

The Friends of the Library Executive Board will meet on Monday, February 17, 2020, at 7:00 p.m. **(RESCHEDULED TO FEBRUARY 24, 2020)** 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 January 27, 2020 (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)
9. Old business
 - a. Annual Meeting (Yearous)
 - b. Cookbook Fundraiser (Yearous)
10. New business (Roecker)
 - a. Possible Bylaw changes (Articles II & V)

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

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.

Friends of the L.E. Phillips Memorial Public Library
Minutes of Regular Board Meeting
January 27, 2020

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;; Brenda Brant, Vice President; Nancy Sowls, Past President; Lisa Eierman, Member-at-Large

Absent: Elizabeth Karrer, Member At-Large

Guests: Layla Fisher

Call to order at 7:01 p.m. in the Board room of the L.E. Phillips Memorial Public Library (Roecker).

1. **Motion to approve minutes** from the November 18, 2019, meeting (Brant); seconded (Kocken); approved.
2. **Call for additions** to agenda and announcements (Roecker).
3. **Treasurer’s report** (Kocken)
 - a. Noteworthy Report Items:
 - Highlighted the Quarterly Budget Report and efficient use of resources (33% to budget)
 - Purging newsletter mailing lists for those who have selected email preferences
 - Online bookstore is not meeting its target for sales due to slow Nov. – Dec. sales
 - Rough weather weekend for the Book Sale resulted in fewer customers and slow sales
 - Moving future Member Appreciation nights to April is proposed in order to avoid January weather-related detrimental impact on the event.
 - b. Summary:
 - **Total Revenues:** \$6,310 (November); \$19,029 (December); \$46,468 (year to-date)
 - **Total Expenses:** \$6,739 (November); \$6,233 (December); \$26,969 (year to-date)
 - **Net Revenue: -\$429 (November); \$12,796 (December); \$19,500 (year to-date)**
4. **Board liaison report** (Brant)
 - a. Voted to change Library staffing structure and job descriptions to allow more functional realignment, as well as spread expertise and workload among more staff; these changes are budget neutral.
 - b. Kim Hennings will be the liaison to volunteer organizations in her new position.
 - c. Capital Campaign update: reviewed ten architect proposals and conducted four interviews.
5. **Library report** (Woodruff)
 - a. Library of Things: “Wintermission” kits became available in January
 - b. Diversity Challenge resulted in 164 registrations; Space Reallocation Project completed.
6. **Program & Development Coordinator and Administrative Assistant** (Yearous & Claudio)
 - a. General Updates (Yearous; Claudio)
 - Claudio’s schedule will change from 10 a.m. to 2 p.m.
 - Noticeable volunteer fatigue has been occurring with some events/programs, whereas others are over-staffed; weather and timing of events also affect volunteer availability.

- Memberships in 2020 (as of January 22): “Supporting” – 33% (246 members); “Loyal” – 35% ; “Sustaining” – 6%; “Patrons” – 24% (45 returning members); a handful of members chose to pledge monthly donations rather than donate a total amount outright.

7. **Committee Reports**

a. Book Sale (Yearous)

- \$4,300 in sales; FOTL has built new relationships with two other non-profit organizations (Community Table and One Hope) to re-donate books
- Approached book sellers regarding any interest in scanning FOTL’s over-stock of books (religion, self-help) and textbooks.
- A more strict application of FOTL’s policies relating to topical magazines may be required, as they typically do not sell.
- To improve customer flow, a proposal is made to shuffle tables, move categories, and remove the middle tables from Red Cedar room at the next sale.

b. Give A Kid A Book (Sowls)

- Distributed 4,071 books to 16 agencies; Boys and Girls Club received books from from other organizations this year, but wants us next year; One Hope will also receive books from the program next year.
- BAM donated 1,892 books; UW Winter Concert (29); UWEC Book Store (62); Youth Services (488); Library (712)
- \$4,751 donated; 610 book were purchased at a \$3,592 cost (\$5.88/book); 23 people volunteered a total of 146 hours; most books (1,244) were given in the 2 – 5 yr. range.

c. Books for Babies (Claudio)

- 2,320 books were delivered: Mayo (970); Sacred Heart (720); Marshfield (90).
- Fewer Spanish language books were delivered this year.
- Discussed how to show appreciation to the delivery driver (Book bucks proposed).
- A \$250 Clark Family Foundation donation will allow unrestricted use to re-vamp the bags for the books.
- FOTL received a few donations to the program in the last month, but even with those funds, the program will probably be over-budget.
- Proposed purchasing books at the upcoming Memorial Scholastic sale (buy 1, get 1) for savings.
- With the current inventory, Claudio estimates new order will be required within three months.

