

The Friends of the Library Executive Board will meet on Monday, March 18, 2019, 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 February 18, 2019 (Sowls)
3. Call for additions to agenda and announcements (Sowls)
4. Treasurer's reports (Kocken)
5. Board liaison report (Brant)
6. Library report (Woodruff)
7. Program & Development Coordinator and Administrative Assistant (Claudio)
 - a. General Updates
8. Committee Reports
 - a. Book Sale (Sowls)
 - b. Books for Babies (Claudio)
9. Old business
 - a. Job Description for Program & Development Director
 - b. April Annual Meeting
10. New business (Sowls)
 - a. 2019 Annual Request from library
 - b. New Hire and Interview Procedures

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
February 18, 2019

Board Members Present: Brenda Brant, Past President; Jamie Claudio, Administrative Assistant (nonvoting); Amanda Favret, Secretary; Nancy Sowls, President (presiding); John Stoneberg, Member At-Large; Sarah Kocken, Treasurer; Audrey Roecker, Vice President

Board Members Absent: Lisa Eierman, Member At-Large, Pamela Westby, Ex-Officio (nonvoting)

Guests: Julie Woodruff (Technical Services Manager)

1. **Call to order** at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Motion to approve minutes** from the November 19, 2018, meeting (Stoneberg); seconded (Roecker); approved.
3. **Call for additions** to agenda and announcements (Sowls).
4. **Treasurer's report** (Kocken)
 - a. Noteworthy Report Items:
 - o Cash-out at the door for Members' Appreciation Night was excellent.
 - o 58% of revenue to budget; 54% expenses to budget as of December, even with purchase of tables.
 - o December highlights=Membership dues; Give-a-Kid-a-Book
 - o January Book Sale = \$5,086, even with cold weather; Online Sale surge = \$1,273
 - b. Summary:
 - o **Total Revenues:** \$11,707 (November); \$12,731 (December); \$9,414 (January)
 - o **Total Expenses:** \$3,396 (November); \$9,336 (December); \$6,151 (January)
 - o **Net Revenue:** \$14,969 (November - January); \$7,204 (Fiscal Year)
5. **Board liaison report** (Brant)
 - a. Fundraising feasibility study was released; it lays the groundwork for fundraising in the community; "donor fatigue" is an issue at this time and will affect possible remodeling/additions.
 - b. Connected Cities may potentially be interested in partnering with Give a Kid a Book
6. **Library director's report** (Julie Woodruff)
 - a. General Updates
 - o Reviewed 2018 Statistics Recap and Top Accomplishments document.
 - o Post-holiday season reading/circulation has increased.
 - o Discussion regarding whether the LED sign advertises FOTL events like Book Sale (it does); Stoneberg requested specific information from library marketing department about when and how Friends' events will be highlighted.
7. **Program & Development Coordinator and Administrative Assistant** (Claudio)
 - a. General Updates
 - o Member Appreciation Night resulted in two new members (book sellers), plus at least 12 renewals.

- FOTL has been flooded with “In Honor of” requests in the name of a recently deceased local philanthropist.
 - Discussed possibility of reaching out to/reminding funeral homes that donations are a great option to replace flowers in honor of a deceased loved one.
 - Thursday, August 22, is the date of the upcoming FOTL-sponsored Dabble Box event. After Dark Series date to be determined late spring.
 - Members were emailed mid-January regarding renewals; the newsletter was sent out in January as well.
 - Discussion about scheduling the Annual Meeting in April. Should it be the 3rd week of the month, similar to prior years? A lot of library events are scheduled that week.
 - How do we produce interest in this event?
 - Finding a speaker who has wide appeal and is economical is difficult.
 - Last year was casual, and we used slide shows to inform members of successes and changes. The Distinguished Service Award Committee will meet in March to select the 2019 honoree. The committee is comprised of board members and community representatives. The award is typically presented at the Friends of the Library Annual Meeting.
 - 2017 Bylaws: annual meeting date merely needs to be decided and approved by executive board; members must be notified in writing at least two weeks before the meeting.
 - How valuable is the meeting? How much effort should we expend to draw people in? Possibly more satisfying and less effortful would be to help support the library/a program during National Library Week, then tie in to that program/event before/after with our annual meeting. Another idea is to possibly merge the annual meeting with member appreciation night and hold the meeting the Thursday before the April Book Sale; Brant will check with Isa Small for this year’s National Library Week events we could informally sponsor with snacks.
 - Claudio is working on updating the outdated procedure manual and revising the filing system.
 - We may need to tap into the Charter Bank account to meet the annual library allocation/request. In future years, we may need to lower the library’s expectations regarding our allocation to them; FOTL will be approached for fundraising for remodel/add-ons to the library.
 - Claudio has been trying to learn “In-Design” (the publication program our former Program and Develop Coordinator used) to create the quarterly newsletter. It is a difficult program to learn or to integrate with other programs. Library staff may have recommendations for easier software.
- b. Sponsorship of Teen Summer Library Program Prize Raffle
- Youth Services requested that FOTL sponsor the program by purchasing prizes (\$500-worth), then reduce their yearly request.
 - Our organizational logo will be printed on the paperwork/flyer as a sponsor.
 - Since the program needed fast approval, Sowls made an executive decision to agree.

