



L.E. Phillips Memorial Public Library

REMINDER

This meeting begins at 5:00 p.m.

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library on **Thursday, January 17, 2008 at 5:00 p.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, WI.

AGENDA

1. Member roll call
2. Presentation – Laura Hookom, Eau Claire Community Foundation
3. Citizen Comments (limited to 5 minutes per citizen)
4. Approval of the minutes (page 1)
5. Communications
6. Report of the Library Director (page 5)
7. Committee reports
 - a. President's Report
 - b. Capital Campaign Committee
 - Discussion and action on the strategy for the Capital Campaign.
 - c. Distinguished Service Award
 - d. Legislative Committee
 - Library Legislative Day Update
 - e. Discussion of appointment of chair and members to the Development Committee.
 - f. Organizational Wellness Audit
8. Report of the Friends of the Library
9. Report of the Representative to the IFLS Board

10. Financial Reports

Note: There are no financial reports this month. End of the year bills are being processed. There will be a preliminary year-end report in February or March, and a final year-end report later in the spring when the City Audit is complete.

11. Action on bills and claims (page 10)

12. Review of the monthly statistics (page 20)

13. Consideration of Unfinished Business

- a. Consideration and approval of changes in the compensation for library director, professional staff, pages, and child care workers. [Memo separately distributed]

14. Consideration of New Business

- a. Transfer of funds from Operating Budget to the Capital Fund. (page 22)

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

16. Adjournment

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

Trustees: If you are unable to attend this meeting, please notify the Library's Administrative Office by calling 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, December 20, 2007 at 7:00 a.m. in the Board Room of the Library. The following members were present: Armstrong, Dickey, Jurmain, Olson, Radtke, Schneider, Simonsen, Stelter and Von Haden.

CLOSED SESSION FOR DISCUSSION OF COMPENSATION

On a motion made by Katherine Schneider and seconded by Jean Radtke the vote was unanimous to approve convening in closed session to consider compensation and benefits for the library director which, for competitive bargaining reasons, is permitted to be considered in closed session pursuant to Section 19.85 (1)(c) of the Wisconsin Statutes.

On a motion made and seconded, the vote was unanimous to approve to reconvene in open session.

CITIZEN COMMENTS

Katherine Schneider noted that a customer complained about the handicap parking spot below the library and there being no handicap button to push to open the door. Michael Golrick estimated the cost to install a handicap button would be about \$2,000 or more. Laura Miller stated that once the customer was inside they would have to wait for a page to bring an elevator key and escort the customer upstairs.

Katherine Schneider recommended the book *Free for All* written by Dan Borchert to the Board. The book is about working in a library and some of the funny things that happen at the library. The book is in our collection.

MINUTES OF PREVIOUS MEETING

On a motion made by Katherine Schneider and seconded by Jean Radtke, the Board unanimously approved the minutes from their November 15, 2007 meeting.

REPORT OF THE LIBRARY DIRECTOR

Michael Golrick has received a quote for \$820 for an engraved marker for the Joe Bee Xiong bench.

Jean Radtke enjoys reading the Report of the Library Director and Mary Jurmain commented that so much seems to be accomplished each month.

SPECIAL COMMENT

Barb Dickey commended John Stoneberg for his 30 years of dedicated service to the library.

STAFF PRESENTATION

Sharon Price gave a well-received presentation of the Technical Services Division of the library.

COMMITTEE REPORTS

Capital Campaign Committee

Michael Golrick stated the recent mailing has already netted the library over \$19,000.

Legislative Committee

Linda Stelter stated that SB1 is now through the House and Senate.

John Stoneberg said currently there are six people registered to attend Library Legislative Day on January 22, 2008 in Madison. There is still time for more people to register.

Michael Golrick passed out a handout on the 14th Annual Momentum Chippewa Rally, which will take place January 22, and 23, 2008 also in Madison. Michael Golrick will be attending this event and Library Legislative Day.

Planning Committee

Jean Radtke thanked the Planning Committee members, John Stoneberg and Michael Golrick for their input in developing the Library Goals for 2008. On a motion made by the Planning Committee the Library Goals for 2008 were approved by all Board members.

