



# L.E. Phillips Memorial Public Library

## PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, April 15 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) Discussion and action on a recommendation to temporarily suspend a customer's library privileges (page 1)
- 4) Approval of Previous Minutes of the Library Board (page 5)
- 5) Staff Update: Update on the Visits by ECASD 1<sup>st</sup> and 2<sup>nd</sup> graders to the Library (Youth Services Manager Shelly Collins-Fuerbringer)
- 6) Communications
- 7) Report of the Library Director (page 7)
  - a) Renovation and infrastructure update
  - b) Planning update
- 8) Report of the Library Board President
- 9) Committee Reports
- 10) Report from the Friends of the Library
- 11) Report of the Representative to the IFLS Board
- 12) Financial Report (page 19)
- 13) Action on Bills and Claims (page 23)
- 14) Statistical Report (page 40)
- 15) Consideration of New Business
  - a) Discussion and action on a recommendation to consolidate all collection development related fund accounts into one collection development account (page 42)
  - b) Discussion and action on Library's 2011 Budget Calendar (page 44)

- 16) Directives from the Library Board of Trustees to the Library Director and Staff
- 17) 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**

## **Incident Report**

**Title:** Removal of DVDs from NON-Eau Claire DVD cases that were on hold shelf

**Subject:** Theft

**Division:** Circulation

**Incident Date/Time:** 3/25/2010/1 PM

**Staff Present:** Isa Small, Amy Marsh, Laura Miller, Mark Troendle, Kris Vinopal

**Customer Name:** Amber D. Ohland

**Customer Address:** 619 Vine St

**Customer Phone:** 379-3054

**Customer Card Number:** 2000191428

**Customer Description:** About 5'-5' 2"; heavier set. Just turned 18. Blondish hair. She had a floral spring colored skirt and a bright mint color short sleeve shirt on.

**Nature of Incident:** Isa Small was given a DVD case "Night at the Museum: Battle of the Smithsonian," a Barron Public Library item that a customer said she found on the Entertainment DVD shelf. It was missing the DVD disc. Laura Miller checked to see when the item was placed on our hold shelf and it was 3/23/10. Within 10 minutes, Amy Marsh brought down "Fame," another DVD (Chetek item) that she found on the Entertainment DVD shelf and missing a disc as well, shelved within the "M" which is the front side, far end. Upon review of the security video, Amy pointed out where the item she found was located. Kris Vinopal was asked to go up and look through that Entertainment shelving to look for DVDs that were not ours to see if there were others and there was not.

The DVD "Fame" had come in this morning and placed on the hold shelf before we opened. Laura viewed the video surveillance tape looking for brief activity in that area of DVDs between 10 a.m.-1:20 p.m. At 1:06 p.m., Ms. Ohland was observed walking toward that last column of DVDs and placing cases on the shelf.

Although it was 3:10 p.m., Laura did a walk around to see if Ms. Ohland could be still in the library based on what she was wearing. She was noted sitting at a table on the second floor at the tables right by the Entertainment DVDs.

**Action Taken:** Laura called Mark Troendle who came to view the security video. The police were contacted with the information we had. The police came right away and Laura showed the video to one of the officers and told them where Ms. Ohland was sitting.

They made contact and 5 minutes later the police officer returned to the Circulation desk and handed Laura the 2 discs that were missing. He also brought a movie (locked) she had not checked out and a music CD that was checked out, but to another person.

She told the police that she did take those DVDs from the hold shelf but took them only to watch in the library on her video player. She said she put the cases on the edge of the table and that they were missing (when she left to do something for minute) and didn't know what happened to them.

Ms Ohland did have a library card but has a \$22.70 from 2003.

The other item checked out was checked in and this customer will be notified that her card was being used (Ms. Ohland said she was using the card because her friend gave it to her to use).

**Police Called:** Yes

**Call Time:** 2:20 PM

**Police Arrival Time:** 3/25/2010 2:25 PM

**Case Number:** NOT ASSIGNED

**Additional Comments:** Upon initial discussion, it was assumed that Ms Ohland was a juvenile so a juvenile intake was planned; however it was recognized that she had just turned 18 on 3/3/10. The options were to have her arrested for the criminal offense of theft of library materials (hand-cuffed, possible jail) or ban from premises. The decision was not to have her arrested and banned instead. She was told this by the police. If she were to enter the library, we would call the police and she would be arrested for criminal trespassing. That is why I will try and get a picture of her so we know if she try and come back in.

Ms. Amber Ohland  
619 Vine Street  
Eau Claire, WI 54703  
March 26, 2010

Ms. Ohland,

Information obtained from the library's security system on March 25, 2010 led us to conclude that you took another customer's DVDs from the self-pickup of holds area of the library and disposed of the cases in another area of the building. We referred this matter to the Eau Claire Police Department and, at the library, you later gave the stolen DVDs to a police officer. As an adult you could have been arrested and charged with theft of library materials--a charge that carries with it harsher penalties than regular retail theft. Because you just turned 18 and willingly turned over the DVDs, we did not have you arrested, but please don't let there be a next time.

You are hereby barred from entrance to and use of the library and its materials and services until April 15, 2010. If you attempt to use the library or its materials or services, the police will be called.

You have the right to a hearing before the Library Board of Trustees at its meeting on April 15, 2010 at 5 p.m. in the Library Board Room on the second floor, but you are not required to attend that meeting. At that meeting, further action on your library privileges will be considered. If you plan to attend, please let me know. If you have any questions you may contact me at 839-5001.



John Stoneberg  
Library Director  
PBC 2000191428

**April 8, 2010**

**To: The Library Board of Trustees**

**From: John Stoneberg, Library Director**

**Subject: Amber D. Ohland Recommendation**

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My recommendation regarding Ms. Ohland is that her library privileges be suspended for six months and before her privileges are re-instated, she should pay any outstanding fines (which at this time are \$22.70).

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

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, March 18, 2010 at 5 p.m. in the Board Room of the Library. Board members present: Bruce, Fraser, Hauser, Lee, Pagonis, Schneider, Stelter, Werthmann, and Wisner. Board members absent: Wright. Staff present: Jackie Depa, Julie Gast, John Stoneberg and Mark Troendle. Guests present: Doug Pearson.

**CITIZEN COMMENTS**

The annual Literacy Volunteers Scrabble Bee will be held on April 21, 2010.

**MINUTES OF PREVIOUS MEETING**

On a motion made by Robert Hauser and seconded by Bob Fraser, the minutes of the February 18, 2010 Board meeting were unanimously approved.

**DISCUSSION AND ACTION ON POET LAUREATE**

On a motion made by Bob Fraser and seconded by Don Wisner, the motion to support the creation of a City of Eau Claire Poet Laureate and for Nadine S. St. Louis to fill the position if created was unanimously approved.

**REPORT OF THE LIBRARY DIRECTOR**

- John Stoneberg's monthly report was reviewed. Bob Fraser enjoys the staff report and stressed the importance of staff development.
- The renovation list this year includes the chiller, cooling tower, elevators, public restrooms and front walkway.
- The 2010 strategic planning process is going well. The first meeting of the strategic planning committee will take place on March 23, 2010.

**REPORT OF THE LIBRARY BOARD PRESIDENT**

- Kathie Schneider is busy working herself out of a job. She is writing a "missing manual" for the next Board president.
- There is still time for Board members to volunteer for officer positions.

**REPORT FROM THE FRIENDS OF THE LIBRARY**

- 759 households are members of Friends.
- The next Friends book sale will take place March 26-27, 2010.
- The annual Friends meeting will be held on April 19, 2010 at 7 pm.
- Friends approved all the gift requests for the library.

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

- Bob Fraser will not be able to attend the next IFLS Board meeting.

**FINANCIAL REPORT**

The Board reviewed the February Financial Reports.

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

On a motion made by Linda Stelter and seconded by Bob Fraser, the Board unanimously, approved the Bills & Claims for February 12-26, 2010 as well as the Supplemental Bills & Claims for February 2010.

### **STATISICAL REPORT**

The February Statistical Report was reviewed.

### **CONSIDERATION OF NEW BUSINESS**

- On a motion made by Bob Fraser and seconded by Richard Lee, the Board unanimously approved a half day of staff training on May 6, 2010, and to close the library to the public until 2 pm that day. Bob Fraser commended the staff that has spent time and effort arranging this important event.
- On a motion made by Don Wisner and seconded by Susan Bruce, the Board unanimously approved the Customer Rights and Responsibilities brochure, which will be posted on the website and displayed at the entrances of the library.

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

- John Stoneberg will look for ways to highlight being good neighbors to IFLS and MORE.
- John Stoneberg will be mindful of the issues customers are experiencing with the inconvenience of the public elevator when going out for bid on the upgrade.
- Kathie Schneider and John Stoneberg will thank the Friends for approving the library's gift requests at their annual meeting.

### **ADJOURNMENT**

On a motion made by Linda Stelter and seconded by Robert Hauser, the Board unanimously adjourned their meeting.

Submitted by,

Jackie Depa, Library Associate II



**April 8, 2010**

**To: The Library Board of Trustees**

**From: John Stoneberg, Library Director**

**Subject: Report of the Library Director**

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During the week of March 1-6, Himmel & Wilson conducted 13 focus group sessions at the library—four for staff and nine for “affinity” groups which included seniors; teens; business/health; social services related; Hmong; Boards related; college students; parents with children; and programming-related. Either Mark Troendle or I provided welcoming comments at all the sessions. Bill and Ethel felt the sessions went very well. There was a strong representation from all levels of library staff at the four sessions conducted with them.

The first of three meetings of the Library Strategic Planning Committee was held on March 23 in the Chippewa Room with Bill and Ethel. At this meeting, Committee members were introduced to each other, Bill and Ethel provided an overview of their approach to strategic planning and then members were asked to conduct a SWOT analysis of both the community and also the library. This meeting lasted two hours as will the third meeting. The second meeting (May 3) will be for five hours. Besides Bill and Ethel, the 2010 Library Strategic Planning Committee includes:

- 1) Susan Bruce, Library Board Member
- 2) Shelly Collins-Fuerbringer, Youth Services Manager
- 3) Cheryl Cutsforth, UWEC/Librarian
- 4) Betsy Fawcett, High School Student
- 5) Mike Huggins, City Manager
- 6) Larry Nickel, Library Staff (PRPS/Reference)
- 7) Stella Pagonis, Library Board Member/County Board Supervisor/former Librarian
- 8) Kathie Schneider, Library Board President (and UWEC)
- 9) Jacob Spies, High School Student
- 10) Linda Stelter, Library Board Vice-President/School District Representative/Librarian
- 11) John Stoneberg, Library Director
- 12) Mark Troendle, Assistant Library Director
- 13) Elaine Wendt, Friends Board Vice-President/President-Elect (and UWEC)
- 14) Cara Yang, ESL at Locust Lane Elementary School/Hmong Representative

**Other highlights from the past month:**

- Attended the annual community breakfast at UW-Eau Claire sponsored by the Chamber of Commerce, the UW-Eau Claire Foundation and the UW-Eau Claire College of Business on March 3. This year, the panel discussion was “Immersed in the Community: Out of the Classroom, into the World.” Internships, consulting

experiences and applied research are an important part of the UW-Eau Claire College of Business undergraduate experience.

The typical business student will participate in multiple high impact learning experiences within or beyond the classroom. These experiences enable students to apply what they've learned, gain real world experience, and enhance communication and individual work skills. They also provide value to local businesses and community organizations.

At this year's breakfast, we heard about five high impact learning experiences that bridge the campus and community. In each situation, business students work on real projects with real clients who depend on them to provide accurate information, make informed decisions and deliver what they promise.

- Participated in the Chippewa Valley Museum's March 4 core planning team for cultural planning meeting at the Children's Museum. Since one of the main topics was conducting surveys, I was able to share the library's recent experiences with surveying.

