



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 July 17, 2008 at 5:00 pm** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin.

AGENDA

- 1) Member Roll Call
- 2) **Introduction of New Library Board Members William Kampf and Virginia Wright—Welcome!**
- 3) Citizen Comments (limited to 5 minutes per citizen)
- 4) Approval of the Minutes (page 1)
- 5) Communications
 - a) 2009 Budget Planning Memo from City Manager Mike Huggins to City Department Directors (June 10, 2008) (page 6)
 - b) Budget Considerations for 2009 Budget Memo from Library Director Michael Golrick to City Manager Mike Huggins and City Finance Director Rebecca Noland (July 3, 2008) (page 7)
- 6) Report of the Interim Library Director (page 11)
- 7) Report of the Library Board President (page 21)
- 8) Committee Reports
 - a) Discussion of Library Board Committee appointments (page 24)
 - b) Executive Committee
 - c) Development Committee (page 31)
 - d) Capital Campaign (page 33)
 - e) Finance Committee (page 36)
 - 1) Consideration and approval of the proposed 2009 Budget (mailed separately)

- 2) Consideration and approval of the proposed 2009-2011 Capital Improvement Plan (mailed separately)
- 3) Discussion of the Budget Considerations for 2009 Budget Memo from former Library Director Michael Golrick to City Manager Mike Huggins and City Finance Director Rebecca Noland (July 3) and possible future library budget cuts (page 40)
 - f) Legislative Committee
 - g) Planning Committee
- 9) Report from the Friends of the Library
- 10) Report of the Representative to the IFLS Board
- 11) Financial Reports (page 48)
- 12) Action on Bills and Claims (page 52)
- 13) Review of the Monthly Statistics (page 62)
- 14) Consideration of New Business
 - a) Consideration and approval of a resolution in honor of Barb Dickey for her service to the Library and the Eau Claire Community (page 64)
 - b) Consideration and approval of a resolution in honor of Mary Jurmain for her service to the Library and the Eau Claire Community (page 65)
 - c) Discussion and action concerning the July 31-August 1 Re-Visioning Workshop
 - d) Discussion and approval of change to the fees and expenses section of the Library's agreement with the Eau Claire Community Foundation (page 66)
 - e) Report of the meeting with the Fairchild Public Library Board (July 15) and discussion and action on dealing with the possible ramifications of the issues dealing with the town and village of Fairchild
 - f) Discussion and action concerning the process for searching for a new Library Director
- 15) Directives from the Library Board of Trustees to the Interim 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 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, June 19, 2008 at 5:00 p.m. in the Board Room of the Library. The following members were present: Adams, Dickey, Jurmain, Olson, Radtke, Schneider, Stelter and Xiong.

ARCHITECT INTERVIEWS

Phone interviews were conducted and then discussion took place with the architectural firms of SDS Architects, Engberg Anderson, Uihlein-Wilson Architects and Ayres Associates for the architectural planning and costing services for the re-visioning and renovation of LEPMPL.

MINUTES OF PREVIOUS MEETING

On a motion made by Katherine Schneider and seconded by Jean Radtke, the minutes of the May 15, 2008 Board meeting were unanimously approved.

COMMUNICATIONS

Michael Golrick mentioned an article from *Governing* magazine that was part of the Board packet. The article was about how some libraries are positioning themselves as places to create content in order to appeal to a new generation. Michael mentioned that some of the ideas are taking place here but not others because of the expense.

REPORT OF THE LIBRARY DIRECTOR

Michael Golrick stated that July 11 would be the Youth Services Librarian, Chrissy Knoelke's last day.

There is \$25,000 in the Capital Improvement Budget this year for work on the parking lot.

COMMITTEE REPORTS

Development Committee

The next meeting will take place on June 24, 2008.

Nominating Committee

Mary Jurmain presented the following nominations to the Board: Katherine Schneider for President; Linda Stelter for Vice President; Pat Simonsen for Secretary. There were no other nominations from the floor. On a motion made by Lee Adams and seconded by Barb Dickey, the vote in favor of the motion was unanimous to close the nominations from the floor and cast a unanimous ballot for the proposed officers.

Organizational Wellness Audit

The Organizational Wellness Committee is currently on leave.

REPORT OF THE FRIENDS OF THE LIBRARY

The next book sale will take place on June 20-21, 2008.
Holly Ring was hired for the Friends Coordinator position.
Currently there are 761 Friends households.
Friends approved \$5,000 for the Lincoln digitization.
Katherine Schneider passed out an example of the new Friends logo.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Sue Olson shared the results of a “Best Practices for Public Libraries Services” report completed by the Legislative Audit Bureau. LEPMPL received three moderate ratings and one below basic. Katherine Schneider questioned if statewide we are low because the hours LEPMPL is open.

FINANCIAL REPORTS

Michael Golrick stated it is key that there is a quorum at the July Board meeting to approve the budget.
The Board will be asked to approve increasing the fine rates. Currently LEPMPL fine rates are average among the libraries in the MORE system.
E-commerce will be available soon so our customers can pay their fine by credit cards.
Barb Dickey is in favor of increasing the fine rate.
Michael Golrick stated the largest part of the budget is personnel. Most of the budget cuts would have to come from there and the only way to do that is by reducing the hours LEPMPL is open. Closing at 8 PM on Wednesdays would save \$25,000 a year, closing at 8 PM on Thursday would save \$18,000 and closing at 8 PM on both days would save \$38,000. Closing on Sundays would save \$25,000.
Not filling the open IT position would save \$38,000.
The seconded largest part of the budget is collections. If the collection budget were cut by 10%, it would save \$48,000.
Cutting the continuing education budget would save \$10,000.
Cutting the home delivery service would save \$23,000. Mary Jurmain dislikes the option of cutting home delivery.
\$5,000 has been identified in Public Relations and Programming cuts.
\$3,000 would be saved by reducing the Business Managers hours to 32 per week and promoting Mary Blakewell to an Associate I and increasing the Associate II position by 5 hours per week.
At this time, we may have to cut approximately \$132,000.
Michael Golrick is concerned about the impact that amount will have on the maintenance of effort requirement and is looking into that with Julie Gast.
Sue Olson expressed her concern over cutting hours and collections.

ACTION ON BILLS AND CLAIMS

On a motion made by Katherine Schneider and seconded by Lee Adams, the vote was unanimous to approve the Bills and Claims for 5/07–6/04/2008 as well as the supplemental Bills & Claims Listings for May 2008.

REVIEW OF MONTHLY STATISTICS

Michael Golrick pointed out that some numbers are down and most likely, this is due to the nice weather recently and the door counters being down for part of the month.

CONSIDERATION OF UNFINISHED BUSINESS

Discussion took place regarding four quotes and architect interviews for the architectural planning and costing services for the re-visioning of the renovation of LEPMPL. On a motion made by Katherine Schneider and seconded by Sue Olson, the vote was unanimous to approve hiring Uihlein-Wilson Architects, Inc. for the project.

On a motion made by Sue Olson and seconded by Jean Radtke, the vote was unanimous to approve payment for the architectural re-visioning fees to come from the Capital Campaign fund.

CONSIDERATION OF NEW BUSINESS

CLOSED SESSION FOR DISCUSSION OF THE WORK PERFORMANCE OF THE LIBRARY DIRECTOR

On a motion made by Katherine Schneider and seconded by Linda Stelter, the vote was unanimous to approve convening in closed session to review candidates for the position of Interim Library Director, a public employee over which the Library Board has jurisdiction, pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes.

MOTION TO CONVENE IN OPEN SESSION

On a motion made by Katherine Schneider and seconded by Lee Adams, the vote was unanimous to approve to reconvene in open session immediately following the closed session.

CONSIDERATION OF THE MOTION TO APPOINT AN INTERIM LIBRARY DIRECTOR

On a motion made by Katherine Schneider and seconded by Barb Dickey, the vote was unanimous to approve to hire John Stoneberg as Interim Library Director with a 15 percent increase in salary for that time period as a bonus at the end of that time period as a lump sum with deferral of vacation hours.

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

Katherine Schneider gave John Stoneberg a directive to report back to the Board in July how he would balance the duties of Interim Director and Assistant Director.

ADJOURNMENT

On a motion made by Lee Adams and seconded by Sue Olson, the vote was unanimous among to approve adjourning the meeting.

Respectfully submitted,
Jackie Depa
Associate II

DIRECTIVES

Person Responsible	Task	Date Assigned	Date Due/Status
Michael	Arrange for task list to be sent to board after each meeting within three days	(early 2008?)	4/21/08 sent 4/30/08 Meeting 5/15 Sent 5/27
Michael	Lower level accessibility button.		Waiting for new hire
Michael	Get four or five quotes from architectural firms, including Uihlein Wilson, for the cost and process to revision the renovation.	4/17/2008	Due 5/15/2008
Mary	Send board weekly updates on "surge".	2/21/2008	Natalie Hazen has been sending every week since "surge" began "surge" is over now
Mary	Update the Development Committee on the results of the Board discussion on hiring a contracted Development Director.	4/17/2008	
Mary	Schedule the next Development Committee meeting.	4/17/2008	
Mary	Prepare for the town of Union public meeting.	4/17/2008	

Michael	Obtain "what's expected of a library board member" document from John Thompson and send electronically to board members for review.	3/20/2008	
Michael	Send press release letters out regarding the public hearing in Union on 4/28/2008.	4/17/2008	4/21/2008
Michael	Arrange for draft board meeting minutes to be sent within a week every meeting	2007	4/21/2008 Sent 4/30/08 Meeting 5/15/08, sent 5/27/08



MEMORANDUM

OFFICE OF THE CITY MANAGER

DATE: June 10, 2008
TO: Department Directors
FROM: City Manager
SUBJECT: 2009 Budget Planning

Finance Director Rebecca Noland and I have been meeting with you individually regarding the ongoing imbalance between the costs of City services and the revenues available to pay for services. Our preliminary discussions have included a review of City Council priorities, key management themes, and your department goals.

Our budget challenge for 2009 and beyond is to find a new and sustainable balance of the services citizens expect, the services we can best provide, and the services the community is willing to support financially. As you know, the magnitude of the structural imbalance between City services and the City budget is significant, with a potential \$2 million shortfall for 2009. Over the next 4 to 5 years, upwards of 250,000 to 300,000 hours of current City service would need to be eliminated, absent any change in projected future City revenues.

Across-the-board percentage reductions are rarely conducive to effective budgeting, although such strategies are often implemented as the actions of last resort when alternative strategies have not been developed. I am asking for your help in identifying possible organizational changes and service modifications that might contribute to moving the City towards sustainable service levels.

I would like you to give thoughtful consideration to how we might restructure City services so that, in four years, we would have a reasonable and sustainable balance between service costs and City revenues. If possible, I would like you to consider how we use phased implementation of changes through bargaining negotiations, retirements, equipment changes, property improvements, alternate service delivery, and other service modifications. I would also ask that your submittals include a description of service activity, a brief description of the change or restructuring that could be considered, an estimate of the service and budget impact, and a list of the key trade-offs between the current service and the proposed change. I am looking for your insights regarding other departments as well as your own.

Please forward your suggestions to me by email or memo by July 3. We will compile a master list for discussion as a senior management team in July.

Mike Huggins
City Manager

cjm



Michael Golrick, Library Director
400 Eau Claire Street
Eau Claire WI 54701
715/839.5001 (voice)
715/839.3822 (fax)
michaelg@eauclaire.lib.wi.us

July 3, 2008

To: Mike Huggins, City Manager
Rebecca Noland, City Finance Director

From: Michael Golrick
Library Director

Subject: Budget Considerations for 2009 Budget

Whenever budget discussions begin, it is important to keep in mind that for the Library there are certain state requirements. One of the requirements for membership in the local library system is that the funding authority meets the required Maintenance of Effort (MOE). The MOE requires that the library appropriation exceed the average of the past three years' appropriations. For the L. E. Phillips Memorial Public Library we estimate that to meet this requirement, the City contribution (without capital funds and transfers to the capital account) needs to be approximately \$2,644,362.

One implication of not meeting the MOE is that the Library could be refused service by the Indianhead Federated Library System. There are funds attached to this since the Library receives additional funding to serve as the Resource Library. In addition, there is revenue which the Library receives for serving as the host for the automated library system which runs the catalog and circulation system. All of these funds (revenue) could be in jeopardy if the MOE is not met.

The Management Team of the Library started by looking at sources of possible revenue. I would note that state laws and regulations limit the types of charges which public libraries can impose. During this fiscal year (calendar year 2008), the Library will be able to accept credit cards for payment of fines and fees. Based on the experience of other public libraries around the country, this will result in an increase in fine revenue. Staff is not confident of predicting what that will be, and there will be a very conservative estimate included as part the regular budget submission.

The staff will recommend to the Library Board an increase in library fines, the maximum amount allowed to accumulate on any item, and the addition of a processing fee. We expect that this could result in an increase of fine and fee revenue of about \$10,000 - \$15,000.

