



L.E. Phillips Memorial Public Library

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, February 19, 2009 at 5:00 pm** 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 Board (page 1)
- 4) Communications
- 5) Report of the Library Director (page 3)
 - a) Library organizational chart (January 2009) (page 14)
- 6) Report of the Library Board President (page 15)
- 7) Committee Reports
 - a) Executive Committee
 - b) Endowment & Development Committee
 - c) Distinguished Service Award Committee
 1. Discussion and action on the recommendation of the Committee
 - d) Finance Committee
 - e) Planning Committee
- 8) Report from the Friends of the Library
- 9) Report of the Representative to the IFLS Board
- 10) Financial Reports (page 16)
- 11) Action on Bills and Claims (page 19)
- 12) Review of the Monthly Statistics (page 31)
 - a) Door Count Study (page 33)

13) Consideration of New Business

- a) Consideration and action on the requests for funding from the Friends of the L. E. Phillips Memorial Public Library (page 35)
- b) Discussion and action on the 2008 Library Annual Report to the State of Wisconsin and the Public Library Assurance of Compliance with System Membership Requirements (distributed at meeting)
- c) Discussion and action on Statement Concerning Public Library System Effectiveness (included in Annual Report to the State of Wisconsin) (distributed at meeting)
- d) Update, discussion and action on library remodeling project and schedule (page 39)

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

15) Adjournment

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

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

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, January 15, 2009 at 5:00 p.m. in the Board Room of the Library. The following members were present: Adams, Kampf, Radtke, Schneider, Simonsen, Stelter, Von Haden and Wright.

INTRODUCTION OF ASSISTANT DIRECTOR

John Stoneberg introduced Mark Troendle as the new Assistant Director.

CITIZEN COMMENTS

Linda Stelter thanked Kathie Schneider for her presentation on Louis Braille given at area schools and the library.

MINUTES OF PREVIOUS MEETINGS

On a motion made by Jean Radtke and seconded by Lee Adams the minutes of the December 18, 2008 Board meeting were unanimously approved.

REPORT OF THE LIBRARY DIRECTOR

In addition to his written report, John Stoneberg introduced John Thompson, Director of the Indianhead Federated Library System, to the Board. They discussed issues and priorities to communicate at Library Legislative Day on February 3.

John Stoneberg also reported on the status of the library renovation, the ICMA grant and proposed infrastructure funds request.

REPORT OF THE LIBRARY BOARD PRESIDENT

Kathie Schneider's report was reviewed.

COMMITTEE REPORTS

The Executive Committee needs to meet in March to consider an evaluation process for the Library Director.

Kathie Schneider asked for volunteers to serve on the Development & Endowment Committee. Jean Radtke was appointed.

The Distinguished Service Award Committee meets Friday, January 16, 2009, at 3 p.m.

REPORT FROM FRIENDS OF THE LIBRARY

Kathie Schneider reported the Friends have 855 household members. Their next book sale is January 30 and 31.

ACTION ON BILLS & CLAIMS

On a motion made by Lee Adams and seconded by Bob von Haden, the Board unanimously approved the Bills & Claims for November 14, 2008-January 2, 2009 as well as the Preliminary Supplemental Bills & Claims for December, 2008.

REVIEW OF THE MONTHLY STATISTICAL REPORT

The Board reviewed the December Statistical Report.

DISCUSSION AND ACTION ON THE RECOMMENDED 2009 LIBRARY GOALS

Jean Radtke made a motion to approve the 2009 library goals as recommended by the Planning Committee. The motion was seconded by Lee Adams and passed unanimously.

DISCUSSION AND ACTION ON TRANSFER OF FUNDS FROM THE OPERATING FUND TO THE CAPITAL FUND

On a motion made by Bob von Haden and seconded by Jean Radtke, the Board unanimously approved the transfer of \$310,000 to the Capital Improvement Fund as intended in the 2009 budget.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

The Library Director was directed to:

- Contact the Friends of the Library regarding the location for their annual meeting.
- For Library Legislative Day, develop brief information for Kathie Schneider regarding the usage of this library.
- Report back to the Board on door count statistics within two months.
- The Library Board President is to let IFLS know that Jean Radtke will replace Sue Olson as the IFLS liaison on the library system board.

Submitted by,

Jackie Depa, Library Associate II
Julie Gast, Library Business Manager

February 12, 2009

To: The Library Board of Trustees
From: John Stoneberg, Library Director
Subject: Report of the Library Director

Two new members are joining the Library Board: Bob Fraser, who has considerable experience on the Board from the past, and Robert Hauser who joins us for the first time. Welcome to both of you!

Uihlein-Wilson Architects conducted their second workshop on January 7-8, a web conference on January 22 and their third workshop on February 4-5. Planning seems to be going smoothly so far. (See attached.)

Library Legislative Day activities went very well—and the weather was with us this year! Chippewa Falls Public Library Director Rosemary Kilbridge joined Library Board members Lee Adams and Katherine Schneider (and Fran), Friends of the Library Board President Penny France and myself on the journey to Madison. We had very good meetings and were a precision drill team in presenting library issues and concerns to legislators and/or their staff and were joined at junctures by Indianhead Federated Library System Director John Thompson and John Pollitz, Director of McIntyre Library at UW-Eau Claire. I sent follow up thank yous to both Senators and both Representatives and staff.

Met with City/County Purchasing Director Frank Draxler, City Buildings Supervisor Rod Bonesteel and Library Purchasing Associate Jackie Depa to discuss Requests for Proposals (RFPs) regarding elevator replacement and upgrades and chiller replacement and agreed to wait on those projects until after the library remodeling is completed..

The International City/County Management Association (ICMA) Public Library Innovation Grant I described last month was due on January 9 and Chippewa Valley Museum Director Susan McLeod and I continued to spend considerable time working on the grant application, project narrative, budget and other documents up to the deadline. A recent update from ICMA reported that they had received over 500 grant applications. This is considerably more applications than we were led to believe might be submitted. ICMA is reviewing the applications and their review panel will meet later this month to make the final award decisions by February 27.

Other highlights from the past month:

- Worked with PRPS staff to design and present a film series to commemorate the 40th anniversary of man's landing on the moon on July 20, 1969. Space, the Final Frontier

featured five movies considered to be some of the best films about outer space travel and exploration. Shown on consecutive Tuesday evenings in January (and early February), the movies included 2001: A Space Odyssey, the Right Stuff, Apollo 13, Space Cowboys and Astronaut Farmer. I hosted the first three and Bess Arneson hosted the last two.

- Along with other city staff, Mark Troendle and I attended a web conference on major changes to the federal Family and Medical Leave Act (FMLA) regulations which became effective in January.
- At an Eau Claire Morning Rotary meeting on January 15, at which I gave an update of the library's remodeling plans, the capital campaign received a check for \$1,250 which were part of the funds raised at a fall Rotary golf outing. This plus other donations put new capital campaign funds received since November 1 at almost \$12,800.
- Mark and I attended the Chamber's annual State of Eau Claire County session on January 16 which highlighted the county's current services, future goals and 2009 budget challenges.
- Met with the Library Board's Distinguished Service Award Committee.
- Met with the Collection Development Committee to reapportion adult selection areas now the Mark is a selector, becomes head of the Committee and has begun selecting in his newly assigned areas. I will continue to select and weed adult visual materials. I completed my multiple holds project responsibilities for MORE.
- Worked with the library management team to provide information regarding 2008 library activities for the city's major projects report. (2007 was the first year that the library was included in this report.)
- Met with Library Board President Kathie Schneider to review my first months as Library Director and discuss other issues.
- Continued to discuss and train with new Assistant Director Mark Troendle on a wide variety of topics.
- Library staff welcomed Mark at morning break on January 21.
- Attended MORE Directors Council and a farewell for departing MORE Administrator Cathie Currier on January 23.
- Spent a wonderful, relaxing week in Kauai with my wife, Lyn. Now that Mark Troendle has been hired as Assistant Director, I will catch up on my unused vacation time which means I will be off an average of 4 days each month through September.

From the Management Team & Staff

Assistant Director/Human Resources

In the past, there have been updates from the Human Resources (HR) Manager as well as the Assistant Director under two separate headings. However, now that Assistant Director Mark Troendle has assumed HR-related tasks formerly handled by Circulation Services Manager

Laura Miller, it seems like an appropriate time to consolidate activity reports from both areas into one category.

On January 1, 2009, the ADA Amendments Act of 2008 became effective. Also, on January 16, 2009, new regulations interpreting the Family Medical Leave Act went into effect. In concert with the City of Eau Claire, the library is working to ensure we are in full compliance with these and any other regulation or statute.

Staff have already been preparing for the move by weeding the collection, and are now focusing on reducing stored items on the lower level. At the direction of the Director, Mark arranged for carpet samples to be sent to the architects so they could attempt to match new carpeting with the existing carpet.

On January 27 and February 3, Mark attended the City Department Heads meeting in Director Stoneberg's stead. At the January 27 meeting, departments were asked if obstacles exist at the State level preventing more effective shared services. From the library's perspective, there are none.

Mark noticed two hyperlinks on the library site weren't working properly one day. An occasional glitch such as this is common because there are literally thousands of links on both the library's public and staff-only sites, and maintaining these links takes time. However, being the new guy, it did cause Mark to ask if staff were using a software program to uncover broken links. (The IT department at Mark's previous employer used a program to find such links.) This question led to a discussion between the managers of IT and Reference Services, and the result is that training is now being provided to Reference Services Manager Renee Ponzio on how to use a program called Link Sleuth. This tool should help staff find, as well as fix, broken links more efficiently and quickly.

Mark has received training on how to update content on the library's public web site. He has, for example, updated 2009 calendar information related to closings and the contact number for HR.

Mark has spent much of his first two months learning about the policies, procedures and systems unique to L. E. Phillips Memorial Public Library. Mark greatly appreciates the helpfulness of all staff during the transition.

Safety & Security

Larry Nickel reviewed video surveillance to determine if the vandals that were responsible for writing on the "Freedom Shrine" documents displayed on the lower level could be identified. After inspecting two days of video for the area, no suspicious behavior was evident.

Larry created a new door access clearance for Public Relations and Programming (PRPS) staff to get around the library for equipment transfer and programming purposes.

Routine duties included: back-ups of the reports created by the door access system; a review of the monthly incident reports; modified door access for art shows, book sales and other events; door fob access assignments for new employees; and modified access as needed for current staff.

Technical Services

Sharon Price and Steve Stoflet began work on statistical reports for the state annual report. Steve ran and printed out the Millennium reports for the Library Collection section. Sharon trained Jean Nemitz on the procedures for compilation and recording of data from the Millennium reports. This duty will be part of the Acquisition Associate I responsibility from this point forward.

The month of January marked the end of using bibliographic records from the OCLC WorldCat database as bibliographic records for ordering. Jean Nemitz now uses Z39.50 technology or creates her own short bibliographic records for use as order records. Jean continues to add format to the bibliographic records so other MORE libraries can discern what has been ordered. MORE has been notified that there may be a greater number of short bibliographic records entered into the database by L. E. Phillips acquisitions. This change will cut exports from the OCLC bibliographic database and should give us statistical ammunition to point to for a cut in our OCLC cataloging bill which comes around at the end of June. WiLS will be assisting us to make our argument

Teri Oestreich inventoried division supplies. She has the portion of the order that we partner with IFLS/MORE in buying, completed and sent to Kathy Setter at IFLS.

Jean Nemitz performed fiscal close of 2008. We are ready to allocate the appropriations for 2009.

Lori Jungerberg was hired for the 14 hours/week page/processor position from which Betty Klee resigned. Lori now holds this position plus another 15 hours/week Technical Services position.

Renee Ponzio, Teri, Sharon and Jenny Karls set up a procedure for handling paperback browsers that are to be cataloged for the adult fiction collection. These may be items that are a piece of a fiction series that L. E. Phillips own and will complete the series or a copy of a title from a very popular author. It will be much more customer-friendly to find and place a hold on a cataloged item. Renee has a list of items already created and will have Reference pages pull the items and sent to Jenny on a marked cart.

Sharon, Renee and Mark Troendle toured the storage area in late January to begin the task of clearing out items for the remodeling. After discussion--and armed with contact names and ideas--each person took one of the three big space-wasters (plastic jugs from the capitol campaign, reams of paper and stacks of cardboard) and will attempt to find homes for them. It was also decided to cut magazine holdings. Titles with holdings one year upstairs in the magazine area and four years downstairs in storage were changed to one year upstairs and

three years downstairs. We will meet again in mid-February to report our progress with the space-wasters and continue the clean-out.

Technical Services staff has been present at both January meetings with the architects. Sharon requested and received a set of ½ scale drawings of the proposed new Technical Services area. When they came, “paper dolls” were made and staff held a special meeting to study workstation layout and analyze workflow. The layout was presented to the architectural staff on Feb. 3. Changes were made and samples for floor coverings and finishing will be brought to the workshop in March. Much progress has been made.

In May, the MORE Bibliographic Standards Committee suggested that all libraries use an ITYPE 60 to identify paperback books. This distinguishes them from hardcover items that are bulky and heavy to send through the courier. Sharon contacted Kathy Setter at IFLS to indicate that L, E, Phillips could not adopt the ITYPE 60 because of LEPMPL’s maximum-cost fine policy on low-cost materials. One ITYPE does not allow the separation of high-cost from low-cost items. L. E. Phillips’ fine policy does not allow fines to exceed \$1.00 on any item \$0.00 to \$7.00. Paperback material costs can be on either side of the dollar amount set in the policy.

Books-by-Mail (BBM) recently joined MORE. Since they mail all their items, they request paperbacks because they are smaller and lighter and therefore cheaper to mail. The MORE database has paperback books and hard cover books combined on one bibliographic record, so it is difficult to tell if a particular item is one or the other. The ITYPE 60 would make it obvious that it would be appropriate for a BBM hold. LE Phillips catalogers have been notified that MORE would like to make the use of ITYPE 60 a directive rather than a suggestion. Donna Swenson will take the fine policy explanation to the MORE Bibliographic Standards Committee in February.

Technical Services staff is coordinating the creation of a new location code for the new Youth Services resource sharing room with IT. Some materials in this room will circulate and some will not. Those that do not will use an old Juvenile Reference location code/loan rule and those that circ will need a new location code/loan rule.