On the evening of March 23, also as part of the Chippewa Valley Museum's planning process, the library was the host site for a meeting of more than sixty people from a variety of backgrounds important to the cultural planning—leadership; “makers and doers;” loyal audience participants; heritage, history and preservation; education (formal and informal); infrastructure, design and aesthetics; and rural areas. We were broken up into twelve tables in the Eau Claire and Chippewa Rooms and both Kathie Schneider and I were table leaders. We were asked to discuss three topics:

What are Eau Claire's cultural assets now?

What are our problems now?

What do we want Eau Claire County's cultural life to be like in 15 years?

- Attended and spoke briefly at the ArtsWest 31 reception on the evening of March 4.
- On March 10 City FOCUS Team members Cindy Berg and Al DeSouza reviewed the feedback from the employee city-wide survey and presented the 2010 project list/schedule. They answered questions regarding the survey and the process improvement projects worked on in 2009. There was good staff attendance for this.
- Bess Arneson and I had a productive meeting with Craig Campana from Visit Eau Claire (the Eau Claire Area Convention and Visitors Bureau) on March 10 and discussed the advantages of being a non-profit member of Visit Eau Claire (<http://www.visiteauclaire.com>)--which we have now done.
- The City Manager and City Department Directors met with City Council President Kerry Kincaid on March 11 to give her feedback on her Public Spirit Fund proposal.--

a fund, to be processed through the Eau Claire Community Foundation, for citizens to contribute to specific public projects.

- The Eau Claire Noon Kiwanis held one of their weekly meetings here at the library on March 11. They had lunch, watched a library renovation slideshow and conducted a short meeting in the Eau Claire Room. I welcomed them and spoke briefly and then Mark Troendle and I gave them building tours. HRS staff took over when it came to describing their area.
- Participated in a MORE Growth and Development Subcommittee teleconference at IFLS on March 15.
- The Friends of the Library Board approved all \$18,000 in library requests at the meeting I attended on the evening of March 15.
- Chaired the MORE Directors Council meeting on March 19.
- Interviewed for a short DVD on March 19 that the Eau Claire Community Foundation was developing generally on “leave a legacy.”
- Jackie Depa and I met with City Public Works Director on March 24 to discuss a plan for the library’s sidewalks in front.
- LEPMPL is a voting member of the Innovative Users Group (IUG) and every year voting members are asked to vote on a large number of possible enhancements to the software that will be worked on and given priority by Innovative Interfaces, Inc. (III) staff. I coordinated the composite choices for LEPMPL and submitted them on March 25. I appreciated the interest in and input from library staff. Our choices were shared with MORE/IFLS which is also a voting member. Besides LEPMPL and MORE/IFLS, the other voting IUG members in IFLS are Altoona, Hudson, Menomonie, New Richmond and River Falls.
- Rod Bonesteel, Jackie Depa and I had a web conference with Uihlein-Wilson staff on March 30 to discuss details about the renovation of the first and second floor public restrooms.
- After much debate about where to put the Donor Recognition wall where it could be read as easily as possible, SignArt finally put it up on the wall in front the new Circulation workroom on April 1 (really, no kidding!). We still need to decide just how much seating to leave in that area and we will add some lighting to that wall in the relatively near future.

Kris Jarocki will be putting out a donor recognition book on a stand centered below the wall. The book will recognize all levels of donations. The wall is for donors of \$1,000 and above: \$1,000-9,999 = Bronze; \$10,000-49,999 = Silver; and \$50,000 and above = Gold. The Citizens and Phillips Family Foundation items are also in

gold, but separated under one of the first quote because those donations were more than \$100,000 each.

- At its May meeting, the Development and Endowment Committee wants to consider a naming rights policy to recommend to the Board. I researched, drafted and put out a version for Kathie Schneider and Susan Bruce to comment on. After they had provided helpful feedback, Assistant City Attorney Steve Bohrer reviewed the policy and made a couple of additional minor suggestions. The draft policy will go to the Committee next.
- At the request of the Board, I drafted and Kathie Schneider approved and signed a letter to City Manager Mike Huggins in support of a City Poet Laureate and the naming of Nadine S. St. Louis as the first Poet Laureate.
- With the assistance of Theresa Boetcher and David Dial in Reference, I am continuing the weeding of the entertainment videos in the adult collection. With funds from the Friends, I will be replacing as many important video titles with DVDs as possible.

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

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

On March 19, Mitch Miller (Beltmann Group) made a trip to the library to discuss with Mark Troendle the scope of an upcoming move project. The Beltmann Group will temporarily relocate a portion of the Youth Services collection on April 5 and then return April 9 to put those same materials back in place.

The employees of the library have been recognized by the United Way, at the Pillar level, for their outstanding commitment and continued investment in lasting community change. Thanks to those who contributed financially; Jackie Hagenbucher, who once again helped get all the initial paperwork organized and filled out; Julie Gast, who processed the payroll deduction paperwork; and the Staff Affairs committee for helping to promote the campaign.

For the upcoming staff development sessions on May 6, Mark has received signed contracts from the two speakers who had been contacted. Bess Arneson and PRPS have made plans to alert the media and the public about the 2 PM opening on May 6. Staff, too, has been officially invited to the event. All the little details being worked on by the committee are satisfactorily coming together in time for the workshop.

Staff Affairs hosted an egg decorating contest for staff on Tuesday, March 30. Sara Niese and Amy Marsh took first and second place, respectively, for their artistic creations. Staff Affairs wishes to thank all who participated for making this friendly competition such a success.

## **Safety and Security**

Two of the new front entrance doors have been a security concern in recent weeks. The automatic closer for the door with fob access needs adjustment. Employees entering before opening hours and leaving after closing hours must be sure the door is closed and latched behind them to prevent unauthorized entry. Another of the outside doors seems to have settled and is difficult for staff to lock at closing time.

Larry Nickel inventoried, purchased and distributed first aid supplies for library staff.

Larry has begun work on new emergency exit route maps of the library with its new post-renovation floor plan.

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)**

For a good part of March, Jean Pickerign selected materials from new arrivals to fill a cart for the Friends' Annual meeting on April 19. After the meeting, Friends volunteers are welcomed to browse the cart and choose a title. Each volunteer will have a book plate with their name entered into their chosen item.

### **Several special projects began in Technical Services during the month of March:**

- 1) The addition to the catalog and collection of items from two rather large donations to the library--220 DVDs and 180 Large Print Fiction items. The supplies to process them have been ordered. Catalogers will work on no less than 10 items per week, to begin moving them through the Division and to the customers.
- 2) Movement of ceased-publication, local-magazine titles, maps and other Reference materials from the Reference shelves into Special Collections.
- 3) Ordering, cataloging and replacement of popular/classic title movies owned in VHS format, replaced in DVD format, with Friends monies--approximately 375 items.
- 4) New materials purchased with Hugh Ernst donation money, ordered, cataloged, processed, entered and held in Technical Services for a special program on April 10, celebrating the love of reading. Jackie Hagenbucher made gift plates for the materials.
- 5) Teri Oestreich picked up the \$5,500 supply order completed through IFLS/MORE at the Indianhead office.
- 6) Kelly Kneisl, Youth Services field experience student, toured Technical Services on March 23. Kelly got a feel for the movement of materials through the Division, met staff and sat with each to get a demo of their routine duties; saw a couple of our new machines in action (buffer and doughnut-label maker) and enjoyed the beautiful view out the new windows.

- 7) Jean Nemitz entered all appropriations and allocations into MilAcq for the 2010 budget year.

### **MORE-Friendly Highlights:**

- 1) Catalogers, upon a request from MORE and in compliance with Library of Congress practice, will no longer be adding the subdivision "Biography" to a personal name subject heading. When copies of a biographical title come in, catalogers will now add a "935 tag ec BIOG" to the bib record. This note is not visible to the public, but can be used by Teri Oestreich, when adding duplicates, to identify whether the item needs a biography sticker on the spine.
- 2) Jean Nemitz, Jean Pickerign and Sharon Price visited IFLS for a demonstration of the newly MORE-purchased Innovative product, Inventory Express. This product, with one click, allows, a search of a specific title across several vendor websites, a check of the library catalog for duplicates, download of pricing and availability and information necessary to create a database order and bibliographic record, reducing a several-step process to just one step. No other libraries in MORE are using Inventory Express at this time. Technical Services is investigating its use as a search tool for replacement copies by Teri Oestreich. For several reasons, the decision was made by Acquisitions staff not to use this product for the regular ordering process.
- 3) Donna Swenson attended the OCLC Connexion training at MORE/IFLS on March 26 as consultant.

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

March was a busy month as YS staff worked to finalize details for the upcoming summer library program. Tasks included acquiring prize donations from local businesses for summer prizes, hiring performers for both the Wednesday and Thursday programs, creating the decorations that will go up June 1, designing all of the promotional materials (a main flyer and four reading folders) and making arrangements to have all of the materials printed. The theme for the 2010 summer library program is "Zoo-m into Reading," so we are looking forward to the transformation come June 1.

Alisha is responsible for acquiring many of the prizes for the reading program. We have generally been able to get at least 3 of the 4 prizes donated for the three younger folders, but over the last few years, the economy has taken a toll on our ability to get the prizes as easily as we once did. In large part, this is due to the huge number of prizes that need to be provided, especially for the 1st and 2nd prizes, which we give the most of. Alisha called Cold Stone Creamery to see if they would match the 10 coupons that they donated last year for the teen prize and the owner told her that his kids had participated in the reading program last year and absolutely loved it. He then proceeded to offer 1,200 coupons for the reading folder prize and 50 coupons for the teen prize! We took that as a good sign--both for the economy and our reading program!

Shelly was invited to read at Locust Lane Elementary on March 2 for their Read Across America celebration in honor of Dr. Seuss' birthday. The event was hosted by the Wisconsin Education Association Council. Several people from the community were invited to the

event and after the general assembly, went to individual classrooms to read a Dr. Seuss book to each class.

Youth Services offered an ACT Prep workshop on March 14. Ruth Harris, Director of the Northwest Reading Clinic, presented the program for more than 80 high school students who will be taking the exam in the near future.

Alisha attended an IFLS workshop entitled “Making the Library Welcoming After School and Always.” The first topic discussed at this workshop was the Wakanheza Project which discussed ways to make the library (or any public place) a welcoming place for all. Topics of discussion included treating customers of all ages with empathy and respect, abandoning our stereotypes and judgments, relationships with young adults, and deescalating stressful situations particularly in the case of parents with small children. After school programs for libraries with large after-school crowds and volunteer-run homework help centers were other topics discussed during the workshop.

Youth Services made a video in March to show at the upcoming 1st and 2nd grade Eau Claire Area School District visits in April and May. The video will give the students an inside look at the process that is involved from the time an item is ordered until it arrives in the hands of a customer. Dayna generously agreed to “star” in the video and she did an amazing job. We hope the students enjoy it! (Shelly will be showing the video as part of her staff update at the Library Board meeting.)

Youth Services hosted the March IFLS Youth Services Breakfast on March 19. IFLS has been holding these idea-swap sessions each month at a different IFLS library. The first half of the discussion focuses on a particular topic and the second half is for staff to bring an idea or concern that they would like to get input on from the group. The March topic was music in storytime.

Jessi held a project night on March 22 which featured 4 projects for educators. Once the program is over, the projects are displayed in the Resource Room so other interested educators can benefit from the great ideas.

Youth Services offered a Family Game Night on March 25. Several board and card games were put out so families could pick one up and play throughout the room. The Wii was also set up in the program room with Hasbro Family Game Night II, which was a big hit.

Artwork from several Eau Claire public schools was on display during the month of March.

