

The Friends of the Library Executive Board will meet on Monday, October 18, 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, September 20, 2021 (Derksen)
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)
7. Staff General Updates (Yearous)
8. Committee Reports
  - a. Online Sales (Derksen/Noland)
  - b. Pop Up Book Sale (Yearous)
  - c. Virtual Book Sale (Yearous)
  - d. GAKAB (Yearous)
9. Old Business
  - a. 990 EZ filing (Haukeness)
10. New Business

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**

September 20, 2021

**Present:** Brenda Brant, Past President; Sally Derksen, President; Timothy Haukeness, Treasurer; Layla Fisher, Secretary; Becky Noland, Vice President; Stacy Yearous, Program and Development Coordinator.

**Absent:** Heather Appleby, Member At-Large; Elizabeth Karrer, Member At-Large; Julie Woodruff, Ex-Officio Member.

Meeting brought to order at 6:32pm

1. Motion to approve minutes from the meeting held July 19, 2021 (Derksen) Brant motions, Haukeness seconds, approved.
2. Call for additions to agenda and announcements (Derksen)
3. Treasurer's reports (Haukeness) The board discussed the potential benefits of moving funds to another account for interest earning purposes.
  - a. Noland moves to transfer \$20,000 from checking to a more beneficial account to maximize interest earnings, Derksen seconds, approved.
4. Library report (Woodruff)
5. Staff General Updates (Yearous)
  - a. Hiring Update - Positive interview with Astrid Hayden. Noland moves to offer Astrid Hayden the Administrative Assistant position at \$13.50 at 15 hrs per week, Haukeness seconds, approved.
  - b. Stacy is working on newsletter and will soon be contacting agencies for give a kid a book donation sites and monetary donations.
6. Committee Reports
  - a. Online Sales (Derksen/Noland) Online sales have slowed down a bit but new items are selling quickly.
  - b. Pop Up Book Sale (Yearous) September sale made \$1,434, next sale is Oct 9th and 10th. The board discussed renting a tent for the Oct sale.
  - c. Virtual Book Sale (Yearous) Sales have been good, the library has provided an extra shelf for storage.

## 7. New Business

- a. 990 EZ filing - 2 firms provided quotes for preparation, Bauman \$750; CLA \$525.
- b. BINGO prizes - Youth services is asking for prizes, we'll provide \$25 in prizes
- c. Paypal online - the account is going to be set up in the next couple weeks.

Meeting adjourned 7:32 pm

Minutes submitted by Layla Fisher, Secretary.

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

	<b>2021-2022 Budget</b>	<b>9/30/2021 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>5255.64</b>	4744.36	53%
<b>Online Booksales</b>	<b>12000.00</b>	<b>4958.60</b>	7041.40	41%
Capital Appeal Donations				
Corporate Memberships/Sponsorships	2500.00		2500.00	0%
Grants	1500.00		1500.00	0%
Interest	200.00	42.21	157.79	21%
<b>Memberships(Households)</b>	<b>22000.00</b>	<b>1192.99</b>	20807.01	5%
Miscellaneous	500.00		500.00	0%
Books for Babies	4500.00	1000.00	3500.00	22%
Give-a-Kid-a-Book	5000.00	200.00	4800.00	4%
In Honor Of	2200.00		2200.00	0%
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>\$ 12,698.56</b>	\$ 62,131.44	17%

<b>Expenses</b>				
Annual Meeting	500.00		500.00	0%
Booksales: Expense	750.00	112.73		
Supplies		39.99		
Promotions		72.74		
Food - Volunteers				
Online Booksales: Expenses	3500.00	950.55	2549.45	27%
Postage		812.74		
Supplies		137.81		
Credit Card Fees	400.00	75.37	324.63	19%
Insurance	300.00	514.00	-214.00	171%
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	75.00		
Newsletter	1200.00	183.62	1016.38	15%
Office Supplies	2500.00	42.17	2457.83	2%
Salaries	28000.00	6947.82	21052.18	25%
Payroll Taxes	2300.00	531.51	1768.49	23%
Books for Babies	5000.00	928.51	4071.49	19%
Books		850.27		
Supplies		78.24		
Give-a-Kid-a-Book: Books	4000.00	363.48	3636.52	9%
Books	3700.00	363.48	3336.52	10%
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	467.74	2032.26	19%
Telephone	80.00	24.47	55.53	31%
YS Programs & Services Prizes/Giveaways	1000.00	372.16	627.84	37%
Volunteer Appreciation	0.00		0.00	0%
Transfer to Fund Balance				
<b>Total Expense</b>	<b>\$ 74,830.00</b>	<b>\$ 11,827.23</b>	\$ 63,002.77	16%

