



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, May 20, 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) Report of the Library Director (page 3)
 - a) Renovation update
 - b) Planning update—discussion and action
- 7) Report of the Library Board President
- 8) Committee Reports
 - a) Nominating Committee
 - i) Discussion on slate of Board Officers for 2010/2011
- 9) Report from the Friends of the Library
- 10) Report of the Representative to the IFLS Board
- 11) Financial Report (page 28)
- 12) Action on Bills and Claims (page 32)
- 13) Statistical Report (page 44)
- 14) Consideration of New Business
 - a) Discussion and action on the Library's travel policy (page 46)
 - b) Discussion and action on revising the Library Board's by-laws
- 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, April 15, 2010 at 5 p.m. in the Board Room of the Library.

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

CITIZEN COMMENTS

- Bob Fraser mentioned that Andrew Werthmann might be interested in attending the annual meeting of the Friends Group as a method of learning what the Friends group provides to the library. This information could then be shared with the City Council.
- Linda Stelter thanked the Youth Services staff for hosting the first and second graders of the Eau Claire Area School Districts in the months of April and May. Many positive comments have been received so far.

DISCUSSION AND ACTION ON A RECOMMENDATION TO TEMPORARILY SUSPEND A CUSTOMER'S LIBRARY PRIVILEGES

On a motion made by Robert Hauser and seconded by Linda Stelter, the Board approved to suspend the library privileges of Amber D. Ohland. Ms. Ohland's library privileges will be suspended for six months and before her privileges are re-instated, she will need to pay any outstanding fines (which at this time are \$22.70). The motion passed unanimously.

MINUTES OF PREVIOUS MEETING

On a motion made by Bob Fraser and seconded by Susan Bruce, the minutes of the March 18, 2010 Board meeting were unanimously approved.

STAFF UPDATE

Shelly Collins-Fuerbringer gave an update on the visits by the Eau Claire Area School District first and second graders and showed a short video done by Youth Services called "The Life of a Book."

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's monthly report was reviewed.
- The donor recognition wall was installed on April 1.
- The library now has a Facebook page.
- The PR was sent to RJS for a price on the restroom renovation. The library and UWA will decide how to proceed once the cost information has been received.
- Other infrastructure projects are in the works.
- The Strategic Planning Committee held a meeting on March 23. The next meeting will take place on May 3.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider is writing a manual for the next Board president.

COMMITTEE REPORTS

- A short Nominating Committee meeting will be held following this meeting.
- The DSA Committee will be making a presentation at the Friends Annual meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY

- Over \$5,500 was raised from the last book sale.
- The Annual Friends meeting will be held on April 19, 2010 at 7 pm.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

- Bob Fraser will not be able to attend the next (May) IFLS Board meeting.
- LEPMPL will host the IFLS Board meeting on May 26.

FINANCIAL REPORT

The Board reviewed the March Financial Report.

ACTION ON BILLS & CLAIMS

On a motion made by Bob Fraser and seconded by Linda Stelter, the Board unanimously, approved the Bills & Claims for February 26-March 05, 2010 as well as the Supplemental Bills & Claims for March 2010.

STATISICAL REPORT

The March Statistical Report was reviewed.

CONSIDERATION OF NEW BUSINESS

- On a motion made by Linda Stelter and seconded by Richard Lee, the Board unanimously approved to consolidate all collection development related fund accounts into one collection development account beginning in 2011.
- On a motion made by Richard Lee and seconded by Susan Bruce the Board unanimously approved the library's 2011 Budget Calendar.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

John Stoneberg:

- will send a letter to Ms. Ohland informing her that her library privileges are suspended;
- will talk to PRPS regarding sending a news release out about the Friends gifts to the library;
- make sure copies of the Annual Report are available at the Friends Annual meeting; and
- check with Youth Services about making a typescript of their new video available.

ADJOURNMENT

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

Submitted by,

Jackie Depa, Library Associate II

May 13, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

Strategic Planning Process

In preparation for the individual telephone interviews that planning consultants Ethel Himmel and Bill Wilson were going to conduct over the course of a week in late April, I spent quite a bit of time searching for and verifying phone and e-mail contact information for the two dozen individual interviews and sent request e-mails to ask them their willingness to be in this part of the planning process.

The Library Strategic Planning Committee met for five hours on May 3. The consultants reviewed the responses received from web and mail surveys, the focus groups and the individual telephone interviews. The planning environment was reviewed. Preferred service responses were selected and prioritized. Vision and mission were discussed. Finally, the group began the process of looking at service responses through the lens of the balanced scorecard. The third and final meeting of the Committee is June 2 from 2-4 p.m.

Attached is a summary from Bill Wilson of emerging strategic themes for the Library.

Other highlights from the past month:

- During April, Jackie Depa and I worked with Nat Stein at Uihlein-Wilson, Nick Minardi at RJS and City Buildings Supervisor Rod Bonesteel on details relating to the renovation of the four adult public restrooms on the first and second floors. Work should begin in late June.
- At the IFLS Advisory Council of Librarians meeting on April 5, I was elected Chair.
- Mark Troendle, Renee Ponzio, Bess Arneson, Dayna Lovell and I all attended an IFLS-sponsored collection development workshop on April 8. In an afternoon session, Renee gave a brief report on Overdrive and what access to it can provide library customers. I gave an overview of Baker & Taylor's Title Source 3—LEPMPL selectors' primary selection tool.
- Kathie Schneider and I attended core planning team meetings for cultural planning at the Chippewa Valley Museum on April 8 and at the library on May 6.

- Met with representatives from Honeywell regarding a system for controlling HVAC and other building systems similar to what Honeywell is working on with the City.
- The Rotary Club of Eau Claire (the Noon Rotary) held its weekly meeting and lunch at LEPMPL on April 12. Shelly Collins-Fuerbringer, Mark Troendle and I gave tours and HRS staff helped in their area. I gave a short follow up talk after lunch. On May 5, Mark gave Mark Morse and a Rotary group exchange from Japan a tour of the library.
- Julie Gast and I met with Becky Noland and Tom Hoff from City Finance to discuss Innovative's Output to Accounting Office software that the library would like to see be installed through MUNIS. This software would greatly improve efficiency.
- Over the course of April, met for interviews with three different students from UWEC's Public Library Administration class regarding a wide range of topics.
- Attended the City Council orientation meeting on the evening of April 14. It was a pleasant and informative meeting that mixed city department directors, city staff and city council members. I also attended the City Council organizational meeting on April 20 where Dana Wachs was appointed the Library Board's new City Council representative.
- The annual Friends of the Library meeting was on the evening of April 19 in the Eau Claire Room. Both Kathie Schneider and I spoke briefly. Library advocate and longtime supporter, Joan Schnagl was recognized for her outstanding service to the L. E. Phillips Memorial Public Library. Schnagl was the fifth recipient of the library's Distinguished Service Award presented each spring to honor generosity of time and spirit, inspiration of others and extraordinary contribution to a library-related issue. The guest speaker was Mary Logue, author of the Claire Watkins mystery series.
- Dayna Lovell and I attended the Eau Claire Community Foundation's ninth annual Children's Legacy Luncheon on April 22 to recognize those who have made a significant contribution to the health and welfare of children in our community. The Honorees for the 2010 Luncheon were: Helen Andresen (post-humously), Bob Carr, Sherry Jasper, Mark Johnson, Ivar Lunde and Jack and Lorraine Schilling. The luncheon was attended by over 270 people. Its mission is to raise awareness of the needs of children in our community and to raise funds for the Children's Legacy Endowment fund at the Foundation. The Endowment fund supports grants to local programs that benefit children.
- The Management Team began the 2011 budget discussions on May 4 by looking at the Capital Improvement Plan (CIP).
- Dana Wachs had his Library Board orientation on May 4.
- Chaired a MORE Executive Committee meeting on May 7.

From the Management Team & Staff

Assistant Director/Human Resources

The Beltmann Group returned to the library on both April 5 and 9. First, they off-loaded materials from shelving that was scheduled to be replaced. Their subsequent trip involved returning those same materials to the new shelving ranges which were installed by another company, Buckstaff, during the intervening days. Mark Troendle reports that they successfully carried out their assigned relocation tasks in an expeditious manner.

MORE-Friendly Highlight: Also, due to this project, three unneeded, older shelving ranges were given to the Cadott Public Library which will give Cadott an extra 45 linear feet of shelving space.

On April 13, Mark participated in a focus group session at the UW-Eau Claire. Outreach Specialist Randy Studier was gathering information from local employers regarding the content and delivery methods of continuing education programs. The library, for instance, has new supervisors take part in the university's supervisory management program.

Mark attended the IUG (Innovated Users Group) conference in Chicago. He attended pre-conference sessions on April 18 as well as the regular conference sessions from April 19-21. IUG is an organization of member libraries that use Innovated Interfaces, Inc's integrated library software. This is the set of relational databases that we use for acquisitions, cataloging, circulation and the on-line public catalog. IUG works with Innovative to shape the direction of future software releases and it also fosters communication between member libraries so that the software can be used to its full potential. One session focused on enhancements available with the soon-to-be released software upgrade. For example, the online catalog is supposed to have new accessibility features provided such as skip navigation for screen readers, labels on forms and meaningful alt tags for images.

Representing management, Mark attended a health insurance renewal meeting on April 28. If approved by the City Council, there will be no increases in health insurance premiums for the 2010-2011 coverage period.

The staff in-service session on May 6 was attended by most staff. Stevie Ray, Executive Director of Stevie Ray's Improv Company, led an interactive session on the importance of teamwork and communication. He combined humor with facts from the fields of business and science to make a lasting impression on the audience. Next, staff introduced and explained the Customer Rights and Responsibilities brochure and its attendant procedural manual. This was followed by a working lunch, at which mental health professional Jean Jerovic spoke about stress management. This in-service was organized by Laura Miller, Renee Ponzio, Shelly Collins-Fuerbringer and Mark Troendle. Not only did this four organize the in-service, they spent many hours as a team on developing the brochures and the procedural manual. Their hard work on all this is appreciated. A survey of attendees is also being conducted to help plan future training workshops. PRPS staff and others all helped to make this first all-staff training in a long time a success.

Technical Services (TS)

Donna Swenson and Jolene Krimpelbein changed the status of items in several Youth Services collections to “unavailable,” for the 5 days when shelving was exchanged. All items were reset to “available” after the shelf exchange was accomplished.

Teri Oestreich rewrote and tested documentation for inputting item records, adding steps for inputting multiple copies. Teri also read the serials manual created by MORE and discovered a setting that will automatically set the correct location from information from the check-in record.

There is a plan to return all DVD cases purchased this year due to a malfunction of the locking mechanism. (These cases have not been used yet.) New Richmond library will be returning their cases as well. The vendor is researching the problem since we reported to them that samples from two other vendors work perfectly, first time, every time.

Teri is investigating new spine label printers and label stock in hopes to find a setup that perfectly matches labels printed from OCLC Connexion by catalogers.

Renee Ponzio has requested that TS save the original plastic cases that CDs come in for packaging the discs that will be created during a digitization of the City Council meetings. TS will save the packaging and Renee will store them in Special Collections.

Jean Nemitz created a set of dummy records to test the output voucher function of Innovative MilAcq. Working with Julie Gast and a representative from the MUNIS financial systems software, some progress was made. An upcoming teleconference including an Innovative representative is necessary.

Another project is in the works for Donna Swenson, processors and Teri Oestreich. The Collection Development Committee decided boxed music sets (booklet and several CDs) should be one unit. Donna Swenson began working with Bess Arneson on the repackaging and item-removal-from-database project. Currently, the booklets accompanying the CD sets are stored apart from the discs with a separate barcode and shelf location. This causes much confusion for customers who are placing holds on the items. Often times customers “choose” the booklet record only, instead of the CDs, or CDs and booklet. Donna suggested the new, logical location for the boxed sets--the shelf above the regular CD locations.

Jean Nemitz set up Lost and Damaged accounts for 2010 from the current report from Mary Blakewell.

Donna Swenson added 49 URLs to bib records for Wisconsin digital archives titles on the MORE catalog. For an example, see the title: [Early Learning Initiative for Wisconsin Public Libraries](#) by Barbara Huntington. The first URL is for the Wisconsin DPI website and the second URL takes you to the digital archived version. These can take a few minutes to load.

Jean Nemitz attended the IUG conference with other staff: She attended a couple of different sessions that the Scottsdale (AZ) Public Library presented. Scottsdale went through the Carlton-Ritz training for customer service and has fine-tuned it into their own training called the "Scottsdale Way." Basically, it is very geared to customer service. Their customers generate suggestions for purchase which is how the majority of the selection is done. The selectors fill in the gaps. But if the customer wants it, they buy it, if it follows their guidelines. Jean once again worked the registration desk at IUG for two hours which was a great chance to meet people. 40 overseas attendees were not able to attend because of the Icelandic volcano causing travel delays. Another session Jean attended was on outputting acquisition payments. LEPMPL doesn't use the software discussed but it does use MUNIS and some of the ideas will carry over to MUNIS. The presenter stressed TEST, TEST and more TESTS. Updates coming in the near future include: longer fund codes showing accounting unit name instead of "other," the ability to save searches after they have been run, transfer attached records while editing, real time financial transactions and running totals on a manual invoice.

Youth Services (YS)

The first week of April brought about another change in Youth Services. All of the juvenile fiction shelving units were cleared of books and then replaced with different shelving that allows all of our aisles to be ADA compliant. The move went fairly smooth and customers are very grateful to have the fiction and nonfiction back!

Alisha presented two sessions of Jump, Jive and Read on April 6 and 8. This program is part of the Jazz Festival line-up and is geared to preschool children and their families. The kids are exposed to jazz music and legends through the program and had an opportunity to hear live musicians during the programs. Students from Youth Leadership Eau Claire did some fundraising to purchase materials to make enough drums to give to every child who attended the programs. The students then worked with art students from Memorial, North and Regis high schools to make the drums.

Youth Services held a memorial program for Hugh Ernst on April 10 to celebrate his life and love of stories. Costumes for well-known children's book characters were rented for the event and included Clifford, Toot & Puddle, Curious George with the Man with the Yellow Hat, Stella Luna, Spot, Maisy and Peter Rabbit. There were stories for toddlers upstairs and preschool stories in the lower level. Crafts, treats and a special time to meet the characters was also included and made for a very memorable event for those in attendance.

Artwork from Crestview Academy was displayed in Youth Services during the month of April.

Libraries and ice cream--what could be better! Culver's restaurants throughout Wisconsin sponsored a coloring contest during April to celebrate National Library Week (and beyond!) in which kids are encouraged to read and draw a picture of their favorite book or character in exchange for a coupon for an ice cream cone. Youth Services participates in this contest every year and displays the drawings prominently in the room.

Youth Services hosted the second grade students in the district for tours of the library from April 13-22. Classes came Tuesday, Wednesday and Thursday during the two weeks for morning and afternoon visits that lasted one and half hours. They learned about the library and all the staff it takes to keep this place running smoothly. They also had an opportunity to browse and check out books during the visit. First grade students will be visiting during the month of May.

Shelly and Alisha planned a three week music series called Play that Fun-Key Music on Tuesday evenings, April 13-27. The program was for the whole family and featured live musicians at each session that played music before the programs. The children also had a chance to play a variety of simple instruments, which was a BIG hit! The sessions were incredibly well-received, so staff hopes to offer this type of program again in the future.

April is the last month of our current daycare series in which we visit early learning centers once a month and provide a 30-minute storytime. Youth Services will plan to resume visits with new centers beginning in the fall.

Shelly attended the spring Cooperative Children's Book Center (CCBC) Advisory Board meeting in Madison on April 23.

A Teen Poetry Slam was held on April 24. Eric Rasmussen, a teacher from Memorial High School, was the MC.

IFLS hosted a workshop at CESA 10 on April 28 titled Great Books for Preschool through High School, which featured some of the 2010 CCBC Choices presented by CCBC staff. There was also a presentation by Kathleen Baxter, School Library Journal's "Nonfiction Booktalker" featuring great nonfiction titles sure to get kids reading. Jessi, Dayna and Alisha attended the workshop.

