

The Friends of the Library Executive Board will meet on Monday, February 15, 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 January 18, 2021 (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)
 - c. Books for Babies
9. Old business
 - a. Staffing update.
 - b. Performance Review – Stacy
10. New business (Brant)
 - a. Volunteer Event – 3/16 – (Derksen)
 - b. YS – Summer Reading Program Teen Raffle
 - c. Annual Meeting
 - d. New Board Members
 - i. VP, At Large Member

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
January 18, 2021

Board members present (virtual): Heather Appleby, Member At-Large; Brenda Brant, President; Sally Derksen, Vice President; Layla Fisher, Secretary; Elizabeth Karrer, Member At-Large; Audrey Roecker, Past President; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator.

Absent: Timothy Haukeness, Treasurer.

1. Call to order (Brant) 7:01 pm

2. Motion to approve minutes from the meeting held November 16, 2020 (Brant) Derksen motions, Roecker seconds, approved.

3. Call for additions to agenda and announcements (Brant)

4. Treasurer's reports (Yearous)

Membership fees are coming in well. PPP is open again at RCU, Yearous is completing the application.

5. Library report (Woodruff)

An interim library location has been chosen at United Health and Pawn America. The Library has been offering alternate service options due to the pandemic and it has been going well.

6. Board liaison report (Brant)

7. Program & Development Coordinator (Yearous)

a. General updates. Volunteers are back in the library now.

8. Committee Reports

a. Book Sale/Online Sales (Yearous)

i. Virtual book store was launched on 11th and has made \$79 so far. People can pick up orders at the library through their pick up system.

b. Give a Kid a Book (Yearous) This program went great this year; 1,985 donated from BAM, 797 books from local store, 329 from the Meeks family, 144 from Eau Claire garden club. The 3 volunteers donated 193 hours of their time.

9. Old business

- a. Escape Room activity for All Staff meeting went well.

10. New business (Brant)

- a. Staffing update.

- i. Job Description

- ii. \$13 - \$14 per hour will be the hourly wage for administrative assistant position.

- b. Performance Review – Stacy. Brant will complete this in the next month. Provide feedback to Brant, if any.

- c. Library temporary location/Renovation projection. The Friends will have a space at the Pawn America building during the remodel. Once the move is complete, donations will be accepted from the public again.

Meeting adjourned at 8:00 pm

Minutes submitted by Layla Fisher, Secretary.

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

	2020-21	As of 1/31	Budget	% of
Revenue	<u>Budget</u>	<u>Actual</u>	<u>Remaining</u>	<u>Budget</u>
1 Memberships(Households)	20,000	14977.09	5,023	75%
2 Corporate Memberships/Sponsorships	2000	1000.00	1,000	50%
3 Booksales	25200	3710.38	21,490	15%
4 Online Booksales	12000	9339.34	2,661	78%
5 Grants	1000		1,000	0%
6 Give-a-Kid-a-Book	4000	5845.27	(1,845)	146%
7 Books for Babies	4000	2426.65	1,573	61%
8 In Honor Of	2000	220.00	1,780	11%
9 Interest	350	120.91	229	35%
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%
Capital Appeal Donations		<u>125.00</u>		
Total Revenue	\$79,584.00	\$42,369.78	\$ 37,339.22	53%

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	284.82	65	81%
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	3339.71	3,660	48%
Books	6500	3327.72		
Supplies	500	11.99		
25 In Honor Of	2100	260.00	1,840	12%
Monies Remitted to Library	2000	260.00		
Supplies	100			
26 Booksales: Expense	1450	520.00		
Supplies	650	500.00		
Promotions	500	20.00		
Food - Volunteers	250			
27 Online Booksales: Expenses	2400	1800.57	599	75%
Postage	2000	1534.06		
Supplies	400	266.51		
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	1150.03	1,450	44%
33 Miscellaneous	500	466.81	33	93%
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		
Total Expense	\$79,584	\$31,677.21	47,907	40%

