

The Friends of the Library Executive Board will meet on Monday, May 19, 2025, at 6:30 p.m. at the L.E. Phillips Memorial Public Library in room 106. 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, April 21, 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)
8. Old Business
 - a. Capital Appeal Contribution
9. New Business
 - a. 2025-2026 Budget Approval

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 04/21/2025

Present: Jeremy Gragert, Treasurer; Michael Kersting, Member at Large; Esther Moen, President; Astrid Hayden, Administrative Assistant; Nancy Kerr, (fill-in for Kimberly Hennings); Mary Jo Mayer, Secretary; Deb Mathson, Vice President; Stacy Yearous, Program and Development Coordinator; Dave Lehmkuhl, Past President; Jill Markgraf, Interim Board Liaison

Absent: Patti Ausman, Member at Large; Kimberly Hennings, Deputy Director

1. Meeting called to order 6:00 p.m.
2. Motion from Moen to approve mtg minutes from 3/17/2025. Dave L approves, Deb M. seconds, minutes approved.
3. Call from Moen for any additions to agenda. The following added: Budget Preview and Incoming Board Members Bios. Committee met to present/discuss budget to be formally approved in May. Ideas were presented to increase membership and staff salary increase of 4% was presented. Incoming board members are Sara McIlquham, Vice President and Colton Ward, Member at Large.
4. **Treasurer's report (Gragert)** - Online sales slight downward trend
5. **Library report (Kerr)** - System updates took place in March as well as staff trainings on new security incident tracker. Committee is working on expanding World Language collection. This includes materials in Hmong, Ojibway, Spanish and French. Planning has begun for community outreach programs for months June-Sept. Youth Services will begin summer reading once again in June, which saw 4000 participants last year.
6. **Board Liaison report (Markgraf)** - Library board's most recent mtg. included the attendance of City Manager. Input was solicited on how to make library more of a tourist destination. The process of nominating 3 new board officers continues. Board will be reviewing the effect of IMLS funding ending. Land acknowledgement statement was approved.
7. **Staff General Updates (Yearous/Hayden)** - Will be phasing out Amazon as a seller platform, which has not been profitable for us. Will be starting to utilize new platform called Pango Books. We will have our own storefront. Train exhibit will be coming back in December. Stacy is participating in a marketing group called Cohort which is sponsored by the Pablo Foundation. This group is helping non-profits in area maximize their fund raising.
8. **Old Business - (Yearous)** - Author /speaker for annual Friends mtg in May will be Caroline Akervik. She is an employee of Eau Claire School District Office and a YA author.
9. **New Business - (Kerr, Yearous)** -
 1. Annual ask from the Library (Kerr) is presented in amount of \$15025.00. Motion put forth from Moen to approve this request. Approved by Dave L. Seconded by Jeremy G. All approved. Motion passes.
 2. After joint review, both Boards nominate Dave and Donna Lehmkuhl for DSA award. Motion was put forth from Moen to approve this nomination. Approved by Deb M. Seconded by Jeremy G. All approved. Motion passes.

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3. A copy of Leviathan (1651) was donated to Friends bookstore. Difficult to appraise with local resources. Staff to seek out appraisal help at the The Book House Dinkytown, in Minneapolis, MN. Motion put forth by Moen to cover expenses for field trip to this location. Approved by Michael K. Seconded by Deb M. All approved. Motion passes.
4. Alibris seller platform has proved not cost efficient anymore. Motion put forth by Moen to discontinue Alibris at end of this fiscal year in June. Dave L. approved. Seconded by Deb M. All approved. Motion passes.

Meeting adjourned 7:00 p.m. Minutes submitted by Mary J Mayer, Secretary

Next meeting May 19th 6:00 p.m. This will be our annual meeting.

