

The Friends of the Library Executive Board will meet on Wednesday, May 22, 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, April 15, 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. Kiwanis Recognition
8. Old Business
9. New Business
 - a. Capital Campaign Contribution Payment
 - b. RCU CD rate
 - c. June Meeting Date – change to June 24?

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

April 15, 2024

Present: Layla Fisher, Secretary; Astrid Hayden, Administrative Assistant; Nancy Kerr, Library Director; Michael Kersting, Member at large; Dave Lehmkuhl, President; Esther Moen, Vice President; Becky Noland, Past President; Charlie Schell, Library Board Liaison; Stacy Yearous, Program and Development Coordinator.

Absent: Patti Ausman, Member at large; Timothy Haukeness, Treasurer.

Meeting called to order at 6:01pm

1. Motion to approve minutes from the meeting held Monday, March 18, 2024, (Lehmkuhl) Moen motions, Fisher seconds, approved.
2. Call for additions to agenda and announcements (Lehmkuhl)
3. Treasurer's reports (Haukeness)
4. Library report (Kerr)
5. Board liaison report (Schell)
6. Staff General Updates (Yearous/Hayden)
 - a. Community Business Partners
 - b. Website is under construction
 - c. Brochure
7. Committee Reports
 - a. Train Exhibit will be proceeding for the 2024 holiday season
8. Old Business
 - a. Annual Meeting Planning – New Date May 22, 2024
 - i. Open Board Positions
 - ii. Program
9. New Business
 - a. Library Annual Ask. Noland motions to approve the \$15,000 request as proposed by the library, Moen seconds, approved.
 - b. AAUW partnership. The Board discussed the online sale of high value books on behalf of AAUW, with a percentage as income to the Friends.

Meeting adjourned at 7:09pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of May 2, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	51,090.49
Other Current Assets	57,035.42
Total Current Assets	\$108,125.91
TOTAL ASSETS	\$108,125.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	15,557.52
Total Current Liabilities	\$15,557.52
Long-Term Liabilities	30,000.00
Total Liabilities	\$45,557.52
Equity	62,568.39
TOTAL LIABILITIES AND EQUITY	\$108,125.91

Friends of the LE Phillips Memorial Public Library

Statement of Activity

April 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	330.02
Bookstore Sales	1,016.90
Online Book Sales	520.96
Total Book Sales	1,867.88
Business Partners	750.00
Interest	239.70
Memberships (Households)	486.88
Miscellaneous Income	20.00
Total Revenue	\$3,364.46
GROSS PROFIT	\$3,364.46
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	1,094.78
Total Online Book Sales	1,094.78
Total Book Sale Expenses	1,094.78
Credit Card Co. Fees	40.67
Library Allocations	15,000.00
Memberships	154.25
Newsletter	192.56
Payroll Expenses	
Taxes	199.24
Wages	2,604.43
Total Payroll Expenses	2,803.67
Program Expense	
Books for Babies	
Books	1,255.68
Total Books for Babies	1,255.68
Total Program Expense	1,255.68
Subscriptions/Org. Membership	170.99
Telephone	29.13
Total Expenditures	\$20,741.73
NET OPERATING REVENUE	\$ -17,377.27
NET REVENUE	\$ -17,377.27

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - April 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023
Revenue						
Book Sales						
Amazon/Ebay Sales	464.99	312.33	360.89	216.47	695.61	685.86
Bookstore Sales	3,081.43	948.60	1,000.41	2,415.81	1,644.24	877.86
Online Book Sales	469.39	873.59	593.00	1,296.64	854.86	646.61
Total Book Sales	4,015.81	2,134.52	1,954.30	3,928.92	3,194.71	2,210.33
Business Partners						
Capital Appeal Donations	500.00			10.00	20.00	900.00
Corporate Memberships/Sponsorships	500.00			250.00	3,000.00	
Event Income					175.00	4,797.11
Interest	205.72	208.19	203.96	207.65	205.22	208.94
Memberships (Households)	373.57	73.57	158.57	961.34	508.93	7,812.84
Miscellaneous Income		1,000.00			130.00	600.00
Monies Received from Library						23,000.00
Programs						
Books for Babies						3,550.00
Give-a-Kid-a-Book	100.00			2,500.00	3,585.00	3,084.00
In Honor Of	600.00	320.00				20.00
Total Programs	700.00	320.00		2,500.00	3,585.00	6,654.00
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22
Expenditures						
Book Sale Expenses						
Book Sales						
Promotions		25.00		10.00		35.00
Total Book Sales		25.00		10.00		35.00
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	35.00
Credit Card Co. Fees	32.44	23.90	31.69	24.85	88.45	47.42
Event Expenses				71.98	500.00	7.77
Insurance			254.00			
Library Allocations						
Memberships		324.35			189.08	
Miscellaneous Expense		20.56	9.48	41.00	330.99	11.26
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 by Month

