

The Friends of the Library Executive Board will meet on Monday, January 8, 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)
 - a. Visitor – Michael Kersting: potential new board member
2. Motion to approve minutes from the meeting held Monday, November 27, 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)
8. Committee Reports
 - a. Train Exhibit
 - b. Give a Kid a Book
 - c. Membership Drive
9. Old Business
 - a. Open Board Position – At Large Member
10. New Business
 - a. CD coming due in February

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

November 27, 2023

Present: Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Astrid Hayden, Administrative Assistant; Dave Lehmkuhl, President; 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: Patti Ausman, Member at large; Tally Peters, Member at large.

Meeting called to order at 5:59pm

1. Motion to approve minutes from the meeting held Monday, October 16, 2023, (Lehmkuhl) Noland motions, Lehmkuhl seconds, approved.
2. Call for additions to agenda and announcements (Lehmkuhl)
3. Treasurer's reports (Haukeness)
 - a. Audit Report (Moen/Haukeness) The Board discussed the recent audit that was completed on The Friends' finances. There were no unfavorable results.
4. Library report (Woodruff)
5. Board liaison report (Schell)
6. Staff General Updates (Yearous/Hayden)
 - a. Bookstore
 - b. eBay/Amazon Update
 - c. Pop-Up sale resulted in \$681 in sales
7. Committee Reports
 - a. Train Exhibit
 - b. Give a Kid a Book
 - c. Membership Drive
8. New Business
 - a. Open Board Position – An At Large Member position is now open. Tally Peters has resigned.
9. Closed Session Discussion – The Board discussed a holiday bonus for the employees. Moen motions, Noland seconds, approved.

Meeting adjourned at 6:53pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	88,709.20
Other Current Assets	46,838.58
Total Current Assets	\$135,547.78
TOTAL ASSETS	\$135,547.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	12,734.12
Total Current Liabilities	\$12,734.12
Long-Term Liabilities	30,000.00
Total Liabilities	\$42,734.12
Equity	92,813.66
TOTAL LIABILITIES AND EQUITY	\$135,547.78

Friends of the LE Phillips Memorial Public Library

Statement of Activity

July - December, 2023

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	2,736.15
Bookstore Sales	9,968.35
Online Book Sales	4,734.09
Total Book Sales	17,438.59
Capital Appeal Donations	1,430.00
Corporate Memberships/Sponsorships	3,750.00
Event Income	4,972.11
Interest	1,239.68
Memberships (Households)	9,888.82
Miscellaneous Income	1,230.00
Monies Received from Library	23,000.00
Programs	
Books for Babies	3,550.00
Give-a-Kid-a-Book	9,269.00
In Honor Of	940.00
Total Programs	13,759.00
Total Revenue	\$76,708.20
GROSS PROFIT	\$76,708.20
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	25.00
Total Book Sales	25.00
Online Book Sales	60.04
Postage	1,690.64
Supplies	138.14
Total Online Book Sales	1,888.82
Total Book Sale Expenses	1,913.82
Credit Card Co. Fees	248.75
Event Expenses	506.76
Insurance	254.00
Memberships	513.43
Miscellaneous Expense	384.76
Monies Remitted to Library	4,000.00
Newsletter	187.18
Office Supplies	594.11

Friends of the LE Phillips Memorial Public Library

Statement of Activity

July - December, 2023

	TOTAL
Payroll Expenses	
Taxes	1,883.99
Wages	16,072.79
Total Payroll Expenses	17,956.78
Program Expense	
Books for Babies	
Books	3,929.10
Supplies	121.58
Total Books for Babies	4,050.68
Give-a-Kid-a-Book	
Books	2,215.28
Misc. Expenses	123.75
Total Give-a-Kid-a-Book	2,339.03
In Honor Of	
Library	920.00
Total In Honor Of	920.00
Total Program Expense	7,309.71
Subscriptions/Org. Membership	1,101.95
Telephone	51.56
Volunteer Appreciation	241.52
YS Programs and Services (Prizes/Giveaways)	453.80
Total Expenditures	\$35,718.13
NET OPERATING REVENUE	\$40,990.07
NET REVENUE	\$40,990.07

