



# L.E. Phillips Memorial Public Library

## MEETING NOTICE

There will be a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on **Thursday, November 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. Citizen Comments (limited to 5 minutes per citizen)
3. Approval of the minutes (page 1)
4. Communications
5. Report of the Library Director (page 4)
6. Staff presentation – Information Technology Division (Steve Stoflet)
7. Committee reports
  - a. President's Report (page 11)
  - b. Capital Campaign Committee
  - c. Executive Committee
  - d. Legislative Committee
  - e. Planning Committee
    - Discussion and action on revising the composition of the committee to “at least” three Board members.
  - f. Discussion of appointment of chair and members to the Development Committee (Committee Description attached) (page 12)
  - g. Organizational Wellness Audit
8. Report of the Friends of the Library
9. Report of the Representative to the IFLS Board
10. Financial Reports (page 13)
11. Action on bills and claims (page 17)

12. Review of the monthly statistics (page 28)
13. Consideration of Unfinished Business
  - a. Discussion on the 2008 budget
  - b. Discussion and action on a request to the City to change parking meter limits on the North side of Eau Claire Street between Dewey and Farwell.
14. Consideration of New Business
  - a. Discussion and action on changing the loan period for certain visual media (page 35) (Note only the requested change will be included in the packet. If you wish to receive the whole policy, please request it from the Library Office)
  - b. Discussion of preference for method of distribution of Library Board materials (in paper or electronically)
  - c. Motion that the Board of Trustees of the LE Phillips Memorial Public Library convene in closed session to consider the work performance of the Library Director, which, for competitive or bargaining reasons, is permitted to be discussed in closed session in accordance with Section 19.85 (1) (c) of the Wisconsin Statutes.
  - d. Motion to reconvene in open session immediately following the closed session.
  - e. Discussion of draft calendar for 2008 (page 36)
15. Directives from the Library Board of Trustees to the Library Director
16. Adjournment

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

**Trustees are asked to bring the notebooks with Board background documents to the meeting so that Library staff can ensure that they are up to date**

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



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

*A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, October 25, 2007 at 7:00 a.m. in the Board Room of the Library. The following members were present: Dickey, Olson, Radtke, Schneider, Simonsen, Stelter, von Haden and Xiong.*

**MINUTES OF PREVIOUS MEETING**

On a motion made by Bob von Haden and seconded by Sue Olson, the Board unanimously approved the minutes from their September 20, 2007 meeting.

**COMMUNICATIONS**

Library Director Michael Golrick reported he received checks for the Capital Campaign from Luther Midelfort on behalf of two physicians.

**REPORT OF THE LIBRARY DIRECTOR**

In addition to his prepared report, Michael added he spent time this week on orientation of a new Board member, and drew Trustee attention to information in the packet regarding Library Elf, which works with any automated library system.

**PRESENTATION ON LIBRARY DEPARTMENTS**

Michael presented information on Administrative Services.

**COMMITTEE REPORTS**

**President's Report**

Mary Jurmain's report was circulated with the meeting packet.

**Capital Campaign Committee**

Sue Olson reported this Committee is actively seeking additional volunteers to help with the campaign, and she mentioned upcoming events such as Kevin McKinley's presentation November 7, and a chocolate tasting event February 10. Michael shared preliminary results from his meeting with Dan Market about conducting the building project in stages.

**Executive Committee**

The Committee drafted a new process for evaluation of the Library Director, which was distributed to Trustees. It was modeled after the process used to evaluate the City Police and Fire Chiefs.

**Legislative Committee**

Linda Stelter mentioned the passage of the state budget. Michael indicated, along with the budget, the state approved the exemption of library taxes from levy limits for counties. City Council will be reviewing the library's proposed 2008 budgets on November 1, with the public hearing scheduled for November 8.

### **Planning Committee**

Jean Radtke reported the Planning Committee would be meeting November 6 at 5:30 pm in the Board Room, and outlined the process they expect to use for hiring a planning facilitator in 2008.

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

The Board was enthusiastic about the Libraries Changes Lives Contest conducted by the Friends and asked Kathie Schneider to urge them to make this an annual event.

The next book sale will take place on November 9 and 10.

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

Sue Olson reported on a meeting of the IFLS Board on September 26. They reviewed the long range plans for IFLS and MORE, the proposed 2008 budget, and IFLS' policy to support only one shared library system. There was extended discussion of the relationship of the Fairchild Library with the other libraries in Eau Claire County and the payment by IFLS on behalf of Fairchild, for library services.

### **FINANCIAL REPORTS**

The Board reviewed the September Financial Reports.

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

On a motion made by Barb Dickey and seconded by Linda Stelter, the vote was unanimous to approve the Bills and Claims for September 14-October 12, 2007, as well as the Additional Bills and Claims Listing for September 2007.

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

The Board reviewed the September Statistical Report.

### **CONSIDERATION OF UNFINISHED BUSINESS**

Michael had nothing more to add regarding the 2008 budget which had not been shared earlier in the meeting.

Sue Olson made a motion to change the monthly Board meeting time to 5pm on the third Thursday of each month, beginning January 2008. The motion was seconded by Linda Stelter and passed unanimously.

Michael indicated a report on organizational wellness was not yet done, although funding of improved lighting has been approved.

### **CONSIDERATION OF NEW BUSINESS**

The Board reviewed a report on parking meter and enforcement options for Eau Claire and Dewey Streets. This item will be on the November Board agenda as an action item.

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

The Board asked the Library Director to: a) meet with the IFLS Director to discuss funding of library use by Fairchild residents, b) bring a report on organizational

wellness to the next Board meeting, c) schedule the installation of the bench commemorating Joe Bee Xiong, and d) check on the preparations for the Distinguished Service Award.

Trustees were asked to bring their trustee notebooks to the next meeting for updating.

**ADJOURNMENT**

Barb Dickey moved to adjourn the meeting. This was seconded by Sue Olson and passed unanimously.

Respectfully submitted,

Julie Gast  
Business Manager



## Library Director's Report November 2007

### Library Director's Report

As I started to compose this portion of the report, I expected it to be quite brief since there has been such a short time since the last meeting (10 working days). In addition, a number of areas where I have spent time will be covered elsewhere on the Library Board's agenda. These include meetings with and about both the Capital Campaign and the Planning Committee.

I had the opportunity to attend the Minnesota Innovative Users Group (MN IUG) meeting on the beautiful campus of St. Olaf College. There were some interesting topics covered, including several discussions of open source software to replace purchased, commercial automation systems. Much of the content is on my personal blog.

This year the City again offered flu shots to City staff. The Library served as one clinic location and many of the Library staff took advantage of the opportunity. City staff from other departments also attended the clinic here. I continue to attend the Clear Vision Eau Claire meetings which will help support the planning processes for the City and County.

The City Council work session which would have included discussion of the Library budget (and other departments) was cancelled due to the length of a special City Council meeting about the North Barstow development.

I attended the Chippewa Valley Fund Raising Professionals annual Celebration of Philanthropy luncheon. It was an opportunity to meet others involved in the fund raising process in Eau Claire. I also organized an initial meeting with staff at IFLS to begin talking about the situation with library users from the Village and Town of Fairchild. The next step will be to meet with the other library affected (Augusta), and I am setting up a meeting with the two Eau Claire County representatives to the IFLS Board. The Capital Campaign had a very successful presentation from Kevin McKinley on *20 Money Moves*. About fifty people attended the dynamic presentation. I met for the first time with the Downtown Eau Claire Inc. (DECI) Transportation Committee. At the moment the major focus is on walking and bicycle paths in the downtown.

