

The Friends of the Library Executive Board will meet on Monday, September 16, 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, July 15, 2024, (Moen)
3. Call for additions to agenda and announcements (Moen)
4. Treasurer's reports (Gragert)
5. Library report (Hennings)
 - a. Library's 3-year strategic plan update
6. Board liaison report (Schell)
7. Staff General Updates (Yearous/Hayden)
 - a. Books donated back to the library
 - b. Seasonal Train Exhibit
 - c. Grants: Jamf, Walmart Foundation
 - d. EC Young Professionals
 - e. Library Crawl Event
8. Give a Kid a Book
 - a. Kick off
9. Old Business
 - a. 2024-2025 Meeting Dates/Board Member Contact information
10. New Business

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 Library Regular Board Meeting Minutes
July 15, 2024

Present: Dave Lehmkuhl, Past President; Deb Mathson, Vice President; Jeremy Gragert, Treasurer; Michael Kersting, Member at large; Esther Moen, President; Astrid Hayden, Administrative Assistant; Stacy Yearous, Program and Development Coordinator; Kimberly Hennings, Deputy Director; Charlie Schell, Library Board Liaison; Mary Jo Mayer, Secretary

Absent: Patti Ausman

1. Meeting called to order at 6:00 pm
2. Motion to approve minutes from meeting Monday June 24, Moen motions, Mathson seconds, approved
3. Call from Moen for additions to agenda and announcements
4. Treasurer's report (Gragert) Reference made to Statement of Financial Position Summary, liabilities and equity column , 2024 vs. 2023, progress being made
5. Library report (Hennings) Currently into prime outreach season, as well as our Summer at the Library program, June busy month for circulation pages, Review of the budget, anticipating collection needs i.e. digital materials vs. physical
6. Board liaison report (Schell) Review of the budget, review of applications and interviews beginning for security monitor position
7. General staff updates (Yearous/Hayden) July off to good start in book store, more donations, various promotions i.e. "Christmas in July", online sales going well, training new appraisers, currently looking for sponsors for train exhibit
8. Old business
 - a. RCU/CD Rollover of total amount for 1 yr. term confirmed with past treasurer Haukeness
9. New business
 - a. Dates for 2024-25 Friends Board Mtgs submitted, discussion surrounding the Jan/Feb dates conflicting with MLK/President's day, to be decided. Friends annual mtg to be combined with regular mtg May 19
 - b. Current members contact info forthcoming
 - c. Picnic lower level patio area Aug 19 6:00 pm, will reserve Dabble Box for rain date

Meeting adjourned 6:50 pm

Minutes submitted by Mary Jo Mayer, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	36,369.52
Other Current Assets	57,825.63
Total Current Assets	\$94,195.15
TOTAL ASSETS	\$94,195.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,945.57
Total Current Liabilities	\$14,945.57
Long-Term Liabilities	15,000.00
Total Liabilities	\$29,945.57
Equity	64,249.58
TOTAL LIABILITIES AND EQUITY	\$94,195.15

Friends of the LE Phillips Memorial Public Library

Statement of Activity

August 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	417.02
Bookstore Sales	1,026.79
Online Book Sales	775.18
Total Book Sales	2,218.99
Corporate Memberships/Sponsorships	500.00
Interest	277.72
Memberships (Households)	299.05
Monies Received from Library	3,100.00
Programs	
Books for Babies	250.00
Give-a-Kid-a-Book	250.00
Total Programs	500.00
Total Revenue	\$6,895.76
GROSS PROFIT	\$6,895.76
Expenditures	
Book Sale Expenses	
Online Book Sales	
Supplies	81.79
Total Online Book Sales	81.79
Total Book Sale Expenses	81.79
Credit Card Co. Fees	26.82
Miscellaneous Expense	49.00
Monies Remitted to Library	3,200.00
Payroll Expenses	
Taxes	204.28
Wages	2,670.46
Total Payroll Expenses	2,874.74
Program Expense	
Books for Babies	
Books	270.37
Total Books for Babies	270.37
Total Program Expense	270.37
Subscriptions/Org. Membership	170.99
YS Programs and Services (Prizes/Giveaways)	90.98
Total Expenditures	\$6,764.69
NET OPERATING REVENUE	\$131.07
NET REVENUE	\$131.07

