

## Program and Development Coordinator Report

1. Memberships – Thankfully we are still receiving 2020 memberships. Here are the numbers.

Total number of 2020 members= 303

supporting	100
loyal	105
sustaining	21
patron	74
FREE	3

2. Book Sale – I have gone into the library a couple of times to organize what we currently have sorted so that we can potentially handle an influx of donations coming in once the library reopens. I will look to the library and the Health Department for guidance in regards to any need to quarantine donations before we clean and sort.
3. Online Sales – I have a team of online sales volunteers doing appraisals at home. I worked with Sally Derksen on “care packages.” I put 12 books from the appraisal cart into boxes along with the needed documents and delivered the boxes to volunteers. Once a box is complete I put together a new box and exchange it for the completed box. Currently there are six volunteers working from home. My hope is that this will help ramp up online sales once we can take them off vacation status.
4. Payroll Protection Program Loan – Our loan has been approved by RCU and the SBA. Audrey and I have worked together to get the documents signed. With a little bit of luck we should have the funds in the next week or so. This will help us to be able to cover payroll for April and May.
5. Fundraising Idea – One of the conference calls I participated in gave us a couple of fundraising ideas. The one I think we can pull off the easiest is a reading at home challenge. I am currently drafting a letter and a marketing piece to send out to all the Friends of the Library. The idea is rather simple; read a book at home, share with us either via email or Facebook what you read, where you read it and your experience, then make a donation to the Friends. All donations will go toward the annual request from the library. More information to come on this.

I have taken advantage of several conference calls during this time that have offered some valuable information for our organization. I have participated in calls from the EC Chamber, United Libraries and Wegner CPA. I am hopeful we can end this fiscal year on a positive note and move into next year with ideas on how to grow the Friends.

## April Administrative Assistant Report

---

1. Work continues from home and at the office when necessary. Mail is checked when in office. Any donations received via mail have been deposited and thank you letters have been mailed. Mail has been taken to post office as pickup at the library is still on hold.
2. GAKAB:
  - a. Hmong books are in the process of being ordered before the end of the year to use remaining funds.
  - b. Scholastic had a 50 books for 50 dollars sale that was utilized to purchase one sale set.
3. Books for Babies:
  - a. All hospitals have requested to remain on hold until further notice due to the pandemic.
  - b. Stacy found another resource for books to try – Book Outlet.
4. I attended the Library's board meeting via Zoom on April 16. It was a great group of people and a very informative meeting! Here are some highlights:
  - a. Brenda Brant is this year's recipient of the Distinguished Service Award – Congratulations Brenda and thank you for your outstanding service!
  - b. While the library will not be open to the public until possibly the end of May because of the state extension, it does allow some limited services to begin. Pamela is looking into possibilities, such as "curbside" service. They are still looking into the mechanics and requirements to make a determination to what extent this can occur.
  - c. Story building campaign:
    - i. Library is going public regarding the campaign on May 18, possibly with some type of video announcement
    - ii. The Launch has been moved to September 10, although at that time it may be more of a celebration of how far along they are.
    - iii. So far 2 1/2 million in pledges and donations.
5. I attended a free seminar presented by Wegner CPA on how to complete the 990 form. While all of the information presented did not apply to our circumstances, there was still a lot of valuable knowledge presented and I was able to print material covered during the meeting.
6. The necessary checks for this month have been printed and I will be meeting with Sarah tomorrow to have them signed. The checks include this month's credit card bill, the approved first half of the Library's Annual Request and also the March In Honor of check.

