

The Friends of the Library Executive Board will meet on Monday, February 21, 2022 at 6:30 p.m. virtually, via WebEx. Committee chairs and members are welcome. Please contact the Friends of the Library for a meeting link if needed.

#### AGENDA

1. Call to order (Derksen)
2. Motion to approve minutes from the meeting held Monday, January 17, 2022 (Derksen)
3. Call for additions to agenda and announcements (Derksen)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
6. Board liaison report (Pesicka)
  - a. Library Director Interviews
7. Staff General Updates (Yearous/Hayden)
8. Committee Reports
  - a. Online Sales (Derksen/Noland)
    - i. Sales Update
  - b. Virtual Book Sale (Hayden)
    - i. January Sales
    - ii. February Promotion
    - iii. March Promotion
  - c. Membership Drive Update
9. Old Business
  - a. Genealogical Research Society of Eau Claire Books
  - b. Friends Online
10. New Business
  - a. Annual Meeting Date/Location?
  - b. Open Board Positions for 2022-2023 (VP, Treasurer, Secretary)

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 LE Phillips Memorial Public Library Minutes of Regular Board Meeting

January 17, 2022

Present: Sally Derksen, President; Gary Pesicka, Library Board Liaison; Timothy Haukeness, Treasurer; Stacy Yearous, Program and Development Coordinator; Julie Woodruff, Ex-Officio Member; Elizabeth Karrer, Member-at-Large; Brenda Brant, Past President; Astrid Hayden, Administrative Assistant; Layla Fisher, Secretary; Tally Peters, Member-at-Large; Becky Noland, Vice President.

Absent: None

Meeting called to order at 6:33pm, Derksen

1. Motion to approve minutes from the meeting held Monday, November 15, 2021 (Derksen) Karrer motions, Haukeness, approved
2. Call for additions to agenda and announcements (Derksen)
3. Treasurer's reports (Haukeness)
  - a. Transfer of \$12,650 to money market account (Capital Appeal Donations) Noland motions, Karrer seconds, approved.
  - b. Received grants from Wal-mart and Pablo Foundation at the end of 2021.
4. Library report (Woodruff)
5. Board liaison report (Pesicka)
  - a. Director search is yet underway and will begin reviewing applications tomorrow.
6. General Updates (Yearous/Hayden)
  - a. Sorting through a few large book donations.
  - b. 192 members paid in the last couple of months.
7. Committee Reports
  - a. Online Sales (Derksen/Noland) December saw sales of 60 books but at a higher value than previously sold.
8. Virtual Book Sale (Hayden)
  - a. December Sales saw a spike due to new customers.
  - b. The January Refer a Friend promotion is getting started.
  - c. Planning a sale on romance novels for Valentine's Day.
9. GAKAB (Yearous)
  - a. Total of 3,468 books were donated to the program. \$6,778.18 in funds donated as well.
10. Membership Drive Update
  - a. 192 current members, support levels can be broken down: 28% are supporting level at \$10-25, 30% are loyal \$26-50, 9% are sustaining \$50-99, and 33% are patron at \$100+.
  - b. 43 of 192 also donated towards the book store, 29 are new members, and 42 increased their donation amount from last year.
11. No old Business to address

12. New Business

- a. Vote to accept Tally Peters as Heather Appleby's replacement as Member At-Large. Noland moves, Derksen seconds, approved.
- b. Teen Raffle Prizes for Summer 2022
- c. \$6 Book Store Coupon as a prize for the Adult Reading Program to be spent at the new book store.
- d. Genealogical Research Society of Eau Claire wants us to sell books online for them and split profits.
- e. Friends Online, integrate our online presence into one central location – tabled for another meeting

