

Agenda

Lawrence Public Library Friends & Foundation Board Regular Meeting Monday, February 26, 2024 at 5:30 p.m – Meeting Room A (Hybrid – Google Meet and in-person)

Welcome and introductions

- Chip Blaser, Douglas County Community Foundation

Consent Agenda

- Approval of January 22, 2024 minutes
- Approve January 2024 financials

Board of Trustees Report

Executive Director's report

Committee reports

1. On-site book sales
2. Internet sales
3. Membership and fundraising
4. Advocacy
5. Finance

Old business

1. Policy updates: Conflict of Interest
2. 2023 Goals

New business

1. Endowment Distributions (action item)
2. 2024 Board and officer appointments
3. March education: book challenges with Kevin Corcoran

Adjournment and Congrats!

Calendar:

Friday, March 1, 7 pm: After Hours at the Library

Saturday, March 9, 10 am – 4 pm: Second Saturday Book Sale

Monday, March 25, 5:30 pm: LPL Friends & Foundation Board meeting

Lawrence Public Library Friends & Foundation Board Meeting Minutes

January 22, 2024

Present: Brandon Eisman, Mary Gage, Joan Golden, Kelly Hart, Blanca Herrada, Annamarie Hill, Jane Medina, Kassie Nieters, Craig Penzler, Rachel Rademacher, and Stan Ring

Staff Present: Brad Allen, Angela Hyde, Logan Isaman, Kathleen Morgan

Welcome and Intros

Brandon called the meeting to order at 5:30 PM

Board members share their contributions for the “Books & Bottles” basket

Consent agenda

Approval of November 25, 2023 minutes

Jane/Annamarie - Approved

Approve November and December 2023 financials

- Kassie asks for clarification about credit card charges from “LGL” and Square
 - Kathleen confirms these are our payment processors

Kassie/Mary - Approved

Board of Trustees Report

- Brad and Kelly report
- B.A. Green construction has not wrapped yet
- Board was presented with two operational policies: (1) Social Media Policy; and (2) Community Bulletin Board Policy

Executive Director’s report

- Year-end fundraising was strong
 - Book Sales netted 1% higher than last year
 - Restricted gifts were down, but we don’t budget for these and that’s expected
 - \$664,000 total raised
 - Positive gain in investments will be revealed soon
 - New Chapter Society gifts exceeded \$100,000 for the first time!
 - First time gifts were up; likely due to our bookmark campaign that were placed in library holds
- Kathleen joined the Chamber Board and began this week
 - Kathleen and Melissa (Info Services Coordinator) met to discuss opportunities to connect our small business resources with the Chamber’s
- Fundraiser planning is well underway! Kathleen presents the invitation graphic.
- Retirement Boot Camp is being rebranded to RetroActive due to a trademark issue.

Committee reports

On-site book sales

- Massive Music Sale
 - Annamarie reports a remarkable volunteer effort and huge contribution from Kelly Corcoran from Love Garden. Over 8,000 CDs alphabetized and valued!
 - Made over \$8,000!
 - Most CDs ever sold at once. Formatting it as a music-specific sale seems to have traction.
 - If we do it next year, we need to figure out crowd control. Far too many people. Head count; one in, one out.
 - Committee wishes to present Kelly with a Gold Library Card and a library hat at the annual meeting
 - Partnership with AudioReader is also really successful
- Second Saturday sales begin again in February!
- Budget goal is increased modestly

Internet sales

- Stan reports a record December
- Slight decrease from 2022
- Jane gives kudos to the library's cataloging staff donating a full set of encyclopedias

Membership and fundraising

- Board asks to include # of individual donors be added to the dashboard
- After Hours at the Library
 - Sponsorships are further ahead! \$29,500 already; goal of \$40k.
 - There are a handful of outstanding asks
 - Mary reports 4 restaurants confirmed
 - Eldridge, Limestone, Maceli's, Lucky Seb's
 - Haven't heard back from: Fish House, J. Wilson's, Aladdin
 - We will order pizza as well for extra food
 - Brandon suggests Mad Greek
 - Jane suggests reaching out to bakeries for desserts
 - Kevin Willmott and Deja Brooks are our confirmed hosts
 - This year's fund-a-need will raise money for a new "DIY Memory Lab", i.e. a personal digitization stations for scanning slides and transferring tapes
 - Board members asked to sign up to hand address 100 invitations
 - Still looking for a bartender/signature cocktail. Will ask 715 when Restaurant Week ends.
 - Board members will be given *real* name tags this year!
 - Check out LPLAfterHours.com!

Advocacy

- Kassie reports
- Working with NEKLS
- Library tours with city officials will begin soon

- Kansas Library Association thought we'd need to show up to legislative sessions to stand against book bans, but reports are that the topic has shifted away from libraries and to taxation
- KLA's legislative day is on Jan 31. We'll send representatives to continue our good relationships with our legislators.
- Goals for 2024 presented

Finance

- CD Status
- Reserves at \$100,000
- Committee to meet in February following DCCF statements

Old business

- 2024 Calendar is live and updated
- Policy review: Whistleblower and Anti-Discrimination Policies
 - Jane suggests amending Anti-Discrimination sentence to "[...]prohibits any form of employee or volunteer harassment or unlawful discrimination based on any of these characteristics."
 - Motion to change as suggested Joan/Stan - Approved
 - Whistleblower policy changes an instance of "this" to "the"
 - Motion to accept Stan/Rachel - Approved

New business

- Brad shares a list of things that were funded by LPLFF Block Grant Funds
 - Jane asks for this list to be put up in the Friends garage for our volunteers to admire; Kathleen to put this together
- Grand total sent to library last year was just over \$476,000
- Biggest goal for 2024 is to sustain our success
 - Brad and Kathleen spoke about a general goal for the Friends & Foundation
 - Want to explore creating a memorandum of understanding between the LPLFF and the library. Writing out our understanding for succession planning, use of space, etc. An official agreement will benefit everyone.
- Annual Meeting Monday, April 29 at 5:00 PM
 - Public meeting/celebration
 - Share the facts and figures, honor volunteers, and celebrate accomplishments

Adjournment 6:45 PM

The next regular Board meeting will be held Monday, February 26, 2024 at 5:30 PM

Respectfully submitted,
Logan Isaman-Unruh



**LPL Friends & Foundation DCCF Accounts
Qtr 4 2023 - as of December 31, 2023**

	Qtr 4 2023
Unrestricted Endowment	\$1,492,949.46
Greatest Expectations (NEH) - General*	\$954,342.05
Greatest Expectations (NEH) - Beach*	\$455,054.96
Greatest Expectations (NEH) - Coan*	\$36,049.61
Florence Eggert Fund	\$184,808.76
Milliken	\$82,911.68
Dr. Bob	\$61,424.05
Max Perez Creativity	\$35,114.90
Steiner	\$34,571.04
Katzman	\$33,749.00
Total	\$3,370,975.51
NEH Funds Total*	\$1,445,446.62

*The directive for NEH funds is to preserve the \$1.1 million corpus and spend only the interest

***Note from DCCF:** The year to date return as of December 31 was 13.5%, which is .5% below the composite benchmark return.*



**Roll Up Fund Statement
Lawrence Public Library Friends & Foundation*
October 01, 2023 through December 31, 2023**

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$3,107,955.31	\$2,917,928.09
Contributions/Additions		
Gifts and Bequests (Historic Gifts)		\$1,335.00
Gifts & Bequest (Available)		\$5,000.00
Interest/Dividend Income FB3		\$33,704.00
Inter-fund Gifts (Available)		\$3,500.00
Realized Gain/Loss FB3		\$43,310.80
Unrealized Gain/Loss FB3		\$182,405.80
Total Revenue and Support		\$269,255.60
Grants and Management Fees		
Administrative Fees FB2	\$6,235.40	\$24,767.80
Total Expenses	\$6,235.40	\$24,767.80
 Ending Market Value	 \$3,370,975.51	 \$3,370,975.51

Gifts

Date	Amount	Donation Type	Donor Name	Description
2023-10-23	\$20.00			Online Donation
2023-11-23	\$20.00			Online Donation
2023-11-30	\$4,000.00	Cash Gift		Transfer from Retirement Boot Camp fundraiser
2023-12-07	\$1,000.00			for New Chapter Society
2023-12-09	\$500.00			Online Donation
2023-12-23	\$500.00			Online Donation
2023-12-27	\$20.00			Online Donation
2023-12-29	\$25.00			Online Donation
2023-12-29	\$250.00			Online Donation
2023-12-29	\$1,000.00	Cash Gift		Retirement Boot Camp
2023-12-29	\$2,500.00			for 2023 Giving for Good endowed match grant

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a

*Lawrence Public Library Friends & Foundation Endowment Fund; Lawrence Public Library Friends & Foundation Dr. Bob READs Fund; Lawrence Public Library Friends & Foundation Florence Eggert Fund; Lawrence Public Library Friends & Foundation Greatest Expectations - Beach Fund; Lawrence Public Library Friends & Foundation Greatest Expectations General Fund Lawrence Public Library Friends & Foundation Greatest Expectations - Rebecca Coan Local History Fund; Lawrence Public Library Friends & Foundation Maximino Martinez-Perez Creativity Fund; Lawrence Public Library Friends & Foundation Milliken Fund; Lawrence Public Library Friends & Foundation Sharyn Brooks Katzman/ David M. Katzman Fund; Lawrence Public Library Friends & Foundation Steiner Fund



Fund Statement
Lawrence Public Library Friends & Foundation Endowment Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$1,379,088.03	\$1,282,166.82
Contributions/Additions		
Gifts and Bequests (Historic Gifts)	\$560.00	\$720.00
Gifts & Bequest (Available)	\$0	\$39,782.68
Interest/Dividend Income FB3	\$14,948.02	\$36,803.63
Inter-fund Gifts (Available)	\$1,000.00	\$4,000.00
Realized Gain/Loss FB3	\$19,206.73	\$23,487.98
Unrealized Gain/Loss FB3	\$80,912.65	\$116,966.90
Total Revenue and Support	\$116,627.40	221,761.19
Grants and Management Fees		
Administrative Fees FB2	\$2,765.97	\$10,978.55
Total Expenses	\$2,765.97	\$10,978.55
Ending Market Value	\$1,492,949.46	\$1,492,949.46

Gifts

Date	Amount	Donation Type	Donor Name	Description
2023-10-23	\$20.00			Online Donation
2023-11-23	\$20.00			Online Donation
2023-12-07	\$1,000.00			for New Chapter Society
2023-12-23	\$500.00			Online Donation
2023-12-27	\$20.00			Online Donation

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement
Lawrence Public Library Friends & Foundation Greatest Expectations General Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$882,497.26	\$846,739.71
Contributions/Additions		
Interest/Dividend Income FB3	\$9,562.52	\$23,640.87
Realized Gain/Loss FB3	\$12,285.92	\$15,085.93
Unrealized Gain/Loss FB3	\$51,765.63	\$75,941.38
Total Revenue and Support	\$73,614.07	114,668.18
 Grants and Management Fees		
Administrative Fees FB2	\$1,769.28	\$7,065.84
Total Expenses	\$1,769.28	\$7,065.84
 Ending Market Value	 \$954,342.05	 \$954,342.05

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement
Lawrence Public Library Friends & Foundation Greatest Expectations - Beach Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$420,797.75	\$403,747.05
Contributions/Additions		
Interest/Dividend Income FB3	\$4,559.66	\$11,272.60
Realized Gain/Loss FB3	\$5,858.25	\$7,193.37
Unrealized Gain/Loss FB3	\$24,683.20	\$36,211.21
Total Revenue and Support	\$35,101.11	54,677.18
 Grants and Management Fees		
Administrative Fees FB2	\$843.90	\$3,369.27
Total Expenses	\$843.90	\$3,369.27
 Ending Market Value	 \$455,054.96	 \$455,054.96

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement
Lawrence Public Library Friends & Foundation Greatest Expectations - Rebecca Coan
Local History Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$33,335.61	\$31,984.54
Contributions/Additions		
Interest/Dividend Income FB3	\$361.22	\$893.01
Realized Gain/Loss FB3	\$464.10	\$569.88
Unrealized Gain/Loss FB3	\$1,955.40	\$2,868.61
Total Revenue and Support	\$2,780.72	4,331.50
 Grants and Management Fees		
Administrative Fees FB2	\$66.72	\$266.43
Total Expenses	\$66.72	\$266.43
 Ending Market Value	 \$36,049.61	 \$36,049.61

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Douglas
County
Community
Foundation

Fund Statement
Lawrence Public Library Friends & Foundation Florence Eggert Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$170,896.12	\$163,971.33
Contributions/Additions		
Interest/Dividend Income FB3	\$1,851.79	\$4,578.08
Realized Gain/Loss FB3	\$2,379.17	\$2,921.39
Unrealized Gain/Loss FB3	\$10,024.44	\$14,706.22
Total Revenue and Support	\$14,255.40	22,205.69
Grants and Management Fees		
Administrative Fees FB2	\$342.76	\$1,368.26
Total Expenses	\$342.76	\$1,368.26
Ending Market Value	\$184,808.76	\$184,808.76

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement
Lawrence Public Library Friends & Foundation Milliken Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$76,670.02	\$73,563.57
Contributions/Additions		
Interest/Dividend Income FB3	\$830.78	\$2,053.89
Realized Gain/Loss FB3	\$1,067.38	\$1,310.65
Unrealized Gain/Loss FB3	\$4,497.31	\$6,597.75
Total Revenue and Support	\$6,395.47	9,962.29
 Grants and Management Fees		
Administrative Fees FB2	\$153.81	\$614.18
Total Expenses	\$153.81	\$614.18
 Ending Market Value	 \$82,911.68	 \$82,911.68

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Douglas
County
Community
Foundation