Youth Services

Alisha has been busy working with the organizers of the Jazz Festival to arrange for the upcoming jazz storytimes in March called Jump, Jive and Read. Alisha contributed to an article that will be in Family Times about these special family storytimes.

Shelly met with Lucianne Boardman who leads the ECASD Reading Partner Program. They discussed holding a spring event with the Literacy Leaders group. The middle school students who are involved in the program will create a canvas banner which will be displayed in the library and will also work on a reader’s theater and perform it during the event for friends and family. They are exploring other activities for the event and have set a tentative date for April 2nd.

Artwork from Lakeshore, Roosevelt and Northwoods Elementary Schools was put up on display at the end of January. The work will be up through February.

Jill has been busy corresponding with area media specialists regarding the upcoming MyBook Café sessions that she has offered to hold in the schools this spring. So far, she has confirmed dates with Immaculate Conception, Meadowview, Putnam Heights, Flynn and Sherman Schools. This should prove to be an exciting outreach effort and a great way to expose these 4th and 5th grade students to the library's programming.

Dayna visited Lake Street Methodist Church with Bess Arneson where they gave a casual presentation to a small group of adults focusing on library collections and services for adults, youth and children.

The Youth Services staff held their annual planning retreat on January 30th. This allows the entire desk staff to work off-site to create goals for the year. This year, much of the focus was on the remodeling and how Youth Services will function from a temporary space and how we will conduct our summer library program. The day was a great success, with a great variety of ideas for the staff to implement over the next 11 months.

Circulation

In January, the library saw numbers for individual days/hours that have exceeded circulation activity in the past. Friday, January 2 was extremely busy given that the two previous days closed. Besides extra checking in for three days worth of materials, the library also saw an increase in the number of people checking out and the number of items. Between 2-3 p.m. that day the circulation staff checked out 974 items to 150 customers—in just one hour!

On Wednesday January 28, there was a record 1,123 items brought up from the Holds and Resource Sharing office for our customer hold shelves. With 1,708 items on the hold shelves at close the evening before, circulation staff had 2,831 possible items to retrieve for customers when we opened.

A new Desk Clerk in Circulation was hired. Katie Sullivan returned in the Desk Clerk position. Patty Baier resigned this position, but will continue as a Circulation Assistant 16 hours per week. Patty had been combining the two positions.

Laura has been attending the remodeling workshops representing circulation. She received a 1/2" = 1 foot scale of the circulation workroom and reviewed the layout with various pages and circulation staff.

Information Technology (IT)

In January all remaining members of the former Barron County Library consortium (BCLIC) became part of MORE.

Innovative Interfaces has completed installation of the e-commerce module and Jeff Burns is working on setting it up on the test port so that testing can begin. There are also a number of parameters i.e., minimum amounts, a carbon copy email address, etc. that will be discussed at the next MORE Executive Committee meeting.

A new version of Millennium (Release 2007 1.2) came out in early February. It lists some fixes for issues that the library has experienced plus some fixes for the e-commerce module. Tentative date for installation is the third week of March.

Jolene Krimpelbein has been devoting considerable amounts of time troubleshooting or deciphering loan rules and other tables or parameters formerly maintained by Cathie Currier. Jeff Burns created and compiled an on-line survey for use by MORE to help evaluate the quality and makeup of MORE services. He is also continuing to work on migrating content from the current site to the new hosting service and he has trained selected Reference staff on how to use a program called XENU which generates reports of broken links on various web site pages.

Kris Nickel has been working on installing the 58 computers and 2 file servers per the 2008/2009 replacement schedules. The library has ordered and received three wireless network cards and a 8-port switch to help solve problems associated with keeping equipment connected and running during the remodeling project.

Kris also worked with Rod Bonesteel and Steve Craker (CESA 10) on a matching funds grant which was based on the energy saved related to her efforts to turn off library computers at night.

Division staff attended a meeting with representatives from the City of Eau Claire, the County of Eau Claire and Heartland Business Systems to resolve technical, organizational and procedural difficulties associated with the use of wireless phones. Also addressed at that meeting:

- 1) Expanding the SRST (Emergency Backup) to an increased number of phones
- 2) New controller software that would allow use of our wireless phones at city hall or the county courthouse
- 3) Funds needed for upgrading the Call Manager
- 4) Replacement of the VoIP server hardware in 2011.

Public Relations & Programming (PRPS)

The first edition of the re-formatted, full-color, 11 x 17-inch library newsletter was completed, printed and distributed. Melany Bartig re-designed the new format with the help of Bess Arneson and Larry Nickel to take advantage of the high-speed color inkjet printer purchased in 2008 to replace the old duplicator.

Dayna Meyers from Youth Services and Bess gave a presentation on library services and programs to a group at Lake Street United Methodist church. The group meets Wednesday

evenings to learn about a variety of topics and community organizations. Dayna and Bess provided information on library materials and activities available for children, teens, and adults.

On Saturday, January 10, the library hosted Living Green: Sustainable, Eco-Friendly Interior Design for Your Home and Business. This program provided information on energy efficient, natural, sustainable and recycled materials that may be used when re-decorating or remodeling living and work spaces. Local interior designer Erin O'Brien presented the program.

The first art show of 2009 opened on January 11. Recent Explorations by Rhonda Willers is a highly regarded, minimalist exhibit of pottery vessels, sculptures and pencil drawings.

The PRPS staff continued to work on "settling in" to their newly re-organized and renovated office. Some new shelves were assembled and installed, cork tiles were installed around wall-mounted cabinets to conceal supports and give a finished look, a shelving unit was disassembled and re-assembled in the PRPS lower level storage area and under-cabinet lights were installed. PRPS staff continued to re-locate materials, equipment and supplies for more efficient storage and handling.

PRPS staff met to continue planning for ArtsWest 30, the library's annual juried art exhibit, due to open at the end of February. Assignments were made and calendars updated as staff reviewed the detailed checklist used each year for the planning process.

Other activities included:

Larry

- Gave an interview for a testimonial regarding the new PRPS high-speed inkjet printer. Proofread and edited text for the resulting publicity piece for the vendor, E. O. Johnson.
- Edited the text and layout of several news releases for distribution during the month.
- Designed an ad for the "Clear Skin" and "Lincoln Birthday" programs and arranged for their publication in the Leader-Telegram.
- Designed website banner and "Highlights" promotions for upcoming library programs, including the "Space" film series, Lincoln events and "Clear Skin" program.
- Handled purchasing hardware, supplies and materials for the office renovation and cut and fit materials for installation.
- Did troubleshooting on two problems with one of the microfilm scanners. Arranged for a service technician to make repairs.
- Created and published PowerPoint slides for the main lobby monitors promoting library programs and services.
- Worked with Purchasing Associate Jackie Depa and vendors on the design and production of business cards and a name tag for Assistant Director Mark Troendle.

- Designed a poster promoting a gardening program for posting on the book drops at area grocery stores.
- Wrote procedures for recording announcements and menu options for library's voice mail system. Trained PRPS staff on the procedures. Re-recorded the "hours" recording after the New Years' holidays.
- Edited the e-mail and website versions of the library newsletter.

Melany

- Created book display at Reference for the upcoming program Clear and Happy Skin.
- Printed signs for the Lew Mallow's display case viewings.
- Created and printed flyers for Garden Paths and Design; Zebra: Newly Published Original Poems by Nadine S. St. Louis; and A Celebration of Abraham Lincoln's 200th Birthday.
- Created mailing list for ArtsWest brochures. Coordinated mailing of brochures and posters to Libraries and Art Departments.
- Requested Friends volunteers to work ArtsWest check-in, pickup and opening reception.
- Notified evening and morning book groups, Mystery Readers and Writers Group about the location changes for their meetings during renovation.

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.
- Updated employee information and added photos of new employees 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 Youth Services display case and Readers Advisory signs.
- Reformatted the library newsletter for e-mail and website distribution.
- Mailed letters to display case customers about renovation.
- Printed and folded 1,800 library newsletters for February.
- Laminated sheets for Administration and newspaper cards for Circulation.
- Printed and folded 1,000 new customer brochures for Circulation.
- Printed tabloid and regular posters for Friends' January book sale.
- Printed and laminated the February book drop posters.
- Downloaded photos for HRS and the library newsletter.
- Mailed ArtsWest posters and brochures to University art departments and libraries.
- Tallied and distributed survey results for the "Living Green" program.
- Mailed brochures and flyers for the Celebration of Lincoln's 200th Birthday.
- Set up 2009 department funds worksheet in Excel.

- Printed 25 copies of the Home Delivery Newsletter.
- Accomplished a variety of tasks for the art show Recent Explorations by Rhonda Willers, including: typing and copying 50 copies of the price list and the revised price list; producing labels to post with the artwork; and taking photos of the exhibit, downloading them, and assembling an album of the artwork for the library website.

Reference

Cindy Westphal arranged the display and continues to maintain and monitor tax forms for distribution to the public. Other staff members also put out forms as needed.

Cindy created and maintained a Reader's Advisory table on "Hail to the Chief" and proctored 10 tests for students taking online or long-distance courses.

For a reference only tally in January, Cindy created a special form for Reference Services staff to use. Not only did staff tally each question but also tallied by length of time each question took and recorded what the question was. This tally resulted in 2,106 questions during the two-week time period.

Cindy made changes to the State and Federal Governments' information guides, both on the library's website and on the paper guides, to reflect changes from the last election.

Renee Ponzio and Cindy met with Mary Blakewell for training on booking meeting rooms and then trained Reference Services staff on these procedures. Cindy made the appropriate changes on the library's website as Reference Services is now the contact for meeting room bookings.

David Dial printed a new Foreign Films list for the New Year.

Renee participated in the architects meetings on January 7-8, the statewide Overdrive online meeting on January 12 and on January 19, the MORE Operations Committee meeting at IFLS as well as the teleconference with the architects on January 22.

A new database, Mango Languages, was added to the library website and offers nine different languages and 3 ESL options that can be learned and is available remotely. It can be found under the general research tab, then at "Foreign languages online."

Reference Questions

A detective from the Police Department had a picture of police officers in Eau Claire from 1947 and was trying to find out the names of those in the picture. Cindy Westphal gave him a Police Department Annual Report from Special Collections from that year which contained a listing of police officers, information on who was on the Police Commission found in the City Directory and articles from on the Police Department from the library's Eau Claire Historical file. Using the Social Security Death Index, the library's obituary index and the Leader Telegram on microfilm, he was able to find survivors of these officers. He came in a

few days later and said he was meeting with some of the survivors hoping they could identify some of the officers in the picture.

Isa Small helped a patron who called looking for information on an author. She had spent time in the past week trying unsuccessfully to find information on a Richard J. Foster. The customer was a returning student working full time and not very familiar with current research techniques. Isa was able to give her a short tutorial to help her decide which databases and print resources would be most helpful to her and also how to limit her search options. The customer was then able to find an EBSCOhost article and an entry in Contemporary Authors which provided her with a short bibliography of other articles to consult.

Home Delivery

The current Home Delivery customer count total is 188. One facility totaling 15 people went off the program, 2 customers passed away and 2 inactive customers were removed from the list.

Kathy Herfel did the Anniversary of Ellis Island/immigration for the library Picks of the Month area on the library's website.

Holds and Resource Sharing (HRS) Office

Barron, Cumberland and Cameron, the last three BCLIC libraries to come online, went live on MORE in the first few days of the month.

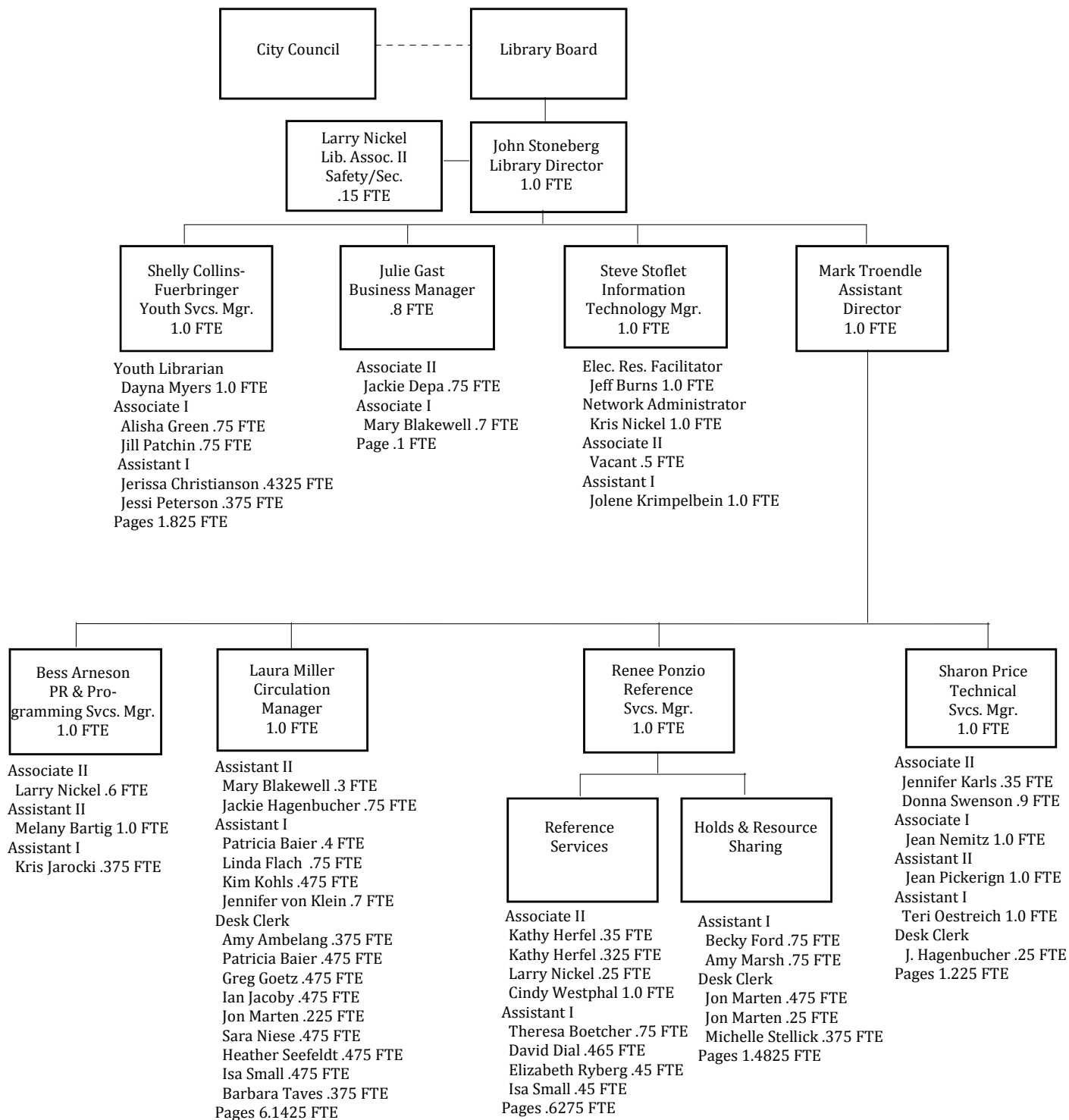
Bob Rieder, the HRS van driver, received a certificate and gift certificate for 5 years of service to the library. Bob is a retired library custodian. One of the drop boxes from the Jeffers Road location was sent to have the hinge repaired. Bob replaced the advertising signs on the boxes.

