



L.E. Phillips Memorial Public Library

REMINDER

This meeting begins at 5 pm

MEETING NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, March 20, 2008 at 5:00 p.m.** in the **Library Board Room** of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Approval of the Minutes (page 1)
- 4) Communications
- 5) Report of the Library Director (page 8)
- 6) Staff Presentation: Holds & Resource Sharing (HRS) Operations (Renee Ponzio, Reference Services Manager)
- 7) Committee Reports [The current Committee List is attached.] (page 15)
 - a) Board Recruitment and Retention/Nominating Committee
 - b) Executive Committee
 - c) President's Report (page 16)
 - d) Capital Campaign
 - i) Discussion and action on request to the City to issue bonds on behalf of the Library [City Finance Director Rebecca Noland may join us, and if so, this item may be moved to the beginning of the meeting.]
 - ii) Discussion and action on hiring a contracted Development Director
 - e) Planning Committee
 - i) Discussion and action on hiring a consultant for planning. [Documents distributed separately.]

- f) Organizational Wellness
- 8) Report of the Friends of the Library
- 9) Report of the Representative to the IFLS Board
- 10) Financial Reports (page 17)
 - February reports are attached. Also attached are preliminary year end income and expense reports for 2007. The 2007 year end reports are preliminary and subject to adjustment. The preliminary year end balance sheet will not be available until April.
- 11) Action on Bills and Claims (page 26)
- 12) Review of the Monthly Statistics (page 40)
- 13) Consideration of Unfinished Business
- 14) Consideration of New Business
 - a) Discussion and action on setting a date for a public hearing to be held in the Town of Union on April 28, 2008 (page 48)
 - b) Discussion and action on awarding a bid for the replacement of the fire alarm system (page 49)
 - c) Discussion and action on hiring an architectural services firm to re-envision the Library renovation project
- 15) Directives from the Library Board of Trustees to the Library Director
- 16) Motion to convene in closed session to consider the work performance of the Library Director, which for competitive or bargaining reasons require a closed session pursuant to Sections 19.85 (1) (c) of the Wisconsin Statutes.
- 17) Motion to reconvene in open session immediately following the closed session.
- 18) 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, February 21, 2008 at 5:00 p.m. in the Board Room of the Library. The following members were present: Dickey, Jurmain, Olson, Radtke, Schneider, Stelter, and Von Haden.

CITIZEN COMMENTS

The Board thanked Sue Olson for her work on the chocolate tasting fund raiser.

APPROVAL OF THE MINUTES

Kathie Schneider made a motion to approve the January 17 meeting minutes with the following insertion: “with an emphasis on Youth Services” after “renovation project in stages” under the report of the Capital Campaign Committee. The motion was seconded by Sue Olson and passed unanimously.

COMMUNICATIONS

The Board received a letter of thanks from the Give-A-Kid-A-Book Committee, and a letter commending the library on excellent service from a citizen.

REPORT OF THE LIBRARY DIRECTOR

Michael Golrick added he participated in interviews for the Building Services Supervisor position. He accepted congratulations on behalf of John Stoneberg for the library’s acceptance as a Foundation Center Cooperating Collection which will provide training and up-to-date resources for grant seekers.

CHANGE IN AGENDA ORDER

There was consensus to move agenda item 6a, Executive Committee Report, to directly before agenda item 14.

PRESIDENT’S REPORT

Mary Jurmain asked trustees to note the 2008 Board calendar in her report, and to set April 30 as the date for the public hearing in the Town of Union.

DISTINGUISHED SERVICE AWARD COMMITTEE

There was a unanimous vote to approve the Distinguished Service Award Committee’s recommendation of Emily Moore to receive the annual award.

LEGISLATIVE COMMITTEE

Linda Stelter reported on two on-line surveys being conducted: the economic impact of libraries in Wisconsin, which is happening now; and a survey regarding the future of library services, to begin in May.

CAPITAL CAMPAIGN COMMITTEE

The Board reviewed a memo from the Management-Team indicating their sentiment that construction for the library renovation project should not proceed until the total required funds are within easier reach, or the project should be redesigned to fit within a smaller scope. Barb Dickey made a motion, seconded by Kathie Schneider, to authorize the Library Director to hire an architect to work with the Management-Team and staff to develop the best plan for library renovation based on the approximate funding currently pledged. After discussion, this motion and second were withdrawn. There was Board consensus to direct the Library Director to investigate hiring an architect to work with the Management-Team and staff to develop a plan for library renovation, with an emphasis on Youth Services, based on the approximate funding currently pledged.

Mary Jurmain asked each trustee to make one call per week for the next 60 days, to prospective donors to the capital campaign. The recommended method is for the trustee to send a letter to the possible donor, then make a phone call to them, asking permission for members of the Capital Campaign Committee and the trustee to make a visit. After this renewed fund-raising period, the continuance of the campaign will be re-evaluated.

ORGANIZATIONAL WELLNESS AUDIT COMMITTEE

Shelly Collins-Fuerbringer reported on recent activities of the Committee.

REPORT OF THE FRIENDS OF THE LIBRARY

Kathie Schneider reported on recent activities of the Friends, including a booksale, Give-A-Kid-A-Book program, Haiku contest, and flowers for library staff on Valentine's Day. The Friends' annual meeting will be April 21.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

Sue Olson attended a new member orientation for IFLS representatives in January.

FINANCIAL REPORT

The Board reviewed the January Financial Report. Also included were library donor fund statements from the Eau Claire Community Foundation for January 1-December 31, 2007. Bob Von Haden made a motion to direct all available grant monies from the Endowment Fund to the hiring of an architect to redesign the plans for building renovation. The motion was seconded by Linda Stelter and passed unanimously.

ACTION ON BILLS & CLAIMS

On a motion made by Bob Von Haden and seconded by Barb Dickey, the Board unanimously approved the Bills & Claims listing for January 11-February 2, 2008, as well as the Supplemental Bills & Claims Listing for January 2008.

MONTHLY STATISTICAL REPORT

The Board reviewed the January Statistical Report.

COMPENSATION FOR PROFESSIONAL STAFF

The Board reviewed a memo from the Director regarding how the compensation system was designed.

REQUESTS FOR FUNDING FROM THE FRIENDS OF THE LE PHILLIPS MEMORIAL PUBLIC LIBRARY

On a motion made by Kathie Schneider and seconded by Bob Von Haden, the Board unanimously approved submitting the recommended requests for funding to the Friends, with the exception of \$5,000 for the conversion of "The Life of Abraham Lincoln". This item will be requested as a second priority.

2007 LIBRARY ANNUAL REPORT

The Board reviewed the annual report to the State of Wisconsin.

2007 STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

On a motion made by Sue Olson and seconded by Barb Dickey, the Board unanimously approved the statement that the Indianhead Federated Library System did provide effective leadership and adequately met the needs of the library for 2007.

EXECUTIVE COMMITTEE REPORT

The Board unanimously approved the six-month evaluation process for the Library Director, as recommended by the Executive Committee. The Library Director was asked to send out a task list from Board meetings, within 3 business days after the meeting.

MOTION TO CONVENE IN CLOSED SESSION

Sue Olson made a motion that the Board of Trustees of the LE Phillips Memorial Public Library convene in closed session to consider the work performance of the Library Director, which, for competitive or bargaining reasons, is permitted to be discussed in closed session in accordance with Section 19.85(1)(c) of the Wisconsin Statutes. The motion was seconded by Linda Stelter and passed unanimously.

MOTION TO RECONVENE IN OPEN SESSION

On a motion made by Katherine Schneider and seconded by Sue Olson, the Board unanimously approved reconvening in open session immediately following the closed session.

DIRECTIVES

<i>Person Responsible</i>	<i>Task</i>	<i>Date Assigned</i>	<i>Date Due/Status</i>
Michael	Send action item list within 3 business days	2/21/08	
Michael	Set date for Xiong bench ceremony		
Michael	Select and hire coach for personal		Due 2/29/08

	goal		
Michael	Lower level accessibility button	1/17/08	Will wait until new Building Services Supervisor starts
Michael	Investigate hiring an architect to revise conceptual plan and prepare to build with money available	2/21/08	Due 3/20/08

ADJOURNMENT

On a motion made by Katherine Schneider and seconded by Sue Olson, the Board unanimously to adjourn at 8:15 pm

Respectfully submitted:

Julie A. Gast, Business Manager

LEPMPL Board Meeting Task List

<i>Person Responsible</i>	<i>Task</i>	<i>Date Assigned</i>	<i>Date Due/Status</i>
Michael	Hire Development Director		?
Michael	Send board meeting minutes to board members within one week or less	2/21/08	Due 2/28/08
Michael	Send action item list within 3 business days	2/21/08	
Michael	Set date for Xiong bench ceremony		?
Michael	Select and hire coach for personal goal		Due 2/29/08
Michael	Lower level accessibility button		Waiting for new hire
Michael	Investigate hiring an architect to revise conceptual plan and prepare to build with money available	2/21/08	Due 3/20/08
Mary	Send board volunteers a brief description of steps for them to participate in "surge"	2/21/08	Due 2/24/08, done 2/24/08
Mary	Arrange for board volunteers to receive "silver" list of prospects	2/21/08	Due 2/25/08, done 2/23/08
Mary	Send action list as attachment to Michael	2/21/08	Due 2/22/08, done 2/22/08
Mary	Send board weekly updates on "surge"	2/21/08	

OFFICE OF THE CITY ATTORNEY

“Committed to providing excellent legal service to the City of Eau Claire”



Stephen C. Nick, *City Attorney*
Lucie A. McGee, *Assistant City Attorney*
Steve Bohrer, *Assistant City Attorney*
Mary Burgess, *Legal Assistant*

Memorandum

To: Michael Golrick, Library Director
From: Stephen Nick, City Attorney
CC: Donna Austad, City Clerk
Date: February 27, 2008
Re: Open Meeting Notice: The 24-Hour Requirement

You ask an excellent question regarding application of one aspect of the Wisconsin Open Meetings Law, specifically, under what circumstances can notice be provided less than 24 hours before a meeting? Public notice must be given prior to each and every meeting of a governmental body. § 19.84, Wis. Stats. Public notice shall set forth certain specific information regarding the time, date, place, and subject matter of the meeting. § 19.84 (2), Wis. Stats. And, critical to your question, notice must be provided 24 hours prior to the start of the meeting “unless for good cause such notice is impossible or impractical,” in which case a shorter notice period not less than 2 hours may be given. § 19.84 (3), Wis. Stats. As this memo will explain, notice of less than 24 hours is rarely permissible.

