

The Friends of the Library Executive Board will meet on Monday, February 18, 2019, at 7:00 p.m. (January meeting cancelled due to inclement weather) 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 November 19, 2018 (Sowls)
3. Call for additions to agenda and announcements (Sowls)
4. Treasurer's reports (Kocken)
5. Board liaison report (Brant)
6. Library director's report (Westby)
7. Program & Development Coordinator and Administrative Assistant (Claudio)
 - a. General Updates
 - b. Sponsorship of Teen Summer Library Program Prize Raffle
8. Committee Reports
 - a. Book Sale (Sowls)
 - b. Give a Kid a Book (Sowls)
 - c. Books for Babies (Claudio)
9. Old business
 - a. Online manager appointment
10. New business (Sowls)
 - a. Job Description for Program & Development Director
 - b. April Annual Meeting
 - c. Purchase of new flat carts

cc: Pamela Westby, Library Director
Julie Woodruff, Technical Services Manager
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 19, 2018

Board Members Present: Brenda Brant, Past President; Jamie Claudio, Administrative Assistant (nonvoting); Amanda Favret, Secretary; Nancy Sowls, President (presiding); John Stoneberg, Member At-Large; Maria Baroni, Program & Development Coordinator Pamela Westby, Ex-Officio (nonvoting); Sarah Kocken, Treasurer

Board Members Absent: Audrey Roecker, Vice President; Lisa Eierman, Member At-Large

1. **Call to order** at 7 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the October 15, 2018, meeting (Stoneberg); seconded (Brant); approved.
3. **Call for additions** to agenda and announcements (Sowls).
4. **Treasurer's report** (Sowls; see report)
 - a. Noteworthy Report Items:
 - o \$5,123 in Membership dues
 - o \$9,239 given in Library Allocations
 - o Money Market: \$5,1082; RCU regular: \$13,359; RCU Book Sale: \$5,251
 - b. Summary:
 - o **Total Revenues:** \$5,940 **Total Expenses:** \$13,955
 - o **Net Revenue:** -\$8,015 (October); (Fiscal Year) -\$7,764
5. **Board liaison report** (Brant)
6. **Library director's report** (Westby)
 - a. General Updates
 - o Update on space reallocation: reference staff has moved to 2nd floor; reimagine your dabble box project (cleaned out for small groups); new space for staff collaborative projects; new computers within the next 3 months; Barland Room moving to the 2nd floor; a "business" center will also be located on 2nd floor
 - o Board voted to start a new, separate "building" fund with Eau Claire Community Foundation
 - o Progress Report on library Strategic Plan
 - o Campaign Readiness Study mini case summary
 - Crescendo fundraising professionals hired to analyze community's fundraising capabilities; report will be final in January
 - Question about a "branch" as an option; Westby responded that branches require too many/duplicate resources (labor, in particular)
 - o LED sign will be installed in December
7. **Program & Development Coordinator and Administrative Assistant** (Baroni & Claudio)
 - a. Give a Kid a Book Mailers went out this week
 - b. Purchased 12 light-weight tables through Sam's Club, with significant cost savings

- o FOTL may possibly be able to request FOTL pages to set up the tables, rather than custodial staff; custodians will help with Holiday sale
- c. Paid out our portion of the LED sign
- d. FOTL is always willing to re-donate books after Sale is over; children's books are sometimes given to Marshfield, Big Brothers, homeless shelters
- e. AmazonSmile bookmarks are handed out at the circulation desk and will be handed out at the Holiday Mini-Sale; now included in the budget as a line item; suggestion to recreate the bookmark without Xmas tree but with a smile; potentially add another step to the list prompting people to bookmark the smile.amazon.com site
- f. Membership Appreciation Night should start being planned because it's usually the first Book Sale event of the year (Jan. 24);
 - o push the "Staff Ask" requests again this year, to increase L.E. Phillips staff members as members as FOTL;
 - o question about whether some "asks" would be more appropriate by sending out through email, which would reduce costs; benefit of mailers is the included envelope for people to mail back their checks; only budget for two "ask" mailers; email with a quick link may be more of an incentive to some people;
 - o decision to promote Member Appreciation night to people who haven't re-upped their membership through email; people who have renewed will receive a postcard invitation

