

The Friends of the Library Executive Board will meet on Monday, September 21, 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 (Brant)
2. Welcome to new board members (Brant)
3. Motion to approve minutes from the meeting held July 20, 2020 (Brant)
4. Call for additions to agenda and announcements (Brant)
5. Treasurer's reports (Haukeness)
6. Library report (Woodruff)
7. Board liaison report (Brant)
8. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
  - a. General Updates
  - b. Fundraising Schedule (Yearous)
9. Committee Reports
  - a. Book Sale/Online Sales (Yearous)
    - i. Communication Regarding Book Sales
  - b. Give a Kid a Book (Claudio)
10. Old business
  - a. Volunteers Returning to Library (Yearous)
  - b. CD move to RCU (Haukeness)
  - c. Capital Appeal Contribution (Brant)
11. New business (Brant)
  - a. Joint Meeting with Library Board

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  
**July 20, 2020**

**Board members present (virtual):** Heather Appleby, Member At-Large; Brenda Brant, President; Jamie Claudio, Administrative Assistant; Sally Derksen, Vice President; Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Kimberly Hennings (in place of Julie Woodruff); Elizabeth Karrer, Member At-Large; Audrey Roeker, Past President; Stacy Yearous, Program and Development Coordinator.

**Absent:** Julie Woodruff, Ex-Officio Member

The meeting is called to order at 7:06 pm by Brenda Brant, President.

1. Welcome to new board members (Brant)
  
2. Motion to approve minutes from the meeting held June 15, 2020 (Brant), Haukeness seconds, approved.
  
3. Treasurer's reports (Haukeness)
  - a. Things are going well financially despite COVID-19.
  
4. Library report (Hennings)
  - a. Library has been open in July for browsing appointments.
  - b. Summer reading - \$1 for every book read to Books for Babies from Charter Bank
  
5. Call for additions to agenda and announcements (Brant).
  
6. Board liaison report (Brant)
  - a. Voted on prelim budget last week. There is a lot that we are unsure about because of the current environment.
  - b. Library board meetings are open to the public, subject material available online.
  
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
  - a. Memberships are at 314 for 2020. 320 members in 2019. We can target 2019 members that haven't renewed yet.
  - c. 2019 volunteers received emails to sign up bookplates in their honor

d. Teen Summer Reading Program. Almost all of the gifts for the program have been purchased and we are currently under budget by about \$80.00.

## 8. Committee Reports

### a. Book Sale/Online Sales (Yearous)

i. Newsletter will be out mid-August.

ii. Discussed potential for a book sale offsite in October at the Lismore. We will obtain more information and revisit at a later time. The board discussed obstacles for this sale.

a. Haukeness may call for an email vote to approve if a deposit is needed to save the space prior to our August meeting.

iii. Online sales are going well but July had a slow start.

### b. Give a Kid a Book (Claudio) No updates at this time.

## 9. Old business

### a. Carryover of funds for Give a Kid a Book and Books for Babies. (Yearous, Claudio)

i. \$375.27 GAKAB, \$1,606.65 BFB. We had more funds to spend this year and we handled expenses very well.

### b. Capital Appeal Contribution. (Yearous) A decision has not been made yet.

## 10. New business (Brant)

a. Update on PPP Loan (Yearous) Funds are exhausted. Loan was \$4,500 and forgiveness is pending government ruling and paperwork.

b. Volunteers Returning to Library (Yearous) Working on Library approval to allow volunteers in on an appointment basis.

c. CD move to RCU (Brant/Haukeness) Haukeness will move the funds held in CD at Charter Bank to RCU. Roecker motioned, Derksen seconded; approved.

d. August Picnic – Boxed Lunch Options (Yearous)

e. School buses have been passing out lunches – maybe we can partner with the bus company for outreach

Meeting adjourned at 8:22 pm

Minutes submitted by Layla Fisher, Secretary.

