



# 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, September 20, 2007 at 7:00 a.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, WI.

## AGENDA

1. Member roll call
2. Introduction of new Board member
3. Citizen Comments (limited to 5 minutes per citizen)
4. Approval of the minutes (page 1)
5. Communications
6. Report of the Library Director (page 4)
7. Staff presentation
8. Committee reports
  - a. President's Report (page 13)
  - b. Capital Campaign Committee
    1. Discussion of individual Board Member support of Capital Campaign (page 14)
  - c. Executive Committee
  - d. Distinguished Service Award Committee [documents to be distributed at the meeting]
  - e. Legislative Committee
9. Report of the Friends of the Library
10. Report of the Representative to the IFLS Board
11. Financial Reports (page 15)
12. Action on bills and claims (page 19)

13. Review of the monthly statistics (page 38)
14. Consideration of Unfinished Business
  - a. Discussion on the 2008 budget
  - b. Discussion and adoption of revised and new Committee Descriptions (page 45)
15. Consideration of New Business
  - a. Discussion and adoption of proclamation for National Friends of Libraries Week (page 48)
  - b. Discussion of possible change in meeting time for the Library Board of Trustees (page 49)
  - c. Discussion of possible change in date for the October 2007 meeting (which conflicts with the Wisconsin Library Association Annual Conference)
  - d. Discussion and action on elimination of Transportation Committee (page 50)
16. Directives from the Library Board of Trustees to the Library Director
17. Adjournment

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

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

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

*A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, August 16, 2007 at 7:00 a.m. in the Board Room of the Library. The following members were present: Jurmain, Olson, Radtke, Schneider, Simonsen and Stelter.*

**MINUTES OF PREVIOUS MEETING**

On a motion made by Jean Radtke and seconded by Sue Olson, the Board unanimously approved the minutes from their July 19, 2007 meeting with the noted change.

**COMMUNICATIONS**

Michael Golrick stated the security incident involving the youth and the smoke bomb has been successfully dealt with. One of the youths appears to have learned his lesson.

A response to a customer complaint challenging library materials was completed. The complaint was in regards to a travel video that included a visit to a condom shop.

Charles Edward (Ted) Stark will become the new Director for the Menomonie Public Library on September 1.

An editorial in the recent edition of Volume One included positive feedback regarding the new design of the Library's website.

**REPORT OF THE LIBRARY DIRECTOR**

Linda Stelter commented that she appreciates the staff keeping an open mind regarding wearing nametags.

**STAFF PRESENTATION**

Renee Ponzio gave a presentation on the Home Delivery Service that was very informative and well received.

**COMMITTEE REPORTS**

**Capital Campaign Committee**

Discussion took place regarding using the Friends newsletter to recruit volunteers for the Capital Campaign.

**Legislative Committee**

Linda Stelter stated that Speak Up For Your Library monthly e-mails are informative and hopes everyone has signed up for the e-mails.

Senate Bill One has passed the Senate and is currently in a House Committee. The Budget is expected to be finalized in October.

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

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

Three very good adult entries have been received for the Libraries Changes Lives Contest so far. A reception will be held for all the contestants at 6:30 pm, Monday, October 15 followed by the Friends' monthly meeting. Kathie Schneider is encouraged all Board members to attend.

Penny France was selected as the new Friends representative to the DSA Committee.

The next book sale will be held on September 14<sup>th</sup> and 15<sup>th</sup>.

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

Sue Olson attended the last IFLS Board meeting, which was held at the Durand Library. The Durand Public Library and Durand School Library are combined as one. The staff of the Library are dedicated.

IFLS is in the process of helping the smaller public libraries in the region provide wireless access to the Internet for the public.

The IFLS Board is encouraging people to write to their legislators in support of libraries.

## **ACTION ON BILLS AND CLAIMS**

On a motion made by Kathie Schneider and seconded by Linda Stelter, the vote was unanimous to approve the Bills and Claims for July 12 – August 02, 2007, as well as the Additional Bills and Claims for July 2007.

## **REVIEW OF THE MONTHLY STATISTICS**

Michael Golrick pointed out the large percentage decrease in number of renewals from the library building is more than offset by the remote web and telephone renewals. More customers are renewing their items by phone or remote computers than by computers inside the Library.

Jean Radtke would like to compliment the Library staff for taking their time and explaining the new freeze/hold option.

## **CONSIDERATION OF UNFINISHED BUSINESS**

Michael Golrick stated our new Board member is Oua Xiong and will be attending the September Board meeting.

Mary Jurmain would like all Board members to give some thought to switching to evening Board meetings.

The Library must meet state "maintenance of effort" guidelines. Expenditures for library services cannot be less than the average of the past three years otherwise the Library could lose membership in the public library system. Since this Library serves as, as the resource library for IFLS there would be significant losses of income for the Library should this occur.

The Tentative Budget Schedule for 2008 Budget was distributed.

Michael Golrick will be announcing the staff implementation team for the Organizational Wellness Audit soon. The team will then meet to create the task list. The

whole process is expected to take three to six months. Michael Golrick will include in his monthly report an update on the progress of the Organizational Wellness Audit team's work.

Updating the lighting in the foyer and public stairwells has been investigated. It is estimated to cost about \$4,800. Michael Golrick hopes to be able to identify funding for this project later in the fall.

Michael Golrick will be meeting with. Dan Market of Market and Johnson to discuss the possibility of doing the remodeling in phases.

Mary Jurmain will add an item to the next Capital Campaign agenda regarding the best way to let Board members know about opportunities for fundraising.

All Board members will bring to the next Board meeting a list of the organizations they belong to and ideas for how to best approach those organizations regarding giving to the Capital Campaign.

Jean Radtke will schedule a Strategic Planning meeting.

Mary Jurmain will schedule an Executive Committee meeting to review the Planning Committee description.

There was consensus to take the next agenda item out of order.

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

A directive was given to Michael Golrick to gather information from staff regarding the possibility of allowing customers to pick up their own holds and report his findings to the Board at the next meeting.

A directive was given to Michael Golrick to research the possibility of giving a two-minute talk about donating to the Capital Campaign before the programs at the Library.

#### **CONTINUATION OF UNFINISHED BUSINESS**

On a motion made by Linda Stelter and seconded by Sue Olson the vote was unanimous to approve convening in closed session to consider the work performance of the Library Director, which is permitted to be discussed in closed session in accordance with Section 19.85(1)(c) of the Wisconsin Statutes..

On a motion made by Sue Olson and seconded by Linda Stelter the vote was unanimous to approve reconvening in open session.

#### **ADJOURNMENT**

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

Respectfully submitted,  
Jackie Depa  
Associate II



## Library Director's Report September 2007

### Library Director's Report

After the last Board meeting, I met with Linda Clark to begin to plan an effort to attract more business donations for the Capital Campaign. Linda is the immediate past President of the Chamber of Commerce Board of Directors, and works for Xcel Energy. She has created a target list of organizations, and I expect to begin meeting soon with her and key leaders from those businesses.

I was chosen to participate in the Chamber of Commerce's *Leadership Eau Claire* (LEC). I expect to learn a great deal more about Eau Claire through this process. The team of which I am a member includes the marketing director for Silver Springs (mustards and condiments), two staff from Chippewa Valley Technical College, a bank manager, and two attorneys with large local firms. It should be an interesting experience. The first event was a two day retreat in Northern Wisconsin where we participated in a number of teambuilding and learning exercises.

Unfortunately, immediately after the LEC retreat, I received a phone call from one of my sisters to inform me of some serious health issues our mother was having. As a result, I spent about a week in Connecticut attending to family matters. Because this was an unplanned event, a number of tasks have now been pushed into September. I am pleased to report that my mother's health has improved greatly.

### Self Service Hold Pick-up

Laura Miller, Circulation Manager, spoke with staff at the Marathon County Public Library to learn about their self-service holds process. Marathon decided to use a numerical system for labeling self-service hold pick up because of the confidentiality issue. They decided that the customers would not know their barcode, so they assigned each patron a "number" that was kept in a database. The customer service manager said that there is still quite a bit of staff intervention to get numbers for those who are using the system for the first time and for the occasional users who need to know their number each time. He said they will be "moving away" from the numeric system to a naming system such as what some of the libraries in the MORE consortium uses. He also said the numeric system made it extremely time consuming to clear their hold shelf of expired holds as their system did not include the customer numbers, just the customer names. The number of items on the hold shelves is less than 1/3 of the current number of items on the hold shelves here.

In the 2006 budget process staff had put together a proposal in which the hold shelf would use part of the new books area. This area was chosen as it is more directly in view of staff at circulation checkout. That proposal used about 2/3rd of the new books area (12 of the single sided book cases and purchasing 2 additional single sided to accommodate approx 1,900 linear inches of hold item space). At that time holds waiting for pick up were using 1,300 linear inches. The plan was to use the 4 double sided units for new books and to purchase new shorter stacks to be like a "snake" by checkout (help create a "queue" as well as provide space for new books). Currently, holds occupy about 2,200 linear inches of space for holds behind the desk as staff have commandeered an additional 15 shelves from the shelves previously used for the sorting of returned materials.

