



L.E. Phillips Memorial Public Library

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on **Thursday, August 16, 2007 at 7:00 a.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, WI.

AGENDA

1. Member roll call
2. Citizen Comments (limited to 5 minutes per citizen)
3. Approval of the minutes (page 1)
4. Communications
5. Report of the Library Director (page 4)
6. Staff presentation on Home Delivery Service by Reference Services Manager Renee Ponzio.
7. Committee reports
 - a. Capital Campaign Committee (page 13)
 - b. Legislative Committee
8. Report of the Friends of the Library
9. Report of the Representative to the IFLS Board
10. Financial Reports (page 14)
11. Action on bills and claims (page 18)
12. Review of the monthly statistics (page 29)

Continued

13. Consideration of Unfinished Business

- a. Discussion on the 2008 budget
- b. Update on the Organizational Wellness Audit
- c. 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.
- d. Motion to reconvene in open session immediately following the closed session.

14. Consideration of New Business

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

16. 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, July 19, 2007 at 7:00 a.m. in the Board Room of the Library. The following members were present: Dickey, Jurmain, Olson, Radtke, Schneider, Von Haden and Stelter.

MINUTES OF PREVIOUS MEETING

On a motion made by Kathie Schneider and seconded by Jean Radtke, the Board unanimously approved the minutes from their June 20, 2007 meeting.

COMMUNICATIONS

Michael Golrick shared a customer comment form from a customer that wrote about what a great job Kaylene Holman is doing. Kaylene is a Page in YS. Linda Stelter stated that it would be nice if the staff wore nametags. Michael Golrick commented that this is a security issue and has been reviewed in the past.

REPORT OF THE LIBRARY DIRECTOR

Jean Radtke congratulated Michael Golrick on his acceptance into the 2007/2008 class for Leadership Eau Claire.

Mary Jurmain commented that she enjoys Michael Golrick's reports and receives a lot of information from the reports.

COMMITTEE REPORTS

Legislative Committee

Linda Stelter attended the COLAND meeting and progress is being made on the budget. Linda Stelter pointed out that 25 percent of the Common School Fund can be used to purchase computers to be used in the libraries of school districts. This will be the last COLAND meeting that Linda Stelter will be attending since her duties at work have increased. Barb Dickey pointed out how lucky we are to have Linda Stelter serving on our Board with all her legislative knowledge.

Reports from the American Library Association Annual Conference

Kathie Schneider stated one of the highlights of ALA was Michael Golrick spearheading a resolution for full funding of a move to digital recordings for the National Library Service.

While in attendance, Kathie Schneider presented the fourth annual Schneider Family Book Award. Linda Stelter stated the Schneider Family Book Award is well known and that librarians feel the award is very important. This year 50 titles have been submitted already for the 2008 award.

Over 28,000 people attended the conference and Linda Stelter expressed her appreciation for the opportunity to attend.

Michael Golrick shared a handout from the conference regarding e-Branch libraries. Michael Golrick also stated that our library has all the books that have been awarded the Schneider Family Book Award in the collection.

Capital Campaign Committee

There will be a meeting on July 18, 2007 regarding the naming rights of the bench for Joe Bee. A draft for the plaque was handed out.

REPORT OF THE FRIENDS OF THE LIBRARY

The book sale that took place June 22 and 23 was a good sale but not a record breaker.

In the month of August Walden Books and Borders will be hosting a book drive for Give-A-Kid-A-Book.

The first entry has been received for the Libraries Changes Lives Contest. There was discussion on how to promote this contest with English teachers in the Eau Claire Area School District. Linda Stelter will use the Eau Claire Area School District's e-mail to promote the contest.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Mary Jurmain has left e-mails and voice mails in an attempt to confirm Sue Olson's appointment to the IFLS Board. Michael Golrick will be seeing John Thompson tomorrow and see if they can move this along.

ACTION ON BILLS AND CLAIMS

On a motion made by Kathie Schneider and seconded by Bob Von Haden, the vote was unanimous to approve the Bills and Claims for June 14 – July 5, 2007, as well as the Additional Bills and Claims.

REVIEW OF THE MONTHLY STATISTICS

Barb Dickey noted the negative numbers seem to be increasing. Michael Golrick stated that June was a busy month but the YTD numbers have not caught up yet. Barb Dickey was wondering if the Library is being used as much as it has been in the past. Michael Golrick noted that the average adjusted daily number of library visits in the building is up .6% YTD. Barb Dickey agreed that it is good but we need to keep an eye on these numbers.

Barb Dickey would encourage the Library to look into letting customers read off their library fines. The fine revenue would decrease some because of the read off.

CONSIDERATION OF UNFINISHED BUSINESS

Michael Golrick passed out handouts of the ideas from the staff and Board analysis of tasks from Organizational Wellness Audit. John Stoneberg is looking for feedback from the Board members on what worked and did not work for Board members during their orientation. Michael Golrick will reassure staff that even with a tight budget the Board is trying not to cut staff. Mary Jurmain felt it is important to cultivate a sense of camaraderie with staff by communicating with them frequently. Linda Stelter would like a "behind the scenes" tour of the Library. Other Board members also expressed

interest in the tour. Mary Jurmain would like quarterly updates on the progress of the items identified in the Organizational Wellness Audit.

Mary Jurmain shared a handout of a new draft version of the Library Board Assignments. Changes will be made and shared again.

CONSIDERATION OF NEW BUSINESS

Kathie Schneider has heard comments from people wanting to see tangible progress on the building and remodeling project. Discussion took place on whether or not the remodel should take place in phases. Kathie Schneider stated the first step might be to talk to an architect about staging the project in phases. Bob Von Haden expressed concern about how change orders and such can increase construction cost greatly. Michael Golrick pointed out that before the Board would decide to do the remodel in phases or all at once, they would need to talk with Becky Noland and the larger donors. Mary Jurmain stated that the Capital Campaign has already reached almost half of the goal. The goal is a modest amount when compared to the YMCA Campaign that will be starting soon. Mary Jurmain also requested help from other Board members as the Capital Campaign will be ramping up again soon and we will see more results. Linda Stelter thought one way of showing the staff and public how the Capital Campaign is progressing would be to add some bookcases and allow customers to pick up their holds.

