

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on **Thursday, April 19 at 7:00 a.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, WI.

REVISED AGENDA

1. Member roll call
2. Citizen Comments (limited to 5 minutes per citizen)
3. Presentation and discussion of the Organizational Wellness Audit by consultant Richard Fields
4. Approval of the minutes (page 1)
5. Reports of the President of the Library Board of Trustees and the Capital Campaign Committee (page 4)
6. Communications
 - a. Comments on the 2008 Budget for the City of Eau Claire from City Finance Director Rebecca Noland
 - b. Resignation – John Luehrsen
7. Report of the Library Director (page 8)
 - a. Article on Weeding (page 16)
 - b. Speech to the Friends (page 21)
8. Committee reports
 - a. Executive Committee (page 27)
 - b. Official selection of Distinguished Service Award
 - c. Appointment of Sue Olson as IFLS liaison
9. Report of the Friends of the Library
10. Report of the Representative to the IFLS Board

11. Financial Reports (page 28)
12. Action on bills and claims (page 32)
13. Review of the monthly statistics (page 52)
14. Consideration of Unfinished Business
 - a. Discussion of the Organizational Wellness Assessment and the next steps for the Board of Trustees [distributed separately]
15. Consideration of New Business
 - a. Discussion and action on the revised Library Board of Trustees Committee descriptions. (page 53)
 - b. Discussion and action on disbanding the Planning Committee.
 - c. Discussion and action on changing the Bylaws to permit the President to appoint Committee members to fill vacancies on Committees.
 - d. Discussion on appointment of Committee members.
 - e. Motion that the Board of Trustees of the LE Phillips Memorial Public Library convene 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.
 - f. Motion to reconvene in open session immediately following the closed session.
16. Directives from the Library Board of Trustees to the Library Director
17. 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, March 15, 2007 at 7:00 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Olson, Radtke, Schneider, Simonsen and Stelter.

MINUTES OF PREVIOUS MEETING

On a motion made by Barb Dickey and seconded by Sue Olson, the Board unanimously approved the minutes from their February 15, 2007 meeting with the noted changes.

REPORTS OF LIBRARY BOARD PRESIDENT AND CAPITAL CAMPAIGN COMMITTEE

Michael Golrick distributed a handout from Mary Jurmain regarding her trip to the Wisconsin Library Trustees and Advocates meeting that took place in February in Portage.

There was discussion on sending Linda Stelter to the American Library Association Annual Conference in June 2007.

COMMUNICATIONS

On Saturday March 17th, 2007 from 4pm to 1:30am the fundraiser called Raisin' the Green will take place at the Stones Throw. Michael Golrick will be attending and will give a brief talk. A lot of good press has been received so far. This will be a great PR event that will keep the Capital Campaign in the public eye.

Mary Hable will be completing her time with the Capital Campaign in early April. Michael Golrick and Laura Miller are working on converting this LTE position into a permanent staff position that focuses on fundraising.

COMMITTEE REPORTS

Legislative Committee

Linda Stelter shared a Legislative Alert handout. The Legislative's Joint Finance Committee will be holding a public hearing on Governor Doyle's Executive Budget Bill on March 27th, 2007 in Chippewa Falls. Michael will be attending this hearing. Linda Stelter will draft a letter stating how pleased the trustees are about the Library portion of the Governor's proposed budget.

Distinguished Service Award

Barb Dickey stated that the person for the Distinguished Service Award has been selected.

Nominating Committee

Sue Olson is currently the only member of this committee and is looking for new members to join.

REPORT OF THE FRIENDS OF THE LIBRARY

The Friends annual meeting will take place this year on April 11th, 2007.

There will be a book sale on April 13th and 14th, 2007.

Action will be taken in May on the Library's wish list. Kathie Schneider mentioned that the wish list may be divided into two sums.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

The pink Read MORE handout is available to the public and was brought to the Board's attention. This is a new handout for the public that contains contact information for all 38 Libraries in the MORE system and explains how to freeze a hold and what reading history is.

Bob's Fraser's term on the Library Board ends this spring, and he asked if there were any Library Board members interested in serving as his successor as the liaison to the ILFS Board. Sue Olson expressed interest.

REPORT OF THE LIBRARY DIRECTOR

Michael Golrick passed out draft copies of the 2006 Annual Report. Bob Fraser stated that Larry Nickel did a nice job on creating the draft report.

The IT Division is in the process of creating a database for Speak Up for Your Library.

The Board packet with the exception of the bills and claims portion will soon be available on our website.

The Wisconsin Association of Public Libraries (WAPL) will be holding their annual conference in Eau Claire this year from May 2nd through May 4th, 2007. L.E. Phillips Memorial Public Library will be hosting an evening reception on May 3rd, 2007 at the Library.

STAFF PRESENTATION

Renee Ponzio gave a presentation on the Reference Division. Bob Fraser stated that Renee has done an excellent job presenting not only to the Board but also out in the community.

REVIEW OF FINANCIAL REPORT

On a motion made by Bob Fraser and seconded by Jean Radtke, the vote was unanimous to delete Act 150 invoices number 1974, 1976, 1977, 1978, 1979 and 1984.

ACTION ON BILLS AND CLAIMS

On a motion made by Bob Fraser and seconded by Jean Radtke, the vote was unanimous to approve the Bills and Claims for February 8th – March 1st, 2007, as well as the Additional Bills and Claims.

OTHER BUSINESS

On a motion made by Jean Radtke and seconded by Barb Dickey the vote was unanimous to approve changes to the revised bylaws by substitution.

On a motion made by Kathie Schneider and seconded by Sue Olson the vote was unanimous to approve forming a committee along with Friends to run an essay contest on how libraries change lives.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

A directive was given to Michael Golrick to recognize the staff on April 17th, 2007 which is National Library Workers Day.

A directive was given to Michael Golrick to work out the remaining details of the Distinguished Service Award.

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 Board President's Report April 2007

Most of my time this month has been devoted to the capital campaign. The "Big Penny" campaign raised over \$8,700 from empty water containers placed at schools and businesses. The Ken Vance family generously matched this amount, and Charter Bank counted all the change for us. The campaign also provided a lot of publicity and kept the library project high profile.

Another fundraising effort was "Raisin' the Green", a St. Patrick's Day musical event at the Stone's Throw in downtown Eau Claire. This one didn't raise as much money – a net of about \$650 – but again it was good publicity.

A series of four discussion panels with prominent library supporters is being planned to air on local community television. One panel will include Michael, Shelly Collins Fuerbringer and me.

Our big challenge for the month was the loss of Mary Hable as campaign administrator and Jerissa Christianson as administrative support. We have a Friends volunteer, Martha Spangler, recommended by Kathie Schneider, who has been helping bridge the gap, but we will need to find replacements as soon as possible.

The campaign committee has focused on finding more volunteers. We are very happy that Kathie Schneider has agreed to serve as our first volunteer coordinator, and that both Sue Olson and Mark Morse are working with her as volunteers. Linda Clark has agreed to be a volunteer coordinator beginning around the end of June. Linda will focus on approaching the business community. Maria Henly will start as a volunteer sometime this summer.

The executive committee met with Dick Fields to discuss the wellness audit. This will be discussed with the board at the next meeting. The committee (along with Ivana) endured a grueling three-and-a-half hour meeting to edit board committee descriptions.

Michael and I both spoke at the Friends annual meeting. I gave an update on the Board's work and the capital campaign, and Michael gave a wonderful talk about Fahrenheit 451. Bob Fraser was awarded the Distinguished Service Award.

My calendar this past month:

March 15 - Alan Jenkins and I met with Suzanne Ashley of Ken Vance motors to talk about their matching contribution for the Big Penny campaign.

March 17 – Stone's Throw fundraiser "Raisin' the Green"

March 29 – met with Linda Clark to talk about volunteer coordination

March 30 – capital campaign meeting

April 2 – met with Alan and Michael to discuss Alan continuing, etc.

April 4 – lunch with Mildred Larson, she does not want to volunteer at this time

April 6 – executive committee meeting

April 10 – 1:30 pre-production meeting for filming CTV spots

April 11 – Friends annual meeting. Bob Fraser got the DSA award and Michael gave a wonderful talk about Fahrenheit 451.

April 12 – Capital Campaign meeting

April 12 – met with Dr. Mowry, UWEC head of service learning, about students helping with donor research

April 12 – Linda Clark photo op

WLTA Trip Report

2/17/07

Mary Jurmain

On February 17, I attended the Wisconsin Library Trustees and Advocates meeting in Portage. The meeting started at 10:45 and lasted until approximately 2:00 pm. Meetings are held quarterly and will usually be in Portage from now on.

The agenda was lengthy. I will mention just a few of the discussion points that I thought were especially interesting or pertinent. A list of possible action items (some for me, some for others) follows.

