

The Friends of the Library Executive Board will meet on Monday, July 17, 2023, at 6:00 p.m. at the L.E. Phillips Memorial Public Library in room 105. Committee chairs and members are welcome. Please contact the Friends of the Library for a meeting link if needed.

AGENDA

1. Call to order/Roll Call (Lehmkuhl)
2. Motion to approve minutes from the meeting held Monday, June 19, 2023, (Lehmkuhl)
3. Call for additions to agenda and announcements (Lehmkuhl)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
6. Board liaison report (Pesicka)
7. Staff General Updates (Yearous/Hayden)
 - a. Bookstore
 - b. eBay/Amazon Update
 - c. Pop-Up Book Sale Results
8. Committee Reports
 - a. GAKAB
 - b. Train Exhibit
9. Old Business
 - a. August Picnic Date/Time/Location
10. New Business
 - a. 2023-2024 Meeting Dates

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

June 19, 2023

Present: Patti Ausman, Guest; Sally Derksen, Past President; Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Astrid Hayden, Administrative Assistant; Elizabeth Karrer, Member-at-Large; Dave Lehmkuhl, Vice President; Esther Moen, Guest; Becky Noland, President; Gary Pesicka, Library Board Liaison; Julie Woodruff, Ex-Officio Member; Stacey Yearous, Program and Development Coordinator.

Absent: Tally Peters, Member-at-Large.

Call to order/Roll Call (Noland) 6:01pm

1. Motion to approve minutes from the meeting held Monday, May 15, 2023 (Noland)
Lehmkuhl motions, Derksen seconds, approved.
2. Call for additions to agenda and announcements (Noland)
3. Treasurer's reports (Haukeness)
 - a. RCU: CD rate 5.25% for 15 months. A new CD will not be taken out at this time.
A vote was not taken on this matter.
4. Library report (Woodruff)
5. Board liaison report (Pesicka)
6. Staff General Updates (Yearous/Hayden)
 - a. Bookstore
 - b. eBay/Amazon Update
 - c. Pop-Up Book Sale Date is July 15th.
7. Committee Reports
 - a. Online Sales (Derksen) Keep an eye out for Amazon boxes #10, 20, 28, 30, 56 that you could donate.
8. New Business
 - a. Capital Appeal Contribution. Lehmkuhl motions to move funds for this payment in the amount of \$15,000 from the booksale account, Karrer seconds, approved.
 - b. August Picnic Date/Time/Location. August 14th, 6pm, location TBD
 - c. Tally Peters will not be attending meetings the rest of the summer.

Meeting adjourned at 6:55pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	52,650.61
Other Current Assets	45,851.69
Total Current Assets	\$98,502.30
TOTAL ASSETS	\$98,502.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,987.64
Total Current Liabilities	\$14,987.64
Long-Term Liabilities	30,000.00
Total Liabilities	\$44,987.64
Equity	53,514.66
TOTAL LIABILITIES AND EQUITY	\$98,502.30

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Comparison

As of June 30, 2023

	TOTAL	
	AS OF JUN 30, 2023	AS OF JUN 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Business Savings Account (3400)	13.27	13.20
Charter Bank 840280	0.00	0.00
RCU Money Market	30,471.38	74,797.73
Royal Advantage Checking (7129)	7,121.22	11,382.74
Royal Advantage Checking *4109	15,044.74	13,362.70
Total Bank Accounts	\$52,650.61	\$99,556.37
Other Current Assets		
12 Month Certificate (5961)	15,218.98	
18 Month Certificate (4237)	30,632.71	
Uncategorized Asset	0.00	10.00
Total Other Current Assets	\$45,851.69	\$10.00
Total Current Assets	\$98,502.30	\$99,566.37
TOTAL ASSETS	\$98,502.30	\$99,566.37
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Direct Deposit Payable	0.00	0.00
Payroll Liabilities		
Federal Taxes (941/944)	0.00	0.00
WI Income Tax	-12.36	-38.65
Total Payroll Liabilities	-12.36	-38.65
Story Builder Pledge (short term)	15,000.00	15,000.00
Total Other Current Liabilities	\$14,987.64	\$14,961.35
Total Current Liabilities	\$14,987.64	\$14,961.35
Long-Term Liabilities		
Payroll Protection Program (PPP2)	0.00	5.09
Story Builder Pledge (long term)	30,000.00	45,000.00
Total Long-Term Liabilities	\$30,000.00	\$45,005.09
Total Liabilities	\$44,987.64	\$59,966.44
Equity		
Opening Balance Equity	22,693.91	7,698.82
Retained Earnings	31,901.11	22,751.12
Net Revenue	-1,080.36	9,149.99
Total Equity	\$53,514.66	\$39,599.93
TOTAL LIABILITIES AND EQUITY	\$98,502.30	\$99,566.37

