MEETING NOTICE

There will be a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on Thursday, February 15 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. Approval of the minutes (page 1)
3. Reports of the President of the Library Board of Trustees and the Capital Campaign Committee (page 4)
4. Communications
5. Committee reports (page 8)
7. Report of the Representative to the IFLS Board
8. Report of the Library Director (page 20)
   a. ALA Activities (page 27)
   b. Unique Management Services (collection agency) Report (page 31)
   c. Speak Up for Your Library
9. Staff presentation: Safety and Security by Larry Nickel
10. Financial Reports (page 32)
    [This report includes only the Operating Budget. The Capital Improvement Plan funds cannot be reported until the books for Fiscal Year 2006 are closed.]
11. Action on bills and claims (page 35)
12. Review of the monthly statistics (page 51)
13. Other business
   a. Discussion and action on Resolution Honoring Sandy Robbers (page 53)
   b. Discussion and action on accepting of grant from Kristo Family Foundation. (page 54)
   c. Discussion and action on the State of Wisconsin’s annual “Statement Concerning Public Library System Effectiveness.” (page 56)
   d. Discussion and action on staff recommendations for 2007 funding requests to be sent to the Friends of the Library (page 57)
   e. Discussion and action on Library Goals for 2007 (page 61)
   f. Discussion on and action on the recommendation of the Library Director and Executive Committee to identify types of committees in the bylaws.
   g. Discussion on the recommendations on the proposed changes to the Bylaws of the L. E. Phillips Memorial Public Library Board of Trustees. (page 63)

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

15. Adjournment

In order to accommodate the participation of persons with disabilities at this meeting, the Library will provide the services of a sign language interpreter or make other reasonable accommodations on request. To make such a request, please notify the Library at (715) 833-5318 at least 2 days prior to the meeting.

Trustees: If you are unable to attend this meeting, please notify the Library’s Administrative Office by calling 839-5002.
A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, January 18, 2007 at 7:00 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Jurmain, Olson, Luehrsen, Radtke, Schneider, Simonsen, Stelter and Von Haden.

MINUTES OF PREVIOUS MEETING
On a motion made by Bob Fraser and seconded by Barb Dickey, the Board unanimously approved the minutes from their December 21, 2007 meeting with the noted changes.

REPORTS OF LIBRARY BOARD PRESIDENT AND CAPITAL CAMPAIGN COMMITTEE
Mary Jurmain reported that the Executive Committee is making good progress on the changes to the bylaws with just a few small changes expected yet.

The Leader-Telegram will publish Mary Jurmain’s response to a library user who opposes the remodeling effort.

Legislative Committee

MOTION TO CONVENE IN CLOSED SESSION
On a motion made by Jean Radtke and seconded by Sue Olson the vote was unanimous to approve convening in closed session to consider compensation and benefits for AFSCME Local 284A and to consider compensation and benefits for the professional staff. Roll call was taken.

MOTION TO RECONVENE IN OPEN SESSION
On a motion made by Jean Radtke and seconded by Bob Fraser the vote was unanimous to approve to reconvene in open session.

COMMITTEE REPORTS

Legislative Committee
Linda Stelter handed out the Legislative Committee Report for review to the Board. Linda Stelter would like to see more DPI and WLA information on the website and have it easy to locate.

Planning Committee
Jean Radtke will be meeting with Michael Golrick to develop short term goals for the Planning Committee. These goals will be ready for the next Board Meeting.
REPORT OF THE FRIENDS OF THE LIBRARY
Kathie Schneider stated that there will be another Book Sale taking place on February 2nd and 3rd, 2007.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD
Bob Fraser stated that the next IFLS Board Meeting they will be having lunch with their new Director. Bob Fraser passed copies of his resolution honoring Sandy Robbers for review and comments. Action will be taken at the next Board Meeting.

REPORT OF THE LIBRARY DIRECTOR
The Library Director’s Report was well received from the Board Members and found to have very useful information. Michael Golrick wrote the first part while the Management Team provided the rest of the information. Michael Golrick said the Board Packets are now available on the website. He expressed appreciation to Mary Blakewell for her help in this matter.

STAFF PRESENTATION
Renee Ponzio gave a very good and detailed presentation of the MORE Operations. There are 38 libraries that share the MORE catalog. With seven part time employees the MORE staff checked in 226,396 items in 2006. Sue Olson said the public is very happy with the drop boxes.

REVIEW OF FINANCIAL REPORT
The December Financial Report will be available after the City has completed the preliminary close of the City’s records for the year.

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 & Claims for December 14-21, 2006, as well as the Additional Bills & Claims.

REVIEW OF MONTHLY STATISTICS
The Board reviewed the December Statistical Report. Bob Fraser noted the business outside Eau Claire County has declined by 16%. Michael Golrick will be looking into this matter.

OTHER BUSINESS
On a motion made by Sue Olson and seconded by Bob Fraser the vote was unanimous to approve the 2007 Library Board work plan and schedule with changes to include two offsite Public Library Informational Sessions.

On a motion made by Bob Fraser and seconded by Bob Von Haden it was unanimously approved to transfer $105,900 from the operating budget to the capital fund.

Kathie Schneider made a motion to approve the contract with AFSCME Local 284A. Those voting in favor were Barb Dickey, Bob Fraser, Mary Jurmain, Sue Olson, Jean Radtke, Pat Simonsen, Linda Stelter and Bob Von Haden. Voting against was John Luehrsen.
On a motion made by Linda Stelter and seconded by Bob Fraser it was unanimously agreed to approve the 2007 Pay Plans for Professional & Confidential Employees, and Hourly Employees, and Employee Benefits with the changes that the parking ramp and health insurance changes in the Labor Agreement would also apply and that additional changes may also be made at a future Board Meeting.

On a motion made by Kathie Schneider and seconded by Linda Stelter it unanimously agreed to approve the hiring of Dick Field to conduct a “culture audit” of the L.E. Phillips Memorial Public Library.

At the next Board Meeting there should be recommendations on the proposed changes to the Bylaws of the L. E. Phillips Memorial Public Library Board of Trustees.

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

Kathie Schneider requested a sample of what will be on the two offsite meetings for the Public Library Informational Sessions.

**ADJOURNMENT**

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

Respectfully submitted,

Jackie Depa
Associate II
Library Board President’s Report
February 2007

Meetings and Events

January 12 – photo op with Michael and Jill Ryan from 3M
January 19 – Executive committee meeting
January 23 – Library Legislative Day
January 26 – Capital Campaign meeting
January 26 – Michael Golrick, Charles Graaskamp and I met with Rebecca Noland, City Finance Director, to discuss status of Capital Campaign
January 26 – Executive committee meeting
January 29 – Bylaws editing committee meeting
February 2 – Planning committee meeting
February 5 – Capital Campaign Committee meeting
February 8 – Capital Campaign Committee meeting
February 8 – Michael’s welcome reception

Executive Committee

This month has been busy! The executive committee has been working hard to complete the revised bylaws, and we’ve started revising the committee descriptions. The new bylaws are more detailed and comprehensive than the old ones. We think we’ve clarified some of the “gray areas” and, in particular, done a better job of outlining Trustees’ duties. The editing committee has made sure the grammar, punctuation and usage are up to snuff. Let’s hope these new bylaws won’t need significant revision for a long time.

Capital Campaign Committee

The capital campaign is approaching a million dollars in pledges and donations. The committee has met several times to strategize. The Penny Campaign is picking up steam (front-page Leader-Telegram article about Michael and the campaign) and keeping the campaign in the public eye. We have revised our initial, somewhat unrealistic timeline and expect the campaign will last the rest of this year and part of next.

Other Activities

Just like last year, we had a large group for Library Legislative Day, probably the largest contingent there once again. The three-hour van ride was more fun than you’d think, featuring a teenager, a dog, French fries, stimulating conversations, and of course books. Three of the legislators we saw were new, and seemed a little shell-shocked by this major life change. We saw all four of our legislators – no aides. I encourage everyone who hasn’t been to go next year. It’s empowering to advocate for libraries with our elected representatives!

Michael’s welcome reception will have occurred after I wrote this report. It was announced on the library website, mentioned in the Leader-Telegram article, and announced by e-mail to numerous city and county employees. I also sent over a hundred handwritten invitations to some of our larger campaign donors, the Friends board, etc. Typically Eau Claire residents do not seem to turn out much for these types of events, but I’m hoping this will be an exception. Thanks to Barb Dickey and John Stoneberg for all their efforts to make it a memorable event.
Guest Column

By Leslie Burger, President, American Library Assoc.

Libraries Incubate New Ventures
Resources Include Information and Training

Starting up your own business has long been a dream. You've got a great idea, some funds in reserve, plenty of energy, and drive. What you don't have, perhaps, is a clear picture of how to conceive and execute your startup road map.

Even in the nation's smallest communities, would-be entrepreneurs can access exactly the kind of resources pivotal in setting the stage for success. Where? At your local library.

Recently, libraries have marshaled cutting-edge resources and technology in support of fledgling businesses with great results. How about help with developing a business plan? Where are other professionals with whom to network and share war stories?

Ask your librarian. Libraries have tapped into an amazing web of data and talent with an eye toward fostering entrepreneurial efforts. And it's no accident.

If the world is flat, then libraries serve a critical role in maintaining a level playing field. By helping make sense of a staggering amount of information and education, libraries provide people with the bridge they need to achieve their dreams.

And it seems that they've had success. A survey taken for the American Library Association earlier this year found that 61% of U.S. residents believe that libraries are important in helping to start small businesses.

Not all libraries have access to exactly the same set of services, but a visit to your local branch will likely yield the following:

Commercial information databases. Among thousands of possibilities, library subscriptions include resources like ReferenceUSA, which lists information on millions of businesses and households, as well as census and lifestyle data. Your library card provides access to a considerable amount of information that are available online 24/7 through your library's Web site.

Workshops and networking events. The Service Corps of Retired Executives (SCORE), for example, offers seminars on how to use QuickBooks or Franchising 101. SCORE mentors also meet one-on-one to share their accumulated wisdom with new business owners. Library staff often are able to tailor workshops to local needs and interests. The San Diego Public Library, for instance, has trained some 1,300 people at multiple free classes on topics ranging from patents and trademarks to Internet and print advertising.

Virtual office space. Many libraries offer all that's required to plug into the wider business community. The number of libraries providing wireless access doubled between 2004 and 2006. So many entrepreneurs have logged on that some libraries now have private rooms where patrons can make appointments with clients.

Public-private sponsored events. The Brooklyn Business Library, for instance, hosted an entrepreneurial fair with sponsorship from Citibank Foundation, which offered thousands of dollars in cash and services as prizes in a local competition among entrepreneurs who used library classes and resources to build business, prepare budgets, and design marketing plans.

And, of course, as always, the most invaluable resource of all is your librarian. In some locations, there are business librarians dedicated to identifying and sharing the best business resources. They find it enormously gratifying to help people achieve their dreams and to contribute to the economic health and diversity of our communities.

Wall Street or Main Street. To those of us who work at your local library, it's all big business. For more information, visit www.ala.org/smallbizweb.
Why Johnny Can’t Search

Searching is the new reading

by Joseph Janes

A couple of generations ago, a catchphrase entered the American lexicon, representing growing concern about the quality of education and in particular a perceived decline in literacy. “Why Johnny Can’t Read,” from the title of 1955 book by Rudolf Flesch, became a byword for the perception of relaxed standards and concomitantly lower achievement in schools.

It didn’t take long before that got generalized to concerns about why Johnny can’t add, or write, or think… or now, so Google tells me, to code, or program, or encrypt, or blog. Poor kid; he can’t find his way home at night.

