshop on Serving Immigrant Populations at Your Library. Three immigrant populations were discussed: Latino, Somalian and Hmong and background information was given on each group. Good information was shared and they all picked up a number of interesting tips to consider when working with customers from these populations.

Artwork from Eau Claire Lutheran School was displayed in Youth Services this month. There was also a school art display from ECASD middle schools in the Young Adult Lounge that was created in conjunction with the Eau Claire Jazz Festival.

Dayna visited Memorial High School and presented two twenty-minute book discussions of The Absolutely True Diary of a Part-Time Indian for an ongoing lunch book discussion group.

Circulation

March is typically the busiest month in Circulation during the school year and this year was no exception. Almost 87,000 items were checked out by nearly 17,000 library customers.

Library cards have been purchased. The annual supply of approximately 10,000 will once again be produced by Reliance Label Solutions. There will be no changes to the current artwork, color or set-up.

Each year, enhancements for the Innovative Interfaces automated library software are sent to each voting member to be included in the next software upgrade. These are broken up into the various products that affect certain areas of use, such as Circulation, Acquisitions, Web, etc. The Circulation Functionality enhancements this year had a lot of worthwhile changes that will make for more efficient use for library staff. The Circulation Assistants provided their input on these areas. Our library is a voting member. IFLS/MORE is another voting member and we also have input into what this vote will be along with the other libraries.

Renovation projects related to Circulation:

- Items in the lower level storage area belonging to Circulation were inventoried and offered up to other Wisconsin libraries (after IFLS libraries were allowed a chance). All of the older versions of our DVD security items were given away to appreciative libraries in Greendale, Milwaukee, Shawano and Watertown.
- Laura met with Shelly Collins-Fuerbringer to discuss the use of the Eau Claire room as the temporary Youth Services and ways to facilitate checkout in that area given it will be separated from the rest of the library.
- Circulation desk staff began a project of entering “Patron Alias” codes into our library patron records in preparation for Self-Service holds. Laura Miller will be providing an update on this upcoming service at the April Board Meeting.

Information Technology (IT)

The new version of Millennium (Release 2007 1.2) was installed with a minimum of disruption or problems to either consortia staff or customers.

IFLS has announced that the eCommerce module, excluding donations pages, will be made available to the public on April 13. At the moment, customers will be able to access this from home or the library’s Internet workstations. There have not been any requests to enable this to be accessible from the MORE catalog workstations. Work continues on the Spanish web OPAC module and the Patron Self Registration module.

Kris Nickel continues working on installing the barcode scanners, laser printers and the desktop printers per the 2009 replacement schedules. IT has met with, and reviewed, the technology needs of Youth Services and Technical Services in preparation for their move to temporary office locations this summer. The cabling and switches needed for this move has been ordered. In addition, the specifications, as needed for an estimate of the cabling costs associated with the renovation have been compiled and sent to NetTel.

Version 9 of the Adobe Acrobat software has been installed at eight locations. This version allows the use of fill-in forms and the ability to edit existing .pdf documents.

The digital telephones associated with the VoIP have been received and IT has been converted from analog to digital phones. Tentative plans call for the installation of all corded phones first, followed by the wireless sets.

City of Eau Claire IT Manager John LeBrun and Steve Stoflet met to discuss the acquisition of a system to archive GroupWise email messages. As a result of this meeting, it was agreed to proceed with one shared system for use for both city and library email. A shared system will cost approximately \$4,500 in startup and about \$200 per year in annual maintenance. If the library attempted to purchase this system as a standalone entity the startup cost would be in excess of \$20,000.

Work on the LEPMPL web site has focused on Jeff Burn's work with Youth Services on a new Kids web site and a new Teens site. An entirely new website, dedicated for the Building Renovation project, has been created. Its purpose is to serve as a focal point for the dissemination of consistent and timely information regarding the project.

Staff completed 65 different IT help desk requests in March. Issues ranged from problems with Innovative, to hardware problems, software issues, web site changes and making changes in GroupWise or Active Directory.

Public Relations & Programming (PRPS)

PRPS staff began March completing final tasks leading up to the opening reception for the ArtsWest exhibit on March 5. They concluded the month with a planning meeting to prepare for next year's ArtsWest juried exhibit. Bess Arneson, Melany Bartig, Kris Jarocki and Larry Nickel met away from the library to develop new procedures for the 2010 exhibit that could streamline the process for staff, jurors and volunteers.

PRPS staff also began planning for renovation project public relations materials that would be designed to keep customers and staff up to date with the latest information. "Pardon Our Dust" bookmarks, Renovation Updates and Frequently Asked Questions were designed, created, printed and distributed to Circulation, Reference and Youth Services. With the assistance of IT staff, PRPS staff created and populated web pages that contain information about the library renovation.

On March 9, the library partnered with the Eau Claire Garden Club to host horticulture specialist Diana Alfuth's program on garden paths and design. Gardening and landscaping programs are always big hits at the library, and this was no exception. Over 140 people attended the presentation.

The movie discussion series "Based on the Book: Four Films from the Written Word" began on March 10 with viewing the Alfred Hitchcock film Rear Window. Lively discussion followed the screening. On March 23, the group viewed and discussed Harry Potter films, focusing mainly on the first book and movie, Harry Potter and the Sorcerer's Stone. The group tackled comparing Philip K. Dick's short story Minority Report to the film of the same name on March 30.

Local poet Nadine S. St. Louis was the featured speaker and reader at The Poet as Zebra: A Cancer Chronicle, a poetry reading held at the library on March 12. St. Louis read from her latest collection, Zebra, which looks at the many ways – some serious, some comic – in which treatment for a rare form of cancer intersects with everyday life.

Other activities included:

Larry

- Attended workshops and web conference sessions with the library's architects to assist with the decision-making processes and gather information for regular progress reports.
- Designed a new layout for the library's printed annual report and gathered and input statistics and information for the report.
- Wrote a news release for the Weld art exhibit.
- Re-designed the library parking brochure with new information regarding parking during renovation.
- Designed and printed signs for the Friends of the Library about book donations during renovation.
- Edited the text and layout of several news releases for distribution during the month.
- Designed lobby posters for the "Based on the Book" film series.
- Designed website banner and "Highlights" promotions for upcoming library programs, including the "Based on the Book" film series.
- Created and published PowerPoint slides for the main lobby monitors promoting library programs and services, including Mango, a new web-based language learning product available through the library's website.
- Edited the website version of the library newsletter.
- Ordered, set-up and tested new wireless microphones for the Eau Claire Room.

Melany

- Returned mailed artwork to an ArtsWest entrant.
- Set up for and hosted the "Poet as Zebra" program.
- Created a "Get Crafty" Reader's Advisory sign.
- Updated MORE Library Borrower Registration forms.
- Printed name badges for ArtsWest participants.
- Designed and printed invitations for the Friends Annual Meeting.
- Designed and printed "Pardon Our Dust" bookmarks, including a bookmark for YS customers.
- Printed Renovation Update signs.
- Designed and printed an art show flyer "Weld Abstract Retrospective."
- Purchased and tested paper samples for the SLP brochure.

Kris

- Maintained the literature racks throughout the library and posted publicity on the bulletin boards on the lower level.

- Sent out library news releases throughout the month via e-mail.
- Added library events to website calendars for the Chamber of Commerce, WEAU, WQOW, the Leader Telegram and the library's web calendar.
- Added photos of new library board members to the Library People Directory available to staff on the library's intranet.
- Added e-mail addresses to the library website for the library e-newsletter and addresses to ACT for mailing newsletters.
- Produced YS display case signs.
- Reformatted the library newsletter for e-mail and website distribution.
- Communicated with display case patrons and made sign for the March display.
- Printed and folded 1,814 April library newsletters.
- Laminated sheets and signs for PRPS, Reference, Friends, Administration and the book drops.
- Formatted capital campaign and endowment fund donations list for the annual report.
- Helped set up for ArtsWest 30 reception. Moved items and staffed the pick-up desk for items not in the show. Took photos of all entries, uploaded them and created an album for the library web site slide show.
- Folded newsletters and gathered brochures for the Seniors' Day library display.
- Photographed and downloaded photos of furniture, equipment and other items that will be offered to other libraries.
- Printed and folded 500 new customer brochures.
- Made new magazine name, range and section signs.
- Posted signs for Lincoln display and the book sale.
- Produced and posted Adopt-a-Shelf signs.
- Compiled and distributed survey results for "The Poet as Zebra" and "Garden Paths and Design" programs.
- Printed, collated, and stapled 75 sets of handouts for "Garden Paths & Design".

Reference

On March 12, Renee Ponzio presented a workshop to MORE librarians on LEPMPL's Foundation Center Cooperating Collection; what it is, how to use it and the databases along with other grant information available from the library.

Renee gave a Library tour to eight adults on March 18 showing them highlights of the library and giving them information on how to get a library card. Renee also had the reader's advisory table for the first two weeks of March: "Expand Your Horizons in Science and Engineering."

Theresa pulled ready reference buying guides to be updated and searched for information for updating the materials. She worked with Kris Nickel in IT about customers having problems connecting to the WI-FI network. Theresa submitted 55 interlibrary loans for the month of March. Working on Community Information Database (CID) updates, Theresa deleted 11, added 28 and changed 271 records in March. She also created a search on Millennium for records on the CID that need to be currently updated; the criteria being anything older than 06/2008. Theresa did a report for All Music "Editors Choice" for December and February.

Going thru list finding all choices that are four star recommendation or more then looking them up in MORE to see if they are owned by Eau Claire, if not they are looked up in Title Source and placed in an electronic cart to be ordered by the selector. She did a paper report with notes if CDs were not able to be found on Title Source and those were given to the selector.

David Dial helped prepare handouts for the Foundation workshop Renee gave at IFLS. He also gathered ACT preparation materials for checkout after the ACT Prep workshop for customers who wanted to take something home to study.

Cindy Westphal and Renee attended the Foundation Center Cooperating Collections regional meeting held in Madison on March 6.. Included in the presentation by a representative from the Center in New York was a tour of the Cooperating Collections website, a discussion with three local grantmakers from Madison area foundations and an overview of the Foundation Directory Online Professional website.

Cindy created a Monthly Pick on the library's website; March was National Craft Month, She proctored nine tests for students taking online or long-distance classes and continued to weed the Reference collection with feedback from Renee and staff; with well over half of the collection completed. Cindy organized and compiled the statistics from the first quarter Reference Tally which resulted in 2,651 reference questions between Circulation, Youth Services and Information & Reference.

Kris Nickel, Network Administrator, attended a recent Reference Services meeting and gave a demonstration to staff on burning Microsoft Office documents to a CD. Cindy then wrote procedures for staff to use with customers who may have questions on this process.

Isa Small worked on a project for John by creating a list of local websites with event calendars. She searched through the Eau Claire area organizations listed in the Community Information Database, as well as other local organizations. This list will be used by a Clear Vision committee that John is part of to create a "calendar of calendars." Isa also helped Kathy Herfel update Home Delivery records. She listed the name of the delivery person on each record. She also updated the Magazine List to reflect recent subscription cuts.

Kathy Herfel assisted Youth Services compiling handouts for the ACT program. On the 5th Kathy coordinated a Genealogy Open Lab in the microlab. Nine people attended.

Reference Questions

A customer called and wanted to know at what degrees on a compass will the sun rise on June 22 and on various other dates. The customer needed this information for the correct placement of his beehives in the morning at first light. Cindy found the information he needed on a NOAA website and instructed him on using the site in order to find the additional data he needed.

Home Delivery

Renee did Home Delivery the week of the 23rd as Kathy Herfel was on vacation. The Home Delivery customer base is currently at 193. One customer passed away, one person moved to Menomonie and three customers were added. Kathy served on the program committee for Senior Americans' Day at UWEC. She and four members of the Friends of the Library staffed the library table at the event which was held on March 17.

Holds and Resource Sharing (HRS) Office

HRS staff received keys for the new fuel system (at Central Maintenance) for the van. The system requires a vehicle key and an employee key along with an employee number. The vehicle key is with the van keys and certain employees have keys.

The book drop box at the grab 'n go entrance at Copp's was moved to a location where it should no longer get buried in snow from the roof. Bob Reider distributed new ads for the drop boxes.

