

The Friends of the Library Executive Board will meet on Monday, September 16, 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 (Roecker)
2. Motion to approve minutes from the meeting held July 15, 2019 (Roecker)
3. Call for additions to agenda and announcements (Roecker)
4. Treasurer's reports (Kocken)
5. Board liaison report (Brant)
6. Library report (Woodruff)
 - a. Capital Campaign Presentation for October
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
 - a. General Updates (Claudio)
 - b. Baby Bonanza (Yearous)
 - c. Upcoming Membership Drive (Yearous)
8. Committee Reports
 - a. Book Sale (Yearous)
 - b. Books for Babies (Claudio)
9. Old business
 - a. Mission Statement Review
10. New business (Roecker)
 - a. Non-budget Requests

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
July 15, 2019

Board Members Present: Jamie Claudio, Administrative Assistant (nonvoting); Amanda Favret, Secretary; Audrey Roecker, President (presiding); Brenda Brant, Vice President; Julie Woodruff, Library Representative; Stacy Yearous, Program & Development Coordinator; Elizabeth Karrer, Member At-Large; Nancy Sowls, Past President;

Board Members Absent: Lisa Eierman, Member At-Large; Sarah Kocken, Treasurer

1. **Call to order** at 6:59 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Roecker).
2. **Motion to approve minutes** from the June 17, 2019, meeting (Brant); seconded (Sowls); approved.
3. **Call for additions** to agenda and announcements (Roecker).
4. **Treasurer's report** (Claudio for Kocken)
 - a. Noteworthy Report Items:
 - Quarterly Budget Report:
 - Did not meet membership goal (-\$2,642)
 - Books for Babies went over budget by \$4,140 (52%)
 - Question regarding online book sale expense account going over-budget by 131% and \$3,142
 - Statement of Activity
 - Books for Babies is causing the majority of the -\$7,838 operating revenue
 - Yearous making business contacts at Chamber events to potentially pursue a grant for the program
 - b. Summary:
 - **Total Revenues:** \$1,045 (June); \$76,767 (year to-date)
 - Total Expenses:** \$1,856 (June); \$84,604 (year to-date)
 - **Net Revenue: -\$810 (June); -\$7,838 (year to-date)**
5. **Board liaison report** (Brant)
 - a. Election of new slate of officers
 - b. Appreciation for outgoing board members
 - c. Restructure of the districting of the Indianhead Federated Library System
6. **Library report** (Woodruff)
 - a. General Updates
 - Capital Campaign: Story Builder draft copy of campaign materials has been distributed and the library is encouraging feedback on the case statement.
 - Community Resources Specialist (new position)
 - Community Outreach programs (e-bike, BookBike, Pop-up Play at the Parks)

7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)

- a. General Updates
 - o Up-to-date on volunteer hour entries
 - o IRS report (990) hopefully will be sent by the end of August to meet October due date well ahead of time; Claudio lacks resources and prior examples to help guide completion of the form.
- b. Newsletter went out via mail last week (July 10, 2019); email went out on the 12th; the grant request for the Women's Giving Circle (\$3,000) was completed.
- c. Preparing for the Book Sale
- d. Coordinator attended last Chamber event.
- e. Dabble Box Day collaboration will occur on August 22; volunteers are requested to donate excess CDs/DVDs and water bottle caps.
- f. First Choice Recycling will take any CDs we do not sell at Book Sales, at no charge.

8. Committee Reports

- a. Book Sale (Sowls)
 - o Some tasks have been turned over to the Coordinator; she is learning the actual day-of-Sale tasks and will learn set-up/take-down procedures and processes in October.
 - o A count of Bag Sale bags is needed to determine when to re-stock.
 - o Facebook event has been posted; new contacts for Assisted Living donations has been found; and found a member has volunteered to take responsibility for re-donations of unsold books.
- b. Books for Babies (Claudio)

9. Old business

- a. Filled vacant Member At-Large position

10. New Business (Sowls)

- a. The August social location is scheduled for August 19 at 5:30 p.m. at the Carson Park picnic pavilion. Members should bring a dish to pass and meet at the library if inclement weather occurs.
- b. Mission Statement Review
 - o Needs revision to correct length, ambiguity, etc. of the language.
 - o The recent newsletter asks for feedback from members and volunteers as to their ideas about what our mission should be; the deadline is by the end of August.
 - o Exploratory committee: Elizabeth, Brenda, Amanda, Stacey
 - Will begin meeting in September after receiving volunteer/member feedback; the exact meeting date will be set by online Doodle poll.
- c. New procedural rules have been written for the Adopt-a-Shelf program.

