



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, March 18, 2010 at 5:00 p.m.** in the **Board Room of the Library** at **400 Eau Claire Street, Eau Claire, Wisconsin.**

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Approval of Previous Minutes of the Library Board (page 1)
- 4) Communications
- 5) Discussion and action on recommending the creation of a City of Eau Claire Poet Laureate position (Doug Pearson) (page 5)
- 6) Report of the Library Director (page 12)
 - a) Renovation update
 - b) Planning update (page 22)
- 7) Report of the Library Board President
- 8) Committee Reports
- 9) Report from the Friends of the Library
- 10) Report of the Representative to the IFLS Board
- 11) Financial Reports (page 24)
- 12) Action on Bills and Claims (page 28)
- 13) Statistical Report (page 36)
- 14) Consideration of New Business
 - a) Discussion and action on a half day of staff training on May 6, 2010 (page 38)
 - b) Discussion and action on a Customer Rights and Responsibilities brochure (page 40)
- 15) Directives from the Library Board of Trustees to the Library Director and Staff
- 16) Adjournment

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

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

L. E. PHILLIPS MEMORIAL PUBLIC LIBRARY

Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, February 18, 2010 at 5 p.m. in the Board Room of the Library. Board members present: Bruce, Fraser, Hauser, Lee, Pagonis, Schneider, Stelter, Wisner and Wright. Board members absent: Werthmann. Staff present: Jackie Depa, Julie Gast, Dayna Lovell, John Stoneberg and Mark Troendle. Guests present: none.

CITIZEN COMMENTS

Your Treasure Hunt: Disabilities and Finding Your Gold, a book written by Katherine Schneider, is just being released.

MINUTES OF PREVIOUS MEETING

On a motion made by Bob Fraser and seconded by Linda Stelter, the minutes of the January 21, 2010 Board meeting were unanimously approved.

STAFF UPDATE

Youth Librarian Dayna Lovell gave an update on the Young Adult Services offered at the library including the newly redesigned teen portion of the library's website that Dayna worked on with the Young Adult Advisory Board and Jeff Burns.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's monthly report was reviewed.
- The State approved the \$125,000 for the library renovation in October. The City Council accepted the grant from the State of Wisconsin for the renovation project on January 12, 2010. John is currently working on the paperwork to get the state funds and waiting to hear on his request for pledge funds from L.E. Phillips Family Foundation.
- The exchange of Youth Services shelving is set for the week of April 5, 2010.
- The mail and web surveys by Himmel & Wilson for the 2010 strategic planning are in process currently. Meetings for focus groups are scheduled.
- Modifications to the "Wall of Honor" will be discussed at the Development and Endowment Committee meeting on February 22, 2010.

REPORT OF THE LIBRARY BOARD PRESIDENT

Kathie Schneider canceled the trip to Library Legislative Day (February 16) this year due to family situations for a couple of the participants. An e-mail was sent to the four representatives we were going to visit outlining key issues and concerns.

COMMITTEE REPORTS

Distinguished Service Award Committee

Ginny Wright reported that the committee met in January to review the nominees for the Distinguished Service Award. On a motion made by Ginny Wright and seconded by Don Wisner, the Board unanimously approved Joan Schnagl to receive the award.

REPORT FROM THE FRIENDS OF THE LIBRARY

- The Give-a-Kid-a-Book program was a huge success again this year with over 3,600 books distributed.
- The next Friends book sale will take place March 26-27, 2010.
- The annual Friends meeting will be held April 19, 2010.
- Friends would entertain a gift request for money to purchase books on CDs for the library in addition to the proposed requests.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

- Bob Fraser reported that the next IFLS Board meeting would take place on March 24, 2010.
- At the IFLS Board of Trustees meeting January, Linda Thompson was again elected Board President.
- Library Books-By-Mail has moved from it's location in Menomonie to the main IFLS office location.
- IFLS is currently conducting a long range planning process.
- There are only six (small) IFLS libraries that are not part of MORE.

FINANCIAL REPORT

The Board reviewed the December Preliminary and January Financial Reports.

ACTION ON BILLS & CLAIMS

On a motion made by Don Wisner and seconded by Bob Fraser, the Board unanimously, among those present and voting, approved the Bills & Claims for January 15-February 5, 2010 as well as the Supplemental Bills & Claims for December 2009 and January 2010.

CONSIDERATION OF OLD BUSINESS

The information for the Library from the 2008 Wisconsin Public Library Service Data and the three-year comparative data for LEPMPL was reviewed. Bob Fraser commended the work put into report.

CONSIDERATION OF NEW BUSINESS

- On a motion made by Susan Bruce, seconded by Linda Stelter, the Board unanimously, among those present and voting, approved the 2010 requests for funding from the Friends with an additional \$3,000 to be used for the purchase of books on CD.
- The 2009 Library Annual Report to the State of Wisconsin and the Public Library Assurance of Compliance with System Membership Requirements was reviewed.

- On a motion made by Bob Fraser, seconded by Susan Bruce the Board unanimously, among those present and voting, approved the recommended Statement Concerning Public Library System Effectiveness along with the suggested additional comments from the Board.
- On a motion made by Don Wisner, seconded by Robert Hauser the Board unanimously, among those present and voting, approved the recommended transfer of funds from the operating fund to the capital improvement fund.
- On a motion made by Bob Fraser, seconded by Richard Lee the Board unanimously, among those present and voting, approved the new policy relating to the use of restrooms.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

- John Stoneberg will invite the IFLS Board to hold one of their meetings at LEPMPL. He will suggest the May 26, 2010 meeting as a first choice..
- John Stoneberg will invite Linda Thompson from the IFLS Board to attend the board related focus group for strategic planning.
- John Stoneberg will share his winning chili recipe from the first library staff chili cook-off.
- John Stoneberg will gather information for a discussion at the next Board meeting about proposing a poet laureate for the City of Eau Claire.

ADJOURNMENT

On a motion made by Don Wisner and seconded by Bob Fraser, the Board, among those present and voting, unanimously adjourned their meeting.

Submitted by,

Jackie Depa, Library Associate II

LIBRARY TRUSTEE Workshops

with John Thompson

Director of the Indianhead Federated Library System

Being a library trustee is a huge commitment of time and expertise.

To help make this important volunteer job easier, we have put together a series of workshops to help library trustees learn about:

- Roles and Responsibilities of Library Boards
- Library Personnel
- Managing Library Money
- Working With Municipalities
- State Library Standards



We'll hold this workshop in 3 locations to help accommodate as many trustees as possible!

At each location, we'll meet at 5:30 for an optional light supper (\$10, payable that day) and conversation.

April 22, 6-8pm Fall Creek Public Library

Please register by April 15!

May 4, 6-8pm St. Croix Falls Public Library

Please register by April 27!

May 6, 6-8pm Rusk County Community Library--Ladysmith

Please register by April 29!

Send an email to registration@ifls.lib.wi.us with your name, your library, which workshop date you will be attending, and whether or not you'll join us for supper.

If you have questions or need special accommodations to attend this workshop, please contact Leah Langby-- langby@ifls.lib.wi.us or 1-800 321-5427.

Watch for another series of workshops next fall, where we'll dig a little deeper into building plans, using the state standards, and other topics you tell us you want to know about!

March 11, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: City of Eau Claire Poet Laureate

At the February Library Board meeting, I was asked to put an item on the March Library Board agenda to discuss and take action on recommending a City of Eau Claire Poet Laureate. Attached is a summary report of research I asked for from Reference Services Manager Renee Ponzio on that topic.

At the ArtsWest 31 reception, I was chatting with Doug Pearson and happened to bring up the topic. He said that he and others including Eau Claire City Council President Kerry Kincaid were already working on the subject and that it would probably be on the March 23 Eau Claire City Council agenda.

I asked Doug to come early in the March Library Board meeting to discuss the topic. He felt what it may come down to is the Library Board writing a letter of support that could be introduced at the City Council meeting.

TO: John Stoneberg, Library Director
FROM: Renee Ponzio, Reference Services Manager
DATE: February 24, 2010
RE: Poet Laureate Background Information

The following information came from several sources. There is a resource list at the end of the memo. Poet Laureates that I found serve from 8 months to 10 years or for life in their position, it all depends on the length of time the committee, governing body, etc. wants the Poet Laureate to serve.

