

The Friends of the Library Executive Board will meet on Monday, June 16, 2025, at 6 p.m. at the L.E. Phillips Memorial Public Library in room 105. Committee chairs and members are welcome.

AGENDA

1. Call to order/Roll Call (Moen)
2. Motion to approve minutes from the meeting held Monday, May 19, 2025 (Moen)
3. Call for additions to the agenda and announcements (Moen)
4. Treasurer's reports (Gragert)
5. Library report (Kerr)
6. Board liaison report (Markgraf)
7. Staff General Updates (Yearous/Hayden)
 - a. Cohort follow-up
 - b. Sidewalk Sale results
8. Old Business
9. New Business
 - a. RCU 12-Month CD renewal.

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 05/19/2025

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; Sara McLquham, Incoming Vice President; Colton Ward, Incoming Member at Large

Absent: Patti Ausman, Member at Large; Jill Markgraf, Interim Board Liason

1. Meeting called to order 6:25 p.m from Moen
2. Motion from Moen to approve mtg minutes from 3/17/2025. Dave L approves, Michael K. seconds, minutes approved.
3. Call from Moen for any additions to agenda. None added.
4. **Treasurer's report (Gragert)** - Online sales continuing slight downward trend. Membership revenue still coming in. We are over goal for membership revenue.
5. **Library report (Henning)** - Security incidents are down noticeably, due to hiring of new officer and tracking has improved. April very strong month for visits from youth, high number of 1st grade visits by bus! Mike Paulus, our digital services and marketing specialist, has determined that current library newsletter is a valuable tool utilized by users of library website. It is a "high open" item.
6. **Board Liaison report (Hennings for Markgraf)** - Library Board mtg last Thursday. 21 applications received for 3 vacancies.
7. **Staff General Updates (Yearous/Hayden)** - Call out for volunteers for bookstore for upcoming sidewalk book sales to be held in area just outside Dabblebox. These will be free will donation. Stacy will soon complete working with the Cohort group at Pablo. She will share some of the fund raising ideas in upcoming meetings.
8. **Old Business - (Yearous)** - Capital Appeal Contribution. Motion put forward by Moen to move 10,000.00 from Friends online sales account to regular checking account for the 15025.00 Capital Appeal. Dave L. approves, seconded by Michael K. All approved. Motion passes.
9. **New Business - (Yearous)** - Motion put forward by Moen to approve 2025-2026 budget, which begins July 1. Deb M. approves, seconded by Michael K. All approved. Motion passes.

Meeting adjourned 6:45 p.m. Minutes submitted by Mary J Mayer, Secretary

Next meeting Monday June 16 6:00 p.m.

Friends of the Library Annual Meeting Minutes 05/19/2025

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; Sara McLquham, Incoming Vice President; Colton Ward, Incoming Member at Large; Guests: Gary Pesicka, Caroline Akervik, Nancy Sowls, Sally Derksen, Nancy Kerr and Donna Lehmkuhl

1. Meeting called to order by Moen 5:35 p.m. Welcome from Esther.
2. **Highlights from past year (Moen)** - \$15,000.00 gifted to library; 31 gently used books donated to library's collection, which resulted in \$900.00 savings; \$500.00 in prizes donated to Teen Summer Reading Program; Friends volunteers gave 2986 hrs of their time.
3. **Give a Kid a Book (Nancy)** - 30 year anniversary for this program; 3602 books distributed; volunteers donated 84 hrs.; Lakeshore Elementary was the school giveaway this year.
4. **Books for Babies (Stacy)** - Increase in distribution of 6% over last year; Mayo, Marshfield, Sacred Heart; Community Table served; Huge shout out to RCU Corporate.
5. **Community Business Partners (Stacy)** - Partners gained from this participation include Banbury Place, McDonough Mfg Co., Otto Family Law, Wiersgalla Co. and U Haul.
6. **Treasurer's report (Gragert)** - Revenue on track for July 1,2025 - June 2026
7. **Election of Friends Board Members** - Motion put forward by Moen to approve Sara McLquham for VP and Colton Ward for Member at Large for 2025-2026. Deb M. approves, seconded by Michael K. All approves, Motion passes.
8. **Presentation of Distinguished Service Award (Moen/Pesicka)** - Award was presented to Donna and Dave Lehmkuhl.
9. **Guest Author** - Caroline Akervik is the author of 3 romance novels under name Isabelle Kane as well as an author of eight YA novels.