Becky Ford and Amy Marsh participated in the architect workshop on January 7-8. A ½" scale plan was received from the architects and HRS staff worked on different layouts for the office. After the January web conference, Amy sent an email to the architects with photos of the preferred layouts as well as a list including dimensions of all of the furniture, carts and shelving proposed for the new office.

Some of the libraries email notifications to customers with Charter.com began bouncing back with an unusual message. When the problem continued Amy and Becky contacted some of the customers that were affected and determined that the problem was probably being caused on the Charter end. It is believed that Charter made some adjustment on their end as the e-mails began going through again after about 3 weeks.

Paul Marshall Potter, a HRS check-in page was gone for the month of January. Thanks to Kathy Weldon, Judy Johnson, Katie Johnson and Michele Stellick for helping out during his absence.

**LE Phillips Memorial Public Library
Organizational Chart**
January 2009



48.925 FTE

Library Board President's Message
January, 2009
(Katherine Schneider, Ph.D.)

Thanks for Being a Valentine!

As I remember it, one story of the origin of Valentine's Day is that it was named after a bishop in ancient times who sent notes of encouragement and baskets of food to the needy. I was reminded of him as I listened to our group presenting information to our legislators and their staffers at Library Legislative Day. We talked about the people without computer access who use the library's computers; the kids who hear a story read by a caring adult; the 50,000 tax forms distributed by the library; the 1200 visitors to the library every day and on and on. In these tough times, the library is a bright spot because of the free and good resources it provides and those of you who spend your valuable volunteer time overseeing it are Valentines.

Special thanks to departing board members Sue Olson and Oua Xiong. Even though you needed to leave us, we appreciated the time and energy you gave to LEPMPL.

Welcome back to the board to Robert Fraser and welcome to Robert Hauser. I know any board members will be glad to answer your questions. I'm kind of concerned about the proliferation of Roberts here. Is this a cartel?

I just finished reading "Black on White" a memoir of a man with cerebral palsy growing up in Soviet institutions that survived and stayed sane by teaching himself English and rereading "The Book Thief" a novel of World War II (both received from my other favorite library, the Regional Library Service for the Blind and Physically Handicapped in Milwaukee). We sure don't know the reasons any of the people who come through our doors on any given day are there. But the variety of offerings do keep them coming. One of the best parts of Legislative Day to me was hearing our colleagues talk about the fifteen teenage boys who showed up for the Guitar Hero contest at the Augusta library on a Friday night, the new home delivery library service for Chippewa Falls or the numerous Chippewa Falls and Eau Claire residents served by the free legal clinics at their public libraries.

In these tough economic times, the legislators and aides we talked to also seemed to brighten up at stories of human beings making it through with help from an institution like their local library. Reminds me of my parents' stories about the Depression where money was scarce but friendship, cooperation and help from neighbors got you through. I nominate LEPMPL, other public libraries, specialized libraries like the network of libraries for the blind (part of the Library of Congress) and other libraries big and small and their staffs as a real Valentine to the people they serve.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2009 YTD BUDGET REPORT - Operating
For the Period Ended January 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	0.0%
4128	Federal Aid-Other	2,500.00	-	-	2,500.00	0.0%
4330	Library Fines & Miscellaneous Revenue	131,000.00	9,214.10	-	121,785.90	7.0%
4398	Other Penalties (Collection Agency)	2,400.00	170.00	-	2,230.00	7.1%
4451	Electronic Copy Revenue	2,600.00	124.74	-	2,475.26	4.8%
4452	Copier Revenue	3,000.00	180.52	-	2,819.48	6.0%
4602	Service to Eau Claire County	527,800.00	-	-	527,800.00	0.0%
4608	Indianhead Library System	126,600.00	-	-	126,600.00	0.0%
4672	Service Charge-Other (Fairchild)	1,900.00	-	-	1,900.00	0.0%
4798	Misc Service Revenues (Act 150)	222,800.00	-	-	222,800.00	0.0%
4834	Book Bag Sales	300.00	20.52	-	279.48	6.8%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	150.00	-	15,850.00	0.9%
4852	Misc Reimbursements-Lost Items	15,000.00	723.14	-	14,276.86	4.8%
4853	Energy Improvement Rebate	-	196.00	-	(196.00)	n/a
4858	Refund of Prior Years Expense	-	-	-	-	n/a
4898	Miscellaneous Revenue	5,000.00	154.52	-	4,845.48	3.1%
5152	Sale of Capital Assets	200.00	10.00	-	190.00	5.0%
		<u>\$ 3,897,100.00</u>	<u>\$ 10,943.54</u>	<u>\$ 2,785,000.00</u>	<u>\$ 1,101,156.46</u>	71.7%
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>\$ 214,943.54</u></u>	<u><u>\$ 2,785,000.00</u></u>	<u><u>\$ 1,165,656.46</u></u>	72.0%

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,749,900.00	\$ 131,592.68	\$ -	\$ 1,618,307.32	7.5%
6020	P/R Overtime	-	-	-	-	n/a
6030	Special Pays	31,700.00	129.22	-	31,570.78	0.4%
6040	Employer Paid Benefits	332,400.00	22,540.18	-	309,859.82	6.8%
6043	Health insurance-Employer	386,400.00	13,102.32	-	373,297.68	3.4%
6047	Health insurance Deductible	41,500.00	-	-	41,500.00	0.0%
6108	Unemployment Compensation	8,800.00	-	-	8,800.00	0.0%
6110	Postage & Shipping	22,000.00	43.35	-	21,956.65	0.2%
6112	Computer Service Charges	111,200.00	2,647.59	-	108,552.41	2.4%
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	473.12	-	5,826.88	7.5%
6138	Equipment Rental	6,200.00	840.00	-	5,360.00	13.5%
6150	Special Services	56,700.00	-	-	56,700.00	0.0%
6160	Staff Training/Conference	22,000.00	30.00	-	21,970.00	0.1%
6162	Membership Dues	3,700.00	175.00	-	3,525.00	4.7%
6198	Miscellaneous Contractual	53,400.00	329.00	-	53,071.00	0.6%
6202	Electricity	73,000.00	4,715.35	-	68,284.65	6.5%
6208	Gas Service	23,600.00	5,008.76	-	18,591.24	21.2%
6210	Telephones	10,000.00	-	-	10,000.00	0.0%
6252	Water Service	2,400.00	-	-	2,400.00	0.0%
6254	Sewer Service	2,300.00	-	-	2,300.00	0.0%
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	484.57	2,032.56	77,182.87	3.2%
6410	Periodicals	19,300.00	19.76	-	19,280.24	0.1%
6411	Pamphlets	200.00	-	-	200.00	0.0%
6412	Books-Adult	186,900.00	4,633.68	-	182,266.32	2.5%
6413	Books-Juvenile	75,800.00	3,456.11	-	72,343.89	4.6%
6414	Non-print Materials	61,800.00	657.35	-	61,142.65	1.1%
6415	Lost/Damaged Collection Materials	15,000.00	96.52	-	14,903.48	0.6%
6490	Equipment Purchases < \$5000	62,900.00	32,242.68	-	30,657.32	51.3%
6495	Grant Expenditures	15,000.00	-	-	15,000.00	0.0%
6496	Gift Expenditures	16,000.00	206.78	312.35	15,480.87	3.2%
6498	Other Materials & Supplies	4,400.00	-	-	4,400.00	0.0%
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	\$ 543,308.90	\$ 2,344.91	\$ 3,368,246.19	13.9%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 127,300.00	\$ 6,842.81	\$ -	\$ 120,457.19	5.4%
6020	Payroll Overtime	17,100.00	468.53	-	16,631.47	2.7%
6030	Special Pays	0.00	-	-	0.00	0.0%
6040	Employer Paid Benefits	25,100.00	1,191.92	-	23,908.08	4.7%
6043	Health Ins (ER)	37,400.00	1,131.65	-	36,268.35	3.0%
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	-	-	200.00	0.0%
6130	Repairs to Buildings	20,600.00	-	299.00	20,301.00	1.5%
6138	Equipment Rental	100.00	-	-	100.00	0.0%
6144	Laundry & Dry Cleaning	200.00	-	-	200.00	0.0%
6150	Special Services	8,300.00	670.83	5,131.29	2,497.88	69.9%
6214	Garbage Service	2,100.00	-	-	2,100.00	0.0%
6256	Stormwater Charges	400.00	-	-	400.00	0.0%
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	347.63	140.51	7,611.86	6.0%
		<u>\$ 251,700.00</u>	<u>\$ 10,928.37</u>	<u>\$ 5,570.80</u>	<u>\$ 235,200.83</u>	<u>6.6%</u>
TOTAL EXPENSES		<u>\$ 4,165,600.00</u>	<u>\$ 554,237.27</u>	<u>\$ 7,915.71</u>	<u>\$ 3,603,447.02</u>	<u>13.5%</u>

Warrant Report for 010909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	210811	L&D NONPRINT	944725964713	\$8.99
AMAZON.COM CREDIT	210811	L&D NONPRINT	776756782557	\$9.49
AMAZON.COM CREDIT	210811	JUV BKS	705718637244	\$11.69
AMAZON.COM CREDIT	210811	JUV BKS	825065234256	\$11.69
AMAZON.COM CREDIT	210811	ADULT BKS	968590373742	\$12.21
AMAZON.COM CREDIT	210811	JUV BKS	813808620859	\$13.59
AMAZON.COM CREDIT	210811	JUV BKS	833270874953	\$13.59
AMAZON.COM CREDIT	210811	JUV BKS	976367657885	\$13.59
AMAZON.COM CREDIT	210811	ADULT BKS	837889251450	\$16.47
AMAZON.COM CREDIT	210811	NONPRINT	832083615385	\$16.95
AMAZON.COM CREDIT	210811	ADULT BKS NONPRINT	872002611691	\$17.98
AMAZON.COM CREDIT	210811	L&D JUV BKS	751623191106	\$19.98
AMAZON.COM CREDIT	210811	JUV BKS	700842272115	\$25.55
AMAZON.COM CREDIT	210811	JUV BKS	889923789071	\$30.53
AMAZON.COM CREDIT	210811	JUV BKS L&D NONPRINT	787955733253	\$42.77
AMAZON.COM CREDIT	210811	NONPRINT	990354254619	\$44.97
AMAZON.COM CREDIT	210811	NONPRINT	980679947825	\$49.99
AMAZON.COM CREDIT	210811	NONPRINT	815828307234	\$56.99
AMAZON.COM CREDIT	210811	ADULT BKS	769203584893	\$61.00
AMAZON.COM CREDIT	210811	ADULT BKS NONPRINT	964181664514	\$65.49
AMAZON.COM CREDIT	210811	NONPRINT	788868739221	\$66.97
AMAZON.COM CREDIT	210811	L&D NONPRINT	707900888889	\$71.92
AMAZON.COM CREDIT	210811	NONPRINT L&D JUV BKS	804467338339	\$91.50
AMAZON.COM CREDIT	210811	GIFT BKMRKS L&D NONPRINT	833118322926	\$201.97
AMAZON.COM CREDIT	210811	ADULT BKS NONPRINT	872332929635	\$266.99
AMAZON.COM CREDIT	210811	ADULT BKS NONPRINT	767564750107	\$292.98
AT&T	210812	MO SVC DEC-JAN	NONE92L	\$369.42
AT&T	210813	CELL PHONES DEC-JAN	NONE92LL	\$39.94
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H59323010	\$13.48
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H59400100	\$18.68
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H59323012	\$20.15
BAKER & TAYLOR ENTERTAINMENT	210814	L&D NONPRINT	H58696211	\$21.59
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H58696210	\$28.76
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H59323011	\$39.57
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H59627211	\$41.74
BAKER & TAYLOR ENTERTAINMENT	210814	L&D NONPRINT	H59859590	\$119.55

