



Board Meeting Agenda
April 9, 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

- Capital Improvements Committee Meeting. 3/26, minutes attached.

3) Vice Chair's Report – Jan Conard

4) Treasurers Report– Debi Waggoner

5) Items for Board Consideration

- **Program Coordinator** - Angela Thompson
- **Foundation** - Kathleen Morgan
- **Trustees** –
- **Volunteer Committee** – Jan Conard / Julie Trowbridge Alford
- **Book Sale Committee** – Annamarie Hill
- **Community Outreach** – Maclyn Pettengill
- **Finance Committee** – Craig Grant
- **Internet Sales Committee**—Jennifer Lattimore
- **Inventory Committee** – Carole Crown
- **Membership Committee** – Sue Hopkins
- **Publicity** – Dave Ranney

6) Old Business

7) New Business

- Next Board meeting May 14, 2018/ LPL Conf. Room A

FLPL Board Meeting Minutes
Friends of the Lawrence Public Library
March 12, 2018 4:30 p.m.

Members Present: Stan Ring, Jan Conard, Annamarie Hill, Jane Medina, Maclyn Pettengill, Carole Crown, Sue Hopkins, Debi Waggoner, Julie Trowbridge-Alford, Dave Ranney, Jenny Lattimore

Members Absent: Craig Grant

Ex-officio and Guests: Angela Thompson, Program Coordinator; Kathleen Morgan, LPL Foundation; David Vance, LPL Trustees; Ron Schorr, guest

Secretary: The motion to accept the minutes for January 8, 2018, was approved. (Conard/Hopkins).

Chair's Report: none

Treasurers Report: Written report attached. Amended report was approved (Medina/Alford)

Program Coordinator: Written report attached.

- Flourish & Blotts is on Thursday, February 7, 2019, FLPL will tentatively participate—if all the details can be worked out
- The Ad Hoc capital improvement group will convene its first meeting Monday, March 26, 2018 at 4:30 in Meeting Room B. Tentative members include: Stan Ring, Jan Conard, Annamarie Hill, Carole Crown, Jane Medina, Tom Hoffman, Don Low, Mary Burchill, and a Library staff member.

Foundation Report: Final financial report for FY2017 presented. Currently two positions are open on the Foundation Board. Foundation Annual meeting will take place in April. A presentation was made on the procedures necessary to merge the Foundation and FLPL; details of that presentation will be sent to Stan Ring.

Trustees Report: No meeting in February

Volunteer Committee: No written report.

- Volunteer sign up procedure explained to new Board members; including need to recruit new cashiers
- The new volunteer form was presented and approved (Medina/Hopkins)
- The new volunteer form will be completed by current and new volunteers, including cashiers.
- All volunteers will be checked through the Kansas Bureau of Investigation criminal registry.

Book Sale Committee: No written report. Preparing for April sale. Planning for a children's book sale to link with the Summer Reading program. Will determine if participation in the next Flourish & Blotts event is feasible.

Community Outreach: No written report. Would like a clipboard in the volunteer sign-in area so individuals picking up for non-profits can report the number of books collected.

Finance Committee: Annual financial review took place in February. Annamarie participated and reported that the review went well.

Internet Sales Committee: No written report. \$550 was found in a book and reported as miscellaneous income.

- Tea Time and Coffee Klatch monthly meetings to deal with difficult books are working well.
- Volunteers to work with shipping are needed.
- Training procedures on how to post are in development.

Membership Committee: No report.

Publicity Committee: No report.

Old Business: None

New Business: None

Meeting adjourned at 5:25—Kudo's to Stan for a brisk meeting!

Submitted by Jane Medina, Board Secretary

Capital Improvements Committee Meeting
Friends of the Lawrence Public Library
March 26, 2017 4:33 p.m.

Members Present: Stan Ring, Jan Conard, Tom Hoffman, Don Low, David Vance, Carole Crown, Angela Thompson, Shannon Turner, Mary Burchill, Larry Maxey, Jane Medina, Annamarie Hill

Purpose: Determine what will be done with the \$71,200 in the Capital Improvements Account.

Background: These funds have accrued over several years; initially as left over funds allocated for other purposes; more recently funds specifically allocated for Capital Improvements. There is undeveloped space, referred to as “crawl space” to the South of the current FLPL space in the lowest level of the Library.

General discussion: Major issues to be addressed include concerns about volunteer safety as a result of mobile cart crowding, book storage space off the floor, making all work areas more pleasant for volunteers, and providing internet sales enough work space for more than one or two volunteers to work at the same time. Alternative uses of the funds were discussed including turning the funds over to the library, allowing the funds to continue accruing, altering the current FLPL space, and developing the crawl space.

