

The Friends of the Library Executive Board will meet on Monday, October 21, 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 September 16, 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
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
 - a. General Updates (Claudio)
8. Committee Reports
 - a. Book Sale (Yearous)
 - b. GAKAB (Sowls)
 - c. Books for Babies Book Quotes (Claudio)
9. Old business
 - a. Mission Statement Review
 - b. Upcoming Membership Drive (Yearous)
 - c. Baby Bonanza (Yearous)
 - d. Non-budget Requests (Roecker)
10. New business (Roecker)
 - a. 2020/21 New Board Members (Sowls)
 - b. Library Celebration Event

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
September 16, 2019

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

Board Members Absent: Lisa Eierman, Member At-Large; Nancy Sowls, Past President

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 July 15, 2019, meeting (Brant); seconded (Karrer); approved.
3. **Call for additions** to agenda and announcements (Roecker).
4. **Treasurer's report** (Kocken)
 - a. Noteworthy Report Items:
 - -\$1,539 in book sale revenue compared to same time period in 2018
 - Increased membership in July compared to same time in 2018
 - \$1,375 memorial money for Books for Babies
 - b. Summary:
 - **Total Revenues:** \$8,139 (July); \$2,975 (August); \$11,115 (year to-date)
 - **Total Expenses:** \$4,258 (July); \$3,172 (August); \$7,430 (year to-date)
 - **Net Revenue: \$3,882 (July); \$-197 (August); \$3,685 (year to-date)**
5. **Board liaison report** (Brant)
 - a. Much activity on the Capital Campaign
6. **Library report** (Woodruff)
 - a. General Updates
 - Capital Campaign Presentation for October
 - Highlights the conceptual building rendering for the case statement
 - L.E. Phillips Memorial Public Library won Library of the Year from the Wisconsin Library Association; library requests sponsorship from FOTL for the celebration
 - All summer reading clubs went well; BookBike outreach increased
7. **Program & Development Coordinator and Administrative Assistant** (Yearous & Claudio)
 - a. General Updates (Claudio)
 - Dabble Day went really well with the new crafts, which were appropriate for all ages and more inclusive than the last time FOTL participated
 - FOTL is sponsoring Riddle Me Readers in honor of National Friends of the Library Week; children will take a riddle, find a book based on the solution, then enter into a drawing for prizes. FOTL purchased prizes and went over last year's cost by \$33—\$174 versus \$208
 - FOTL is trying to sell set of books (Junior Classics) on eBay for the library; donated for the Capital Campaign

- QuickBooks increased monthly fee from \$35 to \$40 and introduced limits, but FOTL doesn't anticipate nearing those limits
- b. Baby Bonanza (Yearous)
 - Library Youth Services requests FOTL to purchase raffle/door prize (Target gift card, board books from FOTL inventory, baby wipes/other baby items) for this November 2 event. A pop-up book sale will be held at the event. Youth Services is also looking for volunteers (4) to man the activity corner.
 - Three speakers are planned to appear, as well as a vendor; Library wants FOTL's presence in these rooms as wells.
 - **Motion to approve** \$50 budget for Baby Bonanza door prize (Brant); Kocken (seconded); approved
- c. Upcoming Membership Drive (Yearous)
 - Divided membership into the following four groups (total 536 targeted):
 - 2019 members who have a long history, 228;
 - 2019 members without longstanding history, 90;
 - non-2019 members who were longstanding members in the past, 98; and
 - non-2019 members without longstanding membership history, 120.
 - *Proposal to show value to our membership:* host preview nights for each Book Sale to allow early access to books, dependent on membership level. The proposed membership levels are the following: \$10-25 (one preview ticket); 26-50 (two); 51-99 (three); 100+ (all four). Concerns/questions regarding implementation are as follows:
 - Cost of providing refreshments each night;
 - Challenge of limiting members to the correct number of previews (proposal: mail tickets or use membership cards);
 - Impact on the next-day sales and/or the satisfaction of regular Sale attendees;
 - Staffing another event and number of volunteers needed (four proposed); and
 - How to handle October 2019 donors who don't make the cutoff but may feel they deserve access to the event.
 - Will need to order new return envelopes. 450 old envelopes are left, and suggestion is made to use them to mail membership materials to contacts on the Chamber's Young Professionals mailing list. FOTL could also flesh out its mailing list with Baby Bonanza participants. Brant suggests working with L&M for other mailing lists, but price quotes are necessary.
 - Decision to be made in October for November mailing.
- d. IRS 990 Report is completed and ready to be submitted.