The morning of the Board meeting will be the last time when I will have to dash out to a Leadership Eau Claire (LEC) day since Board meetings will be in the evening beginning with the January meeting (and LEC does not meet in December.) Through LEC I am taking the opportunity of riding along for two hours one evening with one of the Eau Claire Police officers.

On a more personal note, my mother is doing well. She is getting out with help, and I do not expect to travel to see her until the end of the year holidays. I will be out of town for Thanksgiving, but I am staying in Midwest (and driving to my destination). I am planning on taking several days at Christmas for travel east.

## **Building notes**

The Library recently issued a purchase order to install new lighting in the public stairwells and the lower level hallway. I expect this to happen fairly quickly. After the first of the year, we will replace the lights in the front lobby and along the corridors to the public rest rooms.

There are new trees along Eau Claire Street. When I called the City Forrester to ask about some tree trimming (more on that in a moment), he offered to plant some excess trees in the existing tree wells. This has eliminated both some unsightly weeds and the many small rocks which were in those patches. In addition, the trees by the entrance have been trimmed so that I no longer brush them. On the lower level, one of the ornamental fruit trees has been removed and the other severely trimmed. It was the Forrester's opinion that the one tree was too diseased to save. I think that replacement should not be discussed until after all of the building work in that area is complete.

## **From the Management Team**

### **Staff and Human Resources**

On October 31st, Jean Nemitz was awarded an extension to her 25 year plaque – a 10 year addition representing 35 years of service.

Circulation had two new staff joining the circulation team: Muriel Gunderson began as a new Desk Clerk and Philip Janse-Vreeling began as a new evening page.

Several Management staff attended an HR workshop on October 31<sup>st</sup> entitled “Conducting Effective Personnel Investigations—from before the complaint arises through the aftermath.”

### **Reference**

Renee Ponzio had Jill Przytarski a work study student from U. W. – Eau Claire in Reference for 3 weeks, Jill finished her time with the reference Department the first week of October. Jill did an readers' advisory table display, a club read list, some weeding, observed at the desk, and worked on other projects to allow her to see the varied jobs that Reference performs.

On October 3, Barb Erdmann and her class of 18 Library Science Students from U. W. – Eau Claire came to the library for a short tour and hands on experience with the library databases. Renee gave the tour and then discussed with the students the how to use the databases and provided tricks and tips to use them to their best advantage. Renee also discussed her responsibilities at the Library and her experiences working elsewhere.

Renee is part of the Library Books by Mail committee. The first meeting was held on October 11 at IFLS. The second meeting was held at the Library Books by Mail facility in Menominee on the 25<sup>th</sup>. Renee prepared two reports for the committee, the first described the L.E. Phillips Memorial Public Library Home Delivery service, while the other looked at census information for the seven counties involved in the IFLS-provided service.

On the 29<sup>th</sup>, Cindy Westphal, Joe Niese, Theresa Boetcher, John Stoneberg and Renee attended a 2-1-1 meeting to discuss ways that the Library and 2-1-1 could work together and enhance each of the community information offerings. Joe and Theresa have been working on modifying the Library's database to reflect the change in emphasis. Theresa made 55 changes, added 23 new records and deleted three records in October and continued to train Joe on procedures for entering items.

The Wisconsin Library Association Annual Conference was held on October 17-19. Renee attended this year's event in Green Bay. Several of the technology workshops were of interest,



using Web 2.0 technology and podcasting to get the libraries message out to more people. Both John Stoneberg and Renee were trained by Jeff Burns on how to make changes and update information on the website. Renee continues to serve as the chairperson for the statewide AskAway publicity committee. In October she attended two meetings one by phone conference and one at the WLA convention in Green Bay.

In October the Home Delivery Service had two deaths and two others who went off the program. Kathy Herfel put four new people on Home Delivery keeping the total at 183. The Heatherwood Book Group was attended read *Whitethorn Woods* by Maeve Binchy. Kathy revised a genealogy handout and represented the library/Home Delivery Service at several Senior Americans' Day planning meetings.

The MORE Office received a new phone number when the library switched over to the new system on October 30. They will have voice mail for the first time ever. With a new phone number, they are working on making changes to the information on all of the interlibrary loan envelopes, form letters, and a few other areas.

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

The library partnered with the Altoona Public Library and Borders Books Music Movies and Café to celebrate Banned Books Week September 30 through October 6. This year, the Young Adult Advisory Board organized a public reading in the library lobby of selections from banned and challenged books. A “progressive” event was also held: participants traveled from our library to Altoona and then to Borders for a variety of readings, film viewings, games and discussions focused on the topic of censorship and book banning.

Bess Arneson worked with U. W. – Eau Claire art professors and students to develop the poster for ArtsWest 29. Each year, several art professors assign the task of creating publicity for ArtsWest to their graphic design students, and Bess and members of the library's art committee provide input and guidance as the project progresses. In October, the committee began finalizing its selection from the students' completed projects. This project is a great opportunity for students to get experience and for the library to build bridges to the community and benefit from the creativity of its members.

The first of “5 Fabulous Foreign Films” was shown on October 9, followed by a film showing and discussion each Tuesday evening during the month. The series showcases exceptional foreign films that have won various awards over the past six years. A discussion series based on film adaptations of Shakespeare's play “Henry V” began October 22. UWEC English professor Jan Stirm is leading this popular series. An informational lecture on the potential hazards of mercury in dental fillings was held at the library on October 27. Leo Cashman, president of the national organization Dental Amalgam Mercury Syndrome, Inc., was the featured speaker.

Melany Bartig and Bess Arneson staffed a booth at this year's Business Expo in the Ramada Inn Convention Center downtown on Tuesday evening, October 16, and Wednesday, October 17.

The 8<sup>th</sup> Annual Chippewa Valley Book Festival was held October 18 through 21, with several events held at the library on Saturday and Sunday. Featured speakers included U.S. Congressman Dave Obey (who talked about his experiences in Washington that are recounted in his new book *Raising Hell for Justice: The Washington Battles of a Heartland Progressive*) as well as three authors writing about their experiences in and reflections on the

war-torn Middle East. The library hosted over 300 visitors to the event on Saturday and over 150 on Sunday.

“The Book of Moons” art exhibit opened on October 21. This show features stained glass by Laurie Bieze, pottery by David Caradori, and drawings and paintings by Allan Servoss. It has turned out to be an exceptionally popular exhibit.

Larry Nickel worked on the design for a new library note card, new business cards for several staff members, and updated the letterhead and window envelope stationary layouts using the new logo configuration. He prepared and sent the artwork for all of these projects to the printing vendor. Larry also completed the layout for the Library Elf handout; Jenny printed, cut and distributed the handouts to public desks.

Larry installed signs on all of the remaining grocery store drop boxes that can be changed regularly to promote library services and programs.

### **Safety and Security**

A bike theft topped the safety and security concerns in October. Larry Nickel worked with Assistant Director John Stoneberg to determine if our security cameras had caught the thieves in the act. Recordings showed two youths jumping on the bicycles, which were next to the library front entrance and unlocked, and riding away. Larry captured video of the two boys in and around the library and made CD copies of the files, should the police obtain a warrant for the recordings. An officer had spotted the boys with the bikes soon after the thefts and stated that he would be charging one of the boys, whom he recognized, with theft.

