

The Friends of the Library Executive Board will meet on Monday, June 24, 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 Wednesday, May 22, 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)
8. Old Business
  - a. RCU CD Rate/CD coming due 6/29/24
9. New Business
  - a. 2024-2025 Budget
  - b. August Meeting/Picnic Date & Time

#### **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

May 22, 2024

Present: Patti Ausman, Member at large; Layla Fisher, Secretary; Jeremy Gragert, Guest; 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: Timothy Haukeness, Treasurer.

Meeting called to order/Roll Call 6:04 pm

1. Motion to approve minutes from the meeting held Monday, April 15, 2024, (Lehmkuhl) Moen motions, Noland seconds, approved.
2. Call for additions to agenda and announcements (Lehmkuhl)
3. Treasurer's reports (Noland)
4. Library report (Hennings)
5. Board liaison report (Schell)
6. Staff General Updates (Yearous/Hayden)
  - a. Kiwanis Recognition
7. Old Business - none
8. New Business
  - a. The Capital Campaign Contribution payment will be remitted at the end of June/beginning of July. Noland motions to approve transfer of \$15,000 capital campaign contribution from online sales checking into general operating account for this check to be cut, Moen seconds, approved.
  - b. RCU CD rate. CD in the amount of 30,000 matures on 6/29, this amount could be rolled into RCU's 9-month CD. The matter will be discussed further at the June meeting.
  - c. June Meeting Date – changed to June 24<sup>th</sup>

Meeting adjourned at 6:26pm

Minutes submitted by Layla Fisher, Secretary

Friends of the LE Phillips Memorial Public Library Annual Meeting  
May 22, 2024

1. Welcome (Dave)
2. Highlights from 2023 (Esther)
  - a. Volunteer hours for July 2022 to June 2023 totaled almost 2,500 hours.
  - b. Volunteer appreciation event was held April of 2023 with over 100 attendees.
  - c. The Friends Bookstore has won 3rd best bookstore in Eau Claire 2 years in a row in Volume One's Best of Eau Claire.
3. Literacy Program
  - a. Give a Kid a Book (Nancy)
    - i. This has been active for 13 years. Last year over 1,000 books were given out.
  - b. Books for Babies (Stacy)
    - i. Last year 2,375 kits were given out
    - ii. Sponsor RCU has given funds for the last 3 years
4. Treasurer's Report (Timothy)
  - a. Main source of income is sales of books and the online bookstore
  - b. Discussed funds remitted to the library annually
5. Election of Friends Executive Board Members for 2024-2025
  1. (candidate bios can be found on the reverse side of agenda)
    - a. VP – Deb Mathson
    - b. Treasurer – Jeremy Gragert
    - c. Secretary – Mary Jo Mayer
    - d. At-Large Member – Michael Kersting
    - e. Noland motions to elect the 4 new officers to the board, Fisher seconds, approved.
6. Guest Author: Fred Poss

Meeting adjourned at 5:19pm

Minutes submitted by Layla Fisher, Secretary

# Friends of the LE Phillips Memorial Public Library

## Statement of Financial Position Summary

As of June 4, 2024

|                                     | TOTAL              |
|-------------------------------------|--------------------|
| <b>ASSETS</b>                       |                    |
| Current Assets                      |                    |
| Bank Accounts                       | 37,556.97          |
| Other Current Assets                | 57,252.46          |
| <b>Total Current Assets</b>         | <b>\$94,809.43</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$94,809.43</b> |
| <b>LIABILITIES AND EQUITY</b>       |                    |
| Liabilities                         |                    |
| Current Liabilities                 |                    |
| Credit Cards                        | 0.00               |
| Other Current Liabilities           | 16,225.40          |
| <b>Total Current Liabilities</b>    | <b>\$16,225.40</b> |
| Long-Term Liabilities               | 15,000.00          |
| <b>Total Liabilities</b>            | <b>\$31,225.40</b> |
| Equity                              | 63,584.03          |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$94,809.43</b> |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity

