

## MEETING NOTICE

There will be a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on **Wednesday, June 20, 2007 at 7:00 a.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, WI.

## AGENDA

1. Member roll call
2. Citizen Comments (limited to 5 minutes per citizen)
3. Approval of the minutes (page 1)
4. Communications
5. Report of the Library Director (page 4)
6. Committee reports
  - a. Capital Campaign Committee
  - b. Legislative Committee
7. Report of the Friends of the Library (page 15)
8. Report of the Representative to the IFLS Board
9. Financial Reports (page 18)
10. Action on bills and claims (page 22)
11. Review of the monthly statistics (page 36)
12. Consideration of Unfinished Business
  - a. Board actions on climate assessment
13. Consideration of New Business
  - a. Election of Library Board Officers
  - b. Discussion and action to grant the Naming Opportunity as part of the Capital Campaign by the Friends of the LEPMPL. (page 38)

- c. Consideration of approving the proposed 2008 budget [mailed separately] (page 52)
- d. Consideration of approving the 2008 – 2016 Capital Improvement Plan [mailed separately]
- e. Discussion and action on a revised Meeting Room Use Policy (page 39)
- f. Discussion and action on a revised Meeting Room Use Fee Policy (page 43)
- g. Consideration of authorizing the Library Director to vote on all resolutions and issues concerning MORE including approval of revisions to the By-Laws. (page 49)

14. Directives from the Library Board of Trustees to the Library Director

15. Adjournment

*In order to accommodate the participation of persons with disabilities 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 2 days prior to the meeting.*

**Trustees: If you are unable to attend this meeting, please notify the Library's Administrative Office by calling 839-5318.**

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

*A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, May 17, 2007 at 7:00 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Olson, Radtke, Schneider, Simonsen, Stelter and Von Haden.*

**CITIZEN COMMENTS**

Katherine Schneider passed around a book about Capital Campaigns for the Board to review.

**MINUTES OF PREVIOUS MEETING**

It was noted that the volunteers were for the Nominating Committee not the Planning Committee. On a motion made by Sue Olson and seconded by Linda Stelter, the Board unanimously approved the minutes from their April 19, 2007 meeting with the noted change.

**REPORT OF THE LIBRARY DIRECTOR**

The Wisconsin Association of Public Libraries (WAPL) conference was held in Eau Claire May 2 – May 4 and was a great success. There was a lot of good content presented.

During a number of meetings held at IFLS there has been some back and forth discussions regarding new features of the automated systems. Figuring out the best type of hold wrappers is one example. Progress is being made.

**STAFF PRESENTATIONS**

Bess Arneson of Public Relations and Programming Services Division gave a very well received presentation on her division. This division is responsible designing flyers, newsletters, brochures, poster and other material for the Library. There are five employees in this division.

**COMMITTEE REPORTS**

**Capital Campaign Committee**

The Capital Campaign will be regrouping with the resignation announcement of Josh Steans.

M&I Bank has committed to providing \$25,000. Over one million dollars has now been raised in pledges and donations. A large ad in the newspaper will announce this milestone.

Barb Dickey has contacted John Menard regarding a donation. She received a letter from the Menard's Donation Committee stating they have received our information and will let us know if they can help the Capital Campaign.

### **Distinguished Service Award**

Michael Golrick stated that John Stoneberg has located historical documents regarding the plaque for John Morris.

### **Executive Committee**

Katherine Schneider stated the evaluation of Michael Golrick has been the main business this month.

### **Legislative Committee**

Linda Stelter passed out a handout on Legislative Actions on Library Issues. This month the Joint Committee on Finance recommended biennial funding of the two major state library program categories. This is at the funding level the Governor recommended. The increase is approximately four percent.

The Joint Finance Committee also approved the County Levy Limit Modification.

The State Senate approved the Senate Bill 1. SB-1 allows a library board to transfer donations made to the library to a charitable organization that is exempt from federal income tax.

### **Nominating Committee**

Sue Olson thanked Pat Simonsen and Barb Dickey for joining.

Sue Olson presented the following ballots before the board and asked for additional nominations: Mary Jurmain for President; Katherine Schneider for Vice President; Linda Stelter for Secretary. Voting will take place at the June meeting.

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

The Friends Board voted to fund the Library's wish list with one exception. \$5,000 will be funded for speakers not the \$10,000 requested.

The "Library Changes Lives Contest" is up and running.

The idea of documenting the second ten years of Friends was well received. Katherine Schneider is in the process of recruiting a student to work on this project.

The next book sale will take place June 22 and 23.

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

Bob Fraser stated he is pleased that Sue Olson will be our new representative to the IFLS Board. Sue Olson will be attending the next IFLS Board Meeting.

### **ACTION ON BILLS AND CLAIMS**

On a motion made by Barb Dickey and seconded by Bob Fraser, the vote was unanimous to approve the Bills and Claims for April 12 – May 3, 2007, as well as the Additional Bills and Claims.

### **REVIEW OF THE MONTHLY STATISTICS**

Katherine Schneider noted that circulation is slightly down. Michael Golrick stated the weather this past month could be the reason for this.

## **CONSIDERATION OF UNFINISHED BUSINESS**

Barb Dickey has made many phone calls to recruit new Board Members. Mr. Jason Vance's name will go to the appointment committee once he completes and turns in his application form. Currently there are about seven other people in the pool for the City. The County has been receiving additional names for their pool. Barb Dickey will continue working on getting a great pool of names for the City and County.

## **CONSIDERATION OF NEW BUSINESS**

On a motion made by Jean Radtke and seconded by Sue Olson at 8:30 am, the vote was unanimous to approve convening in closed session to consider the work performance of the Library Director which, for competitive or bargaining reasons, is permitted to be discussed in closed session in accordance with Section 19.85 (1) (c) of the Wisconsin Statutes. Roll call was taken.

On a motion made by Sue Olson and seconded by Linda Stelter at 8:45 am the vote was unanimous to approve to convene in open session.

On a motion made by Katherine Schneider and seconded by Barb Dickey, the vote was unanimous to accept the donation and naming rights of The Lois Barland Microforms Room.

On a motion made by Katherine Schneider and seconded by Barb Dickey, the vote was unanimous to accept the donation and naming rights of The Joe Bee Xiong Bench.

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

A directive was given to Michael Golrick to ensure the Library's Annual Report be sent to all Eau Claire County municipal chairpersons and municipal board members.

A directive was given to Michael Golrick to draft a thank you letters to Friends for funding the Library's wish list.

A directive was given to Michael Golrick to schedule one of our Young Adult Advisory Board Members to do a presentation at a future Board Meeting.

A directive was given to Michael Golrick to arrange to have available free paratransit bus passes in addition to free mass transit bus passes this summer.

## **ADJOURNMENT**

Bob Fraser made a motion to adjourn the meeting. This was seconded by Jean Radtke and the vote was unanimous.

Respectfully submitted,

Jackie Depa  
Associate II



## Library Director's Report June 2007

### Library Director's Report

The Indianhead Federated Library System (IFLS) has a new director. John Thompson is guiding the system through the creation of a new long range plan. Since this Library plays a major role in the system, both Assistant Director John Stoneberg and I participated in the day-long Long Range Planning workshop on Monday, May 21. During the course of the day, attendees heard about general trends in IFLS and reviewed a fact sheet about the IFLS area; identified trends and needs; identified strengths and areas needing development; ranked activities to be considered; and conducted small group discussions. A PowerPoint presentation, notes and other documents from the workshop can be reviewed at: <http://www.ifls.lib.wi.us/about/longrange.asp>

Throughout the month, I have taken some opportunities to meet with other key community leaders. I had a very productive meeting with Kris Becker, the Executive Director of the United Way. It is important to build the connections and relationships with the other key philanthropic agencies in the community, and the United Way is one of them. Kris is a key ally both in working to provide information to the community with services like the 2-1-1 information service which will be rolled out later this year, and with her knowledge of the community. (I also see Kris frequently at Rotary events.) I was invited to attend the Boy Scout Council's recognition dinner. At the time I accepted, I did not know that their honoree was Dick Cable. However, we had a chance to chat briefly at that event, and have met subsequently. He is an important contact in the philanthropic community.

Other events within the Library consumed a surprising amount of time. Because of the "firecracker incident" [see Safety and Security, below] I had investigated with the Department of Public Instruction the Attorney General's opinion on video surveillance recordings. That informal opinion states that these recordings are "library records" and are covered by the state laws on that issue. The good news is that we were prepared to deal with an alleged assault. We had incredible cooperation and understanding from the police who obtained the necessary subpoena which allowed them to determine (and get the alleged victim to admit) that the report was specious. It also opened a dialog for me with the Police Chief and City Manager who are now actively supporting the Wisconsin Library Association supported legislation which will rectify the current dilemma.

A considerable amount of time this month was spent on issues related to MORE. The MORE Directors Council met. One of the issues was related to a feature called "Hold Wrappers." This is a slip, designed to be printed on regular paper by a laser printer, which would be wrapped around the spine of an item requested. Unfortunately the current version of the software allows for this feature to be turned on only for the whole system (or not). Our library is not set up with laser printers at the points where these would be printed, and uses what we call "receipt printers" for this feature. The printing takes a considerable amount of time, and uses much more paper and other supplies than we have budgeted. When the feature was initially initiated, we objected so much that it was almost immediately turned off. However, there are a number of members of the consortium who prefer this feature, and discussions began. After several meetings, in which I was involved, the feature was

turned off pending a new software release later this year or early next. For me, it was a learning experience in the process. I think I have helped MORE to begin to think about some of the implications of how decisions are made, and I think I have gained some loyalty from the Library staff for understanding the issue and creating a workable solution.