There was a Millennium upgrade. Logging in the next morning went very smooth with each library having a scheduled log in time. There were changes made to the telnet program that the HRS office uses to receive bounced email notices. For two weeks, staff was unable to access these bounced notices. When it was fixed, Becky Ford reviewed all of the notices and sent mail notices for those that still had time on the holds shelves. There were a few that were going to expire that night and Becky placed the customers hold back at the top of the list so that they received another notice and were able to pick up their hold.

Becky attended the construction plan review on March 17. She was able to go over things very thoroughly with architect Nat Stein. He made the changes that were suggested and put all of the HRS staff comments in his binder. Both Amy Marsh and Becky attended the furniture WebX on March 25. Susie found some pieces that should work for the check-in stations as well as the CD/DVD security station.

Safety and Security

Larry Nickel attended a workshop held with Uihlein Wilson Architects (UWA) and other city staff that discussed safety and security issues for the renovation project. Larry continued to work with UWA and PerMar, the library's security vendor, to determine how the surveillance camera servers could be enclosed in their current location. These units would be in a public area after renovation and need to be secured.

When an apparently inebriated man began making library customers uncomfortable as they entered the library building, Larry asked the customer to leave library property. After some discussion, the man left and then came back later in the day. Larry called the police when the man became confrontational once again. The man was arrested for disorderly conduct.

Routine duties included: Larry produced back-ups of the reports created by the door access system, reviewed incident reports, modified door access for art shows, book sales and other events, assigned door fob access for new employees and modified access as needed for current staff.

Technical Services

Jean Pickerign selected materials from new arrivals to fill a cart for the Friends' Annual meeting on April 6. At the meeting, volunteers are welcomed to browse the cart and choose a title. Each volunteer will have a book plate with their name entered into their chosen item.

BWI, a vendor used for children's materials, worked with Jean Nemitz and Jean Pickerign to set up electronic invoicing. Jean Nemitz has contacted BWI, Baker & Taylor Entertainment and Baker & Taylor to request one less paper copy of invoices.

Catalogers are participating in the 6-month OCLC Expert Community Experiment which enables cataloging members with full level cataloging authorizations to make changes to WorldCat bibliographic master records. The master records can be improved, corrected and upgraded more easily than before. The regular process is to fill out a form and send it in to OCLC along with photocopies of the item in hand. During the Experiment, the changes can be made to the record and the record "replaced" immediately. OCLC is tracking who makes corrections and what type of correction is made. In the first month, OCLC reported that over 14,000 replacements were done. If catalogers upgrade a level 3 record, they will receive a credit from OCLC, as in the past.

Technical Services is now marking all paperback materials, \$7.00 and over, with an Itype 66, in compliance with the MORE request, with minimal change in workflow. Two item templates with this Itype were created by Teri Oestreich and are used by Jean Pickerign in her receive-create-item process.

The new process for weeding/withdrawing tested by Mark Troendle works very well. Other selectors were apprised of the process at the March Collection Development meeting and welcomed to use the process: mark the Imessage with "t" for withdrawal. If they have questions or problems, Mark is willing to assist.

Technical Services staff made a flooring choice for the remodel/renovation.

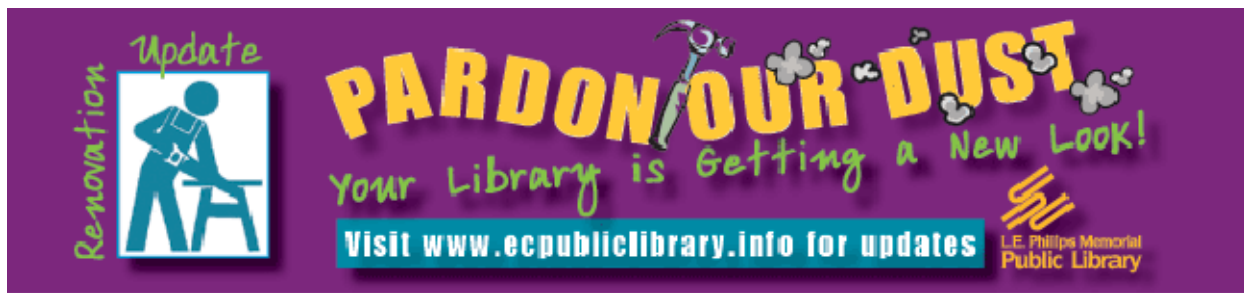
The disc buffing machine was sent in for repair and was returned within 10 days. The vendor could find nothing wrong with it and suggested we make certain the cleaning solution, an amount of 10 milliliters, is measured very precisely before adding it to one gallon of water. We are doing that, and felt we had been in the past. The machine is working fine since its return. We are monitoring its performance very closely.

Sharon worked with Laura Miller and Renee Ponzio to coordinate the move of all newspapers from the storage area on the lower level, up to their new space on the second floor. There will be no newspapers kept downstairs from this point forward. One shelving

unit on the second floor will hold current month's papers and the other will hold previous months. Several boxes of old date due slips were recycled. Renee is handling the sharing of used magazine binders with MORE libraries and Sharon is offering used Janway bags to MORE libraries. Laura found homes for the old DVD security cases.

Steve Stoflet met with Sharon for a discussion and draft layout of desks, printers, PCs, etc. in the (tentatively) temporary space for TS during remodel/renovation: the Red Cedar and Chippewa Rooms.

In the fall of 2007, Library of Congress ceased to create series authority records (SARs) for series, e.g. Step-into-reading, Boxcar children mysteries, etc. At that time, MORE/IFLS assigned the creation of SARs to people on their staff. Unfortunately, because of the workload of these MORE staff members, the lists LEPMPL catalogers have sent have not been tended to. At the Bib Standards meeting in April, Donna will request that Catalogers at LEPMPL be allowed to create their own series authority records following guidelines set up for this type of record.



7 April 2009

Pardon our dust! Your library is getting a new look! You've responded generously to the need for upgrades in the Youth Services area of your public library, and now your dreams are about to come true. Beginning late this spring, the library will undergo some major renovations. The Youth Services area will get a whole new look, the Check Out area will move, DVDs and other media will move to the second floor, and the "behind the scenes" area that's responsible for getting all of your holds to you quickly will be remodeled to improve efficiency. Here are the latest updates:

Lower Level Temporary Enclosure

An enclosure will be built in the lower level parking area as a first step in the renovation process. The enclosure will occupy the parking spaces that are currently under the building overhang. It's anticipated that construction will occur between April 27 and May 8.

Parking

The lower level parking area will be closed during construction. The library van, courier, home delivery volunteers and other delivery vehicles will be allowed access. Construction crews will also be allowed access and parking. During the renovation, FREE 2-hour parking will be available for library customers in the parking lot across from the library at 7 S. Dewey St. Only the 23 stalls marked for library customer use in this lot will be available for free parking. Parking spaces on Eau Claire St. will be reconfigured to accommodate a third handicapped spot.

Status of Bids

Opportunities for companies to bid on construction, shelf moving, and furniture have all been issued. On April 2, approximately 40 contractors and subcontractors toured the building and had an opportunity to ask questions of Del Wilson of Uihlein-Wilson Architects and library director John Stoneberg. Bids are due in mid-April.

Youth Services

Youth Services plans to begin moving to their temporary location in the Eau Claire Room by mid-May. They hope to be situated by May 31.

A large collection of children's books, DVDs and other materials will be located in the Eau Claire Room for customers to browse and from which they may check out. The remainder of the YS collection (not including Young Adult materials) will be stored in the temporary enclosure to be built in the lower level parking area. After Youth Services has completed its move to the Eau Claire Room (around June 1), YS will retrieve items from storage upon requests by customers. For example, if a customer is browsing in the Eau Claire Room and is interested in a particular title not available on the shelf, Youth Services staff will retrieve the item from storage. If, however, a customer wants several titles on a list or several books on a particular subject, the customer is encouraged to call 715-839-5007 or e-mail ysstaff@eauclaire.lib.wi.us in advance. Details for this procedure are being worked out

Children's materials will be checked out to customers by YS staff in the Eau Claire Room. All adult and Young Adult items must be checked out at Circulation Services on the main level. Customers wanting both children's and adult or Young Adult items will need to check out two times at two different desks. These procedures are necessary to keep the materials secure.

All fines and other financial transactions will need to be handled at Circulation Services on the main level.

Looking Ahead

April 9 Construction: Last Day for Addenda/Move: Pre-Bid Meeting (11 AM)

April 15 Move: Last Day for Addenda (Tentative)

April 16 Construction: Bids Due (2 PM)

April 22 Furniture/Move: Bids Due (2 PM)

April 23 Special Library Board Meeting (5 PM)

May 1 Construction: Award

May 8 Furniture: Award

May 15 Temporary Youth Services Enclosure Built

May 21 Library Board Meeting (5 PM)

May 31 Move: Youth Services to Lower Level and Temporary Enclosure Completed

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



Youth Services Renovation FAQs Or, “Hey, where did my library go?”

Q: “Mom, where did that table go?”

A: Through May 15, you may expect the usual great assistance in our current location. Sharp eyes may notice more “disappearing” furniture. Our newly renovated space will include new furnishings, so some current furnishings are finding new homes in other libraries.

Q: When will Youth Services begin to move?

A: We anticipate the move to our temporary space to begin some time after May 15. Every book, movie, computer, and everything else will be leaving the room we all know and love. We may experience a short lag in service during the actual moving process. We suggest that you call ahead (715-839-5007) or check the library’s web site at www.epubliclibrary.info for current, detailed information concerning service.

Q: Where will all the stuff go?

A: We’re glad you asked. Youth Services will be available throughout the renovation process. We are moving downstairs to the Eau Claire Room, where you can enjoy the following:

- **Books:** We will offer a rotating collection of popular materials in a variety of reading levels.
- **Media:** We will have a rotating selection of popular DVDs and other media.
- **Access to the entire collection:** If you need materials in particular subject areas, or specific titles, we suggest you call 715-839-5007 or e-mail ysstaff@eauclarie.lib.wi.us prior to your visit. Youth Services staff will then pull the items and keep them for you in the Eau Claire Room until closing the following day.

Q: Why not just place a HOLD on the MORE catalog?

A: For Eau Claire items with AVAILABLE status, we ask that you have Youth Services pull them for you.

Q: How do we check out and return materials during renovation?

A: You will be able to check out children’s materials in the Eau Claire Room. All other materials must be checked out at Circulation Services on the main level. Also, all library materials must be returned to Circulation Services.

Q: Will there be computers available in the temporary Youth Services area?

A: Yes. There will be two catalog computers and two Discovery Stations available in the Eau Claire Room during renovation.

Q: Will there be a Summer Library Program this year?

A: Yes. Youth Services will be open for service in the Eau Claire Room on or before June 1. The 2009 Summer Library Program, *Kid-Struction Zone: Readers at Work*, will begin Monday, June 1.

Please join us in the current Youth Services location on the main level on Monday, June 1, as we kick off this year's program with entertainment, refreshments and fun. You will get a first-hand "before renovation" view of Youth Services. It will be fun to compare to the "after renovation" space.

Q: Will there be children's programming this summer?

A: We will be offering our usual array of storytimes for toddlers, preschoolers and babies starting June 15 and completing July 23. All storytimes will be held in the Chippewa Room, downstairs, next door to the Eau Claire Room.

In addition, we will have a weekly make-and-take craft program, *Crafty Contractors*, for school-age children. This drop-in craft program will be held in the Chippewa Room on Thursday afternoons between 1:00 and 4:00 p.m., June 15 through July 23. As usual, fourth and fifth graders may sign up for *My Book Café* and teens, ages 12 – 18, for *Pizza and Pages*. Pick up the summer library program flyer, available May 1, for program details.

Due to space constraints, we will not be having our usual Wednesday Performers series or our Thursday Demonstration series for school-age children. Watch for our gala re-opening upon renovation completion. Stay tuned!

We hope this information helps you plan and explain the upcoming changes to our young customers. Please continue to visit us in our current Youth Services location through most of May and in the Eau Claire Room beginning about June 1.



Frequently Asked Questions

3 April 2009

When will the library renovation begin?

Invitations to bid on the project were published near the end of March and will be due by mid-April. The Library Board plans to award the construction bid on May 1. It's hoped that construction will begin as early as mid-May.

Which areas of the library will be affected?

