

The Friends of the Library Executive Board will meet on Monday, July 15th, 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 (Moen)
2. Motion to approve minutes from the meeting held Monday, June 23, 2024 (Moen)
3. Call for additions to agenda and announcements (Moen)
4. Treasurer's reports (Gragert)
5. Library report (Hennings)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
8. Old Business
 - a. RCU CD Rate/CD
9. New Business
 - a. 2024-2025 Meeting Dates/Board Member Contact information

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

June 24, 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; Deb Mathson, Guest; Mary Jo Mayer, Guest; Esther Moen, Vice President; Becky Noland, Past President; Charlie Schell, Library Board Liaison; Stacy Yearous, Program and Development Coordinator.

Absent: None

Meeting called to order at 6:00 pm

1. Motion to approve minutes from the meeting held Wednesday, May 22, 2024, (Lehmkuhl) Mathson motions, Noland seconds, approved.
2. Motion to approve the annual meeting minutes from the meeting held Wednesday, May 22, 2024, Mathson motions, Noland seconds, approved.
3. Call for additions to agenda and announcements (Lehmkuhl)
4. Treasurer's reports (Haukeness) The Board discussed the current equity balance and items to watch for on The Statement of Financial Position.
5. Library report (Hennings)
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
8. Old Business
 - a. The RCU CD is maturing 6/29/24 and is currently at a balance of \$31,829.33. Moen motions to take \$30,000 from these funds and reinvest in a new 12 month CD at 5.25%, Ausman seconds, approved.
9. New Business
 - a. Noland motions to approve the 2024-2025 Budget, Mayer seconds, approved.
 - b. August Meeting/Picnic Date & Time. August 19, 6pm at the Library.

Meeting adjourned at 7:06pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary Comparison

	As of June 30, 2024	As of June 30, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts	\$38,153.40	\$52,650.61
Other Current Assets	\$57,462.93	\$45,851.69
Total Current Assets	\$95,616.33	\$98,502.30
TOTAL ASSETS	\$95,616.33	\$98,502.30
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards	\$0.00	\$0.00
Other Current Liabilities	\$16,225.40	\$14,987.64
Total Current Liabilities	\$16,225.40	\$14,987.64
Long-Term Liabilities	\$15,000.00	\$30,000.00
Total Liabilities	\$31,225.40	\$44,987.64
Equity	\$64,390.93	\$53,514.66
TOTAL LIABILITIES AND EQUITY	\$95,616.33	\$98,502.30

Monday, Jul 01, 2024 08:58:24 AM GMT-7 - Cash Basis

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	38,153.40
Other Current Assets	57,462.93
Total Current Assets	\$95,616.33
TOTAL ASSETS	\$95,616.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	16,225.40
Total Current Liabilities	\$16,225.40
Long-Term Liabilities	15,000.00
Total Liabilities	\$31,225.40
Equity	64,390.93
TOTAL LIABILITIES AND EQUITY	\$95,616.33

Friends of the LE Phillips Memorial Public Library

Statement of Activity

June 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	345.60
Bookstore Sales	1,047.94
Online Book Sales	212.97
Total Book Sales	1,606.51
Interest	234.15
Memberships (Households)	109.40
Miscellaneous Income	10.00
Total Revenue	\$1,960.06
GROSS PROFIT	\$1,960.06
Expenditures	
Book Sale Expenses	
Online Book Sales	
Supplies	58.47
Total Online Book Sales	58.47
Total Book Sale Expenses	58.47
Credit Card Co. Fees	36.36
Office Supplies	8.97
Payroll Expenses	
Taxes	836.32
Wages	2,711.33
Total Payroll Expenses	3,547.65
Program Expense	
Books for Babies	
Books	256.49
Total Books for Babies	256.49
Total Program Expense	256.49
Subscriptions/Org. Membership	170.99
Total Expenditures	\$4,078.93
NET OPERATING REVENUE	\$ -2,118.87
NET REVENUE	\$ -2,118.87