8. Committee Reports

a. Book Sale (Sowls)

- JAMF contacted us regarding provision of potential volunteers; Sowls requested people who are able to do manual volunteer.
- A new volunteer found a 1st edition during Sale. Sowls suggests that appraisers come in the last day of the Sale to survey books for potential misses that we can sell online.
- Gift Books will be tagged with red, green, and blue removable stickers; cashiers will have cards with color price codes.
- For books that didn't sell, we gave a variety to a group of teachers to supply food pantries.
- Higher Ground in Neillsville took military books.
- County child support group is also receiving children's books that didn't sell.
- We will be holding a March 9 Mini-Sale for Animal Pop-Up; we are not expecting many sales, but it will be goodwill event for FOTL with select on-theme books.

b. Give a Kid a Book

- Gave out 3,800 books, slightly less than less year, but there were also fewer requests from Salvation Army.
- BAM collected 2,000 books for us.

c. Books for Babies

- Received a new quote from vendor; most of the books in our standard order increased in cost by 7%. Upon request for a new quote, Baker and Taylor tried to find equivalent books at less cost.
- We may not need to rely on the book vendor to create a new list; ask Youth Services for new titles that meet our needs.
- Suggestion to enquire whether Kristo Orthodontics is interested in donating to the program.
- Bags will run out in the next few months. Our last purchase was close to \$900 for \$2,500 bags. Last year's sponsor may not be interested this year; RCU passed as a sponsor.
- Baby booklets will probably run out in the next 5 – 6 months. FOTL could apply for grants or see if personal contacts would be willing to support. Giving Circle and Bremer Bank may be organizations willing to donate.
- Upcoming problem with Books for Babies mailer. It costs \$663 in ink (cheap) to print them. We could cut down on the expense by re-designing the card. We send out 600 per month and rarely receive more than 10 back. The cards don't bring in any revenue; should we put the card in the bags themselves instead of mailing them?
- Linda Stelter will be running the group which assembles the bags.

9. Old business

a. Online manager appointment

- Sally Derksen is doing a great job, especially in collecting data on sales and providing weekly updates to the volunteers.

10. New Business (Sowls)

a. Purchase of new flat carts

- These carts are necessary for transferal of box trays during the Book Sale. Primary discussion and decision-making will be delayed to next month.
 - Space to store them is an issue; they are also not cheap.
- b. Job Description for Program & Development Director
- Brant questions the value of FOTL newsletter and raises the possibility of an insert to the library newsletter. This would cause problems because FOTL membership and library membership are significantly different. Another idea is to scale back FOTL newsletter efforts from quarterly mailings to bi-yearly or yearly.
 - Discussion about whether to merge and/or prioritize job tasks between open Book Sale Manager and Program & Development Coordinator positions.
 - A concern is also raised about designated oversight of Book Sale funds.
 - Subcommittee of Brant, Roecker, Favret, and Claudio will meet March 1, 2019, to discuss the job description and FOTL priorities.
- c. April Annual Meeting

The next regular meeting is scheduled for Monday, March 18, 2019, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:42 p.m.

