



# L.E. Phillips Memorial Public Library

## PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, June 17, 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) Introduction of City Council member and new Library Board member Dana Wachs
- 3) Citizen Comments (limited to 5 minutes per citizen)
- 4) Approval of Previous Minutes of the Library Board (page 1)
- 5) Communications
- 6) Staff Update: Club Read (Renee Ponzio, Reference Services Manager)
- 7) Report of the Library Director (page 3)
- 8) Report of the Library Board President
- 9) Committee Reports
  - a) Development and Endowment Committee (page 13)
    - i) Discussion and action on a draft naming policy (page 16)
  - b) Nominating Committee
    - i) Election of Board Officers for 2010/2011
- 10) Report from the Friends of the Library
- 11) Report of the Representative to the IFLS Board (page 21)
- 12) Financial Report (page 35)
- 13) Action on Bills and Claims (page 39)
- 14) Statistical Report (To be distributed at the meeting)
- 15) Consideration of New Business
  - a) Discussion and action on a revision of the Library Board's by-laws (page 49)
- 16) Directives from the Library Board of Trustees to the Library Director and Staff

17) Adjournment

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

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

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

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, May 20, 2010 at 5 p.m. in the Board Room of the Library.

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

**CITIZEN COMMENTS**

- Bob Fraser mentioned that the rug in front of the circulation desk could be a tripping issue.
- Copies of the Youth Services Scavenger Hunt handouts were shared with the Board.

**MINUTES OF PREVIOUS MEETING**

On a motion made by Don Wisner and seconded by Bob Fraser, the minutes of the April 22, 2010 Board meeting were unanimously approved.

**REPORT OF THE LIBRARY DIRECTOR**

- John Stoneberg's monthly report was reviewed.
- Bob Fraser said the memo on BadgerLink was excellent and should be used in Library public relations materials.
- Work will start in late June on the renovation of the adult public restrooms located on the first and second floors. RJS will be directing the project.
- Because of the Eau Claire Street work scheduled for 2011, the majority of library sidewalk repairs will wait until then. Work on the sidewalk apron in the entrance area of the library will take place this summer because of its poor condition.
- Additional building projects are in the works including an HVAC engineering study; replacement of the chiller and cooling tower; upgrades to the elevators; and sealing of the windows.
- The emerging strategic themes for the library are: Enhance the Library as Destination/Library as Place Concept; Grow a new Generation of Library Users; Increase Operational Efficiency; and Reinvention of Reference/information Services. The Board agreed these four themes are important.

**REPORT OF THE LIBRARY BOARD PRESIDENT**

- Kathie Schneider is writing a manual for the next Board president.
- Kathie convinced someone to place their name in the Citizen Resource Bank to be on the Library Board.

**COMMITTEE REPORTS**

- The Nominating Committee has a slate of Board Officers for 2010/2011: Susan Bruce for President, Linda Stelter for Vice President and Ginny Wright for Secretary.
- The Development and Endowment Committee will be meeting next Thursday.

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

- The next book sale will take place on June 18 and 19.
- Friends have 771 households.
- 47 people attended the Friends annual meeting.
- Bob Fraser suggested that work should start on a major public relations event for the up coming 25<sup>th</sup> anniversary of the Friends Group in 2012. John Stoneberg will contact Tom Giffey at the Leader-Telegram about doing a story about this milestone.
- The Friends will have new officers this summer.

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

- LEPMPL will host the IFLS Board meeting on May 26.

## **FINANCIAL REPORT**

The Board reviewed the April Financial Report.

## **ACTION ON BILLS & CLAIMS**

On a motion made by Bob Fraser and seconded by Stella Pagonis, the Board unanimously approved the Bills & Claims for April 9-May 7, 2010 as well as the Supplemental Bills & Claims for April 2010.

## **STATISICAL REPORT**

The April Statistical Report was reviewed.

## **CONSIDERATION OF NEW BUSINESS**

- On a motion made by Richard Lee and seconded by Bob Fraser, the Board unanimously approved a revised Travel policy including an amendment that allows the Assistant Director to approve expenses less than \$500. This amount used to be less than \$100.
- John Stoneberg has created a draft of the revised Library Board by-laws. The draft has gone before DPI and the City Attorney's Office for review. The draft will be shared with Library Board members prior to the June Board meeting.

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

John Stoneberg:

- Will send the draft of the Library by-laws to Board members.
- Will eventually talk to the Leader-Telegram regarding running a story on the 25<sup>th</sup> anniversary of the Friends which will be in 2012.
- Will talk to Jeff Burns to ensure the Library's website is accessible to all.
- Check on the rug in front of the circulation desk to make sure it is safe.

## **ADJOURNMENT**

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

*Submitted by Jackie Depa, Library Associate II*

**June 10, 2010**

**To: The Library Board of Trustees**

**From: John Stoneberg, Library Director**

**Subject: Report of the Library Director**

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**Library Strategic Planning Process**

- The Library Strategic Planning Committee had the last of its three meetings (a total of nine hours) on June 2. The Committee crafted a final draft of a public version of the strategic planning document. Himmel & Wilson will be working out the final wording and providing it to us. On June 22, as one of the last planning process steps, Himmel & Wilson will lead a day long meeting where staff intensively works on a detailed internal version of the five year plan.

**Other highlights from the past month:**

- Attended the monthly Friends of the Library Board meeting on May 17.
- The Golden K Kiwanis had their meeting at the library on May 18. I gave them a brief talk about the history of library buildings in Eau Claire and Mark Troendle and I gave them renovation tours. HRS staff covered their area.
- The IFLS Board of Trustees had their May 26 meeting at the library. I gave them a brief talk about the history of library buildings in Eau Claire and Shelly Collins-Fuerbringer, Mark Troendle and I gave them renovation tours. HRS staff covered their area.
- The activities pass sub-committee of the Activities Council that I am on met here on May 26.
- Bess Arneson, Jackie Depa, Larry Nickel, Mark Troendle and I met with Nick Minardi from RJS on May 27 to coordinate planning for the restrooms renovation which will begin about June 21.
- On May 27, Jackie Depa and I met with Dan Acker from Michaud, Cooley, Erickson, a Minneapolis-based engineering firm that Public Works Director Brian Amundson recommended that the library use to do a study similar to what the City had done for other buildings. The firm will provide, by early July, a report outlining site review observations and summarizing a review of existing building documentation and will indicate recommendations for mechanical system upgrades and replacement of the building's present chilled water cooling equipment. This will help us make more informed decisions of the replacement of the library's chiller and cooling tower.
- With the new library history booklet completed, Jeff Burns, Renee Ponzio, Cindy Westphal and I met on May 27 to discuss changes that can be made to the library history section of the website including adding additional photos and library-related historical documents as well as making the section somewhat interactive.

- Attended the Development and Endowment Committee meeting on May 27.
- Jeff Burns and I did some background reading and research and then attended a May 28 meeting of an Eau Claire E-Forum Steering Committee that also included City Manager Mike Huggins and Rodd Freitag (Political Science), Don Mowry (Service Learning Center Director) and Ryan Weicherd (Geography) from UWEC. The ultimate goal of the Committee is to possibly establish a community issues e-forum using e-Democracy.org: [forums.e-Democracy.org](http://forums.e-Democracy.org)
- The library provided the meeting space for a Latino community support discussion on June 1 organized by Julie Keown-Bomar from County Extension that I attended and helped facilitate.
- The management team and other staff began preparing for 2011 budget discussions.
- Altoona Public Library Director Mary Vernau reminded me that the 2010 version of Hennen's American Public Library Ratings (HAPLR) website (<http://www.haplr-index.com>) was out with new data and that Altoona and other Eau Claire County libraries had fared well. The ratings have been published since 1999 and have become widely recognized in the public library world for these ratings and the individual reports. The 2010 edition rates 7,930 public libraries in the United States using the latest federal data.

HAPLR identifies the public libraries in America with the highest input and output measures. Statistics alone cannot define library excellence, of course, but Hennen believes that the ratings numbers are still important. The HAPLR Index uses six input and nine output measures. The author added the scores for each library within a population category to develop a weighted score. The population categories change at 1,000, 2,500, 5,000, 10,000, 25,000, 50,000, 100,000, 250,000 and 500,000 residents. The HAPLR Index has a theoretical minimum of 1 and a maximum of 1,000, although most libraries score between 260 and 730. The HAPLR Index web site provides a method for obtaining score cards and rating sheets for individual public libraries. It also provides further information on the rating index and other services provided by the author. Augusta (in the 2.5 K category) scored 853, Altoona (5 K category) scored 888 and Eau Claire (50 K category) scored 892.

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

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

On May 20, Union President Mary Blakewell and two additional Union representatives were notified at a meeting by John Stoneberg and Mark Troendle that a full-time Union position will be eliminated next year because MORE will no longer be funding 70% of it in 2011. Union input also was sought regarding various procedural issues related to this matter. The employee directly affected by MORE's decision to defund this IT position was informed of this news at the earliest subsequent opportunity, which was May 21. Then, all library staff was informed by John by e-mail. Administration is working with Union leadership to finalize details related to the "bumping" process that will occur as a result the cut.

## **Youth Services (YS)**

May was extremely busy as Youth Services prepared for the many details for the summer library program that started on June 1. Staff prepared the room decorations to transform YS into a zoo park, complete with several biomes and information about the animals that live in them. Staff visited schools and hosted tours here at the library to promote the programs and events and hosted every first grade student in the district for a field trip. Unfortunately, rain caused the cancellation of the kick-off party plans for June 1, which was to be complete with a petting zoo on the library lawn in the back. It has been re-scheduled for June 8.

In the first two days of the summer reading program, over 450 kids and teens were signed up for reading folders. Four reading folders are available: a "Baby" folder for ages birth to 24 months, a "Read to Me" folder for kids who are read to, a "Reader" folder for independent readers and a "Teen" folder for kids entering 6th grade and up.

Youth Services hosted all the Eau Claire School District first grade students for tours of the library from May 11-20. Classes came Tuesday, Wednesday and Thursday during the two weeks for morning and afternoon visits that lasted 90 minutes. The first graders learned about all the jobs that library workers do to keep this place running smoothly and they also went on a scavenger hunt of Youth Services to learn about the room and its collections. At the end of their visit, they had an opportunity to browse and check out books.

Six different preschool and elementary classes visited the Library in May to have tours of the new space and learn about the 2010 Summer Library Program.

May is the month when YS staff goes out to the schools, both private and public, to promote the summer program and visited St. James, Messiah Lutheran, Robbins, Longfellow, Roosevelt, Regis, Putnam Heights, St. Mark's, Northwoods and Immaculate Conception. In the first week or so of June, staff will visit Locust Lane, Flynn, Montessori Charter School and Meadowview. YS is grateful to the schools who invite them to talk to the kids about the exciting programs and events planned for the students this summer.

April was the last month for visits to the daycares and preschools for the year. Visits will resume in September. Attendance over 8 months was 2,774 children and 390 adults/staff.

## **Circulation**

On May 5, MORE upgraded to Release 2009B of the III (Innovative Interfaces, Inc.) Millennium software. The upgrade itself went very smooth. There were minor problems that were resolved right away, but the system still runs very slowly at times and this has not been fixed, but is being worked on.

The MORE Operations Committee met at LEPMPL on May 10 for its quarterly meeting. The features that were new to the upgrade and affected Circulation were reviewed.

Laura Miller worked with Jackie Depa to purchase a replacement copier for the Circulation workroom. This copier is used by Circulation, Youth Services and Reference.

Eau Claire Area School District first grader students came to visit the library mid-May. Once again, Circulation staff created library cards for most students who did not currently have a card on file. The students were able to checkout two items each.

Lauren Anibas returned to work an open page position in mid-May. Lauren had been a circulation page through high school and was able to come back after her first year of college and fill this position.

Amy Ambelang was hired as the new Youth Services Assistant. Amy has been a Circulation Desk Clerk for 2½ years. Kris MacCallum was hired as a permanent Desk Clerk to fill this open position.

