

The Friends of the Library Executive Board will meet on Monday, May 16, 2022 at 6:00 p.m. at the Friends temporary location, 2615 Mall Drive. 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, April 18, 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)
7. Staff General Updates (Yearous/Hayden)
8. Committee Reports
 - a. Online Sales (Derksen/Noland)
 - i. Sales Update
 - b. Virtual Book Sale (Hayden)
 - i. April Sales
 - c. Pop Up Book Sales
 - d. Membership Drive Update
 - e. Identity/Image Committee
9. Old Business
 - a. Academy of Life Long Learners June 7, 2022
10. New Business
 - a. June meeting preview

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
April 18, 2022

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

Absent: Timothy Haukeness, Treasurer; Elizabeth Karrer, Member-at-Large; Tally Peters, Member-at-Large.

Meeting called to order at 6pm (Derksen)

1. Motion to approve minutes from the meeting held Monday, March 21, 2022 (Derksen)
Brant motions, Noland seconds, approved.
2. Call for additions to agenda and announcements (Derksen)
3. Treasurer's reports (Noland) Brant motions, Fisher seconds, approved.
4. Library report (Woodruff)
5. Board liaison report (Pesicka)
 - a. Library Director has been decided on and job offer was made.
6. Staff General Updates (Yearous/Hayden)
 - a. Eau Claire Early Morning Rotary summer reading program book drive kicked off last week.
7. Committee Reports
 - a. Online Sales (Derksen/Noland)
 - i. Identifying non-library books on online listings is underway
 - ii. 150 orders done during first quarter of 2022, 79 of which sold within 3 months of being listed.
 - b. Virtual Book Sale (Hayden)
 - i. March Sales
 - ii. April Promotion
 - c. Pop Up Book Sales
 - d. Membership Drive Update
8. Old Business
 - a. Annual Meeting may be moving location based on weather. Meeting starts at 5pm.
 - b. Open Board Positions for 2022-2023 (VP, Treasurer, Secretary). Vice President has been filled.
 - c. Identity/Image Committee met on the 8th. Working on finding examples for website design.
 - d. Academy of Lifelong Learners June 7, 2022
9. New Business
 - a. Library Annual Ask, Noland motions to accept \$12,500, Brant seconds, approved.

Meeting adjourned at 7:01pm
Minutes submitted by Layla Fisher

Friends of the LE Phillips Memorial Public Library Minutes of Annual Board Meeting
April 24, 2022

Present: Brenda Brant, Past President; Sally Derksen, President; Layla Fisher, Secretary; Astrid Hayden, Administrative Assistant; Becky Noland, Vice President; Tally Peters, Member-at-Large; Stacy Yearous, Program and Development Coordinator.

Absent: Timothy Haukeness, Treasurer; Elizabeth Karrer, Member-at-Large; Gary Pesicka, Library Board Liaison; Julie Woodruff, Ex-Officio Member.

Meeting called to order at 5:00pm

1. Welcome and introduction (Derksen)
2. 2021 Highlights (Yearous)
 - a. Overcoming pandemic obstacles with the formation of the online bookstore
3. Literacy programs
 - a. Books for babies, nearly 2,400 kits to local hospitals;
 - b. Give a kid a book, nearly 3,500 books donated to the program;
4. Volunteer recognition
 - a. 2,300 recorded volunteer hours in 2021 made up of 84 volunteers
5. Treasurer Reports (Noland)
 - a. Budgeted expenses were met and income exceeded expectations. Online sales were integral to keeping our income afloat during the pandemic. Work from home book appraisals were also very helpful.
6. Election of executive board members was presented. Brant motions, Peters seconds, approved.
7. Distinguished service recognition was awarded to Betty Conway.

