

The Friends of the Library Executive Board will meet on Monday, January 13, 2020, at 7:00 p.m (meeting rescheduled to January 27 due to inclement weather), 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 November 18, 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)
 - c. Books for Babies (Claudio)
9. Old business
 - a. Mission Statement Review (Yearous)
 - b. Annual Meeting (Yearous)
10. New business (Roecker)
 - a. Members Only Thursday Book Sale (Yearous)
 - b. Cookbook Fundraiser (Yearous)
 - c. Annual Requests to Friends from the Library (Brant)
 - d. Donation for Capital Campaign from Friends (Brant)
 - e. Parking (Roecker)

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
November 18, 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; Elizabeth Karrer, Member At-Large; Brenda Brant, Vice President

Absent: Nancy Sowls, Past President, Lisa Eierman, Member-at-Large,

Guests: Heather Appleby, future Board member

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

1. **Motion to approve minutes** from the October 21, 2019, meeting (Brant); seconded (Kocken); approved.
2. **Call for additions** to agenda and announcements (Roecker).
 - a. Request for tentative date for 2020 annual meeting (April 27, 2020 first choice).
 - b. January meeting date falls on Martin Luther King date, so needs to be rescheduled: January 13, 2020 chosen.
3. **Treasurer's report** (Kocken)
 - a. Noteworthy Report Items:
 - o Similar revenues compared to October 2018 (\$700 behind), but membership is still comparatively low; goal should not be to maintain baseline, but to continually grow; donor fatigue may be an issue, as is the older demographic of the membership base.
 - o Book Sales are still strong.
 - o Membership drive timing and targets discussed (500 sent on November 11, 2019). New member recruitment suggestions: young professionals Chamber group, library patrons.
 - o Community donor fatigue will/does impact the feasibility of corporate sponsorships.
 - b. Summary:
 - o **Total Revenues:** \$8,652 (October); \$21,170 (year to-date)
 - o **Total Expenses:** \$4,480 (October); \$13,997 (year to-date)
 - o **Net Revenue: \$4,172 (October); \$7,174 (year to-date)**
4. **Board liaison report** (Brant)
 - a. The next meeting will discuss direct compensation and campaign efforts.
5. **Library report** (Woodruff)
 - a. Frozen Party
 - b. Added Dabble Box kits and will be adding Wellness kits.
 - c. Trying to spend the budget by end of the year.
 - d. New shelving is on its way.
6. **Program & Development Coordinator and Administrative Assistant** (Yearous & Claudio)
 - a. General Updates (Yearous; Claudio)
 - o "Book Bucks" may be increasingly popular.

- Some customers are frustrated with the change to Book Sale dates.
- Baby Bonanza – smaller attendance than last year; only \$19 in sales, but the event is still valuable as an outreach opportunity
- “Leave a Legacy” brochure inquiry
- Received a \$2,500 corporate sponsorship from RCU for Books for Babies and GAKAB, to be split between fiscal years, which will require a re-design of the kit bookmarks. Mayo needs to approve.
- Did not receive grant from Women’s Circle. FOTL will be submitting more grant proposals to be submitted by January 2020.

7. Committee Reports

a. Book Sale (Yearous)

- December 10 – 11 Holiday Sale—unsold adult books will be given to the Senior Center and unsold kids book will be given to the Salvation Army
- BAM will donate left-over books and gifts from its warehouse sale; notice to volunteers will be sent out Monday, December 25

b. Give A Kid A Book (Claudio)

- Spent more than usual on Hmong and Spanish books due to demand; the program may need to limit bilingual offerings to age 8 and under for cost savings.
- This may be the first year FOTL spends more than is donated to the program.

8. Old business

a. Mission Statement Review

- The November 6, 2019 meeting was not productive due to miscommunication/missed messages regarding the library’s concerns.
- Board approval is delayed until the committee reviews the library’s submitted optional mission statements.

b. Membership Drive (Yearous)

- Letters were sent Nov. 11, 2019.
- Nonprofit roundtable workshop strategies include the importance of making members feel valued, maintaining frequent contact with members, and collaborating with other nonprofits.

c. 2020/2021 New Board Members (Claudio)

- All three positions have been filled.
- Tim Hockness will return as Treasurer. FOTL will invite him to the upcoming Finance Committee Meeting and at least one Board meeting before his tenure begins.