Respectfully submitted,



Amanda Favret, Secretary

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

February 2019

	FEB 2019	TOTAL
Revenue		
Amazon Smiles Donations	148.09	\$148.09
Book Sales		\$0.00
Online Book Sales	1,375.73	\$1,375.73
Total Book Sales	1,375.73	\$1,375.73
Interest	37.32	\$37.32
Membership	528.30	\$528.30
Programs	330.69	\$330.69
In Honor Of	955.00	\$955.00
Total Programs	1,285.69	\$1,285.69
Total Revenue	\$3,375.13	\$3,375.13
GROSS PROFIT	\$3,375.13	\$3,375.13
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	11.98	\$11.98
Volunteer Meals/Food	101.75	\$101.75
Total Book Sales	113.73	\$113.73
Online Book Sales		\$0.00
Postage	8.00	\$8.00
Supplies	22.49	\$22.49
Total Online Book Sales	30.49	\$30.49
Total Book Sale Expenses	144.22	\$144.22
Credit Card Co. Fees	37.57	\$37.57
Office Supplies	90.35	\$90.35
Payroll Expenses		\$0.00
Taxes	113.50	\$113.50
Wages	1,483.64	\$1,483.64
Total Payroll Expenses	1,597.14	\$1,597.14
Program Expense	366.14	\$366.14
In Honor Of		\$0.00
Library	630.00	\$630.00
Misc. Expenses	600.00	\$600.00
Total In Honor Of	1,230.00	\$1,230.00
Total Program Expense	1,596.14	\$1,596.14
Subscriptions/Org. Membership	461.28	\$461.28
Total Expenditures	\$3,926.70	\$3,926.70
NET OPERATING REVENUE	\$ -551.57	\$ -551.57
NET REVENUE	\$ -551.57	\$ -551.57