The main focus of the library renovation is a 1,700-foot expansion of the Youth Services area, including a program room that seats 75 children and provides study and resource rooms. Other changes include an area that allows customers to pick up their own holds, doubling the space for the Holds and Resource Sharing workroom in the lower level—including relocating the workroom nearer the shipping and receiving area so that items will get back on the shelves more quickly—and relocating the microfilm stations to an area on the first floor near Reference staff, making it more convenient for genealogists and other researchers.

Will the library be open as usual?

The library plans to remain open throughout the renovation. However, there may be times when particular construction events will necessitate closing for short periods of time. If the library must close, notification will be published as far in advance as possible.

Will the library be getting larger?

The Youth Services area will be increasing by 1,700 square feet, but the building itself will not be expanded.

Will I still be able to check out books, movies, music and other items?

Yes! The library will remain open as much as possible, and library staff will be on hand to check out your items throughout the renovation process.

Will parking be affected?

During the construction period, there will be free 2-hour parking available to library customers in the lot conveniently located just across Dewey Street. Parking in the lower lot beneath the building won't be available until after construction is completed.

Will there be summer library programs for children?

Kids and teens are invited to sign up for the “Kid-struction Zone: Readers at Work” summer library program. The program will be similar to previous years. The exception to this year’s program is that the Wednesday performer and Thursday demonstration programs have been CANCELLED due to lack of space. Storytimes, MyBook Café book discussions, Pizza and Pages teen book discussions, and the school-age drop-in craft program will still be held this summer. The Summer Library Program flyer will be available soon, and it will contain dates and times of these programs.

Will there be storytimes for children this summer?

Yes! Storytimes will be held in the Chippewa Room on the library’s lower level from June 15 through July 23. Storytimes will be held for babies ages 15 to 23 months, two- and three-year-olds and preschool age children. Check out the Youth Services web page or the library’s online Events Calendar for specific dates and times.

Where will I find children's books and videos during this time? May I check them out?

The Youth Services division will be temporarily housed in the Eau Claire Room on the library’s lower level until the renovation is complete. Many of the juvenile materials will be in the Eau Claire Room and will be available for check out. Some of the materials not housed in the Eau Claire Room may be retrievable from storage and available for checkout upon request – it’s best if you call Youth Services in advance (715-839-5007). Children’s materials MUST be checked out in the Eau Claire Room. Returns and fines will continue to be handled only at Circulation Services on the first floor. Children’s items placed on hold through the MORE catalog system will be available to pick up at Circulation Services on the first floor.

Will I still be able to use the Internet and other programs on the library's computers?

Yes! The computers in the Adult and Young Adult areas will remain available throughout the construction phase. Computers for children will be located on the library's lower level.

May I continue to place holds and pick them up at the library?

Yes! Even though the work area that processes your hold requests is one of the targeted construction areas, we'll still continue business as usual by moving those services to a temporary location. You won't notice the difference, though: your holds will be filled as always, and you may pick them up at Circulation Services as you've done in the past.

How will I return my books?

You may return your library books, movies, CDs and other items in all the usual places: inside the library at or near the check out desk, curbside bookdrops in front of the library and to the bright yellow library drop boxes located around the city of Eau Claire.

Will I be able to use the microfilm readers during the renovation?

The renovation project includes the building of a brand new microform room! It will be located on the 1st floor, close to Information & Reference for ready access to library research staff. Because the microfilm readers will be moved from their current location on the 2nd floor to the new area on the 1st floor, there may be a time period during which the readers will be unavailable. E-mail librarian@eauclaire.lib.wi.us or phone 715-839-5004 for the latest information on availability.

Will there be a quiet place for study?

Throughout the construction period, there will be large areas of the library that will undergo no significant change. One good place to check for a quiet study area would be on the second floor near the nonfiction books. You might also check with staff at Information & Reference for their recommendations at any given time.

Where are the newspapers and magazines?

Newspapers and magazines will continue to be located on the second floor, but the shelving will be reconfigured. Magazines will continue to be shelved as they have been in the past, with the current issue facing outward and the back issues stored directly behind. Current issues of newspapers will continue to be on display in the clear plexiglass holders, and back issues will now be shelved nearby.

Where did the DVDs go? Why?

The DVDs will be moving to a new location on the second floor. They'll be conveniently located near the stairway and elevator. Because the Youth Services area is expanding, some of the items from the first floor needed to be relocated.

Will art exhibits be on display during the renovation?

We plan to continue exhibiting art shows in the gallery on the second floor mezzanine throughout the renovation. The summer show, titled "Story Lines: Narrative and Sequential Images," will feature graphic novel, comic book, and other illustrative artwork created by Erik Christenson, Steve Kurth, Beth Peck, Anders Shafer, Chuck Gamble, Mary Melcher and Andrew Ritchie. Ellen Mahaffy will display digital photography in the early fall, and the late fall exhibit will feature work by David Brock.

With children's materials being on the lower level throughout the renovation and DVDs moving to the second floor, will the elevator be upgraded to travel faster between floors?

Nothing new will be happening with the elevator.

Will there be more parking when the remodeling is complete?

During the remodeling project, FREE 2-hour parking will be available to library customers in the lot just across the street at 7 South Dewey. There will be 23 stalls marked for library customer use. When remodeling is complete, parking near the library will be available in the area under the library, on nearby streets and in lots close to the library, as it was prior to the remodeling project.

May I donate books for the Friends' book sale?

During the renovation, space for sorting and storing donated books and media will be virtually non-existent. For this reason, we ask that you refrain from bringing your donated items to the library until after the remodeling is complete. We anticipate that we'll be able to accept donations of gently used books, DVDs, CDs, magazines and other items by late December or early January.

How will I know about the latest changes and whether they'll affect me?

Every effort will be made to keep the web site up to date with information about the latest developments. Please check these pages often. In addition, you are always welcome to call or e-mail our helpful Information & Reference staff with your specific questions. Contact them at 715-839-5004 or librarian@eauclaire.lib.wi.us.

Who's paying for this? Are any tax dollars being used to fund the project?

You and your friends and neighbors have given generously to this project--more than a million dollars has been pledged. The remaining costs will be paid for from monies set aside by the library from its previous budgets and approved for this use by the City Council.

May I still contribute to the remodeling project?

We appreciate your generosity and willingness to support the library and its projects. If you'd like to contribute specifically to this remodeling project, please make your check payable to the "Eau Claire Community Foundation--Library Capital Campaign." You may give it to a staff member at Information & Reference on your next visit to the library or mail it to the Eau Claire Community Foundation, 306 South Barstow, Suite 104, Eau Claire, WI 54701.

Is there anything I can do to help the library during the renovation?

Probably the best thing you can do to help out during the renovation is to remain flexible and patient. Thank you for asking! Undoubtedly there will be days when access to materials and staff will be inconvenient, and we'll appreciate your willingness to "go with the flow." As always, your questions and comments are welcome.

Are you hiring locally to do the work?

The library is working with the city and following their standard procedures for soliciting quotes and bids which gives local businesses equal opportunity.

How long will the construction take?

It's expected that most of the project will be completed by late fall of this year.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
BALANCE SHEET - December 31, 2008

FUND 250 - LIBRARY OPERATING

ACCOUNT BALANCE

ASSETS:

250	1010 Cash	\$ 855,839.88
250	1020 Cash Reserves - Petty Cash	1,062.75
250	1102 Accounts Receivable	323,476.06
250	1402 Current Tax Roll Receivable	2,785,000.00
	TOTAL ASSETS:	<u>\$ 3,965,378.69</u>

LIABILITIES:

250	2002 Accounts Payable	\$ 116,001.74
250	2010 FICA (EE)	4,766.62
250	2012 FICA (ER)	4,766.62
250	2014 WRF (EE)	507.68
250	2016 WRF (ER)	21,170.84
250	2018 FIT Withheld (EE)	5,432.91
250	2020 SIT Withheld (EE)	3,033.87
250	2038 Disability Ins (EE)	185.44
250	2042 ICMA Withheld (EE)	1,351.96
250	2044 WI-DRP Withheld (EE)	752.49
250	2048 Union Dues (EE)	45.55
250	2102 Accrued Payroll	45,601.47
250	2302 Due to General Fund	8,199.32
250	2390 Due to Other Funds	227.59
250	2412 Due State - Sales Tax	22.28
250	2602 Def Rev-Accounts Receivable	222,822.98
250	2620 Def Rev-Property Tax Rec	2,785,000.00
	TOTAL LIABILITIES:	<u>\$ 3,219,889.36</u>

FUND BALANCE:

250	3102 Fund Balance-Undesignated	\$ 397,341.35
250	3150 Desig-Subsequent Year Expend	64,500.00
250	3162 Desig-Library Trust Funds	79,647.98
250	3190 Desig-Capital Projects	204,000.00
250	3945 Revenue Control	0.00
250	3965 Expense Control	0.00
250	3970 Encumbrance Control	0.00
250	3975 Reserve-Encumbrance Control	0.00
	TOTAL FUND BALANCE:	<u>\$ 745,489.33</u>

