

Approved 2/18/2013.

**Lawrence Public Library
Board of Trustees Meeting
U.S. Bank Board Room, 900 Massachusetts
January 21, 2013**

Board Members Present: Chris Burger, Fran Devlin, Joan Golden, Terry Leibold, Deborah Thompson, and David Vance. Absent: Ursula Minor

Library Staff Present: Brad Allen, Susan Brown, Kim Fletcher, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Guests: Mark Green, Dennis Odgers, B.A. Green; Steve Vukelich, Gould Evans.

Call to Order

Deborah Thompson, Board President, called the meeting to order at 4:35 p.m.

Public Comment

There were no public comments.

Consent Agenda

Terry moved that the consent agenda be approved; Chris seconded. Motion carried.

Director's Report

Brad noted that demolition of the parking lot has begun. Everything has been moved to the new locations and the library is set to reopen tomorrow, January 22. He commended the staff for their hard work on the move, and recognized Charlee, Kim, and Sherri for organizing the move. B.A. Green constructed a ramp that does a great job of connecting the trailers to the main building. The Library purchased a new key fob system to provide secure access for the staff entrance. The system can be repurposed in the new building. Joan commended staff on their flexibility during the move. Brad noted that there were good updates on Facebook to keep the public informed, and there was a nice article about the move in the Sunday Journal-World. Deborah asked if there were any new milestones in the Springsted study. Brad said they have reviewed the completed PAQs, and the next step is to complete job audits on specific positions.

Marketing Director's Report

Susan reported that the social media team was active during the move. Jenny Cook did a good job of saying goodbye to the library on Facebook. Karen Allen had the idea to offer daily deals at local businesses while we were closed. Kristen Soper provided funny tweets during the move. The Journal-World and Channel 6 both covered the move. Tomorrow's reopening will be celebrated with a punch and cookies reception. We will also have our first author talk tomorrow night with Benjamin Lorr,

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competitive yoga practitioner and author of *Hell-Bent*. Over 60 people have signed up for FINRA sessions which start this month. Banned Books trading cards continue to sell.

Library Foundation Executive Director's Report

Kathleen reported that the Friends/Foundation annual letter has brought in almost \$23,000 thus far, with about \$14,000 raised for the Foundation and \$8,000 for the Friends. There will be a groundbreaking program on February 10 at the library building. Rather than a traditional groundbreaking, the public will be invited to sign their names to approved walls and say farewell for now. Mayor Bob Schumm will speak. Caddy Stacks planning is moving along. Sheahon Zenger will be among the special guests at the "Lawrence Masters" VIP party on Friday night. The Foundation has secured a new major pledge of \$25,000 for naming rights for the small meeting room near the Teen Zone.

Library Friends Report

Terry reported that Friends had over 60 attendees at their volunteer reception. They will be running the Library Rummage sale on Saturday Feb. 9 from 9 to 1. Their annual meeting will be held Wednesday March 13 at 6:30 at the Carnegie Library, with Brad speaking. They plan to complete their move to the Borders location late this week.

Ongoing Business

Renovation and Expansion: Dennis Odgers said the demo is in process. They worked on sewer rerouting last week, and Kentucky Street should be open for traffic next week. The job site trailer is scheduled to go up on Kentucky Street on Wednesday. Digging for the garage's lower level has begun. Piers and foundation should be done by the end of the month. The rest of the garage site will be fenced next week and more trees will come down. The city approved the upper level to the garage. Steve Vukelich said Gould Evans expects the library drawings to be out to bid by the middle of the month. Mark Green said that toward the end of this week or next, power to the Library will be cut for a short time while electrical is moved.

New Business

Terry said that his term on the board expires in April so the Board should be thinking of a replacement for him. He has also served as the representative to the Friends. Chris asked that a list of Board terms be provided.

Executive Session

At 5:05, Terry moved that the Board go into Executive Session for 25 minutes to discuss personnel matters, to reconvene at 5:30. David seconded. Motion carried. Brad and Sherri were asked to be present.

At 5:30, Deborah called the meeting back to order. Terry moved that the Executive Session be extended another 15 minutes. Chris seconded. Motion carried.

Adjournment

Approved 2/18/2013.

The meeting was reconvened and adjourned at 5:45 pm.

The next Board meeting will be held on Monday, February 18, in the Library Administration Trailer conference room, at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 3/18/13.

**Lawrence Public Library
Board of Trustees Meeting
February 18, 2013
Library Administrative Trailer Conference Room**

Board Members Present: Chris Burger, Fran Devlin, Joan Golden, Ursula Minor, Terry Leibold, and David Vance.

Absent: Deborah Thompson

Library Staff Present: Brad Allen, Tom Davin, Kim Fletcher, Tricia Karlin, Amanda McConnell, and Sherri Turner.

Friends of the Library: Susan Craig.

Call to Order

Joan Golden, Vice Chair, called the meeting to order at 4:30 p.m. Joan added an Executive Session to discuss a personnel matter to the agenda.

Public Comment

There were no public comments.

Consent Agenda

Terry moved that the consent agenda be approved; Fran seconded. The motion passed.

Director's Report

At their February 12 meeting, the City Commission approved releasing construction documents for bid the week of the 25th, with bids to be received by March 19. Bid approval would likely be on the April 2 City Commission agenda as a consent agenda item. The bid process is being handled by the city through their standard procedures. Brad has met with the City Finance Director to get a better understanding of how the process works.

Work on the garage is moving forward. The staff parking lot is rubble. Rain caused a slight work delay, but nothing significant. Public reaction to the Borders location is good, with a very busy opening day. During busy times, like weekends, business is over capacity for the space, but generally it is working well. Social media was strong during the move.

Joan noted that on our official statistics report, we should add an asterisk explaining that we were closed 2 weeks in early January.

Brad noted that the library has recently launched some new services. We've begun checking out the 12 ereaders that were purchased for training purposes. All are checked out with multiple holds. We have also launched Zinio, a service that provides electronic access to 170 magazine titles. At the end of the month, we will be relaunching Overdrive through the Sunflower consortium. This service is the only one that currently provides titles for use on Kindles. Our other provider, 3M, has been working on this since its inception, but has still not come through with a Kindle deal. Brad, Susan, and Rebecca Dunn attended the ALA Midwinter Conference.

Library Foundation Executive Director's Report

Brad reported for Kathleen. Caddy Stacks is this weekend, with Super VIP, VIP, and family golf options. Tony Horwitz, author of *Midnight Rising*, a book about John Brown and the Civil War, is coming to Lawrence in April. The Foundation plans an event to launch the New Chapter Society on April with Horwitz as the speaker. The *Farewell*

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for Now event at 707 Vermont was well attended. Over 300 people attended and many left heartfelt and moving messages on the walls.

Library Friends Report

Susan Craig reported that there was also a great turnout at the Library Rummage sale on February 9. Library staff priced the items and the Friends ran the sale. Proceeds were approximately \$2500. The Friends Annual Meeting will be March 13 with Brad as the speaker. New board and officers will be elected at that time. Pricing and sorting in the new location is moving along. Items are priced and sorted in the back room at Borders and then loaded onto the semi-trailer parked in the loading dock. The Spring Sale will be April 25-28 at Douglas County Fairgrounds Building #21. The county is not charging rent, and is providing a person and loader to assist with the sale. The sale will be about 1/3 smaller than usual. The Fall Sale will also be at the Fairgrounds. The Friends were able to give another \$49,000 to the library to support programming.

Ongoing Business

Renovation. The most recent set of interior renderings shows minor changes. Joan asked about the shower that is in the staff area. Brad said that it adds LEED credits by encouraging people to bike to work.

Springsted. Springsted will be providing rough drafts of job descriptions for review. The next step is the Request for Review and Reassignment based on the job descriptions.

New Business

Student Representatives. Terry recalled that there used to be student representatives who attended board meetings, and wondered if the board wanted to bring that program back to encourage civic involvement. Kim suggested using someone from our existing Teen Advisory Board. She will follow up.

Liaison to Friends Board. With Terry's term soon to expire, his role as liaison to the Friends Board will need to be filled.

Executive Session

Chris moved, and Ursula seconded, that the Board move into Executive Session for the purpose of discussing a personnel matter, for a period of 15 minutes.

Adjournment

After reconvening from Executive Session, David moved, and Chris seconded, that the meeting be adjourned.

The next Board meeting will be Monday, March 18, in the Administrative Trailer conference room at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 4/15/13.

**Lawrence Public Library
Board of Trustees Meeting
March 18, 2013**

Board Members Present: Chris Burger, Fran Devlin, Joan Golden, Ursula Minor, Deborah Thompson, and David Vance. Absent: Terry Leibold

Library Staff Present: Brad Allen, Susan Brown, Tom Davin, Kim Fletcher, Tricia Karlin, Amanda McConnell, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Guests: Elinor Tourtellot, League of Women Voters.

Call to Order

Deborah Thompson, Board President, called the meeting to order at 4:31 p.m.

Public Comment

There were no public comments.

Consent Agenda

Chris moved that the consent agenda be approved; Fran seconded. The motion passed.

Director's Report

Despite the weather, work on the parking garage continues. Brad has begun attending the weekly construction meetings. Bids on the library building are due tomorrow and will be opened at city hall; board members are welcome to attend. Approval is expected to be on an early April City Commission agenda, probably April 2 or 9, with construction starting soon after. Joan asked Brad to have B.A. Green send them general information regarding the bids. Brad said a lot of people have been asking about the Van Go murals. Taking them down is part of the library bid package and will happen as part of that process.

Brad noted that statistics are low for February, in part due to the fact that we were closed 3 days because of snow. He also noted that last year's numbers include an additional day because it was a leap year. New services are going well. All of the ereaders are checked out and have reserve lists. Zinio, the online magazine service, is off to a good start with 900 checkouts in the first month. OverDrive launched late in the month so we'll have better statistics next month. They are rolling out a new format which we'll be looking into.

Brad was on the Not So Late Show. He attended the pre-bid meeting which was well attended. Joan asked about the \$500,000 stimulus money that was supposed to have been used for the roof. It is the board's understanding that this money was over and above the \$18,000 bond. Brad will look into it. Brad will be on the radio this weekend. He attended the KU Honor's Program's Celebri-tea.

Approved 4/15/13.

Susan Brown has accepted a position as Director of the Chapel Hill Public Library and will begin work on May 20. She said that she is thankful for her opportunities at LPL. Rebecca Dunn, Youth Services Assistant, was honored as one of Library Journal's Movers and Shakers for her work on the Children's Read Across Lawrence and the Tournament of Kids Books. Rebecca is the first LPL staffer to be honored with this award. Honorees were featured in the most recent *Library Journal*. Brad said that we will begin reviewing applications for the Events and Program Librarian and hope to have someone selected by next month.

Library Foundation Executive Director's Report

Kathleen announced that the Foundation received a \$4500 grant from the Douglas County Community Foundation to assist with the summer reading kickoff. This year's kickoff will be a Do-It-Yourself Day featuring a variety of mini-courses throughout downtown. Author Tony Horwitz will be interviewed by KU's Jonathan Earle on April 4. The Foundation will host a VIP reception prior to the event to launch the New Chapter Society. Board members should have received invitations to the reception. Hill's Pet Nutrition has made a \$5000 pledge to fund a large saltwater fish tank in the new library.

Library Friends Report

Brad said he spoke at the Friends' Annual Meeting on March 13. The Friends have been concerned that people didn't know they could still bring donations to the library, so they have painted one of our old book bins library red and positioned it in the entryway. The Spring sale is coming up April 25-28 at the Douglas County Fairgrounds.

Ongoing Business

Renovation. Construction Documents are out and bids are due tomorrow. There will be more information later. Otherwise, things are moving along.

Springsted. Brad said Springsted has sent a huge amount of information including position descriptions based on completed PAQs. They seem to have a good baseline to understand our current staffing. There was consensus among Admin Team members that they are more interested in having Springsted help us move forward that further define where we are now. Brad and Sherri had a follow up conference call with Springsted staff to discuss this and they seem excited to take this route. They did note that if the new plan is too different from what is in the field, it makes it difficult to do comparative salary surveys, but they have some ideas about how to accomplish it. Brad suggested that we need to have some ongoing board involvement in the process and suggested forming a small board committee to work with staff. Deborah expressed agreement with this idea. With her background in HR, she volunteered to be on the committee. Fran will also serve on the committee, having just been through reorganization at KU. Chris also volunteered to be on the committee. Brad said he wasn't sure how long this would take as he is still in the early stages of discussing with the Admin Team. Deborah noted that the board's role would not be to take apart what the Admin Team does, but to work with them.

New Business. Chris and Ursula were appointed to the nominating committee. They will prepare a slate of new officers to be voted on at the next meeting.

Approved 4/15/13.

Terry's term expires at the end of the next meeting. There was discussion about how to proceed in recruiting a new board member. Brad said Mayor Schumm does not have anyone in mind for the position. The board asked staff to put a notice on the library's web page to help solicit interest.

Budget Committee: Joan and Fran were appointed to the Budget Committee.

Executive Session: Chris moved that the Board move to Executive Session for 15 minutes to discuss a personnel matter; Fran seconded. Brad, Sherri, and Amanda were invited to attend.

Adjournment

The meeting adjourned at 5:30 p.m.

The next Board meeting will be held on Monday, April 15, 2013, in the Admin Trailer Conference Room at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 5/20/13 with correction.

Lawrence Public Library
Board of Trustees Meeting
April 15, 2013

Board Members Present: Chris Burger, Fran Devlin, Joan Golden, Terry Leibold, Ursula Minor, Deborah Thompson, and David Vance.

Library Staff Present: Brad Allen, Tom Davin, Tricia Karlin, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Guests: Elinor Tourtellot, League of Women Voters; Emily Reno and Aidan Dietz, Teen Advisory Board.

Call to Order

Deborah, Board President, called the meeting to order at 4:30 p.m.

Public Comment

There were no public comments.

Deborah presented Terry with a gold library card and library swag package to thank Terry for his years of service to the library.

Consent Agenda

Terry moved that the consent agenda be approved; Chris seconded. Brad noted that the actual amount of payments to be made is \$107,828.37. We will not be paying Springsted yet and there are two vendors with whom we have credit balances. The motion passed.

Director's Report

The City Commission approved bids for the library construction at their April 9 meeting. Bids came in within budget. The library bid was made up of 24 individual packages with an additional number of items listed as add alternates. The add alternates were pulled from the basic bid in case the bids came in over budget as they did with the garage. Since the bids came in under budget, all the add alternates were approved with the exception of a roof upgrade. The contingency budget was not affected. Demo work is scheduled to begin this week or next. Work on utilities and interior walls will be first. B.A. Green evaluated the bids which were reviewed by the architects, Brad, and city staff before being approved by the commission.

Brad and library staff met with 3M and TechLogic representatives to review options for RFID and AMH. They have also been in conversation with staff at Topeka Shawnee County Public Library which is in the process of updating their AMH and implementing RFID. If collaborative purchasing with TSCPL is feasible it could provide savings.

The library has hired Polli Kenn as the new Events and Programs Librarian to begin April 29. Brad met with City Commission candidates. He and Kathleen have been working with LMH to

Approved 5/20/13 with correction.

bring the Kansas Health Institute in on the wellness center for the new building. Meetings continue with the goal of developing a pilot project for libraries around the state.

Library Foundation Executive Director's Report

Kathleen said the Tony Horwitz program was a great event and provides a good model for future library/foundation cooperation. It drew an astounding 700 attendees to Liberty Hall. She is working on an NEH challenge grant which is a 25% federal matching grant. We have received \$1000 from Wal-Mart to fund the "People's eReader", a lendable eReader with titles selected by the community. She invited the board to Susan's goodbye party at 5 p.m. on May 8 at Dempsey's.

Library Friends Report

Terry said the Friends held their annual meeting in March and elected new officers at that time. Mary Burchill is the new chair, and Gordon Fitch is the new Friends representative to the Library Board. The Spring Sale is coming up April 25 – 28th at the Fairgrounds.

Ongoing Business

The City Commission presented an overview of the Percent for Art project at their April 9 meeting and gave the okay to moving forward with a contract with Rock Cottage Glassworks (Dierk Van Keppel and John Shreve). The project consists of a number of glass projects throughout the building including a large mobile over the atrium and a scavenger hunt for children. It was noted that the library's renovation page on the website needs to be updated.

New Business

Joan and Brad met with Brady Flannery to discuss becoming a library board member, and submitted his name to Mayor Schumm for approval. It should be on an upcoming Commission agenda for approval.

Chris presented the following slate of Board officers and moved that they be approved:

Chair:	Joan Golden
Vice-Chair:	Chris Burger
Treasurer:	Ursula Minor

Ursula seconded. Motion carried. New positions take effect beginning with the May meeting.

David Vance was appointed as the new Friends liaison.

Brad has met with City Manager Dave Corliss to discuss the budget outlook for 2014. Appraisals are estimated to be down 3%. Using the library fund balance will allow us to maintain 2013 funding levels in 2014. Brad asked the Board for guidance on what they wished to ask for in addition, keeping in mind that the new building will open about halfway through 2014. The board asked staff to find documentation regarding the \$500,000 roof replacement project and the stimulus funding allocated to the library.

Adjournment

Approved 5/20/13 with correction.

Terry moved and Chris seconded that the meeting be adjourned.

The next Board meeting will be held on Monday, May 20, 2013, in the South Trailer Conference Room at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 6/17/13 with corrections.

**Lawrence Public Library
Board of Trustees Meeting
May 20, 2013**

Board Members Present: Chris Burger, Fran Devlin, Brady Flannery, Joan Golden, Ursula Minor, and David Vance.

Absent: Deborah Thompson

Library Staff Present: Brad Allen, Tom Davin, Kim Fletcher, Tricia Karlin, Polli Kenn, Amanda McConnell, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Friends of the Library: Gordon Fitch.

Guests: Elinor Tourtellot, League of Women Voters; Chuck Blaser, Library Foundation.

Call to Order

Joan Golden, Board President, called the meeting to order at 4:30 p.m. Joan welcomed new Board member, Brady Flannery, and welcomed new Friends of the Library representative, Gordon Fitch. Brad introduced Polli Kenn, the library's new Events and Programs Librarian. Joan expressed the Board's appreciation to Deborah for her leadership during an eventful time and to Fran for her long service as Board Treasurer.

Public Comment

There were no public comments.

Consent Agenda

Chris asked that sentence beginning "The board encouraged..." in the paragraph on the budget in the draft minutes be removed. Chris moved that the consent agenda be approved with this correction; Fran seconded. The motion passed.

Director's Report

Referring to his written report, Brad said that work on the construction site is going at a good pace, especially the garage. Over 20 days have been lost due to weather. There have been no surprises on the demolition, and changes to the garage plan are minor.

Mass Street music has given the initial money to start a local online music archive which will be part of the content creation area in the new building. Brad said he is happy to see this moving forward and that Mass Street is happy to be involved. He thanked Kathleen for her help in securing the donor.

Approved 6/17/13 with corrections.

Brad noted that Events and Programs Librarian, Polli Kenn, started work on April 29. The library held its annual Staff Day on May 3. The keynote presenter was Nancy Rosenwald who spoke about what today's library needs to be, focusing on customer service and community building. Kathleen, Susan Brown, and Brad were guests on Channel 6's Town Topic. In April Brad spent time in training and conferences. The Kansas Health Foundation conference was particularly good. He is participating in APPLE training for new library directors in Kansas and also attended the NEKLS Directors Institute.

Library Foundation Executive Director's Report

Kathleen has submitted an NEH Challenge Grant which would provide ongoing funding for humanities programming at the library. Results will be announced in December. Money raised now can count toward the match. The biggest news as of last week is that the Simpson Foundation gave the Foundation a \$14,000 grant. The grant is for unrestricted use. It will be used to pay the remainder of the amount for the second book drop, to send one person to ALA conference in June, and the rest to be determined. Brad added that he is running an essay competition to send a front-line staff member to the conference. Others attending the conference are Brad, Kathleen, and one person from the Admin Team. As a result of winning the John Cotton Dana Award, Macmillan is paying for some conference passes.

Library Friends Report

Gordon said the spring sale was successful with an estimated income of \$28,000. Although it was difficult to pull off, the sale resulted in more income from fewer books and fewer sale days. The plan is to send remainders to Better World Books, which will result in additional income. Committees are meeting now to discuss the next sale. Volunteer Jim Redden gathered good information for analysis and provided excellent assistance with logistics. The Friends need more pricers and sorters, and an increased effort on Amazon sales.

At this point, Joan welcomed guest, Chuck Blaser, from the Foundation Board. Chuck said he was present to answer questions relating to the Foundation's request of the Library Board to help pay Kathleen's salary.

Ongoing Business

Renovation. Chris asked if we needed to designate an in-house construction project manager. Brad said that right now we are okay, but that once we are working on interiors it might be different. Brad is watching to make sure the garage costs aren't bleeding into library budget. The only big change on the garage so far was related to soil condition. The city approved that change, but Brad noted that the garage is the city's project. Brad said that given that nature of this project there is some uncertainty as to who signs off on change requests for the library part of the project. Joan asked if the design committee was still meeting. It is not. David said he has worked as an owner's representative before and could serve as a bridge to make sure the Board's voice is heard on decisions. Last Friday was the first library construction meeting. Brad and/or Sherri will attend. These meetings will cover information that is meaningful to the city and the library, rather than the subcontractors meeting which are very technical. Joan asked if the Board needed to formalize that they want to attend the weekly meetings. It was decided that David will attend the construction meetings, and that he, Joan, and Brad will confer about items that need board input.

Approved 6/17/13 with corrections.

Roof: Joan thanked staff for the information that confirmed that the roof replacement was to have been a city capital improvement project.

Springsted. Brad said he had talked to Sharon Klumpp of Springsted today. Responding to a question about how the compensation part of the project was progressing, Sharon said the staffing study needs to precede the salary survey. She will send something in the next few days. There should be more to report next month. The library is still withholding payment until the project is completed. A date for completion has not been set. The fact that we're trying to create a somewhat new model for staffing is making the process more complex.

Budget. Fran, Joan, Sherri and Brad met to discuss the 2014 budget request. The budget narrative describes the main considerations. As mentioned in the last paragraph of the personnel section, we wanted to fund two new positions, a Marketing and Communications Manager to do visioning and supervise the work of other existing staff, and a new Technology Librarian. However, once the KPERS and health care increases were added in, we thought it was too much to ask for. The budget request includes a modest raise for staff, bringing Kathleen's position in at part-time, adding two part-time custodial positions, and increasing benefits to cover 2 full-time positions created by consolidating existing part-time positions.

The Foundation Board approached Brad with a concern about the considerable amount of time Kathleen spends raising money to fund her own position. Not having to cover her own salary could do away with one fundraiser, and give her more time to write grants and to raise endowment funds. It is fairly common for the Foundation Director to be on staff; both Topeka and Johnson County libraries follow this model. The library already carries her health insurance and benefits. Brad suggested that we start a process of bringing her in by splitting her salary with the Foundation in 2014. His hope is to bring it to the point where it is revenue neutral. A unified budget including outside funding could help illustrate this. Chris said he questioned whether the library could use mill money to fund an individual for a private foundation. We may want to fund it from another source, such as overdue money. Brad said we could do research to find out how it should be structured.

Even though it represents an increase in funding, Brad said that he believes the budget to be conservative, noting that health insurance and KPERS increases account for much of the increase. Chris said that he would not want the library to be the source of a tax increase for the city, and expressed concern about using the reserve fund to fund the 2014 budget because that would result in a necessary tax increase for the following year. After discussion, Joan called the question. The budget request was approved 5 to 1, with Chris voting no. Joan noted that we could ask the county treasurer to confirm the dollar amount in taxes received and compare it to the city reports.

New Business

Concealed carry of handguns. The board discussed their options regarding House Bill 2052, the Personal Family and Protection Act. The law goes into effect July 1 but there is an option to request an exemption until January 2014. The exemption gives libraries and others affected time to gather information and understand options. The question before the Board is whether to file an exemption at this time. Chris noted that the library does not have adequate security measures and would not be able to afford the security measures required to secure a further exemption, and that compliance would provide immunity against liability. He suggested the library should comply by July 1. Brady asked how others are handling this. Fran said she thought KU was asking for exemption. Joan said she had hoped for time to talk with other entities, especially the city, before

Approved 6/17/13 with corrections.

deciding. Brad said his recommendation would be to get the exemption so that we have more time to understand the law and our options fully. Since this is a complicated and important issue, the Board asked Brad to talk to City Attorney Toni Wheeler before the next meeting, at which time a decision will be made.

Board Training. Joan said that is a good time for Board Training to take place. The last time Board Training was offered, it was accomplished by having a series of speakers make short presentations at board meetings. The Board agreed that this was a convenient way for everyone to train. Brad said that NEKLS staff is happy to help coordinate this. Joan asked Brad to begin making arrangement. There is also a half-day NEKLS-sponsored Trustee Training session on Saturday, July 20, at the NEKLS office on 6th Street that is available to all board members.

Adjournment

David moved and Fran seconded that the meeting be adjourned. The meeting adjourned at 6:00 pm.

The next Board meeting will be on Monday, June 17, in the South Trailer Conference Room at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 7/15/2013.

**Lawrence Public Library
Board of Trustees Meeting
June 17, 2013**

Board Members Present: Chris Burger, Fran Devlin, Brady Flannery, Joan Golden, Ursula Minor, and Deborah Thompson. Absent: David Vance.

Library Staff Present: Tom Davin, Tricia Karlin, Amanda McConnell, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Friends of the Library: Gordon Fitch

Guests: Patti Poe and Jim Minges, NEKLS; Toni Wheeler, City Attorney.

Call to Order

Joan Golden, Board President, called the meeting to order at 4:30 p.m. Deborah moved that the board go into executive session until 4:50 to discuss a matter of attorney client privilege. Chris seconded. All in favor.

At 4:50 Deborah moved to extend the session until 5:00; Brady seconded. Motion carried.

The regular meeting resumed at 5:00.

Public Comment

There were no public comments.

Joan introduced guests Toni Wheeler, Jim Minges, and Patti Poe. Joan said she would like to move the discussion of concealed carry of handguns to the top of the agenda in order for City Attorney, Toni Wheeler, to be present. Toni said the City Commission had received a briefing on the state law. As written it would go into effect July 1, but cities and counties can obtain an exemption until January 2014 by writing a letter to the Attorney General. The intent of the exemption is to allow time for institutions to assess their ability to provide the security that the law requires in order to disallow concealed carry. The City Commission authorized obtaining the 6-month exemption, and staff is now gathering information for a recommendation about security measures, and which buildings may have a greater need for additional security, such as City Hall, Municipal Court, and police stations. In response to a question from Chris, Toni confirmed that if you allow concealed carry in the building, the owners are exempt from liability. She said that if there were to be an accident or death, the expense of defending the case could be significant even with immunity. (Brady left at 5:03). Toni said that they are putting together a plan they believe to be sufficient to obtain the 4-year extension, but there is some uncertainty about what the security plan must include. She has not yet seen specific regulations. The Attorney General will review the security proposals and may or may not accept the plan as sufficient. The City Commission is interested in keeping weapons out of city buildings as long as

Approved 7/15/2013.

possible. The city wrote their exemption letter broadly enough that it could cover all city buildings, including the library. Sherri said that Brad had spoken to City Manager, Dave Corliss, and he thought it would be appropriate for the Library Board to affirm the city's intention if that was their wish. Fran moved, and Debra seconded, the motion that the Library Board affirm its intention to exempt the library from concealed carry until January by writing a letter to the Attorney General. Chris said he thinks the immunity issue is very important. Motion carried. Ayes: Ursula, Fran, Debra, Joan; No: Chris. Toni said she would send a copy of the city's letter to the library.