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - August, 2024

	JUL 2024	AUG 2024	TOTAL
Revenue			
Book Sales			\$0.00
Amazon/Ebay Sales	634.34	417.02	\$1,051.36
Bookstore Sales	998.53	1,026.79	\$2,025.32
Online Book Sales	280.41	775.18	\$1,055.59
Total Book Sales	1,913.28	2,218.99	\$4,132.27
Corporate Memberships/Sponsorships		500.00	\$500.00
Interest	133.99	277.72	\$411.71
Memberships (Households)	163.92	299.05	\$462.97
Miscellaneous Income	2,000.00		\$2,000.00
Monies Received from Library	100.00	3,100.00	\$3,200.00
Programs			\$0.00
Books for Babies		250.00	\$250.00
Give-a-Kid-a-Book		250.00	\$250.00
Total Programs		500.00	\$500.00
Total Revenue	\$4,311.19	\$6,895.76	\$11,206.95
GROSS PROFIT	\$4,311.19	\$6,895.76	\$11,206.95
Expenditures			
Book Sale Expenses			\$0.00
Online Book Sales			\$0.00
Postage	834.48		\$834.48
Supplies		81.79	\$81.79
Total Online Book Sales	834.48	81.79	\$916.27
Total Book Sale Expenses	834.48	81.79	\$916.27
Credit Card Co. Fees	28.20	26.82	\$55.02
Memberships	65.85		\$65.85
Miscellaneous Expense		49.00	\$49.00
Monies Remitted to Library		3,200.00	\$3,200.00
Payroll Expenses			\$0.00
Taxes	184.83	204.28	\$389.11
Wages	2,416.01	2,670.46	\$5,086.47
Total Payroll Expenses	2,600.84	2,874.74	\$5,475.58
Program Expense			\$0.00
Books for Babies			\$0.00
Books	921.85	270.37	\$1,192.22
Supplies	256.88		\$256.88
Total Books for Babies	1,178.73	270.37	\$1,449.10
Total Program Expense	1,178.73	270.37	\$1,449.10
Subscriptions/Org. Membership	170.99	170.99	\$341.98
Telephone	27.18		\$27.18
Volunteer Appreciation	177.09		\$177.09

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - August, 2024

	JUL 2024	AUG 2024	TOTAL
YS Programs and Services (Prizes/Giveaways)	55.99	90.98	\$146.97
Total Expenditures	\$5,139.35	\$6,764.69	\$11,904.04
NET OPERATING REVENUE	\$ -828.16	\$131.07	\$ -697.09
NET REVENUE	\$ -828.16	\$131.07	\$ -697.09

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

	2024-2025 Budget	7/31/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	462.97	18,537	2.44%
Corporate Sponsorships	4,000	500.00	3,500	12.50%
Corporate Partners	2,500	0.00	2,500	0.00%
Bookstore Sales	18,000	2,025.32	15,975	11.25%
Online Booksales	14,000	2,106.95	11,893	15.05%
Grants	2,000	0.00	2,000	0.00%
Give-a-Kid-a-Book	7,000	250.00	6,750	3.57%
Books for Babies	5,000	250.00	4,750	5.00%
Special Event Fundraising	5,000	0.00	5,000	0.00%
Capital Appeal Donations/Contribution	5,000	0.00	5,000	0.00%
In Honor Of	1,500	0.00	1,500	0.00%
Interest	2,000	411.71	1,588	20.59%
Miscellaneous	500	2,000.00	(1,500)	400.00%
Monies Received for Library	6,000	3,200.00	2,800	53.33%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	11,206.95	80,293	10.91%