Michael Golrick and Julie Gast met with City staff to review the 2008 budget. They have been asked by Becky Noland to prepare a \$50,000 reduction to the budget.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

A directive was given to Michael Golrick to gather data regarding customers being able to pick up their own holds.

A directive was give to Michael Golrick to look into holding a read off your fine program.

ADJOURNMENT

Jean Radtke moved to adjourn the meeting. This was seconded by Linda Stelter and the vote to adjourn was unanimous.

Respectfully submitted,

Jackie Depa
Associate II



Library Director's Report August 2007

Library Director's Report

Much of my library work recently has been focused on the budget. We are over half-way through the budget year and starting to look at what adjustments need to be made to this year's line item estimates. We are also deep into the process of developing a budget for 2008. The City Finance Director has asked for a reduction in our levy by \$50,000. Because the Library is within about \$25,000 of the state-mandated Maintenance of Effort, it will be difficult to meet both. The budget for 2008 will be one of the discussion items for the Library Board.

As noted below, there was a smoke bomb incident in the Library in early July. The police did visit the young man in question. Recently he came to the Library with his parents. I have heard from Juvenile Court and expect that the Library will receive a letter of apology and some sort of restitution. Library staff is working with the City's custodial staff to replace the burned carpet.

Larry Nickel and I recently met with the City's new Risk Manager to review how we handle events at the Library. In addition to starting to build a good working relationship, we also learned about the City's new form, and will be providing that to staff electronically.

John Thompson from the Indianhead Federated Library System recently spoke with a group of county clerks about the implications of Act 420. I was among the several Library Directors who attended the meeting. It was interesting to hear their perspective and their issues. I think it helped to build some bridges between the library community and the county clerks.

I attended the retirement reception for Diane Leuder. Diane was the Library Director at the Menomonie Public Library, and served on the interview panel for the Library Director's position here in Eau Claire. She was so impressed with that process that she consulted Dale Peters from the City, and Menomonie used a similar process for recruiting and interviewing the candidates for their position. Diane is retiring and moving to the Superior/Duluth area after her house in Menomonie is sold.

As the mailing for the August meeting is being prepared, I will be heading to Wausau for the periodic meeting of SRLAAW (System and Resource Library Administrators Association of Wisconsin). This Library serves as the Resource Library for the Indianhead Federated Library System, and as a result I participate in the SRLAAW activities. It is an additional way for me to learn more about the local Wisconsin issues and how they are handled in other parts of the state.

Name Tags

A recent Management Team meeting included a discussion of name tags. This was prompted by the discussion which occurred at the last Library Board meeting. There was a time when name tags were "mandatory." As is often the case with mandated items, consistent enforcement was an issue. In addition, many on the predominantly female staff objected to having their full names (and even their first names) known to some library customers. Since the Library is open to all, some library customers are more respectful than others of issues related to personal space, and some customers do

not understand the boundaries which staff expect. For some, wearing a name tag makes the workplace less safe. There are several staff members who have experienced incidents of stalking and harassment. There was even such an incident earlier this year. In addition, some of the Reference Services Division staff wear the adhesive stickers which say "Need Help? Ask Me!" After extended discussion, the Management Team decided to not require name tags. However, several of us will get and wear name tags so that the public can identify us as staff. Several of us hope that we can lead by example, and create a climate in which the question can be discussed in the future.

From the Management Team

Staff and Human Resources

The transitions continued in the Circulation Services Division this month. Jacquie Staebell retired at the end of July as the Assistant II; Jackie Hagenbucher is the new Assistant II, and Greg Goetz started mid-July as a new Assistant I. Kimberly Kohls moved into the open Assistant position in circulation. Cecelia Hutte, currently a desk clerk in both circulation and the MORE Office, is the new Assistant. Barb Taves began as a circulation desk clerk in July, filling the vacancy when Alisha Green moved to Youth Services. Cecelia Hutte's MORE Desk Clerk position is now vacant with the posting process in place.

Katie Johnson has been hired as the afternoon page in Circulation. She will also drive the Home Delivery route weekly to drop off/pick up items at local homes and institutions using our home delivery service. Jessica Hagen has resigned those hours permanently. Sara Slattery has been hired as the new Reference Services page (replacing Alisha Green). Sara can also be found at the library working at the Circulation desk as a desk clerk.

Diana Prince, the Youth Services Assistant for over two years is moving to Minnesota. Jessi Peterson, currently a circulation desk clerk, has been hired as the new assistant in Youth Services. (Jessi is the third circulation desk staff to move Youth Services in promotional positions in just half a year!). Circulation Desk Clerks with Jessi's vacancy.

Shelly Collins-Fuerbringer and Christina Knoelke will be involved with interviewing for three pages since three of their current pages go off to college this August.

Technical Services

Carol Anderson updated subject headings in the CID and finished the American Girl series call number project.

New magazine titles have begun arriving which means Donna Swenson has downloaded bib records for the new titles, Teri has updated them with checkin cards and added the label printing command to each title. The workflow for processing magazines has changed due to the change of printing labels. The new labels will present a neater appearance for all of our magazines.

Jean Nemitz is coordinating around 15 hours per week in volunteer hours for the inventory scanning, along with the hours that the pages/processor. She has tested the new inventory process she learned about at the Innovative Users Group meeting. This new process will mean not only a savings in paper use, but also Assistant and Desk Clerk time savings from the tedious review of many pages.

Donna Swenson attended the MORE Executive Committee meeting on Friday, July 9, to assist in answering questions about Call Number formulation for use in the statistical category tables. Donna reported back that after discussion, it was decided due to Innovative constraints portions of the statistical category table project must be put on hold. Cathie Currier has been

asked to confer with III and express the consortium's concern about not being able to collect statistics from the database, without making significant changes to call numbers.

