

The Friends of the Library Executive Board will meet on Monday, May 21, 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, March 19, 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
 - b. Corporate Membership Update
 - c. General Updates
8. Committee Reports
 - a. Book Sale (Rich)
 - b. Books for Babies (Baroni)
 - c. Give a Kid Book (Sowls)
 - d. Nominating Committee (Sowls)
9. Old business
 - a. Update on computers for Book Sale
 - b. Chamber of Commerce
10. New business (Sowls)
 - a. Chamber Bucks for outgoing Board Members
 - b. City Security Audit Report (Hennings)
 - c. Performance Reviews (Sowls)
 - d. Library Board and Friends Board Social

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
March 19, 2018

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: Pamela Westby, Ex-Officio (nonvoting)

Guests: Amanda Favret; Sara Kocken, Teresa Kriese, Business Manager

1. **Call to order** at 7pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the January 29, 2018, meeting. Minutes revised to remove Jordan Beranek from list of nominees for 2018-19 slate of officers and substitute Lisa Eierman. (Stoneberg); Seconded (Weidman); Approved.
3. **Call for additions** to agenda and announcements (Sowls). None.

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

February 2018

Revenue:

Memberships: \$940; 80 percent to budget
Book Sales: \$0; 93 percent to budget
Online book sales: \$240; 112 percent to budget
Give-A-Kid-A-Book: \$0; 154 percent to budget
Miscellaneous: \$329 (Amazon Smile, \$102)
Total revenue: \$1,537; 81 percent to budget

Expenses:

Membership: \$147
Newsletter: \$334
Give-A-Kid-A-Book—Books: \$0
Give-A-Kid-A-Book—Expenses: \$0
Books for Babies: \$134
In Honor Of: Library—\$100
Book Sale: \$317
Online Book Sale: \$68
Total expenses: \$3,638; 55 percent to budget

Ending Balances: Checking balance—\$20,142; Online book sale checking—\$13,270

Net worth—\$84,467*

*Will be dispersing \$12,500 + library's allocation from this amount

5. **Board liaison report** (Brant)
 - Will receive request for allocations from library at tonight's meeting
6. **Library director's report** (Kriese)
 - Distributed brochure for One Book, One Community event; comprised of five activities
 - Distributed copy of article from *The Municipality*, where the library is mentioned about their success in providing community access to information
 - Distributed copy of article about Dabble Box from the Eau Claire Community Foundation annual report. Had over 2,000 people using the Dabble Box in the first eight months of its inception.

7. **Program & Development Coordinator's/Administrative Assistant's reports** (Baroni/Claudio)
 - a. Annual Meeting—One Book One Community (Baroni)
 - Working on design for invitation; going out this week
 - Will be soliciting volunteers for help within the next few weeks
 - b. Corporate Membership Update(Baroni)
 - Subcommittee met to talk about corporate sponsorships; organized into corporate memberships and program partners; will solicit business community for corporate memberships; could also partner with us for GAKAB, Book Sales, and Books for Babies
 - New venture for us with a lot of opportunity; will present details at May meeting
 - c. QuickBooks Presentation. Claudio gave a computer demonstration of QuickBooks (QB), its functions, and how the Friends use the software; QB should allow us to track and evaluate our financial situation; should be especially helpful with budgeting; Claudio was complimented on her work with setting up and using QuickBooks(Claudio)
8. **Committee Reports**
 - a. **Book sale report** (Rich)
 - Conducting refresher training for the online sales teams: sales fulfillment was Friday, March 16; appraisal training is Friday, March 23.
 - Four interns—Paige; Briana; Ester; Amber
 - Three of the four interns have started working; they work Monday through Thursday
 - Online sales for February = \$913
 - b. **Books for Babies report** (Claudio/Baroni)
 - (Claudio) Mayo has also had a decrease in birth rates and has asked us to delay delivering packets until further notice; delivered one box to Sacred Heart
 - c. **Give a Kid a Book report** (Sowls)
 - Jamie has purchased some Spanish books ahead of schedule so we're in good shape for Spanish books for the 2018 season; Jamie got a really good selection of books for not much money
 - d. **Nominating Committee report** (Sowls)
 - Have accepted invitations from Friends members for vacant positions of treasurer, secretary, and member at large. Do not yet have a nominee for vice president.
 - Will continue to explore options to fill the position. Baroni reviewed by-laws as regards open, unfilled position as vice president. Sowls could serve another year as president; current vice president (Roecker) and past president (Brant) would also serve another one-year term.
 - Sowls, Roecker, and Brant agreed to serve another term. We'll also ask for nominations for vice president from the floor at the annual meeting.
 - Stoneberg moved to accept the following names as slate of officers. Weidman seconded. Motion carried.
 - President—Nancy Sowls
 - Vice President—Audrey Roecker
 - Treasurer—Sara Kocken
 - Member at Large—Lisa Eierman
 - Sowls asked that officers participate in at least one Friends event and give input for performance reviews for administrative assistant and program and development coordinator.

9. **Old business** (Sowls)

a. Computers for book sale program

- Rich distributed a sheet of options for a combination of laptop and desktop computers to replace the three laptops currently being used in the book sale program.
- Stoneberg moved to approve two 17" laptop computers and one all-in-one desktop computer with larger screens for book sale use. Brant seconded. Motion carried. Rich directed to continue to research pricing and buy computers.