Topics identified for further consideration:

- Put the Children’s room on rolling carts – allows carts to be outside during good weather for sales; may reduce patron frustration at not being allowed to take strollers into the book rooms.
- Eliminate a row of book stacks to make room for the carts – provides space around the carts allowing them to be worked on and viewed easier
- Acquire carts designed for children’s room – will maximize current space utilization
- Remove wall between Amazon room and main stacks – allows stacks to be extended further
- Relocate Amazon room to children’s room – provides Amazon room more and better work space.
- Gather more information about developing crawl space areas “D” and “E” for use – possibly for cart storage and scanning.
- Enlarge external donation receipt area – alleviate the need to empty bin multiple times daily.
- Gather more information about increases/decreases in shelf space for each space change configuration considered.
- Short term ideas for Amazon room
 - Improve work stations
 - Remake work stations
 - Build a temporary work station

Meeting adjourned at 6:03

Submitted by Jane Medina, Board Secretary

Treasurer’s Report

Attached below

Program Coordinator’s Report

None attached

Foundation Report

None attached

Trustees Report

None attached

Book Sale Committee Report

None attached

Community Outreach Report

None attached

Finance Committee Report

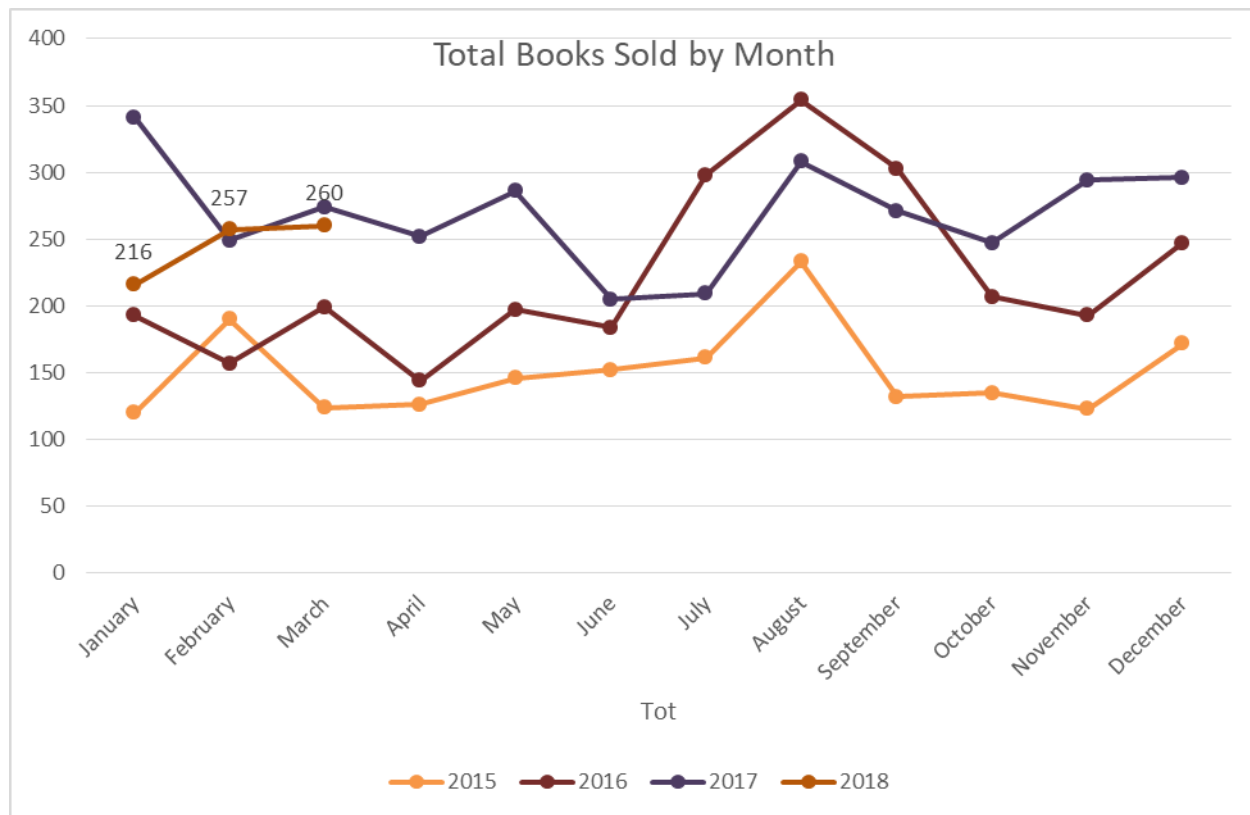
None attached

Internet Sales Committee Report

None Attached

Amazon Sales Report for March 2018

In March we sold 260 books or 3 books more than February for a total of \$5,438. Our net was 3,972. This is slightly less than the amount we made last month (about \$323 less) still a good amount. Look for the dark green line below. Our average number of listings was 3336. We continue to make money!



