

Agenda

Lawrence Public Library Friends & Foundation Board Regular Meeting Monday, November 27, 2023 at 5:30 p.m – Meeting Room A (Hybrid)

Join Zoom Meeting

<https://lplks.zoom.us/j/96398237354>

Call in: 346-248-7799

Meeting ID: 963 9823 7354

Welcome and introductions

Consent Agenda

- Approval of October 23, 2023 minutes
- Approve October financials

Board of Trustees Report

Executive Director's report

Committee reports

1. On-site book sales
2. Internet sales
3. Membership and fundraising
4. Advocacy
5. Finance
 - Form 990 updates
 - DCCF statements, 3rd quarter 2022
 - 2023 Friends & Foundation operating budget
 - Projected endowment distributions

Old business

New business

Retirement Boot Camp updates

Executive Session – Executive Director's Annual Evaluation

Adjournment

No December meeting. See you on January 22nd!

Calendar:

KU-phoria: Book Talk with Curtis Marsh, Sat, Dec 2, 3 pm

[Organ Vespers](#) starring LPL's Linda Clay, Sun, Dec 10th, 4:30 pm, First United Methodist, 946 VT

Seasons Readings Book Sale: Sat, Dec 16, 10 am to 4 pm

City Band Holiday Concert: Sat, Dec 16, 12 pm

Community Carol Sing-a-Long, Sat, Dec 16, 2:30 pm

Friends & Foundation Massive Media Sale, Fri-Sat, Jan 19-20

Friends & Foundation Board Meeting: Mon, Jan 22nd at 5:30 pm, Meeting Room A (hybrid)

Lawrence Public Library Friends & Foundation Board Meeting Minutes – Monday, October 23, 2023, 5:30 pm

Present: Brandon Eisman, Mary Gage, Joan Golden, Nancy Hambleton, Kelly Hart, Annamarie Hill, Kassie Nieters, Craig Penzler, Rachel Rademacher, Stan Ring

Staff Present: Angela Hyde, Logan Isaman, Kathleen Morgan

Welcome and Intros

Kassie called the meeting to order at 5:35 PM

Consent agenda

August 2023 meeting minutes

August and September 2023 financial statements

Craig/Stan - Approved

Board of Trustees Report

- Kelly reports
- Voted to lease the Library Plaza from the city
- Approved holidays for 2024
- Brad's annual review is coming up in December
- Thank you to Kathleen for running things in Brad's absence

Executive Director's report

- Kathleen reports
- Received \$8,000 grant from DCCF for auditorium projector and screen upgrade
- Library Landscapes was launched and we have so far broken even; haven't started the holiday gift giving push
- New Chapter Society letters are being signed as we speak and will be sent this week
- Annual mailer has been sent to Billy Pilgrim to design and will hit the mail mid-November
 - Online fundraising campaign to follow
 - This year we will put a matching bookmark in all of library holds to encourage our super library users to give
- Giving for Good focus this year is our retirement programs; several donors have pledged to support the project, so we're very close to our \$5,000 goal
- Leni Salkind sent \$10,000 gift for digital collection

- Kathleen is out Wed-Fri this week to attend the Urban Libraries Council annual forum in Seattle. The library recently joined ULC and is excited about the resources it offers

Committee reports

1. Finance

- Joan reports
- Draft 990 was presented to the board
 - Kassie has noted a few clarifying questions that Kathleen will follow up with
 - Board approved the draft 990 pending the Finance Committee's receiving sufficient answers to Kassie's questions.
 - Craig/Mary- approved
- Financial support to the library has been strong; Finance Committee meets Friday, November 10 to review the draft 2024 budget and projected endowment fund distributions (which will happen in February 2024)

2. On-site book sales

- Annamarie and Angela are too tired to talk after the Fall Book Sale
- We had loads of people show up for Donor's Night
- \$19,242 was raised!
- Friends Express continues to be very successful; Banned Books sold out!
- Craig noted how impressed he was with how well the team set up and tore down the book sale. Amazing!

3. Internet sales

- Stan reports
- Could use more volunteers to help with internet sales
- "We're doing good and staying out of trouble"

4. Membership and fundraising

- Nancy reports
- September is our historically lowest fundraising month
- Our largest gift was from retiring librarian Linda Clay for a new installation of hanging birds in picture book room
- Annual mailing coming in November
- After Hours planning committee has decided to celebrate the library's 10 year anniversary with "Explore your Library" theme. (and Craig is asked for a World Cup connection for a basket item!)

5. Advocacy

- Working with NEKLS to organize meeting with elected officials
 - There are rumors that Kansas legislation may be coming regarding banned/challenged books; NEKLS fears that their funding will be threatened
 - Scheduled for Friday, November 17th, 8:30am.
- Board encouraged to share positive library comments on community “scanner” pages.

Old business

- Joan and Kathleen report
- LPLFF Finance policies and procedures were reviewed by the Finance Committee at its November 10th meeting. Committee members did not recommend any changes.
 - Motion to accept Committee recommendation
 - Stan/Joan - Approved

New business

- Executive Director evaluation coming next month
 - Brandon will send information to the board to solicit input
 - Executive Session required at November meeting to discuss this
- Finance Committee will bring 2024 budget to November meeting
- DCCF 3rd quarter statements will be in to estimate endowment distributions

Adjournment 6:11 PM

The next regular Board meeting will be held Monday, November 27, at 5:30 PM

Respectfully submitted,
Logan Isaman

Financial Highlights: October 2023

From the Balance Sheet:	Amount
Current total assets	\$3,596,070.35
Previous year's total assets	\$3,319,487.77
Difference	\$276,582.58
From the Fund Report:	
Total balance in unrestricted checking	\$362,817.01
Total balance in restricted checking	\$125,278.03
Total balance unrestricted and restricted checking	\$488,095.04
From the Revenue & Expenditures Report:	
Monthly total income	\$75,125.79
Year to date total income	\$632,461.48
Total monthly operations expenses	\$4,829.50
Total year to date operations expenses	\$107,185.50
Total monthly expenses	\$5,686.94
Total year to date expenses	\$514,339.09
Net monthly income	\$69,438.85
Net year to date income	\$118,122.39
Monthly gifts to the library	\$857.44
Year to date gifts to the library	\$407,153.59
From the Budget Report	
Percent of operating budget spent	51.4%
Percent of year completed	83.3%
Highlights for October 2023	
Total monthly book sales: \$24,798.75	
Total donations: \$50,325.45	
Grant from Salkind Family for digital library: \$10,000	
Grant from DCCF for auditorium: \$8,000	
Grant from Henry J Kaiser Family Foundation: \$5,000	
Gift from Blaser Family Fund: \$5,000	
Gift from Sylvie Rueff and Glenn Garneau: \$5,000	
Grant from McGrew Real Estate for Summer Reading: \$3,000	
New Chapter Society gifts: 8 x \$1000 = \$8,000	

Balance Sheet

As of October 31, 2023

	Oct 31, 23	Oct 31, 22
ASSETS		
Current Assets		
Checking/Savings		
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	417,354.94	596,503.71
Endowed Funds at DCCF		
DCCF--Katzman		
Cumulative URG/L Katzman	-268.08	0.00
DCCF--Katzman - Other	24,194.79	0.00
Total DCCF--Katzman	23,926.71	0.00
DCCF - Capital Improvement		
Cumulative URG/L Capital Improv	7,650.19	7,650.19
DCCF - Capital Improvement - Other	-7,650.19	-7,650.19
Total DCCF - Capital Improvement	0.00	0.00
DCCF - General Endowment		
Cumulative URG/L Gen.Endowment	57,735.40	-40,533.21
DCCF - General Endowment - Other	1,321,372.63	1,239,289.05
Total DCCF - General Endowment	1,379,108.03	1,198,755.84
DCCF - Eggert Fund		
DCCF - Cumulative URG/L Eggert	-17,612.62	-30,382.95
DCCF - Eggert Fund - Other	188,508.74	186,265.73
Total DCCF - Eggert Fund	170,896.12	155,882.78
DCCF - Milliken Fund		
Cumulative URG/L Milliken	10,751.23	5,021.98
DCCF - Milliken Fund - Other	65,918.79	63,278.50
Total DCCF - Milliken Fund	76,670.02	68,300.48
DCCF - Steiner Fund		
Cumulative URG/L Steiner	5,667.09	3,278.22
DCCF - Steiner Fund - Other	26,301.49	25,881.94
Total DCCF - Steiner Fund	31,968.58	29,160.16
DCCF - Beach Fund - NEH		
Cumulative URG/L Beach	4,798.73	-26,645.69
DCCF - Beach Fund - NEH - Other	415,999.02	401,506.16
Total DCCF - Beach Fund - NEH	420,797.75	374,860.47
DCCF - Dr. Bob Fund		
Cumulative URG/L Dr. Bob	3,719.64	-479.98
DCCF - Dr. Bob Fund - Other	52,584.45	51,746.02
Total DCCF - Dr. Bob Fund	56,304.09	51,266.04
DCCF - Greatest Expect. - NEH		
Cumulative URG/L GE-General	-15,111.15	-81,054.47
DCCF - Greatest Expect. - NEH - Other	897,608.41	867,190.07
Total DCCF - Greatest Expect. - NEH	882,497.26	786,135.60
DCCF - Sound & Vision/Creativit		
Cumulative URG/L Sound & Vision	-710.97	-3,137.43
DCCF - Sound & Vision/Creativit - Other	33,182.11	32,064.14
Total DCCF - Sound & Vision/Creativit	32,471.14	28,926.71

