

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

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

- Friends and Foundation development
- Nominating Committee Update

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

**4) Treasurers Report**– Debi Waggoner

- See attached

**5) Finance Committee** Stan Ring / Annamarie Hill

- Final Salary payment
- 2018 Donation to library
- End of year reconciliation

**6) Items for Board Consideration**

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

**7) Old Business**

**8) New Business**

- **Executive Session**

*Next Board meeting Jan. 14, 2019/ LPL Conf. Room A*

**FLPL Board Meeting Minutes**  
**Friends of the Lawrence Public Library**  
November 12, 2018, 4:35

**Members Present:** Stan Ring, Jan Conard, Jane Medina, Maclyn Pettengill, Sue Hopkins, Jenny Lattimore, Debi Waggoner, and Dave Ranney

**Members Absent:** Julie Trowbridge-Alford, Annamarie Hill, and Carole Crown

**Ex-officio and Guests:** Angela Thompson, Brad Allen, Logan Isaman, and Kathleen Morgan

**Secretary:** The minutes for October 8, 2018 were approved as presented (Ring/Conard).

**Chair's Report:** Friends & Foundation merger is making progress. Next meeting is December 5.

- The nominating committee members for new board members are Carole Crown, and Maclyn Pettengill along with Stan Ring. Others who wish to serve should contact Stan Ring.

**Vice Chair's Report:** None

**Treasurer's Report:** Written report, attached, was approved as presented (Ring/Medina).

**Program Coordinator:** Written report attached

- Motion to authorize additional \$50.58 for computer purchase was approved (Medina/Hopkins).

**Publicity Committee:**

- Yard sale sign placement increased by 30 – 40 for Fall sale.
- The Journal World (JW) did a book sale story the day before the Fall sale.
- JW needs local writers for Sunday Arts section. Consider writing library articles for JW.

**Foundation Report:**

- Year-end letter is at printers. It will go out at Thanksgiving.
- Capital Federal Foundation has pledged \$12,000 for Reach Across Lawrence. KU Library has donated \$2300 to fund the guest author.
- Planned giving sponsored an estate planning session anticipating 20 attendees; 90 attended.
- Planned giving will sponsor "Interview Yourself" in January.

**Trustees Report:** Merit pays for staff is under consideration.

- Internet policies are under review.

**Book Sale Committee:** An additional set of shelves was added to Downhall Books in October. Additional shelves will be added before Thanksgiving.

**Volunteer Committee:** Season's Reading Sale sign-up will be coming soon.

**Internet Sales Committee:** Written report attached.

**Community Outreach Committee:** 2000 books were donated to 24 organizations in October.

**Membership Committee:** As of October 31, 2018, FLPL has 123 current members 17 of which were added at the Fall Book Sale.

**Finance Committee:** FY2019 Budget proposal attached. Approved with change noted below under New Business. (Medina/Pettengill)

**Inventory Committee:** No report.

**Old Business:** None

**New Business:** It was agreed that \$1000 of the funds donated to the library will be used to conduct bed bug checks in the FLPL area at the same time checks are conducted in the rest of the library whenever possible.

Respectfully submitted by Jane Medina, Board Secretary.

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## Treasurer's Report

Attached below

## Finance Committee Report

None attached

## Program Coordinator's Report

**Family Volunteer Day recap** – only attended by 2 families and 3 individuals. The families that did attend really enjoyed the event and would like to continue volunteering. If we do another one of these events, we need to pick a better time. A Friday when kids are out of school worked better for the last event.

**Annual Meeting 2019 Reschedule** – Due to a scheduling conflict with the Foundation fundraiser, we are moving the meeting to Saturday, March 9.

**Volunteer Appreciation Reception on Jan 19, 10:30 AM** – Save the date to celebrate YOU! We will have food, drinks, and music.

