

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, January 20, 2014 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
- Visioning process update

New business

- Library Conduct Policy -- ACTION ITEM

Adjournment

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

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

**Library Staff Present:** Brad Allen, Karen Allen, Tom Davin, Jeni Daley, Tricia Karlin, Amanda McConnell, Kathleen Morgan, and Sherri Turner.

**Friends of the Library:** Gordon Fitch.

**Guests:** Elinor Tourtellot, League of Women Voters; Elliot Hughes, Lawrence Journal-World.

**Call to order**

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

**Public Comment**

There were no public comments.

**Consent Agenda**

Chris asked that the following sentence be inserted into the December 11 minutes: "The security plan does not prevent weapons from entering the building." David moved and Chris seconded that the minutes be approved with this addition.

**Director's Report**

Brad introduced Karen Allen as the new Youth Services Coordinator. Karen is the former Teen Services Librarian. Kim Fletcher is now serving as Special Projects Librarian. The hiring process for the now vacant Teen Librarian position will begin soon. Brad, Amanda and Sherri have done a round of phone interviews with applicants for the new Readers' Services Coordinator. Follow-up interviews with the top six candidates will take place after the holidays.

**Foundation Report**

The big news is receipt of the NEH grant. For every \$3 donated to the Greatest Expectations Fund, NEH will provide a \$1 match. The Foundation is already almost halfway toward raising the required amount of funds. A *Toast to the Library* event will be held the Thursday before the official opening. Three sponsors have already committed funds to the event: Crown Automotive, NIC, Inc., and Stevens & Brand Law Firm. US Bank approved another request to fund book lockers at the new building. Although the Kansas Health Foundation grant request was not approved, donations from our Friends group and Burlington Northern are helping make up the difference.

**Friends Report**

Gordon reported that the Friends are continuing to discuss the donation process. The Friends funded a \$48,600 request from the library for 2014.

## **Ongoing Business**

### **Renovation Update**

Before the meeting, board members did a walk-through of the new building with staff from Gould Evans and B.A. Green. The goal is to get the building enclosed by end of year which is dependent on weather.

### **Springsted Update**

Brad said that Springsted reports that job descriptions are mostly done and they are working on the compensation study part. There should be something to report in January. We have not yet made any payments to them.

## **New Business**

### **RFID Proposal**

Brad distributed comparative cost information and a quote from the recommended vendor, including photos of the gates and self-check units. He reviewed the background memo which was distributed in the board packet. This part of the project is for everything except the sorter which was previously approved. We are also exploring the option of a dispenser for games, which are our highest loss item. Chris moved to approve the equipment purchase from Bibliotheca at a cost within the allocated \$500,000 and to authorize expenditure from end of year funds to cover the additional year maintenance if necessary. Brady seconded. Motion carried unanimously. The board asked Tom to explore whether the vendor would hold the price for the dispenser.

### **Concealed Carry Exemption**

Even though the Board voted that the library should be included in the city's plan for exemption from the concealed carry law, Jim Minges, NEKLS Director, recommends that the board also send its own letter since the library is a separate entity from the city. A draft of a letter which was written with assistance from the City Attorney's office was included in the board packet. Chris stated his concern that the plan doesn't do anything to prevent weapons from coming into the library. Deborah moved and Ursula seconded that we send the letter as written. Votes: Chris-no; others present-yes; Fran, by proxy-yes.

### **Visioning**

Joan thanked board members for submitting ideas for what we want the community to think of us six months after opening the new building. The top three items under each category were displayed. After discussion, the board decided they would like to invite Gina back to look at these results and help the board find 3 to 5 key things to focus on. Another 2-hour session before a board meeting would work well. A date of January 20 starting at 2:00 was proposed, pending Gina's availability.

**Adjournment**

Deborah moved for adjournment and David seconded. Meeting adjourned at 5:40 p.m.

The next board meeting will be held January 20 at 4:30 p.m. in the South Trailer conference Room. If confirmed, the meeting will be preceded by a visioning meeting beginning at 2:00 p.m.

