

The Friends of the Library Executive Board will meet on Monday, April 15, 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)
2. Motion to approve minutes from the meeting held Monday, March 18, 2024, (Lehmkuhl)
3. Call for additions to agenda and announcements (Lehmkuhl)
4. Treasurer's reports (Haukeness)
5. Library report (Kerr)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
 - a. Community Business Partners
 - b. Website
 - c. Brochure
8. Committee Reports
 - a. Train Exhibit
9. Old Business
 - a. Annual Meeting Planning – New Date May 22, 2024
 - Open Board Positions
 - Program
10. New Business
 - a. Library Annual Ask
 - b. AAUW partnership

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

March 18, 2024

Present: Patti Ausman, Member at large; Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Astrid Hayden, Administrative Assistant; Kimberly Hennings, Deputy Director; Michael Kersting, Member at large; Dave Lehmkuhl, President; Becky Noland, Past President; Charlie Schell, Library Board Liaison; Stacy Yearous, Program and Development Coordinator.

Absent: Esther Moen, Vice President.

Meeting called to order 6:00pm

1. Motion to approve minutes from the meeting held Monday, February 19, 2024, (Lehmkuhl) Fisher motions, Noland seconds, approved.
2. Call for additions to agenda and announcements (Lehmkuhl)
3. Treasurer's reports (Haukeness)
4. Library report (Hennings)
5. Board liaison report (Schell)
6. Staff General Updates (Yearous/Hayden)
 - a. Community Business Partners
7. Committee Reports
 - a. Train Exhibit
 - b. Books for Babies
8. Old Business – none presented
9. New Business
 - a. Annual Meeting Planning – May 15th, in the Dabble Box
 - i. Open Board Positions
 - ii. Program

Meeting adjourned at 6:44pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	70,830.49
Other Current Assets	56,819.34
Total Current Assets	\$127,649.83
TOTAL ASSETS	\$127,649.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,997.40
Total Current Liabilities	\$14,997.40
Long-Term Liabilities	30,000.00
Total Liabilities	\$44,997.40
Equity	82,652.43
TOTAL LIABILITIES AND EQUITY	\$127,649.83

Friends of the LE Phillips Memorial Public Library

Statement of Activity

March 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	456.16
Bookstore Sales	1,146.26
Online Book Sales	796.59
Total Book Sales	2,399.01
Capital Appeal Donations	1,310.00
Interest	236.32
Memberships (Households)	2,829.92
Programs	
Books for Babies	100.00
Give-a-Kid-a-Book	100.00
In Honor Of	535.00
Total Programs	735.00
Total Revenue	\$7,510.25
GROSS PROFIT	\$7,510.25
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	20.00
Total Book Sales	20.00
Online Book Sales	33.87
Supplies	22.11
Total Online Book Sales	55.98
Total Book Sale Expenses	75.98
Credit Card Co. Fees	75.41
Newsletter	229.40
Office Supplies	19.99
Payroll Expenses	
Taxes	205.25
Wages	2,682.95
Total Payroll Expenses	2,888.20
Program Expense	
Books for Babies	
Books	512.48
Total Books for Babies	512.48
In Honor Of	
Library	535.00
Total In Honor Of	535.00
Total Program Expense	1,047.48

Friends of the LE Phillips Memorial Public Library

Statement of Activity

March 2024

	TOTAL
Subscriptions/Org. Membership	570.99
YS Programs and Services (Prizes/Giveaways)	14.00
Total Expenditures	\$4,921.45
NET OPERATING REVENUE	\$2,588.80
NET REVENUE	\$2,588.80

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - March 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023
Revenue					
Book Sales					
Amazon/Ebay Sales	464.99	312.33	360.89	216.47	695.61
Bookstore Sales	3,081.43	948.60	1,000.41	2,415.81	1,644.24
Online Book Sales	469.39	873.59	593.00	1,296.64	854.86
Total Book Sales	4,015.81	2,134.52	1,954.30	3,928.92	3,194.71
Business Partners					
Capital Appeal Donations	500.00			10.00	20.00
Corporate Memberships/Sponsorships	500.00			250.00	3,000.00
Event Income					175.00
Interest	205.72	208.19	203.96	207.65	205.22
Memberships (Households)	373.57	73.57	158.57	961.34	508.93
Miscellaneous Income		1,000.00			130.00
Monies Received from Library					
Programs					
Books for Babies					
Give-a-Kid-a-Book	100.00			2,500.00	3,585.00
In Honor Of	600.00	320.00			
Total Programs	700.00	320.00		2,500.00	3,585.00
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86
Expenditures					
Book Sale Expenses					
Book Sales					
Promotions		25.00		10.00	
Total Book Sales		25.00		10.00	
Online Book Sales					
Postage	78.05	730.21	82.30	53.15	717.78
Supplies	28.12	60.04	55.01		
Total Online Book Sales	106.17	790.25	137.31	53.15	717.78
Total Book Sale Expenses	106.17	815.25	137.31	63.15	717.78
Credit Card Co. Fees	32.44	23.90	31.69	24.85	88.45
Event Expenses				71.98	500.00
Insurance			254.00		
Memberships		324.35			189.08
Miscellaneous Expense		20.56	9.48	41.00	330.99
Monies Remitted to Library					
Newsletter					187.18
Office Supplies		594.11			