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

March 2020

	MAR 2020	TOTAL
<b>Revenue</b>		
Book Sales		\$0.00
Book Sales	33.28	\$33.28
Online Book Sales	679.24	\$679.24
<b>Total Book Sales</b>	<b>712.52</b>	<b>\$712.52</b>
Corporate Memberships/Sponsorships	1,250.00	\$1,250.00
Interest	15.45	\$15.45
Membership	1,122.55	\$1,122.55
Miscellaneous Income	905.00	\$905.00
Programs		\$0.00
Books for Babies	525.00	\$525.00
In Honor Of	475.00	\$475.00
<b>Total Programs</b>	<b>1,000.00</b>	<b>\$1,000.00</b>
<b>Total Revenue</b>	<b>\$5,005.52</b>	<b>\$5,005.52</b>
<b>GROSS PROFIT</b>	<b>\$5,005.52</b>	<b>\$5,005.52</b>
<b>Expenditures</b>		
Book Sale Expenses		\$0.00
Book Sales		\$0.00
Supplies	62.55	\$62.55
<b>Total Book Sales</b>	<b>62.55</b>	<b>\$62.55</b>
Online Book Sales		\$0.00
Supplies	21.47	\$21.47
<b>Total Online Book Sales</b>	<b>21.47</b>	<b>\$21.47</b>
<b>Total Book Sale Expenses</b>	<b>84.02</b>	<b>\$84.02</b>
Credit Card Co. Fees	35.76	\$35.76
Office Supplies	19.94	\$19.94
Payroll Expenses		\$0.00
Taxes	125.24	\$125.24
Wages	1,637.20	\$1,637.20
<b>Total Payroll Expenses</b>	<b>1,762.44</b>	<b>\$1,762.44</b>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

March 2020

	MAR 2020	TOTAL
Program Expense		\$0.00
Books for Babies		\$0.00
Books	143.88	\$143.88
<b>Total Books for Babies</b>	<b>143.88</b>	<b>\$143.88</b>
In Honor Of		\$0.00
Library	65.00	\$65.00
<b>Total In Honor Of</b>	<b>65.00</b>	<b>\$65.00</b>
<b>Total Program Expense</b>	<b>208.88</b>	<b>\$208.88</b>
Subscriptions/Org. Membership	140.99	\$140.99
<b>Total Expenditures</b>	<b>\$2,252.03</b>	<b>\$2,252.03</b>
NET OPERATING REVENUE	<b>\$2,753.49</b>	<b>\$2,753.49</b>
NET REVENUE	<b>\$2,753.49</b>	<b>\$2,753.49</b>