Respectfully submitted by Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
December 2013									
REVENUES	Month	Year to Date	Annual Budget	100% of Year	Dec-12	YTD 2012			
Tax Fund	\$ -	\$ 3,243,260.00	\$ 3,243,260.00	100.00%	\$ -	\$ 3,136,000.00			
Interest	\$ 12.89	\$ 241.84	\$ 250.00	96.74%	\$ 10.71	\$ 234.07			
State Aid	\$ -	\$ 37,394.00	\$ 35,000.00	106.84%	\$ -	\$ 37,347.00			
N.E.K.L.	\$ -	\$ 60,740.00	\$ 60,740.00	100.00%	\$ -	\$ 58,970.00			
Photo Copies	\$ 1,429.80	\$ 12,869.73	\$ 12,600.00	102.14%	\$ 1,108.65	\$ 14,758.52			
Overdues	\$ 11,992.30	\$ 160,518.58	\$ 180,000.00	89.18%	\$ 11,565.28	\$ 170,328.56			
Miscellaneous	\$ (24.40)	\$ 30.72			\$ 79.93	\$ 336.38			
Total Revenues	\$ 13,410.59	\$ 3,515,054.87	\$3,531,850.00	99.52%	\$12,764.57	\$3,417,974.53			
EXPENSES									
Salaries & Wages	\$ 176,105.97	\$ 1,805,798.45	\$ 1,898,850.00	95.10%	\$ 150,548.21	\$ 1,772,070.66			
Health Insurance	\$ 21,488.95	\$ 259,218.87	\$ 295,000.00	87.87%	\$ 21,135.87	\$ 257,545.36			
Payroll Taxes	\$ 28,393.05	\$ 287,506.06	\$ 283,000.00	101.59%	\$ 23,021.57	\$ 265,226.94			
Books & Materials	\$ 98,260.60	\$ 522,665.87	\$ 518,000.00	100.90%	\$ 81,856.64	\$ 502,823.76			
Periodicals	\$ 3,154.90	\$ 16,533.28	\$ 22,000.00	75.15%	\$ 7,659.65	\$ 23,105.77			
Library Supplies	\$ 10,954.68	\$ 85,923.17	\$ 95,000.00	90.45%	\$ 5,181.94	\$ 93,064.74			
Building Supplies	\$ 974.86	\$ 13,694.71	\$ 14,000.00	97.82%	\$ 1,144.83	\$ 15,024.15			
Repairs & Maintenance	\$ 415.60	\$ 58,410.66	\$ 75,000.00	77.88%	\$ 1,117.30	\$ 82,856.18			
Equipment	\$ -	\$ 4,175.81	\$ 5,000.00	83.52%	\$ -	\$ 699.96			
Equipment - Technology	\$ 10,242.39	\$ 27,415.91	\$ 16,000.00	171.35%	\$ 845.60	\$ 13,483.06			
Capital Improvements	\$ -	\$ -	\$ -		\$ -	\$ 3,158.00			
Utilities	\$ 18,023.61	\$ 126,954.63	\$ 100,000.00	126.95%	\$ 11,959.49	\$ 129,516.80			
Insurance	\$ 375.35	\$ 14,263.43	\$ 15,000.00	95.09%	\$ 302.10	\$ 14,954.09			
Postage	\$ 2,156.34	\$ 24,290.94	\$ 40,000.00	60.73%	\$ 1,440.65	\$ 31,890.37			
Travel & Continuing Education	\$ 5,214.77	\$ 20,898.36	\$ 25,000.00	83.59%	\$ 1,820.06	\$ 20,854.33			
Book Van & Mileage	\$ 426.33	\$ 2,671.36	\$ 4,000.00	66.78%	\$ 230.98	\$ 2,950.63			
Photo Copiers	\$ 509.91	\$ 6,850.47	\$ 8,000.00	85.63%	\$ 629.04	\$ 7,574.76			
Programs	\$ 3,050.80	\$ 19,719.42	\$ 20,000.00	98.60%	\$ 2,219.73	\$ 18,171.99			
Professional Fees	\$ 10,963.48	\$ 79,895.69	\$ 67,000.00	119.25%	\$ 29,391.46	\$ 92,503.22			
Website/OPAC Content	\$ 30,274.40	\$ 36,049.67	\$ 14,000.00	257.50%	\$ 779.35	\$ 12,294.19			
Advertising & Marketing	\$ 1,471.35	\$ 11,675.89	\$ 12,000.00	97.30%	\$ 749.42	\$ 10,445.32			
Contingency	\$ -	\$ -	\$ 5,000.00	0.00%	\$ -	\$ -			
Miscellaneous	\$ 5,810.54	\$ 14,093.97			\$ 5,219.58	\$ 19,161.83			
Total Expenses	\$ 428,267.88	\$ 3,438,706.62	\$3,531,850.00	97.36%	\$ 347,253.47	\$ 3,389,376.11			
Revenues Over Expenses	\$ (414,857.29)	\$ 76,348.25							
Cash Balances:									
Checking	\$ 646,091.44								
Capital Improvement	\$ 562,387.64								

Lawrence Public Library									
Outside Funding Report									
Dec-13									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2013			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
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		\$ 144.54		\$ 914.71
	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		\$ 183.12		\$ 873.82
	Summer Reading	\$ 3,000.00			\$ 3,000.00		\$ -		\$ 172.50
	Advertising	\$ 5,000.00	\$	150.73	\$ 5,150.73		\$ 240.37		\$ 2,524.39
	Promotional Items	\$ 5,000.00	\$	1,000.00	\$ 6,000.00		\$ -		\$ 1,299.22
	Banned Books	\$ 2,000.00	\$	61.75	\$ 2,061.75		\$ -		\$ 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		\$ 48.00		\$ (382.81)
	Wages/Taxes-DeWitt/Howard		\$	298.64	\$ 298.64		\$ 1,192.41		\$ 174.62
	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		\$ -		\$ 105.00
	Bed Bug Kits	\$ 300.00			\$ 300.00		\$ -		\$ -
	<b>TOTALS</b>	\$ 49,775.00	\$	16,069.41	\$ 65,844.41	\$ -	\$ 1,808.44		\$ 29,671.52

