

The Friends of the Library Executive Board will meet on Monday, September 20, 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 July 19, 2021 (Derksen)
3. Call for additions to agenda and announcements (Derksen)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
6. Board liaison report
7. Staff General Updates (Yearous)
 - a. Hiring Update
8. Committee Reports
 - a. Online Sales (Derksen/Noland)
 - b. Pop Up Book Sale (Yearous)
 - c. Virtual Book Sale (Yearous)
9. Old Business
10. New Business
 - a. 990 EZ filing

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

July 19, 2021

Board members present: Heather Appleby, Member At-Large; Brenda Brant, Past President; Sally Derksen, President; Klare Girgen, Administrative Assistant; Timothy Haukeness, Treasurer; Elizabeth Karrer, Member At-Large; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator

Absent: Layla Fisher, Secretary; Becky Noland, Vice President

1. Call to order 6:32 pm (Derksen)
2. Approve minutes for June meeting - Brant motions to approve, Appleby seconds, approved.
3. Additions to meeting – Change of board meeting time
4. Finance Report-Online sales doubled in the last fiscal year
5. Library report (Woodruff) –
 - a. Book bike story time had 187 attendees on 7/19
 - b. 1000 books have been brought out of storage to fill up Big Phil
 - c. Special Collections are being downsized and potential could use volunteer help
6. Board Report-Brenda Brant’s term on the library board is over so a new way to proceed with sharing of information will need to be addressed.
7. Staff updates (Yearous) –
 - a. Adopt-a-Shelf- volunteers are coming in for a quick orientation, picking new shelves, and are starting to clean
 - b. Donations- are being accepted M-F from 9am to 12 pm and during book sales with donations coming in daily
8. Committee reports (Yearous)
 - a. Online sales-Online team has implemented a new pricing strategy and is discounting material after 3 months. A shipping log has been created to help track shipping costs. Cross training and recruiting volunteers for online sales is a priority
 - b. Pop-Up Sale - \$1414.80 in gross sales
 - c. Virtual book store- Launched on 6/29/21 with 18 orders and \$233 in sales for the first month
9. Old business
 - a. Pay Pal Account – Old Pay Pal account was closed in June, and a new Pay Pal account has been set up

10. New business

- a. August Picnic Date-August 23/6:30pm/Carson Park with catering from Festival Foods
 - b. Donation Check-Friends received a \$1000 check to be used where needed most. The funds will be put towards the Books for Babies program
 - c. Board Meeting Time-The board decided to move the meeting times from 7 pm to 6:30 pm going forward.
11. Meeting adjourned at 7:31pm (Derksen)

Minutes submitted by Klare Girgen, Administrative Assistant.

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

	2021-2022 Budget	8/31/2021 Actual	Budget Remaining	% of Budget
Revenue				
Amazon Smiles	300.00	49.12	250.88	16%
Booksales	10000.00	3648.84	6351.16	36%
Online Booksales	12000.00	3620.07	8379.93	30%
Capital Appeal Donations				
Corporate Memberships/Sponsorships	2500.00		2500.00	0%
Grants	1500.00		1500.00	0%
Interest	200.00	28.44	171.56	14%
Memberships(Households)	22000.00	1080.34	20919.66	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%
Total Revenue	\$ 74,830.00	\$ 9,626.81	\$ 65,203.19	13%

Expenses				
Annual Meeting	500.00		500.00	0%
Booksales: Expense	750.00	70.80		
Supplies		39.99		
Promotions		30.81		
Food - Volunteers				
Online Booksales: Expenses	3500.00	950.55	2549.45	27%
Postage		812.74		
Supplies		137.81		
Credit Card Fees	400.00	53.78	346.22	13%
Insurance	300.00		300.00	0%
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	11.55	488.45	2%
Monies Remitted to Library	6500.00			
Newsletter	1200.00	183.62	1016.38	15%
Office Supplies	2500.00	6.45	2493.55	0%
Salaries	28000.00	4821.92	23178.08	17%
Payroll Taxes	2300.00	368.87	1931.13	16%
Books for Babies	5000.00	667.42	4332.58	13%
Books		651.42		
Supplies		16.00		
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	313.75	2186.25	13%
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				
Total Expense	\$ 74,830.00	\$8,318.20	\$ 66,511.80	11%