Meeting adjourned 6:15 p.m. Minutes submitted by Mary J Mayer, Secretary

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	34,951.27
Other Current Assets	59,967.54
Total Current Assets	\$94,918.81
TOTAL ASSETS	\$94,918.81
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	65,039.31
TOTAL LIABILITIES AND EQUITY	\$94,918.81

Friends of the LE Phillips Memorial Public Library

Statement of Activity

May 2025

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay/Pango Sales	240.03
Bookstore Sales	675.71
Online Book Sales	268.22
Total Book Sales	1,183.96
Business Partners	475.00
Interest	255.69
Memberships (Households)	489.71
Monies Received from Library	2,511.40
Total Revenue	\$4,915.76
GROSS PROFIT	\$4,915.76
Expenditures	
Book Sale Expenses	
Online Book Sales	
Postage	584.30
Supplies	28.65
Total Online Book Sales	612.95
Total Book Sale Expenses	612.95
Credit Card Co. Fees	28.37
Memberships	151.38
Monies Remitted to Library	2,511.40
Newsletter	258.03
Office Supplies	289.21
Payroll Expenses	
Taxes	219.68
Wages	2,871.54
Total Payroll Expenses	3,091.22
Program Expense	
Books for Babies	
Books	512.70
Total Books for Babies	512.70
Total Program Expense	512.70
Story Builder Campaign	15,000.00
Subscriptions/Org. Membership	207.99
Telephone	11.73
Volunteer Appreciation	95.93
Total Expenditures	\$22,770.91
NET OPERATING REVENUE	\$ -17,855.15
NET REVENUE	\$ -17,855.15

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - May 2025

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

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - May 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024
Office Supplies					25.94	
Payroll Expenses						
Taxes	184.83	204.28	224.52	206.53	228.83	206.01
Wages	2,416.01	2,670.46	2,934.81	2,699.83	2,991.14	2,692.90
Total Payroll Expenses	2,600.84	2,874.74	3,159.33	2,906.36	3,219.97	2,898.91
Program Expense						
Books for Babies						
Books	921.85	270.37	776.73	786.48	180.78	755.92
Supplies	256.88		15.40	87.30		68.28
Total Books for Babies	1,178.73	270.37	792.13	873.78	180.78	824.20
Give-a-Kid-a-Book						
Books			507.60	1,410.53	2,025.97	1,499.92
Misc. Expenses						
Total Give-a-Kid-a-Book			507.60	1,410.53	2,025.97	1,499.92
In Honor Of						
Library					75.00	
Total In Honor Of					75.00	
Total Program Expense	1,178.73	270.37	1,299.73	2,284.31	2,281.75	2,324.12
Story Builder Campaign						
Subscriptions/Org. Membership	170.99	170.99	182.99	182.99	182.99	182.99
Telephone	27.18			10.91		
Volunteer Appreciation	177.09		153.98	25.00		
YS Programs and Services (Prizes/Giveaways)	55.99	90.98	272.56	26.35		
Total Expenditures	\$5,139.35	\$6,764.69	\$5,413.71	\$6,538.03	\$12,426.77	\$10,010.51
NET OPERATING REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12
NET REVENUE	\$ -828.16	\$131.07	\$ -910.73	\$3,831.50	\$3,075.93	\$18,136.12