May 2024

|                                 | TOTAL                |
|---------------------------------|----------------------|
| Revenue                         |                      |
| Book Sales                      |                      |
| Amazon/Ebay Sales               | 475.95               |
| Bookstore Sales                 | 1,705.26             |
| Online Book Sales               | 503.99               |
| <b>Total Book Sales</b>         | <b>2,685.20</b>      |
| Grants                          | 2,000.00             |
| Interest                        | 241.48               |
| Memberships (Households)        | 1,200.00             |
| Programs                        |                      |
| Give-a-Kid-a-Book               | 100.00               |
| <b>Total Programs</b>           | <b>100.00</b>        |
| <b>Total Revenue</b>            | <b>\$6,226.68</b>    |
| GROSS PROFIT                    | <b>\$6,226.68</b>    |
| Expenditures                    |                      |
| Book Sale Expenses              |                      |
| Book Sales                      |                      |
| Supplies                        | 171.83               |
| <b>Total Book Sales</b>         | <b>171.83</b>        |
| Online Book Sales               |                      |
| Postage                         | 30.90                |
| Supplies                        | 28.27                |
| <b>Total Online Book Sales</b>  | <b>59.17</b>         |
| <b>Total Book Sale Expenses</b> | <b>231.00</b>        |
| Credit Card Co. Fees            | 42.12                |
| Miscellaneous Expense           | 342.00               |
| Office Supplies                 | 11.69                |
| Payroll Expenses                |                      |
| Taxes                           | 808.15               |
| Wages                           | 2,635.81             |
| <b>Total Payroll Expenses</b>   | <b>3,443.96</b>      |
| Program Expense                 |                      |
| Books for Babies                |                      |
| Books                           | 214.27               |
| <b>Total Books for Babies</b>   | <b>214.27</b>        |
| <b>Total Program Expense</b>    | <b>214.27</b>        |
| Story Builder Campaign          | 15,000.00            |
| Subscriptions/Org. Membership   | 589.39               |
| Volunteer Appreciation          | 117.61               |
| <b>Total Expenditures</b>       | <b>\$19,992.04</b>   |
| NET OPERATING REVENUE           | <b>\$ -13,765.36</b> |
| NET REVENUE                     | <b>\$ -13,765.36</b> |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2023 - May 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             |
| <b>Total Book Sales</b>            | <b>4,015.81</b>   | <b>2,134.52</b>   | <b>1,954.30</b>   | <b>3,928.92</b>   | <b>3,194.71</b>    | <b>2,210.33</b>    |
| 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           |
| Grants                             |                   |                   |                   |                   |                    |                    |
| 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              |
| <b>Total Programs</b>              | <b>700.00</b>     | <b>320.00</b>     |                   | <b>2,500.00</b>   | <b>3,585.00</b>    | <b>6,654.00</b>    |
| <b>Total Revenue</b>               | <b>\$6,295.10</b> | <b>\$3,736.28</b> | <b>\$2,316.83</b> | <b>\$7,857.91</b> | <b>\$10,818.86</b> | <b>\$46,183.22</b> |
| GROSS PROFIT                       | <b>\$6,295.10</b> | <b>\$3,736.28</b> | <b>\$2,316.83</b> | <b>\$7,857.91</b> | <b>\$10,818.86</b> | <b>\$46,183.22</b> |
| Expenditures                       |                   |                   |                   |                   |                    |                    |
| Book Sale Expenses                 |                   |                   |                   |                   |                    |                    |
| Book Sales                         |                   |                   |                   |                   |                    |                    |
| Promotions                         |                   | 25.00             |                   | 10.00             |                    | 35.00              |
| Supplies                           |                   |                   |                   |                   |                    |                    |
| <b>Total Book Sales</b>            |                   | <b>25.00</b>      |                   | <b>10.00</b>      |                    | <b>35.00</b>       |
| Online Book Sales                  |                   |                   |                   |                   |                    |                    |
| Postage                            | 78.05             | 730.21            | 82.30             | 53.15             | 717.78             |                    |
| Supplies                           | 28.12             | 60.04             | 55.01             |                   |                    |                    |
| <b>Total Online Book Sales</b>     | <b>106.17</b>     | <b>790.25</b>     | <b>137.31</b>     | <b>53.15</b>      | <b>717.78</b>      |                    |
| <b>Total Book Sale Expenses</b>    | <b>106.17</b>     | <b>815.25</b>     | <b>137.31</b>     | <b>63.15</b>      | <b>717.78</b>      | <b>35.00</b>       |
| 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             |                    |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2023 - May 2024