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

The library partnered with the Educational Opportunities Center of UW–Eau Claire to present the program “Find the Job You Want.” The mini-workshop provided participants with opportunities to complete hands-on assessments that suggested likely successful career paths for each individual. Participants received information on where to get necessary training and how to find and apply for financial aid. The program was attended by men and women ages 20-60 from a variety of income levels.

PRPS staff developed guidelines for a consultant to help the library “create comprehensive coordinated signs throughout the library to identify major activity areas, major collection areas, and facilities and to provide direction.” Staff met with Greendoor Graphics representatives to begin the sign project process.

### **Other activities included:**

#### **Larry Nickel**

- Revised the audiovisual equipment replacement budget requests for 2011-2015 and updated the audiovisual equipment replacement schedule in general for all equipment.
- Worked with a vendor on a proposal to install an assistive listening “loop” system in the YS Program Room.
- Worked with a vendor and IT staff to develop budget proposals for upgrades to technology in the Board Room and Chippewa Room.
- Worked with RS Manager Renee Ponzio on the design and layout of a bookmark featuring library database resources.
- Continued to work on a new layout and design for library directory maps.
- Completed the library’s 2009 annual report brochure.
- Reviewed the printer’s “proof” of the library history booklet.
- Designed a Lincoln assassination program advertisement for the Leader-Telegram.
- Continued to work on a new layout and design for library directory maps.

**Regular tasks included:** Adjusting the editing and layout for the website edition of the newsletter; writing and editing 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**

- Ordered and received spring-themed silk floral arrangement for the “welcome table” near the front entrance.
- Created and printed flyers for Spanish Language Book Club and The Eclectic Eye: Favorite Photographs from the Eau Claire Digital Photography Club.
- Printed name tags for May 6 staff workshop.
- Printed and folded “Customer Rights and Responsibilities” brochure.
- Ordered and received acrylic holders for “Customer Rights” document.
- Reformatted “Customer Rights and Responsibilities” into 8 ½ x 14 document for posting.
- Formatted several Club Read lists.

**Regular tasks included:** Creating the layout for and distributing the monthly newsletter; assisting with set up for library programs; coordinating art show arrangements; updating mailing lists; publishing event information on Facebook; and purchasing programming refreshments and supplies.

### **Kris Jarocki**

- Created labels and a price list and assembled the artist statement book for “The Eclectic Eye” exhibit.
- Printed and cut bus passes, tickets, coupons, programs and calendars for the Summer Library Program.
- Tallied and distributed questionnaire responses for the “Crossing Over” and “Find the Job You Want” programs.

**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 47 IT-Help requests for hardware, software and networking issues. In addition to our regular duties, here are some highlights by staff member.

### **Kris Nickel**

- Met with Julie Gast for a primer and question and answer session on the library's budget and readied IT-related figures for the 2011 operating and capital budgets (Kris' first time.)

- Met with Mike Herkowski with Heartland Business Systems to go over SmartCare package (warranty coverage for all LEPMPL Cisco networking equipment), discuss proper procedures for having consultants dispatched as well as future projects.
- Worked with Cindy Berg from City IS to resolve a GroupWise connectivity problem between the city and the library.
- Installed a printer in the Barland Room for use with the room's PC. This printer was a gift from the Friends.
- Currently working with Larry Nickel and Craig from Custom Sound to improve and enhance the multimedia capabilities in the Board Room.
- Currently working with Jon Yule from NetTel to have cabling installed next to the Circulation Desk for a new public PC based on a request from Laura Miller.

### **Jeff Burns**

- Continued working on and testing mobile templates for kids, teens and main library website.
- Distributed monthly newsletter to subscribers.
- Tested Twitter feed service--allows automatic one-time publishing of content to LEPMPL website, Facebook and Twitter.
- Created record update and added record editors for IFLS Obituaries.
- Finished cleaning up 11,135 records for IFLS obituaries database.
- Edited Suggestions for Purchase forms for MORE catalog.
- Began install and configuration of new MORE catalog web templates.
- Followed-up with customers regarding issues related to MORE software upgrade.
- Addressed website issues related to MORE website upgrade.

### **Jolene Krimpelbein**

- Explained to Laura Miller about the wording change on the override reports.
- Explained to HRS staff that there is a time period around 2 a.m. that items may show as being in use, since this is when the backup is running. One of their staff was trying to renew items at that time in the morning.
- Had a customer that said she had not received her phone call telling her an item was ready for her to pick up. After checking, Jolene discovered that the call did go out that day just later in the afternoon. The call was already in the cue, so she had already picked up her item when the actual call was made.
- Explained to Laura Miller that terminal 800 would show up on some reports for a short time. Since the new upgrade an item being renewed on the web or over the phone will keep the terminal number that currently shows. These items used to change to 800.
- Temporarily replaced a receipt printer in HRS.
- Changed the wording and all information associated with the location code for new Young Adult 3-week items.
- Worked with III about a notification call to a customer that should have gone out on May 10 but did not go out until May 20.
- Continued to work with III about the system slowness.

## **Reference Services (RS)**

Renee Ponzio, working with Jackie Depa, sent out requests for quotes to three vendors on materials from Special Collections that LEPMPL would like to digitize and put on its website. Renee also took materials to be digitized to IFLS because LEPMPL is a participant in a current IFLS digitization grant. Early Kodak school yearbooks from 1893-1899; twenty-five in all, were included in the IFLS project.

Cindy Westphal created a Monthly Pick on the library's website featuring May is National Armed Services Month, updated the Author Alert under Readers Corner, created a new information guide on Powerspeak Languages, updated the Biography Resource Center information guide and, after doing a check of broken or incorrect links, made several updates and changes, both on the website and on existing information guides and on other reference research pages. Cindy contacted and arranged for the acquisition of Tour books and Camp Guides that are donated annually to the library by AAA. Based on titles submitted by customers, Cindy completed a Club Read list, Your All-time Favorite Reads, Parts I and II. Theresa Boetcher and Cindy decorated the Information and Reference area for the adult summer library program, Travel the World with Club Read. Cindy ordered posters and bookmarks to promote some of the databases the library subscribes to: Legal Forms, Biography Resource Center, Grzimek's Animal Life, Opposing Viewpoints Resource Center and Powerspeak Languages. Cindy proctored 8 exams for students taking online or long-distance courses.

Reference offers e-mail genealogy assistance and, during May, 28 obituaries were processed and sent electronically. Cindy received a phone call from a man in Norway inquiring about getting an obituary. He was thrilled to find that LEPMPL would send him an obituary that he has been trying to locate for over ten years.

Isa Small created a new Club Read list entitled Books with Bite: Vampire Romance. She also helped a woman from California find historical information on a local furniture company. The woman had recently purchased a piece of furniture that had a stamp from the Pioneer Furniture Company and she wanted some background information on the business. Isa did not find anything in the historical business files, but the Illustrated Description of Eau Claire from 1891-1892 and the city directories provided some information. The business began in the late 1880s and was a large producer of furniture and many of the items produced were shipped to the West Coast. One newspaper article mentioned "one-half interest in the company is held by Sears-Roebuck & Company, Chicago, which absorbs practically the entire output of the Pioneer Furniture Company factory." No information was available as to when the company ceased production.

On May 6, Isa received a call from a young woman asking if it would be alright to take Prom photos in the library. The weather outside was rather crummy and she thought the library would be a good place for photos because of the large stairway. It was agreed that as long as they weren't taking pictures of library customers and they were not blocking the stairway usage, that it wouldn't be a problem. So, at about 4:30 PM, six or seven couples and their parents came in to take individual and group photos. The group was very well behaved and really appreciated being able to take their photos here.

Liz Ryberg evaluated 45 CD titles for consideration by Bess Arneson.. This monthly task involves printing the list of selections from the category, Editors' Choice on All Music Guide. A printout is made of the review of each CD, noting the number of stars awarded by the editors. The MORE catalog is then searched to determine if LEPMPL already owns any of these new titles. For those CDs with a 4 to 5-star rating that are not in our collection, Title Source 3, the primary resource used to order audio items, is then searched. 37 CDs found on Title Source were placed into an electronic "shopping cart" for review. Liz also continued to process donated CDs. She checks the MORE catalog to see if the library already own the donated titles. Titles owned by LEPMPL are grouped together. For those CDs not owned by LEPMPL, All Music Guide is consulted. For any CDs with a rating of 4 stars or greater, the review is printed from All Music Guide and attached to the CD. Those CDs are given to Bess for consideration for inclusion in the library CD collection. Donated CDs already owned by LEPMPL are also given further consideration as extra copies. CDs with a rating of 3 stars or less are given to the Friends of the Library to be included in upcoming book sales.

David Dial completed weeding the travel file that was begun by Cindy. Most of the information from before 2008 was tossed to make room for newer items. David put together a Club Read list on the Civil War which includes 12 prize winners and also 12 other titles of interest. This list is called "Blue and Gray, Part II" to go with an earlier list created in 1998.

Kathy Herfel continued to update entries in the Community Information database and to work on an inventory of the library's newspaper microfilm collection. She is also checking the MARC records to make sure reels are attached to the correct records.

### **Home Delivery**

The Home Delivery customer total stands at 191. Two customers passed away and several others were removed from the program for various reasons. Three new customers were added to Home Delivery in May. "Reminiscing with the Library" at Heatherwood was attended by 6 residents. Kathy Herfel read from a book about women in the military during WWII.

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

Becky Ford and Amy Marsh went on a road trip to all the offsite drop box sites. Each box was inspected, photographed and labeled with an identifier. The identifiers will help us track the history of each box. In looking at the condition of the boxes, there is a big concern that the replacement schedule will take eight more years to replace all of the yellow boxes which may need to be reconsidered. Basic maintenance for some of the boxes will be followed up on. Renee will check into the cost of some repairs that may prolong the lives of some of the boxes. The new boxes arrived and were placed by custodians at Gordy's South which had two of the boxes that are in the worst condition. The old boxes were brought back to the garage and will be discarded.

As a result of a discussion that took place at the MORE Operations meeting, Becky contacted Maureen Welch at IFLS about a better way to handle some hold issues. Amy provided

Renee with information on finding instructions for running cancel letters. The Operations Committee is considering changing the way that these letters are used.

Staff from other divisions provided coverage for two weeks while Kathy Weldon was gone. Coverage was also needed on two days for desk clerk shifts.

Recently there have been two situations where staff members were uncomfortable with the lack of restrictions on who can place interlibrary loan requests. A parent wanted to use their child's card to request an item when their own card was blocked. A customer requested a title that he had previously refused to return until it was long overdue. Amy, Becky and Renee will be discussing the need for written procedures for situations like this.

### **Safety and Security**

Technical difficulties with security door access continued to be an issue throughout the month. PerMar technicians re-installed software to resolve problems with some fobbed doors in mid-May. Immediately after that problem seemed to be solved, PerMar's monitoring service began receiving "low battery" signals from the system. Technicians found multiple system batteries that required replacement, which may have been contributing to the rash of malfunctions.

Larry Nickel updated the security equipment replacement schedule and submitted a list for 2011-2015 budget considerations. Larry discussed submitting a budget request for an automatic external defibrillator (AED) for the library with city risk management and fire department staff. Everyone strongly urged the library to consider having one of these devices installed. An AED is a portable electronic device that can diagnose and restore proper heart rhythm to someone suffering life-threatening cardiac arrhythmia. City Hall and all county buildings have AEDs installed.

The City's Joint Safety Committee, which Larry represents the library on, met at the library on May 18. Larry gave the Committee a tour of the library after the meeting.

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)**

At the last Collection Development Committee meeting, Dayna Lovell requested a Young Adult new materials location. The Committee thought it was a good idea. Dayna met with Sharon Price and Teri Oestreich to lay out parameters for the new location: material types, checkout length of time, method of marking items for "new" location, etc. Dayna decided to use the same system that Youth Services uses for their new materials, the monthly dots, with the materials staying in the "new" location for three months time. Teri Oestreich worked with Jolene in IT to set up parameters for the location code for new Young Adult materials,

set to begin use on June 1. Jean Nemitz assigned all on order YA materials at the new code--ecyvt--Eau Claire YA new items.

Donna reported the boxed music sets (booklet and several CDs) project is on hold until all shifting necessary to create a space for them is complete.

