

The Friends of the Library Executive Board will meet on Tuesday, February 18, 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, January, 20, 2025, (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. Community Business Partners Update
 - c. Black History Month Gala
8. Old Business
 - a. Distinguished Service Award
9. 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 01/20/2025

Present: Jeremy Gragert, Treasurer; Michael Kersting, Member at Large; Esther Moen, President; Astrid Hayden, Administrative Assistant; Kimberly Hennings, Deputy Director; Mary Jo Mayer, Secretary; Deb Mathson, Vice President; Sara McLquham, Guest

Absent: Dave Lehmkuhl, Patti Ausman, Stacy Yearous, Charlie Schell

1. Meeting called to order at 6:02 p.m
2. Motion to approve mtg minutes from 11/18/24, Jeremy approves, Deb M seconds, approved
3. Call from Moen for additions to agenda and announcements- none added
4. Treasurer's report (Gragert) - Noted was the strong revenue for the month of December, which included over \$10,000.00 in memberships, increased book sales, event revenue and corporate sponsor renewals
5. Library report (Hennings) - Metrics show the collective turnover rate has increased slightly. New Adult Fiction showed a higher turnover rate compared to years prior. Youth services had a very active month which included a New Year's party along with a 12:00 noon balloon drop. Technical Services activity included receiving, invoicing, cataloging, weeding items from collection as well as processing items. Data obtained from check-outs is the best way to measure customer browsing trends
6. Board liaison report - Charlie Schell is no longer library board liaison, interim to be appointed
7. Staff General Updates (Hayden) - Upcoming Book sale is slated for Feb. 8. Seasonal train exhibit fell somewhat below past years in revenue, perhaps due to the fewer days until Christmas after the Thanksgiving holiday this year. Memberships saw 184 members total, 17 of these were returns after 1 yr. Our volunteer number for 2024 was strong at 121, equating to 2812 hrs
8. Give Kid a Book - Very successful in regards to number of books donated, 3365 total books donated
9. Old business - CD that matured in December was renewed at 4.25% for 9 months, next due date Sept. 18th
10. New business - Distinguished Service Award will be a joint effort between Friends and Library Board. The nomination process as well as revised form should be announced sometime in February. Dewey Street construction project discussion ongoing, library represented
11. Next meeting February 17, 2025

Meeting adjourned 6:37 p.m. Minutes submitted by Mary Jo Mayer

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	62,754.32
Other Current Assets	59,049.29
Total Current Assets	\$121,803.61
TOTAL ASSETS	\$121,803.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	0.00
Other Current Liabilities	14,879.50
Total Current Liabilities	\$14,879.50
Long-Term Liabilities	15,000.00
Total Liabilities	\$29,879.50
Equity	91,924.11
TOTAL LIABILITIES AND EQUITY	\$121,803.61

Friends of the LE Phillips Memorial Public Library

Statement of Activity

January 2025

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	592.90
Bookstore Sales	1,145.14
Online Book Sales	975.86
Total Book Sales	2,713.90
Capital Appeal Donations	3,325.00
Event Income	75.00
Interest	120.36
Memberships (Households)	2,357.84
Miscellaneous Income	300.00
Programs	
Give-a-Kid-a-Book	700.00
In Honor Of	125.00
Total Programs	825.00
Total Revenue	\$9,717.10
GROSS PROFIT	\$9,717.10
Expenditures	
Book Sale Expenses	
Online Book Sales	23.55
Postage	686.87
Total Online Book Sales	710.42
Total Book Sale Expenses	710.42
Credit Card Co. Fees	166.34
Event Expenses	808.99
Memberships	366.17
Office Supplies	16.99
Payroll Expenses	
Taxes	218.27
Wages	2,853.17
Total Payroll Expenses	3,071.44
Program Expense	
Books for Babies	
Books	498.03
Supplies	11.08
Total Books for Babies	509.11
Give-a-Kid-a-Book	
Misc. Expenses	206.35
Total Give-a-Kid-a-Book	206.35

