

The Friends of the Library Executive Board will meet on Monday, November 16, 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. Motion to approve minutes from the meeting held October 19, 2020 (Brant)
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's reports (Haukeness)
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/Online Sales (Yearous)
9. Old business
  - a. Joint meeting with Library Board – reminder 11/19/2020 @ 5 pm
  - b. Capital Campaign contribution
10. New business (Brant)
  - a. Capital Appeal Solicitation
  - b. Library Staff Appreciation
  - c. Membership Dates

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  
October 19, 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; Elizabeth Karrer, Member At-Large; Audrey Roecker, Past President; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator.

1. Call to order (Brant) 7:03pm Brant
2. Motion to approve minutes from the meeting held September 21, 2020 (Brant) Derksen motions to approve, Roecker seconds, approved.
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's reports (Haukeness)
  - a. Received \$500 miscellaneous gift. Online sales have been a great income source.
5. Library report (Woodruff)
  - a. The Library is looking at locations for the move
6. Board liaison report (Brant)
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
  - a. General Updates. Mailers are going out soon for memberships to raise income.
8. Committee Reports
  - a. Book Sale/Online Sales (Yearous) Book sale in Oct went well, the space was large and easy to access the books. \$2,738.73 net profit from the sale after the \$500 Lismore rental. Weather will tell us if we will have a winter sale. Baker and Taylor will be looking at a list of books that they can potentially buy-back and they can help recycle.
  - b. Give a Kid a Book (Claudio) Volume 1 is allowing us to put a donation box out.
9. Old business
  - a. CD move to RCU (Haukeness) This is complete.
  - b. Joint meeting with Library Board. Nov 19<sup>th</sup> 5pm. Pamela asks that we each provide a picture and short bio. MSR will do a presentation at the meeting.

- c. Capital Campaign contribution.
    - i. We could try to collaborate with the endowment committee regarding book sale room. Working on coordinating with them and reconciling our points of view.
    - ii. Money market account is a nice cushion, potential pool to fund projects. We could put some of this down for the contribution.
    - iii. Haukeness motions for \$75,000 capital campaign contribution, Karrer seconds, motion approved.
10. New business (Brant)
- a. Move process/online sales. (Derksen)
    - i. The board discussed the upcoming April move and the expected volume of books to be weeded from the library is large. We won't be taking public donations for a while.
    - ii. Can we think of ways that we can take donations from public? Other avenues for book sales? Virtual bookstore is almost ready to launch – sell bundles of books. Box up items and sell to Amazon (reduced income vs book sales)

Meeting adjourned at 8:21 pm

Minutes submitted by Layla Fisher, Secretary

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

October 2020

	TOTAL
Revenue	
Book Sales	
Book Sales	3,278.73
Online Book Sales	975.15
<b>Total Book Sales</b>	<b>4,253.88</b>
Interest	23.01
Memberships (Households)	34.25
Programs	
Give-a-Kid-a-Book	30.00
<b>Total Programs</b>	<b>30.00</b>
<b>Total Revenue</b>	<b>\$4,341.14</b>
<b>GROSS PROFIT</b>	<b>\$4,341.14</b>
Expenditures	
Credit Card Co. Fees	29.31
Office Supplies	6.98
Payroll Expenses	
Taxes	141.06
Wages	1,843.95
<b>Total Payroll Expenses</b>	<b>1,985.01</b>
Program Expense	
Books for Babies	
Books	28.66
<b>Total Books for Babies</b>	<b>28.66</b>
Give-a-Kid-a-Book	
Books	279.71
<b>Total Give-a-Kid-a-Book</b>	<b>279.71</b>
<b>Total Program Expense</b>	<b>308.37</b>
Subscriptions/Org. Membership	207.24
Unapplied Cash Bill Payment Expenditure	15.70
<b>Total Expenditures</b>	<b>\$2,552.61</b>
<b>NET OPERATING REVENUE</b>	<b>\$1,788.53</b>
<b>NET REVENUE</b>	<b>\$1,788.53</b>

RCU Regular Checking account balance as of 10/31/2020: \$9,996.54  
RCU Online Sale Checking account balance as of 10/31/2020: \$17,929.11  
RCU Savings Account balance as of 10/31/2021: \$5.09  
RCU Money Market account balance as of 10/31/2020: \$41,706.43

