



L.E. Phillips Memorial Public Library

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday August 28, 2008 at 4:00 pm** in the **Eau Claire Room** of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin.

AGENDA

- 1) **Welcome to Library Stakeholders and Guests!**
- 2) Member Roll Call
- 3) Re-visioned Renovation Plans
 - a) Presentation by Architect Del Wilson of Uihlein-Wilson of the final draft versions of the re-visioned renovation plans
 - b) Discussion of the re-visioned renovation plans
- 4) Citizen Comments (limited to 5 minutes per citizen)
- 5) Approval of Previous Minutes of the Board (page 1)
- 6) Communications
- 7) Report of the Library Director (page 6)
 - a) Assistant Library Director update and discussion
 - b) 2009 Budget update and discussion
- 8) Report of the Library Board President (page 14)
- 9) Committee Reports
 - a) Discussion of Library Board Committee appointments
 - b) Executive Committee
 - c) Development & Endowment Committee
 - d) Capital Campaign (page 15)
 - e) Finance Committee
 - f) Legislative Committee

- g) Planning Committee
- 10) Report from the Friends of the Library
- 11) Report of the Representative to the IFLS Board
- 12) Financial Reports (page 27)
- 13) Action on Bills and Claims (page 31)
- 14) Review of the Monthly Statistics (page 45)
- 15) Consideration of New Business
 - a) Discussion and action on the proposed by-law changes (page 47)
 - b) Further discussion and action on the re-visioned renovation plans
 - c) Discussion and adoption of proclamation for National Friends of Libraries Week 2008 (page 53)
- 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 two days prior to the meeting.

Trustees: If you are unable to attend this meeting, please notify the Library's Administrative Office by calling 715/833.5318

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

A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, July 17, 2008 at 5:00 p.m. in the Board Room of the Library. The following members were present: Adams, Olson, Schneider, Simonsen, Stelter, Von Haden and Wright.

MINUTES OF PREVIOUS MEETING

On a motion made by Sue Olson and seconded by Bob Von Haden, the minutes of the June 19, 2008 Board meeting were unanimously approved with noted changes.

COMMUNICATIONS

The Board reviewed the 2009 Budget Planning Memo from City Manager Mike Huggins to City Department Directors and the Budget Consideration for 2009 Budget Memo from Library Director Michael Golrick.

REPORT OF THE INTERIM LIBRARY DIRECTOR

John Stoneberg had no additional information to add.

REPORT OF THE LIBRARY BOARD PRESIDENT

Katherine Schneider had no additional information to add.

COMMITTEE REPORTS

Board Committees

Katherine Schneider passed around a sign up sheet for Board members to join committees.

Development Committee

The next Development Committee meeting will take place in late August.

Capital Campaign

The Capital Campaign is suspending activities at this time and Campaign Co-Chair Charles Graaskamp will join the Development Committee.

Finance Committee

After discussion, Bob Von Haden made a motion which was seconded by Sue Olson to approve the proposed 2009 Operating Budget and the 2009-2011 Capital Improvement Plan as presented. The motion passed unanimously.

Discussion of future 2009 budget cuts took place. Katherine Schneider recommended that Board members complete an exercise to come close to \$132,000 in reductions by increasing revenue and decreasing expenditures. The \$132,000 came up as part of a broader initial discussion at a City Department Directors meeting about what would need to be made up in the budget for the City at large by the Library.

The Board agreed revenue could be increased by \$3,000 for Julie Gast delaying her retirement and \$10,000 by increasing the fine rates and \$5,000 from IFLS for helping with OCLC cataloging charges. Expenditures could be decreased by \$38,000 by eliminating an IT position, \$10,000 from Travel and Training, \$20,000 Periodicals Cut/Elimination of Browsing Paperback & Art Reproduction Collections and \$38,000 by Closing at 6 PM, Wednesdays and Thursdays. These changes would result in \$124,000 in reductions.

Legislative Committee

Linda Stelter encouraged new Board members to join Speak Up For Your Library.

REPORT OF THE FRIENDS OF THE LIBRARY

Katherine Schneider reported that the last book sale resulted in over \$5,300 in sales, Holly Ring is settling into her new position as Friends Coordinator, and currently there are 763 Friends households.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Sue Olson said the next meeting would take place on July 23, 2008 at the Boyceville Public Library.

ACTION ON BILLS AND CLAIMS

On a motion made by Bob Von Haden and seconded by Linda Stelter, the vote was unanimous to approve the Bills and Claims for 6/11/2008-7/01/2008 as well as the supplemental Bills & Claims Listings for June 2008.

REVIEW OF MONTHLY STATISTICS

The Board reviewed the June Statistical Report.

CONSIDERATION OF NEW BUSINESS

On a motion made by Sue Olson and seconded by Pat Simonsen, the vote was unanimous to approve resolutions in honor of Barb Dickey and Mary Jurmain for their service to the Library and the Eau Claire Community.

Katherine Schneider invited all Board members and Staff to attend the Re-Visioning Workshops, which will be held on July 31, and August 1, 2008 at the Library.

On a motion made by Bob Von Haden and seconded by Sue Olson, the vote was unanimous to approve authorizing John Stoneberg to work with Laura Hookum to make changes to the fees and expenses section of the Library's agreement with the Eau Claire Community Foundation that would be beneficial to the Library.

Katherine Schneider, John Stoneberg and IFLS Director John Thompson met with the Fairchild Public Library Board and the Presidents of the Town and Village of Fairchild on July 15 to discuss the ramifications of Fairchild not participating in the Eau Claire Countywide Library Services Agreement.

On a motion made by Linda Stelter and seconded by Lee Adams, the vote was unanimous to approve the following motion, "The L.E. Phillips Memorial Public Library Board of Trustees is currently working with the Town and Village of Fairchild on efforts to resolve provisions of checkout services issues that relate to charges generated from the Eau Claire Countywide Library Services Agreement. These efforts include offering to make a presentation to residents at the annual Town of Fairchild meeting in April 2009. Therefore, the L.E. Phillips Memorial Public Library Board of Trustees requests the Indianhead Library System Board of Trustees reconsiders its previous decision and continue to pay the checkout charges owed to L.E. Phillips in 2009 for the Town and Village of Fairchild as we continue to try to resolve this matter. In 2009, these charges will amount to \$2,020." Sue Olson will bring this motion forward to the next IFLS Board meeting.

DISCUSSION AND ACTION CONCERNING THE PROCESS FOR SEARCHING FOR A NEW LIBRARY DIRECTOR

Members of the Executive Committee reported results of their discussions at the meeting on July 7, 2008.

On a motion made by Lee Adams and seconded by Bob Von Haden the vote was unanimous to conduct an internal search for a Director. A notice will be posted for all senior librarians at LEPMPL to submit an application. It will be the job of the new Director to appoint an Assistant Director.

Letters of interest for the Library Director's position must be submitted electronically to Katherine Schneider by July 25, 2008. The Board will meet in closed session on August 4, 2008 for interviews and processing. Dale Peters distributed copies of interview questions for Library Director candidates and Board members will review and return them to Katherine Schneider by July 25, 2008. If there are no candidates, the Board will meet on August 21, 2008 as planned.

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

John Stoneberg will work with IFLS to investigate the possibility of obtaining grant money to help finance the accessible door opener on the lower level.

ADJOURNMENT

On a motion made by Lee Adams and seconded by Bob Von Haden, the Board unanimously agreed to adjourn the meeting.

Respectfully submitted,

Jackie Depa,
Associate II

L. E. PHILLIPS MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
July 31-August 5, 2008

July 31

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on July 31, 2008 at 8 a.m. in the Eau Claire Room of the Library.

Present were: Kampf, Olson, Radtke, Schneider, Stelter, Von Haden and Wright.

The purpose of the meeting was to review the current status of the library's remodeling project as presented by the Uihlein-Wilson architectural firm and to provide updated comments on future plans to library staff and interested community members.

Upon a motion by Schneider, seconded by Stelter, the meeting was adjourned at 9 a.m.

Respectfully submitted,
Patricia Simonsen, Secretary

August 1

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Friday, August 1, 2008 at 11 a.m. in the Eau Claire Room of the Library.

Present were: Kampf, Olson, Radtke, Schneider, Simonsen, Stelter, Von Haden and Wright

The purpose of the meeting was to review and discuss architectural drawings showing changes to the library's remodeling project and to discuss potential new plans.

Upon a motion by Schneider, seconded by Simonsen, the meeting was adjourned at Noon.

Respectfully submitted,
Patricia Simonsen, Secretary

August 4

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on August 4, 2008 at 3 p.m. in the Library Board Room.

Present were: Kampf, Olson, Radtke, Schneider, Simonsen, Stelter, Von Haden and Wright.

Von Haden moved to go into closed session, Olson seconded, and the motion was passed and the meeting went into closed session at 3:05 p.m.

The purpose of the closed session was:

1. To evaluate materials to be used to interview the candidate for position of Library Director.
2. To conduct interview with the candidate for position of Library Director

Motion was made to reconvene in open session immediately following the closed session.

The motion passed.

Motion was made by Radtke and seconded by Stelter to offer the position of Library Director to John Stoneberg. The motion passed unanimously.

Motion was made and passed to adjourn at 5:27 p.m.

Respectively submitted,
Patricia Simonsen, Secretary

August 5

There was a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on Tuesday, August 5, 2008 at 7 p.m. in the Library Board Room

Present were: Adams, Kampf, Olson, Radtke, Schneider, Simonsen, Stelter, Von Haden and Wright

Upon a motion duly made and carried, the Library Board convened in closed session to consider employment or promotion of any public employee over which the Library Board has jurisdiction or exercises responsibility, consisting of interviewing and reviewing candidates for the position of Library Director, pursuant to s. 19.85 (1)© Wis. Stats.

The Board reconvened in open session at 7:15.

Upon a motion by Stelter, seconded by Radtke, the Board voted unanimously to appoint John Stoneberg as Library Director effective August 6, 2008 at a salary of \$84,000.

Von Haden moved and Olson seconded the motion to adjourn and it was unanimously passed. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,
Patricia Simonsen, Secretary

August 14, 2008

To: The Library Board of Trustees
From: John Stoneberg, Interim Library Director
Subject: Report of the Library Director for July 2008

On July 6, I became the Interim Library Director. It was a very busy month for all, as you will see from the information I've included from the management team and staff. Library Board President Kathie Schneider and I have been in regular, almost daily communication on many issues.

Business Manager Julie Gast completed the 2009 budget on schedule and she and Mary Blakewell got it out to the Budget and Finance Committee on July 2. On July 6, after becoming Interim Library Director, I sent out cover memos to the Board for certain sections of the budget that Michael Golrick had not completed memos for. On July 8, Julie and I met with the Budget and Finance Committee to review the budget. For the use of the Library Board at its July meeting when they began to discuss potential budget cuts--and at the request of Kathie Schneider--I asked the Management Team to do a ranking of the potential budget cuts we have considered so that the Board would have some sense of what cuts we would choose first, if cuts need to be made. After the Library Board approved the budget at its July 17 meeting, I added new cover memos to the budget and it went to the City. Bess Arneson and Larry Nickel worked with me to produce information and photos for the library's section of the city of Eau Claire 2009 budget document.

City Buildings Supervisor Rod Bonesteel and I met with Ned Noel and Darryl Tufte on July 7. Ned and Darryl are on the City's "green team" and we discussed what the Library is doing and might be able to do to be more energy-conscious and at the same time save money. Rod, Larry Nickel and I met with representatives of Braun ThyssenKrupp Elevator on July 9 to discuss the updating and upgrading of the library's two elevators--which are in the capital improvement plan. We hope to have the elevator work completed by the end of the year.

Library Board President Katherine Schneider, Indianhead Federated Library System Director John Thompson and I met with the Fairchild Library Board on July 15. Although it was a cordial talk and the Chairs of the Town and Village of Fairchild were there, we agreed to disagree about the payments owed to municipalities under the Countywide Library Service Agreement from Fairchild. We offered to make a presentation to the annual Town of Fairchild meeting in April and they were receptive.

On July 14 and 21, I met with new Library Board members Ginny Wright and William Kampf for a tour and orientation which went well. We only have some wrap-up to arrange with other library staff—hopefully in August. New Library Board member Lee Adams and I still need to arrange orientation time.

The re-visioning workshop on July 31 and August 1 went very well and the results are promising. Thanks to staff and Board members who attended and participated and provided valuable feedback. We received television, newspaper and radio coverage when the news release about the workshop went out and newspaper coverage after the workshop was held.

I attended the MORE Directors Council meeting on July 18 where the 2009 budget was discussed and approved. I also attended the Friends of the Library Board meeting on the evening of July 21. I taped my Wisconsin Journal "Book Buzz" segments at WEAU-TV on non-fiction audiobooks on July 23 for airings in August. Segments are available on WEAU's website and are featured on the library's website.

From the Management Team & Staff

Circulation

July was a very busy month for all Circulation staff. The various Youth Services programs, reading programs and other events kept a steady stream of customers checking out a lot of materials. Most circulation changes were in the nature of preparing for some temporary and long-time staff to move on in August.

Human Resources

Network Administrator Kris Nickel received her Library award for 5 years of service.

Circulation Desk staff will have a bit of turnover in August with Erin Klee moving to St. Louis to begin her teaching career and Cecelia Hutte starting graduate school this fall in Madison (Library Science!). Sara Slattery has been hired back as a new Desk Clerk, replacing Erin. Sara has been a desk clerk at Circulation and HRS in the past and we welcome her back.

Patty Baier will take over Cecelia's job combination which includes a new position as an Assistant I in Circulation, in addition to her desk clerk hours. This did cause a vacancy in the HRS office and another Desk position in Circulation. Both of these positions have been posted and hiring processes are taking place.

Youth Services Librarian interviews began the week of July 28th and will finish up the week of August 18th due to a previously scheduled staff vacation. Laura Miller (Human Resources Manager) and Bess Arneson (PRPS Manager) are assisting Shelly Collins-Fuerbringer in this interview process.

Information Technology (IT)

Jolene has continued to enter system parameters into the MORE system for the former BCLIC member libraries. The 2009 MORE budget passed at the July 18th Directors Council meeting and Cathie Currier placed the order for the new modules as requested. The new modules that will be added for 2009 are:

BCLIC Libraries (additional staff licenses, database, serials, acquisitions, scoping)
Additional review files (create list files)
Fines Payment API (e-commerce for self-check other than III)
Inventory Express (a product to make acquisitions more efficient)
Circa (full wireless staff workstation with improved inventory)
Online Patron Registration
Express Lane (III Self Check) for individual libraries

Steve Stoflet and Kris Nickel are finalizing work to develop a more cost effective alternative to Cisco's Smartnet program for providing support and maintenance for the routers, switches and other devices that comprise our local area, wide area and wireless networks. They have received a quote for a variety of VoIP telephones and will make a recommendation for purchase to the Library Director.

The last lightening storm/power outage caused the power supply in several of our PCs to fail. Fortunately, because of the propensity of this part to fail IT stocks spares and Kris Nickel was able to get these machines back on line in very short order.

Work on the library web site included continued training of staff on the Content Management Software, testing new website modules locally with loading to production site as needed and working with Reference staff regarding a new database search interface for local content. In addition Jeff Burns did research for new vendors for new site hosting and installed and tested new Dreamweaver and Flex web development and desktop application software.

Activities associated with the MORE web site included working with new features/templates on the test port, creating and testing item commenting module for the customer to provide comments on items, updating the website style sheet and responding to customer issues/comments related to the website.

Public Relations & Programming (PRPS)

The library's ninth annual outdoor summer concert was held on July 29. Over 230 people enjoyed the East European folk and dance music provided by the Twin Cities-based Orkestar Bez Ime on a balmy Tuesday evening. Using a mix of folk and modern instruments—including accordion, clarinet, dumbek, flute, guitar, kaval, tambura, violin and voice—the group captivated audiences with songs and dances from Bulgaria, Romania, Hungary, Bosnia, Serbia, Albania, Macedonia and Scandinavia. Bess Arneson coordinated the event while Larry Nickel, Kris Jarocki, pages and custodians assisted with set up and clean up. The Friends of the Library facilitated selling the group's CDs (with Friends receiving a portion of proceeds from the sale) and the Optimist Club was on hand to sell refreshments.

Bess and Kris worked on plans to promote the library to UW-Eau Claire students. Larry adapted the library's 'new customer brochure' to appeal to students' interests, including adding a map indicating car, bike and walking routes from campus to the public library. Kris printed and folded 3,000 brochures: 2,200 will be distributed via the Chamber of Commerce in welcome packets they're creating for this fall's freshmen and Bess and Melany Bartig will

give out about 800 brochures to students when they attend the annual UWEC Welcome Day bazaar on September 3.

Bess worked with the Chippewa Valley Book Festival planning committee to create print and web-based promotional materials for the 4-day event that will take place at the library and other downtown locations in mid-October. Twenty authors are slated to participate in this year's event. Kris printed, posted and distributed a list of recommended books to be read in preparation for the festival.

Bess completed her "Book Buzz" segments for WEAU-TV's Wisconsin Journal. For the episode airing the weekend of July 12, she featured books on traveling, biking and hiking in western Wisconsin; books by authors scheduled to appear at the Chippewa Valley Book Festival this coming October were featured during the broadcasts on July 19 and 20.

Larry and Bess worked on the design and wording for several proposed overhead directional and information signs to be hung throughout the library building.

Larry continued to work with E.O. Johnson Company on the purchase of a high-speed inkjet printer to replace the digital duplicator PRPS staff uses to print the library newsletter and other programming and publicity projects. He also set up and tested a replacement disc buffing unit when it arrived in Technical Services and packed up the original unit for shipment back to the manufacturer. (The new equipment that had been purchased in June apparently been damaged during shipment and a replacement unit was sent by the manufacturer.)

Larry recorded new voice mail greetings for Administration and PRPS to reflect staff changes and recorded greetings for the "Hours" phone line to reflect summer opening hours and July 4th holiday. He also worked with IT staff to switch user names and pass codes to set up a procedure for PRPS staff to more efficiently make these changes in the future.

