

**WESTFIELD WASHINGTON PUBLIC LIBRARY**  
**BOARD MEETING AGENDA**  
**WEDNESDAY DECEMBER 10, 2008**  
**EXECUTIVE SESSION: 6:30 PM\***  
**REGULAR MEETING: 7:00 PM**

**Executive Session Agenda**

1. Call to Order
2. Director's Performance Evaluation
3. Adjournment

**Regular Meeting Agenda**

1. Call to order
2. Minutes of the November 12, 2008 regular board meeting [pages 1-3]
3. Treasurer's report [pages 4-6]
  - a. Motion to pay bills in the amount of **\$185,812.65** [pages 7-8]
  - b. Review other Financial Reports [pages 9-13]
  - c. COIT Revenues for 2009
4. Librarians' reports [pages 14-30]
5. Communications
6. Unfinished business
  - a. Building Report [pages 31-32]
    1. Perfection Group
    2. Damper Repair
  - b. Technology
    1. Technology Plan Review
  - c. Personnel Committee Report
    1. Approval of Salary Schedule [page 33-34]
    2. Approval of Salary Recommendations
  - d. Building and Grounds Committee Report
    1. Letter to Appointing Bodies
    2. Building Maintenance Issues – Parking Lot Resurfacing, Roof Replacement/Repair
  - e. Space Allocation Committee Report
    1. ESL Classes possibly moving off-site
  - f. Policy Committee Report
  - g. Other
7. New business
  - a. Election of Officers for 2009
  - b. Committee Appointments for 2009
  - c. Resolution to Transfer funds back into Rainy Day Fund [page 37]
  - d. Year End Meeting – December 30, 2008 – 1:00 pm
  - e. 2009 Library Calendar [page 35]
  - f. 2009 Payroll Dates [page 36]
  - g. Report on Public Library Coalition
  - h. Report on Hamilton County Chamber Legislative Breakfast
  - i. Advanced Workstations in Education computer systems grant
  - j. Other
8. Audience to the Public
9. Adjournment



**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**November 12, 2008**

**1. CALL TO ORDER**

The meeting was called to order at 7:00 PM by President Carolyn Wheeler in the Sumner Room of the Westfield Washington Public Library. Those in attendance were: Mike Thomas, Steve Reitmeyer, Angie Rennard, Paul Catlin, Bob Richardson. Nedra Hoard was absent. Director Sheryl Sollars and Assistant Director Sandy Rowland were also present.

**2. ACTING SECRETARY**

Angie Rennard was appointed acting secretary

**3. MINUTES**

There were two clarifications of the minutes. In the minutes of the October 8, 2008 meeting – #3 c iii The reason the payroll taxes are receipted is because the taxes are taken out of the employee's pay and has to be receipted into the library's funds so that the library can pay them to the respective governments. In the minutes of the October 20, 2008 executive session sent out in the packet November 12<sup>th</sup>, #2 should have the last 2 words deleted (board meeting). The minutes put before the board this evening are correct.

Mike made a motion to approve the minutes of the October 8, 2008 regular meeting and the October 20, 2008 executive meeting as amended. Bob seconded the motion. The motion was approved unanimously.

**4. TREASURER'S REPORT**

- a. Paul read the treasurer's report. The total of all banks was \$983,650.57. The name under #6 "First Indiana" should be changed to the bank's new name "M & I". Steve made a motion to approve payment of bills in the amount of \$198,400.95. Mike seconded the motion. The motion passed unanimously.
- b. Items of note
  - i) There were 3 payrolls this month and a transfer from the money market to the checking account.
  - ii) Claim #708 to Baker & Taylor for \$2,460.00 is the renewal of our online subscription service used to purchase books.
  - iii) Claim #715 for \$327.15 is the maintenance renewal for Cybraryan, our PC management software.
  - iv) Claim #735 for \$1,024.00 is the Directors and Officer's Insurance, the same price as last year.
  - v) Claim #738 for \$11,422.47 is to SirsiDynix for our ILS. \$10,019.04 is for the maintenance and \$1,403.43 is for the annual subscription for the book covers on iBistro.
  - vi) Claim #743 for \$258.95 is for a new switch for our network. The old one was defective.
  - vii) Claim #756 for \$2,043.00 is for changing the keys and locks. It is \$43.00 over the approved amount. This was for extra keys.
  - viii) Claim #758 for \$2225.00 is to Sodexo for maintenance services. \$2,000.00 is for the regular maintenance and \$225.00 is for tree removal and a couple of ballasts that were changed. Overall it is still less than what we were paying the cleaning service.
  - ix) Claim #769 for \$505.00 is for the TV cart that holds the TV used with the Wii. This will be reimbursed by the LSTA grant.
  - x) Claim #774 for \$227.82 is for Wii accessories, that will be reimbursed by the LSTA grant.
  - xi) Claims #765-775 are additional claims since the packet was sent.
- c. Receipts of note:
  - i) Receipt #600 – for \$51,047.42 – is our November COIT distribution.
  - ii) Receipt #605 – for \$83,908.62 – is the 1<sup>st</sup> Fall Property Tax Advance. We will receive the second on November 22<sup>nd</sup>.
  - iii) Receipt #616 – for \$34,550.61 – is the transfer receipted from the money market account to the checking for the lease rental advance.
  - iv) Receipts #5617-629 were additional receipts since the packet was sent out.

## 5. LIBRARIAN'S REPORTS

October 2008 circulation (41,106) is a 4% increase (1,634) over the October 07 circulation (39,472). In October we issued 239 new library cards. October was Kindergarten Library Card sign up month.

We are right on budget being that we are 86% of the way through the year and have spent 86% of the budget. Sheryl is having the bookkeeper do a projection on the budget to the end of the year and will report at the December board meeting.

## 6. COMMUNICATIONS – none

## 7. UNFINISHED BUSINESS

### a. Building Report

- i) **Key and locks** – all locks have been changed and the new keys given to all of the staff. We have discontinued locking the adult area bathrooms after school since these locks were changed and the key also opens other doors in the library. We will monitor the situation.
- ii) **Perfection Group** -- Sheryl is working on putting together the information needed. IMCPL, Franklin College and Brownsburg Community Schools have all used the Perfection Group. Sheryl is calling to get references.

### b. Technology

- i) We are still working on the Technology Plan and putting the final touches on it. It will be presented to the board at the December meeting.
- ii) Steve, Sheryl and Sara went to a presentation on open-source software and shareware. Also presented was Evergreen, the state library open source ILS. Currently 7 libraries are using it with 15 libraries signed up to go on by fall. Although it is thought that we don't want to be an early adopter, we should look at migrating to Evergreen next year before November (when our SirsiDynix maintenance agreement is due). We have sent a letter of intent.  
Right now the State Library is supplementing the cost of barcoding and actually providing help to do the barcoding so funding could be available. Zionsville was the driving force behind Evergreen.

### c. Personnel

- i) Sheryl's evaluation was completed. At the executive session before the next board meeting the evaluation will be reviewed with the entire board. The meeting will be at 6:30PM.
- ii) The staff and Sheryl are also conducting evaluations during November.

### d. Building and Grounds Report

Yesterday there was an informal meeting with 2 of the appointing bodies, city councilmen, Dr. Keen, the President of the School board and the mayor. There was no quorum within any of the groups. The discussion dealt with municipal bodies working together. What came out of that meeting will be shared with other appointing bodies, the county council and township. The Grand Junction was also discussed. It was suggested that focus groups and/or surveys be assembled to make sure the library is going in the right direction.

### e. Space Allocation Committee Report

Sheryl did a good job with the shelving in using the space as she did.

### f. Policy Committee Report -- none

### g. Other – no other items.

## 8 NEW BUSINESS

### a. Scrivener's Amendment – 403(b) Plan

The board was asked to give Sheryl the authority to sign a resolution that adopts amendment #2 of the 403(b) plan document. This sets the only other requirement to enter the 403(b) plan besides working in the library as being 18 years of age. Also matching occurs after 12 linear months of employment and is immediately vested. Sheryl read the resolution. Mike moved that Sheryl sign the resolution. Angie seconded the motion. The motion was approved unanimously.

### b. Resolution to change the Library's name

The State Library has our name as the Westfield Washington Township Public Library and a resolution is needed to change the name to the Westfield Washington Public Library. Bob moved that we change the name of the library to the Westfield Washington Public Library. Angie seconded the motion. There were 5 votes for and 1 vote against. The motion carried.

**c. Renewal of the Indiana Library Federation Insurance Plan**

There is no change to the plan itself. The premiums have decreased for the next year by 10.7% Renewal will keep the same coverage that we had. We have 5 staff participating at this time. Mike made a motion to continue participation in the ILF insurance plan. Bob seconded the motion. The motion was approved unanimously.

**d. Report on the Indiana Public Library Study Focus Group Meeting**

A report from the coalition will be presented November 19<sup>th</sup> at the ILF Conference. They will talk about their framework and review strategies as well as ask for more input from the library community. The coalition is trying to create thoughtful, constructive responses to the Kernan/Shepherd report managing possible damage created by the reduction of property tax. It will be presented to ILF on December 2<sup>nd</sup> and the ILF executive board will review it on December 9<sup>th</sup>. The documents can be viewed on webjunction. The report calls for less library districts not less library buildings.