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - March 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023
Payroll Expenses					
Taxes	191.51	198.12	221.30	204.92	203.70
Wages	2,503.36	2,589.92	2,892.70	2,678.89	2,662.67
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	2,883.81	2,866.37
Program Expense					
Books for Babies					
Books	564.07	1,423.25	494.00	355.51	953.78
Supplies			60.79	108.77	
Total Books for Babies	564.07	1,423.25	554.79	464.28	953.78
Give-a-Kid-a-Book					
Books				1,030.60	734.68
Misc. Expenses					
Total Give-a-Kid-a-Book				1,030.60	734.68
In Honor Of					
Library	600.00	20.00	300.00		
Total In Honor Of	600.00	20.00	300.00		
Total Program Expense	1,164.07	1,443.25	854.79	1,494.88	1,688.46
Subscriptions/Org. Membership	205.99	538.99	170.99	341.98	
Telephone		28.53			23.03
Uncategorized Expense					
Volunteer Appreciation			120.76		
YS Programs and Services (Prizes/Giveaways)		453.80		10.94	
Total Expenditures	\$4,203.54	\$7,030.78	\$4,693.02	\$4,932.59	\$6,591.34
NET OPERATING REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52
NET REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - March 2024

	DEC 2023	JAN 2024	FEB 2024	MAR 2024	TOTAL
Revenue					
Book Sales					\$0.00
Amazon/Ebay Sales	685.86		659.25	456.16	\$3,851.56
Bookstore Sales	877.86	924.05	3,691.52	1,146.26	\$15,730.18
Online Book Sales	646.61	1,040.11	1,254.98	796.59	\$7,825.77
Total Book Sales	2,210.33	1,964.16	5,605.75	2,399.01	\$27,407.51
Business Partners			750.00		\$750.00
Capital Appeal Donations	900.00	399.00	55.00	1,310.00	\$3,194.00
Corporate Memberships/Sponsorships					\$3,750.00
Event Income	4,797.11	570.81			\$5,542.92
Interest	208.94	186.35	282.74	236.32	\$1,945.09
Memberships (Households)	7,812.84	2,974.92	769.20	2,829.92	\$16,462.86
Miscellaneous Income	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	1,520.00	100.00	\$5,570.00
Give-a-Kid-a-Book	3,084.00	365.21		100.00	\$9,734.21
In Honor Of	20.00			535.00	\$1,475.00
Total Programs	6,654.00	765.21	1,520.00	735.00	\$16,779.21
Total Revenue	\$46,183.22	\$6,920.45	\$8,982.69	\$7,510.25	\$100,621.59
GROSS PROFIT	\$46,183.22	\$6,920.45	\$8,982.69	\$7,510.25	\$100,621.59
Expenditures					
Book Sale Expenses					\$0.00
Book Sales					\$0.00
Promotions	35.00	6.00	12.15	20.00	\$108.15
Total Book Sales	35.00	6.00	12.15	20.00	\$108.15
Online Book Sales				33.87	\$33.87
Postage		838.55			\$2,500.04
Supplies		72.65	166.55	22.11	\$404.48
Total Online Book Sales		911.20	166.55	55.98	\$2,938.39
Total Book Sale Expenses	35.00	917.20	178.70	75.98	\$3,046.54
Credit Card Co. Fees	47.42	123.38	44.83	75.41	\$492.37
Event Expenses	7.77	47.85			\$627.60
Insurance		29.00			\$283.00
Memberships		219.52			\$732.95
Miscellaneous Expense	11.26		94.95		\$508.24
Monies Remitted to Library	4,000.00	19,000.00			\$23,000.00
Newsletter		30.56		229.40	\$447.14
Office Supplies		86.83	19.47	19.99	\$720.40

