

Friends of the L.E. Phillips Memorial Public Library
Minutes of Regular Board Meeting
June 18, 2018

Board Members Present: Maria Baroni, Development & Program Coordinator (nonvoting); Brenda Brant, Past President; Jamie Claudio, Administrative Assistant (nonvoting); Grace Rich, Secretary; Audrey Roecker, Vice President; Isa Small (nonvoting); Nancy Sowls, President (presiding); John Stoneberg, Member at Large; Pamela Westby, Ex-Officio (nonvoting); Donna Weidman, Treasurer

Absent: Steve Green, Member at Large; Isa Small (nonvoting)

Guests: Amanda Favret; Kim Hennings, Assistant Library Director; Sarah Kocken

1. **Call to order** at 7:04pm in the Board room of the L.E. Phillips Memorial Public Library (Sowls).

2. **Motion to approve minutes** from the May 21, 2018, meeting. Minutes revised as follows:

a. In the Lincoln Display item, change Lou Kassera to *Lou Mallow*.

b. Revise the second bullet item of the Library Director's report to:

Library space is being reorganized and reallocated. The first step was to rearrange space in Technical Services and provide space for Friends' administrative area, storage, and shelving. Library is getting quotes for price of installing temporary, moveable wall in that area to create office space and separate from processing area. Friends' current administrative space will be used by Programming and Communications Services (PCS) staff.

Long-range goal is to move reference staff, desk and public computers to the second floor to increase safety and security as more incidents occur on second floor. Reference staff will move to the office that has been used by PCS staff—Expanding Dabble Box area is a possibility. Library needs more conference and study areas for patrons.

The library is pursuing a capital improvement project with city to add more space, including a third floor. Have submitted funding requests to city for \$12 million. Will be a \$17+ million-dollar project; looking to kick off a fundraising feasibility study to test threshold of what the community can support.

c. Revise the family leave paragraph as follows:

Baroni's family leave starts at the birth daughter; presumably end of August; will return first week of November *and work ten hours per week during the next two months*. Claudio will fill in some of the extra hours and will be point person. Will work with Small on newsletter and other programs that happen this summer.

(Stoneberg); Seconded (Roecker); Approved as revised.

3. **Call for additions** to agenda and announcements (Sowls). Weidman will include the 2018–2019 budget as part of the treasurer's report.

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

May 2018

Revenue:

Memberships: \$2,366; 105 percent to budget

Book Sales: \$46; 120 percent to budget

Online Book Sales: \$987; 162 percent to budget

Give-A-Kid-A-Book: \$0

In Honor Of: \$30

Miscellaneous: \$335 (Donation \$250; Amazon Smile \$85)

Total revenue: \$3,764; 112 percent to budget

Expenses:

Memberships: \$18 (credit card expense)
 Programs: \$41
 Newsletter: \$352 (printing)
 Give-A-Kid-A-Book—Books: \$0
 Give-A-Kid-A-Book—Expenses: \$0
 Books for Babies: \$0
 In Honor Of: Library: \$0
 Book Sale: \$225
 Online Book Sale: \$0
 Administrative: \$0
 Subscriptions: \$132
 Miscellaneous: \$3,084 (Business After Hours \$35; Three new computers for book sale program \$3,049)
 Total expenses: \$6,005; 102 percent to budget

Ending Balances: Checking balance—\$6,164; Online book sale checking—\$9,247

Net worth—\$66,435

2018–19 Proposed Budget

REVENUE

- a. Added new categories for:
 - o Credit Card Fees
 - o Amazon Smile
 - o Corporate Memberships/Sponsorships
 - o Books for Babies
- b. Dropped category of Fundraising
- c. Total Revenue = \$72,425

EXPENSES

- a. Will itemize credit card fees in separate category
- b. Changed category name of "Programs" to "Annual Meetings"
- c. Expanded category of Book Sale Expenses to "Office Supplies," "Promotions," "Food"
- d. Changed category name "Administrative" to "Office Supplies"
- e. Total Expenses = \$72,425

Brant moved; Stoneberg seconded to approve the budget. Approved.