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - December, 2023

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	TOTAL
Revenue							
Book Sales							\$0.00
Amazon/Ebay Sales	464.99	312.33	360.89	216.47	695.61	685.86	\$2,736.15
Bookstore Sales	3,081.43	948.60	1,000.41	2,415.81	1,644.24	877.86	\$9,968.35
Online Book Sales	469.39	873.59	593.00	1,296.64	854.86	646.61	\$4,734.09
Total Book Sales	4,015.81	2,134.52	1,954.30	3,928.92	3,194.71	2,210.33	\$17,438.59
Capital Appeal Donations	500.00			10.00	20.00	900.00	\$1,430.00
Corporate Memberships/Sponsorships	500.00			250.00	3,000.00		\$3,750.00
Event Income					175.00	4,797.11	\$4,972.11
Interest	205.72	208.19	203.96	207.65	205.22	208.94	\$1,239.68
Memberships (Households)	373.57	73.57	158.57	961.34	508.93	7,812.84	\$9,888.82
Miscellaneous Income		1,000.00			130.00	100.00	\$1,230.00
Monies Received from Library						23,000.00	\$23,000.00
Programs							\$0.00
Books for Babies						3,550.00	\$3,550.00
Give-a-Kid-a-Book	100.00			2,500.00	3,585.00	3,084.00	\$9,269.00
In Honor Of	600.00	320.00				20.00	\$940.00
Total Programs	700.00	320.00		2,500.00	3,585.00	6,654.00	\$13,759.00
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$45,683.22	\$76,708.20
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$45,683.22	\$76,708.20
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	82.30	717.78		\$1,690.64
Supplies	28.12		55.01	55.01			\$138.14
Total Online Book Sales	106.17	790.25	137.31	137.31	717.78		\$1,888.82
Total Book Sale Expenses	106.17	815.25	137.31	137.31	717.78		\$1,913.82
Credit Card Co. Fees	32.44	23.90	31.69	24.85	88.45	47.42	\$248.75
Event Expenses					500.00	6.76	\$506.76
Insurance			254.00				\$254.00
Memberships		324.35			189.08		\$513.43
Miscellaneous Expense		20.56	9.48	9.48	330.99	14.25	\$384.76
Monies Remitted to Library						4,000.00	\$4,000.00
Newsletter					187.18		\$187.18
Office Supplies		594.11					\$594.11
Payroll Expenses							\$0.00
Taxes	191.51	198.12	221.30	204.92	203.70	864.44	\$1,883.99
Wages	2,503.36	2,589.92	2,892.70	2,678.89	2,662.67	2,745.25	\$16,072.79
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	2,883.81	2,866.37	3,609.69	\$17,956.78

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - December, 2023

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	TOTAL
Program Expense							\$0.00
Books for Babies							\$0.00
Books	564.07	1,423.25	494.00	494.00	953.78		\$3,929.10
Supplies			60.79	60.79			\$121.58
Total Books for Babies	564.07	1,423.25	554.79	554.79	953.78		\$4,050.68
Give-a-Kid-a-Book							\$0.00
Books				1,030.60	734.68	450.00	\$2,215.28
Misc. Expenses						123.75	\$123.75
Total Give-a-Kid-a-Book				1,030.60	734.68	573.75	\$2,339.03
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	1,585.39	1,688.46	573.75	\$7,309.71
Subscriptions/Org. Membership	205.99	538.99	170.99	170.99		14.99	\$1,101.95
Telephone		28.53			23.03		\$51.56
Volunteer Appreciation			120.76	120.76			\$241.52
YS Programs and Services (Prizes/Giveaways)		453.80					\$453.80
Total Expenditures	\$4,203.54	\$7,030.78	\$4,693.02	\$4,932.59	\$6,591.34	\$8,266.86	\$35,718.13
NET OPERATING REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$37,416.36	\$40,990.07
NET REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$37,416.36	\$40,990.07