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - June 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024
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	924.05
Online Book Sales	469.39	873.59	593.00	1,296.64	854.86	646.61	1,040.11
Total Book Sales	4,015.81	2,134.52	1,954.30	3,928.92	3,194.71	2,210.33	1,964.16
Business Partners							
Capital Appeal Donations	500.00			10.00	20.00	900.00	399.00
Corporate Memberships/Sponsorships	500.00			250.00	3,000.00		
Event Income					175.00	4,797.11	570.81
Grants							
Interest	205.72	208.19	203.96	207.65	205.22	208.94	186.35
Memberships (Households)	373.57	73.57	158.57	961.34	508.93	7,812.84	2,974.92
Miscellaneous Income		1,000.00			130.00	600.00	60.00
Monies Received from Library						23,000.00	
Programs							
Books for Babies						3,550.00	400.00
Give-a-Kid-a-Book	100.00			2,500.00	3,585.00	3,084.00	365.21
In Honor Of	600.00	320.00				20.00	
Total Programs	700.00	320.00		2,500.00	3,585.00	6,654.00	765.21
Total Revenue	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22	\$6,920.45
GROSS PROFIT	\$6,295.10	\$3,736.28	\$2,316.83	\$7,857.91	\$10,818.86	\$46,183.22	\$6,920.45
Expenditures							
Book Sale Expenses							
Book Sales							
Promotions		25.00		10.00		35.00	6.00
Supplies							
Total Book Sales		25.00		10.00		35.00	6.00
Online Book Sales							
Postage	78.05	730.21	82.30	53.15	717.78		838.55
Supplies	28.12	60.04	55.01				72.65
Total Online Book Sales	106.17	790.25	137.31	53.15	717.78		911.20
Total Book Sale Expenses	106.17	815.25	137.31	63.15	717.78	35.00	917.20
Credit Card Co. Fees	32.44	23.90	31.69	24.85	88.45	47.42	123.38
Event Expenses				71.98	500.00	7.77	47.85
Insurance			254.00				29.00
Library Allocations							
Memberships		324.35			189.08		219.52
Miscellaneous Expense		20.56	9.48	41.00	330.99	11.26	
Monies Remitted to Library						4,000.00	19,000.00
Newsletter					187.18		30.56

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - June 2024

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024
Office Supplies		594.11					86.83
Payroll Expenses							
Taxes	191.51	198.12	221.30	204.92	203.70	210.01	204.32
Wages	2,503.36	2,589.92	2,892.70	2,678.89	2,662.67	2,745.25	2,670.78
Total Payroll Expenses	2,694.87	2,788.04	3,114.00	2,883.81	2,866.37	2,955.26	2,875.10
Program Expense							
Books for Babies							
Books	564.07	1,423.25	494.00	355.51	953.78	310.98	890.28
Supplies			60.79	108.77			285.54
Total Books for Babies	564.07	1,423.25	554.79	464.28	953.78	310.98	1,175.82
Give-a-Kid-a-Book							
Books				1,030.60	734.68	450.00	
Misc. Expenses						123.75	200.93
Total Give-a-Kid-a-Book				1,030.60	734.68	573.75	200.93
In Honor Of							
Library	600.00	20.00	300.00				20.00
Total In Honor Of	600.00	20.00	300.00				20.00
Total Program Expense	1,164.07	1,443.25	854.79	1,494.88	1,688.46	884.73	1,396.75
Story Builder Campaign							
Subscriptions/Org. Membership	205.99	538.99	170.99	341.98		170.99	180.99
Telephone		28.53			23.03		28.40
Uncategorized Expense							115.27
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	\$25,050.85
NET OPERATING REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$38,070.79	\$ -18,130.40
NET REVENUE	\$2,091.56	\$ -3,294.50	\$ -2,376.19	\$2,925.32	\$4,227.52	\$38,070.79	\$ -18,130.40