The next regular meeting is scheduled for Monday, January 13, 2019, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:03 p.m.

Respectfully submitted,



Amanda Favret, Secretary

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - December, 2019

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	TOTAL
Revenue							
Amazon Smiles Donations		93.30			86.99		\$180.29
Book Sales							\$0.00
Book Sales	6,215.96		69.00	4,948.41	126.56	1,821.52	\$13,181.45
Online Book Sales	750.18	502.04	1,149.65	1,314.82	358.28	580.42	\$4,655.39
Total Book Sales	6,966.14	502.04	1,218.65	6,263.23	484.84	2,401.94	\$17,836.84
Corporate Memberships/Sponsorships					1,250.00		\$1,250.00
Grants						250.00	\$250.00
Interest	33.39	33.42	32.36	33.47	24.74	24.69	\$182.07
Membership	464.96	383.30	143.30	83.30	2,663.55	7,918.55	\$11,656.96
Monies Received from Library	500.00	442.25		856.00		4,000.00	\$5,798.25
Programs							\$0.00
Books for Babies	175.00	1,375.00		100.00	50.00	582.72	\$2,282.72
Give-a-Kid-a-Book		100.00		1,200.00	1,710.00	1,741.21	\$4,751.21
In Honor Of		55.00		75.00	40.00	2,110.00	\$2,280.00
Total Programs	175.00	1,530.00		1,375.00	1,800.00	4,433.93	\$9,313.93
Total Revenue	\$8,139.49	\$2,984.31	\$1,394.31	\$8,611.00	\$6,310.12	\$19,029.11	\$46,468.34
GROSS PROFIT	\$8,139.49	\$2,984.31	\$1,394.31	\$8,611.00	\$6,310.12	\$19,029.11	\$46,468.34
Expenditures							
Book Sale Expenses							\$0.00
Book Sales							\$0.00
Supplies	33.98	40.00	40.00	40.00	125.23	50.54	\$329.75
Volunteer Meals/Food		63.01		40.77			\$103.78
Total Book Sales	33.98	103.01	40.00	80.77	125.23	50.54	\$433.53
Online Book Sales							\$0.00
Postage	471.97	90.10	14.35	537.35		67.77	\$1,181.54
Supplies		26.96	14.09	12.06	60.79	55.06	\$168.96
Total Online Book Sales	471.97	117.06	28.44	549.41	60.79	122.83	\$1,350.50
Total Book Sale Expenses	505.95	220.07	68.44	630.18	186.02	173.37	\$1,784.03
Credit Card Co. Fees	21.06	20.02	19.72	19.72	46.72	52.73	\$179.97
Insurance				257.00			\$257.00
Library Allocations	129.99			402.42	49.23	527.99	\$1,109.63
Memberships	120.41	47.48			197.00		\$364.89
Miscellaneous Expense	211.13	8.99		293.26		363.82	\$877.20
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		24.90	\$251.60
Payroll Expenses							\$0.00
Taxes	119.81	138.88	127.19	118.61	148.84	129.09	\$782.42
Wages	1,566.01	1,815.47	1,662.71	1,550.38	1,945.56	1,687.39	\$10,227.52
Total Payroll Expenses	1,685.82	1,954.35	1,789.90	1,668.99	2,094.40	1,816.48	\$11,009.94
Program Expense							\$0.00
Annual Meeting	166.34						\$166.34

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	TOTAL
Books for Babies							\$0.00
Books					3,399.50		\$3,399.50
Supplies	130.21						\$130.21
Total Books for Babies	130.21				3,399.50		\$3,529.71
Give-a-Kid-a-Book							\$0.00
Books					306.01	3,014.06	\$3,320.07
Misc. Expenses			3.81		163.87	78.75	\$246.43
Total Give-a-Kid-a-Book			3.81		469.88	3,092.81	\$3,566.50
In Honor Of							\$0.00
Library			55.00		75.00	40.00	\$170.00
Total In Honor Of			55.00		75.00	40.00	\$170.00
Total Program Expense	296.55		58.81		3,944.38	3,132.81	\$7,432.55
Subscriptions/Org. Membership	136.07	519.07	141.07	141.07	221.07	141.07	\$1,299.42
Telephone	18.12			17.23			\$35.35
Total Expenditures	\$4,257.61	\$3,181.30	\$2,077.94	\$4,479.72	\$6,738.82	\$6,233.17	\$26,968.56
NET OPERATING REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,131.28	\$ -428.70	\$12,795.94	\$19,499.78
NET REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,131.28	\$ -428.70	\$12,795.94	\$19,499.78

