

The Friends of the Library Executive Board will meet on Monday, March 18, 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, February 19, 2024, (Lehmkuhl)
3. Call for additions to agenda and announcements (Lehmkuhl)
4. Treasurer's reports (Haukeness)
5. Library report (Hennings)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
 - a. Community Business Partners
8. Committee Reports
 - a. Train Exhibit
 - b. Books for Babies
9. Old Business
10. New Business
 - a. Annual Meeting Planning
 - Open Board Positions
 - Program

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

February 19, 2024

Present: Layla Fisher, Secretary; Timothy Haukeness, Treasurer; Astrid Hayden, Administrative Assistant; Kimberly Hennings, Deputy Director; Michael Kersting, Member at large; Dave Lehmkuhl, President; Esther Moen, Vice President; Becky Noland, Past President; Stacy Yearous, Program and Development Coordinator.

Absent: Patti Ausman, Member at large; Charlie Schell, Library Board Liaison.

1. Meeting called to order 6:00 pm
 - a. Visitor – Michael Kersting
2. Motion to approve minutes from the meeting held Monday, January 8, 2024, (Lehmkuhl) Noland motions, Moen seconds, approved.
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 resulted in \$2,400 in donations and \$150 in bookstore sales
 - c. Year in Review Newsletter will be going out soon. Over 3,300 volunteer hours were clocked for the year
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. Haukeness motions to appoint Kersting as member at large for the remainder of the term, Noland Seconds, approved.

Meeting adjourned at 6:57pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	68,415.66
Other Current Assets	56,607.40
Total Current Assets	\$125,023.06
TOTAL ASSETS	\$125,023.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,959.43
Total Current Liabilities	\$14,959.43
Long-Term Liabilities	30,000.00
Total Liabilities	\$44,959.43
Equity	80,063.63
TOTAL LIABILITIES AND EQUITY	\$125,023.06

Friends of the LE Phillips Memorial Public Library

Statement of Activity

February 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	659.25
Bookstore Sales	3,691.52
Online Book Sales	1,254.98
Total Book Sales	5,605.75
Business Partners	750.00
Capital Appeal Donations	55.00
Interest	282.74
Memberships (Households)	769.20
Programs	
Books for Babies	1,520.00
Total Programs	1,520.00
Total Revenue	\$8,982.69
GROSS PROFIT	\$8,982.69
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	12.15
Total Book Sales	12.15
Online Book Sales	
Supplies	166.55
Total Online Book Sales	166.55
Total Book Sale Expenses	178.70
Credit Card Co. Fees	44.83
Miscellaneous Expense	94.95
Office Supplies	19.47
Payroll Expenses	
Taxes	214.77
Wages	2,807.55
Total Payroll Expenses	3,022.32
Program Expense	
Books for Babies	
Books	581.60
Supplies	143.89
Total Books for Babies	725.49
Total Program Expense	725.49
Subscriptions/Org. Membership	170.99
Total Expenditures	\$4,256.75
NET OPERATING REVENUE	\$4,725.94
NET REVENUE	\$4,725.94

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - February 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	TOTAL
Revenue									
Book Sales									\$0.00
Amazon/Ebay Sales	464.99	312.33	360.89	216.47	695.61	685.86		659.25	\$3,395.40
Bookstore Sales	3,081.43	948.60	1,000.41	2,415.81	1,644.24	877.86	924.05	3,691.52	\$14,583.92
Online Book Sales	469.39	873.59	593.00	1,296.64	854.86	646.61	1,040.11	1,254.98	\$7,029.18
Total Book Sales	4,015.81	2,134.52	1,954.30	3,928.92	3,194.71	2,210.33	1,964.16	5,605.75	\$25,008.50
Business Partners								750.00	\$750.00
Capital Appeal Donations	500.00			10.00	20.00	900.00	399.00	55.00	\$1,884.00
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	282.74	\$1,708.77
Memberships (Households)	373.57	73.57	158.57	961.34	508.93	7,812.84	2,974.92	769.20	\$13,632.94
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	1,520.00	\$5,470.00
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	1,520.00	\$16,044.21
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22	\$6,920.45	\$8,982.69	\$93,111.34
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22	\$6,920.45	\$8,982.69	\$93,111.34
Expenditures									
Book Sale Expenses									\$0.00
Book Sales									\$0.00
Promotions		25.00		10.00		35.00	6.00	12.15	\$88.15
Total Book Sales		25.00		10.00		35.00	6.00	12.15	\$88.15
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	166.55	\$382.37
Total Online Book Sales	106.17	790.25	137.31	53.15	717.78		911.20	166.55	\$2,882.41
Total Book Sale Expenses	106.17	815.25	137.31	63.15	717.78	35.00	917.20	178.70	\$2,970.56
Credit Card Co. Fees	32.44	23.90	31.69	24.85	88.45	47.42	123.38	44.83	\$416.96
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		94.95	\$508.24
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	19.47	\$700.41
Payroll Expenses									\$0.00
Taxes	191.51	198.12	221.30	204.92	203.70	210.01	204.32	214.77	\$1,648.65
Wages	2,503.36	2,589.92	2,892.70	2,678.89	2,662.67	2,745.25	2,670.78	2,807.55	\$21,551.12
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	2,883.81	2,866.37	2,955.26	2,875.10	3,022.32	\$23,199.77
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	581.60	\$5,573.47
Supplies			60.79	108.77			285.54	143.89	\$598.99
Total Books for Babies	564.07	1,423.25	554.79	464.28	953.78	310.98	1,175.82	725.49	\$6,172.46
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	725.49	\$9,652.42
Subscriptions/Org. Membership	205.99	538.99	170.99	341.98		170.99	180.99	170.99	\$1,780.92
Telephone		28.53			23.03		28.40		\$79.96
Uncategorized Expense							115.27		\$115.27
Volunteer Appreciation			120.76						\$120.76