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of April 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	53,037.33
Other Current Assets	59,736.63
Total Current Assets	\$112,773.96
TOTAL ASSETS	\$112,773.96
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	82,894.46
TOTAL LIABILITIES AND EQUITY	\$112,773.96

Friends of the LE Phillips Memorial Public Library

Statement of Activity

April 2025

	TOTAL
Revenue	
Book Sales	
Amazon/Ebay/Pango Sales	429.79
Bookstore Sales	1,021.84
Online Book Sales	501.40
Total Book Sales	1,953.03
Capital Appeal Donations	600.00
Interest	261.59
Memberships (Households)	1,166.48
Miscellaneous Income	42.00
Programs	
Give-a-Kid-a-Book	32.00
Total Programs	32.00
Total Revenue	\$4,055.10
GROSS PROFIT	\$4,055.10
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	9.97
Total Book Sales	9.97
Online Book Sales	
Supplies	42.89
Total Online Book Sales	42.89
Total Book Sale Expenses	52.86
Credit Card Co. Fees	33.15
Library Allocations	15,025.00
Payroll Expenses	
Taxes	199.73
Wages	2,610.85
Total Payroll Expenses	2,810.58
Program Expense	
Books for Babies	
Books	378.36
Total Books for Babies	378.36
Total Program Expense	378.36
Subscriptions/Org. Membership	182.99
Total Expenditures	\$18,482.94
NET OPERATING REVENUE	\$ -14,427.84
NET REVENUE	\$ -14,427.84

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - April 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 - April 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
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 - April 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	TOTAL
Revenue					
Book Sales					\$0.00
Amazon/Ebay/Pango Sales	592.90	627.57	994.44	429.79	\$5,538.69
Bookstore Sales	1,145.14	2,508.66	1,878.79	1,021.84	\$13,749.83
Online Book Sales	975.86	570.38	590.19	501.40	\$6,177.58
Total Book Sales	2,713.90	3,706.61	3,463.42	1,953.03	\$25,466.10
Business Partners			500.00		\$500.00
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	\$2,523.25
Memberships (Households)	2,357.84	841.00	2,946.00	1,166.48	\$19,481.57
Miscellaneous Income	300.00			42.00	\$4,592.00
Monies Received from Library					\$14,328.00
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	\$97,334.75
GROSS PROFIT	\$9,717.10	\$5,805.75	\$8,028.01	\$4,055.10	\$97,334.75
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				\$2,135.52
Supplies		38.49	224.68	42.89	\$499.52
Total Online Book Sales	710.42	38.49	224.68	42.89	\$2,658.59
Total Book Sale Expenses	710.42	49.50	244.54	52.86	\$2,724.31
Credit Card Co. Fees	166.34	37.41	32.89	33.15	\$480.64
Event Expenses	808.99				\$836.56
Insurance		31.00			\$283.00
Library Allocations				15,025.00	\$15,025.00
Memberships	366.17				\$468.04
Miscellaneous Expense			1.39		\$50.39
Monies Remitted to Library					\$14,328.00
Newsletter			181.13		\$598.83

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July 2024 - April 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	TOTAL
Office Supplies	16.99	58.27	4.36		\$105.56
Payroll Expenses					\$0.00
Taxes	218.27	202.65	197.28	199.73	\$2,072.93
Wages	2,853.17	2,649.07	2,578.88	2,610.85	\$27,097.12
Total Payroll Expenses	3,071.44	2,851.72	2,776.16	2,810.58	\$29,170.05
Program Expense					\$0.00
Books for Babies					\$0.00
Books	498.03	446.31	530.97	378.36	\$5,545.80
Supplies	11.08	55.99			\$494.93
Total Books for Babies	509.11	502.30	530.97	378.36	\$6,040.73
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	\$12,259.05
Subscriptions/Org. Membership	182.99	582.99	182.99	182.99	\$2,205.90
Telephone	11.59				\$49.68
Volunteer Appreciation					\$356.07
YS Programs and Services (Prizes/Giveaways)					\$445.88
Total Expenditures	\$6,175.39	\$4,113.19	\$4,322.38	\$18,482.94	\$79,386.96
NET OPERATING REVENUE	\$3,541.71	\$1,692.56	\$3,705.63	\$ -14,427.84	\$17,947.79
NET REVENUE	\$3,541.71	\$1,692.56	\$3,705.63	\$ -14,427.84	\$17,947.79

