



# L.E. Phillips Memorial Public Library

## PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, July 16, 2009 at 5:00 p.m.** in the **Board Room of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin.**

## AGENDA

- 1) Member Roll Call
- 2) **Introduction of New Library Board Members Stella Pagonis and Don Wisner—Welcome!**
- 3) Citizen Comments (limited to 5 minutes per citizen)
- 4) Approval of Previous Minutes of the Library Board (page 1)
- 5) Communications
- 6) Presentation by Assistant City Attorney Steve Bohrer about Library Board responsibilities regarding the archiving of e-mails (page 3)
  - a) General questions and answers session with the Library Board
- 7) Report of the Library Director (page 6)
- 8) Report of the Library Board President
- 9) Committee Reports
  - a) Discussion of Library Board Committee appointments (page 19)
  - b) Development and Endowment Committee
  - c) Finance Committee
    - 1) Consideration and approval of the proposed 2010 Budget (mailed separately)
    - 2) Consideration and approval of the proposed 2010 Capital Improvement Plan (mailed separately)
    - 3) Update on the 2010 0% expenditure increase and -5% expenditure decrease budgets for the Library sent to City Manager Mike Huggins (sent separately)
- 10) Report from the Friends of the Library

- 11) Report of the Representative to the IFLS Board
- 12) Financial Report (page 21)
- 13) Action on Bills and Claims (page 25)
- 14) Consideration of New Business
  - a) Renovation project update (page 32)
  - b) Consideration and approval of a resolution in honor of Lee Adams for his service to the Library and the Eau Claire Community (page 40)
  - c) Consideration and approval of a resolution in honor of Pat Simonsen for her service to the Library and the Eau Claire Community (page 41)
- 15) Directives from the Library Board of Trustees to the Library Director
- 16) Adjournment

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

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

## **L. E. PHILLIPS MEMORIAL PUBLIC LIBRARY**

### **Minutes of a Meeting of the Board of Trustees**

**A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, June 18, 2009 at 5:00 p.m. in the Board Room of the Library. The following members were present: Adams, Bruce, Fraser, Hauser, Kampf, Schneider, Simonsen, Stelter and Wright; Absent: Werthmann; Staff present: Julie Gast, Sharon Price, John Stoneberg and Mark Troendle.**

#### **MINUTES OF PREVIOUS MEETINGS**

On a motion made by Bob Fraser and seconded by Robert Hauser the minutes of the May 21, 2009 Board meeting were unanimously approved.

#### **REPORT OF THE LIBRARY DIRECTOR**

- John Stoneberg's report was reviewed.
- Bob Fraser inquired if the library's website is on the stationary of the library. John Stoneberg will look into this.
- Bob Fraser appreciates the effort of the staff in providing monthly report information.

#### **REPORT OF THE LIBRARY BOARD PRESIDENT**

- Kathie Schneider reported that the summer reading and renovation kickoff party was a huge success.
- Kathie Schneider has been working with John Stoneberg on budget proposal issues.
- Kathie Schneider is working on filling the two vacant library board county representative seats.

#### **COMMITTEE REPORTS**

Development and Endowment Committee: The Committee met with Del Wilson of UWA to discuss the donor wall of honor. The wall will be located directly above the new circulation desk.

Nominating Committee: The slate of Board Officers for 2009/2010 is: Katherine Schneider for President; Linda Stelter for Vice President; and William Kampf for Secretary.

On a motion made by Pat Simonson and seconded by Bob Fraser, the Board unanimously approved closing the slate of officers. On a motion made by Lee Adams and seconded by Bob Fraser, the Board unanimously voted to approve the nominations as presented before the Board.

#### **REPORT FROM THE FRIENDS OF THE LIBRARY**

- Kathie Schneider reported the Friends have 794 household members. The list was recently weeded.
- Planning has started for the grand re-opening event.

#### **REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD**

- Bob Fraser will attend the next IFLS Board meeting that will take place in July in Luck, Wisconsin.

- The new MORE Administrator is Gus Falkenberg. The new Technology Manager/Network Engineer is Jamie Nelson.

### **FINANCIAL REPORT**

The Board reviewed the June Financial Report.

### **ACTION ON BILLS & CLAIMS**

On a motion made by Lee Adams and seconded by Robert Hauser, the Board unanimously approved the Bills & Claims Listing for May 15-June 12, 2009 as well as the Supplemental Bills & Claims for May 2009.

### **REVIEW OF THE MONTHLY STATISTICAL REPORT**

The Board reviewed the May Statistical Report. By Board directive, the monthly statistical report has been suspended until after the renovation is completed.

### **CONSIDERATION OF NEW BUSINESS**

- John Stoneberg has approved most of the project requests relating to the renovation that he described to the Board in June. Some of the projects include items for youth services, additional carpeting for the first floor, new ceiling tiles and duct work for the first floor, art gallery area improvements, lobby area improvements and a new exterior sign.
- The library might have to close for the installation of the new exterior lobby doors.
- The PRPS division has been taking many pictures and recording the progress of the renovation.
- John Stoneberg presented his recommendations for reductions to the Library's 2010 budget, which were requested by City Manager Mike Huggins. The Library Board will adopt their 2010 budget request on July 16.

### **DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES**

The Board directed staff to prepare a service maintenance budget for 2010, which also incorporates a reorganization of the Information Technology Division.

### **THANKS**

Departing Board members Pat Simonsen and Lee Adams were thanked for their service on the Library Board.

### **ADJOURNMENT**

On a motion made by Pat Simonsen and seconded by Lee Adams, the Board unanimously adjourned their meeting.

Submitted by,

Julie Gast, Business Manager  
Jackie Depa, Library Associate II

**July 9, 2009**

**To: The Library Board of Trustees**  
**From: John Stoneberg, Library Director**  
**Subject: Archiving Library Board E-Mails**

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The issue of archiving Library Board member e-mails came up at the May 2008 Library Board meeting.

Network Administrator Kris Nickel provided the following background information:

*From July 16, 2007, an e-mail to the Library Board and copied to the Management Team from Library Director Michael Golrick:*

The Library is changing the way we are asking you to save library related e-mails. I have attached the memo from the City Attorney on this matter and would call your attention to the following snippets:

The Public Records Law requires that authorities maintain and generally allow public access to its records. §19.31, et seq. Records include electronic documents and communications such as e-mails. §19.32(2). Records, however, do not include “drafts, notes, preliminary computations, and like materials.” §19.32(2). Records also do not include “materials which are purely the personal property of the custodian and have no relation to his or her office.” §19.32(2). Yet, note that a preliminary document that is shared with others is not necessarily still considered a draft but may then constitute a record. *Journal/Sentinel v. Shorewood School Board*, 521 N.W.2d 165 (Ct. App. 1994).

E-mails that are drafts, brief notes, preliminary computations, scheduling inquiries or of a purely personal nature do not need to be archived or printed. Employees should realize that such e-mails remain subject to review.

Recipients of e-mails do not need to retain copies of e-mails they receive. Recipients of City-related e-mail from an outside originator (sender) that meets the above definition for archiving or printing should either respond to that e-mail and then save that original message and response as stated above or, if no response is necessary, save the original message.

At one point Library staff had created a separate email account for each Library Board member. We have recently re-evaluated this process.

Instead of a separate account, Kris Nickel, the Network Administrator, has created a single Library Board email account. For official Library email business, please use this general e-mail account: [libboard@eauclaire.lib.wi.us](mailto:libboard@eauclaire.lib.wi.us) to serve as a repository for this mail. Library Board members should include this address as a recipient when sending pertinent e-mail as described in the attached document. It may be entered in either the TO:, CC:, or BC: field.

## Liability Issues

*This Trustee Essential covers:*

- *Basic issues concerning trustee and municipal liability*
- *Actions you can take to limit liability*

Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section 893.80(4)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office.

But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a county library board).

Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board, and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section 43.58(3)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section 895.46(1) for the details, including the limitations, of this law.)

### **Protections from liability**

You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:

- Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and

local ethics laws and state and federal employment laws). See *Trustee Essential #7, #14, #15, and #16* for more information about these laws.

- Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See *Trustee Essentials #7 and #10* for more information.
- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the “four tests of a legally defensible policy” from *Trustee Essential #10: Developing Essential Library Policies*.
- Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

### **Sources of Additional Information:**

Your library system staff (see *Trustee Tool B: Library System Map and Contact Information*)

Division for Libraries, Technology and Community Learning staff (see *Trustee Tool C* for contact information)

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

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**July 9, 2009**

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

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At the City Council meeting on July 14, the appointments of new Library Board members Stella Pagonis and Don Wisner should be approved, so welcome to both of them!

In June, in addition to many budget matters, my activities continued to mostly revolve around the renovation and remodeling project and involved library, city, RJS Construction Group, Uihlein-Wilson Architects (UWA) and Beltmann Group staff. All renovation activities and decisions are almost becoming too numerous to summarize in this report.

- The Development and Endowment Committee had a successful meeting with architect Del Wilson on June 3 concerning donor recognition--and specifically the wall of honor—and follow ups to that meeting seem to indicate that the Committee is all on the same page about the direction that is being taken.
- Regular contractor meetings were held on June 10 and 24.
- I met with Beltmann representative Mitch Miller on June 12 to discuss the move in mid-July regarding the duct work, ceiling tile and carpeting on the first floor. *Mark Troendle's additional comments regarding moving are summarized in his section below.*
- As far as I can determine, the \$125,000 earmark for the library renovation that State Representative Jeff Smith put in the state budget made it all the through and was in the budget that Governor Doyle signed on June 29.
- Attached are renovation updates for staff and the public for June done by Bess Arneson. *Bess's additional comments regarding what staff has done to keep staff and the public up-to-date are summarized in the Public Relations & Programming section below.*
- Remember to check the library's web site for the most current information about the library renovation. If there's information that you feel should be addressed there, please send me or Bess Arneson ([bessa@eauclaire.lib.wi.us](mailto:bessa@eauclaire.lib.wi.us)) an e-mail. Please continue to do so throughout the renovation process.

