

The Friends of the Library Executive Board will meet on Monday, October 19, 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 September 21, 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)
  - b. Give a Kid a Book (Claudio)
9. Old business
  - a. CD move to RCU (Haukeness)
  - b. Joint meeting with Library Board
  - c. Capital Campaign contribution
10. New business (Brant)

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  
September 21, 2020

**Board members present (virtual):** Heather Appleby, Member At-Large; Brenda Brant, President; Jamie Claudio, Administrative Assistant; Sally Derksen, Vice President; Layla Fisher, Secretary; Kimberly Hennings, Deputy Director; Elizabeth Karrer, Member At-Large; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator.

**Absent:** Timothy Haukeness, Treasurer; Audrey Roecker, Past President

The meeting is called to order at 7:02 pm by Brenda Brant, President.

1. Library report (Woodruff)
2. Kimberly Hennings attended to answer questions regarding the remodel and Friends space. Potential needs for extra book storage would be handled at the time it occurs; we will make it work and find somewhere to store books. We can start payments on our capital campaign pledge in 2022, with a flexible repayment term of 5 or 7 years, less if we wish. Spoke about ideas for new workflow regarding book withdrawal.
3. Welcome new members (brant)
4. Motion to approve minutes from the meeting held July 20, 2020 (Brant) Derksen motions, Karrer seconds, approved.
5. Treasurer's reports (Haukeness) We received a \$1,410 GAKAB donation and we are under budget on the summer reading program. Our net operating revenue is in the negative at this time.
6. Board liaison report (Brant)
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
  - a. General Updates.
  - b. Fundraising Schedule (Yearous) We'll send letters for membership renewals in early November.
8. Committee Reports
  - a. Book Sale/Online Sales (Yearous) The next book sale is the first weekend in October at the Lismore.
    - i. Communication Regarding Book Sales
  - b. Give a Kid a Book (Claudio) We will not distribute books at the Salvation Army this year. Nancy Sowls is storing books at her house for now, plan to move them when we can.

9. Old business

- a. Volunteers Returning to Library (Yearous) Things are going well and work is productive.
- b. CD move to RCU (Haukeness) Tabled for today.
- c. Capital Appeal Contribution (Brant) Motion to communicate that we would like to collaborate with the library and endowment fund on a figure that we would pledge after the October book sale with \$50,000 at a minimum. Fisher motions, Derksen seconds, Approved.

10. New business (Brant)

- a. Joint Meeting with Library Board, 3<sup>rd</sup> Thursday of each month. We will find a date that the friends board can attend together.

Meeting adjourned 8:10 pm.

Minutes submitted by Layla Fisher, Secretary.

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

September 2020

	TOTAL
Revenue	
Book Sales	
Book Sales	83.20
Online Book Sales	1,005.11
<b>Total Book Sales</b>	<b>1,088.31</b>
Interest	11.76
Memberships (Households)	257.77
Programs	
Books for Babies	2,406.65
Give-a-Kid-a-Book	425.27
In Honor Of	50.00
<b>Total Programs</b>	<b>2,881.92</b>
<b>Total Revenue</b>	<b>\$4,239.76</b>
GROSS PROFIT	<b>\$4,239.76</b>
Expenditures	
Book Sale Expenses	
Online Book Sales	
Supplies	100.85
<b>Total Online Book Sales</b>	<b>100.85</b>
<b>Total Book Sale Expenses</b>	<b>100.85</b>
Credit Card Co. Fees	47.33
Miscellaneous Expense	253.68
Newsletter	195.12
Payroll Expenses	
Taxes	131.27
Wages	1,715.88
<b>Total Payroll Expenses</b>	<b>1,847.15</b>
Program Expense	
Books for Babies	
Books	1,400.99
<b>Total Books for Babies</b>	<b>1,400.99</b>
Give-a-Kid-a-Book	
Books	513.76
<b>Total Give-a-Kid-a-Book</b>	<b>513.76</b>
<b>Total Program Expense</b>	<b>1,914.75</b>
Subscriptions/Org. Membership	159.76
Uncategorized Expense	1,981.92
YS Programs and Services (Prizes/Giveaways)	41.66
<b>Total Expenditures</b>	<b>\$6,542.22</b>
NET OPERATING REVENUE	<b>\$ -2,302.46</b>
NET REVENUE	<b>\$ -2,302.46</b>