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

July - October, 2020

	TOTAL
Revenue	
Amazon Smiles Donations	47.18
Book Sales	
Book Sales	3,363.93
Online Book Sales	4,987.11
<b>Total Book Sales</b>	<b>8,351.04</b>
Interest	52.54
Memberships (Households)	1,297.84
Miscellaneous Income	500.00
Programs	
Books for Babies	2,406.65
Give-a-Kid-a-Book	1,865.27
In Honor Of	50.00
<b>Total Programs</b>	<b>4,321.92</b>
<b>Total Revenue</b>	<b>\$14,570.52</b>
<b>GROSS PROFIT</b>	<b>\$14,570.52</b>
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	757.75
Supplies	147.84
<b>Total Online Book Sales</b>	<b>905.59</b>
<b>Total Book Sale Expenses</b>	<b>905.59</b>
Credit Card Co. Fees	123.96
Memberships	72.24
Miscellaneous Expense	464.57
Newsletter	479.71
Office Supplies	56.38
Payroll Expenses	
Taxes	555.70
Wages	7,264.06
<b>Total Payroll Expenses</b>	<b>7,819.76</b>
Program Expense	
Books for Babies	
Books	2,551.16
<b>Total Books for Babies</b>	<b>2,551.16</b>
Give-a-Kid-a-Book	
Books	793.47
<b>Total Give-a-Kid-a-Book</b>	<b>793.47</b>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

July - October, 2020

	TOTAL
In Honor Of Library	90.00
<b>Total In Honor Of</b>	<b>90.00</b>
<b>Total Program Expense</b>	<b>3,434.63</b>
Subscriptions/Org. Membership	670.75
Telephone	21.05
Unapplied Cash Bill Payment Expenditure	15.70
Uncategorized Expense	1,981.92
YS Programs and Services (Prizes/Giveaways)	450.47
<b>Total Expenditures</b>	<b>\$16,496.73</b>
NET OPERATING REVENUE	<b>\$ -1,926.21</b>
NET REVENUE	<b>\$ -1,926.21</b>

**OCTOBER 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	\$1,298	(\$18,702)	6%
2 Corporate Memberships	2,000		(2,000)	0%
3 Booksales	25,200	\$3,364	(21,836)	13%
4 Online Booksales	12,000	\$4,987	(7,013)	42%
5 Grants	1,000		(1,000)	0%
6 Give-a-Kid-a-Book	4,000	\$1,865	(2,135)	47%
<i>Carry Over from previous fiscal year</i>		\$375		
7 Books for Babies	4,000	\$2,407	(1,593)	60%
<i>Carry Over from previous fiscal year</i>		\$1,607		
8 In Honor Of	2,000	\$50	(1,950)	3%
9 Interest	350	\$53	(297)	15%
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>\$16,553</u></b>	<b><u>(\$65,013)</u></b>	<b>21%</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	\$450	550	45%
16 Salaries	25,750	\$7,264	18,486	28%
17 Payroll Taxes	1,854	\$556	1,298	30%
18 Membership Expenses	1,000	\$72	928	7%
19 Credit Card Company Fees	350	\$124	226	35%
20 Annual Meeting	550		550	0%
21 Telephone	80	\$21	59	26%
22 Newsletter	1,700	\$480	1,220	28%
23 Give a Kid a Book	4,000	\$793	3,207	20%
Books (\$3,700)		\$793		
Supplies (\$300)				
24 Books for Babies	7,000	\$2,551	4,449	36%
Books (\$6,500)		\$2,551		
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	\$906	1,494	38%
Postage (\$2,000)		\$758		
Supplies (\$400)		\$148		
28 Insurance	300		300	0%
29 Staff Appreciation				
30 Volunteer Appreciation	150		150	0%
31 Office Supplies	800	\$56	744	7%
32 Subscriptions/Org. Memberships*	2,600	\$671	1,929	26%
33 Miscellaneous	500	\$465	35	93%
34 Monies Remitted to Library	6,000		6,000	<u>0%</u>
36 Transfer to Fund Balance			<u>0</u>	<u>na</u>
<b>Total Expense</b>	<b><u>\$79,584</u></b>	<b><u>\$14,499</u></b>	<b><u>\$65,085</u></b>	<b>18%</b>