July 2023 - April 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023
Payroll Expenses						
Taxes	191.51	198.12	221.30	204.92	203.70	210.01
Wages	2,503.36	2,589.92	2,892.70	2,678.89	2,662.67	2,745.25
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	2,883.81	2,866.37	2,955.26
Program Expense						
Books for Babies						
Books	564.07	1,423.25	494.00	355.51	953.78	310.98
Supplies			60.79	108.77		
Total Books for Babies	564.07	1,423.25	554.79	464.28	953.78	310.98
Give-a-Kid-a-Book						
Books				1,030.60	734.68	450.00
Misc. Expenses						123.75
Total Give-a-Kid-a-Book				1,030.60	734.68	573.75
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	884.73
Subscriptions/Org. Membership	205.99	538.99	170.99	341.98		170.99
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	\$8,112.43
NET OPERATING REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$38,070.79
NET REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$38,070.79

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - April 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	TOTAL
Revenue					
Book Sales					\$0.00
Amazon/Ebay Sales		659.25	456.16	330.02	\$4,181.58
Bookstore Sales	924.05	3,691.52	1,146.26	1,016.90	\$16,747.08
Online Book Sales	1,040.11	1,254.98	796.59	520.96	\$8,346.73
Total Book Sales	1,964.16	5,605.75	2,399.01	1,867.88	\$29,275.39
Business Partners		750.00		750.00	\$1,500.00
Capital Appeal Donations	399.00	55.00	1,310.00		\$3,194.00
Corporate Memberships/Sponsorships					\$3,750.00
Event Income	570.81				\$5,542.92
Interest	186.35	282.74	236.32	239.70	\$2,184.79
Memberships (Households)	2,974.92	769.20	2,829.92	486.88	\$16,949.74
Miscellaneous Income	60.00			20.00	\$1,810.00
Monies Received from Library					\$23,000.00
Programs					\$0.00
Books for Babies	400.00	1,520.00	100.00		\$5,570.00
Give-a-Kid-a-Book	365.21		100.00		\$9,734.21
In Honor Of			535.00		\$1,475.00
Total Programs	765.21	1,520.00	735.00		\$16,779.21
Total Revenue	\$6,920.45	\$8,982.69	\$7,510.25	\$3,364.46	\$103,986.05
GROSS PROFIT	\$6,920.45	\$8,982.69	\$7,510.25	\$3,364.46	\$103,986.05
Expenditures					
Book Sale Expenses					\$0.00
Book Sales					\$0.00
Promotions	6.00	12.15	20.00		\$108.15
Total Book Sales	6.00	12.15	20.00		\$108.15
Online Book Sales			33.87		\$33.87
Postage	838.55			1,094.78	\$3,594.82
Supplies	72.65	166.55	22.11		\$404.48
Total Online Book Sales	911.20	166.55	55.98	1,094.78	\$4,033.17
Total Book Sale Expenses	917.20	178.70	75.98	1,094.78	\$4,141.32
Credit Card Co. Fees	123.38	44.83	75.41	40.67	\$533.04
Event Expenses	47.85				\$627.60
Insurance	29.00				\$283.00
Library Allocations				15,000.00	\$15,000.00
Memberships	219.52			154.25	\$887.20
Miscellaneous Expense		94.95			\$508.24
Monies Remitted to Library	19,000.00				\$23,000.00
Newsletter	30.56		229.40	192.56	\$639.70
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 - April 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	TOTAL
Payroll Expenses					\$0.00
Taxes	204.32	214.77	205.25	199.24	\$2,053.14
Wages	2,670.78	2,807.55	2,682.95	2,604.43	\$26,838.50
Total Payroll Expenses	2,875.10	3,022.32	2,888.20	2,803.67	\$28,891.64
Program Expense					\$0.00
Books for Babies					\$0.00
Books	890.28	581.60	512.48	1,255.68	\$7,341.63
Supplies	285.54	143.89			\$598.99
Total Books for Babies	1,175.82	725.49	512.48	1,255.68	\$7,940.62
Give-a-Kid-a-Book					\$0.00
Books					\$2,215.28
Misc. Expenses	200.93				\$324.68
Total Give-a-Kid-a-Book	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	1,396.75	725.49	1,047.48	1,255.68	\$11,955.58
Subscriptions/Org. Membership	180.99	170.99	570.99	170.99	\$2,522.90
Telephone	28.40			29.13	\$109.09
Uncategorized Expense	115.27				\$115.27
Volunteer Appreciation					\$120.76
YS Programs and Services (Prizes/Giveaways)			14.00		\$478.74
Total Expenditures	\$25,050.85	\$4,256.75	\$4,921.45	\$20,741.73	\$90,534.48
NET OPERATING REVENUE	\$ -18,130.40	\$4,725.94	\$2,588.80	\$ -17,377.27	\$13,451.57
NET REVENUE	\$ -18,130.40	\$4,725.94	\$2,588.80	\$ -17,377.27	\$13,451.57