The 12 single sided and 4 double sided shelving in the new books area is equivalent to 3,150 linear inches. Staff estimates that the whole new books area and all of its shelving would be needed to shelve the holds at this date, without accounting for security.

There are a couple of important issues which were not resolved in the previous discussion. These include the security of library items such as DVDs and music CDs which are on loan from other libraries. Questions raised include: do we want to have them in our security cases? If so, just ours or do we put other MORE library items in security cases? We did use Kwik DVD cases in the past (and have them still) for use with other MORE library DVD's; however, we would need to purchase a large number of music CD cases at \$2.99 each. In addition, we would have to estimate at least DOUBLE the space requirement for these items on the hold shelves due to the bulkiness of the cases. At this time, close to 40% of the items on our hold shelves are music CDs or DVDs.

The second issue is about providing staffing assistance given the current configuration of the desk. How can staff manage an area away from the circulation desk with the current level of staffing? The current rotation schedule has three main areas: Check-in desk, Services (holds, overdue notices, lost and found, etc.), and Checkout. This would require a fourth "main" area in order to have a staff member available a substantial part of the time to help with holds, as well as help with checkout overflow. Right now, the current standard staffing level is 3 desk staff on at one time...which computes to almost 4 desk staff on the rotation schedule due to the need to accommodate the lunch and break periods. As an example, on a recent day there were 4 staff for each hour the Library was open (11 hours) of which 1 hour was unpaid lunch and 220 minutes were break times (so ½ the hours we were down to the standard of 3 staff). This would leave only 1 desk staff at the main circulation desk to take care of library applications, ILL hold pick-ups and check-in.

I will be drafting an inquiry to the City Attorney to ask for his interpretation of the state statutes on patron confidentiality and library records to determine his opinion on the naming scheme currently used in five other libraries in our consortium (Hudson, Menomonie, Rice Lake, Prescott and Cadott). The code is as follows: first 2 letters of last name; first 2 letters of first name and last 4 numbers of the phone number. If he does not have a problem with the scheme, the next question will be whether or not the Library wants to give up the new book space in order to have self-service holds prior to the Library renovation project.

## **From the Management Team**

### **Staff and Human Resources**

Several staff awards were presented this month including a 25 year award and plaque for Julie Gast, Business Manager, and 10 year awards to Kristine Vinopal, (Circulation and Technical Services page), Margaret Stolp (Circulation mail page), and Paul Marshall-Potter (MORE Office and Circulation page). Youth Services has hired 3 new pages to replace those pages who left to attend college in August. The new pages are Arianna Roehrich, Kara Braunreiter, and Hannah Starr.

Circulation has a complete desk staff with the addition of Patty Baier. Patty returned to the library after 2 years in the medical field. She is combining a circulation desk clerk position and the MORE desk clerk position. Patty held both of these positions over two years ago.

Those library employees and spouses participating in the Health Insurance program will complete their Health assessment process by signing up to see a Health Coach in the next several weeks.

### **Safety and Security**

Library IT staff set up a new server to run the door security software. Technicians from PerMar, the Library's primary security vendor, then installed an upgrade to the security software. PerMar also completed some hardware and firmware upgrades when they learned that the new software was incompatible with some of the older components of our door access system. A new door security access point was installed for John Stoneberg's office at the same time. Larry Nickel coordinated these improvements with vendors and other library staff. Larry attended the quarterly Joint Safety Committee meeting at city hall and coordinated the library's participation in staff fire extinguisher training in September.

## Technical Services

Technical Services staff are excited to have found a vendor which produces sturdy DVD cases that hold multiple disc sets, up to a six in one case. The use of these cases will save staff time and supplies. The cases were such a big find by Teri Oestreich that we celebrated with a pizza and cupcake party. Here is how money will be saved:

- **Supplies:** less money will be spent on ink cartridges, special quality paper, tape, detectors, labels, 1 or 2 additional DVD cases, barcodes, and yellow rubber bands.
- **Staff time:**
  - Technical Services staff will not have to do multiple scans, (desk clerk time) process multiple cases, (processor time), fewer labels created and printed, (cataloger time).
  - Circulation Services staff will have only one case to open and checkout vs. 2-3, fewer cases to lock for shelving.
  - Circulation Services staff will have fewer parts/pieces to get mixed up and cause confusion.
  - Circulation Services staff will have less confusion at checkout when only one part of a set is presented.
  - MORE will have fewer pieces to check in, put in bins, and lock for shelving.
- **Shelf space:**
  - 1 DVD/CD-ROM vs. 2-3.
  - It will save shelf space on the reserve shelves: 1 DVD/CD-ROM vs. 2-3.
  - It will save space in the book drops.
  - It will save space in the MORE courier bins.
- **Customer convenience:**
  - Customers will have less bulk to carry on their way home.
  - Customers will have less confusion about number of DVD titles they are checking out, 6 discs in a set will be in one case.

Recently, a customer suggested that multiple part DVDs have a longer checkout period. With new multi-disc cases, it is very likely that entire seasons will be packaged together, and the main concern is that one week is not long enough to watch an entire season of certain shows. Therefore, Donna Swenson and Jean Nemitz are investigating the possibility of creating a list from Innovative to locate all DVDs that fall into the 9+ hour category. We would ideally need to make a global update on all of these items to change them to a 2 week checkout period. Also, they would need statistical categories. This will be discussed at the next Collection Development meeting.

Sharon Price and Jean Pickerign are investigating electronic invoicing between LEPMPL Acquisitions and our two major vendors, Baker & Taylor and BWI. The electronic invoicing will be in place before the visit from the Innovative consultant, so she can assist with the efficient

setup of Jean Pickerign's workflow. Jean will be able to connect with the vendor's website, upload an invoice. She will not have to wait for it to arrive in the mail. This is not the same thing as output vouchers, which connects MilAcq with the MUNIS financial system. It is on hold for the time being.

The "in processing" message that appears on the OPAC when an item is received is causing some confusion of customers, especially on items that have huge numbers of holds. This message currently is set to display for 30 days after receipt of item. At the next division meeting, staff will discuss the advisability of changing the number of days this message displays. Sharon spoke with Kathy Setter (at MORE) and Kathy feels that other MORE libraries using Acquisitions would object to a change. Michael asked Kathy Setter and/or Cathie Currier to make an Innovative enhancement request asking that "the in processing message disappear when the items are made available for loan. The annual inventory has progressed to the oversize collection.

## **Youth Services**

On August 2<sup>nd</sup>, Youth Services staff met for their annual "we made it through another summer" wrap-up meeting to discuss the Summer Library Program. Each year, the group comes up with things to change and/or add for the following year. Good ideas were discussed and recorded for planning the 2008 program which will have a pirate theme. This summer the Eau Claire Transit System provided 991 free rides for children visiting the Library.

The winners for the school trophy competition this year were Immaculate Conception for the large school and Chippewa Valley Montessori for the small school. These schools had the highest percentage of students (K-5) complete their summer reading folder. This is the first time in more than ten years that a school other than Messiah Lutheran has won the small school trophy.

The Teen Silent Auction, held on Saturday, August 4, was a great success. 64 teens and 24 adults (bidding for their teens) bid on 80 prize packages. With gift certificates to local businesses, sporting equipment, journals, books, and back to school supplies, and even an iPod Shuffle, there was something for everyone. Many teens won two prizes (the limit for the auction) and everyone went home with something. Jerissa Christianson prepared consolation prize packages (a sports water bottle filled with goodies) so that no teen went home empty handed.

ChinaPalooza took place on Thursday, August 9, with 105 children, teens, and adults in attendance. The Chippewa Valley Chinese Friendship and Scholarship Association was instrumental in the success of the program. Dr. Tong and her colleagues helped to coordinate a fascinating evening of programming. Two college students (former Memorial High School students) presented photos from their trip to China this summer and spoke about their experiences. There were homemade dumplings and meatballs, as well as eggrolls from Great Wall. There were Chinese knotting designs to make, a calligraphy demonstration, and Dr. Tong's mother performed her traditional morning exercise routine, which was very similar to Tai Chi. A documentary about Shanghai was also screened.

Youth Services staff attended the Eau Claire School District's Head Start Orientation on August 29<sup>th</sup>. Jill Patchin created an eye-catching display that promoted the fall story times as well as other services Youth Services offers. In addition, the staff demonstrated Tumblebooks, electronic picture books, using a laptop for kids to watch as parents waited in line. Staff signed up 16 children and 5 adults for new library cards.

