

The Friends of the Library Executive Board will meet on Monday, October 21, 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, September 16, 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)
 - a. Seasonal Train Exhibit
 - b. Library Crawl Event
 - c. Webinars
8. Give a Kid a Book
 - a. Kick off
9. Old Business
 - a. Meeting Calendar Updates
10. New Business
 - a. Note for November Meeting – discuss upcoming CD that is coming due in December

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
September 16, 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 p.m.
2. Moen motions to approve minutes from meeting Monday July 15, Mathson seconds, approved
3. Call from Moen for additions to agenda and announcements
4. Treasurer's report (Gragert) - Slower this time of year, Oct/Dec sees more budget activity re: corporate sponsorships/partners. RCU online banking now setup for Moen and Gragert to access
5. Library report (Hennings) - Summer was a busy time for outreach teams as well as programming. The book bike trailer continued to be busy even though out of commission temporarily due to wheel problem. "Age of collection" reports received by selectors. The library continually withdraws from collection based on a number of factors. Dabble Box programming for adults proved to be well received. Seeds and plants popular. Strategic 3 year plan released. New Security Monitor Kyle Rusk welcomed
6. Board liaison report (Schell) - Review of the budget is ongoing
7. General staff updates (Yearous/Hayden) - Friends was able to give back to library 12 new books valued at \$341.00 from bookstore donations. Seasonal train exhibit taking place in December has obtained sponsors as follows: Woodman's (500.00), Scheels (300.00), NW Bank (200.00). Culver's once again custard coupons. Tickets/flyers have been printed or in process. Polar Express once again happening every Sat in Dec. No additional expense for this event, volunteers still needed to read. Two grants were applied for: JAMF, and Walmart Foundation. JAMF grant was obtained in the amount of 6000.00! This is to be used for Books for Babies. EC Young Professionals have agreed to work on recruitment of younger population to be members. Library Crawl happening Sept 28th. This will be a free will donation book sale. Volunteers still needed.
8. Give a Kid a Book - 30th anniversary - kick off 3rd week of October. BAM continues to be a main sponsor
9. Old business - Updated board contact list has been distributed to members. January board mtg will not be affected by MLK day. February meeting has been moved to Tuesday 18th.
10. New business - None

Meeting adjourned 6:47 p.m.

Minutes submitted by Mary Jo Mayer, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	35,255.87
Other Current Assets	58,075.44
Total Current Assets	\$93,331.31
TOTAL ASSETS	\$93,331.31
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,992.46
Total Current Liabilities	\$14,992.46
Long-Term Liabilities	15,000.00
Total Liabilities	\$29,992.46
Equity	63,338.85
TOTAL LIABILITIES AND EQUITY	\$93,331.31

Friends of the LE Phillips Memorial Public Library

Statement of Activity

September 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	778.19
Bookstore Sales	2,517.71
Online Book Sales	359.09
Total Book Sales	3,654.99
Interest	273.57
Memberships (Households)	314.42
Miscellaneous Income	250.00
Programs	
Give-a-Kid-a-Book	10.00
Total Programs	10.00
Total Revenue	\$4,502.98
GROSS PROFIT	\$4,502.98
Expenditures	
Book Sale Expenses	
Online Book Sales	
Supplies	17.69
Total Online Book Sales	17.69
Total Book Sale Expenses	17.69
Credit Card Co. Fees	57.44
Event Expenses	17.99
Insurance	252.00
Payroll Expenses	
Taxes	224.52
Wages	2,934.81
Total Payroll Expenses	3,159.33
Program Expense	
Books for Babies	
Books	776.73
Supplies	15.40
Total Books for Babies	792.13
Give-a-Kid-a-Book	
Books	507.60
Total Give-a-Kid-a-Book	507.60
Total Program Expense	1,299.73
Subscriptions/Org. Membership	182.99
Volunteer Appreciation	153.98
YS Programs and Services (Prizes/Giveaways)	272.56
Total Expenditures	\$5,413.71
NET OPERATING REVENUE	\$ -910.73
NET REVENUE	\$ -910.73