**e. Indiana Library Federation Annual Conference**

The conference will be held downtown on Wednesday, November 19<sup>th</sup> and Thursday, November 20<sup>th</sup>. The trustee focus sessions will be held on Thursday. Seven employees are attending some portion of the conference.

**f. Hamilton County Chamber Legislative Breakfast series**

The date of the breakfast was changed from November 19<sup>th</sup> to December 8<sup>th</sup>. The Kernan/Shepherd report will be discussed. It will be held at the Mansion at Oak Hill at 7:30AM.

**g. Other**

- i. The executive session was discussed above
- ii. The year end meeting will be held on December 30<sup>th</sup> at 1PM

**9 AUDIENCE TO THE PUBLIC**

Mic Mead indicated that in context to a letter sent out in the late spring he wondered if we have attempted to work with the schools to use the High School for activities for short and midterm needs.

Sheryl indicated that it had been discussed at the meeting with Dr. Keen. He is looking at making the middle school available for ESL classes.

Ted Engelbrecht recalled that at the last election a referendum to vote on consolidation of assessors was voted in. He asked that we keep our mind open to what the citizens have spoken regarding relative areas. In other words "Don't fight city hall." Taxpayers are interested in how their money is being used.

Steve said that the assessor/township model was broken. No one was happy with the system. However the library system is not broken.

Mic asked if the year end meeting replaced the monthly meeting. The answer was no; we will still have the monthly meeting.

**10. ADJOURNMENT**

Carolyn asked that a motion to adjoin the meeting be entertained. Mike moved that the meeting be adjourned. Bob seconded the motion. The meeting was adjourned at 7:56 PM by President Carolyn Wheeler.

Respectfully submitted,

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Carolyn Wheeler, President

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Angie Rennard, Acting Secretary

smr

# *Bank Balances*

## *Westfield Washington Public Library*

*Report as of: 12/10/2008*

### *Bank*

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1	Community Bank - Checking	\$216,312.83
2	Community Bank - Money Market	\$636,310.76
4	Community Bank - 6 CD	\$0.00
5	Community Bank - 12 CD	\$275,000.00
6	M & I Bank - 6 CD	\$50,476.21
9	National City Bank	\$1,500.00

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***Total all banks = \$1,179,599.80***

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

**From:** Barbara Swaim**Sent:** Wednesday, December 10, 2008 8:15 AM**To:** Sheryl A. Sollars**Subject:** bond\_refunding.xls**Account #131055**

Period Ending Date	Beginning Balance	Interest	Cash Mgt Fees	Design-plan	Halsetead Architects	Meyer Najeim Construction	Wright & Assoc.	H J Umbaugh and Assoc.	IceMiller, LLP	Ending Balance
07/31/04										\$358,196.77
08/31/04										\$358,122.21
09/30/04										\$358,381.28
10/31/04										\$358,673.86
11/30/04										\$359,027.96
12/31/04										\$359,414.74
01/31/05										\$359,886.16
02/28/05										\$360,411.28
03/31/05										\$360,932.43
04/30/05										\$361,544.33
05/31/05										\$362,204.36
06/30/05										\$362,951.15
07/31/05										\$363,705.39
08/31/05										\$364,541.15
09/30/05										\$365,437.50
10/31/05										\$366,352.00
11/30/05										\$367,361.38
12/31/05										\$368,402.61
01/31/06	\$368,402.61	\$1,138.51								\$369,541.12
02/28/06	\$369,541.12	\$1,185.62								\$370,726.74
03/31/06	\$370,726.74	\$1,117.93								\$371,844.67
04/30/06	\$371,844.67	\$1,270.28								\$373,114.95
05/31/06	\$373,114.95	\$1,289.23		\$10,929.61						\$363,474.57
06/30/06	\$363,474.57	\$1,356.53	\$76.97				\$3,571.00			\$361,183.13
07/31/06	\$361,183.13	\$1,324.70	\$75.62				\$816.50			\$361,615.71
08/31/06	\$361,615.71	\$1,435.64	\$75.39							\$362,975.96
09/30/06	\$362,975.96	\$1,444.99	\$75.62				\$1,462.50			\$362,882.83
10/31/06	\$362,882.83	\$1,409.20	\$75.72		\$34,018.00		\$2,106.00			\$328,092.31
11/30/06	\$362,110.31	\$1,459.93	\$75.67							\$363,494.57
12/31/06	\$329,476.57	\$1,312.62	\$70.53		\$34,061.60					\$296,657.06
01/31/07	\$296,657.06	\$1,267.81	\$66.48				\$799.50			\$297,058.89
02/28/07	\$297,058.89	\$1,193.53	\$63.11				\$959.00			\$297,230.31
03/31/07	\$297,230.31	\$1,079.67	\$57.04				\$1,599.00			\$296,653.94
04/30/07	\$296,653.94	\$1,196.66	\$63.06		\$24,448.99	\$20,662.31	\$1,922.50	\$12,642.39		\$238,111.35

05/31/07	\$238,111.35	\$1,070.81	\$56.42	\$122,107.20	\$2,168.91	\$752.25		\$114,097.38
06/30/07	\$114,097.38	\$666.41	\$35.27		\$7,472.57	\$819.00		\$106,436.95
07/31/07	\$106,436.95	\$429.46	\$22.50					\$106,843.91
08/31/07	\$106,843.91	\$428.38	\$22.61			\$4,392.38		\$102,857.30
09/30/07	\$102,857.30	\$423.72	\$22.34			\$3,939.00		\$99,319.68
10/31/07	\$99,319.68	\$384.57	\$20.81			\$702.00		\$98,981.44
11/30/07	\$98,981.44	\$369.88	\$20.93			\$1,053.00		\$98,277.39
12/31/07	\$98,277.39	\$341.17	\$20.36			\$1,014.00		\$97,584.20
01/31/08	\$97,584.20	\$335.49	\$20.70			\$682.50		\$97,216.49
02/29/08	\$97,216.49	\$311.87	\$20.62		\$2,220.00	\$2,361.00		\$92,926.74
03/31/08	\$92,926.74	\$233.99	\$18.75		\$4,675.00	\$6,552.00		\$81,914.98
04/30/08	\$81,914.98	\$185.00	\$17.87		\$10,381.85	\$3,178.50	\$22,096.71	\$46,425.05
05/31/08	\$46,425.05	\$111.85	\$13.12			\$3,046.50	\$25,379.50	\$18,097.78
06/30/08	\$18,097.78	\$58.02	\$7.83					\$18,147.97
07/31/08	\$18,147.97	\$26.35	\$3.64					\$18,170.68
08/31/08	\$18,170.68	\$27.26	\$3.76					\$18,194.18
09/30/08	\$18,194.18	\$27.21	\$3.77					\$18,217.62
10/31/08	\$18,217.62	\$27.39	\$3.64					\$18,241.37
11/30/08	\$18,241.37	\$22.84	\$3.76					\$18,260.45
Totals	\$25,964.52	\$1,113.91	\$10,929.61	\$214,635.79	\$47,580.64	\$41,728.13	\$34,739.10	\$25,379.50

