

The Friends of the Library Executive Board will meet on Monday, May 18, 2020, at 7:00 p.m via virtual meeting. 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 March 16, 2020 (Roecker)
3. Call for additions to agenda and announcements (Roecker)
4. Treasurer's reports (Kocken)
5. Library report (Woodruff)
6. Board liaison report (Brant)
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
  - a. General Updates
8. Committee Reports
  - a. Book Sale (Yearous)
  - b. Books for Babies (Claudio)
9. Old business
  - a. Library Annual Request
  - b. Capital Appeal Donation
10. New business (Roecker)
  - a. Annual Meeting Cancellation
  - b. New Board Member Approval
  - c. Approval of 2020-21 Budget

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  
**March 16, 2020**

**Board Members Present:** (In person)—Jamie Claudio, Administrative Assistant (nonvoting); Audrey Roecker, President; Julie Woodruff, Library Representative; Stacy Yearous, Program & Development Coordinator; Brenda Brant, Vice President; and Lisa Eierman, Member At-Large. (Via telephone) - Amanda Favret, Secretary; Sarah Kocken, Treasurer.

**Absent:** Nancy Sowls, Past President

**Guests:** Sally Derkson, Timothy Haukeness

**Call to order** at 7:10 p.m. in the Eau Claire Room of the L.E. Phillips Memorial Public Library (Roecker).

1. **Motion to approve minutes** from the February 24, 2020, meeting (Eierman); seconded (Brant); approved.
2. **Call for additions** to agenda and announcements (Roecker).
3. **Treasurer's report** (Roecker)
  - a. Noteworthy Report Items:
    - Pre-COVID-19 (February), finances were healthy, with expenses 54% to budget.
    - Budget committee meeting to be scheduled via Doodle poll for after April 20.
  - b. Summary:
    - **Total Revenues:** \$2,530 (February); \$2,530 (year to-date)
    - **Total Expenses:** \$4,484 (February); \$4,484 (year to-date)
    - **Net Revenue:** -\$1,954 (January); **-\$1,954 (year to-date)**
4. **Board liaison report** (Brant)
  - a. Special emergency Board meeting
  - b. Library closed from March 16 – April 5 or later; staff will work from home; courier service is discontinued until further notice.
5. **Library report** (Woodruff)
  - Kelly Witt is the new youth services manager.
  - Story Builder website is live online, but capital appeal campaign tabled due to COVID-19 emergency.
  - Family Winter Reading Program finished end of February, with 482 participants.
  - Other updates: new e-bike; Reading Challenge 2020; Family Love Fest; Tween Scene; and A Man Called Ove book discussion, snowshoe, ukulele, leather working, yarn winding, and updated crochet kits.
6. **Program & Development Coordinator and Administrative Assistant** (Yearous & Claudio)
  - a. General Updates (Yearous; Claudio)
    - Claudio out of the state so will observe two weeks quarantine; work from home but will not have access to all documents.

## 7. **Committee Reports**

### a. Books for Babies

- Only delivering to Marshfield and Mayo at this time.
- Received a \$500 donation from Rotary Group. A thank-you letter will be sent in response.

### b. Book Sales

- April sale cancelled. Yearous will arrange a graphic for website/Facebook about cancellation. Mailing a notice is unnecessary. The voice mailbox message will be changed.
- Scheduling options for a May sale will be explored, pursuant to lifting of emergency order.
- Concerns raised about plans/policies regarding “quarantining” books. No answers available at this time.
- Book donations will not be picked up from dropbox locations due to COVID-19. Signs will be posted requesting donees to not leave their books out near doors.
- Online book store inventory will be placed “on vacation” due to volunteers having no access to physical location to process and send out orders.

## 8. **Old Business**

### a. Possible Bylaw changes

- Required notice was given to members; numbering shifted in bylaw articles.
- **Motion to approve** revisions (Favret); seconded (Brant); approved.

## 9. **New Business**

### a. Approving Library Annual Request

- The end of June is deadline to pay full request.
- “Prizes for Riddle Me Readers” is a separate line item due to paperwork which allows staff children to participate in the program.
- Discussed possibility of giving some funds to the request now and some later due to financial concerns/stability.
  - Kocken advises it is better not to cut a large check at this time and that monies from the Money Market account should not be withdrawn to meet the request.
- Library should prioritize which request items to fulfill first for the “half” payment.
- **Motion to approve** payment of \$9,200 to fulfill half of the Library Annual Request (Brant); seconded (Eierman); approved.