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

	2022-2023 Budget	6/30/2023 Actual	Budget Remaining	% of Budget
Revenue				
Amazon Smiles	250	407.60	(158)	163%
Booksales	18,000	11970.14	6,030	67%
Bookstore Sales	-	11274.26	(11,274)	
Online Booksales	10,000	11752.63	(1,753)	118%
Capital Appeal Donations	15,000	11969.00	3,031	80%
Corporate Memberships/Sponsorships	2,500	3000.00	(500)	120%
Grants	2,000		2,000	0%
Interest	200	1525.41	(1,325)	763%
Memberships(Households)	20,000	21466.68	(1,467)	107%
Miscellaneous	500	1210.34	(710)	242%
Special Event Fundraising	5,000	4477.93	522	90%
Books for Babies	5,000	2735.00	2,265	55%
Give-a-Kid-a-Book	5,000	6471.13	(1,471)	129%
In Honor Of	1,500	2120.07	(620)	141%
Monies Received for Library	6,000	22555.00	(16,555)	376%
Transfer From Fund Balance	6,200		6,200	0%
Total Revenue	97,150	112935.19	(15,785)	116%

Expenses				
Library Allocations	15000	15050	(50)	100%
Capital Appeal Contribution	15000	15000	-	100%
Special Event Fundraising Expenses	1000	0	1,000	0%
Salaries	32500	31414.99	1,085	97%
Payroll Taxes	2500	2403.25	97	96%
Insurance	300	282	18	94%
Memberships Expenses	1000	1076.44	(76)	108%
Credit Card Fees	500	438.16	62	88%
Annual Meeting	500	106.59	393	21%
Telephone/General Postage	200	149.93	50	75%
Newsletter	1200	1010.79	189	84%
Give-a-Kid-a-Book	3750	4951.06	(1,201)	132%
Books for Babies	5000	7059.76	(2,060)	141%
In Honor Of	1500	2120.07	(620)	141%
Booksales: Expense	1000	1347.33	(347)	135%
Online Booksales: Expenses	3500	3820.27	(320)	109%
Volunteer Appreciation	200	220.92	(21)	110%
Office Supplies	2500	551.89	1,948	22%
Subscriptions/Org. Memberships	2500	2227.89	272	89%
Miscellaneous	500	1605.77	(1,106)	321%
Monies Remitted to Library	6000	22555	(16,555)	251%
YS Program Prizes	1000	623.44	377	62%
Total Expense	\$ 97,150	114015.55	(16,866)	117%

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2022 - June 2023

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023
Revenue							
Amazon Smiles Donations			46.33		66.11		
Book Sales							
Amazon/Ebay Sales					129.69	207.99	114.87
Book Sales	7,249.57	1,489.02			946.94	381.01	
Bookstore Sales			1,020.66	1,290.84	1,131.60	1,004.44	884.29
Online Book Sales	834.94	605.55	928.12	898.19	431.84	516.37	402.50
Total Book Sales	8,084.51	2,094.57	1,948.78	2,189.03	2,640.07	2,109.81	1,401.66
Capital Appeal Donations	100.00	1,000.00		3,021.00	548.00	2,175.00	3,375.00
Corporate Memberships/Sponsorships					3,000.00		
Event Income					924.00	2,966.75	587.18
Interest	44.47	57.21	57.87	66.85	84.17	90.57	166.89
Memberships (Households)	926.03	473.01	108.01	633.01	6,611.89	4,231.76	3,794.79
Miscellaneous Income	12.00					1,000.00	
Monies Received from Library						14,055.00	
Programs							
Books for Babies						1,500.00	
Give-a-Kid-a-Book				1,500.00	3,292.00	729.13	700.00
In Honor Of		25.00		25.00			50.00
Total Programs		25.00		1,525.00	3,292.00	2,229.13	750.00
Total Revenue	\$9,167.01	\$3,649.79	\$2,160.99	\$7,434.89	\$17,166.24	\$28,858.02	\$10,075.52
GROSS PROFIT	\$9,167.01	\$3,649.79	\$2,160.99	\$7,434.89	\$17,166.24	\$28,858.02	\$10,075.52
Expenditures							
Book Sale Expenses							
Book Sales							
Promotions	17.50	64.64	15.41			8.23	26.77
Supplies	403.00		39.99				
Total Book Sales	420.50	64.64	55.40			8.23	26.77
Online Book Sales							
Postage	1,317.54				139.66	463.62	
Supplies	24.27		100.66	166.58	41.88		28.02
Total Online Book Sales	1,341.81		100.66	166.58	181.54	463.62	28.02
Total Book Sale Expenses	1,762.31	64.64	156.06	166.58	181.54	471.85	54.79
Credit Card Co. Fees	22.45	20.16	22.63	18.83	61.94	105.49	49.08
Insurance				254.00			
Library Allocations							
Memberships	383.70		160.99			18.18	
Miscellaneous Expense		25.00	105.00		450.00		
Monies Remitted to Library						14,055.00	
Newsletter	583.25						
Office Supplies	18.58		204.05	97.90	6.80	19.65	25.29
Payroll Expenses							
Taxes	177.45	198.70	415.66		199.70	205.12	207.83
Wages	2,319.67	2,597.23	5,433.56		2,610.47	2,681.34	2,716.78
Total Payroll Expenses	2,497.12	2,795.93	5,849.22		2,810.17	2,886.46	2,924.61