Warrant Report for 010909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR ENTERTAINMENT	210814	NONPRINT	H59627210	\$148.58
BAKER & TAYLOR INC	210815	JUV BKS L&D JUV BKS	2022622774	\$43.57
BAKER & TAYLOR INC	210815	JUV BKS L&D NONPRINT	2022609833	\$59.02
BAKER & TAYLOR INC	210815	JUV BKS	2022615944	\$89.40
BAKER & TAYLOR INC	210815	ADULT BKS	5009748630	\$90.33
BAKER & TAYLOR INC	210815	JUV BKS NONPRINT	2022621102	\$125.13
BAKER & TAYLOR INC	210815	JUV BKS L&D JUV BKS	2022547691	\$126.97
BAKER & TAYLOR INC	210815	JUV BKS L&D JUV BKS	2022615111	\$216.14
BAKER & TAYLOR INC	210815	ADULT BKS	2022595054	\$239.64
BAKER & TAYLOR INC	210815	ADULT BKS	2022603430	\$268.85
BAKER & TAYLOR INC	210815	JUV BKS	2022622592	\$277.24
BAKER & TAYLOR INC	210815	ADULT BKS	2022593686	\$333.94
BOOK WHOLESALERS INC	210816	JUV BKS	148122B	\$30.47
BOOK WHOLESALERS INC	210816	JUV BKS	149258B	\$58.71
C A FRIDAY MEMORIAL LIBRARY	210817	LOST ITEM RFND-YA BK	LIBRFND92	\$15.00
CDW-G CORPORATE OFFICE	210818	SUPPLIES	MQJ8758	\$67.61
CDW-G CORPORATE OFFICE	210818	SUPPLIES	MQD5957	\$76.40
CITY OF EAU CLAIRE	210819	HEALTH INS DEDUCT/SEC 125 PLA	111475	\$4,262.07
CUSTOM SOUND & VIDEO LLC	210820	CABLE UPGRADE	ECPL3	\$1,046.00
EAU CLAIRE AREA FOUNDATION INC	210821	CLEAR VISION EC-STONEBRG	NONE92	\$25.00
EO JOHNSON CO INC	210822	SUPPLIES	ARIN183710	\$891.39
GALE RESEARCH INC	210823	ADULT BKS	16106100	\$24.72
GALE RESEARCH INC	210823	ADULT BKS	16105279	\$25.47
GALE RESEARCH INC	210823	ADULT BKS	16108288	\$54.70
GALE RESEARCH INC	210823	ADULT BKS	16103418	\$216.39
GROUP HEALTH CO-OP	210824	RETIREE/COBRA JAN	NONE92L	\$1,522.01
GROUP HEALTH CO-OP	210824	ACTIVES JAN	NONE92	\$28,768.16
L&M MAIL SERVICES INC	210825	MAIL FEE/POSTAGE NEWSLETTER	16540	\$257.37
LIVE OAK MEDIA	210826	NONPRINT	69037	\$216.84
MEGA	210827	PRGRM RFRSHMNTS	298346	\$116.68
MENARDS EAST	210828	SUPPLIES	NONE92	\$190.23
MINNESOTA MUTUAL LIFE INS	210829	FEBRUARY	NONE92L	\$1,014.08
NADA APPRAISAL GUIDES	210830	511298 ADULT BKS	NONE92	\$468.00
NEI NORTHERN ELECTRICIANS INC	210831	ELECTRICIAN-PRPS OFFICE	106423	\$579.14
NET TEL COMMUNICATIONS	210832	CABLING	081215A	\$763.90
PHILLIPS PUBLIC LIBRARY	210833	LOST ITEM RFND-ADULT BK	LIBRFND92	\$27.50

Warrant Report for 010909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RECORDED BOOKS INC	210834	NONPRINT	4311197	\$306.21
SEEDLINGS BRAILLE BKS FOR CHILDI	210835	JUV BKS	41974	\$220.00
TANTOR MEDIA	210836	NONPRINT	19551	\$29.99
TANTOR MEDIA	210836	NONPRINT	19543	\$47.99
TANTOR MEDIA	210836	NONPRINT	19542	\$71.99
TV GUIDE	210837	ACCT #: TVM/463540724	NONE92	\$19.76
				<hr/> \$45,681.31 <hr/>

Warrant Report for 011609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AUDIO ARCHITECTS INC	210838	INSTALL SOUND SYSTEM LOOP	70999	\$2,665.06
BAKER & TAYLOR INC	210839	JUV BKS L&D JUV BKS	2022601962	\$41.74
BAKER & TAYLOR INC	210839	JUV BKS L&D JUV BKS	2022594622	\$92.86
BAKER & TAYLOR INC	210839	ADULT BKS L&D NONPRINT	2022616013	\$225.36
BAKER & TAYLOR INC	210839	ADULT BKS NONPRINT	2022609856	\$318.56
BAKER & TAYLOR INC	210839	ADULT BKS GIFT BKMRKS	2022615105	\$347.53
BAKER & TAYLOR INC	210839	JUV BKS L&D JUV BKS	2022601108	\$431.24
BERNAN PRESS	210840	ADULT BKS	110551128	\$80.00
BLACKSTONE AUDIOBOOKS	210841	NONPRINT	485806	\$64.00
BRODART INC	210842	SUPPLIES	913102	\$935.36
BRYCE ROTHWELL	210856	PRPS CABINETS	001001	\$2,283.40
CADOTT PUBLIC LIBRARY	210843	LOST ITEM RFND-ADULT BK	LIBRFND93	\$27.00
CHIPPEWA FALLS PUBLIC LIBRARY	210844	LOST ITEM CA FEE	LIBRFND93	\$10.00
CHIPPEWA FALLS PUBLIC LIBRARY	210844	LOST ITEM CA FEE	LIBRFND93L	\$10.00
DELL MARKETING L P	210845	REPLACEMENT PCS	XD29X7K38	\$899.92
DELL MARKETING L P	210845	REPLACEMENT SERVER	XD2W4J7M6	\$1,664.00
DELL MARKETING L P	210845	REPLACEMENT SERVER	XD2FMX992	\$4,356.00
DELL MARKETING L P	210845	REPLACEMENT PCS	XD2M9PKX8	\$13,949.00
DELL MARKETING L P	210845	REPLACEMENT PCS	XD2M9NTM4	\$17,168.00
DEMCO INC	210846	SUPPLIES	3424643	\$191.25
EAU CLAIRE CHAMBER OF COMMERC	210847	EGGS & ISSUES STONEBERG TROI	1055276	\$30.00
EAU CLAIRE CHAMBER OF COMMERC	210847	SUPPLIES	NONE93	\$50.00
EAU CLAIRE COUNTY TREASURER	210848	VOICE MAIL JUNE	7093	\$110.40
EAU CLAIRE COUNTY TREASURER	210848	VOICE MAIL JUL-AUG-SEP	7164	\$331.20
ELLISON EDUCATIONAL EQUIPMENT I	210849	YS SUPPLIES	2440335	\$1,500.00
EO JOHNSON CO INC	210850	COPIER	ARIN184645	\$3,012.00
GAYLORD BROTHERS INC	210851	SUPPLIES	1250382	\$75.95
HW WILSON CO	210852	ADULT BKS	57976104	\$420.00
JAYS SIGN SERVICE	210853	BANNER INSTALLATION	17859	\$115.00
L&M MAIL SERVICES INC	210854	ARTSHOW POSTAGE/FEE	16614	\$191.62
L&M MAIL SERVICES INC	210854	FRDS NWSLTR FEE/POSTAGE	16550	\$205.57
MEGA	210855	PROGRAM RFRSHMNTS	298365	\$45.49
RECORDED BOOKS INC	210857	NONPRINT	4320329	\$88.18
ROONEY PRINTING CO	210858	SUPPLIES	29098	\$361.37
ROONEY PRINTING CO	210858	SUPPLIES	29097	\$400.46
SITEPRO.COM	210859	WEB HOSTING ANNUAL	14245	\$390.00

Warrant Report for 011609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
TARGET	210860	SUPPLIES	NONE93	\$30.65
WESTON WOODS	210861	NONPRINT	2343708	\$48.95
WI DEPT OF ADMINISTRATION	210862	NOV STS EC/IFLS/TRS	NONE93	\$278.65
				<hr/> \$53,445.77 <hr/>

Warrant Report for 012309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	210863	NONPRINT	026534054128	\$19.99
ARNESON, BESS	210864	TABLECLOTHS, LESS TAX	NONE94	\$107.49
AT&T	210865	PHONEBOOK LISTINGS	NONE94L	\$54.00
BORDERS BOOKS	210866	JUV BKS	0138033341	\$17.98
BORDERS BOOKS	210866	NONPRINT	0138033342	\$50.23
BORDERS BOOKS	210866	ADULT BKS	IN6190803	\$398.37
BORDERS BOOKS	210866	NONPRINT	IN6190804	\$883.84
BORDERS BOOKS	210866	JUV BKS L&D JUV BKS	IN6190797	\$1,047.25
BRODART INC	210867	SUPPLIES	908338	\$2,567.31
CRIMSON MULTIMEDIA DIST INC	210868	NONPRINT	14170A	\$47.74
DELL CONSTRUCTION CO INC	210869	PRPS REVISION	14814	\$1,502.00
EAU CLAIRE COUNTY TREASURER	210870	IMAGING SYS HARDW SUPPRT	7263	\$441.23
EAU CLAIRE COUNTY TREASURER	210870	IMAGING SYS SOFTW SUPPRT	7266	\$1,816.36
HEARTLAND BUSINESS SYSTEMS	210871	MAINTENANCE/SUPPORT	IVC000171114	\$11,100.00
HUDSON PUBLIC LIBRARY	210872	LOST ITEM RFND-ADULT NONPRT	LIBRFND94	\$25.95
IGFOA/WGFOA	210873	WI GFOA	NONE94	\$25.00
L&M MAIL SERVICES INC	210874	DEC POSTAGE EC/FRDS/ILL	NONE94	\$1,250.27
MARSHALL CAVENDISH	210875	JUV BKS	R807373	\$134.77
MARSHALL CAVENDISH	210875	JUV BKS	R808759	\$161.73
NATIONAL BRAILLE PRESS INC	210876	JUV BKS	I803776	\$57.72
OFFICE DEPOT	210877	SUPPLIES	602503842LL	\$1,329.06
OFFICE DEPOT	210877	PRPS PANELS	602503842	\$2,587.54
OFFICE DEPOT	210877	SUPPLIES	602503842L	\$3,188.14
SOURCECORP BUSINESS PROCESS S	210878	SCANNING	I0047944	\$6,810.64
TARGET	210879	NONPRINT L&D NONPRINT	756242130	\$775.83
UNIQUE MANAGEMENT SERVICES INC	210880	COLLECTION AGENCY DEC	176405	\$483.30
UW EAU CLAIRE	210881	24 TITLES	NONE94	\$600.00
XCEL ENERGY	210882	DEC-JAN	181220923	\$9,724.11

\$47,207.85

Warrant Report for 013009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALIBRIS	210883	JUV BKS	31882838	\$25.20
BAKER & TAYLOR ENTERTAINMENT	210884	NONPRINT	H247963CM	\$-14.98
BAKER & TAYLOR ENTERTAINMENT	210884	L&D NONPRINT	H62223170	\$10.18
BAKER & TAYLOR ENTERTAINMENT	210884	NONPRINT	H61234670	\$21.50
BAKER & TAYLOR ENTERTAINMENT	210884	NONPRINT	H63406220	\$176.65
BAKER & TAYLOR INC	210885	GIFT BKMRKS	0001854160	\$-21.97
BAKER & TAYLOR INC	210885	ADULT BKS	0001854161	\$-16.10
BAKER & TAYLOR INC	210885	NONPRINT	H61286430	\$9.33
BAKER & TAYLOR INC	210885	NONPRINT	H63940030	\$9.35
BAKER & TAYLOR INC	210885	NONPRINT	H61436900	\$10.18
BAKER & TAYLOR INC	210885	NONPRINT	S56363220	\$10.79
BAKER & TAYLOR INC	210885	NONPRINT	H60598640	\$11.88
BAKER & TAYLOR INC	210885	NONPRINT	H63814201	\$11.88
BAKER & TAYLOR INC	210885	NONPRINT	H63940032	\$11.98
BAKER & TAYLOR INC	210885	NONPRINT	H63665960	\$12.73
BAKER & TAYLOR INC	210885	NONPRINT	H63406221	\$14.23
BAKER & TAYLOR INC	210885	NONPRINT	H63406231	\$17.96
BAKER & TAYLOR INC	210885	L&D NONPRINT	H63940031	\$17.99
BAKER & TAYLOR INC	210885	L&D NONPRINT	H63814191	\$20.15
BAKER & TAYLOR INC	210885	NONPRINT	H60598641	\$20.85
BAKER & TAYLOR INC	210885	NONPRINT	H62981850	\$21.69
BAKER & TAYLOR INC	210885	NONPRINT	H63406230	\$23.02
BAKER & TAYLOR INC	210885	NONPRINT	H61660810	\$24.46
BAKER & TAYLOR INC	210885	NONPRINT	H63293570	\$25.11
BAKER & TAYLOR INC	210885	NONPRINT	H63814192	\$25.19
BAKER & TAYLOR INC	210885	L&D NONPRINT NONPRINT	H63406222	\$28.46
BAKER & TAYLOR INC	210885	NONPRINT	H63814200	\$28.46
BAKER & TAYLOR INC	210885	ADULT BKS	2022755910	\$34.95
BAKER & TAYLOR INC	210885	NONPRINT	H60742620	\$43.16
BAKER & TAYLOR INC	210885	ADULT BKS	2022733717	\$44.93
BAKER & TAYLOR INC	210885	NONPRINT	H63242620	\$60.80
BAKER & TAYLOR INC	210885	ADULT BKS	2022759104	\$108.10
BAKER & TAYLOR INC	210885	JUV BKS	2022692410	\$116.22
BAKER & TAYLOR INC	210885	JUV BKS	2022720591	\$144.45
BAKER & TAYLOR INC	210885	GIFT BKMRKS ADULT BKS	2022764285	\$229.41
BAKER & TAYLOR INC	210885	JUV BKS	2022739030	\$287.51

