

The Friends of the Library Executive Board will meet on Monday, October 20, 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 (Mathson)
2. Motion to approve minutes from the meeting held on Monday, September 15, 2025 (Mathson)
3. Call for additions to the agenda and announcements (Mathson)
4. Treasurer's reports (Gragert)
5. Library report (Hennings)
6. Board liaison report (Pesicka)
7. Staff General Updates (Yearous/Hayden)
 - a. Card Crawl event results
 - b. Seasonal Train Exhibit Sponsorship Update
 - c. 2026 Membership Drive
 - d. Online Sales
8. Old Business
9. New Business
 - a. Remaining meeting dates for 2025-2026
 - Pick Annual Meeting Date

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 Monthly Meeting 9/15/2025

Present: Jeremy Gragert, Treasurer; Michael Kersting, Member at Large; Esther Moen, Past President; Astrid Hayden, Administrative Assistant; Kimberly Hennings, Deputy Director; Mary Jo Mayer, Secretary; Deb Mathson, President; Stacy Yearous, Program and Development Coordinator; Sara McLquham, Vice President; Gary Persicka, Board Liaison; Anna Zook, Member at Large;

1. **Mathson** - Meeting called to order 6:00 p.m. Went around table introducing ourselves for new members.
2. **Mathson** - Motion put forth to approve Friend's meeting minutes from July 21 2025. Esther M. approves, Michael K. seconds, motion approved.
3. **Mathson** - Call for any additions to agenda - None given
4. **Treasurer's report (Gragert)** - We are now two months into fiscal year. Slight bump in August income due to last sidewalk sale, otherwise steady. Very few memberships dollars coming in now.
5. **Library report (Hennings)** - Of note in month of August was those tasks revolving around the budget. City's search for new health insurance provider has been a big priority. Two community art projects were on display, CD weaving and creative craft sticks. Summer programs in Youth Services as well as Summer at the Library reading program wrapped up with over 2100 children participating. Technical Services starting next project, which is updating the microfilm labels.
6. **Board Liaison report (Persicka)** - The board was able to welcome four new members. These members do get an orientation/overview of board procedures. Budget is still on agenda getting approvals etc., including choosing new healthcare insurance plan. Questioned by audience about future of Hoopla platform This platform may be no longer sustainable for library due to costs. May reinvest in Libby.
7. **General Staff Updates (Yearous/Hayden)** - August sidewalk sale results came out just shy of \$ 300.00. All three sales held this summer netted approx. \$1000.00 with minimum effort. We Care Eau Claire Backpack Giveaway very successful, with 472 books given out to kids. The Seasonal Train Exhibit Sponsors who will be returning this year are Scheels, NW Bank, and Woodman's. Casey's will be a new sponsor. These sponsor's donations total \$1250.00. Culver's returning sponsor for the Polar Express. Card Crawl Volunteers are still needed for Sept. 27. Sign-up sheet to be passed around.
8. **Old Business** - None
9. **New Business** - RCU CD renewal on Thursday Sept. 18. CD as of Aug 31st totaled \$ 26,917.70. Motion put forth by Gragert to renew for 12 months at 4.10%. Seconded by Zook. Motion passed.

Meeting adjourned by Mathson at 6:35 p.m. Minutes submitted by Mary J Mayer, Secretary

Next meeting Oct. 20, 2025

Statement of Financial Position Summary

Friends of the LE Phillips Memorial Public Library

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	\$97,824.98
Current Assets	\$97,824.98
Bank Accounts	\$36,827.37
Other Current Assets	\$60,997.61
Total for Current Assets	\$97,824.98
Total for Assets	\$97,824.98
Liabilities and Equity	\$97,824.98
Liabilities	\$15,004.03
Current Liabilities	\$15,004.03
Credit Cards	
Other Current Liabilities	\$15,004.03
Total for Current Liabilities	\$15,004.03
Long-term Liabilities	\$0.00
Total for Liabilities	\$15,004.03
Equity	\$82,820.95
Total for Liabilities and Equity	\$97,824.98