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - March 2024

	DEC 2023	JAN 2024	FEB 2024	MAR 2024	TOTAL
Payroll Expenses					\$0.00
Taxes	210.01	204.32	214.77	205.25	\$1,853.90
Wages	2,745.25	2,670.78	2,807.55	2,682.95	\$24,234.07
Total Payroll Expenses	2,955.26	2,875.10	3,022.32	2,888.20	\$26,087.97
Program Expense					\$0.00
Books for Babies					\$0.00
Books	310.98	890.28	581.60	512.48	\$6,085.95
Supplies		285.54	143.89		\$598.99
Total Books for Babies	310.98	1,175.82	725.49	512.48	\$6,684.94
Give-a-Kid-a-Book					\$0.00
Books	450.00				\$2,215.28
Misc. Expenses	123.75	200.93			\$324.68
Total Give-a-Kid-a-Book	573.75	200.93			\$2,539.96
In Honor Of					\$0.00
Library		20.00		535.00	\$1,475.00
Total In Honor Of		20.00		535.00	\$1,475.00
Total Program Expense	884.73	1,396.75	725.49	1,047.48	\$10,699.90
Subscriptions/Org. Membership	170.99	180.99	170.99	570.99	\$2,351.91
Telephone		28.40			\$79.96
Uncategorized Expense		115.27			\$115.27
Volunteer Appreciation					\$120.76
YS Programs and Services (Prizes/Giveaways)				14.00	\$478.74
Total Expenditures	\$8,112.43	\$25,050.85	\$4,256.75	\$4,921.45	\$69,792.75
NET OPERATING REVENUE	\$38,070.79	\$ -18,130.40	\$4,725.94	\$2,588.80	\$30,828.84
NET REVENUE	\$38,070.79	\$ -18,130.40	\$4,725.94	\$2,588.80	\$30,828.84

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

	2023-2024 Budget	3/31/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	16,462.86	4,537	78.39%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	750.00	1,750	30.00%
Bookstore Sales	18,000	15,730.18	2,270	87.39%
Online Booksales	14,000	11,677.33	2,323	83.41%
Grants	2,000		2,000	0.00%
Give-a-Kid-a-Book	5,000	9,734.21	(4,734)	194.68%
Books for Babies	5,000	5,570.00	(570)	111.40%
Special Event Fundraising	5,000	5,542.92	(543)	110.86%
Capital Appeal Donations/Contribution	15,000	3,194.00	11,806	21.29%
In Honor Of	1,500	1,475.00	25	98.33%
Interest	1,500	1,945.09	(445)	129.67%
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	100,621.59	378	99.63%

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	24,234.07	9,266	72.34%
Payroll Taxes	2600	1,853.90	746	71.30%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	732.95	267	73.30%
Credit Card Fees	500	492.37	8	98.47%
Annual Meeting	500		500	0.00%
Telephone/General Postage	200	79.96	120	39.98%
Newsletter	1200	447.14	753	37.26%
Give-a-Kid-a-Book	4000	2,539.96	1,460	63.50%
Books for Babies	6000	6,684.94	(685)	111.42%
In Honor Of	1500	1,475.00	25	98.33%
Booksales: Expense	1000	108.15	892	10.82%
Online Booksales: Expenses	3500	2,938.39	562	83.95%
Volunteer Appreciation	500	120.76	379	24.15%
Office Supplies	2500	720.41	1,780	28.82%
Subscriptions/Org. Memberships	2500	2,351.91	148	94.08%
Miscellaneous	500	508.24	(8)	101.65%
Monies Remitted to Library	6000	23,000.00	(17,000)	383.33%
Uncategorized Expenses		115.27	(115)	
YS Program Prizes	1000	478.74	521	47.87%
Total Expense	\$ 99,800	69,792.76	30,007	69.93%

2024 Annual Friends of L.E. Phillips Memorial Public Library Gift Request

ACKNOWLEDGEMENT:

For more than 30 years, the Friends of the L.E. Phillips Memorial Public Library have provided the library with generous financial and volunteer support. This critical funding allows the library to meet our strategic plan goals in a way that taxpayer-supported budget alone can not do. Friends funding has served to spearhead new initiatives, revamp existing offerings, and sustain critical programming. On behalf of the library board of trustees, staff, and the community we serve, we would like to extend our heartfelt appreciation and gratitude for their continued support.