This all came to mind when I saw the preliminary findings from Educational Testing Service (the folks who brought you the SAT) on the firm’s “Information and Communication Technology” literacy assessment. These findings, based on tests of over 6,000 college students, are meant to measure students’ ability to use digital technology, communication tools, and networks appropriately to solve information problems in order to function in an information society.” (A quick Google search on “ETS ICT” will get you there, complete with a Flash demo of what the test looks like.)

The 75-minute test (not a multiple-choice gimmick, which I suppose is something) is scenario-based: Students are given tasks to perform, though not of their own making or choosing, and given dummy search engines, websites, and bibliographic databases to play with.

Once again we’re an afterthought; I think I’ve seen this movie before.

Students were asked to evaluate these faux websites based on objectivity, authority, and timeliness (only 43% could pick the one site that met all those criteria, to narrow an overly broad search (which only 35% could do), and select a research statement for a class assignment (only 44% picked the one that captured the demands of the assignment).

So—assess this week—searching (and researching, evaluating, and presenting) is the new reading. In an information world increasingly dominated by the digital and the networked, these kinds of skills are important, and increasingly more evident. When elementary school students are using Google and PowerPoint in their assignments, then finding and assessing information shoots to the top of the charts.

Will the fact that ETS has got its hooks into this area mean that these skills will be taken more seriously? This test is being marketed at higher-education institutions, with ETS claiming its applicability to curriculum planning, accreditation data, and resource allocation.

I’m of two minds about that—attention must be paid, but if this falls into the standardized test bucket it becomes merely part of a checklist of “skills” looked at yet not really thought about. Still, I suppose better to be thought about than not—all assuming libraries are among the players involved in those curriculum and resource decisions. I sure hope that’s the case, though I find very little mention of libraries in the ETS documentation, other than a single buried reference to the information literacy standards from ALA’s Association of College and Research Libraries as the vague basis of the test. Once again, we’re an afterthought; I think I’ve seen this movie before.

So let’s rewrite the ending. Those of you who work for educational institutions of all stripes should grab these results and march yourselves into the presence of the dean or provost or principal or whoever is calling the shots and tell her that you’ve got the answers to these problems. Talk about information literacy, about curricular integration, about the value of libraries and librarians in a 21st-century world, about what you can do. Do your homework; figure out what you can do, do it, and then share what you did with everybody else.

Many of you will be reading this as you prepare to make your way to your fair city for ALA’s Midwinter Meeting. All of us in the Puget Sound region welcome you to the area and wish you the best of times here. Grab a latte, pull up the hood of your waterproof parks, and come and visit the University of Washington School of Information exhibit hall. That’ll be a search and evaluation mission all its own… but that’s another story.

JOSEPH JANES is associate dean in the Information School of the University of Washington in Seattle. Send ideas to janes@ischool.washington.edu.
Michael,

Four Library Board members, one Friends Board member, a teenager (Ariel Jurmain) and myself were among 165 library supporters who met with legislators at the Capitol in Madison on Tuesday, January 23 to inform state lawmakers about priorities for library funding and library service issues in public, school, academic and special libraries. We met with Senators Kreitlow (D) and Vinehout (D) and Representatives Moulton (R) and Smith (D). Except for Moulton, all the others are new to the Legislature. Everyone felt the meetings went well. Like last year, I believe we were the largest single library contingency there.

Attached are PDFs of the Wisconsin Library Association State Legislative Agenda for the 2007-2009 Biennium as well as relevant issue papers related to the agenda. Board members who attended asked that these be in the February Library Board mailing packet. I will also give a paper set to Mary B. for the mailing.

John

John Stoneberg
Assistant Library Director
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(715) 833-5310 (fax)
johns@eauclaire.lib.wi.us
WAAL 2007 Annual Conference

Discover WAAL @ Wisconsin Dells is the theme for the next annual WAAL conference, to be held at the Wintergreen Resort and Conference Center in the Wisconsin Dells on April 17-20. Travel to WAAL in the Wisconsin Dells and discover new pathways to knowledge in academic libraries. Increase your awareness of key library trends by participating, observing, learning and sharing information on the work we all do.

The keynote speaker will be Stephen Abram, SirsiDynix's Vice President of Innovation. Luncheon guests will be Mike Norman, author, educator, and playwright, who will speak on his series of books, "Exploring Haunted America," and Emily Auerback, Professor of English at UW-Madison, who will speak about the UW Odyssey Project: Transforming Lives Through the Humanities. In addition, over thirty-five presentations will cover hot topics such as library advocacy and marketing, virtual reference, digital collections, federated searching, new staffing models, library liaison and outreach, and information literacy.

Please mark your calendars and join us at the Wintergreen Resort in the Wisconsin Dells to connect with colleagues and develop new ideas and fresh approaches to library service.

—Adapted from an article by Jim Buckett, Co-Chair, WAAL Conference Planning Committee.

Public Libraries: Raising Your Community's Net Worth is WAPL 2007 Conference Theme

WAPL is really excited that Michael Perry has agreed to be our featured luncheon speaker on Thursday, May 3. In addition to the luncheon address, he will offer a breakout session titled "Love, Life, Death, and Writing." Perry is from the Eau Claire area and his body of work focuses on community. He is the author of several books, including the wildly popular Population: 485 — Meeting Your Neighbors One Site at a Time, and the recently released Truck: A Love Story. Perry is also a musician (see Headwinded — Michael Perry and the Long Beds) and a person who finds humor and value in ordinary, everyday people and celebrates the special qualities of small communities. For more information you may want to check out his web site, Sneezingcow.com.

I would like to thank Peg Branson from the Division for Libraries, Technology, & Community Learning (DLTCL) for engaging Keith Curry Lance to be the Keynote Speaker. Peg has heard Dr. Lance present on more than one occasion and has been impressed with his entertaining style and informative content.

Keith Curry Lance, Ph.D., is Director of the Library Research Service of Colorado State Library and the University of Denver, one of the few centers for library research in the United States. The Library Research Service provides library professionals, educators, public officials, and the media with research and statistics about libraries. In his keynote address, Dr. Lance will highlight research that backs up the messages, facts, and sources that may be used to tell the library story effectively.

Dr. Lance has presented at numerous conferences throughout the country and is an enthusiastic and engaging speaker. He has presented workshops on accountability and data-driven decision-making, issues in collecting and reporting statistics, and policy research — how to get the information you need to create good policy and make good decisions. Most recently, Dr. Lance has done extensive research on the impact of school libraries and librarians on academic achievement, and on retirement, retention, and recruitment and their likely impact on the future of librarianship. For more detailed information on Dr. Lance, go to http://www.lrs.org/documents/resumes/kl_res.pdf#search=%22keith%20curry%20la

Keith Lance has agreed to do a breakout session with Al Zimmerman (DLTCL) on how to review and present statistical information, including manipulating spreadsheets. Other breakout session will cover the latest in Teen Issues, Technology, Programming for Community, Summer Reading Programs, and much, much more. Thanks to everyone who submitted great ideas for your conference's programming. Watch the WLA website for registration details. Please mark your calendar for May 3-4, 2007 at the Plaza Hotel & Suites in Eau Claire for Public Libraries: Raising Your Community's Net Worth.

—Maggie Waggoner.
The Wisconsin Library Association (WLA) was established in 1891 to bring together and support people from all types of libraries to advocate and work for the improvement and development of library and information services for all of Wisconsin. WLA members include nearly 2,000 librarians, libraries, library trustees, and friends representing all types of libraries in Wisconsin. All of these interests share a common purpose - to improve and promote library and information services for the people of Wisconsin.

Legislative Priorities for 2007 Legislative Action

- Increase state funding for **public library system aids** to 13% of local library expenditures, as specified in Wisconsin statutes.
- Support full funding for **BadgerLink**.
- Preserve the use of the **Universal Service Fund** for BadgerLink and other library services.
- Increase funding necessary to support traditional service levels for **state contracts**:  
  - Wisconsin Regional Library for the Blind & Physically Handicapped  
  - Cooperative Children's Book Center  
  - Wisconsin Library Services (WiLS) and  
  - Milwaukee Public Library/Interlibrary Loan
- Support increased funding of the **University of Wisconsin System libraries**.
- Oppose the diversion of the **Common School Fund** for purposes other than the purchase of school library materials.
- Support the need for libraries to have access to **adequate bandwidth**.
- Support **public library district** enabling legislation.
- Support the **Wisconsin State Law Library** and the **Milwaukee County and Dane County Legal Resource libraries**.
- Oppose the so-called “**65 percent solution**” or other proposals of this type which mandate that a specific percentage of funding for educational institutions be spent on classroom instruction.
- Support a measure which would allow public library boards to transfer bequests and other gifts to a related charitable foundation.
- Support exemption of county library expenditures from any county levy limits.
- Support access to **government publications/documents**.
- Support full funding for the **Wisconsin Historical Society Library**.
- Support the employment of at least one full-time **certified school library media specialist** in every school and additional library media specialists and certified instructional technology professionals in schools with more than 650 students. WLA supports legislative changes in Standard H to enable this.
- Continue to promote the importance of **publicly-funded free and open access** to library materials to all Wisconsin citizens.
- Support continuation of **maintenance of effort** funding levels by local units of government as a requirement for public library system membership.

Legislative Policy Statements

The Wisconsin Library Association affirms:

- That library services address essential informational, educational, cultural, and recreational needs for Wisconsin residents and merit strong legislative support.
That the state’s libraries, by providing lifelong learning opportunities, make a significant contribution to the quality of life for all Wisconsin residents.

That the state’s libraries through a statewide knowledge network provide essential information resources for the state’s economic development.

That the state’s libraries, through multiple cooperative arrangements, serve as models for regional and statewide cooperation.

That the state’s librarians provide Wisconsin residents with the essential information services they need to succeed at school, at work, and in their personal lives.

The Wisconsin Library Association supports state legislative policy that:

- Ensures that all the people of Wisconsin have the broadest possible access to information resources and materials.
- Preserves the fundamental principle of publicly funded free and open access to library materials and services.
- Ensures privacy in the use of library materials and services.
- Strongly supports the development of collections and resources for libraries of all types.
- Broadens the availability of communications technology for educational and information resources.
- Promotes regional and statewide sharing of library and information resources.
- Supports strong statewide leadership for library development and cooperation.

The Wisconsin Library Association opposes state legislative policy that:

- Restricts access by the state’s residents to information resources and materials.
- Affects local and state taxing options that could have an adverse affect on libraries, such as TABOR or the Taxpayer Protection Act.
- Intrudes on the privacy of library users.
- Interferes with the right of local public library boards to independently determine local library policy, staffing, and services based on community standards.

For more details about WLA’s position on these priorities, please go to [http://www.wla.lib.wi.us/legis/](http://www.wla.lib.wi.us/legis/).
Public Library System Funding
Increase the State’s Funding to 13% of Local and County Library Operating Expenditures

Aids to public library systems fund a wide range of services that directly impact Wisconsin residents through their local libraries. They represent the state’s commitment to preserve and improve local public libraries. System programs, grants and services are vital in providing effective and responsive local libraries, and promote literacy and lifelong learning to people of all ages who regularly use the more than 450 public library outlets throughout the state.

Without adequate funding, systems achieve only minimal compliance with many statutory service requirements that are essential to quality patron service. Systems are required to:
• contract with a major library to serve as a system library;
• coordinate interlibrary loans between system libraries;
• coordinate open access for all system residents to all system libraries;
• provide for the continued professional growth of local library staff through training;
• provide for delivery and communication services; and
• coordinate planning for cooperation with non-public libraries, system-wide collection development, services to patrons with special needs and library automation.

The present level of funding jeopardizes the current status of full participation by all libraries in the state, which is necessary to ensure that everyone in Wisconsin has free and open access to a nearby public library. One of the requirements for participation in library systems is that municipal public libraries must offer their services to all residents in the system area. If public libraries choose not to participate, access to public library service by non-residents is reduced or eliminated. Since participation in public library systems is voluntary, in order to ensure continued participation by all public libraries, public library systems must provide a level of service that makes participation desirable and beneficial to their member libraries. Without additional funding, public library systems will not be able to offer local public libraries the services and support they need to maintain universal open access.