5. Board liaison report (Brant)

- a. Board meeting on Thursday; will report in July

6. Library director's report (Westby)

- a. LED sign—Working with the planning commission to select the site and confirm drawings meet the code; working with sign company; showed first draft of sign to Board; will be able to see sign from both Farwell and Wisconsin Streets.
- b. Group working on statewide public library system redesign; initiated by Supt. Tony Evers; two models—Model Y and Model W—released to public and feedback requested; summit at end of July; feedback considered and then determine which model will be recommended; Westby distributed copy of PLSR handout that depicts recommendation phase

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

- a. Corporate Membership Update (Baroni)—no update; may revise implementation time frame based on Baroni's family leave and work on again in January
- b. General Updates (Baroni/Claudio)
 - o Dabble Day June 2; over 800 people attended; FOTL had a booth making friendship bracelets; recommend participating every year

- Sold Wii and xBox on eBay; made \$88 after shipping
- 8. Committee Reports**
- a. **Book Sale** (Rich)
 - New volunteer joined us; she's focusing on sorting
 - Donations seem to be increasing; having a little trouble keeping up; short-staffed because of vacations and lack of training time
 - Have almost 3,800 books posted online with AbeBooks, Alibris, and eBay
 - Have upload procedure in place to keep Alibris and AbeBooks inventory in sync; working with Alibris to troubleshoot double and triple inventory entries
 - Will report totals in July, but on track to make about \$12,000 in online sales and \$25,000 in on-site sales for fiscal year 2017–18
 - b. **Books for Babies** (Baroni)
 - First mailing requesting donations went out last week; volunteers work once a month; working on getting funding
 - c. **Give a Kid a Book** (Sowls)
 - Books purchased by volunteer
 - d. **Nominating Committee** (Sowls)
 - Brenda is creating time lines
- 9. Old business** (Sowls)
- a. **Performance Reviews** (Sowls)
 - Moved to offer 3 percent increase for both Baroni and Claudio (Rich); Seconded (Brant); Approved.
 - Reviews will be given Thursday by Sowls and Roecker; wage increase given at review
 - b. **Board Job Descriptions** (Sowls)
 - Sowls asked board to review job descriptions
 - Will be used for recruiting volunteers for board positions
 - Suggestion made to consider making past president an optional position to reduce the term length for vice-president
 - Clarified the job description for book sale manager is the position on the board, not as book sale manager
 - Will discuss and vote on descriptions in July
 - c. **Library Board and Friends Board Social** (Baroni)
 - Will invite Friends to December Library Board meeting; third Thursday at 5pm; location to be determined depending on attendance; Friends board does not meet in December
 - Friends may give informative presentations in December to Library Board
 - Friends board will have social activity in August instead of a regular business meeting
 - d. **Security Audit** (Sowls)
 - City did audit of all City buildings; some scheduling and access changes for volunteers
 - Volunteers can be in the building only when the library is open to the public; exceptions for book sale weeks; don't know yet what hours will be approved for set-up access
 - Fobs need to be turned in at the reference desk
 - May set up meeting with Colleen from City and Hennings to discuss book sale scheduling and access needs.
 - e. **Update on Computers for Book Sale** (Rich)
 - Been using for about a month; working well; appreciate larger size and faster speed

10. **New Business** (Sowls)

a. **Organizational Chart/2018 Committees** (Baroni)

- Baroni presented a draft organizational chart of the Friends organization; needed for some grant considerations; each officer is a liaison to one of the committees
- Comments:
 - Add footer showing approval date
 - Programming Committee is annual meeting; this box needs to be moved
 - Change title of "At-Large Member" to "Member at Large"
 - Show relationship to library board by including a box for Library Board liaison
- Question about how the Friends library board liaison is determined. Friends liaison should be an appointed library board member chosen by the library board president in July
 - Want to consider the function of the liaisons; will discuss further in July; consider two different people: a Friends member who liaises with the library board and a library board member who liaises with the Friends board; each liaison attends the other's meeting and could provide a 5-minute summary of some aspect of the other board's activities to the liaison's own Board
 - Friends liaison could create a one-page Friends report to add to the library director's report
 - Baroni and Westby will discuss parameters of the report
- Presented 2018–2019 committees' description; Baroni will talk with each committee chair and verify correctness then put online so everyone can access it; will discuss again in July
- Need to review job description of Program and Development Coordinator; Baroni will revise job description; personnel committee will review

b. **Recognition of Outgoing Board Members** (Sowls)