1. Financial report – WLTA has \$1800 in the kitty. Discussion followed on whether to use some of it to send people to national library legislative day. Typically they allow \$600 if one person goes, \$300 if two go. The majority of the group felt they'd get better "bang for the buck" by lobbying Kohl, Feingold, and Kind at their state offices.
2. Absorption of FOWL – WLTA used to be "Wisconsin Library Trustees Association" and was renamed "Wisconsin Library Trustees and Advocates" in preparation for the absorption of Friends of Wisconsin Libraries (FOWL). There was a keen interest in meeting the needs of Friends and encouraging their participation. The vice-chair, Jim Backus (also the next chair) wants WLTA to be a vehicle for catalyzing more statewide communication with Friends and helping Friends groups to learn from other Friends. For example, brainstorming on how to make more money from book sales. Also, if Friends are part of WLTA, it may be easier to communicate with them and get them to advocate. FOWL has not been very active for several years, thus the disbanding. They usually met in Racine or Kenosha, which did nothing to encourage participation from the northern section of the state. Jim hopes that eventually, the Friends part of the organization can once again be independent after it has been "foster parented" by WLTA for a while.
3. WLA report – WLA's goals are advocacy, education, and community-building. Lisa Strand gave out an update to the legislative status report we received at Library Legislative Day. SB1 was discussed; it is important to pass this to fix the transfer problem with community foundations. Lisa also mentioned that another proposed law would give libraries the right to release certain patron information for administrative purposes. For example, she said that under current law, if our security video caught a customer perpetrating a crime, we could not release the information! In light of last week's presentation on safety and security, I think we may want to follow up on this. We discussed Library Legislative Day and the importance of getting people other than staff to attend. Lisa and Jim said they planned on making personal, individual appeals to Friends members to attend next year. I mentioned that we had a budget limit on how many attendees the library could pay for, and wondered aloud if it might be appropriate to ask Friends to pay for more Friends to attend. They liked this idea, but Lisa said there might be limits on how much Friends can spend on lobbying. Then she qualified that by saying it might only apply if Friends hire a paid lobbyist.
4. Bylaws – I was interested in this topic because of having worked on our bylaws. WLTA is going to change its bylaws to take out as much as they can and transform it into "policies and procedures". This is to give them more flexibility to change procedures. WLTA is legally a subunit of WLA, not a separate legal entity, and having complex bylaws, having to have an annual meeting to which no one but board members usually came, etc., was unnecessary restrictive. They are trying to loosen things up a bit.

(Similar to the city attorney's office recommending we keep our committee descriptions OUT of the bylaws).

5. WLA annual conference will be October 16-19 in Green Bay. This overlaps our monthly board meeting. Jim is trying to arrange a presentation that sounds very interesting – the application of the Theory of Constraints to library functions. (Jim and I both have manufacturing experience so we find this fascinating!)
6. Discussion of future plans for WLTA – the next meeting will be May 19, 2007, in Portage. Probably WLTA's bylaws will be rewritten to include a requirement that members must attend at least two of the four quarterly meetings. They have many members now who seldom or never attend. (At IFLS, if members miss more than three meetings a year, they are automatically replaced).
7. Trustee orientation – I was a little disappointed that this was not discussed more, because it was my main reason for going. However, I think they are at the early stages of working on this.
8. They are working on the “Eau Claire Project”!! This is a project to recruit more Friends based on the success of our large Friends group. Apparently, the Friends give a free introductory membership if you are sponsored by another Friend. Jim said our “re-up rate” is very impressive.
9. Handouts – I don't think I've ever attended a meeting with so many separate handouts. I have a big pile of them from the meeting if anyone is interested. I can also bring them to the next board meeting. There are too many to copy for each board member but we can copy something if someone requests it after they look at it.
10. On the whole, I thought this meeting was worthwhile. I wish it weren't so far away, but at least it's quarterly, not monthly. I was invited to join and I probably will, although I will have to miss the next meeting (I'll be in Italy). It'd be nice to get a Friends board member to join, too. I think what the group does is at least as useful, and possibly more useful, for Friends than for Trustees.

Possible Action Items:

1. SB1: According to Lisa Strand from WLA, checks written to the library cannot currently be legally transferred to a community foundation. As regards the capital campaign, we thought it was legal, and were planning to allow donors to write checks directly to the library. Sounds like we can't do that until SB1 passes.
2. Check out Jim Backus' Northwoods Friends blog.
3. Jim suggested that Friends board, Library board, and Foundation board get together once a year to foster communication. Might be a good idea for LEPMPL, too.
4. Jim said St. Paul Friends group has a bank balance in the millions of dollars! Obviously, they are a much larger group than our Friends, but could we learn from them? Should some Friends board members visit them?
5. Marathon County Friends sell books online. They hire an E-bay reseller who takes 30%, and he sells those books that are clearly worth more than the \$1.00 and so on that we can charge at book sales. They recently made \$900 for a couple of boxes of books, and \$200 of that was for one book! This is something our Friends might consider.
6. I mentioned to the group the recent American Libraries article “Why Johnny Can't Search” and suggested that all our libraries consider offering a class in advanced Internet search skills. For example, what do you do after you get 1,000,000 hits from a Google search? How do you refine your search? How do you assess the information for accuracy, timeliness, and credibility?

7. I told Jim I would e-mail him our legislative committee description. WLTA was interested in our legislative committee because they want to set up a template for a similar statewide group.
8. Libraries fared pretty well under Governor Doyle's new budget proposal. WLA would like Trustees and Friends to write or e-mail thank-you's. Written letters are better than e-mails.
9. Find out if Lisa Strand's statement about security camera data being unusable under current law is correct.
10. Consider approaching Friends board members individually to attend Library Legislative Day, and also asking if the Friends would consider paying for attendees to go.
11. One WLTA board member, Robert Curtis, said each Trustee of the County Library Board visits with the staff of at least one county library every year. We might consider our board doing something similar.
12. An interesting library fundraiser one participant talked about was "The Touch". Dump trucks, fire trucks, police cars, and other unusual vehicles are brought to one location and kids and adults pay a fee to touch them, sit in them, etc. This sounds like a great fundraiser for families and it doesn't cost much to do.
13. Send Kathleen Vinehout information from John DeBacher's report on rural library sustainability. (Senator Vinehout expressed a great deal of interest in this topic when we visited with her at Library Legislative Day).



Library Director's Report April 2007

Library Director's Report

Just after the last Board Meeting, Board President (and Capital Campaign Co-chair) Mary Jurmain and I met with Suzanne Ashley of the Ken Vance Auto Group. She was very supportive of the Library's efforts. My campaign activities included my appearance in a borrowed kilt at the "Raisin' the Green" event at Stone's Throw. I think a good time was had by all. (I have since returned the kilt to my son, so that may have been a once in a lifetime opportunity. Photos are available on the web.)

I had the opportunity to attend my first MORE Directors' Council meeting. This group meets every other month and includes the library directors from each of the MORE libraries. I think this meeting is what drove home to me the relative size of this library in comparison to our neighbors. I'm not sure that my prior experience prepared me for the small size of so many of these libraries.

A great deal of my energy since the last Board meeting has been focused on the Organizational Wellness Audit which was coordinated by Dick Fields. While there were some items which surprised me, there was a great deal of information which will guide me over the course of the next year. From my perspective the two key items to keep in mind when reviewing this report are that in order to be included in the report, the interviewers needed to hear the issue from at least three sources. The second very important item is the promise I made to not censor the information in the report. While I did meet with the consultants prior to the presentation to the staff, I did not ask for anything to specifically be included or excluded. The one very personal item raised in the report was addressed at the meeting with staff. You have received the report, and will be asked to spend time at the next Library Board Meeting creating priorities for addressing the issues which have been identified.

City Manager Mike Huggins has been working with the City Department Directors on the concept of "Servant Leaders." We had a series of sessions with a consultant which has resulted in, among other things, creating a bond and greater willingness to share information among the Department Directors. I shared the results of the Organizational Wellness Audit with my colleagues and received a number of illuminating responses. It has been most beneficial. The City Department Directors meet most Tuesday mornings for an hour or more to discuss a wide range of issues facing our departments and the City. I have been impressed with the range of vision of these professional managers in the City.

Among other meetings I have attended since the last Board meeting was the state legislature's budgetary hearings in Chippewa Falls. Perhaps it is the change in geographic scale in Wisconsin to which I am unaccustomed, but I found it fascinating that the committee holds hearings outside the capitol. Almost the full committee was present. In Connecticut, hearings away from the capitol often only have one or two of the committee members present. I was also impressed with the orderliness of the hearings. The rules were stated, and were generally followed. I have attended many hearings similar to this over the years, and my experience had been that large, vocal groups would often flout the rules. At the session I attended, the rules were strictly, and fairly, adhered to.

I spoke to the noon Lions Club in March at the request of one of the Friends of the Library. If you have entrée into any other groups, I would enjoy meeting with them. I attended the Hmong Community Fellowship Banquet at UWEC and was impressed with the cohesion of this particular part of the Eau Claire community. John Thompson, the new Executive Director of IFLS visited the last all staff meeting. He is visiting all of the libraries in IFLS as he learns about his new community. John and I had a very productive meeting, and he had an opportunity to meet with many of the library staff. He spent about half the day visiting us. Later that same day, I attended the second meeting of the public library directors in Eau Claire County. We have a number of items of mutual interest, and I think that we are in the process of building some good personal relationships which will enhance our working relationships. Our next meeting will coincide with the Wisconsin Association of Public Libraries meeting here in Eau Claire.

Chrissy Knoelke (partly at my instigation) organized a Paper Airplane Contest in early April. I was honored to serve as one of the panel of judges which included John Thompson of IFLS, the airport manager, the County Administrator, and City Manager. The Big Read took center stage this month, and I attended both book discussions and film showings. I was asked to be the speaker at the Friends Annual Meeting on the theme of *Fahrenheit 451* and at the suggestion of the Board President am including the notes for my talk in the Board packet.

Other meetings included a presentation from the County on the proposed expansion of the County Courthouse, participating on the Library's team in the Literacy Volunteer's *Scrabble Bee*, and attending the Chamber of Commerce orientation in preparation for applying for Leadership Eau Claire.

The remainder of this month's report is longer than usual because I had unusual difficulty in deleting material from the reports of the division managers. It was a busy month, and this Library is a very active place.