The policy section of the Open Meetings Law is often cited in published decisions and directs that all provisions of the law must be construed to achieve its policy of broad public access. *State ex rel. Badke v. Greendale Village Bd.*, 494 N.W.2d 408 (1993). That policy states “that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.” § 19.81(1), Wis. Stats. Therefore, even in the absence of specific direction from a reported case as to when “good cause” would render notice shorter than 24 hours “impossible or impractical,” it is my opinion that such shorter notice would be reviewed critically by the courts and only permitted under extraordinary circumstances.

While no direct case law exists on the point you raise, there is some limited commentary on the 24-hour requirement that I was able to locate. In a 1977 Attorney General Opinion there is the following statement: “a governmental body is well advised to submit notices of meetings, ... well in advance of the minimum 24-hour requirement...” 66 Op. Att’y Gen. 230. Additionally, in a concurring/“dissenting” opinion to a decision regarding the specificity of notice required, it is noted that the public body had sufficient time to prepare the public notice at least 24 hours prior to its meeting and the meeting was not so “urgent” that it could not have been delayed to allow for more complete notice. *State ex rel. H.D. Enterprises II*

LLC v. City of Stoughton, 602 N.W.2d 72, 77-78 (Vergeront, dissenting). Judge Vergeront's position now takes on greater importance following a recent decision of the Wisconsin Supreme Court that adopts some of his reasoning that governmental bodies should provide greater specificity in their public notices. See, *Buswell v. Tomah Area School Dist.*, 2007 WI 71, 732 N.W.2d 804. (Held notice of closed session insufficient based on Wis. Stat. § 19.84(2) and review of case specific factors.) (See, Summer 2007 Legal-Telegram for a full review of this important case).

I agree with the advice of the Attorney General cited above; you should provide notice of public meetings well in advance of the 24-hour minimum. While shorter notice is statutorily permitted, it must be for good cause in situations of impossibility or impracticability to provide greater notice. I believe this standard will be interpreted in light of the public interest, not the convenience of board members. Shorter notice should only be considered when there are compelling reasons why the public would be harmed by the body not meeting in an emergency fashion with under 24 hours notice.

I also advise caution as it is further my opinion that the law is trending toward more exacting review of public notices, as evidenced by *Buswell*. *Buswell* established a reasonableness standard that incorporates case specific review of such elements as "the burden of providing more detailed notice, whether the subject is of particular public interest, and whether it involves non-routine action that the public would be unlikely to anticipate." *Id.* at ¶ 28, 814. These same standards can translate to the issue of what the court may find a "good cause" to deviate from the 24-hour requirement. If the matter is of known public interest and involves atypical action, expect the court to emphasize the term "impossible" and be very unlikely to permit reduced notice except in situations of grave emergency. However, if an issue arises suddenly, is not atypical of matters considered by the public body, and would create considerable burden to provide the full 24-hour notice, then "good cause" may be read in conjunction with the more lenient term of "impracticable." In either case, the burden will be on the public body to prove why it could not provide the minimum 24-hour notice, and I expect that burden to be a high to very high one to satisfy.

Violation of the Open Meetings Law is a serious matter. It is enforced by a special government accountability unit of the Attorney General's office and by local district attorneys. § 19.97(1), Wis. Stats. Forfeitures may be imposed against each member for knowing violation. § 19.96, Wis. Stats. Further, actions taken by the body at an improperly noticed meeting may be voided. § 19.97 (3), Wis. Stats. Due to the serious nature of the penalties for non-compliance, the legal standards involved, and the overriding importance of the Open Meetings Law, I request that you seek legal advice from this office prior to holding any meeting of a governmental body with less than a 24-hour notice prior to its commencement.



Stephen C. Nick
City Attorney

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Library Director's Report March 2008

Library Director's Report

I continue to be active in a number of Chamber of Commerce sponsored events. The team I am part of for Leadership Eau Claire is working on a marketing effort for Big Brothers, Big Sisters of Northwestern Wisconsin. We have had several meetings outside of the regular Leadership events. Our next full day event is the day of the Library Board meeting. I also attended the annual Chamber/UWEC Community Breakfast. The keynote speaker was the founder of Northstar Economics and talked about the nature of the I-94 Information Corridor. He is also doing the library economic impact study for the Wisconsin Library Association. I attended the most recent Business After Hours, and one of the contacts I made there should lead to the opportunity to speak to another service club.

At the Board meeting you will hear more about the Organizational Wellness implementation. We met with Dick Fields the last time, and are proceeding well. I have also interviewed and selected a coach for my personal goals.

John Stoneberg and I met with Sally Drew from the state library's Reference and Loan department. For me it was particularly useful to get a better idea of what services they provide and to begin building a relationship. The Management Team continues to meet regularly and grapple with the issues which face us on a daily basis. Among recent topics was name tags, and you should see additional staff using them over the next few months.

As the Library Director for the Resource Library of the Indianhead Federated Library System, I automatically serve on the IFLS Advisory Committee which meets several times a year. I will be representing the group at the IFLS Board meeting in March. The MORE Directors Council meets as the packet for the Library Board meeting is prepared. Included on the agenda is a discussion of the latest changes in software which are mentioned in the Information Technology Division report below.

The Capital Campaign continues to take some time with committee meetings, meetings to plan events, and preparation of publicity such as the commercial which is currently being edited. At the end of April there will be a benefit volleyball tournament which has been organized by the staff of Starbucks. In addition, Starbucks will make a contribution to the campaign for each volunteer hour worked on this project.

I will conclude my portion with a couple of personal notes. In early March I returned to Connecticut for a brief visit. The house there has been sold, and my divorce is now final. In the beginning of April, I am scheduled for some minor surgery. Based on conversations with the surgeon, and my brother who had the same surgery in November, I expect to be out of work only for a day or two.

Building notes

Last month, the City Building Services staff installed new paper towel dispensers throughout the building. These dispensers are motion activated, and dispense a measured amount of paper. We have already experienced a significant drop in paper usage as the result of this installation.

New lighting has also been installed. The lights more clearly illuminate the hallways to the restrooms which should improve security and our ability to view activity on the surveillance system. New lighting on the public stairwell near the elevator will make those stairs safer. The entrances should appear brighter with new lights having been placed in both the upper and lower level entry areas, and in front of the meeting rooms.

The faucet in the men's restroom on the second floor stopped operating and has now been replaced with a "hands free" faucet. City Building Services staff will replace other faucets throughout the building. The new faucets, while electronically operated, have fewer moving parts, are easier to maintain, and will regulate the amount of water used. All of that should result in savings in the budget.

Many of the changes above are the result of the hard work of Al DeSouza who served in an interim capacity to supervise the custodial staff. This week Rodney (Rod) Bonesteel started as the new Building Services Supervisor. I have seen him once at City Hall, and since I served on the interview panel, I expect that the new working relationship which John Stoneberg and I have developed with that division will continue.

From the Management Team

Staff and Human Resources

Ian Jacoby filled a vacant 19-hour desk clerk position vacated when Barb Taves, a current desk staff opted to take the 15-hour per week position that was available. The Circulation division is fully staffed for the first time in several months.

Carol Anderson, Library Associate II in Technical Services, will be retiring in early May. Carol has worked at the Library for almost 20 years in the Reference, Interlibrary Loan and Technical Services units. Carol also helped fill in at the Youth Services desk as needed to cover vacations, vacancies, etc.

Safety and Security

Larry Nickel continued working with PerMar and various library staff to resolve the problem of phone line conflicts within the emergency call out system. The two new dedicated phone lines which were installed which seem to have solved the problem.

The city's Purchasing Department received vendor bids for replacing the library's fire alarm system. The Library Director's recommendation for bid acceptance will go before the Library Board.

The library's Safety Committee met, with members Jenny Karls, Jolene Krimpelbein, Jean Nemitz and chair Larry Nickel attending. The main topic of discussion was the occasional blocking of the shipping and receiving entrance by courier deliveries. This was discussed as a safety concern because this entrance is also a key emergency exit for the lower level.

Technical Services

Jean Nemitz worked with Jolene Krimpelbein to create revised coding for new item DVDs. Teri Oestreich is reviewing returned bid orders for technical services supplies. She is

collaborating with Amy Alpine of IFLS, and Kathy Setter from MORE, on purchasing products with their orders if they afford a better price.

Linda Flach began as the temporary ten-hour per week Desk Clerk. She is standing in for Jackie Hagenbucher while Jackie fills a temporary position in Circulation.

Larry Nickel has been working to repair the DVD/CD buffer machine which was returned to the manufacturer for repair. It was returned to us within ten days. Staff are pleased to have it back and the pages are working hard to reduce the stacks of discs that piled up during the repair period (about one month).

Youth Services

Chrissy and the YAAB discussed possible teen programs for the Summer Library Program and they came up with some great ideas. In addition to the six book discussion groups, they have also tentatively begun planning a Sci-Fi Costume Party and a Twilight Party (this is the first book in a very popular series by Stephenie Meyer). There is sure to be some sort of gaming program, too!

