

The Friends of the Library Executive Board will meet on Monday, November 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 (Roecker)
2. Motion to approve minutes from the meeting held October 21, 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)
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
 - a. General Updates
8. Committee Reports
 - a. Book Sale (Yearous)
 - b. GAKAB (Sowls)
9. Old business
 - a. Mission Statement Review (Yearous)
 - b. Membership Drive (Yearous)
 - c. 2020/21 New Board Members (Claudio)
10. New business (Roecker)
 - a. Annual Meeting (Yearous)

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
October 21, 2019

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

Absent: N/A

Guests: Bob Eierman, President of Library Board and Co-Chair of Capital Campaign; Kim Hennings, Assistant Library Director

Call to order at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Roecker).

1. **Motion to approve minutes** from the September 16, 2019, meeting (Sowls); seconded (Favret); approved.
2. **Call for additions** to agenda and announcements (Roecker).
3. **Treasurer's report** (Kocken)
 - a. Noteworthy Report Items:
 - o Behind in revenue compared to last year; down by 10%, but expenses were also lower
 - o Book Sale revenue was down as well, due to AAUW sale and bad weather
 - o Decreased membership revenue as well, but may be due to timing; membership drive will not occur until November due to staggering of "asks"
 - New article in newsletter re Books for Babies requesting donations
 - o BAM overstock resulted in large purchase for GAKAB, with average price at \$2.70
 - b. Summary:
 - o **Total Revenues:** \$1,394 (September); \$12,518 (year to-date)
 - Total Expenses:** \$2,078 (September); \$9,517 (year to-date)
 - o **Net Revenue: -\$684 (September); \$3,001 (year to-date)**
4. **Board liaison report** (Brant)
 - a. Nothing to note
5. **Library report** (Woodruff)
 - a. Capital Campaign Presentation (Hennings, Eierman)
 - o Library built in 1976; only updated once since originally built, at \$2 million cost;
 - o No infrastructure fixes since then and nearly every system has problems; \$5-7 million cost just for maintenance to keep doors open (estimate from engineering firm);
 - o City dedicated \$11.5 million to renewing building, but not for improvements or increased space; more cost-efficient to do maintenance and improvements simultaneously
 - o Emphasizes "collaborative spaces" in library mission statement; 61,000 sq. ft. but should be about 102,000 sq. ft. according to Department of Public Instruction; use per capita has tripled since 1976;

- Service population = 86,000, 14% in poverty; increased outreach efforts to address poverty; new positions to address poverty and literacy rates;
 - Designated Youth Services programming room, double size; tourism destination, influences downtown business growth/health; “library of things” (tools, craft kits, equipment);
 - Goal = \$7 million per fundraising feasibility study; \$8.5 million for phase 2 to achieve all desired features;
 - In “quiet” solicitation phase for big donors; public listening sessions will occur going forward (for design feedback from community); choose architect in 2020; campaign launch (general solicitation) on April 14 for general public at Pablo Center;
 - Construction development (would hope to stay open during the renovation but may not be possible) will have an effect on FOTL; “Be a Story Builder”; looking to foundations and grants for funding as well as individual donors; hoping to break ground 2021.
- b. City Council recognized library as WLA 2019 Library of the Year
 - c. Story Builder campaign launch
 - d. Teen Art Show and artist reception during September
 - e. Early Literacy Outreach Librarian attended Feed My People’s pop-up food pantries; Hogwarts Homecoming; Library Cardholder Day
6. **Program & Development Coordinator and Administrative Assistant** (Yearous & Claudio)
- a. General Updates (Yearous; Claudio)
 - Membership drive; attended two-day grant writing class; newsletter
 - No updates on Women’s Giving Circle grant
 - \$1,200 gift to GAKAB
7. **Committee Reports**
- a. Book Sale (Yearous)
 - \$4,800 total for the three days; Saturday weather influenced sales; FOTL helped cross-promote AAUW sale, which may have affected our totals; FOTL reached out to AAUW so both organizations do not schedule the same dates next year.
 - Didn’t have many books to throw away
 - Light on volunteers but not scrambling
 - b. Give A Kid A Book (Sowls)
 - Kicking off October 27
 - University bookstore, BAM, Winter concert, Immaculate Conception class are all collecting books for us; Memorial HS atlases are paid for
 - December 6 is “packaging” day; pick-up occurs on the 9th
 - Salvation Army 17th; hand out books on December 18th to 19th; January inventory
 - c. Books for Babies – BAM (Claudio)
 - Order should be sent soon
 - Brant talked with Chair regarding budget and book quality and came to an accord.
 - Pushing Amazon gift lists

