

The Friends of the Library Executive Board will meet on Monday, September 18, 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 (Moen)
2. Motion to approve minutes from the meeting held Monday, July 17, 2023, (Moen)
3. Call for additions to agenda and announcements (Moen)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
6. Board liaison report (Pesicka)
7. Staff General Updates (Yearous/Hayden)
  - a. Bookstore
    - Venmo
  - b. eBay/Amazon Update
8. Committee Reports
  - a. Train Exhibit
    - Flyer Proofing
    - Admission fees
    - Polar Express Experience (upcharge?)
9. Old Business
10. New Business
  - a. Upcoming Event
    - Library Crawl 9/30/2023

#### **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

July 17, 2023

Present: Patti Ausman, Member at large; Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Astrid Hayden, Administrative Assistant; Dave Lehmkuhl, President; Esther Moen, Vice President; Becky Noland, Past President; Tally Peters, Member at large; Julie Woodruff, Ex-Officio Member; Stacy Yearous, Program and Development Coordinator.

Absent: Gary Pesicka, Library Board Liaison.

Meeting called to order at 6:00pm

1. Motion to approve minutes from the meeting held Monday, June 19, 2023, (Lehmkuhl) Moen motions, Fisher seconds, approved.
2. Call for additions to agenda and announcements (Lehmkuhl)
3. Treasurer's reports (Haukeness)
4. Library report (Woodruff)
5. Staff General Updates (Yearous/Hayden)
  - a. Bookstore
  - b. eBay/Amazon Update
  - c. Pop-Up Book Sale Resulted in gross sales of \$1,855.25. November 18<sup>th</sup> will be the next book sale.
6. Committee Reports
  - a. GAKAB – 400 books given to the summer reading program
  - b. Train Exhibit – sponsors are needed for the event
7. Old Business
  - a. August Picnic Date/Time/Location is August 14<sup>th</sup> at 6pm, in the Innovation Lab. Bring your own beverage.
8. New Business
  - a. 2023-2024 Meeting Dates were discussed by the board.
  - b. Paper copies printed of meeting paperwork will be reduced. Copies will be printed for those that wish to have them.
  - c. Completing a financial audit of The Friends books was discussed. A professional audit would be expensive but an internal audit could be completed.
    - i. Moen and Haukeness discussed pulling transactions and developing a procedure for checking transactions.

Meeting adjourned at 7:03pm

Minutes submitted by Layla Fisher, Secretary

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

|                                       | <b>2023-2024<br/>Budget</b> | <b>8/31/2023<br/>Actual</b> | <b>Budget<br/>Remaining</b> | <b>% of<br/>Budget</b> |
|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|
| <b>Revenue</b>                        |                             |                             |                             |                        |
| <b>Memberships(Households)</b>        | <b>21,000</b>               | <b>447.14</b>               | <b>20,553</b>               | 2.13%                  |
| Corporate Sponsorships                | 4,000                       | 500.00                      | 3,500                       | 12.50%                 |
| Corporate Partners                    | 2,500                       |                             | 2,500                       | 0.00%                  |
| <b>Bookstore Sales</b>                | <b>18,000</b>               | <b>4,030.03</b>             | <b>13,970</b>               | 22.39%                 |
| <b>Online Booksales</b>               | <b>14,000</b>               | <b>2,120.30</b>             | <b>11,880</b>               | 15.15%                 |
| Grants                                | 2,000                       |                             | 2,000                       | 0.00%                  |
| Give-a-Kid-a-Book                     | 5,000                       | 100.00                      | 4,900                       | 2.00%                  |
| Books for Babies                      | 5,000                       |                             | 5,000                       | 0.00%                  |
| Special Event Fundraising             | 5,000                       |                             | 5,000                       | 0.00%                  |
| Capital Appeal Donations/Contribution | 15,000                      | 500.00                      | 14,500                      | 3.33%                  |
| In Honor Of                           | 1,500                       | 920.00                      | 580                         | 61.33%                 |
| Interest                              | 1,500                       | 413.91                      | 1,086                       | 27.59%                 |
| Miscellaneous                         | 500                         | 1,000.00                    | (500)                       | 200.00%                |
| Monies Received for Library           | 6,000                       |                             | 6,000                       | 0.00%                  |
| Transfer From Balance                 | -                           |                             |                             |                        |
| <b>Total Revenue</b>                  | <b>\$ 101,000</b>           | <b>10,031.38</b>            | <b>90,969</b>               | 9.93%                  |