Larry worked with the Friends to update a form for Borders' annual August drive for the Give-A-Kid-A-Book program. He also created a poster for the library's remote book drops promoting the library's audiobook collection, made several updates to the library newsletter (scheduled to be printed in mid-August), edited several news releases and made layout changes to program flyers.

Due to the popularity of the summer reading programs for kid and teens, Kris printed additional runs of the reader's folders, trivia pamphlets and pool party and train tickets. She also sent out news releases, proofread donor listings of the annual report for the website, added new employees and Board members to the library intranet, printed ELF brochures for Circulation Services, updated and printed a new Home Delivery chart, scheduled displays for the lobby display case and performed other miscellaneous publicity duties.

Reference

Renee Ponzio had the reader's advisory table for the first two weeks of the month. Music material was highlighted and the title of the table was "Everybody Sing--Music and Musicians that Touched Your Heart and Made You Smile." She also participated in the re-visioning meeting for library renovation.

Theresa Boetcher reported July Statistics for the Community Information Database: she made 120 changes; 107 additions and deleted 6 records. Both Liz Ryberg and Theresa worked on compact disc recommendation lists for John using All-Music.com. She also did reports for Bess Arneson and John Stoneberg; looking up a number of records for items that have been withdrawn or are missing and what formats are owned in addition Theresa checked carts of books for Bess by looking up the number of items and formats of the books on the carts that were still remaining in the collection. She continues to work on updating "procedures" for Reference and keeps track of and orders supplies for Reference. Isa Small worked on Community Information Database profiles that needed updating, and contacted organizations to verify and/or update information.

Cindy Westphal and Theresa attended training on resetting the new fire alarm system, attended a meeting with John Stoneberg, Renee and Jeff Burns on Reference staff responsibilities for the web site and attended the information session of the re-visioning workshop regarding the library's renovation plans.

Cindy proctored 6 tests for students taking online or long-distance courses.

Liz Ryberg and Cindy added 1 new business and made 5 changes to the library's Business Resource File.

Cindy was trained on scanning obituaries or other documents for customers who have requested these items through the librarian's e-mail.

David Dial helped John find reviews for materials he discussed on the "Book Buzz" radio show.

Interesting Reference Questions

A woman called wanting to find out information on a woman involved in a 1960s bombing who had been caught in Minnesota several years ago. The woman, aside from her connections to the bombings, was responsible for several nursing home deaths and the attempted murder of the customer's father while he was in her care at a nursing home. She knew the woman had been using an alias, Jean Nimon, but wasn't sure of her actual name or the name of the radical group she was associated with. After using several different key word searches, Isa was able to find an article on Kathleen Soliah a.k.a. Sarah Jane Olson. She was involved with the Symbonese Liberation Army and involved in several bombings. She was caught in St. Paul in 1999.

A customer called who was working on some marketing demographics and wanted some information on the number of persons with disabilities in Eau Claire. After searching through the city and county websites with no success, Isa tried the Census Bureau and was able to find information on persons with disabilities in Eau Claire County including a breakdown of age groups.. Isa gave her the URL for the website so she could explore it further on her own as well as the URL for the Wisconsin Department of Workforce Development and the Social Security website.

Home Delivery

Heatherwood book discussion group read Thirteenth Tale by Diane Setterfield. Four people attended.

The Home Delivery customers total 190 at this time. Two customers passed away, three customers went off the program for other reasons and two were added this month. Good Shepherd Senior Apartments decided to discontinue Home Delivery service. Kathy Herfel's Reader's Advisory table for two weeks in July was "National Family Reunion Month."

HRS Office

During the re-visioning workshop on July 31 and August 1, Becky and Amy had an opportunity to speak with the architects about the specific needs for the new HRS area.

Two new carts were purchased to become in-transit "shelves" for the bigger libraries. This will open up shelving for the new libraries that will be joining soon.

The two new offsite bookdrops were ordered and have arrived. We will arrange to have them taken to Ron's Castle Foods. Bob Rieder touched up the paint on the existing boxes. Renee went out with Bob on the van on July 30. Bob discussed an idea on how to fix the offsite bookdrops that will prevent water from getting in. Renee will follow up with Public Works to see who could do this. She will also check into moving the boxes slightly at a couple of locations to protect them better from the weather.

Safety & Security

NEI completed installation of the library's new fire alarm system by mid-July. After the alarm devices were all in place, Simplex, the subcontractor for the electronics part of the system, including software, programmed the system. Following that process, PerMar, the library's vendor for monitoring systems, connected the fire alarm system to their system for monitoring. Larry Nickel, with assistance from Jackie Depa, coordinated this work, along with testing and verification of the system operating in good working order. Once this work was completed, NEI began dismantling the old system.

Theresa Boetcher and Cindy Westphal from Reference Services, Jackie Hagenbucher of Circulation Services and Larry Nickel all received training for re-setting and acknowledging

alarms within the new system. City maintenance and custodial staff, as well as Larry from the Library staff, received additional training on accessing and maintaining the system.

Larry began editing the current fire alarm procedures to get them current and did some re-writing of the Severe Weather Procedures.

Routine duties included: Larry produced back-ups of the reports created by the door access system, reviewed Incident Reports, modified door access for art shows, book sales and other events, assigned door fob access for new employees and modified access as needed for current staff and review video surveillance recordings as needed.

Youth Services

Youth Librarian, Chrissy Knoelke, worked her last day on July 11 and will be heading with her husband to Seattle so staffing was short and covering a busy desk, taking care of a myriad of programming details on top of interviewing for a new Youth Librarian and being heavily involved in the “re-visioning” process was quite a challenge!

Arrgh!!!

The “Sail the A B Seas” Summer Reading Program was an enormous success!

Signups included:

Baby: 85

Read to Me: 785

Readers: 1315

Teens: 498

Total: 2,663

1,101 completed folders as compared to 962 last year.

Other Summer Highlights:

- Golden Trunk Players: two shows with a combined attendance total of 293
- Wild West Comedy Show: two shows with a combined attendance total of 312
- Remarkable Reptiles: one show with an attendance of 194
- Magician: two shows with a combined attendance of 347
- Crime Lab presented by 3M: one show with an attendance of 65
- Storyteller: two shows with a combined attendance of 198
- Blast from the Past presented by the Chippewa Valley Museum: one show with an attendance of 37
- Circus Minimus: two shows with an attendance of 295
- Baseball Celebration for kids in 1st-3rd grade was held in the Eau Claire Room and included baseball players from the Express team and the team mascot. Attendance for the program was 76.

- The Teen Twilight party was held July 26 to celebrate the release of the newest installment of the very popular Twilight series. 30 teens came to this party. The party included games, crafts, trivia, refreshments, prizes and lots of fun!
- July 31 was the Library Night at Carson Park. Kids and teens were given tickets to the Express game for completing baseball trivia questions. Kids who signed up were encouraged to use their library research skills to find the answers to the questions. 283 kids signed up to take part in the baseball trivia and 251 completed. One day before the Express game, one boy and one girl that finished the baseball trivia contest were chosen (drew names from a hat) to throw out the first pitch at the game.
- Several "Pizza and Pages" book discussions for teens were held with an average attendance of 12 teens.
- Several sessions of MyBook Cafe book discussion for 3rd through 5th graders were held with an average attendance of 12 kids.
- Story times were held throughout July with sessions for babies, toddlers, preschoolers as well as a craft story time for school age kids. All of these sessions were very popular and had high attendance. Parents are anxiously awaiting the start for fall story times.
- Numerous daycares and day camps came in to the library throughout the summer to take part in the SLP programs and to check out materials. These groups definitely kept staff busy.
- Staff was busy planning for the end of summer Splash Party at Fairfax Pool for the kids who finished the reading program. This party is sponsored by Luther Midelfort.
- Shelly's segments on WEAU-TV's weekend Wisconsin Journal appeared on July 26-27 and August 2-3.

Library Board President's Report
August, 2008
By Katherine Schneider, Ph.D.

Who would think being Library Board president would involve so much writing!

This month I've written lots of notes to board members encouraging attendance, agendas and minutes, a letter to major donors encouraging them to come to architect plan viewing at August board meeting, an article for the Friends Newsletter, a press release and emails to set a meeting with a major donor for the director and me to show her the plans, etc. My article about "I Love Libraries and I'm Blind" was published in Library Journal, hopefully giving other boards and librarians ideas of things they could do to be more accessible.

Reading a CD version of Absolutely True Diary of a Part-Time Indian by Sherman Alexie who is passionate about reading giving hope to minority kids and receiving a touching thank you note from the Xiong family for the bench dedication ceremony both remind me of the real difference the library makes in so many lives. I'm very aware what dedicated public servants we have in John Stoneberg and Dale Peters. Every time I've contacted either of these gentlemen for help doing my president's job, I've gotten prompt and excellent help. Then I have a Board who gives me a quorum for four meetings in four days; what more could I ask?

While on vacation in Ames I stopped by their library and snooped around. The new thing I saw was Playaways (a player as big as an MP3 player loaded with a single recorded book). They're trying them with seniors who need recorded books but don't have the equipment to play them. Apparently they cost about as much as a book on CD. When we have that "citizen comment" time, feel free to bring up what you've read or seen about libraries that might be of interest to the rest of us, okay?

Many libraries have cats. As you are aware from meetings that go on too long, our library is blessed with the presence of my seeing-eye dog, Ivanna. Unfortunately, because of having PTSD (posttraumatic stress disorder) from an encounter with a dog, she'll be making an early retirement this fall. She'll miss you but not enough to come back for those long meetings! She suggests you talk to my new dog early on about your expectations on length of meetings.

Kathie

The Capital Campaign History of L. E. Phillips Memorial Public Library
Submitted by Mary Jurmain
July 29, 2008

This history of the L.E. Phillips Memorial Public Library's Capital Campaign is intended to serve as documentation of the campaign and a discussion of lessons learned in the process. Adequate funding for libraries is under assault throughout the United States and Eau Claire, Wisconsin is no exception. It is fair to assume that fundraising will become a key ongoing part of the Library Board of Trustees' responsibilities. Perhaps the Campaign's successes can be duplicated and its errors avoided by learning from its history.

The attachments referred to in this report are available at the Library. Some, but not all, of these attachments exist in electronic format. Those that do have been identified as such in their subject line and have been sent to the library archive at **libboard.eauclaire.lib.wi.us**. Under the Wisconsin Open Records Law, they may be accessed by the public. Most, but not all, electronic documents are included in the paper attachments.

Origins

By the early 1990s, it had become clear that the library building was not adequate for the growth the region was experiencing. The population of Eau Claire County had grown from 72,696 in 1976, when the library was constructed, to 88,851 in 1995. Another 20% growth was predicted within 20 years. And the number of library users had increased by 47%.

The need to expand Youth Services was particularly pressing. Eighty percent of children's programs had to be held in the basement meeting rooms, instead of the room designed for them, because the number of children participating was so large. Customers regularly complained about the lack of seating for parents and children. The library contained no private study areas for children or adults. Youth Services audio-visual area shelving was inadequate. The MORE office was similarly cramped. MORE, which currently makes it possible for users to get items from any of 40 regional public libraries, was a victim of its own popularity. From 4,000 transactions in 2001, its use had grown to over 16,000 in 2006. Staff space to handle these transactions was tight.

In response to these needs, community members engaged in a planning process that resulted in a recommendation to build a 24,346 square foot addition which would include a new third floor and an expanded basement area. (See **Attachment 1** for additional information on the planned expansion and the referendum.) A referendum was held on March 19, 1996. It failed by a heartbreakingly small margin—just over 300 votes. No further efforts towards remodeling were considered for several years.

By 2003, the need for building changes, particularly in the Youth Services area, was painfully obvious and consideration was given to undertaking a capital campaign instead of a referendum. (See **Attachment 2** for a brief description.) A more modest project than adding

a third floor was contemplated. A renovation and expansion of Youth Services by 1,300 square feet was estimated to require \$1,021,000 to complete during 2007.

In early 2004, new discussions were held, more detailed plans were taking shape, and a case statement was created (**Attachment 3**). Major features of the plan included:

- Early childhood learning and activity area
- Resource room (for parents, teachers, and daycare providers)
- Study rooms
- Activity room – multipurpose room capable of holding all YS programs
- Additional seating
- Expanded AV and computer area for YS
- Improved display spaces

A group of interested community stakeholders held meetings to discuss the plan and various alternatives. In the course of these discussions, a consensus formed that the library needed to broaden the scope of the project to incorporate more than Youth Services. The goal of the group was to meet the needs of the entire library for at least ten years. Ten years was considered the minimum amount of time between fundraising efforts so as not to cause “donor fatigue.” These additional changes would raise the cost considerably and some were concerned about whether the needed funds could be raised.

In October, Mark Morse, then Library Director, recommended the firm of Boris Frank Associates to conduct a capital campaign fundraising feasibility study and to provide consulting services during the campaign. Mr. Frank’s proposals are found in **Attachment 4**. On November 8, the library board unanimously approved the Library Director’s recommendation.

During a visit to the Milwaukee Public Library, Mark Morse and Youth Services Manager Shelly Collins-Fuerbringer were impressed by the renovation work done by the architectural firm of Uihlein-Wilson (**Attachment 5**). On the recommendation of Mr. Morse, the Library Board engaged the firm to do a workshop with library staff and board members to discuss the details and estimate the costs of the now more ambitious project. The workshop report is included in **Attachment 6**.

2005

During 2005, the library board and staff spent considerable time reviewing and assessing various remodeling options. At least nine different plans were considered. Discussion points included whether parking would be adequate, whether to include a drive-up window for customers to pick up items, how much additional floor space was needed, how to improve circulation, and how to balance the needs of Youth Services with those of other library divisions. **Attachment 7** includes descriptions of the alternatives considered, communications with the architects about them and library staff, library board member and community member opinions of these alternatives.

On October 12, 2005, Ayres Associates prepared and presented a report on parking alternatives associated with possible alternatives for remodeling (**Attachment 8**). After hearing the report, the board voted to move forward with the interior library renovation without any changes to the building exterior.

Also in October, Library Director Mark Morse met with Library Board President Mike Stacy and Library Board Trustee Mary Jurmain to discuss the possibility of creating a new position: a Library Development Director who would oversee fundraising and marketing for the library and manage the Capital Campaign (**Attachment 9**). This position was not filled, partly because of concerns about funding and organizational structure, but the idea resurfaced later.

2006

In January 2006 Boris Frank presented his feasibility study findings (**Attachment 10**). He recommended proceeding with the Capital Campaign. At the January 26 Board meeting, the Library Board voted to employ him for Phase 2 of his contract. Library Director Mark Morse reviewed the building renovation plans and Trustees discussed various points of the plans, such as self-checkout, parking and adding a fireplace to the building. Trustees asked Mr. Morse to research additional concerns.

The remodeling plan that was taking shape now included, in addition to the Youth Services feature previously described:

- Self-service holds
- Expanded Circulation workroom space
- Changes to the entryway
- Self-checkout
- Expansion of MORE shared cataloging services in the basement by enclosing 5,000 square feet of space currently used for parking

The new plan would include a 1,800 square feet expansion of Youth Services, which would be accomplished by moving it to the opposite side of the first floor. Documents describing the new plan are included in **Attachment 11**.

Mark Morse met with City Finance Director Rebecca Noland and with Interim City Manager Brian Amundson to discuss the willingness of city government to support the project. Ms. Noland recommended against city financial support and Mr. Amundson took no position on it, deferring to the City Council. The details of these meetings are found in **Attachment 12**.

At the monthly Board meeting in February, staff opinions on the proposed building renovations were presented by the library management team. The support was not unqualified. Some staff thought that Youth Services would benefit at the expense of other divisions, some that expanding the building during a budget-cutting environment was not appropriate and others wondered how staff could handle a potential influx of new customers after the remodeling. Boris Frank presented his capital campaign strategy report. This presentation was taped on audiocassette as well. Mr. Frank felt that the fundraising target

was feasible. Various motions were made to move the plan forward, but did not receive seconds, perhaps an indication of Trustee doubts and concerns about the project. A motion for a meeting between staff and the architect to iron out issues remaining in the proposed plan was accepted. Relevant materials are found in **Attachment 13**.

Uihlein-Wilson held workshops with library staff and board members on February 28 and March 1, 2006 discussing in detail specific features of the remodeling and ironing out remaining issues (**Attachment 14**). Thirty-three people participated. These discussions crystallized the plan and the conceptual floor plans that followed did not change afterwards throughout the course of the Capital Campaign.

At the March Library Board meeting, the board discussed the architectural plans from the architect, Uihlein-Wilson. As a result, the board approved the basic concepts of the architectural plans presented, subject to four conditions: an acceptable fundraising plan would be developed, options for self check-out would be reviewed and discussed at the next Board meeting, a suitable plan would be developed for the 5,000 extra square feet on the lower level and increased operating costs would be kept within acceptable levels. **Attachment 15** contains floor plans and relevant documentation.

Upon the recommendation of Boris Frank, a Capital Campaign Committee was formed in April to manage the Campaign. Committee members included Charles Graaskamp, Mary Jurmain, Robert Fraser and Sue Olson. Mary Hable, the Friends of the Library Coordinator, worked part-time as the Campaign administrative assistant. The kick-off meeting also included Bob McCoy, Mark Morse, Terry Sheridan, Michael Stacy, Boris Frank and Bob Von Haden. The advice of Mr. McCoy and Mr. Sheridan about potential donors was solicited (**Attachment 16**).

Board President Michael Stacy presented the remodeling plan to the Friends of the Library at their annual meeting April 5.

The Eau Claire Community Foundation was selected to track and manage the Capital Campaign gifts and pledges by means of a “pass through” fund (**Attachment 17**).

The various options for customer self-checkout proved challenging and provoked much discussion. After extensive staff consideration, on May 4, board members reviewed a revised set of floor plans and information about self-checkout costs from Uihlein-Wilson that incorporated the recommendations of staff and the architect (**Attachment 18**). At the same meeting, a decision was made to present the case for the remodeling to City Council.