An initial discussion item was the suggestion that all of City and County government offices (except for the emergency services) close on the same day each week. Full time staff would work and be paid for a 32 hour work week, and part time staff would not work. This kind of action would dramatically call attention to the plight of government agencies working under levy limits. I understand that this has been proposed in the past. The Library Management team thinks that it certainly sends a clear and unequivocal signal to the public.

The staff reviewed some changes in operations. The majority of the budget is personnel and personnel related costs. In order to reduce in these areas there are suggestions for changing the hours of operation.

The first topic was to reduce hours of service. There are four options we discussed. The least busy hour of the day is the last hour, 8 pm – 9 pm. Closing Monday through Friday at 8 pm instead of 9 pm would save about \$25,000. The least busy evening of the week is Thursday, and if the Library were to close that evening at 6 pm, the savings would be over \$15,000. A third option would be to close on Wednesday and Thursday at 6 pm which would save over \$35,000. The final option discussed was closing on Sundays which would save over \$20,000. The new staffing patterns were created in such a way that no staff would lose any benefits, the only reduction would be in the number of hours worked by part time staff. We discussed combinations of these times, but combining them does not create any additional savings, and in one case, because of the staffing pattern, resulted in a smaller savings. Only one option can be chosen from this list

The public will not be happy with fewer hours of service. There will be comments and complaints no matter what times are chosen. I would predict that there will be a slight reduction in total volume, but for the most part, what will happen is a shift in when people use the facility. The rationale for choosing the times, other than Sunday, is that those are the times when the Library is least busy.

This Library is one of the few public libraries in the area which is open on Sundays. It is the busiest four-hour period of the week. Public reaction to choosing this option will be strong, and the public may “feel like they are being punished” (which is a quote from a colleague).

The second largest portion of the Library budget is for purchasing library materials. This includes books, magazines and newspapers, and media. A 10% reduction in purchases also has impacts in staffing in the technical services area as well as in circulation serves. There would also be a reduction in the amount spent on supplies. The reduction in the budget produces a larger saving than just the items not purchased. The Collection Development Team has discussed this option extensively and has a plan which distributes the reduction across various parts of the budget. One of the reductions is in

the number of periodical titles purchased. Many of these are available electronically through the databases provided by the state. This actually produces the largest savings in staff time since the handling of the many issues takes staff both in the technical services area and circulation services (who are the ones who put the items on the shelves). What the public will see is fewer magazines on the shelves.

This proposal would save over \$45,000. It is possible to just reduce the number of periodical titles which is part of this larger cut and alone save approximately \$13,500 in direct expenses and staff time.

The Library will purchase fewer titles, and fewer multiple copies of the very popular items. This will mean that for popular items the public will have to wait longer to be able to pick up their copy. A cut of this type is not always visible to the public immediately. It is, however, the beginning of a downward spiral. Some of the books not purchased, will never be able to be purchased, and there will be increasing gaps in the collection which has been carefully built over years. If the trend of a reduced materials budget continues, eventually there will be a decline in library use. I have seen this happen in Bridgeport, and in other urban centers.

One service which relies primarily on volunteers and directly serves just less than 200 people is the library's Home Delivery service. Dropping this service would save about \$20,000 in staff time. The largest amount of time for this service is that of the volunteers who are the ones who deliver books to the homes of people who can otherwise not get to the Library. There is a "Books-by-Mail" service provided by the Indianhead Federated Library System which could serve these customers. However, it is not a full substitute for the Library delivery service. The IFLS service is very limited in the number of items which can be sent, and it is in the process of being re-structured because of the budget cuts at the state level.

While only 200 people are directly served, this service touches many more lives: the family, friends, and caregivers of these customers. The Library has received many donations specifically from bequests and family members who appreciate the value of this service. Discontinuing it would be a major, negative public relations issue.

With reductions in hours, there will most likely be reductions in public relations and programs for adults. Staff is examining:

- hosting fewer art shows per year (perhaps a 15% reduction to 6 exhibits per year)
- Discontinue posting library programs and events to community calendars (WQOW-TV, WEAU-TV, Leader Telegram, Chamber of Commerce)
- outsourcing ad design (ads currently funded by Friends donation)
- 5-7 fewer adult programs per year (10% reduction)
- limiting video recording of programs for web site publication.

These reductions would be achieved through reducing the number of hours in the department and reducing supplies. The result is very modest (approximately \$5,000) for the loss in visibility.

The Library Business Manager has asked to reduce her work week to 32 hours. Some tasks would be reassigned to other administrative staff including a reclassification of one position. The savings would be modest (\$3,000) and a number of internal tasks would be eliminated or restructured. She also has agreed to push her planned retirement date to after 2010. If she had retired in 2010, as originally planned, the Library would have faced an expense of \$20,000 in insurance benefits. This will be saved for at least 2010.

There are some additional items which are not major re-structuring. There is a vacant position which will not be filled. Not filling it will mean that it will take longer for public and staff computers to be repaired. There will be fewer updates to software installed, and they will be done over an extended period of time. The travel and training budget could be reduced. Even with the increased need to keep up with technology, more opportunities are being offered online.

July 10, 2008

To: The Library Board of Trustees

From: John Stoneberg, Interim Library Director

Subject: Report of the Interim Library Director for June, 2008

Interim Library Director

Although I became the Interim Library Director on July 6, I was the Assistant Library Director during June and served as Acting Director for about two weeks during two absences by Library Director Michael Golrick--to help out his girlfriend in New Orleans who had been injured and when he went to the American Library Association Conference in Anaheim, CA. It was a very busy month for me that also included transitional tasks in preparation for Michael's departure and my becoming Interim Library Director. I spent a good deal of time communicating with departing Library Board President Mary Jurmain and incoming Library Board President Kathie Schneider.

Highlights include:

Communicating with the four architectural firms via letter and e-mail who had submitted quotes to provide services for re-visioning the renovation plans, I set up telephone conversations with representatives of the firms at the June Library Board meeting. After the Library Board chose Uihlein-Wilson to provide the re-visioning of the renovation plans service, I worked with architect Del Wilson to develop the framework for a day and a half workshop to be conducted on July 31 and August 1 and for activities after that.

Everyone on the library management team continued to be very busy with 2009 budget planning-related activities and frequent meetings. City Building Supervisor Rodney Bonesteel and I spent considerable time reviewing building needs which will greatly impact the Library's budget in 2009 and in the future. As Collection Development Committee Chair, I worked with the Committee to offer the management team possible collection cuts--not as recommendations, but rather as numbers from which to begin a discussion should a reduction in expenditures for materials become a necessity.

Over the course of eight weeks, Chrissy Knoekle, Bess Arneson, Shelly Collins-Fuerbringer and I will be doing the Book Buzz portion of WEAU's Wisconsin Journal with Sarah Stokes which is broadcast on Saturday and Sunday mornings. This was an opportunity to be before the public that we took on because Border's was downsizing and one of their staff was doing it and could not continue. Chrissy recorded the first two segments of Book Buzz and she did a great job. Her topics were "Help! The Grandkids are Coming!" and "Fiction for Teens and Tweens." Both segments are available on WEAU's website and are featured on the library's website.

At the end of the month, I participated in and took the minutes for the Library Development and Capital Campaign Committee meetings.

Kathie asked me at the last meeting to begin to indicate how I would balance the duties of the Assistant Library Director with the Interim Library Director. That will be more difficult this time than in 2006 when I was Interim Library Director because of the road ahead—re-visioning the renovation plan, the budget and potential budget cuts, hiring a new director, issues with the town and village of Fairchild, beginning the renovation process, strategic planning, etc. The frank, upfront answer is that it will be much more difficult to do either job as well as I would like to or could. There is a lot to be done in each position and it will mean that specific tasks, projects and/or issues that I can delegate or delay for a few months, I will.

To start, I have approved extra hours to take me off the Information/Reference desk completely (6 hours) and take Reference Manager Renee Ponzio up to 6 hours off the desk so that she can help relieve me of certain collection development responsibilities and other items. Over the years, I have continued to work the desk a few hours a week because of the long-time reference experience I can offer the Library, staff and customers and, because as the Assistant Director and because of the many areas I supervise and hats I wear, it helps me to interact and observe customers, staff and issues in a much more realistic light. For the time being, I have turned over my print selection areas to Renee including selection, suggestions for purchase, lost and damaged, weeding, etc. I will continue with non-print duties. I will also turn over to her other items and projects that cannot wait and fit with what she can do. I will work on refining all this whenever I can.

From the Management Team

Circulation

June began like gang-busters with the Youth Services summer kick-off party which drew on a lot of library users on June 2. The special programs and events bring in a lot of new library card applications to create, as well as many that need updating. We have had to have a “third” checkout staff--one who can unlock the security cases and get the books/barcodes all in order for the two other checkout staff. The lines have been long, but the staff has moved them through very efficiently.

Human Resources

Jean Pickerign received her Library award for 35 years. Congratulations Jean.

Michael Golrick’s last day was July 5. A special “coffee with Michael” was held on July 3 for him during morning break to wish him “good luck” in his future pursuits.

Chrissy Knoelke will be moving from the area to the west coast in mid-July to be closer to family. We will miss her energy and excitement for all things Young Adult!

Shannon Bluemel was hired as the new Circulation page on the evening shift. She replaces Elizabeth Brandt who has been a page during her college years and will be married in July and moving to California.

Information Technology (IT)

Jolene has entered system logins for the following libraries: Ladysmith, Bruce, Barron, Cumberland, and Cameron. In addition the Innovative system was configured for Menomonie to join the list of libraries using the Collection Agency feature. Steve will be attending a meeting this Friday to review the final draft of the 2009 MORE Operating budget.

Steve Stoflet and Kris Nickel are working with the city and county of Eau Claire IT staff, along with representatives from Heartland Business Systems, 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. We are also receiving quotes for a variety of VoIP telephones and will make a recommendation for purchase to the Acting Library Director. We are also getting a quotation of a hardware device that is used to archive email. This device would be platform independent and would remove the potential for obsolescence if a move to the Microsoft Exchange were made in the near future.

We have ordered and received the five replacement schedule laser printers. Installation will be completed when existing supplies of toner cartridges have been used. A multitude of Groupwise Email and Active Directory changes were required for the changes in personnel these last 30 days.

Changes to the Web Site included: Editing images and publish them for the gallery art show, update Google map with book drop locations for library, update and publish custom Capital Campaign page, create and publish picture slideshow for YS section, edit and publish videos for kids section, add new blog modules to kids section, test mobile version of website, and train Melany B. on new editor feature for What's New page.

Time devoted to the MORE site was used to troubleshoot and follow-up with customers regarding catalog access issues, add new list link to Quick List page, update media icons on website, edit email addresses for bounced email from Suggestions for Purchase- Feedback pages, and continued testing of Drupal CMS for a possible WebOPAC front end.

Public Relations & Programming (PRPS)

The library's 2008 summer art exhibit, Figuratively Speaking, opened on June 4. This year's exhibit, coordinated by art committee member Kris MacCallum, features work inspired by the human figure. Eighteen artists are exhibiting work in the show.

On June 7, the library hosted a dedication ceremony for the Joe Bee Xiong park bench. About 60 people attended the event that featured tributes by library director Michael Golrick,

library board member Katherine Schneider, community member and Vietnam veteran Alan Jenkins, community member Charles Vue and Xiong family member Cara Yang.

Melany Bartig created a flyer and poster for the annual summer concert Orkestar Bez Ime and began working on the September 2008 newsletter, flyers for the Mark Fay art show, and program flyers for two fall programs, The Lost Art of Book Collecting and The Battle of the Sexes in Late 20th Century Science Fiction.

Kris Jarocki finished printing, collating and stapling copies of the library's 2007 annual report for distribution to donors, government officials and IFLS libraries, as well as for distribution within the library.

Larry Nickel designed and scheduled advertisements for the summer outdoor concert to run in the Leader-Telegram and Volume One. He also created an "In the Spotlight" banner for the website promoting the concert.

Larry, Melany and Bess Arneson met with representatives of the E.O. Johnson and Riso companies for a demonstration of a new full-color Riso high speed color inkjet printer to help determine if it would be a good fit for library public relations print jobs. The current Risograph digital duplicator comes up in the equipment replacement schedule in 2009.

Melany wrote instructions for exporting lists from the ACT! database and importing the lists into MS Excel. Kris trained with Melany on ACT! and with Jeff Burns on the software program for publishing art exhibit photos to the website. Kris took photos of the Figuratively Speaking art show and uploaded them to the website.

Larry revised the library directory maps and the "Where in the Library Is It?" handout to reflect recent changes in the collection.

Melany added the Morning Book Group, Evening Book Group, Writers Group, Mystery Readers, and Legal Clinic to Room Scheduler for 2009. She also sent art show information to Mark Fay for his upcoming show.

Melany and Larry set up sound equipment for the park bench dedication on June 7. Larry worked with custodial staff to devise a way to get electrical power from the library's roof to the corner of Dewey and Eau Claire Streets for the dedication. Larry purchased 200 feet of extension cords and tossed a 50 foot section from the roof across the gap to the sidewalk along Eau Claire Street to power the portable public address system for the ceremony.