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - November, 2019

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	TOTAL
Revenue						
Amazon Smiles Donations		93.30			86.99	\$180.29
Book Sales						\$0.00
Book Sales	6,215.96		69.00	4,948.41	126.56	\$11,359.93
Online Book Sales	750.18	502.04	1,149.65	1,314.82	358.28	\$4,074.97
Total Book Sales	6,966.14	502.04	1,218.65	6,263.23	484.84	\$15,434.90
Corporate Memberships/Sponsorships					1,250.00	\$1,250.00
Interest	33.39	33.42	32.36	33.47	24.74	\$157.38
Membership	464.96	383.30	143.30	83.30	2,663.55	\$3,738.41
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	50.00	\$1,700.00
Give-a-Kid-a-Book		100.00		1,200.00	1,710.00	\$3,010.00
In Honor Of		55.00		75.00	40.00	\$170.00
Total Programs	175.00	1,530.00		1,375.00	1,800.00	\$4,880.00
Total Revenue	\$8,139.49	\$2,984.31	\$1,394.31	\$8,611.00	\$6,310.12	\$27,439.23
GROSS PROFIT	\$8,139.49	\$2,984.31	\$1,394.31	\$8,611.00	\$6,310.12	\$27,439.23
Expenditures						
Book Sale Expenses						\$0.00
Book Sales						\$0.00
Supplies	33.98	40.00	40.00	40.00	125.23	\$279.21
Volunteer Meals/Food		63.01		40.77		\$103.78
Total Book Sales	33.98	103.01	40.00	80.77	125.23	\$382.99
Online Book Sales						\$0.00
Postage	471.97	90.10	14.35	537.35		\$1,113.77
Supplies		26.96	14.09	12.06	60.79	\$113.90
Total Online Book Sales	471.97	117.06	28.44	549.41	60.79	\$1,227.67
Total Book Sale Expenses	505.95	220.07	68.44	630.18	186.02	\$1,610.66
Credit Card Co. Fees	21.06	20.02	19.72	19.72	46.72	\$127.24
Insurance				257.00		\$257.00
Library Allocations	129.99			402.42	49.23	\$581.64
Memberships	120.41	47.48			197.00	\$364.89
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	148.84	\$653.33
Wages	1,566.01	1,815.47	1,662.71	1,550.38	1,945.56	\$8,540.13
Total Payroll Expenses	1,685.82	1,954.35	1,789.90	1,668.99	2,094.40	\$9,193.46
Program Expense						\$0.00
Annual Meeting	166.34					\$166.34
Books for Babies						\$0.00

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	TOTAL
Books					3,399.50	\$3,399.50
Supplies	130.21					\$130.21
Total Books for Babies	130.21				3,399.50	\$3,529.71
Give-a-Kid-a-Book						\$0.00
Books					306.01	\$306.01
Misc. Expenses			3.81		163.87	\$167.68
Total Give-a-Kid-a-Book			3.81		469.88	\$473.69
In Honor Of						\$0.00
Library			55.00		75.00	\$130.00
Total In Honor Of			55.00		75.00	\$130.00
Total Program Expense	296.55		58.81		3,944.38	\$4,299.74
Subscriptions/Org. Membership	136.07	519.07	141.07	141.07	221.07	\$1,158.35
Telephone	18.12			17.23		\$35.35
Total Expenditures	\$4,257.61	\$3,181.30	\$2,077.94	\$4,479.72	\$6,738.82	\$20,735.39
NET OPERATING REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,131.28	\$ -428.70	\$6,703.84
NET REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,131.28	\$ -428.70	\$6,703.84