Fund Statement
Lawrence Public Library Friends & Foundation Dr. Bob READs Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$56,304.09	\$53,926.15
Contributions/Additions		
Gifts and Bequests (Historic Gifts)	\$525.00	\$625.00
Interest/Dividend Income FB3	\$612.05	\$1,509.72
Realized Gain/Loss FB3	\$786.71	\$965.11
Unrealized Gain/Loss FB3	\$3,309.28	\$4,848.79
Total Revenue and Support	\$5,233.04	7,948.62
Grants and Management Fees		
Administrative Fees FB2	\$113.08	\$450.72
Total Expenses	\$113.08	\$450.72
Ending Market Value	\$61,424.05	\$61,424.05

Gifts

Date	Amount	Donation Type	Donor Name	Description
2023-12-09	\$500.00			Online Donation
2023-12-29	\$25.00			Online Donation

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement

**Lawrence Public Library Friends & Foundation Maximino Martinez-Perez Creativity Fund
October 01, 2023 through December 31, 2023**

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$32,471.14	\$31,155.70
Contributions/Additions		
Interest/Dividend Income FB3	\$351.85	\$869.86
Realized Gain/Loss FB3	\$452.06	\$555.08
Unrealized Gain/Loss FB3	\$1,904.70	\$2,794.28
Total Revenue and Support	\$2,708.61	4,219.22
Grants and Management Fees		
Administrative Fees FB2	\$64.85	\$260.02
Total Expenses	\$64.85	\$260.02
Ending Market Value	\$35,114.90	\$35,114.90

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement
Lawrence Public Library Friends & Foundation Steiner Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$31,968.58	\$30,673.22
Contributions/Additions		
Interest/Dividend Income FB3	\$346.41	\$856.39
Realized Gain/Loss FB3	\$445.06	\$546.49
Unrealized Gain/Loss FB3	\$1,875.22	\$2,751.03
Total Revenue and Support	\$2,666.69	4,153.91
 Grants and Management Fees		
Administrative Fees FB2	\$64.23	\$256.09
Total Expenses	\$64.23	\$256.09
 Ending Market Value	 \$34,571.04	 \$34,571.04

Gifts

Date	Amount	Donation Type	Donor Name	Description
n/a	\$n/a	n/a		n/a

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a



Fund Statement
Lawrence Public Library Friends & Foundation Sharyn Brooks Katzman/ David M. Katzman Fund
October 01, 2023 through December 31, 2023

Fund Activity

	10/01/2023	Year to Date
Beginning Market Value	\$23,926.71	\$0.00
Contributions/Additions		
Gifts and Bequests (Historic Gifts)	\$250.00	\$250.00
Gifts & Bequest (Available)	\$5,000.00	\$29,000.00
Interest/Dividend Income FB3	\$279.70	\$544.72
Inter-fund Gifts (Available)	\$2,500.00	\$2,500.00
Realized Gain/Loss FB3	\$365.42	\$382.83
Unrealized Gain/Loss FB3	\$1,477.97	\$1,209.89
Total Revenue and Support	\$9,873.09	33,887.44
 Grants and Management Fees		
Administrative Fees FB2	\$50.80	\$138.44
Total Expenses	\$50.80	\$138.44

Ending Market Value	\$33,749.00	\$33,749.00
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Gifts

Date	Amount	Donation Type	Donor Name	Description
2023-11-30	\$4,000.00	Cash Gift		Transfer from Retirement Boot Camp fundraiser
2023-12-29	\$1,000.00	Cash Gift		Retirement Boot Camp
2023-12-29	\$250.00			Online Donation

2023-12-29 \$2,500.00

for 2023 Giving for Good endowed match
grant

Grants

Date	Amount	Grantee	Description
n/a	\$n/a	n/a	n/a

Financial Highlights: January 2024

From the Balance Sheet:	Amount
Current total assets	\$3,901,695.07
Previous year's total assets	\$3,509,391.25
Difference	\$392,303.82
From the Fund Report:	
Total balance in unrestricted checking	\$436,698.09
Total balance in restricted checking	\$96,158.33
Total balance unrestricted and restricted checking	\$532,856.42
From the Revenue & Expenditures Report:	
Monthly total income	\$43,717.08
Year to date total income	\$43,717.08
Total monthly operations expenses	\$6,054.85
Total year to date operations expenses	\$6,054.85
Total monthly expenses	\$6,080.97
Total year to date expenses	\$6,080.97
Net monthly income	\$37,636.11
Net year to date income	\$37,636.11
Monthly gifts to the library	\$26.12
Year to date gifts to the library	\$26.12
From the Budget Report	
Percent of operating budget spent	2.5%
Percent of year completed	8.3%

Highlights for January 2024

Total monthly book/media sales: \$18,122.84
 Total donations: \$25,592.51
 New Chapter Society gifts: \$9,200
 After Hours Sponsorship payments: \$4,000

Balance Sheet

As of January 31, 2024

	Jan 31, 24	Jan 31, 23
ASSETS		
Current Assets		
Checking/Savings		
Cap Fed CD *8767	20,990.83	0.00
Cap Fed- CD *7312	55,812.90	25,000.00
Cap Fed -CD *7311	26,017.08	25,000.00
Checking	427,898.75	531,851.97
Endowed Funds at DCCF		
DCCF--Katzman		
Cumulative URG/L Katzman	1,209.89	0.00
DCCF--Katzman - Other	32,539.11	0.00
Total DCCF--Katzman	33,749.00	0.00
DCCF - Capital Improvement		
Cumulative URG/L Capital Improv	7,650.19	7,650.19
DCCF - Capital Improvement - Other	-7,650.19	-7,650.19
Total DCCF - Capital Improvement	0.00	0.00
DCCF - General Endowment		
Cumulative URG/L Gen.Endowment	138,648.05	21,681.15
DCCF - General Endowment - Other	1,354,301.41	1,265,013.43
Total DCCF - General Endowment	1,492,949.46	1,286,694.58
DCCF - Eggert Fund		
DCCF - Cumulative URG/L Eggert	-7,588.18	-22,294.40
DCCF - Eggert Fund - Other	192,396.94	186,265.73
Total DCCF - Eggert Fund	184,808.76	163,971.33
DCCF - Milliken Fund		
Cumulative URG/L Milliken	15,248.54	8,650.79
DCCF - Milliken Fund - Other	67,663.14	64,912.78
Total DCCF - Milliken Fund	82,911.68	73,563.57
DCCF - Steiner Fund		
Cumulative URG/L Steiner	7,542.31	4,791.28
DCCF - Steiner Fund - Other	27,028.73	25,881.94
Total DCCF - Steiner Fund	34,571.04	30,673.22
DCCF - Beach Fund - NEH		
Cumulative URG/L Beach	29,481.93	-6,729.28
DCCF - Beach Fund - NEH - Other	425,573.03	412,117.66
Total DCCF - Beach Fund - NEH	455,054.96	405,388.38
DCCF - Dr. Bob Fund		
Cumulative URG/L Dr. Bob	7,028.92	2,180.13
DCCF - Dr. Bob Fund - Other	54,395.13	51,746.02
Total DCCF - Dr. Bob Fund	61,424.05	53,926.15
DCCF - Greatest Expect. - NEH		
Cumulative URG/L GE-General	36,654.48	-39,286.90
DCCF - Greatest Expect. - NEH - Other	917,687.57	889,468.71
Total DCCF - Greatest Expect. - NEH	954,342.05	850,181.81
DCCF - Sound & Vision/Creativit		
Cumulative URG/L Sound & Vision	1,193.73	-1,600.55
DCCF - Sound & Vision/Creativit - Other	33,921.17	32,756.25
Total DCCF - Sound & Vision/Creativit	35,114.90	31,155.70
DCCF - Coan Local History - NEH		
Cumulative URG/L Coan	2,121.59	-747.02
DCCF - Coan Local History - NEH - Other	33,928.02	32,731.56
Total DCCF - Coan Local History - NEH	36,049.61	31,984.54
Total Endowed Funds at DCCF	3,370,975.51	2,927,539.28

Balance Sheet

As of January 31, 2024

	Jan 31, 24	Jan 31, 23
Total Checking/Savings	3,901,695.07	3,509,391.25
Total Current Assets	3,901,695.07	3,509,391.25
TOTAL ASSETS	3,901,695.07	3,509,391.25
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
US Bank Credit Card	2,861.01	0.00
Total Credit Cards	2,861.01	0.00
Total Current Liabilities	2,861.01	0.00
Total Liabilities	2,861.01	0.00
Equity		
Opening Balance Equity	1,883,357.44	1,883,357.44
Unrestricted Net Assets	1,977,840.51	1,594,590.52
Net Income	37,636.11	31,443.29
Total Equity	3,898,834.06	3,509,391.25
TOTAL LIABILITIES & EQUITY	3,901,695.07	3,509,391.25

Fund Report

As of January 31, 2024

	Jan 31, 24
Restricted Checking	
Beach Fund	5,577.34
Capital Campaign	402.64
Coggins Outreach	8,963.16
Nancy Pat (Crowe)	521.96
Community Resources	1,550.00
Dottie Maintenance	7,178.12
Greatest Expectations-General	7,476.72
Honor With Books	300.00
Music Storytellers	9,642.03
Outdoor Programs	4,092.28
Picture Book Room	2,136.28
Retroactive	24,929.86
Read Across Lawrence/Booktoberf	1,896.63
Seed Library	2,000.00
Storytelling/Steiner Fund	1,866.78
Summer Reading	2,085.20
Technology	5,000.00
Youth Services and Cigler Fund	10,539.33
Total Restricted Checking	96,158.33
Unrestricted Checking	
Book Sales	200,773.53
Donations	80,507.60
Events	
After Hours	53,880.70
Events - Other	3,587.08
Total Events	57,467.78
New Chapter Society	113,691.34
Posters	1,381.88
Reserve Fund	101,553.00
Unrestricted Checking - Other	-118,677.04
Total Unrestricted Checking	436,698.09
TOTAL	532,856.42

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

02/23/24

Revenue & Expenditures

Accrual Basis

January 2024

	Jan 24	Jan 24
Ordinary Income/Expense		
Income		
Book Sales		
Internet Sales	8,464.29	8,464.29
On-Site Book Sales	9,658.55	9,658.55
Total Book Sales	18,122.84	18,122.84
Direct Public Support		
Fundraising Events	4,180.00	4,180.00
Restricted Donations	0.00	0.00
Unrestricted Donations	21,412.51	21,412.51
Total Direct Public Support	25,592.51	25,592.51
Interest Income	1.73	1.73
Total Income	43,717.08	43,717.08
Gross Profit	43,717.08	43,717.08
Expense		
Operations		
Merchandise Expenses	134.28	134.28
Event Expenses	293.58	293.58
Book Sale Expenses	1,254.02	1,254.02
Internet Sales Supplies	748.16	748.16
Insurance - Liability, D and O	550.00	550.00
Admin Expenses		
Postage, Mailing Service	544.00	544.00
Supplies	767.98	767.98
Total Admin Expenses	1,311.98	1,311.98
Publicity	39.69	39.69
Bank Charges & Credit Card Fees	435.12	435.12
Donor Outreach, Author Reception	109.92	109.92
Miscellaneous	9.10	9.10
Rent	600.00	600.00
Professional Fees		
Conference, Convention, Meeting	229.00	229.00
Professional Fees - Other	340.00	340.00
Total Professional Fees	569.00	569.00
Total Operations	6,054.85	6,054.85
Restricted Fund Expenditures		
Spent by Foundation	17.76	17.76
Restricted Fund Expenditures - Other	8.36	8.36
Total Restricted Fund Expenditures	26.12	26.12
Total Expense	6,080.97	6,080.97
Net Ordinary Income	37,636.11	37,636.11
Net Income	37,636.11	37,636.11