On June 12, community member and author David Tank read from his recently published book *River of Hope: My Journey with Kathy in Search of Healing from Lou Gehrig's Disease* and accompanied the reading with a short presentation on their experiences with medical treatments, both traditional and alternative. About 50 people attended this event, including representatives of the medical community and many victims of neuromuscular disorders.

Kris proofed and printed YS summer program tickets for the rest of June and July and printed YS June and July calendars, printed New Customer Brochures and prepared and mailed the Library Annual Outdoor concert posters.

Larry designed a screen for the PR monitors to promote the library's Wi-Fi service and Club Read. He also modified the existing handout about Wi-Fi service and published it to the library's website.

Kris transferred pictures from the Friends of the Library annual meeting to the H-drive and produced new Adopt-a-Shelf nameplates for first and second floor.

Larry edited several news releases for distribution during the month; Kris sent them out by e-mail and updated the mailing list as needed.

Kris posted July 4th closed signs and Book Sale signs. She also laminated Reference Department telephone lists and wrote minutes of the PRPS Division's May meeting.

Larry continued proofreading and editing the library history.

Melany created a mailing list for the 2007 Annual Report. She also printed and cut more bus passes for Youth Services.

Kris printed and folded brochures for the YS Baseball Trivia program. She maintained the literature racks throughout the library and posted publicity on the bulletin boards on the lower level.

Larry created a poster for the library's remote book drops promoting the Summer Library Program and Club Read, the library's summer reading program for adults. He also installed signs on the new book drops at Mega Express on Jeffers Road.

Kris tallied the survey results from three previous programs and helped set up for the Progressive Book Club program

Larry placed an order for new disc buffing equipment. The unit was due for replacement in 2009, but the library was offered a deal by the manufacturer to trade in the old unit early. At least \$1,000 was saved from the likely cost we would have faced a year from now. Larry set-up and tested the new equipment when it arrived and packed up the old unit for shipment back to the manufacturer.

Kris added library events to website calendars for the Chamber of Commerce, WEAU, WQOW, the Leader Telegram and the library's web calendar.

Melany ordered and purchased refreshments for the Joe Bee Xiong Bench Dedication and the River of Hope program.

Larry assisted Chrissy Knoelke of YS staff in transferring videos from a Summer Library Program event for use on the library's website. Chrissy and Larry collaborated on writing instructions for video transfers.

Kris made contacts to schedule fall displays for the lobby and created YS display case signs, Reference and Readers Advisory signs. She also updated the employee lounge mailbox labels and added a new employee to the Intranet site.

Reference

After organizing the magazine list by category, Isa Small added information on the number of issues printed each year to use in conjunction with the number of times checked out to assist the Collection Development Committee in evaluating the demand for each publication. She is currently adding information about the magazines' contents for some of the lesser known titles.

Liz Ryberg checked music and film lists for John including reviews, ratings and ownership and also checked reviews, ratings and LEPMPL ownership for 51 donated compact discs.

Renee Ponzio conducted a tour of the library for 10 adults on the 11th. Renee participated in the statewide Overdrive meeting, where it was decided to add more movies to the existing offerings.

Community Information Databases changes for June were made by Theresa Boetcher: Changes 4; additions 12. Theresa proposed a possible paper saving change for the Internet. She completed a report on the May "Editors Choice" picks in All Music. Theresa did reports for Bess and John looking up number of records for items that have been withdrawn or are missing and what formats are owned and checked carts of books for Bess by looking up number of items and formats of books on cart that are still remaining in collection. In addition, Theresa worked on updating the Reference filing notebook. Theresa proposed a cleaning schedule of Internet monitor screens and area for Pages which is being implemented.

Cindy Westphal participated in a webinar on using Auto Repair Reference Center. Cindy continues to edit on the library's web site and added a new section, "Of Current Interest" featuring major events happening in the Eau Claire area and proctored 4 tests for students taking online or long-distance courses.

Cindy and Liz made 16 changes and added 7 new businesses to the library's Business Resource File. Cindy developed and maintained a Reader's Advisory table on Save Gas—Read a Trip.

Cindy helped coordinate Club Read Bingo, the adult summer reading program. On June 1, the first day of the program 29 customers and 18 staff joined the program.

Home Delivery

Heatherwood Assisted Living book group read Girl with a Pearl Earring by Tracy Chevalier. Three people attended.

The Home Delivery customers total 197. Good Shepherd Senior Apartments will be going off the program as an institution. They have been receiving van service every third Tuesday. Residents wanting Home Delivery at Good Shepherd will now have individual volunteer deliverers.

HRS Office

HRS staff worked on updating user records in WisCat to correct outdated information and delete old records.

Turtle Lake will join the rest of the BCLIC libraries in moving to the MORE system. These six libraries will be going live in late 2008 and early 2009.

Publicity for the new offsite book drop location on Jeffers Road is going well.

Renee contacted III about blocking holds from Eau Claire customers for Eau Claire items.

For one week, Jon and Patty counted the number of paging slip items from Eau Claire customers for Eau Claire items. It was around 30%.

Technical Services

A new disc buffing machine arrived this month! Processors will be reading the manual, a tips sheet from Cathie Currier on disc care and repair and then given a training session on use of the new machine. It is an updated model of our old machine, which cleaned and buffed 7,835 discs! (If the counter on the machine is correct.) Processors perform other duties while discs are cleaning and buffing.

On June 10, Jenny Karls, Donna Swenson and Sharon Price attended an online WiLS webinar presented by Virginia Dudley from Minnesota's MINITEX. Virginia presented useful information on controlling headings in Connexion, why, when, and how controlling should be done.

Teri Oestreich is supervising the withdrawal and compacting of the periodicals in the storage area. The purpose of the project is to not only have the periodicals in good, efficient order, but also to make room for the portable performance stage that now needs to be stored in that area. Following Renee Ponzio's updated holdings magazine list, Betty Klee was able to pull and discard several issues of many titles, because they are now available full text on BadgerLink. Betty also pulled many empty file boxes from shelves, shifted the whole collection closer together, cleaned and relabeled where necessary. A complete examination of this collection has not been done since January 2005.

Linda Flach completed the special project comparing items on the shelf in the oversize CD booklet collection to those items listed in the database and clearing up any discrepancy. Linda also made new labels for the booklet containers. The Collection Development Committee will discuss storage of these booklets, hopefully making it easier for staff and customers to find and access them.

Jean Nemitz and Sharon Price renewed correspondence with technology staff at W.T. Cox to setup electronic ordering of periodicals using Innovative's Edifact product. LE Phillips would be the first W.T. Cox customer to use this method of ordering, so it is a slow process to work through.

The DVD security case conversion project is under way once more. This month 100 cases were converted from the old "stick" case to the new slide-through magnetic case.

Sharon Price is researching costs of pre-processing adult fiction materials by Baker & Taylor. Timed studies of jacketing fiction materials performed by the processors will be carried out and then compared to the B&T cost. Inventory scanning has resumed.

Thanks to Kristin Nickel, we now have a scanning station setup on a flat-cart that will be used only for inventory. Jean Nemitz has worked out the bugs of a new process for creating very, very, short inventory reports, saving desk clerk and assistant time, plus many reams of paper. Jean has created an Excel spreadsheet for recording inventory numbers as-we-go.

All disputes with Amazon are now settled. Jean Nemitz set aside orders for materials that were not available anywhere else. She has now placed all those orders to Amazon.

Sharon worked with Renee Ponzio to create a suggested list of periodical titles to cut from the collection. Sharon and Renee looked at circulation count, price, duplication within an interest area and ease of obtaining the title as criteria for retaining a title.

Youth Services

Youth Services got the summer library program off to a great start with their second Kick-off Celebration on Monday, June 2. Over 250 kids and parents attended the event and made crafts, enjoyed refreshments and were entertained by the Youth Services staff performing a readers' theater version of "How I Became a Pirate." 346 kids and teens signed up for one of the three reading folders during the first day of the program.

Twenty-five teens participated in the Super Smash Bros. Brawl Gaming Tournament on June 14. Many parents and siblings also stayed to watch the competition and there was a great deal of praise for gaming programs that bring teens into the library. Chris Kust was the tournament champion and won a \$25 movie theater gift pack.

Rob Mattison from Community Television was in attendance at the Super Smash Bros. tournament and approached Chrissy about doing a short spot promoting upcoming library

programs for children and teens. Chrissy filmed a segment about the variety of programs offered this summer at the library. Rob plans to use the segment as filler throughout the summer and has given a copy of the clip to use on the library's website.

Youth Services is hosting a number of book discussion groups this summer. MyBook Café is recommended for students entering 4th–6th grade. This month, they discussed Varjak Paw by S.F. Said and The Last Dragon by Silvana De Mari. Teens are also discussing books in the Pizza and Pages groups for kids ages 12-18. This month they discussed Wintersmith by Terry Pratchett and Terrier by Tamora Pierce.

Jill has finished a major project to add all of Youth Services bibliographies to the Reading Suggestions page of the YS website. Customers like looking in the suggestion binder at the public desk, and now all of the bibliographies are available online for use anytime, anywhere.

The Thursday school-age programs have been very successful this month. Alisha arranged for all of the presenters and she has received many comments from both kids and adults about how much they have enjoyed the programs. The first program was a performance from the African Music Society where the group taught the kids some traditional African drumming rhythms, and gave a brief history of the drums. The second program was a Fire and Ice Show with Mad Science of Minnesota. The presentation was packed full of science education and presented in a very fun and kid-friendly way to an audience of 201!

Stories from the Front Lines

Isa Small helped a customer find information on “Our Lady of the Falls,” both in Lourdes and Chippewa Falls. His grandfather was a stone mason that helped to construct the shrine and he has been working diligently to find out the “facts” as no pictures or written accounts were made. He had heard a rumor that the Chippewa Falls shrine was modeled after the shrine in Lourdes, France. When Isa found information and pictures on the French shrine, he noted that the shrines were not very similar. The customer has talked to several of the high school aged boys that helped to build it and found it interesting that they all remembered it differently. He has put together a document to preserve the information he has found and made a plaque to display next to the shrine as well, pending approval from the church. He was looking for newspaper articles on the event. We directed him to the Chippewa Falls Public Library, as they would most likely have the issues of the Chippewa newspaper he was looking for. Several weeks later, he was back to use the microfilm to search through Leader Telegram articles, which Liz helped him with. While she was helping him, he mentioned that he had been at the Chippewa library recently and they had a nice young man that was very friendly and helpful provide him with some much needed information. After asking about the young man, Liz learned that it was Joe Niese who had helped him and Liz made sure to point out that he was trained here!

A woman inquired about Pearl Harbor casualties. Her mother had told her that two servicemen from Wisconsin were killed in the attack, but after 2 ½ hours of searching on the Internet, she was unable to find what she was looking for. There were many lists showing the servicemen's names, ranks and other military information, but nothing that provided

information on where the men were from. Isa did a search for “Pearl Harbor casualty list” and was directed to www.pearlharbor.org which provides a list of the casualties, as well as some filtering options. By selecting “Wisconsin” in the “from” drop down window and also selecting “show people” Isa was able to get a list of 14 Wisconsin men that died in the attack, all were aboard the USS Arizona. Renee called her back and directed her to the website and then to the casualty list and talked her through the filter options so that she also was able to get the same list.

Reference received an e-mail request from a man living in Oklahoma. He was looking for information on a mental health facility that would have been in operation approximately 100 years ago, possibly for the criminally insane. He found his great grandmother in the 1910 census in the Cherokee State Hospital in Cherokee County, Iowa. The story he was told was that his great grandmother was later transferred to a facility in Eau Claire and resided here until her death. Cindy sent him information on the Eau Claire County Insane Asylum and a link to the Obituary Index on the library’s web site. He then replied back that he found her name in the index and would like a copy of her obituary. The obituary stated that this person was supervisor of nurses at Luther Hospital from 1930-1932 and left no immediate survivors. He replied back to me that he is sure this is his great grandmother, that she did have one surviving son and that she had quite a colorful history. She attempted to kill her three sons with only one surviving and at this point was institutionalized in Iowa. He was very appreciative of all of the information sent to him.

Library Board President's Report
July, 2008

Since I've been on the library board for four years and vice-president for two years, I blithely assumed that I could step into the president's role without a lot of angst. Wrong!

Mary made it look easy, but I'm finding I'm on a steep learning curve. I'm counting on John and the rest of the library staff and you, my fellow board members, to teach me what I need to know and give me a gentle nudge when I get off course. I've written documents for this packet, met with John to discuss several issues, had a productive conversation with Laura Hookom from the Eau Claire Community Foundation, attended the Finance Committee meeting and drafted and sent an email to all staff and one to the board since taking office.

We've got lots of work to do this year--hiring a director, picking an architect, starting the remodeling process and dealing with significant budget cuts in all likelihood.

Let me know what would make board meetings better for you, e.g., more information, different information, etc. Ivanna has already let me know that shorter is better!

I hope you can come to the first meeting with the architects on July 31 at 8:00 a.m. and to the wrap-up of the visit on August 1 at 11:00 a.m.