On a motion made by Katherine Schneider and seconded by Sue Olson the vote was unanimous to approve the RFP for hiring a Strategic Planning Consultant.

Development Committee

On a motion made by Pat Simonson and seconded by Barb Dickey, the Board unanimously approved tabling the appointment of the chair and members to the Development Committee.

Organizational Wellness Audit

The first meeting was held a week ago. Shelly Collins-Fuerbringer will be calling the next meeting.

REPORT OF THE FRIENDS OF THE LIBRARY

Friend of the Library is now over 800 households strong.

The next book sale will be held on January 25 and 26, 2008.

Give-A-Kid-A-Book was very successful this year. One issue developed when the Captain of the Salvation Army instructed the volunteers not to pass out the Golden Compass book. Katherine Schneider will make an offer to Friends that she would be glad to go and smooth things out with the Captain.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Sue Olson said the MORE contract came up for discussion at the last meeting. A motion to add the words "This will be the last year that IFLS will reimburse member libraries for materials that Fairchild residents have borrowed from the libraries of other cities in Eau Claire County" was defeated. John Thompson and Michael Golrick will be

meeting with the Fairchild Librarian and Board of Directors in the near future to discuss options for payment of Fairchild's library bills.

FINANCIAL REPORT

Barb Dickey noted the amount the Library pays the Foundation seems high. Michael Golrick will ask Laura Hookom what the rate of return is on the Endowment Fund.

ACTION ON BILLS AND CLAIMS

On a motion made by Bob Von Haden and seconded by Linda Stelter, the vote was unanimous among those present and voting to approve the Bills and Claims for 11/08/2007 – 12/06/2007 and the Additional Bills and Claims for November 2007.

CONSIDERATION OF UNFINISHED BUSINESS

The City Council deducted \$50,000 from the 2008 Capital Improvement Program. On a motion made by Bob Von Haden and seconded by Sue Olson, the vote was unanimous among those present and voting to approve the 2008 Operating and Capital Improvement Budget.

CONSIDERATION OF NEW BUSINESS

On a motion made by Bob Von Haden and seconded by Sue Olson, the vote was unanimous among those present and voting to approve the 2.25% pay increase for the library director, professional staff, pages, and childcare workers. Katherine Schneider stated that Michael Golrick has had a great first year.

On a motion made by Sue Olson and seconded by Jean Radtke, the vote was unanimous among those present and voting to approve the 2008 Resource Agreement between L.E. Phillips Memorial Public Library and the Indianhead Federated Library System as outlined.

On a motion made by Sue Olson and seconded by Bob Von Hayden, the vote was unanimous among those present and voting to approve the 2008 Agreement between L.E. Phillips Memorial Public Library and the Indianhead Federated Library System to provide library access to the residents of the Town and Village of Fairchild.

On a motion made by Jean Radtke and seconded by Linda Stelter, the vote was unanimous among those present and voting to approve the 2008 MORE Host Agreement between L.E. Phillips Memorial Public Library and the Indianhead Federated Library System.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

Michael Golrick will contact Laura Hookom to find out the rate of return on the Endowment Fund.

Michael Golrick will obtain more information from Dale Peters on the amount of money in the pool used for merit increases for the professional staff and how the other City departments handle salary ranges with merit increases.

Michael Golrick and Julie Gast will gather the history on how the Library has handled merit increases in the past.

Michael Golrick will gather options with cost on how to address the handicap / door issue in the lower level parking of the Library.

ADJOURNMENT

Pat Simonsen moved to adjourn the meeting. This was seconded by Jean Radtke and the vote was unanimous among those present and voting.

Respectfully submitted,

Jackie Depa

Associate II



Library Director's Report January 2008

Library Director's Report

It seems like just yesterday that I was compiling the report for the Library Board meeting, but with the end of the year holidays, I had a significant hiatus (eleven days, including the weekends). This report and the Board packet are being mailed as I am en route to the American Library Association Midwinter Meeting. This year's meeting is more than a week earlier than it traditionally is held, and preparation for that has compressed the time also.