TOTAL LIABILITIES & FUND BALANCE: \$ 3,965,378.69

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2008 YTD BUDGET REPORT - Operating
For the Period Ended December 31, 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	\$ -	\$ -	100.0%
4330	Library Fines & Miscellaneous Revenue	\$ 128,300.00	\$ 128,342.08	\$ -	\$ (42.08)	100.0%
4398	Other Penalties (Collection Agency)	\$ 2,400.00	\$ 2,620.00	\$ -	\$ (220.00)	109.2%
4451	Electronic Copy Revenue	\$ 1,600.00	\$ 2,376.78	\$ -	\$ (776.78)	148.5%
4452	Copier Revenue	\$ 3,200.00	\$ 3,181.41	\$ -	\$ 18.59	99.4%
4602	Service to Eau Claire County	\$ 526,000.00	\$ 527,942.00	\$ -	\$ (1,942.00)	100.4%
4608	Indianhead Library System	\$ 129,300.00	\$ 33,924.49	\$ 99,624.17	\$ (4,248.66)	103.3%
4672	Service Charge-Other (Fairchild)	\$ 1,900.00	\$ 1,572.75	\$ 524.25	\$ (197.00)	110.4%
4798	Misc Service Revenues (Act 150)	\$ 210,100.00	\$ 210,133.50	\$ -	\$ (33.50)	100.0%
4802	Interest-Pooled Investments	\$ -	\$ 2,710.00	\$ -	\$ (2,710.00)	n/a
4834	Book Bag Sales	\$ 300.00	\$ 320.42	\$ -	\$ (20.42)	106.8%
4836	Misc Grant Revenue	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
4850	Gift Revenue	\$ 16,000.00	\$ 24,262.45	\$ -	\$ (8,262.45)	151.6%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 13,868.96	\$ -	\$ 1,131.04	92.5%
4858	Refund of Prior Years Expense	\$ -	\$ 1,898.40	\$ -	\$ (1,898.40)	n/a
4898	Miscellaneous Revenue	\$ 3,700.00	\$ 6,418.51	\$ 504.66	\$ (3,223.17)	187.1%
5152	Sale of Capital Assets	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
		<u>\$ 3,810,900.00</u>	<u>\$ 3,717,471.75</u>	<u>\$ 100,653.08</u>	<u>\$ (7,224.83)</u>	100.2%
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,875,400.00</u></u>	<u><u>\$ 3,717,471.75</u></u>	<u><u>\$ 100,653.08</u></u>	<u><u>\$ 57,275.17</u></u>	98.5%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,725,400.00	\$ 1,646,197.21	\$ -	\$ 79,202.79	95.4%
6020	P/R Overtime	\$ -	\$ 199.83	\$ -	\$ (199.83)	n/a
6030	Special Pays	\$ 33,200.00	\$ 25,451.31	\$ -	\$ 7,748.69	76.7%
6040	Employer Paid Benefits	\$ 353,800.00	\$ 313,820.47	\$ -	\$ 39,979.53	88.7%
6043	Health insurance-Employer	\$ 381,100.00	\$ 327,153.92	\$ -	\$ 53,946.08	85.8%
6047	Health insurance Deductible	\$ 49,400.00	\$ 22,660.79	\$ -	\$ 26,739.21	45.9%
6108	Unemployment Compensation	\$ 8,800.00	\$ 8,228.17	\$ -	\$ 571.83	93.5%
6110	Postage & Shipping	\$ 24,200.00	\$ 16,979.37	\$ -	\$ 7,220.63	70.2%
6112	Computer Service Charges	\$ 99,200.00	\$ 100,719.01	\$ -	\$ (1,519.01)	101.5%
6116	Binding	\$ 1,000.00	\$ 423.25	\$ -	\$ 576.75	42.3%
6120	Auditing	\$ 2,300.00	\$ 2,000.00	\$ -	\$ 300.00	87.0%
6122	Cataloging	\$ 29,900.00	\$ 30,937.89	\$ -	\$ (1,037.89)	103.5%
6128	Repairs to Tools & Equip	\$ 5,100.00	\$ 5,434.92	\$ -	\$ (334.92)	106.6%
6138	Equipment Rental	\$ 7,400.00	\$ 5,056.58	\$ -	\$ 2,343.42	68.3%
6150	Special Services	\$ 55,600.00	\$ 55,567.97	\$ -	\$ 32.03	99.9%
6156	Legal/Professional Services	\$ -	\$ 6,786.35	\$ -	\$ (6,786.35)	n/a
6160	Staff Training/Conference	\$ 25,000.00	\$ 18,259.17	\$ -	\$ 6,740.83	73.0%
6162	Membership Dues	\$ 3,700.00	\$ 3,455.00	\$ -	\$ 245.00	93.4%
6198	Miscellaneous Contractual	\$ 72,000.00	\$ 69,855.21	\$ -	\$ 2,144.79	97.0%
6202	Electricity	\$ 70,100.00	\$ 73,127.02	\$ -	\$ (3,027.02)	104.3%
6208	Gas Service	\$ 20,100.00	\$ 18,521.91	\$ -	\$ 1,578.09	92.1%
6210	Telephones	\$ 16,000.00	\$ 9,426.38	\$ -	\$ 6,573.62	58.9%
6252	Water Service	\$ 2,100.00	\$ 1,801.57	\$ -	\$ 298.43	85.8%
6254	Sewer Service	\$ 2,100.00	\$ 2,093.68	\$ -	\$ 6.32	99.7%
6308	Special Assessments	\$ 600.00	\$ 28,177.02	\$ -	\$ (27,577.02)	4696.2%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 31,000.00	\$ -	\$ -	100.0%
6398	Insurance Claims Reimbursement	\$ -	\$ -	\$ -	\$ -	n/a
6402	Office, AV, Library Supplies	\$ 82,700.00	\$ 79,258.52	\$ -	\$ 3,441.48	95.8%
6410	Periodicals	\$ 23,400.00	\$ 22,523.22	\$ -	\$ 876.78	96.3%
6411	Pamphlets	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
6412	Books-Adult	\$ 183,200.00	\$ 184,121.50	\$ -	\$ (921.50)	100.5%
6413	Books-Juvenile	\$ 74,300.00	\$ 74,977.60	\$ -	\$ (677.60)	100.9%
6414	Non-print Materials	\$ 60,600.00	\$ 60,503.73	\$ -	\$ 96.27	99.8%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 14,019.40	\$ -	\$ 980.60	93.5%
6490	Equipment Purchases < \$5000	\$ 57,400.00	\$ 62,104.82	\$ -	\$ (4,704.82)	108.2%
6495	Grant Expenditures	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
6496	Gift Expenditures	\$ 16,000.00	\$ 29,943.33	\$ -	\$ (13,943.33)	187.1%
6498	Other Materials & Supplies	\$ 2,900.00	\$ 4,432.07	\$ -	\$ (1,532.07)	152.8%
6790	Refunds & Reimbursements	\$ 10,300.00	\$ 10,420.65	\$ -	\$ (120.65)	101.2%
6802	Capital Purchases	\$ 6,000.00	\$ 6,020.00	\$ -	\$ (20.00)	100.3%
7044	Transfer to Library Capital Projects	\$ 55,900.00	\$ 55,900.00	\$ -	\$ -	100.0%
		\$ 3,622,000.00	\$ 3,427,558.84	\$ -	\$ 194,441.16	94.6%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,000.00	\$ 103,363.79	\$ -	\$ 17,636.21	85.4%
6020	Payroll Overtime	\$ 16,800.00	\$ 7,795.95	\$ -	\$ 9,004.05	46.4%
6030	Special Pays	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6040	Employer Paid Benefits	\$ 25,800.00	\$ 19,657.49	\$ -	\$ 6,142.51	76.2%
6043	Health Ins (ER)	\$ 44,500.00	\$ 26,426.22	\$ -	\$ 18,073.78	59.4%
6047	Health Insurance Deductible	\$ 5,600.00	\$ 5,600.00	\$ -	\$ -	100.0%
6108	Unemployment Compensation	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6128	Repairs to Tools & Equipment	\$ 200.00	\$ 159.90	\$ -	\$ 40.10	80.0%
6130	Repairs to Buildings	\$ 19,600.00	\$ 20,608.99	\$ 563.77	\$ (1,572.76)	108.0%
6138	Equipment Rental	\$ 100.00	\$ 37.50	\$ -	\$ 62.50	37.5%
6144	Laundry & Dry Cleaning	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
6150	Special Services	\$ 8,100.00	\$ 6,736.26	\$ -	\$ 1,363.74	83.2%
6214	Garbage Service	\$ 2,100.00	\$ 3,163.48	\$ -	\$ (1,063.48)	150.6%
6256	Stormwater Charges	\$ 400.00	\$ 764.75	\$ -	\$ (364.75)	191.2%
6460	Repair Part & Supplies	\$ 1,100.00	\$ 1,101.48	\$ -	\$ (1.48)	100.1%
6464	Building Materials & Janitorial Supplies	\$ 7,900.00	\$ 9,107.19	\$ -	\$ (1,207.19)	115.3%
		<u>\$ 253,400.00</u>	<u>\$ 204,523.00</u>	<u>\$ 563.77</u>	<u>\$ 48,313.23</u>	<u>80.9%</u>
	TOTAL EXPENSES	<u>\$ 3,875,400.00</u>	<u>\$ 3,632,081.84</u>	<u>\$ 563.77</u>	<u>\$ 242,754.39</u>	<u>93.7%</u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT
For the Period Ended December 31, 2008

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,011,900.00	\$ 931,463.95	\$ -	\$ 80,436.05	92.1%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 168,635.06	\$ -	\$ 531,364.94	24.1%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2009)	<u>\$ 177,000.00</u>	<u>\$ 68,306.93</u>	<u>\$ -</u>	<u>\$ 108,693.07</u>	38.6%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u>\$ 2,781,700.00</u>	<u>\$ 1,884,515.32</u>	<u>\$ -</u>	<u>\$ 897,184.68</u>	67.7%

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

OBJ #	ACCOUNT NAME	2009 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,785,000.00	\$ -	\$ 2,785,000.00	\$ -	100.0%
4009	Prop Tax-Post 2005 Debt	40,000.00	-	40,000.00	-	100.0%
4128	Federal Aid-Other	2,500.00	-	-	2,500.00	0.0%
4330	Library Fines & Miscellaneous Revenue	131,000.00	29,800.93	-	101,199.07	22.7%
4398	Other Penalties (Collection Agency)	2,400.00	650.00	-	1,750.00	27.1%
4451	Electronic Copy Revenue	2,600.00	536.40	-	2,063.60	20.6%
4452	Copier Revenue	3,000.00	683.45	-	2,316.55	22.8%
4602	Service to Eau Claire County	527,800.00	266,392.50	-	261,407.50	50.5%
4608	Indianhead Library System	126,600.00	-	10,295.75	116,304.25	8.1%
4672	Service Charge-Other (Fairchild)	1,900.00	-	496.50	1,403.50	26.1%
4798	Misc Service Revenues (Act 150)	222,800.00	218,153.62	4,669.65	(23.27)	100.0%
4834	Book Bag Sales	300.00	84.31	-	215.69	28.1%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	760.00	-	15,240.00	4.8%
4852	Misc Reimbursements-Lost Items	15,000.00	3,405.92	-	11,594.08	22.7%
4853	Energy Improvement Rebate	-	196.00	-	(196.00)	n/a
4858	Refund of Prior Years Expense	-	-	-	-	n/a
4898	Miscellaneous Revenue	5,000.00	2,154.34	-	2,845.66	43.1%
5152	Sale of Capital Assets	200.00	135.05	-	64.95	67.5%
		<u>\$ 3,897,100.00</u>	<u>\$ 522,952.52</u>	<u>\$ 2,840,461.90</u>	<u>\$ 533,685.58</u>	<u>86.3%</u>
5590	Fund Balance Used for CIP	204,000.00	204,000.00	-	-	100.0%
5580	Working Capital Applied	64,500.00	-	-	64,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 4,165,600.00</u></u>	<u><u>\$ 726,952.52</u></u>	<u><u>\$ 2,840,461.90</u></u>	<u><u>\$ 598,185.58</u></u>	<u><u>85.6%</u></u>

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,749,900.00	\$ 396,751.75	\$ -	\$ 1,353,148.25	22.7%
6020	P/R Overtime	-	-	-	-	n/a
6030	Special Pays	31,700.00	388.46	-	31,311.54	1.2%
6040	Employer Paid Benefits	332,400.00	68,278.35	-	264,121.65	20.5%
6043	Health insurance-Employer	386,400.00	66,765.16	-	319,634.84	17.3%
6047	Health insurance Deductible	41,500.00	-	-	41,500.00	0.0%
6108	Unemployment Compensation	8,800.00	119.14	-	8,680.86	1.4%
6110	Postage & Shipping	22,000.00	2,809.43	-	19,190.57	12.8%
6112	Computer Service Charges	111,200.00	81,983.89	-	29,216.11	73.7%
6116	Binding	1,000.00	-	-	1,000.00	0.0%
6120	Auditing	2,300.00	-	-	2,300.00	0.0%
6122	Cataloging	32,300.00	600.00	-	31,700.00	1.9%
6128	Repairs to Tools & Equip	6,300.00	975.12	-	5,324.88	15.5%
6138	Equipment Rental	6,200.00	1,680.00	-	4,520.00	27.1%
6150	Special Services	56,700.00	3,908.50	-	52,791.50	6.9%
6160	Staff Training/Conference	22,000.00	2,270.31	-	19,729.69	10.3%
6162	Membership Dues	3,700.00	195.00	-	3,505.00	5.3%
6198	Miscellaneous Contractual	53,400.00	5,092.86	1,030.00	47,277.14	11.5%
6202	Electricity	73,000.00	13,105.98	-	59,894.02	18.0%
6208	Gas Service	23,600.00	12,553.67	-	11,046.33	53.2%
6210	Telephones	10,000.00	1,760.01	-	8,239.99	17.6%
6252	Water Service	2,400.00	285.13	-	2,114.87	11.9%
6254	Sewer Service	2,300.00	274.17	-	2,025.83	11.9%
6308	Special Assessments	600.00	580.62	-	19.38	96.8%
6350	Liability & Property Insurance	31,000.00	2,583.33	-	28,416.67	8.3%
6398	Insurance Claims Reimbursement	-	-	-	-	n/a
6402	Office, AV, Library Supplies	79,700.00	8,834.23	12,401.28	58,464.49	26.6%
6410	Periodicals	19,300.00	5,718.19	-	13,581.81	29.6%
6411	Pamphlets	200.00	-	-	200.00	0.0%
6412	Books-Adult	186,900.00	34,188.96	-	152,711.04	18.3%
6413	Books-Juvenile	75,800.00	12,740.45	-	63,059.55	16.8%
6414	Non-print Materials	61,800.00	12,070.29	-	49,729.71	19.5%
6415	Lost/Damaged Collection Materials	15,000.00	561.75	-	14,438.25	3.7%
6490	Equipment Purchases < \$5000	62,900.00	32,242.68	7,735.00	22,922.32	63.6%
6495	Grant Expenditures	15,000.00	-	-	15,000.00	0.0%
6496	Gift Expenditures	16,000.00	2,312.01	485.38	13,202.61	17.5%
6498	Other Materials & Supplies	4,400.00	524.38	-	3,875.62	11.9%
6790	Refunds & Reimbursements	10,400.00	-	-	10,400.00	0.0%
6802	Capital Purchases	5,800.00	6,120.93	-	(320.93)	105.5%
7020	Transfer to Debt Service	40,000.00	-	-	40,000.00	0.0%
7044	Transfer to Library Capital Projects	310,000.00	310,000.00	-	-	100.0%
		\$ 3,913,900.00	\$ 1,088,274.75	\$ 21,651.66	\$ 2,803,973.59	28.4%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
	LIB BLDG MAINTENANCE EXPENDITURE					
6010	Payroll Wages	\$ 127,300.00	\$ 24,289.87	\$ -	\$ 103,010.13	19.1%
6020	Payroll Overtime	17,100.00	862.95	-	16,237.05	5.0%
6030	Special Pays	0.00	-	-	0.00	0.0%
6040	Employer Paid Benefits	25,100.00	4,286.03	-	20,813.97	17.1%
6043	Health Ins (ER)	37,400.00	5,367.10	-	32,032.90	14.4%
6047	Health Insurance Deductible	3,300.00	275.00	-	3,025.00	8.3%
6108	Unemployment Compensation	0.00	-	-	0.00	0.0%
6128	Repairs to Tools & Equipment	200.00	11.56	-	188.44	5.8%
6130	Repairs to Buildings	20,600.00	499.75	1,217.77	18,882.48	8.3%
6138	Equipment Rental	100.00	9.38	-	90.62	9.4%
6144	Laundry & Dry Cleaning	200.00	-	-	200.00	0.0%
6150	Special Services	8,300.00	1,528.51	4,611.49	2,160.00	74.0%
6214	Garbage Service	2,100.00	650.05	-	1,449.95	31.0%
6256	Stormwater Charges	400.00	200.13	-	199.87	50.0%
6340	Implementation Reserves	400.00	-	-	400.00	0.0%
6460	Repair Part & Supplies	1,100.00	-	-	1,100.00	0.0%
6464	Building Materials & Janitorial Supplies	8,100.00	1,675.23	-	6,424.77	20.7%
		<u>\$ 251,700.00</u>	<u>\$ 39,655.56</u>	<u>\$ 5,829.26</u>	<u>\$ 206,215.18</u>	<u>18.1%</u>
	TOTAL EXPENSES	<u><u>\$ 4,165,600.00</u></u>	<u><u>\$ 1,127,930.31</u></u>	<u><u>\$ 27,480.92</u></u>	<u><u>\$ 3,010,188.77</u></u>	<u><u>27.7%</u></u>