The next regular meeting is scheduled for Monday, September 16, 2019, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 7:59 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda Favret". The signature is written in a cursive, flowing style.

Amanda Favret, Secretary

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY COMPARISON

July 2019

	TOTAL		
	JUL 2019	JUL 2018 (PY)	% CHANGE
Revenue			
Book Sales			
Book Sales	6,215.96	598.20	939.11 %
Online Book Sales	750.18	892.22	-15.92 %
Total Book Sales	6,966.14	1,490.42	367.39 %
Interest	33.39	41.09	-18.74 %
Membership	464.96	388.30	19.74 %
Miscellaneous Income		5.00	-100.00 %
Monies Received from Library Programs	500.00		
Books for Babies	175.00	2,355.00	-92.57 %
Total Programs	175.00	2,355.00	-92.57 %
Total Revenue	\$8,139.49	\$4,279.81	90.18 %
GROSS PROFIT	\$8,139.49	\$4,279.81	90.18 %
Expenditures			
Book Sale Expenses			
Book Sales			
Supplies	33.98	128.56	-73.57 %
Total Book Sales	33.98	128.56	-73.57 %
Online Book Sales			
Postage	471.97	1,276.34	-63.02 %
Supplies		50.50	-100.00 %
Total Online Book Sales	471.97	1,326.84	-64.43 %
Total Book Sale Expenses	505.95	1,455.40	-65.24 %
Credit Card Co. Fees	21.06	19.12	10.15 %
Library Allocations	572.24		
Memberships	120.41	521.38	-76.91 %
Miscellaneous Expense	211.13	150.00	40.75 %
Monies Remitted to Library	500.00		
Newsletter	173.41	332.83	-47.90 %
Office Supplies	16.85	63.89	-73.63 %
Payroll Expenses			
Taxes	119.81	131.28	-8.74 %
Wages	1,566.01	1,716.15	-8.75 %
Total Payroll Expenses	1,685.82	1,847.43	-8.75 %
Program Expense			
Annual Meeting	166.34	167.40	-0.63 %
Books for Babies			
Books		1,465.33	-100.00 %
Supplies	130.21	206.19	-36.85 %
Total Books for Babies	130.21	1,671.52	-92.21 %

	TOTAL		
	JUL 2019	JUL 2018 (PY)	% CHANGE
Total Program Expense	296.55	1,838.92	-83.87 %
Subscriptions/Org. Membership	136.07	122.10	11.44 %
Telephone	18.12	30.44	-40.47 %
Total Expenditures	\$4,257.61	\$6,381.51	-33.28 %
NET OPERATING REVENUE	\$3,881.88	\$ -2,101.70	284.70 %
NET REVENUE	\$3,881.88	\$ -2,101.70	284.70 %

Note

Last year we had the book sale in August (2018) and those values were:

\$6,517.12 Book sale

\$999.53 Online book sales

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - August, 2019

	JUL 2019	AUG 2019	TOTAL
Revenue			
Amazon Smiles Donations		93.30	\$93.30
Book Sales			\$0.00
Book Sales	6,215.96		\$6,215.96
Online Book Sales	750.18	502.04	\$1,252.22
Total Book Sales	6,966.14	502.04	\$7,468.18
Interest	33.39	33.42	\$66.81
Membership	464.96	383.30	\$848.26
Monies Received from Library	500.00	442.25	\$942.25
Programs		-8.99	\$ -8.99
Books for Babies	175.00	1,375.00	\$1,550.00
Give-a-Kid-a-Book		100.00	\$100.00
In Honor Of		55.00	\$55.00
Total Programs	175.00	1,521.01	\$1,696.01
Total Revenue	\$8,139.49	\$2,975.32	\$11,114.81
GROSS PROFIT	\$8,139.49	\$2,975.32	\$11,114.81
Expenditures			
Book Sale Expenses			\$0.00
Book Sales			\$0.00
Supplies	33.98	40.00	\$73.98
Volunteer Meals/Food		63.01	\$63.01
Total Book Sales	33.98	103.01	\$136.99
Online Book Sales			\$0.00
Postage	471.97	90.10	\$562.07
Supplies		26.96	\$26.96
Total Online Book Sales	471.97	117.06	\$589.03
Total Book Sale Expenses	505.95	220.07	\$726.02
Credit Card Co. Fees	21.06	20.02	\$41.08
Library Allocations	572.24		\$572.24
Memberships	120.41	47.48	\$167.89
Miscellaneous Expense	211.13		\$211.13
Monies Remitted to Library	500.00		\$500.00
Newsletter	173.41	395.32	\$568.73
Office Supplies	16.85	16.00	\$32.85
Payroll Expenses			\$0.00
Taxes	119.81	138.88	\$258.69
Wages	1,566.01	1,815.47	\$3,381.48
Total Payroll Expenses	1,685.82	1,954.35	\$3,640.17
Program Expense			\$0.00
Annual Meeting	166.34		\$166.34
Books for Babies			\$0.00
Supplies	130.21		\$130.21

	JUL 2019	AUG 2019	TOTAL
Total Books for Babies	130.21		\$130.21
Total Program Expense	296.55		\$296.55
Subscriptions/Org. Membership	136.07	519.07	\$655.14
Telephone	18.12		\$18.12
Total Expenditures	\$4,257.61	\$3,172.31	\$7,429.92
NET OPERATING REVENUE	\$3,881.88	\$ -196.99	\$3,684.89
NET REVENUE	\$3,881.88	\$ -196.99	\$3,684.89

Note

Important Notes:

Difference of \$-1,538.89 in book sale revenue (combined) from 2018 for the same time period (total was \$9,007.07 at end of August 2018).

Membership dollars increased by \$370.73 from 2018 for the same time period (total was \$477.53 at end of August 2018)

Books for Babies differences of -\$1,165 from 2018 for the same time period (total was \$2,715 at end of August 2018).

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2019

	JUL 2019	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	6,215.96	\$6,215.96
Online Book Sales	750.18	\$750.18
Total Book Sales	6,966.14	\$6,966.14
Interest	33.39	\$33.39
Membership	464.96	\$464.96
Monies Received from Library	500.00	\$500.00
Programs		\$0.00
Books for Babies	175.00	\$175.00
Total Programs	175.00	\$175.00
Total Revenue	\$8,139.49	\$8,139.49
GROSS PROFIT	\$8,139.49	\$8,139.49
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	33.98	\$33.98
Total Book Sales	33.98	\$33.98
Online Book Sales		\$0.00
Postage	471.97	\$471.97
Total Online Book Sales	471.97	\$471.97
Total Book Sale Expenses	505.95	\$505.95
Credit Card Co. Fees	21.06	\$21.06
Library Allocations	572.24	\$572.24
Memberships	120.41	\$120.41
Miscellaneous Expense	211.13	\$211.13
Monies Remitted to Library	500.00	\$500.00
Newsletter	173.41	\$173.41
Office Supplies	16.85	\$16.85
Payroll Expenses		\$0.00
Taxes	119.81	\$119.81
Wages	1,566.01	\$1,566.01
Total Payroll Expenses	1,685.82	\$1,685.82
Program Expense		\$0.00
Annual Meeting	166.34	\$166.34
Books for Babies		\$0.00
Supplies	130.21	\$130.21
Total Books for Babies	130.21	\$130.21
Total Program Expense	296.55	\$296.55
Subscriptions/Org. Membership	136.07	\$136.07
Telephone	18.12	\$18.12
Total Expenditures	\$4,257.61	\$4,257.61

