

1) Minutes of previous meeting – Jane Medina

2) Chair's Report

3) Vice Chair's Report – Jan Conard

4) Treasurers Report– Debi Waggoner

5) Items for Board Consideration

- **Program Coordinator** - Angela Hyde
- **Foundation** – Julie Trowbridge Alford / Kathleen Morgan
- **Trustees** – Jennifer Latimore / 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
 - New computer for internet sales area (**Board action required on expenditure**)
 - Training for posters
 - Support for eBay sales
- **Inventory Committee** – Carole Crown
 - Section moves
- **Membership Committee** – Sue Hopkins
 - Year to date membership
- **Finance Committee** Stan Ring / Annamarie Hill
 - Midyear donation to Library

6) Old Business

- **Friends Foundation development**

7) New Business

- Next Board meeting Oct 8, 2018/ LPL Conf. Room A

FLPL Board Meeting Minutes
Friends of the Lawrence Public Library

August 13, 2018

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

Members Absent: Craig Grant

Ex-officio and Guests: Angela Thompson, Kathleen Morgan, Logan Issaman

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

Chair's Report:

- Craig Grant has officially resigned from the FLPL Board. Replacement will be with the 2019 board nominees.
- A motion to shelve capital improvement plans to develop the crawl space while we investigate ways to improve efficiency in our current space passed.
- The board unanimously voted to invest our current capital improvement funds with the Lawrence Public Library Foundation. These funds will be accessible to the Friends for future library disbursement and capital improvement projects.

Vice Chair's Report: No report

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

- Several expenditures were redistributed to other categories.

Program Coordinator: Written report attached

Publicity Committee:

- The podcast prior to the Summer Book Sale was very popular on social media.
- The "Breakfast Yard Sign Club" prior to the summer book sale was a great success. It was a fun and efficient way to distribute and place the book sale yard signs.

Foundation Report: Written report attached

Trustees Report: No report

Book Sale Committee: Written report attached.

Volunteer Committee: The Volunteer Meeting is rescheduled to September 22, at 11:00 a.m.

Internet Sales Committee: Written report attached

Community Outreach Committee: 1974 books were donated to non-profits in July.

Membership Committee: July membership is 621 Friends. The summer book sale generated \$350 in memberships; 9 new members and 14 renewals. 82 members checked-in.

Finance Committee: The Acting Chair will be Annamarie Hill. Stan Ring will be her back-up.

Inventory Committee: Written report attached.

Old Business

- The Friends/Foundation Merger Talking Points (attached) were discussed. A motion was made that the Friends move forward with actions necessary to proceed towards merging with the Foundation. (Medina/Ring) The motion was unanimously approved.
- Progress has stalled on purchasing recycling bins due to lack of supply by most vendors.

Respectfully submitted by Jane Medina, Board Secretary.

Treasurer's Report

Attached below

Program Coordinator's Report

Little Green Light: We have everything moved over to LGL and it is working really well. We can now keep membership and volunteer information in one place!

Volunteer Recruitment:

- I attended the KU Volunteer fair and received 10 new volunteer applications.
- We were matched with Delta Tau Delta this year through the KU Sorority and Fraternity Community Partnership.

New Computer for Amazon: We are running into a bottleneck in the Amazon room because there are only two computers. Mornings are prime time and both computers are almost always full. We need to think about purchasing another computer for this room. I estimate the cost of a computer and monitor to be around \$500.

Graphics: All the graphics for 2019 book sales are complete.

It's Budget Time: Please take a few minutes this month to think about your 2019 budget

