

# FRIENDS OF THE CARNEGIE-SCHADDE MEMORIAL PUBLIC LIBRARY OF BARABOO

## ADVOCACY, FUNDRAISING, VOLUNTEERISM

**Agenda for Monday, September 19th, 2022 - 6:00pm**

**Location: Baraboo City Hall, 101 South Blvd, South Conference Room**

- I. Call to order
- II. Review of agenda
- III. Approval of August 9th, 2022, minutes
- IV. Treasurer's report
- V. Correspondence and new memberships
- VI. Director's report
- VII. Special committee reports: assignments
  - a) Fundraising (Olson, Toberman)
    - a. Tote bag and design contest
    - b. Paper flowers?
  - b) Events (Gramling, Lund)
  - c) Books for Newborns (Shear)
  - d) Social Media (Bergin, Bollig)
- VIII. Unfinished Business
  - a)
- IX. New business
  - a) Approval of disbursement requests
  - b) End of year newsletter and membership drive
  - c) Schedule Annual Meeting
  - d) Next meeting: TBD
- X. Adjournment

# **Friends of the Carnegie-Schadde Memorial Public Library**

Meeting Minutes

Tuesday, August 9th, 2022 – 6:00pm

Location: Baraboo City Hall, South Conference Room

**Members Present: Jessica Bergin, Emily Olson, Tut Gramling, Barbara Lund, Pat Shear, Nancy Toberman, Danielle Bollig**

**Members Absent: Lynn Harthorne (our new representative from the Library Board)**

## **I. Call to order**

**A.** Meeting was called to order at 6:11pm by board President Emily Olson with Barbara Lund as recording Secretary.

### **B. Review of Agenda**

Jessica Bergin motioned to approve the agenda. Danielle Bollig seconded. Motion approved.

### **C. Approval of Minutes from Last Meeting**

Tut Gramling motioned to approve the minutes from June 14th, 2022. Pat Shear seconded. Motion approved.

## **II. Treasurer's Report**

No expenditures to report. \$254.00 from the book cart and \$100.00 from new memberships added up to \$354.00 in total revenue.

## **III. Correspondence and New Memberships**

There were 2 new memberships. Joan Wheeler wrote a thank you note to the Friends for the flowers.

## **IV. Director's Report**

Jessica reported that construction is moving along with no major issues. The structure should be closed in by winter. There was some discussion at the city meeting about the grand opening including a sneak preview for VIP and a larger event for the public, hopefully in November of next year. Youth services wrapped up the Summer Reading Program. There were big turnouts for Story in the Park. Summer outdoor programs will continue in the future because of the popularity and the opportunity to partner with the City Parks Department. Eleanor Johnson replaced Joan Wheeler in Adult Programming. Eleanor is gearing up for fall programs. The library has an agreement with Ancestry.com to digitize the microfilm and it will be free to our library members. The microfilm will be unavailable for a couple months.

## **V. Special Committee Reports**

Fundraising Committee has nothing to report. There was discussion about a charcoal drawing event and discussion about having a contest for a drawing that would be chosen for new library t-shirts or book bag (library merch).

Events Committee talked about getting Culver gift cards for staff. Barbara has little paper sunflowers to attach to the cards. Tut Gramling motioned to buy \$10.00 gift cards for all the staff, not to exceed \$250.00 total. Nancy Toberman seconded. The motion was approved.

Books for Newborns Committee dropped off 30 books last week. There is still one title that is backordered.

Media Committee is still planning to meet. Pictures of any Friends events was encouraged

## **VI. Unfinished Business**

Tut, Emily and Jessica met to put together the new budget. Revenue will be coming from the book cart sales, memberships, and any extra fundraising. \$7,100.00 from the fund balance will also be applied. There was discussion of raising the Books for Newborns expense to \$800 since new ribbon will need to be purchased. Tut Gramling moved to accept the Budget with an amendment to change the Books for Newborns expense to \$800.00 and raise the Fund Balance amount to \$7,200.00. Jessica Bergin seconded. Motion was approved.

## **VII. New Business**

A disbursement request was approved for \$50.00 to Barbara Lund for the purchase of flowers for Joan's retirement gift.

Pat is going to work on sending an email out to new members, who had an interest in Volunteering, to announce an opening on the board.

Our next meeting will be September 13<sup>th</sup>, 2022

## **VIII. Adjournment**

Pat Shear motioned to adjourn at 6:54pm. Danielle Bollig seconded. Motion approved.

Barbara Lund-Meeting Minutes Recorder, August 9th, 2022. Approved \_\_\_\_\_

**City of Baraboo**  
**Friends of the Library Fund 940**  
**Balance Sheets**  
**August 31, 2022 and December 31, 2021**

<b>Assets:</b>	<b>August 31, 2022</b>	<b>December 31, 2021</b>
Cash	\$ 32,504.97	\$ 27,481.20
Due from Library Segregated	-	-
<b>Total Assets</b>	<b>\$ 32,504.97</b>	<b>\$ 27,481.20</b>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ 968.34
Sales Tax Payable	-	32.48
<b>Total Liabilities</b>	-	1,000.82
<b>Fund Equity:</b>		
Fund Balance	26,480.38	15,425.89
Fund Balance Surplus Applied	-	-
Available Fund Balance	26,480.38	15,425.89
Net Revenues/(Expenditures)	6,024.59	11,054.49
<b>Total Fund Equity</b>	<b>32,504.97</b>	<b>26,480.38</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 32,504.97</b>	<b>\$ 27,481.20</b>

**City of Baraboo**  
**Friends of the Library Fund 940**  
**Income Statement with Comparison to Budget**  
**For The Eight Months Ending August 31, 2022**

<b>Revenues:</b>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
<b>Sales:</b>				
Book Sales	\$ -	\$ 20.00	\$ -	-
Book Cart Sales	353.00	2,156.00	1,500.00	143.73
Sales Tax	-	(81.80)	(150.00)	-
<b>Net Sales</b>	<u>353.00</u>	<u>2,094.20</u>	<u>1,350.00</u>	<u>143.73</u>
<b>Other:</b>				
Memberships	-	5,125.00	6,000.00	85.42
Interest on Investments	-	15.98	-	-
Donations and Contributions	-	-	500.00	-
Payroll Donations	-	-	-	-
Donations	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Other</b>	<u>-</u>	<u>5,140.98</u>	<u>6,500.00</u>	<u>85.42</u>
<b>Total Revenues</b>	<u>\$ 353.00</u>	<u>\$ 7,235.18</u>	<u>\$ 7,850.00</u>	<u>92.17</u>
<b>Expenditures:</b>				
Waste/Recycle Bins	\$ -	\$ -	\$ -	-
Volunteers	-	-	500.00	-
Exterior/Plantings	-	-	-	-
Books Sale Supplies	-	-	-	-
Adult Services Request	-	33.98	500.00	6.80
Books for Newborns	-	322.44	750.00	42.99
Youth Services Requests	-	55.50	500.00	11.10
Events/Supplies	77.48	77.48	200.00	38.74
Membership Mailing	-	-	1,300.00	-
Discretionary	50.00	721.19	1,100.00	65.56
Seasonal Decorations	-	-	500.00	-
	-	-	-	-
Transfer to Library Segregated	-	-	2,500.00	-
<b>Total Expenditures</b>	<u>\$ 127.48</u>	<u>\$ 1,210.59</u>	<u>\$ 7,850.00</u>	<u>15.42</u>
<b>Net Revenues/(Expenditures)</b>	<u>\$ 225.52</u>	<u>\$ 6,024.59</u>	<u>\$ -</u>	