I'll be sending around a committee sign up sheet. If you're a returning board member (I wouldn't dare use the word old), if you're content with the committees you're on, just check your name. For new members, there are enough open spots for you each to have one or two slots. If your heart is set on something that is not available, talk to me and we'll see what can be arranged. It's my hope that our committees will not meet often, but will be powerful ways to get business done when we need them.

I've attached a preprint of an article that will be in Library Journal this month which may help you understand why I'm so passionate about libraries:

I look forward to working with each of you for the good of LEPMPL.

Kathie

**I Love Libraries and I'm Blind
Information Access Past, Present and Future
Katherine Schneider, Ph.D.
Eau Claire, WI schneiks@uwec.edu**

As a proud patron of the National Library Service for the Blind for over fifty years and of several public libraries over the years, I'd like to give you a snapshot of access to the printed word for blind and visually-impaired people and some thoughts on how this relates to your library.

I'm a retired clinical psychologist, blind from birth. When I was growing up in the 1950s in Kalamazoo, MI, the librarian at the Michigan Library for the Blind was my hero. He sent me books in Braille and on records from the Library of Congress through the mail. When those big black boxes of Braille books arrived on the front porch, my anticipation was just about as great as it was before Christmas. I knew I would soon be losing myself in a book about somebody else's world. One of my early Braille favorites was Brightly of the Grand Canyon. I can still remember lying and listening to someone reading Little Women on records. Then there was the Kalamazoo Public Library which got the first edition of the World Book Encyclopedia ever put in Braille, the 1959 edition. To be able to read about any subject under the sun ignited my thirst for knowledge. I wanted to read straight through it, but only got as far as the "C" volumes. I attended a teen book discussion group there, but none of the books were on tape or in Braille, so I just listened.

Fast forward through college, graduate school and a thirty-year career as a clinical psychologist. If I was lucky, some of the professional books and texts I needed were available from the Library of Recordings for the Blind. Public libraries provided musical recordings and pleasure reading books on tape. The network libraries of the Library of Congress in each state still provided books on tape and in Braille sent through the mail. The time between publication in print and publication on tape or in Braille shortened. I might be reading last fall's best seller in the spring instead of a couple of years later.

In addition to receiving books from branches of the Library of Congress, I also now regularly receive books from Recordings for the Blind and Dyslexic, Xavier Society for the Blind (Catholic lending library), and Bookshare (downloadable versions of books for print handicapped people). For blind or visually-impaired people with computers, the downloadable books are particularly useful for reference books like a first aid book or a recipe book that might be needed months from now when a loaned book from a library would be long gone.

Now that I have a computer that talks, I can go online to scroll through lists of new books at the public library and pick what I'd like delivered by the Home Delivery service. Every three weeks a volunteer brings two bags of CDs, books on tape and print books to my house. We chat briefly and she leaves with the bags full of the 21 items she's taking back. I can call a toll-free number and read the last two days of over 200 newspapers through a cooperative venture of the National Federation of the Blind and the NLS service called Newslines. Or I can use my talking computer to read the portions of my local newspaper posted on its website.

It goes deeper than using several libraries and several delivery methods to get me the information I need to live a full life. It involves librarians who know sources of information and can make recommendations of good books. When I was young there weren't many

books about blind people other than Helen Keller and Louis Braille. Now the American Library Association gives three awards per year to authors or illustrators of children's books about the disability experience. When children go into the youth area of their libraries now, librarians will be able to recommend books to fit their situations, whether they are a child with a learning disability who can read My Thirteenth Winter or a blind child with a sighted parent who can read Looking out for Sarah printed both in print and Braille they'll know that they're not alone. Librarians are the ones who make the magical connections so the person gets the information they need in a format they can use.

When I helped to start an ecumenical book discussion group at my church this year, I knew that librarians and libraries would make it possible for me to access the books we chose to discuss so I wouldn't just sit on the sidelines and listen to others discussing books I couldn't get like it was forty years ago. Technology has changed a lot to make that possible. But the role of libraries and librarians in enabling my full participation in the world as a person who is blind has remained essential.

Access has come a long way in the last fifty years. In the past, I received Newsweek on records two months late—now it comes on tape the same week it appears on newsstands. Some movies and television shows have descriptions on a SAP channel, so blind people know who got shot in that mystery they're watching. But as our population ages and more people develop visual impairments, public libraries need to consider improving their services to this segment of their customer base. Increasing the number and variety of books in large print and/or on CD; downloading digital talking books for patrons with a NLS player, starting a home delivery service, ensuring that library WebPages and online resources are screen reader friendly and sponsoring readings and book discussions at senior living facilities are a few examples of access possibilities. Friends groups can sometimes help with the volunteer power and some funds for these projects, but it is the library board and staff that need to take the lead in providing access. If we all work together, "Have you read any good books lately?" can be a question all of us both sighted and blind can answer with a resounding "Yes!"

Katherine Schneider is the vice president of her local library board and in retirement has published her memoir To the Left of Inspiration: Adventures in Living with Disabilities.



Library Board of Trustees
Committee Descriptions

Executive Committee

Description:

The Committee shall meet as necessary to execute the regular business of the Board. The committee may recommend new policies and policy changes to the Board for consideration.

Duties:

Duties include but are not limited to:

1. Create or revise evaluation process for performance evaluation of the Library Director.
2. Using the library's strategic plan and working with the Library Director, create performance goals for the Director in May.
3. Facilitate the gathering of input from the Library Board for the Library Director's performance evaluation in April.
4. Recommend appropriate annual salary changes for the Library Director to the full Board, taking into consideration national, state, and local salary and benefit data in May.
5. Review and take recommendations to the board to update the Library Director's job description.

Composition:

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



Library Board of Trustees
Committee Descriptions

Finance Committee

Description:

The Committee shall recommend the Library's operating budget and Capital Improvement Plan.

Specific Duties:

1. Review the operating budget for the next year.
2. Review the Capital Improvement Plan annually.
3. Review data such as the most recent:
 - a. Wisconsin Library Service Record Statistics (to gain an understanding of Libraries in the state that are comparable to LEPMPL).
 - b. Wisconsin Library Director Salary/Benefit Survey.
4. Based on these data and the local economic conditions, recommend Board approval of, or changes to, the Library's operating budget and Capital Improvement Plan.

Composition:

The Committee shall consist of the City Council representative on the Library Board, a member of the Executive Committee, and at least one additional member



Library Board of Trustees
Committee Descriptions

Legislative Committee

Description:

The Committee shall be responsible for keeping the Library Board informed about current local, state, and federal legislation, either recent or pending, that could affect the Library, and shall recommend actions for the Board to take pertaining to the legislation.

Duties:

1. Research and receive updates from relevant sources of information regarding legislation.
2. Report at Library Board meetings in a timely fashion any significant legislation.
3. Suggest appropriate ways for the Board, or for individual trustees, to respond to new legislative developments, and encourage them to do so.
4. Plan and advocate for trustees and Friends of the Library to participate in the annual Library Legislative Day.

Composition:

The Committee shall consist of at least two members, one of whom shall be the Eau Claire Area School District's representative on the Library Board.



Library Board of Trustees
Committee Descriptions

Nominating Committee

Description:

The nominating committee shall prepare a slate of Library Board officers to serve for the next year.

Duties:

1. Review the duties of each of the three Board officers and discuss the duties with candidates
2. Review Trustees' term lengths to identify potential Board officer candidates
3. Contact potential Board officer candidates for the positions of President, Vice-President and Secretary and ask if they are willing to serve
4. Present the recommended slate of officers at the May Board meeting with the vote at the June meeting

Composition:

The Committee shall consist of three Board members to be appointed annually by the Board President in July.



Library Board of Trustees
Committee Descriptions

Personnel Committee

Description:

The personnel committee shall act as a liaison between the Library Director and staff and the Board. It is responsible for proposing, developing, and reviewing policies and plans regarding staff and Board personnel matters and for making recommendations to the Board and the Library Director regarding their implementation. The personnel committee will consult with Eau Claire city human resources personnel to ensure that all personnel matters are conducted in accordance with relevant laws and city personnel rules.

Duties:

1. Facilitate orientation and training for new Board members on Library Board duties.
2. Recommend continuing education for Board members.
3. Recruit Board candidates and help publicize Library Board openings.
4. Approve changes to the employee handbook.

Composition:

The Committee shall consist of at least three Board members.



LIBRARY BOARD ASSIGNMENTS
January 28, 2008

OFFICERS: Mary Jurmain, President
Katherine Schneider, Vice President
Linda Stelter, Secretary

COMMITTEES:	<u>EXECUTIVE</u> Jurmain* Schneider Stelter	<u>NOMINATING</u> Dickey Jurmain* Simonsen	
	<u>DEVELOPMENT</u> Jurmain* Olson Xiong Fraser, Robert Moore, Emily Hookom, Laura (ECCF rep., non-voting)	<u>PERSONNEL</u> Peters ¹ Radtke Schneider* Simonsen	
	<u>FINANCE</u> Jurmain Schneider Von Haden*	<u>PLANNING</u> Radtke* Schneider Stelter Von Haden	
	<u>LEGISLATIVE</u> Olson Stelter*		
	SPECIAL	<u>CAPITAL CAMPAIGN</u> Jurmain* Olson Fraser, Robert Graaskamp, Charles*	<u>DISTINGUISHED SERVICE AWARD</u> Dreher, Diane Dickey* France, Penny Golrick Miller, Joanne Moore, Emily
		LIAISON ASSIGNMENTS	<u>INDIANHEAD FEDERATED LIBRARY SYSTEM:</u> <u>CITY COUNCIL:</u> <u>FRIENDS:</u>

*Chair

¹Non-voting member

NOTE: The current Board President serves as ex officio member on all committees

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LIBRARY DIRECTOR APPOINTED COMMITTEES
on which some Library Board members serve
November 16, 2006

CAPITAL CAMPAIGN COMMITTEE

Bob Fraser
Charlie Graaskamp*
Mary Jurmain*
Rick Jurmain
Sue Olson
Jean Radtke
Bob Von Haden

ENDOWMENT COMMITTEE

Barb Dickey
Bob Fraser*
Emily Moore

DISTINGUISHED SERVICE AWARD NOMINATION FORM REVIEW COMMITTEE

Tom Bruckner
Barb Dickey*
Emily Moore

*Chair

MINUTES
Development Committee,
L. E. Phillips Memorial Public Library Board of Trustees
Tuesday, June 24, 2008, 6:30 PM, Board Room
Present: Fraser, Jurmain, Moore, Olson, Schneider, Stoneberg, Xiong
Absent: Hookom/Recorder: Stoneberg

There was a fairly lengthy discussion of whether to continue the Capital Campaign in its current configuration—whether it should be ramped down. With only Bob Fraser and Campaign Co-Chair Charlie Graaskamp left, there is really no remaining expertise. Even if Bev Boettcher is ready to step in to take over, there are very few volunteers left to work the Campaign. It would pretty much be starting over. There is a Capital Campaign meeting on Friday (June 27).

Mary has roughly calculated the available pledges and donations for the Capital Campaign as follows:

\$822,000 (projected \$1,200,000 total minus \$378,000 from L. E. Phillips Family Foundation)
+ \$600,000 (remaining funds from \$700,000 from Library)
\$1,422,000 + \$142,200 (10% donation projection from L. E. Phillips Family Foundation)
\$1,564,200

There was a discussion of recognizing the Community of Founders for the Endowment Fund and the Capital Campaign donors with a “Wall of Founders” in the renovation plans.

The Library needs a Development Director position in some fashion as it moves forward but not paid for from the Capital Campaign. Grant writing skills should be considered when hiring the new Library Director—not that he or she would necessarily write the grants but that they could guide staff in the process of doing so.

There needs to be a future discussion on distributing Endowment fund proceeds.

Sue Olson said that their contribution to the Capital Campaign was not noted in the Library’s 2007 annual report and wondered how this occurred. It will be investigated.

It was agreed that the Development Committee would meet at least twice a year, but that it could be more at the discretion of the Library Board president.

An end-of-the-year fundraising letter will be sent out.

There was a discussion of a “stakeholders event” to have the re-visioned renovation plan explained. It will be low-key (a “coffee and cookies” affair) in the Eau Claire Room in September or October with Architect Del Wilson in attendance to explain the plan. We will invite staff, Capital Campaign and Endowment Fund donors, Friends of the Library Board

members and committee chairs, City Council and County Board and City Department Directors. Kathie will speak with Dick Cable about using his funds for the event.

The next Development Committee meeting will be at 5 PM on Wednesday, August 20 in the Board Room.

MINUTES
Capital Campaign Committee,
L. E. Phillips Memorial Public Library Board of Trustees
Friday, June 27, 2008, 11 AM, Board Room
Recorder: John Stoneberg

Mary Jurmain reviewed and revised the task list (attached).

The lists and letters that Natalie Hazen was working on are done. Natalie can only work on the Campaign until the last week in August. She needs to transfer information from Excel spreadsheets to GiftWorks. Kathie and John need to decide what should continue to be done for the Campaign on a continuing basis and how to staff that.

Mary Jurmain and Kathie Schneider met with Pat Ellenson at the L. E. Phillips Family Foundation. It appears that a re-visioned renovation plan with justifications could get a "10% of total" commitment from the Foundation.