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

11/20/23

Balance Sheet

Accrual Basis

As of October 31, 2023

	Oct 31, 23	Oct 31, 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
Total DCCF - Coan Local History - NEH	33,335.61	29,695.98
Total Endowed Funds at DCCF	3,107,975.31	2,722,984.06
Total Checking/Savings	3,596,070.35	3,319,487.77
Total Current Assets	3,596,070.35	3,319,487.77
TOTAL ASSETS	3,596,070.35	3,319,487.77
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity	1,883,357.44	1,883,357.44
Unrestricted Net Assets	1,594,590.52	1,831,719.05
Net Income	118,122.39	-395,588.72
Total Equity	3,596,070.35	3,319,487.77
TOTAL LIABILITIES & EQUITY	3,596,070.35	3,319,487.77

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Fund Report

As of 10-31-2023

		<u>30-Sep-23</u>	<u>31-Oct-23</u>
Restricted Checking			
	Beach Fund	\$577.34	\$ 577.34
	Capital Campaign	\$402.64	\$ 402.64
	Coggins Outreach	\$8,963.16	\$ 8,963.16
	Nancy Pat (Crowe)	\$70.00	\$ 70.00
	Community Resources	\$0.00	\$ -
	Dottie Maintenance	\$7,330.18	\$ 7,178.12
	General Endowment	\$0.00	\$ -
	Greatest Expectations-General	\$9,187.16	\$ 9,170.28
	Honor With Books	\$375.00	\$ 375.00
	Music Storytellers	\$9,642.03	\$ 9,642.03
	Outdoor Programs	\$4,204.78	\$ 4,092.28
	Retirement Boot Camp	\$25,503.41	\$ 25,455.05
	Picture Book Room	\$2,136.28	\$ 2,136.28
	Rueff Fund	\$0.00	\$ 5,000.00
	Salkind	\$0.00	\$ 10,000.00
	Storytelling/Steiner Fund	\$3,766.52	\$ 3,766.52
	Summer Readiang	\$0.00	\$ 3,000.00
	Technology	\$25,000.00	\$ 33,000.00
	Youth Services and Cigler Fund	<u>\$2,849.33</u>	<u>\$ 2,449.33</u>
Total Restricted Checking		\$100,007.83	\$ 125,278.03
Unrestricted Checking			
	Book Sales	\$137,945.25	\$ 161,800.18
	Donations	\$35,549.83	\$ 44,354.26
	Events		
	After Hours	\$48,853.90	\$ 48,853.90
	Events - Other	<u>\$3,587.08</u>	<u>\$ 3,587.08</u>
	Total Events	\$52,440.98	\$ 52,440.98
	New Chapter Society	\$27,980.03	\$ 41,448.77
	Posters	\$1,169.19	\$ (697.99)
	Reserve Fund	\$70,400.00	\$ 70,400.00
	Unrestricted Checking - Other	-\$6,816.92	\$ (6,929.19)
Total Unrestricted Checking		\$318,668.36	\$ 362,817.01
TOTAL		\$418,676.19	\$ 488,095.04

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

11/20/23

Revenue & Expenditures

Accrual Basis

October 2023

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
Fund Transfer Income	0.00	0.00
Book Sales		
Internet Sales	4,147.30	65,225.70
On-Site Book Sales	20,651.45	110,321.32
Book Sales - Other	0.00	50.18
Total Book Sales	24,798.75	175,597.20
Direct Public Support		
Programming	0.00	0.00
Merchandise Sales	1,815.00	3,829.06
Fundraising Events	0.00	75,820.29
Restricted Donations	26,156.00	163,679.14
Unrestricted Donations	22,354.45	90,191.63
Total Direct Public Support	50,325.45	333,520.12
Interest Income	1.59	359.62
Investments		
Unrealized Gain (Loss)	0.00	82,490.26
Investments - Other	0.00	40,494.28
Total Investments	0.00	122,984.54
Total Income	75,125.79	632,461.48
Gross Profit	75,125.79	632,461.48
Expense		
Operations		
Merchandise Expenses	1,807.52	3,331.06
Event Expenses	8.36	8,231.43
Book Sale Expenses	164.64	8,903.79
Internet Sales Supplies	332.55	3,692.86
Contract Services		
Accounting Fees	0.00	1,255.00
Payroll Expenses	0.00	55,265.06
Heath Care Benefits	0.00	10,278.58
Contract Services - Other	446.63	446.63
Total Contract Services	446.63	67,245.27
Insurance - Liability, D and O	0.00	1,388.00
Admin Expenses		
Merger Expenses	0.00	142.71
Postage, Mailing Service	0.00	452.54
Supplies	0.00	398.18
Technology Web Site & Database	0.00	184.50
Admin Expenses - Other	0.00	111.75
Total Admin Expenses	0.00	1,289.68
Publicity	0.00	525.00
Bank Charges & Credit Card Fees	140.62	1,572.12
Donor Outreach, Author Reception	0.00	960.44
Miscellaneous	-132.39	605.75
Newsletter	0.00	1,149.09
Annual Mtg, Volunteers, Merger,	1,816.57	3,952.83
Rent	0.00	600.00
Professional Fees		
Conference, Convention, Meeting	245.00	1,934.40
Professional Fees - Other	0.00	1,803.78
Total Professional Fees	245.00	3,738.18
Total Operations	4,829.50	107,185.50
Restricted Fund Expenditures		
Spent by Foundation	857.44	35,878.70
Transfer to Library	0.00	179,922.64
Restricted Fund Expenditures - Other	0.00	18,634.77

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

11/20/23

Revenue & Expenditures

Accrual Basis

October 2023

	Oct 23	Jan - Oct 23
Total Restricted Fund Expenditures	857.44	234,436.11
Unrestricted Dist. to Library	0.00	172,717.48
Total Expense	5,686.94	514,339.09
Net Ordinary Income	69,438.85	118,122.39
Net Income	69,438.85	118,122.39