Foundation:								
	Kansas Health Foundation	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	\$ 848.14	
	Walmart-YS	\$ -	\$ 571.60	\$ 571.60	\$ -	\$ 91.98	\$ 68.19	
	FINRA	\$ -	\$ 29,268.84	\$ 29,268.84	\$ -	\$ 19.41	\$ 14,380.65	
	Steiner Storytelling Programs				\$ -	\$ (878.40)	\$ -	
	Salaries/Taxes-Morgan					\$ (44,369.11)	\$ -	
	Morgan Expenses		\$ -	\$ -	\$ -	\$ (802.67)	\$ -	
	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					\$ 995.00	\$ (995.00)	
	Milliken Fund					\$ 14.39	\$ (0.31)	
	Community Kindle						\$ 301.00	
	DCCF - DIY Summer Reading					\$ -	\$ -	
	Local Music Project					\$ -	\$ (2,500.00)	
	Walmart eReader BCIAB					\$ -	\$ 129.70	
	New Building Technology					\$ -	\$ (319.80)	
	<b>TOTALS</b>	\$ -	\$ 33,442.05	\$ 33,442.05	\$ -	\$ (44,929.40)	\$ 14,604.29	
Other:								
	Memorials/Honor with Books	\$ -	\$ 727.06	\$ 727.06	\$ 139.24	\$ 370.34	\$ 1,745.12	
	Lawrence Give Back	\$ -	\$ 3,362.53	\$ 3,362.53		\$ -	\$ 2,474.30	
	Brummell-YS	\$ -	\$ 55.77	\$ 55.77			\$ 55.77	
	Wurfy		\$ 19.24	\$ 19.24			\$ 41.06	
	Moving		\$ 100.00	\$ 100.00			\$ 125.00	
	Library of America Grant (YA)				\$ -	\$ -	\$ -	
	Underwood Gift (Sr. Outreach)				\$ -	\$ 25.00	\$ 175.00	
	Stevens Gift for YS					\$ -	\$ -	
	John Cotton Dana						\$ 10,000.00	
	YALSA/Dollar General				\$ -	\$ -	\$ -	
	<b>TOTALS</b>	\$ -	\$ 4,264.60	\$ 4,264.60	\$ 139.24	\$ 395.34	\$ 14,616.25	
				<b>Total Income</b>	\$ 139.24	<b>YTD Income</b>	\$ 173,117.63	
				<b>Total Expenditures</b>	\$ (42,725.62)	<b>YTD Expenditures</b>	\$ 116,148.24	

**Lawrence Public Library**  
**Balance Sheet**  
As of December 31, 2013

	<u>Dec 31, 13</u>	<u>Dec 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	562,387.64	533,734.19	28,653.45	5.4%
Checking	646,130.44	498,212.43	147,918.01	29.7%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>1,208,518.08</u>	<u>1,031,946.62</u>	<u>176,571.46</u>	<u>17.1%</u>
<b>Total Current Assets</b>	<u>1,208,518.08</u>	<u>1,031,946.62</u>	<u>176,571.46</u>	<u>17.1%</u>
<b>Other Assets</b>				
Petty Cash	700.00	700.00	0.00	0.0%
<b>Total Other Assets</b>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>1,209,218.08</b></u>	<u><b>1,032,646.62</b></u>	<u><b>176,571.46</b></u>	<u><b>17.1%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	147,287.72	105,469.26	41,818.46	39.7%
<b>Total Accounts Payable</b>	<u>147,287.72</u>	<u>105,469.26</u>	<u>41,818.46</u>	<u>39.7%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	2,511.40	1,076.04	1,435.36	133.4%
<b>Total Other Current Liabilities</b>	<u>2,511.40</u>	<u>1,076.04</u>	<u>1,435.36</u>	<u>133.4%</u>
<b>Total Current Liabilities</b>	<u>149,799.12</u>	<u>106,545.30</u>	<u>43,253.82</u>	<u>40.6%</u>
<b>Total Liabilities</b>	<u>149,799.12</u>	<u>106,545.30</u>	<u>43,253.82</u>	<u>40.6%</u>
<b>Equity</b>				
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	133,317.64	-60,353.29	193,670.93	320.9%
<b>Total Equity</b>	<u>1,059,418.96</u>	<u>926,101.32</u>	<u>133,317.64</u>	<u>14.4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,209,218.08</b></u>	<u><b>1,032,646.62</b></u>	<u><b>176,571.46</b></u>	<u><b>17.1%</b></u>



**Lawrence Public Library**  
**Revenues & Expenses**  
December 2013

	<u>Dec 13</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Personal Books	-24.40
Gifts-Other	139.24
Interest	12.89
Overdues	11,992.30
Photo Copies	1,429.80
<b>Total Income</b>	<u>13,549.83</u>
<b>Gross Profit</b>	13,549.83
<b>Expense</b>	
FOUNDATION FUNDING	-1,569.68
FRIENDS FUNDING	1,995.76
Books & Materials	101,415.50
Miscellaneous	37,954.45
Technology Equipment	10,242.39
Insurance	375.35
Payroll Expenses	153,488.91
Payroll Taxes	29,434.11
Postage and Delivery	2,156.34
Professional Fees	10,963.48
Program Expense	3,075.80
Repairs	415.60
Supplies	11,929.54
Travel & Hospitality	5,641.10
Utilities	18,023.61
<b>Total Expense</b>	<u>385,542.26</u>
<b>Net Ordinary Income</b>	<u>-371,992.43</u>
<b>Net Income</b>	<u><u>-371,992.43</u></u>