Consent Agenda

Chris asked to have the minutes regarding the concealed carry discussion amended to note that he had expressed concern that the library does not have adequate security measures in place nor likely will have the ability to provide it in the future, and that this puts the library at risk of losing immunity from liability. Regarding the budget discussion he asked that the minutes show his concern about use of reserve funds to fund the 2014 budget. Chris moved that the consent agenda be approved as corrected; Fran seconded. Motion carried.

Director's Report

In Brad's absence, Sherri referred the board to his written report. She added that several staff members attended the Best of Lawrence celebration where the library won the honor of being voted the third best bookstore in Lawrence.

Library Foundation Executive Director's Report

Kathleen said Gould Evans' staff had given the Foundation Board a presentation on signage for the named spaces in the building. They have designed the signage to be fairly consistent and easily moved. The Foundation Board was happy with the design. They are working on a process to inform donors. Chris said that the Library Board also needs to approve the names and placement. Joan noted that the board had approved the spaces to be named before they appeared in the Foundation brochures. Kathleen said she was happy to provide more information to the board.

The Foundation continues their low key effort to build the endowment. They hope to find donors who are interested in the remaining naming opportunities in the new building. Funds raised can count toward the match for the proposed NEH grant. They have begun planning the fall fundraiser and are pursuing options to secure a major author for the event.

Dale Willey has secured a grant for the library from the National Automobile Dealers Association Foundation. Every 3 years the library will receive \$2000 in perpetuity.

Library Friends Report

Gordon said that the Friends are working on their Fall sale which will start September 26. Part of the plan for dealing with that is a summer fiction and mystery sale that is tentatively scheduled for August 1.

Approved 7/15/2013.

Ongoing Business

Renovation/Expansion update

Sherri said there's not a lot to report yet on the library construction. Bi-weekly construction meetings for city and library staff continue. David has begun attending. Work has mostly been on demolition thus far with few changes as yet. Gould Evans is working on a new idea for the polycarbonate ceiling panels that would be more cost effective. They have not yet shown them to staff. Deborah said it was important to have B.A. Green and/or Gould Evans come to meetings on a monthly basis. They asked to have Brad schedule B.A. Green for a big update at their next meeting.

New Business

Circulation Policy Update . Revision of the circulation loan rules were reviewed in order to allow for 2-hour checkouts of laptops for use in the library. Revisions approved included other minor corrections and omissions. Deborah suggested striking reference to specific formats whenever appropriate. Deborah moved the revisions be approved; Chris seconded. Motion carried.

Audit Report.

Joan distributed the audit reports. There were no issues.

Trustee Training

Jim Minges & Patti Poe from NEKLS provided trustee training on the topic of Board and Director roles.

Adjournment

The meeting adjourned at 6:10 p.m.

The next Board meeting will be held on Monday, July 15, in the South Trailer Conference Room at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 8/19/13.

**Lawrence Public Library
Board of Trustees Meeting
July 15, 2013**

Board Members Present: Chris Burger, Fran Devlin, Brady Flannery, Joan Golden, Ursula Minor, Deborah Thompson, and David Vance.

Library Staff Present: Jeni Burrows, Tom Davin, Kim Fletcher, Tricia Karlin, Polli Kenn, Amanda McConnell, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Friends of the Library: Gordon Fitch.

Guests: Elinor Tourtellout, League of American Women Voters; Tracy Green, Mark Green, B.A. Green.

Call to Order

Joan Golden, Board President, called the meeting to order at 4:30 p.m. Brad introduced Jeni Burrows, the library's new marketing coordinator, and Joan welcomed Tracy and Mark Green from B.A. Green.

Public Comment

There were no public comments.

Consent Agenda

Brad noted that there is an additional check for \$2500 to PhilSquare which will be paid back from the foundation; a last minute payment of \$50 to Nicholas Ward for a program, and that the Springsted payment is still being held. Joan noted a difference between tax fund receipts compared to last year. Brad said that we have just received the payment so it will show up next month. Chris moved that the consent agenda be approved with additions to financials; Fran seconded. Motion carried.

Director's Report

Brad said he didn't have a lot to report since he had been away from the library quite a bit, first for 5 days to the ALA annual conference and then on vacation. The library sent 5 people to ALA for 5 days for \$4000. The city approved the budget at \$140,000, which was \$40,000 more than the city manager's recommended budget. He thanked Joan for attending the commission meeting, and any other board members who wrote letters in support of additional funding.

Library Foundation Executive Director's Report

Kathleen has submitted a grant application to the Beach Foundation for a speaker series. If received, the funds would count toward the NEH grant matching funds. She noted that the NEH grant has not been approved. She thanked Joan for her help. The Beach Foundation Board will

Approved 8/19/13.

consider the request tomorrow. Work on the Fall Fundraiser is underway. A tie-in to the Banned Books trading card award events is planned. Tentative date is September 18 at Liberty Hall.

Included in the packet is a list of all the proposed naming opportunities and those still outstanding. Joan and Kathleen are meeting with donors to make sure they are okay with placements. She has talked to Steve Vukelich about getting together with the city to make sure the signage meets all city requirements. Except for the civic plaza, signs will all be of a uniform size just outside the rooms. On the main donor wall, the font size will reflect the size of the gift. Deborah asked what will happen to the old metal donor sculpture. Kathleen said that all of those names will be retained and incorporated into the new donor wall. Chris asked if it had been decided how long the naming would last. (Brady arrived at 4:45.) Chris will work with Kathleen to draft an agreement to bring back to the board. What to do with the original builder's plaque and the Wayne Mayo memorial are still to be decided.

Library Friends Report

Gordon said that the Friends are still dealing with their reduced space. The fall sale will be September 26-29 at fairgrounds. They are looking at dates for another spring sale in April, depending on the availability of fairgrounds. There will be a special Beach Reads sale on August 1, which will feature fiction, romance, mystery, and science fiction. It will be held in the events room in conjunction with Last Bash. Training for pricers and sorters is being conducted to help them meet the challenge of limited space. Many of the items not designated for the sale are going to Better World Books & Amazon Sales.

Ongoing Business

Renovation/Expansion update

Mark said that the demolition at the library is almost done. They have begun framing the lower level. Foundations are about 60% done. They are holding off on the south side until the north and east are caught up. Roofing will be coming off this week and next. Ductwork is starting in the lower level. The question about increasing the size of the clerestory needs a decision soon. There has been discussion about increasing its size to match the size of the floor opening rather than just the stairwell. They have put together a very rough estimate of \$60,000 for this change. Shop drawings for steel for the clerestory are due this week. Brad said it seems like a large contingency to get into this early in the project, but a good aesthetic change. He asked how the board wanted to handle these kinds of decisions. Deborah suggested that David, as the board liaison, review the proposal and bring it back to board with pros and cons. John Wilkins (Gould Evans) and the city still need to weigh in on it as well. David will contact Gould Evans and will then send information to the board. Brad will then email board members individually for a vote. This needs to be decided by July 26. The board will discuss the contingency at a future board meeting. Tracy said the schedule has slipped a couple of weeks, mostly due to weather. This is not unexpected and he doesn't foresee problems. Chris said we need to make sure there are no problems with the exterior system. Tracy said that once the terracotta sample components arrive, they will start field constructing a sample. They will check details to make sure it's watertight. Steve Vukelich will be involved in monitoring. They will take care to make sure

Approved 8/19/13.

anything involved in the building envelope has a bond. They utilize a commonly used risk management measure. The garage is estimated to be done in mid-August. Parking controls are still pending. Once the garage is open, there will still be some work on the hardscape around it. The alternate for electric car charging was not accepted. In fact, most of the alternates on the garage were not accepted in order to leave more money in the project for the library.

Board Retreat

As a follow-up to the last meeting's board training, Joan asked for the board's thoughts about a board retreat. She had asked Brad to talk to Jim Minges about finding a facilitator. First thing to determine is what exactly we want them to facilitate. Brad said that a staff New Directions task force has been working on a priority list for getting ready to move into the building. The aims of the bond issue--children, technology, community engagement, and meeting rooms--with the addition of an internal customer service component, formed the foundation for the list. He said he could send the report to whole board. The plan is largely operational in focus, rather than strategic. He said he didn't know if we are ready to go through a formal strategic planning process at this time with so much to do. Fran said it might be more logical to do when you're in the new building. Joan asked what would be the most useful for a facilitated retreat at this point. Deborah said that a high level strategic plan that was very long range, but small, would be very helpful before moving into a new building. Now might be a perfect time. Joan said we don't want to allow a let-down to occur once you've moved into the building. The plan would not be a to-do list. Deborah said it is important to keep it at a governance level. The retreat would last a couple of hours. Joan noted that in order to sustain funding as we move forward, it is important to document what we're doing and to show that we have a plan forward. Brad will find some options for a facilitator. The board would like someone with library experience. Joan suggested September 16, or if not then, October.

New Business

RFID Project

Tom said that staff recommends Tech Logic as the vendor for the AMH sorter. We chose the sorter separately from the RFID components in order to get specifications to the builders. A key factor in the selection is that Tech Logic offers a feature where patrons don't have to put items in one at a time. We think we would need 2 intakes with the 3M system because items have to be put in one at a time. The money for both systems is similar, but we prefer the functionality of Tech Logic. Deborah asked if these are the primary vendors. Brad said that another major vendor is Bibliotecha, but we have heard reports about problems with them. Brad saw all of the vendors at ALA. He said he felt that the Tech Logic solution is a simpler machine that appeared more solid. The first year full year of maintenance is included. For years 2-5, we are recommending a lower tier service. Chris asked how quickly it will change. Brad said the biggest major change in the field has been from hydraulic to electric. This is an electric machine. Amanda said either Tech Logic or 3M would be a good decision or work for us. The single point induction point removes 90 degree turns which are where problems are most likely to occur.

Approved 8/19/13.

Tech Logic's deshingler allows patrons to drop a stack of books at one time, and allows us to have only one patron intake. Ursula moved and Fran seconded, that the Tech Logic sorter be purchased. Joan thanked Ursula for serving on task force. All in favor; motion carried. Brad will get this decision before the city commission.

Joan will not be here in August.

Chris moved, and Deborah seconded, that the board go into executive session for 5 minutes to discuss a personnel matter. Motion carried.

Adjournment

The meeting adjourned at 6:02 p.m.

The next Board meeting will be held on Monday, August 19, ⁱⁿ the South Trailer Conference Room at 4:30 pm.

Respectfully submitted,

Sherri Turner

Approved 9/16/13.

**Lawrence Public Library
Board of Trustees Meeting
August 19, 2013**

Board Members Present: Chris Burger, Brady Flannery, Ursula Minor, and David Vance.

Library Staff Present: Brad Allen, Kim Fletcher, Tricia Karlin, and Sherri Turner.

Library Foundation: Kathleen Morgan.

Guests: Elinor Tourtellot, League of Women Voters

Call to Order

Chris Burger, Board Vice Chair, called the meeting to order at 4:35 p.m.

Public Comment

There were no public comments.

Consent Agenda

David moved that the consent agenda be approved; Brady seconded. The motion passed.

Director's Report

Brad said that the main thing he's been working on is the building. Issues with the facade at the corners has caused some delay in completion of garage. Options are being considered. The garage may open prior to completing this if they can do so safely. Substantial completion of the garage is expected soon. The Sidewalk Sale was great; the library gave away water, fans, and tattoos, and had lots of good conversations. Brad has been on the radio a couple of times--on *Cadre Lawrence*, for a full hour, and on *About the House*. He is in discussion about an ongoing program on *About the House*. Summer Reading has wrapped up. Numbers were good--teen is already over last year, children's is a little under. This is partly due to moving sixth graders from children's to teen. Adult has around 1000 finishers at last count. In preparation for *Read Across Lawrence*, Brad gave board members copies of *The Worst Hard Time* and info about it. The major author program with Tim Egan is September 26th at the Lied Center. This year we have partnered with KU's Common Book, but we will begin transitioning to our own spring program for future years. The kid's *Read Across Lawrence* title is *Turtle in Paradise*.

Library Foundation Executive Director's Report

In response to the announcement of the Beach Foundation grant, the Journal World has run a question in the paper soliciting suggestions for authors. So far, over 100 authors have been suggested. Kathleen said there will be a committee to select the authors. The plan is to launch it with the opening of the new building. She said we also received a \$1500 grant from WalMart to

Approved 9/16/13.

fund a book club in a bag that is all ereaders. The Banned Book Trading Card award event is September 19 at Liberty Hall. It will be free admission and open to the public. She is working on doing a silent auction of original art if the artists agree to donate their work. Tomorrow night is the book launch party at the Carnegie for Jonathan Earle's. He and the co-author, Diane Mutti Burke, will present. Phoenix Rising, a new Free State beer, will be served.

Library Friends Report

David said that Steve Vukelich was at the last meeting to review the space plan for Friends in new building. They formed a Friends subcommittee to look at layout. The Beach Reads sale didn't earn as much as they hoped, but it did help them refine their process.

Ongoing Business

Renovation/Expansion

Brad did a walkthrough of the construction site on Friday. The basement framing is essentially done. The full cost of the clerestory cutouts has not been determined yet. The estimate is still around \$60,000 but they still need the structural steel drawings to firm it up. Chris asked if there were any other unexpected cost changes. Brad said the only potential one is the corner changes at garage. David said that most of the big things that cause major expenses are out of the way and they haven't encountered problems. There is some potential with the roof tearoff, but not likely. Chris thought it might be good for the board and staff to have a list of additional things we may want to add or upgrade if we are under budget. The roof upgrade is still an option.

Board Retreat

Brad spoke to Gina Milsap who will facilitate the retreat. The suggested time frame is for the retreat to run from 2:00 - 4:30, with the board meeting following from 5:00 - 6:00 after a short break. It will be on September 16 in the conference room. Joan, Gina, and Brad will have another conversation about how to frame the discussion.

New Business

New Directions Team Report

The Board packet included the New Directions Team report. Brad said he thought it would be helpful for the board to see the plan prior to the Board retreat. He acknowledged that the list of projects is based on previous capital campaign goals. It is important that board and staff are working from the same set of values.

Chris moved to go into executive session to discuss the Springsted personnel plan until 5:35; Brady seconded. All in favor

At 5:35, Brady moved to extend the executive session until 5:45; Ursula seconded. All in favor.

Adjournment

Approved 9/16/13.

The meeting adjourned at 5:47 pm.

The next Board meeting will be held on Monday, September 16, at **5 p.m.**
in the South Trailer Conference Room.

Respectfully submitted,

Sherri Turner

Approved 10/21/2013.

**Lawrence Public Library
Board of Trustees Meeting
September 16, 2013**

Board members present: Joan Golden, Fran Devlin, Ursula Minor, Deborah Thompson, David Vance, Chris Burger, Chris Burger, Brady Flannery

Library staff present: Brad Allen, Tom Davin, Charlee, Glinka, Kim Fletcher, Tricia Karlin

Library Foundation: Kathleen Morgan

Guests: Elinor Tourtellot, League of Women Voters; Dennis Odgers and Mark Green, B.A. Green

Friends of the Library: Gordon Fitch

Call to order

Meeting was called to order at 5:01 by Joan Golden.

Public Comment

There were no public comments.

Consent Agenda:

There was no discussion on the consent agenda. Fran moved to approve the consent agenda, Brady seconded. Motion carried.

Foundation Executive Director's report

Kathleen reported that the Banned Book Card unveiling will be Thursday night and asked that board members come. The KU Theatre Department will put on an awards ceremony, and the 2013 World Air Guitar Champion, Eric Mellin, will also perform. Admission will be free, due to \$5,000 in sponsorships that will fund the event. There will be a silent auction for artworks, and the Friends of the Library will likely have a donation jar out, since their fall book sale has been cancelled.

The Library Foundation has also received a \$50,000 commitment from Don Marquis, a Professor of Philosophy at the University of Kansas, to name the northwest corner adult reading room in honor of his mother. They are close to receiving another \$50,000 commitment for the outdoor reading garden. Architects are working on possible configurations for the reading garden.

Kathleen just sent in an application to the Kansas Health Foundation. The grant would support the Library's summer reading program in 2014.

Friends of the Library report

Approved 10/21/2013.

Gordon Fitch reported that the Friends are deciding how to treat the bedbug-contaminated books in their inventory. They are considering heat treatments, freezing the books, or throwing them away. No decisions have been made yet.

Joan noted that the incident was well-handled, a sentiment echoed by Brad, who said that Ruth did a great job speaking to the media.

Renovation/Expansion update

Dennis gave a report on the library expansion project. The parking garage is now open. The library building is on schedule. Construction will be substantially complete by May 7, and then there will be an additional month required before the library can officially occupy the space.

Joan asked if the building will be enclosed before the cold weather hits. Dennis said it should be boxed in by December. Roofing should be up by the first or second week of December. Joan asked if the board needs to make a decision on upgrading the roof from a 20-year roof to a 30-year one. Dennis said a decision would need to be made in the next two weeks. Joan asked how a decision on that should be made. Dennis noted that there is a \$480,000 contingency fund, of which they have used \$130,000 for change orders to date (about \$70,000 to \$80,000 of that is for the clerestory expansion). Architects anticipate some upcoming savings on the polycarbonate ceiling changes. Deborah asked if the decision is the board's decision or the City's? Brad said we should consider if the City will want to redo the roof in 20 years. Dennis said it is probably cheaper to do the upgraded roof now – it doesn't take many maintenance calls to add up to the difference in roof cost. Joan noted that we have the money now. If there is contingency left over at the end of the project, the Library will not receive it. Brad said that City Staff have said they think it's worth it to upgrade the roof.

Discussion followed as to how the board would make a decision should be made on whether to upgrade the roof or not. Dennis and Mark explained the type of roof that is being installed. Dennis noted that the warranty would probably cover labor and materials. The older the roof is, the less-likely it is that the warranty would cover a full replacement: it would likely cover patching. However, he does not know the exact details of the warranty and would have to look up that information. Brad noted that John Wilkins of Gould Evans is fine with a 20-year roof, but the city staff has indicated a preference for a 30-year roof. Brad said that it is important to consider what other change orders we need to pay for that the roof upgrade money could pay for. Chris noted that we are past the big potential problems in the construction phase. Brad said that there could be finishes or improvements that may be ahead. Chris asked if the bookmobile parking area had been filled in, and Mark noted that it had. Deborah noted that the city has a vested interest in making sure the roof is maintenance free for as long as possible. She considered if that was also best for the Library?

At the end of the discussion, most of the board indicated that they wanted to defer to the city on the decision of whether or not to upgrade the roof.

Chris asked if the board had come up with any issues or additions to the expansion project that should be considered for the contingency fund. He also asked staff for their suggestions. Board members did

Approved 10/21/2013.

not have any suggested add-ons. Brad said that we will likely need to tweak the administrative suite because of changes in the organizational structure. Chris noted that there are thresholds where it is expensive to make changes and then also when it is impossible to make changes. Mark said that once the building is enclosed and the roof is on and we start finishes, then it will be too late to make changes. On the lower level, the offices are framed. Brad noted that overall, the plan is where we want it: we just need to make minor tweaks.

New Business

Next steps for future visioning

Joan said that Gina Millsap, who led the board retreat earlier today, would have notes for the meeting back to the board members soon. She noted that she and Brad would talk about next steps and how to include these in upcoming meeting agendas. Brad said that he would like to communicate better with the board about what the Library is doing and not just report on it after the fact. Brady said the staff are doing a great job being proactive about the upcoming library opening, but let the board know what they can do to help in the upcoming months.

Director's report

Brad referred the board to his written report.

He also said that Gina suggested that the Library provide more information about the board members on the Library website and perhaps on their social media. The current web page that informs the public about the Library board is minimal – it simply lists the names of the board members. Brad will ask Jeni Daley to get in touch with each of the board members about taking their photos for the web site and perhaps adding a profile of each board member. Board members were amenable to this.

Brady moved that the meeting be adjourned, Ursula seconded. Motion carried.

Adjournment:

The meeting adjourned at 5:35 p.m.

The next meeting will be Monday, October 21st at 4:30 p.m.

Respectfully submitted,

Tricia Karlin

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

Lawrence Public Library, Lawrence, Kansas
Board of Trustees Regular Meeting

Monday, October 21, 2013 at 4:30 PM
In the South Trailer, 700 New Hampshire Parking Lot

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Renovation/Expansion update -- BA Green
- Springsted update

New business

- Next steps for future visioning -- DISCUSSION
- Process for building forward-looking board agendas -- DISCUSSION

Adjournment

**Lawrence Public Library
Board of Trustees Meeting
September 16, 2013**

Board members present: Joan Golden, Fran Devlin, Ursula Minor, Deborah Thompson, David Vance, Chris Burger, Chris Burger, Brady Flannery

Library staff present: Brad Allen, Tom Davin, Charlee, Glinka, Kim Fletcher, Tricia Karlin

Library Foundation: Kathleen Morgan

Guests: Elinor Tourtellot, League of Women Voters; Dennis Odgers and Mark Green, B.A. Green

Friends of the Library: Gordon Fitch

Call to order

Meeting was called to order at 5:01 by Joan Golden.

Public Comment

There were no public comments.

Consent Agenda:

There was no discussion on the consent agenda. Fran moved to approve the consent agenda, Brady seconded. Motion carried.

Foundation Executive Director's report

Kathleen reported that the Banned Book Card unveiling will be Thursday night and asked that board members come. The KU Theatre Department will put on an awards ceremony, and the 2013 World Air Guitar Champion, Eric Mellin, will also perform. Admission will be free, due to \$5,000 in sponsorships that will fund the event. There will be a silent auction for artworks, and the Friends of the Library will likely have a donation jar out, since their fall book sale has been cancelled.

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Next steps for future visioning

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Brady moved that the meeting be adjourned, Ursula seconded. Motion carried.

Adjournment:

The meeting adjourned at 5:35 p.m.

The next meeting will be Monday, October 21st at 4:30 p.m.

Respectfully submitted,

Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
September 2013									
REVENUES	Month	Year to Date	Annual Budget	75% of Year	Sep-12	YTD 2012			
Tax Fund	\$ -	\$ 2,850,000.00	\$ 3,243,260.00	87.87%	\$ -	\$ 2,850,000.00			
Interest	\$ 25.32	\$ 193.52	\$ 250.00	77.41%	\$ 24.44	\$ 195.22			
State Aid	\$ -	\$ 37,394.00	\$ 35,000.00	106.84%	\$ -	\$ 37,347.00			
N.E.K.L.	\$ 15,185.00	\$ 45,555.00	\$ 60,740.00	75.00%	\$ 14,742.50	\$ 44,227.50			
Photo Copies	\$ 1,085.10	\$ 9,294.08	\$ 12,600.00	73.76%	\$ 1,087.15	\$ 11,456.71			
Overdues	\$ 12,872.23	\$ 121,975.73	\$ 180,000.00	67.76%	\$ 12,102.72	\$ 128,725.07			
Miscellaneous	\$ 15.20	\$ 12.07			\$ 46.03	\$ 236.44			
Total Revenues	\$ 29,182.85	\$ 3,064,424.40	\$ 3,531,850.00	86.77%	\$ 28,002.84	\$ 3,072,187.94			
EXPENSES									
Salaries & Wages	\$ 146,507.14	\$ 1,337,981.60	\$ 1,898,850.00	70.46%	\$ 145,637.96	\$ 1,333,967.40			
Health Insurance	\$ 22,013.42	\$ 194,227.55	\$ 295,000.00	65.84%	\$ 20,633.93	\$ 193,575.82			
Payroll Taxes	\$ 23,521.78	\$ 212,264.16	\$ 283,000.00	75.01%	\$ 22,125.69	\$ 198,038.78			
Books & Materials	\$ 42,041.89	\$ 328,334.26	\$ 512,000.00	64.13%	\$ 30,960.16	\$ 326,446.41			
Periodicals	\$ 16.50	\$ 13,378.38	\$ 28,000.00	47.78%	\$ -	\$ 15,446.12			
Library Supplies	\$ 6,924.60	\$ 62,850.83	\$ 95,000.00	66.16%	\$ 6,786.11	\$ 72,991.91			
Building Supplies	\$ 1,208.87	\$ 11,030.85	\$ 14,000.00	78.79%	\$ 1,004.03	\$ 11,755.64			
Repairs & Maintenance	\$ 613.50	\$ 55,200.47	\$ 75,000.00	73.60%	\$ 1,976.73	\$ 72,141.10			
Equipment	\$ -	\$ 4,025.82	\$ 5,000.00	80.52%	\$ -	\$ 699.96			
Equipment - Technology	\$ 1,495.63	\$ 16,270.27	\$ 16,000.00	101.69%	\$ 448.54	\$ 11,172.15			
Capital Improvements	\$ -	\$ -	\$ -		\$ -	\$ 3,158.00			
Utilities	\$ 9,925.33	\$ 99,587.84	\$ 100,000.00	99.59%	\$ 4,498.71	\$ 95,811.06			
Insurance	\$ 374.46	\$ 13,153.58	\$ 15,000.00	87.69%	\$ 850.85	\$ 14,031.02			
Postage	\$ 1,575.99	\$ 19,231.09	\$ 40,000.00	48.08%	\$ 845.37	\$ 27,742.53			
Travel & Continuing Education	\$ 763.60	\$ 10,005.83	\$ 25,000.00	40.02%	\$ 374.08	\$ 15,698.82			
Book Van & Mileage	\$ 219.13	\$ 1,445.79	\$ 4,000.00	36.14%	\$ 268.43	\$ 2,338.41			
Photo Copiers	\$ 513.27	\$ 5,311.07	\$ 8,000.00	66.39%	\$ 619.18	\$ 5,687.64			
Programs	\$ 941.63	\$ 15,647.56	\$ 20,000.00	78.24%	\$ 1,353.91	\$ 13,020.09			
Professional Fees	\$ 5,577.75	\$ 57,086.38	\$ 67,000.00	85.20%	\$ 5,485.56	\$ 53,073.10			
Website/OPAC Content	\$ 887.95	\$ 5,400.89	\$ 14,000.00	38.58%	\$ 1,229.95	\$ 8,751.94			
Advertising & Marketing	\$ 561.03	\$ 9,444.56	\$ 12,000.00	78.70%	\$ (51.18)	\$ 5,683.47			
Contingency	\$ -	\$ -	\$ 5,000.00	0.00%	\$ -	\$ -			
Miscellaneous	\$ 152.31	\$ 8,101.93			\$ (152.73)	\$ 13,673.29			
Total Expenses	\$ 265,835.78	\$ 2,479,980.71	\$ 3,531,850.00	70.22%	\$ 244,895.28	\$ 2,494,904.66			
Revenues Over Expenses	\$ (236,652.93)	\$ 584,443.69							
Cash Balances:									
Checking	\$ 1,047,341.85								
Capital Improvement	\$ 562,373.48								