**Financial Report**  
**Westfield Washington Public Library**

**Report Dates = 11/13/2008 to 12/10/2008**

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>1. Operating Fund</b>						
100 OPERATING FUND	\$125,243.33	\$79,739.64	\$1,208,279.53	\$185,810.75	\$1,271,158.40	\$188,122.20
<b>Subtotal</b>	<b>\$125,243.33</b>	<b>\$79,739.64</b>	<b>\$1,208,279.53</b>	<b>\$185,810.75</b>	<b>\$1,271,158.40</b>	<b>\$188,122.20</b>
<b>2. Main Funds</b>						
120.01 LIRF RESERVE CASH FUND	\$37,300.72	\$0.00	\$38,146.74	\$67.81	\$39,951.45	\$39,105.43
125 RAINY DAY FUND	\$349,454.55	\$0.00	\$170,645.08	\$0.00	\$106,882.40	\$285,691.87
140 LEASE RENTAL FUND	\$304,199.66	\$89,034.56	\$652,383.68	\$180,358.67	\$732,826.25	\$384,642.23
142 CONSTRUCTION FUND	\$142,369.85	\$0.00	\$146,014.15	\$258.74	\$152,861.72	\$149,217.42
150 TRANSFER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
190 PUB. LIB. ACCESS CARD	\$0.00	\$0.00	\$3,750.00	\$273.00	\$4,533.00	\$783.00
<b>Subtotal</b>	<b>\$833,324.78</b>	<b>\$89,034.56</b>	<b>\$1,010,939.65</b>	<b>\$180,958.22</b>	<b>\$1,037,054.82</b>	<b>\$859,439.95</b>
<b>3. Sumner Fund</b>						
110.01 SUMNER CASH FUND	\$6.33	\$0.00	\$0.00	\$0.01	\$0.19	\$6.52
110.02 SUMNER INVESTMENT FUND	\$49,285.85	\$0.00	\$0.00	\$0.00	\$1,190.36	\$50,476.21
<b>Subtotal</b>	<b>\$49,292.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.01</b>	<b>\$1,190.55</b>	<b>\$50,482.73</b>
<b>4. Gift Fund</b>						
130.01 GIFT FUND-CHILDREN'S	\$467.02	\$0.00	\$0.00	\$0.00	\$0.00	\$467.02
130.02 GIFT FUND	\$2,040.20	\$2,119.95	\$6,619.29	\$92.68	\$15,932.39	\$11,353.30
130.03 GIFT FUND-HEDBACK	\$6,807.98	\$0.00	\$0.00	\$11.92	\$69.26	\$6,877.24
130.05 GIFT FUND-MTG RMS/BLDNG	\$2,591.17	\$0.00	\$1,401.00	\$25.48	\$13,505.63	\$14,695.80
130.06 GIFT FUND	\$38,188.64	\$0.00	\$30,000.00	\$67.89	\$30,962.96	\$39,151.60
130.07 GIFT FUND-ESL	\$1,973.14	\$188.74	\$666.28	\$0.00	\$0.00	\$1,306.86
<b>Subtotal</b>	<b>\$52,068.15</b>	<b>\$2,308.69</b>	<b>\$38,686.57</b>	<b>\$197.97</b>	<b>\$60,470.24</b>	<b>\$73,851.82</b>
<b>5. Investments</b>						
160.01 LEVY EXCESS FUND	\$3,401.00	\$0.00	\$0.00	\$5.96	\$33.90	\$3,434.90
160.02 GENERAL INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$3,401.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5.96</b>	<b>\$33.90</b>	<b>\$3,434.90</b>
<b>6. Mendenhall</b>						
170.01 MENDENHALL CASH FUND	\$893.96	\$0.00	\$0.00	\$1.66	\$65.72	\$959.68
170.02 MENDENHALL INV. FUND	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
<b>Subtotal</b>	<b>\$2,393.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1.66</b>	<b>\$65.72</b>	<b>\$2,459.68</b>
<b>8. Withholdings</b>						
180.01 FEDERAL WITHHOLDING	\$0.00	\$4,533.61	\$56,496.09	\$4,533.61	\$56,496.09	\$0.00
180.02 F.I.C.A.	\$0.00	\$4,080.33	\$50,345.47	\$4,080.33	\$50,345.47	\$0.00
180.03 STATE/COUNTY TAX	\$0.00	\$2,253.14	\$26,923.21	\$2,271.86	\$28,053.56	\$1,130.35
180.04 OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
180.05 RETIREMENT	\$0.00	\$2,560.00	\$27,880.00	\$2,560.00	\$27,880.00	\$0.00
180.06 MEDICAL/DENTAL	\$913.34	\$1,145.00	\$12,874.88	\$1,183.83	\$12,572.87	\$611.33
180.07 VISION	\$0.00	\$10.56	\$84.48	\$10.56	\$89.76	\$5.28
180.08 AFLAC	\$0.00	\$123.12	\$1,671.12	\$123.12	\$1,732.68	\$61.56
180.09 UNITED WAY	\$0.00	\$24.00	\$300.00	\$24.00	\$300.00	\$0.00
<b>Subtotal</b>	<b>\$913.34</b>	<b>\$14,729.76</b>	<b>\$176,575.25</b>	<b>\$14,787.31</b>	<b>\$177,470.43</b>	<b>\$1,808.52</b>
<b>Grand Total</b>	<b>\$1,066,636.74</b>	<b>\$185,812.65</b>	<b>\$2,434,481.00</b>	<b>\$381,761.88</b>	<b>\$2,547,444.06</b>	<b>\$1,179,599.80</b>

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

## Voucher List

### Westfield Washington Public Library

Report Date: From **11/13/2008** To **12/10/2008**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
11377	776	AFLAC	12/10/2008	EMPLOYEE BENEFIT	\$123.12
11378	777	ALLESTEK, INC.	12/10/2008	SERVICE AGREEMENT	\$650.00
11380	779	AVC CORPORATION	12/10/2008	CONTRACT SERVICES	\$100.00
11383	780	BAKER & TAYLOR - L0248692	12/10/2008	ADULT/YA BOOKS	\$2,554.42
11385	781	BAKER & TAYLOR - L5571162	12/10/2008	ADULT AUDIO	\$134.41
11382	782	BAKER & TAYLOR - L0012562	12/10/2008	CHILDREN'S BOOKS	\$35.32
11381	783	BAKER & TAYLOR - C0698493	12/10/2008	REF BOOKS	\$20.53
11384	784	BAKER & TAYLOR - L3736302	12/10/2008	CHILDREN'S BOOKS	\$95.67
11372	785	CITIZENS GAS OF WESTFIELD	11/24/2008	GAS BILL	\$2,995.63
11405	786	OXMOOR HOUSE	12/10/2008	ADULT BOOKS	\$38.91
11393	787	GALE	12/10/2008	ADULT BOOKS	\$391.83
11416	788	U.S. POSTAL SERVICE(HASLE	12/10/2008	POSTAGE	\$500.00
11398	789	LIBRARY ADVANTAGE	12/10/2008	LIBRARY SUPPLIES	\$80.00
11370	790	ANTHEM BCBS IN GROUP	11/26/2008	EMPLOYEE BENEFIT	\$3,816.85
11404	791	OVERNITE ELECTRIC SUPPLY	12/10/2008	OPERATING SUPPLIES	\$579.26
11402	792	OMNICITY - HAMILTON CO	12/10/2008	SERVICE AGREEMENT	\$64.95
11410	794	ROCCHIO-KILEY INSURANCE	12/10/2008	BOND	\$100.00
11371	795	ANTHEM LIFE INSURANCE CO	11/26/2008	EMPLOYEE BENEFITS	\$88.40
11399	797	LOWE'S BUSINESS ACCOUNT/	12/10/2008	REPAIR AND MAINTENANCE	\$8.92
11373	798	MASS MUTUAL ARTISTRY	11/26/2008	EMPLOYEE BENEFIT	\$1,580.00
11401	799	NATIONAL CITY	12/10/2008	PROFESSIONAL MEETINGS, GRANT PURCHASES/ADULT AUDIO	\$1,810.10
0	800	Payroll Checks	11/26/2008	PAYROLL	\$27,437.06
0	801	COMMUNITY BANK	11/26/2008	FEDERAL TAX DEPOSIT	\$6,391.33
11374	802	VISION SERVICE PLAN - (IN)	11/26/2008	EMPLOYEE BENEFIT	\$35.04
11375	803	WWPL - Community Bank Transf	12/9/2008	MOVE 2ND FALL ADVANCE LEASE RENTAL FUNDS TO MONEY MARKET ACCT	\$89,034.56
0	804	COMMUNITY BANK	11/25/2008	BANK PROCESSING FEES	\$26.40
11386	805	BOYCE FORMS / SYSTEMS	12/10/2008	SUPPLIES	\$314.99
11388	806	CONVENIENT TAPE & SUPPLI	12/10/2008	LIBRARY SUPPLIES	\$32.50
11391	807	DUKE ENERGY	12/10/2008	ELECTRIC BILL	\$4,071.54
11407	808	RANDOM HOUSE, INC.	12/10/2008	YA & CHILDREN'S AUDIO	\$116.00
11408	809	RECORDED BOOKS INC	12/10/2008	CHILDREN'S AUDIO	\$90.24
11389	810	CRIMSON MULTIMEDIA DISTRI	12/10/2008	CD-ROM	\$35.38
11406	811	QUILL CORPORATION	12/10/2008	OFFICE SUPPLIES	\$99.34
11394	812	HARRISON, ROBIN	12/10/2008	CHILDREN'S PROGRAMMING	\$275.00
11419	813	VERIZON	12/10/2008	TELEPHONE BILL	\$163.64
11420	814	WASTE MGMT OF CENTRAL I	12/10/2008	TRASH COLLECTION	\$104.61
11421	815	WESTFIELD PUBLIC WORKS	12/10/2008	WATER/SEWER BILL/FIRE PROTECTION	\$215.67
11397	816	LEE, NANCY	12/10/2008	REIMBURSEMENTS	\$55.93
11400	817	MARQUAM, TAMARA K.	12/10/2008	REIMBURSEMENTS	\$25.00
11411	818	ROWLAND, SANDRA M.	12/10/2008	REIMBURSEMENTS	\$31.16
11412	819	SCHULL, CARLY	12/10/2008	REIMBURSEMENTS	\$25.00
11409	820	RICOH AMERICAS CORPORAT	12/10/2008	RENTAL COPIER AND COIN TOWER AND PROP TAX	\$348.41
11395	821	INDIANA DEPARTMENT OF RE	12/10/2008	STATE/COUNTY TAXES	\$2,253.14
11415	822	SWAIM, BARBARA	12/10/2008	MILEAGE REIMBURSEMENT	\$17.17
11387	823	CLARK, GEORGE N.	12/10/2008	BUILDING MANAGER	\$650.00
11390	824	DEMCO	12/10/2008	LIBRARY SUPPLIES	\$161.78
11413	825	SODEXO, INC & AFFILIATES	12/10/2008	CUSTODIAL SERVICES NOVEMBER	\$2,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	826	Payroll Checks	12/10/2008	PAYROLL	\$27,219.04
0	827	COMMUNITY BANK	12/10/2008	FEDERAL TAX DEPOSIT	\$6,302.94
11376	828	MASS MUTUAL ARTISTRY	12/10/2008	EMPLOYEE BENEFIT	\$1,580.00
11304	829	ALLESTEK, INC.	12/10/2008	VOID CHECK 11304 (CHECK WAS NOT RECEIVED)	(\$650.00)
11379	830	ALLESTEK, INC.	12/10/2008	REPLACEMENT FOR CHECK 11304 DATED 11/12/08	\$650.00
11396	831	IUPUI	12/10/2008	CONFERENCE REGISTRATION 01/31/09 - PROFESSIONAL MEETINGS	\$255.00
0	832	COMMUNITY BANK	12/10/2008	CREDIT CARD PROCESSING FEES	\$76.65
11418	833	UNITED WAY OF CENTRAL IN	12/10/2008	EMPLOYEE DONATIONS	\$24.00
11417	834	UNITED ART AND EDUCATION	12/10/2008	CHILDREN'S PROGRAMMING SUPPLIES	\$178.77
11392	835	E-FILLIATE INCORPORATED	12/10/2008	LIBRARY SUPPLIES	\$47.77
11403	836	ORIENTAL TRADING CO.	12/10/2008	ESL FUND SUPPLIES	\$188.74
11414	837	SOLLARS, SHERYL A	12/10/2008	REIMBURSEMENTS	\$160.53