# Lawrence Public Library

## Vendor Balance Summary

As of January 17, 2014

	Jan 17, 14
Accu Cut	39.00
Advance Insurance Company	372.95
Amazon	931.70
Arsalon Technologies, LLC	1,120.00
ASI	50.00
AWE	600.00
Baker & Taylor, Inc.	25,265.04
Benjamin P. Davis	7.19
Bibliocommons Inc.	5,000.00
Black Hills Energy	783.37
Blackstone Audio, Inc.	890.93
Bob's Janitorial Service	362.00
Brilliance Audio, Inc.	470.32
Britta Marlena Lucas	7.49
Carolyn Bolger	200.00
Center Point Large Print	489.51
Century Business Technologi...	509.91
Christine M. Hammon	21.90
City Directories	290.00
Demco, Inc.	605.57
Diana E. Dyal	5.92
EBSCO	9.90
Elizabeth Johnson	200.00
Express Services, Inc.	828.14
Gale Group, Inc.	390.47
Gaylord Bros., Inc.	823.91
Hamco Kansas City, Inc.	353.70
Heartland Payment Systems	229.40
Houchen Bindery, Ltd.	126.20
Ingram Library Services	308.73
Innovative Interfaces, Inc.	9,600.00
Intuit	22.90
Janet J. O'Connor	12.50
Jayhawk Trophy Co., Inc.	35.21
Jayhawk Tropical Fish	103.96
Jiminate	100.00
Keith A. White	41.09
KU Memorial Unions	500.00
Kyla Luisa Thrasher	38.69
Kyly K. Bateman	11.49
Laura Odell	80.00
Lawrence Creates	100.00
Lawrence Rotary Club	195.00
Lawrence Sign Up LLC	5.24
Lawrence Utility Billing	611.24
M & M Office Supply	4.58
Midwest Tape	10,655.56
Miriam Wallen	200.00
OCLC, Inc.	4,402.42
Office Depot	99.95
OverDrive	14,327.51
Polyline Corporation	950.15
Pro Print Inc.	426.00
Pur-O-Zone, Inc.	928.85
Quill Corporation	194.50
Random House, Inc.	133.00
Raven Bookstore	22.50
Rebecca A. Burns	7.14
Recorded Books	566.92
Schendel Services	39.07
Springsted, Inc.	24,000.00
Tantor Media	39.97
Tanya Y. Baynham	7.45
Tech Logic	128,013.74
Unique Management Services	1,963.66
United Parcel Service	407.99
VISA 5372	2,923.70
Westar	1,196.97
Westar-2	4,431.70
Westar - 3	45.42

12:09 PM

01/16/14

# Lawrence Public Library Vendor Balance Summary

As of January 17, 2014

	<u>Jan 17, 14</u>
World Book School and Library	919.00
WOW!Business	<u>1,003.50</u>
TOTAL	<u><u>250,661.82</u></u>

Lawrence Public Library  
**Check Detail**  
January 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Accu Cut</b>	<b>Checking</b>	
Bill	12221896	11/29/2013		Advertising	-39.00
TOTAL					-39.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	February 20...	01/15/2014		Group Life Insurance	-372.95
TOTAL					-372.95
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill		12/30/2013		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>	
Bill		12/30/2013		Borders Gas	-783.37
TOTAL					-783.37
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill		12/30/2013		Office Supplies	-194.40
				Web Site & OPAC Cont...	-35.00
TOTAL					-229.40
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	December ...	12/19/2013		Office Supplies	-22.90
TOTAL					-22.90
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		12/30/2013		Water	-131.92
Bill		12/30/2013		Borders Account	-448.08
Bill		12/30/2013		Storage Facility	-31.24
TOTAL					-611.24
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1014	01/15/2014		Postage and Delivery	-407.99
TOTAL					-407.99

Lawrence Public Library  
Check Detail  
January 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	12/6-30/13	12/30/2013		Bookvan & Mileage	-75.41
				Building Supplies	-172.52
				Advertising	-354.18
				Adult Programming	-64.61
				Web Site & OPAC Cont...	-119.40
				Office Supplies	-202.54
Bill		12/30/2013		Advertising	-515.33
Bill		12/30/2013		Adult Programming	-25.62
Bill	FOUNDATI...	12/31/2013		FOUNDATION FUNDING	-239.79
Bill		01/15/2014		Bookvan & Mileage	-48.70
				Building Supplies	-20.85
				Advertising	-83.99
				YS Programming-Friends	-206.31
				YA Programming-Friends	-119.92
				Postage and Delivery	-300.97
				Senior Programming-Fri...	-43.06
				Technology Equipment	-111.86
				Staff Incentives	-61.96
				Books & Materials	-156.68
TOTAL					-2,923.70
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Westar</b>	<b>Checking</b>	
Bill		12/30/2013		Electric	-1,196.97
TOTAL					-1,196.97
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Westar-2</b>	<b>Checking</b>	
Bill		12/30/2013		Borders Account	-4,431.70
TOTAL					-4,431.70
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/20/2014</b>	<b>Westar - 3</b>	<b>Checking</b>	
Bill		12/30/2013		Storage Facility	-45.42
TOTAL					-45.42
<b>Bill Pmt -Check</b>	<b>6296</b>	<b>01/22/2014</b>	<b>Arsalon Technologies, LLC</b>	<b>Checking</b>	
Bill	30181	12/19/2013		Web Site & OPAC Cont...	-1,120.00
TOTAL					-1,120.00
<b>Bill Pmt -Check</b>	<b>6297</b>	<b>01/22/2014</b>	<b>AWE</b>	<b>Checking</b>	
Bill	LAWR1300...	12/19/2013		Technology Equipment	-600.00
TOTAL					-600.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6298</b>	<b>01/22/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	672038	12/19/2013		Books & Materials	-100.00
Bill	690109	01/15/2014		Books & Materials	-19.47
Bill	689338	01/15/2014		Books & Materials	-59.97
Bill	672039	01/15/2014		Books & Materials	-150.00
Bill	689350	01/15/2014		Books & Materials	-100.00
Bill	685942	01/15/2014		Books & Materials	-461.49
TOTAL					-890.93
<b>Bill Pmt -Check</b>	<b>6299</b>	<b>01/22/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	151600	12/30/2013		Professional Fees	-272.00
Bill	167969	12/30/2013		Professional Fees	-90.00
TOTAL					-362.00
<b>Bill Pmt -Check</b>	<b>6300</b>	<b>01/22/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>	
Bill	INV0825642	12/19/2013		Books & Materials	-59.97
Bill	IN0826749	12/19/2013		Books & Materials	-19.99
Bill	IN0826702	12/19/2013		Books & Materials	-36.49
Bill	IN0826779	12/19/2013		Books & Materials	-122.44
Bill	IN0825613	12/19/2013		Books & Materials	-146.45
Bill	IN0832413	01/15/2014		Books & Materials	-84.98
TOTAL					-470.32
<b>Bill Pmt -Check</b>	<b>6301</b>	<b>01/22/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1143629	12/19/2013		Books & Materials	-489.51
TOTAL					-489.51
<b>Bill Pmt -Check</b>	<b>6302</b>	<b>01/22/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	306959	12/19/2013		Copying	-237.44
Bill	306958	12/19/2013		Copying	-55.68
Bill	307216	12/27/2013		Copying	-61.45
Bill	307217	12/27/2013		Copying	-15.00
Bill	308357	12/30/2013		Copying	-140.34
TOTAL					-509.91
<b>Bill Pmt -Check</b>	<b>6303</b>	<b>01/22/2014</b>	<b>City Directories</b>	<b>Checking</b>	
Bill	83485120	01/15/2014		Books & Materials	-290.00
TOTAL					-290.00
<b>Bill Pmt -Check</b>	<b>6304</b>	<b>01/22/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	33180514	12/27/2013		Library Supplies	-300.00
Bill	5171308	12/30/2013		Library Supplies	-305.57
TOTAL					-605.57
<b>Bill Pmt -Check</b>	<b>6305</b>	<b>01/22/2014</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	92902	12/19/2013		Periodicals	-9.90
TOTAL					-9.90