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,024,100.00	\$ 934,298.95	\$ 28,359.30	\$ 61,441.75	94.0%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 186,045.38	\$ 89,455.53	\$ 424,499.09	39.4%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2009)	\$ 513,000.00	\$ 70,714.93	\$ -	\$ 442,285.07	13.8%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u>\$ 3,129,900.00</u>	<u>\$ 1,907,168.64</u>	<u>\$ 117,814.83</u>	<u>\$ 1,104,916.53</u>	64.7%

Warrant Report for 031309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALIBRIS	211068	ADULT BKS	32982874	\$18.35
AMAZON.COM CREDIT	211069	JUV BKS	805021215021	\$-9.84
AMAZON.COM CREDIT	211069	JUV BKS	717632399006	\$-1.85
AMAZON.COM CREDIT	211069	NONPRINT	789362188620	\$22.31
AMAZON.COM CREDIT	211069	JUV BKS ADULT BKS	796070992784	\$29.97
AMAZON.COM CREDIT	211069	NONPRINT	851848042179	\$51.96
AMAZON.COM CREDIT	211069	ADULT BKS JUV BKS	835574928477	\$60.00
AMAZON.COM CREDIT	211069	ADULT BKS	802601300213	\$175.00
AT&T	211070	ADULT BKS	67173470	\$122.00
BAKER & TAYLOR INC	211071	ADULT BKS	5009902540	\$12.23
BAKER & TAYLOR INC	211071	NONPRINT	H68799650	\$19.43
BAKER & TAYLOR INC	211071	NONPRINT	H66734951	\$21.58
BAKER & TAYLOR INC	211071	NONPRINT	H69011431	\$21.59
BAKER & TAYLOR INC	211071	JUV BKS	2022912674	\$36.17
BAKER & TAYLOR INC	211071	NONPRINT	H68836680	\$39.19
BAKER & TAYLOR INC	211071	ADULT BKS	2022943343	\$44.57
BAKER & TAYLOR INC	211071	JUV BKS	5009917486	\$53.62
BAKER & TAYLOR INC	211071	JUV BKS	2022912511	\$64.72
BAKER & TAYLOR INC	211071	NONPRINT	H69011430	\$80.73
BAKER & TAYLOR INC	211071	JUV BKS	2022938578	\$135.91
BAKER & TAYLOR INC	211071	NONPRINT ADULT BKS	2022943590	\$186.40
BAKER & TAYLOR INC	211071	ADULT BKS	2022912515	\$195.12
BAKER & TAYLOR INC	211071	ADULT BKS	2022939908	\$203.48
BAKER & TAYLOR INC	211071	NONPRINT JUV BK	2022935352	\$328.73
BAKER & TAYLOR INC	211071	ADULT BKS	5009868278	\$329.22
BAKER & TAYLOR INC	211071	ADULT BKS	2022938577	\$704.30
BAKER & TAYLOR INC	211071	JUV BKS ADULT BKS	2022935351	\$852.92
BAKER & TAYLOR INC	211071	ADULT BKS	5009833759	\$929.81
BERNAN PRESS	211072	ADULT BKS	I10561219	\$44.00
BOOK WHOLESALERS INC	211073	JUV BKS	166852B	\$2.59
BOOK WHOLESALERS INC	211073	JUV BKS	174402B	\$83.60
BOOK WHOLESALERS INC	211073	JUV BKS	177190B	\$184.46
CHRONICLE GUIDANCE PUBLICATION	211074	CAREER LIBRARY	NONE911	\$285.50
EAU CLAIRE AREA FOUNDATION INC	211075	ADM FEE 4TH QTR	20084Q	\$2,873.30
EAU CLAIRE PRESS COMPANY INC	211076	FRNDS PRGRM AD	NONE911	\$146.50
EAU CLAIRE PRESS COMPANY INC	211076	FRNDS PRGRM ADS	NONE911L	\$146.50

Warrant Report for 031309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ELLISON EDUCATIONAL EQUIPMENT I	211077	SUPPLIES	2456591	\$46.00
GALE RESEARCH INC	211078	ADULT BKS	16187020	\$8.37
GALE RESEARCH INC	211078	ADULT BKS	16184560	\$23.97
GALE RESEARCH INC	211078	ADULT BKS	16189004	\$23.97
GALE RESEARCH INC	211078	ADULT BKS	16170093	\$24.72
GALE RESEARCH INC	211078	ADULT BKS	16187473	\$25.47
GALE RESEARCH INC	211078	ADULT BKS	16169714	\$26.22
GALE RESEARCH INC	211078	ADULT BKS	16173865	\$26.97
GALE RESEARCH INC	211078	ADULT BKS	16174692	\$26.97
GALE RESEARCH INC	211078	ADULT BKS	16188202	\$26.97
GALE RESEARCH INC	211078	ADULT BKS	16180309	\$28.71
GALE RESEARCH INC	211078	ADULT BKS	16179199	\$44.93
GALE RESEARCH INC	211078	ADULT BKS	16188675	\$52.43
GALE RESEARCH INC	211078	ADULT BKS	16193610	\$56.10
GALE RESEARCH INC	211078	ADULT BKS	16182791	\$58.40
GALE RESEARCH INC	211078	ADULT BKS	16183458	\$62.28
GALE RESEARCH INC	211078	ADULT BKS	16179994	\$68.56
GALE RESEARCH INC	211078	ADULT BKS	16183278	\$70.40
GALE RESEARCH INC	211078	ADULT BKS	16179841	\$86.86
GALE RESEARCH INC	211078	ADULT BKS	16184241	\$93.58
GALE RESEARCH INC	211078	ADULT BKS	16185067	\$163.28
GROUP HEALTH CO-OP	211079	COBRA/RETIREES APRIL	NONE911L	\$1,522.01
GROUP HEALTH CO-OP	211079	ACTIVES APRIL	NONE911	\$29,427.92
GUYANT, VALERIE L	211080	SPEAKER BASED ON THE BK	NONE911	\$200.00
HOUG, MIRIAM E	211081	FRNDS ARTSWEST BEST PRIZE	NONE911	\$300.00
INFO USA MARKETING INC	211082	ADULT BKS	924005082	\$620.00
INNOVATIVE USERS GROUP	211083	IUG REGISTRATION-NEMITZ	NONE911L	\$235.00
INNOVATIVE USERS GROUP	211083	IUG REGISTRATION-PRICE	NONE911	\$265.00
JAYS SIGN SERVICE	211084	BANNER INSTALLATION	18034	\$115.00
L&M MAIL SERVICES INC	211085	POSTAGE NEWSLETTER	17186	\$259.19
L&M MAIL SERVICES INC	211085	POSTAGE EC/FRDS/IFLS	NONE911	\$1,473.97
LEE, ERIC J	211086	FRNDS ARTSWEST 1ST PRZ	NONE911	\$200.00
LOGISTECH INC	211087	ADULT BKS	120344	\$71.53
MEGA	211088	TS DISTILLED WATER	275310	\$10.20
MEGA	211088	REFRESHMENTS	300456	\$44.42
MEGA	211088	REFRESHMENTS	275308	\$82.57

Warrant Report for 031309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
MEMORIAL HIGH SCHOOL	211089	ADULT BKS	NONE911	\$45.00
MENOMONIE PUBLIC LIBRARY	211090	JUV TOY	LIBRFND911	\$14.00
MID AMERICA BUSINESS SYSTEMS	211091	SUPPLIES	706606	\$440.38
NATIONAL AUDIO COMPANY INC	211092	SUPPLIES	590517	\$169.06
NORTH HIGH SCHOOL	211093	ADULT BKS	NONE911	\$62.00
RECORDED BOOKS INC	211094	L&D NONPRINT PRINT	4366356	\$5.25
REGENT BOOK CO	211095	ADULT BKS	SO85427	\$48.14
TANTOR MEDIA	211096	NONPRINT	20955	\$65.99
WARREN, BRUCE O	211097	FRNDS ARTSWEST 3RD PRIZE	NONE911	\$100.00
WI DEPT OF ADMINISTRATION	211098	STS JAN	NONE911	\$394.78
				<hr/> \$45,710.64 <hr/>

Warrant Report for 032009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALTOONA PUBLIC LIBRARY	211099	LOST ITEM RFND-MAG	LIBRFND912	\$6.50
AMAZON.COM CREDIT	211100	NONPRINT	790293438394	\$6.98
AMAZON.COM CREDIT	211100	ADULT BKS NONPRINT	973847730544	\$23.98
AMAZON.COM CREDIT	211100	ADULT BKS	880228922842	\$32.95
AMAZON.COM CREDIT	211100	NONPRINT	863051055416	\$56.98
AMAZON.COM CREDIT	211100	NONPRINT	730527879018	\$75.66
AMAZON.COM CREDIT	211100	NONPRINT	935741808500	\$263.94
ARNESON, BESS	211101	VAR PROGRAM SUPPLIES	NONE912	\$144.30
AT&T	211102	ADULT BKS	0168673610	\$81.40
AT&T	211103	PHONEBOOK LISTING	NONE912	\$54.00
BAKER & TAYLOR INC	211104	NONPRINT	H69562880	\$9.35
BAKER & TAYLOR INC	211104	NONPRINT	H69254982	\$10.18
BAKER & TAYLOR INC	211104	NONPRINT	H69584620	\$12.73
BAKER & TAYLOR INC	211104	NONPRINT	H69698251	\$13.48
BAKER & TAYLOR INC	211104	NONPRINT	H69254980	\$17.99
BAKER & TAYLOR INC	211104	NONPRINT	H69249920	\$21.58
BAKER & TAYLOR INC	211104	JUV BKS NONPRINT	2022955427	\$25.43
BAKER & TAYLOR INC	211104	JUV BKS	2022962584	\$43.96
BAKER & TAYLOR INC	211104	ADULT BKS	2022949433	\$45.85
BAKER & TAYLOR INC	211104	JUV BKS	2022962445	\$47.52
BAKER & TAYLOR INC	211104	NONPRINT	H69254981	\$86.38
BAKER & TAYLOR INC	211104	ADULT BKS	2022944707	\$119.25
BAKER & TAYLOR INC	211104	NONPRINT	H69698250	\$129.54
BAKER & TAYLOR INC	211104	JUV BKS NONPRINT	2022949444	\$130.40
BAKER & TAYLOR INC	211104	ADULT BKS	2022949164	\$151.94
BAKER & TAYLOR INC	211104	ADULT BKS	2022962376	\$165.53
BAKER & TAYLOR INC	211104	JUV BKS NONPRINT	2022948522	\$245.32
BAKER & TAYLOR INC	211104	ADULT BKS	2022961559	\$311.20
BAKER & TAYLOR INC	211104	NONPRINT	H69806480	\$408.71
BBC AUDIOBOOKS AMERICA	211105	L&D NONPRINT	352465	\$6.50
BBC AUDIOBOOKS AMERICA	211105	L&D NONPRINT	352466	\$56.00
BOOK WHOLESALERS INC	211106	JUV BKS	180087B	\$76.44
CHIPPEWA FALLS PUBLIC LIBRARY	211107	CA RFND	LIBRFND912	\$10.00
EAU CLAIRE AREA FOUNDATION INC	211108	FUND SUPPORT 4TH Q 2008	20084QL	\$227.00
EAU CLAIRE GARDEN CLUB	211109	SPEAKER SHARE	NONE912	\$18.00
EO JOHNSON CO INC	211110	TS/MORE COPIER SVC K	CNIN327821	\$73.00