Dayna sent letters to both private and public schools to alert them about the upcoming summer library program. Youth Services staff will be available to visit schools to give staff and students information on all the summer program details. Several visits have been scheduled for the second half of May and early June.

Circulation

The queue line at the Circulation desk has been up and running for a month. This appears to be helpful in organizing the lines of customers who need assistance.

On Saturday, April 10, there was a special program in Youth Services. Circulation provided an extra staff member that morning to help with the anticipated increase in activity. In addition, a checkout station was provided in the Eau Claire room for customers to check out special books purchased with the special funds (Hugh Ernst Fund)

For two weeks during mid-April, 2nd graders from all Eau Claire schools visited the library. Over 600 students visited Circulation as part of their tour. In addition, many children

checked out two items. In preparation for the visits, Circulation staff created over 120 new library cards.

The ability to pay fines/fees online began at the beginning of May last year. To date, \$16,418 has been collected via Ecommerce payments (\$963 in handling fees).

Public Relations & Programming (PRPS)

Following research, writing, editing, design and layout over a period of several years by a number of library staff, copies of the 44-page booklet “The Public Library in Eau Claire, 1860-2009,” were received from the printer. The history covers the library from its earliest days as a cabinet of books at the back of a store through the recent renovation project. Staff member Katie Sullivan was responsible for the original research and draft and Larry Nickel contributed considerable additional research and writing. Larry Nickel was responsible for the booklet’s design and layout with editing assistance from Bess Arneson and former staff member Josh Steans. John Stoneberg provided additional research. This is the largest project of its kind ever attempted by PRPS staff and an education in itself. The Board will receive a hard copy of the booklet at the Board meeting.

Several events were held at the library during the month of April. The library participated in the 41st Annual Eau Claire Jazz Festival by hosting UW–Eau Claire Assistant Professor Ryan Jones who shared eye-opening background on pivotal musicians like John Coltrane and Miles Davis. The library also hosted a big-screen DVD presentation on the assassination of President Abraham Lincoln and an author visit by Ruth Irene Garrett, who was born into an Amish community and left the order at the age of 22. Another major event this month was the opening of the latest art exhibit, “Elegy to the Twentieth Century,” featuring paintings and an installation by Anders Shafer.

PRPS staff set aside time for a half-day intensive long-range planning session for the Division. Upcoming major projects were identified and prioritized, recent projects and programs were evaluated for the purpose of revising procedures and possibilities for upcoming fall and winter programming were discussed.

Other activities included:

Larry Nickel

- Updated the audiovisual equipment replacement schedule.
- 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

- Began collecting and organizing information for the 2010 summer group art show.
- Created and printed flyers for “Get the Help You Need to Find the Job You Want” and “Ruth Irene Garrett, Born Amish and Crossing Over.”
- Set up “Lincoln” and an “Amish” displays in the new books area.
- Designed a “Customer Rights and Responsibilities” brochure.
- Formatted several Club Read lists.

Regular tasks included: Creating the layout for and distributing the monthly newsletter; coordinating art show arrangements; publishing event information on Facebook; setting up for programs; and purchasing programming refreshments and supplies.

Kris Jarocki

- Prepared and mailed flyers for the Ruth Irene Garrett program.
- Printed and cut bookmarks for Circulation Services and Youth Services.
- Tallied and distributed questionnaire responses for ArtsWest 31 and the Jazz History program.
- Produced and posted magazine, newspaper labels, and new range signs in the DVD/Video stacks, and rearranged the current newspaper display.
- Created a new Excel spreadsheet for the pick-up of ArtsWest entries.

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 the month of April, IT Staff responded to 47 help requests submitted by staff covering a wide range of issues. Jolene and Kris attended the Innovative Users' Group Conference in Chicago in mid-April, during which time Jeff "minded the store" and provided all technical support. Other highlights by staff member:

Kris Nickel

- Gathered useful information and tips from the IUG conference including how to set up customer records for text notification of records, an introduction to creating print templates which would be beneficial to Technical Services staff as well as server "health tips."
- Assisted EO Johnson reps in the configuration and testing of the network-side of the new copier in Administration. It now has the ability to send documents to e-mail addresses as well as save scanned files to network locations.
- Implemented the first of two wireless catalog PCs in Youth Services. These were necessitated by the architect's design.

- **MORE/IFLS Friendly Highlight:** Delivered 12 PCs to IFLS for distribution to other libraries.
- Worked with the library sound system vendor to streamline and simplify equipment usage in the Youth Services Program Room.
- Obtained price quotations from various vendors for hardware and software upgrades for the library network and PCs. Researched compatibility and interoperability.

Jeff Burns

- Continued cross training with Kris including a network overview and PC imaging
- Reviewed monthly website statistics--a new visitor record set with more than 1,000 visits in one day
- Continued work on mobile version of the library website
- Continued working on integration of LEPMPL and IFLS genealogy databases (over 350,000 records). This will greatly expand genealogy resources for customers throughout the consortium.
- Finished transition of library domains to new host
- Worked with Mary Blakewell to place all library policies on the library website
- Followed up with customers regarding MORE/remote database access issues
- Published eNewsletter to subscriber base (350 customers)

Jolene Krimpelbein

- Resolved the issue of Mark Troendle's name not being in all the acquisition reports that Jean Nemitz uses.
- Added an authorization for inventory control to Jean Pickerign
- Added a paragraph explaining "how to pay your fines online" to the following Eau Claire courtesy and replacement circulation notices
- Closed an old call about a pop-up message appearing when HRS was scanning paging slip items. No longer an issue.
- Closed an old call regarding a Teleforms problem No longer an issue.
- On April 5, changed JNF, JF, Resource, Biographies and magazines to "unavailable" status. After the shelving was replaced in Youth Services on April 9, changed them back to "available."
- Went to IUG from April 17-21. Attended 12 sessions, some of which were on acquisitions so that she could gain some knowledge in this area before Jean Nemitz retires. One of the sessions that she attended was on the upcoming Release 2009B (which MORE implemented on May 6). A few features of this new release for circulation will be that when entering an email address it will have the ability to automatically check for the "@" sign; when a customer does a renewal via the telephone or the web it will put the statistic into the library the checked the item out; and there will be the capability to customize notices by adding logos, images, etc..
- Welcomed Michael Sheehan from Northern Waters Library Systems (NWLS) (Ashland) on April 22 to demonstrate Teleforms and answer any questions. This is the product that MORE uses that makes the telephone calls to inform customers that they either have an item to pick up that they had placed on hold or that they currently have an item that is overdue. Michael was also introduced to some HRS staff so that

he could to see how things are handled "behind the scenes." NWLS is planning to implement Teleforms in the very near future.

Reference Services (RS)

On April 20, Renee Ponzio attended the "Opportunity for All: How the American Public Benefits from Internet access at U.S. Libraries" webinar. The library's role as a technology resource has increased dramatically and now nearly every library in the country offers free access to computers and the Internet. Millions of people rely on library technology to find work, apply for college, secure government benefits, learn about critical medical treatments and connect with their communities. Unfortunately libraries are struggling to maintain the technology necessary to keep pace with demand. The University of Washington Information School, with funding from the Bill & Melinda Gates Foundation and the Institute of Museum and Library Services conducted this first of its kind, large-scale study of who uses public computers and Internet access in public libraries, the ways library patrons use this free technology service, why they use it and how it affects their lives. The report is 212 pages long, but you may want to read the ten page executive summary:

<http://www.gatesfoundation.org/learning/Documents/OpportunityForAll.pdf>

Renee gave a short introduction to the Library's databases to 31 students from Elmwood High School on April 14, explaining the databases available, what they offered the students and how to access them as well as giving a demonstration of several of them. The students were also given time to try the demonstrated databases for themselves. On April 29-30, Renee attended the Wisconsin Association of Public Libraries conference in Sheboygan. There were many interesting programs. Highlights included the discussion on using the library's history to promote the library, oral history preservation and a great one about "Book Talking Humor."

Cindy Westphal gave two presentations to high school students from New Auburn on various databases the library subscribes to. She proctored four exams during April for students taking online or long-distance courses. Cindy also coordinated the quarterly reference tally. Cindy maintained and inventoried the tax forms shelves. This year, 31,560 forms were distributed to the public. This total does not include forms photocopied by the public or forms staff printed off of web sites.

Cindy continues to edit and add to the library's website. During April, she created a new feature on the Readers Corner section entitled Author Alert. Listed here are popular authors with links to either their newest title or titles that are on order. Author Alert is updated and expanded monthly. Cindy added links on the Local History page of the website to four additional titles recently added by the library: Charter of the City of Eau Claire, History of Buffalo County, History of Winnebago County and Memoirs of Vernon County. She added a section of Computer Help with links to documents created by IFLS on using a computer, tips on searching the Internet, using Word, setting up an email account and learning to type online. Cindy also added Club Read Lists 2010 under Readers Corner on the library's home page of the website. Cindy updated the City Council Information Guide, both on paper and on the website, to reflect the changes from the recent April election. With training from Jeff

Burns, Electronic Resources Facilitator, Cindy is now able to check for bad links on the Reference pages of the library's website.

Offering e-mail genealogy assistance, Reference staff looks up obituary requests, scans obituaries and then sends these requests to customers all over the United States and other countries. During April, 75 obituaries were processed and sent electronically.

Theresa Boetcher worked on reports of catalog items that have been withdrawn or are missing for Bess Arneson and John Stoneberg, looking up the records for each item, how many and what formats are owned. She continues to work with the Community Information Database (CID) and the stats for April were 22 records changed and updated. Theresa also submitted 45 interlibrary loan requests for customers. Theresa and David Dial have finished with the video project for John. They used the printouts of 2,340 video records to find if LEPMPL had copies of the same in DVD. Theresa made labels for collections of magazines that have been put into Special Collections. She also went through the map folders in Special Collections to rate them on whether they should be scanned or at least photocopied because of condition. There are a few that are brittle and with customer usage the maps will continue to break. It will be beneficial to the customer to scan or photocopy the original so that the copy can be used. Theresa ordered the VHS to DVD recorder to start the transfer of City Council tapes from VHS format to DVD format. The storage of VHS vs. DVD will greatly relieve the space issue in Special Collections.

Isa attended a webinar on the job search engine, Indeed. Indeed is not a career website (i.e.: Monster Jobs), it is a search engine (i.e.: Google) allowing job seekers to find jobs posted on thousands of company career sites and job boards. The webinar discussed how to use the website for job searching as well as how to find statistics relating to employment availability and salary ranges.

Isa is looking at and correcting the materials information on the Book Club databases to reflect books and non-print materials the library actually owns so that subscribers can see what the Library has for the different genre updates that are sent to them monthly. She is also providing a weekly printout of events here at the library and in the community for quick review by the Reference staff when questions are asked by customers about events here and in the community.

Liz Ryberg processed 47 CD titles from the database, All Music Guide. 42 CDs not owned by our library and located on Title Source were placed into an electronic "shopping basket" for review by Bess Arneson, the Collection Development selector for music CDs. All printouts are given to Bess for further review.

David Dial provided materials for the reader advisory table for the last half of April under the title "Pacific Rim Notables" which included music, films, cookbooks, fiction and nonfiction from and about cultures which touch the Pacific.

A sampling of interesting reference questions:

A Department Head from the City requested information on when the wooden Water Street Bridge, built after the flood of 1884 destroyed the original bridge, was condemned and destroyed. Using information found in the Eau Claire Historical File and by searching local newspapers in Access Newspaper Archives, Cindy was able to find an article dated July 17, 1903 in the Eau Claire Leader stating that work was beginning on tearing down the bridge.

A request came from Library Board member Susan Bruce for a picture of Kate Aitken, a former Library Board member, a long-time volunteer in Youth Services and a local philanthropist. Searching through clippings from the Eau Claire Historical File and the library's Publicity and PR notebooks did not turn up any photos of Kate. Cindy found her obituary in the Leader-Telegram database, but on microfilm, the picture of Kate Aitken was not a clear copy. Using information from her obituary and from other articles found in the database, Cindy contacted the Chippewa Valley Museum and the YMCA for a photo but neither organization had one. Kate was active in many community organizations, one of these being Sacred Heart Hospital. Cindy then contacted the Friends of Sacred Heart Hospital and was emailed a photograph of Kate Aitken and her husband.

Because of a customer complaint that was being responded to, Reference staff researched information on the artist who created the wooden male statue on the second floor of the library in trying to determine the name of the statue. From information learned through articles from the Leader-Telegram database, Cindy contacted two artists, one who is currently employed at the library, who prepared a faculty/student exhibition on George Hagale, the artist of the sculpture, to see if they knew the name of the statue. Cindy was told that most of George Hagale's work was untitled. To date, no information has been found as to the name, if there was one, of the statue.

Isa Small helped Mark Speltz, a writer for the Wisconsin Historical Society Press. He was working on a book about Wisconsin taverns and wanted information on the building where "The Joynt" is currently located. Using the city directories, Isa was able to tell him the site was a grocery, a women's clothing store, a household exchange and a deli before it was "Farrell's Beverages" which became "Farrell's Tavern" before "The Joynt" was established.

Isa also assisted a customer that was looking for information on the library's weeding. He wanted to know what percentage is weeded or withdrawn from the collection each year. Isa asked Sharon Price and Sharon told her that the III software was recently enhanced to keep those statistics. The percentage withdrawn 2009 year was a little over 8.5 % withdrawn. Sharon did mention that the weeding was higher last year because of the renovation.

A caller wanted to know how to tell if an article was or was not "peer reviewed." After some preliminary discussion about professional journals, David Dial did some research and found that there is no central agency or place to find an authentic list of peer-reviewed journals. However, there were some definitive sources to help. For example, one website stated that volume 5 of Ulrich's has a list of peer-reviewed journals. But this was old information, as Ulrich's has not had a volume 5 since 2003! However, currently volume 4 of Ulrich's does

offer an arrow symbol in their alphabetical list of journal titles to "indicate that a title is refereed or peer-reviewed by an editorial board." In addition, there was at least one other website which did offer a title list although it referred to it as a partial list. David wound up offering the caller assistance to locate Ulrich's if she came to the library with any questions and gave her the web address for the other list.

Home Delivery

The Home Delivery customer total stands at 194. Three participants passed away in April; two new customers were added. Reminiscing with the Library at Heatherwood was attended by 5 residents. Kathy read from 3 books: Among Schoolchildren by Tracy Kidder, Eighty Acres: Elegy for a Family Farm by Ronald Jager and Simple Gifts by Bill Henderson.

Holds and Resource Sharing (HRS) Office

Two new offsite drop boxes have been ordered. New pouches were placed on the existing offsite drop boxes by Bob Reider for flyers about events at the library. However, when the old pouches were taken off, it pulled paint, left residue and dirt stains. Staff is checking into what can be done about this. Also, the new pouches are not staying on too well and this is being looked at as well.

There was an upgrade to WisCat on April 17. This upgrade affected how items are searched.

Safety and Security

The library took part in the annual state-wide severe weather drill on April 22. Each year the library participates in this drill by following the library's established procedures including evacuating customers and staff to the shelter areas on the lower level. Staff reported that this year's drill went smoothly.

Larry Nickel worked with PerMar technicians to resolve fobbed access to several doors. Six doors were not responding to any fobs and access via those doors was denied for nearly a day and a half while technicians tried different fixes. A controller panel for one of the doors was finally discovered to be faulty and was replaced.

The two of the new front entrance doors that have been a security concern in recent weeks have been adjusted and are now working properly.

Larry helped a graduate student from UW-Stout with a project to assess fire safety in the library building. The student will share his final report with the library and make recommendations for improvements.

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.

May 13, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: BadgerLink: Access for Anyone, From Anywhere, At Any Time

Kathie Schneider asked me to provide you information about BadgerLink since so very often when it is mentioned, it is clear that the customer or the audience do not use BadgerLink and have not even heard about it despite considerable effort to make it known over the last decade.

What is BadgerLink?