Larry edited the written procedures for creating back up files for the door access system. Procedures changed, and became simpler, when a new server with the latest version of the access software was installed this past summer. The back up files contain a “journal” of every occasion a door with fob access is opened, as well as changes to the system, such as turning an alarm off during the set up for a book sale.

### **Technical Services**

Jean Nemitz, Sharon Price, and Jean Pickerign met with Julie Gast, Mary Blakewell, and Tom Hoff, City of Eau Claire, continue to work on integrating the receiving and payment features of the Library’s software with the City’s accounting system.

This month, Technical Services staff implemented many of III consultant Georgia Fujikawa’s suggestions to use the power of the Millennium software and other technology. Jean Nemitz is adding the format to bibliographic records as she downloads records into the database; Jean Pickerign is now rapid receiving and creating an item record at the same time; catalogers are adding call numbers to already-created-item-records for fiction items and including call numbers in the proper MARC tag when downloading bibliographic records; Teri Oestreich is no longer keying in call numbers, but doing copy and paste from the bib record, changing ICODE1, ICODE2, and checking location; electronic claiming of periodicals was setup, tested and is now in place!; Teri is now using B&T carts for replacement orders; Jean Nemitz is using a double monitor for ordering and it is allowing her to work without printing out the B&T carts.

The turnaround study is completed. Jackie Hagenbucher will be inputting the data to run the report. Results of this report will be used to recognize and address areas/groups of ordered items that are not moving through the department in a timely manner. Sharon began the use of the online billing product for OCLC. WILs is no longer printing paper reports. Jean Nemitz is coordinating

the inventory of the paperback browsing collection. This collection has never been inventoried. Its results should help selectors with a meaningful report on what can be weeded, how to best locate the browsers.

On October 26, Jill Przytarski started her three weeks in Technical Services as part of her field experience for a Library Science minor. Jill will be introduced to the general workflow of materials through the Division as they are readied for availability to our customers; she will learn searching strategies in heavily used databases, MilCat, OCLC, Online Dewey, Baker & Taylor for use in several projects: a Dewey reclassification project, donated Music CD project, and the addition of title ID to checkin record project for electronic claiming. In the first two of these projects she will use her analytical skills to compare Dewey numbers and choose the best for material in hand, and review bibliographic records with item in hand to find a match. She will be given an overview of ordering, storing and use of supplies and special equipment of the Division.

### **Youth Services**

Youth Services offers storytime for several ages throughout the year including Book Babies for children ages 15 to 23 months, Toddler Tales for two and three-year-olds, and preschool storytime. This fall staff started offering a Family Storytime on Tuesday evenings geared towards ages 2-6. It started out slowly but has exploded with as many as 50 people in attendance. The staff is very excited about the success of this program and plans to continue to offer it next year.

Shelly and Chrissy were invited to present at the NWEA Early Childhood Mini-Conference (formerly known as the Western Regional Early Childhood Conference) on October 13<sup>th</sup>. They demonstrated a variety of fun and engaging storytelling techniques to use with young children and shared resources for finding stories, transition activities and songs to help enhance early childhood curriculum. The program was well-received and Shelly and Chrissy enjoyed organizing and presenting the session.

Teen Read Week for 2007 was celebrated October 14-20. The theme this year was LOL@ Your Library (laugh out loud) so the YAAB invited the improv group, Cheap Theatrics, to perform a few of their own skits and then perform some activities to get the audience involved.

Halloween brought out a number of interesting characters to the library on Halloween. Youth Services hosted a Halloween Storytime and costume parade on the morning of the 31<sup>st</sup> and had about 200 preschoolers and their parents show up for a spooktacular time. The staff, dressed as penguins, presented stories and songs and then the children had an opportunity to parade through the library and trick-or-treat at the Circulation, Reference and Youth Services desks. Staff voted for winners in a number of costume categories.

The evening of the 30<sup>th</sup>, Jill and Chrissy held a scary stories program for kids in grades 3-6 in the storyroom. Kids were treated to scary tales and spooky activities for this first-time program.

Alisha gave tours to a couple of Scout troops this month. A group of 5<sup>th</sup> grade Boy Scouts and a separate group of 1<sup>st</sup> grade Cub Scouts came in for tours of the library and help with work on specific badges.

Terri Goettel, an early childhood specialist from the Eau Claire Area School District, will be presenting music and imaginative play sessions on Fridays between October 26 and November 30. Sessions will be held in the Story Hour Room from 10-10:30 before the playgroup and will help parents discover how music, movement and play enhance creativity, literacy, confidence and self expression. The sessions also reconfirm that families are the best teachers for their children.

Students are encouraged to Turn Over a New Leaf @ the Library during October and November. This program lets youth between the ages of 7-18 “read off” their unpaid Eau Claire fines. Participants can read off \$1.00 for every 15 minutes they read at the library on Tuesday afternoons from 4-5 and/or Saturday afternoons from 2-4. So far, about 20 students have signed up and are working diligently to get their library cards back in good standing.

### **Assistant Director**

John Stoneberg and four other library managers—Julie Gast, Laura Miller, Renee Ponzio and Sharon Price—attended an excellent workshop on October 31 entitled “Supervisor's Roadmap to Managing Employee Misconduct” conducted by lawyers from the Milwaukee firm of von Briesen & Roper. This training provided an interactive and in-depth look at the process of personnel investigations. Attendees received practical tips and insights to assist them in their daily activities and left with tools to have more confidence in successfully conducting workplace investigations. The workshop notebook that was provided to each attendee called “Conducting Effective Personnel Investigations—from before the Complaint Arises through the Aftermath” should also prove very helpful.

The IFLS/MORE PLA Planning Committee that John Stoneberg is on has approved almost \$6,000 in funds to assist system library staffs in various ways to be able to attend the national PLA conference in Minneapolis in 2008.

### **Circulation**

In accordance with the Eau Claire County Contract, a list of current library users from the 16 municipalities in Eau Claire County was sent to each Municipal Chair. This report is generated by Mary Blakewell, reviewed for accuracy by Laura Miller and then mailed out. The list of current library users are those customers who have had some type of circulation activity within the last year's period of time.

The field work student, Jill Przytaski, spent approximately 30 hours in the Circulation division this month. Jill assisted with a number of projects assigned by the Circulation Manager, including updating the MORE library binder at the Circulation desk. She was trained on page tasks, as well as some desk tasks. Given the extended training needed for working at the Circulation desk, Jill mostly observed these functions.

The Document Delivery study of holds was run this month. This is a study of 300+ random holds placed by our library patrons. The format of an item, the owning library, and when the item is ready for pick-up is tracked over a 30 day period. This study is done three times during the year by the Circulation Manager and the data made available to library Selectors.

The MORE Operations meeting was held October 15<sup>th</sup> and was attended by Laura Miller, Circulation Manager and Jill Fieldwork student. Discussions at the meeting were mostly follow-up related conversations regarding the III Consultant visit.

The annual Unique Management financial results chart is included in this month's Board packet. Unique Management Services provides the Collection Agency (materials recovery) service for our library.