Teri Oestreich is investigating a new product for multiple DVDs. It is a single case that can hold up to six discs in one container. It appears to be similar to the cases we are using now, which means it would be compatible with our current security keys. If this case works for our DVDs and CD-ROM games, the implications are important

Youth Services

Youth Services wrapped up a six-week summer story series in July and then wrapped up another successful summer reading program on August 1st. They had 1991 kids sign up for one of the two reading programs and 561 teens sign up for the teen reading program. These numbers are up slightly from the previous year. They are very happy with the completion rate again this year, with 962 kids completing their reading folders.

Each year, Youth Services offers some sort of event to mark the end of the summer reading program. For the second year in a row, the pediatricians from Luther-Midelfort are sponsoring a pool party at Fairfax Pool. Each child who completes their reading folder receives a ticket to the End of Summer Splash party on August 11th from 6-8 p.m. In addition, the Teddy Bear Band from the Minneapolis area is set to play, it is sure to be a fun time for everyone that attends.

The teen program wrapped up with a silent prize auction on August 4th. Teens read through the summer and earn a "book buck" for every thirty minutes of leisure reading that they do. They can spend their book bucks on small prizes throughout the summer, or they can save them up and bid on prize packages at the auction. Chrissy and Jerissa went on the annual shopping trip to purchase prizes for the auction. There has been an almost 10 % increase in the number of teen participants this year and they wanted to make sure that they also increased the number of prize packages. Last year there were 50 prize packages available for teens to bid on, and this year, after an extremely successful trip to Target, the number of prize packages total 77! They were even able to purchase an iPod Shuffle, which will be a big hit during the auction and encourage even more teens to participate in the program next year. These prizes include donations from local businesses and restaurants, in addition to the prizes purchased. Jerissa has worked extremely hard to solicit donations from local businesses and all of her hard work has really paid off. A copy of the prize list is included in the Library Board packet.

The Variety Show on July 7 was successful despite the heat that day, with 70 kids, teens, and adults attending the concert. Three local teen bands chosen by YAAB performed a variety of music.

The Pizza and Pages Book Discussion Group have continued to be extremely successful. Chrissy created a survey for participants to complete and the comments have been enormously positive. Amy Ambelang, a Page in Youth Services and the out-going YAAB President, has led the discussions this summer, much to the delight of many participants. Amy did a wonderful job this summer and the teens had great things to say about the book discussion "teacher."

Chrissy officially assumed her duties as YAAB advisor at the July meeting. YAAB has accepted two new members: Oliver Goulet and Anna Jeffries. YAAB will continue to recruit new members during the beginning of the school year. At July's meeting, YAAB discussed programming ideas to celebrate Teen Read Week, which begins the week of October 14. They have agreed to have an Open Mic night and an Improv Games night. There may also be a movie marathon that highlights this year's TRW theme, LOL @ Your Library, or a book discussion-a-thon on a day off of school in the works.

Jill and Alisha planned a Harry Potter program on Friday, July 13th. The event included 3 different crafts, 2 activities, 2 activity sheets, refreshments that included a pretzel wand and a screening of Harry Potter and the Goblet of Fire. It was a great success and gave Harry Potter fans a chance to share their thoughts on what would happen in the 7th book.

Assistant Director

The Chippewa Valley Fund Raising Professionals (CVFRP) and the Chippewa Falls, Menomonie and L. E. Phillips Memorial Public Libraries have been meeting and working together to designate a selection of materials in the three libraries' collections in the MORE catalog (www.more.lib.wi.us) that highlight available materials in those collections on fundraising and nonprofits. It was Assistant Director John Stoneberg's suggestion to use the MORE catalog instead of creating and trying to access a separate, new database. The purpose of the designation is to provide an easy identifiable mechanism to promote fundraising resources in the Chippewa Valley. Topics include but are not limited to charities, endowments, fundraising, grants-in-aid, library fund raising, nonprofit organizations, philanthropy, proposal writing, special events and voluntarism. An added subject heading of CVFRP denotes the items. John has been working with CVFRP to provide them text for their new website on this and other resources that libraries can offer including subscription databases, BadgerLink, WISCAT and AskAway.

The library has been cooperating with Heritage Microfilm to provide online, searchable access to Eau Claire newspapers from 1858-1923. The project of scanning almost 111,000 pages of Eau Claire newspapers is nearly complete. Initially the information will be available in the Library only. It will be made available from outside the network as part of NewspaperArchive on BadgerLink. Reference staff is working on becoming familiar with the software interface and on reporting problems to the vendor. The current plan is to introduce the new product to customers in early August.

As part of the improved relationship and cooperation with the City's Public Works Department, Assistant Director John Stoneberg was part of the interview team to replace the Library's 11 p.m. to 7 a.m. custodian. This was the first time in over 30 years that the Library was part of interviews to replace one of its custodians. (The one custodian in the old library was a library employee.) The Library will also participate in the upcoming interviews to replace the City's Buildings Supervisor.

As requested by the Capital Campaign Committee, Assistant Director John Stoneberg attempted to develop an Eau Claire County church directory. Although a variety of websites contain church information, none are thorough in number nor have much in the way of contact information. The Chamber, Visitors Bureau and others really had nothing very helpful to offer. This is something reference staff knows has been lacking for a long time. So, John started an Excel by downloading information from one of the library subscription databases (ReferenceUSA). Once John reviewed the information and fine-tuned the structure, Reference Assistant Joe Niese attempted to fill in information through the use of other websites John gave him and that he found and through phone calls. Joe will continue to attempt to verify and add information, but the first draft of the directory was passed on to the Capital Campaign. Of the 97 listings, there appears to be fairly good information for about 86. This information will be used by reference probably in conjunction with the Community Information Database (CID) and the library's community information on its website.

Assistant Director John Stoneberg and Director Michael Golrick attended the annual WiLSWorld Conference at the Pyle Center in Madison on July 25 and 26. Andrew Pace from North Carolina State University (NCSU) was the opening keynote speaker. Pace is a person of many accomplishments, of which one of the latest is serving as head of the project to bring a totally redesigned, Endeca-based catalog to NCSU. Pace discussed the Library 2.0 landscape and has lots of good ideas for revitalizing library automation.

