

Board Meeting Agenda
Feb. 12, 2018- 4:30 p.m.
Lawrence Public Library CR A - 707 VERMONT

1) Minutes of previous meeting – Jane Medina

2) Chair's Report – Stan Ring

- 2018 Board Nominee approval– **Action Required**
- Thanks to the Nominating Committee -Tom Hoffman, Don Low, Marilyn Clark, Ron Schorr

3) Vice Chair's Report – Jan Conard

4) Treasurers Report– Ron Schorr

5) Items for Board Consideration

- **Program Coordinator** - Angela Thompson
 - Choose MD Award Winner – **Action Required**
- **Foundation** - Kathleen Morgan
- **Trustees** –
- **Volunteer Committee** – Jan Conard
- **Book Sale Committee** - Tom Hoffman
- **Community Outreach** – Maclyn Pettengill
- **Finance Committee** – Annamarie Hill
- **Internet Sales Committee**—Don Low
- **Inventory Committee** – Carole Crown
- **Membership Committee** -
- **Publicity** – Craig Grant

6) Old Business

7) New Business

Mar 3 - Annual & All Volunteer Meeting / 10:30 AM Auditorium

Mar 8 - Board Retreat/ Idea session / 9 AM-12 PM / Meeting Room C

March 12 - Next Board meeting / LPL Conf. Room A

FLPL Board Meeting Minutes
Friends of the Lawrence Public Library
January 8, 2018 4:32 p.m.

Members Present: Stan Ring, Jan Conard, Ron Schorr, Tom Hoffman, Annamarie Hill, Jane Medina Marilyn Clark, Don Low, Don Low, Maclyn Pettengill, Carole Crown

Members Absent: Craig Grant

Ex-officio and Guests: Angela Thompson, Program Coordinator; Brad Allen, Executive Director; Kathleen Morgan, LPL Foundation; David Vance, Trustees, Kristin Soper, Sue Hopkins, Julie Trowbridge Alford

Secretary: The motion to accept the minutes for December 11, 2017, as amended, was approved. (Hoffman/Low).

Chair's Report: Candidates for the Board have been invited to attend this meeting. The nominating committee will convene Thursday, January 11, 2019, to review candidates.

Treasurers Report: Written report attached to agenda. Report was approved (Hill/Conrad)

Program Coordinator: Written report attached to agenda.

- Sign-up sheets for Board members to attend both Foundation and Trustee 2018 meetings were circulated. As your calendars become clearer, please contact Angela to volunteer for available meetings.
- A sign-up sheet was circulated for participation in the Capital Improvements goal setting group.
- Paper bag research – Angela will visit Sam's Club to buy paper bags to test at the February book sale.

Foundation Report: Gross revenue for 2017 was approximately \$450,000.

- Caddy sack is scheduled to begin Friday, January 26, 2017. All are invited to participate.

Trustees Report: Work continues revising the employee handbook.

Library Director: Presented a thank you card from the Library staff.

- Provided an update of how LFPL donations to the Library have been invested.
 - \$40,000 – Implementation Fee for new Websites
 - \$20,800 – Summer Reading Program
 - \$20,000 – Checkout Machine Upgrades (due Spring 2018)
 - \$17,000 – Read Across Lawrence
 - \$4,800 – Marketing Expenses
 - \$1,800 – Movie License for films shown in the Library
 - \$1,800 – BookPage subscription
 - \$1,500 – Staff Day Gifts

Volunteer Committee: Written report attached to agenda.

- Amazon training session is scheduled for volunteers. More Amazon volunteers are needed; the work can be perceived as extremely detailed, somewhat isolated, and repetitive.
- Fifteen KU engineering students and their sponsor will orient Thursday, January 11, 2018, at 1:00. Two or three additional Board members to help with the orientation will be appreciated. Students will participate in emptying and bug checking all bins, scanning, sorting, and shelving donated books.
- Discussion of the appropriate number of hours of volunteer time to receive a t-shirt focused on eight and ten hours.

Book Sale Committee: Written report attached to agenda.

- February book sale – Plan on stopping scanning Thursday, February 1, 2018. Friday, February 2, 2018, sale set up will begin at 3:00 p.m. Saturday, February 3, 2018, book sale will begin when the library opens at 9:00 a.m.
- Angela will provide a list of sections without an assigned Subject Specialist. These will be the first attached by the zombie volunteer army.