Note

RCU Checking account balance as of 2/28/19: \$12,513.06

RCU Book Sale checking account balance as of 2/28/19: \$9,345.56

Charter Bank Money Market balance as of 2/28/19: \$51,241.76

Charter Bank Interest earned for February 2019: \$37.32

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2018 - February 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
Revenue									
Amazon Smiles Donations		111.08		91.59				148.09	\$350.76
Book Sales									\$0.00
Book Sales	598.20	6,517.12	226.24		6,156.39	1,374.74	5,085.49		\$19,958.18
Online Book Sales	892.22	999.53	2,938.08	684.06	640.07	806.53	1,272.53	1,375.73	\$9,608.75
Total Book Sales	1,490.42	7,516.65	3,164.32	684.06	6,796.46	2,181.27	6,358.02	1,375.73	\$29,566.93
Interest	41.09	41.12	39.82	41.18	39.89		41.28	37.32	\$281.70
Membership	388.30	89.23	163.30	5,123.30	4,025.30	2,275.80	2,679.96	528.30	\$15,273.49
Miscellaneous Income	5.00				180.00				\$185.00
Monies Received from Library						4,000.00			\$4,000.00
Programs								330.69	\$330.69
Books for Babies	2,355.00	360.00	65.00						\$2,780.00
Give-a-Kid-a-Book					615.00	3,274.02	75.00		\$3,964.02
In Honor Of		100.00			50.00	1,000.00	260.00	955.00	\$2,365.00
Total Programs	2,355.00	460.00	65.00		665.00	4,274.02	335.00	1,285.69	\$9,439.71
Total Revenue	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$11,706.65	\$12,731.09	\$9,414.26	\$3,375.13	\$59,097.59
GROSS PROFIT	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$11,706.65	\$12,731.09	\$9,414.26	\$3,375.13	\$59,097.59
Expenditures									
Book Sale Expenses									\$0.00
Book Sales									\$0.00
Supplies	42.27	116.00	83.96	59.46	1,109.94	46.15	16.01	11.98	\$1,485.77
Volunteer Meals/Food			165.08	158.84		78.82		101.75	\$504.49
Total Book Sales	42.27	116.00	249.04	218.30	1,109.94	124.97	16.01	113.73	\$1,990.26
Online Book Sales									\$0.00
Postage	1,276.34	194.27	791.70	147.35	72.75	167.35	848.87	8.00	\$3,506.63
Supplies	50.50	9.17		593.65		41.36		22.49	\$717.17
Total Online Book Sales	1,326.84	203.44	791.70	741.00	72.75	208.71	848.87	30.49	\$4,223.80
Total Book Sale Expenses	1,369.11	319.44	1,040.74	959.30	1,182.69	333.68	864.88	144.22	\$6,214.06
Credit Card Co. Fees	19.12	40.16	18.60	18.68	33.30	41.30	27.54	37.57	\$236.27
Insurance				259.00			7.00		\$266.00
Library Allocations			22.96	9,238.92					\$9,261.88
Memberships	521.38			43.29	368.77		255.39		\$1,188.83
Miscellaneous Expense	236.29		55.92	4.79					\$297.00
Monies Remitted to Library						4,000.00			\$4,000.00
Newsletter	332.83	240.22		459.57			514.88		\$1,547.50
Office Supplies	63.89		179.96			199.95	151.89	90.35	\$686.04
Payroll Expenses									\$0.00
Taxes	131.28	162.57	131.53	66.05	68.73	137.16	166.19	113.50	\$977.01
Wages	1,716.15	2,125.10	1,719.40	863.33	898.50	1,792.90	2,172.38	1,483.64	\$12,771.40
Total Payroll Expenses	1,847.43	2,287.67	1,850.93	929.38	967.23	1,930.06	2,338.57	1,597.14	\$13,748.41
Program Expense								366.14	\$366.14
Annual Meeting	167.40								\$167.40
Books for Babies		1,102.97							\$1,102.97
Books	1,465.33		1,384.49	1,655.32	626.39	230.40			\$5,361.93
Supplies	206.19			231.02					\$437.21
Total Books for Babies	1,671.52	1,102.97	1,384.49	1,886.34	626.39	230.40			\$6,902.11
Give-a-Kid-a-Book									\$0.00
Books						2,106.43	667.61		\$2,774.04
Misc. Expenses						107.99	169.96		\$277.95
Total Give-a-Kid-a-Book						2,214.42	837.57		\$3,051.99
In Honor Of									\$0.00
Library			100.00			250.00	1,000.00	630.00	\$1,980.00
Misc. Expenses								600.00	\$600.00
Total In Honor Of			100.00			250.00	1,000.00	1,230.00	\$2,580.00

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
Total Program Expense	1,838.92	1,102.97	1,484.49	1,886.34	626.39	2,694.82	1,837.57	1,596.14	\$13,067.64
Subscriptions/Org. Membership	122.10	516.10	138.10	138.10	218.10	136.10	136.10	461.28	\$1,865.98
Telephone	30.44			17.36			17.26		\$65.06
Total Expenditures	\$6,381.51	\$4,506.56	\$4,791.70	\$13,954.73	\$3,396.48	\$9,335.91	\$6,151.08	\$3,926.70	\$52,444.67
NET OPERATING REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$8,310.17	\$3,395.18	\$3,263.18	\$ -551.57	\$6,652.92
NET REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$8,310.17	\$3,395.18	\$3,263.18	\$ -551.57	\$6,652.92