### **Circulation**

The Circulation Assistants that work primarily at the Circulation Desk coordinated a March 4 meeting to review the new Circulation Desk set-up and procedures and how this flow was working (or not working). A task list was created to improve customer service at the desk, as well as traffic flow concerns at the end of the checkout counter. The following critical ideas will be carried out by the end of April:

- Queue line for customers/window closed signs (to help customers get assistance in a first come/first serve order and cause less confusion)
- Separation of end circulation counter into sections that customers are “assigned” verbally when done with check-out.
- Possible small table at end of counter to allow a more height-advantaged shelf to set book bags or plastic bags when loading their items (customers use the space to the side at this time causing congestion as there is no other alternative).
- Professional signage above “returns slot” (customers miss the slots and walk in with the items, usually setting of the detection gates).
- Use of foam and padding to better insulate the return drop bins. Although damage to DVDs and music CDs placed in these drops is extremely rare, customers sometimes don’t feel comfortable placing the items in the slot. By having added padding, we can encourage customers that the items will be safe to return at these locations.

Laura Miller has been working with Shelly Collins-Fuerbringer preparing for the upcoming school visits by all Eau Claire 1st and 2nd graders in April and May. With close to 1,400 students visiting, it is crucial that the coordination of library card applications and subsequent checkout activity during those visits be successful. A letter was sent home with the children and Circulation staff is available to provide parents with the status of their child’s library card. In addition, Circulation will create new library cards for those students who do not currently have an active one.

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

The opening reception for ArtsWest 31, the library’s annual juried art exhibit, was held March 4. PRPS staff members set up refreshments, printed and assembled program brochures, took photos, recorded video, set up sound equipment, coordinated volunteers and were on hand at the event. Bess Arneson, Melany Bartig and Larry Nickel attended an IFLS workshop on writing news releases and working with media representatives. Bess and Melany set up a Facebook page for the library.

Other activities included:

#### **Larry Nickel**

- Ordered signs for the library’s new tobacco use policy.
- Worked on the layout and editing of the library’s 2009 annual report brochure.
- Reviewed the printer’s “proof” of the library history.
- Designed a program advertisement published in Volume One magazine.
- Began a new layout and design for library directory maps.

Regular tasks included: Adjusting the editing and layout for the website edition of the newsletter; writing and editing several news releases; creating website homepage banners, book drop signs; and PowerPoint slides for the PR monitor; and purchasing supplies and equipment as needed.



### **Melany Bartig**

- Printed ArtsWest award certificates.
- Set up and worked at ArtsWest opening reception
- Created and printed “The Trumpet and Sax in Jazz History.”
- Set up “Jazz” display in new book area.
- Created and printed “Abraham Lincoln: The Assassination and Aftermath.”
- Created and printed flyer for Anders Shafer “Elegy to the Twentieth Century.”

Regular tasks included: Creating the layout for and distributing the monthly newsletter; assisting with set up for library programs, coordinating art show arrangements and purchasing programming refreshments and supplies.

### **Kris Jarocki**

- Typed labels and the price list and folded flyers for an art show.
- Assembled additional programs for revised the entry records spreadsheet for the ArtsWest show.
- Scanned photos.
- Updated and printed a new Home Delivery schedule.
- Downloaded pictures and produced slide show of the ArtsWest 31 exhibit.
- Printed and folded new customer brochures and cut forms for Circulation.
- Made shelf labels for a new newspaper and magazine.
- Tallied and distributed questionnaire responses for two March library programs.
- Completed paperwork for and communicated with display case customers.
- Added photos of new employees to the Library Web Directory.

Regular tasks included: Maintaining the literature racks and bulletin boards throughout the library, sending library news releases via e-mail, adding library events to community calendar websites and the library website calendar, updating mailing and e-mailing lists, reformatting the newsletter for the website edition, scanning and downloading photos, creating and laminating signs and printing and folding library newsletters and flyers.

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

In addition to daily tasks, IT staff completed 42 IT Help requests for a wide range of issues. Additional highlights by staff member included:

### **Kris Nickel**

- Completed installation of 12 new Discovery station PCs in the Youth Services area; rebuilt the replaced PCs as public Internet PCs and deployed.
- Prepared the oldest 12 PCs for donation to IFLS for distribution to other libraries.
- Attended the first of three Supervisory Management training courses offered by UWEC Continuing Education. The final result will be a Supervisory Management certificate.
- Worked with Chris Dahlke from Heartland Business Systems to address sporadic problems with the wireless VoIP phones.

- Began cross training Jeff Burns in a number of technician-related areas.
- Investigated upgrade options for our Internet filtering options.

### **Jeff Burns**

For LEPMPL:

- Configured Facebook integration with our website.
- Continued working on Clear Vision website.
- Edited and published monthly newsletter.
- Added new music videos to Teens website and new video on the main website for ArtsWest31.
- Cross trained with Kris (network/PCs).
- Troubleshoot remote access database issues (Novelist).
- Added new donations and memorials section to website.
- Created software to allow end users to upload images to obituary database.
- Continued working on a new version of LEPMPL website.

For MORE (as part of our Host Agency agreement):

- Removed patron registration software from website.
- Tested new MARC record display features on the test port.
- Added new list items to featured lists.
- Finished integration of Spanish OPAC on production port.

### **Jolene Krimpelbein**

- Addressed printing issues on pickup notifications.
- Changed the patron template for circulation.
- Removed location codes "ecjgn" and "ecjgu" from the system per Sharon Price.
- Resolved the issue of the Telrenew line being down.
- Contacted a customer about them not being able to use "add to list" feature for playaways.
- Resolved the issue of strange overrides.
- Addressed teleforms making calls when there is no item to pickup.

### **Reference Services (RS)**

Renee Ponzio worked on several ongoing projects in March. She continued working on her portion of "Customer Rights and Responsibilities" in order to get ready for the staff development day on May 6. The digitization of special collection materials project entails looking at materials to see what would be suitable for inclusion by looking at condition, number of pages, number of photos and/or graphics, height/width of material, etc. for each item being considered.

Cindy Westphal created six Club Read lists for this year's adult summer reading program: Mystery Characters (Authors A-L), Mystery Characters (Authors M-Z), Travel By Book, Most Borrowed Fiction Titles of 2009 (From MORE Libraries) and If You Like the Heart-

Tugging Novels of Nicholas Sparks and Classic Crime. Cindy assisted Theresa Boetcher in organizing the Boundary Waters Maps so they are now available for checkout. The maps are now located in a file cabinet in the microlab in the Reference area of the library. Theresa labeled the drawers and requested signage for the maps. Cindy attended two webinars during March: "Patron Assistance: Become an OverDrive Download Library Specialist" and "Powespeak Languages;" proctored 10 exams for students taking online or long-distance courses; and updated two information guides, both in print and on the library's website, NetLibrary and Recycling.

Offering e-mail genealogy assistance, Reference staff looked up obituary requests, scanned obituaries and then sent these requests to customers all over the United States. During March, 98 obituaries were processed and sent electronically.

Theresa made up binders to house the "to be" bound in the future items for the Wisconsin Genealogical Society Newsletter and the Bottom Line so that they would be available for use by the public in the mean time. She also reorganized the auto repair area in Reference which had fallen into disarray since the renovation. Theresa continues to work with the Community Information Database and statistics for the month of March were 83 records changed and updated; 3 new records added and 4 records deleted. In addition, Theresa worked on reports of catalog items that have been withdrawn or are missing for Bess Arneson and John Stoneberg--looking up number of records for these items and what formats are owned. Theresa submitted 25 ILL requests for customers. Theresa and David Dial continue with the video project for John to find if LEPMPL has a copy of an owned video in DVD format also. 1,305 of 2,340 records have been done so far. Theresa worked with Teri Oestreich in Technical Services with a number of items from or going to Special Collections including correct labeling and packaging.

Isa Small helped a customer calling from China, she is an Eau Claire native using Skype (an online program used to make video and/or voice calls). She wanted information on buying an RV when she and her husband return to the country in the summer. She wanted information on which year they first made the specific model she was looking for and what the depreciation rate was over the last few years. Isa was able to help her determine that information using the NADA Recreational Appraisal Guide. Isa also handled a question from a local student regarding the library's accommodations for the deaf and hearing impaired. Isa mentioned that the Eau Claire room is set up to work with hearing devices. Isa then referred the customer to John and he pointed out the TDD machine and mentioned some of the programs the library had in the 1980s. He also commented that technological advances (closed captioning, email and texting) have decreased the need for specialized accommodations. Isa also worked on a Home Delivery project for Kathy Herfel. She changed each of the customer's hold notifications to "email" to eliminate printed notifications Kathy had been receiving.

Renee has asked Reference staff to download an audiobook from overdrive to be able to help customers with questions.

### **Home Delivery**

The Home Delivery customer total is 194. One individual was added in March and two customers were removed from the program. Kathy delivered library materials on the van route one week and accompanied the new van driver Kathy Weldon as she delivered two other times.

Kathy Herfel coordinated a genealogy open lab with a focus on the U.S. Census. Thirteen people attended this session in the microlab on March 17. Reminiscing with the Library at Heatherwood was attended by eight residents. The book Kathy read from and which generated a lot of discussion was Having Our Say: the Delany Sisters' First Hundred Years. Kathy staffed the Home Delivery table at Senior American's Day on March 30. Two Friends of the Library members assisted in the morning. Friends also donated a book bag for a door prize. Kathy gave some tips and tricks at the Reference staff meeting on March 31 to help find obituaries in the Obituary Database.

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

There were several vacations that needed to be covered. Kris MacCallum from Circulation was trained in HRS doing paging slips and courier to help out. Amy Marsh and Becky Ford handled several multiple holds requests. Item level holds needed to be placed through Mil Circ when a customer needs several copies of the same item. We then track to make sure the items are coming/arrive.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**2010 YTD BUDGET REPORT - Operating**  
**For the Period Ended March 31, 2010**

OBJ #	ACCOUNT NAME	2010 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
4002	General Property Tax-City	\$ 2,793,400.00	\$ -	\$ -	\$ 2,793,400.00	0.0%
4009	Prop Tax-Post 2005 Debt	40,100.00	-	-	40,100.00	0.0%
4128	Federal Aid-Other	2,000.00	-	-	2,000.00	0.0%
4330	Library Fines & Miscellaneous Revenue	120,000.00	25,970.77	-	94,029.23	21.6%
4398	Other Penalties (Collection Agency)	2,200.00	470.00	-	1,730.00	21.4%
4451	Electronic Copy Revenue	2,400.00	651.76	-	1,748.24	27.2%
4452	Copier Revenue	2,800.00	837.62	-	1,962.38	29.9%
4602	Service to Eau Claire County	533,300.00	266,482.00	-	266,818.00	50.0%
4608	Indianhead Library System	118,900.00	-	88,681.72	30,218.28	74.6%
4672	Service Charge-Other (Fairchild)	2,200.00	-	550.00	1,650.00	25.0%
4798	Misc Service Revenues (Act 150)	235,400.00	235,394.43	-	5.57	100.0%
4834	Book Bag Sales	200.00	27.08	-	172.92	13.5%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	1,619.80	-	14,380.20	10.1%
4852	Misc Reimbursements-Lost Items	15,000.00	3,183.58	-	11,816.42	21.2%
4853	Energy Improvement Rebate	-	-	-	-	n/a
4858	Refund of Prior Years Expense	-	1,175.00	-	(1,175.00)	n/a
4898	Miscellaneous Revenue	5,000.00	1,296.41	-	3,703.59	25.9%
5152	Sale of Capital Assets	200.00	-	-	200.00	0.0%
		<u>\$ 3,904,100.00</u>	<u>\$ 537,108.45</u>	<u>\$ 89,231.72</u>	<u>\$ 3,277,759.83</u>	16.0%
5590	Fund Balance Used for CIP	-	-	-	-	n/a
5580	Working Capital Applied	64,500.00	-	-	64,500.00	0.0%
	<b>TOTAL REVENUE</b>	<u><u>\$ 3,968,600.00</u></u>	<u><u>\$ 537,108.45</u></u>	<u><u>\$ 89,231.72</u></u>	<u><u>\$ 3,342,259.83</u></u>	15.8%

