



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, June 18, 2009 at 5:00 p.m.** in the **Board Room of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin.**

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Approval of Previous Minutes of the Library Board (page 1)
- 4) Communications
- 5) Report of the Library Director (page 4)
- 6) Report of the Library Board President
- 7) Committee Reports
 - a) Development and Endowment Committee
 - b) Nominating Committee
 - 1) Election of Board Officers for 2009/2010
- 8) Report from the Friends of the Library
- 9) Report of the Representative to the IFLS Board
- 10) Financial Report
- 11) Action on Bills and Claims
- 12) Consideration of New Business
 - a) Renovation project update (information to be distributed at Board meeting)
 - b) Update, discussion and action on city and library budget process (information to be distributed at Board meeting)
- 13) Directives from the Library Board of Trustees to the Library Director
- 14) 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, May 21, 2009 at 5:00 p.m. in the Board Room of the Library. The following members were present: Adams, Bruce, Fraser, Hauser, Schneider, Simonsen, Stelter, Werthmann and Wright; Absent: Kampf; Staff present: Julie Gast, Shelly Collins-Fuerbringer, 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 April 23, 2009 Board meeting were unanimously approved.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's report was reviewed.
- Katherine Schneider inquired as to the location of the severe weather shelter area during the renovation. The Chippewa Room is normally used as the shelter, but will be unavailable during renovation. There are other areas like the hallway by Technical Services which are also designated as safe areas. Larry Nickel has been addressing this issue.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider received a 75% response rate on the board experience questionnaire and gave an overview of the results.
- Kathie Schneider thought it would be a good idea to invite a representative of the City Attorney's office to the July board meeting to give an overview of what Board members should know about e-mails and open meeting compliance.

STAFF UPDATE

- Youth Services closed on May 18, 2009 and the movers started moving the division to the lower level.
- Youth Services opened on May 21, 2009 in their temporary lower level location.
- About 85% of the Youth Services collection is in the temporary enclosure, the rest is accessible in the Eau Claire Room.
- The summer reading kick off party will be held on June 1, 2009 from 4:00-6:00 pm.

COMMITTEE REPORTS

Development and Endowment Committee: The Committee met today prior to the Board meeting. The location and design of the donor recognition wall were discussed. The Committee is also working on a "leaving a legacy" brochure to be ready by fall.

Nominating Committee: So far the slate of Board Officers for 2009/2010 is:

Katherine Schneider for President

Linda Stelter for Vice President

William Kampf for Secretary

Nominations remain open for other candidates.

The slate will be voted on at the June Board meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY

- Kathie Schneider reported the Friends have 904 household members.
- The Friends' Board approved \$13,700 in requests from the Library Board. The funds will be used to fund a variety of projects identified by library staff and the Board (including \$3,000 for grand re-opening activities). In addition, the Friends' Board used \$2,000 in funding from the Owen family to pay for new die-cuts for the Ellison machine that was purchased by Friends funds in 2006. (The Ellison die-cut machine allows Youth Services staff to create professional looking displays and flannel storytime accessories quickly and easily.)

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Bob Fraser will be attending his first IFLS meeting on May 27, 2009.

FINANCIAL REPORT

The Board reviewed the April Financial Report.

ACTION ON BILLS & CLAIMS

On a motion made by Lee Adams and seconded by Linda Stelter, the Board unanimously approved the Bills & Claims Listing for April 17-May 8, 2009 as well as the Supplemental Bills & Claims for April 2009.

REVIEW OF THE MONTHLY STATISTICAL REPORT

The Board reviewed the April Statistical Report.