September 2013

September 2013													
		Amount		Previous Year(s)		Received		Spent		Funds			
		Pledged		Carryover		This Month		This Month		Remaining			
		For 2013			TOTAL								
FUND SOURCES:													
Friends:													
	Programming:												
	Adult												
	Book Clubs		\$	601.99	\$	601.99				\$	601.99		
	Summer Reading	\$	2,500.00		\$	2,500.00		\$	-	\$	-		
	RAL - YS,YA,Adult	\$	15,500.00		\$	15,500.00		\$	1,550.16	\$	7,870.24		
	Senior			\$	1,048.08	\$	1,048.08			\$	1,048.08		
	Youth			\$	2,282.52	\$	2,282.52		\$	219.09	\$	1,720.49	
	Summer Reading	\$	3,000.00	\$	-	\$	3,000.00		\$	-	\$	2,601.10	
	Extra Paperbacks	\$	1,000.00			\$	1,000.00			\$	247.25		
	Young Adult			\$	1,620.45	\$	1,620.45		\$	-	\$	1,423.79	
	Summer Reading	\$	3,000.00			\$	3,000.00		\$	-	\$	172.50	
	Advertising	\$	5,000.00	\$	150.73	\$	5,150.73		\$	448.72	\$	2,973.09	
	Promotional Items	\$	5,000.00	\$	1,000.00	\$	6,000.00		\$	-	\$	1,299.22	
	Banned Books	\$	2,000.00			\$	2,000.00		\$	1,870.75	\$	129.25	
	Travel/CE			\$	89.71	\$	89.71		\$	-	\$	-	
	Printing			\$	1,506.33	\$	1,506.33				\$	-	
	Summer Reading	\$	5,000.00			\$	5,000.00				\$	5,000.00	
	Book Bags	\$	4,000.00	\$	-	\$	4,000.00		\$	-	\$	-	
	BookPage	\$	1,600.00	\$	100.00	\$	1,700.00		\$	-	\$	20.00	
	Movie Licensing			\$	170.00	\$	170.00				\$	170.00	
	Scholarships			\$	3,750.00	\$	3,750.00				\$	3,750.00	
	Staff Incentives	\$	500.00	\$	718.82	\$	1,218.82		\$	30.00	\$	900.86	
	Aquarium Maintenance	\$	1,200.00	\$	(129.47)	\$	1,070.53		\$	107.16	\$	(112.71)	
	Wages/Taxes-DeWitt/Howard			\$	298.64	\$	298.64		\$	1,756.08	\$	3,779.69	
	Book Carts/Dollies			\$	99.86	\$	99.86		\$	-	\$	-	
	Volunteens			\$	400.00	\$	400.00		\$	270.00	\$	130.00	
	Puppet Theater			\$	200.00	\$	200.00				\$	200.00	
	Other TBA			\$	2,100.00	\$	2,100.00				\$	2,100.00	
	Wellness Committee	\$	175.00			\$	175.00				\$	175.00	
	Bed Bug Kits	\$	300.00			\$	300.00		\$	-	\$	-	
	TOTALS	\$	49,775.00	\$	16,007.66	\$	65,782.66	\$	-	\$	6,251.96	\$	36,199.84

Lawrence Public Library							
Outside Funding Report							
September 2013							
		Amount	Previous Year(s)		Received	Spent	Funds
		Pledged	Carryover		This Month	This Month	Remaining
		For 2013		TOTAL			
Foundation:							
	Kansas Health Foundation	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	\$ 896.55
	Walmart-YS	\$ -	\$ 636.18	\$ 636.18	\$ -		\$ 572.45
	FINRA	\$ -	\$ 29,268.84	\$ 29,268.84	\$ -	\$ -	\$ 14,996.06
	Steiner Storytelling Programs					\$ -	\$ (378.10)
	Salaries/Taxes-Morgan					\$ 4,034.50	\$ (36,300.10)
	Morgan Expenses		\$ -	\$ -		\$ 70.36	\$ (476.80)
	Praxair		\$ 3,494.60	\$ 3,494.60			\$ 3,494.60
	Banned Books		\$ 61.75	\$ 61.75		\$ -	\$ -
	Laptops		\$ 45.26	\$ 45.26			\$ 45.26
	Book Drops Project					\$ -	\$ -
	Foundation Center					\$ -	\$ -
	Milliken Fund					\$ 20.08	\$ 214.62
	Community Kindle						\$ 301.00
	DCCF - DIY Summer Reading					\$ -	\$ -
	Local Music Project					\$ -	\$ (2,500.00)
	Walmart eReader BCIAB					\$ 1,348.48	\$ (1,348.48)
	TOTALS	\$ -	\$ 33,506.63	\$ 33,506.63	\$ -	\$ 5,473.42	\$ (21,379.49)
Other:							
	Memorials/Honor with Books	\$ -	\$ 727.06	\$ 727.06	\$ 300.00	\$ 313.27	\$ 1,665.56
	Lawrence Give Back	\$ -	\$ 3,362.53	\$ 3,362.53	\$ -	\$ -	\$ 2,332.28
	Brummell-YS	\$ -	\$ 55.77	\$ 55.77			\$ 55.77
	First State Bank-YS	\$ -	\$ 181.00	\$ 181.00			\$ 181.00
	Wurfy		\$ 19.24	\$ 19.24			\$ 41.01
	Moving		\$ 100.00	\$ 100.00			\$ 125.00
	Library of America Grant (YA)				\$ -	\$ 69.53	\$ -
	Underwood Gift (Sr. Outreach)				\$ -		\$ 200.00
	Stevens Gift for YS					\$ -	\$ -
	John Cotton Dana						\$ 10,000.00
	YALSA/Dollar General				\$ 1,000.00	\$ 418.66	\$ 581.34
	TOTALS	\$ -	\$ 4,445.60	\$ 4,445.60	\$ 1,300.00	\$ 801.46	\$ 15,181.96
				Total Income	\$ 1,300.00	YTD Income	\$ 170,816.37
				Total Expenditures	\$ 12,526.84	YTD Expenditures	\$ 142,780.34

Lawrence Public Library
Balance Sheet
As of September 30, 2013

	Sep 30, 13	Sep 30, 12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	562,373.48	533,720.78	28,652.70	5.4%
Checking	1,047,341.85	1,015,048.81	32,293.04	3.2%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,609,715.33</u>	<u>1,548,769.59</u>	<u>60,945.74</u>	<u>3.9%</u>
Total Current Assets	<u>1,609,715.33</u>	<u>1,548,769.59</u>	<u>60,945.74</u>	<u>3.9%</u>
Other Assets				
Petty Cash	700.00	700.00	0.00	0.0%
Total Other Assets	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,610,415.33</u>	<u>1,549,469.59</u>	<u>60,945.74</u>	<u>3.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	68,505.84	36,425.69	32,080.15	88.1%
Total Accounts Payable	<u>68,505.84</u>	<u>36,425.69</u>	<u>32,080.15</u>	<u>88.1%</u>
Other Current Liabilities				
Payroll Liabilities	3,328.45	821.17	2,507.28	305.3%
Total Other Current Liabilities	<u>3,328.45</u>	<u>821.17</u>	<u>2,507.28</u>	<u>305.3%</u>
Total Current Liabilities	<u>71,834.29</u>	<u>37,246.86</u>	<u>34,587.43</u>	<u>92.9%</u>
Total Liabilities	<u>71,834.29</u>	<u>37,246.86</u>	<u>34,587.43</u>	<u>92.9%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	625,466.10	685,819.39	-60,353.29	-8.8%
Net Income	612,479.72	525,768.12	86,711.60	16.5%
Total Equity	<u>1,538,581.04</u>	<u>1,512,222.73</u>	<u>26,358.31</u>	<u>1.7%</u>
TOTAL LIABILITIES & EQUITY	<u>1,610,415.33</u>	<u>1,549,469.59</u>	<u>60,945.74</u>	<u>3.9%</u>

Lawrence Public Library
Revenues & Expenses
September 2013

	<u>Sep 13</u>
Ordinary Income/Expense	
Income	
Personal Books	15.20
Gifts-Other	1,300.00
Grants	15,185.00
Interest	25.32
Overdues	12,872.23
Photo Copies	1,085.10
Total Income	<u>30,482.85</u>
Gross Profit	30,482.85
Expense	
FOUNDATION FUNDING	1,418.84
FRIENDS FUNDING	5,317.42
Reconciliation Discrepancies	1,160.43
Books & Materials	42,058.39
Miscellaneous	2,002.81
Technology Equipment	1,495.63
Insurance	374.46
Payroll Expenses	173,762.20
Payroll Taxes	24,182.47
Postage and Delivery	1,575.99
Professional Fees	5,577.75
Program Expense	941.63
Repairs	613.50
Supplies	8,133.47
Travel & Hospitality	982.73
Utilities	9,925.33
Total Expense	<u>279,523.05</u>
Net Ordinary Income	<u>-249,040.20</u>
Net Income	<u><u>-249,040.20</u></u>

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Lawrence Public Library Vendor Balance Summary

All Transactions

	Oct 17, 13
3MCloud	2,436.88
Advance Insurance Company	367.25
Amazon	4,761.66
ASI	50.00
Baker & Taylor, Inc.	29,288.71
Ben H. Hernandez	12.50
Black Hills Energy	51.80
Blackstone Audio, Inc.	490.04
Bob's Janitorial Service	251.07
Braunlich, Shirley	1,214.85
Brilliance Audio, Inc.	1,579.89
Britta Marlena Lucas	4.38
Center Point Large Print	550.02
Century United Companies, Inc.	513.27
Chad Lawhorn	22.00
City of Lawrence	36.18
Cole Information Services	605.90
Demco, Inc.	1,276.81
EBSCO	-262.29
Express Services, Inc.	616.62
Free State High School Yearb...	125.00
Gale Group, Inc.	558.36
Gaylord Bros., Inc.	935.46
Ginger Stelk	7.49
Ingram Library Services	410.78
Jayhawk Trophy Co., Inc.	10.23
Jayhawk Tropical Fish	163.92
Jiminate	505.00
Johnny Longhurst	275.00
Kansas Public Radio	224.36
Karen Allen	180.00
Karla L. Krueger	25.95
Katie Kramer	300.00
Kingston Printing	1,870.75
Laser Logic, Inc.	641.99
Lawrence Creates	100.00
Lawrence Utility Billing	567.57
Linda Clay	30.51
Lora F. Stoppel	8.80
Manpower	41.55
Midwest Tape	14,094.52
NEKLS	599.15
OCLC, Inc.	4,883.93
Office Depot	53.80
Ogden Publications, Inc.	170.00
OverDrive	41.88
P1 Group, Inc.	593.68
Pan Asian Publications Inc.	439.90
Pro Print Inc.	921.03
Pur-O-Zone, Inc.	1,017.66
Quill Corporation	281.15
R.R. Bowker, LLC	1,208.00
Random House, Inc.	1,191.25
Raven Bookstore	25.42
Recorded Books	659.66
Reliance Label Solutions, Inc.	910.24
Robert L. Hohn	9.50
Schendel Services	39.07
Springsted, Inc.	24,000.00
Tantor Media	541.47
Unique Management Services	2,008.60
United Parcel Service	526.60
US Bank	245.02
VISA 5372	5,952.42
Westar	-5,076.36
Westar-2	4,498.52
Westar - 3	47.49
WOW!Business	-490.23

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Lawrence Public Library
Vendor Balance Summary
All Transactions

	<u>Oct 17, 13</u>
TOTAL	<u><u>110,243.63</u></u>

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Lawrence Public Library

Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/21/2013	Advance Insuranc...	Checking	
Bill	November 2013	10/10/2013		Group Life Insurance	-367.25
TOTAL					-367.25
Bill Pmt -Check	Electronic	10/21/2013	ASI	Checking	
Bill	September 2013	10/10/2013		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	10/21/2013	Black Hills Energy	Checking	
Bill		10/10/2013		Borders Gas	-51.80
TOTAL					-51.80
Bill Pmt -Check	Electronic	10/21/2013	Lawrence Utility Bi...	Checking	
Bill		09/30/2013		Water	-119.39
Bill		09/30/2013		Storage Facility	-30.56
Bill		10/10/2013		Borders Account	-417.62
TOTAL					-567.57
Bill Pmt -Check	Electronic	10/21/2013	United Parcel Serv...	Checking	
Bill	1403	10/15/2013		Postage and Delivery	-526.60
TOTAL					-526.60
Bill Pmt -Check	Electronic	10/21/2013	US Bank	Checking	
Bill	September	09/30/2013		Office Supplies	-245.02
TOTAL					-245.02
Bill Pmt -Check	Electronic	10/21/2013	VISA 5372	Checking	
Bill		10/15/2013		Web Site & OPAC Cont...	-59.95
				Bookvan & Mileage	-205.50
				Technology Equipment	-749.10
				FOUNDATION FUNDING	-267.25
				YS Programming-Friends	-116.71
				Postage and Delivery	-215.99
				Building Supplies	-102.26
				Young Adult Programming	-383.58
				Circulation	-245.00
				Adult Programming	-175.49
				Books & Materials	-111.98
				Admin. Dept.	-308.60
				Advertising	-150.77
				Read Across Lawrence	-304.22
				Outreach Programming	-276.26
				Equipment Repairs	-60.00
				Library Supplies	-38.85
				Adult Services	-80.00
				KLA	-1,355.00
				ALA	-175.00
				Membership & Dues	-268.00
				Miscellaneous	-25.98
				Miscellaneous	-32.56
				Banned Books Week	-94.38
				Equipment	-149.99
TOTAL					-5,952.42

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Lawrence Public Library

Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/21/2013	Westar-2	Checking	
Bill		09/30/2013		Borders Account	-4,498.52
TOTAL					-4,498.52
Bill Pmt -Check	Electronic	10/21/2013	Westar - 3	Checking	
Bill		09/30/2013		Storage Facility	-47.49
TOTAL					-47.49
Bill Pmt -Check	6197	10/22/2013	3MCloud	Checking	
Bill	UM15842	09/30/2013		Books & Materials	-2,210.33
Bill	UM16355	10/15/2013		Books & Materials	-226.55
TOTAL					-2,436.88
Bill Pmt -Check	6198	10/22/2013	Blackstone Audio, ...	Checking	
Bill	671905	09/30/2013		Books & Materials	-50.00
Bill	669964	09/30/2013		Books & Materials	-21.45
Bill	673885	10/15/2013		Books & Materials	-418.59
TOTAL					-490.04
Bill Pmt -Check	6199	10/22/2013	Bob's Janitorial Se...	Checking	
Bill	146398	09/30/2013		Professional Fees	-251.07
TOTAL					-251.07
Bill Pmt -Check	6200	10/22/2013	Brilliance Audio, Inc.	Checking	
Bill	IN0781594	09/30/2013		Books & Materials	-244.88
Bill	IN0788399	09/30/2013		Books & Materials	-46.49
Bill	IN0787858	09/30/2013		Books & Materials	-19.99
Bill	IN0782363	09/30/2013		Books & Materials	-457.37
Bill	IN0782362	09/30/2013		Books & Materials	-39.98
Bill	IN0795975	10/15/2013		Books & Materials	-19.99
Bill	IN0796597	10/15/2013		Books & Materials	-34.99
Bill	IN0795954	10/15/2013		Books & Materials	-342.33
Bill	IN0795911	10/15/2013		Books & Materials	-353.88
Bill	IN0793403	10/15/2013		Books & Materials	-19.99
TOTAL					-1,579.89
Bill Pmt -Check	6201	10/22/2013	Center Point Larg...	Checking	
Bill	1129006	10/15/2013		Books & Materials	-550.02
TOTAL					-550.02
Bill Pmt -Check	6202	10/22/2013	Century United Co...	Checking	
Bill	296565	09/30/2013		Copying	-143.70
Bill	294497	09/30/2013		Copying	-55.68
Bill	294498	09/30/2013		Copying	-237.44
Bill	295205	09/30/2013		Copying	-61.45
Bill	295206	09/30/2013		Copying	-15.00
TOTAL					-513.27
Bill Pmt -Check	6203	10/22/2013	Chad Lawhorn	Checking	
Bill	421152	09/30/2013		Books & Materials	-22.00

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Lawrence Public Library

Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-22.00
Bill Pmt -Check	6204	10/22/2013	Cole Information S...	Checking	
Bill	0621529-IN	09/30/2013		Library Supplies	-302.95
				Books & Materials	-302.95
TOTAL					-605.90
Bill Pmt -Check	6205	10/22/2013	Demco, Inc.	Checking	
Bill	5077015	09/30/2013		Library Supplies	-988.17
Bill	5101084	10/10/2013		Library Supplies	-288.64
TOTAL					-1,276.81
Bill Pmt -Check	6206	10/22/2013	Express Services, ...	Checking	
Bill	13009014-5	09/30/2013		Professional Fees	-157.74
Bill	13026585-3	09/30/2013		Professional Fees	-114.72
Bill	13062407-5	09/30/2013		Professional Fees	-114.72
Bill	13108808-0	10/15/2013		Professional Fees	-114.72
Bill	13128037-2	10/15/2013		Professional Fees	-114.72
TOTAL					-616.62
Bill Pmt -Check	6207	10/22/2013	FSHSYearBook	Checking	
Bill	12781-38EE4F00	09/30/2013		Advertising	-125.00
TOTAL					-125.00
Bill Pmt -Check	6208	10/22/2013	Gale Group, Inc.	Checking	
Bill	50334561	09/30/2013		Books & Materials	-23.24
Bill	50332989	09/30/2013		Books & Materials	-79.46
Bill	50344268	09/30/2013		Books & Materials	-38.92
Bill	50119538	09/30/2013		Books & Materials	-143.19
Bill	50158819	09/30/2013		Books & Materials	-202.33
Bill	50119342	09/30/2013		Books & Materials	-71.22
TOTAL					-558.36
Bill Pmt -Check	6209	10/22/2013	Gaylord Bros., Inc.	Checking	
Bill	2207813	09/30/2013		Library Supplies	-75.95
Bill	2207934	09/30/2013		Library Supplies	-95.06
Bill	2208625	09/30/2013		Library Supplies	-764.45
TOTAL					-935.46
Bill Pmt -Check	6210	10/22/2013	Ingram Library Ser...	Checking	
Bill	74145459	09/30/2013		Books & Materials	-32.79
				Library Supplies	-5.97
Bill	74224611	09/30/2013		Books & Materials	-82.34
				Library Supplies	-4.38
Bill	73872948	09/30/2013		Books & Materials	-11.19
				Library Supplies	-1.99
Bill	74108989	09/30/2013		Books & Materials	-64.15
				Library Supplies	-6.86
Bill	73905958	09/30/2013		Books & Materials	-12.37
				Library Supplies	-1.99
Bill	74445186	10/15/2013		Books & Materials	-23.59
				Library Supplies	-1.99
Bill	74339042	10/15/2013		Books & Materials	-84.17
				Library Supplies	-11.94

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Lawrence Public Library

Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	74330698	10/15/2013		Books & Materials	-35.76
				Library Supplies	-4.87
Bill	74237651	10/15/2013		Books & Materials	-9.92
				Library Supplies	-1.99
Bill	74216021	10/15/2013		Books & Materials	-10.53
				Library Supplies	-1.99
TOTAL					-410.78
Bill Pmt -Check	6211	10/22/2013	Jayhawk Trophy C...	Checking	
Bill	46886	09/30/2013		Miscellaneous	-10.23
TOTAL					-10.23
Bill Pmt -Check	6212	10/22/2013	Jayhawk Tropical ...	Checking	
Bill	490063	09/30/2013		Aquarium Maintenance	-49.60
Bill	490180	09/30/2013		Aquarium Maintenance	-57.56
Bill	490261	10/15/2013		Aquarium Maintenance	-56.76
TOTAL					-163.92
Bill Pmt -Check	6213	10/22/2013	Jiminate	Checking	
Bill	7-093013	09/30/2013		Advertising	-100.00
Bill	7-081013	09/30/2013		Advertising	-100.00
				Read Across Lawrence	-305.00
TOTAL					-505.00
Bill Pmt -Check	6214	10/22/2013	Kansas Public Ra...	Checking	
Bill	122857	09/30/2013		Advertising Gift Fund	-224.36
TOTAL					-224.36
Bill Pmt -Check	6215	10/22/2013	Kingston Printing	Checking	
Bill	111001	09/30/2013		Banned Books Week	-1,870.75
TOTAL					-1,870.75
Bill Pmt -Check	6216	10/22/2013	Laser Logic, Inc.	Checking	
Bill	269099	09/30/2013		Office Supplies	-516.99
Bill	269117	09/30/2013		Office Supplies	-125.00
TOTAL					-641.99
Bill Pmt -Check	6217	10/22/2013	Manpower	Checking	
Bill	26201792	10/10/2013		Professional Fees	-41.55
TOTAL					-41.55
Bill Pmt -Check	6218	10/22/2013	NEKLS	Checking	
Bill	9-23-13	09/30/2013		Technology Equipment	-412.19
Bill	10-4-13	10/10/2013		Library Supplies	-186.96
TOTAL					-599.15
Bill Pmt -Check	6219	10/22/2013	OCLC, Inc.	Checking	
Bill	272029	10/10/2013		OCLC	-4,094.80
				Internet	-789.13

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Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-4,883.93
Bill Pmt -Check	6220	10/22/2013	Office Depot	Checking	
Bill	677389009	09/30/2013		Office Supplies	-11.94
Bill	677389617	09/30/2013		Office Supplies	-41.86
TOTAL					-53.80
Bill Pmt -Check	6221	10/22/2013	Ogden Publication...	Checking	
Bill	Booth Fee	09/30/2013		Adult Programming Advertising	-85.00
					-85.00
TOTAL					-170.00
Bill Pmt -Check	6222	10/22/2013	OverDrive	Checking	
Bill	080913	09/30/2013		Books & Materials	-14.95
Bill	062113	09/30/2013		Books & Materials	-26.93
TOTAL					-41.88
Bill Pmt -Check	6223	10/22/2013	P1 Group, Inc.	Checking	
Bill	LT30688	09/30/2013		Building Repairs	-593.68
TOTAL					-593.68
Bill Pmt -Check	6224	10/22/2013	Pan Asian Publica...	Checking	
Bill	U-13861	09/30/2013		Books & Materials	-439.90
TOTAL					-439.90
Bill Pmt -Check	6225	10/22/2013	Pro Print Inc.	Checking	
Bill	81206	09/30/2013		Read Across Lawrence	-175.00
Bill	81324	09/30/2013		Printing	-265.00
Bill	81576	10/10/2013		Advertising	-80.00
Bill	81585	10/15/2013		Advertising	-161.65
Bill	81593	10/15/2013		Office Supplies	-94.88
Bill	81607	10/15/2013		Library Supplies	-50.50
Bill	81605	10/15/2013		Library Supplies	-31.50
Bill	81632	10/16/2013		Library Supplies	-50.50
Bill	81103	10/16/2013		Library Supplies	-12.00
TOTAL					-921.03
Bill Pmt -Check	6226	10/22/2013	Pur-O-Zone, Inc.	Checking	
Bill	614050	09/30/2013		Building Supplies	-14.86
Bill	612239	09/30/2013		Building Supplies	-301.21
Bill	613418	09/30/2013		Building Supplies	-350.63
Bill	614666	10/10/2013		Building Supplies	-334.96
Bill	615338	10/15/2013		Equipment Repairs	-16.00
TOTAL					-1,017.66
Bill Pmt -Check	6227	10/22/2013	Quill Corporation	Checking	
Bill	5550512	09/30/2013		YS Programming-Friends	-58.45
Bill	5811095	09/30/2013		Office Supplies	-133.00
Bill	6089673	10/10/2013		Office Supplies	-55.89
Bill	6317942	10/16/2013		Office Supplies	-33.81
TOTAL					-281.15

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Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6228	10/22/2013	R.R. Bowker, LLC	Checking	
Bill	900052874	09/30/2013		Web Site & OPAC Cont...	-1,208.00
TOTAL					-1,208.00
Bill Pmt -Check	6229	10/22/2013	Random House, Inc.	Checking	
Bill	1088066961	09/30/2013		Books & Materials	-127.50
Bill	1188066953	09/30/2013		Books & Materials	-41.25
Bill	1088066953	09/30/2013		Books & Materials	-33.75
Bill	1087953464	09/30/2013		Books & Materials	-56.25
Bill	1187953464	09/30/2013		Books & Materials	-135.00
Bill	1087953470	09/30/2013		Books & Materials	-127.50
Bill	1188011273	09/30/2013		Books & Materials	-37.50
Bill	1088011273	09/30/2013		Books & Materials	-30.00
Bill	1087933949	09/30/2013		Books & Materials	-93.75
Bill	1087883986	09/30/2013		Books & Materials	-67.50
Bill	1088198987	10/15/2013		Books & Materials	-112.50
Bill	1188198982	10/15/2013		Books & Materials	-30.00
Bill	1088198982	10/15/2013		Books & Materials	-56.25
Bill	1088171969	10/15/2013		Books & Materials	-33.75
Bill	1088133330	10/15/2013		Books & Materials	-33.75
Bill	1088144292	10/15/2013		Books & Materials	-20.00
Bill	1088142212	10/15/2013		Books & Materials	-10.00
Bill	1188142212	10/15/2013		Books & Materials	-20.00
Bill	1288148609	10/15/2013		Books & Materials	-20.00
Bill	1188148609	10/15/2013		Books & Materials	-5.00
Bill	1088148609	10/15/2013		Books & Materials	-100.00
TOTAL					-1,191.25
Bill Pmt -Check	6230	10/22/2013	Raven Bookstore	Checking	
Bill	91633	09/30/2013		Books & Materials	-25.42
TOTAL					-25.42
Bill Pmt -Check	6231	10/22/2013	Recorded Books	Checking	
Bill	74765313	09/30/2013		Books & Materials	-145.58
Bill	74795820	09/30/2013		Books & Materials	-111.37
Bill	74792931	09/30/2013		Books & Materials	-45.51
Bill	74792068	09/30/2013		Books & Materials	-40.60
Bill	74792070	09/30/2013		Books & Materials	-32.48
Bill	74783597	09/30/2013		Books & Materials	-16.24
Bill	74786304	09/30/2013		Books & Materials	-85.81
Bill	74764515	09/30/2013		Books & Materials	-64.96
Bill	74747037	09/30/2013		Books & Materials	-53.36
Bill	74796363	10/15/2013		Books & Materials	-63.75
TOTAL					-659.66
Bill Pmt -Check	6232	10/22/2013	Reliance Label Sol...	Checking	
Bill	INV02110211	10/15/2013		Library Supplies	-910.24
TOTAL					-910.24
Bill Pmt -Check	6233	10/22/2013	Schendel Services	Checking	
Bill	30187447	10/02/2013		Building Repairs	-39.07
TOTAL					-39.07
Bill Pmt -Check	6234	10/22/2013	Tantor Media	Checking	

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Lawrence Public Library

Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	INV	09/30/2013		Books & Materials	-14.99
Bill	INV6415	09/30/2013		Books & Materials	-53.97
Bill	INV6815	10/15/2013		Books & Materials	-472.51
TOTAL					-541.47
Bill Pmt -Check	6235	10/22/2013	Unique Managem...	Checking	
Bill	244706	10/10/2013		Professional Fees	-895.00
Bill	245327	10/10/2013		Professional Fees	-289.54
				Postage and Delivery	-701.57
				Library Supplies	-122.49
TOTAL					-2,008.60
Bill Pmt -Check	27264	10/21/2013	Amazon	Checking	
Bill	0863416	09/30/2013		Walmart eReader BCIAB	-221.26
Bill	6624210	09/30/2013		Walmart eReader BCIAB	-1,104.00
Bill	1271425	09/30/2013		Young Adult Programming	-40.93
Bill	0987427	09/30/2013		Young Adult Programming	-18.14
Bill	9793059	09/30/2013		Books & Materials	-58.96
Bill	9793059	09/30/2013		Books & Materials	-9.05
Bill	0489802	09/30/2013		Books & Materials	-11.88
Bill	9793059	09/30/2013		Books & Materials	-24.95
Bill	9793059	09/30/2013		Books & Materials	-8.90
Bill	9793059	09/30/2013		Books & Materials	-172.34
Bill	4813061	09/30/2013		Books & Materials	-159.91
Bill	3597821	09/30/2013		Books & Materials	-16.46
Bill	4340225	09/30/2013		Books & Materials	-119.92
Bill	0681017	09/30/2013		Books & Materials	-40.84
Bill	1788269	09/30/2013		Books & Materials	-6.54
Bill	1273012	09/30/2013		Books & Materials	-29.13
Bill	9851468	09/30/2013		Books & Materials	-22.94
Bill	4144250	09/30/2013		Books & Materials	-13.98
Bill	8955452	09/30/2013		Books & Materials	-159.97
Bill	3981018	09/30/2013		Books & Materials	-153.23
Bill	1273012	09/30/2013		Books & Materials	-246.91
Bill	3981018	09/30/2013		Books & Materials	-15.37
Bill	3981018	09/30/2013		Books & Materials	-11.59
Bill	6739405	09/30/2013		Books & Materials	-299.72
Bill	7741824	09/30/2013		Books & Materials	-29.85
Bill	7741824	09/30/2013		Books & Materials	-12.04
Bill	8189004	09/30/2013		Books & Materials	-12.89
Bill	8985004	09/30/2013		Books & Materials	-12.98
Bill	0006612	09/30/2013		Books & Materials	-237.29
Bill	1493036	09/30/2013		Books & Materials	-134.57
Bill	7700221	10/15/2013		Books & Materials	-41.90
Bill	0602605	10/15/2013		Books & Materials	-41.91
Bill	0602605	10/15/2013		Books & Materials	-268.95
Bill	3598646	10/15/2013		Books & Materials	-11.71
Bill	9051469	10/15/2013		Books & Materials	-30.48
Bill	0681017	10/15/2013		Books & Materials	-119.92
Bill	0602605	10/15/2013		Books & Materials	-45.12
Bill	6739405	10/15/2013		Books & Materials	-14.44
Bill	4950633	10/15/2013		Books & Materials	-80.87
Bill	0415407	10/15/2013		Books & Materials	-95.14
Bill	0415407	10/15/2013		Books & Materials	-38.23
Bill	6739405	10/15/2013		Books & Materials	-218.18
Bill	4813061	10/15/2013		Books & Materials	-119.60
Bill	5037802	10/15/2013		Books & Materials	-35.30
Bill	0415407	10/15/2013		Books & Materials	-14.45
Bill	1488244	10/15/2013		Books & Materials	-39.00
Bill	0415407	10/15/2013		Books & Materials	-49.44
Bill	0415407	10/15/2013		Books & Materials	-29.10
Bill	0415407	10/15/2013		Books & Materials	-61.38
TOTAL					-4,761.66