2024 REQUEST OVERVIEW:

Request	Amount
Arts West Prizes/Refreshments	\$1,000.00
Chippewa Valley Book Festival	\$2,000.00
Program Refreshments	\$2,000.00
One Book One Community	\$750.00
Home Delivery Good Samaritan Program	\$500.00
Dabble Box Any-Purpose Fund	\$1,000.00
Play & Learn and The Lookout	\$2,500.00
Prizes and Incentives (Youth Services)	\$2,000.00
Teen Book Boxes	\$1,200.00
Summer at the Library T-Shirts	\$550.00
Professional Development	\$1,500.00
TOTAL Request	\$15,000.00

Arts West Prizes/Refreshments | Request: \$1,000.00

For nearly 20 years, the Friends have sponsored the cash prizes and reception refreshments for the Wisconsin ArtsWest juried art exhibit. Now in its 45th year, ArtsWest attracts artists from every corner of the state and is one of the most prestigious and longest-running annual juried exhibits in the state. Friends receive acknowledgment for sponsorship in marketing materials.

While formal art galleries and museums can feel inaccessible or unaffordable, anyone can enjoy art at the public library without needing to pay a fee or feeling insecure that they don't "know enough" about art. Offering a small honorarium to encourage entrants has yielded an excellent pool of submissions and a competitive jurying process, with only roughly 25% of submissions being accepted for the show.

Chippewa Valley Book Festival | Request: \$2,000.00

In 2007, the Friends asked that funds for the Chippewa Valley Book Festival (CVBF) be requested from them each year. Held in the fall annually since 2000, the festival showcases authors of regional and national reputation and features readings, discussions, and workshops for readers and writers of all ages. The library supports the book festival with a donation of at least \$500 from its own programming funds. Friends receive acknowledgment for sponsorship in CVBF marketing materials.

Similar to ArtsWest, the Chippewa Valley Book Festival brings a typically urban offering of meeting, listening to, and interacting with award-winning authors representing a variety of genres, backgrounds, and perspectives. Providing “big-city authors with a small-town feel,” the CVBF not only supports literacy and writing but encourages attendees to engage with each other and to discuss the book topics and how they can be applied to their everyday lives.

Program Refreshments | Request: \$1,800.00 (increased from \$1,500 in 2023)

When asking any event planner for advice on how to get participants to attend, the answer nearly always includes providing some form of refreshments. Since changing the standard evening program start time to 6 p.m. (to accommodate closing at 8 p.m.), refreshments have been especially appreciated by those coming straight from work who haven’t had a chance to grab dinner. For that reason, refreshments are a standard offering for most adult programs and several special events for audiences of all ages throughout the year. Removing the meal barrier allows more participation, especially from working adults. For kids and family events, providing snacks (especially for longer events) reduces the number of kids who may otherwise have had to leave for a light snack. Friends receive acknowledgment for sponsorship in marketing materials.

One Book One Community | Request: \$700

The Friends have funded special programming to support the *One Book, One Community* reading program since 2015. The program is an opportunity to start conversations on issues that affect our entire community. Friends receive acknowledgment for sponsorship in marketing materials.

The *One Book, One Community* reading program encourages community members to think “beyond the page” as they read and consider possible ways to identify how the book topics apply to our community, to engage in healthy discussion, and to develop solutions to address them.

Home Delivery Good Samaritan Program | Request: \$500

Home Delivery Services (HDS) is requesting funds to support a one-time fee-forgiveness program to improve HDS customer retention and still have funds to replace lost or damaged items. Out of 188 HDS cardholders: 46% live in memory care, assisted living facilities, retirement homes, or nursing homes; 20% live in apartments; and the remaining 34% live in houses or multi-family dwellings. Many Home Delivery customers live on a fixed income and a replacement fee for a lost or damaged item can pose a significant hardship. We’ve seen an increase in new HDS customers unable to pay these fees and consequently leaving the HDS program after two months rather than risk their unpaid bills(s) going to a collection agency. The Friends contribution we seek would pay for a customer’s first lost library item (an average cost of \$32 per item). The goal is to improve our new HDS cardholder retention efforts and replace lost or damaged items as a one-time forgiveness. This program supports the library’s mission to enhance the quality of life in the homebound population and continues offering access to materials for all community members.

Dabble Box Any-Purpose Fund | Request: \$1,000

Dabble Box staff will need to buy a variety of craft supplies throughout the year for programs and open lab times. Items purchased may include replacement materials for the vinyl cutter, and 3D printer, as well as various craft supplies.

Play & Learn and The Lookout | Request: \$2,500

The Play & Learn areas feature toys and activities for children birth to five to help build literacy skills through play and give tips to parents on how to extend the fun at home. Themes are changed on a quarterly basis. With each theme change, toys, and costumes are rotated in and out, and furniture is rearranged. Recent themes include “Dinosaur Adventures” and “Enchanted Forest.” The areas center around five practices that are featured in *Every Child Ready to Read @ Your Library*. The practices are talking, singing, reading, writing, and playing.