Community Outreach: 2017 ended with 36 non-for-profit partners.

Finance Committee: Annual audit will take place in February.

Internet Sales Committee: Written report attached.

- Will meet with Angela on Tuesday, January 9, 2018, to start building an E-Bay protocol.

Membership Committee: No report.

Publicity Committee: No report.

Old Business: None

New Business:

- Discussion of whether we need more intake bins. Angela has been researching options. Her initial findings are attached.

Meeting adjourned at 5:37

Submitted by Jane Medina, Board Secretary

2018 Board Positions

Position	Candidate
Chair	Stan Ring
Vice Chair	Jan Conard
Treasurer	Debi Waggoner
Secretary	Jane Medina
Book Sale Committee	Annmarie Hill
Community Outreach	Maclyn Pettengill
Finance Committee	Craig Grant
Internet Sales Committee	Jennifer Latimore
Inventory Committee	Carole Crown
Publicity Committee	Dave Ranney
Membership Committee -	Sue Hopkins
Volunteer Committee Co Chair	Jan Conard
Volunteer Committee Co Chair	Julie Trowbridge Alford

- **Treasurer’s Report**

Attached Below

- **Program Coordinator’s Report –**

- **Online Membership Report** – In 2017 we processed 51 transactions for membership and donations. That’s up 83% from last year. Most of these were new members. Grand total from Square was \$1,585. Most people found the donations page through our website, LPLFriends.org.
- **Website Report** – We had 2,760 unique visitors on our website in 2017. Top links were: Square store (229 clicks), Amazon store (206 clicks), Downhall books article in LJWorld (83 clicks), LPL Facebook Page (28 clicks). Top pages were: Become a Friend (524 views), How to Donate (441 views), Book Sale pages (~350 views each), About (309 views), DownHall Bookstore (222 views).
- **New NonProfit Partner – Tanzanian Children’s Fund** is requesting books in physical, biological and engineering sciences for their school. These books will go to the Children's Village and the primary school to give the orphans who live there the educational resources they need to dream big and learn. We will collect no more than 1 box per month. When the box is full I will contact Marilyn Clark, and she will work with the organization to ship the books to Boston. From there they will go to Tanzania in the luggage of volunteers.

- **Family Volunteer Day –**
- Friday, March 16, 10 AM –12 PM, Families who volunteer will be in the running for Disney tickets. We are capping this event at 20 participants. This will give us 5 tickets to Disney World in Florida.
- **BFF Events for 2018 –** Friends, Foundation and LPL have finalized the next two BFF events:
 - Saturday, April 14: BFF Reception with Sloane Crosley. Program is free, but BFFs get a signed copy of her book *I Was Told There'd be Cake*, and some cake (of course).
 - Sunday, June 24, 10 AM – 12 PM: BFF Behind the Scenes Brunch. BFFs get brunch snacks and a behind the scenes tour all while competing in events all over the library.
- **Flourish & Blotts –** This year's Harry Potter Book Night at Abe & Jakes Landing was attended by 634 people. The children's department has asked if we would like to participate next year in this event as the Harry Potter Universe bookstore, Flourish & Blotts. The event is on Thursday, February 7. We can discuss this more at the Board Retreat. Which reminds me:
- **Board Retreat & Idea Session –**
Thursday, March 8, 9 AM – 12 PM: We are inviting current board members, and new board members to help us set our goals for 2018.
- **Mary Dalton Murphy Award –**
Past winners: Marian Wilbur (2004), Janet Mody (2007), Mary Burchill (2010), Ron Schorr (2011), Georgann Eglinski (2013), Diane Low (2014), Susan Craig (2015), Judy Lebestky (2016), Mary Getter (2017). Please bring your suggestions for this award to the board meeting.

