

The Friends of the Library Executive Board will meet on Monday, February 19, 2024, 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
2. Motion to approve minutes from the meeting held Monday, January 8, 2024, (Lehmkuhl)
3. Call for additions to agenda and announcements (Lehmkuhl)
4. Treasurer's reports (Haukeness)
 - a. CD coming due in February
5. Library report (Hennings)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
 - a. Update on Amazon
 - b. Pop-Up Book Sale Results
 - c. Year in Review
8. Committee Reports
 - a. Train Exhibit
 - b. Spring Open House Event
 - c. Books for Babies
9. Old Business
 - a. Open Board Position – At Large Member (vote)
10. New Business

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

January 8, 2024

Present: Patti Ausman, Member at large; Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Astrid Hayden, Administrative Assistant; Michael Kersting, guest; 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: N/A

Call to order at 6:00pm

1. 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) Noland motions, Moen seconds, approved.
3. Call for additions to agenda and announcements (Lehmkuhl)
4. Treasurer's reports (Haukeness) A \$19,000 grant was received at the end of December that will be remitted to the library in January 2024.
5. Library report (Woodruff)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden) Pop-up book sale estimated for 2/10
8. Committee Reports
 - a. The Train Exhibit resulted in \$5,542.92 total funds raised.
 - b. In 2023, Give a Kid a Book had 4,188 books provided to the community
 - c. Membership Drive
9. Old Business
 - a. Open Board Position – At Large Member
10. New Business
 - a. Existing RCU CD coming due in February. The Board discussed the pros and cons of a new certificate of deposit. A motion was made by Noland to invest in a \$25,000 CD in the next week and when the existing \$15,000 CD matures in February that will be cashed out, Ausman seconds, approved.

Meeting adjourned at 7:07pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	48,247.49
Other Current Assets	72,007.24
Total Current Assets	\$120,254.73
TOTAL ASSETS	\$120,254.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,917.04
Total Current Liabilities	\$14,917.04
Long-Term Liabilities	30,000.00
Total Liabilities	\$44,917.04
Equity	75,337.69
TOTAL LIABILITIES AND EQUITY	\$120,254.73

Friends of the LE Phillips Memorial Public Library

Statement of Activity

January 2024

	TOTAL
Revenue	
Book Sales	
Bookstore Sales	924.05
Online Book Sales	1,040.11
Total Book Sales	1,964.16
Capital Appeal Donations	399.00
Event Income	570.81
Interest	186.35
Memberships (Households)	2,974.92
Miscellaneous Income	60.00
Programs	
Books for Babies	400.00
Give-a-Kid-a-Book	365.21
Total Programs	765.21
Total Revenue	\$6,920.45
GROSS PROFIT	\$6,920.45
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	6.00
Total Book Sales	6.00
Online Book Sales	
Postage	838.55
Supplies	72.65
Total Online Book Sales	911.20
Total Book Sale Expenses	917.20
Credit Card Co. Fees	123.38
Event Expenses	47.85
Insurance	29.00
Memberships	219.52
Monies Remitted to Library	19,000.00
Newsletter	30.56
Office Supplies	86.83
Payroll Expenses	
Taxes	204.32
Wages	2,670.78
Total Payroll Expenses	2,875.10

Friends of the LE Phillips Memorial Public Library

Statement of Activity

January 2024

	TOTAL
Program Expense	
Books for Babies	
Books	890.28
Supplies	285.54
Total Books for Babies	1,175.82
Give-a-Kid-a-Book	
Misc. Expenses	200.93
Total Give-a-Kid-a-Book	200.93
In Honor Of	
Library	20.00
Total In Honor Of	20.00
Total Program Expense	1,396.75
Subscriptions/Org. Membership	180.99
Telephone	28.40
Uncategorized Expense	115.27
Total Expenditures	\$25,050.85
NET OPERATING REVENUE	\$ -18,130.40
NET REVENUE	\$ -18,130.40