### Note

RCU checking account balance as of 03/31/2020: \$28,214.36

RCU checking account (book sale) balance as of 03/31/2020: \$10,048.85

Charter Bank money market account balance as of 03/31/2020: \$41,621.86

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July 2019 - March 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	TOTAL
Revenue										
Amazon Smiles Donations		93.30			86.99			109.64		\$289.93
Book Sales										\$0.00
Book Sales	6,215.96		69.00	4,948.41	126.56	1,821.52	4,177.67	120.00	33.28	\$17,512.40
Online Book Sales	750.18	502.04	1,149.65	1,314.82	358.28	580.42	1,055.73	918.36	679.24	\$7,308.72
<b>Total Book Sales</b>	<b>6,966.14</b>	<b>502.04</b>	<b>1,218.65</b>	<b>6,263.23</b>	<b>484.84</b>	<b>2,401.94</b>	<b>5,233.40</b>	<b>1,038.36</b>	<b>712.52</b>	<b>\$24,821.12</b>
Corporate Memberships/Sponsorships					1,250.00				1,250.00	\$2,500.00
Grants						250.00				\$250.00
Interest	33.39	33.42	32.36	33.47	24.74	24.69	24.71	17.89	15.45	\$240.12
Membership	464.96	383.30	143.30	83.30	2,663.55	7,918.55	1,724.21	1,264.39	1,122.55	\$15,768.11
Miscellaneous Income									905.00	\$905.00
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	2,925.00	60.00	525.00	\$5,792.72
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	40.00	475.00	\$3,075.00
<b>Total Programs</b>	<b>175.00</b>	<b>1,530.00</b>		<b>1,375.00</b>	<b>1,800.00</b>	<b>4,433.93</b>	<b>3,205.00</b>	<b>100.00</b>	<b>1,000.00</b>	<b>\$13,618.93</b>
<b>Total Revenue</b>	<b>\$8,139.49</b>	<b>\$2,984.31</b>	<b>\$1,394.31</b>	<b>\$8,611.00</b>	<b>\$6,310.12</b>	<b>\$19,029.11</b>	<b>\$10,187.32</b>	<b>\$2,530.28</b>	<b>\$5,005.52</b>	<b>\$64,191.46</b>
GROSS PROFIT	<b>\$8,139.49</b>	<b>\$2,984.31</b>	<b>\$1,394.31</b>	<b>\$8,611.00</b>	<b>\$6,310.12</b>	<b>\$19,029.11</b>	<b>\$10,187.32</b>	<b>\$2,530.28</b>	<b>\$5,005.52</b>	<b>\$64,191.46</b>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July 2019 - March 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	TOTAL
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	139.88	62.55	\$572.18
Volunteer Meals/Food		63.01		40.77			28.94			\$132.72
<b>Total Book Sales</b>	<b>33.98</b>	<b>103.01</b>	<b>40.00</b>	<b>80.77</b>	<b>125.23</b>	<b>50.54</b>	<b>68.94</b>	<b>139.88</b>	<b>62.55</b>	<b>\$704.90</b>
Online Book Sales										\$0.00
Postage	471.97	90.10	14.35	537.35		67.77		536.90		\$1,718.44
Supplies		26.96	14.09	12.06	60.79	55.06	14.70	25.22	21.47	\$230.35
<b>Total Online Book Sales</b>	<b>471.97</b>	<b>117.06</b>	<b>28.44</b>	<b>549.41</b>	<b>60.79</b>	<b>122.83</b>	<b>14.70</b>	<b>562.12</b>	<b>21.47</b>	<b>\$1,948.79</b>
<b>Total Book Sale Expenses</b>	<b>505.95</b>	<b>220.07</b>	<b>68.44</b>	<b>630.18</b>	<b>186.02</b>	<b>173.37</b>	<b>83.64</b>	<b>702.00</b>	<b>84.02</b>	<b>\$2,653.69</b>
Credit Card Co. Fees	21.06	20.02	19.72	19.72	46.72	52.73	93.05	29.51	35.76	\$338.29
Insurance				257.00				5.00		\$262.00
Library Allocations	129.99			402.42	49.23	527.99				\$1,109.63
Memberships	120.41	47.48			197.00		143.00	167.43		\$675.32
Miscellaneous Expense	211.13	8.99		293.26		363.82		69.62		\$946.82
Monies Remitted to Library	942.25			856.00			4,000.00			\$5,798.25
Newsletter	173.41	395.32						385.98		\$954.71
Office Supplies	16.85	16.00		193.85		24.90	3.38	48.59	19.94	\$323.51
Payroll Expenses										\$0.00
Taxes	119.81	138.88	127.19	118.61	148.84	129.09	124.90	136.15	125.24	\$1,168.71
Wages	1,566.01	1,815.47	1,662.71	1,550.38	1,945.56	1,687.39	1,632.72	1,779.61	1,637.20	\$15,277.05
<b>Total Payroll Expenses</b>	<b>1,685.82</b>	<b>1,954.35</b>	<b>1,789.90</b>	<b>1,668.99</b>	<b>2,094.40</b>	<b>1,816.48</b>	<b>1,757.62</b>	<b>1,915.76</b>	<b>1,762.44</b>	<b>\$16,445.76</b>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July 2019 - March 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	TOTAL
Program Expense										\$0.00
Annual Meeting	166.34									\$166.34
Books for Babies										\$0.00
Books					3,399.50		150.00		143.88	\$3,693.38
Supplies	130.21						62.13	170.90		\$363.24
<b>Total Books for Babies</b>	<b>130.21</b>				<b>3,399.50</b>		<b>212.13</b>	<b>170.90</b>	<b>143.88</b>	<b>\$4,056.62</b>
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	192.23		\$457.12
<b>Total Give-a-Kid-a-Book</b>			<b>3.81</b>		<b>469.88</b>	<b>3,092.81</b>	<b>298.00</b>	<b>192.23</b>		<b>\$4,056.73</b>
In Honor Of										\$0.00
Library			55.00		75.00	40.00	2,110.00	280.00	65.00	\$2,625.00
<b>Total In Honor Of</b>			<b>55.00</b>		<b>75.00</b>	<b>40.00</b>	<b>2,110.00</b>	<b>280.00</b>	<b>65.00</b>	<b>\$2,625.00</b>
<b>Total Program Expense</b>	<b>296.55</b>		<b>58.81</b>		<b>3,944.38</b>	<b>3,132.81</b>	<b>2,620.13</b>	<b>643.13</b>	<b>208.88</b>	<b>\$10,904.69</b>
Subscriptions/Org. Membership	136.07	519.07	141.07	141.07	221.07	141.07	141.07	494.99	140.99	\$2,076.47
Telephone	18.12			17.23				22.45		\$57.80
<b>Total Expenditures</b>	<b>\$4,257.61</b>	<b>\$3,181.30</b>	<b>\$2,077.94</b>	<b>\$4,479.72</b>	<b>\$6,738.82</b>	<b>\$6,233.17</b>	<b>\$8,841.89</b>	<b>\$4,484.46</b>	<b>\$2,252.03</b>	<b>\$42,546.94</b>
NET OPERATING REVENUE	<b>\$3,881.88</b>	<b>\$ -196.99</b>	<b>\$ -683.63</b>	<b>\$4,131.28</b>	<b>\$ -428.70</b>	<b>\$12,795.94</b>	<b>\$1,345.43</b>	<b>\$ -1,954.18</b>	<b>\$2,753.49</b>	<b>\$21,644.52</b>
NET REVENUE	<b>\$3,881.88</b>	<b>\$ -196.99</b>	<b>\$ -683.63</b>	<b>\$4,131.28</b>	<b>\$ -428.70</b>	<b>\$12,795.94</b>	<b>\$1,345.43</b>	<b>\$ -1,954.18</b>	<b>\$2,753.49</b>	<b>\$21,644.52</b>

