



L.E. Phillips Memorial Public Library

PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, July 15, 2010 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) Communications
- 6) Presentation by Assistant City Attorney Steve Bohrer about Library Board responsibilities regarding the archiving of e-mails
 - a) General questions and answers session with the Library Board
 - b) Discussion and action by the Board on a revision of the Library Board's by-laws (tabled from June) (page 54)
- 7) Report of the Library Director (page 61)
- 8) Report of the Library Board President
- 9) Committee Reports
 - a) Discussion of Library Board Committee appointments
 - b) Finance Committee (page 72)
 - 1) Consideration and approval of the proposed 2011 Budget (mailed separately)
 - 2) Consideration and approval of the proposed 2011 Capital Improvement Plan (mailed separately)
- 10) Report from the Friends of the Library
- 11) Report of the Representative to the IFLS Board

- 12) Financial Report (page 73)
- 13) Action on Bills and Claims (page 77)
- 14) Statistical Report (page 88)
- 15) Consideration of New Business
 - a) Consideration and approval of a resolution in honor of Katherine Schneider for her service to the Library and the Eau Claire Community (page 90)
 - b) Consideration and approval of a resolution recognizing the effort of library staff and the Friends in the publishing of The Public Library in Eau Claire, 1860-2009. (page 91)
- 16) Directives from the Library Board of Trustees to the Library Director
- 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

John Stoneberg - Incident Reports - stolen hold items

From: Library Intranet <intranet@eauclaire.lib.wi.us>
To: <allstaff@eauclaire.lib.wi.us>
Date: 6/18/2010 3:06 PM
Subject: Incident Reports - stolen hold items

[Library Intranet](#)

stolen hold items has been changed

[Modify my alert settings](#) | [View stolen hold items](#) | [View Incident Reports](#)

Title: stolen hold items

Subject: theft

Division: Circulation

Incident Date/Time: 6/3/2010 12:00 PM

Staff Present: Vern Brantner (night custodian)
 Rodney Bonesteel
 Cindy Westphal
 Laura Miller

Customer Name: Laura Hauert

Customer Address: 819 Platt St

Customer Phone: 715-271-6334

Customer Card Number: 2000279114

Customer Description:

Nature of Incident: Vern, who was working the custodial night shift, found 5 book jackets stuffed in the feminine hygiene disposal box in the 1st floor women's restroom.

He reported to Rod, who reported it to Cindy. The items' jackets are currently on Larry Nickel's desk. The barcodes were noted and given to Laura.

Action Taken: Laura printed out item record for each stolen and which EC customer the item was on hold for. It was determined that a couple were placed on the hold shelf 6/3/10 so it occurred sometime that day.

Items are:
 Strip 39425002042160
 Supreme Justice 1000993071
 Return to Sender 30304000491803
 Big Girl 33394002592937
 Innocent 30755000223670

Laura will review the video tapes as 3 of the 5 holds removed were from the center Holds shelving (H, N and R).

6/7, Kris Nickel: Friday afternoon, 6/4, Laura did locate a customer on video removing items from various hold shelves. She found video of the same customer going into the 1st floor women's restroom with several books and exiting after 7 minutes, as well as video of the customer sitting near Circ for several min., buying a book bag, checking out at station 2 (Jenn V), trying to use an expired card, and obtaining a new card. She then checks out 4 items.

Laura then called me for help. Based on the time of the checkout, we were able to run a create list isolating

items checked out that day from Checkout 2 (terminal 301). With Jolene's help, we exported the file and sorted by time of day to identify the customer as Laura Hauert, 2/279114. I have exported saved video to CD, as well as 2 still photos.

Based on the video, there is at least one additional item that was removed from the holds area (shelf GA-GE)

Police Called:	Yes	
Call Time:	7:00 am	
Police Arrival Time:	6/3/2010 7:30 AM	
Case Number:	10-10961	
Additional Comments:	<p>6/7, Kris N: Upon checking Laura Hauert's record in MilCirc, I discovered that she checked out additional items on Saturday. I reviewed video from that day and time (12:48p) and was able to verify it is the same person from Thursday.</p> <p>-</p> <p>6/7, Kris N: Upon checking Laura Hauert's record in MilCirc, I discovered that she checked out additional items on Saturday. I reviewed video from that day and time (12:48p) and was able to verify it is the same person from Thursday.</p> <p>6/15/10 - A subpoena was issued by the court to have us provide any additional information on this theft, including information obtained from use of a library record. A copy of the video, and incident report with customer name was provided to the Detective. Laura completed a written police report as there were additional items we suspected she had taken (total of 9 on the list given to the detective). In addition, Laura provided information of subsequent visits by this customer to the library and activity on her library card.</p> <p>6/18/10 Detective called to say he had recovered 11 items (2 more than we had noted). He brought them in and each were missing the book jacket. Laura will complete a restitution form for costs related to "missing book jackets" and costs charged per library.</p> <p>John Stoneberg will create a letter to let Ms. Hauert know she is banned from the library and that they will review at the next Board Meeting. I have placed a "X" no checkout block on her card; "c" for No Net. All of her holds have been canceled. She has 15 items checked out. The Detective strongly encouraged her to return these items. Laura will monitor.</p>	Edited
Staff Member:	Laura Miller	
Updated Date:	6/18/2010 3:00 PM	Edited
Date:	6/4/2010 12:25 PM	
Last Modified 6/18/2010 3:01 PM by Laura Miller		

Ms. Laura Hauert
819 Platt Street
Eau Claire, WI 54703
June 21, 2010

Ms. Hauert,

As a follow up to your recent thefts of 11 books from the library, you are hereby barred from entrance to and use of the library and its materials and services until July 15, 2010. You are already dealing with the police regarding these thefts. If you attempt to use the library or its materials or services, the police will be called.

You will be responsible for restitution for the missing book jackets from the stolen items that were returned and the costs charged per library for this kind of damage (since the items you took were from more than just this library). All of your holds have been canceled. You have 15 items currently checked out and are encouraged to return those items to a book drop on or before they are due. Depending on the item, they are due between June 24 and July 7.

You have the right to a hearing before the Library Board of Trustees at its meeting on July 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 do not attend, you will be notified of the Board's decision. If you have any questions you may contact me at 839-5001.



John Stoneberg
Library Director

ECPD 10-10961
PBC 2000279114

July 8, 2010

To: The Library Board of Trustees
From: John Stoneberg, Library Director
Subject: Laura Hauert Recommendation

As background for the Library Board agenda discussion and action item on a recommendation to temporarily suspend the library privileges of Laura Hauert, please find attached: 1) Incident information; and 2) The text of my letter of June 21. Ms. Hauert will be at the July 15 meeting to speak to the Board.

In summary:

- ✓ After reading the incident report, please note that Ms. Hauert stole 11 books from the library—3 belonging to LEPMPL and 8 belonging to other MORE libraries.
- ✓ Because of holds on these items, the theft of the materials inconvenienced customers who were waiting for these items
- ✓ The replacement costs (including any processing costs charged by the libraries) of all 11 items stolen would have been \$301.85. Two libraries did charge full replacement costs.
- ✓ Ms. Hauert is seen on a security camera taking holds from more than one shelf area. (All holds from any one customer are together on a shelf.)
- ✓ She took 11 items and removed all the book jackets. Only 5 book jackets were found in the women's restroom even though all items had their book jackets removed.
- ✓ When the detective returned the materials Ms. Hauert surrendered to the library, he carried the 11 items in two completely full library bags. Ms. Hauert is only seen carrying one bag on the June 3, 2010 incident tape. Some of the books on hold in these bags went "lost" and subsequently showed up in these bags so it would appear that Ms. Hauert removed items from the hold shelves on more than one occasion.
- ✓ Ms. Hauert took responsibility for taking the items and cooperated in their return.
- ✓ Ms. Hauert had 15 items checked out and was encouraged by the detective and in my letter to return those items to a book drop on or before their due dates. She has returned the items.

My recommendation is:

Ms. Hauert's library privileges should be suspended for six months and before her privileges are re-instated, she should pay all costs and fines on her record which at this time are \$90.95.

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

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, June 17, 2010 at 5 p.m. in the Board Room of the Library.

Board members present: Bruce, Fraser, Hauser, Lee, Schneider, Stelter, Wachs, Wisner and Wright. Board members absent: Pagonis. Staff present: Jackie Depa, Julie Gast, Renee Ponzio, John Stoneberg and Mark Troendle. Guests present: None.

MINUTES OF PREVIOUS MEETING

On a motion made by Bob Fraser and seconded by Don Wisner, the minutes of the May 20, 2010 Board meeting were unanimously approved.

CITIZEN COMMENTS

Bob Fraser would like the Board to come up with a resolution to recognize the library staff that put together and the Friends that supported the publishing of The Public Library in Eau Claire, 1860-2009.

COMMUNICATION

John Stoneberg passed out an IFLS handout about an upcoming Library Trustee Workshop.

STAFF UPDATE

Renee Ponzio, the Reference Services Manager, gave an update on the adult summer reading program, Club Read.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's monthly report was reviewed.
- Bob Fraser congratulated L.E. Phillips Memorial Public Library on receiving a high score of 892 out of a possible 1,000 on the Hennen's American Public Library Ratings.
- A staff-planning day on June 22 is part of the strategic planning process.
- The work on the 2011 budget is progressing well.
- New shades will be installed throughout the Library in 2010.
- The restroom renovation was delayed by a month because of a lead-time issue with some of the materials.
- The apron in the front of the Library will be replaced in 2010.
- Asphalt will be used to fill in the open areas by the sidewalk along Eau Claire Street and the bike rack area. This is a temporary fix until Eau Claire Street will be redone in 2011 or 2012.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider appointed Dana Wachs to the Finance Committee and Linda Stelter to chair the Finance Committee for the month of July.

COMMITTEE REPORTS

- The Donor Fund Statements from the Eau Claire Community Foundation were reviewed.
- On a motion made by Robert Hauser and seconded by Richard Lee, the naming policy was unanimously approved.

- The Nominating Committee recommended a slate of Board Officers for 2010/2011: Susan Bruce for President, Linda Stelter for Vice President and Ginny Wright for Secretary. Katherine Schneider asked if there were any other nominations. After no other nominations were made Robert Hauser moved the nominations be closed. This was seconded by Don Wisner and passed unanimously. On a motion made by Richard Lee and seconded by Dana Wachs, the slate of Board officers as presented was unanimously approved.
- The Development and Endowment Committee will meet in July.

REPORT FROM THE FRIENDS OF THE LIBRARY

- The next book sale will take place on June 18 and 19.
- Friends have 790 households.
- The new Friends officers will take office this July.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

- LEPMPL hosted the IFLS Board meeting in May.

FINANCIAL REPORT

The Board reviewed the May Financial Report.

ACTION ON BILLS & CLAIMS

On a motion made by Don Wisner and seconded by Robert Hauser, the Board unanimously approved the Bills & Claims for May 14-May 28, 2010 as well as the Supplemental Bills & Claims for May 2010.

STATISTICAL REPORT

The May Statistical Report was reviewed.

CONSIDERATION OF NEW BUSINESS

- On a motion made by Don Wisner and seconded by Robert Hauser, the Board unanimously approved to table the action on a revision of the Library Board's by-laws until the July meeting.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

John Stoneberg:

- Create a resolution recognizing the work of the library staff and Friends on The Public Library in Eau Claire, 1860-2009.
- Invite Assistant City Attorney Steve Bohrer to the July Board meeting.
- Ask Larry Nickel about the possibilities of looping the Boardroom for the hearing impaired.
- Talk to John Thompson from IFLS about obtaining his presentation of the trustee workshop that Susan Bruce attended.

ADJOURNMENT

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

Submitted by Jackie Depa, Library Associate II



Library Trustee Workshop

presented by

John Thompson, System Director



Welcome

Tonight our goal is to help provide a better understanding of your role as Library Board Trustee and to help make your job a little easier. A strong effective trustee is an essential part of providing quality library service.