During the month of September, Chrissy will be accepting book reviews from teens. The program is meant to encourage teens' use of the new Readers Blog on the Teen webpage. Chrissy will add all book reviews to the blog so that teens looking for something to read can see what

other teens have been reading. All teens who submit a review will be entered into a drawing for a chance to win some new young adult titles. Winners will be announced during Teen Read Week.

### **Assistant Director**

On August 29, Assistant Director, John Stoneberg, arranged an informational meeting with Great Rivers 2-1-1 Director Mary Mundt Reckase. Also in attendance were 2-1-1 Information & Referral Specialist Barbara McPeak; Reference Services Manager, Renee Ponzio; and Reference Associate, Kathy Herfel.

Great Rivers 2-1-1, formerly First Call For Help, provides free, confidential community information, referrals and crisis line services 24 hours a day and currently serves Buffalo, Crawford, Grant, Jackson, La Crosse, Monroe, Richland, Trempealeau, and Vernon Counties in Wisconsin; Houston, Fillmore, and Winona Counties in Minnesota; and Allamakee, Clayton, Fayette, Howard, and Winneshiek Counties in Iowa. In January 2008, Great Rivers is contracted to begin providing service to Eau Claire County and depending on funding negotiations, maybe other counties in the area as well (in particular, Dunn and Pepin).

At the meeting, Great Rivers 2-1-1 staff described their services and showed their website and Library staff showed and discussed the Library's Community Information Database (CID). Communication lines were opened on how we could help each other and best work together to provide service efficiently and effectively. 2-1-1 will be sending their criteria for inclusion or exclusion for their database for library staff to look at. Library staff will meet to discuss how the CID content might change and how we might use the 2-1-1 database. Great Rivers is already familiar with the Community Information Database and uses it as a resource when they get an Eau Claire County question.

On August 30, Assistant Director, John Stoneberg met again with the IFLS/MORE Public Library Association (PLA) Conference Planning Committee to nail down the details for promoting attendance at the 12th PLA National Conference in Minneapolis, March 25-29, 2008. This is the closest a national library conference will be for a very long time. Publicity will go out the week of September 10 about how to apply for assistance from IFLS/MORE to attend the conference. (IFLS and MORE are each providing up to \$5,000 toward the PLA Conference attendance promotion.) Individuals can receive up to \$200 to attend the conference or visit the exhibits. Funds can be used to pay for substitute wages, lodging, registration and/or food (but not transportation). In the event that more applications than can be funded are received, consideration will be given to previous PLA attendance and reasons for wanting to attend, as well as seeking a broad spectrum of library size and geographical locations. Bus trips for only \$10 per day on Thursday and Friday of the Conference are being sponsored. Bus routes and schedules were finalized.

Assistant Director, John Stoneberg, worked with Webmaster Jeff Burns to fine-tune certain research sections of the new library website to better allow customers the choice of both general (grouped) and specific (one-click) access to library databases.

### **Circulation**

The circulation workroom went through a brief period of "stacks of returned books on the floor" as is usual during August when summer programs are winding down and summer items are returned. The circulation pages took only a few days for the piles to dissipate given their constant hard work.

Laura Miller, Circulation Manager, finished the replacement purchase of library book trucks (carts). Over a 3 year period, approximately 28 fifteen year old carts were replaced with new carts. The old carts were offered and quickly taken by other MORE libraries.

The Library set a new record the last Wednesday of August with over 3,000 individual hold items on our hold shelves waiting for retrieval by customers.

## **Information Technology (IT)**

In early August the Innovative Server was backed up and then taken down as part of the installation of software needed for the addition of two new libraries (Stanly and Phillips) joining the consortium. The new Teleforms (formerly called TNS) workstation was setup and all functionality tested. MORE is looking for a volunteer to act as “the voice of Teleforms” and once this person is selected work will begin to record all the sound bites need for the construction of the various messages.

The MORE consortium has volunteered to serve as beta testers for Innovative Interfaces, Inc. on selected components of the next release of the Innovative software. Staff, from multiple libraries, will review the features and functionality of the Web Management Report and Circulation modules.

Work on the revised MORE on-line catalog website is progressing. IFLS hopes that Web Master Jeff Burns will complete this project by the end of September so that it can be released to the public in late October. Highlights of the new release include: revised format icons, advanced keyword searching, advanced searching, spell checking, additional sorting functionality, relevance ranking, creating dynamic materials lists, and a tabbed search interface on the home page.

The library’s new website (<http://www.ecpubliclibrary.info>) has been live to the public now for approximately one month. Feedback has been received from a variety of sources and so far the reaction has been extremely favorable. Ease of use seems to be the number one improvement noted by our customers. I am pleased to report that we have also received many compliments on new site design including one from the Assistant Library Director at UWEC, from Volume One magazine, and a possible nomination for a WLA webby award.

We are continuing to add new features and content to the website. Recently added are: a “Rate the Page” feature; expanded the use of comment areas to new sections; access to the *Leader-Telegram* newspapers archives; and “one click” access to selected Badgerlink resources.

Next week we hope to finish the project to increase local area network (LAN) security, enable access to LAN resources remotely, and complete the connection to the CINC network. All MUNIS traffic is now via CINC and not across the optical link between the city and the library. The optical link is no longer used to transmit production data however it may serve as a backup link for the short term.

Significant activity regarding the VoIP telephony system has occurred this past week. The city of Eau Claire hopes to cut over to the new system on September 19<sup>th</sup>. The Library will follow in early October. A Systems Engineer from Berbee met with staff to discuss configuration and testing of the hardware. Installation of the cabling required for the Wireless network has begun.

## **Reference**

Reference staff attended a training session on the library’s new web site presented by Jeff Burns. He showed the different pages and the information on each. Staff reviewed and updated

the Small Business brochure for the upcoming Business Expo that the library will have a booth at in October. Cindy Westphal completed a Club Read list, *Audio Romances on Cassette* and compiled a bibliography on *Living Green* for an upcoming Living Green Expo the library is participating in. Cindy is updating the Information Guides, both in print and on the web site to reflect the change in the library's web address.

For August Renee Ponzio chose items for the display "EUREKA! Inventions and Inventors That Changed the World." She also did an Readers Advisory table "Rev Your Engines! It's Time to Get Ready for School, Get a Head Start on Learning."

Staff continued to review new locations for offsite book drops as well as discuss purchase of replacement boxes. In the near future we will be purchasing some touch-up paint for the existing boxes. New signs were added to the boxes for a trial period. One sign will remind customers to put items in a few at a time and to make sure their items go all the way in. The second sign will list other locations in case the box is full and will have information about a library service or upcoming program. The driver will change these signs monthly to keep the information current.

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

The library's new web site at [www.ecpubliclibrary.info](http://www.ecpubliclibrary.info) went live early in August. The PRPS division began highlighting the new web address on all outgoing publicity. Bookmarks for customers were created, and a new outdoor banner featuring the new address was designed, produced and installed.

*The River Flows On*, a lively, informative program about the Chippewa River, was presented on August 7. The program was very well-received and turnout was much larger than expected. Geography professor Sean Hartnett of the University of Wisconsin-Eau Claire began the program with panoramic aerial footage of the Chippewa River south of Eau Claire. Bruce Neeb of the Department of Natural Resources then read from a 1931 article by R. K. Boyd on the history and watercraft used on the river. The evening ended with an entertaining reading by 90-year-old Kermit Cooke, who read from his grandfather Chauncey Cooke's published diary of an 1868 canoe trip on the Chippewa River north of Eau Claire.

At the request of the Circulation Division, Larry Nickel designed a half-sheet handout advertising a free service, *Library Elf*, that keeps track of items checked out, dates due, and holds on items. It sends automatic reminders for all these events. Larry also put together a prototype for a new library card design incorporating the new color palette we use with the new library logo design.

Bess Arneson met with representatives from the Altoona Public Library and Border's Books to plan activities for Banned Books Week, September 30 through October 6. In addition to our annual public reading from banned books (which will take place in the library lobby on Wednesday evening, October 3), this year's celebration includes a "progressive" event on Thursday evening, October 4, in which participants will travel from our library to the Altoona library to Border's to listen to readings, view a movie clip, and hear expert commentary on book censorship.

Melany Bartig and Jenny Karls finalized installation details for *Potpourri*, an exhibit by the Chippewa Valley Watercolor Artists which opened on September 9. Publicity plans for the next art show, *A Book of Moons*, were begun, as was work for the 29<sup>th</sup> annual ArtsWest exhibit. John Rasmussen of Midway Contemporary Art in Minneapolis has been selected as

the 2008 juror. Bess met with art instructors at UW-Eau Claire to finalize an assignment for graphics arts students to create posters advertising the show.