Friends of the LE Phillips Memorial Public Library

Statement of Activity

January 2025

	TOTAL
In Honor Of Library	125.00
Total In Honor Of	125.00
Total Program Expense	840.46
Subscriptions/Org. Membership	182.99
Telephone	11.59
Total Expenditures	\$6,175.39
NET OPERATING REVENUE	\$3,541.71
NET REVENUE	\$3,541.71

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - January 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	TOTAL
Revenue								
Book Sales								\$0.00
Amazon/Ebay Sales	634.34	417.02	778.19	219.37	385.83	459.24	592.90	\$3,486.89
Bookstore Sales	998.53	1,026.79	2,517.71	840.60	1,018.51	793.26	1,145.14	\$8,340.54
Online Book Sales	280.41	775.18	359.09	771.34	469.62	884.11	975.86	\$4,515.61
Total Book Sales	1,913.28	2,218.99	3,654.99	1,831.31	1,873.96	2,136.61	2,713.90	\$16,343.04
Capital Appeal Donations				50.00		890.00	3,325.00	\$4,265.00
Corporate Memberships/Sponsorships		500.00		250.00		3,000.00		\$3,750.00
Event Income					170.00	3,322.19	75.00	\$3,567.19
Grants					3,000.00			\$3,000.00
Interest	133.99	277.72	273.57	267.36	275.74	416.19	120.36	\$1,764.93
Memberships (Households)	163.92	299.05	314.42	466.94	765.00	10,160.92	2,357.84	\$14,528.09
Miscellaneous Income	2,000.00		250.00	1,000.00		1,000.00	300.00	\$4,550.00
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	700.00	\$6,895.72
In Honor Of					75.00		125.00	\$200.00
Total Programs		500.00	10.00	6,503.92	2,790.00	2,720.72	825.00	\$13,349.64
Total Revenue	\$4,311.19	\$6,895.76	\$4,502.98	\$10,369.53	\$15,502.70	\$28,146.63	\$9,717.10	\$79,445.89
GROSS PROFIT	\$4,311.19	\$6,895.76	\$4,502.98	\$10,369.53	\$15,502.70	\$28,146.63	\$9,717.10	\$79,445.89
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							23.55	\$23.55
Postage	834.48			614.17			686.87	\$2,135.52
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	710.42	\$2,352.53
Total Book Sale Expenses	834.48	81.79	17.69	623.25	49.94	59.84	710.42	\$2,377.41
Credit Card Co. Fees	28.20	26.82	57.44	26.82	26.92	44.65	166.34	\$377.19
Event Expenses			17.99	9.58			808.99	\$836.56
Insurance			252.00					\$252.00
Memberships	65.85			24.76	11.26		366.17	\$468.04
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		16.99	\$42.93
Payroll Expenses								\$0.00
Taxes	184.83	204.28	224.52	206.53	228.83	206.01	218.27	\$1,473.27
Wages	2,416.01	2,670.46	2,934.81	2,699.83	2,991.14	2,692.90	2,853.17	\$19,258.32
Total Payroll Expenses	2,600.84	2,874.74	3,159.33	2,906.36	3,219.97	2,898.91	3,071.44	\$20,731.59

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - January 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	TOTAL
Program Expense								\$0.00
Books for Babies								\$0.00
Books	921.85	270.37	776.73	786.48	180.78	755.92	498.03	\$4,190.16
Supplies	256.88		15.40	87.30		68.28	11.08	\$438.94
Total Books for Babies	1,178.73	270.37	792.13	873.78	180.78	824.20	509.11	\$4,629.10
Give-a-Kid-a-Book								\$0.00
Books			507.60	1,410.53	2,025.97	1,499.92		\$5,444.02
Misc. Expenses							206.35	\$206.35
Total Give-a-Kid-a-Book			507.60	1,410.53	2,025.97	1,499.92	206.35	\$5,650.37
In Honor Of								\$0.00
Library					75.00		125.00	\$200.00
Total In Honor Of					75.00		125.00	\$200.00
Total Program Expense	1,178.73	270.37	1,299.73	2,284.31	2,281.75	2,324.12	840.46	\$10,479.47
Subscriptions/Org. Membership	170.99	170.99	182.99	182.99	182.99	182.99	182.99	\$1,256.93
Telephone	27.18			10.91			11.59	\$49.68
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	\$6,175.39	\$52,468.45
NET OPERATING REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12	\$3,541.71	\$26,977.44
NET REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12	\$3,541.71	\$26,977.44