Statement of Activity

Friends of the LE Phillips Memorial Public Library

September 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Book Sales	
Amazon/Ebay/Pango Sales	311.97
Bookstore Sales	1,266.91
Online Book Sales	337.69
Total for Book Sales	\$1,916.57
Corporate Memberships/Sponsorships	250.00
Interest	116.33
Memberships (Households)	188.38
Programs	
Give-a-Kid-a-Book	1,595.00
In Honor Of	100.00
Total for Programs	\$1,695.00
Total for Income	\$4,166.28
Cost of Goods Sold	
Gross Profit	\$4,166.28
Expenses	
Book Sale Expenses	
Book Sales	
Promotions	17.78
Supplies	407.25
Total for Book Sales	\$425.03
Online Book Sales	
Postage	30.90
Supplies	67.24
Total for Online Book Sales	\$98.14
Total for Book Sale Expenses	\$523.17
Credit Card Co. Fees	25.93
Insurance	252.00
Miscellaneous Expense	0.00
Payroll Expenses	
Taxes	202.47
Wages	2,646.74
Total for Payroll Expenses	\$2,849.21
Program Expense	
Books for Babies	
Books	231.75
Total for Books for Babies	\$231.75

Statement of Activity

Friends of the LE Phillips Memorial Public Library

September 2025

DISTRIBUTION ACCOUNT	TOTAL
In Honor Of Library	100.00
Total for In Honor Of	\$100.00
Total for Program Expense	\$331.75
Subscriptions/Org. Membership	227.99
YS Programs and Services (Prizes/Giveaways)	137.31
Total for Expenses	\$4,347.36
Net Operating Income	-\$181.08
Other Income	
Other Expenses	
Net Other Income	
Net Income	-\$181.08

Statement of Activity by Month

Friends of the LE Phillips Memorial Public Library

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	JULY 2025	AUGUST 2025	SEPTEMBER 2025	TOTAL
Income				
Book Sales				
Amazon/Ebay/Pango Sales	481.45	627.07	311.97	1,420.49
Bookstore Sales	1,085.58	1,355.79	1,266.91	3,708.28
Online Book Sales	842.83	621.77	337.69	1,802.29
Total for Book Sales	2,409.86	2,604.63	1,916.57	\$6,931.06
Capital Appeal Donations	400.00			400.00
Corporate Memberships/Sponsorships	250.00	250.00	250.00	750.00
Interest	116.43	370.58	116.33	603.34
Memberships (Households)	678.92	161.74	188.38	1,029.04
Miscellaneous Income		450.00		450.00
Programs				
Give-a-Kid-a-Book			1,595.00	1,595.00
In Honor Of	450.00	100.00	100.00	650.00
Total for Programs	450.00	100.00	1,695.00	\$2,245.00
Total for Income	4,305.21	3,936.95	4,166.28	\$12,408.44
Cost of Goods Sold				
Gross Profit	4,305.21	3,936.95	4,166.28	\$12,408.44
Expenses				
Book Sale Expenses				
Book Sales				
Promotions	9.98	9.92	17.78	37.68
Supplies			407.25	407.25
Total for Book Sales	9.98	9.92	425.03	\$444.93
Online Book Sales	20.00			\$20.00
Postage	289.19	49.65	30.90	369.74
Supplies	76.24		67.24	143.48
Total for Online Book Sales	385.43	49.65	98.14	\$533.22
Total for Book Sale Expenses	395.41	59.57	523.17	\$978.15
Credit Card Co. Fees	25.93	25.93	25.93	77.79
Insurance			252.00	252.00
Memberships	59.79			59.79
Miscellaneous Expense		30.00	0.00	30.00
Office Supplies	12.99	-20.00		-7.01
Payroll Expenses				
Taxes	213.43	222.74	202.47	638.64
Wages	2,789.90	2,911.66	2,646.74	8,348.30
Total for Payroll Expenses	3,003.33	3,134.40	2,849.21	\$8,986.94

Statement of Activity by Month

Friends of the LE Phillips Memorial Public Library

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	JULY 2025	AUGUST 2025	SEPTEMBER 2025	TOTAL
Program Expense				
Books for Babies				
Books	590.58	489.39	231.75	1,311.72
Supplies	10.94	90.07		101.01
Total for Books for Babies	601.52	579.46	231.75	\$1,412.73
Give-a-Kid-a-Book				
Misc. Expenses	4.99			4.99
Total for Give-a-Kid-a-Book	4.99			\$4.99
In Honor Of				
Library	450.00	100.00	100.00	650.00
Total for In Honor Of	450.00	100.00	100.00	\$650.00
Total for Program Expense	1,056.51	679.46	331.75	\$2,067.72
Subscriptions/Org. Membership	182.99	297.99	227.99	708.97
Telephone	7.80			7.80
YS Programs and Services (Prizes/Giveaways)		304.28	137.31	441.59
Total for Expenses	4,744.75	4,511.63	4,347.36	\$13,603.74
Net Operating Income	-439.54	-574.68	-181.08	-\$1,195.30
Other Income				
Other Expenses				
Net Other Income				
Net Income	-439.54	-574.68	-181.08	-\$1,195.30