Friends of the L. E. Phillips Memorial Public Library Budgets						
		2016-17	2017-18	2018-19		
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		
Revenue						
1	Memberships	\$20,000	20,000	20,000	15273.49	76%
2	Booksales	22,000	22,650	26,000	19,958.18	77%
3	Online Booksales	3,000	7,000	11,000	9608.75	87%
4	Grants	0	5,000			
5	Give-a-Kid-a-Book	3,600	4,000	5,000	3964.02	79%
6	Fund Raising		1,000	1,000		
7	In Honor Of	3,000	1,700	2,000	2365	118%
9	Interest	300	300	325	281.7	87%
10	Miscellaneous (AmazonSmile)	0	1,000	1,600	350.76	22%
	Monies Received for Library		7,000	6,000	4000	67%
11	Transfer to Fund Balance	<u>13,485</u>	<u>6,857</u>	<u>8,600</u>		
	Total Revenue	<u>\$65,385</u>	<u>\$69,507</u>	<u>\$75,525</u>	59097.59	78% Through the end of February
Expenses						
12	Library Allocations	25,000	20,000	23,000	\$ 9,261.88	40%
13	Salaries	14,000	22,700	23,500	\$ 12,771.40	54%
14	Payroll Taxes	1,100	1,700	1,700	\$ 977.01	57%
15	Memberships	1,500	2,000	1,500	\$ 1,188.83	79%
16	Programs	550	500	400		
17	Telephone	85	85	75	\$ 65.06	87%
18	Newsletter	1,600	1,600	1,900	\$ 1,547.50	81%
19	Give-a-Kid-a-Book: Books	4,500	4,000	3,500	\$ 2,774.04	79%
20	Give-a-Kid-a-Book: Expenses	500	400	300	\$ 277.95	93%
21	Books for Babies	6,000	6,000	9,000	\$ 5,799.14	64%
22	Fund Raising		500			
23	In Honor Of: Library	3,000	1,700	2,000	\$ 1,980.00	99%
24	In Honor Of: Expenses	200	150	100	\$ 600.00	600%
25	Booksales: Expense	2,600	1,450	1,300		
26	Online Booksales: Expenses	1,700	2,922	1,900		
28	Insurance	300	300	300		
29	Staff Appreciation	400	1,000	1,000		
30	Volunteer Appreciation	400	300	150		
31	Administrative	2,000	1,000	1,500		
32	Subscriptions/Org. Memberships	150	900	1,700		
33	Miscellaneous	0	300	700		
	Monies Remitted to Library		7,000	6,000		
34	Transfer to Fund Balance	<u>0</u>	<u>-</u>	<u>-</u>		
	Total Expense	<u>\$65,585</u>	<u>\$69,507</u>	<u>\$75,525</u>	52444.67	69% Through the end of February
Please note two categories were eliminated in 2017-18 Budget:						
FOL Special Projects & Author Book Sales						

To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: February 2019

Staff Recognition

Employees reaching milestone years of service to the L.E. Phillips Memorial Public Library were honored at a brief All Staff Meeting in February. In 2019, current library workers have a collective total of 712 years of service on the books! Special recognition for their dedication and fine work goes to the following:

5 years: Samantha Carpenter, Peter Kaesberg, Jon Lebakken and Jan Thompson

20 years: Jennifer Karls and Shelly Collins-Fuerbringer

25 years: Linda Flach

40 years: Melany Bartig

Diversity Challenge <https://www.ecpubliclibrary.info/diversity/>

The reference department is offering a new reading challenge for 2019. Are you in a reading rut, or looking to broaden your book horizons? Well, look no further. The Diversity Challenge offers you a chance to diversify your reading, *and* a chance to win prizes! Read or listen to a book from all 12 categories to receive a free book and enter the grand prize drawing for a Kindle Fire at the end of 2019. Also, every month you read a book from one of the categories, stop by the library to be entered into a monthly prize drawing for \$10 in Chamber Buy Local Bucks. What if you're not in the mood for the month's recommended category? Feel free to mix and match the categories and months.

Snowiest February ever

As snow came down, customers and library materials had a hard time making it to the library. We declared several customer convenience weather days. During one of these weather days, the circulation department gives customers an extra day (or in one case three) to return material and to pick up reserves. We hope this reduces the stress that customers feel in managing their library accounts. We received multiple "Thanks you's" for extending this courtesy. In addition to customers, our courier was also unable to traverse the roads on a few occasions. This led to intermittent delivery of requested materials.

After Dark series

The After Dark Series branding has been discontinued. Library staff intends to continue to offer an annual after hours event, minus the collaborative branding.

LED Sign

Friends' events are welcome to be displayed on the outdoor LED sign. Programming and Communication Services (PCS) staff asks for a lead time of preferably one month, with a minimum of two weeks lead time. Please submit a PCS request.

FRIENDS OF THE L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY Job Description

TITLE: Program and Development Coordinator
REVISED: March 18, 2019

SUMMARY

Develops and implements the Friends of the Library programs. Organizes and oversees fundraising events. Responsible for budgeting and community outreach. Schedules and oversees planning for special events that publicize the organization and its programs to the community. Assesses needs and ensures that program objectives are met. Coordinates activities of program committees, quarterly book sales, and/or other groups to plan procedures. Position is 15 hours per week. The position is nonexempt. Starting salary is \$14.00/hr.