In one of the morning breakout sessions, Buff Hirko, a retired librarian from Washington State University led a great, down-to-earth presentation on what makes tech training successful. The program described the combination of facilities, timing, location, techniques, class makeup and approaches that are most likely to succeed and which could actually be applied to any kind of training.

Another highlight was the afternoon plenary presentation by the State Librarian of Georgia, Lamar Veatch on the PINES (Public Information Network for Electronic Services) library system. PINES provides a single library card to Georgia's 9 million residents, supporting a single shared catalog of over 8.5 million items. Currently 46 of Georgia's 58 public library systems are PINES members—265 facilities and bookmobiles in 127 of Georgia's 159 counties. In September 2006, PINES migrated from a commercial integrated library system to an in-house developed, open-source platform called *Evergreen* and Dr. Veatch talked about this transition.

In one of the afternoon breakout sessions, Dan Jacobson and Nichole Fromm from South Central Library System (Nichole used to work at LEPMPL) presented a lively program on wikis (a collaborative website which can be directly edited by anyone with access to it)—looking at the practical pros and cons of various wiki “engines” and sharing ideas for motivating people to participate in wikis.

Tom Peters, the second-day keynote speaker, has been an academic librarian for 17 years. Tom's areas of interest and specialization include library management, top technology trends, e-books and e-publishing, digital talking books, print-impaired library users, collection management, and digital library services. Among the topics he covered in his keynote were social networks, online communities and multi-user virtual environments (such as Second Life).

In one of the second-day morning breakout sessions, Tom Peters continued his conversation with the audience and especially delve into his experiences with Second Life, an Internet-based virtual world launched in 2003 that came to international attention via mainstream news media in late 2006 and early 2007 and was developed by Linden Research, Inc (commonly known as Linden Lab). A downloadable client program called the Second Life Viewer enables its users, called "Residents," to interact with each other through motional avatars, providing an advanced level of a social network. Residents can explore, meet other Residents, socialize, participate in individual and group activities, create and trade items (virtual property) and services from one another.

Circulation

July is a busy month in Circulation with a lot of items being handles. Shelving hours are necessary to post to keep up with the back log of materials.

In July, the circulation staff finished a special project. When the library catalog migrated from VTLS to our new Innovative Library System the item level cost information did not transfer. Over the past two years, staff have added correct cost information to over 60,000 item records. Circulation staff worked with staff from Technical Services to complete this project.

Information Technology (IT)

Twice in the last month IT staff worked after the library was closed to make improvements to the Innovative server. In early July the system was backed up and then shut down so that a new uninterruptible power supply (UPS) could be installed. Various cabling and other minor improvements were also made at this time. The second instance occurred in early August when the system was backed up and then taken down as part of the installation of Web Pac Pro and the Serials and Acquisitions units for two new libraries (Stanly and Phillips) joining the MORE consortium. Web Pac Pro is the background coding from Innovative Interfaces that allow for enhancements to the online catalog.

Last month IT staff raised the issue of the Telephone Notification System (TNS) reaching outbound calling capacity. As the result of work done by IFLS and host site (LEPMPL) staff the upgrade, called Teleforms, and a second phone line has been ordered. A tentative installation date from Innovative is expected in the very near future. This is a somewhat complex project as it involves work related to the phone / cabling system, installation of the new TNS Server, migration of configuration data from the old TNS server to the new, learning the new Teleforms software, testing, and finally working with IFLS to establish new procedures for downloading and uploading calls for all libraries in the consortium.

The library's new website (<http://www.ecpubliclibrary.info>) has been live to the public now for approximately 2 weeks. During that time a survey was placed on the new site to allow for customer and staff feedback, and to allow time to make adjustments to the software. On Monday August 6th customers will be re-directed to the new site if they use or go <http://www.eauclaire.lib.wi.us>. A note has been placed on the current site to inform users that we will be making the switch to the new site on the 6th. The survey mentioned above will remain on the new website for another 30 days which will allow us to make additional changes as needed. Survey results so far indicate a very favorable reaction to the design and navigation of the new site. In conjunction with the new site Jeff has been working to making our core remote databases and products more accessible to our customers. This is a major project in of itself as it involves contacting EBSCO and working with them to configure links going directly to the specific subject as opposed to their general search page.

Once the new site is out and any desired changes made training will begin for the Content Management Software (CMS). The CMS software allows staff to makes changes to the web site directly without funneling everything thru the Web Master. This functionality has been requested by staff for quite some time now and the technology, and cost, has finally allowed us to do this. Training will hopefully begin fairly soon, depending on staff schedules, and during that time Jeff will be creating documentation. Concurrent to this activity Jeff is also working on a redesign of the MORE website as requested by IFLS. This includes recoding many of the pages to accept or comply with the new Innovative software and to meet accessibility standards. Design, testing and debug will take place over the next 30 days.

Significant progress was made on the network related projects to increase security, connect to the CINC network, install a wireless network, and provide for a CINC based Internet access. The VLAN (virtual local area network) configurations are complete and all Servers, PCs, printers, and other networked devices have been assigned and configured. All that remains are to turn on the Access Control lists that control what traffic (data) can traverse a given VLAN. New VLANs for the wireless network and the VoIP system exist but have not been activated. The MPLS (protocol that controls data flow across CINC) infrastructure is in place to route voice, data, and wireless traffic across CINC. It is hoped that by the end of next week all MUNIS traffic will run via CINC and not across the optical link between the city and the library. All ASA devices (firewalls) for attachment to the WINS network for Internet access was completed at the time of the writing of this report. Once the firewalls are configured and internet access via WINS is established we can investigate a VPN connection to our network. A VPN connection would allow staff to access networked resources from outside the building i.e. from home, etc. Preliminary configurations for the wireless network have been started and we are waiting for Berbee to configure the Voice Gateway on the Call Manager device so that we may beta test VoIP functionality.

Reference

Club Read Bingo, the adult summer reading program, resulted in 130 members of the public completing 214 entries and 31 staff completing 60 entries. There were many positive comments from both the public and from staff on this year's version of the adult summer reading program. Cindy Westphal arranged for prizes for the grand prize drawings with funds provided by the Friends of the Library and notified the prize winners.