Quarterly Budget Report - December 2019

	Annual		Budget	% of	
	Budget	YTD	Remaining	Bdgt	Dec-18
Revenue					
1 Memberships	\$20,000	\$11,657	(\$8,343)	58%	12065
2 Corporate Memberships/Sponsorshij	1,000	\$1,250	250	125%	
3 Booksales	25,200	\$13,181	(12,019)	52%	14873
4 Online Booksales	14,000	\$4,655	(9,345)	33%	6960
5 Grants	0	\$250	250	0%	
6 Give-a-Kid-a-Book	4,000	\$4,751	751	119%	3889
7 Books for Babies	3,000	\$2,283	(717)	76%	2780
8 In Honor Of	2,000	\$2,280	280	114%	
9 Interest	350	\$182	(168)	52%	
10 Amazon Smiles	250	\$180	(70)	72%	
11 Miscellaneous	250	\$0	(250)	0%	
12 Monies Received for Library	6,000	\$5,798	(202)	97%	
13 Transfer to Fund Balance	<u>5,080</u>		<u>(5,080)</u>	<u>0%</u>	
Total Revenue	<u>\$81,130</u>	<u>\$46,468</u>	<u>(\$34,662)</u>	<u>57%</u>	
Expenses					
14 Library Allocations	20,000	1,110	18,890	6%	
15 Salaries	25,000	10,228	14,772	41%	
16 Payroll Taxes	1,800	782	1,018	43%	
17 Memberships	1,200	365	835	30%	
19 Credit Card Company Fees	350	180	170	51%	
19 Annual Meeting	550	166	384	30%	
20 Telephone	80	35	45	44%	
21 Newsletter	1,700	569	1,131	33%	
22 Give-a-Kid-a-Book: Books	3,500	3,320	180	95%	
23 Give-a-Kid-a-Book: Expenses	300	246	54	82%	
24 Books for Babies	9,000	3,530	5,470	39%	
25 In Honor Of: Library	2,000	170	1,830	9%	
26 In Honor Of: Expenses	100	0	100	0%	
27 Booksales: Expense	1,450	434	1,016	30%	
Office Supplies - \$650					
Promotions - \$500					
Food - Volunteers - \$250					
28 Online Booksales: Expense	2,400	1,351	1,050	56%	
29 Insurance	300	257	43	86%	
30 Staff Appreciation	1,000	0	1,000	0%	
31 Volunteer Appreciation	150	0	150	0%	
32 Office Supplies	1,250	252	998	20%	
33 Subscriptions/Org. Memberships*	2,500	1,299	1,201	52%	
34 Miscellaneous	500	877	(377)	175%	
35 Monies Remitted to Library	6,000	1,798	4,202		
36 Transfer to Fund Balance	<u>0</u>		<u>0</u>	<u>na</u>	
Total Expense	<u>\$81,130</u>	<u>\$26,969</u>	<u>\$54,161</u>	<u>33%</u>	

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

December 2019

	DEC 2019	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	1,821.52	\$1,821.52
Online Book Sales	580.42	\$580.42
Total Book Sales	2,401.94	\$2,401.94
Grants	250.00	\$250.00
Interest	24.69	\$24.69
Membership	7,918.55	\$7,918.55
Monies Received from Library	4,000.00	\$4,000.00
Programs		
Books for Babies	582.72	\$582.72
Give-a-Kid-a-Book	1,741.21	\$1,741.21
In Honor Of	2,110.00	\$2,110.00
Total Programs	4,433.93	\$4,433.93
Total Revenue	\$19,029.11	\$19,029.11
GROSS PROFIT	\$19,029.11	\$19,029.11
Expenditures		
Book Sale Expenses		
Book Sales		\$0.00
Supplies	50.54	\$50.54
Total Book Sales	50.54	\$50.54
Online Book Sales		
Postage	67.77	\$67.77
Supplies	55.06	\$55.06
Total Online Book Sales	122.83	\$122.83
Total Book Sale Expenses	173.37	\$173.37
Credit Card Co. Fees	52.73	\$52.73
Library Allocations	527.99	\$527.99
Miscellaneous Expense	363.82	\$363.82
Office Supplies	24.90	\$24.90
Payroll Expenses		
Taxes	129.09	\$129.09
Wages	1,687.39	\$1,687.39
Total Payroll Expenses	1,816.48	\$1,816.48
Program Expense		
Give-a-Kid-a-Book		\$0.00
Books	3,014.06	\$3,014.06
Misc. Expenses	78.75	\$78.75
Total Give-a-Kid-a-Book	3,092.81	\$3,092.81
In Honor Of		\$0.00
Library	40.00	\$40.00
Total In Honor Of	40.00	\$40.00