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - August, 2021

	JUL 2021	AUG 2021	TOTAL
Revenue			
Amazon Smiles Donations		49.12	\$49.12
Book Sales			\$0.00
Book Sales	1,813.60	1,835.24	\$3,648.84
Online Book Sales	1,935.12	1,684.95	\$3,620.07
Total Book Sales	3,748.72	3,520.19	\$7,268.91
Interest	14.22	14.22	\$28.44
Memberships (Households)	247.79	832.55	\$1,080.34
Programs			\$0.00
Books for Babies	1,000.00		\$1,000.00
Give-a-Kid-a-Book		200.00	\$200.00
Total Programs	1,000.00	200.00	\$1,200.00
Total Revenue	\$5,010.73	\$4,616.08	\$9,626.81
GROSS PROFIT	\$5,010.73	\$4,616.08	\$9,626.81
Expenditures			
Book Sale Expenses			\$0.00
Book Sales			\$0.00
Promotions	10.00	20.81	\$30.81
Supplies	39.99		\$39.99
Total Book Sales	49.99	20.81	\$70.80
Online Book Sales			\$0.00
Postage		812.74	\$812.74
Supplies	17.00	120.81	\$137.81
Total Online Book Sales	17.00	933.55	\$950.55
Total Book Sale Expenses	66.99	954.36	\$1,021.35
Credit Card Co. Fees	26.29	27.49	\$53.78
Memberships	0.02	109.36	\$109.38
Miscellaneous Expense		11.55	\$11.55
Newsletter		183.62	\$183.62
Office Supplies		6.45	\$6.45
Payroll Expenses			\$0.00
Taxes	194.14	174.73	\$368.87
Wages	2,537.86	2,284.04	\$4,821.90
Total Payroll Expenses	2,732.00	2,458.77	\$5,190.77
Program Expense			\$0.00
Books for Babies			\$0.00
Books	178.74	472.68	\$651.42
Supplies		16.00	\$16.00
Total Books for Babies	178.74	488.68	\$667.42

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - August, 2021

	JUL 2021	AUG 2021	TOTAL
Give-a-Kid-a-Book			\$0.00
Books	363.48		\$363.48
Total Give-a-Kid-a-Book	363.48		\$363.48
Total Program Expense	542.22	488.68	\$1,030.90
Subscriptions/Org. Membership	169.76	143.99	\$313.75
Telephone		24.47	\$24.47
YS Programs and Services (Prizes/Giveaways)	79.99	292.17	\$372.16
Total Expenditures	\$3,617.27	\$4,700.91	\$8,318.18
NET OPERATING REVENUE	\$1,393.46	\$ -84.83	\$1,308.63
NET REVENUE	\$1,393.46	\$ -84.83	\$1,308.63

Friends of the LE Phillips Memorial Public Library

Statement of Activity

July - August, 2021

	TOTAL
Revenue	
Amazon Smiles Donations	49.12
Book Sales	
Book Sales	3,648.84
Online Book Sales	3,620.07
Total Book Sales	7,268.91
Interest	28.44
Memberships (Households)	1,080.34
Programs	
Books for Babies	1,000.00
Give-a-Kid-a-Book	200.00
Total Programs	1,200.00
Total Revenue	\$9,626.81
GROSS PROFIT	\$9,626.81
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	30.81
Supplies	39.99
Total Book Sales	70.80
Online Book Sales	
Postage	812.74
Supplies	137.81
Total Online Book Sales	950.55
Total Book Sale Expenses	1,021.35
Credit Card Co. Fees	53.78
Memberships	109.38
Miscellaneous Expense	11.55
Newsletter	183.62
Office Supplies	6.45
Payroll Expenses	
Taxes	368.87
Wages	4,821.90
Total Payroll Expenses	5,190.77
Program Expense	
Books for Babies	
Books	651.42
Supplies	16.00
Total Books for Babies	667.42