CONSIDERATION OF NEW BUSINESS

- A handout of possible project adjustments to the renovation was shared with the Board. John Stoneberg requested the Board to allow him to proceed as long as the project remains within the budget of \$1,567,000. A directive was given to John Stoneberg to make as many of the possible project adjustments as funds allow.
- City Manager Mike Huggins has requested all City Department Heads to submit, no later than July 6, budget information which would reflect a 0% increase and a 5% decrease in expenditures. He wants not just the description of cuts but their consequences. (John Stoneberg will need to have the Library's information ready by June 26 since he will be on vacation for a week beginning June 29.) Although this is a moving target as far as the information we have at this time, Business Manager Julie Gast estimates that a 0% increase would mean that the Library would need to cut \$48,000 from its budget and a 5% decrease would mean that it would need to cut \$256,000. The Library also needs to give the City "unapproved" (by the Board) CIP

information by June 29, which again means June 26 to John. A budget update will be given at the June Board meeting.

- On a motion made by Pat Simonsen, seconded by Virginia Wright and passed unanimously, the Board approved the resolutions honoring Oua Xiong, Jean Radtke and Bob Von Hayden for their service to the Library and Eau Claire Community.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

The Library Director was directed to:

- Suspend the Monthly Statistical report until after the renovation process is completed.
- Resend to Bob Fraser a list of the art and art history periodicals the Library currently subscribes to.
- Add Holly Ring's phone to the Administrative (839-5002) menu.
- Check on the history of the name of the Development and Endowment Committee.
- Instruct PRPS to mail the annual report to all donors that have given a \$1,000 or more.
- Check that the club read lists are posted on the library's website.
- Request that the City Attorney's Office give a presentation on what Board members should know about e-mails and open meeting compliance at the July Board meeting.
- Talk to Kris Nickel about the Board e-mail archiving process.
- John Stoneberg and Katherine Schneider will draft a thank you letter to the Friends for granting the Library Board's 2009 gift requests.

ADJOURNMENT

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

Submitted by,

Jackie Depa, Library Associate II

June 11, 2009

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

In May, my activities continued to mostly revolve around the renovation and remodeling project and involved library, city, RJS, Uihlein-Wilson Architects (UWA) and Beltmann Group staff.

- The Library's building contractor, RJS, and moving contractor, Beltmann Group, met for the first time on May 7. Library staff was in attendance.
- Julie Gast, Mark Troendle, Rod Bonesteel and I held a conference call with UWA on May 8 to discuss potential additions to the renovation project.
- RJS held a pre-construction meeting with the project subcontractors and library staff on May 14.
- Beltmann and Youth Services staff worked together on May 18-20 to move Youth Services to the lower level. Also included in this move was the realignment of the Reference area to prepare for the new microforms center and other miscellaneous moving. Mark Troendle, as the Library's moving coordinator for the renovation project, did an excellent job with preparing for both phases I and II of the move and with working with Beltmann, library and staff. *Mark's "moving" experiences are summarized in his section below.*
- Initial Youth Services area demolition began on May 26.
- There will be a conference call or meeting every two weeks to do an update and it will include UWA, RJS and library and city staff. The first one, a teleconference, was held on May 27.
- In early February, I had provided information to Assembly Representative Jeff Smith through a contact with City Council Member Dave Duax about possibilities for additional state funding for the library renovation project related to youth services that included:
 - More energy efficient lighting for Youth Services and day lighting control. These upgrades to more efficient lighting could add around \$40,000, but save energy in the long run.
 - The Youth Service's display wall welcoming children and their families to Youth Services could be more interactive. This was reduced in the revisioning by \$25,000 and adding this back would make the children's experience more engaging and educational; as would upgrading the display wall outside the new program room for \$5,000.
 - Millwork upgrade to the Youth Service's Discovery (computer) workstations area (\$15,000), preschool area (\$20,000) and program room (\$18,000) which would mean using more quality materials in the renovation will reduce the

long-term maintenance costs of the library. Upgrading the flooring to sustainable linoleum in the program room (\$10,000) would be a greener use of materials.

Representative Smith called me on May 29 to inform me that the Joint Finance Committee had included his \$125,000 earmark for the library in the state budget. The earmark still needs to make it through the Assembly and Senate as well as the Governor's line item veto, but I am cautiously optimistic. Also that day I had interviews with WQOW-Channel 18 and the Leader-Telegram about the possible funding. On June 5, Kathie Schneider, Friends President Penny France and I sent letters of support for the funding.