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6306</b>	<b>01/22/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	13387397-6	12/19/2013		Professional Fees	-43.02
Bill	13435050-3	12/27/2013		Professional Fees	-150.57
Bill	13484901-7	12/27/2013		Professional Fees	-129.06
Bill	13407573-8	12/27/2013		Professional Fees	-200.76
Bill	13513424-5	12/30/2013		Professional Fees	-190.01
Bill	13530553-0	01/15/2014		Professional Fees	-114.72
TOTAL					-828.14
<b>Bill Pmt -Check</b>	<b>6307</b>	<b>01/22/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	50882189	12/19/2013		Books & Materials	-47.23
Bill	50870258	12/19/2013		Books & Materials	-59.18
Bill	50882262	12/19/2013		Books & Materials	-118.45
Bill	50937856	01/15/2014		Books & Materials	-47.23
Bill	50935820	01/15/2014		Books & Materials	-79.46
Bill	50939022	01/15/2014		Books & Materials	-38.92
TOTAL					-390.47
<b>Bill Pmt -Check</b>	<b>6308</b>	<b>01/22/2014</b>	<b>Gaylord Bros., Inc.</b>	<b>Checking</b>	
Bill	2237896	01/15/2014		Library Supplies	-779.57
Bill	2237141	01/15/2014		Library Supplies	-44.34
TOTAL					-823.91
<b>Bill Pmt -Check</b>	<b>6309</b>	<b>01/22/2014</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	103542	12/27/2013		Library Supplies	-353.70
TOTAL					-353.70
<b>Bill Pmt -Check</b>	<b>6310</b>	<b>01/22/2014</b>	<b>Houchen Bindery, Ltd.</b>	<b>Checking</b>	
Bill	210426	01/15/2014		Books & Materials	-126.20
TOTAL					-126.20
<b>Bill Pmt -Check</b>	<b>6311</b>	<b>01/22/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	75472235	12/19/2013		Books & Materials	-16.49
				Library Supplies	-0.89
Bill	75579504	12/19/2013		Books & Materials	-188.35
				Library Supplies	-33.83
Bill	75591493	01/15/2014		Books & Materials	-30.09
				Library Supplies	-3.98
Bill	75765199	01/15/2014		Books & Materials	-6.19
				Library Supplies	-1.99
Bill	76011741	01/15/2014		Books & Materials	-9.33
				Library Supplies	-1.99
Bill	75862861	01/15/2014		Books & Materials	-13.61
				Library Supplies	-1.99
TOTAL					-308.73
<b>Bill Pmt -Check</b>	<b>6312</b>	<b>01/22/2014</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
Bill	0045662-IN	12/30/2013		Technology Equipment	-9,600.00
TOTAL					-9,600.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6313</b>	<b>01/22/2014</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	48461	12/19/2013		Miscellaneous	-35.21
TOTAL					-35.21
<b>Bill Pmt -Check</b>	<b>6314</b>	<b>01/22/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	856865	01/15/2014		Aquarium Maintenance	-48.00
Bill	856520	01/15/2014		Aquarium Maintenance	-55.96
TOTAL					-103.96
<b>Bill Pmt -Check</b>	<b>6315</b>	<b>01/22/2014</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	10-121513	12/27/2013		Advertising	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>6316</b>	<b>01/22/2014</b>	<b>KU Memorial Unions</b>	<b>Checking</b>	
Bill	12274-IN	12/30/2013		Adult Programming	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>6317</b>	<b>01/22/2014</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	123896	01/15/2014		Membership & Dues	-195.00
TOTAL					-195.00
<b>Bill Pmt -Check</b>	<b>6318</b>	<b>01/22/2014</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	4190	01/15/2014		Advertising	-5.24
TOTAL					-5.24
<b>Bill Pmt -Check</b>	<b>6319</b>	<b>01/22/2014</b>	<b>M &amp; M Office Supply</b>	<b>Checking</b>	
Bill	59635	12/19/2013		YS Programming-Friends	-4.58
TOTAL					-4.58
<b>Bill Pmt -Check</b>	<b>6320</b>	<b>01/22/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	290795	12/30/2013		OCLC Internet	-3,613.29 -789.13
TOTAL					-4,402.42
<b>Bill Pmt -Check</b>	<b>6321</b>	<b>01/22/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	308913283...	12/19/2013		Books & Materials	-2,411.16
Bill	308613202...	12/19/2013		Books & Materials	-546.09
Bill	308617262...	12/19/2013		Books & Materials	-534.22
Bill	308609501...	12/19/2013		Books & Materials	-18.99
Bill	308617273...	12/19/2013		Books & Materials	-229.84
Bill	308612480...	12/19/2013		Books & Materials	-268.62
Bill	308612463...	12/19/2013		Books & Materials	-1,062.91
Bill	H-0018623	01/15/2014		Books & Materials	-9,000.00
Bill	093013	01/15/2014		Books & Materials	-255.68
TOTAL					-14,327.51



