

The Friends of the Library Executive Board will meet on Monday, January 29, 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, November 20, 2017 (Sowls)
3. Call for additions to agenda and announcements (Sowls)
4. Intern Presentations (Beranek/Wiese)
5. Treasurer's report (Weidman)
6. Board liaison report (Brant)
7. Library director's report (Westby)
8. Program & Development Coordinator and Administrative Assistant (Baroni/Claudio)
 - a. Member Appreciation Night
9. Committee Reports
 - a. Book Sale (Rich)
 - b. Books for Babies (Claudio/Baroni)
 - c. Give a Kid Book (Sowls)
10. Old business
 - a. Nominating Committee (Sowls)
11. New business (Sowls)
 - a. Annual Meeting – One Book One Community
 - b. After Dark Series ticketing

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
November 20, 2017

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

Absent: Steve Green, Member at Large; Grace Rich, Secretary;

Guests: Pamela Westby, Library Director (nonvoting)

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 October 17, 2017, meeting. Motion to approve minutes (Stoneberg); Seconded (Weidman); Approved.
3. **Call for additions to agenda** and announcements (Sowls). None.
4. **Treasurer's report** (Weidman)

September 2017

Revenue:

Memberships: \$5,235; 40 percent to budget
Book Sales: \$6,121; 59 percent to budget, Includes Hogwarts sale
Online book sales: \$1,271; 57 percent to budget
Total revenue: \$13,357

Expenses:

Membership: \$134
Book Sale: \$205
Online Book Sales: \$382
Books for Babies: \$2,691
Overall expenses: \$6,047; 26 percent to budget

Ending Balances: Checking balance—\$15,625

Net worth—\$75,352

5. **Board liaison report** (Brant)
 - Is meeting Thursday, October 19; no report for this month
 - Endowment Committee met, Brant is chair. Approved the following expenditures from the agency fund: matching funds for the LED sign (Friends to fund half the cost, estimated at ~28,000), book bike trailer with the balance of funds available to the Dabble Box. Estimated ~\$32,000 available. Items may need to be approved by the Library Board but it will be a formality.
 - Annual Appeal letters being mailed this week. New design. Including Friends list and Eau Claire Chamber of Commerce list.
 - Balance in Endowment is ~\$482,000
6. **Library director's report** (Westby)
 - Friends' Give a Kid a Book program donated 3 boxes of books donated to the Boys & Girls Club.
7. **Program & Development Coordinator's/Administrative Assistant's reports** (Baroni/Claudio) (Baroni)
 - Amazon Smiles book marks at circulation to encourage usage of the site to raise funds for the Friends.
 - Need to search specifically for L E Phillips, with spaces, may be difficult to find.

- Can also find it by searching for 'Eau Claire Library' and it will come up in a list of organizations.
- Change January Meeting date – scheduled meeting date is Martin Luther King Junior Day and the library will have an in-service that day. January 22.
 - Motion to move the meeting to January 22, 2018 at 7:00 p.m. (Roeker); seconded (Weidman).

Committee Reports

- **Book sale Committee report** (Rich)
 - Mini-sale in December
 - Bookmarks for 2018 Sale Dates are available.
 - Membership Night: Baroni proposed having it January 25 this year. Last year, 3 new memberships and 12 attendees raised ~\$300.

Books for Babies Committee report (Claudio)

- Met with United Way to review our grant application (Baroni, Sowls, Brant). Requested \$6,000 each year for next 3 years.
 - Concerns were raised about the reach of the program outside Eau Claire.
- Current kit that is given out with the board book revisions:
 - Business card sized library card sample to bring back to the library to fill out an application which could be used for tracking which is needed for quantifying impact for grant applications.
 - Schedule of the story times.
 - Encourage new parents to come back to the library
 - Include a bookmark or magnet with the reading tips which would be more durable.
 - DPI has a nice bookmark that might be available free of charge.
 - Revamp the envelope design so it's more eye catching.
 - United for Libraries has a kit which uses a plastic bag with a handle.
 - Funding from MXC Imaging Specialists to purchase the bags if they are printed with their logo.
 - Baroni will work on creating a logo for Books for Babies.
 - Janway quoted \$1,020 for 3,000 bags and then \$30 per logo.
 - Finger Play books were originally not printed for Books for Babies.
 - Booklets were paid for by Youth Services who were distributing through pediatricians, hospitals, etc.
 - Youth Services found it difficult to get into different avenues plus it was duplicative to what Friends was distributed.
 - Asking that Friends fund the printing of the booklets and distribute them.
 - Every 6 months Youth Services could have a program for all the babies who received the Books for Babies kits over that time period.
 - Opportunity to partner with Youth Services and the library.
 - The Friends logo would be added to the booklet.
 - \$1,383 for 3,200 copies. Would cover at least one year of booklets at 192 used per month.
 - Motion to approve purchase of 3,200 copies at \$1,383 (Stoneberg), seconded (Weidman).
 - Changes to the kits and program will be made as materials are available.
 - January newsletter will include a report on Books for Babies.
- **Give a Kid a Book Committee report** (Sowls)
 - 17 agencies will receive books this year. Includes Spanish, Hmong, Chinese and Korean language books will be provided as requested by agencies.