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY

January 2021

	TOTAL
Revenue	
Book Sales	
Book Sales	200.34
Online Book Sales	1,440.84
Total Book Sales	1,641.18
Capital Appeal Donations	125.00
Interest	23.05
Memberships (Households)	2,124.25
Programs	
Give-a-Kid-a-Book	105.00
In Honor Of	170.00
Total Programs	275.00
Total Revenue	\$4,188.48
GROSS PROFIT	\$4,188.48
Expenditures	
Book Sale Expenses	
Online Book Sales	
Supplies	51.74
Total Online Book Sales	51.74
Total Book Sale Expenses	51.74
Credit Card Co. Fees	49.32
Miscellaneous Expense	2.24
Monies Remitted to Library	4,000.00
Program Expense	
Books for Babies	
Supplies	11.99
Total Books for Babies	11.99
In Honor Of	
Library	120.00
Total In Honor Of	120.00
Total Program Expense	131.99
Subscriptions/Org. Membership	159.76
Total Expenditures	\$4,395.05
NET OPERATING REVENUE	\$ -206.57
NET REVENUE	\$ -206.57

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2020 - January 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	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	200.34	\$3,710.38
Online Book Sales	1,806.58	1,200.27	1,005.11	975.15	1,480.41	1,430.98	1,440.84	\$9,339.34
Total Book Sales	1,806.58	1,202.27	1,088.31	4,253.88	1,530.84	1,526.66	1,641.18	\$13,049.72
Capital Appeal Donations							125.00	\$125.00
Corporate Memberships/Sponsorships						1,000.00		\$1,000.00
Interest	8.92	8.85	11.76	23.01	22.28	23.04	23.05	\$120.91
Memberships (Households)	413.05	592.77	257.77	34.25	2,551.77	9,003.23	2,124.25	\$14,977.09
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	105.00	\$5,845.27
In Honor Of			50.00				170.00	\$220.00
Total Programs		1,410.00	2,881.92	30.00	1,380.00	2,515.00	275.00	\$8,491.92
Total Revenue	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$18,067.93	\$4,188.48	\$42,369.78
GROSS PROFIT	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$18,067.93	\$4,188.48	\$42,369.78
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		51.74	\$266.51
Total Online Book Sales	100.20	704.54	100.85		843.24		51.74	\$1,800.57
Total Book Sale Expenses	100.20	704.54	100.85		1,363.24		51.74	\$2,320.57
Credit Card Co. Fees	27.30	20.02	47.33	29.31	27.48	84.06	49.32	\$284.82
Insurance					257.00			\$257.00
Memberships		72.24			439.84			\$512.08
Miscellaneous Expense	61.14	149.75	253.68				2.24	\$466.81
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		\$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
Supplies							11.99	\$11.99
Total Books for Babies		1,121.51	1,400.99	28.66	516.03	260.53	11.99	\$3,339.71

Friends of the LE Phillips Memorial Public Library

STATEMENT OF ACTIVITY BY MONTH

July 2020 - January 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	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	120.00	\$260.00
Total In Honor Of	90.00					50.00	120.00	\$260.00
Total Program Expense	90.00	1,121.51	1,914.75	308.37	1,915.56	416.78	131.99	\$5,898.96
Subscriptions/Org. Membership	143.99	159.76	159.76	207.24	159.76	159.76	159.76	\$1,150.03
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	\$4,395.05	\$31,677.21
NET OPERATING REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$1,788.53	\$ -929.73	\$13,755.08	\$ -206.57	\$10,692.57
NET REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$1,788.53	\$ -929.73	\$13,755.08	\$ -206.57	\$10,692.57

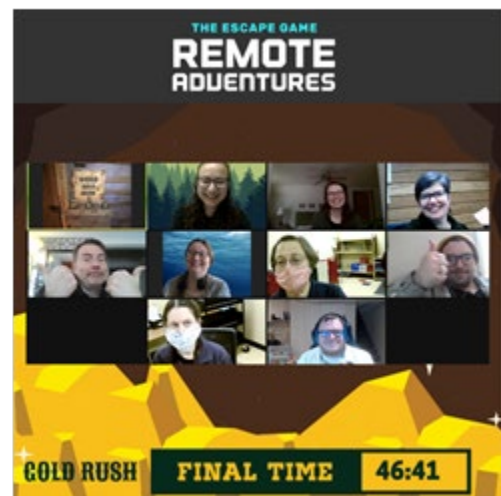
To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: January 2021

In January, staff participated in an all staff in-service on January 18th. This year, we had a great agenda, including a morning session called “Mosquito Bites” presented by Dr. Carmen Iannarelli, Chair of the Humanities, Behavioral, and Social Sciences Department at Chippewa Valley Technical College.