### **Information Technology (IT)**

The setup for telephone notification system (Teleforms) is now complete. All that remains is final testing with help from staff at Innovative Interfaces. They need additional time to complete the instructions for library staff and it appears that it will be close to the end of November before it becomes available to the public.

Work on the revised MORE on-line catalog web site is almost complete. Several new features, such as patron ratings, relevancy rankings, and updated material type icons have been recently introduced. Once this is complete it will be made available to staff via the test port and MORE staff will conduct a survey. Final modifications will be made based on the results of the survey.

The new library web site was designed with the notion that fresh content could be supplied by staff without the direct intervention by the Webmaster. Training on the software that facilitates this (Content Management System software) has been going on for the last few weeks. Staff from Reference, PRPS, Youth Services, and Administration has received training.

On the morning of October 30<sup>th</sup> Library telephones were cutover to the new Voice over IP (VoIP) system. This is the culmination of many months of work by IT staff and technicians from both Berbee and Heartland Business Systems. For this to happen all components of the local area network (LAN) were upgraded, security was boosted by implementing virtual local area networks (VLANS), the library was connected to the CINC fiber-optic network, emergency backup plans were created, station reviews were completed, all the existing telephone wiring was identified and labeled so that it could be connected properly (and much is original to the building), as were a multitude of other tasks.

Next on the list is the task of providing the public with wireless Internet access. Much of the physical network is in place. Most of the remaining steps are contingent upon the acquisition of a second, independent, source of Internet access. Library staff are working in tandem with the City of Eau Claire IT Manager on this. The project is expected to be complete in about four weeks.

Because workstation, printer, and related hardware problems last month were minimal there was time to make significant headway on other projects. Kris Nickel worked with Youth Services staff to standardize all eight Discovery stations with the same games. This makes it much easier for customers to sign up for Discovery computers and should decrease wait times.

Respectfully submitted,

Michael Golrick  
Library Director

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

Joe assisted a person from New Orleans who called looking for information on an old refrigerator he had in his possession. It was from the Cold Storage Refrigerator Company, which was located in Eau Claire in the late 1800's early 1900's. Joe found a few pictures online, as well as advertisements in the electronic City Directories.

A customer came into the library looking for information on a John McAlpine, who is buried in the Forrest Hill Cemetery. She stated that he has the most beautiful mausoleum in the cemetery but; she couldn't find anything about him. Joe went to the digitally archived newspapers. They found that he was a wealthy Duluth Lumberman, formerly of Eau Claire. Interestingly, they also found that he was murdered (shot in the head) in Duluth in August of 1913. He had a large amount of debt and a large insurance claim. Over two years after his death the murderer and motive was still unknown.



Library Board of Trustees  
Committee Descriptions

**Development Committee**

**Description:**

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

**Duties:**

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

**Composition:**

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

**Notes:**

The Committee may have subcommittees and task forces including but not limited to: Endowment, Capital Campaign, and task forces for events.

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

OBJ #	ACCOUNT NAME	2007 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
4002	General Property Tax-City	\$ 2,711,500.00	\$ 2,711,500.00		\$ -	100.0%
4112	Federal Aid-WI Humanities Grants	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
4128	Federal Aid-Other	\$ 15,000.00	\$ 3,220.80		\$ 11,779.20	21.5%
4330	Library Fines & Miscellaneous Revenue	\$ 132,000.00	\$ 109,022.53		\$ 22,977.47	82.6%
4398	Other Penalties (Collection Agency)	\$ 3,100.00	\$ 2,115.10		\$ 984.90	68.2%
4451	Electronic Copy Revenue	\$ 2,500.00	\$ 1,697.63		\$ 802.37	67.9%
4452	Copier Revenue	\$ 2,700.00	\$ 2,734.17		\$ (34.17)	101.3%
4602	Service to Eau Claire County	\$ 522,400.00	\$ 520,629.00		\$ 1,771.00	99.7%
4608	Indianhead Library System	\$ 123,000.00	\$ 21,434.50	\$ 10,717.25	\$ 90,848.25	26.1%
4672	Service Charge-Other (Fairchild)	\$ 1,500.00	\$ 805.98	\$ 402.99	\$ 291.03	80.6%
4798	Misc Service Revenues (Act 150)	\$ 104,600.00	\$ 168,750.60		\$ (64,150.60)	161.3%
4834	Book Bag Sales	\$ 700.00	\$ 273.46		\$ 426.54	39.1%
4836	Misc Grant Revenue	\$ -	\$ -		\$ -	n/a
4850	Gift Revenue	\$ 16,000.00	\$ 26,152.13		\$ (10,152.13)	163.5%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 13,106.48		\$ 1,893.52	87.4%
4858	Refund of Prior Years Expense	\$ -	\$ -		\$ -	n/a
4898	Miscellaneous Revenue	\$ 4,300.00	\$ 4,417.19		\$ (117.19)	102.7%
5152	Sale of Capital Assets	\$ 200.00	\$ -		\$ 200.00	0.0%
5590	Fund Balance Used for CIP	\$ 3,655,500.00	\$ 3,585,859.57	\$ 11,120.24	\$ 58,520.19	98.4%
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	n/a
	<b>TOTAL REVENUE</b>	<b>\$ 3,720,000.00</b>	<b>\$ 3,585,859.57</b>	<b>\$ 11,120.24</b>	<b>\$ 123,020.19</b>	<b>96.7%</b>