Thank you, Sylvie Rueff for spotting an important concern. Seems I've been sloppy in making sure that I put a two-day turn-around time for shipping out books. I really thought I was doing a good job of it but I'm very thankful that Sylvie was checking on things and I am VERY careful now.

I have started work on organizing reference materials and training materials for posters. It is going slow but it will happen. Ideally, we will have an easily used table of contents to find specific posting information from how to post a book to how to deal with problem books. We have a wealth of information but it can be difficult to locate specific information when you are trying to get things done.

Submitted: April 5, 2018

By Jenny Lattimore

Inventory Committee Report

None Attached

Membership Committee

None attached

Publicity Committee Report

None Attached

Volunteer Committee Report

None Attached

2018 FLPL Treasurer's Report
MARCH 2018

SUMMARY:

Bank balance carryover from 2017	\$ 100,757.70
Revenues	\$ 26,225.84
Expenses	-\$2,481.32
2017 checks 2384 (\$20K) , 2385 (\$245.05) cashed in 2018	-\$20,245.05
Outstanding bank transactions	\$ 98.30
BANK BALANCE (agrees with bank statement)	\$ 104,355.47
Reserve	-\$10,000.00
Capital Improvements Fund	-\$71,200.00
Total Funds Available (before uncleared transactions are processed)	\$ 23,155.47
(Total funds available after uncleared transactions are processed by bank	\$23,057.17)

REVENUES

Revenue Item	2017 YTD	2018 Budget	Current Month	YTD Actual Revenue	Plus (Minus) Projections
Memberships	\$ 4,210.16	\$ 6,000.00	\$ 44.26	\$ 3,565.00	(\$2,435.00)
Membership Donations	\$ 5,550.70	\$ 8,500.00	\$ 294.12	\$ 6,000.79	(\$2,499.21)
Other Donations	\$ 33.25	\$ 300.00	\$ -	\$ -	(\$300.00)
Surprise Book Sales	\$ 3,416.60	\$ 3,000.00	\$ -	\$ 4,559.09	\$1,559.09
Spring (March/April) Book Sale	\$ 8,628.12	\$ 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	\$ 181.00	\$ 4,000.00	\$ 359.26	\$ 359.26	(\$3,640.74)
Volunteer Tabs	\$ 355.00	\$ 1,000.00	\$ 118.64	\$ 342.07	(\$657.93)
Amazon	\$ 14,597.03	\$ 53,400.00	\$ 3,826.03	\$ 10,849.63	(\$42,550.37)
Better World Books	\$ 79.50	\$ 200.00	\$ -	\$ -	(\$200.00)
Other Income	\$ 874.50		\$ -	\$ 550.00	\$550.00
Special Sales	\$ 37.70		\$ -	\$ -	
Total Revenue	\$ 37,963.56	\$ 143,400.00	\$ 4,642.31	\$26,225.84	(\$117,174.16)

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	\$ 362.78	\$ 2,000.00	\$102.88	\$ 461.61	\$1,538.39
Professional Fees		\$ 800.00	\$0.00	\$ 25.00	\$775.00
Membership	\$ 850.23	\$ 5,000.00	\$332.87	\$ 552.23	\$4,447.77
Processing Donations (inventory)	\$ 205.43	\$ 900.00	\$34.74	\$ 310.58	\$589.42
Book Sales	\$ 288.92	\$ 1,000.00	\$97.69	\$ 560.92	\$439.08
Publicity	\$ 99.00	\$ 1,000.00	\$0.00	\$ 108.69	\$891.31
Amazon (Internet Sales)	\$ 805.84	\$ 2,500.00	\$115.50	\$ 270.29	\$2,229.71
Salaries		\$ 48,000.00	\$0.00	\$ 192.00	\$47,808.00
Other Expenses (incl cash setups)	\$ 1,340.00	\$ -	\$0.00	\$ -	\$0.00
Total operating expenses	\$3,952.20	\$62,900.00	\$683.68	\$2,481.32	\$60,418.68
Contributions to Foundation		\$ 500.00	\$0.00	\$ -	\$500.00
Contributions to Library (note 1)	\$ 30,000.00	\$ 76,200.00	\$0.00	\$ -	\$76,200.00
Capital Improvement		\$ 3,800.00	\$0.00	\$ -	\$3,800.00
Totals	\$33,952.20	\$143,400.00	\$683.68	\$2,481.32	\$140,918.68

Notes:

1. 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.

2. Categories for expenses were adjusted per Finance Committee guidelines (August 2017).

COMMENTS ON CURRENT REPORT

Income:

Month's income exceeded expenses by \$3,958.63
Major income items were Amazon sales

Expenses:

Month's major expenses -- Nothing really major. -\$570 under other expenses is

Budget Report:

Our YTD revenue is	18.29	% of our goal of \$143,400
Our YTD expenses are	1.73	% of our goal of \$143,400

FLPL 2018 Calendar

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