**Looking Ahead (Dates approximate):**

- ✓ July 14: Basement remodeling complete.
- ✓ July 16–August 7: Major work will be done on the first floor including work on the entrance vestibule, duct work and ceiling tile and carpet replacement.
- ✓ July 21: New Circulation area complete.
- ✓ July 23-24: Demolition of old Circulation area and remainder of Youth Services area.

### **Other highlights from the past month:**

- I did a board orientation and tour with new Board members Susan Bruce and Andrew Werthmann on the afternoon of June 10.
- The management team continued with budget planning with another morning meeting on June 11 as a follow up to the one on June 4 .
- I attended a meeting of the Clear Vision Activities Council on the evening of June 11. The listing of local organizations with links to community calendars on their websites that Reference Assistant Isa Small researched and I edited earlier this year for the Council is now on the library website under community events.
- The scrambled eggs at the 13th annual Breakfast in the Valley on Friday morning, June 12 at the Eau Claire County Exposition Center weren't your typical recipe--it took 17 batches--cooked on 4-foot skillets--with each containing 10 gallons of eggs, 4 cups of onions, 10 pounds of ham, 10 cups of mushrooms, a pound of butter and 7 pounds of cheese to feed the record 3,500 attendees. Sponsored by the Eau Claire Area Chamber of Commerce, Breakfast in the Valley celebrates the state's June Dairy Month and raises awareness of the importance of agriculture. The breakfast also featured raffles, displays and farm animals. Much of the food served was donated by more than 60 sponsors and served by nearly 300 volunteers including the following library staff who worked together in a section during a two hour shift along with me and other volunteers: Kathy Herfel, Renee Ponzio, Isa Small, Donna Swenson and Cindy Westphal. (Mark Troendle was also committed but was out sick.) I served as the section captain. As in the past, everyone seemed to enjoy working at the event.
- I met with Library Board President Kathie Schneider on June 15 to discuss the budget and other matters.
- Lee Vrieze from Heartland Business Systems was here on June 17 to conduct staff training sessions for the Library's new VoIP system Cisco phones. The cordless versions of the phones have a much greater range than a traditional cordless phone because they use the library's wireless Internet connection. Special training for the phones on the Reference Desk is planned for one of their next meetings.
- The IFLS Advisory Council of Librarians met on June 22.
- Jeff Burns and I met with Vicki Hoehn from RCU (Co-Chair of Clear Vision Eau Claire) on June 25 to discuss how the Library might assist the Clear Vision Eau Claire effort by providing a website home and presence for them.
- I was on vacation from June 29-July 3.
- Per the City's request, the Library's proposed Capital Improvement Plan for 2010-2014 was sent to City Finance Director Rebecca Noland on June 29.
- On June 29, Governor Jim Doyle signed into law a budget bill for the next biennium that includes the following library-related items:
  - ✓ A public library system funding decrease of approximately 3.7% for 2010 and an increase of about 3.2% for 2011 (over 2010 funding). Total proposed funding is \$16,165,400 for 2010 and \$16,681,200 for 2011. This compares to 2009 funding of \$16,783,500.

- ✓ BadgerLink funding of \$2,238,500 for 2010 and \$2,448,900 for 2011. This compares to 2009 funding of \$2,111,000.
- ✓ Library service contract funding for the Wisconsin Regional Library for the Blind and Physically Handicapped (WRLBPH), the Milwaukee Public Library, Wisconsin Library Services (WiLS), and the Cooperative Children's Book Center (CCBC) totaling \$1,134,300 for 2010 and \$1,169,800 for 2011. This compares to 2009 funding of \$1,097,200.
- ✓ NFB-NEWSLINE funding to support newspapers accessible by telephone for blind and physically handicapped people, totaling \$106,400 for 2010 and \$111,100 for 2011. This compares to 2009 funding of \$108,000.
- On June 30, I gave a short tour of the renovation project to Tom Barland and his brother Gordon Barland who was visiting from Salt Lake City. The Barland family has given \$50,000 toward the renovation and a special recognition opportunity in honor of their mother, Lois Barland. The new microforms area will be the “Lois Barland Microforms Room.”
- The MORE Executive Committee met on July 2 and the meeting included a public hearing for the 2010 MORE budget.

## **From the Management Team & Staff**

### **Assistant Director/Human Resources**

Mark Troendle asked Nat Stein from UWA to re-measure the shelving framework for which new canopy tops will be made in the media and adult non-fiction 700s areas. The framework pieces are of three different generations, hence there are variations in sizing and the ranges were reconfigured in new ways after being moved to the second floor. Mark wants to make sure the new tops fit neatly and securely when they are reattached. The company making the canopies will do field measurements.

Mark, along with union representative Jean Nemitz, attended a health insurance committee meeting on June 17. Dale Peters answered four questions that were posed at the initial meeting as well as several new questions. In addition, Dale painted a picture of the City's financial condition and described in detail how health insurance factors into the 2010 City budget.

Mark has been working on revising the process by which performance evaluations are conducted. As part of this, he presented John Stoneberg with drafts of three separate forms which, after some additional fine-tuning, will be used by staff in the future. One new aspect is that Mark has created “fillable” forms, which are completed using Microsoft Word rather than writing in cursive or hand printing comments. “Fillable” forms allow supervisors to type comments into expandable text boxes resulting in more legible documents. This format also saves time because revisions can be made more efficiently. Mark regularly communicates with the City's Human Resources staff. Recently, during one of these discussions, the City's benefits specialist asked Mark how to create “fillable” forms. In response, he wrote up a short tutorial, shared a document he created to serve as a practical example and answered follow-up questions.

John Stoneberg, Bess Arneson, Laura Miller, Renee Ponzio and Mark all collaborated on various aspects of the second planned periodical shelving move that took place on June 25 and 26. All of the newspaper and magazines were temporarily relocated to two empty shelving ranges on the first floor. Reference Assistant Isa Small actually suggested this location which proved to be the best option after several other ideas were considered and rejected. The custodians, too, did a good job of moving this shelving for the Library. The custodians moved the shelving back into place on Thursday, July 2.

Mark worked with the custodial staff to ensure that the portions of the lower level storage area scheduled to be renovated were cleared out in time for work to begin by mid-June. Part of Mark's responsibility in this matter was finding places to relocate all the various materials which has proved to be rather time-consuming.

The Beltmann Group and Mark have been communicating about the details involved in temporarily relocating ten shelving ranges, 34 public computer workstations and miscellaneous furniture so that the first floor can be re-carpeted. The first part of this newly-planned move is scheduled to occur in mid-July.

### **Public Relations & Programming (PRPS)**

PRPS staff created and distributed a variety of renovation project public relations materials designed to keep customers, staff and the community up-to-date with the latest information. These included a variety of signs, regular updates of current renovation events and plans printed and made available throughout the library as well through the library website. PRPS staff also continued documenting the renovation process by taking photographs of workers and their progress and posting many of them on the library's website.

PRPS and Youth Services (YS) staff jointly planned and hosted a rousingly successful renovation and summer reading kick-off party on June 1. Hundreds of children, teens and adults came to see the beginnings of the remodeling project and to register for summer reading activities.

Other activities included:

#### Larry

- Attended meetings and web conference sessions with the library's architects to assist with the decision-making processes and gather information for regular progress reports.
- Designed an advertisement about Internet availability during re-carpeting for the Leader-Telegram.
- Created a website homepage banner for "Storylines," the summer art exhibit.
- Created, printed and posted signs informing customers of the materials relocation during the renovation project.

- Worked with vendors on planning for sound system equipment, a motorized projection screen and an LCD projector for the new program room in the remodeled YS area.
- Worked with Jackie Depa on quotes for and purchasing of equipment for the new YS program room.
- Developed a plan for the installation of an art gallery display system and measured and marked the gallery walls in preparation for mounting supporting tracks.
- Worked with a contractor on plans for moving wiring from the old Circulation desk to the new location and desk for intercoms, a video camera, public address system and Page-alert chimes.
- Worked with the Wisconsin Library Association (WLA) and IFLS staff on the transfer of the library's retired large display system to the WLA office in Madison.
- Removed several public address system speakers that would have been in the way of construction work.
- Adjusted the physical layout of the Library History for publishing.
- Wrote a news release for the summer art exhibit.
- Re-recorded the Administration phone menu to add a phone number for the Friends Coordinator.
- Created and published PowerPoint slides for the main lobby monitors promoting library programs and services.
- Edited text and layout of the website version of the summer newsletter.
- Arranged for replacement of the outdoor banner.

### Melany

- Purchased and coordinated refreshments, coordinated the work of volunteers, set up for the ceremonial brick-laying and took photos for the Renovation Kick-Off Party.
- Updated IFLS Board members and Friends of the Library in ACT! for newsletter mailing.
- Created and printed directional signs for magazine and newspaper as well as the CD/DVD area.
- Formatted three Club Read lists: Fabulous First Fiction II; Selected Books from The Chapter-A-Day Program on Wisconsin Public Radio; and Senior Sleuths.
- Formatted the YS Baseball Trivia folders for printing.
- Printed and mailed an art show flyer for Story Lines.
- Created "Hold Slips" bookmarks for Circulation Services to hand out to customers.
- Created handouts and signs for the "Internet and Online Catalog Not Available during Carpet Project" for Reference.
- Formatted "Computer Access" handouts for Reference.
- Created, printed and posted signs for the magazine and newspaper temporary move.
- Ordered red flashing lights to use on directional signs.
- Printed additional Club Read Bingo Forms.