In May, the Committee listened to two presentations from marketing firms, DBD in Menomonie and Jenkins Market Communications in Eau Claire, to handle marketing and public relations on behalf of the Campaign (**Attachment 19**). The committee held five meetings during May and included prominent community members and potential volunteers in the meetings, including Charles Grossklaus, Vicki Hoehn and Ken Vance.

A detailed case statement about the project was given to City Council members prior to their June 12 meeting (**Attachment 20**). Five people made presentations before City Council: Bob Fraser (library board member and former board president), Charles Graaskamp (Capital Campaign co-chair), Mary Jurmain (library board member and Campaign co-chair), Mark Morse (library director) and Shelly Collins-Fuerbringer, head of Youth Services (**Attachment 21**). These presentations are also available for review on the library's website. Afterwards, the City Council unanimously passed a resolution (**Attachment 22**) supporting the project and approving the use of \$700,000, \$350,000 from the undesignated fund balance and \$350,000 from the library capital fund. These funds were already allocated to the library budget but required City Council approval to use for the remodeling.

Mary Jurmain was elected board president at the June 15 board meeting and also agreed to serve as Campaign Co-Chair, along with Charles Graaskamp. During that meeting there was a consensus of the board that board members should make their own pledges to the Campaign by June 26. They could do so anonymously if they preferred.

A list of naming (recognition) opportunities for major donors and a campaign timetable were proposed (**Attachment 23**).

In July, the Board retained Jenkins Market Communications to handle marketing and communications for the Campaign (**Attachment 24**). Gus Falkenberg, a library employee, began creating a contact management database to record donors and prospects. Alan Jenkins proposed a marketing budget for the remainder of 2006 (**Attachment 25**). Included were campaign brochures, letterhead, a campaign logo, news releases to print publications, video for television, a Wisconsin Public Radio campaign and a direct mail campaign. Uihlein-Wilson proposed a variety of ways to recognize donors (**Attachment 26**). Training of volunteer solicitors began. A pledge level chart was created to estimate how many donor calls and how many pledges would be required in different dollar categories to achieve the goal (**Attachment 27**). The list of donor recognition opportunities was finalized (**Attachment 28**) and at a meeting of the Capital Fund Raising Committee (as it was sometimes called) with Rebecca Noland, Ms. Noland clarified for members that ownership of the funds collected would rest with the Eau Claire Community Foundation (ECCF), not the library. She also stated that, if the revenue goal was not achieved, the project would be scaled back and then moved forward with the fund available (**Attachment 29**).

A formal agreement with the ECCF outlining the Foundation's duties and fees was signed in August (**Attachment 30**), and the Library Board agreed to give the Capital Campaign Committee increased decision-making authority to help the Committee operate in a speedy and efficient manner (**Attachment 31**). Additional volunteers were trained (**Attachment 32**). The Campaign accepted its first donation: \$3,000 from the Domer Foundation. The Friends of the Library made plans for a major donation, and a request was made to the L.E. Phillips Foundation for a lead gift.

By September, the Campaign had a pledge for \$50,000 from the Friends of the Library, \$48,000 collectively from the Library Board Trustees, \$3,000 from the Domer Foundation, \$50,000 from Charles Graaskamp, miscellaneous small donations totaling about \$5,000 and

the \$700,000 the City Council had committed from the library budget. Thirty-six individuals had been trained as volunteers and began soliciting pledges and donations and doing presentations to local groups. During this time, the Library Director, Mark Morse, was recently retired and a search was on for his replacement. Five 30-second promotional TV spots were filmed using prominent community leaders. A campaign logo, “A Gift for Generations”, had been created and an article placed in Library Links, the Friends of the Library newsletter (**Attachment 33**). The first issue of a Capital Campaign newsletter, distributed to campaign volunteers and donors, was published (**Attachment 34**). Campaign materials for volunteers to use were finalized in an attractive folder (**Attachment 35**).

A new library director, Michael Golrick, was selected by the Library Board in October 2007 and began work on December 4. The “quiet phase” of the Campaign ended and the public phase officially began in October with a mass mailing to over 5,000 area households. A press release announcing that the Campaign had raised half a million dollars was sent to the media (**Attachment 36**). Another edition of the campaign newsletter was sent out on October 12 (**Attachment 37**) and a “Wall of Honor” that would display the names and amounts given by donors was designed (**Attachment 38**). Campaign brochures were exhibited in numerous businesses (**Attachment 39**). Plans began for a “Big Penny” campaign that would collect change from school children and teachers and publicize the campaign (**Attachment 40**). On October 27, a Stakeholder’s Gala was held for library supporters. The Gala included a presentation on the remodeling project (**Attachment 41**). The two campaign co-chairs appeared on WEAU’s Judy Clark show October 20th to talk about the Campaign. The next day, a brief spot aired on WQOW, Channel 18. Jurmain met with several community members with fundraising experience including Patrick Rebman and Susan McLeod and attended the Chippewa Valley Professional Fundraisers’ meeting. Another issue of the Capital Campaign Newsletter was distributed on November 14 (**Attachment 42**). At this time, approximately thirty fundraising volunteers were active.

Some weaknesses in the Campaign strategy and organization were becoming evident. Alan Jenkins pointed out that no substantial donor research was conducted prior to beginning the Campaign and his contract was renewed through April of 2007 to enable him to help with this research and to continue marketing activities (**Attachment 43**). It also became obvious that a more sophisticated means of tracking donor information would be needed. Rick Jurmain was tapped to evaluate fundraising software. After reviewing options, he recommended Giftworks as the best software in a mid-price range for Campaign needs and it was purchased.

Another issue of the Capital Campaign newsletter was published on December 19 (**Attachment 44**). Requests were made to present at many community organizations. A list of those that accepted may be found in **Attachment 45**. A more detailed and comprehensive Standard Operating Procedure document for the campaign was created and revised (**Attachment 46**), but the Committee was not able to put many of its recommendations into practice due to insufficient numbers of staff and volunteers engaged in the campaign. December was a big month for publicity. The Capital Campaign was featured in Downtown Ink, in the library’s annual report, in the ECCF’s annual report, and even in a national publication, the News Update from the Friends of Libraries U.S.A (**Attachment 47**).

2007

On January 10, 2007, a volunteer kick-off event encouraged new volunteers to solicit donors and previous volunteers to continue participating. It was also an opportunity for library supporters to meet the new Library Director, Michael Golrick. The campaign passed the three quarter million dollar mark. Another issue of the Capital Campaign newsletter was published January 19 (**Attachment 48**). The “Big Penny” campaign began January 29. A list of participating schools and outcomes are in **Attachment 49**. Jerissa Christianson provided additional administrative support to the Campaign, particularly with Giftworks, until March. The “Big Penny” campaign ended in February, bringing in more than \$8,700, which was matched by the Ken Vance family.

On March 17, a fundraiser, titled “Raisin’ the Green” in honor of St. Patrick’s Day, was held at the Stone’s Throw in Eau Claire. There was good attendance and over \$600 was raised after expenses. Alan Jenkins proposed a new marketing budget to cover April–December 2007 (**Attachment 50**). Robert Fraser and Katherine Schneider made a presentation about the remodeling to emeriti faculty and academic staff on 21 March 2007.

Mary Hable left the Campaign in April and was sorely missed. On April 3, another issue of the Capital Campaign newsletter was published (**Attachment 51**). Mary Jurmain gave an update on the status of the Capital Campaign and made a pitch for additional volunteers at the annual Friends meeting on April 11. Josh Steans joined the Campaign temporarily to provide administrative support and specifically to help with Giftworks, the fundraising software package. However, shortly after he was hired, Josh left after receiving a permanent job offer. During the short time he was at the library, he made great strides towards cleaning up and organizing the database.

By June, the Community Television panels in which nine community members talked about the remodeling project and the Capital Campaign were airing and the Campaign had finally reached the million dollar mark. Library Director Michael Golrick and the Capital Campaign Committee began discussions on fundraising costs and necessary staff support for the Campaign through 2008 (**Attachment 52**). It was becoming clear that the Campaign would not reach the goal of \$3.2 million in the near future.

In July, the Library Board began discussing the possibility of staging the project: that is, doing parts of it in sequence with breaks in between phases, rather than waiting until all the money was raised and then doing all the remodeling at once. Some Trustees felt that many of the library’s supporters wanted to see tangible progress soon. The campaign reached the million dollar mark in pledges and donations and a large ad was placed in the Leader-Telegram on July 29, 2007 to thank donors (**Attachment 53**). Recruitment of adequate numbers of volunteers continued to be a challenge. A script for Campaign volunteers to use to recruit other volunteers was used when appropriate and a letter was developed to send to potential volunteers before calling them (**Attachment 54**). Katherine Schneider and Linda Stelter suggested tiles with donor names to recognize smaller donors. Kris Jarocki was hired as Campaign administrative assistant, filling a longstanding need.

Mary Jurmain and Michael Golrick met with city Finance Director Rebecca Noland and City Manager Mike Huggins on August 6 to discuss the feasibility of hiring a half-time Development Director for the campaign. Permission was granted, provided the position was temporary, the proposed salary was decreased, and the money came from Campaign funds.

After a relatively quiet summer, the Campaign began to ramp up for a more active fall. The panel discussion series about the remodeling ran on CTV for several weeks in October (**Attachment 55**). Market & Johnson was asked to analyze the architect's preliminary plans to see if the project could be staged cost-effectively in hopes of getting more donations from people who might be in "wait-and-see" mode. Michael Golrick and Mary Jurmain met with Dan Market on October 9 and received encouraging news--it was possible to stage the project without spending significantly more money. More potential volunteers were asked to help. At the suggestion of Board Vice-President Katherine Schneider, a "Libraries Change Lives" contest was held. Essays by library users explaining how the library had helped them were used to help publicize the Capital Campaign (**Attachment 56**). A letter signed by distinguished local religious leaders was sent to area churches encouraging their members to contribute. Revisions were made to the Standard Operating Procedures document (**Attachment 57**). Alan Jenkins arranged for three sponsorship announcements featuring the Capital Campaign to run on Wisconsin Public Radio during September, October and November (**Attachment 58**). Sue Olson and Bob Fraser, members of the Capital Campaign Committee, gave presentations at local area nursing homes and senior centers. On November 7, Kevin McKinley gave a workshop called "20 Money Moves" which was well-attended and served a dual purpose of educating library customers and publicizing the Capital Campaign (**Attachment 59**). Library staff also began mentioning the Capital Campaign in introductory remarks for other library programs (**Attachment 60**). A new edition of the Capital Campaign newsletter, now called "Capital Report" was published in November (**Attachment 61**). Sue Olson suggested that the Campaign plan a winter fundraising event featuring chocolate and began to make plans for it.

Natalie Hazen was hired as a marketing intern in December to do donor research and maintain Giftworks records. The Capital Campaign Committee discussions about how to move the Campaign forward intensified. The rate of donations received had slowed considerably, and few additional volunteers had been recruited. A review of expenses to date (**Attachment 62**) caused Committee members to take stock of whether fundraising expenses would eventually exceed an appropriate level. Alan Jenkins contract was due to be renewed, and Committee members decided to put some of the recommended marketing efforts on hold (**Attachment 63**). The consensus of the group was that expenses had to be cut if donations did not increase. An end-of-year appeal for funds was made with a three-part mailing.

2008

In January, Linda Clark, a local business leader, agreed to approach businesses for contributions on behalf of the campaign. Since donations had fallen off, the fundraising focus was beginning to shift to larger potential donors. Some marketing projects contemplated were postponed or cancelled, such as a visit by noted librarian and author Nancy Pearl and a community television 10-part program to "tug the heartstrings" of

potential donors with affecting personal stories about the library. Michael Golrick wrote a document outlining how these individuals should be approached (**Attachment 64**). An updated chart showing which naming opportunities had been taken was produced (**Attachment 65**). Campaign materials that were outdated were under revision. Campaign co-chair Mary Jurmain wrote a memo expressing concern about the slow pace of the fundraising and projecting that, unless something changed, it would take years to reach goal (**Attachment 66**). The memo was discussed at the monthly Library Board meeting, with Trustees expressing support for the Campaign and many offering to do more personally to help raise money. The Trustees were also supportive of doing the remodeling project in stages and asked Library Director Michael Golrick to discuss with staff how they would recommend staging the project. Ads for the upcoming “Chocolate!” event ran from January 28 through February 10 (**Attachment 67**).

The “Chocolate!” event February 10 brought in about \$850 after expenses and had good attendance. As a result of the conclusion of Market & Johnson that it was feasible to do the remodeling project in stages or phases, the Library Board and library staff began to seriously consider moving forward with the first phase of the remodeling, using the money already raised. Library staff expressed concern that they might have to live in an unfinished, “under construction” environment for months or years (**Attachment 68**) and expressed their preference for a single-stage project. The Board decided to put forth a concentrated and sustained burst of effort to reach additional high-level potential donors over the next 60-90 days (jokingly called “the surge”) and to assess what could be done with the money raised during that time. The goal was for each volunteer to contact eight potential donors during the surge. Various guidelines, sample letters, etc. were produced to assist in this effort and a weekly update on the spring campaign (surge) began to be sent by email (**Attachment 69**).

The spring campaign got a big boost when WQOW, Channel 18 (an Eau Claire TV station) applied for, and won, a grant from the TV show “Oprah’s Big Give” for \$10,000 to benefit the Capital Campaign (**Attachment 70**). WQOW ran public service announcements about the campaign, aired interviews about it, and held a final promotional event to hand over the check. The Friends of the Library made a matching contribution and community members contributed additional money. The Big Give part of the spring campaign ran from March 16- April 20. Meanwhile, a sizable group of volunteers continued to be active in contacting potential donors. Plans were made for a volleyball tournament (“Bump for Books”), sponsored by Starbucks, that would raise over \$5,000 for the Capital Campaign (**Attachment 71**). During the Friends of the Library annual meeting April 21, 2008, Board president Mary Jurmain gave an update on the status of the fundraising. At this point, \$1,158,000 had been raised in pledges and donations. A TV spot featuring Library Director Michael Golrick and Shelly Collins-Fuerbringer aired during April and May. A flyer showing the dire overcrowding in the Youth Services department was produced for volunteers to use (**Attachment 72**).

Despite all the publicity and all the effort of the volunteers, it was becoming clear that the rate at which money was being raised would not result in achieving the \$3.2 million goal in the foreseeable future. Overhead and marketing expenses were also becoming a concern. Capital Campaign Committee members felt it was important to keep them within the bounds

donors would consider reasonable (**Attachment 73**). After extensive discussion, Trustees were in agreement that it was time to ramp down the fundraising and begin to focus on using the money to build as many critical features of the original project as possible. During the spring campaign, which began February 25, about \$35,000 was raised, including money from Oprah's "Big Give". A vigorous, sustained effort had not produced the hoped-for results, but much could still be done to benefit the library. A plan to seek out and write grant applications was considered and shelved because of the expense and uncertain outcome.

Fundraising letters were sent in May to UWEC Emeriti and retired faculty, to Leadership Eau Claire alumni, and to Friends of the library members (**Attachment 74**). Additional letters to downtown property owners, former Eau Claire residents, and the health care community were planned. Four architectural firms were interviewed by telephone for the "re-visioning" work (downsizing the conceptual plan and estimating the cost of a smaller remodeling project) (**Attachment 75**). Uihlein-Wilson, the Milwaukee firm that did the original conceptual design, was selected.

A setback for the Campaign occurred when the employment of Library Director, Michael Golrick, was terminated by the Board. This generated front-page news and considerable speculation, which detracted from the Campaign. The additional scheduled mailings to downtown business owners and health care professionals were cancelled and fundraising efforts came to a halt. Another setback occurred when the L.E. Phillips Family Foundation stated that they would reduce their \$378,000 pledge to an amount no greater than approximately 10% of the total raised in pledges and donations (including the \$700,000 from the library budget). Subtracting expenses, this left the Campaign with a grand total in pledges and donations of almost exactly \$1,500,000.

A library bench naming ceremony was held on June 7, 2008 to honor Joe Bee Xiong, a prominent community leader who had died the previous year (**Attachment 76**). June also marked the end of Board President Mary Jurmain's term as a Trustee, as Board President, and as Capital Campaign Co-chair. Sue Olson remained on the Board but also stepped down from the Capital Campaign. Katherine Schneider was elected Board President.

On August 1, 2008, Uihlein-Wilson architects presented new conceptual drawings and discussed plans for the re-visioning. Remarkably, they managed to preserve all of the most important features of the original plan. Youth Services would still get a larger program room, two study rooms, a resource room, and expanded seating. Expenses were cut dramatically, with an initial estimate of costs at \$1,567,000. Staff, Library Board and Capital Campaign members present all agreed that the plan was a success and one they would be comfortable presenting to donors.

Volunteers

The Capital Campaign Committee was the core volunteer group during the Campaign. The members of this group varied at times (**Attachment 77**).

There were approximately 43 volunteers over the course of the campaign, 14 of whom were active during the spring 2008 campaign. In total, volunteers have personally contacted at least 160 potential donors. Of those who were personally contacted, 57 of them have donated to the Campaign. In addition, many thousands of people learned about the Campaign through special events, television and radio ads, newspaper stories, mass mailings and information in the library itself.

Donors

The Campaign had a total of 803 donors, 735 individuals and 68 companies. Twelve donors have contributed over \$10,000, 29 donors have contributed between \$5,000 and \$10,000, 82 donors between \$1,000 and \$5,000, 686 donors have given less than \$1,000. These numbers were valid as of 7/10/08 and may have changed since then.

A chart showing donors who will receive special recognition in the form of naming rights for areas of the library is in **Attachment 78**, along with one possible design for displaying large donors' names on a "Wall of Honor", and a list of in-kind donors as of March 2008.

The Friends of the Library were loyal and generous supporters throughout the Campaign, both financially and with their time as volunteers.

Meetings

The Capital Campaign Committee met 44 times until the campaign went on hiatus in July. The first meeting was April 11, 2006 and the last meeting was May 16, 2008.