Meeting adjourned 5:22pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of April 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	113,902.51
Other Current Assets	10.00
Total Current Assets	\$113,912.51
TOTAL ASSETS	\$113,912.51
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	-91.24
Total Current Liabilities	\$ -91.24
Long-Term Liabilities	5.09
Total Liabilities	\$ -86.15
Equity	113,998.66
TOTAL LIABILITIES AND EQUITY	\$113,912.51

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

	2021-2022 Budget	4/30/2022 Actual	Budget Remaining	% of Budget
Revenue				
Amazon Smiles	300.00	220.34	79.66	73%
Booksales	10000.00	14520.99	-4520.99	145%
Online Booksales	12000.00	12997.54	-997.54	108%
Capital Appeal Donations		13789.00		
Corporate Memberships/Sponsorships	2500.00	2500.00	0.00	100%
Grants	1500.00	3500.00	-2000.00	233%
Interest	200.00	209.85	-9.85	105%
Memberships(Households)	22000.00	18666.17	3333.83	85%
Miscellaneous	500.00	2267.21	-1767.21	453%
Books for Babies	4500.00	2200.00	2300.00	49%
Give-a-Kid-a-Book	5000.00	6873.18	-1873.18	137%
In Honor Of	2200.00	680.00	1520.00	31%
Monies Received for Library	6500.00	6500.00	0.00	100%
Transfer From Fund Balance	7630.00		7630.00	0%
Total Revenue	\$ 74,830.00	\$ 84,924.28	\$ 3,694.72	113%

Expenses				
Annual Meeting	500.00	25.98	474.02	5%
Booksales: Expense	750.00	760.71		101%
Supplies		515.00		
Promotions		245.71		
Food - Volunteers				
Online Booksales: Expenses	3500.00	2978.42	521.58	85%
Postage		2582.58		
Supplies		395.84		
Credit Card Fees	400.00	487.28	-87.28	122%
Insurance	300.00	268.00	32.00	89%
Library Allocations	12000.00	12500.00	-500.00	104%
Community Events				
General Library Needs				
Youth Services				
Community Reading Programs				
Memberships Expenses	1000.00	749.93	250.07	75%
Miscellaneous	500.00	867.01	-367.01	173%
Monies Remitted to Library	6500.00	6500.00		
Newsletter	1200.00	980.37	219.63	82%
Office Supplies	2500.00	235.37	2264.63	9%
Salaries	28000.00	22026.84	5973.16	79%
Payroll Taxes	2300.00	1685.05	614.95	73%
Books for Babies	5000.00	5156.20	-156.20	103%
Books		4833.40		
Supplies		322.80		
Give-a-Kid-a-Book: Books	4000.00	2520.14	1479.86	63%
Books	3700.00	2159.55	1540.45	58%
Supplies	300.00	360.59	-60.59	120%
In Honor Of	1800.00	680.00	1120.00	38%
Monies Remitted to Library		680.00		
Supplies				
Staff Appreciation	1000.00			
Subscriptions/Org. Memberships	2500.00	2310.33	189.67	92%
Telephone	80.00	56.71	23.29	71%
YS Programs & Services Prizes/Giveaways	1000.00	509.08	490.92	51%
Volunteer Appreciation	0.00	78.14	-78.14	0%
Transfer to Fund Balance				
Total Expense	\$ 74,830.00	\$61,375.56	\$ 13,454.44	82%

