

The Friends of the Library Executive Board will meet on Monday, April 19, 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 February 15, 2021 (Brant)
3. Call for additions to agenda and announcements (Brant)
  - a. Welcome Klare
4. Approval of Library's Annual Request (Hennings)
5. Treasurer's reports (Haukeness)
6. Library report (Woodruff)
7. Board liaison report (Brant)
8. Program & Development Coordinator (Yearous)
  - a. General Updates
9. Committee Reports
  - a. Book Sale/Online Sales (Yearous/Derksen)
    - i. Pop Up Book Sale
    - ii. Online Book Sale Sites
    - iii. Blow Out/Moving Sale
10. Old business
  - a. Move Update (Yearous)
  - b. Membership Update/Statistics (Yearous)
  - c. Open Board Positions
  - d. Annual Meeting (Brant)
11. New business (Brant)
  - a. Friends Books Store Name? (Yearous)
  - b. August Picnic Date (Yearous)

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 15, 2021

**Board members present (virtual):** Brenda Brant, President; 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: Heather Appleby, Member At-Large; Elizabeth Karrer, Member At-Large.

1. Call to order (Brant) 7:05 pm
2. Motion to approve minutes from the meeting held February 15, 2021 (Brant) Roecker motions to approve, Haukeness seconds, approved.
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff) The move will start April 12, 2021.
6. Board liaison report (Brant)
7. Program & Development Coordinator (Yearous)
  - a. General updates
8. Committee Reports
  - a. Book Sale/Online Sales (Yearous/Derksen)
    - i. Virtual Book Store. The Friends online sites, Abe and Alibris sold over \$2,000 due to increased appraisal and weeding of books by the library.
    - ii. Pop Up Book Sale. \$2,500 in sales over 6 hours.
9. Old business
  - a. Staffing update. Interviews are under way.
10. New business (Brant)
  - a. Move Update (Yearous) Sale on April 30th
  - b. Adding an At-Large Member (Derksen) - a decision was made not to add an additional At-Large-Member to the board during the changes that would need to be made to the Friends Bylaws.
  - c. Paypal. The current Paypal account is tied to the name of a previous volunteer and the name of the organization was misspelled. The board voted in favor of closing the current account and creating a new Paypal account.

Meeting adjourned at approximately 8pm.

Minutes submitted by Layla Fisher, Secretary.

## **2021 ANNUAL REQUESTS TO FRIENDS (\$8,900)**

### **Youth Services Programs - Request for Prizes and Incentives**

This is our annual request for funds to support Youth Services programs and events, including virtual programming. This request is part of an ongoing effort to increase participation in programs, particularly the summer library program. In 2015, Youth Services asked for money to cover the expense of buying a book for every child who finished a reading folder. We've given a book as the final prize each summer since and it has been a huge hit with both kids and parents. We give out approximately 1000 books each summer to babies, kids and teens. This year's request for funding will make it possible for us to purchase books once again as a final prize for kids and teens who finish a reading folder. Additionally, this request will help us to fund the increase in virtual programming incentives used to increase participation during the pandemic such as mailed books for book clubs. This will also help to fund teen subscription boxes and other teen programs throughout the year. **Amount requested: \$3,000**

### **Staff Affairs Committee - Request for Employee Recognition**

When library employees attain service milestones (5 years, 10 years, etc.), they are presented awards such as a certificate of appreciation, Chamber Bucks, or a custom plaque depending on the length of service. This is a request from the Staff Affairs Committee to support the purchase of these valued awards. **Amount requested: \$300**

### **ArtsWest Prizes and Refreshments**

As in the past, we'd like to invite the Friends to support the cash prizes we give to the top four entries in the ArtsWest event as well as the special refreshments and decorations. The amount requested reflects expected funding needs for 2021. **Amount requested: \$1,200**