Lessons Learned

While it was disappointing that the original goal of \$3.9 million was not reached, a significant sum was raised that should dramatically help improve the library building. It is worth mentioning some of the challenges faced:

1. The Endowment Fund was quite recent and some donors either didn't want to give to both the Capital Campaign and the Endowment Fund at the same time, or they were confused by why there were two different efforts almost simultaneously.
2. The initial advice and support from the fundraising consultant was inadequate. The feasibility study was cursory and did not relay some of the negative feedback from the participants, nor did it identify any specific committed high-level donors. The level of training and consultation with campaign volunteers was not adequate for their level of fundraising experience.
3. No one on the library board, Capital Campaign Committee or staff had significant experience with Capital Campaigns. The Endowment Fund was the library's first foray into fundraising and there had never been an annual appeal to library supporters.
4. Some members of the public felt that the library, as a tax-supported institution, did not require private funding.

5. There was not universal support from the library staff for the project.
6. The time commitment of volunteers was not clarified beforehand. While the Board was supportive of the endeavor, they were not told what would be expected of them beforehand.
7. Matching of volunteers and potential donors was haphazard. Who does the asking can greatly influence whether and how much a donor gives.
8. Consultants advised the Committee to begin the public phase of the Campaign prematurely. At least half of the money needed should have been secured with pledges before beginning the public phase, or it should not have been undertaken.
9. No significant donor research had been done before the Campaign began.
10. Administrative staffing was lacking throughout key parts of the campaign.
11. Leadership and participation from the Library Director was insufficient.
12. A Capital Campaign of this magnitude should have had an experienced Executive Director or Development Director overseeing it.
13. Three different people acted as Library Director during the Campaign.

If the Library Board decides to revive the Capital Campaign at some time in the future, or do other forms of fundraising, here are some recommendations:

1. Volunteers and Trustees should understand and agree to the time and financial commitment expected of them before the project begins.
2. Enthusiastic and universal participation is needed from Trustees, staff, and volunteers.
3. Use facts and figures to help make the case, but also appeal to the emotions. People contribute to a vision, not a fact sheet. Use first-person testimonials and show how libraries change lives.
4. Consider a referendum. Libraries are public institutions and, as such, deserve full funding from the public that uses them (and even the public that doesn't). The privatization of library support is not a good thing.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2008 YTD BUDGET REPORT - Operating
For the Period Ended July 31, 2008

OBJ #	ACCOUNT NAME	2008 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,757,900.00	\$ 2,757,900.00	\$ -	\$ -	100.0%
4330	Library Fines & Miscellaneous Revenue	\$ 128,300.00	\$ 79,225.73	\$ -	\$ 49,074.27	61.8%
4398	Other Penalties (Collection Agency)	\$ 2,400.00	\$ 1,740.00	\$ -	\$ 660.00	72.5%
4451	Electronic Copy Revenue	\$ 1,600.00	\$ 1,455.11	\$ -	\$ 144.89	90.9%
4452	Copier Revenue	\$ 3,200.00	\$ 1,874.62	\$ -	\$ 1,325.38	58.6%
4602	Service to Eau Claire County	\$ 526,000.00	\$ 263,971.00	\$ -	\$ 262,029.00	50.2%
4608	Indianhead Library System	\$ 129,300.00	\$ 11,519.89	\$ 10,890.00	\$ 106,890.11	17.3%
4672	Service Charge-Other (Fairchild)	\$ 1,900.00	\$ 524.25	\$ 475.00	\$ 900.75	52.6%
4798	Misc Service Revenues (Act 150)	\$ 210,100.00	\$ 210,133.50	\$ -	\$ (33.50)	100.0%
4834	Book Bag Sales	\$ 300.00	\$ 202.04	\$ -	\$ 97.96	67.3%
4836	Misc Grant Revenue	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
4850	Gift Revenue	\$ 16,000.00	\$ 21,754.00	\$ -	\$ (5,754.00)	136.0%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 8,553.69	\$ -	\$ 6,446.31	57.0%
4858	Refund of Prior Years Expense	\$ -	\$ 1,898.40	\$ -	\$ (1,898.40)	n/a
4898	Miscellaneous Revenue	\$ 3,700.00	\$ 4,220.58	\$ -	\$ (520.58)	114.1%
5152	Sale of Capital Assets	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
		<u>\$ 3,810,900.00</u>	<u>\$ 3,364,972.81</u>	<u>\$ 11,365.00</u>	<u>\$ 434,562.19</u>	88.6%
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,875,400.00</u></u>	<u><u>\$ 3,364,972.81</u></u>	<u><u>\$ 11,365.00</u></u>	<u><u>\$ 499,062.19</u></u>	87.1%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,725,400.00	\$ 970,193.35		\$ 755,206.65	56.2%
6020	P/R Overtime	\$ -	\$ 199.83		\$ (199.83)	n/a
6030	Special Pays	\$ 33,200.00	\$ 11,948.53		\$ 21,251.47	36.0%
6040	Employer Paid Benefits	\$ 353,800.00	\$ 184,744.33		\$ 169,055.67	52.2%
6043	Health insurance-Employer	\$ 381,100.00	\$ 181,177.59		\$ 199,922.41	47.5%
6047	Health insurance Deductible	\$ 49,400.00	\$ 6,743.02		\$ 42,656.98	13.6%
6108	Unemployment Compensation	\$ 8,800.00	\$ -		\$ 8,800.00	0.0%
6110	Postage & Shipping	\$ 24,200.00	\$ 8,801.07		\$ 15,398.93	36.4%
6112	Computer Service Charges	\$ 99,200.00	\$ 81,422.59	\$ 173.49	\$ 17,603.92	82.3%
6116	Binding	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
6120	Auditing	\$ 2,300.00	\$ 1,845.83		\$ 454.17	80.3%
6122	Cataloging	\$ 29,900.00	\$ 30,937.89		\$ (1,037.89)	103.5%
6128	Repairs to Tools & Equip	\$ 5,100.00	\$ 3,413.28		\$ 1,686.72	66.9%
6138	Equipment Rental	\$ 7,400.00	\$ 2,776.58		\$ 4,623.42	37.5%
6150	Special Services	\$ 55,600.00	\$ 9,029.50		\$ 46,570.50	16.2%
6160	Staff Training/Conference	\$ 25,000.00	\$ 14,869.96		\$ 10,130.04	59.5%
6162	Membership Dues	\$ 3,700.00	\$ 1,535.00		\$ 2,165.00	41.5%
6198	Miscellaneous Contractual	\$ 72,000.00	\$ 21,356.31	\$ 943.20	\$ 49,700.49	31.0%
6202	Electricity	\$ 70,100.00	\$ 37,563.83		\$ 32,536.17	53.6%
6208	Gas Service	\$ 20,100.00	\$ 16,106.13		\$ 3,993.87	80.1%
6210	Telephones	\$ 16,000.00	\$ 4,512.77		\$ 11,487.23	28.2%
6252	Water Service	\$ 2,100.00	\$ 615.46		\$ 1,484.54	29.3%
6254	Sewer Service	\$ 2,100.00	\$ 609.76		\$ 1,490.24	29.0%
6308	Special Assessments	\$ 600.00	\$ 580.62		\$ 19.38	96.8%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 18,083.31		\$ 12,916.69	58.3%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 82,700.00	\$ 43,341.89	\$ 3,935.07	\$ 35,423.04	57.2%
6410	Periodicals	\$ 23,400.00	\$ 6,070.38		\$ 17,329.62	25.9%
6411	Pamphlets	\$ 200.00	\$ -		\$ 200.00	0.0%
6412	Books-Adult	\$ 183,200.00	\$ 99,393.37		\$ 83,806.63	54.3%
6413	Books-Juvenile	\$ 74,300.00	\$ 41,207.90		\$ 33,092.10	55.5%
6414	Non-print Materials	\$ 60,600.00	\$ 33,609.14		\$ 26,990.86	55.5%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 3,108.53		\$ 11,891.47	20.7%
6490	Equipment Purchases < \$5000	\$ 57,400.00	\$ 11,224.42	\$ 5,072.00	\$ 41,103.58	28.4%
6495	Grant Expenditures	\$ 15,000.00	\$ -		\$ 15,000.00	0.0%
6496	Gift Expenditures	\$ 16,000.00	\$ 14,538.45	\$ 2,297.90	\$ (836.35)	105.2%
6498	Other Materials & Supplies	\$ 2,900.00	\$ 1,976.80		\$ 923.20	68.2%
6790	Refunds & Reimbursements	\$ 10,300.00	\$ 10,420.65		\$ (120.65)	101.2%
6802	Capital Purchases	\$ 6,000.00	\$ -		\$ 6,000.00	0.0%
7044	Transfer to Library Capital Projects	\$ 55,900.00	\$ 55,900.00		\$ -	100.0%
		\$ 3,622,000.00	\$ 1,929,858.07	\$ 12,421.66	\$ 1,679,720.27	53.6%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,000.00	\$ 59,386.76	\$ -	\$ 61,613.24	49.1%
6020	Payroll Overtime	\$ 16,800.00	\$ 2,978.75	\$ -	\$ 13,821.25	17.7%
6030	Special Pays	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6040	Employer Paid Benefits	\$ 25,800.00	\$ 11,752.61	\$ -	\$ 14,047.39	45.6%
6043	Health Ins (ER)	\$ 44,500.00	\$ 16,317.23	\$ -	\$ 28,182.77	36.7%
6047	Health Insurance Deductible	\$ 5,600.00	\$ 3,266.69	\$ -	\$ 2,333.31	58.3%
6108	Unemployment Compensation	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6128	Repairs to Tools & Equipment	\$ 200.00	\$ 19.28	\$ -	\$ 180.72	9.6%
6130	Repairs to Buildings	\$ 19,600.00	\$ 16,015.70	\$ 563.77	\$ 3,020.53	84.6%
6138	Equipment Rental	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
6144	Laundry & Dry Cleaning	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
6150	Special Services	\$ 8,100.00	\$ 4,393.17	\$ 2,416.08	\$ 1,290.75	84.1%
6214	Garbage Service	\$ 2,100.00	\$ 1,425.39	\$ -	\$ 674.61	67.9%
6256	Stormwater Charges	\$ 400.00	\$ 377.25	\$ -	\$ 22.75	94.3%
6460	Repair Part & Supplies	\$ 1,100.00	\$ 141.18		\$ 958.82	12.8%
6464	Building Materials & Janitorial Supplies	\$ 7,900.00	\$ 5,699.75	\$ 2,147.08	\$ 53.17	99.3%
		<u>\$ 253,400.00</u>	<u>\$ 121,773.76</u>	<u>\$ 5,126.93</u>	<u>\$ 126,499.31</u>	<u>50.1%</u>
	TOTAL EXPENSES	<u>\$ 3,875,400.00</u>	<u>\$ 2,051,631.83</u>	<u>\$ 17,548.59</u>	<u>\$ 1,806,219.58</u>	<u>53.4%</u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT
For the Period Ended July 31, 2008

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,011,900.00	\$ 905,713.95	\$ 25,750.00	\$ 80,436.05	92.1%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 139,354.79	\$ 14,240.00	\$ 546,405.21	21.9%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2009)	<u>\$ 177,000.00</u>	<u>\$ 4,850.04</u>	<u>\$ 39,895.95</u>	<u>\$ 132,254.01</u>	25.3%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u>\$ 2,781,700.00</u>	<u>\$ 1,766,028.16</u>	<u>\$ 79,885.95</u>	<u>\$ 935,785.89</u>	66.4%

Warrant Report for 071108L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/09/2008	106231	ALTOONA PUBLIC LIBRARY	210157	LOST ITEM RFND - JUV BK	LIBRND828	\$17.00
07/09/2008	106231	ALTOONA PUBLIC LIBRARY	210157	LOST ITEM RFND - JUV BK	LIBRFND828L	\$30.00
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 L&D JU'	805646118140	\$8.76
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 JUV BK:	820705864302	\$9.99
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 L&D AD	751139683684	\$12.89
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 NONPR	703463609356	\$14.99
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 NONPR	930386311823	\$19.99
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 JUV BK:	879124282818	\$40.49
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 NONPR	973003304111	\$43.48
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 NONPR	807894438297	\$70.44
07/09/2008	104685	AMAZON.COM CREDIT	210158	6045787810055737 NONPR	931716990700	\$87.96
07/09/2008	111694	ANDERSON, FERN	210159	LOST ITEM RFND - JUV NC	LIBRFND828	\$19.99
07/09/2008	101212	AT&T	210160	ADULT BKS	54259710	\$179.52
07/09/2008	101212	AT&T	210161	287002846404 CELL PHONI	NONE828	\$45.21
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37793900	\$7.15
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37642472	\$10.79
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H38321431	\$11.99
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37793901	\$14.23
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37775160	\$14.39
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37416452	\$17.96
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37416451	\$20.12
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H38378100	\$21.56
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37677200	\$21.58
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37775163	\$21.59
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H38321430	\$25.16
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37642470	\$28.79
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37746690	\$32.37
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37416450	\$42.53
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37994350	\$43.14
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H38089480	\$48.37
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37775161	\$50.37
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37775162	\$53.39
07/09/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210162	NONPRINT	H37642471	\$113.10

Warrant Report for 071108L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/09/2008	100237	BAKER & TAYLOR INC	210163	JUV BKS	2021347265	\$41.94
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021411411	\$43.03
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021399460	\$54.15
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021348064	\$69.89
07/09/2008	100237	BAKER & TAYLOR INC	210163	JUV BKS	2021410805	\$77.21
07/09/2008	100237	BAKER & TAYLOR INC	210163	NONPRINT JUV BKS	2021383563	\$105.07
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021361242	\$105.72
07/09/2008	100237	BAKER & TAYLOR INC	210163	NONPRINT JUV BKS	2021399426	\$118.44
07/09/2008	100237	BAKER & TAYLOR INC	210163	JUV BKS	2021331578	\$125.82
07/09/2008	100237	BAKER & TAYLOR INC	210163	NONPRINT JUV BKS	2021374288	\$148.25
07/09/2008	100237	BAKER & TAYLOR INC	210163	JUV BKS	2021389814	\$157.92
07/09/2008	100237	BAKER & TAYLOR INC	210163	JUV BKS NONPRINT	2021376000	\$172.41
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021338412	\$261.65
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	5009143967	\$278.05
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS L&D NONPRIN	2021398914	\$281.31
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021360154	\$290.71
07/09/2008	100237	BAKER & TAYLOR INC	210163	NONPRINT JUV BKS	2021398267	\$291.72
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021424434	\$311.52
07/09/2008	100237	BAKER & TAYLOR INC	210163	NONPRINT ADULT BKS	2021410682	\$348.01
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS L&D ADULT BK	2021390705	\$395.24
07/09/2008	100237	BAKER & TAYLOR INC	210163	NONPRINT ADULT BKS	2021347326	\$399.24
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021389918	\$436.52
07/09/2008	100237	BAKER & TAYLOR INC	210163	ADULT BKS	2021309679	\$459.08
07/09/2008	100237	BAKER & TAYLOR INC	210163	JUV BKS	2021360058	\$535.42
07/09/2008	106526	BBC AUDIOBOOKS AMERICA	210164	L&D NONPRINT	327609	\$26.00
07/09/2008	103530	BLACKSTONE AUDIOBOOKS	210165	NONPRINT	468268	\$57.60
07/09/2008	102290	BOOK WHOLESALERS INC	210166	L&D JUV BKS	M273774A	\$20.86
07/09/2008	102290	BOOK WHOLESALERS INC	210166	JUV BKS	M261473A	\$23.85
07/09/2008	102290	BOOK WHOLESALERS INC	210166	JUV BKS L&D JUV BKS	M270677A	\$35.68
07/09/2008	102290	BOOK WHOLESALERS INC	210166	JUV BKS	M271957A	\$71.38
07/09/2008	102290	BOOK WHOLESALERS INC	210166	JUV BKS	M268756A	\$97.94
07/09/2008	100578	CDW-G CORPORATE OFFICE	210167	EQUIPMENT REPLACEMEN	KSN1255	\$5,350.00
07/09/2008	108383	CHIPPEWA FALLS PUBLIC LIBRARY	210168	LOST ITEM RFND-ADULT N	LIBRFND828	\$16.98

Warrant Report for 071108L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/09/2008	100099	CHIPPEWA VALLEY MUSEUM	210169	YS PROGRAM 7/24	NONE828	\$50.00
07/09/2008	100860	CITY OF EAU CLAIRE	210170	VAN GAS/ HEALTH DEDUC	110853	\$1,209.34
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15819824	\$19.47
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15808098	\$24.72
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15808680	\$26.22
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15809109	\$26.22
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15815882	\$44.18
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15821570	\$53.18
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15807013	\$58.40
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15807733	\$58.40
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15816391	\$67.40
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15807331	\$70.40
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15814645	\$135.75
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15804984	\$208.96
07/09/2008	100255	GALE RESEARCH INC	210171	ADULT BKS	15815995	\$245.58
07/09/2008	101135	GROUP HEALTH CO-OP	210172	GROUP #250-31 AUGUST	NONE828L	\$1,522.01
07/09/2008	101135	GROUP HEALTH CO-OP	210172	GROUP #250-31 AUGUST	NONE828	\$29,517.11
07/09/2008	110390	HANLEY WOOD CONSUMER GROUF	210173	ADULT BKS	12946122	\$102.40
07/09/2008	100260	HIGHSMITH COMPANY	210174	SUPPLIES	1518645004	\$176.80
07/09/2008	100260	HIGHSMITH COMPANY	210174	SUPPLIES	1518645003	\$589.05
07/09/2008	100260	HIGHSMITH COMPANY	210174	SUPPLIES	1518645001	\$765.85
07/09/2008	100260	HIGHSMITH COMPANY	210174	SUPPLIES	1518645002	\$785.40
07/09/2008	104227	INFORMATION TODAY INC	210175	ADULT BKS	1149407B1	\$206.95
07/09/2008	100160	L&M MAIL SERVICES INC	210176	FRIENDS POSTAGE	14998	\$142.17
07/09/2008	100160	L&M MAIL SERVICES INC	210176	POSTAGE	NONE828	\$1,209.32
07/09/2008	111696	MAGIC MAMA MUSIC LLC	210177	NONPRINT	714474	\$44.00
07/09/2008	100021	MENARDS EAST	210178	CR DRILL, CLEAR STORAG	4570	\$-11.96
07/09/2008	100021	MENARDS EAST	210178	SUPPLIES	91885	\$78.52
07/09/2008	108886	MENOMONIE PUBLIC LIBRARY	210179	LOST ITEM RFND - JUV BK	LIBRFND828L	\$11.95
07/09/2008	109547	MILLTOWN PUBLIC LIBRARY	210180	LOST ITEM RFND - ADULT	LIBRFND828	\$20.00
07/09/2008	100270	MINNESOTA MUTUAL LIFE INS	210181	AUGUST LESS NEISE	NONE828	\$1,083.89
07/09/2008	111388	MULTNOMAH CO LIBRARY	210182	SUPPLIES	ECR199	\$247.50
07/09/2008	100525	NATL INST GOVERNMENTAL PURCH	210183	NATL INST GOVT PURCHA	5000028607	\$330.00

