

The Friends of the Library Executive Board will meet on Monday, June 19, 2017, at 7:00 p.m. in the Library Board Room. This will be an open meeting. Committee chairs and members are welcome.

## AGENDA

1. Call to order (Brant)
2. Motion to approve minutes from the meeting held May 15, 2017 (Brant)
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's report (Weidman)
5. Board liaison report (Brant)
6. Library director's report (Kriese)
7. Administrative assistant/coordinator's report (Baroni/Claudio)
  - a. Reports
  - b. Dinner fundraiser
  - c. Central Valley Friends group meeting
  - d. Quickbook options
8. Book sale report (Rich)
9. Old business (Brant)
  - a. 2017 Special Requests to Friends
10. New business (Brant)
  - a. Creative role job description vote
  - b. Reusable bookbags w/Friends logo
  - c. August social gathering
  - d. Recognition of outgoing Board members

cc: Pamela Westby, Library Director  
Grace Rich, Book Sale Committee Chair  
Nancy Sowls, Give a Kid a Book Committee Chair  
Brenda Brant, Membership Committee Chair and Program Committee Chair  
Mark Troendle, Assistant Library Director  
Isa Small, Programming & Communications Services Manager

### Enclosures/Attachments

#### *The Mission of Friends of the Library:*

- To encourage public use of and advocate for library resources and services;*
- To assist in fundraising efforts that provide the public with an enhanced library collection and improved services;*
- To support the Freedom to Read statement of the American Library Association;*
- To provide volunteer services requested by the library for special events and projects.*

Minutes – May 15, 2007, 7:00 p.m. meeting – Recorded by Brenda Brant

**Board Members Present:** Brenda Brant, President (presiding); Maria Baroni, Administrative Coordinator (nonvoting); Steve Green, Member at Large; Lynda Higgins, Member at Large; Nancy Sowls, Vice President; Linda Stelter, Past President; Donna Weidman, Treasurer,

**Absent:** Pamela Westby, Library Director (nonvoting), Grace Rich, Secretary

**Guests:** Mark Troendle, Assistant Library Director, Audrey Roecker

1. Call to order (Brant)
2. Motion to approve minutes from the meeting held March 20, 2017 and (Brant)
  - a. Grace did an excellent job with the minutes for the Annual Meeting.
  - b. Linda Stelter made and Donna Seconded.
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's report (Weidman)
  - a. March report was revised to adjust a check for \$252 that should have been written as two checks.
  - b. April report does not include the most recent book sale.
  - c. Miscellaneous funds are for the Cora Rust estate that will be reissued to the library.
  - d. Expenses. Credit card statements. Every month it is a set amount. April – received \$20 recurring donation \$21.33 charged by company for processing. For April, the revenue exceeds the expenses but we should monitor the credit card usage and encourage use by members. Two individuals doing \$10 a month: one had donated just \$50 last year and will total \$120 this year.
  - e. Program expenses for annual meeting.
  - f. Staff appreciation expenses were budgeted at \$1000 but was also included in the annual library requests. \$400 for their annual picnic and \$600 for employee recognition. Should have been a separate check for a \$1000. Actual library expenditure is 17,100 rather than 18,000. Check needs to be made to "Staff Affairs".
  - g. \$144 was the mugs for the annual meeting.
  - h. Financial position: \$60,265
  - i. Thank you Donna for your hard work.
5. Board liaison report (Brant)
  - a. Building feasibility study for library
  - b. If interested in library board service: [LINK](#)
  - c. Brainstorming session on strategic planning ideas
6. Library director's report (Westby) – Delivered by Mark Troendle
  - a. Feasibility study is underway to review both the functions and the physical structure of the building. How is the library being used short term 1-7 and long term 8-15 years. Due end of July.
    - i. Steering committee working with city.
    - ii. Visioning session with staff.
    - iii. Will solicit feedback from public.
  - b. Ameresco also looked at the physical building in terms of deferred maintenance

