

The Friends of the Library Executive Board will meet on Monday, November 15, 2021, at 6:30 p.m. This will be an open in person meeting. Committee chairs and members are welcome.

## AGENDA

1. Call to order (Derksen)
2. Motion to approve minutes from the meeting held Monday, October 18, 2021 (Derksen)
3. Call for additions to agenda and announcements (Derksen)
4. Treasurer's reports (Haukeness)
  - a. 990 Filing
  - b. Transfer of funds to money market account
5. Library report (Woodruff)
6. Board liaison report (Pesicka)
7. Staff General Updates (Yearous/Hayden)
  - a. 2<sup>nd</sup> PPP Loan
  - b. Fall Newsletter
8. Committee Reports
  - a. Online Sales (Derksen/Noland)
  - b. Virtual Book Sale (Hayden)
    - i. Black Friday/Cyber Monday Sale % off suggestions
  - c. GAKAB (Yearous)
9. Old Business
10. New Business
  - a. 2022 Membership Drive
  - b. Upcoming Meeting Dates and Friends Holiday office hours

cc: Shelly Collins-Fuerbringer, Interim 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  
Regular Meeting October 18, 2021

**Present:** Heather Appleby, Member At-Large; Brenda Brant, Past-President; Layla Fisher, Secretary; Astrid Hayden, Administrative Assistant; Elizabeth Karrer, Member At-Large; Becky Noland, Vice President; Julie Woodruff, Ex-Officio Member; Tally Peterson, Volunteer; Gary Pesicka, Library Board Liaison; Stacey Yearous, Program and Development Coordinator;  
**Absent:** Sally Derksen, President; Timothy Haukeness, Treasurer;

1. Becky Nolan calls to order at 6:29pm
2. Motion to approve minutes from the meeting held Monday, September 20, 2021 (Derksen) Brant motions, Karrer seconds, approved.
3. Call for additions to agenda and announcements (Derksen)
  - a. Welcome – Astrid Hayden
  - b. Welcome – Gary Pesicka
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
6. Board liaison report (Pesicka) Working to hire a new library director
7. Staff General Updates (Yearous) Welcome Astrid, our new Administrative Assistant. Working on sending out newsletter in November. Applied for grants and fundraising for the Friends.
8. Committee Reports
  - a. Online Sales (Derksen/Noland) We need more appraisers to sell more online.
  - b. Pop Up Book Sale (Yearous) Done with book sales until the spring. \$2,400 gross for the weekend. The tent was a bit over \$400 to rent.
  - c. Virtual Book Sale (Yearous) \$163 in sales in September.
  - d. GAKAB (Yearous) Fundraiser mailing just went out, Nancy is starting to box up books to bring to organizations.
9. Old Business
  - a. 990 EZ filing (Haukeness) Timothy is finishing up the filing and is going to mail it out.
10. Heather Appleby will be replaced by Tally Peterson on the board, moving forward.

Meeting adjourned 6:56 pm

Minutes submitted by Layla Fisher, Secretary.

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

	<b>2021-2022 Budget</b>	<b>10/31/2021 Actual</b>	<b>Budget Remaining</b>	<b>% of Budget</b>
<b>Revenue</b>				
Amazon Smiles	300.00	49.12	250.88	16%
<b>Booksales</b>	<b>10000.00</b>	<b>7898.56</b>	2101.44	79%
<b>Online Booksales</b>	<b>12000.00</b>	<b>6018.72</b>	5981.28	50%
Capital Appeal Donations				
Corporate Memberships/Sponsorships	2500.00		2500.00	0%
Grants	1500.00		1500.00	0%
Interest	200.00	58.85	141.15	29%
<b>Memberships(Households)</b>	<b>22000.00</b>	<b>1584.00</b>	20416.00	7%
Miscellaneous	500.00		500.00	0%
Books for Babies	4500.00	1100.00	3400.00	24%
Give-a-Kid-a-Book	5000.00	1829.25	3170.75	37%
In Honor Of	2200.00	230.00	1970.00	10%
Monies Received for Library	6500.00		6500.00	0%
Transfer From Fund Balance	7630.00		7630.00	0%
<b>Total Revenue</b>	<b>\$ 74,830.00</b>	<b>\$ 18,768.50</b>	\$ 56,061.50	25%