8. Committee Reports

- a. Book Sale (Sowls)
 - o Received comments about lack of magazines; may in the future put the ones we receive out for free
 - o Next Holiday Sale is Dec. 11 – 12; the goal is to display as many books as possible
 - o Proposal to rename Book Sale Manager as Book Sale Chair, to make it sound less like work; we do have a volunteer for Online Book Sale Manager (Sally); Nancy will continue as physical Book Sale Manager but will train others on important tasks; remind volunteers that Maria/Jamie are liaison with library for requests/ideas, or go to Nancy; new idea for January Sale: Volunteers Recommend table; make sure expectations of both the "Chairs" and volunteers is understood
 - o Online Sale: new volunteer project—collecting information about online books sales data, including days in inventory, sale source, sale destination, date appraised, % of online valuation; hopefully will help us focus our efforts
 - o Request for Jamie/Technical Services: find new type of stickers that are easily peelable, don't cause damage to a high-quality book
- b. Give a Kid a Book
 - o Second week with BAM donations (400 books so far); BAM has been pushing books in the under age 5 range;
 - o Jamie has bought Spanish/Hmong books
 - o November 28—Memorial Scholastic Book Sale
 - o December 20-21 Salvation Army

9. Old business

10. **New Business** (Sowls)

- a. Young volunteer suggested UWEC contact to get young men to help with lifting tasks
- b. Job titles/reorganization chart will be ready for January meeting
- c. Question about whether FOTL has ever done a press release about donations, memberships, events, how we support the community, especially at the Membership Appreciation event

The next regular meeting is scheduled for Monday, January 28, 2018, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:12 p.m.

Respectfully submitted,



Amanda Favret, Secretary

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

November 2018

	NOV 2018	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	6,156.39	\$6,156.39
Online Book Sales	640.07	\$640.07
Total Book Sales	6,796.46	\$6,796.46
Interest	39.89	\$39.89
Membership	4,025.30	\$4,025.30
Miscellaneous Income	180.00	\$180.00
Programs		
Give-a-Kid-a-Book	615.00	\$615.00
In Honor Of	50.00	\$50.00
Total Programs	665.00	\$665.00
Total Revenue	\$11,706.65	\$11,706.65
GROSS PROFIT	\$11,706.65	\$11,706.65
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	1,109.94	\$1,109.94
Total Book Sales	1,109.94	\$1,109.94
Online Book Sales		\$0.00
Postage	72.75	\$72.75
Total Online Book Sales	72.75	\$72.75
Total Book Sale Expenses	1,182.69	\$1,182.69
Credit Card Co. Fees	33.30	\$33.30
Memberships	368.77	\$368.77
Payroll Expenses		\$0.00
Taxes	68.73	\$68.73
Wages	898.50	\$898.50
Total Payroll Expenses	967.23	\$967.23
Program Expense		\$0.00
Books for Babies		\$0.00
Books	626.39	\$626.39
Total Books for Babies	626.39	\$626.39
Total Program Expense	626.39	\$626.39
Subscriptions/Org. Membership	218.10	\$218.10
Total Expenditures	\$3,396.48	\$3,396.48
NET OPERATING REVENUE	\$8,310.17	\$8,310.17
NET REVENUE	\$8,310.17	\$8,310.17

Note

Balance of RCU (regular) checking account as of 11/30/18 : \$10,256.45

Balance of RCU (book sale) checking account as of 11/30/18: \$5,890.77

Charter Bank money market as of 11/30/18: \$51,121.92
Interest earned for November 2018: \$39.89

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

December 2018

	DEC 2018	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	1,374.74	\$1,374.74
Online Book Sales	806.53	\$806.53
Total Book Sales	2,181.27	\$2,181.27
Membership	2,275.80	\$2,275.80
Monies Received from Library	4,000.00	\$4,000.00
Programs		\$0.00
Give-a-Kid-a-Book	3,274.02	\$3,274.02
In Honor Of	1,000.00	\$1,000.00
Total Programs	4,274.02	\$4,274.02
Total Revenue	\$12,731.09	\$12,731.09
GROSS PROFIT	\$12,731.09	\$12,731.09
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	46.15	\$46.15
Volunteer Meals/Food	78.82	\$78.82
Total Book Sales	124.97	\$124.97
Online Book Sales		\$0.00
Postage	167.35	\$167.35
Supplies	41.36	\$41.36
Total Online Book Sales	208.71	\$208.71
Total Book Sale Expenses	333.68	\$333.68
Credit Card Co. Fees	41.30	\$41.30
Library Allocations	4,000.00	\$4,000.00
Office Supplies	199.95	\$199.95
Payroll Expenses		\$0.00
Taxes	137.16	\$137.16
Wages	1,792.90	\$1,792.90
Total Payroll Expenses	1,930.06	\$1,930.06
Program Expense		\$0.00
Books for Babies		\$0.00
Books	230.40	\$230.40
Total Books for Babies	230.40	\$230.40
Give-a-Kid-a-Book		\$0.00
Books	2,106.43	\$2,106.43
Misc. Expenses	107.99	\$107.99
Total Give-a-Kid-a-Book	2,214.42	\$2,214.42
In Honor Of		\$0.00
Library	250.00	\$250.00
Total In Honor Of	250.00	\$250.00