One of the most important functions of public library systems is promoting and facilitating the sharing of knowledge and information resources among libraries. Sharing resources allows libraries to meet the knowledge and information needs of their community cost-effectively through technology. Public library systems have been leaders in using resource-sharing technology in libraries; additional funding is essential if the potential of technology in improving library services is to be fully realized.

According to Act 150, the Department of Public Instruction must request funding at a level equal to 13% of the total local and county public library operating expenditures from the previous calendar year. While recognizing the state’s budget challenges, WLA supports the funding goals of Act 150 and supports increasing the state funding level to 13% of local and county expenditures in 2007-09.

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<th>Fiscal Summary</th>
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<td>Requested Changed</td>
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BadgerLink
Provide Continued Funding through the Universal Service Fund

BadgerLink is a project of the Wisconsin Department of Public Instruction (DPI), Division for Libraries, Technology, and Community Learning. Its goal is to provide access to quality online information resources for Wisconsin residents in cooperation with the state's public, school, academic, and special libraries and Internet Service Providers. BadgerLink resources are available through its website and through links on many library web pages. Most libraries also provide access to BadgerLink from public access computers within the library.

In 1998, the contracts with 2 vendors (EBSCO and ProQuest) provided access to 4,000 magazine titles, 2,000 of which were in full text, and 13 Wisconsin and 28 national newspapers. Today, the contracts provide access to 11,000 full text magazines and reference materials and nearly 700 full text newspapers titles. Citations and abstracts are provided for an additional 2,000 titles. Other resources include TeachingBooks.net (children’s literature resources) and LitFinder (poems, essays, speeches, and short stories). BadgerLink also connects users to WISCAT (the online catalog of Wisconsin library holdings), Wisconsin Heritage Online (Wisconsin digital collections), WorldCat (Wisconsin and national library holdings), and also provides links to library, education, government, and general reference sites that may be of interest to our online community. Information for children is available from EBSCO, LitFinder, and TeachingBooks.net.

The project is funded through the Wisconsin Universal Service Fund and costs approximately $2.03 million per year. Wisconsin residents use this service extensively. It is estimated that BadgerLink users conduct more than fifteen million searches annually.

Statewide contracts provide savings in both time and money. Local library staff does not have to review vendor services and bids, negotiate with the vendor, pay invoices, monitor vendor performance, and arrange for training. The cost of purchase under state contracts results in savings of at least $66 million to Wisconsin citizens, compared to what would be spent if each library contracted separately for the service. Under the state contract all types of libraries and all residents are able to use the same services from home as well as at their libraries.

WLA supports DPI’s request of $46,200 SEG in FY08 (1.5 percent increase) and $95,500 SEG in FY09 (2.4 percent increase over FY09) to maintain the current level of services through BadgerLink. WLA also supports $442,800 SEG annually in both FY08 and FY09 for the addition of one or more encyclopedias for users of all ages and/or materials to assist pupils in completing classroom assignments.

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<th>FISCAL SUMMARY</th>
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<th>2008-09 Request from DPI</th>
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Statewide Resource Contracts

WLA supports full funding for the four state resource contracts: The Wisconsin Regional Library for the Blind and Physically Handicapped, Wisconsin Library Services (WiLS), Milwaukee Public Library/Interlibrary Loan (MPL), and the Cooperative Children’s Book Center (CCBC).

These contracts are maintained in accordance with S. 43.03 (7), Wisconsin State Statutes, which requires the State Superintendent to contract for services with libraries and other resource providers ... to serve as resources of specialized library materials and information not available in public libraries or the Reference and Loan Library. Wisconsin Library Services (WiLS) and the Milwaukee Public Library lend materials to all parts of the state in response to requests that cannot be filled at the system level or by Reference and Loan Library. The funding for these contracts was severely cut in the 2003-2005 biennial budget and has not been restored. Although some funding remained for interlibrary loan and efficiencies in the process were developed, many interlibrary loan requests can not be filled as there are not other sources for the materials.

Under s. 43.03 (6), Wisconsin State Statutes, the State Superintendent is required to contract annually with a public library for the provision of library services to physically handicapped persons, including the blind and physically handicapped. Since 1961, this contract has been maintained with the Wisconsin Regional Library for the Blind and Physically Handicapped located in the Milwaukee Public Library.

The Cooperative Children’s Book Center is a repository of children’s tradebooks used by children’s librarians and teachers throughout the state and provides unique resources and services to educators and others in freedom of information cases.

Continued full funding of these four contracts will continue to provide full access for everyone in the state to the specialized materials and resources available through these library service providers.

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<tr>
<th>Fiscal Summary</th>
<th>2007-08 Request by DPI</th>
<th>2008-09 Request by DPI</th>
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WISCONSIN EDUCATIONAL MEDIA ASSOCIATION
2007-09 LEGISLATIVE SESSION
ISSUE: COMMON SCHOOL FUND

WEMA supports the Common School Fund’s statutory use.

- The Common School Fund Library Aid is an annual entitlement program distributing the interest earned on loans made from the Common School Fund, one of the state trust funds set up by the Wisconsin Constitution. The Board of Commissioners of Public Lands (BCPL) manages this fund.

- Interest and other revenues from the Common School Fund are intended for “the purchase of library books and other instructional materials for school libraries.”

- With school districts facing increasing budget constraints, many rely on the Common School Fund distributions as their sole funding source for information resources.

- The Common School Fund provides approximately ½ of one book per child per year.

- Providing school libraries with the maximum amount of Common School Fund revenue is critical to the continued success of those libraries.

- Over the past several years, the Legislature has considered a number of bills which propose diverting funds from the Common School Fund. Wisconsin Act 91 allows law enforcement agencies to retain a higher percentage of funds derived from seized and forfeited property in a drug case. Those funds were supposed to be deposited into the Common School Fund. WEMA, WLA and others opposed this bill and will continue to oppose other attempts to divert additional funds.

Background:

- The Common School Fund Library Aid (CSF) is an annual entitlement program to all Wisconsin public school districts that distributes the interest earned on loans made from the Common School Fund, one of the state trust funds set up by the Wisconsin Constitution. As established in the constitution and statutes governing the Common School Fund, timber revenue from public lands, certain fines and forfeitures, and proceeds from unclaimed property are added to the principal of the fund. As directed by the constitution, the beneficiaries of the CSF are the public school libraries of the state.

- Each year, the Board of Commissioners of Public Lands (BCPL) informs the Department of Public Instruction (DPI) of the total interest that has accumulated in the Common School Income Fund. DPI calculates each school district's allocation, basing the amount on the number of children ages 4 through 20 living in the district. DPI informs school districts of their individual Library Aid allocation on or about January 10. The allocation is sent to school districts by May 1. Districts must spend the total Library Aid allocation for appropriate library materials by June 30 of that same year.

- The Common School Fund was created in Article X, Section 2, of the State Constitution. That section indicates that "income from interest and other revenues derived from the school land shall be exclusively applied to the following objects, to wit: 1. to support the
maintenance of common schools in each school district and the purchase of suitable libraries and apparatus therefore..."

- Chapter 43.70 of the Wisconsin Statutes indicates that "all monies apportioned from the Common School Fund shall be expended for the purchase of library books and other instructional materials for school libraries . . . in accordance with rules prescribed by the State Superintendent."

- In 2006 the Common School Fund received total funding for the school year of $28.2 million. Aid payments are estimated at $22.32 per census student, up from $19.52 in 2005.

Public Library Districts

WLA supports the enactment of legislation that would permit, but not require, the creation of public library districts in Wisconsin. Currently 19 other states allow for the district form of public library organization and governance. Public library districts have the potential for improving the quality of public library service in many areas of the state, and would provide Wisconsin municipalities and counties with an additional alternative for the delivery of public library service.

The specific features of public library districts would be determined by the actual legislation. Features under consideration for Wisconsin’s legislation include:

- Establishment and tax support requires approval by referendum;
- Autonomous governance by a nine-member elected board of trustees;
- Authority to levy a tax only with approval by referendum;
- Requires a minimum population of 4,000;
- District boundaries determined by referendum and may include one or more contiguous municipalities in their entirety and/or one or more contiguous counties.

Some reasons why some areas of the state might consider a public library district:

- Improved library service as a result of economies of scale and uniform taxation;
- Voters would determine how much they are willing to pay to support public library service and would have more control over library governance;
- A public library district would provide a possible solution to the cross jurisdictional library use problems that exist in many areas of the state;
- Districts would provide greater equity of funding across jurisdictional boundaries;
- Costs of library building and capital projects could be shared more equitably among all library users.

Current status:
Public library district legislation has been endorsed by WLA, the System and Resource Library Administrators’ Association of Wisconsin, and a State Superintendent’s Task Force on Public Library Legislation and Funding. The Legislative Reference Bureau has developed a preliminary draft of public library district legislation at the request of a state legislator. The Wisconsin Department of Public Instruction funded six Library Services and Construction Act projects in 2004 to study the feasibility of public library districts in Wisconsin. WLA is working to have the legislation introduced in the 2007-09 session.

For more detailed information on public library districts, go to http://www.wla.lib.wi.us/legis/districts.htm.
Exempting county library expenditures from levy limits

The Wisconsin Library Association has endorsed the exemption of county library expenditures from any levy limits imposed for 2008 and 2009.

Statement of Support
Due to the multi-jurisdictional nature of public library funding, levy limits can prevent equitable adjustments in library funding responsibilities. Many libraries provide service across county borders and receive no reimbursement for this use. Act 420 provides for more equitable sharing of the costs of public library service provided across county borders; however, county levy limits make this adjustment difficult for counties. For this reason, we support exemption of county library expenditures from any county levy limits imposed for 2008 and 2009.

Background
Governor Jim Doyle signed Wisconsin Act 420 on May 19, 2006. This legislation made changes in the organization and funding of Wisconsin public libraries and library systems and was based on recommendations of State Superintendent Elizabeth Burmaster's Task Force on Public Library Legislation and Funding. The task force conducted a comprehensive review of issues facing Wisconsin's 387 public libraries and 17 library systems and made recommendations for statutory improvements.

One of the outcomes of this legislation extends to adjacent counties the provisions of Wisconsin Statutes Section 43.12 (the 70% minimum reimbursement responsibility.)

Requirements of the 70% minimum reimbursement responsibility to adjacent counties
- Beginning in 2008, Act 420 requires counties to pay libraries in adjacent counties, including counties across library system borders, for serving residents of that county who are not residents of municipalities that maintain a public library.
- The Milwaukee County Federated Library System is exempt from this provision.
- This provision first applies to payments made by March 1, 2008, for library service provided in 2006 and reported to county clerks by July 1, 2007. (Libraries/automation consortia are responsible for maintaining accurate circulation records for each location billed.)

Impact of Extending the 70% minimum reimbursement responsibility
Some counties have expressed the concern that these new library service reimbursements, while justified, will create difficulties meeting any future levy limits.

One of the alternative actions suggested by some counties is that the mandated costs of funding libraries be exempt from any adopted county levy limit, which is why WLA supports a general exemption of county library expenditures from levy limits.

Impact of Not Extending the 70% minimum reimbursement responsibility
Wisconsin public libraries have been providing substantial services to residents of adjacent counties and receiving little or no reimbursement for the cost of providing those services. For example, in 2005, over 16% of the use of the DeForest Public Library was by residents of Columbia County who do not live in a community with its own library. The estimated full operating cost of providing that service to Columbia County residents was over $43,000, yet the DeForest library received $0 in reimbursement from Columbia County for the cost of that service.