BadgerLink is a project of the Wisconsin Department of Public Instruction, Division for Libraries, Technology and Community Learning. Its goal is to provide access to quality online information resources for Wisconsin residents in cooperation with the state's public, school, academic and special libraries and Internet Service Providers. BadgerLink resources are available through the library's website through its General Research tab (our preferred access for customers): (<http://www.ecpubliclibrary.info/research/general-research.html>) or directly at <http://www.badgerlink.net>. BadgerLink services began in July, 1998.

(I represented Wisconsin public libraries on the original development team in what, at the time, was the largest single use of federal grant monies to Wisconsin libraries through the Library Services and Technology Act (LSTA)—over \$4 million.) The project is funded through the Universal Service Fund at over \$2.2 million annually (*or less than 50 cents per Wisconsin citizen per year for unlimited access to BadgerLink*).

The Department of Public Instruction currently contracts with six vendors (EBSCO, Encyclopædia Britannica, Inc., Gale/Cengage Learning, Heritage Microfilm, Inc., ProQuest and TeachingBooks.net, LLC) to provide access to a large volume of full-text information. *Just from their largest vendor, EBSCO, alone, there were over 41,000,000 searches in 2009. So citizens are using it* Users can search approximately 20,000 full-text magazines, journals, newspapers, reference materials and other specialized information sources. Included are over 8,000 full text magazines and journals, over 1,500 newspapers and newswires and approximately 6,800 full text books. Full text articles are taken from 2,900 historical newspaper titles (including Eau Claire newspapers from 1858-1923). In addition the BadgerLink vendors provide access to automobile repair manuals, company profiles, country economic reports, industrial reports and yearbooks, biographies, primary historical documents, charts, images, schematics, maps, poems, essays, speeches, plays, short stories, author audio programs and book readings, author video programs, book reviews or discussion guides and many other full text resources not available through regular internet search engines. When these resources are available through search engines such as Google, it is because Wisconsin has licensed the content to appear when searched through these search engines. BadgerLink also connects users to WISCAT (the online catalog of Wisconsin

library holdings), OCLC WorldCat (an international database of library holdings), directories of libraries, digitized library collections and other information.

Who can access BadgerLink?

Due to licensing restrictions, access to the newspaper, magazine and related specialized resource databases is restricted to Wisconsin residents. A system of IP (Internet Protocol) detection is used to determine the eligibility of site visitors. The IP address ranges of the majority of the state's public libraries, public schools and Internet Service Providers have been registered to provide access to their users. General resources are available to all site visitors without restriction. BadgerLink is a great equalizer. Through it, every citizen, library, school, office or home in Wisconsin has the same access to a massive amount of quality information. It is designed to provide information on a statewide basis that may not be available in every library. Therefore, no matter where people live, they are able to access the same information. Think of BadgerLink as an extension of the local library's collection. Every year, it saves libraries like Eau Claire tens of thousands of dollars from individually having to subscribe to the databases available on it.

Why should customers use BadgerLink instead of Google?

BadgerLink provides a collection of essential online reference and research tools such as magazine and newspaper articles, reference materials, biographies, original historical materials, images and other resources. These materials have been selected so that parents can be confident that only quality information from recognized publishers or sources is available. When users search BadgerLink, they can be confident that the responses are reliable and current. Children will not be subjected to results with thousands of irrelevant and possibly pornographic responses a Google-type search may produce. Parents should still provide guidance to be sure that the subject being investigated is suitable to the age and maturity of the child searcher. BadgerLink provides access to materials not available through Google or other public search engines.



Resources for Wisconsin Residents

Want to learn how BadgerLink can help you?

The BadgerLunch webinar series explores BadgerLink's rich collection of information tools Thursdays at noon. For more information, please review the official BadgerLunch Webinar Series Announcement.

Search Databases:

[Advanced Search](#)

[Access NewspaperARCHIVE](#) [more info]

[EBSCO Service List Database List Mobile](#) [more info]

[Auto Repair Reference Center](#) | [Business Source Premier](#)
[Consumer Health Complete](#) | [EBSCOhost Español](#)
[Kids Search](#) | [Literary Reference Center](#)
[Novelist](#) | [Novelist K-8](#)
[Searchasaurus](#) | [Student Research Center](#)

[ECB VideoLink](#) [more info]

[Browse by Title](#) | [Browse by Subject](#)

[Soundzabound](#)

[Encyclopædia Britannica](#) [more info]

[Elementary School Edition](#) | [Enciclopedia Juvenil](#)
[Enciclopedia Universal en Español](#) | [High School Edition](#)
[Learning Materials](#) | [Learning Zone](#)
[Middle School Edition](#)

[HeritageQuest Online](#) [more info]

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Resources by type: [Business](#) | [Health](#) | [Literature](#) | [Magazines](#) | [Newspapers](#)

Resources for: [Students](#) | [Teachers & Librarians](#)

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[Ask?Away](#)

[Dept. of Public Instruction](#)

[Wisconsin.gov](#)

General Resources

Education Sites, a list of helpful free websites on K-12 Assessment, Curriculum Planning, Math & Science, Technology in schools, and U.S. History.

Found in Wisconsin, a new online collections index used to search for and link into digitized books, photographs, videos and other resources available on the websites of libraries, historical societies and museums statewide.

Government Sites, a list of helpful free websites providing information about U.S. federal government, foreign governments, and Wisconsin state and local government.

Library Directories, a directory of Wisconsin libraries.

Songbook Database, a free search tool used to locate printed music from the Reference and Loan Library's collection of songbooks.

Web Portals, a list of helpful web sites that review and present web resources in a well organized way.

WISCAT, a free online catalog of Wisconsin library holdings.

Wisconsin Heritage Online, a collection of online resources about Wisconsin's history, heritage, culture and people. The information available features documentary sources and material culture from Wisconsin libraries, archives, and museums.

WorldCat, a free search tool that helps users identify materials owned by libraries nationally and internationally.



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Contact us by email or call 888-542-5543 (in WI only)



Choose Databases

[Return to BadgerLink](#)

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

[Continue](#)

Select / deselect all

Academic Search Premier

This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

[Title List](#) [More Information](#)

Alt HealthWatch

This database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers libraries full text articles for more than 180 international, and often peer-reviewed journals and reports. In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts. *Alt HealthWatch* provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine. This database features indexing and abstracts going back as far as 1984, and full text going back as far as 1990

[Title List](#) [More Information](#)

Book Collection Nonfiction: Elementary School Edition

Book Collection Nonfiction: Elementary School Edition is a rich research database for school and public libraries. It contains informative abstracts and searchable full text for more than 1,290 popular nonfiction books. The database includes high interest titles on animals, weather, holidays, Native Americans, United States, Canada, biographies, civics and more.

[Title List](#) [More Information](#)

Book Collection Nonfiction: High School Edition

Book Collection Nonfiction: High School Edition is a rich research database for school and public libraries. It contains informative abstracts and searchable full text for more than 2,440 popular nonfiction books. The database includes high interest titles on careers, health, ethnicity, disabilities, technology, biographies, music, science, history, civics and more.

[Title List](#) [More Information](#)

Book Collection Nonfiction: Middle School Edition

Book Collection Nonfiction: Middle School Edition is a rich research database for school and public libraries. It contains informative abstracts and searchable full text for more than 3,100 popular nonfiction books. The database includes high interest titles on careers, health, ethnicity, disabilities, technology, biographies, history, science, women, civics and more.

[Title List](#) [More Information](#)

Business Source Premier

Business Source Premier is the industry's most used business research database, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. *Business Source Premier* is superior to the competition in full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. This database is updated daily on EBSCOhost.

[Title List](#) [More Information](#) [Enhanced Business Searching Interface](#)

Education Research Complete

Education Research Complete is the definitive online resource for education research. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. *Education Research Complete* provides indexing and abstracts for more

than 2,100 journals, as well as full text for more than 1,200 journals, and includes full text for nearly 500 books and monographs.

[Title List](#) [More Information](#)

Educational Administration Abstracts

Educational Administration Abstracts includes bibliographic records covering areas related to educational administration, including educational leadership, educational management, educational research, and other areas of key relevance to the discipline. The index contains more than 66,000 records, which are carefully selected from the most important sources within the discipline.

[More Information](#)

ERIC

ERIC, the Education Resource Information Center, contains more than 1,300,000 records and links to more than 317,000 full-text documents dating back to 1966.

[More Information](#)

Funk & Wagnalls New World Encyclopedia

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

[More Information](#)

GreenFILE

GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

[Title List](#) [More Information](#)

Health Source - Consumer Edition

This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. *Health Source: Consumer Edition* provides access to nearly 80 full text, consumer health magazines.

[Title List](#) [More Information](#)

Health Source: Nursing/Academic Edition

This database provides nearly 550 scholarly full text journals focusing on many medical disciplines. *Health Source: Nursing/Academic Edition* also features the *Lexi-PAL Drug Guide*, which covers 1,300 generic drug patient education sheets with more than 4,700 brand names.

[Title List](#) [More Information](#)

History Reference Center

History Reference Center offers full text from more than 1,620 reference books, encyclopedias and non-fiction books, cover to cover full text for more than 150 leading history periodicals, nearly 57,000 historical documents, more than 77,000 biographies of historical figures, more than 113,000 historical photos and maps, and more than 80 hours of historical video.

[Title List](#) [More Information](#)

Humanities International Complete

Humanities International Complete provides full text of hundreds of journals, books and other published sources from around the world. Produced by Whitston Publishing (an imprint of EBSCO Publishing), this database includes all data from *Humanities International Index* (more than 2,100 journals and 2.47 million records) plus unique full text content, much of which is not found in other databases. The database includes full text for more than 890 journals.

[Title List](#) [More Information](#)

Lexi-PALS Drug Guide

The Lexi-PALS Drug Guide is a database of Patient Advisory Leaflets from Lexi-Comp that provides vital education on medications for patients. The approach for each pamphlet is to present each medication in an easy to follow and understand question-and-answer format. The database consists of over 1,450 medication and natural product leaflets, with an additional 600 Spanish language leaflets representing the most subscribed and commonly used medications. The database is offered on the EBSCOhost platform and is updated monthly.

[Title List](#) [More Information](#)

Literary Reference Center

Literary Reference Center (LRC) is a comprehensive literary reference database, which provides users with a broad spectrum of reference information from antiquity to the present day. LRC is a comprehensive database that combines information from over 1,000 books and monographs, major literary encyclopedias and reference works, hundreds of literary journals, and unique sources not available anywhere else. LRC contains detailed information on the most studied authors and their works and is an essential resource for public, academic and high school libraries.

[Title List](#) [More Information](#)

MAS Ultra - School Edition

Designed specifically for high school libraries, this database contains full text for nearly 500 popular, high school magazines. *MAS Ultra – School Edition* also provides more than 360 full text reference books, 85,670 biographies, 105,786 primary source documents, and an Image Collection of over 502,000 photos, maps & flags, color PDFs and expanded full text backfiles (back to 1975) for key magazines

[Title List](#) [More Information](#)

MasterFILE Premier

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags. This database is updated daily via EBSCOhost.

[Title List](#) [More Information](#)

MEDLINE

MEDLINE provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, *MEDLINE* uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 4,800 current biomedical journals.

[More Information](#)

Middle Search Plus

Middle Search Plus provides full text for more than 140 popular, middle school magazines. All full text articles included in the database are assigned a reading level indicator (Lexiles). Full text is also available for thousands of biographies and historical essays. *Middle Search Plus* also contains 84,774 biographies, 105,786 primary source documents, and an Image Collection of over 502,000 photos, maps and flags

[Title List](#) [More Information](#)

Military & Government Collection

Designed to offer current news pertaining to all branches of the military and government, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. The *Military & Government Collection* provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for more than 400 titles.

[Title List](#) [More Information](#)

Newspaper Source Plus

Newspaper Source Plus includes more than 700 full-text newspapers, providing nearly than 31 million full-text articles. In addition, the database features more than 677,000 television and radio news transcripts.

[Title List](#) [More Information](#)

Primary Search

Primary Search provides full text for more than 70 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990.

[Title List](#) [More Information](#)

Professional Development Collection

Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles. This database also contains more than 200

educational reports. *Professional Development Collection* is the most comprehensive collection of full text education journals in the world.

[Title List](#) [More Information](#)

Regional Business News

This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States. Click here for a complete title list. Click here for more info.

[Title List](#) [More Information](#)

Science Reference Center

Science Reference Center is a comprehensive research database that provides easy access to a multitude of full text science-oriented content. This database contains full text for nearly 640 science encyclopedias, reference books, periodicals, etc. Topics covered include: biology, chemistry, earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology and wildlife.

[Title List](#) [More Information](#)

Consumer Health Complete - EBSCOhost

Consumer Health Complete is a comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. *Consumer Health Complete* provides content covering all areas of health and wellness from mainstream medicine to the many perspectives of complementary, holistic and integrated medicine. In addition, *Consumer Health Complete* includes the *Clinical Reference System* and the *Lexi-PAL Drug Guide*, which provides access to up-to-date, concise and clinically relevant drug monographs. The database is updated on a weekly basis.

[Title List](#) [More Information](#)

Library, Information Science & Technology Abstracts

Library, Information Science & Technology Abstracts (LISTA) indexes more than 500 core journals, more than 50 priority journals, and 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

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May 13, 2010

To: John Stoneberg, Library Director
From: Renee Ponzio, Reference Services Manager
Subject: Databases Information Dissemination

As requested last month by the Library Board, below is information on what is being done by library staff to promote databases to the public.

Already Doing

- ✓ Information guides--available both in paper and online
- ✓ Workshops for students--databases are shown to participants
- ✓ Tours--databases are mentioned
- ✓ PR monitor at the Circulation desk--databases are advertised
- ✓ Databases are recommended by reference staff to customers as appropriate when questions are asked
- ✓ Working on adding tutorials to the library website page that describes the databases offered

In Progress

- ✓ Posters and bookmarks have been requested from vendors offering them--will place around the reference desk and in the poster case to remind customers
- ✓ Bookmarks listing all our databases--sent to PRPS
- ✓ Information being put together for a Facebook blurb--sent to PRPS to add to library's Facebook page--will be working on new information for different databases for monthly updates
- ✓ Putting our databases on the catalog computers--working to get the information needed to accomplish this
- ✓ Coordinating workshop on "grant writing basics" highlighting library's Foundation Center database
- ✓ Working on doing tutorials for databases that do not have them

Ideas Yet To Be Implemented

- ✓ Contact people directly who might be interested in certain databases, e.g., teachers of foreign languages, parent groups who might like to know about Powerspeak or Learning Express, etc.
- ✓ Develop a video spot(s) about our databases for library website, Facebook, etc.

Emerging Strategic Themes for the L.E. Phillips Memorial Public Library

NOTE: Themes are not prioritized at this point.

Theme 1: Enhance the Library as Destination/Library as Place Concept

Rationale: Importance of the Library to downtown development/re-development was a major theme raised in numerous personal interviews as well as in the web survey.

What's Involved: This is a comprehensive theme. It could involve major improvements in area around the Library. One of the items that was mentioned is improved parking (or at least better directional signage and pedestrian-friendly approaches to the building from nearby parking). No surprise, but parking was mentioned repeatedly as being an impediment to usage.

This concept would also involve interior improvements designed to make the facility more inviting to the general public and to specific groups. One item that was mentioned repeatedly was the elevator situation. While difficult and potentially costly, finding a solution to this problem needs to be in the plan. Another high priority item is an improved (and probably expanded) teen area. This is also part of the "Grow a new Generation of Library Users" theme. New amenities such as a café and enhanced/improved meeting room spaces are also part of this theme.

Enhanced adult programming also fits under this theme. While "opportunity-based" programming will always be part of the mix, more programming with specific purposes/outcomes in mind is envisioned. Included would be efforts to increase civic engagement and programming related to cultural awareness. This may also involve a special emphasis on programming for a growing population of the "young-old" (pre-retirees and young retirees) as well as more traditional seniors.

Theme 2: Grow a new Generation of Library Users

Rationale: If the Library is going to remain relevant to the community, it must take steps to "grow" the next generation of library users.