ESSENTIAL FUNCTIONS

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works with Friends Executive Board and Library Board on fundraising goals and implements events and proposals to meet goals.
- Maintains and implements fundraising calendar activities including membership drives.
- Serves as liaison between Friends and library to ensure common goals are met.
- Serves as a liaison for the following committees: Book Sale, Give a Kid a Book, In Honor Of, Books for Babies, Finance, Nominating, Program and Membership. Recruits members for each committee.
- Coordinates the Book Sales (including scheduling and communicating with volunteers, overseeing cash and credit transactions, etc.), Annual Meeting and other Friends' programs.
- Oversees the marketing for Friends' programs and events. This includes creating flyers and promotional materials, updating promotional displays, and sending out news releases.
- Works with the Administrative Assistant to draft annual budget in coordination with the Finance Committee for presentation to the Friends Executive Board.
- Writes, edits, lays out, and distributes the newsletter. Works with the library director, Friends president, and committee chairs on articles and committee updates.
- Maintains the Friend's portion of the Library website.

NONESSENTIAL FUNCTIONS

Other duties may be assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work involves frequent lifting and carrying of up to 10 pounds with occasional lifting, carrying, and/or moving materials of 11–50 pounds. Work varies between sedentary (sitting), walking, and standing. Occasional bending, squatting, twisting, and reaching motions may be required.

QUALIFICATIONS

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

- Ability to convey a vision of the Friends of the Library's strategic future to library staff, Executive Board, volunteers, and members.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities, including planning, program development and task facilitation.
- Self-starter with the ability to work unsupervised.
- Understanding of Adobe Creative Suite or a comparable publishing software. Proficient in Microsoft Office Suite, especially Word, Excel, and Outlook.
- Ability to work with a high degree of accuracy and attention to detail.
- Effective oral and written communication skills.
- Ability to establish and maintain positive, effective working relationships with Friends' volunteers and the public.
- Ability and initiative to independently manage multiple projects and deadlines.
- A bachelor's degree or equivalent sales and/or non-profit experience.

LANGUAGE SKILLS

Must be able to use oral, written, and visual skills to communicate effectively with Friends' volunteers, library staff, and the public.



2019 ANNUAL REQUESTS TO FRIENDS (\$20,000)

Arts West Prizes and Refreshments

As in the past, we'd like to invite the Friends to support the cash prizes we give to the top four entries in the Arts West event as well as the special refreshments and decorations. The amount requested reflects expected funding needs for 2020. **Amount requested: \$1,500**

Chippewa Valley Book Festival

In 2007, the Friends asked that funds for the Chippewa Valley Book Festival be requested from them each year. Held in the fall annually since 2000, the festival showcases authors of regional and national reputation and features readings, discussions, and workshops for readers and writers of all ages. The library supports the book festival with a donation of at least \$500 through its own programming funds. In 2019, the minimum honorarium for authors will increase from \$300 to \$500. **Amount requested: \$1,200**

Chippewa Valley Writers Guild

Building on the successful Friends/Library/Guild partnership for the "Joy to the Word" program, part of the Sounds and Stories series, the library would like collaborate with the Guild to be the primary sponsor the 2020 Winter Writers Retreat. The retreat offers 20 regional writers the opportunity to hone their skills with mentorship from established writers, culminating in a public reading. This sponsorship would provide acknowledgement for both the library and Friends in print materials, social media, web presence, and throughout the retreat. Sponsoring the event will further maintain accessibility for community members. **Amount requested: \$700**

Ads in Local Media

The library would like to continue to advertise its programs, services and materials in small ads to run frequently in the Eau Claire Leader Telegram, Family Times, Senior Review, and Volume One magazine. We would also like to explore radio and television ads. Ads are especially appreciated for new programs and services, such as the One Book, One Community reading programming and the opening of the Dabble Box. The government rate for small, black and white ads in the newspaper is approximately \$140.00 each; ads in other media or in color are slightly higher. **Amount requested: \$2,000**

Program Refreshments

The library would like to request funds from the Friends for refreshments at library programs. We continue to receive comments from customers that they enjoy and appreciate refreshments whenever they are served. Refreshments are a standard part of art receptions and special programs. **Amount requested: \$500**