For what I think is the first time, John Stoneberg, Shelly Collins-Fuerbringer, and I represented the Library at the Chamber of Commerce's *Breakfast in the Valley*. It was a very positive and enlightening experience. Over the next several months, Library staff – in particular the staff in PRPS – will be developing a plan for what events will include a Library presence. As we look to be an active fund-raising organization, this kind of planning is critical.

I was pleased to have been invited to serve on a focus group for the Wisconsin Library Service (WiLS). WiLS is the OCLC “broker” for Wisconsin, and provides us with a number of services. I have now had the opportunity to parlay the past relationship of the Library into one which has introduced me to other parts of the Wisconsin Library Community. WiLS has the ability to provide us with some “cutting edge” services, and will be a leader in library services in the state.

A final personal note is that I will be leaving shortly after the Library Board meeting for the American Library Association Annual Conference. This year that meeting is in Washington DC. It offers me a personal opportunity to see some family (one son lives near Baltimore, and two of my sisters now live in Virginia). It also offers me an opportunity to connect with my colleagues from around the country, and to brag about Eau Claire by recognizing the two Board members attending: Kathie Schneider and Linda Stelter. For the three years ending last June, I was the ALA Executive Board Liaison to the American Library Trustees and Advocates (ALTA). You need to recognize the support that Eau Claire and its individual Board members give to ALA. There are not many public library boards which have two board members at an ALA conference, especially since one of those provides her own support.

I have probably not told the Board how much I appreciate the level of support you give as individuals, and as a group, to library service. When the *Wellness Audit* reflected the staff members' appreciation for the workplace, it did not fully represent mine. I have now been here for six months. I note that we never know what we get when we take a new job. There are good surprises, and “opportunities to manage.” For me, one of the great surprises is the support for staff, and the support for the Library. At the meeting you review this report, we will discuss the proposed budget for 2008. I have been told of the Board's past support for continuous education. For me, that is critical to maintaining an organization and staff who are responsive to customer needs, and are able to meet those requests. My perception of this culture is part of what drew me to accept my current position.

## **From the Management Team**

### **Staff and Human Resources**

Mallory Smith, an evening/weekend Desk Clerk in Circulation resigned her position in May. She will attend college at UW-Stevens Point this fall. Nicole Colburn has been hired as her replacement. Nicole is currently a student at UW-EC and has a minor in Library Science and will finish 2007 with student teaching this fall.

Josh Steans resigned his TS page position and has begun a full-time job at the UW- Stout library. His page position was filled by Elizabeth Christianson who resigned her Desk Clerk position. Elizabeth's Desk Clerk position was filled by Sara Slattery. Sara had been “subbing” for Circulation since March. Sara was a Desk Clerk in Circulation for 9 months in 2005-2006 before moving to Door County. We welcome Sara back.

Jacquie Staebell will be retiring mid July. She has worked at the library since May 1983. She has been the Library Assistant II (30 hrs/week) in Circulation for over 6 years. She will be greatly missed! In order to prepare for her vacancy and subsequent movement within the library ranks, the position was posted and awarded to Jackie Hagenbucher. Jackie's 30 hour Circulation Library Assistant I position was filled by Linda Flach. Linda's 28 hour Circulation Library Assistant I position was filled by Greg Goetz. Greg's desk clerk position will be filled mid-June.

The City Council approved the health insurance program offered by Group Health at their May meeting. Open enrollment and informational meetings on the new health insurance program occurred in May.

## **Youth Services**

May was an extremely busy month for Youth Services as staff made the final preparations for the summer library program. On June 1<sup>st</sup>, they revealed "Castle Readmore" and kicked off the program. They hosted a summer kick-off party on the 1<sup>st</sup> from 4-5 p.m. and had over 300 young people sign up for one of the three reading plans. It was a very successful start for the Readers of the Round Table program.

Each May, Youth Services promotes the summer program to all interested K-5 classes/schools in the district. Shelly Collins-Fuerbringer, Chrissy Knoelke, Shu Cheng, and Jill Patchin hosted groups at the library and visited the schools between May 15<sup>th</sup> and June 7<sup>th</sup>. They visited all but one elementary school in the district, which included about 35 presentations to well over 2,500 students. Many thanks go out to all of the Youth Services staff for the energy and hours they put into creating the decorations this year. It was truly a group effort and it shows. A special thanks goes to Jill Patchin and Chrissy Knoelke who were responsible for all of the ideas!

Shelly, Chrissy and Shu all attended the WAPL conference at the beginning of May. Each attended a number of sessions related to their work areas and interests and came back with a number of good ideas to pursue in the future. During the evening reception, Chrissy hosted the *YSS Ideas Slam* for librarians who work with young adults. They had a great time sharing program plans and experiences during the evening.

Chrissy is working on the YS content for the new website. She has assisted with the Services page for the website and created new content for the Youth Services pages. She and Jill will continue to work with Jeff later this summer to create a new look for the Youth Services pages in time for the new school year.

Shu was able to secure the Teddy Bear Band from Minneapolis to play at our End of Summer Splash Party at Fairfax Pool in August. The party is for all of the kids that finish their reading plan, and a number of kids are already working hard to complete their plan so they can get a ticket to the hottest kids party in town this summer!

Chrissy has been responsible for getting the word out to the community about the activities and program happening at the library this summer. She has created a number of flyers to promote programs, written news releases, and contacted the local high school newspapers about advertising the summer programs in the final issue of the school year. She had a very good response rate, with Regis High School, Memorial High School and North High School all agreeing to run the summer program information and information about the open seats available on YAAB.

Shu has been developing new kits for our daycare visit program. She is selecting new books and materials for five additional kits, which will bring our total to 29. The money used to create new kits as well as purchasing new items for existing kits was generously donated by the Friends of the Library.

## **Assistant Director**

Assistant Director John Stoneberg concluded a review of the library's meeting room policies and procedures as well as those of other libraries. These documents will be brought to the June Library Board meeting. John will be working with staff to get more information on meeting rooms available on the library website and creating a process to allow customers to do as much as of the room reservation process as they can without visiting the library.

Working with daily work assignment sheets provided by Building Services at the City's Department of Public Works, Assistant Director John Stoneberg has been developing an Excel spreadsheet that will allow a first review of custodial duties performed at the library—what is being done and how often. This is part of a new, concerted effort on the part the Library and City Building Services to work more closely on matters related to building services. The spreadsheet information will be reviewed by Building Services and library staff and combined with other information about what building services staff do at the library to better understand those duties and see if possible changes should be considered.

Under the supervision of Reference Associate Cindy Westphal and Assistant Director John Stoneberg, Circulation and Reference Services pages have completed the shifting of the second floor. The first floor shifting of materials in the adult area will begin soon. On the first floor, print and non-print materials compete more and for limited space. The integration of adult biographies back into the non-fiction collection on the second floor will help.

## **Circulation**

With the Library closed on Sundays starting May 27<sup>th</sup> and with the subsequent holiday on Monday for Memorial Day, Tuesday, May 29<sup>th</sup> was a very busy day. Besides checking in two days returns, the circulation desk staff checked out 4,005 items that day compared to about 2,500 items on a "normal" Tuesday.

During the first part of May, an experiment using new hold wrappers for items on our hold shelf began on Monday, May 14<sup>th</sup>. During this time both the MORE Office and the circulation desk made changes to adapt to these new slips.

## **Information Technology (IT)**

Systems Operator Jolene Krimpelbein attended the 2007 Innovative User Group in San Jose. The new product getting the biggest push from Innovative is a product called Encore which is a single search application. Other highlights include revision of printing, high demand holds, and library selected hold wrappers. [Reports from other Library Staff are at the end of this report.]

The product installation, indexing, and modifications to the Web Page options file for Advanced Keyword searching in the MORE catalog was completed in May. All supporting materials for customers is currently being written by IFLS staff and will be added to the MORE website when available. Web Master Jeff Burns has been working with IFLS and MORE personnel to implement and test the new features associated with Web Pac Pro on the test port.

There were numerous IT Help requests made via the Intranet in May. Staff requests ranged from hardware and software issues, to questions, to webpage edits and updates, to help accessing electronic resources. Gus Falkenberg met with Youth Services staff and has created six applications for their portion of the site. He also discussed other applications and features that they may want to use. In addition a training plan and a workflow for future requests was created. In June, he will be meeting with staff from Technical Services to provide assistance in creating their section of the Intranet.

Network upgrades were performed for the installation of staff and public VLANs, used to improve security, and for our connection to the CINC fiberoptic network. This connection is partially complete with routing and firewall issues needing to be completed. Additional equipment may be needed to conform with the standards and methodology used by the City of Eau Claire.

Kris Nickel upgraded the Windows Server Update Services software which controls all Windows operating system updates to all library computers. This new functionality allows for greater flexibility when selecting certain updates for certain groupings of computers. For example, when Internet Explorer version 7 is rolled out we can opt to update selected computers at selected times as opposed to all or nothing.

### **Public Relations and Programming Services (PRPS)**

The Library hosted a presentation by the Prairie Partnership, a local group of businesses, schools and outdoor enthusiasts who have joined efforts to preserve and nurture the natural prairie found along Eau Claire's North Crossing. A grazing lands specialist, a conservation project specialist and students from North Star Middle School provided information from different perspectives on the successes and challenges they encounter.

Eau Claire's first ever *Big Read* concluded on Friday evening, May 4, with an engaging, entertaining talk by Sam Weller, Ray Bradbury's biographer. (Bradbury is the author of *Fahrenheit 451*, the book featured as this year's Big Read selection.) The evening was highlighted by a phone conversation between the audience and Bradbury himself.

Plans for the 2007 Chippewa Valley Book Festival are well underway. This year's dates are October 18 through 21. Library staff worked this month on preparing the list of authors and books to be featured, ensuring that the library has sufficient copies and formats of the titles available for customers to read.