**Expenses**

Annual Meeting	500.00		500.00	0%
Booksales: Expense	750.00	402.99		
Supplies		311.99		
Promotions		91.00		
Food - Volunteers				
Online Booksales: Expenses	3500.00	966.70	2533.30	28%
Postage		812.74		
Supplies		153.96		
Credit Card Fees	400.00	98.26	301.74	25%
Insurance	300.00	257.00	43.00	86%
Library Allocations	12000.00		12000.00	0%
Community Events				
General Library Needs				
Youth Services				
Community Reading Programs				
Memberships Expenses	1000.00	109.38	890.62	11%
Miscellaneous	500.00	128.72	371.28	26%
Monies Remitted to Library	6500.00	230.00		
Newsletter	1200.00	183.62	1016.38	15%
Office Supplies	2500.00	42.17	2457.83	2%
Salaries	28000.00	8406.86	19593.14	30%
Payroll Taxes	2300.00	643.12	1656.88	28%
Books for Babies	5000.00	1588.01	3411.99	32%
Books		1422.77		
Supplies		165.24		
Give-a-Kid-a-Book: Books	4000.00	773.10	3226.90	19%
Books	3700.00	773.10	2926.90	21%
Supplies	300.00		300.00	0%
In Honor Of	1800.00		1800.00	0%
Monies Remitted to Library				
Supplies				
Staff Appreciation	1000.00			
Subscriptions/Org. Memberships	2500.00	621.73	1878.27	25%
Telephone	80.00	24.47	55.53	31%
YS Programs & Services Prizes/Giveaways	1000.00	384.15	615.85	38%
Volunteer Appreciation	0.00		0.00	0%
Transfer to Fund Balance				
<b>Total Expense</b>	<b>\$ 74,830.00</b>	<b>\$14,860.28</b>	\$ 59,969.72	20%

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July - October, 2021

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	TOTAL
<b>Revenue</b>					
Amazon Smiles Donations		49.12			\$49.12
Book Sales					\$0.00
Book Sales	1,813.60	1,835.24	1,606.80	2,642.92	\$7,898.56
Online Book Sales	1,935.12	1,684.95	1,556.01	842.64	\$6,018.72
<b>Total Book Sales</b>	<b>3,748.72</b>	<b>3,520.19</b>	<b>3,162.81</b>	<b>3,485.56</b>	<b>\$13,917.28</b>
Interest	14.22	14.22	13.77	16.64	\$58.85
Memberships (Households)	247.79	832.55	112.65	391.01	\$1,584.00
Programs					\$0.00
Books for Babies	1,000.00			100.00	\$1,100.00
Give-a-Kid-a-Book		200.00		1,629.25	\$1,829.25
In Honor Of				230.00	\$230.00
<b>Total Programs</b>	<b>1,000.00</b>	<b>200.00</b>		<b>1,959.25</b>	<b>\$3,159.25</b>
<b>Total Revenue</b>	<b>\$5,010.73</b>	<b>\$4,616.08</b>	<b>\$3,289.23</b>	<b>\$5,852.46</b>	<b>\$18,768.50</b>
<b>GROSS PROFIT</b>	<b>\$5,010.73</b>	<b>\$4,616.08</b>	<b>\$3,289.23</b>	<b>\$5,852.46</b>	<b>\$18,768.50</b>
<b>Expenditures</b>					
Book Sale Expenses					\$0.00
Book Sales					\$0.00
Promotions	10.00	20.81	41.93	18.26	\$91.00
Supplies	39.99			272.00	\$311.99
<b>Total Book Sales</b>	<b>49.99</b>	<b>20.81</b>	<b>41.93</b>	<b>290.26</b>	<b>\$402.99</b>
Online Book Sales					\$0.00
Postage		812.74			\$812.74
Supplies	17.00	120.81		16.15	\$153.96
<b>Total Online Book Sales</b>	<b>17.00</b>	<b>933.55</b>		<b>16.15</b>	<b>\$966.70</b>
<b>Total Book Sale Expenses</b>	<b>66.99</b>	<b>954.36</b>	<b>41.93</b>	<b>306.41</b>	<b>\$1,369.69</b>
Credit Card Co. Fees	26.29	27.49	21.59	22.89	\$98.26
Insurance			257.00		\$257.00
Memberships	0.02	109.36			\$109.38
Miscellaneous Expense		11.55	117.17		\$128.72
Monies Remitted to Library			75.00	155.00	\$230.00
Newsletter		183.62			\$183.62
Office Supplies		6.45	35.72		\$42.17
Payroll Expenses					\$0.00
Taxes	194.14	174.73	162.64	111.61	\$643.12
Wages	2,537.86	2,284.04	2,125.92	1,459.04	\$8,406.86
<b>Total Payroll Expenses</b>	<b>2,732.00</b>	<b>2,458.77</b>	<b>2,288.56</b>	<b>1,570.65</b>	<b>\$9,049.98</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July - October, 2021