## Kris

- Maintained the literature racks throughout the library and posted publicity on the bulletin boards on the lower level.
- Prepared PDF files and sent library news releases throughout the month via e-mail.
- Added photos of new library staff members to the Library People Directory available to staff on the library's intranet.
- Added e-mail addresses to the library website for the library e-newsletter and addresses to the ACT! program for mailing newsletters.
- Produced YS display case signs.
- Reformatted newsletter for the website version of the summer newsletter.
- Prepared price lists, labels and artist's statements for the summer art show.
- Folded 500 copies of readers' folders for YS.
- Laminated signs for PRPS.
- Printed 100 copies of the summer newsletter and distributed in-house.
- Downloaded over 100 "in process" photos of the renovation.
- Downloaded pictures of the kick-off party for YS.
- Took pictures of the art gallery walls being restored.
- Helped set up for the renovation kick-off party, videotaped the program and downloaded photos for PRPS.
- Printed and distributed Renovation FAQs handouts throughout the library.
- Created and posted temporary (and later, new) range signs for 700s and AV sections.
- Created and posted new signs for the audiobook stacks near Reference.
- Printed and posted temporary magazine signs for 1st floor.
- Printed and posted new Adopt-a-Shelf signs.
- Printed 200 YS July calendars and 75 more YS June calendars.
- Printed and cut "current papers" labels for Reference Services (RS), 900 Hold Slips bookmarks for Circ., and 90 Computer Access flyers for RS.
- Printed and folded 225 Baseball Trivia folders, 250 Read to Me folders, 500 Readers' folders and 500 Teen Reading folders for YS.
- Printed and folded 375 Wi-Fi brochures for RS and 500 copies of New Customer brochures for Circulation.
- Added Capital Campaign major donor names to ACT.
- Posted July 4th "closed" signs.

## **Reference Services (RS)**

Cindy Westphal represented Reference Services at the Youth Services Summer Library Program Kick-off Party on June 1. Cindy registered 46 adults in the Club Read Bingo Adult Reading program during the two-hour event. Cindy continues to maintain forms needed for the program and sends letters to the weekly prize winners.

Cindy and Renee Ponzio attended Virtual Network Days on June 4-5, a series of classes and special sessions presented online by the Foundation Center of New York--the Library is a Cooperating Collection member of the Foundation. Cindy also attended two webinars

presented by IFLS staff for the two genealogy databases and the do-it-yourself databases that IFLS provides its member libraries Theresa Boetcher attended sessions those as well.

Cindy completed an information guide for Ancestry Library Edition; produced a monthly pick for the library's website (June is National Perennial Gardening Month); proctored six exams for students taking online or long-distance courses; and, along with Elizabeth Ryberg, added four new businesses and made changes to 38 existing businesses in the Library's Business Resource File. Cindy compiled a list of sources for Internet access for a handout for the public to refer to during the period of time the public computer workstations are unavailable.

On June 16, Renee presented a workshop for "Western Dairyland Youth Entrepreneurs Camp." There were 16 students who attended learning about the materials both print and online they could use to work on their business plan. Renee also attended a Job Center meeting on June 18 to learn about what job information and help was available to the public. The Job Center meeting was part of the requirement for a IFLS grant. On June 25, Renee attended an LSTA grant webinar on digitization and a meeting with Clear Vision.

Theresa Boetcher ordered supplies for Reference: refills for the Purell automatic hand sanitizer; colored paper for Club Read; a key cabinet/holder; and a new in/out magnetic board. Theresa created a procedure for the new way of doing a custodial request on the Intranet and a procedure for transferring the requests to Rod Bonesteel thru the e-Mpulse software. Theresa also suggested transferring the "Customer self-help guides" (books) at reference to regular collection to better utilize them. Theresa compiled a report comparing the holdings for LEPMPL microfilm for the Eau Claire newspaper starting with the 1800s to 1923 and what the WI Historical Society has for Eau Claire newspapers and updated the Government notebook section of "Where to call in and around the city/county." Theresa made several changes to the Community Information Database (CID) adding eight new records, changing 41 and deleting nine, plus submitting 72 interlibrary loans for June

Isa Small continued to work on updating CID profiles and also started a new Special Collections project. She is looking for items that customers would like to see digitized and locating links to those that are already available digitally through other sites.

David Dial helped Bess Arneson identify titles owned and not owned from authors coming for the Chippewa Valley Book Festival next fall.

### **"Anecdotal Reference"**

South Middle School student Alex Gehrke cited research done by Reference staff's David Dial in Gehrke's award-winning National History Day website entry on industrialist and philanthropist L.E. Phillips. The website can be found at [http://web.me.com/a\\_kg](http://web.me.com/a_kg). Research is credited under the headings "Time Line" and "Bibliography." It is quite a good job of research and it is being added to the "Sources" section of the L.E. Phillips handout that Reference has for customers interested in Phillips' career.

Isa fielded a question about octagon houses in the area. There was an email from an office assistant that works for Robert Kline. Mr. Kline does non-profit research for the Octagon Inventory Online ([http://www.octagon.bobanna.com/main\\_page.html](http://www.octagon.bobanna.com/main_page.html)). The customer was originally looking for information on an octagon house in Augusta. After searching, Isa did not find much on the house in Augusta, but was able to find information on two octagon houses that were built in Eau Claire. They both appear to have been built by one of the first pastors in Eau Claire, Alberoni Kidder. Kidder built the first near the corner of Farwell and Seaver Street when Kidder first settled in Eau Claire and then the second on the corner of Lake and 2nd Avenue when Kidder moved across town in the late 1850s.

### **Home Delivery**

The Home Delivery customer total is 185. Four customers were removed due to lack of activity and one new customer was added. One customer passed away, but his wife will continue to receive service. With the help of David Dial and John Ford, Kathy Herfel established that the average Home Delivery customer is a woman age 77.75 and that an average of 203 items are selected and checked out to Home Delivery customers each week. Reminiscing with the Library at Heatherwood Assisted Living resulted in discussions about flowers and gardening. Six women attended.

### **Holds and Resource Sharing (HRS) Office**

Two new offsite drop boxes have been ordered. Bob Reider evaluated the boxes that are out at the sites and provided a report on their conditions. Based on his report and the numbers of items returned, it was decided to place the new boxes at the Mega East location. The new boxes are replacements so HRS will be getting rid of four of the old boxes (two for this year and two from last year). This will mean that a new location will not be added. The boxes that were out for repair have been finished and have been returned to storage.

Jon Martin and Michele Stellick shipped out the microfilm that Renee Ponzio had found new homes for.

The transition to patron alias' on hold slips on June 30 went well.

Becky and Amy attended the construction meeting on June 24. This was very helpful in understanding how things are going. HRS furnishings and shelves were discussed and Amy and Becky are working with Jackie Depa to verify what has been ordered and the specifics of the shelving that needs to be ordered.

The renovation has been a challenge as HRS staff works in sometimes noisy, dusty and crowded conditions. The end result should erase any memories of the inconvenience.

Because the microfilm readers and printer will not be available between approximately July 16 and August 8, HRS has requested that Reference staff not take any interlibrary loan orders for microfilm during July.

## **Safety and Security**

Larry Nickel worked with PerMar, the library's primary security vendor, to move a junction box for door access wiring. The box was in the way of the renovation contractor's work on the lower level.

Larry assigned additional key fobs for Reference staff to issue to contractors doing short-term projects during renovation of the library building.

At the request of the renovation general contractor, Larry made arrangements with PerMar for their monitoring services to respond to fire alarms only and not "faults" in the fire alarm electrical circuits. The electrical contractor had disconnected some fire alarms in areas being renovated, causing the system to sense these as faults. Ordinarily, these faults would cause the fire department to dispatch a fire truck to the library.

On June 17, the library had its first, and so far only, unintended fire alarm triggered by contractors on the lower level who neglected to seal off a smoke alarm during some cutting they were doing. Library staff followed standard fire alarm procedures and evacuated the building of staff and customers. The fire alarm turned out to be good practice for staff in responding to an alarm, as well as demonstrating that alarms and the monitoring system were operating correctly. A fire truck arrived within a few minutes of the alarm and the contractor explained to the firefighters that their workers were responsible.

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

## **Technical Services (TS)**

Technical Services has moved! It took only two days and was a very methodical, orderly, process, carried out mostly by custodian, Rex Schermerhorn. He did an excellent job of moving all the desks, tables, chairs, trays, floor mats and miscellaneous shelves that would fit, into the new temporary locations. (Staff found out Rex is quite good listener!) Four TS staff are now located in the Red Cedar Room (with windows, but small space) and five are in the Chippewa Room (no windows, bigger space). Kris Nickel was on hand both days to expertly take down and re-assemble all of the electronic necessities. (Kris and Rex were rewarded by TS staff with chocolate chunk-filled vanilla cupcakes--vanilla iced with strawberry flavor and Bavarian white chocolate shavings on top--a small, but very heartfelt reward, for much hard work!)

TS staff is maintaining a normal work routine in their small spaces, trying hard to avoid bumping hips, stubbing toes and/or knocking knees or heads in their cozy new quarters. Materials continue to be ordered, received and invoiced, cataloged, processed and input. Thank heavens for book carts which are being used not only to transport, but to sort,

delineate space, substitute for shelves, hold coat-hangers, treats and--if you bump them--they move out of the way!

On July 1, Technical Services began sending new juvenile items to Youth Services marked with a red dot (JUL). The new titles are placed at one of the two new location codes and the item location on the OPAC reads: "Eau Claire Juvenile New Materials." Red dots with the (shortened) name of the current month will be placed on all new YS materials from July 1, 2009 forward. Materials will stay in the new location for six months. When six months has passed, the dots will be removed and the location code will be changed to the permanent location code by a Youth Services Assistant. In 2010, the color of the monthly dots will be yellow, with the name of the current month. Collections that TS processors need to label are: Easy, Juvenile fiction, Juvenile non-fiction, Easy Reader, Audio-books and DVDs. Teri Oestreich ordered 10,000 AV Care labels from Insty prints in Eau Claire. The labels read: "CAUTION: Handle Discs With Care." The project to add this label to all DVD cases on the shelves will begin the first full week of July. The labels are going on the inside of the cases, which is quite different from previous practice. Because the labels are on the inside and because DVDs check in-and-out so fast, a method to easily identify cases that have the label added needed to be figured out. Staff wanted a "marker" of some kind that would not be distracting to the customer, would not need to be removed once the project is complete and yet, would be easily seen during a quick scan of a DVD shelf. It was decided that after adding the label to each case, processors will mark a dot using a gold marker pen on the top edge of the DVD case, giving careful attention to the consistency of size and placement of dot. Processors Lori Jungerberg and Kristine Vinopal continue to work on the relabeling of the large print materials on the shelves. Because of having to place the new labels under the book jackets, this is a slow, cumbersome, project.