Shu Cheng finalized details for the library's upcoming annual summer concert to be held June 28 on the library lawn. This year's event features "Ticket to Brazil," a Brazilian jazz ensemble from the Minneapolis/St. Paul area. Shu also worked on plans for two fall programs: an acoustic guitar concert on September 12 and a "Dental Amalgam Truth" presentation on October 20. Selections for the summer and fall Progressive Book Club choices were also made.

Melany Bartig produced the Summer 2007 library newsletter and guided Friends volunteers as they assembled the newsletter. Jenny Karls printed the newsletter and reformatted the e-mail and website versions of the publication. Larry Nickel proofread the print version and edited the electronic versions. Larry edited the news releases that were distributed each Monday; Jenny sent them out by e-mail and fax. Jenny continued to produce new signs to keep up with location changes due to the shifting resulting from integrating biographies. Melany created a flyer for the program titled "The Citizen-Powered Energy Handbook: A Reading and Discussion with Energy Expert Greg Pahl." She designed *AskAway* bookmarks, as well as a poster and table toppers. She also updated and printed YS teen volunteer name tags.

Larry and Bess continued to work with Greendoor Graphics on design and color changes for the library logo. Greendoor staff provided files of images using the new layout and color palette. Melany used the new design and the primary color from the palette in the layout of a poster for the upcoming energy program. The files and color palette information were passed along to Jeff Burns for use with the library's website. The new logo appears in black and white at the top of this report.

Jenny printed copies of the Annual Report and Melany created a mailing list for distribution. Melany collected & organized information from 28 artists for the upcoming group summer art show titled “Rivers,” and designed a flyer for the show and prepared it for mailing.

With direction from Bess, Larry designed and produced signs for the new materials area, re-named “Your Library’s Latest.” Colors used in the design are from the new color palette we are employing for the library logo. Jenny designed genre signs for this area and mounted all of the signs.

Melany formatted nine new Club Read lists and sent them in PDF format to Renee in Reference for inclusion on the website. She also ordered paper for YS Summer Library Reading Program and the upcoming months of the newsletter.

Larry re-designed the Customer Suggestion form and Jenny printed copies for distribution in the library. Larry designed and posted new slides for the PR monitors in the library, including slides for the Summer Library Program, and removed and filed slides that were out-of-date or needed to be “recycled” for later use.

Jenny printed and folded flyers and distributed them within the library. She maintained the literature racks throughout the library and posted publicity on the bulletin boards on the lower level. She also photographed and formatted images of the art show “At Dancers Studio,” for publication on the library’s website.

Jenny created signs for a Youth Services display and Readers Advisory table signs titled “Families Then and Now” and “Witness to History.” She also provided program information for our website calendar of events as well as on the Community Calendars of the two local television stations.

Jenny coordinated booking the display case for May titled “The Holocaust,” provided by David Lynnes.

## Reference

Cindy Westphal created Club Read Bingo lists on *Epistolary Fiction*, *May I Have This Dance*, *Big Read List*, *Sleuth Your Way across the USA (Alabama—Missouri)*, and *Sleuth Your Way Across the USA (Mississippi—Wyoming)*. Theresa Boetcher and Cindy decorated a section of the Information & Reference Desk for Club Read Bingo, the adult summer reading program, which starts June 1.

Cindy updated information guides for the library’s website and for handouts for the public. These included *Wisconsin State Government*, and *Where Can I Return Library Materials*. Cindy also coordinated the quarterly Reference tally and compiled the tally statistics. Alisha Green, Reference page, inspected 52 and repaired 71 audiovisual items. Reference page Katie Sullivan measured the adult video, DVD, audio book, fiction and large print shelving areas on the first floor in preparation for shifting the collection. Staff from the Clerk of Courts and Probate offices presented legal resources available at their offices to Renee Ponzio and Cindy. This meeting was a follow-up session to the Legal Resources workshop Cindy and Renee previously attended at IFLS. Liz Ryberg and Cindy added 29 new businesses and made 15 changes to the library’s Business Resource File. Cindy proctored TEN tests for students taking online or long-distance classes in May and arranged for the ordering and pickup of AAA Tour Guides and Camp Books which AAA donates to the library for the collection.

As part of the new arrangement of the new book area, Cindy assumed responsibility for maintaining the genre shelves in this area. Pulling books from the regular collection; westerns, mystery, science fiction and romance to highlight our holdings.

In early May, Renee Ponzio attended a workshop “School for Scanning” in Minneapolis. It was attended by librarians from all over the United States. Sessions were presented on getting ready to scan, things to scan, what you needed to think about before starting a scanning project. These sessions were led by leaders in the preservation field. Renee also attended the second part of the management series put on by UW-Eau Claire on May 17 and 18. Renee chose the materials for the Readers Advisory table for the last part of May centering on health topics as well as the *Picks of the Month* page which featured books, websites and other information on Health issues.

The number of individual customers at nursing home and other facilities continues to rise (Harbor House reported 20 users). Mount Washington, for example now has nine customers.

MORE Office started investigating companies for new offsite drop boxes and possibly a new location for the boxes that were previously located at Kerm’s on Water Street. Postage rates changed May 14. The MORE Office made sure we had the new presort rates and library rates.

## **Safety and Security**

With the guidance of the library Safety Committee, Larry Nickel began a review and revision of the Severe Weather procedure. Larry attended a Joint Safety Committee meeting at City Hall. One of the key agenda items was to discuss the implementation of a formal review committee for all city vehicle damage. This committee would involve all departments and meet monthly to review vehicle damage reports. Since most city departments were satisfied with how they handle vehicle damage currently, the measure was tabled.

Larry reviewed video recordings of two incidents for which the police were called. One incident involved middle school-aged young people and a firecracker in a public stairway. Using the video recording and staff witnesses, staff were able to identify those responsible and contact police. The Library Director determined, however, that our surveillance recordings are considered library records and may not be shared with authorities without a court order. The police interviewed the teens at their school and got them to admit their involvement, but no charges were filed. Later in the same week, an alleged assault was reported on the premises and the police subpoenaed a library surveillance recording to help them in their investigation.

## **Technical Services**

Two major goals of Technical Services for the month of May were reached. One thousand DVDs were converted from old security cases to the new style during the month of May. This means that all DVD items are now in the new style case and removes a backlog of items from the Circulation workroom. All new and duplicate Youth Services print and non-print items were cataloged, processed, input and ready for circulation as of May 23, in advance of the kick off for the Readers of the Round Table program!!

Donna Swenson and Sharon Price continued work on the call number update. All affected collections have been updated, except Special Collections. This includes the file of problems that Sharon was holding with missing information. Jean Nemitz cleaned up a file for Laura in Circulation that contained items under \$7.00, which were not deleted when an order was canceled. Jean Pickerign and Sharon met with Renee Ponzio to resolve inventory reports for the Reference Collection. Renee will have Reference pages pull marked items and work with

Theresa to reconcile missing and location code error problems. Call number corrections and items-not-in-database will be sent back to Technical Services for resolution.

Sharon Price is working with IFLS/MORE staff and other libraries to investigate methods to use data in the system for statistical reports for MORE libraries. Two useful statistical reports, Age of Collection and Collection Development, can be run by the Innovative System.

Sharon held a meeting with selectors to explain the results of the statistical table meetings. Selectors decided they would like and would use the information from the Age of Collection report and the Collection Development report. They will use these reports together for analysis of the collections they are in charge of, to understand what is owned to support customers and programming needs, to evaluate the strengths and weaknesses of the collections vs. the usage, and to feel confident that money spent is directed to the right areas.

Respectfully submitted,

Michael Golrick  
Library Director

### **Stories from the Front Lines**

A woman called the Circulation Desk asking about her daughter's card and the renewal of several items. Staff quickly completed the request. After completing the transaction, the staff member listened to the customer talk about her daughter and how she likes to leave CDs laying around the house and how much this annoys her. She went on for several minutes, while the staff member patiently listened. Then, the customer stopped abruptly talking and said, "Well, I'm going to have to let you go, because I'm at work right now." To the library staff member it almost seemed like maybe "I was the one keeping her!" The staff member thought, "Well, I'm at work too!"

A gentleman called the Reference Desk to ask how he would go about looking up an obituary and locating a grave site. The only information he had was the deceased's first name, the approximate year of death, and that the person was buried in St. Patrick's Cemetery on Omaha Street. After we informed the customer about how he might research the Leader-Telegram microfilm, he visited the library and David Dial helped him choose likely reels and tutored him in the use of the microfilm readers and printers. The customer then sifted through obituary notices until he found the appropriate one. David and the Customer were then able to locate the deceased's full name in the Cemetery Index, which indicated exactly where the burial plot was located. Although the obituary did not include the person's birth date, the customer was able to take the name and date of death to the Register of Deeds to discover that missing piece of information.

### **Technical Services Reports from Innovative Users Group (IUG), San Jose, CA.**

In addition to a staff member whose primary job assignment is with MORE (the automated system), the Library sent two Technical Services staff to the Innovative Users Group meeting. Below are the minimally edited reports which were submitted to me. There is a large amount of detail, which may not be of interest. My point is to let you understand the value of this investment and to see the enthusiasm which is generated by this kind of support for continuous learning on the part of our staff.

## Highlights of IUG 15 – Jean Nemitz

Monday afternoon featured a 3 hour session on Collection Development: Using Your Millennium System for Analyzing Your Collection. The primary tool used is the SCAT table which, for us, still needs some work. Age of collection reports will be able to be used for withdrawing items and keeping collection up to date.

**Acquisitions Forum**: A discussion of some of the enhancements in 2007 was presented including printing updates. Acquisition updates include editing of un-posted invoices, deleting of cancelled orders without using create lists, paid field will be expanded.