From the Management Team

Staff and Human Resources

The Organizational Wellness audit interviews occurred Thursday March 8th and Monday March 10th. About 50 interviews were conducted. Those interviewed included library staff, library Board members and Friends of the Library members. Dick Fields provided the written report to all staff on Monday, March 26th.

A new page began mid March in Circulation. Michelle Paulin was hired to replace Kathy Weldon, who moved down to the MORE Office. Margaret Hofmeister resigned her Circulation Desk Clerk position at the end of March. The position will be posted and the hiring process begun in early April.

During the first quarter of 2007, Library staff raised \$600 from casual Friday donations. These donations were sent to the Eau Claire Ski Sprites. This is an ongoing program of the Staff Affairs Committee.

Safety and Security

The renovation of the library's burglary alarm system in February left some unforeseen results, including alarms at the first and second floor back hallway doors not sounding when needed. PerMar, the Library's security vendor, promised to send a software technician to look at the problem. Larry Nickel worked with them in early April to get all of the security assets working as they should. One improvement that has come about as a result of this project is a

louder alarm at the LCD/keypad panels, which alert staff to problems such as a suspicion button pressed or a secure door opened without clearance.

The DVRs used for recording video from the 32 security cameras on library property needed to be adjusted to the new schedule for daylight savings time. PerMar sent a technician to change the DVR time after the time change, however when library staff retrieved recorded video, the time was off by an hour for all recordings, even though the current time showed up as correct. Library Network Administrator Kris Nickel was able to download and apply software updates to the units that fixed the timing problem for recordings.

Assistant Director

With feedback from Reference desk and custodial staff, Assistant Director John Stoneberg developed and initiated a Library Custodian's Incident Report form. This is part of the cooperative attempt to improve communication between library and custodial staff. Custodians will fill the form out and turn it in on the same shift as an incident or problem occurs. Upon receipt, John will distribute the report form as he sees necessary. He will distribute copies of the completed form to the custodial supervisor and to the custodians in the library custodians' office after they have been acted on.

Assistant Director John Stoneberg is working with IFLS Web Services and Communications Coordinator, Shannan Lahn and coordinating with LEPMPL Webmaster Jeff Burns to have the "Speak Up for Your Library" database that IFLS is setting up reflect all the information that LEPMPL would like collected so that LEPMPL does not have to set up a separate database as it proceeds with its efforts. IFLS staff is being very helpful and cooperative in developing this project.

Assistant Director John Stoneberg provided the Chippewa Valley Fundraising Professionals (CVFRP) with an inventory representing a snapshot of the materials on fundraising and non-profit organizations in the collection of the library. This information will be made available on the library website. CVFRP will take the next steps and let the library know what items they own that they might like to see in the library's collection; what titles they suggest we might purchase; and how they might be able to help the library with funding this project. There has also been communication with the Chippewa Falls and Menomonie public libraries on how we might cooperate on this project and make it a Chippewa Valley effort.

Reference and Circulation pages have completed the integration of the biographies into the regular non-fiction collection on the second floor based on their Dewey numbers. The biographies can still be distinguished by bright yellow biography stickers on their spines. The shifting of the 700s is also complete and the shifting of the other non-fiction areas on the second floor continues. After the second floor shifting is complete, shifting will begin to give both fiction and the media collections more space on the first floor.

With the assistance of Reference Services Manager, Renee Ponzio, Assistant Director John Stoneberg made a presentation in the library's microlab on March 20 to a group of teens and their chaperones from Western Dairyland. The group was introduced to library resources, specifically those related to business plans and planning. The teens were preparing submissions to a business plan competition for young people. John prepared a special handout for the group on the library's business plan materials and other resources.

Information Technology (IT)

In March IT staff documented 66 events deemed significant enough for entry into the IT project log. Approximately one third were related to the maintenance and care of the Innovative system. The most significant of these was the time spent working with IFLS and Innovative staff to develop the specifications for the new MORE server. This is currently scheduled to be installed on Thursday, May 10th after 10:00 pm. New functionality was added to the MORE system when Jeff Burns enabled the Freeze Holds option for the online catalog. He also added explanation and help related information to the MORE website.

March called for a flurry of activities needed to insure that all computers and network devices could accommodate the change in Daylight Savings. In many ways this was a “mini Y2K” problem with significant time spent identifying potential problems and then locating, downloading, and applying the patches or code needed to correct them. Thanks to Kris Nickel and Gus Falkenberg for making this a “non-event” for L.E. Phillips.

Our current Internet access is provided by a DSL link which is funded by IFLS. After repeated attempts to have them contact SBC to ascertain the speed of our current connection and to investigate an upgrade we called SBC directly and learned that our current connection was from 768 KB (minimum) to 1.5 MB (maximum). Upon review SBC agreed to increase this to a minimum of 3 MB and a maximum of 6 MB at no additional cost.

Purchase Orders were submitted to Heartland Business systems to complete the connection to the CINC network and to build the Local Area Network DMZ for Servers, Setup the Virtual Private Networks (VPN) for outside access to the network by staff, and complete the creation of VLAN's for data separation and security. It is hoped that this will be scheduled and completed before work on completing the VoIP begins.

IT staff recently completed a proposal for providing unauthenticated, unfiltered, wireless Internet access to the public. This also provides 100% building coverage for wireless access to the local area network which is needed for VoIP and other applications. It also has the benefit of providing access to the resources on our local are network from city hall. As part of this proposal costs were estimated for a second DSL link, additional cabling, replacement of thirteen 2.4 Ghz telephones known to cause interference, and participating with the city of Eau Claire in sharing wireless infrastructure.

Work continues on the new web site. A presentation was made to the Management team in early April to get initial reaction, recommendations, and to begin discussions of some of the procedural issues associated with providing content via a Content Management System (CMS). Many new features and functionality will be introduced with this new version of the web site and Jeff Burns hopes to have a “test version” done in approximately 30 days. He will link the new site to the old site and ask for customer feedback and recommendations. Subject to the feedback received it is hoped that a final version can be released 30 days after the start of testing.

Problems with PCs, Printers, Scanners and other desktop devices were fairly normal with one exception. The mice that came with the newest replacement PCs have a side button which proved unpopular and were replaced. Gus Falkenberg met with YS staff to review the Pharos setup and a discussion was held regarding standardizing the resources available at each of the Discovery computers. Consistent with past practice the PCs, printers, scanners, etc that are replaced were delivered to IFLS for redistribution to other IFLS libraries.

Reference

Reference staff member Cindy Westphal completed another Club Read list on “Red Hat Reading” and proctored eight tests. On the 6th Cindy and Renee Ponzio attended a web conference on Access Newspapers online and BadgerLink, Cindy also attended a workshop at IFLS on “Providing Effective Service to People Who are Deaf and Hard of Hearing.” Cindy continued to work with the tax forms, ordering more as needed and along with the rest of the reference department keeping the display full of forms and booklets for the public to take.

Renee Ponzio gave a PowerPoint presentation to the Golden Kiwanis Club on March 6th about the MORE office. She also met with Colleen from the UW Eau Claire library archives. Colleen came over to see our archived collection and to offer insights on storage for our materials and possible ways to get some of the special collection materials online.

March was “Happy Mirth Month”, Renee worked on the Readers Advisory table supplying, books, and AV materials from the library’s collection on the lighter side; comics, comedies and humor for the customers to see and borrow.

There are now 175 customers for the Library’s Homebound Service. That includes those being served at assisted living facilities. March 20 was Senior Americans’ Day celebrated at U.W. Eau Claire campus. Kathy Herfel worked at the Home Delivery table. This year Friends of the Library worked at the table which also promoted the Friends and all library events. Kathy led the book group at Heatherwood which discussed Fahrenheit 451 on March 27.

Circulation

This month, a frequently requested online catalog option became available to library customers. “Freezing Holds” allow customers to “freeze” their place in line on a holds list so that the item does not come in for them when they are on vacation. It can also be used by customers to manage when they get some of their holds so that they do not have too many of one type of format come in all at the same time (e.g. DVD’s best-sellers).

Laura Miller attended three very different training opportunities this month. Laura Miller and Kimberly Kohls, library assistant in circulation, attended the Chamber of Commerce sponsored training session “Providing World Class Service: It Begins Within” presented by Bob Ash. Laura also attended the afternoon session with Bob Ash “Unlock Your Creative Potential”. IFLS sponsored a workshop entitled “Providing Effective Service to People who are Deaf and Hard of Hearing” that was attended by Laura Miller and Cindy Westphal and many other IFLS library staff.

Public Relations and Programming Services (PRPS)

ArtsWest 28, the library’s annual juried art exhibit, opened March 4 and an opening reception was held on March 8. The April 2007 Newsletter was produced and assembled for mailing. New signs were produced periodically to keep up with the location changes from the project to integrate biographies into the rest of the collection. The 2006 library annual report has been drafted and an initial draft was reviewed at the March Library Board meeting.

The first Eau Claire Big Read kicked off on Saturday, March 10, when the Eau Claire fire department delivered 451 copies of Ray Bradbury’s book *Fahrenheit 451*. Over 140 people formed a human chain to transport the books from truck to library and then listened to entertaining area celebrities speak on the importance of literary reading and libraries. Other Big Read events in March included book sharing sessions at area coffee houses, a web seminar on the

freedom of access to government information, and a viewing and discussion of similar films produced in the 1950s.

The discussion series "Shakespeare's Women: Bawdy, Wicked, Winsome & Wise" was attended by several enthusiastic participants on March 1, 15 and 29. Theresa Kemp of the UW-Eau Claire English Department is leading the series, which is partially funded by the Elizabeth Morris Scholarship Endowment.