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

	2023-2024 Budget	12/31/2023 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	9,888.82	11,111	47.09%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500		2,500	0.00%
Bookstore Sales	18,000	9,968.35	8,032	55.38%
Online Booksales	14,000	7,470.24	6,530	53.36%
Grants	2,000		2,000	0.00%
Give-a-Kid-a-Book	5,000	9,269.00	(4,269)	185.38%
Books for Babies	5,000	3,550.00	1,450	71.00%
Special Event Fundraising	5,000	4,972.11	28	99.44%
Capital Appeal Donations/Contribution	15,000	1,430.00	13,570	9.53%
In Honor Of	1,500	940.00	560	62.67%
Interest	1,500	1,239.68	260	82.65%
Miscellaneous	500	1,230.00	(730)	246.00%
Monies Received for Library	6,000	23,000.00	(17,000)	383.33%
Transfer From Balance	-			
Total Revenue	\$ 101,000	76,708.20	24,292	75.95%

Expenses

Library Allocations	15000		15,000	0.00%
Capital Appeal Contribution	15000		15,000	0.00%
Special Event Fundraising Expenses	1000	506.76	493	50.68%
Salaries	33500	16,072.79	17,427	47.98%
Payroll Taxes	2600	1,883.99	716	72.46%
Insurance	300	254.00	46	84.67%
Memberships Expenses	1000	513.43	487	51.34%
Credit Card Fees	500	248.75	251	49.75%
Annual Meeting	500		500	0.00%
Telephone/General Postage	200	51.56	148	25.78%
Newsletter	1200	187.18	1,013	15.60%
Give-a-Kid-a-Book	4000	2,339.03	1,661	58.48%
Books for Babies	6000	4,050.68	1,949	67.51%
In Honor Of	1500	920.00	580	61.33%
Booksales: Expense	1000	25.00	975	2.50%
Online Booksales: Expenses	3500	1,888.82	1,611	53.97%
Volunteer Appreciation	500	241.52	258	48.30%
Office Supplies	2500	594.11	1,906	23.76%
Subscriptions/Org. Memberships	2500	1,101.95	1,398	44.08%
Miscellaneous	500	384.76	115	76.95%
Monies Remitted to Library	6000	4,000.00	2,000	66.67%
Uncategorized Expenses			-	
YS Program Prizes	1000	453.80	546	45.38%
Total Expense	\$ 99,800	35,718.13	64,082	35.79%

Exhibit Type	Exhibit Date	Adults	Children (5-17)	Children (0-4)	Total Dollars
Polar Express Experience	12.2.2023	55	62		590
Day Trains (Opening Day)	12.2.2023	45	18	10	261
Night Trains	12.5.2023	26	11	3	173.21
Night Trains	12.7.2023	65	16	15	322.46
Day Trains	12.9.2023	73	25	14	454
Night Trains	12.12.2023	68	29	17	286.65
Night Trains	12.14.2023	76	23	21	395.33
Day Trains	12.16.203	65	24	13	373
Night Trains	12.19.2023	58	27	22	333.49
Night Trains	12.21.2023	62	15	22	307.13
Night Trains	12.26.2023	84	33	6	543.18
Night Trains (Free Night)	12.28.2023	182	80	63	425.05
Day Trains (Last Day)	12.30.2023	154	39	12	561.81
Total		1013	402	218	5026.31
Online Ticket Sales					516.61
					total
					5542.92
					total attendance
					1633

