

The Friends of the Library Executive Board will meet on Monday, January 20, 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, November 18, 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. Book Sales
 - b. Seasonal Train Exhibit
 - c. Membership Update
 - d. Volunteer Update
8. Give a Kid a Book
9. Old Business
 - a. RCU CD
10. New Business
 - a. Distinguished Service Award

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 11/18/24

Present: 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; Deb Mathson; Vice President

Absent: Dave Lehmkuhl, Patti Ausman

1. Meeting called to order at 6:00 p.m.
2. Moen motions to approve minutes from October 21th meeting, Mathson seconds, approved
3. Call from Moen for additions to agenda and announcements- Stacy adds item.
4. Treasurer's report (Gragert) - Drawing attention to the budget spreadsheet, noting revenue from memberships remain slow. Per Stacy, membership drive with letters going out next week/other promotions planned.
5. Library report (Hennings) - Staff was involved in a two week long time/space study This was the first study of this nature in which data was gathered regarding where in library patrons were spending their time as well as what they were doing. Valuable information to be gained and the plan is to repeat study in different times of year. Youth Services space was updated becoming more customer friendly. Data collected from Reference Services may influence staff allocations.
6. Board liaison report (Schell) - Waiting to see total budget soon. Evaluation of library Director Nancy has taken place. Very positive review from all areas.
7. General staff updates (Yearous/Hayden) - Book sales remain slow. Will be doing promotions around key dates, Black Friday, Small Business Saturday, Cyber Monday and Giving Tuesday to help boost sales. Seasonal Train Exhibit preparations are going very well. Friends just recently received grant in amount of \$3000.00 grant from Women's Circle. Volume One voting now open. Friends of the Library is nominated in the following categories: Best non-profit, Bookstore, Volunteer Opportunity, and Best Kept Secret.
8. Give Kid a Book - Friday Nov. 1st. Lakeshore Elementary was recipient of 368 books. Currently collecting books, BAM and RCU are huge sponsors of this program. Books for age range 2-5 yrs. is suggested. Fourteen agencies benefit from the donation of approx 4000 books on average.
9. Old business - None
10. New business - CD that is due in 12/12/2024 value \$25,963.93. Discussion surrounding whether to renew. Jeremy motions to renew at highest rate available at due date. Deb seconds motion.
11. No meeting in December. Next meeting Jan. 20, 2025

Meeting adjourned 6:36 p.m. Minutes submitted by Mary Jo Mayer

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	59,434.38
Other Current Assets	58,953.60
Total Current Assets	\$118,387.98
TOTAL ASSETS	\$118,387.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	15,005.58
Total Current Liabilities	\$15,005.58
Long-Term Liabilities	15,000.00
Total Liabilities	\$30,005.58
Equity	88,382.40
TOTAL LIABILITIES AND EQUITY	\$118,387.98

Friends of the LE Phillips Memorial Public Library

Statement of Activity

December 2024

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	459.24
Bookstore Sales	793.26
Online Book Sales	884.11
Total Book Sales	2,136.61
Capital Appeal Donations	890.00
Corporate Memberships/Sponsorships	3,000.00
Event Income	3,322.19
Interest	416.19
Memberships (Households)	10,160.92
Miscellaneous Income	1,000.00
Monies Received from Library	4,500.00
Programs	
Give-a-Kid-a-Book	2,720.72
Total Programs	2,720.72
Total Revenue	\$28,146.63
GROSS PROFIT	\$28,146.63
Expenditures	
Book Sale Expenses	
Online Book Sales	
Supplies	59.84
Total Online Book Sales	59.84
Total Book Sale Expenses	59.84
Credit Card Co. Fees	44.65
Monies Remitted to Library	4,500.00
Payroll Expenses	
Taxes	206.01
Wages	2,692.90
Total Payroll Expenses	2,898.91
Program Expense	
Books for Babies	
Books	755.92
Supplies	68.28
Total Books for Babies	824.20
Give-a-Kid-a-Book	
Books	1,499.92
Total Give-a-Kid-a-Book	1,499.92
Total Program Expense	2,324.12

Friends of the LE Phillips Memorial Public Library

Statement of Activity

December 2024

	TOTAL
Subscriptions/Org. Membership	182.99
Total Expenditures	\$10,010.51
NET OPERATING REVENUE	\$18,136.12
NET REVENUE	\$18,136.12