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - September, 2024

	JUL 2024	AUG 2024	SEP 2024	TOTAL
Revenue				
Book Sales				\$0.00
Amazon/Ebay Sales	634.34	417.02	778.19	\$1,829.55
Bookstore Sales	998.53	1,026.79	2,517.71	\$4,543.03
Online Book Sales	280.41	775.18	359.09	\$1,414.68
Total Book Sales	1,913.28	2,218.99	3,654.99	\$7,787.26
Corporate Memberships/Sponsorships		500.00		\$500.00
Interest	133.99	277.72	273.57	\$685.28
Memberships (Households)	163.92	299.05	314.42	\$777.39
Miscellaneous Income	2,000.00		250.00	\$2,250.00
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	10.00	\$260.00
Total Programs		500.00	10.00	\$510.00
Total Revenue	\$4,311.19	\$6,895.76	\$4,502.98	\$15,709.93
GROSS PROFIT	\$4,311.19	\$6,895.76	\$4,502.98	\$15,709.93
Expenditures				
Book Sale Expenses				\$0.00
Online Book Sales				\$0.00
Postage	834.48			\$834.48
Supplies		81.79	17.69	\$99.48
Total Online Book Sales	834.48	81.79	17.69	\$933.96
Total Book Sale Expenses	834.48	81.79	17.69	\$933.96
Credit Card Co. Fees	28.20	26.82	57.44	\$112.46
Event Expenses			17.99	\$17.99
Insurance			252.00	\$252.00
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	224.52	\$613.63
Wages	2,416.01	2,670.46	2,934.81	\$8,021.28
Total Payroll Expenses	2,600.84	2,874.74	3,159.33	\$8,634.91
Program Expense				\$0.00
Books for Babies				\$0.00
Books	921.85	270.37	776.73	\$1,968.95
Supplies	256.88		15.40	\$272.28
Total Books for Babies	1,178.73	270.37	792.13	\$2,241.23

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - September, 2024

	JUL 2024	AUG 2024	SEP 2024	TOTAL
Give-a-Kid-a-Book				\$0.00
Books			507.60	\$507.60
Total Give-a-Kid-a-Book			507.60	\$507.60
Total Program Expense	1,178.73	270.37	1,299.73	\$2,748.83
Subscriptions/Org. Membership	170.99	170.99	182.99	\$524.97
Telephone	27.18			\$27.18
Volunteer Appreciation	177.09		153.98	\$331.07
YS Programs and Services (Prizes/Giveaways)	55.99	90.98	272.56	\$419.53
Total Expenditures	\$5,139.35	\$6,764.69	\$5,413.71	\$17,317.75
NET OPERATING REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$ -1,607.82
NET REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$ -1,607.82

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

	2024-2025 Budget	9/30/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	777.39	18,223	4.09%
Corporate Sponsorships	4,000	500.00	3,500	12.50%
Corporate Partners	2,500	0.00	2,500	0.00%
Bookstore Sales	18,000	4,543.03	13,457	25.24%
Online Booksales	14,000	3,244.23	10,756	23.17%
Grants	2,000	0.00	2,000	0.00%
Give-a-Kid-a-Book	7,000	260.00	6,740	3.71%
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	685.28	1,315	34.26%
Miscellaneous	500	2,250.00	(1,750)	450.00%
Monies Received for Library	6,000	3,200.00	2,800	53.33%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	15,709.93	75,790	15.29%