- ~200 books a week from BAM, estimated to receive ~1,200 total.
 - ~600 books estimated to be funded by Friends. 2-5 year old books are the most in demand by Early Learning programs.
 - There will be a surplus of Fiction for elementary to high school children. Boys & Girls will probably take some. Books on Buses could also use some. Lots of Christmas books and other items are received too that are given to agencies. Those who donate would like them to go to children and not to the book sale.
 - Books on Buses has specific criteria for books that are distributed. Shelly will review the books we have to donate.
 - Appeal mailing was mailed last week and already getting a good response (~\$500 received to date).
 - Christmas tree will go up in the lobby during the week after Thanksgiving.
8. **Old business** (Sowls)
- Voting on the Bylaws (Sowls)
 - i. Motion to approve revisions as presented (Stoneberg); seconded (Roeker)
9. **New business** (Sowls)
- Policy Review of the Sale of Print & Non-Print Materials by Authors and Performers in Library (Stoneberg)
 - Versions of the policy were sent with meeting materials.
 - Total revenue from sales has been nominal (~\$40 last year).
 - Stoneberg moves that we ask the Library Board to vote on eliminating the current policy which is that the authors who sell materials at Friends events are asked to give a 10% donation to the Friends of the Library. Seconded (Roecker). Pamela supports this change.
 - Nominating Committee (Sowls)
 - 4 positions open this year: Secretary, Member at Large, Treasurer, and Vice President. Please bring names of possible candidates to January meeting.
 - Brant, Roecker, Sowls are officially on the Nominating Committee but others are welcome to participate.
 - Candidates need to be approved at March meeting to meet timelines for annual meeting.
 - Payroll (Weidman/Sowls/Claudio)
 - Quickbooks would charge \$19 for first 6 months plus ~\$40 a month and would basically be an inhouse tax table. If Quickbooks did full service payroll it would be ~\$99 a month, including Quarterly taxes. Claudio is willing to do the payroll under the Treasurer's guidance.
 - If our employees were city employees there would be a charge for payroll functions as well.
 - Currently takes Weidman about a half hour to calculate the payroll manually. Quarterly taxes take about a half hour and requires tracking of hours and creates a risk of IRS fees if incorrect.
 - Our organization should also investigate auditing and how often we should audit.
 - Could make creating the Treasurer's report easier and will free up time for other areas of focus.
 - Motion to add Quickbooks Full Service Payroll effective 1/1/2018 (Stoneberg); seconded by (Brant); motion passed.

The next regular board meeting is scheduled for January 22, 2017, at 7:00pm, in the Board Room of the L.E. Phillips Memorial Public Library. There is no December meeting.

Meeting adjourned 8:30pm.

Respectfully submitted,

Brenda Brant, Past President

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

	November	Annual		Budget	% of
	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue					
1 Memberships	\$3,858	\$20,000	\$11,779	(\$8,221)	59%
2 Booksales	0	22,650	13,357	(9,293)	59%
3 Online Booksales	746	7,000	4,766	(2,234)	68%
4 Grants	0	5,000	0	(5,000)	n/a
5 Give-a-Kid-a-Book	1,320	4,000	2,520	(1,480)	63%
6 Fund Raising	0	1,000	0	(1,000)	0%
7 In Honor Of	0	1,700	216	(1,484)	13%
9 Interest	29	300	149	(151)	50%
10 Miscellaneous	1,407	1,000	1,466	466	147%
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>
Total Revenue	<u>\$7,361</u>	<u>\$69,507</u>	<u>\$34,252</u>	<u>(\$35,255)</u>	<u>49%</u>
Expenses					
10 Library Allocations	0	20,000	0	20,000	0%
12 Salaries	2,081	22,700	9,514	13,186	42%
13 Payroll Taxes	150	1,700	725	975	43%
14 Memberships	243	2,000	600	1,400	30%
15 Programs	0	500	0	500	0%
16 Telephone	0	85	10	75	12%
17 Newsletter	359	1,600	776	824	49%
18 Give-a-Kid-a-Book: Books	0	4,000	0	4,000	0%
19 Give-a-Kid-a-Book: Expenses	39	400	39	361	10%
20 Books for Babies	1,762	6,000	7,248	(1,248)	121%
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	144	1,450	631	819	44%
25 Online Booksales: Expense	73	2,922	548	2,374	19%
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	126	1,000	1,095	(95)	109%
31 Subscriptions/Org. Memberships	35	900	657	243	73%
32 Miscellaneous	45	300	543	(243)	181%
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>
Total Expense	<u>\$5,057</u>	<u>\$69,507</u>	<u>\$22,862</u>	<u>\$46,645</u>	<u>33%</u>