Warrant Report for 013009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	210885	ADULT BKS	2022752781	\$334.02
BAKER & TAYLOR INC	210885	JUV BKS L&D JUV BKS	2022732384	\$406.10
BAKER & TAYLOR INC	210885	JUV BKS	2022732641	\$431.79
BAKER & TAYLOR INC	210885	ADULT BKS	2022729515	\$472.52
BAKER & TAYLOR INC	210885	ADULT BKS	2022743118	\$501.32
BAKER & TAYLOR INC	210885	ADULT BKS	2022744413	\$581.56
BAKER & TAYLOR INC	210885	JUV BKS	2022760124	\$618.15
BAKER & TAYLOR INC	210885	ADULT BKS	2022743660	\$686.11
BAKER & TAYLOR INC	210885	NONPRINT JUV BKS	2022753398	\$970.39
BAKER & TAYLOR INC	210885	ADULT BKS NONPRINT L&D ADULT	2022738995	\$1,700.83
BOOK WHOLESALERS INC	210886	JUV BKS	153594B	\$124.73
BOOK WHOLESALERS INC	210886	JUV BKS	151997B	\$132.91
BOOK WHOLESALERS INC	210886	JUV BKS	156191B	\$244.56
C A FRIDAY MEMORIAL LIBRARY	210887	LOST ITEM RFND-ADULT NONPRIN	LIBRFND95	\$24.00
CDW-G CORPORATE OFFICE	210888	RPLCMNT RECEIPT PRINTERS	MXK7226	\$1,360.00
CROSSROAD BOOKS	210889	ADULT BKS	16120	\$30.60
DELL MARKETING L P	210890	REPLACEMENT EQUIPMENT	XD3J79X85	\$-124.00
DELL MARKETING L P	210890	REPLACEMENT EQUIPMENT	XD337RXM7	\$124.00
DELL MARKETING L P	210890	SUPPLIES	XD3CNM6W5	\$124.00
DELL MARKETING L P	210890	REPLACEMENT EQUIPMENT	XD34T11K6	\$1,615.68
DELL MARKETING L P	210890	REPLACEMENT EQUIPMENT	XD3479W49	\$4,505.25
DELL MARKETING L P	210890	REPLACEMENT EQUIPMENT	XD35656K8	\$30,882.68
EO JOHNSON CO INC	210891	1ST FLR COPIER CNCLLD	ARCM018314	\$-109.78
EO JOHNSON CO INC	210891	2ND FLR COPIER FEB-MAR	28155890	\$120.00
FLEET CREDIT CARD SERVICES	210892	WEB HOSTING	NONE95	\$225.04
L&M MAIL SERVICES INC	210893	MAIL FEE/POSTAGE ARTSHOW	16778	\$118.35
MENARDS EAST	210894	MISCELLANEOUS HARDWARE & SL	84141	\$178.45
NYEGGEN, EMILY	210895	LOST ITEM RFND-YA BK	LIBRFND95	\$11.99
ORIENTAL TRADING COMPANY INC	210896	SUPPLIES	62964640501	\$61.78
PHILLIPS PUBLIC LIBRARY	210897	LOST ITEM RFND-YA BK	LIBRFND95	\$11.99
PHILLIPS PUBLIC LIBRARY	210897	LOST ITEM RFND - ADULT BK	LIBRFND95L	\$27.00
TRI-STATE BUSINESS MACHINES INC	210898	ADM COPIER JAN-FEB	126515	\$300.00
TRU LOCK AND SECURITY INC	210899	EQ REPAIR, SUPPLIES OH	0520020012	\$104.85
UIHLEIN/WILSON ARCHITECTS	210900	PROFESSIONAL SERVICES	11847	\$9,573.99
VOLUME ONE MAGAZINE	210901	PROGRAM AD	12168	\$119.00
VOLUME ONE MAGAZINE	210901	PROGRAM AD	12168L	\$178.50

Warrant Report for 013009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
WI DEPT OF ADMINISTRATION	210902	TEACH LINE 6 MOS	063654	\$600.00
				<u><u>\$58,874.06</u></u>

Warrant Report for 020609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	210903	ADULT BKS	876061460476	\$35.90
AMAZON.COM CREDIT	210903	ADULT BKS	881570537933	\$80.49
AMAZON.COM CREDIT	210903	ADULT BKS	784103746078	\$403.84
AT&T	210904	CELL PHONES DEC-JAN	NONE96	\$59.87
AUDIO BOOKSHELF	210905	L&D NONPRINT	7097	\$17.85
BAKER & TAYLOR INC	210906	ADULT BKS	5009781624	\$48.89
BAKER & TAYLOR INC	210906	ADULT BKS L&D ADULT BKS	2022732393	\$88.24
BAKER & TAYLOR INC	210906	JUV BKS L&D JUV BKS	2022765720	\$143.52
BAKER & TAYLOR INC	210906	JUV BKS	2022658943	\$151.72
BAKER & TAYLOR INC	210906	JUV BKS	0000133578	\$235.00
BAKER & TAYLOR INC	210906	ADULT BKS	2022770818	\$364.36
BAKER & TAYLOR INC	210906	ADULT BKS	2022765678	\$387.31
BAKER & TAYLOR INC	210906	ADULT BKS	2022670268	\$394.23
BAKER & TAYLOR INC	210906	ADULT BKS	2022642940	\$490.60
BAKER & TAYLOR INC	210906	ADULT BKS NONPRINT	2022765294	\$615.32
BAKER & TAYLOR INC	210906	ADULT BKS GIFT BKMRKS	2022692411	\$690.14
BAKER & TAYLOR INC	210906	ADULT BKS	2022765527	\$690.91
BAKER & TAYLOR INC	210906	ADULT BKS	2022765392	\$764.51
BAKER & TAYLOR INC	210906	NONPRINT	H63814190	\$795.24
BAKER & TAYLOR INC	210906	ADULT BKS NONPRINT	2022765169	\$1,429.98
BLACKSTONE AUDIOBOOKS	210907	NONPRINT	488853	\$48.00
BLACKSTONE AUDIOBOOKS	210907	NONPRINT	487931	\$64.00
BOOK WHOLESALERS INC	210908	JUV BKS	156754B	\$48.46
BRILLIANCE AUDIO INC	210909	NONPRINT	IN0477840	\$45.24
BRILLIANCE AUDIO INC	210909	NONPRINT GIFT BKMRKS	IN0479729	\$271.61
C A FRIDAY MEMORIAL LIBRARY	210910	LOST ITEM RFND-ADULT BK	LIBRFND96	\$22.00
CHIPPEWA FALLS PUBLIC LIBRARY	210911	LOST ITEM RFND-ADULT BK	LIBRFND96	\$10.50
CITY OF EAU CLAIRE	210912	EAP 1ST QTR	111603	\$324.00
CITY OF EAU CLAIRE	210912	DEDUCTIBLE FLU SHOTS VAN GAS	11598	\$4,164.84
CRIMSON MULTIMEDIA DIST INC	210913	NONPRINT	14280A	\$47.63
DEMCO INC	210914	SUPPLIES	3443966	\$152.42
FREDERIC PUBLIC LIBRARY	210915	LOST ITEM-ADULT NONPRINT	LIBRFND96	\$20.00
GALE RESEARCH INC	210916	ADULT BKS	16118351	\$23.97
GALE RESEARCH INC	210916	ADULT BKS	16116344	\$26.22
GALE RESEARCH INC	210916	ADULT BKS	16127247	\$26.22
GALE RESEARCH INC	210916	ADULT BKS	16117359	\$26.97

Warrant Report for 020609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	210916	ADULT BKS	16137261	\$26.97
GALE RESEARCH INC	210916	ADULT BKS	16133562	\$46.10
GALE RESEARCH INC	210916	ADULT BKS	16133412	\$46.43
GALE RESEARCH INC	210916	ADULT BKS	16133703	\$46.43
GALE RESEARCH INC	210916	ADULT BKS	16132696	\$47.18
GALE RESEARCH INC	210916	ADULT BKS	16127860	\$74.15
GALE RESEARCH INC	210916	ADULT BKS	16116656	\$77.90
GALE RESEARCH INC	210916	ADULT BKS	16129383	\$96.61
GALE RESEARCH INC	210916	ADULT BKS	16130814	\$96.61
GALE RESEARCH INC	210916	ADULT BKS	16133069	\$117.66
GALE RESEARCH INC	210916	JUV BKS	16114317	\$163.90
GALE RESEARCH INC	210916	ADULT BKS	16120875	\$168.30
JOHNSON, KATIE L	210917	MILEAGE-VAN UNAVAILABLE	NONE96	\$8.64
KENT ADHESIVE PRODUCTS CO	210918	SUPPLIES	1043427	\$781.24
LERNER PUBLISHING GROUP	210919	JUV BKS	898975	\$119.34
LOGISTECH INC	210920	ADULT BKS	119763	\$29.99
MINNESOTA MUTUAL LIFE INS	210921	MARCH	NONE96	\$1,013.48
NATIONAL REGISTER PUB CO	210922	ADULT BKS	457595	\$306.10
RECORDED BOOKS INC	210923	NONPRINT	4320349	\$54.44
RECORDED BOOKS INC	210923	NONPRINT L&D NONPRINT	4351076	\$111.14
SCHELL, VERONICA	210924	LOST ITEM LESS FINE	LIBRFND96	\$12.90
SEIPEL, ERICH PAUL	210925	ARTSWEST DESIGN SVCS	NONE96	\$85.00
STULEN, SCOTT ALLEN	210926	ARTSWEST JUROR	NONE96	\$410.00
TANTOR MEDIA	210927	NONPRINT	19964	\$47.99
TUMBLEWEED PRESS INC	210928	TUMBLEBOOKS	7826	\$399.00
WI DEPT OF ADMINISTRATION	210929	STS DEC	NONE96	\$236.90
				<u><u>\$17,834.40</u></u>

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 7,311.34
Various	WRS, SS, life, disability	1,191.92
Various	Health insurance, deductible	1,406.65
Braun Thyssenkrupp	Monthly elevator, dumbwaiter maint.	670.83
Dalco	Supplies	35.20
Dalco	Supplies	25.79
City of Eau Claire	Jan. store withdrawals	286.64
		\$ 10,928.37

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 131,721.90
Various	WRS, SS, life, disability	22,540.18
Various	Health insurance, deductible, EAP	13,102.32
City of Eau Claire	January property insurance	2,583.33
		\$ 169,947.73

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 72.73
Various	WRS, SS, life, disability	13.08
		\$ 85.81

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LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - January

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

1,188	1,128	964	-14.5%	Month of January (New door counter installed 4/11/08))
1,188	1,128	964	-14.5%	Year to date (New door counter installed 4/11/08)

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

660	635	605	-4.7%	Month of January
660	635	605	-4.7%	Year to date

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

71.8%	71.4%	71.7%	0.4%	City of Eau Claire
16.0%	16.1%	15.5%	-3.5%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.2%	12.5%	12.8%	2.0%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

15,850	15,414	15,848	2.8%	Month of January
15,850	15,414	15,848	2.8%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

84,340	81,631	81,934	0.4%	Month of January
84,340	81,631	81,934	0.4%	Year to date

RENEWALS FROM LIBRARY BUILDING*

4,267	3,864	2,454	-36.5%	Month of January
4,267	3,864	2,454	-36.5%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,437	1,405	1,049	-25.3%	Month of January
1,437	1,405	1,049	-25.3%	Year to date

Web renewals

14,884	16,225	16,392	1.0%	Month of January
14,884	16,225	16,392	1.0%	Year to date

MORE CONSORTIUM CHECKOUTS

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

9,137	9,797	10,828	10.5%	Month of January
9,137	9,797	10,828	10.5%	Year to date

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

9,686	10,483	11,685	11.5%	Month of January
9,686	10,483	11,685	11.5%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

1,119	1,291	1,577	22.2%	Month of January (included renewals)
1,119	1,291	1,577	22.2%	Year to date (includes renewals)

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

1,708	1,559	1,710	9.7%	Month of January
1,708	1,559	1,710	9.7%	Year to date

2007	2008	2009	Chng. Prev. Yr.
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INTERLIBRARY LOANS

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

259	240	241	0.4%	Month of January (without renewals)
259	240	241	0.4%	Year to date (without renewals)

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

634	447	418	-6.5%	
634	447	418	-6.5%	Year to date (without renewals)

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

8	12	18	50.0%	Month of January (renewals)
8	12	18	50.0%	Year to date (renewals)

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

669	1,086	1,062	-2.2%	Month of January (without renewals)
669	1,086	1,062	-2.2%	Year to date (without renewals)

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

n/a	n/a	59	n/a	Month of January Renewals
n/a	n/a	59	n/a	Year to date Renewals

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

UNIQUE VISITORS TO WEBSITE

n/a	9,639	13,157	36.5%	Month of January
n/a	9,639	13,157	36.5%	Year to date

NOTE: statistics from new web host beginning 8/2007

TO: JOHN STONEBERG, LIBRARY DIRECTOR
FROM: JULIE GAST, BUSINESS MANAGER
SUBJECT: DOOR COUNT STUDY
DATE: FEBRUARY 10, 2009
CC: MARK TROENDLE
 LAURA MILLER

The chart below shows the results of our door count study requested by the Library Board to investigate whether or not our current equipment, installed at the interior entrance doors, are giving accurate information.

We stationed Library Pages at a location to visually count every customer entering and exiting the library lobby. This will not count customers entering the library vestibule and going downstairs, customers entering through the lower level doors and not coming upstairs, as well as other similar situations. Our door count has never included these patrons.

As you can see from the chart, the door counters have an overall error rate of only .3%, if you assume the staff visual tally to be 100% correct.

SAMPLE		STAFF TALLY	DOOR COUNTER	DIFF.	ERROR RATE*
1/16/2009	30 min	67	68	-1	-1.5%
1/16/2009	30 min	146	146	0	0.0%
1/19/2009	60 min	188	189	-1	-0.5%
1/21/2009	30 min	151	147	4	2.6%
2/3/2009	32 min	168	168	0	0.0%
<u>182 min</u>		<u>720</u>	<u>718</u>	<u>2</u>	<u>0.3%</u>
5% of week					

* Error rate assumes staff tally is correct

A .3% error rate is not statistically significant when applied to our annual door count. Assistant Director Mark Troendle and I are satisfied with our findings and consider our current door counters to be useful and accurate in what they count.

We do recommend discontinuation of our past practice of reducing the estimated door count by 11% for “false” counts such as children playing with the counters, backpacks

or bags carried by customers causing extra counts, etc. This was done in the past when our old equipment (prior to April of 2008) was demonstrated to cause these. Now, however, it looks like false counts are no longer an issue, and if some do occur, certainly not at an 11% rate. For this reason, we also recommend the library discontinue comparison of the current door count to counts produced by our previous equipment on our monthly statistical report.

While Mark and I are satisfied with the current equipment, we did ask Library Associate Jackie Depa to check the market for door count equipment thought to be more “high tech” than our current model, which we purchased for \$585. She found there is a thermal imaging unit on the market, advertised as 95% accurate, for a cost of \$6000, used by the Appleton Public Library, but that most Wisconsin libraries use a unit similar to ours. We feel that cost is unnecessarily high given the results of our study.

Thanks to all the staff that assisted in conducting the study. Please let us know if we can be of further assistance.

2009 REQUESTS TO FRIENDS

Youth Services Programs - Request for Prizes and Incentives

This is our annual request for funds to support Youth Services programs and events. Examples of programs where prizes and incentives are needed include the annual summer library program for children and teens, summer teen and elementary book discussion groups (purchase books for them to keep), and several others that Youth Services will host in 2009. This year, Youth Services will be increasing our outreach efforts, particularly to school-age groups that won't be able to come to the library because of the construction. We anticipate that this increased outreach will mean a greater need for prizes and incentives for this group. As an example, we would like to structure special "group" reading programs for school-age centers where they can earn a pizza or ice cream party at the end of the summer rather than receiving small prizes. We also would like to offer small door prizes during our grand re-opening in the fall.