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July - September, 2021

	JUL 2021	AUG 2021	SEP 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	\$5,255.64
Online Book Sales	1,935.12	1,684.95	1,338.53	\$4,958.60
<b>Total Book Sales</b>	<b>3,748.72</b>	<b>3,520.19</b>	<b>2,945.33</b>	<b>\$10,214.24</b>
Interest	14.22	14.22	13.77	\$42.21
Memberships (Households)	247.79	832.55	112.65	\$1,192.99
Programs				\$0.00
Books for Babies	1,000.00			\$1,000.00
Give-a-Kid-a-Book		200.00		\$200.00
<b>Total Programs</b>	<b>1,000.00</b>	<b>200.00</b>		<b>\$1,200.00</b>
<b>Total Revenue</b>	<b>\$5,010.73</b>	<b>\$4,616.08</b>	<b>\$3,071.75</b>	<b>\$12,698.56</b>
<b>GROSS PROFIT</b>	<b>\$5,010.73</b>	<b>\$4,616.08</b>	<b>\$3,071.75</b>	<b>\$12,698.56</b>
<b>Expenditures</b>				
Book Sale Expenses				\$0.00
Book Sales				\$0.00
Promotions	10.00	20.81	41.93	\$72.74
Supplies	39.99			\$39.99
<b>Total Book Sales</b>	<b>49.99</b>	<b>20.81</b>	<b>41.93</b>	<b>\$112.73</b>
Online Book Sales				\$0.00
Postage		812.74		\$812.74
Supplies	17.00	120.81		\$137.81
<b>Total Online Book Sales</b>	<b>17.00</b>	<b>933.55</b>		<b>\$950.55</b>
<b>Total Book Sale Expenses</b>	<b>66.99</b>	<b>954.36</b>	<b>41.93</b>	<b>\$1,063.28</b>
Credit Card Co. Fees	26.29	27.49	21.59	\$75.37
Insurance			514.00	\$514.00
Memberships	0.02	109.36		\$109.38
Miscellaneous Expense		11.55	117.17	\$128.72
Monies Remitted to Library			75.00	\$75.00
Newsletter		183.62		\$183.62
Office Supplies		6.45	35.72	\$42.17
Payroll Expenses				\$0.00
Taxes	194.14	174.73	162.64	\$531.51
Wages	2,537.86	2,284.04	2,125.92	\$6,947.82
<b>Total Payroll Expenses</b>	<b>2,732.00</b>	<b>2,458.77</b>	<b>2,288.56</b>	<b>\$7,479.33</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July - September, 2021

	JUL 2021	AUG 2021	SEP 2021	TOTAL
Program Expense				\$0.00
Books for Babies				\$0.00
Books	178.74	472.68	198.85	\$850.27
Supplies		16.00	62.24	\$78.24
<b>Total Books for Babies</b>	<b>178.74</b>	<b>488.68</b>	<b>261.09</b>	<b>\$928.51</b>
Give-a-Kid-a-Book				\$0.00
Books	363.48			\$363.48
<b>Total Give-a-Kid-a-Book</b>	<b>363.48</b>			<b>\$363.48</b>
<b>Total Program Expense</b>	<b>542.22</b>	<b>488.68</b>	<b>261.09</b>	<b>\$1,291.99</b>
Subscriptions/Org. Membership	169.76	143.99	153.99	\$467.74
Telephone		24.47		\$24.47
YS Programs and Services (Prizes/Giveaways)	79.99	292.17		\$372.16
<b>Total Expenditures</b>	<b>\$3,617.27</b>	<b>\$4,700.91</b>	<b>\$3,509.05</b>	<b>\$11,827.23</b>
NET OPERATING REVENUE	<b>\$1,393.46</b>	<b>\$ -84.83</b>	<b>\$ -437.30</b>	<b>\$871.33</b>
NET REVENUE	<b>\$1,393.46</b>	<b>\$ -84.83</b>	<b>\$ -437.30</b>	<b>\$871.33</b>

Account Balances:

