

FRIENDS OF OCONOMOWOC PUBLIC LIBRARY

Q2 2025 BOARD MEETING MINUTES

May 12, 2025 – 6:00pm – Oconomowoc Public Library

BOARD MEMBERS, OFFICERS, & COMMITTEE CHAIRS IN ATTENDANCE:

- Pat Ludwig, President
- Jacque English, Vice President
- Lynn Miracola, Treasurer
- Jennifer McClure, Secretary
- Jennifer Chapman, Book Sale Committee Co-chair
- Stacey Pierce, Membership Chair
- Jennifer Puccini, Library Director

CALL TO ORDER

Board President Pat Ludwig established quorum and called the meeting to order at 6:01pm.

APPROVAL OF MINUTES

The minutes from the Q1 2025 meeting were presented and reviewed. Lynn Miracola made a motion to accept the minutes. Jacque English seconded the motion. The motion passed unanimously.

TREASURER'S REPORT (Lynn Miracola)

Account Balances:

End of 2024:

- Checking balance: \$1,745.53
- Savings balance: \$6,889.51

As of February 24, 2025:

- Checking: \$1,384.35
- Savings: \$6,118.85

Current balances:

- Checking: \$1,218.38
- Savings: \$8,914.74

Financial Updates:

- New Explorer Pass was purchased for Discovery Museum in Rockford. The cost was \$125, of which \$100 was donated by a member.
- FOPL still needs to pay \$1,000 for the Toto statue contribution.
- No bills were presented for payment.

Jacque English made a motion to accept the financial report. Pat Ludwig seconded the motion, which passed unanimously.

COMMITTEE REPORTS

Membership Committee (Stacey Pierce)

- Added 6 library employees to honorary membership
- 129 paid members in 2025 (35 more since Q1 meeting)
- Book sale boosted membership renewals and sales

Merchandise Updates: Stacey revamped FOPL's online store (on Bonfire) with merchandise featuring new FOPL logo. Added mug and tote bag with new logo.

Promotional Activities:

- Jacque suggested featuring different ways that people can support FOPL
- Jennifer Puccini will ask staff to feature the online store on library's Facebook page
- Stacey and Jennifer Puccini will distribute FOPL membership forms in more locations around the community, including the Chamber of Commerce
- Suggestion of a QR code to promote FOPL with Summer Reading Program
- Stacey created a template for new members that features FOPL activities and ways that members can get involved and volunteer

Volunteer Opportunities Discussion: The board discussed creating a consolidated list of volunteer opportunities including:

- Book sales assistance
- Cookie Walk support
- Booth staffing at Farmers Market
- Assessment of rare book values
- Ongoing book sale management
- Interest in DIY fundraisers

Jacque also suggested adding a Book Walk (Watertown is an example of a good one).

Book Sale Committee (Jennifer Chapman)

Jennifer Chapman reported that the Spring Book Sale was very successful.

Sale Results:

- 25 people waiting at opening
- Final total: \$2,696.39 including membership registration/renewal (Credit card sales = \$470.65) + \$14 in Beardie Bucks
- 110 bags of books were purchased on Sunday

Book Distribution: 123 boxes of books left over were distributed as follows:

- Chelsea family took 65 boxes
- 8 boxes to St. Vincent's
- 30 boxes to Blue Butterfly
- 15 boxes to Goodwill
- 5 boxes of paperbacks to Waukesha County jail
- 1 box of paperbacks to Jefferson County jail

Challenges:

- Need more volunteers for move-in day and move-out day -- Scouts and high school students were not able to help this time
- Need more volunteers on Sunday
- Books are still being priced
- No Little Free Library flyers were distributed this time

PRESIDENT'S REPORT (Pat Ludwig)

- Pat researched bylaws with other Bridges systems and suggested starting a committee to update the bylaws
 - Jacque suggested adding other FOPL members to the committee
 - Jennifer McClure suggested that Cari Schwermann, who is an attorney and wanting to get involved, may want to help as an attorney
- Pat suggested that FOPL move to magnetic name tags instead of lanyards for FOPL board members and volunteers
 - Jennifer Chapman suggested a vendor for this to Pat

LIBRARY DIRECTOR'S REPORT (Jennifer Puccini)

Explorer Passes

- During the Q1 meeting, the board approved a \$2,500 for Q1 to be allocated toward Explorer Passes, given that no full 2025 plan or budget for this program was finalized. \$2,405 has been spent to date.
- Green Meadows will not be renewed.
- Jennifer McClure made a motion for an additional \$1,750 for Explorer Passes of staff choice for the remainder of 2025. Jacque seconded the motion, which passed unanimously.
- Pat Ludwig will follow up on Bookworm Gardens.

150th Anniversary

- Jennifer Puccini wants to add library's activities to the 150th website -- including history walks, possible children's programming, etc.

Library Expansion

- FEH presented results of Space Needs Analysis funded by FOPL to City Council. A feasibility study will be next step with funding from the city and Oconomowoc Area Foundation. Will be completed by end of 2025. No action needed by FOPL at this time. The results of this study could kick off a capital campaign in 2026. FOPL involvement TBD at that time.

OTHER BUSINESS

DIY Fundraising Ideas

- DIY ideas continued to be discussed
- Pat Ludwig suggested possibly teen jewelry sale and craft fair in conjunction with Cookie Walk
- Stacey suggested setting a date for the Cookie Walk during Q3 (August) board meeting

Member Suggestions

- Librarian for a Day for kids -- could hold a raffle for it
- Private tour of the library -- possible summer reading prize

FUTURE MEETINGS

The board established tentative (placeholder) dates for 2025 Friends quarterly board meetings:

- Q2: May 12, 2025 at 6:00pm
- Q3: August 11, 2025 at 6:00pm
- Annual Meeting & Board Election: Wednesday, October 1, 2025 – 6:30pm
- Q4: November 10, 2025 at 6:00pm

ADJOURNMENT

Jacque English made a motion to adjourn. Pat Ludwig seconded the motion, which passed unanimously. The meeting was adjourned by Pat Ludwig at 7:17pm.

Minutes recorded and submitted by Board Secretary Jennifer McClure.

ACTION ITEMS

- Lynn Miracola will pay \$1,000 to the library for Toto statue
- Jennifer Puccini will ask Shannon to remove any references to FOPL's Vision Fund from any communications, website, etc.
- Jennifer Puccini will find out if FOPL is allowed to add a craft sale to the holiday Cookie Walk. Are sales by crafters allowed?
- Jennifer Puccini will ask staff to feature FOPL online store on library's Facebook page
- Stacey Pierce and Jennifer Puccini will distribute FOPL membership forms in more locations around the community, including Chamber of Commerce
- Pat Ludwig will follow up on Bookworm Gardens Explorer Pass
- Jennifer Chapman will provide vendor information for magnetic name tags to Pat Ludwig