NOTE:

RCU Regular Checking account balance as of 09/30/2020: \$9,264.28

RCU Online Sale Checking account balance as of 09/30/2020: \$16,953.96

RCU Savings Account balance as of 09/30/2020: \$5.09

RCU Money Market account balance as of 09/31/2020: \$41,683.42   **\*Charter Account was closed and moved to RCU**

Cash Basis Tuesday, October 13, 2020 11:34 AM GMT-05:00

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

July - September, 2020

	TOTAL
Revenue	
Amazon Smiles Donations	47.18
Book Sales	
Book Sales	85.20
Online Book Sales	4,011.96
<b>Total Book Sales</b>	<b>4,097.16</b>
Interest	29.53
Memberships (Households)	1,263.59
Miscellaneous Income	500.00
Programs	
Books for Babies	2,406.65
Give-a-Kid-a-Book	1,835.27
In Honor Of	50.00
<b>Total Programs</b>	<b>4,291.92</b>
<b>Total Revenue</b>	<b>\$10,229.38</b>
GROSS PROFIT	<b>\$10,229.38</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	94.65
Memberships	72.24
Miscellaneous Expense	464.57
Newsletter	479.71
Office Supplies	49.40
Payroll Expenses	
Taxes	414.64
Wages	5,420.11
<b>Total Payroll Expenses</b>	<b>5,834.75</b>
Program Expense	
Books for Babies	
Books	2,522.50
<b>Total Books for Babies</b>	<b>2,522.50</b>
Give-a-Kid-a-Book	
Books	513.76
<b>Total Give-a-Kid-a-Book</b>	<b>513.76</b>

# Friends of the LE Phillips Memorial Public Library

## STATEMENT OF ACTIVITY

July - September, 2020

	TOTAL
In Honor Of Library	90.00
<b>Total In Honor Of</b>	<b>90.00</b>
<b>Total Program Expense</b>	<b>3,126.26</b>
Subscriptions/Org. Membership	463.51
Telephone	21.05
Uncategorized Expense	1,981.92
YS Programs and Services (Prizes/Giveaways)	450.47
<b>Total Expenditures</b>	<b>\$13,944.12</b>
NET OPERATING REVENUE	<b>\$ -3,714.74</b>
NET REVENUE	<b>\$ -3,714.74</b>

**SEPT. 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	\$1,264	(\$18,736)	6%
2 Corporate Memberships	2,000		(2,000)	0%
3 Booksales	25,200	\$85	(25,115)	0%
4 Online Booksales	12,000	\$4,012	(7,988)	33%
5 Grants	1,000		(1,000)	0%
6 Give-a-Kid-a-Book	4,000	\$1,460	(2,540)	36%
<i>Carry Over from previous fiscal year</i>		\$375		
7 Books for Babies	4,000	\$800	(3,200)	20%
<i>Carry Over from previous fiscal year</i>		\$1,607		
8 In Honor Of	2,000	\$50	(1,950)	3%
9 Interest	350	\$30	(320)	8%
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>\$10,229</u></b>	<b><u>(\$71,337)</u></b>	<b>13%</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	\$5,420	20,330	21%
17 Payroll Taxes	1,854	\$415	1,439	22%
18 Membership Expenses	1,000	\$72	928	7%
19 Credit Card Company Fees	350	\$95	255	27%
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	\$514	3,486	13%
Books (\$3,700)		\$514		
Supplies (\$300)				
24 Books for Babies	7,000	\$2,523	4,478	36%
Books (\$6,500)		\$2,523		
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	\$49	751	6%
32 Subscriptions/Org. Memberships*	2,600	\$464	2,136	18%
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>\$11,962</u></b>	<b><u>\$67,622</u></b>	<b>15%</b>

