

The Friends of the Library Executive Board will meet on Monday, June 17, 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 May 20, 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 (Yearous & Claudio)
 - a. General Updates
8. Committee Reports
 - a. Book Sale (Sowls)
9. Old business
 - a. Giving Gala Collaboration
10. New business (Sowls)
 - a. Vote on change of week for upcoming board meetings.
 - b. Vacant Member At-Large position
 - c. Membership Committee Discussion

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
May 20, 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; Julie Woodruff; Stacy Yearous

Board Members Absent: Lisa Eierman, Member At-Large

Guests: Ellie Siedow, Executive Director of Girls on the Run

1. **Call to order** at 6:55 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Sowls).
2. **Introduction of new Program & Development Coordinator** (Sowls)
3. **Motion to approve minutes** from the March 18, 2019, meeting (Stoneberg); seconded (Roecker); approved.
4. **Call for additions** to agenda and announcements (Sowls).
 - a. **Motion to sponsor** library Harry Potter event; approved
5. **Treasurer's report** (Kocken)
 - a. Noteworthy Report Items:
 - o Book Sale = \$5,998.19
 - o FOTL is not meeting its budget revenue goal for memberships
 - o Online sales revenue approximately \$2,000 ahead of the same time last year
 - o 2019 – 2020 Budget introduced; **motion to approve budget** (Brant); seconded (Stoneberg); approved
 - o Discussion regarding how Staff Appreciation funds are used by the library. Woodruff confirmed use for annual party.
 - b. Summary:
 - o **Total Revenues:** \$2,637 (March); \$10,196 (April); \$71,972 (year to-date)
 - o **Total Expenses:** \$7,907 (March); \$17,074 (April); \$77,425 (year to-date)
 - o **Net Revenue: -\$5,270 (March); -\$6,878 (April); -\$5,453 (year to-date)**
6. **Board liaison report** (Brant)
 - a. Launch of campaign in January for library remodel; the campaign will begin pre-seeding with large donations/donors, then the next stage of the campaign will focus on small donors
 - b. Suggestion to FOTL to consider ahead of time donation “naming right” possibilities; FOTL requests a list of opportunities from the library
 - c. Introduction of 2018 Annual Report
 - d. Discussion regarding ideas for the new library spaces; many exploratory ideas may be used to attract corporate donors
7. **Library director's report** (Woodruff)
 - a. General Updates
 - o Highlighted operating budget from 2018 Annual Report

- First grader field trip visits (800-some participants); emphasized their introduction to Dabble Box
 - Soft launch of Sawdust City Sounds, an online local music database
 - FOTL to sponsor Hogwarts/Harry Potter event so that liquor license may be approved
8. ~~Program & Development Coordinator and~~ **Administrative Assistant** (Claudio)
- a. General Updates
 - Membership mailing: 342 people had not renewed; 194 emails sent; 148 people did not have email addresses. FOTL has received a few responses, so we expect to meet the budget but are behind in comparison to last year.
 - 171 volunteers last year compared to 189 in 2017; volunteer hours have similarly decreased
 - Hogwarts Homecoming possibly on September 28, 2019
 - Emphasized supporting Girls on the Run for the potential fundraising opportunity
 - Claudio will not be available for October Book Sale
 - Offered to be the point person for Girls on the Run Giving Gala committees
 - Volunteer fobs should be picked up from the same location, but a different group of people are running the station
 - Team Raffle partnership with Youth Services; we are in the process of finalizing what we need to buy for prizes
 - a. Procedure Manual
 - “In Honor Of”; goEmerchant; W-3 Transmittal of Wage and Tax Statements; Employer copy of W-2s; WI Employer copy of W-2s; Federal Quarterly 941 Tax Reports & WI Employer’s Annual Withholding Tax Return
 - Consider creating policy template
 - **Motion to approve policies** (Stoneberg); seconded (Brant); approved
9. **Committee Reports**
- a. Book Sale (Sowls)
 - Eliminate Wednesday set up for Sales due to new volunteers; we will retain page help for now
 - Sold out of magazines, mysteries; many unsold nonfiction books in all categories (Sowls has contacts for dispersing pregnancy-related self-help/medical, religion, and fiction paperback books)
 - Have 300 CDs; Revival Records and BAM cannot take library CDs
 - Festival Foods donated 2,000 plastic bags
 - Started inventorying Online Sales collection
 - b. Books for Babies (Claudio)
 - Sacred Heart is holding new orders because birth expectations have decreased and will not need books until July – August
 - Hospitals are fine with changes to the program (no bags, literature)

