

The Friends of the Library Executive Board will meet on Monday, January 18, 2021, 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 November 16, 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 (Yearous)
 - a. General Updates
8. Committee Reports
 - a. Book Sale/Online Sales (Yearous)
 - i. Virtual Book Store
 - b. Give a Kid a Book (Yearous)
9. Old business
 - a. Escape Room activity for All Staff meeting
10. New business (Brant)
 - a. Staffing update.
 - i. Job Description
 - ii. Hourly wage for Administrative Assistant position
 - b. Performance Review – Stacy
 - c. Library temporary location/Renovation projection

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
November 16, 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; Audrey Roecker, Past President; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator.

Absent: Elizabeth Karrer, Member At-Large.

1. Call to order (Brant) 7:02 pm
2. Motion to approve minutes from the meeting held October 19, 2020 (Brant) Derksen motions, Roecker seconds, motion approved.
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
 - a. Library is closed for now.
 - b. Closing in on a temporary location during the remodel.
6. Board liaison report (Brant)
7. Program & Development Coordinator and Administrative Assistant (Yearous & Claudio)
 - a. RCU is supporting programs financially in 2020 and 2021
 - b. YMCA service member program will be sending care packages, 200 books and 70 magazines were donated by The Friends.
8. Committee Reports
 - a. Book Sale/Online Sales (Yearous)
 - i. The Friends will not be having December Holiday book sale
 - ii. Online book sales are on "vacation" status while the library is closed.

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
 - i. The Board discussed ideas for mailings and possibly making phone calls.
- b. Library Staff Appreciation
- c. Membership Dates
 - i. The board discussed pros and cons to calendar year of membership vs from the time membership payment is made by month.
- d. Give-a-Kid-a-Book
- e. New book sale site
 - i. The site is live but there are kinks to be worked out. December 1st is the estimated launch date if the Library is open.

Adjourned at 8:21 pm

Minutes submitted by Layla Fisher, Secretary

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

	2020-21	As of 12/31	Budget	% of
	<u>Budget</u>	<u>Actual</u>	<u>Remaining</u>	<u>Budget</u>
Revenue				
1	Memberships(Households)	20,000	12852.84	7,147 64%
2	Corporate Memberships/Sponsorships	2000	1000.00	1,000 50%
3	Booksales	25200	3510.04	21,690 14%
4	Online Booksales	12000	7898.50	4,102 66%
5	Grants	1000		1,000 0%
6	Give-a-Kid-a-Book	4000	5740.27	(1,740) 144%
7	Books for Babies	4000	2426.65	1,573 61%
8	In Honor Of	2000	50.00	1,950 3%
9	Interest	350	97.86	252 28%
10	Amazon Smiles	300	105.14	195 35%
11	Miscellaneous	250	500.00	(250) 200%
12	Monies Received for Library	6000	4000.00	2,000 67%
13	Transfer to Fund Balance	2484	0.00	2,484 0%
	Total Revenue	\$ 79,584.00	\$ 38,181.30	\$ 41,402.70 48%

