

The Friends of the Library Executive Board will meet on Monday, November 20, 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 (Sowls)
2. Motion to approve minutes from the meeting held Monday, October 16, 2017 (Sowls)
3. Call for additions to agenda and announcements (Sowls)
4. Treasurer's report (Weidman)
5. Board liaison report (Brant)
6. Library director's report (Westby)
7. Program & Development Coordinator's and Administrative Assistant (Baroni/Claudio)
  - a. Amazon Smile Bookmarks
  - b. January Board Meeting Date Change
8. Committee Reports
  - a. Book Sale (Rich)
  - b. Books for Babies (Claudio/Baroni)
  - c. Give a Kid Book (Sowls/Baroni)
9. Old business
  - a. Voting on the Bylaws (Sowls)
10. New business (Sowls)
  - a. Policy Review of the Sale of Print & Non-Print Materials by Authors & Performers in Library (Stoneberg)
  - b. Nominating Committee (Sowls)
  - c. Payroll (Weidman/Sowls/Claudio)

cc: Pamela Westby, Library Director  
Grace Rich, Book Sale Committee Chair  
Nancy Sowls, Give a Kid a Book Committee Chair  
Brenda Brant, Nominating Committee  
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.*

**Friends of the L.E. Phillips Memorial Public Library**  
Minutes of Regular Board Meeting  
**October 16, 2017**

**Board Members Present:** Maria Baroni, Development & Program Coordinator (nonvoting); Brenda Brant, Past President; Jamie Claudio, Administrative Assistant (nonvoting); Steve Green, Member at Large; Grace Rich, Secretary; Audrey Roecker, Vice President; Nancy Sowls, President (presiding); Donna Weidman, Treasurer

**Absent:** John Stoneberg, Member at Large

**Guests:** Pamela Westby, Library Director (nonvoting), Amanda Favret

1. **Call to order** at 7:00 pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the September 18, 2017, meeting. Motion to approve minutes (Weidman); Seconded (Roecker); Approved.
3. **Call for additions to agenda** and announcements (Sowls). None.

4. **Treasurer's report** (Weidman)

September 2017

Revenue:

Memberships: \$498; 13 percent to budget  
Book Sales: \$878; 32 percent to budget  
Online book sales: \$348; 39 percent to budget  
Miscellaneous: \$6 (author book sale)  
Total revenue: \$2,130

Expenses:

Membership: \$134  
Book Sale: \$27  
Books for Babies: \$314  
Overall expenses: \$3,326; 17 percent to budget

Ending Balances: Checking balance—\$9,304; Online book sale checking—\$8,160

Net worth—\$68,222

5. **Board liaison report** (Brant)
  - Is meeting Thursday, October 19; no report for this month
6. **Library director's report** (Westby)
  - Self-checkout equipment arrived; launched in November
  - Color printer for public with duplexing; public will pay for every page
  - WLA conference begins Tuesday, October 17; staff members are presenting at the conference about the Dabble Box
  - Kimberly Hennings starts as Assistant Director on November 7; 8 years' experience as library director as well as experience with building feasibility and site selection process
7. **Program & Development Coordinator's/Administrative Assistant's reports** (Baroni/Claudio) (Baroni)
  - New website is live; requested Board review and give comments
  - Includes documents and information that can be used by Board members
  - Switched credit card companies to save costs and improve compatibility with other systems
  - National Friends of the Library Week/Passport to the Library/Riddle Me Readers will be emphasized on social media; want to raise awareness for FOTL and gain new memberships

- Continuing to get approval for United Way three-year grant; have progressed through three or four steps; grant review meeting next week. Final notification in January.  
(Claudio)
- New library bags available

### **Committee Reports**

- **Book sale Committee report** (Rich)
  - Another intern starting next week: Cody Wiese, Business Management student from CVTC; that will be two interns for this semester.
  - John has begun training the Data Management Team (data entry into HomeBase). Two people doing that—Donna Weidman, Shiela Rozich.
  - Five volunteers packed 65 boxes of books from an estate sale leftover. Starting to get those sorted; hope they're ready for the October sale.
  - We're in pretty good shape for next week's book sale. Lots of books to sort but it's under control.
  - Last sale will be the Holiday Mini-Sale on December 13 and 14.
  - Made \$145 from Hogwarts After Dark event. Amanda Favret and Jordan Beranek handled the whole thing.
  - Online sales are going well.
    - We ship out one or two books every day.
    - Amanda is working on getting the two online sites we use to match as far as inventory goes. Our feedback rating has improved from 80 percent on Alibris to over 90 percent.
    - Have been refining our process with international orders and accepting PayPal payment.
    - We found a way to include tracking numbers even with L&M doing the shipping.
    - Decided to increase default shipping rate of \$3.99 to \$4.59 because many of our books cost us more than \$3.99 to ship; were losing a few cents on every book, but that mounts up. So far have not noticed a decline in orders because of shipping charge increase.
    - Transferred \$250 from PayPal account to online checking account.
  - Need approval for 2018 book sales.
  - Need bookmarks by Thursday, October 26, to distribute at October sale.
- **Books for Babies Committee report** (Claudio)
  - Going well with van driver delivering the books to the hospitals; volunteers come out once a month and help pack books.
- **Give a Kid a Book Committee report** (Sowls)
  - Letter or personal contact went out to agencies, BAM, Memorial; buyers have been contacted; conference rooms are scheduled; vans scheduled to transport books; got \$700 for atlases; will notify places that collect books as well as volunteers; will probably be OK financially with books
  - Discussed size, presentation, and place for tree; considering making a platform for the tree

