

The Friends of the Library Executive Board will meet on Monday, Jun 7, 2021, at 7:00 p.m. This will be an open meeting, in person, outside in front of the former Pawn America Building. Committee chairs and members are welcome.

AGENDA

1. Call to order (Brant)
2. Motion to approve minutes from the meeting held May 17, 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. Staff General Updates (Yearous/Girgen)
 - a. Volunteer Update
 - b. Donation Update
8. Committee Reports
 - a. Book Sale/Online Sales (Yearous/Derksen)
 - i. Online Book Sale Sites
 - ii. Virtual Book Store
9. Old Business
 - a. Review Annual Meeting Presentation (Yearous/Brant)
 - i. Date reminder – June 21 @ 7 pm
10. New Business (Brant)
 - a. 2021-2022 Budget
 - i. Review and approve

Optional tour of Little Phil and the Library after the meeting.

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

May 17, 2021

Board members present (virtual): Heather Appleby, Member At-Large; Sally Derksen, Vice President; Layla Fisher, Secretary; Klare Girgen, Administrative Assistant; Timothy Haukeness, Treasurer; Elizabeth Karrer, Member At-Large; Audrey Roecker, Past President; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator

Absent: Brenda Brant, President.

1. Call to order 7:03 pm (Derksen)
2. Approve minutes for April meeting - Roecker motions to approve, Fisher seconds, approved.
3. Additions to meeting - 990-EZ form and distinguished service award winner
4. Library report (Woodruff) - Remodeling has begun. The library is open for patrons at the interim location.
5. Staff updates (Yearous) - submitted PPP loan forgiveness request to RCU.
6. Committee reports (Yearous)
 - a. Online sales are live again
 - b. Blowout sale was a huge success - \$10,686.95 in gross sales
 - c. Virtual book store is still on hold
7. Old business
 - a. Move updates – All of the Friends things have been moved into the interim location.
 - b. Open board positions (Derksen) – open positions have been filled for the upcoming fiscal year
 - c. June Meeting dates (Yearous)
 - i. Board Meeting – Monday, June 7 @ 6:30pm
 - ii. Annual Meeting – Monday, June 21 @ 7pm

8. New business

- a. 990-EZ was mailed late this year. The board is considering hiring an accounting professional to process our tax documents to prevent future errors.
- b. Distinguished service award winner – Jan Goethel
- c. The board discussed taking inventory of our electronic equipment and make upgrades if necessary. It may be beneficial to set a schedule of when to replace equipment so it's staggered.

9. Meeting adjourned at 7:54pm (Derksen)

Minutes submitted by Layla Fisher, Secretary.

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

	2020-21 Budget	As of 5/31 Actual	Budget Remaining	% of Budget	
Revenue					
1	Memberships(Households)	20,000	19574.99	425	98%
2	Corporate Memberships/Sponsorships	2000	1000.00	1,000	50%
3	Booksales	25200	18392.27	6,808	73%
4	Online Booksales	12000	15422.44	(3,422)	129%
5	Grants	1000	1370.92	(371)	137%
6	Give-a-Kid-a-Book	4000	5845.27	(1,845)	146%
7	Books for Babies	4000	3476.65	523	87%
8	In Honor Of	2000	570.00	1,430	29%
9	Interest	350	185.77	164	53%
10	Amazon Smiles	300	267.81	32	89%
11	Miscellaneous	250	500.00	(250)	200%
12	Monies Received for Library	6000	6100.00	(100)	102%
13	Transfer to Fund Balance	2484	0.00	2,484	0%
	Capital Appeal Donations		<u>165.00</u>		
	Total Revenue	\$ 79,584.00	\$ 72,871.12	\$ 6,877.88	92%

Expenses					
14	Library Allocations	20,000	8900.00	11,100	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	18774.69	6,975	73%
17	Payroll Taxes	1854	1436.24	418	77%
18	Memberships Expenses	1000	745.76	254	75%
19	Credit Card Fees	350	412.95	(63)	118%
20	Annual Meeting	550	0.00	550	0%
21	Telephone	80	61.57	18	77%
22	Newsletter	1700	1001.41	699	59%
23	Give-a-Kid-a-Book: Books	4000	3580.26	420	90%
	Books	3700	3125.66	574	84%
	Supplies	300	454.60	(155)	152%
24	Books for Babies	7000	3978.21	3,022	57%
	Books	6500	3845.94		
	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	593.97		
	Supplies	650	553.97		
	Promotions	500	40.00		
	Food - Volunteers	250			
27	Online Booksales: Expenses	2400	3057.87	(658)	127%
	Postage	2000	2519.47		
	Supplies	400	538.40		
28	Insurance	300	269.00	31	90%
29	Staff Appreciation		1680.00		
30	Volunteer Appreciation	150	0.00	150	0%