8. Committee Reports

- a. Book Sale (Yearous)
 - Yearous would like to schedule future Sales for the same weekend of the month (e.g., always beginning on the third Friday of the month) in order to train customer expectations. She has requested Library input on the feasibility of such scheduling.

- Preparing for October sale; the link for volunteer sign-up will be emailed on Thursday.
- Two volunteers from JAMF will be coming to move boxes.
- Beginning Sept. 1, space was rented at The Shed (in-door flea market) in Altoona (\$40 per month) through December for a display (“Book Nook”); FOTL sold \$18 worth of books there (mostly \$2 apiece).
- Savers and Hope Gospel Mission will be taking unsold books from Sales.
- FOTL requested cross-promotion between FOTL and AAUW sales.

b. **Books for Babies (Claudio)**

- Sacred Heart is receiving deliveries again; Marshfield is on hold but will possibly need more books in November. FOTL usually provides 270 books per month.
- With yearly spending typically ranging from \$7,000 - \$10,000 and only \$1,550 in revenue this year, the program is in a financially precarious position.
- FOTL received a February 2019 quote for increased costs per title (due to a decreased discount from one publisher). To reduce costs, FOTL ordered a trial run of cheaper, new titles, which were not well-received by the Chair and volunteers (due to the size of the books).
- FOTL discussed who has final approval on the books ordered. Brant offered to approach the Chair member and update her on the struggle to fund the program versus the outreach goal, as well as the Program & Development Coordinator’s creative ideas for funding (posting on Facebook, applying for grants, etc.).
- The next book order is anticipated to occur in November – December. Claudio will search for discounted Scholastic titles.
- Approval process for the next order will include Board members and Administrative Assistant.

9. **Old business**

a. **Mission Statement Review**

- Meeting is scheduled for Wednesday in Red Cedar Room at 4 p.m. (Brant, Favret, Yearous, and Karrer attending).
- FOTL has not received membership submissions with requested feedback about the current mission statement or ideas for changes.
- The FOTL newsletter will be mailed soon and any additions/comments should be submitted by October 11. Brant will write a small article about Books for Babies.
- New Mission Statement should be ready to go out by January

10. **New Business (Roecker)**

a. **Non-budget Requests**

- Regarding requested donations/participations (e.g., Girls on the Run, Youth Services)—does FOTL need a policy on how to address these requests after the budget has been approved?
- Link approval of these requests to a more targeted Mission Statement.

The next regular meeting is scheduled for Monday, October 21, 2019, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:37 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 BY MONTH

July - September, 2019

	JUL 2019	AUG 2019	SEP 2019	TOTAL
Revenue				
Amazon Smiles Donations		93.30		\$93.30
Book Sales				\$0.00
Book Sales	6,215.96		69.00	\$6,284.96
Online Book Sales	750.18	502.04	1,149.65	\$2,401.87
Total Book Sales	6,966.14	502.04	1,218.65	\$8,686.83
Interest	33.39	33.42	32.36	\$99.17
Membership	464.96	383.30	143.30	\$991.56
Monies Received from Library	500.00	442.25		\$942.25
Programs				\$0.00
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	1,530.00		\$1,705.00
Total Revenue	\$8,139.49	\$2,984.31	\$1,394.31	\$12,518.11
GROSS PROFIT	\$8,139.49	\$2,984.31	\$1,394.31	\$12,518.11
Expenditures				
Book Sale Expenses				\$0.00
Book Sales				\$0.00
Supplies	33.98	40.00	40.00	\$113.98
Volunteer Meals/Food		63.01		\$63.01
Total Book Sales	33.98	103.01	40.00	\$176.99
Online Book Sales				\$0.00
Postage	471.97	90.10	14.35	\$576.42
Supplies		26.96	14.09	\$41.05
Total Online Book Sales	471.97	117.06	28.44	\$617.47
Total Book Sale Expenses	505.95	220.07	68.44	\$794.46
Credit Card Co. Fees	21.06	20.02	19.72	\$60.80
Library Allocations	129.99			\$129.99
Memberships	120.41	47.48		\$167.89
Miscellaneous Expense	211.13	8.99		\$220.12
Monies Remitted to Library	942.25			\$942.25
Newsletter	173.41	395.32		\$568.73
Office Supplies	16.85	16.00		\$32.85
Payroll Expenses				\$0.00
Taxes	119.81	138.88	127.19	\$385.88
Wages	1,566.01	1,815.47	1,662.71	\$5,044.19
Total Payroll Expenses	1,685.82	1,954.35	1,789.90	\$5,430.07
Program Expense				\$0.00
Annual Meeting	166.34			\$166.34
Books for Babies				\$0.00
Supplies	130.21			\$130.21