**Total Amount of Claims      \$185,812.65**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 09, 2008

\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$185,812.65

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

# Receipt Listing

## Westfield Washington Public Library

Report Date: From 11/13/2008 To 12/10/2008

Receipt #	Date	Name	Explanation	Bank	Total
630	11/13/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/lam/repcard/fax/irs	1	\$121.75
631	11/13/2008	CR/DB CARD DAILY RECEIP	BK FINES/plac/print	1	\$94.90
632	11/13/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfees/fax/irsprnt	1	\$149.11
633	11/13/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/repcard	1	\$77.20
634	11/14/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfee/fax/irsprnt	1	\$173.00
635	11/14/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES	1	\$47.85
636	11/15/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/plac/laminate/irsprnt	1	\$163.51
637	11/15/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/repfee	1	\$72.60
638	12/8/2008	COIT	COIT	1	\$51,047.42
639	11/17/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfees/laminate/fax/irsprnt/do ation	1	\$243.54
640	11/17/2008	CR/DB CARD DAILY RECEIP	BK FINES/plac/repcard	1	\$45.80
641	11/18/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/plac/repfeerepcardirsprntdonat on	1	\$267.35
642	11/18/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/repfees/repcard/fax	1	\$222.86
643	11/19/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfee/laminate/irsprnt	1	\$159.90
644	11/19/2008	CR/DB CARD DAILY RECEIP	VID FINES/plac	1	\$109.00
645	11/20/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfee/repcard/fax/irsprnt/fowl postage	1	\$228.57
646	11/20/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES	1	\$9.00
647	11/21/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/plac/repfees/fax/irsprnt	1	\$215.75
648	11/21/2008	CR/DB CARD DAILY RECEIP	video	1	\$38.20
649	11/22/2008	CR/DB CARD DAILY RECEIP	BK & VID FINES/COPIERS/fax/irsprnt	1	\$129.40
650	11/26/2008	PAYROLL		1	\$7,414.19
651	11/21/2008	ADVANCE 2ND FALL	PROP TAX 2ND FALL ADVANCE	1	\$216,226.78
652	12/9/2008	LEASE RENTAL 2ND FALL A	2ND FALL ADVANCE LEASE RENTAL	2	\$89,034.56
653	11/24/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfee/repcard/fax	1	\$343.55
654	11/24/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/plac	1	\$75.40
655	11/25/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfees/laminate/repcard	1	\$262.70
656	11/25/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/rep fee	1	\$70.30
657	12/1/2008	DAILY RECEIPTS 11/26	BK & VID FINES/fax/irsprnt	1	\$164.25
658	12/1/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/repfees	1	\$42.60

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
659	12/1/2008	DAILY RECEIPTS 11/28	BK & VID FINES/repfees/irsprnt	1	\$58.45
660	12/1/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/repfee	1	\$44.94
661	12/1/2008	DAILY RECEIPTS 11/29	BK & VID FINES/COPIERS/irsprnt	1	\$109.30
662	11/30/2008	INTEREST	INTEREST	1	\$128.09
663	12/1/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfees/laminate/repcard/fax/ir prnt	1	\$137.29
664	11/30/2008	INTEREST	INTEREST EARNED	2	\$948.96
665	12/5/2008	CVET FALL DISTRIBUTION	CVET	1	\$4,323.00
666	12/2/2008	DAILY RECEIPTS	BK & VID FINES/fax/irsprnt	1	\$199.15
667	12/2/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES	1	\$33.10
668	12/3/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/repfee/repcard/fax/irsprnt	1	\$251.34
669	12/3/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/copies/repfee/repcard	1	\$70.49
670	12/4/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/fax/irsprnt/donation	1	\$132.78
671	12/4/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/plac/repfee/fax	1	\$120.05
672	12/5/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/plac/repcard/fax/irsprnt	1	\$188.45
673	12/5/2008	CR/DB CARD DAILY RECEIP	BK & VIDEO FINES/repfees	1	\$83.68
674	12/6/2008	CR/DB CARD DAILY RECEIP	BK & VID FINES/COPIERS/repfees/repcard/irsprnt	1	\$140.65
675	12/6/2008	CR/DB CARD DAILY RECEIP	VIDEO FINES	1	\$10.90
676	12/10/2008	PAYROLL		1	\$7,373.12
677	12/8/2008	DAILY RECEIPTS	BK & VID FINES/COPIERS/plac/repfee/fax/irsprnt	1	\$110.00
678	12/8/2008	DAILY RECEIPTS	VIDEO FINES/plac/repcard note partial plac additional 27.00 to	1	\$47.10
<b><i>Total All Receipts</i></b>					<b>\$381,761.88</b>