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

	2024-2025 Budget	1/31/2025 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	14,528.09	4,472	76.46%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	0.00	2,500	0.00%
Bookstore Sales	18,000	8,340.54	9,659	46.34%
Online Booksales	14,000	8,002.50	5,998	57.16%
Grants	2,000	3,000.00	(1,000)	150.00%
Give-a-Kid-a-Book	7,000	6,895.72	104	98.51%
Books for Babies	5,000	6,253.92	(1,254)	125.08%
Special Event Fundraising	5,000	3,567.19	1,433	71.34%
Capital Appeal Donations/Contribution	5,000	4,265.00	735	85.30%
In Honor Of	1,500	200.00	1,300	13.33%
Interest	2,000	1,764.93	235	88.25%
Miscellaneous	500	4,550.00	(4,050)	910.00%
Monies Received for Library	6,000	14,328.00	(8,328)	238.80%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	79,445.89	12,054	77.32%

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	836.56	163	83.66%
Salaries	34900	19,258.32	15,642	55.18%
Payroll Taxes	2700	1,473.27	1,227	54.57%
Insurance	300	252.00	48	84.00%
Memberships Expenses	1000	468.04	532	46.80%
Credit Card Fees	600	377.19	223	62.87%
Annual Meeting	250	0.00	250	0.00%
Telephone/General Postage	200	49.68	150	24.84%
Newsletter	800	417.70	382	52.21%
Give-a-Kid-a-Book	4000	5,650.37	(1,650)	141.26%
Books for Babies	7000	4,629.10	2,371	66.13%
In Honor Of	1500	200.00	1,300	13.33%
Booksales: Expense	500	24.88	475	4.98%
Online Booksales: Expenses	4500	2,352.53	2,147	52.28%
Volunteer Appreciation	500	356.07	144	71.21%
Office Supplies	2500	42.93	2,457	1.72%
Subscriptions/Org. Memberships	3000	1,256.93	1,743	41.90%
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	52,468.45	50,282	51.06%



2024 Distinguished Service Award

Submit application by April 18, 2025 to the L.E. Phillips Memorial Public Library Administration office.

Date _____ DSA # _____ (leave blank - assigned by library staff)

Nominee Contact Information

Name of Nominee _____

Address _____

Phone (Home) _____ (Work) _____

Email _____

Nominator Contact Information

Nominator's Name _____

Address _____

Phone (Home) _____ (Work) _____

Email _____

Mail or deliver completed applications to: Distinguished Service Award Committee, c/o Administrative and Purchasing Coordinator, Library Administration Office, L.E. Phillips Memorial Public Library, 400 Eau Claire Street, Eau Claire, WI 54701. (OR) Complete and submit the nomination form via the library website at www.ecpubliclibrary.info/dsa.

Distinguished Service Award

This award is presented annually to a community member who has served the L.E. Phillips Memorial Public Library and/or the Friends of the Library. Criteria include: 1) Dedicated and sustained support for one or both of the above. 2) Generosity of time and spirit. 3) Inspiring others to serve. 4) A particularly notable accomplishment in service to one or both organizations.

Submit this application April 18, 2025 by completing this form online at www.ecpubliclibrary.info/dsa or print and deliver this form to the L.E Phillips Memorial Public Library Administration office.

DSA # _____ (leave blank - assigned by library staff)

Nominee Accomplishments

Briefly describe how the nominee has used their time and talents to enhance the public's experience at the L.E. Phillips Memorial Public Library.