Agenda

- Overview of the Indianhead Federated Library System (IFLS)
- General Overview of Roles and Responsibilities of Library Boards
- Managing the Library's Money
- Working with Municipalities
- Library Personnel
- State Library Standards

Overview of IFLS

- Who we are

- State Funded Agency that provides support to 53 public libraries and 3 county services in a 10 county region
- Help support MORE and courier service to libraries
- Operate Interlibrary Loan Clearinghouse
- Provide consulting services in such areas as long range planning, technology, youth services, special needs, and library administration
- Partner in providing quality library service

Roles and Responsibilities of Library Boards

- Library board has varied roles and responsibilities as defined by State Statute Chapter 43 and guided by *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*
 - Exclusive control of all library expenditures
 - Supervising the administration of the library and appointing a library director
 - Prescribing the duties and compensation of all library employees
 - Purchasing of a library site and the erection of the library building when authorized
 - Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes

Roles and Responsibilities of Library Boards

- Library board Job Description
 - Prepare for and attend regular board meetings
 - Work with municipality to obtain sufficient library funding and salaries/benefits for library staff
 - Review and approve library policies
 - Hire, supervise and evaluate library director
 - Provide input on community needs and interest to help guide library services to meet community needs

Roles and Responsibilities of Library Boards

- Library board Job Description
 - Advocate for the Library
 - Assist with development and approval of long range plan
 - Attend library conferences, workshops and other library education opportunities
 - Work as a team member in support of library service

Managing the Library's Money

Managing the Library's Money

- Chapter 43.58 Powers and duties. (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund...

Managing the Library's Money

- (2) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure...to the appropriate municipal or county financial officer...
 - No further action is required by the municipal body for payment

Managing the Library's Money

- Review and approval of all library expenditures
- Review and monitoring of monthly financial statements
- Develop policies for handling of gifts and donations
- Accurate Financial reporting
- Development and approval of the Budget

Managing the Library's Money— Developing the Library Budget

- Budget Development Process (Director and Key Staff)
 - Determine what the library hopes to accomplish next year
 - Determine financial resources needed for the next budget year
 - Draft budget document (Director and key staff)
 - Present Draft to Library Board for their approval

Managing the Library's Money— Developing the Library Budget

- Sources of Funding/Revenue (Public Funds that must be deposited with municipality)
 - Municipality Appropriation (must be no less than the average of the past three years-maintenance of effort for system membership)
 - County (ACT 150/420)
 - Fines and Fees (copier or printing fees)
 - Funds carried forward (under normal circumstances these should be minimal)
 - State Funds or Federal Funds, if any

Managing the Library's Money— Developing the Library Budget

- Sources of Funding/Revenue (Private Funds)
 - Donations, if known amount

Managing the Library's Money— Developing the Library Budget

- Expenditures
 - Salaries and Wages
 - Benefits
 - Materials
 - Books
 - Periodicals
 - Video Materials
 - Audio Materials
 - Software

Managing the Library's Money— Developing the Library Budget

- Expenditures
 - Contracted Services
 - Continuing Education
 - Programming
 - Telecommunications
 - Utilities
 - Equipment repair
 - Supplies
 - Computer/Equipment Replacement

Managing the Library's Money— Developing the Library Budget

- Advocating for the budget
 - Clear budget with little or no library jargon
 - Charts and other comparison information
 - Use format required by municipality
 - Present budget to appropriate committees and boards
 - Thank the committee and boards for their consideration of the library budget

Managing the Library's Money – Gift Funds

Chapter 43.58 (7)(b)

(b) If a gift, bequest, or endowment is made to any public library, the library board may pay or transfer the gift, bequest, or endowment, or its proceeds, to the treasurer of the municipality or county in which the public library is situated; may entrust the gift, bequest, or endowment to a public depository under ch. 34; may pay or transfer the gift, bequest, or endowment to the library board's financial secretary; or may pay or transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, the purpose of which is providing financial or material support to the public library. A payment or transfer of a gift, bequest,

Managing the Library's Money – Gift Funds

- The Gift/Donation Policy should establish—
 - The purpose for the use of those funds
 - Where the funds will be deposited
 - Who can sign checks from those funds (two signatures are recommended)

Working with Municipalities

Working with Municipalities

- Responsibilities of Municipal Government
 - Appoint Library Board
 - Pay library bills once approved by the library board
 - Appropriate funds for library budget

Working with Municipalities

- Tips for working with the municipal board
 - Have library presence at a variety of meetings not just at budget time
 - Provide regular updates and annual report about the library
 - Get to know the elected and appointed officials and their views/issues
 - Invite candidates to debate at the library
 - Hold open house for officials
 - Create common agenda with municipality

Library Personnel

Director

Library Personnel—Director Evaluation

- Why Evaluate the Director
 - Provide formal feedback on job performance
 - Set goals for the upcoming year
 - Informs board about operation and performance of the library
 - Establish record of performance, in the event discipline or termination is needed
 - Review job description for possible revision

Library Personnel—Director Evaluation

- Who Should Evaluate the Director
 - Library Board or a personnel committee depending on the size of the board
 - Entire library board should review, discuss and approve final written evaluation
 - Can solicit formal written comments from staff with the knowledge of the director. (Note: The director was hired to manage daily operation of library and the chain of communication should flow from staff to director to board)

(Note: Staff may come to board for issues of harassment involving director)

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Library Personnel—Director Evaluation

- What is the basis for evaluation
 - Written job description
 - List of goals and objectives developed the preceding year and agreed upon by the director and board
 - Success of library in carrying out services and the director's contribution to this success
 - Unanticipated factors or events that occurred during the prior year

Library Personnel—Director Evaluation

- How to conduct the evaluation
 - Director should complete self evaluation form which may or may not be part of permanent record
 - Helps to compare view of director and board for areas of agreement and resolve disagreements
 - Board President and Director should sign written evaluation after it has been reviewed and discussed with the director

Library Personnel—Director Evaluation

- How to conduct the evaluation
 - Use a consistent evaluation to provide benchmarks/targets from year to year

Library Personnel—Director Evaluation

- Where to conduct the evaluation
 - Personnel evaluations should be conducted in closed session per Chapter 19.85

Library Personnel—Director Hiring

- Hiring a new library director
 - Board has the legal authority to hire
 - Director is required to be properly certified
 - Decision has long term impact on library
 - Shapes the future direction of the library

Library Personnel—Director Hiring

- Steps in Hiring a new library director
 - Contact IFLS for assistance
 - Review long range plan or other goals to help define the qualifications needed
 - Appoint committee to review/revise job description, job ad, and salary range
 - Approve position description and salary and benefit package prior to job posting

Library Personnel—Director Hiring

- Advertise/post position locally and regionally
 - IFLS Website <http://www.ifls.lib.wi.us>
 - WisLISJobs <http://www.wislisjobs.com/Wislisjobs.xml>
 - WISPUBLIC <http://dpi.wi.gov/pld/wispublib.html>
(Wisconsin Public Library Email List)
 - Wisconsin.gov Jobs
<http://ww2.wisconsin.gov/state/employment/app?COMMAND=gov.wi.state.cpp.job.command.LoadSeekerHome>
 - Lisjobs.com <http://www.lisjobs.com/>

Library Personnel—Director Hiring

- Steps in Hiring a new library director
 - Develop standard interview questions
 - Screen applications
 - Interview selected candidates
 - Check references
 - Extend formal offer and provide written confirmation of appointment, salary/benefits and start date
 - Notify other candidates not selected

Library Personnel—Director Hiring

- What should the board look for in a new director
 - Experience working with library boards and governing bodies
 - Knowledge of budget preparation, employee supervision, and administration
 - Experience in library service
 - Ability to lead, get along with people
 - Vision of library service

Library Board and Library Personnel

Library Board and Library Personnel

- Board establishes duties, compensation and personnel policies for all library staff
- Board provides financial support as part of the library budget for director and staff professional membership, conferences, continuing education and travel

Library Board and Library Personnel

- Director hires and supervises staff
- Director recommends changes to personnel policies and wages
- Director consults with board on important personnel issues

Wisconsin Public Library Standards

Wisconsin Public Library Standards

- Fourth Edition (2005) available online <http://dpi.wi.gov/pld/standard.html>
- Guide for basic library service
- Voluntary standards but all libraries are encouraged to meet the standards covered by the checklists
- Use results to develop plan to meet the standards

Wisconsin Public Library Standards

- Standards Checklists
 - Governance and Administration
 - Staffing for Public Libraries
 - Collection and Resources
 - Services
 - Access and Facilities

Wisconsin Public Library Standards--Checklists

3 Governance and Administration

Public libraries in Wisconsin must be governed and operated according to Chapter 43 of the *Wisconsin Statutes*. In addition, all public libraries operate most effectively if they follow sound practices of administration, management, planning, funding, and public relations. These important issues are covered in this chapter.

Governance

Public library trustees are public officers and as such are legally responsible for the governance of the library and the conducting of its operations in accordance with local, state, and federal laws. Libraries should meet the following standards relating to governance:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Residents have free access to tax-supported public library services (<i>Wis. Stats.</i> ss. 43.52(2) and 43.15(4)(c)). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The library is established, and operates, in accordance with Chapter 43 of the <i>Wisconsin Statutes</i> . |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The library is in compliance with other Wisconsin laws that affect library operations, such as laws relating to open meetings (<i>Wis. Stats.</i> ss. 19.81 to 19.98), ethics (<i>Wis. Stats.</i> s. 19.59), and public records (<i>Wis. Stats.</i> ss. 19.31 to 19.39). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The library is in compliance with federal laws that affect library operations, such as the Americans with Disabilities Act and the Fair Labor Standards Act. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A legally appointed and constituted library board governs the operation of the library (<i>Wis. Stats.</i> s. 43.54 or s. 43.57). |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund (<i>Wis. Stats.</i> s. 43.58(1)). |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The library board hires the library director [<i>Wis. Stats.</i> s. 43.58(4)] and delegates active management of the library to the library director. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The library board conducts annual performance evaluations of the library director. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The library board determines the library staff table of organization and the rates of compensation for library staff positions [<i>Wis. Stats.</i> s. 43.58(4)]. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The library board has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues. The bylaws are reviewed at least every three years. |

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Wisconsin Public Library Standards--Checklists

4 Staffing for Public Libraries

Each public library must have a regular, paid, qualified staff of one or more persons, including a properly certified library director who is responsible to a library board. The public library staff should project an image of competence and friendliness to all members of the public. Public library staff members should understand the service goals of the library, should be aware of all library policies, and should be well trained in the practices and procedures required by their individual positions. Library staff members should be afforded the opportunity to continue to expand their knowledge of communication skills, library practice, library technology, and community demographics through participation in workshops, conferences, and other continuing education activities. Libraries should meet the following standards relating to staffing:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The library has regular, paid, and properly qualified staff, appropriately trained to fulfill their particular job responsibilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The library director is qualified for and maintains the appropriate level of certification under the provisions of the Wisconsin Administrative Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The library board has adopted a set of personnel policies outlining the conditions and requirements for employment of library staff, and these policies are consistent with state and federal regulations, including the Fair Labor Standards Act, the Americans with Disabilities Act, and relevant court decisions. The board reviews the policies on a regular schedule and after any significant change in employment law. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The library has a written personnel classification plan describing the job duties of each staff member, any educational and experience requirements, the physical requirements of the job, and salary range. The plan assures that all qualified individuals have an equal opportunity for employment. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The library staff members have salaries, hours, and benefits determined by the library board and comparable with other community positions requiring similar educational preparation and job assignments. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The library establishes and meets a service target for staffing in full-time equivalents (FTEs) per 1,000 population not lower than the Basic Level for its population group. System resource libraries and libraries with specialized collections or extended open hours or services may require additional staff. Regardless of population served, total library staff is not less than 1 FTE. (See Appendices A, B and C.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The library supports the library director's continuing education for at least 20 contact hours per year. (The Wisconsin Administrative Code requires that library directors participate in 100 hours of continuing education over the five year period prior to recertification.) |

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Wisconsin Public Library Standards

- Quantitative Standards
 - Levels
 - Basic
 - Moderate
 - Enhanced
 - Excellent
 - FTE Staff
 - Volumes Held per Capita
 - Periodical titles per 1,000 Population (Print)

Wisconsin Public Library Standards

- Quantitative Standards
 - Audio Recordings Held per Capita
 - Video Recordings Held per Capita
 - Hours Open
 - Materials Expenditures per Capita
 - Collection Size

What's Next

- Using the Standards to plan and advocate for improvements

Resources

- IFLS Trustee Resource Page
<http://www.ifls.lib.wi.us/Trustees/tabid/1165/Default.aspx>
- Wisconsin Library Trustee Resource Page
<http://dpi.wi.gov/pld/trustee.html>
- Trustee Essentials <http://dpi.wi.gov/pld/handbook.html>
- Wisconsin State Statute Chapter 43 Libraries
<http://www.legis.state.wi.us/statutes/stat0043.pdf>
- Wisconsin Public Library Standards
<http://dpi.wi.gov/pld/standard.html>

Questions

Contact

John Thompson at

thompson@ifls.lib.wi.us

or 715-839-5082 ex. 116

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July 8, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Library Board By-Laws

Assistant City Attorney Steve Bohrer recommends that the Board stick to the revised by-laws language presented in June. The questioned sentence is complete and it adheres to the framework and structure of the bylaws that follow it.