8. Old business

- a. Mission Statement Review
 - o Sending out the draft to library; after feedback from their staff members, FOTL will schedule next committee meeting
- b. Upcoming Membership Drive (Yearous)
 - o Coupon offer within membership letters
- c. Baby Bonanza (Yearous)
 - o Mini-Book Sale will accompany this event in the Red Cedar Room; library is looking for three volunteers; 10 a.m. – 2 p.m. on November 2
 - o Promoting Books for Babies at this event; asking Books for Babies volunteers to staff this event
- d. Non-budget Requests (Roecker)
 - o Tabled until new mission statement approved

9. New Business (Roecker)

- a. 2020/2021 New Board Members (Sowls)
 - o Sally Derkson is a possibility for Vice President; no one has shown interest in the Treasurer position
 - o Brant will post an item about FOTL's need for Board members on her organization's leadership board
 - o Looking for At-Large Member, Secretary, Treasurer
 - o Question regarding whether we should provide estimate of time commitments to the various positions
- b. Library Celebration Event
 - o November 26, from 3 p.m. to 7 p.m.; Audrey and Brenda will staff a table at the event;

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

Meeting adjourned at 8:39 p.m.

Respectfully submitted,



Amanda Favret, Secretary

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

Andria Rice offered a Teen Nailed It! Program in late October. She prepared three rounds of “challenges” for the teens: cookie decorating, cake pops, and Rice Krispies treat sculpting. Note for the future: The teens would LOVE a commercial kitchen as they were a bit disappointed that there wasn’t actual baking or cutthroat competition involved! The three winners are pictured below.



Jerissa Koenig organized the *Little Kids, Big Emotions* workshop. This was a first of its kind event for Youth Services. Sue Kishel from the Family Resource Center gave a presentation to parents while students from CVTC’s Early Childhood Education Program provided child care. Everyone was invited to share a meal before the presentation. The program was clearly of interest to many parents because the event filled up in less than a week of registration opening. We hope to get feedback from parents on what other topics are of interest to them for future presentations.

A story to share: Staff overheard a nice comment in the Play and Learn area from one of our regular customers. He had invited a friend along and was showing him the library. He told this friend that he had recently changed the day of the week that he has off from work, because his daughter had graduated from baby to toddler storytime, and he wanted to keep that as a regular part of their time together. It’s amazing to think that someone has arranged their work life around library time!

In Dabble Box news, new Dabble Box kits have been added to our collection. Links are added to bibliographic records so customers can see what is included in the kit. Check out these pictures:

<https://www.ecpubliclibrary.info/wp-content/uploads/2019/11/Lilli-Weaving.jpg>

<https://www.ecpubliclibrary.info/wp-content/uploads/2019/11/Inklette-Weaving.jpg>

Customer voting revealed that many people desire to learn how to play the Theremin, grow plants, and dabble in leatherworking. Look for these additions to our circulating kits soon!



The Too Good to Miss collections are very popular. TS staff (Julie, Jenny Karls, and Kathy Larson) curate the collections. It can take a lot of work to keep up with customer demand although we love to see the empty easels. Youth Services is also going to jump on the Too Good to Miss bandwagon and is starting up a Juvenile

Too Good to Miss collection.

The Staff Affairs committee held a Halloween costume contest for staff. The winning costume was our Youth Services Outreach Librarian Jerissa Koenig as Mary Poppins!



to

Halloween Storytime was offered two days this month - one for babies and toddlers and the other for preschool. Both groups had an opportunity trick-or-treat at the public desks on the first floor. Staff from the entire library enjoys the chance to see the kids dressed up. Below are some photos of just a few of the participants.



Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - October, 2019

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	TOTAL
Revenue					
Amazon Smiles Donations		93.30			\$93.30
Book Sales					\$0.00
Book Sales	6,215.96		69.00	4,948.41	\$11,233.37
Online Book Sales	750.18	502.04	1,149.65	1,355.89	\$3,757.76
Total Book Sales	6,966.14	502.04	1,218.65	6,304.30	\$14,991.13
Interest	33.39	33.42	32.36	33.47	\$132.64
Membership	464.96	383.30	143.30	83.30	\$1,074.86
Monies Received from Library	500.00	442.25		856.00	\$1,798.25
Programs					\$0.00
Books for Babies	175.00	1,375.00		100.00	\$1,650.00
Give-a-Kid-a-Book		100.00		1,200.00	\$1,300.00
In Honor Of		55.00		75.00	\$130.00
Total Programs	175.00	1,530.00		1,375.00	\$3,080.00
Total Revenue	\$8,139.49	\$2,984.31	\$1,394.31	\$8,652.07	\$21,170.18
GROSS PROFIT	\$8,139.49	\$2,984.31	\$1,394.31	\$8,652.07	\$21,170.18
Expenditures					
Book Sale Expenses					\$0.00
Book Sales					\$0.00
Supplies	33.98	40.00	40.00	40.00	\$153.98
Volunteer Meals/Food		63.01		40.77	\$103.78
Total Book Sales	33.98	103.01	40.00	80.77	\$257.76
Online Book Sales					\$0.00
Postage	471.97	90.10	14.35	537.35	\$1,113.77
Supplies		26.96	14.09	12.06	\$53.11
Total Online Book Sales	471.97	117.06	28.44	549.41	\$1,166.88
Total Book Sale Expenses	505.95	220.07	68.44	630.18	\$1,424.64
Credit Card Co. Fees	21.06	20.02	19.72	19.72	\$80.52
Insurance				257.00	\$257.00
Library Allocations	129.99			402.42	\$532.41
Memberships	120.41	47.48			\$167.89
Miscellaneous Expense	211.13	8.99		293.26	\$513.38
Monies Remitted to Library	942.25			856.00	\$1,798.25
Newsletter	173.41	395.32			\$568.73
Office Supplies	16.85	16.00		193.85	\$226.70
Payroll Expenses					\$0.00
Taxes	119.81	138.88	127.19	118.61	\$504.49
Wages	1,566.01	1,815.47	1,662.71	1,550.38	\$6,594.57
Total Payroll Expenses	1,685.82	1,954.35	1,789.90	1,668.99	\$7,099.06
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	OCT 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	141.07	\$937.28
Telephone	18.12			17.23	\$35.35
Total Expenditures	\$4,257.61	\$3,181.30	\$2,077.94	\$4,479.72	\$13,996.57
NET OPERATING REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,172.35	\$7,173.61
NET REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,172.35	\$7,173.61

Note

RCU Checking account as of 10/31/19: \$19,577.66
RCU Checking account (book sale) as of 10/31/19: \$6,471.52
Charter Bank Money Market account as of 10/31/19: \$41,514.38
Charter Bank Money Market interest for Oct 2019: \$33.47