- **Foundation Report**

None attached

- **Trustees Report**

None attached

- **Book Sale Committee Report**

Surprise Book Sale Results

- 1) Our first Surprise Book Sale of 2018 was held Saturday, Feb 3, 9am – 5pm. The door was opened to FLPL members at 9:00; the general-public tsunami was held back until 10:00.
- 2) Financially, this sale did even better than last year's February Surprise Sale. We collected \$4,581.09. This breaks down to \$405 in membership sales, \$305 in donations, and \$3,871.09 in the sale of our inventory. Many, many thanks to all those who donated time and considerable effort to the success of this sale!
- 3) The sale was held entirely indoors, of course, it being February in Kansas. For the first time, the library offered us space in the publicly accessible portion of the library basement for more than just the FLPL membership table. Displayed beyond the security door and elevator were four A-frames, our entire inventory of book sets, the stroller park, and the membership table. This greatly eased crowding in our dedicated FLPL area during the sale. Brad has told us that the FLPL may use this space during future sales. Thank you, Brad!

DownHall Books

In January we made \$187.20. DownHall Books was established in March of 2017.

Spring Book Sale

Two months into the future: April 5-8.

Wheeled-Bookcase Changes

- 1) There have been some changes in our use of the wheeled bookcases located in the children's room. Angela, Carole, and I met to find a solution to the frustratingly crowded children's room and came up with the following. It's not an ideal solution, but our options are limited.

- 2) Two of the wheeled bookcases will be stored, empty, elsewhere in the library. We'll retrieve them for use in sales but will no longer keep books on them between sales. There just isn't room for these in the FLPL area.
- 3) The Big & Beautiful wheeled bookcase no longer resides in the children's room but will stand permanently in front of the B&B/Art/Architecture/Photography subject shelves.
- 4) Three of the wheeled bookcases in the children's room have been allocated to several subject specialists, each receiving but one or perhaps two shelves. These wheeled bookcases will be rolled out for the 3-day spring/summer/fall sales, for the Tuesday Book Market sales, and for Surprise and Pop-up sales.
- 5) The wheeled bookcases have proven to be very effective. For many subject areas, books sell better off these wheeled bookcases than off the inside shelves. We've gotten into the habit during sales of replenishing the wheeled bookcases with stock from inside shelves. Also, the signs on the wheeled bookcases remind buyers that there are lots more books on these subjects on the shelves inside, so the wheeled bookcases offer good advertising. For these reasons, we've encouraged subject specialists with shelves on these wheeled bookcases to place on these shelves their best books. Most recently published. Best condition. Flashiest covers. Best-known authors or titles. Whatever characteristics the specialists feel are important.
- 6) One complaint we hear during the Tuesday Book Market that runs nearly every Tuesday, 4-6pm, from late spring into late fall is that the content of the wheeled bookcases doesn't change enough from Tuesday to Tuesday. A sizeable percentage of our buyers at these sales returns nearly every Tuesday. So, it's hoped that subject specialists will take the time to switch out the books on the wheeled bookcases on a regular basis once the Tuesday sales have resumed.

Tom

- **Community Outreach Report**

None attached

- **Finance Committee Report**

- **Internet Sales Committee Report**

- We had a disappointing January with \$4912 in sales. This compares with the \$7766 a year ago, which was a surprise in the other direction. We can only speculate whether this was due to too few new postings, over purging of the inventory or something else. But the first few days of February seem to indicate a rebound.
- Figuring out the processes for selling on EBay has proven to be slow but more important than ever. We have belatedly discovered that Amazon changed its policy and now requires an ISBN for all new postings -ie. books that are not already listed - even if the book was published before ISBNs were used. The process for getting an exemption from this is impractical for small sellers so we are going to post such books on EBay if they are worth more than \$50. This floor may change as we get more experience with EBay.
- Angela has organized two teams to attempt to deal with our backlog of "problem" and non-ISBN books. The new Amazon policy will probably make this a little faster but result in more discards.
- We had one training session for new posters and will be having another one soon. The written materials setting out the procedures for Amazon sales (e.g. posting, shipping, inventory management) have been partially revised to reflect recent changes but will need further work after other changes are finalized.

Don Low.

- **Inventory Committee Report**

Tom, Angela and myself met in the Children's Room to discuss how to make it safer and easier for volunteers. Our solution was to remove 2 short carts and place in storage. There is now a single row of carts on the children's side and 4 carts in the YA section. One cart, Big and Beautiful, is to remain by the Art and Photography. Angela is making new labels for the shelves so it will be easier for sorters and the carts will be ready for the Spring Sale and Tuesday Book Market.