The library partnered with the Otter Creek Garden Club and the UW-Extension to continue presentation of gardening programs in March. Gordon Petschow presented "Treasures of the Soil" on March 6 and Tom Kalb presented "10 Steps to a Special Vegetable Garden" on March 26.

The film "Jesus Camp," presented by the Progressive Book Club on March 14, drew over 60 people, at least half of which were new participants and many were from the university. The discussion was lively, to say the least. Shu Cheng added a dozen or so names to the email contact list from this evening. Volume One magazine highlighted and helped promote the discussion. Several commented that the library poster was also very effective.

Shu had very short notice to propose and prepare a program by William Rodriguez, a 9/11 hero, who has been speaking to thousands of people worldwide. Due to the lack of lead time for publicity, she contacted the University Activities Commission to cosponsor the event. We were able to secure the Schofield Auditorium in anticipation of a large crowd. The Commission is also committed to publicizing it widely on campus. Additionally, Shu has invited the media (TV, radio, and print) to interview Mr. Rodriguez. TV-13 will be conducting a live interview during its Live at 5 show on the day of the program. Community Television will videotape the talk to be replayed later on Channel 11. Shu has distributed information to various community groups and to campus progressives both in Eau Claire and Menomonie.

Technical Services

Sharon Price worked with Theresa Boetcher (Reference Services) to send out the microfilm collection of Eau Claire newspapers for the digitization project. It is important that all microfilm is accounted for on the MORE database. Sharon made corrections where films were not in the catalog. Where no bibliographic description record was present, one was created.

Donna S. has initiated a call number project for all YA graphic novels. These items will continue to be classified in 741.59, but each call number will be edited on the spine and on the catalog record, to include classification for country of origin. This will allow for all Japanese manga titles to sit together, all Korean Manhwa titles to sit together, and all United States comics to sit together, on the shelves.

Jean Pickerign and Jean Nemitz both attended the Millennium Acquisitions training at IFLS. An Innovative trainer was heading the training sessions and available for questions. A valuable exchange of information took place among current users and also, between new trainees and current users. Whether or not they use the full accounting capacity of the module, the trainer encouraged all attendees to at the very least, add order records using it so MORE libraries and customers can immediately see what a title has been ordered.

Donna Swenson and Teri Oestreich attended the Millennium Serials training at IFLS. They learned that SISAC (Serials Industry Systems Advisory Committee) bar code that is placed on magazines, and is a unique identifier, can now be scanned just like any other barcode, and scanning will cause the corresponding magazine bib record to be displayed. No more keying in

titles to call up a serial record! Second, there is a template that holds the full call number of a magazine and once it is input, it will automatically appear on each item added to the serial record, which means a great deal of time saved. Third, pop-up messages can be set and used for special areas of the serials collection, e.g. YS magazines.

Youth Services

The month of March was another eventful planning month for Youth Services. They were busy planning for April events, firming up ideas for promoting the summer library program in May, and making extra special plans for programs and decorations for summer. On March 2nd Youth Services celebrated Dr. Seuss' birthday and the 50th anniversary of the publication of the Cat in the Hat. Games, activities, cake and refreshments were available for the entire family during this after-school program. Despite the inclement weather, about 75 people showed up for the party. To continue the Dr. Seuss fun, Jill was invited to Little Bloomers Daycare Center for an evening story time for their 4-year old Kindergarten class and families to celebrate Seuss' birthday.

Dr. Brain visited the Toddler Tales storytime on March 27th. Dr. Brain is a character developed by the Eau Claire B.R.A.I.N. (Brain Research Awareness Integration Network) Team, and he and his assistant came and spoke briefly to kids and parents about the basic 8 things that every child needs for healthy brain development.

Shu Chen initiated a YA Board Game collection this month. She researched and purchased about a dozen games that will be available for teens to use in the YA Lounge.

Chrissy Knoelke received a scholarship from the UW-EC Office of Continuing Education to attend the 19th annual Adolescents and Families Conference in Cable, Wisconsin, in April. She has also been in contact with Leah Langby from IFLS about creating a Youth Services Special Interest Group that would meet regularly to discuss issues related to youth librarianship.

Jill Patchin created a great new way to feature upcoming programs in Youth Services. She had a very large bulletin board mounted on one of the entrance walls in Youth Services that features program information. Currently information on the four April programs is up and has attracted a lot of attention.

Shu worked with the YAAB to compile recommendations for the Monday Movie Madness, a new program intended for middle and high school students. Movies will be shown twice a month from April through December.

Chrissy created flyers, posters and/or bookmarks for MyBook Café and Monday Movie Madness for Teens. Also, with several YAAB members graduating this year, YAAB will be actively recruiting new members. Chrissy wrote a press release and is working on updating the YAAB posters and flyers to help recruit new members.

Chrissy is also working on updating the New Baby Booklets that YS sends to local hospitals to promote library services to new parents. She hopes that the library will be able to print another run of these booklets so that YS can continue this service.

Shu worked with a couple of community organizations this month to offer some exciting opportunities for the summer library program. She was contacted by the Eau Claire Coalition for Youth with an offer to donate \$250 to underwrite part of the cost of the free bus rides, which has been expanded to two days (Monday and Thursday) per week this year. Kids through high school can present the bus pass and ride free to and from the library from June 1 – August 31.

Shu also applied and received a grant of \$675 from Luther Midelfort for the summer pool party. The party is held at the end of the summer library program for the kids that complete their entire

reading folder. We believe the big jump in our folder completion rate last year was due in large part to this great incentive and are thrilled to be able to offer it again this summer.

Respectfully submitted,

Michael Golrick
Library Director

Stories from the Front Lines

David Dial (Reference Services) had a man come in who wanted to see if we had more materials by the same person he'd seen recently on public television. What the customer knew: The man's name – he knew the sound of it and thought it might be spelled PRENICKE. He thought the DVD was called "Back to the Wilderness." He also thought that it was a DVD played on public television during pledge drives, as recently as a couple of weeks ago. The customer thought it was about a man building a cabin in Alaska. After several attempts David found the information by looking in WISCAT for keywords cabin+Alaska and scoping to Visuals. They got a small list and there under the title "Alone in the Wilderness" found Dick Proenneke. David switched to the MORE catalog and found not only the DVD, but a book which was available and in Eau Claire.



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ACADEMIC LIBRARY NEWS,

“Hey, Harry, how was the vacation?” asked librarian Virginia Rosicky,

“Great. Always good to get away for a few weeks,” fellow desk jockey Harry Dutton answered her. “Very therapeutic, yet it’s also nice to be back at good ol’ Merset PL.”



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“Yeah, sure,” Rosicky smiled.

“What’s this stuff?” Dutton said, leafing through a box of books. “A donation for the book sale?”

“No, just things we’re getting rid of.”

“Really. Did we get in new copies while I was out?”

“No,” Rosicky said. “Just making some room.”

“So we’re just tossing these *out*?” Dutton said, shocked. “But it’s Proust and Fitzgerald, Swift, Kipling, and a bunch of the other old boys.”

“All the old goats whom nobody reads,” Rosicky said. “Got to make room for the stuff that people *do* read.”

“Someone must read it,” Dutton said.

“Not in two years,” Rosicky said.

“What do you mean?”

“According to our new software system,” Rosicky explained, “none of these books have been checked out in at least two years, so we’re weeding them.”

“That’s a bit harsh, no?” said Dutton.

“It is what it is. That’s how Pat Razzano wants it, and she’s the director. She sent everyone a memo. Didn’t you see it?”

“I haven’t read all my mail yet,” responded Dutton. “What software are you talking about?”

“It’s a thing in the OPAC that checks records to see when the last time a title circulated,” Rosicky continued. “Pat feels that anything that’s been collecting dust for two years or longer is just taking up space that we need for other things. It’s getting pretty tight in here.”

“For what other things? Twenty copies of some disposable best seller or DVD that will be forgotten in a year?”

“Well, those things circulate, and these don’t,” Rosicky said. “It’s all about the numbers, baby. Circulation is way up, patrons are happy, and that looks good come budget time.”

“That’s still pretty harsh,” replied Dutton. “No doubt some of these books have outlived their usefulness, but others must still be read in high school and college lit classes. What about those people?”

“We’re not dumping every copy in the system,” Rosicky said. “Several of the branches will retain copies of all those books. They’ll have ones that we don’t, and we’ll have ones that they don’t. Patrons will still be able to get them through interlibrary loan.”

“That takes a few days,” Dutton said, airing his frustration. “People come in here expecting to walk out with the book they wanted, not have to come back three days later to get it. Those people are going to storm out of here, buy the book in a bookstore, and never come back. Not my idea of great service.”

“Oh, come on, Harry, you’re overreacting,” chided Rosicky.

“Maybe, but it depends on your definition of a library. Is it an educational repository of collective knowledge or a free version of Blockbuster or Borders?”

ANALYSIS I: Not One Size Fits All

Merset, we have a problem. Actually, Merset has two problems—the weeding decision itself and the communication of that decision. Rosicky and Dutton are reacting to both. According to Rosicky, the decision to withdraw all books that have not circulated in the past two years came straight from Director Razzano. One hopes Razzano did careful analysis and planning before issuing her directive. This might include using the Public Library Association’s Planning for Results to determine an appropriate service response for the system as a whole and each branch location individually. Was Rosicky and Dutton’s branch designated for popular materials? What does the library’s collection development policy say about the scope and breadth of the fiction collection at each location and weeding? Other considerations one hopes Razzano took into account are the proximity of the branches, patron fees for interlibrary loan (ILL) within the system, projected wait times for fulfilling an ILL when the item is on shelf, core bibliographies, i.e., fiction catalog, school reading lists, available alternative formats (ebooks, audiobooks, etc.), customer input, and the library’s mission, vision, and strategic plan.

