

Friends of the L.E. Phillips Memorial Public Library
Minutes of Regular Board Meeting
January 29, 2018 (postponed from January 22, 2017 due to weather)

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); John Stoneberg, Member at Large; Donna Weidman, Treasurer

Absent:

Guests: Jordan Beranek; Amanda, Favret; Lynda Higgins; Cody Wiese; Pamela Westby, Library Director (nonvoting)

1. **Call to order** at 7:10 pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the November 20, 2017, meeting (Stoneberg); Seconded (Weidman); Approved.
3. **Call for additions to agenda** and announcements (Sowls). None.
4. Interns Jordan Beranek and Cody Wiese from CVTC's business management program gave presentations about their internships.
5. **Treasurer's report** (Weidman)

Using QuickBooks for tax reports and payroll; Jamie was instrumental in setting up the program
November 2017

Revenue:

Memberships: \$3,858; 59 percent to budget
Book Sales: No sales in November
Online book sales: \$746; 68 percent to budget
Give-A-Kid-A-Book: \$1,320; 63 percent to budget
Miscellaneous (Amazon Smile, book bag payment, donation for Books for Babies): \$1,407
Total revenue \$7,361; 49 percent to budget

Expenses:

Membership: \$243
Newsletter: \$359
Give-A-Kid-A-Book: \$39
Books for Babies: \$1,762
Book Sale: \$144
Online Book Sale: \$73
Total expenses: \$5,057; 33 percent to budget

Ending Balances: Checking balance—\$17,582; Online book sale checking—\$10,178

Net worth—\$77,836

December 2017

Revenue:

Memberships: \$2,286; 70 percent to budget
Book Sales: \$1,085; 64 percent to budget
Online book sales: \$855; 80 percent to budget
Give-A-Kid-A-Book: \$3,590
Miscellaneous: \$0
Total revenue \$12,972; 62 percent to budget

Expenses:

Membership: \$109
Newsletter: \$0

The Friends of the Library Executive Board will meet on Monday, February 19, 2018, 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, January 29, 2018 (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 and Administrative Assistant (Baroni/Claudio)
 - a. Annual Meeting – One Book One Community
 - b. Youth Services thank you
 - c. Adopt-a-Shelf update
8. Committee Reports
 - a. Book Sale (Rich)
 - b. Books for Babies (Claudio/Baroni)
 - c. Give a Kid Book (Sowls)
 - d. Nominating Committee (Sowls)
9. Old business
 - a. After Dark Series ticketing
10. New business (Sowls)
 - a. Computers for Book Sale

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.

Give-A-Kid-A-Book (pay for books): \$3,079
In Honor of (Library): \$1,125
Book Sale: \$41
Online Book Sale: \$0
Overall expenses: \$10,378; 42 percent to budget

Ending Balances: Checking balance—\$18,653; Online book sale checking—\$11,033
Net worth—\$80,456

6. **Board liaison report** (Brant)

- Committee descriptions were updated
- Distinguished Service Award committee; Brant requested to have Friends' Board president serve on the Library Board committee

7. **Library director's report** (Westby)

- Domer fund donation was set aside for Dabble Box per Library Board
- Lighted sign; challenge to match donation for lighted sign accepted; sign will happen
- February self-check-out launched on Feb 12 as well as Customer Appreciation Week and roll out of branding campaign
- Reallocating spaces on first and second floor
- April is National Library Week and will be doing One Book/One Community with *Hillbilly Elegy*; will be same week as National Library Week
- Experimenting with town hall meetings about meth use and problems it causes in the community
- After Dark series: May 11—Chippewa Valley Museum; July 13—Paul Bunyan Logging Camp Museum; September 22 at library—Hogwarts event
- June 2 will be Dabble Day; will kick off summer reading program with Dabble Day
- Unblocked over 5,300 card holders with fine-free system; over 1,000 were children
- Question about switching from ten free black and white pages to pay-per-page; predicted revenue of \$1,000 to \$1,200 per month and that's happening; can also print from home

8. **Program & Development Coordinator's/Administrative Assistant's reports** (Baroni/Claudio)

- (Baroni) Member Appreciation Event
 - Second annual; Jamie a big help; raised \$371 in memberships; book sale earned \$964; 6 renewals that day and 12 new memberships
 - Promoted with Save-the-Date bag stuffing at previous book sale; email messages in advance
 - Sent solicitation letter to library staff to become members; gained six members
- Jamie spending a lot of time on QuickBooks and payroll
- (Claudio) Working on reconciling QuickBooks-generated reports with treasurer's manually prepared reports

9. **Book sale report** (Rich)

- Largest January sale—\$6,547; fourth largest book sale and largest for winter sale
- Bat Lady captured bat resting in Red Cedar room; Animal Control responded
- WI table—Karen Overhulser, had 5 books left out of 40-some at the beginning of the sale
- Donated leftover books from this sale to
 - Rolling Thunder
 - APCC
 - Cadott High School
 - Ridgeland Library
 - Care facilities
- Selling more internationally
- Have requested interns from CVTC for this semester