### b. Capital Appeal donation

- Meeting in April to discuss donation.
- Discussed combining annual meeting with the Storybuilder Capital Campaign launch, but this will not occur until May or later due to COVID-19 and need for planning/preparation.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda Favret". The signature is written in a cursive style with a large, stylized initial 'A'.

Amanda Favret, Secretary

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July 2019 - April 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
<b>Revenue</b>											
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	87.30	\$7,396.02
<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>87.30</b>	<b>\$24,908.42</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	13.45	\$253.57
Membership	464.96	383.30	143.30	83.30	2,663.55	7,918.55	1,724.21	1,264.39	1,122.55	747.77	\$16,515.88
Miscellaneous Income									905.00		\$905.00
Monies Received from Library	500.00	442.25		856.00		4,000.00					\$5,798.25
Payroll Protection Program (PPE)										4,500.00	\$4,500.00
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	150.00	\$3,225.00
<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>150.00</b>	<b>\$13,768.93</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>\$5,498.52</b>	<b>\$69,689.98</b>
<b>GROSS PROFIT</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>\$5,498.52</b>	<b>\$69,689.98</b>
<b>Expenditures</b>											
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>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July 2019 - April 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
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	48.88	\$279.23
<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>48.88</b>	<b>\$1,997.67</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>48.88</b>	<b>\$2,702.57</b>
Credit Card Co. Fees	21.06	20.02	19.72	19.72	46.72	52.73	93.05	29.51	35.76	32.59	\$370.88
Insurance				257.00				5.00			\$262.00
Library Allocations	129.99			402.42	49.23	527.99				9,200.00	\$10,309.63
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	162.61	\$486.12
Payroll Expenses											\$0.00
Taxes	119.81	138.88	127.19	118.61	148.84	129.09	124.90	136.15	125.24	125.25	\$1,293.96
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	1,637.20	\$16,914.25
<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>1,762.45</b>	<b>\$18,208.21</b>
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		44.75	\$407.99
<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>44.75</b>	<b>\$4,101.37</b>
Give-a-Kid-a-Book											\$0.00
Books					306.01	3,014.06	279.54			96.81	\$3,696.42
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>96.81</b>	<b>\$4,153.54</b>
In Honor Of											\$0.00
Library			55.00		75.00	40.00	2,110.00	280.00	65.00	475.00	\$3,100.00
<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>475.00</b>	<b>\$3,100.00</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>616.56</b>	<b>\$11,521.25</b>
Subscriptions/Org. Membership	136.07	519.07	141.07	141.07	221.07	141.07	141.07	494.99	140.99	143.99	\$2,220.46

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July 2019 - April 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
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>\$11,967.08</b>	<b>\$54,514.02</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>\$ -6,468.56</b>	<b>\$15,175.96</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>\$ -6,468.56</b>	<b>\$15,175.96</b>

**Note**

\*\*Please note: Revenue is inflated by \$4,500 due to payroll protection deposit. It is not true revenue for the Friends\*\*

\*\*\*As of 04/30/2020 we are approximately \$10,000 short in revenue to meet our revenue budget goal for 06/30/2020, however, expenses remain well below projected budget \*\*\*