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Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27265	10/21/2013	Baker & Taylor, Inc.	Checking	
Bill	97 Invoices	09/30/2013		Library Supplies	-1,231.49
				Books & Materials	-15,587.61
				Personal Books	-50.25
				GGIFT	-281.57
Bill	52 Invoices	10/15/2013		Library Supplies	-777.31
				Books & Materials	-11,135.20
				Personal Books	-13.91
				GGIFT	-117.02
				Walmart Grant	-94.35
TOTAL					-29,288.71
Bill Pmt -Check	27266	10/21/2013	Ben H. Hernandez	Checking	
Bill	REFUND	10/10/2013		Overdues	-12.50
TOTAL					-12.50
Bill Pmt -Check	27268	10/21/2013	Braunlich, Shirley	Checking	
Bill	NYC Travel	10/15/2013		Adult Services	-1,214.85
TOTAL					-1,214.85
Bill Pmt -Check	27269	10/21/2013	Britta Marlena Lucas	Checking	
Bill	REFUND	09/30/2013		Overdues	-4.38
TOTAL					-4.38
Bill Pmt -Check	27270	10/21/2013	City of Lawrence	Checking	
Bill	Parking	10/15/2013		Miscellaneous	-36.18
TOTAL					-36.18
Bill Pmt -Check	27271	10/21/2013	Ginger Stelk	Checking	
Bill	REFUND	09/30/2013		Overdues	-7.49
TOTAL					-7.49
Bill Pmt -Check	27272	10/21/2013	Johnny Longhurst	Checking	
Bill	10028	09/30/2013		Advertising	-275.00
TOTAL					-275.00
Bill Pmt -Check	27273	10/21/2013	Karen Allen	Checking	
Bill	DLI Cards	10/15/2013		YALSA/Dollar General	-180.00
TOTAL					-180.00
Bill Pmt -Check	27274	10/21/2013	Karla L. Krueger	Checking	
Bill	REFUND	09/30/2013		Overdues	-11.50
Bill	REFUND	09/30/2013		Overdues	-14.45
TOTAL					-25.95
Bill Pmt -Check	27275	10/21/2013	Katie Kramer	Checking	
Bill	10-21-13	10/15/2013		YALSA/Dollar General	-300.00

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Lawrence Public Library

Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-300.00
Bill Pmt -Check	27277	10/21/2013	Linda Clay	Checking	
Bill	Mileage	10/15/2013		KLA	-30.51
TOTAL					-30.51
Bill Pmt -Check	27278	10/21/2013	Lora F. Stoppel	Checking	
Bill	REFUND	09/30/2013		Overdues	-8.80
TOTAL					-8.80
Bill Pmt -Check	27279	10/21/2013	Midwest Tape	Checking	
Bill	91271000	09/30/2013		Books & Materials	-29.83
Bill	91258183	09/30/2013		Books & Materials	-9.74
Bill	91256307	09/30/2013		Books & Materials	-179.92
Bill	91253463	09/30/2013		Books & Materials	-48.74
Bill	91251812	09/30/2013		Books & Materials	-10.49
Bill	91241950	09/30/2013		Books & Materials	-23.83
Bill	91236920	09/30/2013		Books & Materials	-32.23
Bill	91253462	09/30/2013		Books & Materials	-17.09
				Personal Books	-14.99
Bill	91272077	09/30/2013		Books & Materials	-157.82
				GMILL	-20.08
Bill	91272079	09/30/2013		Books & Materials	-311.91
Bill	91270927	09/30/2013		Books & Materials	-1,027.72
Bill	91270929	09/30/2013		Books & Materials	-502.88
Bill	91265195	09/30/2013		Books & Materials	-225.69
Bill	91265196	09/30/2013		Books & Materials	-499.36
Bill	91253429	09/30/2013		Books & Materials	-1,023.89
Bill	91258184	09/30/2013		Books & Materials	-153.71
Bill	91254155	09/30/2013		Books & Materials	-131.21
Bill	91254154	09/30/2013		Books & Materials	-110.76
Bill	91241951	09/30/2013		Books & Materials	-359.91
Bill	91234792	09/30/2013		Books & Materials	-469.30
Bill	91236889	09/30/2013		Books & Materials	-204.94
Bill	91236887	09/30/2013		Books & Materials	-720.36
Bill	91238048	09/30/2013		Books & Materials	-104.01
Bill	91238049	09/30/2013		Books & Materials	-454.39
Bill	91234790	09/30/2013		Books & Materials	-336.60
Bill	91248793	09/30/2013		Books & Materials	-216.57
Bill	91248795	09/30/2013		Books & Materials	-223.43
Bill	91253461	09/30/2013		Books & Materials	-174.95
Bill	91305570	10/10/2013		Library Supplies	-883.75
Bill	91314171	10/15/2013		Books & Materials	-74.98
Bill	91297787	10/15/2013		Books & Materials	-29.98
Bill	91296196	10/15/2013		Books & Materials	-35.22
Bill	91288711	10/15/2013		Books & Materials	-26.99
Bill	91281938	10/15/2013		Books & Materials	-29.99
Bill	91314170	10/15/2013		Books & Materials	-41.22
Bill	91314111	10/15/2013		Books & Materials	-48.71
Bill	91308506	10/15/2013		Books & Materials	-161.20
Bill	91304508	10/15/2013		Books & Materials	-352.36
Bill	91308505	10/15/2013		Books & Materials	-88.42
Bill	91304570	10/15/2013		Books & Materials	-80.81
Bill	91304229	10/15/2013		Books & Materials	-155.96
Bill	91304560	10/15/2013		Books & Materials	-410.85
Bill	91304227	10/15/2013		Books & Materials	-867.17
Bill	91289577	10/15/2013		Books & Materials	-539.24
Bill	91292319	10/15/2013		Books & Materials	-201.59
Bill	91296197	10/15/2013		Books & Materials	-131.21
Bill	91292320	10/15/2013		Books & Materials	-299.92
Bill	91288710	10/15/2013		Books & Materials	-364.89
Bill	91287569	10/15/2013		Books & Materials	-618.54

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Check Detail

October 1 - 23, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	91288618	10/15/2013		Books & Materials	-789.97
Bill	91281936	10/15/2013		Books & Materials	-65.20
TOTAL					-14,094.52
Bill Pmt -Check	27280	10/21/2013	Robert L. Hohn	Checking	
Bill	REFUND	10/10/2013		Overdues	-9.50
TOTAL					-9.50
Bill Pmt -Check	27281	10/21/2013	Lawrence Creates	Checking	
Bill	10-27-13	10/15/2013		YS Programming-Friends	-100.00
TOTAL					-100.00

Lawrence Public Library

Monthly Statistical Summary--September 2013

INDICATOR	September		Percent	YTD	YTD	Percent
	2013	2012	Change	2013	2012	Change
			2012-2013			2012-2013
SUMMARY RATIOS						
Service Area Population	93,500	87,643	7%			
User Visits per Capita	3.30	5.68	-42%			
Reference Transactions per Capita	1.04	0.89	17%			
Program Attendance per Capita	0.34	0.57	-40%			
Circulation per Capita	13.38	15.41	-13%			
Circulation per Visit	4.05	2.71	49%			
Total Holdings per Capita	2.31	2.59	-11%			
% of Lawrence Residents Registered	83%	87%	-5%			
Circulation--Adult Total	70,784	74,781	-5%	659,559	730,771	-10%
Circulation--Young Adult Total	3,506	5,876	-40%	39,857	62,878	-37%
Circulation--Youth Total	29,937	31,885	-6%	284,851	308,717	-8%
Circulation--Bookmobile	1,046	887	18%	9,144	8,675	5%
Circulation--Audiovisual Total	47,831	51,459	-7%	446,766	503,948	-11%
Circulation--Total	104,227	112,542	-7%	984,267	1,102,366	-11%
Reference Transactions	8,141	6,502	25%	73,581	61,398	20%
User Visits	25,693	41,505	-38%	228,897	408,518	-44%
LPL Web Site Visits	23,696	21,998	8%	196,366	210,799	-7%
Holdings--Added	3,528	2,736	29%	30,100	30,940	-3%
Holdings--Withdrawn	1,736	9,307	-81%	23,760	27,651	-14%
Holdings--Total	216,180	226,728	-5%			
Registered Borrowers--Added	540	629	-14%			
Registered Borrowers--Total	99,128	97,692	1%			
Adult Programs	6	22	-73%	50	127	-61%
Young Adult Programs	11	23	-52%	120	211	-43%
Youth Programs	33	60	-45%	314	488	-36%
Senior Programs	21	21	0%	137	142	-4%
Total Programs	71	126	-44%	621	968	-36%
Total Program Attendance	2,617	4,142	-37%	28,332	38,201	-26%
Public Uses of Meeting Rooms	0	87	-100%	0	820	-100%
Meeting Room Turnaways	0	1	-100%	1	39	-97%
Total Paid Staff (FTE)	54.40	56.03	-3%			
Total Number of Employees	75	79	-5%			

Lawrence Public Library

Monthly Statistical Report--September 2013

	September		Percent		YTD	YTD	Percent
	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
OUTPUT MEASURES							
Service Area Population	93,500	87,643	7%				
User Visits per Capita	3.30	5.68	-42%				
Reference Transactions per Capita	1.04	0.89	17%				
Program Attendance per Capita	0.34	0.57	-41%				
Circulation per Capita	13.38	15.41	-13%				
Total Holdings per Capita	2.31	2.59	-11%				
Collection Turnover--Total	5.89	6.08	-3%				
Collection Turnover--Adult	5.89	6.14	-4%				
Collection Turnover--Young Adult	4.14	5.33	-22%				
Collection Turnover--Youth	6.19	6.09	2%				
Collection Turnover--Audiovisual	10.95	12.53	-13%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	28156	30489	-8%		262038	298035	-12%
Circulation--Adult Periodicals	433	763	-43%		3500	6220	-44%
Circulation--Adult Feature Films & TV Shows	28982	30156	-4%		270974	306492	-12%
Circulation--Electronic Games	1477	1121	32%		12858	9782	31%
Circulation--Adult Music CDs	8245	8269	0%		77092	73023	6%
Circulation--Adult Audio Books	3469	3982	-13%		32908	37130	-11%
Circulation--Adult CD-ROMs	0	1	-100%		5	89	-94%
Circulation--eReaders	22				184		
Circulation--Adult Total	70784	74781	-5%		659559	730771	-10%

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
Circulation--YA Books and NF Videos	3314	3565	-7%		36558	37929	-4%
Circulation--YA Periodicals	11	20	-45%		119	276	-57%
Circulation--YA Music CDs	0	2105	-100%		1312	23072	-94%
Circulation--YA Audio Books	181	186	-3%		1868	1601	17%
Circulation--YA Total	3506	5876	-40%		39857	62878	-37%
Circulation--Youth Books and NF Videos	28287	29845	-5%		268374	289818	-7%
Circulation--Youth Periodicals	64	101	-37%		761	848	-10%
Circulation--Youth Music CDs	689	894	-23%		5626	7072	-20%
Circulation--Youth Audio Books	897	1036	-13%		10090	10442	-3%
Circulation--Youth CD ROMS	0	9	-100%		0	537	
Circulation--Youth Total	29937	31885	-6%		284851	308717	-8%
Circulation--Bookmobile	1046	887	18%		9144	8675	5%
Circulation--Total Books	55888	60199	-7%		533121	591074	-10%
Circulation--Total Periodicals	508	884	-43%		4380	7344	-40%
Circulation--Total Audiovisual	47831	51459	-7%		446766	503948	-11%
Circulation Total	104227	112542	-7%		984267	1102366	-11%
E-Audio Usage (Overdrive Only)	117	NA	#VALUE!		637	NA	#VALUE!
E-Book (Overdrive Only)	627				3493		
Zinio	1127				6714		
Circulation Desk Circulation	48744	69856	-30%		464801	674126	-31%
Self Check Circulation	55483	42686	30%		519466	428240	21%
Percent Self Check	53%	38%	40%		53%	39%	36%

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
Requests Placed	17496	15352	14%		150678	146375	3%
Requests Filled	12979	12724	2%		117291	115467	2%
Requests Unclaimed	1555	1277	22%		11950	11259	6%
Interlibrary Loan Items Borrowed for LPL Patrons	435	411	6%		4430	4213	5%
Interlibrary Loan Items Loaned from LPL Collection	565	762	-26%		3701	7306	-49%
OTHER LIBRARY SERVICES							
User Visits	25693	41505	-38%		228897	408518	-44%
Public Computer Usage	8163	9768	-16%		70138	91966	-24%
Computer Lab Classes	2	6	-67%		12	50	-76%
Computer Lab Classes Attendance	10	20	-50%		43	287	-85%
Adult Reference Transactions	6818	5232	30%		59521	48602	22%
Young Adult Reference Transactions	678	582	16%		6762	5668	19%
Youth Reference Transactions	645	688	-6%		7298	7128	2%
Total Reference Transactions	8141	6502	25%		73581	61398	20%
Public-Sponsored Uses of Meeting Rooms	0	24	-100%		0	275	-100%
Public-Sponsored Meeting Attendance	0	385	-100%		0	4725	-100%
Meeting Room Turnaways	0	1	-100%		0	39	-100%
Business Center Reservations	0	63	-100%		1	545	-100%
LPL Web Site Visits	23696	21998	8%		196366	210799	-7%
RESOURCES							
Holdings--Total	216180	226728	-5%				
Holdings--Adult	147237	149842	-2%				
Holdings--Young Adult	10174	13243	-23%				
Holdings--Youth	58769	63643	-8%				
Holdings--Audiovisual	52409	49297	6%				
Holdings--eReaders	14						
Holdings Added	3528	2736	29%		30100	30940	-3%
Holdings Withdrawn	1736	9307	-81%		23760	27651	-14%
Holdings Net Change	1792	-6571			6340	3289	

Lawrence Public Library	September		Percent		YTD	YTD
Monthly Statistical Report	2013	2012	Change		2013	2012
			2012-2013			2012-2013
LIBRARY PATRONS						
Total Borrowers	99128	97692	1%			
Borrowers Added	540	629	-14%		4988	5955
Borrowers Transacting	9465	10650	-11%		90319	83602
Percent of Borrowers Transacting	10%	11%	-12%			
Total Number of Lawrence Residents Registered	77993	76602	2%			
Percent of Lawrence Residents Registered	83%	87%	-5%			
PROGRAMMING						
Number of Adult Programs	6	22	-73%		50	127
Number of Young Adult Programs	11	23	-52%		120	211
Number of Youth Programs	33	60	-45%		314	488
Number of Senior Programs	21	21	0%		137	142
Total Programs	71	126	-44%		621	968
Adult Program Attendance	1186	1475	-20%		4942	6101
Young Adult Program Attendance	217	252	-14%		2073	4083
Youth Program Attendance	1014	2223	-54%		20029	26632
Senior Program Attendance	200	192	4%		1288	1385
Total Program Attendance	2617	4142	-37%		28332	38201
STAFFING						
Total Paid Staff, in Full-Time Equivalents	54.4	56.03	-3%			
ALA-MLS Librarians, in Full-Time Equivalents	16.69	19	-12%			
Number of Employees--Total	75	79	-5%			
Number of Employees--Full-Time	36	34	6%			
Number of Employees--Part-Time	39	45	-13%			
Terminations	0	1	-100%		8	17
Hirings	2	2	0%		11	15
Volunteer Hours	77	122.25	-37%		2277	2144

Library Director's Report for October 2013

Respectfully submitted by Brad Allen

Building Renovation/Expansion

The library project is starting to take shape in a big way. If you've been by the site lately, you may have seen the large beams spanning beyond the roof of the main level as the cantilevered portions of the library begin to be built on the north and west sides of the building. These parts of the building will be literally hung from the roof of the original structure. The concrete wall of the west lower level of the building is nearly completion. You can see where doors, windows, the book lockers, and book returns will be now. In addition, much of the concrete floor has been poured on the east side of the expansion. Things are really taking space.

Concurrent to the building project itself, a newly appointed furniture group is working with Gould Evans to develop the Furniture, Fixtures, and Equipment (FF&E) plan for the library. The goal is to have the project out to bid by Thanksgiving.

Lastly, the City continues to study the most fiscally responsible solution to finishing the parking garage. I believe a resolution is near at hand.

Read Across Lawrence

Our annual community book reading project Read Across Lawrence was a success. We handed out hundreds of books and had many community members participate in events around town. Our partnership with KU Libraries and KU Common Book was a successful one, culminating with a well attended event with the book's author Timothy Egan. We look forward to getting started on next year's Read Across Lawrence selection set for next spring.

Additionally, Read Across Lawrence for Kids was a great success with thousands of school aged children reading the selected book in their classrooms.

Banned Books Week Trading Cards

Our second annual Banned Books Week Trading Cards art event was again a great success. We had nearly 100 entries this year, more than double last year's submissions. Our jury selected a great slate of seven cards, decided to have one card be a kid's card this year. Our Awards Ceremony at Liberty Hall drew nearly 200 people despite a torrential downpour and power outages around town. It was a great event and a hearty celebration of the importance of intellectual freedom.

To help promote the cards, we photographed local celebrities holding large format versions of the cards. We thank Mayor Mike Dever, nationally recognized artist Roger Shimomura, Coach Bill Self, Chancellor Bernadette Gray-Little, bestselling author Laura Moriarty, and legendary radio personality Hank Booth, for their participation in the fun.

Library Director's Report for October 2013

Catalog Enhancements

Our library's current online catalog leaves a bit to be desired. A task force was formed to research and recommend a more robust and enhanced catalog experience for library users. The group is recommending we migrate to a discovery layer called Bibliocommons. This product has considerably better searching functions and a great many interactive features we believe will help our community connect with one another in their online search for books. I'm very excited to start moving forward on our implementation of Bibliocommons. Look for more details in the upcoming months.

Library Foundation Director's Report • October 17, 2013

BNSF Railway Foundation Grant. Great news! The Library Foundation has received a \$10,000 grant from the Burlington Northern Santa Fe Railway Foundation. The funds will be used for the 2014 children's summer reading program. This is the second grant the library has received from BNSF in the past two years. We are grateful for this wonderful partnership.

Library Opening Events. The Library Foundation board has begun discussing the grand opening celebration of the new Lawrence Public Library. A special committee met on September 26th to discuss ideas. The group has recommended that Caddy Stacks not be held in 2014 so that next year's primary focus is on the opening of the new building. The committee has suggested hosting a series of events, including tours for various constituencies, a special gathering for major donors, a Foundation and Friends reception, an upscale cocktail party fundraising event, all of which are topped off by the public dedication and opening. The committee will meet again in November.

For inspiration, I talked to representatives from four libraries that recently have opened new buildings to find out what events they held for their grand openings. They provided excellent information. Here is just a sample:

- **Cedar Rapids Iowa Public Library** held six events that included a lunch for major donors; individual open houses for Foundation and Friends, city employees and construction professionals; a fundraising gala, and a public grand opening celebration.
- **McAllen Texas Public Library** held just one grand opening event at which 10,000 people showed up! (This level of interest was unexpected. They had seating set up for 500 people. The library director described the scene as "nightmarish".)
- **St. Louis Public Library** held five events including a large donor toast to the library, a staff night, a fundraising gala that raised \$350,000 and featured the great grandchildren of Andrew Carnegie, an open house for Foundation and Friends, and a public grand opening. (This one provided a window into how the other half lives!)
- **Mid-Continent Public Library** conducted several tours for hand-picked constituencies during the six months prior to opening its Woodneath Library branch near Liberty, MO. On opening day, the library hosted a VIP breakfast and a public open house that was attended by 4,000 people.

Friends/Foundation Annual Letter. The Friends and Foundation boards have agreed to mail a joint annual fundraising letter in November. The two organizations joined forces last year for their end of the year appeal and it was highly successful. Donors appreciated writing just one check to benefit both organizations.

Beach Selection Committee. The committee to select the Ross and Marianna Beach Speaker Series author for 2014 will meet on November 12. Members are: Brad Allen, Polli Kenn, Karen Allen, Carrie Edwards, Mary Gage, Margie Coggins, Heidi Raak and Kathleen Morgan.

Grant Applications Pending:

National Endowment for the Humanities challenge grant: \$275,000 (Decision December 2013)

Kansas Health Foundation: \$25,000 for Summer Reading 2014

US Bancorp Foundation: \$10,000 for book lockers

Rice Foundation: \$5,000 for Dr. Bob Books

Collective Brands Foundation: \$5,000 for Caddy Stacks 2014

Build A Bear Foundation: \$3,600 for Dr. Bob Books

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

Lawrence Public Library, Lawrence, Kansas
Board of Trustees Regular Meeting

Monday, November 18, 2013 at 4:30 PM
In the South Trailer, 700 New Hampshire Parking Lot

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Renovation/Expansion update -- BA Green
- Springsted update
- Future visioning -- DISCUSSION

New business

Adjournment

**Lawrence Public Library
Board of Trustees Meeting
October 21, 2013**

Board Members Present: Joan Golden (Chair), Fran Devlin, Brady Flannery, Ursula Minor, and David Vance. **Absent:** Deborah Thompson, Chris Burger.

Library Staff Present: Brad Allen (Director), Tom Davin, Kim Fletcher, Amanda McConnell, Tricia Karlin, and Sherri Turner.

Friends of the Library: Gordon Fitch.

Guests: Elinor Tourtellot, League of Women Voters; Steve Vukelich, Gould Evans; Mark Green, B.A. Green.

Call to Order

Joan Golden, Board Chair, called the meeting to order at 4:30 p.m. Joan asked to have the building project updates before moving to the regular agenda. Steve showed a slide presentation illustrating the new ceiling plan. A perforated metal baffle is being substituted for the polycarbonate that was initially proposed. It functions in much the same way as the polycarbonate, hiding some of the exposed infrastructure and providing some wayfinding. In addition, the new product has acoustic properties. It will be used in select areas. The rest of the ceiling areas will be exposed and painted out dark. Steve said they expect that this will result in a minimum \$13,000 credit from the original polycarbonate solution.

Mark Green said the demolition elements of the project are complete. They have begun installing the cantilever structure that will frame the new walls. Roughing in on the lower level is complete. Roofing on the old clerestory starts tomorrow, then they will move to the new clerestory, and continue from there as framing progresses. Framing of interior walls on the upper level will begin next week, with framing of exterior walls on west and north to begin the first week of November. The goal is to have the building fully enclosed by the end of the year. There is no decision on the roof alternate, but they are in the process of obtaining a price quote from a roofing inspector who would provide additional inspections. This is being considered because it is a complicated roof install. The roofing decision will be discussed at the next Friday meeting and the decision will be made within 30 days. Roof drainage on the new roof design is much improved from the original roof.

Public Comment

There were no public comments.

Consent Agenda

Fran moved that the consent agenda be approved; Brady seconded. The motion passed.

Director's Report

The city is still working on how to finish the garage corners as efficiently as they can. *Read Across Lawrence* finished on a great note with the Timothy Egan event. It was a good partnership with KU Center for the Common Book. Two to three thousand kids read the *Read Across Lawrence* book for kids. *Banned Books Week* trading cards had another successful run, and the awards event was well attended in spite of a torrential rainstorm. Library staff has been exploring a "discovery layer", an enhanced version of the library catalog with an improved user experience.

Library Foundation Executive Director's Report

In Kathleen's absence, Brad referred board members to her written report.

Library Friends Report

Gordon said that Friends have disposed of many books thought to have been infested with bed bugs. The trailer will sit idle for a year. A Friends delegation visited Topeka and Johnson County libraries' Friends operations. Both were very helpful in explaining their operations. Friends are using this information to help reorganize their process for receiving and handling donations. Amazon operations have restarted. A spring sale is planned.

Ongoing Business

Springsted Update. Brad said that Sharon Klumpp was in town last Monday. Brad, Tricia, and Sherri spent about 3 hours with her, reviewing the organizational chart and reviewing certain draft job descriptions. Recognizing that the organizational chart will continue to evolve, we decided to freeze it where it is now, and focus on developing job descriptions. For the compensation piece, it is important that job descriptions are defined in terms that can be compared effectively to positions at other libraries. Brad said he hopes to have the work completed by the end of the year.

New Business

Future Visioning. Following up on the September retreat, Joan said it was important to review the discussion and determine the next step. Board meetings should focus more on where we want to go rather than on what we've already done. Having a good plan for where we want to go positions the board to be well-prepared to support it. At the November meeting, the board will look at the current mission statement and get a baseline for where we are now. Brad will distribute key information (mission statement, previous strategic plan, and the New Directions plan) to the board about a week before the next board meeting. Joan said the visioning notes

from the board session could be shared with staff.

Adjournment

Ursula moved for adjournment; David seconded. Meeting adjourned at 5:47.