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>PUBLIC LIBRARY EXPENDITURE</b>						
6010	Payroll Wages	\$ 1,695,600.00	\$ 1,349,621.04		\$ 345,978.96	79.6%
6040	Employer Paid Benefits	\$ 333,100.00	\$ 254,416.70		\$ 78,683.30	76.4%
6043	Health Insurance-Employer	\$ 319,100.00	\$ 236,441.14		\$ 82,658.86	74.1%
6047	Health Insurance Deductible	\$ 57,400.00	\$ 35,941.38		\$ 21,458.62	62.6%
6108	Unemployment Compensation	\$ 8,800.00	\$ 1,906.00		\$ 6,894.00	21.7%
6110	Postage & Shipping	\$ 24,200.00	\$ 14,911.34		\$ 9,288.66	61.6%
6112	Computer Service Charges	\$ 92,500.00	\$ 78,560.76		\$ 13,939.24	84.9%
6116	Binding	\$ 1,000.00	\$ 65.55		\$ 934.45	6.6%
6120	Auditing	\$ 2,300.00	\$ 1,807.57		\$ 492.43	78.6%
6122	Cataloging	\$ 28,300.00	\$ 27,772.24		\$ 527.76	98.1%
6128	Repairs to Tools & Equip	\$ 5,600.00	\$ 2,704.09		\$ 2,895.91	48.3%
6138	Equipment Rental	\$ 10,600.00	\$ 4,200.82		\$ 6,399.18	39.6%
6150	Special Services	\$ 54,200.00	\$ 24,212.21		\$ 29,987.79	44.7%
6160	Staff Training/Conference	\$ 21,400.00	\$ 15,926.20		\$ 5,473.80	74.4%
6162	Membership Dues	\$ 3,600.00	\$ 1,516.00		\$ 2,084.00	42.1%
6198	Miscellaneous Contractual	\$ 48,100.00	\$ 40,154.24	\$ 568.00	\$ 7,377.76	84.7%
6202	Electricity	\$ 69,400.00	\$ 58,748.94		\$ 10,651.06	84.7%
6208	Gas Service	\$ 22,200.00	\$ 13,906.95		\$ 8,293.05	62.6%
6210	Telephones	\$ 13,800.00	\$ 14,965.73		\$ (1,165.73)	108.4%
6252	Water Service	\$ 2,100.00	\$ 1,640.83		\$ 459.17	78.1%
6254	Sewer Service	\$ 2,200.00	\$ 1,060.52		\$ 1,139.48	48.2%
6308	Special Assessments	\$ 500.00	\$ 580.62		\$ (80.62)	116.1%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 25,833.30		\$ 5,166.70	83.3%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 80,600.00	\$ 55,778.27	\$ 6,318.37	\$ 18,503.36	77.0%
6410	Periodicals	\$ 22,800.00	\$ 21,229.55		\$ 1,570.45	93.1%
6411	Pamphlets	\$ 200.00	\$ 3.00		\$ 197.00	1.5%
6412	Books-Adult	\$ 178,600.00	\$ 138,631.09		\$ 39,968.91	77.6%
6413	Books-Juvenile	\$ 72,400.00	\$ 54,950.64		\$ 17,449.36	75.9%
6414	Non-print Materials	\$ 59,100.00	\$ 50,222.63		\$ 8,877.37	85.0%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 9,155.55		\$ 5,844.45	61.0%
6490	Equipment Purchases < \$5000	\$ 60,400.00	\$ 46,040.82	\$ 1,664.00	\$ 12,695.18	79.0%
6496	Gift Expenditures	\$ 16,000.00	\$ 11,986.82	\$ 844.69	\$ 3,168.49	80.2%
6498	Other Materials & Supplies	\$ 2,800.00	\$ 2,006.16		\$ 793.84	71.6%
6790	Refunds & Reimbursements	\$ 10,500.00	\$ 10,213.10		\$ 286.90	97.3%
6802	Capital Purchases	\$ 5,800.00	\$ 5,900.40		\$ (100.40)	101.7%
7044	Transfer to Library Capital Projects	\$ 105,900.00	\$ 105,900.00		\$ -	100.0%
		\$ 3,477,100.00	\$ 2,718,912.20	\$ 9,395.06	\$ 748,792.74	78.5%



OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>LIB BLDG MAINTENANCE EXPENDITURE</b>						
6010	Payroll Wages	\$ 121,600.00	\$ 76,813.47		\$ 44,786.53	63.2%
6020	Payroll Overtime	\$ 16,400.00	\$ 9,113.09		\$ 7,286.91	55.6%
6030	Special Pays	\$ 600.00	\$ 422.09		\$ 177.91	70.3%
6040	Employer Paid Benefits	\$ 25,700.00	\$ 14,961.72		\$ 10,738.28	58.2%
6043	Health Ins (ER)	\$ 33,200.00	\$ 15,611.91		\$ 17,588.09	47.0%
6047	Health Insurance Deductible	\$ 6,500.00	\$ 5,161.74		\$ 1,338.26	79.4%
6108	Unemployment Compensation	\$ -	\$ -		\$ -	n/a
6128	Repairs to Tools & Equipment	\$ 200.00	\$ 259.95	\$ 129.98	\$ (189.93)	195.0%
6130	Repairs to Buildings	\$ 19,200.00	\$ 19,096.64	\$ 766.00	\$ (662.64)	103.5%
6138	Equipment Rental	\$ 100.00	\$ -		\$ 100.00	0.0%
6144	Laundry & Dry Cleaning	\$ 200.00	\$ 39.00		\$ 161.00	19.5%
6150	Special Services	\$ 7,900.00	\$ 7,436.88	\$ 1,412.79	\$ (949.67)	112.0%
6214	Garbage Service	\$ 2,100.00	\$ 1,613.28		\$ 486.72	76.8%
6256	Stormwater Charges	\$ 400.00	\$ 526.27		\$ (126.27)	131.6%
6460	Repair Part & Supplies	\$ 1,100.00	\$ 297.26		\$ 802.74	27.0%
6464	Building Materials & Janitorial Supplies	\$ 7,700.00	\$ 3,282.23		\$ 4,417.77	42.6%
		\$ 242,900.00	\$ 154,635.53	\$ 2,308.77	\$ 85,955.70	64.6%
	<b>TOTAL EXPENSES</b>	<b>\$ 3,720,000.00</b>	<b>\$ 2,873,547.73</b>	<b>\$ 11,703.83</b>	<b>\$ 834,748.44</b>	<b>77.6%</b>

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
6810	<b>LIBRARY BLDG IMPROVEMENT</b> Capital Costs	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
6802	<b>TECHNOLOGY UPGRADE</b> Capital Purchases	\$ 946,000.00	\$ 891,092.64	\$ 26,727.62	\$ 28,179.74	97.0%
6810	<b>LIBRARY BUILDING EXPANSION</b> Capital Costs	\$ 700,000.00	\$ 92,370.80	\$ 13,381.00	\$ 594,248.20	15.1%
6810	<b>LIBRARY BLDG IMPROVEMENT</b> Capital Costs	\$ 115,600.00	\$ -	\$ 4,900.00	\$ 110,700.00	4.2%
<b>TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE</b>		<u>\$ 2,654,400.00</u>	<u>\$ 1,699,572.82</u>	<u>\$ 45,008.62</u>	<u>\$ 909,818.56</u>	65.7%

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

**CUSTODIAL OPERATING BUDGET:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 10,136.02
Various	WRS, SS, life, disability	\$ 1,738.11
Various	Health insurance, deductible	\$ 1,982.79
Braun Thyssenkrupp	Monthly service-dumbwaiter	\$ 162.84
Braun Thyssenkrupp	Monthly service-elevator	\$ 488.45
McQuay Service	Check operation of chiller	\$ 173.02
Braum Corporation	Repair elevator	\$ 423.50
Greener Grass Systems	Repair parts, irrigation system	\$ 74.00
Hovlands Inc	HVAC repairs	\$ 148.50
Traci's Green Interiors	Plant rental, monthly	\$ 260.52
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
Wil Kil Pest Control	Pest control service	\$ 20.00
Waste Management	Garbage and recycling	\$ 191.07
Queens Dry Cleaners	Service, laundering rags	\$ 13.00
		\$ 26.82
		<hr/>
		\$ 16,056.48

**LIBRARY OPERATING BUDGET:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 127,668.56
Various	WRS, SS, life, disability	\$ 23,889.44
Various	Health insurance, deductible, EAP	\$ 31,305.19
City of Eau Claire	Unemployment	\$ -
City of Eau Claire	Property insurance, etc.	\$ 2,583.33
		<hr/>
		\$ 185,446.52

**LIBRARY CAPITAL CAMPAIGN:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 985.60
Various	WRS, SS, life, disability	\$ 191.69
		<hr/>
		\$ 1,177.29

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

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

1,107	1,112	1,350	17.6%	Month of October
1,286	1,286	1,315	2.2%	Year to date

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

676	676	749	9.7%	Month of October
860	840	837	-0.4%	Year to date

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

70.8%	71.4%	71.4%	0.0%	City of Eau Claire
16.5%	16.1%	16.4%	2.1%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.7%	12.5%	12.2%	-2.7%	All other users checking something out or renewing from this building