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

# Appropriation Report for 100 OPERATING FUND

## Westfield Washington Public Library

Report Date: From 11/13/2008 To 12/10/2008

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF DIRECTOR	\$69,000.00	\$0.00	\$69,000.00	\$5,293.70	\$66,171.25	\$2,828.75	95.9
1.12 ASST. DIR./ADMIN. ASST.	\$64,500.00	(\$1,000.00)	\$63,500.00	\$4,954.88	\$60,424.38	\$3,075.62	95.2
1.13 ADULT/TECH. SERVICES	\$209,900.00	(\$2,000.00)	\$207,900.00	\$15,581.25	\$193,321.50	\$14,578.50	93.0
1.14 YOUTH SERVICES	\$133,200.00	(\$4,000.00)	\$129,200.00	\$9,963.58	\$116,380.57	\$12,819.43	90.1
1.15 LIBRARY CLERKS	\$234,300.00	(\$4,000.00)	\$230,300.00	\$17,283.97	\$214,193.27	\$16,106.73	93.0
1.16 LIBRARY PAGES	\$34,500.00	(\$8,000.00)	\$26,500.00	\$1,578.72	\$22,001.72	\$4,498.28	83.0
1.17 JANITOR/SUBSTITUTE	\$100.00	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.21 EMPLOYMENT BENEFITS	\$57,000.00	(\$2,000.00)	\$55,000.00	\$4,080.33	\$50,345.47	\$4,654.53	91.5
1.22 P.E.R.F.	\$8,900.00	\$0.00	\$8,900.00	\$0.00	\$6,537.72	\$2,362.28	73.5
1.23 UNEMPLOYMENT COMPENSATION	\$100.00	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.24 GROUP INSURANCE	\$41,200.00	(\$5,000.00)	\$36,200.00	\$3,384.73	\$35,580.45	\$619.55	98.3
<b>Subtotal</b>	<b>\$852,700.00</b>	<b>(\$26,200.00)</b>	<b>\$826,500.00</b>	<b>\$62,121.16</b>	<b>\$764,956.33</b>	<b>\$61,543.67</b>	<b>92.6</b>
<i>2. Supplies</i>							
2.1 OFFICE/LIBRARY SUPP.	\$17,750.00	(\$2,000.00)	\$15,750.00	\$822.63	\$15,883.14	(\$133.14)	100.8
2.2 ADULT PROGRAMMING	\$2,500.00	(\$800.00)	\$1,700.00	\$0.00	\$1,599.46	\$100.54	94.1
2.21 YA PROGRAMMING	\$1,000.00	(\$100.00)	\$900.00	\$19.50	\$842.51	\$57.49	93.6
2.3 CHILDREN'S PROGRAMMING	\$4,500.00	(\$1,050.00)	\$3,450.00	\$438.82	\$2,987.86	\$462.14	86.6
2.4 OPERATING SUPPLIES	\$10,000.00	(\$1,000.00)	\$9,000.00	\$579.26	\$7,030.96	\$1,969.04	78.1
<b>Subtotal</b>	<b>\$35,750.00</b>	<b>(\$4,950.00)</b>	<b>\$30,800.00</b>	<b>\$1,860.21</b>	<b>\$28,343.93</b>	<b>\$2,456.07</b>	<b>92.0</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.1 PROFESSIONAL SERVICES	\$20,000.00	(\$5,796.01)	\$14,203.99	\$650.00	\$12,149.50	\$2,054.49	85.5
3.21 TELEPHONE/INTERNET PROVIDER	\$4,500.00	(\$482.36)	\$4,017.64	\$228.59	\$4,109.99	(\$92.35)	102.3
3.22 POSTAGE/UPS	\$5,000.00	(\$1,000.00)	\$4,000.00	\$20.75	\$2,800.45	\$1,199.55	70.0
3.23 TRAVELING EXPENSE	\$3,000.00	\$1,250.00	\$4,250.00	\$239.79	\$4,426.08	(\$176.08)	104.1
3.24 PROFESSIONAL MEETINGS	\$4,000.00	(\$250.00)	\$3,750.00	\$195.00	\$4,378.31	(\$628.31)	116.8
3.3 PRINTING & ADVERTISING	\$3,000.00	(\$1,750.00)	\$1,250.00	\$0.00	\$1,045.48	\$204.52	83.6
3.4 INSURANCE	\$16,400.00	(\$2,000.00)	\$14,400.00	\$0.00	\$13,771.00	\$629.00	95.6
3.41 OFFICIAL BONDS	\$400.00	\$0.00	\$400.00	\$100.00	\$425.00	(\$25.00)	106.3
3.51 GAS	\$40,000.00	(\$5,000.00)	\$35,000.00	\$2,995.63	\$32,521.30	\$2,478.70	92.9
3.52 ELECTRICITY	\$45,000.00	(\$2,000.00)	\$43,000.00	\$4,071.54	\$47,217.84	(\$4,217.84)	109.8
3.53 WATER/SEWER	\$2,500.00	(\$800.00)	\$1,700.00	\$149.81	\$1,818.66	(\$118.66)	107.0
3.54 WASTE DISPOSAL SERVICES	\$1,500.00	(\$300.00)	\$1,200.00	\$104.61	\$1,232.01	(\$32.01)	102.7
3.55 FIRE PROTECTION	\$1,900.00	(\$1,150.00)	\$750.00	\$65.86	\$726.65	\$23.35	96.9
3.6 REPAIRS & MAINTENANCE	\$80,000.00	(\$28,224.40)	\$51,775.60	\$2,008.92	\$51,001.14	\$774.46	98.5
3.61 SERVICE CONTRACTS	\$30,000.00	(\$4,500.00)	\$25,500.00	\$750.00	\$27,866.03	(\$2,366.03)	109.3
3.62 BANK/C-CARD PROCESSING FEES	\$1,000.00	\$0.00	\$1,000.00	\$103.05	\$1,138.78	(\$138.78)	113.9
3.7 RENTALS	\$11,000.00	\$0.00	\$11,000.00	\$273.69	\$10,646.08	\$353.92	96.8
3.9 OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.91 DUES	\$600.00	\$0.00	\$600.00	\$0.00	\$447.14	\$152.86	74.5
3.93 TAXES & ASSESSMENTS	\$100.00	\$0.00	\$100.00	\$0.00	\$50.00	\$50.00	50.0
3.94 TRANSFER TO LIRF	\$5,000.00	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$274,900.00</b>	<b>(\$57,002.77)</b>	<b>\$217,897.23</b>	<b>\$11,957.24</b>	<b>\$217,771.44</b>	<b>\$125.79</b>	<b>99.9</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capitol Outlays</i>							
4.3 LAND AND BUILDINGS	\$100.00	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.4 FURNITURE & EQUIPMENT	\$5,000.00	(\$2,000.00)	\$3,000.00	\$0.00	\$977.56	\$2,022.44	32.6
4.51 BOOKS-ADULT	\$60,000.00	(\$9,882.59)	\$50,117.41	\$2,175.90	\$38,477.92	\$11,639.49	76.8
4.52 BOOKS-REFERENCE/SUMNER	\$13,000.00	(\$5,000.00)	\$8,000.00	\$15.70	\$6,764.92	\$1,235.08	84.6
4.53 BOOKS-JUVENILE	\$36,000.00	(\$8,000.00)	\$28,000.00	\$130.99	\$28,295.85	(\$295.85)	101.1
4.56 BOOKS -YA	\$4,500.00	(\$500.00)	\$4,000.00	\$783.81	\$3,304.39	\$695.61	82.6
4.6 NEWSPAPERS & PERIODICALS	\$8,000.00	(\$1,000.00)	\$7,000.00	\$0.00	\$6,294.43	\$705.57	89.9
4.71 VIDEO TAPES/DVD	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.0
4.72 ADULT AUDIO	\$24,500.00	(\$5,000.00)	\$19,500.00	\$499.39	\$19,861.91	(\$361.91)	101.9
4.74 JUVENILE AUDIO	\$5,500.00	(\$1,000.00)	\$4,500.00	\$169.04	\$3,715.56	\$784.44	82.6
4.75 SOFTWARE	\$12,000.00	(\$1,500.00)	\$10,500.00	\$0.00	\$6,206.59	\$4,293.41	59.1
4.76 CD-ROMS	\$1,750.00	(\$500.00)	\$1,250.00	\$20.00	\$1,171.55	\$78.45	93.7
4.78 YA AUDIO	\$500.00	\$0.00	\$500.00	\$6.20	\$500.00	\$0.00	100.0
4.91 2007 ENCUMBERANCES	\$6,637.15	\$0.00	\$6,637.15	\$0.00	\$6,637.15	\$0.00	100.0
<b>Subtotal</b>	<b>\$197,487.15</b>	<b>(\$34,482.59)</b>	<b>\$163,004.56</b>	<b>\$3,801.03</b>	<b>\$142,207.83</b>	<b>\$20,796.73</b>	<b>87.2</b>
<b>Grand Total</b>	<b>\$1,360,837.15</b>	<b>(\$122,635.36)</b>	<b>\$1,238,201.79</b>	<b>\$79,739.64</b>	<b>\$1,153,279.53</b>	<b>\$84,922.26</b>	<b>93.1</b>

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.



Westfield Public Library  
Patron Summary  
November 2008

Circulation by user profiles

Adult	28,170
Juv	5,846
Outreach	95
PLAC	1,188
Staff	908
Student	275
Teacher	52
Other	71
In-house	2,408
Profile missing	675
Total	<hr/> 39,688

New adult cards	115
New children's cards	71
New cards with PLAC	5
Replacement cards	15
Other	4
Total	210

Westfield Public Library  
Collection Summary  
November 2008

**Print materials**

Total collection

Adult books	71,179
Juv. books	43,681
Young Adult	4,225
Magazines	7,739

Total print	126,824
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**AV materials**

Audio books	4,874
CD-ROMs	645
DVDs	6,119
Multimedia	88
CDs	5,214
VHS	6,244

Total AV	18,794
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Total collection

November 2008 total	145,618
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## Computer Usage Report November 2008

	2,008	LY
<b>Usage Days</b>	24	27
<b>Patron Access</b>	5,165	5,764
<b>Patron Access/Day</b>	215	213

### Application Usage

Internet access:	2,522
Windows Access:	2,643
<b>Total:</b>	<b>5,165</b>

### New Users

Non-Res Internet Only Cards:	0
Adult:	89
Juvenile:	45
Other:	8
Non-Resident:	142
<b>Total:</b>	<b>142</b>

<b>Database Access Totals</b>	This Month	2,008 YTD	Grand Totals	Measuring Since
Inspire	73	750	73	12/6/07
Learning Express	44	431	44	1/7/07
Newsbank	61	626	61	9/3/07
Reference USA	41	386	794	5/6/07
Novelist	71	706	471	5/6/07
Chilton	33	243	1,998	7/7/07
US Legal Forms	N/A	17	1,335	7/07 - 7/08

### E-Resource Center

~Newsletter Viewings	159	1,633	451	7/7/07
~E-mail Sign-ups	163	653	242	7/7/07
~Book viewings in catalog	302	11,597	302	7/7/07
~Online Book Clubs	6,900	74,220	8,734	7/7/07
~Individual Members (+/- LM)	4	59	345	7/7/07

	2,008	LY
<b>Total Holds:</b>	1,439	1,402

<b>Total Wireless Network Users:</b>	76	110
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# Computer Usage Report November 2008

\*need number from Kim

**WESTFIELD WASHINGTON PUBLIC LIBRARY  
DIRECTOR'S REPORT  
SHERYL A. SOLLARS  
NOVEMBER 2008**

**Meetings:**

November 5	Technology Plan Committee Meeting Met with Board President WWPL Manager's Meeting
November 6	Public Library Bookkeeping Workshop
November 10	Evaluation with Personal Committee
November 11	Westfield Woman's Club Meeting Library Board Building Committee Meeting
November 12	Technology Plan Committee Meeting WWPL Library Board Meeting
November 14	Met with AYWON consulting representative (IT)
November 18	WWPL Friends Meeting
November 19-20	Indiana Library Federation Annual Conference
November 24	Personnel Evaluations
November 25	Met with AYWON Consulting representative Met with Nick Verhoff – WWS
November 26	Technology Plan Committee Meeting

**Technology Plan Revision**

The technology plan committee continues to work on the technology plan. The committee has been using a software tool called TechAtlas to help develop a new technology plan. The Committee has met several times and also worked on the plan individually using the software. We have completed the final draft of the technology plan.