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2021 - April 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021
Revenue						
Amazon Smiles Donations		49.12			62.34	
Book Sales						
Book Sales	1,813.60	1,835.24	1,606.80	3,687.60	411.51	454.54
Online Book Sales	1,935.12	1,684.95	1,556.01	842.64	612.22	1,909.16
Total Book Sales	3,748.72	3,520.19	3,162.81	4,530.24	1,023.73	2,363.70
Capital Appeal Donations						12,650.00
Corporate Memberships/Sponsorships					1,000.00	
Grants					2,000.00	1,500.00
Interest	14.22	14.22	13.77	16.64	20.35	21.04
Memberships (Households)	247.79	832.55	112.65	391.01	311.70	9,395.69
Miscellaneous Income					500.00	600.00
Monies Received from Library						4,000.00
Programs						
Books for Babies	1,000.00			100.00		1,000.00
Give-a-Kid-a-Book		200.00		1,629.25	2,614.25	2,429.68
In Honor Of				230.00		
Total Programs	1,000.00	200.00		1,959.25	2,614.25	3,429.68
Total Revenue	\$5,010.73	\$4,616.08	\$3,289.23	\$6,897.14	\$7,532.37	\$33,960.11
GROSS PROFIT	\$5,010.73	\$4,616.08	\$3,289.23	\$6,897.14	\$7,532.37	\$33,960.11
Expenditures						
Book Sale Expenses						
Book Sales						
Promotions	10.00	20.81	41.93	18.26		70.00
Supplies	39.99			272.00		159.61
Total Book Sales	49.99	20.81	41.93	290.26		229.61
Online Book Sales						
Postage		812.74			911.26	
Supplies	17.00	120.81		16.15		86.37
Total Online Book Sales	17.00	933.55		16.15	911.26	86.37
Total Book Sale Expenses	66.99	954.36	41.93	306.41	911.26	315.98
Credit Card Co. Fees	26.29	27.49	21.59	22.89	70.87	55.80
Insurance			257.00			
Library Allocations						
Memberships	0.02	109.36				310.61
Miscellaneous Expense		11.55	117.17		12.08	254.00
Monies Remitted to Library						
Newsletter		183.62				365.68
Office Supplies		6.45	35.72			67.89

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2021 - April 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021
Payroll Expenses						
Taxes	194.14	174.73	162.64	111.61	151.99	181.33
Wages	2,537.86	2,284.04	2,125.92	1,459.04	1,986.72	2,370.29
Total Payroll Expenses	2,732.00	2,458.77	2,288.56	1,570.65	2,138.71	2,551.62
Program Expense						
Annual Meeting						
Books for Babies						
Books	178.74	472.68	198.85	572.50		989.70
Supplies		16.00	62.24	87.00		
Total Books for Babies	178.74	488.68	261.09	659.50		989.70
Give-a-Kid-a-Book						
Books	363.48			409.62	140.85	702.25
Misc. Expenses						201.75
Total Give-a-Kid-a-Book	363.48			409.62	140.85	904.00
In Honor Of						
Library			75.00	155.00		
Total In Honor Of			75.00	155.00		
Total Program Expense	542.22	488.68	336.09	1,224.12	140.85	1,893.70
Subscriptions/Org. Membership	169.76	143.99	153.99	153.99		299.98
Telephone		24.47			13.86	
Volunteer Appreciation						
YS Programs and Services (Prizes/Giveaways)	79.99	292.17		11.99		124.93
Total Expenditures	\$3,617.27	\$4,700.91	\$3,252.05	\$3,290.05	\$3,287.63	\$6,240.19
NET OPERATING REVENUE	\$1,393.46	\$ -84.83	\$37.18	\$3,607.09	\$4,244.74	\$27,719.92
NET REVENUE	\$1,393.46	\$ -84.83	\$37.18	\$3,607.09	\$4,244.74	\$27,719.92

