

The Friends of the Library Executive Board will meet on Monday, March 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 February 15, 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/Derksen)
    - i. Virtual Book Store
    - ii. Pop Up Book Sale
9. Old business
  - a. Staffing update
10. New business (Brant)
  - a. Move Update (Yearous)
  - b. Adding an At Large Member (Derksen)

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

February 15, 2021

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

Absent: N/A

1. Call to order (Brant) 7:03pm
2. Motion to approve minutes from the meeting held January 18, 2021 (Brant) Derksen motions, Roecker seconds, approved.
3. Call for additions to agenda and announcements (Brant)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff) Movers have been hired, estimated to take about 3 weeks to move everything.
6. Board liaison report (Brant)
7. Program & Development Coordinator (Yearous)
  - a. General Updates, Yearous is going to send newsletter soon, the 2<sup>nd</sup> PPP loan is in and ready to be used, we are hoping to do a blowout book sale in April prior to the move.
8. Committee Reports
  - a. Book Sale/Online Sales (Yearous)
    - i. Virtual Book Store
  - b. Give a Kid a Book (Yearous)
  - c. Books for Babies – in 2020 1,575 total kits were given out
9. Old business
  - a. Staffing update. The Board has posted the position for Administrative Assistant and is working on the process of reviewing resumes and setting up interviews.
  - b. Performance Review – Give Stacy a 15% increase in pay retroactive to Jan 1<sup>st</sup> 2021, Derksen motions, Roecker seconds, approved.
10. New business (Brant)
  - a. Volunteer Event – 3/16 – (Derksen)

b. YS – Summer Reading Program Teen Raffle. The Friends will sponsor and spend about \$500 in prizes

c. Annual Meeting. Normally this is in April but this year we'll wait until after we move and do the meeting in May.

d. New Board Members i. VP, At Large Member

Adjourned 8:12 pm

Minutes submitted by Layla Fisher, Secretary

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2020 - February 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 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	\$3,889.79
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	\$11,194.56
<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>\$15,084.35</b>
Capital Appeal Donations							125.00	40.00	\$165.00
Corporate Memberships/Sponsorships						1,000.00			\$1,000.00
Grants								300.00	\$300.00
Interest	8.92	8.85	11.76	23.01	22.28	23.04	23.05	16.99	\$137.90
Memberships (Households)	413.05	592.77	257.77	34.25	2,551.77	9,003.23	2,124.25	834.13	\$15,811.22
Miscellaneous Income	500.00								\$500.00
Monies Received from Library Programs						4,000.00			\$4,000.00
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
<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>\$8,491.92</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>\$45,690.06</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>\$45,690.06</b>
<b>Expenditures</b>									
Book Sale Expenses									\$0.00
Book Sales									\$0.00
Promotions					20.00				\$20.00
Supplies					500.00				\$500.00
<b>Total Book Sales</b>					<b>520.00</b>				<b>\$520.00</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2020 - February 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	TOTAL
Online Book Sales									\$0.00
Postage	71.25	686.50			776.31			940.10	\$2,474.16
Supplies	28.95	18.04	100.85		66.93		51.74	84.71	\$351.22
<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>\$2,825.38</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>\$3,345.38</b>
Credit Card Co. Fees	27.30	20.02	47.33	29.31	27.48	84.06	49.32	40.56	\$325.38
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	\$469.57
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	\$1,035.92
Wages	1,819.56	1,884.67	1,715.88	1,843.95	1,769.32	3,354.62		1,153.60	\$13,541.60
<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>\$14,577.52</b>
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	13.22	\$25.21
<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>\$3,352.93</b>
Give-a-Kid-a-Book									\$0.00
Books			513.76	279.71	1,227.90				\$2,021.37
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>\$2,475.97</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2020 - February 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	TOTAL
In Honor Of									\$0.00
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>\$310.00</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>\$6,138.90</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	\$1,662.97
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>\$36,685.65</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	\$ 9,004.41
NET REVENUE	\$ -395.63	\$ -1,016.65	\$ -2,302.46	\$ 1,788.53	\$ -929.73	\$ 13,755.08	\$ -206.57	\$ -1,688.16	\$ 9,004.41

Business Savings Account \$4505.89 (\$4500 PPP Loan)  
 RCU Checking \$16214.75  
 RCU Checking Online Sales \$23919.94  
 Money Market \$41790.99