- Very successful Children's summer reading program and construction kick-off parties were held on June 1 from 4-6 PM. The construction kick-off event, which was held at the end of the party, included remarks from Kathie Schneider; RJS Project Manager Nick Minardi; and me as well as a ceremonial laying of bricks by us and three representative children from the audience.
- Phase Two of the moving took place on June 2-3. Magazines were moved into the old microforms reading room and audiovisual storage area; the 700s were moved over in front of the PRPS office and the DVDs, videos and music CDs were moved up from the first floor. The new materials area was also temporarily downsized as well.
- Rod Bonesteel, Mark Troendle, Sharon Price and I met on June 3 to discuss the moving plan for Technical Services and other items on the lower level. The moving will be done by the custodial staff beginning June 10.
- Del Wilson was here on the afternoon of June 3 and met with the Development and Endowment Committee. Del and I had a conference call with Nick Minardi from RJS that afternoon as well.
- Demolition in preparation for the new Circulation area began on June 4.
- Julie Gast and I spoke with Nat Stein from UWA over the phone on June 4 about communicating about change orders and purchase orders
- 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@eau Claire.lib.wi.us) an e-mail. Please continue to do so throughout the renovation process.

Looking Ahead

June 15: Demolition of the Technical Services and other lower level areas begins

Other highlights from the past month:

- Budget planning began in earnest by all management team members.
- There were two SRLAAW (System & Resource Library Administrators Association of Wisconsin) meetings in the Wisconsin Dells on May 6—one, for the first time, of just the System Resource Library Directors and another of the whole group...
- Rod Bonesteel and I met on May 11 to discuss possible Capital Improvement budget items regarding building repair and replacements.

- Downtown parking was the topic of the ninth Idea Lounge that I attended on the evening of May 12 at the newly opened Livery. Research presented by the panel clearly showed that, despite the perception that there's not enough parking downtown, there is in fact an abundance of it as many lots are underutilized.
- The MORE Directors Council met on May 15 and I was elected Vice-Chair which means I am also on the MORE Executive Committee.
- Mark Troendle and I attended the Friends Board meeting on May 18. At the meeting, the Friends Board approved all the 2009 library requests. In addition, the Friends received a grant from the Owen Family Fund through the Eau Claire Community Foundation for \$2,000. The Friends Board removed the \$1,500 request from the Library's list for die cuts for the Ellinson machine and used the funding from the Owen family to raise the amount to \$2,000 to pay for die cuts.
- Julie Gast and I met with Maureen Welch and John Thompson on June 2 to have a preliminary discussion of the IFLS budget.
- The Management Team held an all-morning 2010 budget meeting on June 4.
- The MORE Executive Committee met on June 5 which included a 2010 budget recommendation to the MORE Directors Council.
- As the agents for the MORE DVD multiple holds project, Jean Nemitz and I completed the project work we do every two months.

From the Management Team & Staff

Assistant Director/Human Resources

Beltmann Group delivered 30 book carts to the library on May 12. Mark Troendle took delivery, directing most of them to be housed in the temporary storage addition. The early delivery of carts allowed Youth Services to get a head start organizing for the move scheduled to begin the following week. The delivery also provided Mark an opportunity to discuss with Duff, Beltmann's on-site project manager, the logistics of the move's first phase in detail.

As advanced planning is a key component to any relocation project, Mark spent a significant amount of time on May 13 with Rod Bonesteel, City Buildings Supervisor, reviewing storage issues the library will encounter during the renovation. The following day, Mark met with Shelly Collins-Fuerbringer and a custodian about the move as well.

Mark met with the director of the Baldwin Public Library on May 14. The Baldwin library was interested in a number of Youth Services items that were no longer going to be used here, but Baldwin was having some difficulty finding a truck and driver to retrieve the pieces. The two discussed various possibilities given the limited storage options. The end result being that Baldwin was able to pick up everything they wanted the following week. Now their customers are enjoying an atlas stand, six computer carrels and chairs, two microfilm cabinets and a play cube.