Mary reported on the selection process of an architectural firm (Uihlein-Wilson) for the re-visioning process for the renovation plan.

Kathie and Mary reported on Tuesday's Development Committee meeting. It was agreed that the re-visioning workshop that will be held at the end of July will be announced in a news release so that stakeholders and the public will at least have the opportunity to attend the two Board meetings that will be a part of that.

It was agreed that the Capital Campaign Committee will be wrapped into the Development Committee and Charlie Graaskamp agreed to become a member of that Committee.

LEPMPL Capital Campaign Action Items

Person Responsible	Task	Date Assigned	Status
All	Send John S. recommendations for featuring donors on website	3/14/08	4/07/08 In process 4/18/08 4/28/08 5/16/08 in process 6/27/08 no recommendations received
Bob/Charlie	Visit Sikers	4/07/08	4/28/08 left several messages, will try his wife 5/16/08 he had a stroke, is in medical care, we will not call on him for now. 5/30/08 Postpone until fall
Bob	Visit Genealogical Society	2/12/08	3/05/08 K. Herfel will ask, recommends waiting 3/14/08 Kathy Herfel will approach soon now that pledge is paid off 4/07/08 Wait for their April board meeting 4/28/08 Michael will ask Kathy 5/16/08 They didn't meet in April, try for next meeting 5/30/08 Postpone until fall
Charlie	Talk to Carol Anderson about possibly becoming campaign co-chair	5/16/08	5/30/08 Postpone until fall
John	Ask about lead time for alternate funding mechanism for remodeling (instead of bonding)	5/30/08	
Mary	Contact Jeff Hanson and explain current situation, ask his advice about timing in approaching law community	5/30/08	6/27/08 Done, he hasn't responded yet.
Mary	Contact Linda Clark and explain postponement to her, get status update	5/30/08	6/27/08 Done, no response yet, will call.
Mary	Ask Jean Radtke about approaching Amy Alpine	4/07/08	4/18/08 Jean agreed to talk to Amy, Mary needs to provide info on how to ask 5/2/08 Jean has info now 5/16/08 Asked, she has not called yet 5/30/08 Jean just retired, says

			she now has time 6/27/08 No report from Jean yet
Mary	Call Gail Tasch and tell her we are postponing additional fundraising until fall	5/30/08	6/27/08 Gail was emailed, she responded, now in touch with Kathie
Mary	Schedule Dev. Comm. meeting, discuss Development Director, architects, website crawl to thank donors	5/30/08	6/25/08 Done except website crawl
All	Decide whether we need and can hire a construction manager or let contractor do the cost control work	6/27/08	6/27/08 Postpone until revisioning is complete
John	Write justification for each piece of remodeling project	5/16/08	5/30/08 Postpone until architect hired
Sue	write thank you notes to new donors	10/23/07	Ongoing

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Minutes of Meeting

A meeting of the Finance Committee of the Board of Trustees of the LE Phillips Memorial Public Library was held on Tuesday, July 8, 2008, at 7:30 am in the Board Room of the Library. The following members were present: Katherine Schneider, Linda Stelter and Bob von Haden.

CONSIDERATION OF THE PROPOSED 2009 OPERATING BUDGET, AND 2009-2011
CAPITAL IMPROVEMENT PLAN

Interim Library Director John Stoneberg and Business Manager Julie Gast reviewed the proposed budgets with committee members. After discussion, Katherine Schneider made a motion, seconded by Linda Stelter, to recommend the full Board approve the proposed 2009 Operating Budget and 2009-2011 Capital Improvement Plan as presented. The motion passed unanimously.

ADJOURNMENT

Katherine Schneider made a motion to adjourn the meeting. This was seconded by Linda Stelter, and passed unanimously.

Respectfully submitted:

Julie A. Gast
Business Manager

July 10, 2008

To: The Library Board of Trustees

From: John Stoneberg, Interim Library Director

Subject: Budget Considerations for 2009 Budget Memo from Library Director Michael Golrick to City Manager Mike Huggins and City Finance Director Rebecca Noland (July 3, 2008) and Future Library Budget Cuts

As I mentioned to you in the 2009 Budget Summary memo, the budget you were asked to approve this month does not reflect the lengthy and difficult discussions held by the library's management team as a result of the City Manager's June 10 memo on 2009 budget planning. In that memo, City Department Directors were told that the City's "budget challenge for 2009 and beyond is to find a new and sustainable balance of the services citizens expect, the services we can best provide, and the services the community is willing to support financially." The memo went on to say: "The magnitude of the structural imbalance between City services and the City budget is significant, with a potential \$2 million shortfall for 2009. Over the next 4 to 5 years, upwards of 250,000 to 300,000 hours of current City service would need to be eliminated, absent any change in projected future City revenues." Michael sent the response from the Library on July 3. The Library does not know what it will be asked to make in final budget cuts. Board President Kathie Schneider asked me to have the management team rank the items we considered for cuts and those are attached.

As Michael pointed out, an initial discussion item was the suggestion that all of City and County government offices (except for the emergency services) close on the same day each week. Full-time staff would work and be paid for a 32-hour work week and part-time staff would not work. This kind of action would dramatically call attention to the plight of government agencies working under levy limits. This has been proposed in city budget discussions in the past. It would certainly send a clear and unequivocal signal to the public. Some management staff thought this should be brought up again. The big downside, of course, is that many highly qualified individuals would not be able to sustain a 20% pay cut and that in the long term this loss of expertise would prove to be a devastating personnel loss to the City long into the future. We discussed combinations of the reduced hour choices, but combining them does not seem to create any additional savings, and in one case, because of the staffing pattern, resulted in a smaller savings. Only one option should be chosen if a reduction in hours becomes necessary.

Collection-related options on the ranking sheet numbered 7-9 related to the collection cannot be combined. Option 8 is part of 9 and 9 is part of 7.

Kathie will discuss possible alternatives to the complete elimination of the home delivery service option as part of the discussion on the memo.

Because the Library does not know what it will be asked to make in budget cuts, Kathie asked me to suggest a few scenarios as starting off points for discussion to give the Library Board for what might be necessary for different amounts of cuts. There are many other possibilities and variations:

Scenario 1: \$10,000

Cut in Travel & Training (\$10,000)

Scenario 2: \$23,500

Cut in Travel & Training (\$10,000)

Cut in Periodicals (\$13,500)

Scenario 3: \$48,000

Cut in Travel & Training (\$10,000)

Elimination of Associate II Position in IT (\$38,000)

Scenario 4: \$68,000

Cut in Travel & Training (\$10,000)

Cut in Periodicals and the Elimination of the Browsing Paperback & Art Reproduction Collections (\$20,000)

Elimination of Associate II Position in IT (\$38,000)

Scenario 5: \$86,051

Cut in Travel & Training (\$10,000)

Close at 6 PM on Thursdays (\$18,051)

Cut in Periodicals and the Elimination of the Browsing Paperback & Art Reproduction Collections (\$20,000)

Elimination of Associate II Position in IT (\$38,000)

Scenario 6: \$106,406

Cut in Travel & Training (\$10,000)

Cut in Periodicals and the Elimination of the Browsing Paperback & Art Reproduction Collections (\$20,000)

Elimination of Associate II Position in IT (\$38,000)

Close at 6 PM on Wednesdays & Thursdays (\$38,406)

Scenario 7: \$134,906

Cut in Travel & Training (\$10,000)

Elimination of Associate II Position in IT (\$38,000)

Close at 6 PM on Wednesdays & Thursdays (\$38,406)

10% Cut in Collections (\$48,500)

2009 Management Team Budget Cut Rankings

Please rank each item with #1 being your first choice to cut if cuts are made and #12 being your last choice for a cut. You must give EVERY item a number.

											Total Score	Final Rank
1 Hours Cut: Close 8 PM, Monday-Thursday	\$	25,865	5	5	6	5	6	7	7	8	49	5
2 Hours Cut: Close 6 PM, Thursdays	\$	18,051	9	7	7	6	9	6	8	9	61	7
3 Hours Cut: Close 6 PM, Wednesdays & Thursdays	\$	38,406	11	8	8	7	10	10	6	4	64	8
4 Hours Cut: Close Sundays	\$	24,933	7	11	10	8	8	9	9	3	65	9
5 Hours Cut: Close One Full Day Each Week	7		12	9	11	12	12	12	12	12	92	12
6 Eliminate Associate II Position in IT	\$	38,000	6	1	1	2	1	3	2	2	18	1 (tie)
7 10% Collections Cut (materials, electronic resources, staffing, supplies)	\$	48,500	2	12	12	11	5	11	4	10	67	10 (tie)
8 Periodicals Cut Alone (materials, staffing, supplies)	\$	13,500	4	2	3	3	4	2	11	11	40	4
9 Periodicals Cut/Elimination of Browsing Paperback & Art Reproduction Collections	\$	20,000	3	4	4	4	3	1	3	5	27	3
10 Cut Training & Travel	\$	10,000	1	5	2	1	2	5	1	1	18	1 (tie)
11 Eliminate Home Delivery	\$	23,000	10	10	5	10	11	4	10	7	67	10 (tie)
12 PRPS Reductions (fewer programs, fewer newsletters and flyers)	\$	5,000	8	6	9	9	7	8	5	6	58	6

Information from IFLS about the Library Books by Mail Program and Proposed Changes to it Compared with LEPMPL's Home Delivery Program

People who live within the IFLS service area and need assistance in order to leave their home are eligible to register for LBBM service. It's important to note that LBBM is not intended to be the sole provider of outreach service within IFLS but to supplement local service. The Study Committee did not envision adding additional staff for the program, so the impact of a large number of new borrowers could result in diminished service for everyone using the program.

LBBM borrowers are currently limited to books in our on-site popular materials collection which are listed in our many print catalogs. LBBM has about 19,000 paperbacks of which about 3,800 are large-print books. There are 300 audiobooks. Our regular print books are paperback because those usually weigh less and thus cost less to mail. The large print and audiobooks ship for free if the receiving patron is visually impaired.

The changes that are envisioned for the LBBM service are extensive. We have planned for more than a year of preparation in order to transition from a catalog-based service to one that will work primarily from lists and obtain items from MORE. The IFLS Board will be discussing the LBBM Study Committee's recommendations at its meeting next month. If approved, the proposed service changes will begin in 2009 with elimination of service to the jails, linking the LBBM collection on MORE and the addition of more specialized lists. We will prepare our usual catalog of new LBBM materials for 2009. Later in the year, we will begin to offer our patrons lists of large-print books and DVDs from MORE on a trial basis while monitoring the additional postage costs for mailing as well as the expected increase in workload. We will also begin creating lists of MORE materials will take into account our patrons' interests, book size and weight, number of copies, and availability. In 2009, IFLS will be offering a workshop to encourage area libraries to develop and improve home delivery in their cities and towns. The final step to the revamped LBBM service will take effect in January, 2010 when all registered borrowers will get a welcome catalog with lists and information about using the new LBBM program. We must limit the number of items checked out to each patron at a time as each order is weighed and mailed out in canvas bags - usually three to four paperbacks per package and approximately two pounds.

LBBM operates similarly to NetFlix--once a package is received and checked in, the borrower can receive a new order. Kim currently prepares something for borrowers the same day she receives their request and that package goes out in the next day's mail. We do not expect that this will be the norm under the new model which will involve waiting for materials to arrive from other libraries. Our patrons are able to order things by authors, subjects, or genres.

LBBM and LEPMPL's Home Delivery program have had a long history of working together to serve homebound residents. This has included providing LBBM catalogs to people on a waiting list for Home Delivery, serving former Home Delivery patrons who prefer to select from catalogs, and sharing adjoining exhibit space at Senior Americans' Day.

We hope that L. E. Phillips Memorial Public Library is able to continue its excellent program which is the gold standard among home delivery services. Because Home Delivery uses large LL Bean type canvas carrying bags, all kinds of library materials (books + movies + music!) can be delivered in a single visit. Picture all the items that can fit into one of these ample bags versus LBBM's canvas mailing envelope!

There are also service issues to consider when looking at the two programs. While LBBM will be in the position of offering something more extensive to our current patrons, people who are used to Home Delivery could feel that something wonderful has been taken away from them. Our current registered borrowers will have additional new choices that have not been made available to them before and we think they will be willing to wait to receive items. The people served by Home Delivery are accustomed to receiving many different types of items with no restrictions and are likely to be disappointed with both the speed of LBBM service and the number and type of items received. And there would be no human face and contact!

Amy has been a volunteer with the LEPMPL's home delivery program for more than 15 years. She has delivered books to people who were loyal and heavy library users when they were younger, healthier and able to drive. One woman is now over 100 and because of macular degeneration, can no longer read and listens to audiobooks. She receives 8-11 at a time, all selected with her interests and tastes in mind, as well as 3-4 music CDs. LBBM would have a hard time fulfilling the needs of someone with such voracious reading habits from its current collection of 300 audiobooks! At this point, it is equally difficult to think of meeting this standard in 2010, even with the resources of MORE. It is important to keep in mind that the IFLS LBBM program is a non-mandated program for a Library System and either decreased funding from the State or increased System expenses for MORE, courier, etc. could jeopardize its future. There are many changes ahead and we are expecting to be able to more fully flesh out the program in 2009. We are both committed to doing everything we can to continue to provide excellent service to area residents who need LBBM. If possible, we think it would be a good idea to delay your decision to 2011 when you will be able to see the type of service we have developed and can better determine whether it would be a good option for your homebound borrowers.