Each month the Management Team meets to discuss various issues. Among the topics this month was the process for creating the staff request for special projects for the Friends of the Library to fund. That list, once developed, is sent to the Library Board for approval before being sent to the Friends.

The December mailings of the Capital Campaign were very successful. There were two unexpected large gifts, and a total of nearly \$30,000 raised from this effort. I also met with Linda Clark to define her role in supporting the Campaign. Linda works for Xcel Energy, and is the past President of the Chamber of Commerce. We are developing a plan to contact business leaders for contributions and the Library will be applying for a larger grant from Xcel's community foundation. I had a visit from one of the surprise donors, Jim and Alice Kissinger. I had talked with Jim by phone during my trip east. During the visit to the Library we had a chance to talk about the project and to review the plans and renderings. Jim formerly worked with Wisconsin Public Radio and Alice is a retired reading specialist. The positive result here shows the potential for reaching out to former residents.

I sent a separate email to the Board about the Organizational Wellness Audit. The meetings have been quite productive, and all members of the implementation team participate actively. I also began the orientation for our newest Library Board member. One of the inspirational things about talking with people new to the Board is the insight which they bring from outside the organization.

The community visioning process named *Clear Vision Eau Claire* began again after the holidays. All who were present at the last meeting were divided into groups to work further on the Key Performance Areas. I am in the "Government/Non-profit Collaboration" group which is co-chaired by City Manager Mike Huggins and Linda Clark.

From the Management Team

Staff and Human Resources

Betty Klee, circulation page, was recognized at the All Staff Meeting for 10 years of service at the library.

Muriel Gunderson, a new desk clerk in Circulation just this past fall, has accepted a position as Library Director at the Black River Falls Public Library. Cecelia Hutte has increased her circulation hours by taking on this 19 hour per week position in addition to her 16 hour Assistant

position. Laura Miller will be filling the open 15 hour Desk Clerk position after the first of the year.

Erin O'Leary has joined the Youth Services staff team as a new page, replacing Amy Ambelang who began as a Desk Clerk this month. Erin is the third member of her family to work at the library.

Circulation

The biggest change in circulation this month was a re-arrangement of the circulation workroom. This included removal of some unused cabinetry to create a more open space which will improve work flow. December is generally a slower time in circulation. This allowed desk staff to keep up with second checking of library application patron records. In addition, library pages were able to shelf-read most stacks, including the music compact discs which can be a challenging task.

Information Technology (IT)

Teleforms (the replacement for our TNS system) was installed on December 5, 2007. In its first month the application has performed very well with no major problems. Jolene Krimpelbein has spent time this month reviewing reports indicating potential duplicates bibliographic if there were to be a merger with the BCLIC consortium. On New Years all of the annual item record statistical rollover procedures were completed including a full backup of all system data.

At the direction of IFLS staff, webmaster Jeff Burns worked on the continuing re-design of the MORE website. In addition, he has added scripts to the MORE website to facilitate the printing of "My Account" information. Jeff is also testing other scripts which would allow patrons to sort preferred searches, fines, reading history, patron ratings in their accounts.

Work on the L.E. Phillips web site progresses with more training for staff on how to use Content Management System (CMS) software. Work is also being performed on three new pieces of web related software. The first is used by staff to upload images and video to our site. The second piece is room scheduling. This is for use by staff and the public and a preview is currently available on the Intranet homepage. Last is the additional blogging software for the website.

As scheduled, wireless Internet access for the public was made available midway thru the month. Library staff is currently revising the Internet use policy and developing needed documentation and procedures for public use. I have contacted two vendors regarding certification of our wireless network for use with Cisco wireless telephones.

Public Relations and Programming Services (PRPS)

For the Public Relations and Programming Services division, December is typically a busy month in terms of finishing up end-of-the-year budget tasks and preparing for the spring cycle of adult programs (which gets off to a quick start on January 2 in 2008). Because most of our December work involves preparing for upcoming programs, this month's report reflects many of the routine promotional activities carried out by PRPS staff.