**Printing Update (2007 release)**: The new release will be able to print an image on a spine label including color. This update uses Jasper for the 3<sup>rd</sup> party application. All of the old concepts will be there if you choose not to turn these features on. There will be a choice if a field wraps or not. All of the choices will be by login not system wide.

**Innovative Way to Save Money: Percon Scanner**: This was a workshop on programming the Percon scanner instead of purchasing it from III already programmed. When we replaced ours Kris Nickel programmed it which probably saved us 75% of the cost.

**Fund Activity Reports: There not just for binders anymore**: This workshop explained different uses of the FAR (Fund Activity Reports) include letting selectors see what actually has been received and cataloged.

**Inventory: What are your Looking For?:** *[Note from Jean: This one session was worth the entire cost.]* The current way we do inventory works but this will be less work and much less paper. III Help Desk will be turning on the ability to update the Inventory Date on each item record. Once this is turned on we will be able to change our approach to doing inventory. The browsing books will be able to be inventoried (1st time ever!).

Also I was able to talk to other people, during breaks, using the system in different ways and see the possibility of changing how we approach procedures.

## Highlights of IUG 15 – Sharon Price

The three hour session on using Millennium for collection development began my experience at IUG 15, and immediately set the intensity of sessions I attended at “high.” The session was built on using Millennium Tools to answer four basic questions about a library’s collection. 1. What do you own? 2. What did you purchase/acquire? 3. What did you circulate? 4. What did you deselect/remove? Three of the answers come from the Collection Development Report, which is based on use of a SCAT table. The fourth answer, what did you deselect and why, can be answered by use of assigned codes. Most libraries under use codes because they were not initially defined for them at the time of setup on Innovative. An interesting example for additional use of codes for LE Phillips would change the way we withdraw materials, but it would give us an overview of these items, for counting and analysis.

Consider creating specific codes for reasons why items are withdrawn, (lost, condition, outdated, etc.) coding the items in that manner as they are physically withdrawn, but saving and suppressing the item record. Then using time range parameters, perhaps monthly, create a review file of coded items and run a field statistical report on the review file. The report will reveal type of material withdrawn, how many, why, and when. Keeping these reports over time for comparison would be another tool for selectors for collection analysis.

In short, to be most productive, know what you want in terms of statistics and then decide what is needed to get them.

The main conference began with a short, very exciting presentation by Chairman and CEO of Innovative Interfaces, Jerry Kline, on the new III product, Encore. It will give google-type search results with “relevance ranking”. Jerry accessed several library catalogs and demonstrated the difference in present search results and the Encore search results. Wow, what a difference. With this product, customers will be able to add their own subject headings to records (without effecting the MARC bib record), and customer searches will “crawl” across databases displaying indexed results from the metadata., as Google searches do now. Encore is in Beta testing in several libraries across the U.S.

After Jerry, we were treated to the keynote message from futurist, Bob Cringley. He is currently the host and writer of the PBS-TV miniseries “Electric Money,” writes an online column “I, Cringley”, also for PBS, wrote a documentary called “Triumph of the Nerds” and was the an employee at Apple in 1977. His future “sight” says:

Craig’s List on the Internet is slowly killing newspapers. (Did you know newspapers make most of their money from the Classified Ad’s section?)

Book publishing overestimated the challenge of the Internet in the short term, but is underestimating the challenge in the long term. He believes that most print products will have faded in the next 15-20 years.

The physical manifestation of Library jobs will fade, but as this happens, Professionals will be even more important, leading, guiding, sifting, so people get the best information.

As with past technologies, (remember, he was with Apple) Google is growing its own competition. As the giant grows, people who are unhappy there because their contribution is not acknowledged, their ideas weren’t used, etc., will quit and create their own spin-offs. These spin-offs will also be libraries’ competition.

There is a device the “retinal assist” that will allow persons to read the small, smaller, smallest of displays on computer phones. All very interesting!

Now, on to the nitty gritty.

I went to several sessions on gathering statistics. One Innovative user/presenter gathered statistics using Millennium Acq. fields, but then tabulated by hand for totals! “Hours, days, months of work”, she reported, but her results were beautiful graphs, pie charts, and minute details of circulation, etc. Inspiring, but this is not what I was looking for, too time consuming. She did not mention use of SCAT tables. Corey Seaman, 2007 chair of IUG, gave an in-depth session on use of Millennium Statistical reports, but even he didn’t know everything! A woman shouted from the audience, “If you click on restore, you can go back to your old report without the limits”. Was he surprised!! He gave mention to SCAT tables. This is partially what I was looking for, but not the big Kahuna. The very last session, the very last day, was a session on creating a SCAT table. This was it!! I settled in and quickly learned.... I had a lot to learn. Judith Clark gave an intense session, I stayed for 20 minutes afterwards asking SCAT table questions. I found that: <sup>1</sup>Dewey and LC Call Numbers cannot live on the same SCAT table. (Reason one for bad data in our 2003-2004 SCAT table attempt); <sup>2</sup>any Dewey Call Number with a prestamp (preceding word) e.g. JUVENILE, in the SCAT table is limited to three letters! Juvenile is limited to JUV. (Reason two for bad data in 2003-2004); <sup>3</sup> “Call numbers not in table” are now collected in a create list review file, so users can fix them! Formerly their number was reported but there was no way to find them. (Reason three for bad data in 2003-2004); <sup>4</sup>Free text Call Numbers (words only, no Dewey numbers) may not be able to live on the same SCAT table with Dewey Call Numbers, unless one is very, very careful in the inputting. As you read in the SCAT

table report from Cathie, Julie and I, we are attempting this, but MORE may have to purchase a separate SCAT table for free text call numbers. There will be a lot of testing and troubleshooting.

Highlights of other sessions are:

The capability of MilAcq to perform electronic invoicing between library and vendor using the Edifact product. Good news! We have Edifact and are using it for ordering. Electronic invoicing is in our future. (Only used for invoices from vendors with this capability.)

The capability to move the (no holds) message to any spot in the Call Number field on the OPAC display. We need to have MORE approval since it is a consortium catalog.

A flick of a switch would change our output voucher template to one that has additional spaces for the external fund code field. The output voucher process is a method of transferring invoices from MilAcq to MUNIS financials. A helpdesk call was opened on this issue and they are awaiting our response, Yes or no.

Several new tricks were presented in Mastering global update, e.g., replacing blank spaces with \*something\* and changing end of field data. These will be very important for catalogers as we move forward with the SCAT table project and Call Number adjustment.

In passing conversation, I found that adding Admin tools button to the tool bar of an item record display is an enhancement request to be voted on. This addition would be a major leap forward in MilCat use for inputting items by Teri in Technical Services.

WHEREAS, Julia Browne served diligently as a member of the Friends of the L.E. Phillips Memorial Public Library Executive Board for two years, and

WHEREAS, she served faithfully as the Secretary, and

WHEREAS, she was the Board liaison for the Book Sale Committee, and

WHEREAS, she volunteered her services to book sales, the Give-A-Kid-A-Book project, adopt a shelf, shelving, and the annual meeting; and

NOW, THEREFORE, BE IT RESOLVED: That the Friends of the Library Board expresses its deep appreciation to her for her dedicated service and orders that a copy of this Resolution be entered in the proceedings of the Board.

Tom Giffey  
President

Dated this 4th day of June 2007

WHEREAS, Mick (Donald) Hunter served diligently as a member of the Friends of the L.E. Phillips Memorial Public Library Executive Board for two years, and

WHEREAS, he served faithfully as an At-Large Member, and

WHEREAS, he was the Board liaison to the Program Committee, and

WHEREAS, he volunteered his services to home delivery, ArtsWest, book sales, the Give-A-Kid-A-Book project, inventory, mailings, programs, library booths, and the annual meeting; and

NOW, THEREFORE, BE IT RESOLVED: That the Friends of the Library Board expresses its deep appreciation to him for his dedicated service and orders that a copy of this Resolution be entered in the proceedings of the Board.

Tom Giffey  
President

Dated this 4th day of June 2007

WHEREAS, Paul Vanderheiden served diligently as a member of the Friends of the L.E. Phillips Memorial Public Library Executive Board for seven years, and

WHEREAS, he served faithfully as the Vice President, President, Past President, and Treasurer; and

WHEREAS, he was the Board liaison and chair of the Finance Committee, Membership Committee, Nominating Committee, and the Give-A-Kid-A-Book Project Committee; and

WHEREAS, he volunteered his services to book sales, the Give-A-Kid-A-Book project, library booths, the MORE survey, shelving, and serving refreshments; and

WHEREAS, he was involved in issues and policies relating to insurance, investments, and tax laws; and

NOW, THEREFORE, BE IT RESOLVED: That the Friends of the Library Board expresses its deep appreciation to him for his dedicated service and orders that a copy of this Resolution be entered in the proceedings of the Board.

