

The Friends of the Library Executive Board will meet on Monday, March 17, 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 Tuesday, February 18, 2025, (Moen)
3. Call for additions to agenda and announcements (Moen)
4. Treasurer's reports (Gragert)
5. Library report (Hennings)
6. Board liaison report (Markgraf)
7. Staff General Updates (Yearous/Hayden)
 - a. Flash Sale Results
8. Old Business
 - a. Annual Meeting Author suggestions
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 02/18/2025

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; Stacy Yearous, Program and Development Coordinator; Dave Lehmkuhl, Past President; Patti Ausman, Member at Large

Absent: Jill Markgraf, Interim Board Liason

1. Meeting called to order 6:01 p.m.
2. Call from Moen to approve mtg minutes from 1/20/25, Deb M approves, Michael seconds, minutes approved
3. Call from Moen for any additions to agenda. Item added by Yearous
4. **Treasurer's report (Gragert)** - Membership revenue for Jan/Feb still trickling in, following the very strong month of December.
5. **Library report (Hennings)** - Team held all day retreat with emphasis on organizational structure and how to fill needs with upcoming retirements. Working on CIP requests for larger purchases that may be needed in future such as aging library van. Youth Services staff retreat kicked off the upcoming Summer at the Library program. The Plant Propagation Station is returning for second year. During January, camera server software was upgraded with help from Chris from NetTel. Envisionware migrated to 3rd party remote printing service called Prince. This was launched and is indeed faster
6. **Staff General Updates (Yearous)** - Book sale held on February 8 raised \$1800.00, even with snowy weather and library closing early. Flash sales are being planned for March 13th and 27th. Leadership Eau Claire with 150 community business partners will solicit donations from their members via letter (34 will be personal asks). Five gift baskets from Friends were donated to Black History Month Gala. Scholarships will be awarded with funds raised.
7. **Old Business - Distinguished Service Award (Yearous)** - The updated DSA nomination form is presented for approval. This is now one combined form as a joint effort between Friends and Library. This process, pending approval is as follows: Go live on March 3, accept nominations thru April 18th, three parties (friends, board, staff) to review nominations until end of April, winner decided in early May, winner announced / presented at May annual mtg.
* *Motion put forth to approve form. Dave L. motioned approve, M. Mayer seconded, motion to approve unanimous by Friends, now moves fwd to library board for vote
8. **New Business - (Yearous)** - Searching for speaker for Friends annual mtg for an approx. 30 min talk prior to our regular meeting on May 19. Any ideas, thoughts email Stacy

Meeting adjourned 6:40 p.m. Minutes submitted by Mary J Mayer, Secretary

Next meeting March 17

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	64,211.05
Other Current Assets	59,378.15
Total Current Assets	\$123,589.20
TOTAL ASSETS	\$123,589.20
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	93,709.70
TOTAL LIABILITIES AND EQUITY	\$123,589.20

Friends of the LE Phillips Memorial Public Library

Statement of Activity

February 2025

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay Sales	627.57
Bookstore Sales	2,508.66
Online Book Sales	570.38
Total Book Sales	3,706.61
Capital Appeal Donations	1,000.00
Interest	351.17
Memberships (Households)	841.00
Total Revenue	\$5,898.78
GROSS PROFIT	\$5,898.78
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	11.01
Total Book Sales	11.01
Online Book Sales	
Supplies	38.49
Total Online Book Sales	38.49
Total Book Sale Expenses	49.50
Credit Card Co. Fees	37.41
Insurance	31.00
Office Supplies	58.27
Payroll Expenses	
Taxes	202.65
Wages	2,649.07
Total Payroll Expenses	2,851.72
Program Expense	
Books for Babies	
Books	446.31
Supplies	55.99
Total Books for Babies	502.30
Total Program Expense	502.30
Subscriptions/Org. Membership	582.99
Total Expenditures	\$4,113.19
NET OPERATING REVENUE	\$1,785.59
NET REVENUE	\$1,785.59