Revenue & Expenses Detail

Type	Date	Name	Memo	Class	Amount
Ordinary Income/Expense					
Income					
Book Sales					
Internet Sales					
Deposit	01/02/2024		eBay deposits	Unrestricted Checking:Book Sales	354.16
Credit Card Char...	01/03/2024	USPS		Unrestricted Checking:Book Sales	-6.17
Deposit	01/13/2024		Amazon	Unrestricted Checking:Book Sales	2,662.63
Deposit	01/16/2024		eBay	Unrestricted Checking:Book Sales	1,075.56
Deposit	01/22/2024		Thrift Books 1/22	Unrestricted Checking:Book Sales	134.41
Credit Card Char...	01/23/2024	USPS		Unrestricted Checking:Book Sales	-4.87
Deposit	01/27/2024		Amazon	Unrestricted Checking:Book Sales	3,437.69
Deposit	01/30/2024		eBay	Unrestricted Checking:Book Sales	810.88
Total Internet Sales					8,464.29
On-Site Book Sales					
Deposit	01/03/2024		Square 1/3	Unrestricted Checking:Book Sales	0.86
Deposit	01/04/2024		1/2 Deposit log	Unrestricted Checking:Book Sales	464.47
Deposit	01/04/2024		Square 1/4	Unrestricted Checking:Book Sales	0.67
Deposit	01/07/2024		Square 1/7	Unrestricted Checking:Book Sales	25.70
Deposit	01/07/2024		Square 1/7	Unrestricted Checking:Book Sales	14.94
Deposit	01/07/2024		Square 1/7	Unrestricted Checking:Book Sales	1.16
Deposit	01/08/2024		Square 1/8	Unrestricted Checking:Book Sales	34.72
Deposit	01/09/2024		Square 1/9	Unrestricted Checking:Book Sales	1.64
Deposit	01/12/2024		Square 1/11	Unrestricted Checking:Book Sales	10.45
Deposit	01/14/2024		Square 1/14	Unrestricted Checking:Book Sales	11.24
Deposit	01/14/2024		Square 1/14	Unrestricted Checking:Book Sales	16.45
Deposit	01/15/2024		Square 1/15	Unrestricted Checking:Book Sales	4.55
Deposit	01/16/2024		Square 1/16	Unrestricted Checking:Book Sales	2.61
Deposit	01/17/2024		F & F sale	Unrestricted Checking:Book Sales	620.11
Deposit	01/17/2024		Square 1/17	Unrestricted Checking:Book Sales	3.58
Deposit	01/18/2024		Square 1/18	Unrestricted Checking:Book Sales	3.47
Deposit	01/21/2024		Square 1/21	Unrestricted Checking:Book Sales	3,136.72
Deposit	01/21/2024		Square 1/21	Unrestricted Checking:Book Sales	2,888.77
Deposit	01/21/2024		Square 1/21	Unrestricted Checking:Book Sales	9.11
Deposit	01/22/2024		Square 1/22	Unrestricted Checking:Book Sales	3.28
Deposit	01/23/2024		F & F sales	Unrestricted Checking:Book Sales	2,334.51
Deposit	01/23/2024		Square 1/23	Unrestricted Checking:Book Sales	11.78
Deposit	01/24/2024		Square 1/24	Unrestricted Checking:Book Sales	4.92
Deposit	01/25/2024		Square 1/25	Unrestricted Checking:Book Sales	14.70
Deposit	01/28/2024		Square 1/28	Unrestricted Checking:Book Sales	5.89
Deposit	01/28/2024		Square 1/28	Unrestricted Checking:Book Sales	14.64
Deposit	01/29/2024		Square 1/29	Unrestricted Checking:Book Sales	2.13
Deposit	01/30/2024		Square 1/30	Unrestricted Checking:Book Sales	15.48
Total On-Site Book Sales					9,658.55
Total Book Sales					18,122.84
Direct Public Support					
Fundraising Events					
Deposit	01/23/2024		John A Marshall Co	Unrestricted Checking:Events:Aft...	500.00
Deposit	01/23/2024		Crown Toyota	Unrestricted Checking:Events:Aft...	2,500.00
Deposit	01/23/2024		P1 Group	Unrestricted Checking:Events:Aft...	1,000.00
Deposit	01/28/2024		Square Transfer	Unrestricted Checking:Events:Aft...	80.00
Deposit	01/29/2024		Square Transfer	Unrestricted Checking:Events:Aft...	100.00
Total Fundraising Events					4,180.00
Restricted Donations					
Deposit	01/22/2024		Veater, L - Accidentally paid for Retirement progra...	Restricted Checking:Retroactive	27.00
Deposit	01/29/2024		Veater, L	Restricted Checking:Retroactive	-27.00
Total Restricted Donations					0.00
Unrestricted Donations					
Deposit	01/02/2024		Wulfkuhle, V	Unrestricted Checking:Donations	10.30
Deposit	01/02/2024		Lord, M	Unrestricted Checking:Donations	515.00
Deposit	01/02/2024		Hill, K	Unrestricted Checking:Donations	51.50
Deposit	01/02/2024		Obrycki, J	Unrestricted Checking:Donations	100.00
Deposit	01/02/2024		Rothnie, C	Unrestricted Checking:Donations	5.15
Deposit	01/02/2024		Jackson, B	Unrestricted Checking:Donations	5.15
Deposit	01/02/2024		Marples, J	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024		Roper, J	Unrestricted Checking:Donations	100.00
Deposit	01/02/2024		Lancaster, J	Unrestricted Checking:Donations	103.00
Deposit	01/02/2024		Shereman, S	Unrestricted Checking:Donations	51.50
Deposit	01/02/2024		Keller, E	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024		Patterson, M	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024		Dickinson, A	Unrestricted Checking:Donations	25.00
Deposit	01/02/2024		Fales, M	Unrestricted Checking:Donations	25.75
Deposit	01/02/2024		Samp, E	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024		Chamberlain, N	Unrestricted Checking:Donations	84.46
Deposit	01/03/2024		Hurtgen, L	Unrestricted Checking:Donations	500.00
Deposit	01/03/2024		Appel, B	Unrestricted Checking:Donations	25.75

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

02/23/24

Accrual Basis

January 2024

Type	Date	Name	Memo	Class	Amount
Deposit	01/03/2024	Iwig-Harmon, M		Unrestricted Checking:Donations	103.00
Deposit	01/03/2024	McCartney, M		Unrestricted Checking:Donations	500.00
Deposit	01/03/2024	Strother, M		Unrestricted Checking:Donations	100.00
Deposit	01/03/2024	Jorn, E		Unrestricted Checking:Donations	100.00
Deposit	01/03/2024	Adkins-Heljeson, D		Unrestricted Checking:Donations	51.50
Deposit	01/04/2024	Ochs, M		Unrestricted Checking:Donations	257.50
Deposit	01/04/2024	Frost, H		Unrestricted Checking:Donations	500.00
Deposit	01/04/2024	Duncan, D		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Dierks, A		Unrestricted Checking:Donations	500.00
Deposit	01/04/2024	Courtney, C		Unrestricted Checking:Donations	51.50
Deposit	01/04/2024	Kamb-Studdard, A		Unrestricted Checking:Donations	100.00
Deposit	01/04/2024	Pettle, A		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Baloga, A		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Lester, C		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Lungstrum, L		Unrestricted Checking:Donations	250.00
Deposit	01/04/2024	Armstrong, B		Unrestricted Checking:Donations	51.50
Deposit	01/04/2024	Lassman, K		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Taylor, E		Unrestricted Checking:New Chap...	1,545.00
Deposit	01/04/2024	Mahoney, M		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Stogsdill, S		Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Yoe, D		Unrestricted Checking:Donations	206.00
Deposit	01/04/2024	Hernandez, D		Unrestricted Checking:Donations	75.00
Deposit	01/04/2024	Stevens, A		Unrestricted Checking:Donations	15.00
Deposit	01/04/2024	Cherry, A		Unrestricted Checking:Donations	25.75
Deposit	01/04/2024	Crick, J		Unrestricted Checking:Donations	25.75
Deposit	01/04/2024	Englehart, M		Unrestricted Checking:Donations	15.45
Deposit	01/04/2024	Thrasher, C		Unrestricted Checking:Donations	10.30
Deposit	01/04/2024	Blodgett-Panos, E		Unrestricted Checking:Donations	10.30
Deposit	01/05/2024	Basow, B & L		Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Dave and Gunda Heibert Family Fund		Unrestricted Checking:Donations	300.00
Deposit	01/05/2024	Schnose, G & L		Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Garrett, C & S		Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Cowels, A & L		Unrestricted Checking:Donations	100.00
Deposit	01/05/2024	Nichols, V		Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Shaffer, H		Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Lebetsky, D & J		Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Vick, K & G		Unrestricted Checking:Donations	500.00
Deposit	01/05/2024	Doud, L		Unrestricted Checking:Donations	25.00
Deposit	01/05/2024	Beverly Smith Billings Charitable Fund		Unrestricted Checking:New Chap...	1,000.00
Deposit	01/05/2024	Curran, P & V		Unrestricted Checking:Donations	100.00
Deposit	01/05/2024	Bisel, D		Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Michnick, C & M		Unrestricted Checking:Donations	40.00
Deposit	01/05/2024	Henderson, C		Unrestricted Checking:Donations	25.00
Deposit	01/05/2024	Finger, L & R		Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Mosher, J & D		Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Peterson, V & Harrison, T		Unrestricted Checking:Donations	100.00
Deposit	01/05/2024	Darwin, D		Unrestricted Checking:New Chap...	1,000.00
Deposit	01/05/2024	Penzer, C		Unrestricted Checking:New Chap...	103.00
Deposit	01/05/2024	Buhler, M		Unrestricted Checking:Donations	25.75
Deposit	01/05/2024	Imel, M		Unrestricted Checking:Donations	10.00
Deposit	01/08/2024	Lawrenz, H		Unrestricted Checking:Donations	10.30
Deposit	01/08/2024	Allen, M		Unrestricted Checking:Donations	25.75
Deposit	01/08/2024	Pierson, B		Unrestricted Checking:Donations	10.00
Deposit	01/09/2024	Rowe, A		Unrestricted Checking:Donations	25.75
Deposit	01/09/2024	Wright, C		Unrestricted Checking:Donations	10.30
Deposit	01/09/2024	Laughrey, S		Unrestricted Checking:Donations	10.00
Deposit	01/09/2024	Schuster, J		Unrestricted Checking:Donations	10.30
Deposit	01/09/2024	Dobski, M		Unrestricted Checking:New Chap...	1,000.00
Deposit	01/10/2024	Jackson, M		Unrestricted Checking:Donations	25.75
Deposit	01/10/2024	Lovato-Winston, F		Unrestricted Checking:Donations	10.30
Deposit	01/10/2024	McVey, D		Unrestricted Checking:Donations	10.00
Deposit	01/10/2024	Evers, A		Unrestricted Checking:Donations	10.30
Deposit	01/10/2024	McCall, K		Unrestricted Checking:Donations	25.75
Deposit	01/10/2024	White, J		Unrestricted Checking:Donations	10.00
Deposit	01/10/2024	Brown, K		Unrestricted Checking:Donations	10.30
Deposit	01/10/2024	Van Trump, K		Unrestricted Checking:Donations	10.00
Deposit	01/10/2024	Eisenbarger, A		Unrestricted Checking:Donations	25.00
Deposit	01/10/2024	MacGilvray, C		Unrestricted Checking:Donations	25.75
Deposit	01/10/2024	Ukpokodu, E		Unrestricted Checking:Donations	25.75
Deposit	01/11/2024	Robinson, J		Unrestricted Checking:Donations	15.00
Deposit	01/11/2024	Smith, L		Unrestricted Checking:Donations	10.30
Deposit	01/12/2024	Fewins, J		Unrestricted Checking:Donations	15.00
Deposit	01/12/2024	Hite, K & A		Unrestricted Checking:Donations	500.00
Deposit	01/12/2024	Mayer, B		Unrestricted Checking:Donations	50.00
Deposit	01/12/2024	Carlson, M & T		Unrestricted Checking:Donations	100.00
Deposit	01/12/2024	McCarthy, S & James, B		Unrestricted Checking:Donations	250.00
Deposit	01/12/2024	Neeley, J & K		Unrestricted Checking:Donations	100.00
Deposit	01/12/2024	Jacob, D		Unrestricted Checking:Donations	25.00
Deposit	01/12/2024	Ambler, D		Unrestricted Checking:New Chap...	100.00
Deposit	01/12/2024	Anonymous		Unrestricted Checking:New Chap...	1,077.00
Deposit	01/12/2024	Pees, G & J		Unrestricted Checking:Donations	100.00
Deposit	01/16/2024	Whitenight, J		Unrestricted Checking:Donations	10.00
Deposit	01/17/2024	Frost, L & V		Unrestricted Checking:Donations	10.30

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
 Revenue & Expenses Detail

Type	Date	Name	Memo	Class	Amount
Deposit	01/17/2024	Allen, B		Unrestricted Checking:New Chap...	86.52
Deposit	01/17/2024	Bireta, J & R		Unrestricted Checking:Donations	10.30
Deposit	01/17/2024	Axcell, E		Unrestricted Checking:Donations	50.00
Deposit	01/17/2024	Robinson, J		Unrestricted Checking:Donations	25.75
Deposit	01/18/2024	Paulsen, E		Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Goodwin Theil, S		Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Bonner, N		Unrestricted Checking:Donations	10.00
Deposit	01/18/2024	Blome, P		Unrestricted Checking:Donations	25.75
Deposit	01/18/2024	Bell, S		Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Haas, M		Unrestricted Checking:Donations	7.21
Deposit	01/18/2024	Morse, K		Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Goin, M		Unrestricted Checking:Donations	51.50
Deposit	01/19/2024	Grammatikopoulou, E		Unrestricted Checking:Donations	20.60
Deposit	01/19/2024	Yeakly, E		Unrestricted Checking:Donations	10.30
Deposit	01/19/2024	Morgan, K & S		Unrestricted Checking:Donations	51.50
Deposit	01/22/2024	Gray, C & K		Unrestricted Checking:New Chap...	86.52
Deposit	01/22/2024	Gage, M		Unrestricted Checking:New Chap...	92.70
Deposit	01/22/2024	Young, L		Unrestricted Checking:Donations	20.00
Deposit	01/22/2024	Camarda, K		Unrestricted Checking:Donations	10.00
Deposit	01/23/2024	Rife, W		Unrestricted Checking:Donations	100.00
Deposit	01/23/2024	Gaches, R & C		Unrestricted Checking:New Chap...	2,536.24
Deposit	01/23/2024	Majure, J		Unrestricted Checking:Donations	40.00
Deposit	01/23/2024	Burke, L		Unrestricted Checking:Donations	50.00
Deposit	01/23/2024	Embretson, S		Unrestricted Checking:Donations	25.00
Deposit	01/23/2024	OKeefe, B		Unrestricted Checking:Donations	25.00
Deposit	01/23/2024	Nieters, L & K		Unrestricted Checking:New Chap...	1,000.00
Deposit	01/23/2024	Devitt, A & Hartman, J		Unrestricted Checking:Donations	500.00
Deposit	01/23/2024	Hughes, J (Sarah Dean Memorial)		Unrestricted Checking:Donations	30.00
Deposit	01/23/2024	Piersol Foundation		Unrestricted Checking:Donations	500.00
Deposit	01/24/2024	May, C		Unrestricted Checking:Donations	309.00
Deposit	01/24/2024	Krauth, D		Unrestricted Checking:Donations	50.00
Deposit	01/24/2024	Brougher, A		Unrestricted Checking:Donations	10.00
Deposit	01/25/2024	Imel, M		Unrestricted Checking:Donations	10.00
Deposit	01/25/2024	Pyszczyński, S		Unrestricted Checking:Donations	25.75
Deposit	01/29/2024	Kearns, H		Unrestricted Checking:Donations	15.00
Deposit	01/29/2024	Culpepper, JB		Unrestricted Checking:Donations	50.00
Deposit	01/30/2024	Mason, B		Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Millsap, S		Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Rasor, C		Unrestricted Checking:Donations	50.00
Deposit	01/30/2024	Hafsahl, V		Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Piekalkiewicz, J		Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Anderson, S		Unrestricted Checking:Donations	20.60
Deposit	01/30/2024	Markowitz, T		Unrestricted Checking:Donations	103.00
Deposit	01/31/2024	Langford, J		Unrestricted Checking:Donations	15.45
Deposit	01/31/2024	Sears, C		Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Walters, A		Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Beck, D		Unrestricted Checking:Donations	10.30
Deposit	01/31/2024	Boatright, M		Unrestricted Checking:Donations	10.30
Deposit	01/31/2024	Wulfkuhle, V		Unrestricted Checking:Donations	10.30
Deposit	01/31/2024	Hill, K		Unrestricted Checking:Donations	51.50
Deposit	01/31/2024	Rothnie, C		Unrestricted Checking:Donations	5.15
Deposit	01/31/2024	Jackson, B		Unrestricted Checking:Donations	5.15
Deposit	01/31/2024	Marples, J		Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Keller, E		Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Patterson, M		Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Dickinson, A		Unrestricted Checking:Donations	25.00
Deposit	01/31/2024	Fales, M		Unrestricted Checking:Donations	25.75
Deposit	01/31/2024	Markowitz, M		Unrestricted Checking:Donations	103.00
Deposit	01/31/2024	Samp, E		Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Chamberlain, N		Unrestricted Checking:New Chap...	84.46
Deposit	01/31/2024	Oneal, L		Unrestricted Checking:Donations	25.75