Tom Giffey  
President

Dated this 4th day of June 2007

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**2007 YTD BUDGET REPORT - Operating**  
**For the Period Ended May 31, 2007**

OBJ #	ACCOUNT NAME	2007 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
4002	General Property Tax-City	\$ 2,711,500.00	\$ 2,711,500.00		\$ -	100.0%
4112	Federal Aid-WI Humanities Grants	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
4128	Federal Aid-Other	\$ 15,000.00	\$ -		\$ 15,000.00	0.0%
4330	Library Fines & Miscellaneous Revenue	\$ 132,000.00	\$ 53,976.20		\$ 78,023.80	40.9%
4398	Other Penalties (Collection Agency)	\$ 3,100.00	\$ 1,335.10		\$ 1,764.90	43.1%
4451	Electronic Copy Revenue	\$ 2,500.00	\$ 831.51		\$ 1,668.49	33.3%
4452	Copier Revenue	\$ 2,700.00	\$ 1,364.31		\$ 1,335.69	50.5%
4602	Service to Eau Claire County	\$ 522,400.00	\$ 260,314.50		\$ 262,085.50	49.8%
4608	Indianhead Library System	\$ 123,000.00	\$ 10,717.25		\$ 112,282.75	8.7%
4672	Service Charge-Other (Fairchild)	\$ 1,500.00	\$ 402.99		\$ 1,097.01	26.9%
4798	Misc Service Revenues (Act 150)	\$ 104,600.00	\$ 168,624.60		\$ (64,024.60)	161.2%
4834	Book Bag Sales	\$ 700.00	\$ 127.50		\$ 572.50	18.2%
4836	Misc Grant Revenue	\$ -	\$ -		\$ -	n/a
4850	Gift Revenue	\$ 16,000.00	\$ 19,509.13		\$ (3,509.13)	121.9%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 6,414.07		\$ 8,585.93	42.8%
4858	Refund of Prior Years Expense	\$ -	\$ -		\$ -	n/a
4898	Miscellaneous Revenue	\$ 4,300.00	\$ 2,648.44		\$ 1,651.56	61.6%
5152	Sale of Capital Assets	\$ 200.00	\$ -		\$ 200.00	0.0%
		<u>\$ 3,655,500.00</u>	<u>\$ 3,237,765.60</u>	<u>\$ -</u>	<u>\$ 417,734.40</u>	<u>88.6%</u>
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5580	Working Capital Applied	\$ 64,500.00		\$ -	\$ 64,500.00	0.0%
	<b>TOTAL REVENUE</b>	<u><u>\$ 3,720,000.00</u></u>	<u><u>\$ 3,237,765.60</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 482,234.40</u></u>	<u><u>87.0%</u></u>

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>PUBLIC LIBRARY EXPENDITURE</b>						
6010	Payroll Wages	\$ 1,695,600.00	\$ 636,431.69		\$ 1,059,168.31	37.5%
6040	Employer Paid Benefits	\$ 333,100.00	\$ 120,365.87		\$ 212,734.13	36.1%
6043	Health insurance-Employer	\$ 319,100.00	\$ 99,427.87		\$ 219,672.13	31.2%
6047	Health insurance Deductible	\$ 57,400.00	\$ 14,349.99		\$ 43,050.01	25.0%
6108	Unemployment Compensation	\$ 8,800.00	\$ 1,018.09		\$ 7,781.91	11.6%
6110	Postage & Shipping	\$ 24,200.00	\$ 6,527.51		\$ 17,672.49	27.0%
6112	Computer Service Charges	\$ 92,500.00	\$ 68,300.86		\$ 24,199.14	73.8%
6116	Binding	\$ 1,000.00	\$ 65.55		\$ 934.45	6.6%
6120	Auditing	\$ 2,300.00	\$ 448.04		\$ 1,851.96	19.5%
6122	Cataloging	\$ 28,300.00	\$ -		\$ 28,300.00	0.0%
6128	Repairs to Tools & Equip	\$ 5,600.00	\$ 1,399.49		\$ 4,200.51	25.0%
6138	Equipment Rental	\$ 10,600.00	\$ 2,100.00		\$ 8,500.00	19.8%
6150	Special Services	\$ 54,200.00	\$ 5,805.85		\$ 48,394.15	10.7%
6160	Staff Training/Conference	\$ 21,400.00	\$ 9,121.88		\$ 12,278.12	42.6%
6162	Membership Dues	\$ 3,600.00	\$ 460.00		\$ 3,140.00	12.8%
6198	Miscellaneous Contractual	\$ 48,100.00	\$ 15,362.19	\$ 1,123.25	\$ 31,614.56	34.3%
6202	Electricity	\$ 69,400.00	\$ 21,967.61		\$ 47,432.39	31.7%
6208	Gas Service	\$ 22,200.00	\$ 13,576.74		\$ 8,623.26	61.2%
6210	Telephones	\$ 13,800.00	\$ 8,118.13		\$ 5,681.87	58.8%
6252	Water Service	\$ 2,100.00	\$ 870.93		\$ 1,229.07	41.5%
6254	Sewer Service	\$ 2,200.00	\$ 366.92		\$ 1,833.08	16.7%
6308	Special Assessments	\$ 500.00	\$ 580.62		\$ (80.62)	116.1%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 10,333.32		\$ 20,666.68	33.3%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 80,600.00	\$ 33,593.17	\$ 7,541.72	\$ 39,465.11	51.0%
6410	Periodicals	\$ 22,800.00	\$ 5,176.63		\$ 17,623.37	22.7%
6411	Pamphlets	\$ 200.00	\$ -		\$ 200.00	0.0%
6412	Books-Adult	\$ 178,600.00	\$ 64,496.79		\$ 114,103.21	36.1%
6413	Books-Juvenile	\$ 72,400.00	\$ 26,290.91		\$ 46,109.09	36.3%
6414	Non-print Materials	\$ 59,100.00	\$ 24,079.37		\$ 35,020.63	40.7%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 2,439.45		\$ 12,560.55	16.3%
6490	Equipment Purchases < \$5000	\$ 60,400.00	\$ 42,868.44	\$ 1,092.00	\$ 16,439.56	72.8%
6496	Gift Expenditures	\$ 16,000.00	\$ 4,284.60	\$ 560.75	\$ 11,154.65	30.3%
6498	Other Materials & Supplies	\$ 2,800.00	\$ 914.85		\$ 1,885.15	32.7%
6790	Refunds & Reimbursements	\$ 10,500.00	\$ 10,213.10		\$ 286.90	97.3%
6802	Capital Purchases	\$ 5,800.00	\$ 5,900.40		\$ (100.40)	101.7%
7044	Transfer to Library Capital Projects	\$ 105,900.00	\$ 105,900.00		\$ -	100.0%
		\$ 3,477,100.00	\$ 1,363,156.86	\$ 10,317.72	\$ 2,103,625.42	39.5%

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>LIB BLDG MAINTENANCE EXPENDITURE</b>						
6010	Payroll Wages	\$ 121,600.00	\$ 43,280.96		\$ 78,319.04	35.6%
6020	Payroll Overtime	\$ 16,400.00	\$ 3,020.45		\$ 13,379.55	18.4%
6030	Special Pays	\$ 600.00	\$ 422.09		\$ 177.91	70.3%
6040	Employer Paid Benefits	\$ 25,700.00	\$ 7,825.88		\$ 17,874.12	30.5%
6043	Health Ins (ER)	\$ 33,200.00	\$ 7,416.12		\$ 25,783.88	22.3%
6047	Health Insurance Deductible	\$ 6,500.00	\$ 2,166.68		\$ 4,333.32	33.3%
6108	Unemployment Compensation	\$ -	\$ -		\$ -	n/a
6128	Repairs to Tools & Equipment	\$ 200.00	\$ -	129.98	\$ 70.02	65.0%
6130	Repairs to Buildings	\$ 19,200.00	\$ 9,073.72	\$ 4,216.30	\$ 5,909.98	69.2%
6138	Equipment Rental	\$ 100.00	\$ -		\$ 100.00	0.0%
6144	Laundry & Dry Cleaning	\$ 200.00	\$ 39.00		\$ 161.00	19.5%
6150	Special Services	\$ 7,900.00	\$ 3,717.87	\$ 3,366.68	\$ 815.45	89.7%
6214	Garbage Service	\$ 2,100.00	\$ 664.46		\$ 1,435.54	31.6%
6256	Stormwater Charges	\$ 400.00	\$ 348.14		\$ 51.86	87.0%
6460	Repair Part & Supplies	\$ 1,100.00	\$ 292.70		\$ 807.30	26.6%
6464	Building Materials & Janitorial Supplies	\$ 7,700.00	\$ 1,868.10		\$ 5,831.90	24.3%
		<u>\$ 242,900.00</u>	<u>\$ 80,136.17</u>	<u>\$ 7,712.96</u>	<u>\$ 155,050.87</u>	36.2%
TOTAL EXPENSES		<u>\$ 3,720,000.00</u>	<u>\$ 1,443,293.03</u>	<u>\$ 18,030.68</u>	<u>\$ 2,258,676.29</u>	39.3%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT**  
For the Period Ended May 31, 2007

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs	\$ 892,800.00	\$ 689,306.53	\$ 22,730.00	\$ 180,763.47	79.8%
	<b>TECHNOLOGY UPGRADE</b>					
6802	Capital Purchases	\$ 946,000.00	\$ 858,640.21	\$ 4,400.00	\$ 82,959.79	91.2%
	<b>LIBRARY BUILDING EXPANSION</b>					
6810	Capital Costs	\$ 700,000.00	\$ 75,325.86	\$ 6,000.00	\$ 618,674.14	11.6%
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs	\$ 115,600.00	\$ -	\$ -	\$ 115,600.00	0.0%
	<b>TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE</b>	<u>\$ 2,654,400.00</u>	<u>\$ 1,623,272.60</u>	<u>\$ 33,130.00</u>	<u>\$ 997,997.40</u>	62.4%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
 Additional Bills & Claims Listing - May 2007

**CUSTODIAL OPERATING BUDGET:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 12,372.22
Various	WRS, SS, life, disability	\$ 1,988.88
Various	Health insurance, deductible	\$ 3,330.24
WI Dept Commerce	Permit renewals to operate	\$ 105.00
NEI Northern Electricians	Repair, street light fixtures	\$ 1,395.30
Valley Builders Hardware	Keys and hardware/repairs	\$ 318.00
Hovlands Inc	HVAC repairs	\$ 391.52
NEI Northern Electricians	Repair, street light fixtures	\$ 222.86
Menards West	Building materials, etc.	\$ 24.25
Wil Kil Pest Control	Pest control service	\$ 20.00
Traci's Green Interiors	Plant rental	\$ 260.52
G & K Services	Rental, floor mat, oil map, rags	\$ 52.46
G & K Services	Rental, floor mat, oil map, rags	\$ 52.46
G & K Services	Rental, floor mat, oil map, rags	\$ 52.46
G & K Services	Rental, floor mat, oil map, rags	\$ 52.46
Waste Management	Rubbish, garbage, recycling	\$ 168.77
City of Eau Claire	Stormwater fees Jan/Feb/Mar	\$ 178.13
Viking Electric Supply	Parts, electrical	\$ 164.10
Viking Electric Supply	Parts, electrical	\$ 9.36
Viking Electric Supply	Parts, electrical	\$ 5.70
Menards West	Building materials, misc.	\$ 43.96
		\$ 21,208.65