### **Chippewa Valley Book Festival**

In 2007, the Friends asked that funds for the Chippewa Valley Book Festival be requested from them each year. Held in the fall annually since 2000, the festival showcases authors of regional and national reputation and features readings, discussions, and workshops for readers and writers of all ages. The library supports the book festival with a donation of at least \$500 through its own programming funds. **Amount requested: \$1,000**

### **Ads in Local Media**

The library would like to continue to advertise its programs, services and materials in small ads to run frequently in the Eau Claire Leader Telegram, Family Times, Senior Review, and Volume One magazine. We would also like to explore radio and television ads. Ads are especially appreciated for new programs and services. The non-profit rate for medium-sized, full color ads in local print media is approximately \$350.00 each. **Amount requested: \$2,000**

### **Program Refreshments**

The library would like to request funds from the Friends for refreshments at library programs. We continue to receive comments from customers that they enjoy and appreciate refreshments whenever they are served. Refreshments are a standard part of art receptions and special programs. **Amount requested: \$200**

### **Giveaway Items**

The library staff attends several community events at which they give away small items such as pencils and notepads imprinted with the library logo and contact information. These items attract attention to the library at the event itself and serve as a reminder about the library after the event has concluded. **Amount requested: \$500**

### **One Book, One Community**

The One Book, One Community reading program is an opportunity to start conversations on issues that affect our entire community. We request funds to support special programming such as professional presenters. **Amount Requested: \$700**

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

	<b>2020-21 Budget</b>	<b>As of 3/31 Actual</b>	<b>Budget Remaining</b>	<b>% of Budget</b>	
<b>Revenue</b>					
1	Memberships(Households)	20,000	17948.04	2,052	90%
2	Corporate Memberships/Sponsorships	2000	1000.00	1,000	50%
3	Booksales	25200	6604.32	18,596	26%
4	Online Booksales	12000	13837.38	(1,837)	115%
5	Grants	1000	1370.92	(371)	137%
6	Give-a-Kid-a-Book	4000	5845.27	(1,845)	146%
7	Books for Babies	4000	2476.65	1,523	62%
8	In Honor Of	2000	570.00	1,430	29%
9	Interest	350	156.61	193	45%
10	Amazon Smiles	300	199.67	100	67%
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%
	Capital Appeal Donations		165.00		
	<b>Total Revenue</b>	<b>\$ 79,584.00</b>	<b>\$ 54,673.86</b>	\$ 25,075.14	69%

	<b>2020-21 Budget</b>	<b>As of 3/31 Actual</b>	<b>Budget Remaining</b>	<b>% of Budget</b>	
<b>Expenses</b>					
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	15041.04	10,709	58%
17	Payroll Taxes	1854	1150.63	703	62%
18	Memberships Expenses	1000	745.76	254	75%
19	Credit Card Fees	350	349.26	1	100%
20	Annual Meeting	550	0.00	550	0%
21	Telephone	80	61.57	18	77%
22	Newsletter	1700	662.65	1,037	39%
23	Give-a-Kid-a-Book: Books	4000	3150.22	850	79%
	Books	3700	2695.62	1,004	73%
	Supplies	300	454.60	(155)	152%
24	Books for Babies	7000	3746.93	3,253	54%
	Books	6500	3614.66		
	Supplies	500	132.27		
25	In Honor Of	2100	660.00	1,440	31%
	Monies Remitted to Library	2000	660.00		
	Supplies	100			
26	Booksales: Expense	1450	540.00		
	Supplies	650	500.00		
	Promotions	500	40.00		
	Food - Volunteers	250			
27	Online Booksales: Expenses	2400	2909.70	(510)	121%
	Postage	2000	2508.25		
	Supplies	400	401.45		
28	Insurance	300	269.00	31	90%
29	Staff Appreciation		1680.00		
30	Volunteer Appreciation	150	0.00	150	0%
31	Office Supplies	800	97.38	703	12%
32	Subscriptions/Org. Memberships	2600	1822.73	777	70%
33	Miscellaneous	500	631.07	(131)	126%
34	Monies Remitted to Library	6000	4000.00		
35	Transfer to Fund Balance		0.00		
	Unapplied Cash Bill Payment		15.70		
	Uncategorized Expense		1981.92		
	<b>Total Expense</b>	<b>\$79,584</b>	<b>\$40,167.51</b>	39,416	50%

