

**1) Minutes of previous meeting – Jane Medina**

**2) Chair's Report - Stan Ring**

**3) Vice Chair's Report – Jan Conard**

**4) Treasurers Report– Debi Waggoner**

**5) Items for Board Consideration**

- **Program Coordinator** - Angela Hyde
- **Foundation** – Jan Conard / Kathleen Morgan
- **Trustees** – Annamarie Hill / David Vance
- **Publicity** – Dave Ranney
- **Book Sale Committee** – Annamarie Hill
- **Volunteer Committee** – Jan Conard / Julie Trowbridge Alford
  - Bags for the book sale
- **Community Outreach** – Maclyn Pettengill
- **Internet Sales Committee**—Jennifer Lattimore
- **Inventory Committee** – Carole Crown
- **Membership Committee** – Sue Hopkins
  - Membership totals
  - Deja event
- **Finance Committee** Stan Ring / Annamarie Hill

**6) Old Business**

- **Additional Internet computer**
- **FY2019 budget Proposals**
- **Friends Foundation development**

**7) New Business**

*Next Board meeting Nov. 12, 2018/ LPL Conf. Room A*

**FLPL Board Meeting Minutes**  
**Friends of the Lawrence Public Library**  
September 10, 2018, 4:35

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

**Members Absent:** Stan Ring,

**Ex-officio and Guests:** Angela Thompson, Kathleen Morgan, Logan Isaman, David Vance

**Secretary:** The minutes for August 9, 2018 were approved as presented.

**Chair's Report:** No report

**Vice Chair's Report:** A proposal that \$50,000 be donated to the library was approved passed (Medina/Pettengill).

**Treasurer's Report:** Written report attached. The treasurer's report was approved as presented.

- After discussion it was agreed the Internet Sales Committee will track EBay sales separately.

**Program Coordinator:** Written report attached

- A proposal that "\$700 be authorized for acquisition of an additional computer resource. Actual purchase will be determined by the Chair of the Internet Sales Committee, the Volunteer Coordinator, and a Library IT advisor" passed (Medina/Pettengill).
- Discussion of how to up-date the FLPL pamphlet to show 12 month memberships.
- The FY2019 budget could be proposed / approved in the November/December meeting. Each Committee Chair should provide written budget proposal(s) to Angela by October 1, 2017.
- Publicity Committee: Has explored advertising the Tuesday book sale in the Mercantile for three months at a cost of \$460.

**Foundation Report:**

- The data base switch over is complete
- Positive internal response to merging the Friends and Foundation organizations. Serious work is underway to make it happen. Anticipate a two year or more process.
- Three major grants were received.
- Fund raising idea generation group will meet at Merchants on September 17, 2018, at 5:30.

**Trustees Report:**

- Merit evaluations for employees have been reviewed.
- Revisions to art donation policy are underway.

**Book Sale Committee:**

- Downhall Books and Tuesday book sales are doing very well.
- Planning for October book sale will be the first week in October. Annamarie will establish a date and let anticipated participants know.
- A request will be made to the Mercantile to sponsor bags for the book sale. The Library Director will be requested to represent FLPL to the Mercantile.

**Volunteer Committee:** No report

**Internet Sales Committee:** Written report attached

**Community Outreach Committee:** No report.

**Membership Committee:** As of August 31, 2018, FLPL has 626 members.

**Finance Committee:** No report.

**Inventory Committee:** Space changes based on the summer sale have been made.

*Old Business: None*  
*New Business: None*

*Respectfully submitted by Jane Medina, Board Secretary.*

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## **Treasurer's Report**

Attached below

## **Program Coordinator's Report**

**Little Green Light:** The import is complete; we are fine tuning our yearly membership.

**Merger:** We've only received 1 response about the merger and it is positive. I've received one verbal response strongly opposed to the merger.

**Family Volunteer Day:** Saturday, November 17, 2-4 PM. We will offer opportunities for families to volunteer together at the library. I am acting as the LPL Volunteer coordinator for this event, so I will need someone from the Friends to supervise a Friends volunteer group.

**Out of Office:** I will be out of the office on October 11 & 12, 18 & 19. I will be available by phone and email if you need anything those days.