Kathy Herfel, coordinator of LEPMPL's Home Delivery Program, said that most patrons of our Home Delivery program would experience a significant decrease in level of service if they had to switch to Library Books by Mail. Most read large print which is mainly in hard covers and many receive audio books which will not be provided.

Information provided by: Amy Alpine, Library Books-By-Mail Coordinator

TO: John Stoneberg, Interim Library Director
FROM: Renee Ponzio, Reference Services Manager
RE: Home Delivery Budget Information
DATE: July 10, 2008

I have sent request out to several libraries asking for information on how they handle their home delivery services, how many participants they have, the number of staff, staff hours etc. At this point I have not gotten a large response, those who have just referred me to their website. Hopefully I will get a better response from others.

Brief Overview of Home Delivery:

Home Delivery Service provides delivery of library materials to customers who find it difficult or impossible to get to the library. Books are selected for a different group of people or institutions every 3 weeks. Volunteers and the library van deliver materials to these people and places. Volunteers normally deliver Tuesday, Wednesday or Thursday; the van delivers on Tuesday mornings

Monday: Library Associate makes selections
Circulation page(s) take carts of checked out materials (selected last week) from the HDS office to the mailroom to be bagged. Add a Senior Review newspaper to the customer's stack of materials if his or her name appears on the Senior Review list, which is kept in the mailroom. Put the filled bags outside the mailroom on the left side under the HDS Pickup sign. Bags marked for VAN delivery are placed on a cart(s) above the library van in the garage.

Tuesday: Library Associate makes selections.
The library van driver gets gas at the City Shops on Forest St. and delivers Home Delivery materials to specified locations. Upon returning to the library, the van driver takes the bags to Circulation and usually inspects and checks in the material in the Circulation workroom.

Wednesday: Library Associate makes selections.
A Reference Assistant prints off Bag Sheets, Bookmarks, and book and video Read lists for the next week. Read lists are filed by the Assistant in the proper binder in the HDS office Read lists are running lists of what the customer has read, watched, or listened to and are used when selecting.)

Thursday: Circulation staff checks out the selected material either in the Circulation workroom or the Administration office. The carts are kept in the HDS office before and after checkout. A printout of each customer's materials is made and put with the stack(s) of materials. The customer's name should be highlighted.

Friday: An Administration page photocopies the Bag Sheets that will be used when bagging materials the following Monday. A Reference page enters titles of materials into the HDS Access file so a running list of what the customer has had may be maintained. These become the Read lists used in selecting. The titles are typed directly from the items, not from the printouts included in each stack. There is a flip sign on the cart which should be turned to read "Titles have been entered on Read list".

Ongoing: A Circulation Assistant sometimes receives the hold letters for HDS customers, checks materials out for the specified time depending on the week, and puts the checked out materials on the HDS shelf in the Circulation workroom. The Library Associate retrieves materials from the HDS shelf during the selection process.

Other Selectors: There are several others who select for individuals or institutions. The Library Assistant who prints out the Read lists, Video lists, and Book Marks puts the paperwork in the selector's folders found on the counter behind the desk in the Home Delivery office or on the selector's desk if the selector works in the library.

HDS Pickup & Returns Area: Bags of materials are picked up and returned by volunteers in this area to the left of the mailroom cage. Each bag of materials being picked up has a colored sheet attached with the deliverer and customer(s) name(s) on it and are on the left side under the HDS pickup sign. Materials being returned by the volunteers have had the bag sheet removed and are on the right side under the sign HDS Return. Any bags on the right side of the pickup area with no bag sheet attached may be brought to Check-in in Circulation or to the MORE office

Current Activity:

- Amount of materials range from 2 to over 20 with an average of 6 items per location (several locations have more than one recipient)
- Materials are delivered on a 3 week schedule: week one 38 locations, week two 37 locations, week three 38 locations for a total of 112 visits a month for 181 participants. Participant numbers fluctuate as people go off the list and new ones come on.
- The vast majority of participants want mixed items, books, media and magazines were requested from 37 locations. Only 40 want books only, and 16 want media only.
- Approximately 724 items a month are checked out to home delivery participants

STAFF: (Salaries **(does not include benefits)** and hours are approximate due to different staff members doing the same or overlapping jobs)

- 1 coordinator: Assistant II - \$20.60/HR 14 hrs/wkly; yearly [\$14996.80] 728 hours
- 3 pages; 1 in reference 2 in circulation – [\$8.40/HR] 2hrs/wkly; yearly [\$2,620.80] 312 hours
- 1 circulation assistant II – \$15.64/HR 2hrs/wkly; yearly [\$1626.56] 104 hours
- 1 reference assistant I – \$13.56/HR 1.5 hrs/wkly ; yearly[\$1,057.68] 78 hours
- 35 volunteers cost \$0(*Friends provide \$500 yearly for volunteer recognition*) : hours vary weekly; yearly 753.75 hours
- \$20,301.84 salary only [\$23,000 with benefits]

ALTERNATIVE SCENARIOS [all numbers are from salary only does not include benefits]:

- Go to every 6 weeks for delivery instead of every 3 weeks– 10 hours a week for coordinator, 1 hour a week for pages, 1 hour for circulation assistant II, .75 hours for Ref assistant for a savings of \$6937.32
 - Delivery every 6 weeks 10 hours a week, Home delivery coordinator takes care of this service alone (There may be a problem with the union as some of the work is done by lower positions??) + volunteers - savings of \$9,589.84
- Have only Home delivery coordinator take care of this service (There may be a problem with the union as some of the work is done by lower positions) + volunteers – savings of \$5,305.04
- General ideas to reduce work load by 5% to 10% - savings \$1,150 -\$2,300
 - Reduce the number of materials allowed per participant up to 10 maximum, this would not count for institutions
 - Restrict the number of participants
 - Do not allow participants to be placed on hold status, either on program or off the program. Do not keep information. If they should come back on it is as if new participant
 - Keep only 3 years of titles; possibly have them do reading history in millennium so that what they check out can be tracked by the computer no manual input needed
 - Stop home interviews

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2008 YTD BUDGET REPORT - Operating
For the Period Ended June 30, 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	\$ 66,058.37	\$ -	\$ 62,241.63	51.5%
4398	Other Penalties (Collection Agency)	\$ 2,400.00	\$ 1,470.00	\$ -	\$ 930.00	61.3%
4451	Electronic Copy Revenue	\$ 1,600.00	\$ 1,233.21	\$ -	\$ 366.79	77.1%
4452	Copier Revenue	\$ 3,200.00	\$ 1,564.24	\$ -	\$ 1,635.76	48.9%
4602	Service to Eau Claire County	\$ 526,000.00	\$ -	\$ 263,971.00	\$ 262,029.00	50.2%
4608	Indianhead Library System	\$ 129,300.00	\$ 11,129.97	\$ 10,890.00	\$ 107,280.03	17.0%
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	\$ 175.83	\$ -	\$ 124.17	58.6%
4836	Misc Grant Revenue	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
4850	Gift Revenue	\$ 16,000.00	\$ 16,709.00	\$ -	\$ (709.00)	104.4%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 7,562.21	\$ -	\$ 7,437.79	50.4%
4858	Refund of Prior Years Expense	\$ -	\$ 1,898.40	\$ -	\$ (1,898.40)	n/a
4898	Miscellaneous Revenue	\$ 3,700.00	\$ 3,443.88	\$ -	\$ 256.12	93.1%
5152	Sale of Capital Assets	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
		<u>\$ 3,810,900.00</u>	<u>\$ 3,079,802.86</u>	<u>\$ 275,336.00</u>	<u>\$ 455,761.14</u>	<u>88.0%</u>
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>\$ 3,079,802.86</u></u>	<u><u>\$ 275,336.00</u></u>	<u><u>\$ 520,261.14</u></u>	<u><u>86.6%</u></u>

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,725,400.00	\$ 771,816.55		\$ 953,583.45	44.7%
6020	P/R Overtime	\$ -	\$ 160.77		\$ (160.77)	n/a
6030	Special Pays	\$ 33,200.00	\$ 614.32		\$ 32,585.68	1.9%
6040	Employer Paid Benefits	\$ 353,800.00	\$ 145,827.26		\$ 207,972.74	41.2%
6043	Health insurance-Employer	\$ 381,100.00	\$ 152,053.31		\$ 229,046.69	39.9%
6047	Health insurance Deductible	\$ 49,400.00	\$ 4,810.75		\$ 44,589.25	9.7%
6108	Unemployment Compensation	\$ 8,800.00	\$ -		\$ 8,800.00	0.0%
6110	Postage & Shipping	\$ 24,200.00	\$ 7,714.58		\$ 16,485.42	31.9%
6112	Computer Service Charges	\$ 99,200.00	\$ 78,205.80	\$ 84.49	\$ 20,909.71	78.9%
6116	Binding	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
6120	Auditing	\$ 2,300.00	\$ 795.29		\$ 1,504.71	34.6%
6122	Cataloging	\$ 29,900.00	\$ 30,937.89		\$ (1,037.89)	103.5%
6128	Repairs to Tools & Equip	\$ 5,100.00	\$ 2,805.10		\$ 2,294.90	55.0%
6138	Equipment Rental	\$ 7,400.00	\$ 2,356.58		\$ 5,043.42	31.8%
6150	Special Services	\$ 55,600.00	\$ 6,902.50		\$ 48,697.50	12.4%
6160	Staff Training/Conference	\$ 25,000.00	\$ 14,581.96		\$ 10,418.04	58.3%
6162	Membership Dues	\$ 3,700.00	\$ 170.00		\$ 3,530.00	4.6%
6198	Miscellaneous Contractual	\$ 72,000.00	\$ 16,313.58	\$ 1,090.48	\$ 54,595.94	24.2%
6202	Electricity	\$ 70,100.00	\$ 28,885.80		\$ 41,214.20	41.2%
6208	Gas Service	\$ 20,100.00	\$ 15,980.62		\$ 4,119.38	79.5%
6210	Telephones	\$ 16,000.00	\$ 3,472.62		\$ 12,527.38	21.7%
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	\$ 15,499.98		\$ 15,500.02	50.0%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 82,700.00	\$ 38,920.24	\$ 4,613.75	\$ 39,166.01	52.6%
6410	Periodicals	\$ 23,400.00	\$ 5,686.38		\$ 17,713.62	24.3%
6411	Pamphlets	\$ 200.00	\$ -		\$ 200.00	0.0%
6412	Books-Adult	\$ 183,200.00	\$ 87,774.69		\$ 95,425.31	47.9%
6413	Books-Juvenile	\$ 74,300.00	\$ 37,906.93		\$ 36,393.07	51.0%
6414	Non-print Materials	\$ 60,600.00	\$ 30,129.85		\$ 30,470.15	49.7%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 2,527.76		\$ 12,472.24	16.9%
6490	Equipment Purchases < \$5000	\$ 57,400.00	\$ 2,784.42	\$ 8,440.00	\$ 46,175.58	19.6%
6495	Grant Expenditures	\$ 15,000.00	\$ -		\$ 15,000.00	0.0%
6496	Gift Expenditures	\$ 16,000.00	\$ 13,627.05	\$ 1,420.30	\$ 952.65	94.0%
6498	Other Materials & Supplies	\$ 2,900.00	\$ 1,564.77		\$ 1,335.23	54.0%
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	\$ 1,588,953.84	\$ 15,649.02	\$ 2,017,397.14	44.3%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,000.00	\$ 49,055.14	\$ -	\$ 71,944.86	40.5%
6020	Payroll Overtime	\$ 16,800.00	\$ 2,030.87	\$ -	\$ 14,769.13	12.1%
6030	Special Pays	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6040	Employer Paid Benefits	\$ 25,800.00	\$ 9,621.72	\$ -	\$ 16,178.28	37.3%
6043	Health Ins (ER)	\$ 44,500.00	\$ 13,798.67	\$ -	\$ 30,701.33	31.0%
6047	Health Insurance Deductible	\$ 5,600.00	\$ 2,800.02	\$ -	\$ 2,799.98	50.0%
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	\$ 13,269.86	\$ 1,324.77	\$ 5,005.37	74.5%
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	\$ 3,337.96	\$ 3,411.29	\$ 1,350.75	83.3%
6214	Garbage Service	\$ 2,100.00	\$ 1,181.76	\$ -	\$ 918.24	56.3%
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	\$ 5,353.85	\$ 2,147.08	\$ 399.07	94.9%
		<u>\$ 253,400.00</u>	<u>\$ 100,987.56</u>	<u>\$ 6,883.14</u>	<u>\$ 145,529.30</u>	<u>42.6%</u>
	TOTAL EXPENSES	<u>\$ 3,875,400.00</u>	<u>\$ 1,689,941.40</u>	<u>\$ 22,532.16</u>	<u>\$ 2,162,926.44</u>	<u>44.2%</u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT
For the Period Ended June 30, 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	\$ -	\$ 106,186.05	89.5%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 138,971.91	\$ 17,589.25	\$ 543,438.84	22.4%
	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>\$ 1,765,645.28</u>	<u>\$ 57,485.20</u>	<u>\$ 958,569.52</u>	65.5%