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6322</b>	<b>01/22/2014</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	7861	12/27/2013		Library Supplies	-950.15
TOTAL					-950.15
<b>Bill Pmt -Check</b>	<b>6323</b>	<b>01/22/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	82294	12/27/2013		Printing	-166.00
Bill	82537	01/15/2014		Printing	-198.00
Bill	82576	01/15/2014		Printing	-17.00
Bill	82605	01/15/2014		Printing	-45.00
TOTAL					-426.00
<b>Bill Pmt -Check</b>	<b>6324</b>	<b>01/22/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	620073	12/19/2013		Building Supplies	-435.63
Bill	621198	12/27/2013		Building Supplies	-14.10
Bill	621696	01/15/2014		Building Supplies	-479.12
TOTAL					-928.85
<b>Bill Pmt -Check</b>	<b>6325</b>	<b>01/22/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	8113160	12/27/2013		Office Supplies	-26.94
Bill	7996716	12/27/2013		Office Supplies	-167.56
TOTAL					-194.50
<b>Bill Pmt -Check</b>	<b>6326</b>	<b>01/22/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1088490894	11/29/2013		Books & Materials	-30.00
Bill	1088622383	12/19/2013		Books & Materials	-6.00
Bill	1088664947	12/19/2013		Books & Materials	-20.00
Bill	1188664947	12/19/2013		Books & Materials	-10.00
Bill	1088665160	12/19/2013		Books & Materials	-40.00
Bill	1188665160	12/19/2013		Books & Materials	-15.00
Bill	1088783612	12/19/2013		Books & Materials	-6.00
Bill	1088946270	01/15/2014		Books & Materials	-6.00
TOTAL					-133.00
<b>Bill Pmt -Check</b>	<b>6327</b>	<b>01/22/2014</b>	<b>Raven Bookstore</b>	<b>Checking</b>	
Bill	96581	01/15/2014		Books & Materials	-22.50
TOTAL					-22.50
<b>Bill Pmt -Check</b>	<b>6328</b>	<b>01/22/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74846778	12/19/2013		Books & Materials	-33.07
Bill	74846779	12/19/2013		Books & Materials	-30.01
Bill	74846339	12/19/2013		Books & Materials	-44.80
Bill	74846192	12/19/2013		Books & Materials	-59.59
Bill	74846195	12/19/2013		Books & Materials	-56.69
Bill	74840866	12/19/2013		Books & Materials	-26.68
Bill	74840867	12/19/2013		Books & Materials	-34.80
Bill	74840197	12/19/2013		Books & Materials	-63.22
Bill	74848613	01/15/2014		Books & Materials	-27.11
Bill	74848863	01/15/2014		Books & Materials	-71.77

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Type	Num	Date	Name	Account	Paid Amount
Bill	74847466	01/15/2014		Books & Materials	-59.59
Bill	74849341	01/15/2014		Books & Materials	-59.59
TOTAL					-566.92
<b>Bill Pmt -Check</b>	<b>6329</b>	<b>01/22/2014</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30190131	12/19/2013		Building Repairs	-39.07
TOTAL					-39.07
<b>Bill Pmt -Check</b>	<b>6330</b>	<b>01/22/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV8460	12/19/2013		Books & Materials	-39.97
TOTAL					-39.97
<b>Bill Pmt -Check</b>	<b>6331</b>	<b>01/22/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	250793	12/30/2013		Professional Fees	-252.26
				Postage and Delivery	-611.23
				Library Supplies	-106.72
Bill	250176	12/30/2013		Professional Fees	-993.45
TOTAL					-1,963.66
<b>Bill Pmt -Check</b>	<b>6332</b>	<b>01/22/2014</b>	<b>World Book School and Library</b>	<b>Checking</b>	
Bill	1478945	01/15/2014		Books & Materials	-919.00
TOTAL					-919.00
<b>Bill Pmt -Check</b>	<b>27324</b>	<b>01/20/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	4593037	12/19/2013		Books & Materials	-29.79
Bill	0415407	12/19/2013		Books & Materials	-39.99
Bill	0957860	12/19/2013		Books & Materials	-164.23
Bill	0957860	12/19/2013		Books & Materials	-10.28
Bill	0995460	12/19/2013		Books & Materials	-15.29
Bill	0361855	12/27/2013		Library Supplies	-35.58
Bill	7607459	01/15/2014		Books & Materials	-287.44
Bill	7057035	01/15/2014		Books & Materials	-56.72
Bill	7607459	01/15/2014		Books & Materials	-36.02
Bill	0995460	01/15/2014		Books & Materials	-66.44
Bill	0957860	01/15/2014		Books & Materials	-189.92
TOTAL					-931.70
<b>Bill Pmt -Check</b>	<b>27325</b>	<b>01/20/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	51 Invoices	12/19/2013		Library Supplies	-911.03
				Books & Materials	-7,668.41
				GGIFT	-32.15
				Personal Books	-24.21
				Adult Programming	-54.90
Bill	2028899431	12/27/2013		Personal Books	-36.35
Bill	122313RAL	12/27/2013		Adult Programming	-1,980.00
Bill	56 Invoices	01/15/2014		Library Supplies	-1,053.68
				Books & Materials	-13,416.31
				Personal Books	-65.45
				FINRA	-22.55
TOTAL					-25,265.04