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I – Identification

This organization shall be called "The Board of Trustees of the L.E. Phillips Memorial Public Library." It exists by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercises the powers and the authority and assumes the responsibilities delegated to it under the said statute.

ARTICLE II – Membership

~~Section 1. The Board of Trustees shall consist of ten members appointed by the Eau Claire City Council. Three or more candidates are recommended by the County Board Chair from among those residents of Eau Claire County not living in the city of Eau Claire. Two of these candidates are then selected by the City Council to be Trustees. Six members are chosen from among citizens living in the city of Eau Claire. One member will be the Superintendent of Schools or his/her designee, and one will be a member of the Eau Claire City Council.~~

According to 43.54 (1) (a), the Board of Trustees shall consist of nine (9) members. Members shall be residents of the municipality, except that not more than two (2) members may be residents of other municipalities. Members shall be appointed with the approval of the municipal governing body (the Eau Claire City Council).

According to 43.54 (1) (c), the appointing authority (the Eau Claire City Council) shall appoint as one of the members a school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

According to 43.60, (3) (a) A county chairperson, with the approval of the county board, may appoint from among the residents of the county additional members to the library board of a public library of a municipality located in whole or in part in the county, for a term of 3 years from the May 1 following the appointment, and thereafter for a term of 3 years, as follows:

1. If the annual sum appropriated by the county to the public library is equal to at least one sixth, but less than one third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.

~~Section 2. The regular term of office shall be three years from July of the year of appointment, except that the Superintendent of Schools' representative and the City Council representative serve at the pleasure of the Superintendent and the City Council, respectively. **The City Council representative is appointed or re-appointed annually on the third Tuesday in April.** No other Trustee may serve more than two full consecutive terms or six years, whichever is greater. ~~If a member is appointed to fill an unexpired term of office and serves more than half the term, it shall be considered a full term of office. **Filling anything less than a full term is an unexpired term such that a citizen may**~~~~

agree to fill an unexpired term plus two additional and consecutive terms. A former Board member can be reappointed after a lapse of one year.

Section 3. Any Trustee who moves his/her primary place of residence out of the city limits, or whose move causes that person to be ineligible for membership, shall be responsible for notifying the Board President or the Library Director, who will then inform the City Council of the change so that a replacement may be appointed.

Section 4. When any Trustee fails to attend at least three consecutive regular meetings of the Board, the Board may recommend **to the City Council** that the Trustee be replaced.

ARTICLE III – Officers

Section 1. The officers shall be a President, a Vice-President and a Secretary. They are elected from among the appointed Trustees at the annual meeting of the Board in June and take office at the close of that meeting. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs.

Section 2. The President shall appoint a nominating committee of three members prior to the May meeting. The committee will present a slate of officers at the May meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. No officer may serve more than three consecutive terms in a given office.

Section 4. The President shall preside at all meetings of the Board of Trustees, authorize calls for any special meetings **and, with the approval of the Board**, appoint the members of all committees, appoint liaisons to the Friends of the Library and to the Indianhead Federated Library System. **The President shall** execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee and generally perform all duties associated with that office.

Section 5. In the event of the absence or inability of the President to perform his/ her duties, or of a vacancy in that office, the Vice-President shall assume and perform the duties and functions of the President. If the absence of the President is permanent, then a vacancy thereby arises in the office of Vice-President. In case of a vacancy in that or any other office, the Board shall fill the position at its next meeting by a majority vote.

Section 6. The Secretary shall have the responsibility for the keeping of a true and accurate record of all meetings of the Board, for issuing notices of all regular and special meetings, and for performing such other duties as are generally associated with that office. The Secretary may delegate all or some of these duties to the Library Director or his/her designee. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

ARTICLE IV – Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board. Meeting times and dates may be changed as need arises by a majority vote of

the Board. Members shall be expected to attend all meetings if possible. If prevented from attending, the Trustee should notify the Library Director, the Board President or the Library Administrative Office.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown, insofar as circumstances will permit:

- a) Roll call of members
- b) Citizens' comments (limited to five minutes per citizen)
- c) Approval of the minutes of previous regular meeting and any intervening special meetings
- d) Report of the President
- e) Reading of communications
- f) Report of the Library Director
- g) Committee reports
- h) Report of the liaison to the Friends of the Library
- i) Report of the liaison to the IFLS Board
- j) Review of financial report
- k) Action on bills and claims
- l) Review of monthly statistics
- m) Consideration of unfinished business
- n) Consideration of new business
- o) Directives from the Library Board to the Library Director
- p) Motion to adjourn

Particular items of business under consideration by the Board must be specifically listed on the agenda prior to meetings. Items for consideration should be sent to the Library Director and Library Board President seven (7) days before the Board meeting to be on the agenda that goes to the Board in their monthly packet and no later than 28 hours before the Board meeting to be considered.

Section 4. Special meetings may be called by the Library Director or his/her designee at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice thereof must be given to all Trustees at least twenty-four hours in advance.

Section 5. A quorum for the transaction of business at any meeting shall consist of six members of the Board.

Section 6. The Library Director or his/her designee shall send written notice and the agenda of each regular Board meeting to all Trustees in advance of the regular monthly meeting and in accordance with state law.

Section 7. Proceedings of all meetings shall be governed by the most recent edition of Robert's Rules of Order. Customs and procedures that are permitted for small boards under Robert's Rules of Order and which have been adopted by the Board are described in the Trustee Handbook.

Section 8. The Board and its committees shall comply with the Wisconsin Open Meetings Law and the Wisconsin Open Records Law. In the event of any conflict, local, state or federal law shall supersede the bylaws.

ARTICLE V – Committees

Section 1. The Executive Committee shall consist of the President, the Vice-President and the Secretary plus two Library Board members appointed by the President.

Section 2. The President shall annually appoint the members of the following standing committees and name their chairs: Planning, Finance, Personnel and Development **and** Endowment. Standing committees shall consist of at least three members. Standing committees may be created or disbanded by a majority vote of the Board. Committee descriptions and current committee assignments are contained in the Trustee Handbook.

Section 3. The Board may create, and the President appoint the members of, ad hoc committees of one or more members each for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final written report is made to the Board.

Section 4. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI – Duties of the Board of Trustees

Section 1. The Board shall determine the policies, plans and services of the library. This includes mission statement, bylaws, strategic plan, service policies and significant changes in levels or types of service and changes in library hours.

Section 2. The Board shall select, appoint, direct and evaluate the Library Director.

Section 3. The Board shall advise in the preparation of the operating and capital budgets, approve them and approve all expenditures.

Section 4. The Board represents the Library to the community and the community to the Library. Trustees will engage in development and promotion efforts and foster the maintenance of good public relations.

Section 5. The Board shall study and support legislation that will benefit libraries and library users.

Section 6. With the assistance of the Library Director, Trustees shall stay informed about current trends and issues in public libraries.

ARTICLE VII – Library Director

Section 1. The Board shall appoint the Library Director, who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.

The Director shall specify the duties of employees and shall be responsible for the employment and supervision of the library staff, for the care and maintenance of the library facilities and property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

Section 2. The Library Director shall attend open Board meetings whenever possible but shall have no vote.

Section 3. The Library Director shall serve for an indefinite term, subject to removal by the Board only with an affirmative vote of at least seven Trustees.

Section 4. The Library Director shall prepare an annual report at the end of each calendar year, which, after approval by the Board, shall be presented to the Eau Claire City Manager, the Eau Claire City Council, the Eau Claire County Board and the chairs of the Towns in Eau Claire County.

Section 5. Other responsibilities of the Library Director are as outlined in the Director's position description which is contained in the Trustee Handbook. The position description should be reviewed and may be amended during the annual review process, or at any other appropriate time.

ARTICLE VIII – Conflict of Interest

Section 1. Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the L.E. Phillips Memorial Public Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation and vote on any matter in which the Board member, an immediate family member or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE IX – General

Section 1. An affirmative vote of the majority of all Trustees present at a fully constituted meeting shall be necessary to approve any action before the Board, with the exception of situations described in Article IX, Section 2, and Article IX, Section 3 (below). The President may vote upon and may move or second a proposal before the Board.

Section 2. The Bylaws may be amended by an affirmative vote of at least seven Trustees, provided written notice of the proposed amendment shall have been mailed to all Trustees at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. To be valid, such suspension requires the affirmative vote of at least seven Trustees.

Revised on May 6, 1982
Revised on August 22, 1985
Revised on August 21, 1998
Revised on July 20, 2006
Revised on March 15, 2007
Revised on August 28, 2008

July 8, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

Library Strategic Planning Process

- As one of the last steps in the planning process, Himmel & Wilson wanted to do a day long meeting where staff intensively worked on a detailed internal version of the five year plan. We did that full day of planning on June 22 with a good, representative cross-section of staff from management, the union and pages. Staff involved included Bess Arneson (PRPS), Melany Bartig (PRPS), Jeff Burns (IT), Shelly Collins-Fuerbringer (YS), Kathy Herfel (HDS/RS), Kris Jarocki (PRPS), Lori Jungerberg (Administration/TS), Amy Marsh (HRS), Paul Marshall-Potter (Circulation/HRS), Laura Miller (Circulation), Kris Nickel (IT), Larry Nickel (Administration/RS/PRPS), Renee Ponzio (RS), Sharon Price (TS), Michele Stellick (Circulation/HRS), John Stoneberg (Administration), Katie Sullivan (Circulation) and Mark Troendle (Administration). Bill and Ethel will get feedback from staff and others and present a final draft of the library's strategic plan at the Library Board's August meeting.

Other highlights from the past month:

- Staff, especially Julie Gast, met on and prepared the 2011 budget. The main management team meeting was on June 10. I delivered the staff version of the Capital Improvement Plan to the City on June 25. Julie Gast and Mary Blakewell saw that the budget documents were mailed to the Library Board on June 29. Once again, I appreciate all the work and effort that Julie Gast, Mary Blakewell and others put into bringing the budget to fruition.
- Chaired the MORE Directors Council meeting on June 4. The meeting was in the afternoon. In the morning, there had been demonstrations of new III software products under possible future consideration by MORE.
- Chaired the IFLS Advisory Council of Librarians meeting on June 7.
- On June 8, Paul Vanderheiden was approved by the City Council to replace Kathy Schneider on the Library Board beginning on July 1. Re-appointments of Bob Fraser and Bob Hauser were also approved. Unfortunately, during his orientation on June 18, I found out that Paul lives on the Town of Pleasant Valley side of Woodridge Drive and not in the City of Eau Claire. According to Assistant City Attorney Steve Bohrer, the Library Board can have no more than two county representatives. The City's Advisory Committee on Appointments will consider another library board appointment to replace Kathy at its next meeting, hopefully some time in July.