Shelly met with Patty Horecki to discuss possible ways the library could get involved in UWEC's upcoming Jazz Festival. There is a committee that is trying to find ways to get the community involved in the Festival. This year, Bob Baca, along with Memorial High School students Cheng Cheng and Simon Adler, will share jazz history and play selections during a presentation at 6:30 p.m. Monday, March 24. The program will be geared towards families.

Chrissy has been working on the Summer Library Program 2008 PR materials. Youth Services plans to add a reading folder for babies that will encourage parents to engage in pre-reading activities with their infant. Youth Services will also add a Baby Storytime program to their summer programming lineup for the first time. She is currently trying to finalize a licensing agreement with an artist so that she is able to use the artist's clip art in the PR materials.

Artwork from Chippewa Valley Montessori Charter School and Eau Claire Lutheran School was on display in Youth Services during the month of February.

Jill and Alisha attended an all-day reference workshop at IFLS on February 20. Several reference websites and databases were demonstrated, as well as tips for honing skills during the reference interview.

Alisha has been working on a brochure to explain the library's computer services to families. An elementary media specialist requested the information, so Alisha is creating a nice handout that will inform students and their parents of the computers available for their use here at the library. She will offer to send copies of the brochure to all of the schools.

Chrissy met with Jill LaBarbera and Arlene Radtke at South Middle School to begin planning their outreach program to at-risk teens as part of the LSTA grant received by IFLS. After analyzing the results of the surveys they distributed, it was determined that the most effective program would be to plan a field trip to bring the Read 180 students to the library for a tour. Chrissy plans to create special displays that highlight the areas of the collection that these students may be most interested in and will brainstorm other ways to make the students feel especially welcomed and comfortable in the library. The goal is to make the students feel more comfortable using the library and aware of the services and materials that are available to them, so that these students will be more likely to use the library in the future.

Jill held the first Homeschooler's Book Group meeting on Valentine's Day. There were a variety of ages in attendance and Jill is receiving a lot of feedback from interested families. The

most difficult issue is scheduling, but Jill has asked participants to fill out a survey to determine topics that customers are interested in exploring and meeting times that work best for their schedules.

Shelly and Chrissy met with Eau Claire Area School District Media Specialists during their in-service day on February 19. The media staff shared a number of public library services that they use and appreciate. Shelly and Chrissy had a chance to share information about the upcoming summer library program and brainstormed with the group how to coordinate visits to promote it. It was a very productive and informative meeting.

Assistant Director

John Stoneberg continued work on a wide variety of projects including rules of conduct, meeting rooms, the Foundation Center cooperating collections project, an internet policy, a training and travel funds review, weeding, etc. John gave Library Board member Mike Armstrong a detailed tour of the library as part of Mike's board orientation. Mike asked lots of good questions. John and Michael met with Sally Drew, long-time Director of the Wisconsin Reference and Loan Library in Madison. John also did a *Picks of the Month* on "Read Across America" for the Readers Corner of the library website.

John reports that the planning for IFLS library staff members to go to the Public Library Association Conference in Minneapolis at the end of March has been going well. Between IFLS and MORE \$6,280 in grant support has been approved. A large number of exhibit passes have been arranged for and two buses a day on Thursday and Friday of the Conference are being coordinated. IFLS and MORE both pledged \$5,000 a piece toward the project. The buses on the "I-94 route" are almost full. Chrissy, John, Michael and Shelly are going and staying at the Conference and nine other LEPMPL staff are taking in the PLA exhibits by either taking one of the buses or driving.

On Friday, February 15, John attended the Chamber's "Eggs & Issues: State of the City" at Fanny Hill. City Council President Dave Adler and City Manager Mike Huggins highlighted the city's planning efforts for development and provided an overview on the budget and accomplishments during this past year.

Circulation

February was another busy month in Circulation. The circulation pages have kept the shelving at an excellent level of turnaround.

Jackie Hagenbucher began training to work as a Temporary Associate I in Circulation. She will assist Laura Miller with desk scheduling, follow up of lost/damaged and search items, waived fine reports and circulation procedures.

Information Technology (IT)

The Innovative software was upgraded to the Beta version of the 2007 release of the software. As expected the upgrade resulted in a few problems. The most notable was the possibility that a patron could view another's "My Account" information. Fortunately the incidence was very rare and was due to a combination of events that no one seems to be able to duplicate. During the course of the month two other problems with the Innovative system was discovered and corrected. The first was that the Teleforms program would stop and require a manual start on a daily basis. The second was that the Collection Agency module would not allow data to be forwarded, either automatically or manually, to the Collection Agency. Both problems have been resolved.

The MORE website received some significant modifications this month. New compression software settings were tested which will allow the website to load faster. New survey software was installed allowing staff an easier way to create online surveys. Also installed was a document center type of software which allows for a central location for customers to download all file types i.e. Word, PDF, MP3, video, etc.

The telephone system has been working quite well, however we have had to “reboot” the voice analog gateway twice in the past month. This piece is at the core of our telephone system and needs to be monitored carefully.

Public Relations and Programming Services (PRPS)

February is always a busy time for PRPS staff leading up to the opening reception for ArtsWest, the library’s annual juried art exhibit, on February 28. This year, PRPS staff accelerated the entry and selection process to make better use of available space in one very busy week. Bess Arneson, Melany Bartig, Larry Nickel and Jenny Karls worked with Friends of the Library volunteers on check-in of entries and the return of non-accepted works. PRPS staff also worked with juror John Rasmussen of Minneapolis on the jurying process. They put together the exhibit program, copied and folded it, and collated and stapled the booklets. This year, 218 works of art were entered by 127 artists from 26 Wisconsin communities; 73 works were chosen by the juror for display. The exhibit continues through April 8.

The library continued its two-part series on getting organized with a presentation on February 2 by professional organizer Heidi DeCoux titled “Taming the Paper Monster and Organizing Your Office.” Another standing-room-only crowd showed up for this informative session. The presentation was recorded and published on the library’s website.

The film series “Popcorn and Politics,” featuring eight classic political movies, continued on Tuesday evenings during February, coinciding with presidential primaries and caucuses around the nation. Every week, after the movie has concluded, we’ve turned to television coverage of the election results. The series has drawn a consistent audience of 15 to 20 people. Assistant Director and media librarian John Stoneberg is hosting this series.

In support of library programming, members of the PRPS staff were involved in the following activities:

- Melany created a flyer for *Pursuing a Sustainable Future* and *A Healing Song: Poetry Reading in Celebration of National Poetry Month*.
- Larry edited several news releases for distribution during the month; Jenny Karls sent them out by e-mail and updated the mailing list as needed.
- Larry created banner images for the “In the Spotlight” feature of the website, including: the *Rock and Roll* series, *Go Wild* gardening program, *ArtsWest*, *Sustainable Future* series, and Haiku poetry series and published them to the website.
- Jenny printed and folded flyers for several library programs and distributed them within the library. She maintained the literature racks throughout the library and posted publicity on the bulletin boards on the lower level. She mailed program brochures to area businesses and organizations for posting and distribution.
- Larry created newspaper ads for *Go Wild*, *Sustainable Future* and *Rock and Roll* programs and Volume One ads for two programs.

- Melany completed the March 2008 library newsletter and instructed and supervised Friends volunteers as they assembled the newsletter. Jenny printed the newsletter and reformatted the website versions of the publication. Larry proofread the print version and edited the electronic versions.
- Larry created GIF images and published them to the website promoting library programs, including three *Popcorn & Politics* promotions and a haiku contest for National Library Week.
- Melany and Jenny printed the Spring 2008 Home Delivery Newsletter.
- Larry created posters for three of the *Popcorn & Politics* films and displayed them in the library foyer during the program series.
- Melany set up a display at the Reference desk for the *Popcorn and Politics* program and the *Rock and Roll and the Rest of Us* program.
- Larry designed and printed signs for the remote bookdrops promoting the Rock and Roll series. Van drivers from the HRS division swap the new signs for the old on their regular routes.

Reference

Joe Niese, Theresa Boetcher, and Cindy Westphal traveled to La Crosse on February 7 to tour Great Rivers 211 site that the Library is partnering with. GR211 provides a central and easy to remember access point to obtain complete and current information on over 4,000 community and human service programs. Both Theresa and Joe continue to work on updating the records for the Community Information Database (CID). Theresa made 33 changes to existing records, added 49 new records and deleted three records. Joe put together a spreadsheet of about 40 service clubs from the CID for the Capital Campaign.

Cindy created three new Club Read lists, *Time Travel Fiction*, *Mysterious Wisconsin*, and *Law Order II*. In addition, Cindy revised the NetLibrary information guide both in print and on the library's website to reflect the changes to the database in accessing the material.

Cindy coordinated the quarterly Reference tally which resulted in over 2,700 reference questions at the three public desks. Liz Ryberg and Cindy made eleven changes and added two new businesses to the Business Resource File. Cindy proctored two tests for students taking long-distance or online courses.

A patron requested the library consider purchasing the series Modern Library. David Dial looked up the titles in the series and found that the library owned the vast majority of those titles already. On the February 20 Renee Ponzio presented a Reference Interview workshop for IFLS along with two other presenters for 24 staff members from different consortium libraries.

The number of Home Delivery customers as of February is 191. The book discussion group at Heatherwood Assisted Living read *Number the Stars* by Lois Lowry this month.

The MORE office changed its name. A contest was held among library staff which they suggested new names. The winning name was Holds & Resource Sharing Office (HRS for short). The new name took effect March 1. Terri Wilcox and Sally Drew from Reference & Loan Library in Madison visited on Thursday, February 28. Sally met with Michael Golrick, John Stoneberg and Renee. Terri spent most of her time in ILL/MORE discussing procedures.

