

## **Agenda**

### **Lawrence Public Library Friends & Foundation Board Regular Meeting Monday, January 22, 2024 at 5:30 p.m – Meeting Room A (Hybrid)**

#### **Google Meet Link**

Call in: (US)[+1 530-444-9652](tel:+15304449652)

#### **Welcome and introductions**

#### **Consent Agenda**

- Approval of November 25, 2023 minutes
- Approve November and December 2023 financials

#### **Board of Trustees Report**

#### **Executive Director's report**

#### **Committee reports**

1. On-site book sales
  - a. Massive Music Sale
2. Internet sales
3. Membership and fundraising
  - a. Year-end fundraising
  - b. After Hours at the Library
4. Advocacy
5. Finance
  - a. CD status

#### **Old business**

1. 2024 Calendar
2. Policy updates
  - Whistleblower
  - Anti-discrimination

#### **New business**

1. Library Director's report on LPLFF 2023 block grant expenditures
2. Goals for 2024
3. Annual Meeting plan

#### **Adjournment**

#### **Calendar:**

# **Lawrence Public Library Friends & Foundation Board Meeting Minutes - November 27, 2023**

**Present:** Kassie Nieters, Mary Gage, Joan Golden, Nancy Hambleton, Kelly Hart, Blanca Herrada, Annamarie Hill, Jane Medina, Craig Penzler, Rachel Rademacher, Stan Ring

**Staff Present:** Angela Hyde, Logan Isaman, Kathleen Morgan

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## **Welcome and Intros**

Kassie called the meeting to order at 5:31 PM

## **Consent agenda**

October 2023 meeting minutes

October 2023 financial statements

- Jane/Stan - Approved

## **Board of Trustees Report**

- Kassie and Kelly report
- Behavior policy extension to campus approved
- “Unfurled” puzzle release was a big hit
- Held executive session

## **Executive Director’s report**

- Kathleen reports on annual reflections
- On target or exceeding all book sale and fundraising budget goals
- Three remaining LPLFF policies will be reviewed in 2024
- Volunteer programs are running strong
- Cap Fed Foundation has renewed the grant for Retirees program for two more years
- Library Landscapes project continues to go well. Ordered more puzzles today
- Annual mailing sent to the printer three weeks ago and is still not out. Bah!

## **Committee reports**

### **1. Finance**

- Joan reports
- 990 is complete and submitted
- DCCF fund statements as of Sept 30 show growth
- LPLFF owes library about \$112k for staff reimbursement, restricted fund transfers, etc. due to accountants changing; will complete this by the end of the week
- Projected endowment balances and distributions were reviewed by the board
  - 4.5% distribution recommended

- Will know by mid-February how our Q4 ends
- Draft of 2024 operating budget was reviewed by the board
  - Stan/Craig - Approved

## 2. On-site book sales

- Annamarie reports a “pretty darn good” October sale! \$19k raised
- Friends Express still going strong
- Biggest expense of the year is an electric garage door opener—a great benefit for volunteers!
- Pre-Thanksgiving house cleanings led to a whole lot of donations last week, back to normal this week
- Season’s Readings happens 12/16
- Annual goal (\$91,300) has already been exceeded!

## 3. Internet sales

- Stan reports
- Expected “November slump” is here but uptick in December is expected
- Kassie is interested in joining the internet sales team

## 4. Membership and fundraising

- Nancy Hambleton reports
- October was strong with New Chapter Society coming in, over \$50k
- Planning for After Hours has begun
  - Idea: at the fundraiser we should record library stories in the studio

## 5. Advocacy

- Kassie reports
- Cohosted state legislative breakfast with NEKLS
  - Good representation from all boards
- Continue gathering stories about the library and its importance
- Cori Wallace from the City will present the Homelessness Strategic Plan to staff and board members on 12/8 from 8:30-10 AM.

## **New business**

- Kathleen reports
- Retirement Boot Camp
  - 1,031 people are signed up for the newsletter
  - Received a cease and desist due to the name “Retirement Boot Camp” being trademarked by a New Hampshire company. Working to rebrand the program.

**Executive Session to be rescheduled**

- Doodle poll will be sent to board to set a date/time

**Adjournment 6:33 PM**

The next regular Board meeting will be held Monday, January 22, 2024 at 5:30 PM

Respectfully submitted,  
Logan Isaman

**Executive Session (Date)**

The LPLFF board met virtually in Executive Session on Wednesday, December 6<sup>th</sup> at 5:30 pm to discuss the Executive Director's annual performance evaluation. The session ended at 6:30 pm. Brandon will meet with Kathleen to provide feedback and also will relay the board's evaluation and comments to Brad.



## **December 2023 Financials**

## Financial Highlights: December 2023

<b>From the Balance Sheet:</b>	<b>Amount</b>
Current total assets	\$3,600,451.31
Previous year's total assets	\$3,479,955.80
Difference	\$120,495.51
<b>From the Fund Report:</b>	
Total balance in unrestricted checking	\$397,079.90
Total balance in restricted checking	\$91,874.73
Total balance unrestricted and restricted checking	\$488,954.63
<b>From the Revenue &amp; Expenditures Report:</b>	
Monthly total income	\$112,949.54
Year to date total income	\$788,561.80
Total monthly operations expenses	\$19,254.58
Total year to date operations expenses	\$190,518.06
Total monthly expenses	\$19,869.83
Total year to date expenses	\$667,264.82
Net monthly income	\$93,079.71
Net year to date income	\$121,296.98
Monthly gifts to library	\$615.25
Year to date gifts to library	\$476,746.76
<b>From the Budget Report</b>	
Percent of operating budget spent	91.4%
Percent of year completed	100.0%
<b>Highlights for December 2023</b>	
Total monthly book sales: \$16,998	
Total donations: \$95,137	
New Chapter Society gifts: \$27,000	
Harrison Family Fund grant: \$20,000	
Beth Cigler Grant for Youth Services: \$5,000	
KU Libraries Grant for Booktoberfest: \$3,000	
Summer Reading Gifts (Organ Concert): \$2,085	

## Balance Sheet

As of December 31, 2023

	Dec 31, 23	Dec 31, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Cap Fed CD *8767	20,400.00	0.00
Cap Fed- CD *7312	55,812.90	25,000.00
Cap Fed -CD *7311	25,340.10	25,000.00
Checking	388,608.00	512,027.71
<b>Endowed Funds at DCCF</b>		
<b>DCCF--Katzman</b>		
Cumulative URG/L Katzman	-268.08	0.00
DCCF--Katzman - Other	24,444.79	0.00
<b>Total DCCF--Katzman</b>	24,176.71	0.00
<b>DCCF - Capital Improvement</b>		
Cumulative URG/L Capital Improv	7,650.19	7,650.19
DCCF - Capital Improvement - Other	-7,650.19	-7,650.19
<b>Total DCCF - Capital Improvement</b>	0.00	0.00
<b>DCCF - General Endowment</b>		
Cumulative URG/L Gen.Endowment	57,735.40	21,681.15
DCCF - General Endowment - Other	1,322,912.63	1,260,485.67
<b>Total DCCF - General Endowment</b>	1,380,648.03	1,282,166.82
<b>DCCF - Eggert Fund</b>		
DCCF - Cumulative URG/L Eggert	-17,612.62	-22,294.40
DCCF - Eggert Fund - Other	188,508.74	186,265.73
<b>Total DCCF - Eggert Fund</b>	170,896.12	163,971.33
<b>DCCF - Milliken Fund</b>		
Cumulative URG/L Milliken	10,751.23	8,650.79
DCCF - Milliken Fund - Other	65,918.79	64,912.78
<b>Total DCCF - Milliken Fund</b>	76,670.02	73,563.57
<b>DCCF - Steiner Fund</b>		
Cumulative URG/L Steiner	5,667.09	4,791.28
DCCF - Steiner Fund - Other	26,301.49	25,881.94
<b>Total DCCF - Steiner Fund</b>	31,968.58	30,673.22
<b>DCCF - Beach Fund - NEH</b>		
Cumulative URG/L Beach	4,798.73	-6,729.28
DCCF - Beach Fund - NEH - Other	415,999.02	410,476.33
<b>Total DCCF - Beach Fund - NEH</b>	420,797.75	403,747.05
<b>DCCF - Dr. Bob Fund</b>		
Cumulative URG/L Dr. Bob	3,719.64	2,180.13
DCCF - Dr. Bob Fund - Other	53,109.45	51,746.02
<b>Total DCCF - Dr. Bob Fund</b>	56,829.09	53,926.15
<b>DCCF - Greatest Expect. - NEH</b>		
Cumulative URG/L GE-General	-15,111.15	-39,286.90
DCCF - Greatest Expect. - NEH - Other	897,608.41	886,026.61
<b>Total DCCF - Greatest Expect. - NEH</b>	882,497.26	846,739.71
<b>DCCF - Sound &amp; Vision/Creativit</b>		
Cumulative URG/L Sound & Vision	-710.97	-1,600.55
DCCF - Sound & Vision/Creativit - Other	33,182.11	32,756.25
<b>Total DCCF - Sound &amp; Vision/Creativit</b>	32,471.14	31,155.70

## Balance Sheet

As of December 31, 2023

	Dec 31, 23	Dec 31, 22
DCCF - Coan Local History - NEH		
Cumulative URG/L Coan	166.19	-747.02
DCCF - Coan Local History - NEH - Other	33,169.42	32,731.56
<b>Total DCCF - Coan Local History - NEH</b>	<b>33,335.61</b>	<b>31,984.54</b>
<b>Total Endowed Funds at DCCF</b>	<b>3,110,290.31</b>	<b>2,917,928.09</b>
<b>Total Checking/Savings</b>	<b>3,600,451.31</b>	<b>3,479,955.80</b>
<b>Total Current Assets</b>	<b>3,600,451.31</b>	<b>3,479,955.80</b>
<b>TOTAL ASSETS</b>	<b>3,600,451.31</b>	<b>3,479,955.80</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	1,206.37	2,007.84
<b>Total Accounts Payable</b>	<b>1,206.37</b>	<b>2,007.84</b>
<b>Total Current Liabilities</b>	<b>1,206.37</b>	<b>2,007.84</b>
<b>Total Liabilities</b>	<b>1,206.37</b>	<b>2,007.84</b>
<b>Equity</b>		
Opening Balance Equity	1,883,357.44	1,883,357.44
Unrestricted Net Assets	1,594,590.52	1,831,719.05
Net Income	121,296.98	-237,128.53
<b>Total Equity</b>	<b>3,599,244.94</b>	<b>3,477,947.96</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,600,451.31</b>	<b>3,479,955.80</b>



## Fund Report

As of December 31, 2023

	Dec 31, 23
<b>Restricted Checking</b>	
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
Retirement Boot Camp	20,646.26
Read Across Lawrence/Big Read	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
<b>Total Restricted Checking</b>	<b>91,874.73</b>
<b>Unrestricted Checking</b>	
Book Sales	184,655.00
Donations	69,238.69
Events	
After Hours	49,839.10
Events - Other	3,587.08
<b>Total Events</b>	<b>53,426.18</b>
New Chapter Society	104,068.96
Posters	1,516.16
Reserve Fund	101,553.00
Unrestricted Checking - Other	-117,378.09
<b>Total Unrestricted Checking</b>	<b>397,079.90</b>
<b>TOTAL</b>	<b>488,954.63</b>

## LAWRENCE PUBLIC LIBRARY FRIENDS &amp; FOUNDATION

01/18/24

## Revenue &amp; Expenditures

Accrual Basis

December 2023

	Dec 23	Jan - Dec 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Fund Transfer Income	0.00	0.00
Book Sales		
Internet Sales	11,855.98	82,877.09
On-Site Book Sales	5,141.81	117,416.59
Book Sales - Other	0.00	50.18
<b>Total Book Sales</b>	<b>16,997.79</b>	<b>200,343.86</b>
Direct Public Support		
Programming	0.00	0.00
Merchandise Sales	861.27	6,701.43
Fundraising Events	1,000.00	76,820.29
Restricted Donations	24,904.81	201,717.91
Unrestricted Donations	68,371.17	178,817.85
<b>Total Direct Public Support</b>	<b>95,137.25</b>	<b>464,057.48</b>
Interest Income	814.50	1,175.92
Investments		
Unrealized Gain (Loss)	0.00	82,490.26
Investments - Other	0.00	40,494.28
<b>Total Investments</b>	<b>0.00</b>	<b>122,984.54</b>
<b>Total Income</b>	<b>112,949.54</b>	<b>788,561.80</b>
<b>Gross Profit</b>	<b>112,949.54</b>	<b>788,561.80</b>
<b>Expense</b>		
<b>Operations</b>		
Merchandise Expenses	696.16	4,638.43
Event Expenses	0.00	8,231.43
Book Sale Expenses	1,865.94	12,131.54
Internet Sales Supplies	196.55	4,287.23
Contract Services		
Accounting Fees	0.00	3,855.00
Payroll Expenses	10,992.44	113,936.56
Heath Care Benefits	2,023.16	21,987.70
Contract Services - Other	0.00	446.63
<b>Total Contract Services</b>	<b>13,015.60</b>	<b>140,225.89</b>
Insurance - Liability, D and O	0.00	1,388.00
Admin Expenses		
Merger Expenses	0.00	142.71
Postage, Mailing Service	675.50	1,128.04
Supplies	0.00	422.22
Technology Web Site & Database	0.00	184.50
Admin Expenses - Other	225.00	336.75
<b>Total Admin Expenses</b>	<b>900.50</b>	<b>2,214.22</b>
Publicity	54.23	579.23
Annual Letter	1,922.85	2,649.16
Bank Charges & Credit Card Fees	455.41	2,379.96
Donor Outreach, Author Reception	106.68	1,067.12
Miscellaneous	-246.84	546.62
Newsletter	0.00	1,510.07
Annual Mtg, Volunteers, Merger,	0.00	3,979.01
Rent	0.00	600.00
Professional Fees		
Conference, Convention, Meeting	0.00	1,998.87
Professional Fees - Other	287.50	2,091.28
<b>Total Professional Fees</b>	<b>287.50</b>	<b>4,090.15</b>
<b>Total Operations</b>	<b>19,254.58</b>	<b>190,518.06</b>
Restricted Fund Expenditures		
Spent by Foundation	615.25	124,153.17
Transfer to Library	0.00	352,593.59

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Revenue & Expenditures

December 2023

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	<u>Dec 23</u>	<u>Jan - Dec 23</u>
Total Restricted Fund Expenditures	615.25	476,746.76
Total Expense	19,869.83	667,264.82
Net Ordinary Income	93,079.71	121,296.98
Net Income	<u>93,079.71</u>	<u>121,296.98</u>

# LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

## Revenue & Expenses Detail

December 2023

Type	Date	Name	Memo	Class	Amount
Ordinary Income/Expense					
Income					
Fund Transfer Income					
General Journal	12/29/2023		Add to maturing CD	Unrestricted Checking	-30,000.00
General Journal	12/29/2023		Add to maturing CD	Unrestricted Checking:Reserve F...	30,000.00
General Journal	12/31/2023		Move from General Endowment to Beach	Restricted Checking:Beach Fund	5,000.00
General Journal	12/31/2023		Move from General Endowment to Beach	Restricted Checking:General End...	-5,000.00
Total Fund Transfer Income					0.00
Book Sales					
Internet Sales					
Deposit	12/02/2023		Amazon deposit	Unrestricted Checking:Book Sales	2,410.45
Deposit	12/05/2023		eBay deposit	Unrestricted Checking:Book Sales	1,035.68
Deposit	12/10/2023		Discogs	Unrestricted Checking:Book Sales	916.96
Deposit	12/16/2023		Amazon Deposit	Unrestricted Checking:Book Sales	3,587.43
Deposit	12/19/2023		eBay deposits	Unrestricted Checking:Book Sales	986.50
Deposit	12/21/2023		Thrift books deposit	Unrestricted Checking:Book Sales	255.87
Deposit	12/30/2023		Amazon Deposit	Unrestricted Checking:Book Sales	2,663.09
Total Internet Sales					11,855.98
On-Site Book Sales					
Deposit	12/03/2023		Square deposit 12/03	Unrestricted Checking:Book Sales	22.28
Deposit	12/03/2023		Square deposit 12/03	Unrestricted Checking:Book Sales	2.80
Deposit	12/03/2023		Square deposit 12/03	Unrestricted Checking:Book Sales	3.58
Deposit	12/04/2023		Square deposit 12/04	Unrestricted Checking:Book Sales	12.03
Deposit	12/05/2023		Square deposit 12/05	Unrestricted Checking:Book Sales	6.86
Deposit	12/07/2023		Square deposit 12/07	Unrestricted Checking:Book Sales	9.47
Deposit	12/10/2023		Square deposit 12/10	Unrestricted Checking:Book Sales	12.58
Deposit	12/10/2023		Square deposit 12/10	Unrestricted Checking:Book Sales	2.50
Deposit	12/10/2023		Square deposit 12/10	Unrestricted Checking:Book Sales	15.66
Deposit	12/11/2023		Square deposit 12/11	Unrestricted Checking:Book Sales	17.91
Deposit	12/12/2023		Square deposit 12/12	Unrestricted Checking:Book Sales	4.55
Deposit	12/13/2023		Cash and Check	Unrestricted Checking:Book Sales	199.98
Deposit	12/13/2023		Cash	Unrestricted Checking:Book Sales	327.85
Deposit	12/13/2023		Square deposit 12/13	Unrestricted Checking:Book Sales	5.22
Deposit	12/14/2023		Square deposit 12/14	Unrestricted Checking:Book Sales	70.77
Deposit	12/16/2023		12/16 Square -Season's readings Book Sale	Unrestricted Checking:Book Sales	1,144.38
Deposit	12/17/2023		Square deposit 12/17	Unrestricted Checking:Book Sales	1,238.61
Deposit	12/17/2023		Square deposit 12/17	Unrestricted Checking:Book Sales	5.22
Deposit	12/18/2023		Square deposit 12/18	Unrestricted Checking:Book Sales	3.95
Deposit	12/19/2023		Square deposit 12/19	Unrestricted Checking:Book Sales	5.22
Deposit	12/20/2023		Deposit log dated 12/18	Unrestricted Checking:Book Sales	428.76
Deposit	12/20/2023		Square deposit 12/20	Unrestricted Checking:Book Sales	4.55
Deposit	12/21/2023		Book sale cash pick up log dated 12/16	Unrestricted Checking:Book Sales	1,530.00
Deposit	12/21/2023		Square deposit 12/21	Unrestricted Checking:Book Sales	8.13
Deposit	12/24/2023		Square deposit 12/24	Unrestricted Checking:Book Sales	1.64
Deposit	12/24/2023		Square deposit 12/24	Unrestricted Checking:Book Sales	5.41
Deposit	12/27/2023		Square deposit 12/27	Unrestricted Checking:Book Sales	21.49
Deposit	12/28/2023		Square deposit 12/28	Unrestricted Checking:Book Sales	21.61
Deposit	12/31/2023		Square deposit 12/31	Unrestricted Checking:Book Sales	0.67
Deposit	12/31/2023		Square deposit 12/31	Unrestricted Checking:Book Sales	3.58
Deposit	12/31/2023		Square deposit 12/31	Unrestricted Checking:Book Sales	4.55
Total On-Site Book Sales					5,141.81
Total Book Sales					16,997.79
Direct Public Support					
Merchandise Sales					
Deposit	12/04/2023		Square 12/4 - Library landscapes poster	Unrestricted Checking:Posters	48.25
Deposit	12/05/2023		12/5 Square - Library landscapes	Unrestricted Checking:Posters	227.88
Deposit	12/12/2023		12/11 Square - Library landscapes	Unrestricted Checking:Posters	48.25
Deposit	12/13/2023		12/12 Square - Library landscapes	Unrestricted Checking:Posters	48.25
Deposit	12/15/2023		Morgan, S & K	Unrestricted Checking:Posters	50.00
Deposit	12/17/2023		12/14 Square - Library Landscapes	Unrestricted Checking:Posters	62.81
Deposit	12/17/2023		12/16 Square - Library Landscapes	Unrestricted Checking:Posters	227.58
Deposit	12/19/2023		12/19 Square - Library Landscapes	Unrestricted Checking:Posters	48.25
Deposit	12/22/2023		Cash	Unrestricted Checking:Posters	100.00
Total Merchandise Sales					861.27
Fundraising Events					
Deposit	12/08/2023		Fagan & Emert (Sponsor)	Unrestricted Checking:Events:Aft...	500.00
Deposit	12/14/2023		Overdrive, Inc	Unrestricted Checking:Events:Aft...	500.00
Total Fundraising Events					1,000.00
Restricted Donations					
Deposit	12/05/2023		Retirement Boot Camp	Restricted Checking:Retirement ...	27.81
Deposit	12/08/2023		State of Kansas/KU Libraries	Restricted Checking:Read Across...	3,000.00
Deposit	12/10/2023		Pulsinelli, B&W	DCCF Funds:Dr. Bob	500.00
Deposit	12/13/2023		Program Fees	Restricted Checking:Retirement ...	27.00
Deposit	12/14/2023		Paley, G and J	DCCF Funds:General Endowment	1,000.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

01/18/24

Accrual Basis

December 2023

Type	Date	Name	Memo	Class	Amount
Deposit	12/15/2023		Kyner, D	Restricted Checking:Summer Re...	500.00
Deposit	12/15/2023		Reussner, T	Restricted Checking:Summer Re...	1,430.00
Deposit	12/15/2023		Hickey, K	Restricted Checking:Summer Re...	25.00
Deposit	12/15/2023		Praeger, M	Restricted Checking:Summer Re...	25.00
Deposit	12/15/2023		Mowery, L	Restricted Checking:Summer Re...	20.00
Deposit	12/15/2023		McPheeters, M	Restricted Checking:Summer Re...	100.00
Deposit	12/15/2023		Ross, J & B	Restricted Checking:Youth Servic...	100.00
Deposit	12/15/2023		Cammon, S	Restricted Checking:Retirement ...	1,000.00
Deposit	12/15/2023		Johnson, J	Restricted Checking:Youth Servic...	100.00
Deposit	12/22/2023		Heck, K	Restricted Checking:Retirement ...	50.00
Deposit	12/22/2023		Giving for Good Matching Fund	Restricted Checking:Retirement ...	6,265.00
Deposit	12/22/2023		Mary & Wint Winter Jr Family Fund	Restricted Checking:Community ...	1,550.00
Deposit	12/22/2023		Spencer, B & M	Restricted Checking:Youth Servic...	3,190.00
Deposit	12/22/2023		Sinkler, L & A	Restricted Checking:Honor With ...	200.00
Deposit	12/23/2023		Wood, M	DCCF Funds:General Endowment	500.00
Deposit	12/27/2023		Lambertson, S	DCCF Funds:General Endowment	20.00
Deposit	12/29/2023		Cigler, B	Restricted Checking:Youth Servic...	5,000.00
Deposit	12/29/2023		Harris, V & V	DCCF Funds:Dr. Bob	25.00
Deposit	12/29/2023		Brooks Katzman, S	DCCF Funds:Katzman	250.00
Total Restricted Donations					24,904.81
Unrestricted Donations					
Deposit	12/02/2023		North, C	Unrestricted Checking:Donations	50.00
Deposit	12/02/2023		Nutt, S	Unrestricted Checking:Donations	51.50
Deposit	12/02/2023		Soper, H	Unrestricted Checking:Donations	77.25
Deposit	12/02/2023		McClure, K	Unrestricted Checking:Donations	50.00
Deposit	12/02/2023		Stoker, G	Unrestricted Checking:Donations	103.00
Deposit	12/02/2023		Muller, M	Unrestricted Checking:Donations	103.00
Deposit	12/02/2023		Sebelius, K&G (New Chapter Society)	Unrestricted Checking:New Chap...	2,000.00
Deposit	12/02/2023		Samp, E	Unrestricted Checking:Donations	10.00
Deposit	12/02/2023		Finger, R&L	Unrestricted Checking:Donations	500.00
Deposit	12/02/2023		Bailey, L (New Chapter Society)	Unrestricted Checking:New Chap...	5,000.00
Deposit	12/05/2023		Chamberlain, N	Unrestricted Checking:New Chap...	84.46
Deposit	12/05/2023		Berkley, D	Unrestricted Checking:Donations	103.00
Deposit	12/05/2023		Stevens, A	Unrestricted Checking:Donations	15.00
Deposit	12/05/2023		Cherry, A	Unrestricted Checking:Donations	25.75
Deposit	12/06/2023		Englehart, M	Unrestricted Checking:Donations	15.45
Deposit	12/06/2023		Thrasher, C	Unrestricted Checking:Donations	10.30
Deposit	12/06/2023		Blodgett-Panos, E	Unrestricted Checking:Donations	10.30
Deposit	12/06/2023		Simpson, M	Unrestricted Checking:Donations	100.00
Deposit	12/06/2023		Penzler, C	Unrestricted Checking:New Chap...	103.00
Deposit	12/06/2023		Buhler, M	Unrestricted Checking:Donations	25.75
Deposit	12/06/2023		Imel, M	Unrestricted Checking:Donations	10.00
Deposit	12/06/2023		Sobszyk, C	Unrestricted Checking:Donations	10.00
Deposit	12/06/2023		Lawrenz, H	Unrestricted Checking:Donations	10.30
Deposit	12/06/2023		Allen, M	Unrestricted Checking:Donations	25.75
Deposit	12/06/2023		Pierson, B	Unrestricted Checking:Donations	10.00
Deposit	12/07/2023		Rowe, A	Unrestricted Checking:Donations	25.75
Deposit	12/07/2023		Wright, C	Unrestricted Checking:Donations	10.30
Deposit	12/07/2023		Laughrey, S	Unrestricted Checking:Donations	10.00
Deposit	12/07/2023		Schuster, J	Unrestricted Checking:Donations	10.30
Deposit	12/08/2023		Woodyard, E (New Chapter Society)	Unrestricted Checking:New Chap...	1,000.00
Deposit	12/08/2023		Eakin, W/Miller, E	Unrestricted Checking:Donations	500.00
Deposit	12/08/2023		Byer, G/Cox, J	Unrestricted Checking:Donations	50.00
Deposit	12/08/2023		Pearson, J&S	Unrestricted Checking:Donations	500.00
Deposit	12/08/2023		Vernon, CA	Unrestricted Checking:Donations	100.00
Deposit	12/08/2023		Hughes, S&J	Unrestricted Checking:Donations	100.00
Deposit	12/08/2023		Lane, S (New Chapter Society)	Unrestricted Checking:New Chap...	1,000.00
Deposit	12/08/2023		Perspective Group - Steve Lane Match	Unrestricted Checking:New Chap...	1,000.00
Deposit	12/08/2023		Orth-Lopes, L	Unrestricted Checking:Donations	750.00
Deposit	12/08/2023		Biles, N	Unrestricted Checking:Donations	250.00
Deposit	12/08/2023		Six, F&L	Unrestricted Checking:Donations	100.00
Deposit	12/08/2023		Snow, C	Unrestricted Checking:Donations	50.00
Deposit	12/08/2023		Irick, L (New Chapter Society)	Unrestricted Checking:New Chap...	1,500.00
Deposit	12/08/2023		Jackson, M	Unrestricted Checking:Donations	25.75
Deposit	12/08/2023		Lovato-Winston, F	Unrestricted Checking:Donations	10.30
Deposit	12/08/2023		McVey, D	Unrestricted Checking:Donations	10.00
Deposit	12/08/2023		Evers, A	Unrestricted Checking:Donations	10.30
Deposit	12/08/2023		McCall, K	Unrestricted Checking:Donations	25.75
Deposit	12/08/2023		Larsen, J	Unrestricted Checking:Donations	51.50
Deposit	12/08/2023		Gooden, L	Unrestricted Checking:Donations	50.00
Deposit	12/11/2023		Gbile, J	Unrestricted Checking:Donations	25.75
Deposit	12/11/2023		White, J	Unrestricted Checking:Donations	10.00
Deposit	12/11/2023		Brown, K	Unrestricted Checking:Donations	10.30
Deposit	12/11/2023		Van Trump, K	Unrestricted Checking:Donations	10.00
Deposit	12/12/2023		Storlazzi, B	Unrestricted Checking:Donations	25.00
Deposit	12/13/2023		Robinson, J	Unrestricted Checking:Donations	15.00
Deposit	12/13/2023		Smith, L	Unrestricted Checking:Donations	10.30
Deposit	12/13/2023		Herrin, C	Unrestricted Checking:Donations	206.00
Deposit	12/13/2023		Trowbridge, C	Unrestricted Checking:Donations	500.00
Deposit	12/13/2023		Fewins, J	Unrestricted Checking:Donations	15.00
Deposit	12/13/2023		Ukpokodu, E	Unrestricted Checking:Donations	25.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

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Accrual Basis

December 2023

Type	Date	Name	Memo	Class	Amount
Deposit	12/13/2023	Elkins, S		Unrestricted Checking:Donations	103.00
Deposit	12/13/2023	Bayer, M		Unrestricted Checking:Donations	51.50
Deposit	12/13/2023	Messing, J		Unrestricted Checking:Donations	25.75
Deposit	12/13/2023	Whitenight, J		Unrestricted Checking:Donations	10.00
Deposit	12/14/2023	Frost, L & V		Unrestricted Checking:Donations	10.30
Deposit	12/14/2023	Allen, B		Unrestricted Checking:New Chap...	86.52
Deposit	12/14/2023	Bireta, J & R		Unrestricted Checking:Donations	10.30
Deposit	12/14/2023	Axcell, E		Unrestricted Checking:Donations	50.00
Deposit	12/14/2023	Robinson, J		Unrestricted Checking:Donations	25.75
Deposit	12/14/2023	Johnson, K		Unrestricted Checking:Donations	25.00
Deposit	12/14/2023	Browning, L		Unrestricted Checking:Donations	50.00
Deposit	12/14/2023	Liu, K & S		Unrestricted Checking:Donations	51.50
Deposit	12/15/2023	Paulsen, E		Unrestricted Checking:Donations	10.30
Deposit	12/15/2023	Goodwin Thiel, S		Unrestricted Checking:Donations	10.30
Deposit	12/15/2023	Bonner, N		Unrestricted Checking:Donations	10.00
Deposit	12/15/2023	Higginson, C & L		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Weiss, T		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Moore, M/Reiber, D		Unrestricted Checking:Donations	250.00
Deposit	12/15/2023	Cole, N		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Jost, J		Unrestricted Checking:Donations	200.00
Deposit	12/15/2023	McGee, S		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Harmony, N		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Quirin, P		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Smith, D		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Gregory, I		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Sabatini, N & D		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Vossler, S		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Lominska, J		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Darnell, J & C		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Clogston, T		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Eckersley, M		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	McLendon, M		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Jennings, J		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Listerman, J & N		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Kuznesof, E		Unrestricted Checking:Donations	200.00
Deposit	12/15/2023	Twarog, B & B		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Orr, M		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Collister, A		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Bakering, L		Unrestricted Checking:Donations	150.00
Deposit	12/15/2023	Olson, D & R		Unrestricted Checking:New Chap...	1,000.00
Deposit	12/15/2023	Kuhn, J		Unrestricted Checking:Donations	150.00
Deposit	12/15/2023	Snyder, J		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Bukaty, G		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Roth, J		Unrestricted Checking:Donations	40.00
Deposit	12/15/2023	McDonald, J		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	Norwood, B & D		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Henry, D		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Mullen, C		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Huber, P		Unrestricted Checking:Donations	50.00
Deposit	12/15/2023	McMillan, F & L		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Levine, S		Unrestricted Checking:Donations	200.00
Deposit	12/15/2023	Schmaus, K		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Mody, J		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Watkins, A		Unrestricted Checking:Donations	25.00
Deposit	12/15/2023	Young, M		Unrestricted Checking:Donations	100.00
Deposit	12/15/2023	Healy, J & C		Unrestricted Checking:Donations	250.00
Deposit	12/18/2023	Blome, P		Unrestricted Checking:Donations	25.75
Deposit	12/18/2023	Ducate, R		Unrestricted Checking:Donations	50.00
Deposit	12/19/2023	Bell, S		Unrestricted Checking:Donations	10.30
Deposit	12/19/2023	Haas, M		Unrestricted Checking:Donations	7.21
Deposit	12/20/2023	Morse, K		Unrestricted Checking:Donations	10.30
Deposit	12/20/2023	Jordan, D & J		Unrestricted Checking:Donations	103.00
Deposit	12/20/2023	Ostreko, A		Unrestricted Checking:Donations	103.00
Deposit	12/20/2023	Grammatikopoulou, E		Unrestricted Checking:Donations	20.60
Deposit	12/20/2023	Yeakly, E		Unrestricted Checking:Donations	10.30
Deposit	12/20/2023	Morgan, K & S		Unrestricted Checking:Donations	51.50
Deposit	12/20/2023	Lampe, L		Unrestricted Checking:Donations	25.75
Deposit	12/20/2023	Sizemore, G		Unrestricted Checking:Donations	103.00
Deposit	12/20/2023	Gray, C & K		Unrestricted Checking:New Chap...	86.52
Deposit	12/20/2023	Gage, M		Unrestricted Checking:New Chap...	92.70
Deposit	12/20/2023	Young, L		Unrestricted Checking:Donations	20.00
Deposit	12/20/2023	Camarda, K		Unrestricted Checking:Donations	10.00
Deposit	12/20/2023	Wallace, C		Unrestricted Checking:Donations	25.00
Deposit	12/20/2023	Kaup, A		Unrestricted Checking:Donations	15.45
Deposit	12/20/2023	Gameua, G		Unrestricted Checking:Donations	257.50
Deposit	12/20/2023	Johnson, G		Unrestricted Checking:Donations	309.00
Deposit	12/20/2023	Eglinski, G & Schorr, R		Unrestricted Checking:Donations	103.00
Deposit	12/20/2023	Sebillius, R		Unrestricted Checking:Donations	154.50
Deposit	12/20/2023	Horn, E		Unrestricted Checking:Donations	250.00
Deposit	12/21/2023	Tamura, J		Unrestricted Checking:Donations	154.50
Deposit	12/21/2023	Graber, J		Unrestricted Checking:Donations	100.00
Deposit	12/21/2023	Pikul, K		Unrestricted Checking:Donations	50.00
Deposit	12/22/2023	Munch, S		Unrestricted Checking:Donations	50.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