- Jackie Depa and I met a couple of times with Jerry Bonrud of the CDC Group (Burnsville, MN), a sub-contractor of RJS, to decide on window shades that will replace curtains through out the library later this summer. She and I also met with Dave Michaels from Hudson Electric on additional lighting work that needs to be done and with Northwest Enterprises about renovating the brick wall and fence on the Farwell Street side of the library.
- The core planning team developing a cultural plan for Eau Claire had its monthly meeting at the Eau Claire Regional Arts Center on June 10. As you will remember, the Chippewa Valley Museum is working with community partners to develop a community cultural plan for Eau Claire County. When it's done, this plan will be a tool for local government, funders and cultural organizations as they make decisions and set directions. The project, now called The Good Life, received national funding from the Institute of Museum and Library Services. The Good Life is looking at where Eau Claire County residents think it is now, what it might be like in the future and what can be done to get it there. To help with the first part--looking at where the community thinks it is now--the Good Life team has created an online survey. (The team also has a direct mail survey and other techniques in the works.) On June 15, any county resident was able to begin taking the survey by going to <http://www.eauclairegoodlife.org>. You can also access the survey through the library's website.
- Once again, the library had good representation at the annual Breakfast in the Valley on June 11. Now in its 14th year, the event celebrates the importance of agriculture in the local economy. Held on the second Friday in June at the Eau Claire County Exposition Center, more than 300 volunteers serve breakfast from 5-10 AM. This year despite pouring rain, 3,300 people came out and enjoyed breakfast and a great community event. The menu includes scrambled eggs with ham, cheese and mushrooms, muffins, sliced cheeses, coffee, milk and juice. Breakfast isn't complete without the traditional Breakfast in the Valley dessert of custard, corn flakes and strawberries. Other highlights of the Breakfast include agricultural displays, a milk drinking contest with local celebrities and several door prizes. At the Breakfast, the Eau Claire Chamber's Agri-Business Committee presents the annual Friend of Agriculture Award to a member of the community for his or her support of agriculture. This is an excellent opportunity for the library to get its face out in the community and, this year, the library staff team included Theresa Boetcher, Shelly Collins-Fuerbringer, Becky Ford, Jackie Hagenbucher, Jolene Krimpelbein, John Stoneberg, Mark Troendle and Cindy Westphal.
- I attended the Friends Board meeting on June 21.
- The National League of Cities (NLC)' Center for Research and Innovation presented a very interesting, free webinar, "Public Engagement Practices in Local Government," on June 23 which I listened to. NLC established a City Futures Panel on democratic governance to support members seeking to engage citizens more effectively in responding to their cities' most daunting challenges and promising opportunities. Members of the panel highlighted a range of public engagement practices employed in their cities to effectively engage residents to make decisions, overcome conflicts and solve critical problems. Featured presenters included Eau Claire Council President Kerry Kincaid; Eau Claire City Manager Mike Huggins;

Stan Carpenter from the Eau Claire Clear Vision Implementation Committee; Michele Straube, Coordinator for Salt Lake Solutions, Salt Lake City; and Christian Harrison, Chair, Downtown Community Council, Salt Lake City.

- MORE would like to begin to investigate RFID as a viable choice for MORE libraries. RFID will work best in a consortium when as many libraries as possible are using it. As a first step, as the Chair of the Directors Council, I will be establishing a RFID committee to begin to look at the many questions that are raised by considering RFID. I would like to see this committee start meeting by August or September and report back by March, 2011.
- After tackling it off and on for many months, I have completed the weeding of the entertainment videos in the adult collection. After going through the 2,340 titles, I withdrew hundreds of titles for which we had good DVD copies and, with funds from the Friends, replacing hundreds of important video titles with DVDs. There are still many hundreds of important video titles in the collection for which DVDs do not exist at this time.

From the Management Team & Staff

Assistant Director/Human Resources

The Staff Affairs Committee celebrated Flag Day by providing ice cream and pie for staff on June 14.

On June 22, Mark attended a Family and Medical Leave Act (FMLA) workshop in the morning and a strategic planning meeting in the afternoon. On June 29, he attended a City Department Directors meeting in place of John.

As of June 23, the Union (AFSCME Local 284-A) and library management mutually agreed to a process for “bumping” staff impacted by MORE’s decision to not fund a particular IT position beyond this year.

In June, Mark devoted more time than average inspecting materials and gathering statistics for his areas of responsibility in the library collection, which led to the withdrawal of hundreds of copies of books that were either outdated, superseded by newer material, worn in appearance or weren’t being checked out by the public. This description is a simplified explanation of the thought process which all selectors engage in as they make decisions about what to keep, replace or discard, but it is an important aspect of what librarians do throughout the year. (Mark is the Chair of the Collection Development Committee.)

The library was contacted by the Eau Claire Area Economic Development Corporation in June. Mark has been coordinating with Bess Arneson and Renee Ponzio to determine how we can work together. As a first step, the library will host a display of brochures and posters promoting a web site for job seekers as well as another site designed to “engage local residents in the process of ideation and innovation.” We are also in the process of adding these links to the appropriate areas of the library’s web site.

Circulation

June was a busy month at the Circulation desk with the beginning of summer and the start of the Youth Services summer reading program. Tuesday, June 1 was the first day of the signing up process for summer reading and Circulation checked out 4,891 items out to 895 customers. Although this was the busiest day last year in June, desk staff checked out 5,446 items on Monday, June 14.

Since the Innovative Interfaces, Inc. (III) automated system upgrade, functions in Circulation and Cataloging have been experiencing issues of slowness. IFLS is working closely with III to communicate the patterns and concerns for the issue.

Laura Miller and Kris and Larry Nickel assisted the Eau Claire police in providing information that led to the retrieval of 11 popular hold items that had been removed from our hold shelves and taken from the library.

Public Relations & Programming (PRPS)

On June 15, the library hosted the first session of a new discussion series: the Spanish Book Club. The discussion sessions are for native Spanish speakers and for those who speak Spanish sufficiently well to read a novel and discuss it in that language. The library offered the club in response to a request from community residents who relish the opportunity to speak Spanish with others and to discuss ideas and books by Latin American authors. Staff was pleasantly surprised when almost 20 people registered for the first meeting!

Bess Arneson and Melany Bartig developed a schedule of deadlines for ArtsWest 32. A juror has been selected for the exhibit, which will tentatively open February 27, 2011.

Other activities included:

Larry Nickel

- Gave a library tour to Syverson Lutheran Home residents and staff.
- Continued to work with a vendor and IT staff to develop proposals for upgrades to technology in the Board Room and Chippewa Room.
- Worked with Reference staff on the design and layout of a brochure featuring the library's Foundation Center Cooperating Collection.
- Continued to work on a new layout and design for library directory maps.
- Installed and learned new software to convert and edit video files from the library's camcorder for transfer to DVD.
- Worked with YS staff to edit a video for their "Teen CSI" program

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

Melany Bartig

- Began creating signs for sign holders in YS and adult new book areas.
- Created and printed a flyer for the summer concert series “Music on the River.”
- Formatted “International Mysteries” and “Your All-Time Favorite Reads” (part I and part II) Club Read lists.
- Sent information packets to artists in the upcoming Vision and Word exhibit.
- Created and printed various directional and informational signs.
- Took a new panoramic photo of library.

Regular tasks included: assisting with set up for library programs; coordinating art show arrangements; updating mailing lists; publishing event information on Facebook; setting up for programs; and purchasing programming refreshments and supplies.

Kris Jarocki

- Created a slide show of the “The Eclectic Eye” exhibit for the website.
- Printed, collated and folded 100 sets of the annual report for distribution at outside meetings.
- Printed and posted Friends’ Book Sale posters.
- Revised and posted new signs in the music CD area.
- Updated the Home Delivery calendar.

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; taking photos and publishing them to the website; managing display case use; creating and laminating signs; and printing and folding library newsletters and flyers.

Information Technology (IT)

In May, IT staff responded to and resolved 38 IT-Help requests for hardware, software and networking issues. In addition to regular duties, here are some highlights by staff member.

Kris Nickel

- Began building replacement server for the staff file and print server; educating myself on the Windows Server 2008 operating system.
- Built PC for permanent use in the Board room as a replacement for laptops. Users will utilize a wireless keyboard/mouse; currently waiting for furniture.
- Developed specifications and ordered remaining 2010 equipment replacement PCs.
- Arranged for and oversaw NetTel installation of cabling for future public catalog next to Circulation Desk.
- Worked with Teri Oestreich in Technical Services to test viability of Zebra label printers.
- Worked with Laura Miller and Larry Nickel to isolate video and identify thief of library materials from self-service hold shelves.

Jeff Burns

- Continued configuring III/MORE test port for new website.
- Continued working on mobile versions of our three library websites.
- Cleaned up IFLS marriage database records--created search/edit interface.
- Continued configuration of e-Democracy forum website.
- Created graphics and rotating banners to highlight database products on our website.
- Created linking and banner images for linking to the Good Life Eau Claire website.
- Followed up with customers regarding MORE access issues.

Jolene Krimpelbein

- Jolene spent much time earlier in the month continuing work with Innovative Interfaces and IFLS staff to solve the system-wide slowness problem with the Millennium system. IFLS staff performed an upgrade on the shared system on May 6 and problems have existed since.

Reference Services (RS)

Renee Ponzio did a short presentation to the Library Board at its June meeting about Club Read, the library's adult summer reading program.

Cindy Westphal and Renee attended Virtual Network Days, a two-day series of online classes and special sessions presented by the Foundation Center of which the Library is a Cooperating Collection member. The Director of the Foundation Center's library, Kief Schladweiler, will be presenting a workshop on Proposal Writing Basics with the Foundation Directory Online on July 7. Cindy sent e-mails to various non-profit groups, to IFLS libraries and other agencies inviting them to the workshop. Because of the overwhelming response, Renee arranged for the workshop to be held in the meeting room facilities at Banbury Place. In preparation for the workshop, Cindy created a brochure on Resources for Nonprofit Organizations and Grantseekers at LEPMPL, ordered Foundation Center brochures, created a participant evaluation form, created an e-mail account of registered participants, sent out updates and reminders to participants and created an attendance form. Reference page Janean Hankes photocopied an information packet from the Foundation Center, photocopied various handouts and prepared folders containing the various brochures, handouts and bookmarks for each participant.

Cindy gave two database presentations to six students from a work skills class, created a Club Read list on International Mysteries, updated Author Alert on the website and attended a webinar on using the Learning Express database. During June, Cindy proctored 15 exams for students taking online or long-distance courses and added 4 new businesses to the library's Business Resource File.

Travel the World with Club Read, the adult summer reading program, has been well-received this year. Customers and staff complete their passport by reading three books of their choice, stamp their passport and then place pins on the map indicating where their books took place. As of June 30, the registration count was 167 customers and 41 staff, with customers still signing up for the program.

Theresa Boetcher designed labels for the participants going to the Foundation workshop scheduled for July 7. She continues to work with the Community Information Database (CID) and statistics for June were 48 records changed and updated and 2 records deleted. Theresa worked on reports for Bess and John of catalog items that have been withdrawn or are missing, looking up number of records for these items and what formats are owned. She submitted 49 ILL requests for customers.

A number of scanned items were sent to customers all over the world who had requested obituaries from library microfilm. There were 26 requests in June.

Theresa and David Dial are moving ahead with the City Council meeting dubbing project. Approximately 70 of the 1,543 VHS tapes have been dubbed onto DVDs and sent to TS for further labeling and record changes.

David checked the links on the Public Workstation Menu to make sure they connected to live sites and to make sure the labels or names of the sites were up to date. He did a physical inventory of the second floor newspapers and magazines to see which needed to be claimed. David did a microfilm reel count of LEPMPL Leader-Telegram holdings in order to help John Stoneberg proceed with a project for further digitalization of the content of these newspapers. He did a physical inventory of the Reference phone book holdings and updated and printed out a current shelf list.

Isa Small updated the Local Authors club read list and the Grantseeking bibliography for the upcoming seminar. She also updated several CID records and continues to maintain the Weekly Events list.