Checking Account Recap November 2017

Balance October 31, 2017	\$15,625.37
Deposits	7,360.82
State With Liability	39.40
Fed Tax Liability	\$389.17
Online Booksales	(\$746.47)
Charter Bank Investment Int	(29.16)
Withdrawals	<u>(5,056.71)</u>
Balance November 30, 2017	<u>\$17,582.42</u>

Balance per Bank Statement 11/30/2017 \$17,771.42

Outstanding checks	
	2740 <u>\$189.00</u>
Total Outstanding Checks	\$189.00

Balance per books 11/30/2017 \$17,582.42

Statement Financial Position

November 30, 2017

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	17,582.42	
Cash: Online Booksale Checking	10,177.87	(\$1,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,710.89	
Federal Tax Liability	(684.18)	
State With Liab	(256.40)	
	<u>\$77,835.61</u>	

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

	December	Annual		Budget	% of
	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue					
1 Memberships	\$2,286	\$20,000	\$14,065	(\$5,935)	70%
2 Booksales	1,085	22,650	14,443	(8,207)	64%
3 Online Booksales	855	7,000	5,620	(1,380)	80%
4 Grants	0	5,000	0	(5,000)	n/a
5 Give-a-Kid-a-Book	3,590	4,000	6,110	2,110	153%
6 Fund Raising	0	1,000	0	(1,000)	0%
7 In Honor Of	1,125	1,700	1,341	(359)	79%
9 Interest	30	300	179	(121)	60%
10 Miscellaneous	0	1,000	1,466	466	147%
11 Monies Received for Library*	4,000	7,000	4,000	(3,000)	57%
12 Transfer to Fund Balance	<u>0</u>	<u>6,857</u>		<u>(6,857)</u>	<u>n/a</u>
Total Revenue	<u>\$12,972</u>	<u>\$69,507</u>	<u>\$43,224</u>	<u>(\$26,283)</u>	<u>62%</u>
Expenses					
10 Library Allocations	0	20,000	0	20,000	0%
12 Salaries	1,582	22,700	11,096	11,604	49%
13 Payroll Taxes	150	1,700	875	825	51%
14 Memberships	109	2,000	709	1,291	35%
15 Programs	138	500	138	362	28%
16 Telephone	0	85	10	75	12%
17 Newsletter	0	1,600	776	824	49%
18 Give-a-Kid-a-Book: Books	3,079	4,000	3,079	921	77%
19 Give-a-Kid-a-Book: Expenses	79	400	118	282	29%
20 Books for Babies	0	6,000	7,248	(1,248)	121%
21 Fund Raising	0	500	0	500	0%
22 In Honor Of: Library	1,125	1,700	1,341	359	79%
23 In Honor Of: Expenses	0	150	0	150	0%
24 Booksales: Expense	41	1,450	672	778	46%
25 Online Booksales: Expense	0	2,922	548	2,374	19%
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	40	1,000	1,135	(135)	114%
31 Subscriptions/Org. Memberships	35	900	692	208	77%
32 Miscellaneous	0	300	543	(243)	181%
33 Monies Remitted to Library*	4,000	7,000	4,000	3,000	
34 Transfer to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>na</u>
Total Expense	<u>\$10,378</u>	<u>\$69,507</u>	<u>\$29,240</u>	<u>\$40,267</u>	<u>42%</u>

*Monies received from the Domer Foundation, which were remitted to the Library

Checking Account Recap December 2017

Balance November 30, 2017	\$17,582.42
Deposits	12,971.52
State With Liability	19.60
Fed Tax Liability	(657.37)
Online Booksales	(854.63)
Charter Bank Investment Int	(30.15)
Withdrawals	<u>(10,378.09)</u>
Balance December 31, 2017	<u>\$18,653.30</u>

Balance per Bank Statement 12/31/2017 \$26,979.26

	2743	2,208.59
	2746	14.00
	2747	978.37
	2748	4,000.00
	2749	<u>1,125.00</u>
Total Outstanding Checks		\$ 8,325.96
Balance per books 12/31/2017		<u>\$18,653.30</u>

Statement Financial Position

December 31, 2017

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	18,653.30	
Cash: Online Booksale Checking	11,032.50	(\$1,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,741.04	
Federal Tax Liability	0.00	
State With Liab	<u>(276.00)</u>	
	<u>\$80,455.85</u>	