For the most part, the money is non-governmental; that is, donations are given for the support of this position. The money that is given varies widely from \$1,000-\$5,000 or more depending on whether the Poet Laureate is in a city, state or national position. The U.S. Poet Laureate gets a stipend of \$35,000. At least one group discussed an endowment where the interest on it would be used for a stipend and possibly for materials for the Poet Laureate. In some cases, the position provides no money at all and is strictly an honorary position. One or two groups talked about a budget to promote poetry in their area. For example, Schenectady, NY had a \$7,000 budget for the position while the Halifax, NS Culture and Heritage Committee offered to provide staff support along with mail and telephone support and business cards and, if needed, work space and space on their website.

What they do depends on the expectations of the entity that is naming them. The only universal ideas were that the Poet Laureate promotes poetry to people as an important and necessary element to their lives and that they reside (for at least 1 year, often more) in the city, county or state of which they are to be the Poet Laureate. Size of the city does not necessarily determine whether a city has a Poet Laureate--it is more the desire and willingness of the community and or government to promote and support the position.

Examples of Poet Laureate duties:

- ✓ Make set number of annual appearances at city/county/state functions anywhere from 1-8 or more
- ✓ Write monthly poetry columns with reviews of books and poems
- ✓ Organize poetry workshops at local libraries, schools, etc.
- ✓ Create poems for specific occasions
- ✓ Help organize an annual city-wide poetry event
- ✓ Select poems for display on local city buses, billboards, and postcards
- ✓ Be available for a meal-a-month in local restaurants.
- ✓ Develop a city/county Poetry Society
- ✓ Read poetry at selected civic occasions, celebrations, and communal gatherings
- ✓ Collaborate with other artistic groups and encourage writing by people of all ages and backgrounds
- ✓ Invited to consider developing and completing a unique legacy project for the Municipality, pending the availability of resources, but needs to be completed by end of term
- ✓ Serve as an advocate for poetry, literacy and literature
- ✓ Provide the governing body with an annual narrative account of the success and impact of the position
- ✓ Be an ambassador for poetry

Examples of criteria for selection:

- The Poet Laureate must have made a significant contribution to poetry
- Must reside in the area
- The poet must have produced a minimum of two or more published works (not self-published), as well as other publications that display literary excellence.
- S/he must have influenced other writers
- Be available to serve a [what ever number] year term
- Have experience working with and speaking to groups

Nominating Committee:

The Nominating Committee usually decide on the criteria for applying, reviews all the applications and pick 2-3 people to recommend to either Mayor, Governor etc. though in some cases they make the final decision. They can be appointed by a governing body such as the Governor or Mayor or may ask to be on the committee. The panel/board/committee can consist of members of the community, teachers and or professors of English, members of the government, members of arts/literature societies, librarians and/or friends of the library depending on who is promoting the Poet Laureate position.

Application process and example of application forms:

In some locations the poet can nominate themselves, but in other locations they must be nominated by someone else. Name, address, phone, number, along with a list of published works and a sampling of poetry are asked for. In addition, the nominee is often asked why they are the person for the job; what they will bring to the position that someone else will not.

SAMPLE FORMS

2009 – 2011 Montana Poet Laureate Nomination Form

Application Receipt Deadline: Monday, May 4, 2009 at 5 p.m.
This form must be submitted along with the other required materials.
Please review the nomination guidelines before signing this form.

Nominator Information

Nominator Name _____
Address _____
Phone (H) _____ (B) _____
Fax _____ Email _____

I accept full responsibility for meeting all requirements of the Montana Arts Council to provide all information requested by the council and/or its staff to evaluate this nomination. I attest that all included information is true and that this nomination submission signifies intention of compliance with all general and special guidelines of the council and restrictions imposed by the council as stated in this document Signature of Nominator.

_____ Date _____

Poet Information

Nominee (Poet) Name _____
Address _____
Phone (H) _____ (B) _____ (cell) _____
Fax _____ Email _____

If selected, I accept full responsibility for meeting all requirements of the Montana Arts Council to provide all information requested by the Council and/or its staff. I give my full permission for my name to be placed in nomination for this position by the above nominator. I certify that the nominee information is true and accurate and that the work sample submitted is an accurate representation of my work. If selected, the Office of the Governor of the State of Montana and the Montana Arts Council have my permission to use my work sample, or a portion thereof, for publicity purposes.

Signature of Nominee (Poet) _____

Materials you (the poet) are required to make available for the nominator to submit with the nomination: resume; one recent photograph (headshot); a sample of ten poems not to exceed fifteen pages in 12-point type on 8-1/2" x 11" paper. See the complete nomination form at: http://art.mt.gov/resources/resources_plposition.asp for a complete description of materials required.

Poet Laureate Application

Deadline: May __, 20__, 4:00 p.m.

Review the guidelines. It is the applicant's responsibility to be familiar with this information before signing this form. All application materials must be typed in no less than a 12 pt. type.

Applicant Name: _____
Street Address: _____
Mailing Address (if different from street address): _____
City: _____, WI Zip (9-digit): _____ County: _____
Daytime Phone: () _____ Alternate Phone: () _____
E-mail Address: () _____ Fax Number: () _____
Legislative District Numbers: Senate _____ Assembly _____ Congressional _____

This information can be obtained by calling the Legislative Hotline at 1-800-362-9672 or (608) 266-9960.

National information Standards Project: Using the characteristics listed below, please indicate your race.

- B Black, not Hispanic
- A Asian/Pacific Islander
- H Hispanic
- N American Indian/Alaskan Native
- W White, not Hispanic
- M Multi-race (combination of those above if no single race applies)

Are you 18 years or older? Yes No

Have you resided in Wisconsin at least twelve months prior to May 9, 2008? Yes No

Are you available to travel throughout the state? Yes No

Work Sample Descriptions

Indicate title and year of the work samples.

1.

2.

3.

4.

5.

6.

I certify that representations made in this application are true and complete to the best of my knowledge, and that the work sample submitted accurately represents my own work. The State of Wisconsin and the Poet Laureate Commission have my permission to use my work sample, or a portion thereof, for publicity or educational purposes.

Applicant's Signature _____ Date _____

Please note: Completion of this application form is voluntary. However, if you choose to apply, the form must be completed in its entirety. Personally identifiable information will become part of the Arts Board's database and may be released upon request.

WAB66 Log _____ NUM _____ SER _____ APP _____

Town of Los Gatos Poet Laureate Application

Deadline: March 1, 2010

Submit application, copies of two original poems (published or unpublished), a current resume, and two letters of recommendation to Peggy Conaway, Library Director, 110 E. Main St., Los Gatos, CA 95030 by 5 p.m. on Monday, March 1, 2010.

Last Name First Middle

Mailing Address City State, Zip

Street Address (if different) City State, Zip

Daytime Phone Evening Phone E-mail

Please document your eligibility by checking Yes or No in response to the following questions:

Y | N | I am at least 18 years of age.

Y | N | I am actively working in the field of poetry and have been published or recognized for my contributions to poetry or other literature.

Y|N| I am the single creator of the two attached poems.

Y|N| I have been a resident of Los Gatos for three years.

Y|N| I am able to comfortably perform public speaking.

If you answered “no” to any of the above criteria, you are NOT eligible to serve as the Town of Los Gatos Poet Laureate. I certify that I meet all eligibility requirements listed in these guidelines and that all the information in this application and its attachments is true and correct to the best of my knowledge.

Applicant’s Signature

Date

Poet Laureate locations:

Places that have poet Laureates (with population estimates from 2008 unless noted.) California has the most preponderance of Poet Laureates of any state researched with Pennsylvania coming in second. Not every state was looked at to see if any city Poet Laureates were noted.