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

	<u>2025-2026</u> <u>Budget</u>	<u>9/30/25</u> <u>Actual</u>	<u>Budget</u> <u>Remaining</u>	<u>% of</u> <u>Budget</u>
Revenue				
Memberships(Households)	20,000	1029.04	18,971	5.15%
Corporate Sponsorships	3,750	750	3,000	20.00%
Corporate Partners	1,000		1,000	0.00%
Bookstore Sale	19,000	3708.29	15,292	19.52%
Online Booksales	14,000	1802.29	12,198	12.87%
Grants	2,000		2,000	0.00%
Give-a-Kid-a-Book	7,500	1595	5,905	21.27%
Books for Babies	5,500		5,500	0.00%
Special Event Fundraising	4,000		4,000	0.00%
Capital Appeal Donations/Contribution	5,000	400	4,600	8.00%
In Honor Of	1,000	650	350	65.00%
Interest	2,000	603.34	1,397	30.17%
Miscellaneous	500	450	50	90.00%
Monies Received for Library	10,000		10,000	0.00%
Transfer From Balance	12,900		12,900	0.00%
Total Revenue	\$ 108,150	10987.96	97,162	10.16%
Expenses				
Library Allocations	15000		15,000	0.00%
Capital Appeal Contribution	15000		15,000	0.00%
Special Event Fundraising Expenses	1000		1,000	0.00%
Salaries	37600	8348.3	29,252	22.20%
Payroll Taxes	2900	638.64	2,261	22.02%
Insurance	300	252	48	84.00%
Memberships Expenses	1000	59.79	940	5.98%
Credit Card Fees	600	77.79	522	12.97%
Annual Meeting	250		250	0.00%
Telephone/General Postage	100	7.8	92	7.80%
Newsletter	800		800	0.00%
Give-a-Kid-a-Book	3500	4.99	3,495	0.14%
Books for Babies	6500	1412.73	5,087	21.73%
In Honor Of	1000	650	350	65.00%
Booksales: Expense	500	444.93	55	88.99%
Online Booksales: Expenses	4500	533.22	3,967	11.85%
Volunteer Appreciation	500		500	0.00%
Office Supplies	2500	-7.01	2,507	-0.28%
Subscriptions/Org. Memberships	3100	708.97	2,391	22.87%
Miscellaneous	500	30	470	6.00%
Monies Remitted to Library	10000		10,000	0.00%
YS Program Prizes	1000	441.59	558	44.16%
Total Expense	\$ 108,150	13603.74	94,546	12.58%

**Friends of the L.E. Phillips Memorial Public Library
Monthly Report
October 2025**

Shelly Collins-Fuerbringer, Deputy Director

The outreach “season” mostly wrapped up in September. I say mostly because we do staff tabling events during the cold weather months, but June through September is the busy season for the BookBike. The attached chart shows the number of events attended, visitors, number of library cards made and the number of Summer at the Library sign-ups we did for birth through teen at all outreach June through September.

	2024	2025
Events	31	38
Visitors	2727	3040
Cards	26	54
SAL sign-up	80	80

One of the current strategic goals is to increase outreach presence at community events. We added attendance at the UW-EC Summer Cinema series this year. While the event is only one hour, it brought us in contact with a variety of ages to increase awareness of the library. The event was held rain or shine, so we were able to attend all the sessions throughout the summer. Kudos to the BookBike and Outreach Will-Call Teams for all their efforts out in the community this summer!

Kimberly Hennings, Deputy Director

The Library of Things Committee met in September to review procedures regarding kits in our collection. The Library of Things is a collection that includes health and wellness items, musical instruments, play and learn kits, electronics, arts and crafts, and recreational gear. This service is meant as a “try before you buy” and enables people to share resources, reduce consumption, save money, and access items they might only need occasionally, rather than buying them. Kits are often purchased at the recommendations of library customers.

Our selectors from circulation and youth services work with technical services and programming and communication staff to inventory, catalog, and label all of the individual parts and pieces of these kits. It’s truly a group effort to maintain this collection.