RCU Savings Account \$13.20

RCU Checking Account \$13,286.99

Online Sale Checking Account \$36,980.01

Money Market Account \$41,892.66

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

September 2021

	TOTAL
Revenue	
Book Sales	
Book Sales	1,606.80
Online Book Sales	1,338.53
<b>Total Book Sales</b>	<b>2,945.33</b>
Interest	13.77
Memberships (Households)	112.65
<b>Total Revenue</b>	<b>\$3,071.75</b>
GROSS PROFIT	<b>\$3,071.75</b>
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	41.93
<b>Total Book Sales</b>	<b>41.93</b>
<b>Total Book Sale Expenses</b>	<b>41.93</b>
Credit Card Co. Fees	21.59
Insurance	514.00
Miscellaneous Expense	117.17
Monies Remitted to Library	75.00
Office Supplies	35.72
Payroll Expenses	
Taxes	162.64
Wages	2,125.92
<b>Total Payroll Expenses</b>	<b>2,288.56</b>
Program Expense	
Books for Babies	
Books	198.85
Supplies	62.24
<b>Total Books for Babies</b>	<b>261.09</b>
<b>Total Program Expense</b>	<b>261.09</b>
Subscriptions/Org. Membership	153.99
<b>Total Expenditures</b>	<b>\$3,509.05</b>
NET OPERATING REVENUE	<b>\$ -437.30</b>
NET REVENUE	<b>\$ -437.30</b>

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

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

Monthly Drone Flyover

<https://youtu.be/e85CZ5ZXDA8>

Monthly Update:

<https://youtu.be/Bkb3CisKOe0>

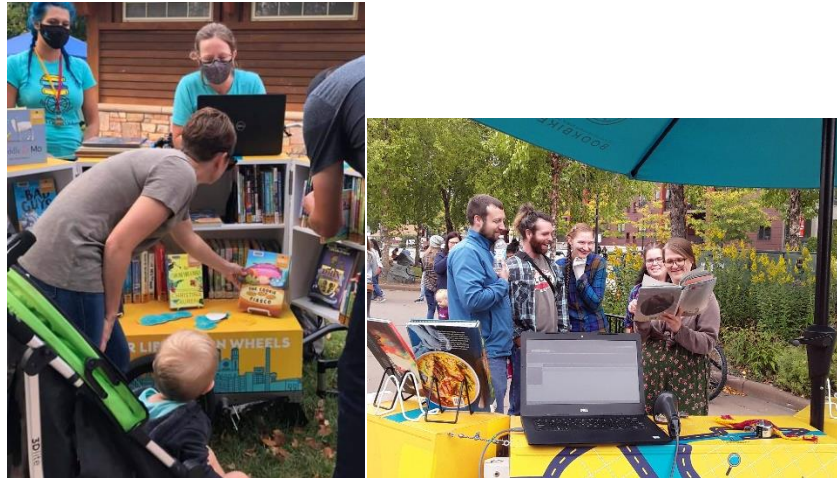
Of course, much of September was spent in preparation for Pamela's retirement October 2nd. Staff worked on the strategic plan addendum and subsequent upcoming move "to-do" list, as well as getting up to speed on Pamela's current projects. Pamela will be remembered not only for her accomplishments at the library, but for her genuine care and compassion for her coworkers, authentic leadership, and fun inspired in the workplace.

To the delight of both customers and staff, programming began again in September after a short break in August. Book clubs have remained primarily virtual, but we were able to offer the first in-person book club of the year in September. The book club for kindergarten to second graders, Read Me a Book Club, was well attended and fun. YS Coordinators Julia and our newest staff member Katie planned for a friendship themed meeting to welcome back school and new members! Due to popular demand, the book club for children in third to fifth grade expanded into two groups, the Story Seekers and the Page Turners. The attendees had fun with a "Choose Your Own Adventure" style read-aloud, a "Choose Your Own" suite of literacy games and a round of Mad Gabs/Mad Libs.

Live in-person story time in Owen Park resumed in September, thanks in part to an outstanding partnership with The City of Eau Claire Parks, Forestry and Cemetery Division. Customers continued to come out to the park despite uncertainties with weather and increasing COVID concerns. YS Coordinators keep providing outstanding story times, making traditional picture books work in a non-traditional setting.



Families shared their appreciation for live story time in the park and the opportunity to attend literacy events in person. Staff overheard parents sharing the wonderful resource the library provides with the story time bags.



BookBike and Dabble Box continued to be in Owen and Phoenix Park as a resource for families to check out books and participate in maker activities. Though attendance has gone down at the BookBike in September with 647 visitors, impact continues to be high with users sharing feedback such as, “you make using the library so easy!” In September, several RS team members participated in outreach programming with RS and YS to present STEAM and literacy opportunities during the park visits and Fall Festival. The library booth received 275 visitors during the festival, many visitors were very interested in the foot piano and making paper dolls from around the world.

More headway is being made on the Special Collections project. Elizabeth Steans (Reference Services Manager) met with Mid-American Business Systems to get estimated costs to digitize popular historical documents, i.e., year books, city directories, etc. Reference staff met with WiLS consultants to evaluate the overall project and establish a plan to manage a more locally concentrated collection that is always accessible in the building or online. WiLS will continue working with Elizabeth to further progress on this revitalization project.