The next Board meeting will be Monday, November 18, at 4:30 p.m. in the South Trailer Conference Room.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
October 2013									
REVENUES	Month	Year to Date	Annual Budget	83% of Year	Oct-12	YTD 2012			
Tax Fund	\$ -	\$ 2,850,000.00	\$ 3,243,260.00	87.87%	\$ -	\$ 2,850,000.00			
Interest	\$ 20.14	\$ 213.66	\$ 250.00	85.46%	\$ 17.32	\$ 212.54			
State Aid	\$ -	\$ 37,394.00	\$ 35,000.00	106.84%	\$ -	\$ 37,347.00			
N.E.K.L.	\$ -	\$ 45,555.00	\$ 60,740.00	75.00%	\$ -	\$ 44,227.50			
Photo Copies	\$ 1,177.95	\$ 10,472.03	\$ 12,600.00	83.11%	\$ 1,294.01	\$ 12,750.72			
Overdues	\$ 13,677.19	\$ 135,652.92	\$ 180,000.00	75.36%	\$ 14,650.40	\$ 143,375.47			
Miscellaneous	\$ 3.61	\$ 15.68			\$ 58.79	\$ 295.23			
Total Revenues	\$ 14,878.89	\$ 3,079,303.29	\$3,531,850.00	87.19%	\$16,020.52	\$3,088,208.46			
EXPENSES									
Salaries & Wages	\$ 145,748.57	\$ 1,483,730.17	\$ 1,898,850.00	78.14%	\$ 142,449.47	\$ 1,476,416.87			
Health Insurance	\$ 21,488.95	\$ 215,716.50	\$ 295,000.00	73.12%	\$ 21,697.80	\$ 215,273.62			
Payroll Taxes	\$ 23,372.29	\$ 235,636.45	\$ 283,000.00	83.26%	\$ 21,891.12	\$ 219,929.90			
Books & Materials	\$ 46,282.36	\$ 374,616.62	\$ 518,000.00	72.32%	\$ 54,672.71	\$ 381,119.12			
Periodicals	\$ -	\$ 13,378.38	\$ 22,000.00	60.81%	\$ -	\$ 15,446.12			
Library Supplies	\$ 6,008.64	\$ 68,859.47	\$ 95,000.00	72.48%	\$ 4,828.96	\$ 77,820.87			
Building Supplies	\$ 829.79	\$ 11,860.64	\$ 14,000.00	84.72%	\$ 1,362.98	\$ 13,118.62			
Repairs & Maintenance	\$ 494.02	\$ 55,694.49	\$ 75,000.00	74.26%	\$ 5,520.67	\$ 77,661.77			
Equipment	\$ 149.99	\$ 4,175.81	\$ 5,000.00	83.52%	\$ -	\$ 699.96			
Equipment - Technology	\$ 749.10	\$ 17,019.37	\$ 16,000.00	106.37%	\$ 1,107.35	\$ 12,279.50			
Capital Improvements	\$ -	\$ -	\$ -		\$ -	\$ 3,158.00			
Utilities	\$ 7,460.54	\$ 107,048.38	\$ 100,000.00	107.05%	\$ 17,712.73	\$ 113,523.79			
Insurance	\$ 368.21	\$ 13,521.79	\$ 15,000.00	90.15%	\$ 311.85	\$ 14,342.87			
Postage	\$ 1,444.16	\$ 20,675.25	\$ 40,000.00	51.69%	\$ 1,592.82	\$ 29,335.35			
Travel & Continuing Education	\$ 3,747.97	\$ 13,753.80	\$ 25,000.00	55.02%	\$ 1,416.80	\$ 17,115.62			
Book Van & Mileage	\$ 668.00	\$ 2,113.79	\$ 4,000.00	52.84%	\$ 115.87	\$ 2,454.28			
Photo Copiers	\$ 518.69	\$ 5,829.76	\$ 8,000.00	72.87%	\$ 629.04	\$ 6,316.68			
Programs	\$ 726.28	\$ 16,373.84	\$ 20,000.00	81.87%	\$ 2,134.91	\$ 15,155.00			
Professional Fees	\$ 6,420.38	\$ 63,506.76	\$ 67,000.00	94.79%	\$ 5,180.70	\$ 58,253.80			
Website/OPAC Content	\$ 59.95	\$ 5,460.84	\$ 14,000.00	39.01%	\$ 2,702.95	\$ 11,454.89			
Advertising & Marketing	\$ (255.11)	\$ 9,189.45	\$ 12,000.00	76.58%	\$ 2,873.84	\$ 8,557.31			
Contingency	\$ -	\$ -	\$ 5,000.00	0.00%	\$ -	\$ -			
Miscellaneous	\$ 317.86	\$ 8,419.79			\$ (70.66)	\$ 13,602.63			
Total Expenses	\$ 266,600.64	\$ 2,746,581.35	\$3,531,850.00	77.77%	\$ 288,131.91	\$ 2,783,036.57			
Revenues Over Expenses	\$ (251,721.75)	\$ 332,721.94							
Cash Balances:									
Checking	\$ 834,949.88								
Capital Improvement	\$ 562,378.25								

Lawrence Public Library									
Outside Funding Report									
October 2013									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2013			TOTAL				Funds
									Remaining
FUND SOURCES:									
	Friends:								
	Programming:								
	Adult								
	Book Clubs		\$	601.99	\$	601.99			\$ 601.99
	Summer Reading	\$ 2,500.00			\$ 2,500.00		\$	-	\$ -
	RAL - YS,YA,Adult	\$ 15,500.00			\$ 15,500.00		\$	707.30	\$ 7,162.94
	Senior		\$	1,048.08	\$ 1,048.08				\$ 1,048.08
	Youth		\$	2,282.52	\$ 2,282.52		\$	216.71	\$ 1,503.78
	Summer Reading	\$ 3,000.00	\$	-	\$ 3,000.00		\$	-	\$ 2,601.10
	Extra Paperbacks	\$ 1,000.00			\$ 1,000.00				\$ 247.25
	Young Adult		\$	1,620.45	\$ 1,620.45		\$	279.72	\$ 1,144.07
	Summer Reading	\$ 3,000.00			\$ 3,000.00		\$	-	\$ 172.50
	Advertising	\$ 5,000.00	\$	150.73	\$ 5,150.73		\$	-	\$ 2,973.09
	Promotional Items	\$ 5,000.00	\$	1,000.00	\$ 6,000.00		\$	-	\$ 1,299.22
	Banned Books	\$ 2,000.00	\$	61.75	\$ 2,061.75		\$	94.38	\$ 96.62
	Travel/CE		\$	89.71	\$ 89.71		\$	-	\$ -
	Printing		\$	1,506.33	\$ 1,506.33				\$ -
	Summer Reading	\$ 5,000.00			\$ 5,000.00				\$ 5,000.00
	Book Bags	\$ 4,000.00	\$	-	\$ 4,000.00		\$	-	\$ -
	BookPage	\$ 1,600.00	\$	100.00	\$ 1,700.00		\$	-	\$ 20.00
	Movie Licensing		\$	170.00	\$ 170.00				\$ 170.00
	Scholarships		\$	3,750.00	\$ 3,750.00				\$ 3,750.00
	Staff Incentives	\$ 500.00	\$	718.82	\$ 1,218.82		\$	-	\$ 900.86
	Aquarium Maintenance	\$ 1,200.00	\$	(129.47)	\$ 1,070.53		\$	106.36	\$ (219.07)
	Wages/Taxes-DeWitt/Howard		\$	298.64	\$ 298.64		\$	1,154.36	\$ 2,625.33
	Book Carts/Dollies		\$	99.86	\$ 99.86		\$	-	\$ -
	Volunteers		\$	400.00	\$ 400.00		\$	-	\$ 130.00
	Puppet Theater		\$	200.00	\$ 200.00				\$ 200.00
	Other TBA		\$	2,100.00	\$ 2,100.00				\$ 2,100.00
	Wellness Committee	\$ 175.00			\$ 175.00				\$ 175.00
	Bed Bug Kits	\$ 300.00			\$ 300.00		\$	-	\$ -
	TOTALS	\$ 49,775.00	\$	16,069.41	\$ 65,844.41	\$ -	\$	2,558.83	\$ 33,702.76

Foundation:								
	Kansas Health Foundation	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	\$ 896.55	
	Walmart-YS	\$ -	\$ 636.18	\$ 636.18	\$ -	\$ 94.35	\$ 478.10	
	FINRA	\$ -	\$ 29,268.84	\$ 29,268.84	\$ -	\$ -	\$ 14,996.06	
	Steiner Storytelling Programs					\$ -	\$ (378.10)	
	Salaries/Taxes-Morgan					\$ 4,034.51	\$ (40,334.61)	
	Morgan Expenses		\$ -	\$ -		\$ 267.25	\$ (744.05)	
	Praxair		\$ 3,494.60	\$ 3,494.60			\$ 3,494.60	
	Banned Books		\$ 61.75	\$ 61.75		\$ -	\$ -	
	Laptops		\$ 45.26	\$ 45.26			\$ 45.26	
	Book Drops Project					\$ -	\$ -	
	Foundation Center					\$ -	\$ -	
	Milliken Fund					\$ 200.54	\$ 14.08	
	Community Kindle						\$ 301.00	
	DCCF - DIY Summer Reading					\$ -	\$ -	
	Local Music Project					\$ -	\$ (2,500.00)	
	Walmart eReader BCIAB				\$ 1,500.00	\$ -	\$ 151.52	
	New Building Technology					\$ 319.80	\$ (319.80)	
	TOTALS	\$ -	\$ 33,506.63	\$ 33,506.63	\$ 1,500.00	\$ 4,916.45	\$ (24,795.94)	
Other:								
	Memorials/Honor with Books	\$ -	\$ 727.06	\$ 727.06	\$ -	\$ 192.07	\$ 1,473.49	
	Lawrence Give Back	\$ -	\$ 3,362.53	\$ 3,362.53	\$ 142.02	\$ -	\$ 2,474.30	
	Brummell-YS	\$ -	\$ 55.77	\$ 55.77			\$ 55.77	
	First State Bank-YS	\$ -	\$ 181.00	\$ 181.00			\$ 181.00	
	Wurfy		\$ 19.24	\$ 19.24			\$ 41.01	
	Moving		\$ 100.00	\$ 100.00			\$ 125.00	
	Library of America Grant (YA)				\$ -	\$ -	\$ -	
	Underwood Gift (Sr. Outreach)				\$ -		\$ 200.00	
	Stevens Gift for YS					\$ -	\$ -	
	John Cotton Dana						\$ 10,000.00	
	YALSA/Dollar General				\$ -	\$ 480.00	\$ 101.34	
	TOTALS	\$ -	\$ 4,445.60	\$ 4,445.60	\$ 142.02	\$ 672.07	\$ 14,651.91	
				Total Income	\$ 1,642.02	YTD Income	\$ 172,458.39	
				Total Expenditures	\$ 8,147.35	YTD Expenditures	\$ 150,927.69	

Lawrence Public Library
Balance Sheet
As of October 31, 2013

	<u>Oct 31, 13</u>	<u>Oct 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	562,378.25	533,725.30	28,652.95	5.4%
Checking	834,949.88	763,310.51	71,639.37	9.4%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,397,328.13</u>	<u>1,297,035.81</u>	<u>100,292.32</u>	<u>7.7%</u>
Total Current Assets	<u>1,397,328.13</u>	<u>1,297,035.81</u>	<u>100,292.32</u>	<u>7.7%</u>
Other Assets				
Petty Cash	700.00	700.00	0.00	0.0%
Total Other Assets	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,398,028.13</u>	<u>1,297,735.81</u>	<u>100,292.32</u>	<u>7.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	57,547.27	73,404.81	-15,857.54	-21.6%
Total Accounts Payable	<u>57,547.27</u>	<u>73,404.81</u>	<u>-15,857.54</u>	<u>-21.6%</u>
Other Current Liabilities				
Payroll Liabilities	60,126.90	1,490.58	58,636.32	3,933.8%
Total Other Current Liabilities	<u>60,126.90</u>	<u>1,490.58</u>	<u>58,636.32</u>	<u>3,933.8%</u>
Total Current Liabilities	<u>117,674.17</u>	<u>74,895.39</u>	<u>42,778.78</u>	<u>57.1%</u>
Total Liabilities	<u>117,674.17</u>	<u>74,895.39</u>	<u>42,778.78</u>	<u>57.1%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	625,466.10	685,819.39	-60,353.29	-8.8%
Net Income	354,252.64	236,385.81	117,866.83	49.9%
Total Equity	<u>1,280,353.96</u>	<u>1,222,840.42</u>	<u>57,513.54</u>	<u>4.7%</u>
TOTAL LIABILITIES & EQUITY	<u>1,398,028.13</u>	<u>1,297,735.81</u>	<u>100,292.32</u>	<u>7.7%</u>

Lawrence Public Library
Revenues & Expenses
October 2013

	<u>Oct 13</u>
Ordinary Income/Expense	
Income	
Personal Books	3.61
Gifts-Other	1,642.02
Interest	20.14
Overdues	13,677.19
Photo Copies	1,177.95
Total Income	<u>16,520.91</u>
Gross Profit	16,520.91
Expense	
FOUNDATION FUNDING	681.40
FRIENDS FUNDING	2,277.08
Books & Materials	46,282.36
Miscellaneous	528.19
Equipment	149.99
Technology Equipment	749.10
Insurance	368.21
Payroll Expenses	171,924.53
Payroll Taxes	23,987.35
Postage and Delivery	1,444.16
Professional Fees	6,420.38
Program Expense	726.28
Repairs	494.02
Supplies	6,838.43
Travel & Hospitality	4,415.97
Utilities	7,460.54
Total Expense	<u>274,747.99</u>
Net Ordinary Income	<u>-258,227.08</u>
Net Income	<u><u>-258,227.08</u></u>

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Lawrence Public Library

Vendor Balance Summary

All Transactions

	Nov 13, 13
Advance Insurance Company	365.39
Amazon	2,426.94
ASI	50.00
ATD International	1,369.88
Baker & Taylor, Inc.	26,105.50
Black Hills Energy	53.90
Blackstone Audio, Inc.	739.96
Bob's Janitorial Service	272.00
Brilliance Audio, Inc.	747.21
Center Point Large Print	41.94
Century Business Technologi...	518.69
Cynthia M. Dyson	40.49
Express Services, Inc.	673.98
Gale Group, Inc.	530.32
Heartland Payment Systems	216.34
Ingram Library Services	244.79
Jayhawk Tropical Fish	109.38
Jiminate	100.00
Judith Ann Gose	23.38
Kansas City Public Library	25.00
Kansas Public Radio	208.33
Kaw Valley OWL	10.00
Laser Logic, Inc.	207.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	224.00
Lawrence Utility Billing	582.11
Liberty Hall Cinema	403.08
Manpower	311.63
McConnell, Amanda	67.80
Midwest Tape	11,047.39
Minuteman Press	303.72
Mize Houser	50.00
Myra L. Strother	12.50
OCLC, Inc.	3,909.77
Office Depot	53.80
Pro Print Inc.	490.56
ProQuest LLC	6,330.00
Pur-O-Zone, Inc.	591.52
Quill Corporation	306.16
Random House, Inc.	461.25
Recorded Books	130.61
Samantha R. Pendergast	8.99
Snap Promotions	1,551.06
Springsted, Inc.	24,000.00
Sunflower Curbside Recycling	180.00
Tantor Media	573.70
Unique Management Services	2,019.23
United Parcel Service	640.73
University of Iowa	15.00
US Bank	69.89
VISA 5372	5,651.56
W. Joan Pruyn	41.28
Westar	-4,031.93
Westar-2	3,535.81
Westar - 3	46.73
WOW	105.00
WOW!Business	502.68
TOTAL	95,473.05

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11/13/13

Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	11/18/2013	Advance Insurance Company	Checking	
Bill	December 2013	11/12/2013		Group Life Insurance	-365.39
TOTAL					-365.39
Bill Pmt -Check	Electronic	11/18/2013	ASI	Checking	
Bill	October 2013	10/30/2013		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	11/18/2013	Black Hills Energy	Checking	
Bill		11/12/2013		Borders Gas	-53.90
TOTAL					-53.90
Bill Pmt -Check	Electronic	11/18/2013	Lawrence Utility Billing	Checking	
Bill		10/30/2013		Storage Facility	-30.56
Bill		10/30/2013		Borders Account	-433.00
Bill		10/30/2013		Water	-118.55
TOTAL					-582.11
Bill Pmt -Check	Electronic	11/18/2013	United Parcel Service	Checking	
Bill	1443	11/12/2013		Postage and Delivery	-640.73
TOTAL					-640.73
Bill Pmt -Check	Electronic	11/18/2013	US Bank	Checking	
Bill	October	10/30/2013		Office Supplies	-69.89
TOTAL					-69.89
Bill Pmt -Check	Electronic	11/18/2013	VISA 5372	Checking	
Bill		11/12/2013		Web Site & OPAC ...	-279.43
				Bookvan & Mileage	-55.97
				Technology Equipm...	-129.39
				FOUNDATION FUN...	-58.62
				YS Programming-Fr...	-252.44
				Postage and Delivery	-115.99
				Building Supplies	-63.55
				Young Adult Progra...	-87.13
				Books & Materials	-57.77
				ABOS Conference	-666.91
				Advertising	-421.39
				Advertising	-38.77
				Outreach Program...	-74.18
				Equipment Repairs	-248.00
				Library Supplies	-1,174.45
				KLA	-730.00
				Membership & Dues	-100.00
				Miscellaneous	-60.20
				Office Supplies	-89.96
				YALSA/Dollar Gene...	-49.14

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
				Steiner Storytelling ...	-500.30
				Youth Services Dept.	-200.00
				Admin. Dept.	-197.97
TOTAL					-5,651.56
Bill Pmt -Check	Electronic	11/18/2013	Westar-2	Checking	
Bill		10/30/2013		Borders Account	-3,535.81
TOTAL					-3,535.81
Bill Pmt -Check	Electronic	11/18/2013	Westar - 3	Checking	
Bill		10/30/2013		Storage Facility	-46.73
TOTAL					-46.73
Bill Pmt -Check	Electronic	11/18/2013	Heartland Payment Systems	Checking	
Bill	October 2013	10/30/2013		Office Supplies	-216.34
TOTAL					-216.34
Bill Pmt -Check	6236	11/19/2013	ATD International	Checking	
Bill	59526	11/13/2013		Equipment Repairs	-1,369.88
TOTAL					-1,369.88
Bill Pmt -Check	6237	11/19/2013	Blackstone Audio, Inc.	Checking	
Bill	679992	10/30/2013		Books & Materials	-29.22
Bill	672032	10/30/2013		Books & Materials	-200.00
Bill	676018	10/30/2013		Books & Materials	-19.47
Bill	680427	11/13/2013		Books & Materials	-491.27
TOTAL					-739.96
Bill Pmt -Check	6238	11/19/2013	Bob's Janitorial Service	Checking	
Bill	148246	10/30/2013		Professional Fees	-272.00
TOTAL					-272.00
Bill Pmt -Check	6239	11/19/2013	Brilliance Audio, Inc.	Checking	
Bill	IN0803868	10/30/2013		Books & Materials	-59.97
Bill	IN0803869	10/30/2013		Books & Materials	-19.99
Bill	IN0801869	10/30/2013		Books & Materials	-39.99
Bill	IN0802121	10/30/2013		Books & Materials	-44.99
Bill	IN0803272	10/30/2013		Books & Materials	-362.38
Bill	IN0803271	10/30/2013		Books & Materials	-19.99
Bill	IN0802994	10/30/2013		Books & Materials	-19.99
Bill	IN0806131	11/13/2013		Books & Materials	-179.91
TOTAL					-747.21

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6240	11/19/2013	Center Point Large Print	Checking	
Bill	1131256	10/30/2013		Books & Materials	-41.94
TOTAL					-41.94
Bill Pmt -Check	6241	11/19/2013	Century Business Technologies	Checking	
Bill	298692	10/30/2013		Copying	-15.00
Bill	298537	10/30/2013		Copying	-237.44
Bill	298536	10/30/2013		Copying	-55.68
Bill	298691	10/30/2013		Copying	-66.05
Bill	300158	10/30/2013		Copying	-144.52
TOTAL					-518.69
Bill Pmt -Check	6242	11/19/2013	Express Services, Inc.	Checking	
Bill	13159512-6	10/30/2013		Professional Fees	-186.42
Bill	13189746-4	11/12/2013		Professional Fees	-114.72
Bill	13222459-3	11/12/2013		Professional Fees	-143.40
Bill	13262202-8	11/13/2013		Professional Fees	-229.44
TOTAL					-673.98
Bill Pmt -Check	6243	11/19/2013	Gale Group, Inc.	Checking	
Bill	50597173	10/30/2013		Books & Materials	-47.23
Bill	50597371	10/30/2013		Books & Materials	-79.46
Bill	50500400	10/30/2013		Books & Materials	-167.93
Bill	50510754	10/30/2013		Books & Materials	-173.54
Bill	50521564	10/30/2013		Books & Materials	-23.24
Bill	50607524	11/13/2013		Books & Materials	-38.92
TOTAL					-530.32
Bill Pmt -Check	6244	11/19/2013	Ingram Library Services	Checking	
Bill	74695232	10/30/2013		Books & Materials	-27.99
				Library Supplies	-0.20
Bill	74548446	10/30/2013		Books & Materials	-23.47
				Library Supplies	-3.98
Bill	74540761	10/30/2013		Books & Materials	-9.29
				Library Supplies	-1.99
Bill	74578793	10/30/2013		Books & Materials	-9.27
				Library Supplies	-1.99
Bill	74783060	11/12/2013		Books & Materials	-114.82
Bill	74773843	11/13/2013		Books & Materials	-45.82
				Library Supplies	-5.97
TOTAL					-244.79
Bill Pmt -Check	6245	11/19/2013	Jayhawk Tropical Fish	Checking	
Bill	856974	10/30/2013		Aquarium Maintena...	-49.60
Bill	856719	11/13/2013		Aquarium Maintena...	-10.98
Bill	856716	11/13/2013		Aquarium Maintena...	-48.80
TOTAL					-109.38

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6246	11/19/2013	Jiminate	Checking	
Bill	8-102013	10/30/2013		Advertising	-100.00
TOTAL					-100.00
Bill Pmt -Check	6247	11/19/2013	Kansas Public Radio	Checking	
Bill	123148	11/12/2013		Advertising Gift Fund	-208.33
TOTAL					-208.33
Bill Pmt -Check	6248	11/19/2013	Laser Logic, Inc.	Checking	
Bill	269336	10/30/2013		Office Supplies	-207.00
TOTAL					-207.00
Bill Pmt -Check	6249	11/19/2013	Lawrence Rotary Club	Checking	
Bill	123691	10/30/2013		Membership & Dues	-207.00
TOTAL					-207.00
Bill Pmt -Check	6250	11/19/2013	Lawrence Sign Up LLC	Checking	
Bill	3965	10/30/2013		Advertising	-112.00
Bill	4005	11/12/2013		Advertising	-112.00
TOTAL					-224.00
Bill Pmt -Check	6251	11/19/2013	Liberty Hall Cinema	Checking	
Bill	9-29-13	10/30/2013		Read Across Lawre...	-403.08
TOTAL					-403.08
Bill Pmt -Check	6252	11/19/2013	Manpower	Checking	
Bill	26230341	10/30/2013		Professional Fees	-311.63
TOTAL					-311.63
Bill Pmt -Check	6253	11/19/2013	Minuteman Press	Checking	
Bill	44688	10/30/2013		Office Supplies	-140.45
				Office Supplies	-163.27
TOTAL					-303.72
Bill Pmt -Check	6254	11/19/2013	OCLC, Inc.	Checking	
Bill	278373	11/12/2013		OCLC	-3,120.64
				Internet	-789.13
TOTAL					-3,909.77

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6255	11/19/2013	Pro Print Inc.	Checking	
Bill	81661	10/30/2013		Printing	-257.00
Bill	81752	10/30/2013		Library Supplies	-7.00
Bill	81922	11/12/2013		Printing	-96.50
Bill	81921	11/12/2013		Printing	-130.06
TOTAL					-490.56
Bill Pmt -Check	6256	11/19/2013	ProQuest LLC	Checking	
Bill	US1733947	11/12/2013		Books & Materials	-6,330.00
TOTAL					-6,330.00
Bill Pmt -Check	6257	11/19/2013	Pur-O-Zone, Inc.	Checking	
Bill	615991	10/30/2013		Building Supplies	-392.57
Bill	616227	10/30/2013		Equipment Repairs	-198.95
TOTAL					-591.52
Bill Pmt -Check	6258	11/19/2013	Quill Corporation	Checking	
Bill	6645378	10/30/2013		Office Supplies	-218.55
Bill	6877228	11/12/2013		Office Supplies	-45.96
Bill	7016751	11/13/2013		YS Programming-Fr...	-41.65
TOTAL					-306.16
Bill Pmt -Check	6259	11/19/2013	Random House, Inc.	Checking	
Bill	1088293423	10/30/2013		Books & Materials	-33.75
Bill	1088234471	10/30/2013		Books & Materials	-33.75
Bill	1088257458	10/30/2013		Books & Materials	-33.75
Bill	1188257458	10/30/2013		Books & Materials	-33.75
Bill	1088278266	10/30/2013		Books & Materials	-33.75
Bill	1088341732	10/30/2013		Books & Materials	-91.50
Bill	1088341736	10/30/2013		Books & Materials	-36.00
Bill	1188341732	10/30/2013		Books & Materials	-45.00
Bill	1088470091	11/13/2013		Books & Materials	-90.00
Bill	1088430500	11/13/2013		Books & Materials	-30.00
TOTAL					-461.25
Bill Pmt -Check	6260	11/19/2013	Recorded Books	Checking	
Bill	74815233	10/30/2013		Books & Materials	-23.17
Bill	74817158	10/30/2013		Books & Materials	-71.77
Bill	74821246	11/13/2013		Books & Materials	-35.67
TOTAL					-130.61
Bill Pmt -Check	6261	11/19/2013	Snap Promotions	Checking	
Bill	13101401	10/30/2013		Advertising	-1,551.06
TOTAL					-1,551.06

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6262	11/19/2013	Sunflower Curbside Recycling	Checking	
Bill	28126	10/30/2013		Building Repairs	-180.00
TOTAL					-180.00
Bill Pmt -Check	6263	11/19/2013	Tantor Media	Checking	
Bill	INV7471	10/30/2013		Books & Materials	-464.51
Bill	INV7559	11/13/2013		Books & Materials	-94.20
Bill	INV7531	11/13/2013		Books & Materials	-14.99
TOTAL					-573.70
Bill Pmt -Check	6264	11/19/2013	Unique Management Services	Checking	
Bill	247413	11/12/2013		Professional Fees	-903.95
Bill	248035	11/12/2013		Professional Fees	-289.97
				Postage and Delivery	-702.63
				Library Supplies	-122.68
TOTAL					-2,019.23
Bill Pmt -Check	6265	11/19/2013	University of Iowa	Checking	
Bill	LPL	10/30/2013		Overdues	-15.00
TOTAL					-15.00
Bill Pmt -Check	27282	11/18/2013	Amazon	Checking	
Bill	4413044	10/30/2013		New Building Techn...	-284.58
Bill	3598646	10/30/2013		Books & Materials	-350.68
Bill	0681017	10/30/2013		Books & Materials	-99.91
Bill	7966639	10/30/2013		Books & Materials	-216.33
Bill	7966639	10/30/2013		Books & Materials	-170.53
Bill	4813061	10/30/2013		Books & Materials	-119.88
Bill	1493036	10/30/2013		Books & Materials	-59.96
Bill	4485027	10/30/2013		Books & Materials	-5.89
Bill	7496230	10/30/2013		Books & Materials	-22.46
Bill	7825028	10/30/2013		Books & Materials	-28.78
Bill	7966639	10/30/2013		Books & Materials	-18.15
Bill	1692255	10/30/2013		Books & Materials	-39.98
Bill	5794662	11/12/2013		Library Supplies	-28.75
Bill	9233006	11/12/2013		Books & Materials	-532.09
Bill	6432215	11/13/2013		Books & Materials	-344.46
Bill	8432215	11/13/2013		Books & Materials	-11.99
Bill	1493036	11/13/2013		Books & Materials	-59.95
Bill	6739405	11/13/2013		Books & Materials	-11.99
Bill	6432215	11/13/2013		Books & Materials	-20.58
TOTAL					-2,426.94