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

**Amazon:** Create EBay training manual and recruit posters & shippers

**Inventory:** Post-sale meetings

**Publicity:** Assist merger presentation preparations

**Membership:** Plan next year's BFF events

**Book Sale:** Prepare for Surprise Sale & Harry Potter Night Sale

**Volunteer:** Custom forms on LGL & Integrating with MailChimp

## Foundation Report

- **No meeting in December**
- **Finalizing their 2019 budget**
- **Working on the website to allow reoccurring donations (i.e. monthly, yearly)**
- **After Hours event continues in the planning stages**
- **Web Golden's presentation on Estate Planning was a big hit as part of the "Before you check out" program.**
- **Cathy Hamilton will be taking over the work of Margie Coggins with this "Before you check out" program.**
- **Grants, Donations, Sponsorship:**
  - **Elizabeth Schultz Environmental Grant Fund**
  - **Book Club Grant, Mary and Wint Winter \$5,000**
  - **Youth Services Gift of \$9,200**
  - **Ranjbar Orthodontics Sponsorship of Holiday Dinner and movie event of \$2,600**

## Trustees Report

None attached

## Publicity Committee Report

None Attached

## Book Sale Committee Report

None Attached

## Volunteer Committee Report

None Attached

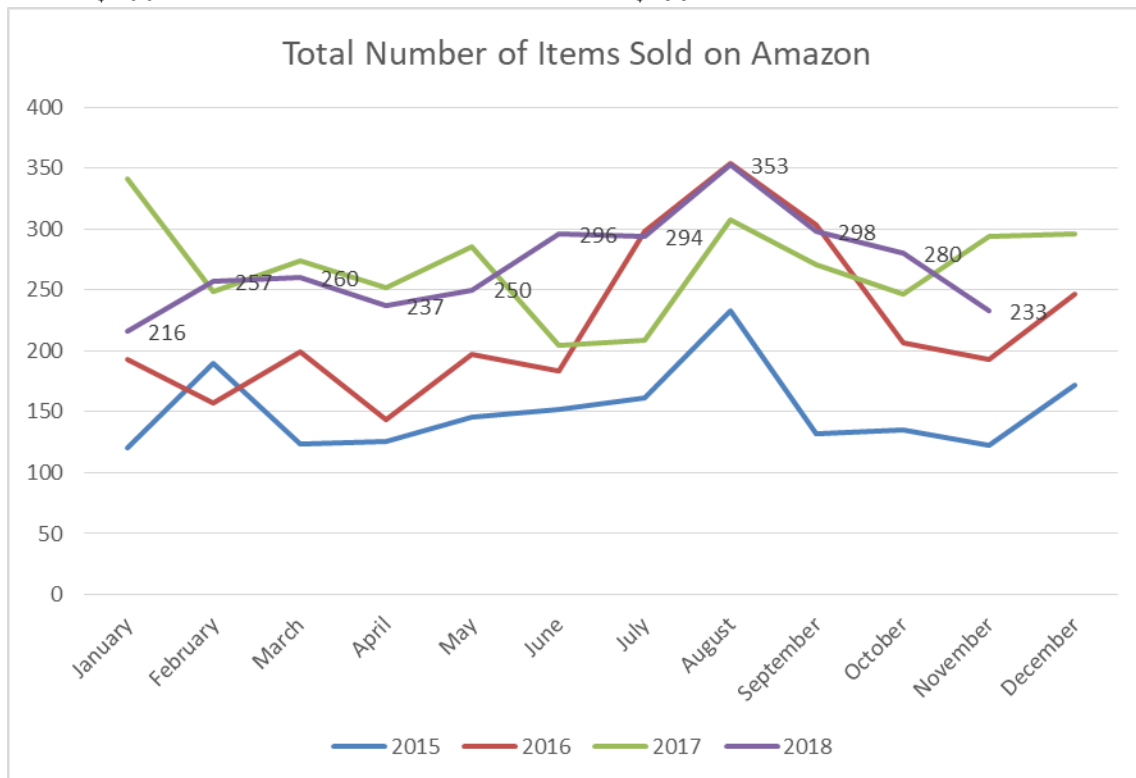
## Community Outreach Report

None attached

## Internet Sales Committee Report

### Amazon Sales:

In November we sold 233 books, down from 279 and our gross sales were \$5382.98 compared to \$5752.90. This is lower than last year but higher than the previous two years. Our total number of parent items are 3539 which is about 100 less than last month at 3632. Average price per book went from \$20 to \$23. The only sale over a \$100 was Don Pierce's book that sold for \$499