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2021 - April 2022

	JAN 2022	FEB 2022	MAR 2022	APR 2022	TOTAL
Revenue					
Amazon Smiles Donations	23.30		85.58		\$220.34
Book Sales					\$0.00
Book Sales	432.54	697.92	553.05	3,028.19	\$14,520.99
Online Book Sales	1,020.25	1,250.90	1,069.40	1,116.89	\$12,997.54
Total Book Sales	1,452.79	1,948.82	1,622.45	4,145.08	\$27,518.53
Capital Appeal Donations	689.00	225.00	175.00	50.00	\$13,789.00
Corporate Memberships/Sponsorships				1,500.00	\$2,500.00
Grants					\$3,500.00
Interest	22.99	22.90	28.43	35.29	\$209.85
Memberships (Households)	2,055.25	1,038.67	3,511.77	769.09	\$18,666.17
Miscellaneous Income		300.00	474.21	393.00	\$2,267.21
Monies Received from Library				2,500.00	\$6,500.00
Programs					\$0.00
Books for Babies		100.00			\$2,200.00
Give-a-Kid-a-Book					\$6,873.18
In Honor Of	100.00		350.00		\$680.00
Total Programs	100.00	100.00	350.00		\$9,753.18
Total Revenue	\$4,343.33	\$3,635.39	\$6,247.44	\$9,392.46	\$84,924.28
GROSS PROFIT	\$4,343.33	\$3,635.39	\$6,247.44	\$9,392.46	\$84,924.28
Expenditures					
Book Sale Expenses					\$0.00
Book Sales					\$0.00
Promotions	4.00		55.71	25.00	\$245.71
Supplies	20.80			22.60	\$515.00
Total Book Sales	24.80		55.71	47.60	\$760.71
Online Book Sales					\$0.00
Postage	158.58	611.85	13.70	74.45	\$2,582.58
Supplies			129.76	25.75	\$395.84
Total Online Book Sales	158.58	611.85	143.46	100.20	\$2,978.42
Total Book Sale Expenses	183.38	611.85	199.17	147.80	\$3,739.13
Credit Card Co. Fees	127.01	49.73	32.78	52.83	\$487.28
Insurance		11.00			\$268.00
Library Allocations				12,500.00	\$12,500.00
Memberships		329.94			\$749.93
Miscellaneous Expense			472.21		\$867.01
Monies Remitted to Library	4,000.00			2,500.00	\$6,500.00
Newsletter		188.03	243.04		\$980.37
Office Supplies			82.37	42.94	\$235.37

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2021 - April 2022

	JAN 2022	FEB 2022	MAR 2022	APR 2022	TOTAL
Payroll Expenses					\$0.00
Taxes	186.40	172.38	163.44	186.39	\$1,685.05
Wages	2,436.61	2,253.35	2,136.40	2,436.61	\$22,026.84
Total Payroll Expenses	2,623.01	2,425.73	2,299.84	2,623.00	\$23,711.89
Program Expense					\$0.00
Annual Meeting				25.98	\$25.98
Books for Babies					\$0.00
Books	1,046.88	519.40	854.65		\$4,833.40
Supplies	157.56				\$322.80
Total Books for Babies	1,204.44	519.40	854.65		\$5,156.20
Give-a-Kid-a-Book					\$0.00
Books				543.35	\$2,159.55
Misc. Expenses		158.84			\$360.59
Total Give-a-Kid-a-Book		158.84		543.35	\$2,520.14
In Honor Of					\$0.00
Library		100.00	350.00		\$680.00
Total In Honor Of		100.00	350.00		\$680.00
Total Program Expense	1,204.44	778.24	1,204.65	569.33	\$8,382.32
Subscriptions/Org. Membership	153.99		715.64	518.99	\$2,310.33
Telephone		18.38			\$56.71
Volunteer Appreciation	78.14				\$78.14
YS Programs and Services (Prizes/Giveaways)					\$509.08
Total Expenditures	\$8,369.97	\$4,412.90	\$5,249.70	\$18,954.89	\$61,375.56
NET OPERATING REVENUE	\$ -4,026.64	\$ -777.51	\$997.74	\$ -9,562.43	\$23,548.72
NET REVENUE	\$ -4,026.64	\$ -777.51	\$997.74	\$ -9,562.43	\$23,548.72