Warrant Report for 061308L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/11/2008	105330	ALIBRIS	210060	ADULT BKS	27674823	\$16.85
06/11/2008	104685	AMAZON.COM CREDIT	210061	6045787810055737 NEW VENI	NONE824	\$6,044.54
06/11/2008	111545	ANNICA INC	210062	SLP PROGRAM 6/26	NONE824	\$327.00
06/11/2008	101212	AT&T	210063	ADULT BKS	52440630	\$348.90
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35286520	\$10.18
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	S28623540	\$10.79
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	S28902430	\$14.23
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35025370	\$14.37
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H34759160	\$20.15
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35642140	\$24.46
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35585862	\$25.19
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H34753900	\$65.94
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35585861	\$125.22
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H34753903	\$128.86
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35585870	\$312.88
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H34753902	\$327.45
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H35585860	\$473.12
06/11/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210064	NONPRINT	H34753901	\$538.98
06/11/2008	100237	BAKER & TAYLOR INC	210065	JUV BKS	2021160332	\$11.17
06/11/2008	100237	BAKER & TAYLOR INC	210065	NONPRINT JUV BKS	2021237276	\$33.96
06/11/2008	100237	BAKER & TAYLOR INC	210065	GIFT BKMRKS ADULT BKS	2021237347	\$56.08
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS GIFT BKMRKS	2021150387	\$78.42
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS L&D ADULT BKS	2021112655	\$117.34
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS	2021196611	\$156.91
06/11/2008	100237	BAKER & TAYLOR INC	210065	JUV BKS NONPRINT	2021188320	\$187.19
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS L&D ADULT BKS	2021125462	\$193.41
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS	2021194962	\$293.61
06/11/2008	100237	BAKER & TAYLOR INC	210065	NONPRINT JUV BKS	2021149464	\$392.36
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS CV FND RAISING	2021173153	\$396.21
06/11/2008	100237	BAKER & TAYLOR INC	210065	ADULT BKS NONPRINT	2021209077	\$517.45
06/11/2008	100237	BAKER & TAYLOR INC	210065	NONPRINT ADULT BKS	2021180448	\$799.21
06/11/2008	108070	BALDWIN PUBLIC LIBRARY	210066	LOST ITEM RFND-JUV BK	LIBRFND824	\$10.00
06/11/2008	103530	BLACKSTONE AUDIOBOOKS	210067	FRDS CDS	465742	\$72.00

Warrant Report for 061308L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/11/2008	102290	BOOK WHOLESALERS INC	210068	JUV BKS	M257890A	\$71.79
06/11/2008	100578	CDW-G CORPORATE OFFICE	210069	PA AMP	KMQ4041	\$128.04
06/11/2008	108383	CHIPPEWA FALLS PUBLIC LIBRARY	210070	CA FEE	LIBRFND824	\$10.00
06/11/2008	110664	CHRISTIANSON, JERISSA	210071	SLP PROGRAM 6/19	NONE824	\$100.00
06/11/2008	101108	DUN & BRADSTREET INFO SERVICE	210072	ADULT BKS	913924501	\$2,218.50
06/11/2008	104955	EAU CLAIRE AREA FOUNDATION INC	210073	ADM FEE 1ST QTR	20082Q	\$3,322.84
06/11/2008	100417	EAU CLAIRE CHAMBER OF COMMERCE	210074	EMP REC	1052226	\$30.00
06/11/2008	100122	EAU CLAIRE SCHOOL DIST	210075	GYM/CUST RENT FND RAISEI	101892	\$587.55
06/11/2008	100120	EO JOHNSON CO INC	210076	SUPPLIES	ARIN164360	\$131.41
06/11/2008	100120	EO JOHNSON CO INC	210076	DOUBLE SHIPMENT	ARIN164599	\$131.41
06/11/2008	100255	GALE RESEARCH INC	210077	ADULT BKS	15775151	\$18.71
06/11/2008	101135	GROUP HEALTH CO-OP	210078	250-33 RETIREES/COBRA JUL	NONE824L	\$1,522.01
06/11/2008	101135	GROUP HEALTH CO-OP	210078	250-31 ACTIVES JULY	NONE824	\$32,935.15
06/11/2008	104226	JOHNSON MONUMENT LLC	210079	SUPPLIES	080145	\$820.00
06/11/2008	110548	KNOELKE, CHRISTINE	210080	FRNDS PRGRM RFRSHMNTS	NONE824	\$10.47
06/11/2008	110548	KNOELKE, CHRISTINE	210080	FRNDS YS PRZ/INCNTV	NONE824L	\$50.00
06/11/2008	100160	L&M MAIL SERVICES INC	210081	POSTAGE NEWSLETTER MA	14770	\$334.80
06/11/2008	100160	L&M MAIL SERVICES INC	210081	MAIL FEE EC MAY	NONE824	\$1,367.95
06/11/2008	109412	LOGISTECH INC	210082	ADULT BKS	115249	\$58.47
06/11/2008	100070	MEGA	210083	PRGRM RFRSHMNTS	289809	\$23.88
06/11/2008	100070	MEGA	210083	PRGRM RFRSHMNTS	288616	\$24.56
06/11/2008	100070	MEGA	210083	FRNDS PRGRM RFRSHMNTS	288617	\$28.72
06/11/2008	106262	MID AMERICA BUSINESS SYSTEMS	210084	SUPPLIES	702797	\$220.50
06/11/2008	110290	NATIONAL AUDIO COMPANY INC	210085	SUPPLIES	581745	\$352.06
06/11/2008	100988	PER MAR SECURITY SERVICES	210086	EQUIP REPAIR	264180	\$125.00
06/11/2008	108652	RANDOM HOUSE INC	210087	L&D NONPRINT	1084899732	\$30.40
06/11/2008	100793	RECORDED BOOKS INC	210088	NONPRINT	4049095	\$327.58
06/11/2008	110928	RICHARD ALAN PRODUCTIONS	210089	SLP PROGRAM 6/25	NONE824	\$900.00
06/11/2008	104528	RIVER FALLS PUBLIC LIBRARY	210090	LOST ITEM RFND- NONPRINT	LIBRFND824	\$14.95
06/11/2008	109895	RTI	210091	SUPPLIES	139358	\$149.95
06/11/2008	105079	SHREDAWAY	210092	SHREDDING APR & SPECIAL	20188	\$70.00
06/11/2008	109199	TARGET	210093	SUPPLIES	NONE824	\$93.75
06/11/2008	109199	TARGET	210093	WII SOFTWARE IFLS LSTA GF	NONE824L	\$389.92

Warrant Report for 061308L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/11/2008	111520	THOMSON WEST	210094	ADULT BKS	815982151	\$398.00
06/11/2008	110156	WPR	210095	ADVERTISING	40446	\$265.00
06/11/2008	100197	XCEL ENERGY	210096	MAY-JUNE	156206816	\$6,569.63
						<u><u>\$65,977.43</u></u>

Warrant Report for 062008L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/18/2008	101212	AT&T	210097	ADULT BKS	52693620	\$348.90
06/18/2008	101212	AT&T	210097	ADULT BKS	52284730	\$390.95
06/18/2008	101212	AT&T	210098	PHONEBOOK LISTINGS	NONE825	\$51.50
06/18/2008	100237	BAKER & TAYLOR INC	210099	ADULT BKS	5009046234	\$156.30
06/18/2008	111632	BEREND, BRENDA SUE	210100	LOST ITEM RFND-ADULT BK	LIBRFND825	\$27.45
06/18/2008	102290	BOOK WHOLESALERS INC	210101	JUV BKS	M260613A	\$23.85
06/18/2008	102290	BOOK WHOLESALERS INC	210101	JUV BKS	M260959A	\$114.01
06/18/2008	102290	BOOK WHOLESALERS INC	210101	JUV BKS	M255740A	\$127.63
06/18/2008	102290	BOOK WHOLESALERS INC	210101	JUV BKS	M264879A	\$131.75
06/18/2008	111633	CARDARELLA, ANNA	210102	LOST ITEM RFND-NONPRT	LIBRFND825	\$24.99
06/18/2008	100860	CITY OF EAU CLAIRE	210103	VAN MAINTENANCE	100	\$746.78
06/18/2008	100120	EO JOHNSON CO INC	210104	TS/MORE COPIER SVC K	CNIN273015	\$73.00
06/18/2008	100120	EO JOHNSON CO INC	210104	CIRC WKRM COPIER SVC K	CNIN273513	\$195.00
06/18/2008	100120	EO JOHNSON CO INC	210105	2ND FLR COPIER JUL-AUG	28079094	\$120.00
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15763582	\$23.97
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15786233	\$25.47
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15787349	\$25.47
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15786061	\$44.93
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15790683	\$44.93
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15789010	\$45.68
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15777850	\$50.18
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15783915	\$70.05
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15785727	\$94.03
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15791174	\$114.98
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15793282	\$123.58
06/18/2008	100255	GALE RESEARCH INC	210106	ADULT BKS	15771251	\$808.25
06/18/2008	110548	KNOELKE, CHRISTINE	210107	ANIME PRGRM-BORDERS	NONE825	\$59.98
06/18/2008	100160	L&M MAIL SERVICES INC	210108	APRIL EC/FRDS/ILL POSTAGE	NONE825	\$1,548.60
06/18/2008	109412	LOGISTECH INC	210109	ADULT BKS	115503	\$130.92
06/18/2008	100070	MEGA	210110	FRNDS PRG RFRSHMNTS	289895	\$20.64
06/18/2008	100070	MEGA	210110	FRNDS PRG RFRSHMNTS	289787	\$87.40
06/18/2008	101524	OFFICE DEPOT	210111	SUPPLIES	602313849	\$2,269.49
06/18/2008	101373	PAPERDIRECT INC	210112	SUPPLIES	NONE825	\$82.94

Warrant Report for 062008L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/18/2008	110896	PATCHIN, JILL	210113	FRNDS RFRSHMNTS FABRIC	NONE825	\$28.63
06/18/2008	111634	PLANERT CREEK PRESS	210114	ADULT BKS	144	\$53.85
06/18/2008	101231	POWERTEX SPORTSWEAR INC	210115	SUPPLIES	121006	\$549.36
06/18/2008	100793	RECORDED BOOKS INC	210116	NONPRINT	4055447	\$14.17
06/18/2008	100793	RECORDED BOOKS INC	210116	NONPRINT	4040864	\$1,002.08
06/18/2008	107382	UNIQUE MANAGEMENT SERVICES II	210117	COLLECTION AGENCY MAY	173873	\$375.90
06/18/2008	100306	WI DEPT OF ADMINISTRATION	210118	STS APRIL	NONE825	\$282.40
						<u><u>\$10,509.99</u></u>

Warrant Report for 062708L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/25/2008	101212	AT&T	210119	ADULT BKS	53469640	\$73.95
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H3639305	\$7.19
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36270750	\$10.79
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36556740	\$10.79
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36802380	\$10.79
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36270751	\$11.88
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36650460	\$11.88
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	L&D NONPRINT	H35902801	\$11.89
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36270752	\$14.23
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H35902803	\$14.36
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37018544	\$14.38
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36556750	\$17.99
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36416710	\$18.73
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37018542	\$20.15
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H35902800	\$21.56
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H35902802	\$27.71
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H28845070	\$28.78
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H35828710	\$40.30
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37251660	\$57.58
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36416711	\$73.56
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37018541	\$86.36
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37018540	\$87.46
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H36270753	\$94.87
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37076280	\$104.90
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	NONPRINT	H37018543	\$107.95
06/25/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210120	L&D NONPRINT NONPRINT	H36650461	\$219.25
06/25/2008	100237	BAKER & TAYLOR INC	210121	JUV BKS	5009074090	\$20.31
06/25/2008	100237	BAKER & TAYLOR INC	210121	NONPRINT JUV BKS	2021238288	\$38.71
06/25/2008	100237	BAKER & TAYLOR INC	210121	JUV BKS	2021295874	\$42.36
06/25/2008	100237	BAKER & TAYLOR INC	210121	JUV BKS	2021270328	\$53.77
06/25/2008	100237	BAKER & TAYLOR INC	210121	JUV BKS	2021272229	\$64.17
06/25/2008	100237	BAKER & TAYLOR INC	210121	JUV BKS	2021287619	\$92.30
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS L&D ADULT BK	2021272235	\$143.67