Giveaway Items

The library staff attends several community events at which they give away small items such as pencils and notepads imprinted with the library logo and contact information. These items attract attention to the library at the event itself and serve as a reminder about the library after the event has concluded. **Amount requested: \$1,200**

One Book, One Community

The One Book, One Community reading program is an opportunity to start conversations on issues that affect our entire community. We request funds to support special programming such as professional presenters. **Amount Requested: \$700**

Portable Sign Holders

The free-standing sign holders are used to promote events and update customers to service changes. The requested amount will replace three aging and broken sign holders. **Amount Requested: \$500**

Browsing Paperback Shelving

We would like to request the purchase of 2 magstak acrylic book double tower displays. The browsing paperbacks are located on the first floor and are a popular collection. The annual collection turnover rate is over 6. However the existing shelving won't hold the new popular size paperback bestsellers. Popular authors that aren't offered include: John Grisham, James Patterson, and Lee Child. This shelving is attractive and expandable which will allow a more comprehensive system for displaying this collection. **Amount requested \$2,600.**

Home Delivery Bags

Volunteers and staff use book bags to deliver materials to Home Deliver customers. The money requested would go towards replacing older delivery bags that are worn and grubby-looking. **Amount requested: \$200**

Adult Summer Reading Program

The adult summer reading program will be offered at the library again this year. The theme for the Adult Summer Reading Program for 2019 will be "A Universe of Stories." Participants will complete cards by reading or listening to books of their own choice. This program continues to be successful in encouraging adults to read. The funds are used for Reference Services staff t-shirts, decorations, prizes, and an end of summer appreciation party for summer reading participants of all ages. **Amount requested: \$900**

Senior Americans' Day

The library requests funds to pay for a table at Senior Americans' Day. This would allow the library to have a presence to let people know of the programs and other items offered at the library for them to utilize. **Amount requested: \$100**

Home Delivery

As a thank-you, we would like to continue to give holiday cards and small gifts (candy) to the volunteers and participants of the home delivery program. This practice continues to be very popular and well received. **Amount requested: \$400**

Adult Winter Reading Program

The library has started a winter program for adult readers. It runs for one month in February. Customers are asked to read three books and give a review on one of them. This funding would allow the library to offer prizes similar to the prizes in its other reading programs.

Amount requested: \$500

Miscellaneous Program Prizes

The library is offering more programs of shorter duration, such as “Guess the Title”, and would like to offer a small prize and refreshments at some of our workshops and short programs to encourage participation. **Amount requested: \$200**

2020 Year-Long Reading Challenge

Customers will read one title matching a category per month with a monthly drawing for a gift basket for participants. Every participant who completes all 12 months will receive a small prize and a chance to win a grand prize. This is a reading program where customers would read on their own from categories presented by the Library. Each customer will receive a customized reading journal and be invited to participate in a monthly discussion. **Amount requested: \$900**

Dabble Box Supplies

In 2019, the Dabble Box - makerspace will expand programs to all ages through digital software classes, technology experiences, and art activities all year-round. Staff is formalizing procedures for all aspects of the DB, designing DIY instructions for the specialized equipment, creating programming themes, and planning monthly projects and the annual Dabble Day celebration. New partnerships include the Pablo Center and the proposed Eau Claire Virtual Charter School. Items purchased may include 3D printer supplies, mug printer ink cartridges, sewing and button maker materials, as well as science and art supplies. **Amount requested: \$2,200**

Nintendo Switch Games

Group gaming remains a popular activity for youth in the library. In 2018, Youth Services requested and received a Nintendo Switch gaming system, extra controllers, and one game from the Friends of the Library, and it has been a wonderful program offering. Youth Services staff has found, however, that many of our Nintendo Switch games in the regular collection are not available for programming due to their popularity. Youth Services would like to purchase two more family-friendly Switch games to add gaming variety. If the games wane in popularity, they would be added to the regular library collection. **Amount requested: \$200**