All PRPS staff were involved in creating PR materials to distribute to incoming UW-Eau Claire freshmen. Larry completed the design and layout of what staff call the New Student brochure, which includes a map from the university to the library in addition to information for new customers. The library participated in a Chamber of Commerce initiative that puts information about local businesses and organizations in the hands of new university students, and over 2,000 New Student brochures were distributed.

Along with Chrissy Knoelke of the Youth Services Division, Melany and Bess attended an IFLS workshop regarding library service to local jail inmates and their families. Our library will be working with IFLS to schedule occasional visits to parenting and other classes that are provided to inmates at the Eau Claire County jail.

Bess worked with presenters to organize fall programs scheduled for September through early December. Melany has created many of the publicity materials, and Jenny has begun printing. Upcoming events include a foreign film screening and discussion series, a series on Shakespeare's *Henry V* in film, an informative presentation on dental amalgam, a session on hypnosis for holiday stress management, and an entertaining evening with local author Mary Pierce.

Respectfully submitted,

Michael Golrick  
Library Director

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

A recent caller wanted to contact someone who had filed a complaint at a website called squeakywheel.com. The caller wasn't handy with a computer but had had a friend try, who said he couldn't get the contact info for the website itself. David took down the details and said he would call back.

It turned out David called back twice. The first time was to give him contact info for Squeakywheel.com, out of Canada. That part was quite easily found in the "About Us" section. David found the actual article he had mentioned, complaining about a time share scam, and written by a "Robert Taylor." You could click the name, and an email form came up (sans address) that enabled others to talk to the original complainer about the scam. David called back to let him know there was an alternative way to contact "Robert Taylor" if he couldn't get the phone number.



**AFSCME**®

**American Federation of State, County and Municipal Employees, AFL-CIO  
Local 284-A L.E. Phillips Memorial Public Library Eau Claire, Wisconsin**

August 28, 2007

Michael Golrick, Director  
L.E. Phillips Memorial Public Library  
Eau Claire, Wisconsin 54701

Re: AFSCME Local 284-A officers

This is to advise you that AFSCME Local 284-A has held its election of officers with the following results:

President: Mary Blakewell

Vice President: Jill Patchin

Secretary/Treasurer: Donna Swenson

Stewards: Cindy Westphal & Melany Bartig

They will begin their new duties today. Please welcome them in their new roles.

Thank you,

A handwritten signature in black ink, appearing to read 'Larry A. Nickel'.

Larry A. Nickel

Cc: John Stoneberg  
Laura Miller  
Julie Gast



## **Board President's Report**

9/14/07

### **Executive Committee**

The Executive Committee met August 27 to write draft committee descriptions for the Planning Committee, the Personnel Committee, Executive Committee, Finance Committee, Legislative Committee, Nominating Committee, and Endowment and Development Committee. Our next task, with the help of the city Assistant Manager, is to create a process for Library Director performance evaluation.

### **Capital Campaign**

The Capital Campaign Committee has met twice since the last board meeting. After a relatively quiet summer, we are beginning to ramp up for a more active fall. Our focus is on recruiting more volunteers and on new marketing efforts. A series of panel discussions about the remodeling project is currently airing on CTV. We have had only a few donations since last month, but they were larger than average. Market & Johnson is analyzing the architect's preliminary plans to see if we could cost-effectively stage the project and hopefully get more donations from those who are in "wait and see" mode.

Kris Jaroki and Martha Spangler are making good progress in getting our fundraising database up to date and including new prospective donors in it.

### **Activities:**

August 25 – Met with Alan Jenkins to edit next round of Leader-Telegram ads for Capital Campaign

August 27 – Executive committee meeting to edit/write proposed committee descriptions

August 28 – Capital Campaign meeting

September 6 – met with Luanne Coy, new Capital Campaign volunteer

September 13 – Capital Campaign meeting

# Library Capital Campaign Help Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Your help can make a big impact on the success of our library's capital campaign. We have procedure lists and materials that can help you complete many of the tasks listed on this page. Please consider saying "yes" to one or more of the statements below:**

Check all that apply:

- I'd like more information about contributing money to the campaign
- I'd like to help solicit contributions to the campaign. I can contact 1-5 prospective donors within the next month.
- I suggest contacting the people listed below, who might be interested in contributing money to the campaign
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- I have ideas for fundraisers for the library's capital campaign. I have listed them below:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- I'd be willing to research prospective donors (their giving history, causes they supported in the past, etc.)
- I am interested in becoming a volunteer coordinator (work with up to 5 volunteers).
- I believe the people listed below may be interested in becoming a volunteer
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- I'd be willing to help staff campaign events
- I'd be willing to perform clerical tasks (type information into database, assemble mailings, take notes for Capital Campaign meetings)
- I'd be willing to speak to community groups about the Capital Campaign
- I'd like to help with information distribution (posters, news releases, etc.)

**Please return this form to the person who distributed it to you or to Mary Jurmain, Capital Campaign Co-chair, L.E. Phillips Memorial Public Library, 400 Eau Claire St., Eau Claire, WI 54701.**

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

OBJ #	ACCOUNT NAME	2007 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
4002	General Property Tax-City	\$ 2,711,500.00	\$ 2,711,500.00		\$ -	100.0%
4112	Federal Aid-WI Humanities Grants	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
4128	Federal Aid-Other	\$ 15,000.00	\$ -		\$ 15,000.00	0.0%
4330	Library Fines & Miscellaneous Revenue	\$ 132,000.00	\$ 87,602.39		\$ 44,397.61	66.4%
4398	Other Penalties (Collection Agency)	\$ 3,100.00	\$ 1,765.10		\$ 1,334.90	56.9%
4451	Electronic Copy Revenue	\$ 2,500.00	\$ 1,351.90		\$ 1,148.10	54.1%
4452	Copier Revenue	\$ 2,700.00	\$ 2,236.21		\$ 463.79	82.8%
4602	Service to Eau Claire County	\$ 522,400.00	\$ 260,314.50	\$ 260,314.50	\$ 1,771.00	99.7%
4608	Indianhead Library System	\$ 123,000.00	\$ 21,434.50		\$ 101,565.50	17.4%
4672	Service Charge-Other (Fairchild)	\$ 1,500.00	\$ 805.98		\$ 694.02	53.7%
4798	Misc Service Revenues (Act 150)	\$ 104,600.00	\$ 168,750.60		\$ (64,150.60)	161.3%
4834	Book Bag Sales	\$ 700.00	\$ 222.27		\$ 477.73	31.8%
4836	Misc Grant Revenue	\$ -	\$ -		\$ -	n/a
4850	Gift Revenue	\$ 16,000.00	\$ 25,137.13		\$ (9,137.13)	157.1%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 10,450.72		\$ 4,549.28	69.7%
4858	Refund of Prior Years Expense	\$ -	\$ -		\$ -	n/a
4898	Miscellaneous Revenue	\$ 4,300.00	\$ 3,381.77		\$ 918.23	78.6%
5152	Sale of Capital Assets	\$ 200.00	\$ -		\$ 200.00	0.0%
		<u>\$ 3,655,500.00</u>	<u>\$ 3,294,953.07</u>	<u>\$ 260,314.50</u>	<u>\$ 100,232.43</u>	<u>97.3%</u>
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	0.0%
	<b>TOTAL REVENUE</b>	<u><u>\$ 3,720,000.00</u></u>	<u><u>\$ 3,294,953.07</u></u>	<u><u>\$ 260,314.50</u></u>	<u><u>\$ 164,732.43</u></u>	<u><u>95.6%</u></u>