The project to connect the MUNIS financial system to the Millennium Acquisitions module, so invoices may be sent electronically, has been funded. Programmers hired by MUNIS are working on the project and we are eagerly waiting to run what we hope are final tests and complete the project.

Technical Services has been given the go ahead to un-suppress all phonebook bibliographic records so the public will know which ones the library has in the Reference area.

2,000 DVD cases were returned to Gaylord and re-ordered from Brodart. These new cases have the magnetic security lock that works best with available "keys" throughout the building. Brodart will no longer be able to get the cases with this lock. Research will be done as to what path to take for next year's DVD case order.

TS will no longer be writing JUV on YS discs, a time-saver for processors.

Jean Nemitz reported the inventory is moving along through fiction and will move to large print fiction in June. Inventorying the Reference collection was discussed. No timeline was set, but because the Reference Collection and the Special Collection are so closely tied, it might make the most sense to wait until the Special Collection new shelving project is complete, and all materials are back in place. Sharon Price will discuss with Renee Ponzio.

The adding of DVD donations (220 items) from Hope Gospel Mission to the database project is about 40 % complete. The adding of large print book donations (180 items) to the database is about 80 % complete.

Kathy Setter, MORE project manager, met with Kristin Nickel and Teri Oestreich to research the use of a different type printer/spine label setup for the Assistants in TS. Tests are ongoing, with Kathy doing further troubleshooting.

Jean Nemitz is writing up documentation on creating and sending orders to Amazon and will train Jean Pickerign on this task. Jean Nemitz is also editing the documentation for creating inventory reports and will be training Donna Swenson on this task.



**Donor Fund Statement**  
**For the LE Phillips Memorial Public Library**  
January 1, 2009 through December 31, 2009

Balance beginning of year	\$8,314.80
Additional contributions to fund	\$0.00
Transfers to Fund	\$0.00
Grants from Fund	\$0.00
Investment Returns	\$2,156.81
Total	<hr/> \$10,471.61

No Grants This Period.



**Donor Fund Statement**  
**For the L E Phillips Memorial Library Endowment Fund**  
January 1, 2009 through December 31, 2009

Balance beginning of year	\$191,029.89
Additional contributions to fund	\$2,175.00
Transfers to Fund	\$0.00
Grants from Fund	\$0.00
Investment Returns	\$49,782.56
Total	<hr/> \$242,987.45

No Grants This Period.



**Donor Fund Statement**  
**For the L E Phillips Memorial Library Building Fund**  
 January 1, 2009 through December 31, 2009

	Principal	Earnings	Total
Balance beginning of year	\$695,333.10	\$35,848.37	\$ 731,181.47
Additional contributions to fund	\$ 92,143.70		\$ 92,143.70
Transfers to Fund			\$0.00
Distributions from Fund	(\$750,000.00)		(\$750,000.00)
Investment Returns		\$11,095.74	\$ 11,095.74
Total	\$ 37,476.80	\$46,944.11	\$ 84,420.91



L.E. Phillips Memorial  
**Public Library**

**Category:**  
**Number:**

**Policy Title:** Naming  
**Date adopted:**  
**Authorized by:** Library Board of Trustees  
**Date(s) amended:**  
**Date last reviewed:**

---

**Purpose**

The L.E. Phillips Memorial Public Library (LEPMPL) Board of Trustees considers the naming in honor or memory of a living or deceased individual, corporation, foundation or organization to be one of the highest distinctions it can bestow.

Items encompassed by the Naming policy include: endowment funds; deferred gifts; internal features which may be rooms, galleries, etc. and outdoor areas which may include garden areas, etc. Other items including benches, etc. may be recommended for naming after consultation with the Library Director.

**General Guidelines**

To insure the appropriateness of the honor, LEPMPL will adhere to the following guidelines to make decisions on the merits of each opportunity with regard to naming:

Unless the Library Board of Trustees determines otherwise, a person's or corporation's name may be used in naming a room, etc. only once. Negotiations for the naming rights for a particular room, etc. may be initiated by the Library Director and City Attorney's Office or by a benefactor or other interested parties.

In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Library Director may recommend to the LEPMPL Board of Trustees that the use of the benefactor's name for the room, etc. be discontinued.

When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms or parts of the building and its environs. Such a policy will require the endorsement of the LEPMPL Board of Trustees.

If an individual or organization, after which a room, etc. has been named, comes into disrepute at the Library or in the community at large the Library Director may recommend to the LEPMPL Board of Trustees that the use of the name be discontinued.

## **Guidelines for Naming**

### Rooms, Outdoor Areas, etc.

A proposal for naming internal features which may be rooms, galleries, etc. and outdoor areas which may include garden areas, etc. in honor of a person will normally be considered when that person has given extraordinary distinguished service to LEPMPL that merits recognition in the Library's history; or is a major benefactor. A proposal for naming in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

In the case of rooms and certain other areas, naming rights for benefactors will normally not extend beyond the normal life of the room, area, etc. Naming rights will normally remain in place for a period of no longer than twenty-five (25) years. In the event the room, etc. is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the LEPMPL Board of Trustees will roll the name forward in a similar capacity.

Rooms, etc. may be named directly after a benefactor or it may retain or be given a functional title following for which the benefactor will be recorded as its sponsor. Proposals for naming should be submitted to the Library Director with support information as appropriate. If endorsed by the Library Director, the proposal will be forwarded to the LEPMPL Board of Trustees for approval.

The Library Board's Development and Endowment Committee with the assistance of the Director and library staff will be responsible for developing and maintaining a list of special recognition opportunities and their values to provide to benefactors.

All contract documents must be reviewed by the City Attorney's Office and finalized before the Library issues final approval for a naming opportunity.

### Endowment Funds

Named Endowment Funds are intended for the continued support of the Library. These named Funds will be established in perpetuity with the income used for the annual operation of the Library or specifically identified purposes such as children's programming, certain collection forms or subjects, etc. The principal remains intact. A minimum of \$25,000 is required to establish a named Endowment Fund.

Those interested in establishing a fund should contact the Library Director to discuss options. Fifty-one (51) percent of the minimum amount must be physically secured by the Library before the Library Director recommends the establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years.

In the event that the flow of funds agreed upon does not reach \$25,000 within five years, the Library Director may recommend to the LEPMPL Board of Trustees that the named Endowment Fund be dissolved and the funds be co-mingled with other Library gift monies. This provision only applies to Endowment Funds established after June 1, 2010. Thereafter, the Fund may continue to receive contributions continuously.

### Deferred Gifts with Naming Rights

Deferred gifts are those gifts that are committed for Library use in the present but received by the Library in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by the Library when a donor transfers cash or assets to

LEPMPL and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include, but are not limited to: charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust.

Each deferred gift plan will have a mutually signed agreement that specifies the type of plan, amount of the income payments, purpose and use of the deferred gift. People interested in developing this type of gift are encouraged to contact the Library Director to discuss their options. All plans for Deferred Gifts shall contain a written statement of intent with full details of the gift. The Library Director shall submit his/her recommendation to the LEPMPL Board of Trustees for final acceptance. Once a deferred gift has received formal acceptance by the LEPMPL Board of Trustees, the gift will be considered as irrevocable.

### **Request Procedure**

The President of the LEPMPL Board of Trustees shall charge the Library Director to review and make recommendations to the LEPMPL Board of Trustees for naming opportunities. All requests for naming shall be submitted to the LEPMPL Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The LEPMPL Board of Trustees will review and research each submitted naming nomination on its individual merits.

No publicity shall be given the recommendation for naming until it is approved by the LEPMPL Board of Trustees.

### **Gift Recognition Replacement--Special Considerations**

A request to rename, add a second name or remove a name from a room, etc. shall conform to the following principles:

Any request to rename, add or remove a name from a room, etc. should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, the LEPMPL Board of Trustees shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques or comparable marking displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named room, etc. has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in or adjacent to new, renovated or redeveloped rooms, areas, etc.

### **Dedication Plaques**

All building plaques or comparable markings must conform to the signage that has been selected for the area in size, design, location, materials and content.

**Gift Agreement to Establish a Named Endowment Fund at the  
L.E. Phillips Memorial Public Library for the *[insert name here]* Fund**

In recognition of the efforts being made by the L.E. Phillips Memorial Public Library (LEPMPL) Board of Trustees to obtain funds to support library services, the undersigned intends to establish by a gift of \$ *[insert amount of gift commitment here]*, [payable over up to *[insert number here]* years, an endowed fund or naming right to be known as The *[insert name here]*].

It is the donor's preference, but not a requirement that the income from this endowment be used *[insert customized language here]*.

If, as a result of changed conditions in the future, all of the income from this Fund shall not be needed for the purpose set forth above, then the LEPMPL Board of Trustees is authorized to use the income for such other purposes as nearly as possible akin to the original purpose as in their judgment will help advance the aims of LEPMPL.

The LEPMPL Board of Trustees are hereby authorized to co-mingle this gift, and any additions thereto, with the general investment funds of the Baldwin Library Trust, provided only that this Fund be credited with its pro rata share of net investment income in the same manner as the other pooled funds are credited with income.

The LEPMPL Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

\_\_\_\_\_  
Acknowledgment by the President,  
L. E. Phillips Memorial Public Library  
Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Donor

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

**The L.E. Phillips Memorial Public Library Gift Agreement  
for Naming Rights for the [insert name here] [room, gallery, etc.  
or outdoor area which might include a garden area, etc.]**

In recognition of the efforts being made by the L.E. Phillips Memorial Public Library (LEPMPL) Board of Trustees to obtain additional funds to develop and continue to renovate the Library, the undersigned intends to establish by a gift of \$ [insert amount of gift commitment here], payable over [insert number here] years as a naming opportunity to be known as the [insert name here].

It is the donor's wish that the room [, etc.] located [insert with description] be named the [insert] and marked with an appropriate plaque or other comparable marking. This naming right will remain in place for a period of no longer than twenty-five (25) years. Naming rights will not extend beyond the normal life of the room [, etc.] If, as a result of changed conditions in the future, the life of the room does not exceed [insert] years, naming rights will be individually determined each time.

The LEPMPL Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

\_\_\_\_\_  
Acknowledgment by the President,  
L. E. Phillips Memorial Public Library  
Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Donor

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date



## IFLS : a Decade of Change for Our Libraries

prepared by  
John Thompson, System Director

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## Telling Our Library Story

A statistical look at library service over the past 10 years. 2000 marked the beginning of shared automated systems within the IFLS area.

Note: The following charts are based upon IFLS annual report data from 2000-2008 and the preliminary 2009 report data.

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## Population

Most of the counties within IFLS have seen an increase in population higher than the statewide increase in population.