Total Unrestricted Donations 21,412.51

Total Direct Public Support 25,592.51

Interest Income

Deposit	01/29/2024	Interest	Unrestricted Checking	1.73
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Total Interest Income 1.73

Total Income 43,717.08

Gross Profit 43,717.08

Expense

Operations

Merchandise Expenses

Credit Card Char...	01/03/2024	Art Print Express	Unrestricted Checking:Posters	134.28
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Total Merchandise Expenses 134.28

Event Expenses

Check	01/09/2024	Edie Insurance	After Hours	Unrestricted Checking	161.00
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LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
 Revenue & Expenses Detail

January 2024

Type	Date	Name	Memo	Class	Amount
Credit Card Char...	01/22/2024	Michaels		Unrestricted Checking:Events:Aft...	23.15
Credit Card Char...	01/31/2024	Blade & Timber Lawre...		Unrestricted Checking:Events:Aft...	84.30
Credit Card Char...	01/31/2024	Oriental Trading		Unrestricted Checking:Events:Aft...	25.13
Total Event Expenses					293.58
Book Sale Expenses					
Credit Card Char...	01/05/2024	Office Depot		Unrestricted Checking:Book Sales	104.95
Credit Card Char...	01/06/2024	Inventory Lab		Unrestricted Checking:Book Sales	69.00
Credit Card Char...	01/16/2024	Kind, LLC		Unrestricted Checking:Book Sales	689.16
Credit Card Char...	01/16/2024	Michaels		Unrestricted Checking:Book Sales	24.78
Credit Card Char...	01/16/2024	Menards		Unrestricted Checking:Book Sales	16.33
Credit Card Char...	01/16/2024	Menards		Unrestricted Checking:Book Sales	19.63
Credit Card Char...	01/18/2024	Dillons		Unrestricted Checking:Book Sales	82.32
Credit Card Char...	01/18/2024	KU Bookstore		Unrestricted Checking:Book Sales	61.21
Credit Card Char...	01/21/2024	Ikea		Unrestricted Checking:Book Sales	68.60
Credit Card Char...	01/26/2024	KU Bookstore		Unrestricted Checking:Book Sales	118.04
Total Book Sale Expenses					1,254.02
Internet Sales Supplies					
Credit Card Char...	01/06/2024	Comics Price Guide		Unrestricted Checking:Book Sales	8.00
Credit Card Char...	01/14/2024	Office Depot		Unrestricted Checking:Book Sales	167.19
Credit Card Char...	01/16/2024	USPS		Unrestricted Checking:Book Sales	4.67
Check	01/17/2024	Cross Corporation		Unrestricted Checking:Book Sales	541.88
Credit Card Char...	01/19/2024	USPS		Unrestricted Checking:Book Sales	26.42
Total Internet Sales Supplies					748.16
Insurance - Liability, D and O					
Check	01/02/2024	The Hartford	VOID - paid on Kathleen's credit card	Unrestricted Checking	0.00
Credit Card Char...	01/22/2024	The Hartford		Unrestricted Checking	550.00
Total Insurance - Liability, D and O					550.00
Admin Expenses					
Postage, Mailing Service					
Credit Card Char...	01/26/2024	USPS		Unrestricted Checking	544.00
Total Postage, Mailing Service					544.00
Supplies					
Credit Card Char...	01/17/2024	J Reiger & Co		Restricted Checking:Retroactive	527.90
Credit Card Char...	01/18/2024	Dillons		Restricted Checking:Retroactive	10.46
Credit Card Char...	01/22/2024	Ad Astra		Unrestricted Checking	150.00
Credit Card Char...	01/26/2024	Walmart		Restricted Checking:Retroactive	13.81
Credit Card Char...	01/29/2024	Office Depot		Restricted Checking:Retroactive	8.19
Credit Card Char...	01/29/2024	Office Depot		Restricted Checking:Retroactive	57.62
Total Supplies					767.98
Total Admin Expenses					1,311.98
Publicity					
Credit Card Char...	01/02/2024	Facebook		Unrestricted Checking	4.87
Credit Card Char...	01/17/2024	Facebook		Unrestricted Checking	15.00
Credit Card Char...	01/21/2024	Facebook		Unrestricted Checking	15.00
Credit Card Char...	01/26/2024	Facebook		Unrestricted Checking	4.82
Total Publicity					39.69
Bank Charges & Credit Card Fees					
Deposit	01/02/2024		LGL Fee	Unrestricted Checking:Donations	37.20
Deposit	01/03/2024		LGL Fee	Unrestricted Checking:Donations	42.13
Deposit	01/04/2024		LGL Fee	Unrestricted Checking:New Chap...	45.11
Deposit	01/04/2024		LGL Fee	Unrestricted Checking:Donations	88.27
Deposit	01/05/2024		LGL Fee	Unrestricted Checking:New Chap...	3.29
Deposit	01/05/2024		LGL Fee	Unrestricted Checking:Donations	1.64
Deposit	01/08/2024		LGL Fee	Unrestricted Checking:Donations	2.24
Deposit	01/09/2024		LGL Fee	Unrestricted Checking:New Chap...	29.30
Deposit	01/09/2024		LGL Fee	Unrestricted Checking:Donations	2.84
Deposit	01/10/2024		LGL Fee	Unrestricted Checking:Donations	8.80
Deposit	01/11/2024		LGL Fee	Unrestricted Checking:Donations	1.34
Deposit	01/12/2024		LGL Fee	Unrestricted Checking:Donations	0.74
Deposit	01/16/2024		LGL Fee	Unrestricted Checking:Donations	0.59
Check	01/16/2024	U.S. Bank		Unrestricted Checking	99.00
Deposit	01/17/2024		LGL Fee	Unrestricted Checking:New Chap...	2.81
Deposit	01/17/2024		LGL Fee	Unrestricted Checking:Donations	4.00
Deposit	01/18/2024		LGL Fee	Unrestricted Checking:Donations	6.34
Deposit	01/19/2024		LGL Fee	Unrestricted Checking:Donations	3.29
Deposit	01/22/2024		LGL Fee	Restricted Checking:Retroactive	1.08
Deposit	01/22/2024		LGL Fee	Unrestricted Checking:New Chap...	5.80
Deposit	01/22/2024		LGL Fee	Unrestricted Checking:Donations	1.47
Deposit	01/24/2024		LGL Fee	Unrestricted Checking:Donations	11.60
Deposit	01/25/2024		LGL Fee	Unrestricted Checking:Donations	1.64
Deposit	01/28/2024		Square Fee	Unrestricted Checking:Events:Aft...	2.62

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
 Revenue & Expenses Detail

January 2024

Type	Date	Name	Memo	Class	Amount
Deposit	01/29/2024		LGL Fees	Unrestricted Checking:Donations	2.49
Deposit	01/29/2024		Square Fee	Unrestricted Checking:Events:Aft...	3.20
Deposit	01/30/2024		LGL Fees	Unrestricted Checking:Donations	8.34
Deposit	01/31/2024		LGL Fee	Unrestricted Checking:New Chap...	2.75
Deposit	01/31/2024		LGL Fee	Unrestricted Checking:Donations	15.20
Total Bank Charges & Credit Card Fees					435.12
Donor Outreach,Author Reception					
Credit Card Char...	01/16/2024	On The Rocks		Restricted Checking:Retroactive	71.22
Credit Card Char...	01/17/2024	merchants Pub & Plate		Unrestricted Checking	38.70
Total Donor Outreach,Author Reception					109.92
Miscellaneous					
Credit Card Char...	01/22/2024	1900 Barker Bakery & ...		Unrestricted Checking	9.10
Total Miscellaneous					9.10
Rent					
Check	01/11/2024	Gage Management		Unrestricted Checking	600.00
Total Rent					600.00
Professional Fees					
Conference, Convention, Meeting					
Check	01/12/2024	Lawrence Rotary Club	Rotary	Unrestricted Checking	229.00
Total Conference, Convention, Meeting					229.00
Professional Fees - Other					
Credit Card Char...	01/05/2024	Weebly		Unrestricted Checking:Donations	192.00
Credit Card Char...	01/28/2024	American Library Asso...		Unrestricted Checking	148.00
Total Professional Fees - Other					340.00
Total Professional Fees					569.00
Total Operations					6,054.85
Restricted Fund Expenditures					
Spent by Foundation					
Check	01/22/2024	Jack Altman	Dollar Tree Reimbursement to Jack Altman	Restricted Checking:Retroactive	17.76
Total Spent by Foundation					17.76
Restricted Fund Expenditures - Other					
Credit Card Char...	01/16/2024	Dillons	Dillons/On the Rocks	Restricted Checking:Retroactive	8.36
Total Restricted Fund Expenditures - Other					8.36
Total Restricted Fund Expenditures					26.12
Total Expense					6,080.97
Net Ordinary Income					37,636.11
Net Income					37,636.11

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenues & Expenditures Budget vs. Actual

Accrual Basis

January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Book Sales				
Internet Sales	8,464.29	90,000.00	-81,535.71	9.4%
On-Site Book Sales	9,658.55	93,000.00	-83,341.45	10.4%
Total Book Sales	18,122.84	183,000.00	-164,877.16	9.9%
Direct Public Support				
Programming	0.00	13,000.00	-13,000.00	0.0%
Merchandise Sales	0.00	5,000.00	-5,000.00	0.0%
Fundraising Events	4,180.00	58,000.00	-53,820.00	7.2%
Restricted Donations	0.00			
Unrestricted Donations	21,412.51	148,000.00	-126,587.49	14.5%
Total Direct Public Support	25,592.51	224,000.00	-198,407.49	11.4%
Interest Income	1.73	1,000.00	-998.27	0.2%
Total Income	43,717.08	408,000.00	-364,282.92	10.7%
Gross Profit	43,717.08	408,000.00	-364,282.92	10.7%
Expense				
Operations				
Merchandise Expenses	134.28	3,500.00	-3,365.72	3.8%
Event Expenses	293.58	12,000.00	-11,706.42	2.4%
Book Sale Expenses	1,254.02	14,000.00	-12,745.98	9.0%
Internet Sales Supplies	748.16	5,000.00	-4,251.84	15.0%
Contract Services				
Accounting Fees	0.00	3,500.00	-3,500.00	0.0%
Payroll Expenses	0.00	141,500.00	-141,500.00	0.0%
Heath Care Benefits	0.00	29,000.00	-29,000.00	0.0%
Total Contract Services	0.00	174,000.00	-174,000.00	0.0%
Insurance - Liability, D and O	550.00	1,500.00	-950.00	36.7%
Admin Expenses				
Postage, Mailing Service	544.00			
Supplies	767.98			
Admin Expenses - Other	0.00	7,000.00	-7,000.00	0.0%
Total Admin Expenses	1,311.98	7,000.00	-5,688.02	18.7%
Publicity				
Annual Letter	39.69	1,500.00	-1,460.31	2.6%
Bank Charges & Credit Card Fees	0.00	3,000.00	-3,000.00	0.0%
Donor Outreach, Author Reception	435.12	2,300.00	-1,864.88	18.9%
Miscellaneous	109.92	1,800.00	-1,690.08	6.1%
Newsletter	9.10	1,000.00	-990.90	0.9%
Annual Mtg, Volunteers, Merger,	0.00	3,000.00	-3,000.00	0.0%
Rent	0.00	3,600.00	-3,600.00	0.0%
Professional Fees	600.00	600.00	0.00	100.0%
Conference, Convention, Meeting	229.00			
Professional Fees - Other	340.00	6,000.00	-5,660.00	5.7%
Total Professional Fees	569.00	6,000.00	-5,431.00	9.5%
Total Operations	6,054.85	239,800.00	-233,745.15	2.5%
Restricted Fund Expenditures				
Spent by Foundation	17.76			
Transfer to Library	0.00	125,000.00	-125,000.00	0.0%
Restricted Fund Expenditures - Other	8.36			
Total Restricted Fund Expenditures	26.12	125,000.00	-124,973.88	0.0%
Total Expense	6,080.97	364,800.00	-358,719.03	1.7%
Net Ordinary Income	37,636.11	43,200.00	-5,563.89	87.1%
Net Income	37,636.11	43,200.00	-5,563.89	87.1%