Warrant Report for 071108L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/09/2008	101524	OFFICE DEPOT	210184	SUPPLIES	602341079	\$889.36
07/12/2008	103766	ORIENTAL TRADING COMPANY INC	210185	SUPPLIES/PRZ INCNTVS	62523289301	\$75.35
07/09/2008	100657	STATE BAR OF WISCONSIN	210186	ADULT BKS	332007	\$51.75
07/09/2008	102552	STUDENT TRANSIT-EAU CLAIRE INC	210187	SUPPLIES	15941	\$82.68
07/09/2008	109199	TARGET	210188	SUPPLIES	NONE828	\$339.96
07/09/2008	103634	TEACHING COMPANY	210189	NONPRINT	3596279	\$197.42
07/09/2008	100248	WILS	210190	BADGERCAT WORLDCAT	18804	\$2,515.00
07/09/2008	103892	WORLD CHAMBER OF COMMERCE I	210191	ADULT BKS	156196	\$53.00

\$55,731.60

Warrant Report for 071808L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 ADULT	898372155907	\$6.99
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 JUV BK:	974814064514	\$13.60
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	728447610396	\$15.95
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 JUV BK:	952189316408	\$22.77
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	708057504862	\$24.99
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	827485453060	\$26.03
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 JUV BK:	901256775989	\$28.51
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	716129014775	\$44.96
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	761176040099	\$49.99
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	853788200141	\$53.96
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 JUV BK:	745215732929	\$65.53
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 GIFT BK	799302487917	\$103.96
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 ADULT	965729503642	\$136.02
07/16/2008	104685	AMAZON.COM CREDIT	210192	6045787810055737 NONPR	807253461586	\$193.07
07/16/2008	100227	AMERICAN LIBRARY ASSOCIATION	210193	JOB AD	110670	\$222.50
07/16/2008	111470	ARONSON, SHARI	210200	PROGRAM YS 7/30	NONE829	\$793.10
07/16/2008	110693	AUGUSTA PUBLIC LIBRARY	210194	LOST ITEM RFND-NONPRII	LIBRFND829	\$25.00
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H211753CM	\$-17.99
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	L&D NONPRINT	H38629311	\$5.93
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H38971840	\$10.75
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H38452931	\$10.79
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H38629310	\$11.88
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	S32783560	\$14.38
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H213057DM	\$17.99
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H38921491	\$21.56
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H38452930	\$28.76
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H39047190	\$71.96
07/16/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210195	NONPRINT	H38921490	\$121.33
07/16/2008	100237	BAKER & TAYLOR INC	210196	JUV BKS	2021467154	\$27.39
07/16/2008	100237	BAKER & TAYLOR INC	210196	JUV BKS	2021445240	\$38.45
07/16/2008	100237	BAKER & TAYLOR INC	210196	NONPRINT JUV BKS	2021424690	\$50.74
07/16/2008	100237	BAKER & TAYLOR INC	210196	JUV BKS	2021468088	\$66.99
07/16/2008	100237	BAKER & TAYLOR INC	210196	ADULT BKS L&D ADULT BK	2021466354	\$69.43

Warrant Report for 071808L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/16/2008	100237	BAKER & TAYLOR INC	210196	ADULT BKS	5009195844	\$81.48
07/16/2008	100237	BAKER & TAYLOR INC	210196	ADULT BKS	2021432383	\$161.71
07/16/2008	100237	BAKER & TAYLOR INC	210196	JUV BKS	2021455795	\$208.94
07/16/2008	100237	BAKER & TAYLOR INC	210196	NONPRINT JUV BKS	2021438551	\$484.30
07/16/2008	100237	BAKER & TAYLOR INC	210196	NONPRINT ADULT BKS	2021456001	\$1,049.95
07/16/2008	102290	BOOK WHOLESALERS INC	210197	JUV BKS	M275225A	\$166.09
07/16/2008	106234	BRILLIANCE AUDIO INC	210198	NONPRINT	IN0445932	\$53.49
07/16/2008	106234	BRILLIANCE AUDIO INC	210198	NONPRINT	IN0445935	\$53.49
07/16/2008	106234	BRILLIANCE AUDIO INC	210198	NONPRINT	IN0445298	\$202.96
07/16/2008	106234	BRILLIANCE AUDIO INC	210198	NONPRINT	IN0446900	\$243.80
07/16/2008	108383	CHIPPEWA FALLS PUBLIC LIBRARY	210199	LOST ITEM RFND-PART	LIBRFND829L	\$5.00
07/16/2008	108383	CHIPPEWA FALLS PUBLIC LIBRARY	210199	LOST ITEM RFND-NONPRII	LIBRFND829	\$17.95
07/16/2008	107455	COLFAX PUBLIC LIBRARY	210201	LOST ITEM RFND-NONPRII	LIBRFND829	\$9.72
07/16/2008	103783	CRIMSON MULTIMEDIA DIST INC	210202	NONPRINT	13548A	\$100.66
07/16/2008	111368	DEYOUNG, TAMMY	210203	PIRATE PARTY CLIP ART Y	NONE829	\$25.00
07/16/2008	100120	EO JOHNSON CO INC	210204	SVC K RISO MAR-JUN	CNIN277863	\$111.18
07/16/2008	100255	GALE RESEARCH INC	210205	ADULT BKS	15828569	\$24.72
07/16/2008	100255	GALE RESEARCH INC	210205	ADULT BKS	15828180	\$25.47
07/16/2008	109689	GLENWOOD CITY PUBLIC LIBRARY	210206	LOST ITEM RFND-ADULT B	LIBRFND829	\$6.99
07/16/2008	109109	IFCPP	210207	INTL FNDTN CLTRL PROP	NONE829	\$100.00
07/16/2008	102799	INNOVATIVE USERS GROUP	210208	INNOVATIVE USERS GROU	200809799	\$80.00
07/16/2008	111708	JOHNSON, JENNIFER	210209	LOST ITEM RFND-LESS FI	LIBRFND829L	\$5.98
07/16/2008	111708	JOHNSON, JENNIFER	210209	LOST ITEM RFND-LESS FI	LIBRFND829	\$20.98
07/16/2008	110548	KNOELKE, CHRISTINE	210210	YS RBBN,WIRE,PARTY SUI	NONE829	\$107.93
07/16/2008	100176	LEXISNEXIS MATTHEW BENDER	210211	ADULT BKS	71009272	\$2,049.05
07/16/2008	109412	LOGISTECH INC	210212	ADULT BKS	116131	\$382.72
07/16/2008	100070	MEGA	210213	FRNDS PRGRM RFRSHMN	292154	\$28.31
07/17/2008	111711	MUNDINGER, KATRINA	210214	PROGRAM ORKESTAR BE	NONE829	\$870.00
07/16/2008	110896	PATCHIN, JILL	210215	FRNDS PRGRM RFRSHMN	NONE829	\$15.87
07/16/2008	111586	PENGUIN GROUP USA INC	210216	JUV BKS	7006625816	\$26.98
07/16/2008	110171	PEPIN PUBLIC LIBRARY	210217	LOST ITEM RFND-ADULT B	LIBRFND829	\$15.00
07/16/2008	100496	PRYOR RESOURCES INC	210218	EXCEL TRAINING-BLAKEW	NONE829	\$128.00
07/16/2008	108652	RANDOM HOUSE INC	210219	NONPRINT	1084996455	\$36.00

Warrant Report for 071808L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/16/2008	100285	REGENT BOOK CO	210220	ADULT BKS	SO79434	\$25.07
07/16/2008	111709	STRAUSS, KEVIN L	210221	PROGRAM YS 7/23	NONE829	\$550.00
07/16/2008	111166	TANTOR MEDIA	210222	NONPRINT	15470	\$30.00
07/16/2008	107382	UNIQUE MANAGEMENT SERVICES II	210223	COLLECTION AGENCY JUN	174789	\$411.70
07/16/2008	100306	WI DEPT OF ADMINISTRATION	210224	STS MAY	NONE829	\$268.10
07/16/2008	100307	WI LIBRARY ASSOC	210225	WLA 2008	NONE829	\$255.00
06/30/2008	100307	WI LIBRARY ASSOC	210226	FIRST SEARCH PREV CRE	18800	\$-1,662.00
07/16/2008	100307	WI LIBRARY ASSOC	210226	BADGERCAT WORLDCAT	18804	\$2,515.00
07/16/2008	100197	XCEL ENERGY	210227	JUNE-JULY	159823073	\$8,803.54
						<u><u>\$20,473.40</u></u>

Warrant Report for 072508L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/21/2008	104685	AMAZON.COM CREDIT	210228	6045787810055737 NONPR	767901604300	\$-21.00
07/21/2008	104685	AMAZON.COM CREDIT	210228	6045787810055737 ADULT	747451161017	\$14.95
07/21/2008	104685	AMAZON.COM CREDIT	210228	6045787810055737 ADULT	744658526747	\$24.95
07/21/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210229	NONPRINT	H39128071	\$14.23
07/21/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210229	NONPRINT	S33039000	\$17.98
07/21/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210229	NONPRINT	H39128070	\$23.86
07/21/2008	100237	BAKER & TAYLOR INC	210230	NONPRINT	H212791CM	\$-14.39
07/21/2008	100237	BAKER & TAYLOR INC	210230	ADULT BKS	0001793032	\$-8.95
07/21/2008	100237	BAKER & TAYLOR INC	210230	ADULT BKS	2021467984	\$98.40
07/21/2008	100237	BAKER & TAYLOR INC	210230	JUV BKS	2021438940	\$102.54
07/21/2008	100237	BAKER & TAYLOR INC	210230	ADULT BKS	2021439073	\$126.15
07/21/2008	100237	BAKER & TAYLOR INC	210230	JUV BKS	2021474506	\$134.56
07/21/2008	100237	BAKER & TAYLOR INC	210230	NONPRINT ADULT BKS	2021475521	\$418.02
07/21/2008	106526	BBC AUDIOBOOKS AMERICA	210231	L&D NONPRINT	328574	\$13.00
07/21/2008	106526	BBC AUDIOBOOKS AMERICA	210231	FRIENDS CDS	329226	\$96.97
07/21/2008	102290	BOOK WHOLESALERS INC	210232	ADULT BKS NONPRINT	M277153A	\$30.37
07/21/2008	100120	EO JOHNSON CO INC	210233	1ST FLR COPIER SVC K	CNIN279464	\$247.00
07/21/2008	100120	EO JOHNSON CO INC	210234	2ND FLR COPIER AUG-SEF	28089806	\$120.00
07/21/2008	100525	NATL INST GOVERNMENTAL PURCH	210235	CONSTRUCTION CNTRTS-	NONE830	\$160.00
07/21/2008	111166	TANTOR MEDIA	210236	NONPRINT	15646	\$25.00
						<u><u>\$1,623.64</u></u>

Warrant Report for 080108L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/29/2008	105330	ALIBRIS	210237	JUV BKS	28584684	\$34.45
07/29/2008	101212	AT&T	210238	MONTHLY SERVICE JUL-AI	NONE831	\$363.42
07/29/2008	101212	AT&T	210239	PHONEBK LISTINGS	NONE831L	\$51.50
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	NONPRINT	H214606CM	\$-17.98
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	NONPRINT	H39332000	\$13.48
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	NONPRINT	S33690631	\$14.36
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	NONPRINT	H39631570	\$21.50
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	NONPRINT	S33690630	\$21.56
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	NONPRINT	H39332001	\$32.37
07/29/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210240	L&D NONPRINT	H39797610	\$41.99
07/29/2008	100237	BAKER & TAYLOR INC	210241	ADULT BKS	0001796028	\$-8.37
07/29/2008	100237	BAKER & TAYLOR INC	210241	NONPRINT JUV BKS	2021491490	\$257.05
07/29/2008	100237	BAKER & TAYLOR INC	210241	NONPRINT ADULT BKS	2021491014	\$1,219.73
07/29/2008	104353	BOOKPAGE	210242	BOOKPAGE	RC21632	\$384.00
07/29/2008	100860	CITY OF EAU CLAIRE	210243	VAN GAS JUNE/NSF/SEC 1	110955	\$5,683.54
07/29/2008	100069	CORPORATE TECHNOLOGIES	210244	EQ REPAIR	254195	\$250.00
07/29/2008	103783	CRIMSON MULTIMEDIA DIST INC	210245	NONPRINT	13545A	\$103.36
07/29/2008	105153	DOWNTOWN EAU CLAIRE INC	210246	PROGRAM AD	NONE831	\$100.00
07/26/2008	100155	JAYS SIGN SERVICE	210247	BANNER INSTALLATION	17325	\$115.00
07/29/2008	108886	MENOMONIE PUBLIC LIBRARY	210248	LOST ITEM RFND-JUV BK	LIBRFND831	\$4.99
07/29/2008	108886	MENOMONIE PUBLIC LIBRARY	210248	LOST ITEM RFND-JUV BK	LIBRFND831L	\$16.95
07/29/2008	108886	MENOMONIE PUBLIC LIBRARY	210248	LOST ITEM RFND-JUV BK	LIBRFND831LL	\$20.95
07/29/2008	109547	MILLTOWN PUBLIC LIBRARY	210249	LOST ITEM RFND-ADULT B	LIBRFND831	\$24.95
07/29/2008	111220	PHILLIPS PUBLIC LIBRARY	210250	LOST ITEM RFND-YA BK	LIBRFND831	\$5.99
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 VON HADEN	NON831	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 WRIGHT	NON831L	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 XIONG	NON831LL	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 ADAMS	NONE831	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 KAMPF	NONE831L	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 RADTKE	NONE831LL	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 SCHNEIDER	NONE831LLL	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 SIMONSEN	NONE831LLLL	\$32.00
07/29/2008	100307	WI LIBRARY ASSOC	210251	WLA 2008 STELTER	NONE831LLLLL	\$32.00

Warrant Report for 080108L

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						<u><u>\$9,042.79</u></u>

Warrant Report for 080808L

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08/01/2008	104685	AMAZON.COM CREDIT	210252	BOOKS, NONPRINT	NONE	\$513.35
08/01/2008	111749	ASSOCIATED MEDIA CO	210253	BOOKS-ADULT	20080201	\$24.95
08/01/2008	101212	AT&T	210254	BOOKS-ADULT	55082750	\$102.30
08/01/2008	101212	AT&T	210254	BOOKS-ADULT	55511990	\$678.76
08/01/2008	101212	AT&T	210255	CELL PHONES	287002846404	\$44.02
08/04/2008	110693	AUGUSTA PUBLIC LIBRARY	210256	LIBRARY REFUND	LE-PHILLIPS	\$20.00
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H41108534	\$10.76
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	LOST/DMGD	H40600342	\$10.79
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H39923450	\$12.73
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H41108532	\$14.23
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40412520	\$21.58
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40349020	\$23.52
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT, LOST/DMGD	H40349021	\$27.87
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40600351	\$28.76
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H41108533	\$28.79
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40600350	\$40.24
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H41108531	\$74.29
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40600341	\$82.34
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40866510	\$86.36
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H41108530	\$133.01
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40600343	\$161.88
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40349022	\$259.11
08/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210257	NONPRINT	H40600340	\$673.37
08/04/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210258	NONPRINT	H41108540	\$25.19
08/01/2008	100237	BAKER & TAYLOR INC	210259	BOOKS-JUV	5009204856	\$38.06
08/01/2008	100237	BAKER & TAYLOR INC	210259	BOOKS-ADULT	5009241836	\$213.36
08/01/2008	100237	BAKER & TAYLOR INC	210259	SERVICES	U18NS0364M	\$750.00
08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-JUV, LOST/DMGD	2021557081	\$38.89
08/04/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-JUV	2021611611	\$87.39
08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-JUV, LOST/DMGD	2021570640	\$101.96
08/04/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT, LOST/DMG	2021579416	\$110.98
08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-JUV, LOST/DMGD	2021587295	\$149.28
08/04/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT	2021587497	\$213.27

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08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT	2021572694	\$218.09
08/04/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT	2021598420	\$221.15
08/04/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT, LOST/DMC	2021578935	\$254.37
08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-JUV, NONPRINT, LC	2021534104	\$258.93
08/04/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT, LOST/DMC	2021611639	\$315.68
08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT	2021570652	\$374.23
08/01/2008	100237	BAKER & TAYLOR INC	210260	BOOKS-ADULT	2021557075	\$640.74
08/01/2008	110629	BANK OF AMERICA	210261	SUPPLIES	247650181992	\$95.00
08/01/2008	102290	BOOK WHOLESALERS INC	210262	BOOKS-JUV	M282507A	\$136.31
08/04/2008	102290	BOOK WHOLESALERS INC	210262	BOOKS-JUV	M285284A	\$156.33
08/01/2008	102290	BOOK WHOLESALERS INC	210262	BOOKS-JUV	M278769A	\$233.06
08/01/2008	101566	BORDERS BOOKS	210263	SUPPLIES	0138028886	\$50.00
08/01/2008	104355	CHENG, SHU	210264	NONPRINT	LIB-MTL	\$10.00
08/04/2008	108383	CHIPPEWA FALLS PUBLIC LIBRARY	210265	LOST ITEM REFUND	REFUND-AUG	\$21.00
08/01/2008	100417	EAU CLAIRE CHAMBER OF COMMEF	210266	LEADERSHIP EC LUNCH	1052625	\$20.00
08/01/2008	102576	EAU CLAIRE COUNTY FINANCE DEP	210267	VOICE MAIL JAN-MAY	7043	\$552.00
08/01/2008	100255	GALE RESEARCH INC	210268	BOOKS-ADULT	15837353	\$117.66
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	RI15779838	\$14.21
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15859010	\$23.97
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15839815	\$24.72
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15856169	\$25.47
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15839063	\$26.22
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15863476	\$26.22
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15839517	\$26.97
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15848648	\$26.97
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15837979	\$41.86
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15858455	\$44.93
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15837087	\$46.10
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15836689	\$46.43
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15836709	\$46.43
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15859284	\$58.40
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15859845	\$58.40
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15836329	\$71.15