St. Croix County is the fastest growing county in the state

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## Population

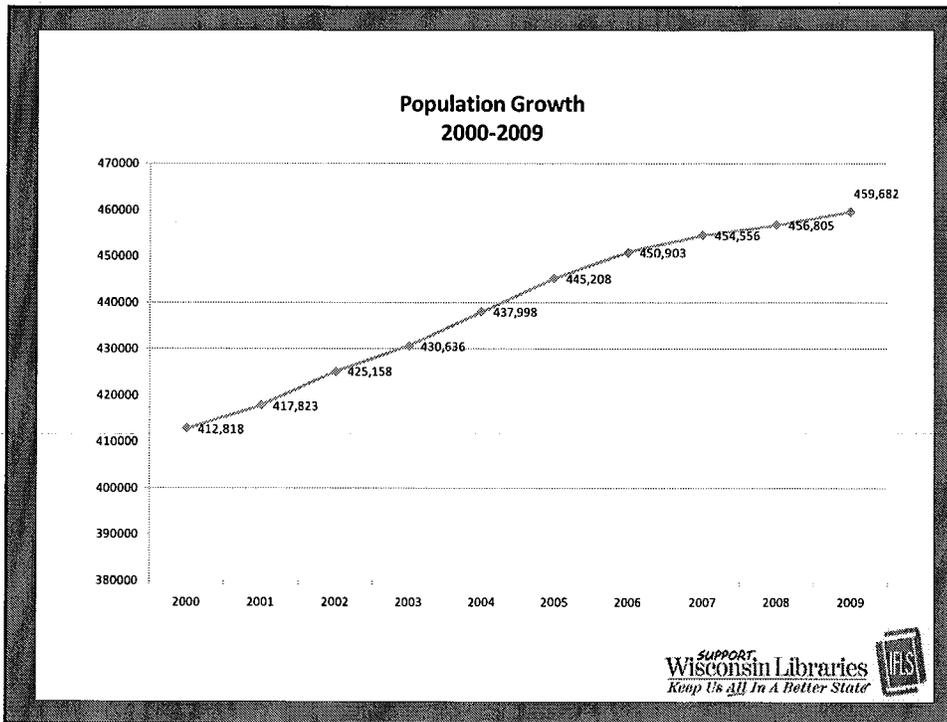
- Wisconsin -- 6.0% increase
- IFLS area -- 11.3% increase
- St. Croix County— 26.5% increase
- Chippewa County—12.8% increase
- Polk County—11.9% increase
- Pierce County—10.6% increase
- Dunn County—9.6% increase
- Pepin County—7.8% increase
- Barron County—7.2% increase
- Eau Claire County—6.3% increase
- Rusk County—2.3% increase
- Price County— 2.2% increase

Source: Wisconsin Demographics Service Center

<http://www.doa.state.wi.us/docview.asp?locid=9&docid=7264>

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## Circulation Growth

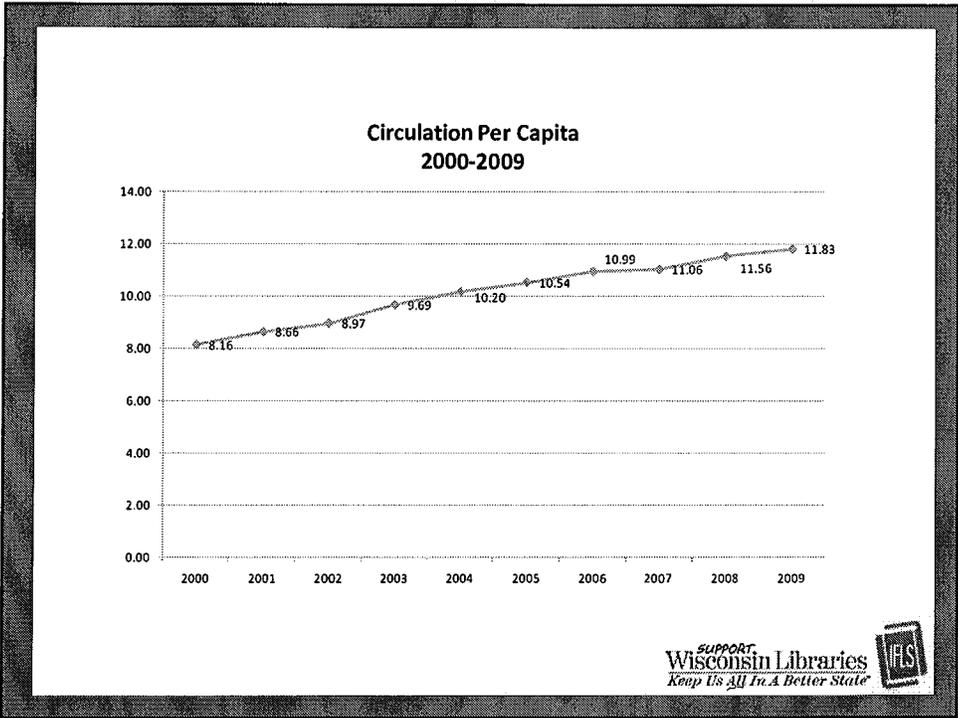
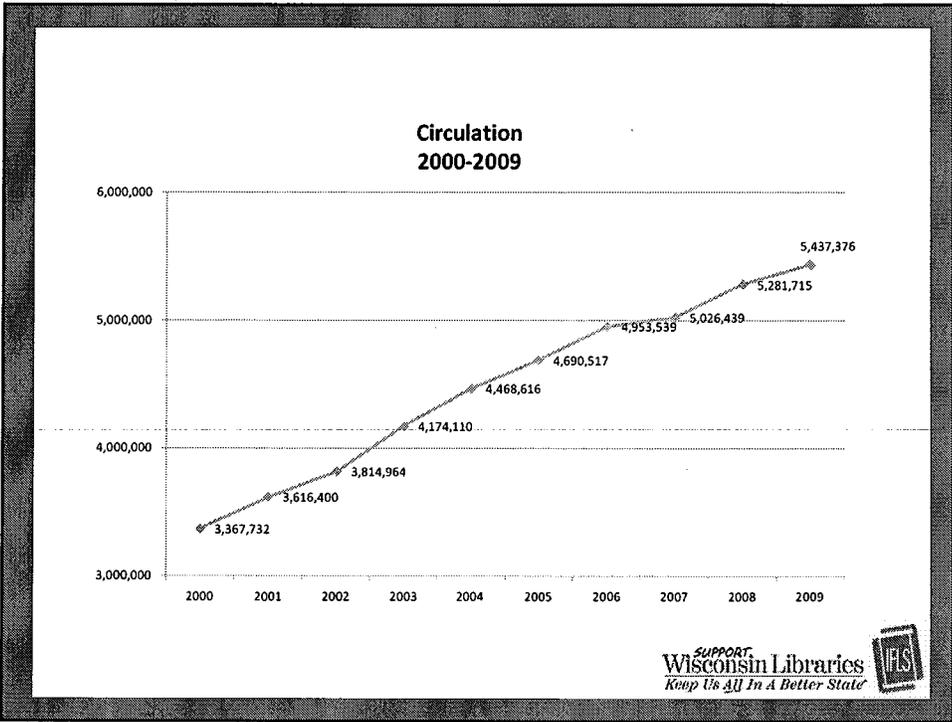
Total circulation between 2000 and 2009 has **increased by 61.4%**

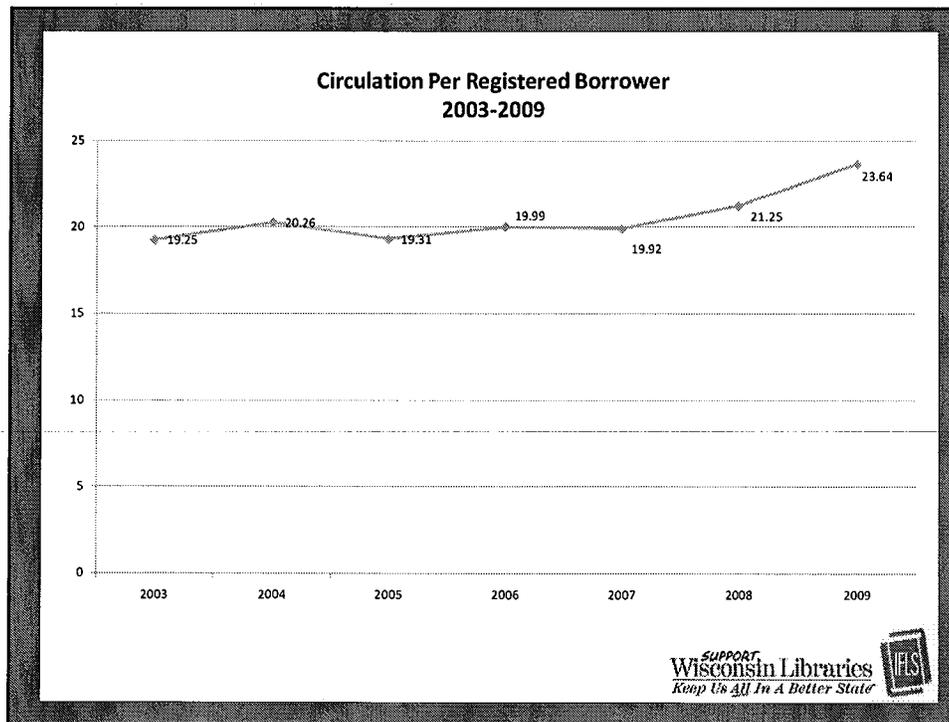
The growth in per capita circulation has **increased by 45%**

The number of items checked out per person has not increased as significantly as total circulation

Part of this may be due to the significant population increase in the past decade

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## Interlibrary Loan (ILL)

Interlibrary loan (ILL) are materials that are provided from one to another library. This includes the sharing of materials between libraries on MORE as well as from libraries from across the state and the country.

Note: The two automated systems merged into one at the beginning of 2009. This will have a further impact on ILL traffic.

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## Interlibrary Loan (ILL)

The following two charts highlight the rapid growth in the exchange of materials between libraries brought about by shared automation systems

This growth is occurring at exponential rates

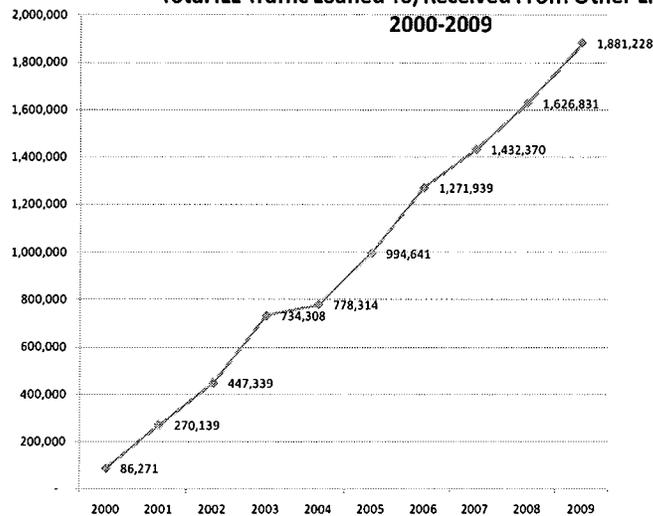
ILL traffic has increased by 2081% over the past decade

Note: The two automated systems merged into one at the beginning of 2009. This will have a further impact on ILL traffic.

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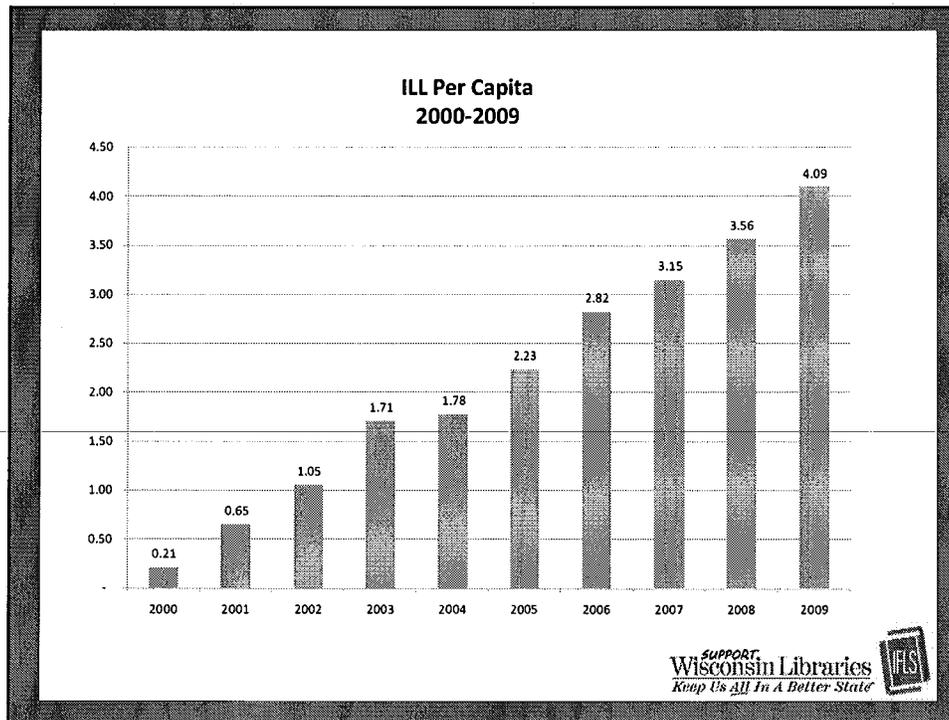


Total ILL Traffic Loaned To/Received From Other Libraries  
2000-2009



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## Material Expenditures and Holdings