Act 420 requires that, starting in 2008, Columbia County reimburse the DeForest library for 70% of the cost of the service that was provided to Columbia County residents during 2006.

WLA affirms that extending to adjacent counties the provisions of Wisconsin Statutes Section 43.12 is a reasonable way to address the issue of equitable sharing of the costs of public library service provided across county borders.
Maintenance of Effort

All local public libraries receive valuable services as a result of their voluntary membership in one of 17 regional public library systems. Under Wisconsin Statutes 43.15 (4)(c), local libraries must meet several requirements of system membership, including that the local library be funded at a level that is not lower than the average funding for the previous three years. This requirement is commonly referred to as maintenance of effort.

At a time when localities are under increasing pressure to keep property taxes reasonable, some local and state officials have considered repealing maintenance of effort requirements. WLA feels that retaining maintenance of effort as a condition of system membership is integral to the quality of libraries and library systems in the state for the following reasons:

- Current law allows the state to set a qualification for libraries receiving state support. Rather than dictating local spending, this requirement sensibly ensures that a municipality does not take undue advantage of state funded library system services while failing to support its own library. Likewise, current law sensibly ensures that a municipality does not take undue advantage of neighboring libraries (and property taxpayers) while failing to support its own library.
- Current law allows cities the flexibility they need to cut budgets during lean times. Many municipal library budgets have been cut while still upholding maintenance of effort requirements that allow taxpayers to receive the benefits of participation in a regional library system.
- In comparison with other states, Wisconsin is in the top 10 in terms in circulation and in the number of library visits, but 19th in operating income and expenditures. Wisconsin libraries work hard to provide good value to taxpayers. Even with maintenance of effort, the average local plus state per capita support for Wisconsin's public libraries is still under 9 cents per day.
- Some communities have decided to increase library spending significantly because of increased needs for library service, including increasing and improving the physical space. However, maintenance of effort does not require increased spending.
- Every municipality that meets the maintenance of effort requirement receives the value of state support through public library systems, which provide services such as interlibrary loan and shared automated systems with neighboring libraries.
- One recent proposal would have replaced maintenance of effort with a complex process of implementing county plans for library service. These plans need to address all aspects of library service without mentioning any costs. In an era of frequent technological changes, libraries must remain responsive to the needs of the residents they serve, and it would be challenging for a county library plan to be responsive to such change. In addition, only two counties currently have such plans.
Library Director’s Report
February 2007

Library Director’s Report

I have attached a separate report on my activities at the American Library Association (ALA) Midwinter Meeting. This year the meeting was held in Seattle. The next ALA event is the Annual Conference which will be in Washington DC in late June.

I have had an initial meeting with Dick Fields, the consultant who will be performing the organizational wellness audit for the library. We have set aside the spaces which the team will need, and are getting ready to set up the schedule of interviews. He will be attending the next staff meeting to make a brief presentation on the process.

Becky Noland, the City’s chief financial officer, was generous with her time and spend almost two hours with me talking about municipal financing in Wisconsin. The general concepts are familiar, but there are some differences in terminology. This meeting was incredibly helpful to me in understanding what I have heard at City Council meetings and work sessions and at City Department Head meetings. I also met with City Manager Mike Huggins to review my goals for the year. Mike is working hard to create a team environment, and is succeeding. He has scheduled a day long work session for City Department Heads in late February. This will be a great opportunity for us to think about some of the major issues facing the City over the next couple of years. The Big Penny campaign has kicked off, and I convinced Mike Huggins to come for a photo opportunity. While the paper did not run the photos of Mike dropping in his pennies (and dimes and quarters), it was mentioned in the article on Saturday February 3, 2007.

Custodial services have been an area of concern for staff over the past few years. I was able to arrange a meeting with Brian Amundson, head of public works, and Bob Boecher, manager of the facilities section, to discuss some of the Library’s concerns. It was a very productive meeting, and John Stoneberg and Bob Boecher will meet on a regular basis to discuss how to improve the condition of our building.

The City Council and County Board held a legislative breakfast which I attended. It was a good opportunity to meet some of the County Board members and to speak briefly with the state legislators.

From the Management Team

Shelving issues

A major shifting of the library’s adult print collection has begun. John Stoneberg worked with Reference pages, Alisha Green and Katie Sullivan on measurements and developed guidelines for Circulation and Reference pages to do the shifting under supervision. The shifting will be fairly slow since it will be done using a mix of regular and extra hours. The biographies from the first floor are being reintegrated into regular adult collection on the second floor as the shifting is done. A project by Technical Services replaced old biography stickers with new ones before the shifting began. The first area to be shifted will be the second floor adult nonfiction except for the 700s. Then the 700s shifting and biography integration will be completed followed by shifting on the first floor. A reference shelving unit on the first floor was moved into line to be
integrated into fiction when that shifting is done. Various pieces of reference furniture were also moved.

**Displays**

Artwork from Meadowview Elementary and North High School was on display during the month of January in Youth Services and the Young Adult Lounge. The January Readers’ Advisory tables included a display of books about con-artists and scams. It was quite popular, and the books quickly depleted. Bess Arneson then created her second display within a period of days, this one spur-of-the-moment on the topic of dogs. This was popular as well, but the library had many more books to support it. Theresa Boetcher was responsible for filling the Readers Advisory table the last two weeks of January, concentrating on material dealing with winter fun.

Melany Bartig made arrangements for the installation of and opening reception for Gail and Nathan Schellinger’s exhibit “To Dance with a Dog,” which runs through February 27. Jenny Karls digitally photographed the exhibit and forwarded the photos for posting on the library’s website. Jenny also coordinated booking the display case for January, titled “Routes to Roots,” by the Eau Claire Area Genealogical Research Society.

**Staff and Human Resources**

Michael Green, a Youth Services page since 2004 resigned his position this month due to academic conflicts. Kyle O’Leary was hired to fill that position. The Circulation desk saw the return of two former Desk Clerks, Sara Slattery and Erin Klee, who are back temporarily to fill a leave. A new union contract was ratified by Local 284-A. It was approved by the Library Board on January 18, 2007.

The Staff Affairs Committee arranges recognition of service by Library staff. During the month, Jerrissa Christianson (Youth Services/Capital Campaign) was recognized for five years of service, Jon Marten (M.O.R.E.) for 15 years, and Kathy Herfel (Reference) for twenty years. The presentations take place at the bi-weekly staff meeting.

The Library hosts two *Jeans Day for Charity*. One is associated with the *Leader-Telegram* and one is planned and coordinated by Library Staff. Last quarter’s (October 2006 – December 2006) Library coordinated *Jeans Day* donated $560.00 to 4H Friends of the Fair. A different charity is selected by a Committee each quarter.

**Assistant Director**

Assistant Director, John Stoneberg attended *Eggs & Issues—the State of the County* on Friday, January 19th. Both Bruce Willett, County Board Chair and Tom McCarty, County Administrator, spoke and highlighted the county’s 2006 accomplishments, 2007 adopted budget and provided an overview on future challenges and plans. A question and answer session followed the presentation.

Four Library Board members (Mary Jurmain, Jean Radtke, Kathie Schneider and Linda Stelter), one Friends Board member (Doug Pearson), a teenager (Ariel Jurmain) and Assistant Director John Stoneberg were among 165 library supporters who met with legislators at the Capitol in Madison on Tuesday, January 23 to inform state lawmakers about priorities for library funding and library service issues in public, school, academic and special libraries. The group met with Senators Kreitlow (D) and Vinehout (D) and Representatives Moulton (R) and Smith (D). Except for Moulton, all the others are new to the Legislature. Everyone felt the meetings went well. The library’s contingent was the largest group from a single library.
With a 25% reduction in the continuing education account for training and travel for 2007, the Management Team agreed to consider developing a training and travel plan for 2007 and 2008 to deal with the reduction. John analyzed the continuing education expenditures for 2000-2006 and got feedback from the Team on possible expenditures for 2007 and 2008. The Management Team will discuss the planning at their February meeting. On a related note, John has asked and gotten the MORE Directors Council and new IFLS Director John Thompson to agree to consider ways to help the staffs from IFLS libraries to more easily attend the Public Library Association Conference in Minneapolis, March 25-29, 2008. This may include paying for bus transportation there, assistance with paying for registration, etc. John will be part of a committee that will consider possibilities.

**Youth Services**

Shelly Collins-Fuerbringer, Chrissy Knoelke, Shu Cheng, and Jill Patchin met away from the library in a brainstorming and planning meeting. Each staff member completed a survey which included topics on department strengths, weaknesses, ways to increase traffic, customer service, and programming. The group created a number of goals during the retreat with a target completion date for each.

Youth Services staff was very busy in January planning for the Big Penny Campaign. Shu worked with Papa John’s to secure 80 pizzas for the top earning classrooms and clubs for each of the participating schools. She also convinced Chippewa Spring Water to donate the use of 60 5-gallon water jugs to be used as coin receptacles at each of the Big Penny collection sites. The entire Youth Services staff worked on creating a game show skit to promote the Big Penny Campaign called the “Big Penny Challenge.” During each presentation they invited teachers to participate as the show contestants, which was a real treat for the students. The first assembly program was held at Sam Davey Elementary and was a huge success. One fourth grade teacher reported that it was a miracle that the program was able to keep the attention of her students for 20 whole minutes! Jill Patchin get credit for creating the Big Penny display in the entrance to Youth Services. The four foot penny in the middle of the display has been successful in grabbing patrons’ attention.

Each year, Youth Services offers several “April Specials.” The offerings vary each year, and this year are planned especially with families in mind. Chrissy is planning a Paper Airplane program for elementary and middle school aged children which includes an airplane flying contest that will take place inside the library. Shu is planning a chocolate program for elementary kids, Jill is planning a Kids in the Kitchen cooking program for kids and parents, and Shelly is making plans for an Under Sea Adventure program for preschoolers and their families.

The Summer Library Program and activities are being planned. Shelly worked with the school district to partner for the second year on the Thursday program, which includes a contribution towards the cost of providing free bus rides to the library from June through August as well as providing a certified teacher to be present at each of the programs.

The first session of the MyBook Café was held in early January. The book discussion group is for 4th and 5th graders and Jill reported that the conversation was very lively and the participants were anxious to sign up for February’s group. Jill was interviewed by one of the local news stations about the discussion group. The Young Adult Advisory Board hosted a Video Game Tournament on January 27th for middle and high school students. 35 kids competed in Super Smash Brothers, Mario Kart and Dance Dance Revolution.
Circulation

January began with a physical inventory of the supplies needed for the year. It is also when the bulk of the ordering of supplies takes place. These supplies include: removable tape, library cards, and receipt printer paper. Laura Miller orders removable tape through a group purchase arrangement with IFLS that helps keep the cost of this item low for all IFLS libraries. Approximately 12,000 additional library cards will be ordered. The majority of these go to new library card holders, but they are also issued to those customers who have lost their original library card.

Unique Management Services, Inc. (the Library’s collection agency) provided a year end report showing progress to date (from December 2003) as well as 2006 statistics for material/cash recovery. When a customer has an overdue item for more than 60 days, and their total amount owed exceeds $25.00, their account is sent to Unique Management Services and a $10.00 fee is added to the customer’s fines. The Library pays Unique $8.95 per account sent. In 2006, on average, 47 accounts were sent per month. Recovery per month averaged was $2,139.72. This amount includes payment for lost items, fines, and collection fees, as well as any cost difference of an item that does get returned. A report is attached to this document.

Reference Services

After the State tax forms arrived, Cindy Westphal arranged them on the public shelves. Cindy called a meeting of the Club Read committee, consisting of Cindy, Bess Arneson, Theresa Boetcher, and Renee Ponzio and presented a revision of the bingo form for 2007 Club Read. Theresa was put in charge of decorations for Club Read. Revisions of the Club Read bookmarks was discussed and Cindy sent out an e-mail to reference staff letting them know that anyone who wanted to update a club read bookmark should start doing so.