What's Involved: This theme is also quite comprehensive and includes at least three separate components. They are:

- Greater focus on pre-schoolers (birth to 3 years)/emergent literacy
- Enhanced space for teens
- Enhanced electronic services (enhanced web presence, applications for delivery of information and services to handheld devices, etc.)

A greater focus on pre-schoolers (birth to 3 years) recognizes that one of the Library's unique contributions to the community relates to children before they enter school. While the Library already does some work in this area, the focus of Youth Services has concentrated more on the young school-aged child in the past. There are significant questions regarding how new, more extensive efforts with pre-schoolers

would be funded. Questions revolve around staffing and whether needed staff would come from within the division, from elsewhere in the library or through external (non-tax) funding.

An enhanced space for teens is not just a teen issue. A good number of adults suggested that a better, enclosed and/or sound-proofed area for teens would improve their experience of the Library as well. Teens participating in a focus group were delighted with the new children's area and were eager to have a space that was specifically designed with their age-group in mind. Providing an exceptional space for teens is seen as a strategy to engage today's teens in an effort to keep them as active library users in the future.

The final item under this theme is the enhancement of the Library's electronic presence. While a good amount of quality content is already available through the L.E. Phillips Memorial Public Library website (www.ecpubliclibrary.info), the vast majority of respondents to the web survey that visit the website use it to access the MORE catalog and features related to physical collections (holds, overdues, etc.). Growing a new generation of library users will require efforts to make the Library's website a one-stop source of highly relevant information. A large percentage of respondents to both the mail and web survey also indicated that they use Facebook. Developing strategies for connecting with a new generation of library users through the use of social media is essential. The younger generation will also expect that services and content will be available to them from handheld devices such as smart phones. Survey results (and some evidence from focus groups) suggest that the Eau Claire area may not be as far along in embracing the potential for service delivery through smart phones and other hand held devices as some other communities. This may provide the Library with an opportunity to position itself as a technology leader in the community.

Finally, it is important to note that creating a new generation of library users does not mean that current generations of users should be ignored. Focus groups and surveys indicate that the support for traditional in-house services as well as outreach services to homebound seniors remains strong.

Theme 3: Increase Operational Efficiency

Rationale: Several issues were raised by staff (and by some members of the public in focus groups and survey responses) regarding operational inefficiencies that must be addressed given the fact that getting additional staffing is unlikely.

What's Involved: There are several strands to this theme as well. At least two are related to the physical structure of the building, one is related to enhancing productivity through the use of advanced/emerging technology and one relates to internal communication. All are significant because they impede the staff's ability to be as efficient as possible.

The first and foremost issue related to the physical structure relates to unintended consequences that have resulted from the redesign/relocation of the circulation desk. The "pass-around" design for security that has been employed at the L.E. Phillips

Memorial Public Library for many years simply does not work with the newly designed desk area. The solution to this issue is probably *not* another redesign of the circulation area but rather the implementation of better, more up-to-date technologies (specifically radio-frequency identification or RFID) to address security. Implementation of such technology within the MORE consortium will not be easy; however, MORE membership should not be used as an excuse not to move forward on technology that works and that has major benefits related to both operational costs and service enhancement.

The second physical issue relates to the location of certain collections. The location of new books across from the circulation desk and the lack of an organized queuing pattern for individuals checking out materials is problematic and was raised by library users and staff alike. A rethinking/reprogramming of this space to address these issues and also to provide space for RFID-based self check stations is important to the Library's future ability to provide good public service. A related, but slightly different issue relates to the fact that a tremendous volume of materials being re-shelved have to make a trip on the elevator to the second floor. A rethinking and reprogramming of the spaces that were not included in the recent remodeling should be included in the plan.

The technology related issue has already been raised; however, this issue is multi-faceted. The implementation of RFID would allow the Library to deal with multiple issues including self-check, improved security without using a pass-around system and the installation of automated materials handling equipment (AMHS). The implementation of AMHS greatly reduces the handling of materials by staff and could be a significant factor in reducing the workload in the Holds and Resource Sharing area. An additional side-effect of implementing AMHS would be the reduction of the risk for repetitive motion injuries.

The final issue under this theme is internal communication. At least part of the problem with internal communication is a glut of information. Staff report that they are bombarded with emails. Staff was split almost evenly in regard to holding regular all-staff meetings. While some felt that reviving the practice of holding at least some regular all-staff meetings would be beneficial, others felt that the meetings consume too much time and are inefficient. In any case, an effort must be made to develop more efficient and effective in-house communication mechanisms.

Theme 4: Reinvention of Reference/information Services

Rationale: The Internet has changed both the volume and the nature of reference services. New models for the delivery of information services are emerging.

What's Involved:

L.E. Phillips needs to examine both the physical space occupied by the reference staff and the nature of information services to be offered.

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

OBJ #	ACCOUNT NAME	2010 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,793,400.00	\$ 2,793,400.00	\$ -	\$ -	100.0%
4009	Prop Tax-Post 2005 Debt	40,100.00	40,100.00	-	-	100.0%
4128	Federal Aid-Other	2,000.00	-	-	2,000.00	0.0%
4330	Library Fines & Miscellaneous Revenue	120,000.00	40,359.72	-	79,640.28	33.6%
4398	Other Penalties (Collection Agency)	2,200.00	960.00	-	1,240.00	43.6%
4451	Electronic Copy Revenue	2,400.00	952.22	-	1,447.78	39.7%
4452	Copier Revenue	2,800.00	1,110.51	-	1,689.49	39.7%
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	518.32	-	(318.32)	259.2%
4836	Misc Grant Revenue	15,000.00	-	-	15,000.00	0.0%
4850	Gift Revenue	16,000.00	23,819.80	-	(7,819.80)	148.9%
4852	Misc Reimbursements-Lost Items	15,000.00	6,138.12	-	8,861.88	40.9%
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	1,499.12	-	3,500.88	30.0%
5152	Sale of Capital Assets	200.00	-	-	200.00	0.0%
		<u>\$ 3,904,100.00</u>	<u>\$ 3,411,909.24</u>	<u>\$ 26,833.72</u>	<u>\$ 465,357.04</u>	<u>88.1%</u>
5590	Fund Balance Used for CIP	-	-	-	-	n/a
5580	Working Capital Applied	87,000.00	-	-	87,000.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,991,100.00</u></u>	<u><u>\$ 3,411,909.24</u></u>	<u><u>\$ 26,833.72</u></u>	<u><u>\$ 552,357.04</u></u>	<u><u>86.2%</u></u>

OBJ #	ACCOUNT NAME	2010 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,720,400.00	\$ 515,230.72		\$ 1,205,169.28	29.9%
6020	P/R Overtime	-	-		-	n/a
6030	Special Pays	31,400.00	550.14		30,849.86	1.8%
6040	Employer Paid Benefits	325,100.00	93,511.70		231,588.30	28.8%
6043	Health insurance-Employer	383,000.00	100,963.30		282,036.70	26.4%
6047	Health insurance Deductible	38,000.00	6,617.00		31,383.00	17.4%
6108	Unemployment Compensation	17,600.00	1,986.00		15,614.00	11.3%
6110	Postage & Shipping	22,000.00	4,342.39		17,657.61	19.7%
6112	Computer Service Charges	113,100.00	83,474.65	1,488.70	28,136.65	75.1%
6116	Binding	1,000.00	1,054.56		(54.56)	105.5%
6120	Auditing	2,500.00	224.20		2,275.80	9.0%
6122	Cataloging	34,400.00	550.00		33,850.00	1.6%
6128	Repairs to Tools & Equip	6,300.00	1,205.50		5,094.50	19.1%
6138	Equipment Rental	7,400.00	1,143.35	359.78	5,896.87	20.3%
6150	Special Services	56,700.00	7,155.00		49,545.00	12.6%
6160	Staff Training/Conference	22,000.00	11,695.32		10,304.68	53.2%
6162	Membership Dues	3,700.00	435.00		3,265.00	11.8%
6198	Miscellaneous Contractual	90,900.00	10,206.53	19,960.00	60,733.47	33.2%
6202	Electricity	75,100.00	14,540.84		60,559.16	19.4%
6208	Gas Service	20,000.00	11,762.37		8,237.63	58.8%
6210	Telephones	10,000.00	3,281.27		6,718.73	32.8%
6252	Water Service	2,000.00	323.07		1,676.93	16.2%
6254	Sewer Service	2,200.00	302.74		1,897.26	13.8%
6308	Special Assessments	600.00	694.81		(94.81)	115.8%
6350	Liability & Property Insurance	31,000.00	7,749.99		23,250.01	25.0%
6398	Insurance Claims Reimbursement	-	-		-	n/a
6402	Office, AV, Library Supplies	79,700.00	22,249.81	1,373.59	56,076.60	29.6%
6410	Periodicals	19,300.00	5,795.87		13,504.13	30.0%
6411	Pamphlets	200.00	-		200.00	0.0%
6412	Books-Adult	186,900.00	45,502.97		141,397.03	24.3%
6413	Books-Juvenile	75,800.00	21,132.47		54,667.53	27.9%
6414	Non-print Materials	61,800.00	19,836.34		41,963.66	32.1%
6415	Lost/Damaged Collection Materials	15,000.00	3,588.51		11,411.49	23.9%
6490	Equipment Purchases < \$5000	78,500.00	23,352.49	4,824.00	50,323.51	35.9%
6495	Grant Expenditures	15,000.00	-		15,000.00	0.0%
6496	Gift Expenditures	16,000.00	7,074.21	3,511.23	5,414.56	66.2%
6498	Other Materials & Supplies	4,400.00	335.04		4,064.96	7.6%
6790	Refunds & Reimbursements	10,400.00	10,294.66		105.34	99.0%
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%
		\$ 3,733,500.00	\$ 1,144,162.82	\$ 31,517.30	\$ 2,557,819.88	31.5%

OBJ #	ACCOUNT NAME	2010 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 127,800.00	\$ 31,432.90		\$ 96,367.10	24.6%
6020	Payroll Overtime	16,900.00	2,252.77		14,647.23	13.3%
6030	Special Pays	1,300.00	20.22		1,279.78	1.6%
6040	Employer Paid Benefits	26,300.00	6,111.49		20,188.51	23.2%
6043	Health Ins (ER)	41,100.00	9,373.07		31,726.93	22.8%
6047	Health Insurance Deductible	2,700.00	675.00		2,025.00	25.0%
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	6,476.71	4,987.11	9,136.18	55.6%
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	2,639.35	4,034.40	1,626.25	80.4%
6214	Garbage Service	2,100.00	1,125.08		974.92	53.6%
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	129.76		970.24	11.8%
6464	Building Materials & Janitorial Supplies	8,100.00	3,125.92	19.20	4,954.88	38.8%
		<u>\$ 257,600.00</u>	<u>\$ 64,396.27</u>	<u>\$ 9,040.71</u>	<u>\$ 184,163.02</u>	<u>28.5%</u>
TOTAL EXPENSES		<u>\$ 3,991,100.00</u>	<u>\$ 1,208,559.09</u>	<u>\$ 40,558.01</u>	<u>\$ 2,741,982.90</u>	<u>31.3%</u>

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
LIBRARY CIP FUND - REVENUE						
4802	Interest-Pooled Investments	\$ -	\$ 207,650.00	\$ -	\$ (207,650.00)	
5114	Tsf from Library	\$ -	\$ 1,833,900.00	\$ -	\$ (1,833,900.00)	
		\$ -	\$ 2,041,550.00	\$ -	\$ (2,041,550.00)	
LIBRARY BLDG IMPROVEMENT						
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
TECHNOLOGY UPGRADE						
6802	Capital Purchases	\$ 1,024,100.00	\$ 967,737.55	\$ -	\$ 56,362.45	94.5%
LIBRARY BUILDING EXPANSION						
4178	State Aid-Bldg Commission Grant	\$ -	\$ 125,000.00	\$ -	\$ (125,000.00)	
4818	Other Interest	\$ 23,600.00	\$ 46,317.43	\$ -	\$ (22,717.43)	
4850	Gifts & Donation	\$ 1,020,700.00	\$ 975,103.48	\$ -	\$ 45,596.52	
4852	Misc Reimbursements & Refund	\$ 1,200.00	\$ 35,177.00	\$ -	\$ (33,977.00)	
5590	Fund Balance Used for CIP	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00	
	Total Revenue	\$ 1,745,500.00	\$ 1,181,597.91	\$ -	\$ 563,902.09	
6010	P/R Wages	\$ -	\$ 30,771.14	\$ -	\$ (30,771.14)	
6040	Benefits	\$ -	\$ 3,845.30	\$ -	\$ (3,845.30)	
6810	Capital Costs	\$ 1,745,500.00	\$ 1,550,275.02	\$ 44,837.37	\$ 150,387.61	
	Total Expense	\$ 1,745,500.00	\$ 1,584,891.46	\$ 44,837.37	\$ 115,771.17	90.8%
LIBRARY BLDG IMPROVEMENT						
6810	Capital Costs (2007-2010)	\$ 675,800.00	\$ 103,616.33	\$ 165.00	\$ 572,018.67	15.4%
TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE		\$ 4,338,200.00	\$ 3,372,354.72	\$ 45,002.37	\$ 920,842.91	

Warrant Report for 040910L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ABDO-SPOTLIGHT-MAGIC WAGON	212400	JUV BKS	142343	\$699.05
AMAZON.COM CREDIT	212401	L&D NONPRINT	276402350851	\$10.99
AMAZON.COM CREDIT	212401	FRDS DAYCARE	179198608389	\$14.75
AMAZON.COM CREDIT	212401	ADULT BKS	248845201701	\$17.95
AMAZON.COM CREDIT	212401	NONPRINT	049866909735	\$17.99
AMAZON.COM CREDIT	212401	L&D ADULT BKS	191734826729	\$26.59
AMAZON.COM CREDIT	212401	NONPRINT	277147894858	\$46.99
AMAZON.COM CREDIT	212401	NONPRINT	277145404318	\$56.99
AMAZON.COM CREDIT	212401	JUV BKS	248848735489	\$123.00
AMAZON.COM CREDIT	212401	L&D NONPRINT NONPRINT	276408475516	\$195.43
AMAZON.COM CREDIT	212402	MORE DVD NONPRINT	256912023994	\$217.88
AT&T	212403	CELL PHONES MAR-APR	NONE1015	\$45.45
BADGERLAND PRINTING USA INC	212404	SUPPLIES	00022507	\$108.00
BADGERLAND PRINTING USA INC	212404	SUPPLIES	00022546	\$857.00
BAKER & TAYLOR INC	212405	ADULT BKS	0001990621	\$-9.51
BAKER & TAYLOR INC	212405	ADULT BKS	0001990622	\$-9.42
BAKER & TAYLOR INC	212405	NONPRINT	117498671	\$12.73
BAKER & TAYLOR INC	212405	NONPRINT	117198000	\$14.36
BAKER & TAYLOR INC	212405	NONPRINT	117030020	\$14.39
BAKER & TAYLOR INC	212405	NONPRINT	117118241	\$14.39
BAKER & TAYLOR INC	212405	NONPRINT	117118242	\$14.39
BAKER & TAYLOR INC	212405	NONPRINT	117498670	\$14.39
BAKER & TAYLOR INC	212405	NONPRINT	117118243	\$20.15
BAKER & TAYLOR INC	212405	NONPRINT	117044380	\$28.76
BAKER & TAYLOR INC	212405	L&D NONPRINT NONPRINT	117118240	\$37.24
BAKER & TAYLOR INC	212405	JUV BKS	2024458748	\$42.80
BAKER & TAYLOR INC	212405	ADULT BKS	2024441981	\$101.53
BAKER & TAYLOR INC	212405	ADULT BKS L&D ADULT BKS	2024449449	\$182.81
BAKER & TAYLOR INC	212405	ADULT BKS	2024448792	\$213.11
BAKER & TAYLOR INC	212405	ADULT BKS GIFT BKMRKS	2024462514	\$233.77
BAKER & TAYLOR INC	212405	JUV BKS NONPRINT	2024436554	\$394.32
BAKER & TAYLOR INC	212405	JUV BKS NONPRINT	2024448790	\$451.36
BAKER & TAYLOR INC	212405	ADULT BKS	2024458763	\$546.44
BOOK FARM INC	212406	JUV BKS	0018479	\$888.49
BOOK FARM INC	212406	JUV BKS	0018478	\$2,006.70
BRILLIANCE AUDIO INC	212407	GIFT BKMRKS NONPRINT	IN0542314	\$249.60