Warrant Report for 080808L

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08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15859624	\$71.15
08/01/2008	100255	GALE RESEARCH INC	210269	OOKS-ADULT	15865441	\$84.15
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15831216	\$96.61
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15832514	\$102.61
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15852641	\$110.85
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-ADULT	15832013	\$123.58
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-JUV	15847458	\$163.90
08/01/2008	100255	GALE RESEARCH INC	210269	BOOKS-JUV	15844162	\$450.80
08/01/2008	109412	LOGISTECH INC	210270	BOOKS-ADULT	116497	\$102.94
08/01/2008	109412	LOGISTECH INC	210270	BOOKS-ADULT	116298	\$141.80
08/01/2008	109059	MEGA FOODS	210271	SUPPLIES	292104	\$10.20
08/01/2008	109059	MEGA FOODS	210271	FRNDS PRGRM RFRSHMN	297440	\$26.93
08/01/2008	105853	PARK FALLS PUBLIC LIBRARY	210272	LIBR REFUND JV BK	REFUND	\$30.00
08/01/2008	110896	PATCHIN, JILL	210273	REVISIONING LUNCH	LUNCH-RFND	\$45.06
08/01/2008	100988	PER MAR SECURITY SERVICES	210274	ADD FIRE PANEL	283829	\$152.00
08/01/2008	104371	PROQUEST	210275	SANBORN/WIS	1733930	\$995.00
08/01/2008	108652	RANDOM HOUSE INC	210276	NONPRINT	1085075971	\$19.20
08/01/2008	100285	REGENT BOOK CO	210277	BOOKS-ADULT	S080073	\$48.14
08/04/2008	109518	RICE LAKE PUBLIC LIBRARY	210278	LIBRARY REFUND	LIB-RFND	\$2.00
08/01/2008	111709	STRAUSS, KEVIN L	210279	BOOKS-JUV	BOOK	\$38.00
08/01/2008	111166	TANTOR MEDIA	210280	NONPRINT	16014	\$35.00
08/01/2008	111166	TANTOR MEDIA	210280	AUDIOBOOKS	15977	\$558.00
08/01/2008	100246	TARGET STORES	210281	SUPPLIES	282111774007	\$348.09
08/01/2008	103057	TRI-STATE BUSINESS MACHINES IN	210282	ADM COPIER	106953	\$300.00

\$13,140.40

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Supplemental Bills & Claims Listing - July 2008

CUSTODIAL OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 11,279.50
Various	WRS, SS, life, disability	2,130.89
Various	Health insurance, deductible	2,985.23
Viking Electric Supply	Parts, electrical	40.50
NEI Northern Electricians	Repair, street light fixture	546.72
McQuay International	Diagnostic service call	1,397.62
Certified Inc	Repairs and materials	761.00
Traci's Green Interiors	Plant rental, monthly	247.52
Lamp Recyclers Inc	Facilities fluorescent bulbs	76.86
Advanced Pest Solutions	Pest control services	30.00
Braun Thyssenkrupp	Elevator service, quarterly	670.83
Waste Management	Rubbish, garbage and recycling	243.63
Queens Dry Cleaners	Service, laundering rags	13.50
Ameripride Linen	Rental, floor mat, oil mop, etc	66.28
Ameripride Linen	Rental, floor mat, oil mop, etc	66.28
Ameripride Linen	Rental, floor mat, oil mop, etc	66.28
Ameripride Linen	Rental, floor mat, oil mop, etc	66.28
		\$ 20,688.92

LIBRARY OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 209,750.07
Various	WRS, SS, life, disability	38,917.07
Various	Health insurance, deductible, EAP	31,056.55
		\$ 279,723.69

LIBRARY CAPITAL CAMPAIGN:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 238.00
Various	WRS, SS, life, disability	39.99
		\$ 277.99

jpg

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - July

2006	2007	2008	Chng. Prev. Yr.
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AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING

1,661	1,680	1,451	-15.8%	Month of July (New door counter installed 4/11/08))
1,302	1,311	1,157	-13.3%	Year to date (New door counter installed 4/11/08)

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

1,333	1,317	1,339	1.6%	Month of July
864	845	837	-1.0%	Year to date

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

72.2%	71.2%	72.1%	1.3%	City of Eau Claire
16.4%	17.5%	16.2%	-8.0%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
11.4%	11.3%	11.7%	3.1%	All other users checking something out or renewaing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

17,557	17,747	18,777	5.5%	Month of July
110,494	108,776	111,724	2.6%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

97,532	94,764	98,341	3.6%	Month of July
592,143	570,284	581,530	1.9%	Year to date

RENEWALS FROM LIBRARY BUILDING*

5,236	4,310	3,819	-12.9%	Month of July
35,614	30,085	25,033	-20.2%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,572	1,976	1,423	-38.9%	Month of July
9,829	10,501	9,548	-10.0%	Year to date

Web renewals

16,494	18,000	19,472	7.6%	Month of July
105,542	110,046	121,222	9.2%	Year to date

MORE CONSORTIUM CHECKOUTS

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

7,881	9,002	10,273	12.4%	Month of July
54,851	59,074	65,638	10.0%	Year to date

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

8,943	9,494	10,276	7.6%	Month of July
64,065	65,590	73,318	10.5%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

1,118	1,332	1,485	10.3%	Month of July
7,276	7,928	9,260	14.4%	Year to date

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

1,165	1,345	1,378	2.4%	Month of July
9,049	9,617	10,602	9.3%	Year to date

2006	2007	2008	Chng. Prev. Yr.
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INTERLIBRARY LOANS

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

209	229	204	-12.3%	Month of July
1,717	1,730	1,764	1.9%	Year to date

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

517	393	316	-24.4%	Month of July (without renewals)
4,368	3,498	2,625	-33.3%	Year to date (without renewals)

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

9	43	5	-760.0%	Month of July (renewals)
72	139	28	-396.4%	Year to date (renewals)

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

n/a	n/a	n/a	n/a	Month of July (without renewals)
n/a	n/a	n/a	n/a	Year to date (without renewals)

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

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

VISITS TO WEBSITE

n/a	n/a	44,359	n/a	Month of July
n/a	n/a	324,729	n/a	Year to date

NOTE: statistics from new web host

UNIQUE VISITORS TO WEBSITE

n/a	n/a	10,851	n/a	Month of July
n/a	n/a	75,413	n/a	Year to date

NOTE: statistics from new web host

August 14, 2008

To: The Library Board of Trustees
From: Katherine Schneider, Library Board President
Subject: By-Law Changes

Attached are the current Library Board By-Laws with recommended changes in Article 5:

ARTICLE V – Committees

Section 1. The Executive Committee shall consist of the President, the Vice-President and the Secretary **plus two Library Board members appointed by the President.**

Section 2. The President shall annually appoint the members of the following standing committees and name their chairs: Planning, Finance, Personnel, **Legislative** and Development/Endowment. Standing committees shall consist of at least three members. Standing committees may be created or disbanded by a majority vote of the Board. Committee descriptions and current committee assignments are contained in the Trustee Handbook.

The change in the number of Executive Committee members was recommended by Assistant City Attorney Steve Bohrer. By increasing the number of members on the Library Board's Executive Committee from 3 to 5 avoids 2 Executive Committee members from communicating and being accused of conducting an improperly noticed governmental meeting.

These revisions require a majority vote of 7 out of 10 and are being notice at least 10 days prior to the vote as required by the By-Laws.

**L. E. PHILLIPS MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES
BYLAWS**

ARTICLE I – Identification

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

ARTICLE II – Membership

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

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

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

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

ARTICLE III – Officers

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

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

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

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

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

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

ARTICLE IV – Meetings

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

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

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

- a) Roll call of members
- b) Citizens' comments (limited to five minutes per citizen)
- c) Approval of the minutes of previous regular meeting and any intervening special meetings

- d) Report of the President
- e) Reading of communications
- f) Report of the Library Director
- g) Committee reports
- h) Report of the liaison to the Friends of the Library
- i) Report of the liaison to the IFLS Board
- j) Review of financial report
- k) Action on bills and claims
- l) Review of monthly statistics
- m) Consideration of unfinished business
- n) Consideration of new business
- o) Directives from the Library Board to the Library Director
- p) Motion to adjourn

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

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

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

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

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

ARTICLE V – Committees

Section 1. The Executive Committee shall consist of the President, the Vice-President and the Secretary **plus two Library Board members appointed by the President.**

Section 2. The President shall annually appoint the members of the following standing committees and name their chairs: Planning, Finance, Personnel, **Legislative** and Development/Endowment. Standing committees shall consist of at least three members. Standing committees may be created or disbanded by a majority vote of the Board. Committee descriptions and current committee assignments are contained in the Trustee Handbook.

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

Section 4. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI – Duties of the Board of Trustees

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

Section 2. The Board shall select, appoint, direct and evaluate the Library Director.

Section 3. The Board shall advise in the preparation of the operating and capital budgets, approve them, and approve all expenditures.

Section 4. The Board represents the Library to the community and the community to the Library. Trustees will engage in development and promotion efforts and foster the maintenance of good public relations.

Section 5. The Board shall study and support legislation that will benefit libraries and library users.

Section 6. With the assistance of the Library Director, Trustees shall stay informed about current trends and issues in public libraries.

ARTICLE VII – Library Director

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

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

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

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

Section 5. Other responsibilities of the Library Director are as outlined in the Director's position description, which is contained in the Trustee Handbook. The position description should be reviewed and may be amended during the annual review process, or at any other appropriate time.

ARTICLE VIII – Conflict of Interest

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

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE IX – General

Section 1. An affirmative vote of the majority of all Trustees present at a fully constituted meeting shall be necessary to approve any action before the Board, with the exception of situations described in Article IX, Section 2, and Article IX, Section 3 (below). The President may vote upon and may move or second a proposal before the Board.

Section 2. The Bylaws may be amended by an affirmative vote of at least seven Trustees, provided written notice of the proposed amendment shall have been mailed to all Trustees at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. To be valid, such suspension requires the affirmative vote of at least seven Trustees.

Revised on May 6, 1982
Revised on August 22, 1985
Revised on August 21, 1998
Revised on July 20, 2006
Revised on March 15, 2007

***National Friends of Libraries Week Proclamation
October 19-25, 2008***

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 generous 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 19-25, 2008 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.

August 28, 2008

Summit sets stage for future of Wisconsin's libraries

By **Terrie Howe**, LSTA and Continuing Education Consultant
Public Library Development Team

On May 5-6, 2008, 100 members of the library community gathered at the Heidel House in Green Lake to begin the process of planning for the future of Wisconsin's libraries. The Strategic Visioning Summit on the Future of the



Jamie LaRue, keynote speaker

Library was convened by the State Superintendent of Public Instruction, Elizabeth Burmaster, and the Council on Library and Network Development (COLAND) with a mission to discuss and develop a vision of Wisconsin libraries' future.

Richard Grobschmidt, Assistant State Superintendent for the Division for

Libraries, Technology, and Community Learning (DLTCL), and Superintendent Burmaster welcomed the group.

Jamie LaRue, Director of the Douglas County Libraries in Colorado, gave the keynote address, titled "The Indispensable Library: Thriving in the 21st Century." During a dinner presentation, David Ward, President of NorthStar Economics, Inc., spoke to the group on the economic impact of Wisconsin's libraries.

The two-day summit was organized by an Executive Planning Group representing public, school, academic, and special libraries, and headed by Kathy Pletcher, chair of COLAND. George Watson, from the Office of Quality Improvement at the University of Wisconsin- Madison, facilitated the proceedings. During the summit, participants were assigned to break-out groups to discuss the following topics: the economic development and financial vision for libraries, the education and literacy role of libraries, the



State Superintendent Elizabeth Burmaster addresses Visioning Summit participants

organizational collaborations needed for future libraries, library infrastructure and technology needs and the services that libraries will want to provide the public and the roles that librarians should play in their communities.

Please see Summit— on page 12

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School districts receive \$35 million in school library aid

School library aid totaling \$35 million was distributed earlier this spring, and because of legislation passed as part of the 2007-09 budget, for the first time school districts are able to use a portion of that aid to purchase computers and related software in addition to books and media materials they traditionally acquired for their school libraries.

“Libraries open the world of information to our children. We need strong school library programs that reflect the digital age to support our efforts to boost achievement for all students and close the achievement gap,” said State Superintendent Elizabeth Burmaster. “The Common School Fund provides an important source of funding for school libraries and this year offers an exceptional opportunity to purchase computers along with book and periodical acquisitions.”

The Board of Commissioners of Public Lands oversees the Common School Fund, the state’s oldest trust fund. Board members are Secretary of State Douglas La Follette, board chairman; Attorney General J.B. Van Hollen; and State Treasurer Dawn Marie Sass. Tia Nelson serves as executive secretary to the board.

The Common School Fund is made up of revenues from civil and criminal fees, fines and forfeitures, timber revenue from public trust lands, and revenues from the state’s Unclaimed Property Program. This principal is used to make loans to local governments and school districts for buildings, roads, sewer and water facilities, equipment, recreational facilities, economic development, and other public purposes under the State Trust Fund Loan Program. Some of the

principal also is invested in state and local bonds. Funds not committed to loans or bonds are deposited in the State Investment Fund.

Each spring, annual earnings from the Common School Fund are distributed to the state’s school districts based on the number of children between the ages of 4 and 20 living in the district. For the 2007-08 school year, the per pupil rate is \$28.09, an increase of \$5.01 from the \$23.08 per census student last year. Statewide, the school census count for 2006-07 was 1,246,270. This year’s aid will allow libraries to purchase about one hard-cover children’s or young adult book per child. Research shows that school library programs that are adequately staffed by licensed professionals and funded so they can provide a broad range of library resources lead to higher student achievement.

“Increased payments from the Common School Fund will help school districts that are struggling to provide strong educational programs for their students in spite of higher costs for library materials and ever tighter budgetary conditions. While this aid shouldn’t be a district’s sole source of funding for library acquisitions, it is an important and welcome resource for school districts as they strive to ensure a quality education for every child,” Burmaster said.

The Department of Public Instruction sent library aid payments from the Common School Fund to districts in April. The aid must be used by June 30 for expenditures cited in statute. Those items include:

- print and digital library books, reference and professional

resources, newspapers, and periodicals;

- audiovisual resources, such as videos, cassettes, CDs, and DVDs;
- digital, video-streamed or web-based resources for the library;
- pre-processing fees for shelf-ready resources or library book rebinding;
- library automation software and related components or licenses, including WISCAT licenses;
- Wisconsin history resources purchased from the State Historical Society; and
- computers and related software for the school library’s instructional program, limited to no more than 25 percent of a district’s allocation.

The list of allocations by school district can be found on pages 10-11. More information about the Common School Fund can be found at <http://dpi.wi.gov/sfs/comsch.html>.

Channel

A Newsletter of the Wisconsin Division for Libraries, Technology, and Community Learning

May-June 2008
Volume 43, Number 5

Channel (ISSN 0146-1095) is published every other month by the Division for Libraries, Technology, and Community Learning, Wisconsin Department of Public Instruction. Its primary purpose is to provide information on the services of the DLTL and matters of interest to libraries and school library media centers in Wisconsin. Library Services and Technology Act (LSTA) funds partially support Channel publication. LSTA is administered at the federal level by the Institute of Museum and Library Services.

Send comments about bylined articles to the authors. Direct other content inquiries or mailing list changes to editor Roslyn Wise at (608) 266-6439 or roslyn.wise@dpi.wi.gov.

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

Kate Bugher announces retirement from DPI

Kate Bugher, School Library Media Consultant with the Instructional Media and Technology Team, announced her retirement in June after 36 years in the field. Kate came to DPI in October 2004 from 7 years as school library media specialist at James Madison Memorial High School and 9 years at Edgewood High School, both in Madison. She began her career after college at the Eau Claire Public Library before taking school library media positions with the Augusta and Eau Claire school districts.