OBJ #	ACCOUNT NAME	2010 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
	<b>PUBLIC LIBRARY EXPENDITURE</b>					
6010	Payroll Wages	\$ 1,720,400.00	\$ 384,007.78		\$ 1,336,392.22	22.3%
6020	P/R Overtime	-	-		-	n/a
6030	Special Pays	31,400.00	415.20		30,984.80	1.3%
6040	Employer Paid Benefits	325,100.00	69,784.56		255,315.44	21.5%
6043	Health insurance-Employer	383,000.00	75,244.14		307,755.86	19.6%
6047	Health insurance Deductible	38,000.00	2,596.62		35,403.38	6.8%
6108	Unemployment Compensation	17,600.00	363.00		17,237.00	2.1%
6110	Postage & Shipping	22,000.00	2,629.89		19,370.11	12.0%
6112	Computer Service Charges	113,100.00	83,174.95		29,925.05	73.5%
6116	Binding	1,000.00	1,054.56		(54.56)	105.5%
6120	Auditing	2,500.00	153.75		2,346.25	6.2%
6122	Cataloging	34,400.00	550.00		33,850.00	1.6%
6128	Repairs to Tools & Equip	6,300.00	994.00		5,306.00	15.8%
6138	Equipment Rental	7,400.00	900.00	359.78	6,140.22	17.0%
6150	Special Services	56,700.00	3,760.00		52,940.00	6.6%
6160	Staff Training/Conference	22,000.00	4,252.51		17,747.49	19.3%
6162	Membership Dues	3,700.00	435.00		3,265.00	11.8%
6198	Miscellaneous Contractual	68,400.00	8,748.11	20,010.00	39,641.89	42.0%
6202	Electricity	75,100.00	10,950.68		64,149.32	14.6%
6208	Gas Service	20,000.00	10,628.18		9,371.82	53.1%
6210	Telephones	10,000.00	2,382.80		7,617.20	23.8%
6252	Water Service	2,000.00	323.07		1,676.93	16.2%
6254	Sewer Service	2,200.00	302.74		1,897.26	13.8%
6308	Special Assessments	600.00	694.81		(94.81)	115.8%
6350	Liability & Property Insurance	31,000.00	5,166.66		25,833.34	16.7%
6398	Insurance Claims Reimbursement	-	-		-	n/a
6402	Office, AV, Library Supplies	79,700.00	10,652.73	10,843.57	58,203.70	27.0%
6410	Periodicals	19,300.00	3,199.52		16,100.48	16.6%
6411	Pamphlets	200.00	-		200.00	0.0%
6412	Books-Adult	186,900.00	32,859.95		154,040.05	17.6%
6413	Books-Juvenile	75,800.00	10,317.54		65,482.46	13.6%
6414	Non-print Materials	61,800.00	15,066.11		46,733.89	24.4%
6415	Lost/Damaged Collection Materials	15,000.00	2,462.76		12,537.24	16.4%
6490	Equipment Purchases < \$5000	78,500.00	23,352.49		55,147.51	29.7%
6495	Grant Expenditures	15,000.00	-		15,000.00	0.0%
6496	Gift Expenditures	16,000.00	3,768.99	4,133.25	8,097.76	49.4%
6498	Other Materials & Supplies	4,400.00	196.68		4,203.32	4.5%
6790	Refunds & Reimbursements	10,400.00	-		10,400.00	0.0%
6802	Capital Purchases	8,000.00	-		8,000.00	0.0%
7020	Transfer to Debt Service	40,100.00	-		40,100.00	0.0%
7044	Transfer to Library Capital Projects	106,000.00	106,000.00		-	100.0%
		\$ 3,711,000.00	\$ 877,389.78	\$ 35,346.60	\$ 2,798,263.62	24.6%

OBJ #	ACCOUNT NAME	2010 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
	<b>LIB BLDG MAINTENANCE EXPENDITURE</b>					
6010	Payroll Wages	\$ 127,800.00	\$ 21,585.77		\$ 106,214.23	16.9%
6020	Payroll Overtime	16,900.00	2,036.56		14,863.44	12.1%
6030	Special Pays	1,300.00	20.22		1,279.78	1.6%
6040	Employer Paid Benefits	26,300.00	4,244.75		22,055.25	16.1%
6043	Health Ins (ER)	41,100.00	6,938.27		34,161.73	16.9%
6047	Health Insurance Deductible	2,700.00	450.00		2,250.00	16.7%
6128	Repairs to Tools & Equipment	200.00	-		200.00	0.0%
6130	Repairs to Buildings	20,600.00	4,962.99	3,976.11	11,660.90	43.4%
6138	Equipment Rental	100.00	-		100.00	0.0%
6144	Laundry & Dry Cleaning	200.00	-		200.00	n/a
6150	Special Services	8,300.00	1,609.77	4,977.02	1,713.21	79.4%
6214	Garbage Service	2,100.00	748.68		1,351.32	35.7%
6256	Stormwater Charges	400.00	218.01		181.99	54.5%
6340	Implementation Reserves	400.00	-		400.00	n/a
6460	Repair Part & Supplies	1,100.00	-		1,100.00	0.0%
6464	Building Materials & Janitorial Supplies	8,100.00	1,380.25	514.08	6,205.67	23.4%
		<u>\$ 257,600.00</u>	<u>\$ 44,195.27</u>	<u>\$ 9,467.21</u>	<u>\$ 203,937.52</u>	<u>20.8%</u>
	<b>TOTAL EXPENSES</b>	<u><u>\$ 3,968,600.00</u></u>	<u><u>\$ 921,585.05</u></u>	<u><u>\$ 44,813.81</u></u>	<u><u>\$ 3,002,201.14</u></u>	<u><u>24.4%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**LTD CAPITAL IMPROVEMENT BUDGET REPORT**  
For the Period Ended March 31, 2010

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>LIBRARY CIP FUND - REVENUE</b>						
4802	Interest-Pooled Investments	\$ -	\$ 207,650.00	\$ -	\$ (207,650.00)	
5114	Tsf from Library	\$ -	\$ 1,833,900.00	\$ -	\$ (1,833,900.00)	
		<u>\$ -</u>	<u>\$ 2,041,550.00</u>	<u>\$ -</u>	<u>\$ (2,041,550.00)</u>	
<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	\$ 967,737.55	\$ -	\$ 56,362.45	94.5%
<b>LIBRARY BUILDING EXPANSION</b>						
4178	State Aid-Bldg Commission Grant	\$ -	\$ 125,000.00	\$ -	\$ (125,000.00)	
4818	Other Interest	\$ 23,600.00	\$ 46,317.43	\$ -	\$ (22,717.43)	
4850	Gifts & Donation	\$ 1,020,700.00	\$ 975,103.48	\$ -	\$ 45,596.52	
4852	Misc Reimbursements & Refund	\$ 1,200.00	\$ 35,177.00	\$ -	\$ (33,977.00)	
5590	Fund Balance Used for CIP	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00	
	Total Revenue	<u>\$ 1,745,500.00</u>	<u>\$ 1,181,597.91</u>	<u>\$ -</u>	<u>\$ 563,902.09</u>	
6010	P/R Wages	\$ -	\$ 30,730.26	\$ -	\$ (30,730.26)	
6040	Benefits	\$ -	\$ 3,835.37	\$ -	\$ (3,835.37)	
6810	Capital Costs	\$ 1,745,500.00	\$ 1,520,584.97	\$ 46,469.26	\$ 178,445.77	
	Total Expense	<u>\$ 1,745,500.00</u>	<u>\$ 1,555,150.60</u>	<u>\$ 46,469.26</u>	<u>\$ 143,880.14</u>	89.1%
<b>LIBRARY BLDG IMPROVEMENT</b>						
6810	Capital Costs (2007-2010)	<u>\$ 675,800.00</u>	<u>\$ 103,616.33</u>	<u>\$ 165.00</u>	<u>\$ 572,018.67</u>	15.4%
<b>TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE</b>		<u><u>\$ 4,338,200.00</u></u>	<u><u>\$ 3,342,613.86</u></u>	<u><u>\$ 46,634.26</u></u>	<u><u>\$ 948,951.88</u></u>	



## Warrant Report for 022610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212260	NONPRINT	122370657454	\$4.98
AMAZON.COM CREDIT	212260	ADULT BKS	213864941458	\$5.48
AMAZON.COM CREDIT	212260	ADULT BKS	097823355646	\$9.73
AMAZON.COM CREDIT	212260	ADULT BKS	110248578235	\$10.48
AMAZON.COM CREDIT	212260	ADULT BKS	084034416566	\$10.99
AMAZON.COM CREDIT	212260	JUV BKS	025449189272	\$11.66
AMAZON.COM CREDIT	212260	ADULT BKS	092162364709	\$12.99
AMAZON.COM CREDIT	212260	NONPRINT	038513019875	\$14.61
AMAZON.COM CREDIT	212260	BKMRKS	009787614523	\$15.97
AMAZON.COM CREDIT	212260	JUV BKS	164945204383	\$16.89
AMAZON.COM CREDIT	212260	NONPRINT	288362809863	\$17.99
AMAZON.COM CREDIT	212260	NONPRINT	038514608340	\$19.12
AMAZON.COM CREDIT	212260	JUV BKS	164940632292	\$19.77
AMAZON.COM CREDIT	212260	NONPRINT	208031975663	\$19.99
AMAZON.COM CREDIT	212260	NONPRINT	206001932311	\$26.87
AMAZON.COM CREDIT	212260	NONPRINT	208038156440	\$27.09
AMAZON.COM CREDIT	212260	NONPRINT	143381818517	\$27.76
AMAZON.COM CREDIT	212260	ADULT BKS	107406024747	\$31.19
AMAZON.COM CREDIT	212260	ADULT BKS NONPRINT	288363366982	\$65.61
AMAZON.COM CREDIT	212260	NONPRINT	126739223510	\$88.86
AMAZON.COM CREDIT	212260	NONPRINT	038517842698	\$104.94
AMAZON.COM CREDIT	212260	NONPRINT	288364471546	\$107.45
AMAZON.COM CREDIT	212260	NONPRINT L&D ADULT BKS	098340974463	\$116.74
AMAZON.COM CREDIT	212260	NONPRINT	038515983302	\$149.52
AT&T	212261	FEB-MAR EC/TRS/MORE	NONE1009L	\$288.21
AT&T	212262	PHONEBK LISTINGS	NONE1009	\$57.50
BAKER & TAYLOR INC	212263	NONPRINT	113399773	\$9.35
BAKER & TAYLOR INC	212263	NONPRINT	113498221	\$10.79
BAKER & TAYLOR INC	212263	NONPRINT	113171681	\$11.88
BAKER & TAYLOR INC	212263	NONPRINT	113399774	\$11.88
BAKER & TAYLOR INC	212263	NONPRINT	113399781	\$11.88
BAKER & TAYLOR INC	212263	NONPRINT	112975721	\$12.73
BAKER & TAYLOR INC	212263	L&D NONPRINT	113399780	\$14.23
BAKER & TAYLOR INC	212263	NONPRINT	113096831	\$14.23
BAKER & TAYLOR INC	212263	NONPRINT	113096832	\$14.23
BAKER & TAYLOR INC	212263	NONPRINT	113171682	\$14.23