The move, once scheduled to start May 26, was by now scheduled to start May 18. Mark met the movers early on the morning of the 18th. It took Beltmann almost one hour to unload the remaining carts, boxes, and other equipment they would need. Beltmann worked approximately 9 hours this first day. John, Rod and Mark also met during the day to discuss coordination of all parties involved.

On May 19, Mark continued to revise the precise locations where reference shelving ranges would be moved to because the floor plan was not quite accurate. For instance, the reference shelving range to the right of the stairs had to be shifted 14", which necessitated the adjustment of other ranges, in order to create enough space for the new microforms center. And while the shifting of two reference ranges closer to the pamphlet files had been planned for, Mark made some last-minute modifications. He had the movers shorten up two ranges so that the aisles on either side would be ADA compliant. All this rearranging resulted in fiction getting an additional 56 shelves, or 163 linear feet, to house books. The actual move of the reference ranges took place on May 20, finishing at 2:00 pm. Mark spent most of May 20th with the movers making sure the ranges were properly relocated. Phase one of the move was complete as well a success.

As late as May 26, phase two of the move was scheduled for June 15. However, on May 27, RJS requested an earlier date for completion of that move. Mark consulted with Beltmann. A day later, May 28, Beltmann confirmed they would be able to begin phase two on June 2 and complete it the following day. Fortunately, plans were already well underway for signage and changing statuses of new items, so staff was able to accommodate the change with relative ease. Thanks to PRPS, a banner was added to the homepage alerting the public that certain items would be unavailable, and they revised the dates on signage throughout the building.

Beltmann began the second phase on June 2. Mark met them at 7 AM. After they unloaded, they began emptying the periodical shelving ranges and slid 4 ranges into position. As he had done before, Mark measured out the space for all the shelving and marked the floor with tape. Periodicals were completely moved by late morning. During this time, some of the crew was also busy placing the 700s collection onto carts. Half of the 700s shelving had to be broken down and reconfigured so that we were left with eight ranges, each with five double-faced sections. By the end of the first day, Beltmann had finished with moving the 700s except for the very last range. They were slowed down somewhat because the metal framework for the 700s, instead of being composed of uniform and interchangeable pieces, actually had parts that were of three different sizes.

The following day, June 3, Beltmann completed work on the 700s and began transporting the media shelving to its new home on the second floor. Again, Mark was coordinating with the movers because the shelving itself was configured differently than it was on the first floor. In order to make the collection flow logically and to compensate for moving the collection of TV shows upstairs but not the shelving it was housed on, Mark had the movers put five shelves of CDs in eight sections. Mark planned for this ahead of time and chose an area of the music collection that isn't as heavily browsed as others. The remaining 38 sections still have the usual four shelves of CDs. Mark also asked Katie in Circulation to share her helpful

shelving expertise with the movers as they adjusted shelving heights in the VHS and DVD collections.

Beltmann completed the second phase in two days and, given the scope of the move, Mark believes it was only minimally disruptive to the public.

Information Technology (IT)

The new version of Millennium (Release 2007 1.3) was installed with a minimum of disruption or problems to either consortia staff or customers. It is believed that the recent Teleforms problem has been resolved. It was discovered that AT&T removed the capability for that extension to access the DAIN line. At the last 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. They are looking for consensus from the Library Directors prior to the next Director's Council meeting in July as general release of this version may occur as early as this fall.

Kris Nickel is working on completing the installation of the new digital telephones. The balance of the cabling work, as needed for those locations that had a telephone but no existing network connections, have been completed. Much of the work in May revolved around the renovation. This included removing all computers and telephones from the existing Youth Services area, removing or organizing all the cabling in the ceiling once the tiles were removed, removing or relocating the wireless access points so that public Internet access and wireless phone reception was as consistent as possible. In addition, we have cabled the Eau Claire room and Projection room and setup computers and printers as needed for a mini-Discovery Station area, a checkout area, a MORE Catalog center and all the staff computers and printers.