Contributions

January 2024

Type	Date	Memo	Class	Amount
Direct Public Support				
Fundraising Events				
Deposit	01/23/2024	John A Marshall Co	Unrestricted Checking:Events:After Hours	500.00
Deposit	01/23/2024	Crown Toyota	Unrestricted Checking:Events:After Hours	2,500.00
Deposit	01/23/2024	P1 Group	Unrestricted Checking:Events:After Hours	1,000.00
Deposit	01/28/2024	Square Transfer	Unrestricted Checking:Events:After Hours	80.00
Deposit	01/29/2024	Square Transfer	Unrestricted Checking:Events:After Hours	100.00
Total Fundraising Events				4,180.00
Restricted Donations				
Deposit	01/22/2024	Veater, L - Accidentally paid for ...	Restricted Checking:Retroactive	27.00
Deposit	01/29/2024	Veater, L	Restricted Checking:Retroactive	-27.00
Total Restricted Donations				0.00
Unrestricted Donations				
Deposit	01/02/2024	Wulfkuhle, V	Unrestricted Checking:Donations	10.30
Deposit	01/02/2024	Lord, M	Unrestricted Checking:Donations	515.00
Deposit	01/02/2024	Hill, K	Unrestricted Checking:Donations	51.50
Deposit	01/02/2024	Obrycki, J	Unrestricted Checking:Donations	100.00
Deposit	01/02/2024	Rothnie, C	Unrestricted Checking:Donations	5.15
Deposit	01/02/2024	Jackson, B	Unrestricted Checking:Donations	5.15
Deposit	01/02/2024	Marples, J	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024	Roper, J	Unrestricted Checking:Donations	100.00
Deposit	01/02/2024	Lancaster, J	Unrestricted Checking:Donations	103.00
Deposit	01/02/2024	Shereman, S	Unrestricted Checking:Donations	51.50
Deposit	01/02/2024	Keller, E	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024	Patterson, M	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024	Dickinson, A	Unrestricted Checking:Donations	25.00
Deposit	01/02/2024	Fales, M	Unrestricted Checking:Donations	25.75
Deposit	01/02/2024	Samp, E	Unrestricted Checking:Donations	10.00
Deposit	01/02/2024	Chamberlain, N	Unrestricted Checking:Donations	84.46
Deposit	01/03/2024	Hurtgen, L	Unrestricted Checking:Donations	500.00
Deposit	01/03/2024	Appel, B	Unrestricted Checking:Donations	25.75
Deposit	01/03/2024	Iwig-Harmon, M	Unrestricted Checking:Donations	103.00
Deposit	01/03/2024	McCartney, M	Unrestricted Checking:Donations	500.00
Deposit	01/03/2024	Strother, M	Unrestricted Checking:Donations	100.00
Deposit	01/03/2024	Jorn, E	Unrestricted Checking:Donations	100.00
Deposit	01/03/2024	Adkins-Heljeson, D	Unrestricted Checking:Donations	51.50
Deposit	01/04/2024	Ochs, M	Unrestricted Checking:Donations	257.50
Deposit	01/04/2024	Frost, H	Unrestricted Checking:Donations	500.00
Deposit	01/04/2024	Duncan, D	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Dierks, A	Unrestricted Checking:Donations	500.00
Deposit	01/04/2024	Courtney, C	Unrestricted Checking:Donations	51.50
Deposit	01/04/2024	Kamb-Studdard, A	Unrestricted Checking:Donations	100.00
Deposit	01/04/2024	Pettle, A	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Baloga, A	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Lester, C	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Lungstrum, L	Unrestricted Checking:Donations	250.00
Deposit	01/04/2024	Armstrong, B	Unrestricted Checking:Donations	51.50
Deposit	01/04/2024	Lassman, K	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Taylor, E	Unrestricted Checking:New Chapter Society	1,545.00
Deposit	01/04/2024	Mahoney, M	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Stogsdill, S	Unrestricted Checking:Donations	103.00
Deposit	01/04/2024	Yoe, D	Unrestricted Checking:Donations	206.00
Deposit	01/04/2024	Hernandez, D	Unrestricted Checking:Donations	75.00
Deposit	01/04/2024	Stevens, A	Unrestricted Checking:Donations	15.00
Deposit	01/04/2024	Cherry, A	Unrestricted Checking:Donations	25.75
Deposit	01/04/2024	Crick, J	Unrestricted Checking:Donations	25.75
Deposit	01/04/2024	Englehart, M	Unrestricted Checking:Donations	15.45
Deposit	01/04/2024	Thrasher, C	Unrestricted Checking:Donations	10.30
Deposit	01/04/2024	Blodgett-Panos, E	Unrestricted Checking:Donations	10.30
Deposit	01/05/2024	Basow, B & L	Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Dave and Gunda Heibert Family...	Unrestricted Checking:Donations	300.00
Deposit	01/05/2024	Schnose, G & L	Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Garrett, C & S	Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Cowels, A & L	Unrestricted Checking:Donations	100.00
Deposit	01/05/2024	Nichols, V	Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Shaffer, H	Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Lebetsky, D & J	Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Vick, K & G	Unrestricted Checking:Donations	500.00
Deposit	01/05/2024	Doud, L	Unrestricted Checking:Donations	25.00

Contributions

January 2024

Type	Date	Memo	Class	Amount
Deposit	01/05/2024	Beverly Smith Billings Charitabl...	Unrestricted Checking:New Chapter Society	1,000.00
Deposit	01/05/2024	Curran, P & V	Unrestricted Checking:Donations	100.00
Deposit	01/05/2024	Bisel, D	Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Michnick, C & M	Unrestricted Checking:Donations	40.00
Deposit	01/05/2024	Henderson, C	Unrestricted Checking:Donations	25.00
Deposit	01/05/2024	Finger, L & R	Unrestricted Checking:Donations	200.00
Deposit	01/05/2024	Mosher, J & D	Unrestricted Checking:Donations	50.00
Deposit	01/05/2024	Peterson, V & Harrison, T	Unrestricted Checking:Donations	100.00
Deposit	01/05/2024	Darwin, D	Unrestricted Checking:New Chapter Society	1,000.00
Deposit	01/05/2024	Penzer, C	Unrestricted Checking:New Chapter Society	103.00
Deposit	01/05/2024	Buhler, M	Unrestricted Checking:Donations	25.75
Deposit	01/05/2024	Imel, M	Unrestricted Checking:Donations	10.00
Deposit	01/08/2024	Lawrenz, H	Unrestricted Checking:Donations	10.30
Deposit	01/08/2024	Allen, M	Unrestricted Checking:Donations	25.75
Deposit	01/08/2024	Pierson, B	Unrestricted Checking:Donations	10.00
Deposit	01/09/2024	Rowe, A	Unrestricted Checking:Donations	25.75
Deposit	01/09/2024	Wright, C	Unrestricted Checking:Donations	10.30
Deposit	01/09/2024	Laughrey, S	Unrestricted Checking:Donations	10.00
Deposit	01/09/2024	Schuster, J	Unrestricted Checking:Donations	10.30
Deposit	01/09/2024	Dobski, M	Unrestricted Checking:New Chapter Society	1,000.00
Deposit	01/10/2024	Jackson, M	Unrestricted Checking:Donations	25.75
Deposit	01/10/2024	Lovato-Winston, F	Unrestricted Checking:Donations	10.30
Deposit	01/10/2024	McVey, D	Unrestricted Checking:Donations	10.00
Deposit	01/10/2024	Evers, A	Unrestricted Checking:Donations	10.30
Deposit	01/10/2024	McCall, K	Unrestricted Checking:Donations	25.75
Deposit	01/10/2024	White, J	Unrestricted Checking:Donations	10.00
Deposit	01/10/2024	Brown, K	Unrestricted Checking:Donations	10.30
Deposit	01/10/2024	Van Trump, K	Unrestricted Checking:Donations	10.00
Deposit	01/10/2024	Eisenbarger, A	Unrestricted Checking:Donations	25.00
Deposit	01/10/2024	MacGilvray, C	Unrestricted Checking:Donations	25.75
Deposit	01/10/2024	Ukpokodu, E	Unrestricted Checking:Donations	25.75
Deposit	01/11/2024	Robinson, J	Unrestricted Checking:Donations	15.00
Deposit	01/11/2024	Smith, L	Unrestricted Checking:Donations	10.30
Deposit	01/12/2024	Fewins, J	Unrestricted Checking:Donations	15.00
Deposit	01/12/2024	Hite, K & A	Unrestricted Checking:Donations	500.00
Deposit	01/12/2024	Mayer, B	Unrestricted Checking:Donations	50.00
Deposit	01/12/2024	Carlson, M & T	Unrestricted Checking:Donations	100.00
Deposit	01/12/2024	McCarthy, S & James, B	Unrestricted Checking:Donations	250.00
Deposit	01/12/2024	Neeley, J & K	Unrestricted Checking:Donations	100.00
Deposit	01/12/2024	Jacob, D	Unrestricted Checking:Donations	25.00
Deposit	01/12/2024	Ambler, D	Unrestricted Checking:New Chapter Society	100.00
Deposit	01/12/2024	Anonymous	Unrestricted Checking:New Chapter Society	1,077.00
Deposit	01/12/2024	Pees, G & J	Unrestricted Checking:Donations	100.00
Deposit	01/16/2024	Whitenight, J	Unrestricted Checking:Donations	10.00
Deposit	01/17/2024	Frost, L & V	Unrestricted Checking:Donations	10.30
Deposit	01/17/2024	Allen, B	Unrestricted Checking:New Chapter Society	86.52
Deposit	01/17/2024	Bireta, J & R	Unrestricted Checking:Donations	10.30
Deposit	01/17/2024	Axcell, E	Unrestricted Checking:Donations	50.00
Deposit	01/17/2024	Robinson, J	Unrestricted Checking:Donations	25.75
Deposit	01/18/2024	Paulsen, E	Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Goodwin Theil, S	Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Bonner, N	Unrestricted Checking:Donations	10.00
Deposit	01/18/2024	Blome, P	Unrestricted Checking:Donations	25.75
Deposit	01/18/2024	Bell, S	Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Haas, M	Unrestricted Checking:Donations	7.21
Deposit	01/18/2024	Morse, K	Unrestricted Checking:Donations	10.30
Deposit	01/18/2024	Goin, M	Unrestricted Checking:Donations	51.50
Deposit	01/19/2024	Grammatikopoulou, E	Unrestricted Checking:Donations	20.60
Deposit	01/19/2024	Yeakly, E	Unrestricted Checking:Donations	10.30
Deposit	01/19/2024	Morgan, K & S	Unrestricted Checking:Donations	51.50
Deposit	01/22/2024	Gray, C & K	Unrestricted Checking:New Chapter Society	86.52
Deposit	01/22/2024	Gage, M	Unrestricted Checking:New Chapter Society	92.70
Deposit	01/22/2024	Young, L	Unrestricted Checking:Donations	20.00
Deposit	01/22/2024	Camarda, K	Unrestricted Checking:Donations	10.00
Deposit	01/23/2024	Rife, W	Unrestricted Checking:Donations	100.00
Deposit	01/23/2024	Gaches, R & C	Unrestricted Checking:New Chapter Society	2,536.24
Deposit	01/23/2024	Majure, J	Unrestricted Checking:Donations	40.00
Deposit	01/23/2024	Burke, L	Unrestricted Checking:Donations	50.00
Deposit	01/23/2024	Embretson, S	Unrestricted Checking:Donations	25.00
Deposit	01/23/2024	OKeefe, B	Unrestricted Checking:Donations	25.00
Deposit	01/23/2024	Nieters, L & K	Unrestricted Checking:New Chapter Society	1,000.00
Deposit	01/23/2024	Devitt, A & Hartman, J	Unrestricted Checking:Donations	500.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

02/23/24

Contributions

Accrual Basis

January 2024

Type	Date	Memo	Class	Amount
Deposit	01/23/2024	Hughes, J (Sarah Dean Memorial)	Unrestricted Checking:Donations	30.00
Deposit	01/23/2024	Piersol Foundation	Unrestricted Checking:Donations	500.00
Deposit	01/24/2024	May, C	Unrestricted Checking:Donations	309.00
Deposit	01/24/2024	Krauth, D	Unrestricted Checking:Donations	50.00
Deposit	01/24/2024	Brougher, A	Unrestricted Checking:Donations	10.00
Deposit	01/25/2024	Imel, M	Unrestricted Checking:Donations	10.00
Deposit	01/25/2024	Pyszczynski, S	Unrestricted Checking:Donations	25.75
Deposit	01/29/2024	Kearns, H	Unrestricted Checking:Donations	15.00
Deposit	01/29/2024	Culpepper, JB	Unrestricted Checking:Donations	50.00
Deposit	01/30/2024	Mason, B	Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Millsap, S	Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Rasor, C	Unrestricted Checking:Donations	50.00
Deposit	01/30/2024	Hafsahl, V	Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Piekalkiewicz, J	Unrestricted Checking:Donations	10.30
Deposit	01/30/2024	Anderson, S	Unrestricted Checking:Donations	20.60
Deposit	01/30/2024	Markowitz, T	Unrestricted Checking:Donations	103.00
Deposit	01/31/2024	Langford, J	Unrestricted Checking:Donations	15.45
Deposit	01/31/2024	Sears, C	Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Walters, A	Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Beck, D	Unrestricted Checking:Donations	10.30
Deposit	01/31/2024	Boatright, M	Unrestricted Checking:Donations	10.30
Deposit	01/31/2024	Wulfkuhle, V	Unrestricted Checking:Donations	10.30
Deposit	01/31/2024	Hill, K	Unrestricted Checking:Donations	51.50
Deposit	01/31/2024	Rothnie , C	Unrestricted Checking:Donations	5.15
Deposit	01/31/2024	Jackson, B	Unrestricted Checking:Donations	5.15
Deposit	01/31/2024	Marples, J	Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Keller, E	Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Patterson, M	Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Dickinson, A	Unrestricted Checking:Donations	25.00
Deposit	01/31/2024	Fales, M	Unrestricted Checking:Donations	25.75
Deposit	01/31/2024	Markowitz, M	Unrestricted Checking:Donations	103.00
Deposit	01/31/2024	Samp, E	Unrestricted Checking:Donations	10.00
Deposit	01/31/2024	Chamberlain, N	Unrestricted Checking:New Chapter Society	84.46
Deposit	01/31/2024	Oneal, L	Unrestricted Checking:Donations	25.75
Total Unrestricted Donations				21,412.51
Total Direct Public Support				25,592.51
TOTAL				25,592.51

LPL Friends & Foundation Director's Report – February 23, 2024

Second Saturday Sale. We are pleased to report that our book sale volunteers hosted another successful Second Saturday Sale on February 10th. Annamarie will give the full report at Monday's board meeting. Be sure to mark your calendars for the next one, coming up on Saturday, March 9th.