## Warrant Report for 022610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212263	NONPRINT	I12944131	\$14.39
BAKER & TAYLOR INC	212263	NONPRINT	I13399771	\$17.97
BAKER & TAYLOR INC	212263	NONPRINT	I12975722	\$18.73
BAKER & TAYLOR INC	212263	NONPRINT	I13096830	\$19.43
BAKER & TAYLOR INC	212263	NONPRINT	I13159950	\$28.78
BAKER & TAYLOR INC	212263	NONPRINT	I13399772	\$57.51
BAKER & TAYLOR INC	212263	NONPRINT	I12944130	\$60.42
BAKER & TAYLOR INC	212263	NONPRINT	I13171680	\$119.43
BAKER & TAYLOR INC	212263	NONPRINT	I13498220	\$146.37
BAKER & TAYLOR INC	212263	L&D NONPRINT NONPRINT	I13399770	\$176.88
BAKER & TAYLOR INC	212263	JUV BKS NONPRINT	2024295712	\$224.31
BAKER & TAYLOR INC	212263	JUV BKS	2024280225	\$266.31
BAKER & TAYLOR INC	212263	ADULT BKS	2024279069	\$293.20
BAKER & TAYLOR INC	212263	ADULT BKS	2024287250	\$369.20
BAKER & TAYLOR INC	212263	JUV BKS	2024279088	\$526.46
BAKER & TAYLOR INC	212263	ADULT BKS GIFT BKMRKS	2024292767	\$623.73
BAKER & TAYLOR INC	212263	NONPRINT	I12975720	\$1,144.09
BOOK WHOLESALERS INC	212264	JUV BKS	115106C	\$20.38
BOOK WHOLESALERS INC	212264	ADULT BKS L&D JUV BKS	113860C	\$69.95
BOOK WHOLESALERS INC	212264	JUV BKS	116643C	\$102.02
CADOTT PUBLIC LIBRARY	212265	LOST ITEM RFND-ADULT BK	LIBRFND1009	\$5.00
CDW-G CORPORATE OFFICE	212266	YS PRINTER RTND	RFL0477	\$-1,175.00
CDW-G CORPORATE OFFICE	212266	SUPPLIES	RQQ3409	\$1,671.82
CHIPPEWA FALLS PUBLIC LIBRARY	212267	LOST ITEM-YA BK	LIBRFND1009	\$9.50
CITY OF EAU CLAIRE	212268	EAP 1ST QTR	113078	\$324.00
CITY OF EAU CLAIRE	212268	VAN REPAIR/PARTS	113119	\$431.80
EO JOHNSON CO INC	212269	REF COPIER SVC MAR-MAY	CNIN398057	\$99.00
FLEET CREDIT CARD SERVICES	212270	SUPPLIES	NONE1009	\$74.46
FLEET CREDIT CARD SERVICES	212270	PLA AIR-SCF	NONE1009L	\$346.80
GAYLORD BROTHERS INC	212271	SUPPLIES	1390714	\$116.44
HUDSON PUBLIC LIBRARY	212272	LOST ITEM RFND-ADULT BK	LIBRFND1009	\$24.95
MARTINEZ, DYLAN B	212273	FRNDS ARTSWEST 2ND PRIZE	NONE1009	\$150.00
MOSEY, RACHEL A	212274	FRNDS ARTSWEST BEST PRIZE	NONE1009	\$300.00
PER MAR SECURITY SERVICES	212276	SEC SYS MONITOR MAR-MAY	475650	\$1,147.53
RECORDED BOOKS INC	212277	NONPRINT	4777244	\$27.67
RECORDED BOOKS INC	212277	GIFT BKMRKS	4762491	\$33.07

## Warrant Report for 022610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RECORDED BOOKS INC	212277	L&D NONPRINT	4735723	\$51.75
SUSAN PHELPS PEARSON	212275	FRNDS ARTSWEST 1ST PRIZE	NONE1009	\$200.00
TOYS SCRAP AND SALVAGE CORP	212278	CAP CAMP	12112	\$260.90
TRI-STATE BUSINESS MACHINES INC	212279	ADM COPIER FEB-MAR	171405	\$300.00
TRU LOCK AND SECURITY INC	212280	SUPPLIES	0520032014	\$16.00
TRU LOCK AND SECURITY INC	212280	SUPPLIES	0520031848	\$17.70
WOODVILLE PUBLIC LIBRARY	212281	LOST ITEM RFND-ADULT BK	LIBRFND 1009	\$35.00
				<hr/> <b>\$10,175.77</b> <hr/>

## Warrant Report for 030510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AFFORDABLE LIBRARY PRODUCTS	212282	SUPPLIES	921860	\$960.00
AMAZON.COM CREDIT	212283	ADULT BKS	123974811870	\$5.99
AMAZON.COM CREDIT	212283	JUV BKS	020517815846	\$7.95
AMAZON.COM CREDIT	212283	JUV BKS	283973154802	\$7.95
AMAZON.COM CREDIT	212283	NONPRINT	205600817098	\$7.98
AMAZON.COM CREDIT	212283	NONPRINT	095107415088	\$8.93
AMAZON.COM CREDIT	212283	NONPRINT	215769293314	\$11.99
AMAZON.COM CREDIT	212283	NONPRINT	283977598583	\$16.99
AMAZON.COM CREDIT	212283	NONPRINT	025448822676	\$17.99
AMAZON.COM CREDIT	212283	NONPRINT	283978032910	\$17.99
AMAZON.COM CREDIT	212283	ADULT BKS	084440174568	\$18.68
AMAZON.COM CREDIT	212283	NONPRINT	020518499675	\$19.99
AMAZON.COM CREDIT	212283	NONPRINT	282151853872	\$19.99
AMAZON.COM CREDIT	212283	ADULT BKS L&D ADULT BKS	205601833380	\$20.96
AMAZON.COM CREDIT	212283	JUV BKS	189025697331	\$25.93
AMAZON.COM CREDIT	212283	NONPRINT	208871736467	\$26.47
AMAZON.COM CREDIT	212283	ADULT BKS L&D ADULT BKS	199401053509	\$26.57
AMAZON.COM CREDIT	212283	L&D NONPRINT	191467811958	\$39.97
AMAZON.COM CREDIT	212283	JUV BKS	215761154835	\$43.48
AMAZON.COM CREDIT	212283	NONPRINT	193409392434	\$46.99
AMAZON.COM CREDIT	212283	ADULT BKS NONPRINT	084448078171	\$66.15
AMAZON.COM CREDIT	212283	L&D NONPRINT	195864743301	\$74.97
AMAZON.COM CREDIT	212283	NONPRINT	108699619793	\$83.98
AMAZON.COM CREDIT	212283	NONPRINT	193408831799	\$84.48
AMAZON.COM CREDIT	212283	ADULT BKS	193409889913	\$88.55
AMAZON.COM CREDIT	212283	NONPRINT JUV BKS	123977216949	\$91.87
AMAZON.COM CREDIT	212283	NONPRINT L&D ADULT BKS	111694300896	\$94.45
AMAZON.COM CREDIT	212283	ADULT BKS JUV BKS	208871630467	\$101.19
AMAZON.COM CREDIT	212283	NONPRINT	292019160396	\$124.75
AMAZON.COM CREDIT	212283	L&D NONPRINT NONPRINT	292018583210	\$190.82
AMAZON.COM CREDIT	212283	ADULT BKS	186583986680	\$1,160.99
AWARDS & MORE	212284	SUPPLIES	081308	\$43.96
BAKER & TAYLOR INC	212285	NONPRINT	113683151	\$8.48
BAKER & TAYLOR INC	212285	NONPRINT	V03151872	\$10.19
BAKER & TAYLOR INC	212285	NONPRINT	V03151870	\$10.78
BAKER & TAYLOR INC	212285	NONPRINT	114550581	\$10.79

## Warrant Report for 030510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212285	NONPRINT	V03151871	\$14.23
BAKER & TAYLOR INC	212285	NONPRINT	I13683152	\$14.36
BAKER & TAYLOR INC	212285	NONPRINT	I13683153	\$14.36
BAKER & TAYLOR INC	212285	NONPRINT	I14550582	\$14.39
BAKER & TAYLOR INC	212285	NONPRINT	I13969970	\$14.98
BAKER & TAYLOR INC	212285	NONPRINT	I13969975	\$17.99
BAKER & TAYLOR INC	212285	NONPRINT	I13969973	\$21.56
BAKER & TAYLOR INC	212285	NONPRINT	I14735070	\$21.56
BAKER & TAYLOR INC	212285	NONPRINT	I14858060	\$21.56
BAKER & TAYLOR INC	212285	NONPRINT	I13992490	\$21.58
BAKER & TAYLOR INC	212285	NONPRINT	I14550585	\$21.59
BAKER & TAYLOR INC	212285	NONPRINT	I13683150	\$24.49
BAKER & TAYLOR INC	212285	NONPRINT	I14550583	\$25.19
BAKER & TAYLOR INC	212285	NONPRINT	I13969974	\$35.92
BAKER & TAYLOR INC	212285	NONPRINT	I14550584	\$41.74
BAKER & TAYLOR INC	212285	ADULT BKS	2024314295	\$44.25
BAKER & TAYLOR INC	212285	NONPRINT	I13498230	\$48.47
BAKER & TAYLOR INC	212285	NONPRINT	I14285480	\$57.52
BAKER & TAYLOR INC	212285	NONPRINT	I14275761	\$64.74
BAKER & TAYLOR INC	212285	NONPRINT	I13969972	\$67.60
BAKER & TAYLOR INC	212285	L&D NONPRINT NONPRINT	I14550580	\$72.43
BAKER & TAYLOR INC	212285	ADULT BKS L&D ADULT BKS	2024347211	\$91.35
BAKER & TAYLOR INC	212285	NONPRINT	I14275760	\$93.55
BAKER & TAYLOR INC	212285	JUV BKS	2024337810	\$110.58
BAKER & TAYLOR INC	212285	JUV BKS	2024327771	\$111.60
BAKER & TAYLOR INC	212285	L&D JUV BKS JUV BKS	2024328941	\$132.24
BAKER & TAYLOR INC	212285	NONPRINT	I13969971	\$143.15
BAKER & TAYLOR INC	212285	JUV BKS ADULT BKS	2024340820	\$151.21
BAKER & TAYLOR INC	212285	JUV BKS NONPRINT	2024346093	\$159.73
BAKER & TAYLOR INC	212285	JUV BKS	2024324334	\$178.22
BAKER & TAYLOR INC	212285	JUV BKS	2024301791	\$183.96
BAKER & TAYLOR INC	212285	ADULT BKS	2024301244	\$265.66
BAKER & TAYLOR INC	212285	ADULT BKS NONPRINT	2024313590	\$266.21
BAKER & TAYLOR INC	212285	ADULT BKS	2024341969	\$286.25
BAKER & TAYLOR INC	212285	JUV BKS YS PRIZES	2024333046	\$291.90
BAKER & TAYLOR INC	212285	ADULT BKS	2024321355	\$402.00