	JUL 2019	TOTAL
NET OPERATING REVENUE	\$3,881.88	\$3,881.88
NET REVENUE	\$3,881.88	\$3,881.88

Note

RCU Checking Account as of 07/31/19: \$19,395.08

RCU Checking Account (online booksale) as of 07/31/19: \$3,505.01

Charter Bank Money Market as of 07/31/19: \$41,415.13

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

August 2019

	AUG 2019	TOTAL
Revenue		
Amazon Smiles Donations	93.30	\$93.30
Book Sales		\$0.00
Online Book Sales	502.04	\$502.04
Total Book Sales	502.04	\$502.04
Interest	33.42	\$33.42
Membership	383.30	\$383.30
Monies Received from Library	442.25	\$442.25
Programs	-8.99	\$ -8.99
Books for Babies	1,375.00	\$1,375.00
Give-a-Kid-a-Book	100.00	\$100.00
In Honor Of	55.00	\$55.00
Total Programs	1,521.01	\$1,521.01
Total Revenue	\$2,975.32	\$2,975.32
GROSS PROFIT	\$2,975.32	\$2,975.32
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	40.00	\$40.00
Volunteer Meals/Food	63.01	\$63.01
Total Book Sales	103.01	\$103.01
Online Book Sales		\$0.00
Postage	90.10	\$90.10
Supplies	26.96	\$26.96
Total Online Book Sales	117.06	\$117.06
Total Book Sale Expenses	220.07	\$220.07
Credit Card Co. Fees	20.02	\$20.02
Memberships	47.48	\$47.48
Newsletter	395.32	\$395.32
Office Supplies	16.00	\$16.00
Payroll Expenses		\$0.00
Taxes	138.88	\$138.88
Wages	1,815.47	\$1,815.47
Total Payroll Expenses	1,954.35	\$1,954.35
Subscriptions/Org. Membership	519.07	\$519.07
Total Expenditures	\$3,172.31	\$3,172.31
NET OPERATING REVENUE	\$ -196.99	\$ -196.99
NET REVENUE	\$ -196.99	\$ -196.99

Note

RCU Checking Account balance as of 8/31/19: \$16,803.19

RCU Checking Account balance (book sale) as of 8/31/19: \$4,007.05

Charter Bank Money Market balance as of 8/31/19: \$41,448.55

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

The collective talent of strong community support has earned the L.E. Phillips Memorial Public Library the honor of 2019 Library of the Year. Throughout its 160 years, Library board members, Friends of the Library, IFLS Regional Library System, volunteers, City Council members, City Staff, community leaders, cardholders, community partners, and of course library staff have been truly creative and innovative, and contributed to the Wisconsin Library community through leadership roles in the Wisconsin Library Association and more.



Building a strong team requires a substantial amount of time and effort. THANK YOU TO EVERYONE who has supported the efforts of this wonderful library!

In 2015, the library began a strategic planning process to make sure that library services and resources align with the hopes and needs of the community. The 2016–2021 Strategic Plan was created using data from staff, the board of trustees, and community members. Following the plan's goals, the library has taken impressive action, such as:

- BookBike (2016)
- Books on Buses (2017)
- Building Feasibility Study and Space Needs Analysis (2017)
- Dabble Box (2017)
- Fines Free (2018)
- Early Literacy Outreach Librarian and Community Resources Specialist positions (2019)
- Sawdust City Sounds (2019)

The Strategic Plan is available at ecpubliclibrary.info/mission along with the library’s Annual Report archives, where details about library accomplishments can be found.

While most of the library’s strategic goals have been met, the size and condition of the building present challenges to completing the plan. A major renovation, funded by \$11.5M in City capital improvement funds, will fix the aging mechanical systems. Meanwhile, the library is seeking \$7M in private funds for a much needed-expansion from 61,000 sq. ft. to 90,000 sq. ft. to meet current and future space demands. This will allow services to be improved in key areas, such as:

INCLUSIVITY

- Full ADA compliance
- All gender restrooms

OPPORTUNITY

- More space for books
- More space for technology
- 200-seat Youth Services programming room

COLLABORATION

- 200-seat community room
- Large and small group meeting spaces

INNOVATION

- Enhanced inter-generational hands-on learning lab with recording studio
- Expanded “Library of Things” including tools and technology



This is the rendering selected for the case statement from the team at Ayres Associates.