Respectfully submitted,
Michael Golrick
Library Director

Stories from the Front Lines

There was a gentleman who called and asked for the temperature and precipitation for the central part of Pennsylvania June 28-July 1, 1976. He said information on Harrisburg would be sufficient. After searching several sites and looking at the weather material in reference, staff determined that using Harrisburg would not provide the information requested; but that Middletown Pennsylvania might. After looking at a map staff determined that Middletown was just south of Harrisburg and appeared to be a suburb. Going to the site www.weatherunderground.com the requested historical information was available for Middletown. The patron was called and the information was accepted by him.

This report came from David Dial who works at the Reference/Information Desk. It is so well written and tells such a great story that I am including his full text:

Several months ago a woman was in line in front of me at check out. She asked the staff member (Jennifer) for a recommendation of something to take with her for a weeks' worth of cabin reading – something, she said, that was high quality but not too heavy. Jennifer looked toward the Reference Desk and then saw me. I asked the woman if she meant fiction or non-fiction, and took her to show the title I had in mind.

It was called *My Year of Meats*, both serious and loopy, and quite compelling. “You'll love it,” I said--which I would never do if she hadn't been so open to our recommendations.

Then time went by and I wondered if she did love it or not. Then more time went by and I forgot about the whole thing.

Last week she came to the desk, and must have recognized me because she said she wanted to thank me for the recommendation. Oh, *Meats*, I said. Turns out she not only did enjoy the novel, but her book club was due to read it next month, on her recommendation. So a full circle of some sort has been described.



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*
LIAISON ASSIGNMENTS	<u>INDIANHEAD FEDERATED LIBRARY SYSTEM:</u> <u>CITY COUNCIL:</u> <u>FRIENDS:</u>	Olson Von Haden Schneider

*Chair

¹Non-voting member

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



Board President's Report March 2008

Executive Committee

The Executive Committee has not met since the last board meeting.

Capital Campaign

The Capital Campaign is picking up steam. WQOW's participation in "Oprah's Big Give" means an extra 10K for the Capital Campaign, as well as whatever money WQOW's promotional efforts during March and April bring in. The work of the library board members to approach new donors is generating a lot of new activity. The Capital Campaign Committee will be meeting more often, probably weekly, to strategize about the campaign, approach new donors, and recruit new volunteers. A new 30 – second advertisement for the Capital Campaign will highlight the pressing needs in Youth Services. The Campaign has raised \$1,128,101.67 in donations and pledges so far.

Other Activities:

- February 22 Met with Jill Barland, a top Capital Campaign donor to update her on the progress of the Capital Campaign
- February 26 Volunteer training for the Capital Campaign was given to three board members.
- March 4 Met with Oua Xiong to discuss Capital Campaign, board orientation, committees, etc.
- March 5 Capital Campaign meeting
- March 7 Lunch with Linda Clark to discuss soliciting the business community
- March 10 Lunch with Patrick Rebman, one of the founders of the Children's Museum, to discuss Capital Campaign

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2008 YTD BUDGET REPORT - Operating
For the Period Ended February 29, 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	0.0%
4330	Library Fines & Miscellaneous Revenue	\$ 128,300.00	\$ 21,018.56	\$ -	\$ 107,281.44	16.4%
4398	Other Penalties (Collection Agency)	\$ 2,400.00	\$ 560.00	\$ -	\$ 1,840.00	23.3%
4451	Electronic Copy Revenue	\$ 1,600.00	\$ 449.24	\$ -	\$ 1,150.76	28.1%
4452	Copier Revenue	\$ 3,200.00	\$ 469.78	\$ -	\$ 2,730.22	14.7%
4602	Service to Eau Claire County	\$ 526,000.00	\$ -	\$ -	\$ 526,000.00	0.0%
4608	Indianhead Library System	\$ 129,300.00	\$ -	\$ -	\$ 129,300.00	0.0%
4672	Service Charge-Other (Fairchild)	\$ 1,900.00	\$ -	\$ -	\$ 1,900.00	0.0%
4798	Misc Service Revenues (Act 150)	\$ 210,100.00	\$ 21,305.50	\$ -	\$ 188,794.50	10.1%
4834	Book Bag Sales	\$ 300.00	\$ 52.37	\$ -	\$ 247.63	17.5%
4836	Misc Grant Revenue	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
4850	Gift Revenue	\$ 16,000.00	\$ 395.00	\$ -	\$ 15,605.00	2.5%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 2,812.45	\$ -	\$ 12,187.55	18.7%
4898	Miscellaneous Revenue	\$ 3,700.00	\$ 1,661.78	\$ -	\$ 2,038.22	44.9%
5152	Sale of Capital Assets	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
		<u>\$ 3,810,900.00</u>	<u>\$ 48,724.68</u>	<u>\$ -</u>	<u>\$ 3,762,175.32</u>	<u>1.3%</u>
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 3,875,400.00</u></u>	<u><u>\$ 48,724.68</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,826,675.32</u></u>	<u><u>1.3%</u></u>

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,758,600.00	\$ 256,769.03	\$ -	\$ 1,501,830.97	14.6%
6040	Employer Paid Benefits	\$ 353,800.00	\$ 48,131.23	\$ -	\$ 305,668.77	13.6%
6043	Health insurance-Employer	\$ 381,100.00	\$ 41,147.47	\$ -	\$ 339,952.53	10.8%
6047	Health insurance Deductible	\$ 49,400.00	\$ -	\$ -	\$ 49,400.00	0.0%
6108	Unemployment Compensation	\$ 8,800.00	\$ -	\$ -	\$ 8,800.00	0.0%
6110	Postage & Shipping	\$ 24,200.00	\$ 1,460.80	\$ -	\$ 22,739.20	6.0%
6112	Computer Service Charges	\$ 99,200.00	\$ 263.75	\$ 223.49	\$ 98,712.76	0.5%
6116	Binding	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
6120	Auditing	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	0.0%
6122	Cataloging	\$ 29,900.00	\$ -	\$ -	\$ 29,900.00	0.0%
6128	Repairs to Tools & Equip	\$ 5,100.00	\$ 1,145.34	\$ 600.00	\$ 3,354.66	34.2%
6138	Equipment Rental	\$ 7,400.00	\$ 960.00	\$ -	\$ 6,440.00	13.0%
6150	Special Services	\$ 55,600.00	\$ 4,250.50	\$ -	\$ 51,349.50	7.6%
6160	Staff Training/Conference	\$ 25,000.00	\$ 5,200.48	\$ -	\$ 19,799.52	20.8%
6162	Membership Dues	\$ 3,700.00	\$ 170.00	\$ -	\$ 3,530.00	4.6%
6198	Miscellaneous Contractual	\$ 72,000.00	\$ 3,748.24	\$ 2,527.00	\$ 65,724.76	8.7%
6202	Electricity	\$ 70,100.00	\$ 9,108.61	\$ -	\$ 60,991.39	13.0%
6208	Gas Service	\$ 20,100.00	\$ 7,862.25	\$ -	\$ 12,237.75	39.1%
6210	Telephones	\$ 16,000.00	\$ 674.87	\$ -	\$ 15,325.13	4.2%
6252	Water Service	\$ 2,100.00	\$ 319.03	\$ -	\$ 1,780.97	15.2%
6254	Sewer Service	\$ 2,100.00	\$ 320.32	\$ -	\$ 1,779.68	15.3%
6308	Special Assessments	\$ 600.00	\$ 580.62	\$ -	\$ 19.38	96.8%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 2,583.33	\$ -	\$ 28,416.67	8.3%
6398	Insurance Claims Reimbursement	\$ -	\$ -	\$ -	\$ -	n/a
6402	Office, AV, Library Supplies	\$ 82,700.00	\$ 6,885.37	\$ 4,938.96	\$ 70,875.67	14.3%
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	\$ 22,825.10	\$ -	\$ 160,374.90	12.5%
6413	Books-Juvenile	\$ 74,300.00	\$ 9,493.59	\$ -	\$ 64,806.41	12.8%
6414	Non-print Materials	\$ 60,600.00	\$ 10,145.03	\$ -	\$ 50,454.97	16.7%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 404.20	\$ -	\$ 14,595.80	2.7%
6490	Equipment Purchases < \$5000	\$ 57,400.00	\$ -	\$ -	\$ 57,400.00	0.0%
6495	Grant Expenditures	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%
6496	Gift Expenditures	\$ 16,000.00	\$ 1,310.98	\$ 803.95	\$ 13,885.07	13.2%
6498	Other Materials & Supplies	\$ 2,900.00	\$ 30.00	\$ -	\$ 2,870.00	1.0%
6790	Refunds & Reimbursements	\$ 10,300.00	\$ -	\$ -	\$ 10,300.00	0.0%
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	\$ 497,376.52	\$ 9,093.40	\$ 3,115,530.08	14.0%