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>PUBLIC LIBRARY EXPENDITURE</b>						
6010	Payroll Wages	\$ 1,695,600.00	\$ 1,094,672.12		\$ 600,927.88	64.6%
6040	Employer Paid Benefits	\$ 333,100.00	\$ 206,652.39		\$ 126,447.61	62.0%
6043	Health insurance-Employer	\$ 319,100.00	\$ 178,746.91		\$ 140,353.09	56.0%
6047	Health insurance Deductible	\$ 57,400.00	\$ 28,699.98		\$ 28,700.02	50.0%
6108	Unemployment Compensation	\$ 8,800.00	\$ 1,906.00		\$ 6,894.00	21.7%
6110	Postage & Shipping	\$ 24,200.00	\$ 11,247.48		\$ 12,952.52	46.5%
6112	Computer Service Charges	\$ 92,500.00	\$ 70,273.30	\$ 1,031.63	\$ 21,195.07	77.1%
6116	Binding	\$ 1,000.00	\$ 65.55		\$ 934.45	6.6%
6120	Auditing	\$ 2,300.00	\$ 1,731.70		\$ 568.30	75.3%
6122	Cataloging	\$ 28,300.00	\$ 27,772.24		\$ 527.76	98.1%
6128	Repairs to Tools & Equip	\$ 5,600.00	\$ 2,332.85		\$ 3,267.15	41.7%
6138	Equipment Rental	\$ 10,600.00	\$ 3,180.82		\$ 7,419.18	30.0%
6150	Special Services	\$ 54,200.00	\$ 18,503.31		\$ 35,696.69	34.1%
6160	Staff Training/Conference	\$ 21,400.00	\$ 14,155.36		\$ 7,244.64	66.1%
6162	Membership Dues	\$ 3,600.00	\$ 1,516.00		\$ 2,084.00	42.1%
6198	Miscellaneous Contractual	\$ 48,100.00	\$ 31,016.99	\$ 12,160.00	\$ 4,923.01	89.8%
6202	Electricity	\$ 69,400.00	\$ 43,677.02		\$ 25,722.98	62.9%
6208	Gas Service	\$ 22,200.00	\$ 13,790.04		\$ 8,409.96	62.1%
6210	Telephones	\$ 13,800.00	\$ 12,208.85		\$ 1,591.15	88.5%
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	\$ 20,666.64		\$ 10,333.36	66.7%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 80,600.00	\$ 48,342.48	\$ 5,276.81	\$ 26,980.71	66.5%
6410	Periodicals	\$ 22,800.00	\$ 8,361.20		\$ 14,438.80	36.7%
6411	Pamphlets	\$ 200.00	\$ 3.00		\$ 197.00	1.5%
6412	Books-Adult	\$ 178,600.00	\$ 110,954.41		\$ 67,645.59	62.1%
6413	Books-Juvenile	\$ 72,400.00	\$ 42,721.79		\$ 29,678.21	59.0%
6414	Non-print Materials	\$ 59,100.00	\$ 39,628.50		\$ 19,471.50	67.1%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 4,878.86		\$ 10,121.14	32.5%
6490	Equipment Purchases < \$5000	\$ 60,400.00	\$ 45,800.33	\$ 249.00	\$ 14,350.67	76.2%
6496	Gift Expenditures	\$ 16,000.00	\$ 8,810.07	\$ 703.94	\$ 6,485.99	59.5%
6498	Other Materials & Supplies	\$ 2,800.00	\$ 1,567.08		\$ 1,232.92	56.0%
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	\$ 2,219,178.74	\$ 19,421.38	\$ 1,238,499.88	64.4%

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>LIB BLDG MAINTENANCE EXPENDITURE</b>						
6010	Payroll Wages	\$ 121,600.00	\$ 62,814.77		\$ 58,785.23	51.7%
6020	Payroll Overtime	\$ 16,400.00	\$ 6,478.86		\$ 9,921.14	39.5%
6030	Special Pays	\$ 600.00	\$ 422.09		\$ 177.91	70.3%
6040	Employer Paid Benefits	\$ 25,700.00	\$ 12,125.02		\$ 13,574.98	47.2%
6043	Health Ins (ER)	\$ 33,200.00	\$ 12,602.20		\$ 20,597.80	38.0%
6047	Health Insurance Deductible	\$ 6,500.00	\$ 4,205.88		\$ 2,294.12	64.7%
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	\$ 17,527.33	\$ 1,126.29	\$ 546.38	97.2%
6138	Equipment Rental	\$ 100.00	\$ -		\$ 100.00	0.0%
6144	Laundry & Dry Cleaning	\$ 200.00	\$ 39.00		\$ 161.00	19.5%
6150	Special Services	\$ 7,900.00	\$ 6,385.70	\$ 1,933.83	\$ (419.53)	105.3%
6214	Garbage Service	\$ 2,100.00	\$ 1,232.65		\$ 867.35	58.7%
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	\$ 2,853.41		\$ 4,846.59	37.1%
		<u>\$ 242,900.00</u>	<u>\$ 127,770.39</u>	<u>\$ 3,190.10</u>	<u>\$ 111,939.51</u>	53.9%
TOTAL EXPENSES		<u>\$ 3,720,000.00</u>	<u>\$ 2,346,949.13</u>	<u>\$ 22,611.48</u>	<u>\$ 1,350,439.39</u>	63.7%

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs	\$ 892,800.00	\$ 712,036.53	\$ 4,072.85	\$ 176,690.62	80.2%
	<b>TECHNOLOGY UPGRADE</b>					
6802	Capital Purchases	\$ 946,000.00	\$ 879,438.41	\$ 39,497.46	\$ 27,064.13	97.1%
	<b>LIBRARY BUILDING EXPANSION</b>					
6810	Capital Costs	\$ 700,000.00	\$ 85,168.36	\$ 4,031.25	\$ 610,800.39	12.7%
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs	<u>\$ 115,600.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,600.00</u>	0.0%
TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE		<u>\$ 2,654,400.00</u>	<u>\$ 1,676,643.30</u>	<u>\$ 47,601.56</u>	<u>\$ 930,155.14</u>	65.0%

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

**CUSTODIAL OPERATING BUDGET:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 10,274.57
Various	WRS, SS, life, disability	\$ 1,763.58
Various	Health insurance, deductible	\$ 2,299.95
Braun ThyssenKrupp	Elevator/dumbwaiter service	\$ 618.61
Honeywell Building	Calibrate library temp con.	\$ 1,227.00
Cummins Npower LLC	Replace water pump	\$ 2,711.02
Wil Kil Pest Control	Pest control service	\$ 20.00
Traci's Green Interiors	Plant rental	\$ 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
City of Eau Claire	Stormwater charges	\$ 178.13
Menards West	Building materials, misc.	\$ 54.99
Viking Electric Supply	Parts, electrical	\$ 19.30
		\$ 19,645.51

**LIBRARY OPERATING BUDGET:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 190,508.13
Various	WRS, SS, life, disability	\$ 35,909.88
Various	Health insurance, deductible, EAP	\$ 33,019.53
City of Eau Claire	Unemployment	\$ -
City of Eau Claire	Property insurance, etc.	\$ 2,583.33
		\$ 262,020.87

**LIBRARY CAPITAL CAMPAIGN:**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 896.28
Various	WRS, SS, life, disability	\$ 174.31
		\$ 1,070.59

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

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

1,495	1,472	1,476	0.3%	Month of August
1,325	1,323	1,332	0.7%	Year to date

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

981	1,014	1,037	2.2%	Month of August
875	883	869	-1.6%	Year to date

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

71.0%	71.8%	71.4%	-0.6%	City of Eau Claire
16.9%	16.6%	17.1%	3.0%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.1%	11.6%	11.5%	-0.8%	All other users checking something out or renewing from this building

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

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

16,789	17,098	17,071	-0.2%	Month of August
125,423	127,592	125,847	-1.4%	Year to date

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

90,890	90,346	88,301	-2.3%	Month of August
677,684	682,489	658,585	-3.6%	Year to date

**RENEWALS FROM LIBRARY BUILDING\***

6,077	5,111	4,380	-16.7%	Month of August
44,349	40,725	34,465	-18.2%	Year to date

*\*Does not include remote or telephone renewals*

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

**Telephone renewals**

1,503	1,765	1,616	-9.2%	Month of August
10,820	11,594	12,117	4.3%	Year to date

**Web renewals**

14,316	16,739	16,412	-2.0%	Month of August
110,914	122,281	126,458	3.3%	Year to date

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

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

7,724	8,314	9,688	14.2%	Month of August
54,550	63,165	68,762	8.1%	Year to date

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

8,291	9,842	10,428	5.6%	Month of August
61,027	73,907	76,018	2.8%	Year to date

**MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS**

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

961	1,016	1,301	21.9%	Month of August
7,579	8,292	9,229	10.2%	Year to date

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

1,211	1,376	1,518	9.4%	Month of August
8,111	10,425	11,135	6.4%	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)**

263	238	284	16.2%	Month of August
2,216	1,955	2,014	2.9%	Year to date

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

671	529	448	-18.1%	Month of August (without renewals)
5,026	4,897	3,946	-24.1%	Year to date (without renewals)

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

2	10	33	69.7%	Month of August (renewals)
50	82	172	52.3%	Year to date (renewals)

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

930	854	n/a	n/a	Month of August (without renewals)
7,357	8,458	n/a	n/a	Year to date (without renewals)