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - June 2024

	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	TOTAL
Revenue						
Book Sales						\$0.00
Amazon/Ebay Sales	659.25	456.16	330.02	475.95	345.60	\$5,003.13
Bookstore Sales	3,691.52	1,146.26	1,016.90	1,705.26	1,047.94	\$19,500.28
Online Book Sales	1,254.98	796.59	520.96	503.99	212.97	\$9,063.69
Total Book Sales	5,605.75	2,399.01	1,867.88	2,685.20	1,606.51	\$33,567.10
Business Partners	750.00		750.00			\$1,500.00
Capital Appeal Donations	55.00	1,310.00				\$3,194.00
Corporate Memberships/Sponsorships						\$3,750.00
Event Income						\$5,542.92
Grants				2,000.00		\$2,000.00
Interest	282.74	236.32	239.70	241.48	234.15	\$2,660.42
Memberships (Households)	769.20	2,829.92	486.88	1,200.00	109.40	\$18,259.14
Miscellaneous Income			20.00		10.00	\$1,820.00
Monies Received from Library						\$23,000.00
Programs						\$0.00
Books for Babies	1,520.00	100.00				\$5,570.00
Give-a-Kid-a-Book		100.00		100.00		\$9,834.21
In Honor Of		535.00				\$1,475.00
Total Programs	1,520.00	735.00		100.00		\$16,879.21
Total Revenue	\$8,982.69	\$7,510.25	\$3,364.46	\$6,226.68	\$1,960.06	\$112,172.79
GROSS PROFIT	\$8,982.69	\$7,510.25	\$3,364.46	\$6,226.68	\$1,960.06	\$112,172.79
Expenditures						
Book Sale Expenses						\$0.00
Book Sales						\$0.00
Promotions	12.15	20.00				\$108.15
Supplies				171.83		\$171.83
Total Book Sales	12.15	20.00		171.83		\$279.98
Online Book Sales		33.87				\$33.87
Postage			1,094.78	30.90		\$3,625.72
Supplies	166.55	22.11		28.27	58.47	\$491.22
Total Online Book Sales	166.55	55.98	1,094.78	59.17	58.47	\$4,150.81
Total Book Sale Expenses	178.70	75.98	1,094.78	231.00	58.47	\$4,430.79
Credit Card Co. Fees	44.83	75.41	40.67	42.12	36.36	\$611.52
Event Expenses						\$627.60
Insurance						\$283.00
Library Allocations			15,000.00			\$15,000.00
Memberships			154.25			\$887.20
Miscellaneous Expense	94.95			342.00		\$850.24
Monies Remitted to Library						\$23,000.00
Newsletter		229.40	192.56			\$639.70

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2023 - June 2024

	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	TOTAL
Office Supplies	19.47	19.99		11.69	8.97	\$741.06
Payroll Expenses						\$0.00
Taxes	214.77	205.25	199.24	808.15	836.32	\$3,697.61
Wages	2,807.55	2,682.95	2,604.43	2,635.81	2,711.33	\$32,185.64
Total Payroll Expenses	3,022.32	2,888.20	2,803.67	3,443.96	3,547.65	\$35,883.25
Program Expense						\$0.00
Books for Babies						\$0.00
Books	581.60	512.48	1,255.68	214.27	256.49	\$7,812.39
Supplies	143.89					\$598.99
Total Books for Babies	725.49	512.48	1,255.68	214.27	256.49	\$8,411.38
Give-a-Kid-a-Book						\$0.00
Books						\$2,215.28
Misc. Expenses						\$324.68
Total Give-a-Kid-a-Book						\$2,539.96
In Honor Of						\$0.00
Library		535.00				\$1,475.00
Total In Honor Of		535.00				\$1,475.00
Total Program Expense	725.49	1,047.48	1,255.68	214.27	256.49	\$12,426.34
Story Builder Campaign				15,000.00		\$15,000.00
Subscriptions/Org. Membership	170.99	570.99	170.99	589.39	170.99	\$3,283.28
Telephone			29.13			\$109.09
Uncategorized Expense						\$115.27
Volunteer Appreciation				117.61		\$238.37
YS Programs and Services (Prizes/Giveaways)		14.00				\$478.74
Total Expenditures	\$4,256.75	\$4,921.45	\$20,741.73	\$19,992.04	\$4,078.93	\$114,605.45
NET OPERATING REVENUE	\$4,725.94	\$2,588.80	\$ -17,377.27	\$ -13,765.36	\$ -2,118.87	\$ -2,432.66
NET REVENUE	\$4,725.94	\$2,588.80	\$ -17,377.27	\$ -13,765.36	\$ -2,118.87	\$ -2,432.66