Friends of the LE Phillips Memorial Public Library

Statement of Activity

April 2022

	TOTAL
Revenue	
Book Sales	
Book Sales	3,028.19
Online Book Sales	1,116.89
Total Book Sales	4,145.08
Capital Appeal Donations	50.00
Corporate Memberships/Sponsorships	1,500.00
Interest	35.29
Memberships (Households)	769.09
Miscellaneous Income	393.00
Monies Received from Library	2,500.00
Total Revenue	\$9,392.46
GROSS PROFIT	\$9,392.46
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	25.00
Supplies	22.60
Total Book Sales	47.60
Online Book Sales	
Postage	74.45
Supplies	25.75
Total Online Book Sales	100.20
Total Book Sale Expenses	147.80
Credit Card Co. Fees	52.83
Library Allocations	12,500.00
Monies Remitted to Library	2,500.00
Office Supplies	42.94
Payroll Expenses	
Taxes	186.39
Wages	2,436.61
Total Payroll Expenses	2,623.00
Program Expense	
Annual Meeting	25.98
Give-a-Kid-a-Book	
Books	543.35
Total Give-a-Kid-a-Book	543.35
Total Program Expense	569.33
Subscriptions/Org. Membership	518.99
Total Expenditures	\$18,954.89
NET OPERATING REVENUE	\$ -9,562.43
NET REVENUE	\$ -9,562.43

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

It has been one year now that we've been open to the public in our temporary location and it is incredible how quickly that year has gone. The closer we get to moving back downtown, the faster time seems to fly! This past month, there has been amazing progress on the building and the end of construction is in sight. The project continues on budget and on schedule with the tentative plan for Market & Johnson to turn the building over to staff shortly after the July 4th holiday. Furnishings, shelving and office systems are scheduled to be delivered and installed between July 5-22.

Management staff will be touring the building on May 16 to begin planning the finer details for shared workspaces, office furniture arrangement, program planning and storage options. Our last day open to the public in the temporary location is August 6, and the move will begin on Monday, August 8 and take roughly 7 days. We have a lot to accomplish between now and moving out, but we feel confident that this incredibly resilient and flexible staff will make the most of it.

For the first time since the beginning of the pandemic, Headstart storytime outreach restarted. This event marked the first in-person visit to Head Start since February of 2020! The experience was both marvelous and challenging. Three back-to-back storytime sessions were presented, in order to reach all of the students in smaller groups. In May, we will plan to present more sing-alongs and movement activities to provide an effective balance of physical exercises and early literacy activities.

April was a busy month for the YS team and the library as a whole as we welcomed every 1st grade class from the Eau Claire Area School District to the library for three weeks of field trips. When the visits wrap up during the first week in May, we will have welcomed approximately 760 1st graders plus their teachers and chaperones! The visits were comprised of a read aloud story, a presentation to introduce students to the different types of materials found in the library, a scavenger hunt, demonstrations of activities to do at the library and various kits available to check out, and time to build with Legos and draw. The kids even got to meet Pete the Cat!



We received many positive comments from the general public while the first graders were here. People were so happy to see and hear the excitement from so many young ones enjoying their library. Staff observed several older adults who stopped to listen to presenters leading first graders in song. The customers commented how lovely it was to hear the voices of the kids.

.Early Literacy Outreach Librarian, Jerissa Koenig, continued her work on the Early Literacy Coalition to plan for a book distribution program. The coalition's goals are in line with the YS team: to get books into the hands of children. Jerissa is assisting the Coalition with plans to expand the model of Laundromat Libraries to reach additional community organizations that serve low-income or underserved children and families.

Tax season wrapped up on April 18. The library distributed 1317 federal forms, 612 federal instruction booklets, and approximately 2550 various Wisconsin state tax forms. Since the beginning of the year, Reference staff have answered 418 questions about tax forms.



Staff reported the Seed Library was a huge hit! Thanks to our sponsors, Down to Earth Garden Center and the Eau Claire Garden Club, we were able to distribute 1051 packets of seeds to our community. With so much local interest, Stephanie plans to expand the program next year to include gardening and wellness events.