## **Here's what I'm working on this month:**

**Amazon:** Recruit and train more "advanced scanners" to tackle the Amazon backlog

**Inventory:** Pull together a guidance document for Subject Specialists and sorters

**Publicity:** Creating one simple bookmark for all FLPL info

**Membership:** Set up email receipts in LGL for donations under \$200

**Book Sale:** Help with book sale preparations

## **Foundation Report**

None attached

## **Trustees Report**

None attached

## **Publicity Committee Report**

None Attached

## **Book Sale Committee Report**

None Attached

## **Volunteer Committee Report**

None Attached

## **Community Outreach Report**

None attached

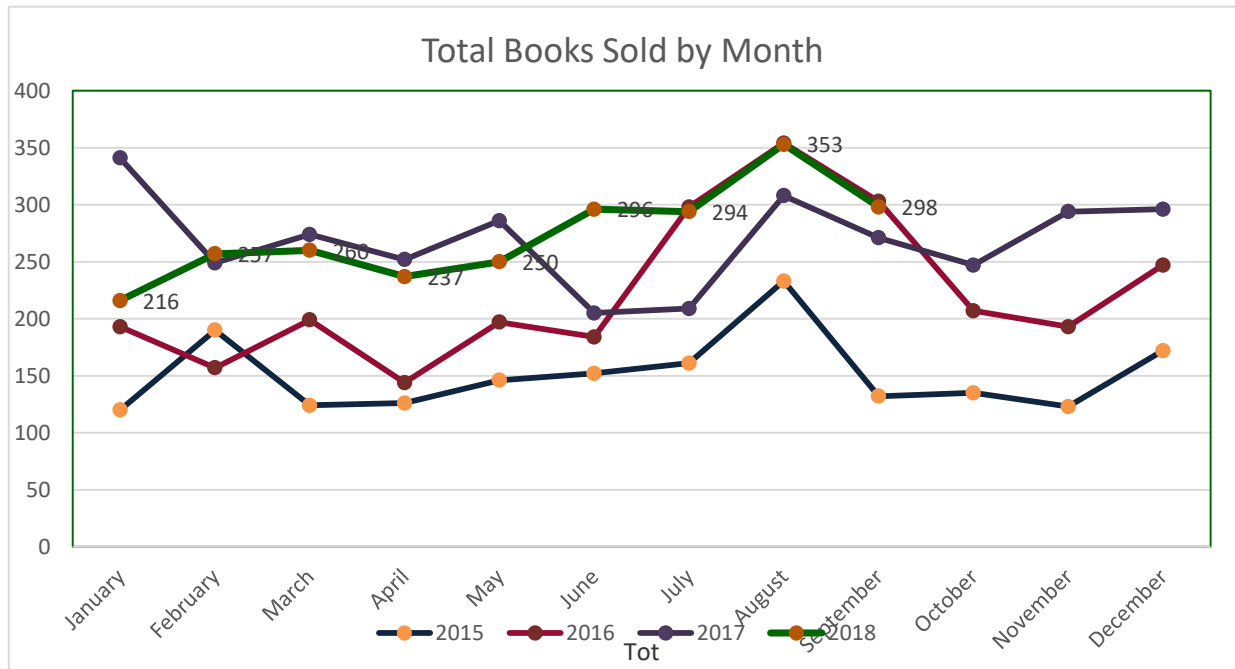
## **Internet Sales Committee Report**

### **Amazon Sales:**

In September we sold 298 books and our gross sales were \$6106.99. This is down a bit from last month with a total of 352 books sold for \$8,151.41. Our total numbers of parent items are 3610, up a bit from

3541. Average price per book was \$20, down from 23. There were no Amazon sales over \$100 this month.

In September we managed to cull some books and condense our shelves and hope to complete an inventory soon. We have also trained three new posters.



**EBay Sales:**

Month	Total Items	Total Sales	Average Per item
July		\$167.93	
August	26	\$588.18	\$22.62
Sept	21	\$436.80	\$20.80

EBay data provided by Angie Davidson.