8. **Old Business**

a. Mission Statement Review (Yearous)

- May need to add to bylaws; the new statement will be screened on monitors during Book Sales.
- Motion to approve (Brant); seconded (Sowls); approved

b. Annual Meeting (Yearous)

- Tentatively scheduled for April 27th in Eau Claire Room (6 p.m.)
- Distinguished Service Award Member is to be determined.

9. New Business

- a. Members Only Thursday Book Sale (Yearous)
 - 16 members shopped with \$605 in sales; 7 people renewed their membership (\$70); consider moving the event from January to April next year.
- b. Cookbook Fundraiser (Yearous)
 - A volunteer suggested this idea.
 - Investment of staff/volunteer time and money is probably prohibitively expensive, but further investigation is warranted, and encouraging volunteer engagement through consideration of their ideas is important.
- c. Annual Requests to FOTL from the Library (Brant)
 - Discussed the status of the 2019 request.
 - Reviewed the request process: the library budgets around the donation; library board approves the request at the February Board meeting, then submits it in March to FOTL; FOTL budget meeting occurs in April; FOTL reviews for June allocation.
 - Create new line items for Riddle Me Readers and/or other miscellaneous library expenses to keep them separate from the regular allocation.
 - In the future, Library should categorize its requests to aid our grant writing and allow for a breakdown of the allocation.
 - Calendar year (library) vs. fiscal year (FOTL) is causing confusion about the allocation request.
- d. Donation to Capital Campaign
 - FOTL should begin considering the details of its donation to the campaign (amount, what the donation will fund, naming rights, etc.)
 - “Pledge” v. straight donation; FOTL Board members should consider their individual donations.
 - Does FOTL need to add to its budget for the next fiscal year?
 - If the library adds a bookstore that FOTL funds, it may need to pay sales tax; consider “free will” donation.
- e. Parking
 - Will volunteers still be able to park in lower-level spaces?
 - The library has discretion. Four-hour slots may be available. The library staff will enforce parking meters.
- f. Recruitment Letter to Chamber Young Professionals

The next regular meeting is scheduled for Monday, February 17, 2020, at 7:00 p.m. in the Board room of the L.E. Phillips Memorial Public Library.

Meeting adjourned at 8:47 p.m.