Friends & Foundation Fundraiser Update. The Friends & Foundation are in full fundraiser mode! After Hours at the Library happens on Friday, March 1st, 7:00 pm at the library. The event is shaping up really well. Here's the latest report:

- \$39,000 in sponsorships from 23 sponsors (a new record!)
- We are estimating attendance of 300 people
- 23 donated baskets from book clubs, businesses and library fans (Check them out: [buy your raffle and party tickets here](#)). Tickets to win this group of baskets will be sold through February 29th, and winners will be announced at the party.
- Two "Mega Baskets" will be offered exclusively to those who attend the event. One is an "Explore Kansas City" basket that includes a Chiefs Suite experience. The second is an "Explore Lawrence" basket featuring a personal tour of Allen Field House with the Voice of the Jayhawks, Brian Hanni;
- Performances by: The Harry Miller Piano Jazz Trio, With a Twist featuring Marvin and Ann Hunt, Adult Story Time with Uncle Washboard's Psychedelic Experimental Music Laboratory featuring special guests MC Cow, TV Head, and guitarist Ross Williams (that alone is worth the cost of admission!)
- Cocktails from 715, Free State beer, and wine served up by City Commissioners
- Appetizers and desserts from Maceli's, J Wilsons, Eldridge TEN, Lucky Sebs, Minsky's, Limestone, Mass Street Fish House, and Squishington's
- Fund-a-Need for a new DIY Memory Lab in the Local History Room
- Card Catalog Wine Pull by City Wine Market with Mary Gage
- Book Sorter Roulette with fabulous prizes with the Rademachers
- Paper airplane competition in the Children's Room with Stan Ring
- And of course, our incredible co-hosts, Kevin Willmott and Deja Brooks!

A huge THANK YOU goes to our planning committee: Brandon Eisman, Rachel Rademacher, Dan Storey, Sue Hopkins, Jan Conard, Logan Isaman, Kassie Nieters, Mary Gage, Margie Coggins, Nancy Hambleton, Blanca Herrada, and Cathy Hamilton.

Before You Check Out Classes. After a hiatus of nearly five years, the Friends & Foundation is once again offering its popular series on end-of-life planning. The 2024 Before You Check Out curriculum includes these classes:

- Estate Planning 101: Feb 15 | 10:30am | Ann Premer, Stevens & Brand
- Make A Clean Getaway: Mar 26 | 10:30am | Margie Coggins & Kathleen Morgan
- HealthCare Advance Planning: Apr 24 | 10:30am | LMH Health
- Who Will Tell Your Story? May 22 | 10:30am | Cathy Hamilton
- The End: Burial Options: June 19 | 10:30am | Todd Miller, Rumsey-Yost

On-Site Sales Committee Minutes

TUE, Feb 13 , 2024 | 1 PM | Meeting Room A

I. Discussion/ Action Items

- DownHall Books - Plan to change this into DVDs and CDs only
 - Ask Bruce about DVDs - Bruce likes the idea and is willing to stock the shelves
 - Dave, do you want to add CDs
 - Library moved the security camera—now has a view of pay box
 - Purchased stronger cash box - Keep

- Future of Downstairs Hallway
 - Isolation Pods to be added to the open area
 - Might get a closet down there
 - For DVD, CD storage and worktable
 - Yard signs for sales

- Music Sale Recap
 - Meeting with Meredith next week
 - Need to work on crowd control next year
 - One official complaint from shopper suggesting registration or occupancy count
 - Ideas
 - Charge admission?
 - On Friday, switch Audio Reader cashier with F&F cashier
 - Longer line for Audio Reader on Friday
 - Offer a cross-trained cashier to Audio Reader
 - Can tally while AR folks process payments
 - Organization Requests
 - Have more dividers on hand
 - Various Artists & Unsorted too
 - Request for holders on back of bins to display CDs
 - Recruit a Classical specialist
 - Talked to Dave about this and he is in favor
 - George Gibbs is interested
 - Work on a collection process for new CDs
 - Tiers for the Music Sale
 - We sold \$600 in set sales, remainder were \$5/\$3

- Add a volunteer to straighten/restock Friends Express—it was empty!
 - Maybe a cashier for book sales?
- February Sale Debrief | Raised \$4639.13
 - Jan Biles, Tom Hoffman, John Gilbert were all VIPICs: How did it go?
 - Tom added books to peoples bags—helped sales
 - Work on a better lunch rotation
 - Communication was great
 - Annamarie is a great teacher
 - Angela will reach out to John
 - Sign for outdoors at the next sale
 - Make sure the Square tutorial is at cashier stations
 - Add extra reset time to teardown
 - A-frames need more space for ADA compliance
 - Large Print needs more light
 - Add an understudy for cold/flu/Covid times
 - Give list of understudies to all VIPICs at sign up
- Committee Retreat
 - Let's get one scheduled!
 - Last one was 2019, 9 AM-12 PM
 - Topics of discussion:
 - Goals for 2024
 - Committee Setup
 - Program Capacity

II. PC Report

Completed:

- Media Sale, Jan 19-20
- Amazon Scanning Changes
 - Updating instructions
 - Training more volunteers
- Onboarding new volunteers
- PC Schedule Examination
- Webinar Training:
 - Current Trends in Volunteer Engagement
 - Working with Volunteers from Every Generation

Working on:

- Amazon Scanning Changes

- Training all volunteers
- Transit Center
 - Starts 02/19 (estimated), due to shelving backorder
- KS Tourism Account creation and event listings
 - Magazine ads are \$100, but deadline for 2025 is March 31
 - Can submit coupons to website
 - Submit for sales

Old Business:

- Outreach Committee - talk about this at the retreat
- Paid Parking Progress
 - iPad installation still needed
- Electrical - still in the works
 - Don't unplug the extension cord in the back! It powers the garage door

III. OnSite Sales Reports | \$10,456

	January
Friends Express	\$1,433.18
Music Sale	\$8,360.00
Saturday Sale	\$0.00
Major Book Sale	\$0.00
Thrift Books	\$134.41
Tabs	\$449.05
Love Garden	\$80.00
Other Partners	\$0.00
TOTAL Onsite	\$10,456.64
Internet Sales	\$8,399.60
TOTAL	\$18,856.24

NOTES: Removed “Appointments” and renamed “Signs Of Life” to “Other Partners”
Add a summary of Internet Sales Reports in this table

IV. Thrift Books Report

Month	Units Scanned	Units Not Accepted	% Not Accepted	Units Added	% Added	Units Sold	Payment	Earnings per book
Jan 2023	201	70	34.83%	131	65.17%	152	\$184.44	\$1.21
Feb 2023	439	116	26.42%	323	73.58%	130	\$163.54	\$1.26
Mar 2023	702	233	33.19%	469	66.81%	204	\$30.13	\$0.15
Apr 2023	224	65	29.02%	159	70.98%	154	\$9.41	\$0.06
May 2023	455	162	35.60%	293	64.40%	156	\$294.75	\$1.89
Jun 2023	238	69	28.99%	169	71.01%	155	\$130.78	\$0.84
Jul 2023	2	2	100.00%	0	0.00%	119	\$303.18	\$2.55
Aug 2023	757	292	38.57%	465	61.43%	110	\$100.17	\$0.91
Sep 2023	214	72	33.64%	142	66.36%	233	\$290.47	\$1.25
Oct 2023	330	123	37.27%	207	62.73%	154	\$171.13	\$1.11
Nov 2023	860	388	45.12%	472	54.88%	233	\$255.87	\$1.10
Dec 2023	0	0	0.00%	0	0.00%	119	\$134.41	\$1.13

Internet Sales Committee Minutes

Feb 14, 2024 | 3 PM | Meeting Room C

I. Discussion/ Action Items

1. New Scanning Procedures

○

2. Shipping Supplies revisit

○ Survey Shippers

■ Love those plastic bubble wrappers!

■ Paper mailers:

- Pro: Atad larger. Bubble wrap seems a little beefier. Kraft paper seems to provide a stiffer layer of protection (more important for big & heavy books).
- Con: Not waterproof all over. Bubble wrap short. Harder to fold to fit book. Sticky strip often not sticky all the way across.

■ Plastic mailers:

- Pro: Waterproof all over. Bubble wrap extends farther up envelope. Easier to fold to fit the book. Sticky strip is sticky all the way across.
- Con: Bubble wrap seems a little wimpier. Feels less protective with big & heavy books.

○ Paper or plastic?

■ Plastic = 3 votes

		Uline	CrossCorp	CrossCorp
Bubble Mailers		Current	<i>Poly Mailers</i>	<i>Kraft mailers</i>
#0	6x10	\$0.24	\$0.21	\$0.20
#2	8.5x12	\$0.43	\$0.35	\$0.32
#5	10.5x16	\$0.57	\$0.50	\$0.46
#7	14.5x18.75	\$1.14	\$0.86	\$0.78
#5 Rigid	10.5x16	\$0.82	\$0.57	

3. Comics ([Sheet](#))

Comics Sold

Title	Net	SKU	Items	\$ per item
Star Wars Thrawn Comic Issue #1	\$21.98	ab35 10/16/23	1	\$21.98
The Maxx comic lot	\$29.00	ab52 11/16/23	14	\$2.07

Superior Spider-Man #1 (Marvel, May 2013)	\$15.00	ab36 10/23/16	1	\$15.00
Stargate Universe #6C FLASHBACK PHOTO VARIANT BY AMERICAN MYTHOLOGY 2017	\$15.00	ab34 10/16/23	1	\$15.00
Beauty Pop Vol. 6-10 Comics, 5 Volumes, English version, Manga, by Kiyoko Arai	\$40.56	gnir V5 5975 1/24/24	5	\$8.11
DC COMICS YOUNG LOVE 107 1973-74 100 PAGES	\$14.15	ab13 10/3/23	1	\$14.15
DC Comics Young Love Comic Lot	\$28.08	ab12 10/3/23	8	\$3.51

- Current Inventory
 - 15 lots in inventory
 - 72 singles in inventory
 - Comics to be scanned
 - About 2,000 +
 - Ranging from \$4-\$7 each
 - Upcoming Comic Events
 - LPL Comic Con | Apr 12-13 (free)
 - Saturday Only
 - Comics in the regular sale
 - Individually priced
 - Color dots
 - Janet is interested in learning how to price
 - Table these events
 - Fancon 64 | June 15 | Dg Co Fairgrounds (\$55-120 exhibitor fee)
 - Free State Con | Sept 7 | Dg Co Fairgrounds (\$95-\$205 exhibitor fee)
 - Establish Criteria for posting on Ebay
 - Per issue amount
4. Ebay seller status dropped for the second time due to missing books
- Shipping and quality metrics are great
 - Physical Inventory
 - How often? = twice a year
 - Who wants it? = Stan
5. Sylvie's Repricing
- Sylvie will do the Amazon second repricing at 11 months
6. Repricing

- How often to reprice Ebay? Monthly
- How often to reprice Amazon? Monthly

7. Unique Items on Ebay

- From Jan 2022 minutes
 - Heavy books and sets -
 - Remind posters that sets to be \$10 per volume (for regular sized volumes)
 - Put the V in the SKU
 - Exception, tiny sets
- Limits for Scanners
 - Sets, if on Amazon, complete set, and not heavy, then \$10 each
 - If not on Amazon, and/or incomplete set, or heavy set \$5 each
 - Make a space for these to be in review
 - Big Books - If over 5 lbs, but under \$15, OK to send to Ebay
 - Requirements for tiny sets

8. Recruiting New Internet Sales Posters

9. Remind Shippers and Posters of the designations

- V for Volume
- B for Big
- CV, Childrens' Room Volume, over 1 ft
- CB, Children's Room Big

10. New Lot Sales on Ebay - Do we want to try it?

- Mass Markets Baker's Dozen: Popular Author sets
 - At least \$1.5 per copy
 - Shipping on top
- Children's books
- Hardcover Trials
 - At least \$3 per copy
 - Shipping on top
 - Talked to Annamarie (Hardcover Mystery)
 - Interested, but concerned with staging space for large sets

Title	Listed	Net	SKU	Items	Per Item
Vintage - Stony Man, Mack Bolan, Lot 10 Books - 66,67,68,70,71,72,74,75,76,77	\$12.10	\$11.39	gnir C V10 5919 1/4/24	10	\$1.14