## Warrant Report for 030510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212285	ADULT BKS	2024340881	\$429.11
BAKER & TAYLOR INC	212285	ADULT BKS L&D ADULT BKS	2024296749	\$467.59
BAKER & TAYLOR INC	212285	L&D ADULT BKS ADULT BKS	2024346039	\$548.20
BAKER & TAYLOR INC	212285	ADULT BKS GIFT BKMRKS	2024319301	\$670.83
BAKER & TAYLOR INC	212285	ADULT BKS GIFT BKMRKS	2024333607	\$1,231.95
BOOK WHOLESALERS INC	212286	JUV BKS	120542C	\$15.61
BOOK WHOLESALERS INC	212286	ADULT BKS JUV BKS	117401C	\$49.58
BOOK WHOLESALERS INC	212286	JUV BKS	121692C	\$65.40
BOOK WHOLESALERS INC	212286	JUV BKS	123231C	\$66.56
BOOK WHOLESALERS INC	212286	JUV BKS	119648C	\$125.97
BOOK WHOLESALERS INC	212286	JUV BKS L&D JUV BKS	122194C	\$187.86
BRODART INC	212288	SUPPLIES	105851	\$9.03
CDW-G CORPORATE OFFICE	212289	SUPPLIES	RSM7430	\$6.81
CDW-G CORPORATE OFFICE	212289	PRIZE	RSM6412	\$170.00
CDW-G CORPORATE OFFICE	212289	RPLCMNT PRINTERS	RRN3034	\$5,806.55
CHIPPEWA FALLS PUBLIC LIBRARY	212290	LOST ITEM RFND-JUV BK	LIBRFND1010	\$8.99
CITY OF EAU CLAIRE	212291	JAN VAN GAS SEC 125 PLAN	113129	\$3,616.34
HIGHSMITH COMPANY	212292	SUPPLIES	1014965257	\$47.15
HUDSON ELECTRIC INC	212293	RELOCATE RCPTCL,DATA JCK	7708	\$96.40
L&M MAIL SERVICES INC	212294	POSTAGE/MAIL FEE/PROC	20082	\$324.84
MARSHALL CAVENDISH	212295	JUV BKS	R836975	\$161.73
MEGA	212296	SPEC PROJ PLNG RFRSHMNTS	318541	\$17.75
MEGA	212296	SPEC PROJ PLNG RFRSHMNTS	318141	\$48.32
MIDWEST TAPE	212297	NONPRINT	2115431	\$15.19
MIDWEST TAPE	212297	NONPRINT	2109688	\$17.59
MIDWEST TAPE	212297	NONPRINT	2115428	\$35.18
MIDWEST TAPE	212297	NONPRINT	2115430	\$39.99
NICKEL, LARRY	212298	AV TV	NONE1010	\$539.99
NORTHWEST READING CLINIC LTD	212299	PROGRAM ACT TESTING	NONE1010	\$350.00
OPTO INTERNATIONAL	212300	YS DESK FREIGHT STTLEMNT	041210L	\$900.00
PHILLIPS PUBLIC LIBRARY	212301	LOST ITEM RFND-ADULT PRT	LIBRFND1010	\$5.00
PHILLIPS PUBLIC LIBRARY	212301	LOST ITEM RFND-JUV BK	LIBRFND1010	\$19.95
RECORDED BOOKS INC	212302	NONPRINT	4723450	\$33.07
RECORDED BOOKS INC	212302	L&D NONPRINT	4776985	\$86.35
ROPA, DANIEL J	212287	BOTTOM LINE	NONE1010	\$85.00
UW EAU CLAIRE	212303	SUPERVISION-NICKEL	NONE1010	\$1,125.00

## Warrant Report for 030510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
VALUE LINE PUBLISHING INC	212304	VL INVSTMNT SRVY SML/MID	NONE1010	\$269.00
VOLUME ONE MAGAZINE	212305	PROGRAM AD	NONE1010	\$89.25
ZC HORSES SERIES	212306	JUV BKS	1377	\$9.50
				<hr/> <b>\$24,939.94</b> <hr/>

## Warrant Report for 031210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ABINGDON PRESS	212307	ADULT BKS	V39100350101	\$35.91
ALIBRIS	212308	ADULT BKS	39871740	\$16.20
AMAZON.COM CREDIT	212309	ADULT BKS	199407167419	\$8.50
AMAZON.COM CREDIT	212309	L&D ADULT BKS	055671616009	\$19.41
AMAZON.COM CREDIT	212309	NONPRINT	277148156886	\$27.98
AMAZON.COM CREDIT	212309	NONPRINT	019929291102	\$36.99
AMAZON.COM CREDIT	212309	JUV BKS	070140846681	\$37.90
AMAZON.COM CREDIT	212309	NONPRINT	277146459409	\$46.99
AMAZON.COM CREDIT	212309	L&D ADULT BKS	055677060363	\$54.06
AT&T	212310	ADULT BKS	77385880	\$125.45
AT&T	212311	CELL PHONE JAN-FEB	NONE1011	\$45.63
BAKER & TAYLOR INC	212312	NONPRINT	I336124CM	\$-25.19
BAKER & TAYLOR INC	212312	JUV BKS	0001979722	\$-11.91
BAKER & TAYLOR INC	212312	ADULT BKS	0001979721	\$-11.19
BAKER & TAYLOR INC	212312	NONPRINT	V03630630	\$9.35
BAKER & TAYLOR INC	212312	NONPRINT	I14963590	\$12.73
BAKER & TAYLOR INC	212312	NONPRINT	I15149680	\$14.98
BAKER & TAYLOR INC	212312	NONPRINT	I15149681	\$17.97
BAKER & TAYLOR INC	212312	NONPRINT	I14847390	\$18.70
BAKER & TAYLOR INC	212312	ADULT BKS	2024362106	\$23.74
BAKER & TAYLOR INC	212312	NONPRINT	I14963580	\$30.19
BAKER & TAYLOR INC	212312	NONPRINT	I151496383	\$43.15
BAKER & TAYLOR INC	212312	ADULT BKS	5010629630	\$47.57
BAKER & TAYLOR INC	212312	ADULT BKS	5010656091	\$51.00
BAKER & TAYLOR INC	212312	NONPRINT	I15149685	\$64.77
BAKER & TAYLOR INC	212312	JUV BKS NONPRINT	2024383231	\$83.98
BAKER & TAYLOR INC	212312	NONPRINT	I15149684	\$106.42
BAKER & TAYLOR INC	212312	NONPRINT	I15149682	\$125.10
BAKER & TAYLOR INC	212312	JUV BKS NONPRINT	2024360681	\$132.79
BAKER & TAYLOR INC	212312	ADULT BKS	2024301793	\$140.97
BAKER & TAYLOR INC	212312	JUV BKS L&D JUV BKS	2024333704	\$208.72
BAKER & TAYLOR INC	212312	NONPRINT JUV BKS	2024382773	\$211.76
BAKER & TAYLOR INC	212312	ADULT BKS	2024368227	\$218.36
BAKER & TAYLOR INC	212312	NONPRINT	I15149686	\$240.27
BAKER & TAYLOR INC	212312	ADULT BKS GIFT BKMRKS	2024382872	\$243.87
BAKER & TAYLOR INC	212312	ADULT BKS L&D ADULT BKS	2024351357	\$257.57



## Warrant Report for 031210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212312	ADULT BKS NONPRINT	2024355760	\$393.40
BAKER & TAYLOR INC	212312	ADULT BKS	2024360682	\$457.02
BAKER & TAYLOR INC	212312	ADULT BKS	2024373236	\$472.33
BAKER & TAYLOR INC	212312	ADULT BKS	2024359758	\$638.48
BAKER & TAYLOR INC	212312	ADULT BKS	2024367473	\$702.47
BAKER & TAYLOR INC	212312	JUV BKS NONPRINT	2024356053	\$704.41
BAKER & TAYLOR INC	212312	ADULT BKS	2024378367	\$755.60
BOOK WHOLESALERS INC	212313	YS PRIZES/INCENTIVES	125271C	\$77.85
BOOK WHOLESALERS INC	212313	JUV BKS	113015C	\$123.95
BRILLIANCE AUDIO INC	212314	NONPRINT	IN0535785	\$234.20
BRILLIANCE AUDIO INC	212314	NONPRINT	IN0535783	\$256.20
DELL MARKETING L P	212315	REPLACEMENT PCS	XDNC92N11	\$3,449.88
DELL MARKETING L P	212315	REPLACEMENT PCS	XDN8PRWT4	\$12,458.64
DURBIN, WILLIAM	212316	SPEAKER TRUTH IN FICTION	NONE1011	\$200.00
ELLISON EDUCATIONAL EQUIPMENT I	212317	SUPPLIES	2560397	\$135.68
GALE RESEARCH INC	212318	ADULT BKS	16654964	\$23.97
GALE RESEARCH INC	212318	ADULT BKS	16678593	\$28.88
GALE RESEARCH INC	212318	ADULT BKS	16680909	\$38.38
GALE RESEARCH INC	212318	ADULT BKS	16671889	\$44.93
GALE RESEARCH INC	212318	ADULT BKS	16652761	\$46.43
GALE RESEARCH INC	212318	ADULT BKS	16672721	\$46.43
GALE RESEARCH INC	212318	ADULT BKS	16673084	\$47.93
GALE RESEARCH INC	212318	ADULT BKS	16668473	\$58.40
GALE RESEARCH INC	212318	ADULT BKS	16669274	\$62.28
GALE RESEARCH INC	212318	ADULT BKS	16665075	\$70.40
GALE RESEARCH INC	212318	ADULT BKS	16668936	\$70.40
GALE RESEARCH INC	212318	ADULT BKS	16672610	\$89.86
GALE RESEARCH INC	212318	ADULT BKS	16669786	\$93.58
GALE RESEARCH INC	212318	ADULT BKS	16651146	\$96.61
GALE RESEARCH INC	212318	ADULT BKS	16653021	\$117.66
GALE RESEARCH INC	212318	ADULT BKS	16675184	\$130.47
GALE RESEARCH INC	212318	ADULT BKS	16658841	\$175.26
GROUP HEALTH CO-OP	212319	COBRA/RETIREES APRIL	NONE1011L	\$3,422.01
GROUP HEALTH CO-OP	212319	ACTIVES APRIL	NONE1011	\$27,631.37
INFO USA MARKETING INC	212320	ADULT BKS	1024004628	\$620.00
KNUTSON, ALYSSA	212321	LOST ITEM RFND LESS FINE	LIBRNF1011	\$20.95

## Warrant Report for 031210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
LOGISTECH INC	212322	ADULT BKS	126252	\$75.11
LOGISTECH INC	212322	ADULT BKS	126513	\$168.53
MARSHALL CAVENDISH	212323	JUV BKS	R838479	\$107.82
MINNESOTA MUTUAL LIFE INS	212324	APRIL	NONE1011	\$1,094.48
NATIONAL REGISTER PUB CO	212325	ADULT BKS	1004550	\$306.10
RANDOM HOUSE INC	212326	NONPRINT	1088294531	\$30.40
RECORDED BOOKS INC	212327	NONPRINT	4777768	\$69.97
RECORDED BOOKS INC	212327	NONPRINT	4777771	\$83.47
RECORDED BOOKS INC	212327	NONPRINT	4800749	\$175.02
SCHOLASTIC INC	212328	JUV BKS	11333064	\$202.80
TANTOR MEDIA	212329	NONPRINT	30612	\$77.98
TIBBETS UPHOLSTERY	212330	REUPHOLSTERING	NONE1011	\$1,785.00
WORDSMITH PRESS	212331	NONPRINT	1610	\$22.97
WT COX SUBSCRIPTIONS	212332	50	397827	\$2,800.52
				<hr/> <b>\$63,707.17</b> <hr/>