Amount Requested: \$2,000

Daycare Kits Update

In 2004, the Friends gave Youth Services \$4500 to create 24 themed daycare kits. These themed kits contain picture books for toddlers and preschoolers, puppets, story props, educational toys and more. In 2008 alone, we averaged 304 kids and 48 caregivers each month at our visits, so these kits reach a significant number of people every year. For the last five years, we have been using this money to replace items as they wear out and also to create four new themed kits to rotate through the centers we visit. The kits are extremely popular and certain themes are in high demand and get reserved on a monthly basis. Therefore, we are asking for additional funds for this account so that we can continue to replace items in the most popular kits. This not only ensures that the items are in good shape for the center staff and kids to use, but also provides new and interesting books and other items to supplement these popular kits.

Amount Requested: \$750

Refreshments

The Public Relations and Programming Committees would like to request funds from the Friends for refreshments at library programs. We continue to receive comments from customers that they enjoy and appreciate refreshments when they are served. Refreshments are a standard part of art receptions and special programs.

Amount requested: \$2,000

Baseballs

For the past four years, The Eau Claire Express baseball team has been one of Youth Services' summer library program sponsors. They have provided thousands of dollars worth of tickets, not only as prizes for our summer reading program, but also for a baseball trivia contest that we hold each summer. The trivia contest features baseball-related trivia questions and requires participants to use their library skills to find the answers. If participants complete their trivia questions, they receive a ticket to "Library Night," at Carson Park and get free admission to the game. At this game the kids get to go out on the field with an imprinted baseball that they may have autographed by the players. Funding is needed to purchase the baseballs. The minimum number of balls that can be ordered is 600 and each will be imprinted with the Friends of the Library logo and the logo of the Express. This supply should last for at least three years.

Amount Requested: \$850

Die-cuts for Ellison Machine

In 2006, the Friends generously provided money to cover the cost of an Ellison machine, dies and storage racks, and each year since we have received additional gifts to expand our collection of die cuts. This machine allows staff to create professional looking displays and flannel accessories quickly and easily. Our staff currently uses the machine for a number of purposes, including cutting out over 2500 shapes each summer for kids to put their names on when they sign up for the summer library program. Upon completion of the library remodeling project this year, Youth Services will have a Resource Room, and this machine and the dies will be available for the public to use. Our goal has been to build a collection of dies that will be useful for both staff and public use. One of our most recent purchases was an uppercase letter set, so this year we would like to complete that set by purchasing the lowercase and number set as well as continue to build our animal and shapes collection so that the public will have a nice variety of dies to work with in the new Resource Room.

Amount Requested: \$1,500

Chippewa Valley Book Festival

In 2007, the Friends asked that funds for the Chippewa Valley Book Festival be requested from them each year. Held in the fall annually since 2000, the festival showcases authors of regional and national reputation and features readings, discussions and workshops for readers and writers of all ages. The library supports the book festival with a donation of \$500 through its own programming funds.

Amount requested: \$500

Arts West Prizes and Refreshments

As in the past, we'd like to invite the Friends to support the cash prizes we give to the top four entries in the Arts West event as well as the special refreshments and decorations. The amount requested reflects expected funding needs for 2010.

Amount requested: \$1,000

Ads in Leader-Telegram

The library would like to continue to advertise its programs, services and materials in a small ad to run frequently in the Eau Claire Leader Telegram and Volume One magazine. The government rate for small ads in the newspaper is approximately \$140.00 per time.

Amount requested: \$1,200

Club Read

Club Read Bingo, the adult summer reading program, will be offered at the library again this year. Participants will complete bingo cards by reading books selected from pre-defined categories (mystery, romance, westerns, etc.) or of their own choice. This program has been successful in the past to encourage adults to read. The money is used for decorations and prizes

Amount requested: \$400

Giveaway Items

The library staff attends several community events at which they give away small items such as pencils and notepads imprinted with the library logo and contact information. These items attract attention to the library at the event itself and serve as a reminder about the library after the event has concluded. At present, our reserves of giveaway items are nearly depleted.

Amount requested: \$2,000

Grand Re-opening Reception

The library board has suggested that the Friends may be interested in funding a fall/winter party to celebrate the library's remodeling this year.

Amount requested: \$3,000

Fund Transfer Request

Currently, there is a small balance remaining from the amount the Friends had donated in prior years. This request would transfer those funds to be used for current projects.

Amount to transfer: *(To be supplied by Business Manager Julie Gast when available)*

February 12, 2009

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Remodeling Update

Uihlein-Wilson Architects (UWA) has conducted three remodeling workshops so far on November 24-25; January 7-8; and February 4-5 and a web conference on January 22. The second web conference will be next week on February 17 and the fourth workshop will be on March 4-5. Everything has been going quite smoothly with information exchanged, questions asked and answered and changes made almost daily and sometimes hourly. UWA and the staff have been putting a lot of thought and effort into the planning. I will attempt to summarize where we are at when the Board meets next week. Topics I will cover include will be the latest information on the current plans, budget, a capital campaign update, scheduling, staging and I will field questions and concerns. Attached are some, but not all summary documents as they are today including the draft of the summary of the last UWA workshop (February 4-5); renovation updates from PRPS (Public Relations and Programming Services); and a budget summary from UWA reformatted by Business Manager Julie Gast to make it easier to read.



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Uhlein-Wilson Architects met with staff on January 7 and 8 to report on changes they had made to the renovation plans based on input received from staff during their last visit in November. Progress was reported as follows:

Youth Services

The locations of the public desk, resource room and program room were confirmed. The office layout configurations were discussed in detail and discussions on lighting were initiated.

Circulation Services

The location and orientation of the checkout/services desk was confirmed. The location for a new interior materials return area was examined in detail. The location of the Circulation Manager's desk within the circulation workroom was confirmed, and an additional door to the workroom was added.

Lower Level

Representatives of the Friends met with architects to review space on the lower level that would be available for work and storage related to the book sales. The Holds and Resource Sharing (HRS) floor plans were examined in terms of layout and workflow. HRS will be located where Technical Services (TS) is currently situated, and a large door of to-be-determined type will be located where the catalogers' desks currently are placed. The TS work and office area layouts were confirmed (with 6 stations within one room), and size, type and location of a window or windows in the TS area were discussed. (The existing HRS and storage areas will be remodeled to house TS activities.) The area currently used for HRS cart storage was identified as the location of a new conference room.

Microfilm Area

Detailed discussions were held regarding the new microfilm location on the first floor near Reference Services. The location, quantity of devices, quantity of microfilm collection, and doorway orientation were confirmed. Options for the room aesthetic were studied in detail.



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Second Floor

It was confirmed that DVDs, CDs, videocassettes, and books on CD will be located on the second floor where the 700s are currently shelved. The 700s print materials will be shelved in the current Periodicals area. The current microfilm and PRPS storage areas will be remodeled to house the periodicals. Plans were made to optimize seating and tables near the second floor south and west windows. A wall near the Administration offices that would extend art gallery space was discussed.

Donor Recognition

Conversations began regarding how to best recognize donors to the capital campaign and the library's endowment fund. Uhlein-Wilson representatives provided examples of donor recognition options that have been used in other libraries and museums. They included wall displays, sculptures and commemorative books. A committee of library donors and former and current board members are considering how to proceed.

Looking Ahead

Uhleim-Wilson architects will hold a web conference with LEPMPL on January 22 and will return on February 4 and 5 and on March 4 and 5 to continue plans. Discussions regarding the logistics of construction phasing will be held at those times. Construction may begin as early as mid-April.



27 January 2009

p. 1 of 1

Uhlein-Wilson Architects met with staff via web conference on January 22 to report on changes they had made to the renovation plans based on input received from staff during their last visit in early January. Progress was reported as follows:

Youth Services

The discussion focused on the glass entry wall, the program room wall, the interactive wall near the restrooms, and the Discovery station area. Several options for each were examined.

Circulation Services

The location for a new interior materials return area within the foyer was examined in detail. The possibility of locating the donor recognition wall there was suggested. The configuration of the circulation desk was discussed as well as the need for shelving for returned YS materials. Also discussed was whether doors in the entry ways to the workroom were needed.

Lower Level

The corner entry way in HRS was discussed in depth. It's possible that a closeable door isn't needed as the HRS workspace is in a secure area of the library. The entry way may be constructed in a manner that allows adding a door if needed in the future. HRS staff members have created a different layout for the work area. Uhlein-Wilson asked them to e-mail a digital image of the changes along with a list of furnishings.

Looking Ahead

Uhlein-Wilson architects will be at LEPMPL on February 4 and 5 and on March 4 and 5 to continue plans. At the February meetings, discussions will be held regarding flooring, ceiling, furniture and finishes. Discussions regarding the logistics of construction phasing will be held at those times. Construction may begin as early as mid-April.



7 February 2009

Uihlein-Wilson Architects met with staff on February 4 and 5 to report on changes they had made to the renovation plans based on input received from staff during their last visit in late January. Progress was reported as follows:

Youth Services

Decisions were made regarding the shape, scope and seating capacity of the Discovery station area. Plans for the layout of the public desk were refined and decisions were made regarding the look and scope of the display wall. Early childhood seating and board book storage decisions were made, and options for lighting and finishes were examined.

Circulation Services

The layout of the circulation desk was confirmed. Doors were deleted from the Circ workroom, and location and number of utility needs were confirmed. Public seating outside the circulation workroom remains a possibility. Shelves for a YS work area within the Circ workroom were detailed.

Microfilm Area

Pending donor approval, doors may be deleted. There are now tentative plans for four reader stations and one PC station. The name of the area will be "Lois Barland Microforms Room (or Center)." Panel height will be 7' 4". Uihlein-Wilson will work on glazing and wall type options.

Holds and Resource Sharing

The layout, new purchases and utility needs were confirmed.

Technical Services

The location of the conference room door was finalized. A decision was made to move the copier and the copy table from the conference room to the former HRS cart storage area. Utilities and new purchases were confirmed.

1st Floor

Options for display of new books, browsers, Readers' Advisory, Librarian's Choice and forms were discussed. The display case was discussed. Funds may be earmarked for new shelving for the holds self-pickup area. Some of the carpet on the 1st floor may be replaced.

2nd Floor

Staff may begin consolidating the current periodicals and dismantling remaining shelving prior to construction. The total shelf count was confirmed.

Looking Ahead

A ****TENTATIVE**** schedule is as follows:

February 17	Web conference
March 4-5	Uihlein-Wilson at LEPMPL
March 18	Review of plans
March 25	Engineering drawings and specs due to Uihlein-Wilson
March 27	Construction project sent out for bid
April 17	Construction project bids due
	Furniture project sent out for bid
May 1	Construction project awarded
May 5	Furniture project awarded

L.E. Phillips Memorial Public Library

Design Development Workshop 3: February 4-5, 2009



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Workshop Participants



Library Staff

Bess Arneson	Public Relations & Programming Manager (PRPS)
Rodney Bonesteel	City of Eau Claire Buildings Supervisor
Shelly Collins-Fuerbringer	Youth Services (YS) Manager
Becky Ford	HRS
Julie Gast	Business Manager
Alisha Green	YS
Lori Jungerberg	Technical Services – Processor
Jenny Karls	Technical Services – Cataloger
Amy Marsh	HRS
Laura Miller	Circulation Manager
Dayna Myers	YS
Jean Nemitz	Technical Services – Acquisitions
Larry Nickel	PRPS
Teri Oestreich	Technical Services – Asst. I / Processing Supervisor
Jill Patchin	YS
Jessi Peterson	YS
Jean Pickerign	Tech Services – Acquisitions
Renee Ponzio	Reference Services Manager
Sharon Price	Technical Services Manager / Cataloger
Steve Stoflet	Information Technology Manager
John Stoneberg	Library Director
Donna Swenson	Tech Services – Cataloger
Mark Troendle	Assistant Library Director

A/E Team

Del Wilson	Uihlein-Wilson Architects (UWA)
Susie Fondrie	UWA
Nat Stein	UWA
Paul Culver	KJWW – Electrical
Corey Sanders	KJWW – Electrical
Barbara Lee	KJWW – Lighting Design



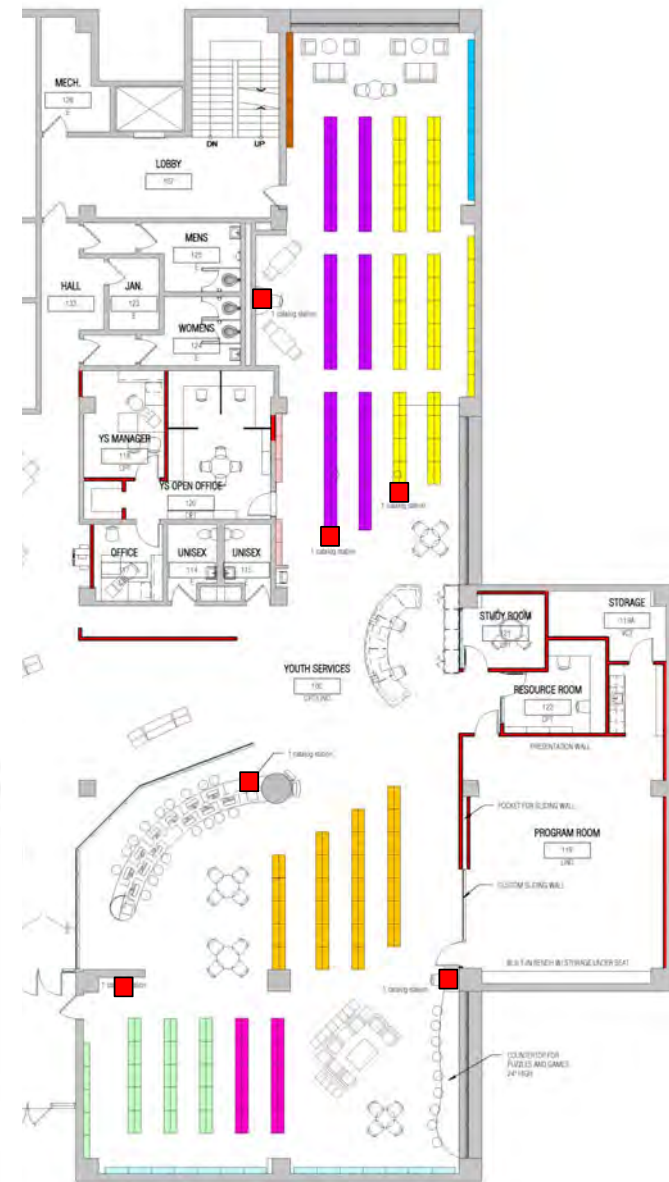
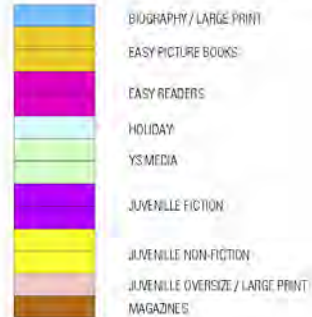
YS Update – Plan

- Collection Diagram Finalized.
- Reduction in Media Collection in favor of added seating
- Discovery Stations Finalized.
- (6) Catalog Stations locations Finalized – (3) seated, (3) stand-up ■
- Added seating at North End.
- Early Childhood Area low countertop added at window in lieu of curved bench option. Countertop offers more flexibility for seating and activities.
- Office Layout Updated.