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2022 - June 2023

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023
Program Expense							
Annual Meeting							
Books for Babies							
Books	579.75	432.83	267.13	532.48	675.71	838.63	483.36
Supplies		8.81		177.37			129.31
Total Books for Babies	579.75	441.64	267.13	709.85	675.71	838.63	612.67
Give-a-Kid-a-Book							
Books						2,092.55	
Misc. Expenses					178.17	123.75	
Total Give-a-Kid-a-Book					178.17	2,216.30	
In Honor Of							
Library						50.00	
Total In Honor Of						50.00	
Total Program Expense	579.75	441.64	267.13	709.85	853.88	3,104.93	612.67
Story Builder Campaign							
Subscriptions/Org. Membership	155.99	160.99		160.99	160.99	201.99	160.99
Telephone	70.96					24.73	
Volunteer Appreciation	25.00		140.04				
YS Programs and Services (Prizes/Giveaways)	154.94	196.56		167.04	48.93		
Total Expenditures	\$6,254.05	\$3,704.92	\$6,905.12	\$1,575.19	\$4,574.25	\$20,888.28	\$3,827.43
NET OPERATING REVENUE	\$2,912.96	\$ -55.13	\$ -4,744.13	\$5,859.70	\$12,591.99	\$7,969.74	\$6,248.09
NET REVENUE	\$2,912.96	\$ -55.13	\$ -4,744.13	\$5,859.70	\$12,591.99	\$7,969.74	\$6,248.09

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2022 - June 2023

	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
Revenue						
Amazon Smiles Donations	138.15			157.01		\$407.60
Book Sales						\$0.00
Amazon/Ebay Sales	279.68	393.25	313.77	173.59	216.36	\$1,829.20
Book Sales	1,800.00	103.60				\$11,970.14
Bookstore Sales	1,125.82	1,120.91	1,042.94	1,179.83	1,472.93	\$11,274.26
Online Book Sales	1,445.04	880.01	981.15	1,374.72	625.00	\$9,923.43
Total Book Sales	4,650.54	2,497.77	2,337.86	2,728.14	2,314.29	\$34,997.03
Capital Appeal Donations	100.00	1,550.00	100.00			\$11,969.00
Corporate Memberships/Sponsorships						\$3,000.00
Event Income						\$4,477.93
Interest	148.62	201.41	200.82	204.47	202.06	\$1,525.41
Memberships (Households)	784.03	2,053.63	1,053.37	523.57	273.58	\$21,466.68
Miscellaneous Income	30.00		168.34			\$1,210.34
Monies Received from Library	2,500.00		2,000.00	4,000.00		\$22,555.00
Programs						\$0.00
Books for Babies				1,060.00	175.00	\$2,735.00
Give-a-Kid-a-Book	250.00					\$6,471.13
In Honor Of	450.00	730.07	25.00	190.00	625.00	\$2,120.07
Total Programs	700.00	730.07	25.00	1,250.00	800.00	\$11,326.20
Total Revenue	\$9,051.34	\$7,032.88	\$5,885.39	\$8,863.19	\$3,589.93	\$112,935.19
GROSS PROFIT	\$9,051.34	\$7,032.88	\$5,885.39	\$8,863.19	\$3,589.93	\$112,935.19
Expenditures						
Book Sale Expenses						\$0.00
Book Sales						\$0.00
Promotions	21.16	29.60	9.24			\$192.55
Supplies				711.79		\$1,154.78
Total Book Sales	21.16	29.60	9.24	711.79		\$1,347.33
Online Book Sales					86.74	\$86.74
Postage	405.92		78.05	704.04	53.95	\$3,162.78
Supplies	78.23		25.16	105.95		\$570.75
Total Online Book Sales	484.15		103.21	809.99	140.69	\$3,820.27
Total Book Sale Expenses	505.31	29.60	112.45	1,521.78	140.69	\$5,167.60
Credit Card Co. Fees	32.73	21.68	19.33	41.61	22.23	\$438.16
Insurance	28.00					\$282.00
Library Allocations			15,050.00			\$15,050.00
Memberships	391.83			121.74		\$1,076.44
Miscellaneous Expense	1,000.00			25.77		\$1,605.77
Monies Remitted to Library		2,500.00		6,000.00		\$22,555.00
Newsletter		253.30		174.24		\$1,010.79
Office Supplies	43.65	55.07	18.75	62.15		\$551.89
Payroll Expenses						\$0.00
Taxes	206.63	188.94	204.52	186.84	211.86	\$2,403.25
Wages	2,701.03	2,469.80	2,673.47	2,442.24	2,769.40	\$31,414.99
Total Payroll Expenses	2,907.66	2,658.74	2,877.99	2,629.08	2,981.26	\$33,818.24