Expenses				
14	Library Allocations	20,000	0.00	20,000 0
	Community Events	4,000		
	General Library Needs	3,050		
	Youth Services	5,450		
	Community Reading Programs	3,550		
	Miscellaneous	2,350		
15	YS Programs & Services Prizes/Giveaways	1,000	651.95	348 65%
16	Salaries	25750	12388.00	13,362 48%
17	Payroll Taxes	1854	947.67	906 51%
18	Memberships Expenses	1000	512.08	488 51%
19	Credit Card Fees	350	235.50	115 67%
20	Annual Meeting	550	0.00	550 0%
21	Telephone	80	41.67	38 52%
22	Newsletter	1700	662.65	1,037 39%
23	Give-a-Kid-a-Book: Books	4000	2299.25	1,701 57%
	Books	3700	2021.37	1,679 55%
	Supplies	300	277.88	22 93%
24	Books for Babies	7000	3327.72	3,672 48%
	Books	6500	3327.72	
	Supplies	500		
25	In Honor Of	2100	140.00	1,960 7%
	Monies Remitted to Library	2000	140.00	
	Supplies	100		
26	Booksales: Expense	1450	520.00	
	Supplies	650	500.00	
	Promotions	500	20.00	
	Food - Volunteers	250		
27	Online Booksales: Expenses	2400	1748.83	651 73%
	Postage	2000	1534.06	
	Supplies	400	214.77	
28	Insurance	300	257.00	43 86%
29	Staff Appreciation			
30	Volunteer Appreciation	150	0.00	150 0%
31	Office Supplies	800	97.38	703 12%
32	Subscriptions/Org. Memberships	2600	990.27	1,610 38%
33	Miscellaneous	500	464.57	35 93%
34	Monies Remitted to Library	6000	0.00	
35	Transfer to Fund Balance		0.00	
	Unapplied Cash Bill Payment		15.70	
	Uncategorized Expense		1981.92	
	Total Expense	\$ 79,584	\$ 27,282.16	52,302 34%

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY

December 2020

	TOTAL
Revenue	
Book Sales	
Book Sales	95.68
Online Book Sales	1,430.98
Total Book Sales	1,526.66
Corporate Memberships/Sponsorships	1,000.00
Interest	23.04
Memberships (Households)	9,003.23
Monies Received from Library	4,000.00
Programs	
Give-a-Kid-a-Book	2,515.00
Total Programs	2,515.00
Total Revenue	\$18,067.93
GROSS PROFIT	\$18,067.93
Expenditures	
Credit Card Co. Fees	84.06
Office Supplies	41.00
Payroll Expenses	
Taxes	256.63
Wages	3,354.62
Total Payroll Expenses	3,611.25
Program Expense	
Books for Babies	
Books	260.53
Total Books for Babies	260.53
Give-a-Kid-a-Book	
Misc. Expenses	106.25
Total Give-a-Kid-a-Book	106.25
In Honor Of	
Library	50.00
Total In Honor Of	50.00
Total Program Expense	416.78
Subscriptions/Org. Membership	159.76
Total Expenditures	\$4,312.85
NET OPERATING REVENUE	\$13,755.08
NET REVENUE	\$13,755.08

RCU Regular Checking Account Balance as of 12.31.2020	\$20563.10
RCU Online Sales Checking Account Balance as of 12.31.2020	\$20623.88
RCU Savings Account Balance as of 12.31.2020	\$5.09
RCU Money Market Account Balance as of 12.31.2020	\$41751.75