**Note**

RCU checking account balance as of 03/31/2020: \$28,214.36

RCU checking account (book sale) balance as of 03/31/2020: \$10,048.85

Charter Bank money market account balance as of 03/31/2020: \$41,621.86

Quarterly Budget Report - March 2020

	<b>Annual</b>		<b>Budget</b>	<b>% of</b>
	<b><u>Budget</u></b>	<b><u>YTD</u></b>	<b><u>Remaining</u></b>	<b><u>Bdgt</u></b>
<b>Revenue</b>				
1 Memberships	\$20,000	\$15,768	(\$4,232)	79%
2 Corporate Memberships	1,000	\$2,500	1,500	250%
3 Booksales	25,200	\$17,512	(7,688)	69%
4 Online Booksales	14,000	\$7,309	(6,691)	52%
5 Grants	0	\$250	250	0%
6 Give-a-Kid-a-Book	4,000	\$4,751	751	119%
7 Books for Babies	3,000	\$5,793	2,793	193%
8 In Honor Of	2,000	\$3,075	1,075	154%
9 Interest	350	\$240	(110)	69%
10 Amazon Smiles	250	\$290	40	116%
11 Miscellaneous	250	\$905	655	362%
12 Monies Received for Library	6,000	\$5,798	(202)	97%
13 Transfer to Fund Balance	<u>5,080</u>	\$0	<u>(5,080)</u>	<u>0%</u>
<b>Total Revenue</b>	<b><u>\$75,130</u></b>	<b><u>\$58,393</u></b>	<b><u>(\$16,737)</u></b>	<b><u>78%</u></b>
<b>Expenses</b>				
14 Library Allocations	20,000	1,110	18,890	6%
15 Salaries	25,000	15,277	9,723	61%
16 Payroll Taxes	1,800	1,169	631	65%
17 Memberships	1,200	675	525	56%
19 Credit Card Company Fees	350	338	12	97%
19 Annual Meeting	550	166	384	30%
20 Telephone	80	58	22	72%
21 Newsletter	1,700	955	745	56%
22 Give-a-Kid-a-Book: Books	3,500	3,600	(100)	103%
23 Give-a-Kid-a-Book: Expenses	300	457	(157)	152%
24 Books for Babies	9,000	4,057	4,943	45%
25 In Honor Of: Library	2,000	2,625	(625)	131%
26 In Honor Of: Expenses	100	0	100	0%
27 Booksales: Expense	1,450	705	745	49%
Office Supplies - \$650		572		
Promotions - \$500		0		
Food - Volunteers - \$250		133		
28 Online Booksales: Expense	2,400	1,949	451	81%
29 Insurance	300	262	38	87%
30 Staff Appreciation	1,000	0	1,000	0%
31 Volunteer Appreciation	150	0	150	0%
32 Office Supplies	1,250	324	926	26%
33 Subscriptions/Org. Memberships*	2,500	2,076	424	83%
34 Miscellaneous	500	947	(447)	189%
35 Monies Remitted to Library	6,000	5,798	202	<u>97%</u>
36 Transfer to Fund Balance	<u>0</u>		<u>0</u>	<u>na</u>
<b>Total Expense</b>	<b><u>\$75,130</u></b>	<b><u>\$42,547</u></b>	<b><u>\$38,381</u></b>	<b><u>57%</u></b>