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

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

14,472	14,706	15,684	6.2%	Month of October
153,535	156,348	155,500	-0.5%	Year to date

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

77,046	76,673	80,236	4.4%	Month of October
827,040	832,682	810,204	-2.8%	Year to date

**RENEWALS FROM LIBRARY BUILDING\***

5,091	4,131	4,294	3.8%	Month of October
53,946	48,983	42,653	-14.8%	Year to date

*\*Does not include remote or telephone renewals*

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

**Telephone renewals**

1,341	1,421	1,613	11.9%	Month of October
13,432	14,314	14,969	4.4%	Year to date

**Web renewals**

14,924	16,990	17,189	1.2%	Month of October
139,085	148,725	159,078	6.5%	Year to date

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

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

6,768	7,493	8,896	15.8%	Month of October
67,838	78,140	85,676	8.8%	Year to date

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

7,687	9,253	9,773	5.3%	Month of October
76,308	92,442	94,867	2.6%	Year to date

**MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS**

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

1,108	1,217	1,376	11.6%	Month of October
9,605	10,464	11,831	11.6%	Year to date

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

1,301	1,442	1,639	12.0%	Month of October
10,614	13,349	14,314	6.7%	Year to date

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

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

192	225	255	11.8%	Month of October
2,614	2,418	2,551	5.2%	Year to date

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

744	517	449	-15.1%	Month of October (without renewals)
6,413	5,422	4,794	-13.1%	Year to date (without renewals)

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

6	2	11	81.8%	Month of October (renewals)
63	88	190	53.7%	Year to date (renewals)

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

1,024	793	n/a	n/a	Month of October (without renewals)
9,431	10,140	n/a	n/a	Year to date (without renewals)

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

96	n/a	n/a	n/a	Month of October Renewals
829	n/a	n/a	n/a	Year to date Renewals

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**UNIQUE VISITORS TO WEBSITE**

11,582	n/a	n/a	n/a	Month of October
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ITEMS CIRCULATED AMONG THE MORE MEMBER LIBRARIES - October 2007

Material belonged to:

	Altoona	Augusta	Baldwin	Balsam Lake	Boyceville	Cadott	Centuria	Chippewa Falls	Chetek	Clear Lake	Colfax	Deer Park	Dresser	Eau Claire	Ellsworth	Elmwood	Fall Creek	Frederic	Glenwood City	Hammond	Hudson	IFLS	
<i>Patron checked out at:</i>																							
Altoona	-	14	34	16	17	23	6	107	12	24	13	7	7	266	16	13	15	34	19	12	90	-	
Augusta	21	-	12	2	4	1	7	27	5	2	2	-	2	88	14	4	9	7	6	8	31	-	
Baldwin	45	9	-	13	17	23	9	152	24	25	23	8	14	339	19	24	30	35	32	42	128	-	
Balsam Lake	20	6	22	-	5	9	3	36	5	5	8	3	5	120	5	4	10	15	11	11	59	-	
Boyceville	23	7	31	7	-	18	5	75	7	5	11	8	9	202	12	7	6	19	13	13	72	-	
Cadott	19	6	14	2	7	-	1	34	2	6	3	1	5	75	10	1	6	7	9	5	37	-	
Centuria	5	3	10	4	5	5	-	13	3	4	3	3	-	62	5	1	4	7	4	4	24	-	
Chippewa Falls	162	48	109	48	38	62	33	-	46	93	55	21	18	1,007	63	21	60	83	59	125	252	-	
Chetek	21	5	29	18	10	14	8	59	-	15	11	4	4	125	19	16	14	16	11	14	59	-	
Clear Lake	21	6	33	8	12	10	5	51	11	-	23	8	4	136	16	11	9	14	6	7	85	-	
Colfax	19	7	18	6	12	13	5	58	10	13	-	2	6	177	13	10	10	11	12	23	68	-	
Deer Park	1	-	13	3	3	4	2	19	1	9	-	-	1	27	3	2	4	5	6	5	17	-	
Dresser	-	3	5	1	1	1	-	5	-	-	3	2	-	33	-	-	1	2	-	2	6	-	
Eau Claire	403	116	265	90	108	95	78	908	118	142	155	60	46	-	160	118	153	188	99	256	579	-	
Ellsworth	44	11	30	9	18	10	7	88	14	16	10	7	6	252	-	14	14	21	20	18	84	-	
Elmwood	14	2	15	5	5	5	3	52	5	2	6	2	1	91	4	-	4	21	4	16	25	-	
Fall Creek	15	5	16	5	10	3	2	30	4	7	8	2	4	73	9	4	-	16	6	10	38	-	
Frederic	54	11	51	5	19	14	7	108	19	18	17	9	15	209	20	17	11	-	13	17	91	-	
Glenwood City	23	11	18	8	12	15	7	52	10	8	7	5	4	171	20	5	12	19	-	21	73	-	
Hammond	32	6	32	11	14	8	6	86	11	12	11	7	7	133	8	5	6	20	17	-	65	-	
Hudson	157	50	138	43	62	38	28	332	52	74	65	25	19	1,005	79	48	69	101	81	114	-	-	
IFLS	1	1	8	4	-	2	3	5	1	1	8	-	-	20	4	-	8	1	2	1	9	-	
Luck	29	16	44	11	18	14	9	98	21	16	15	8	14	240	14	14	12	22	26	30	121	-	
Menomonie	141	51	168	35	62	49	27	328	50	58	64	24	25	1,032	66	35	73	99	90	91	401	-	
Milltown	15	5	14	2	8	9	1	37	10	6	8	4	1	113	12	5	7	15	12	20	48	-	
New Richmond	101	32	82	17	32	33	15	220	45	50	48	14	27	562	61	27	46	49	37	90	226	-	
Osceola	70	17	55	11	30	8	13	127	32	34	23	1	14	377	37	17	21	58	22	44	160	-	
Polk County	4	2	5	4	3	2	1	5	3	3	2	-	-	23	8	-	4	4	2	3	13	-	
Pepin	16	11	10	5	5	6	5	36	7	3	8	1	4	93	10	6	8	17	8	14	38	-	
Park Falls	28	5	34	14	12	9	9	115	18	13	20	10	4	251	20	15	24	36	16	21	78	-	
Phillips	12	3	21	5	5	5	3	25	4	1	6	5	1	92	6	1	7	9	3	7	34	-	
Plum City	11	5	9	5	6	3	6	22	4	2	6	2	-	79	8	1	2	5	3	4	27	-	
Prescott	29	19	27	5	6	7	2	83	5	19	10	4	6	196	11	9	16	26	8	14	78	-	
River Falls	125	38	105	31	53	42	21	259	52	64	47	29	21	857	59	36	61	71	46	75	276	-	
Rice Lake	106	33	104	36	33	46	32	210	43	34	38	14	14	597	52	29	40	62	48	62	276	-	
Roberts	9	3	9	3	8	4	-	16	2	8	3	-	3	60	1	1	4	6	5	8	21	-	
St Croix Falls	30	2	21	8	16	2	11	47	16	11	8	6	3	174	14	3	8	14	12	24	72	-	
Somerset	22	11	32	7	13	9	7	73	6	25	13	12	5	234	24	13	15	30	22	17	88	-	
Stanley	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Spring Valley	14	3	15	7	6	9	5	46	4	6	7	5	2	98	6	6	4	18	12	16	52	-	
Woodville	34	6	28	5	10	3	4	38	9	7	7	3	3	84	15	4	11	8	8	28	42	-	
Blank code	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total</b>	<b>1,896</b>	<b>589</b>	<b>1,686</b>	<b>519</b>	<b>705</b>	<b>633</b>	<b>396</b>	<b>4,082</b>	<b>691</b>	<b>841</b>	<b>775</b>	<b>326</b>	<b>324</b>	<b>9,773</b>	<b>923</b>	<b>499</b>	<b>818</b>	<b>1,191</b>	<b>810</b>	<b>1,292</b>	<b>3,943</b>	<b>-</b>	