Larry Nickel's reader advisory table this quarter was on "Summer Read Alikes."

Kathy Herfel demonstrated the library's website to 12 Hmong students and their mentors. This was part of Bridging Gaps, an interactive program for recent Hmong immigrant students in the Eau Claire area conducted by UWEC students. Kathy continues to update entries in the CID. She continues working on an inventory of the library's newspaper microfilm collection. Kathy reported that a customer took some of our Club Read lists/bookmarks to Orange Park Library in Orange Park, FL (near Jacksonville) over the winter. They were impressed and turned one of them into a poster.

Home Delivery

The Home Delivery customer total stands at 189. One customer passed away and another was removed after being on hold for 6 months.

Reminiscing with the Library at Heatherwood was attended by 8 residents. A suggestion was made last month to discuss race relations so Kathy Herfel read selections from Claudette Colvin, Twice Toward Justice by Phillip Hoose and Life Under the Jim Crow Laws by

Charles George.

Hold and Resource Sharing (HRS) Office

When Amy Marsh and Becky Ford went out to check on the condition of the offsite drop boxes, it was noted that several rivets were loose. If these could be repaired, the boxes may last longer. Renee is checking with custodial staff about what can be done with the loose rivets. Two old offsite drop boxes that were replaced in May were disposed of.

Amy and Becky came up with a list of possible procedures to have in writing regarding Interlibrary Loan. Renee is checking with other libraries to see what they do and then will be looking at writing some procedures for Interlibrary Loan.

Youth Services had a program titled CSI. As part of the event, students came to the HRS Office for one of the “clues.” Becky attended and was photographer and a chaperone.

Hudson moved to their new location causing them to be closed for some time. This affected HRS in two ways. HRS staff needed to hold their items for one week and not send any items onto Hudson through courier. If a hold came through for a Hudson customer, then Amy and Becky were to cancel the hold and make sure they “printed” a cancel hold notification letter.

New hold cancellation letter procedure: when the owning library cannot fill a hold, they may cancel the hold making sure to “print” a cancel hold notification letter. It is the responsibility of the borrowing library to print or email that cancel letter to the patron.

There was an upgrade to the system on June 11. This caused several receipt printer issues.

Safety and Security

Three incidents during the month of June highlighted both the value and limitations of surveillance cameras. After custodial staff found torn off book covers in a women’s restroom, Circulation Manager Laura Miller determined that the items had been removed from the self-service holds shelf and were missing. Laura reviewed recordings from that area and discovered that a female customer had removed the holds of other customers. Network Manager Kris Nickel was able to identify the customer through transaction records. The police were called. Larry Nickel worked with Director John Stoneberg on a statement for the police. State statutes require a court order to release the name of a customer; once that was presented, the police were able to recover the stolen items and charge the customer. The customer is banned from the library pending Library Board action.

A second incident involved a customer who claimed her cell phone was stolen while she was using the library’s Internet computers. Cindy Westphal of Reference staff and Larry Nickel reviewed surveillance recordings which seemed to show that no one came near the customer’s workstation when she briefly stepped away. Library staff did not hear from the customer again after she left the library.

The third incident for the month was an unlocked bicycle allegedly stolen from the lower level bike rack. The customer called the police and the police asked Larry to review surveillance video. Larry viewed the recordings from two exterior cameras extensively, noting the arrival of the customer on the bicycle and leaving again without it. No one else is seen leaving the parking area with a bicycle, although a number of vehicles enter and leave the lot. The area where the bike was parked is not covered by one of the library's 32 cameras. Larry reported his findings to the officer in charge, but has not been asked for copies of recordings.

Some progress was made making library walkways safer for customers and staff. Former planting areas and a crumbled section of sidewalk along Eau Claire Street were filled in with asphalt as a temporary solution. This street is due for major reconstruction in the next couple of years and until then this solution should solve a portion of the library's ongoing problem with falls.

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)

It's hard to believe that one year ago staff was in the Red Cedar and Chippewa rooms sitting tight as matches in a matchbook. Whew! It was all worth it.

This month Lori Jungerberg and Kristine Vinopal completed the relabeling of the large print materials on the shelves, about an 18-month-long project.

Last September, TS began a project to promote gentler handling of our materials on disc, including DVDs, software games and audio books. A label that reads: CAUTION: Handle Discs with Care was placed in all shelved materials with discs and added to all new materials. The retrospective portion of the project is completed, using about 12,000 labels. Teri Oestreich and Sharon tried to evaluate the effectiveness of the label, but the study was done too soon after the project was completed to get valid results. We will perform a random sampling study again in the near future.

Donna Swenson and Teri Oestreich are working with Renee Ponzio and Theresa Boetcher on a project for the newly digitized City Council meetings. Theresa is converting them from VHS to DVD. Donna will edit the bibliographic item records to reflect the changed format and Teri will supervise the repackaging part of the project. The first set of 30 is finished. This will be a long-term project because there are over 1,500 tapes to be done.

Jean Nemitz, Sharon Price and Renee Ponzio met twice in June to review the magazine budget, adding requested titles by customers, making title cuts and creating a set amount of the periodicals budget for microfilm. Renee will present our finished proposal for the periodical budget for 2011 at the collection development meeting in July.

Jean Nemitz trained Jean Pickerign on ordering suggestions for purchase from Amazon.com.

On June 18, Sharon Price attended the Bib Standards meeting in Barron in place of Donna Swenson. One item discussed could have an impact on cataloging in the future. MORE is highly interested in a newly formed bibliographic utility named Sky River. LEPMPL now uses OCLC. Sky River is owned by Jerry Klein, CEO of III, the Integrated Library Software used by MORE. There will be a demo of Sky River sometime in October. Also, IFLS is considering creating a centralized cataloging option for IFLS member libraries. They would hire a full time cataloger if there is enough interest.

The Bib Standards Committee also made a proposal to discontinue use of a cataloging tool used in cataloging fiction. The tool is called Guidelines on Subject Access to Individual Works of fiction, drama, etc., gsafd for short. The purpose of the change would be to shorten cataloger training time and consistent use of LC genre headings only. Sharon asked fiction cataloger Jenny Karls to assess fiction bibliographic records loaded into the MORE catalog from OCLC and to do a time study of applying edits, complying with the proposal. The catalogers' conclusion from the results of the study was that the change would cause an excessive amount of editing, greater possibility of error and would not add anything of value to our customers. They did not endorse the proposal.

Catalogers, pages and assistants pushed all new YS and YA materials through the Division and up to YS this month for the beginning of the summer reading program. We did not use our typical approach of "processing day" but took a couple of weeks. We'll evaluate which process worked better at our next meeting.

Jean Nemitz and Julie Gast sent one additional test file to the MUNIS financial system. Staff is getting closer to outputting vouchers from Millennium to MUNIS electronically.

Donna reported the boxed music sets (booklet and several CDs) project is now moving forward and ten sets are now completed and shelved in their new location.

Lori Jungerberg continues to assist YS with shelving books 4 hours per week.

Youth Services (YS)

Youth Services kicked off the 2010 Summer Library Program on Tuesday, June 1. There had been plans for a petting zoo to be available on the library lawn from 4-6 p.m., but instead of exotic animals, it rained cats and dogs and forced us to re-schedule for the following week. Despite the gloomy weather, the program got off to a great start and we have registered over 2,000 kids and teens for the reading programs so far.

All Youth Services programs commenced the week of June 14. Staff offers storytimes for babies, toddlers and preschoolers. They also have a drop-in craft every Tuesday afternoon, two Wednesday performer shows, Thursday demonstrations for school-age children and book discussions for upper elementary and teens. The participation in all programs has been

phenomenal this summer and we have received a lot of positive comments from customers who are glad to have “things back to normal” after last summer.

Dayna held a CSI @ the Library program on June 11. The program was geared to kids in middle school and up and took place after hours. 33 participants split into four teams to try and gather evidence to figure out who stole the peanut butter crackers. Staff members Mark Troendle, Sara Niese and Amy Ambelang deserve special credit for volunteering to be team leaders for the event!

Alisha presented at Luther’s Safety Camp on June 24 in Carson Park. The two-day camp offers a variety of safety information to incoming 4th graders. The library has presented at this event for the past eight years. We provide three, 45-minute sessions of fun, interactive stories for the kids and counselors.

A Super Smash Brothers Brawl Wii game tournament was held in the programming room on June 25. 39 participants got in on the action. The program room has proved to be an exceptionally flexible and functional room for a variety of programming purposes. The staff and the public are really enjoying it!

The Young Adult section now has a new book area. It includes YA fiction and nonfiction. Books will be in the new book area for 3 months, so this will be a great way to showcase the collection to browsing customers.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
FINANCE COMMITTEE
Minutes of Meeting
July 8, 2010

There was a meeting of the Finance Committee of the Library Board of Trustees on Thursday, July 8, 2010, at 10:30 am, in the Board Room of the Library. The following members were present: Bruce, Hauser, Stelter, and Wachs. Also present were Julie Gast, Business Manager, and John Stoneberg, Library Director.

DISCUSSION AND ACTION ON A RECOMMENDATION TO THE BOARD OF A 2011 OPERATING BUDGET FOR THE LIBRARY

The Committee discussed the proposed 2011 Operating Budget, including two changes made since distribution. Bob Hauser made a motion, seconded by Dana Wachs, to recommend approval of the operating budget to the Library Board. The motion passed unanimously.

DISCUSSION AND ACTION ON A RECOMMENDATION TO THE BOARD OF A 2011-2015 CAPITAL IMPROVEMENT PLAN FOR THE LIBRARY

The Committee reviewed the proposed 2011-2015 Capital Improvement Budget for the library. On a motion made by Dana Wachs and seconded by Bob Hauser, the Committee unanimously approved recommending the Board approve the capital budget as proposed.

ADJOURNMENT

Bob Hauser made a motion to adjourn the meeting. This was seconded by Dana Wachs and passed unanimously.

Respectfully submitted,

JULIE A. GAST
Business Manager

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2010 YTD BUDGET REPORT - Operating
For the Period Ended June 30, 2010

OBJ #	ACCOUNT NAME	2010 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,793,400.00	\$ 2,793,400.00	\$ -	\$ -	100.0%
4009	Prop Tax-Post 2005 Debt	40,100.00	40,100.00	-	-	100.0%
4128	Federal Aid-Other	2,000.00	-	-	2,000.00	0.0%
4330	Library Fines & Miscellaneous Revenue	120,000.00	56,403.75	-	63,596.25	47.0%
4398	Other Penalties (Collection Agency)	2,200.00	1,290.35	-	909.65	58.7%
4451	Electronic Copy Revenue	2,400.00	1,328.00	-	1,072.00	55.3%
4452	Copier Revenue	2,800.00	1,567.30	-	1,232.70	56.0%
4602	Service to Eau Claire County	533,300.00	266,482.00	-	266,818.00	50.0%
4608	Indianhead Library System	118,900.00	26,283.72	26,283.72	66,332.56	44.2%
4672	Service Charge-Other (Fairchild)	2,200.00	550.00	550.00	1,100.00	50.0%
4798	Misc Service Revenues (Act 150)	235,400.00	235,394.43	-	5.57	100.0%
4834	Book Bag Sales	200.00	540.78	-	(340.78)	270.4%
4836	Misc Grant Revenue	15,000.00	12,458.64	-	2,541.36	83.1%
4850	Gift Revenue	16,000.00	24,389.80	-	(8,389.80)	152.4%
4852	Misc Reimbursements-Lost Items	15,000.00	8,286.14	-	6,713.86	55.2%
4853	Energy Improvement Rebate	-	-	-	-	n/a
4858	Refund of Prior Years Expense	-	1,232.85	-	(1,232.85)	n/a
4898	Miscellaneous Revenue	5,000.00	2,183.43	751.52	2,065.05	58.7%
5152	Sale of Capital Assets	200.00	-	-	200.00	0.0%
		<u>\$ 3,904,100.00</u>	<u>\$ 3,471,891.19</u>	<u>\$ 27,585.24</u>	<u>\$ 404,623.57</u>	89.6%
5590	Fund Balance Used for CIP	-	-	-	-	n/a
5580	Working Capital Applied	87,000.00	-	-	87,000.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,991,100.00</u></u>	<u><u>\$ 3,471,891.19</u></u>	<u><u>\$ 27,585.24</u></u>	<u><u>\$ 491,623.57</u></u>	87.7%