**LIBRARY OPERATING BUDGET:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 128,351.38
Various	WRS, SS, life, disability	\$ 24,487.35
Various	Health insurance, deductible, EAP	\$ 22,207.34
City of Eau Claire	Unemployment	\$ 564.09
		\$ 175,610.16

**LIBRARY CAPITAL CAMPAIGN:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	n/a
Various	WRS, SS, life, disability	n/a
		\$ -

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**Statistical Report - May**

2005	2006	2007	Chng. Prev. Yr.
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**AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING**

1,117	1,114	1,124	0.9%	Month of May
1,175	1,174	1,186	1.0%	Year to date

**AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES**

683	664	661	-0.5%	Month of May
688	701	662	-5.9%	Year to date

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

71.2%	70.7%	71.3%	0.8%	City of Eau Claire
15.7%	16.1%	15.9%	-1.1%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
13.2%	13.2%	12.8%	-2.9%	All other users checking something out or renewing from this building

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

**NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:**

14,116	14,145	13,934	-1.5%	Month of May
74,759	75,937	74,020	-2.6%	Year to date

**NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING\***

71,930	72,508	69,701	-4.0%	Month of May
394,311	399,835	382,564	-4.5%	Year to date

**RENEWALS FROM LIBRARY BUILDING\***

5,226	5,695	3,708	-53.6%	Month of May
27,075	25,131	21,691	-15.9%	Year to date

*\*Does not include remote or telephone renewals*

**REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY**

**Telephone renewals**

1,321	1,209	1,194	-1.3%	Month of May
6,415	7,011	7,126	1.6%	Year to date

**Web renewals**

13,844	14,832	14,885	0.4%	Month of May
69,047	75,049	77,636	3.3%	Year to date

**MORE CONSORTIUM CHECKOUTS ("Blank Code" field not included)**

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

6,305	7,356	7,651	3.9%	Month of May
32,545	39,266	41,553	5.5%	Year to date

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

7,458	8,984	9,022	0.4%	Month of May
37,890	45,820	47,279	3.1%	Year to date

**MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS**

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

839	823	887	7.2%	Month of May
4,585	5,205	5,369	3.1%	Year to date

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

958	1,232	1,203	-2.4%	Month of May
4,982	6,631	7,177	7.6%	Year to date

2005	2006	2007	Chng. Prev. Yr.
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**INTERLIBRARY LOANS**

**Incoming materials (NOT included in "Checkouts from Library Building" above)**

260	282	252	-11.9%	Month of May
1,477	1,264	1,021	-23.8%	Year to date

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

649	629	407	-54.5%	Month of May (without renewals)
3,281	3,276	2,676	-22.4%	Year to date (without renewals)

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

4	15	4	-275.0%	Month of May (renewals)
46	38	79	51.9%	Year to date (renewals)

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

827	965	n/a	n/a	Month of May (without renewals)
4,422	5,896	n/a	n/a	Year to date (without renewals)

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

41	705	n/a	n/a	Month of May Renewals
395	1,549	n/a	n/a	Year to date Renewals

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**UNIQUE VISITORS TO WEBSITE**

10,865	13,356	n/a	n/a	Month of May
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June 11, 2007

Ms. Mary Jurmain  
L.E. Phillips Memorial Public Library Board of Trustees  
400 Eau Claire St.  
Eau Claire, WI 54701

Dear Ms. Jurmain:

At our Monday, June 4, meeting, the Friends of the L.E. Phillips Memorial Public Library Board decided to exercise the naming rights we received in recognition of our \$50,000 pledge to the Capital Campaign. Specifically, the board voted unanimously to request that our name be placed on the Youth Services Resource Room. We believe this will give the Friends' name a prominent place in an area used by adults and children alike.

Thank you for extending this opportunity to us. We look forward to the success of the ongoing fund-raising efforts.

Sincerely,

Tom Giffey, president  
Friends of the L.E. Phillips Memorial Public Library

## MEMO

**TO: Michael Golrick, Library Director**  
**FROM: John Stoneberg, Assistant Director**  
**RE: Meeting Rooms**  
**DATE: June 14, 2007**

Attached are documents relating to meeting rooms for consideration by the Library Board at its meeting next Thursday, June 21. At the request of Laura Miller and you, I initiated a review of the Library's policy and guidelines relating to meeting rooms as well as a review of the meeting room policies and guidelines of other libraries. I then reviewed drafts of the attached documents with staff—Melany Bartig, Mary Blakewell and Larry Nickel—closely tied to the use of meeting rooms. Finally, the documents were reviewed and discussed by the Library's Management Team who recommended that they be forwarded to the Library Board.

Two are policies. One would amend by replacement the current policy on meeting rooms and the second is a new and separate policy on meeting room rental fees. A third document is the American Library Association's Meeting Rooms: an Interpretation of the Library Bill of Rights, adopted on July 2, 1991. The two policies would need approval by the Library Board as would future changes to them. A fourth document contains meeting room use guidelines. This document would be reviewed and approved by the Library Board, but then the Library Board would be asked to delegate the management of these guidelines to the Director or his designee. Thereafter, the Director could approve changes to the guidelines without Library Board approval.

### Highlights

- 1) The previously unwritten proviso that all meetings must be open to any member of the public is now clearly stated in both the policy and guidelines.
- 2) After many years, an increase in meeting room rental fees is proposed and there are now separate commercial and non-profit fees proposed. The main objectives for the price increases are to recover those costs associated with room setup and to ration demand for the rooms.
- 3) The new policy proposes that pretty much anyone can rent a meeting room including community non-profit cultural or civic organizations; governmental units; and all other uses, including organizations or groups whose primary purpose is religious, commercial or for-profit. Individuals could also rent meeting rooms. As long as the meeting room policies and guidelines are adhered to (especially #1 above), the Library won't be particularly concerned what the meeting rooms are used for.

Once the policies and guidelines have discussed and approved by the Library Board, I would like to work with staff to get more information on meeting rooms available on the library web site and allow customers to do as much as possible remotely.

# POLICY

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Title: **POLICY ON MEETING ROOMS**

Effective Date: July 29, 1985

Authorized by: Library Board of Trustees

Date of Review: 2/16/87; 8/21/92; 7/12/96; 9/20/96; 11/24/97; 06/15/00; 10/17/02; 06/21/07

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The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights, as amended on January 23, 1996. Article VI states:

*Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The Library Board of Trustees also subscribes to the American Library Association's Meeting Rooms: an Interpretation of the Library Bill of Rights, adopted on July 2, 1991 (see addendum).

The Library uses its meeting rooms for its own programming for children, young adults and adults. The Library also cosponsors programs with community groups. Library-coordinated and produced programs promote the Library's goals of public information, education, recreation and cultural programming. In these programs the Library presents a range of points of view and does not advocate a single approach.

All meetings and programs must be open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Library staff may attend or observe any meeting or any program at any time.

Use of the facilities for Library, Library-affiliated or Library-sponsored or co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered on a first-come, first-served basis.

The purpose for providing space for community meetings is to further the Library's role in the community as a resource accessible to all residents and the public in general. Library meeting rooms are available for public use including community non-profit cultural or civic organizations; governmental units; and all other uses, including organizations or groups whose primary purpose is religious, commercial or for-profit. Individuals may also rent

meeting rooms. Rooms may not be used by for private social events such as parties, weddings, bridal or baby showers, class reunions, luncheons, etc.

Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, company or business entity; its activities, products or services; or of the ideas, opinions or claims expressed during the course of meetings or programs held at the Library.

The use of the name, address, or telephone number of the L. E. Phillips Memorial Public Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited. Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address and appropriate room designation only. Any other mention or depiction, including use of the library logo or images of the library and its facilities, requires the express written approval of the Library Director or his or her designee. All publicity (posters, newspaper ads, etc.) for activities held in a library meeting room must clearly and prominently identify the name of the sponsoring organization. Meeting rooms may not be used for activities not protected by the First Amendment.

Except as noted in the Library's Meeting Room Conditions of Use, no signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without the express approval of the Library Director or his or her designee. Any such items will be removed by the Library and destroyed. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. The organization or group will not be permitted to reserve meeting room space again until these costs have been paid.

Admission fees may only be charged to cover meeting costs or speakers' fees. Registration and materials fees may be charged for educational courses.

Meeting rooms may be reserved by the public up to three months in advance and may not be reserved more than three times in any three month period.

Upon reasonable notice, the Library will provide a qualified sign language interpreter for any program or meeting sponsored or co-sponsored by the Library. Upon reasonable notice, any group or organization must provide a qualified sign language interpreter for any program or meeting held by that group or organization in the Library.

The user of a meeting room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify and hold the Library harmless from liabilities that may arise as a result of violations of the copyright laws or regulations. The user of a meeting room shall sign a contract indicating agreement with such provisions as a requirement for meeting room use.

Eau Claire City and County, Wisconsin state and federal governmental units; Eau Claire area public and private schools; Friends of the L.E. Phillips Memorial Public Library; Literacy Volunteers of America-Chippewa Valley (LVA); and the Free Legal Clinic along with groups co-sponsoring programs with the Library may use Library meeting rooms without charge and may make special arrangements for their use.