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27326</b>	<b>01/20/2014</b>	<b>Benjamin P. Davis</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-7.19
TOTAL					-7.19
<b>Bill Pmt -Check</b>	<b>27327</b>	<b>01/20/2014</b>	<b>Bibliocommons Inc.</b>	<b>Checking</b>	
Bill	Training	12/19/2013		Other Training	-5,000.00
TOTAL					-5,000.00
<b>Bill Pmt -Check</b>	<b>27328</b>	<b>01/20/2014</b>	<b>Christine M. Hammon</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-15.45
Bill	REFUND	01/15/2014		Overdues	-4.56
Bill	REFUND	01/15/2014		Overdues	-1.89
TOTAL					-21.90
<b>Bill Pmt -Check</b>	<b>27329</b>	<b>01/20/2014</b>	<b>Diana E. Dyal</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-5.92
TOTAL					-5.92
<b>Bill Pmt -Check</b>	<b>27330</b>	<b>01/20/2014</b>	<b>Elizabeth Johnson</b>	<b>Checking</b>	
Bill	Mileage	01/15/2014		Bookvan & Mileage	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>27331</b>	<b>01/20/2014</b>	<b>Janet J. O'Connor</b>	<b>Checking</b>	
Bill	REFUND	12/19/2013		Overdues	-12.50
TOTAL					-12.50
<b>Bill Pmt -Check</b>	<b>27332</b>	<b>01/20/2014</b>	<b>Keith A. White</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-5.64
Bill	REFUND	01/15/2014		Overdues	-35.45
TOTAL					-41.09
<b>Bill Pmt -Check</b>	<b>27333</b>	<b>01/20/2014</b>	<b>Kyla Luisa Thrasher</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-38.69
TOTAL					-38.69
<b>Bill Pmt -Check</b>	<b>27334</b>	<b>01/20/2014</b>	<b>Kyly K. Bateman</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-11.49
TOTAL					-11.49
<b>Bill Pmt -Check</b>	<b>27335</b>	<b>01/20/2014</b>	<b>Laura Odell</b>	<b>Checking</b>	
Bill	1-21-14	01/15/2014		Adult Programming	-40.00
TOTAL					-40.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27336</b>	<b>01/20/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	91431161	12/19/2013		Books & Materials	-18.99
Bill	91466435	12/19/2013		Books & Materials	-42.27
Bill	91467886	12/19/2013		Books & Materials	-34.48
Bill	91485309	12/19/2013		Books & Materials	-28.48
Bill	91477968	12/19/2013		Books & Materials	-65.82
Bill	91485330	12/19/2013		Books & Materials	-79.47
Bill	91458021	12/19/2013		Library Supplies	-857.00
Bill	91477965	12/19/2013		Books & Materials	-835.70
Bill	91477966	12/19/2013		Books & Materials	-719.84
Bill	91475374	12/19/2013		Books & Materials	-234.64
Bill	91475372	12/19/2013		Books & Materials	-202.19
Bill	91466436	12/19/2013		Books & Materials	-211.44
Bill	91526178	12/30/2013		Library Supplies	-716.60
Bill	91502200	01/15/2014		Books & Materials	-63.00
Bill	91522362	01/15/2014		Books & Materials	-29.99
Bill	91497582	01/15/2014		Books & Materials	-56.23
Bill	91495720	01/15/2014		Books & Materials	-29.99
Bill	91508941	01/15/2014		Books & Materials	-17.24
Bill	91501442	01/15/2014		Books & Materials	-44.98
Bill	91520418	01/15/2014		Books & Materials	-89.96
Bill	91520416	01/15/2014		Books & Materials	-39.72
Bill	91494219	01/15/2014		Books & Materials	-42.42
Bill	91526630	01/15/2014		Books & Materials	-74.97
Bill	91507289	01/15/2014		Books & Materials	-334.89
Bill	91510050	01/15/2014		Books & Materials	-331.08
Bill	91522361	01/15/2014		Books & Materials	-280.92
Bill	91507287	01/15/2014		Books & Materials	-739.83
Bill	91510052	01/15/2014		Books & Materials	-649.98
Bill	91494216	01/15/2014		Books & Materials	-872.50
Bill	91494218	01/15/2014		Books & Materials	-539.86
Bill	91491784	01/15/2014		Books & Materials	-612.86
Bill	91495442	01/15/2014		Books & Materials	-929.66
Bill	91513500	01/15/2014		Books & Materials	-111.71
Bill	91522049	01/15/2014		Books & Materials	-687.17
Bill	91508940	01/15/2014		Books & Materials	-17.09
				Overdues	-12.59
<b>TOTAL</b>					<b>-10,655.56</b>
<b>Bill Pmt -Check</b>	<b>27337</b>	<b>01/20/2014</b>	<b>Office Depot</b>	<b>Checking</b>	
Bill	53846-001	01/15/2014		Miscellaneous	-99.95
<b>TOTAL</b>					<b>-99.95</b>
<b>Bill Pmt -Check</b>	<b>27338</b>	<b>01/20/2014</b>	<b>Rebecca A. Burns</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-7.14
<b>TOTAL</b>					<b>-7.14</b>
<b>Bill Pmt -Check</b>	<b>27339</b>	<b>01/20/2014</b>	<b>Tanya Y. Baynham</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-7.45
<b>TOTAL</b>					<b>-7.45</b>