Warrant Report for 040910L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
COLLINS-FUERBRINGER, MICHELLE	212408	PLA COLLINS-FUERBRINGER	NONE1015	\$363.16
COSTUME SPECIALISTS INC	212409	ERNST MEM COSTUME RENTAL	SH8203	\$1,040.00
DEMCO INC	212410	SUPPLIES	3830305	\$42.50
DEMCO INC	212410	SUPPLIES	3831144	\$48.40
DEMCO INC	212410	SUPPLIES	3833062	\$1,131.62
DEPA, JACKIE	212411	PUB PRCUREMENT DEPA	NONE1015	\$1,210.37
EAU CLAIRE AREA FOUNDATION INC	212412	CHLDNS LGCY LUNCH-JS,SCF	NONE1015	\$60.00
EAU CLAIRE COUNTY TREASURER	212413	CO SURPLUS 2009	NONE1015	\$10,294.66
EAU CLAIRE JAZZ INC	212414	SPEAKER FEE	NONE1015	\$50.00
GAYLORD BROTHERS INC	212415	SUPPLIES	1406644	\$35.51
GROUP HEALTH CO-OP	212416	COBRA/RETIREEES MAY	NONE1015L	\$2,521.48
GROUP HEALTH CO-OP	212416	ACTIVES MAY	NONE1015	\$28,334.01
INSTY PRINTS	212417	SUPPLIES	65619	\$205.00
KENT ADHESIVE PRODUCTS CO	212418	SUPPLIES	1097682	\$1,190.44
KRIMPELBEIN, JOLENE MORGAN	212419	IUG CASH ADVANCE	NONE1015	\$1,484.19
L&M MAIL SERVICES INC	212420	MAR MAIL FEE/POSTAGE	NONE1015	\$1,472.57
MINNESOTA MUTUAL LIFE INS	212421	MAY	NONE1015	\$1,126.16
NEMITZ, JEAN	212422	IUG CASH ADVANCE	NONE1015	\$497.76
NICKEL, KRISTIN	212423	IUG CASH ADVANCE	NONE1015LL	\$1,241.31
OFFICE DEPOT	212424	SUPPLIES	756183	\$496.00
RASMUSSEN, ERIC	212425	PROGRAM TEENS	NONE1015	\$50.00
RECORDED BOOKS INC	212426	L&D NONPRINT	4777247	\$46.57
UIHLEIN/WILSON ARCHITECTS	212427	PROF SERVICES	12694	\$520.00
VALLEY BUILDERS HARDWARE CO IN	212428	REKEY DOORS ENTRY & YS	37901	\$566.00
VOLUME ONE MAGAZINE	212429	FRNDS PRGRM ADS	15179	\$164.25

\$62,092.82

Warrant Report for 041610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212430	NONPRINT	106075743254	\$17.99
AMAZON.COM CREDIT	212430	L&D NONPRINT	106073845223	\$28.17
AMAZON.COM CREDIT	212430	ADULT BKS JUV BKS	106073971901	\$46.16
AMAZON.COM CREDIT	212430	NONPRINT	256915736382	\$90.95
BAKER & TAYLOR INC	212431	NONPRINT	V07062110	\$9.33
BAKER & TAYLOR INC	212431	FRNDS VID TO DVD	I17616181	\$9.34
BAKER & TAYLOR INC	212431	FRNDS VID TO DVD	I17708430	\$10.77
BAKER & TAYLOR INC	212431	L&D NONPRINT	I17772540	\$11.88
BAKER & TAYLOR INC	212431	NONPRINT	I17959340	\$11.98
BAKER & TAYLOR INC	212431	NONPRINT	I17600420	\$12.73
BAKER & TAYLOR INC	212431	NONPRINT	I17044381	\$14.23
BAKER & TAYLOR INC	212431	NONPRINT	I17959341	\$17.97
BAKER & TAYLOR INC	212431	NONPRINT	I17705382	\$35.67
BAKER & TAYLOR INC	212431	NONPRINT	I18124361	\$38.93
BAKER & TAYLOR INC	212431	ADULT BKS	5010718256	\$65.00
BAKER & TAYLOR INC	212431	ADULT BKS	2024502292	\$67.43
BAKER & TAYLOR INC	212431	L&D JUV BKS JUV BKS	2024485689	\$99.22
BAKER & TAYLOR INC	212431	L&D NONPRINT	I18051880	\$109.68
BAKER & TAYLOR INC	212431	ADULT BKS	5010746360	\$112.17
BAKER & TAYLOR INC	212431	NONPRINT	I17616180	\$113.84
BAKER & TAYLOR INC	212431	FRNDS VID TO DVD	I17705381	\$134.48
BAKER & TAYLOR INC	212431	NONPRINT	I18124360	\$158.36
BAKER & TAYLOR INC	212431	JUV BKS L&D JUV BKS	2024511204	\$170.47
BAKER & TAYLOR INC	212431	JUV BKS	2024468224	\$190.84
BAKER & TAYLOR INC	212431	JUV BKS	2024506188	\$241.78
BAKER & TAYLOR INC	212431	ADULT BKS	2024511490	\$243.41
BAKER & TAYLOR INC	212431	NONPRINT	I17600421	\$254.99
BAKER & TAYLOR INC	212431	ADULT BKS L&D ADULT BKS	2024475766	\$255.98
BAKER & TAYLOR INC	212431	ADULT BKS	2024468226	\$269.36
BAKER & TAYLOR INC	212431	FRNDS VID TO DVD	I17705380	\$273.00
BAKER & TAYLOR INC	212431	FRNDS VID TO DVD	I17600422	\$298.38
BAKER & TAYLOR INC	212431	JUV BKS	2024511020	\$300.16
BAKER & TAYLOR INC	212431	ADULT BKS L&D ADULT BKS	2024481422	\$348.90
BAKER & TAYLOR INC	212431	JUV BKS	2024506834	\$416.91
BAKER & TAYLOR INC	212431	JUV BKS	2024511664	\$442.56
BAKER & TAYLOR INC	212431	JUV BKS L&D JUV BKS	2024507563	\$455.52

Warrant Report for 041610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212431	ADULT BKS NONPRINT	2024506932	\$510.37
BAKER & TAYLOR INC	212431	ADULT BKS	2024489865	\$599.17
BAKER & TAYLOR INC	212431	ADULT BKS L&D ADULT BKS	2024501245	\$909.40
BLACKSTONE AUDIO INC	212432	NONPRINT	528797	\$38.00
BOOK FARM INC	212433	JUV BKS	0018785	\$783.84
BOOK WHOLESALERS INC	212434	JUV BKS	CM564431	\$-161.85
BOOK WHOLESALERS INC	212434	JUV BKS	137696C	\$45.60
BOOK WHOLESALERS INC	212434	JUV BKS	134259C	\$155.20
CHILDS WORLD	212435	JUV BKS	NA107049	\$349.00
CITY OF EAU CLAIRE	212436	SEC 125/VOIP EC FRNDS	113295	\$4,703.60
CRYSTAL TECH	212437	WEB HOSTING	DEDI182	\$149.85
CUSTOM SOUND & VIDEO LLC	212438	PA SYSTEM	ECPL12	\$1,111.89
GALE RESEARCH INC	212439	ADULT BKS	16713252	\$38.38
GALE RESEARCH INC	212439	ADULT BKS	16729565	\$46.10
GALE RESEARCH INC	212439	ADULT BKS	16729474	\$46.43
GALE RESEARCH INC	212439	ADULT BKS	16716736	\$52.43
GALE RESEARCH INC	212439	ADULT BKS	16717563	\$78.65
GALE RESEARCH INC	212439	ADULT BKS	16718503	\$79.40
GALE RESEARCH INC	212439	ADULT BKS	16729793	\$93.67
GALE RESEARCH INC	212439	ADULT BKS	16728676	\$94.36
GALE RESEARCH INC	212439	ADULT BKS	16726748	\$95.86
GALE RESEARCH INC	212439	ADULT BKS	16727470	\$96.61
GALE RESEARCH INC	212439	ADULT BKS	16728013	\$100.36
GALE RESEARCH INC	212439	ADULT BKS	16713689	\$115.52
INDIANHEAD FEDERATED LIBRARY S\	212440	LOST ITEM RFND-NPRT	LIBRFND1016	\$16.47
INDIANHEAD FEDERATED LIBRARY S\	212440	SUPPLIES	M210062L	\$89.04
INDIANHEAD FEDERATED LIBRARY S\	212440	SUPPLIES	M210062	\$252.00
INDIANHEAD FEDERATED LIBRARY S\	212440	SUPPLIES	M210062LL	\$5,471.26
L&M MAIL SERVICES INC	212441	POSTAGE FRNDS ANN MTG	20463	\$144.73
L&M MAIL SERVICES INC	212441	POSTAGE EC ART SHOW	20437	\$188.07
L&M MAIL SERVICES INC	212441	POSTAGE EC NEWSLETTER	20301	\$287.58
MEGA	212442	TS DISTILLED WATER	318823	\$15.30
NET TEL COMMUNICATIONS	212443	NETWORKING	100405B	\$264.30
NEW RICHMOND PUBLIC LIBRARY	212444	LOST ITEM RFND-PART	LIBRFND1016	\$5.00
RECORDED BOOKS INC	212445	GIFT BKMRKS	4808481	\$43.98
RECORDED BOOKS INC	212445	NONPRINT	4834845	\$105.18

Warrant Report for 041610L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RECORDED BOOKS INC	212445	NONPRINT	4800752	\$121.04
REGENT BOOK CO	212446	ADULT BKS	40015	\$61.87
RIVER FALLS PUBLIC LIBRARY	212447	LOST ITEM RFND-PART	LIBRFND1016	\$5.00
STATE BAR OF WISCONSIN	212448	ADULT BKS	393138	\$57.96
TANTOR MEDIA	212449	NONPRINT	31527	\$35.99
TRI-STATE BUSINESS MACHINES INC	212450	ADM COPIER FINAL THR 4/5	177000	\$243.35
UNIQUE MANAGEMENT SERVICES INC	212451	COLLECTION AGENCY MAR	194148	\$429.60
WI DEPT OF ADMINISTRATION	212452	MARCH STS	NONE1016	\$559.26
XCEL ENERGY	212453	MAR-APR	234360624	\$4,724.35
				<hr/> \$28,631.71 <hr/>

Warrant Report for 042310L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212454	JUV BKS	283974366300	\$7.95
AT&T	212455	PHONEBOOK LISTINGS	NONE1017	\$57.50
BAKER & TAYLOR INC	212456	NONPRINT	I18185351	\$14.23
BAKER & TAYLOR INC	212456	FRNDS VID TO DVD	I18436991	\$14.38
BAKER & TAYLOR INC	212456	FRNDS VID TO DVD	V08307150	\$14.39
BAKER & TAYLOR INC	212456	NONPRINT	I18436981	\$21.59
BAKER & TAYLOR INC	212456	NONPRINT	I18185352	\$22.91
BAKER & TAYLOR INC	212456	NONPRINT	I18436984	\$24.54
BAKER & TAYLOR INC	212456	NONPRINT	I18124370	\$24.61
BAKER & TAYLOR INC	212456	NONPRINT	I18287431	\$32.39
BAKER & TAYLOR INC	212456	NONPRINT	I18185371	\$34.89
BAKER & TAYLOR INC	212456	NONPRINT	I18536031	\$35.92
BAKER & TAYLOR INC	212456	NONPRINT	I18287420	\$43.12
BAKER & TAYLOR INC	212456	NONPRINT	I18436990	\$48.15
BAKER & TAYLOR INC	212456	NONPRINT	I18287430	\$50.39
BAKER & TAYLOR INC	212456	NONPRINT	V08307151	\$54.57
BAKER & TAYLOR INC	212456	NONPRINT	I18124371	\$57.59
BAKER & TAYLOR INC	212456	IFLS NONPRINT	I18185370	\$58.98
BAKER & TAYLOR INC	212456	IFLS NONPRINT	I18436983	\$79.13
BAKER & TAYLOR INC	212456	IFLS NONPRINT	I18611051	\$83.44
BAKER & TAYLOR INC	212456	NONPRINT	I18436982	\$100.67
BAKER & TAYLOR INC	212456	L&D NONPRINT	I18436980	\$112.75
BAKER & TAYLOR INC	212456	FRNDS VID TO DVD	I18536030	\$156.76
BAKER & TAYLOR INC	212456	IFLS NONPRINT	I18264140	\$167.61
BAKER & TAYLOR INC	212456	L&D ADULT BKS ADULT BKS	2024516514	\$169.97
BAKER & TAYLOR INC	212456	IFLS NONPRINT	I18611050	\$187.68
BAKER & TAYLOR INC	212456	IFLS NONPRINT	I18185350	\$196.73
BAKER & TAYLOR INC	212456	ADULT BKS	2024533986	\$208.33
BAKER & TAYLOR INC	212456	FRNDS VID TO DVD	I18436985	\$264.64
BAKER & TAYLOR INC	212456	ADULT BKS	2024515670	\$275.35
BAKER & TAYLOR INC	212456	ADULT BKS	2024528399	\$291.49
BAKER & TAYLOR INC	212456	ADULT BKS	2024528520	\$298.35
BAKER & TAYLOR INC	212456	ADULT BKS	2024532562	\$314.21
BAKER & TAYLOR INC	212456	ADULT BKS NONPRINT	2024533316	\$326.09
BAKER & TAYLOR INC	212456	ADULT BKS NONPRINT	2024537916	\$338.31
BAKER & TAYLOR INC	212456	ADULT BKS	2024537275	\$493.50

Warrant Report for 042310L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212456	JUV BKS	2024537934	\$544.08
BAKER & TAYLOR INC	212456	ADULT BKS L&D ADULT BKS	2024520827	\$603.53
BAKER & TAYLOR INC	212456	ADULT BKS	2024526979	\$684.99
BALDWIN PUBLIC LIBRARY	212457	LOST ITEM RFND-PARTS	LIBRFND1017	\$10.00
BELTMANN GROUP	212458	MOVING ARCHTCT SETTLEMNT	53261541	\$7,140.17
BLUE NORTHERN DISTRIBUTING LLC	212459	ERNST FUND MILK	372466	\$21.05
BOOK WHOLESALERS INC	212460	JUV BKS	140078C	\$44.41
BUCKSTAFF COMPANY	212461	YS SHELVING CORRECTION	125485	\$11,499.99
CAPSTONE PRESS	212462	JUV BKS	CI10163940	\$1,078.41
GALE RESEARCH INC	212463	CONTRACT NO 224139	NONE1017	\$3,395.00
GARRETT, RUTH IRENE	212464	PROGRAM SPEAKER	NONE1017	\$150.00
HERITAGE MICROFILM	212465	EC LEADER-TELEGRAM MCFLM	200236	\$2,596.35
JIROVEC, JEAN M	212466	STAFF TRAINING SPRK	NONE1017	\$500.00
MEGA	212467	FRNDS PRGRM RFRSHMNTS	318744	\$22.55
MEGA	212467	FRNDS PRGRM RFRSHMNTS	324512	\$35.41
RUSK COUNTY COMMUNITY LIBRARY	212468	LOST ITEM RFND-YA BK	LIBRFND1017	\$16.00
SIGNART CO INC	212469	DONOR SIGN	61748	\$6,772.00
STEVIE RAYS THEATRE COMPANY	212470	STAFF TRAINING SPKR	NONE1017	\$2,000.00
UIHLEIN/WILSON ARCHITECTS	212471	ARCHITECT BATHRMS PARTL	12737	\$2,080.00
US TOY/CONSTRUCTIVE PLAYTHINGS	212472	SUPPLIES	8155538300	\$47.36

