

The Friends of the Library Executive Board will meet on Monday, October 16, 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, September 18, 2023, ((Lehmkuhl)
3. Call for additions to agenda and announcements ((Lehmkuhl)
4. Treasurer's reports (Haukeness)
5. Library report (Woodruff)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
 - a. Bookstore
 - b. eBay/Amazon Update
8. Committee Reports
 - a. Train Exhibit
 - Flyer Proofing
9. Old Business
 - a. Library Crawl Results
10. New Business
 - a. Friends of the Library Week
 - b. November Pop Up Sale
 - c. Meeting Remind for November, moving to Monday, 11/27/2023

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

September 18, 2023

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

Absent: Dave Lehmkuhl, President; Tally Peters, Member at large.

Call to order/Roll Call (Moen) 6:00pm

1. Motion to approve minutes from the meeting held Monday, July 17, 2023 (Moen).
Noland motions, Fisher seconds, approved.
2. Call for additions to agenda and announcements (Moen)
3. Treasurer's reports (Haukeness)
4. Library report (Woodruff)
5. Board liaison report (Schell)
6. Staff General Updates (Yearous/Hayden)
 - a. Bookstore
 - i. Venmo is now accepted
 - b. eBay/Amazon Update
7. Committee Reports
 - a. The upcoming Train Exhibit was discussed.
 - i. Flyer Proofing
 - ii. Admission fees. Noland moves to support the train exhibit at \$5 for adult, \$2 for 5-17 year olds, free for 0-4 year olds, The Polar Express Experience will be \$5, Ausman seconds, Approved.
8. Old Business
9. New Business
 - a. Upcoming Event
 - i. Library Card Crawl 9/30/2023. Stacy and Astrid will send out a sign-up link for volunteers.
 - b. Hitting The Shelves titles are new books that are shelved and need to be searched for by customers in the bookstore.

Meeting adjourned at 6:58pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	48,583.30
Other Current Assets	46,343.43
Total Current Assets	\$94,926.73
TOTAL ASSETS	\$94,926.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,991.20
Total Current Liabilities	\$14,991.20
Long-Term Liabilities	30,000.00
Total Liabilities	\$44,991.20
Equity	49,935.53
TOTAL LIABILITIES AND EQUITY	\$94,926.73

Friends of the LE Phillips Memorial Public Library

Statement of Activity

September 2023

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	360.89
Bookstore Sales	1,000.41
Online Book Sales	593.00
Total Book Sales	1,954.30
Interest	203.96
Memberships (Households)	158.57
Total Revenue	\$2,316.83
GROSS PROFIT	\$2,316.83
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	82.30
Supplies	55.01
Total Online Book Sales	137.31
Total Book Sale Expenses	137.31
Credit Card Co. Fees	31.69
Insurance	254.00
Miscellaneous Expense	9.48
Payroll Expenses	
Taxes	221.30
Wages	2,892.70
Total Payroll Expenses	3,114.00
Program Expense	
Books for Babies	
Books	494.00
Supplies	60.79
Total Books for Babies	554.79
In Honor Of	
Library	300.00
Total In Honor Of	300.00
Total Program Expense	854.79
Subscriptions/Org. Membership	170.99
Volunteer Appreciation	120.76
Total Expenditures	\$4,693.02
NET OPERATING REVENUE	\$ -2,376.19
NET REVENUE	\$ -2,376.19

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
Revenue				
Book Sales				\$0.00
Amazon/Ebay Sales	464.99	312.33	360.89	\$1,138.21
Bookstore Sales	3,081.43	948.60	1,000.41	\$5,030.44
Online Book Sales	469.39	873.59	593.00	\$1,935.98
Total Book Sales	4,015.81	2,134.52	1,954.30	\$8,104.63
Capital Appeal Donations	500.00			\$500.00
Corporate Memberships/Sponsorships	500.00			\$500.00
Interest	205.72	208.19	203.96	\$617.87
Memberships (Households)	373.57	73.57	158.57	\$605.71
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
Total Programs	700.00	320.00		\$1,020.00
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$12,348.21
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$12,348.21
Expenditures				
Book Sale Expenses				\$0.00
Book Sales				\$0.00
Promotions		25.00		\$25.00
Total Book Sales		25.00		\$25.00
Online Book Sales		60.04		\$60.04
Postage	78.05	730.21	82.30	\$890.56
Supplies	28.12		55.01	\$83.13
Total Online Book Sales	106.17	790.25	137.31	\$1,033.73
Total Book Sale Expenses	106.17	815.25	137.31	\$1,058.73
Credit Card Co. Fees	32.44	23.90	31.69	\$88.03
Insurance			254.00	\$254.00
Memberships		324.35		\$324.35
Miscellaneous Expense		20.56	9.48	\$30.04
Office Supplies		594.11		\$594.11
Payroll Expenses				\$0.00
Taxes	191.51	198.12	221.30	\$610.93
Wages	2,503.36	2,589.92	2,892.70	\$7,985.98
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	\$8,596.91
Program Expense				\$0.00
Books for Babies				\$0.00
Books	564.07	1,423.25	494.00	\$2,481.32
Supplies			60.79	\$60.79
Total Books for Babies	564.07	1,423.25	554.79	\$2,542.11