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - January 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	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	924.05	\$10,892.40
Online Book Sales	469.39	873.59	593.00	1,296.64	854.86	646.61	1,040.11	\$5,774.20
Total Book Sales	4,015.81	2,134.52	1,954.30	3,928.92	3,194.71	2,210.33	1,964.16	\$19,402.75
Capital Appeal Donations	500.00			10.00	20.00	900.00	399.00	\$1,829.00
Corporate Memberships/Sponsorships	500.00			250.00	3,000.00			\$3,750.00
Event Income					175.00	4,797.11	570.81	\$5,542.92
Interest	205.72	208.19	203.96	207.65	205.22	208.94	186.35	\$1,426.03
Memberships (Households)	373.57	73.57	158.57	961.34	508.93	7,812.84	2,974.92	\$12,863.74
Miscellaneous Income		1,000.00			130.00	600.00	60.00	\$1,790.00
Monies Received from Library						23,000.00		\$23,000.00
Programs								\$0.00
Books for Babies						3,550.00	400.00	\$3,950.00
Give-a-Kid-a-Book	100.00			2,500.00	3,585.00	3,084.00	365.21	\$9,634.21
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	765.21	\$14,524.21
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22	\$6,920.45	\$84,128.65
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22	\$6,920.45	\$84,128.65
Expenditures								
Book Sale Expenses								\$0.00
Book Sales								\$0.00
Promotions		25.00		10.00		35.00	6.00	\$76.00
Total Book Sales		25.00		10.00		35.00	6.00	\$76.00
Online Book Sales								\$0.00
Postage	78.05	730.21	82.30	53.15	717.78		838.55	\$2,500.04
Supplies	28.12	60.04	55.01				72.65	\$215.82
Total Online Book Sales	106.17	790.25	137.31	53.15	717.78		911.20	\$2,715.86
Total Book Sale Expenses	106.17	815.25	137.31	63.15	717.78	35.00	917.20	\$2,791.86
Credit Card Co. Fees	32.44	23.90	31.69	24.85	88.45	47.42	123.38	\$372.13
Event Expenses				71.98	500.00	7.77	47.85	\$627.60
Insurance			254.00				29.00	\$283.00
Memberships		324.35			189.08		219.52	\$732.95
Miscellaneous Expense		20.56	9.48	41.00	330.99	11.26		\$413.29
Monies Remitted to Library						4,000.00	19,000.00	\$23,000.00
Newsletter					187.18		30.56	\$217.74
Office Supplies		594.11					86.83	\$680.94
Payroll Expenses								\$0.00
Taxes	191.51	198.12	221.30	204.92	203.70	210.01	204.32	\$1,433.88
Wages	2,503.36	2,589.92	2,892.70	2,678.89	2,662.67	2,745.25	2,670.78	\$18,743.57
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	2,883.81	2,866.37	2,955.26	2,875.10	\$20,177.45

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - January 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	TOTAL
Program Expense								\$0.00
Books for Babies								\$0.00
Books	564.07	1,423.25	494.00	355.51	953.78	310.98	890.28	\$4,991.87
Supplies			60.79	108.77			285.54	\$455.10
Total Books for Babies	564.07	1,423.25	554.79	464.28	953.78	310.98	1,175.82	\$5,446.97
Give-a-Kid-a-Book								\$0.00
Books				1,030.60	734.68	450.00		\$2,215.28
Misc. Expenses						123.75	200.93	\$324.68
Total Give-a-Kid-a-Book				1,030.60	734.68	573.75	200.93	\$2,539.96
In Honor Of								\$0.00
Library	600.00	20.00	300.00				20.00	\$940.00
Total In Honor Of	600.00	20.00	300.00				20.00	\$940.00
Total Program Expense	1,164.07	1,443.25	854.79	1,494.88	1,688.46	884.73	1,396.75	\$8,926.93
Subscriptions/Org. Membership	205.99	538.99	170.99	341.98		170.99	180.99	\$1,609.93
Telephone		28.53			23.03		28.40	\$79.96
Uncategorized Expense							115.27	\$115.27
Volunteer Appreciation			120.76					\$120.76
YS Programs and Services (Prizes/Giveaways)		453.80		10.94				\$464.74
Total Expenditures	\$4,203.54	\$7,030.78	\$4,693.02	\$4,932.59	\$6,591.34	\$8,112.43	\$25,050.85	\$60,614.55
NET OPERATING REVENUE	\$2,091.56	\$ -	\$ -	\$2,925.32	\$4,227.52	\$38,070.79	\$ -	\$23,514.10
		3,294.50	2,376.19				18,130.40	
NET REVENUE	\$2,091.56	\$ -	\$ -	\$2,925.32	\$4,227.52	\$38,070.79	\$ -	\$23,514.10
		3,294.50	2,376.19				18,130.40	