Because of the reduction in serial print materials now kept in Reference, Donna Swenson met with Renee Ponzio and Theresa Boetcher to review the holding pattern for serials. Renee will review the current list of titles with holding patterns, decide what changes she wants to make, notify TS and Donna will rewrite that section of the catalogers' white book manual. As the person who labels and barcodes serials, Jean Pickerign will alert Renee if she notices any discrepancies in an ordered item and a holding pattern displayed on the bibliographic record.

### **Youth Services (YS)**

The summer library program was officially kicked off at the June 1st party in the first floor Youth Services area. Over 400 kids and adults joined the festivities, signed up for the reading programs and enjoyed the music of the Teddy Bear Band. It was a terrific way to get the summer started and let customers take a sneak peak at the demolition that had started in the room.

One of the biggest changes for the YS staff this summer is checking items out in our temporary space. The Youth Services staff didn't anticipate just how much time this would take up on certain days! On Monday, June 6th, the first Monday after the public schools let out, 2,083 items were checked out plus staff signed 276 kids and teens up for a reading folder

on that day alone. If renovation is going to slow down participation in the summer library program, it certainly didn't happen that day!

The six-week storytime session kicked off in the middle of June. Storytimes are generally extremely well-attended in the summer, so staff was very concerned when they learned that the Chippewa Room would not be available to use as a program space. Instead, programs, including a three hour drop-in craft session, have been held right in the Eau Claire Room. It has proved to be challenging week after week, but for the most part, customers have understood, so staff has certainly appreciate that. The Chippewa Room should be available for the fall storytime series that begins in September.

Youth Services staff began making visits to the 12 public elementary schools that are offering the Read Together @ Your Library program. They are visiting the 1st, 3rd and 5th weeks of the program and are planning activities to go with each of the weekly themes as well as signing the participants up for the library's summer reading program.

Judy Clark (WEAU-TV, Channel 13) asked Shelly to come on Judy's morning Today show on June 8th to highlight fun summer reads for kids.

Dayna met with Jeff Burns to begin discussion of a new Teens Library Web Page. Their goal is to have it up by late August, in time for YALSA's Teens Top Ten voting which leads into Teen Read Week in October. Dayna has also begun researching other library teen sites, deciding what content to include and drawing design.

Youth Services offers two book discussion groups in the summer. Dayna arranges the teen discussion, called Pizza and Pages, and Jill takes care of the discussion for upper elementary called MyBook Café. Each group is offering five titles this summer. Each discussion is limited to 15 participants, all of whom receive a free copy of the book to keep as long as they attend the meeting. The books are one of the many generous donations that Youth Services receives from the Friends of the Library.

The Eau Claire Express and Youth Services have once again teamed up for the Batter Up Trivia Contest. The contest is open to kids ages 6-18. If they answer their questions correctly, they win a ticket to Library Night at Carson Park on July 15th and also can enter a raffle for Express prizes. One lucky fan will also get to throw the first pitch out on the 15th.

Shelly presented at the Early Childhood Summer Academy in Chippewa Falls on June 25th. This is the third year the academy has been offered for educators for birth through five. She gave a three hour presentation titled GREAT Books for Children Birth-Preschool in which she covered new books, new curriculum resources as well as props, music and activities that can be used with these ages. Paula Wainscott from the Eau Claire Area School District invited her to present.

### **Circulation**

E-commerce, the product which allows customers to pay online for library fines/fees has been active for over a month, with one month of reporting provided by the IFLS business

manager. MORE has created a bookmark on the ability to pay online. These have been placed at the online catalogs, public computer workstations and at Circulation.

Many formats of the library's collection were moved this month to another location; either permanently or temporarily. Good communication was required to keep the pages up-to-date as to where to shelve items, as well as keep desk staff up-to-date to direct customers to the correct locations.

The magazines and newspapers were moved into the recently vacated microfilm area to allow for the movement of the 700s shelving to be placed where the magazines used to be and to allow for the media items to be moved to the second floor. At the end of the month, the magazines/newspapers were moved temporarily to the first floor in order for the carpeting and ceiling to be completed. The area looks fresh and bright.

The Circulation workroom has been roughed out with walls and doorways. The workers completed the ceiling the last week in June and the flooring will be next. It is anticipated the workroom will be "move-in" ready by mid-July.

Circulation will be most affected by the construction of the new circulation desk, along with the vestibule/lobby renovation. One half of the Circulation checkout "U" shaped desk will be cut away as part of this process. Creative services to keep check-out to customers running smoothly with the one checkout lane by using the other services desks will be planned so that it is not too disruptive to the customer.

The first step for the self-pickup of holds began the last week of June in which the hold slips that are now printed with the customer's first and last name will now print with the customer's "alias code." A bookmark has been created and is being distributed to inform customers of the upcoming "self-pickup of holds" and explain the use of the alias code.

### **Information Technology (IT)**

At the June MORE Executive Committee meeting it was discussed, and generally deemed favorable, for MORE to be a beta tester for Innovative Interfaces Millennium 2007 version of software. This is on hold as the latest version has "bugs" related to the e-commerce and self-checkout modules.

After conferring with the renovation Project Manager and the electrical contractor, July 9th has been tentatively set for Net Tel to start installing the new data cabling in the renovated areas. Cabling in new areas of the building will conform to Category 6 standards while the existing Category 5e cabling will be "re-used" whenever possible. We will need to reconfigure the patch panels and switches in the first floor wiring closet to accommodate the new category six compatible patch panel.

Kris Nickel removed and reassembled all the computers, printers, telephones and other devices associated with the move of Technical Services to their temporary locations in the Chippewa and Red Cedar rooms.

Jeff Burns continues to work on the newest version of the Teens web site for Youth Services. After significant testing the L.E. Phillips and Kids Websites are being migrated to the newest version of the Joomla software. He is also working with Kathy Herfel on the database, editor and user interface of the local History database. Kris and Jeff are working on providing access to in-house only databases via a page from our website. This would allow the use of our website on in-house workstations and eliminate the need for a special “menu system.”

The Renovation newsletter for construction updates was created and distributed and a web based slide show of renovation photos installed. Jeff also made modifications to the Intranet for a new HRS division tab/view and continues working with the Flash Catalyst and Flex web development software.

For the MORE catalog, Jeff work with customers regarding access issues involving SSL and the web browser. He tested and worked with Innovative on the Request List and Pickup Location issues.

Staff completed 72 different IT Help Desk Requests in the month of March. Issues ranged from problems with Innovative, to hardware problems, software issues, Web site changes, making changes in Groupwise or Active Directory or the renovation moves.



**LIBRARY BOARD COMMITTEE VOLUNTEERS FOR 2009-2010**

**OFFICERS:** Katherine Schneider, President  
Linda Stelter, Vice President  
William Kampf, Secretary

**COMMITTEES:**

**EXECUTIVE**

Kampf  
Schneider (Chair)  
Stelter  
\_\_\_\_\_  
\_\_\_\_\_

**FINANCE**

Schneider (ex-officio)  
Werthmann  
(City Council Representative)  
\_\_\_\_\_  
(Executive  
Committee Representative)  
\_\_\_\_\_

**DEVELOPMENT AND  
ENDOWMENT**

Schneider (ex-officio)  
Stoneberg, John<sup>1</sup>  
\_\_\_\_\_  
(Community Representative)  
\_\_\_\_\_  
(Community Representative)  
\_\_\_\_\_  
ECCF Representative<sup>1</sup>  
\_\_\_\_\_  
(Chair)  
\_\_\_\_\_

**PERSONNEL**

Peters, Dale<sup>1</sup>  
(Assistant City Manager)  
Schneider (ex-officio)  
\_\_\_\_\_  
(Chair)  
\_\_\_\_\_  
\_\_\_\_\_

**DISTINGUISHED  
SERVICE AWARD**

Schneider (ex-officio)  
Stoneberg  
\_\_\_\_\_  
(Board Member/Chair)  
\_\_\_\_\_  
(Friends representative)  
\_\_\_\_\_  
(Community Representative)  
\_\_\_\_\_  
(Community Representative)

**PLANNING**

Schneider (ex-officio)  
\_\_\_\_\_  
(Chair)  
\_\_\_\_\_  
\_\_\_\_\_



<b>LIAISON</b>	<b><u>INDIANHEAD FEDERATED</u></b>	
<b>ASSIGNMENTS:</b>	<b><u>LIBRARY SYSTEM:</u></b>	Fraser
	<b><u>CITY COUNCIL:</u></b>	Werthmann
	<b><u>FRIENDS:</u></b>	_____

<sup>1</sup>*Non-voting member*

**NOTE:** *The current Board President serves as ex officio member on all committees*

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**2009 YTD BUDGET REPORT - Operating**  
**For the Period Ended June 30, 2009**

OBJ #	ACCOUNT NAME	2009 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
4002	General Property Tax-City	\$ 2,785,000.00	\$ -	\$ 2,785,000.00	\$ -	100.0%
4009	Prop Tax-Post 2005 Debt	40,000.00	-	40,000.00	-	100.0%
4128	Federal Aid-Other	2,500.00	-	-	2,500.00	0.0%
4330	Library Fines & Miscellaneous Revenue	131,000.00	60,559.73	-	70,440.27	46.2%
4398	Other Penalties (Collection Agency)	2,400.00	1,341.00	-	1,059.00	55.9%
4451	Electronic Copy Revenue	2,600.00	1,133.30	-	1,466.70	43.6%
4452	Copier Revenue	3,000.00	1,477.90	-	1,522.10	49.3%
4602	Service to Eau Claire County	527,800.00	266,392.50	-	261,407.50	50.5%
4608	Indianhead Library System	126,600.00	15,535.72	-	111,064.28	12.3%
4672	Service Charge-Other (Fairchild)	1,900.00	496.50	-	1,403.50	26.1%
4798	Misc Service Revenues (Act 150)	222,800.00	222,823.27	-	(23.27)	100.0%
4834	Book Bag Sales	300.00	146.44	-	153.56	48.8%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	19,770.00	-	(3,770.00)	123.6%
4852	Misc Reimbursements-Lost Items	15,000.00	7,891.17	-	7,108.83	52.6%
4853	Energy Improvement Rebate	-	196.00	-	(196.00)	n/a
4858	Refund of Prior Years Expense	-	3,420.80	-	(3,420.80)	n/a
4898	Miscellaneous Revenue	5,000.00	2,618.81	-	2,381.19	52.4%
5152	Sale of Capital Assets	200.00	305.50	-	(105.50)	152.8%
		<u>\$ 3,897,100.00</u>	<u>\$ 604,108.64</u>	<u>\$ 2,825,000.00</u>	<u>\$ 467,991.36</u>	<u>88.0%</u>
5590	Fund Balance Used for CIP	204,000.00	204,000.00	-	-	100.0%
5580	Working Capital Applied	89,500.00	-	-	89,500.00	0.0%
	<b>TOTAL REVENUE</b>	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 808,108.64</u></u>	<u><u>\$ 2,825,000.00</u></u>	<u><u>\$ 557,491.36</u></u>	<u><u>86.7%</u></u>