\$43,924.41

Warrant Report for 043010L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212473	ADULT BKS	158737719370	\$7.99
AMAZON.COM CREDIT	212473	L&D NONPRINT	261537020823	\$13.49
AMAZON.COM CREDIT	212473	NONPRINT	128113118571	\$14.99
AMAZON.COM CREDIT	212473	NONPRINT	162023824527	\$16.98
AMAZON.COM CREDIT	212473	JUV BKS	160308899419	\$18.99
AMAZON.COM CREDIT	212473	IFLS NONPRINT	272140136945	\$19.95
AMAZON.COM CREDIT	212473	ADULT BKS	192441735340	\$21.95
AMAZON.COM CREDIT	212473	ADULT BKS	298997048184	\$23.95
AMAZON.COM CREDIT	212473	FRNDS VID TO DVD	199054661212	\$27.48
AMAZON.COM CREDIT	212473	NONPRINT	277145751352	\$29.99
AMAZON.COM CREDIT	212473	ADULT BKS	160304885126	\$32.30
AMAZON.COM CREDIT	212473	NONPRINT	256911555355	\$35.98
AMAZON.COM CREDIT	212473	L&D ADULT BKS	128116788405	\$40.93
AMAZON.COM CREDIT	212473	ADULT BKS	261531390646	\$45.00
AMAZON.COM CREDIT	212473	FRNDS VID TO DVD	298992116179	\$48.97
AMAZON.COM CREDIT	212473	FRNDS VID TO DVD	199053981981	\$56.96
AMAZON.COM CREDIT	212473	ADULT BKS L&D ADULT BKS	247195007884	\$58.37
AMAZON.COM CREDIT	212473	ADULT BKS L&D JUV BKS	272149100927	\$58.46
AMAZON.COM CREDIT	212473	CLASSICAL DVDS L&D JUV	034788668870	\$74.42
AMAZON.COM CREDIT	212473	IFLS NONPRINT	160305144329	\$74.95
BAKER & TAYLOR INC	212474	JUV BKS	0001997931	\$-102.05
BAKER & TAYLOR INC	212474	L&D ADULT BKS	0001999675	\$-17.01
BAKER & TAYLOR INC	212474	ADULT BKS	0001999676	\$-15.11
BAKER & TAYLOR INC	212474	JUV BKS	0001999173	\$-10.07
BAKER & TAYLOR INC	212474	JUV BKS	0001999958	\$-10.07
BAKER & TAYLOR INC	212474	NONPRINT	0001999957	\$-8.79
BAKER & TAYLOR INC	212474	NONPRINT	119029141	\$14.39
BAKER & TAYLOR INC	212474	NONPRINT	118941781	\$17.96
BAKER & TAYLOR INC	212474	NONPRINT	118941780	\$18.73
BAKER & TAYLOR INC	212474	NONPRINT	118941783	\$20.84
BAKER & TAYLOR INC	212474	ADULT BKS	2024539028	\$21.05
BAKER & TAYLOR INC	212474	NONPRINT	119029140	\$22.91
BAKER & TAYLOR INC	212474	NONPRINT	V08502700	\$25.36
BAKER & TAYLOR INC	212474	ADULT BKS	2024535351	\$43.07
BAKER & TAYLOR INC	212474	NONPRINT	118773680	\$64.71
BAKER & TAYLOR INC	212474	JUV BKS NONPRINT	2024543626	\$77.59

Warrant Report for 043010L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	212474	IFLS NONPRINT	I18692781	\$84.41
BAKER & TAYLOR INC	212474	IFLS NONPRINT	I18692780	\$86.37
BAKER & TAYLOR INC	212474	NONPRINT	I18611060	\$110.09
BAKER & TAYLOR INC	212474	NONPRINT	I18941782	\$124.40
BAKER & TAYLOR INC	212474	JUV BKS	2024538491	\$150.03
BAKER & TAYLOR INC	212474	ADULT BKS	2024543043	\$211.15
BAKER & TAYLOR INC	212474	JUV BKS	2024543028	\$260.59
BAKER & TAYLOR INC	212474	ADULT BKS	2024538509	\$328.13
BAKER & TAYLOR INC	212474	ADULT BKS GIFT BKMRKS	2024559448	\$860.76
BRILLIANCE AUDIO INC	212475	NONPRINT	IN0545187	\$105.01
CAPSTONE PRESS	212476	JUV BKS	CI10165199	\$56.97
FLEET CREDIT CARD SERVICES	212477	SUPPLIES	NONE1018LLL	\$14.10
FLEET CREDIT CARD SERVICES	212477	L&D JUV BK	NONE1018L	\$21.14
FLEET CREDIT CARD SERVICES	212477	BOARD RFRSHMNTS	NONE1018	\$45.30
FLEET CREDIT CARD SERVICES	212477	NONPRINT	NONE1018LL	\$54.00
LERNER PUBLISHING GROUP	212478	JUV BKS	955811	\$425.33
MEGA	212479	FRNDS PRGRM RFRSHMNTS	318582	\$26.39
MEGA	212479	FRNDS PRGRM RFRSHMNTS	318576	\$39.57
MID AMERICA BUSINESS SYSTEMS	212480	MICROFILM PRINTER RPR	712105	\$211.50
MIDWEST TAPE	212481	NONPRINT	2165077	\$45.98
MILLTOWN PUBLIC LIBRARY	212482	LOST ITEM RFND-YS BK	LIBRFND1018	\$20.00
NICKEL, KRISTIN	212483	IUG REIMBURSEMENT-NICKEL	NONE1018	\$20.02
OBSESSION CHOCOLATES LLC	212484	ERNST PRGRM CUPCAKES	498	\$150.00
RANDOM HOUSE INC	212485	GIFT BKMRKS	1088671765	\$44.99
REFUND-LIBRARY	212486	LOST ITEM-ADULT NPRT	LIBRFND1018	\$43.98
ROSEN PUBLISHING GROUP &	212487	JUV BKS	498485	\$62.65
TRU-LOCK & SECURITY	212488	SUPPLIES	0520033664	\$23.50
WINDMILL BOOKS	212489	JUV BKS	498567	\$87.45
WOODVILLE PUBLIC LIBRARY	212490	LOST ITEM RFND-ADULT BK	LIBRFND1018	\$17.31

\$4,616.73

Warrant Report for 050710L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	212491	ADULT BKS	115190414272	\$9.99
AMAZON.COM CREDIT	212491	NONPRINT JUV BKS	162025537340	\$114.32
AMAZON.COM CREDIT	212491	NONPRINT ADULT BKS	026175373716	\$299.53
AT&T	212492	MO SVC APR-MAY	NONE1019	\$353.01
BAKER & TAYLOR INC	212493	NONPRINT	119477931	\$9.35
BAKER & TAYLOR INC	212493	NONPRINT	119574770	\$12.20
BAKER & TAYLOR INC	212493	NONPRINT	V08946590	\$12.73
BAKER & TAYLOR INC	212493	NONPRINT	V09069480	\$12.73
BAKER & TAYLOR INC	212493	NONPRINT	119173572	\$14.35
BAKER & TAYLOR INC	212493	IFLS NONPRINT	119173570	\$14.36
BAKER & TAYLOR INC	212493	NONPRINT	119173571	\$14.39
BAKER & TAYLOR INC	212493	NONPRINT	119574771	\$14.98
BAKER & TAYLOR INC	212493	NONPRINT	119259840	\$17.96
BAKER & TAYLOR INC	212493	NONPRINT	119259841	\$17.96
BAKER & TAYLOR INC	212493	NONPRINT	118425420	\$18.70
BAKER & TAYLOR INC	212493	FRNDS VID TO DVD	V08649660	\$21.59
BAKER & TAYLOR INC	212493	NONPRINT	119477932	\$32.39
BAKER & TAYLOR INC	212493	IFLS NONPRINT	119574772	\$43.16
BAKER & TAYLOR INC	212493	NONPRINT	119477930	\$66.21
BOOK WHOLESALERS INC	212494	JUV BKS	148723C	\$60.30
BOOK WHOLESALERS INC	212494	JUV BKS	147128C	\$107.41
DEMCO INC	212495	SUPPLIES	3858654	\$67.25
ENSLOW PUBLISHERS INC	212496	JUV BKS	2233	-\$73.98
ENSLOW PUBLISHERS INC	212496	JUV BKS	114955	\$28.70
ENSLOW PUBLISHERS INC	212496	JUV BKS	114447	\$906.66
GROUP HEALTH CO-OP	212497	COBRA/RETIREEES JUNE	NONE1019L	\$2,521.48
GROUP HEALTH CO-OP	212497	ACTIVES JUNE	NONE1019	\$28,334.01
HIMMEL & WILSON LIBRARY CONSULT	212498	PLANNING SERVICES	1032	\$6,000.00
JAYS SIGN SERVICE	212499	BANNER INSTALLATION	19285	\$115.00
L&M MAIL SERVICES INC	212500	EC MAIL FEE	20547	\$287.03
MINNESOTA MUTUAL LIFE INS	212501	JUNE	NONE1019	\$1,143.66
NMT CORPORATION	212502	IFLS 1 SUBSCRIPTION	00045956	\$420.00
RECORDED BOOKS INC	212503	NONPRINT	4813186	\$78.83
RIEDER, BOB	212504	MILEAGE VAN UNAVAILABLE	NONE1019	\$12.50
SOFTMART GOVT SERVICES INC	212505	DP MAINT/SUPPORT	ARINV199670	\$1,189.00
STONEBERG, JOHN	212506	BD PLANNING RFRSHMNTS	NONE1019	\$43.70

Warrant Report for 050710L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
TIBBETS UPHOLSTERY	212507	APPROP REUPHOLSTERY	NONE1019	\$500.00
TROENDLE, MARK	212508	IUG CONF TROENDLE	NONE1019	\$1,631.00
WELDON, KATHY	212509	MILEAGE VAN UNAVAILABLE	NONE1019	\$5.00
WORLD BOOK ENCYCLOPEDIA INC	212510	JUV BKS	WBE1405202	\$1,045.80
				<hr/> \$45,523.26 <hr/>

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 10,063.34
Various	WRS, SS, life, disability	1,866.74
Various	Health insurance, deductible	2,434.80
Dept Workforce Dev.	Unemployment	815.99
Arrow Tile	Library building repairs	945.00
Hovlands Inc	HVAC repairs	74.00
Hovlands Inc	HVAC repairs	307.10
NEI Northern Electricians	Street light fixture repair	187.62
Traci's Green Interiors	Plant rental	287.90
Braun Thyssenkrupp	Elevator/dumbwaiter service contract	711.68
Wil Kil Pest Control	Pest control services	30.00
Waste Management	Rubbish, garbage and recycling	374.34
Office Depot	Supplies	129.76
DALCO	Supplies	580.80
Ferguson Enterprises	Library maintenance	514.08
Viking Electric	Parts, electrical	60.60
G&K Services	Rental, floor mats, oil mops	186.20
		\$ 19,569.95

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 131,357.88
Various	WRS, FICA, life insurance, EAP	23,727.14
Dept Workforce Dev.	Unemployment	1,623.00
City of Eau Claire	Pooled insurance-prop,liab,etc.	2,583.33
		\$ 159,291.35

LIBRARY CAPITAL CAMPAIGN

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

jg

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

n/a	1,145	1,492	30.3%	Month of April
n/a	1,143	1,457	27.5%	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

658	n/a	657	n/a	Month of April
652	n/a	635	n/a	Year to date

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

71.4%	71.4%	71.2%	-0.3%	City of Eau Claire
15.9%	15.5%	15.8%	2.1%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.7%	13.1%	13.0%	-0.8%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

15,518	15,200	15,670	3.1%	Month of April
61,786	62,656	63,110	0.7%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

77,864	75,920	71,979	-5.2%	Month of April
319,072	320,406	299,501	-6.5%	Year to date

RENEWALS FROM LIBRARY BUILDING*

3,615	2,627	2,680	2.0%	Month of April
15,042	10,290	10,635	3.4%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,230	1,264	1,245	-1.5%	Month of April
5,610	4,532	5,164	13.9%	Year to date

Web renewals

17,291	17,493	17,409	-0.5%	Month of April
67,893	69,182	70,827	2.4%	Year to date

MORE CONSORTIUM CHECKOUTS

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

9,317	9,775	11,107	13.6%	Month of April
37,412	40,151	45,835	14.2%	Year to date

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

11,389	11,223	11,329	0.9%	Month of April
43,116	45,392	46,567	2.6%	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)

1,274 1,370 1,657 20.9% Month of April (included renewals)

5,380 5,749 6,372 10.8% Year to date (includes renewals)

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

1,763 1,655 1,745 5.4% Month of April

6,538 6,979 7,700 10.3% Year to date

INTERLIBRARY LOANS

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

492 439 507 15.5% Month of April (without renewals)

1,846 1,765 1,768 0.2% Year to date (without renewals)

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

395 326 293 -10.1% Month of April (without renewals)

1,649 1,459 1,244 -14.7% Year to date (without renewals)

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

2 4 1 -75.0% Month of April (renewals)

18 44 6 -86.4% Year to date (renewals)

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

965 1,100 1,118 1.6% Month of April (without renewals)

3,735 3,982 3,958 -0.6% Year to date (without renewals)

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

n/a 63 59 -6.3% Month of April Renewals

n/a 215 377 75.3% Year to date Renewals

UNIQUE VISITORS TO WEBSITE

11,536 11,409 7,133 -37.5% Month of April

42,575 47,753 31,700 -33.6% Year to date

**New web statistics vendor December 2009*

May 13, 2010

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Travel Policy

The revision of the Library's travel policy is attached for discussion and approval. The travel policy has not been reviewed by the Library Board since early 2004. Julie Gast and Jackie Depa spent considerable time on revising it and then reviewed it with Mark Troendle and me. Mary Blakewell got it into its final form for you to review at your meeting. It mirrors the City of Eau Claire's travel policy in many ways since that policy was just revised this past November and is a much better document to emulate than it was previously.



L.E. Phillips Memorial
Public Library

Number: 11
Category: Administration

Policy Title: TRAVEL
Date adopted: 02/17/89
Date amended: 01/19/90; 02/15/91; 03/20/92; 05/20/95; 02/17/95; 02/16/96;
04/16/99; 02/18/00; 02/15/01; 09/20/01; 01/17/02; 03/20/03;
01/15/04
Date last reviewed: 05/20/10

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INTRODUCTION

Professional staff development is an essential part of the Library's commitment to excellence. Staff development may occur through in-house training programs, seminars, state and national conferences, and meetings of professional organizations. These programs are offered to encourage staff and management to remain current in their respective professional disciplines. Division Heads should encourage employees to attend training sessions that will enhance employee skills and improve operations.

The POLICY ON TRAVEL has four goals:

- To fairly reimburse employees, in a timely, efficient manner, for actual, necessary and reasonable itemized travel costs that were incurred while on official, authorized Library business.
- To maintain appropriate internal controls to insure compliance with federal, state and local laws.
- To maintain the status of an "accountable plan" under IRS regulations in order to minimize the tax impact for employees.
- To define standards for reimbursement of eligible expenses and procedures for processing expense claims.

The following sections identify the procedures that have been established to achieve these goals.

OVERVIEW

TRAVEL / TRAINING AUTHORIZATION

A signed Request for Authorization of Continuing Education Activity form is required whenever an employee intends to travel or attend training. The Administrative Associate II will review projected expenses for conformity to this Policy.

It is the responsibility of the employee's direct supervisor and Library Director and/or Assistant Director to review the Authorization request. By signing it, the supervisor and Director or Assistant Director are stating that the travel/training is necessary, meets the criteria of this Policy and is an appropriate charge against the Library operating budget.

When completed, the form is routed, in order, to:

- Employee Supervisor
- Administrative Associate II
- Assistant Director (for total expenses less than \$100), or Director (for expenses totaling \$100 or more)
- Business Manager

Allow ample time for routing if any prepayments for lodging or registration are required. The employee should make every effort to obtain early registration discounts. Payments are made on Friday if the completed form is received by the Business Manager by the proceeding Wednesday at noon.