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	17.99	982	1.80%
Salaries	34900	8,021.28	26,879	22.98%
Payroll Taxes	2700	613.63	2,086	22.73%
Insurance	300	252.00	48	84.00%
Memberships Expenses	1000	65.85	934	6.59%
Credit Card Fees	600	112.46	488	18.74%
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	507.60	3,492	12.69%
Books for Babies	7000	2,241.23	4,759	32.02%
In Honor Of	1500	0.00	1,500	0.00%
Booksales: Expense	500	0.00	500	0.00%
Online Booksales: Expenses	4500	933.96	3,566	20.75%
Volunteer Appreciation	500	331.07	169	66.21%
Office Supplies	2500	0.00	2,500	0.00%
Subscriptions/Org. Memberships	3000	524.97	2,475	17.50%
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	419.53	580	41.95%
Total Expense	\$ 102,750	17,317.75	85,432	16.85%

Library Report to the Friends of the Library Board

September 2024

Administrative Services

For me as for many of my City colleagues, these past few months have involved a lot of time spent on budget – revising budgets, looking at year-to-date numbers to make sure we're on the right track for the remainder of the year, providing budget narratives that make sense but are still succinct. Our budget is in, the budget book for the entire City is published, and we await City Council approval. The Finance team at the City has been very helpful and communicative throughout the entire process. While we certainly have fiscal constraints, we're doing a good job of prioritizing our work in alignment with the goals and objectives in our Strategic Plan.

Over the past year, the collection development committee has been working on fine-tuning the author donation process. All donations submitted for the collection must follow the same collection development criteria as any other materials. With the influx of self-published authors, the library has been looking for ways to allow authors to donate or suggest their titles, while communicating our selection criteria and guidelines. If an item does not meet collection criteria, the item may be considered for Books on Buses, Laundromat Libraries, or other book distribution efforts, used as a prize or giveaway, or given to the Friends of the Library to sell in the book store.

Youth Services

We are excited to announce the expansion of our Play and Learn area, a direct response to customer feedback and the growing need for larger play spaces. This project will feature an expanded carpeted area, including room for additional seating and space for extra play, creating a more inviting and functional environment for customers. While the arrival of the carpet has been slightly delayed, we expect all

supplies to be in by early October and are eager to complete the project soon after. We can't wait to see families enjoy the enhanced space!

Programming and Communications Services

September brought the official launch of the One Book, One Community reading program and events series. It began with two programs: our partnership with the inaugural Gathering of the Waters Powwow and a Powwow 101 event held at the library.

The Powwow 101 event featured two Lac Courte Oreilles Band of Ojibwe members, Becky Taylor and her son Thomas Cain. Both have been involved with organizing and performing in powwows for decades, and both have won national awards for their respective skills; Becky as a jingle dancer and Thomas as a drummer/singer. Around 60 people from all walks of life attended. We learned about powwow etiquette and how/when to participate if you are a tourist.

The **Library Card Crawl** was back as we observed Library Card Sign-Up month by encouraging folks to sign up or renew their account. We also celebrated existing cardholders by having plenty of opportunities for them to show their card and receive swag or treats.



CARD CRAWL 2024 **BACK TO THE STACKS**

1,657 PEOPLE ATTENDED 23% MORE THAN LAST YEAR'S EVENT AND ABOUT 3 TIMES OUR RECENT, NORMAL SATURDAYS	42 FREE RIDES ON EAU CLAIRE TRANSIT BUSES
187 CARDS ISSUED 49 SIGNUPS + 58 RENEWALS	58 DIY SEED STARTERS MADE THANKS TO BEAVER CREEK RESERVE'S PROGRAM
258 PRIZE ENTRIES EMAIL NEWSLETTER SIGNUPS: 100 (PLUS 30 FOR FAMILY NEWSLETTER)	38 LIBRARY CARD LANYARDS CRAFTED
48 AWESOME VOLUNTEERS	26 FDB LANYARDS MADE BY TEEN VISITORS
600 SCOOPS OF CUSTARD CULVER'S RAN OUT 1.5 HOURS EARLY	35-48 FRIENDSHIP BRACELETS CREATED BY TEENS

ONE TOTALLY AWESOME EVENT