Lee Vrieze of Heartland Business Systems was here to install the network appliance that proactively monitors our local area network. In addition, he and Kris Nickel installed the third network switch on the first floor. The installation was necessitated by the expanded number of Discovery Computers after the renovation. We have also installed a Toll Restrictor (which limits the length of a phone call) allowing for the placement of a telephone, for public use, at the Reference desk.

Jeff Burns continues to work on testing the newest version of Joomla which is the basis for our website. Much of his attention is focus on the new Kids and Teens websites. Also performed were compatibility testing of Internet Explorer version 8, troubleshooting access standards for remote databases and testing Dreamweaver CS4 and Flash CS4 web development software. For MORE, Jeff tested code to correct the pay fines button issue, enabled a sort script in the my accounts list, continued working on the implementation of the Spanish version of the OPAC and followed up with customers regarding account access issues.

Staff completed 69 different IT Help Desk Requests in the month of March. Issues ranged from problems with Innovative, to hardware problems, software issues, Web site changes and making changes in Groupwise or Active Directory.

Public Relations & Programming (PRPS)

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

Plans were made for the Summer Reading Program and Renovation Kick-off party scheduled for June 1.

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 advertisements for the Leader-Telegram and Volume One publications regarding renovation and Youth Services closing briefly.
- Created a website homepage banner alerting customers of the unavailability of materials during renovation moves for the 700s, media and magazines.
- Created, printed and posted signs informing customers of the Youth Services relocation, as well as collection availability, during the renovation project.
- Worked with a vendor to disassemble the Eau Claire Room sound system equipment and store the equipment in the IT work area.
- Put together an audiovisual equipment replacement budget for 2010.
- Worked with Bess Arneson on specifications and pricing for a new art gallery display system and wrote and submitted a purchase requisition for the various components of the system.
- Edited the text and layout of several news releases for distribution during the month, for topics including the summer library program in Youth Services and renovation updates.
- Created and published PowerPoint slides for the main lobby monitors promoting library programs and services.
- Edited the website version of the library newsletter.
- Removed the 17-inch PR monitors from the checkout area in advance of remodeling.
- Created and printed circulation information cards for Youth Services to hand out to their customers.
- Printed a posted summer library hours signs.

- Assisted the artist in removing and packing up an art exhibit and helped representatives of other IFLS libraries pack and load audiovisual equipment removed from LEPMPL service.

Melany

- Produced the summer newsletter and created a Renovation FAQ insert.
- Formatted the Summer Library Program (SLP) Early Promo brochure for printing and printed 350 color copies for distribution.
- Printed and mailed the SLP and Renovation Kick-Off Party invitations.
- Shopped for food and supplies for the Kick-Off Party.
- Ordered and purchased refreshments for the Renovation Kick-Off Party (including 500 cupcakes!)
- Ordered supplies for the Kick-Off Party including construction hats, napkins, and cupcake picks.
- Created, printed and cut 400 program handouts for the Renovation Kick-Off Party.
- Produced and printed directional signs for the Kick-off party
- Formatted and printed 400 “Teen Renovators” handouts.
- Formatted reading folders for printing.
- Printed 400 SLP Readers folders
- Formatted a “Where Do I Park” ad for the Friends newsletter.
- Printed labels for Budget Folders for Administration.
- Printed packets of donor wall samples.
- Created, printed and posted signs for “returning materials before going to Youth Services.”
- Created directional signs for the elevator area.

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 library events to website calendars for the Chamber of Commerce, WEAU, WQOW, the Leader Telegram and the library’s web calendar.
- Added photo of a new library staff member to the Library People Directory available to staff on the library’s intranet.
- Updated all employee information on the Library People Directory.
- 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 and Readers’ Advisory signs.
- Printed, folded and collated 1,880 summer library newsletters and inserts for mailing.
- Laminated renovation signs for PRPS.
- Took and downloaded photos for architects.
- Downloaded pre-renovation and “in process” photos.
- Downloaded pictures for Friends.