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

March 2021

	TOTAL
Revenue	
Book Sales	
Book Sales	2,714.53
Online Book Sales	2,642.82
<b>Total Book Sales</b>	<b>5,357.35</b>
Grants	1,070.92
Interest	18.71
Memberships (Households)	2,136.82
Programs	
Books for Babies	50.00
In Honor Of	350.00
<b>Total Programs</b>	<b>400.00</b>
<b>Total Revenue</b>	<b>\$8,983.80</b>
<b>GROSS PROFIT</b>	<b>\$8,983.80</b>
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	20.00
<b>Total Book Sales</b>	<b>20.00</b>
Online Book Sales	
Postage	34.09
Supplies	50.23
<b>Total Online Book Sales</b>	<b>84.32</b>
<b>Total Book Sale Expenses</b>	<b>104.32</b>
Credit Card Co. Fees	23.88
Miscellaneous Expense	161.50
Payroll Expenses	
Taxes	114.71
Wages	1,499.44
<b>Total Payroll Expenses</b>	<b>1,614.15</b>
Program Expense	
Books for Babies	
Books	286.94
Supplies	107.06
<b>Total Books for Babies</b>	<b>394.00</b>
Give-a-Kid-a-Book	
Books	674.25
<b>Total Give-a-Kid-a-Book</b>	<b>674.25</b>
In Honor Of	350.00
<b>Total Program Expense</b>	<b>1,418.25</b>
Subscriptions/Org. Membership	159.76
<b>Total Expenditures</b>	<b>\$3,481.86</b>
<b>NET OPERATING REVENUE</b>	<b>\$5,501.94</b>
<b>NET REVENUE</b>	<b>\$5,501.94</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2020 - March 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	TOTAL
<b>Revenue</b>										
Amazon Smiles Donations		47.18			57.96			94.53		\$199.67
Book Sales										\$0.00
Book Sales		2.00	83.20	3,278.73	50.43	95.68	200.34	179.41	2,714.53	\$6,604.32
Online Book Sales	1,806.58	1,200.27	1,005.11	975.15	1,480.41	1,430.98	1,440.84	1,855.22	2,642.82	\$13,837.38
<b>Total Book Sales</b>	<b>1,806.58</b>	<b>1,202.27</b>	<b>1,088.31</b>	<b>4,253.88</b>	<b>1,530.84</b>	<b>1,526.66</b>	<b>1,641.18</b>	<b>2,034.63</b>	<b>5,357.35</b>	<b>\$20,441.70</b>
Capital Appeal Donations							125.00	40.00		\$165.00
Corporate Memberships/Sponsorships						1,000.00				\$1,000.00
Grants								300.00	1,070.92	\$1,370.92
Interest	8.92	8.85	11.76	23.01	22.28	23.04	23.05	16.99	18.71	\$156.61
Memberships (Households)	413.05	592.77	257.77	34.25	2,551.77	9,003.23	2,124.25	834.13	2,136.82	\$17,948.04
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				50.00	\$2,476.65
Give-a-Kid-a-Book		1,410.00	425.27	30.00	1,360.00	2,515.00	105.00			\$5,845.27
In Honor Of			50.00				170.00		350.00	\$570.00
<b>Total Programs</b>		<b>1,410.00</b>	<b>2,881.92</b>	<b>30.00</b>	<b>1,380.00</b>	<b>2,515.00</b>	<b>275.00</b>		<b>400.00</b>	<b>\$8,891.92</b>
<b>Total Revenue</b>	<b>\$2,728.55</b>	<b>\$3,261.07</b>	<b>\$4,239.76</b>	<b>\$4,341.14</b>	<b>\$5,542.85</b>	<b>\$18,067.93</b>	<b>\$4,188.48</b>	<b>\$3,320.28</b>	<b>\$8,983.80</b>	<b>\$54,673.86</b>
<b>GROSS PROFIT</b>	<b>\$2,728.55</b>	<b>\$3,261.07</b>	<b>\$4,239.76</b>	<b>\$4,341.14</b>	<b>\$5,542.85</b>	<b>\$18,067.93</b>	<b>\$4,188.48</b>	<b>\$3,320.28</b>	<b>\$8,983.80</b>	<b>\$54,673.86</b>
<b>Expenditures</b>										
Book Sale Expenses										\$0.00
Book Sales										\$0.00
Promotions					20.00				20.00	\$40.00
Supplies					500.00					\$500.00
<b>Total Book Sales</b>					<b>520.00</b>				<b>20.00</b>	<b>\$540.00</b>