Meeting adjourned at 7:41pm

Minutes submitted by Layla Fisher, Secretary

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

	<b>2021-2022 Budget</b>	<b>1/31/2022 Actual</b>	<b>Budget Remaining</b>	<b>% of Budget</b>
<b>Revenue</b>				
Amazon Smiles	300.00	134.76	165.24	45%
<b>Booksales</b>	<b>10000.00</b>	<b>10241.83</b>	-241.83	102%
<b>Online Booksales</b>	<b>12000.00</b>	<b>9560.35</b>	2439.65	80%
Capital Appeal Donations		13339.00		
Corporate Memberships/Sponsorships	2500.00	1000.00	1500.00	40%
Grants	1500.00	3500.00	-2000.00	233%
Interest	200.00	123.23	76.77	62%
<b>Memberships(Households)</b>	<b>22000.00</b>	<b>13346.64</b>	8653.36	61%
Miscellaneous	500.00	1175.00	-675.00	235%
Books for Babies	4500.00	2100.00	2400.00	47%
Give-a-Kid-a-Book	5000.00	6798.18	-1798.18	136%
In Honor Of	2200.00	330.00	1870.00	15%
Monies Received for Library	6500.00	4000.00	2500.00	62%
Transfer From Fund Balance	7630.00		7630.00	0%
<b>Total Revenue</b>	<b>\$ 74,830.00</b>	<b>\$ 65,648.99</b>	\$ 22,520.01	88%

**Expenses**

Annual Meeting	500.00		500.00	0%
Booksales: Expense	750.00	657.40		88%
Supplies		492.40		
Promotions		165.00		
Food - Volunteers				
Online Booksales: Expenses	3500.00	2122.91	1377.09	61%
Postage		1882.58		
Supplies		240.33		
Credit Card Fees	400.00	98.26	301.74	25%
Insurance	300.00	257.00	43.00	86%
Library Allocations	12000.00	124.93	11875.07	1%
Community Events				
General Library Needs				
Youth Services		124.93		
Community Reading Programs				
Memberships Expenses	1000.00	419.99	580.01	42%
Miscellaneous	500.00	656.40	-156.40	131%
Monies Remitted to Library	6500.00	4230.00		
Newsletter	1200.00	549.30	650.70	46%
Office Supplies	2500.00	110.06	2389.94	4%
Salaries	28000.00	15200.48	12799.52	54%
Payroll Taxes	2300.00	1162.84	1137.16	51%
Books for Babies	5000.00	3782.15	1217.85	76%
Books		3459.35		
Supplies		322.80		
Give-a-Kid-a-Book: Books	4000.00	1817.95	2182.05	45%
Books	3700.00	1616.20	2083.80	44%
Supplies	300.00	201.75	98.25	67%
In Honor Of	1800.00		1800.00	0%
Monies Remitted to Library				
Supplies				
Staff Appreciation	1000.00			
Subscriptions/Org. Memberships	2500.00	1075.70	1424.30	43%
Telephone	80.00	38.33	41.67	48%
YS Programs & Services Prizes/Giveaways	1000.00	384.15	615.85	38%
Volunteer Appreciation	0.00	78.14	-78.14	0%
Transfer to Fund Balance				
<b>Total Expense</b>	<b>\$ 74,830.00</b>	<b>\$32,890.92</b>	\$ 41,939.08	44%