|                                             | JUL 2023          | AUG 2023            | SEP 2023            | OCT 2023          | NOV 2023          | DEC 2023           |
|---------------------------------------------|-------------------|---------------------|---------------------|-------------------|-------------------|--------------------|
| Office Supplies                             |                   | 594.11              |                     |                   |                   |                    |
| 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           |
| <b>Total Payroll Expenses</b>               | <b>2,694.87</b>   | <b>2,788.04</b>     | <b>3,114.00</b>     | <b>2,883.81</b>   | <b>2,866.37</b>   | <b>2,955.26</b>    |
| Program Expense                             |                   |                     |                     |                   |                   |                    |
| Books for Babies                            |                   |                     |                     |                   |                   |                    |
| Books                                       | 564.07            | 1,423.25            | 494.00              | 355.51            | 953.78            | 310.98             |
| Supplies                                    |                   |                     | 60.79               | 108.77            |                   |                    |
| <b>Total Books for Babies</b>               | <b>564.07</b>     | <b>1,423.25</b>     | <b>554.79</b>       | <b>464.28</b>     | <b>953.78</b>     | <b>310.98</b>      |
| Give-a-Kid-a-Book                           |                   |                     |                     |                   |                   |                    |
| Books                                       |                   |                     |                     | 1,030.60          | 734.68            | 450.00             |
| Misc. Expenses                              |                   |                     |                     |                   |                   | 123.75             |
| <b>Total Give-a-Kid-a-Book</b>              |                   |                     |                     | <b>1,030.60</b>   | <b>734.68</b>     | <b>573.75</b>      |
| In Honor Of                                 |                   |                     |                     |                   |                   |                    |
| Library                                     | 600.00            | 20.00               | 300.00              |                   |                   |                    |
| <b>Total In Honor Of</b>                    | <b>600.00</b>     | <b>20.00</b>        | <b>300.00</b>       |                   |                   |                    |
| <b>Total Program Expense</b>                | <b>1,164.07</b>   | <b>1,443.25</b>     | <b>854.79</b>       | <b>1,494.88</b>   | <b>1,688.46</b>   | <b>884.73</b>      |
| Story Builder Campaign                      |                   |                     |                     |                   |                   |                    |
| 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             |                   |                    |
| <b>Total Expenditures</b>                   | <b>\$4,203.54</b> | <b>\$7,030.78</b>   | <b>\$4,693.02</b>   | <b>\$4,932.59</b> | <b>\$6,591.34</b> | <b>\$8,112.43</b>  |
| <b>NET OPERATING REVENUE</b>                | <b>\$2,091.56</b> | <b>\$ -3,294.50</b> | <b>\$ -2,376.19</b> | <b>\$2,925.32</b> | <b>\$4,227.52</b> | <b>\$38,070.79</b> |
| <b>NET REVENUE</b>                          | <b>\$2,091.56</b> | <b>\$ -3,294.50</b> | <b>\$ -2,376.19</b> | <b>\$2,925.32</b> | <b>\$4,227.52</b> | <b>\$38,070.79</b> |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2023 - May 2024