- c. A Wage study is also under way with final report by May 26.
  - d. Maria, Donna, Brenda to meet on information gathering with the Appleton library with similar staffing that we are exploring.
7. Administrative coordinator's report (Baroni)
- a. Attended free nonprofit roundtable with many different area nonprofits.
    - i. Major gift officer for UW Madison spoke and provided some ideas.
    - ii. Next session at the end of this month will focus on marketing for nonprofits.
    - iii. Let Maria know if you'd like to attend with her.
    - iv. Gave presentation to the class which provided help for the annual meeting. The volunteers gave an extensive presentation on what they learned about the Friends of the Library.
    - v. Each semester this teacher does a similar project.
  - b. Annual meeting debrief
    - i. ~45 attended
    - ii. Feeling was that it was very successful. More relaxed and able to get to know others as you mingled. Too bad we couldn't get more people to attend. Maybe we should do something similar in the future with bigger prizes. Marketing could be focused on in future. National Friends of the Library week in October and membership drive. Could re-use the 30<sup>th</sup> anniversary signs.
  - c. Fundraiser
    - i. Next year Maria would like to expand revenue opportunities with a Spring fundraiser.
      - Scale back annual meeting.
      - Signature event that no one else offers. Having a casino night in the library. You hire a company to put it on. 'Gambling' for prizes, not money. Tables could be sponsored by local companies. Not aware of other orgs doing this in the area. Would like to form a committee to put work on this if it's viable. Gatsby theme?
    - ii. Dinner fundraisers with 15% donated back to the Friends. Monk's is one that offers it. Attendees would have to specify they are there for the Friends. Mon-Thur dates. There is no fee. June 20<sup>th</sup> at Monk's. Will print out a flyer and a Facebook event. If you are on Facebook, become a friend of the Friends of the Library. Maria will boost the post on Facebook for a \$5 fee.
  - d. Central Valley Friends group meeting
    - i. Attended last September. We were asked to host this Spring. Idea is to invite them for our board meeting and start our board meeting an hour earlier. They would like a tour of the library and the book sale area. Will ask the group for topics to cover with them.
8. Book sale report (Rich) Lynda delivered report:
- a. ~\$5,500, a little less than previous, less books to put out. Donations are down a little and fewer people attending. Snow day impacted the sale but we are on track for the yearly revenue (\$27,100 for fiscal year plus \$5,000 online sales, including some online sales). June Mini sale may not be held if there isn't an excess of a specific genre.
  - b. Online sale positions. Grace wants to get more commitments for online book sales. Will highlight in the next newsletter.

- c. School District sells books on Amazon and doesn't do as much research as Grace is doing. Check every book coming in the door.
  - d. How can we increase awareness for donations? Leftovers from garage sales. Could promote on the Friends Facebook.
9. Old business (Brant)
- a. Accounting assistant/payroll options
  - b. Need strict accounting of the hours they work if we have differing hours and what they actually do. ? set a set schedule no more than x numbers a week with a set schedule. Make the person accountable with task completion. Need to be able to set expectations on what they should be doing. Need clarification on the roles. What kind of tasks can committee leaders give each person. Define who should make copies, etc. for example.
  - c. Let employee choose schedule but have set.
  - d. Donna needs some help and have assigned tasks for the administrative role (credit cards or bank statements, deposit reports). Set timelines.
  - e. Quickbooks as a solution for the new person. Does have a payroll module. Would require set up. Nancy has worked with Quickbooks. Review of all tasks currently done and a test environment.
    - i. Transactions can vary month to month.
    - ii. Donna and Nancy to explore options.
10. New business (Brant)
- a. Creative role job description
    - i. Maria's current role. Maria researched other orgs based on functions.
    - ii. Mark reviewed.
    - iii. Reviewed Admin Position description. Would expect both to attend the board meetings to develop team relationship between the two positions and with the board.
    - iv. Diane's Volunteer Coordinating will most likely continue but will be reviewed at a later date.
    - v. Many of the tasks of the new creative position aren't in place right now, for example fundraising. Offers opportunity for new position to grow and learn new things. Opportunity to bounce ideas off of each other.
    - vi. Job titles: Program Director is the usual title for local orgs for the fundraising/creative role who would report to the Board directly.
    - vii. Maria celebrated 1 year work anniversary.
    - viii. Leaders of significant committees are referred to as 'Chairs'.
    - ix. Agreed on the job descriptions and a vote is not needed. Maria to look into business cards.
  - b. Interview questions
    - i. Didn't give a copy of questions but provided them a copy.