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

	2023-2024 Budget	6/30/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	21,000	18,259.14	2,741	86.95%
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	19,500.28	(1,500)	108.33%
Online Booksales	14,000	14,066.82	(67)	100.48%
Grants	2,000	2,000.00	-	100.00%
Give-a-Kid-a-Book	5,000	9,834.21	(4,834)	196.68%
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	2,660.42	(1,160)	177.36%
Miscellaneous	500	1,820.00	(1,320)	364.00%
Monies Received for Library	6,000	23,000.00	(17,000)	383.33%
Transfer From Balance	-	2,432.66	(2,433)	
Total Revenue	\$ 101,000	114,605.45	(13,605)	113.47%

Expenses

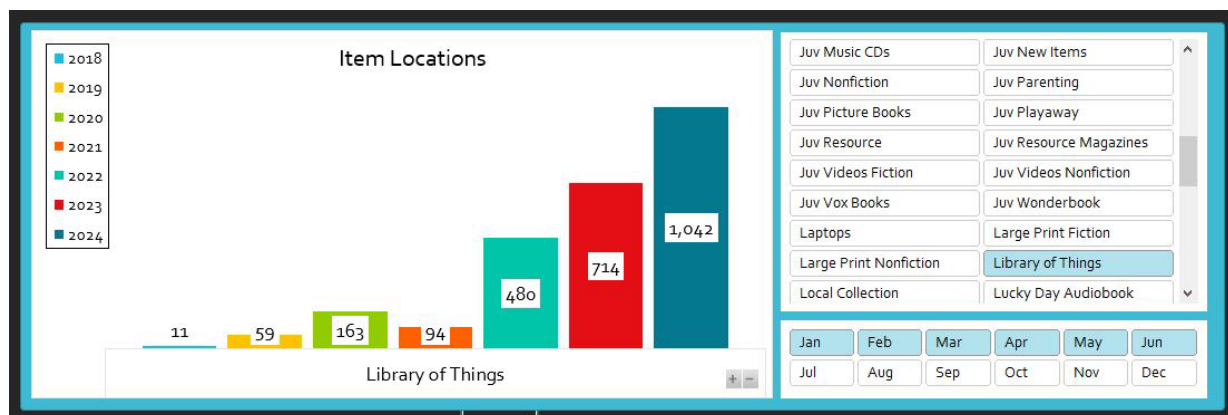
Library Allocations	15000	15,000.00	-	100.00%
Capital Appeal Contribution	15000	15,000.00	-	100.00%
Special Event Fundraising Expenses	1000	627.60	372	62.76%
Salaries	33500	32,185.64	1,314	96.08%
Payroll Taxes	2600	3,697.61	(1,098)	142.22%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	887.20	113	88.72%
Credit Card Fees	500	611.52	(112)	122.30%
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	8,411.38	(2,411)	140.19%
In Honor Of	1500	1,475.00	25	98.33%
Booksales: Expense	1000	279.98	720	28.00%
Online Booksales: Expenses	3500	4,150.81	(651)	118.59%
Volunteer Appreciation	500	238.37	262	47.67%
Office Supplies	2500	741.06	1,759	29.64%
Subscriptions/Org. Memberships	2500	3,283.28	(783)	131.33%
Miscellaneous	500	850.24	(350)	170.05%
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	114,605.45	(14,805)	114.84%