OBJ #	ACCOUNT NAME	2008 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,000.00	\$ 15,804.41	\$ -	\$ 105,195.59	13.1%
6020	Payroll Overtime	\$ 16,800.00	\$ 508.69	\$ -	\$ 16,291.31	3.0%
6030	Special Pays	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6040	Employer Paid Benefits	\$ 25,800.00	\$ 2,995.41	\$ -	\$ 22,804.59	11.6%
6043	Health Ins (ER)	\$ 44,500.00	\$ 3,809.47	\$ -	\$ 40,690.53	8.6%
6047	Health Insurance Deductible	\$ 5,600.00	\$ 466.67	\$ -	\$ 5,133.33	8.3%
6108	Unemployment Compensation	\$ 0.00	\$ -	\$ -	\$ 0.00	0.0%
6128	Repairs to Tools & Equipment	\$ 200.00	\$ -	\$ -	\$ 200.00	0.0%
6130	Repairs to Buildings	\$ 19,600.00	\$ 1,460.28	\$ -	\$ 18,139.72	7.5%
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	\$ 1,331.59	\$ 4,858.66	\$ 1,909.75	76.4%
6214	Garbage Service	\$ 2,100.00	\$ 229.44	\$ -	\$ 1,870.56	10.9%
6256	Stormwater Charges	\$ 400.00	\$ 183.50	\$ -	\$ 216.50	45.9%
6460	Repair Part & Supplies	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00	0.0%
6464	Building Materials & Janitorial Supplies	\$ 7,900.00	\$ 533.16	\$ 1,000.00	\$ 6,366.84	19.4%
		<u>\$ 253,400.00</u>	<u>\$ 27,322.62</u>	<u>\$ 5,858.66</u>	<u>\$ 220,218.72</u>	<u>13.1%</u>
	TOTAL EXPENSES	<u><u>\$ 3,875,400.00</u></u>	<u><u>\$ 524,699.14</u></u>	<u><u>\$ 14,952.06</u></u>	<u><u>\$ 3,335,748.80</u></u>	<u><u>13.9%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT PLAN BUDGET REPORT
For the Period Ended February 29, 2008

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,011,900.00	\$ 903,838.95	\$ -	\$ 108,061.05	89.3%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 124,128.33	\$ 6,066.25	\$ 569,805.42	18.6%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs	<u>\$ 177,000.00</u>	<u>\$ 3,981.00</u>	<u>\$ -</u>	<u>\$ 173,019.00</u>	2.2%
TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE		<u>\$ 2,781,700.00</u>	<u>\$ 1,748,057.66</u>	<u>\$ 6,066.25</u>	<u>\$ 1,027,576.09</u>	63.1%

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

OBJ #	ACCOUNT NAME	2007 BUDGETED REVENUE	2007 YTD REVENUE	2007 ACCOUNTS RECEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,711,500.00	\$ 2,711,500.00		\$ -	100.0%
4112	Federal Aid-WI Humanities Grants	\$ 1,000.00	\$ -		\$ 1,000.00	0.0%
4128	Federal Aid-Other	\$ 15,000.00	\$ 3,220.80		\$ 11,779.20	21.5%
4330	Library Fines & Miscellaneous Revenue	\$ 132,000.00	\$ 129,356.49		\$ 2,643.51	98.0%
4398	Other Penalties (Collection Agency)	\$ 3,100.00	\$ 2,615.10		\$ 484.90	84.4%
4451	Electronic Copy Revenue	\$ 2,500.00	\$ 2,005.50		\$ 494.50	80.2%
4452	Copier Revenue	\$ 2,700.00	\$ 3,179.34		\$ (479.34)	117.8%
4602	Service to Eau Claire County	\$ 522,400.00	\$ 520,629.00		\$ 1,771.00	99.7%
4608	Indianhead Library System	\$ 123,000.00	\$ 32,151.75	\$ 91,132.45	\$ (284.20)	100.2%
4672	Service Charge-Other (Fairchild)	\$ 1,500.00	\$ 1,208.97	\$ 402.98	\$ (111.95)	107.5%
4798	Misc Service Revenues (Act 150)	\$ 104,600.00	\$ 168,750.60		\$ (64,150.60)	161.3%
4802	Interest-Pooled Investments	\$ -	\$ 3,470.00		\$ (3,470.00)	n/a
4834	Book Bag Sales	\$ 700.00	\$ 313.74		\$ 386.26	44.8%
4836	Misc Grant Revenue	\$ -	\$ -		\$ -	n/a
4850	Gift Revenue	\$ 16,000.00	\$ 28,246.99		\$ (12,246.99)	176.5%
4852	Misc Reimbursements-Lost Items	\$ 15,000.00	\$ 14,956.95		\$ 43.05	99.7%
4858	Refund of Prior Years Expense	\$ -	\$ -		\$ -	n/a
4898	Miscellaneous Revenue	\$ 4,300.00	\$ 4,593.61	\$ 697.52	\$ (991.13)	123.0%
5152	Sale of Capital Assets	\$ 200.00	\$ -		\$ 200.00	0.0%
		<u>\$ 3,655,500.00</u>	<u>\$ 3,626,198.84</u>	<u>\$ 92,232.95</u>	<u>\$ (62,931.79)</u>	101.7%
5590	Fund Balance Used for CIP	\$ -	\$ -	\$ -	\$ -	n/a
5580	Working Capital Applied	\$ 64,500.00	\$ -	\$ -	\$ 64,500.00	0.0%
	TOTAL REVENUE	<u>\$ 3,720,000.00</u>	<u>\$ 3,626,198.84</u>	<u>\$ 92,232.95</u>	<u>\$ 1,568.21</u>	100.0%

OBJ #	ACCOUNT NAME	2007 APPROP.	2007 YTD EXPENDED	2007 ACCOUNTS PAYABLE	2007 AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,695,600.00	\$ 1,676,718.43		\$ 18,881.57	98.9%
6040	Employer Paid Benefits	\$ 333,100.00	\$ 323,382.07		\$ 9,717.93	97.1%
6043	Health insurance-Employer	\$ 319,100.00	\$ 307,141.75		\$ 11,958.25	96.3%
6047	Health insurance Deductible	\$ 57,400.00	\$ 41,475.18		\$ 15,924.82	72.3%
6108	Unemployment Compensation	\$ 8,800.00	\$ 1,906.00		\$ 6,894.00	21.7%
6110	Postage & Shipping	\$ 24,200.00	\$ 18,480.13	\$ 1,365.01	\$ 4,354.86	82.0%
6112	Computer Service Charges	\$ 92,500.00	\$ 81,760.91		\$ 10,739.09	88.4%
6116	Binding	\$ 1,000.00	\$ 561.95		\$ 438.05	56.2%
6120	Auditing	\$ 2,300.00	\$ 1,815.05		\$ 484.95	78.9%
6122	Cataloging	\$ 28,300.00	\$ 27,772.24		\$ 527.76	98.1%
6128	Repairs to Tools & Equip	\$ 5,600.00	\$ 4,091.09	\$ 672.76	\$ 836.15	85.1%
6138	Equipment Rental	\$ 10,600.00	\$ 5,040.82		\$ 5,559.18	47.6%
6150	Special Services	\$ 54,200.00	\$ 54,139.99		\$ 60.01	99.9%
6160	Staff Training/Conference	\$ 21,400.00	\$ 17,523.58	\$ 15.00	\$ 3,861.42	82.0%
6162	Membership Dues	\$ 3,600.00	\$ 3,436.00		\$ 164.00	95.4%
6198	Miscellaneous Contractual	\$ 48,100.00	\$ 45,541.72	\$ 7,400.66	\$ (4,842.38)	110.1%
6202	Electricity	\$ 69,400.00	\$ 68,363.99		\$ 1,036.01	98.5%
6208	Gas Service	\$ 22,200.00	\$ 17,269.20		\$ 4,930.80	77.8%
6210	Telephones	\$ 13,800.00	\$ 15,337.46	\$ 540.31	\$ (2,077.77)	115.1%
6252	Water Service	\$ 2,100.00	\$ 2,556.50		\$ (456.50)	121.7%
6254	Sewer Service	\$ 2,200.00	\$ 1,933.64		\$ 266.36	87.9%
6308	Special Assessments	\$ 500.00	\$ 580.62		\$ (80.62)	116.1%
6350	Liability & Property Insurance	\$ 31,000.00	\$ 30,999.96		\$ 0.04	100.0%
6398	Insurance Claims Reimbursement	\$ -	\$ -		\$ -	n/a
6402	Office, AV, Library Supplies	\$ 80,600.00	\$ 68,869.89	\$ 4,941.90	\$ 6,788.21	91.6%
6410	Periodicals	\$ 22,800.00	\$ 21,274.50	\$ 83.77	\$ 1,441.73	93.7%
6411	Pamphlets	\$ 200.00	\$ 3.00		\$ 197.00	1.5%
6412	Books-Adult	\$ 178,600.00	\$ 166,565.32	\$ 11,213.96	\$ 820.72	99.5%
6413	Books-Juvenile	\$ 72,400.00	\$ 66,991.12	\$ 5,018.52	\$ 390.36	99.5%
6414	Non-print Materials	\$ 59,100.00	\$ 56,470.85	\$ 2,791.42	\$ (162.27)	100.3%
6415	Lost/Damaged Collection Materials	\$ 15,000.00	\$ 11,853.22	\$ 2,912.93	\$ 233.85	98.4%
6490	Equipment Purchases < \$5000	\$ 60,400.00	\$ 46,210.82	\$ 6,688.65	\$ 7,500.53	87.6%
6496	Gift Expenditures	\$ 16,000.00	\$ 13,872.60	\$ 3,516.10	\$ (1,388.70)	108.7%
6498	Other Materials & Supplies	\$ 2,800.00	\$ 4,350.17	\$ 15.75	\$ (1,565.92)	155.9%
6790	Refunds & Reimbursements	\$ 10,500.00	\$ 10,213.10		\$ 286.90	97.3%
6802	Capital Purchases	\$ 5,800.00	\$ 5,900.40		\$ (100.40)	101.7%
7044	Transfer to Library Capital Projects	\$ 105,900.00	\$ 105,900.00		\$ -	100.0%
		\$ 3,477,100.00	\$ 3,326,303.27	\$ 47,176.74	\$ 103,619.99	97.0%