As school library media consultant, Kate supervised DPI's research study of the impact of Wisconsin school library media programs on student achievement and communicated the study's findings through state and national presentations and DPI publications. She was responsible for overseeing school library standards, staffing, certification and funding (Common School Fund) issues. Kate also worked closely with the DPI Reading First team to ensure school library collaboration with the grant school's reading programs. She served as DPI liaison to the Wisconsin Education Media and Technology Association (WEMTA) for which she held many leadership positions, including president from 2004-2006. ✪



Statewide Resource Contacts

Cooperative Children's Book Center

4290 Helen C. White Hall, 600 N. Park St., Madison, WI 53706
 ccbcinfo@education.wisc.edu www.education.wisc.edu/ccbc/
 Kathleen Horning, Director (608) 263-3720

Milwaukee Public Library/Interlibrary Loan

814 West Wisconsin Avenue, Milwaukee, WI 53233-2385
 Brian Hannemann, Interlibrary Loan Librarian (414) 286-6064

WiLS/Interlibrary Loan

728 State Street, Rooms 464 and B106B, Madison, WI 53706-1494
 schneid@wils.wisc.edu http://www.wils.wisc.edu/
 Kathy Schneider, Director (608) 263-2773

Wisconsin Regional Library for the Blind and Physically Handicapped

813 West Wells Street, Milwaukee, WI 53233-1436
 http://www.dpi.wi.gov/rll/wrlbph/index.html
 Marsha Valance, Regional Librarian (800) 242-8822

Division for Libraries, Technology, and Community Learning

Wisconsin Department of Public Instruction,
 125 South Webster Street
 P.O. Box 7841, Madison, WI 53707-7841;
 (800) 441-4563, fax (608) 267-1052
 www.dpi.wi.gov/dltcl

Richard Grobschmidt

Division Administrator (608) 266-2205

Public Library Development Team

Michael Cross, Director 267-9225

Robert Bocher, Consultant

Technology 266-2127

John DeBacher, Consultant

Public Library Administration 266-7270

Teresa Howe, Consultant

LSTA and Continuing Education 266-2413

Barbara Huntington, Consultant

Public Library Youth and Special Services 267-5077

Alan Zimmerman, Consultant

Public Library System Administration & Finance 266-3939

Instructional Media and Technology Team

Stephen Sanders, Director 266-3856

Kate Bugher, School Library Consultant

Instructional Media and Technology 267-9287

Stuart Ciske, Technology Consultant

Instructional Technology Planning & Integration 267-9289

Donna Steffan, Technology Consultant

Information & Technology Literacy Standards & Integration 267-1282

DPI Library & Statistical Information Center

Kay Ihlenfeldt, Team Leader 266-3108

Interlibrary Loan and Resource Sharing Team

2109 S. Stoughton Rd., Madison, WI 53716; fax 224-6178

Sally J. Drew, Director 224-6161

Circulation Desk 224-6169

Loretta Harmatuck

Government Services 224-6165

Martha Berninger, Team Leader

Reference and Interloan 224-6168

David Sleasman, Team Leader

Resource Sharing Technology 224-6179

Willeen Tretheway

Audiovisual and Technical Services 224-6171

Terry Wilcox

Interlibrary Loan Services 224-6163

Vickie Long

WISCAT User Support 224-5394

Wisconsin Child Care Information Center

Lita Haddal, Director (800) 362-7353 or (608) 224-5388

To send e-mail, use the following format (all lowercase letters):
 firstname.lastname@dpi.wi.gov

AskAway virtual reference service sees dramatic growth

By Martha Berninger, Reference and Interlibrary Loan Supervisor
Reference and Loan Library

Each day residents from all parts of Wisconsin turn to their local public and school libraries for information to enhance their

educations, careers, and leisure pursuits.

They get the answers they need from their local public and school libraries and from tools and services provided by the Reference and

Loan Library. Reference and Loan offers a circulating collection available to patrons statewide through interlibrary loan, BadgerLink full text databases and the Wisconsin Digital Archives, which offers important documents published on state agency websites.

Sometimes residents working on their own aren't sure just where to find that specific piece of information they need. But they do know where they can turn for help. They visit, phone, email or instant message their local public or school library or contact the Reference and Loan Library. Reference and Loan can tackle tough questions that filter up through the public library systems statewide. We recently helped patrons find a specific Native American short story needed for a classroom assignment, photographs and information on a beloved elementary school now closed for 30 years, and recipes for foods typical of each of the 50 states.

Conducting research after library hours can be a bit more challenging as fewer options are available. But Wisconsin residents want information at all hours of the day and night, and they know where they can turn for help. Folks from as far north as Ashland and as far south as Beloit continue their information gathering after their libraries have closed using the AskAway virtual reference service. Almost every public library in Wisconsin offers a link to AskAway. Patrons can connect through email, chat, or instant messaging, depending on their library's level of participation in the AskAway service.

Use of the service has grown dramatically since its beginning. The number of questions has soared from 839 sent to the AskAway predecessor, (24/7, which was a statewide virtual reference service) in 2002, to more than 24,000 sent to AskAway in 2007.



Librarians across Wisconsin have responded to questions from elementary school students and octogenarians, on subjects as diverse as climate change and locating a large animal

veterinarian. Librarians from public libraries, technical colleges, universities and the Reference and Loan Library contribute 56 hours each week to staffing the AskAway chat service.

We want to be sure that all Wisconsin residents know they can tap into this great service for after-hours help with their information needs. To heighten awareness of AskAway, a summer contest will invite teens from across the state to create YouTube videos showing how they use AskAway and why they love it. Details of the contest, which runs through July 31, 2008, will be coming soon.

Elementary, middle school and high school students nationwide are frequent users of the AskAway chat service. They build their information literacy skills interacting with trained and experienced librarians who direct them to the tools made available by their school or public library as well as BadgerLink databases and well-reviewed online sources. We're working within the Department of Public Instruction to investigate the most effective and appropriate ways to make AskAway more readily available to the public school community in Wisconsin.

We welcome your feedback and questions on AskAway and Reference and Loan's support of reference service throughout the state. Please contact us at dpillref@dpi.wi.gov or call 1-888-542-5543 (select menu option #5 for reference). ☺

AskAway pilot program launches this fall

By **Martha Berninger**, Reference and Interlibrary Loan Supervisor
Reference and Loan Library

This fall students from George Nelson Tremper High School (Kenosha), South Division High School (Milwaukee), Mosinee School District and Rice Lake High School will be able to link from their school library website into the AskAway virtual reference chat service. The New Holstein High School led the way when it added a link to AskAway earlier in the year. The five school test is the first phase of a pilot program designed to bring the AskAway virtual reference service into Wisconsin schools.

Schools participating in the pilot program will post links into the AskAway chat reference service on their library websites. Library staff in participating schools will receive training on use of the chat service, and guidance on helping students understand the benefits and appropriate use of the service. The Reference and Loan Library will be presenting training programs and materials to participating schools and contributing reference staff to handle chat traffic from schools between 2:30 to 5:00 on weekday afternoons.

The AskAway service is provided by a consortium of reference librarians throughout the state, nationally and

globally. The chat is staffed by trained and experienced librarians from public and academic libraries. Chat librarians direct students to resources on the web, in the BadgerLink databases or in the collection of their local public library. Chat librarians help students discover sources they can use to conduct research, and they demonstrate how to make effective use of those resources. Students can receive transcripts of their chat sessions after the end of the session, so they can review the names of sources that librarians recommend during their chats.

The AskAway service enables students to connect to research help 24 hours a day, 7 days a week including hours when their local school library or public library is not open. AskAway is made possible, in part, by a Library Services and Technology (LSTA) grant administered by the Wisconsin Department of Public Instruction. LSTA is administered at the federal level by the Institute of Museum and Library Services. Support for AskAway also comes from participating libraries and systems.

For more information on AskAway, or the pilot program in Wisconsin schools, please contact Martha Berninger at 608-224-6168 or martha.berninger@dpi.wi.gov. ☼

New Librarian Supervisor appointed at Reference and Loan Library

By **Sally Drew**, Director
Reference and Loan Library

David Sleasman began work as the Reference and Loan Library, Resource Sharing Technology team supervisor on May 12, 2008. In this position, David will oversee statewide resource sharing technology projects including BadgerLink, WISCAT, the Wisconsin Digital Archive, and other Reference and Loan Library programs and services.

Prior to joining the Reference and Loan Library staff, David worked as a reference librarian and assistant

curator at the University of Pittsburgh Libraries, Madison Area Technical College Library, and the Hedberg Public Library in Janesville. Most recently, he worked for the University of Wisconsin as a metadata and cataloging coordinator for the Internet Scout Project and as a Knowledge Manager for the SCALE Project. The Scout Project organizes web sites through cataloging and classification and publishes the SCOUT Project Newsletter. The SCALE project is a National Science Foundation (NSF) math and science partnership. As a part of the project, David worked on



David Sleasman

a large scale web-based platform designed to facilitate collaboration among partners and collect and organize partner resources. ☼

Trustee Corner

Our library board meets regularly at the same time on a set day each month. Can we put a general notice on the library Web page instead of posting individual agendas on the bulletin board?

By **John DeBacher**, Public Library Administration Consultant
Public Library Development Team

No. There are several requirements for a public meeting to be properly noticed. According to Wisconsin's Open Meetings Law, notice of the meeting must

- be made by the library board president or designee
- be posted at least 24 hours in advance of the meeting (only in an emergency may shorter notice be provided, but never less than two hours)
- be provided to the official newspaper of the community or, lacking one, to the "news medium most likely to give notice in the area" as well as to any news media that have requested in writing to receive notice
- specify the time, date, location and subject matter of business to be conducted as well as discussed at the meeting, included any intended closed session.

Wisconsin's Open Meetings Law, enacted in 1976, states in its declaration of policy that "the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business." Consequently, public bodies must ensure that meetings are conducted in properly noticed sessions that are open to the public. The notice of the meetings must be specific so that a member of the public can reasonably understand the business to be conducted. The notice of the meeting must list not only items to be formally acted upon, but also any other items subject to discussion by the board. The law was amended in 1998 to permit governmental bodies to discuss items raised by the public during any public comment periods included on the agenda. However, the library board may not act upon such items and any substantial debate should take place at a subsequent meeting where the topic is properly noticed.

The notice must be given by the library board president "or such person's designee to the public, to those news media who have filed a written request for such notice, and to the official newspaper designated . . . or, if none exists, to a news medium likely to give notice in the area." While a listing of the meetings on the municipal or library Web page certainly facilitates providing such notice, the Attorney General advises that such methods must not substitute for more traditional methods. The notice should be physically posted in one or more places likely to be seen by the general public, such as

the library bulletin board as well as at other municipal buildings. While the library board president, as the "chief presiding officer," is responsible for noticing the meeting, another may be assigned the duty.

The notice must be given at least 24 hours in advance of the meeting. Only in an emergency, when "for good cause such notice is impossible or impractical" may shorter notice be given, but in no case less than two hours in advance of the meeting. No Wisconsin court decision or opinion of the Attorney General establishes what "good cause" would be for shorter notice; however, the Attorney General's office suggests that the law "must be construed in favor of providing the public with the fullest and most complete information" and therefore should be used sparingly, if at all. If there is any doubt, then at least 24-hour notice should be provided.

Both court cases and Attorney General opinions have established that such general statements as "new business" or "such other business as may come before the board" are too broad to meet the requirement of informing the public about the subject matter of the meeting (see Trustee Corner in July-August 2003 Channel). Not only are library boards subject to the law, but also committees established by the board, including, in most cases, advisory committees and hiring committees, especially if they are comprised primarily by board members. Those meetings also must be properly noticed.

This article is intended only as a brief overview about the notice requirements for public meetings. For more information, see Trustee Essential 14, "The Library Board and the Open Meetings Law," the "Wisconsin Open Meetings Law: A Compliance Guide, 2007," published by the Wisconsin Department of Justice, or contact John DeBacher at (608) 266-7270 (john.debacher@dpi.wi.gov).

Editor's Note: This article provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion. Specific cases should be referred to your municipal attorney or may be directed to the SPAR unit of the Department of Justice; see <http://www.doj.state.wi.us/dls/spar.asp> . ☼

Study shows public libraries contribute significantly to economy

Wisconsin public libraries contribute more than \$4 for every dollar taxpayers invest, according to an economic impact research report produced by NorthStar Economics Inc. of Madison.

The research showed the total economic contribution of Wisconsin public libraries is more than \$750 million every year. The return on investment in library services is \$4.06 for each dollar of taxpayer investment. Wisconsin public libraries serve a total state population of 5.6 million and use of public libraries by citizens of the state is growing. In the past 10 years, library visits have grown by 28 percent. Other key measures, such as circulation of library materials, attendance at children's programs, computer access, and electronic access to library catalogs, also have shown healthy growth.

"This study clearly tells us that public libraries are a valuable tax-supported institution," said State Superintendent Elizabeth Burmaster. "Quantifying the economic impact of libraries on the local, regional, and state economy adds another important

piece of information regarding the value of public libraries. Our public libraries nurture young readers, support K-12 students, and provide access to information and technology necessary for lifelong learning. Public libraries are centers of their communities and daily make invaluable contributions to local and regional economic development."

The Department of Public Instruction contracted with NorthStar to conduct a study to determine the economic impact of public libraries and library systems in Wisconsin and the taxpayer return on investment. Results, reported May 1 at the Wisconsin Association of Public Libraries Annual Conference in Stevens Point, showed that public libraries

- create more than 3,200 jobs directly and more than 3,000 indirectly through economic activity.
- provide \$427.9 million in total economic value through services provided to Wisconsin residents. This includes the

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State delegation attends National Library Legislative Day

By **Terrie Howe**, LSTA and Continuing Education Consultant
Public Library Development Team

On May 13 and 14, 2008, over 400 librarians and library advocates from around the country visited with legislators in Washington, DC for the 34th annual National Library Legislative Day. On the first day, participants were briefed on national library issues by representatives of the American Library Association. In addition, attendees had state-specific materials to focus on with Congressional members or their staff. State materials briefed the Wisconsin delegation on current use of Library Services and Technology Act (LSTA) funds, LSTA grants distributed in 2008 by congressional district, E-rate information and the distribution of the funds by congressional district, the importance of school libraries in improving literacy in the schools, and the study of the Economic Impact of Libraries to the people of Wisconsin.

The Wisconsin delegation included Michael Blumenfeld, WEMTA Legislative Consultant; Francis Cherney, South Central Library System & Wood County Library Trustee; Jaime Healy-Plotkin, South Central Library System Trustee; Sue Vater Olsen, Director, Scandanavia Public Library; Jessica MacPhail, Federal Legislative Advocate, Wisconsin Library Association and Director of the Racine

Public Library (who coordinated the arrangements for the Wisconsin contingent attending the event); Jim Trojanowski, Director, Northern Waters Library System, Ashland; Janice Simmons-Welburn, Dean, Marquette University Library, Milwaukee; Allison Kaplan, UW Madison School of Library & Information Studies; Richard Grobschmidt, Assistant State Superintendent, Division for Libraries, Technology, and Community Learning, and Bob Hafeman, Manitowoc Calumet System Coordinator. ☼



Pictured in the photo above are from left to right: Jessica MacPhail, Rick Grobschmidt, Allison Kaplan, Bob Hafeman, Janice Simmons-Welburn, Michael Blumenfeld, Jaime Healy-Plotkin, Sue Vater Olsen and Jim Trojanowski. (Not pictured: Francis Cherney)

Adolescent literacy initiative for public librarians now underway

By **Barbara Huntington**, Youth and Special Needs Consultant
Public Library Development Team

The Division for Libraries, Technology, and Community Learning hosted a Leadership Conference on Adolescent Literacy for Public Librarians on May 15, 2008 to kick-off a multi-year adolescent literacy initiative for public librarians. The Division hopes the conference will create momentum to enhance and strengthen public library services to adolescents most at risk of having literacy issues. The Leadership Conference will be followed-up with regional training opportunities.

Statewide assessments of reading achievement show that the proportion of students proficient in reading declines as they move from elementary and middle school to high school. The adolescent literacy initiative for Wisconsin public librarians will champion high-quality teen services and build momentum behind Wisconsin's drive to create the most literate, well-educated citizenry and workforce in the nation.

This public library initiative is being planned in cooperation with State Superintendent Libby Burmaster's adolescent literacy initiative that is targeted primarily to schools. The adolescent initiative for public libraries is supported by federal Library Services and Technology Act (LSTA) funds.

The keynote speaker for the Leadership Conference was Jim Burke, a nationally prominent expert in adolescent literacy, who provided an overview of recent research

findings and relevant developments including the challenges and opportunities for improving adolescent literacy in Wisconsin. Elizabeth Shirtcliff, a UW-Madison researcher on teen brain development, helped frame what is known about the differences in the teen brain and hormonal systems that differ from those of children and adults. The afternoon sessions included a dynamic panel of teens who discussed the exciting teen services they helped design at the Waupaca Area Public Library. The day concluded with a summary of how electronic gaming impacts the way in which teens think, read, and organize information, based on the latest research summarized by Kym Buchanan of UW-Stevens Point.

Targeted groups of teens

One goal of the initiative is to help public librarians understand the need for libraries to work with schools and community organizations to address adolescent literacy issues. For the purpose of this project, "adolescent" is defined as youth in middle or high school or approximately between the ages of 11 and 18. The primary teen groups targeted by the adolescent literacy initiative for public librarians include adolescents who:

1. live in poverty
2. are members of an ethnic minority group
3. have disabilities, especially learning disabilities
4. use English as a second language

The secondary targeted groups include adolescents who:

1. are parents
2. are part of the foster care system, especially those who are approaching the age at which they will leave the system
3. are involved with the juvenile justice system, or who are inmates in county jails or detention facilities, state juvenile detention facilities, and/or state or federal prisons
4. have run away or who have been "thrown away" by their families, or are homeless with their families

Base-line data on services or activities involving teens

The 2007 public library Annual Report included questions about library services to teens to establish base-line data to help evaluate the effectiveness of the adolescent literacy initiative for public librarians. The following is a summary of the data received on the 2007 Annual Reports. 338 public libraries responded.

During 2007, most public libraries (90%) reported they have added materials to a collection specifically intended for teens. Over half of all public libraries met with middle school students either at the library or schools at least once, and 40% of all public libraries met with classes of high school students.

Forty-six percent (179) of public libraries host teens who do volunteer work as part of a high school graduation requirement, and 38%

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(148) host teens who are doing court ordered community service. Seventy-four libraries have a teen advisory group, and about 12% have a teen volunteer group. Fifty-three libraries have a teen web site, blog, or have a presence on a social networking website such as MySpace or FaceBook. In 2006, 25 libraries reported they had a designated teen services librarian. In 2007, 70 libraries reported that a staff person spent at least 10 hours per week on teen services. Less than half of libraries (43%) have a designated area for teen materials, and seating. Sixteen libraries use an electronic contact list for teens, teen telephone tree, or cell phone message group to let teens know about activities at the library.

Programs for tweens and teens

Just over half of all public libraries in the state (53% or 206 libraries) offered at least one program for middle school students in 2007, and 32% (125) offered a program for high school students. These programs included board game nights (32% or 125 libraries), teen book discussion groups, including on-line discussion groups (27% or 105 libraries), and electronic gaming events (19% or 74 libraries.)

Other teen programming events included an anime or manga workshop or discussion group (11% or 44 libraries). Many libraries offered opportunities for teens to perform at events such as poetry slams or other poetry events (20 libraries), opportunities for teen bands to play at the library (16 libraries). One library took teen

musicians to a local nursing home to perform for the residents. Several libraries hosted teen dances at the library. Other performance art opportunities included a break dance demonstration, open mic nights, modeling, Mystery Dinner or Mystery Theater, and Readers Theater.