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## Statement of Activity by Month

July 2020 - March 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	TOTAL
Online Book Sales										\$0.00
Postage	71.25	686.50			776.31			940.10	34.09	\$2,508.25
Supplies	28.95	18.04	100.85		66.93		51.74	84.71	50.23	\$401.45
<b>Total Online Book Sales</b>	<b>100.20</b>	<b>704.54</b>	<b>100.85</b>		<b>843.24</b>		<b>51.74</b>	<b>1,024.81</b>	<b>84.32</b>	<b>\$2,909.70</b>
<b>Total Book Sale Expenses</b>	<b>100.20</b>	<b>704.54</b>	<b>100.85</b>		<b>1,363.24</b>		<b>51.74</b>	<b>1,024.81</b>	<b>104.32</b>	<b>\$3,449.70</b>
Credit Card Co. Fees	27.30	20.02	47.33	29.31	27.48	84.06	49.32	40.56	23.88	\$349.26
Insurance					257.00			12.00		\$269.00
Memberships		72.24			439.84			233.68		\$745.76
Miscellaneous Expense	61.14	149.75	253.68				2.24	2.76	161.50	\$631.07
Monies Remitted to Library							4,000.00			\$4,000.00
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		88.25	114.71	\$1,150.63
Wages	1,819.56	1,884.67	1,715.88	1,843.95	1,769.32	3,354.62		1,153.60	1,499.44	\$15,041.04
<b>Total Payroll Expenses</b>	<b>1,958.75</b>	<b>2,028.85</b>	<b>1,847.15</b>	<b>1,985.01</b>	<b>1,904.66</b>	<b>3,611.25</b>		<b>1,241.85</b>	<b>1,614.15</b>	<b>\$16,191.67</b>
Program Expense										\$0.00
Books for Babies										\$0.00
Books		1,121.51	1,400.99	28.66	516.03	260.53			286.94	\$3,614.66
Supplies							11.99	13.22	107.06	\$132.27
<b>Total Books for Babies</b>		<b>1,121.51</b>	<b>1,400.99</b>	<b>28.66</b>	<b>516.03</b>	<b>260.53</b>	<b>11.99</b>	<b>13.22</b>	<b>394.00</b>	<b>\$3,746.93</b>
Give-a-Kid-a-Book										\$0.00
Books			513.76	279.71	1,227.90				674.25	\$2,695.62
Misc. Expenses					171.63	106.25		176.72		\$454.60
<b>Total Give-a-Kid-a-Book</b>			<b>513.76</b>	<b>279.71</b>	<b>1,399.53</b>	<b>106.25</b>		<b>176.72</b>	<b>674.25</b>	<b>\$3,150.22</b>



# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2020 - March 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	TOTAL
In Honor Of									350.00	\$350.00
Library	90.00					50.00	120.00	50.00		\$310.00
<b>Total In Honor Of</b>	<b>90.00</b>					<b>50.00</b>	<b>120.00</b>	<b>50.00</b>	<b>350.00</b>	<b>\$660.00</b>
<b>Total Program Expense</b>	<b>90.00</b>	<b>1,121.51</b>	<b>1,914.75</b>	<b>308.37</b>	<b>1,915.56</b>	<b>416.78</b>	<b>131.99</b>	<b>239.94</b>	<b>1,418.25</b>	<b>\$7,557.15</b>
Staff Appreciation								1,680.00		\$1,680.00
Subscriptions/Org. Membership	143.99	159.76	159.76	207.24	159.76	159.76	159.76	512.94	159.76	\$1,822.73
Telephone		21.05				20.62		19.90		\$61.57
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
<b>Total Expenditures</b>	<b>\$3,124.18</b>	<b>\$4,277.72</b>	<b>\$6,542.22</b>	<b>\$2,552.61</b>	<b>\$6,472.58</b>	<b>\$4,312.85</b>	<b>\$4,395.05</b>	<b>\$5,008.44</b>	<b>\$3,481.86</b>	<b>\$40,167.51</b>
NET OPERATING REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$ 1,788.53	\$ -929.73	\$ 13,755.08	\$ -206.57	\$ -1,688.16	\$ 5,501.94	\$ 14,506.35
NET REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$ 1,788.53	\$ -929.73	\$ 13,755.08	\$ -206.57	\$ -1,688.16	\$ 5,501.94	\$ 14,506.35

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

The Story Builder Campaign keeps moving forward. The library was excited to receive a \$150,000 grant from the Otto Bremer Trust. A \$50,000 portion of this grant is matching dollar-for-dollar, meaning those who donate soon can double their impact. This generous gift brought expansion funding to almost 95% of the total project cost of \$18.5M.

In March, Volume One did an article on the building project/campaign. One question the reporter asked was “Is it exciting to be so close to the finish line of this phase of the process?” Here is Kim’s response: “I think it’s safe to say the last year has been hard on everyone in our community. Getting so close to the finish line has helped us stay focused on all of the positives the future has to bring for the community. We’re really honored and humbled by all of the community support we’ve received during the challenges of COVID-19. A strong library helps create a strong community, and we’re looking forward to being stronger than ever when we open the doors to our renovated and expanded building.”



March flew by, but lately, all the days are flying by as we prepare for the move. We are days away from starting the transition to our temporary location and there are a lot of emotions surrounding this momentous event. Staff have been working tirelessly to clean out, organize and pack. There has been a tremendous amount of planning that has gone into this by so many people, but it is still difficult to imagine taking every single item out

of this library and moving it somewhere else. Not only that, but trying to plan for how the services and spaces that we have so carefully planned here will “transfer” to a new and smaller location. Despite what is likely the biggest task we’ve ever tackled, it will be a success because the entire team is behind the effort. We made it through the last twelve months, so the next few weeks will be a breeze!

Shelly worked with Stacy to finalize the layout for the Friends of the Library space in Little Phil. Four workstations, all of the office storage shelving and many of the large commercial shelving

units will fit into the new space. The Friends will be located at the front of the building near the entrance, so hopefully it will be convenient for moving items in and out of the space.



Still carts, carts everywhere! But we are almost ready to go; just the carts in the Friends area need to be sorted. TS staff have continued to be busy withdrawing weeded materials. In March, staff withdrew over 5500 items from our collection.

The collection areas of “Big Phil”, the public area of our temporary location, have been mapped out. Shelf space was allocated to the various locations using average circulation statistics from 2018-2020. Once the number of shelves was set, each collection was entered into a spreadsheet with a total item record count, the number of shelves allocated to the collection, and the number of items that would fit on the shelf. The number of shelves multiplied by the number that fit on the shelf resulted in the number of items that would fit in Big Phil. The number of items allocated to Big Phil, along with items that were checked out, in transit, on the hold shelf, or with a different status were taken off the total. The rest of the items were changed to a storage status. These items were printed out and all had to be physically moved to indicate they are going to storage. In the last week or two, over 30,000 items were moved. Go Library Staff!!