Here’s a sampling of items available in our collection:



Cubelets Kit

Must Pick Up at and Return to Eau Claire Public Library

☆☆☆☆☆ (0 ratings) ☆☆☆☆☆ Rate this ▼



Cubelets are a fast and easy way to inspire kids to become better thinkers. Simply connect Cubelets together and build thousands of different robots that exhibit interesting behaviors.

Available

2 copies 2 available 0 on hold

[Availability by location >](#)

Place hold

☐ For Later



Eau Claire County Parks Kit

Must Pick Up at and Return to Eau Claire Public Library

☆☆☆☆☆ (0 ratings) ☆☆☆☆☆ Rate this ▾

Kit, 2023

Available

2 copies 1 available 1 on hold

[Availability by location >](#)

Place hold

For Later ▾



Metal Detector Kit

Must Pick Up at and Return to Eau Claire Public Library

★★★★☆ (1 rating) ☆☆☆☆☆ Rate this ▾

Kit, 2023

Available

3 copies 1 available 1 on hold

[Availability by location >](#)

Place hold

For Later ▾

Reference Services

Elizabeth Steans, Reference Services Manager

In September, we welcomed our new RS Assistant, Juliette, who brings research experience to the team. Juliette previously worked as a Circulation Desk Clerk, and we are very pleased to usher her into RS to continue building her library core skills and exercise her research talents!

Bethany, RS Librarian, began the recruiting process to hire a Teen Dabble Box Intern. She also successfully coordinated our first daytime cooking program, Pillars of Longevity, which had a cozy 24 attendees in the Innovation Lab.

During the Card Crawl, our RS Coordinator, Stephanie, ran a brand-new event – an Art Supply Swap Meet. Customers were invited to donate their unused or excess art supplies for others to take home and enjoy. Swapping events are a fun and sustainable way for community members to share their resources. Some of the many re-homed art supplies included: knitting needles, an illustration board, paint markers, activity kits, scrapbooking paper, fabric, a book binding machine, and lots and lots of yarn. 226 people participated!

Jenny, RS Coordinator, reports we are currently serving 114 Home Delivery customers. Five new customers have been added and one new volunteer! We provided information about the Playaway to our Home Delivery customers in September. A number of them receive audiobooks on CD and the Playaway is another audiobook format they can receive. We have sent a few out and are waiting to hear how they like them. Several of our Home Delivery customers receive and enjoy participating in the “Spice of the Month” club.

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

Shaking Things Up in PCS!

PCS does not experience much turnover in staffing, but our division of 5 saw big shifts over the past couple of months, including:

- **Retirement of Melany Bartig:** A PCS Coordinator who served more than 45 years at the library, Melany was the main person responsible for all art exhibits and publicity for the youth Summer Library Programs over the decades. She also was responsible for many of the recognizable branding in library communications, such as the logos for Dabble Box, Books on Buses, Laundromat Libraries, and One Book, One Community. We appreciate her many years of dedicated and excellent work.
- **Hiring Katie Kruth:** Melany’s departure left a palpable gap in institutional knowledge, experience, and skill. Endeavoring to hire her replacement was a slightly terrifying responsibility, but with assistance from Kim H. and Barb L. in admin along with feedback from remaining team members and other managers, we ended up with a pool of very well qualified candidates. We were especially excited to meet with Katie Kruth, who impressed us with her polished and fun graphic design work, wide array of experience, and her ability to navigate the interpersonal side of serving internal customers. She was hired in late summer, and in just her first couple of months Katie has seamlessly found her place in the PCS division as well as the staff we serve.
- **Reclassify April Hopkins-Canada to Coordinator:** April has worked at the library since 2018, and in the PCS division since last summer when our previous Assistant left to pursue a fulltime career opportunity. While working in an Assistant role, April easily handled the task load, often seeking additional projects to work on. With the retirement of a long-term staff member, we realized enough savings in rehiring for Melany’s Coordinator position to also reclassify April’s Assistant position to a Coordinator level. This has allowed April to take on higher-level tasks that were previously beyond her

compensation level. She now serves as the main contact for all PCS-initiated programs including art exhibits, and has been doing a wonderful job of learning the new tasks and finding her own routines and efficiencies.

- **Welcoming a new Intern:** PCS hosted our first intern last spring; it was a successful partnership with the UWEC English Dept, and we opted to accept another internship placement this Fall semester. Abbie Dellinger has been with us for over a month now, and has been very helpful with tasks and projects, such as Chippewa Valley Book Festival, the library's 150 year anniversary, and the Card Crawl event.