Luck	Menom- onie	Milltown	New Richmond	Osceola	Polk County	Pepin	Park Falls	Phillips	Plum City	Prescott	River Falls	Rice Lake	Roberts	St Croix Falls	Somerset	Stan- ley	Spring Valley	Wood- ville	Blank Code	Total	New Lender (Borrower)		
																					<i>Patron checked out at:</i>		
20	123	29	51	31	9	6	24	15	16	23	94	52	15	10	16	-	16	15	-	1,310	Altoona	586	
8	33	6	18	9	3	4	9	21	9	9	36	12	5	4	6	-	3	4	-	451	Augusta	138	
26	171	23	76	44	16	17	40	44	11	31	147	86	28	26	25	-	25	23	-	1,870	Baldwin	(184)	
8	57	8	23	22	6	11	7	10	7	12	47	28	10	8	13	-	7	2	-	648	Balsam Lake	(129)	
14	73	9	30	32	9	8	17	20	8	13	87	41	8	6	19	-	6	10	-	960	Boyceville	(255)	
8	47	9	20	16	9	6	7	11	3	14	27	24	6	6	8	-	4	9	-	484	Cadott	149	
7	13	7	15	3	-	3	8	5	4	8	26	12	4	3	7	-	2	6	-	302	Centuria	94	
58	379	44	208	94	27	45	68	123	42	84	377	192	50	37	61	1	34	48	-	4,375	Chippewa Falls	(293)	
20	87	14	48	23	7	11	20	21	9	18	89	41	12	16	12	1	11	11	-	943	Chetek	(252)	
16	95	1	44	28	8	6	23	17	5	16	54	40	15	11	25	-	8	12	-	900	Clear Lake	(59)	
12	85	4	44	29	13	5	20	22	8	16	67	38	13	7	13	-	7	9	-	905	Colfax	(130)	
1	19	-	17	6	1	1	7	5	6	4	18	5	7	3	5	-	4	5	-	239	Deer Park	87	
7	8	1	6	2	3	1	4	7	2	4	13	4	4	2	5	-	3	-	-	141	Dresser	183	
122	879	126	563	261	90	75	154	228	129	199	931	480	119	86	137	-	88	138	2	8,896	Eau Claire	877	
21	114	13	79	27	9	14	24	22	10	31	97	61	12	17	16	-	12	16	-	1,288	Ellsworth	(365)	
6	41	6	18	13	6	1	18	12	5	10	41	29	6	3	6	-	8	4	-	515	Elmwood	(16)	
5	30	7	26	15	4	5	6	10	4	7	29	16	5	6	8	-	4	11	-	465	Fall Creek	353	
20	127	17	50	30	32	16	27	23	16	24	101	63	10	12	32	-	16	15	-	1,356	Frederic	(165)	
15	102	12	65	33	3	9	21	13	11	18	105	40	5	12	24	-	14	11	-	1,014	Glenwood City	(204)	
15	87	13	39	20	13	6	33	23	8	22	67	34	10	11	14	-	10	14	-	936	Hammond	356	
98	526	47	304	163	31	30	106	126	51	97	388	194	72	65	91	-	51	76	-	5,096	Hudson	(1,153)	
1	13	4	4	-	3	1	3	2	1	-	12	5	2	9	1	-	-	2	-	142	IFLS	(142)	
-	163	30	75	40	7	7	23	20	9	17	97	56	15	17	20	-	7	11	-	1,406	Luck	(439)	
102	-	65	245	172	52	35	91	122	59	93	418	246	50	64	85	-	45	67	-	4,980	Menomonie	328	
10	78	-	19	16	9	5	18	20	5	10	44	23	12	2	5	-	6	15	-	649	Milltown	67	
50	293	22	-	77	32	26	59	86	53	68	278	125	24	37	50	-	35	40	-	3,169	New Richmond	(287)	
38	248	22	87	-	17	18	45	54	27	51	154	96	17	29	52	-	14	27	-	2,167	Osceola	(526)	
4	16	7	5	11	-	2	3	1	1	2	11	10	3	6	1	-	2	2	-	178	Polk County	376	
10	43	7	31	12	1	-	8	13	13	10	47	12	10	3	10	-	3	9	1	554	Pepin	(66)	
28	115	12	50	36	14	16	-	36	18	22	77	69	19	20	21	-	18	19	-	1,342	Park Falls	(178)	
8	41	5	20	16	4	5	17	-	5	11	45	19	9	4	13	1	7	4	85	574	Phillips	851	
5	35	3	16	7	6	7	3	15	-	4	30	16	2	3	10	-	4	7	-	383	Plum City	315	
14	93	9	68	21	3	13	29	25	18	-	78	56	9	15	15	-	9	5	-	1,060	Prescott	116	
72	366	46	225	117	36	28	79	79	55	82	-	152	44	60	69	-	30	45	-	3,953	River Falls	701	
67	321	35	140	95	34	19	73	94	37	75	242	-	63	50	79	-	25	50	-	3,408	Rice Lake	(858)	
5	33	3	10	11	4	1	9	11	4	10	25	24	-	1	6	-	5	5	-	341	Roberts	396	
18	87	14	34	24	10	6	19	16	6	16	70	34	7	-	8	-	9	9	-	889	St Croix Falls	(193)	
20	131	17	63	43	14	8	24	30	6	28	100	64	20	16	-	-	10	13	-	1,285	Somerset	(276)	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Stanley	3
3	70	7	25	20	7	3	13	12	10	9	40	26	7	6	14	-	-	12	-	625	Spring Valley	(56)	
5	66	12	21	22	2	8	5	11	7	8	45	25	8	3	6	-	7	-	-	618	Woodville	163	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	Blank code	87
<b>967</b>	<b>5,308</b>	<b>716</b>	<b>2,882</b>	<b>1,641</b>	<b>554</b>	<b>488</b>	<b>1,164</b>	<b>1,425</b>	<b>698</b>	<b>1,176</b>	<b>4,654</b>	<b>2,550</b>	<b>737</b>	<b>696</b>	<b>1,009</b>	<b>3</b>	<b>569</b>	<b>781</b>	<b>88</b>	<b>60,818</b>	-	-	