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - December, 2020

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	TOTAL
Revenue							
Amazon Smiles Donations		47.18			57.96		\$105.14
Book Sales							\$0.00
Book Sales		2.00	83.20	3,278.73	50.43	95.68	\$3,510.04
Online Book Sales	1,806.58	1,200.27	1,005.11	975.15	1,480.41	1,430.98	\$7,898.50
Total Book Sales	1,806.58	1,202.27	1,088.31	4,253.88	1,530.84	1,526.66	\$11,408.54
Corporate Memberships/Sponsorships						1,000.00	\$1,000.00
Interest	8.92	8.85	11.76	23.01	22.28	23.04	\$97.86
Memberships (Households)	413.05	592.77	257.77	34.25	2,551.77	9,003.23	\$12,852.84
Miscellaneous Income	500.00						\$500.00
Monies Received from Library						4,000.00	\$4,000.00
Programs							\$0.00
Books for Babies			2,406.65		20.00		\$2,426.65
Give-a-Kid-a-Book		1,410.00	425.27	30.00	1,360.00	2,515.00	\$5,740.27
In Honor Of			50.00				\$50.00
Total Programs		1,410.00	2,881.92	30.00	1,380.00	2,515.00	\$8,216.92
Total Revenue	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$18,067.93	\$38,181.30
GROSS PROFIT	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$18,067.93	\$38,181.30
Expenditures							
Book Sale Expenses							\$0.00
Book Sales							\$0.00
Promotions					20.00		\$20.00
Supplies					500.00		\$500.00
Total Book Sales					520.00		\$520.00
Online Book Sales							\$0.00
Postage	71.25	686.50			776.31		\$1,534.06
Supplies	28.95	18.04	100.85		66.93		\$214.77
Total Online Book Sales	100.20	704.54	100.85		843.24		\$1,748.83
Total Book Sale Expenses	100.20	704.54	100.85		1,363.24		\$2,268.83
Credit Card Co. Fees	27.30	20.02	47.33	29.31	27.48	84.06	\$235.50
Insurance					257.00		\$257.00
Memberships		72.24			439.84		\$512.08
Miscellaneous Expense	61.14	149.75	253.68				\$464.57
Newsletter	284.59		195.12		182.94		\$662.65
Office Supplies	49.40			6.98		41.00	\$97.38
Payroll Expenses							\$0.00
Taxes	139.19	144.18	131.27	141.06	135.34	256.63	\$947.67
Wages	1,819.56	1,884.67	1,715.88	1,843.95	1,769.32	3,354.62	\$12,388.00
Total Payroll Expenses	1,958.75	2,028.85	1,847.15	1,985.01	1,904.66	3,611.25	\$13,335.67
Program Expense							\$0.00
Books for Babies							\$0.00
Books		1,121.51	1,400.99	28.66	516.03	260.53	\$3,327.72
Total Books for Babies		1,121.51	1,400.99	28.66	516.03	260.53	\$3,327.72

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - December, 2020

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	TOTAL
Give-a-Kid-a-Book							\$0.00
Books			513.76	279.71	1,227.90		\$2,021.37
Misc. Expenses					171.63	106.25	\$277.88
Total Give-a-Kid-a-Book			513.76	279.71	1,399.53	106.25	\$2,299.25
In Honor Of							\$0.00
Library	90.00					50.00	\$140.00
Total In Honor Of	90.00					50.00	\$140.00
Total Program Expense	90.00	1,121.51	1,914.75	308.37	1,915.56	416.78	\$5,766.97
Subscriptions/Org. Membership	143.99	159.76	159.76	207.24	159.76	159.76	\$990.27
Telephone		21.05			20.62		\$41.67
Unapplied Cash Bill Payment Expenditure				15.70			\$15.70
Uncategorized Expense			1,981.92				\$1,981.92
YS Programs and Services (Prizes/Giveaways)	408.81		41.66		201.48		\$651.95
Total Expenditures	\$3,124.18	\$4,277.72	\$6,542.22	\$2,552.61	\$6,472.58	\$4,312.85	\$27,282.16
NET OPERATING REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$1,788.53	\$ -929.73	\$13,755.08	\$10,899.14
NET REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$1,788.53	\$ -929.73	\$13,755.08	\$10,899.14

RCU Regular Checking Account Balance as of 12.31.2020	\$20563.10
RCU Online Sales Checking Account Balance as of 12.31.2020	\$20623.88
RCU Savings Account Balance as of 12.31.2020	\$5.09
RCU Money Market Account Balance as of 12.31.2020	\$41751.75

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY

November 2020

	TOTAL
Revenue	
Amazon Smiles Donations	57.96
Book Sales	
Book Sales	50.43
Online Book Sales	1,480.41
Total Book Sales	1,530.84
Interest	22.28
Memberships (Households)	2,551.77
Programs	
Books for Babies	20.00
Give-a-Kid-a-Book	1,360.00
Total Programs	1,380.00
Total Revenue	\$5,542.85
GROSS PROFIT	\$5,542.85
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	20.00
Supplies	500.00
Total Book Sales	520.00
Online Book Sales	
Postage	776.31
Supplies	66.93
Total Online Book Sales	843.24
Total Book Sale Expenses	1,363.24
Credit Card Co. Fees	27.48
Insurance	257.00
Memberships	439.84
Newsletter	182.94
Payroll Expenses	
Taxes	135.34
Wages	1,769.32
Total Payroll Expenses	1,904.66
Program Expense	
Books for Babies	
Books	516.03
Total Books for Babies	516.03
Give-a-Kid-a-Book	
Books	1,227.90
Misc. Expenses	171.63
Total Give-a-Kid-a-Book	1,399.53
Total Program Expense	1,915.56
Subscriptions/Org. Membership	159.76
Telephone	20.62
YS Programs and Services (Prizes/Giveaways)	201.48
Total Expenditures	\$6,472.58
NET OPERATING REVENUE	\$ -929.73
NET REVENUE	\$ -929.73