**Future of the Westfield Washington Public Library**

The Building Committee met with the mayor, WWS Superintendent, WWS Board president, President of the city council and another city council member to discuss the future of the library. The meeting was a very positive experience. Consensus of the group suggests that Westfield does need a new library. Focus groups, meeting with various other community groups and a survey were suggested as ways to gain public input. The Grand Junction Task Group will be making a presentation of their final Grand Junction and downtown development to the Chamber of Commerce in December and will present it to the City Council in February. The Kernan/Shepherd report on streamlining local government was also mentioned and how the recommendations may affect a new library in Westfield and Washington Township.

**Perfection Group**

I have been working on getting the information together for the Perfection Group. It has taken me a little longer than I had expected, but I hope to have the information completed soon.

**Indiana Library Federation Annual Conference**

I attended the annual conference on November 19<sup>th</sup> and 20<sup>th</sup>. It was a very informative conference. See my conference report for specifics. It was a very informative conference.

## **Employee Evaluations**

I evaluated the employees directly reporting to me and also reviewed all employee evaluations. I will be discussing the recommendations for pay increases ranging from 2.5-3% with the direct supervisors to gain their input. I will then pass those recommendations onto the personnel committee.

## **Partnership with WWS**

I spoke with Nancy Lee and Nick Verhoff concerning the possibility of using classrooms at the middle school or high school for some of our ESL classes. Nick suggested that we may use the trailer, that formerly housed the chamber of Commerce as a possibility for those classes. I think it could be an excellent choice. The availability is unlimited.



**Assistant Director's Report  
Sandra M. Rowland  
November, 2008**

**MEETINGS**

November 5 Technology Plan Meeting  
November 5 Management Team meeting  
November 6 Annual Report Workshop  
November 12 Technology Plan meeting  
November 12 Library Board of Trustees meeting  
November 13 Shamrock Springs Literacy Program  
November 19 ILF Conference  
November 26 Technology Plan meeting

**INTERVIEWS AND ORIENTATIONS**

None

**EVALUATIONS**

November 17 Conducted Nancy Lee's evaluation  
November 20 Conducted Rita Collin's evaluation  
November 24 Had my evaluation  
November 25 Conducted Vicki Parker's evaluation  
November 25 Conducted Laurie Jannasch's evaluation

**DAY TO DAY ACTIVITIES:**

Met with Sheryl as needed.  
Met with Vicki, Nancy, Laurie, and Rita over different issues when needed.  
Ordered 7 carts from Baker and Taylor  
Downloaded 11 carts of Baker and Taylor information into Sirsi  
Placed 55 holds in Sirsi system for requests ordered through B&T  
Worked the circulation and Audio/Visual desks as needed  
Worked with volunteers Theresa, Chelsea and Betty. Volunteers Pat and Meredith do not need supervision.  
Replied to 1 application received  
Sent 10 "donation received" letters to donors  
Typed meeting minutes for the library board meeting and management team meeting.  
Set up and ran 19 requested individual department reports  
Renewed appropriate magazine subscriptions  
There were 120 uses of meeting rooms by library staff and 10 uses by library patrons  
26 requests from iBistro were responded to in October  
Reviewed journals for items to add to the Science Fiction/Fantasy collection  
Oversaw processing of 4 new CD-ROMs  
There was 1 magazine sponsorship

**SUMMARY**

This month I had John Masterson come in and talk to 2 interested staff members about the 403(b) plan. I was involved with the new Technology Plan and attended one day of the Indiana Library Federation Conference. The inventory in the Children's Department is almost done. A volunteer is helping scan the items into the ILS. I have been monitoring the Sirsi/Dynix discussion groups and have gotten one or two good ideas. I've helped at the circulation desk a little more than usual. Both the A/V Department and the IRS department have asked for a number of specific reports which I was happy to create.

## IRS Dept. Nov Report 2008

Nancy Lee

### **Highlight This Month**

November is staff evaluation month @WWPL. ESL program is finishing up classes before winter break. Two literacy grant progress reports were due this month. We are glad we were able to get all these done with Thanksgiving holiday closing, staff vacations (Rex off a week, Marie off several days, Nancy off two days), ILF conference (Nancy 1 ½ day, Carly ½ day), and staff/family sickness. The department worked well as a team.

### **Collection Development and Maintenance**

We continued ordering patron requests weekly this month. In addition to that, we have ordered one cart of fiction and one cart of romance paperbacks and some nonfiction titles. We were told to hold on with ordering of foreign language materials due to budget constraints.

We reviewed our Novelist subscription and found out ordering directly from vendor is more cost effective than ordering through INCOLSA. At renewal time, we switched to the vendor for our Novelist subscription. With a month of free access, we now have both Novelist, for fiction, and Novelist Plus, for nonfiction. This readers' advisory tool has been well used and received by both staff and patrons.

### **Programs & Special Activities This Month**

Email Basics *	Book discussions (2)	Genealogy Group	Database Search Class (2)	Mortgage Tax Law	ESL Classes (44)	Playing Euchre (1)	Total
0	20	6	4	2	124	8	164

\* Classes were cancelled due to Internet outage. Classes were rescheduled to first week in December.

### **English as a Second Language**

Nancy completed progress reports for both family literacy and adult literacy to Dollar General Literacy Foundation on time.

We have renewed and added copies due to demand to our subscription for Easy English News, a newspaper we provide to ESL teachers and students.

### **Other Activities This Month**

Work on signage change as adult collection shifting project progresses - ongoing.

Add shelf labels and category signs for new paperback area -ongoing.

Maintain and update E-Resource newsletters through BookNews - ongoing.

Post New York Times and Publishers Weekly bestsellers weekly.

Processed paperwork for ESL teachers.

Prepared an Outreach informational brochure to hand out to patrons, senior community residents and local organizations.

## **Services Provided This Month**

### **Interlibrary Loan (ILL) Service**

Number of Books Borrowed This Month	Number of Books Returned to the Borrowing Library	Requests Processed via IShare	Number of Returns of Other Libraries' Materials	TOTAL
24	29	30	5	88

### **Outreach Service**

Outreach Items	Patrons Visited	Materials Loaned	Materials Returned	Materials Renewed	Patrons Lost	Patrons Gained
Sander's Glen	6	17	16	4	0	0
Maple Park Village	11	31	44	9	0	0
Homebound	1	7	9	4	0	0

## **Reference Desk Interaction & Statistics**

Desk statistics for this month –see attached sheet.

### **Special Displays - Promoting Material Circulation**

You Asked for It - ongoing displays that are updated weekly

Staff Picks - ongoing displays that are updated weekly

November is National Family Caregivers Month display

We participated Purdue's Hero's Tree display with collection display program in Oct and Nov. We had good participation with over 30 ornaments made. Photos of the ornaments were uploaded to Purdue's Virtual Heroes' Tree website for all to view.

Traditional Indiana Arts – the exhibit sent over this month has been displayed at the library before. Nancy has contacted organizer and a couple of libraries for possibly a switch. Apparently, the schedule was messed up at the beginning and we'll just have to wait for January display, the last display in this rotation schedule.

### **Programs & Activities Scheduled**

A Celtic Midwinter Celebration with Traveler's Dream, Dec 3, 2008, 7 pm to 8:15 pm.

Year-end Tax Planning for Everyone, Dec 8, 2008 @ 6 pm.

Holiday Stress Relief with Be-ing Enough, Dec 9, 2008 @ 6 pm.

MS Excel scheduled on Dec 18 and Dec 22 both @ 6:30 pm.

Access class, Jan 15 and Jan 19, 2009, both @ 6:30pm.

Welcome to the Internet, Jan 27 and Jan 29, 2009.

Genealogy search, Jan 09, dates to be announced.

**Meetings & Staff Development**

Meetings	Nov 2	Meeting with genealogy group and talked about offering genealogy class to patrons at the library in 2009
	Nov 5	WWPL Management Team Meeting
	Nov 18	ILF preconference @ Indy
	Nov 20	ILF conference @ Indy
	Nov 19	Meeting with Nadezda Tikhomirova, a new ESL student

Performance Reviews

Nov 13	Rex Jones
Nov 17	Marie Ancich
Nov 19	Carly Schull
Nov 25	Kim Beveridge

Rex Jones attended tech team meeting on Nov 5.

Carly Schull attended ILF preconference at Indy on Nov 18.

November 2008  
Reference Desk Tally

	11/1/08	w/o 11/3/08	w/o 11/10/08	w/o 11/17/08	w/o 11/24/08	Mo. Totals
<b>Non-Reference</b>	9	101	136	109	87	442
<b>Tech. Asst.</b>	3	158	199	176	81	617
<b>Reference</b>	14	108	132	127	81	462
<b>Ask A Librarian</b>	0	1	0	3	2	6
<b>Wkly. Totals</b>	26	368	467	415	251	1527

\* phone queries will not be recorded as a separate category per state library requirement.