Renee Ponzio met with John Stoneberg and Cindy Westphal about adding a monthly newsletter to our online book clubs. After discussion it was decided that Renee would work on the first Picks of the Month page, she choose Black History month. Jeff Burns put a link for the Picks of the Month page under Readers Advisory on our home page. The Picks of the Month information can be found on the online book club BookLetters page too. John, Cindy and Renee will alternate different topics each month to this newsletter. Renee also worked on getting the material for both BookLetters and DearReader book clubs to show materials we own.

The first state wide *Ask?Away* publicity meeting for 2007 was organized and run by Renee who is the new Chairperson for that committee. After discussion several goals for 2007 were agreed on and the committee will be working on completing those goals for the rest of the year. Among the goals was putting together a press kit and having a state wide event publicizing the service.

Safety and Security

Larry Nickel began putting together a presentation for the February Library Board meeting on the library’s safety and security issues, procedures and equipment.

Routine duties included the following: Larry produced back-ups of the reports created by the door access system and sent them to city hall for off-site storage, reviewed Incident Reports, modified individual door access for art shows and the Friends book sale, assigned door fob access for new employees and modified access as needed for current staff.
**Technical Services**

Reasons for doing an inventory are all customer focused. An inventory assists with:

1. Online Catalog accuracy, e.g., wrong statuses, location codes, call numbers are corrected, and missing items are discovered and replaced or removed;
2. Elimination of items with no records or barcodes;
3. Greater consistency between catalog and item spine labels; and
4. Staff efficiency for MORE staff who look for items with holds. (Weekly, MORE staff uses the inventory reports for assistance in searching for items customers have requested, when the items are not in the correct location).

Jean Pickerign finished tabulation of volunteer hours spent scanning for the inventory. There were a total of 14 volunteers that scanned a total of 131 hours. Sharon compiled and collated all 2006 inventory reports and gave them to Julie Gast for future comparison of library loss percentage. A new inventory will begin with the adult reference collection in February. Once an analysis of the data is complete, a report will be distributed.

Staff recently discovered that the UPC code located on the back cover of most items can be scanned and used to locate the correct bibliographic record. This will save hours of keying barcodes to enter item records. With barcode scanners having been purchased for staff in the department, staff can work much more efficiently. Donna Swenson finished the special headings report clean-up project. She has begun investigating the possibility of cataloging electronic resources, working with a few sample titles from John Stoneberg.

The Library has been using MARC records from Baker and Taylor to provide bibliographic information for the catalog. For the past several months a many of these records were incomplete and caused other libraries and some customers to be confused about what item was on order. Staff investigated the use of OCLC as the source for MARC records and has decided to change which will make the information more customer friendly, and will allow other MORE libraries to easily discern format and description of what has been ordered. A final advantage is that it will create a more efficient workflow. Because things in the department have changed so much since the last study was done, Technical Services will do a turn around study beginning March 1 and proceeding until 2,000 items have been tagged.

**Public Relations and Programming**

Melany Bartig produced the mailing labels for the February 2007 Newsletter and instructed and supervised Friends volunteers as they assembled the newsletter. Larry continued his editing and design duties for the library history staff has been working on, including designing a front cover and proofreading text. The production of the volume has been funded by the Friends of the Library. Larry designed an invitation for a welcoming reception planned for the library’s new director and took photos for the Capital Campaign Big Penny. Larry formatted the photos for use by the campaign and, along with several other publicity monitor screens, produced a screen for the Big Penny campaign.

PRPS staff has been making more use of the library’s intranet as it continues to develop. They use an In/Out board and calendar on the intranet for current and future schedules, Melany has been transferring meeting room bookings from the meeting room notebook to the intranet Room Schedule, and Larry has been working with Gus Falkenburg of IT to make an equipment checkout system available to all staff through the intranet.
Under the supervision of Shu Cheng, two Progressive Book Club activities took place in January. A film screening of “American Blackout” was presented on January 15 followed by a rescheduled book discussion of Alfred McCoy’s book and article. The film discussion was lively. One new member from Altoona was welcomed. “Travel for Free: A Cheapskate’s Guide to Reward Programs” was presented on Saturday, Jan. 20. The presenter shared a 15-page handout with a lively talk. We received positive feedback from attendees who would like us to present this informative program again. The first discussion series of 2007 began on January 17. The poetry of Gary Snyder is being examined during the 3-part series “Earth House Hold,” facilitated by Warren Lang. Poetry series are a very popular library offering in the Chippewa Valley, and Warren is a well-liked and oft-requested discussion leader. Bess Arneson organized this series.

Bess Arneson met with representatives of the Otter Creek Garden Club and the Eau Claire Area Master Gardeners Association to plan the library’s spring gardening and yard care series of presentations. She also met with faculty from the university library to plan for a jointly-presented lecture relating to the Eau Claire Big Read. The university library is also interested in partnering with our library for the Club Read adult summer reading program.

The Eau Claire Big Read committee met often in January, chaired by a member of the University of Wisconsin-Eau Claire’s Center for Service Learning. The library is a partner in the project, and Bess Arneson serves as its representative. The library reviewed its holdings and made purchases in anticipation of upcoming demand for the book *Fahrenheit 451*. Bess also contacted several area book clubs to invite them to consider reading this book as their March or April selection.

**Information Technology**

In January of 2007 significant efforts were made to try to identify and resolve Innovative system speed issues. With help of Innovative Help Desk staff, all hardware and log files were analyzed and diagnostics run on each of the major devices. Early in the month the server itself was replaced and resulting problems with a tape drive were corrected. Settings on the server’s network interface card were changed and the volume of data written to log files was reduced in an attempt to improve performance. However in the end it was determined that the root cause of the problem is the number of Z39.50 requests being made to our server via WISCAT. At this time IFLS is working with WISCAT to reduce the number of hits made to our server.

Jeff Burns and Steve Stoflet worked with IFLS and vendor technical support personnel to attempt to capture ACT150 related statistics for the Recorded Books downloadable audio books project. It was determined that their current interface does not function correctly and the statistics the Library and IFLS require are not able to be produced. As a result the MORE Directors Council voted not to go ahead with this project. Jolene Krimpelbein did research and tested sample patron cards to determine that we could allow patrons with LEPML patron type designations to be able to renew and put items on hold even though their cards have expired.

Recently, Library staff learned that the implementation of the Voice over Internet Protocol (VoIP) system has been put on hold until a solution to the City’s concern with network security has been settled. The main vendor for the project, Berbee, has verbally indicated that they are “passing the torch” for the final implementation phase for the City and Library. They indicated that they will help transfer the implementation responsibility to another Cisco Partner. Heartland Business Systems has been contracted to do a wireless site survey of the building. Preliminary guidelines for filtering requirements and possible physical access restrictions were received. These are to be used for determining the various costs scenarios.
The Intranet continues to acquire new features and functionality. An Equipment Booking application is complete and a similar one for scheduling the van is being considered. The IT Unit is using a database-like application to capture significant activities during the course of the month. These are then used for reporting purposes, serves as a log of events for problem solving, and will be used to document and track goals / objectives. Gus Falkenberg will be providing an update type of presentation to the Management Team in early March to demonstrate Intranet features, functionality, and to provide design and document placement recommendations. A new Help Desk application will be introduced and will soon replace the current ITHelp email system.

All 2007 replacement schedule PCs (28) have been ordered, received, and 25 of the 28 have been installed. The replacement schedule for replacement schedule barcode scanners (6) have been ordered, received, and 5 of the 6 installed. The sixth was defective and is being returned to the vendor for replacement.

The expansion of the Pharos system to the YS Discovery workstations is almost complete. The YS Pharos environment, building and installing a Dell GX-260 as Queue station, the client installations, Active Directory and Pharos script modifications, and all Administrations settings are as far along as possible. Remaining is testing and presentation to YS Staff.

On the current web site the Capital Campaign Pages, Reference Resource, What’s New, Kids, and a variety of other pages were updated. Time was needed to troubleshoot the Suggestions for Purchase issue. The February eNewsletter was edited and published.

Respectfully submitted,

Michael Golrick
Library Director

Stories from the Front Lines

Cindy Westphal (Reference) worked on a question about a double murder in Eau Claire. The customer was interested in getting information on an Uncle who had supposedly murdered two people in Eau Claire in the mid fifties. By using the online Local History Database Cindy was able to find the Uncles’ name and using the Police Department Annual reports find what had happened, the incident turned out to be in 1948, not mid fifties as the customer thought.

A high school class assignment caused a run on the library’s microfilm facilities during several days after school and on weekends. Students needed frequent assistance from both PRPS and Reference staff in finding the right film, using the equipment to search and printing copies. With the assignment requiring all of the students to use just a few of the same reels of microfilm, materials and equipment were stretched. Equipment became balky and, by the time the assignment was due, all of the microfilm reels used were damaged and unusable. Reels will be reordered, and working with the teacher regarding the assignment will be an agenda item for a future Reference Services staff meeting.
Report on Activities
at the
American Library Association Midwinter Meeting
Seattle, January 1824, 2007

Michael Golrick

I attended the Midwinter Meeting of the American Library Association (ALA) in Seattle. I serve on ALA’s policy-making body, ALA Council. This body of more than 180, sets the overall direction of the organization. It consists of 100 Councilors-at-Large, fifty-four Chapter Councilors (state associations), Councilors from the eleven Divisions and from the Round Tables, eight members of the Executive Board (who are elected from Council) and the four constitutional officers (President-Elect, President, Past President, and Treasurer). I am beginning my first three-year term as a Councilor-at-Large. I served for the past three years as one of the members of the Executive Board, and before that for seven years as the Connecticut Chapter Councilor. The report below includes comments from the reports from two of my fellow ALA Councilors, Jim Casey (Councilor-at-Large, and director of the Oak Lawn [IL] Public Library), and Jonathan Betz-Zall (an academic librarian and the Washington Chapter Councilor).

Registration numbers affirmed the popularity of Seattle as a venue for Midwinter. It had reached 12,196 by Monday, January 22 – well ahead of the 11,084 recorded for Midwinter 2006 in San Antonio, but much lower than the 13,232 for Midwinter 2005 in Boston. The close proximity of Boston to cities like New York, Newark and Philadelphia has an impact on event attendance. This will likely be reflected in registration for the Annual Conference since ALA next meets in Washington DC June 21-27, 2007, where the annual scholarship event will feature the political satirists “Capitol Steps”. The tenth annual Diversity and Outreach Fair will focus on bookmobiles and other innovative services to underserved communities. For more information: http://www.ala.org/divfair

Before the meeting began, the was the first Emerging Leaders Institute was held. Over 100 young library professionals enjoyed a day of leadership development and project planning, putting them on “the fast track to ALA and professional leadership”. Each was assigned to a problem-solving workgroup that will operate for six months and report at the ALA Annual conference in Washington. They will then be expected to put their leadership skills to use by accepting a term of service on an ALA or chapter committee, task force, working group, or project team. The goal is to have 100 new librarians ready to participate in leadership in the Association, one of its divisions or state chapters. I have had the pleasure of working with several of the people chosen for this group, and believe that this is an important initiative for the Association. More information is available at http://wikis.ala.org/emergingleaders

COUNCIL I: Among the highlights of this first group of informational sessions for Councilors was a very positive budget assessment by Patty Wong (Chair of BARC – Budget Analysis and Review Committee). Total revenue for the Association
proved to be almost $1 million over budget projections with a budgetary ceiling of $56,540,976 for fiscal year 2007. The Endowment Fund report presented by Chair Robert Newlen was equally impressive with a gain from a market value of $25,454,000 in 2005 to $29,028,000 in 2006. Although the Socially Responsible Investment fund (Ariel Capital Appreciation) lagged somewhat behind the benchmark standards, the Fund Managers appear to be committed to maintaining that investment option and thereby addressing the concerns of many members. This year’s Nominating Committee chose for President-Elect candidates: Nancy Davenport http://www.nancydavenport.info/ and James Rettig http://rettigforala.org , For Treasurer they chose Rod Hersberger http://rodhersberger.org and Joann Pinder http://www.joannpinder.info . Candidates can be nominated by petition until January 30. Polls will open March 15 and close April 24, with results reported May 1. I am campaigning for Jim Rettig for President. We served on the ALA Executive Board together and I believe that he will make an excellent ALA President. I am supporting Joann Pinder for Treasurer.