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - December, 2024

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	TOTAL
Revenue							
Book Sales							\$0.00
Amazon/Ebay Sales	634.34	417.02	778.19	219.37	385.83	459.24	\$2,893.99
Bookstore Sales	998.53	1,026.79	2,517.71	840.60	1,018.51	793.26	\$7,195.40
Online Book Sales	280.41	775.18	359.09	771.34	469.62	884.11	\$3,539.75
Total Book Sales	1,913.28	2,218.99	3,654.99	1,831.31	1,873.96	2,136.61	\$13,629.14
Capital Appeal Donations				50.00		890.00	\$940.00
Corporate Memberships/Sponsorships		500.00		250.00		3,000.00	\$3,750.00
Event Income					170.00	3,322.19	\$3,492.19
Grants					3,000.00		\$3,000.00
Interest	133.99	277.72	273.57	267.36	275.74	416.19	\$1,644.57
Memberships (Households)	163.92	299.05	314.42	466.94	765.00	10,160.92	\$12,170.25
Miscellaneous Income	2,000.00		250.00	1,000.00		1,000.00	\$4,250.00
Monies Received from Library	100.00	3,100.00			6,628.00	4,500.00	\$14,328.00
Programs							\$0.00
Books for Babies		250.00		6,003.92			\$6,253.92
Give-a-Kid-a-Book		250.00	10.00	500.00	2,715.00	2,720.72	\$6,195.72
In Honor Of					75.00		\$75.00
Total Programs		500.00	10.00	6,503.92	2,790.00	2,720.72	\$12,524.64
Total Revenue	\$4,311.19	\$6,895.76	\$4,502.98	\$10,369.53	\$15,502.70	\$28,146.63	\$69,728.79
GROSS PROFIT	\$4,311.19	\$6,895.76	\$4,502.98	\$10,369.53	\$15,502.70	\$28,146.63	\$69,728.79
Expenditures							
Book Sale Expenses							\$0.00
Book Sales							\$0.00
Promotions					15.80		\$15.80
Volunteer Meals/Food				9.08			\$9.08
Total Book Sales				9.08	15.80		\$24.88
Online Book Sales							\$0.00
Postage	834.48			614.17			\$1,448.65
Supplies		81.79	17.69		34.14	59.84	\$193.46
Total Online Book Sales	834.48	81.79	17.69	614.17	34.14	59.84	\$1,642.11
Total Book Sale Expenses	834.48	81.79	17.69	623.25	49.94	59.84	\$1,666.99
Credit Card Co. Fees	28.20	26.82	57.44	26.82	26.92	44.65	\$210.85
Event Expenses			17.99	9.58			\$27.57
Insurance			252.00				\$252.00
Memberships	65.85			24.76	11.26		\$101.87
Miscellaneous Expense		49.00					\$49.00
Monies Remitted to Library		3,200.00			6,628.00	4,500.00	\$14,328.00
Newsletter				417.70			\$417.70
Office Supplies					25.94		\$25.94

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July - December, 2024

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	TOTAL
Payroll Expenses							\$0.00
Taxes	184.83	204.28	224.52	206.53	228.83	206.01	\$1,255.00
Wages	2,416.01	2,670.46	2,934.81	2,699.83	2,991.14	2,692.90	\$16,405.15
Total Payroll Expenses	2,600.84	2,874.74	3,159.33	2,906.36	3,219.97	2,898.91	\$17,660.15
Program Expense							\$0.00
Books for Babies							\$0.00
Books	921.85	270.37	776.73	786.48	180.78	755.92	\$3,692.13
Supplies	256.88		15.40	87.30		68.28	\$427.86
Total Books for Babies	1,178.73	270.37	792.13	873.78	180.78	824.20	\$4,119.99
Give-a-Kid-a-Book							\$0.00
Books			507.60	1,410.53	2,025.97	1,499.92	\$5,444.02
Total Give-a-Kid-a-Book			507.60	1,410.53	2,025.97	1,499.92	\$5,444.02
In Honor Of							\$0.00
Library					75.00		\$75.00
Total In Honor Of					75.00		\$75.00
Total Program Expense	1,178.73	270.37	1,299.73	2,284.31	2,281.75	2,324.12	\$9,639.01
Subscriptions/Org. Membership	170.99	170.99	182.99	182.99	182.99	182.99	\$1,073.94
Telephone	27.18			10.91			\$38.09
Volunteer Appreciation	177.09		153.98	25.00			\$356.07
YS Programs and Services (Prizes/Giveaways)	55.99	90.98	272.56	26.35			\$445.88
Total Expenditures	\$5,139.35	\$6,764.69	\$5,413.71	\$6,538.03	\$12,426.77	\$10,010.51	\$46,293.06
NET OPERATING REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12	\$23,435.73
NET REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12	\$23,435.73