**Cumulative Recovery:**

***L E Phillips Memorial Public Library***

**Accounts Submitted: 3,559**

**Dollars Submitted: \$322,087.53**

**Recovery Total: \$111,984.49**

**Total Invoice Amount: \$31,853.05**

**Total ROI: 4:1**



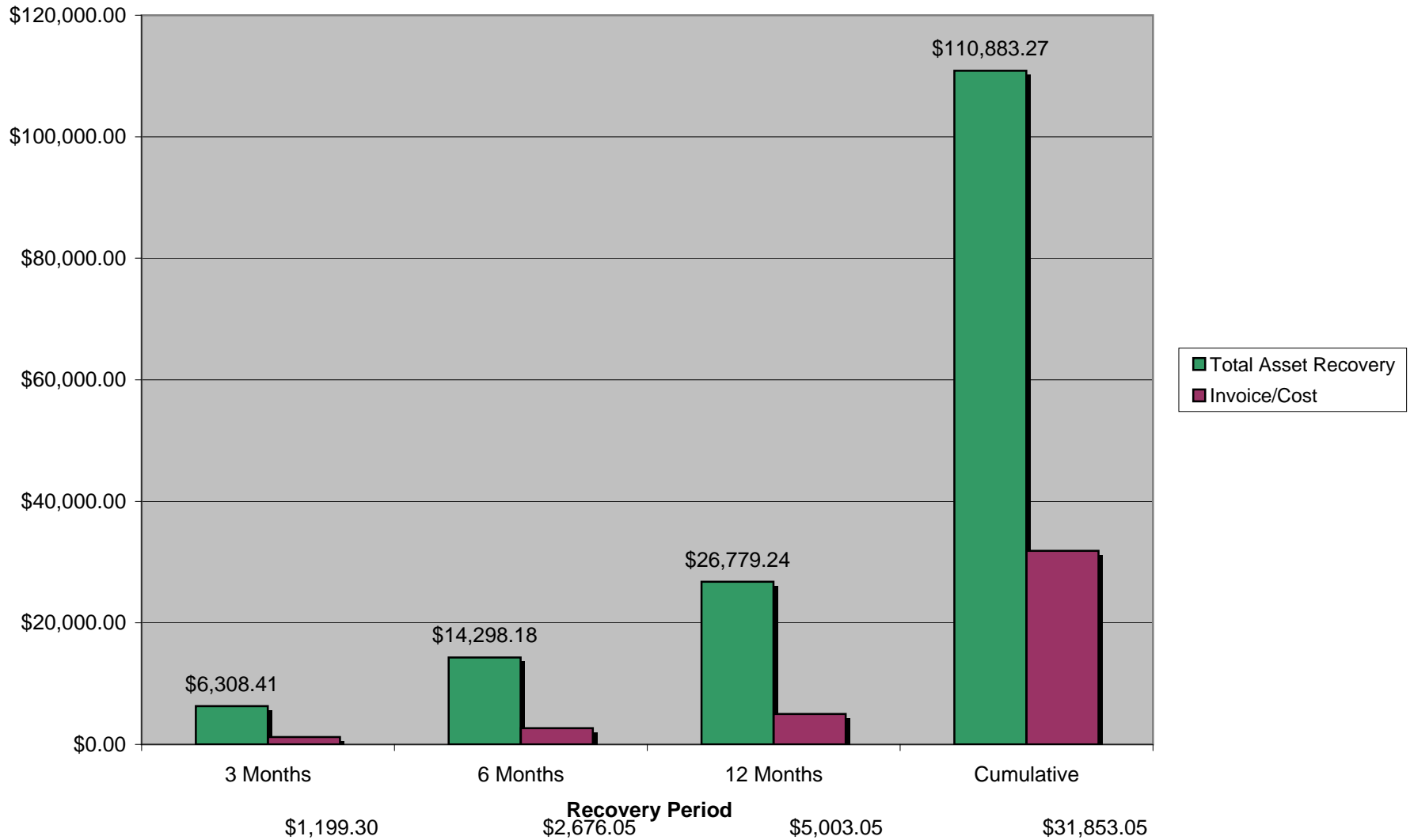


## Monthly Recovery Statistics: L E Phillips Memorial Public Library

10/2006 Through 9/2007

Month	Total Recovery	Invoice Amount
September-07	\$2,640.18	\$366.95
August-07	\$1,596.82	\$349.05
July-07	\$2,071.41	\$483.30
June-07	\$2,523.51	\$349.05
May-07	\$2,729.15	\$331.15
April-07	\$2,791.07	\$796.55
March-07	\$2,710.04	\$205.85
February-07	\$1,919.24	\$366.95
January-07	\$2,543.93	\$456.45
December-06	\$1,855.85	\$358.00
November-06	\$1,433.81	\$483.30
October-06	\$2,018.19	\$456.45
<b>Total</b>	<b>\$26,833.20</b>	<b>\$5,003.05</b>
<b>Average</b>	<b>\$2,236.10</b>	<b>\$416.92</b>

## Unique Management Services Asset Recovery vs. Cost



## MEMO

**TO:** Michael Golrick, Library Director  
**FROM:** John Stoneberg, Assistant Director  
**RE:** Circulation of Visual Media  
**DATE:** November 8, 2007

With the support of Circulation Manager Laura Miller, and based on customer interest and suggestion, the Collection Development Committee is recommending a change in the circulation period of certain visual media. The change would be in the **Loan Periods in Days** section of the **Policy on Circulation of Materials**:

*All television series seasons regardless of length and all other visual media more than seven hours (420 minutes) long that are cataloged, packaged and circulated as one item*

*14 days, two 14-day renewal periods (except for items with holds)*

This change will allow customers to view media which can often be 15-20 hours or more in length in a more relaxed and enjoyable manner.

No other changes to the **Policy on Circulation of Materials** are requested at this time.

**L.E. Phillips Memorial Public Library  
Library Board 2008 Calendar**

Reminder: Board meetings start at 5 pm beginning with the January 17 meeting.

January 17, 2008	Board Meeting
February 21, 2008	Board Meeting
March 20, 2008	Board Meeting
April, 2008	Public Hearing – Town of Union
April 17, 2008	Board Meeting
May 15, 2008	Board Meeting – agenda includes report of the Nominating Committee’s recommendations for Board Officers; report of the semiannual evaluation of the work performance of the Library Director
June, 2008	Finance Committee meets to review proposed 2008 operating and capital budgets and prepares recommendations for budget changes.
June 19, 2008	Board Meeting – agenda includes election of officers, approval of 2009 Operating Budget request, the 2009-2013 Capital Improvement Plan.
July 17, 2008	Board Meeting
August 21, 2008	Board Meeting
September 18, 2008	Board Meeting
October, 2008	Public Hearing – Town of Washington
October 16, 2008	Board Meeting
November 20, 2008	Board Meeting – report of the annual evaluation of the work performance of the Library Director; discussion of compensation for the Library Director.
December 18, 2008	Board Meeting – approval of the final operating budget and capital improvement plan; approval of the annual agreements with IFLS and MORE; approval of pay plans for non-union staff.

**L.E. Phillips Memorial Public Library  
Library Board 2008 Calendar  
Other Dates to Note**

January 11-16, 2008	American Library Association Midwinter Meeting, Philadelphia PA
January 22, 2008	Wisconsin Library Association Legislative Day, Madison
April 30 – May 2, 2008	Wisconsin Association of Public Libraries Conference, Stevens Point
May 12 – 13, 2008	American Library Association Legislative Day, Washington DC
June 26 – July 2, 2008	American Library Association Annual Conference, Anaheim CA
November 4 – 7, 2008	Wisconsin Library Association Annual Conference, Middleton WI

Special Note: Once the strategic planning process begins, there will be opportunities for Board members to participate, and most likely at least one extra meeting.