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY BY MONTH

July - August, 2020

	JUL 2020	AUG 2020	TOTAL
<b>Revenue</b>			
Amazon Smiles Donations		47.18	\$47.18
Book Sales			\$0.00
Book Sales		2.00	\$2.00
Online Book Sales	1,806.58	1,200.27	\$3,006.85
<b>Total Book Sales</b>	<b>1,806.58</b>	<b>1,202.27</b>	<b>\$3,008.85</b>
Interest	8.92	8.85	\$17.77
Memberships (Households)	413.05	592.77	\$1,005.82
Miscellaneous Income	500.00		\$500.00
Programs			\$0.00
Give-a-Kid-a-Book		1,410.00	\$1,410.00
<b>Total Programs</b>		<b>1,410.00</b>	<b>\$1,410.00</b>
<b>Total Revenue</b>	<b>\$2,728.55</b>	<b>\$3,261.07</b>	<b>\$5,989.62</b>
<b>GROSS PROFIT</b>	<b>\$2,728.55</b>	<b>\$3,261.07</b>	<b>\$5,989.62</b>
<b>Expenditures</b>			
Book Sale Expenses			\$0.00
Online Book Sales			\$0.00
Postage	71.25	686.50	\$757.75
Supplies	28.95	18.04	\$46.99
<b>Total Online Book Sales</b>	<b>100.20</b>	<b>704.54</b>	<b>\$804.74</b>
<b>Total Book Sale Expenses</b>	<b>100.20</b>	<b>704.54</b>	<b>\$804.74</b>
Credit Card Co. Fees	27.30	20.02	\$47.32
Memberships		72.24	\$72.24
Miscellaneous Expense	61.14	149.75	\$210.89
Newsletter	284.59		\$284.59
Office Supplies	49.40		\$49.40
Payroll Expenses			\$0.00
Taxes	139.19	144.18	\$283.37
Wages	1,819.56	1,884.67	\$3,704.23
<b>Total Payroll Expenses</b>	<b>1,958.75</b>	<b>2,028.85</b>	<b>\$3,987.60</b>
Program Expense			\$0.00
Books for Babies			\$0.00
Books		1,121.51	\$1,121.51
<b>Total Books for Babies</b>		<b>1,121.51</b>	<b>\$1,121.51</b>
In Honor Of			\$0.00
Library	90.00		\$90.00
<b>Total In Honor Of</b>	<b>90.00</b>		<b>\$90.00</b>
<b>Total Program Expense</b>	<b>90.00</b>	<b>1,121.51</b>	<b>\$1,211.51</b>
Subscriptions/Org. Membership	143.99	159.76	\$303.75
Telephone		21.05	\$21.05
YS Programs and Services (Prizes/Giveaways)	408.81		\$408.81
<b>Total Expenditures</b>	<b>\$3,124.18</b>	<b>\$4,277.72</b>	<b>\$7,401.90</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -395.63</b>	<b>\$ -1,016.65</b>	<b>\$ -1,412.28</b>
<b>NET REVENUE</b>	<b>\$ -395.63</b>	<b>\$ -1,016.65</b>	<b>\$ -1,412.28</b>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

July 1-30, 2020

	TOTAL
Revenue	
Book Sales	
Online Book Sales	1,806.58
<b>Total Book Sales</b>	<b>1,806.58</b>
Memberships (Households)	413.05
Miscellaneous Income	500.00
<b>Total Revenue</b>	<b>\$2,719.63</b>
GROSS PROFIT	<b>\$2,719.63</b>
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	71.25
Supplies	28.95
<b>Total Online Book Sales</b>	<b>100.20</b>
<b>Total Book Sale Expenses</b>	<b>100.20</b>
Credit Card Co. Fees	27.30
Miscellaneous Expense	61.14
Newsletter	284.59
Office Supplies	49.40
Payroll Expenses	
Taxes	139.19
Wages	1,819.56
<b>Total Payroll Expenses</b>	<b>1,958.75</b>
Program Expense	
In Honor Of	
Library	90.00
<b>Total In Honor Of</b>	<b>90.00</b>
<b>Total Program Expense</b>	<b>90.00</b>
Subscriptions/Org. Membership	143.99
YS Programs and Services (Prizes/Giveaways)	408.81
<b>Total Expenditures</b>	<b>\$3,124.18</b>
NET OPERATING REVENUE	<b>\$ -404.55</b>
NET REVENUE	<b>\$ -404.55</b>

NOTE:

RCU Regular Checking account balance as of 07/31/2020: \$14,750.29  
 RCU Online Sale Checking account balance as of 07/31/2020: \$14,748.58  
 RCU Savings Account balance as of 07/31/2020: \$5.09  
 Charter Account (Money Market) balance as of 07/31/2020: \$41,662.81