10. **New business** (Sowls)

a. Chamber of Commerce membership.

- Baroni reviewed benefits of the Friends being a Chamber member: can publish condensed news releases; participate in networking opportunities, use membership/ mailing lists; have listing in Chamber directories; promote programs (book sales). A one-year membership is \$324 for business with one to three employees. Currently 1200 businesses and 2700 individuals.
- Brant moved we join the Chamber; Stoneberg seconded. Motion carried.

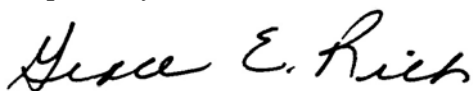
b. Library Allocations

- Kriese distributed a list of library allocations for 2018, totaling \$17,300. Most are standard requests. Dabble box supplies and Nintendo switch gaming system are new. Stoneberg emphasized how much the library and the public appreciate the programs these monies support.
- We still need to pay the \$12,500 allocation we approved for the library sign, making the effective allocation \$29,800. Past allocations are generally \$20,000 to \$30,000; this is not an unusually high request.
- The library requested another \$1,000 for staff appreciation, which is already in our budget so that amount will not be part of the allocation. The library will remove Staff Appreciation from their future allocations as the Friends include it in the yearly budgeting process.
- Brant moved to approve the library's allocation request of \$17,300. Weidman seconded. Motion carried.

The next board meeting is the general membership meeting scheduled for Saturday, April 14, at 11:00am in the Eau Claire room of the L.E. Phillips Memorial Public Library. The next regular meeting is scheduled for Monday, May 21, 2018, at 7:00pm in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned 8:14 pm.

Respectfully submitted,



Grace E. Rich, Secretary

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

	May	Annual		Budget	% of
	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue					
1 Memberships	\$2,366	\$20,000	\$21,052	\$1,052	105%
2 Booksales	46	22,650	27,218	4,568	120%
3 Online Booksales	987	7,000	11,313	4,313	162%
4 Grants	0	5,000	0	(5,000)	n/a
5 Give-a-Kid-a-Book	0	4,000	6,145	2,145	154%
6 Fund Raising	0	1,000	0	(1,000)	0%
7 In Honor Of	0	1,700	2,471	771	145%
9 Interest	30	300	327	27	109%
10 Miscellaneous*	335	1,000	2,196	1,196	220%
11 Monies Received for Library	0	7,000	7,173	173	102%
12 Transfer to Fund Balance	<u>0</u>	<u>6,857</u>	<u>7,000</u>	<u>143</u>	<u>n/a</u>
Total Revenue	<u>\$3,764</u>	<u>\$69,507</u>	<u>\$77,722</u>	<u>\$8,215</u>	<u>112%</u>
Expenses					
10 Library Allocations	0	20,000	17,300	2,700	87%
12 Salaries	1,958	22,700	20,452	2,248	90%
13 Payroll Taxes	150	1,700	1,549	151	91%
14 Memberships	18	2,000	1,183	817	59%
15 Programs	41	500	1,028	(528)	206%
16 Telephone	0	85	35	50	41%
17 Newsletter	352	1,600	1,597	3	100%
18 Give-a-Kid-a-Book: Books	0	4,000	3,864	136	97%
19 Give-a-Kid-a-Book: Expenses	0	400	273	127	68%
20 Books for Babies	0	6,000	9,705	(3,705)	162%
21 Fund Raising	0	500	0	500	0%
22 In Honor Of: Library	0	1,700	2,471	(771)	145%
23 In Honor Of: Expenses	0	150	0	150	0%
24 Booksales: Expense	225	1,450	1,370	80	94%
25 Online Booksales: Expense	46	2,922	1,595	1,327	55%
27 Insurance	0	300	263	37	88%
28 Staff Appreciation	0	1,000	1,000	0	100%
29 Volunteer Appreciation	0	300	0	300	0%
30 Administrative	0	1,000	1,767	(767)	177%
31 Subscriptions/Org. Memberships	132	900	1,558	(658)	173%
32 Miscellaneous*	3,084	300	3,631	(3,331)	1210%
33 Monies Remitted to Library	0	7,000	7,173	(173)	
34 Transfer to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>na</u>
Total Expense	<u>\$6,005</u>	<u>\$69,507</u>	<u>\$70,641</u>	<u>-\$1,134</u>	<u>102%</u>

* Miscellaneous Revenue: AmazonSmiles - \$84.65; Donation - \$250

* Miscellaneous Expenses: After Hours - \$35.00; Laptop Computers - \$3,048.78

Checking Account Recap May 2018

Balance April 30, 2018	\$9,375.76
Deposits	3,763.65
State With Liability	45.85
Fed Tax Liability	
Online Booksales	(986.77)
Charter Bank Investment Int	(30.23)
Withdrawals	<u>(6,004.65)</u>
Balance May 31, 2018	<u>\$6,163.61</u>

Balance per Bank Statement 05/31/2018 \$6,163.61

Total Outstanding Checks \$0.00

Balance per books 05/31/2018 \$6,163.61

Statement Financial Position

May 31, 2018

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	6,163.61	
Cash: Online Booksale Checking	9,247.26	(\$8,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,888.15	
Federal Tax Liability	0.00	
State With Liab	(168.84)	
	<u>\$66,435.19</u>	