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - November, 2020

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	TOTAL
Revenue						
Amazon Smiles Donations		47.18			57.96	\$105.14
Book Sales						\$0.00
Book Sales		2.00	83.20	3,278.73	50.43	\$3,414.36
Online Book Sales	1,806.58	1,200.27	1,005.11	975.15	1,480.41	\$6,467.52
Total Book Sales	1,806.58	1,202.27	1,088.31	4,253.88	1,530.84	\$9,881.88
Interest	8.92	8.85	11.76	23.01	22.28	\$74.82
Memberships (Households)	413.05	592.77	257.77	34.25	2,551.77	\$3,849.61
Miscellaneous Income	500.00					\$500.00
Programs						\$0.00
Books for Babies			2,406.65		20.00	\$2,426.65
Give-a-Kid-a-Book		1,410.00	425.27	30.00	1,360.00	\$3,225.27
In Honor Of			50.00			\$50.00
Total Programs		1,410.00	2,881.92	30.00	1,380.00	\$5,701.92
Total Revenue	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$20,113.37
GROSS PROFIT	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$20,113.37
Expenditures						
Book Sale Expenses						\$0.00
Book Sales						\$0.00
Promotions					20.00	\$20.00
Supplies					500.00	\$500.00
Total Book Sales					520.00	\$520.00
Online Book Sales						\$0.00
Postage	71.25	686.50			776.31	\$1,534.06
Supplies	28.95	18.04	100.85		66.93	\$214.77
Total Online Book Sales	100.20	704.54	100.85		843.24	\$1,748.83
Total Book Sale Expenses	100.20	704.54	100.85		1,363.24	\$2,268.83
Credit Card Co. Fees	27.30	20.02	47.33	29.31	27.48	\$151.44
Insurance					257.00	\$257.00
Memberships		72.24			439.84	\$512.08
Miscellaneous Expense	61.14	149.75	253.68			\$464.57
Newsletter	284.59		195.12		182.94	\$662.65
Office Supplies	49.40			6.98		\$56.38
Payroll Expenses						\$0.00
Taxes	139.19	144.18	131.27	141.06	135.34	\$691.04
Wages	1,819.56	1,884.67	1,715.88	1,843.95	1,769.32	\$9,033.38
Total Payroll Expenses	1,958.75	2,028.85	1,847.15	1,985.01	1,904.66	\$9,724.42

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July - November, 2020

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	TOTAL
Program Expense						\$0.00
Books for Babies						\$0.00
Books		1,121.51	1,400.99	28.66	516.03	\$3,067.19
Total Books for Babies		1,121.51	1,400.99	28.66	516.03	\$3,067.19
Give-a-Kid-a-Book						\$0.00
Books			513.76	279.71	1,227.90	\$2,021.37
Misc. Expenses					171.63	\$171.63
Total Give-a-Kid-a-Book			513.76	279.71	1,399.53	\$2,193.00
In Honor Of						\$0.00
Library	90.00					\$90.00
Total In Honor Of	90.00					\$90.00
Total Program Expense	90.00	1,121.51	1,914.75	308.37	1,915.56	\$5,350.19
Subscriptions/Org. Membership	143.99	159.76	159.76	207.24	159.76	\$830.51
Telephone		21.05			20.62	\$41.67
Unapplied Cash Bill Payment Expenditure				15.70		\$15.70
Uncategorized Expense			1,981.92			\$1,981.92
YS Programs and Services (Prizes/Giveaways)	408.81		41.66		201.48	\$651.95
Total Expenditures	\$3,124.18	\$4,277.72	\$6,542.22	\$2,552.61	\$6,472.58	\$22,969.31
NET OPERATING REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$1,788.53	\$ -929.73	\$ -2,855.94
NET REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$1,788.53	\$ -929.73	\$ -2,855.94