31	Office Supplies	800	122.37	678	15%
32	Subscriptions/Org. Memberships	2600	2304.72	295	89%
33	Miscellaneous	500	939.55	(440)	188%
34	Monies Remitted to Library	6000	6100.00		
35	Transfer to Fund Balance		0.00		
	Unapplied Cash Bill Payment		15.70		
	Uncategorized Expense		1981.92		
	Total Expense	\$79,584	\$57,268.14	22,316	72%

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2020 - May 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	TOTAL
Revenue												
Amazon Smiles Donations		47.18			57.96			94.53			68.14	\$267.81
Book Sales												\$0.00
Book Sales		2.00	83.20	3,278.73	50.43	95.68	200.34	179.41	2,714.53	1,081.00	10,706.95	\$18,392.27
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	1,092.21	492.85	\$15,422.44
Total Book Sales	1,806.58	1,202.27	1,088.31	4,253.88	1,530.84	1,526.66	1,641.18	2,034.63	5,357.35	2,173.21	11,199.80	\$33,814.71
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	14.48	14.68	\$185.77
Memberships (Households)	413.05	592.77	257.77	34.25	2,551.77	9,003.23	2,124.25	834.13	2,136.82	357.70	1,269.25	\$19,574.99
Miscellaneous Income	500.00											\$500.00
Monies Received from Library						4,000.00					2,100.00	\$6,100.00
Programs												\$0.00
Books for Babies			2,406.65		20.00				50.00		1,000.00	\$3,476.65
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
Total Programs		1,410.00	2,881.92	30.00	1,380.00	2,515.00	275.00		400.00		1,000.00	\$9,891.92
Total Revenue	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$18,067.93	\$4,188.48	\$3,320.28	\$8,983.80	\$2,545.39	\$15,651.87	\$72,871.12
GROSS PROFIT	\$2,728.55	\$3,261.07	\$4,239.76	\$4,341.14	\$5,542.85	\$18,067.93	\$4,188.48	\$3,320.28	\$8,983.80	\$2,545.39	\$15,651.87	\$72,871.12
Expenditures												
Book Sale Expenses												\$0.00
Book Sales												\$0.00
Promotions					20.00				20.00			\$40.00
Supplies					500.00						53.97	\$553.97
Total Book Sales					520.00				20.00		53.97	\$593.97
Online Book Sales												\$0.00
Postage	71.25	686.50			776.31			940.10	34.09		11.22	\$2,519.47
Supplies	28.95	18.04	100.85		66.93		51.74	84.71	50.23		136.95	\$538.40
Total Online Book Sales	100.20	704.54	100.85		843.24		51.74	1,024.81	84.32		148.17	\$3,057.87
Total Book Sale Expenses	100.20	704.54	100.85		1,363.24		51.74	1,024.81	104.32		202.14	\$3,651.84
Credit Card Co. Fees	27.30	20.02	47.33	29.31	27.48	84.06	49.32	40.56	23.88	33.14	30.55	\$412.95
Insurance					257.00			12.00				\$269.00
Library Allocations											8,900.00	\$8,900.00
Memberships		72.24			439.84			233.68				\$745.76

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2020 - May 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	TOTAL
Miscellaneous Expense	61.14	149.75	253.68				2.24	2.76	161.50	286.88	21.60	\$939.55
Monies Remitted to Library							4,000.00				2,100.00	\$6,100.00
Newsletter	284.59		195.12		182.94						338.76	\$1,001.41
Office Supplies	49.40			6.98		41.00					24.99	\$122.37
Payroll Expenses												\$0.00
Taxes	139.19	144.18	131.27	141.06	135.34	256.63		88.25	114.71	116.69	168.92	\$1,436.24
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	1,525.36	2,208.29	\$18,774.69
Total Payroll Expenses	1,958.75	2,028.85	1,847.15	1,985.01	1,904.66	3,611.25		1,241.85	1,614.15	1,642.05	2,377.21	\$20,210.93
Program Expense												\$0.00
Books for Babies												\$0.00
Books		1,121.51	1,400.99	28.66	516.03	260.53			286.94		231.28	\$3,845.94
Supplies							11.99	13.22	107.06			\$132.27
Total Books for Babies		1,121.51	1,400.99	28.66	516.03	260.53	11.99	13.22	394.00		231.28	\$3,978.21
Give-a-Kid-a-Book												\$0.00
Books			513.76	279.71	1,227.90				674.25		430.04	\$3,125.66
Misc. Expenses					171.63	106.25		176.72				\$454.60
Total Give-a-Kid-a-Book			513.76	279.71	1,399.53	106.25		176.72	674.25		430.04	\$3,580.26
In Honor Of									350.00			\$350.00
Library	90.00					50.00	120.00	50.00				\$310.00
Total In Honor Of	90.00					50.00	120.00	50.00	350.00			\$660.00
Total Program Expense	90.00	1,121.51	1,914.75	308.37	1,915.56	416.78	131.99	239.94	1,418.25		661.32	\$8,218.47
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		481.99	\$2,304.72
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
Total Expenditures	\$3,124.18	\$4,277.72	\$6,542.22	\$2,552.61	\$6,472.58	\$4,312.85	\$4,395.05	\$5,008.44	\$3,481.86	\$1,962.07	\$15,138.56	\$57,268.14
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	\$583.32	\$513.31	\$15,602.98
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	\$583.32	\$513.31	\$15,602.98