OBJ #	ACCOUNT NAME	2010 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,720,400.00	\$ 774,673.48		\$ 945,726.52	45.0%
6020	P/R Overtime	-	-		-	n/a
6030	Special Pays	31,400.00	809.64		30,590.36	2.6%
6040	Employer Paid Benefits	325,100.00	140,472.57		184,627.43	43.2%
6043	Health insurance-Employer	383,000.00	152,401.62		230,598.38	39.8%
6047	Health insurance Deductible	38,000.00	8,760.82		29,239.18	23.1%
6099	Misc. Reimbursements	-	386.32		(386.32)	n/a
6108	Unemployment Compensation	17,600.00	2,712.00		14,888.00	15.4%
6110	Postage & Shipping	22,000.00	7,153.05		14,846.95	32.5%
6112	Computer Service Charges	113,100.00	86,923.55	299.70	25,876.75	77.1%
6116	Binding	1,000.00	1,054.56		(54.56)	105.5%
6120	Auditing	2,500.00	1,318.48		1,181.52	52.7%
6122	Cataloging	34,400.00	550.00		33,850.00	1.6%
6128	Repairs to Tools & Equip	6,300.00	2,497.05	23.92	3,779.03	40.0%
6138	Equipment Rental	7,400.00	2,622.43	359.78	4,417.79	40.3%
6150	Special Services	56,700.00	12,055.00		44,645.00	21.3%
6160	Staff Training/Conference	22,000.00	14,190.65	50.00	7,759.35	64.7%
6162	Membership Dues	3,700.00	435.00		3,265.00	11.8%
6198	Miscellaneous Contractual	90,900.00	34,703.86	21,499.85	34,696.29	61.8%
6202	Electricity	75,100.00	26,486.64		48,613.36	35.3%
6208	Gas Service	20,000.00	12,587.65		7,412.35	62.9%
6210	Telephones	10,000.00	6,467.77		3,532.23	64.7%
6252	Water Service	2,000.00	641.02		1,358.98	32.1%
6254	Sewer Service	2,200.00	611.49		1,588.51	27.8%
6308	Special Assessments	600.00	694.81		(94.81)	115.8%
6350	Liability & Property Insurance	31,000.00	12,916.65		18,083.35	41.7%
6398	Insurance Claims Reimbursement	-	-		-	n/a
6402	Office, AV, Library Supplies	79,700.00	32,502.95	2,925.96	44,271.09	44.5%
6410	Periodicals	19,300.00	5,834.87		13,465.13	30.2%
6411	Pamphlets	200.00	-		200.00	0.0%
6412	Books-Adult	186,900.00	72,848.32		114,051.68	39.0%
6413	Books-Juvenile	75,800.00	30,861.28		44,938.72	40.7%
6414	Non-print Materials	61,800.00	29,609.22		32,190.78	47.9%
6415	Lost/Damaged Collection Materials	15,000.00	3,935.88		11,064.12	26.2%
6490	Equipment Purchases < \$5000	78,500.00	25,814.49	27,353.26	25,332.25	67.7%
6495	Grant Expenditures	15,000.00	-		15,000.00	0.0%
6496	Gift Expenditures	16,000.00	16,295.77	1,662.69	(1,958.46)	112.2%
6498	Other Materials & Supplies	4,400.00	1,249.73		3,150.27	28.4%
6790	Refunds & Reimbursements	10,400.00	10,294.66		105.34	99.0%
6802	Capital Purchases	8,000.00	4,735.63		3,264.37	59.2%
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%
		\$ 3,733,500.00	\$4 1,644,108.91	\$ 54,175.16	\$ 2,035,215.93	45.5%

OBJ #	ACCOUNT NAME	2010 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
	LIB BLDG MAINTENANCE EXPENDITURE					
6010	Payroll Wages	\$ 127,800.00	\$ 45,788.49		\$ 82,011.51	35.8%
6020	Payroll Overtime	16,900.00	5,194.08		11,705.92	30.7%
6030	Special Pays	1,300.00	20.22		1,279.78	1.6%
6040	Employer Paid Benefits	26,300.00	9,171.66		17,128.34	34.9%
6043	Health Ins (ER)	41,100.00	13,932.82		27,167.18	33.9%
6047	Health Insurance Deductible	2,700.00	1,125.00		1,575.00	41.7%
6108	Unemployment Compensation	-	815.99		(815.99)	n/a
6128	Repairs to Tools & Equipment	200.00	-		200.00	0.0%
6130	Repairs to Buildings	20,600.00	10,587.76	2,128.30	7,883.94	61.7%
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	3,275.15	3,458.60	1,566.25	81.1%
6214	Garbage Service	2,100.00	1,892.00		208.00	90.1%
6256	Stormwater Charges	400.00	446.14		(46.14)	111.5%
6340	Implementation Reserves	400.00	-		400.00	n/a
6460	Repair Part & Supplies	1,100.00	168.51		931.49	15.3%
6464	Building Materials & Janitorial Supplies	8,100.00	4,336.20	397.80	3,366.00	58.4%
		<u>\$ 257,600.00</u>	<u>\$ 96,754.02</u>	<u>\$ 5,984.70</u>	<u>\$ 154,861.28</u>	<u>39.9%</u>
	TOTAL EXPENSES	<u><u>\$ 3,991,100.00</u></u>	<u><u>\$ 1,740,862.93</u></u>	<u><u>\$ 60,159.86</u></u>	<u><u>\$ 2,190,077.21</u></u>	<u><u>45.1%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended June 30, 2010

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
LIBRARY CIP FUND - REVENUE						
4802	Interest-Pooled Investments	\$ -	\$ 207,650.00	\$ -	\$ (207,650.00)	
5114	Tsf from Library	\$ -	\$ 1,833,900.00	\$ -	\$ (1,833,900.00)	
		\$ -	\$ 2,041,550.00	\$ -	\$ (2,041,550.00)	
LIBRARY BLDG IMPROVEMENT						
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
TECHNOLOGY UPGRADE						
6802	Capital Purchases	\$ 1,024,100.00	\$ 979,706.78	\$ -	\$ 44,393.22	95.7%
LIBRARY BUILDING EXPANSION						
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	\$ 1,745,500.00	\$ 1,181,597.91	\$ -	\$ 563,902.09	
6010	P/R Wages	\$ -	\$ 30,889.61	\$ -	\$ (30,889.61)	
6040	Benefits	\$ -	\$ 3,867.31	\$ -	\$ (3,867.31)	
6810	Capital Costs	\$ 1,745,500.00	\$ 1,550,741.60	\$ 47,437.56	\$ 147,320.84	
	Total Expense	\$ 1,745,500.00	\$ 1,585,498.52	\$ 47,437.56	\$ 112,563.92	90.8%
LIBRARY BLDG IMPROVEMENT						
6810	Capital Costs (2007-2010)	\$ 675,800.00	\$ 104,116.33	\$ 12,665.00	\$ 559,018.67	17.3%
TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE		\$ 4,338,200.00	\$ 3,385,431.01	\$ 60,102.56	\$ 892,666.43	

Warrant Report for 060410L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	229510603084	\$7.99
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	038936896058	\$9.99
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	038935603886	\$14.95
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	038931743649	\$22.49
AMAZON.COM CREDIT	212587	ADULT BKS	163402679719	\$24.95
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	229514866902	\$32.48
AMAZON.COM CREDIT	212587	NONPRINT	188979740663	\$32.99
AMAZON.COM CREDIT	212587	NONPRINT	068072274893	\$38.76
AMAZON.COM CREDIT	212587	NONPRINT	163408080532	\$39.98
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	229512815844	\$61.45
AMAZON.COM CREDIT	212587	NONPRINT	132092932528	\$133.93
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	038931024310	\$260.85
AMAZON.COM CREDIT	212587	NONPRINT	068071429981	\$290.19
AMAZON.COM CREDIT	212587	FRNDS VID TO DVD	229517039653	\$420.24
AT&T	212588	ADULT BKS	0177677060	\$376.35
BAKER & TAYLOR INC	212589	NONPRINT	I21487390	\$12.73
BAKER & TAYLOR INC	212589	NONPRINT	V11927800	\$12.73
BAKER & TAYLOR INC	212589	NONPRINT	I21308420	\$13.48
BAKER & TAYLOR INC	212589	IFLS NONPRINT	I21284730	\$24.46
BAKER & TAYLOR INC	212589	NONPRINT	I21487393	\$28.78
BAKER & TAYLOR INC	212589	NONPRINT	I21487391	\$35.99
BAKER & TAYLOR INC	212589	NONPRINT	I21225630	\$47.48
BAKER & TAYLOR INC	212589	NONPRINT	I21487392	\$129.54
BAKER & TAYLOR INC	212589	NONPRINT	I21487394	\$218.75
BLACKSTONE AUDIO INC	212590	L&D NONPRINT	534159	\$24.00
BLACKSTONE AUDIO INC	212590	NONPRINT	534166	\$59.00
BOOK WHOLESALERS INC	212591	JUV BKS	162276C	\$30.42
BOOK WHOLESALERS INC	212591	JUV BKS	161469C	\$88.32
BOOK WHOLESALERS INC	212591	JUV BKS	155336C	\$132.48
CDW-G CORPORATE OFFICE	212592	FRNDS GIFT	SRT6686	\$220.00
EDUCATIONAL RECORD CENTER	212593	NONPRINT	34487000	\$113.25
EO JOHNSON CO INC	212594	1ST FLR SVC K APR-JUL	ARCM022955	\$-28.50
EO JOHNSON CO INC	212594	CIRC WKRM SVC K MAY-AUG	CNIN418123	\$38.00
EO JOHNSON CO INC	212594	1ST FLR SVC K APR-JUL	CNIN418091	\$47.50
EO JOHNSON CO INC	212594	ADM COPIER SVC K APR-JUL	CNIN418060	\$162.00
INSTITUTE FOR CAREER RESEARCH	212595	ADULT BKS	NONE1023	\$248.75

Warrant Report for 060410L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RECORDED BOOKS INC	212596	NONPRINT	4885384	\$179.76
RUSK COUNTY COMMUNITY LIBRARY	212597	LOST ITEM RFND-ADULT BK	LIBRFND1023	\$9.00
SALEM PRESS INC	212598	ADULT BKS	NONE1023	\$816.00
SOFTMART GOVT SERVICES INC	212599	SUPPLIES	ARINV207442	\$661.64
WI DEPT OF ADMINISTRATION	212600	STS MAR EC/IFLS/TRS	NONE1023	\$618.22
				<hr/> \$5,711.37 <hr/>