|                                    | JAN 2024          | FEB 2024          | MAR 2024          | APR 2024          | MAY 2024          | TOTAL               |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Revenue                            |                   |                   |                   |                   |                   |                     |
| Book Sales                         |                   |                   |                   |                   |                   | \$0.00              |
| Amazon/Ebay Sales                  |                   | 659.25            | 456.16            | 330.02            | 475.95            | \$4,657.53          |
| Bookstore Sales                    | 924.05            | 3,691.52          | 1,146.26          | 1,016.90          | 1,705.26          | \$18,452.34         |
| Online Book Sales                  | 1,040.11          | 1,254.98          | 796.59            | 520.96            | 503.99            | \$8,850.72          |
| <b>Total Book Sales</b>            | <b>1,964.16</b>   | <b>5,605.75</b>   | <b>2,399.01</b>   | <b>1,867.88</b>   | <b>2,685.20</b>   | <b>\$31,960.59</b>  |
| 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          |
| Grants                             |                   |                   |                   |                   | 2,000.00          | \$2,000.00          |
| Interest                           | 186.35            | 282.74            | 236.32            | 239.70            | 241.48            | \$2,426.27          |
| Memberships (Households)           | 2,974.92          | 769.20            | 2,829.92          | 486.88            | 1,200.00          | \$18,149.74         |
| 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            |                   | 100.00            | \$9,834.21          |
| In Honor Of                        |                   |                   | 535.00            |                   |                   | \$1,475.00          |
| <b>Total Programs</b>              | <b>765.21</b>     | <b>1,520.00</b>   | <b>735.00</b>     |                   | <b>100.00</b>     | <b>\$16,879.21</b>  |
| <b>Total Revenue</b>               | <b>\$6,920.45</b> | <b>\$8,982.69</b> | <b>\$7,510.25</b> | <b>\$3,364.46</b> | <b>\$6,226.68</b> | <b>\$110,212.73</b> |
| GROSS PROFIT                       | <b>\$6,920.45</b> | <b>\$8,982.69</b> | <b>\$7,510.25</b> | <b>\$3,364.46</b> | <b>\$6,226.68</b> | <b>\$110,212.73</b> |
| Expenditures                       |                   |                   |                   |                   |                   |                     |
| Book Sale Expenses                 |                   |                   |                   |                   |                   | \$0.00              |
| Book Sales                         |                   |                   |                   |                   |                   | \$0.00              |
| Promotions                         | 6.00              | 12.15             | 20.00             |                   |                   | \$108.15            |
| Supplies                           |                   |                   |                   |                   | 171.83            | \$171.83            |
| <b>Total Book Sales</b>            | <b>6.00</b>       | <b>12.15</b>      | <b>20.00</b>      |                   | <b>171.83</b>     | <b>\$279.98</b>     |
| Online Book Sales                  |                   |                   | 33.87             |                   |                   | \$33.87             |
| Postage                            | 838.55            |                   |                   | 1,094.78          | 30.90             | \$3,625.72          |
| Supplies                           | 72.65             | 166.55            | 22.11             |                   | 28.27             | \$432.75            |
| <b>Total Online Book Sales</b>     | <b>911.20</b>     | <b>166.55</b>     | <b>55.98</b>      | <b>1,094.78</b>   | <b>59.17</b>      | <b>\$4,092.34</b>   |
| <b>Total Book Sale Expenses</b>    | <b>917.20</b>     | <b>178.70</b>     | <b>75.98</b>      | <b>1,094.78</b>   | <b>231.00</b>     | <b>\$4,372.32</b>   |
| Credit Card Co. Fees               | 123.38            | 44.83             | 75.41             | 40.67             | 42.12             | \$575.16            |
| 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             |                   |                   | 342.00            | \$850.24            |
| Monies Remitted to Library         | 19,000.00         |                   |                   |                   |                   | \$23,000.00         |
| Newsletter                         | 30.56             |                   | 229.40            | 192.56            |                   | \$639.70            |