	JUL 2019	AUG 2019	SEP 2019	TOTAL
Total Books for Babies	130.21			\$130.21
Give-a-Kid-a-Book				\$0.00
Misc. Expenses			3.81	\$3.81
Total Give-a-Kid-a-Book			3.81	\$3.81
In Honor Of				\$0.00
Library			55.00	\$55.00
Total In Honor Of			55.00	\$55.00
Total Program Expense	296.55		58.81	\$355.36
Subscriptions/Org. Membership	136.07	519.07	141.07	\$796.21
Telephone	18.12			\$18.12
Total Expenditures	\$4,257.61	\$3,181.30	\$2,077.94	\$9,516.85
NET OPERATING REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$3,001.26
NET REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$3,001.26

Quarterly Budget Report - September 2019

	Annual		Budget	% of
	<u>Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>Bdgt</u>
Revenue				
1 Memberships	\$20,000	\$992	(\$19,008)	5%
2 Corporate Memberships	1,000	\$0	(1,000)	0%
3 Booksales	25,200	\$6,285	(18,915)	25%
4 Online Booksales	14,000	\$2,402	(11,598)	17%
5 Grants	0	\$0	0	0%
6 Give-a-Kid-a-Book	4,000	\$100	(3,900)	3%
7 Books for Babies	3,000	\$1,550	(1,450)	52%
8 In Honor Of	2,000	\$55	(1,945)	3%
9 Interest	350	\$99	(251)	28%
10 Amazon Smiles	250	\$93	(157)	37%
11 Miscellaneous	250	\$0	(250)	0%
12 Monies Received for Library	6,000	\$942	(5,058)	16%
13 Transfer to Fund Balance	<u>5,080</u>		<u>(5,080)</u>	<u>0%</u>
Total Revenue	<u>\$75,130</u>	<u>\$11,576</u>	<u>(\$63,554)</u>	<u>15%</u>
Expenses				
14 Library Allocations	20,000	572	19,428	3%
15 Salaries	25,000	5,044	19,956	20%
16 Payroll Taxes	1,800	386	1,414	21%
17 Memberships	1,200	168	1,032	14%
19 Credit Card Company Fees	350	61	289	17%
19 Annual Meeting	550	0	550	0%
20 Telephone	80	18	62	23%
21 Newsletter	1,700	569	1,131	33%
22 Give-a-Kid-a-Book: Books	3,500	0	3,500	0%
23 Give-a-Kid-a-Book: Expenses	300	4	296	1%
24 Books for Babies	9,000	130	8,870	1%
25 In Honor Of: Library	2,000	55	1,945	3%
26 In Honor Of: Expenses	100	0	100	0%
27 Booksales: Expense	1,450	177	1,273	12%
Office Supplies - \$650				
Promotions - \$500				
Food - Volunteers - \$250				
28 Online Booksales: Expense	2,400	617	1,783	26%
29 Insurance	300	0	300	0%
30 Staff Appreciation	1,000	0	1,000	0%
31 Volunteer Appreciation	150	0	150	0%
32 Office Supplies	1,250	33	1,217	3%
33 Subscriptions/Org. Memberships*	2,500	796	1,704	32%
34 Miscellaneous	500	220	280	44%
35 Monies Remitted to Library	6,000	942	5,058	
36 Transfer to Fund Balance	<u>0</u>		<u>0</u>	<u>na</u>
Total Expense	<u>\$75,130</u>	<u>\$9,793</u>	<u>\$66,279</u>	<u>13%</u>