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

	2023-2024 Budget	1/31/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	12,863.74	8,136	61.26%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500		2,500	0.00%
Bookstore Sales	18,000	10,892.40	7,108	60.51%
Online Booksales	14,000	8,510.35	5,490	60.79%
Grants	2,000		2,000	0.00%
Give-a-Kid-a-Book	5,000	9,634.21	(4,634)	192.68%
Books for Babies	5,000	3,950.00	1,050	79.00%
Special Event Fundraising	5,000	5,542.92	(543)	110.86%
Capital Appeal Donations/Contribution	15,000	1,829.00	13,171	12.19%
In Honor Of	1,500	940.00	560	62.67%
Interest	1,500	1,426.03	74	95.07%
Miscellaneous	500	1,790.00	(1,290)	358.00%
Monies Received for Library	6,000	23,000.00	(17,000)	383.33%
Transfer From Balance	-			
Total Revenue	\$ 101,000	84,128.65	16,871	83.30%

Expenses

Library Allocations	15000		15,000	0.00%
Capital Appeal Contribution	15000		15,000	0.00%
Special Event Fundraising Expenses	1000	627.60	372	62.76%
Salaries	33500	18,743.57	14,756	55.95%
Payroll Taxes	2600	1,433.88	1,166	55.15%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	732.95	267	73.30%
Credit Card Fees	500	372.13	128	74.43%
Annual Meeting	500		500	0.00%
Telephone/General Postage	200	79.96	120	39.98%
Newsletter	1200	217.74	982	18.15%
Give-a-Kid-a-Book	4000	2,539.96	1,460	63.50%
Books for Babies	6000	5,446.97	553	90.78%
In Honor Of	1500	940.00	560	62.67%
Booksales: Expense	1000	76.00	924	7.60%
Online Booksales: Expenses	3500	2,715.86	784	77.60%
Volunteer Appreciation	500	120.76	379	24.15%
Office Supplies	2500	680.94	1,819	27.24%
Subscriptions/Org. Memberships	2500	1,609.93	890	64.40%
Miscellaneous	500	413.29	87	82.66%
Monies Remitted to Library	6000	23,000.00	(17,000)	383.33%
Uncategorized Expenses		115.27	(115)	
YS Program Prizes	1000	464.74	535	46.47%
Total Expense	\$ 99,800	60,614.55	39,185	60.74%

TO: Friends of the Library Board
FROM: Kimberly Hennings, Deputy Director
DATE: February 2024
RE: Board Report

January was bittersweet as we said bon voyage to Julie Woodruff after nearly a decade with the library and a long career at IFLS and Chippewa Falls Public Library. Staff gathered in the Innovation Lab to send her off on her next adventure. Best wishes and safe travels Julie!

Before Julie officially retired, we recruited her to help with the interview process for the new Technical Services Manager. We interviewed several terrific candidates and have an accepted offer from a candidate who plans to start March 11th.

After completing our first full year of programming in the new location, and (mostly) without the safety concerns of the pandemic, we finally have some programming statistics to compare to 2019 (our last year of “normal” business). The results are in, and they show that all of the PCS’s hard work has paid off! While the number of adult programs coordinated by PCS stayed roughly the same (75 in 2019 and 71 in 2023) the number of attendees increased drastically. 3145 people attended library programs in 2019 while 4375 attended in 2023, for a nearly 40% increase in total number of attendees. For those who like numbers, that’s an increase in average program attendance from 42 per event to 62.

On that note, I’m very excited to announce that the selected title for the 2024 One Book, One Community is A Council of Dolls. The long-awaited, profoundly moving, and unforgettable new novel from PEN Award–winning Native American author Mona Susan Power, spanning three generations of Yanktonai Dakota women from the 19th century to the present day. We’ll be meeting, strengthening, and building new connections with local Indigenous individuals and organizations to provide another year of great programming.