**PRESIDENT’S PROGRAM**: Deena Ebbert, a motivational speaker, presented her FISH! Philosophy to hundreds of attendees. With enhanced customer service as the ultimate objective, the “Fish! Philosophy” consists of four steps: 1/ Be There, 2/ Play, 3/ Make someone’s day, and 4/ Choose your attitude and how you come to work. Seattle’s Pike’s Place fishmonger shop provided the inspiration for this concept. It shows that a grueling workplace can become a positive environment for employees and customers alike.

**ALA-APA COUNCIL**: A nonbinding resolution on the endorsement of a minimum salary of $40,000 for professional librarians was passed unanimously at this session. Despite the hard work of Jenifer L. Grady and some others in ALA, the budgetary deficit of $39,552 for FY 2006 drove the ending net assets of ALA-APA from a negative $195,492 to a negative $235,044. Those of us who hope that the ALA-APA will survive were pleased to learn that the overall income of the APA was 68% higher than the previous year and that the repayment of the initial loan of $250,000 loan from ALA will begin in FY 2009. It is hoped that the ALA-APA will turn the corner and become self sustaining within the next few years. However, in the Treasurer’s Report for ALA-APA delivered to Council on January 21, two of the weaknesses noted about the ALA-APA were low awareness among ALA members and confusion about relationship with ALA. National Library Workers Day, one of the activities of ALA-APA will be April 17. (It is traditionally Tuesday of National Library Week.)

**COUNCIL II**: As spokesperson for the Policy Monitoring Committee, Diane Dates Casey (ALCTS Councilor) presented several changes in the Association Bylaws to conform to past actions by Council. These were passed unanimously. The Budget Analysis and Review Committee (BARC) was granted an extension of six months to study the ramifications of establishing a graduated dues structure for ALA (a dues structure similar to that with Wisconsin Library Association requiring
members earning more to pay higher dues). The ALA Treasurer’s Report and Programmatic Priorities were presented with much clarity and skill by Treasurer Teri Switzer. ALA is building a very solid reserve and the growth in revenue has been on the upswing. Annual dues revenue has increased from about $5 million in 1995 to $8 million in 2006. During the 26 years from 1980 to 2006, the total net asset balance for ALA has grown from $4,728,000 to $30,812,000. Total membership in ALA has risen from 35,433 in 1980 to 64,689 in 2006. John W. Berry highlighted the many important actions of the Freedom to Read Foundation over the past year to protect privacy rights and intellectual freedom. He urged continued support of the Foundation (http://www.ftrf.org with an online donation form) or call 18005452433, ext. 4226. Three resolutions were brought forward and debated for nearly two hours. Two of them were defeated by a very large majority vote of Council: “Resolution to Advocate Ending Funding for the Iraq War” and “Resolution on Impeachment of President George W. Bush”. A third Resolution called for ALA to “suspend all affiliation with the Boy Scouts of America National Council until such time as the Boy Scouts of America ends its exclusionary policy on the basis of a person’s religious beliefs or sexual orientation...” Gays and atheists are currently prevented from joining BSA. This resolution was referred to ALSC (Association for Library Service to Children) for clarification on that division’s position on this issue. There was much sentiment on the part of Councilors during this session to reject resolutions that were not precisely related to Library issues intellectual freedom, privacy rights, funding for libraries, preventing access to information, etc... The tendency of some on Council (particularly from the Social Responsibilities Round Table) to involve Council in broader social and political agendas was met with strong resistance.

COUNCIL III: At the start of this session, Michael Gorman was honored by the California Library Association and by the Council for his long service to the profession and congratulated upon his recent retirement. Veteran Councilors Larry Romans and Charles E. Kratz, Jr. were elected from among a slate of six candidates to serve for a three year term (2007-2010) on the Executive Board of ALA. The Committee on Organization (COO) included a preliminary report from the Subcommittee on E-Participation exploring the possibilities and implications of full electronic participation on committees and decision making bodies. An E-Participation Task Force being chaired by Jim Rettig will strive to prepare a draft report to be shared with Council at Annual Conference in Washington (June 2007). The Committee on Legislation introduced several “action items” to Council: A resolution passed encouraging Congress to “amend the Copyright Act to facilitate the use of ‘orphan works’ if the user has made a reasonably diligent, good faith search to locate the owner of the work, but was unable to find the owner.” Also passed was a Resolution in Support of Immigrant Rights: “Resolved, that ALA strongly supports the protection of each person’s civil liberties regardless of that individual’s nationality, residency, or status; and be it further resolved that ALA opposes any legislation that infringes on the rights of anyone in the USA (citizens or otherwise) to use library resources on national,
state, and local levels." Approved was a “Resolution Affirming the Role of Libraries in Providing e-Government and Emergency Services.” [A resolution empowering the Executive Director to make grammatical and punctuation corrections on resolutions was passed unanimously.] The International Relations Committee presented an action item calling for the appointment of an ALA representative to serve on the U.S. Committee of the Blue Shield (USCBS). Council passed this measure. The USCBS was established in January 2006 with the mission of urging the protection of cultural property during armed conflict. “Accessible Digitization Projects Resolution” was brought before Council “that the ALA strongly encourages all libraries engaging in digitization projects to create versions of all materials that are accessible to persons using screen-reader or other assistive technologies, based on Section 508.” [Council favored the spirit behind this resolution. However, it was referred to the ASCLA for clarification and more specific direction for Council at ALA Annual. ASCLA is a division of ALA whose full name is the Association of Specialized and Cooperative Library Agencies.]

I also serve on the ALA Membership Committee which is the committee which addresses the benefits available to members (personal, institutional, and corporate) as well as manages the Association’s Committee Intern program. I served on the Committee for several years, and as Chair. As part of this meeting, I have taken the leadership role of further developing the Intern program and training.

For the past several years I have served on the E-Rate Task Force. This group which is staffed from the ALA Washington Office is the result of a resolution which Jim Casey and I wrote a number of years ago. Jim served on the Task Force initially, and when he left I was appointed. In addition to meeting at Midwinter and Annual, we have bi-weekly conference calls which include staff from the FCC and the Schools and Libraries Division of USAC, the agency which administers this program. Much of the work is technical, and one of my roles is to make sure that the information is able to be clearly understood by library administrators.

I was recently appointed to the PR Assembly. This small (five members) group is responsible for an annual program for library public relations practitioners. Our meeting in Seattle focused on setting up the program for the Annual Conference in Washington DC.

In addition to all of the above, I also attended the New Members Round Table (NMRT) Social. It is important in an organization as large and complex as ALA for new members to learn their way around and find a home in the Association. One way for this to happen is with informal mentoring, and that is my goal in attending events like this. OCLC has hosted a Blogger Salon for the past several meetings. It is an opportunity for those of us who participate in blogging to be able to meet and chat in person.

My sincerest thanks go to the L. E. Phillips Memorial Public Library, the Board and taxpayers of Eau Claire for supporting my participation in ALA.
## Monthly Recovery Statistics: L E Phillips Memorial Public Library


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<td>LIB BLDG MAINTENANCE EXPENDITURE</td>
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<td>TOTAL EXPENSES</td>
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### Statistical Report - January

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<td>1,221</td>
<td>1,188</td>
<td>-2.8% Month of January</td>
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<tr>
<td>1,131</td>
<td>1,221</td>
<td>1,188</td>
<td>-2.8% Year to date</td>
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#### AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING

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<th>Year to date</th>
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<td>2,188</td>
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<td>-2.8%</td>
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#### AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

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<tr>
<td>660</td>
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<td>-5.0%</td>
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#### % SHARE OF CHECKOUTS AND IN-BUILDING RENEWALS (Does NOT include outgoing MORE transactions)

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<tr>
<th>City of Eau Claire</th>
<th>Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement</th>
<th>All other users checking something out or renewing from this building</th>
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<td>71.4%</td>
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<td>13.5%</td>
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<tr>
<td>70.6%</td>
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<td>71.8%</td>
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<td>12.2%</td>
</tr>
<tr>
<td>1.7%</td>
<td>-1.8%</td>
<td>-7.9%</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14,838</td>
<td>16,091</td>
</tr>
<tr>
<td>15,850</td>
<td>15,850</td>
</tr>
<tr>
<td>-1.5%</td>
<td>-1.5%</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>80,506</td>
<td>85,576</td>
</tr>
<tr>
<td>84,340</td>
<td>84,340</td>
</tr>
<tr>
<td>-1.5%</td>
<td>-1.5%</td>
</tr>
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</table>

#### RENEWALS FROM LIBRARY BUILDING*

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,003</td>
<td>4,262</td>
</tr>
<tr>
<td>4,267</td>
<td>4,267</td>
</tr>
<tr>
<td>0.1%</td>
<td>0.1%</td>
</tr>
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</table>

*Does not include remote or telephone renewals*

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

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,219</td>
<td>1,458</td>
</tr>
<tr>
<td>1,437</td>
<td>1,437</td>
</tr>
<tr>
<td>-1.5%</td>
<td>-1.5%</td>
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</table>

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

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,568</td>
<td>8,005</td>
</tr>
<tr>
<td>9,137</td>
<td>9,137</td>
</tr>
<tr>
<td>12.4%</td>
<td>12.4%</td>
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</table>

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

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,826</td>
<td>8,708</td>
</tr>
<tr>
<td>9,686</td>
<td>9,686</td>
</tr>
<tr>
<td>10.1%</td>
<td>10.1%</td>
</tr>
</tbody>
</table>

#### MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>850</td>
<td>955</td>
</tr>
<tr>
<td>1,119</td>
<td>1,119</td>
</tr>
<tr>
<td>14.7%</td>
<td>14.7%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Month of January</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>954</td>
<td>1,225</td>
</tr>
<tr>
<td>1,708</td>
<td>1,708</td>
</tr>
<tr>
<td>28.3%</td>
<td>28.3%</td>
</tr>
</tbody>
</table>

*Does not include remote or telephone renewals*
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Prev. Yr.</td>
</tr>
</tbody>
</table>

**INTERLIBRARY LOANS**

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

<table>
<thead>
<tr>
<th></th>
<th>307</th>
<th>281</th>
<th>259</th>
<th>-8.5%</th>
<th>Month of January</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>307</td>
<td>281</td>
<td>259</td>
<td>-8.5%</td>
<td>Year to date</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>623</th>
<th>689</th>
<th>634</th>
<th>-8.7%</th>
<th>Month of January (without renewals)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>623</td>
<td>689</td>
<td>634</td>
<td>-8.7%</td>
<td>Year to date (without renewals)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>9</th>
<th>-</th>
<th>8</th>
<th>100.0%</th>
<th>Month of January (renewals)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>-</td>
<td>8</td>
<td>100.0%</td>
<td>Year to date (renewals)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>836</th>
<th>1,002</th>
<th>n/a</th>
<th>n/a</th>
<th>Month of January (without renewals)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>836</td>
<td>1,002</td>
<td>n/a</td>
<td>n/a</td>
<td>Year to date (without renewals)</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th></th>
<th>89</th>
<th>82</th>
<th>n/a</th>
<th>n/a</th>
<th>Month of January Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>89</td>
<td>82</td>
<td>n/a</td>
<td>n/a</td>
<td>Year to date Renewals</td>
</tr>
</tbody>
</table>

**UNIQUE VISITORS TO WEBSITE**

<table>
<thead>
<tr>
<th></th>
<th>12,124</th>
<th>12,879</th>
<th>10,569</th>
<th>-21.9%</th>
<th>Month of January</th>
</tr>
</thead>
</table>
Resolution Honoring Sandy Robbers

On the occasion of her retirement as Director of the Indianhead Federated Library System, the members of the L.E. Phillips Memorial Public Library Board of Trustees wish to express their appreciation for all of the dedicated assistance and significant support given to the System Resource Library by Sandy Robbers. Her valuable service has been a credit to her profession and has greatly benefited library patrons and staff in the communities served by our Library. We also wish to extend to Sandy our best wishes for a travel-filled, healthy, enjoyable, long, and happy retirement.