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>PUBLIC LIBRARY EXPENDITURE</b>						
6010	Payroll Wages	\$ 1,749,900.00	\$ 792,743.56	\$ -	\$ 957,156.44	45.3%
6020	P/R Overtime	-	-	-	-	n/a
6030	Special Pays	31,700.00	776.12	-	30,923.88	2.4%
6040	Employer Paid Benefits	332,400.00	137,095.38	-	195,304.62	41.2%
6043	Health insurance-Employer	386,400.00	147,259.42	-	239,140.58	38.1%
6047	Health insurance Deductible	41,500.00	5,514.84	-	35,985.16	13.3%
6108	Unemployment Compensation	8,800.00	216.46	-	8,583.54	2.5%
6110	Postage & Shipping	22,000.00	7,141.47	-	14,858.53	32.5%
6112	Computer Service Charges	111,200.00	84,957.36	-	26,242.64	76.4%
6116	Binding	1,000.00	37.65	-	962.35	3.8%
6120	Auditing	2,300.00	1,701.57	-	598.43	74.0%
6122	Cataloging	32,300.00	18,338.00	-	13,962.00	56.8%
6128	Repairs to Tools & Equip	6,300.00	1,870.24	-	4,429.76	29.7%
6138	Equipment Rental	6,200.00	2,520.00	-	3,680.00	40.6%
6150	Special Services	56,700.00	8,935.55	-	47,764.45	15.8%
6160	Staff Training/Conference	22,000.00	5,236.96	-	16,763.04	23.8%
6162	Membership Dues	3,700.00	562.00	-	3,138.00	15.2%
6198	Miscellaneous Contractual	78,400.00	13,822.30	575.00	64,002.70	18.4%
6202	Electricity	73,000.00	26,647.15	-	46,352.85	36.5%
6208	Gas Service	23,600.00	15,373.30	-	8,226.70	65.1%
6210	Telephones	10,000.00	4,065.90	-	5,934.10	40.7%
6252	Water Service	2,400.00	566.87	-	1,833.13	23.6%
6254	Sewer Service	2,300.00	553.68	-	1,746.32	24.1%
6308	Special Assessments	600.00	580.62	-	19.38	96.8%
6350	Liability & Property Insurance	31,000.00	15,499.98	-	15,500.02	50.0%
6398	Insurance Claims Reimbursement	-	-	-	-	n/a
6402	Office, AV, Library Supplies	79,700.00	36,339.50	5,062.61	38,297.89	51.9%
6410	Periodicals	19,300.00	8,355.84	-	10,944.16	43.3%
6411	Pamphlets	200.00	-	-	200.00	0.0%
6412	Books-Adult	186,900.00	75,417.19	-	111,482.81	40.4%
6413	Books-Juvenile	75,800.00	28,624.04	-	47,175.96	37.8%
6414	Non-print Materials	61,800.00	24,105.64	-	37,694.36	39.0%
6415	Lost/Damaged Collection Materials	15,000.00	2,548.95	-	12,451.05	17.0%
6490	Equipment Purchases < \$5000	62,900.00	39,977.68	4,727.00	18,195.32	71.1%
6495	Grant Expenditures	15,000.00	-	-	15,000.00	0.0%
6496	Gift Expenditures	16,000.00	4,747.41	67.35	11,185.24	30.1%
6498	Other Materials & Supplies	4,400.00	1,042.50	-	3,357.50	23.7%
6790	Refunds & Reimbursements	10,400.00	10,356.85	-	43.15	99.6%
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%
		\$ 3,938,900.00	\$ 1,839,652.91	\$ 10,431.96	\$ 2,088,815.13	47.0%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
<b>LIB BLDG MAINTENANCE EXPENDITURE</b>						
6010	Payroll Wages	\$ 127,300.00	\$ 43,537.62	\$ -	\$ 83,762.38	34.2%
6020	Payroll Overtime	17,100.00	4,960.97	-	12,139.03	29.0%
6030	Special Pays	0.00	-	-	0.00	0.0%
6040	Employer Paid Benefits	25,100.00	8,649.60	-	16,450.40	34.5%
6043	Health Ins (ER)	37,400.00	10,583.71	-	26,816.29	28.3%
6047	Health Insurance Deductible	3,300.00	1,650.00	-	1,650.00	50.0%
6108	Unemployment Compensation	0.00	995.03	-	(995.03)	n/a
6128	Repairs to Tools & Equipment	200.00	11.56	-	188.44	5.8%
6130	Repairs to Buildings	20,600.00	3,252.44	3,911.77	13,435.79	34.8%
6138	Equipment Rental	100.00	9.38	-	90.62	9.4%
6144	Laundry & Dry Cleaning	200.00	-	-	200.00	0.0%
6150	Special Services	8,300.00	3,233.64	3,161.36	1,905.00	77.0%
6214	Garbage Service	2,100.00	1,623.95	-	476.05	77.3%
6256	Stormwater Charges	400.00	412.63	-	(12.63)	103.2%
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	3,838.18	-	4,261.82	47.4%
		<u>\$ 251,700.00</u>	<u>\$ 82,758.71</u>	<u>\$ 7,073.13</u>	<u>\$ 161,868.16</u>	<u>35.7%</u>
TOTAL EXPENSES		<u>\$ 4,190,600.00</u>	<u>\$ 1,922,411.62</u>	<u>\$ 17,505.09</u>	<u>\$ 2,250,683.29</u>	<u>46.3%</u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**LTD CAPITAL IMPROVEMENT BUDGET REPORT**  
**For the Period Ended June 30, 2009**

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	<b>TECHNOLOGY UPGRADE</b>					
6802	Capital Purchases	\$ 1,024,100.00	\$ 952,579.23	\$ 30,357.90	\$ 41,162.87	96.0%
	<b>LIBRARY BUILDING EXPANSION</b>					
6810	Capital Costs	\$ 3,510,000.00	\$ 305,072.77	\$ 789,344.49	\$ 2,415,582.74	31.2%
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs (2007-2009)	\$ 513,000.00	\$ 70,714.93	\$ 3,953.50	\$ 438,331.57	14.6%
	<b>TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE</b>	<u>\$ 5,939,900.00</u>	<u>\$ 2,044,476.31</u>	<u>\$ 823,655.89</u>	<u>\$ 3,071,767.80</u>	48.3%

## Warrant Report for 061909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AT&T	211399	PHONEBOOK LISTING	NONE925	\$54.00
BELTMANN GROUP	211400	MOVER	53005193	\$14,150.36
GALE RESEARCH INC	211401	ADULT BKS	16339549	\$9.57
GALE RESEARCH INC	211401	ADULT BKS	16323567	\$23.22
GALE RESEARCH INC	211401	ADULT BKS	16323264	\$24.72
GALE RESEARCH INC	211401	ADULT BKS	16328641	\$29.31
GALE RESEARCH INC	211401	ADULT BKS	16337625	\$46.43
GALE RESEARCH INC	211401	ADULT BKS	16337795	\$46.43
GALE RESEARCH INC	211401	ADULT BKS	16340531	\$50.93
GALE RESEARCH INC	211401	ADULT BKS	16322884	\$52.43
GALE RESEARCH INC	211401	ADULT BKS	16338107	\$93.67
GALE RESEARCH INC	211401	ADULT BKS	16336938	\$94.36
GALE RESEARCH INC	211401	ADULT BKS	16335757	\$96.61
GALE RESEARCH INC	211401	ADULT BKS	16336487	\$96.61
HEARTLAND BUSINESS SYSTEMS	211402	VOIP PHONES, LICENSE	RTN0015300	\$-540.00
HEARTLAND BUSINESS SYSTEMS	211402	EQ REPAIR	IVC000175635	\$130.82
HEARTLAND BUSINESS SYSTEMS	211402	VoIP	IVC000175635	\$2,180.00
HEHL GROHN CO INC	211403	EXTEND TEMP ENCL	291551	\$5,675.00
MYERS, DAYNA	211404	TEEN VOLUNTEER GIFT CERT	NONE925	\$25.00
NEI NORTHERN ELECTRICIANS INC	211405	LIGHTING-TEMP YS	107400	\$1,998.57
NICKEL, KRISTIN	211406	IT LINKSYS SWITCH	NONE925	\$89.99
				<b><u><u>\$24,428.03</u></u></b>