Additional activities mentioned by various libraries included summer reading programs for teens, displays of teen art work in collaboration with middle and high schools and home schooled students, Teen Battle of the Books, and after school homework help. Several libraries mentioned that their teen group helped plan, design, and/or paint the teen area.

Teen programs also included Anime Clubs, classes on how to digitally alter photographs, jewelry making classes, a teen knitting programs. Individual libraries offered discussion groups such as a books-to-movies discussion group, a meeting for teen girls who live in foster care and discussed general teen issues. Some libraries offered teen writing contests or an opportunity to publish their writing.

Some libraries offered programs related science, math and social studies concepts such as an Amazing Race Competition, Geocaching, and money management for teens. In addition to break dancing, and Dance Dance Revolution (DDR) events which get teens active, one library offered a skate boarding demonstration. Additional programs libraries mentioned were teen lock-ins at the library, movie nights, scavenger hunts, and teen cooking demonstrations.

Outreach to students in groups targeted by the initiative

Forty public libraries interacted with high school students in special education classes at least once last year, but only 33 interacted with students in middle school special education classes. Only about 20 libraries interacted with a middle or high school program serving teens learning English. Thirty-three libraries had contact with a teen parent group, some worked with the UW-Extension's teen parent groups. Eight libraries specifically targeted outreach efforts for teens living in poverty and 3 or 4 interacted with teens in the foster care system or in detention facilities or jails, or worked in cooperation with teen health clinics.

Examples of other outreach activities for targeted groups

Libraries reported several examples of outreach activities. Many public libraries are used as a tutoring site for students who have dropped out of school or who have been expelled. Numerous libraries are a tutoring site for students who are learning English. (The Argyle Public Library offers a web cam for the teens who are exchange students from foreign countries so they can visit with their families.) Several libraries reported that young adults in GED programs visited the library as part of one of their classes. One library had a presence at a health fair for teens using English as a second language. ✧

2007-08 Common School Fund Library Aid Payment Estimated Library Aid at \$28.09 per Child

A	Cadott Community, \$29,751	Erin, \$9,945	Iowa-Grant, \$28,459
Abbotsford, \$20,649	Cambria-Friesland, \$16,687	Evansville Community, \$71,919	Ithaca, \$11,827
Adams-Friendship Area, \$65,345	Cambridge, \$32,729	Fall Creek, \$28,655	J-K
Albany, \$14,131	Cameron, \$26,436	Fall River, \$14,468	Janesville, \$391,256
Algoma, \$26,183	Campbellsport, \$74,925	Fennimore Community, \$29,976	Jefferson, \$78,605
Alma, \$10,619	Cashton, \$37,420	Flambeau, \$25,958	Johnson Creek, \$23,739
Alma Center, \$19,890	Cassville, \$11,265	Florence, \$17,277	Juda, \$11,378
Almond-Bancroft, \$18,935	Cedar Grove-Belgium Area, \$40,848	Fond du Lac, \$266,353	Kaukauna Area, \$132,881
Altoona, \$53,658	Cedarburg, \$121,110	Fontana J8, \$7,641	Kenosha, \$905,561
Amery, \$59,389	Central/Westosha UHS, \$60,738	Fort Atkinson, \$101,501	Kettle Moraine, \$185,135
Antigo, \$106,502	Chetek, \$40,483	Fox Point J2, \$28,739	Kewaskum, \$79,926
Appleton Area, \$644,040	Chilton, \$49,922	Franklin Public, \$168,167	Kewaunee, \$44,865
Arcadia, \$38,713	Chippewa Falls Area, \$202,384	Frederic, \$21,576	Kickapoo Area, \$15,423
Argyle, \$10,956	Clayton, \$12,782	Freedom Area, \$67,845	Kiel Area, \$55,962
Arrowhead UHS, \$95,012	Clear Lake, \$27,279	Friess Lake, \$7,613	Kimberly Area, \$157,941
Ashland, \$106,979	Clinton Community, \$48,180	G	Kohler, \$18,710
Ashwaubenon, \$109,367	Clintonville, \$54,108	Galesville-Ettrick-Trempealeau, \$56,580	L
Athens, \$31,661	Cochrane-Fountain City, \$27,307	Geneva J4, \$3,568	La Crosse, \$283,490
Auburndale, \$32,307	Colby, \$39,218	Genoa City J2, \$21,913	La Farge, \$12,895
Augusta, \$39,190	Coleman, \$34,639	Germantown, \$163,222	Lac du Flambeau #1, \$15,732
B-C	Colfax, \$31,521	Gibraltar Area, \$22,615	Ladysmith-Hawkins, \$44,865
Baldwin-Woodville Area, \$56,046	Columbus, \$47,899	Gillett, \$21,744	Lake Country, \$14,328
Bangor, \$24,666	Cornell, \$19,103	Gilman, \$17,109	Lake Geneva J1, \$76,779
Baraboo, \$117,458	Crandon, \$41,129	Gilmanton, \$8,709	Lake Geneva-Genoa UHS, \$56,636
Barneveld, \$17,249	Crivitz, \$34,864	Glendale-River Hills, \$29,301	Lake Holcombe, \$15,170
Barron Area, \$52,310	Cuba City, \$28,571	Glenwood City, \$30,285	Lake Mills Area, \$51,270
Bayfield, \$17,081	Cudahy, \$102,653	Glidden, \$9,299	Lakeland UHS, \$36,802
Beaver Dam, \$148,389	Cumberland, \$38,516	Goodman-Armstrong, \$6,209	Lancaster Community, \$38,010
Beecher-Dunbar-Pembine, \$12,164	D-F	Grafton, \$108,665	Laona, \$9,355
Belleville, \$35,847	D C Everest Area, \$220,645	Granton Area, \$18,289	Lena, \$18,879
Belmont Community, \$11,546	Darlington Community, \$31,212	Grantsburg, \$33,740	Linn J4, \$3,765
Beloit, \$268,291	De Forest Area, \$116,756	Green Bay Area, \$947,701	Linn J6, \$3,315
Beloit Turner, \$50,540	De Pere, \$124,510	Green Lake, \$12,221	Little Chute Area, \$57,985
Benton, \$9,130	De Soto Area, \$22,503	Greendale, \$88,438	Lodi, \$58,266
Berlin Area, \$84,055	Deerfield Community, \$25,284	Greenfield, \$104,563	Lomira, \$42,983
Big Foot UHS, \$26,717	Delavan-Darien, \$107,176	Greenwood, \$25,003	Loyal, \$32,083
Birchwood, \$9,327	Denmark, \$60,204	H-I	Luck, \$21,182
Black Hawk, \$25,846	Dodge, \$32,785	Hamilton, \$178,983	Luxemburg-Casco, \$87,174
Black River Falls, \$70,065	Dodgeville, \$52,366	Hartford J1, \$61,553	M
Blair-Taylor, \$29,049	Dover #1, \$4,186	Hartford UHS, \$73,605	Madison Metropolitan, \$965,596
Bloomer, \$49,978	Drummond, \$19,244	Hartland-Lakeside J3, \$55,035	Manawa, \$31,071
Bonduel, \$38,038	Durand, \$48,686	Hayward Community, \$79,336	Manitowoc, \$240,591
Boscobel Area, \$34,920	East Troy Community, \$66,076	Herman #22, \$3,540	Maple, \$53,434
Bowler, \$16,182	Eau Claire Area, \$413,450	Highland, \$9,692	Mapledale-Indian Hill, \$14,356
Boyceville Community, \$27,812	Edgar, \$29,891	Hilbert, \$23,486	Marathon City, \$31,914
Brighton #1, \$5,984	Edgerton, \$62,199	Hillsboro, \$36,774	Marinette, \$85,629
Brillion, \$34,049	Elcho, \$15,283	Holmen, \$124,763	Marion, \$22,278
Bristol #1, \$18,233	Eleva-Strum, \$23,626	Horicon, \$51,467	Markesan, \$41,101
Brodhead, \$42,140	Elk Mound Area, \$33,768	Hortonville Area, \$143,276	Marshall, \$40,735
Brown Deer, \$60,906	Elkhart Lake-Glenbeulah, \$20,368	Howards Grove, \$39,640	Marshfield, \$154,223
Bruce, \$20,705	Elkhorn Area, \$109,395	Howard-Suamico, \$211,992	Mauston, \$58,659
Burlington Area, \$146,142	Ellsworth Community, \$68,632	Hudson, \$203,761	Mayville, \$42,477
Butternut, \$6,293	Elmbrook, \$327,709	Hurley, \$25,200	
	Elmwood, \$13,316	Hustisford, \$20,002	
		Independence, \$14,889	
		Iola-Scandinavia, \$34,976	

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McFarland, \$74,728
 Medford Area, \$89,786
 Mellen, \$10,563
 Melrose-Mindoro, \$23,317
 Menasha, \$187,748
 Menominee Indian, \$49,809
 Menomonee Falls, \$153,109
 Menomonie Area, \$120,324
 Mequon-Thiensville, \$152,912
 Mercer, \$6,742
 Merrill Area, \$109,143
 Merton Community, \$29,498
 Middleton-Cross Plains,
 \$204,323
 Milton, \$138,163
 Milwaukee, \$4,304,824
 Mineral Point, \$27,672
 Minocqua J1, \$19,019
 Mishicot, \$45,455
 Mondovi, \$39,864
 Monona Grove, \$101,192
 Monroe, \$101,220
 Montello, \$28,150
 Monticello, \$12,642
 Mosinee, \$75,964
 Mount Horeb Area, \$79,841
 Mukwonago, \$202,609
 Muskego-Norway, \$196,625

N-O

Necedah Area, \$31,970
 Neenah, \$269,612
 Neillsville, \$35,257
 Nekoosa, \$50,456
 Neosho J3, \$6,321
 New Auburn, \$11,490
 New Berlin, \$182,213
 New Glarus, \$29,667
 New Holstein, \$65,710
 New Lisbon, \$23,037
 New London, \$116,924
 New Richmond, \$101,586
 Niagara, \$17,109
 Nicolet UHS, \$55,091
 Norris, \$3,849
 North Cape, \$7,866
 North Crawford, \$18,120
 North Fond du Lac, \$51,327
 North Lake, \$10,591
 North Lakeland, \$6,096
 Northern Ozaukee, \$35,538
 Northland Pines, \$51,130
 Northwood, \$14,159
 Norwalk-Ontario-Wilton,
 \$22,250
 Norway J7, \$3,484
 Oak Creek-Franklin, \$193,282
 Oakfield, \$20,958
 Oconomowoc Area, \$182,270
 Oconto, \$41,297
 Oconto Falls, \$61,047

Omro, \$50,596
 Onalaska, \$103,861
 Oostburg, \$41,438
 Oregon, \$127,993
 Osceola, \$67,368
 Oshkosh Area, \$353,948
 Osseo-Fairchild, \$41,578
 Owen-Withee, \$31,858

P

Palmyra-Eagle Area, \$52,085
 Pardeeville Area, \$48,321
 Paris J1, \$6,686
 Park Falls, \$29,470
 Parkview, \$40,511
 Pecatonica Area, \$18,598
 Pepin Area, \$11,322
 Peshtigo, \$61,272
 Pewaukee, \$88,213
 Phelps, \$5,984
 Phillips, \$33,740
 Pittsville, \$23,879
 Platteville, \$48,770
 Plum City, \$12,811
 Plymouth, \$95,714
 Port Edwards, \$17,867
 Port Washington-Saukville,
 \$112,767
 Portage Community, \$82,763
 Potosi, \$13,323
 Poynette, \$45,680
 Prairie du Chien Area, \$53,546
 Prairie Farm, \$11,490
 Prentice, \$17,474
 Prescott, \$52,872
 Princeton, \$19,328
 Pulaski Community, \$133,977

R

Racine, \$941,970
 Randall J1, \$22,924
 Randolph, \$23,514
 Random Lake, \$41,775
 Raymond #14, \$11,069
 Reedsburg, \$93,410
 Reedsville, \$33,319
 Rhinelander, \$102,878
 Rib Lake, \$21,829
 Rice Lake Area, \$89,253
 Richfield J1, \$11,378
 Richland, \$67,902
 Richmond, \$14,187
 Rio Community, \$17,502
 Ripon, \$64,699
 River Falls, \$121,925
 River Ridge, \$22,868
 River Valley, \$57,507
 Riverdale, \$30,959
 Rosendale-Brandon, \$36,297
 Rosholt, \$23,992
 Royall, \$21,997

Rubicon J6, \$4,158

S

Saint Croix Central, \$43,573
 Saint Croix Falls, \$34,611
 Saint Francis, \$40,398
 Salem, \$36,662
 Sauk Prairie, \$96,529
 Seneca, \$14,861
 Sevastopol, \$25,368
 Seymour Community, \$95,377
 Sharon J11, \$9,130
 Shawano-Gresham, \$108,665
 Sheboygan Area, \$371,506
 Sheboygan Falls, \$70,009
 Shell Lake, \$19,047
 Shiocton, \$26,661
 Shorewood, \$62,620
 Shullsburg, \$12,951
 Silver Lake J1, \$16,940
 Siren, \$17,558
 Slinger, \$119,312
 Solon Springs, \$14,468
 Somerset, \$57,957
 South Milwaukee, \$112,233
 South Shore, \$10,647
 Southern Door County, \$43,348
 Southwestern Wisconsin,
 \$26,661
 Sparta Area, \$104,030
 Spencer, \$27,559
 Spooner Area, \$54,642
 Spring Valley, \$28,430
 Stanley-Boyd Area, \$41,072
 Stevens Point Area, \$324,871
 Stockbridge, \$10,563
 Stone Bank, \$9,355
 Stoughton Area, \$132,741
 Stratford, \$32,476
 Sturgeon Bay, \$49,753
 Sun Prairie Area, \$226,376
 Superior, \$164,936
 Suring, \$18,092
 Swallow, \$15,845

T-V

Thorp, \$36,016
 Three Lakes, \$22,756
 Tigerton, \$13,906
 Tomah Area, \$127,825
 Tomahawk, \$53,518
 Tomorrow River, \$37,448
 Trevor-Wilmot Consolidated,
 \$20,115
 Tri-County Area, \$25,003
 Turtle Lake, \$18,935
 Twin Lakes #4, \$14,243
 Two Rivers, \$91,556
 Union Grove J1, \$30,987
 Union Grove UHS, \$37,252
 Unity, \$43,938

Valders Area, \$40,005
 Verona Area, \$146,928
 Viroqua Area, \$50,287

W-Y

Wabeno Area, \$24,301
 Walworth J1, \$17,081
 Washburn, \$23,598
 Washington, \$3,455
 Washington-Caldwell, \$9,973
 Waterford Graded J1, \$54,866
 Waterford UHS, \$39,780
 Waterloo, \$39,668
 Watertown, \$177,129
 Waukesha, \$497,196
 Waunakee Community,
 \$111,699
 Waupaca, \$100,827
 Waupun, \$82,988
 Wausau, \$318,550
 Wausaukee, \$26,773
 Wautoma Area, \$51,748
 Wauwatosa, \$250,480
 Wauzeka-Steuben, \$12,417
 Webster, \$24,694
 West Allis, \$437,104
 West Bend, \$296,834
 West De Pere, \$99,282
 West Salem, \$67,059
 Westby Area, \$55,400
 Westfield, \$39,836
 Weston, \$17,895
 Weyauwega-Fremont, \$42,983
 Weyerhaeuser Area, \$6,321
 Wheatland J1, \$16,772
 White Lake, \$12,642
 Whitefish Bay, \$106,867
 Whitehall, \$31,465
 Whitewater, \$66,750
 Whitnall, \$102,456
 Wild Rose, \$23,598
 Williams Bay, \$18,654
 Wilmot UHS, \$56,580
 Winneconne Community,
 \$64,924
 Winter, \$12,895
 Wisconsin Dells, \$64,811
 Wisconsin Heights, \$45,933
 Wisconsin Rapids, \$277,956
 Wittenberg-Birnamwood,
 \$55,372
 Wonewoc-Union Center,
 \$18,429
 Woodruff J1, \$16,238
 Wrightstown Community,
 \$43,208
 Yorkville J2, \$10,704 ✪

Impact — from page 7

value of books, audio recordings, and videos borrowed by library customers, as well as reference services, children's and adult programs, computer use, and Internet access provided to the public. Libraries provide a host of other services such as community meeting spaces, online books and articles, and specialized databases as well, but comprehensive statistics were not available to quantify and include in the calculated value.

- make a direct economic contribution to Wisconsin's economy of over \$326 million through activities that include spending for library operations, payroll spending by library employees, and local spending by library visitors. These results were adjusted to account for books, subscriptions and other out-of-state purchases.

The research further indicates that Wisconsin public library users place a high value on the resources and services available and that as library users age, they value the library services not only for themselves but also for their children and grandchildren. Additionally, libraries are considered a very good value by library users and non-users alike.

“As we work to sustain public libraries in an increasingly competitive economy, we have proof of the solid economic contribution our libraries make and the value the people of

Wisconsin place on library services,” Burmaster said. “Our libraries truly make a difference in our quality of life.”

The DPI contract with NorthStar was funded through a grant from the U.S. Institute of Museum and Library Services. NorthStar conducted the study between November 2007 and April 2008. The research consisted of analysis of quantitative data, including library spending; library services; lending activities; and facility, equipment and technology use at Wisconsin's 388 public libraries and 17 public library systems. The research team, led by David Ward, president of NorthStar Economics, also collected information through an on-line survey on library use and perceived value from over 2,400 respondents, and in 29 focus groups held throughout the state.

The study is available at <http://dpi.wi.gov/pld/econimpact.html> .✪

Summit — from page 1

The outcome of summit discussions will be a “Beginnings” report that will be distributed to all participants and members of the library community later in the coming months. This report will identify prioritized strategies and ideas to distribute to the library community that will include action plans, constituents and desired results. ✪



**Division for Libraries, Technology,
and Community Learning**
Wisconsin Department of
Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841

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