In 2011, Youth Services introduced the Play & Learn area as part of our work on the library’s Strategic Plan, and expanded during the recent renovation to accommodate the high traffic. This space has been recognized as a popular destination for families in the Eau Claire area; many families include a visit to Play & Learn as a part of their weekly routine.

The Lookout is a similar area reserved for middle-schoolers that gives them a “home” just for their age cohort.

Prizes and Incentives (Youth Services) | Request: \$2,000

This request is part of an ongoing effort to increase participation in programs, particularly the summer library program. Since 2015, the Friends have provided funding to support buying a book for every child who finished a reading folder, which has been a huge hit with parents and a major incentive for kids. We give out approximately 1,500 books each summer to babies, kids, and teens. This year’s request for funding will make it possible for us to continue offering books as a final prize for kids who finish one of the three reading folders as well as fund the teen prizes and other programs throughout the year.

Teen Book Boxes | Request: \$1,200

In 2021 the Youth Services Department, with support from the Friends of the Library, launched a monthly incentive-based program for teens. Teens request a themed monthly box that includes small incentives or gifts and a library book to check out. The Teen BookBox program has continued to be incredibly popular over the last two years, with an average of 24 teens served per month. It resonates with a wide variety of ages and interests, as well as with regular library teens and teens who do not otherwise engage with library programming.

Teens these days are busy. Providing these coordinated book boxes allows teens to participate in the reading and discussion portion of the book club but makes the logistics of picking up book club materials much easier as many parents stop in to grab them while their teens are otherwise engaged in extracurricular activities. Providing this service keeps teens engaged with the library at a time when their peers may not be regular visitors. Having the attractive boxes and library “swag” on their desks also provides an opportunity for friends and visitors to inquire about the program.

Summer at the Library T-Shirts | Request: \$500

While participation in the Summer Library Programs available for kids, teens, and adults continues to grow, we know there’s always room to grow. Participation is especially critical for school-aged kids to prevent the “summer slide” which can sometimes happen when students aren’t practicing their literacy and critical thinking skills on summer break. Funding would provide t-shirts for all of the public desk staff.

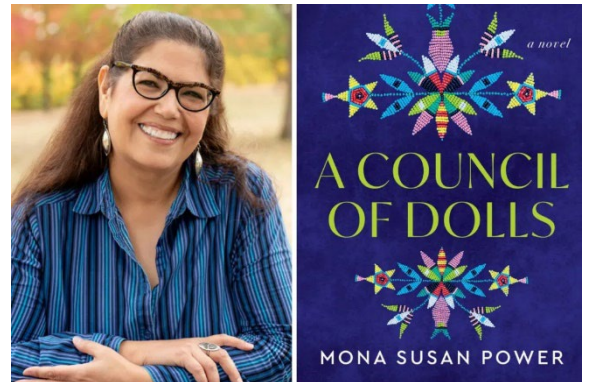
Promotional t-shirts are an excellent way to highlight the program in the library, at outreach events, and anywhere else our staff happens to venture while wearing one. As far as marketing dollars go, this is a relatively low-cost option with an exponential potential for reach.

Professional Development | Request: \$1,500

Funding will allow opportunities throughout the year to recognize excellence, provide opportunities for group professional development, and facilitate team improvement.

March Library Report

The current One Book, One Community reading initiative is reaching the end of its sixth season, which focused on *Nature's Best Hope* by Douglas Tallamy. While we are excited for the last couple of sessions (especially a conversation between City arborist Matt Staudenmaier and bestselling author Nickolas Butler on April 27!), we are just as excited to announce the season seven book selection: *A Council of Dolls* by Mona Susan Power.



In March, Reference Services (RS) staff were busy planning new programs focused on adult lifelong learning and quality of life impact. Home Delivery Services (HDS) reports customers' gratitude. At age 94, one customer is grateful for having audiobooks on CD as her vision continues to decline. Another customer wrote she is having a "bad time, but reading good books helps [her] so much." HDS continues to improve quality of life and promote access to literacy for HDS participants.

In social news of the Circulation Department, the MOD squad, both past and present Circulation Managers on duty, met for a social get together to celebrate Jon Marten's retirement [pictured]. Jon retired after 31 years of service to the library.



In Youth Services, March came in like a lamb and out like a lion! We spent the beginning of the month enjoying a beautiful cello concert with 65 of our library friends and the end of the month at a full and rowdy teen late night! Over 3400 children and caregivers participated in programs in March both within the confines of 400 Eau Claire street and on our many outreach visits.