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - October, 2018

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	TOTAL
Revenue					
Amazon Smiles Donations		111.08		91.59	\$202.67
Book Sales					\$0.00
Book Sales	598.20	6,517.12	226.24		\$7,341.56
Online Book Sales	892.22	999.53	2,938.08	684.06	\$5,513.89
Total Book Sales	1,490.42	7,516.65	3,164.32	684.06	\$12,855.45
Interest	41.09	41.12	39.82	41.18	\$163.21
Membership	388.30	89.23	163.30	5,123.30	\$5,764.13
Miscellaneous Income	5.00				\$5.00
Programs					\$0.00
Books for Babies	2,355.00	360.00	65.00		\$2,780.00
In Honor Of		100.00			\$100.00
Total Programs	2,355.00	460.00	65.00		\$2,880.00
Total Revenue	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$21,870.46
GROSS PROFIT	\$4,279.81	\$8,218.08	\$3,432.44	\$5,940.13	\$21,870.46
Expenditures					
Book Sale Expenses					\$0.00
Book Sales					\$0.00
Supplies	42.27	116.00	83.96	59.46	\$301.69
Volunteer Meals/Food			165.08	158.84	\$323.92
Total Book Sales	42.27	116.00	249.04	218.30	\$625.61
Online Book Sales					\$0.00
Postage	1,276.34	194.27	791.70	147.35	\$2,409.66
Supplies	50.50	9.17		593.65	\$653.32
Total Online Book Sales	1,326.84	203.44	791.70	741.00	\$3,062.98
Total Book Sale Expenses	1,369.11	319.44	1,040.74	959.30	\$3,688.59
Credit Card Co. Fees	19.12	40.16	18.60	18.68	\$96.56
Insurance				259.00	\$259.00
Library Allocations			22.96	9,238.92	\$9,261.88
Memberships	521.38			43.29	\$564.67
Miscellaneous Expense	236.29	0.00	55.92	4.79	\$297.00
Newsletter	332.83	240.22		459.57	\$1,032.62
Office Supplies	63.89		179.96		\$243.85
Payroll Expenses					\$0.00
Taxes	131.28	162.57	131.53	66.05	\$491.43
Wages	1,716.15	2,125.10	1,719.40	863.33	\$6,423.98
Total Payroll Expenses	1,847.43	2,287.67	1,850.93	929.38	\$6,915.41
Program Expense					\$0.00
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	\$4,505.14
Supplies	206.19			231.02	\$437.21

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	TOTAL
Total Books for Babies	1,671.52	1,102.97	1,384.49	1,886.34	\$6,045.32
In Honor Of					\$0.00
Library			100.00		\$100.00
Total In Honor Of			100.00		\$100.00
Total Program Expense	1,838.92	1,102.97	1,484.49	1,886.34	\$6,312.72
Subscriptions/Org. Membership	122.10	516.10	138.10	138.10	\$914.40
Telephone	30.44			17.36	\$47.80
Total Expenditures	\$6,381.51	\$4,506.56	\$4,791.70	\$13,954.73	\$29,634.50
NET OPERATING REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$ -7,764.04
NET REVENUE	\$ -2,101.70	\$3,711.52	\$ -1,359.26	\$ -8,014.60	\$ -7,764.04

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

October 2019

	OCT 2019	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	4,948.41	\$4,948.41
Online Book Sales	1,355.89	\$1,355.89
Total Book Sales	6,304.30	\$6,304.30
Interest	33.47	\$33.47
Membership	83.30	\$83.30
Monies Received from Library	856.00	\$856.00
Programs		
Books for Babies	100.00	\$100.00
Give-a-Kid-a-Book	1,200.00	\$1,200.00
In Honor Of	75.00	\$75.00
Total Programs	1,375.00	\$1,375.00
Total Revenue	\$8,652.07	\$8,652.07
GROSS PROFIT	\$8,652.07	\$8,652.07
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	40.00	\$40.00
Volunteer Meals/Food	40.77	\$40.77
Total Book Sales	80.77	\$80.77
Online Book Sales		\$0.00
Postage	537.35	\$537.35
Supplies	12.06	\$12.06
Total Online Book Sales	549.41	\$549.41
Total Book Sale Expenses	630.18	\$630.18
Credit Card Co. Fees	19.72	\$19.72
Insurance	257.00	\$257.00
Library Allocations	402.42	\$402.42
Miscellaneous Expense	293.26	\$293.26
Monies Remitted to Library	856.00	\$856.00
Office Supplies	193.85	\$193.85
Payroll Expenses		\$0.00
Taxes	118.61	\$118.61
Wages	1,550.38	\$1,550.38
Total Payroll Expenses	1,668.99	\$1,668.99
Subscriptions/Org. Membership	141.07	\$141.07
Telephone	17.23	\$17.23
Total Expenditures	\$4,479.72	\$4,479.72
NET OPERATING REVENUE	\$4,172.35	\$4,172.35
NET REVENUE	\$4,172.35	\$4,172.35

Note

RCU Checking account as of 10/31/19: \$19,577.66

RCU Checking account (book sale) as of 10/31/19: \$6,471.52

Charter Bank Money Market account as of 10/31/19: \$41,514.38

Charter Bank Money Market interest for Oct 2019: \$33.47