Respectfully submitted,



Amanda Favret, Secretary

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2019 - January 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	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	4,177.67	\$17,359.12
Online Book Sales	750.18	502.04	1,149.65	1,314.82	358.28	580.42	1,055.73	\$5,711.12
Total Book Sales	6,966.14	502.04	1,218.65	6,263.23	484.84	2,401.94	5,233.40	\$23,070.24
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	24.71	\$206.78
Membership	464.96	383.30	143.30	83.30	2,663.55	7,918.55	1,724.21	\$13,381.17
Monies Received from Library Programs	500.00	442.25		856.00		4,000.00		\$5,798.25
Books for Babies	175.00	1,375.00		100.00	50.00	582.72	2,925.00	\$5,207.72
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	280.00	\$2,560.00
Total Programs	175.00	1,530.00		1,375.00	1,800.00	4,433.93	3,205.00	\$12,518.93
Total Revenue	\$8,139.49	\$2,984.31	\$1,394.31	\$8,611.00	\$6,310.12	\$19,029.11	\$10,187.32	\$56,655.66
GROSS PROFIT	\$8,139.49	\$2,984.31	\$1,394.31	\$8,611.00	\$6,310.12	\$19,029.11	\$10,187.32	\$56,655.66
Expenditures								
Book Sale Expenses								\$0.00
Book Sales								\$0.00
Supplies	33.98	40.00	40.00	40.00	125.23	50.54	40.00	\$369.75
Volunteer Meals/Food		63.01		40.77			28.94	\$132.72
Total Book Sales	33.98	103.01	40.00	80.77	125.23	50.54	68.94	\$502.47
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	14.70	\$183.66
Total Online Book Sales	471.97	117.06	28.44	549.41	60.79	122.83	14.70	\$1,365.20
Total Book Sale Expenses	505.95	220.07	68.44	630.18	186.02	173.37	83.64	\$1,867.67
Credit Card Co. Fees	21.06	20.02	19.72	19.72	46.72	52.73	93.05	\$273.02
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		143.00	\$507.89
Miscellaneous Expense	211.13	8.99		293.26		363.82		\$877.20
Monies Remitted to Library	942.25			856.00			4,000.00	\$5,798.25
Newsletter	173.41	395.32						\$568.73
Office Supplies	16.85	16.00		193.85		24.90	3.38	\$254.98
Payroll Expenses								\$0.00
Taxes	119.81	138.88	127.19	118.61	148.84	129.09	124.90	\$907.32
Wages	1,566.01	1,815.47	1,662.71	1,550.38	1,945.56	1,687.39	1,632.72	\$11,860.24
Total Payroll Expenses	1,685.82	1,954.35	1,789.90	1,668.99	2,094.40	1,816.48	1,757.62	\$12,767.56
Program Expense								\$0.00

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	TOTAL
Annual Meeting	166.34							\$166.34
Books for Babies								\$0.00
Books					3,399.50		150.00	\$3,549.50
Supplies	130.21						62.13	\$192.34
Total Books for Babies	130.21				3,399.50		212.13	\$3,741.84
Give-a-Kid-a-Book								\$0.00
Books					306.01	3,014.06	279.54	\$3,599.61
Misc. Expenses			3.81		163.87	78.75	18.46	\$264.89
Total Give-a-Kid-a-Book			3.81		469.88	3,092.81	298.00	\$3,864.50
In Honor Of								\$0.00
Library			55.00		75.00	40.00	2,110.00	\$2,280.00
Total In Honor Of			55.00		75.00	40.00	2,110.00	\$2,280.00
Total Program Expense	296.55		58.81		3,944.38	3,132.81	2,620.13	\$10,052.68
Subscriptions/Org. Membership	136.07	519.07	141.07	141.07	221.07	141.07	141.07	\$1,440.49
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	\$8,841.89	\$35,810.45
NET OPERATING REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,131.28	\$ -428.70	\$12,795.94	\$1,345.43	\$20,845.21
NET REVENUE	\$3,881.88	\$ -196.99	\$ -683.63	\$4,131.28	\$ -428.70	\$12,795.94	\$1,345.43	\$20,845.21

Note

RCU Checking account balance as of 1/31/2020: \$28,994.25

RCU Checking account (Book Sale) balance as of 1/31/2020: \$8,451.25

Charter Bank Money Market balance as of 1/31/2020: \$41,588.52

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

January 2020

	JAN 2020	TOTAL
Revenue		
Book Sales		\$0.00
Book Sales	4,177.67	\$4,177.67
Online Book Sales	1,055.73	\$1,055.73
Total Book Sales	5,233.40	\$5,233.40
Interest	24.71	\$24.71
Membership	1,724.21	\$1,724.21
Programs		\$0.00
Books for Babies	2,925.00	\$2,925.00
In Honor Of	280.00	\$280.00
Total Programs	3,205.00	\$3,205.00
Total Revenue	\$10,187.32	\$10,187.32
GROSS PROFIT	\$10,187.32	\$10,187.32
Expenditures		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	40.00	\$40.00
Volunteer Meals/Food	28.94	\$28.94
Total Book Sales	68.94	\$68.94
Online Book Sales		\$0.00
Supplies	14.70	\$14.70
Total Online Book Sales	14.70	\$14.70
Total Book Sale Expenses	83.64	\$83.64
Credit Card Co. Fees	93.05	\$93.05
Memberships	143.00	\$143.00
Monies Remitted to Library	4,000.00	\$4,000.00
Office Supplies	3.38	\$3.38
Payroll Expenses		\$0.00
Taxes	124.90	\$124.90
Wages	1,632.72	\$1,632.72
Total Payroll Expenses	1,757.62	\$1,757.62
Program Expense		\$0.00
Books for Babies		\$0.00
Books	150.00	\$150.00
Supplies	62.13	\$62.13
Total Books for Babies	212.13	\$212.13
Give-a-Kid-a-Book		\$0.00
Books	279.54	\$279.54
Misc. Expenses	18.46	\$18.46
Total Give-a-Kid-a-Book	298.00	\$298.00
In Honor Of		\$0.00
Library	2,110.00	\$2,110.00