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

April 2020

	APR 2020	TOTAL
Revenue		
Book Sales		\$0.00
Online Book Sales	87.30	\$87.30
<b>Total Book Sales</b>	<b>87.30</b>	<b>\$87.30</b>
Interest	13.45	\$13.45
Membership	747.77	\$747.77
Payroll Protection Program (PPE)	4,500.00	\$4,500.00
Programs		\$0.00
In Honor Of	150.00	\$150.00
<b>Total Programs</b>	<b>150.00</b>	<b>\$150.00</b>
<b>Total Revenue</b>	<b>\$5,498.52</b>	<b>\$5,498.52</b>
GROSS PROFIT	<b>\$5,498.52</b>	<b>\$5,498.52</b>
Expenditures		
Book Sale Expenses		\$0.00
Online Book Sales		\$0.00
Supplies	48.88	\$48.88
<b>Total Online Book Sales</b>	<b>48.88</b>	<b>\$48.88</b>
<b>Total Book Sale Expenses</b>	<b>48.88</b>	<b>\$48.88</b>
Credit Card Co. Fees	32.59	\$32.59
Library Allocations	9,200.00	\$9,200.00
Office Supplies	162.61	\$162.61
Payroll Expenses		\$0.00
Taxes	125.25	\$125.25
Wages	1,637.20	\$1,637.20
<b>Total Payroll Expenses</b>	<b>1,762.45</b>	<b>\$1,762.45</b>
Program Expense		\$0.00
Books for Babies		\$0.00
Supplies	44.75	\$44.75
<b>Total Books for Babies</b>	<b>44.75</b>	<b>\$44.75</b>
Give-a-Kid-a-Book		\$0.00
Books	96.81	\$96.81
<b>Total Give-a-Kid-a-Book</b>	<b>96.81</b>	<b>\$96.81</b>
In Honor Of		\$0.00
Library	475.00	\$475.00
<b>Total In Honor Of</b>	<b>475.00</b>	<b>\$475.00</b>
<b>Total Program Expense</b>	<b>616.56</b>	<b>\$616.56</b>
Subscriptions/Org. Membership	143.99	\$143.99
<b>Total Expenditures</b>	<b>\$11,967.08</b>	<b>\$11,967.08</b>
NET OPERATING REVENUE	<b>\$ -6,468.56</b>	<b>\$ -6,468.56</b>
NET REVENUE	<b>\$ -6,468.56</b>	<b>\$ -6,468.56</b>

**Note**

RCU Checking account as of 04/30/2020: \$26,768.48  
 RCU Checking account (book sale) as of 04/30/2020: \$10,136.15  
 Money Market account as of 04/30/2020: \$41,634.75



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

Every aspect of our lives was impacted by Wisconsin's Safer at Home act. From daily living to long term planning the future is unclear.

Examples of planning strategies for reopening include:

- Providing masks and gloves for all staff
- Reopening with limited services such as holds pickup, limited hours, and no in-person programs
- Limiting the number of customers allowed in the building
- Sneeze guards at public service desks, more hand sanitizer dispensers and social distancing parameters

The Story Builders have been busy and had their first virtual campaign meeting in April. It was nice to "see" everyone and know that they are still making progress with the campaign, including talking with potential donors and making progress on grant submissions. The team also shifted gears, rescheduling the April launch event, and cooking up some ideas for a virtual launch announcement on May 18th.

Visioning sessions were held this month with library staff and the Building Steering Committee and members of the Library Board. The sessions were hosted by MSR, the planning and architectural firm hired for the building project. The goal of these sessions was to gather input and perspectives from the community to gain a clear vision to help ensure success for the library rejuvenation project.

Both sessions were held via Zoom and attendees had the opportunity to participate in small group discussions to answer 3 key questions designed to open conversation and inspire visionary thinking about the future of the library.

The results helped develop the guiding principles which serve to guide the project and help shape recommendations for the building as the process continues. The guiding principles are:

**DESTINATION** | for visitors from near and far, the library will be the heart of the city, fostering experiences of community engagement, collaboration, openness, vitality, and creativity.

**LINK** | the design will create strong relationships between the building itself, the beautiful Eau Claire River, and the civic core/public facilities of the downtown area.

**GENERATIVE** | the library will be designed to endure and inspire, operating efficiently and sustainably to support the well-being of its users for generations to come.

**ADAPTABLE** | the building will gracefully and resolutely respond to a diversity of user needs, integrating continuous evolutions in technology, learning, livelihood, and play.

**INCLUSIVE** | the services, products, technology, facilities, and surrounding grounds will invite and accommodate usage by all populations.

The third portion of visioning was to seek input from the community. Because we were unable to meet in person, a two-part process was developed to gather feedback. The first opportunity was a 2-question survey available on the library website and through various social media platforms. The two questions were:

1. What are your hopes, dreams, and goals for our community?
2. How can your library help the community reach those goals?

Over 100 people responded to the survey and provided helpful information to consider as plans for the new space begin to take shape.

The second part of the community input process was to ask the question, “What do you love about libraries?” on Flipgrid, a website that allows participants to post video responses in a tiled grid display. The link is to the grid is [here](#). We are looking forward to seeing responses from library customers of all ages!

Story times resumed in April but in a whole new way! Baby and Family Story times are held live on Facebook on Wednesday and Friday mornings. This virtual schedule allows families to watch live as well as access and view at later dates. Families have the chance to chat live with the staff as well as add their names to the fun. Jill had the longest Choo-Choo song ever with a record 158 names included in the song! Families had such a great time engaging with story times in April and included comments such as, “Girls loved every minute!! You are wonderfully engaging!! They were so happy to hear their names and the names of their friends ♥♥ thank you!” and “Thank you! First time doing this with Wyatt and he loved it! Hopefully will be able to make it to the library when it opens”. Below are just a few photos of the fun!