01/18/24

Accrual Basis

December 2023

Type	Date	Name	Memo	Class	Amount
Deposit	12/22/2023		Mak, Y	Unrestricted Checking:Donations	25.75
Deposit	12/22/2023		Cici, C	Unrestricted Checking:Donations	51.50
Deposit	12/22/2023		Atchison, J	Unrestricted Checking:Donations	25.00
Deposit	12/22/2023		Van Groll, T	Unrestricted Checking:Donations	25.75
Deposit	12/22/2023		Dewitt, R	Unrestricted Checking:Donations	128.75
Deposit	12/22/2023		Owen, G	Unrestricted Checking:Donations	54.59
Deposit	12/22/2023		Yung, B	Unrestricted Checking:Donations	25.75
Deposit	12/22/2023		Martin, S	Unrestricted Checking:Donations	25.75
Deposit	12/22/2023		Finneman, T	Unrestricted Checking:Donations	25.00
Deposit	12/22/2023		Kadyk, S	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Gowen, A	Unrestricted Checking:Donations	50.00
Deposit	12/22/2023		Bottenfield, L	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Gatti, J & M	Unrestricted Checking:Donations	500.00
Deposit	12/22/2023		Shaver, A & R	Unrestricted Checking:Donations	25.00
Deposit	12/22/2023		Petty, L	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Moore, L	Unrestricted Checking:Donations	50.00
Deposit	12/22/2023		Nightingale, S	Unrestricted Checking:Donations	25.00
Deposit	12/22/2023		Rathbun, K	Unrestricted Checking:Donations	50.00
Deposit	12/22/2023		Hayden, P & Anderson N	Unrestricted Checking:Donations	500.00
Deposit	12/22/2023		Mauer, A	Unrestricted Checking:Donations	300.00
Deposit	12/22/2023		Huff, K (Sarah Dean Memorial)	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Deroin, D	Unrestricted Checking:New Chap...	2,000.00
Deposit	12/22/2023		Yetman, A	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Thomas, B	Unrestricted Checking:New Chap...	1,000.00
Deposit	12/22/2023		Harrison Family Fund	Unrestricted Checking:New Chap...	20,000.00
Deposit	12/22/2023		Ward, Laurie	Unrestricted Checking:Donations	200.00
Deposit	12/22/2023		Drahozal, K & C	Unrestricted Checking:New Chap...	1,500.00
Deposit	12/22/2023		Majure, J	Unrestricted Checking:Donations	40.00
Deposit	12/22/2023		Naramore, J & Carson, E	Unrestricted Checking:Donations	50.00
Deposit	12/22/2023		Weiss, E & J	Unrestricted Checking:Donations	50.00
Deposit	12/22/2023		Campbell, P	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Alexander, D & H	Unrestricted Checking:Donations	350.00
Deposit	12/22/2023		Chapman, J	Unrestricted Checking:Donations	50.00
Deposit	12/22/2023		Mary Morozzo Hatfield Charitable Fund	Unrestricted Checking:New Chap...	1,000.00
Deposit	12/22/2023		Coggins, M	Unrestricted Checking:New Chap...	1,000.00
Deposit	12/22/2023		Crown, R & C	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Pavisian, E & J	Unrestricted Checking:Donations	500.00
Deposit	12/22/2023		Renick, L & Leinmiller, B	Unrestricted Checking:Donations	100.00
Deposit	12/22/2023		Ragley, P	Unrestricted Checking:Donations	100.00
Deposit	12/26/2023		Kamschroder, J	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Leonard, G	Unrestricted Checking:Donations	25.75
Deposit	12/26/2023		Koranda, M	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Paretsky, S	Unrestricted Checking:New Chap...	2,000.00
Deposit	12/26/2023		Campbell, L	Unrestricted Checking:Donations	51.50
Deposit	12/26/2023		Beck, A	Unrestricted Checking:Donations	25.75
Deposit	12/26/2023		Epstein, M	Unrestricted Checking:Donations	51.50
Deposit	12/26/2023		Huddleston, J	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Brown, J	Unrestricted Checking:Donations	51.50
Deposit	12/26/2023		Hafsahl, V	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Krauth, D	Unrestricted Checking:Donations	50.00
Deposit	12/26/2023		Stephenson, B	Unrestricted Checking:Donations	25.00
Deposit	12/26/2023		Tempel, G	Unrestricted Checking:Donations	25.00
Deposit	12/26/2023		Galas, J	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Baringer, P	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Buller, T	Unrestricted Checking:Donations	103.00
Deposit	12/26/2023		Trompeter, M	Unrestricted Checking:Donations	25.75
Deposit	12/26/2023		Montney, G	Unrestricted Checking:Donations	100.00
Deposit	12/26/2023		Desetti, M	Unrestricted Checking:Donations	100.00
Deposit	12/27/2023		Brougher, A	Unrestricted Checking:Donations	10.00
Deposit	12/27/2023		Hann, D	Unrestricted Checking:Donations	100.00
Deposit	12/27/2023		Chipman, M	Unrestricted Checking:Donations	51.50
Deposit	12/27/2023		Hardman, P	Unrestricted Checking:Donations	103.00
Deposit	12/27/2023		Nightingale, L	Unrestricted Checking:Donations	206.00
Deposit	12/27/2023		Dauzhenka, T	Unrestricted Checking:Donations	25.75
Deposit	12/28/2023		Burgess, A	Unrestricted Checking:Donations	25.75
Deposit	12/28/2023		Imel, M	Unrestricted Checking:Donations	10.00
Deposit	12/28/2023		Hoffman, T	Unrestricted Checking:Donations	100.00
Deposit	12/28/2023		Reed, S	Unrestricted Checking:Donations	25.75
Deposit	12/28/2023		Boatright, K	Unrestricted Checking:Donations	100.00
Deposit	12/28/2023		Coggins, B	Unrestricted Checking:Donations	500.00
Deposit	12/28/2023		Pyszczyński, S	Unrestricted Checking:Donations	103.00
Deposit	12/28/2023		Miller, J	Unrestricted Checking:Donations	309.00
Deposit	12/28/2023		Obermeier, M	Unrestricted Checking:Donations	103.00
Deposit	12/28/2023		Kearns, H	Unrestricted Checking:Donations	15.00
Deposit	12/28/2023		Mason, B	Unrestricted Checking:Donations	10.30
Deposit	12/28/2023		Millsap, S	Unrestricted Checking:Donations	10.30
Deposit	12/28/2023		Razor, C	Unrestricted Checking:Donations	50.00
Deposit	12/28/2023		Hafsahl, V	Unrestricted Checking:Donations	10.30
Deposit	12/28/2023		Piekalkiewicz, J	Unrestricted Checking:Donations	10.30
Deposit	12/28/2023		Anderson, S	Unrestricted Checking:Donations	20.60
Check	12/29/2023	Lawrence Public Library	Ramcharan, A	Unrestricted Checking:Donations	4.77
Deposit	12/29/2023		Toebben, G & J	Unrestricted Checking:Donations	500.00
Deposit	12/29/2023		Towle, T & J	Unrestricted Checking:New Chap...	4,000.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

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Accrual Basis

December 2023

Type	Date	Name	Memo	Class	Amount
Deposit	12/29/2023		Binns, C	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Becker, J & R	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Stromberg, E & R	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Bass, L	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Pettengill, M	Unrestricted Checking:Donations	200.00
Deposit	12/29/2023		Johnston, D	Unrestricted Checking:Donations	50.00
Deposit	12/29/2023		Martin, H	Unrestricted Checking:Donations	50.00
Deposit	12/29/2023		Ubel, R	Unrestricted Checking:Donations	250.00
Deposit	12/29/2023		Winter, K & Klein, M	Unrestricted Checking:Donations	500.00
Deposit	12/29/2023		Eldredge, J & C	Unrestricted Checking:New Chap...	2,000.00
Deposit	12/29/2023		Galarza, L	Unrestricted Checking:Donations	15.00
Deposit	12/29/2023		Raines, V & Baker, S	Unrestricted Checking:Donations	25.00
Deposit	12/29/2023		Watkins, B	Unrestricted Checking:Donations	25.00
Deposit	12/29/2023		Buck, B	Unrestricted Checking:Donations	25.00
Deposit	12/29/2023		Ring, S & M	Unrestricted Checking:Donations	200.00
Deposit	12/29/2023		Lyle, R	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Wilson, M & A	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Drickey, D & J	Unrestricted Checking:Donations	50.00
Deposit	12/29/2023		Anderson, D - cash gift	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Langford, J	Unrestricted Checking:Donations	15.45
Deposit	12/29/2023		Sears, C	Unrestricted Checking:Donations	10.00
Deposit	12/29/2023		Walters, A	Unrestricted Checking:Donations	10.00
Deposit	12/29/2023		Beck, D	Unrestricted Checking:Donations	10.30
Deposit	12/29/2023		Boatright, M	Unrestricted Checking:Donations	10.30
Deposit	12/29/2023		Slusser, D	Unrestricted Checking:Donations	200.00
Deposit	12/29/2023		Maas, P	Unrestricted Checking:Donations	25.75
Deposit	12/29/2023		Atchison, F	Unrestricted Checking:Donations	100.00
Deposit	12/29/2023		Digby, M	Unrestricted Checking:Donations	50.00
Check	12/29/2023	Lawrence Public Library	Hardtarfer, B	Unrestricted Checking:Donations	24.25
Total Unrestricted Donations					68,371.17
Total Direct Public Support					95,137.25
Interest Income					
General Journal	12/27/2023		Interest accrued YTD	Unrestricted Checking:Reserve F...	812.90
Deposit	12/29/2023		Interest	Unrestricted Checking	1.60
Total Interest Income					814.50
Total Income					112,949.54
Gross Profit					112,949.54
Expense					
Operations					
Merchandise Expenses					
Bill	12/18/2023	U.S. Bank	Michelle Leivan, Create Jigsaw Puzzles	Unrestricted Checking	634.95
Check	12/21/2023	Angela Hyde	Posters from KU Bookstore - purchased on person...	Unrestricted Checking:Book Sales	61.21
Total Merchandise Expenses					696.16
Book Sale Expenses					
Deposit	12/03/2023		Square used by Curtis Marsh for his event - refund...	Unrestricted Checking:Book Sales	-339.80
Check	12/13/2023	Curtis Marsh	KU-Phoria Event	Unrestricted Checking:Book Sales	339.80
Bill	12/18/2023	U.S. Bank	Dillons, Inventory lab, USPS	Unrestricted Checking	265.94
Check	12/29/2023	Lawrence Public Library	Free State Doors - repair of garage door	Unrestricted Checking	1,600.00
Total Book Sale Expenses					1,865.94
Internet Sales Supplies					
Bill	12/18/2023	U.S. Bank	Microsoft, Comics price guide, USPS	Unrestricted Checking	125.55
Bill	12/31/2023	U.S. Bank	Avery & USPS	Unrestricted Checking:Book Sales	71.00
Total Internet Sales Supplies					196.55
Contract Services					
Payroll Expenses					
Check	12/29/2023	Lawrence Public Library	Isman, Hyde, Altman December payroll	Unrestricted Checking	10,992.44
Total Payroll Expenses					10,992.44
Heath Care Benefits					
Check	12/29/2023	Lawrence Public Library	Isman, Hyde December payroll	Unrestricted Checking	2,023.16
Total Heath Care Benefits					2,023.16
Total Contract Services					13,015.60
Admin Expenses					
Postage, Mailing Service					
Bill	12/31/2023	U.S. Bank	USPS	Unrestricted Checking	675.50
Total Postage, Mailing Service					675.50
Admin Expenses - Other					



LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

01/18/24

Accrual Basis

December 2023

Type	Date	Name	Memo	Class	Amount
Bill	12/31/2023	U.S. Bank	United States Patent and Trademark Office - classes	Unrestricted Checking	225.00
Total Admin Expenses - Other					225.00
Total Admin Expenses					900.50
Publicity					
Bill	12/31/2023	U.S. Bank	Facebook	Unrestricted Checking	54.23
Total Publicity					54.23
Annual Letter					
Check	12/29/2023	Printing Solutions		Unrestricted Checking	1,922.85
Total Annual Letter					1,922.85
Bank Charges & Credit Card Fees					
Deposit	12/02/2023		LGL Fees	Unrestricted Checking:Donations	15.00
Deposit	12/02/2023		LGL Fees	Unrestricted Checking:New Chap...	58.30
Deposit	12/05/2023		LGL Fee	Unrestricted Checking:New Chap...	2.75
Deposit	12/05/2023		LGL Fee	Restricted Checking:Retirement ...	1.11
Deposit	12/05/2023		LGL Fee	Unrestricted Checking:Donations	5.08
Deposit	12/06/2023		LPL Fee	Unrestricted Checking:Donations	0.75
Deposit	12/06/2023		LPL Fee	Unrestricted Checking:Donations	0.60
Deposit	12/06/2023		LPL Fee	Unrestricted Checking:Donations	0.60
Deposit	12/06/2023		LPL Fee	Unrestricted Checking:Donations	3.20
Deposit	12/06/2023		LPL Fee	Unrestricted Checking:New Chap...	3.29
Deposit	12/06/2023		LPL Fee	Unrestricted Checking:Donations	4.47
Deposit	12/07/2023		LPL Fee	Unrestricted Checking:Donations	2.84
Deposit	12/08/2023		LPL Fee	Unrestricted Checking:Donations	7.43
Deposit	12/11/2023		LPL Fee	Unrestricted Checking:Donations	2.83
Deposit	12/12/2023		LPL Fee	Unrestricted Checking:Donations	1.03
Deposit	12/13/2023		LPL Fee	Unrestricted Checking:Donations	30.90
Deposit	12/14/2023		LPL Fee	Unrestricted Checking:Donations	0.60
Deposit	12/14/2023		LPL Fee	Unrestricted Checking:New Chap...	2.81
Deposit	12/14/2023		LPL Fee	Unrestricted Checking:Donations	0.60
Deposit	12/14/2023		LPL Fee	Unrestricted Checking:Donations	1.75
Deposit	12/14/2023		LPL Fee	Unrestricted Checking:Events:Aft...	14.80
Deposit	12/14/2023		LPL Fee	Unrestricted Checking:Donations	5.62
Deposit	12/15/2023		LPL Fee	Restricted Checking:Summer Re...	14.80
Deposit	12/15/2023		LPL Fee	Unrestricted Checking:Donations	8.19
Deposit	12/18/2023		LGL Fee	Unrestricted Checking:Donations	2.80
Deposit	12/19/2023		LGL Fee	Unrestricted Checking:Donations	1.11
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	0.60
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	3.29
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	3.29
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	0.90
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	0.60
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	1.79
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	1.05
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	3.29
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:New Chap...	2.81
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:New Chap...	2.99
Deposit	12/20/2023		LGL Fee	Unrestricted Checking:Donations	35.90
Deposit	12/21/2023		LGL Fee	Unrestricted Checking:Donations	7.98
Deposit	12/22/2023		LGL Fee	Unrestricted Checking:Donations	20.66
Deposit	12/26/2023		LGL Fee	Unrestricted Checking:New Chap...	58.30
Deposit	12/26/2023		LGL Fee	Unrestricted Checking:Donations	41.76
Deposit	12/27/2023		LGL Fee	Unrestricted Checking:Donations	16.19
Deposit	12/28/2023		LGL Fee	Unrestricted Checking:Donations	45.52
Deposit	12/29/2023		LGL Fee	Unrestricted Checking:Donations	15.23
Total Bank Charges & Credit Card Fees					455.41
Donor Outreach,Author Reception					
Bill	12/18/2023	U.S. Bank	Dillons and Merchants Pub	Unrestricted Checking	106.68
Total Donor Outreach,Author Reception					106.68
Miscellaneous					
Bill	12/18/2023	U.S. Bank	Points credit, Dunkin Donuts, Munchers	Unrestricted Checking	-356.76
Bill	12/31/2023	U.S. Bank	Phoenix Gallery & Dillons	Unrestricted Checking	109.92
Total Miscellaneous					-246.84
Professional Fees					
Check	12/29/2023	Lawrence Public Library	Denise Berkley November Expenditure	Unrestricted Checking	287.50
Total Professional Fees					287.50
Total Operations					19,254.58
Restricted Fund Expenditures					
Spent by Foundation					
Check	12/08/2023	Jayhawk Trophy	Plaque	Restricted Checking:Storytelling/...	16.93
Check	12/13/2023	Jack Altman	12/12/12 Event	Restricted Checking:Retirement ...	209.36

## LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION Revenue & Expenses Detail

December 2023

Type	Date	Name	Memo	Class	Amount
Check	12/14/2023	Jack Altman	Pary Supplies	Restricted Checking:Retirement ...	31.67
Bill	12/18/2023	U.S. Bank	Wal-Mart and S & S	Restricted Checking:Retirement ...	33.20
General Journal	12/20/2023	Brett Crandall	Reverse of GJE 139 -- For CHK 2510 voided on 12...		-500.00
Check	12/29/2023	Lawrence Public Library	Maceli's, Ann Dean, & Petty Cash	Restricted Checking:Read Across...	753.37
Bill	12/31/2023	U.S. Bank	Wheatfields gift card	Restricted Checking:Nancy Pat (...)	63.04
Bill	12/31/2023	U.S. Bank	Retirement programs - S & S Artisan	Restricted Checking:Retirement ...	7.68
Total Spent by Foundation					615.25
Total Restricted Fund Expenditures					615.25
Total Expense					19,869.83
Net Ordinary Income					93,079.71
Net Income					93,079.71

# LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

## Revenues & Expenditures Budget vs. Actual

### January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fund Transfer Income	0.00			
<b>Book Sales</b>				
Internet Sales	82,877.09	90,000.00	-7,122.91	92.1%
On-Site Book Sales	117,416.59	91,300.00	26,116.59	128.6%
Book Sales - Other	50.18			
<b>Total Book Sales</b>	200,343.86	181,300.00	19,043.86	110.5%
<b>Direct Public Support</b>				
Programming	0.00			
Merchandise Sales	6,701.43	5,000.00	1,701.43	134.0%
Fundraising Events	76,820.29	45,000.00	31,820.29	170.7%
Restricted Donations	201,717.91			
Unrestricted Donations	178,817.85	145,000.00	33,817.85	123.3%
<b>Total Direct Public Support</b>	464,057.48	195,000.00	269,057.48	238.0%
Interest Income	1,175.92	100.00	1,075.92	1,175.9%
<b>Investments</b>				
Unrealized Gain (Loss)	82,490.26			
Investments - Other	40,494.28			
<b>Total Investments</b>	122,984.54			
<b>Total Income</b>	788,561.80	376,400.00	412,161.80	209.5%
<b>Gross Profit</b>	788,561.80	376,400.00	412,161.80	209.5%
<b>Expense</b>				
<b>Operations</b>				
Merchandise Expenses	4,638.43	2,500.00	2,138.43	185.5%
Event Expenses	8,231.43	12,000.00	-3,768.57	68.6%
Book Sale Expenses	12,131.54	14,000.00	-1,868.46	86.7%
Internet Sales Supplies	4,287.23	5,000.00	-712.77	85.7%
<b>Contract Services</b>				
Accounting Fees	3,855.00	4,200.00	-345.00	91.8%
Payroll Expenses	113,936.56	117,000.00	-3,063.44	97.4%
Heath Care Benefits	21,987.70	23,000.00	-1,012.30	95.6%
Contract Services - Other	446.63			
<b>Total Contract Services</b>	140,225.89	144,200.00	-3,974.11	97.2%
Insurance - Liability, D and O	1,388.00	1,500.00	-112.00	92.5%
<b>Admin Expenses</b>				
Merger Expenses	142.71			
Postage, Mailing Service	1,128.04			
Supplies	422.22			
Technology Web Site & Database	184.50			
Admin Expenses - Other	336.75	7,000.00	-6,663.25	4.8%
<b>Total Admin Expenses</b>	2,214.22	7,000.00	-4,785.78	31.6%

**LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION**  
**Revenues & Expenditures Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Publicity	579.23	2,000.00	-1,420.77	29.0%
Annual Letter	2,649.16	3,500.00	-850.84	75.7%
Bank Charges & Credit Card Fees	2,379.96	2,000.00	379.96	119.0%
Donor Outreach, Author Reception	1,067.12	2,000.00	-932.88	53.4%
Miscellaneous	546.62	1,000.00	-453.38	54.7%
Newsletter	1,510.07	2,000.00	-489.93	75.5%
Annual Mtg, Volunteers, Merger,	3,979.01	3,600.00	379.01	110.5%
Rent	600.00	600.00	0.00	100.0%
Professional Fees				
Conference, Convention, Meeting	1,998.87			
Professional Fees - Other	2,091.28	5,500.00	-3,408.72	38.0%
<b>Total Professional Fees</b>	<b>4,090.15</b>	<b>5,500.00</b>	<b>-1,409.85</b>	<b>74.4%</b>
<b>Total Operations</b>	<b>190,518.06</b>	<b>208,400.00</b>	<b>-17,881.94</b>	<b>91.4%</b>
Restricted Fund Expenditures				
Spent by Foundation	124,153.17			
Transfer to Library	352,593.59			
<b>Total Restricted Fund Expenditures</b>	<b>476,746.76</b>			
<b>Total Expense</b>	<b>667,264.82</b>	<b>208,400.00</b>	<b>458,864.82</b>	<b>320.2%</b>
<b>Net Ordinary Income</b>	<b>121,296.98</b>	<b>168,000.00</b>	<b>-46,703.02</b>	<b>72.2%</b>
<b>Net Income</b>	<b>121,296.98</b>	<b>168,000.00</b>	<b>-46,703.02</b>	<b>72.2%</b>



## **November 2023 Financials**

## Financial Highlights: November 2023

<b>From the Balance Sheet:</b>	<b>Amount</b>
Current total assets	\$3,506,165.23
Previous year's total assets	\$3,276,080.06
Difference	\$230,085.17
<b>From the Fund Report:</b>	
Total balance in unrestricted checking	\$328,788.84
Total balance in restricted checking	\$69,381.08
Total balance unrestricted and restricted checking	\$398,169.92
<b>From the Revenue &amp; Expenditures Report:</b>	
Monthly total income	\$43,150.78
Year to date total income	\$675,612.26
Total monthly operations expenses	\$64,077.98
Total year to date operations expenses	\$171,263.48
Total monthly expenses	\$133,055.90
Total year to date expenses	\$647,394.99
Net monthly income	<b>(\$89,905.12)</b>
Net year to date income	\$28,217.27
Monthly gifts to the library	\$68,977.92
Year to date gifts to the library	\$476,131.51
<b>From the Budget Report</b>	
Percent of operating budget spent	82.2%
Percent of year completed	91.6%
<b>Highlights for November 2023</b>	
Total monthly book sales: \$7,749	
Total donations: \$35,400	
New Chapter Society gifts: \$15,000	
MIDCO Grant for public technology: \$5,000	
Beach-Edwards Family Foundation Grant: \$5000	
Elizabeth Schultz Environmental Fund Grant (Seed Library): \$2,000	

## Balance Sheet

As of November 30, 2023

	Nov 30, 23	Nov 30, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Cap Fed CD *8767	20,400.00	0.00
Cap Fed- CD *7312	25,000.00	0.00
Cap Fed -CD *7311	25,340.10	0.00
Checking	327,429.82	552,979.38
<b>Endowed Funds at DCCF</b>		
<b>DCCF--Katzman</b>		
Cumulative URG/L Katzman	-268.08	0.00
DCCF--Katzman - Other	24,194.79	0.00
<b>Total DCCF--Katzman</b>	23,926.71	0.00
<b>DCCF - Capital Improvement</b>		
Cumulative URG/L Capital Improv	7,650.19	7,650.19
DCCF - Capital Improvement - Other	-7,650.19	-7,650.19
<b>Total DCCF - Capital Improvement</b>	0.00	0.00
<b>DCCF - General Endowment</b>		
Cumulative URG/L Gen.Endowment	57,735.40	-40,533.21
DCCF - General Endowment - Other	1,321,392.63	1,239,405.67
<b>Total DCCF - General Endowment</b>	1,379,128.03	1,198,872.46
<b>DCCF - Eggert Fund</b>		
DCCF - Cumulative URG/L Eggert	-17,612.62	-30,382.95
DCCF - Eggert Fund - Other	188,508.74	186,265.73
<b>Total DCCF - Eggert Fund</b>	170,896.12	155,882.78
<b>DCCF - Milliken Fund</b>		
Cumulative URG/L Milliken	10,751.23	5,021.98
DCCF - Milliken Fund - Other	65,918.79	63,278.50
<b>Total DCCF - Milliken Fund</b>	76,670.02	68,300.48
<b>DCCF - Steiner Fund</b>		
Cumulative URG/L Steiner	5,667.09	3,278.22
DCCF - Steiner Fund - Other	26,301.49	25,881.94
<b>Total DCCF - Steiner Fund</b>	31,968.58	29,160.16
<b>DCCF - Beach Fund - NEH</b>		
Cumulative URG/L Beach	4,798.73	-26,645.69
DCCF - Beach Fund - NEH - Other	415,999.02	401,506.16
<b>Total DCCF - Beach Fund - NEH</b>	420,797.75	374,860.47
<b>DCCF - Dr. Bob Fund</b>		
Cumulative URG/L Dr. Bob	3,719.64	-479.98
DCCF - Dr. Bob Fund - Other	52,584.45	51,746.02
<b>Total DCCF - Dr. Bob Fund</b>	56,304.09	51,266.04
<b>DCCF - Greatest Expect. - NEH</b>		
Cumulative URG/L GE-General	-15,111.15	-81,054.47
DCCF - Greatest Expect. - NEH - Other	897,608.41	867,190.07
<b>Total DCCF - Greatest Expect. - NEH</b>	882,497.26	786,135.60
<b>DCCF - Sound &amp; Vision/Creativit</b>		
Cumulative URG/L Sound & Vision	-710.97	-3,137.43
DCCF - Sound & Vision/Creativit - Other	33,182.11	32,064.14
<b>Total DCCF - Sound &amp; Vision/Creativit</b>	32,471.14	28,926.71

**Balance Sheet**

As of November 30, 2023

	Nov 30, 23	Nov 30, 22
DCCF - Coan Local History - NEH		
Cumulative URG/L Coan	166.19	-2,324.77
DCCF - Coan Local History - NEH - Other	33,169.42	32,020.75
<b>Total DCCF - Coan Local History - NEH</b>	<b>33,335.61</b>	<b>29,695.98</b>
<b>Total Endowed Funds at DCCF</b>	<b>3,107,995.31</b>	<b>2,723,100.68</b>
<b>Total Checking/Savings</b>	<b>3,506,165.23</b>	<b>3,276,080.06</b>
<b>Total Current Assets</b>	<b>3,506,165.23</b>	<b>3,276,080.06</b>
<b>TOTAL ASSETS</b>	<b>3,506,165.23</b>	<b>3,276,080.06</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Opening Balance Equity	1,883,357.44	1,883,357.44
Unrestricted Net Assets	1,594,590.52	1,831,719.05
Net Income	28,217.27	-438,996.43
<b>Total Equity</b>	<b>3,506,165.23</b>	<b>3,276,080.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,506,165.23</b>	<b>3,276,080.06</b>



## Fund Report

As of November 30, 2023

	Nov 30, 23
<b>Restricted Checking</b>	
Beach Fund	577.34
Capital Campaign	402.64
Coggins Outreach	8,963.16
Nancy Pat (Crowe)	70.00
Dottie Maintenance	7,178.12
General Endowment	5,000.00
Greatest Expectations-General	6,976.72
Honor With Books	100.00
Music Storytellers	9,642.03
Outdoor Programs	4,092.28
Picture Book Room	2,136.28
Retirement Boot Camp	13,559.47
Read Across Lawrence/Big Read	-350.00
Seed Library	2,000.00
Storytelling/Steiner Fund	1,883.71
Technology	5,000.00
Youth Services and Cigler Fund	2,149.33
<b>Total Restricted Checking</b>	<b>69,381.08</b>
<b>Unrestricted Checking</b>	
Book Sales	167,789.42
Donations	49,129.17
Events	
After Hours	48,853.90
Events - Other	3,587.08
<b>Total Events</b>	<b>52,440.98</b>
New Chapter Society	56,747.01
Posters	654.89
Reserve Fund	70,400.00
Unrestricted Checking - Other	-68,372.63
<b>Total Unrestricted Checking</b>	<b>328,788.84</b>
<b>TOTAL</b>	<b>398,169.92</b>

## LAWRENCE PUBLIC LIBRARY FRIENDS &amp; FOUNDATION

12/15/23

## Revenue &amp; Expenditures

Accrual Basis

November 2023

	Nov 23	Jan - Nov 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Fund Transfer Income	0.00	0.00
<b>Book Sales</b>		
Internet Sales	5,795.41	71,021.11
On-Site Book Sales	1,953.46	112,274.78
Book Sales - Other	0.00	50.18
<b>Total Book Sales</b>	7,748.87	183,346.07
<b>Direct Public Support</b>		
Programming	0.00	0.00
Merchandise Sales	2,011.10	5,840.16
Fundraising Events	0.00	75,820.29
Restricted Donations	13,133.96	176,813.10
Unrestricted Donations	20,255.05	110,446.68
<b>Total Direct Public Support</b>	35,400.11	368,920.23
Interest Income	1.80	361.42
<b>Investments</b>		
Unrealized Gain (Loss)	0.00	82,490.26
Investments - Other	0.00	40,494.28
<b>Total Investments</b>	0.00	122,984.54
<b>Total Income</b>	43,150.78	675,612.26
<b>Gross Profit</b>	43,150.78	675,612.26
<b>Expense</b>		
<b>Operations</b>		
Merchandise Expenses	611.21	3,942.27
Event Expenses	0.00	8,231.43
Book Sale Expenses	1,361.81	10,265.60
Internet Sales Supplies	397.82	4,090.68
<b>Contract Services</b>		
Accounting Fees	2,600.00	3,855.00
Payroll Expenses	47,679.06	102,944.12
Health Care Benefits	9,685.96	19,964.54
Contract Services - Other	0.00	446.63
<b>Total Contract Services</b>	59,965.02	127,210.29
Insurance - Liability, D and O	0.00	1,388.00
<b>Admin Expenses</b>		
Merger Expenses	0.00	142.71
Postage, Mailing Service	0.00	452.54
Supplies	24.04	422.22
Technology Web Site & Database	0.00	184.50
Admin Expenses - Other	0.00	111.75
<b>Total Admin Expenses</b>	24.04	1,313.72
Publicity	0.00	525.00
Annual Letter	726.31	726.31
Bank Charges & Credit Card Fees	352.43	1,924.55
Donor Outreach, Author Recepton	0.00	960.44
Miscellaneous	187.71	793.46
Newsletter	360.98	1,510.07
Annual Mtg, Volunteers, Merger,	26.18	3,979.01
Rent	0.00	600.00
<b>Professional Fees</b>		
Conference, Convention, Meeting	64.47	1,998.87
Professional Fees - Other	0.00	1,803.78
<b>Total Professional Fees</b>	64.47	3,802.65
<b>Total Operations</b>	64,077.98	171,263.48
<b>Restricted Fund Expenditures</b>		
Spent by Foundation	68,977.92	123,537.92
Transfer to Library	0.00	352,593.59