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - May 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL
Revenue						
Book Sales						\$0.00
Amazon/Ebay/Pango Sales	592.90	627.57	994.44	429.79	240.03	\$5,778.72
Bookstore Sales	1,145.14	2,508.66	1,878.79	1,021.84	675.71	\$14,425.54
Online Book Sales	975.86	570.38	590.19	501.40	268.22	\$6,445.80
Total Book Sales	2,713.90	3,706.61	3,463.42	1,953.03	1,183.96	\$26,650.06
Business Partners			500.00		475.00	\$975.00
Capital Appeal Donations	3,325.00	1,000.00	250.00	600.00		\$6,115.00
Corporate Memberships/Sponsorships						\$3,750.00
Event Income	75.00					\$3,567.19
Grants						\$3,000.00
Interest	120.36	258.14	238.59	261.59	255.69	\$2,778.94
Memberships (Households)	2,357.84	841.00	2,946.00	1,166.48	489.71	\$19,971.28
Miscellaneous Income	300.00			42.00		\$4,592.00
Monies Received from Library					2,511.40	\$16,839.40
Programs						\$0.00
Books for Babies						\$6,253.92
Give-a-Kid-a-Book	700.00		280.00	32.00		\$7,207.72
In Honor Of	125.00		350.00			\$550.00
Total Programs	825.00		630.00	32.00		\$14,011.64
Total Revenue	\$9,717.10	\$5,805.75	\$8,028.01	\$4,055.10	\$4,915.76	\$102,250.51
GROSS PROFIT	\$9,717.10	\$5,805.75	\$8,028.01	\$4,055.10	\$4,915.76	\$102,250.51
Expenditures						
Book Sale Expenses						\$0.00
Book Sales						\$0.00
Promotions		11.01	19.86	9.97		\$56.64
Volunteer Meals/Food						\$9.08
Total Book Sales		11.01	19.86	9.97		\$65.72
Online Book Sales	23.55					\$23.55
Postage	686.87				584.30	\$2,719.82
Supplies		38.49	224.68	42.89	28.65	\$528.17
Total Online Book Sales	710.42	38.49	224.68	42.89	612.95	\$3,271.54
Total Book Sale Expenses	710.42	49.50	244.54	52.86	612.95	\$3,337.26
Credit Card Co. Fees	166.34	37.41	32.89	33.15	28.37	\$509.01
Event Expenses	808.99					\$836.56
Insurance		31.00				\$283.00
Library Allocations				15,025.00		\$15,025.00
Memberships	366.17				151.38	\$619.42
Miscellaneous Expense			1.39			\$50.39
Monies Remitted to Library					2,511.40	\$16,839.40
Newsletter			181.13		258.03	\$856.86

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - May 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	TOTAL
Office Supplies	16.99	58.27	4.36		289.21	\$394.77
Payroll Expenses						\$0.00
Taxes	218.27	202.65	197.28	199.73	219.68	\$2,292.61
Wages	2,853.17	2,649.07	2,578.88	2,610.85	2,871.54	\$29,968.66
Total Payroll Expenses	3,071.44	2,851.72	2,776.16	2,810.58	3,091.22	\$32,261.27
Program Expense						\$0.00
Books for Babies						\$0.00
Books	498.03	446.31	530.97	378.36	512.70	\$6,058.50
Supplies	11.08	55.99				\$494.93
Total Books for Babies	509.11	502.30	530.97	378.36	512.70	\$6,553.43
Give-a-Kid-a-Book						\$0.00
Books						\$5,444.02
Misc. Expenses	206.35		17.95			\$224.30
Total Give-a-Kid-a-Book	206.35		17.95			\$5,668.32
In Honor Of						\$0.00
Library	125.00		350.00			\$550.00
Total In Honor Of	125.00		350.00			\$550.00
Total Program Expense	840.46	502.30	898.92	378.36	512.70	\$12,771.75
Story Builder Campaign					15,000.00	\$15,000.00
Subscriptions/Org. Membership	182.99	582.99	182.99	182.99	207.99	\$2,413.89
Telephone	11.59				11.73	\$61.41
Volunteer Appreciation					95.93	\$452.00
YS Programs and Services (Prizes/Giveaways)						\$445.88
Total Expenditures	\$6,175.39	\$4,113.19	\$4,322.38	\$18,482.94	\$22,770.91	\$102,157.87
NET OPERATING REVENUE	\$3,541.71	\$1,692.56	\$3,705.63	\$ -14,427.84	\$ -17,855.15	\$92.64
NET REVENUE	\$3,541.71	\$1,692.56	\$3,705.63	\$ -14,427.84	\$ -17,855.15	\$92.64