YS RANGES

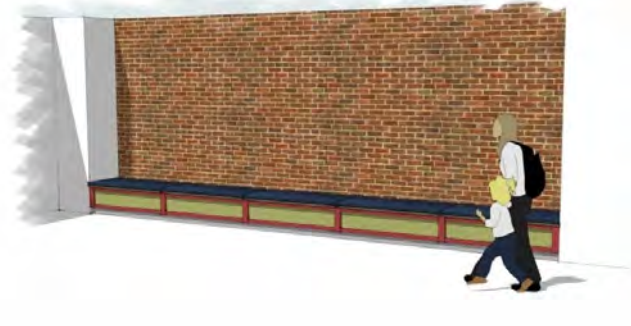
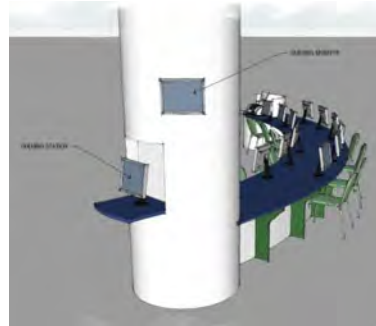
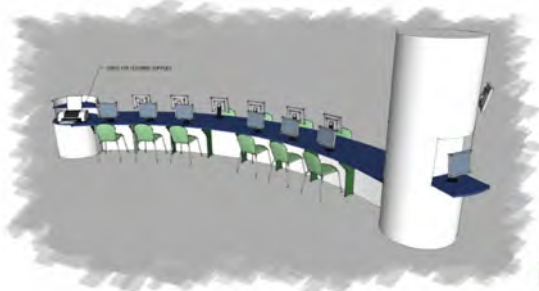
A	Level 1	25	150	bookshelf-easy picture books	3- high - double sided	YS RANGES
B	Level 1	28	224	bookshelf-JNF	5- high - double sided - using only 4 high	YS RANGES
B1	Level 1	7	28	bookshelf-JNF-wall	5- high - single / wall - using only 4 high	YS RANGES
C	Level 1	5	25	bookshelf-J-OS	5- high - single / wall	YS RANGES
D	Level 1	32	320	bookshelf-JF	5- high - double sided	YS RANGES
E	Level 1	14	70	bookshelf-holiday	5- high - single / wall	YS RANGES
F	Level 1	15	150	bookshelf-YS Media	5- high - double sided	YS RANGES
F1	Level 1	5	25	bookshelf-YS Media-wall	5- high - single / wall	YS RANGES
G	Level 1	7	35	bookshelf-biography	5- high - single / wall	YS RANGES
H	Level 1	5	20	bookshelf-magazines	4- high - single / wall	YS RANGES
I	Level 1	10	60	bookshelf-easyreaders	3- high - double sided	YS RANGES
J	Level 1	3	21	bookshelf-resourcerm	7- high - single / wall	YS RANGES

YOUTH SERVICES COLLECTION



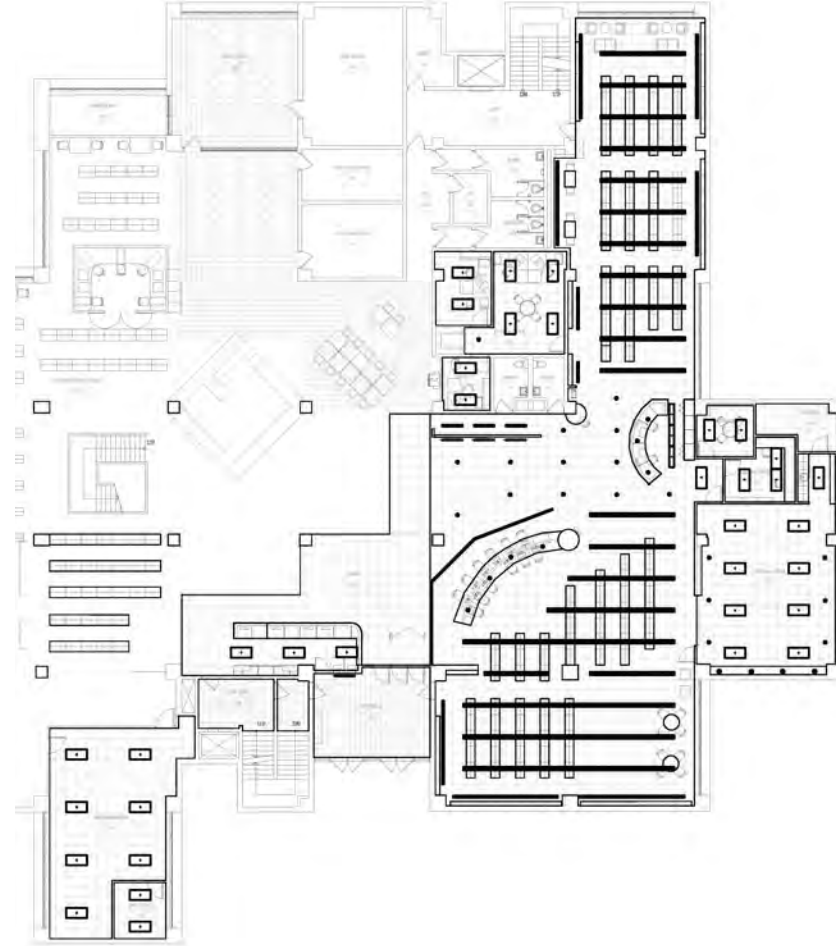
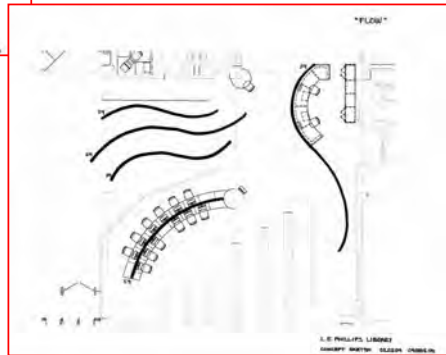
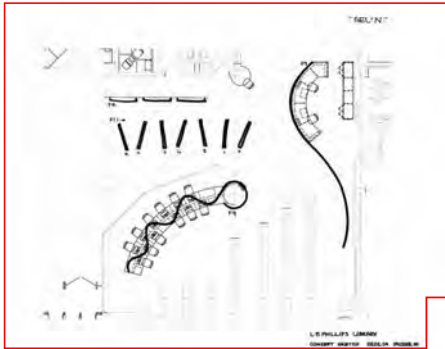
YS Update – Millwork

- Scheme 3 for Interactive Wall was developed.
- Program Room bench was reviewed.
- Revised millwork in Program Room to include storage for craft bins.
- Discovery Stations will feature 12 computers, 2 printers, queuing station, queuing monitor, and storage for paper supplies and cleaning supplies. 20 Stools.
- Office layout to include countertop with movable pedestals, file cabinets, and pencil drawers in lieu of individual desks.
- Program Room entry wall will not feature a picture rail. Wall to be covered using self-healing fabric or vinyl (TBD)



YS Update - Lighting

- Recessed general lighting and Pendant as bid Alternate
- “Flow” Scheme selected for further development
- “Gel’n” Scheme for Discovery Stations

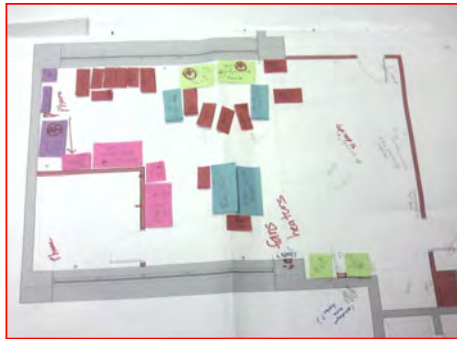


UIHLEIN
WILSON
ARCHITECTS

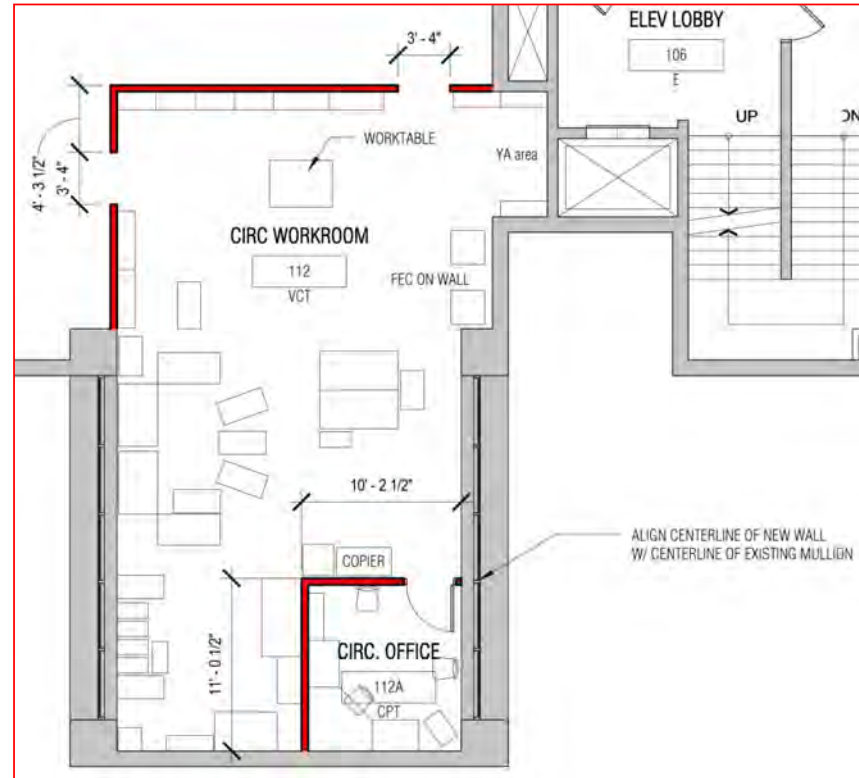


Circulation Update

- Rear counter cabinets will feature doors across front for uniform appearance.
- Doors into Circulation Workroom eliminated.
- Layout of Circulation Workroom confirmed.
- Layout of Circulation Office confirmed.
- Added counter for book returns at vestibule

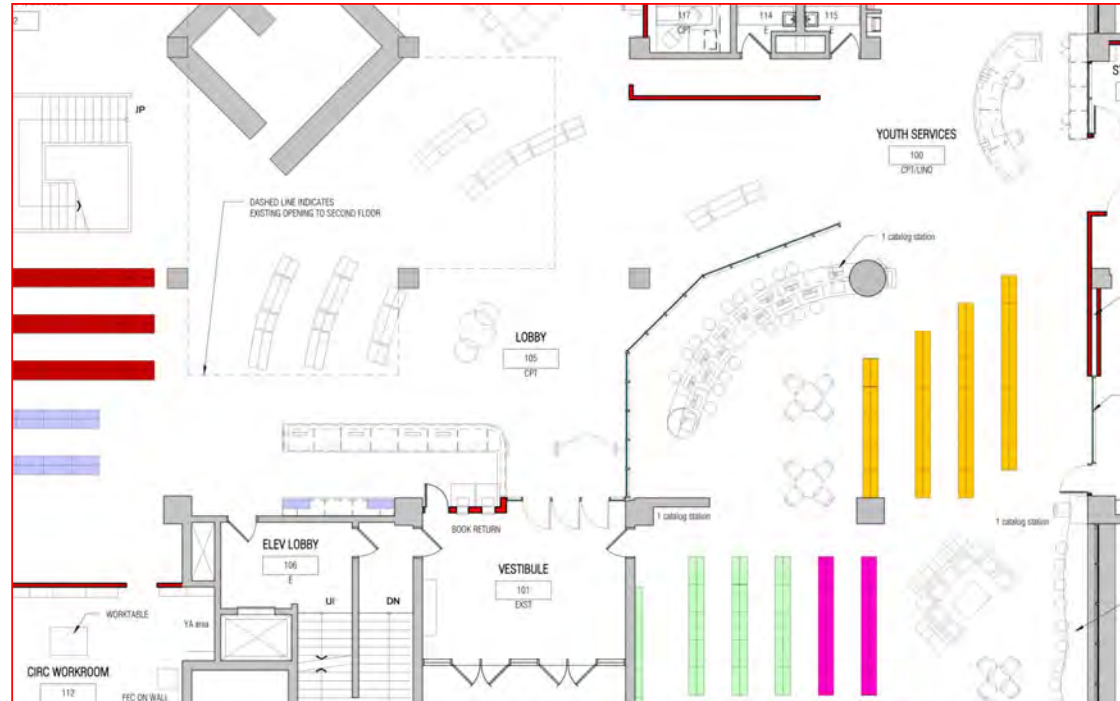


Paper Doll Plan



New Books and Browsing

- Customer pathways studied.
- Suggestion to incorporate movable shelving and display units from a 'kit of parts' to imply queuing.
- Opto Systems suggested as a baseline. Signage can be incorporated as an accessory.



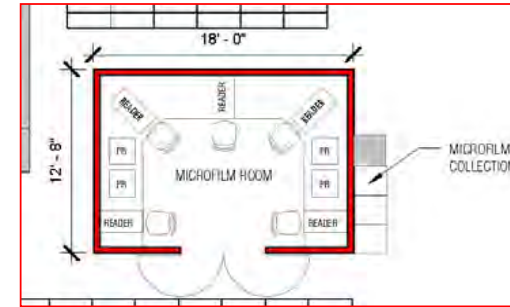
Floor Finish Plan Concepts

- 3 concepts presented, A, B, and C respectively.
- Carpet preferred throughout main lobby
- Linoleum for Program Room
- Carpet for YS and Circ Office
- VCT for Lower Level Offices
- Preference is to develop an A/B hybrid
- Scheme C was rejected.