City of Alameda CA	70,580
City of Benicia CA	26,500
City of Brentwood CA	49,480
City of Livermore CA	80,188
City of Los Gatos CA	29,320
City of Pacifica CA	37,739.
City of Pacific Grove CA	14,601
City of San Luis Obispo CA	43,636
City of Sunland-Tujunga CA	15,316 (Sunland), 26,527 (Tujunga (2009))
City of Ukiah CA	14,956.
City of San Ramon CA	49,161
City of Healdsburg CA	10,971
City of Crockett CA	3,399
San Rafael CA	55,602
Pleasanton CA	66,828
Napa County CA	133,433
Lake County CA	64,866
Placentia Library District CA	53,706
Boston MA	105,594
Hanover, PA	15,025
Harrisburg, PA (City)	47,148
Hazleton, PA (City)	21,732
York, PA (City)	40,097
Perry County PA	45,185
St. Clair Shores MI	60,364
Duluth MN	84,284
Red Wing MN	15,687
Winona MN	26,785

Redmond WA	49,548
Madison WI	231,916
Milwaukee, WI	1,549,308

Resources

<http://westtisburyfreepubliclibrary.org/page.php?id=30>

http://docs.google.com/viewer?a=v&q=cache:R4xqMhBCIJqJ:www.schenectadycounty.com/Poet_Laureate_Application_Instructions_fDC5C.pdf.file+poet+Laureate+criteria&hl=en&gl=us&pid=bl&srcid=ADGEESgXBbQnRk3W2UH9HSOnMaZPuQgphdNO9k_yDloS3_mZXzVh7ssnezWDC2gu_CJXpYgZJTqIKnrX9_jOd-bEo9rwK3QeEtR22fwPmQR7KV6Q3sciPb5-5JLcNrnfiO6a0Yjr-qBr&sig=AHIEtbRdfx8-aesQja-kY6UFX8urcjpmlg

<http://eriecountygov.org/dept/countycouncil/pdf/poet2.pdf>

http://74.125.95.132/search?q=cache%3AmvVUIE7RqrYJ%3Awww.halifax.ca%2Fcah%2Fdocuments%2FTermsOfRef_Feb15-05.pdf+poet+Laureate+criteria&hl=en&gl=us

http://www.coloradohumanities.org/documents/Poet_Laureate_Guidelines.pdf

<http://www.studlife.com/news/2010/02/10/english-professor-to-help-select-next-missouri-poet-Laureate/>

http://art.mt.gov/resources/resources_plposition.asp

<http://wipoetLaureate.wi.gov/section.asp?linkid=1455&locid=161>

<http://www.losgatosca.gov/documents/New%20Library%20Project/Laureate011410.PDF>

http://74.125.95.132/search?q=cache:7xixk-vGPEEJ:www.sbartscommission.org/documents/poet_Laureate/POETLAUREATE_Guidelines.doc+poet+Laureate+criteria&cd=40&hl=en&ct=clnk&gl=us

http://www.victoria.ca/residents/pdfs/artscl_ptlrt_cotw060222.pdf

<http://www.marinarts.org/html/pdfs/MARIN%20POET%20LAUREATE.pdf>

www.wikipedia.org

<http://www.city-data.com>

March 11, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

In February, my main activities revolved around the details concerning the library's strategic planning process. Working on coordinating the details of focus group sessions for the first week in March continued to be time-consuming. I also began putting together a Library Strategic Planning Committee made up of library board members, library staff and community representatives.

With a goal of getting library policies on the library website by April 1, I reviewed all the policies that the Library Board discussed and took action on in the second half of 2009 and put them into their final language versions. Mary Blakewell will now standardize their appearance and make PDFs of them to place on the website.

Submitted a letter to the L. E. Phillips Family Foundation on February 4 with summary financial information regarding the renovation project prepared by Julie Gast and a request for fulfillment of their pledge and received a letter dated February 28 (see attached) and a check for \$187,000. Continued to work with R.J. Binau at the Division of State Facilities to provide the State with the necessary paperwork and information they requested in order for the library to receive the state grant funds. A spreadsheet prepared by Julie Gast finally did the trick and the library received a check from the State for \$125,000 on March 8.

Other highlights from the past month:

- Met with Julie Gast and Kris Nickel on February 4 to provide Kris with budgetary background for her responsibilities related to the Information Technology Division.
- Kathie Schneider and I hosted the Museum's February 4 core planning team for cultural planning meeting here at the library.
- Chaired the MORE Executive Committee meeting on February 5.
- Met with City Finance Director Becky Noland on February 9 regarding the status of the outstanding pledges to the Capital Campaign.
- Attended the Friends of the Library Board meeting on February 17.
- Attended the annual Chamber-sponsored State of the County presentation on February 19. County Board Chair, Gregg Moore, did an excellent job.
- Attended the Library Board's Development and Endowment Committee meeting on February 22. With further feedback from the Committee, I continued to work with library staff and Dirk Snyder from SignArt to address the final issues with the Wall of Honor so that it can be completed. We are close.
- With feedback from Susan Bruce and Kathie Schneider, Jeff Burns put up a Donations and Endowment Fund page that I developed on the library website that is

accessible from a graphic link on the home page or from the About Us tab:
<http://www.ecpubliclibrary.info/about-us/donationsendowment-fund.html>

- Hope Gospel Mission (across the street from the library) gave the library 554 DVDs--most all in excellent condition. Theresa Boetcher and David Dial in Reference did background work on the items so that, as the adult visual media selector, I could make decisions about them. I sent 165 on to the Friends for the next book sale. 202 DVDs are going into LEPMPL's collection--99 are new to LEPMPL but already in the MORE database; 81 are additional copies already owned by LEPMPL; and 22 are new to MORE and LEPMPL. Because of the unusual high number of DVDs in good condition, I will be passing 187 DVDs on to other MORE libraries. They will be additional copies for those libraries in most cases and, in a few cases, a MORE library may only own the title on video. Jenny Karls and Donna Swenson in Technical Services have placed the new titles for LEPMPL in the regular workflow and will work on the duplicate copies as time permits.
- With the assistance of Theresa, I am continuing the weeding of the entertainment videos in the adult collection.

From the Management Team & Staff

Assistant Director/Human Resources

The Rules of Conduct Committee finalized a draft of the Customer Rights and Responsibilities brochure, the content of which will be reviewed by the Board at their March meeting.

Planning for the half-day of staff training continues to move forward. The Committee has selected a preferred date (May 6) and time (8 AM-2 PM), identified three primary topics to be covered and agreed on the names of two speakers to address staff. John Stoneberg approved a budget for the training. Mark Troendle is attempting to nail down scheduling and contract details with the speakers. All committee members continue to work on writing clear and concise procedures designed to help staff evaluate and respond to inappropriate or questionable customer behaviors. These procedures will be thoroughly explained at the staff training session.

Laura Miller and Mark conducted interviews for two open page positions in late February.

The U.S. Census Bureau has expressed their appreciation for being allowed to use library meeting rooms as often as they have been as they train their temporary staff to go out into the field. The library has been able to accommodate most of their requests.

A portion of shelving in Youth Services will be replaced in early April and Mark spent time reviewing the final details and logistics of this project with Shelly Collins-Fuerbringer, Mitch Miller (Beltmann Group) and Tom Mugerauer (Buckstaff). Mitch Miller will visit the library on March 19 to review the scope of work to be accomplished.

Reference Services (RS)

Renee Ponzio and John Stoneberg met with Carol Berteotti from Northern Micrographics via a phone conference to discuss digitizing materials from the library's special collections area. Renee continued to look at the material and compiled information on possible books to digitize in anticipation of getting quotes from different vendors. Renee scanned and put pictures of the art prints online for people to view. She attended the Homeless in the library webinar on February 10 and a Library Law webinar on February 18.

Isa Small spent time reviewing the Calendar of Calendars information on the library website. John requested the organizations be divided up by subject and that each subject have its own page on the website. Isa then created and divided the organizations into 14 subjects and, working with Cindy Westphal, created new web pages and hyperlinks to the calendars: <http://www.ecpubliclibrary.info/events/community-events/440.html>

Cindy Westphal created and maintained a Readers Advisory table on "Red This Book," a Pick of the Month on the library's website on "Let the Games Begin" and proctored 11 exams for students taking online or long-distance exams.

Renee, Theresa Boetcher and Cindy met to plan the library's summer reading program for adults: "Travel the World with Club Read." Cindy designed a passport adults will use for their reading adventures. Theresa was able to contact a local travel company, Travel Leaders, for travel posters to use in the display to draw in customers to the reading program.

Cindy conducted a tour of the library and demonstrated using the MORE catalog for eight students from North High School and attended two webinars as part of the BadgerLunch series: "Literary Reference Center" and "Novelist: Reader's Advisory Made Easy."

Information and Reference was the contact site for ArtsWest as artists brought their accepted work to the desk for staff to check-in, verified information about the work and directed the artists to the second floor art gallery.

Reference offers e-mail genealogy assistance: Reference staff looks up obituary requests, scans obituaries and then sends these requests to customers all over the United States. During February, 47 obituaries were processed and sent electronically.

Liz Ryberg processed 36 CD titles from the database, All Music. This monthly task involves printing the list of monthly selections from the Editors' Choice list on All Music. 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 4-5-star rating that are not in our collection, Title Source 3, the primary resource used to ordering audio items, is searched. Those CDs that are found on Title Source are placed into an electronic "shopping basket" for review by Bess Arneson, the library's music selector. All printouts are given to Bess for further review. Liz also submitted 24 interlibrary loan requests.