Expenditure levels for materials have fluctuated over the past decade

- 2009 print per capita expenditure is 10 cents lower than the 2002 level
- AV expenditures per capita have remained the same for the past three years

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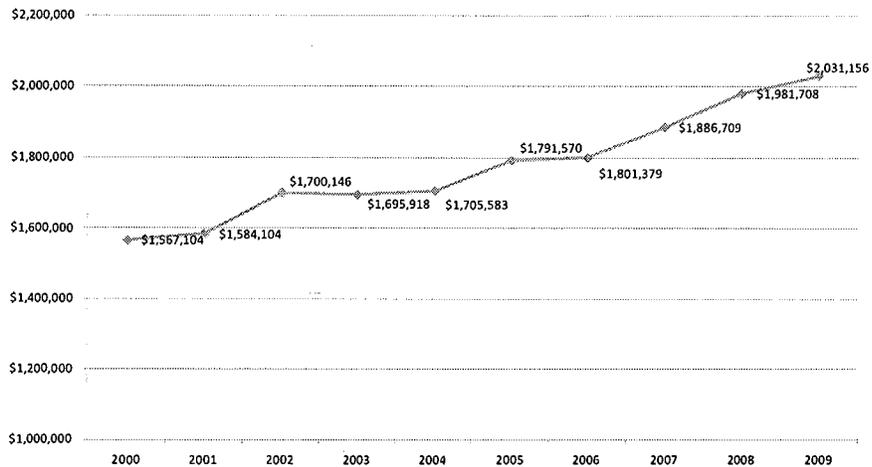

# Material Expenditures and Holdings

The number of print items owned by libraries has not changed greatly in the past 10 years while the number of AV items especially video recordings have seen steady yet small increases over the same period

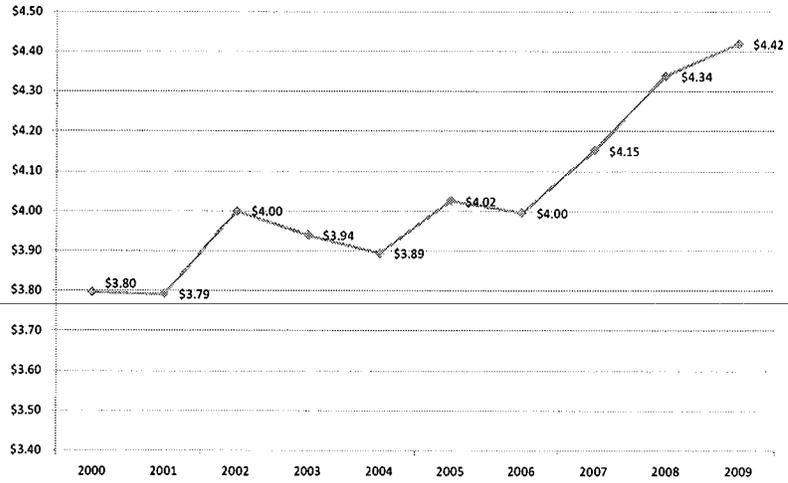
- 2009 owned print per capita has remained between 3.35-3.44 items over the past 9 years below the peak of 3.61 items in 2000.
- Video items owned has grown from 0.14 to 0.32 while audio items owned has increased from 0.15 to 0.23 items



Material Expenditures  
2000-2009



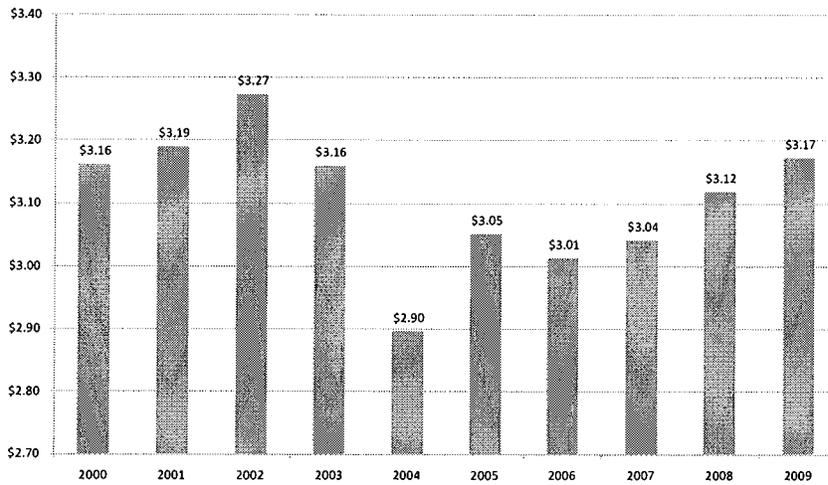
**Material Expenditure Per Capita  
2000-2009**



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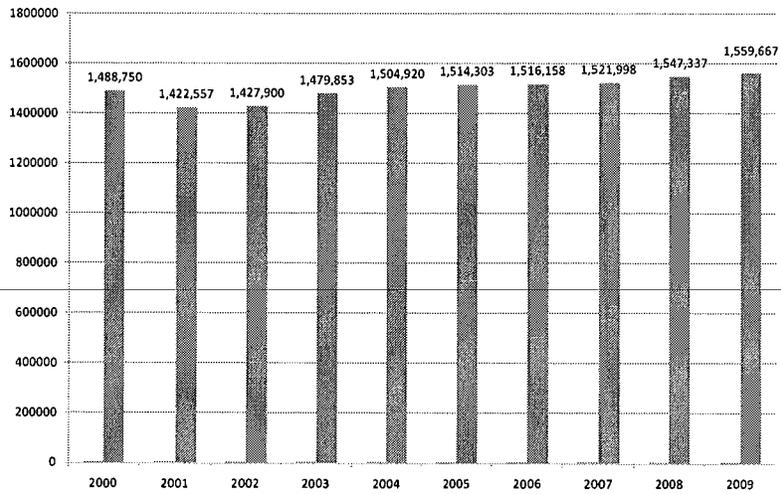
**Print Expenditure Per Capita  
2000-2009**



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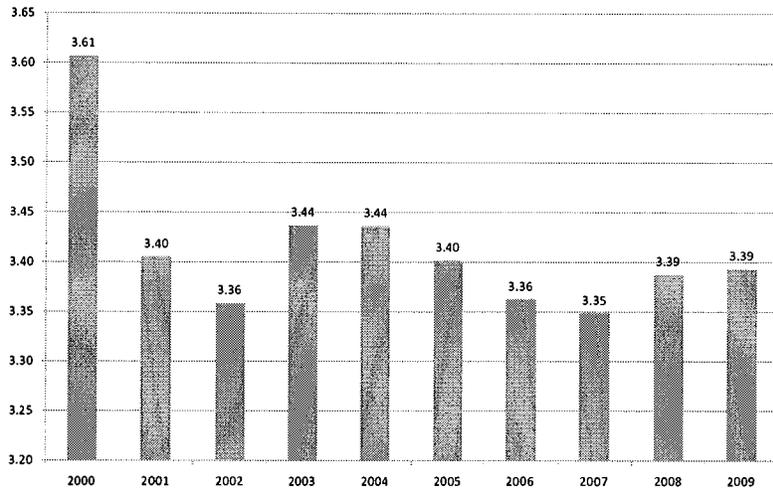
**Print Titles Owned  
2000-2009**



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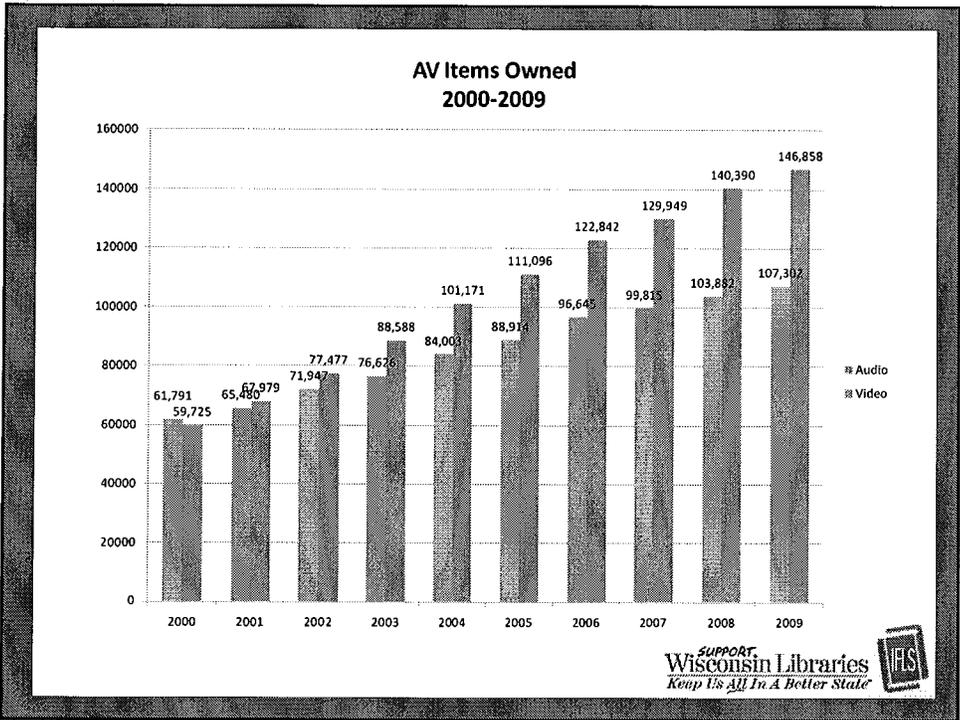
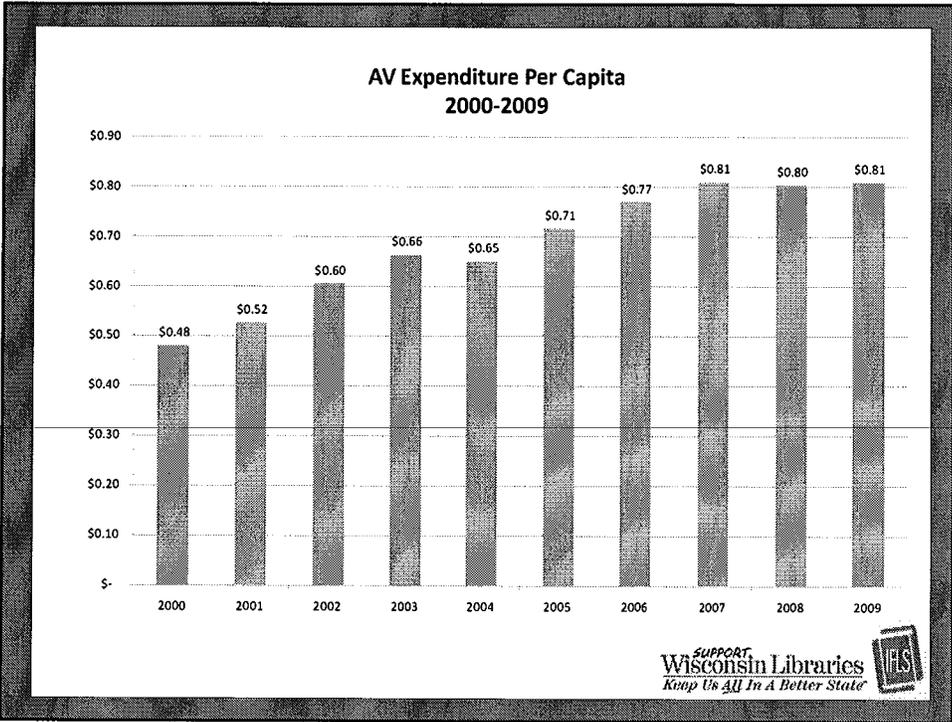