10. **Old business**

- a. April Annual Meeting—positive feedback on the shorter format and connection to another library program
 - o Isa Small requests synching the meeting and a program again

11. **New Business** (Sowls)

- a. Employee Review/Compensation
 - o **Motion to approve raise** (Stoneberg); seconded (Brant); approved
 - o **Motion to approve gift card** (Stoneberg); seconded (Brant); approved
- b. Last Meeting for John Stoneberg
- c. Girls on the Run Giving Gala 2019
 - o ROI is attractive; Claudio and Brant volunteer to participate on committees
 - o Where would the funds come out of our budget? Treasurer views it as “borrowing” it from the budget, given the seemingly assured ROI.
 - o Floated idea for new line item for fundraising expenses
 - o How to assure that we can meet expectations for the partnership guests? We may need to use library mailing lists. Our typical donors may not be the appropriate demographic for the event. The Young Professional Chamber group may be a fruitful contact. Other strategies include creating a flyer for the event to put in July/October Book Sale bags and advertising at Hogwarts Homecoming.
 - o **Motion to approve partnership** with Girls on the Run (Brant); seconded (Stoneberg)

The next regular meeting is scheduled for Monday, June 17, 2019, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,



Amanda Favret, Secretary

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

May 2019

	MAY 2019	TOTAL
Revenue		
Amazon Smiles Donations	82.83	\$82.83
Book Sales		\$0.00
Online Book Sales	698.63	\$698.63
Total Book Sales	698.63	\$698.63
Interest	33.34	\$33.34
Membership	784.29	\$784.29
Monies Received from Library	2,150.00	\$2,150.00
Total Revenue	\$3,749.09	\$3,749.09
GROSS PROFIT	\$3,749.09	\$3,749.09
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Volunteer Meals/Food	69.39	\$69.39
Total Book Sales	69.39	\$69.39
Online Book Sales		\$0.00
Supplies	60.89	\$60.89
Total Online Book Sales	60.89	\$60.89
Total Book Sale Expenses	130.28	\$130.28
Credit Card Co. Fees	44.22	\$44.22
Monies Remitted to Library	2,150.00	\$2,150.00
Payroll Expenses		\$0.00
Taxes	136.80	\$136.80
Wages	1,788.27	\$1,788.27
Total Payroll Expenses	1,925.07	\$1,925.07
Program Expense		\$0.00
Annual Meeting	392.45	\$392.45
Give-a-Kid-a-Book		\$0.00
Books	499.96	\$499.96
Misc. Expenses	7.58	\$7.58
Total Give-a-Kid-a-Book	507.54	\$507.54
Total Program Expense	899.99	\$899.99
Staff Appreciation	31.96	\$31.96
Subscriptions/Org. Membership	142.07	\$142.07
Total Expenditures	\$5,323.59	\$5,323.59
NET OPERATING REVENUE	\$ -1,574.50	\$ -1,574.50
NET REVENUE	\$ -1,574.50	\$ -1,574.50

Note

RCU Checking Account as of 05/31/19: \$16,003.91
 RCU Checking Account (online booksale) as of 05/31/19: 2,270.00
 Charter Bank Money Market as of 05/31/19: \$41,349.46