Theresa continued working on a VHS items listing, indicating if there are matching DVDs of these items so that the video versions can be withdrawn and continues to work with the Community Information Database (CID). CID statistics for the month of February: 6 records changed and updated; 2 new records added; 1 record deleted. Reports of catalog items that have been withdrawn or are missing have been checked for Bess Arneson and John Stoneberg. This involves looking up the number of records for these items and what formats are owned. Theresa submitted 30 interlibrary loan requests for customers in February.

Home Delivery

The Home Delivery customer total is 194. Five individual customers were added in February and two of them went off the program the same month. Two other people were taken off after being on hold for a few months.

“Reminiscing with the Library” at Heatherwood Assisted Living was attended by six residents. Selections were read by Kathy Herfel from A Walk across America by Peter Jenkins and from Limousine Seventeen by Sharon Hebl. Kathy proctored one person this month. Kathy prepared a short handout to refresh Reference staff on using Window-Eyes, a product for the visually impaired found on one of our Express stations.

Holds and Resource Sharing (HRS) Office

Amy Marsh coordinated pick-up of one of our old carts with Altoona and edited the van driver checklist for training new offsite drivers who will need to be trained.

Renee Ponzio has submitted a request for publicity for the Jeffers Road offsite boxes to PRPS. The custodians moved several of the existing boxes around at the grocery stores. Renee is checking into ordering the next two offsite boxes.

Two staff members from the New Richmond Public Library visited. They left with many grand dreams after seeing our new area, but also with many simple ideas that they could use for their library.

Although not too many unusual situations came up this month, the numbers have increased significantly from a year ago. Becky Ford and Amy are spending an increasing amount of time assisting with various duties of the pages and desk clerks.

Safety and Security

Winter has played havoc with some of the pavement on library property which caused a rash of falls outside the building by both customers and staff. City maintenance staff has marked areas of the sidewalk with lights and barriers and will work with the library director to arrange for repairs to or replacement of pavement as soon as possible when weather permits.

PerMar, the library's primary security vendor, performed their regular inspection, cleaning and adjustment of video surveillance cameras. All of the video equipment was found to be in good working order.

Larry Nickel attended a meeting of the city's Joint Safety Committee at Hobbs Municipal Ice Center. The meeting included a tour of the facility's recent renovations. The May meeting of the committee will be held at the library.

Larry moved safety and security equipment and files to shelves in the former HRS office, freeing up space in the overcrowded PRPS storage room.

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)

Catalogers Donna Swenson, Sharon Price and Jenny Karls took part in two days of webinars entitled "Getting Ready for RDA." RDA is the new cataloging standard that is replacing Anglo-American Cataloging Rules, 2nd edition. RDA goes beyond earlier cataloging codes in that it provides guidelines on cataloging digital resources and a stronger emphasis on helping users find, identify, select and obtain the information they want. RDA also supports the clustering of bibliographic records to show relationships between works and their creators. This important new feature makes users more aware of a work's different editions, translations or physical formats. The webinar was hosted by Bibliographic Center for Research, Aurora, CO, and presented by Linda Gonzalez. RDA has been in development since 2004 and will be published in June, 2010. There will be three months of training by beta test catalogers, three months of actual use and three months of evaluation. LEPMPL catalogers will not officially begin use of RDA until at least mid-2011, but will continue to take webinars to become very familiar with this new set of standards. Sharon also reviewed a webinar on the RDA toolkit, which is an online bundled package of resources with links to corresponding AACR2 rules. The toolkits use may make the transition from the old set of standards to the new, somewhat easier.

Jean Nemitz completed statistics for the state annual report and passed them along to Julie Gast.

Lori Jungerberg performed the annual pulling of magazines and Jackie Hagenbucher did the withdrawing of same. The first titles pulled are those the Friends of the Library like for the book sale; titles like Architectural Digest, Beadwork, Wisconsin Sportsman, Horse Illustrated and over 20 others. Magazine shelving storage has shrunk over the past two years from three 21' double-sided units to one 18' double-sided unit and one 21' single-sided unit. Most back issues of magazines are available free, full-text online through BadgerLink.

Jackie will use the new 't' report method to have missing/overdue/lost/magazines come to her for withdrawal--straight from check in. Formerly, Jackie needed to reserve each issue for herself, when the item was returned/found it passed through the HRS and Circ holds process onto the hold shelf.

Jean Nemitz ordered over \$95,000 worth of collection materials in the first two months of the year. She also coordinated the inventory scanning of art print collection, juvenile software, board books and big books. Five board books, one software item, two big books and two art prints were missing.

Jean Pickerign received and invoiced over \$50,000 worth of collection materials, monitored identification of missing items from inventory reports, readied all new serials for inputting and placed new editions of serials on Reference shelves and pulled old editions.

Besides her regular inputting of all new items, Teri Oestreich worked on a special project with Theresa Boetcher and Renee Ponzio to move some of the map collection from the map case into Special Collections. Teri investigated, ordered and prepared special packaging and labeling for this project. The Boundary Waters maps will remain in the map case. Lori Jungerberg finished her hours working in YS.

Jenny Karls and Sharon Price demonstrated use of the OCLC Connexion Client for Julie Woodruff and Kathy Setter, MORE/IFLS. Jenny and Sharon shared their most used text strings, macros, searching and downloading name, subject and title authority records, keyboard shortcuts, quick-editing techniques, useful websites of macro resources, and other "how-to-do" information. Kathy and Julie will be training catalogers from several MORE libraries in the use of Connexion in the month of March.

Sharon and Teri worked with Youth Services librarians to add the Sibert (informational book) and Geisel (beginning reader book) award winners to the YS Award collection, retroactive to the beginning year of each award. New labels were investigated and ordered; new configuration for spine labels created, and Award notes and subject headings added to all pertinent bibliographic records in the database. These two Awards were added to the annual procedures for the Award Collection in the cataloging white book.

Donna Swenson continued training Jenny Karls on cataloging of music CDs.

Youth Services (YS)

Youth Services hosted Meteorologists Doug Michaels and LeAnn Lombardo from WQOW TV 18 as they presented the Weather Academy on February 4. During the afternoon, they presented a program for nearly 140 in which Doug taught the kids about the different forms of weather and what causes it while LeAnn demonstrated Doug's points through science experiments. Later in the day, there was an open house where they did a live weather broadcast from the library during the 5:00 news. The response from the public was very enthusiastic.

Artwork from Eau Claire Home Educators was on display in Youth Services during the month of February.

A Valentine's make-and-take craft program was held on Saturday, February 13 in the Program Room. Several crafts for a variety of skill levels were available during the two hour program. Several YAAB members were on hand to help the nearly 150 people who attended.

Shelly Collins-Fuerbringer and Kelly Kneisl (the YS fieldwork student) attended the Summer Activity Resource Fair hosted by the Parks and Recreation Department at Hobbs Ice Arena. The event was designed to allow various community organizations who offer youth programming in the summer to promote their activities to parents and students in one location. The Eau Claire School District no longer allows community groups to distribute information through the schools, so this is a new, alternative way for groups to still get the word out. The attendance was quite good for a first time event and it appears likely that they will host a similar event next spring.

Alisha Green wrote a blurb for Library Links advertising for summer teen volunteers. Youth Services has volunteers help out at craft programs and work on other projects and programs during the summer. Alisha contacted Luther Hospital Women's Health Department to arrange for more New Baby Book Dedication booklets to be dropped off. These booklets go in a packet of information for all new parents. The booklet includes a form that new parents can fill out and return to the library. A special book plate with the baby's name goes into a new title and the family is notified when it is available so they get the first chance to check the book out. The program is for all Eau Claire and Chippewa County residents.

Shelly was invited by Pam Gardow to give an informal presentation to Memorial High School teen parents about the importance of reading. She gave tips on selecting books for various ages, tips for reading aloud and highlighted library services and programs for adults and children. She also showcased a number of fun children's books. The hope is that the group will make a visit to the library this spring to see the new children's area as well as attend a storytime.

Dayna participated in the IFLS Webinar: "What Makes a Great Children's Book about Disabilities" presented by Leah Langby from IFLS and Dr. Katherine Schneider.

Shelly met with Melissa Olson from ECASD in late February to firm up details for the letter that will go home with each of the 1st and 2nd grade students. All 1st and 2nd graders will be visiting the library this April and May as part of an Eau Claire United PTO/PTA sponsored fieldtrip. A library card application will also go home to each student so if they want to get a card on the day of their visit, they may.