Estimate the nominee's length of service to the library or its friends group.

Please provide any other relevant information about the nominee.

Director's Report to the Friends of the Library Board February 2025

Administrative Services

Our Management Team held an all-day retreat this month, facilitated by Melissa McLimans from WILS. We had a very productive day, filled with discussion about different aspects of our organizational structure, with an eye to succession planning. We also are looking at whether or not certain aspects of our current structure are the best options for us to do what we have prioritized moving forward. The Strategic Plan is still our roadmap to where we want to go at least in the near future, but in order to accomplish goals without adding costly resources, sometimes duties and functions need to be rearranged. We will be having further discussions and will bring the results of those discussions to the Board when they have form and structure.

We are working now on CIP requests for a few larger equipment purchases that will be necessary over the next few years, as well as figuring out how we will be able to replace our aging vehicle which has been experiencing some costly issues. The van is essential to get materials from the book drop bins around town, as well as getting staff and materials to some events. We keep our eyes open for bookmobile grants, as a small sprinter van equipped with shelving, etc. would allow us to do more outreach, but grants are few and far between.

The collection selectors are always interested to see what titles were most popular with our customers from the previous year. As the adult fiction and the 600's selector, I thought I would share some "fun" information this month! I hope you enjoy perusing the top ten most checked out adult fiction titles and the most popular new cookbooks (located in the 600's) from 2024.

2024 top 10 most checked out adult fiction titles:

1. ***The Women*** by Kristin Hannah
2. ***The River We Remember*** by William Kent Krueger
3. ***It Starts With Us*** by Colleen Hoover
4. ***Just for the Summer*** by Abby Jimenez
5. ***The Frozen River*** by Ariel Lawhon

6. ***The Housemaid is Watching*** by Frieda McFadden
7. ***Fourth Wing*** by Rebecca Yarros
8. ***The Exchange*** by John Grisham
9. ***Funny Story*** by Emily Henry
10. ***Resurrection Walk*** by Michael Connelly

Youth Services

January may have been a quieter month for special programs, but the library was still buzzing with families! With schools closed and temperatures dipping below freezing, many families took advantage of the warm and welcoming space we provide.

We kicked off the month with an all-day **Youth Services staff retreat**, where we put our heads together to plan for **Summer at the Library**. With lots of creativity and collaboration, we made great progress, and we're excited for a summer packed with **colorful fun!**

Reference Services

Stephanie, RS Coordinator, is our plant person, bringing back the "Plant Propagation Station" for a second year! The station is located in lounge A and will continue through early March. Stephanie has also prepared RS staff for the tax season. Desk staff now have tax resources at their fingertips and are prepared to disseminate tax information to inquiring customers.

Bethany, RS Librarian, and Christine, RS Assistant, have been actively working on launching the new Spice of the Month Club! Right out of the gate, there's been lots of buzz from customers picking up their January spice, cumin. Customers have already shared deep appreciation for new recipes, which are included in the club's monthly brochure/newsletter. 2025 is starting out spicy!

Information Technology

Happy New Year! January was all about upgrades. I worked with Chris from NetTel to upgrade our camera server software. Ordinarily this is something I'd do myself, but I

wanted to tap into his expertise to optimize settings (e.g. moving motion zone settings to the cameras themselves, off of the server) to mitigate slow response times when multiple people are using the clients. I also upgraded our Veeam backup server software to the latest version.

Envisionware, the company whose products we use for the self-checks and public printing, had announced last fall that they were migrating to a new 3rd party remote printing service, call Princh, which would replace PrinterOn. This service is for users outside the library, or inside with their own devices. PrinterOn was notoriously slow, and Envisionware promised that Princh would be blazing fast. In January I installed and configured Princh on our system, and after learning the ins and outs myself, introduced it to Reference staff. It is indeed faster, with a much cleaner web interface. Both products ran side-by-side while RS staff soft-launched it to customers. So far so good! I will be removing PrinterOn services in February.