Administration

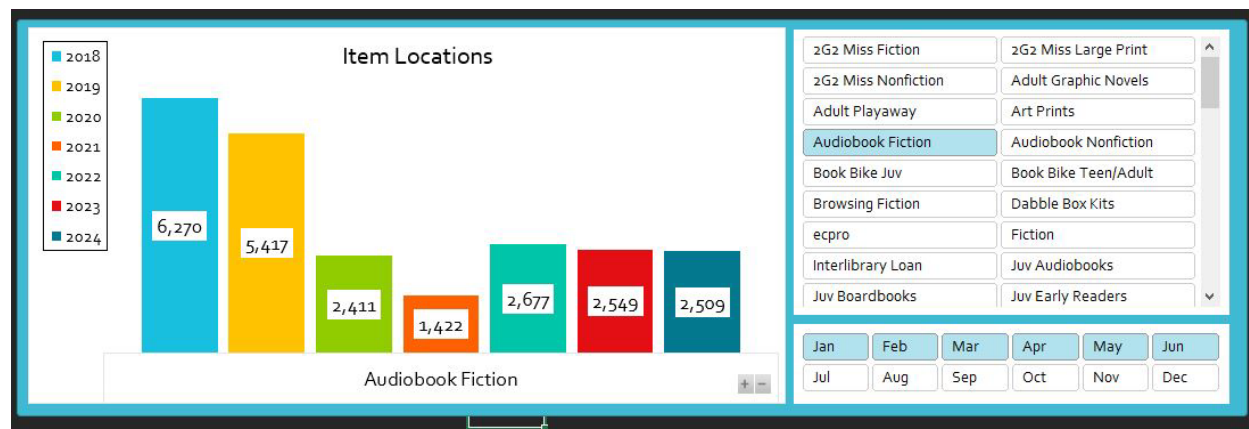
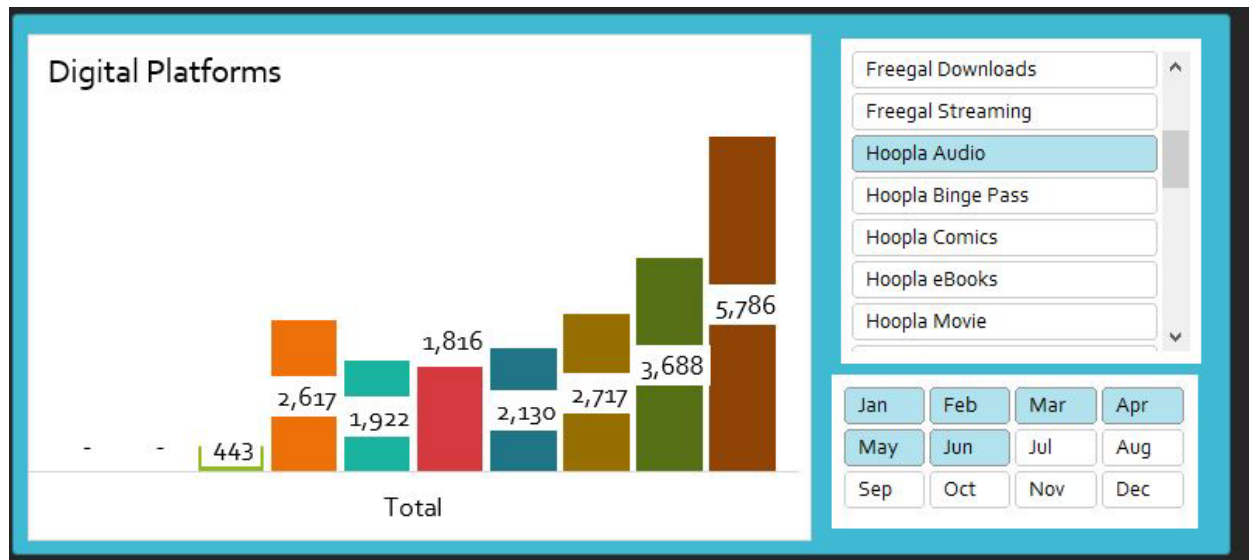
June was a wonderful month to kick off our community outreach – except for the rain! Beginning in June, you can find the BookBike at the Farmer’s Market on Wednesday and Saturday mornings. We made it to all four Wednesday markets but we were rained out of three of the five Saturday markets! In addition to the market, we attended the Pedal Safe Family Night at Shift Cyclery, the PRIDE in the Park event, and the Bike Week Kickoff at Haymarket Square. We’re so excited to be able to have a presence at partner events and for the opportunity to represent the library all around town during the busy summer months.