### SEPT. 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 to explain what it is for and so that the report matches QuickBooks. However, the true expenses for July through September are as noted above (\$11,962.00)

*Uncategorized Expense (GAKAB/B4B)*

\$1,982

\$13,944



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

The challenges of the past six months do not overshadow the library's achievements. We made real progress in implementing our strategic plans over the past 18 months by:

- Engaging the community in the architectural design plans to modernize and expand the facility
- Reaching the halfway mark of the fundraising capital campaign goal
- Hiring a new digital resources marketing specialist position
- Increasing our virtual library collections and online programs for all ages
- Launching an outdoor literacy activity StoryWalk program
- Rapidly developing a drive-up holds pickup service
- Expanding our corporate partnerships
- Making a major commitment to become a more diverse and equitable library
- Responding to the needs of at-risk people through outreach
- Showcasing the work of local artists, musicians, and creatives

These achievements are a result of intentional strategic planning and diligent implementation over many years, and combined with our accomplishments in prior years, are helping to build a new story for LEPMPL, and an even stronger Chippewa Valley.

There has been a significant increase in individuals needing assistance to find resources to help meet their basic needs. More and more people are being helped both in person and via the phone. This has become easier as the library has expanded appointments, and word is spreading to the vulnerable populations that services are once again available. We have seen an increase in individuals wanting assistance with voting, especially from our unhoused populations, and inquiries starting about this fall's healthcare open enrollment. A service that has grown in popularity is the Curb Hunger program. In September, the library distributed 107 bags of food to our customers with

the help of Feed my People. With the growing popularity of this program, the library and Feed my People have decided to continue this partnership for the foreseeable future.

The Story Builder Campaign continues to be a top priority. September was filled with grant deadlines, many committee meetings, planning for upcoming events and news releases, and meeting with stakeholders like the Friends of the Library. We're thrilled to be working with them to establish a Friends of the Library book sale space on the lower level of the building. What an exciting endeavor!

Speaking of the Friends...in September we were able to formally announce Brenda Brant as the 2019 Distinguished Service Award Member. The library's Distinguished Service Award is presented annually to a community member who has served the L.E. Phillips Memorial Public Library in a significant way. Criteria include significant contributions in at least one of four areas: generosity of time and spirit; the ability to inspire others to service; extraordinary contributions to a library-related issue; and/or particularly notable accomplishments in service to library customers or staff. Brenda exemplifies this award. As both a member of the Friends and the Library Board, she is a tireless advocate for public libraries. Her work continues to be invaluable to LEPMPL and the Eau Claire community. Thank you Brenda!

We are making progress on the search for a temporary library location. Construction is tentatively set to begin May 2021 and run through summer of 2022. The goal is to re-open the new building in September 2022.

The criteria for choosing a site include such items as a location on the bus line, welcoming and accessible, restroom facilities, and open flexible spaces for the collection, computers and seating. A critical consideration is a space where we can be on the main level of a building in order to accommodate the load of the books.

We are considering multiple options for the location. One option would be to lease one large space that we could move the entire library staff and collections into, and the other would be to lease two spaces. In this scenario, one location would essentially serve as a warehouse for a portion of the collection and the other location would serve as a smaller spot for the temporary library that customers could access. With this option, we

would develop a courier system to deliver items between locations. Library and City staff will be touring possible locations in the near future.

### The Art Must Go On (Virtually)

Even though the library has recently expanded its in-person visits, in-person programs and events (including art shows) are still on hold. Because art is important to us, we want to continue to showcase great art for the community. Our online gallery provides a venue for artists to feature their work, and is easily accessed by most people. Due to COVID-19 and the library's upcoming renovation project, art shows will be featured as virtual shows for the foreseeable future.

Staff has been busy gathering information for the upcoming show, "Up North" by Robert Barfknecht. The show is scheduled to be on display in our online gallery from November 8 through January 4. Go to <https://www.ecpubliclibrary.info/art>.