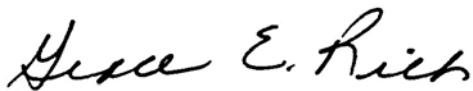
- Sowls distributed certificate and Chamber Bucks gift card to Weidman and Rich.

There is no August meeting, but the Friends board will meet at Carson Park for a social gathering on August 20, 2018, at 5pm for a potluck.

The next regular meeting is scheduled for Monday, September 17, 2018, at 7:00pm in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:44 pm.

Respectfully submitted,



Grace E. Rich, Secretary

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

	June	Annual		Budget	% of
	<u>Actual</u>	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue					
1 Memberships	\$798	\$20,000	\$21,850	\$1,850	109%
2 Booksales	0	22,650	27,218	4,568	120%
3 Online Booksales	1,618	7,000	12,931	5,931	185%
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	31	300	358	58	119%
10 Miscellaneous*	765	1,000	2,961	1,961	296%
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>\$3,212</u>	<u>\$69,507</u>	<u>\$80,934</u>	<u>\$11,427</u>	<u>116%</u>
Expenses					
10 Library Allocations	0	20,000	17,300	2,700	87%
12 Salaries	3,639	22,700	24,091	(1,391)	106%
13 Payroll Taxes	147	1,700	1,696	4	100%
14 Memberships	202	2,000	1,385	615	69%
15 Programs	0	500	1,028	(528)	206%
16 Telephone	0	85	35	50	41%
17 Newsletter	0	1,600	1,597	3	100%
18 Give-a-Kid-a-Book: Books	648	4,000	4,512	(512)	113%
19 Give-a-Kid-a-Book: Expenses	0	400	273	127	68%
20 Books for Babies	25	6,000	9,730	(3,730)	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	434	1,450	1,804	(354)	124%
25 Online Booksales: Expense	200	2,922	1,795	1,127	61%
27 Insurance	0	300	263	37	88%
28 Staff Appreciation	0	1,000	1,000	0	100%
29 Volunteer Appreciation	50	300	50	250	17%
30 Administrative	60	1,000	1,827	(827)	183%
31 Subscriptions/Org. Memberships	167	900	1,725	(825)	192%
32 Miscellaneous	0	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>\$5,573</u>	<u>\$69,507</u>	<u>\$76,213</u>	<u>-\$6,706</u>	<u>110%</u>

*Miscellaneous Revenue = Books for Babies mailer

Checking Account Recap May 2018

Balance May 31, 2018	\$6,163.61
Deposits	3,212.33
State With Liability	80.63
Fed Tax Liability*	211.28
Online Booksales	(1,618.36)
Charter Bank Investment Int	(30.67)
Withdrawals	<u>(5,572.96)</u>
Balance May 31, 2018	<u>\$2,445.86</u>

Balance per Bank Statement 05/31 2018 \$3,138.98

Check #2796 648.12
Check #2798 45.00

Total Outstanding Checks \$693.12

Balance per books 05/31/2018 \$2,445.86

Statement Financial Position

June 30, 2018

Cash: Booksale Change	300.00	
Cash: Checking (RCU)	2,445.86	
Cash: Online Booksale Checking	9,737.96	(\$8,200 transferred into checking)
Savings: RCU	5.01	
Money Market: Charter Bank	50,918.82	
Federal Tax Liability	(211.28)	
State With Liab	(296.00)	
	<u>\$62,900.37</u>	

*Taxes not paid out of payroll - weekend/holiday