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

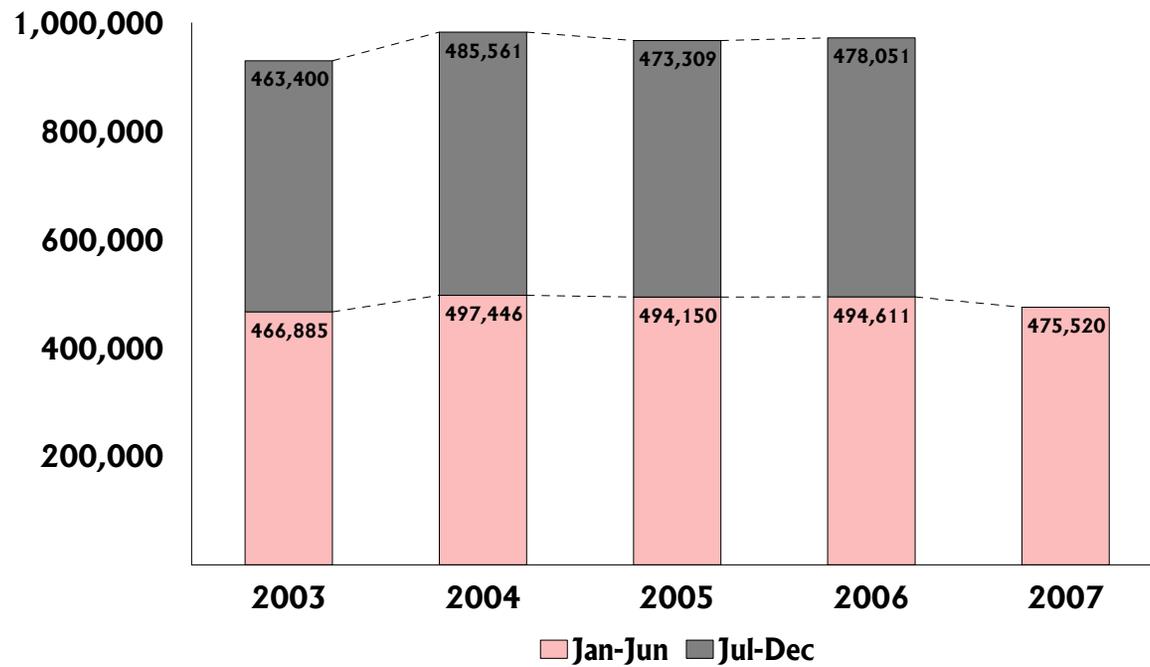
101	n/a	n/a	n/a	Month of August Renewals
672	n/a	n/a	n/a	Year to date Renewals

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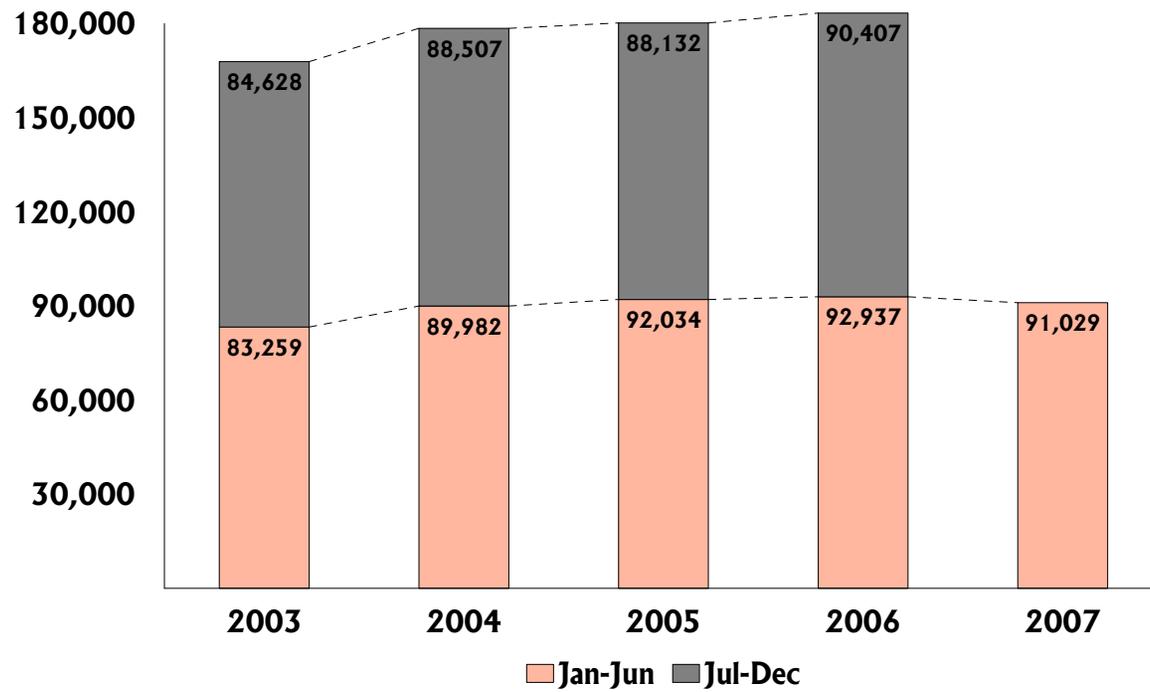
**UNIQUE VISITORS TO WEBSITE**

11,213	13,370	n/a	n/a	Month of August
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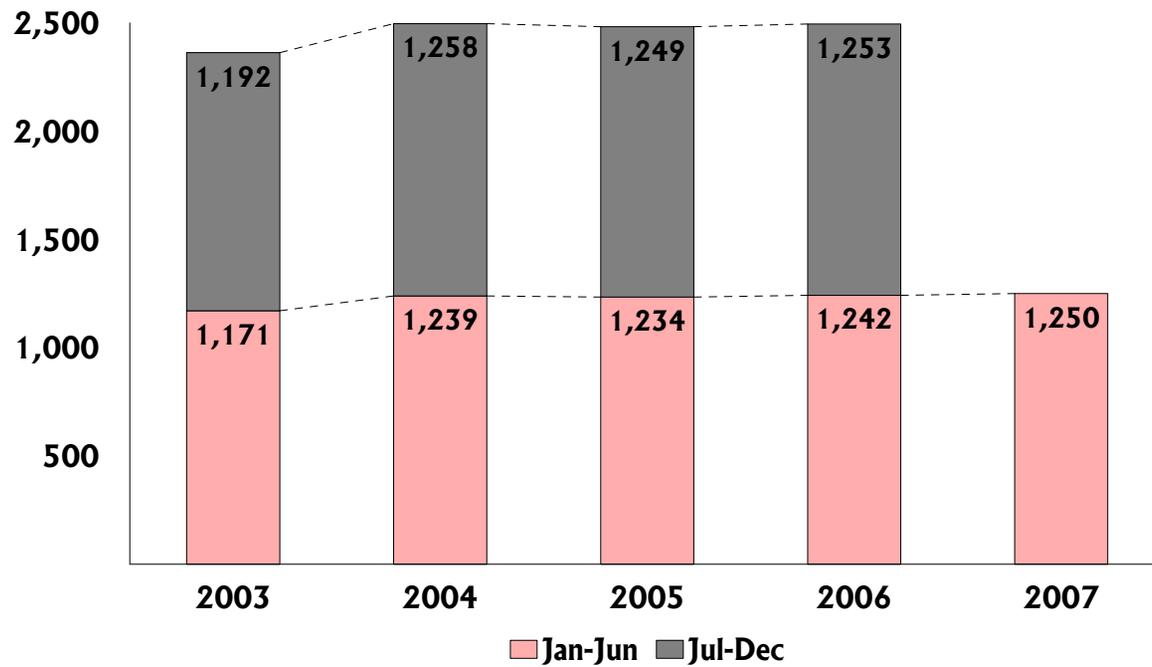
**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY**  
**Number of Items Checked Out from Library Building**  
*(Without renewals)*



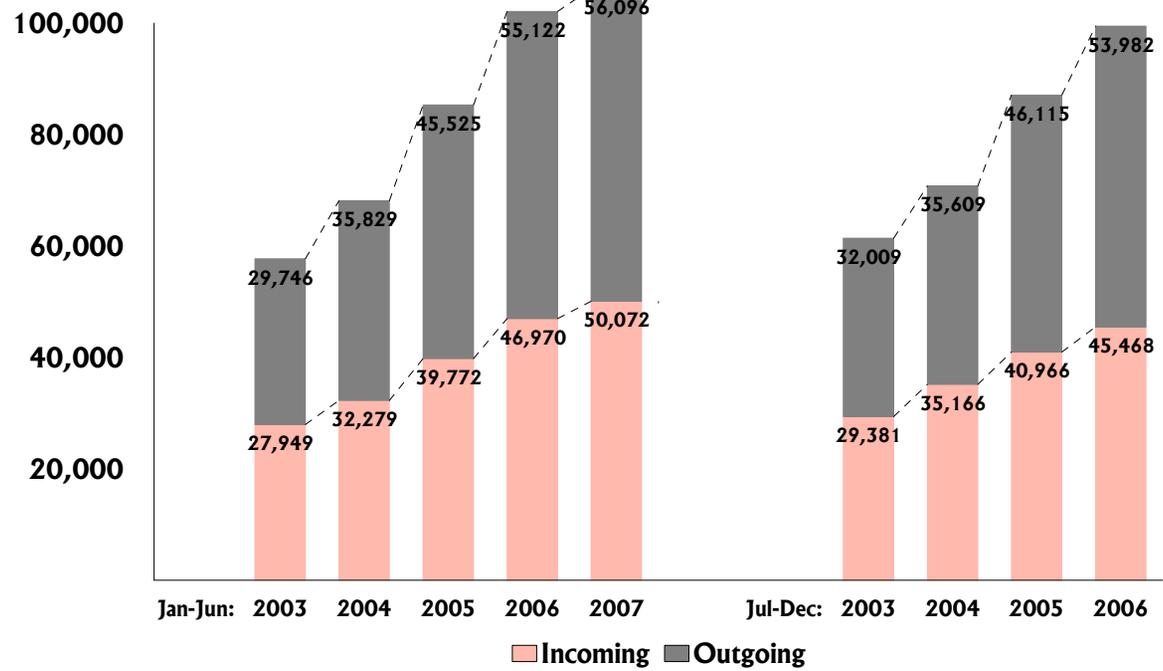
## L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY Number of Customers Checking Something Out