To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: January 2021

2020 has been a notable year, not only for the challenges the community has faced, but also for the way the library has stepped up to answer the call for resources. The pandemic has reframed our way of thinking and our ability to delivery services with safety at the forefront. It's been stressful at times, but it's helped us develop flexibility which will help us in the upcoming year as we are preparing for the move to a temporary location.

In August, we started the search for a temporary location for the library to move to during construction. The choice of the United Health Building and the adjacent Pawn America building allowed us to achieve many of the priorities that were identified at the beginning of the search. The library hired MSR to develop floorplan options that will allow us to house 65% of the library collections in the temporary library with the remaining collections in the adjacent building. Plans are firming up nicely and staff are working diligently on cleaning out the library in anticipation of the move. A moving company will be hired in the coming weeks and will begin the process of moving us to the temporary location in April.

Financial support for the project has been overwhelming and much appreciated. In 2020, we saw 467 donations to the Story Builder Campaign including 177 donations and pledges in the month of December. We believe that this momentum, coupled with the announcement we secured a temporary location will continue into spring and donors will be assured the project is moving forward as planned.

Circulation staff developed and implemented Park and Pickup version 2.0 after closing the library to in-person appointments in late November. They successfully completed over 3,300 appointments during 2020. They are working with PCS staff to implement an online reservation service which will allow customers to make their own appointments.

The Personalized Book Bundle service began in December. Staff provide readers advisory services virtually for customers for pickup via our contactless Park and Pick up service. This service is provided by the Youth Services and Reference Departments and creates a seamless request of items for children and adults alike. In the first three weeks of this service, staff has filled roughly 125 book bundles for families.

Take and make bags have also been truly appreciated by our community and are very enjoyable to plan and prepare. These bags provide families the ability to participate in a library program or activity from home. They provide tactile activities for specific ages and time away from a screen. Customers have expressed many compliments for both the content and also how easy they are to request and pick up. Staff has provided more than 600 bags to families in 2020.

Technical Services staff added over 16,000 new items and withdrew over 37,000 items in 2020. No wonder the Friends work area is overflowing! They are in the final month of a four-prong weeding project involving multiple copies, low circulating items, grubby items, and outdated items.

Give a Kid a Book

2020 Wrap up Report

Books Donated

- BAM – 1985
- Local Store – 797
- Meeks Family – 329
- Eau Claire Garden Club – 144