Expenses

Library Allocations	15000	0.00	15,000	0.00%
Capital Appeal Contribution	15000	0.00	15,000	0.00%
Special Event Fundraising Expenses	1000	0.00	1,000	0.00%
Salaries	34900	5,086.47	29,814	14.57%
Payroll Taxes	2700	389.11	2,311	14.41%
Insurance	300	0.00	300	0.00%
Memberships Expenses	1000	65.85	934	6.59%
Credit Card Fees	600	55.02	545	9.17%
Annual Meeting	250	0.00	250	0.00%
Telephone/General Postage	200	27.18	173	13.59%
Newsletter	800	0.00	800	0.00%
Give-a-Kid-a-Book	4000	0.00	4,000	0.00%
Books for Babies	7000	1,449.10	5,551	20.70%
In Honor Of	1500	0.00	1,500	0.00%
Booksales: Expense	500	0.00	500	0.00%
Online Booksales: Expenses	4500	916.27	3,584	20.36%
Volunteer Appreciation	500	177.09	323	35.42%
Office Supplies	2500	0.00	2,500	0.00%
Subscriptions/Org. Memberships	3000	341.98	2,658	11.40%
Miscellaneous	500	49.00	451	9.80%
Monies Remitted to Library	6000	3,200.00	2,800	53.33%
Uncategorized Expenses		0.00	-	
YS Program Prizes	1000	146.97	853	14.70%
Total Expense	\$ 102,750	11,904.04	90,846	11.59%

The outreach teams staffed 15 Wednesday and Saturday Farmer's market shifts in July and August. Unfortunately, the number of outings was a little low because the BookBike trailer was out of commission for a couple of weeks due to a wobbly wheel. It is tricky to deliver a trailer with only one wheel to a shop for repair so SHIFT Cyclery graciously offered to come to the library and true the wheel so we could get back in business. Many thanks to them for going above and beyond! In addition to the market, we attended several community events including the Fierce Freedom Fun Run, Chalkfest, National Night Out and the Multicultural Festival.

Over the summer our collection development selectors received "age of collection" reports. This is an opportunity to look at the items in your collection area to determine if they are outdated or not. For example, most philosophy books do not become outdated, however books on hardware or software have a short life span. It's up to the selector to weed based on community interesting and prevailing computer applications used locally.

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. There are exceptions, such as items dealing with local history or certain "classic" or award-winning titles. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection. Withdrawn books are donated to the Friends of the Library for book sales.

I had the opportunity this summer to participate on the panel for the new Security Monitor. We are excited to welcome Kyle Rusk to the team. Kyle started August 19th and has been a great addition to the team.

Dabble Box programming for adults kicked off this summer with our very popular monthly series “Dabble on the Patio (with mocktails!)”, which includes an adults-only open lab. One happy customer shared their delight with friends on social media displaying pride in their citrus stamping project, an activity coordinated by Bethany, RS Librarian, for our August event.

We’ve learned our customers love plants and gardening! Stephanie, RS Coordinator, holds the reigns for all things seeds and plants related. Those who participated in the Seed Library program were invited to participate in Seed Library Photo Contest, sharing the progress of their growth. Take a look at this thyme plant!



thyme

Christine, RS Assistant, created a clever RA display with a play on words from a popular song by Chappell Roan, HOT TO GO! The RA sign reads “H-O-T-T-O-G-O These titles are hot to go” and include displayed materials with fire, hot, flame, and so on in the title.



RS program stats July-August:

- 15 Dabble Box Open Labs, 792 in attendance, an average of 53 attendees per session.
- 2 Dabble on the Patio (with Mocktails!) collectively welcomed 88 attendees.

- Adult Game night brought 15 participants to the Brewing Projekt for a night of fun.
- 2 Embroidery classes lead by a previous resident, 15 participants.