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

11/20/23

Accrual Basis

October 2023

Type	Date	Name	Memo	Class	Amount
Ordinary Income/Expense					
Income					
Book Sales					
Internet Sales					
Check	10/24/2023	U.S. Bank	Satples, Home Depot, Amazon, Michaels, Dillons, ...	Unrestricted Checking:Book Sales	-887.81
Deposit	10/24/2023		amazon October 2023	Unrestricted Checking:Book Sales	1,676.54
Deposit	10/24/2023		amazon October 2023	Unrestricted Checking:Book Sales	1,553.42
Deposit	10/24/2023		ebay October 2023	Unrestricted Checking:Book Sales	975.64
Deposit	10/24/2023		ebay October 2023	Unrestricted Checking:Book Sales	829.51
Total Internet Sales					4,147.30
On-Site Book Sales					
Check	10/16/2023	CASH		Unrestricted Checking:Book Sales	-860.00
Deposit	10/17/2023		9/26 and 10/4 book sales	Unrestricted Checking:Book Sales	662.03
Deposit	10/20/2023		book sales cash	Unrestricted Checking:Book Sales	1,284.68
Check	10/23/2023	Tom Hoffman		Unrestricted Checking:Book Sales	-697.09
Deposit	10/23/2023		book sale cash, transferred from lpl account	Unrestricted Checking:Book Sales	718.00
Deposit	10/27/2023		Deposit	Unrestricted Checking:Book Sales	8,585.46
Deposit	10/31/2023		Deposit	Unrestricted Checking:Book Sales	419.88
Deposit	10/31/2023		Thrift Books Global	Unrestricted Checking:Book Sales	290.47
Deposit	10/31/2023		square October 2023	Unrestricted Checking:Book Sales	10,245.41
Deposit	10/31/2023		square 10/31/23 book sale	Unrestricted Checking:Book Sales	2.61
Total On-Site Book Sales					20,651.45
Total Book Sales					24,798.75
Direct Public Support					
Merchandise Sales					
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	65.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	110.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	170.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	65.00
Deposit	10/08/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/10/2023		Library Landscapes	Unrestricted Checking:Posters	130.00
Deposit	10/10/2023		Library Landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/11/2023		Library Landscapes	Unrestricted Checking:Posters	65.00
Deposit	10/17/2023		Library Landscapes	Unrestricted Checking:Posters	110.00
Deposit	10/17/2023		Library Landscapes	Unrestricted Checking:Posters	110.00
Deposit	10/18/2023		Library Landscapes	Unrestricted Checking:Posters	65.00
Deposit	10/23/2023		library landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/24/2023		library landscapes	Unrestricted Checking:Posters	85.00
Deposit	10/29/2023		library landscapes	Unrestricted Checking:Posters	110.00
Deposit	10/30/2023		library landscapes	Unrestricted Checking:Posters	220.00
Total Merchandise Sales					1,815.00
Restricted Donations					
Deposit	10/13/2023		DCCF Management Grants Fund Grant 34939	Restricted Checking:Technology	8,000.00
Deposit	10/17/2023		L. Salkind	Restricted Checking:Salkind	10,000.00
Deposit	10/20/2023		Lambertson, Sacie	DCCF Funds:General Endowment	20.00
Deposit	10/27/2023		cash	Restricted Checking:Retirement ...	8.00
Deposit	10/27/2023		McGrew Real Estate	Restricted Checking:Summer Re...	3,000.00
Deposit	10/27/2023		\$112 cash \$16 check	Restricted Checking:Retirement ...	128.00
Deposit	10/31/2023		S Rueff	Restricted Checking:Rueff Fund	5,000.00
Total Restricted Donations					26,156.00
Unrestricted Donations					
Deposit	10/02/2023		V. Wulfkuhle	Unrestricted Checking:Donations	10.30
Deposit	10/02/2023		K. Hill	Unrestricted Checking:Donations	51.50
Deposit	10/02/2023		C. Rothnie	Unrestricted Checking:Donations	5.15
Deposit	10/02/2023		B. Jackson	Unrestricted Checking:Donations	5.15
Deposit	10/02/2023		J. Marples	Unrestricted Checking:Donations	10.00
Deposit	10/02/2023		E. Keller	Unrestricted Checking:Donations	10.00
Deposit	10/02/2023		M. Patterson	Unrestricted Checking:Donations	10.00
Deposit	10/02/2023		A. Dickinson	Unrestricted Checking:Donations	25.00
Deposit	10/02/2023		M. Fales	Unrestricted Checking:Donations	25.75
Deposit	10/04/2023		A. Stevens	Unrestricted Checking:Donations	15.00
Deposit	10/04/2023		M. Englehart	Unrestricted Checking:Donations	15.45
Deposit	10/04/2023		C. Thrasher	Unrestricted Checking:Donations	10.30
Deposit	10/04/2023		E. Blodgett-Panos	Unrestricted Checking:Donations	10.30
Deposit	10/05/2023		C. Penzler	Unrestricted Checking:New Chap...	103.00
Deposit	10/05/2023		M. Buhler	Unrestricted Checking:Donations	25.75
Deposit	10/05/2023		M. Imel	Unrestricted Checking:Donations	10.00
Deposit	10/05/2023		C. Sobczyk	Unrestricted Checking:Donations	10.00
Deposit	10/06/2023		H. Lawrenz	Unrestricted Checking:Donations	10.30
Deposit	10/06/2023		M. Allen	Unrestricted Checking:Donations	25.75
Deposit	10/06/2023		B. Pierson	Unrestricted Checking:Donations	10.00
Deposit	10/10/2023		A. Rowe	Unrestricted Checking:Donations	25.75

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

11/20/23

Accrual Basis

October 2023

Type	Date	Name	Memo	Class	Amount
Deposit	10/10/2023	C. Wright		Unrestricted Checking:Donations	10.30
Deposit	10/10/2023	S. Laughrey		Unrestricted Checking:Donations	10.00
Deposit	10/11/2023	M. Jackson		Unrestricted Checking:Donations	25.75
Deposit	10/11/2023	F. Lovato-Winston		Unrestricted Checking:Donations	10.30
Deposit	10/11/2023	D. Mcvey		Unrestricted Checking:Donations	10.00
Deposit	10/11/2023	A. Evers		Unrestricted Checking:Donations	10.30
Deposit	10/11/2023	K. McCall		Unrestricted Checking:Donations	25.75
Deposit	10/12/2023	J. White		Unrestricted Checking:Donations	10.00
Deposit	10/12/2023	K. Brown		Unrestricted Checking:Donations	10.30
Deposit	10/12/2023	K. Van Trump		Unrestricted Checking:Donations	10.00
Deposit	10/12/2023	B. Pike		Unrestricted Checking:Donations	25.75
Deposit	10/12/2023	J. Robinson		Unrestricted Checking:Donations	15.00
Deposit	10/12/2023	L. Smith		Unrestricted Checking:Donations	10.30
Deposit	10/12/2023	J. Fewins		Unrestricted Checking:Donations	15.00
Deposit	10/13/2023	J. Whitenight		Unrestricted Checking:Donations	10.00
Deposit	10/13/2023	Ambler, D		Unrestricted Checking:New Chap...	100.00
Deposit	10/13/2023	Roos, B		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/13/2023	Schmidt, R		Unrestricted Checking:Donations	400.00
Deposit	10/13/2023	Anonymous		Unrestricted Checking:Donations	300.00
Deposit	10/13/2023	Blaser, C&D		Unrestricted Checking:New Chap...	5,000.00
Deposit	10/14/2023	Douglas County Estate Planning		Unrestricted Checking:Donations	100.00
Deposit	10/16/2023	L&V Frost		Unrestricted Checking:Donations	10.30
Deposit	10/16/2023	B Allen		Unrestricted Checking:New Chap...	86.52
Deposit	10/16/2023	J & R Bireta		Unrestricted Checking:Donations	10.30
Deposit	10/16/2023	E Axcell		Unrestricted Checking:Donations	50.00
Deposit	10/16/2023	J Robinson		Unrestricted Checking:Donations	25.75
Deposit	10/17/2023	B and D Norwood, Marsh Memorial		Unrestricted Checking:Donations	25.00
Deposit	10/17/2023	D Watkins		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/17/2023	Paulsen, E		Unrestricted Checking:Donations	10.30
Deposit	10/17/2023	Goodwin, S		Unrestricted Checking:Donations	10.30
Deposit	10/17/2023	Bonner, N		Unrestricted Checking:Donations	10.00
Deposit	10/17/2023	Mucci, D		Unrestricted Checking:Donations	25.75
Deposit	10/18/2023	M Butell		Unrestricted Checking:Donations	25.00
Deposit	10/18/2023	P Blome		Unrestricted Checking:Donations	25.75
Deposit	10/18/2023	S Bell		Unrestricted Checking:Donations	10.30
Deposit	10/18/2023	M Haas		Unrestricted Checking:Donations	7.21
Deposit	10/18/2023	K Morse		Unrestricted Checking:Donations	10.30
Deposit	10/18/2023	E Smith		Unrestricted Checking:Donations	25.75
Deposit	10/19/2023	Grammatikopoulou, E		Unrestricted Checking:Donations	20.60
Deposit	10/19/2023	Yeakly, E		Unrestricted Checking:Donations	10.30
Deposit	10/19/2023	Morgan, K&S		Unrestricted Checking:Donations	51.50
Deposit	10/19/2023	Mueller, B		Unrestricted Checking:Donations	103.00
Deposit	10/19/2023	Jorn, N		Unrestricted Checking:Donations	50.00
Deposit	10/20/2023	T & K Mynsted		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/20/2023	J Majure		Unrestricted Checking:Donations	40.00
Deposit	10/20/2023	S Buckner		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	J Robertson and J Bouley		Unrestricted Checking:Donations	250.00
Deposit	10/20/2023	M & B Burchill		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/20/2023	W Dentler		Unrestricted Checking:Donations	100.00
Deposit	10/20/2023	Gray, C&K		Unrestricted Checking:New Chap...	86.52
Deposit	10/20/2023	Gage, M		Unrestricted Checking:New Chap...	92.70
Deposit	10/20/2023	Young, L		Unrestricted Checking:Donations	20.00
Deposit	10/20/2023	Camadra, K		Unrestricted Checking:Donations	10.00
Deposit	10/20/2023	Wallace, C		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	Haughton, J		Unrestricted Checking:Donations	25.75
Deposit	10/20/2023	J and V Douglas		Unrestricted Checking:Donations	500.00
Deposit	10/20/2023	Suzanne Hammond		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	Mauri Blanding Peaco		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	Nikola Predolac		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	Drew Wade		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	Scott Sader		Unrestricted Checking:Donations	25.00
Deposit	10/20/2023	Kent and Beth Foerster		Unrestricted Checking:Donations	25.00
Deposit	10/24/2023	D Anderson		Unrestricted Checking:Donations	10.00
Deposit	10/24/2023	M Holland		Unrestricted Checking:Donations	25.75
Deposit	10/25/2023	D Krauth		Unrestricted Checking:Donations	50.00
Deposit	10/25/2023	A Brougher		Unrestricted Checking:Donations	10.00
Deposit	10/25/2023	J Brown		Unrestricted Checking:Donations	103.00
Deposit	10/25/2023	M Imel		Unrestricted Checking:Donations	10.00
Deposit	10/25/2023	J Frye		Unrestricted Checking:Donations	25.00
Deposit	10/26/2023	T Rowland		Unrestricted Checking:Donations	25.75
Deposit	10/27/2023	S & P Liechti		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/27/2023	C Hansen		Unrestricted Checking:Donations	25.00
Deposit	10/27/2023	E Kautsch		Unrestricted Checking:Donations	250.00
Deposit	10/27/2023	J Grant		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/27/2023	G & R Gibbs		Unrestricted Checking:New Chap...	1,000.00
Deposit	10/27/2023	H Kearns		Unrestricted Checking:Donations	15.00
Deposit	10/30/2023	B Mason		Unrestricted Checking:Donations	10.30
Deposit	10/30/2023	S Millsap		Unrestricted Checking:Donations	10.30
Deposit	10/30/2023	C Rasor		Unrestricted Checking:Donations	50.00
Deposit	10/30/2023	V Hafsahl		Unrestricted Checking:Donations	10.30
Deposit	10/30/2023	J Piekalkiewicz		Unrestricted Checking:Donations	10.30
Deposit	10/30/2023	S Anderson		Unrestricted Checking:Donations	20.60
Deposit	10/31/2023	A Norris		Unrestricted Checking:Donations	150.00