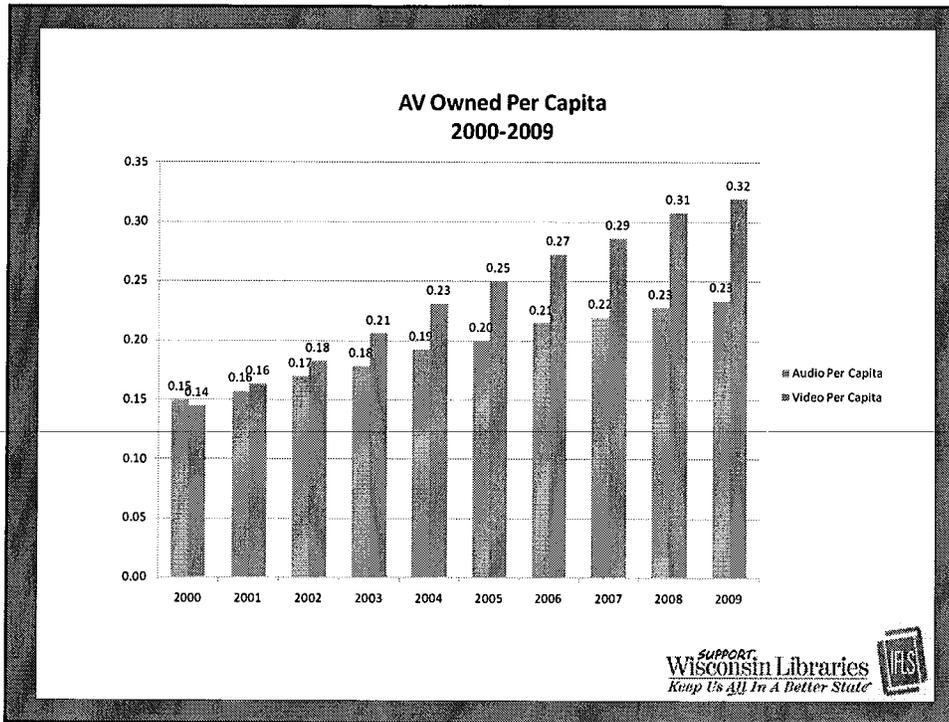
**Print Items Owned Per Capita  
2000-2009**



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## Summary

Although expenditures in libraries have increased by about \$11 per person over the past decade, this increase amounts to about \$1 per year and has not kept pace with increased costs of materials and personnel


  
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## Summary

Circulation (61.4%) and ILL traffic (2081%) has dramatically increased while staffing levels have only increased by 13.8% or by about 1,167 total hours system wide since 2000

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## What's Next

Improving funding for libraries is essential to allow libraries to keep pace with the increasing demands of the community

We, Library Boards, Staff, Friends, and Supporters, need to increase our advocacy efforts to share the library story with the community and its leaders

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## Questions

Contact

John Thompson at  
[thompson@ifls.lib.wi.us](mailto:thompson@ifls.lib.wi.us)  
or 715-839-5082 ex. 16

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

OBJ #	ACCOUNT NAME	2010 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
4002	General Property Tax-City	\$ 2,793,400.00	\$ 2,793,400.00	\$ -	\$ -	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	48,281.62	-	71,718.38	40.2%
4398	Other Penalties (Collection Agency)	2,200.00	1,130.00	-	1,070.00	51.4%
4451	Electronic Copy Revenue	2,400.00	1,186.25	-	1,213.75	49.4%
4452	Copier Revenue	2,800.00	1,347.01	-	1,452.99	48.1%
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	-	92,616.28	22.1%
4672	Service Charge-Other (Fairchild)	2,200.00	550.00	-	1,650.00	25.0%
4798	Misc Service Revenues (Act 150)	235,400.00	235,394.43	-	5.57	100.0%
4834	Book Bag Sales	200.00	525.57	-	(325.57)	262.8%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	24,149.80	-	(8,149.80)	150.9%
4852	Misc Reimbursements-Lost Items	15,000.00	7,591.79	-	7,408.21	50.6%
4853	Energy Improvement Rebate	-	-	-	-	n/a
4858	Refund of Prior Years Expense	-	1,175.00	-	(1,175.00)	n/a
4898	Miscellaneous Revenue	5,000.00	1,592.89	-	3,407.11	31.9%
5152	Sale of Capital Assets	200.00	-	-	200.00	0.0%
		<u>\$ 3,904,100.00</u>	<u>\$ 3,449,190.08</u>	<u>\$ -</u>	<u>\$ 454,909.92</u>	<u>88.3%</u>
5590	Fund Balance Used for CIP	-	-	-	-	n/a
5580	Working Capital Applied	87,000.00	-	-	87,000.00	0.0%
	<b>TOTAL REVENUE</b>	<u><u>\$ 3,991,100.00</u></u>	<u><u>\$ 3,449,190.08</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 541,909.92</u></u>	<u><u>86.4%</u></u>

OBJ #	ACCOUNT NAME	2010 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>PUBLIC LIBRARY EXPENDITURE</b>						
6010	Payroll Wages	\$ 1,720,400.00	\$ 645,215.46		\$ 1,075,184.54	37.5%
6020	P/R Overtime	-	-		-	n/a
6030	Special Pays	31,400.00	674.70		30,725.30	2.1%
6040	Employer Paid Benefits	325,100.00	117,083.42		208,016.58	36.0%
6043	Health insurance-Employer	383,000.00	126,682.46		256,317.54	33.1%
6047	Health insurance Deductible	38,000.00	7,362.22		30,637.78	19.4%
6099	Misc. Reimbursements	-	386.32		(386.32)	#DIV/0!
6108	Unemployment Compensation	17,600.00	2,712.00		14,888.00	15.4%
6110	Postage & Shipping	22,000.00	5,914.94		16,085.06	26.9%
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	656.07		1,843.93	26.2%
6122	Cataloging	34,400.00	550.00		33,850.00	1.6%
6128	Repairs to Tools & Equip	6,300.00	1,502.55	23.92	4,773.53	24.2%
6138	Equipment Rental	7,400.00	2,262.66	359.78	4,777.56	35.4%
6150	Special Services	56,700.00	11,133.00		45,567.00	19.6%
6160	Staff Training/Conference	22,000.00	14,190.65		7,809.35	64.5%
6162	Membership Dues	3,700.00	435.00		3,265.00	11.8%
6198	Miscellaneous Contractual	90,900.00	21,177.65	28,545.00	41,177.35	54.7%
6202	Electricity	75,100.00	18,623.61		56,476.39	24.8%
6208	Gas Service	20,000.00	12,260.00		7,740.00	61.3%
6210	Telephones	10,000.00	5,505.54		4,494.46	55.1%
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	25,511.83	7,262.99	46,925.18	41.1%
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	57,341.34		129,558.66	30.7%
6413	Books-Juvenile	75,800.00	27,238.92		48,561.08	35.9%
6414	Non-print Materials	61,800.00	24,871.01		36,928.99	40.2%
6415	Lost/Damaged Collection Materials	15,000.00	3,737.72		11,262.28	24.9%
6490	Equipment Purchases < \$5000	78,500.00	24,097.49	6,541.00	47,861.51	39.0%
6495	Grant Expenditures	15,000.00	-		15,000.00	0.0%
6496	Gift Expenditures	16,000.00	13,695.11	716.96	1,587.93	90.1%
6498	Other Materials & Supplies	4,400.00	871.29		3,528.71	19.8%
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	\$ 1,401,400.20	\$ 43,749.35	\$ 2,288,350.45	38.7%

OBJ #	ACCOUNT NAME	2010 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
	<b>LIB BLDG MAINTENANCE EXPENDITURE</b>					
6010	Payroll Wages	\$ 127,800.00	\$ 39,691.57		\$ 88,108.43	31.1%
6020	Payroll Overtime	16,900.00	4,508.43		12,391.57	26.7%
6030	Special Pays	1,300.00	20.22		1,279.78	1.6%
6040	Employer Paid Benefits	26,300.00	7,952.70		18,347.30	30.2%
6043	Health Ins (ER)	41,100.00	11,966.47		29,133.53	29.1%
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	9,502.16	2,275.11	8,822.73	57.2%
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	2,957.25	3,746.50	1,596.25	80.8%
6214	Garbage Service	2,100.00	1,509.06		590.94	71.9%
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	4,098.62	97.80	3,903.58	51.8%
		<u>\$ 257,600.00</u>	<u>\$ 84,762.12</u>	<u>\$ 6,119.41</u>	<u>\$ 166,718.47</u>	<u>35.3%</u>
	<b>TOTAL EXPENSES</b>	<u><u>\$ 3,991,100.00</u></u>	<u><u>\$ 1,486,162.32</u></u>	<u><u>\$ 49,868.76</u></u>	<u><u>\$ 2,455,068.92</u></u>	<u><u>38.5%</u></u>

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>LIBRARY CIP FUND - REVENUE</b>						
4802	Interest-Pooled Investments	\$ -	\$ 207,650.00	\$ -	\$ (207,650.00)	
5114	Tsf from Library	\$ -	\$ 1,833,900.00	\$ -	\$ (1,833,900.00)	
		<u>\$ -</u>	<u>\$ 2,041,550.00</u>	<u>\$ -</u>	<u>\$ (2,041,550.00)</u>	
<b>LIBRARY BLDG IMPROVEMENT</b>						
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
<b>TECHNOLOGY UPGRADE</b>						
6802	Capital Purchases	\$ 1,024,100.00	\$ 978,463.78	\$ 1,243.00	\$ 44,393.22	95.7%
<b>LIBRARY BUILDING EXPANSION</b>						
4178	State Aid-Bldg Commission Grant	\$ -	\$ 125,000.00	\$ -	\$ (125,000.00)	
4818	Other Interest	\$ 23,600.00	\$ 46,317.43	\$ -	\$ (22,717.43)	
4850	Gifts & Donation	\$ 1,020,700.00	\$ 975,103.48	\$ -	\$ 45,596.52	
4852	Misc Reimbursements & Refund	\$ 1,200.00	\$ 35,177.00	\$ -	\$ (33,977.00)	
5590	Fund Balance Used for CIP	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00	
	Total Revenue	<u>\$ 1,745,500.00</u>	<u>\$ 1,181,597.91</u>	<u>\$ -</u>	<u>\$ 563,902.09</u>	
6010	P/R Wages	\$ -	\$ 30,814.22	\$ -	\$ (30,814.22)	
6040	Benefits	\$ -	\$ 3,853.30	\$ -	\$ (3,853.30)	
6810	Capital Costs	\$ 1,745,500.00	\$ 1,550,345.76	\$ 47,234.26	\$ 147,919.98	
	Total Expense	<u>\$ 1,745,500.00</u>	<u>\$ 1,585,013.28</u>	<u>\$ 47,234.26</u>	<u>\$ 113,252.46</u>	90.8%
<b>LIBRARY BLDG IMPROVEMENT</b>						
6810	Capital Costs (2007-2010)	<u>\$ 675,800.00</u>	<u>\$ 104,116.33</u>	<u>\$ 165.00</u>	<u>\$ 571,518.67</u>	15.4%
TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE		<u>\$ 4,338,200.00</u>	<u>\$ 3,383,702.77</u>	<u>\$ 48,642.26</u>	<u>\$ 905,854.97</u>	