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

We begin this month's report on a somber note.

The library REMAINS CLOSED TO THE PUBLIC until further notice.



First and foremost, the health and welfare of the staff and customers remains the top priority. The staffing decisions that were made in March used the best information and data available, guided by a commitment to health and safety as we continue to provide services needed by our community.


Like the rest of the country, staff is communicating remotely communicating colleagues and participating in meetings and discussions via WebEx, GoToMeeting, and Zoom.



After the building closure, the YS team met and decided to put their efforts into updating and creating digital programming and content for children and families. A Lego program was designed, a book talk for teens titled "Read This" was filmed, and a try-it-tray story cards craft was created. In three days, 35 families interacted with new digital content on Facebook alone.



Youth Services Staff is working hard (at home) to bring your family fun new online opportunities starting next week.

Stay tuned!  


After some time spent planning a website overhaul, YS staff got to work designing! The team compiled resources for a new link library intended to help the Eau Claire Community read, learn, and play using trusted sources as a guide. The team intends to have the new site ready to go soon. They used a customer survey to

gather information to deliver pointed online offerings families want to see most. To date, YS has received close to 40 responses.

The Reference Services Team has moved quickly to introduce even more digital services. Customers will start seeing video tutorials that focus on tech help and DIY projects, which will be promoted through social media. They are also launching an online chat widget to make access to library staff help more convenient for our online customers.

Home Delivery Services is also working on serving our 200+ home delivery customers, calling them individually to touch base and seek their needs. While materials are not being delivered, they are working toward a telephone driven service for home delivery customers who have limited access to technology. They hope to offer reading services over the phone, tech assistance when possible, referrals to our Community Resource Specialist, and so much more.

The Programming and Communications Services staff assisted with ensuring clear communication with the community about the cancellation of library programs and the eventual closure. PCS staff also worked to create a mini “We’re Still Here for You” marketing campaign to promote the digital and remote services and programs offered during the closure. The PCS team also welcomed a new member, Mike Paulus, as the new Digital Services and Marketing Specialist. Mike is the former online editor for *Volume One* magazine. This position will help with digital marketing and also take over website responsibilities when Jeff Burns retires next month.

Circulation staff have implemented remote customer account updating, remote account questions and WISCAT account updating. Pages and Desk Clerks have been working on

updating the training manuals. HRS Assistants have begun writing a procedure manual from scratch. Several staff have also participated in continuing education opportunities to learn more about the e-resources that the library offers, develop their technology skills and to better understand how to serve the homeless population.

Technical services staff's primary focus is the library collection so much of their work needs to be completed in the Library, but there are several database cleanup and enrichment projects that can be completed remotely. Staff has been working on adding summaries and series statements to records and updating manuals. Ordering materials continues (even though the library isn't receiving deliveries at this time) so our customers can continue to place holds during our closure. TS staff is also learning how to curate lists so they can be added to the "staff picks" section of the MORE catalog.