OBJ #	ACCOUNT NAME	2007 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 121,600.00	\$ 97,701.69		\$ 23,898.31	80.3%
6020	Payroll Overtime	\$ 16,400.00	\$ 11,897.45		\$ 4,502.55	72.5%
6030	Special Pays	\$ 600.00	\$ 422.09		\$ 177.91	70.3%
6040	Employer Paid Benefits	\$ 25,700.00	\$ 18,995.45		\$ 6,704.55	73.9%
6043	Health Ins (ER)	\$ 33,200.00	\$ 19,684.86		\$ 13,515.14	59.3%
6047	Health Insurance Deductible	\$ 6,500.00	\$ 6,117.60		\$ 382.40	94.1%
6108	Unemployment Compensation	\$ -	\$ -		\$ -	n/a
6128	Repairs to Tools & Equipment	\$ 200.00	\$ 346.82		\$ (146.82)	173.4%
6130	Repairs to Buildings	\$ 19,200.00	\$ 21,258.68	\$ 768.00	\$ (2,826.68)	114.7%
6138	Equipment Rental	\$ 100.00	\$ -		\$ 100.00	0.0%
6144	Laundry & Dry Cleaning	\$ 200.00	\$ 65.00		\$ 135.00	32.5%
6150	Special Services	\$ 7,900.00	\$ 8,433.60	\$ 498.36	\$ (1,031.96)	113.1%
6214	Garbage Service	\$ 2,100.00	\$ 2,002.03	198.2	\$ (100.23)	104.8%
6256	Stormwater Charges	\$ 400.00	\$ 704.40		\$ (304.40)	176.1%
6460	Repair Part & Supplies	\$ 1,100.00	\$ 297.26	51.57	\$ 751.17	31.7%
6464	Building Materials & Janitorial Supplies	\$ 7,700.00	\$ 4,003.64	\$ 9.96	\$ 3,686.40	52.1%
		<u>\$ 242,900.00</u>	<u>\$ 191,930.57</u>	<u>\$ 1,526.09</u>	<u>\$ 49,443.34</u>	79.6%
TOTAL EXPENSES		<u>\$ 3,720,000.00</u>	<u>\$ 3,518,233.84</u>	<u>\$ 48,702.83</u>	<u>\$ 153,063.33</u>	95.9%

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 946,000.00	\$ 892,936.20	\$ 10,902.75	\$ 42,161.05	95.5%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 700,000.00	\$ 114,733.98	\$ 3,421.25	\$ 581,844.77	16.9%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs	\$ 115,600.00	\$ -	\$ 3,675.00	\$ 111,925.00	3.2%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u>\$ 2,654,400.00</u>	<u>\$ 1,723,779.56</u>	<u>\$ 17,999.00</u>	<u>\$ 912,621.44</u>	65.6%

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

Act 420 billings July 2007, due March 2008, based on 2006 circulation and expenses

COUNTY	CIRCULATION TO MUNICIPALITIES WITHOUT LIBRARIES	COST @ 100%	COST @ 70% (PER STATUTE)	INVOICE #	ESTIMATED PAYMENT	AMOUNT PAID
Barron	2,282	\$ 6,496.07	\$ 4,547.25	1997	\$ 4,547.25	\$ 4,547.25
Buffalo	3,804	\$ 10,828.68	\$ 7,580.07	2000	\$ 7,580.07	\$ 7,580.07
Chippewa	46,537	\$ 132,474.79	\$ 92,732.36	1998	\$ 92,732.36	\$ 92,732.00
Clark	3,532	\$ 10,054.39	\$ 7,038.07	2001	\$ 7,038.07	\$ 7,038.07
Dunn	34,445	\$ 98,053.04	\$ 68,637.13	1999	\$ 68,637.13	\$ 68,637.00
Jackson	2,399	\$ 6,829.13	\$ 4,780.39	2002	\$ 4,780.39	\$ 4,780.39
Pepin	1,998	\$ 5,687.62	\$ 3,981.33	2003	\$ 3,981.33	\$ 3,981.33
Pierce	158	\$ 449.77	\$ 314.84	2004	\$ 314.84	\$ 315.00
Polk	147	\$ 418.46	\$ 292.92	2005	\$ 292.92	\$ 292.92
Price	136	\$ 387.15	\$ 271.00	2006	\$ 271.00	\$ 271.00
Rusk*	-	\$ -	\$ -	-	\$ -	\$ -
St Croix	394	\$ 1,121.58	\$ 785.11	2007	\$ 785.11	\$ 785.11
Taylor	73	\$ 207.81	\$ 145.46	2009	\$ 145.46	\$ 145.46
Trempealeau	9,549	\$ 27,182.71	\$ 19,027.90	2008	\$ 19,027.90	
	105,454	\$ 300,191.20	\$ 210,133.82		\$ 210,133.82	\$ 191,105.60

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

Supplemental Bills & Claims Listing - February 2008

CUSTODIAL OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,640.61
Various	WRS, SS, life, disability	\$ 1,661.04
Various	Health insurance, deductible	\$ 2,770.01
Honeywell Building	Document layout	\$ 1,225.78
Hovlands Inc	HVAC repairs	\$ 234.50
Traci's Green Interiors	Plant rental	\$ 247.52
Advanced Pest Solutions	Pest control services	\$ 30.00
AmeriPride Linen	Rental, floor mat, oil mop	\$ 55.12
AmeriPride Linen	Rental, floor mat, oil mop	\$ 55.12
AmeriPride Linen	Rental, floor mat, oil mop	\$ 55.12
Advanced Pest Solutions	Pest control services	\$ 30.00
G & K Services	Rental, floor mat, oil mop	\$ 54.46
G & K Services	Rental, floor mat, oil mop	\$ 54.46
Waste Management	Rubbish, garbage and recycling	\$ 229.44
City of Eau Claire	Stormwater charges Oct/Nov/Dec	\$ 183.50
Queens Dry Cleaners	Service, laundering rags	\$ 20.25
Viking Electric Supply	Parts, electrical	\$ 83.40
Menards West	Building materials, misc.	\$ 6.87
Team Distributing	Purchase square dome top k	\$ 310.00
		<u>\$ 15,947.20</u>

LIBRARY OPERATING BUDGET:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 128,661.30
Various	WRS, SS, life, disability	\$ 24,102.15
Various	Health insurance, deductible, EAP	\$ 27,726.46
		<u>\$ 180,489.91</u>

LIBRARY CAPITAL CAMPAIGN:

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 533.50
Various	WRS, SS, life, disability	\$ 65.24
		<u>\$ 598.74</u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Statistical Report - February

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

1,167	1,207	1,058	-14.1%	Month of February
1,194	1,198	1,093	-9.6%	Year to date

AVERAGE DAILY NUMBER OF LIBRARY VISITS TO YOUTH SERVICES

728	650	608	-6.9%	Month of February
710	655	622	-5.3%	Year to date

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

70.5%	71.2%	71.4%	0.2%	City of Eau Claire
16.3%	15.9%	16.0%	0.8%	Remainder of Eau Claire County participating in Co. Lib. Svcs. Agreement
13.2%	12.8%	12.6%	-1.5%	All other users checking something out or renewing from this building

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

NUMBER OF CUSTOMERS CHECKING SOMETHING OUT FROM THIS BLDG:

14,504	14,194	14,625	2.9%	Month of February
30,595	30,044	30,039	0.0%	Year to date

NUMBER OF ITEMS CHECKED OUT FROM LIBRARY BUILDING*

77,773	74,848	75,484	0.8%	Month of February
163,349	159,188	157,115	-1.3%	Year to date

RENEWALS FROM LIBRARY BUILDING*

4,476	4,280	3,634	-17.8%	Month of February
8,738	8,547	7,498	-14.0%	Year to date

**Does not include remote or telephone renewals*

REMOTE & TELEPHONE RENEWALS OF ITEMS OWNED BY LE PHILLIPS LIBRARY

Telephone renewals

1,518	1,610	1,404	-14.7%	Month of February
2,976	3,047	2,809	-8.5%	Year to date

Web renewals

14,267	15,022	16,753	10.3%	Month of February
28,174	29,906	32,978	9.3%	Year to date

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

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

7,212	8,106	8,996	9.9%	Month of February
15,217	17,243	18,793	8.2%	Year to date

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

9,000	9,239	10,470	11.8%	Month of February
17,708	18,925	20,953	9.7%	Year to date

MORE CONSORTIUM CHECKOUTS OF JUVENILE MATERIALS

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

1,063	1,184	1,438	17.7%	Month of February
2,018	2,303	2,729	15.6%	Year to date

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

1,267	1,376	1,611	14.6%	Month of February
2,492	3,084	3,170	2.7%	Year to date

2006	2007	2008	Chng. Prev. Yr.
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INTERLIBRARY LOANS

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

243	222	261	14.9%	Month of February
524	481	501	4.0%	Year to date

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

695	636	432	-47.2%	Month of February (without renewals)
1,384	1,270	879	-44.5%	Year to date (without renewals)

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

6	9	1	-800.0%	Month of February (renewals)
6	17	13	-30.8%	Year to date (renewals)

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

1,471	n/a	n/a	n/a	Month of February (without renewals)
2,473	n/a	n/a	n/a	Year to date (without renewals)