Larry Nickel designed and printed an informational handout on the library's new wireless Internet service. Kris Nickel put together text for the handout. The handout is available for Reference staff to use when answering questions from customers about Wi-Fi use at the library.

Melany Bartig completed the Mid-December 2007/January 2008 library newsletter and instructed and supervised Friends volunteers as they assembled the newsletter. Larry and Melany

proofread final copies of the ArtsWest 29 brochure, program cover and poster before printing. Larry coordinated sending all of the design files to the printer. Melany created flyers for *Go Wild! Gardening with Native Plants of Wisconsin*, *Rock & Roll and the Rest of Us*, and *World of Dew: The Haiku of Basho, Buson and Issa*. She also created a flyer for the art show “Boxes” by Bill Nolte.

Larry created banner images for the “In the Spotlight” feature of the website for the *Simple Living: Getting Organized and Politics and Popcorn* programs and the *Wood and Metal Matters* art show and published them to the website.

Reference

Leann Meyer shadowed Renee Ponzio and the other reference staff on December 1st for Barb Erdman’s UW- Eau Claire Library Science class. She observed the desk activities and other projects reference engages in at the desk.

On the 13th Renee attended a Library Books by Mail meeting at IFLS. The committee is working to finish up their recommendation as to the direction for the L.B.B.M. service.

Cindy Westphal created and maintained a Reader’s Advisory table titled *YUMM-O*, featuring cookbooks, many by authors featured on televised cooking shows. She also revised the *Community Information Database* information guide both in paper and on the library’s web site to reflect changes with the addition of Great Rivers 211 and created and published a new information guide, *ACCESS NewspaperARCHIVE*.

David Dial continued to work on updating the foreign films list, which had a gap due to a computer glitch that occurred when the original list was compiled.. He also helped Kathy Herfel make lists for Home Delivery customers materials.

There were two end-of-the-year projects for John that Liz Ryberg worked on, checking for ownership by LEPMPL for the 2007 Editors Choice for the best books. She processed 220 titles, including the top 100 books, followed by the Best Biographies, and best books in other subject areas. David finished up the Editors Choice lists which included more Best Books, the Best CDs and the Best DVDs. The second project involved searching LEPMPL catalog for ownership of unabridged audiobooks on CD and checking TS3 for 39 video titles for availability in DVD format for possible purchase.

This month the home delivery service gained 1 customer and removed 6 customers who either passed away or were on hold for 6 months. The total number of people receiving Home Delivery services is 196.

On the 6th Oua Xiong, new board member received a tour of the MORE/ILL Office from Amy Marsh and Renee. The Teleforms software product which greatly reduced the number of bounced phone calls used to let patrons know their hold items were available started in the first part of December.

Safety and Security

Larry Nickel supervised the replacement of three outdoor and two indoor surveillance cameras by PerMar, our primary security vendor. The new outdoor cameras are day/night color models that give a more accurate view in varying light conditions and replace older, black and white models. Because the indoor camera models specified turned out to be unsuitable for installation with our ceilings, the PerMar technician ordered different models arrived and were installed before the year’s end.

Work continued on replacement of the library's fire alarm system. Larry met with Rita Liddell of Apex Engineering and Jackie Depa to finalize the design of the replacement system before city purchasing staff prepares bid documents.

Larry discussed the supervision of a Level II Sex Offender that will soon be released to the Eau Claire area with a supervisor at the local Wisconsin Department of Corrections (DOC) office. Larry reported to the Director and Assistant Director that the offender would be under very strict supervision and not allowed to visit the library. If anything should change in his supervision that might impact the library, DOC will contact us in advance.

Technical Services

The project to repackage DVDs marked for the new 14-day loan period is in progress. Jean Nemitz created an Excel file of the inventory report from the scan of the paperback browsers. The report will be reviewed at the January Collection Development meeting.

Sharon and Teri Oestreich will be preparing processing tests for candidates for the coming vacancy created when Elizabeth Christianson leaves on January 12. Elizabeth will be attending UW Stout full time next semester.