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

August 2020

	TOTAL
Revenue	
Amazon Smiles Donations	47.18
Book Sales	
Book Sales	2.00
Online Book Sales	1,200.27
<b>Total Book Sales</b>	<b>1,202.27</b>
Interest	8.85
Memberships (Households)	592.77
Programs	
Give-a-Kid-a-Book	1,410.00
<b>Total Programs</b>	<b>1,410.00</b>
<b>Total Revenue</b>	<b>\$3,261.07</b>
<b>GROSS PROFIT</b>	<b>\$3,261.07</b>
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	686.50
Supplies	18.04
<b>Total Online Book Sales</b>	<b>704.54</b>
<b>Total Book Sale Expenses</b>	<b>704.54</b>
Credit Card Co. Fees	20.02
Memberships	72.24
Miscellaneous Expense	149.75
Payroll Expenses	
Taxes	144.18
Wages	1,884.67
<b>Total Payroll Expenses</b>	<b>2,028.85</b>
Program Expense	
Books for Babies	
Books	1,121.51
<b>Total Books for Babies</b>	<b>1,121.51</b>
<b>Total Program Expense</b>	<b>1,121.51</b>
Subscriptions/Org. Membership	159.76
Telephone	21.05
<b>Total Expenditures</b>	<b>\$4,277.72</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -1,016.65</b>
<b>NET REVENUE</b>	<b>\$ -1,016.65</b>

NOTE:

RCU Regular Checking account balance as of 08/31/2020: \$12,557.44  
 RCU Online Sale Checking account balance as of 08/31/2020: \$15,948.85  
 RCU Savings Account balance as of 08/31/2020: \$5.09  
 Charter Account (Money Market) balance as of 08/31/2020: \$41,671.66

**JULY BUDGET WORKSHEET**

	<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	\$413	(\$19,587)	2%
2 Corporate Memberships	2,000		(2,000)	0%
3 Booksales	25,200		(25,200)	0%
4 Online Booksales	12,000	\$1,807	(10,193)	15%
5 Grants	1,000		(1,000)	0%
6 Give-a-Kid-a-Book	4,000		(4,000)	0%
7 Books for Babies	4,000		(4,000)	0%
8 In Honor Of	2,000		(2,000)	0%
9 Interest	350		(350)	0%
10 Amazon Smiles	300		(300)	0%
11 Miscellaneous	250	\$500	250	200%
12 Monies Received for Library	6,000		(6,000)	0%
13 Transfer to Fund Balance	<u>2,484</u>	\$0	<u>(2,484)</u>	<u>0%</u>
<b>Total Revenue</b>	<b><u>\$79,584</u></b>	<b><u>\$2,720</u></b>	<b><u>(\$76,864)</u></b>	<b><u>3%</u></b>
<b>Expenses</b>				
14 Library Allocations	20,000		20,000	0%
Community Events (\$5,000)				
General Library Needs(\$3,050)				
Youth Services ( \$5,450)				
Reading Programs (\$3,550)				
Miscellaneous (\$2,950)				
15 YS Programs & Services (Prizes)	1,000	\$409	591	41%
16 Salaries	25,750	\$1,820	23,930	7%
17 Payroll Taxes	1,854	\$139	1,715	8%
18 Membership Expenses	1,000		1,000	0%
19 Credit Card Company Fees	350	\$27	323	8%
20 Annual Meeting	550		550	0%
21 Telephone	80		80	0%
22 Newsletter	1,700	\$285	1,415	17%
23 Give a Kid a Book	4,000		4,000	0%
Books (\$3,700)				
Supplies (\$300)				
24 Books for Babies	7,000		7,000	0%
Books (\$6,500)				
Supplies (\$500)				
25 In Honor Of	2,100	\$90	2,010	4%
Monies Remitted to Library (\$2000)		\$90		
Supplies (\$100)				
26 Booksales: Expense	1,450		1,450	0%
Office Supplies (\$650)				
Promotions (\$500)				
Food - Volunteers (\$250)				
27 Online Booksales: Expense	2,400	\$100	2,300	4%
Postage (\$2,000)				
Supplies (\$400)				
28 Insurance	300		300	0%
29 Staff Appreciation				
30 Volunteer Appreciation	150		150	0%
31 Office Supplies	800	\$49	751	6%
32 Subscriptions/Org. Memberships*	2,600	\$144	2,456	6%
33 Miscellaneous	500	\$61	439	12%
34 Monies Remitted to Library	6,000		6,000	<u>0%</u>
35 Transfer to Fund Balance			<u>0</u>	<u>na</u>
<b>Total Expense</b>	<b><u>\$79,584</u></b>	<b><u>\$3,124</u></b>	<b><u>\$76,460</u></b>	<b><u>4%</u></b>

**PLEASE NOTE: Give a Kid a Book carry-over from previous fiscal year is \$400.27**  
**Books for Babies carry-over from previous fiscal year is \$1,696.65**  
**Administrative Assistant is in the process of looking into how to accurately reflect this number in Quickbooks and in the budget sheet**