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

11/20/23

Accrual Basis

October 2023

Type	Date	Name	Memo	Class	Amount
Deposit	10/31/2023		R & J Keller	Unrestricted Checking:New Chap...	1,000.00
Deposit	10/31/2023		Henry J Kaiser Family Foundation	Unrestricted Checking:Donations	5,000.00
Deposit	10/31/2023		J Langford	Unrestricted Checking:Donations	15.45
Deposit	10/31/2023		C Sears	Unrestricted Checking:Donations	10.00
Deposit	10/31/2023		A Walters	Unrestricted Checking:Donations	10.00
Deposit	10/31/2023		D Beck	Unrestricted Checking:Donations	10.30
Deposit	10/31/2023		M Boatright	Unrestricted Checking:Donations	10.30
Deposit	10/31/2023		M & D Livingood	Unrestricted Checking:Donations	25.00
Total Unrestricted Donations					22,354.45
Total Direct Public Support					50,325.45
Interest Income					
Deposit	10/31/2023		Interest	Unrestricted Checking	1.59
Total Interest Income					1.59
Total Income					75,125.79
Gross Profit					75,125.79
Expense					
Operations					
Merchandise Expenses					
Check	10/24/2023	U.S. Bank	michelle leivan	Unrestricted Checking:Posters	1,807.52
Total Merchandise Expenses					1,807.52
Event Expenses					
Check	10/24/2023	U.S. Bank	S&S artisan pub	Restricted Checking:Retirement ...	8.36
Total Event Expenses					8.36
Book Sale Expenses					
Check	10/31/2023	Stan Ring		Unrestricted Checking:Book Sales	124.69
Check	10/31/2023	Lawrence Journal World		Unrestricted Checking:Book Sales	39.95
Total Book Sale Expenses					164.64
Internet Sales Supplies					
Check	10/23/2023	Cross Corporation		Unrestricted Checking:Book Sales	311.18
Check	10/31/2023	Stan Ring		Unrestricted Checking:Book Sales	21.37
Total Internet Sales Supplies					332.55
Contract Services					
Check	10/24/2023	U.S. Bank	Stamps.com, Office Depot, USPS, Inventory Lab, ...	Unrestricted Checking:Book Sales	446.63
Total Contract Services					446.63
Bank Charges & Credit Card Fees					
Deposit	10/02/2023		Deposit	Unrestricted Checking:Donations	7.14
Deposit	10/04/2023		LGL fee	Unrestricted Checking:Donations	2.69
Deposit	10/05/2023		Deposit	Unrestricted Checking:Donations	5.52
Deposit	10/06/2023		Deposit	Unrestricted Checking:Donations	2.24
Deposit	10/08/2023		Deposit	Unrestricted Checking:Posters	13.99
Deposit	10/08/2023		Deposit	Unrestricted Checking:Posters	10.19
Deposit	10/10/2023		Deposit	Unrestricted Checking:Donations	2.24
Deposit	10/10/2023		Deposit	Unrestricted Checking:Posters	6.84
Deposit	10/11/2023		Deposit	Unrestricted Checking:Donations	3.89
Deposit	10/11/2023		Library Landscapes	Unrestricted Checking:Posters	2.19
Deposit	10/12/2023		Deposit	Unrestricted Checking:Donations	4.91
Deposit	10/13/2023		Deposit	Unrestricted Checking:Donations	0.59
Deposit	10/16/2023		Deposit	Unrestricted Checking:Donations	6.81
Deposit	10/17/2023		bank fees	Unrestricted Checking:Donations	2.84
Deposit	10/17/2023		Deposit	Unrestricted Checking:Posters	6.98
Deposit	10/18/2023		Deposit	Unrestricted Checking:Donations	4.84
Deposit	10/18/2023		Deposit	Unrestricted Checking:Posters	2.19
Deposit	10/19/2023		bank fees	Unrestricted Checking:Donations	8.33
Deposit	10/20/2023		bank fees	Unrestricted Checking:Donations	9.35
Deposit	10/23/2023		Deposit	Unrestricted Checking:Posters	2.77
Deposit	10/24/2023		Deposit	Unrestricted Checking:Donations	1.64
Deposit	10/24/2023		Deposit	Unrestricted Checking:Posters	2.77
Deposit	10/25/2023		Deposit	Unrestricted Checking:Donations	7.25
Deposit	10/26/2023		Deposit	Unrestricted Checking:Donations	1.05
Deposit	10/27/2023		Deposit	Unrestricted Checking:Donations	0.74
Deposit	10/29/2023		Deposit	Unrestricted Checking:Posters	3.49
Deposit	10/30/2023		Deposit	Unrestricted Checking:Donations	5.05
Deposit	10/30/2023		Deposit	Unrestricted Checking:Posters	6.68
Deposit	10/31/2023		Deposit	Unrestricted Checking:Donations	4.16
Check	10/31/2023		Service Charge	Unrestricted Checking	1.25
Total Bank Charges & Credit Card Fees					140.62
Miscellaneous					

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION
Revenue & Expenses Detail

October 2023

Type	Date	Name	Memo	Class	Amount
Check	10/24/2023	U.S. Bank	Refunds	Unrestricted Checking	-132.39
Total Miscellaneous					-132.39
Check	10/12/2023	LFK Press, LLC	Invoice 23092901	Unrestricted Checking:Posters	1,816.57
Total Annual Mtg, Volunteers, Merger,					1,816.57
Professional Fees					
Check	10/16/2023	Lawrence Rotary Club		Unrestricted Checking	245.00
Total Conference, Convention, Meeting					245.00
Total Professional Fees					245.00
Total Operations					4,829.50
Restricted Fund Expenditures					
Spent by Foundation					
Check	10/05/2023	Ian Cook	Ian Cook Author graffiti walk	Restricted Checking:Outdoor Pro...	37.50
Check	10/11/2023	Friends of the Kaw	Retirement Bootcamp	Restricted Checking:Retirement ...	40.00
Check	10/12/2023	Jayhawk Trophy	Booktoberfest	Restricted Checking:Greatest Ex...	16.88
Check	10/12/2023	Sunflower Music Ther...	Cigler	Restricted Checking:Youth Servic...	400.00
Check	10/18/2023	J&R Repair Services		Restricted Checking:Dottie Maint...	152.06
Check	10/20/2023	George Frazier		Restricted Checking:Outdoor Pro...	37.50
Check	10/20/2023	Karen Matheis		Restricted Checking:Outdoor Pro...	37.50
Check	10/23/2023	Jack Altman		Restricted Checking:Retirement ...	136.00
Total Spent by Foundation					857.44
Total Restricted Fund Expenditures					857.44
Total Expense					5,686.94
Net Ordinary Income					69,438.85
Net Income					69,438.85