The collection development committee had a very full agenda in June. The committee considered the trial of the World Politics Review database, received an update from the “browsability” committee, discussed options for circulating CD players for home delivery customers, and discussed the strategic plan initiatives that related to the collection. The committee is also working with the Friends to streamline a new process and procedure for author donations.

July is when the committee will review our budget and make any shifts mid-year to allow for anticipated collection needs and start to determine what is anticipated for 2025. The committee uses a range of statistics to watch collection trends for example, as we’ve invested in and promoted the Library of Things, usage has increased over time. Similarly, as the prevalence of CD players in vehicles decreases, checkouts of Audiobooks on CD is on the decline, while digital audiobook use has increased



significantly. These factors will weigh heavily on how we allocate collection funds in 2025.



Youth Services

June is always a fun month in Youth Services, because it is the start of our Summer at the Library program! This means our room and our desks are extra busy as we are signing up families for our summer reading program, taking registrations for our summer programming, and helping young readers find their new favorite books. I am happy to report that YS has registered more children for the Summer at the Library Reading Log in June alone than we registered for the entire summer of 2023!



This summer, we are piloting a new outreach service that enables six early childhood centers and their children to participate in the library's reading program. In early June, we visited each center to provide a brief storytime and presentation about Summer at the Library. Children at each center received a summer program flyer, reading log, starter prizes, and a parent letter explaining the program and inviting families to visit the library. Centers also received a reading log for each participating classroom. Between the six centers, we registered 368 children and 29 classrooms for our reading log.

Back at the library our spaces are filled with extra activities for customers, which help to entertain the large camp and daycare groups that visit us each week. Our teen area has seen increased traffic this summer, as we've added some special activities (such as candy sushi, crafts, and mini game challenges) during the times our teen desk is staffed. Our study rooms have also seen increased use this summer—for tutoring, teen hangouts, and as quiet reading spaces for our families.

In addition to passive activities in our spaces and in-house library programming, this summer we are offering two special sessions of Family Storytime in the Park. Our first session was held on Thursday, June 6, at the Owen Park Band Shell. 140 kids and grownups participated in this fun outreach experience. We sang songs, read books, recited a rhyme with a silly flannel, and played with scarves. After the program, families were invited to sign up for Summer at the Library and check out BookBike books. Families love outdoor storytime!

Circulation

In June, the Circulation Pages did an excellent job staying on top of shelving! The third week of June is traditionally the busiest week of the year for shelving. And look at all of these empty carts!

Additionally, we got a few great compliments this month, including appreciation for how nicely we all dress and the following compliment on our holds service:

"Such wonderful service [referring to holds].

Many tx to Barbara Arnold who helped me & all you other wonderful employees who provide the public with our lovely & necessary public library.

If this includes volunteers -of course they need to be thanked, too.