Warrant Report for 032009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
EO JOHNSON CO INC	211110	CIRC WKRM COPIER SVC K	CNIN328338	\$214.00
LOGISTECH INC	211111	ADULT BKS	120664	\$111.09
LOGISTECH INC	211111	ADULT BKS	120827	\$147.67
MORTIMER, NANJI JO	211112	LOST ITEM RFND LESS FINE	LIBRNF912	\$18.40
OFFICE DEPOT	211113	SUPPLIES	602557657	\$850.05
PHILLIPS PUBLIC LIBRARY	211114	LOST ITEM RFND-YA BK	LIBRFND912	\$27.95
SHREDAWAY	211115	SHREDDING JAN	22148	\$57.00
SHREDAWAY	211115	SHREDDING FEB	22154	\$69.00
TANTOR MEDIA	211116	NONPRINT	21366	\$45.59
TANTOR MEDIA	211116	NONPRINT	21379	\$47.99
TEACHING COMPANY	211117	NONPRINT	4044756	\$509.70
UNIQUE MANAGEMENT SERVICES INC	211118	COLLECTION AGENCY FEB	181143	\$429.60
WESTPHAL, CYNTHIA C	211119	FNDTN CTR COOPERATING CO	NONE912	\$29.16
WORLD BOOK DIRECT MARKETING	211120	ADULT BKS	1008	\$41.40
XCEL ENERGY	211121	FEB-MAR	188340264	\$7,040.57
				<u><u>\$12,849.14</u></u>

Warrant Report for 032709L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ABINGDON PRESS	211122	ADULT BKS	367668101018	\$45.41
ALTOONA PUBLIC LIBRARY	211123	LOST ITEM RFND-NSF FEE	LIBRFND913	\$4.96
AMAZON.COM CREDIT	211124	NONPRINT	982057320468	\$8.99
AMAZON.COM CREDIT	211124	NONPRINT	939433209139	\$15.95
AMAZON.COM CREDIT	211124	NONPRINT	828873284368	\$18.95
AMAZON.COM CREDIT	211124	ADULT BKS	892510414940	\$19.80
AMAZON.COM CREDIT	211124	JUV BKS NONPRINT	726012655830	\$28.16
AMAZON.COM CREDIT	211124	NONPRINT	766033129182	\$29.98
AMAZON.COM CREDIT	211124	ADULT BKS	843449080767	\$39.26
AMAZON.COM CREDIT	211124	ADULT BKS	912849227326	\$39.48
AMAZON.COM CREDIT	211124	NONPRINT ADULT BKS	788252688486	\$46.96
AMAZON.COM CREDIT	211124	NONPRINT	951052530445	\$46.99
AMAZON.COM CREDIT	211124	ADULT BKS	706437027585	\$50.19
AMAZON.COM CREDIT	211124	ADULT BKS	874473326588	\$73.37
AMAZON.COM CREDIT	211124	ADULT BKS	944393197266	\$119.82
AMAZON.COM CREDIT	211124	ADULT BKS	823229308277	\$203.83
AT&T	211125	ADULT BKS	69163260	\$122.00
AT&T	211126	EC/IFLS/MORE VOICE MAIL	NONE913	\$314.81
BAKER & TAYLOR INC	211127	NONPRINT	H70157311	\$9.34
BAKER & TAYLOR INC	211127	NONPRINT	H69917210	\$10.79
BAKER & TAYLOR INC	211127	NONPRINT	S64342370	\$11.88
BAKER & TAYLOR INC	211127	NONPRINT	H69584611	\$12.73
BAKER & TAYLOR INC	211127	NONPRINT	H70157310	\$14.98
BAKER & TAYLOR INC	211127	NONPRINT	H70157312	\$17.96
BAKER & TAYLOR INC	211127	NONPRINT	S64342371	\$19.40
BAKER & TAYLOR INC	211127	NONPRINT	H70364370	\$20.15
BAKER & TAYLOR INC	211127	NONPRINT	H69584613	\$21.52
BAKER & TAYLOR INC	211127	NONPRINT	H70157314	\$21.59
BAKER & TAYLOR INC	211127	NONPRINT	H69584610	\$25.12
BAKER & TAYLOR INC	211127	NONPRINT	H70157313	\$25.19
BAKER & TAYLOR INC	211127	NONPRINT	H69584612	\$35.88
BAKER & TAYLOR INC	211127	ADULT BKS	2022976936	\$41.86
BAKER & TAYLOR INC	211127	JUV BKS	2022976105	\$47.20
BAKER & TAYLOR INC	211127	ADULT BKS	2022972238	\$52.56
BAKER & TAYLOR INC	211127	NONPRINT	H70455140	\$62.55
BAKER & TAYLOR INC	211127	ADULT BKS	2022991109	\$76.67

Warrant Report for 032709L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211127	ADULT BKS	2022976395	\$85.38
BAKER & TAYLOR INC	211127	NONPRINT	H69931150	\$92.88
BAKER & TAYLOR INC	211127	ADULT BKS	5009932343	\$101.61
BAKER & TAYLOR INC	211127	ADULT BKS	2022971721	\$165.94
BAKER & TAYLOR INC	211127	NONPRINT	H70364361	\$237.49
BAKER & TAYLOR INC	211127	JUV BKS	2022972203	\$253.10
BAKER & TAYLOR INC	211127	ADULT BKS	2022967590	\$264.93
BAKER & TAYLOR INC	211127	ADULT BKS	2022990827	\$342.32
BAKER & TAYLOR INC	211127	ADULT BKS	2022990453	\$434.00
BAKER & TAYLOR INC	211127	NONPRINT	H70455141	\$467.87
BAKER & TAYLOR INC	211127	ADULT BKS	2022990033	\$609.39
BAKER & TAYLOR INC	211127	NONPRINT	H70364360	\$942.59
BLACKSTONE AUDIOBOOKS	211128	NONPRINT	494231	\$64.00
BOOK WHOLESALERS INC	211129	JUV BKS	181159B	\$32.31
BOOK WHOLESALERS INC	211129	JUV BKS	184179B	\$253.26
BORDERS BOOKS	211130	SUPPLIES	0138033630	\$30.00
BULINSKI, WENDY	211131	LOST ITEM RFND-ADULT BK	LIBRFND913	\$24.99
CDW-G CORPORATE OFFICE	211132	SUPPLIES	NKD4983	\$19.77
CDW-G CORPORATE OFFICE	211132	SUPPLIES	NMW0485	\$279.00
CDW-G CORPORATE OFFICE	211132	SUPPLIES	NKC6121	\$896.08
CHIPPEWA FALLS PUBLIC LIBRARY	211133	LOST ITEM RFND-CA FEE	LIBRFND913	\$10.00
CHIPPEWA FALLS PUBLIC LIBRARY	211133	LIB RFND-ADULT NONPRT	LIBRFND913L	\$19.95
CORPORATE TECHNOLOGIES	211134	PRINTER REPAIR	257255	\$125.00
EO JOHNSON CO INC	211135	2ND FLR COPIER APR-MAY	28177840	\$120.00
FLEET CREDIT CARD SERVICES	211136	SUPPLIES	NONE913LLLL	\$16.90
FLEET CREDIT CARD SERVICES	211136	ARCH MTG RFRSHMNTS	NONE913LLL	\$36.29
FLEET CREDIT CARD SERVICES	211136	IUG AIR PRICE	NONE913LL	\$240.39
FLEET CREDIT CARD SERVICES	211136	IUG AIR NEMITZ	NONE913L	\$247.39
FLEET CREDIT CARD SERVICES	211136	WI HSTRCL SOC MICROFILM	NONE913	\$493.00
GALE RESEARCH INC	211137	ADULT BKS	16213768	\$24.72
GALE RESEARCH INC	211137	ADULT BKS	16212889	\$26.22
GALE RESEARCH INC	211137	ADULT BKS	16207467	\$46.43
GALE RESEARCH INC	211137	ADULT BKS	16207648	\$46.43
GALE RESEARCH INC	211137	ADULT BKS	16182502	\$72.65
GALE RESEARCH INC	211137	ADULT BKS	16203794	\$74.90
GALE RESEARCH INC	211137	ADULT BKS	16208026	\$93.67

Warrant Report for 032709L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	211137	ADULT BKS	16206849	\$94.36
GALE RESEARCH INC	211137	ADULT BKS	16203343	\$122.08
GALE RESEARCH INC	211137	ADULT BKS	16202562	\$122.83
HAZEL MACKIN COMMUNITY LIBRARY	211138	LOST ITEM RFND-ADULT BK	LIBRFND913	\$20.00
HEARTLAND BUSINESS SYSTEMS	211139	VOIP PHONES, LICENSE	IVC000173256	\$2,835.00
HERITAGE MICROFILM	211140	LEADER-TELEGRAM MICROFLM	141058	\$935.10
MARKGRAF, KARL	211141	LIB RFND-ADULT NONPRT	LIBRFND913	\$23.96
MARSHALL CAVENDISH	211142	JUV BKS	R813096	\$161.73
RECORDED BOOKS INC	211144	NONPRINT	4387699	\$57.14
REGENT BOOK CO	211145	ADULT BKS	SO85818	\$13.03
RENEE PONZIO	211143	FNDTN CTR COOP COLLECTION	LIBRFND913	\$101.31
RICE LAKE PUBLIC LIBRARY	211146	LOST ITEM-ADULT BK	LIBRFND913	\$3.90
SPRING VALLEY LIBRARY	211147	LIB RFND-ADULT NONPRT	LIBRFND913	\$40.00
TRI-STATE BUSINESS MACHINES INC	211148	ADM COPIER MAR-APR	133402	\$300.00
UIHLEIN/WILSON ARCHITECTS	211149	PROF SERVICES	11895L	\$66.00
WEST GROUP	211150	WI STAT 124-139& 908-938	817919105	\$328.00
WESTON WOODS	211151	NONPRINT	2484766	\$29.95
				<u><u>\$14,301.52</u></u>