- 4,755 volunteer hours in 2017 for the book sale program

10. **Books for Babies report (Claudio/Baroni)**

- Upgraded from an envelope to a bag; new bags donated from MXC Imaging Specialists; logo designed by Maria; bags include booklets, free memberships, Storytime schedule, information about the program
- In March will solicit donations from Chamber businesses to sponsor Books for Babies program
- Jamie organizes monthly volunteers; library van driver distributes packets to Sacred Heart and Mayo
- Won't be delivering to Sacred Heart in February; expected birth rate is down; will check again in March
- Storage for packets at the hospitals can be difficult; may bring a tote to use for storage; waiting for feedback from the hospitals about that method
- Did not receive United Way grant; how to collect data and report how program outcomes were achieved was problematic

11. **Give a Kid a Book report (Sowls)**

- 4,113 books given to various agencies; had books left over and gave 200 more books to Boys and Girls' Club and 200 to Big Brothers and Sisters
- 37 volunteers; 212 hours
- 2,966 books donated
- Brant suggested we print some of the thank you letters in the newsletter

12. **Old business (Sowls)**

- Nominating Committee asked for names of members to fill four vacancies: treasurer, member at large, secretary, vice president; several names presented

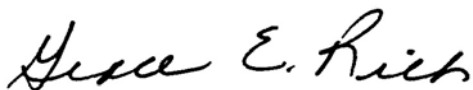
13. **New business (Baroni)**

- Annual meeting in April
 - Meeting in conjunction with One Book/One Community event; library asked Friends to provide a \$500 sponsorship for the week's event
 - Saturday, April 14, 11:30am is proposed meeting date; board business meeting at 11:30am before the One Book/One Community event, which starts at 1pm
 - Rich moved the Friends provide a \$500 sponsorship for the One Book/One Community week-long event; Weidman seconded. Motion carried.
- After Dark series.
 - Institutions would like Friends to be ticket processors for the three events; can sponsor entire series; would create forms, process registrations. Suggested having a book mini-sale at each location in addition to the Hogwarts mini-sale. Will research details and revisit at February meeting.

The next regular board meeting is scheduled for February 19, 2018, at 7:00pm, in the Board Room of the L.E. Phillips Memorial Public Library.

Meeting adjourned 8:48pm.

Respectfully submitted,



Grace E. Rich, Secretary

**Friends of the
L. E. Phillips Memorial Public Library
Treasurer's Report January 2018**

	January	Annual		Budget	% of
	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue					
1 Memberships	\$3,166	\$20,000	\$17,234	(\$2,766)	86%
2 Booksales	6,547	22,650	20,989	(1,661)	93%
3 Online Booksales	1,998	7,000	7,618	618	109%
4 Grants	0	5,000	0	(5,000)	n/a
5 Give-a-Kid-a-Book	35	4,000	6,145	2,145	154%
6 Fund Raising	0	1,000	0	(1,000)	0%
7 In Honor Of	0	1,700	1,341	(359)	79%
9 Interest	30	300	209	(91)	70%
10 Miscellaneous	0	1,000	1,466	466	147%
11 Monies Received for Library	0	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>\$11,775</u>	<u>\$69,507</u>	<u>\$55,002</u>	<u>(\$14,505)</u>	<u>79%</u>
Expenses					
10 Library Allocations	0	20,000	0	20,000	0%
12 Salaries	1,349	22,700	12,444	10,256	55%
13 Payroll Taxes	103	1,700	978	722	58%
14 Memberships	268	2,000	977	1,023	49%
15 Programs	0	500	138	362	28%
16 Telephone	25	85	35	50	41%
17 Newsletter	134	1,600	911	689	57%
18 Give-a-Kid-a-Book: Books	86	4,000	3,165	835	79%
19 Give-a-Kid-a-Book: Expenses	155	400	273	127	68%
20 Books for Babies	2,297	6,000	9,545	(3,545)	159%
21 Fund Raising	0	500	0	500	0%
22 In Honor Of: Library	0	1,700	1,341	359	79%
23 In Honor Of: Expenses	0	150	0	150	0%
24 Booksales: Expense	150	1,450	822	628	57%
25 Online Booksales: Expense	950	2,922	1,497	1,425	51%
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	100	1,000	1,235	(235)	124%
31 Subscriptions/Org. Memberships	45	900	737	163	82%
32 Miscellaneous	0	300	543	(243)	181%
33 Monies Remitted to Library	0	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>\$5,662</u>	<u>\$69,507</u>	<u>\$34,902</u>	<u>\$34,605</u>	<u>50%</u>

Checking Account Recap January 2018

Balance December 31, 2017	\$18,653.30
Deposits	11,775.48
State With Liability	(261.51)
Fed Tax Liability	-
Online Booksales	(1,997.55)
Charter Bank Investment Int	(30.17)
Withdrawals	<u>(5,662.46)</u>
Balance January 31, 2018	<u>\$22,477.09</u>

Balance per Bank Statement 01/31/2018 \$24,223.98

	2755	276.00
	2756	108.27
	2757	10.00
	2759	35.57
	2762	<u>1,317.05</u>
Total Outstanding Checks		\$ 1,746.89

Balance per books 01/31/2018 \$22,477.09

Statement Financial Position

January 31, 2018

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	22,477.09	
Cash: Online Booksale Checking	13,030.05	(\$1,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,771.21	
Federal Tax Liability	0.00	
State With Liab	<u>(14.49)</u>	
	<u>\$86,568.87</u>	