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27283	11/18/2013	Baker & Taylor, Inc.	Checking	
Bill	56 Invoices	10/30/2013		Library Supplies	-890.39
				Books & Materials	-13,614.19
				GGIFT	-75.05
				Adult Programming	-116.35
Bill	36 Invoices	11/13/2013		Library Supplies	-779.88
				Books & Materials	-10,560.12
				GGIFT	-0.84
				Personal Books	-68.68
TOTAL					-26,105.50
Bill Pmt -Check	27284	11/18/2013	Cynthia M. Dyson	Checking	
Bill	REFUND	10/30/2013		Overdues	-40.49
TOTAL					-40.49
Bill Pmt -Check	27285	11/18/2013	Judith Ann Gose	Checking	
Bill	REFUND	10/30/2013		Overdues	-17.51
Bill	REFUND	10/30/2013		Overdues	-0.50
Bill	REFUND	10/30/2013		Overdues	-5.37
TOTAL					-23.38
Bill Pmt -Check	27286	11/18/2013	Kansas City Public Library	Checking	
Bill	ILL 110187261	11/13/2013		Overdues	-25.00
TOTAL					-25.00
Bill Pmt -Check	27287	11/18/2013	Kaw Valley OWL	Checking	
Bill	DUES	10/30/2013		Outreach Program...	-10.00
TOTAL					-10.00
Bill Pmt -Check	27288	11/18/2013	McConnell, Amanda	Checking	
Bill	MILEAGE	10/30/2013		Circulation	-67.80
TOTAL					-67.80
Bill Pmt -Check	27289	11/18/2013	Midwest Tape	Checking	
Bill	91367191	10/30/2013		Books & Materials	-12.59
Bill	91360773	10/30/2013		Books & Materials	-29.99
Bill	91360398	10/30/2013		Books & Materials	-41.99
Bill	91354866	10/30/2013		GMILL	-11.24
Bill	91346839	10/30/2013		Books & Materials	-63.73
Bill	91322902	10/30/2013		Books & Materials	-29.97
Bill	91339779	10/30/2013		Books & Materials	-29.83
Bill	91333363	10/30/2013		Books & Materials	-14.24
Bill	91337058	10/30/2013		Books & Materials	-50.24
Bill	91330107	10/30/2013		Books & Materials	-43.00
Bill	91331333	10/30/2013		Books & Materials	-21.73
Bill	91364253	10/30/2013		Books & Materials	-119.76
Bill	91364255	10/30/2013		Books & Materials	-348.66

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	91337056	10/30/2013		Books & Materials	-305.13
Bill	91360770	10/30/2013		Books & Materials	-1,238.98
Bill	91360399	10/30/2013		Books & Materials	-440.06
Bill	91360772	10/30/2013		Books & Materials	-199.94
Bill	91360396	10/30/2013		Books & Materials	-277.88
Bill	91346837	10/30/2013		Books & Materials	-46.91
				GMILL	-12.59
Bill	91341281	10/30/2013		Books & Materials	-302.15
Bill	91337059	10/30/2013		Books & Materials	-346.35
Bill	91339778	10/30/2013		Books & Materials	-943.76
Bill	91339776	10/30/2013		Books & Materials	-912.00
Bill	91327393	10/30/2013		Books & Materials	-134.97
Bill	91332829	10/30/2013		Books & Materials	-521.27
Bill	91328095	10/30/2013		Books & Materials	-50.51
				GMILL	-54.11
Bill	91322901	10/30/2013		Books & Materials	-484.89
Bill	91322903	10/30/2013		Books & Materials	-137.32
Bill	91321909	10/30/2013		Books & Materials	-1,098.11
Bill	91386613	11/12/2013		Library Supplies	-778.80
Bill	91375034	11/13/2013		Books & Materials	-48.72
Bill	91372319	11/13/2013		Books & Materials	-11.24
Bill	91378796	11/13/2013		Books & Materials	-99.52
Bill	91378797	11/13/2013		Books & Materials	-198.70
Bill	91375033	11/13/2013		Books & Materials	-324.90
Bill	91375031	11/13/2013		Books & Materials	-1,261.61
TOTAL					-11,047.39
Bill Pmt -Check	27290	11/18/2013	Mize Houser	Checking	
Bill	Workshop	11/12/2013		Admin. Dept.	-50.00
TOTAL					-50.00
Bill Pmt -Check	27291	11/18/2013	Myra L. Strother	Checking	
Bill	REFUND	10/30/2013		Overdues	-12.50
TOTAL					-12.50
Bill Pmt -Check	27292	11/18/2013	Office Depot	Checking	
General Journal	3659	11/08/2013		Checking	-53.80
TOTAL					-53.80
Bill Pmt -Check	27293	11/18/2013	Samantha R. Pendergast	Checking	
Bill	REFUND	11/12/2013		Overdues	-8.99
TOTAL					-8.99
Bill Pmt -Check	27294	11/18/2013	W. Joan Pruyn	Checking	
Bill	REFUND	11/12/2013		Overdues	-41.28
TOTAL					-41.28

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Lawrence Public Library

Check Detail

November 15 - 19, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27295	11/18/2013	WOW	Checking	
Bill	35315, 16, 17	10/30/2013		Advertising	-105.00
TOTAL					-105.00
Bill Pmt -Check	27296	11/18/2013	WOW!Business	Checking	
Bill		10/30/2013		Internet	-425.80
				Telephone	-76.88
TOTAL					-502.68

Lawrence Public Library

Monthly Statistical Summary--October 2013

INDICATOR	October		Percent	YTD	YTD	Percent
	2013	2012	Change	2013	2012	Change
			2012-2013			2012-2013

SUMMARY RATIOS

Service Area Population	93,500	87,643	7%			
User Visits per Capita	3.59	5.87	-39%			
Reference Transactions per Capita	1.02	0.94	9%			
Program Attendance per Capita	0.34	0.51	-33%			
Circulation per Capita	13.64	15.62	-13%			
Circulation per Visit	3.80	2.66	43%			
Total Holdings per Capita	2.26	2.49	-9%			
% of Lawrence Residents Registered	84%	88%	-5%			

Circulation--Adult Total	72,284	76,619	-6%	731,843	807,390	-9%
Circulation--Young Adult Total	3,558	6,185	-42%	43,415	69,063	-37%
Circulation--Youth Total	30,445	31,365	-3%	315,296	340,082	-7%
Circulation--Bookmobile	1,201	1,030	17%	10,345	9,705	7%
Circulation--Audiovisual Total	49,209	52,966	-7%	495,975	556,914	-11%
Circulation--Total	106,287	114,169	-7%	1,090,554	1,216,535	-10%

Reference Transactions	7,923	6,838	16%	81,504	68,236	19%
User Visits	27,980	42,878	-35%	256,877	451,396	-43%
LPL Web Site Visits	18,032	27,677	-35%	214,398	238,476	-10%

Holdings--Added	3,418	3,178	8%	33,518	34,118	-2%
Holdings--Withdrawn	6,944	10,995	-37%	30,707	38,646	-21%
Holdings--Total	211,404	218,457	-3%			

Registered Borrowers--Added	517	566	-9%			
Registered Borrowers--Total	99,605	98,235	1%			

Adult Programs	6	11	-45%	56	138	-59%
Young Adult Programs	22	34	-35%	142	245	-42%
Youth Programs	41	74	-45%	355	562	-37%
Senior Programs	16	18	-11%	153	160	-4%
Total Programs	85	137	-38%	706	1,105	-36%
Total Program Attendance	2,612	3,694	-29%	30,944	41,895	-26%
Public Uses of Meeting Rooms	0	91	-100%	0	910	-100%
Meeting Room Turnaways	0	3	-100%	0	42	-100%

Total Paid Staff (FTE)	54.50	55.94	-3%			
Total Number of Employees	76	80	-5%			

Lawrence Public Library

Monthly Statistical Report--October 2013

	October		Percent		YTD	YTD	Percent
	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
OUTPUT MEASURES							
Service Area Population	93,500	87,643	7%				
User Visits per Capita	3.59	5.87	-39%				
Reference Transactions per Capita	1.02	0.94	9%				
Program Attendance per Capita	0.34	0.51	-34%				
Circulation per Capita	13.64	15.63	-13%				
Total Holdings per Capita	2.26	2.49	-9%				
Collection Turnover--Total	6.15	6.40	-4%				
Collection Turnover--Adult	6.16	6.45	-5%				
Collection Turnover--Young Adult	4.29	5.90	-27%				
Collection Turnover--Youth	6.45	6.39	1%				
Collection Turnover--Audiovisual	11.21	12.82	-13%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	28439	31168	-9%		290477	329203	-12%
Circulation--Adult Periodicals	468	574	-18%		3968	6794	-42%
Circulation--Adult Feature Films & TV Shows	29696	30993	-4%		300670	337485	-11%
Circulation--Electronic Games	1592	1285	24%		14450	11067	31%
Circulation--Adult Music CDs	8308	8502	-2%		85400	81525	5%
Circulation--Adult Audio Books	3759	4096	-8%		36667	41226	-11%
Circulation--Adult CD-ROMs	0	1	-100%		5	90	-94%
Circulation--eReaders	22				206		
Circulation--Adult Total	72284	76619	-6%		731843	807390	-9%

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
Circulation--YA Books and NF Videos	3371	3669	-8%		39929	41598	-4%
Circulation--YA Periodicals	9	24	-63%		128	300	-57%
Circulation--YA Music CDs	0	2309	-100%		1312	25381	-95%
Circulation--YA Audio Books	178	183	-3%		2046	1784	15%
Circulation--YA Total	3558	6185	-42%		43415	69063	-37%
Circulation--Youth Books and NF Videos	28656	29382	-2%		297030	319200	-7%
Circulation--Youth Periodicals	58	76	-24%		819	924	-11%
Circulation--Youth Music CDs	709	875	-19%		6335	7947	-20%
Circulation--Youth Audio Books	1022	1029	-1%		11112	11471	-3%
Circulation--Youth CD Roms	0	3	-100%		0	540	-100%
Circulation--Youth Total	30445	31362	-3%		315296	340082	-7%
Circulation--Bookmobile	1201	1030	17%		10345	9705	7%
Circulation--Total Books	56543	45285	25%		589664	651603	-10%
Circulation--Total Periodicals	535	674	-21%		4915	8018	-39%
Circulation--Total Audiovisual	49209	52966	-7%		495975	556914	-11%
Circulation Total	106287	114166	-7%		1090554	1216535	-10%
E-Audio Usage (Overdrive Only)	140	NA	#VALUE!		777	NA	#VALUE!
E-Book (Overdrive Only)	587				4080		
Zinio	1114				7828		
Circulation Desk Circulation	48886	70496	-31%		513687	744625	-31%
Self Check Circulation	57401	43670	31%		576867	471910	22%
Percent Self Check	54%	38%	41%		53%	39%	36%

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
Requests Placed	16814	15734	7%		167492	162109	3%
Requests Filled	12993	12365	5%		130284	127832	2%
Requests Unclaimed	1548	1326	17%		13498	12585	7%
Interlibrary Loan Items Borrowed for LPL Patrons	406	488	-17%		4836	4701	3%
Interlibrary Loan Items Loaned from LPL Collection	603	782	-23%		4304	8088	-47%
OTHER LIBRARY SERVICES							
User Visits	27980	42878	-35%		256877	451396	-43%
Public Computer Usage	8563	10845	-21%		78701	102811	-23%
Computer Lab Classes	5	4	25%		17	54	-69%
Computer Lab Classes Attendance	20	31	-35%		63	318	-80%
Adult Reference Transactions	6516	5520	18%		66037	54122	22%
Young Adult Reference Transactions	758	638	19%		7520	6306	19%
Youth Reference Transactions	649	680	-5%		7947	7808	2%
Total Reference Transactions	7923	6838	16%		81504	68236	19%
Public-Sponsored Uses of Meeting Rooms	0	24	-100%		0	299	-100%
Public-Sponsored Meeting Attendance	0	479	-100%		0	5204	-100%
Meeting Room Turnaways	0	3	-100%		0	42	-100%
Business Center Reservations	0	67	-100%		1	612	-100%
LPL Web Site Visits	18032	27677	-35%		214398	238476	-10%
RESOURCES							
Holdings--Total	211404	218457	-3%				
Holdings--Adult	144042	146111	-1%				
Holdings--Young Adult	9966	12580	-21%				
Holdings--Youth	57396	59766	-4%				
Holdings--Audiovisual	52655	49578	6%				
Holdings--eReaders	13						
Holdings Added	3418	3178	8%		33518	34118	-2%
Holdings Withdrawn	6944	10995	-37%		30704	38646	-21%
Holdings Net Change	-3526	-7817			2814	-4528	

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2013	2012	Change		2013	2012
			2012-2013			2012-2013
LIBRARY PATRONS						
Total Borrowers	99605	98235	1%			
Borrowers Added	517	566	-9%		5505	6521
Borrowers Transacting	15204	11910	28%		105523	95512
Percent of Borrowers Transacting	15%	12%	26%			
Total Number of Lawrence Residents Registered	78388	71273	10%			
Percent of Lawrence Residents Registered	84%	81%	3%			
PROGRAMMING						
Number of Adult Programs	6	11	-45%		56	138
Number of Young Adult Programs	22	34	-35%		142	245
Number of Youth Programs	41	74	-45%		355	562
Number of Senior Programs	16	18	-11%		153	160
Total Programs	85	137	-38%		706	1105
Adult Program Attendance	629	323	95%		5571	6424
Young Adult Program Attendance	538	896	-40%		2611	4979
Youth Program Attendance	1300	2305	-44%		21329	28937
Senior Program Attendance	145	170	-15%		1433	1555
Total Program Attendance	2612	3694	-29%		30944	41895
STAFFING						
Total Paid Staff, in Full-Time Equivalents	54.5	55.94	-3%			
ALA-MLS Librarians, in Full-Time Equivalents	15.8	19	-17%			
Number of Employees--Total	76	80	-5%			
Number of Employees--Full-Time	35	35	0%			
Number of Employees--Part-Time	41	45	-9%			
Terminations	0	1	-100%		8	18
Hirings	1	0	N/A		12	15
Volunteer Hours	139	483.2	-71%		2416	2627.2

Library Director's Report for November 2013

Respectfully submitted by Brad Allen

Building Renovation/Expansion

The library project rolls on. Much of the concrete floor in the expanded areas of the library are in place. The roof is being installed. Considerable framing has been installed now on the main level. You can get a much better sense of the internal space of the building. It's making everything seem much more concrete (pun intended).

Concurrent to the building project itself, our furniture group has almost completed its work. Gould Evans is still on schedule to send everything out to bid by Thanksgiving.

Lastly, the City has decided to finish the corners of the garage as originally planned (exterior glazed glass columns at each stairwell and the aluminum siding completing the corners).

RFID

Our RFID task force is moving closer towards having a recommendation for the completion of this project. We have seen demos from Bibliotecha and D-Tech and will visit Johnson County Library to see a 3M system in operation. Tech Logic will also provide us information for their systems as well. Our goal is to present a recommendation at the December board meeting.

Out and About

This month, our library partnered with the Dole Institute on their program about Richard Ben Cramer, author of the acclaimed book about the '88 election, *What It Takes*. Despite the poor weather, it was a wonderful and well-attended program. We continue to solidify a very nice partnership with the Dole Institute.

Additionally this month, I attended a NEKLS Directors' Institute. This event is a great opportunity for directors around the region to network and learn together. The training for the day was on collaborations in the community presented by Paul Signorelli.

I left the Directors' Institute and headed immediately for the Library Journal Design Institute at the St. Louis Public Library. A different but equally great event. I saw panels on current library building trends and had the opportunity to network with other librarians in various stages of building projects. Most notably, I spoke with Kim Johnson, Chief Innovation Officer at Tulsa City-County Library. She invited me to visit their library's new Librarium which I intend to do in the very near future.

Library Foundation Director's Report • November 14, 2013

Library Opening Events. Members of the Foundation's Library Opening Committee are meeting regularly to plan the grand opening events for the new library. As reported last month, we have contacted other libraries to find out how they conducted their celebrations. Based on those reports, the committee, in consultation with the library staff, has come up with this preliminary plan:

Spring, 2014: Hard hat tours of the building for special constituencies (city commissioners, board members, major donors, media, KU partners, etc.)

One week to 10 days after library gets possession of building: Luncheon at library building to thank major donors (\$25K+ ...City commissioners, board members invited)

Thursday evening prior to opening day: "A Toast to the Library" fundraising sneak peek

Friday (eve of opening): Friends/Foundation reception (all donors and Library Friends invited)

Saturday (opening day): VIP Breakfast (City commissioners and other elected leaders, board members, other VIPs invited) followed by public dedication and unveiling of building. (Speech from Mayor, activities all day throughout the library.)

The committee's first priority is to secure pledges from businesses for Signature Sponsorships for the Toast to the Library party. The goal is to find four of these \$5,000 sponsorships by the end of the year. The next meeting of the planning group is Friday, November 15th.

Commemorative Program. We are very excited that Sunflower Publishing has offered to create a special commemorative publication for the library's opening. This is the same group that publishes *Lawrence Magazine*. The program will be very high quality and will feature articles on the history of the library, a list of our donors, a map of the new building, and other highlights. They anticipate printing approximately 13,000 copies for distribution. Advertising revenue is expected to cover the cost of the publication.

Friends/Foundation Annual Letter. The Friends and Foundation joint fundraising letter has been drafted and is at the printer. Approximately 3,600 letters will be mailed, consisting of 1,400 donors and 2,200 prospects. The plan is for board members to write personal notes on the letters going to donors. We hope to have them in the mail before Thanksgiving.

Beach Selection Committee. The committee to select the Ross and Marianna Beach Speaker Series author for 2014 met on November 12. The group assembled a list of 10 possible authors to invite. The Beach family representative could not attend the meeting, so we have asked for their input to add to the list of options. The committee will meet on December 12 to continue its deliberations. Members are: Brad Allen, Polli Kenn, Karen Allen, Carrie Edwards, Mary Gage, Margie Coggins, Heidi Raak and Kathleen Morgan.

Grant Applications Pending:

National Endowment for the Humanities challenge grant: \$275,000 (Decision December 2013)

Kansas Health Foundation: \$25,000 for Summer Reading 2014

US Bancorp Foundation: \$10,000 for book lockers

Rice Foundation: \$5,000 for Dr. Bob Books

Collective Brands Foundation: \$5,000 for Caddy Stacks 2014

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

Lawrence Public Library, Lawrence, Kansas
Board of Trustees Regular Meeting

Monday, December 16, 2013 at 4:30 PM
In the South Trailer, 700 New Hampshire Parking Lot

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Renovation/Expansion update -- BA Green
- Springsted update

New business

- RFID Proposal--SEE ATTACHMENTS
- Conceal/carry exemption--SEE ATTACHMENTS
- Visioning: Priorities--SEE ATTACHMENTS

Adjournment

**Lawrence Public Library
Board of Trustees Meeting Minutes
November 18, 2013**

Board Members Present: Joan Golden, Chris Burger, Fran Devlin, Deborah Thompson, Ursula Minor, David Vance, Brady Flannery

Library Staff Present: Brad Allen, Tom Davin, Kathleen Morgan, Kim Fletcher, Amanda McConnell, Tricia Karlin

Friends of the Library: Gordon Fitch

Guests: Elinor Tourtellot, League of Women Voters; Mark Green and Dennis Odgers, B.A. Green

Call to order

Joan Golden called the meeting to order at 4:30 p.m.

Public Comment

There were no public comments.

Consent Agenda

Deborah moved to approve the consent agenda and Brady seconded the motion. The consent agenda was approved. Joan noted that we were well-under budget for the year. Brad asked how do we want to talk about that at the next meeting. Can we encumber funds (hold in reserve) without putting it into the capital improvements budget? Joan suggested that he talk to Denise about options for encumbering funds.

Renovation/Expansion update

Dennis said that the existing structure will be roofed this week. The goal is to enclose the exterior soon. On the lower level, they are close to drywalling. They are now looking at May 22nd for substantial completion. A change order put them back.

The middle steel panels on the garage are going on now– they reverted to the original plan. Discussion followed about the garage, in which it was noted that at least 1 ½ levels of the garage are being used regularly, and it is easy to drive through it.

It was decided that the Library Board would take a tour of the expansion. Brad will see if it can be done on December 16th at 3:30; after which the Board can reconvene in the trailer for their meeting.

Director's Report

Brad noted that the staff are working on the RFID project, and a visit to Johnson County Library has been scheduled to observe the 3M product in action. The Bibliotheca company gave an impressive demonstration of the RFID hardware and software to the staff; Brad also looked at their equipment, which is now in place at the MidContinent Public Library.

Brad reported on the Dole Institute event that the Library co-sponsored. He said that the Dole Institute likes working with the library: we are also getting a reputation in town for getting people out to events. Not all public libraries share that success.

Brad noted that he attended the Director's Institute that NEKLS sponsored as well as the Library Journal Design Institute at St. Louis Public Library. He made good contacts there, including meeting Kim Johnson, Chief Innovation Officer at Tulsa City-County Library. They have opened their "Librarium", an experimental branch which has a small print book collection, digital magazines loaded onto tablets (instead of print magazines), and a 97% self-check rate. They are experimenting with customer service at the Librarium in a bold way.

Foundation Report

Kathleen reported that the Opening Day committee is planning not just one event, but a series of events leading up to the opening. It will culminate in a big splashy event for all. Megan Gilliland from the City is meeting with Kathleen and Jeni Daley to be sure that there is not a scheduling conflict between the library opening and the new rec center opening.

Kathleen noted that \$300,000 was disbursed to the library for the Automated Materials Handling RFID project.

She noted that the Foundation will cut a check to the City for any furniture paid for by the City out of the bond.

Friends Report

Gordon Fitch reported that the Friends will tour the expanded library on November 26th at 4:00 p.m.

The Friends continue to work on the donations process. A trial run was conducted on Friday, in which over 100 books were screened on Amazon. 50% of the books were available for a penny on Amazon. About 30% were priced between a penny and \$10.00. 8% of the books were discarded on condition. Approximately 9% could be priced high enough to merit posting them on the Friends Amazon bookstore - there is a real opportunity there. Gordon noted that the question is what do the Friends do with the books that are only worth a penny on the internet?

A decision on whether or not to hold the Spring sale will be deferred until the February meeting. In the meantime, they'll do another trial run on a small sample of donations.

Ongoing business

Springsted update

Brad reported that he has no significant new information for the Board from Sharon Klumpp. Brad has let her know that he would like to finish by the end of 2013 but, at the time of the meeting, had not yet heard back from her.

Brad will send a memo to all staff about upcoming staffing changes and will email the Board as well. These are changes related to the reorganization and preparation for operating the new building.

Future visioning

The Board reviewed the New Directions Charter & Organizational Priorities developed by the library staff. Brad explained that the New Directions team began to meet in April to be sure there was an action plan for what needed to be ready for the expanded building. Staff prioritized according to what was mission-critical, what would be nice to do, and what could wait. The action plan was organized around key points of the capital campaign, e.g. more public meeting rooms, more space for children's programs, and meeting the community's technology needs.

Staff added to this the important work of planning for the move back to the expanded building. The document was then input into project management software so that specific steps could be tracked and timelines could be established. Brad noted that some priorities are long-term initiatives, e.g., developing strong library advocates. Joan asked how the Board can help the Library meet the goals.

Deborah commented that we want to establish a plan for the management of the library lawn – it would be good to bump this up in the priority list. Joan suggested that we set up a meeting with Dave Corliss and the Parks & Rec department, and that we take the lead on the management of the lawn. David suggested that with our proximity to the property, it would be good for us to keep track of its scheduling. (Brad noted that the City will maintain (mow) the lawn.) Brad noted that he doesn't want it to be over-programmed.

Much of the New Directions document focuses on the lead-up to the opening of the expanded building. Joan asked the Board what direction they want to take after June 2014. She said that the Board came up with a lot of ideas at their recent retreat, but they need to be honed down. Discussion followed about what process to take to develop a strategic direction. It was decided that the ideas that the Board developed in the retreat would be sent to the Board. Joan said that each member should pick out three things that are important to pursue and to send these to Joan. Based on these responses, the Board can narrow the ideas down to three or four key issues. Input from the Foundation would be helpful too.

It was noted that the mission statement should be reviewed as well.

New Business

Foundation funds for the expansion project

Chris asked if the City should be contacted to discuss what will happen if the project comes in under budget. Would the City reduce the amount of the bond if the project came in under budget? If the bond is not reduced, it would be optimal if the Foundation would be able to direct any unused funds for the library endowment to support the new building. Since the Foundation is contributing funds to the project, it is important to know what would happen in this scenario.

Adjournment

David moved to adjourn the meeting. Chris seconded the motion and the meeting was adjourned at 5:45 p.m.

The next board meeting will be held on December 16th at 4:30 in the South Trailer Conference Room. If confirmed, the meeting will be preceded by a tour of the expansion site at 3:30.

Respectfully submitted by Tricia Karlin

**Lawrence Public Library
Board of Trustees Special Meeting
December 11, 2013**

Board Members Present: Brady Flannery, Joan Golden; present via conference call: Chris Burger, Ursula Minor, Deborah Thompson. Absent: David Vance, Fran Devlin

Library Staff Present: Brad Allen, Karen Allen, Ruth Hite, Kathleen Morgan, and Sherri Turner.

Guests: Toni Wheeler, City Attorney, and Maria Kaminska, Asst. City Attorney.

Joan Golden, Board President, called the meeting to order at 8:30 a.m. The purpose of this meeting was to consider whether to authorize the city to include the library in the city's resolution to exempt city buildings from the concealed carry law. Joan introduced City Attorney Toni Wheeler who explained background on the law and the city's action. At their meeting last night, the city commission unanimously approved a resolution which would exempt most city buildings from the concealed carry law for another 4 years. A requirement of the exemption is to provide a security plan for each building. Assistant City Attorney Maria Kaminska served on a task force to draft these plans for the city, including one for the library. She described the plan for the library which includes a description of the building, assessment of risk, security plans in place, and thoughts regarding options for the future. Toni said it had been determined that the garage at 707 Vermont is not included under the statute. Chris asked for a clarification regarding liability. Brad said that Jim Minges, director of the NEKLS, recommends that if the library opts to go with the city's plan that they also submit a resolution on their own behalf. After further discussion which centered on liability and patron and staff safety, Deborah moved that the city include the library in its resolution to exempt city buildings from the concealed carry law for another 4 years, including both the current leased space at 700 New Hampshire and the 707 Vermont locations. Ursula seconded. More discussion followed. Joan called for the vote by roll call: In favor: Brady, Joan, Deborah, Ursula, and, by proxy, Fran; against: Chris. Motion carried 5-1. Brad noted that the library has a good relationship with the police force and experiences quick response times.

Meeting adjourned 9:00 a.m.