**AUGUST BUDGET WORKSHEET**

	<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	\$1,006	(\$18,994)	5%
2 Corporate Memberships	2,000		(2,000)	0%
3 Booksales	25,200	\$2	(25,198)	0%
4 Online Booksales	12,000	\$3,007	(8,993)	25%
5 Grants	1,000		(1,000)	0%
6 Give-a-Kid-a-Book	4,000	\$1,410	(2,590)	35%
7 Books for Babies	4,000		(4,000)	0%
8 In Honor Of	2,000		(2,000)	0%
9 Interest	350	\$18	(332)	5%
10 Amazon Smiles	300	\$47	(253)	16%
11 Miscellaneous	250	\$500	250	200%
12 Monies Received for Library	6,000		(6,000)	0%
13 Transfer to Fund Balance	<u>2,484</u>	\$0	<u>(2,484)</u>	<u>0%</u>
<b>Total Revenue</b>	<b><u>\$79,584</u></b>	<b><u>\$5,990</u></b>	<b><u>(\$73,594)</u></b>	<b>8%</b>
<b>Expenses</b>				
14 Library Allocations	20,000		20,000	0%
Community Events (\$5,000)				
General Library Needs(\$3,050)				
Youth Services ( \$5,450)				
Reading Programs (\$3,550)				
Miscellaneous (\$2,950)				
15 YS Programs & Services (Prizes)	1,000	\$409	591	41%
16 Salaries	25,750	\$3,704	22,046	14%
17 Payroll Taxes	1,854	\$283	1,571	15%
18 Membership Expenses	1,000	\$72	928	7%
19 Credit Card Company Fees	350	\$47	303	14%
20 Annual Meeting	550		550	0%
21 Telephone	80	\$21	59	26%
22 Newsletter	1,700	\$285	1,415	17%
23 Give a Kid a Book	4,000		4,000	0%
Books (\$3,700)				
Supplies (\$300)				
24 Books for Babies	7,000	\$1,122	5,878	16%
Books (\$6,500)		\$1,122		
Supplies (\$500)				
25 In Honor Of	2,100	\$90	2,010	4%
Monies Remitted to Library (\$2000)		\$90		
Supplies (\$100)				
26 Booksales: Expense	1,450		1,450	0%
Office Supplies (\$650)				
Promotions (\$500)				
Food - Volunteers (\$250)				
27 Online Booksales: Expense	2,400	\$805	1,595	34%
Postage (\$2,000)		\$758		
Supplies (\$400)		\$47		
28 Insurance	300		300	0%
29 Staff Appreciation				
30 Volunteer Appreciation	150		150	0%
31 Office Supplies	800	\$49	751	6%
32 Subscriptions/Org. Memberships*	2,600	\$304	2,296	12%
33 Miscellaneous	500	\$211	289	42%
34 Monies Remitted to Library	6,000		6,000	<u>0%</u>
35 Transfer to Fund Balance			<u>0</u>	<u>na</u>
<b>Total Expense</b>	<b><u>\$79,584</u></b>	<b><u>\$7,402</u></b>	<b><u>\$72,182</u></b>	<b>9%</b>

PLEASE NOTE: Give a Kid a Book carry-over from previous fiscal year is \$400.27

Books for Babies carry-over from previous fiscal year is \$1,696.65

Administrative Assistant is in the process of looking into how to accurately reflect this number in Quickbooks and in the budget sheet





# story builder

WRITING THE FUTURE OF OUR LIBRARY

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September 21, 2020

Friends of the LEPMPL  
400 Eau Claire Street  
Eau Claire, WI 54701

Dear Friends of the L.E. Phillips Memorial Public Library,

We are hopeful you will consider a pledge toward the \$7M Story Builder expansion campaign for L.E. Phillips Memorial Public Library, which may be paid over five to seven years.

The library makes a huge, positive impact on the Eau Claire community and the Friends make a huge, positive, impact on the library. A matching partnership between the library endowment fund and the friends of the library for a book store will serve as a visible legacy which will last for the next 25 years.

We recognize having the book store would:

- Provide the opportunity to offer affordable books to the community in an ongoing basis
- Create a permanent visible location that showcases the important work you do
- Give great awareness to FOL programs such as GAKAB and Books for Babies
- Provide opportunities for other types of sales revenue
- Provide regular volunteer and recruitment opportunities

**We are well over two-thirds of the way to our goal and momentum is growing.**

We invite you to consider a gift toward this project in the \$50,000-\$100,000 range which could be paid over five to seven years. This investment range, in partnership with the endowment fund, would provide naming rights and premiere community recognition opportunities, including a Friends of the Library Book Store

We believe this project is a once-in-a-generation effort that is critical to creating and maintaining a well-educated and vital region and hope you will join us. Thank you again for considering our request.

Sincerely,

Heidi Atkins, Co-chair

Bob Eierman, Co-chair

Carol Gabler, Co-chair

Pamela Westby, Library Director