Cindy completed a Club Read list, *Audio Mysteries on CD*, maintained a Reader's Advisory table on *Sleuth Your Way Across the U.S.A.*, provided a topic for the *Picks of the Month* page on the library's web site which featured books and links to web sites celebrating the 110th anniversary of the birth of Amelia Earhart. Cindy coordinated the quarterly Reference Tally, provided a list of dates and times for Mary Hable to find volunteers for the MORE portion of the survey, and provided each department participating in the survey the appropriate forms.

Theresa Boetcher worked on the Community Information Database including the addition of two groups, the deletion of two groups and entering updated information for more than 80 additional groups. She also worked on Bookmarks Remembrance for Judge Wahl.

Public Relations and Programming Services (PRPS)

Final publicity was created and distributed for "The River Flows On" program held on Tuesday, August 7. Larry Nickel developed a newspaper ad that ran in two Sunday editions of the Eau Claire Leader-Telegram, and Melany Bartig designed an advertising flyer and a book display that included a miniature working waterfall at Information & Reference.

PRPS staff began developing publicity to promote the library's new web site and URL, www.ecpubliclibrary.info. A branding scheme was designed that includes a distinctive arrow and the phrases "It's all new!" and "Bookmark it!" This 'brand' will be used for the next several months on all publicity, including the newsletter, flyers and posters. Bookmarks featuring the new URL have been produced, and the division is looking into obtaining pencils and buttons to advertise the new site. As of August 1, all library publicity will begin to feature the new URL as new items are created and existing items are revised for new print runs.

PRPS staff worked on the new web site itself, as well. Larry created images for use on the “In the Spotlight” feature highlighting library programs, and Bess Arneson worked with Jeff Burns of the IT staff to identify any potential problem areas in the new site.

In response to the city’s annual request, Larry continued coordinating and editing information for the library’s portion of the city budget document, due to be submitted to the city Finance Department in early August. He also made layout adjustments to the library history pamphlet before printing copies for the Director and Assistant Director to review.

Planning for upcoming programs was a major focus in the PRPS division during July. Publicity was created for acoustic guitarist Michael Dorian’s concert on September 12 and plans were made for a foreign film series to begin in October and a discussion series on Shakespeare’s Henry V to be offered in October and November. A program on using hypnosis to help manage holiday stress was scheduled for November 17, and a visit by author Mary Pierce (*When Did I Stop Being Barbie and Become Mrs. Potato Head?*) was scheduled for November 27 to feature her new title to be released that month.

Bess met with representatives of the Altoona Public Library and Borders bookstore to make plans for Banned Books Week events that will draw attention to titles that have been banned and challenged throughout America’s libraries. This year’s nationwide slogan is “Banned Books Ahoy!: Treasure Your Freedom to Read” and features a pirate theme.

Melany and Bess will be staffing a booth at the University of Wisconsin-Eau Claire Freshmen Welcome Day on September 5. In preparation, Bess and Larry worked together to tailor the library’s brochure for new customers to highlight services of particular interest to students and to feature a map showing bike, pedestrian and car routes to the public library. Jenny Karls printed several hundred copies of the brochure which will be distributed at this event as well as in welcome packets distributed by the Chamber of Commerce.

Upcoming art events also received much of PRPS’ attention during July. After Melany distributed informational packets to members of the Chippewa Valley Watercolor Artists for their exhibit opening in September, she, Larry and Bess began revising publicity materials for ArtsWest 29. Members of the library’s art committee will be meeting with UWEC students in early September to begin work on poster and brochure cover design. In addition, the library’s 2009 art exhibit calendar was finalized. After sending out a call for artists this past spring, the art committee reviewed 12 applications and selected several artists to be offered exhibit space in 2009.

Safety and Security

A smoke bomb was set off in the library at closing time on Friday, July 6. This was a potentially serious incident, because the smoke bomb was left burning on carpeting and near drapery. Compounding the concern was that it was closing time and could have gone undiscovered for some while. It was found by library staff in the course of the closing process. Larry Nickel filed a report with the police and spent a significant amount of time looking at security video recordings to determine who may have been responsible. Several staff members reviewed the pertinent recordings. Two staff members immediately identified one of the likely perpetrators and Larry reported the Library’s suspicions to the police. Police followed up with a visit to the home of the 12 year-old suspect, who admitted to lighting the

smoke bomb. Michael Golrick and Larry met briefly with the parents and child at the library. Michael was in contact with authorities regarding restitution for damage to the carpet.

Larry continued to work with our primary security vendor, PerMar, on plans for new operating software for our security system server, a new door security access point and with Jackie Depa of Administration on plans for replacement of the library's fire alarm system.

Respectfully submitted,

Michael Golrick
Library Director

Stories from the Front Lines

A customer said she couldn't find *Rose Red* by Stephen King. She had found it here in the past. Larry Nickel did not find *Rose Red* in the MORE catalog. She said that it was under a pseudonym for King, but she didn't remember the name. The term *Rose Red* in Amazon also had a lot of choices including; *The Diary of Ellen Rimbauer: My Life as Rose Red* by *Ellen Rimbauer*. When Larry mentioned that title, the customer exclaimed, "That's it!" *Ellen Rimbauer* is actually a fictitious name, apparently, not really a pseudonym, so this book is shelved under FICTION DIARY.



Board President's Report

08/09/07

The Executive Committee has not met this month.

Capital Campaign

This month my emphasis was on the *Thanks a Million* Leader-Telegram ad, thanking our larger donors for helping us reach the million dollar mark. Because the ad contained hundreds of names, and because people can be very sensitive about their names and titles, there were multiple rounds of proofreading and phone checks to get everything right. My thanks go to board members for helping to proofread. You caught quite a few mistakes I had missed. The ad appeared in the July 29th Sunday Leader-Telegram.