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

September 2019

	SEP 2019	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	69.00	\$69.00
Online Book Sales	1,149.65	\$1,149.65
Total Book Sales	1,218.65	\$1,218.65
Interest	32.36	\$32.36
Membership	143.30	\$143.30
Total Revenue	\$1,394.31	\$1,394.31
GROSS PROFIT	\$1,394.31	\$1,394.31
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	40.00	\$40.00
Total Book Sales	40.00	\$40.00
Online Book Sales		\$0.00
Postage	14.35	\$14.35
Supplies	14.09	\$14.09
Total Online Book Sales	28.44	\$28.44
Total Book Sale Expenses	68.44	\$68.44
Credit Card Co. Fees	19.72	\$19.72
Monies Remitted to Library	192.40	\$192.40
Payroll Expenses		\$0.00
Taxes	127.19	\$127.19
Wages	1,662.71	\$1,662.71
Total Payroll Expenses	1,789.90	\$1,789.90
Program Expense		\$0.00
Give-a-Kid-a-Book		\$0.00
Misc. Expenses	3.81	\$3.81
Total Give-a-Kid-a-Book	3.81	\$3.81
In Honor Of		\$0.00
Library	55.00	\$55.00
Total In Honor Of	55.00	\$55.00
Total Program Expense	58.81	\$58.81
Subscriptions/Org. Membership	141.07	\$141.07
Total Expenditures	\$2,270.34	\$2,270.34
NET OPERATING REVENUE	\$ -876.03	\$ -876.03
NET REVENUE	\$ -876.03	\$ -876.03

Note

RCU checking account balance as of 9/30/19: \$14,963.05
 RCU book sale checking account balance as of 9/30/19: \$5,156.70
 Charter Bank interest earned Sept 2019: \$32.36

Charter Bank balance as of 9/30/19: \$41,480.91

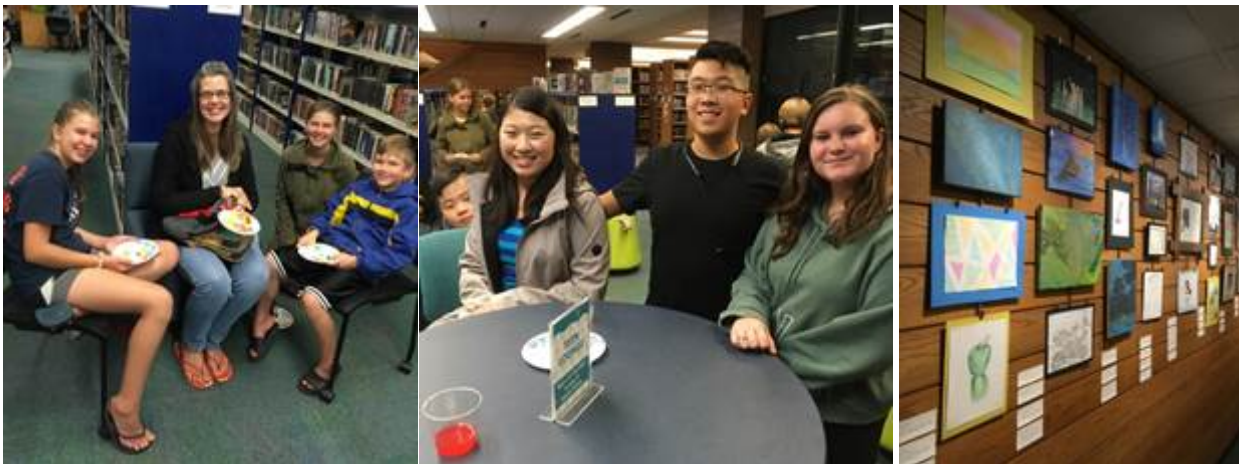
To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: October 2019



In September, the City Council recognized the L.E. Phillips Memorial Public Library as the Wisconsin Library Association 2019 Library of the Year with a resolution of appreciation. Those attending were Kris Nickel, Isa Small, Paula Stanton, Julie Woodruff and Pamela Westby.

In September, the Story Builder campaign was launched. Committee volunteers and library staff have given presentations. The campaign was a topic on the agenda for the Eau Claire Community Foundation Fall Social Event, IFLS Library Board Meeting, and the Government Affairs Committee of the Chamber of Commerce.

The Teen Art Show and Teen Artist Reception ran from September 4-October 2, and a lot of positive comments were heard about the artwork. Staff and customers seemed to appreciate having such a nice variety of art pieces on display front and center in the library. The Teen Artist Reception was on Thursday, September 12, 7-8pm, and a great group of families attended. We had the opportunity to visit, gush over the new Teen Lounge space, and appreciate the work that went into the show.





During the month of August Libby and Jerissa Koenig, Early Literacy Outreach Librarian, increased their community presence by attending Feed My People's Friday pop-up food pantries. It was a great opportunity to connect with community members that may not have otherwise accessed services. This created conversations about how to provide greater access to services for our vulnerable populations.