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - February 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	TOTAL
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	\$4,256.75	\$64,871.30
NET OPERATING REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$38,070.79	\$ -18,130.40	\$4,725.94	\$28,240.04
NET REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$38,070.79	\$ -18,130.40	\$4,725.94	\$28,240.04

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

	2023-2024 Budget	2/29/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	13,632.94	7,367	64.92%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	750.00	1,750	30.00%
Bookstore Sales	18,000	14,583.92	3,416	81.02%
Online Booksales	14,000	10,424.58	3,575	74.46%
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	5,470.00	(470)	109.40%
Special Event Fundraising	5,000	5,542.92	(543)	110.86%
Capital Appeal Donations/Contribution	15,000	1,884.00	13,116	12.56%
In Honor Of	1,500	940.00	560	62.67%
Interest	1,500	1,708.77	(209)	113.92%
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	93,111.34	7,889	92.19%

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	21,551.12	11,949	64.33%
Payroll Taxes	2600	1,648.65	951	63.41%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	732.95	267	73.30%
Credit Card Fees	500	416.96	83	83.39%
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	6,172.46	(172)	102.87%
In Honor Of	1500	940.00	560	62.67%
Booksales: Expense	1000	88.15	912	8.82%
Online Booksales: Expenses	3500	2,882.41	618	82.35%
Volunteer Appreciation	500	120.76	379	24.15%
Office Supplies	2500	700.41	1,800	28.02%
Subscriptions/Org. Memberships	2500	1,780.92	719	71.24%
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	464.74	535	46.47%
Total Expense	\$ 99,800	64,871.30	34,929	65.00%

TO: Friends of the Library Board

FROM: Kimberly Hennings, Deputy Director

DATE: March 2024

RE: Board Report

At our February all-staff meeting, we had the opportunity to celebrate milestone anniversaries for eleven fantastic staff members ranging from 5 to 45-year milestones. It is humbling to work with such amazing people who have dedicated so many years to making this library what it is today.

Nancy attended the south Barstow BID Ad Hoc Committee Board meeting, as the topic was the effect on nearby businesses of locating the planned Day Resource Center at a proposed site downtown. It was a thoughtful and engaged group of people and a good experience to listen to their concerns and support City staff.

The most exciting addition to YS this month has been the arrival of our new self-checkout machine. Our machine is at just the perfect height for kids to help check out books, and its proximity to the Kids area



means extra convenience and safety for parents. They can now check out books as their children continue playing or reading, and we've already had a lot of positive feedback.

In February, Reference Services (RS) staff congratulated Libby and wished her luck in her new position with another social service agency. Customers buzzed with excitement as they exchanged one plant-cutting for another! Dabble Box (DB) summer program planning began with new summer offerings for adults in the works. The DB Task Force also put out a call for makers to apply for June 2024's Maker in Residence.

PCS had 2 exciting program updates. The **Dungeons and Dragons Academy** was a three-part series for those looking to learn how to play the role-playing game. Helmed by longtime Dungeon Master James Johonnott, around 40 newbies were introduced to the game, building characters, and the general rules. This was the first program series coordinated by Digital Services and Marketing Specialist, Mike Paulus, who has plenty of experience planning events from his previous role at Volume One, and was well received, filling registration almost immediately. Free pizza provided by Toppers and some Mountain Dew Code Red set the scene, and a good time was had by all.

The **Art of Water** partnership with the Waldemar Ager Association included an art exhibit on Level 3 as well as a four-part programming series. Inspired by Waldemar Ager's own ecological interest in water quality, the four-part series shared a variety of perspectives on the way we interact with water, including a close look at the geological uniqueness of the Chippewa River, one writer's kayaking journey, local sustainability efforts, a look at how the waters of Ager's homeland in Norway are changing, and the critical role the Mekong River played in the escape of Hmong Refugees. The art exhibit reception and four series sessions saw nearly 350 total attendees.