## Warrant Report for 031910L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212333	JUV BKS	072901549640	\$8.69
AMAZON.COM CREDIT	212333	ADULT BKS	786404977328	\$23.10
AMAZON.COM CREDIT	212333	JUV BKS ADULT BKS	072909690743	\$32.91
AMAZON.COM CREDIT	212333	NONPRINT	282152463489	\$35.98
AMAZON.COM CREDIT	212333	ADULT BKS NONPRINT	005221938053	\$38.19
AMAZON.COM CREDIT	212333	L&D NONPRINT	216388344414	\$46.65
AMAZON.COM CREDIT	212333	L&D ADULT BKS	073272353980	\$49.72
AMAZON.COM CREDIT	212333	JUV BKS	072901468532	\$54.53
AMAZON.COM CREDIT	212333	NONPRINT ADULT BKS	100922097953	\$129.02
AT&T	212334	PHONE BOOK LISTINGS	NONE1012	\$57.50
BADGERLAND PRINTING USA INC	212335	SUPPLIES	00022561	\$45.00
BAKER & TAYLOR INC	212336	NONPRINT	I15245930	\$11.88
BAKER & TAYLOR INC	212336	NONPRINT	I15270711	\$12.73
BAKER & TAYLOR INC	212336	NONPRINT	I15721000	\$12.73
BAKER & TAYLOR INC	212336	NONPRINT	I15912540	\$12.73
BAKER & TAYLOR INC	212336	NONPRINT	I15468980	\$13.48
BAKER & TAYLOR INC	212336	NONPRINT	I15350271	\$14.23
BAKER & TAYLOR INC	212336	NONPRINT	I15350270	\$14.98
BAKER & TAYLOR INC	212336	L&D NONPRINT	I15270710	\$16.48
BAKER & TAYLOR INC	212336	NONPRINT	I15828570	\$35.64
BAKER & TAYLOR INC	212336	NONPRINT	I15541300	\$43.12
BAKER & TAYLOR INC	212336	NONPRINT	I15468981	\$43.38
BAKER & TAYLOR INC	212336	NONPRINT	I15721002	\$49.61
BAKER & TAYLOR INC	212336	NONPRINT	I15721001	\$66.23
BAKER & TAYLOR INC	212336	JUV BKS GIFT-ERNST	2024403804	\$76.76
BAKER & TAYLOR INC	212336	ADULT BKS L&D ADULT BKS	2024388162	\$149.12
BAKER & TAYLOR INC	212336	NONPRINT	I15721003	\$207.26
BAKER & TAYLOR INC	212336	NONPRINT	I15912541	\$236.10
BAKER & TAYLOR INC	212336	JUV BKS GIFT BKMRKS	2024387732	\$291.55
BAKER & TAYLOR INC	212336	JUV BKS NONPRINT	2024378584	\$548.27
BAKER & TAYLOR INC	212336	ADULT BKS GIFT BKMRKS	2024387738	\$599.47
BAKER & TAYLOR INC	212336	JUV BKS GIFT-ERNST	2024395806	\$650.58
BOOK WHOLESALERS INC	212337	JUV BKS	129300C	\$7.77
BOOK WHOLESALERS INC	212337	JUV BKS	127685C	\$33.12
BOOK WHOLESALERS INC	212337	JUV BKS	130702C	\$40.79
BOOK WHOLESALERS INC	212337	JUV BKS	126152C	\$57.14

## Warrant Report for 031910L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BRODART INC	212338	SUPPLIES	107806	\$50.49
C A FRIDAY MEMORIAL LIBRARY	212339	SUPPLIES	NONE1012	\$504.00
COMMEMORATIVE PUBLICATIONS	212340	ADULT BKS	2553	\$69.50
DEMCO INC	212341	SUPPLIES	3811054	\$22.28
DICK DAVIS DIGEST	212342	DICK DAVIS DIGEST	NONE1012	\$129.00
EAU CLAIRE GARDEN CLUB	212343	PROGRAM SHARE	NONE1012	\$91.25
JANWAY COMPANY USA INC	212344	SUPPLIES	93033	\$89.83
JAYS SIGN SERVICE	212345	BANNER INSTALLATION	19130	\$115.00
L&M MAIL SERVICES INC	212346	POSTAGE FRDS RENEWAL	20188	\$133.86
L&M MAIL SERVICES INC	212346	FEB EC/FRDS/ILL	NONE1012	\$1,378.73
MEGA	212348	FRNDS PRGRM RFRSHMNTS	319919	\$16.65
MEGA	212348	FRNDS PRGRM RFRSHMNTS	318317	\$39.65
MEGA	212348	FRNDS PRGRM RFRSHMNTS	318548	\$46.97
REFUND-LIBRARY	212349	LOST ITEM RFND-ADULT BK	LIBRFND1012	\$27.50
RICE LAKE PUBLIC LIBRARY	212350	LOST ITEM RFND-ADULT BK	LIBRFND1012	\$13.85
RICE LAKE PUBLIC LIBRARY	212350	LOST ITEM RFND-ADULT BK	LIBRFND1012	\$15.95
RICE LAKE PUBLIC LIBRARY	212350	LOST ITEM RFND-YA BK	LIBRFND1012	\$16.99
RTI	212351	SUPPLIES	149772	\$304.95
SHREDAWAY	212352	SHREDDING JAN SPEC CIRC	24769	\$102.00
UNIQUE MANAGEMENT SERVICES INC	212353	COLLECTION AGENCY FEB	193072	\$429.60
VISIT EAU CLAIRE	212354	EC AREA CONVENTION & VISITORS	NONE1012	\$200.00
WEST GROUP	212355	WI STAT ANNO	820223283	\$495.00
WI DEPT OF ADMINISTRATION	212356	STS JAN EC IFLS TRS	NONE1012	\$553.75
XCEL ENERGY	212357	FEB-MAR	230984558	\$6,361.28

**\$14,974.52**

## Warrant Report for 032610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ADEPT ENGRAVING	212387	GIFT BOOK ENGRAVING	33143	\$24.00
ALISHA GREEN	212371	WELCOMING AFTER SCHOOL	NONE1013	\$60.71
ALTOONA PUBLIC LIBRARY	212358	LOST ITEM RFND-ADULT BK	LIBRFND1013	\$26.95
AMAZON.COM CREDIT	212359	JUV BKS	072900503140	\$4.74
AMAZON.COM CREDIT	212359	JUV BKS	072903901823	\$4.75
AMAZON.COM CREDIT	212359	JUV BKS	100929155668	\$11.96
AMAZON.COM CREDIT	212359	GIFTS-ERNST	285184351799	\$12.71
AMAZON.COM CREDIT	212359	NONPRINT	179191723078	\$15.99
AMAZON.COM CREDIT	212359	GIFTS-ERNST	285186215229	\$17.81
AMAZON.COM CREDIT	212359	L&D ADULT BKS	250629374737	\$20.89
AMAZON.COM CREDIT	212359	L&D NONPRINT FRDS	179193966472	\$27.23
AMAZON.COM CREDIT	212359	NONPRINT L&D NONPRINT	123101322207	\$40.96
AMAZON.COM CREDIT	212359	JUV BKS	248848847285	\$45.00
AMAZON.COM CREDIT	212359	L&D NONPRINT	068896959123	\$60.93
AMAZON.COM CREDIT	212359	GIFT BKMRKS	158736955311	\$65.00
AMAZON.COM CREDIT	212359	ADULT BKS NONPRINT	289137781320	\$76.99
AMAZON.COM CREDIT	212359	NONPRINT	195760780566	\$107.94
AMAZON.COM CREDIT	212359	NONPRINT	189042309868	\$138.92
AT&T	212360	ADULT BKS	77428720	\$83.65
AT&T	212360	ADULT BKS	77435870	\$125.45
AT&T	212361	MAR-APR	NONE1013	\$288.21
BAKER & TAYLOR INC	212362	NONPRINT	I338531CM	\$-115.16
BAKER & TAYLOR INC	212362	ADULT BKS	0001985453	\$-23.70
BAKER & TAYLOR INC	212362	ADULT BKS	0001985486	\$-11.17
BAKER & TAYLOR INC	212362	JUV BKS	0001985485	\$-9.98
BAKER & TAYLOR INC	212362	NONRPRINT (REBATE)	I334002CM	\$-2.00
BAKER & TAYLOR INC	212362	L&D NONPRINT	I16120330	\$10.79
BAKER & TAYLOR INC	212362	NONPRINT	I16079020	\$10.79
BAKER & TAYLOR INC	212362	NONPRINT	I16513692	\$17.96
BAKER & TAYLOR INC	212362	L&D NONPRINT	I16115401	\$20.12
BAKER & TAYLOR INC	212362	NONPRINT	I15943750	\$21.59
BAKER & TAYLOR INC	212362	NONPRINT	I16513690	\$21.59
BAKER & TAYLOR INC	212362	L&D NONPRINT	I16560290	\$25.18
BAKER & TAYLOR INC	212362	NONPRINT	I16115400	\$30.54
BAKER & TAYLOR INC	212362	NONPRINT	I16513693	\$35.99
BAKER & TAYLOR INC	212362	NONPRINT	I16120331	\$38.86

## Warrant Report for 032610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212362	NONPRINT	I16526510	\$43.19
BAKER & TAYLOR INC	212362	ADULT BKS	2024409801	\$60.26
BAKER & TAYLOR INC	212362	JUV BKS	5010685789	\$62.56
BAKER & TAYLOR INC	212362	NONPRINT	I16513691	\$64.77
BAKER & TAYLOR INC	212362	JUV BKS L&D JUV BKS	2024414300	\$71.02
BAKER & TAYLOR INC	212362	L&D JUV BKS JUV BKS	2024405058	\$74.06
BAKER & TAYLOR INC	212362	JUV BKS	2024413052	\$91.79
BAKER & TAYLOR INC	212362	ADULT BKS	2024420609	\$98.87
BAKER & TAYLOR INC	212362	NONPRINT	I16513694	\$125.22
BAKER & TAYLOR INC	212362	JUV BKS NONPRINT	2024427108	\$138.64
BAKER & TAYLOR INC	212362	NONPRINT	I16115402	\$148.93
BAKER & TAYLOR INC	212362	L&D ADULT BKS ADULT BKS	2024430727	\$266.68
BAKER & TAYLOR INC	212362	JUV BKS	2024409362	\$276.60
BAKER & TAYLOR INC	212362	ADULT BKS L&D ADULT BKS	2024414287	\$304.89
BAKER & TAYLOR INC	212362	NONPRINT JUV BKS	2024413191	\$317.73
BAKER & TAYLOR INC	212362	ADULT BKS L&D ADULT BKS	2024413587	\$324.64
BAKER & TAYLOR INC	212362	ADULT BKS L&D ADULT BKS	2024426685	\$329.02
BAKER & TAYLOR INC	212362	ADULT BKS L&D ADULT BKS	2024409358	\$391.51
BAKER & TAYLOR INC	212362	ADULT BKS	2024430424	\$491.09
BAKER & TAYLOR INC	212362	ADULT BKS GIFT BKMRKS	2024405152	\$578.67
BRILLIANCE AUDIO INC	212363	NONPRINT	IN0541234	\$156.14
CHIPPEWA FALLS PUBLIC LIBRARY	212364	LOST ITEM RFND-CA FEE	LIBRFND1013	\$10.00
DEMCO INC	212365	SUPPLIES	3821531	\$76.50
EAU CLAIRE AREA FOUNDATION INC	212366	ADM FEE 09	2009234Q	\$4,626.65
EO JOHNSON CO INC	212367	1ST FLR COPIER SVC K	CNIN404832	\$28.50
EO JOHNSON CO INC	212367	TS/MORE COPIER SVC K	CNIN404637	\$80.00
EO JOHNSON CO INC	212367	2ND FLR COPIER SVC K	CNIN403764	\$235.00
FALL CREEK PUBLIC LIBRARY	212368	LOST ITEM RFND-ADULT BK	LIBRFND1013	\$61.00
FLEET CREDIT CARD SERVICES	212369	SUPPLIES	NONE1013	\$47.40
FLEET CREDIT CARD SERVICES	212369	SUPPLIES	NONE1013L	\$219.57
GALE RESEARCH INC	212370	ADULT BKS	16692007	\$46.43
GALE RESEARCH INC	212370	ADULT BKS	16703067	\$58.40
GALE RESEARCH INC	212370	ADULT BKS	16703854	\$62.28
GALE RESEARCH INC	212370	ADULT BKS	16703633	\$71.15
GALE RESEARCH INC	212370	ADULT BKS	16690865	\$94.36
GALE RESEARCH INC	212370	ADULT BKS	16689115	\$101.86