Some big news for the campaign! Thanks to Michael, we now have an administrative coordinator for the campaign, Kris Jarocki. Kris is a very capable, detail-oriented person. She also has some assistance from Martha Spangler, a Friend of the Library volunteer recommended by Kathie Schneider. Michael has asked them to make it their goal to have Giftworks completely "scrubbed" and all data input by the end of the month. This is very exciting to me; it means that we can be assured that all donor and volunteer data will be captured going forward. This is particularly important because the library did not start with a long history of charitable giving. We are establishing that, and this data may be useful years from today.

Another piece of very good news: on August 6, Michael and I met with Becky Noland (City Finance Director), and Mike Huggins (City Manager) to discuss hiring a half-time Development Director for the campaign. They had concerns about whether the position was temporary or permanent, and about the salary. Becky and Mike were generally supportive, but believe the position should be temporary at this stage, and that the salary may need to be lower. Given the state of the city budget, I would count the meeting as a huge success, and a tribute to Michael's skill at articulating the library's needs and understanding the city budget very well. Hiring a professional development person will greatly enhance what the Capital Campaign Committee can achieve.

The next Capital Campaign Committee meeting is tentatively scheduled for August 28th.

Meetings and activities for the month:

July 16 – I had lunch with Laura Hookom and discussed the status of the campaign.

July 20 – I had lunch with Charles Graaskamp, campaign co-chair, to strategize about campaign.

July 23 – I met with Alan Jenkins, campaign marketing consultant, to strategize about campaign volunteers.

July 25 – I attended retirement reception for Dr. Holly Hart. Holly was one of our spokespersons in the ads that ran on local community television (and on the library website).

July 31 – capital campaign meeting

August 6 – met with Michael, Becky Noland (city Finance Director), and Mike Huggins (City Manager) to discuss the feasibility of hiring a half-time Development Director for the campaign.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2007 YTD BUDGET REPORT - Operating
For the Period Ended July 31, 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	\$ 74,654.04		\$ 57,345.96	56.6%
4398	Other Penalties (Collection Agency)	\$ 3,100.00	\$ 1,595.10		\$ 1,504.90	51.5%
4451	Electronic Copy Revenue	\$ 2,500.00	\$ 1,231.28		\$ 1,268.72	49.3%
4452	Copier Revenue	\$ 2,700.00	\$ 1,902.93		\$ 797.07	70.5%
4602	Service to Eau Claire County	\$ 522,400.00	\$ 260,314.50		\$ 262,085.50	49.8%
4608	Indianhead Library System	\$ 123,000.00	\$ 10,717.25	\$ 10,717.25	\$ 101,565.50	17.4%
4672	Service Charge-Other (Fairchild)	\$ 1,500.00	\$ 402.99	\$ 402.99	\$ 694.02	53.7%
4798	Misc Service Revenues (Act 150)	\$ 104,600.00	\$ 168,750.60		\$ (64,150.60)	161.3%
4834	Book Bag Sales	\$ 700.00	\$ 186.96		\$ 513.04	26.7%
4836	Misc Grant Revenue	\$ -	\$ -		\$ -	n/a
4850	Gift Revenue	\$ 16,000.00	\$ 24,944.13		\$ (8,944.13)	155.9%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 9,058.73		\$ 5,941.27	60.4%
4858	Refund of Prior Years Expense	\$ -	\$ -		\$ -	n/a
4898	Miscellaneous Revenue	\$ 4,300.00	\$ 2,921.32		\$ 1,378.68	67.9%
5152	Sale of Capital Assets	\$ 200.00	\$ -		\$ 200.00	0.0%
		<u>\$ 3,655,500.00</u>	<u>\$ 3,268,179.83</u>	<u>\$ 11,120.24</u>	<u>\$ 376,199.93</u>	<u>89.7%</u>
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>\$ 3,268,179.83</u></u>	<u><u>\$ 11,120.24</u></u>	<u><u>\$ 440,699.93</u></u>	<u><u>88.2%</u></u>

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,695,600.00	\$ 904,163.99		\$ 791,436.01	53.3%
6040	Employer Paid Benefits	\$ 333,100.00	\$ 170,742.51		\$ 162,357.49	51.3%
6043	Health insurance-Employer	\$ 319,100.00	\$ 150,510.71		\$ 168,589.29	47.2%
6047	Health insurance Deductible	\$ 57,400.00	\$ 23,916.65		\$ 33,483.35	41.7%
6108	Unemployment Compensation	\$ 8,800.00	\$ 1,906.00		\$ 6,894.00	21.7%
6110	Postage & Shipping	\$ 24,200.00	\$ 9,554.83		\$ 14,645.17	39.5%
6112	Computer Service Charges	\$ 92,500.00	\$ 68,300.86		\$ 24,199.14	73.8%
6116	Binding	\$ 1,000.00	\$ 65.55		\$ 934.45	6.6%
6120	Auditing	\$ 2,300.00	\$ 1,731.70		\$ 568.30	75.3%
6122	Cataloging	\$ 28,300.00	\$ 27,772.24		\$ 527.76	98.1%
6128	Repairs to Tools & Equip	\$ 5,600.00	\$ 2,070.35		\$ 3,529.65	37.0%
6138	Equipment Rental	\$ 10,600.00	\$ 3,060.82		\$ 7,539.18	28.9%
6150	Special Services	\$ 54,200.00	\$ 13,128.31		\$ 41,071.69	24.2%
6160	Staff Training/Conference	\$ 21,400.00	\$ 13,111.65		\$ 8,288.35	61.3%
6162	Membership Dues	\$ 3,600.00	\$ 1,186.00		\$ 2,414.00	32.9%
6198	Miscellaneous Contractual	\$ 48,100.00	\$ 24,541.15	\$ 11,150.00	\$ 12,408.85	74.2%
6202	Electricity	\$ 69,400.00	\$ 36,122.14		\$ 33,277.86	52.0%
6208	Gas Service	\$ 22,200.00	\$ 13,717.16		\$ 8,482.84	61.8%
6210	Telephones	\$ 13,800.00	\$ 9,580.54		\$ 4,219.46	69.4%
6252	Water Service	\$ 2,100.00	\$ 870.93		\$ 1,229.07	41.5%
6254	Sewer Service	\$ 2,200.00	\$ 366.92		\$ 1,833.08	16.7%
6308	Special Assessments	\$ 500.00	\$ 580.62		\$ (80.62)	116.1%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 15,499.98		\$ 15,500.02	50.0%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 80,600.00	\$ 42,659.04	\$ 6,805.91	\$ 31,135.05	61.4%
6410	Periodicals	\$ 22,800.00	\$ 7,451.83		\$ 15,348.17	32.7%
6411	Pamphlets	\$ 200.00	\$ 3.00		\$ 197.00	1.5%
6412	Books-Adult	\$ 178,600.00	\$ 91,930.11		\$ 86,669.89	51.5%
6413	Books-Juvenile	\$ 72,400.00	\$ 32,854.07		\$ 39,545.93	45.4%
6414	Non-print Materials	\$ 59,100.00	\$ 32,067.09		\$ 27,032.91	54.3%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 2,934.36		\$ 12,065.64	19.6%
6490	Equipment Purchases < \$5000	\$ 60,400.00	\$ 43,960.44	\$ 2,088.89	\$ 14,350.67	76.2%
6496	Gift Expenditures	\$ 16,000.00	\$ 7,171.76	\$ 974.00	\$ 7,854.24	50.9%
6498	Other Materials & Supplies	\$ 2,800.00	\$ 1,154.82		\$ 1,645.18	41.2%
6790	Refunds & Reimbursements	\$ 10,500.00	\$ 10,213.10		\$ 286.90	97.3%
6802	Capital Purchases	\$ 5,800.00	\$ 5,900.40		\$ (100.40)	101.7%
7044	Transfer to Library Capital Projects	\$ 105,900.00	\$ 105,900.00		\$ -	100.0%
		\$ 3,477,100.00	\$ 1,876,701.63	\$ 21,018.80	\$ 1,579,379.57	54.6%