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Revenue & Expenditures

November 2023

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	Nov 23	Jan - Nov 23
Total Restricted Fund Expenditures	68,977.92	476,131.51
Total Expense	133,055.90	647,394.99
Net Ordinary Income	-89,905.12	28,217.27
Net Income	<u>-89,905.12</u>	<u>28,217.27</u>

# LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

## Revenue & Expenses Detail

Type	Date	Name	Memo	Class	Amount
Ordinary Income/Expense					
Income					
Fund Transfer Income					
General Journal	11/15/2023		From Unrestricted to Dr. Bob	Restricted Checking:Dr. Bob	2,500.00
General Journal	11/15/2023		From Unrestricted to Dr. Bob	Unrestricted Checking	-2,500.00
General Journal	11/15/2023		From Unrestricted to Local History/Coan	Restricted Checking:Local Histor...	1,300.00
General Journal	11/15/2023		From Unrestricted to Local History/Coan	Unrestricted Checking	-1,300.00
General Journal	11/15/2023		From Unrestricted to Milliken	Restricted Checking:Milliken	3,000.00
General Journal	11/15/2023		From Unrestricted to Milliken	Unrestricted Checking	-3,000.00
General Journal	11/15/2023		From Unrestricted to Sound & Vision	Restricted Checking:Sound & Vis...	1,300.00
General Journal	11/15/2023		From Unrestricted to Sound & Vision	Unrestricted Checking	-1,300.00
Total Fund Transfer Income					0.00
Book Sales					
Internet Sales					
Deposit	11/07/2023		EBay	Unrestricted Checking:Book Sales	155.34
Deposit	11/10/2023		Amazon	Unrestricted Checking:Book Sales	14.34
Deposit	11/10/2023		Amazon	Unrestricted Checking:Book Sales	2,321.40
Deposit	11/20/2023		Thrift Books	Unrestricted Checking:Book Sales	171.13
Deposit	11/20/2023		Amazon	Unrestricted Checking:Book Sales	2,571.48
Deposit	11/21/2023		EBay	Unrestricted Checking:Book Sales	561.72
Total Internet Sales					5,795.41
On-Site Book Sales					
Deposit	11/01/2023		Square	Unrestricted Checking:Book Sales	0.67
Deposit	11/02/2023		Square	Unrestricted Checking:Book Sales	0.19
Deposit	11/05/2023		Square	Unrestricted Checking:Book Sales	6.75
Deposit	11/05/2023		Square	Unrestricted Checking:Book Sales	20.82
Deposit	11/05/2023		Square	Unrestricted Checking:Book Sales	2.31
Deposit	11/07/2023		Square	Unrestricted Checking:Book Sales	5.22
Deposit	11/08/2023		Square	Unrestricted Checking:Book Sales	1.34
Deposit	11/09/2023		Square	Unrestricted Checking:Book Sales	7.17
Deposit	11/12/2023		Square	Unrestricted Checking:Book Sales	10.26
Deposit	11/12/2023		Square	Unrestricted Checking:Book Sales	7.54
Deposit	11/12/2023		Square	Unrestricted Checking:Book Sales	1.83
Deposit	11/12/2023		Square	Unrestricted Checking:Book Sales	10.75
Deposit	11/14/2023		Square	Unrestricted Checking:Book Sales	3.47
Deposit	11/15/2023		Square	Unrestricted Checking:Book Sales	14.15
Deposit	11/16/2023		Square	Unrestricted Checking:Book Sales	33.63
Deposit	11/18/2023		cash from book sale	Unrestricted Checking:Book Sales	457.98
Deposit	11/19/2023		Square	Unrestricted Checking:Book Sales	11.05
Deposit	11/19/2023		Square	Unrestricted Checking:Book Sales	6.38
Deposit	11/19/2023		Square	Unrestricted Checking:Book Sales	13.19
Deposit	11/20/2023		Square	Unrestricted Checking:Book Sales	16.27
Deposit	11/21/2023		Square	Unrestricted Checking:Book Sales	1.64
Deposit	11/22/2023		Square	Unrestricted Checking:Book Sales	3.47
Deposit	11/23/2023		Square	Unrestricted Checking:Book Sales	12.09
Deposit	11/26/2023		Square	Unrestricted Checking:Book Sales	2.98
Deposit	11/27/2023		Square	Unrestricted Checking:Book Sales	4.07
Deposit	11/28/2023		Square	Unrestricted Checking:Book Sales	23.37
Check	11/30/2023	Lawrence Public Library	Reimbursement from Library	Unrestricted Checking:Book Sales	823.70
Deposit	11/30/2023		Cash	Unrestricted Checking:Book Sales	326.76
Deposit	11/30/2023		Cash	Unrestricted Checking:Book Sales	124.41
Total On-Site Book Sales					1,953.46
Total Book Sales					7,748.87
Direct Public Support					
Merchandise Sales					
Deposit	11/04/2023		Library Landscapes	Unrestricted Checking:Posters	75.00
Deposit	11/04/2023		Library Landscapes	Unrestricted Checking:Posters	65.00
Deposit	11/06/2023		Library Landscapes	Unrestricted Checking:Posters	130.00
Deposit	11/08/2023		Library Landscapes	Unrestricted Checking:Posters	110.00
Deposit	11/12/2023		Library Landscapes	Unrestricted Checking:Posters	110.00
Deposit	11/12/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	11/14/2023		Library Landscapes	Unrestricted Checking:Posters	50.00
Deposit	11/15/2023		Library Landscapes	Unrestricted Checking:Posters	50.00
Deposit	11/16/2023		Library Landscapes	Unrestricted Checking:Posters	50.00
Deposit	11/18/2023		Gaches, C	Unrestricted Checking:Posters	375.26
Deposit	11/18/2023		Morgan, K & S	Unrestricted Checking:Posters	135.00
Deposit	11/20/2023		Library Landscapes	Unrestricted Checking:Posters	50.00
Deposit	11/22/2023		Library Landscapes	Unrestricted Checking:Posters	200.00
Deposit	11/25/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	11/26/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	11/28/2023		Library Landscapes	Unrestricted Checking:Posters	220.00
Check	11/30/2023	Lawrence Public Library	Reimbursement from Library Library Landscapes	Unrestricted Checking:Posters	35.84
Deposit	11/30/2023		Library Landscapes	Unrestricted Checking:Posters	100.00
Total Merchandise Sales					2,011.10
Restricted Donations					

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

12/15/23

Accrual Basis

November 2023

Type	Date	Name	Memo	Class	Amount
Deposit	11/10/2023		Midco	Restricted Checking:Technology	5,000.00
Deposit	11/10/2023		Elizabeth Schultz Environmental Fund	Restricted Checking:Seed Library	2,000.00
Deposit	11/14/2023		Brogden, K	Restricted Checking:Storytelling/...	515.00
Deposit	11/16/2023		Retirement Boot Camp Fees	Restricted Checking:Retirement ...	277.29
Deposit	11/17/2023		Retirement Boot Camp Program Fee	Restricted Checking:Retirement ...	55.62
Deposit	11/18/2023		Lungstrum, L (MPBC)	Restricted Checking:Honor With ...	100.00
Deposit	11/20/2023		Retirement Boot Camp Program Fee	Restricted Checking:Retirement ...	55.62
Deposit	11/21/2023		Retirement Boot Camp Program Fees	Restricted Checking:Retirement ...	83.43
Deposit	11/29/2023		Retirement Boot Camp Program Fee	Restricted Checking:Retirement ...	27.00
Deposit	11/30/2023		Beach-Edwards Family Foundation	Restricted Checking:General End...	5,000.00
Deposit	11/30/2023		Lambertson, S	DCCF Funds:General Endowment	20.00
Total Restricted Donations					13,133.96
Unrestricted Donations					
Deposit	11/01/2023		Wulfskuhle, V	Unrestricted Checking:Donations	10.30
Deposit	11/01/2023		Hill, K	Unrestricted Checking:Donations	51.50
Deposit	11/01/2023		Rothnie, C	Unrestricted Checking:Donations	5.15
Deposit	11/01/2023		Jackson, B	Unrestricted Checking:Donations	5.15
Deposit	11/01/2023		Marples, J	Unrestricted Checking:Donations	10.00
Deposit	11/01/2023		Muller, J	Unrestricted Checking:Donations	5.00
Deposit	11/01/2023		Keller, E	Unrestricted Checking:Donations	10.00
Deposit	11/01/2023		Patterson, M	Unrestricted Checking:Donations	10.00
Deposit	11/01/2023		Dickinson, A	Unrestricted Checking:Donations	25.00
Deposit	11/01/2023		Fales, M	Unrestricted Checking:Donations	25.75
Deposit	11/03/2023		Bauer, G and Carmody K & T	Unrestricted Checking:New Chap...	2,000.00
Deposit	11/03/2023		Stevens, A	Unrestricted Checking:Donations	15.00
Deposit	11/06/2023		Englehart, M	Unrestricted Checking:Donations	15.45
Deposit	11/06/2023		Thrasher, C	Unrestricted Checking:Donations	10.30
Deposit	11/06/2023		Blodgett-Panos, E	Unrestricted Checking:Donations	10.30
Deposit	11/06/2023		Kirkland, M	Unrestricted Checking:Donations	102.00
Deposit	11/07/2023		Penzler, C&C (New Chapter Society)	Unrestricted Checking:New Chap...	103.00
Deposit	11/07/2023		Buhler, M	Unrestricted Checking:Donations	25.75
Deposit	11/07/2023		Imel, M	Unrestricted Checking:Donations	10.00
Deposit	11/07/2023		Sobczyk, C	Unrestricted Checking:Donations	10.00
Deposit	11/08/2023		Lawrenz, H	Unrestricted Checking:Donations	10.30
Deposit	11/08/2023		Allen, M	Unrestricted Checking:Donations	25.75
Deposit	11/08/2023		Pierson, B	Unrestricted Checking:Donations	10.00
Deposit	11/08/2023		Rowe, A	Unrestricted Checking:Donations	25.75
Deposit	11/08/2023		Wright, C	Unrestricted Checking:Donations	10.30
Deposit	11/08/2023		Laughrey, S	Unrestricted Checking:Donations	10.00
Deposit	11/08/2023		Sharp, W	Unrestricted Checking:Donations	51.50
Deposit	11/08/2023		Jackson, M	Unrestricted Checking:Donations	25.75
Deposit	11/08/2023		Lovato-Winston, F	Unrestricted Checking:Donations	10.30
Deposit	11/08/2023		McVey, D	Unrestricted Checking:Donations	10.00
Deposit	11/08/2023		Evers, A	Unrestricted Checking:Donations	10.30
Deposit	11/08/2023		McCall, K	Unrestricted Checking:Donations	25.75
Deposit	11/09/2023		White, J	Unrestricted Checking:Donations	10.00
Deposit	11/09/2023		Brown, K	Unrestricted Checking:Donations	10.30
Deposit	11/09/2023		VanTrump, K	Unrestricted Checking:Donations	10.00
Deposit	11/09/2023		Poull, L	Unrestricted Checking:Donations	100.00
Deposit	11/10/2023		Wertzberger, K & A	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/10/2023		Gage, M	Unrestricted Checking:Donations	100.00
Deposit	11/10/2023		Nalbandian, J	Unrestricted Checking:Donations	500.00
Deposit	11/10/2023		Quitno Family Fund	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/10/2023		Stella Family Fund	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/10/2023		Schofield, A	Unrestricted Checking:New Chap...	5,000.00
Deposit	11/10/2023		Traylor, L	Unrestricted Checking:Donations	50.00
Deposit	11/13/2023		Robinson, J	Unrestricted Checking:Donations	15.00
Deposit	11/13/2023		Smith, L	Unrestricted Checking:Donations	10.30
Deposit	11/13/2023		Edwards, B	Unrestricted Checking:Donations	100.00
Deposit	11/14/2023		Fewins, J	Unrestricted Checking:Donations	15.00
Deposit	11/15/2023		Allen, B (New Chapter Society)	Unrestricted Checking:New Chap...	86.52
Deposit	11/15/2023		Whitenight, J	Unrestricted Checking:Donations	10.00
Deposit	11/15/2023		Frost, L&V	Unrestricted Checking:Donations	10.30
Deposit	11/15/2023		Bireta, J&R	Unrestricted Checking:Donations	10.30
Deposit	11/15/2023		Axcell, E	Unrestricted Checking:Donations	50.00
Deposit	11/15/2023		Robinson, J	Unrestricted Checking:Donations	25.75
Deposit	11/15/2023		Paulsen, E	Unrestricted Checking:Donations	10.30
Deposit	11/15/2023		Goodwin Thiel, S	Unrestricted Checking:Donations	10.30
Deposit	11/15/2023		Bonner, N	Unrestricted Checking:Donations	10.00
Deposit	11/16/2023		Blome, P	Unrestricted Checking:Donations	25.75
Deposit	11/17/2023		Bell, S	Unrestricted Checking:Donations	10.30
Deposit	11/17/2023		Haas, M	Unrestricted Checking:Donations	7.21
Deposit	11/17/2023		Gillaspie, B	Unrestricted Checking:Donations	103.00
Deposit	11/18/2023		Hill, S & M	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/18/2023		Majure, J	Unrestricted Checking:Donations	40.00
Deposit	11/18/2023		Quick, E	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/18/2023		Swartz, E	Unrestricted Checking:Donations	200.00
Deposit	11/18/2023		Campbell, P	Unrestricted Checking:Donations	500.00
Deposit	11/18/2023		Bateman, J & S	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/21/2023		Grammatikopoulou, E	Unrestricted Checking:Donations	20.60
Deposit	11/21/2023		Yeakly, E	Unrestricted Checking:Donations	10.30