	JAN 2020	TOTAL
Total In Honor Of	2,110.00	\$2,110.00
Total Program Expense	2,620.13	\$2,620.13
Subscriptions/Org. Membership	141.07	\$141.07
Total Expenditures	\$8,841.89	\$8,841.89
NET OPERATING REVENUE	\$1,345.43	\$1,345.43
NET REVENUE	\$1,345.43	\$1,345.43

Note

RCU Checking account balance as of 1/31/2020: \$28,994.25
RCU Checking account (Book Sale) balance as of 1/31/2020: \$8,451.25
Charter Bank Money Market balance as of 1/31/2020: \$41,588.52

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



2020 Milestone Staff Anniversaries! Thanks to the Friends for sponsoring these recognitions.

The Library is eliminating parking fees and time limits for most of the spaces in its lower level. These parking spaces that are close to the building's lower level entrance will instead be intended for seniors, caregivers with small children and people with disabilities. "The library serves customers of all ages and abilities, and we want to make sure visiting the library is safe and accessible for each of them," library director Pamela Westby said in a news release. Parking meters will soon be removed from the lot and replaced by signs designating which groups the spots are reserved for. Some stalls will also be marked for short-term "express" use.

January was an extremely popular month for the Community Resource Specialist's services. The overarching needs have continued to be support for housing and severe and persistent mental illness. These clientele have continued to be dropped through the cracks elsewhere in the community and have relied upon the flexibility of the library to find assistance to meet their needs. An example of this from January was the Community Resource Specialist making a visit with Home Delivery to a particularly home bound family. This face to face contact has resulted in the trust from the family to reach out to the Community Resource Specialist on a regular basis to explore resources for their family. Trying to find ways for each and every client to be successful is a goal of Libby's. This compliment came from a pastor of a client. "You have changed her story. You have not given up on her. You have seen through her hard shell. You are a story changer and are making a huge impact one story at a time."

Staff was also busy preparing for the changes to job descriptions and roles with Teresa Kriese and Jeff Burns officially announcing their respective retirements in the coming months. Any time a position is vacated, staff considers whether any changes need to be made to the duties and responsibilities. The management team has taken the last few months to evaluate existing job descriptions, wage scale, and organizational chart to determine what opportunities are available to better meet the long-term strategic goals of the library. Shelly Collins-Fuerbringer will be officially moving into the Deputy Director position in March, when Teresa retires. The Youth Services Manager position was posted with a deadline of February 13th. We are excited to evaluate the candidates and find a new person to lead the dynamic youth services team.

The story builder capital campaign continues to pick up momentum. [Registration is open](#) for the launch event on April 14th at Pablo Center at the Confluence. See you there!

In 2019, the Books on Buses team consisted of five staff members, representing the Youth Services, Circulation, and Reference departments. One staff member brought books to transit and refilled buses each week of the year, resulting in 2498 books stocked by library staff, and additional books stocked by transit drivers and staff. Since the program was launched, over 9300 books have been labeled for the Books on Buses program.

In addition to general donations and items that are withdrawn from the library collection, we received a generous gift from the Friends to purchase books. To help stretch those dollars, we joined the Scholastic Books Literacy Partnership program, which provides a deep discount on books that are utilized for giveaways. The United Way also provided a donation of books to the buses in fall 2019. We have continued to receive informal feedback from the bus drivers that this program is important to riders. We've heard that riders greatly enjoy looking for new books to read, and often will browse the shelves while buses are idling at the transfer station.