## Warrant Report for 062609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALTOONA PUBLIC LIBRARY	211407	LOST ITEM RFND-ADULT BK	LIBRFND926	\$30.00
AMERICAN LIBRARY ASSOCIATION	211408	ALA-KAMPF	NONE926LL	\$109.00
AMERICAN LIBRARY ASSOCIATION	211408	ALA-SCHNEIDER	NONE926L	\$109.00
AMERICAN LIBRARY ASSOCIATION	211408	ALA-STELTER	NONE926	\$109.00
AT&T	211409	715 Z38-0011 130 1 JUN-JUL	NONE926	\$559.58
AUGUSTA PUBLIC LIBRARY	211410	LOST ITEM RFND-JUV BK	LIBRFND926	\$16.00
BAKER & TAYLOR INC	211411	NONPRINT	H76951922	\$8.48
BAKER & TAYLOR INC	211411	NONPRINT	H76962890	\$10.79
BAKER & TAYLOR INC	211411	NONPRINT	H77016430	\$10.79
BAKER & TAYLOR INC	211411	NONPRINT	H77314692	\$10.79
BAKER & TAYLOR INC	211411	NONPRINT	H77314691	\$14.23
BAKER & TAYLOR INC	211411	NONPRINT	H77311453	\$14.39
BAKER & TAYLOR INC	211411	NONPRINT	H76779851	\$19.40
BAKER & TAYLOR INC	211411	NONPRINT	S71495380	\$20.15
BAKER & TAYLOR INC	211411	NONPRINT	H77311450	\$21.56
BAKER & TAYLOR INC	211411	NONPRINT	H76877961	\$28.76
BAKER & TAYLOR INC	211411	NONPRINT	H76776370	\$35.99
BAKER & TAYLOR INC	211411	NONPRINT	H76951921	\$38.11
BAKER & TAYLOR INC	211411	NONPRINT	H77287070	\$38.14
BAKER & TAYLOR INC	211411	NONPRINT	H76877960	\$43.19
BAKER & TAYLOR INC	211411	NONPRINT	H76951920	\$56.67
BAKER & TAYLOR INC	211411	ADULT BKS	2023292290	\$59.78
BAKER & TAYLOR INC	211411	JUV BKS	2023276431	\$63.20
BAKER & TAYLOR INC	211411	JUV BKS	2023283169	\$72.08
BAKER & TAYLOR INC	211411	ADULT BKS	2023314705	\$73.23
BAKER & TAYLOR INC	211411	GIFTS CLASSICAL DVDS NONPRIN	H76779850	\$74.09
BAKER & TAYLOR INC	211411	NONPRINT	H77314690	\$76.18
BAKER & TAYLOR INC	211411	NONPRINT	H77037820	\$86.38
BAKER & TAYLOR INC	211411	JUV BKS	2023295843	\$93.92
BAKER & TAYLOR INC	211411	JUV BKS	2023288481	\$116.04
BAKER & TAYLOR INC	211411	JUV BKS	2023274979	\$145.20
BAKER & TAYLOR INC	211411	JUV BKS	2023314879	\$150.02
BAKER & TAYLOR INC	211411	JUV BKS	2023281471	\$151.60
BAKER & TAYLOR INC	211411	NONPRINT	H77311452	\$158.13
BAKER & TAYLOR INC	211411	NONPRINT	H77311451	\$174.83
BAKER & TAYLOR INC	211411	ADULT BKS	2023292707	\$188.66

## Warrant Report for 062609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211411	JUV BKS L&D JUV BKS	2023277218	\$196.47
BAKER & TAYLOR INC	211411	ADULT BKS	2023277822	\$201.88
BAKER & TAYLOR INC	211411	GIFTS-CLASSICAL DVDS NONPRIN	H76776371	\$246.51
BAKER & TAYLOR INC	211411	JUV BKS	2023308985	\$262.55
BAKER & TAYLOR INC	211411	ADULT BKS L&D ADULT BKS	2023309116	\$336.95
BAKER & TAYLOR INC	211411	ADULT BKS GIFT BKMRKS	2023277230	\$399.07
BAKER & TAYLOR INC	211411	ADULT BKS	2023277610	\$429.69
BAKER & TAYLOR INC	211411	L&D ADULT BKS ADULT BKS	2023291730	\$430.62
BAKER & TAYLOR INC	211411	ADULT BKS LSTA GRT C	2023283014	\$501.80
BAKER & TAYLOR INC	211411	ADULT BKS L&D ADULT BKS	2023314109	\$566.99
BAKER & TAYLOR INC	211411	ADULT BKS	2023318539	\$587.04
BAKER & TAYLOR INC	211411	ADULT BKS	2023318079	\$588.60
BAKER & TAYLOR INC	211411	ADULT BKS	2023308993	\$680.39
BAKER & TAYLOR INC	211411	ADULT BKS NONPRT	2023288146	\$840.52
BAKER & TAYLOR INC	211411	ADULT BKS NONPRINT	2023276429	\$863.10
BAKER & TAYLOR INC	211411	ADULT BKS	2023288483	\$1,226.21
BRODART INC	211412	SUPPLIES	953152	\$236.00
BRODART INC	211412	SUPPLIES	951430	\$441.96
CHIPPEWA VALLEY MUSEUM	211413	ADULT BKS	NONE926	\$39.00
CITY OF EAU CLAIRE	211414	MAY MUNIS UPS ADM CHRGR	111972	\$5,141.82
CLEAR LAKE PUBLIC LIBRARY	211415	LOST ITEM RFND-ADULT BK	LIBRFND926	\$25.00
DEMCO INC	211416	SUPPLIES	3566989	\$1,073.60
EAU CLAIRE PRESS COMPANY INC	211417	ADULT BKS	LEPML617200	\$79.97
EAU CLAIRE REGIONAL ARTS CENTE	211418	CV BOOK FEST SPONSORSHIP	NONE926	\$1,000.00
ELLSWORTH PUBLIC LIBRARY	211419	LOST ITEM RFND-ADULT BK	LIBRFND926	\$7.99
EMBURY LTD	211420	CAP CAM	4273	\$258.15
EO JOHNSON CO INC	211421	1ST FLR COPIER SVC K	CNIN347267	\$28.50
EO JOHNSON CO INC	211421	TS/MORE COPIER SVC K	CNIN347060	\$80.00
EO JOHNSON CO INC	211421	CIRC WKRM COPIER SVC K	CNIN347458	\$214.00
EO JOHNSON CO INC	211421	RISO INK	ARIN197089	\$485.00
EO JOHNSON CO INC	211421	SUPPLIES	ARIN197360	\$977.60
FLEET CREDIT CARD SERVICES	211422	SUPPLIES	NONE926LLLL	\$31.48
FLEET CREDIT CARD SERVICES	211422	REFERENCE SUPPLIES	NONE926L	\$45.09
FLEET CREDIT CARD SERVICES	211422	REFERENCE SUPPLIES	NONE926	\$61.77
FLEET CREDIT CARD SERVICES	211422	SUPPLIES	NONE926LLL	\$63.55
FLEET CREDIT CARD SERVICES	211422	SUPPLIES	NONE926LL	\$137.08

## Warrant Report for 062609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GAYLORD BROTHERS INC	211423	SUPPLIES	1304555	\$172.00
GAYLORD BROTHERS INC	211423	SUPPLIES	1301573	\$180.00
HAZEL MACKIN COMMUNITY LIBRARY	211424	LOST ITEM RFND-JUV BK	LIBRFND926	\$8.00
HIGHSMITH COMPANY	211425	SUPPLIES	1013514823	\$103.54
MEGA	211426	FRNDS PRGRM RFRSHMNTS	314714	\$21.58
MEGA	211426	YS CRAFT SUPPLIES	314704	\$82.02
MONARCH TREE PUBLISHING	211427	JUV BKS	62509	\$18.97
ORIENTAL TRADING COMPANY INC	211428	SUPPLIES	63220277901	\$26.98
SEEDLINGS BRAILLE BKS FOR CHILDI	211429	JUV BKS	42904	\$18.00
TANTOR MEDIA	211430	GIFT BKMRKS	23411	\$47.99
TANTOR MEDIA	211430	NONPRINT	23573	\$59.99
UIHLEIN/WILSON ARCHITECTS	211431	PROF SERVICES	12157	\$1,785.95
WALKER DISPLAY INC	211432	ART DISPLAY	34763	\$2,863.96
WILS	211433	BADGERCAT	23426	\$419.00
WILS	211433	WORLDCAT	23425	\$2,096.00
WILS	211434	OCLC JULY-DEC	23424	\$17,738.00
XCEL ENERGY	211435	MAY-JUNE	199033915	\$5,420.35
				<b>\$52,835.64</b>

## Warrant Report for 070209L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	211436	JUV BKS	758302618037	\$18.96
AMAZON.COM CREDIT	211436	ADULT BKS	957827930065	\$115.50
AT&T	211437	CELL PHONES	NONE927	\$39.96
BAKER & TAYLOR INC	211438	NONPRINT	S71692150	\$9.34
BAKER & TAYLOR INC	211438	NONPRINT	H77489142	\$10.76
BAKER & TAYLOR INC	211438	NONPRINT	H77489147	\$11.88
BAKER & TAYLOR INC	211438	NONPRINT	H77489140	\$14.39
BAKER & TAYLOR INC	211438	NONPRINT	H77489146	\$17.96
BAKER & TAYLOR INC	211438	NONPRINT	H78221381	\$17.96
BAKER & TAYLOR INC	211438	NONPRINT	H77426760	\$21.56
BAKER & TAYLOR INC	211438	IFLS NONPRINT	H78103762	\$21.58
BAKER & TAYLOR INC	211438	NONPRINT	H78103760	\$24.99
BAKER & TAYLOR INC	211438	NONPRINT	H78103761	\$38.10
BAKER & TAYLOR INC	211438	NONPRINT	H77489145	\$39.41
BAKER & TAYLOR INC	211438	JUV BKS	2023314100	\$40.45
BAKER & TAYLOR INC	211438	NONPRINT	H77489143	\$43.19
BAKER & TAYLOR INC	211438	NONPRINT	S71692151	\$50.39
BAKER & TAYLOR INC	211438	NONPRINT IFLS NONPRINT	H77489144	\$66.06
BAKER & TAYLOR INC	211438	IFLS NONPRINT NONPRINT	H78007370	\$69.19
BAKER & TAYLOR INC	211438	JUV BKS	2023329918	\$76.74
BAKER & TAYLOR INC	211438	IFLS NONPRINT NONPRINT	H77489141	\$78.38
BAKER & TAYLOR INC	211438	JUV BKS	2023348789	\$92.92
BAKER & TAYLOR INC	211438	JUV BKS	2023344072	\$105.85
BAKER & TAYLOR INC	211438	JUV BKS	2023340031	\$143.17
BAKER & TAYLOR INC	211438	JUV BKS	2023323415	\$167.73
BAKER & TAYLOR INC	211438	IFLS NONPRINT	H78221380	\$219.95
BAKER & TAYLOR INC	211438	L&D ADULT BKS ADULT BKS	2023322844	\$231.92
BAKER & TAYLOR INC	211438	ADULT BKS	2023322181	\$312.33
BAKER & TAYLOR INC	211438	L&D ADULT BKS ADULT BKS	2023323396	\$425.58
BAKER & TAYLOR INC	211438	ADULT BKS L&D ADULT BKS	2023310191	\$541.45
BAKER & TAYLOR INC	211438	ADULT BKS L&D ADULT BKS	2023329909	\$714.91
BAKER & TAYLOR INC	211438	ADULT BKS GIFT BKMRKS	2023340021	\$858.79
BOOK WHOLESALERS INC	211439	JUV BKS	221843B	\$5.17
BOOK WHOLESALERS INC	211439	JUV BKS	221087B	\$85.66
BRODART INC	211440	SUPPLIES	957245	\$320.80
COLFAX PUBLIC LIBRARY	211441	LOST ITEM RFND-JUV BK	LIBRFND927	\$9.99