## OCTOBER BUDGET WORKSHEET

\*Below is included to show the debit that needed to be entered to offset credit for Give a Kid a Book and Books for Babies funds carried over from previous fiscal year. It is included only on this report as information to explain what it is for and so that the report matches QuickBooks. However, the true expenses for September are as noted above (\$11,962.00)

<i>Uncategorized Expense (GAKAB/B4B)</i>	<u>\$1,982</u>
	<u>\$16,481</u>



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

The past month has been spent primarily on searching for potential properties for the temporary library location. At the onset of this process, priorities were identified to help guide our selection and those priorities included:

- Downtown location that is close to a bus stop
- A building that is welcoming and accessible and has public restroom facilities
- An open, flexible space for the collection, seating and internet stations
- A ground level location to accommodate the load of the books
- Ample parking and potential for a contactless holds pickup location

We have used these priorities to narrow down our options and feel that we are very close to picking a site. While we have not signed a lease, we are working with a property owner to finalize details and hope to announce the location before the end of 2020. Once we finalize the lease details, we will be working to create a floorplan to create a welcoming temporary space for the community to use. The tentative lease dates are April 2021 through September 2022. Market & Johnson would like us to be completely moved out of the building by May 1, 2020 so these dates give us a month to transition over to the new space. We know it will be a lot of work, but we are looking forward to the challenge!

Reference Services continues to remain steady with customer inquiries, scheduling in-person and curbside pickup appointments during the month of October. The Reference Desk and virtual services collectively answered 1,749 questions during our October service hours. We've experienced an uptick in average questions answered per hour compared to last year. October of 2019 saw an average of 8 questions per hour within 63 weekly services hours. October 2020 saw an average of almost 11 question per hour within 37 weekly service hours. We are dedicated to meet the demands of our customers at a higher rate in a smaller window of service hours.

This month, we implemented a call handler to direct reference related questions to our line and redirect a bulk of the in-person appointment scheduling calls to Circulation Services. So far, the

change has made us more available and more approachable at the 2<sup>nd</sup> floor service desks for in-person customers seeking our assistance finding items in the catalog, in the stacks, or offering technology support and troubleshooting.

October was an incredibly busy month of programming for the Youth Services team. From story times to riddles to outreach, all the programs the team put together for October saw great participation from both customers and community partners. Once again our new way of providing story times were featured on WEAU, [Library turns to technology to share stories with young readers](#), bringing in new and happy customers!

Our seventh annual Riddle Me Readers contest was held October 16-24 to celebrate National Friends of Libraries Week. A new riddle was posted each day, that led to well-known children's books and customers with the correct answers were entered into a daily prize drawing. This event was sponsored by our very own Friends of the Library.

To wrap up October, staff led a virtual Halloween Zoom Party on Halloween. Registrants were encouraged to pick up the corresponding activity bag featuring multiple fun crafts before the party. All of the activity bags were distributed days before the event. 128 people attended and tons of fun was had by all! In addition to the party and activity bag, families were encouraged to enter their child in the virtual [costume parade](#). The feedback from the program was very positive and we cannot wait to put on more fun virtual parties.



October was a chilly month for the Circulation Assistants working outside in the drive-thru area. Customers were very appreciative of the drive-thru option while it lasted. However, after consultation with the management team, city risk management and the Circulation staff, Paula Stanton worked to change the contactless system. Paula worked with PCS and IT staff to

prepare for the new system while Circulation staff continued to staff the drive-thru through the end of October. Paula also worked with staff at IFLS Library system to make sure all of the checkouts could be tracked in Sierra with the new system. The last week of October was spent preparing customers for this change over the phone and via email notifications.

Customers were very understanding of this change and very appreciative of the drive-thru service while it lasted. One customer commented that pre-COVID he went to the Lazy Monk every Friday and during COVID he went to the Yellow Lion every Friday. So it is with sad heart that the circulation staff retires their zoo of Yellow Lion, Blue Whale, Yellow Fish and Blue Bird. However, they look forward to the next step of contactless materials pickup in November.