All information requested on the form must be filled in, or the form will be returned, unprocessed. In addition, complete conference or training brochures / schedules must be attached to the travel request. The brochure information should include: actual place, dates, and times of conference, convention or seminar, and breakdown for any meals, supplies, books, etc. that are included in the registration fee.

If the training involves registration only, all attendees may be combined on one Request for Continuing Education Activity form. Attach a list of attendees. If the training involves meals, mileage, hotels, etc., a separate form must be prepared for each attendee.

A Request for Continuing Education Activity form approved for one person cannot be transferred to another person.

Detailed instructions are included in the following sections.

Procurement Card Use:

It is acceptable to use the Library procurement cards for payment of travel expenses under the following conditions:

- A Request for Authorization of Continuing Education Activity form has been approved prior to charges made on card.
- All procurement card procedures are followed
- If personal charges are incurred and paid with a procurement card, the employee will reimburse the Library an additional \$10 for each personal expense charged to the procurement card.

TRAVEL / TRAINING REIMBURSEMENTS

Employees should record their actual travel times and expenses on a Travel Statement form, after completion of the event and submit the completed form to their supervisor, within 10 working days. All Travel Statement forms must be completed and returned, even if there is no amount due, or if the travel is cancelled.

- Record actual date and time of departure and return
- Record actual expenses paid by the employee
- Sign and date the form

Detailed receipts must be attached to the form as support documentation for expenses paid directly by the employee and for charges made on a Library procurement card. Examples may be found in the Appendix.

Every effort should be made to reconcile travel statements within 60 days to avoid employee income tax liability for payments made to, or on behalf of the employee. If the travel does not require an overnight stay, any meal reimbursement will be considered taxable income. This will be listed on your paycheck stub.

This Policy automatically updates whenever there are changes in the IRS mileage rate, IRS Publication 1542, the City of Eau Claire fuel rate or rental vehicle rate. See appendix for most current rates.

SPECIFIC INFORMATION

TRANSPORTATION METHODS

Local Rental Vehicle

The Library encourages travelers to use a rental vehicle. A rental agreement is negotiated with a local dealer. Employees must make their own arrangements with the rental agency, letting the company know that the rental is under City contract and that the bill should be sent to the Library. The employee should staple a copy of the rental invoice to the travel statement and submit it for payment.

The standard rental vehicle is a mid-size car. Advance approval is necessary to upgrade to a larger car or van.

Rental vehicles are not to be used for personal business under any circumstances except an emergency. This means that rental vehicles may not be used for errands or to extend the travel for personal business or a vacation. Family members or companions are not allowed to drive or ride in a rental vehicle. This reflects contract terms that provide the lowest rate possible to the Library.

The gas tank of the rental vehicle should be full when it is returned. If the rental vehicle does not have a full tank of gas when returned, the employee will be responsible for the cost of the gas over and above what the gas would have cost if the employee had filled up the tank at a gas station. Employees will be reimbursed for gas by attaching detailed receipts, indicating the number of gallons purchased and the price per gallon paid, to the travel statement.

Personal Automobile

The use of personal automobiles for out-of-town travel is generally limited to trips of a short distance, in situations where other modes of transportation result in excessive time, or when use of an airline or rental vehicle is not practical.

If an employee chooses to use a personal vehicle instead of a rental vehicle, the reimbursement rate used will be the lower of the rental equivalent or the current IRS mileage reimbursement rate. No additional payment will be made for fuel, maintenance, etc.

No mileage reimbursement will be made for in-town training.

Rental equivalent calculation:

The rental equivalent rate combines the daily car rental fee with an allowance for gas. The car rental fee is determined by the City's contract with the rental agency. The gas allowance assumes 22 mpg at a cost per gallon that is adjusted each January and July. Please see the Appendix for an example of the rental equivalent calculation.

Mileage reimbursement is limited to one vehicle per four people when traveling to the same conference or training session and it is practical for all attendees to travel at one time. Vacations or other personal reasons for separate travel are not considered as a basis for additional reimbursements. Exceptions require Library Director authorization.

The calculation does not include mileage for picking up passengers or driving them to their homes.

When calculating mileage for the use of a personal vehicle, the employee should travel by the most direct route. Any person traveling by another route without justification will assume any additional expense.

If an employee combines personal travel with a business trip, reimbursements for travel expenses and meals will be based on estimated distance and time for the business portion only and will not include any portion of the personal travel. A rental vehicle cannot be used if personal travel is included.

The allowance for the use of a personal auto should not exceed the lowest cost of the most practical means of transportation to the training site. For example, the maximum payment for travel to and from the Minneapolis airport will not exceed the cost of a round trip shuttle.

If an employee uses a personal vehicle and the vehicle breaks down while the employee is out of town, any additional cost (motel & meals, etc.) will not be covered by the Library. If a rental vehicle is used, the Library will incur the additional costs due to a breakdown and bill the costs back to the rental agency.

If a personal auto is used for Library travel, employees must maintain insurance coverage as specified by Risk Management.

Air Travel

Air travel is generally an optional method of travel for trips over 400 miles. All air travel must be booked through the Administrative Associate II, who will make a summary of cost effectiveness. Reimbursement for air travel is limited to the lowest class reasonably available. Some airlines offer reduced fares which require a Saturday night stay. In that case, the employee has the option of doing so, provided the cost of the flight plus the additional cost of food and lodging do not exceed the regular airfare. An employee may exercise this option if there is not a loss of working days, or if the additional days required are taken as vacation leave.

The passenger coupon of the airline ticket should be attached to the travel voucher. (See the example in the Appendix.) If the flight is booked on-line, a copy of the web page indicating the flight charges should be attached to the reimbursement form. Insurance coverage costs for employees traveling by air are not reimbursable.

Personal Automobile vs. Air Travel

A traveler has the option of using a personal auto rather than flying, however, the lower of mileage vs. the lowest flight rate will be reimbursed. When an auto is taken in this circumstance, the following cost will not be reimbursed:

- Lodging and meal expenses while driving to and returning from the destination over and above that required when flying.
- Tolls and other miscellaneous expenses incurred while driving.

- Any estimated expenses that may have been incurred if the traveler traveled by air:
 - mileage to and from airport
 - in-town cab fares
 - airport parking

*Note: An employee's time, in excess of getting to and from the destination by air, must be taken as vacation leave.

Alternative Travel Arrangements

When two or more employees are traveling to the same destination (in excess of 400 miles) and one chooses to fly while the others drive, reimbursement is limited to the lower of:

- Total cost of airfare (at lowest cost) times the number of employees
- Round trip miles times the current mileage rate (based on one trip per each four employees)

The traveler(s) wishing to fly will be reimbursed for their airfare. The remaining allowable amount will be available for auto expense.

Lodging, meals and miscellaneous expenses incurred while driving to and from the destination will not be reimbursed. Employees' time, in excess of that required in getting to and from the destination by air, must be taken as vacation leave.

Travel Time / Standard Travel Distance

The Travel Time/Standard Travel Distance table (see Appendix) is used for calculating meal allowances and for payroll purposes. Travel time will generally be estimated on the basis of 50 mph, in order to allow for rest stops, refueling, etc.

Mileage is the shortest distance from city center to city center via State & Federal highways. If mileage is not listed on this table, it will be calculated using the "MapQuest" website, with Eau Claire 54701 as the beginning address.

LODGING

Overnight lodging is generally reimbursed when a training session begins at a time that would require an employee to leave the City prior to 6:00 a.m. to reach their destination for the first session or to return home after 10:00 p.m. based on the Travel Time Table shown on previous pages. Employees should stay in a comfortable room at a good commercial hotel at the government rate for that community.

The maximum hotel rate is established by IRS Publication 1542 (see Appendix). Any exception must be approved in advance by the Library Director.

Lodging for government functions may be tax exempt. Notice must be given to the hotel when making reservations. The hotel may require some type of government identification and/or pre-payment of lodging. Sales and room taxes are generally not reimbursed for lodging in Wisconsin.

Hotel/motel room charges will be reimbursed at actual cost for a standard single room. Employees should observe hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at weekly and/or monthly rates.

An original machine-printed receipt must support lodging expenses or an original handwritten receipt provided by the hotel or motel. A photocopy of the receipt, a hotel statement, or a copy of your credit card receipt is not adequate support for reimbursement.

An exception to the 6:00 a.m. rule may be made for inclement weather based on weather reports one day prior to the day of travel.

An exception to the 6:00 a.m. rule may also be made when training extends for two or more days, and the round-trip travel time is more than two hours. In those cases, the employee may qualify for overnight lodging reimbursement.

Other special circumstances may warrant an overnight stay, but must be requested in advance and approved by the Library Director.

REGISTRATION

Pre-registration is usually required for training, and paid directly by the Library on the employee's behalf. In cases where the employee registered themselves, a completed enrollment form must be attached to the Travel Statement.

MEAL ALLOWANCE

Reimbursements for out-of-town meals are allowable under the following conditions:

- Breakfast: The employee is required to leave home before 7:00 a.m., based on the standard travel time estimate
- Lunch: The employee must leave his/her work area before 10:30 a.m. or return after 1:30 p.m.
- Dinner: The employee's expected return time, using the standard travel time estimate, is after 6:00 p.m., or the employee leaves before 5:00 p.m. en route to training.

Per Diem amounts

Meal expense is reimbursed per diem according to the IRS Publication 1542. A listing from that publication may be found in the Appendix.

Receipts are not required since the reimbursement will not exceed the applicable per diem rate. The applicable per diem meal allowance, including tax and tips, is based on location and travel times. An employee may qualify for a locale's rate for one meal and another locale's rate for a different meal.

Reimbursements for meals are considered taxable wages unless the travel includes an overnight stay.

Meals that are included in the cost of lodging or registration will be substituted for normal meal costs. However, a continental breakfast provided at a seminar or by the hotel will not reduce the meal allowance.

Generally, employees may not accept meals or other gratuities from vendors or persons having business interests with the Library. However, if employees attend a national conference, or equivalent, where vendors sponsor extra curricular functions, the employees may participate if the event is open to all attendees regardless of their customer affiliation. If employees wish to attend private vendor functions, the employees must reimburse the vendor for all costs of meals and entertainment. The Library does not reimburse entertainment expenses.

There is no reimbursement for meals when attending training in Eau Claire unless the cost of the meal is included in the registration fee or when it is required that a meeting be held during lunch. Such a business luncheon will be an authorized expenditure if it is a meeting with individuals on Library business and it is not practical to meet at another time. This does not include division staff meetings or other meetings with only Library employees attending unless specifically approved by the Library Director.

MISCELLANEOUS EXPENSES (RECEIPTS ARE REQUIRED FOR REIMBURSEMENT)

Parking

Parking is an allowable expense under the following:

Overnight parking at hotel stops: every effort should be made to obtain free parking. If the traveler fails to obtain available free parking, the parking charge will not be reimbursed. The least expensive parking option available at the site should be utilized, (i.e., self-parking rather than valet.)

Airport Parking: on-site parking at the Minneapolis airport is quite expensive. When more than 2 day's parking is required, every effort should be made to obtain off-site parking. Several off-airport lots are available. Park N Go, located at 7901 International Drive, provides 24-hour shuttle service to and from the airport free of charge. The phone number for Park N Go is 952-854-3386.

Other Parking: other parking charges incurred while on official business outside Eau Claire will be reimbursed upon presentation of receipts.

Parking and other mileage reimbursements will not exceed the cost of round trip shuttle service for the number of employees traveling.

Shuttle Service

Shuttle service to and from the Minneapolis airport is available through Chippewa Valley Airport Service (830-9400/www.chippewavalleyairport.com). This service should be used in lieu of driving to Minneapolis and parking whenever possible.

Telephone Calls

Telephone calls are reimbursed if necessary for official business. Date, place and phone number must be on hotel bill, or a statement attached to the travel statement giving date, place, person called and nature of business required.

Porterage

Necessary gratuities to hotel employees will be reimbursed. These may not exceed \$8 for each stay at a hotel. All other tips and fees to porters, bellboys, maids, etc., will not be reimbursed.

Taxi Service

Taxi service from the hotel to the conference site is an allowable expense if no shuttle is available. Tips should not exceed 15% of the fare.

Internet Service

Internet service charges are approved for reimbursement only in cases authorized in advance, by the Library Director, for work related purposes.

Tolls

Highway tolls are reimbursable when accompanied by a receipt.

REIMBURSEMENT FROM OUTSIDE AGENCIES

Travel and training that is completely reimbursed by another governmental agency is exempt from the Library's travel policy, with the understanding that the employee will comply with the reporting requirements of the agency. Since the Library will pay the employee's time if the travel and training are related to Library business, the employee must submit a Authorization for Continuing Education Activity form, with the required approvals. All travel and training expenses, including travel advances, must be paid by the sponsoring agency. If the Library pays any portion of the expenses, other than wages and benefits, the employee is subject to the Library's travel policy. A copy of the reimbursement form sent to the outside agency must be attached to the Library Travel Statement.

TRAVEL ADVANCES

Travel advances are available to the traveler by indicating the amount requested on a Travel Statement. The advance should not exceed estimated out-of-pocket expenses and will be made only for amounts of \$50 or more.

Travel advances are the responsibility of the employee. If a theft or other disappearance of this money occurs, it is the employee's responsibility. Travel advances are based on the estimated dates and times indicated on the form. Actual dates and times will be used to calculate reimbursable expenses when the travel statement is reconciled.

TRAINING SESSIONS - LONGER THAN ONE WEEK

When attending a school or training session more than one week in duration, an employee may return home on weekends and be reimbursed for mileage, if the cost of the round trip is equal to/or less than the cost of food and lodging to stay at the meeting location.

For long term training sessions or schools in excess of ten weeks, where the employee has not been able to return on weekends, the employee will be allowed an interim round trip airfare or mileage to Eau Claire and back to school. A copy of the airline ticket must be submitted with the Travel Statement.

The Library will reimburse all school fees, school supplies, equipment rental, class dues, range and gym equipment rental and association dues that are required. The employee must submit receipts for all of the above.

While attending training longer than ten days, employees will be allowed \$2 per day for incidental expenses to cover such items as laundry, dry cleaning, telephone calls, etc. This incidental per diem will also cover expenses related to transportation at the school and miscellaneous travel on weekends or holidays while attending the school.

VEHICLE RENTAL WHEN TRAVELING BY AIR

Normally, employees will not use rental cars when traveling by air; however, when transportation is required at the destination, and public transportation is inconvenient and costly in time, a rental car may be used. An explanation of the circumstances should be included with the Request for Continuing Education Activity. A rental car should be evaluated against other modes of transportation. Many times, extensive travel at the destination can be done at less cost by a rental car rather than multiple taxi fares. This is especially true if a number of employees are involved.

An insurance option providing collision coverage with a \$100 deductible clause is an allowable expense. Rental companies also offer personal accident insurance (death and dismemberment). This option is covered under group health policies and is under Workmen's Compensation while traveling on official business for the Library. If additional coverage is purchased, it will be considered a personal expense and will not be reimbursed.

TRAVELING WITH A COMPANION

An employee who is on official Library business may travel with companions. However, travel expenses incurred by, or because of, the companions will not be reimbursed. For example, if an employee chooses to drive a personal vehicle in order to accommodate companions, his reimbursement will be based on the lowest cost public transportation available.

No expense of the companions should be charged to the Library, claimed as tax-exempt, or be eligible for any Library discount.

The cost of lodging to be reimbursed by the Library will be equal to a single room rate. Ask the hotel clerk to write the single room rate on the receipt.

COMPENSATION FOR TRAINING & TRAVEL

Exempt Employees

Exempt employees are paid their regular salary for travel and training related to Library business. There is no salary adjustment for training and travel time that may occur outside of their normal working hours.

Any exceptions to the travel and training policy for exempt employees must be approved by the Library Director and kept on file in Administration.