As we continue to "move in" to our new space, we have added a few new items to make locating materials easier for our customers. All of the range ends now have collection signs indicating which collections are housed in that particular range. We've also added shelf markers to designate different collection that reside on the same shelving unit, such as

audiobooks, DVD, video, etc. Finally, we added signage in the picture books that list favorite book characters with a picture so young children who can't read who are looking for these books can find them on their own.

Shelly and Dayna met with Pam Gardow at Memorial High School to discuss a collaboration to bring children's and young adult author Gary Schmidt to Eau Claire as part of the Chippewa Valley Book Festival (CVBF). The library and the school district will be the sponsors for his visit. He will make visits to three different area schools and then we will offer a community program on the weekend. The library visit will take place October 23. On a related note, this year Dayna will assume the role of Chair of the Young Writer's Contest, which is associated with the CVBF.

Circulation

Circulation Desk staff assisted in handing out the Strategic Planning Web Survey bookmark to each customer checking out.

Three new pages were hired in Circulation. Shanda Baseman was hired in early February as an evening page, replacing John Ford. Susan Sveda-Uncapher and AnnMarie Liesch were hired for two additional page positions vacated due to Meg Thomas' move to St. Paul and Katie Johnson vacating the page position she has been combining with her Desk Clerk position. She will continue in this Desk Clerk position. Both Susan and AnnMarie will train in March. Kathy Weldon, a page in HRS, will be driving the Home Delivery institution routes each Tuesday morning.

The self pick-up of hold shelves continue to remain very full, especially in certain alphabet groupings. A record 1,216 items came up from the HRS office on February 2. This was added to the 1,858 items that remained on the hold shelf at 9 PM the previous evening. Laura Miller split some of these large groups into more specific groupings which did help customers who were looking at over two shelves of items. It is anticipated that some of the alphabet groupings will need to be shifted down to more evenly distribute the current pattern of holds. This will be highly advertised to the public. Because most of the alphabet groupings will not change, customers will still need to find that same grouping for their item. It just may be one column over.

Public Relations & Programming (PRPS)

ArtsWest, the library's annual juried art exhibit, was installed in the gallery and throughout the library on February 25. PRPS staff members assembled components of the display system, gathered and touched up pedestals and otherwise assisted Art Committee members with putting the exhibit on display. Staff purchased and organized refreshments for the art reception.

Other activities included:

Larry Nickel

- Adjusted lighting for the ArtsWest exhibit.
- Completed the layout and editing of the ArtsWest program.
- Assembled the library history and sent it to the printer.
- Designed a program advertisement published in Volume One magazine.
- Edited and printed a new version of “Where in the Library is it?”

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

Melany Bartig

- Assembled a program participant mailing list for inviting people to attend focus groups.
- Created bookmarks, posters and inserts for the library survey.
- Created and printed flyer for “Bill Durbin” program.
- Assisted Bess Arneson with cleaning and organizing projection room.
- Prepared for artists to deliver artwork, arranged labels and organized artwork surveys.
- Prepared and set up the ArtsWest survey sheets and drop box.

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

Kris Jarocki

- Prepared labels and the price list for ArtsWest, updated the entry spreadsheet, and folded, collated and stapled programs.
- Printed and folded YS program posters, tickets, and flyers.
- Prepared and mailed brochures and posters for two library programs.
- Designed and printed Readers Advisory table signs and YS display case signs.
- Printed and cut e-commerce and survey bookmarks.

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 March newsletter for the website edition and printing and folding library newsletters.

Information Technology (IT)

In addition to our daily tasks, IT staff completed 67 IT Help requests for a wide range of issues. Additional highlights by staff member include:

Kris Nickel

- Began 2010 equipment replacement schedule: ordered and received and installed barcode scanners and network laser printers. Also purchased 12 PCs for the Youth Services Discovery stations, created a base image and deployed image to remaining the PCs.
- Created a new filter code in the Pharos management software to enable reference staff to prevent customers from logging on to public PCs. Tested and implemented script changes.

Jeff Burns

- Configured, tested and released the Spanish OPAC to the production port
- Installed of new newsletter software
- Upgraded website server software
- Output library survey to website and send online survey out to newsletter subscribers
- Finished software configuration and page edits for MORE Genealogy database
- Discussed with IFLS migrating their genealogy database records to our database
- Followed up with customers regarding remote database access issues
- Installed new web development software and began online training

Jolene Krimpelbein

- Added the F12 macro on the HRS computers (“Close and print”)
- Looked into a IT Help from Laura about a customer that believed a TNS call shouldn't have been made. It was discovered by Kris that there was another family member that had Phone as their preference.
- Added some authorizations for catalogers per Sharon's request.
- Per Laura's request checked into whether or not LEPMPL could prevent customers from requesting items that do not belong to this library. Staff did not want to get kits from other libraries, but this is not an option if the owning library does not want their items to be Local Checkout Only.
- Worked with III about a broken link utility problem.
- Created a list for Laura for Document Delivery.

The L. E. Phillips Family Foundation, Inc.

3925 North Hastings Way
EAU CLAIRE, WISCONSIN 54703

February 28, 2010

Mr. John Stoneberg
Library Director
L. E. Phillips Memorial Public Library
400 Eau Claire Street
Eau Claire, WI 54701

Dear Mr. Stoneberg:

Congratulations on the success of the Library Renovation Project and fulfilling the Foundation's conditions for our pledge.

After our review of the documentation, I am pleased on behalf of the Foundation, to forward our check in the amount of \$187,000.00.

As this satisfies our commitment, you have our continued support and best wishes.

Sincerely,

L. E. PHILLIPS FAMILY FOUNDATION, INC.



Patricia Ellenson
Assistant Secretary/Treasurer

Enclosure

Cc:/File

2010 Library Strategic Planning Committee

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

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2010 YTD BUDGET REPORT - Operating
For the Period Ended February 28, 2010

OBJ #	ACCOUNT NAME	2010 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,793,400.00	\$ -	\$ -	\$ 2,793,400.00	0.0%
4009	Prop Tax-Post 2005 Debt	40,100.00	-	-	40,100.00	0.0%
4128	Federal Aid-Other	2,000.00	-	-	2,000.00	0.0%
4330	Library Fines & Miscellaneous Revenue	120,000.00	14,883.08	-	105,116.92	12.4%
4398	Other Penalties (Collection Agency)	2,200.00	310.00	-	1,890.00	14.1%
4451	Electronic Copy Revenue	2,400.00	455.50	-	1,944.50	19.0%
4452	Copier Revenue	2,800.00	441.22	-	2,358.78	15.8%
4602	Service to Eau Claire County	533,300.00	266,482.00	-	266,818.00	50.0%
4608	Indianhead Library System	118,900.00	-	-	118,900.00	0.0%
4672	Service Charge-Other (Fairchild)	2,200.00	-	-	2,200.00	0.0%
4798	Misc Service Revenues (Act 150)	235,400.00	16,334.63	-	219,065.37	6.9%
4834	Book Bag Sales	200.00	15.60	-	184.40	7.8%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	854.80	-	15,145.20	5.3%
4852	Misc Reimbursements-Lost Items	15,000.00	2,119.22	-	12,880.78	14.1%
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	1,187.37	-	3,812.63	23.7%
5152	Sale of Capital Assets	200.00	-	-	200.00	0.0%
		<u>\$ 3,904,100.00</u>	<u>\$ 304,258.42</u>	<u>\$ -</u>	<u>\$ 3,599,841.58</u>	7.8%
5590	Fund Balance Used for CIP	-	-	-	-	n/a
5580	Working Capital Applied	64,500.00	-	-	64,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,968,600.00</u></u>	<u><u>\$ 304,258.42</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,664,341.58</u></u>	7.7%