Three monitors and four arm mounts were ordered and have arrived for Technical Services Staff members, that will be working with the double monitor. Our custodian has the arm mounts in place, Kris Nickel will be attaching the monitors this week.

Six Technical Services Staff will be attending Public Library Association Conference in Minneapolis to view the vendor exhibits searching for new products, new ideas, and efficiencies for our Division.

A spine label replacement project for Large Print Fiction was begun in December. During the inventory scanning many 'missng' large print fiction items were found to be in the regular fiction collection. When found and pulled, these items had worn out, faded, labels, or the old-designation label LP and new pages had not understood its meaning. This project should be finished in January of 2008.

Youth Services

Chrissy Knoelke planned three teen programs that were offered during the holiday break. Approximately 30 teens and a few parents were in attendance at the Guitar Hero III Tournament on December 26. A great time was had by all and many parents expressed their thanks for hosting the event. The top three winners received \$10 gift cards to Borders. The Leader-Telegram ran a great photo of one of the participants a couple days after the program.

Chrissy appeared live on the WEAU News 13 Noon Show on December 24 to promote the three programs for teens. The library received several messages from parents immediately following the show, so the program was effective in helping to spread the word about the programs, especially the Guitar Hero Tournament.

Jill Patchin and Chrissy have been busy thinking ahead to Summer Library Program 2008. The theme for the upcoming program will feature Pirates, and staff are busy developing ideas for programs and reading folders. Shelly Collins-Fuerbringer and Alisha Green hosted Winter Whimsy, a drop-in craft program for elementary age kids on December 5th. School was out, so this gave kids an opportunity to create some gifts for the upcoming holidays.

Youth Services will be offering their annual ACT Prep Workshop for teens again this year. The workshop will be presented by Ruth Harris, director of the Northwest Reading Clinic, and is

planned for March 2 from 1:30-4:30 p.m. Tickets are free and will be available to pick up two weeks prior to the program.

Chrissy hosted a table at the Head Start Safety Fair at Genesis on Friday, December 14. She prepared a variety of handouts for parents on the topics of Internet safety for parents and children, television violence, and stranger awareness.

Assistant Director

In 2007, John Stoneberg continued to serve as the agent for MORE's two multiple holds projects (which he has since they started). The first is for audiobooks and began in 2006. The second is for DVDs and began in 2004. Jean Nemitz in Technical Services assists him in this. This year, 1,000 items were added to MORE from these projects – 719 DVD items and 281 unabridged audiobooks. Because there was not a major problem with multiple holds on audiobooks this past year, the bulk of the audiobook project items added were new titles (almost all non-fiction) that no MORE library owned. For budgetary reasons and because there is no perceived problem with multiple holds on audiobooks, MORE did not fund the audiobooks project for 2008. .

On Friday, December 21, John attended the annual holiday legislative breakfast at UWEC's Davies Center sponsored by UWEC, the Chamber and Xcel Energy. Area legislators commented on their priorities and participated in a Q & A session. All four legislators we will visit on Library Legislative Day were in attendance.

John assisted the Progressive Book/Film Club with their choices and planning for the first half of 2008 and maintained a reader's advisory table entitled "Primarily Politics." Selectors do a lot of wrapping up in December relating to their collection development duties. John coordinated the end-of-the-year purchasing at Border's on December 28.

Respectfully submitted,

Michael Golrick
Library Director

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

Additional Bills & Claims Listing - December 2007 *Preliminary*

CUSTODIAL OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 12,292.64
Various	WRS, SS, life, disability	\$ 2,085.25
Various	Health insurance, deductible	\$ 2,588.40
Barstow Street Auto	Service gravely tractor	\$ 216.85
Barstow Street Auto	Service snowblower	\$ (129.98)
Kohel Power Center	Repair parts	\$ 431.44
McQuay Service	Repair thermostat	\$ 407.09
Hovlands Inc	HVAC repairs	\$ 350.05
Hovlands Inc	HVAC repairs	\$ 606.00
Hovlands Inc	HVAC repairs	\$ 247.50
Wil Kil Pest Control	Pest control service	\$ 20.00
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
G&K Services	Rental, floor mat, oil mop	\$ 54.46
Traci's Green Interiors	Plant rental, monthly	\$ 260.52
Waste Management	Rubbish, garbage and recycling	\$ 197.13
Waste Management	Rubbish, garbage and recycling	\$ 198.22
Queens Dry Cleaners	Service, laundering rags	\$ 19.50
Viking Electric Supplies	Parts, electrical	\$ 78.30
		\$ 20,086.75