Warrant Report for 061110L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212601	JUV BKS	008801430297	\$12.44
AMAZON.COM CREDIT	212601	FRNDS VID TO DVD	038935749669	\$13.49
AMAZON.COM CREDIT	212601	NONPRINT	125820355588	\$18.80
AMAZON.COM CREDIT	212601	ADULT BKS	049479810306	\$22.98
AMAZON.COM CREDIT	212601	GIFT BKMRKS	186474050121	\$37.96
AMAZON.COM CREDIT	212601	JUV BKS	008807007169	\$53.63
AT&T	212602	ADULT BKS	0177703360	\$423.60
AT&T	212603	CELL PHONES MAY-JUN	NONE1024	\$39.54
BAKER & TAYLOR INC	212604	FRNDS VID TO DVD	I351429CM	\$-35.98
BAKER & TAYLOR INC	212604	JUV BKS	0002006650	\$-15.71
BAKER & TAYLOR INC	212604	ADULT BKS	0002006649	\$-13.99
BAKER & TAYLOR INC	212604	FRNDS VID TO DVD	I21701520	\$10.79
BAKER & TAYLOR INC	212604	NONPRINT	I21811440	\$11.99
BAKER & TAYLOR INC	212604	NONPRINT	I21811441	\$13.48
BAKER & TAYLOR INC	212604	FRNDS VID TO DVD	V12507190	\$14.39
BAKER & TAYLOR INC	212604	NONPRINT	V12777380	\$17.99
BAKER & TAYLOR INC	212604	ADULT BKS	5010827870	\$20.34
BAKER & TAYLOR INC	212604	NONPRINT	I21811442	\$21.59
BAKER & TAYLOR INC	212604	NONPRINT	I21811443	\$22.16
BAKER & TAYLOR INC	212604	JUV BKS	2024703318	\$76.33
BAKER & TAYLOR INC	212604	ADULT BKS	2024703310	\$80.73
BAKER & TAYLOR INC	212604	ADULT BKS	5010854412	\$239.48
BAKER & TAYLOR INC	212604	ADULT BKS	2024673107	\$240.29
BAKER & TAYLOR INC	212604	JUV BKS NONPRINT	2024697195	\$240.46
BAKER & TAYLOR INC	212604	ADULT BKS NONPRINT	2024702973	\$266.00
BAKER & TAYLOR INC	212604	ADULT BKS GIFT BKMRKS	2024676467	\$332.97
BAKER & TAYLOR INC	212604	JUV BKS NONPRINT	2024671625	\$345.66
BAKER & TAYLOR INC	212604	ADULT BKS	2024694560	\$356.29
BAKER & TAYLOR INC	212604	ADULT BKS	2024667859	\$371.34
BAKER & TAYLOR INC	212604	ADULT BKS	2024690058	\$390.79
BAKER & TAYLOR INC	212604	JUV BKS	2024702567	\$393.97
BAKER & TAYLOR INC	212604	ADULT BKS GIFT BKMRKS	2024699249	\$410.99
BAKER & TAYLOR INC	212604	ADULT BKS	2024683919	\$546.29
BAKER & TAYLOR INC	212604	ADULT BKS	2024672001	\$629.81
BAKER & TAYLOR INC	212604	ADULT BKS GIFT BKMRKS	2024693610	\$679.06
BAKER & TAYLOR INC	212604	ADULT BKS NONPRINT	2024716951	\$694.01

Warrant Report for 061110L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212604	ADULT BKS	2024672739	\$825.29
BLACKSTONE AUDIO INC	212606	GIFT BKMRKS	535112	\$121.50
BOOK WHOLESALERS INC	212607	JUV BKS	163032C	\$10.24
BRODART INC	212608	SUPPLIES	123550	\$2,468.00
CHRONICLE GUIDANCE PUBLICATION	212609	IFLS 1 SUBSCRIPTION	NONE1024	\$172.00
GALE RESEARCH INC	212610	ADULT BKS	16797003	\$38.98
GALE RESEARCH INC	212610	ADULT BKS	16787594	\$44.93
GALE RESEARCH INC	212610	ADULT BKS	16802332	\$49.43
GALE RESEARCH INC	212610	ADULT BKS	16790229	\$58.40
GALE RESEARCH INC	212610	ADULT BKS	16791080	\$62.28
GALE RESEARCH INC	212610	ADULT BKS	16790649	\$71.15
GALE RESEARCH INC	212610	ADULT BKS	16787805	\$89.86
GALE RESEARCH INC	212610	ADULT BKS	16791485	\$93.58
GALE RESEARCH INC	212610	ADULT BKS	16792738	\$97.36
GALE RESEARCH INC	212610	ADULT BKS	16798035	\$144.40
GALE RESEARCH INC	212610	ADULT BKS	16803405	\$148.32
GALE RESEARCH INC	212610	ADULT BKS	16802613	\$149.82
GALE RESEARCH INC	212610	ADULT BKS	16787343	\$185.95
HIMMEL & WILSON LIBRARY CONSULT	212611	PLANNING SERVICES	1037	\$6,000.00
L&M MAIL SERVICES INC	212612	MAIL FEE FRNDS MBR LTR	20735	\$97.73
LOGISTECH INC	212613	ADULT BKS	127811	\$36.37
LOGISTECH INC	212613	ADULT BKS	127937	\$120.54
MARSHALL CAVENDISH	212614	JUV BKS	R847254	\$161.73
MIDWEST TAPE	212615	FRNDS VID TO DVD	2206700	\$11.99
MIDWEST TAPE	212615	FRNDS VID TO DVD	2206701	\$11.99
MIDWEST TAPE	212615	FRNDS VID TO DVD	2200945	\$35.98
MIDWEST TAPE	212615	NONPRINT	2200946	\$65.55
PER MAR SECURITY SERVICES	212616	SEC SYS ALARM RPR YS	514326	\$243.00
RECORDED BOOKS INC	212617	NONPRINT	CM4723450	\$-33.07
RECORDED BOOKS INC	212617	GIFT BKMRKS	4893716	\$39.73
RECORDED BOOKS INC	212617	NONPRINT	4894856	\$92.47
REFUND-LIBRARY	212618	LOST ITEM LESS FINE	LIBRFND1024	\$16.25
REGENT BOOK CO	212619	ADULT BKS	40412	\$36.09
STATE BAR OF WISCONSIN	212620	ADULT BKS	398217	\$57.96
TANTOR MEDIA	212621	NONPRINT	33153	\$41.99
TANTOR MEDIA	212621	NONPRINT	33170	\$59.99

Warrant Report for 061110L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
TEACHING COMPANY	212622	NONPRINT	4935012	\$30.00
WALBRIDGE, DAVID	212605	YS PROGRAM 6/23	NONE1024	\$700.00
				<hr/> \$19,641.74 <hr/>

Warrant Report for 061810L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ADALAR FLORAL	212623	FRNDS GIFT	000302	\$70.00
AMAZON.COM CREDIT	212624	NONPRINT	123371164646	\$6.99
AMAZON.COM CREDIT	212624	JUV BKS	123378318057	\$8.64
AMAZON.COM CREDIT	212624	NONPRINT	146389240373	\$16.68
AMAZON.COM CREDIT	212624	NONPRINT	174008298801	\$24.96
AMAZON.COM CREDIT	212624	NONPRINT	239371364517	\$33.99
AMAZON.COM CREDIT	212624	NONPRINT	174005556563	\$39.99
AMAZON.COM CREDIT	212624	JUV BKS	248849824752	\$47.00
AMAZON.COM CREDIT	212624	ADULT BKS NONPRINT	146385996707	\$48.49
AMAZON.COM CREDIT	212624	NONPRINT	072263606636	\$48.66
AMAZON.COM CREDIT	212624	NONPRINT	188977135489	\$50.97
AMAZON.COM CREDIT	212624	NONPRINT	137803770264	\$137.97
AT&T	212625	PHONEBOOK LISTINGS	NONE1025	\$57.50
BAKER & TAYLOR INC	212626	NONPRINT	I22515462	\$11.88
BAKER & TAYLOR INC	212626	NONPRINT	I22671860	\$19.61
BAKER & TAYLOR INC	212626	NONPRINT	I22515463	\$20.84
BAKER & TAYLOR INC	212626	NONPRINT	I22515464	\$20.87
BAKER & TAYLOR INC	212626	NONPRINT	I22515465	\$41.74
BAKER & TAYLOR INC	212626	ADULT BKS	2024731029	\$62.23
BAKER & TAYLOR INC	212626	NONPRINT	I22671861	\$107.91
BAKER & TAYLOR INC	212626	NONPRINT	I22515460	\$200.23
BAKER & TAYLOR INC	212626	NONPRINT	I22515461	\$290.92
BAKER & TAYLOR INC	212626	ADULT BK GIFT BKMRKS	2024725373	\$564.76
BAKER & TAYLOR INC	212626	ADULT BKS GIFT BKMRKS	2024736543	\$1,020.89
CDW-G CORPORATE OFFICE	212627	SUPPLIES	STF2194	\$262.54
CITY OF EAU CLAIRE	212628	AUDITORS VAN REPAIR	113434	\$2,912.94
DEAR READER.COM	212629	NEXT GOOD BOOK	8411	\$750.00
DEMCO INC	212630	SUPPLIES	3885064	\$91.01
EO JOHNSON CO INC	212631	SUPPLIES	ARIN229916	\$492.11
EO JOHNSON CO INC	212631	SUPPLIES	ARIN229021	\$1,717.00
GROUP HEALTH CO-OP	212632	COBRA/RETIRES JULY	NONE1025L	\$2,521.48
GROUP HEALTH CO-OP	212632	ACTIVES JULY	NONE1025	\$29,899.64
HOLTZ CREATIVE ENTERPRISES	212633	FRNDS YS PRZ/INCENTIVES	061110	\$48.00
L&M MAIL SERVICES INC	212634	POSTAGE MAY	20799	\$291.70
L&M MAIL SERVICES INC	212634	POSTAGE MAY	NONE1025	\$1,213.22
MEGA	212635	FRNDS PRGRM RFRSHMNTS	322438	\$15.65

Warrant Report for 061810L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
MEGA	212635	FRNDS PRGRM RFRSHMNTS	325321	\$22.14
MINNESOTA MUTUAL LIFE INS	212636	JULY	NONE1025	\$1,225.12
OFFICE DEPOT	212637	SUPPLIES	852171L	\$1,009.03
OFFICE DEPOT	212637	PAPER O/H	852171	\$1,414.40
PATCHIN, JILL	212638	FRNDS PRGRM RFRSHMNTS	NONE1025	\$31.51
REFUND-LIBRARY	212639	LOST ITEM RFND-LESS FINE	LIBRFND1025	\$15.09
REID, ROB	212640	YS PROGRAM 6/30	NONE1025	\$350.00
RTI	212641	SUPPLIES	151539	\$344.95
SOFTMART GOVT SERVICES INC	212642	SOFTWARE UPGRADES	ARINV208877	\$1,243.00
UNIQUE MANAGEMENT SERVICES INC	212643	COLLECTION AGENCY MAY	197339	\$510.15
XCEL ENERGY	212644	MAY-JUNE	241677978	\$8,190.68
				<hr/> \$57,525.08 <hr/>

Warrant Report for 062510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ACCRA	212645	CO-00375 ADULT BKS	NONE1026	\$165.00
AMAZON.COM CREDIT	212646	ADULT BKS	017897521177	\$11.07
AMAZON.COM CREDIT	212646	ADULT BKS	195553922009	\$17.09
AMAZON.COM CREDIT	212646	JUV BKS	123371410962	\$17.20
AMAZON.COM CREDIT	212646	ADULT BKS	017895599844	\$19.97
AMAZON.COM CREDIT	212646	ADULT BKS	072264878887	\$20.78
AMAZON.COM CREDIT	212646	JUV BKS	242797348343	\$36.36
AMAZON.COM CREDIT	212646	NONPRINT	004087996818	\$37.82
AMAZON.COM CREDIT	212646	ADULT BKS	247164119147	\$39.90
AMAZON.COM CREDIT	212646	ADULT BKS	247169123613	\$39.90
AMAZON.COM CREDIT	212646	ADULT BKS	125416981053	\$45.00
AMAZON.COM CREDIT	212646	NONPRINT	211567282262	\$46.76
AMAZON.COM CREDIT	212646	JUV BKS	248846529968	\$47.00
AMAZON.COM CREDIT	212646	JUV BKS ADULT BKS	004088500682	\$48.45
AMAZON.COM CREDIT	212646	JUV BKS	123379310932	\$51.59
AMAZON.COM CREDIT	212646	ADULT BKS	211565410114	\$51.61
AMAZON.COM CREDIT	212646	ADULT BKS NONPRINT	195555849961	\$60.19
AMAZON.COM CREDIT	212646	NONPRINT	004082524113	\$72.44
AMAZON.COM CREDIT	212646	NONPRINT ADULT BKS	211560998871	\$114.49
AMAZON.COM CREDIT	212646	ADULT BKS	195471756465	\$224.05
AMAZON.COM CREDIT	212646	ADULT BKS NONPRINT	055201022957	\$235.49
BAKER & TAYLOR INC	212647	NONPRINT	I23057911	\$10.79
BAKER & TAYLOR INC	212647	NONPRINT	I23146530	\$11.88
BAKER & TAYLOR INC	212647	NONPRINT	I22783081	\$12.23
BAKER & TAYLOR INC	212647	NONPRINT	I23146532	\$12.23
BAKER & TAYLOR INC	212647	NONPRINT	I23146531	\$12.73
BAKER & TAYLOR INC	212647	NONPRINT	I23057920	\$14.39
BAKER & TAYLOR INC	212647	NONPRINT	V13198160	\$14.98
BAKER & TAYLOR INC	212647	NONPRINT	I22266640	\$20.37
BAKER & TAYLOR INC	212647	JUV BKS	2024759349	\$20.55
BAKER & TAYLOR INC	212647	NONPRINT	I23290390	\$21.59
BAKER & TAYLOR INC	212647	NONPRINT	I22349210	\$23.02
BAKER & TAYLOR INC	212647	JUV BKS	2024740214	\$25.68
BAKER & TAYLOR INC	212647	NONPRINT	I23057910	\$26.01
BAKER & TAYLOR INC	212647	NONPRINT	I22608490	\$26.22
BAKER & TAYLOR INC	212647	JUV BKS	2024747950	\$27.94