LAWRENCE PUBLIC LIBRARY FRIENDS & FOUNDATION

Revenues & Expenditures Budget vs. Actual

January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Fund Transfer Income	0.00			
Book Sales				
Internet Sales	65,225.70	90,000.00	-24,774.30	72.5%
On-Site Book Sales	110,321.32	91,300.00	19,021.32	120.8%
Book Sales - Other	50.18			
Total Book Sales	175,597.20	181,300.00	-5,702.80	96.9%
Direct Public Support				
Programming	0.00			
Merchandise Sales	3,829.06	5,000.00	-1,170.94	76.6%
Fundraising Events	75,820.29	45,000.00	30,820.29	168.5%
Restricted Donations	163,679.14			
Unrestricted Donations	90,191.63	145,000.00	-54,808.37	62.2%
Total Direct Public Support	333,520.12	195,000.00	138,520.12	171.0%
Interest Income	359.62	100.00	259.62	359.6%
Investments				
Unrealized Gain (Loss)	82,490.26			
Investments - Other	40,494.28			
Total Investments	122,984.54			
Total Income	632,461.48	376,400.00	256,061.48	168.0%
Gross Profit	632,461.48	376,400.00	256,061.48	168.0%
Expense				
Operations				
Merchandise Expenses	3,331.06	2,500.00	831.06	133.2%
Event Expenses	8,231.43	12,000.00	-3,768.57	68.6%
Book Sale Expenses	8,903.79	14,000.00	-5,096.21	63.6%
Internet Sales Supplies	3,692.86	5,000.00	-1,307.14	73.9%
Contract Services				
Accounting Fees	1,255.00	4,200.00	-2,945.00	29.9%
Payroll Expenses	55,265.06	117,000.00	-61,734.94	47.2%
Health Care Benefits	10,278.58	23,000.00	-12,721.42	44.7%
Contract Services - Other	446.63			
Total Contract Services	67,245.27	144,200.00	-76,954.73	46.6%
Insurance - Liability, D and O	1,388.00	1,500.00	-112.00	92.5%
Admin Expenses				
Merger Expenses	142.71			
Postage, Mailing Service	452.54			
Supplies	398.18			
Technology Web Site & Database	184.50			
Admin Expenses - Other	111.75	7,000.00	-6,888.25	1.6%
Total Admin Expenses	1,289.68	7,000.00	-5,710.32	18.4%

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

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Publicity	525.00	2,000.00	-1,475.00	26.3%
Annual Letter	0.00	3,500.00	-3,500.00	0.0%
Bank Charges & Credit Card Fees	1,572.12	2,000.00	-427.88	78.6%
Donor Outreach, Author Recepton	960.44	2,000.00	-1,039.56	48.0%
Miscellaneous	605.75	1,000.00	-394.25	60.6%
Newsletter	1,149.09	2,000.00	-850.91	57.5%
Annual Mtg, Volunteers, Merger,	3,952.83	3,600.00	352.83	109.8%
Rent	600.00	600.00	0.00	100.0%
Professional Fees				
Conference, Convention, Meeting	1,934.40			
Professional Fees - Other	1,803.78	5,500.00	-3,696.22	32.8%
Total Professional Fees	3,738.18	5,500.00	-1,761.82	68.0%
Total Operations	107,185.50	208,400.00	-101,214.50	51.4%
Restricted Fund Expenditures				
Spent by Foundation	35,878.70			
Transfer to Library	179,922.64			
Restricted Fund Expenditures - Other	18,634.77			
Total Restricted Fund Expenditures	234,436.11			
Unrestricted Dist. to Library	172,717.48			
Total Expense	514,339.09	208,400.00	305,939.09	246.8%
Net Ordinary Income	118,122.39	168,000.00	-49,877.61	70.3%
Net Income	118,122.39	168,000.00	-49,877.61	70.3%

On-Site Sales Committee Minutes

WED, Nov. 8 | 1 PM | Meeting Room A

Attendees: Stan Ring (HAPPY BIRTHDAY STAN!), Jan Biles, Cindy Penzler, John Gilbert, Jan Conard, Carole Crown, Annamarie Hill, Ed Hawkins

I. Discussion/ Action Items

Budget for 2024

- **APPROVED** | Garage Door Opener Estimate from Free State Doors \$1,600
 - \$1,000 for the opener with one remote
 - \$300 hardware
 - \$300 labor
- **APPROVED** | Children's Room Carpets
 - Dimensions are:
 - Children's Room Rug max dimensions:
 - 9x15 ft. and 8x9 ft.
 - YA Rug is 8x9 ft.
 - Keep eyes peeled for used rugs!
- OnSite Sales Income:
 - \$91,300 Goal for 2023
 - \$108,400 Actual YTD
 - **APPROVED** 2023 Goal set for \$93,000
- OnSite Sales Expense Budget
 - \$14,000 for 2023
 - \$9324 Actual YTD
 - **APPROVED** 2024 Expense set for \$14,000
 - Expense Summary

For	Total
Snacks & Drinks	\$2,818.33
Software	\$598.00
Publicity	\$1,354.95
Sale Supplies	\$2,433.40
Intake	\$1,904.70
Other	\$25.00
Event	\$44.21
Technology	\$0.00

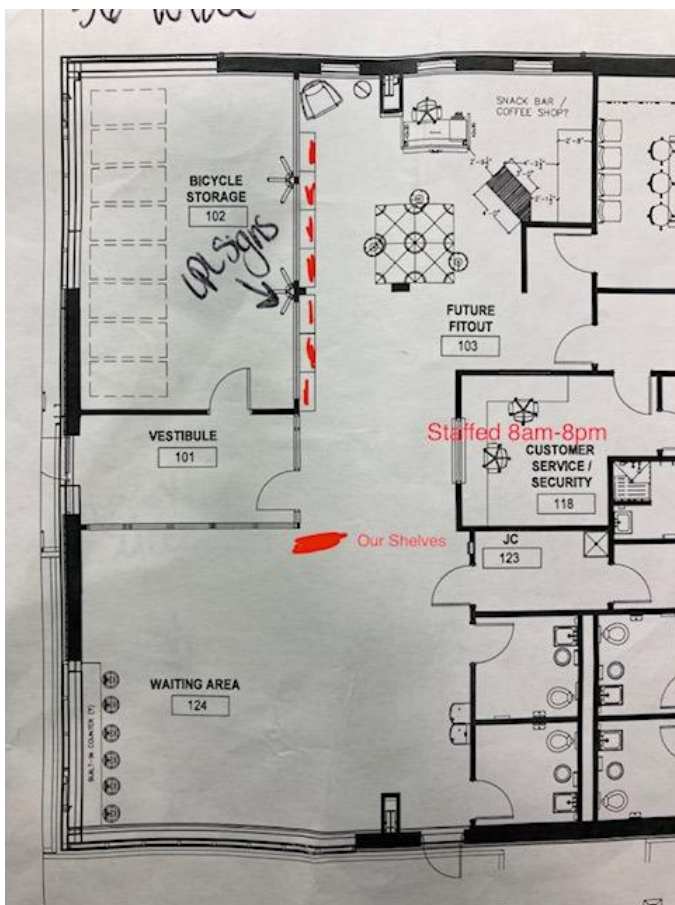
Admin Supplies	\$45.49
Friends Express	\$100.28
TOTAL	\$9,324.36

Fall Book Sale Recap

- Set-up starts at 9:15am, and not before
 - This gives all volunteers a chance to get organized and feel included
 - This does not include Donor's night or Sunday
 - Donor's night takes longer
 - Other inclusive actions
 - OnSite Sales Committee should hold back until 2 week mark
 - Send first email 1 month before for big sales, not earlier
 - 2-3 weeks for the smaller sales
 - Send emails to new volunteers early
 - Star new volunteers on Sign In Sheet
 - Offer shadowing (don't need to officially sign up)
- Feedback
 - Friendly Staff
 - Helpers are always so Friendly
 - Lots of volunteers & nice music. Loved audio books.
 - So many great books to choose from and the volunteers are awesome and super helpful!
 - Friendliness!
 - So many friendly helpers!!!
 - Super Dooper!!! Our Library is wonderful for so many people!
 - Loved the light up open sign on the door
- Very Important Person In Charge
 - Thanks to Jan Conard, Janie Marples, and Stan Ring for being our guinea pigs!
 - How can we encourage others to sign up?
 - Shadow the VIPIC
 - iPad concerns
- New Line Monitor Position
 - Several folks signed up, but they need a rundown of how it works
 - We'll offer training before the next sale
 - Use your BIG VOICE and be assertive to get the shopper's attention!
 - Add up folks in line
 - Take cash or tally for small purchases
 - Revisit the need for change

Transit Center Update

- Starts in Jan 2024
- Open Monday through Friday 8 AM-8PM
- There will be a loading zone for volunteers dropping off books
 - We have eight volunteers interested in helping with this project
- Do we want to have a pay box, or give the books away?
 - **Decided to have a Pay Box**
 - Concern about collecting money in a timely manner
 - Suggested donation with QR code?
 - Find a more secure/high capacity cash box?
 - **Discussion**
 - Free books might go too fast for us to restock
 - Tom volunteers to pick up cash
 - Angela will ask other volunteers if they are OK collecting cash
 - Cash box is in a monitored location (see floorplan and photo)
 -
- How many shelves does the library want for their materials?