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

Type	Date	Name	Memo	Class	Amount
Deposit	11/21/2023		Morgan, K&S	Unrestricted Checking:Donations	51.50
Deposit	11/21/2023		Strathman, S&M	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/21/2023		Morse, K	Unrestricted Checking:Donations	10.30
Deposit	11/22/2023		Ottens, W	Unrestricted Checking:Donations	103.00
Deposit	11/22/2023		Gray, C&K (New Chapter Society)	Unrestricted Checking:New Chap...	86.52
Deposit	11/22/2023		Gage, M (New Chapter Society)	Unrestricted Checking:New Chap...	92.70
Deposit	11/22/2023		Young, L	Unrestricted Checking:Donations	20.00
Deposit	11/22/2023		Camarda, K	Unrestricted Checking:Donations	10.00
Deposit	11/22/2023		Muller, M	Unrestricted Checking:Donations	50.00
Deposit	11/22/2023		Majure, J	Unrestricted Checking:Donations	50.00
Deposit	11/22/2023		Anderson, D	Unrestricted Checking:Donations	10.00
Deposit	11/24/2023		Krauth, D	Unrestricted Checking:Donations	50.00
Deposit	11/27/2023		Brougher, A	Unrestricted Checking:Donations	10.00
Deposit	11/27/2023		Crowe, W	Unrestricted Checking:Donations	515.00
Deposit	11/28/2023		Imel, M	Unrestricted Checking:Donations	10.00
Deposit	11/28/2023		Rowland, T	Unrestricted Checking:Donations	25.75
Deposit	11/29/2023		Kearns, H	Unrestricted Checking:Donations	15.00
Deposit	11/29/2023		Wolf, J	Unrestricted Checking:Donations	25.00
Deposit	11/29/2023		Mason, B	Unrestricted Checking:Donations	10.30
Deposit	11/29/2023		Millsap, S	Unrestricted Checking:Donations	10.30
Deposit	11/29/2023		Rasor, C	Unrestricted Checking:Donations	50.00
Deposit	11/29/2023		Hafsahl, V	Unrestricted Checking:Donations	10.30
Deposit	11/29/2023		Piekalkiewicz, J	Unrestricted Checking:Donations	10.30
Deposit	11/29/2023		Anderson, S	Unrestricted Checking:Donations	20.60
Deposit	11/29/2023		Langford, J	Unrestricted Checking:Donations	15.45
Deposit	11/29/2023		Sears, C	Unrestricted Checking:Donations	10.00
Deposit	11/29/2023		Walters, A	Unrestricted Checking:Donations	10.00
Deposit	11/29/2023		Beck, D	Unrestricted Checking:Donations	10.30
Deposit	11/29/2023		Boatright, M	Unrestricted Checking:Donations	10.30
Deposit	11/29/2023		Rademacher, R&P (New Chapter Society)	Unrestricted Checking:New Chap...	1,000.00
Deposit	11/30/2023		Melland, J	Unrestricted Checking:Donations	100.00
Deposit	11/30/2023		Marion, G	Unrestricted Checking:Donations	50.00
Deposit	11/30/2023		Graves, K	Unrestricted Checking:Donations	250.00
Deposit	11/30/2023		Lebetsky, D&J	Unrestricted Checking:Donations	50.00
Deposit	11/30/2023		Bateman, J	Unrestricted Checking:Donations	50.00
Deposit	11/30/2023		Sherman, J	Unrestricted Checking:Donations	100.00
Deposit	11/30/2023		Wulfkuhle, V	Unrestricted Checking:Donations	10.30
Deposit	11/30/2023		Byant, J	Unrestricted Checking:Donations	51.50
Deposit	11/30/2023		Hill, K	Unrestricted Checking:Donations	51.50
Deposit	11/30/2023		Rothnie, C	Unrestricted Checking:Donations	5.15
Deposit	11/30/2023		Jackson, B	Unrestricted Checking:Donations	5.15
Deposit	11/30/2023		Marples, J	Unrestricted Checking:Donations	10.00
Deposit	11/30/2023		Keller, E	Unrestricted Checking:Donations	10.00
Deposit	11/30/2023		Patterson, M	Unrestricted Checking:Donations	10.00
Deposit	11/30/2023		Dickinson, S	Unrestricted Checking:Donations	25.00
Deposit	11/30/2023		Fales, M	Unrestricted Checking:Donations	25.75
Deposit	11/30/2023		Warren, J&P	Unrestricted Checking:Donations	100.00
Deposit	11/30/2023		Hooge, D&P	Unrestricted Checking:Donations	250.00
Deposit	11/30/2023		Finch, R	Unrestricted Checking:Donations	51.50
Total Unrestricted Donations					20,255.05
Total Direct Public Support					35,400.11
Interest Income					
Deposit	11/30/2023		Interest	Unrestricted Checking	1.80
Total Interest Income					1.80
Total Income					43,150.78
Gross Profit					43,150.78
Expense					
Operations					
Merchandise Expenses					
Deposit	11/26/2023		Library Landscapes	Unrestricted Checking:Posters	-48.25
Deposit	11/28/2023		Library Landscapes	Unrestricted Checking:Posters	-82.23
Check	11/30/2023	U.S. Bank		Unrestricted Checking:Posters	741.69
Total Merchandise Expenses					611.21
Book Sale Expenses					
Check	11/30/2023	U.S. Bank		Unrestricted Checking:Book Sales	1,361.81
Total Book Sale Expenses					1,361.81
Internet Sales Supplies					
Check	11/09/2023	Cross Corporation		Unrestricted Checking:Book Sales	389.82
Check	11/30/2023	U.S. Bank		Unrestricted Checking:Book Sales	8.00
Total Internet Sales Supplies					397.82
Contract Services					
Accounting Fees					

# LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

## Revenue & Expenses Detail

November 2023

Type	Date	Name	Memo	Class	Amount
Check	11/15/2023	Kindred CPA		Unrestricted Checking	1,750.00
Check	11/30/2023	Lawrence Public Library	Denise Berkley	Unrestricted Checking	850.00
Total Accounting Fees					2,600.00
Payroll Expenses					
Check	11/30/2023	Lawrence Public Library	Hyde/Isaman July-November 2023	Unrestricted Checking	47,679.06
Total Payroll Expenses					47,679.06
Heath Care Benefits					
Check	11/30/2023	Lawrence Public Library	Hyde/Isaman July-November 2023	Unrestricted Checking	9,685.96
Total Heath Care Benefits					9,685.96
Total Contract Services					59,965.02
Admin Expenses					
Supplies					
Check	11/30/2023	U.S. Bank		Unrestricted Checking	24.04
Total Supplies					24.04
Total Admin Expenses					24.04
Annual Letter					
Check	11/30/2023	Billy Pilgrim, LLC	Invoice 84089	Unrestricted Checking	400.00
Check	11/30/2023	U.S. Bank		Unrestricted Checking	326.31
Total Annual Letter					726.31
Bank Charges & Credit Card Fees					
Deposit	11/01/2023		LGL fee	Unrestricted Checking:Donations	7.59
Deposit	11/03/2023		LGL Fee	Unrestricted Checking:Donations	0.74
Deposit	11/04/2023		Square Fee	Unrestricted Checking:Posters	2.48
Deposit	11/04/2023		Square Fee	Unrestricted Checking:Posters	2.19
Deposit	11/06/2023		LGL Fees	Unrestricted Checking:Donations	5.21
Deposit	11/06/2023		Square Fee	Unrestricted Checking:Posters	4.07
Deposit	11/07/2023		LGL Fee NCS	Unrestricted Checking:New Chap...	3.29
Deposit	11/07/2023		LGL Fees	Unrestricted Checking:Donations	2.23
Deposit	11/08/2023		LGL Fees	Unrestricted Checking:Donations	10.16
Deposit	11/08/2023		Square Fee	Unrestricted Checking:Posters	3.49
Deposit	11/09/2023		LGL Fees	Unrestricted Checking:Donations	4.98
Deposit	11/12/2023		Square Fee	Unrestricted Checking:Posters	3.49
Deposit	11/12/2023		Square Fee	Unrestricted Checking:Posters	2.77
Deposit	11/13/2023		LGL Fees	Unrestricted Checking:Donations	4.54
Deposit	11/14/2023		LGL Fees	Restricted Checking:Storytelling/...	15.24
Deposit	11/14/2023		LGL Fees	Unrestricted Checking:Donations	0.74
Deposit	11/14/2023		Square Fee	Unrestricted Checking:Posters	1.75
Deposit	11/15/2023		LGL Fees	Unrestricted Checking:New Chap...	2.81
Deposit	11/15/2023		LGL Fees	Unrestricted Checking:Donations	6.38
Deposit	11/15/2023		Square Fee	Unrestricted Checking:Posters	1.75
Deposit	11/16/2023		LGL Fees	Unrestricted Checking:Donations	1.05
Deposit	11/16/2023		LGL Fees	Restricted Checking:Retirement ...	9.83
Deposit	11/16/2023		Square Fees	Unrestricted Checking:Posters	1.75
Deposit	11/17/2023		LGL Fee	Restricted Checking:Retirement ...	1.91
Deposit	11/17/2023		LGL Fees	Unrestricted Checking:Donations	4.40
Deposit	11/20/2023		LGL Fee	Restricted Checking:Retirement ...	1.91
Deposit	11/20/2023		Square Fees	Unrestricted Checking:Posters	1.75
Deposit	11/21/2023		LGL Fees	Unrestricted Checking:New Chap...	29.30
Deposit	11/21/2023		LGL Fees	Unrestricted Checking:Donations	3.89
Deposit	11/21/2023		LGL Fees	Restricted Checking:Retirement ...	3.02
Deposit	11/22/2023		LGL Fees	Unrestricted Checking:New Chap...	5.80
Deposit	11/22/2023		LGL Fees	Unrestricted Checking:Donations	8.85
Deposit	11/22/2023		Square Fee	Unrestricted Checking:Posters	6.10
Deposit	11/24/2023		LGL Fees	Unrestricted Checking:Donations	1.75
Deposit	11/25/2023		Square Fee	Unrestricted Checking:Posters	2.77
Deposit	11/26/2023		Square Fees	Unrestricted Checking:Posters	2.77
Deposit	11/27/2023		LGL Fees	Unrestricted Checking:Donations	15.83
Deposit	11/28/2023		LGL Fees	Unrestricted Checking:Donations	1.64
Deposit	11/28/2023		Square Fees	Unrestricted Checking:Posters	6.68
Deposit	11/29/2023		LGL Fee	Restricted Checking:Retirement ...	1.08
Deposit	11/29/2023		LGL Fee	Unrestricted Checking:New Chap...	29.30
Deposit	11/29/2023		LGL Fee	Unrestricted Checking:Donations	9.95
Check	11/30/2023	U.S. Bank	Late Pmt	Unrestricted Checking	90.53
Deposit	11/30/2023		LGL Fees	Unrestricted Checking:Donations	21.47
Deposit	11/30/2023		Square Fee	Unrestricted Checking:Posters	3.20
Total Bank Charges & Credit Card Fees					352.43
Miscellaneous					
Check	11/30/2023	U.S. Bank		Unrestricted Checking	187.71
Total Miscellaneous					187.71
Newsletter					

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION  
Revenue & Expenses Detail

Type	Date	Name	Memo	Class	Amount
Check	11/30/2023	Lawrence Public Library	Reader Postage	Unrestricted Checking	360.98
Total Newsletter					360.98
Check	11/30/2023	U.S. Bank	Annual Mtg, Volunteers, Merger,	Unrestricted Checking	26.18
Total Annual Mtg, Volunteers, Merger,					26.18
Check	11/30/2023	U.S. Bank	Professional Fees Conference, Convention, Meeting	Unrestricted Checking	64.47
Total Conference, Convention, Meeting					64.47
Total Professional Fees					64.47
Total Operations					64,077.98
Restricted Fund Expenditures					
Spent by Foundation					
Check	11/02/2023	Dan Coleman	Reimbursement	Restricted Checking:Retirement ...	32.88
Check	11/06/2023	Giselle Anatol	Booktoberfest	Restricted Checking:Read Across...	250.00
Check	11/06/2023	Ann Rowland	Booktoberfest	Restricted Checking:Read Across...	50.00
Check	11/06/2023	Ani Kokobobo	Booktoberfest	Restricted Checking:Read Across...	50.00
Check	11/06/2023	Kathleen Morgan	Weave a Tale travel expenses	Restricted Checking:Storytelling/...	226.82
Check	11/09/2023	Ann Torralbo	weave a tale	Restricted Checking:Storytelling/...	56.42
Check	11/30/2023	Brett Crandall	Puppet Show Linda's Retirement	Restricted Checking:Greatest Ex...	500.00
Check	11/30/2023	Sunflower Music Ther...	Invoice 998 November & December	Restricted Checking:Youth Servic...	300.00
Check	11/30/2023	Douglas County Com...	Transfer from Retirement Boot Camp Fundraiser	Restricted Checking:Retirement ...	4,000.00
Check	11/30/2023	Lawrence Public Library	RAL-Booktoberfest	Restricted Checking:Greatest Ex...	1,092.67
Check	11/30/2023	Lawrence Public Library	Summer Reading Overage	Restricted Checking:Greatest Ex...	600.89
Check	11/30/2023	Lawrence Public Library	Honor with Books	Restricted Checking:Honor With ...	375.00
Check	11/30/2023	Lawrence Public Library	Altman July-November 2023	Restricted Checking:Retirement ...	8,344.11
Check	11/30/2023	Lawrence Public Library	Transfer to Library-Reuff	Restricted Checking:Rueff Fund	5,000.00
Check	11/30/2023	Lawrence Public Library	Transfer to Library -Salkind	Restricted Checking:Salkind	10,000.00
Check	11/30/2023	Lawrence Public Library	Transfer to Library's YS Programming	Restricted Checking:Storytelling/...	1,950.00
Check	11/30/2023	Lawrence Public Library	Transfer to Library's Summer Reading	Restricted Checking:Summer Re...	3,000.00
Check	11/30/2023	Lawrence Public Library	Transfer to Library's MIDCO/Peterson	Restricted Checking:Technology	33,000.00
Check	11/30/2023	U.S. Bank		Restricted Checking:Storytelling/...	149.33
Total Spent by Foundation					68,977.92
Total Restricted Fund Expenditures					68,977.92
Total Expense					133,055.90
Net Ordinary Income					-89,905.12
Net Income					-89,905.12



**LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION**

**Revenues & Expenditures Budget vs. Actual**

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fund Transfer Income	0.00			
<b>Book Sales</b>				
Internet Sales	71,021.11	90,000.00	-18,978.89	78.9%
On-Site Book Sales	112,274.78	91,300.00	20,974.78	123.0%
Book Sales - Other	50.18			
<b>Total Book Sales</b>	183,346.07	181,300.00	2,046.07	101.1%
<b>Direct Public Support</b>				
Programming	0.00			
Merchandise Sales	5,840.16	5,000.00	840.16	116.8%
Fundraising Events	75,820.29	45,000.00	30,820.29	168.5%
Restricted Donations	176,813.10			
Unrestricted Donations	110,446.68	145,000.00	-34,553.32	76.2%
<b>Total Direct Public Support</b>	368,920.23	195,000.00	173,920.23	189.2%
Interest Income	361.42	100.00	261.42	361.4%
<b>Investments</b>				
Unrealized Gain (Loss)	82,490.26			
Investments - Other	40,494.28			
<b>Total Investments</b>	122,984.54			
<b>Total Income</b>	675,612.26	376,400.00	299,212.26	179.5%
<b>Gross Profit</b>	675,612.26	376,400.00	299,212.26	179.5%
<b>Expense</b>				
<b>Operations</b>				
Merchandise Expenses	3,942.27	2,500.00	1,442.27	157.7%
Event Expenses	8,231.43	12,000.00	-3,768.57	68.6%
Book Sale Expenses	10,265.60	14,000.00	-3,734.40	73.3%
Internet Sales Supplies	4,090.68	5,000.00	-909.32	81.8%
<b>Contract Services</b>				
Accounting Fees	3,855.00	4,200.00	-345.00	91.8%
Payroll Expenses	102,944.12	117,000.00	-14,055.88	88.0%
Heath Care Benefits	19,964.54	23,000.00	-3,035.46	86.8%
Contract Services - Other	446.63			
<b>Total Contract Services</b>	127,210.29	144,200.00	-16,989.71	88.2%
Insurance - Liability, D and O	1,388.00	1,500.00	-112.00	92.5%
<b>Admin Expenses</b>				
Merger Expenses	142.71			
Postage, Mailing Service	452.54			
Supplies	422.22			
Technology Web Site & Database	184.50			
Admin Expenses - Other	111.75	7,000.00	-6,888.25	1.6%
<b>Total Admin Expenses</b>	1,313.72	7,000.00	-5,686.28	18.8%

**LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION**  
**Revenues & Expenditures Budget vs. Actual**  
 January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Publicity	525.00	2,000.00	-1,475.00	26.3%
Annual Letter	726.31	3,500.00	-2,773.69	20.8%
Bank Charges & Credit Card Fees	1,924.55	2,000.00	-75.45	96.2%
Donor Outreach, Author Reception	960.44	2,000.00	-1,039.56	48.0%
Miscellaneous	793.46	1,000.00	-206.54	79.3%
Newsletter	1,510.07	2,000.00	-489.93	75.5%
Annual Mtg, Volunteers, Merger,	3,979.01	3,600.00	379.01	110.5%
Rent	600.00	600.00	0.00	100.0%
Professional Fees				
Conference, Convention, Meeting	1,998.87			
Professional Fees - Other	1,803.78	5,500.00	-3,696.22	32.8%
<b>Total Professional Fees</b>	<b>3,802.65</b>	<b>5,500.00</b>	<b>-1,697.35</b>	<b>69.1%</b>
<b>Total Operations</b>	<b>171,263.48</b>	<b>208,400.00</b>	<b>-37,136.52</b>	<b>82.2%</b>
Restricted Fund Expenditures				
Spent by Foundation	123,537.92			
Transfer to Library	352,593.59			
<b>Total Restricted Fund Expenditures</b>	<b>476,131.51</b>			
<b>Total Expense</b>	<b>647,394.99</b>	<b>208,400.00</b>	<b>438,994.99</b>	<b>310.7%</b>
<b>Net Ordinary Income</b>	<b>28,217.27</b>	<b>168,000.00</b>	<b>-139,782.73</b>	<b>16.8%</b>
<b>Net Income</b>	<b>28,217.27</b>	<b>168,000.00</b>	<b>-139,782.73</b>	<b>16.8%</b>