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2022 - June 2023

	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
Program Expense						\$0.00
Annual Meeting				106.59		\$106.59
Books for Babies						\$0.00
Books	609.19		723.00	773.65	716.49	\$6,632.22
Supplies			112.05			\$427.54
Total Books for Babies	609.19		835.05	773.65	716.49	\$7,059.76
Give-a-Kid-a-Book						\$0.00
Books			736.86	1,500.00		\$4,329.41
Misc. Expenses	302.75		16.98			\$621.65
Total Give-a-Kid-a-Book	302.75		753.84	1,500.00		\$4,951.06
In Honor Of						\$0.00
Library		1,035.00		485.07	550.00	\$2,120.07
Total In Honor Of		1,035.00		485.07	550.00	\$2,120.07
Total Program Expense	911.94	1,035.00	1,588.89	2,865.31	1,266.49	\$14,237.48
Story Builder Campaign					15,000.00	\$15,000.00
Subscriptions/Org. Membership	160.99	160.99	160.99	536.99	205.99	\$2,227.89
Telephone	26.12			28.12		\$149.93
Volunteer Appreciation	30.74			14.94	10.20	\$220.92
YS Programs and Services (Prizes/Giveaways)			55.97			\$623.44
Total Expenditures	\$6,038.97	\$6,714.38	\$19,884.37	\$14,021.73	\$19,626.86	\$114,015.55
NET OPERATING REVENUE	\$3,012.37	\$318.50	\$ -13,998.98	\$ -5,158.54	\$ -16,036.93	\$ -1,080.36
NET REVENUE	\$3,012.37	\$318.50	\$ -13,998.98	\$ -5,158.54	\$ -16,036.93	\$ -1,080.36

Friends of the LE Phillips Memorial Public Library

Statement of Activity

July 2022 - June 2023

	TOTAL
Revenue	
Amazon Smiles Donations	407.60
Book Sales	
Amazon/Ebay Sales	1,829.20
Book Sales	11,970.14
Bookstore Sales	11,274.26
Online Book Sales	9,923.43
Total Book Sales	34,997.03
Capital Appeal Donations	11,969.00
Corporate Memberships/Sponsorships	3,000.00
Event Income	4,477.93
Interest	1,525.41
Memberships (Households)	21,466.68
Miscellaneous Income	1,210.34
Monies Received from Library	22,555.00
Programs	
Books for Babies	2,735.00
Give-a-Kid-a-Book	6,471.13
In Honor Of	2,120.07
Total Programs	11,326.20
Total Revenue	\$112,935.19
GROSS PROFIT	\$112,935.19
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	192.55
Supplies	1,154.78
Total Book Sales	1,347.33
Online Book Sales	86.74
Postage	3,162.78
Supplies	570.75
Total Online Book Sales	3,820.27
Total Book Sale Expenses	5,167.60
Credit Card Co. Fees	438.16
Insurance	282.00
Library Allocations	15,050.00
Memberships	1,076.44
Miscellaneous Expense	1,605.77
Monies Remitted to Library	22,555.00
Newsletter	1,010.79