Friends of the LE Phillips Memorial Public Library

Statement of Activity

July - August, 2021

	TOTAL
Give-a-Kid-a-Book	
Books	363.48
Total Give-a-Kid-a-Book	363.48
Total Program Expense	1,030.90
Subscriptions/Org. Membership	313.75
Telephone	24.47
YS Programs and Services (Prizes/Giveaways)	372.16
Total Expenditures	\$8,318.18
NET OPERATING REVENUE	\$1,308.63
NET REVENUE	\$1,308.63

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

The building and renovation project continues to progress well – on time and on budget. Following are links to the August monthly construction update from Market & Johnson. All monthly updates are available on the library's website.

<https://youtu.be/M70VbefYDPA>



The management team also got a chance to tour the update building. It was great to see the progress in person.

July and August are always busy months for the Youth Services Department. School is out and families have been flocking to the YS Department for their reading materials, program supplies, take & make kits and more. The Bookish Beasts Summer Library Program wrapped up in early August. All finishers under 12 received a book, a coupon to Culver's for ice cream and a Carson Park train ride. Teen finishers received a book and a chance to win a raffle prize. We received several hand written thank you cards showing appreciation for our program. One card reads: *"Librarians - Thank you! Thank you for the amazing opportunities you've provided to not only my family but all the families who find and seek adventure through the L.E. Phillips Library. This year's Bookish Beasts program has truly exceeded our expectations. My children have been more engaged in wanting to read, learn and create.... We have all greatly enjoyed our participation in the summer reading program you've provided. Thank you for providing such great opportunities for our enjoyment! Blessings to you all!"*

July also saw the YS Department's first socially distanced face-to-face storytime since March of 2020. It has been a smashing success! The Owen Park location offers ample space, seating, and shade for families to enjoy a screen-free library program. In-person storytimes saw an average of 110 attendees with a high of almost 200 children and families.

We continued the Charity Challenge this summer with kids and teens earning \$500 for the ECASD Homeless Program. They completed this effort by completing 500 activities. Thank you to Charter Bank for sponsoring this program! Our Charity Challenge recipient thanked us by writing: *“Thank you so much for choosing the ECASD Homeless Program as this year’s featured charity for the summer Charity Challenge for kids and teens! We are very excited to use this gift to purchase winter clothing items for our students!”*



The StoryWalks® were switched out in July. Participants can enjoy *Is Everyone Ready for Fun?* by Jan Thomas at Carson Park and *Being Frog* by April Pulley Sayre at Owen Park. We continue to receive feedback from StoryWalk® participants, including one from a parent who wrote, *“We loved it! Our 6-year-old twins really enjoyed it and played along the whole time!”*

The summer was also a busy month for outreach! The weekly visits to Owen and Carson Parks, and Phoenix Park continued to be a highlight for both customers and staff. BookBike was also featured on the Association of Bookmobile and Outreach Services Facebook page for its 2nd annual BookBike Week. Total visitors to the BookBike in July and August was 2,200! The Dabble Box has been present at many outreach events, including a successful collaboration with the BookBike Team in the parks on Mondays and Wednesdays, at vaccination clinics held at the library, and numerous community events.

The library hosted vaccine pop-up clinics with Dabble Box activities July/August with 52 people getting vaccinated at our pop-up sites over those two months! Here is a highlighted comment from a customer:

A mother with three small children was grateful for the convenience of coming to the library for her vaccine. She said that the main reason she hadn't yet been vaccinated was that she dreaded trying to bring her kids with to a clinic. She appreciated that we had activities available to entertain them and will be coming back for her second dose!

Home Delivery Services was very excited to restart the volunteer driven delivery services in August, which has been paused since March 2020.

Reference staff are working on a weeding and digitization project for the Special Collections. Their challenge is to evaluate the remaining 9,000 print items in the collection and identify under 2,000 items that can be shelved on public shelving. Meanwhile, they work toward building an open access digital collection of materials that meet the needs of area researchers seeking information on local history.