	DEC 2018	TOTAL
Total Program Expense	2,694.82	\$2,694.82
Subscriptions/Org. Membership	136.10	\$136.10
Total Expenditures	\$9,335.91	\$9,335.91
NET OPERATING REVENUE	\$3,395.18	\$3,395.18
NET REVENUE	\$3,395.18	\$3,395.18

Note

RCU (regular) checking account balance as of 12/31/18: \$16,763.69
RCU (book sale) checking account balance as of 12/31/18: \$6,697.30

Charter Bank money market balance as of 12/31/18: \$51,163.16
Charter Bank interest earned December 2018: \$41.24

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

January 2019

	JAN 2019	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	5,085.49	\$5,085.49
Online Book Sales	1,272.53	\$1,272.53
Total Book Sales	6,358.02	\$6,358.02
Interest	41.28	\$41.28
Membership	2,679.96	\$2,679.96
Programs		\$0.00
Give-a-Kid-a-Book	75.00	\$75.00
In Honor Of	260.00	\$260.00
Total Programs	335.00	\$335.00
Total Revenue	\$9,414.26	\$9,414.26
GROSS PROFIT	\$9,414.26	\$9,414.26
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	16.01	\$16.01
Total Book Sales	16.01	\$16.01
Online Book Sales		\$0.00
Postage	848.87	\$848.87
Total Online Book Sales	848.87	\$848.87
Total Book Sale Expenses	864.88	\$864.88
Credit Card Co. Fees	27.54	\$27.54
Insurance	7.00	\$7.00
Memberships	255.39	\$255.39
Newsletter	514.88	\$514.88
Office Supplies	151.89	\$151.89
Payroll Expenses		\$0.00
Taxes	166.19	\$166.19
Wages	2,172.38	\$2,172.38
Total Payroll Expenses	2,338.57	\$2,338.57
Program Expense		\$0.00
Give-a-Kid-a-Book		\$0.00
Books	667.61	\$667.61
Misc. Expenses	169.96	\$169.96
Total Give-a-Kid-a-Book	837.57	\$837.57
In Honor Of		\$0.00
Library	1,000.00	\$1,000.00
Total In Honor Of	1,000.00	\$1,000.00
Total Program Expense	1,837.57	\$1,837.57
Subscriptions/Org. Membership	136.10	\$136.10
Telephone	17.26	\$17.26

	JAN 2019	TOTAL
Total Expenditures	\$6,151.08	\$6,151.08
NET OPERATING REVENUE	\$3,263.18	\$3,263.18
NET REVENUE	\$3,263.18	\$3,263.18

Note

RCU Checking account balance as of 1/31/19: \$15,551.42
RCU Book Sale Checking account balance as of 1/31/19: \$7,969.83
Charter Bank Money Market balance as of 1/31/19: \$51,204.44
Charter Bank Interest earned for January 2019: \$41.28