II. PC Report

Completed:

- T-shirt & Lanyard distribution
- Fall Book Sale

Working on:

- Bringing electrical up to code
- 2024 Budget
- Season's Readings | Dec 16 | 10 AM-4 PM
- Surgery next Monday, Nov 13
 - Returning Monday, November 27, hopefully

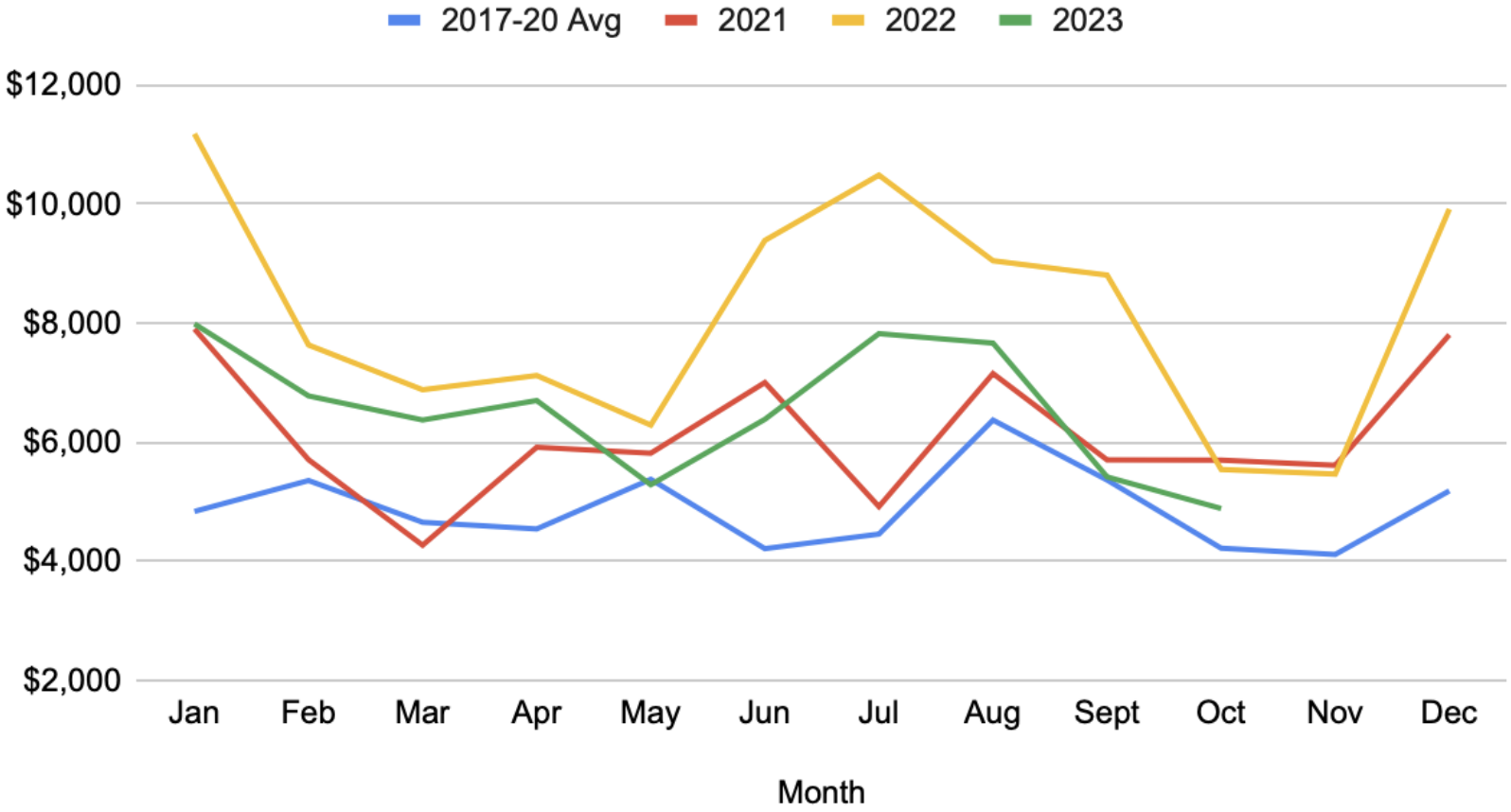
III. OnSite Sales Reports | \$108,439

	January	February	March	April	May	June	July	August	September	October	TOTAL
Appointments	\$1,407.28	\$981.56	\$132.33	\$249.50	\$653.00	\$81.00	\$0.00	\$243.83	\$222.35	\$0.00	\$3,970.85
Friends Express	\$1,346.72	\$1,281.97	\$1,079.47	\$1,165.02	\$1,275.88	\$1,219.86	\$625.73	\$649.62	\$726.88	\$765.04	\$10,136.19
Saturday Sale	\$0.00	\$2,263.46	\$2,625.59	\$0.00	\$0.00	\$3,059.68	\$0.00	\$0.00	\$6,191.15	\$0.00	\$14,139.88
Signs Of Life	\$50.00	\$71.00	\$0.00	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138.00	\$0.00	\$534.00
Love Garden	\$0.00	\$151.00	\$217.50	\$0.00	\$298.50	\$57.00	\$180.50	\$0.00	\$0.00	\$155.00	\$1,059.50
Thrift Books	\$0.00	\$212.99	\$163.54	\$0.00	\$0.00	\$334.29	\$130.78	\$303.18	\$101.17	\$290.47	\$1,536.42
Tabs	\$483.55	\$39.00	\$283.98	\$251.00	\$464.76	\$357.15	\$226.35	\$363.00	\$301.56	\$381.02	\$3,151.37
Major Book Sale	\$0.00	\$0.00	\$0.00	\$23,038.79	\$0.00	\$0.00	\$17,088.27	\$0.00	\$0.00	\$19,175.50	\$59,302.56
Media Sale	\$14,208.31	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,608.31
TOTAL	\$17,495.86	\$5,400.98	\$4,502.41	\$24,979.31	\$2,692.14	\$5,108.98	\$18,251.63	\$1,559.63	\$7,681.11	\$20,767.03	\$108,439

IV. Internet Sales Reports | \$65,312

	January	February	March	April	May	June	July	August	Sept	October	Totals
Amz Gross Sales	\$9,928	\$8,738	\$7,892	\$6,224	\$7,000	\$7,350	\$10,422	\$9,363	\$7,192	\$4,978	\$79,086
Amz Net Sales	\$6,845	\$5,880	\$5,213	\$4,292	\$4,727	\$5,132	\$7,284	\$6,582	\$4,804	\$3,230	\$53,988
Avg Parent Items	4,662	4,647	4,472	4,486	4,447	4,430	4,491	4,610	4,734	4,702	4,568
Items Shipped	528	438	406	344	382	365	360	445	335	272	3,875
Ebay Gross Sales	\$1,502	\$1,174	\$1,695	\$3,051	\$783	\$1,608	\$716	\$1,527	\$923	\$2,049	\$15,027
Tax + Selling Costs	\$358	\$275	\$534	\$642	\$223	\$354	\$175	\$442	\$308	\$391	\$3,703
Ebay Net	\$1,143.56	\$898.87	\$1,160.97	\$2,410	\$560	\$1,254	\$541	\$1,084	\$615	\$1,657	\$11,324
Items Sold	37	34	37	30	20	31	20	23	23	23	278
Discogs Gross Sales										\$534	
Tax+Selling+Shipping										\$146	
Net										\$388	
Items Sold										16	
Total Net	\$7,988	\$6,778.84	\$6,374	\$6,701	\$5,287	\$6,386	\$7,825	\$7,666	\$5,418	\$4,887	\$65,312

Internet Sales



V. Thrift Books Report

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

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			\$3,829
Fundraising Event \$\$	\$7,000	\$41,301	\$5,772	\$4,000	\$11,500	\$5,000	\$1,240	\$0	\$0	\$0			\$75,813
Restricted Gifts \$\$	\$11,628	\$16,070	\$24,275	\$454	\$45,960	\$45	\$29,114	\$5,966	\$3,531	\$26,156			\$163,199
Unrestricted Gifts \$\$*	\$11,725	\$10,664	\$12,163	\$5,675	\$9,386	\$7,140	\$3,721	\$3,024	\$4,166	\$22,354			\$90,018
Total Gifts \$\$	\$30,673	\$68,035	\$42,210	\$10,129	\$66,953	\$12,270	\$35,075	\$9,351	\$7,837	\$50,325			\$332,859
<i>Number of Gifts/Donors*</i>	115	525	151	96	112	215	100	113	86	137			1650
F+F Support for LPL \$\$	\$26,768	\$1,551	\$67,226	\$13,808	\$8,500	\$100,886	\$174,105	\$3,208	\$4,650	\$857			\$401,560

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

*Feb donors include basket/fundraiser ticket buyers

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

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

MEMO

November 8, 2023

TO: LPLFF Finance Committee
FR: Kathleen Morgan
RE: 2022 Form 990 Final Review

At its October 23rd meeting, the LPLFF board reviewed the 2022 Form 990. Board members asked for clarification on a few sections of the report. Given that the IRS submission deadline of November 15 falls before the next board meeting, board members asked that the Finance Committee follow up with Kindred to ensure the questions are answered. The board's questions and the accountant's and auditor's answers are below.