- Cut 405 forms for YS.
- Printed and posted Pandemic Flu Planning tips.
- Printed distributed Renovation Facts and Questions sheets throughout the library.
- Made new microfilm cabinet labels for Reference.
- Updated the Home Delivery schedule and survey form.
- Printed 200 YS June calendars.
- Printed and cut 120 “Move This Item” forms and 50 “Auction Item” forms for Administration, 800 train tickets for YS, and 100 “Move This Item” forms for TS.
- Printed and folded 800 “Read to Me,” 500 “Baby Reading” and 300 “Teen Reading” folders for YS.
- Printed and collated 1,150 annual reports for mailing and 50 for in-house distribution.
- Made and posted three “Adopt a Shelf” signs for Friends.
- Made, printed, and laminated “Employee Only” signs for TS.
- Posted Memorial Day and Sundays closed signs.

Reference

Renee Ponzio went to Oak Gardens Assisted Living Residential Care Apartment Complex on May 6 to speak about books and reading. The program lasted about an hour with 10 people attending. Renee also went to Independence on May 21 to give a talk about using the library for market research sponsored by Western Dairyland as part of their Small Business Workshop”.

Isa Small finished a bibliography of special collections. She also completed three new Club Read lists: *If you liked The Da Vinci Code*, *Selected books from Chapter-a-Day with Jim Fleming*, and *Based on the Book: Novels Made into Films*. She is currently doing some research to find a recycler for several hundred reels of microfilm that have been weeded from the collection.

Cindy Westphal coordinated the second quarter Reference Tally, proctored 10 tests for students taking long-distance or online courses and, along with Elizabeth Ryberg, added 15 new businesses and made 65 changes to existing businesses in the library’s Business Resource File. Cindy completed two additional Club Read lists for this summer’s Club Read Bingo summer reading program, *Fabulous First Fiction II* and *Senior Sleuths*, completed an Information Guide on Mango Languages, an online subscription service--both in print and on the library’s website and continues to add content and make changes to the website. Cindy also contacted and arranged for the annual acquisition of tour books and campground guides donated to the library by the American Automobile Association. Cindy met with members of the City’s Biohazard Process Improvement Team to develop a strategic planning initiative for improving response time to biohazard incidents in city buildings outside of normal business hours.

Theresa Boetcher, Natalie Singer and Cindy decorated in the Reference area for Club Read Bingo which began on June 1.

Kathy Herfel's Reader's Advisory table was "Dive into Spring" displayed for the last two weeks of May.

Home Delivery

Kathy Herfel held the first "Reminiscing with the Library" at Heatherwood Assisted Living. Eight residents attended and listened to stories about houses which lead to conversations about front porches and homemade ice cream. The Home Delivery enrollment total is 188. Two new customers were added to the program this month. Five people were removed from the program, 3 of whom had passed away.

Holds and Resource Sharing (HRS) Office

There are two offsite drop boxes at Don's Sheet Metal for repairs. Renee Ponzio has ordered the next two new offsite drop boxes. Since these are replacements, we will need to dispose of four old ones (two from last year and two from this year). Bob, the van driver, will check which boxes are in the worst shape in June. Because these are replacements, a new location for offsite drop boxes will not be possible.

Renee went over the interlibrary loan contract and talked with Amy Marsh and Becky Ford about it.

Isa Small, Katie Johnson, Michele Stellick, Amy Ambelang and Kathy Weldon filled in while Paul Marshall-Potter was on vacation.

HRS survived the move of Youth Services materials to the new location. HRS continued doing paging slips for those items during this process.

Jon has been sending out several items through courier such as kwik cases, magazine binders, and water jugs. The next items to go out will be microfilm reels.

Safety and Security

Larry Nickel completed security equipment replacement budget requests for the 2010-2014 CIP and a new equipment request for the 2010 operating budget. He filled out the appropriate budget forms and forwarded them to John Stoneberg for consideration in the upcoming library budget discussions.

Larry worked with PerMar, the library's primary security vendor, to have "hold-up" buttons, suspicion buttons, card readers, door strikes and a video monitor removed from areas undergoing demolition as part of the library renovation. Re-installation of some of these devices will need to be scheduled once renovation of those locations is complete. Suspicion buttons, an internal means for alerting other staff to a problem situation at a public desk, will not be replaced. These buttons have never been used, are not well-understood by most staff, and seem unnecessary to continue to support. Hold-up or "panic" buttons will be re-installed

and continue to be available after renovation at all public desks. This service alerts the police department of a problem at the library.