Warrant Report for 040309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	211152	L&D NONPRINT	978467183357	\$39.32
AMAZON.COM CREDIT	211152	L&D ADULT BKS ADULT BKS	905657607039	\$39.74
AMAZON.COM CREDIT	211152	JUV BKS	782224963537	\$45.00
AMAZON.COM CREDIT	211152	L&D NONPRINT ADULT BKS	854668593308	\$52.47
AMAZON.COM CREDIT	211152	ADULT BKS NONPRINT	776316097196	\$56.11
AMAZON.COM CREDIT	211152	ADULT BKS JUV BKS	779160647704	\$100.50
AUGUSTA PUBLIC LIBRARY	211153	LOST ITEM RFND-ADULT NONPRT	LIBRFND914	\$25.00
BAKER & TAYLOR ENTERTAINMENT	211154	NONPRINT	H70895940	\$102.83
BAKER & TAYLOR INC	211155	NONPRINT	H70548570	\$10.79
BAKER & TAYLOR INC	211155	NONPRINT	H71122633	\$14.39
BAKER & TAYLOR INC	211155	NONPRINT	H70895942	\$17.99
BAKER & TAYLOR INC	211155	NONPRINT	H70915870	\$25.17
BAKER & TAYLOR INC	211155	L&D NONPRINT	H70692830	\$34.59
BAKER & TAYLOR INC	211155	NONPRINT	H71122631	\$35.98
BAKER & TAYLOR INC	211155	NONPRINT	H70639960	\$39.57
BAKER & TAYLOR INC	211155	ADULT BKS	2023024429	\$43.19
BAKER & TAYLOR INC	211155	NONPRINT	H70548571	\$43.70
BAKER & TAYLOR INC	211155	JUV BKS L&D JUV BKS	2023013502	\$50.19
BAKER & TAYLOR INC	211155	L&D NONPRINT	H70895941	\$52.29
BAKER & TAYLOR INC	211155	L&D NONPRINT	H71122632	\$55.04
BAKER & TAYLOR INC	211155	NONPRINT	H71122630	\$71.96
BAKER & TAYLOR INC	211155	ADULT BKS	2023024240	\$79.40
BAKER & TAYLOR INC	211155	ADULT BKS	2023006163	\$128.06
BAKER & TAYLOR INC	211155	NONPRINT	H70692831	\$129.36
BAKER & TAYLOR INC	211155	ADULT BKS	2023013521	\$135.16
BAKER & TAYLOR INC	211155	JUV BKS NONPRINT	2023006858	\$141.94
BAKER & TAYLOR INC	211155	ADULT BKS	2023023868	\$145.46
BAKER & TAYLOR INC	211155	JUV BKS	2023014258	\$182.36
BAKER & TAYLOR INC	211155	L&D ADULT BKS ADULT BKS	2023006657	\$206.93
BAKER & TAYLOR INC	211155	ADULT BKS NONPRINT	2023019845	\$274.65
BAKER & TAYLOR INC	211155	ADULT BKS L&D ADULT BKS	2023014151	\$280.71
BAKER & TAYLOR INC	211155	L&D JUV BKS L&D NONPRT	2023014173	\$344.93
BAKER & TAYLOR INC	211155	ADULT BKS	2023001198	\$475.23
BOOK FARM INC	211156	JUV BKS	0014269	\$1,775.40
BOOK WHOLESALERS INC	211157	ADULT BKS	186443B	\$6.57
BOOK WHOLESALERS INC	211157	L&D JUV BKS	188515B	\$56.09

Warrant Report for 040309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BOOK WHOLESALERS INC	211157	JUV BKS	186919B	\$101.41
BREEN, DANIEL	211158	LOST ITEM RFND LESS FINE	LIBRND914	\$24.99
CHIPPEWA FALLS PUBLIC LIBRARY	211159	LOST ITEM RFND-ADULT BK	LIBRFND914	\$23.95
COLLINS-FUERBRINGER, MICHELLE	211160	LIB VISIT APL CAP CAMPAI	NONE914	\$54.04
DEMCO INC	211161	SUPPLIES	3501636	\$33.79
DEMCO INC	211161	SUPPLIES	3491200	\$55.13
EAU CLAIRE CHAMBER OF COMMERC	211162	BUSINESS EXPO BOOTH	NONE914	\$455.00
EO JOHNSON CO INC	211163	SVC K 1ST FLR COPIER	CNIN331345	\$28.50
EO JOHNSON CO INC	211163	SVC K 1ST FLR COPIER	CNIN331362	\$28.50
L&M MAIL SERVICES INC	211164	MAIL FEE FRDS NEWSLTR	17278	\$154.85
L&M MAIL SERVICES INC	211164	MAIL FEE FRDS ANN MTG	17275	\$156.50
LEE, RANDALL SCOTT	211165	LOST ITEM RFND-ADULT BK	LIBRFND914	\$24.99
LONGS ELECTRONICS	211166	SUPPLIES	0010071149	\$109.88
LUCK PUBLIC LIBRARY	211167	LOST ITEM RFND-ADULT NONPRT	LIBRFND914	\$20.00
PAPERDIRECT INC	211168	SUPPLIES	104543560101	\$156.93
RANDOM HOUSE INC	211169	NONPRINT	1086063401	\$103.20
RECORDED BOOKS INC	211170	L&D NONPRINT	4408388	\$39.70
RECORDED BOOKS INC	211170	NONPRINT	4411503	\$213.95
RICE LAKE PUBLIC LIBRARY	211171	LOST ITEM REFND-JUV NONPRT	LIBRFND914	\$14.92
TROPHIES PLUS	211172	DSA PLAQUE	32317	\$44.00
WESTON WOODS	211173	NONPRINT	2489148	\$29.95

\$7,192.25

Warrant Report for 041009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ABDO PUBLISHING CO	211174	JUV BKS NONPRINT	133893	\$1,786.70
ALTOONA PUBLIC LIBRARY	211175	LOST ITEM RFND-PART	LIBRFND915	\$3.00
AMAZON.COM CREDIT	211176	L&D NONPRINT	895062881092	\$13.49
AMAZON.COM CREDIT	211176	L&D NONPRINT	875709957160	\$27.98
AMAZON.COM CREDIT	211176	JUV BKS	802242658540	\$28.00
AMAZON.COM CREDIT	211176	JUV BKS NONPRINT	845189143553	\$31.20
AMAZON.COM CREDIT	211176	NONPRINT	769627246290	\$34.49
AMAZON.COM CREDIT	211176	L&D NONPRINT NONPRINT	826692868429	\$38.61
AMAZON.COM CREDIT	211176	NONPRINT	804072638263	\$39.98
AMAZON.COM CREDIT	211176	JUV BKS NONPRINT	818293113416	\$46.97
AMAZON.COM CREDIT	211176	ADULT BKS NONPRINT	806734177926	\$47.58
AMAZON.COM CREDIT	211176	NONPRINT L&D NONPRINT	857480584138	\$64.96
AMAZON.COM CREDIT	211176	JUV BKS NONPRINT	822676097837	\$77.16
AMAZON.COM CREDIT	211176	NONPRINT	705875358938	\$123.96
AT&T	211177	ADULT BKS	69986700	\$90.70
AT&T	211178	CELL PHONE MAR-APR	NONE915	\$65.91
BAKER & TAYLOR INC	211179	L&D NONPRINT	S65805800	\$10.76
BAKER & TAYLOR INC	211179	NONPRINT	H71862241	\$10.76
BAKER & TAYLOR INC	211179	NONPRINT	H71372961	\$10.78
BAKER & TAYLOR INC	211179	L&D NONPRINT	H71752241	\$11.88
BAKER & TAYLOR INC	211179	NONPRINT	H71625841	\$19.43
BAKER & TAYLOR INC	211179	NONPRINT	H71752240	\$25.36
BAKER & TAYLOR INC	211179	NONPRINT	H71625842	\$38.86
BAKER & TAYLOR INC	211179	NONPRINT	H71862240	\$51.45
BAKER & TAYLOR INC	211179	ADULT BKS	5009964259	\$69.33
BAKER & TAYLOR INC	211179	NONPRINT	H71382090	\$69.71
BAKER & TAYLOR INC	211179	NONPRINT	H71372960	\$78.38
BAKER & TAYLOR INC	211179	ADULT BKS	2023025086	\$115.30
BAKER & TAYLOR INC	211179	NONPRINT	H71625840	\$172.72
BAKER & TAYLOR INC	211179	FRNDS YS PRZ/INCENTIVES	2023047532	\$449.18
BBC AUDIOBOOKS AMERICA	211180	NONPRINT	354205	\$97.40
BLACKSTONE AUDIOBOOKS	211181	NONPRINT	493298	\$79.20
BOOK FARM INC	211182	JUV BKS	0014179	\$348.30
BOOK WHOLESALERS INC	211183	JUV BKS	189377B	\$53.54
CRYSTAL TECH	211184	WEB HOSTING APR-JUNE	NONE915	\$149.85
EAU CLAIRE COUNTY TREASURER	211185	FOR 2008	NONE915	\$10,356.85

Warrant Report for 041009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ENTERPRISE RENT A CAR	211186	LIBRARY VISITS SCF	D6991244450	\$73.34
GALE RESEARCH INC	211187	ADULT BKS	16231510	\$10.17
GALE RESEARCH INC	211187	ADULT BKS	16227645	\$23.97
GALE RESEARCH INC	211187	ADULT BKS	16227185	\$25.47
GALE RESEARCH INC	211187	ADULT BKS	16229168	\$26.97
GALE RESEARCH INC	211187	ADULT BKS	16221168	\$28.71
GALE RESEARCH INC	211187	ADULT BKS	16217675	\$44.93
GALE RESEARCH INC	211187	ADULT BKS	16220963	\$47.93
GALE RESEARCH INC	211187	ADULT BKS	16228240	\$51.68
GALE RESEARCH INC	211187	ADULT BKS	16224186	\$58.40
GALE RESEARCH INC	211187	ADULT BKS	16224704	\$62.28
GALE RESEARCH INC	211187	ADULT BKS	16224450	\$70.40
GALE RESEARCH INC	211187	ADULT BKS	16233274	\$84.15
GALE RESEARCH INC	211187	ADULT BKS	16223731	\$238.40
GALE RESEARCH INC	211187	ADULT BKS	16221596	\$255.33
GATE 8 PUBLISHING LLC	211188	ADULT BKS	807	\$29.50
GROUP HEALTH CO-OP	211189	RETIREEES/COBRA MAY	NONE915L	\$1,522.01
GROUP HEALTH CO-OP	211189	ACTIVES MAY	NONE915	\$29,427.92
HIGHSMITH COMPANY	211190	SUPPLIES	1013048446	\$2,310.00
KENT ADHESIVE PRODUCTS CO	211191	SUPPLIES	1066110	\$661.82
L&M MAIL SERVICES INC	211192	MAIL FEE/POSTAGE ARTSHOW	17465	\$186.80
L&M MAIL SERVICES INC	211192	MAIL FEE/POSTAGE ARTSHOW	17302	\$281.53
MEGA	211193	FRNDS PRGRM RFRSHMNTS	309609	\$27.52
NRA PROCESSING CENTER	211194	AM HUNTER	NONE915	\$9.95
NRA PROCESSING CENTER	211194	AM RIFLEMAN	NONE915L	\$35.00
OFFICE DEPOT	211195	SUPPLIES	602584029	\$1,247.11
REGENT BOOK CO	211196	ADULT BKS	SO86278	\$37.10
RTI	211197	TS PAD HOLDER WARRANTY	CMC2677	\$-27.32
RTI	211197	TS PAD HOLDER RPLCMNT	143232	\$37.27
TANTOR MEDIA	211198	NONPRINT	21932	\$59.99
UIHLEIN/WILSON ARCHITECTS	211199	PROF SERVICES PARTIAL	11952	\$22,069.74
VOLUME ONE MAGAZINE	211200	FRNDS PROGRAM AD	12587	\$179.25
				<u><u>\$73,937.05</u></u>

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,946.66
Various	WRS, SS, life, disability	1,595.71
Various	Health insurance, deductible	4,235.45
All Season Tire Co	Repl tube-Library cart tire	11.56
Hovlands Inc	HVAC repairs	90.00
Valley Builders Hardware	Keys and hardware/repairs	264.75
NEI Northern Electricians	Electrical/siren repairs	145.00
WI Dept of Commerce	Boiler permit	70.00
WI Dept of Commerce	Boiler/elevator permit	70.00
Tracis Green Interiors	Plant rental; monthly	259.90
Wil Kil Pest Control	Pest control; monthly	30.00
Waste Management	Garbage, recycling	323.97
Dalco	Can liners	33.49
Dalco	Can liners	8.16
Huebsch Rental Service	Roll towels/general cleaning	36.00
Oak Ridge Chemical	Ice melt	205.80
NEI Northern Electricians	Electrical/siren repairs	66.50
G&K Services	Rental, floor mats, mops, rags	30.16
G&K Services	Rental, floor mats, mops, rags	30.16
G&K Services	Rental, floor mats, mops, rags	30.16
G&K Services	Rental, floor mats, mops, rags	30.16
		\$ 16,513.59

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 133,474.85
Various	WRS, SS, life, disability	22,851.46
Various	Health insurance, deductible, EAP	26,831.42
		\$ 183,157.73

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 143.41
Various	WRS, SS, life, disability	25.80
EC Community Foundation	4th qtr fund support	3,100.30
Fleet Business Services	Architect meeting refreshments	36.29
Uihlein/Wilson Architects	Professional services per contract	13,834.84
Uihlein/Wilson Architects	Professional services per contract	66.00
		\$ 17,206.64