# Friends of the LE Phillips Memorial Public Library

## Statement of Activity by Month

July 2023 - May 2024

|                                             | JAN 2024             | FEB 2024          | MAR 2024          | APR 2024             | MAY 2024             | TOTAL               |
|---------------------------------------------|----------------------|-------------------|-------------------|----------------------|----------------------|---------------------|
| Office Supplies                             | 86.83                | 19.47             | 19.99             |                      | 11.69                | \$732.09            |
| Payroll Expenses                            |                      |                   |                   |                      |                      | \$0.00              |
| Taxes                                       | 204.32               | 214.77            | 205.25            | 199.24               | 808.15               | \$2,861.29          |
| Wages                                       | 2,670.78             | 2,807.55          | 2,682.95          | 2,604.43             | 2,635.81             | \$29,474.31         |
| <b>Total Payroll Expenses</b>               | <b>2,875.10</b>      | <b>3,022.32</b>   | <b>2,888.20</b>   | <b>2,803.67</b>      | <b>3,443.96</b>      | <b>\$32,335.60</b>  |
| Program Expense                             |                      |                   |                   |                      |                      | \$0.00              |
| Books for Babies                            |                      |                   |                   |                      |                      | \$0.00              |
| Books                                       | 890.28               | 581.60            | 512.48            | 1,255.68             | 214.27               | \$7,555.90          |
| Supplies                                    | 285.54               | 143.89            |                   |                      |                      | \$598.99            |
| <b>Total Books for Babies</b>               | <b>1,175.82</b>      | <b>725.49</b>     | <b>512.48</b>     | <b>1,255.68</b>      | <b>214.27</b>        | <b>\$8,154.89</b>   |
| Give-a-Kid-a-Book                           |                      |                   |                   |                      |                      | \$0.00              |
| Books                                       |                      |                   |                   |                      |                      | \$2,215.28          |
| Misc. Expenses                              | 200.93               |                   |                   |                      |                      | \$324.68            |
| <b>Total Give-a-Kid-a-Book</b>              | <b>200.93</b>        |                   |                   |                      |                      | <b>\$2,539.96</b>   |
| In Honor Of                                 |                      |                   |                   |                      |                      | \$0.00              |
| Library                                     | 20.00                |                   | 535.00            |                      |                      | \$1,475.00          |
| <b>Total In Honor Of</b>                    | <b>20.00</b>         |                   | <b>535.00</b>     |                      |                      | <b>\$1,475.00</b>   |
| <b>Total Program Expense</b>                | <b>1,396.75</b>      | <b>725.49</b>     | <b>1,047.48</b>   | <b>1,255.68</b>      | <b>214.27</b>        | <b>\$12,169.85</b>  |
| Story Builder Campaign                      |                      |                   |                   |                      | 15,000.00            | \$15,000.00         |
| Subscriptions/Org. Membership               | 180.99               | 170.99            | 570.99            | 170.99               | 589.39               | \$3,112.29          |
| Telephone                                   | 28.40                |                   |                   | 29.13                |                      | \$109.09            |
| Uncategorized Expense                       | 115.27               |                   |                   |                      |                      | \$115.27            |
| Volunteer Appreciation                      |                      |                   |                   |                      | 117.61               | \$238.37            |
| YS Programs and Services (Prizes/Giveaways) |                      |                   | 14.00             |                      |                      | \$478.74            |
| <b>Total Expenditures</b>                   | <b>\$25,050.85</b>   | <b>\$4,256.75</b> | <b>\$4,921.45</b> | <b>\$20,741.73</b>   | <b>\$19,992.04</b>   | <b>\$110,526.52</b> |
| NET OPERATING REVENUE                       | <b>\$ -18,130.40</b> | <b>\$4,725.94</b> | <b>\$2,588.80</b> | <b>\$ -17,377.27</b> | <b>\$ -13,765.36</b> | <b>\$ -313.79</b>   |
| NET REVENUE                                 | <b>\$ -18,130.40</b> | <b>\$4,725.94</b> | <b>\$2,588.80</b> | <b>\$ -17,377.27</b> | <b>\$ -13,765.36</b> | <b>\$ -313.79</b>   |

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

|                                       | <b>2023-2024<br/>Budget</b> | <b>5/31/2024<br/>Actual</b> | <b>Budget<br/>Remaining</b> | <b>% of<br/>Budget</b> |
|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|
| <b>Revenue</b>                        |                             |                             |                             |                        |
| <b>Memberships(Households)</b>        | <b>21,000</b>               | <b>18,149.74</b>            | <b>2,850</b>                | 86.43%                 |
| Corporate Sponsorships                | 4,000                       | 3,750.00                    | 250                         | 93.75%                 |
| Corporate Partners                    | 2,500                       | 1,500.00                    | 1,000                       | 60.00%                 |
| <b>Bookstore Sales</b>                | <b>18,000</b>               | <b>18,452.34</b>            | <b>(452)</b>                | 102.51%                |
| <b>Online Booksales</b>               | <b>14,000</b>               | <b>13,508.25</b>            | <b>492</b>                  | 96.49%                 |
| 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                       | 2,426.27                    | (926)                       | 161.75%                |
| 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                 | -                           |                             |                             |                        |
| <b>Total Revenue</b>                  | <b>\$ 101,000</b>           | <b>110,212.73</b>           | <b>(9,213)</b>              | 109.12%                |