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2021 - January 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	TOTAL
<b>Revenue</b>								
Amazon Smiles Donations		49.12			62.34		23.30	\$134.76
Book Sales								\$0.00
Book Sales	1,813.60	1,835.24	1,606.80	3,687.60	411.51	454.54	432.54	\$10,241.83
Online Book Sales	1,935.12	1,684.95	1,556.01	842.64	612.22	1,909.16	1,020.25	\$9,560.35
<b>Total Book Sales</b>	<b>3,748.72</b>	<b>3,520.19</b>	<b>3,162.81</b>	<b>4,530.24</b>	<b>1,023.73</b>	<b>2,363.70</b>	<b>1,452.79</b>	<b>\$19,802.18</b>
Capital Appeal Donations						12,650.00	689.00	\$13,339.00
Corporate Memberships/Sponsorships					1,000.00			\$1,000.00
Grants					2,000.00	1,500.00		\$3,500.00
Interest	14.22	14.22	13.77	16.64	20.35	21.04	22.99	\$123.23
Memberships (Households)	247.79	832.55	112.65	391.01	311.70	9,395.69	2,055.25	\$13,346.64
Miscellaneous Income					500.00	600.00		\$1,100.00
Programs								\$0.00
Books for Babies	1,000.00			100.00		1,000.00		\$2,100.00
Give-a-Kid-a-Book		200.00		1,629.25	2,614.25	2,354.68		\$6,798.18
In Honor Of				230.00			100.00	\$330.00
<b>Total Programs</b>	<b>1,000.00</b>	<b>200.00</b>		<b>1,959.25</b>	<b>2,614.25</b>	<b>3,354.68</b>	<b>100.00</b>	<b>\$9,228.18</b>
Uncategorized Income						4,075.00		\$4,075.00
<b>Total Revenue</b>	<b>\$5,010.73</b>	<b>\$4,616.08</b>	<b>\$3,289.23</b>	<b>\$6,897.14</b>	<b>\$7,532.37</b>	<b>\$33,960.11</b>	<b>\$4,343.33</b>	<b>\$65,648.99</b>
<b>GROSS PROFIT</b>	<b>\$5,010.73</b>	<b>\$4,616.08</b>	<b>\$3,289.23</b>	<b>\$6,897.14</b>	<b>\$7,532.37</b>	<b>\$33,960.11</b>	<b>\$4,343.33</b>	<b>\$65,648.99</b>
<b>Expenditures</b>								
Book Sale Expenses								\$0.00
Book Sales								\$0.00
Promotions	10.00	20.81	41.93	18.26		70.00	4.00	\$165.00
Supplies	39.99			272.00		159.61	20.80	\$492.40
<b>Total Book Sales</b>	<b>49.99</b>	<b>20.81</b>	<b>41.93</b>	<b>290.26</b>		<b>229.61</b>	<b>24.80</b>	<b>\$657.40</b>
Online Book Sales								\$0.00
Postage		812.74			911.26		158.58	\$1,882.58
Supplies	17.00	120.81		16.15		86.37		\$240.33
<b>Total Online Book Sales</b>	<b>17.00</b>	<b>933.55</b>		<b>16.15</b>	<b>911.26</b>	<b>86.37</b>	<b>158.58</b>	<b>\$2,122.91</b>
<b>Total Book Sale Expenses</b>	<b>66.99</b>	<b>954.36</b>	<b>41.93</b>	<b>306.41</b>	<b>911.26</b>	<b>315.98</b>	<b>183.38</b>	<b>\$2,780.31</b>
Credit Card Co. Fees	26.29	27.49	21.59	22.89				\$98.26
Insurance			257.00					\$257.00
Library Allocations								\$0.00
Youth Services						124.93		\$124.93
<b>Total Library Allocations</b>						<b>124.93</b>		<b>\$124.93</b>
Memberships	0.02	109.36				310.61		\$419.99
Miscellaneous Expense		11.55	117.17		12.08	254.00		\$394.80
Monies Remitted to Library			75.00	155.00			4,000.00	\$4,230.00
Newsletter		183.62				365.68		\$549.30
Office Supplies		6.45	35.72			67.89		\$110.06
Payroll Expenses								\$0.00
Taxes	194.14	174.73	162.64	111.61	151.99	181.33	186.40	\$1,162.84
Wages	2,537.86	2,284.04	2,125.92	1,459.04	1,986.72	2,370.29	2,436.61	\$15,200.48
<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>2,138.71</b>	<b>2,551.62</b>	<b>2,623.01</b>	<b>\$16,363.32</b>
Program Expense								\$0.00
Books for Babies								\$0.00
Books	178.74	472.68	198.85	572.50		989.70	1,046.88	\$3,459.35
Supplies		16.00	62.24	87.00			157.56	\$322.80
<b>Total Books for Babies</b>	<b>178.74</b>	<b>488.68</b>	<b>261.09</b>	<b>659.50</b>		<b>989.70</b>	<b>1,204.44</b>	<b>\$3,782.15</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2021 - January 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	TOTAL
Give-a-Kid-a-Book								\$0.00
Books	363.48			409.62	140.85	702.25		\$1,616.20
Misc. Expenses						201.75		\$201.75
<b>Total Give-a-Kid-a-Book</b>	<b>363.48</b>			<b>409.62</b>	<b>140.85</b>	<b>904.00</b>		<b>\$1,817.95</b>
<b>Total Program Expense</b>	<b>542.22</b>	<b>488.68</b>	<b>261.09</b>	<b>1,069.12</b>	<b>140.85</b>	<b>1,893.70</b>	<b>1,204.44</b>	<b>\$5,600.10</b>
Subscriptions/Org. Membership	169.76	143.99	153.99	153.99		299.98	153.99	\$1,075.70
Telephone		24.47			13.86			\$38.33
Uncategorized Expense					70.87	55.80	127.01	\$253.68
Volunteer Appreciation							78.14	\$78.14
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>\$3,287.63</b>	<b>\$6,240.19</b>	<b>\$8,369.97</b>	<b>\$32,758.07</b>
NET OPERATING REVENUE	<b>\$1,393.46</b>	<b>\$ -84.83</b>	<b>\$37.18</b>	<b>\$3,607.09</b>	<b>\$4,244.74</b>	<b>\$27,719.92</b>	<b>\$ -4,026.64</b>	<b>\$32,890.92</b>
NET REVENUE	<b>\$1,393.46</b>	<b>\$ -84.83</b>	<b>\$37.18</b>	<b>\$3,607.09</b>	<b>\$4,244.74</b>	<b>\$27,719.92</b>	<b>\$ -4,026.64</b>	<b>\$32,890.92</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