No matter how Razzano arrived at her decision, she then communicated it to staff, but if Rosicky is any indication, they only heard one thing—“two years or it’s toast.” Administrators and managers must strive for transparency in decision-making and provide talking points to the staff on issues that might raise questions, especially with stakeholders. Razzano might have prevented some staff stress by clearly outlining how the decision was reached. With a decision this big, addressing it at a staff meeting and handing out the memo would have provided a chance for reaction and input. Razzano could have put out immediate fires and anticipated push back. Doing so would have provided Rosicky with a less flip and more informed attitude; imagine her explaining it like this to patrons!

Nevertheless, the Duttons of librarianship will still react with an either/or mentality. No public library should be either solely an “educational repository” or a free video rental franchise/bookstore. Dutton frames his frustration as if those are the only two alternatives. A responsive public library is a blending of both (and more). This is seen in their core beliefs, their mission and vision statements, and their policies. Mission and vision should drive the library, and those will be as unique as the community the library serves. Public libraries are not one size fits all, and each community requires its own set of service responses.

In a multibranch system, each location is different, with its community having

unique collection needs. What is appropriate for a main library's reference shelf is not the same as what is needed in a 5000 square foot branch located across the street from a middle school. Dutton mentions great service and defines that as people coming in and walking out with the book they want. However, if that book happens to be today's best seller, Dutton is judgmental and hypocritical. If there isn't physical room to hold enough copies of *Romeo and Juliet* for the city's entire ninth grade population, are you providing great service? When all books on Java are checked out, and a patron is placed on a hold list, is that great service? With limited physical space and budgets, public libraries are forced to make tough choices. Not everyone will agree or be happy, but if stakeholders are consulted and given clear input into the decision-making process, the implementation of those choices will be smoother.

ANALYSIS II: An Essential Practice

Every library faces the same dilemma: How do we accommodate all the materials we would like to own in facilities with limited storage capacity? The solution is a word that many librarians dread—*weeding*.

Weeding is essential to collection development. Without infinite space, libraries must remove old items to make room for newer ones. This is true for all types of libraries, but whereas academic libraries strive to be repositories of collective knowledge, most public libraries do not. Public libraries instead strive to offer contemporary materials and services.

Despite this inherent need for weeding, the Merset Public Library is undertaking the project with little planning or foresight. It is ill-advised for Razzano to implement a radical weeding plan without consulting the library's collection development policy or her staff. Should the library not have a collection development policy, this would be the time to formulate one. The discussion should include all staff involved in collection development and management, and community needs and space constraints must be considered as well.

Razzano is correct in using circulation statistics in determining the items to weed, but this should not be the only factor considered when selecting which items to pare down. An effective weeding policy should also account for condition, title duplication, relevance of subject matter to the community, and evaluation of obsolete or superseded information.

Additionally, Dutton is correct that Razzano's plan to discard titles that have not circulated in two years is harsh. It is a wiser practice to evaluate circulation statistics over a longer period, such as five years, and this evaluation should consider other data in addition to the raw statistics. For example, circulation statistics of multiple titles must be considered together to determine the title's total circulation. If the library owns two copies of one title and each has circulated once in five years, considered independently, both items might be weeded on the grounds they had circulated only once. But considered together, one copy would be discarded and one retained since the title has circulated twice in the evaluation period. Merset's plan to retain at least one copy of each of the classics within the library system is a common and sound library practice, as is Rosicky's affirmation that patrons can access other titles through ILL.

Dutton's dismay at discarding literary classics is common among librarians. Many of us entered the profession because we love books, and the idea of throwing away any book is hard to swallow. This is the same conundrum a shopaholic with a full closet faces after buying new clothing: squish the new clothing in with the old, or remove enough old clothing to make room? Books, like clothes, need room to breathe, and packing books on the shelves can cause irreparable damage. Without offsite storage or compact shelving, libraries face space constraints that make weeding an essential library practice.

Dutton's question goes to the heart of what a library is, and the answer lies in the type of library. Dutton works in a public library, not an academic library or archival repository. Public libraries have evolved from silent book repositories to vibrant community centers meeting the information and cultural needs of their patrons. Our collections have to evolve with us, and this requires weeding, a practice that should account for many factors, only one of which is statistics. After all, a library is far more than simply the circulation of its books.

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I was born in a log cabin....no, wait that's not true. I was born in Westchester County New York and grew up in Central Massachusetts as the eldest of eight children. I graduated from Brown University with a bachelor's degree in Religious Studies. I went directly to the University of Illinois at Urbana-Champaign (I actually registered for classes one week after the graduation ceremony). From there I moved to Tucson Arizona. I worked for the Diocese of Tucson and in the Central Reference Department at the University of Arizona. I went back to school and earned a Master's in Business Administration from the University of Arizona. By the time I finished that last degree, I had gotten a job at the Tucson Public Library as a Young Adult Librarian. I was quickly moved to be the Business Librarian at the Main Library, where I remained for the next two and one-half years.

When I was offered the position as the Head of Technology and Business Department of the Bridgeport Public Library, I leapt at the chance to be closer to my siblings. I worked at Bridgeport Public for two years before becoming the Library Director at the Wilton Library. The Wilton Library is one of the public libraries in Connecticut which is an "association library." While it provides public library service to the town, it is not a town department but is a separate non-profit organization. In my time, the town provided only about 78% of the budget, the rest needed to be raised through various fund raising activities. I was there for almost 10 years.

I then became the Executive Director of the Southern Connecticut Library Council, an organization serving the 300 plus academic, school, special, and public libraries in the 38 towns of Greater New Haven. It was a great ride for just over 5 years.

However, when the job as City Librarian in my adopted home town was advertised, I applied and I got the job! For just over 6 years, I served as the City Librarian. One of my most important accomplishments as City Librarian was the establishment of a Friends group. Twice before, Friends groups had been established, and each time they eventually folded. In beginning the new group, I carefully looked at what had not worked in the past. I am pleased to say that the group has just celebrated its 4th anniversary and is going strong after its first major change in leadership.

So, congratulations to the Friends of the L E Phillips Memorial Public Library on a successful twenty years. It is my goal to celebrate many more of these anniversaries with you!

I now have been in Eau Claire for four and a half months, and am having the time of my life! Thank you to all who have welcomed me.

But you did not come to hear my life story. You came to hear more about *Fahrenheit 451*.

Why is Eau Claire reading this book? It is part of a program sponsored by the National Endowment for the Arts. It was inspired, in part, by their 2004 study called **Reading at Risk: A Survey of Literary Reading in America**. That report indicated a dramatic drop in reading by the American public. Having read the study, I am concerned that the narrow definitions used in the survey done in 2002 do not accurately reflect the amount of reading which we all do. However, I am pleased that they are sponsoring programs which emphasize not just reading, but also discussion of the important ideas included in some of the great works of American literature.

But why was I so excited about Eau Claire's participation in the Big Read? Well, Bridgeport in conjunction with some of the surrounding communities is also participating in the Big Read this spring. The Library played an active role in preparing the application. One of the requirements is that the book must be selected from a list, and included in the application. I really wanted people in Bridgeport to read *Fahrenheit 451*. I argued strenuously that this was a critical time to talk about the ideas Bradbury presents. However, I was out-voted, and Bridgeport is reading *To Kill a Mockingbird*, a great book, but not *Fahrenheit 451*. When I arrived Bess Arneson told me that Eau Claire had received the grant, and that the book was *Fahrenheit 451*. I don't remember what I exclaimed, but it sure made an impression!

Fahrenheit 451 and I share one thing in common. For the last six months whenever someone has asked me how old I am, I have answered "My age and birth year are the same." I usually pause, and wait for the blank look...So for those of you who are still puzzling, the answer is 53. And 1953 is the year when this book was first published.

So what would make a teenaged boy in the late 1960s pick up a book like *Fahrenheit 451*? Well, I had started working in the public library, thanks to the wonderful Library Director, Miss Betty Osborn, and started reading all the mysteries and science fiction – alphabetically by author, of course, since that is how they were arranged on the shelves. Through high school, I continued on this path, and pretty much finished the science fiction. Well, on the shelf next to the *Martian Chronicles* was *Fahrenheit 451*. So I read it. I also re-read it this past winter in preparation for these events.

There are lots of visual images which spring from this incredible work. The first thing that struck me is the twist which Bradbury gives to the term "fireman." Certainly, when I first read the book, I knew of "firemen" (and I am sorry to say that in those days they were all men). The fire house was across the town green from the Library. You could see the fire house from the back entrance to the Library, the entrance to the Children's Room. These were the guys who were there to put out fires. They certainly did so for the fire which had occurred next door to my home when I was about 10. Bradbury took this and turned it on its head...firemen did not put out fires, they start them.

Another striking image which I did not perceive in my first reading, was Bradbury's foreshadowing. Think about Mildred's parlor with three walls of screens, and all she wants is the fourth wall. Now go look at some place like Best Buy where you can get a 60 inch or larger flat panel screen. Fifty-three years later, we are almost there. And what is on those screens? "The Family." Aunts, uncles, cousins, living a life, or, actually letting people watch them living a life. Isn't that reality TV. Then there are the "seashells." Aren't those iPods, the successor to the walkman? And then look at Bluetooth technology where all you see is this curved item sticking out of someone's ear as they appear to talk to themselves. Both of these are well presented in the movie (which I will mention again later).

Later in the novel, there is the chase scene of the mechanical hound chasing our hero Guy Montag. For me, reading that today reminded me of the helicopter scenes of the white Bronco driving slowly down the freeways of Los Angeles. One crucial difference is related to the control of information. The ending was scripted by the authorities. It was both final, and untrue.