**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            | 29,474.31         | 4,026           | 87.98%  |
| Payroll Taxes                      | 2600             | 2,861.29          | (261)           | 110.05% |
| Insurance                          | 300              | 283.00            | 17              | 94.33%  |
| Memberships Expenses               | 1000             | 887.20            | 113             | 88.72%  |
| Credit Card Fees                   | 500              | 575.16            | (75)            | 115.03% |
| 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             | 8,154.89          | (2,155)         | 135.91% |
| In Honor Of                        | 1500             | 1,475.00          | 25              | 98.33%  |
| Booksales: Expense                 | 1000             | 279.98            | 720             | 28.00%  |
| Online Booksales: Expenses         | 3500             | 4,092.34          | (592)           | 116.92% |
| Volunteer Appreciation             | 500              | 238.37            | 262             | 47.67%  |
| Office Supplies                    | 2500             | 732.09            | 1,768           | 29.28%  |
| Subscriptions/Org. Memberships     | 2500             | 3,112.29          | (612)           | 124.49% |
| 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%  |
| <b>Total Expense</b>               | <b>\$ 99,800</b> | <b>110,526.52</b> | <b>(10,727)</b> | 110.75% |

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

|                                       | <b>2023-2024<br/><u>Budget</u></b> | <b>2024-2025<br/><u>Budget</u></b> |
|---------------------------------------|------------------------------------|------------------------------------|
| <b>Revenue</b>                        |                                    |                                    |
| <b>Memberships(Households)</b>        | <b>21,000</b>                      | <b>19,000</b>                      |
| Corporate Sponsorships                | 4,000                              | 4,000                              |
| Corporate Partners                    | 2,500                              | 2,500                              |
| <b>Bookstore Sale</b>                 | <b>18,000</b>                      | <b>18,000</b>                      |
| <b>Online Booksales</b>               | <b>14,000</b>                      | <b>14,000</b>                      |
| Grants                                | 2,000                              | 2,000                              |
| Give-a-Kid-a-Book                     | 5,000                              | 7,000                              |
| Books for Babies                      | 5,000                              | 5,000                              |
| Special Event Fundraising             | 5,000                              | 5,000                              |
| Capital Appeal Donations/Contribution | 15,000                             | 5,000                              |
| In Honor Of                           | 1,500                              | 1,500                              |
| Interest                              | 1,500                              | 2,000                              |
| Amazon Smiles                         | -                                  | -                                  |
| Miscellaneous                         | 500                                | 500                                |
| Monies Received for Library           | 6,000                              | 6,000                              |
| Transfer From Balance                 | -                                  | 11,250                             |
| <b>Total Revenue</b>                  | <b>\$ 101,000</b>                  | <b>\$ 102,750</b>                  |
| <b>Expenses</b>                       |                                    |                                    |
| Library Allocations                   | 15000                              | 15000                              |
| Capital Appeal Contribution           | 15000                              | 15000                              |
| Special Event Fundraising Expenses    | 1000                               | 1000                               |
| Salaries                              | 33500                              | 34900                              |
| Payroll Taxes                         | 2600                               | 2700                               |
| Insurance                             | 300                                | 300                                |
| Memberships Expenses                  | 1000                               | 1000                               |
| Credit Card Fees                      | 500                                | 600                                |
| Annual Meeting                        | 500                                | 250                                |
| Telephone/General Postage             | 200                                | 200                                |
| Newsletter                            | 1200                               | 800                                |
| Give-a-Kid-a-Book                     | 4000                               | 4000                               |