	DEC 2019	TOTAL
Total Program Expense	3,132.81	\$3,132.81
Subscriptions/Org. Membership	141.07	\$141.07
Total Expenditures	\$6,233.17	\$6,233.17
NET OPERATING REVENUE	\$12,795.94	\$12,795.94
NET REVENUE	\$12,795.94	\$12,795.94

Note

RCU Checking account balance as of 12/31/19: \$29,200.44
RCU Checking account (book sale) balance as of 12/31/19: \$7,395.52
Charter Money Market balance as of 12/31/19: \$41,563.81

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

November 2019

	NOV 2019	TOTAL
Revenue		
Amazon Smiles Donations	86.99	\$86.99
Book Sales		\$0.00
Book Sales	126.56	\$126.56
Online Book Sales	358.28	\$358.28
Total Book Sales	484.84	\$484.84
Corporate Memberships/Sponsorships	1,250.00	\$1,250.00
Interest	24.74	\$24.74
Membership	2,663.55	\$2,663.55
Programs		\$0.00
Books for Babies	50.00	\$50.00
Give-a-Kid-a-Book	1,710.00	\$1,710.00
In Honor Of	40.00	\$40.00
Total Programs	1,800.00	\$1,800.00
Total Revenue	\$6,310.12	\$6,310.12
GROSS PROFIT	\$6,310.12	\$6,310.12
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	125.23	\$125.23
Total Book Sales	125.23	\$125.23
Online Book Sales		\$0.00
Supplies	60.79	\$60.79
Total Online Book Sales	60.79	\$60.79
Total Book Sale Expenses	186.02	\$186.02
Credit Card Co. Fees	46.72	\$46.72
Library Allocations	49.23	\$49.23
Memberships	197.00	\$197.00
Payroll Expenses		\$0.00
Taxes	148.84	\$148.84
Wages	1,945.56	\$1,945.56
Total Payroll Expenses	2,094.40	\$2,094.40
Program Expense		\$0.00
Books for Babies		\$0.00
Books	3,399.50	\$3,399.50
Total Books for Babies	3,399.50	\$3,399.50
Give-a-Kid-a-Book		\$0.00
Books	306.01	\$306.01
Misc. Expenses	163.87	\$163.87
Total Give-a-Kid-a-Book	469.88	\$469.88
In Honor Of		\$0.00
Library	75.00	\$75.00

	NOV 2019	TOTAL
Total In Honor Of	75.00	\$75.00
Total Program Expense	3,944.38	\$3,944.38
Subscriptions/Org. Membership	221.07	\$221.07
Total Expenditures	\$6,738.82	\$6,738.82
NET OPERATING REVENUE	\$ -428.70	\$ -428.70
NET REVENUE	\$ -428.70	\$ -428.70

Note

RCU Checking Account balance as of 11/30/19: \$17,202.67
RCU Checking Account (book sale) as of 11/30/19: \$6,829.80
Charter Bank Money Market balance as of 11/30/19: \$41,539.12