Carole

- **Membership Committee**

None attached

- **Publicity Committee Report**

None Attached

- **Volunteer Committee Report**

- The FLPL currently have 227 active volunteers. These hardworking volunteers logged a total of 7,704 hours in 2017. The value of each volunteer hour is approximately \$20.95. Sixty-seven (29 %) volunteers were responsible for 50% of the logged volunteer hours. Another 32 (14%) were responsible for 30% of the logged hours.
- When combining all of our book sale events, there were 364 volunteer shifts available, not including the cashiers. A total of seventy-six percent of those shifts were filled by only 83 volunteers.
- Our KU partnership has been a great success this fall. We will be working with the same sorority this coming semester.
- The FLPL t-shirts will be available soon. We suggest volunteers that have completed a minimum of 8 hours of volunteer time receive a t-shirt. We also would like to make the t-shirts available to purchase at cost.

Jan Conard

2018 FLPL Treasurer's Report **JANUARY 2018**

\$ 100,757.70	
\$ 10,461.66 Expenses	-\$2,008.55
2017 checks 2384 (\$20K) , 2385 (\$245.05) cashed in 2018	-\$20,245.05
Outstanding bank transactions	\$ 219.36
BANK BALANCE (agrees with bank statement)	\$ 89,185.12
Reserve	-\$10,000.00
Capital Improvements Fund	-\$71,200.00
Total Funds Available (before uncleared transactions are processed)	\$ 7,985.12
(Total funds available after uncleared transactions are processed by bank	\$7,765.76)

REVENUES

Revenue Item	2017 YTD	2018 Budget	Current Month	YTD Actual Revenue	Plus (Minus) Projections
Memberships		\$ 6,000.00	\$ 3,431.33	\$ 3,431.33	(\$2,568.67)
Membership Donations		\$ 8,500.00	\$ 5,502.70	\$ 5,502.70	(\$2,997.30)
Other Donations		\$ 300.00	\$ -	\$ -	(\$300.00)
Surprise Book Sales		\$ 3,000.00	\$ -	\$ -	(\$3,000.00)
Spring (March/April) Book Sale		\$ 25,000.00	\$ -	\$ -	(\$25,000.00)
Summer (June) Book Sale		\$ 20,000.00	\$ -	\$ -	(\$20,000.00)
Fall (October) Book Sale		\$ 20,000.00	\$ -	\$ -	(\$20,000.00)
Pop-up Sales		\$ 2,000.00	\$ -	\$ -	(\$2,000.00)
Farmer's Market, Down Hall, Other		\$ 4,000.00	\$ -	\$ -	(\$4,000.00)
Volunteer Tabs		\$ 1,000.00	\$ 210.43	\$ 210.43	(\$789.57)
Amazon		\$ 53,400.00	\$ 1,317.20	\$ 1,317.20	(\$52,082.80)
Better World Books		\$ 200.00	\$ -	\$ -	(\$200.00)
Other Income			\$ -	\$ -	\$0.00
Special Sales			\$ -	\$ -	
Total Revenue	\$ -	\$ 143,400.00	\$ 10,461.66	\$10,461.66	(\$132,938.34)

EXPENSES

Expenditure	2017 YTD	2018 Budget	Current Month	Expenditures Year To Date	Remaining Budget
Ad Hoc Projects		\$1,700.00	\$0.00	\$ -	\$1,700.00
Administration/Office Supplies	\$ 3,282.98	\$ 2,000.00	\$358.73	\$ 358.73	\$1,641.27
Professional Fees	\$ 715.00	\$ 800.00	\$0.00	\$ -	\$800.00
Membership	\$ 1,506.08	\$ 5,000.00	\$219.36	\$ 219.36	\$4,780.64
Processing Donations (inventory)	\$ 510.97	\$ 900.00	\$275.84	\$ 275.84	\$624.16
Book Sales	\$ 2,481.68	\$ 1,000.00	\$237.83	\$ 237.83	\$762.17
Publicity	\$ 1,843.71	\$ 1,000.00	\$0.00	\$ -	\$1,000.00
Amazon (Internet Sales)	\$ 1,370.90	\$ 2,500.00	\$154.79	\$ 154.79	\$2,345.21
Salaries	\$ 25,000.00	\$ 48,000.00	\$192.00	\$ 192.00	\$47,808.00
Other Expenses (incl cash setups)		\$ -	\$570.00	\$ 570.00	-\$570.00
Total operating expenses	\$36,711.32	\$62,900.00	\$2,008.55	\$2,008.55	\$60,891.45
Contributions to Foundation	\$ 100.10	\$ 500.00	\$0.00	\$ -	\$500.00
Contributions to Library (note 1)	\$ 70,000.00	\$ 76,200.00	\$0.00	\$ -	\$76,200.00
Capital Improvement		\$ 3,800.00	\$0.00	\$ -	\$3,800.00
Totals	\$106,811.42	\$143,400.00	\$2,008.55	\$2,008.55	\$141,391.45