In the opening of the novel, Clarisse appears. She sets Guy Montag on his new course. One of the images which struck me was the description of the houses. The houses so close together, yet so far apart. Clarissa and her family actually sat on the porch and talked, how often do we see that today? How often do you see a house porch being used? Certainly, in urban areas today, you rarely see that, even in the neighborhoods which have older homes with wonderful porches.

Fire itself has a hook – I remember the days of burning raked leaves in the back yard. It always draws a crowd. Certainly my camping experience with both boy scouts and girl scouts is that the fire always attracts us. I have spent many happy hours sitting around the fire on a chilly or cold evening, enjoying the warmth of first the fire and then the embers, and sitting having wide ranging conversations. In this novel, fire destroys, and tries to destroy ideas.

Fire Chief Beatty is an interesting character. He has a collection of books, and clearly has read them. He is familiar with the ideas, but has been turned off to the power of books. He is an example of political correctness taken to the ultimate and I have an example of this happening in our society now. Just this past week, a friend of mine went to look at an art exhibit at her University. She had submitted a piece for the show which was sponsored by the University's Women's Commission. She was shocked to find that her work was incomplete. It had been censored. Why? Well the University has ruled that exhibits in public spaces cannot offend anyone. So instead of asking her first, the curator censored the work so that no one would be offended. Why are books banned (or destroyed)? Because they offend someone or, worse yet, make someone think.

I'm not sure how many of you are aware of the controversy this winter surrounding the latest Newbery Medal winner. This is the greatest honor in the children's publishing world, and is awarded by the Association for Library Service to Children, a division of the American Library Association. This year's winner is *The Higher Power of Lucky* by Susan Patron (a librarian for Los Angeles Public Library). The controversy is or was because on the first page of the book the word scrotum appears. It is part of a story that Lucky, a young girl and the protagonist, overhears. It is part of a story where the dog of the narrator is bitten on the scrotum by a rattlesnake. Not horrible language, but what a firestorm it created in some circles. Those who want to censor, think that using appropriate anatomical terms and improving the vocabulary of readers is a problem. I don't!

But, let's return to our novel. The last part of the novel has the impending war as a background theme. The book was written during the Cold War years, and certainly for much of the 1950s and into the 1960s there was a certain fear of possible atomic or nuclear destruction. While we no longer worry excessively about nuclear destruction of the planet, certainly the specter of war hangs over us today.

Bradbury has created a bleak world. That bleakness is very much reflected in Truffaut's 1966 film version. While the movie is not completely true to the book, the bleakness and deadness in society is clearly represented by this renowned filmmaker. Some of Truffaut's presentations conflict with my mental images from the book, but the combination of the actors, setting, and especially the music leave a haunting impression.

How bleak will we let our world become?

In 2001, I was working less than 75 miles from New York City one of the sites of the terrorist attacks on September 11. In the aftermath of those atrocities,

Congress passed legislation called the USA PATRIOT Act – war was used as an excuse to take away liberties.

Among the provisions of that law, is the expanded use of something called National Security Letters (NSLs). As a leader in state and regional associations, I began speaking out against the law immediately after its incredibly rapid passage. In 2003, I was elected to serve on the ALA Executive Board.

Let me talk a moment about the National Security Letters. NSLs include, among their provisions a gag order that means that once served, you can never talk about any of the information included in the NSL. This is a permanent gag order, with no right of appeal, and no review by a judge.

In the Spring of 2005, an NSL was served in Connecticut on a librarian (actually a group of librarians). In August, the lawsuit “John Doe v. Ashcroft” was filed in Federal Court to challenge the legality of the NSL and the gag order provisions. When it was announced that the case would be heard, it was to be heard at the Federal Court House in Bridgeport. Since I could see that building from my office, many people jumped to the conclusion that I was “John Doe.” For the next 18 months, or so, I spent a large amount of time trying to convince people that I was not. After all, if I were, I could not have said anything. [Just for the record, there are three federal court houses in Connecticut. When cases are assigned, they are assigned in rotation, and for this case, it just happened to be the turn of Janet Hall, who “sits” in Bridgeport. It just as easily could have been heard in New Haven or Hartford.]

I am proud of my colleagues George Christianson, Peter Chase, Barbara Bailey, and Janet Nocek and their willingness to take a stand. Judge Janet Hall heard the case on August 31, and issued a ruling on September 9. The federal government appealed, and the case, now called “John Doe v. Gonzales” was heard by the second Circuit Court in New York in early November. I attended that hearing and was not impressed with the US Attorney’s case. I am distressed to have to report that ALA and the ACLU were unsuccessful in getting the Supreme Court to hear the case on an expedited basis (Justice Ginsberg declined to hear the arguments), and that before the 2nd Circuit Court ruled, the Federal Government withdrew its appeal and allowed the John Does to speak. Unfortunately this means that the legality of the gag order has yet to be decided by a court. Isn’t this reminiscent of the world which Bradbury showed us

So, what lessons can we draw from *Fahrenheit 451*? I would draw several. First is that while you can squash the product, can’t squash the ideas. You can burn books, but people will keep the ideas alive. At the end of the novel, Montag and Granger and the other outcasts have gathered to remember different works.

Second is that the reason why the firemen were successful was that society structured to keep people apart, because when people gather, people talk. When people talk, people share ideas. When people share ideas, people go against the rules.

My third moral comes from an interview about the writing of *Fahrenheit 451*, where Bradbury said, "My educator... is the library ... and the library is in danger." I don't think that the Library is in danger in Eau Claire; I think that with support of groups like the Friends, we will find the Ray Bradbury of the next generation. Remember that "Imaginative books are dangerous books."

Finally I suppose that the greatest irony of all is that Bradbury has stressed the importance of the oral tradition by putting it on paper.

Thank you for your welcome, and thank you for listening to my thoughts on this, one of the great books of the 20th Century.

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
Meeting Minutes

A meeting of the Executive Committee of the L.E. Phillips Memorial Public Library Board of Trustees was held on Friday, April 6, 2007, 9:00a.m. in the Board Room of the L. E. Phillips Memorial Public Library, 400 Eau Claire Street, Eau Claire, WI. The following were present: Mary Jurmain, Kathie Schneider, Linda Stelter, Michael Golrick, and Dick Fields.

AGENDA

- 1) The meeting was called to order at 9:00 a.m. At 9:05, Katherine Schneider made a motion to convene in closed session to consider the work performance of the Library Director, which for competitive or bargaining reasons require a closed session pursuant to Sections 19.85 (1) (c) and (e) of the Wisconsin Statutes. Linda Stelter seconded the motion.
- 2) Dick Fields explained the next steps following the Wellness Audit. He suggested that the Library Board, Michael, and the staff should:
 - a. Identify top 3 things for the Board to do.
 - b. Identify top 3 things for Michael to do.
 - c. Identify top 3 things for the staff to do.
- 3) At 10:36 a.m., a motion to reconvene in open session was made by Mary Jurmain and seconded by Katherine Schneider.
- 4) The current outline of the Library Board orientation was reviewed. Mary suggested adding the Open Meetings Law and Open Records Law. Another session will be added for new Library Board members with the Library Board president or a member of the Executive Committee. Mentoring will be offered to new Library Board members. Recruitment of new Library Board members will be discussed.
- 5) Drafts of the descriptions for the Endowment and Development Committee and the Finance Committee were written.
- 6) There was a brief discussion of staff support of the Capital Campaign.
- 7) Linda Stelter made a motion to adjourn the meeting. Mary seconded. The meeting was adjourned at 12:24.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2007 YTD BUDGET REPORT - Operating
For the Period Ended March 2007

OBJ #	ACCOUNT NAME	2007 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
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	\$ 32,220.65		\$ 99,779.35	24.4%
4398	Other Penalties (Collection Agency)	\$ 3,100.00	\$ 730.00		\$ 2,370.00	23.5%
4450	Meeting Room Revenue	\$ -	\$ 66.00		\$ (66.00)	n/a
4451	Electronic Copy Revenue	\$ 2,500.00	\$ 411.27		\$ 2,088.73	16.5%
4452	Copier Revenue	\$ 2,700.00	\$ 739.96		\$ 1,960.04	27.4%
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			\$ 104,600.00	0.0%
4834	Book Bag Sales	\$ 700.00	\$ 81.52		\$ 618.48	11.6%
4836	Misc Grant Revenue	\$ -	\$ -		\$ -	n/a
4850	Gift Revenue	\$ 16,000.00	\$ 220.00		\$ 15,780.00	1.4%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 3,892.10		\$ 11,107.90	25.9%
4858	Refund of Prior Years Expense	\$ -	\$ -		\$ -	n/a
4898	Miscellaneous Revenue	\$ 4,300.00	\$ 1,671.14		\$ 2,628.86	38.9%
5152	Sale of Capital Assets	\$ 200.00	\$ -		\$ 200.00	0.0%
		<u>\$ 3,655,500.00</u>	<u>\$ 2,751,532.64</u>	<u>\$ 271,434.74</u>	<u>\$ 632,532.62</u>	<u>82.7%</u>
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,720,000.00</u></u>	<u><u>\$ 2,751,532.64</u></u>	<u><u>\$ 271,434.74</u></u>	<u><u>\$ 697,032.62</u></u>	<u><u>81.3%</u></u>