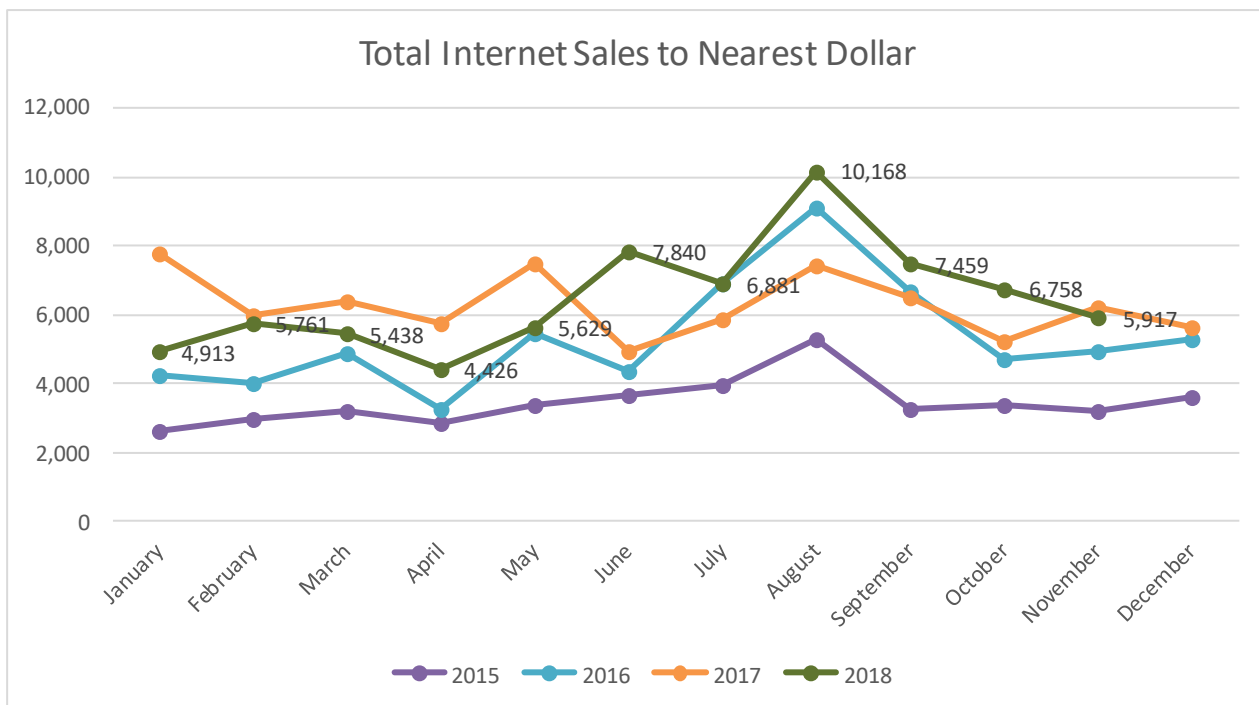
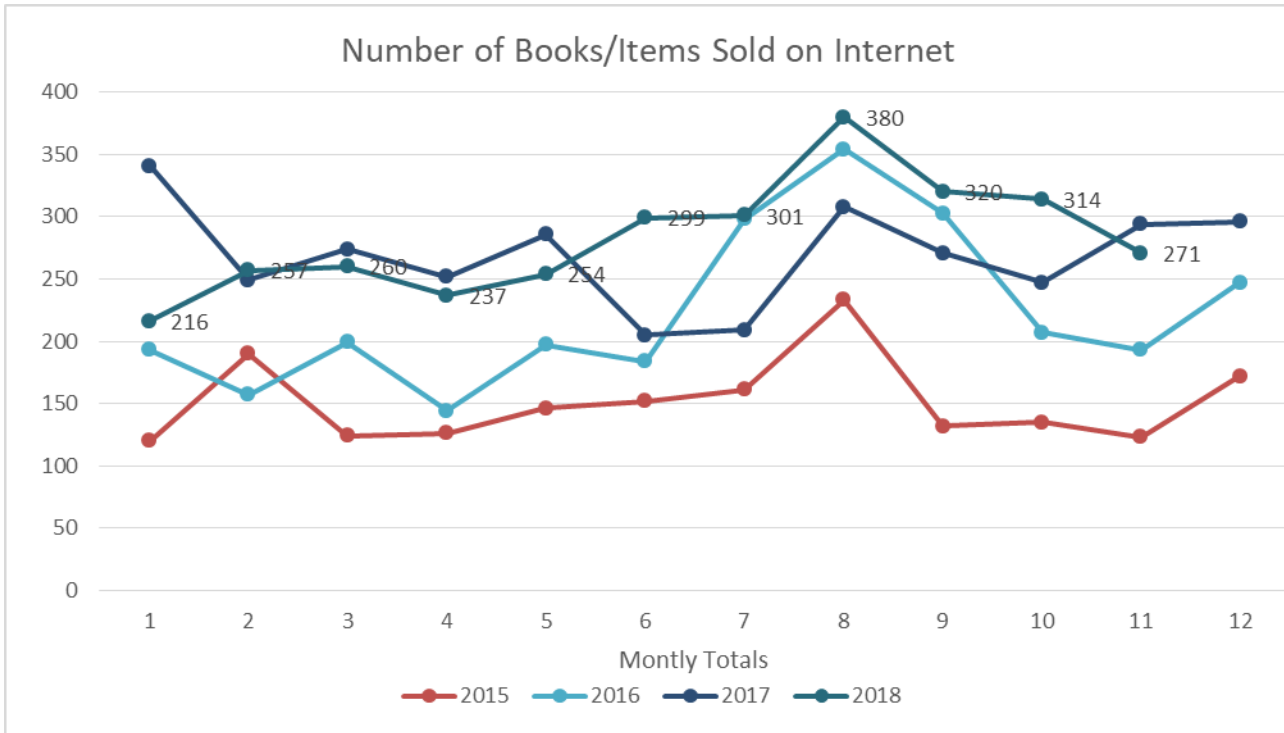