January 2022

	TOTAL
Revenue	
Amazon Smiles Donations	23.30
Book Sales	
Book Sales	432.54
Online Book Sales	1,020.25
<b>Total Book Sales</b>	<b>1,452.79</b>
Capital Appeal Donations	689.00
Interest	22.99
Memberships (Households)	2,055.25
Programs	
In Honor Of	100.00
<b>Total Programs</b>	<b>100.00</b>
<b>Total Revenue</b>	<b>\$4,343.33</b>
<b>GROSS PROFIT</b>	<b>\$4,343.33</b>
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	4.00
Supplies	20.80
<b>Total Book Sales</b>	<b>24.80</b>
Online Book Sales	
Postage	158.58
<b>Total Online Book Sales</b>	<b>158.58</b>
<b>Total Book Sale Expenses</b>	<b>183.38</b>
Monies Remitted to Library	4,000.00
Payroll Expenses	
Taxes	186.40
Wages	2,436.61
<b>Total Payroll Expenses</b>	<b>2,623.01</b>
Program Expense	
Books for Babies	
Books	1,046.88
Supplies	157.56
<b>Total Books for Babies</b>	<b>1,204.44</b>
<b>Total Program Expense</b>	<b>1,204.44</b>
Subscriptions/Org. Membership	153.99
Uncategorized Expense	127.01
Volunteer Appreciation	78.14
<b>Total Expenditures</b>	<b>\$8,369.97</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -4,026.64</b>
<b>NET REVENUE</b>	<b>\$ -4,026.64</b>