## L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY Average Daily Door Count

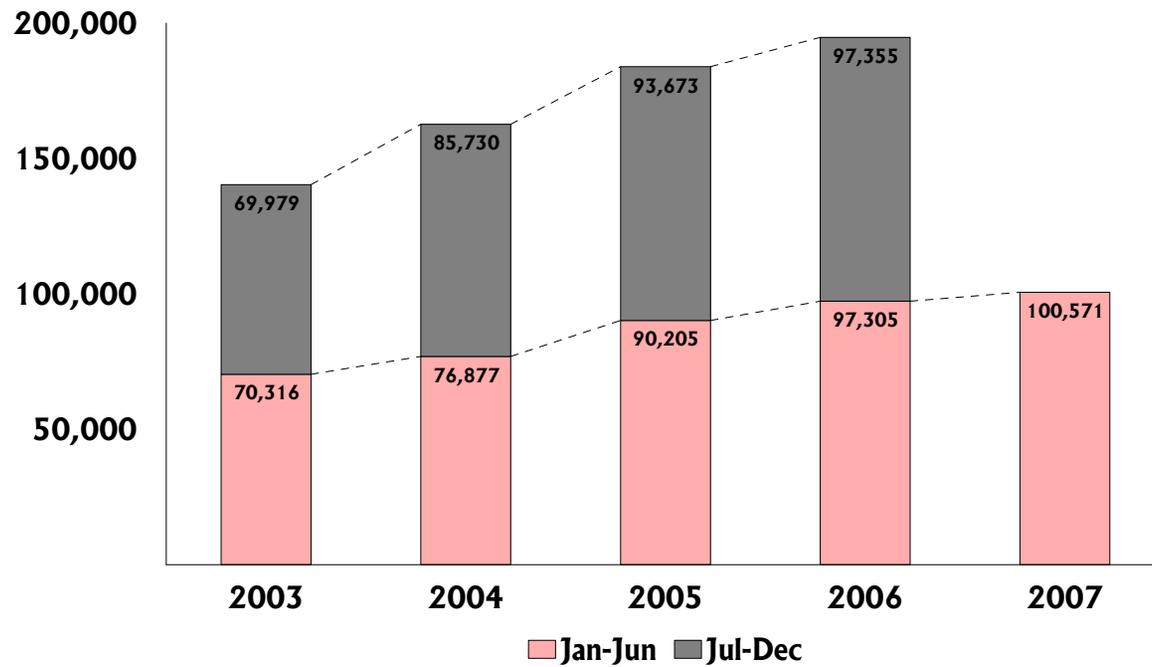


## L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY MORE Transactions



## L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY Remote Renewals (Telephone and Web)

(Estimated based on ownership of item)





Library Board of Trustees  
Committee Descriptions

**Planning Committee**

**Description:**

The Committee shall have the responsibility for the overall strategic planning process of the library. In conjunction with the Library Director, the Committee shall recommend annual goals and objectives for adoption by the Library Board of Trustees.

**Duties:**

- 1) Review current strategic plan
- 2) Oversee the adoption of a strategic planning process
  - a) Includes suggesting specific items to include in any planning process
  - b) Includes the recommendation of any planning consultants
- 3) Oversee revisions to the plan
- 4) Propose specific annual goals for each budget cycle.

**Composition:**

The Committee shall consist of three Board members to be appointed annually by the Board President in July. At least one member shall be a member of the Executive Committee.



Library Board of Trustees  
Committee Descriptions

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

**CHARGE TO THE COMMITTEE:**

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

**SPECIFIC DUTIES:**

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

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

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

**MEMBERSHIP:**

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

**COMMITTEE REPORT TO:**

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



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.

## *National Friends of Libraries Week Proclamation*

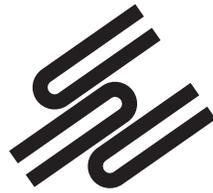
**Whereas**, the Friends of the L.E. Phillips Memorial Public Library raise monies that enable our library to move from good to great—providing, among other things, volunteers, the resources for additional programming and materials, much needed equipment and special funding throughout the year; and

**Whereas**, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

**Whereas**, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages, including access to print, non-print and electronic materials, along with expert assistance in research, readers' advisory and children's services; and

**Whereas**, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

**Now, therefore, be it resolved that** the Board of Trustees of the L. E. Phillips Memorial Public Library proclaims October 21-27, 2007 as Friends of the Library Week in Eau Claire, Wisconsin; encourages everyone to join the Friends of the Library; and thanks them for all they do to make our library and community a much better place to live.



## L.E. Phillips Memorial Public Library

### Discussion of Change in Board Meeting Time

For those of you who were not at the last board meeting or who had to leave early, this item was discussed briefly at the August Library Board meeting. I ask that you be prepared to discuss this at the September meeting.

**Meeting time** - I would like to ask the board to reconsider our 7 am meeting time for the following reasons:

- a. Difficulty in recruiting new trustees.** As you may know, we finally have a new board member who will start next month, but the county trustee position has been open for months now. It is difficult for people with fulltime jobs to make a two-hour meeting that starts at 7 am. If we want our board to be a cross-section of our community, an evening meeting time would facilitate this.
- b. Lack of a quorum.** We barely had a quorum the last two meetings, and when a member has to leave before the meeting ends, as happened last month, we have to cut the meeting short. Granted, our meetings are long, but I have not been successful in condensing them, given the complex agenda items we have been dealing with recently. It is important for board members to thoroughly have their say on subjects that are important to them.
- c. Difficulty for our current board members to attend.** At least three of our current board members said they would be better served by an evening meeting time. One said that her employer has begun complaining about her taking off work time, and that she will begin to have to take vacation time from work if she wants to continue to be a trustee. This is not a good option for her.
- d. Image.** Michael has done a great job of promoting the library and making it more visible in our community. Holding our meetings at a time that encourages the public to attend would reinforce what he is doing. Also, this is a time when we are asking the community to financially support the library. Perceived secrecy of the board's activities does not enhance this effort.

This is a challenging topic for discussion, because I know it is impossible to come up with an ideal meeting time for everyone, and, while I am very concerned about recruitment, I do not want to lose any current board members, either. That's why I wanted to give those of you who were not at the meeting last time an opportunity to think about this before the next board meeting. Just a word of caution: under the Open Meetings Law, we cannot discuss or decide this by email.

Mary Jurmain  
Library Board President



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

September 14, 2007

To: Library Board of Trustees

From: Michael Golrick  
Library Director

Subject: Transportation Committee

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At its meeting in August, the Executive Committee discussed the purpose of the Transportation Committee while reviewing all of the committee descriptions. The Executive Committee decided to recommend that the Transportation Committee be disbanded at this time.

The current by-laws have very flexible provisions for appointing committees and task forces to address specific issues. If an issue arises which would have been the purview of the Transportation Committee, it is a simple process to create a new group to deal with the issue.

There is no electronic version of the Committee Description. However, because it is an existing committee, it was felt that the Board should take a definitive action to disband the Committee.

## Michael Golrick

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**From:** "Schneider, Katherine S." [SCHNEIKS@uwec.edu]  
**Sent:** Thursday, September 13, 2007 9:53 AM  
**To:** "michaelg@eauclaire.lib.wi.us" <michaelg@eauclaire.lib.wi.us>  
**Cc:** Mary Jurmain <Mary.Jurmain@realityworks.com>  
**Subject:** For possible inclusion in board packet

FOR IMMEDIATE RELEASE

August 27, 2007

Contact: Doug Pearson

(715) 834-5204

[www.cvbookfest.org](http://www.cvbookfest.org)

8th annual Chippewa Valley Book Festival features poetry, fiction, and other writing on the Middle East

EAU CLAIRE, WI - The 8th annual Chippewa Valley Book Festival, Oct. 18-21, will highlight a panel of national writers whose work focuses on U.S. involvement in the Middle East. These writers include Sandy Tolan, Benjamin Percy, and Brian Turner, who will read from their work and discuss the issues their novels, poetry, and essays address. U.S. Rep. Dave Obey (D-Wis.) will appear to discuss his memoir. Other highlighted authors include regional poet and novelist Jesse Kercheval and Eau Claire native Catherine Friend, who has published children's books, adult fiction, and a memoir. A mini "Bookless Festival" will feature local writers reading from unpublished work, and an invitational reading will feature published local writers reading from theirs. As in past years, this year's festival will also include a creative writing competition for children in grades 3-8, the winners of which will read their work on the final day of the festival.