The Library director or his designee, when special conditions warrant, may make exceptions to the above.

## MEETING ROOMS

### An Interpretation of the *LIBRARY BILL OF RIGHTS*

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the *Library Bill of Rights* states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meeting or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in library, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

[ISBN 8389-7550-X]

Number: 12

Category: Library Facilities

# POLICY

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Title: **POLICY ON MEETING ROOM RENTAL FEES**

Effective Date: June 21, 2007

Authorized by: Library Board of Trustees

Date of Review:

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## **Commercial/Non-Profit Meeting Room Rental Fees**

Eau Claire Room \$45/\$30

Chippewa Room \$30/\$20

Red Cedar Room \$20/\$15

No meeting rooms may be scheduled for use when the Library is opened on Sundays.

For the purposes of safety and security, meeting room users are not allowed in the library building before library hours nor remain in the library building after library hours.

For the purposes of set up and tear down, two hours are needed between meetings in the same room.

Individuals using meeting rooms for non-commercial purposes may rent them at the non-profit rate.

The Library director or his designee, when special conditions warrant, may make exceptions to the above.

# **MEETING ROOM USE GUIDELINES**

## **General Principles**

- 1) **All meetings and programs must be open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Library staff may attend or observe any meeting or any program at any time.**
- 2) The user of a meeting room shall agree to abide by the copyright laws and regulations of the United States and agree to defend, indemnify and hold the Library harmless from liabilities that may arise as a result of violations of the copyright laws or regulations.

## **Registration**

- 3) A signed Meeting Room Use Agreement must accompany all requests for use of meeting rooms or be on file at the Library. Rooms must be reserved and an agreement and set up sheet completed by the Tuesday of the week prior to the week of the meeting. Users must abide by all building regulations. Tentative reservations for use of meeting room facilities may be made by telephone or e-mail, but the reservation will not be confirmed until a signed agreement form, set up sheet and payment have been received. Tentative bookings will be held for a maximum of 14 days, after which the time slot will be released for other users. Forms are available by calling 715-833-5318 and may be faxed upon request. E-mail inquiries may be made to [meetingrooms@eauclaire.lib.wi.us](mailto:meetingrooms@eauclaire.lib.wi.us).
- 4) Full and partial day rental fees are outlined in the Library Board of Trustees' Policy on Meeting Room Rental Fees. There is no refund for cancellation.

## **Scheduling**

- 5) Meeting rooms are available for use Monday through Saturday during the hours the library is open for business: Monday through Thursday, 10 a.m. to 8:45 p.m.; Friday, 10 a.m. to 5:45 p.m.; and Saturday, 10 a.m. to 4:45 p.m. Meetings must end 15 minutes prior to closing and all users must vacate the meeting rooms and the library by closing time.
- 6) Library meeting rooms are available for public use including community non-profit cultural or civic organizations; governmental units and all other uses, including organizations or groups whose primary purpose is religious, commercial or for-profit. Individuals may also rent meeting rooms.

- 7) Rooms may not be used for private social events such as parties, weddings, bridal or baby showers, class reunions, luncheons, etc.
- 8) In order to maintain the availability of meeting rooms, rooms may not be reserved for regular meetings in sequence, with the exception of educational courses, classes and workshops. Meeting rooms may be reserved by the public up to three months in advance and may not be reserved more than three times in any three month period.
- 9) For the purposes of set up and tear down, two hours are needed between meetings in the same room.
- 10) The Library reserves the right to cancel a scheduled and confirmed booking upon seven (7) days notice.

### **Other**

- 11) Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library. The use of the name, address or telephone number of the L. E. Phillips Memorial Public Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited. Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address and appropriate room designation only. Any other mention or depiction, including use of the library logo or images of the library and its facilities, requires the express written approval of the Library Director or his or her designee. All publicity (posters, newspaper ads, etc.) for activities held in a library meeting room must clearly identify the name of the sponsoring organization. Meeting rooms may not be used for activities not protected by the First Amendment.
- 12) Signs announcing a meeting or program may be placed on the bulletin board on the door of the meeting room only during the time of use. Only erasable markers may be used on the door's whiteboard for this same purpose. Signs must be removed and messages erased from the whiteboard after meeting room use is completed. No other signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without the express approval of the Library Director or his or her designee. Any such items will be removed by the Library and destroyed. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. The organization or group will not be permitted to reserve meeting room space again until these costs have been paid. Any approved postings need to be removed after the meeting room use.
- 13) Admission fees may only be charged to cover meeting costs or speakers' fees. Registration and materials fees may be charged for educational courses.

- 14) Upon reasonable notice, any group or organization must provide a qualified sign language interpreter for any program or meeting held by that group or organization in the Library. The Library upon request will provide a contact list of qualified sign interpreters in the Eau Claire area.
- 15) The Library is not responsible for loss or damage to materials belonging to organizations or individuals using the meeting rooms.
- 16) The user of the room is responsible for leaving the facilities clean and orderly.
- 17) Kitchen facilities with a sink, refrigerator and stove are available for use with the Eau Claire Room and the Chippewa Room. Groups requesting kitchen facilities are responsible for clean up of the facilities including washing their dishes. Two large coffee makers are available; however, the user is responsible for providing their own supplies including coffee, sugar and creamer, utensils and paper products such as paper plates, napkins and paper cups. There are no vending machines available in the library.
- 18) Organizations may be assessed charges if damage results from their use of the rooms. The responsible party designated on the agreement form by any organization or group shall be responsible for paying the cost of any damage or loss incurred by the Library by the actions of any member of the organization or group during the course of a meeting. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for repairs to walls, floors, etc. The organization or group will not be permitted to reserve meeting room space again until the costs of repairs or replacement of damaged items have been paid.
- 19) Restroom facilities are located adjacent to the meeting rooms and are handicapped accessible.
- 20) The Library provides the equipment listed for meeting room use at no additional charge. Equipment must be reserved at least 7 days in advance of the meeting. Groups requesting audiovisual equipment are responsible for operation of the equipment. If instruction in the operation of requested equipment is needed, arrangements for training must be made at least seven (7) days in advance of the meeting date.
- 21) Smoking is not allowed anywhere in the library building or within 25 feet of an entrance.
- 22) Adults must supervise children at all times. In accordance with Library policy, meeting room attendees may not leave children under age seven (7) unattended in the Library.
- 23) Failure to abide by the policies and rules established for meetings rooms will result in suspension or termination of a group or organization's meeting room privileges.

06/21/07

# POLICY

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Title: **POLICY ON MEETING ROOMS**

Effective Date: July 29, 1985

Authorized by: Library Board of Trustees

Date of Review: 2/16/87; 8/21/92; 7/12/96; 9/20/96; 11/24/97; 06/15/00; 10/17/02;

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The Library Board of Trustees subscribes to the Library Bill of Rights, adopted January 19, 1981. Article VI states:

*Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The library uses its meeting rooms for its own programming for children and adults. The library may also cosponsor programs with community groups. Library-coordinated and produced programs promote the library's goals of public information, education, recreation and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.

Library meeting rooms are also available for public use. Rooms may not be used by organizations for commercial purposes or for private social events for individuals. Use of the meeting rooms does not constitute endorsement of the views of the user of the room by the library. Meeting rooms may not be used for activities not protected by the First Amendment.

Meeting rooms may be used during the hours the library is open, Monday through Saturday. Notification must be provided if the meetings are to end after the library closes, Monday through Friday. Saturday meetings must end by 5:00 pm.

Admission fees may only be charged to cover meeting costs or speakers' fees. Registration and materials fees may be charged for educational courses.

Space is available to outside groups and individuals on a first-come first served basis. In order to maintain the availability of meeting rooms, organizations may not reserve rooms for regular meetings in sequence, with the exception of educational courses, classes and workshops.

Arrangements must be made at Audiovisual Services. Rooms must be reserved by the Friday of the week prior to the meeting. Users of meeting rooms must complete a contract and set up sheet by the Friday prior to the meeting and must abide by building regulations.

Daily rental fees are \$12.00 for the Eau Claire Room and \$6.00 for the Chippewa Room and the Red Cedar Room. There is no refund for cancellations. There is no charge for the use of library equipment.

The user of a meeting room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify and hold the library harmless from liabilities which may arise as a result of violations of the copyright laws or regulations. The user of a meeting room shall sign a contract indicating agreement with such provisions as a requirement for meeting room use.

The library is not responsible for loss or damage to materials belonging to organizations or individuals using the meeting rooms.

Organizations may be assessed charges if damage results from their use of the rooms.

Organizations or individuals which are delinquent in paying their meeting room fee may not reserve a room until all fees are paid.

City departments, Eau Claire area public and private schools, Friends of the L.E. Phillips Memorial Public Library, Literacy Volunteers of America-Chippewa Valley (LVA), and the Free Legal Clinic may use library meeting rooms without charge, and may make special arrangements for their use. Reservations prior to use are not required for groups of four or fewer.

Exceptions to the above policies may be made by the library director or his designee when special conditions warrant.



Michael Golrick, Library Director  
400 Eau Claire Street  
Eau Claire WI 54701  
715/839.5001 (voice)  
715/839.3022  
michaelg@eauclaire.lib.wi.us

June 14, 2007

To: Library Board of Trustees

From: Michael Golrick  
Library Director

Subject: Resolutions for MORE

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The L. E. Phillips Memorial Public Library is one of the founders of My Online Resources (MORE) which provides the integrated library system to manage our collections. MORE has been in the process of reviewing its Bylaws and Participation Agreement.

At the July 20 Directors Council meeting, participating libraries will be asked to approve a number of changes which will simplify the bylaws. It is the opinion of the attorney consulted by IFLS that each library's governing body needs to approve the changes unless they have specifically granted the authority to vote on bylaws changes to the Library Director.