**Expenses**

|                                    |                  |                  |               |        |
|------------------------------------|------------------|------------------|---------------|--------|
| Library Allocations                | 15000            |                  | 15,000        | 0.00%  |
| Capital Appeal Contribution        | 15000            |                  | 15,000        | 0.00%  |
| Special Event Fundraising Expenses | 1000             |                  | 1,000         | 0.00%  |
| Salaries                           | 33500            | 5,093.28         | 28,407        | 15.20% |
| Payroll Taxes                      | 2600             | 389.63           | 2,210         | 14.99% |
| Insurance                          | 300              |                  | 300           | 0.00%  |
| Memberships Expenses               | 1000             | 324.35           | 676           | 32.44% |
| Credit Card Fees                   | 500              | 56.34            | 444           | 11.27% |
| Annual Meeting                     | 500              |                  | 500           | 0.00%  |
| Telephone/General Postage          | 200              | 28.53            | 171           | 14.27% |
| Newsletter                         | 1200             |                  | 1,200         | 0.00%  |
| Give-a-Kid-a-Book                  | 4000             |                  | 4,000         | 0.00%  |
| Books for Babies                   | 6000             | 1,987.32         | 4,013         | 33.12% |
| In Honor Of                        | 1500             | 620.00           | 880           | 41.33% |
| Booksales: Expense                 | 1000             | 25.00            | 975           | 2.50%  |
| Online Booksales: Expenses         | 3500             | 896.42           | 2,604         | 25.61% |
| Volunteer Appreciation             | 500              |                  | 500           | 0.00%  |
| Office Supplies                    | 2500             | 594.11           | 1,906         | 23.76% |
| Subscriptions/Org. Memberships     | 2500             | 744.98           | 1,755         | 29.80% |
| Miscellaneous                      | 500              | 20.56            | 479           | 4.11%  |
| Monies Remitted to Library         | 6000             |                  | 6,000         | 0.00%  |
| Uncategorized Expenses             |                  |                  | -             |        |
| YS Program Prizes                  | 1000             | 453.80           | 546           | 45.38% |
| <b>Total Expense</b>               | <b>\$ 99,800</b> | <b>11,234.32</b> | <b>88,566</b> | 11.26% |

# Friends of the LE Phillips Memorial Public Library

## Statement of Financial Position Summary

As of August 31, 2023

|                                     | TOTAL              |
|-------------------------------------|--------------------|
| <b>ASSETS</b>                       |                    |
| Current Assets                      |                    |
| Bank Accounts                       | 51,076.86          |
| Other Current Assets                | 46,180.66          |
| <b>Total Current Assets</b>         | <b>\$97,257.52</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$97,257.52</b> |
| <b>LIABILITIES AND EQUITY</b>       |                    |
| Liabilities                         |                    |
| Current Liabilities                 |                    |
| Credit Cards                        | 0.00               |
| Other Current Liabilities           | 14,945.80          |
| <b>Total Current Liabilities</b>    | <b>\$14,945.80</b> |
| Long-Term Liabilities               | 30,000.00          |
| <b>Total Liabilities</b>            | <b>\$44,945.80</b> |
| Equity                              | 52,311.72          |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$97,257.52</b> |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July - August, 2023

|                                    | JUL 2023          | AUG 2023          | TOTAL              |
|------------------------------------|-------------------|-------------------|--------------------|
| Revenue                            |                   |                   |                    |
| Book Sales                         |                   |                   | \$0.00             |
| Amazon/Ebay Sales                  | 464.99            | 312.33            | \$777.32           |
| Bookstore Sales                    | 3,081.43          | 948.60            | \$4,030.03         |
| Online Book Sales                  | 469.39            | 873.59            | \$1,342.98         |
| <b>Total Book Sales</b>            | <b>4,015.81</b>   | <b>2,134.52</b>   | <b>\$6,150.33</b>  |
| Capital Appeal Donations           | 500.00            |                   | \$500.00           |
| Corporate Memberships/Sponsorships | 500.00            |                   | \$500.00           |
| Interest                           | 205.72            | 208.19            | \$413.91           |
| Memberships (Households)           | 373.57            | 73.57             | \$447.14           |
| Miscellaneous Income               |                   | 1,000.00          | \$1,000.00         |
| Programs                           |                   |                   | \$0.00             |
| Give-a-Kid-a-Book                  | 100.00            |                   | \$100.00           |
| In Honor Of                        | 600.00            | 320.00            | \$920.00           |
| <b>Total Programs</b>              | <b>700.00</b>     | <b>320.00</b>     | <b>\$1,020.00</b>  |
| <b>Total Revenue</b>               | <b>\$6,295.10</b> | <b>\$3,736.28</b> | <b>\$10,031.38</b> |
| GROSS PROFIT                       | <b>\$6,295.10</b> | <b>\$3,736.28</b> | <b>\$10,031.38</b> |
| Expenditures                       |                   |                   |                    |
| Book Sale Expenses                 |                   |                   | \$0.00             |
| Book Sales                         |                   |                   | \$0.00             |
| Promotions                         |                   | 25.00             | \$25.00            |
| <b>Total Book Sales</b>            |                   | <b>25.00</b>      | <b>\$25.00</b>     |
| Online Book Sales                  |                   | 60.04             | \$60.04            |
| Postage                            | 78.05             | 730.21            | \$808.26           |
| Supplies                           | 28.12             |                   | \$28.12            |
| <b>Total Online Book Sales</b>     | <b>106.17</b>     | <b>790.25</b>     | <b>\$896.42</b>    |
| <b>Total Book Sale Expenses</b>    | <b>106.17</b>     | <b>815.25</b>     | <b>\$921.42</b>    |
| Credit Card Co. Fees               | 32.44             | 23.90             | \$56.34            |
| Memberships                        |                   | 324.35            | \$324.35           |
| Miscellaneous Expense              |                   | 20.56             | \$20.56            |
| Office Supplies                    |                   | 594.11            | \$594.11           |
| Payroll Expenses                   |                   |                   | \$0.00             |
| Taxes                              | 191.51            | 198.12            | \$389.63           |
| Wages                              | 2,503.36          | 2,589.92          | \$5,093.28         |
| <b>Total Payroll Expenses</b>      | <b>2,694.87</b>   | <b>2,788.04</b>   | <b>\$5,482.91</b>  |
| Program Expense                    |                   |                   | \$0.00             |
| Books for Babies                   |                   |                   | \$0.00             |
| Books                              | 564.07            | 1,423.25          | \$1,987.32         |
| <b>Total Books for Babies</b>      | <b>564.07</b>     | <b>1,423.25</b>   | <b>\$1,987.32</b>  |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July - August, 2023