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	TOTAL
Program Expense					\$0.00
Books for Babies					\$0.00
Books	178.74	472.68	198.85	572.50	\$1,422.77
Supplies		16.00	62.24	87.00	\$165.24
<b>Total Books for Babies</b>	<b>178.74</b>	<b>488.68</b>	<b>261.09</b>	<b>659.50</b>	<b>\$1,588.01</b>
Give-a-Kid-a-Book					\$0.00
Books	363.48			409.62	\$773.10
<b>Total Give-a-Kid-a-Book</b>	<b>363.48</b>			<b>409.62</b>	<b>\$773.10</b>
<b>Total Program Expense</b>	<b>542.22</b>	<b>488.68</b>	<b>261.09</b>	<b>1,069.12</b>	<b>\$2,361.11</b>
Subscriptions/Org. Membership	169.76	143.99	153.99	153.99	\$621.73
Telephone		24.47			\$24.47
YS Programs and Services (Prizes/Giveaways)	79.99	292.17		11.99	\$384.15
<b>Total Expenditures</b>	<b>\$3,617.27</b>	<b>\$4,700.91</b>	<b>\$3,252.05</b>	<b>\$3,290.05</b>	<b>\$14,860.28</b>
NET OPERATING REVENUE	<b>\$1,393.46</b>	<b>\$ -84.83</b>	<b>\$37.18</b>	<b>\$2,562.41</b>	<b>\$3,908.22</b>
NET REVENUE	<b>\$1,393.46</b>	<b>\$ -84.83</b>	<b>\$37.18</b>	<b>\$2,562.41</b>	<b>\$3,908.22</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

October 2021

	TOTAL
Revenue	
Book Sales	
Book Sales	2,642.92
Online Book Sales	842.64
<b>Total Book Sales</b>	<b>3,485.56</b>
Interest	16.64
Memberships (Households)	391.01
Programs	
Books for Babies	100.00
Give-a-Kid-a-Book	1,629.25
In Honor Of	230.00
<b>Total Programs</b>	<b>1,959.25</b>
<b>Total Revenue</b>	<b>\$5,852.46</b>
<b>GROSS PROFIT</b>	<b>\$5,852.46</b>
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	18.26
Supplies	272.00
<b>Total Book Sales</b>	<b>290.26</b>
Online Book Sales	
Supplies	16.15
<b>Total Online Book Sales</b>	<b>16.15</b>
<b>Total Book Sale Expenses</b>	<b>306.41</b>
Credit Card Co. Fees	22.89
Monies Remitted to Library	155.00
Payroll Expenses	
Taxes	111.61
Wages	1,459.04
<b>Total Payroll Expenses</b>	<b>1,570.65</b>
Program Expense	
Books for Babies	
Books	572.50
Supplies	87.00
<b>Total Books for Babies</b>	<b>659.50</b>
Give-a-Kid-a-Book	
Books	409.62
<b>Total Give-a-Kid-a-Book</b>	<b>409.62</b>
<b>Total Program Expense</b>	<b>1,069.12</b>
Subscriptions/Org. Membership	153.99
YS Programs and Services (Prizes/Giveaways)	11.99
<b>Total Expenditures</b>	<b>\$3,290.05</b>
<b>NET OPERATING REVENUE</b>	<b>\$2,562.41</b>
<b>NET REVENUE</b>	<b>\$2,562.41</b>