### **8. Old business** (Sowls)

- Hogwarts After Dark—Event went well; almost 300 people attended; collaboration with Flourish and Botts Bookstore successful; considering making this an annual event
- Western Wisconsin Friends' Meeting—Friends volunteers from Chippewa Falls, Bloomer, Menomonie, New Richmond, and Ridgeland attended: 12 people; explained book sale process of Eau Claire FOTL book sale; we may host again
- Bylaw Review—Will send out notice for voting at November meeting

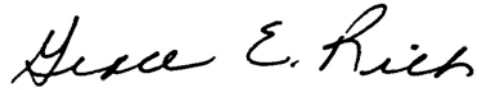
### **9. New business** (Sowls)

- Newsletter go out end of month
- Membership mailing went out

The next regular board meeting is scheduled for November 20, 2017, at 7:00pm, in the Board Room of the L.E. Phillips Memorial Public Library. There is no August meeting.

Meeting adjourned 8:00pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Grace E. Rich".

Grace E. Rich, Secretary

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

	<b>October</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	\$5,235	\$20,000	\$7,921	(\$12,079)	40%
2 Booksales	6,121	22,650	13,357	(9,293)	59%
3 Online Booksales	1,271	7,000	4,019	(2,981)	57%
4 Grants	0	5,000	0	(5,000)	n/a
5 Give-a-Kid-a-Book	700	4,000	1,200	(2,800)	30%
6 Fund Raising	0	1,000	0	(1,000)	0%
7 In Honor Of	0	1,700	216	(1,484)	13%
9 Interest	30	300	119	(181)	40%
10 Miscellaneous	0	1,000	59	(941)	6%
11 Monies Received for Library	0	7,000	0	(7,000)	0%
12 Transfer to Fund Balance	<u>0</u>	<u>6,857</u>		<u>(6,857)</u>	<u>n/a</u>
<b>Total Revenue</b>	<b><u>\$13,357</u></b>	<b><u>\$69,507</u></b>	<b><u>\$26,892</u></b>	<b><u>(\$42,615)</u></b>	<b><u>39%</u></b>
<b>Expenses</b>					
10 Library Allocations	0	20,000	0	20,000	0%
12 Salaries	1,543	22,700	7,433	15,267	33%
13 Payroll Taxes	125	1,700	575	1,125	34%
14 Memberships	156	2,000	357	1,643	18%
15 Programs	0	500	0	500	0%
16 Telephone	10	85	10	75	12%
17 Newsletter	135	1,600	417	1,183	26%
18 Give-a-Kid-a-Book: Books	0	4,000	0	4,000	0%
19 Give-a-Kid-a-Book: Expenses	0	400	0	400	0%
20 Books for Babies	2,691	6,000	5,485	515	91%
21 Fund Raising	0	500	0	500	0%
22 In Honor Of: Library	0	1,700	216	1,484	13%
23 In Honor Of: Expenses	0	150	0	150	0%
24 Booksales: Expense	205	1,450	487	963	34%
25 Online Booksales: Expense	382	2,922	474	2,448	16%
27 Insurance	0	300	261	39	87%
28 Staff Appreciation	0	1,000	0	1,000	0%
29 Volunteer Appreciation	0	300	0	300	0%
30 Administrative	687	1,000	969	31	97%
31 Subscriptions/Org. Memberships	115	900	622	278	69%
32 Miscellaneous	0	300	497	(197)	<u>na</u>
33 Monies Remitted to Library	0	7,000	0	7,000	
34 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>\$6,047</u></b>	<b><u>\$69,507</u></b>	<b><u>\$17,805</u></b>	<b><u>\$51,702</u></b>	<b><u>26%</u></b>

### Checking Account Recap October 2017

Balance September 30, 2017	\$9,304.19
Deposits	13,357.27
State With Liability	17.80
Fed Tax Liability	\$295.01
Online Booksales	<b>(\$1,271.32)</b>
Charter Bank Investment Int	(30.11)
Withdrawals	<u>(6,047.47)</u>
Balance October 31, 2017	<u>\$15,625.37</u>

Balance per Bank Statement 10/31, \$16,802.82

Outstanding Checks:

2731	441.64
2732	80.00
2733	455.10
2734	36.25
2735	<u>164.46</u>

Total Outstanding Checks \$1,177.45

Balance per books 10/31/2017 \$15,625.37

### Statement Financial Position

October 31, 2017

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	15,625.37	
Cash: Online Booksale Checking	9,431.40	(\$1,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,681.73	
Federal Tax Liability	<b>(295.01)</b>	
State With Liab	<b>(217.00)</b>	
	<b><u>\$75,531.50</u></b>	