Money Donations

- \$5,740.27

Volunteer Hours

3 volunteers – 193 hours

Books Bought

- 658 books purchased for \$2,021.37
- \$3.07 per book

Agencies

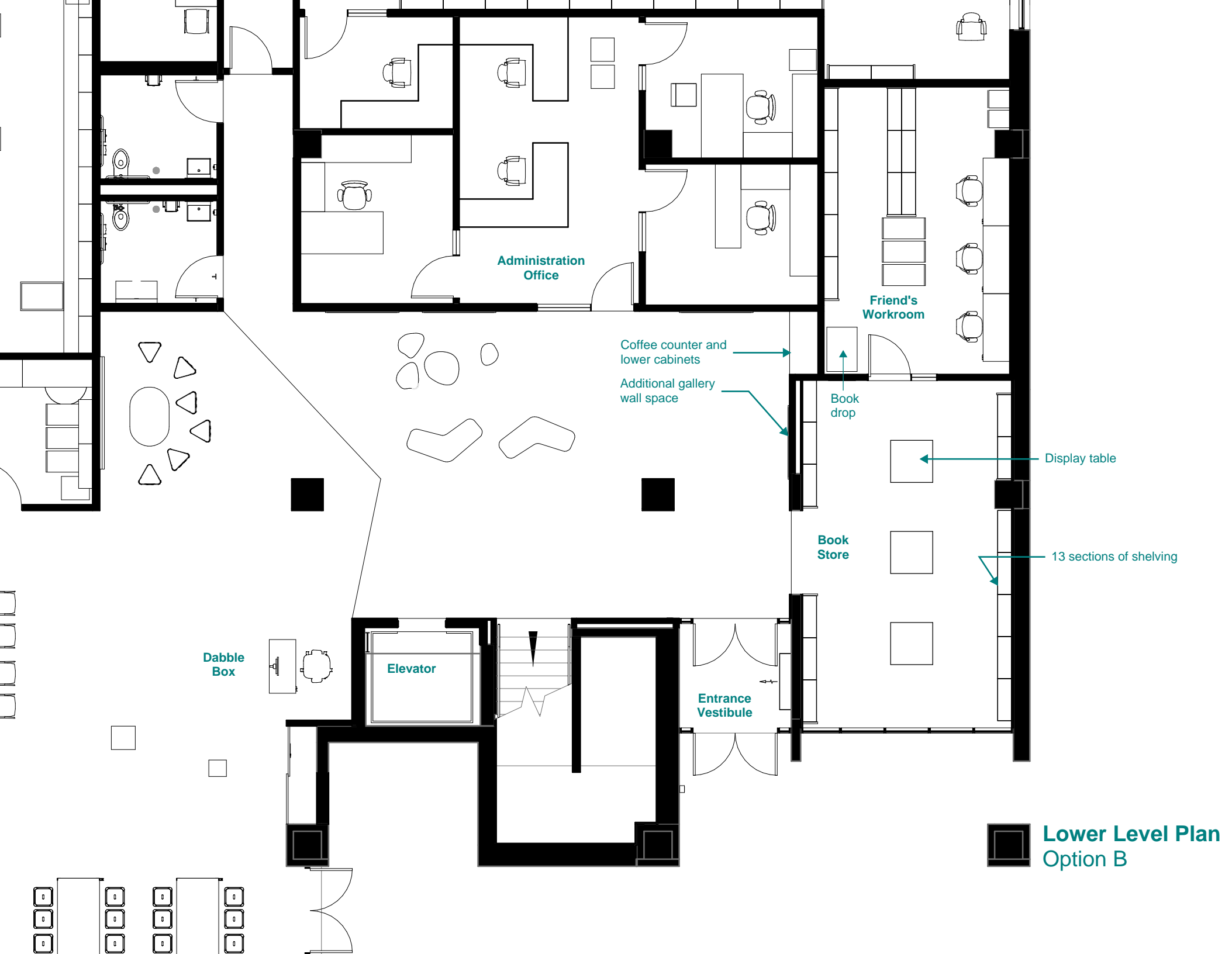
- Community Table – 138
- Eau Claire Area School District – Early Learning – 300
- Eau Claire Area School District (Homeless students) – 275
- Eau Claire Head Start – 52d
- Family Promise of the Chippewa Valley – 95
- Eclipse – UWEC – 160
- Helping Hands for our Children – 300

- Helping Kids Around the Chippewa Valley – 250
- Title 1 Reading Partnership Program – 200
- Western Dairyland Early Head Start – 142
- Western Dairyland Head Start – 44
- Western Dairyland EC County – 45
- Hmong Food Drive – 218
- Food Pantries – 444

Books by Category

- 0-2 – 213
- 2-5 – 755
- Lower Elementary – 331
- Upper Elementary – 374
- Middle School/High School – 310
- Hmong – 81
- Spanish – 91
- Miscellaneous – 508

NOTE: Miscellaneous includes puzzle, coloring books, Christmas books, and Used Books.



Administration Office

Friend's Workroom

Coffee counter and lower cabinets

Additional gallery wall space

Book drop

Display table

Book Store

13 sections of shelving

Dabble Box

Elevator

Entrance Vestibule

Lower Level Plan
Option B