# Friends of the LE Phillips Memorial Public Library

## Statement of Financial Position

As of January 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Business Savings Account (3400)	13.20
Charter Bank 840280	0.00
RCU Money Market	74,623.68
Royal Advantage Checking (7129)	20,202.60
Royal Advantage Checking *4109	28,405.23
<b>Total Bank Accounts</b>	<b>\$123,244.71</b>
Other Current Assets	
Uncategorized Asset	10.00
<b>Total Other Current Assets</b>	<b>\$10.00</b>
<b>Total Current Assets</b>	<b>\$123,254.71</b>
<b>TOTAL ASSETS</b>	
<b>\$123,254.71</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Payable	-4,770.16
Payroll Liabilities	
Federal Taxes (941/944)	0.00
WI Income Tax	-91.24
<b>Total Payroll Liabilities</b>	<b>-91.24</b>
<b>Total Other Current Liabilities</b>	<b>\$ -4,861.40</b>
<b>Total Current Liabilities</b>	<b>\$ -4,861.40</b>
Long-Term Liabilities	
Payroll Protection Program (PPP2)	5.09
<b>Total Long-Term Liabilities</b>	<b>\$5.09</b>
<b>Total Liabilities</b>	<b>\$ -4,856.31</b>
Equity	
Opening Balance Equity	72,468.98
Retained Earnings	59,668.68
Net Revenue	-4,026.64
<b>Total Equity</b>	<b>\$128,111.02</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$123,254.71</b>



**To: Friends of the Library Board**  
**From: Julie Woodruff, Technical Services Manager**  
**Date: February 2022**

Another monthly video update to share. It can be difficult to get a good idea of the progress because there is so much equipment and “stuff” in many of the shots, but staff have been in the building recently and can tell you that now that much of the mechanical, electrical and plumbing work is finished, the changes are happening at a fast pace. We are working on finding an alternate time to take staff/Friends through so you can all see it in person.

Monthly Drone Flyover: <https://youtu.be/J-uawIEj1II>

Monthly Update: <https://youtu.be/vmQCkMX5Vgk>

“Congratulations!” The readers of Volume One Magazine voted the library into a pair of first places in this year’s Best of the Chippewa Valley Reader Poll.

**1<sup>st</sup> - Best Use of Taxpayer Dollars Last Year**

<https://volumeone.org/bestof/451/questions/11170-best-use-of-taxpayer-dollars-last-year>

**1<sup>st</sup> - Best Project in Progress Last Year**

<https://volumeone.org/bestof/451/questions/11256-best-project-in-progress-last-year>



The L.E. Phillips Memorial Public Library in Eau Claire is excited to launch its all-new community outreach service, Eau Claire Laundromat Libraries. This outreach program is geared to increase the community’s access to children’s books and to promote the development of early literacy skills for local children and families.

As of this week, participating laundromats across Eau Claire contain a set of diverse, high-interest books in English, Spanish, and Hmong for children ages 0–8. Families are invited to read while at the laundromat and/or select a book to take home. No check-out is required and no library card is needed. Additionally, each library contains a binder filled with information

about early literacy and community resources to support youngsters and their families.

## Partnering Laundromats

Laundry Express Laundromat | 2655 Golf Road

London Road Laundromat | 2820 London Road

Pinehurst Laundromat | 3061 N Hastings Way

Risler's Laundromat | 3233 Seymour Road

Super Wash Laundromat(s) | 2625 N Clairemont Avenue & 2703 Birch Street

Vine Street Laundry | 2005 8th Street

We are excited to share our podcast, "Dabble Babble", has officially launched! This effort has been two years in the making thanks to Brad's efforts and passion for podcasting. You can listen to the first episodes at <https://www.ecpubliclibrary.info/podcasts/> or major Podcast distributors such as Apple Podcasts, Spotify, or Google Podcasts.



Despite the cold January weather, we were happy to welcome increased traffic in the Youth Services area. One of our low-touch room activities was a Library Love Story community art display, with customers of all ages sharing their love of the library through coloring pages. One customer shared, "I love to come to the library to spend time with my granddaughter. Just like my Grandma did with me. We did this page

together! We all love the library." And we all love our great community!

**ORDER HERE...**

**PICK UP HERE...**

Request items from more than 50 area libraries and pick them up here.

A woman with long brown hair is sitting on a white sofa, using a laptop. She is holding a red cup. The background is a bright, modern interior.

**Find more time to read.**

**E-audiobooks — listen anywhere.**  
Ask at Information & Reference.

A collage of four images: a person in a wheelchair, a person reading, a person in a wheelchair, and a person gardening.

We also saw the installation of the long-awaited large-format promotional posters which advertise library collections and services in the library. These are not only informative, their colorful images also brighten the place up!