## Warrant Report for 032610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	212370	ADULT BKS	16686267	\$122.83
GALE RESEARCH INC	212370	ADULT BKS	16691529	\$141.62
GALE RESEARCH INC	212370	ADULT BKS	16686970	\$149.04
HANCOCK FABRICS #1603	212372	SUPPLIES	175755	\$83.94
HIMMEL & WILSON LIBRARY CONSULT	212373	PLANNING SERVICES	1020	\$3,000.00
LIBRARY OF CONGRESS	212374	502930-001	NONE1013	\$295.00
LOGISTECH INC	212375	ADULT BKS	126628	\$114.34
MEGA	212376	BD TEA SPEC PROJ	318355	\$14.65
MIDWEST TAPE	212377	NONPRINT	2140553	\$21.99
NMT CORPORATION	212378	BINDING CHARGES	00045793	\$1,054.56
OFFICE DEPOT	212379	SUPPLIES	704095	\$1,358.00
OFFICE DEPOT	212379	OFFICE SUPPLIES	704095L	\$1,433.69
RANDOM HOUSE INC	212380	GIFT BKMRKS	1088445789	\$90.00
RECORDED BOOKS INC	212381	L&D NONPRINT	4808475	\$0.75
RECORDED BOOKS INC	212381	L&D NONPRINT	4808457	\$82.35
REFUND-LIBRARY	212382	LOST ITEM RNFD-LESS FINE	LIBRFND1013	\$19.59
REGENT BOOK CO	212383	ADULT BKS	39595	\$13.51
RJS CONSTRUCTION GROUP LLC	212384	GEN CONTRACTOR PO 9039	10970	\$12,406.41
TARGET	212385	FIRST AID SUPPLIES	NONE1013	\$121.75
TEACHING COMPANY	212386	L&D NONPRINT	4797301	\$25.00
TEACHING COMPANY	212386	NONPRINT	4797306	\$249.90
WI LIBRARY ASSOC	212388	WLA SPRING CONF-PONZIO	NONE1013	\$90.00
WORLD BOOK DIRECT MARKETING	212389	ADULT BKS	1009	\$42.40
				<b><u><u>\$32,498.89</u></u></b>

## Warrant Report for 040210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212390	L&D NONPRINT	191730065211	\$8.49
AMAZON.COM CREDIT	212390	NONPRINT	192440261820	\$17.99
AMAZON.COM CREDIT	212390	L&D NONPRINT	144231293860	\$26.79
AMAZON.COM CREDIT	212390	L&D NONPRINT	068890654004	\$30.48
AMAZON.COM CREDIT	212390	L&D ADULT BKS	191732259627	\$79.35
AMAZON.COM CREDIT	212390	L&D ADULT BKS	144233862781	\$104.23
BAKER & TAYLOR INC	212391	L&D NONPRINT	116972880	\$8.48
BAKER & TAYLOR INC	212391	L&D NONPRINT	116701920	\$10.77
BAKER & TAYLOR INC	212391	NONPRINT	116972882	\$20.87
BAKER & TAYLOR INC	212391	NONPRINT	116617310	\$21.56
BAKER & TAYLOR INC	212391	NONPRINT	116783110	\$41.74
BAKER & TAYLOR INC	212391	NONPRINT	116972883	\$41.74
BAKER & TAYLOR INC	212391	NONPRINT	116972881	\$43.19
BAKER & TAYLOR INC	212391	NONPRINT	116972884	\$62.61
BAKER & TAYLOR INC	212391	ADULT BKS	5010684846	\$229.79
BAKER & TAYLOR INC	212391	ADULT BKS	2024432604	\$309.62
BAKER & TAYLOR INC	212391	ADULT BKS	2024436546	\$316.68
BAKER & TAYLOR INC	212391	ADULT BKS GIFT BKMRKS	2024441667	\$707.05
CDW-G CORPORATE OFFICE	212392	SUPPLIES	SBM9372	\$547.04
DEMCO INC	212393	SUPPLIES	3826291	\$149.60
GALE RESEARCH INC	212394	ADULT BKS	16705556	\$44.93
GALE RESEARCH INC	212394	ADULT BKS	16707608	\$97.36
GALE RESEARCH INC	212394	ADULT BKS	16704899	\$113.22
GALE RESEARCH INC	212394	ADULT BKS	16708074	\$254.58
L&M MAIL SERVICES INC	212395	FRDS NEWSLETTER	20268	\$144.42
LASENG VIDEOPRODUCTION	212396	NONPRINT	NONE1014	\$60.00
MEGA	212397	FRDS PRGM RFRSHMNTS	318888	\$14.28
MID AMERICA BUSINESS SYSTEMS	212398	TONER	711662	\$656.46
WISCO SIGNS INC	212399	SUPPLIES	32574	\$139.00
				<b><u><u>\$4,302.32</u></u></b>



LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**Supplemental Bills & Claims Listing - March 2010**

**CUSTODIAL OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,663.65
Various	WRS, SS, life, disability	1,521.41
Various	Health insurance, deductible	2,408.50
Hovlands Inc	Library repairs	1,128.35
Certified Inc	Plumbing services/repairs	145.37
NEI Electricians	Electrical repairs	162.69
Valley Bldrs Hardware	Keys & hardware/repairs	68.00
Valley Bldrs Hardware	Keys & hardware/repairs	68.00
Traci's Green Interiors	Plant rental	287.90
Wil Kil Pest Control	Pest control services	30.00
NEIS	Qtrly elevator inspections	211.00
Waste Management	Rubbish, garbage and recycling	374.34
First Supply Group	Plumbing supplies	30.74
Viking Electric Supplies	Parts, electrical	92.35
Menards West	Misc building mtls	35.93
Menards West	Misc building mtls	70.10
G&K Services	Rental, floor mats, oil mops	127.26
		\$ 15,425.59

**LIBRARY OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 132,787.67
Various	WRS, FICA, life insurance, EAP	23,943.89
City of Eau Claire	Pooled insurance-prop,liab,etc.	2,583.33
		\$ 159,314.89

**LIBRARY CAPITAL CAMPAIGN**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 60.66
Various	WRS, FICA, life insurance, EAP	11.27
		\$ 71.93

jg

2008	2009	2010	Chng. Prev. Yr.
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**AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING**

n/a	1,201	1,529	27.3%	Month of March
n/a	1,143	1,445	26.4%	Year to date

**AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES**

705	693	647	-6.6%	Month of March
650	647	628	-2.9%	Year to date

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

71.3%	71.5%	71.2%	-0.5%	City of Eau Claire
16.0%	15.5%	15.8%	2.2%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.6%	13.0%	13.0%	-0.1%	All other users checking something out or renewing from this building

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

**NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:**

16,229	16,788	16,909	0.7%	Month of March
46,268	47,456	47,440	0.0%	Year to date

**NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING\***

84,093	87,424	81,556	-6.7%	Month of March
241,208	244,486	227,522	-6.9%	Year to date

**RENEWALS FROM LIBRARY BUILDING\***

3,929	2,721	2,903	6.7%	Month of March
11,427	7,663	7,955	3.8%	Year to date

*\*Does not include remote or telephone renewals*

**REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY**

**Telephone renewals**

1,571	1,200	1,401	16.8%	Month of March
4,380	3,268	3,919	19.9%	Year to date

**Web renewals**

17,624	18,574	19,241	3.6%	Month of March
50,602	51,689	53,418	3.3%	Year to date

**MORE CONSORTIUM CHECKOUTS**

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

9,302	10,301	12,182	18.3%	Month of March
28,095	30,376	34,728	14.3%	Year to date

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

10,774	11,639	12,786	9.9%	Month of March
31,727	34,169	35,238	3.1%	Year to date

2008	2009	2010	Chng. Prev. Yr.
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**MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS**

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

1,377      1,469      1,705      16.1%      Month of March (included renewals)

4,106      4,379      4,715      7.7%      Year to date (includes renewals)

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

1,605      1,873      2,175      16.1%      Month of March

4,775      5,324      5,955      11.9%      Year to date

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**INTERLIBRARY LOANS**

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

282      232      227      -2.2%      Month of March (without renewals)

783      708      836      18.1%      Year to date (without renewals)

**Outgoing materials (included in "Checkouts from Library Building" above)**

375      345      305      -11.6%      Month of March (without renewals)

1,254      1,133      951      -16.1%      Year to date (without renewals)

**Outgoing materials (included in "Checkouts from Library Building" above)**

3      10      1      -90.0%      Month of March (renewals)

16      40      5      -87.5%      Year to date (renewals)

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

917      919      917      -0.2%      Month of March (without renewals)

2,770      2,882      2,840      -1.5%      Year to date (without renewals)

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

n/a      63      56      -11.1%      Month of March Renewals

n/a      215      318      47.9%      Year to date Renewals

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**UNIQUE VISITORS TO WEBSITE**

11,697      10,762      10,355      -3.8%      Month of March

31,039      36,344      24,567      -32.4%      Year to date

*\*New web statistics vendor December 2009*

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**April 8, 2010**

**To: The Library Board of Trustees**  
**From: John Stoneberg, Library Director**  
**Subject: Consolidation of Materials-Related Fund Accounts**

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The Library's Collection Development Committee is recommending that for 2011 all of the materials-related fund accounts be consolidated into one collection development account. The accounts involved include:

**6150 Special Services (2010: \$56,700) (13.64% (of total))**

(What is "Special Services"? The history of this account has evolved. At first it paid for a spectrum of traditional print subscription references services from The Reader's Guide to Periodical Literature to print investment services like Value Line to loose-leaf legal and tax services. It stills pays for those kinds of services but over the years also has paid for the ever-changing array of subscription reference products first on high-speed microfilm, then CD-ROM and eventually online web-based services. Basically, this account is used to pay for print and non-print subscription reference services including the Title Source 3 service that selectors use for collection development.)

**6410 Periodicals (Adult/Juvenile) (2010: \$19,300) (4.64% (of total))**

**6411 Pamphlets (2010: \$200) (.05% (of total))**

**6412 Books--Adult (2010: \$186,900) (44.96% (of total))**

**6413 Books—Juvenile (2010: \$75,800) (18.23% (of total))**

**6414 Non-Print Materials (Adult/Juvenile) (2010: \$61,800) (14.87% (of total))**

**6415 Lost/Damaged Collection Materials (estimated/use real) (2010: \$15,000) (3.61% (of total))**

**Total for 2010 Materials-Related Fund Accounts: \$415,700**

The consolidation of these accounts would allow selectors much greater flexibility to make changes for a particular year or period of time without coming back to the Library Board for approval. For the foreseeable future, the actual very detailed division of funds for the collection within the fund account would probably not change very much at all from the current division of funds. However, it would allow, for example, the Reference Services Manager to decide to spend more on reference databases by spending less on expensive, lesser used print reference books and other materials without going to the Board. It would

allow selectors at the end of the year to spend non-print funds on books without going to the Board. Before making any significant change, a selector would consult the Head of Collection Development (Mark Troendle) and/or the Collection Development Committee.

Each April, the Collection Development Committee would report to the Board how materials-related funds will be broken down for that year, so if there is a concern, it can be addressed. The Library Board already puts its trust in library staff and delegates the responsibility for the selection of library materials to the library's six selectors. The consolidation would simply give selectors more timely flexibility in their decisions.

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY  
2011 Budget Calendar (revised 04/01/10)

April 23 – Business Manager sends out current budget, CIP status reports and next year budget forms

May 4 – Discussion at Management Team meeting regarding status of current CIP projects for closure and 2011 budget procedures

May 24 – Management Team submits all 2011 operating or 2011-2015 CIP budget requests on City forms, any account increases higher than established CPI and any changes to IFLS host agency or interloan contracts

June 3 – Management Team meeting may include review of budget procedure (*Julie not available to attend*)

June 10 – Management Team meets again to discuss, review and rank all budget requests

June 25 – Mail proposed budgets to trustees

*John on vacation June 28-July 6*

July 8 – Board Finance Committee meeting to review proposed budgets

July 15 – Board meeting to approve proposed budgets

July 16 – Budgets submitted to City Budget Review Team

September – Meeting with City Budget Review Team

October – City Council budget work sessions

Early November – City Council Public Hearing

Mid-November – Budget Adoption by City Council