Give a Kid a Book 2023 Wrap Report

Books Donated

- BAM – 2171
- Library - 311

Volunteer Hours

- 12 Volunteers – 182 Hours

Books Bought

- 794 books purchased for \$2391.18
- \$3.01 per book

Agencies

- Big Brothers and Sisters - 50
- Community Table - 150
- Eau Claire Area School District Early Learning - 330
- Eau Claire Area School District (Homeless Students) - 140
- Eau Claire Head Start - 75
- Family Promise of the Chippewa Valley - 70
- Family Resource Center - 482
- Helping Hands for our Children - 341
- Helping Kids around the Chippewa Valley - 331
- Little Star Daycare - 96
- Strong Arm Helping Families Corp -149
- Western Dairyland Early Head Start EC County - 20
- Western Dairyland Early Head Start - 37
- Salvation Army - 917

Books by Category

- 0-2 -530
- 2-5 – 1210
- Lower Elementary – 430
- Upper Elementary – 436
- Middle School/High School – 312
- Hmong – 25
- Spanish – 86
- Miscellaneous – 159

Note: Miscellaneous include Christmas Books and activity books

In Addition Books were given to the following programs:

- Community Baby Shower
- Backpacks in the Park
- Libraries in the Laundromat

Summary

In 2023 4,188 Books were given to kids from the Give a Kid a Book Program

To: Friends of the Library Board
From: Julie Woodruff, Technical Services Manager
Date: January, 2024

This is the last report I will write for the Board. It's a month of "lasts" for me as I prepare to retire mid-January. I've been busy trying to weed my collections, clean up my email (think of unsubscribing from everything...), clean up my files, delegate my duties...

There is a countdown clock that is passed around among retiring library staff and I had to turn it face down because it was stressing me out.

A few fun statistics:

- Circulation was up almost 50,000 items over last year.
 - Both Too Good to Miss Fiction and Large Print circulation are up over 1000 items
 - Adult fiction circulation increased 10%
 - Adult nonfiction circulation increased 13%
 - Adult graphic novel circulation more than doubled
 - Board book circulation increased 42%
 - Lucky Day book circulation increased 45%
 - Juvenile graphic novel circulation increased 50%
 - Kit and equipment circulation increased 125%
- TS staff input and processed over 19,200 new items
- TS staff withdrew close to 19,000 items

On a positive note, Bill Gray started Jan. 2 as the new security monitor. At the beginning of the search process staff tried to come up with three words to describe what we were looking for in the person who filled this job. The three words we came up with are:

Compassion - We need a security monitor to be fair in policy enforcement, minimize their personal biases and act with altruism.

Communication - We need a security monitor to be a clear communicator when enforcing policy with customers, a consistent communicator to ensure equity in enforcement and a thorough communicator with the team.

Vigilance - We need a security monitor to use common sense, think on their feet and be fair when identifying, addressing and documenting customer behavior.

When we interviewed Bill, we felt that he hit on all three of these areas. He comes to us with a terrific background of experience which includes 28 years in law enforcement and over 12 years in security. He has a lot of training in de-escalation techniques and he has amazing communication skills that will help him build a positive rapport with our customers.

Check out these new kits that were recently added to the Library of Things collection:

Neurodiversity tools for kids 2

https://www.ecpubliclibrary.info/wp-content/uploads/2023/12/IMG_3833-scaled.jpg

Neurodiversity tools for kids 1

https://www.ecpubliclibrary.info/wp-content/uploads/2023/12/IMG_3834-scaled.jpg

Pasta making kit

https://www.ecpubliclibrary.info/wp-content/uploads/2023/12/813KvJ6hYIL.AC_SL1500.jpg

Acoustic Guitar:

<https://www.ecpubliclibrary.info/wp-content/uploads/2023/12/Acoustic-Guitar.jpg>

Yarn Spinning Kit:

<https://www.ecpubliclibrary.info/wp-content/uploads/2023/11/Yarn-Spinning-Kit-scaled.jpg>

Monkey Bars Climbing Tower:

<https://www.ecpubliclibrary.info/wp-content/uploads/2023/11/monkey-bars-climbing-tower.jpg>

Obstacle Course:

<https://www.ecpubliclibrary.info/wp-content/uploads/2023/11/Obstacle-Course-game.jpg>