BYLAWS

FRIENDS OF THE L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY, INC.

ARTICLE I: NAME

The name of this Wisconsin nonprofit organization shall be the Friends of the L.E. Phillips Memorial Public Library, Inc.

ARTICLE II: PURPOSE

The Friends shall support the library by

- ◆ encouraging public use of and advocating for library resources and services.
- ◆ assisting in fund-raising efforts to provide the public with an enhanced library collection and improved services.
- ◆ supporting the Library Bill of Rights and Freedom to Read and View statements of the American Library Association.
- ◆ providing volunteer services for special events and projects requested by library staff.

The corporation is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

Membership shall be open to all individuals and organizations.

ARTICLE IV: OFFICERS

The officers shall be the President, the Vice President/President Elect, the Secretary, the Treasurer and the Past President. All officers must be members of the Friends.

The President shall serve for one year and immediately succeed to a one-year term as Past-President; Vice; President/President Elect shall serve for one year and then immediately succeed to the presidency; the Secretary shall serve for two years; and the Treasurer shall serve for two years. Terms of office shall begin on July 1.

Revised 2008

Revised November 20, 2017

Should an officer's position become vacant, the unexpired term may be filled by any Friends member in good standing who has been nominated by the President or Past President in the case of a vacant Presidency and approved by the Executive Board of Directors. No officer or Executive Board member shall serve for more than two consecutive terms in the same position. The succession of Vice President/President Elect to President to Past-President shall be considered as one term of office.

ARTICLE V: THE EXECUTIVE BOARD

The Executive Board shall consist of the officers, the Book Sale Manager and two members at-large elected for two-year alternating terms. The Book Sale Manager shall serve as a voting member on the board during his/her tenure as Book Sale Manager. All Friends Board members are expected to be members of the Friends. The Administrative Assistant and the Program and Development Coordinator of the Friends of the Library, the Library Director (or his or her designee) and a representative of the Library Board shall be non-voting ex-officio members and are expected to attend board meetings.

ARTICLE VI: COMMITTEES

The Executive Board may establish committees as needs dictate and each committee shall consist of at least three members. The purpose and responsibilities of each committee shall be established and modified by members of the committee and approved by the Executive Board. Board members are expected to serve on a committee. Any member of the Friends may serve on committees except the Personnel Committee. Committee descriptions and current committee assignments are contained in the Executive Board Handbook.

ARTICLE VII: ELECTIONS

The Nominating Committee shall present a slate of officers and at-large candidates for election at the annual meeting. Additional nominations may be made from the floor. The Nominating Committee shall present the names of the officer candidates and at-large candidates to the Executive Board at least one month before the election. These nominations are submitted in writing to the membership at least two weeks before the annual meeting.

ARTICLE VIII: MEETINGS

The Executive Board shall meet monthly except, for August and December, the regular time and place to be set after the annual meeting. The President shall call special meetings as needed. A quorum for a meeting shall consist of four or more members of the Executive Board.

Revised 2008

Revised November 20, 2017

An annual meeting shall be held on a date to be determined by the Executive Board. Members shall be notified in writing at least two weeks prior to the meeting.

ARTICLE IX: DUES

Dues shall be paid annually. Dues paid in the last quarter of the year shall be credited for the following year. Categories of dues and dues amounts shall be determined by the Executive Board.

ARTICLE X: AMENDMENTS

The Bylaws may be amended by an affirmative vote of at least a two-thirds vote of the Executive Board present. Notification in writing must be sent to each Executive Board member at least two weeks before the meeting at which the voting is to take place.

ARTICLE XI: PARLIAMENTARY PROCEDURE

Roberts Rules of Order, revised, when not in conflict with these bylaws, shall govern the proceedings.

ARTICLE XII: DISSOLUTION

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner or to such organizations organized and operated exclusively for charitable or educational purposes or shall at the time qualify as an exempt organization or organizations under the current Section 501(c)(3) of the Internal Revenue Code regulations as the Board of Trustees shall determine. Any assets not disposed of shall be disposed of by the current laws of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operate exclusively for such purposes.

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