________________________________________
Barb Dickey                                     Robert Fraser

________________________________________
Mary Jurmain                                    John Luehrsens

________________________________________
Sue Olson                                       Jean Radtke

________________________________________
Katherine Schneider                             Patricia Simonsen

________________________________________
Linda Stelter                                   Bob Von Haden

02/07
January 16, 2007

LE Phillips Memorial Library
Michael Gorlick
400 Eau Claire Street
Eau Claire, WI 54701

Dear Michael:

Congratulations! We are pleased to inform you that the Eau Claire Community Foundation has authorized the following grant:

<table>
<thead>
<tr>
<th>Amount of Grant</th>
<th>Fund</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>Kristo Family Fund</td>
<td>Capital Fund</td>
</tr>
</tbody>
</table>

Enclosed is the Conditions of Grant form which must be signed and returned to us when accepting this grant. A return envelope is enclosed for your convenience.

The Foundation requires publicity of its grants, and we would appreciate a copy of press releases and printed materials such as newsletters, annual reports and pictures relating to your grant project.

Sincerely,

Laura Hookom
Executive Director

Enclosures: Conditions of Grant Form
Envelope

The Eau Claire Community Foundation's Mission:
We strengthen our community by offering donors opportunities to establish charitable legacies, by making grants, and by serving as a catalyst to address community needs.
This Conditions of Grant form refers to and incorporates the grant Award Letter dated Jan. 16, 2007 to (Organization/group) L.E. Phillips Memorial Public Library from the Eau Claire Community Foundation.

As a condition to the receipt of the grant funds announced in the Award Letter, the undersigned agency certifies that its status for tax purposes is that of a Section 501(c)(3) of the Internal Revenue Code and that it is not a private foundation as defined by Internal Revenue Code Section 509.

The Foundation may include information on this grant in its periodic public reports and may also refer to the grant in a press release. By accepting these grant funds, the grantee agrees to such disclosure.

By accepting this check, your organization certifies to the Community Foundation that no tangible benefit, goods, or services are received by any individual or entities connected with the Fund.

The undersigned agency agrees that it will:

I. Submit, when requested, reports on the manner in which the funds are spent based upon the program budget submitted, and the progress made in accomplishing the purpose of the grant. Such reports are to be made as set forth in the Award Letter.

II. Not influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive within the meaning of Internal Revenue Service Code Section 4945 (d) 2;

III. Advise the Foundation immediately if the federal government gives notification that the undersigned agency’s tax status has been changed or is being reviewed.

IV. Return any funds not expended or committed for the purpose of the grant within The grant period or for any extension of the grant period.

V. Certify that “Conditions of Grant” has been reviewed and approved by the agency’s governing board.

Organization/Group: L.E. Phillips Memorial Public Library

Signature: ____________________________

Printed Name: Michael Golrick

Title: Director
XV. STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. The statement should be sent directly to the Division for Libraries and Community Learning (DLCL), c/o Alan Zimmerman, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

The ____________________________ Board of Trustees hereby states that in 2006 the
(Name of Public Library)
(Name of your Public Library System / Service)

(Indicate with a (X) one of the following two statements)

☐ did provide effective leadership and adequately meet the needs of the library.

☐ did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response (attach additional sheets if needed):

Certification: The preceding statement was approved by the Public Library Board of Trustees on

(date)

__________________________ President, Library Board of Trustees (Signature required)

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.58(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.
2007 REQUESTS TO FRIENDS

Youth Services Programs – Request for Prizes and Incentives
This is our annual request for funds in support of Youth Services programs and events. Examples of programs in which prizes and incentives are needed include the annual Summer Library Program for children and teens, the annual library talent show, teen book discussion groups (to purchase copies of books for participants to keep), and several other programs that Youth Services will host in 2008. This request is part of an ongoing effort to increase the participation in Youth Services programs and to coordinate with our planning that begins earlier each year.

Amount Requested: $1,500

Die-cuts for Ellison Machine
Last year, the Friends generously provided money to cover the cost of an Ellison machine, dies and storage racks. This machine allows staff to create professional looking displays and flannel accessories quickly and easily. Our staff currently uses the machine for a number of purposes, including cutting out over 2,500 dinosaurs during the summer of 2006. Upon completion of the library remodeling project, Youth Services will have a Resource Room, and this machine and the dies will be available for the public to use. This year, we are requesting money to purchase additional dies of varying sizes to continue to develop our collection.

Amount Requested: $500

Chinese Language Materials (children’s)
Members of the Chinese Friendship and Scholarship Association (CFSA) approached the library with the request that we work cooperatively to enhance the library’s collection of Chinese language materials. This collection would encompass materials that would include, but not be limited to, materials written in Chinese, language acquisition materials in both Chinese and English, materials which focus on the culture of China, and other related topics. Members of CFSA have worked with LEMPPL staff to select titles that they feel would enhance the existing collection of Chinese language materials. It is interesting to note that, currently, there are approximately 60 adopted children from China living in Eau Claire. The adoptive families of these children typically make extraordinary efforts to foster language and cultural knowledge among their children. The materials that would be purchased will also have a broader appeal to the Eau Claire community in general, as interest in Chinese language and culture continues to grow within the United States population.

Amount Requested: $600
**Bus Rides**
For the past two years, the library has provided free bus rides to the library every Thursday during the months of June, July and August. The primary goal of this service is to support children and teens in their desire to participate in our summer library program, as well as attend our school-age programs on Thursday afternoons. Many of the children and teens who make use of this valuable service may have no other means of transportation to the library. This year, Youth Services would like to request funds to cover the cost of providing an additional day of free bus rides in an effort to further increase participation in our summer programs. While we have made an effort to secure funding from other partners (for example, the Eau Claire Area School District will provide $125 this year), more funds are needed to expand this important service.

**Amount Requested: $400**

**Author Fund**
Youth Services would like to request that the Friends establish a fund for visiting children’s book creators. This would allow us to continue the tradition of bringing in nationally known children’s authors and illustrators that would otherwise not be available to the community. For many years, Youth Services and the community benefited from the Kate Aitken Fund, established by the late Dr. Aitken to bring children’s book creators to the library. The visits took place on an annual basis from 1992 – 2000. As the fund decreased, we offered visits every other year until 2004.

Author visits are greatly appreciated by children and community readers and writers. They also contribute to increased circulation of library materials and library use. We would continue the tradition of partnering with the Eau Claire Schools to provide programs specifically for school-age children in addition to programs for the general public.

**Amount Requested: $10,000**

**Audiobooks on Compact Discs**
Library customers continue to demonstrate a hard-to-satisfy demand for unabridged audiobooks, both fiction and nonfiction, especially when it comes to the depth and breadth of what we can offer. Although the library and the MORE consortium spend a significant amount on unabridged audiobooks, they are very expensive, and it is hard to keep up. We tend to allocate more of our audiobook budget to fiction titles as they are more popular, but there remains an increasing demand for both fiction and nonfiction titles. The majority of our audiobook collection is on tape, but compact disc has quickly becoming the preferred format. This amount will purchase approximately 50 unabridged items.

**Amount Requested: $3,000**
**Wisconsin Driver Manual (Audio and Visual Versions)**
To assist Wisconsin youth studying for the Wisconsin Driver Test, the S.A.L.T. Group LLC is just releasing a video version of the Wisconsin Driver Manual. Over the past several years, the S.A.L.T. Group has provided audio programming for people needing additional assistance in studying for the Wisconsin Driver Test. The new video version brings both the audio and video dimensions of learning to people studying for the test. The entire driver manual program was designed to assist people with different learning abilities in overcoming one of the barriers that may have kept them from being able to obtain employment. Information received from teachers in Wisconsin and other states who have successfully used the audio programming to assist their students indicates that this new video programming is expected to benefit even more students.

3 copies (DVD version) @$75 = $225
3 copies (CD version) @$65 = $195

**Amount requested: $420**

**Club Read**
Club Read, the adult summer reading program, will be offered at the library again this year. Participants will complete bingo cards by reading books selected from pre-defined categories (mystery, romance, westerns, etc.) or of their own choice. This bingo card approach has been successful at other libraries. The funds will be used for prizes and decorations.

**Amount requested: $400**

**American Library Association READ Poster Software**
READ posters featuring celebrities posed with a favorite book are a popular promotional tool. This software will allow us to invite board members, staff and community leaders to be featured on our own READ posters and bookmarks.

**Amount requested: $240**

**ResCarta Foundation Software**
This software would provide library customers with the online ability to search historical digitized city directories. ResCarta does not charge for their software, but they do request a donation to help cover their costs. Several annual directories from 1880 through 1923 would be made available.

**Amount requested: $300**
**Refreshments**
The Public Relations and Programming Committees would like to request funds from the Friends for refreshments at library programs. We continue to receive comments from customers that they really appreciate refreshments when they are served. Refreshments are a standard part of art receptions and special programs.

**Amount requested:** $1,200

**Arts West Prizes and Refreshments**
As in the past, we’d like to invite the Friends to support the cash prizes we give to the top four entries in the Arts West event as well as the special refreshments and decorations. The amount requested reflects expected funding needs for 2008.

**Amount Requested:** $600

**Monthly Ads in Leader-Telegram**
The library would like to advertise its services and materials in a small ad to run monthly in the Eau Claire Leader Telegram. Depending on final costs, ads may also occasionally be placed in the bi-weekly Volume One publication. Every ad would feature the library’s location, web site, and contact information, and an inset each month would highlight a particular service or item (such as audiobooks, the online catalog, parking, magazines on the web, offsite book drops, etc.). A current children’s or adult program may also be featured. The government rate for small ads is approximately $140.00 per time.

**Amount Requested:** $1,800

**Home Delivery Service**
This money from Friends allows Home Delivery Service to participate in Senior American’s Day at the University of Wisconsin-Eau Claire. It is also used for gifts to thank volunteers and Christmas cards for volunteers and participants.

**Amount requested:** $500
the Library staff will continue to provide the current level of excellent customer service
to the users of the L. E. Phillips Memorial Public Library. Outlined below are some
additional specific, measurable, achievable, relevant and timely goals.

• **Raise an additional $2 million in the Capital Campaign by 12/31/07**
  The Capital Campaign is critical to the success of the Library’s remodeling project. The
campaign nears the $1 million milestone. This should result in increased interest and
enthusiasm about the project. If this goal is met, then the final fundraising (of at least
$250,000 will take place in 2008, with construction starting later that year. This goal
includes raising both cash and pledges

• **Develop a plan for a strategic planning process**
  The Library does not have a strategic plan, and there is no funding in this year’s
budget to complete the process. The Library will need to hire an experienced library
planner. I have had preliminary discussions with a number of nationally known library
consultants who assist libraries in creating plans. The 2008 budget will include funding
of a consultant. I expect that a request for proposals can be issued in the fall, with the
process to begin in early 2008. The key groups which need to be included in the
planning process are: Library Board, Library staff, Friends of the Library, key city and
county officials, a survey or focus groups of library users, and a survey of non-users.