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

	2024-2025 Budget	12/31/2024 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	12,170.25	6,830	64.05%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	0.00	2,500	0.00%
Bookstore Sales	18,000	7,195.40	10,805	39.97%
Online Booksales	14,000	6,433.74	7,566	45.96%
Grants	2,000	3,000.00	(1,000)	150.00%
Give-a-Kid-a-Book	7,000	6,195.72	804	88.51%
Books for Babies	5,000	6,253.92	(1,254)	125.08%
Special Event Fundraising	5,000	3,492.19	1,508	69.84%
Capital Appeal Donations/Contribution	5,000	940.00	4,060	18.80%
In Honor Of	1,500	75.00	1,425	5.00%
Interest	2,000	1,644.57	355	82.23%
Miscellaneous	500	4,250.00	(3,750)	850.00%
Monies Received for Library	6,000	14,328.00	(8,328)	238.80%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	69,728.79	21,771	67.86%

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	27.57	972	2.76%
Salaries	34900	16,405.15	18,495	47.01%
Payroll Taxes	2700	1,255.00	1,445	46.48%
Insurance	300	252.00	48	84.00%
Memberships Expenses	1000	101.87	898	10.19%
Credit Card Fees	600	210.85	389	35.14%
Annual Meeting	250	0.00	250	0.00%
Telephone/General Postage	200	38.09	162	19.05%
Newsletter	800	417.70	382	52.21%
Give-a-Kid-a-Book	4000	5,444.02	(1,444)	136.10%
Books for Babies	7000	4,119.99	2,880	58.86%
In Honor Of	1500	75.00	1,425	5.00%
Booksales: Expense	500	24.88	475	4.98%
Online Booksales: Expenses	4500	1,642.11	2,858	36.49%
Volunteer Appreciation	500	356.07	144	71.21%
Office Supplies	2500	25.94	2,474	1.04%
Subscriptions/Org. Memberships	3000	1,073.94	1,926	35.80%
Miscellaneous	500	49.00	451	9.80%
Monies Remitted to Library	6000	14,328.00	(8,328)	238.80%
Uncategorized Expenses		0.00	-	
YS Program Prizes	1000	445.88	554	44.59%
Total Expense	\$ 102,750	46,293.06	56,457	45.05%

Give a Kid a Book 2024 Wrap Up

Events

- Backpacks in the Park – 390 books
- Lakeside Elementary School – 368 books
- December Give a Kid a Book -2844 books

Total - 3602 Books given out in 2024

Books Donated

- BAM – 1974
- Kiwanis – 328
- Library – 585
- M3 Insurance – 39
- Meeks family – 430

Volunteer Hours

- 8 volunteers – 84 Hours

Agencies

- Big Brothers and Sisters – 60
- Community Table – 50
- Eau Claire Area Schol District – Early Learning – 348
- Eau Claire Area School District – Family Services – 450
- Eau Claire Head Start – 44
- Family Promise of the Chippewa Valley – 70
- Family Resource Center – 338
- Helping Hands for Our Childres – 335
- Strong Arm Helping Families – 165

- Little Star Daycare – 134
- Western Dairyland Early Head Start – 77
- Western Dairyland Head Start – 36
- Salvation Army – 737

Books by Category

- 0-2 – 504
- 2-5 – 1309
- Lower Elementary School – 587
- Upper Elementary School – 543
- Middle School/ High School – 294
- Hmong – 20
- Spanish – 202
- Vietnamese – 2
- Ukraine – 2
- Chuukese – 2
- Lingala – 2
- Swahili – 1
- Miscellaneous– 134

Note: Miscellaneous includes Christmas Books and Activity Books

Seasonal Trains 2024 Report

Basic Info:

- Ran from December 7th – 28th
- 9 scheduled days, 1 evening cancelled due to poor weather
- 4 day trains, 4 night trains
- 3 readings of The Polar Express each Saturday
- One GAKAB night – bring a new children's book and get in free
- Free tickets were available for those in need. We gave out an estimated 25 tickets total.

Financials:

- \$3,567 total dollars earned from ticket sales
- \$750 dollars in sponsorships
 - Above number does not include free custard coupons from Culvers
 - Expenses are not final, but estimated to be similar to what we received in sponsorships

People:

- 958 total attendees
 - 487 adults
 - 209 kids 5-17
 - 131 under 5
 - 131 age unknown – Polar Express
- 131 Polar Express attendees
- 10 GAKAB donations for free entrance
- 777 people bought tickets (or brought a book for GAKAB) in person
- 181 tickets purchased online
 - 128 for Polar Express
 - 50 for train exhibit alone

NOTE: In-person attendance numbers are estimates and likely a bit low, as some volunteers reported not keeping perfect tallies (understandably).