Friends of the LE Phillips Memorial Public Library

Statement of Activity

July 2022 - June 2023

	TOTAL
Office Supplies	551.89
Payroll Expenses	
Taxes	2,403.25
Wages	31,414.99
Total Payroll Expenses	33,818.24
Program Expense	
Annual Meeting	106.59
Books for Babies	
Books	6,632.22
Supplies	427.54
Total Books for Babies	7,059.76
Give-a-Kid-a-Book	
Books	4,329.41
Misc. Expenses	621.65
Total Give-a-Kid-a-Book	4,951.06
In Honor Of	
Library	2,120.07
Total In Honor Of	2,120.07
Total Program Expense	14,237.48
Story Builder Campaign	15,000.00
Subscriptions/Org. Membership	2,227.89
Telephone	149.93
Volunteer Appreciation	220.92
YS Programs and Services (Prizes/Giveaways)	623.44
Total Expenditures	\$114,015.55
NET OPERATING REVENUE	\$ -1,080.36
NET REVENUE	\$ -1,080.36

To: Friends of the Library Board

From: Julie Woodruff, Technical Services Manager

Date: July, 2023

June was a busy month. Desk staff proudly advertised the summer reading program to hundreds of library visitors. Additionally, desk staff were able to create cards for over 100 new library visitors. This influx of visitors also means the end of June was wildly busy for Pages as the books started to get returned. Linda ask for help shelving from library staff and everyone pitched in to get through the (traditionally) busiest shelving time of year.

Circulation was up from last year and some collections did very well. Adult fiction circ was up over 2019 statistics. With the move to a new spinner, browsing paperback circulation was the same as last year; it had been down for months. Teen and juvenile graphic novel statistics are up substantially from last year. The juvenile shelves are quite empty so we ordered an additional 350 duplicate titles in an effort to have something on the shelves. Juvenile board book circulation is the highest it's ever been.

June means the start of the summer programming series. Along with the regular storytime schedule, the YS team has something fun planned for school age kids almost every day of the summer! Mondays are packed with drop-in activities, Tuesdays feature family Dabble Box time, Wednesdays are for LEGO club, Thursdays are for performers, Friday specials have extra special fun and Saturdays are for the engineers and artists! This busy programming schedule is also filled with fun teen events and awesome passive programming in the room. Customers are coming out in droves for all of the fun! To help customers get to the library, we are working with the City of Eau Claire Transit Department to offer free bus passes for children and teens on Mondays and Thursdays.



Our series of summer performers is off to a fantastic start with fabulous performers and excited audiences. Each show is presented on Thursdays at 10 a.m. and repeated at 1 p.m. With three performers in June bringing in a total of 1,147 customers, Thursdays have proven to be a very busy day at the library!

Along with in house programming, the BookBike has been active in the community, attending the farmers market on Wednesdays and Saturdays. In total, we have served 1,148 customers at the BookBike this summer!

Reference staff offered 11 Dabble Box (DB) programs with 584 customers attending. The adult SLP was kicked off and we continue to see growing participation.

2nd floor service desks documented 2,315 reference transactions in June 2023. Reference transactions in June 2023 *increased* 51% from June 2022. Our top 3 questions answered dealt with meeting rooms, guest passes, and finding items for customers on the MORE catalog.

Several blogs were published promoting recommended reads, resources, and culture. Have a look at these blogs for more:

- [Summer Reading: Good for Your Health](#) by Stephanie, Reference Services
- [Ode to Library Programs](#) by Krister, Reference Services
- [Thoughtful Thrifting](#) by April, Circulation Services
- [Analog in a Digital World](#) by Christa, Circulation Services



Displays are an excellent way to highlight our collections. We added a new display spot by the Customer Services desk that will display topical themes along with the holiday lucky day collection at the end of the year. Displays were created for books set in Wisconsin and the Midwest or written by Wisconsin/Midwestern authors in the Too Good to Miss fiction and large print. It was very popular. The cube display on the second

floor highlighted Pride month and included a scavenger hunt. The display unit by the customer services desk had a display featuring music cds which highlighted artists appearing at local summer music festivals as well as a display featuring audiobooks and Playaways for Audiobook

month. Circulation for June for both audiobooks and Playaways was up. The Cave display featured garden/outdoor titles highlighting the Summer Reading Club theme.