Internet report submitted by Jenny Lattimore on October 3, 2018

**Inventory Committee Report**

None Attached

**Membership Committee**

None attached

**Finance Committee Report**

None attached

## 2018 FLPL Treasurer's Report -September

					Plus (Minus)
Revenue Item	2018 Budget	Current Month	YTD	Projections	
Memberships & Donations	\$ 14,800.00	\$ 120.00	\$ 14,148.60	\$ (651.40)	
Spring Book Sale	\$ 25,000.00		\$ 23,623.69	\$ (1,376.31)	
Summer Book Sale	\$ 20,000.00	\$ -	\$ 22,125.29	\$ 2,125.29	
Fall Book Sale	\$ 20,000.00			\$ (20,000.00)	
DownHall Books	\$ 1,800.00	\$ -	\$ 1,784.99	\$ (15.01)	
Surprise Book Sale	\$ 3,000.00		\$ 4,559.09	\$ 1,559.09	
Farmer's Market	\$ 2,200.00	\$ 1,943.54	\$ 5,386.78	\$ 3,186.78	
Children's Book Sale	\$ 700.00		\$ 795.68	\$ 95.68	
Season's Readings	\$ 1,300.00			\$ (1,300.00)	
Other Pop-Up Sales	\$ -			\$ -	
Internet Sales	\$ 53,400.00	\$ 5,686.19	\$ 39,265.36	\$ (14,134.64)	
Volunteer Tabs	\$ 1,000.00	\$ 372.00	\$ 1,326.44	\$ 326.44	
Other Income (BWB, found money)	\$ 200.00		\$ 550.00	\$ 350.00	
<b>TOTAL REVENUE</b>	<b>\$ 143,400.00</b>	<b>\$ 8,121.73</b>	<b>\$ 113,565.92</b>	<b>\$ (29,834.08)</b>	
					Remaining
Expenditure	2018 Budget	Current Month	YTD	Budget	
01 Ad Hoc Projects	\$ 1,700.00		\$ 512.07	\$ 1,187.93	
02 Admin & Office Expenses	\$ 2,000.00	\$ 219.70	\$ 1,754.71	\$ 245.29	
03 Professional Fees	\$ 800.00		\$ 65.00	\$ 735.00	
04 Membership Expenses	\$ 5,000.00	\$ -	\$ 3,025.81	\$ 1,974.19	
05 Inventory Expenses	\$ 900.00	\$ 199.52	\$ 893.83	\$ 6.17	
06 Book Sale Expenses	\$ 1,000.00	\$ 11.45	\$ 987.38	\$ 12.62	
07 Publicity Expenses	\$ 1,000.00	\$ -	\$ 1,030.29	\$ (30.29)	
08 Internet Sales Expenses	\$ 2,500.00	\$ 493.04	\$ 1,576.25	\$ 923.75	
09 Salaries & Related Expenses	\$ 48,000.00		\$ 23,704.00	\$ 24,296.00	
12 Capital Improvement Fund	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ -	
13 Other (please explain)	\$ -	\$ 71,200.00	\$ 400.00	\$ -	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 66,700.00</b>	<b>\$ 75,923.71</b>	<b>\$ 37,749.34</b>	<b>\$ 29,350.66</b>	
10 Foundation Contributions	\$ 500.00	\$ -			
11 LPL Contributions	\$ 76,200.00	\$ 50,000.00	\$ 50,000.00		
<b>TOTAL EXPENDITURES</b>	<b>\$ 143,400.00</b>	<b>\$ 125,923.71</b>	<b>\$ 87,749.34</b>	<b>\$ 29,350.66</b>	
Summary	Account Balance September 1	152931.21	Capital Improvement Fund	\$ 75,000.00	
	Revenues	\$ 8,121.73	Reserve	\$ 10,000.00	
	Expenses	\$ 125,923.71	<b>Notes: Capital Improvement fund of \$71,200 plus</b>		
	Bank Balance	\$ 35,129.53	<b>\$3,800 moved to Douglas County Foundation</b>		
	Outstanding Bank Transactions		<b>as investment</b>		
<b>Total Funds Available</b>	<b>\$ 45,129.23</b>				

# FLPL 2018 Calendar

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## **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

**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*