Books for Babies  
 In Honor Of  
 Booksales: Expense  
 Online Booksales: Expenses  
 Volunteer Appreciation  
 Office Supplies  
 Subscriptions/Org. Memberships  
 Miscellaneous  
 Monies Remitted to Library  
 Uncategorized Expenses  
 YS Program Prizes  
**Total Expense**

|                  |  |                   |
|------------------|--|-------------------|
| 6000             |  | 7000              |
| 1500             |  | 1500              |
| 1000             |  | 500               |
| 3500             |  | 4500              |
| 500              |  | 500               |
| 2500             |  | 2500              |
| 2500             |  | 3000              |
| 500              |  | 500               |
| 6000             |  | 6000              |
|                  |  |                   |
| 1000             |  | 1000              |
| <b>\$ 99,800</b> |  | <b>\$ 102,750</b> |



## Admin

We are working on the 2025 budget, filling in numbers as we receive information. I've had budget chats with each of our managers to get a better idea of what they might need moving forward, as well as conversations with Rod Bonesteel with the City as we try to better estimate what we need for building maintenance. For instance, I had no idea until recently that we need to have our heating and cooling system flushed out every couple of years at a cost of \$5000.

This month, the 2024 BookBike Team was finalized and everyone is trained and ready to roll. We have 16 members compiled from Admin, Circulation, Reference, Technical Services and Youth Services. We have four new members and the rest are BookBike alumni. Working on the BookBike is a wonderful way for staff to get out in the community and meet people where they are at. The team mostly visits the Wednesday and Saturday Farmer's Market in Phoenix Park, but they also help out at some other community events as well. We are looking forward to a busy season!



**Library staff in their Summer at the Library t-shirts**

Reference Services (RS) desk staff experienced a positively overwhelming customer demand for the annual Seed Library program running eight weeks each spring. Thanks to the Friends of the Library's generous offering, Steph, RS Coordinator, was able to select and purchase seeds for this year's program and did a bang-up job coordinating. Assembled packets were dispersed to 301+ households. This year's favorites include peas, basil, oregano, and a wildflower mix.

## **PCS**

May saw the return of the Spring Open House event, which invited community members to visit the library for free frozen custard, free fresh cut flowers, craft activities, live music, prizes, and more. Planning for the event was a cross-divisional effort coordinated by PCS Digital Services & Marketing, with special assistance from our Friends of the Library staffers. According to the door count, we had almost 700 people in/around the library during the 2 hours+ of the event. You all did an amazing job!

For many attendees, this was their first visit to the new library. Some others were at the event last year and brought friends/family to join this year. And everyone was walking around with huge smiles on their faces, flowers, trees, crafts, and custard in hand.

### **These were the staffers behind it all...**

- Stacy (FotL) – she organized a Friends prize giveaway and an amazing group of volunteers
- Barb (Admin) – she coordinated the flower donation and the BookBike prep, and she helped with setup/takedown
- Kim K (Circ) – she organized the yard games, the library card signups, AND she was a fantastic (and busy) greeter
- Andria (YS) – she organized the fun craft activity in YS
- Jan (Circ) – she organized the cool craft for the Dabble Box Courtyard and was on desk in the Dabble Box
- Susan (PCS) – she designed lovely posters, signage, and handbills

### **But wait, what about...**

- Friends Volunteers – 7 helpful souls, all of whom stayed late to help clean up
- Melany – ran the flower giveaway, plus setup/takedown and next day bouquets
- Isa – organized the baby tree giveaway AND bundled hundreds of messy little root balls
- Shelly – ran the BookBike like a pro
- Steph & Alyson – ran the seed library like pros
- Astrid – ran the Friends prize giveaway like a pro
- YS Pages – prepped the YS activity like pros
- Brad – ran the Dabble Box like a pro
- Jordan – performed a number of strange, last minute tasks as needed
- Sponsors – Culver's, Brent Douglas Flowers, and the Friends of the Library



Attendees enjoying activities on the front plaza



Members of the live jazz quartet enjoying a Culver's custard break.



Playing yard Jenga from our Library of Things collection



Our AMAZING Friends of the Library!



PCS Coordinator Melany Bartig and a volunteer handing out flowers from Brent Douglas.