## Warrant Report for 070209L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GAYLORD BROTHERS INC	211442	SUPPLIES	1308074	\$1,023.61
HEARTLAND BUSINESS SYSTEMS	211443	VOIP PHONES, LICENSE	92531H	\$7,500.00
L&M MAIL SERVICES INC	211444	POSTAGE FRIENDS NEWSLTR	18015	\$198.32
MEGA	211445	FRNDS PRGRM RFRSHMNTS	315210	\$12.16
MENARDS EAST	211446	SUPPLIES	51908	\$67.21
MIDWEST TAPE	211447	IFLS LSTA GRANT J	1913912	\$71.99
RACO INDUSTRIES	211448	SUPPLIES	IN290536	\$804.10
RICHARD ALAN PRODUCTIONS	211449	NONPRINT	610091	\$24.00
RJS CONSTRUCTION GROUP LLC	211450	GENERAL CONSTRUCTION	10741	\$18,776.03
TANTOR MEDIA	211451	NONPRINT	23940	\$245.94
TRI-STATE BUSINESS MACHINES INC	211452	ADM COPIER JUN-JUL	143959	\$300.00
WEB WISE SENIORS	211453	NONPRINT	3780	\$6.95
				<b><u><u>\$34,093.28</u></u></b>

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

**CUSTODIAL OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 7,693.37
Various	WRS, SS, life, disability	1,565.05
Various	Health insurance, deductible	2,182.95
State of WI	UC Benefits March	109.76
Braun Thyssenkrupp	Elevator service	195.00
Hovlands Inc	HVAC repairs	224.25
Certified Inc	Plumbing services/repair	113.94
Traci's Green Interiors	Monthly plant rental	239.37
WilKil	Pest control, monthly	30.00
Waste Management	Garbage, recycling	325.04
DALCO	Urinal blocks	555.89
K&M Landscaping	Mulch for landscaping	288.75
G&K Services	Rental, floor mat, oil map	150.80
		\$ 13,674.17

**LIBRARY OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 132,199.25
Various	WRS, SS, life, disability	22,913.23
Various	Health insurance, deductible, EAP	29,029.02
City of Eau Claire	Monthly insurance: property, errors &	2,853.33
		\$ 186,994.83

**LIBRARY CAPITAL CAMPAIGN**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 420.24
Various	WRS, SS, life, disability	75.59
		\$ 495.83

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17 June 2009

This renovation update reviews recent changes and moves throughout the library and provides a look ahead to upcoming projects.

### Youth Services Update

Fixtures, flooring, walls, and ceiling tiles have been removed from the Youth Services area on the first floor, and new walls are being built for the Program Room, Resource Room and offices.

### DVDs and Music CDs Moved to 2<sup>nd</sup> Floor

Renovation of the 2<sup>nd</sup> floor magazine area was completed ahead of schedule. On June 2 and 3, magazines and newspapers were moved to the alcove that formerly housed the microfilm and PRPS storage areas. Books from the 700s Dewey area were then moved to the former magazine area, and DVDs and CDs were moved to the former 700s area. The magazine area will soon receive new wall covering and carpet.

### Art Exhibit and Entrance to Administration

A new wall near the Administrative Offices has been constructed. It's expected that new wall covering will be installed during the week of June 22. The new wall covering will extend through the art gallery, cover the bare half-wall outside of the PRPS office, and re-cover the walls in the magazine alcove. The next art exhibit will be placed in the gallery on July 6, and there will be an opening reception the evening of July 8.

### Circulation Services Update

Construction of the new circulation workroom has begun, including the Circulation Manager's office. Sometime soon, the wall containing the lockers and the payphone will be reconfigured. At that time, the public elevator will not be available for a period of a few or several days.

### Temporary Enclosure in Lower Level Parking Area

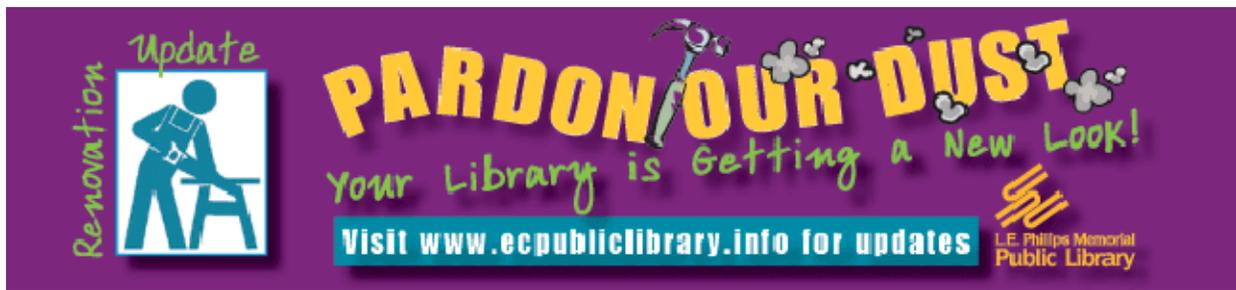
The temporary storage enclosure has been expanded.

### Lower Level Construction

Technical Services staff has relocated to the Chippewa and Red Cedar Rooms. Sharon Price, Donna Swenson, Jean Nemitz and Jenny Karls/Carol Anderson are now working from the Red Cedar Room, and Teri Oestreich, Jean Pickerign, Jackie Hagenbucher, Kristine Vinopal, and Lori Jungerberg are working from the Chippewa Room.

## Tentative Look Ahead Schedule

June 22 - 26	The opening for the window in the new Technical Services area will be created.
July 6 – 20	Renovation work in vestibule
July 20 – August 5	Carpet and ceiling on the first floor will be removed and replaced. The area involved extends from the entrance area to the computer lab, through the Reference area, and up to the top of the main stairway. The carpet leading from the entrance to the lower level meeting rooms will also be replaced.
Ongoing	Construction work will continue in the new YS, CS, TS and HRS areas.



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**17 June 2009**

Pardon our dust! Renovation is underway at the library! The Youth Services area will get a whole new look, the Check Out area will move, DVDs and other media will move to the second floor, and the “behind the scenes” area that’s responsible for getting all of your holds to you quickly will be remodeled to improve efficiency. We appreciate your patience during the remodeling process. Here are the latest updates:

This renovation update reviews recent changes and moves throughout the library and provides a look ahead to upcoming projects.

#### [Youth Services Update](#)

Fixtures, flooring, walls, and ceiling tiles have been removed from the Youth Services area on the first floor, and new walls are being built for the Program Room, Resource Room and offices.

#### [DVDs and Music CDs Moved to 2<sup>nd</sup> Floor](#)

Renovation of the 2<sup>nd</sup> floor magazine area was completed ahead of schedule. On June 2 and 3, magazines and newspapers were moved to the alcove that formerly housed the microfilm and PRPS storage areas. Books from the 700s Dewey area were then moved to the former magazine area, and DVDs and CDs were moved to the former 700s area. The magazine area will soon receive new wall covering and carpet.

#### [Art Exhibit and Entrance to Administration](#)

A new wall near the Administrative Offices has been constructed. It’s expected that new wall covering will be installed during the week of June 22. The new wall covering will extend through the art gallery and re-cover the walls in the magazine alcove. The next art exhibit will open July 8 and run through September 1.

#### [Circulation Services Update](#)

Construction of the new circulation workroom has begun. Sometime soon, the wall containing the lockers and the payphone will be reconfigured. At that time, the public elevator will not be available for a period of a few or several days. Staff will work with customers who require the elevator to determine a workable alternate route.

#### [Temporary Enclosure in Lower Level Parking Area](#)

The temporary storage enclosure has been expanded.

#### [Lower Level Construction](#)

Technical Services staff has relocated from offices on the lower level to the Chippewa and Red Cedar Rooms while the lower level undergoes renovation.

### Tentative Look Ahead Schedule

- June 22 - 26            An opening for the window in the new Technical Services area on the lower level will be created.
- July 6 – 20             Renovation work in the vestibule will be ongoing.
- July 20 – August 5     Carpet and ceiling on the first floor will be removed and replaced. The area involved extends from the entrance area to the computer lab, through the Reference area, and up to the top of the main stairway. The carpet leading from the entrance to the lower level meeting rooms will also be replaced.
- Ongoing                 Construction work will continue in the new Youth Services, Circulation Services, Technical Services and Holds and Resource Sharing areas.
- July 8                    Art show opens (postponed from June 3)

**Please direct questions or comments to Information & Reference, visit us online at [www.ecpubliclibrary.info](http://www.ecpubliclibrary.info), or phone 715-839-5004.**



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24 June 2009

Representatives from the library, RJS Construction, and Uihlein-Wilson Architects met this morning for a construction status review. This Renovation Update summarizes that meeting and provides information about current and upcoming projects.

### Carpeting in Magazine and Newspaper Area on 2<sup>nd</sup> Floor

Magazines and newspapers will be moved today to a temporary location in Rows 1 and 2 on the 1<sup>st</sup> floor. Magazine and newspaper shelving will then be moved from its current alcove to a space next to the 700s. Carpet will be installed beginning on Monday, June 29, and installation will likely be completed either Monday or Tuesday. Magazine and newspapers will be returned to their alcove location shortly after the carpet installation is complete.