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2018 - May 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	TOTAL
Revenue												
Amazon Smiles Donations		111.08		91.59				148.09			82.83	\$433.59
Book Sales												\$0.00
Book Sales	598.20	6,517.12	226.24		6,156.39	1,374.74	5,085.49		42.21	5,127.77		\$25,128.16
Online Book Sales	892.22	999.53	2,938.08	684.06	640.07	806.53	1,272.53	1,375.73	1,555.39	870.42	698.63	\$12,733.19
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	1,597.60	5,998.19	698.63	\$37,861.35
Interest	41.09	41.12	39.82	41.18	39.89	41.24	41.28	37.32	41.34	33.02	33.34	\$430.64
Membership	388.30	89.23	163.30	5,123.30	4,025.30	2,275.80	2,679.96	528.30	648.30	123.30	784.29	\$16,829.38
Miscellaneous Income	5.00				180.00							\$185.00
Monies Received from Library						4,000.00					2,150.00	\$6,150.00
Programs								330.69				\$330.69
Books for Babies	2,355.00	360.00	65.00							4,041.60		\$6,821.60
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	350.00			\$2,715.00
Total Programs	2,355.00	460.00	65.00		665.00	4,274.02	335.00	1,285.69	350.00	4,041.60		\$13,831.31
Total Revenue	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$11,706.65	\$12,772.33	\$9,414.26	\$3,375.13	\$2,637.24	\$10,196.11	\$3,749.09	\$75,721.27
GROSS PROFIT	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$11,706.65	\$12,772.33	\$9,414.26	\$3,375.13	\$2,637.24	\$10,196.11	\$3,749.09	\$75,721.27
Expenditures												
Book Sale Expenses												\$0.00
Book Sales												\$0.00
Supplies	128.56	116.00	83.96	59.46	1,109.94	46.15	16.01	11.98				\$1,572.06
Volunteer Meals/Food			165.08	158.84		78.82		101.75			69.39	\$573.88
Total Book Sales	128.56	116.00	249.04	218.30	1,109.94	124.97	16.01	113.73			69.39	\$2,145.94
Online Book Sales												\$0.00
Postage	1,276.34	194.27	791.70	147.35	72.75	167.35	848.87	8.00	327.95	704.62		\$4,539.20
Supplies	50.50	9.17		593.65		41.36		22.49	4.84	112.61	60.89	\$895.51
Total Online Book Sales	1,326.84	203.44	791.70	741.00	72.75	208.71	848.87	30.49	332.79	817.23	60.89	\$5,434.71
Total Book Sale Expenses	1,455.40	319.44	1,040.74	959.30	1,182.69	333.68	864.88	144.22	332.79	817.23	130.28	\$7,580.65
Credit Card Co. Fees	19.12	40.16	18.60	18.68	33.30	41.30	27.54	37.57	26.35	21.14	44.22	\$327.98
Insurance				259.00			7.00					\$266.00
Library Allocations			22.96	9,238.92						13,000.00		\$22,261.88
Memberships	521.38			43.29	368.77		255.39		192.00	234.22		\$1,615.05
Miscellaneous Expense	150.00		55.92									\$205.92
Monies Remitted to Library						4,000.00					2,150.00	\$6,150.00
Newsletter	332.83	240.22		459.57			514.88			148.47		\$1,695.97
Office Supplies	63.89		179.96			199.95	151.89	90.35	212.29			\$898.33
Payroll Expenses												\$0.00
Taxes	131.28	162.57	131.53	66.05	68.73	137.16	166.19	113.50	96.61	87.33	136.80	\$1,297.75
Wages	1,716.15	2,125.10	1,719.40	863.33	898.50	1,792.90	2,172.38	1,483.64	1,263.01	1,141.51	1,788.27	\$16,964.19
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	1,359.62	1,228.84	1,925.07	\$18,261.94
Program Expense								366.14				\$366.14
Annual Meeting	167.40								21.94		392.45	\$581.79
Books for Babies												\$0.00
Books	1,465.33	1,102.97	1,384.49	1,655.32	626.39	230.40			5,230.13	7.78		\$11,702.81
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			5,230.13	7.78		\$12,140.02
Give-a-Kid-a-Book												\$0.00
Books						2,106.43	667.61		197.00	102.79	499.96	\$3,573.79
Misc. Expenses						107.99	169.96				7.58	\$285.53
Total Give-a-Kid-a-Book						2,214.42	837.57		197.00	102.79	507.54	\$3,859.32
In Honor Of												\$0.00
Library			100.00			250.00	1,000.00	630.00	200.00	350.00		\$2,530.00
Misc. Expenses								600.00				\$600.00
Total In Honor Of			100.00			250.00	1,000.00	1,230.00	200.00	350.00		\$3,130.00
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	5,649.07	460.57	899.99	\$20,077.27
Staff Appreciation										1,000.00	31.96	\$1,031.96
Subscriptions/Org. Membership	122.10	516.10	138.10	142.89	218.10	136.10	136.10	461.28	134.74	147.40	142.07	\$2,294.98
Telephone	30.44			17.36			17.26			15.67		\$80.73
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	\$7,906.86	\$17,073.54	\$5,323.59	\$82,748.66
NET OPERATING REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$8,310.17	\$3,436.42	\$3,263.18	\$ -551.57	\$ -5,269.62	\$ -6,877.43	\$ -1,574.50	\$ -7,027.39
NET REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$8,310.17	\$3,436.42	\$3,263.18	\$ -551.57	\$ -5,269.62	\$ -6,877.43	\$ -1,574.50	\$ -7,027.39