|                                             | JUL 2023          | AUG 2023            | TOTAL               |
|---------------------------------------------|-------------------|---------------------|---------------------|
| In Honor Of                                 |                   |                     | \$0.00              |
| Library                                     | 600.00            | 20.00               | \$620.00            |
| <b>Total In Honor Of</b>                    | <b>600.00</b>     | <b>20.00</b>        | <b>\$620.00</b>     |
| <b>Total Program Expense</b>                | <b>1,164.07</b>   | <b>1,443.25</b>     | <b>\$2,607.32</b>   |
| Subscriptions/Org. Membership               | 205.99            | 538.99              | \$744.98            |
| Telephone                                   |                   | 28.53               | \$28.53             |
| YS Programs and Services (Prizes/Giveaways) |                   | 453.80              | \$453.80            |
| <b>Total Expenditures</b>                   | <b>\$4,203.54</b> | <b>\$7,030.78</b>   | <b>\$11,234.32</b>  |
| NET OPERATING REVENUE                       | <b>\$2,091.56</b> | <b>\$ -3,294.50</b> | <b>\$ -1,202.94</b> |
| NET REVENUE                                 | <b>\$2,091.56</b> | <b>\$ -3,294.50</b> | <b>\$ -1,202.94</b> |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

August 2023

|                                 | TOTAL             |
|---------------------------------|-------------------|
| Revenue                         |                   |
| Book Sales                      |                   |
| Amazon/Ebay Sales               | 312.33            |
| Bookstore Sales                 | 948.60            |
| Online Book Sales               | 873.59            |
| <b>Total Book Sales</b>         | <b>2,134.52</b>   |
| Interest                        | 208.19            |
| Memberships (Households)        | 73.57             |
| Miscellaneous Income            | 1,000.00          |
| Programs                        |                   |
| In Honor Of                     | 320.00            |
| <b>Total Programs</b>           | <b>320.00</b>     |
| <b>Total Revenue</b>            | <b>\$3,736.28</b> |
| GROSS PROFIT                    | <b>\$3,736.28</b> |
| Expenditures                    |                   |
| Book Sale Expenses              |                   |
| Book Sales                      |                   |
| Promotions                      | 25.00             |
| <b>Total Book Sales</b>         | <b>25.00</b>      |
| Online Book Sales               | 60.04             |
| Postage                         | 730.21            |
| <b>Total Online Book Sales</b>  | <b>790.25</b>     |
| <b>Total Book Sale Expenses</b> | <b>815.25</b>     |
| Credit Card Co. Fees            | 23.90             |
| Memberships                     | 324.35            |
| Miscellaneous Expense           | 20.56             |
| Office Supplies                 | 594.11            |
| Payroll Expenses                |                   |
| Taxes                           | 198.12            |
| Wages                           | 2,589.92          |
| <b>Total Payroll Expenses</b>   | <b>2,788.04</b>   |
| Program Expense                 |                   |
| Books for Babies                |                   |
| Books                           | 1,423.25          |
| <b>Total Books for Babies</b>   | <b>1,423.25</b>   |
| In Honor Of                     |                   |
| Library                         | 20.00             |
| <b>Total In Honor Of</b>        | <b>20.00</b>      |
| <b>Total Program Expense</b>    | <b>1,443.25</b>   |
| Subscriptions/Org. Membership   | 538.99            |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