Warrant Report for 062510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212647	NONPRINT	I22848520	\$28.62
BAKER & TAYLOR INC	212647	NONPRINT	I22686820	\$32.37
BAKER & TAYLOR INC	212647	NONPRINT	I22783080	\$45.27
BAKER & TAYLOR INC	212647	NONPRINT	I22515471	\$45.72
BAKER & TAYLOR INC	212647	ADULT BKS	5010878050	\$64.57
BAKER & TAYLOR INC	212647	NONPRINT	I22515470	\$89.90
BAKER & TAYLOR INC	212647	NONPRINT	I23146533	\$104.27
BAKER & TAYLOR INC	212647	JUV BKS NONPRINT	2024764412	\$112.10
BAKER & TAYLOR INC	212647	JUV BKS NONPRINT	2024756348	\$117.75
BAKER & TAYLOR INC	212647	ADULT BKS	2024748028	\$125.97
BAKER & TAYLOR INC	212647	ADULT BKS NONPRINT	2024745116	\$139.16
BAKER & TAYLOR INC	212647	JUV BKS	2024731940	\$141.83
BAKER & TAYLOR INC	212647	JUV BKS NONPRINT	2024745133	\$154.90
BAKER & TAYLOR INC	212647	ADULT BKS GIFT BKMRKS	2024748375	\$157.31
BAKER & TAYLOR INC	212647	ADULT BKS	2024721011	\$161.44
BAKER & TAYLOR INC	212647	ADULT BKS	2024731941	\$166.83
BAKER & TAYLOR INC	212647	FRNDS YS PRZ/INCENTIVES	2024286043	\$172.35
BAKER & TAYLOR INC	212647	JUV BKS	2024736541	\$195.34
BAKER & TAYLOR INC	212647	JUV BKS	2024748880	\$302.29
BAKER & TAYLOR INC	212647	ADULT BKS	2024740706	\$304.84
BAKER & TAYLOR INC	212647	ADULT BKS	2024720621	\$311.48
BAKER & TAYLOR INC	212647	ADULT BKS L&D NONPRINT	2024744514	\$366.52
BAKER & TAYLOR INC	212647	ADULT BKS	2024764364	\$385.38
BAKER & TAYLOR INC	212647	ADULT BKS L&D JUV BKS	2024756367	\$527.59
BAKER & TAYLOR INC	212647	JUV BKS NONPRINT	2024724761	\$654.71
BOOK FARM INC	212648	YS supplies	0019340	\$212.91
BOOK WHOLESALERS INC	212649	JUV BKS	168710C	\$66.19
BOOK WHOLESALERS INC	212649	JUV BKS	171792C	\$225.85
BRILLIANCE AUDIO INC	212650	NONPRINT GIFT BKMRKS	IN0552530	\$245.20
BRILLIANCE AUDIO INC	212650	NONPRINT	IN0554132	\$246.85
DOMASK, BENJAMIN Z	212651	YS PROGRAM 6/24	NONE1026	\$75.00
EO JOHNSON CO INC	212652	1ST FLR COPIER SVC JL-OC	CNIN423251	\$47.50
EO JOHNSON CO INC	212652	TS/MORE COPIER SVC JL-SP	CNIN423065	\$88.00
EO JOHNSON CO INC	212652	ADM COPIER SVC K JUL-OCT	CNIN423348	\$162.00
EO JOHNSON CO INC	212652	2ND FLR COPIER SVC JL-SP	CNIN422173	\$235.00
EO JOHNSON CO INC	212653	ADM COPIER JUL-AUG	28336979	\$359.77

Warrant Report for 062510L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	212654	ADULT BKS	16821106	\$38.98
GALE RESEARCH INC	212654	ADULT BKS	16809350	\$46.43
GALE RESEARCH INC	212654	ADULT BKS	16806196	\$94.36
GALE RESEARCH INC	212654	ADULT BKS	16809693	\$117.66
GALE RESEARCH INC	212654	ADULT BKS	16822178	\$182.90
GALE RESEARCH INC	212654	ADULT BKS	16828250	\$246.55
GALE RESEARCH INC	212654	ADULT BKS	16821376	\$295.43
HARRIS INFOSOURCE	212655	ADULT BKS	10129154	\$190.00
HEARTLAND BUSINESS SYSTEMS	212656	IT SERVICE	121669H	\$5,000.00
HERFEL, KATHY	212657	HM DELV GIFTS	NONE1026	\$5.98
INFORMATION TODAY INC	212658	ADULT BKS	1293913B1	\$328.05
KORB, RANDY	212659	YS PROGRAM 7/1	NONE1026	\$300.00
LEVINE, ANDREW	212660	NONPRINT	NONE1026	\$35.00
LOGISTECH INC	212661	ADULT BKS	128075	\$92.34
LOGISTECH INC	212661	ADULT BKS	128214	\$104.68
MEGA	212662	BD PLANNING RFRSHMNTS	326186	\$12.97
MEGA	212662	BD PLANNING RFRSHMNTS	327663	\$21.56
RECORDED BOOKS INC	212663	GIFT BKMRKS	4893682	\$126.84
ROSEN PUBLISHING GROUP &	212664	JUV BKS	502252	\$35.80
STANEK, GEORGE	212665	ADULT BKS	NONE1026	\$16.50
TEACHING COMPANY	212666	NONPRINT	4985926	\$339.90
WALKER DISPLAY INC	212667	DISPLAY	37963	\$395.84
				<u><u>\$16,583.32</u></u>

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 10,177.57
Various	WRS, SS, life, disability	1,734.11
Various	Health insurance, deductible	2,825.30
Greener Grass Systems	Annual sprinkler repair/svc	61.81
WI Dept of Commerce	Permit-Library elevator	150.00
Hovlands Inc	Library exhaust	609.95
First Supply Group	Plumbing supplies	7.63
NEI Northern Electricians	Repair, street light fixtures	171.59
NEI Northern Electricians	Repair, street light fixtures	84.62
Traci's Green Interiors	Plant rental	287.90
Wil Kil Pest Control	Pest control services	30.00
Waste Management	Rubbish, garbage and recycling	382.94
Viking Electric Supply	Parts, electrical	41.40
First Supply Group	Plumbing supplies	4.34
Viking Electric Supply	Parts, electrical	43.60
G&K Services	Rental, coveralls, mats, mops,	148.24
		\$ 16,761.00

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 129,592.96
Various	WRS, FICA, life insurance, EAP	23,389.15
City of Eau Claire	Pooled insurance-prop,liab,etc.	2,583.33
		\$ 155,565.44

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Softmart Government Svcs	Software updates	\$ 1,243.00
Tibbets Upholstery	Reupholstery	415.00
Walker Displays	Display	395.84
Various	Salaries & wages, shift premium	75.39
Various	WRS, FICA, life insurance, EAP	14.01
		\$ 2,143.24

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

1,359	n/a	1,872	n/a	Month of June
1,108	n/a	1,505	n/a	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

1,291	n/a	1,185	n/a	Month of June
754	n/a	722	n/a	Year to date

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

70.0%	n/a	71.3%	n/a	City of Eau Claire
15.9%	n/a	15.9%	n/a	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
14.2%	n/a	12.8%	n/a	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

17,148	n/a	18,294	n/a	Month of June
92,947	n/a	95,913	n/a	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

93,084	n/a	95,448	n/a	Month of June
483,189	n/a	461,162	n/a	Year to date

RENEWALS FROM LIBRARY BUILDING*

3,132	n/a	2,764	n/a	Month of June
21,214	n/a	15,665	n/a	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,186	n/a	1,104	n/a	Month of June
8,125	n/a	7,146	n/a	Year to date

Web renewals

16,566	n/a	17,543	n/a	Month of June
101,750	n/a	104,752	n/a	Year to date

MORE CONSORTIUM CHECKOUTS

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

9,222	n/a	11,875	n/a	Month of June
55,365	n/a	67,921	n/a	Year to date

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

9,645	n/a	11,444	n/a	Month of June
63,042	n/a	68,352	n/a	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)

1,006 n/a 1,709 n/a Month of June (included renewals)

6,386 n/a 9,575 n/a Year to date (includes renewals)

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

1,276 n/a 1,833 n/a Month of June

9,224 n/a 11,095 n/a Year to date

INTERLIBRARY LOANS

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

398 n/a 445 n/a Month of June (without renewals)

2,680 n/a 2,213 n/a Year to date (without renewals)

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

333 n/a 266 n/a Month of June (without renewals)

2,309 n/a 1,800 n/a Year to date (without renewals)

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

2 n/a - n/a Month of June (renewals)

23 n/a 11 n/a Year to date (renewals)

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

n/a n/a 1,023 n/a Month of June (without renewals)

n/a n/a 5,889 n/a Year to date (without renewals)

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

n/a n/a 55 n/a Month of June Renewals

n/a n/a 498 n/a Year to date Renewals

UNIQUE VISITORS TO WEBSITE

10,934 n/a 6,843 n/a Month of June

64,562 n/a 45,669 n/a Year to date

**New web statistics vendor December 2009*

WHEREAS, Katherine Schneider served diligently for six years on the Library Board of Trustees and its Committees, serving two of those years as President of the Board, and

WHEREAS, she is a long-time library user and ardent supporter of the library community and everything to do with libraries, and

WHEREAS, she is a supporter of and actively involved in the Friends of the L.E. Phillips Memorial Public Library and served as the Board liaison with the Friends, and

WHEREAS, she is a strong supporter, defender and user of the library's successful home delivery service, and

WHEREAS, she supports and attends the library's involvement in the annual Library Legislative Day in Madison, and

WHEREAS, she encouraged trustee education and involvement, and

WHEREAS, she supported--in time and money--the library's capital campaign (2006-2008), and

WHEREAS, in 2009, she led the Library Board through the largest renovation of the current library facility in the building's 33-year history, and

WHEREAS, she made sure the Board and the library began a strategic planning process in 2010 before she left the Board, and

WHEREAS, in her role as Library Board President, she articulately and effectively presented the library's accomplishments, plans and financial needs,

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

July 2010

WHEREAS, Katherine Sullivan, Larry Nickel, Bess Arneson, Josh Steans, John Stoneberg and other library staff spent many long hours working on the research, writing, editing, layout and publishing of the historical booklet entitled The Public Library in Eau Claire, 1860-2009, and

WHEREAS, the Friends of the L.E. Phillips Memorial Public Library supported the publishing of the booklet by funding its printing,

NOW, THEREFORE, BE IT RESOLVED: That the L. E. Phillips Memorial Public Library Board of Trustees expresses its appreciation to library staff and to the Friends for their effort in detailing the history of the library and orders that a copy of this Resolution be entered in the proceedings of the Board.

July 2010