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - November, 2019

	JUL 2019		AUG 2019		SEP 2019		OCT 2019		NOV 2019		TOTAL	
	CURRENT	JUL 2018 (PY)	CURRENT	AUG 2018 (PY)	CURRENT	SEP 2018 (PY)	CURRENT	OCT 2018 (PY)	CURRENT	NOV 2018 (PY)	CURRENT	JUL - NOV, 2018 (PY)
Revenue												
Amazon Smiles Donations			93.30	111.08				91.59	86.99		\$180.29	\$202.67
Book Sales											\$0.00	\$0.00
Book Sales	6,215.96	598.20		6,517.12	69.00	226.24	4,948.41		126.56	6,156.39	\$11,359.93	\$13,497.95
Online Book Sales	750.18	892.22	502.04	999.53	1,149.65	2,938.08	1,314.82	684.06	358.28	640.07	\$4,074.97	\$6,153.96
Total Book Sales	6,966.14	1,490.42	502.04	7,516.65	1,218.65	3,164.32	6,263.23	684.06	484.84	6,796.46	\$15,434.90	\$19,651.91
Corporate Memberships/Sponsorships									1,250.00		\$1,250.00	\$0.00
Interest	33.39	41.09	33.42	41.12	32.36	39.82	33.47	41.18	24.74	39.89	\$157.38	\$203.10
Membership	464.96	388.30	383.30	89.23	143.30	163.30	83.30	5,123.30	2,663.55	4,025.30	\$3,738.41	\$9,789.43
Miscellaneous Income		5.00								180.00	\$0.00	\$185.00
Monies Received from Library	500.00		442.25				856.00				\$1,798.25	\$0.00
Programs											\$0.00	\$0.00
Books for Babies	175.00	2,355.00	1,375.00	360.00		65.00	100.00		50.00		\$1,700.00	\$2,780.00
Give-a-Kid-a-Book			100.00				1,200.00		1,710.00	615.00	\$3,010.00	\$615.00
In Honor Of			55.00	100.00			75.00		40.00	50.00	\$170.00	\$150.00
Total Programs	175.00	2,355.00	1,530.00	460.00		65.00	1,375.00		1,800.00	665.00	\$4,880.00	\$3,545.00
Total Revenue	\$8,139.49	\$4,279.81	\$2,984.31	\$8,218.08	\$1,394.31	\$3,432.44	\$8,611.00	\$5,940.13	\$6,310.12	\$11,706.65	\$27,439.23	\$33,577.11
GROSS PROFIT	\$8,139.49	\$4,279.81	\$2,984.31	\$8,218.08	\$1,394.31	\$3,432.44	\$8,611.00	\$5,940.13	\$6,310.12	\$11,706.65	\$27,439.23	\$33,577.11
Expenditures												
Book Sale Expenses											\$0.00	\$0.00
Book Sales											\$0.00	\$0.00
Supplies	33.98	128.56	40.00	116.00	40.00	83.96	40.00	59.46	125.23	1,109.94	\$279.21	\$1,497.92
Volunteer Meals/Food			63.01			165.08	40.77	158.84			\$103.78	\$323.92
Total Book Sales	33.98	128.56	103.01	116.00	40.00	249.04	80.77	218.30	125.23	1,109.94	\$382.99	\$1,821.84
Online Book Sales											\$0.00	\$0.00
Postage	471.97	1,276.34	90.10	194.27	14.35	791.70	537.35	741.00		72.75	\$1,113.77	\$3,076.06
Supplies		50.50	26.96	9.17	14.09		12.06		60.79		\$113.90	\$59.67
Total Online Book Sales	471.97	1,326.84	117.06	203.44	28.44	791.70	549.41	741.00	60.79	72.75	\$1,227.67	\$3,135.73
Total Book Sale Expenses	505.95	1,455.40	220.07	319.44	68.44	1,040.74	630.18	959.30	186.02	1,182.69	\$1,610.66	\$4,957.57
Credit Card Co. Fees	21.06	19.12	20.02	40.16	19.72	18.60	19.72	18.68	46.72	33.30	\$127.24	\$129.86
Insurance							257.00	259.00			\$257.00	\$259.00
Library Allocations	129.99					22.96	402.42	9,238.92	49.23		\$581.64	\$9,261.88
Memberships	120.41	521.38	47.48					43.29	197.00	368.77	\$364.89	\$933.44
Miscellaneous Expense	211.13	150.00	8.99			55.92	293.26				\$513.38	\$205.92
Monies Remitted to Library	942.25						856.00				\$1,798.25	\$0.00
Newsletter	173.41	332.83	395.32	240.22				459.57			\$568.73	\$1,032.62
Office Supplies	16.85	63.89	16.00			179.96	193.85				\$226.70	\$243.85
Payroll Expenses											\$0.00	\$0.00
Taxes	119.81	131.28	138.88	162.57	127.19	131.53	118.61	66.05	148.84	68.73	\$653.33	\$560.16
Wages	1,566.01	1,716.15	1,815.47	2,125.10	1,662.71	1,719.40	1,550.38	863.33	1,945.56	898.50	\$8,540.13	\$7,322.48
Total Payroll Expenses	1,685.82	1,847.43	1,954.35	2,287.67	1,789.90	1,850.93	1,668.99	929.38	2,094.40	967.23	\$9,193.46	\$7,882.64
Program Expense											\$0.00	\$0.00
Annual Meeting	166.34	167.40									\$166.34	\$167.40
Books for Babies											\$0.00	\$0.00
Books		1,465.33		1,102.97		1,384.49		1,655.32	3,399.50	626.39	\$3,399.50	\$6,234.50
Supplies	130.21	206.19						231.02			\$130.21	\$437.21
Total Books for Babies	130.21	1,671.52		1,102.97		1,384.49		1,886.34	3,399.50	626.39	\$3,529.71	\$6,671.71
Give-a-Kid-a-Book											\$0.00	\$0.00
Books									306.01		\$306.01	\$0.00
Misc. Expenses					3.81				163.87		\$167.68	\$0.00
Total Give-a-Kid-a-Book					3.81				469.88		\$473.69	\$0.00
In Honor Of											\$0.00	\$0.00
Library					55.00	100.00			75.00		\$130.00	\$100.00
Total In Honor Of					55.00	100.00			75.00		\$130.00	\$100.00
Total Program Expense	296.55	1,838.92		1,102.97	58.81	1,484.49		1,886.34	3,944.38	626.39	\$4,299.74	\$6,939.11
Subscriptions/Org. Membership	136.07	122.10	519.07	516.10	141.07	138.10	141.07	142.89	221.07	218.10	\$1,158.35	\$1,137.29
Telephone	18.12	30.44					17.23	17.36			\$35.35	\$47.80
Total Expenditures	\$4,257.61	\$6,381.51	\$3,181.30	\$4,506.56	\$2,077.94	\$4,791.70	\$4,479.72	\$13,954.73	\$6,738.82	\$3,396.48	\$20,735.39	\$33,030.98
NET OPERATING REVENUE	\$3,881.88	\$-2,101.70	\$-196.99	\$3,711.52	\$-683.63	\$-1,359.26	\$4,131.28	\$-8,014.60	\$-428.70	\$8,310.17	\$6,703.84	\$546.13
NET REVENUE	\$3,881.88	\$-2,101.70	\$-196.99	\$3,711.52	\$-683.63	\$-1,359.26	\$4,131.28	\$-8,014.60	\$-428.70	\$8,310.17	\$6,703.84	\$546.13