Teen programming also went off without a hitch this month, with a virtual book club. The event was attended by eight teens! Not only did the teens have fun, they stayed for over an hour. Book discussion was the best that has ever been had and the event went perfectly. The program, Teen Litwits, is scheduled monthly for more book chat! Andria also filmed and uploaded weekly teen books recommendations. These books are available for checkout virtually. The teen website has also been revamped to include Teen Lounge at Home, which includes crafts, book resources, book recommendations, and wellness-focused topics.

April was a very productive month for the Reference Services team researching and developing new services for home delivery customers, for online customers, and embarking on constructing a 2020-2023 strategic plan for the Dabble Box. Elizabeth Steans also wrote a grant proposal to seek support for offering a job skills training and financial literacy program using online courses through our Lynda.com subscription.

Home Delivery Services continues to reach out to customers to ensure their library needs are being met safely from home. They've begun the first stages to prepare offering books by mail to our home delivery customers and are looking forward to seeing how it is received in the coming weeks.

Programming & Communications Services (PCS) staff has been supporting the adapting services by preparing publicity and marketing as services evolve and responding to requests for media interviews. Work has also been done to support the capital campaign announcement on May 18 and the community feedback portion of the architectural end of the expansion project.

Circulation staff have been working hard to plan and implement the primary level of curbside service to customers. In April, they began by contacting customers with materials on hold before the library closed to offer them a first opportunity to pick up their materials. Staff also used this period to adjust the process so that it ran smoothly when it was opened to all customers in May.

Ordering materials continues and we have started receiving deliveries again. A plan has been made to start working in the library with a few staff at a time to begin working on the backlog of materials that are arriving so customers have access to them through the hold pick-up service.

**Friends of the  
L. E. Phillips Memorial Public Library  
Budgets**

	<b><u>2019-20</u></b>	<b><u>2020-21</u></b>
	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b>Revenue</b>		
1 Memberships(Households)	20,000	20,000
2 Corporate Memberships/Sponsorships	1,000	2000
3 Booksales	25,200	25200
4 Online Booksales	14,000	12000
5 Grants	0	1000
6 Give-a-Kid-a-Book	4,000	4000
7 Books for Babies	3,000	4000
8 In Honor Of	2,000	2000
9 Interest	350	350
10 Amazon Smiles	250	300
11 Miscellaneous	250	250
12 Monies Received for Library	6,000	6000
13 Transfer to Fund Balance	<u>5080</u>	<u>2484</u>
<b>Total Revenue</b>	<b>81,130</b>	<b>79,584</b>
<b>Expenses</b>		
14 Library Allocations	20,000	20,000
Community Events	3,400	4,000
General Library Needs	6,500	3,050
Youth Services	5,400	5,450
Community Reading Programs	3,500	3,550
Miscellaneous	1,200	2,350
15 YS Programs & Services Prizes/Giveaways		1,000
16 Salaries	25,000	25750
17 Payroll Taxes	1,800	1854
18 Memberships Expenses	1,200	1000
19 Credit Card Fees	350	350
20 Annual Meeting	550	550
21 Telephone	80	80
22 Newsletter	1,700	1700

23 Give-a-Kid-a-Book: Books	3,800	4000
Books	3,500	3700
Supplies	300	300
24 Books for Babies	9,000	7000
Books		6500
Supplies		500
25 In Honor Of	2,100	2100
Monies Remitted to Library	2,000	2000
Supplies	100	100
26 Booksales: Expense	1,450	1450
Office Supplies	650	650
Promotions	500	500
Food - Volunteers	250	250
27 Online Booksales: Expenses	2,400	2400
Postage	2,000	2000
Supplies	400	400
28 Insurance	300	300
29 Staff Appreciation	1,000	
30 Volunteer Appreciation	150	150
31 Office Supplies	1,250	800
32 Subscriptions/Org. Memberships	2,500	2600
33 Miscellaneous	500	500
34 Monies Remitted to Library	6,000	6000
35 Transfer to Fund Balance	<u>0</u>	
<b>Total Expense</b>	<b><u>\$81,130</u></b>	<b><u>\$79,584</u></b>