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

	2023-2024 Budget	4/30/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	16,949.74	4,050	80.71%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	1,500.00	1,000	60.00%
Bookstore Sales	18,000	16,747.08	1,253	93.04%
Online Booksales	14,000	12,528.31	1,472	89.49%
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	2,184.79	(685)	145.65%
Miscellaneous	500	1,810.00	(1,310)	362.00%
Monies Received for Library	6,000	23,000.00	(17,000)	383.33%
Transfer From Balance	-			
Total Revenue	\$ 101,000	103,986.05	(2,986)	102.96%

Expenses

Library Allocations	15000	15,000.00	-	100.00%
Capital Appeal Contribution	15000		15,000	0.00%
Special Event Fundraising Expenses	1000	627.60	372	62.76%
Salaries	33500	26,838.50	6,662	80.11%
Payroll Taxes	2600	2,053.14	547	78.97%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	887.20	113	88.72%
Credit Card Fees	500	533.04	(33)	106.61%
Annual Meeting	500		500	0.00%
Telephone/General Postage	200	109.09	91	54.55%
Newsletter	1200	639.70	560	53.31%
Give-a-Kid-a-Book	4000	2,539.96	1,460	63.50%
Books for Babies	6000	7,940.62	(1,941)	132.34%
In Honor Of	1500	1,475.00	25	98.33%
Booksales: Expense	1000	108.15	892	10.82%
Online Booksales: Expenses	3500	4,033.17	(533)	115.23%
Volunteer Appreciation	500	120.76	379	24.15%
Office Supplies	2500	720.41	1,780	28.82%
Subscriptions/Org. Memberships	2500	2,522.90	(23)	100.92%
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	90,534.49	9,266	90.72%

Youth Services

April is a fun month in Youth Services, because that's the month all the first graders in the Eau Claire school district visit the library. Students, teachers, and chaperones learned about materials, programs, and activities that the library has to offer and enjoyed a story, scavenger hunt, Lego building challenges, and art. First grade visits also mean that our April has been filled with excited first graders making return trips to show their families all the new things they learned about the library. Customers and staff are enjoying the Level 0 art gallery wall that is currently filled with 1st grade art from their visits.



Reference Services

Reference Services presented some programs in April that were very notable and new to the Eau Claire area and the Library staff. Bethany, the Librarian, collaborated with a bat ambassador to educate attendees on bats and the benefits of bat houses in the area. Library customers built 20 bat houses after the presentation in the Dabble Box. Be on the lookout for these houses around our community!



PCS

April brought the last of the current One Book, One Community's programming to an end, and it was a fantastic event. City Arborist Matt Staudenmaier was interviewed by bestselling author (and one of our library's favorite moderators) Nick Butler. There was a crowd of nearly 100 in attendance, and topics ranged from defining the importance of urban forestry and the impact of the Emerald Ash Borer infestation to how the City decides which trees to plant where. We asked for feedback on the event, which folks were glad to share:

- *This was an excellent choice, as attendance attested.*
- *I found the program very interesting. It gave me a greater appreciation for the challenges that come with urban forestry. I have a Natural Resources degree and worked for the US Forest Service in timber management for over 20 years, and then 9 years with the Bureau of Land Management in Minnesota, Oregon, Washington, Colorado and Wyoming.*
- *Thank you for the informative program...It is so good for the community to know how the city works to support their department heads, and what the bigger picture is for city planning...strength and weaknesses. Citizens do not always understand the inner working of the city's committees and departments. Having the opportunity like the one provided on Saturday was a great way for us to learn and appreciate the inner workings of the City infrastructure.*



Technical Services

April continued to be a busy month for Technical Services, the TS staff continued my training, teaching me all about LEPMPL. In addition, with the assistance of YS & Circulation, the department worked very hard to update 12,000 picture books labels and call numbers. We changed the call number from EASY to PICTURE-BOOK to better represent their content to our customers. While the last of the books with Easy labels continue to trickle in, we finished relabeling all the pictures books on the shelves a week earlier than planned!

Administration

Nancy attended the City's operating budget kickoff with other department representatives, and we will start working on the budget workbook immediately. Our budget will be due mid-July and we will keep the Board apprised of any possible requests for service modifications.