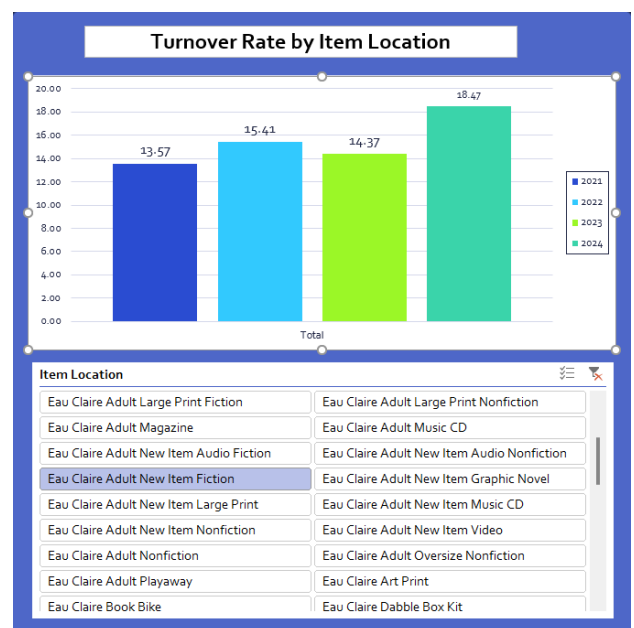
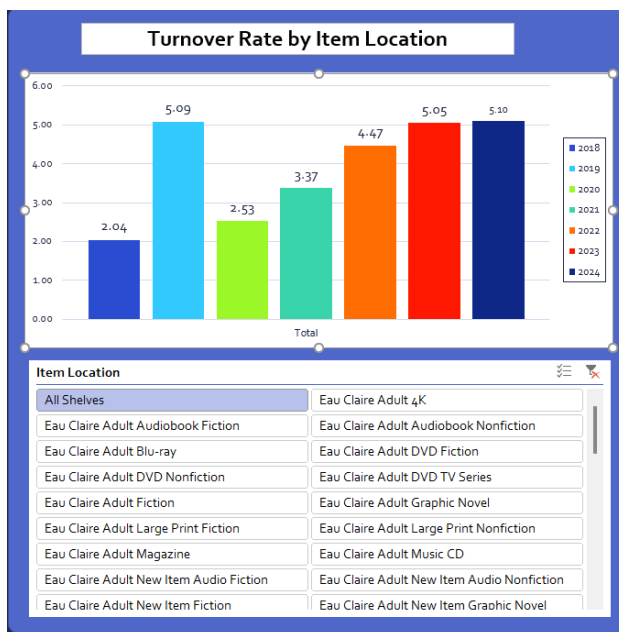
- 25 total volunteers
- 4 Polar Express volunteers filled 7 slots
- 21 volunteers filled 31 spots for train ticket sales
- Only 6 slots were left unfilled!

Administrative Services

January is a time to look back at the year before and plan for the year ahead.

One metric we use to analyze the collection is turnover rate. This tells us, on average, about how many times each item on our shelf was checked out, essentially indicating how actively the collection is being used by dividing the total number of items circulated by the total number of items in the collection. A higher turnover rate means that each item is being borrowed more frequently, on average.

The total turnover rate for all shelves was 5.10. Some of our most popular collections have very high turnover. For example, New Adult Fiction items had a 2024 turnover rate of 18.47 (14.37 in 2023). The collection development team will use these reports to help guide collection decisions in 2025, including budget allocation and weeding.



Youth Services

December was a whirlwind of activity for Youth Services, filled with joy, families, and a dash of magic! With schools closed for the holidays and a lineup of exciting programs, our spaces were bustling throughout the month. YS staff facilitated 36 programs at the library welcoming over 1,900 customers to our spaces.



We wrapped up 2024 in style with our Noon Year's Eve Party on December 31. This festive event offered something for everyone, including disco-lit dancing, snacks, crafts, face painting, balloon twisting, a scavenger hunt, and a community sing-along of *Auld Lang Syne*. The celebration culminated in a countdown to a balloon drop at noon, bringing in well over 500 attendees to ring in the new year. The party was so lively it even caught the attention of [Leader-Telegram](#) and [WQOW](#) News!

The Technical Services Department was a flurry of activity early in December, sending out the last orders of the year, receiving and cataloging all the incoming books and media, processing everything to go out to our customers. But by the end of the month it had quieted down and we were working on our year end close out and other projects that got put aside during the rush of the season.

Technical Services

In 2024 the Technical Services Department:

- Imported over 7,200 OCLC records into MORE.
- Created over 100 original records for library materials.
- Ordered more than 15,000 items for the library.
- Received, invoiced, cataloged, and processed close to 17,000 items.
- Weeded 14,000+ items from the collection.
- Received +70% of our orders within 2 weeks.