Note

RCU Checking Account balance as of 11/30/19: \$17,202.67
 RCU Checking Account (book sale) as of 11/30/19: \$6,829.80
 Charter Bank Money Market balance as of 11/30/19: \$41,539.12

To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: January, 2020



It's been an incredible year at the L.E. Phillips Memorial Public Library. We received big investments from our community, made big moves, and garnered even bigger accolades!

The library secured \$11.5M funding over three years from the City of Eau Claire to address urgent facility needs, and approximately \$190,000 for operating funds to hire two new library professionals. Our Early Literacy Librarian is targeting at risk populations to promote early literacy and positive parenting, while our Community Resources Specialist is guiding members of our most vulnerable populations to local resources and improving the comfort and security of the library with her training and empathy.

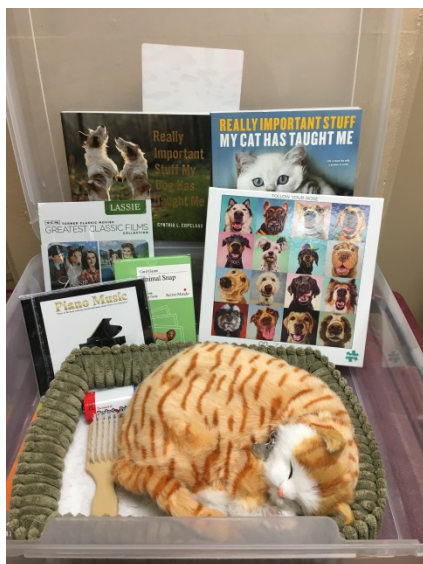
The Space Reallocation Project was completed, including many improved service changes. The library now has a welcome desk in the main entrance area, self-checkouts on both floors, a customer service desk on the second floor, and an expansion and improved placement for the Teen Lounge adjacent to the Dabble Box. We also moved the computers to the second floor to reduce the area's footprint, offer sit-stand computer tables to better suit the needs of our diverse customers, and provide a business center model for printing, scanning, and faxing. The accessibility of our collections has been dramatically improved, and room has been created for exciting new collections like our maker and wellness kits.

2019 Year-End Statistics Recap: 20,552 items were added to the database in 2018; 30,175 items were withdrawn from the database.