## Warrant Report for 051410L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212511	ADULT BKS	026178833592	\$11.10
AMAZON.COM CREDIT	212511	ADULT BKS	026178438751	\$22.20
AMAZON.COM CREDIT	212511	ADULT BKS NONPRINT	282728873997	\$34.59
AMAZON.COM CREDIT	212511	ADULT BKS	082332779498	\$36.87
AMAZON.COM CREDIT	212511	ADULT BKS NONPRINT	026172437332	\$38.14
AMAZON.COM CREDIT	212511	L&D ADULT BKS	162022909407	\$39.95
AMAZON.COM CREDIT	212511	NONPRINT	195768929677	\$50.97
AMAZON.COM CREDIT	212511	ADULT BKS	026170906580	\$77.70
AMAZON.COM CREDIT	212511	ADULT BKS	026179185565	\$83.94
AT&T	212512	CELL PHONES APR-MAY	287002846404	\$47.14
BADGERLAND PRINTING USA INC	212513	PRINTING	00022610	\$2,929.00
BAKER & TAYLOR INC	212514	NONPRINT	119404000	\$10.79
BAKER & TAYLOR INC	212514	ADULT BKS	5010774054	\$10.88
BAKER & TAYLOR INC	212514	NONPRINT	119763120	\$11.98
BAKER & TAYLOR INC	212514	NONPRINT	119693111	\$14.98
BAKER & TAYLOR INC	212514	NONPRINT	119693112	\$17.96
BAKER & TAYLOR INC	212514	NONPRINT	119763121	\$17.96
BAKER & TAYLOR INC	212514	NONPRINT	119693114	\$20.99
BAKER & TAYLOR INC	212514	NONPRINT	120067090	\$32.21
BAKER & TAYLOR INC	212514	IFLS NONPRINT	119693113	\$43.18
BAKER & TAYLOR INC	212514	JUV BKS YS YS PRIZES	2024585049	\$45.70
BAKER & TAYLOR INC	212514	ADULT BKS	2024599406	\$51.02
BAKER & TAYLOR INC	212514	IFLS NONPRINT NONPRINT	119978070	\$65.74
BAKER & TAYLOR INC	212514	ADULT BKS GIFT BKMRKS	2024616470	\$80.66
BAKER & TAYLOR INC	212514	ADULT BKS NONPRINT	2024612684	\$88.84
BAKER & TAYLOR INC	212514	NONPRINT	119693110	\$100.59
BAKER & TAYLOR INC	212514	IFLS NONPRINT NONPRINT	119463122	\$102.15
BAKER & TAYLOR INC	212514	ADULT BKS	2024615813	\$102.75
BAKER & TAYLOR INC	212514	JUV BKS	2024615829	\$134.78
BAKER & TAYLOR INC	212514	JUV BKS YS PRIZES	2024594820	\$140.10
BAKER & TAYLOR INC	212514	JUV BKS L&D JUV BKS	2024595393	\$154.50
BAKER & TAYLOR INC	212514	ADULT BKS	5010801199	\$175.62
BAKER & TAYLOR INC	212514	JUV BKS L&D JUV BKS	2024606355	\$197.03
BAKER & TAYLOR INC	212514	ADULT BKS	2024595007	\$253.36
BAKER & TAYLOR INC	212514	ADULT BKS	2024594613	\$290.60
BAKER & TAYLOR INC	212514	JUV BKS L&D JUV BKS	2024620488	\$299.16

## Warrant Report for 051410L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212514	JUV BKS NONPRINT	2024575034	\$332.01
BAKER & TAYLOR INC	212514	JUV BKS NONPRINT	2024607365	\$429.65
BAKER & TAYLOR INC	212514	ADULT BKS	2024595237	\$456.55
BAKER & TAYLOR INC	212514	FRNDS VID TO DVD NONPRINT	I20067091	\$471.46
BAKER & TAYLOR INC	212514	ADULT BKS	2024611333	\$489.87
BAKER & TAYLOR INC	212514	ADULT BKS	2024612884	\$490.90
BAKER & TAYLOR INC	212514	ADULT BKS L&D ADULT BKS	2024592637	\$832.92
BAKER & TAYLOR INC	212514	ADULT BKS	2024573030	\$841.31
BAKER & TAYLOR INC	212514	ADULT BKS NONPRINT	2024599105	\$925.82
BOOK WHOLESALERS INC	212515	JUV BKS	152690C	\$31.55
BOOK WHOLESALERS INC	212515	JUV BKS	144449C	\$54.96
BOOK WHOLESALERS INC	212515	JUV BKS	151869C	\$79.16
CENTURION TECHNOLOGIES INC	212516	APP/SERVER UPDATES	159792	\$1,732.50
CHIPPEWA FALLS PUBLIC LIBRARY	212517	LOST ITEM RFND-JUV BK	LIBRFND1020	\$21.00
CITY OF EAU CLAIRE	212518	JAN-FEB-MAR	1205443	\$854.83
CITY OF EAU CLAIRE	212519	HEALTH DEDUCT VAN REPAIR	113370	\$3,530.02
COLFAX PUBLIC LIBRARY	212520	LOST ITEM RFND-ADULT BK	LIBRFND1020	\$12.99
COMPUTYPE	212521	SUPPLIES	523919	\$211.73
DEMCO INC	212522	SUPPLIES	3861686	\$53.13
EAU CLAIRE JOURNAL	212523	EC JOURNAL	0002	\$39.00
EAU CLAIRE PRESS COMPANY INC	212524	FRNDS PRGRM AD	0000588334	\$131.50
ENTRANCE TECHNOLOGIES INC	212525	FRONT DOOR CLOSING	2063	\$170.00
FULL COMPASS SYSTEMS LTD	212526	FRNDS CNCL VHS-DVD	3585737	\$529.99
GALE RESEARCH INC	212527	ADULT BKS	16753626	\$26.22
GALE RESEARCH INC	212527	ADULT BKS	16735030	\$38.98
GALE RESEARCH INC	212527	ADULT BKS	16741798	\$44.93
GALE RESEARCH INC	212527	ADULT BKS	16742574	\$46.43
GALE RESEARCH INC	212527	ADULT BKS	16742806	\$47.93
GALE RESEARCH INC	212527	ADULT BKS	16739775	\$58.40
GALE RESEARCH INC	212527	ADULT BKS	16739949	\$62.28
GALE RESEARCH INC	212527	ADULT BKS	16753288	\$77.90
GALE RESEARCH INC	212527	ADULT BKS	16739249	\$94.36
GALE RESEARCH INC	212527	ADULT BKS	16752568	\$155.79
GALE RESEARCH INC	212527	ADULT BKS	16740112	\$203.95
L&M MAIL SERVICES INC	212528	POSTAGE APR	NONE1020	\$1,356.78
LOGISTECH INC	212529	ADULT BKS	127378	\$106.97

## Warrant Report for 051410L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
LOGISTECH INC	212529	ADULT BKS	127264	\$172.02
MEGA	212530	INSERVICE FOOD	318882	\$72.51
PHILLIPS PUBLIC LIBRARY	212531	LOST ITEM RFND-JUV BK	LIBRFND1020	\$9.99
RECORDED BOOKS INC	212532	GIFT BKMRKS	4846619	\$43.98
REFUND-LIBRARY	212533	ADULT BKS	000011	\$35.90
TANTOR MEDIA	212534	NONPRINT	32269	\$35.99
TANTOR MEDIA	212534	NONPRINT	32428	\$251.94
UNIQUE MANAGEMENT SERVICES INC	212535	COLLECTION AGENCY APRIL	195218	\$295.35
WILS	212537	WORLDCAT	27899	\$2,410.00
WISCO SIGNS INC	212536	SUPPLIES	32659	\$58.00
WORLD CHAMBER OF COMMERCE DII	212538	ADULT BKS	159708	\$53.00
XCEL ENERGY	212539	APR-MAY	238117319	\$4,580.40
				<b><u><u>\$28,897.98</u></u></b>

## Warrant Report for 052110L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALTOONA PUBLIC LIBRARY	212540	LOST ITEM RFND-PART	LIBRFND1021	\$4.00
ALTOONA PUBLIC LIBRARY	212540	LOST ITEM RFND-JUV BK	LIBRFND1021	\$8.95
ALTOONA PUBLIC LIBRARY	212540	LOST ITEM RFND-ADULT NPRT	LIBRNFND1021	\$21.00
AMAZON.COM CREDIT	212541	ADULT BKS	014963912478	\$5.41
AMAZON.COM CREDIT	212541	IFLS NONPRINT	160304035105	\$7.75
AMAZON.COM CREDIT	212541	FRIENDS VID TO DVD	121697899954	\$9.49
AMAZON.COM CREDIT	212541	ADULT BKS	014960890387	\$10.52
AMAZON.COM CREDIT	212541	JUV BKS	121696390670	\$16.49
AMAZON.COM CREDIT	212541	JUV BKS	162024414970	\$17.20
AMAZON.COM CREDIT	212541	L&D NONPRINT	177700771231	\$17.21
AMAZON.COM CREDIT	212541	NONPRINT	128111349137	\$18.99
AMAZON.COM CREDIT	212541	NONPRINT	235977462086	\$22.96
AMAZON.COM CREDIT	212541	ADULT BKS	136142953711	\$23.00
AMAZON.COM CREDIT	212541	ADULT BKS	095530886481	\$29.70
AMAZON.COM CREDIT	212541	ADULT BKS NONPRINT	177708373145	\$38.99
AMAZON.COM CREDIT	212541	IFLS NONPRINT	082630928236	\$43.54
AMAZON.COM CREDIT	212541	NONPRINT	138866176172	\$47.97
AMAZON.COM CREDIT	212541	ADULT BKS FRNDS VID TO DVD	121693495717	\$49.18
AMAZON.COM CREDIT	212541	BOARD BKS	135448221808	\$55.60
AMAZON.COM CREDIT	212541	ADULT BKS NONPRINT	014963380290	\$87.04
AMAZON.COM CREDIT	212541	ADULT BKS NONPRINT	267656831449	\$106.74
AMAZON.COM CREDIT	212541	FRDS VID TO DVD NONPRINT	136146141650	\$125.94
AMAZON.COM CREDIT	212541	GIFT VID TO DVD NONPRINT	121695946011	\$187.34
AT&T	212542	ADULT BKS	715T60195205	\$126.61
BADGERLAND PRINTING USA INC	212543	SCHOOL FLYERS	00022807	\$952.00
BAKER & TAYLOR INC	212544	NONPRINT	I20305790	\$10.79
BAKER & TAYLOR INC	212544	NONPRINT	I20329070	\$11.88
BAKER & TAYLOR INC	212544	NONPRINT	I20329081	\$12.73
BAKER & TAYLOR INC	212544	NONPRINT	V10965160	\$12.73
BAKER & TAYLOR INC	212544	NONPRINT	I20232090	\$14.23
BAKER & TAYLOR INC	212544	NONPRINT	I20649061	\$16.48
BAKER & TAYLOR INC	212544	NONPRINT	I20649062	\$25.89
BAKER & TAYLOR INC	212544	NONPRINT	I20150392	\$28.80
BAKER & TAYLOR INC	212544	NONPRINT	I20649060	\$46.61
BAKER & TAYLOR INC	212544	JUV BKS	2024637896	\$67.83
BAKER & TAYLOR INC	212544	NONPRINT	I20232080	\$77.38

## Warrant Report for 052110L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212544	NONPRINT	I20150400	\$79.92
BAKER & TAYLOR INC	212544	NONPRINT	I20150391	\$113.20
BAKER & TAYLOR INC	212544	ADULT BKS JUV BKS	2024631402	\$137.46
BAKER & TAYLOR INC	212544	FRNDS VID TO DVD	I20541551	\$148.04
BAKER & TAYLOR INC	212544	FRNDS VID TO DVD	I20329080	\$176.24
BAKER & TAYLOR INC	212544	IFLS NONPRINT	I20541550	\$186.36
BAKER & TAYLOR INC	212544	JUV BKS NONPRINT	2024632430	\$229.37
BAKER & TAYLOR INC	212544	NONPRINT	I20150390	\$276.51
BAKER & TAYLOR INC	212544	ADULT BKS	2024625846	\$375.34
BAKER & TAYLOR INC	212544	ADULT BKS GIFT BKMRKS	2024632425	\$388.75
BAKER & TAYLOR INC	212544	ADULT BKS GIFT BKMRKS	2024632690	\$401.77
BAKER & TAYLOR INC	212544	ADULT BKS	2024621654	\$421.55
BAKER & TAYLOR INC	212544	JUV BKS NONPRINT	2024636795	\$502.27
BOOK WHOLESALERS INC	212545	ADULT BKS	157086C	\$11.99
BOOK WHOLESALERS INC	212545	JUV BKS	154036C	\$33.12
C A FRIDAY MEMORIAL LIBRARY	212546	LOST ITEM RFND-ADULT NPRT	LIBRFND1021	\$15.00
COLLINS-FUERBRINGER, MICHELLE	212547	PARENTING-COLFAX HD STRT	NONE1021	\$24.00
COLLINS-FUERBRINGER, MICHELLE	212547	CCBC ADVISORY BD	NONE1021L	\$123.82
CUMBERLAND PUBLIC LIBRARY	212548	LOST ITEM RFND-JUV NPRT	LIBRFND1021	\$15.00
DR MOON MEMORIAL LIBRARY	212549	LOST ITEM RFND-ADULT BK	LIBRFND1021	\$8.00
EAU CLAIRE AREA FOUNDATION INC	212550	ADM FEE 1ST QTR 2010	20101Q	\$70.74
EAU CLAIRE COUNTY TREASURER	212551	VOICE MAIL EC OCT 09	7594	\$120.45
EAU CLAIRE COUNTY TREASURER	212551	VOICE MAIL EC SEPT 09	7609	\$120.45
EAU CLAIRE COUNTY TREASURER	212551	VOICE MAIL NOV-DEC 09	7672	\$240.90
EAU CLAIRE COUNTY TREASURER	212551	IMAGING SYS EQ MAINT	7552	\$443.54
EAU CLAIRE COUNTY TREASURER	212551	IMAGING SYS SOFTWR MAINT	7553	\$1,816.36
EO JOHNSON CO INC	212552	REF COPIER SVC K JUN-AUG	CNIN416618	\$99.00
EO JOHNSON CO INC	212553	ADM COPIER APR-MAY	28321666	\$359.77
EO JOHNSON CO INC	212553	ADM COPIER MAY-JUN	28321667	\$359.77
FREDERIC PUBLIC LIBRARY	212555	LOST ITEM RFND-ADULT BK	LIBRFND1021	\$11.00
GALE RESEARCH INC	212556	ADULT BKS	16761512	\$288.80
GALE RESEARCH INC	212556	ADULT BKS	16756308	\$328.00
L&M MAIL SERVICES INC	212557	MAIL FEE FRNDS	20718	\$100.74
LE PHILLIPS CAREER DEVELOPMENT	212558	STAFF IN-SERVICE	0057454IN	\$390.00
OFFICE DEPOT	212559	SUPPLIES	814478	\$1,168.04
PER MAR SECURITY SERVICES	212560	SEC SYS MONITOR JUN-AUG	507558	\$1,947.53