Vintage - Stony Man, Mack Bolan, Lot 10 Books - 22,24,26,27,28,30,31,33,34,35	\$15.10	\$14.33	gnir V8 5953 1/17/23	10	\$1.43
Jake Logan, Western, Lot of 47, Paperback. See Photos for titles.		\$35.09	gnir C V47 5990 1/29/24	47	\$0.75
BAKERS DOZEN, Lot of 13, Stuart Woods, Adveture, Paperback Books, Clean	\$18.01	\$17.21	gnir C V13 5980 1/25/24	13	\$1.32
VINTAGE Tarzan, Burroughs, 1966, Volumes 1,12,13,14,15,17,18,19,20,21,22,23,2	\$31.20	\$33.36	gnir V18 5804 11/17/23	30	\$1.11
Lot of 12 Louis L'Amour, Western Paperback Books			gnir V12 5961 1/21/23		
Larry McMurtry, Book Lot of 15 Volumes, Includes Lonesome Dove	\$29.10	\$28.70	gnir C V15 5930	15	\$1.91
Bakers Dozen, 13 SUE GRAFTON Alphabet Mystery Books for a price of 12, Pristine	\$18.10	\$17.97	gnir C V13 5957 1/18/24	13	\$1.38
Vintage - Stony Man, Mack Bolan, Lot 10 Books - 49,51,53,57,60,61,62,63,64,65	\$14.10	\$10.31	gnir C V10 5917 1/4/24	10	\$1.03
Lot of 12 Louis L'Amour, Western, Adventure, Paperback Books	\$12.10	\$11.42	gnir V12 59621 1/21/23	12	\$0.95
Lot of 8 Large Print Western Paperback Books Linford Western Library	\$15.10	\$14.33	gnir V8 5953 1/17/23	8	\$1.79
Vintage, Louis L'Amour, Lot of 15, Paperback Books, Western, Various dates	\$16.10	\$14.58	gnir V15 5904 12/30/23	15	\$0.97
12 HANK MITCHUM Western paperback, STAGE COACH 1,2,3,6,7,8,9,10,11,12,14,46	\$12.10	\$10.68	gnir V12 5940 1/14/24	12	\$0.89
Lee Child ~ Jack Reacher Novels, Books, Lot OF 10, See photos for titles	\$15.10	\$14.92	gnir C V10 5937 1/14/24	10	\$1.49
Dan J. Marlowe Vintage Drake Series Gold Medal Paperback Book Lot of 5	\$15.10	\$14.40	gnir V5 5920 1/4/24	5	\$2.88
Vintage, Louis L'Amour, Lot of 14, Paperback Books, Western, Various dates	\$20.00	\$19.13	gnir V14 5902 2/30/23	14	\$1.37

Vintage 70s The Avenger 23 Books Kenneth Robeson 10-29, 31-33	\$30.00	\$28.90	gnir C V23 5942 1/14/24	23	\$1.26
Vintage, Louis L'Amour, Lot of 14, Paperback Books, Western, Various dates	\$16.10	\$15.33	gnir V14 5903 12/30/23	14	\$1.10
Lot of 30 "Wilderness" series, westerns by David Thompson	\$21.10	\$23.79	gnir V 30 5908 1/2/23	30	\$0.79
LOT OF 32, Mack Bolan, Don Pendleton, Adventure Paperbacks, Mixed Lot	\$16.00	\$12.23	gnir C V32 5911 1/2/23	32	\$0.38
Vintage - Stony Man, Mack Bolan, Lot 10 Books - 36.37.39.41.42.43.45.46.47.48	\$12.10	\$11.38	gnir C V10 5916 1/4/24	10	\$1.14
DOC SAVAGE. Keneth Robeson, 10 Vintage Volumes 81 thru 90 inclusive. papeback	\$12.50	\$12.17	gnir V10 5793 11/12/23	10	\$1.22

II. PC Report

Completed:

- Trained regular scanners the “new” scanning process
- Added Discogs link to F&F Sales page

Working on:

- Creating a table for Coffee Club minutes
 - Updating “Things we don’t post”
- Training intermittent scanners
 - Establishing the Google Sheet
- Writing up Discogs Shipping, Amazon Inventory process

III. Internet Sales Reports 2023 | \$82,167 Total

	January	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	Totals
Amz Gross	\$9,928	\$8,738	\$7,892	\$6,224	\$7,000	\$7,350	\$10,422	\$9,363	\$7,192	\$4,978	\$7,013	\$12,374	\$98,473
Amz Net	\$6,845	\$5,880	\$5,213	\$4,292	\$4,727	\$5,132	\$7,284	\$6,582	\$4,804	\$3,230	\$4,907	\$8,661	\$67,556
Items	4,662	4,647	4,472	4,486	4,447	4,430	4,491	4,610	4,734	4,702	4,833	4,950	4,622
Items Shipped	528	438	406	344	382	365	360	445	335	272	344	360	4,579
Ebay Gross	\$1,502	\$1,174	\$1,695	\$3,051	\$783	\$1,608	\$716	\$1,527	\$923	\$2,049	\$1,749	\$1,486	\$18,262
Selling Costs	\$358	\$275	\$534	\$642	\$223	\$354	\$175	\$442	\$308	\$391	\$542	\$470	\$4,715
Ebay Net	\$1,143	\$898.87	\$1,160	\$2,410	\$560	\$1,254	\$541	\$1,084	\$615	\$1,657	\$1,207	\$1,016	\$13,547
Items Sold	37	34	37	30	20	31	20	23	23	23	45	36	359
Discogs Gross										\$534	\$567	\$164	\$1,265
Cost										\$146	\$17	\$38	\$201
Net										\$388	\$550	\$126	\$1,064
Sold										16	5	2	23
Total Net	\$7,988	\$6,778.84	\$6,374	\$6,701	\$5,287	\$6,386	\$7,825	\$7,666	\$5,418	\$5,276	\$6,664	\$9,803	\$82,167

IV. Internet Sales Reports 2024 | \$8,400 YTD

	January
Amz Gross Sales	\$8,670
Amz Net Sales	\$6,100
Avg Parent Items	4,972
Items Shipped	379
Ebay	
Ebay Gross Sales	\$3,375
Tax + Selling Costs	\$1,076
Ebay Net	\$2,299.28
Items Sold	66
Discogs	
Discogs Gross Sales	\$694
Tax+Selling+Shipping	\$126
Net	\$568
Items Sold	13
Total Net	\$8,400

Membership and Fundraising Report 2024



Direct Public Support

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Merchandise Sales \$\$	\$0												\$0
Fundraising Event \$\$	\$4,180												\$4,180
Restricted Gifts \$\$	\$0												\$0
Unrestricted Gifts \$\$*	\$21,413												\$21,413
Total Gifts \$\$	\$25,593												\$25,593
Number of Active Donors	550												
Number of Gifts	165												165
F+F Support for LPL \$\$	\$26												\$26

* Number of donors does not include book shoppers or merchandise sales customers

*Feb donors include basket/fundraiser ticket buyers

Advocacy Committee Minutes


February 6, 2024 at 4:30 p.m.

Via **Google Meet**

Members: Brandon Eisman (chair), Kassie Nieters (facilitator), Craig Penzler, Rachel Rademacher

Staff: Kathleen Morgan, Logan Isaman

Approve Minutes

 2024 01-10 Advocacy Committee Meeting Minutes

Rachel/Brandon - Approved

Updates

1. KLA Legislative Update
 - a. Kathleen reports on efforts to introduce sensible policies for book challenges, i.e. must use that library, must have read that book, etc.
 - b. Library having discussions about changing policy to say that only Douglas County residents can challenge books.
 - c. General focus in legislature has shifted to spending surplus and taxes and away from book bans.
 - d. Primary concern is about property tax income that the library depends on. Hoping for safeguards for libraries.
2. Library Safety Update
 - a. Warmer weather brings an uptick in some unwanted behavior. Lots happening in the parking garage and across the street at the bus stop that is affecting how folks want to use the library.
 - b. A study to relocate the downtown bus hub is underway.
 - c. Parking garage has put up “no smoking” signs to mirror library’s.
 - d.

Old Business

1. Library Tour for Elected Officials
 - a. Kassie emailed Brad to see if Mike Dever has been invited to tour library; she will follow up with Brad.
2. KLA [Legislative Day - January 31, 2024](#) (photo below)

- a. Brad, Kathleen and Kassie participated by visiting our state representatives' and senators' offices. Able to meet with Mike Amyx and left note and LPL logo cookie for others.
 - b. Goal is to steward relationships with state delegation to help each other respond to library related issues.
3. [Advocacy Committee Goal Options for 2024](#)
- a. Some of these will be put on our calendar rather than considered a goal.
 - b. The spring issue of the *Reader* will feature lots of stats for 2023 and strategic goals for 2024.
 - c. Platform presentation makes sense during annual meeting. Our goal is to support the library's highest priority: rethinking how the lobby/atrium are used and redesigning them to be friendly and functional. Kathleen will discuss this with Brad.
 - d. Kathleen will discuss points 5 and 6 with Brad as well.
 - e. Kassie asks for the library's current book challenge process/policy be shared at a future board meeting.
 - f. Goals: strategic plan alignment, provide an educational enrichment opportunity to the board

New Business

1. Board of Trustees committee member - Sarah's term on Trustees ends in April

Schedule Next Meeting

Tuesday, March 12 at 4:30 PM



LPL Friends & Foundation Finance Committee Meeting Minutes

February 16, 2024

Present: Joan Golden, Kate Campbell, Brandon Eisman, Logan Isaman-Unruh, Mary Ann LeDosquet, Kathleen Morgan

Minutes from previous meetings:

- Nov 10, 2023 (3rd quarter Finance Committee meeting)
- Dec 12-27, 2023 (email decision re CD investments)
- Motion to approve: Kate/Joan - approved

OLD Business:

- Meet Mary Ann LeDosquet, our fantastic new library Accountant
- Revised December 2023 Financials
 - Reflect year-end balances in DCCF funds
 - Revenue for 2023 was more than \$376,000 on investment accounts, which brings total 2023 revenue over \$1 million! (Note: the total reflects realized and unrealized gains, but we're still celebrating!)
- Cap Fed CD Summary
 - \$101,000 invested currently
 - These accounts serve as a reserve for the Friends & Foundation. They were established to diversify the LPLFF holdings, while still providing some liquidity.
 - Next CDs mature in June, then July, then February

NEW Business:

- DCCF Statements 4th Qtr, 2023
 - Return was 13.5%
 - Fund balance totaled over \$3.3 million
 - Chip will attend the next board meeting to give his annual update
- [2023-24 endowment/cash distributions](#)
 - According to LPLFF financial procedures, the board can distribute half of the year's gain (\$83,000 this year) to allow the fund to grow. For 2023, that number is much higher than the proposed 4.5% rate (\$60,000).
 - We have \$55k in available cash. Do we use all or some of that cash instead of taking money out of the unrestricted endowment? Joan and Kate say yes.
 - Consensus is to send this \$55k to the library for block grant instead of the unrestricted line; Kathleen will confirm with Brad if we need to make up the

\$5,700 difference. OR if the library needs more money, the board can distribute the full \$83,000.

- An additional \$74,500 in distributions will come from the restricted endowment lines:
 - General Greatest Expectations: \$40,000
 - Beach Author (NEH): \$19,000
 - Coan Local History (NEH): \$0 (current balance is \$8,800)
 - Florence Eggert: \$8,000
 - Milliken: \$3,700
 - Dr. Bob: \$2,500
 - Perez Creativity: \$1,300
 - Steiner: \$0 (we are moving funds back to DCCF and will hold out equivalent distribution amount)
- Motion to approve - Joan/Kate - Approved
- Discussed a draft restricted endowment fund agreement with Jane Hoskinson and Gwyneth Sigmond to create the Mary Ann Stewart Fund for musician stipends at the library.
 - Committee considered protocol for new funds. Should it be taken to the board for approval, or is that unnecessary?
 - Committee members agreed that since the agreement meets all requirements of the Finance Committee's policies and procedures, it would not need a board vote, and instead would be an informational agenda item.
 - Minimum amount for a named fund currently is \$10k. This is consistent with DCCF's policy. Kate suggested that the Committee periodically revisit the question of what our minimum named fund amount should be.

Adjournment

1:02 PM

Next Meeting

May 10, 2024 at 12:30 PM

913-796-6770



Restricted Endowment Fund Agreement with Jane Hoskinson and Gwyneth Sigmon 5531 Wild Horse Road McLouth KS 66054

- Fund Name: Mary Ann Stewart Fund ("The FUND")
Gift amount: \$20,000
Purpose: To support music programs at Lawrence Public Library (LPL)
Structure: Endowed fund, with income from it restricted to the purpose intended.
Policies and Procedures: The FUND is established in accordance with the LPLFF's Gift Policy and Procedures.
Contingency Clause (required by LPLFF Gift Policies and Procedures):
Communication. The Friends & Foundation will make every effort to communicate any alterations to the Fund's structure and use to the donor and/or their family.

Signed:

LPL Friends & Foundation

Kathleen Morgan, Executive Director

Jane Hoskinson and Gwyneth Sigmon

Jane Hoskinson, Donor

Gwyneth Sigmon, Donor

Date: 2/20/2024

Date: 2-20-24



MEMO

February 28, 2024

To: Friends & Foundation Board
FR: Kathleen Morgan
RE: Conflict of Interest Policy Revisions

As part of the Board's 2023-24 Friends & Foundation Policy review, I have reviewed the Conflict of Interest Policy. The recommended changes are shown on the marked-up document included here. I also have provided a "clean" version so that you can see what the finalized Conflict of Interest Policy and Procedures will look like.

In general, the updated version represents a simplified version of the original policy and removes procedural language. Specifically, the section of the original policy that outlined the process that the board would follow to determine whether a board member or employee has a conflict of interest is procedure. Accordingly, that language is separated into a Procedures document and the Acknowledgement that board members and employees must sign reflects that they have read and understand both the Policy *and* Procedures.

I look forward to discussing this final policy update with you at Monday's meeting.