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

Below are links to the October monthly construction update from Market & Johnson.

Monthly Drone Flyover

<https://youtu.be/x8uWpG1ghYw>

Monthly Update:

[https://youtu.be/a\\_BRT\\_s7nNY](https://youtu.be/a_BRT_s7nNY)

In celebration of National Friends of Libraries Week, October 18-23, our very own Friends of the Library generously sponsored our 8th annual Riddle Me Readers contest. Available each day was a new riddle that led to a children's book. 181 participants were entered into a daily prize drawing!



On October 26, Youth Services hosted an author visit with award-winning author Kao Kalia Yang at the Owen Park Band Shell. The event opened with True Vue, singing a song in Hmong, and Malila Lor performing a dance. Kalia then read two of her picture books and answered questions from the audience. Participants were invited to check out books from the BookBike and take a stroll through the park to enjoy Kalia's story, *The Most Beautiful Thing* which features activity prompts available in both English and Hmong. We were pleased to see 73 people attended on this chilly and windy day. This event was

sponsored or supported by the Chippewa Valley Book Festival, Mayo Clinic, Eau Claire Area Hmong Mutual Assistance Association, and the University of Wisconsin-Madison Division of Extension Eau Claire County.

In October we were happy to present the annual Halloween Storytime, but with a twist. The event took place outside at the Owen Park in the Band Shell. Despite the program being on a cool, crisp day in late October, we saw 68 customers decked out in costume and ready for storytime! We shared Halloween stories, songs, and rhymes for some spooky fun. Participants left with a literacy prop to retell a popular children's book, "Room on the Broom", an activity bag which was stuffed with additional "Room on the Broom" activities, Halloween songs and rhymes, Halloween bingo, a friendly monster scratch art activity,

and a small snack. The team also created a virtual costume parade that can be viewed here:

<https://www.youtube.com/watch?v=GHHkDEzKIKQ>.



Programming and Communication Services staff are gearing up for the final Story Builder campaign push, preparing a suite of promotions. Chippewa Valley Book Festival events were held in October, along with our final Chippewa Valley Writers' Guild partnership events for the year. We're already planning ahead for communications and branding related to our move back to our downtown location, too. There's no place like home!

The Reference Services team continues to do work in preparation for the move back downtown. RS Assistants have worked together to identify many items from Special Collections that have already been digitized and also are held by other libraries in the print format. We passed along over 200 items to Friends of the Library for a future book sale. There were approximately 20 items remaining that only exist in this library's collection that will be offered to the State Historical Society.

About 200 Home Delivery customers continue to be served by volunteers while practicing CDC recommended COVID precautions. We are also working out new workflows since the Reference Page retired in September.

Technical Services staff have ordered numerous items to refresh the juvenile backpack collection and story kits. Items are starting to arrive and staff will be busy processing all the updated juvenile kits over the next few weeks. We also ordered new wellness and Dabble Box kits, as well as items for the new Wonderbooks and Playaway collections. Every Wonderbook is a print book with a ready-to-play audiobook inside. Kids press play to read along with their favorite books and then switch to learning mode for literacy learning.