August 2023

|                                             | TOTAL               |
|---------------------------------------------|---------------------|
| Telephone                                   | 28.53               |
| YS Programs and Services (Prizes/Giveaways) | 453.80              |
| <b>Total Expenditures</b>                   | <b>\$7,030.78</b>   |
| NET OPERATING REVENUE                       | <b>\$ -3,294.50</b> |
| NET REVENUE                                 | <b>\$ -3,294.50</b> |

**To: Friends of the Library Board**

**From: Julie Woodruff, Technical Services Manager**

**Date: September, 2023**

July and August were busy months. Circulation was up from last year and some collections did very well. Adult fiction and software circulation in August were higher than 2019 statistics. The Too Good to Miss Fiction, teen and juvenile graphic novels, juvenile nonfiction, and board book collection statistics in August were the highest ever.

Our budget submission is now complete pending City Council and Board approval. We received some funding from Net New Construction, which helped finance step increases and COLA increases for our hardworking staff. We've also made changes in other budget lines to accommodate hiring a full-time Security Guard to help ensure that our building feels like a safe and welcoming space for everyone.

There is a brief moment in August—between handing out the last Summer Reading prize and diving headlong into preparing for fall programming in September—when our Youth Services Staff pauses and takes a collective deep breath. The decorations come down, families fit in last vacations, and things slow down just a bit at the library. During this time, we have the opportunity to reflect on our first Summer Library Program in our newly renovated building. In total, 1878 youth signed up to track their reading this summer. 43% of children ages 0 to pre-K, 47% of children in grades kindergarten to 6th grade and 38% of teens in grade 7th to 12th grade accomplished their personal reading goals. Congratulations to all of our readers!

BookBike was equally busy this summer with 21 events in July and August. We saw a total of 2,383 visitors at these events, signed up 28 people with new library cards, and answered 10 reference questions. In addition to weekly stops at the Downtown Farmers Markets, the BookBike was also present at the Fierce Freedom Run, Chalkfest, National Night Out, Multicultural Festival, We Care Eau Claire Backpack Drive, and the Children's Museum of Eau Claire's Countdown to Kindergarten.

In addition to the busy summer, the YS Outreach Team worked together to write a \$25,000 Pablo Foundation grant proposal, which would support the library's free book distribution programs. Any funds awarded would be utilized to sustain Books on Buses, Eau Claire Laundromat Libraries, Chippewa Valley Little Libraries, and any related future programs. Together, these programs increase access to diverse, high quality children's books in English, Spanish, and Hmong for families with children between the ages of 0-8 (the years during which

early literacy skills typically develop). Books are made available and regularly restocked at facilities that serve families' basic needs (laundromats, city buses, food pantries, a women's shelter, etc.).

While there is typically a break over the summer, the falling leaves have heralded the return of adult programming at the library. This fall, we have 29 programs on the calendar for fall, including four art exhibit receptions, 10 Chippewa Valley Book Festival author events, and 8 daytime programs for seniors co-sponsored with Chippewa Valley Learning in Retirement. Several of the fall programs fall under the umbrella of One Book, One Community.

One Book, One Community is a community-wide reading initiative aimed at encouraging residents of the Chippewa Valley to turn their attention to a single book on a social justice topic in order to understand how the issue affects our community, and more importantly, to start conversations about how community members can take positive steps toward change.

The library has selected Douglas Tallamy's *Nature's Best Hope: A New Approach to Conservation that Starts in Your Back Yard* as the next One Book, One Community title. The book aims to bring awareness to the shrinking biodiversity we experience due to our preference for grass lawns over more prairie-like yards. A robust series of programs will help participants learn the science behind those choices, as well as offer practical tips to create a more nature-friendly yard. The library will host several programs to explore how these issues affect the Chippewa Valley, as well as what we can do as both individuals and a community to address them.

TS staff spent a lot of time working on the Library of Things collection. We ordered several new kits and materials for the Mayo sponsorship (\$2500) we received. Check out a few of the new kits:

Drone Kit

<https://www.ecpubliclibrary.info/wp-content/uploads/2023/08/drone-kit-scaled.jpg>

Giant Connect Four

<https://www.ecpubliclibrary.info/wp-admin/upload.php?item=66773>

Yard dice

[https://www.ecpubliclibrary.info/wp-content/uploads/2023/09/IMG\\_2622-scaled.jpg](https://www.ecpubliclibrary.info/wp-content/uploads/2023/09/IMG_2622-scaled.jpg)

Melt method kit

[https://www.ecpubliclibrary.info/wp-content/uploads/2023/09/IMG\\_2623-scaled.jpg](https://www.ecpubliclibrary.info/wp-content/uploads/2023/09/IMG_2623-scaled.jpg)