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

February 2021

	TOTAL
Revenue	
Amazon Smiles Donations	94.53
Book Sales	
Book Sales	179.41
Online Book Sales	1,855.22
<b>Total Book Sales</b>	<b>2,034.63</b>
Capital Appeal Donations	40.00
Grants	300.00
Interest	16.99
Memberships (Households)	834.13
<b>Total Revenue</b>	<b>\$3,320.28</b>
<b>GROSS PROFIT</b>	<b>\$3,320.28</b>
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	940.10
Supplies	84.71
<b>Total Online Book Sales</b>	<b>1,024.81</b>
<b>Total Book Sale Expenses</b>	<b>1,024.81</b>
Credit Card Co. Fees	40.56
Insurance	12.00
Memberships	233.68
Miscellaneous Expense	2.76
Payroll Expenses	
Taxes	88.25
Wages	1,153.60
<b>Total Payroll Expenses</b>	<b>1,241.85</b>
Program Expense	
Books for Babies	
Supplies	13.22
<b>Total Books for Babies</b>	<b>13.22</b>
Give-a-Kid-a-Book	
Misc. Expenses	176.72
<b>Total Give-a-Kid-a-Book</b>	<b>176.72</b>
In Honor Of	
Library	50.00
<b>Total In Honor Of</b>	<b>50.00</b>
<b>Total Program Expense</b>	<b>239.94</b>
Staff Appreciation	1,680.00
Subscriptions/Org. Membership	512.94
Telephone	19.90
<b>Total Expenditures</b>	<b>\$5,008.44</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -1,688.16</b>
<b>NET REVENUE</b>	<b>\$ -1,688.16</b>

Business Savings Account	\$4505.89 (\$4500 PPP Loan)
RCU Checking	\$16214.75
RCU Checking Online Sales	\$23919.94
Money Market	\$41790.99

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

The Story Builder Campaign is over the \$6M mark. Staff was pleased to share that during the month of February, we were notified by Otto Bremer Trust that the grant submitted last fall was approved in the amount of \$150,000. \$100,000 of the funds will be released upon the official start of the project, and \$50,000 will be designated as a dollar for dollar match. The team is excited about planning some upcoming activities that will help the library to achieve our goal.

The month of February flew by with fine-tuning details for the move. Each day, more questions are answered and plans are beginning to solidify. Both buildings now have set floorplans so everything in this building has a final destination point and each division is working on packing and labeling according to the moving company's instructions. We will begin the move on April 12 with offices moving first, followed by the collection, and will wrap up with the miscellaneous that doesn't fit into one of those categories.

As we prepare to move to our temporary location, we realized we needed some unique names for the two buildings, so we turned to the staff for suggestions. After receiving more than 40 (very creative!) submissions, a first round of voting narrowed the list to five and then a winner was picked in a second round vote. The winning names are Little Phil and Big Phil, and while these names will only be used internally, they feel a bit more fun and fitting than the names of business that were formerly located in the spaces.

February has continued to be a busy month for the Youth Services Department. On top of preparing to move, the team has continued to program and deliver services to our community of families. On February 20, staff presented Bingo live on Zoom with 43 attendees. Families had a wonderful time at this repeat program! Story times continued into February, keeping staff busy presenting live Facebook story time on Monday morning, Zoom story time for babies & Toddlers on Tuesdays and Zoom Family story time on Wednesdays. Each Month, the story time team prepares a new kit for participants to check out to increase engagement at home. Kits include items such as: song, rhyme, and fingerplay sheets, bells, bubbles and a make your own puppet activity.





Personalized Book Bundles continued in full force in February with 72 Book Bundle requests. This equates to 720 books personally selected for our Youth Services customers by Youth Services staff! Selecting books continues to be one of the most valued services we are providing to customers while our services are limited. Reference staff filled an additional 20 requests.

The Reference Services (RS) team continues to flex and adapt during the month of February. Answering reference questions about tax forms and research, starting up a contactless delivery for Home Delivery Services (HDS), and Dabble Box related services have kept everyone focused.

With no delay, RS desk staff worked together to create a tax form procedure that coordinated with park and pickup services. In February, RS desk staff answered over 1,100 reference questions, of which 224 reference transactions/questions involved tax form assistance. In lieu of being open for customers to conveniently print on their own, RS can print up to 25 black and white and 10 color pages for free each week per customer. This free print service is most commonly used for tax form requests, but is available for anyone and almost any request that fits our paper dimensions. Tax forms and all other print requests are made available to pickup via Park and Pickup; tax forms are also mailed to customers requesting that service.



Carts, carts everywhere (still)!

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. In February, staff withdrew over 8100 items from our collection.