### EBay Sales:

Angie Davidson reported the following data. A total of 38 items for a total of \$534.04 were sold on eBay, the largest number of sales on any given month so far on eBay

Month	# Items Sold	Total Sales	Average Per Sale
May	4	86.91	21.73
June	3	58.97	19.66
July	7	167.93	23.99
August	27	576.00	21.33
September	22	436.80	19.85

October	34	334.76	9.85
November	38	534.04	14.05



Internet report submitted by Jenny Lattimore

### Inventory Committee Report

None Attached

### Membership Committee

None attached

**2018 FLPL Treasurer's Report -November**

Revenue Item	2018 Budget	Current		Plus (Minus) Projections
		Month	YTD	
Memberships & Donations	\$ 14,800.00	\$ 338.96	\$ 15,692.24	\$ 892.24
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	\$ 20.50	\$ 22,417.77	\$ 2,417.77
DownHall Books	\$ 1,800.00		\$ 2,101.88	\$ 301.88
Surprise Book Sale	\$ 3,000.00		\$ 4,559.09	\$ 1,559.09
Farmer's Market	\$ 2,200.00		\$ 5,544.78	\$ 3,344.78
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	\$ 3,965.37	\$ 49,390.02	\$ (4,009.98)
Volunteer Tabs	\$ 1,000.00	\$ 113.00	\$ 1,756.44	\$ 756.44
Other Income (BWB, found mone)	\$ 200.00		\$ 550.00	\$ 350.00
<b>TOTAL REVENUE</b>	<b>\$ 143,400.00</b>	<b>\$ 4,437.83</b>	<b>\$ 148,556.88</b>	<b>\$ 5,156.88</b>
Expenditure	2018 Budget	Current		Remaining Budget
		Month	YTD	
01 Ad Hoc Projects	\$ 1,700.00		\$ 1,472.90	\$ 227.10
02 Admin & Office Expenses	\$ 2,000.00	\$ 35.21	\$ 1,789.92	\$ 210.08
03 Professional Fees	\$ 800.00	\$ 607.41	\$ 672.41	\$ 127.59
04 Membership Expenses	\$ 5,000.00		\$ 4,168.42	\$ 831.58
05 Inventory Expenses	\$ 900.00	\$ 98.88	\$ 1,054.06	\$ (154.06)
06 Book Sale Expenses	\$ 1,000.00	\$ 85.69	\$ 1,334.52	\$ (334.52)
07 Publicity Expenses	\$ 1,000.00	\$ 39.95	\$ 1,425.99	\$ (425.99)
08 Internet Sales Expenses	\$ 2,500.00	\$ 120.48	\$ 2,073.97	\$ 426.03
09 Salaries & Related Expenses	\$ 48,000.00	\$ -	\$ 23,704.00	\$ 24,296.00
12 Capital Improvement Fund	\$ 3,800.00	\$ 850.58	\$ 850.58	\$ 2,949.42
13 Other (please explain)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 66,700.00</b>	<b>\$ 1,838.20</b>	<b>\$ 38,546.77</b>	<b>\$ 28,153.23</b>
10 Foundation Contributions	\$ 500.00	\$ -	\$ -	\$ 500.00
11 LPL Contributions	\$ 76,200.00	\$ -	\$ 50,000.00	\$ 26,200.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 143,400.00</b>	<b>\$ 1,838.20</b>	<b>\$ 88,546.77</b>	<b>\$ 54,853.23</b>
Account Balance November 1	62,970.08	Capital Improvement Fund at DCCF		\$ 75,018.73
Revenues	\$ 4,437.83	Reserve		\$ 10,000.00
Expenses	\$ 1,838.20			
Bank Balance	\$ 65,522.76			
Outstanding Bank Transactions	\$ -			
<b>Total Funds Available</b>	<b>\$ 75,522.76</b>			