### Art Gallery

The art gallery walls are being prepared for installation of new wall covering. The wall covering in the gallery will be installed first, followed by installation outside the PRPS office and in the magazine alcove.

### Youth Services

The demolition phase of the Youth Services project is complete. Electrical work is currently underway and some walls have been framed.

### Circulation Services

Construction of the new circulation workroom has begun, including the Circulation Manager's office. The walls have been sheetrocked and taped, and painting will begin next week. Sometime soon (possibly the week of July 6), the wall containing the lockers and the payphone will be reconfigured. At that time, the public elevator will not be available for a period of a few or several days.

### Main Entrance

Renovation work in the vestibule will begin as early as July 6. The concrete bench will be removed, a book drop will be installed, and other improvements will be made.

### Lower Level Construction

Construction in the Technical Services and HRS areas is progressing on schedule. The wall between the new HRS area and the TS processing area has been constructed. The opening for the window in the new TS area is being created, and a large wall segment in the new HRS area has been removed to accommodate the oversize door.

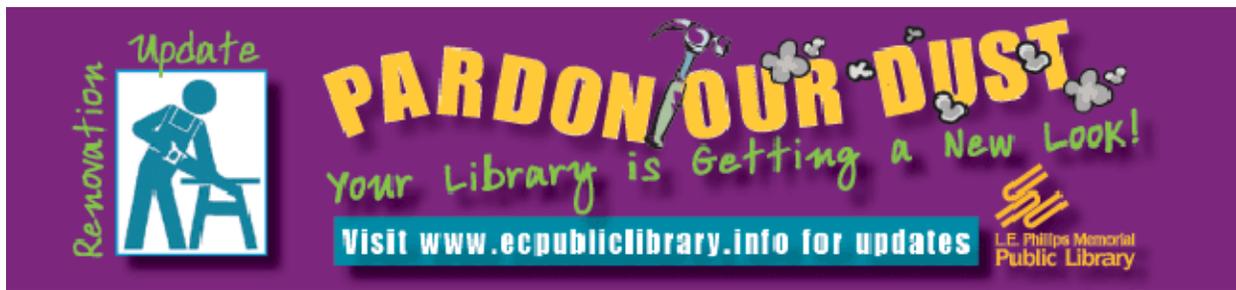
### 1<sup>st</sup> floor Ceiling and Carpet Replacement

A *tentative* schedule for replacement of the ceiling and carpet on the 1<sup>st</sup> floor is as follows:

- July 16 Beltmann movers will move shelving and materials from the Reference and audiobook areas to the 1<sup>st</sup> floor YS area. This area will not be accessible to customers, but Reference staff may retrieve Reference materials as needed. Computer equipment will be removed from the computer workstations on the 1<sup>st</sup> floor. The YA computers on the 2<sup>nd</sup> floor will be changed to MORE online catalog stations until the ceiling/carpet project is complete. The location of audiobooks during the ceiling/carpet project is currently under discussion.
- July 17 Beltmann movers will move the 1<sup>st</sup> floor computer desks to the 1<sup>st</sup> floor YS area.
- July 20-31 Ceiling on the 1<sup>st</sup> floor will be removed and replaced. Carpet on the 1<sup>st</sup> floor will be removed.
- August 3-5 Carpet on the 1<sup>st</sup> floor will be installed.
- August 6 Reference materials, audiobooks and shelving will be returned to their permanent locations. Computer desks will be returned to their 1<sup>st</sup> floor locations.
- August 7 Public access computers will be returned to the Internet and MORE catalog areas on the 1<sup>st</sup> floor. YA computers will be returned to their status as Internet stations for teens and young adults.

### Tentative Look Ahead Schedule

- June 22 - 26 The opening for the window in the new Technical Services area is being created. Wall finishing and electrical work will be ongoing in TS, CS, YS, and the new HRS.
- July 6 – 20 Renovation work in vestibule; demolition at the wall near the public elevator; finishing work in new CS workroom; construction of new Circulation Services public desk; ongoing work in YS, TS, and HRS.
- July 20 – August 5 Carpet and ceiling on the first floor will be removed and replaced. The area involved extends from the entrance area to the computer lab, through the Reference area, and up to the top of the main stairway. The carpet leading from the entrance to the lower level meeting rooms will also be replaced.
- Ongoing Construction work will continue in the new YS, CS, TS and HRS areas.



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**30 June 2009**

Pardon our dust! Renovation is underway at the library! The Youth Services area will get a whole new look, the Check Out area will move, DVDs and other media have moved to the second floor, and the “behind the scenes” area that’s responsible for getting all of your holds to you quickly is being remodeled to improve efficiency. We appreciate your patience during the remodeling process. Here are the latest updates:

This renovation update reviews recent changes and moves throughout the library and provides a look ahead to upcoming projects.

#### [Carpeting in Magazine and Newspaper Area on 2<sup>nd</sup> Floor](#)

Magazine and newspaper shelving on the 2<sup>nd</sup> floor has been moved while carpet and wall covering is installed in the magazine alcove. Magazines have been moved to a temporary location in Rows 1 and 2 on the 1<sup>st</sup> floor, and back issues of newspapers are now temporarily stored at row R3. This project should only take a few days to complete. Magazines and newspapers will be returned to their alcove location shortly after the installation is complete.

#### [Art Gallery](#)

New wall covering has been installed in the art gallery. A new track system for hanging art will be installed in the next several days.

#### [Youth Services](#)

The demolition phase of the Youth Services project is complete. Electrical work is currently underway and some walls have been framed.

#### [Circulation Services](#)

Construction of the new circulation workroom has begun. The walls have been sheetrocked and taped, and painting is underway. Sometime soon (possibly the week of July 6), the wall containing the lockers and the payphone will be reconfigured. At that time, the public elevator will not be available for a period of a few or several days. Staff will be on hand to assist customers in using the staff elevator.

#### [Main Entrance](#)

Renovation work in the vestibule will begin as early as July 6. The concrete bench will be removed, a book drop will be installed, and other improvements will be made.

#### [Lower Level Construction](#)

Construction in the Technical Services and Holds and Resource Sharing areas is progressing on schedule. The wall between the new HRS area and the TS processing area has been constructed. The opening for the window in the new TS area is being created, and a large wall segment in the new HRS area has been removed to accommodate the freight door.

### 1<sup>st</sup> floor Ceiling and Carpet Replacement

A **tentative** schedule for replacement of the ductwork, ceiling tiles, and carpet on the 1<sup>st</sup> floor is as follows:

- July 16 Shelving and materials from the Reference and audiobook areas will be moved to the 1<sup>st</sup> floor Youth Services area currently under construction. This area will not be accessible to customers, but staff will retrieve Reference materials as needed. The location of audiobooks during the ceiling and carpet project is currently under discussion.
- Computer equipment will be removed from the computer workstations on the 1<sup>st</sup> floor. The computers in the Young Adult area on the 2<sup>nd</sup> floor will be changed to MORE online catalog stations. These computers will be available as catalog stations to customers of all ages until the ceiling and carpet project is complete.
- July 20-31 Ceiling on the 1<sup>st</sup> floor will be removed and replaced. Carpet on the 1<sup>st</sup> floor will be removed.
- August 3-5 Carpet on the 1<sup>st</sup> floor will be installed.
- August 6 Reference materials, audiobooks and shelving will be returned to their permanent locations.
- August 7 Public access computers will be returned to the Internet and MORE catalog areas on the 1<sup>st</sup> floor. Computers in the Young Adult area will be returned to their status as Internet stations for teens and young adults.

### Tentative Look Ahead Schedule

- June 29 – July 3 Wall finishing and electrical work will be ongoing in Circulation Services on the 1<sup>st</sup> floor and in Technical Services and the new Holds and Resource Sharing area on the lower level. Electrical work will be ongoing in the 1<sup>st</sup> floor Youth Services area. Wall finishing will be ongoing in the art gallery and magazine areas of the 2<sup>nd</sup> floor.
- July 6 – 20 Expect demolition and construction work to occur in the vestibule, at the wall near the public elevator, and in the new Circulation Services area. Work will continue in the Youth Services area on the 1<sup>st</sup> floor and in Technical Services and the new Holds and Resource Sharing area on the lower level.
- July 8 Art show opens (postponed from June 3)
- July 20 – August 5 Carpet and ceiling on the first floor will be removed and replaced. The area involved extends from the entrance area to the computer lab, through the Reference area, and up to the top of the main stairway. The carpet leading from the entrance to the lower level meeting rooms will also be replaced.

**Please direct questions or comments to Information & Reference, visit us online at [www.ecpubliclibrary.info](http://www.ecpubliclibrary.info), or phone 715-839-5004.**

**WHEREAS**, Lee Adams enthusiastically served on the Library Board of Trustees and its Committees for one year; and

**WHEREAS**, he ably served on the Nominating and Planning Committees; and

**WHEREAS**, he kept the Library Board aware of county issues during his term;

**WHEREAS**, he attended and participated in Library Legislative Day to advocate for libraries; and

**WHEREAS**, he sought to strengthen the Library's services to youth and the Library in general;

**NOW, THEREFORE, BE IT RESOLVED:** That the L. E. Phillips Memorial Public Library Board of Trustees expresses its appreciation to **Lee Adams** for his service on behalf of the library and the Eau Claire Community and orders that a copy of this Resolution be entered into the proceedings of the Board.

**July 2009**

**WHEREAS**, Pat Simonsen enthusiastically served on the Library Board of Trustees and its Committees for almost three years; and

**WHEREAS**, she served as Library Board Secretary for one year; and

**WHEREAS**, she ably served on the Executive, Nominating and Personnel Committees; and

**WHEREAS**, she kept the Library Board aware of county issues during her term;

**WHEREAS**, she sought to strengthen the Library's services to youth and the Library in general;

**NOW, THEREFORE, BE IT RESOLVED:** That the L. E. Phillips Memorial Public Library Board of Trustees expresses its appreciation to **Pat Simonsen** for her service on behalf of the library and the Eau Claire Community and orders that a copy of this Resolution be entered into the proceedings of the Board.

**July 2009**