Friends of the LE Phillips Memorial Public Library

Statement of Activity

May 2021

	TOTAL
Revenue	
Amazon Smiles Donations	68.14
Book Sales	
Book Sales	10,706.95
Online Book Sales	492.85
Total Book Sales	11,199.80
Interest	14.68
Memberships (Households)	1,269.25
Monies Received from Library	2,100.00
Programs	
Books for Babies	1,000.00
Total Programs	1,000.00
Total Revenue	\$15,651.87
GROSS PROFIT	\$15,651.87
Expenditures	
Book Sale Expenses	
Book Sales	
Supplies	53.97
Total Book Sales	53.97
Online Book Sales	
Postage	11.22
Supplies	136.95
Total Online Book Sales	148.17
Total Book Sale Expenses	202.14
Credit Card Co. Fees	30.55
Library Allocations	8,900.00
Miscellaneous Expense	21.60
Monies Remitted to Library	2,100.00
Newsletter	338.76
Office Supplies	24.99
Payroll Expenses	
Taxes	168.92
Wages	2,208.29
Total Payroll Expenses	2,377.21
Program Expense	
Books for Babies	
Books	231.28
Total Books for Babies	231.28
Give-a-Kid-a-Book	
Books	430.04
Total Give-a-Kid-a-Book	430.04
Total Program Expense	661.32
Subscriptions/Org. Membership	481.99
Total Expenditures	\$15,138.56
NET OPERATING REVENUE	\$513.31
NET REVENUE	\$513.31

RCU Account Balances

Business Saving Account - \$1008.05
 Regular Checking Account - \$21011.24
 Online Book Sales Checking Account - \$27860.94
 Money Market Account - \$41836.70

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

	2020-21 <u>Budget</u>	Actual as of 5/31/2021	2021-22 <u>Budget</u>
Revenue			
1 Memberships(Households)	20,000	19,574.99	22,000
2 Corporate Memberships/Sponsorships	2000	1,000.00	2,500
3 Booksales	25200	18,392.27	10,000
4 Online Booksales	12000	15,422.44	12,000
5 Grants	1000	1,370.92	1,500
6 Give-a-Kid-a-Book	4000	5,845.27	5,000
7 Books for Babies	4000	3,476.65	4,500
8 In Honor Of	2000	570.00	2,200
9 Interest	350	185.77	200
10 Amazon Smiles	300	267.81	300
11 Capital Appeal Donations		165.00	
12 Miscellaneous	250	500.00	500
13 Monies Received for Library	6000	6,100.00	6,500
14 Transfer from Fund Balance	<u>2484</u>	<u>0.00</u>	<u>7,630.00</u>
Total Revenue	\$ 79,584.00	\$72,871.12	\$ 74,830.00
Expenses			
15 Library Allocations	20,000	8,900.00	12000
Community Events	4,000	2,200.00	
General Library Needs	3,050	2,500.00	
Youth Services	5,450	3,000.00	
Community Reading Programs	3,550	700.00	
Miscellaneous	2,350	500.00	
16 Staff Appreciation		1,680.00	1000
17 YS Programs & Services Prizes/Giveaways	1,000	651.95	1000
18 Salaries	25750	18,774.69	28000
19 Payroll Taxes	1854	1,436.24	2300
20 Memberships Expenses	1000	745.76	1000
21 Credit Card Fees	350	412.95	400
22 Annual Meeting	550	0.00	500
23 Telephone	80	61.57	80
24 Newsletter	1700	1,001.41	1200
25 Give-a-Kid-a-Book: Books	4000	3,580.26	4000
Books	3700	3,125.66	
Supplies	300	454.60	
26 Books for Babies	7000	3,978.21	5000
Books	6500	3,845.94	
Supplies	500	132.27	
27 In Honor Of	2100	660.00	1800
Monies Remitted to Library	2000	660.00	
Supplies	100		
28 Booksales: Expense	1450	593.97	750
Office Supplies	650	553.97	

Promotions	500	40.00	
Food - Volunteers	250		
29 Online Booksales: Expenses	2400	3,057.87	3500
Postage	2000	2,519.47	
Supplies	400	538.40	
30 Insurance	300	269.00	300
31 Volunteer Appreciation	150		
32 Office Supplies	800	122.37	2500
33 Subscriptions/Org. Memberships	2600	2,304.72	2500
34 Miscellaneous	500	939.55	500
35 Monies Remitted to Library	6000	6,100.00	6500
36 Transfer to Fund Balance			
Unapplied Expenses		1,997.62	
Total Expense	<u>\$79,584</u>	<u>\$57,268.14</u>	<u>\$74,830.00</u>