Larry assigned a number of key fobs to the general contractor and moving company for use in getting into and around the library during their renovation work. He also disarmed doors for specific times and changed time limits on how long doors may be held open so that work crews could move freely.

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

Technical Services

Jean Nemitz worked with Jolene Krimpelbein in IT to create and set up two new location codes for the Youth Services new book area, set to begin use on July 1.

After the Collection Development Committee decided to move forward with the disc-care label, Teri Oestreich investigated the cost of printing the label from two local companies. It appears that both the quotes she received are much cheaper than trying a custom label from Demco, Brodart, etc. A detailed comparison will be sent to Mark Troendle. After a final decision is made, the labeling project may begin. The DVD collection will be done first. The wording chosen is: CAUTION: Handle disc with care.

Lori Jungerberg and Kristine Vinopal boxed and sent microfilm/microfiche to libraries that requested items we were withdrawing.

For tracking the circulation counts for various new grant materials, three new ITypes were mapped to LEPMPL location codes and loan rules. Jean Nemitz set up separate fund accounts for the grants.

Technical Services staff worked with Circulation and Mark Troendle to coordinate the temporary elimination of the new materials area beginning June 1 and continuing for the duration of the renovation. This affects not only the physical space but ripples to changes in location codes during ordering/receiving and inputting.

Donna Swenson and Jolene Krimpelbein changed the status of all Youth Services items to “unavailable” during the Youth Services move to their temporary location. Donna reset them to “available” after the move was accomplished.

Technical Services staff all received new VoIP phones this month and are adapting to their use. Kristin Nickel held a short “ringer” tutorial for those needing it, after the phones were installed.

All Technical Services staff is readying for the move to temporary spaces in the Chippewa and Red Cedar Rooms slated for the week of June 8.

Jean Nemitz and Sharon Price attended the annual IUG conference in Anaheim, CA from May 17-20. Their summaries are below.

Sharon Price attended:

- Two sessions on scripts written by Innovative users, available no where else, one in PERL and one in “J” language, that could be very time saving if implemented. The first was a session on a script written, shared and demonstrated by an Innovative user from Kent State. The script will mass edit name authority records, by adding death dates to names. Because MORE has automatic authority control updating, after the authority records are updated, bibliographic records with corresponding name entries will be updated overnight. Kent State was able to perform 18,000 updates at one time. Catalogers will need to work with systems people at IFLS/MORE to accomplish updates for the MORE database. At present, when she can, Donna Swenson is loading updated name authority records one-by-one from a list on the OCLC website. Updated authority records are added to this website weekly.
- A second session on script-writing was on using the J language. Sharon has contacted the III user/presenter with hopes in finding the script he had in his PowerPoint, but not in his presentation. This script, or one similar to it, would allow the loading of a group of Edifact invoices with 1-2 keystrokes instead of several steps, choosing from bulleted choices, keying of login/password/vendor number/<click> FTP <click> on invoice, <click>load, etc. for each invoice loaded. This is not a hard process, but tedious and time-consuming.
- Several sessions on the MilCat module updates and how to use new features that are coming in the Fall/early winter; clearing a single headings report without looking at each entry, how to save a chosen “view” of a record in and not have to re-select it upon logging in every day, a session on the process of how to delete item records by scanning barcodes and a session that will be helpful to all Millennium users including the selectors, how to save “sort, export, and list” parameters so they do not have to be performed for each query.
- Attended one Manager Session on: Managing your library’s III System through staff changes. During this session it was acknowledged that staff change happens and the best way to be prepared for them, whether they are planned or, accidental; “What if I get hit by the bus?” scenario. What one needs to do is create an organizational knowledge bank by documenting practices and procedures, detailed information on job descriptions, manuals, tasks performed, some history if necessary, e.g. when, why, how a change was instituted, and then finally, a calendar of regularly performed tasks, when, how often, and by whom. It ended with a “self-survey” and a checklist of how to begin where your at. Excellent presentation.