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,600.00	\$ 53,162.88		\$ 68,437.12	43.7%
6020	Payroll Overtime	\$ 16,400.00	\$ 5,856.18		\$ 10,543.82	35.7%
6030	Special Pays	\$ 600.00	\$ 422.09		\$ 177.91	70.3%
6040	Employer Paid Benefits	\$ 25,700.00	\$ 10,361.44		\$ 15,338.56	40.3%
6043	Health Ins (ER)	\$ 33,200.00	\$ 10,780.18		\$ 22,419.82	32.5%
6047	Health Insurance Deductible	\$ 6,500.00	\$ 3,250.02		\$ 3,249.98	50.0%
6108	Unemployment Compensation	\$ -	\$ -		\$ -	n/a
6128	Repairs to Tools & Equipment	\$ 200.00	\$ 259.95	129.98	\$ (189.93)	195.0%
6130	Repairs to Buildings	\$ 19,200.00	\$ 12,970.70	\$ 4,467.01	\$ 1,762.29	90.8%
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	\$ 5,887.34	\$ 2,194.35	\$ (181.69)	102.3%
6214	Garbage Service	\$ 2,100.00	\$ 1,042.85		\$ 1,057.15	49.7%
6256	Stormwater Charges	\$ 400.00	\$ 348.14		\$ 51.86	87.0%
6460	Repair Part & Supplies	\$ 1,100.00	\$ 297.26		\$ 802.74	27.0%
6464	Building Materials & Janitorial Supplies	\$ 7,700.00	\$ 2,666.72		\$ 5,033.28	34.6%
		<u>\$ 242,900.00</u>	<u>\$ 107,344.75</u>	<u>\$ 6,791.34</u>	<u>\$ 128,763.91</u>	47.0%
	TOTAL EXPENSES	<u>\$ 3,720,000.00</u>	<u>\$ 1,984,046.38</u>	<u>\$ 27,810.14</u>	<u>\$ 1,708,143.48</u>	54.1%

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs	\$ 892,800.00	\$ 712,036.53	\$ -	\$ 180,763.47	79.8%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 946,000.00	\$ 858,640.21	\$ 8,541.20	\$ 78,818.59	91.7%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 78,851.68	\$ 6,120.00	\$ 615,028.32	12.1%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs	<u>\$ 115,600.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,600.00</u>	0.0%
TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE		<u>\$ 2,654,400.00</u>	<u>\$ 1,649,528.42</u>	<u>\$ 14,661.20</u>	<u>\$ 990,210.38</u>	62.7%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

Additional Bills & Claims Listing - July 2007

CUSTODIAL OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 6,247.62
Various	WRS, SS, life, disability	\$ 1,195.27
Various	Health insurance, deductible	\$ 2,394.05
Certified Inc	Plumbing svcs/repairs	\$ 75.00
Traci's Green Interiors	Plant rental	\$ 260.52
Wil Kil Pest Control	Pest control service	\$ 20.00
G&K Services	Rental, floor mat, oil mop	\$ 52.46
G&K Services	Rental, floor mat, oil mop	\$ 52.46
G&K Services	Rental, floor mat, oil mop	\$ 52.46
G&K Services	Rental, floor mat, oil mop	\$ 52.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
Wil Kil Pest Control	Power spray building	\$ 475.00
Braun ThyssenKrupp	Elevator service (2)	\$ 651.29
Waste Management	Rubbish, garbage, recycling	\$ 189.32
Waste Management	Rubbish, garbage, recycling	\$ 189.80
Ferguson Enterprises	Parts, electrical	\$ 20.52
Batteries Plus	Towable lift rental	\$ 11.88
Viking Electric	Building materials, misc.	\$ 12.12
First Supply Group	Building materials, misc.	\$ 67.62
First Supply Group	Building materials, misc.	\$ 111.84
First Supply Group	Building materials, misc.	\$ 55.24
Menards West	Building materials, misc.	\$ 5.88
Menards West	Building materials, misc.	\$ 7.06
Menards West	Building materials, misc.	\$ 3.86
Menards West	Building materials, misc.	\$ 115.99
Schilling Paper	Custodial/paper supplies	\$ 70.75
		<u>\$ 12,662.77</u>