The [Diversity Challenge](#) 2019 ended up with a total of 164 registered. In December, we had 33 customers check in with us to report they finished their book and enter into the monthly prize drawing. A total of 29 people checked in saying they completed all 12 categories and were eligible for the grand prize (a Kindle Paperwhite). Staff recorded some great customer feedback on the program:

- "I had a blast. I read things I normally wouldn't have tried before."
- "I've really enjoyed it. It has been the best. I've discovered so many great books."
- Katie Sullivan reported: "I had a woman talk to me at length about how much she enjoyed the Diversity Challenge. She said she found so many good books she would never have thought to look for otherwise. Two in particular have really stayed with her (one by a former slave, another about the mass shooting in Norway). She said she can't wait to sign up for whatever challenge is coming in 2020."

Eau Claire County Reads, a county-wide reading program that encourages literacy and community engagement begins in January. The series includes programs, book discussions and film showings based on the book, *A Man Called Ove*.



Several kits were purchased in December. Paula ordered items for a grant awarded by Wintermission. The grant will provide the library with a Kubb set, an ice fishing kit and several snowshoes for circulation so that customers can check out these materials and try out new winter activities. These kits will be available in January. Two dementia kits were also purchased to add to the Wellness kit collection. These kits are designed to help people with dementia remember things from their past and participate in relaxing activities. Check out some of the other kits added in December.

Seed growing <https://www.ecpubliclibrary.info/wp-content/uploads/2020/01/Seed-Growing.jpg>

Hiking <https://www.ecpubliclibrary.info/wp-content/uploads/2020/01/Wellness-Hiking-Kit.jpg>

Weight control <https://www.ecpubliclibrary.info/wp-content/uploads/2020/01/Wellness-Weight-Kit.jpg>

Proposed New Mission Statement for the Friends of the L.E. Phillips Memorial Public Library

The mission of the Friends of the L.E. Phillips Memorial Public Library is to encourage literacy, expression, and discovery in the Chippewa Valley through support to the L.E. Phillips Memorial Public Library and the surrounding community.

Give a Kid a Book

2019 Wrap up Report

Books Distributed

- 4,071 Books Distributed
- Books Distributed to 16 agencies

Agencies

- Big Brothers and Big Sisters of NW Wisconsin – 75
- Community Table – 275
- Eau Claire Academy – 61
- Eau Claire Area School District – Prairie Ridge – 355
- Eau Claire Area School District – Homeless Program - 167
- Eau Claire Head Start – 125
- Eclipse UWEC – 65
- Family Promise of the Chippewa Valley – 25
- Family Resource Center - 300
- Helping Kids Around the Chippewa Valley - 260
- Title I Reading Partnership Program (ECASD) – 230
- Western Dairyland Early Head Start – EC County – 11
- Western Dairyland Head Start – 50
- Western Dairyland Early Head Start – 13
- Salvation Army – 2,059

Books Donated

- Thru Library –712
- BAM – 1,892
- UW-EC Winter Concert - 29
- UWEC University Book Store – 62
- Youth Services - 488

Money Donations

- \$ 4751

Books Purchased

- Approximately 610 books purchased.
- \$3,592 spent purchasing books.
- \$5.88 per book

Volunteers

- Volunteers - 23
- Hours - 146

Books by Category

Category	Books Given Our
0-2	531
2-5	1,244
Lower Elementary	481
Upper Elementary	480
Middle/High School	403
Hmong	161
Spanish	109
Atlases	180
Miscellaneous*	461

*Miscellaneous – Christmas books, sticker books, puzzle books, used books, stuffed animals, etc. These were given to the Salvation Army.

BOOKS FOR BABIES 2019

Number of Books Delivered				
<u>Date of Delivery</u>	<u>Mayo</u>	<u>Marshfield</u>	<u>Sacred Heart</u>	<u>Monthly Total</u>
01/15/19	70	90	45	
	*Includes 25 Spanish Books delivered later			205
02/05/19	0	0	45	
			*special request for additional delivery	
			45	
02/21/19	90	90	90	270
03/26/19	90	90	90	270
04/26/19	90	90	90	270
06/03/19	90	90	0	
				180
07/10/19	90	90	0	
				180
08/22/19	90	0	0	
				90
09/10/19	90	0	90	
				180
10/15/19	90	0	90	
				180
11/14/19	90	0	90	
				180
12/04/19	90	90	90	
				270
				0
Totals for Each	970	630	720	
Total Books		2320		2320