OBJ #	ACCOUNT NAME	2010 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,720,400.00	\$ 251,365.43		\$ 1,469,034.57	14.6%
6020	P/R Overtime	-			-	n/a
6030	Special Pays	31,400.00	269.88		31,130.12	0.9%
6040	Employer Paid Benefits	325,100.00	45,840.67		279,259.33	14.1%
6043	Health insurance-Employer	383,000.00	49,524.98		333,475.02	12.9%
6047	Health insurance Deductible	38,000.00	-		38,000.00	0.0%
6108	Unemployment Compensation	17,600.00	-		17,600.00	0.0%
6110	Postage & Shipping	22,000.00	1,206.22		20,793.78	5.5%
6112	Computer Service Charges	113,100.00	83,174.95		29,925.05	73.5%
6116	Binding	1,000.00	-		1,000.00	0.0%
6120	Auditing	2,500.00	-		2,500.00	0.0%
6122	Cataloging	34,400.00	550.00		33,850.00	1.6%
6128	Repairs to Tools & Equip	6,300.00	436.50		5,863.50	6.9%
6138	Equipment Rental	7,400.00	1,114.00		6,286.00	15.1%
6150	Special Services	56,700.00	2,782.00		53,918.00	4.9%
6160	Staff Training/Conference	22,000.00	3,051.80		18,948.20	13.9%
6162	Membership Dues	3,700.00	235.00		3,465.00	6.4%
6198	Miscellaneous Contractual	68,400.00	3,764.00	23,075.00	41,561.00	39.2%
6202	Electricity	75,100.00	7,840.56		67,259.44	10.4%
6208	Gas Service	20,000.00	7,377.02		12,622.98	36.9%
6210	Telephones	10,000.00	1,203.59		8,796.41	12.0%
6252	Water Service	2,000.00	323.07		1,676.93	16.2%
6254	Sewer Service	2,200.00	302.74		1,897.26	13.8%
6308	Special Assessments	600.00	694.81		(94.81)	115.8%
6350	Liability & Property Insurance	31,000.00	2,583.33		28,416.67	8.3%
6398	Insurance Claims Reimbursement	-	-		-	n/a
6402	Office, AV, Library Supplies	79,700.00	4,859.41	3,628.94	71,211.65	10.7%
6410	Periodicals	19,300.00	399.00		18,901.00	2.1%
6411	Pamphlets	200.00	-		200.00	0.0%
6412	Books-Adult	186,900.00	15,853.33		171,046.67	8.5%
6413	Books-Juvenile	75,800.00	5,483.90		70,316.10	7.2%
6414	Non-print Materials	61,800.00	8,794.83		53,005.17	14.2%
6415	Lost/Damaged Collection Materials	15,000.00	330.08		14,669.92	2.2%
6490	Equipment Purchases < \$5000	78,500.00	1,637.42	21,715.07	55,147.51	29.7%
6495	Grant Expenditures	15,000.00	-		15,000.00	0.0%
6496	Gift Expenditures	16,000.00	1,721.82	2,591.25	11,686.93	27.0%
6498	Other Materials & Supplies	4,400.00	431.70		3,968.30	9.8%
6790	Refunds & Reimbursements	10,400.00	-		10,400.00	0.0%
6802	Capital Purchases	8,000.00	-		8,000.00	0.0%
7020	Transfer to Debt Service	40,100.00	-		40,100.00	0.0%
7044	Transfer to Library Capital Projects	106,000.00	106,000.00		-	100.0%
		\$ 3,711,000.00	\$ 609,152.04	\$ 51,010.26	\$ 3,050,837.70	17.8%

OBJ #	ACCOUNT NAME	2010 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 127,800.00	\$ 13,757.44		\$ 114,042.56	10.8%
6020	Payroll Overtime	16,900.00	1,201.24		15,698.76	7.1%
6030	Special Pays	1,300.00	20.22		1,279.78	1.6%
6040	Employer Paid Benefits	26,300.00	2,723.34		23,576.66	10.4%
6043	Health Ins (ER)	41,100.00	4,529.77		36,570.23	11.0%
6047	Health Insurance Deductible	2,700.00	225.00		2,475.00	8.3%
6108	Unemployment Compensation	-	-		-	n/a
6128	Repairs to Tools & Equipment	200.00	-		200.00	0.0%
6130	Repairs to Buildings	20,600.00	3,390.58	286.11	16,923.31	17.8%
6138	Equipment Rental	100.00	-		100.00	0.0%
6144	Laundry & Dry Cleaning	200.00	-		200.00	n/a
6150	Special Services	8,300.00	1,080.87	5,264.92	1,954.21	76.5%
6214	Garbage Service	2,100.00	374.34		1,725.66	17.8%
6256	Stormwater Charges	400.00	218.01		181.99	54.5%
6340	Implementation Reserves	400.00	-		400.00	n/a
6460	Repair Part & Supplies	1,100.00	-		1,100.00	0.0%
6464	Building Materials & Janitorial Supplies	8,100.00	430.16		7,669.84	5.3%
		<u>\$ 257,600.00</u>	<u>\$ 27,950.97</u>	<u>\$ 5,551.03</u>	<u>\$ 224,098.00</u>	<u>13.0%</u>
	TOTAL EXPENSES	<u><u>\$ 3,968,600.00</u></u>	<u><u>\$ 637,103.01</u></u>	<u><u>\$ 56,561.29</u></u>	<u><u>\$ 3,274,935.70</u></u>	<u><u>17.5%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended February 28, 2010

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,024,100.00	\$ 967,737.55	\$ -	\$ 56,362.45	94.5%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 1,745,500.00	\$ 1,549,431.62	\$ 36,521.64	\$ 159,546.74	90.9%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2009)	<u>\$ 675,800.00</u>	<u>\$ 101,291.34</u>	<u>\$ 1,950.00</u>	<u>\$ 572,558.66</u>	15.3%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u><u>\$ 4,338,200.00</u></u>	<u><u>\$ 3,334,569.89</u></u>	<u><u>\$ 38,471.64</u></u>	<u><u>\$ 965,158.47</u></u>	77.8%

jg

Warrant Report for 021210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212222	L&D JUV BKS	207755087785	\$5.10
AMAZON.COM CREDIT	212222	NONPRINT	107293511938	\$7.97
AMAZON.COM CREDIT	212222	NONPRINT	273606742505	\$9.49
AMAZON.COM CREDIT	212222	ADULT BKS	021332036389	\$17.50
AMAZON.COM CREDIT	212222	NONPRINT	227998571482	\$17.99
AMAZON.COM CREDIT	212222	ADULT BKS	034492124373	\$19.94
AMAZON.COM CREDIT	212222	NONPRINT	021339140051	\$19.98
AMAZON.COM CREDIT	212222	ADULT BKS	207678010781	\$23.94
AMAZON.COM CREDIT	212222	L&D JUV BKS	275885873342	\$26.00
AMAZON.COM CREDIT	212222	ADULT BKS	150470470253	\$26.44
AMAZON.COM CREDIT	212222	JUV BKS	208031637125	\$26.50
AMAZON.COM CREDIT	212222	NONPRINT	275883518683	\$28.98
AMAZON.COM CREDIT	212222	NONPRINT	164947121683	\$29.64
AMAZON.COM CREDIT	212222	NONPRINT	039776966216	\$29.82
AMAZON.COM CREDIT	212222	JUV BKS ADULT BKS	021332976141	\$30.09
AMAZON.COM CREDIT	212222	NONPRINT	021337324458	\$37.91
AMAZON.COM CREDIT	212222	NONPRINT GIFT BKMRKS	025441965690	\$45.54
AMAZON.COM CREDIT	212222	ADULT BKS	273603783654	\$51.99
AMAZON.COM CREDIT	212222	GIFT BKMRKS	138615658269	\$65.99
AMAZON.COM CREDIT	212222	ADULT BKS JUV BKS	049869020386	\$87.31
AMAZON.COM CREDIT	212222	NONPRINT ADULT BKS	245392838080	\$179.68
AMAZON.COM CREDIT	212222	ADULT BKS JUV BKS	021335055921	\$220.02
AMAZON.COM CREDIT	212222	ADULT BKS NONPRINT	273607520228	\$300.37
AMAZON.COM CREDIT	212222	NONPRINT	282157190665	\$318.82
AT&T	212223	CELL PHONES JAN-FEB	NONE1007	\$41.26
BAKER & TAYLOR INC	212224	NONPRINT	I12446170	\$10.18
BAKER & TAYLOR INC	212224	NONPRINT	V00714602	\$10.79
BAKER & TAYLOR INC	212224	NONPRINT	I12692382	\$11.88
BAKER & TAYLOR INC	212224	NONPRINT	V00593140	\$12.73
BAKER & TAYLOR INC	212224	NONPRINT	V00714601	\$12.73
BAKER & TAYLOR INC	212224	NONPRINT	I12338810	\$13.48
BAKER & TAYLOR INC	212224	NONPRINT	I12250892	\$14.23
BAKER & TAYLOR INC	212224	NONPRINT	I12692380	\$14.39
BAKER & TAYLOR INC	212224	NONPRINT	I12842921	\$17.23
BAKER & TAYLOR INC	212224	NONPRINT	I12250894	\$20.10
BAKER & TAYLOR INC	212224	NONPRINT	I12692384	\$20.87