Conflict of Interest Policy

Purpose. The purpose of this Policy is to protect the integrity of the Friends & Foundation’s decision-making process. The Policy is adopted by the Friends & Foundation with the knowledge that individuals associated with the organization, either as employees, Board Members, or committee members, have financial, charitable, or civic interests outside of their association with Friends & Foundation. Those interests may, ~~from time to time, present a conflict for these individuals when contemplating action necessary to achieve~~ **result in a real or perceived conflict with** the stated goals of Friends & Foundation. This Policy is intended to ~~determine the nature of the conflict presented, the obligation of the person who has a potential conflict, and the procedure by which Friends & Foundation addresses and resolves the conflict.~~ **to ensure that conflicts are identified and managed so that they do not affect the services, activities or decisions of the Board in representing the goals of the Friends & Foundation.**

Definitions. For purposes of this Agreement, the term “Interest” shall mean:

A financial, civic, or charitable relationship to a person or entity with which Friends & Foundation has or expects to engage in a transaction or arrangement. This includes, but is not limited to, ownership, investment, income, or other compensation derived from the person or entity; a position of authority over the person or within the entity; a familial relationship; or other manner of relationship that may reasonably affect the decision-making process of the person acting on behalf of Friends & Foundation.

Each Friends & Foundation employee, Board member and committee member must ~~execute an Acknowledgement of the duty to disclose any actual or perceived conflict of interest when accepting that role. A copy of the form~~ **acknowledge and sign the** Disclosure of Confidentiality Statement ~~which includes the “Acknowledgment” to be signed, is included in this Policy manual. It shall be the obligation of~~ **The Board must retain** to obtain executed copies of the Acknowledgment from each person affected by this Policy. **The Friends & Foundation Chair shall remind each employee, Board member, and committee member of their obligation to disclose conflicts of interest at the Annual Meeting.**

~~In so executing the Acknowledgment, any person having a potential or actual conflict of interest as set forth in this Conflict of Interest Policy shall disclose the existence and nature of his or her conflict of interest to the Board, the Friends & Foundation Executive, Director, or any Board Member in the event of any act or potential conflict of interest. Any actual or potential conflict of interest arising at a later date must also be so reported. The Board shall thereafter accept such disclosure, investigate the nature of the conflict, and determine by majority vote of the Board—excepting the disclosing individual, whose presence or absence shall not be considered in the determination of whether a quorum is present—whether a conflict of interest does or does not exist. If the vote is in the affirmative, the Board shall carry on the business of Friends & Foundation without participation of the individual possessing the conflict of interest. If it is determined no conflict exists, the disclosing individual may thereafter~~

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~~participate in the discussion and determination of the business of Friends & Foundation without encumbrance.~~

~~If an employee, Board member, or committee member has reasonable cause to believe that an individual has failed to disclose an actual or potential conflict of interest, he/she shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.~~

~~If, after hearing the response of the individual and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the individual has in fact failed to disclose an actual or potential conflict of interest, the Board may seek to cancel the action, if any, taken by the Board in connection with the failure to disclose a conflict of interest, place the proposed action for a revote, and/or take any further action deemed necessary upon a majority vote of the Board. This shall include possible censure, suspension, or dismissal of the individual who has failed to disclose the actual or potential conflict of interest.~~

~~All disclosures, discussions, votes, and remedial action, if any, shall be recorded in the same manner as regular minutes of meetings of the Board or any committee.~~

Adopted by the Lawrence Public Library Friends & Foundation Board
on this 26th day of February 2024. Next review will be February 2027.

Original policy adopted on the 27th day of January 2020

Disclosure and Confidentiality Statement

Friends & Foundation has adopted a Conflict of Interest Policy that sets forth the duty of Friends & Foundation employees, Board members, and committee members to disclose any actual or potential conflict of interest related to the regular business of Friends & Foundation. This Conflict of Interest Policy requires these individuals to acknowledge that they may be asked to participate in discussions and/or votes that present them with an actual or potential conflict of interest. The nature of such interests is defined within the Conflict of Interest Policy.

Friends & Foundation also recognizes that during the course of an employee's, Board member's, or committee member's involvement with Friends & Foundation, these individuals may obtain confidential information related to the identity of donors, potential donors, and the nature of the gift the donor provides to Friends & Foundation. Other confidential information may concern the transactions, arrangements, or agreements Friends & Foundation undertakes with other parties, including the identity of those parties and the terms of the transactions, arrangements, or agreements. Protection of this confidential information is of great importance to the integrity and reputation of Friends & Foundation and is essential to the continued success of the mission of Friends & Foundation.

Acknowledgment

The undersigned therefore acknowledges as follows:

1. I am an employee, Board member, or committee member of Friends & Foundation.
2. I have received a copy of the Conflict of Interest Policy **and Procedures** and have read and understand the provisions set forth in ~~the Policy~~ **them**.
3. I accept the duty to disclose any actual or potential conflict of interest as set forth in the Policy **and Procedures**.
4. I agree to be bound by the ~~procedures set forth in the Policy~~ **and Procedures** and the terms of this Disclosure & Confidentiality Statement.

Signature

Date

Conflict of Interest Procedures

These procedures outline the process for the Friends & Foundation Board to manage conflicts of interest in accordance with its Policy.

- ~~In so executing the Acknowledgment,~~ Any person having a potential or actual conflict of interest as set forth in this Conflict of Interest Policy shall disclose the existence and nature of his or her conflict of interest to the Board, the Friends & Foundation Executive, Director, or any Board Member. ~~in the event of any act or potential conflict of interest. Any actual or potential conflict of interest arising at a later date must also be so reported.~~
- The Board shall thereafter accept such disclosure, investigate the nature of the conflict, and determine by majority vote of the Board – excepting the disclosing individual, whose presence or absence shall not be considered in the determination of whether a quorum is present – whether a conflict of interest does or does not exist.
- If the vote is ~~in the affirmative,~~ the Board shall carry on the business of Friends & Foundation without participation of the individual possessing the conflict of interest. If it is determined no conflict exists, the disclosing individual may ~~thereafter~~ participate in the discussion and determination of the business of Friends & Foundation without encumbrance.
- If an employee, Board member, or committee member has reasonable cause to believe that an individual has failed to disclose an actual or potential conflict of interest, ~~he/she~~ **they** shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.
- If, after hearing the response of the individual and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the individual has in fact failed to disclose an actual or potential conflict of interest, the Board may seek to cancel the action, ~~if any,~~ taken by the Board in connection with the failure to disclose a conflict of interest, place the proposed action for a revote, and/or take any further action deemed necessary upon a majority vote of the Board. This shall include possible censure, suspension, or dismissal of the individual who has failed to disclose the actual or potential conflict of interest.
- All disclosures, discussions, votes, and remedial action, if any, shall be recorded in the same manner as regular minutes of meetings of the Board or any committee.

Conflict of Interest Policy

Purpose. The purpose of this Policy is to protect the integrity of the Friends & Foundation’s decision-making process. The Policy is adopted by the Friends & Foundation with the knowledge that individuals associated with the organization, either as employees, Board Members, or committee members, have financial, charitable, or civic interests outside of their association with Friends & Foundation. Those interests may result in a real or perceived conflict with the stated goals of Friends & Foundation. This Policy is intended to ensure that conflicts are identified and managed so that they do not affect the services, activities or decisions of the Board in representing the goals of the Friends & Foundation.

Definitions. For purposes of this Agreement, the term “Interest” shall mean:

A financial, civic, or charitable relationship to a person or entity with which Friends & Foundation has or expects to engage in a transaction or arrangement. This includes, but is not limited to, ownership, investment, income, or other compensation derived from the person or entity; a position of authority over the person or within the entity; a familial relationship; or other manner of relationship that may reasonably affect the decision-making process of the person acting on behalf of Friends & Foundation.

Each Friends & Foundation employee, Board member and committee member must acknowledge and sign the Disclosure of Confidentiality included in this Policy manual. The Board must retain executed copies of the Acknowledgment from each person affected by this Policy. The Friends & Foundation Chair shall remind each employee, Board member, and committee member of their obligation to disclose conflicts of interest at the Annual Meeting.

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2. I have received a copy of the Conflict of Interest Policy and Procedures and have read and understand the provisions set forth in each.
3. I accept the duty to disclose any actual or potential conflict of interest as set forth in the Policy and Procedures.
4. I agree to be bound by the Policy and Procedures and the terms of this Disclosure & Confidentiality Statement.

Signature

Date

Conflict of Interest Procedures

These procedures outline the process for the Friends & Foundation Board to manage conflicts of interest in accordance with its Policy.

- Any person having a potential or actual conflict of interest as set forth in this Conflict of Interest Policy shall disclose the existence and nature of his or her conflict of interest to the Board, the Friends & Foundation Executive, Director, or any Board Member.
- The Board shall thereafter accept such disclosure, investigate the nature of the conflict, and determine by majority vote of the Board – excepting the disclosing individual, whose presence or absence shall not be considered in the determination of whether a quorum is present – whether a conflict of interest does or does not exist.
- If the vote is affirmative, the Board shall carry on the business of Friends & Foundation without the participation of the individual possessing the conflict of interest. If it is determined that no conflict exists, the disclosing individual may participate in the discussion and determination of the business of the Friends & Foundation without encumbrance.
- If an employee, Board member, or committee member has reasonable cause to believe that an individual has failed to disclose an actual or potential conflict of interest, they shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.
- If, after hearing the response of the individual and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the individual has in fact failed to disclose an actual or potential conflict of interest, the Board may seek to cancel the action taken by the Board in connection with the failure to disclose a conflict of interest, place the proposed action for a revote, and/or take any further action deemed necessary upon a majority vote of the Board. This shall include possible censure, suspension, or dismissal of the individual who has failed to disclose the actual or potential conflict of interest.
- All disclosures, discussions, votes, and remedial action shall be recorded in the same manner as regular minutes of meetings of the Board or any committee.

2023-2024 Cash Disbursement Recommendation	
	2023-24
Est Unrestricted cash (12/31/2023)	\$397,000
Retain original cash reserve	-\$102,000
Retain 2024 budget	-\$240,000
Available cash	\$55,000
Cash grant for LPL (with endowment supplement)	\$55,000
Cash grant for program funds (in lieu of endowment)	\$0
Add to reserves/endowment	\$0
Total	\$55,000
Amount remaining (12/31/2023)	\$0

Lawrence Public Library Friends & Foundation											
Endowment Distribution 2023-24 as of 4th Qtr 2023 (Est)											
DCCF Accounts Only											
Fund	Year End 2022	2022-23 Distributions	Qtr 4 2023	Change in Value	12-qtr Rolling Avg*	5%	4.50%	4%	Other	2023-24 Distributions (4.5%)	Notes
Unrestricted- General Endowment	\$1,282,166.82	\$51,000.00	\$1,492,949.46	\$166,282.64	\$1,350,092.34	\$67,504.62	\$60,754.16	\$54,003.69	\$83,141.32	\$5,800.00	\$55,000 cash + \$5,800 = \$60,800 (4.5%)
General Greatest Expectations (NEH)	\$846,739.71	\$0.00	\$954,342.05	\$107,602.34	\$889,410.21	\$44,470.51	\$40,023.46	\$35,576.41		\$40,000.00	
Beach Author Series (NEH)	\$403,747.05	\$16,000.00	\$455,054.96	\$51,307.91	\$422,606.71	\$21,130.34	\$19,017.30	\$16,904.27		\$19,000.00	
Coan Local History (NEH)	\$31,984.54	\$1,300.00	\$36,049.61	\$4,065.07	\$33,608.45	\$1,680.42	\$1,512.38	\$1,344.34			Not needed: Balance is \$8,815
Florence Eggert (employee bonuses)	\$163,971.33	\$8,000	\$184,808.76	\$20,837.43	\$172,296.02	\$8,614.80	\$7,753.32	\$6,891.84		\$8,000.00	
Milliken (Music/Sound+Vision Studio)	\$73,563.57	\$3,000.00	\$82,911.68	\$9,348.11	\$77,298.24	\$3,864.91	\$3,478.42	\$3,091.93		\$3,500.00	
Dr. Bob (Kid/teen books with new library cards)	\$53,926.15	\$2,500.00	\$61,424.05	\$7,497.90	\$56,734.55	\$2,836.73	\$2,553.05	\$2,269.38		\$2,500.00	
Perez Creativity Fund (Sound+Vision Studio)	\$31,155.70	\$1,300.00	\$35,114.90	\$3,959.20	\$32,737.62	\$1,636.88	\$1,473.19	\$1,309.50		\$1,500.00	
Steiner (Weave A Tale storytelling workshop)	\$30,673.22	\$1,500.00	\$34,571.04	\$3,897.82	\$32,230.47	\$1,611.52	\$1,450.37	\$1,289.22		\$1,500.00	
Katzman (Retirement Boot Camp)	\$0.00		\$33,749.00	NA	NA						Not needed: LPLFF has \$\$ to send to DCCF
Totals	\$2,917,928.09	\$84,600.00	\$3,370,975.51	\$374,798.42		\$153,350.73	\$138,015.66	\$122,680.58		\$76,000.00	
Notes:											
<i>Change in value for general endowment reflects income only. It exempts \$44,500 in 2023 contributions as of the 3rd quarter. Per Finance Committee procedures, half the gain of the general endowment (minus contributions and transfer payments) is distributed. Accordingly half the gain would be \$83,141 (see J5). In years where half the gain exceeds a 4%-5% distribution, the Finance Committee has recommended the lower distribution amount in order to continue growing the fund.</i>											
<i>Reflect 4.5% estimated 2024 endowment distributions</i>											
<i>NOTE: 2022-23 fund distributions were made with excess cash, not from DCCF accounts. These were in addition to a \$100,000 unrestricted block grant to LPL in Dec 2021 (from cash.)</i>											
<i>NOTE: In previous years, Eggert (\$8000), Steiner (\$1500), and Dr. Bob (\$2500) distributions were flat amounts based on library needs. For this year, a 4.5% distribution meets those needs.</i>											