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

99	n/a	n/a	n/a	Month of February Renewals
181	n/a	n/a	n/a	Year to date Renewals

VISITS TO WEBSITE

n/a	n/a	43,736	n/a	Month of February
n/a	n/a	88,114	n/a	Year to date

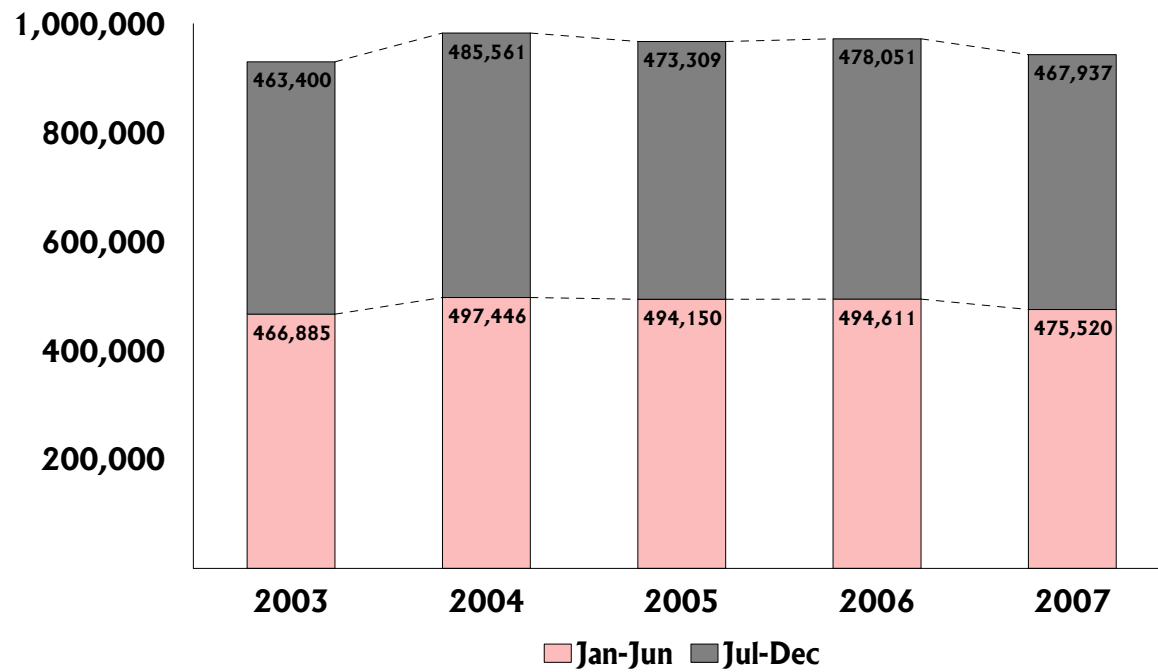
NOTE: statistics from new web host

UNIQUE VISITORS TO WEBSITE

n/a	n/a	9,703	n/a	Month of February
n/a	n/a	19,342	n/a	Year to date

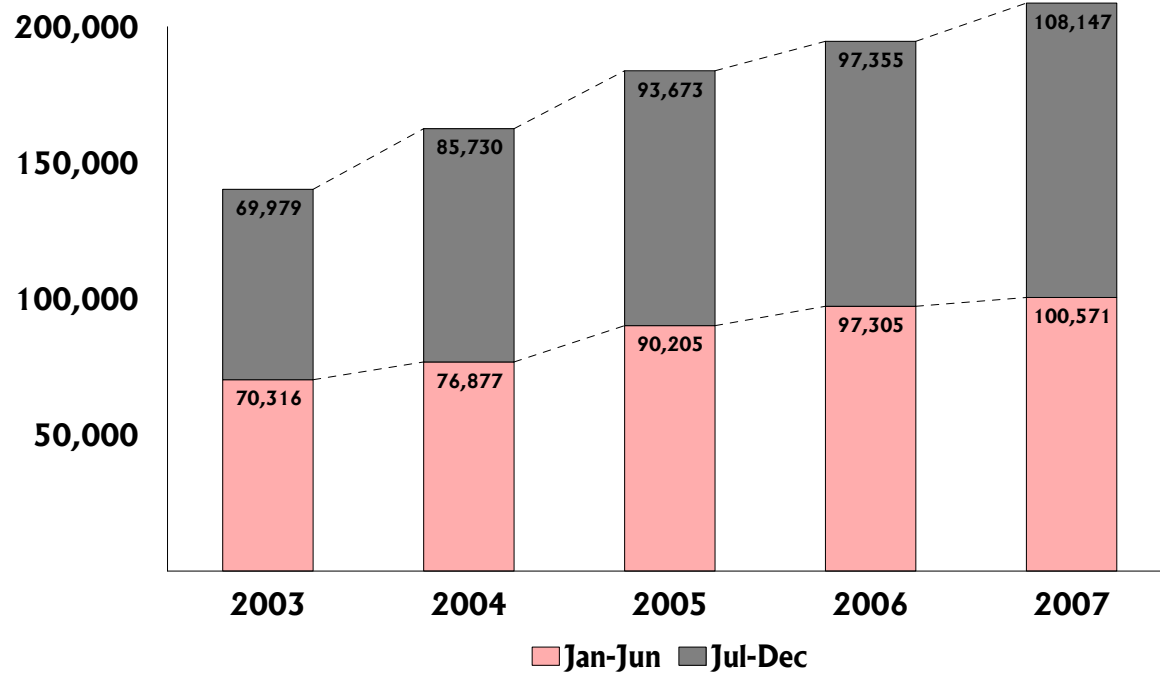
NOTE: statistics from new web host

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
Number of Items Checked Out from Library Building
(Without renewals)



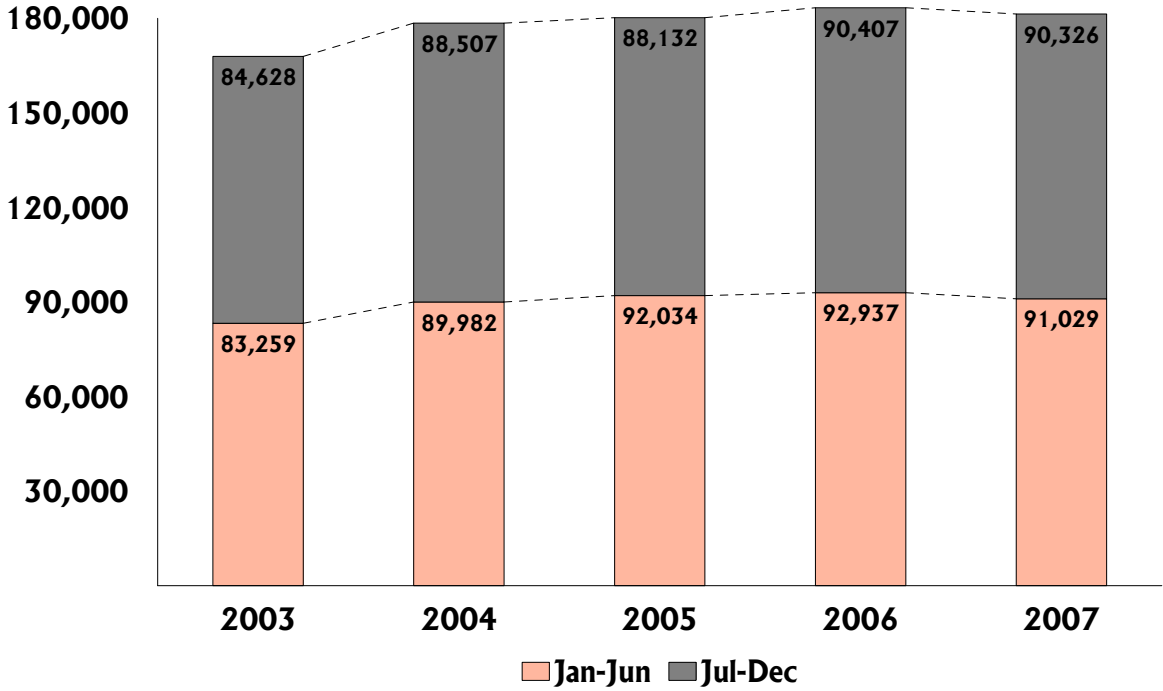
L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY Remote Renewals (Telephone and Web)

(Estimated based on ownership of item)