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

Amazon: Create and communicate a new scanning procedure to assist Amazon posters

Inventory: Develop a schedule for pulling seasonal children's books for DownHall

Publicity: Creating one simple bookmark for all FLPL info

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

Volunteer: Prepare for All Volunteer Meeting

Create volunteer forms on LGL

Foundation Report

None attached

Trustees Report

None attached

Publicity Committee Report

None Attached

Book Sale Committee Report

Volunteer Committee Report

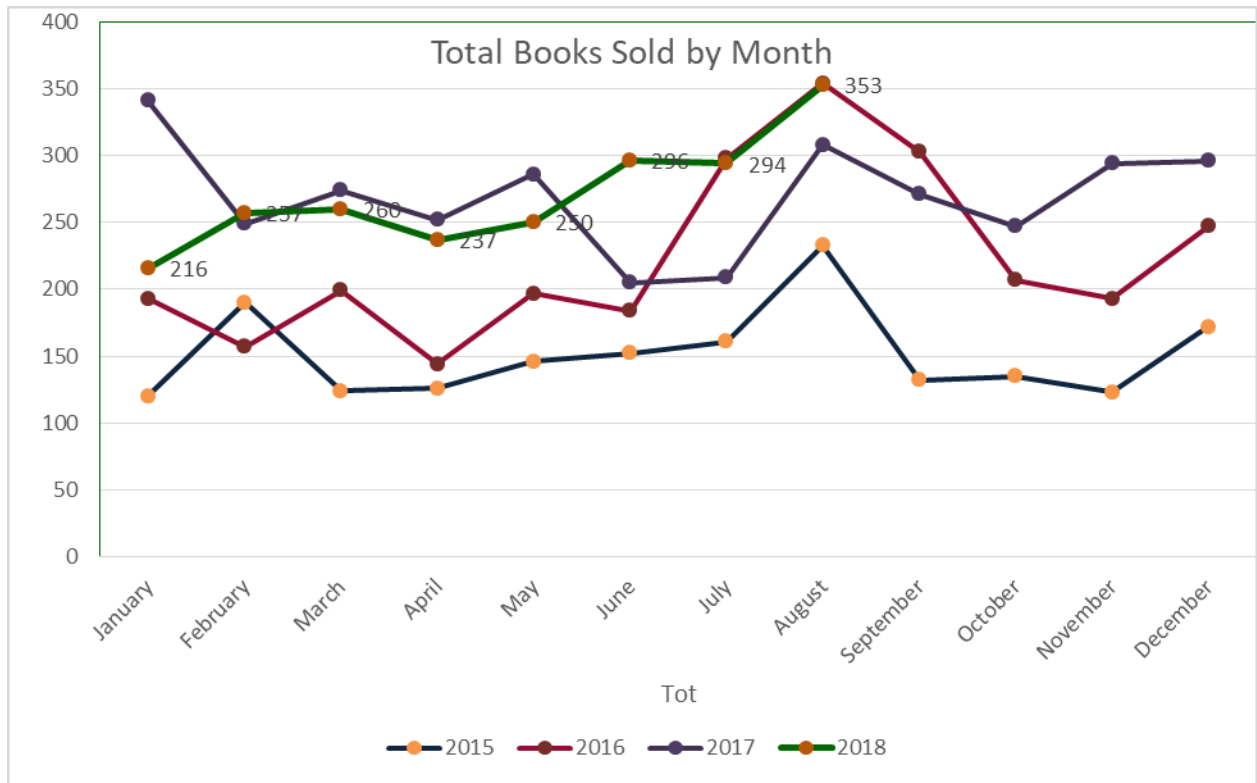
None Attached

Community Outreach Report

None attached

Internet Sales Committee Report

In August we sold 353 books and our gross sales were \$8440.09. This was a nice jump and is only one book less than the largest number of books in one month back in 2016. It also represents a \$2000ish increase over last sales last month. The average price per book went from 21 to 23. Our total number of parent items are 3,541, up a bit from the previous two months.



This month we had five books sell for over one-hundred dollars including:

8/21/2018	Don Pierce	\$105.00
8/27/2018	Jenny Lattimore	114.98
Total	2	\$219.98

We are getting ready to prune our books and complete an inventory. We have trained another poster and hope to bring on one or two more this month.

Inventory Committee Report

None Attached

Membership Committee

None attached

Finance Committee Report

None attached

Inventory Committee Report

None Attached

Membership Committee

None attached

Finance Committee Report

None attached

2018 FLPL Treasurer's Report - August

					Plus (Minus)	
Revenue Item	2018 Budget	Current Month	YTD	Projections		
Revenue	Memberships & Donations	\$ 14,800.00	\$ 215.00	\$ 13,813.60	\$ (986.40)	
	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	\$ 416.19	\$ 1,150.55	\$ (649.45)	
	Surprise Book Sale	\$ 3,000.00		\$ 4,559.09	\$ 1,559.09	
	Farmer's Market	\$ 2,200.00	\$ 1,116.88	\$ 1,839.19	\$ (360.81)	
	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	\$ 4,736.40	\$ 29,148.19	\$ (24,251.81)	
	Volunteer Tabs	\$ 1,000.00	\$ 92.00	\$ 862.44	\$ (137.56)	
	Other Income (BWB, found money)	\$ 200.00		\$ 550.00	\$ 350.00	
	TOTAL REVENUE	\$ 143,400.00	\$ 6,576.47	\$ 98,467.72	\$ (44,932.28)	
						Remaining
Expenditure	2018 Budget	Current Month	YTD	Budget		
Expenses	01 Ad Hoc Projects	\$ 1,700.00		\$ 512.07	\$ 1,187.93	
	02 Admin & Office Expenses	\$ 2,000.00	\$ 46.00	\$ 1,487.26	\$ 512.74	
	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	\$ 180.00	\$ 514.31	\$ 385.69	
	06 Book Sale Expenses	\$ 1,000.00	\$ 39.54	\$ 936.39	\$ 63.61	
	07 Publicity Expenses	\$ 1,000.00	\$ 39.95	\$ 990.34	\$ 9.66	
	08 Internet Sales Expenses	\$ 2,500.00	\$ 216.35	\$ 866.86	\$ 1,633.14	
	09 Salaries & Related Expenses	\$ 48,000.00		\$ 23,704.00	\$ 24,296.00	
	12 Capital Improvement Fund	\$ 3,800.00			\$ 3,800.00	
	13 Other (please explain)	-			-	
	TOTAL OPERATING EXPENSES	\$ 66,700.00	\$ 521.84	\$ 32,102.04	\$ 34,597.96	
10 Foundation Contributions	\$ 500.00					
11 LPL Contributions	\$ 76,200.00					
TOTAL EXPENDITURES	\$ 143,400.00	\$ 521.84	\$ 32,102.04	\$ 34,597.96		
Summary	Account Balance August 1	146878.33		Capital Improvement Fund	\$ 71,200.00	
	Revenues	\$ 6,576.47		Reserve	\$ 10,000.00	
	Expenses	\$ 521.84				
	Bank Balance	\$ 152,932.96	NOTES: This is the brand new layout!!!			
	Outstanding Bank Transactions					
Total Funds Available	\$ 152,932.96					

FLPL 2018 Calendar

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