Youth Services Programs - Request for Prizes and Incentives

This is our annual request for funds to support Youth Services programs and events and is part of an ongoing effort to increase participation in programs, particularly the summer library program. In 2015, Youth Services asked for money to cover the expense of buying a book for every child who finished a reading folder. We've given a book as the final prize each summer since and it has been a huge hit with both kids and parents. We give out approximately 1000 books each summer to babies, kids and teens. This year's request for funding will make it possible for us to purchase books once again as a final prize for kids who finish one of the three reading folders as well as fund the teen prizes and other programs throughout the year. **Amount Requested:**

\$1,500

Books on Buses

In an effort to support our strategic goal of “engaging customers through community-based services and partnerships by providing outreach services to our community”, the library partnered with the City of Eau Claire Transit to bring “Books on Buses” to our community in 2017. This initiative was one of the first of its kind in Wisconsin and several libraries throughout the state and country have looked to this model to implement their own programs. Goals are to reduce poverty by increasing literacy skills and remove the barriers of access to books by making them readily available and free for everyone while allowing transit riders to build social connections and increase social engagement. We are requesting funding to purchase books in areas where there is high demand, primarily children’s books. **Amount of request: \$500**

Play and Learn

In 2011, Youth Services introduced the Play and Learn area as part of our work on the Library’s Strategic Plan. The Play and Learn area features spots for children birth to 5 that provide fun activities to help build literacy skills through play and give tips to parents on how to extend the fun at home. Play and Learn is a popular destination for many parents and children in the Eau Claire area; many families include a visit to Play and Learn as a part of their weekly routine. Themes are changed on a quarterly basis, and with each theme change, toys and costumes are rotated in and out, and furniture is rearranged. Recent themes include “Alphabet Soup” and “Outer Space”. The areas center around five “practices” that are featured in Every Child Ready to Read @ Your Library. The practices are talking, singing, reading, writing and playing. We are asking for funds to support the continued growth and development of this essential – and very popular - area of the children’s room. **Amount Requested: \$1,500**

2019 ANNUAL STAFF AFFAIRS REQUESTS TO FRIENDS (1,000)

Staff Affairs Committee - Request for Staff Appreciation Party

Beginning in 2012, the Friends have generously donated funds to the library’s Staff Affairs Committee so that it may host a staff appreciation party as a way to honor and thank our colleagues for their dedication and service. With your continued support, the committee may once again look forward to planning another event this year. **Amount Requested: \$400**

Staff Affairs Committee - Request for Employee Recognition

When library employees attain service milestones (5 years, 10 years, etc.), they are presented awards such as a certificate of appreciation, Chamber Bucks, or a custom plaque depending on the length of service. This is a request from the Staff Affairs Committee to support the purchase of these valued awards. **Amount Requested: \$600**

VACANT POSITION PROCEDURES

- President and Vice President conduct exit interview with departing staff member to obtain input on current project and priorities, feedback on the Friends and suggestions for filling the position and future performance.
- President and Vice President meet with remaining staff to discuss duties of vacant position to prioritize functions that must be done until vacancy is filled.
- Friends of the Library Board appoint a committee of no more than three (3) board members to review vacancy job description and make recommended changes to Executive Board. The current Vice President should be one of the committee members. A Friends of the Library staff member may attend.
- The position review committee appoints one of the three members as liaison to the Library Human Resource contact appointed by the Library Director. The liaison works with the Library Human Resource contact to post and advertise the vacancy and to provide interview question recommendations per Library policy.
- The Friends' Executive Board appoints a three (3) person Interview Panel. The current Friends' President is one of the interview panel members.
- The Interview Panel makes hire recommendations to the Friends' Executive Board.
- The President offers the candidate the position.

VACANT POSITION INTERVIEW PROCEDURES

- Interview Panel reviews candidate applications to determine which applicants qualify for an interview.
- Friends of the Library staff contact applicants selected for interviews by email, informing them of interview date and time.
- President and Friends' staff work with Library Human Resource contact appointed by Library Director to finalize interview questions.
- Candidates requested to arrive 15 minutes prior to scheduled time to review interview questions.
- Interview Panel makes hire recommendation.
- President conducts reference checks on chosen candidate.
- Friends of the Library Executive Board approves hire.
- The President offers the candidate the position.
- Letter of appointment sent to candidate hired.
- Email sent to non-hires, informing them that the position was filled and thanking them for their participation in the hiring process.