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
In Honor Of				\$0.00
Library	600.00	20.00	300.00	\$920.00
Total In Honor Of	600.00	20.00	300.00	\$920.00
Total Program Expense	1,164.07	1,443.25	854.79	\$3,462.11
Subscriptions/Org. Membership	205.99	538.99	170.99	\$915.97
Telephone		28.53		\$28.53
Volunteer Appreciation			120.76	\$120.76
YS Programs and Services (Prizes/Giveaways)		453.80		\$453.80
Total Expenditures	\$4,203.54	\$7,030.78	\$4,693.02	\$15,927.34
NET OPERATING REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$ -3,579.13
NET REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$ -3,579.13

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

	2023-2024 Budget	9/30/2023 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	605.71	20,394	2.88%
Corporate Sponsorships	4,000	500.00	3,500	12.50%
Corporate Partners	2,500		2,500	0.00%
Bookstore Sales	18,000	5,030.44	12,970	27.95%
Online Booksales	14,000	3,074.19	10,926	21.96%
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	617.87	882	41.19%
Miscellaneous	500	1,000.00	(500)	200.00%
Monies Received for Library	6,000		6,000	0.00%
Transfer From Balance	-			
Total Revenue	\$ 101,000	12,348.21	88,652	12.23%

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	7,985.98	25,514	23.84%
Payroll Taxes	2600	610.93	1,989	23.50%
Insurance	300	254.00	46	84.67%
Memberships Expenses	1000	324.35	676	32.44%
Credit Card Fees	500	88.03	412	17.61%
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	2,542.11	3,458	42.37%
In Honor Of	1500	920.00	580	61.33%
Booksales: Expense	1000	25.00	975	2.50%
Online Booksales: Expenses	3500	1,033.73	2,466	29.54%
Volunteer Appreciation	500	120.76	379	24.15%
Office Supplies	2500	594.11	1,906	23.76%
Subscriptions/Org. Memberships	2500	915.97	1,584	36.64%
Miscellaneous	500	30.04	470	6.01%
Monies Remitted to Library	6000		6,000	0.00%
Uncategorized Expenses			-	
YS Program Prizes	1000	453.80	546	45.38%
Total Expense	\$ 99,800	15,927.34	83,873	15.96%

To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: October, 2023

September was a busy month, and so far October is even busier. We continued to work on refining our budget submission to include funding for a Security Monitor. That addition required reductions to other line items and adjusting Fund Balance (unspent funds carried over) to make the budget balance.



The highlight of the month was definitely our Strategic Planning Day on September 13th. I was very pleased and proud of the way all of our staff participated so fully in our robust discussions about values and priorities. The “Green Light, Yellow Light, Red Light” activity, where we began our consideration of what needs to be kept, what needs to be refined, and what needs to be let go provided a lot of food for thought moving forward, as we attempt to right-size our programs and services with our staffing levels.



September is an exciting month in Youth Services. A new school year brings lots of littles and their grownups to visit our space for programming and play time. Our reader's advisory skills have been put to good use as students search out books--for school projects, and for relaxation. As our Teen Lounge has been increasingly used, we've begun staffing the Teen Desk on a regular schedule. The Teen study rooms are well-used, and teens

are enjoying our addition of a charging station and library-use headphones to their space. It's been a lovely start to autumn in Youth Services. The air outside is beginning to cool, but it is warm and cozy in the library.

September also means the return of our monthly visits to local early childhood centers, to present storytime for 2-5-year-old children. We served 300 children and teachers in September alone through this service! We received the following comment from the director of one of our participating centers:

“Just wanted to let you know what a fabulous job Katie did with our children this morning at



Hand in Hand. They loved the ocean theme, animals, songs, books, dancing and pantomiming activities. I can easily attest that they all stayed focused and on task; not an easy feat with children this age. They all had a fabulous time, and we appreciate the creativity and professionalism of your program for our children. We look forward to your next visit.”

This September, PCS led a re-imagination of the annual Library Cardholder Appreciation Day called “Card Crawl 2023: The Library Levels Up.” This year’s theme was a classic side-scrolling video game. Mike Paulus was the library-wide planning committee lead for the event, Susan DeBolt provided graphic design support, and the entire team helped prepare for and staff the event.

The whole community was invited to bring their library card—or get one—on Saturday, Sept. 30 (10 a.m. to 5 p.m.), and explore the building to unlock loads of library fun. We had fun freebies all over the building, a large book sale, free frozen custard from Culver’s, craft activities, a grand prize drawing, and more. Eau Claire Transit even offered free bus rides to cardholders all day long.

Here are some fun facts from the event.

- Event Attendance: We had 1,796 people in the library on Card Crawl day. That’s basically three times the average Saturday visits we’ve seen since July 1 this year.
- New Library Cards: 77 (a week’s worth).
- Updated Cards: 134.
- Library Card Related Service Interactions: 1,045.
- Bus Rides: 65 rides free w/ library card.
- Frozen Custard: 630 scoops scooped.
- Prize Drawing: 239 entries.
- Hand Flyers: Appx. 250 taken.
- Bee Stings: 2 (1 staff, 1 civilian).

After checking circulation statistics over the last year, we decided to move the Too Good to Miss Nonfiction collection to a new location. We moved it where the large print nonfiction was previously located. This will give the collection more room and a more prominent location. We shifted the large print fiction to create room at the end of the range, then shifted the large print nonfiction to the last range of large print. This of course created empty shelves and we are planning to move the displays on the reference shelves to that location and do some more shifting in the reference and nonfiction shelves.