Warrant Report for 021210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212224	NONPRINT	V01218830	\$20.99
BAKER & TAYLOR INC	212224	NONPRINT	I12250893	\$21.59
BAKER & TAYLOR INC	212224	NONPRINT	I12338811	\$21.59
BAKER & TAYLOR INC	212224	NONPRINT	V00593141	\$22.71
BAKER & TAYLOR INC	212224	NONPRINT	I12250890	\$25.46
BAKER & TAYLOR INC	212224	NONPRINT	V00714600	\$26.96
BAKER & TAYLOR INC	212224	NONPRINT	I12446171	\$28.76
BAKER & TAYLOR INC	212224	NONPRINT	I12338812	\$42.69
BAKER & TAYLOR INC	212224	NONPRINT	I12842922	\$44.12
BAKER & TAYLOR INC	212224	NONPRINT	I12692381	\$45.32
BAKER & TAYLOR INC	212224	NONPRINT	I12250891	\$60.13
BAKER & TAYLOR INC	212224	NONPRINT	I12842920	\$82.18
BAKER & TAYLOR INC	212224	NONPRINT	I12692383	\$129.54
BAKER & TAYLOR INC	212224	JUV BKS	2024260053	\$165.23
BAKER & TAYLOR INC	212224	ADULT BKS	2024246791	\$186.33
BAKER & TAYLOR INC	212224	ADULT BKS	2024275285	\$215.57
BAKER & TAYLOR INC	212224	JUV BKS	0000135084	\$235.00
BAKER & TAYLOR INC	212224	JUV BKS NONPRINT	2024246524	\$264.37
BAKER & TAYLOR INC	212224	JUV BKS	2024251694	\$323.67
BAKER & TAYLOR INC	212224	ADULT BKS	2024247156	\$399.64
BAKER & TAYLOR INC	212224	JUV BKS	2024247351	\$407.87
BAKER & TAYLOR INC	212224	JUV BKS NONPRINT	2024275157	\$479.21
BAKER & TAYLOR INC	212224	ADULT BKS L&D ADULT BKS	2024246509	\$560.68
BAKER & TAYLOR INC	212224	ADULT BKS	5010602343	\$578.07
BAKER & TAYLOR INC	212224	ADULT BKS	2024252186	\$709.65
BAKER & TAYLOR INC	212224	ADULT BKS NONPRINT	2024270627	\$982.96
BAKER & TAYLOR INC	212224	ADULT BKS GIFT BKMRKS	2024264650	\$1,243.23
BBC AUDIOBOOKS AMERICA	212225	L&D NONPRINT	380818	\$26.00
BERNAN PRESS	212226	ADULT BKS	I10600383	\$41.00
BLACKSTONE AUDIO INC	212227	NONPRINT GIFT BKMRKS	521508	\$141.50
BOOK WHOLESALERS INC	212228	JUV BKS	110824C	\$24.70
BOOK WHOLESALERS INC	212228	JUV BKS	110268C	\$89.70
CDW-G CORPORATE OFFICE	212229	SUPPLIES	RNW3447	\$591.77
EAU CLAIRE CHAMBER OF COMMERC	212230	EGGS & ISSUES STONEBERG	1061530	\$15.00
EAU CLAIRE CHAMBER OF COMMERC	212231	EMPLOYEE RECOG	NONE1007	\$155.00
EAU CLAIRE COUNTY TREASURER	212232	VOIP UCC PUBLISHER SHARE	NONE1007	\$874.68

Warrant Report for 021210L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
FIRST CHOICE COMPUTER RECYCLIN	212233	RECYCLE MONITOR	18552	\$29.75
GALE RESEARCH INC	212234	ADULT BKS	16640755	\$38.38
GALE RESEARCH INC	212234	ADULT BKS	16636091	\$44.93
GALE RESEARCH INC	212234	ADULT BKS	16634594	\$58.40
GALE RESEARCH INC	212234	ADULT BKS	16635499	\$62.28
GALE RESEARCH INC	212234	ADULT BKS	16635052	\$70.40
GALE RESEARCH INC	212234	ADULT BKS	16639526	\$97.36
GALE RESEARCH INC	212234	ADULT BKS	16643584	\$115.52
GALE RESEARCH INC	212234	ADULT BKS	16640317	\$157.46
HIGHSMITH COMPANY	212235	SUPPLIES	1014834315	\$14.99
L&M MAIL SERVICES INC	212236	JAN MAIL FEE POSTAGE	NONE1007	\$1,222.54
LIVE OAK MEDIA	212237	NONPRINT	76962	\$35.95
LOGISTECH INC	212238	ADULT BKS	125960	\$40.77
LOGISTECH INC	212238	ADULT BKS	126094	\$46.52
OFFICE DEPOT	212239	SUPPLIES	643807	\$422.79
REGENT BOOK CO	212240	ADULT BKS	39261	\$24.73
TANTOR MEDIA	212241	NONPRINT	29782	\$35.99
TUMBLEWEED PRESS INC	212242	TUMBLEWEED LIBRARY	22831	\$399.00
UNIQUE MANAGEMENT SERVICES INC	212243	COLLECTION AGENCY JAN	192000	\$322.20
US GOVERNMENT PRINTING OFFICE	212244	DEPOSIT 021194-6	NONE1007	\$300.00
WALKER DISPLAY INC	212245	SUPPLIES	36783	\$171.95
WI DEPT OF ADMINISTRATION	212246	STS DEC EC IFLS 800 TRS	NONE1007	\$585.81
				<u><u>\$15,407.47</u></u>

Warrant Report for 021910L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
CITY OF EAU CLAIRE	212247	OCT/NOV/DEC	1178383	\$843.82
CITY OF EAU CLAIRE	212248	STS VOIP ALLOCATION	113073	\$6.53
CRYSTAL TECH	212249	DOMAIN RENEWAL 4	1612375	\$34.00
HIGHSMITH COMPANY	212250	SUPPLIES	1014895271	\$14.64
HIGHSMITH COMPANY	212250	SUPPLIES	1014868521	\$283.75
INNOVATIVE USERS GROUP	212251	22736677 IUG NICKEL	NONE1008LLL	\$250.00
INNOVATIVE USERS GROUP	212251	22737169 IUG NEMITZ	NONE1008	\$330.00
INNOVATIVE USERS GROUP	212251	22740351 IUG KRIMPELBEIN	NONE1008L	\$330.00
INNOVATIVE USERS GROUP	212251	22770426 IUG TROENDLE	NONE1008LL	\$350.00
L&M MAIL SERVICES INC	212252	NEWSLETTER FEE	19777	\$293.35
MEGA	212253	FRNDS PRGRM RFRSHMNTS	320338	\$23.69
MENARDS EAST	212254	SUPPLIES	63145	\$134.14
NEWTON, DENNIS C	212255	FRNDS ARTSWEST 3RD PRIZE	NONE1008	\$100.00
OSCEOLA PUBLIC LIBRARY	212256	LOST ITEM RFND-ADULT NPRT	LIBRFND1008	\$24.95
UIHLEIN/WILSON ARCHITECTS	212257	PROF SERVICES	10970	\$12,406.41
UW EAU CLAIRE	212258	TITLES 22	NONE1008	\$550.00
XCEL ENERGY	212259	JAN/FEB	227225856	\$7,343.41
				<u><u>\$23,318.69</u></u>

Warrant Report for 022610L

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

Warrant Report for 022610L

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

Warrant Report for 022610L

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

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,284.09
Various	WRS, SS, life, disability	1,215.10
Various	Health insurance, deductible	4,185.55
Braun Corporation	Library elevator repair	2,180.00
RJS Construction	Thermostat replacement	475.00
Greener Grass Systems	Sprinkler repair/service	627.89
Valley Builders Hardware	Keys and hardware/repair	68.00
Certified Inc	Plumbing services/repairs	107.69
Traci's Green Interiors	Plant rental	287.90
Wil Kil Pest Control	Pest control services	30.00
Waste Management	Rubbish, garbage and recycling	374.34
City of Eau Claire	Stormwater fee	218.01
Oak Ridge Chemical	Custodial supplies	128.63
G&K Services	Rental, floor mats, oil mops	228.86
		\$ 18,411.06

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 135,414.43
Various	WRS, FICA, life insurance, EAP	50,458.93
City of Eau Claire	Pooled insurance-prop,liab,etc.	2,583.33
		\$ 188,456.69