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - March

2007	2008	2009	Chng. Prev. Yr.
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AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING

n/a	n/a	1,201	n/a	Month of March (New door counter installed 4/11/08))
n/a	n/a	1,143	n/a	Year to date (New door counter installed 4/11/08)

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

689	705	693	-1.7%	Month of March
666	650	647	-0.5%	Year to date

% SHARE OF CHECKOUTS AND IN-BUILDING RENEWALS (Does NOT include outgoing MORE transactions)

71.1%	71.3%	71.5%	0.3%	City of Eau Claire
16.0%	16.0%	15.5%	-3.0%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.9%	12.6%	13.0%	3.4%	All other users checking something out or renewaing from this building

Figures given for billable period according to contract (July-March)

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

15,948	16,229	16,788	3.4%	Month of March
45,992	46,268	47,456	2.6%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

83,510	84,093	87,424	4.0%	Month of March
242,698	241,208	244,486	1.4%	Year to date

RENEWALS FROM LIBRARY BUILDING*

4,983	3,929	2,721	-30.7%	Month of March
13,530	11,427	7,663	-32.9%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,481	1,571	1,200	-23.6%	Month of March
4,528	4,380	3,268	-25.4%	Year to date

Web renewals

16,833	17,624	18,574	5.4%	Month of March
46,739	50,602	51,689	2.1%	Year to date

MORE CONSORTIUM CHECKOUTS

Incoming materials (included in "Checkouts from Library Bldg" above)

8,471	9,302	10,301	10.7%	Month of March
25,714	28,095	30,376	8.1%	Year to date

Outgoing materials (NOT included in "Checkouts from Library Bldg" above)

10,030	10,774	11,639	8.0%	Month of March
28,955	31,727	34,169	7.7%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

Incoming materials (included in "MORE Consortium Checkouts" above)

1,074	1,377	1,469	6.7%	Month of March (included renewals)
3,377	4,106	4,379	6.6%	Year to date (includes renewals)

Outgoing materials (NOT included in "Checkouts from Library Bldg" above)

1,552	1,605	1,873	16.7%	Month of March
4,636	4,775	5,324	11.5%	Year to date

2007	2008	2009	Chng. Prev. Yr.
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INTERLIBRARY LOANS

Incoming materials (included in "Checkouts from Library Building" above)

288	282	232	-17.7%	Month of March (without renewals)
769	783	708	-9.6%	Year to date (without renewals)

Outgoing materials (not included in "Checkouts from Library Building" above)

524	375	345	-8.0%	Month of March (without renewals)
1,794	1,254	1,133	-9.6%	Year to date (without renewals)

Outgoing materials (not included in "Checkouts from Library Building" above)

6	3	10	233.3%	Month of March (renewals)
23	16	40	150.0%	Year to date (renewals)

HOME DELIVERY (included in "Checkouts from Library Building" above)

953	917	919	0.2%	Month of March (without renewals)
2,242	2,770	2,882	4.0%	Year to date (without renewals)

HOME DELIVERY RENEWALS (included in "Checkouts from Library Building" above)

n/a	n/a	63	n/a	Month of March Renewals
n/a	n/a	215	n/a	Year to date Renewals

NOTE: methodology for counting these renewals was revised in May of 2008

UNIQUE VISITORS TO WEBSITE

n/a	11,697	10,762	-8.0%	Month of March
n/a	31,039	36,344	17.1%	Year to date

NOTE: statistics from new web host beginning 8/2007

April 16, 2009

To: The Library Board of Trustees
From: John Stoneberg, Library Director
Subject: Gates Grant

In 2007 the Bill & Melinda Gates Foundation launched the Opportunity Online Hardware grant program. This grant is being implemented in states nationwide over a period of several years. Wisconsin—along with eight other states—is in the final round, which began this year. The Opportunity Online Hardware grant is part of a series of library grants the foundation has funded since the late 1990s. A primary goal of these grants is to help public libraries sustain free access to computers and the Internet for people who need it most. Libraries that are awarded grants in this latest program can use the grant funds to pay for public access PCs and related costs of installation and support. The grants funds will be distributed in 2010 and 2011. The foundation anticipates that this will be its last round of PC hardware grants.

This program pays for public access PCs for libraries that meet two basic criteria:
(1) Libraries must serve a population above 10% poverty or have more than 3,000 people in poverty;
(2) Libraries must have at least some public access PCs that are more than 4 years old. The Gates Foundation determines which libraries are eligible to apply for the grant and how many PCs an eligible library may eventually receive.

In the first round of hardware grants in 2002, the foundation granted Gateway PCs to eligible libraries. In this new round of 2009 grants, libraries are awarded a cash grant to purchase PCs of their choice. Participation in the grant will require matching funds over the two-year time-frame of the grant. The match is 25% the first year (2010) and 50% the second year (2011).

If the library intends to allocate funds from its budget, the library obviously cannot guarantee now that it will have the matching funds in the library's 2010 or 2011 budgets. But the assumption is that the library will identify the required matching funds from its budget or other sources by the two deadlines listed below:

- 2010: Libraries must certify that they have the required 25% match by March 30, 2010.
- 2011: Libraries must certify that they have the required 50% match by March 30, 2011.
- The amount of the match needed for 2010 and 2011 is listed in the attachment to this memo. The 2010 match is listed in column F and the 2011 match is in column I.

If a library does not obtain its 25% match in 2010, it will not receive any grant funds and it will not be eligible to participate in the program in 2011. If a library achieves its 25% match for 2010 but doesn't obtain the 50% match for 2011, it will receive 2010 funds but not 2011 funds.

The funding (both Gates and the local match) is intended to support the Total Cost of Ownership (TCO) for the PCs for at least three years. That is why the funding is much more than just the basic cost for the PC. It is intended to cover any software purchases, ongoing support, etc. If the library does its own PC support, any extra Gates money (after the library buys the PCs) and the library's own local match simply can go to pay its own staff. Other eligible uses of the grant funds: The funding is intended also to cover installation and any ongoing training and technical support needed to keep the computer in proper working order. Purchasing of software, printers, and scanners is another eligible use of the grant funds. A library may also use the funds to support the library's network infrastructure (e.g., servers, switches, routers, etc.) or to purchase additional PCs.

Other requirements include the following:

- Libraries must run the TechAtlas inventory program. The foundation uses the data from this inventory to determine the age of a library's PCs. LEPMPL has done this. This will have to be done twice more, in July-September of 2010 and 2011. The purpose of the inventory is to verify that the granted PCs have actually been purchased and installed.
- Libraries must participate in a two-day Public Library Association (PLA) advocacy symposium titled *Turning the Page*. This will be in fall 2009 and all expenses will be paid by PLA.
- Libraries must complete the annual ALA Public Library Funding and Technology Access survey in the fall of 2009, 2010 and 2011. Many libraries have done this survey in past years and are familiar with it. It usually takes about 40-50 minutes to complete.

I've discussed the grant with Business Manager Julie Gast and IT Manager Steve Stoflet and we feel the library can provide the local matching funds out of its regular budget and without affecting the library levy. I recommend that the Board approval acceptance of the grant assuming the two deadlines listed above.

In review, in 2010, the Gates grant is \$11,700 and the local match is \$3,900 and in 2011, the Gates grant is \$7,800 and the local match is \$7,800. The grant provides for a total of 12 PCs in 2010 and 2011 as well as technical and other forms of support. These PCs would not be additional PCs for LEPMPL but part of the 58 PCs we would normally replace over the two years. At the heart of the grant, is a goal to keep the technology available customers in libraries up to date and that is what we do when we replace our PCs on a rotating schedule.

LIBRARIES GETTING ADDITIONAL PCS	COMMUNITY	Orig No. of PCs	Added PCs	Total No. of PCs	2010			2011			Total Gates Grant, 2010 and 2011
					Total Match and Grant	Required Match	Gates Grant	Total Match and Grant	Required Match	Gates Grant	
BELOIT PUBLIC LIBRARY	Beloit	2	10	12	\$15,600.00	\$3,900.00	\$11,700.00	\$15,600.00	\$7,800.00	\$7,800.00	\$19,500.00
BREWER PUBLIC LIBRARY	Richland Center	6	1	7	\$10,400.00	\$2,600.00	\$7,800.00	\$7,800.00	\$3,900.00	\$3,900.00	\$11,700.00
BUTLER PUBLIC LIBRARY	Butler	3	2	5	\$7,800.00	\$1,950.00	\$5,850.00	\$5,200.00	\$2,600.00	\$2,600.00	\$8,450.00
CUMBERLAND PUBLIC LIBRARY	Cumberland	2	1	3	\$5,200.00	\$1,300.00	\$3,900.00	\$2,600.00	\$1,300.00	\$1,300.00	\$5,200.00
IRVIN L. YOUNG MEMORIAL LIBRARY	Whitewater	3	2	5	\$7,800.00	\$1,950.00	\$5,850.00	\$5,200.00	\$2,600.00	\$2,600.00	\$8,450.00
KENOSHA PUBLIC LIBRARY (Northside Br)	Kenosha	4	4	8	\$36,400.00	\$9,100.00	\$27,300.00	\$33,800.00	\$16,900.00	\$16,900.00	\$44,200.00
KEWAUNEE PUBLIC LIBRARY	Kewaunee	2	1	3	\$5,200.00	\$1,300.00	\$3,900.00	\$2,600.00	\$1,300.00	\$1,300.00	\$5,200.00
L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY	Eau Claire	4	8	12	\$15,600.00	\$3,900.00	\$11,700.00	\$15,600.00	\$7,800.00	\$7,800.00	\$19,500.00
MCINTOSH MEMORIAL LIBRARY	Viroqua	2	1	3	\$5,200.00	\$1,300.00	\$3,900.00	\$2,600.00	\$1,300.00	\$1,300.00	\$5,200.00
MENOMONIE PUBLIC LIBRARY	Menomonie	6	3	9	\$13,000.00	\$3,250.00	\$9,750.00	\$10,400.00	\$5,200.00	\$5,200.00	\$14,950.00
PORTAGE COUNTY PUBLIC LIBRARY (Plover Br)	Stevens Pt (Plover)	4	1	5	\$7,800.00	\$1,950.00	\$5,850.00	\$5,200.00	\$2,600.00	\$2,600.00	\$8,450.00
RIB LAKE PUBLIC LIBRARY	Rib Lake	2	1	3	\$5,200.00	\$1,300.00	\$3,900.00	\$2,600.00	\$1,300.00	\$1,300.00	\$5,200.00
SUPERIOR PUBLIC LIBRARY	Superior	8	3	11	\$20,800.00	\$5,200.00	\$15,600.00	\$18,200.00	\$9,100.00	\$9,100.00	\$24,700.00
THORP PUBLIC LIBRARY	Thorp	2	2	4	\$5,200.00	\$1,300.00	\$3,900.00	\$5,200.00	\$2,600.00	\$2,600.00	\$6,500.00
TOMAH PUBLIC LIBRARY	Tomah	5	1	6	\$7,800.00	\$1,950.00	\$5,850.00	\$7,800.00	\$3,900.00	\$3,900.00	\$9,750.00
TURTLE LAKE PUBLIC LIBRARY	Turtle Lake	4	1	5	\$7,800.00	\$1,950.00	\$5,850.00	\$5,200.00	\$2,600.00	\$2,600.00	\$8,450.00
VAUGHN PUBLIC LIBRARY	Ashland	4	2	6	\$7,800.00	\$1,950.00	\$5,850.00	\$7,800.00	\$3,900.00	\$3,900.00	\$9,750.00

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2010 Budget Calendar

April 2 – Discussion at Management-Team meeting regarding status of current CIP projects for closure (DONE)

May 4 – Business Manager sends out current budget and forms

May 7 – Beginning 2010 budget discussion at Management Team meeting

May 29 – Management Team submits all 2010 operating or 2010-2014 CIP budget requests on City forms, any account increases higher than established CPI, and any changes to IFLS host agency or interloan contracts

June 4 – Management Team meeting includes review and ranking of all budget submissions

June 26 – Mail proposed budgets to trustees

July 9 – Finance Committee meeting to review proposed budgets

July 16 – Board meeting to approve proposed budgets

July 17 – Budgets submitted to City Budget Review Team

September – Meeting with City Budget Review Team

October – City Council budget work sessions

Early November – City Council Public Hearing

Mid-November – Budget Adoption by City Council