1. Where are the DCCF management fees reflected? On part IX Statement of Functional Expenses (pg 10) there's a line for investment management fees that is blank. Is it because the fees are accounted for in the net investment earnings?

From the auditor: Total DCCF investment fees for 2022 were \$23,826.70, according to year-end DCCF statements. The fees are netted against interest/dividend income and realized/unrealized gains and losses.

2. The fundraising expenses are shown as \$14,255 in Part VIII, Statement of Revenue (pg 9). In Part XI Reconciliation of Revenue per Audited Financial Statements with Revenue per Return they are shown as \$14,256 (which is what's in the audit) Could you fix the one in part VIII? Also, there were questions about why the same expenses are shown as negative in part VIII and not shown as negative in Part XI. (Is it negative if it's described as an "income loss" and not shown as negative if it's an "expense"?) This section of last year's 990 was calculated the same way.

From the accountant: I corrected the fundraising expenses amount to \$14,256 on Part VIII. The reason why you are seeing the 14,256 as a negative on Part VIII is because they have separated it from the contributions portion of the income. So the negative amount represents a "net loss" because essentially you did not have fundraising income that was not considered contributions.

I have added the final review of the 990 to the November 10th Finance Committee meeting agenda. If you are comfortable with the explanations from the auditor and accountant, I will have the final version of the 990 ready for Joan's signature.



**LPL Friends & Foundation DCCF Accounts
Qtr 3 2023 - as of September 30, 2023**

	Qtr 3 2023
Unrestricted Endowment	\$1,379,088.03
Greatest Expectations (NEH) - General*	\$882,497.26
Greatest Expectations (NEH) - Beach*	\$420,797.75
Greatest Expectations (NEH) - Coan*	\$33,335.61
Florence Eggert Fund	\$170,896.12
Milliken	\$76,670.02
Dr. Bob	\$56,304.09
Max Perez Creativity	\$32,471.14
Steiner	\$31,968.58
Katzman	\$23,926.71
Total	\$3,107,955.31

NEH Funds Total*

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

Note from DCCF: The year to date return as of September 30, 2023 was 5.05%, which is in line with index and national foundation averages.



**Roll-Up Fund Statement
Lawrence Public Library Friends & Foundation
July 01, 2023 through September 30, 2023**

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$3,178,845.65	\$2,917,928.09

Contributions/Additions

Gifts and Bequests (Historic Gifts)		\$60.00
Gifts & Bequest (Available)		\$2,754.92
Interest/Dividend Income FB3		\$18,401.97
Inter-fund Gifts (Available)		\$500.00
Realized Gain/Loss FB3		\$2,089.62
Unrealized Gain/Loss FB3		-\$88,321.11
Total Revenue and Support		-\$64,514.60

Grants and Management Fees

Administrative Fees FB2	\$6,375.74	\$18,532.40
Total Expenses	\$6,375.74	\$18,532.40

Ending Market Value	\$3,107,955.31	\$3,107,955.31
---------------------	----------------	----------------

Gifts

Date	Amount	Donation Type	Donor Name	Description
2023-07-07	\$2,754.92	Cash Gift		
2023-07-18	\$200.00			for general support
2023-07-20	\$300.00			for general support from a gift from Dick and Sue Himes
2023-07-23	\$20.00			Online Donation
2023-08-23	\$20.00			Online Donation
2023-09-23	\$20.00			Online Donation

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Endowment Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$1,408,725.10	\$1,282,166.82
Contributions/Additions		
Gifts and Bequests (Historic Gifts)	\$60.00	\$160.00
Gifts & Bequest (Available)	\$2,754.92	\$39,782.68
Interest/Dividend Income FB3	\$8,163.15	\$21,855.61
Inter-fund Gifts (Available)	\$500.00	\$3,000.00
Realized Gain/Loss FB3	\$927.21	\$4,281.25
Unrealized Gain/Loss FB3	\$-39,213.55	\$36,054.25
Total Revenue and Support	\$-26,808.27	105,133.79
Grants and Management Fees		
Administrative Fees FB2	\$2,828.80	\$8,212.58
Total Expenses	\$2,828.80	\$8,212.58
Ending Market Value	\$1,379,088.03	\$1,379,088.03

Gifts

Date	Amount	Donation Type	Donor Name	Description
2023-07-07	\$2,754.92	Cash Gift		
2023-07-18	\$200.00			for general support
2023-07-20	\$300.00			for general support from a gift from Dick and Sue Himes
2023-07-23	\$20.00			Online Donation
2023-08-23	\$20.00			Online Donation

2023-09-23 \$20.00

Online Donation

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Greatest Expectations General Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$903,554.94	\$846,739.71
Contributions/Additions		
Interest/Dividend Income FB3	\$5,226.39	\$14,078.35
Realized Gain/Loss FB3	\$593.35	\$2,800.01
Unrealized Gain/Loss FB3	\$-25,066.85	\$24,175.75
Total Revenue and Support	\$-19,247.11	41,054.11
 Grants and Management Fees		
Administrative Fees FB2	\$1,810.57	\$5,296.56
Total Expenses	\$1,810.57	\$5,296.56
 Ending Market Value	 \$882,497.26	 \$882,497.26

Gifts

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

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Greatest Expectations - Beach Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$430,838.57	\$403,747.05
Contributions/Additions		
Interest/Dividend Income FB3	\$2,492.08	\$6,712.94
Realized Gain/Loss FB3	\$282.92	\$1,335.12
Unrealized Gain/Loss FB3	\$-11,952.52	\$11,528.01
Total Revenue and Support	\$-9,177.52	19,576.07
 Grants and Management Fees		
Administrative Fees FB2	\$863.30	\$2,525.37
Total Expenses	\$863.30	\$2,525.37
 Ending Market Value	 \$420,797.75	 \$420,797.75

Gifts

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

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Greatest Expectations - Rebecca Coan
Local History Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$34,130.88	\$31,984.54
Contributions/Additions		
Interest/Dividend Income FB3	\$197.42	\$531.79
Realized Gain/Loss FB3	\$22.42	\$105.78
Unrealized Gain/Loss FB3	\$-946.89	\$913.21
Total Revenue and Support	\$-727.05	1,550.78
Grants and Management Fees		
Administrative Fees FB2	\$68.22	\$199.71
Total Expenses	\$68.22	\$199.71
Ending Market Value	\$33,335.61	\$33,335.61

Gifts

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

Grants

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



Douglas
County
Community
Foundation

Fund Statement
Lawrence Public Library Friends & Foundation Florence Eggert Fund
July 01, 2023 through September 30, 2023

Fund Activity

Beginning Market Value	07/01/2023 \$174,974.02	Year to Date \$163,971.33
Contributions/Additions		
Interest/Dividend Income FB3	\$1,012.10	\$2,726.29
Realized Gain/Loss FB3	\$114.90	\$542.22
Unrealized Gain/Loss FB3	\$-4,854.22	\$4,681.78
Total Revenue and Support	\$-3,727.22	7,950.29
Grants and Management Fees		
Administrative Fees FB2	\$350.68	\$1,025.50
Total Expenses	\$350.68	\$1,025.50
Ending Market Value	\$170,896.12	\$170,896.12

Gifts

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

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Milliken Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$78,499.66	\$73,563.57
Contributions/Additions		
Interest/Dividend Income FB3	\$454.06	\$1,223.11
Realized Gain/Loss FB3	\$51.55	\$243.27
Unrealized Gain/Loss FB3	\$-2,177.77	\$2,100.44
Total Revenue and Support	\$-1,672.16	3,566.82
 Grants and Management Fees		
Administrative Fees FB2	\$157.48	\$460.37
Total Expenses	\$157.48	\$460.37
 Ending Market Value	 \$76,670.02	 \$76,670.02

Gifts

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

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Dr. Bob READs Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$57,647.48	\$53,926.15
Contributions/Additions		
Gifts and Bequests (Historic Gifts)	\$0	\$100.00
Interest/Dividend Income FB3	\$333.45	\$897.67
Realized Gain/Loss FB3	\$37.85	\$178.40
Unrealized Gain/Loss FB3	\$-1,599.29	\$1,539.51
Total Revenue and Support	\$-1,227.99	2,715.58
 Grants and Management Fees		
Administrative Fees FB2	\$115.40	\$337.64
Total Expenses	\$115.40	\$337.64
 Ending Market Value	 \$56,304.09	 \$56,304.09

Gifts

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

Grants

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



Fund Statement

**Lawrence Public Library Friends & Foundation Maximino Martinez-Perez Creativity Fund
July 01, 2023 through September 30, 2023**