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 138.17
Various	WRS, FICA, life insurance, EAP	25.68
		\$ 163.85

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

n/a	1,145	1,428	24.7%	Month of February
n/a	1,114	1,403	25.9%	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

608	644	608	-5.6%	Month of February
622	624	618	-1.0%	Year to date

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

71.4%	71.6%	71.2%	-0.6%	City of Eau Claire
16.0%	15.5%	15.9%	2.6%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.6%	12.9%	12.9%	0.0%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

14,625	14,820	14,706	-0.8%	Month of February
30,039	30,668	30,531	-0.4%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

75,484	75,128	72,983	-2.9%	Month of February
157,115	157,062	145,966	-7.1%	Year to date

RENEWALS FROM LIBRARY BUILDING*

3,634	2,488	2,407	-3.3%	Month of February
7,498	4,942	5,052	2.2%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,404	1,019	1,269	24.5%	Month of February
2,809	2,068	2,518	21.8%	Year to date

Web renewals

16,753	16,723	17,192	2.8%	Month of February
32,978	33,115	34,177	3.2%	Year to date

MORE CONSORTIUM CHECKOUTS

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

8,996	9,247	11,042	19.4%	Month of February
18,793	20,075	22,546	12.3%	Year to date

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

10,470	10,845	11,219	3.4%	Month of February
20,953	22,530	22,452	-0.3%	Year to date

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

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

1,438 1,333 1,524 14.3% Month of February (included renewals)

2,729 2,910 3,010 3.4% Year to date (includes renewals)

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

1,611 1,741 1,942 11.5% Month of February

3,170 3,451 3,780 9.5% Year to date

INTERLIBRARY LOANS

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

261 235 228 -3.0% Month of February (without renewals)

501 476 609 27.9% Year to date (without renewals)

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

432 370 313 -15.4% Month of February (without renewals)

879 788 646 -18.0% Year to date (without renewals)

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

1 12 1 -91.7% Month of February (renewals)

13 30 4 -86.7% Year to date (renewals)

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

767 901 883 -2.0% Month of February (without renewals)

1,853 1,963 1,923 -2.0% Year to date (without renewals)

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

n/a 93 84 -9.7% Month of February Renewals

n/a 152 262 72.4% Year to date Renewals

UNIQUE VISITORS TO WEBSITE

9,703 12,425 9,414 -24.2% Month of February

19,342 25,582 16,901 -33.9% Year to date

**New web statistics vendor December 2009*

March 11, 2010

To: The Library Board of Trustees

From: Mark Troendle, Assistant Library Director

Subject: Customer Rights and Responsibilities Brochure and Training Day

By means of introduction, the attached brochure entitled Customer Rights and Responsibilities (which will be printed as a tri-fold) started as an idea in 2005 when a library manager brought a copy of another library's rules of conduct to the attention of administration. Library Director Mark Morse requested a search for related examples and a number were found.

In 2007, the project took on new life under Library Director Michael Golrick who provided documentation from his former library in Bridgeport, Connecticut as source material. A committee was established by John Stoneberg who served as chair and also included Laura Miller, Renee Ponzio and Shelly Collins-Fuerbringer. The committee completed a draft of the brochure, which was reviewed by various staff members. The project was then put on hold as other library priorities emerged. I replaced John as chair of the committee in 2009. The committee met, but progress was slow due to the renovation work and policy review process, both of which required much time throughout the year.

It wasn't until 2010 that the group was able to make significant headway. Each member focused on a portion of the document, writing and rewriting it, until the document in this Board packet emerged. The draft is an attempt to communicate, in a professional tone, what behavior is acceptable on library property so that the greatest number of users may benefit from all the library has to offer. The document is the result of many hours of research, writing, contemplation and compromise.

In addition, there is a second, lengthy document the committee continues to develop. This is the internal manual that builds upon and amplifies the content in the brochure for the public. This manual will instruct staff on the specifics of what to do when a rule is being violated, how to best approach various situations and any supporting documentation such as a city ordinance or library policy.

The language in the public brochure is designed for one audience, whereas the staff manual is being written for a completely different audience; therefore, the latter will go into much greater detail. The committee is even writing suggested scripted language, so that staff will have a better idea of how to diplomatically communicate directions or expectations under sometimes trying circumstances.

To inform staff about the brochure and attendant manual, this same committee is planning a half-day training day—the first for library staff in many years. The proposed training would involve as many staff as possible. The session being planned will cover information related

to customer rights and responsibilities plus the group is making plans to bring in two speakers. One individual will work with the audience on team building exercises while the other will talk about managing stress.

The committee conducted a survey of staff in 2009 to determine what topics they would like to hear about and both team building and stress were suggested. The committee has found two good presenters, both of whom are available on the preferred, tentative training date of May 6. The committee is proposing that the library be closed for training and then reopen to the public at 2 PM that day.

Customer Rights and Responsibilities

Customer Rights and Responsibilities have been established to maintain a peaceful atmosphere that promotes the use and enjoyment of L.E. Phillips Memorial Public Library resources; protects the safety of the general public, staff and library property; and creates a welcoming environment for all.

To ensure a welcoming environment, the responsible use and care of all library materials and property is essential.

1. Drinking of nonalcoholic beverages is permitted in the library. Consumption of food is prohibited in all public areas of the library with the exception of meetings held in the meeting rooms and receptions approved by the library.
2. Use of tobacco products is prohibited throughout the library building and on library property except in designated areas.
3. Those who steal, damage or deface library materials or property may be prosecuted. Parents are liable for damage done by a child under the age of eighteen.
4. Customers are required to comply with the library's policies and procedures on computer use and the Internet.
5. Improper use of library restrooms, including, but not limited to, bathing, shaving, hair trimming and laundering is prohibited.

The safety of customers and staff is essential.

6. Blocking the entryways, vestibules or a staircase is prohibited. Disruptive groups congregating inside or outside the library will be required to disperse.
7. Bicycles may not in any way interfere with entering or exiting the library and they should be parked in the bicycle racks that are in front of the library or in the outside lower level area.
8. Items carried into the library, such as backpacks or other personal belongings, must be stored out of pathways. Athletic equipment such as skateboards, balls or rollerblades may be carried into the library; however, they may not be used in the library.
9. Threatening, harassing or intimidating language or behavior will result in immediate expulsion from the library and possible legal action.
10. Parents and caregivers are responsible for the behavior, safety and supervision of their children at all times. According to library policy, children under the age of eight must be supervised by a responsible caregiver at all times.
11. Animals, other than service animals, are not permitted in the library, unless as a part of a program authorized by the Library Director.
12. Customers sleeping in the library may be awakened by library staff if there is concern for the customer's health or well-being, or if the customer's sleep is disturbing others.

The right of an individual to use the library without being unreasonably disturbed by another person is essential.

13. Creating a disturbance by making noise, talking loudly, whistling, singing, using profanity, running or engaging in other disruptive conduct is prohibited. This includes stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other customers or staff.

14. Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other customers or staff or interferes with library service is prohibited.

15. Appropriate attire is required. Shirts and shoes must be worn in the library. Offensive body odor due to poor personal hygiene, overpowering perfume or cologne that causes a nuisance or reasonably interferes with library use by other customers or staff is prohibited.

16. Cell phones should be set to low volume or no-ring (vibrate) or turned off when entering the library. Customers should limit themselves to short, quiet phone calls whenever possible. Extended conversations that might disturb other customers should be moved to more isolated areas of the library or outside. Cell phone conversations are discouraged in public computer workstation areas.

17. Individuals seeking to engage in petition-related activities while on library property must comply with the library's policy on Circulation of Petitions.

Everyone has the right to use library resources provided his or her behavior does not unreasonably interfere with the rights of others to do the same.

Behavior which violates library policy, interferes with the use of the library by others or interferes with staff in the conduct of their duties is not permitted. Customers engaging in such behavior may be asked to stop the behavior and/or they may be asked to leave the building and/or the police may be called and/or their library privileges may be revoked. Unlawful activities will promptly be reported to the appropriate law enforcement authorities.

Customers shall cooperate with library staff who must interpret and apply rules and policies. Upon request, customers shall be required to provide their correct name or show their library cards or other identification to library staff, and leave the premises when so directed.

Your entrance to this public library indicates that you are willing and able to act courteously toward all other persons here; act respectfully with regard to public property; and, follow all library rules.

“Every public library shall be...subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Wis. Stat. section 43.52(2).