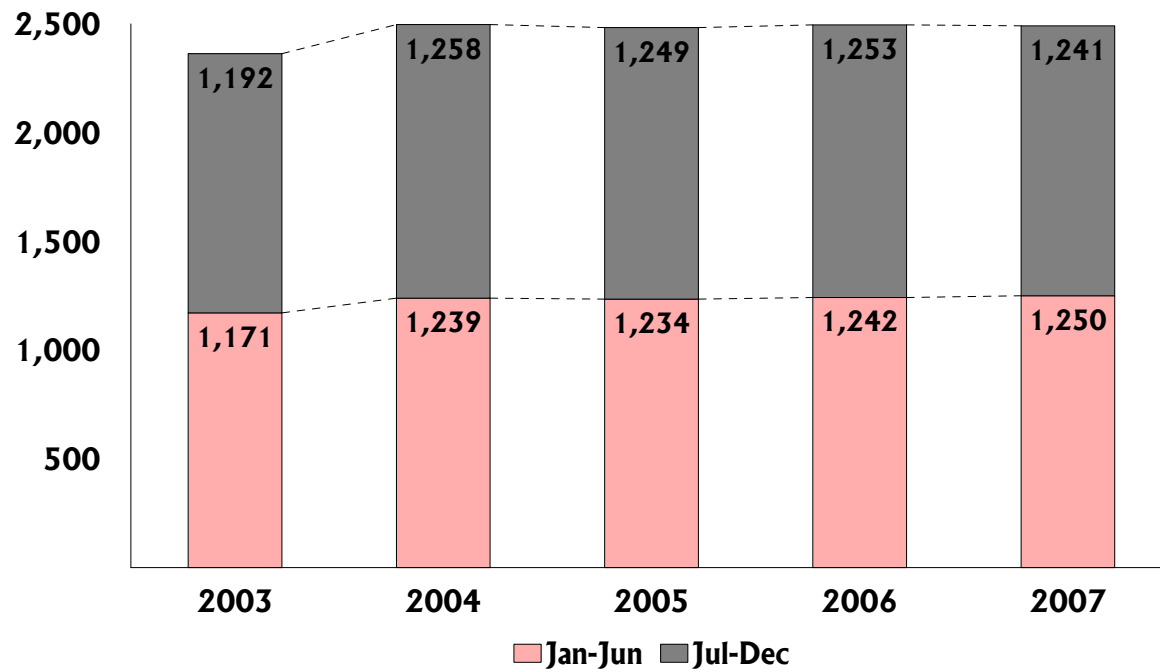


L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY

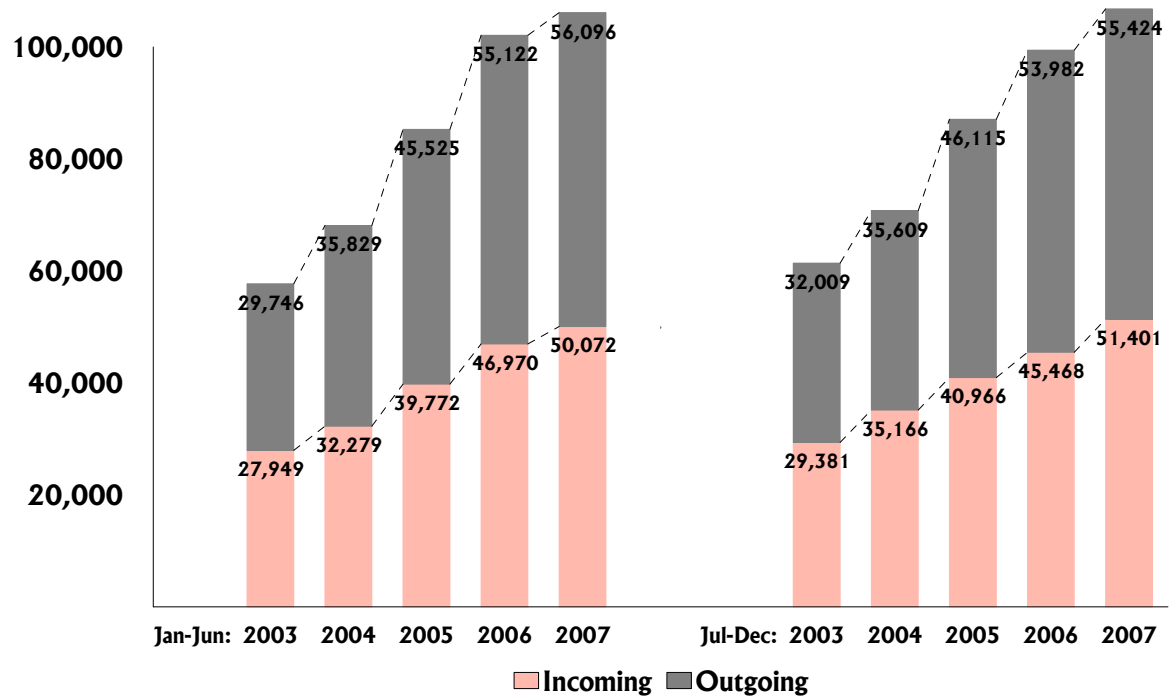
Number of Customers Checking Something Out



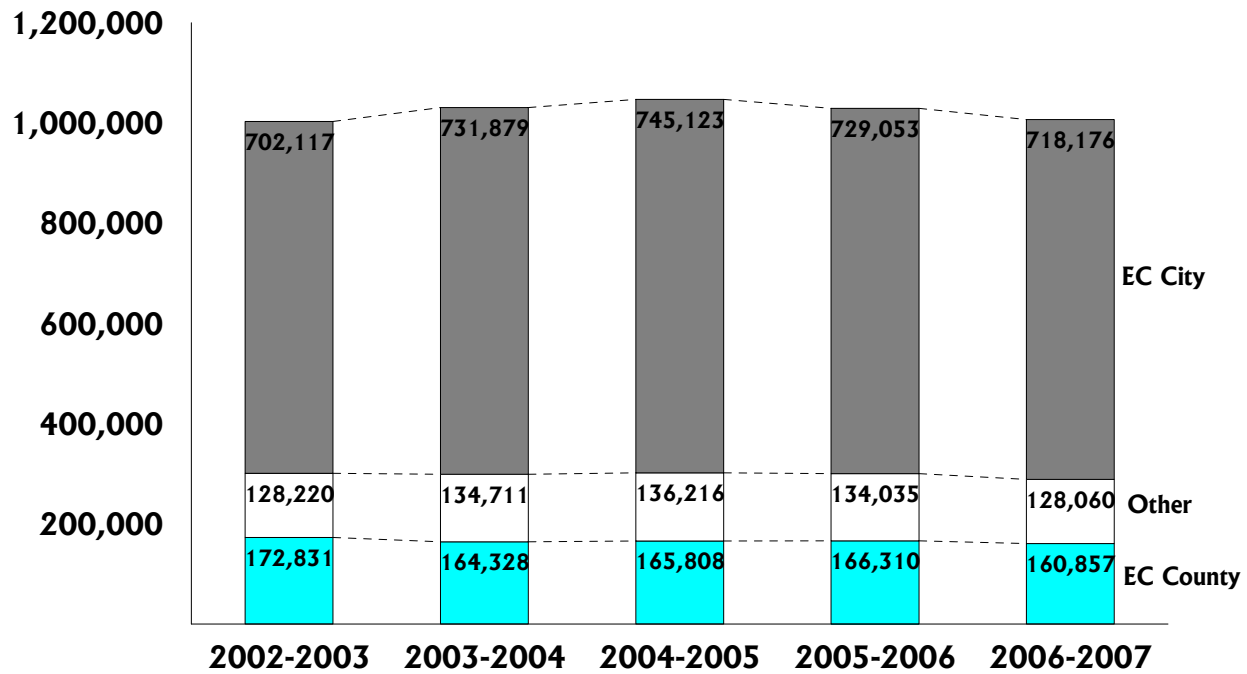
L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY Average Daily Door Count



L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY MORE Transactions



L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
Share of in-building checkouts and in-building renewals
(County contract period July - June)





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

March 13, 2008

To:

From: Michael Golrick
Library Director

Subject: Meeting in Union

In reviewing my calendar, I discovered that April 30 is the day before the Wisconsin Association of Public Libraries Conference, this year in Stevens Point. The System and Resource Library Administrators Association of Wisconsin (SRLAAW) will meet that afternoon, and I represent this library on that group.

After consulting the City Council calendar, I have tentatively scheduled the Union Town Hall for Monday, April 28, 2008 for a meeting starting at 7 pm.

This is an action item under "New Business" on the agenda.

L. E. Phillips Memorial Public Library Purchase Recommendation

Date : March 13, 2008
Procurement Number : 2008-06
Description : Fire Alarm System Replacement
Number of Firms Directly Solicited : 19
Number of Responses : 6

The Fire Alarm System was designed by Apex Engineering. Smoke detectors are located throughout the building per state code. The system is designed to be monitored by a third party firm. When an alarm goes off, the monitoring firm notifies 911. The system can be expanded in the future if needed.

Recommendation;

We received a voluntary substitute with this bid. We had specified a Simplex product and the proposed substitute is Bankoe. Upon initial review the cost of the substitute system is greater however the 5 year service was much lower. Further review shows that the 5 year services for the Bankoe system was non-compliant. Also, we don't need the full 5 year service, we would likely spend less if we purchased these services as needed. **Therefore my recommendation is to award the bid to the lowest responsible, responsive bidder, NEI Northern for \$39,391.00.**

The budget amount is \$90,000.

Jackie Depa C.P.M.
Purchasing Associate II
L.E. Phillips Memorial Public Library
400 Eau Claire Street
Eau Claire, WI 54701
Voice 715-839-5053 Fax 715-839-3822
jackied@eauclaire.lib.wi.us



Bid Tabulation

Date: February 21, 2008

Name of Procurement: Fire Alarm System Replacement at L.E. Phillips Memorial Public Library Procurement No. 2008-06

Vendor ►	NEI Northern Electricians Eau Claire, WI	Roshell Electric Inc. Chippewa Falls, WI	B & B Electric Inc. Eau Claire, WI	A.A. Hanson Electric Osceola, WI	Hudson Electric Chippewa Falls, WI
Base Bid No. 1	\$39,391.00	\$44,665.00	\$56,980.00	\$66,530.00	\$79,375.00
Alternate Bid No. 1	\$24,035.00	\$23,474.00	\$21,850.00	\$21,850.00	\$24,000.00
<u>Informational Bids:</u> Provide full installation & material cost per additional -					
Fire Alarm Strobe	\$167.75	\$200.00	\$125.00	\$290.00	\$340.00
Fire Alarm Horn/Strobe	\$144.60	\$230.00	\$125.00	\$290.00	\$350.00
Manual Pull Station	\$155.80	\$240.00	\$155.00	\$300.00	\$370.00
Smoke Detector	\$147.00	\$215.00	\$155.00	\$310.00	\$370.00
Heat Detector	\$134.90	\$215.00	\$155.00	\$310.00	\$370.00



Bid Tabulation

Date: February 21, 2008

Name of Procurement: Fire Alarm System Replacement at L.E. Phillips Memorial Public Library Procurement No. 2008-06

Vendor ►	T J Electric, Inc. Eau Claire, WI				
Base Bid No. 1	\$92,800.00				
Alternate Bid No. 1	\$23,300.00				
<u>Informational Bids:</u> Provide full installation & material cost per additional -					
Fire Alarm Strobe	\$450.00				
Fire Alarm Horn/Strobe	\$500.00				
Manual Pull Station	\$500.00				
Smoke Detector	\$450.00				
Heat Detector	\$450.00				