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$33,245.87	\$31,155.70
Contributions/Additions		
Interest/Dividend Income FB3	\$192.30	\$518.01
Realized Gain/Loss FB3	\$21.83	\$103.02
Unrealized Gain/Loss FB3	\$-922.33	\$889.58
Total Revenue and Support	\$-708.20	1,510.61
Grants and Management Fees		
Administrative Fees FB2	\$66.53	\$195.17
Total Expenses	\$66.53	\$195.17
Ending Market Value	\$32,471.14	\$32,471.14

Gifts

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

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Steiner Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$32,731.48	\$30,673.22
Contributions/Additions		
Interest/Dividend Income FB3	\$189.32	\$509.98
Realized Gain/Loss FB3	\$21.50	\$101.43
Unrealized Gain/Loss FB3	\$-908.06	\$875.81
Total Revenue and Support	\$-697.24	1,487.22
Grants and Management Fees		
Administrative Fees FB2	\$65.66	\$191.86
Total Expenses	\$65.66	\$191.86
Ending Market Value	\$31,968.58	\$31,968.58

Gifts

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

Grants

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



Fund Statement
Lawrence Public Library Friends & Foundation Sharyn Brooks Katzman/ David M. Katzman Fund
July 01, 2023 through September 30, 2023

Fund Activity

	07/01/2023	Year to Date
Beginning Market Value	\$24,497.65	\$0.00
Contributions/Additions		
Gifts & Bequest (Available)	\$0	\$24,000.00
Interest/Dividend Income FB3	\$141.70	\$265.02
Realized Gain/Loss FB3	\$16.09	\$17.41
Unrealized Gain/Loss FB3	\$-679.63	\$-268.08
Total Revenue and Support	\$-521.84	24,014.35
 Grants and Management Fees		
Administrative Fees FB2	\$49.10	\$87.64
Total Expenses	\$49.10	\$87.64
 Ending Market Value	 \$23,926.71	 \$23,926.71

Gifts

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

Grants

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

2024 LPL Friends & Foundation Operating Budget - DRAFT							
	2023 Approved	As of 2023 Sept	EST Oct - Dec	Projected Total	2024 Budget	\$\$ Change	Notes
Revenue:							
Unrestricted Donations	\$145,000	\$68,000	\$90,000	\$158,000	\$148,000	\$3,000	
Interest income	\$100	\$350	\$50	\$1,000	\$1,000	\$900	
Fundraising Events	\$45,000	\$75,000	\$0	\$75,000	\$58,000	\$13,000	
Retirement program grant					\$13,000	\$13,000	
Merchandise Sales	\$5,000	\$2,014	\$2,986	\$5,000	\$5,000	\$0	may not continue
Book Sales: On-site	\$91,300	\$89,669	\$21,331	\$111,000	\$93,000	\$1,700	
Book Sales: Internet	\$90,000	\$61,078	\$20,000	\$81,078	\$90,000	\$0	
Total Estimated Income	\$376,400	\$296,111	\$134,367	\$431,078	\$408,000	\$31,600	
Expenses:							
Operating Expenses							
Accounting - Audit, 990, extra accounting	\$4,200	\$1,255	\$3,800	\$5,055	\$3,500	-\$700	
Miscellaneous	\$1,000	\$740	\$260	\$1,000	\$1,000	\$0	
Admin expenses: Printing, Supplies, Tech, Postage	\$7,000	\$1,300	\$3,000	\$4,300	\$7,000	\$0	
Annual letter expense	\$3,500	\$0	\$2,500	\$2,500	\$3,000	-\$500	
Bank Charges/Credit Card Fees	\$2,000	\$1,430	\$570	\$2,000	\$2,300	\$300	
Book Sale Expenses	\$14,000	\$8,750	\$4,000	\$12,750	\$14,000	\$0	
Donor Outreach: Lunches, Author Receptions	\$2,000	\$960	\$300	\$1,260	\$1,800	-\$200	
Insurance: DO, online insurance	\$1,500	\$1,388	\$112	\$1,500	\$1,500	\$0	
Internet sales: Supplies	\$5,000	\$3,360	\$1,000	\$4,360	\$5,000	\$0	
Newsletters/Reader	\$2,000	\$1,150	\$600	\$1,750	\$3,000	\$1,000	
For 2024: Salaries (incl taxes, FICA, KPERS, bonuses etc.) Specialist. \$60,600 (40 hrs); Program Coord: \$61,400 (32 hrs)	\$117,000	\$55,265	\$60,000	\$115,265	\$122,000	\$5,000	follows LPL pay plan
Health Care Benefits	\$23,000	\$10,280	\$13,150	\$23,430	\$29,000	\$6,000	assumes 25% increase in 2024
Retirement program					\$19,500	\$19,500	with Cap Fed grant, LPLFF net pay is \$6,500
Professional fees, Rotary, conferences, travel, Leadership Lawrence	\$5,500	\$3,500	\$500	\$4,000	\$6,000	\$500	
Publicity: LJW page, FB ads	\$2,000	\$525	\$475	\$1,000	\$1,500	-\$500	
Annual meeting, Volunteer thank yous	\$3,600	\$2,150	\$2,000	\$4,150	\$3,600	\$0	Ordered new t-shirts in 2023 (happens every 3 yrs)
Rent: Storage Garage	\$600	\$600	\$0	\$600	\$600	\$0	
Special event expenses	\$12,000	\$8,225	\$275	\$8,500	\$12,000	\$0	
Merchandise expenses	\$2,500	\$1,525	\$2,500	\$4,025	\$3,500	\$1,000	may not continue
Total Operating Expenses	\$208,400	\$102,403	\$95,042	\$197,445	\$239,800	\$31,400	
Total unrestricted grants to library	\$125,000	\$100,000	\$25,000	\$125,000	\$125,000		
Contribution to unrestricted endowment	\$35,000			\$35,000	\$35,000		
Reserve	\$8,000			\$8,000	\$8,200		
Total Expenses	\$376,400			\$365,445	\$408,000		
Difference	\$0			\$65,633	\$0		

Lawrence Public Library Friends & Foundation										
Endowment Distribution 2023-24 as of 3rd Qtr 2023 (Est)										
DCCF Accounts Only										
Fund	Year End 2022	2022-23 Distributions	Qtr 3 2023	Change in Value	12-qtr Rolling Avg*	5%	4.50%	4%	Other	2023-24 Distributions (4.5%)
Unrestricted- General Endowment	\$1,282,166.82	\$51,000.00	\$1,379,088.03	\$55,921.21	\$1,332,673.64	\$66,633.68	\$59,970.31	\$53,306.95	\$27,960.61	\$28,000.00
General Greatest Expectations (NEH)	\$846,739.71	\$0.00	\$882,497.26	\$35,757.55	\$881,684.20	\$44,084.21	\$39,675.79	\$35,267.37		\$40,000.00
Beach Author Series (NEH)	\$403,747.05	\$16,000.00	\$420,797.75	\$17,050.70	\$418,704.81	\$20,935.24	\$18,841.72	\$16,748.19		\$19,000.00
Coan Local History (NEH)	\$31,984.54	\$1,300.00	\$33,335.61	\$1,351.07	\$33,319.92	\$1,666.00	\$1,499.40	\$1,332.80		\$1,500.00
Florence Eggert (employee bonuses)	\$163,971.33	\$8,000	\$170,896.12	\$6,924.79	NA	\$8,000.00	\$8,000.00	\$8,000.00		\$8,000.00
Milliken (Music/Sound+Vision Studio)	\$73,563.57	\$3,000.00	\$76,670.02	\$3,106.45	\$76,634.79	\$3,831.74	\$3,448.57	\$3,065.39		\$3,500.00
Dr. Bob (Kid/teen books with new library cards)	\$53,926.15	\$2,500.00	\$56,304.09	\$2,377.94	NA	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Perez Creativity Fund (Sound+Vision Studio)	\$31,155.70	\$1,300.00	\$32,471.14	\$1,315.44	\$32,456.66	\$1,622.83	\$1,460.55	\$1,298.27		\$1,500.00
Steiner (Weave A Tale storytelling workshop)	\$30,673.22	\$1,500.00	\$31,968.58	\$1,295.36	NA	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Katzman (Retirement Boot Camp)	\$0.00		\$23,926.71							
Totals	\$2,917,928.09	\$84,600.00	\$3,107,955.31	\$125,100.51		\$150,773.70	\$136,896.33	\$123,018.96		\$105,500.00
Notes:										
<i>Change in value for general endowment reflects income only. It exempts \$41,000 in 2023 contributions as of the 3rd quarter. Per Finance Committee procedures, half the gain of the general endowment (minus contributions and transfer payments) is distributed. Accordingly half the gain would be \$27,960 (see J5)</i>										
<i>* Eggert Fund: Library requests \$8,000 for 2024; 12-qtr rolling average was \$171,023.75</i>										
<i>Reflect 4.5% estimated 2024 endowment distributions</i>										
<i>NOTE: 2022-23 fund distributions were made with excess cash, not from DCCF accounts. These were in addition to a \$100,000 unrestricted block grant to LPL in Dec 2021 (from cash.)</i>										