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,695,600.00	\$ 381,004.00		\$ 1,314,596.00	22.5%
6040	Employer Paid Benefits	\$ 333,100.00	\$ 71,949.36		\$ 261,150.64	21.6%
6043	Health insurance-Employer	\$ 319,100.00	\$ 55,013.19		\$ 264,086.81	17.2%
6047	Health insurance Deductible	\$ 57,400.00	\$ 4,783.33		\$ 52,616.67	8.3%
6108	Unemployment Compensation	\$ 8,800.00	\$ -		\$ 8,800.00	0.0%
6110	Postage & Shipping	\$ 24,200.00	\$ 3,161.25		\$ 21,038.75	13.1%
6112	Computer Service Charges	\$ 92,500.00	\$ 67,273.91		\$ 25,226.09	72.7%
6116	Binding	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
6120	Auditing	\$ 2,300.00	\$ 214.40		\$ 2,085.60	9.3%
6122	Cataloging	\$ 28,300.00	\$ -		\$ 28,300.00	0.0%
6128	Repairs to Tools & Equip	\$ 5,600.00	\$ 1,066.95		\$ 4,533.05	19.1%
6138	Equipment Rental	\$ 10,600.00	\$ 1,380.00		\$ 9,220.00	13.0%
6150	Special Services	\$ 54,200.00	\$ 5,264.85		\$ 48,935.15	9.7%
6160	Staff Training/Conference	\$ 21,400.00	\$ 5,441.65		\$ 15,958.35	25.4%
6162	Membership Dues	\$ 3,600.00	\$ 460.00		\$ 3,140.00	12.8%
6198	Miscellaneous Contractual	\$ 48,100.00	\$ 5,892.04	\$ 550.00	\$ 41,657.96	13.4%
6202	Electricity	\$ 69,400.00	\$ 11,472.85		\$ 57,927.15	16.5%
6208	Gas Service	\$ 22,200.00	\$ 11,312.84		\$ 10,887.16	51.0%
6210	Telephones	\$ 13,800.00	\$ 412.98		\$ 13,387.02	3.0%
6252	Water Service	\$ 2,100.00	\$ 299.88		\$ 1,800.12	14.3%
6254	Sewer Service	\$ 2,200.00	\$ 311.12		\$ 1,888.88	14.1%
6308	Special Assessments	\$ 500.00	\$ 580.62		\$ (80.62)	116.1%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 7,749.99		\$ 23,250.01	25.0%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 80,600.00	\$ 19,077.79	\$ 3,380.32	\$ 58,141.89	27.9%
6410	Periodicals	\$ 22,800.00	\$ 5,124.87		\$ 17,675.13	22.5%
6411	Pamphlets	\$ 200.00	\$ -		\$ 200.00	0.0%
6412	Books-Adult	\$ 178,600.00	\$ 42,662.63		\$ 135,937.37	23.9%
6413	Books-Juvenile	\$ 72,400.00	\$ 9,922.19		\$ 62,477.81	13.7%
6414	Non-print Materials	\$ 59,100.00	\$ 12,595.13		\$ 46,504.87	21.3%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 1,029.68		\$ 13,970.32	6.9%
6490	Equipment Purchases < \$5000	\$ 60,400.00	\$ 42,868.44		\$ 17,531.56	71.0%
6496	Gift Expenditures	\$ 16,000.00	\$ 2,455.38		\$ 13,544.62	15.3%
6498	Other Materials & Supplies	\$ 2,800.00	\$ 623.40		\$ 2,176.60	22.3%
6790	Refunds & Reimbursements	\$ 10,500.00	\$ -		\$ 10,500.00	0.0%
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	\$ 883,205.12	\$ 3,930.32	\$ 2,589,964.56	25.5%

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,600.00	\$ 23,884.17		\$ 97,715.83	19.6%
6020	Payroll Overtime	\$ 16,400.00	\$ 1,265.07		\$ 15,134.93	7.7%
6030	Special Pays	\$ 600.00	\$ 7.65		\$ 592.35	1.3%
6040	Employer Paid Benefits	\$ 25,700.00	\$ 4,256.12		\$ 21,443.88	16.6%
6043	Health Ins (ER)	\$ 33,200.00	\$ 4,276.30		\$ 28,923.70	12.9%
6047	Health Insurance Deductible	\$ 6,500.00	\$ 1,625.01		\$ 4,874.99	25.0%
6108	Unemployment Compensation	\$ -	\$ -		\$ -	n/a
6128	Repairs to Tools & Equipment	\$ 200.00	\$ -		\$ 200.00	0.0%
6130	Repairs to Buildings	\$ 19,200.00	\$ 6,276.00		\$ 12,924.00	32.7%
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	\$ 2,584.73	\$ 4,053.64	\$ 1,261.63	84.0%
6214	Garbage Service	\$ 2,100.00	\$ 328.28		\$ 1,771.72	15.6%
6256	Stormwater Charges	\$ 400.00	\$ 170.01		\$ 229.99	42.5%
6460	Repair Part & Supplies	\$ 1,100.00	\$ -		\$ 1,100.00	0.0%
6464	Building Materials & Janitorial Supplies	\$ 7,700.00	\$ 1,626.08		\$ 6,073.92	21.1%
		<u>\$ 242,900.00</u>	<u>\$ 46,338.42</u>	<u>\$ 4,053.64</u>	<u>\$ 192,507.94</u>	20.7%
	TOTAL EXPENSES	<u>\$ 3,720,000.00</u>	<u>\$ 929,543.54</u>	<u>\$ 7,983.96</u>	<u>\$ 2,782,472.50</u>	25.2%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT
For the Period Ended March 2007

OBJ #	ACCOUNT NAME	2007 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4802	Interest-Investment Income	\$ -	\$ -	\$ -	\$ -	n/a
5114	Transfer from Library Operating	\$ 105,900.00	\$ 105,900.00	\$ -	\$ -	100.0%
	TOTAL REVENUE-FUND 490	\$ 105,900.00	\$ 105,900.00	\$ -	\$ -	100.0%

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
LIBRARY BLDG IMPROVEMENT						
6810	Capital Costs	\$ 892,800.00	\$ 683,092.53	\$ 6,214.00	\$ 203,493.47	77.2%
TECHNOLOGY UPGRADE						
6802	Capital Purchases	\$ 946,000.00	\$ 827,561.34	\$ 38,055.85	\$ 80,382.81	91.5%
LIBRARY BUILDING EXPANSION						
6810	Capital Costs	\$ 700,000.00	\$ 71,972.21	\$ 5,129.50	\$ 622,898.29	11.0%
LIBRARY BLDG IMPROVEMENT						
6810	Capital Costs	\$ 115,600.00	\$ -	\$ -	\$ 115,600.00	0.0%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	\$ 2,654,400.00	\$ 1,582,626.08	\$ 49,399.35	\$ 1,022,374.57	61.5%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - MARCH

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

1,262	1,201	1,197	-0.3%	Month of March
1,196	1,197	1,198	0.1%	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

760	751	689	-9.0%	Month of March
690	724	666	-8.7%	Year to date

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

71.2%	70.4%	71.1%	1.0%	City of Eau Claire
15.7%	16.3%	16.0%	-1.8%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
13.1%	13.3%	12.9%	-3.3%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

16,363	16,860	15,948	-5.7%	Month of March
45,824	47,455	45,992	-3.2%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

87,946	91,198	83,510	-9.2%	Month of March
246,795	254,547	242,698	-4.9%	Year to date

RENEWALS FROM LIBRARY BUILDING*

6,164	5,283	4,983	-6.0%	Month of March
16,344	14,021	13,530	-3.6%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,614	1,587	1,481	-7.2%	Month of March
4,050	4,563	4,528	-0.8%	Year to date

Web renewals

15,376	16,414	16,833	2.5%	Month of March
41,011	44,588	46,739	4.6%	Year to date

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

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

6,988	8,825	8,471	-4.2%	Month of March
19,724	24,042	25,714	6.5%	Year to date

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

8,633	10,198	10,030	-1.7%	Month of March
22,641	27,906	28,955	3.6%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

1,049	1,256	1,074	-16.9%	Month of March
2,762	3,274	3,377	3.1%	Year to date

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

1,122	1,592	1,552	-2.6%	Month of March
2,982	4,084	4,636	11.9%	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)

297	250	288	13.2%	Month of March
900	774	769	-0.7%	Year to date

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

782	702	524	-34.0%	Month of March (without renewals)
1,980	2,086	1,794	-16.3%	Year to date (without renewals)

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

4	4	6	33.3%	Month of March (renewals)
38	10	23	56.5%	Year to date (renewals)

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

905	1,579	n/a	n/a	Month of March (without renewals)
2,558	4,052	n/a	n/a	Year to date (without renewals)

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

113	149	n/a	n/a	Month of March Renewals
303	330	n/a	n/a	Year to date Renewals

UNIQUE VISITORS TO WEBSITE

13,152	13,831	11,313	-22.3%	Month of March
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April 13, 2007

To: Library Board of Trustees

From: Michael Golrick
Library Director

Subject: Committee Descriptions

Attached are first the revised Committee Descriptions as approved by the Executive Committee of the Board.

Following those descriptions (dated April 10, 2007) are the Committee Descriptions as found in the Library's electronic files.

Library Board of Trustees
Committee Descriptions

Endowment and Development Committee

Description:

The Committee shall recommend the distribution of income from the Library's Endowment Fund to the Library Board of Trustees. The Committee shall recommend plans for the Library's development (fund raising) activities.

Duties:

1. Review the Endowment reports from the Eau Claire Community Foundation
2. Recommend to the Library Board of Trustees distribution of the income from the Endowment
3. Work with the Library Director and other development staff to plan fund raising activities of the Library

Composition:

The Committee shall consist of at least three Board members (one of whom shall be appointed chair), a representative of the custodian of the endowment funds and at least one member of the community.