Quarterly Budget Report - December 2018

	Annual		Budget	% of
	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue				
1 Memberships	\$20,000	\$12,065	(\$7,935)	60%
2 Corporate Memberships	2,500	\$0	(2,500)	0%
3 Booksales	25,200	\$14,873	(10,327)	59%
4 Online Booksales	12,000	\$6,960	(5,040)	58%
5 Grants	0	\$0	0	0%
6 Give-a-Kid-a-Book	4,500	\$3,889	(611)	86%
7 Books for Babies	2,500	\$2,780	280	111%
8 In Honor Of	2,000	\$1,150	(850)	58%
9 Interest	350	\$203	(147)	58%
10 Amazon Smiles	200	\$203	3	101%
11 Miscellaneous	500	\$185	(315)	37%
12 Monies Received for Library	6,000	\$4,000	(2,000)	67%
13 Transfer to Fund Balance	<u>2,675</u>	<u>\$0</u>	<u>(2,675)</u>	<u>0%</u>
Total Revenue	<u>\$72,425</u>	<u>\$42,308</u>	<u>(\$30,117)</u>	<u>58%</u>
Expenses				
14 Library Allocations	20,000	13,262	6,738	66%
15 Salaries	23,500	9,115	14,385	39%
16 Payroll Taxes	1,700	697	1,003	41%
17 Memberships	1,200	933	267	78%
19 Credit Card Company Fees	350	171	179	49%
19 Annual Meeting	400	167	233	42%
20 Telephone	75	48	27	64%
21 Newsletter	1,700	1,033	667	61%
22 Give-a-Kid-a-Book: Books	3,500	2,106	1,394	60%
23 Give-a-Kid-a-Book: Expenses	300	108	192	36%
24 Books for Babies	8,000	6,465	1,535	81%
25 In Honor Of: Library	2,000	350	1,650	18%
26 In Honor Of: Expenses	100	0	100	0%
27 Booksales: Expense	1,450	1,861	(411)	128%
Office Supplies - \$500		1,458		
Promotions - \$450		0		
Food - Volunteers - \$500		403		
28 Online Booksales: Expense	2,400	695	1,705	29%
29 Insurance	300	259	41	86%
30 Staff Appreciation	1,000	0	1,000	0%
31 Volunteer Appreciation	150	0	150	0%
32 Office Supplies	1,800	444	1,356	25%
33 Subscriptions/Org. Memberships*	1,800	1,269	531	70%
34 Miscellaneous	700	297	403	42%
35 Monies Remitted to Library	7,000	0	7,000	
36 Transfer to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>na</u>
Total Expense	<u>\$72,425</u>	<u>\$39,280</u>	<u>\$33,145</u>	<u>54%</u>

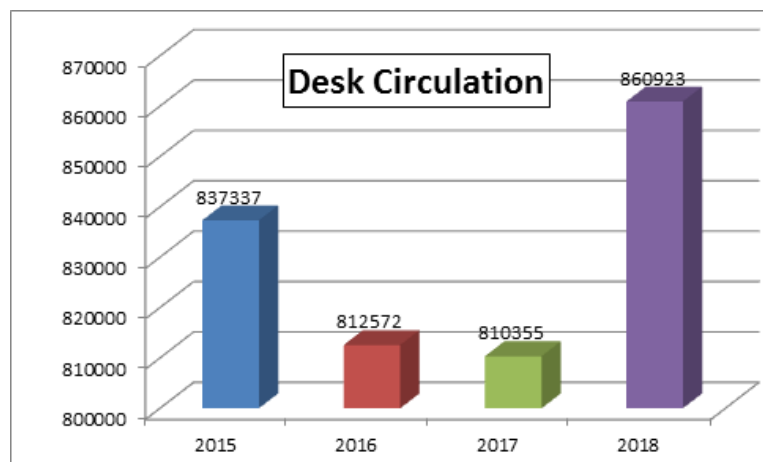
To: Friends of the Library Board

From: Julie Woodruff, Technical Services Manager

Date: January 2019

2018 Statistics Recap

- Added over 21,000 items to the library collection
- Withdrew over 39,000 items
- Library circulation is up by 50,000 items. Kudos to all library staff for doing a great job selecting, acquiring, cataloging, processing, promoting, and circulating the collection.



2018 Top Accomplishments

- Waived late fees and eliminated late fees on most items
- Introduced self-checkout services
- Started Space Reallocations
- Added a local music CD collection
- Increased outreach visits to youth
- Host even more CV Book Festival Events
- Installed an outdoor LED sign
- Purchased a BookBike trailer to increase visits (all year round)
- Reimagined the Dabble Box to provide more community involvement in 2019
- Purchased Braille printer for public use
- Hosted a Customer Appreciation Day
- Translated Library card applications in Hmong and Spanish
- Implemented Brand Campaign
- Rolled out Marketing Campaign
- Reduced wait times through system-wide changes

Books for Babies - Deliveries 2018

Number of Books Delivered

<u>Date of Delivery</u>	<u>Mayo</u>	<u>Marshfield</u>	<u>Sacred Heart</u>	<u>Monthly Total</u>
01/16/18	48		48	
				96
02/09/18	91		0	
				91
03/09/18	84		44	
				128
04/05/18	0		89	
				89
05/08/18	50		61	
	Mayo delivery included 8 Spanish Books			111
06/12/18	45		45	
				90
07/17?/18	95		95	
				190
08/07/18	95		45	
				140
09/12/18	100	65	45	
	Mayo delivery included 10 Spanish Books	Marshfield delivery included 20 Spanish books		210
10/10/18	135	67	68	
				270
11/14/18	90	90	0	
				180
12/11/18	90	90		
				180
Totals for Each	923	312	540	
Total Books		1775		1775