• **Develop a process for adequate building maintenance and repairs**
  A year and a half ago, the City eliminated the position of Buildings Superintendent.
The person in this position managed many of the large maintenance items for the
Library. Since then there has been a vacuum, and there are times when it is difficult to
get repairs done in a timely fashion. There is a new Public Works staff member who is
responsible for overseeing Library maintenance, and the goal is create a process and
clear channels of communication with the city staff.

• **Complete initial installation of Voice Over Internet Protocol (VOIP) and
  public wireless access**
  The Library is a partner with the City and County on moving telephone service to a
VOIP network. This will save money on telephone services. Because of the way the
technology can be implemented, the Library can install wireless access for the public
to use. Library customers increasingly use laptops in the building, and this will be a
value added service for the Library’s customers

• **Create a Development Office to manage the Library’s ongoing fund raising
  campaigns**
  It is clear that in addition to the Capital Campaign that the Library will need to
continue to seek outside funding. This includes both writing grants on a regular basis
as well as beginning an annual fund drive. These tasks require additional staff time
and skills. To fill this need the Library will need to create staff positions to handle
these tasks on an ongoing basis.
2007 Library Director Goals
(Proposed)

- Understand municipal and library financing in Wisconsin and the budget process in Eau Claire
  While many of the concepts of municipal funding are similar from state to state, there are differences in terminology. Dealing with a County is a new experience, and Eau Claire is unique with the negotiated County Agreement. State funding varies from state to state, and the Library's role as the “resource library” for the system is critical to our funding and delivery of service. By the end of the calendar year, I need to have a firm grasp of all of this.

- Develop a working relationship with key city, county, and township leaders.
  There are many stakeholders who affect the funding and operation of the library. My goal is to further develop the working relationships I have begun with City leaders, and to create similar relationships with the County and township leaders.

- Develop an orientation plan for library board members
  Each year the Library Board has new members appointed. New Board members need orientation to Library history, policy, and relationships with the City, County, Indianhead Federated Library System, and the State Department of Public Instruction. This goal is to create a plan using the resources available from IFLS, the state, and the state Trustee association.

- Facilitate the organizational wellness/culture audit and implement the recommendations
  The Library has engaged Dick Fields to complete an assessment of the organization. The process will begin in early March and be complete later in the spring. There will be recommendations for changes in the organization which will need to be implemented.
BYLAWS CHANGES

I’ve listed most of the changes to our bylaws that the Executive Committee is recommending. This is not a comprehensive listing because there were many trivial changes made for reasons of punctuation, usage, and readability. The order of the sections is now the same as that of the sample board bylaws on the DPI website. I note sections below that I think might be of particular interest.

ARTICLE II – Membership

This section did not exist in the old version. It outlines eligibility for the Board, how Trustees are chosen, their terms of office, etc. Most of these rules are determined by state law (Chapter 43) or the Tenure Rule passed by the City Council. Section 4 is a new provision.

ARTICLE III – Officers

This corresponds to Article II in the older version. Section 1 clarifies when the annual meeting is held and when terms of office begin. Section 2 now states that the nominating committee will present recommendations for officers in May. This is to give Trustees adequate time to consider the nominations before they vote. Section 3 sets term limits for officers of three years. There were no term limits in the old version. Section 4 specifies that the President appoints the “members” of committees, but not the committees themselves. This clarifies that the Board creates committees, but the President selects their members. Section 5 explains how all vacated positions must be filled. The old version explained how only the President’s position was filled. Section 6 allows the Library Director or the Business Manager to delegate the role of the Secretary to others.

ARTICLE IV – Meetings

This section corresponds to Article III in the older version. Section 1 now explains how meeting times may be changed and who should be notified if a Trustee couldn’t attend. Section 3 the order of business for regular meetings now includes: A “citizens’ comments” section, a report of the President, a report of the Library Director, and reports of the liaison to the Friends and to IFLS. Section 4 states that notice of special meetings may be called by the Library Director at the direction of the President, instead of by the Secretary at the direction of the President. This more accurately reflects our current procedure. The need for 24 hours notice is now specified.
Section 6 describes the need to send notice and agenda in advance of Board meetings but does not specify a lead time.

Section 7 adds information on the (optional) small board customs and procedures that we voted on months ago (whether to raise one’s hand, be recognized by the President, etc.).

Section 8 was added on the advice of the Assistant City Attorney.

ARTICLE V – Committees

This corresponds to Article V – Committees in the old version. The new version provides more detail, especially in defining the differences between standing committees and ad hoc committees.

Section 2 names all standing committees.

Section 3 makes it clear that the Board, not the President, creates and disbands committees.

ARTICLE VI – Duties of the Board of Trustees

This is a completely new section that we copied, with minor revisions, from the sample board bylaws on the DPI website. The old bylaws did not describe Trustee duties anywhere.

ARTICLE VII – Library Director

This corresponds to Article IV – Library Director and Staff in the old version.

Section 2 is new.

Section 3 requires seven Trustee votes in order to remove a Library Director. Hypothetically, without this provision, a Director could be removed by a simple majority vote with a quorum. This could be as few as four Trustee votes.

Section 4 adds the Eau Claire County Board to the list of who gets the annual report.

Section 5 discusses the Director’s position description. This was not mentioned in the old bylaws.

ARTICLE VIII – Conflict of Interest

This section is new and directly from the DPI website. It defines what constitutes a conflict of interest for a Trustee.

ARTICLE IX – General

This section is similar to Article VI – General in the old bylaws.

Section 1 specifies that there are exceptions to the simple majority vote rule.

Section 2 now requires seven votes to amend bylaws instead of a simple majority.

Section 3 now requires seven votes to suspend the bylaws, as opposed to only four under certain circumstances.
ARTICLE I – Identification

This organization shall be called "The Board of Trustees of the L.E. Phillips Memorial Public Library." It exists by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercises the powers and the authority and assumes the responsibilities delegated to it under the said statute.

ARTICLE II – Membership

Section 1. The Board of Trustees shall consist of ten members appointed by the Eau Claire City Council. Three or more candidates are recommended by the County Board Chair from among those residents of Eau Claire County not living in the city of Eau Claire. Two of these candidates are then selected by the City Council to be Trustees. Six members are chosen from among citizens living in the city of Eau Claire. One member will be the Superintendent of Schools or his/her designee, and one will be a member of the Eau Claire City Council.

Section 2. The regular term of office shall be three years from July of the year of appointment, except that the Superintendent of Schools' representative and the City Council representative serve at the pleasure of the Superintendent and the City Council, respectively. No other Trustee may serve more than two full consecutive terms or six years, whichever is greater. If a member is appointed to fill an unexpired term of office and serves more than half the term, it shall be considered a full term of office. A former Board member can be reappointed after a lapse of one year.

Section 3. Any Trustee who moves his/her primary place of residence out of the city limits, or whose move causes that person to be ineligible for membership, shall be responsible for notifying the Board President or the Library Director, who will then inform the City Council of the change so that a replacement may be appointed.

Section 4. When any Trustee fails to attend at least three consecutive regular meetings of the Board, the Board may recommend that the Trustee be replaced.

ARTICLE III – Officers

Section 1. The officers shall be a President, a Vice-President and a Secretary. They are elected from among the appointed Trustees at the annual meeting of the Board in June and take office at the close of that meeting. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs.

Section 2. The President shall appoint a nominating committee of three members prior to the May meeting. The committee will present a slate of officers at the May meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they
are elected and until their successors are duly elected. No officer may serve more than three consecutive terms in a given office.

**Section 4.** The President shall preside at all meetings of the Board of Trustees, authorize calls for any special meetings, appoint the members of all committees, **appoint liaisons to the Friends of the Library and to the Indianhead Federated Library System**, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with that office.

**Section 5.** In the event of the absence or inability of the President to perform his/her duties, or of a vacancy in that office, the Vice-President shall assume and perform the duties and functions of the President. If the absence of the President is permanent, then a vacancy thereby arises in the office of Vice-President. In case of a vacancy in that or any other office, the Board shall fill the position at its next meeting by a majority vote.

**Section 6.** The Secretary shall have the responsibility for the keeping of a true and accurate record of all meetings of the Board, for issuing notices of all regular and special meetings, and for performing such other duties as are generally associated with that office. The Secretary may delegate all or some of these duties to the Library Director or his/her designee. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

**ARTICLE IV – Meetings**

**Section 1.** The regular meetings shall be held each month, the date and hour to be set by the Board. Meeting times and dates may be changed as need arises by a majority vote of the Board. Members shall be expected to attend all meetings **if possible.** If prevented from attending, the Trustee should notify the Library Director, the Board President, or the Library Administrative Office.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

**Section 3.** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown, insofar as circumstances will permit:

- a) Roll call of members
- b) Citizens’ comments *(limited to five minutes per citizen)*
- c) Approval of the minutes of previous regular meeting and any intervening special meetings
- d) Report of the President
- e) Reading of communications
- f) **Report of the Library Director**
- g) Committee reports
- h) Report of the liaison to the Friends of the Library
- i) Report of the liaison to the IFLS Board
- j) **Review of financial report**
- k) Action on bills and claims
- l) Review of monthly statistics
m) Consideration of unfinished business
n) Consideration of new business
o) Directives from the Library Board to the Library Director
p) Motion to adjourn

Section 4. Special meetings may be called by the Library Director or his/her designee at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice thereof must be given to all Trustees at least twenty-four hours in advance.

Section 5. A quorum for the transaction of business at any meeting shall consist of six members of the Board.

Section 6. The Library Director or his/her designee shall send written notice and the agenda of each regular Board meeting to all Trustees in advance of the regular monthly meeting and in accordance with state law.

Section 7. Proceedings of all meetings shall be governed by the most recent edition of Robert’s Rules of Order. Customs and procedures that are permitted for small boards under Roberts’ Rules of Order, and which have been adopted by the Board, are described in the Trustee Handbook.

Section 8. The Board and its committees shall comply with the Wisconsin Open Meetings Law and the Wisconsin Open Records Law. In the event of any conflict, local, state or federal law shall supersede the bylaws.

ARTICLE V – Committees

Section 1. The Executive Committee shall consist of the President, the Vice-President and the Secretary.

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Section 3. The Board may create, and the President appoint the members of, ad hoc committees of one or more members each for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final written report is made to the Board.

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ARTICLE VI – Duties of the Board of Trustees

Section 1. The Board shall determine the policies, plans, and services of the library. This includes mission statement, bylaws, strategic plan, service policies, significant changes in levels or types of service, and changes in library hours.
Section 2. The Board shall select, appoint, direct and evaluate the Library Director.

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Section 1. The Board shall appoint the Library Director, who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall specify the duties of employees and shall be responsible for the employment and supervision of the library staff, for the care and maintenance of the library facilities and property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

Section 2. The Library Director shall attend open Board meetings whenever possible but shall have no vote.

Section 3. The Library Director shall serve for an indefinite term, subject to removal by the Board only with an affirmative vote of at least seven Trustees.

Section 4. The Library Director shall prepare an annual report at the end of each calendar year, which, after approval by the Board, shall be presented to the Eau Claire City Manager, the Eau Claire City Council, and the Eau Claire County Board.

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Section 1. Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the L.E. Phillips Memorial Public Library in which they have a direct or indirect financial interest.

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Revised on May 6, 1982
Revised on August 22, 1985
Revised on August 21, 1998
Revised on July 20, 2006
Revised on ????
LE PHILLIPS MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES
BYLAWS

ARTICLE I – Identification

This organization shall be called "The Board of Trustees of the L.E. Phillips Memorial Public Library." It exists by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercises the powers and the authority and assumes the responsibilities delegated to it under the said statute.

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