Non-exempt Employees

Non-exempt employees will be compensated for hours actually in training sessions and for travel time. Any social, "networking," or other extracurricular hours will not be compensated.

Meal times will not be compensated during travel or training, unless the meals are included in actual training sessions. Driving time will generally be calculated on the basis of the standard miles as described previously in this Policy.

These employees will use Code 350 on their time-sheets for both the training and travel time. An example of paid travel time follows:

An employee travels for 6 hours on Day One. On Day Two, they attend class for 8 hours; Day Three they attend class for 6 hours; and on Day Four, attend class for 9 hours and travel for 6 hours. Actual hours each day are recorded on the time-sheet. Total time is 35 hours.

Employees have the option to take an additional number of hours of paid leave (vacation, floating holiday) to reach their usual number of hours per week when gone on travel.

ADDITIONAL TRAVEL PROVISIONS

Non-exempt employees who choose to drive their personal vehicles rather than use other means of public transportation will be compensated, if applicable, on the basis of the transportation that results in the least amount of compensable time.

The Request for Continuing Education Activity forms, when submitted for approval, must include accurate calculations of the additional straight time and/or overtime that will be incurred due to the travel and training.

The hours of travel and training reported on the employees' time sheets must match those on the Request for Continuing Education Activity form or be supported by explanations for any differences.

These provisions supersede any training arrangements that are not in compliance with the Fair Labor Standards Act.

Divisions may use flex-time within the standard work week to minimize overtime for travel.

REPORTING TRAVEL ON TIMESHEETS

Qualifying travel and training time is recorded on the time sheet as Code 350.

APPENDIX

Request for Authorization of Continuing Education Activity

Employee Name

Employee: complete through first TWO signatures and give to Associate II in Administration. A fully-completed registration form must accompany this request. Employees are responsible for familiarizing themselves and complying with all travel policies of the Library Board. You will receive a copy of your request after it is approved by the Director or Assistant Director.

ACTIVITY: _____

DESTINATION: _____

DATES AND TIMES (Note: must be supplied to determine eligibility guidelines)

Leaving home at _____ am or pm, on _____

Returning home at _____ am or pm, on _____

PURPOSE:

ESTIMATED EXPENSES: Registration (attach completed form) \$ _____

Meals to be pre-paid with registration _____

Meals not paid with registration _____

Reviewed by Associate II in Administration

Lodging (# of nights_____) (Check here _____ if tax exempt letter is needed) _____

Mileage # of miles _____ @ ._____ mile _____

Rental vehicle (or lesser equivalent): # of miles _____ / # of days _____ _____

Airplane _____

Shuttles/Taxi Destination to/from: _____ Destination to/from: _____ _____

Miscellaneous _____ _____ _____

TOTAL ESTIMATED EXPENSES \$ _____

WILL YOU BE ELIGIBLE TO RECEIVE ANY REIMBURSEMENT FROM ANY ORGANIZATION OTHER THAN THE LIBRARY? (Indicate amount): _____

WILL THIS ACTIVITY BE TAKING PLACE ON LIBRARY TIME? _____

FOR NON-EXEMPT EMPLOYEES:	
Estimated number of hours work time:	
Straight:	_____
Overtime:	_____
Shift premium for Sunday:	_____

continued on reverse

I agree to comply with the requirements listed in the Library Board's Policy on Travel and I certify my automobile insurance meets or exceeds the liability requirements outlined in the Library Policy on Travel.

Traveler's signature

Date

Division Head approval

Date

Assistant Director approval (if under \$100)

Date

Library Director approval (if over \$100)

Date

May-10

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

TRAVEL STATEMENT

Name:
Destination:
Purpose:

Actual Date and Time of Departure:
Actual Date and Time of Return:

ACTUAL EXPENSES

REGISTRATION (*if paid by employee/attach documentation*) \$ _____

MEALS (*not paid with registration*)

Date:					
<i>Breakfast</i>					
<i>Lunch</i>					
<i>Dinner</i>					
Totals:					

\$ _____

LODGING

of nights: _____ (*attach hotel invoice*) \$ _____

TRAVEL

Mileage: # of miles: _____ @ .____/mile \$ _____
 or Rental equivalent (# days ____ x \$33 + gas ____) \$ _____
 or Rental vehicle (attach fuel receipts) \$ _____
 and/or Airplane (*attach passenger receipt if paid by employee*) \$ _____

SHUTTLES/TAXI (*attach receipts*)

Destination to/from: _____ \$ _____
 Destination to/from: _____ \$ _____

MISCELLANEOUS (*attach receipts*)

_____ \$ _____
 _____ \$ _____

REIMBURSEMENT OR AMOUNT DUE COMPUTATION

Total from above: \$ _____
 Less Cash Advance: \$ _____
 Amount due traveler: \$ _____ (*Acct: 6160*)
 or Amount due library \$ _____

continued on reverse

Actual number of hours work time: *(as shown on time sheet)*

Straight: _____

Overtime: _____

Shift premium for Sunday: _____

CERTIFICATION

I certify that this travel statement of expenses incurred is true and correct.

Traveler's Signature and Date

Unit or Division Head's Signature and Date

Assistant Director's Signature and Date (total travel under \$100)

Library Director's Signature and Date (total travel over \$100) *(May 10)*

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

TRAVEL STATEMENT – CASH ADVANCE

Note: The Cash Advance may not exceed estimated expenses.

Name:
Destination:
Purpose:

Actual Date and Time of Departure:
Actual Date and Time of Return:

ESTIMATED EXPENSES:

MEALS (not paid with registration)

Date:					
<i>Breakfast</i>					
<i>Lunch</i>					
<i>Dinner</i>					
Totals:					

\$ _____

LODGING

of nights: _____

\$ _____

SHUTTLES/TAXI

Destination to/from: _____

\$ _____

Destination to/from: _____

\$ _____

MISCELLANEOUS

\$ _____

\$ _____

CASH ADVANCE

Amount Requested:

\$ _____ (Acct 6160)

Date Needed:

Traveler's Signature and Date

Unit or Division Head's Signature and Date

Assistant Director's Signature and Date (total travel under \$100)

Library Director's Signature and Date (total travel over \$100)

(May 10)

JANUARY 2010 RENTAL EQUIVALENT CALCULATION

IRS Rate	\$0.50*
Car Rental Fee	\$33.00 per day for the 1st 25 hour period, each additional hour after 25 add \$9 for each hour up to 3 hours then charge for an additional day (\$33)
Mileage Adjustment	22 mpg @ \$2.687* per gallon *to be adjusted January 1, 2011

Example 1:

Destination: Milwaukee (476 miles round trip)
Departure: 4/23 @ 1:00 pm
Return: 4/24 @ 4:00 pm

A) At the IRS Rate: (476 miles * \$0.50)	\$238.00
B) Rental Equivalent:	
Rental rate for 1 day plus 2 hours (33 +9+9)	\$51.00
Mileage adjustment: (476 / 22 mpg * \$2.687/gal)	\$58.13
Total reimbursement	\$109.13

Example 2:

Destination: Milwaukee (476 miles round trip)
Departure: 4/23 @ 1:00 pm
Return: 4/24 @ 8:00 pm

A) At the IRS Rate: (476 miles * \$0.50)	\$238.00
B) Rental Equivalent:	
Rental rate for 2 days	\$66.00
Mileage adjustment: (476 / 22 mpg * \$2.687/gal)	\$58.13
Total reimbursement	\$124.13

In these examples, the rental equivalent is the amount that would be reimbursed for the personal use of a vehicle since it is lower than the IRS rate.

TRAVEL TIME / STANDARD TRAVEL DISTANCE

This table is used for calculating meal allowances and for payroll purposes. Travel time will generally be estimated on the basis of 50 mph, in order to allow for rest tops, refueling, etc. Employees should explain travel time in excess of this Estimated Travel Time Standard.

DESTINATION:

City State	Miles One way	Hours each way @ 50 mph
Appleton WI	176	3.5
Barron WI	55	1.1
Black River Falls WI	50	1.0
Fond du Lac WI	192	3.8
Ft. McCoy WI	80	1.6
Green Bay WI	193	3.9
Green Lake WI	163	3.3
Hudson WI	66	1.3
Hayward WI	109	2.2
Janesville WI	211	4.2
Kenosha WI	269	5.4
LaCrosse WI	84	1.7
Lake Geneva WI	240	4.8
Madison WI	176	3.5
Manitowoc WI	221	4.4
Menomonie WI	24	0.4
Milwaukee WI	238	4.8
Oshkosh WI	177	3.5
Portage WI	142	2.8
Racine WI	262	5.2
Rice Lake WI	59	1.2
River Falls WI	65	1.3
Sheboygan WI	229	4.5
Stevens Point WI	110	2.2
Superior WI	152	3.0
Tomah WI	81	1.6
Waukesha WI	231	4.6
Waupaca WI	137	2.7
Wausau WI	100	2.0
WI Dells WI	124	2.5
WI Rapids WI	97	1.9
Chicago IL	314	6.3
Bloomington MN	98	2.0
Duluth MN	155	3.1
Minneapolis MN	92	1.8
St. Paul MN	82	1.6

Mileage is the shortest distance from city center to city center via State & Federal highways. If mileage is not listed on this table, it will be calculated using "MapQuest" website, with Eau Claire 54701 as the beginning address.



Publication 1542

(Rev. April 2010)

Cat. No. 12684I

Per Diem Rates

(For Travel Within the Continental United States)



Get forms and other information
faster and easier by:

Internet www.irs.gov

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What's New

Changes to table 4. Beginning April 1, 2010, the maximum per diem rate will change for certain locations in Kansas, New Mexico, New York, Rhode Island, and Texas.

Introduction

This publication is for employers who pay a per diem allowance to employees for business travel away from home within the continental United States (CONUS) (the 48 contiguous states), on or after October 1, 2008, and before January 1, 2011. It gives the maximum per diem rate you can use without treating part of the per diem allowance as wages for tax purposes. For a detailed discussion on the tax treatment of a per diem allowance, see chapter 11 of Publication 535, Business Expenses, or Revenue Procedure 2009-47, 2009-42 I.R.B., which can be found on the Internet at www.irs.gov/irb/2009-42_IRB/ar09.html.

Per diem rates on the Internet. You will find links to per diem rates at www.gsa.gov. Click on "Per Diem Rates" for links to:

- CONUS per diem rates,
- Per diem rates for areas outside the continental United States (OCONUS), such as Alaska, Hawaii, Puerto Rico, and U.S. possessions, and
- Foreign per diem rates.

Publication 1542 revisions. Publication 1542 is available only on the Internet at www.irs.gov. Print copies can no longer be ordered.

During the year, as changes to the federal per diem rates (updates) are announced by the General Services Administration (GSA), we will incorporate the changes into Publication 1542. A “What’s Hot” article on the IRS website will alert you to which locations have updated rates. You will find the new rates in [Table 4](#). To reach the “What’s Hot” articles, go to www.irs.gov/formspubs; click on *What’s Hot in forms and publications*; then click on the link provided under *Changes to Our Current Tax Products*.

We will also incorporate mid-year changes to the high-low rates into Publication 1542. You will be alerted to these changes by a “What’s Hot” article on the IRS website, and find the changes in [Table 2](#) of the revised publication.

The annual changes, both federal per diem and high-low rates, will be incorporated into the publication as soon as possible after being announced by GSA and the IRS. The annual issue of the publication should be available each year in mid- to late-October.

Comments and suggestions. We welcome your comments about this publication and your suggestions for future editions.

You can write to us at the following address:

Internal Revenue Service
Individual Forms and Publications Branch
SE:W:CAR:MP:T:I
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Washington, DC 20224

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How To Use Per Diem Rate Tables

This section contains information about the per diem rate substantiation methods available and the choice of rates you must make for the last 3 months of the year.

The Two Substantiation Methods

The tables in this publication reflect the high-low substantiation method and the regular federal per diem rate method.

High-low method. Tables 1 and 2 in this publication list the localities that are treated under the high-low substantiation method as high-cost localities for all or part of the year. [Table 1](#) lists the localities that are eligible for \$256 (\$58 meals and incidental expenses (M&IE)) per diem, effective October 1, 2008. For travel on or after October 1, 2008, all other localities within CONUS are eligible for \$158 (\$45 M&IE) per diem under the high-low method.

[Table 2](#) lists the localities that are eligible for \$258 (\$65 M&IE) per diem, effective October 1, 2009. For travel on or after October 1, 2009, the per diem for all other localities increases to \$163 (\$52 M&IE).

Regular federal per diem rate method. Tables 3 and 4 give the regular federal per diem rates published by the General Services Administration (GSA). Both tables include the separate rate for meals and incidental expenses (M&IE) for each locality. The rates listed in [Table 3](#) are effective October 1, 2008; those in [Table 4](#) are effective October 1, 2009. The standard rate for all locations within CONUS not specifically listed in Table 3 is \$109 (\$70 for lodging and \$39 for M&IE). For Table 4, this rate is \$116 (\$70 for lodging and \$46 for M&IE).

Transition Rules

The transition period covers the last 3 months of the calendar year, from the time that new rates are effective (generally October 1) through December 31. During this period, you generally may change to the new rates or finish out the year with the rates you had been using.

High-low method. If you use the high-low substantiation method for an employee, when new rates become effective (generally October 1) you can either continue with the rates you used for the first part of the year or change to the new rates. However, you must continue using the high-low method for that employee for the rest of the calendar year (through December 31). Also, you must use the same rates for all employees reimbursed under the high-low method during that calendar year.

For example, Employee A travels extensively during March and April of 2010, and you determine A’s travel allowance (reimbursement) using the high-low method (Table 2). Employee A does not travel again until November 2010. For A’s November trip and any others during the remainder of 2010, you may continue using the same set of rates (Table 2) or change to the new rates that generally

will be effective in October. Assume that two of your other employees, B and C, are also reimbursed under the high-low method—your choice of rates must also apply to them.

For Employee A's travel on or after January 1, 2011, you must use the rates in effect for 2011, but may either continue with the high-low method or choose the regular federal per diem rate method. The choice of method stays in effect for the entire 2011 calendar year.

The new rates and localities for the high-low method are included each year in a revenue procedure that is generally published in mid- to late-September. You can find the revenue procedure in the weekly Internal Revenue Bulletin (IRB) on the Internet at www.irs.gov/irb.

Federal per diem rate method. New CONUS per diem rates become effective on October 1 of each year, and remain in effect through September 30 of the following year. Employees being reimbursed under the per diem rate method during the first 9 months of a year (January 1–September 30) must continue under the same method through the end of that calendar year (December 31). However, for travel by these employees from October 1 through December 31, you can choose to continue using the same per diem rates or use the new rates. Your choice applies to all employees reimbursed under the per diem rate method during that calendar year. Just as for the high-low method, you must continue using the same method for an employee for the entire calendar year.

For example, Employees P and Q attend an industry conference in February 2010 and you reimburse their

expenses using the per diem rate method (Table 4). Employee P attends other conferences in July (reimbursed using Table 4) and December 2010, while Employee Q's only other travel occurs in October 2010. When determining Q's travel allowance for the October travel, you must decide whether to continue with the old (Table 4) rates, or adopt the new ones effective October 1, 2010. Your choice of rates will also apply to Employee P's December travel. Both employees must continue being reimbursed under the per diem rate method for travel through December 31, 2010. You can choose a new method for either or both employees; this choice will become effective on January 1, 2011.

The new federal CONUS per diem rates are published each year, generally early in September, on the Internet. Go to www.gsa.gov/ and click on "Per Diem Rates."



Per diem rates for localities listed in Table 4 may change at any time during the rest of 2009 or 2010. To be sure you have the most current rate, check the IRS website (www.irs.gov) for an updated Publication 1542, the other Internet website listed earlier under Per diem rates on the Internet, or call the IRS at 1-800-829-1040.

UPDATED FUEL AND MILEAGE REIMBURSEMENT RATE

Fuel rate - January 1, 2010:

\$2.687 per gallon – use this amount when calculating the rental equivalent

Mileage reimbursement rate - January 1, 2010

\$.50 per mile