# FLPL 2019 Calendar

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**Jan 14** | Board Meeting | 4:30pm

**Jan 19** | Volunteer Appreciation Reception | 10:30 AM

## **Feb 2** | **Surprise Book Sale**

Membership Only | 9-10 AM

Public Sale | 10 AM – 4 PM

**Feb 11** | Board Meeting | 4:30pm

*Choose MD Award Winner*

*Send Proxy & Annual Meeting Notice*

**Feb 14** | Staff Appreciation Luncheon

**Mar 7** | Board Retreat/ Idea session | 9 AM–12 PM |  
*Meeting Room C*

**Mar 9** | Annual & All Volunteer Meeting | 10:30 AM |  
*Auditorium*

**Mar 11** | Board Meeting | 4:30pm

**Apr 8** | Board Meeting | 4:30 PM

## **Spring Book Sale**

**Apr 5** | Donation Box closed | 5 PM

**Apr 11** | Spring Members' Night | 5–7 PM

**Apr 12 & 13** | Spring Book Sale | 10 AM–6 PM

**Apr 14** | Spring Book Sale | 12–4 PM

**Apr 15** | Non-Profit Appreciation Day | 3–5  
PM

**Apr 22** | Donation Box opens | 9 AM

**May 13** | Board Meeting | 4:30 PM

**May 14, 21, 28** | Book Market | 4–6 PM

**Jun 1** | Children's Book Sale | 9 AM – 4 PM

**Jun 4, 11, 18, 25** | Book Market | 4–6 PM

**Jun 10** | Board Meeting | 4:30 PM

## **Summer Book Sale**

**July 5** | Donation Box closed | 5 PM

**July 11** | Summer Members' Night | 5–7 PM

**July 12 & 13** | Summer Sale | 10 AM – 6 PM

**July 14** | Summer Sale | 12–4 PM

**July 15** | Non-Profit Appreciation Day | 3–5 PM

**July 22** | Donation Box opens | 9 AM

**Jul 8** | Board Meeting | 4:30 PM

**Aug 6, 13, 20, 27** | Book Market | 4–6 PM

**Aug 12** | Board Meeting | 4:30 PM

*Set meeting to select 2020 dates*

**Aug 17** | All Volunteer Meeting | 10:30 AM

**Sept 3, 10, 17, 24** | Book Market | 4–6 PM

**Sept 9** | Board Meeting | 4:30 PM

**Oct 14** | Board Meeting | 4:30 PM

## **Fall Book Sale**

**Oct 18** | Donation Box closed | 5 PM

**Oct 24** | Fall Members' Night | 5 – 7 PM

**Oct 25 & 26** | Fall Book Sale | 10 AM – 6 PM

**Oct 27** | Fall Book Sale | 12–4 PM

**Oct 28** | Non-Profit Appreciation Day | 3–5  
PM

**Nov 4** | Donation Box opens | 9 AM

**Nov 11** | Board Meeting | 4:30 PM

**Dec 9** | Board Meeting | 4:30 PM

## **Dec 14 & 15** | **Season's Readings Sale**

SAT | 9 AM – 4 PM

SUN | 12–4 PM