All events are free and open to the public at locations that are handicapped-accessible. Author biographies are attached. The festival schedule is below. For more information, see MailScanner has detected a possible fraud attempt from "webmail.uwec.edu" claiming to be [www.cvbookfest.org](http://www.cvbookfest.org). Call Doug Pearson at (715) 834-5204 for additional information or assistance in setting up author interviews.

### Chippewa Valley Book Festival Schedule

Thursday, Oct. 18

#### Chippewa Valley Bookless Festival

7 p.m. \* Acoustic Café, 505 S. Barstow St.

Local writers read unpublished work at this invitational event

Friday, Oct. 19

Author visits to local schools: Catherine Friend and John Coy

All day \* Altoona, Chippewa, and Eau Claire schools

John Coy and Catherine Friend read to schoolchildren

#### Local Authors Invitational Reading

4-5:45 p.m. \* Chippewa Valley Museum

Steve Betchkal, Laurie Bieze, Warren Lang, Allyson Loomis, Jon Loomis, and Nadine St. Louis read their work

#### Dinner with Authors

6 p.m. \* Chippewa Valley Museum

Available authors dine with festival attendees. For reservation information, please call 715-839-5004

The Words of Jesse Lee Kercheval

7:30 p.m. \* Chippewa Valley Museum

Jesse Lee Kercheval, author of *Film History as Train Wreck*, discusses her work

Saturday, Oct. 20

Catherine Friend - *Confessions of a Would-Be Farmer: How to Write About your Memories*

9-10:15 a.m. \* L.E. Phillips Senior Center, 1616 Bellinger St.

Catherine Friend, author of *Hit by a Farm*, discusses the processes behind memoir-writing

John Coy - *Creating Stories and Choosing Words: Tips for Writers and Readers*

10:30-11:45 a.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

John Coy, author of *Strong to the Hoop*, discusses writing tips

Dave Obey - *A Politician's Memoir*

Noon-1 p.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

Dave Obey discusses his memoir, *Raising Hell for Justice: The Washington Battles of a Heartland Progressive*

Lunch Break: BYO Bag Lunch (Beverages will be available)

1-1:30 p.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

Panel on the Middle East: Iraq, Israel, Palestine

Sandy Tolan - *Opening the Door to Uncertainty*

1:30-2:20 p.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

Sandy Tolan, author of *The Lemon Tree: An Arab, a Jew, and the Heart of the Middle East*, discusses his work

Brian Turner - *War: What it's Really Like*

2:30-3:20 p.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

Brian Turner, author of *Here, Bullet* and an Iraq veteran, discusses his work

Benjamin Percy - *What's Iraq to Oregon?*

3:30-4:20 p.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

Benjamin Percy, author of *Refresh, Refresh*, discusses his work

Dinner with Authors

5:30 p.m. \* Chippewa Valley Museum

Available authors dine with festival attendees. For reservation information, please call 715-839-5004

Informal Readings by Festival Authors

7 p.m. \* Chippewa Valley Museum

Festival writers conduct informal readings of their work

Sunday, Oct. 21

Winners of the Children's Creative Writing Contest

2-3:30 p.m. \* Eau Claire Room, L.E. Phillips Memorial Public Library, 400 Eau Claire St.

Winners of the Children's Creative Writing Contest read their work.

No virus found in this outgoing message.

Checked by AVG Free Edition.

Version: 7.5.485 / Virus Database: 269.13.15/1003 - Release Date: 9/12/2007 10:56 AM

**2008 Public Library Association Conference  
Minneapolis  
March 25-29, 2008**

<http://www.placonference.org>



**Join the excitement in Minneapolis for the 12th PLA National Conference, March 25-29, 2008!** The biennial National Conference is the premier event for the public libraries, drawing librarians, library support staff, trustees, Friends, and library vendors from across the country and around the world. This is the closest a national library conference will be for a very long time.

**Need assistance in attending the conference? We can help!** Apply by Monday, October 22, 2007 for up to \$200 to attend the conference or visit the exhibits. Funds can be used to pay for substitute wages, lodging, registration and/or food. In the event that we receive more applications than we can fund, we will consider previous PLA attendance and reasons for wanting to attend, as well as seeking a broad spectrum of library size and geographical locations.

**Transportation** We are sponsoring bus trips on Thursday and Friday for only \$10 per day. Please see the bus trip registration form for additional information and to reserve your spot.

**Conference Registration:** Register Early [http://www.placonference.org/registration\\_form.cfm](http://www.placonference.org/registration_form.cfm) Register for the conference by the Early Bird (deadline January 2008) registration deadline for PLA and Minnesota Library Association Members or by the advanced registration deadline in February to save. Full Conference or single day registration is also available.

**Exhibits:** Your chance to visit over 300 exhibitors <http://www.placonference.org/exhibits.cfm> (see attached map and vendor list) is worth the trip. A typical Wisconsin Library Association Conference has fewer than 100 exhibits. At PLA, you will find author-signings, free posters, books and other big giveaways, and information about everything related to libraries! Many people spend an entire day just visiting the exhibits and still don't see everything. We are attempting to arrange for free exhibit passes for those who want to attend exhibits only.



PLA Conference Grant Application  
Deadline is Monday, October 22, 2007

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Name: \_\_\_\_\_ Library: \_\_\_\_\_

Have you ever attended PLA in the past? \_\_\_\_\_ yes \_\_\_\_\_ no

Has the Library Director approved attendance at the conference? \_\_\_\_\_ yes \_\_\_\_\_ no

Will you attend: \_\_\_\_\_ One Day Only  
\_\_\_\_\_ Two Days  
\_\_\_\_\_ Full Conference  
\_\_\_\_\_ Exhibits Only

Briefly explain why you would like to attend PLA:

**Budget (Reimbursement up to \$200.00) NOTE: No transportation costs will be reimbursed**

Please provide the estimated costs for the items for which you would be requesting reimbursement:

Conference Registration [http://www.placonference.org/registration\\_form.cfm](http://www.placonference.org/registration_form.cfm)

Joining PLA, ALA or the Minnesota Library Association

<http://www.mnlibraryassociation.org/Membership%20Info.htm>

is encouraged for the best possible rate \$ \_\_\_\_\_

Lodging [http://www.placonference.org/hotel\\_information.cfm](http://www.placonference.org/hotel_information.cfm)

Cost Range \$99-\$200 per night \$ \_\_\_\_\_

Substitute Wages \$ \_\_\_\_\_

Meal Reimbursement (Breakfast \$8, Lunch \$9 and Dinner \$17) \$ \_\_\_\_\_

Total Anticipated Cost \$ \_\_\_\_\_

Total Request \$ \_\_\_\_\_

Library Contribution \$ \_\_\_\_\_

Other Contribution \$ \_\_\_\_\_



**COME RIDE WITH US TO PLA 2008!  
BUS REGISTRATION DEADLINE IS NOVEMBER 16, 2007**

Please select a route AND a stop: Please note that each route and day requires a minimum of 25 riders by November 16! Please fill out 1 registration for each person.

Hwy 8 with stops in  Ladysmith,  Cameron,  Turtle Lake and  St. Croix Falls  
(Exact times to be determined but the route will begin in Ladysmith at 5:30 am;  
Leave Minneapolis at 5:45 pm)

I-94 with stops in  Eau Claire,  Menomonie,  Baldwin and  Hudson  
(Exact times to be determined but the route will begin in Eau Claire around 6 am;  
Leave Minneapolis at 5:45 pm)

Please request dates

Leave  
 Thursday March 27  
 Friday March 28

Return  
 Thursday March 27  
 Friday March 28  
 No Return

Morning and evening refreshments will be provided on the bus and are included as part of the \$10 registration cost.

Cost is \$10 per day. Please send check to IFLS by November 16th.  
Name: \_\_\_\_\_  
Library: \_\_\_\_\_  
Email: \_\_\_\_\_

**WHO CAN RIDE?**

Library Staff, Library Trustees, Library Friends, and Library Volunteers. If sufficient room is still available others may join you on the trip.



**FOR MORE INFORMATION CONTACT:**  
Indianhead Federated Library System  
1538 Truax Blvd., Eau Claire, WI 54703  
715-839-5082 • tellus@ifls.lib.wi.us