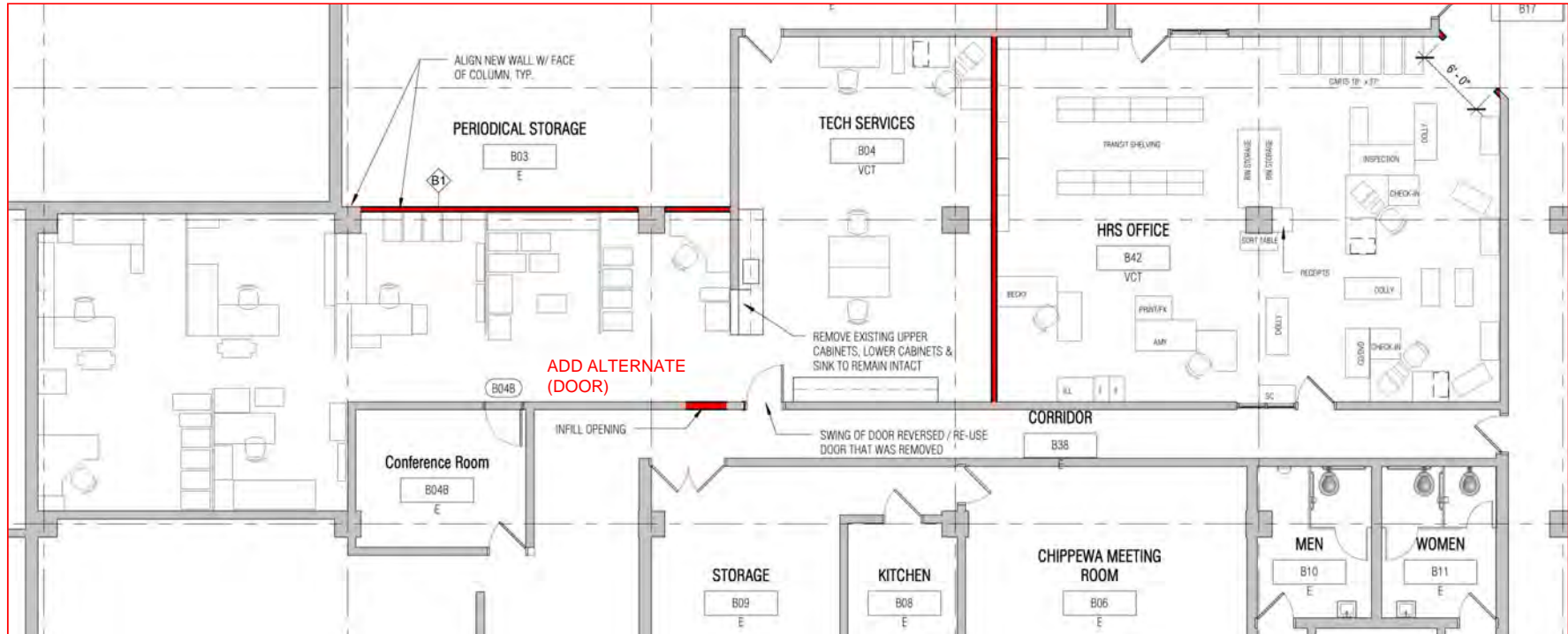
Microfilm - Update

- Doors will be eliminated.
- Less metal frame, less wood, more glass. UWA presented a 'cleaner' version of the new space.
- Layout confirmed. (1) reader may be replaced with a computer station.



Lower Level Update

- HRS Layout confirmed.
- Technical Services Layout confirmed.
- VCT flooring for each space , simple patterns to be explored.



Budget Compliance Strategies

UWA presented this list of potential strategies to reduce the scope of work without sacrificing major program elements. Note: This list is only a starting point and the items listed below are in no particular order.

- 1 – Butt Glazed Glass Wall System
- 2 – Technical Services Window
- 3 - Technical Services Conference Room Door
- 4 - YS Program Room Bench Millwork
- 5 - YS Pendant Lighting
- 6 – IT Switch for First Floor Network Expansion
- 7 – Re-use some YS Shelving
- 8 – Art Gallery Wall Expansion
- 9 – Revise YS Program Room Door to be Pair of Doors in lieu of Sliding Pocket Door

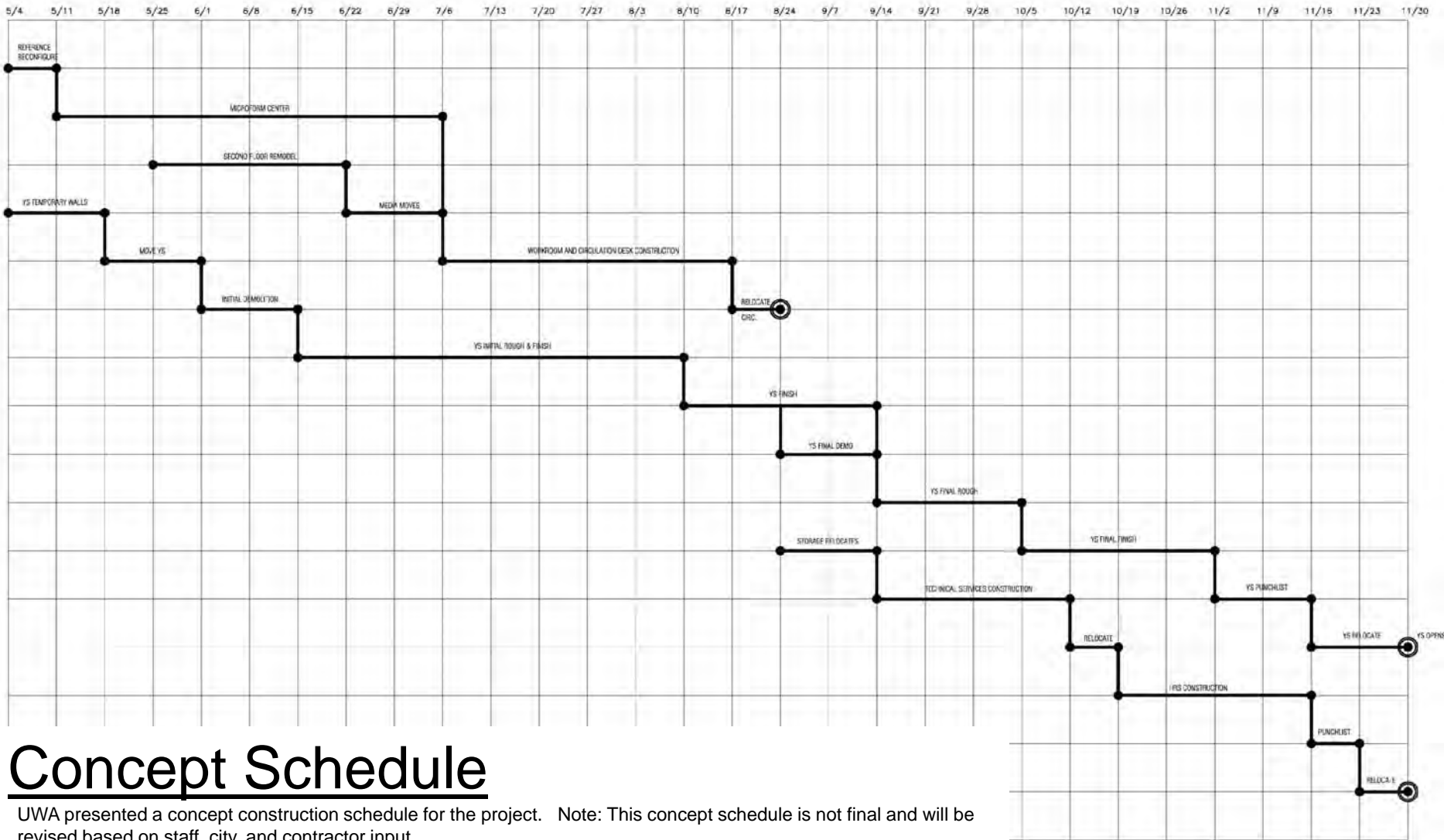


Look Ahead Schedule

UWA presented a concept production schedule for the project. These are intended to be milestone dates for Construction Documents production in effort to meet the anticipated dates for construction

February 17 (Tuesday)	Web Conference 3:00pm – 5:00pm
March 4-5	Workshop 4
March 18	Plan Review Set
March 25	Drawings and Specifications due from KJWW to UWA
March 27	Out for Bidding
April 17	Furniture Bidding
April 17	Construction Bids Due
April 24	Special Library Board Meeting
May 1	Construction Award
May 8	Furniture Award





Concept Schedule

UWA presented a concept construction schedule for the project. Note: This concept schedule is not final and will be revised based on staff, city, and contractor input.



Homework

UWA Homework:

- YS – Early Childhood Area seating and millwork details
- YS – Reconfigure Shelly and Dayna’s office layouts
- TS and HRS – Wall and floor color & pattern
- HRS - Transit shelving (slanted) investigation
- HRS – Workstations for Check-In
- Entrance Vestibule – Bench and flooring investigation, countertop at book return
- List of Manufacturers
- Microfilm renderings (plan & views) / donor recognition Images
- Shelving relocation plan

LEPMPL Homework:

- Lobby – New book and browsing area – paper dolls
- Camera locations noted on a plan
- Wireless Access Point locations noted on a plan
- Send front-end bidding specification guidelines and sections from City of Eau Claire
- City review of bidding and contract schedule and dates.
- Confirm Sequencing of HRS and Technical Services.
- Confirm work-order strategy for temporary relocation of YS in May 2009.



ESTIMATED EXPENDITURES
GRAND TOTAL:

WORK	DESC	DIV COST	
DIVISION 01	General Conditions	\$164,268.00	
DIVISION 02	Demolition and Site	\$60,235.75	
DIVISION 03	Concrete	\$4,250.00	
DIVISION 04	Masonry	\$7,020.00	
DIVISION 05	Metals	\$5,400.00	
DIVISION 06	Wood-Carpentry	\$141,775.00	
DIVISION 07	Moisture Protection-Roofing	\$4,750.00	
DIVISION 08	Doors and Windows	\$103,550.00	
DIVISION 09	Finishes	\$150,285.00	
DIVISION 10	Specialties	\$6,100.00	
DIVISION 11	Library Equipment	\$98,220.00	
DIVISION 12	Furniture	\$126,420.00	
DIVISION 13	Security Modifications	\$17,000.00	
DIVISION 14	Conveying	\$0.00	
DIVISION 15	Plumbing, HVAC, Fire Protection	\$99,050.00	
DIVISION 16 Elec	Electrical	\$184,400.00	
DIVISION 16 A/V	incl in div 16	\$0.00	
DIVISION 16 Telecom	incl in div 16	\$0.00	
base construction total		\$1,172,723.75	
G.C. Overhead and Profit		7.50%	\$87,954.28
Total Construction Cost		\$1,260,678.03	
Design Supervision and Expenses			\$110,617.00
A/E and Interior Fees	Stipulated Sum	\$94,617.00	
fee proratted over phases	0.00%	\$0.00	
Testing/balancing		\$0.00	
DOC plan fee		\$2,500.00	
Printing	bid sets	\$7,500.00	
topographic survey/testing	travel/printing/misc expense	\$6,000.00	
Constr Contingency (pct)		fixed \$0.00	\$110,000.00
contingency prorated over phases			
Moving Expense		500 hours 37500 plus carts 12500	\$50,000.00
Special Equipment			\$26,400.00
Audio-visual/Computers	projector and surround sound	\$20,000.00	
Equipment	2 comp@ 2000 3 printers@ 800	\$6,400.00	
Telecom Equipment		\$10,000.00	\$10,000.00
Other Allowances			\$49,500.00
Hazardous Materials Abatement	allowance	\$7,000.00	
Tech Services-window		\$14,000.00	
Window Coverings	window covering allow for circ workroo	\$7,500.00	
Security, key, etc.	allowance	\$1,000.00	
FF and E	allowance	\$5,000.00	
Interior Signage/Donor Recognition	allowance	\$15,000.00	
Art Allowance	fixed	\$0.00	\$15,000.00
(of total project)			
TOTAL PROJECT COST		\$1,632,195.03	
BUDGET		\$ 1,567,000.00	
SHORTFALL		\$ (65,195.03)	

ESTIMATED EXPENDITURES
ITEMIZED BY FUNCTION:

Cost of HRS Remodeling	Peri/Microfilm	Circ Desk	YS	All Other
\$5,616.00	\$11,232.00	\$7,020.00	\$140,400.00	\$0.00
\$6,210.00	\$1,325.00	\$13,300.00	\$39,400.75	\$0.00
\$1,100.00	\$0.00	\$1,500.00	\$1,650.00	\$0.00
\$4,620.00	\$0.00	\$0.00	\$2,400.00	\$0.00
\$500.00	\$0.00	\$1,000.00	\$3,900.00	\$0.00
\$8,075.00	\$1,700.00	\$31,150.00	\$100,850.00	\$0.00
\$500.00	\$250.00	\$1,750.00	\$2,250.00	\$0.00
\$6,450.00	\$1,500.00	\$25,800.00	\$69,800.00	\$0.00
\$27,620.00	\$5,750.00	\$21,425.00	\$95,490.00	\$0.00
\$0.00	\$0.00	\$0.00	\$6,100.00	\$0.00
\$7,920.00	\$8,220.00	\$4,500.00	\$77,580.00	\$0.00
\$5,900.00	\$28,880.00	\$26,700.00	\$64,940.00	\$0.00
\$0.00	\$1,000.00	\$6,000.00	\$10,000.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$12,150.00	\$1,400.00	\$6,500.00	\$79,000.00	\$0.00
\$27,100.00	\$9,000.00	\$12,675.00	\$135,625.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$113,761.00	\$70,257.00	\$159,320.00	\$829,385.75	\$0.00
\$8,532.08	\$5,269.28	\$11,949.00	\$62,203.93	\$0.00
\$122,293.08	\$75,526.28	\$171,269.00	\$891,589.68	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$110,617.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00
\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00
\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00
\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
\$0.00	\$0.00	\$0.00	\$0.00	\$26,400.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
\$0.00	\$0.00	\$0.00	\$0.00	\$49,500.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
\$122,293.08	\$75,526.28	\$171,269.00	\$891,589.68	\$371,517.00