Note

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

Space Reallocation

May was a busy month for our space reallocation project. Reference staff moved up to their new desk upstairs. Kris Nickel moved the Circulation computers, phones, and peripherals to the former Reference Services desk, moved the Reference Desk computers to their new desk, moved, connected, and tested 28 public PCs, as well as the print management system and the queue station. The public computers were then moved to their new tables on the second floor.



The circulation department adjusted to the new two desk service model and prepared for the busy season of summer. Two new self-checkout stations at the “checkout” desk and one station on the second floor were installed. The reimaged checkout desk continues to be staffed by a Circulation Desk Clerk who instructs customers on the use of the self-checkout and manually checks out customers who do not wish to use the self-service machines. Circulation staff moved in to the CIRC-le desk in the middle of the first floor and has renamed that desk the Customer Services desk. That desk is responsible for handling customer account questions and ready reference questions. The Circulation and Reference desk staff had a meeting at the end of May to teach each other new skills that may be needed with the reimaged workflow including teaching others how to use the self-checks and the art of the reference interview.

The project will be coming to a close soon. We are hearing news of final deliveries to take place in June and have made plans for the big shift moving the YA Lounge and CDs to the first floor, and the magazines, newspapers and reference collections to the second floor.

Programming



Youth Services has been preparing for summer both inside and outside the library this month. At the library we were busy preparing room decorations for the summer library program. The theme this year is *Ready, Set, READ!* Outside the library they were busy visiting schools to promote the upcoming reading program. This year, they visited 15 elementary schools where they talked with several thousand kids about the fun

things happening at the library this summer. They also visited DeLong, South and Northstar middle schools, Memorial and North high schools, and Regis Middle School to promote the amazing teen programs.

The Spring 2019 adult programming calendar came to an end, with a total of 28 programs with nearly 1000 attendees. Continuing into the summer, the library is co-sponsoring several Chippewa Valley Learning in Retirement programs. Fall 2019 program planning is well underway and the lineup will be announced mid-summer.

Reference Services staff have been busy getting ready for the adult summer reading program.



Take Me to Your Reader

Make first contact with some fantastic stories, characters, and ideas this summer. All adult readers ages 18 and up are invited to participate in “A Universe of Stories” Summer Reading Program from June 1 through August 15.

Staffing updates

Libby Richter started earlier this spring as the library’s first Community Resources Specialist. As a Licensed Wisconsin social worker, Libby is a graduate of UW-EC in Social Work and is completing her master’s degree in Social Work in Mental Health with an emphasis in Alcohol and Other Drug Additions from UW-Madison. Libby brings 5 years of experience working in a domestic violence shelter, group homes, adoption services, and McIntyre Library at UW-EC.

Elizabeth Steans is the new Reference Services Manager. Elizabeth worked at the LEPMPL from 1998-2008. Since leaving the LEPMPL as an Assistant, Elizabeth has worked in a variety of both public and academic library roles and will be completing her MLIS from UW Madison this summer. Her most recent experience is as a STEMM Program Associate at UW-Stout. Elizabeth will oversee Reference and Information, Home Delivery, and Dabble Box – Makerspace Services.

Jerissa Koenig started as the library’s first Early Literacy Outreach Librarian. She previously worked in Youth Services as an assistant from 2004-2010. She has been the Youth Services Librarian in both Amery and St. Croix Falls so she is familiar with our system and Youth Services.

We are excited to have them as a part of our team.