## LPL Friends & Foundation Director’s Report – January 19, 2024

**Year-End Fundraising Report.** Your hard work paid off! The Friends & Foundation ended 2023 with strong book sale and fundraising results. While the grand total was down 3%, it was mostly due to a decrease in restricted gifts, which we do not budget for. Online book sales were lower, but on-site book sales were way up, so collectively they posted a net gain of 1%. Our budgeted revenue – merchandise, events and unrestricted gifts - was up 5% over last year. Here is a quick year-end comparison vs 2022:

**Book Sales and Fundraising: 2022 vs 2023**

	2023	2022	\$\$ change	% change
Internet Book Sales	\$82,877	\$97,460	-\$14,583	-15%
On-Site Book Sales	\$117,417	\$101,618	\$15,799	16%
Other Book Sales	\$50	\$12	\$38	326%
<b>Total Book Sales</b>	<b>\$200,344</b>	<b>\$199,089</b>	<b>\$1,254</b>	<b>1%</b>
Merchandise	\$6,701	\$4,140	\$2,561	62%
Events	\$76,820	\$68,363	\$8,457	12%
Restricted*	\$201,718	\$242,688	-\$40,970	-17%
Unrestricted	\$178,818	\$170,578	\$8,240	5%
<b>Total</b>	<b>\$464,057</b>	<b>\$485,769</b>	<b>-\$21,712</b>	<b>-4%</b>
<b>Grand Total</b>	<b>\$664,401</b>	<b>\$684,859</b>	<b>-\$20,457</b>	<b>-3%</b>
<b>*W/O Restricted</b>	<b>\$462,683</b>	<b>\$442,170</b>	<b>\$20,513</b>	<b>5%</b>

Other 2023 highlights:

- New Chapter Society gifts totaled \$104,000 in 2023. (These are donors who give \$1,000 or more.) This is the first time we have exceeded \$100K (2022 totaled \$76,000).
- The year-end fundraising campaign kicked off on October 15<sup>th</sup> and brought in \$161,000 in restricted and unrestricted gifts. Preliminary reports show that December was particularly strong, with \$95,000 in donations.
- We’re pleased to report that 695 donors gave to the library in 2023. Of that total, 175 were new donors and 147 were “recaptured” donors, meaning that they gave in 2021, did not give in 2022, and returned and made gifts in 2023.
- The number of donations was significantly higher in 2023, with 1,744 gifts (the total was 1,486 in 2022.) The increase is a reflection of our monthly giving campaign.
- We are fortunate to have very loyal donors: 54 have given for 10+ consecutive years and 145 have given consecutively for 6+ years.

**Massive Music Sale.** Get ready for another fabulous Friends & Foundation sale, this time with music! The Massive Music Sale happens on Friday, January 19 from 6:30 pm to 8:30 pm, and Saturday, January 20, from noon to 6 pm in the library auditorium. A huge THANK YOU goes to our wonderful volunteers who have worked so hard to make it all possible! Please be sure to come check out the thousands of CDs that will be for sale. All proceeds benefit your favorite public library!

**Board Positions.** I am pleased to report that beginning this month, I will serve on the board of the Lawrence Chamber of Commerce. It will be a great opportunity to connect the library with business leaders from around Lawrence. Melissa Fisher Isaacs and I already have a meeting scheduled next week with Joshua Falleaf, the Chamber's Economic Development Director, to explore partnership possibilities. In addition to the Chamber, I will continue my role as the Chair of the 2024 Kansas Book Festival. This annual celebration of Kansas writers happens on September 28<sup>th</sup> at Washburn University in Topeka. (You won't want to miss it!)

**LPLFF Fundraiser Planning.** It's getting closer! The Friends & Foundation will host its annual [After Hours at the Library](#) Fundraiser on Friday, March 1<sup>st</sup> at 7 pm. We are delighted that Kevin Willmott, Lawrence's Academy Award winner, will co-host the evening with library storytime star Deja Brooks. In honor of our 10-year anniversary in the new library building, this year's theme is "Explore Your Library." Guests will be encouraged to check out multiple areas of the library while enjoying live music and bites from local restaurants. In addition, we will host our famous themed basket fundraiser, as well as a special fund-a-need for a new Memory Lab in the Local History Room. More details to come at Monday's meeting!



# On-Site Sales Committee Minutes (Dec & Jan)

TUE, Jan 9, 2024 | 1 PM | Zoom

Attendees: Annamarie Hill, Jan Conard, Stan Ring, Carole Crown, Tom Hoffman, Ed Hawkins, Cindy Penzler, Sue Hopkins, Jan Biles, Janie Marples

## I. Discussion/ Action Items

- DownHall Books
  - DownHall has been experiencing low sales and frequent break-ins
  - Do we have any ideas of how we could better utilize this space?
  - Discussion
    - Maybe only DVDs and CDs downstairs?
      - Ask Bruce about DVDs
      - Ask Dave about CDs
    - Ask Library about security camera
      - Maybe we will pay for it
      - Ask to move money box to the post
      - Get the stronger cash box
- Feb Second Saturday Sale
  - Shadowing interest
    - Jan Biles volunteers for Saturday morning, 9-11 AM
  - Layout discussion (see attached)
    - Use Season's Readings setup minus upstairs carts
    - Need to find space for three carts and children's room cart
      - Measure south wall of elevator hallway to see if three one-sided rolling carts will fit there
      - What is on the other side of Drama
        - At the end of Military History
      - US & World History go back on shelves

## II. PC Report

### Completed:

- Season's Readings Sale
  - Actually made \$1,144 more! Bringing our total to \$3,912
  - WHY?!? One iPad was logged into the Foundation account, so the deposit and report went to the wrong square account
- 2024 Calendars Complete

- Sign Up Genius
  - Second Saturday Indoor sales have 2 indoor cashiers, 2 monitors and one children's room monitor
    - Add line monitor for 10-12 PM
  - Line monitors for big sales Member's Night and Fri AM and all sales Saturday AM spots
- LPL Reader (Quarterly Magazine)
- Biblioevents (Web Calendar)
- Internal Google Calendar
- Unmistakably Lawrence
- Lawrence Kids Calendar
- Downtown Lawrence Inc

**Working on:**

- Media Sale, Jan 19-20
  - CD Alphabetizing
- Amazon Scanning Changes
  - Training super scanners this week—will disseminate procedure via email, posters near computers and in person sessions
- Transit Center
  - Starts 02/19 (estimated), due to shelving backorder

**Old Business:**

- Outreach Committee
  - First meeting in late January
  - Create procedure for getting books to KS libraries
  - Updating list before the Spring Sale
- 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 | \$114,864

	January	February	March	April	May	June
<b>Appointments</b>	\$1,407.28	\$981.56	\$132.33	\$249.50	\$653.00	\$81.00
<b>Friends Express</b>	\$1,346.72	\$1,281.97	\$1,079.47	\$1,165.02	\$1,275.88	\$1,219.86
<b>Saturday Sale</b>	\$0.00	\$2,263.46	\$2,625.59	\$0.00	\$0.00	\$3,059.68
<b>Signs Of Life</b>	\$50.00	\$71.00	\$0.00	\$275.00	\$0.00	\$0.00
<b>Love Garden</b>	\$0.00	\$151.00	\$217.50	\$0.00	\$298.50	\$57.00
<b>Thrift Books</b>	\$0.00	\$212.99	\$163.54	\$0.00	\$0.00	\$334.29
<b>Tabs</b>	\$483.55	\$39.00	\$283.98	\$251.00	\$464.76	\$357.15
<b>Major Book Sale</b>	\$0.00	\$0.00	\$0.00	\$23,038.79	\$0.00	\$0.00
<b>Media Sale</b>	\$14,208.31	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	\$17,495.86	\$5,400.98	\$4,502.41	\$24,979.31	\$2,692.14	\$5,108.98

	July	August	September	October	November	December	TOTAL
<b>Appointments</b>	\$0.00	\$243.83	\$222.35	\$0.00	\$0.00	\$0.00	\$3,970.85
<b>Friends Express</b>	\$625.73	\$649.62	\$726.88	\$765.04	\$843.91	\$872.07	\$11,852.17
<b>Saturday Sale</b>	\$0.00	\$0.00	\$6,191.15	\$0.00	\$0.00	\$3,912.99	\$18,052.87
<b>Signs Of Life</b>	\$0.00	\$0.00	\$138.00	\$0.00	\$0.00	\$0.00	\$534.00
<b>Love Garden</b>	\$180.50	\$0.00	\$0.00	\$155.00	\$0.00	\$93.00	\$1,152.50
<b>Thrift Books</b>	\$130.78	\$303.18	\$101.17	\$290.47	\$171.13	\$0.00	\$1,707.55
<b>Tabs</b>	\$226.35	\$363.00	\$301.56	\$381.02	\$273.01	\$259.51	\$3,683.89

<b>Major Book Sale</b>	\$17,088.27	\$0.00	\$0.00	\$19,175.50	\$0.00	\$0.00	\$59,302.56
<b>Media Sale</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,608.31
<b>TOTAL</b>	\$18,251.63	\$1,559.63	\$7,681.11	\$20,767.03	\$1,288.05	\$5,137.57	\$114,864.70

#### IV. Internet Sales Reports | \$82,167

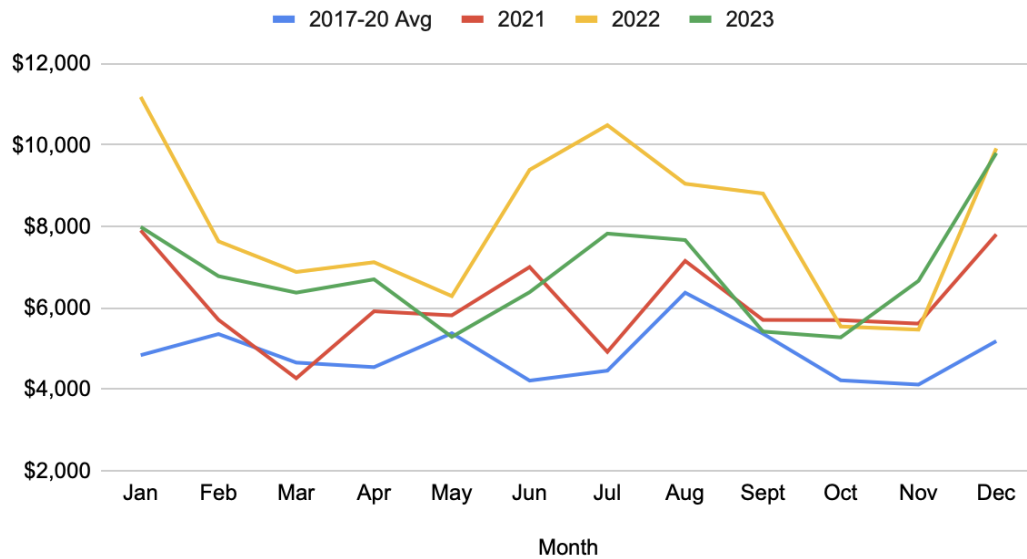
	January	February	March	April	May	June
Amz Gross Sales	\$9,928	\$8,738	\$7,892	\$6,224	\$7,000	\$7,350
<b>Amz Net Sales</b>	<b>\$6,845</b>	<b>\$5,880</b>	<b>\$5,213</b>	<b>\$4,292</b>	<b>\$4,727</b>	<b>\$5,132</b>
Avg Parent Items	4,662	4,647	4,472	4,486	4,447	4,430
Items Shipped	528	438	406	344	382	365
Ebay Gross Sales	\$1,502	\$1,174	\$1,695	\$3,051	\$783	\$1,608
Tax + Selling Costs	\$358	\$275	\$534	\$642	\$223	\$354
<b>Ebay Net</b>	<b>\$1,143.56</b>	<b>\$898.87</b>	<b>\$1,160.97</b>	<b>\$2,410</b>	<b>\$560</b>	<b>\$1,254</b>
Items Sold	37	34	37	30	20	31
<b>Total Net</b>	<b>\$7,988</b>	<b>\$6,778.84</b>	<b>\$6,374</b>	<b>\$6,701</b>	<b>\$5,287</b>	<b>\$6,386</b>

	July	August	September	October	November	December	Totals
Amz Gross Sales	\$10,422	\$9,363	\$7,192	\$4,978	\$7,013	\$12,374	\$98,473
<b>Amz Net Sales</b>	<b>\$7,284</b>	<b>\$6,582</b>	<b>\$4,804</b>	<b>\$3,230</b>	<b>\$4,907</b>	<b>\$8,661</b>	<b>\$67,556</b>
Avg Parent Items	4,491	4,610	4,734	4,702	4,833	4,950	4,622
Items Shipped	360	445	335	272	344	360	4,579
Ebay Gross Sales	\$716	\$1,527	\$923	\$2,049	\$1,749	\$1,486	\$18,262
Tax + Selling Costs	\$175	\$442	\$308	\$391	\$542	\$470	\$4,715



<b>Ebay Net</b>	<b>\$541</b>	<b>\$1,084</b>	<b>\$615</b>	<b>\$1,657</b>	<b>\$1,207</b>	<b>\$1,016</b>	<b>\$13,547</b>
Items Sold	20	23	23	23	45	36	359
Discogs Gross Sales				\$534	\$567	\$164	\$1,265
Tax+Selling+Shipping				\$146	\$17	\$38	\$201
<b>Discogs Net</b>				<b>\$388</b>	<b>\$550</b>	<b>\$126</b>	<b>\$1,064</b>
Items Sold				16	5	2	23
<b>Total Net</b>	<b>\$7,825</b>	<b>\$7,666</b>	<b>\$5,418</b>	<b>\$5,276</b>	<b>\$6,664</b>	<b>\$9,803</b>	<b>\$82,167</b>

### Internet Sales



## V. Thrift Books Report

Report not yet available

# On-Site Sales Committee Agenda

TUE, Dec 12 | 1 PM | Meeting Room A

Attendees: Annamarie Hill, Janie Marples, Stan Ring, Jan Biles, Julie Trowbridge-Alford, Ed Hawkins, John Gilbert, Tom Hoffman, Sue Hopkins, Jan Conard, Angela Hyde

## VI. Discussion/ Action Items

- **APPROVED** | Basket for Annual Fundraiser Raffle
  - Do we want to do another basket?
  - Last year we spent \$60
    - Snowy Day Theme - Games, Puzzles, Cookie mix, Cards
    - \$100 budget for the basket
- **TABLED** (see below) | Recycling for CDs and Cassettes - Midwest Recycling Center in Kansas City
  - Magnetic Media (VHS Tapes, Cassette Tapes, Floppy Disks): **\$1.00 charge per pound**
  - Optical Discs (CDs/DVDs): **\$1.00 charge per pound**
  - Set aside damaged CDs until a box is almost full, weight the box and bring up at nearest OnSite Sales meeting
- Season's Readings
  - Annamarie and Angela met to hash out the layout for Season's Readings
  - Will print diagram to hand out during setup
  - Setup | Friday, December 15, 6-7:30
  - Only Holiday CDs are in this sale
- Treat Day
  - Wednesday morning crew is having a holiday treat social on Dec 20, 9AM-12 PM

## VII. PC Report

**Completed:**

- Automatic Garage Door installed by Free State Door
- Webinar | Measuring Volunteer Impact
- Surgery, maybe off crutches TODAY!
- Started entering 2024 dates into web calendars
- Discogs reporting and deposit schedule

**Working on:**

- Season's Readings | Dec 16 | 10 AM-4 PM
- Media Sale, Jan 19-20
  - CD Alphabetizing
- Transit Center
- Space Meeting
- Finish adding 2024 sale date