Notes:

- The 2018 budgeted contribution to the library is \$76,200. The December, 2017 \$20,000 check was cashed in January and is credited to the 2017 distribution. It is found in the summary above under 2017 checks.
- Categories for expenses were adjusted per Finance Committee guidelines (August 2017).

COMMENTS ON CURRENT REPORT

Income:

Month's income exceeded expenses by \$8,453.11

Major income items were Amazon sales, memberships, membership donations (note: only received one deposit from Amazon this month)

Expenses:

Month's major expenses -- Nothing really major. \$570 under other expenses is cash setup for surprise sale and will be redeposited in February.

Budget Report:

Our YTD revenue	7.30 % of our goal	of \$130,800.
Our YTD expenses are	1.40 % of our goal	of \$130,800

January 2018

FLPL 2018 Calendar

Mar 3 | Annual & All Volunteer Meeting | 10:30 AM |
Auditorium

Mar 8 | Board Retreat/ Idea session | 9 AM–12 PM |
Meeting Room C

Mar 12 | Board Meeting | 4:30pm

Spring Book Sale

Mar 30 | Donation Box closed | 5 PM

Apr 5 | Spring Members' Night | 5–7 PM **Apr**

6–7 | Spring Book Sale | 10 AM–6 PM **Apr 8** |

Spring Book Sale | 12–4 PM

Apr 9 | Non-Profit Appreciation Day | 3–5 PM

Apr 16 | Donation Box opens | 9 AM

Apr 9 | Board Meeting | 4:30 PM

May 14 | Board Meeting | 4:30 PM

May 15, 22, 29 | Farmer's Market Sale | 4–6 PM

Jun 2 | Children's Book Sale | 10 AM – 4 PM

Jun 5, 12, 19, 26 | Farmer's Market Sale | 4–6 PM

Jun 11 | Board Meeting | 4:30 PM

Summer Book Sale

Jul 6 | Donation Box closed | 5 PM

Jul 12 | Summer Members' Night | 5–7 PM

Jul 13-14 Summer Book Sale | 10 AM – 6 PM

Jul 15 | Summer Book Sale | 12–4 PM

Jul 16 | Non-Profit Appreciation Day | 3–5 PM

Jul 23 | Donation Box opens | 9 AM

July 9 | Board Meeting | 4:30 PM

Aug 7, 14, 21, 28 | Farmer's Market Sale | 4–6 PM

Aug 4 | All Volunteer Meeting | 10:30 AM

Aug 13 | Board Meeting | 4:30 PM

Set meeting to select 2018 dates

Sept 4, 11, 18, 25 | Farmer's Market Sale | 4–6 PM

Sept 10 | Board Meeting | 4:30 PM

Fall Book Sale

Oct 19 | Donation Box closed | 5 PM

Oct 25 | Fall Members' Night | 5 – 7 PM **Oct**

26–27 | Fall Book Sale | 10 AM – 6 PM **Oct**

28 | Fall Book Sale | 12–4 PM

Oct 29 | Non-Profit Appreciation Day | 3–5 PM

Nov 5 | Donation Box opens | 9 AM

Oct 8 | Board Meeting | 4:30 PM

Nov 12 | Board Meeting | 4:30 PM

Appoint Nominating Committee

Dec 8 & 9 | Season's Readings Sale

SAT | 10 AM - 4 PM SUN | 12–4 PM

Dec 10 | Board Meeting | 4:30 PM

2019 Budget Approval