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - February 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	TOTAL
Revenue									
Book Sales									\$0.00
Amazon/Ebay Sales	634.34	417.02	778.19	219.37	385.83	459.24	592.90	627.57	\$4,114.46
Bookstore Sales	998.53	1,026.79	2,517.71	840.60	1,018.51	793.26	1,145.14	2,508.66	\$10,849.20
Online Book Sales	280.41	775.18	359.09	771.34	469.62	884.11	975.86	570.38	\$5,085.99
Total Book Sales	1,913.28	2,218.99	3,654.99	1,831.31	1,873.96	2,136.61	2,713.90	3,706.61	\$20,049.65
Capital Appeal Donations				50.00		890.00	3,325.00	1,000.00	\$5,265.00
Corporate		500.00		250.00		3,000.00			\$3,750.00
Memberships/Sponsorships									
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	351.17	\$2,116.10
Memberships (Households)	163.92	299.05	314.42	466.94	765.00	10,160.92	2,357.84	841.00	\$15,369.09
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	\$5,898.78	\$85,344.67
GROSS PROFIT	\$4,311.19	\$6,895.76	\$4,502.98	\$10,369.53	\$15,502.70	\$28,146.63	\$9,717.10	\$5,898.78	\$85,344.67
Expenditures									
Book Sale Expenses									\$0.00
Book Sales									\$0.00
Promotions					15.80			11.01	\$26.81
Volunteer Meals/Food				9.08					\$9.08
Total Book Sales				9.08	15.80			11.01	\$35.89
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		38.49	\$231.95
Total Online Book Sales	834.48	81.79	17.69	614.17	34.14	59.84	710.42	38.49	\$2,391.02
Total Book Sale Expenses	834.48	81.79	17.69	623.25	49.94	59.84	710.42	49.50	\$2,426.91
Credit Card Co. Fees	28.20	26.82	57.44	26.82	26.92	44.65	166.34	37.41	\$414.60
Event Expenses			17.99	9.58			808.99		\$836.56
Insurance			252.00					31.00	\$283.00
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	58.27	\$101.20
Payroll Expenses									\$0.00
Taxes	184.83	204.28	224.52	206.53	228.83	206.01	218.27	202.65	\$1,675.92
Wages	2,416.01	2,670.46	2,934.81	2,699.83	2,991.14	2,692.90	2,853.17	2,649.07	\$21,907.39
Total Payroll Expenses	2,600.84	2,874.74	3,159.33	2,906.36	3,219.97	2,898.91	3,071.44	2,851.72	\$23,583.31

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - February 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 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	446.31	\$4,636.47
Supplies	256.88		15.40	87.30		68.28	11.08	55.99	\$494.93
Total Books for Babies	1,178.73	270.37	792.13	873.78	180.78	824.20	509.11	502.30	\$5,131.40
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	502.30	\$10,981.77
Subscriptions/Org. Membership	170.99	170.99	182.99	182.99	182.99	182.99	182.99	582.99	\$1,839.92
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	\$4,113.19	\$56,581.64
NET OPERATING REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12	\$3,541.71	\$1,785.59	\$28,763.03
NET REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12	\$3,541.71	\$1,785.59	\$28,763.03

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

	2024-2025 Budget	2/28/2025 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	15,369.09	3,631	80.89%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	0.00	2,500	0.00%
Bookstore Sales	18,000	10,849.20	7,151	60.27%
Online Booksales	14,000	9,200.45	4,800	65.72%
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	5,265.00	(265)	105.30%
In Honor Of	1,500	200.00	1,300	13.33%
Interest	2,000	2,116.10	(116)	105.81%
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	85,344.67	6,155	83.06%

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	21,907.39	12,993	62.77%
Payroll Taxes	2700	1,675.92	1,024	62.07%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	468.04	532	46.80%
Credit Card Fees	600	414.60	185	69.10%
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	5,131.40	1,869	73.31%
In Honor Of	1500	200.00	1,300	13.33%
Booksales: Expense	500	35.89	464	7.18%
Online Booksales: Expenses	4500	2,391.02	2,109	53.13%
Volunteer Appreciation	500	356.07	144	71.21%
Office Supplies	2500	101.20	2,399	4.05%
Subscriptions/Org. Memberships	3000	1,839.92	1,160	61.33%
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	56,581.64	46,168	55.07%