# Membership and Fundraising Report 2023



Direct Public Support

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Merchandise Sales \$\$	\$320	\$0	\$0	\$0	\$107	\$85	\$1,000	\$362	\$140	\$1,815	\$2,011	\$861	\$6,701
Fundraising Event \$\$	\$7,000	\$41,301	\$5,772	\$4,000	\$11,500	\$5,000	\$1,247	\$0	\$0	\$0	\$0	\$1,000	\$76,820
Restricted Gifts \$\$	\$11,628	\$16,070	\$24,275	\$454	\$45,960	\$45	\$29,114	\$5,966	\$3,531	\$26,156	\$13,614	\$24,905	\$201,718
Unrestricted Gifts \$\$*	\$11,725	\$10,664	\$12,163	\$5,675	\$9,386	\$7,140	\$3,721	\$3,124	\$4,240	\$22,354	\$20,255	\$68,371	\$178,818
<b>Total Gifts \$\$</b>	<b>\$30,673</b>	<b>\$68,035</b>	<b>\$42,210</b>	<b>\$10,129</b>	<b>\$66,953</b>	<b>\$12,270</b>	<b>\$35,082</b>	<b>\$9,451</b>	<b>\$7,911</b>	<b>\$50,325</b>	<b>\$35,880</b>	<b>\$95,137</b>	<b>\$464,057</b>
<i>Number of Gifts/Donors*</i>	115	525	151	96	112	215	100	113	86	137	128	280	2058
F+F Support for LPL \$\$	\$26,768	\$1,551	\$67,226	\$13,808	\$8,500	\$100,886	\$174,105	\$3,208	\$4,650	\$858	\$68,978	\$615	\$476,746

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

\*Feb donors include basket/fundraiser ticket buyers

# LPL Friends & Foundation

## Advocacy Committee Meeting Minutes

### January 10, 2024

**Present:** Kassie Nieters, Brandon Eisman, Blanca Herrada, Rachel Rademacher, Kathleen Morgan, Logan Isaman

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#### Approve Minutes

##### [October 18, 2023 Meeting](#)

- Rachel/Blanca - Approved

#### Old Business

1. [State legislators meeting 11/17/2023](#)
  - a. Great feedback from all involved
  - b. Developing higher level of comfort with all of those folks is advantageous
  - c. Must do this before session starts or schedules won't line up
2. Library Tour for Elected Officials
  - a. We need to invite Mike Dever for a tour of the library. He is the newest (returning) member of the Lawrence City Commission
3. KLA Legislative Updates
  - a. Kathleen reports from colleague at JCPL
  - b. KLA had anticipated more book challenges, but with so many officials up for reelection the focus has shifted entirely to taxes, Medicaid and getting re-elected.
    - i. Could be indicative that tides are shifting away from book challenges (at least for now)
  - c. We need to keep track of legislation involving changes to property taxes.
    - i. Potentially shift off of residential and towards commercial
    - ii. This would fundamentally affect library funding if capped or drastically cut in some way.
4. Library Safety Update
  - a. Review of City's "Place for Everyone" presentation
  - b. Now that new Shelter director is in place, it's anticipated that things will start moving at a quicker pace
  - c. Emergency response to current winter weather delays these efforts as well
  - d. Kathleen and Brad toured the Pallet Village. Once that is up and running and the Shelter is opened to a larger capacity, the plan is to dismantle the outdoor camp behind Johnnys.

- e. Kassie asks if this update should remain in our agenda moving forward; likely to continue getting updates from the City
- f. Blanca shares a citizen fundraiser working to buy heating elements for unhoused folks  
<https://www.freefunder.com/campaign/lawrence-kansas-propane>

## **New Business**

1. [Legislative Day - January 31, 2024](#)
  - a. Brad, Kathleen going; committee invited to attend. Brandon and Kassie are interested.
  - b. Kassie has idea to make library logo cookies to drop off for legislators and staff; will reach out to Dillons, etc
2. Advocacy Committee Goals for 2024
  - a. Promote and support the library
  - b. Develop and deliver an advocacy platform to legislators and community
  - c. Rachel suggests creating an annual Advocacy Calendar
    - i. November date to get legislators in
    - ii. January 31st Legislative Day going to Topeka
    - iii. April/May platform
  - d. Kathleen suggests April's Annual Meeting is the place to present platform
  - e. Kathleen suggests a member of this committee potentially join KLA's governance committee
    - i. Monitoring issues and reporting back
    - ii. Library staff member? Kevin Corcoran?
      1. Kassie suggests asking Kevin to come talk to our board about our procedures for book challenges
  - f. Goal to add educational/enrichment opportunities to the board meetings, e.g. Kevin discussing book challenge procedures

## **Schedule Next Meeting**

Tuesday, Feb 6, 2024 at 4:30 PM on Google Meet

# **LPL Friends & Foundation Finance Committee Meeting Minutes**

## **Friday, November 10, 2023 – 12:00 pm**

Present: Joan Golden, Kate Campbell, Jane Medina

Staff Present: Logan Isaman, Kathleen Morgan

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### **AGENDA**

#### **Minutes from Previous Meeting:**

- Committee members reviewed minutes from August 25, 2023 meeting
- Kate/Joan - approved

#### **OLD Business:**

- September 2023 Financials (Board accepted at August meeting)
- Reserve Fund CD updates
  - Next maturity date is at the end of December. Roll over?
  - Kate recommends checking “specials” for interest rates
  - Consensus to roll over into a CD that earns at least 5%, and try for 12-month term
- Form 990: 2022 final review
  - Board had questions at the recent meeting.
  - Where on the 990 are DCCF mgmt fees reflected?  
Answer from the auditor: Total DCCF investment fees for 2022 were \$23,826.70. The fees are netted against interest/dividend income and realized/unrealized gains and losses.
  - There is a typo with the total fundraising expenses. They are shown as \$14,255 in one line and as \$14,256 in another. From our accountant: correct amount is \$14,256 and I have fixed that in the final version.
- Board approves these explanations and recommends submitting the Form 990 to the IRS. (Form 990 was submitted electronically on 11/10/2023)
  - Kate/Jane - approved

#### **NEW Business:**

Draft 2024 Friends & Foundation operating budget

- Merchandise revenue/expenditures are budgeted but may not continue
  - Idea: WPA style “explore your library” 10th anniversary poster
- Cap Fed is underwriting LPLFF retirement program for two more years
  - Program to be rebranded due to trademark issue
- Health insurance costs have increased and are accounted for

- New payplan calls for a 4% increase in staff salaries
- Adjustments:
  - Joan suggests adjusting special event expenses back to where it was given 10th anniversary (\$12,000)
  - Jane suggests keeping administration expense line as is due to postage increases (\$7000)
  - Increase Reader line by \$1,000 due to postage increases
  - Increase fundraising events revenue to make up for expense adjustments
- Recommends sending to board for approval
  - Joan/Jane- approved

DCCF Statements 3rd Q, 2023

- Total over \$3.1 million
- Not much change; average 5.05% increase for 2023 to date

Projected 2023-24 endowment distributions

- 4.5% distributions recommended based on 3rd quarter returns and LPL need
- Total \$105,500 estimated distribution

Respectfully submitted,  
Logan Isaman

**Next Meeting**

Friday, February 16, 2024 at 10 AM



**Lawrence Public Library Friends & Foundation  
Finance Committee Minutes  
Dec 12-27, 2023 Email Exchanges**

**Participants:** Joan Golden, Kate Campbell, Jane Medina  
**Staff:** Kathleen Morgan

At its November 10<sup>th</sup> meeting, Finance Committee members discussed the upcoming rollover of one of its CDs at Capitol Federal on December 21<sup>st</sup>. The Committee instructed Kathleen to roll it over, preferably to a 12-month CD that has a 5% return.

Kathleen reported back with options after the meeting. She found that Cap Fed's 5% CD has 14-month term. While there were other banks offering 12-month term CDs at 5%, committee members agreed that it made better sense to leave the CD at Cap Fed and roll the funds to 14-month CD.

As the maturity date approached, Kathleen and Joan discussed the possibility of adding excess unrestricted funds to the 14-month CD to further build the reserve. Committee members discussed this possibility in a series of email exchanges (Dec 21-24, 2023) and voted to add \$30,000 to the CD. This would bring the LPLFF reserves to \$100,000.

As instructed, Kathleen worked with Cap Fed to roll the maturing CD into a 14-month CD paying 5% interest. The new balance as of 12/27/23 was \$55,812.90. The rolled-over CD will mature in February of 2025.

Currently LPLFF has three CDs at Cap Fed for a total balance of \$101,553. The Friends & Foundation earned \$1,175 in interest in 2023, mostly through its CD investments (vs \$28.51 for all of 2022 on our checking account.) The next CD rolls over in June of 2024. The Finance Committee will decide on options as the maturity date gets closer.

Respectfully submitted by  
Kathleen Morgan, Secretary

# LPLFF 2024 Calendar

*The dates you need to know, all in one place!*

 Book Sale •  Fundraiser •  Fun Times •  Meeting •  Deadline

## JANUARY


 **Jan 9 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Jan 19-20 | FRI-SAT** | Massive Music Sale | FRI 6:30-8:30 PM, SAT 12-6 PM

 **Jan 22 | MON** | Friends & Foundation Board Meeting | 5:30 PM

- Review 2023 fundraising and book sale results • Begin goal setting process for 2024

## FEBRUARY

 **Feb 6 | TUES** | On-Site Sales Committee Meeting | 4:30 PM

 **Feb 10 | SAT** | Second Saturday Sale | 10 AM-4 PM

 **Feb 13 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Feb 16 |** Finance Committee Meeting - 4th Qtr 2023 DCCF Statements; Cash plan | 10 AM

 **Feb 26 | MON** | Friends & Foundation Board Meeting | 5:30 PM

- DCCF Fund Review with Chip Blaser • Endowment and cash distributions • New board member nominations • Final fundraising party details

## MARCH

 **Mar 1 |** Annual Fundraiser - After Hours at the Library | 7 PM

 **Mar 9 | SAT** | Second Saturday Sale | 10 AM-4 PM

 **Mar 12 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Mar 25 | MON** | Friends & Foundation Board Meeting | 5:30 PM

- New board member nominations • Final goals set

## APRIL

 **Apr 8 | MON** | Friends & Foundation 2023 Audit

 **Apr ? | TBA** | Finance Committee Meeting: 1st Quarter 2023 DCCF Statements

 **Apr 4-5 | THUR-FRI** | Get Inked 2024

 **Apr 7-13 | SUN-SAT** | National Library Week “There’s More to the Story”

 **April 12-13 | FRI-SAT** | Library Con

 **Apr 9 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Apr 11-14 | THUR - SUN** | Spring Book Sale

 **Apr 22 | MON** | Friends & Foundation April Board Meeting | 5:30 PM

- Vote on new board members and officers • Annual Report

 **Apr 29 | MON** | Friends & Foundation Annual Meeting (public) | 4:30 PM

- Volunteer and Donor Appreciation • Overview of 2023 • Annual Advocacy Platform

## MAY

 **May 14 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **May ? | TBA** | Finance Committee Meeting: 1st Quarter 2023 DCCF Statements

 **May 28 | TUES** | Friends & Foundation Board Meeting | 5:30 PM (Memorial Day date change)

- Welcome new board members and officers

 **May ? | TBA** | Summer Reading Kickoff | 6 PM - 8 PM

## JUNE

 **Jun 11 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Jun 8 | SAT** | Second Saturday Sale | 10 AM–4 PM

 **Jun 24 | MON** | Friends & Foundation Board Meeting | 5:30 PM

 **Jun 28 | FRI** | Pride Month Drag Bingo | 7 PM | Maceli’s

## JULY

(No F&F Board meeting)

 **Jul 9 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Jul ? | TBA** | Finance Committee Meeting: 2nd Quarter 2023 DCCF Statements

 **Jul 11-14 | THUR - SUN** | Summer Book Sale

 **Jul 26 | TBA** | 10th Anniversary Block Party - Summer Reading Last Bash | 6 PM - 8 PM

## AUGUST

 **Aug 13 | TUES** | On-Site Sales Committee Meeting | 1 PM

 **Aug 26 | MON** | Friends & Foundation Board Meeting | 5:30 PM

## SEPTEMBER

 **Sept 10 | TUES** | On-Site Sales Committee Meeting | 1 PM

- Select sale dates for 2023

 **Sept 14 | SAT** | Second Saturday Sale | 10 AM–4 PM

 **Sept 22-28 | SUN-SAT** | Banned Books Week

 **Sept 23 | MON** | Friends & Foundation Board Meeting | 5:30 PM

## OCTOBER

 **Oct | MONTH-LONG** | Booktoberfest

 **Oct 8 | TUES** | On-Site Sales Committee Meeting | 1 PM

- Fall Sale Preparation

 **Oct ?** | National Friends of the Library Week

 **Oct 11 | FRI** | New Chapter Society letters mailed

 **Oct 10-13 | THU-SUN** | Fall Book Sale

 **Oct 28 | MON** | Friends & Foundation Board Meeting | 5:30 PM

## NOVEMBER

 **Nov 11 | MON** | Friends & Foundation Annual Fundraising Letter mailed

 **Nov 12 | TUES** | On-Site & Internet Sales Committee Meeting | 1 PM

- Discuss Year-end Disbursements • Recap Fall Sale • Season's Readings Preparation

 **Nov ? | TBA** | Finance Committee Meeting: 3rd Quarter 2023 DCCF Statements

- 2024 Operating Budget • Proposed Endowment Distributions

 **Nov 25 | MON** | Friends & Foundation Board Meeting | 5:30 PM

- 2025 Operating Budget • Endowment Distributions • Block Grant to Library

 **Nov 26 | TUES** | DCCF Giving for Good Campaign begins (through Dec 31)

## DECEMBER

**(No F&F Board meeting)**

 **Dec 1 | SUN** | Online Friends & Foundation Fundraising Campaign begins

 **Dec 10 | TUES** | On-Site & Internet Sales Committee Meeting | 1 PM

 **Dec 14 | SAT** | Season's Readings Book Sale | 10 AM - 4 PM

**MEMO**

**DATE:** January 19, 2024

**TO:** Friends & Foundation Board

**FR:** Kathleen Morgan, Executive Director

**RE:** Policy review: Whistleblower and Anti-Discrimination Policies

As part of the Friends & Foundation's current review of policies and procedures, I re-examined the Whistleblower policy and asked the library's Diversity and Equity Coordinator, Frankie Haynes, to review our Anti-Discrimination policies (attached.) We both have recommended very small edits.

**Whistleblower Policy.** Overall, this policy looks very straightforward to me. In the second sentence, I would change "this Executive Director" to "**the** Executive Director". It reads better and applies to all Executive Directors – present and future.

**Anti-Discrimination Policy.** Frankie had only one comment: "It might be appropriate to remove "unlawful" from the final sentence, considering we'd likely prohibit even "lawful" forms of harassment, etc. However, I know this policy very specifically refers to a law, so you also could just leave it? Overall, it looks good to me!"

## Whistleblower Policy

Should any person know of, or have reasonable suspicion of illegal or unethical conduct in connection with the finances or other aspect of Friends & Foundation's operations, that person shall inform the Friends & Foundation Executive Director. If the alleged wrongdoing concerns **this – change to “the”** -- Executive Director, or if there is currently no Friends & Foundation Executive Director, then the person shall notify the Chair or other Board member(s) of the concern.

Should the Executive Director, Chair, or other Board member receive such an allegation, that person shall inform the Executive Committee. The Executive Committee shall investigate all credible allegations, at all times respecting the privacy and reputation of individuals involved. The Executive Committee shall inform the Board if any material allegation is confirmed, or if the Executive Committee otherwise believes that Board members should be made aware of the situation.

The provision of information in good faith as provided above shall not be grounds for discipline or dismissal of the reporting person.

Adopted by the Lawrence Public Library Friends & Foundation Board  
on this 27th day of January 2020

## **Anti-Discrimination Policy**

Friends & Foundation provides equal employment and volunteer opportunity to all employees, applicants for employment, volunteers, and applicants for volunteer positions without regard to race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, veteran status, or any other reason prohibited by law. This policy applies to all aspects of employment and volunteer participation including hiring, promotion, demotion, termination, layoff, recall, transfer, leaves of absence, compensation, social and recreational programs, and training. Friends & Foundation expressly prohibits any form of **unlawful (remove this)** employee or volunteer harassment or discrimination based on any of these characteristics.

Adopted by the Lawrence Public Library Friends & Foundation Board  
on this 27th day of January 2020