**DAILY PATRON INTERACTIONS (excludes Ask A Librarian response)**

	11/1/08	w/o 11/3/08	w/o 11/10/08	w/o 11/17/08	w/o 11/24/08	Mo. Totals
<b>Monday</b>	XXX	58	82	89	80	309
<b>Tuesday</b>	XXX	76	85	68	61	290
<b>Wednesday</b>	XXX	48	89	89	29	255
<b>Thursday</b>	XXX	75	85	89	Holiday	249
<b>Friday</b>	XXX	47	61	41	49	198
<b>Saturday</b>	26	63	65	42	30	226
<b>TOTALS</b>	26	367	467	418	249	1527

### LEGO Mindstorms Library Teams Gear Up

Two teams (children ages 10 to 14) will compete on December 6, 2008 at the Indiana Institute of Technology in Fort Wayne. Winners move on to a state wide competition. The competition is sponsored by the First Lego League. The theme for the 2008 competition is Climate Connections. Each team was required to build a robot using one of the two Lego robotics systems and must make a presentation of their research, demonstrate their robot, and have their robot complete a set of tasks in a given amount of time. Each team has met at least once a week since September at the library to do the research, construct their robots, and practice the set of tasks. The teams are coached by two parent volunteers Dave Toombs and James Purdie. The library supplies the robotics equipment and sponsors one of the teams. Additional financial assistance has been provided by Priio, Eli Lilly Grant Volunteer Program funds, and some of the parents.

Next Year: additional donors will be sought to sponsor the 2009 teams and to assist in the purchase of two more robot systems (the older system is gradually being phased out of the competition).

### Teen Twilight Quiz Contest

The contest was held from November 14 to 23 to coincide with the release of the movie *Twilight* on November 21, 2008. The movie is based on the wildly popular book *Twilight* by Stephenie Meyer. The quiz was available in paper form in the YA area and at the adult reference desk. There were 13 entries: 4 turned in paper copies, 9 took the quiz online. Four grand prizes packages were given away with movie related items in each: a poster, a bracelet, a bookmark, a keychain, and stickers. Four second prize winners received a bracelet and a poster. All other participants received a poster.

### Collection Development and Management

- \*After compiling the estimate of auto orders yet to come in 2008 from CATS, AY Authors and Scholastic Subscriptions, the company reps Julie Gillespie, Mike White, and B&T were contacted to enquire if billing could be held until 2009. Scholastic complied and would have been willing to defer the entire payment of the October 2008 order to 2009. B&T has indicated they will defer the billing until 2009.
  - \*Worked with Barb and learned that the Appropriations Report I receive differs from the final report. She will be sending me the final report each month.
  - \*Ongoing weeding of JFs.
    - Finished weeding JREF.
      - Discarded from JREF this month: 10
      - JREF moved to circulating: 31
      - JREF moved to JProfessional: 1
  - \*Finished weeding J600s.
    - Discarded from J600s: 46
  - \*Two shelves were added to the jMystery section, completing the transition from 3 to 4 rows of shelving in children's fiction.
  - \*Dora started a project to check all JB's. All incorrect Home locations will be changed from JNONFIC to JBIOGRAPHY.
  - \*Will reviewed and ordered 2 YA request carts.
  - \*Tammy met with Sandy on Vicki's behalf about reports not reflecting the items weeded. The discarded items did not reflect the date they were discarded because when using Global Modification to discard items the action is not recognized as usage.
  - \*Managed Monthly Reports dealing with Lost, Damaged, online requests and Missing Items.
  - \*Will began compiling a YA mysteries list. He plans to add genre stickers to the book spines.
- Audio Collection**
- \*Hanging bags – have order ready for January 2009.
  - \*Placed orders for Listening Library and Recorded books for requested items and replacements.
  - \*Recorded Books rep has been e-mailed for quote on cost to replace missing volumes of History of US.

### PROGRAMMING

#### November Children's Programs and Activities

Presented	Attendance
4 Infant	52
15 Preschool	577
22 School Age	244
22 Teen	215
5 All Ages	82
2 Family	135
<b>70 Programs</b>	<b>1305</b>

### Services

- \*Sorted donations removing items of no use to the library: 3 small batches and 2 large batch of donated of books, received large donation of craft supplies.
- \*reviewed collection needs from remaining books, send selections to Shelley and put rejects in Friends Room.
- \*We offered 6 MoMH and 2 Severe and Profound Life Skills classes a special Reader's Advisory when their class visits.
- \*Paws and Read program continues to bring service dogs to the library so young readers may read aloud without criticism. Tricia will be improving the program's procedures in December.
- \*We offer tours to all Scout Troops. Tammy is our totally awesome tour guide. Her tours convey how a library runs, what librarians do, and how to use the OPAC. Even Cub Scouts enjoy Tammy's enthusiastic presentation.
- \*Attended Literacy Knights @ Shamrock Springs Elementary. Applications for library cards were completed on-site. Twenty-four children obtained new library cards. 115 Children and their families attended this program.
- \*We pulled 13 special topic Teacher's Collection this month for use in the classroom.

### Homeschool Services

- \*Returned 2 phone calls, received 1 phone call.
- \*Provided in person support for 1 new homeschoolers.
- \*Aided 5 homeschool materials choices from library collection.
- \*Referred 2 new homeschoolers to our homeschool information resources on the WWPL website.

### Outreach

- 11/06/08 Severe/Profound Outreach WWIS
- 11/21/08 Maple Glenn TOTS & PS Storytime
- 11/22/08 Literacy Knight @ Shamrock Springs Elementary. Onsite library card sign ups.

### November Reference

448	reference questions were answered in Children's Services.
2	reference questions were answered in IRS.
5	reference questions were answered in both children's and IRS.
15	reference questions were answered in YA.
12	computer assistance and on-line reference questions answered.
<b>448</b>	<b>Total Reference Questions recorded</b>

### Directional Questions

53	computer questions were resolved regarding the children's computers—mostly rebooting.
123	questions regarding programming and activities were recorded.
16	AR List requests
3	Mini-tours were given to new card holders and residents.
<b>193</b>	<b>Total Directional Questions recorded</b>

AccuCut Public Use this month: 23 times

TumbleBook Full Views: 57

### INHOUSE DISPLAYS, ACTIVITIES INFORMATION AND PROMOTIONS

- \* The Westfield Star featured the children's department Paws and Read program.
- \*Offered Holiday Programs brochures.
- \*Provided Fall Activities brochures and the November calendars in house.



**COMMUNITY LIAISON MONTHLY REPORT**  
**Paula R. Hull**  
**November 2008**

**Meetings:**

November 5	Management Team Meeting
November 7	Webinar: Branding Libraries and Their Services
November 18	Webinar: Word-of-Mouth Marketing for Libraries
November 19	Indiana Library Federation Conference
November 20	Indiana Library Federation Conference

**Media:**

Steven Furlow, a reporter for The Times, came and spoke with Carly Schull and me on November 5 about the Heroes' Tree project. One of our long-time library patrons, Jean Chance, not only spoke with him, but posed for a nice photo that accompanied the story that ran a few days later.

Although our media coverage is still somewhat sporadic, I have noticed an increase, especially in the Westfield Star. Most of the event information appears in the Thursday edition that is mailed to area homes.

**Support Group:**

There was no group session in November, due to library closures. I have scheduled the next (and my last) session for December 10, with Avoiding Holiday Stress as the topic of discussion. Mary Halladay, Hamilton County director for Mental Health America, will take over as facilitator in January.

**Indiana Library Federation Conference:**

Sessions Attended:	Marketing Your Library to Non-Library Users
	Motivating Employees Without Money
	Library Capital Projects Funds
	State of Resource Sharing in Indiana
	Oh No! Not Another Meeting
	Analyze Surveys
	Communication
	Saving Money for Libraries in Indiana
	Guerilla Marketing
	Innovative Marketing for Your Library

I always enjoy attending conferences and find I learn a great deal from the presentations, as well as from speaking with people from other libraries. I was especially interested in the three marketing sessions, since I am always looking for fresh ideas on promoting the library. Also, I have been asked to join the board for the Marketing Division of ILF, which will afford me networking opportunities throughout the state.

**Other:**

I took part in two free webinars this month: Branding Libraries and Their Services and Word-of-Mouth Marketing for Libraries. One of my goals for the coming year is to improve publicity for all library events and to also develop a public relations plan, including a recognizable image or “brand” for the library. I found both of these webinars quite helpful: they were free, fast, to the point, and I gained some new ideas.

This month’s Chamber luncheon occurred during the conference, so I did not attend. Another of my goals for the coming year is to attend more Chamber functions, especially the Economic Development lunch.

Notary service continues to be regularly requested, and I frequently receive calls to notarize Power of Attorney forms at Maple Park Village.

## Information Technology Report –November 2008

Sara Reitmeyer

This month I spent a majority of time working on my department's inventory. We switched from just using an excel spreadsheet to using an online database called TechAtlas offered by WebJunction. It also keeps track of our Technology Plan.

The TechAtlas database has a script that you can run on each computer which gathers all of the specs and plugs them right into the database. There were a few CPUs that are still running Windows 98 or are not functioning so those had to be entered by hand. Also all of the peripherals (monitors, printers, routers, switches, etc) had to be entered by hand. We were missing a lot of serial numbers from old equipment in our original inventory, so I went around and collected them. Overall 200+ pieces were accounted for.

During this process I reorganized the storage closet so that all the like types of equipment are grouped together. Now its easier to tell what we have and what we need to get rid of. The closet is still not very functional because the shelves I'm using were not made to hold computer towers, etc as they are not very deep.

Also this month I purchased a majority of the equipment for the LSTA grant including our TV, stand, Wii and Wii accessories. The first official use of the system was by the Teen Advisory Board during their meeting this month. I haven't had a lot of extra time to pull it out for the regular after school kids yet but my semester is ending soon so my schedule will be a lot more flexible next month.