As usual, September started off the Fall programming calendar with a bang, welcoming over 1,300 attendees to 8 events. With program co-sponsors including Chippewa Valley Learning in Retirement, Chippewa Valley Writers Guild, and the Eau Claire County Human Association, programs were able to reach a varied audience. Highlights include the third-annual Library Cardholder Day appreciation event, Hogwarts Homecoming, and a two-for-one writing event focused on the art of rejection.



Friends of the LE Phillips Memorial Library
Eau Claire, WI
Baker & Taylor, LLC
October 15, 2019

<u>ISBN / Binding</u>	<u>Author / Editor</u>	<u>Title</u>	<u>Publisher</u>	<u>QTY</u>	<u>List Price</u>	<u>Discount</u>	<u>Unit Price</u>	<u>Extended Price</u>
9780803735316 : HRD	Adler, Victoria	All of Baby, Nose to Toes	Penguin Group USA	150	\$6.99	41.00%	\$4.12	\$618.00
9781563054426 : HRD	Boynton, Sandra	Barnyard Dance!	Workman Pub Co	150	\$6.95	41.00%	\$4.10	\$615.00
9780670013296 : HRD	Dewdney, Anna	Llama Llama Hoppity-hop!	Penguin Group USA	150	\$5.99	41.00%	\$3.53	\$529.50
9780399549489 : HRD	Random House	Open the Barn Door	Random House Childrens Books	150	\$6.99	41.00%	\$4.12	\$618.00
9780811826020 : HRD	Laden, Nina	Peek-A-Who	Chronicle Books Llc	150	\$6.95	41.00%	\$4.10	\$615.00
9780152010669 : HRD	Fox, Mem	Time for Bed	Houghton Mifflin Harcourt	150	\$6.99	41.00%	\$4.12	\$618.00
9780689835605 : HRD	Katz, Karen	Where Is Baby's Belly Button?	Simon & Schuster Merch & Paper	150	\$5.99	45.00%	\$3.29	\$493.50
9780545075527 : HRD	Church, Caroline Jayne	You Are My Sunshine	Scholastic	150	\$6.99	41.00%	\$4.12	\$618.00
9781846435140 : HRD	Thompson, Carol	Snug	Childs Play Intl Ltd	150	\$6.99	45.00%	\$3.84	\$576.00
9780451469816 : HRD	Dewdney, Anna	Llama Llama I Love You	Penguin Group USA	150	\$5.99	41.00%	\$3.53	\$529.50
9780671449018 : HRD	Boynton, Sandra	Moo, Baa, La La La!	Simon & Schuster Merch & Paper	150	\$5.99	41.00%	\$3.53	\$529.50
9780670013272 : HRD	Dewdney, Anna	Llama Llama Nighty-Night	Penguin Group USA	150	\$5.99	41.00%	\$3.53	\$529.50
9780671449025 : HRD	Boynton, Sandra	The Going to Bed Book	Simon & Schuster Merch & Paper	150	\$5.99	41.00%	\$3.53	\$529.50
9780525472476 : HRD	Porter-Gaylord, Laurel	I Love My Mommy Because	Penguin Group USA	150	\$6.99	41.00%	\$4.12	\$618.00
9780679806639 : HRD	Scarry, Richard	Richard Scarry's Cars and Trucks from a to Z	Random House Childrens Books	150	\$3.99	41.00%	\$2.35	\$352.50
9780394847283 : HRD	Scarry, Richard	Richard Scarry's Lowly Worm Word Book	Random House Childrens Books	150	\$3.99	41.00%	\$2.35	\$352.50
9781402798894 : HRD	Sterling Publishing Company	Oink, Moo, Meow	Sterling Pub Co Inc	150	\$4.95	41.00%	\$2.92	\$438.00
							GRAND TOTAL	\$9,180.00

Quoted pricing held firm for 60 days from date of quote (10/15/2019).

Baker & Taylor will ship in-stock, available books within one week of order placement; backordered items will be shipped within one week of receipt from the publisher. Items not in stock will be ordered from the publisher. Delivery is dependent upon receipt of books from the publisher. Quoted pricing does not reserve books or guarantee availability between time of quote and order placement.

In order to ensure quoted pricing is received, please return Purchase Order to my attention:
Baker & Taylor
Attn: Jennifer Rhyne; Pricing Services
2550 West Tyvola Road; Suite 300
Charlotte, NC 28217
Email: bids@baker-taylor.com
Fax: 704-998-3260