In this training, participants will learn what microaggressions are, and how they frequently present themselves in the workplace. We will start by briefly discussing how microaggressions contribute to racism and oppression. We will then shift our focus to the various categories and types of microaggressions. We will conclude the training by offering constructive strategies for dealing with these situations and understanding your role in mitigating the harm of microaggressions

Following lunch, the Friends of the Library sponsored a virtual team-building “escape room” exercise. I’m pleased to say each of our teams escaped! Here’s the 1st place team with a time of 45:20. Thank you FOL!

The month of January was busy with preparations for the upcoming move. We signed a contract with Hallett Movers to move the library into our two temporary spaces in April. Hallett has an extensive and longstanding background of moving libraries of all types and sizes so we feel very confident in their ability to help us successfully and efficiently re-locate to our new home.



As staff in all divisions continue the cleanout process we are discovering a lot of interesting things from the hundreds of employees who have worked here over the past 43 years! There are a number of ways that we are working to reduce our “stuff.”

First, we are taking a cue from the City Hall move and are working diligently to reduce paper files and digitize important documents. For the larger, physical items, we have a three-pronged approach to throw, donate or send items to auction. Jackie Hagenbucher has made arrangements with Building Hope for several pickups of donations, and Barb Langreck and Jackie have taken multiple loads of small, miscellaneous items to various thrift stores.

The YS team spent 60 hours a week in January providing Park & Pick Up appointment support for customers. It has been a pleasure to speak to customers to assist in material distribution. We also continued our popular personalized book bundle service for distribution through Park & Pick Up in January. Customers are able to fill out a form online describing their child's reading preferences. Each customer receives up to 10 items. We fulfilled 69 requests in January alone and have received an inundation of positive comments such as: "thank you so much for doing this! It makes it so easy to get books for my book lovers".



In January, reference staff fielded 1,412 questions over the phone, email, chat, and Facebook. Their top three topics of inquiry in order:

1. Placing first at 411 questions - answering inquiries about customer library accounts (renewing items, renewing accounts, fine questions, etc.)
2. Coming in second at 350 inquiries - scheduling hold pickup appointments for customers.
3. Sliding into 3rd at 114 questions are questions related to tax form inventory.

They expect to see the tax forms question pull into 2nd place in February and hold strong.

They have also been working to revive a delivery route for Home Delivery Services (HDS) by implementing a contact free delivery option to our qualified HDS customers. New models of bags are being evaluated to ensure items can be delivered in a secure/weatherproof manner. Once a new bag model is secured, we plan to deliver to HDS customers in need based on route location and staff time.

In December, the library started the new Park and Pickup Service. This service provides people with a contactless method of pickup for a variety of materials. In January, we expanded this service to include Dabble Box and youth craft kits as well as tax forms and print jobs. In January, Paula and Mike worked to implement the online scheduler for the Park and Pickup

appointments. Circulation staff rolled this service out to customers in mid-January and customers have been successfully using it.



Carts, carts everywhere!

TS staff have continued to be busy withdrawing weeded materials. We are in the final phases of the four prong weeding project to get the library collection ready to move. The last stage is weeding items by publication age. The collection development committee follows the CREW (Continuous Review, Evaluation, and Weeding) method which gives guidelines on dates to use for various collections. The date varies by subject area; areas such as medicine and science use a publishing date older than five years as a guideline, while computer and investment books use a three year date. Other nonfiction areas use a ten year

publication date. In January, staff withdrew close to 4000 items from our collection.