We decided to renew the Cybrary subscription because I haven't found a better alternative yet, although it is in the technology plan for next year.

I archived 2007 data from my folder on the O:drive and will be encouraging others to do the same, as well as cleaning out their outlook folders. Right now there is no cap for the amount of email/data staff members can store on the network, but that might have to change if people don't have their own reasonable limits.

Our exchange backup license expired and had to be renewed. The main server froze up a few times but that was most likely due to the faulty backup as it has not happened since.

Sheryl and I met with John and Christine of Aywon consulting. We are considering changing our contract with AI to just time and materials, so we wanted to see how competitive other vendors might be.

DATE	WORK PERFORMED	TIME	HOURS	VENDOR
11/3/08	opened, emptied bookdrop, took out trash boxes, reset all 13 clocks, checked E&C, checked with school on front walk light repair and basement drain cleaning and where to find ceiling tiles	0715 to 0915	2	W.W.Schools
11/4/08	opened, emptied bookdrop, picked up lot trash, checked E&C, worked with school on basement drain cleaning - works now	0645 to 0815	1.5	W.W.Schools
11/5/08	opened, checked E&C, emptied bookdrop, blew leaves off back porch and picked up lot trash	0645 to 0815	1.5	
11/6/08	opened, checked E&C, emptied bookdrop, hung bookshelf signs	0700 to 0830	1.5	
11/7/08	opened, checked E&C, emptied bookdrop	0630 to 0730	1	
11/10/08	opened, emptied bookdrop, checked E&C, blew leaves off back porch and lot, picked up lot trash, went to Overnite to get light bulbs	0700 to 0900	2	Overnite Electric
11/11/08	opened, checked E&C, emptied bookdrop, took out trash boxes, fixed lights in Children's storage area, met with WWS on towel holder replacement and on work order to repair lights in Story Pit, met with Precision on preventive maintenance and possible gas smell on No.1 Blr.	0630 to 0800	1.5	W.W.Schools, Precision Controls
11/12/08	opened, checked E&C, emptied bookdrop, assembled cart for TV	0700 to 1030	3.5	
11/13/08	opened, emptied bookdrop, checked E&C, finished TV cart assembly and had to go to Lowes for longer metric bolts to mount TV	0645 to 0945	3	Lowes
11/14/08	opened, emptied bookdrop, checked E&C, relamped, picked up lot trash	0700 to 0830	1.5	
11/17/08	opened, swept leaves away from back door, emptied bookdrop, checked E&C, reviewed budget accounts with Barb and Sheryl as to what might not be used by end of year in my area	0615 to 0745	1.5	
11/18/08	opened, checked E&C, emptied bookdrop	0700 to 0800	1	
11/19/08	opened, emptied bookdrop, checked E&C, taped tear in leather couch	0645 to 0745	1	

11/20/08	opened, checked E&C, emptied bookdrop, picked up lot trash, fixed/glued chair	0645 to 0815	1.5	
11/21/08	opened, emptied bookdrop, checked E&C, relamped	0700 to 0930	1.5	
11/24/08	opened, emptied bookdrop, checked E&C, relamped	0630 to 0830	2	
11/25/08	opened, emptied bookdrop, checked E&C, got Christmas decorations out of storage to front office	0645 to 0815	1.5	
11/26/08	opened, took out trash, checked E&C, emptied bookdrop, picked up lot trash, blew leaves off back porch, relamped	0645 to 0845	2	
11/28/08	opened, emptied bookdrop, checked E&C, picked up lot trash	0615 to 0745	1.5	
		<b>TOTAL</b>	<b>32.5</b>	



**WESTFIELD WASHINGTON PUBLIC LIBRARY**  
**SALARY SCHEDULE**  
**2009**

<b>Grade</b>	<b>Job Title</b>	<b>Minimum</b>	<b>Maximum</b>
10	Director	\$29.85	\$44.78
9	Assistant Director	\$24.00	\$36.00
8	Manager I	\$20.50	\$30.75
7	Librarian II	\$17.00	\$25.50
6	Manager II	\$14.00	\$21.50
5	Manager III	\$13.00	\$19.50
4	Library Assistant I	\$12.00	\$18.00
3	Library Assistant II	\$10.00	\$15.00
2	Library Clerk I	\$ 9.00	\$13.50
1	Library Clerk II	\$ 8.50	\$12.75

**Minimum Requirements**

**Director** – Requires a MLS as well as either 10 years of library experience or 6 years of library experience that includes 3 years of supervising professional staff after completing the MLS and Indiana Librarian Certificate 1 (LC1)

**Assistant Director** – Requires a MLS and 5 years library experience which includes some supervisory experience after completing the MLS and Indiana Librarian Certificate 1 (LC1)

**Manager I** – Requires MLS and 3 years of library experience that includes some supervisory experience after completing the MLS and Indiana Librarian Certificate 2 (LC2).

**Information/Reference Services Manager**  
**Children's Services Manager**  
**Technical Services Manager**

**Librarian II** – Requires a MLS. Library Experience preferred. Indiana Librarian Certificate 3 (LC3)

**Information/Reference Services Librarian (2)**  
**Children's Services Librarian**  
**Children's/Young Adult Librarian**

## **Public Relations Librarian**

**Manager II** – Requires high school diploma with 2 years college coursework or 5 years experience in job related field.

**Bookkeeper**

**Circulation Manager**

**Audio-Visual Manager**

**Manager III** – Requires high school diploma with 2 years college coursework or 3 years experience in job related field.

**Information Technology Manager**

**Community Liaison**

**Circulation Asst. Manager/Page Supervisor**

**Library Assistant I** – Requires high school diploma or equivalent and at least 2 years college coursework or 5 years library experience.

**Children's Library Assistant**

**Library Assistant II** – Requires high school diploma or equivalent and at least 2 years college coursework completed or 3 years library experience.

**Circulation Library Assistant**

**Children's Library Assistant**

**Information/Reference Library Assistant**

**Library Clerk I** – Requires high school diploma and 2 years of library experience.

**Circulation Clerk**

**Audio-Visual Clerk**

**Children's Library Clerk**

**Library Clerk II** – Requires high school diploma some library experience preferred.

**Circulation Clerk**

**Audio-Visual Clerk**

## WESTFIELD WASHINGTON PUBLIC LIBRARY CALENDAR - 2009

<u>MONTH</u>	<u>BOARD MEETING</u>	<u>CLOSINGS</u>
JANUARY	JANUARY 14 <sup>th</sup>	January 1 <sup>st</sup> - New Year's Day
FEBRUARY	FEBRUARY 11 <sup>th</sup>	
MARCH	MARCH 11 <sup>th</sup>	
APRIL	APRIL 8 <sup>th</sup>	
MAY	MAY 13 <sup>th</sup>	May 25 <sup>th</sup> - Memorial Day
JUNE	JUNE 10 <sup>th</sup>	
JULY	JULY 8 <sup>th</sup>	July 4 <sup>th</sup> - Independence Day
AUGUST	AUGUST 12 <sup>th</sup>	
SEPTEMBER	SEPTEMBER 9 <sup>th</sup>	September 7 <sup>th</sup> - Labor Day
OCTOBER	OCTOBER 14 <sup>th</sup>	
NOVEMBER	NOVEMBER 11 <sup>th</sup>	November 25 <sup>th</sup> — Close at 5:00 November 26 <sup>th</sup> -Thanksgiving
DECEMBER	DECEMBER 9 <sup>th</sup> DECEMBER 30 <sup>th</sup>	December 24 <sup>th</sup> -Christmas Eve December 25 <sup>th</sup> - Christmas December 31 <sup>st</sup> -New Year's Eve

**BOARD MEETINGS BEGIN AT 7:00 P.M. IN THE SUMNER ROOM OF THE WESTFIELD WASHINGTON PUBLIC LIBRARY.**

## WESTFIELD WASHINGTON PUBLIC LIBRARY PAYROLL DATES – 2009

<u>PAY PERIOD</u>	<u>DATE OF CHECK</u>	<u>DOCKET</u>
Jan. 1-Jan. 11	January 14	January 14
Jan. 12-Jan. 25	January 28	February 11
Jan. 26-Feb. 8	February 11	February 11
Feb. 9-Feb. 22	February 25	March 11
Feb. 23-Mar. 8	March 11	March 11
Mar. 9-Mar. 22	March 25	April 8
Mar. 23-Apr. 5	April 8	April 8
Apr. 6-Apr. 19	April 22	May 13
Apr. 20-May 3	May 6	May 13
May 4-May 17	May 20	June 10
May 18-May 31	June 3	June 10
June 1-June 14	June 17	July 8
June 15-June 28	July 1	July 8
June 29-July 12	July 15	August 12
July 13-July 26	July 29	August 12
July 27-Aug. 9	August 12	August 12
Aug. 10-Aug. 23	August 26	September 9
Aug. 24-Sept. 6	September 9	September 9
Sept. 7-Sept. 20	September 23	October 14
Sept. 21-Oct. 4	October 7	October 14
Oct. 5-Oct. 18	October 21	November 11
Oct. 19-Nov. 1	November 4	November 11
Nov. 2-Nov. 15	November 18	December 9
Nov. 16-Nov. 29	December 2	December 10
Nov. 30-Dec. 13	December 16	December 30
Dec. 14-Dec. 31	December 30	December 30