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

	2024-2025 Budget	5/31/2025 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	19,971.28	(971)	105.11%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	975.00	1,525	39.00%
Bookstore Sales	18,000	14,425.54	3,574	80.14%
Online Booksales	14,000	12,224.52	1,775	87.32%
Grants	2,000	3,000.00	(1,000)	150.00%
Give-a-Kid-a-Book	7,000	7,207.72	(208)	102.97%
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	6,115.00	(1,115)	122.30%
In Honor Of	1,500	550.00	950	36.67%
Interest	2,000	2,778.94	(779)	138.95%
Miscellaneous	500	4,592.00	(4,092)	918.40%
Monies Received for Library	6,000	16,839.40	(10,839)	280.66%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	102,250.51	(10,751)	99.51%

Expenses

Library Allocations	15000	15,025.00	(25)	100.17%
Capital Appeal Contribution	15000	15,000.00	-	100.00%
Special Event Fundraising Expenses	1000	836.56	163	83.66%
Salaries	34900	29,968.66	4,931	85.87%
Payroll Taxes	2700	2,292.61	407	84.91%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	619.42	381	61.94%
Credit Card Fees	600	509.01	91	84.84%
Annual Meeting	250	0.00	250	0.00%
Telephone/General Postage	200	61.41	139	30.71%
Newsletter	800	856.86	(57)	107.11%
Give-a-Kid-a-Book	4000	5,668.32	(1,668)	141.71%
Books for Babies	7000	6,553.43	447	93.62%
In Honor Of	1500	550.00	950	36.67%
Booksales: Expense	500	65.72	434	13.14%
Online Booksales: Expenses	4500	3,271.54	1,228	72.70%
Volunteer Appreciation	500	452.00	48	90.40%
Office Supplies	2500	394.77	2,105	15.79%
Subscriptions/Org. Memberships	3000	2,413.89	586	80.46%
Miscellaneous	500	50.39	450	10.08%
Monies Remitted to Library	6000	16,839.40	(10,839)	280.66%
Uncategorized Expenses		0.00	-	
YS Program Prizes	1000	445.88	554	44.59%
Total Expense	\$ 102,750	102,157.87	592	99.42%

Director's Report to the Friends of the Library Board

June 2025

Administrative Services

Nancy Kerr, Library Director

I'd like to use my space in this month's report to showcase our new Community Language Collection. The City had some ARPA funds available, and we applied to use some to establish a small collection of materials in languages which are of interest to our community. ARPA, or the American Rescue Plan Act, distributed Federal relief funds to government entities to help them recover after COVID-19. Through the City, we received \$12,000 to spend on materials in Spanish, French, Hmong and Ojibwe, which were four of the languages indicated by community members that they'd like to see in our library.

Lynn, Kelly, Isa and I discussed how to spend the funds based upon community input and availability and shopped for and ordered materials. We found Spanish and French materials primarily online, but Hmong and Ojibwe materials locally at specialty bookstores in Minneapolis/St. Paul. Our Tech Services colleagues have done an amazing job getting these materials ready to go on the shelves. So, why are we offering these materials? It is directly linked to our Mission, Vision, Values and Strategic Plan.

- Our Mission includes open access to diverse materials.
- Our Vision Statement see a library space that fosters a convenient, welcoming and inclusive environment.
- Our Values include Access, Equity, Diversity, Inclusion, and Lifelong Learning.
- Our Strategic Plan goals list identifying barriers to access, as well as developing and maintaining diverse collection which reflect the unique needs of our community.

We do our absolute best to provide customer service, programs, services, and materials for **all** of our community members, and we hope that people will see and We hope people will see and use these materials, and feel welcome here, in their library. It is

located just inside the front door to your right, and you will find books for babies, children, teens and adults.