The next regular Board meeting will be held on Monday, December 16, in the South Trailer Conference Room at 4:30 pm.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
November 2013									
REVENUES	Month	Year to Date	Annual Budget	92% of Year	Nov-12	YTD 2012			
Tax Fund	\$ 393,260.00	\$ 3,243,260.00	\$ 3,243,260.00	100.00%	\$ 286,000.00	\$ 3,136,000.00			
Interest	\$ 15.29	\$ 228.95	\$ 250.00	91.58%	\$ 10.82	\$ 223.36			
State Aid	\$ -	\$ 37,394.00	\$ 35,000.00	106.84%	\$ -	\$ 37,347.00			
N.E.K.L.	\$ 15,185.00	\$ 60,740.00	\$ 60,740.00	100.00%	\$ 14,742.50	\$ 58,970.00			
Photo Copies	\$ 967.90	\$ 11,439.93	\$ 12,600.00	90.79%	\$ 899.15	\$ 13,649.87			
Overdues	\$ 12,873.36	\$ 148,526.28	\$ 180,000.00	82.51%	\$ 15,387.81	\$ 158,763.28			
Miscellaneous	\$ 39.44	\$ 55.12			\$ (38.78)	\$ 256.45			
Total Revenues	\$ 422,340.99	\$ 3,501,644.28	\$3,531,850.00	99.14%	\$317,001.50	\$3,405,209.96			
EXPENSES									
Salaries & Wages	\$ 145,962.31	\$ 1,629,692.48	\$ 1,898,850.00	85.83%	\$ 145,105.58	\$ 1,621,522.45			
Health Insurance	\$ 22,013.42	\$ 237,729.92	\$ 295,000.00	80.59%	\$ 21,135.87	\$ 236,409.49			
Payroll Taxes	\$ 23,476.56	\$ 259,113.01	\$ 283,000.00	91.56%	\$ 22,275.47	\$ 242,205.37			
Books & Materials	\$ 49,852.13	\$ 424,468.75	\$ 518,000.00	81.94%	\$ 39,930.68	\$ 421,049.80			
Periodicals	\$ -	\$ 13,378.38	\$ 22,000.00	60.81%	\$ -	\$ 15,446.12			
Library Supplies	\$ 6,137.52	\$ 74,996.99	\$ 95,000.00	78.94%	\$ 10,061.93	\$ 87,882.80			
Building Supplies	\$ 859.21	\$ 12,719.85	\$ 14,000.00	90.86%	\$ 760.70	\$ 13,879.32			
Repairs & Maintenance	\$ 2,300.57	\$ 57,995.06	\$ 75,000.00	77.33%	\$ 4,077.11	\$ 81,738.88			
Equipment	\$ -	\$ 4,175.81	\$ 5,000.00	83.52%	\$ -	\$ 699.96			
Equipment - Technology	\$ 129.39	\$ 17,148.76	\$ 16,000.00	107.18%	\$ 357.96	\$ 12,637.46			
Capital Improvements	\$ -	\$ -	\$ -		\$ -	\$ 3,158.00			
Utilities	\$ 1,882.64	\$ 108,931.02	\$ 100,000.00	108.93%	\$ 4,033.52	\$ 117,557.31			
Insurance	\$ 366.29	\$ 13,888.08	\$ 15,000.00	92.59%	\$ 309.12	\$ 14,651.99			
Postage	\$ 1,459.35	\$ 22,134.60	\$ 40,000.00	55.34%	\$ 1,114.37	\$ 30,449.72			
Travel & Continuing Education	\$ 1,954.55	\$ 15,708.35	\$ 25,000.00	62.83%	\$ 1,918.65	\$ 19,034.27			
Book Van & Mileage	\$ 131.24	\$ 2,245.03	\$ 4,000.00	56.13%	\$ 265.37	\$ 2,719.65			
Photo Copiers	\$ 510.80	\$ 6,340.56	\$ 8,000.00	79.26%	\$ 629.04	\$ 6,945.72			
Programs	\$ 294.78	\$ 16,668.62	\$ 20,000.00	83.34%	\$ 797.26	\$ 15,952.26			
Professional Fees	\$ 5,425.45	\$ 68,932.21	\$ 67,000.00	102.88%	\$ 4,857.96	\$ 63,111.76			
Website/OPAC Content	\$ 314.43	\$ 5,775.27	\$ 14,000.00	41.25%	\$ 59.95	\$ 11,514.84			
Advertising & Marketing	\$ 1,015.09	\$ 10,204.54	\$ 12,000.00	85.04%	\$ 1,138.59	\$ 9,695.90			
Contingency	\$ -	\$ -	\$ 5,000.00	0.00%	\$ -	\$ -			
Miscellaneous	\$ (136.36)	\$ 8,283.43			\$ 339.62	\$ 13,942.25			
Total Expenses	\$ 263,949.37	\$ 3,010,530.72	\$3,531,850.00	85.24%	\$ 259,168.75	\$ 3,042,205.32			
Revenues Over Expenses	\$ 158,391.62	\$ 491,113.56							
Cash Balances:									
Checking	\$ 931,347.92								
Capital Improvement	\$ 562,382.87								

Lawrence Public Library									
Outside Funding Report									
Nov-13									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2013			TOTAL				Funds Remaining
FUND SOURCES:									
Friends:									
	Programming:								
	Adult								
	Book Clubs			\$ 601.99	\$ 601.99				\$ 601.99
	Summer Reading	\$ 2,500.00			\$ 2,500.00			\$ -	\$ -
	RAL - YS,YA,Adult	\$ 15,500.00			\$ 15,500.00				\$ 7,162.94
	Senior			\$ 1,048.08	\$ 1,048.08				\$ 1,048.08
	Youth			\$ 2,282.52	\$ 2,282.52			\$ 444.53	\$ 1,059.25
	Summer Reading	\$ 3,000.00		\$ -	\$ 3,000.00			\$ -	\$ 2,601.10
	Extra Paperbacks	\$ 1,000.00			\$ 1,000.00				\$ 247.25
	Young Adult			\$ 1,620.45	\$ 1,620.45			\$ 87.13	\$ 1,056.94
	Summer Reading	\$ 3,000.00			\$ 3,000.00			\$ -	\$ 172.50
	Advertising	\$ 5,000.00		\$ 150.73	\$ 5,150.73			\$ 208.33	\$ 2,764.76
	Promotional Items	\$ 5,000.00		\$ 1,000.00	\$ 6,000.00			\$ -	\$ 1,299.22
	Banned Books	\$ 2,000.00		\$ 61.75	\$ 2,061.75			\$ 38.77	\$ 57.85
	Travel/CE			\$ 89.71	\$ 89.71			\$ -	\$ -
	Printing			\$ 1,506.33	\$ 1,506.33				\$ -
	Summer Reading	\$ 5,000.00			\$ 5,000.00				\$ 5,000.00
	Book Bags	\$ 4,000.00		\$ -	\$ 4,000.00			\$ -	\$ -
	BookPage	\$ 1,600.00		\$ 100.00	\$ 1,700.00			\$ -	\$ 20.00
	Movie Licensing			\$ 170.00	\$ 170.00				\$ 170.00
	Scholarships			\$ 3,750.00	\$ 3,750.00				\$ 3,750.00
	Staff Incentives	\$ 500.00		\$ 718.82	\$ 1,218.82			\$ -	\$ 900.86
	Aquarium Maintenance	\$ 1,200.00		\$ (129.47)	\$ 1,070.53			\$ 115.74	\$ (334.81)
	Wages/Taxes-DeWitt/Howard			\$ 298.64	\$ 298.64			\$ 1,258.30	\$ 1,367.03
	Book Carts/Dollies			\$ 99.86	\$ 99.86			\$ -	\$ -
	Volunteers			\$ 400.00	\$ 400.00			\$ -	\$ 130.00
	Puppet Theater			\$ 200.00	\$ 200.00				\$ 200.00
	Other TBA			\$ 2,100.00	\$ 2,100.00				\$ 2,100.00
	Wellness Committee	\$ 175.00			\$ 175.00			\$ 70.00	\$ 105.00
	Bed Bug Kits	\$ 300.00			\$ 300.00			\$ -	\$ -
	TOTALS	\$ 49,775.00		\$ 16,069.41	\$ 65,844.41	\$ -		\$ 2,222.80	\$ 31,479.96

Lawrence Public Library							
Outside Funding Report							
Nov-13							
		Amount		Previous Year(s)		Received	
		Pledged		Carryover		This Month	
		For 2013			TOTAL		
Foundation:							
	Kansas Health Foundation	\$ 23,000.00		\$ -	\$ 23,000.00	\$ -	\$ 48.41
	Walmart-YS	\$ -		\$ 636.18	\$ 636.18	\$ -	\$ 161.37
	FINRA	\$ -		\$ 29,268.84	\$ 29,268.84	\$ -	\$ 596.00
	Steiner Storytelling Programs						\$ 500.30
	Salaries/Taxes-Morgan						\$ 4,034.50
	Morgan Expenses			\$ -	\$ -		\$ 58.62
	Praxair			\$ 3,494.60	\$ 3,494.60		
	Banned Books			\$ 61.75	\$ 61.75		\$ -
	Laptops			\$ 45.26	\$ 45.26		
	Book Drops Project						\$ -
	Foundation Center						\$ -
	Milliken Fund						\$ 14.08
	Community Kindle						\$ 301.00
	DCCF - DIY Summer Reading						\$ -
	Local Music Project						\$ -
	Walmart eReader BCIAB						\$ 21.82
	New Building Technology						\$ -
	TOTALS	\$ -		\$ 33,506.63	\$ 33,506.63	\$ -	\$ 5,421.02
Other:							
	Memorials/Honor with Books	\$ -		\$ 727.06	\$ 727.06	\$ 520.00	\$ 109.03
	Lawrence Give Back	\$ -		\$ 3,362.53	\$ 3,362.53		\$ -
	Brummell-YS	\$ -		\$ 55.77	\$ 55.77		
	First State Bank-YS	\$ -		\$ 181.00	\$ 181.00		
	Wurfy			\$ 19.24	\$ 19.24		
	Moving			\$ 100.00	\$ 100.00		
	Library of America Grant (YA)					\$ -	\$ -
	Underwood Gift (Sr. Outreach)					\$ -	\$ 200.00
	Stevens Gift for YS						\$ -
	John Cotton Dana						\$ 10,000.00
	YALSA/Dollar General					\$ -	\$ 101.34
	TOTALS	\$ -		\$ 4,445.60	\$ 4,445.60	\$ 520.00	\$ 210.37
					Total Income	\$ 520.00	YTD Income
					Total Expenditures	\$ 7,854.19	YTD Expenditures

Lawrence Public Library
Balance Sheet
As of November 30, 2013

	<u>Nov 30, 13</u>	<u>Nov 30, 12</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	562,382.87	533,729.67	28,653.20	5.4%
Checking	931,347.92	767,545.31	163,802.61	21.3%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,493,730.79</u>	<u>1,301,274.98</u>	<u>192,455.81</u>	<u>14.8%</u>
Total Current Assets	<u>1,493,730.79</u>	<u>1,301,274.98</u>	<u>192,455.81</u>	<u>14.8%</u>
Other Assets				
Petty Cash	700.00	700.00	0.00	0.0%
Total Other Assets	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,494,430.79</u>	<u>1,301,974.98</u>	<u>192,455.81</u>	<u>14.8%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	58,339.83	29,071.94	29,267.89	100.7%
Total Accounts Payable	<u>58,339.83</u>	<u>29,071.94</u>	<u>29,267.89</u>	<u>100.7%</u>
Other Current Liabilities				
Payroll Liabilities	4,679.57	2,522.36	2,157.21	85.5%
Total Other Current Liabilities	<u>4,679.57</u>	<u>2,522.36</u>	<u>2,157.21</u>	<u>85.5%</u>
Total Current Liabilities	<u>63,019.40</u>	<u>31,594.30</u>	<u>31,425.10</u>	<u>99.5%</u>
Total Liabilities	<u>63,019.40</u>	<u>31,594.30</u>	<u>31,425.10</u>	<u>99.5%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	625,466.10	685,819.39	-60,353.29	-8.8%
Net Income	505,310.07	283,926.07	221,384.00	78.0%
Total Equity	<u>1,431,411.39</u>	<u>1,270,380.68</u>	<u>161,030.71</u>	<u>12.7%</u>
TOTAL LIABILITIES & EQUITY	<u>1,494,430.79</u>	<u>1,301,974.98</u>	<u>192,455.81</u>	<u>14.8%</u>

**Lawrence Public Library
Revenues & Expenses**

November 2013

	<u>Nov 13</u>
Ordinary Income/Expense	
Income	
Personal Books	39.44
Gifts-Other	520.00
Grants	15,185.00
Interest	15.29
Overdues	12,873.36
Photo Copies	967.90
Tax Fund	393,260.00
Total Income	<u>422,860.99</u>
Gross Profit	422,860.99
Expense	
FOUNDATION FUNDING	1,386.52
FRIENDS FUNDING	1,174.87
Books & Materials	49,852.13
Miscellaneous	1,590.76
Technology Equipment	129.39
Insurance	366.29
Payroll Expenses	172,758.80
Payroll Taxes	24,099.49
Postage and Delivery	1,459.35
Professional Fees	5,425.45
Program Expense	294.78
Repairs	2,300.57
Supplies	6,996.73
Travel & Hospitality	2,085.79
Utilities	1,882.64
Total Expense	<u>271,803.56</u>
Net Ordinary Income	<u>151,057.43</u>
Net Income	<u><u>151,057.43</u></u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

	Dec 11, 13
Accu Cut	39.00
Affordable Alternatives, Inc.	103.45
AKJ Books	161.37
Amazon	4,026.25
Andrew Jewell	200.00
Anna Belcher	70.05
Anthony O. Johanning	9.14
ASI	50.00
Baker & Taylor, Inc.	30,802.45
Bibliocommons Inc.	29,000.00
Black Hills Energy	272.85
Blackstone Audio, Inc.	71.93
Bob's Janitorial Service	302.00
Brilliance Audio, Inc.	209.94
Carleen Roberts	6.65
Center Point Large Print	431.40
Century Business Technologies	510.80
Cider Gallery LLC	150.00
City of Lawrence	5,952.00
Demco, Inc.	372.01
Diane M. Church	26.65
EBSCO	3,145.00
Express Services, Inc.	466.05
Foundation Center	995.00
Gale Group, Inc.	558.36
Heartland Payment Systems	237.61
Houchen Bindery, Ltd.	128.45
Ingram Library Services	483.11
Intuit	22.90
Jayhawk Power	595.00
Jayhawk Tropical Fish	103.96
Jessica D. Hall	7.97
Jiminate	100.00
Journal-World	675.00
Kansas Public Radio	240.37
Karen E. Strauss	13.50
KS Publishing, Inc.	16.96
Laird Noller	278.14
Laser Logic, Inc.	237.00
Laurel Tetu	10.05
Lawrence Area Partners in Aging	25.00
Lawrence Sign Up LLC	146.72
Lawrence Utility Billing	597.36
Leanne E. Schlife	66.24
LFSHS Orchestra	50.00
LMH Community Education	70.00
Midwest Tape	13,043.27
NEKLS	10.00
OCLC, Inc.	4,149.06
Petty Cash	253.09
Polli Kenn	38.96
Pro Print Inc.	406.36
Pur-O-Zone, Inc.	929.42
Quill Corporation	1,525.96
Random House, Inc.	239.25
Raven Bookstore	50.36
Recorded Books	2,562.04
Rosina I. Aguirre	8.60
Springsted, Inc.	24,000.00
Tantor Media	414.49
Unique Management Services	2,217.95
United Parcel Service	653.54
VISA 5372	4,176.13
Westar	-2,140.55
Westar-2	3,471.01
Westar - 3	50.14
WOW!Business	989.47

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Lawrence Public Library
Vendor Balance Summary
All Transactions

	<u>Dec 11, 13</u>
TOTAL	<u><u>139,086.24</u></u>

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	12/16/2013	ASI	Checking	
Bill	November	12/11/2013		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	12/16/2013	Black Hills Energy	Checking	
Bill		12/11/2013		Borders Gas	-272.85
TOTAL					-272.85
Bill Pmt -Check	Electronic	12/16/2013	Heartland Payment Systems	Checking	
Bill	November ...	11/29/2013		Office Supplies	-202.61
				Web Site & OPAC Cont...	-35.00
TOTAL					-237.61
Bill Pmt -Check	Electronic	12/16/2013	Intuit	Checking	
Bill	November	12/11/2013		Office Supplies	-22.90
TOTAL					-22.90
Bill Pmt -Check	Electronic	12/16/2013	Lawrence Utility Billing	Checking	
Bill		12/11/2013		Storage Facility	-30.56
Bill		12/11/2013		Borders Account	-435.24
Bill	13156	12/11/2013		Water	-131.56
TOTAL					-597.36
Bill Pmt -Check	Electronic	12/16/2013	United Parcel Service	Checking	
Bill	1493	12/11/2013		Postage and Delivery	-653.54
TOTAL					-653.54
Bill Pmt -Check	Electronic	12/16/2013	VISA 5372	Checking	
Bill		12/11/2013		Bookvan & Mileage	-140.59
				Technology Equipment	-42.39
				FOUNDATION FUNDING	-915.22
				YS Programming-Friends	-43.97
				Postage and Delivery	-215.99
				Building Supplies	-88.79
				YA Programming-Friends	-183.12
				Books & Materials	-211.97
				Books & Materials	-596.99
				Advertising	-261.44
				Outreach Programming	-67.03
				Building Repairs	-186.08
				Library Supplies	-791.04
				Admin. Dept.	-75.57
				Adult Services	-130.00
				Adult Programming	-225.94
TOTAL					-4,176.13

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	12/16/2013	Westar-2	Checking	
Bill		12/11/2013		Borders Account	-3,471.01
TOTAL					-3,471.01
Bill Pmt -Check	Electronic	12/16/2013	Westar - 3	Checking	
Bill		11/29/2013		Storage Facility	-50.14
TOTAL					-50.14
Bill Pmt -Check	6266	12/17/2013	Accu Cut	Checking	
Bill	12221896	11/29/2013		Advertising	-39.00
TOTAL					-39.00
Bill Pmt -Check	6267	12/17/2013	Affordable Alternatives, Inc.	Checking	
Bill	5317	11/29/2013		Library Supplies	-103.45
TOTAL					-103.45
Bill Pmt -Check	6268	12/17/2013	AKJ Books	Checking	
Bill	INV0140370	11/29/2013		Walmart Grant	-161.37
TOTAL					-161.37
Bill Pmt -Check	6269	12/17/2013	Blackstone Audio, Inc.	Checking	
Bill	684022	11/29/2013		Books & Materials	-47.99
Bill	684854	12/11/2013		Books & Materials	-11.97
Bill	684004	12/11/2013		Books & Materials	-11.97
TOTAL					-71.93
Bill Pmt -Check	6270	12/17/2013	Bob's Janitorial Service	Checking	
Bill	149559	11/29/2013		Professional Fees	-272.00
Bill	166989	12/11/2013		Professional Fees	-30.00
TOTAL					-302.00
Bill Pmt -Check	6271	12/17/2013	Brilliance Audio, Inc.	Checking	
Bill	IN0809956	11/29/2013		Books & Materials	-34.99
Bill	IN0810801	11/29/2013		Books & Materials	-44.99
Bill	IN0818769	12/11/2013		Books & Materials	-69.98
Bill	IN0822931	12/11/2013		Books & Materials	-19.99
Bill	IN0822930	12/11/2013		Books & Materials	-39.99
TOTAL					-209.94

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6272	12/17/2013	Center Point Large Print	Checking	
Bill	1136721	11/29/2013		Books & Materials	-22.17
Bill	1137163	11/29/2013		Books & Materials	-388.26
Bill	1141721	12/11/2013		Books & Materials	-20.97
TOTAL					-431.40
Bill Pmt -Check	6273	12/17/2013	Century Business Technologies	Checking	
Bill	303077	11/29/2013		Copying	-237.44
Bill	303076	11/29/2013		Copying	-55.68
Bill	303826	11/29/2013		Copying	-61.45
Bill	303827	11/29/2013		Copying	-15.00
Bill	304845	11/29/2013		Copying	-141.23
TOTAL					-510.80
Bill Pmt -Check	6274	12/17/2013	Demco, Inc.	Checking	
Bill	5141810	11/29/2013		Library Supplies	-372.01
TOTAL					-372.01
Bill Pmt -Check	6275	12/17/2013	Express Services, Inc.	Checking	
Bill	13283653-7	11/29/2013		Professional Fees	-229.44
Bill	13316004-4	11/29/2013		Professional Fees	-121.89
Bill	13362313-2	12/11/2013		Professional Fees	-114.72
TOTAL					-466.05
Bill Pmt -Check	6276	12/17/2013	Gale Group, Inc.	Checking	
Bill	50685091	11/29/2013		Books & Materials	-143.19
Bill	50695903	11/29/2013		Books & Materials	-202.33
Bill	50708917	11/29/2013		Books & Materials	-47.23
Bill	50781269	12/11/2013		Books & Materials	-79.46
Bill	50781188	12/11/2013		Books & Materials	-47.23
Bill	50782674	12/11/2013		Books & Materials	-38.92
TOTAL					-558.36
Bill Pmt -Check	6277	12/17/2013	Houchen Bindery, Ltd.	Checking	
Bill	208663	11/29/2013		Books & Materials	-128.45
TOTAL					-128.45

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6278	12/17/2013	Ingram Library Services	Checking	
Bill	74977742	11/29/2013		Books & Materials	-49.66
				Library Supplies	-11.94
				GGIFT	-16.73
Bill	75034444	11/29/2013		Books & Materials	-35.34
				Library Supplies	-3.98
Bill	75095105	11/29/2013		Books & Materials	-62.34
				Library Supplies	-6.66
Bill	74892498	11/29/2013		Books & Materials	-72.51
				Library Supplies	-8.16
Bill	75279603	12/11/2013		Books & Materials	-72.11
				Library Supplies	-5.96
Bill	75253860	12/11/2013		Books & Materials	-70.48
				Library Supplies	-7.06
Bill	75420145	12/11/2013		Books & Materials	-50.23
				Library Supplies	-9.95
TOTAL					-483.11
Bill Pmt -Check	6279	12/17/2013	Jayhawk Power	Checking	
Bill	3089-01	11/29/2013		Building Repairs	-595.00
TOTAL					-595.00
Bill Pmt -Check	6280	12/17/2013	Jayhawk Tropical Fish	Checking	
Bill	856809	11/29/2013		Aquarium Maintenance	-55.96
Bill	856835	12/11/2013		Aquarium Maintenance	-48.00
TOTAL					-103.96
Bill Pmt -Check	6281	12/17/2013	Jiminate	Checking	
Bill	9-112613	11/29/2013		Advertising	-100.00
TOTAL					-100.00
Bill Pmt -Check	6282	12/17/2013	Kansas Public Radio	Checking	
Bill	123327	12/11/2013		Advertising Gift Fund	-240.37
TOTAL					-240.37
Bill Pmt -Check	6283	12/17/2013	KS Publishing, Inc.	Checking	
Bill	1203-13	11/29/2013		Books & Materials	-16.96
TOTAL					-16.96
Bill Pmt -Check	6284	12/17/2013	Laird Noller	Checking	
Bill	6056584	11/29/2013		Transportation	-87.69
Bill	6056890	12/11/2013		Transportation	-190.45
TOTAL					-278.14

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6285	12/17/2013	Laser Logic, Inc.	Checking	
Bill	269557	11/29/2013		Office Supplies	-178.00
Bill	269508	12/11/2013		Office Supplies	-59.00
TOTAL					-237.00
Bill Pmt -Check	6286	12/17/2013	Lawrence Sign Up LLC	Checking	
Bill	4120	12/11/2013		Advertising	-146.72
TOTAL					-146.72
Bill Pmt -Check	6287	12/17/2013	OCLC, Inc.	Checking	
Bill	284583	12/11/2013		OCLC Internet	-3,359.93 -789.13
TOTAL					-4,149.06
Bill Pmt -Check	6288	12/17/2013	Pro Print Inc.	Checking	
Bill	82078	11/29/2013		Printing	-257.00
Bill	82040	12/11/2013		Printing	-149.36
TOTAL					-406.36
Bill Pmt -Check	6289	12/17/2013	Pur-O-Zone, Inc.	Checking	
Bill	917741	11/29/2013		Building Supplies	-454.56
Bill	619098	11/29/2013		Building Supplies	-220.81
Bill	619803	12/11/2013		Building Supplies	-254.05
TOTAL					-929.42
Bill Pmt -Check	6290	12/17/2013	Quill Corporation	Checking	
Bill	7257531	11/29/2013		YS Programming-Friends	-11.94
Bill	7198843	11/29/2013		Office Supplies	-14.64
Bill	7192604	11/29/2013		Office Supplies	-60.59
				YS Programming-Friends	-60.59
Bill	7201687	11/29/2013		YS Programming-Friends	-77.91
Bill	7237976	11/29/2013		Library Supplies	-107.97
Bill	7343298	11/29/2013		FINRA	-596.00
				Office Supplies	-270.66
Bill	7496105	11/29/2013		Building Supplies	-131.04
Bill	7562635	11/29/2013		Library Supplies	-30.47
Bill	7635232	12/11/2013		YS Programming-Friends	-33.72
				Office Supplies	-130.43
TOTAL					-1,525.96

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6291	12/17/2013	Random House, Inc.	Checking	
Bill	1088640840	11/29/2013		Books & Materials	-33.75
Bill	1088598394	11/29/2013		Books & Materials	-48.00
Bill	1088549958	11/29/2013		Books & Materials	-26.25
Bill	1088527207	11/29/2013		Books & Materials	-30.00
Bill	1088699986	12/11/2013		Books & Materials	-33.75
Bill	1088694777	12/11/2013		Books & Materials	-33.75
Bill	1188694777	12/11/2013		Books & Materials	-33.75
TOTAL					-239.25
Bill Pmt -Check	6292	12/17/2013	Raven Bookstore	Checking	
Bill	94732	11/29/2013		Books & Materials	-14.41
Bill	95699	12/11/2013		Books & Materials	-35.95
TOTAL					-50.36
Bill Pmt -Check	6293	12/17/2013	Recorded Books	Checking	
Bill	1088490894	11/29/2013		Books & Materials	-30.00
Bill	74837355	11/29/2013		Books & Materials	-38.71
Bill	74837356	11/29/2013		Books & Materials	-63.20
Bill	74838273	11/29/2013		Books & Materials	-30.01
Bill	74837207	11/29/2013		Books & Materials	-53.36
Bill	74835588	11/29/2013		Books & Materials	-208.22
Bill	74828184	11/29/2013		Books & Materials	-94.34
Bill	74831693	11/29/2013		Books & Materials	-59.49
Bill	74824568	11/29/2013		Books & Materials	-13.59
Bill	74835586	11/29/2013		Books & Materials	-749.94
Bill	74834895	11/29/2013		Books & Materials	-317.52
Bill	74835587	11/29/2013		Books & Materials	-240.12
Bill	74838633	12/11/2013		Books & Materials	-119.76
Bill	74839007	12/11/2013		Books & Materials	-45.09
Bill	74868699	12/11/2013		Books & Materials	-9.13
Bill	74838678	12/11/2013		Books & Materials	-59.59
Bill	74839296	12/11/2013		Books & Materials	-71.77
Bill	74842525	12/11/2013		Books & Materials	-83.30
Bill	74843636	12/11/2013		Books & Materials	-274.90
TOTAL					-2,562.04
Bill Pmt -Check	6294	12/17/2013	Tantor Media	Checking	
Bill	INV7644	11/29/2013		Books & Materials	-19.49
Bill	INV7718	11/29/2013		Books & Materials	-19.49
Bill	INV7676	11/29/2013		Books & Materials	-35.73
Bill	INV8238	12/11/2013		Books & Materials	-14.99
Bill	INV8273	12/11/2013		Books & Materials	-324.79
TOTAL					-414.49

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6295	12/17/2013	Unique Management Services	Checking	
Bill	249409	12/11/2013		Professional Fees	-278.81
				Postage and Delivery	-675.58
				Library Supplies	-117.96
Bill	248789	12/11/2013		Professional Fees	-1,145.60
TOTAL					-2,217.95
Bill Pmt -Check	27297	12/16/2013	Amazon	Checking	
Bill	9233006	11/29/2013		Books & Materials	-9.72
Bill	7494614	11/29/2013		Books & Materials	-36.77
Bill	7494614	11/29/2013		Books & Materials	-225.76
Bill	9233006	11/29/2013		Books & Materials	-79.92
Bill	3597821	11/29/2013		Books & Materials	-229.77
Bill	6634661	11/29/2013		Advertising	-1,097.98
Bill	6872237	11/29/2013		KHF Grant Expenses	-48.41
Bill	4229005	11/29/2013		Books & Materials	-40.88
Bill	8052225	11/29/2013		Books & Materials	-214.09
Bill	8052225	11/29/2013		Books & Materials	-11.62
Bill	8052225	11/29/2013		Books & Materials	-72.57
Bill	2220249	11/29/2013		Books & Materials	-373.99
Bill	6483460	11/29/2013		Books & Materials	-79.90
Bill	9793059	11/29/2013		Books & Materials	-59.96
Bill	4813061	11/29/2013		Books & Materials	-39.96
Bill	4813061	11/29/2013		Books & Materials	-39.96
Bill	4813061	11/29/2013		Books & Materials	-59.96
Bill	2701012	11/29/2013		Books & Materials	-9.27
Bill	4558610	11/29/2013		Books & Materials	-9.98
Bill	9233006	11/29/2013		Books & Materials	-89.88
Bill	8932232	11/29/2013		Books & Materials	-46.63
Bill	3141822	11/29/2013		Books & Materials	-44.95
Bill	6267451	11/29/2013		Books & Materials	-16.55
Bill	6267451	11/29/2013		Books & Materials	-31.98
Bill	0415407	11/29/2013		Books & Materials	-59.98
Bill	2220249	11/29/2013		Books & Materials	-43.27
Bill	1227460	12/11/2013		Books & Materials	-69.00
Bill	8716248	12/11/2013		Books & Materials	-12.94
Bill	8625050	12/11/2013		Books & Materials	-280.88
Bill	8625050	12/11/2013		Books & Materials	-35.53
Bill	8625050	12/11/2013		Books & Materials	-10.78
Bill	9176242	12/11/2013		Books & Materials	-439.10
Bill	0592231	12/11/2013		Books & Materials	-20.86
Bill	9011406	12/11/2013		Books & Materials	-23.49
Bill	0602605	12/11/2013		Books & Materials	-59.96
TOTAL					-4,026.25
Bill Pmt -Check	27298	12/16/2013	Andrew Jewell	Checking	
Bill	12-17-13	12/06/2013		Adult Programming	-200.00
TOTAL					-200.00
Bill Pmt -Check	27299	12/16/2013	Anna Belcher	Checking	
Bill	REFUND	11/29/2013		Overdues	-70.05
TOTAL					-70.05

Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27300	12/16/2013	Anthony O. Johanning	Checking	
Bill	REFUN:D	12/11/2013		Overdues	-9.14
TOTAL					-9.14
Bill Pmt -Check	27301	12/16/2013	Baker & Taylor, Inc.	Checking	
Bill	71 Invoices	11/29/2013		Library Supplies	-1,231.53
				Books & Materials	-15,015.45
				GGIFT	-91.46
Bill	51 Invoices	12/11/2013		Library Supplies	-751.55
				Books & Materials	-9,780.00
				GGIFT	-332.21
				FINRA	-18.25
				Personal Books	-65.02
				Walmart Grant	-91.98
Bill	L14NS5553M	12/11/2013		Library Supplies	-3,425.00
TOTAL					-30,802.45
Bill Pmt -Check	27302	12/16/2013	Carleen Roberts	Checking	
Bill	REFUND	12/11/2013		Overdues	-6.65
TOTAL					-6.65
Bill Pmt -Check	27303	12/16/2013	Cider Gallery LLC	Checking	
Bill	386	11/29/2013		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	27304	12/16/2013	City of Lawrence	Checking	
Bill	2014 Parking	12/11/2013		Miscellaneous	-5,952.00
TOTAL					-5,952.00
Bill Pmt -Check	27305	12/16/2013	Diane M. Church	Checking	
Bill	REFUND	11/29/2013		Overdues	-26.65
TOTAL					-26.65
Bill Pmt -Check	27306	12/16/2013	EBSCO	Checking	
Bill	5455924	12/11/2013		Periodicals	-3,145.00
TOTAL					-3,145.00
Bill Pmt -Check	27307	12/16/2013	Foundation Center	Checking	
Bill		12/11/2013		FRIENDS FUNDING	-995.00
TOTAL					-995.00

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Lawrence Public Library
Check Detail
December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27308	12/16/2013	Jessica D. Hall	Checking	
Bill	REFUND	11/29/2013		Overdues	-7.97
TOTAL					-7.97
Bill Pmt -Check	27309	12/16/2013	Journal-World	Checking	
Bill	10501758	12/11/2013		Advertising	-675.00
TOTAL					-675.00
Bill Pmt -Check	27310	12/16/2013	Karen E. Strauss	Checking	
Bill	REFUND	11/29/2013		Overdues	-13.50
TOTAL					-13.50
Bill Pmt -Check	27311	12/16/2013	Laurel Tetu	Checking	
Bill	REFUND	11/29/2013		Overdues	-10.05
TOTAL					-10.05
Bill Pmt -Check	27312	12/16/2013	Lawrence Area Partners in Aging	Checking	
Bill	2014	12/11/2013		Outreach Services-Frien...	-25.00
TOTAL					-25.00
Bill Pmt -Check	27313	12/16/2013	Leanne E. Schlfe	Checking	
Bill	REFUND	11/29/2013		Overdues	-17.99
Bill	REFUND	11/29/2013		Overdues	-48.25
TOTAL					-66.24
Bill Pmt -Check	27314	12/16/2013	LFSHS Orchestra	Checking	
Bill	11-14-13	11/29/2013		Adult Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	27315	12/16/2013	LMH Community Education	Checking	
Bill	11-11-13	11/29/2013		Wellness Committee Ex...	-70.00
TOTAL					-70.00

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Lawrence Public Library

Check Detail

December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27316	12/16/2013	Midwest Tape	Checking	
Bill	91427127	11/29/2013		Books & Materials	-41.99
Bill	91431162	11/29/2013		Books & Materials	-44.22
Bill	91418430	11/29/2013		Books & Materials	-14.39
Bill	91411961	11/29/2013		Books & Materials	-11.99
Bill	91411939	11/29/2013		Books & Materials	-109.97
Bill	91411960	11/29/2013		Books & Materials	-9.99
Bill	91399713	11/29/2013		Books & Materials	-37.49
Bill	91397218	11/29/2013		Books & Materials	-37.48
Bill	91395458	11/29/2013		Books & Materials	-38.52
Bill	91384787	11/29/2013		Books & Materials	-10.49
Bill	91427125	11/29/2013		Books & Materials	-524.85
Bill	91430888	11/29/2013		Books & Materials	-1,684.85
Bill	91427128	11/29/2013		Books & Materials	-232.42
Bill	91431160	11/29/2013		Books & Materials	-452.87
Bill	91417273	11/29/2013		Books & Materials	-82.43
Bill	91412316	11/29/2013		Books & Materials	-488.28
Bill	91417275	11/29/2013		Books & Materials	-239.19
Bill	91412318	11/29/2013		Books & Materials	-395.83
Bill	91411937	11/29/2013		Books & Materials	-1,023.09
Bill	91396156	11/29/2013		Books & Materials	-537.55
Bill	91389356	11/29/2013		Books & Materials	-436.73
Bill	91397217	11/29/2013		Books & Materials	-140.45
Bill	91396154	11/29/2013		Books & Materials	-381.29
Bill	91395457	11/29/2013		Books & Materials	-167.95
Bill	91389358	11/29/2013		Books & Materials	-422.09
Bill	91395455	11/29/2013		Books & Materials	-1,042.64
Bill	91459336	12/11/2013		Books & Materials	-22.49
Bill	91455103	12/11/2013		Books & Materials	-71.98
Bill	91449623	12/11/2013		Books & Materials	-25.48
Bill	91461861	12/11/2013		Books & Materials	-12.74
				Personal Books	-12.59
Bill	91461152	12/11/2013		Books & Materials	-202.41
Bill	91461860	12/11/2013		Books & Materials	-159.95
Bill	91460638	12/11/2013		Books & Materials	-1,027.71
Bill	91461150	12/11/2013		Books & Materials	-279.97
Bill	91449635	12/11/2013		Books & Materials	-451.56
Bill	91455101	12/11/2013		Books & Materials	-74.94
Bill	91449638	12/11/2013		Books & Materials	-198.70
Bill	91448006	12/11/2013		Books & Materials	-1,266.52
Bill	91436243	12/11/2013		Books & Materials	-130.46
Bill	91449637	12/11/2013		Books & Materials	-62.99
Bill	91448009	12/11/2013		Books & Materials	-17.09
Bill	914736241	12/11/2013		Books & Materials	-85.73
Bill	91448008	12/11/2013		Books & Materials	-330.92
TOTAL					-13,043.27
Bill Pmt -Check	27317	12/16/2013	NEKLS	Checking	
Bill	11-8-13	11/29/2013		Admin. Dept.	-10.00
TOTAL					-10.00

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Lawrence Public Library
Check Detail
December 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27318	12/16/2013	Petty Cash	Checking	
Bill	June-Dec	12/11/2013		Miscellaneous	-92.50
				Building Supplies	-9.77
				Bookvan & Mileage	-27.18
				YS Programming-Friends	-62.27
				Admin. Dept.	-9.20
				Office Supplies	-9.25
				Overdues	-9.29
				Adult Programming	-10.09
				Advertising	-23.54
TOTAL					-253.09
Bill Pmt -Check	27319	12/16/2013	Polli Kenn	Checking	
Bill	Thrifty Gifter	12/11/2013		Adult Programming	-38.96
TOTAL					-38.96
Bill Pmt -Check	27320	12/16/2013	Rosina I. Aguirre	Checking	
Bill	REFUND	11/29/2013		Overdues	-8.60
TOTAL					-8.60
Bill Pmt -Check	27321	12/16/2013	WOW!Business	Checking	
Bill		11/29/2013		Internet	-839.68
				Telephone	-149.79
TOTAL					-989.47
Bill Pmt -Check	27322	12/16/2013	Bibliocommons Inc.	Checking	
Bill	387	12/11/2013		Web Site & OPAC Cont...	-29,000.00
TOTAL					-29,000.00

Lawrence Public Library @700 New Hampshire

Monthly Statistical Summary--November 2013

INDICATOR	November		Percent	YTD	YTD	Percent
	2013	2012	Change	2013	2012	Change
			2012-2013			2012-2013

SUMMARY RATIOS

Service Area Population	93,500	87,643	7%			
User Visits per Capita	3.48	5.47	-36%			
Reference Transactions per Capita	0.92	0.85	8%			
Program Attendance per Capita	0.25	0.43	-42%			
Circulation per Capita	13.51	15.35	-12%			
Circulation per Visit	3.88	2.81	38%			
Total Holdings per Capita	2.22	2.48	-10%			
% of Lawrence Residents Registered	84%	88%	-5%			

Circulation--Adult Total	71,805	74,731	-4%	803,648	882,121	-9%
Circulation--Young Adult Total	3,273	6,014	-46%	46,688	75,077	-38%
Circulation--Youth Total	30,149	31,375	-4%	345,445	371,457	-7%
Circulation--Bookmobile	1,094	852	28%	11,439	10,557	8%
Circulation--Audiovisual Total	48,942	51,975	-6%	544,917	608,889	-11%
Circulation--Total	105,227	112,120	-6%	1,195,781	1,328,655	-10%

Reference Transactions	7,180	6,234	15%	88,684	74,470	19%
User Visits	27,098	39,932	-32%	283,975	491,328	-42%
LPL Web Site Visits	19,057	19,277	-1%	233,455	257,753	-9%

Holdings--Added	3,476	3,161	10%	36,994	37,279	-1%
Holdings--Withdrawn	6,535	3,418	91%	37,239	42,064	-11%
Holdings--Total	208,014	217,785	-4%			

Registered Borrowers--Added	440	504	-13%			
Registered Borrowers--Total	100,040	98,767	1%			

Adult Programs	9	20	-55%	65	158	-59%
Young Adult Programs	21	29	-28%	163	274	-41%
Youth Programs	34	66	-48%	389	628	-38%
Senior Programs	19	13	46%	172	173	-1%
Total Programs	83	128	-35%	789	1,233	-36%
Total Program Attendance	1,950	3,122	-38%	32,894	45,017	-27%
Public Uses of Meeting Rooms	0	59	-100%	0	970	-100%
Meeting Room Turnaways	0	1	-100%	0	44	-100%

Total Paid Staff (FTE)	55.67	55.42	0%			
Total Number of Employees	76	79	-4%			

Lawrence Public Library @700 New Hampshire

Monthly Statistical Report--November 2013

	November		Percent		YTD	YTD	Percent
	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
OUTPUT MEASURES							
Service Area Population	93,500	87,643	7%				
User Visits per Capita	3.48	5.47	-36%				
Reference Transactions per Capita	0.92	0.85	8%				
Program Attendance per Capita	0.25	0.43	-41%				
Circulation per Capita	13.51	15.35	-12%				
Total Holdings per Capita	2.22	2.48	-10%				
Collection Turnover--Total	6.19	6.30	-2%				
Collection Turnover--Adult	6.20	6.30	-1%				
Collection Turnover--Young Adult	3.99	5.82	-31%				
Collection Turnover--Youth	6.53	6.41	2%				
Collection Turnover--Audiovisual	11.19	12.70	-12%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	28030	30011	-7%		318507	359214	-11%
Circulation--Adult Periodicals	463	625	-26%		4431	7419	-40%
Circulation--Adult Feature Films & TV Shows	29683	30331	-2%		330353	367816	-10%
Circulation--Electronic Games	1651	1285	28%		16101	12352	30%
Circulation--Adult Music CDs	8439	8672	-3%		93839	90197	4%
Circulation--Adult Audio Books and Books on CD	3521	3806	-7%		40188	45032	-11%
Circulation--Adult CD-ROMs	0	1	-100%		5	91	-95%
Circulation--eReaders	18				224		
Circulation--Adult Total	71805	74731	-4%		803648	882121	-9%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
Circulation--YA Books and Videos	3092	3749	-18%		43021	45347	-5%
Circulation--YA Periodicals	14	29	-52%		142	329	-57%
Circulation--YA Music CDs	0	2084	-100%		1312	27465	-95%
Circulation--YA Audio Books and Books on CD	167	152	10%		2213	1936	14%
Circulation--YA Total	3273	6014	-46%		46688	75077	-38%
Circulation--Youth Books and Videos	28498	29327	-3%		325528	348527	-7%
Circulation--Youth Periodicals	75	72	4%		894	996	-10%
Circulation--Youth Music CDs	637	889	-28%		6972	8836	-21%
Circulation--Youth Audio Books and Books on CD	939	1085	-13%		12051	12556	-4%
Circulation--Youth CD Roms	0	2	-100%		0	542	
Circulation--Youth Total	30149	31375	-4%		345445	371457	-7%
Circulation--Bookmobile	1094	852	28%		11439	10557	8%
Circulation--Total Books	55733	59419	-6%		645397	711022	-9%
Circulation--Total Periodicals	552	726	-24%		5467	8744	-37%
Circulation--Total Audiovisual	48942	51975	-6%		544917	608889	-11%
Circulation Total	105227	112120	-6%		1195781	1328655	-10%
E-Audio (Overdrive Only)	158				935		
E-Book (Overdrive Only)	692				4772		
Zinio	949				8777		
Circulation Desk Circulation	48071	69049	-30%		561758	813671	-31%
Self Check Circulation	57156	43071	33%		634023	514984	23%
Percent Self Check	54%	38%	41%		53%	39%	37%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
Requests Placed	16459	15681	5%		183951	177790	3%
Requests Filled	12845	12058	7%		143129	139890	2%
Requests Unclaimed	1489	1231	21%		14987	13816	8%
Interlibrary Loan Items Borrowed for LPL Patrons	520	390	33%		5356	5091	5%
Interlibrary Loan Items Loaned from LPL Collection	568	619	-8%		4872	8707	-44%
OTHER LIBRARY SERVICES							
User Visits	27098	39932	-32%		283975	491328	-42%
Public Computer Usage	8061	10352	-22%		86762	113163	-23%
Computer Lab Classes	4	0	#DIV/0!		21	54	-61%
Computer Lab Classes Attendance	14	0	#DIV/0!		77	318	-76%
Adult Reference Transactions	6001	5022	19%		72038	59144	22%
Young Adult Reference Transactions	595	581	2%		8115	6887	18%
Youth Reference Transactions	584	631	-7%		8531	8439	1%
Total Reference Transactions	7180	6234	15%		88684	74470	19%
Public-Sponsored Uses of Meeting Rooms	0	16	-100%		0	315	-100%
Public-Sponsored Meeting Attendance	0	272	-100%		0	5476	-100%
Meeting Room Turnaways	0	1	-100%		0	43	-100%
Business Center Reservations	0	43	-100%		1	655	-100%
LPL Web Site Visits	19057	19277	-1%		233455	257753	-9%
RESOURCES							
Holdings--Total	208014	217785	-4%				
Holdings--Adult	141988	145835	-3%				
Holdings--Young Adult	9855	12404	-21%				
Holdings--Youth	56171	59546	-6%				
Holdings--Audiovisual	52477	49096	7%				
Holdings--eReaders	13						
Holdings Added	3476	3161	10%		36994	37279	-1%
Holdings Withdrawn	6535	3418	91%		37239	42064	-11%
Holdings Net Change	-3059	-257			-245	-4785	

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
LIBRARY PATRONS							
Total Borrowers	100040	98767	1%				
Borrowers Added	440	504	-13%		5945	7025	-15%
Borrowers Transacting	9664	9750	-1%		115187	105262	9%
Percent of Borrowers Transacting	10%	10%	-2%				
Total Number of Lawrence Residents Registered	78731	71632	10%				
Percent of Lawrence Residents Registered	84%	82%	3%				
PROGRAMMING							
Number of Adult Programs	9	20	-55%		65	158	-59%
Number of Young Adult Programs	21	29	-28%		163	274	-41%
Number of Youth Programs	34	66	-48%		389	628	-38%
Number of Senior Programs	19	13	46%		172	173	-1%
Total Programs	83	128	-35%		789	1233	-36%
Adult Program Attendance	294	532	-45%		5865	6956	-16%
Young Adult Program Attendance	268	306	-12%		2879	5285	-46%
Youth Program Attendance	1206	2179	-45%		22535	31116	-28%
Senior Program Attendance	182	105	73%		1615	1660	-3%
Total Program Attendance	1950	3122	-38%		32894	45017	-27%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	55.67	55.42	0%				
ALA-MLS Librarians, in Full-Time Equivalents	15.8	18.79	-16%				
Number of Employees--Total	76	79	-4%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	41	44	-7%				
Terminations	1	3	-67%		9	21	-57%
Hirings	0	0	#DIV/0!		12	15	-20%
Volunteer Hours	292.6	288.75	1%		2708.6	2915.95	-7%

Library Director's Report for December 2013

Respectfully submitted by Brad Allen

Building Renovation/Expansion

It seems there is something noticeably new about the look of the building these past months. With almost all the structural steel up, the construction crews are now beginning to frame the exterior walls. The roof is almost done and the building should be closed in soon. Things are getting really exciting.

RFID

This month we narrowed down our options for the vendor for the remainder of the RFID project. Included within the board packet you will see our recommendation for a vendor.

Readers' Services Interviews

This month we began screening applicants for our new Readers' Services Coordinator position. This is a brand new position that is part of the beginning of our reorganization of staff to better serve the community in our new building. I'm very excited about finding the right candidate and beginning the process of improving the way we talk with our community about books. I imagine we'll have news about our selection by next month, so stay tuned.

Out and About

I was out and about a bit less this month than last, but I did have a very nice meetings. I met over lunch with United Way Executive Director Erika Dvorske to learn more about their vision for the community and ways the library and United Way can collaborate to achieve both our missions more effectively. Kathleen, Jeni, and I met with Kevin Willmott to discuss a short film about the library for the grand opening. He agreed to do the project for us. We are all really excited!

Also, I met with Rich Minder and Janice Friedman who invited me to speak at the Success by 6 annual breakfast in January. I was humbled that their Board saw me as an important person in our community. I think it speaks well to how people perceive the library in the community. Additionally, I've been asked to speak at the Altrusa dinner in January which will be another great opportunity to talk about the library with literacy-minded folk.

Lastly, I was on Jeremy Taylor's About the House program on KLWN this month. It's always fun to talk all things bookish and library-related with Jeremy. He's a great supporter of the library.

Library Foundation Director's Report • December 13, 2013

NEH Challenge Grant. The Foundation is delighted to announce that it was one of 15 organizations selected nationwide to receive a 2013 Challenge Grant from the National Endowment for the Humanities. The grant provides \$275,000 in federal matching funds to support humanities programs at the library. As the new building takes shape, we have a unique opportunity to bring the new library to life. The NEH grant will create the Greatest Expectations Fund, a permanent endowment for humanities programs in the new space. Annual earnings from the fund will bring dynamic speakers to the library, support community reading and literacy programs, and advance the humanities through technology.

Here's how it works: for every \$3 donated to the Greatest Expectations Fund, NEH provides a \$1 match. The Foundation must raise a total of \$825,000 by 2017 to fully earn all the matching funds. We are off to a great start, with approximately \$400,000 in donations and pledges raised for this effort to date. The goal is to build a \$1,000,000+ endowment for programs at the library. Not only will Lawrence have a wonderful new facility, but top quality programming to match it.

Friends/Foundation Annual Letter. The Friends and Foundation joint fundraising letter was mailed to 3,600 households in late November. Approximately 1,400 of the letters went to existing Friends and Foundation donors, while the remaining 2,200 are donor "prospects." To date, the letter has brought in \$11,000 in total donations from 144 families. I will give you a complete update at Monday's meeting.

"Toast to the Library" Update. As reported at the last Board of Trustees meeting, the Foundation has formed a committee to plan "A Toast to the Library," a sneak peek fundraising party to take place on the Thursday night prior to the official library opening. We have focused on seeking Signature Sponsors for this event and to date, we are pleased that three local businesses have signed on: Stevens & Brand Law Firm (thanks to Chris Burger for his help with this sponsorship!), Crown Automotive, and NIC, Inc.

Foundation board members also are actively recruiting volunteers to help with the planning:

Event Chairs: Gail Vick, Margie Coggins, Jill Fincher

Food and drink: Marsha Buhler, Cathy Hamilton

PR: Debbi Johanning

Sponsorships: Brad Farmer

Decorations: Mary Kate Ambler

Invitations: Kim Rack

Activities and programs: Kate Campbell, Susan Gronbeck-Tedesco

Logistics and rentals: Kim Haig and Karla Fleming

US Bank Grant. Great news! US Bank has approved the Foundation's grant request for \$5,000 for book lockers at the new library. This is the second installment that US Bank has made toward this project. Book lockers will be installed in the west side exterior wall of the new building so that patrons can retrieve library materials 24 hours a day, 7 days a week. A huge "thank you" goes out to Joan Golden for her assistance in making this possible.

Swing and a Miss. In the not-so-good-news column, the Library Foundation's application to the Kansas Health Foundation grant for a summer reading grant did not win approval. We are very grateful for the four years of support from KHF. These additional funds helped to transform the library's summer reading program.

To: Library Board
Re: RFID vendor selection
Date: December 13, 2013

Background

The library project includes a budget of \$500,000 for the RFID project. The scope of this project was to include a sorter, RFID technology, security gates, and all the necessary peripherals. It did not include new self-check hardware, primarily due to cost.

As the quotes for the RFID technology have come in, they have been well below \$500,000, and so we began to explore the idea of rolling new self-checks into the project. In order to reach our goal of 90% self-check, the process needs to be easy to use with few barriers. One of the main reasons patrons give for not using self-check is that they are paying fines. Approximately half of our fine and fee receipts are from cash payments, making this an important feature. Our existing self-checks cannot accept cash payment. Our current self-checks, which run on standard computers, are functional and relatively easy to use, but not particularly attractive.

The self-check systems offered by 3M and Bibliotheca both offer self-checks with modern design with features like receipt printers and scanners seamlessly integrated. We think their designs would be more likely to draw people in to try them, as well as complement the new building's sleek, modern interior. Their unique design clearly defines the workstation as a self-check operation; patrons will not confuse it with a catalog workstation. Both systems have cash payment options available.

We talked to 4 vendors of RFID systems for libraries. All offer similar products with similar costs for basic RFID technology. Adding self-checks into the equation helped us narrow the field to 3M and Bibliotheca who both offer self-checks that meet our goals. Our staff group recommends Bibliotheca for the reasons below. We are still negotiating price and will have a quote prepared for the December 16 board meeting.

Why Bibliotheca?

1. Adequate workspace for patrons at self-check. Patrons often have handbags, other belongings and need adequate workspace.
2. Cash payment is integrated into self-check design for a more elegant appearance and seamless transaction for customers.
3. Aperture box makes it clear to patrons how many materials they can scan at a time and will reduce error rate at checkout.
4. Media vending as an optional add-on is available.
5. Vendor development is focused on RFID product line and library customer base. The competitor, 3M, has had issues in Kansas recently with a) motor vehicle registration software b) state library ebook product support and development
6. Self-check aesthetic is sleek and attractive. Magnetic plate offers opportunity to brand hardware with library marketing initiatives.

_____, 2013

Hon. Derek Schmidt
Kansas Attorney General
120 SW 10th Ave., 2nd Floor Topeka, KS 66612
Re: Letter of Four Year Exemption

Dear Attorney General Schmidt,

The Governing Body of the Lawrence Public Library hereby exempts the following buildings, until January 1, 2018, from the requirements of 2013 Kan. Sess. Laws 551, Ch. 105, New Sec. 2, which precludes Kansas municipalities from prohibiting the carrying of concealed handguns in any municipal building unless certain security measure are taken:

Borders Building (Temporary site)

700 New Hampshire Street, Lawrence, KS 66044

THE WINTER BLOCK ADD REPLAT OF ODD NUMBERED LOTS 21 - 43 ON RHODE ISLAND STREET AND EVEN NUMBERED LOTS 22 - 44 ON NEW HAMPSHIRE STREET AND THE ALLEY ADJACENT TO SAID LOTS LT 1

Lawrence Public Library

707 Vermont Street, Lawrence, KS 66044

LAWRENCE PUBLIC LIBRARY BLK 1 LT 1 (REPLAT 2012)

The Governing Body of the Lawrence Public Library deems that it is necessary and in the public interest to prohibit the concealed carry of firearms inside certain City buildings, and therefore authorizes the four (4) year exemption permitted by statute.

The reasons for the exemption are based on the analysis of the security plans completed on each of these buildings and the determination of the governing body that safety is sufficient to continue the ban on concealed weapons from these buildings. The exemption of the above buildings is in the interest of public safety, and ensures that the Library's prohibition against firearms in the workplace, by either the public or employees, continues.

A security plan has been developed for the buildings being exempted which supplies adequate security to the occupants of the buildings and merits the prohibition of the carrying of a concealed handgun as authorized by the personal and family protection act. A copy of the security plan shall be maintained by the library director and will be provided to the Kansas attorney general or local law enforcement upon request. The security plan is not subject to disclosure under the Kansas Open Records Act.

The prohibition shall continue until January 1, 2018.

Respectfully submitted,

Joan Golden, Board Chair

cc: Local LEO

Notice of Service

I certify that a copy of this letter was served on the following persons by sending a copy by first-class mail, United States postage prepaid, on this ____ day of December 2013:

Hon. Derek Schmidt
Kansas Attorney General
120 SW 10th Ave. Topeka, Kansas 66612

Tarik Khatib
Chief of Police
4820 Bob Billings Parkway
Lawrence, KS 66049

Joan Golden, Board Chair

Visioning for the Lawrence Public Library: December 16, 2013

A compilation of the three (3) priorities of each Trustee includes:

Family Destination

- Family anchor; children's activities, events
- "Hangout" for teens, clubs, education, etc.
- Provide an exceptional user experience (through welcoming environment, friendly staff, and wide array of services.)

Community Productivity Resource

- Information Center / Access to
- Creativity "engine"
- Lectures / Classes
- Innovators, not duplicators
- Provide access to information and content (all formats) to the Lawrence community.

Community Outreach

- Homebound / senior centers

Out-of-school Education

- Exposes children to reading
- Opportunities for collaboration
- Expanded reading programs

Economic Development

- Get them in the door – get them in the game
- A hub of entrepreneurship

Self-Sufficiency

- Literacy for all types (TWO VOTES)
- Students are trained as independent learners
- Job seekers

Innovation

- Stay relevant

What is our big hairy audacious goal?

- Become a digital destination for an index of local history
- Local history archive
- To be an innovative and hopeful place
- Become a regional destination
- Provide an atmosphere where people come together to learn, be creative and share ideas with each other (3rd space concept) and become the heart of the community.