LIBRARY OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 187,898.68
Various	WRS, SS, life, disability	\$ 77,022.15
Various	Health insurance, deductible, EAP	\$ 131.84
		\$ 265,052.67

LIBRARY CAPITAL CAMPAIGN:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 1,148.84
Various	WRS, SS, life, disability	\$ 223.28
		\$ 1,372.12

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - December

2005	2006	2007	Chng. Prev. Yr.
------	------	------	--------------------

AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING

963	1,016	854	-19.0%	Month of December
1,241	1,247	1,246	-0.1%	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

563	588	488	-20.5%	Month of December
803	804	791	-1.6%	Year to date

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

70.8%	71.3%	71.5%	0.3%	City of Eau Claire
16.4%	16.1%	16.1%	0.0%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
12.8%	12.6%	12.4%	-1.6%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

12,355	12,812	11,483	-11.6%	Month of December
180,166	183,344	181,355	-1.1%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

63,484	65,659	59,127	-11.0%	Month of December
967,459	972,662	943,457	-3.1%	Year to date

RENEWALS FROM LIBRARY BUILDING*

4,224	3,953	3,241	-22.0%	Month of December
63,420	58,125	50,090	-16.0%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,314	1,147	1,173	2.2%	Month of December
16,233	16,815	17,322	2.9%	Year to date

Web renewals

13,618	13,916	15,837	12.1%	Month of December
167,645	177,845	191,396	7.1%	Year to date

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

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

6,249	6,885	7,106	3.1%	Month of December
80,738	92,438	101,473	8.9%	Year to date

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

7,384	7,634	7,524	-1.5%	Month of December
91,640	109,104	111,520	2.2%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

775	942	1,014	7.1%	Month of December
11,292	12,525	14,135	11.4%	Year to date

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

994	1,199	1,142	-5.0%	Month of December
12,967	16,055	16,980	5.4%	Year to date

2005	2006	2007	Chng. Prev. Yr.
------	------	------	--------------------

INTERLIBRARY LOANS

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

220	187	178	-5.1%	Month of December
3,062	2,841	2,926	2.9%	Year to date

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

445	497	349	-42.4%	Month of December (without renewals)
7,675	6,446	5,580	-15.5%	Year to date (without renewals)

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

7	6	10	40.0%	Month of December (renewals)
84	114	223	48.9%	Year to date (renewals)

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

1,174	1,249	n/a	n/a	Month of December (without renewals)
11,549	12,373	n/a	n/a	Year to date (without renewals)

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

80	n/a	n/a	n/a	Month of December Renewals
988	n/a	n/a	n/a	Year to date Renewals

UNIQUE VISITORS TO WEBSITE

11,969	n/a	n/a	n/a	Month of December
--------	-----	-----	-----	-------------------

INTEROFFICE MEMORANDUM

TO: MICHAEL GOLRICK, LIBRARY DIRECTOR
FROM: JULIE GAST, LIBRARY BUSINESS MANAGER
SUBJECT: TRANSFER TO CIP
DATE: JANUARY 9, 2008

The Library Board will need to authorize the annual transfer of funds from the 2008 Operating Fund to our Capital Improvement Fund. The amount this year is \$55,900, which is \$50,000 less than the plan approved by the Library Board.

2008 BUDGET

cr 250 1010	Cash (Library operating)	\$55,900
db 2502040 7044	Tsf to Capital Improvements	\$55,900
and		
db 490 1010	Cash (Library CIP)	\$55,900
cr 49001 5114	Transfer from Library	\$55,900