Jean Nemitz:

- Started the Conference working the registration desk for 2 ½ hours Sunday morning (7:30-10 AM). Jean says this was a fun and very interesting way to meet the attendees.
- Attended:
 - A session on Acquisitions--It's a New Age. This was presented by Debbie Turner from III. She covered changes in acquisitions over the last 5-10 years. Some time was spent on PromptCat from OCLC, which LEPMPL doesn't use. Also discussed was using vendor's websites and getting orders into our database.
 - The opening sessions with Jerry Kline showing how III is on the cutting edge of systems. Even in a tough economy new users are still coming on board. The keynote speaker was Michael Johnson from Pixar Animation Studios. He showed the team work involved in getting a Pixar picture to the screen. The business meeting ended the opening session with elections and a raffle.
 - Attended 12 sessions in total plus a "birds of a feather" session.
- The best session was "What's New in Technical Services" which covered new features in the upcoming releases. The 2009B upgrade has several good enhancements including expanding the fund codes to 15 characters from 5. A message field for order records that would pop-up automatically is coming too. This release will also allow the ability to arrange the modes on the side of the screen by log-in. No longer need to scroll down to the ones used most often. Add the ability to browse invoices summaries by date. The ability to change the arrangement of the modes will be something that all users here will be able to use. The set-up will be much more user friendly. The longer fund codes will make setting up and using of fund codes easier, not so limiting. The pop-up message for order records will allow Jean Pickerign to see messages without clicking several times.
- The "birds of a feather" session was on inventory. The facilitator was Carol Gyger, Poudre River Public Library systems administrator. Everyone attending was from a different kind of a library. Some have never started, some were doing it from the shelf list, so a lot of different ideas.
- During one of the breaks the presenter for one session came up and said he noticed that I have attended his session this year and last. He gave me his card and said he would be happy to help with any reports that I have questions about. The session was one that was on using Excel to get more details on reports.
- The conference was much smaller this year, only 1,080 instead of 1,800 attending. But this made the sessions less crowded and allowed for more questions.

Youth Services (YS)

May was an extraordinary month for Youth Services. A significant amount of time was spent finalizing details for the summer library program and making arrangements for the kick-off party, but one of the most unique activities was moving to the lower level. A lot of planning went into figuring out where things would go in the storage area, the temporary Youth Services and the office. Overall, YS staff felt it was a very positive and quick move.

They are still adjusting to the new space, but everyone has had a wonderful attitude and made the transition as easy as it could be.

School visits ran from May 18–29. Youth Services staff visited all but two of the public elementary schools and also visited several private schools to promote the summer library program. During the presentation, staff talked to kids about the various reading folders as well as the programs that will take place over the summer. They did a tower building activity in which two students used a “grabber” to see who could build the tallest tower in a set amount of time. It was a big hit at each school and a fun way to get the kids thinking about construction. Overall, staff reached approximately 4,400 kids and staff!

Circulation

Youth Services desk staff met with Laura Miller to review checkout policies and procedures they will need to carry out while in the temporary setting. Youth Services will have two desks near the Eau Claire Room door and will be checking out all juvenile materials while they are in the Eau Claire Room during construction.

Due to the need for Youth Services pages to work on both the first floor (the circulation workroom still houses the Youth Services returned materials) and the lower level including the new temporary storage facility, they were being pulled in quite a few directions. To avoid being stretched even further, Circulation pages have temporarily taken over the shelving of Young Adult materials on the third floor.

Since Laura’s current office space is slated for internal demolition and to become part of the new Youth Services offices, she has moved temporarily into the Reference Office 1 with Renee Ponzio. The new circulation workroom is tentatively planned to be completed at the end of July. This workroom will include a new office for the Circulation Manager.

Circulation received new Voice-Over IP phones in the Circulation workroom and at the Circulation desk. There has been a simple transition to the new phones with Laura Miller providing training and materials to assure proper use and successful transferring of calls.