I will have copies of the proposed changes at the Library Board meeting. In my opinion, there are no significant changes in structure. The language has been revised to be clearer, and the itemization of committees has been removed while giving the Directors Council the ability to create and disband committees.

I am recommending that the Library Board adopt the following motion:

I move that the L. E. Phillips Memorial Public Library Board of Trustees authorize the Library Director to cast all votes at MORE Directors Council meeting on behalf of the Library on all issues including modification of the Bylaws.



# L.E. Phillips Memorial Public Library

June 14, 2007

To: Library Board of Trustees

From: Michael A. Golrick  
Library Director

Subject: Budget Revisions

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The Finance Committee met June 14, 2007 and made some revisions to the proposed budget. Attached are:

- Minutes of the meeting
- Revised Budget Summary memo
- Revised budget pages
- Revised Library Renovation Financing Plan

Please bring your budget notebooks to the meeting and we will distribute replacement pages (and collect the old ones).

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
Minutes of Finance Committee Meeting

A meeting of the Finance Committee of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, June 14, 2007, at 10:15 am in the Board Room of the Library. The following members were present: Jean Radtke and Bob von Haden.

CONSIDERATION OF THE PROPOSED 2008 OPERATING BUDGET, AND 2008-2016  
CAPITAL IMPROVEMENT PLAN

Library Director Michael Golrick and Business Manager Julie Gast reviewed the proposed budgets with committee members. After substantial discussion, Jean Radtke made a motion, seconded by Bob von Haden, to recommend the full Board approve the proposed 2008 Operating Budget and 2008-2016 Capital Improvement Plan with the following changes: increase the estimated amount of Miscellaneous Grant Revenue (Account 4836) in 2008 to \$15,000; increase the amount budgeted for 2008 custodial services by \$15,000 to match the revised estimate from City staff; change the expenditure section of the budget to reflect a projected levy increase of 3.4% in 2008; and to revise the Capital Campaign plan by moving the \$15,000 of bond issuance expense to 2008. The motion passed unanimously.

The meeting was then adjourned by consensus.

Julie Gast  
Business Manager



# L.E. Phillips Memorial Public Library

June 14, 2007

To: Library Board of Trustees

From: Michael A. Golrick  
Library Director

Subject: Budget Summary

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The levy limit for the City of Eau Claire for the 2008 budget is 3.4%. This budget proposal is at that limit.

Labor negotiations for the unionized Library staff concluded in February. For the current year budget, the Library underestimated the cost of the settlement. This budget covers the second year of the three year agreement and includes salary increases of 2.25%. This is partially offset by workers contributing a larger portion of the health insurance premium. Earlier this year, the announced increase in health insurance premiums was 57%, well above the 20% which had been budgeted. Through negotiations with providers, the City has chosen a new health plan which has an increased cost to the Library 27% for the year which begins on July 1, 2007. If certain standards are met, the cap for the second year of the health insurance plan will be 14%.

For income, the major change is a \$40,000 (19.8%) increase in funds expected from other counties. In the past, Act 150 permitted billing for providing library service to those who live in areas without public libraries. Some counties paid, some did not. With the change to Act 420, adjacent counties are *required* to reimburse for these services.

One of the largest increases in line items is for miscellaneous contractual services. This is primarily to budget \$25,000 for consultant help in creating a new strategic plan for the L. E. Phillips Memorial Public Library.

Other areas of concern at this time include Custodial Services. This line item is an estimate. It has been revised once between initial budget distribution and the

Finance Committee meeting. Staff think that it may be revised again during the budget process.

The Management Team met to review the budget for 2008. Several items initially identified were funded from the current budget. Regularly scheduling replacement of the book drops was moved from being a Capital Improvement Project (CIP) request to join replacement of computer equipment as a regularly scheduled operating budget item. All of the items identified as capital request items have been included in this year's budget. However, none of the operational requests have been included. I have listed each request below and a brief description of the purpose of the request.

**New Associate I 30 hours per week**

**\$44,341**

Currently, there is staffing gap in the Circulation Division between the Circulation Manager (@30 hrs./wk.) and the next level in the unit which is a Library Assistant II (@30 hrs./wk.).

There are tasks, currently done by the Circulation Manager, that could more appropriately be done by an Associate I level staff person. Some of these tasks include: scheduling of desk staff (weekly/weekends); rotation schedules; training of pages and desk staff; closer supervision and monitoring of pages; an increased role in the performance evaluation process for pages; participation in the hiring/interview process of the Circulation staff (with the Circulation Manager -- currently the Assistant Director or Technical Services Manager assists with interviews); increased authority with customer issues (fines and overdues); and special projects as assigned by the Circulation Manager.

In addition, staffing of the public service desks would be covered by the Associate instead of the Circulation Manager. Now, the Circulation Manager fills in at the desk when coverage is needed because of vacations, vacancies, sick days, committee meetings or other scenarios. Average coverage is defined as at least three desk staff on the desk to assist the public all hours the desk is open. Given lunch periods and break times, it is necessary to have four desk staff scheduled on the rotation schedule during most hours to provide this coverage. Because of this, all Assistants are on the desk over 95% of their work time which does not allow for many additional tasks.

This new position would allow the Circulation Manager more time to meet the needs of the Circulation Division related to those areas which require more thoughtful time and consideration to improve customer service and respond to customers, meet and satisfy staff concerns and more smoothly manage the Division in the 30 hours allotted to the position.

With fewer emergency needs to fill time at the desk (which pulls away from Human Resources tasks), there will be immediate improvement in the Human Resources projects that require attention especially the Organizational Wellness Audit priority list of areas to focus which includes several Human Resource related tasks and functions.

**Increase Associate II hours by 5 per week**

**\$6,500**

The hours for this position were increased from 19 to 25 per week in 2006 which was meant to relieve the burden of the Business Manager's tasks. The Purchasing Associate began attending Board meetings to take minutes, and she was to begin on-going responsibility for the personnel files of all employees except professional and confidentials. However, with the commencement of the Voice over IP telephone project, she was required to spend a great deal of time dealing with this new project, and was never able to assume all of these duties without additional, temporary hours.

A major goal is to relieve the Business Manager of the bi-weekly payroll entries and benefit administration. The Associate II would have responsibility for the payroll system data entry, under the supervision and administration of the Business Manager. The trial calculations would be checked, bi-weekly, by the Business Manager to verify accuracy. The Associate II would also be responsible for the compiling of a payroll manual which would outline library salary and benefit administration and their corresponding payroll system entries. This manual does not exist at this time, posing a risk to the library, since no employee, other than the Business Manager, is trained in this function. In an emergency, City staff would have to be pulled away from their duties to approximate the library payroll requirements as best they could.

The duties of the Business Manager's position continue to be too numerous, and the wait time for projects which are not identified as high priority, too long.

**Increase purchase of non-print collection items                      \$31,300**

Non-print materials continue to represent a growing proportion of the library's total circulation (approximately 40% in 2006). Customers let us know of their extreme interest in audiobooks, DVDs, and compact discs in particular, not just through the materials they check out but also through their inquiries, the holds they place and the suggestions for purchase they make. This increase represents a 100% increase in the expenditures on audiobooks and a 50% increase in the expenditures on DVDs and music compact discs and includes funds for supplies and OCLC charges.

The final issue of which you need to be aware is the bills which the City receives from other municipalities for providing library service to Eau Claire residents. These payments are not part of the Library's budget, and have never been charged to the Library. For the current billing cycle, there has been an increase of approximately \$15,000. City officials have started to talk about including at least the increase as part of the Library's budget.

Revised budget pages will be provided separately.

## Library Renovation Financing Plan - Revised June 2007

	<u>Actual 2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Total</u>
Cash Forward	-	640,644	2,495,644	1,533,644	458,344	620,344	448,344	265,344	-
<b>Sources</b>									
Donations	-	1,900,000	1,000,000	340,000	330,000		-	-	3,570,000
Tax Levy for Debt Service	-		10,000	10,000	10,000	10,000	10,000	-	50,000
County Levy for Project	-	-	-	5,000	5,000	5,000	5,000	-	20,000
Bond Issue	-	-	750,000	-	-	-	-	-	750,000
Fund Balance - Operations	350,000	-	-	-	-	-	-	-	350,000
Fund Balance - CIP	350,000	-	-	-	-	-	-	-	350,000
Interest Earned	-	20,000	88,000	52,000	12,000	18,000	12,000	5,000	187,000
Total Sources	\$ 700,000	\$ 2,560,644	\$ 4,343,644	\$ 1,940,644	\$ 815,344	\$ 653,344	\$ 475,344	\$ 270,344	\$ 5,277,000
<b>Uses</b>									
Foundation Fees	4,655	5,000	5,000	5,000	5,000	-	-	-	24,655
Fundraising	54,701	60,000	90,000	7,500	-	-	-	-	212,201
Bond Issue Expense	-	-	15,000	-	-	-	-	-	15,000
Construction & Systems Costs	-	-	2,700,000	1,264,800	-	-	-	-	3,964,800
Total Uses	\$ 59,356	\$ 65,000	\$ 2,810,000	\$ 1,277,300	\$ 5,000	\$ -	\$ -	\$ -	\$ 4,216,656
<b>Debt Service</b>									
Principal on Donated Funds	-	-		125,000	150,000	175,000	190,000	110,000	750,000
Interest	-	-	-	80,000	40,000	30,000	20,000	10,000	180,000
Total Debt Service	-	-	-	205,000	190,000	205,000	210,000	120,000	930,000
Ending Cash	\$ 640,644	\$ 2,495,644	\$ 1,533,644	\$ 458,344	\$ 620,344	\$ 448,344	\$ 265,344	\$ 150,344	\$ 130,344

<b>Project Costs:</b>	
Construction & Systems	3,964,800
Fundraising	210,000
Foundation Fees	28,000
	<u>4,202,800</u>