Youth Services

Kelly Witt, Youth Services Manager

May was a month of preparation, creativity, and connection in Youth Services as we geared up for Summer at the Library (SAL). Regular programming was paused so staff could focus on planning, prep, decorating the department and resetting the Play & Learn area. The refreshed space now includes a fishing pond, playground, farmer's market, outdoor theater, and storywalk. Families have embraced the new setup, and children have already treated us to countless impromptu stage performances.



In addition to transforming our space, staff worked diligently to plan events, prep materials, and bring a colorful, festive energy to Youth Services. Thanks to this behind-the-scenes effort, SAL launched with great momentum and enthusiasm. Our promotional video—created by a dedicated staff committee—was shared widely with local schools and families and has already garnered over 26,000 views. You can view it here: <https://youtu.be/2cdSi8ePkhU?feature=shared>

Reference Services

Elizabeth Steans, Reference Services Manager

In May, the Reference Services Team (RS) was busy running the Spring Genealogy Series, preparing for the June Maker in Residence, assembling prizes and projects for the Adult Summer at the Library, and so much more.

Jan, RS Coordinator, kicked off the Spring genealogy series focusing on “Genealogy”, the study of family history and their geographic locations. Jan shares a photo and description from the Genealogy: Maps program, “attendees pour over a huge old book of Sanborn maps to find their homes and other recognizable places from Eau Claire, with older attendees sharing memories of buildings that no longer exist, and younger attendees spotting their homes and learning how their house number reflects the pattern of their neighborhood's expansion”.



Bethany, RS Librarian, finalized our June Maker in Residence (MIR). Our have welcomed Michael Levenick as our June MIR. Michael Levenick combines circuits, code, and curiosity to make gadgets, games, and general greatness. We’re calling him our “Resident Technomancer.” You can find information on his studio hours [here](#) or view his complete calendar of events [here](#). Bethany has also successfully launched a Spice of the Month program with a focus on handing out prepackaged spices and a pamphlet highlighting a few recipes that include that spice. 525 packets of spices have been distributed since the program’s launch in January!

Jenny, RS Coordinator, reports the current Home Delivery count is 109. She shares an encounter of gratitude with a Home Delivery Service applicant when following up on

their application for participating. Jenny reports, "When I called to talk to her about Home Delivery she got choked up and said it had been a couple of years since she read a book because she wasn't able to come to the library anymore. She asked how much the service cost and how she would return materials. When she heard it was free and a volunteer would take back her returns and bring her new items, she needed a minute before she could talk again." These are one of the *many* reasons the Home Delivery Program improves the lives of our community members experiencing short and long-term health conditions.

Programming and Communications Services **Isa Small, PCS Manager**

Special Note: Melany is retiring at the end of June. Please share your best wishes if you see her before then!



A Picture's Worth 1,000 Words

a note from PCS Coordinator, Melany Bartig

When Melany started her library career as a page in Youth Services nearly 46 years ago, she never imagined she would end up as a programming coordinator, assisting with art exhibits. As someone with absolutely no art background, she quickly learned about the wide variety of mediums and techniques used by artists to express their creativity in their artwork. Over the years, Melany has come to appreciate and admire all of the various mediums. She looks forward to assisting artists with each and every new show.

How does art make it to the library's art gallery?

Artists who are interested in having a show featured in the library's art gallery must submit an art show proposal. The proposal usually includes 10-15 images of their work, a biographical sketch, and an artist statement. The library's Visual Arts Committee reviews the proposal at one of the monthly meetings to determine if the work is a good fit for our gallery space. If the proposal is accepted, the artist is contacted and works with library staff to finalize details for the show.

On installation day, the artists deliver their artwork to the library. Members from the Visual Arts Committee are available to help artists decide where and how pieces are to be hung or placed. It usually takes anywhere from three to five hours to install a show in



the gallery. Some pieces of artwork can present unique challenges to install, such as very large, very small, heavy, or fragile items. But, with the many years of combined installation experience, members of the Visual Arts Committee always seem to find a way to make it work. It never ceases to amaze Melany how all of those pieces of artwork come together to create extraordinary shows in our gallery.