Warrant Report for 062708L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS	2021270175	\$143.80
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS GIFT BKMRS	2021295735	\$199.93
06/25/2008	100237	BAKER & TAYLOR INC	210121	JUV BKS	2021308983	\$215.18
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS	2021285839	\$223.21
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS	2021279662	\$247.51
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS	2021280324	\$266.16
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS L&D ADULT BK	2021238300	\$282.58
06/25/2008	100237	BAKER & TAYLOR INC	210121	NONPRINT ADULT BKS	2021259000	\$346.43
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS L&D ADULT BK	2021287575	\$411.82
06/25/2008	100237	BAKER & TAYLOR INC	210121	ADULT BKS	2021258660	\$424.60
06/25/2008	100237	BAKER & TAYLOR INC	210121	NONPRINT GIFT BKMRKS	2021236718	\$1,017.83
06/25/2008	102290	BOOK WHOLESALERS INC	210122	JUV BKS	M266443A	\$2.59
06/25/2008	102290	BOOK WHOLESALERS INC	210122	JUV BKS	M261714A	\$13.13
06/25/2008	100417	EAU CLAIRE CHAMBER OF COMMEF	210123	UWEC WELCOME PACKET	1052330	\$125.00
06/25/2008	110092	FALL CREEK PUBLIC LIBRARY	210124	LOST ITEM RFND-ADULT M	LIBRFND826	\$5.00
06/25/2008	106394	FLEET CREDIT CARD SERVICES	210125	SUPPLIES	NONE825LLL	\$43.25
06/25/2008	106394	FLEET CREDIT CARD SERVICES	210125	SUPPLIES	NONE825	\$189.99
06/25/2008	106394	FLEET CREDIT CARD SERVICES	210125	SUPPLIES	NONE825LL	\$319.84
06/25/2008	106394	FLEET CREDIT CARD SERVICES	210125	SUPPLIES	NONE825L	\$1,074.98
06/25/2008	100255	GALE RESEARCH INC	210126	ADULT BKS	15798946	\$42.61
06/25/2008	100255	GALE RESEARCH INC	210126	ADULT BKS	15769106	\$108.60
06/25/2008	111544	GERHOLDT, JAMES E	210127	SLP 7/10	NONE826	\$220.00
06/25/2008	109656	HOLTZ CREATIVE ENTERPRISES	210128	ADULT BKS	NONE826	\$30.00
06/25/2008	100261	INDIANHEAD FEDERATED LIBRARY	210129	SUPPLIES	M28080	\$343.42
06/25/2008	100160	L&M MAIL SERVICES INC	210130	MAIL FEE ANNUAL RPT	14976	\$183.11
06/25/2008	109412	LOGISTECH INC	210131	ADULT BKS	115702	\$91.76
06/25/2008	100282	PUBLIC LIBRARY REVOLVING FUND	210132	WORK PERMIT STEIGERW	NONE826L	\$5.00
06/25/2008	100282	PUBLIC LIBRARY REVOLVING FUND	210132	YS MICHAELS OLFA BLADI	NONE826	\$5.99
06/25/2008	108652	RANDOM HOUSE INC	210133	NONPRINT	1084918556	\$78.40
06/25/2008	100793	RECORDED BOOKS INC	210134	NONPRINT	4056188	\$153.44
06/25/2008	100285	REGENT BOOK CO	210135	ADULT BKS	SO78891	\$36.10
06/25/2008	100285	REGENT BOOK CO	210135	ADULT BKS	SO78500	\$37.10
06/25/2008	111166	TANTOR MEDIA	210136	NONPRINT	15073	\$140.00

Warrant Report for 062708L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
06/25/2008	109199	TARGET	210137	SUPPLIES	NONE826	\$97.96
06/25/2008	100248	WILS	210138	JUNE-JULY	18238	\$30,462.89
						<u>\$39,243.78</u>

Warrant Report for 070308L

<u>Due Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
07/01/2008	105330	ALIBRIS	210139	JUV BKS	28246745	\$54.70
07/01/2008	100227	AMERICAN LIBRARY ASSOCIATION	210140	ALA SCHNEIDER #1095545	NONE827	\$104.00
07/01/2008	100227	AMERICAN LIBRARY ASSOCIATION	210140	ALA STELTER #1181343	NONE827L	\$104.00
07/01/2008	100227	AMERICAN LIBRARY ASSOCIATION	210140	ALA SIMONSEN	NONE827LL	\$104.00
07/01/2008	101212	AT&T	210141	JUNE-JULY MO SVC	NONE827	\$363.42
07/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210142	NONPRINT	H211743CM	\$-18.73
07/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210142	NONPRINT	H211459CM	\$-11.88
07/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210142	NONPRINT	H37322530	\$11.88
07/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210142	NONPRINT	H37322532	\$13.15
07/01/2008	101360	BAKER & TAYLOR ENTERTAINMENT	210142	NONPRINT	H37322531	\$49.57
07/01/2008	100237	BAKER & TAYLOR INC	210143	ADULT BKS	5009094495	\$243.23
07/01/2008	100237	BAKER & TAYLOR INC	210143	ADULT BKS	2021331553	\$521.75
07/01/2008	106526	BBC AUDIOBOOKS AMERICA	210144	L&D NONPRINT	327610	\$16.00
07/01/2008	111667	DAVOLT PRODUCTIONS	210145	YS PROGRAM 7/9	NONE827	\$750.00
07/01/2008	100255	GALE RESEARCH INC	210146	BOOKS & AUTHORS	RI15779511	\$1,274.00
07/01/2008	107738	GERARD, GLEN	210147	YS PROGRAM 7/16	NONE827	\$600.00
07/01/2008	100261	INDIANHEAD FEDERATED LIBRARY	210148	SUPPLIES	M28123	\$668.25
07/01/2008	100816	INSTY PRINTS	210149	SUPPLIES	57064	\$222.00
07/01/2008	100070	MEGA	210150	FRNDS PRGRM RFRSHMN	292136	\$28.93
07/01/2008	111220	PHILLIPS PUBLIC LIBRARY	210151	LOST ITEM RFND ADULT B	LIBRFND827	\$28.00
07/01/2008	108652	RANDOM HOUSE INC	210152	NONPRINT	1084972799	\$48.00
07/01/2008	100793	RECORDED BOOKS INC	210153	NONPRINT	4082498	\$14.17
07/01/2008	109895	RTI	210154	EQ SUPPLIES	139644	\$3,090.00
07/01/2008	111166	TANTOR MEDIA	210155	L&D NONPRINT	15195	\$41.99
07/01/2008	103057	TRI-STATE BUSINESS MACHINES IN	210156	ADM COPIER MAY-JUNE	103945	\$300.00

\$8,620.43

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

CUSTODIAL OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,256.11
Various	WRS, SS, life, disability	1,573.16
Various	Health insurance, deductible	2,609.21
WI Dept Commerce	Elevator permit	105.00
Hovlands Inc	Chiller water pump bearing assembly	3,294.00
Hovlands Inc	HVAC repair	496.15
Waste Management	Rubbish, garbage and recycling	244.51
Greener Grass System	Sprinkler heads and spray	39.66
Oak Ridge Chemical	Janitorial/custodial supplies	143.25
DALCO	Custodial/chemical supplies	407.55
DALCO	Custodial/chemical supplies	649.59
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
Queens Dry Cleaners	Service, laundering rags	27.00
Menards West	Miscellaneous building materials	15.21
Cliff Industrial Corp	Equipment repair parts	44.47
Cliff Industrial Corp	Equipment repair parts	19.30
Neher Electrical Supply	Electric lamps and ballasts	37.44
Oak Ridge Chemical	Janitorial/custodial supplies	232.64
		\$ 18,459.37

LIBRARY OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 127,771.46
Various	WRS, SS, life, disability	24,077.41
Various	Health insurance, deductible, EAP	27,726.46
		\$ 179,575.33

LIBRARY CAPITAL CAMPAIGN:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 361.50
Various	WRS, SS, life, disability	46.16
		\$ 407.66

jpg

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - June

2006	2007	2008	Chng. Prev. Yr.
------	------	------	--------------------

AVERAGE ADJUSTED DAILY NUMBER OF LIBRARY VISITS IN BUILDING

1,585	1,568	1,359	-15.4%	Month of June (New door counter installed 4/11/08))
1,242	1,250	1,108	-12.8%	Year to date (New door counter installed 4/11/08)

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

1,209	1,283	1,291	0.6%	Month of June
786	766	754	-1.6%	Year to date

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

70.8%	71.3%	70.0%	-1.9%	City of Eau Claire
16.2%	16.0%	15.9%	-0.7%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
13.0%	12.7%	14.2%	10.3%	All other users checking something out or renewaing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

17,000	17,009	17,148	0.8%	Month of June
92,937	91,029	92,947	2.1%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

94,776	92,956	93,084	0.1%	Month of June
494,611	475,520	483,189	1.6%	Year to date

RENEWALS FROM LIBRARY BUILDING*

5,247	4,084	3,132	-30.4%	Month of June
30,378	25,775	21,214	-21.5%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,246	1,399	1,186	-18.0%	Month of June
8,257	8,525	8,125	-4.9%	Year to date

Web renewals

13,999	14,410	16,566	13.0%	Month of June
89,048	92,046	101,750	9.5%	Year to date

MORE CONSORTIUM CHECKOUTS

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

7,704	8,519	9,222	7.6%	Month of June
46,970	50,072	55,365	9.6%	Year to date

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

9,302	8,817	9,645	8.6%	Month of June
55,122	56,096	63,042	11.0%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

953	1,269	1,006	-26.1%	Month of June
6,158	6,596	6,386	-3.3%	Year to date

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

1,253	1,095	1,276	14.2%	Month of June
7,884	8,272	9,224	10.3%	Year to date

2006	2007	2008	Chng. Prev. Yr.
------	------	------	--------------------

INTERLIBRARY LOANS

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

244	209	246	15.0%	Month of June
1,508	1,501	1,560	3.8%	Year to date

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

575	429	333	-28.8%	Month of June (without renewals)
3,851	3,105	2,309	-34.5%	Year to date (without renewals)

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

25	17	2	-750.0%	Month of June (renewals)
63	96	23	-317.4%	Year to date (renewals)

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

n/a	n/a	n/a	n/a	Month of June (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 June Renewals
n/a	n/a	n/a	n/a	Year to date Renewals

VISITS TO WEBSITE

n/a	n/a	41,997	n/a	Month of June
n/a	n/a	280,370	n/a	Year to date

NOTE: statistics from new web host

UNIQUE VISITORS TO WEBSITE

n/a	n/a	10,934	n/a	Month of June
n/a	n/a	64,562	n/a	Year to date

NOTE: statistics from new web host

WHEREAS, Barb Dickey enthusiastically served on the Library Board of Trustees and its Committees for three years, and

WHEREAS, she ably served on the Endowment, Nominating, and Distinguished Service Award Committees, and

WHEREAS, she sought to strengthen the Library's services to youth and the Library in general,

NOW, THEREFORE, BE IT RESOLVED: That the L.E. Phillips Memorial Public Library Board of Trustees expresses its appreciation to **Barb Dickey** for her service on behalf of the library and the Eau Claire Community and orders that a copy of this Resolution be entered into the proceedings of the Board.

July 2008

WHEREAS, Mary Jurmain served diligently for six years on the Library Board of Trustees, serving two of those years as President of the Board, and

WHEREAS, she provided vital leadership in the creation of the Library's Capital Campaign, and

WHEREAS, she served as Co-Chair of the Capital Campaign, and

WHEREAS, she led and provided vital, untiring day-to-day support for the Capital Campaign, and

WHEREAS, more than \$1,000,000 in public pledges were raised in that campaign for the library's renovation and remodeling, and

WHEREAS, in her role as Library Board President, she articulately and effectively presented the library's accomplishments, plans and financial needs to the Eau Claire City Council,

NOW, THEREFORE, BE IT RESOLVED: That the L. E. Phillips Memorial Public Library Board of Trustees expresses its deep appreciation to *Mary Jurmain* for her dedicated service on behalf of the library and the Eau Claire Community and orders that a copy of this Resolution be entered in the proceedings of the Board.

July 2008

July 10, 2008

To: The Library Board of Trustees

From: John Stoneberg, Interim Library Director

Subject: Change to the Fees and Expenses Section of the Library's Agreement with the Eau Claire Community Foundation

Laura Hookom, Executive Director of the Eau Claire Community Foundation, (ECCF) has suggested a change to the fees and expenses section of the Library's agreement with the Foundation that would be beneficial to the Library.

The Capital Campaign currently pays a monthly maintenance and service fee of \$400 per month plus 1.5% of the Fund balance annually. ECCF is recommending that the current 1.5% annual administrative fee will cover the current level of monthly activity including the receipt of 10-20 contributions, thank you notes, maintaining and updating the spreadsheet and current pledges billings and payments.

To stay as close as possible to the current service agreement, the waiving of the \$400 per month fee would be suspended effective July 1, 2008 until there are any new active campaign programs. For example, if in November there was a letter send seeking contributions then the monthly fee would be reactivated until the Library Director and the ECCF Director agreed to again suspend.

This final proposal will need to be confirmed by the ECCF Board of Trustees prior to being finalized. They meet next on July 24th. I recommend that the Library Board of Trustees authorize me to work with Laura Hookom to make the change if the ECCF Board approves it which Laura feels confident they will.