All interviews except for Wed at 5:00 pm which will be in the Chippewa Room  
 End of day Friday – Mark will check with custodial.  
 People who interview will decide the candidate end of day Friday. Mark will check references and extend the offer.

**Friends of the  
L. E. Phillips Memorial Public Library  
Treasurer's Report June 2017**

	<b>June</b>	<b>Annual</b>		<b>Budget</b>	<b>% of</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>YTD</u></b>	<b><u>Remaining</u></b>	<b><u>Bdgt</u></b>
<b>Revenue</b>					
1 Memberships	\$3,580	\$20,000	\$20,076	\$76	100%
2 Booksales	87	22,000	27,204	5,204	124%
3 Online Booksales	359	3,000	5,940	2,940	198%
4 Grants	0	0	0	0	n/a
5 Give-a-Kid-a-Book	0	3,600	4,126	526	115%
6 FOL Special Projects: dictionaries, etc.	0	500	1,000	500	n/a
7 In Honor Of	25	3,000	1,420	(1,580)	47%
8 Author Booksales	0	200	8	(192)	4%
9 Interest	28	300	303	3	101%
10 Miscellaneous	650	0	9,621	9,621	n/a
11 Transfer to Fund Balance	<u>0</u>	<u>13,485</u>	<u>7,500</u>	<u>(5,985)</u>	<u>n/a</u>
<b>Total Revenue</b>	<b><u>\$4,729</u></b>	<b><u>\$66,085</u></b>	<b><u>\$77,198</u></b>	<b><u>\$11,113</u></b>	<b>117%</b>
<b>Expenses</b>					
10 Library Allocations	0	25,000	23,754	1,246	95%
12 Salaries	1,352	14,000	12,704	1,296	91%
13 Payroll Taxes	75	1,100	900	200	82%
14 Memberships	342	1,500	3,151	(1,651)	210%
15 Programs	153	550	507	43	92%
16 Telephone	10	85	75	10	88%
17 Newsletter	133	1,600	1,761	(161)	110%
18 Give-a-Kid-a-Book: Books	0	4,500	6,510	(2,010)	145%
19 Give-a-Kid-a-Book: Expenses	0	500	380	120	76%
20 Books for Babies	709	6,000	6,882	(882)	115%
21 FOL Special Projects: dictionaries, etc.	0	500	412	88	82%
22 In Honor Of: Library	25	3,000	1,420	1,580	47%
23 In Honor Of: Expenses	0	200	26	174	13%
24 Booksales: Expense	114	2,600	2,283	317	88%
25 Online Booksales: Expense	489	1,700	1,799	(99)	106%
27 Insurance	0	300	266	34	89%
28 Staff Appreciation	0	400	1,000	(600)	250%
29 Volunteer Appreciation	0	400	144	256	36%
30 Administrative	266	2,000	1,146	854	57%
31 Subscriptions/Org. Memberships	11	150	494	(344)	329%
32 Miscellaneous	0	0	5,061	(5,061)	na
33 Transfer to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>na</u>
<b>Total Expense</b>	<b><u>\$3,679</u></b>	<b><u>\$66,085</u></b>	<b><u>\$70,675</u></b>	<b><u>\$471</u></b>	<b>107%</b>

### Checking Account Recap June 2017

Balance May 31, 2017	\$9,916.35
Deposits	4,728.93
State With Liability	27.40
Fed Tax Liability	(\$344.24)
Online Booksales	(\$359.24)
Charter Bank Investment Int	(28.04)
Withdrawals	<u>(3,678.70)</u>
Balance June 30, 2017	<u>\$10,262.46</u>

Balance per Bank Statement 06/30/2017 \$11,994.40

Outstanding Checks:

2607	143.00
2610	14.00
2611	841.06
2612	708.88
2613	<u>25.00</u>

Total Outstanding Checks \$1,731.94

Balance per books 06/30/2017 \$10,262.46

### Statement Financial Position

June 30, 2017

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	10,262.46	
Cash: Online Booksale Checking	5,412.30	(\$1,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,562.36	
Federal Tax Liability	0.00	
State With Liab	<u>(95.40)</u>	
	<u>\$66,446.73</u>	