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

	2024-2025 Budget	4/30/2025 Actual	Budget Remaining	% of Budget
Revenue				
Memberships(Households)	19,000	19,481.57	(482)	102.53%
Corporate Sponsorships	4,000	3,750.00	250	93.75%
Corporate Partners	2,500	500.00	2,000	20.00%
Bookstore Sales	18,000	13,749.83	4,250	76.39%
Online Booksales	14,000	11,716.27	2,284	83.69%
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	2,523.25	(523)	126.16%
Miscellaneous	500	4,592.00	(4,092)	918.40%
Monies Received for Library	6,000	14,328.00	(8,328)	238.80%
Transfer From Balance	11,250			
Total Revenue	\$ 102,750	97,334.75	(5,835)	94.73%

Expenses

Library Allocations	15000	15,025.00	(25)	100.17%
Capital Appeal Contribution	15000	0.00	15,000	0.00%
Special Event Fundraising Expenses	1000	836.56	163	83.66%
Salaries	34900	27,097.12	7,803	77.64%
Payroll Taxes	2700	2,072.93	627	76.78%
Insurance	300	283.00	17	94.33%
Memberships Expenses	1000	468.04	532	46.80%
Credit Card Fees	600	480.64	119	80.11%
Annual Meeting	250	0.00	250	0.00%
Telephone/General Postage	200	49.68	150	24.84%
Newsletter	800	598.83	201	74.85%
Give-a-Kid-a-Book	4000	5,668.32	(1,668)	141.71%
Books for Babies	7000	6,040.73	959	86.30%
In Honor Of	1500	550.00	950	36.67%
Booksales: Expense	500	65.72	434	13.14%
Online Booksales: Expenses	4500	2,658.59	1,841	59.08%
Volunteer Appreciation	500	356.07	144	71.21%
Office Supplies	2500	105.56	2,394	4.22%
Subscriptions/Org. Memberships	3000	2,205.90	794	73.53%
Miscellaneous	500	50.39	450	10.08%
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	79,386.96	23,363	77.26%

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

	2024-2025 <u>Budget</u>	2025-2026 <u>Budget</u>
Revenue		
Memberships(Households)	19,000	20,000
Corporate Sponsorships	4,000	3,750
Corporate Partners	2,500	1,000
Bookstore Sale	18,000	19,000
Online Booksales	14,000	14,000
Grants	2,000	2,000
Give-a-Kid-a-Book	7,000	7,500
Books for Babies	5,000	5,500
Special Event Fundraising	5,000	4,000
Capital Appeal Donations/Contribution	5,000	5,000
In Honor Of	1,500	1,000
Interest	2,000	2,000
Miscellaneous	500	500
Monies Received for Library	6,000	10,000
Transfer From Balance	11,250	12,900
Total Revenue	\$ 102,750	\$ 108,150

Expenses		
Library Allocations	15000	15000
Capital Appeal Contribution	15000	15000
Special Event Fundraising Expenses	1000	1000
Salaries	34900	37600
Payroll Taxes	2700	2900
Insurance	300	300
Memberships Expenses	1000	1000
Credit Card Fees	600	600
Annual Meeting	250	250
Telephone/General Postage	200	100
Newsletter	800	800
Give-a-Kid-a-Book	4000	3500
Books for Babies	7000	6500
In Honor Of	1500	1000
Booksales: Expense	500	500
Online Booksales: Expenses	4500	4500
Volunteer Appreciation	500	500
Office Supplies	2500	2500
Subscriptions/Org. Memberships	3000	3100
Miscellaneous	500	500
Monies Remitted to Library	6000	10000
YS Program Prizes	1000	1000
Total Expense	\$ 102,750	\$ 108,150