Library Board of Trustees
Committee Descriptions

Executive Committee

Description:

The Committee shall meet as necessary to execute the regular business of the Board. The committee may recommend new policies and policy changes to the Board for consideration.

Duties:

Duties include but are not limited to:

1. Create or revise evaluation process for performance evaluation of the Library Director.
2. Using the library's strategic plan and working with the Library Director, create performance goals for the Director in May.
3. Facilitate the gathering of input from the Library Board for the Library Director's performance evaluation in April.
4. Recommend appropriate annual salary changes for the Library Director to the full Board, taking into consideration national, state, and local salary and benefit data in May.
5. Review and take recommendations to the board to update the Library Director's job description.

Composition:

The Committee shall consist of the President, the Vice-President and the Secretary.

Library Board of Trustees
Committee Descriptions

Finance Committee

Description:

The Committee shall recommend the Library's operating budget and Capital Improvement Plan.

Specific Duties:

1. Review the operating budget for the next year.
2. Review the Capital Improvement Plan annually.
3. Review data such as the most recent:
 - a. Wisconsin Library Service Record Statistics (to gain an understanding of Libraries in the state that are comparable to LEPMPL).
 - b. Wisconsin Library Director Salary/Benefit Survey.
4. Based on these data and the local economic conditions, recommend Board approval of, or changes to, the Library's operating budget and Capital Improvement Plan.

Composition:

The Committee shall consist of the City Council representative on the Library Board, a member of the Executive Committee, and at least one additional member

Library Board of Trustees
Committee Descriptions

Legislative Committee

Description:

The Committee shall be responsible for keeping the Library Board informed about current local, state, and federal legislation, either recent or pending, that could affect the Library, and shall recommend actions for the Board to take pertaining to the legislation.

Duties:

1. Research and receive updates from relevant sources of information regarding legislation.
2. Report at Library Board meetings in a timely fashion any significant legislation.
3. Suggest appropriate ways for the Board, or for individual trustees, to respond to new legislative developments, and encourage them to do so.
4. Plan and advocate for trustees and Friends of the Library to participate in the annual Library Legislative Day.

Composition:

The Committee shall consist of at least two members, one of whom shall be the Eau Claire Area School District's representative on the Library Board.

Library Board of Trustees
Committee Descriptions

Nominating Committee

Description:

The nominating committee shall prepare a slate of Library Board officers to serve for the next year.

Duties:

1. Review the duties of each of the three Board officers and discuss the duties with candidates
2. Review Trustees' term lengths to identify potential Board officer candidates
3. Contact potential Board officer candidates for the positions of President, Vice-President and Secretary and ask if they are willing to serve
4. Present the recommended slate of officers at the May Board meeting with the vote at the June meeting

Composition:

The Committee shall consist of three Board members to be appointed annually by the Board President in July.

Library Board of Trustees
Committee Descriptions

Personnel Committee

Description:

The personnel committee shall act as a liaison between the Library Director and staff and the Board. It is responsible for proposing, developing, and reviewing policies and plans regarding staff and Board personnel matters and for making recommendations to the Board and the Library Director regarding their implementation. The personnel committee will consult with Eau Claire city human resources personnel to ensure that all personnel matters are conducted in accordance with relevant laws and city personnel rules.

Duties:

1. Facilitate orientation and training for new Board members on Library Board duties.
2. Recommend continuing education for Board members.
3. Recruit Board candidates and help publicize Library Board openings.
4. Approve changes to the employee handbook.

Composition:

The Committee shall consist of at least three Board members.

**L.E. Phillips Memorial Public Library Board of Trustees
Evaluation Committee**

CHARGE TO THE COMMITTEE:

To conduct the annual review and evaluation of the library director's job performance.

SPECIFIC DUTIES:

Review the library director evaluation process annually and recommend changes to the full Board as appropriate.

Schedule and conduct an annual interview with the Library Director during which he will assess the degree to which he has fulfilled his responsibilities as outlined in the job description, the degree to which he has accomplished the agreed upon goals and objectives of the preceding year and the degree to which he has moved the library forward in accordance with the library's long range plan. At this interview the Library Director will have the opportunity to point out any external factors beyond his control that have had an impact on his job performance in the preceding year (examples are budget constraints, Board decisions, or actions by City Council). The Library Director's position description will also be reviewed for currency and appropriateness at this time.

Prepare and distribute with the "Library Director's Evaluation Form" a brief set of instructions for Board members in completing the evaluation form; distribute a postage-paid and return addressed envelope directed to the committee Chair.

Review and compile returned Board evaluations.

Prepare a written summary of the results of the Board evaluation, in particular focusing the summary on:

- the degree to which the Library Director has fulfilled the responsibilities detailed in the official job description
- the degree to which the Library Director has accomplished the agreed upon goals and objective of the preceding year
- the degree to which the Library Director has moved the Library forward in accordance with the Library's long range plan

MEMBERSHIP:

Three Board members to be appointed annually by the Board President in July of each year. The Chair will be appointed by the Board President.

COMMITTEE REPORTS TO:

The full Board, with a written summary of Board evaluations to be presented at the December Board meeting each year.

August 9, 2001

**L.E. Phillips Memorial Public Library Board of Trustees
Finance Committee**

CHARGE TO THE COMMITTEE:

Provides the initial Board review of the operating and capital budgets for subsequent years. Gathers information and prepares a recommendation for the full Board for the Director's compensation for the next calendar year.

SPECIFIC DUTIES:

Review the operating budget for the next year and capital budgets for the subsequent years.

Review the most recent Wisconsin Library Service Record Statistics to gain an understanding of Libraries in the state that are comparable to LEPMPL.

Review the most recent Wisconsin Library Director Salary/Benefit Survey.

Based on these data together with most recent Job Performance Evaluation of the Director and the local economic conditions prepare a Director compensation package for consideration of the full board.

Explain the committee's recommendation to the full Board in closed session.

MEMBERSHIP:

Three Board members to be appointed annually by the Board President in July of each year. The Board President appoints the committee chair.

COMMITTEE REPORTS TO:

To full Board at the May Board Meeting relative to the budgets. To the full Board at the June Board meeting regarding the Director's compensation.

**L.E. Phillips Memorial Public Library Board of Trustees
Interview Committee**

CHARGE TO THE COMMITTEE:

To confidentially interview selected LEPMPL staff members regarding the direction of the organization and to prepare a written summary report for the whole Board. The interviews will be conducted annually in the fall.

SPECIFIC DUTIES:

Select and schedule a location for the interviews.

Select library staff to be interviewed. The Committee will interview six randomly selected staff members annually. The formula for selection will be one manager who reports to the Library Director and one employee who reports to the manager being interviewed. This process will be repeated for a second pair of manager-employee staff members in a different unit of the library. Two additional employees who do not directly report to the Library Director and who work in any unit of the library will also be interviewed.

Prepare and distribute to library staff information concerning the interview process. Assure staff that interviews are confidential and that names of individuals will not be forwarded in the written summary to the full Board. Staff members should be encouraged to participate because their input is valuable and necessary to the Board in assessing overall effectiveness of the library's long range plan but it should be noted that participation is voluntary. In the event a randomly selected staff person declines to be interviewed, an alternate will be selected from approximately the same organizational level as the person who declined.

Develop the list of questions to be asked at the staff interviews. Questions should focus on the effectiveness of the library's direction. A list of proposed questions is attached. The Committee may use or modify the questions. Any modifications to the questions should be recorded and kept for future reference.

Maintain a confidential written record of staff interviewed to ensure breadth of staff participation from year to year. This record should be forwarded from the Committee chair to his successor.

Prepare a written summary, approximately one page in length, of the results of the staff interviews. The summary will not name the individuals who were interviewed or attribute comments to individuals. The summary will be submitted to the full Board.

MEMBERSHIP:

Three Board members to be appointed annually by the Board President in July of each year. The Chair will be appointed by the Board President.

COMMITTEE REPORTS TO: The full Board, with a written summary of Board interviews to be presented at the November Board meeting each year.

August 9, 2001

**L.E. Phillips Memorial Public Library Board of Trustees
Nominating Committee**

CHARGE TO THE COMMITTEE:

Define a slate of officers to serve for next year.

SPECIFIC DUTIES:

Review duties of each of the three Board officers and discuss same with candidates.

Review Board member term lengths to identify potential Board officer candidates.

Contact potential Board officer candidates for the positions of President, Vice-President and Secretary.

Present the slate of officers at the May Board meeting with the vote at the June meeting.

MEMBERSHIP:

Three Board members to be appointed annually by the Board President in July of each year. The committee Chair to be appointed by the Board President.

COMMITTEE REPORTS TO:

To full Board at the May Board Meeting the vote will follow at the June meeting.

**L.E. Phillips Memorial Public Library Board of Trustees
Planning Committee**

CHARGE TO THE COMMITTEE:

To conduct an annual review of the Mission Statement, and the supporting Goals and Objectives and recommend the action to be taken to keep the same current.

SPECIFIC DUTIES:

Review the Mission Statement, and the supporting Goals and Objectives to determine if change or modification is necessary.

Report the committee's opinion relative to the Mission Statement, and the supporting Goals and Objectives in writing for distribution at the November Board Meeting.

Define the process to be conducted, to achieve the desired changes, for final approval of the revised Goals and Objectives at the subsequent February Board meeting.

MEMBERSHIP:

Three Board members to be appointed annually by the Board President in July of each year. The committee Chair to be appointed by the Board President.

COMMITTEE REPORT TO:

Defined needs to be reported in writing to full Board at the November Board Meeting. When necessary revisions are to be reported to the full Board at the February Board meeting.