LIBRARY OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 141,597.63
Various	WRS, SS, life, disability	\$ 26,575.12

VENDOR	DESCRIPTION	AMOUNT
Various	Health insurance, deductible, EAP	\$ 33,658.83
City of Eau Claire	Unemployment	\$ 396.00
City of Eau Claire	Property insurance, etc.	\$ 2,583.33
		<u>\$ 204,810.91</u>

LIBRARY CAPITAL CAMPAIGN:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	n/a
Various	WRS, SS, life, disability	n/a
Jenkins Marketing	Marketing	\$ 596.25
Pub Lib Rev Fund	Stamp	\$ 0.86
		<u>\$ 597.11</u>

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LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - July

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

1,703	1,661	1,680	1.1%	Month of July
1,301	1,302	1,311	0.7%	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

1,305	1,333	1,317	-1.2%	Month of July
859	864	845	-2.2%	Year to date

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

71.7%	72.2%	71.2%	-1.4%	City of Eau Claire
17.2%	16.4%	17.5%	6.3%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
11.1%	11.4%	11.3%	-1.0%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

16,600	17,557	17,747	1.1%	Month of July
108,634	110,494	108,776	-1.6%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

92,644	97,532	94,764	-2.9%	Month of July
586,794	592,143	570,284	-3.8%	Year to date

RENEWALS FROM LIBRARY BUILDING*

5,952	5,236	4,310	-21.5%	Month of July
38,272	35,614	30,085	-18.4%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,495	1,572	1,976	20.4%	Month of July
9,317	9,829	10,501	6.4%	Year to date

Web renewals

14,215	16,494	18,000	8.4%	Month of July
96,598	105,542	110,046	4.1%	Year to date

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

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

7,054	7,881	9,002	12.5%	Month of July
46,826	54,851	59,074	7.1%	Year to date

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

7,211	8,943	9,494	5.8%	Month of July
52,736	64,065	65,590	2.3%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

1,089	1,118	1,332	16.1%	Month of July
6,618	7,276	7,928	8.2%	Year to date

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

970	1,165	1,345	13.4%	Month of July
6,900	9,049	9,617	5.9%	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)

224	209	229	8.7%	Month of July
1,953	1,717	1,730	0.8%	Year to date

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

496	517	393	-31.6%	Month of July (without renewals)
4,355	4,368	3,498	-24.9%	Year to date (without renewals)

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

1	9	43	79.1%	Month of July (renewals)
48	72	139	48.2%	Year to date (renewals)

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

877	n/a	n/a	n/a	Month of July (without renewals)
6,427	n/a	n/a	n/a	Year to date (without renewals)

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

68	n/a	n/a	n/a	Month of July Renewals
571	n/a	n/a	n/a	Year to date Renewals

UNIQUE VISITORS TO WEBSITE

10,816	13,330	n/a	n/a	Month of July
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Michael Golrick, Library Director
400 Eau Claire Street
Eau Claire WI 54701
715/839.5001 (voice)
715/839.3022
michaelg@eauclaire.lib.wi.us

To: Library Board of Trustees

From: Michael Golrick
Library Director

Subject: Self Service Holds

Because of the volume of business recently and staff vacations, I cannot report on self service holds at the August meeting.

I would call your attention to the fact that the library cited by Linda Stelter, besides being a new library building where the service was able to be designed into the plan, is significantly smaller than L. E. Phillips Memorial Public Library, and transacts a significantly lower volume of business.

That library's website is located here:

http://www.ci.verona.wi.us/index.asp?Type=B_BASIC&SEC={43215E7C-C879-4919-9B8B-ED85BBC0074E}

[I do not know if the site is accessible, it should be since it is part of that municipality's website.]

I visited the National Center for Education Statistics and copied the information on the next pages from that web site. The data is from 2004, so it is before the new building was built, but the population served is less than 25% of our population, and there circulation is also about 25% of what ours is.

Library System Name:
Verona Public Library

County:
Dane

FSCS ID:
WI0327

Mailing Address:
130 N. Franklin ST.
Verona, WI 53593-1202

Physical Address:
130 N. Franklin ST.
Verona, WI 53593-1202

Phone:
(608) 845-7180

Library Details

Central Library:	1	Interlibrary Relationship:
Branches:	0	Member of a system, federation, or
Bookmobiles:	0	cooperative service, but not the
Total Outlets:	1	headquarters
Public Internet Terminals:	13	
Legal Service Area Population:	15,199	Legal Basis:
		Municipal government (city, town, or
		village)
		Census Geography:
		City (most nearly)

Staff

Total Staff:	8.40
Librarians with ALA-accredited MLS:	2.50
Librarians without ALA-accredited MLS:	0.00
Other Staff:	5.90

Income & Expenditures

	Amount	Amount per capita
Total Income:	\$465,596	\$30.63
Income by Source		
Federal:	\$0	\$0.00
Local:	\$443,786	\$29.20
State:	\$425	\$0.03
Other:	\$21,385	\$1.41
Total Expenditures:	\$455,488	\$29.97
Total Staff Expenditures:	\$310,315	\$20.42
Salaries & Wages:	\$235,801	\$15.51
Employee Benefits:	\$74,514	
Collection Expenditures:	\$67,889	\$4.47
Operating Expenditures		
Electronic Format Materials:	\$0	\$0.00
Capital Outlay Expenditures:	\$32,060	
Other Expenditures:	\$77,284	

Collection & Services

	Number	Number per capita
Collection		
Books & Serial Volumes:	43,979	2.89
Subscriptions:	121	
Videos:	2,781	
Audio Materials:	3,744	
Services (per year):		
Library Visits:	106,882	7.03
Total Circulation:	257,336	16.93
Reference Transactions:	3,380	0.22
Interlibrary Loans Provided:	69,427	4.57
Interlibrary Loans Received:	75,439	4.96
Circulation of Children's Materials:	104,537	
Children's Program Attendance:	4,917	

Source: Public Libraries Survey, Fiscal Year 2004 Note: "N/A" means the data are not available or not applicable.