## Warrant Report for 052110L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RICKARD, DIANA M	212554	YS PROGRAM 6/1	NONE1021	\$300.00
SHREDAWAY	212561	SHREDDING MAR & APR	25167	\$90.00
TANTOR MEDIA	212562	NONPRINT	32679	\$41.99
TEACHING COMPANY	212563	NONPRINT	4935003	\$129.95
WEST GROUP	212564	US CONGR NEWS	820606644	\$1,148.00
				<b><u><u>\$15,601.71</u></u></b>

## Warrant Report for 052810L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
A TOUCH OF MAGIC	212584	YS PROGRAM 6/16	NONE1022	\$700.00
ADEPT ENGRAVING	212585	DSA AWARD	33319	\$42.75
AMAZON.COM CREDIT	212565	NONPRINT	008805916916	\$9.99
AMAZON.COM CREDIT	212565	NONPRINT	010780147233	\$12.97
AMAZON.COM CREDIT	212565	ADULT BKS	010781669407	\$15.99
AMAZON.COM CREDIT	212565	FRNDS VID TO DVD	010789662240	\$20.49
AMAZON.COM CREDIT	212565	JUV BKS	246429669992	\$24.21
AMAZON.COM CREDIT	212565	ADULT BKS	136143929478	\$24.95
AMAZON.COM CREDIT	212565	FRNDS VID TO DVD	246425557058	\$26.99
AMAZON.COM CREDIT	212565	FRNDS VID TO DVD	246425849488	\$26.99
AMAZON.COM CREDIT	212565	JUV BKS NONPRINT	291267375204	\$29.50
AMAZON.COM CREDIT	212565	YS SUPPLIES	080250339673	\$31.44
AMAZON.COM CREDIT	212565	FRNDS VID TO DVD	208273020903	\$33.47
AMAZON.COM CREDIT	212565	NONPRINT	000514058854	\$41.52
AMAZON.COM CREDIT	212565	ADULT BKS	246427043752	\$43.48
AMAZON.COM CREDIT	212565	JUV BKS	188977916822	\$43.48
AMAZON.COM CREDIT	212565	IFLS NONPRINT	288149404224	\$45.08
AMAZON.COM CREDIT	212565	JUV BKS	008804160331	\$53.63
AMAZON.COM CREDIT	212565	FRNDS VID TO DVD	146787072918	\$85.46
AMAZON.COM CREDIT	212565	FRNDS VID TO DVD	010785132731	\$128.44
AMAZON.COM CREDIT	212565	NONPRINT	188975046504	\$192.88
AT&T	212566	MAY-JUN SERVICE	NONE1022L	\$296.31
AT&T	212567	PHONEBOOK LISTINGS	NONE1022	\$57.50
BAKER & TAYLOR INC	212568	JUV BKS	5010821089	\$6.77
BAKER & TAYLOR INC	212568	NONPRINT	I20959472	\$6.78
BAKER & TAYLOR INC	212568	NONPRINT	I20801540	\$10.18
BAKER & TAYLOR INC	212568	IFLS NONPRINT	I21049650	\$14.39
BAKER & TAYLOR INC	212568	NONPRINT	I21157620	\$14.39
BAKER & TAYLOR INC	212568	NONPRINT	I20738400	\$16.48
BAKER & TAYLOR INC	212568	FRNDS VID TO DVD	I20801541	\$17.99
BAKER & TAYLOR INC	212568	FRNDS VID TO DVD	V11192390	\$17.99
BAKER & TAYLOR INC	212568	NONPRINT	I20801542	\$20.12
BAKER & TAYLOR INC	212568	NONPRINT	I20959473	\$20.13
BAKER & TAYLOR INC	212568	NONPRINT	I20959481	\$20.87
BAKER & TAYLOR INC	212568	NONPRINT	I20959480	\$23.78
BAKER & TAYLOR INC	212568	FRNDS VID TO DVD	I21049651	\$32.37

## Warrant Report for 052810L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212568	NONPRINT	I20959474	\$40.26
BAKER & TAYLOR INC	212568	NONPRINT	I20959476	\$43.19
BAKER & TAYLOR INC	212568	ADULT BKS	2024651161	\$74.95
BAKER & TAYLOR INC	212568	NONPRINT	I20959471	\$78.37
BAKER & TAYLOR INC	212568	NONPRINT	I20801530	\$86.81
BAKER & TAYLOR INC	212568	ADULT BKS	2024650414	\$104.20
BAKER & TAYLOR INC	212568	JUV BKS	2024667040	\$110.02
BAKER & TAYLOR INC	212568	ADULT BKS	2024650783	\$111.57
BAKER & TAYLOR INC	212568	NONPRINT	I20801532	\$113.64
BAKER & TAYLOR INC	212568	IFLS NONPRINT	I20959475	\$118.69
BAKER & TAYLOR INC	212568	ADULT BKS	2024641873	\$188.50
BAKER & TAYLOR INC	212568	JUV BKS	2024667284	\$194.17
BAKER & TAYLOR INC	212568	FRNDS VID TO DVD	I20801531	\$212.12
BAKER & TAYLOR INC	212568	JUV BKS	2024642151	\$234.60
BAKER & TAYLOR INC	212568	ADULT BKS NONPRINT	2024657440	\$251.81
BAKER & TAYLOR INC	212568	JUV BKS NONPRINT	2024657520	\$255.06
BAKER & TAYLOR INC	212568	GIFT BKMRKS ADULT BKS	2024658309	\$268.58
BAKER & TAYLOR INC	212568	ADULT BKS GIFT BKMRKS	2024662755	\$335.34
BAKER & TAYLOR INC	212568	NONPRINT	I20959470	\$353.85
BAKER & TAYLOR INC	212568	JUV BKS NONPRINT	2024658087	\$396.12
BAKER & TAYLOR INC	212568	ADULT BKS	2024641176	\$457.38
BAKER & TAYLOR INC	212568	ADULT BKS	2024650120	\$671.58
BAKER & TAYLOR INC	212568	FRNDS VID TO DVD	I20959477	\$738.10
BOOK WHOLESALERS INC	212569	JUV BKS	159689C	\$20.26
BOOK WHOLESALERS INC	212569	JUV BKS	158681C	\$149.88
CDW-G CORPORATE OFFICE	212570	SUPPLIES	SQQ6842	\$154.49
CDW-G CORPORATE OFFICE	212570	PRINTER	SRN0096	\$745.00
DELL MARKETING L P	212571	SERVER REPLACEMENT	XDRXM3RD1	\$128.47
DELL MARKETING L P	212571	SERVER REPLACEMENT	XDRXC66D5	\$4,607.16
EO JOHNSON CO INC	212572	1ST FLR COPIER OVR 1QTR	CNIN408573	\$28.05
EO JOHNSON CO INC	212573	ADM COPIER JUN-JUL	28326827	\$399.77
FLEET CREDIT CARD SERVICES	212574	WLA REGISTRATION-PONZIO	NONE1022	\$20.00
FLEET CREDIT CARD SERVICES	212574	SUPPLIES	NONE1022LL	\$27.19
FLEET CREDIT CARD SERVICES	212574	SUPPLIES	NONE1022LLL	\$33.17
FLEET CREDIT CARD SERVICES	212574	FLAG	NONE1022L	\$95.00
GALE RESEARCH INC	212575	ADULT BKS	16767405	\$46.43

## Warrant Report for 052810L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	212575	ADULT BKS	16765546	\$71.90
GALE RESEARCH INC	212575	ADULT BKS	16766667	\$94.36
GALE RESEARCH INC	212575	ADULT BKS	16767768	\$117.66
GALE RESEARCH INC	212575	ADULT BKS	16771685	\$123.58
GALE RESEARCH INC	212575	ADULT BKS	16771430	\$152.04
GAYLORD BROTHERS INC	212576	SUPPLIES	1424407	\$37.88
HERFEL, KATHY	212577	FRNDS HM DELV SR AM CNDY	NONE1022	\$14.95
L&M MAIL SERVICES INC	212578	ANNUAL REPORT MAIL FEE	20743	\$174.56
L&M MAIL SERVICES INC	212578	MAIL FEE ARTSHOW	20759	\$195.18
LONGS ELECTRONICS	212579	SUPPLIES	0010131527	\$75.12
MIDWEST TAPE	212580	FRNDS VID TO DVD	2194807	\$11.99
RENEE PONZIO	212581	WAPL ADDTL REG-PONZIO	NONE1022	\$234.00
SOFTMART GOVT SERVICES INC	212582	SOFTWARE UPGRADES	ARINV207500	\$597.25
SOFTMART GOVT SERVICES INC	212582	UPGRADES	ARINV205566	\$8,396.48
TANTOR MEDIA	212583	NONPRINT	32861	\$185.96
WI DEPT OF ADMINISTRATION	212586	TEACH LINE JAN-JUN	068837	\$600.00

**\$25,186.45**

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

**CUSTODIAL OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 10,514.33
Various	WRS, SS, life, disability	1,841.21
Various	Health insurance, deductible	2,818.40
Certified Inc	Library plumbing	2,745.00
Hovlands Inc	HVAC repairs	203.50
Menards West	Building materials	8.95
Valley Builders Hardware	Keys, hardware, repairs	68.00
Traci's Green Interiors	Plant rental	287.90
Wil Kil Pest Control	Pest control services	30.00
Waste Management	Rubbish, garbage and recycling	383.98
City of Eau Claire	Stormwater fee Jan-Mar	228.13
Viking Electric Supply	Parts, electrical	168.51
DALCO	Supplies	21.40
DALCO	Supplies	192.30
DALCO	Supplies	232.86
DALCO	Supplies	46.35
DALCO	Equipment repair supplies	142.65
Menards West	Building materials, misc.	10.22
Menards West	Building materials, misc.	158.73
Menards	Building materials, misc.	19.95
G&K Services	Rental, floor mats, oil mops, coveralls	148.24
		\$ 20,270.61

**LIBRARY OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 130,881.94
Various	WRS, FICA, life insurance, EAP	50,044.10
City of Eau Claire	Pooled insurance-prop,liab,etc.	2,583.33
		\$ 183,509.37

**LIBRARY CAPITAL CAMPAIGN**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 43.08
Various	WRS, FICA, life insurance, EAP	8.00
		\$ 51.08

## 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