Lawrence Public Library  
**Check Detail**  
January 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27340</b>	<b>01/20/2014</b>	<b>Tech Logic</b>	<b>Checking</b>	
Bill	Down Paym...	01/15/2014		New Building Technology	-128,013.74
TOTAL					-128,013.74
<b>Bill Pmt -Check</b>	<b>27341</b>	<b>01/20/2014</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		12/27/2013		Internet Telephone	-851.74
TOTAL					-151.76
					-1,003.50
<b>Bill Pmt -Check</b>	<b>27342</b>	<b>01/20/2014</b>	<b>Laura Odell</b>	<b>Checking</b>	
Bill	2-8-14	01/15/2014		Adult Programming	-40.00
TOTAL					-40.00
<b>Bill Pmt -Check</b>	<b>27343</b>	<b>01/20/2014</b>	<b>Britta Marlena Lucas</b>	<b>Checking</b>	
Bill	REFUND	01/15/2014		Overdues	-7.49
TOTAL					-7.49
<b>Bill Pmt -Check</b>	<b>27344</b>	<b>01/20/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	2-19-14	01/15/2014		Children's Programming	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>27345</b>	<b>01/20/2014</b>	<b>Carolyn Bolger</b>	<b>Checking</b>	
Bill	Mileage	01/16/2014		Bookvan & Mileage	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>27346</b>	<b>01/20/2014</b>	<b>Miriam Wallen</b>	<b>Checking</b>	
Bill	Mileage	01/16/2014		Bookvan & Mileage	-200.00
TOTAL					-200.00

# Lawrence Public Library @700 New Hampshire

## Monthly Statistical Summary--December 2013

INDICATOR	December		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	3.10	3.98	-22%			
Reference Transactions per Capita	0.76	0.74	3%			
Program Attendance per Capita	0.13	0.17	-24%			
Circulation per Capita	12.35	13.61	-9%			
Circulation per Visit	3.98	3.42	17%			
Total Holdings per Capita	2.22	2.48	-10%			
% of Lawrence Residents Registered	84%	89%	-6%			

Circulation--Adult Total	68,801	68,892	0%	872,449	951,013	-8%
Circulation--Young Adult Total	3,096	5,481	-44%	49,784	80,558	-38%
Circulation--Youth Total	24,319	25,044	-3%	369,764	396,501	-7%
Circulation--Bookmobile	875	684	28%	12,314	11,238	10%
Circulation--Audiovisual Total	46,838	47,614	-2%	591,755	656,503	-10%
Circulation--Total	96,216	99,417	-3%	1,291,997	1,428,072	-10%

Reference Transactions	5,943	5,387	10%	94,627	79,857	18%
User Visits	24,193	29,089	-17%	308,168	520,417	-41%
LPL Web Site Visits	19,530	17,958	9%	252,985	275,711	-8%

Holdings--Added	2,818	2,793	1%	39,812	40,072	-1%
Holdings--Withdrawn	5,924	2,425	144%	43,163	44,489	-3%
Holdings--Total	207,650	217,642	-5%			

Registered Borrowers--Added	321	361	-11%			
Registered Borrowers--Total	100,346	99,092	1%			

Adult Programs	8	3	167%	73	161	-55%
Young Adult Programs	12	13	N/A	175	287	-39%
Youth Programs	9	21	-57%	398	649	-39%
Senior Programs	7	3	133%	179	176	2%
Total Programs	36	40	-10%	825	1,273	-35%
Total Program Attendance	1,043	1,242	-16%	33,937	46,259	-27%
Public Uses of Meeting Rooms	0	46	-100%	0	1,016	-100%
Meeting Room Turnaways	0	1	-100%	0	44	-100%

Total Paid Staff (FTE)	54.04	53.91	0%			
Total Number of Employees	75	76	-1%			

# Lawrence Public Library @700 New Hampshire

## Monthly Statistical Report--December 2013

	December		Percent		YTD	YTD	Percent
	2013	2012	Change		2013	2012	Change
			2012-2013				2012-2013
<b>OUTPUT MEASURES</b>							
Service Area Population	93,500	87,643	7%				
User Visits per Capita	3.10	3.98	-22%				
Reference Transactions per Capita	0.76	0.74	3%				
Program Attendance per Capita	0.13	0.17	-21%				
Circulation per Capita	12.35	13.61	-9%				
Total Holdings per Capita	2.22	2.48	-11%				
Collection Turnover--Total	5.67	5.59	1%				
Collection Turnover--Adult	5.94	5.81	2%				
Collection Turnover--Young Adult	3.76	5.33	-29%				
Collection Turnover--Youth	5.31	5.11	4%				
Collection Turnover--Audiovisual	10.59	11.66	-9%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	26486	27339	-3%		344993	386553	-11%
Circulation--Adult Periodicals	405	502	-19%		4836	7921	-39%
Circulation--Adult Feature Films	29932	28653	4%		360285	396469	-9%
Circulation--Electronic Games	1507	1204	25%		17608	13556	30%
Circulation--Adult Music CDs	7095	7431	-5%		100934	97628	3%
Circulation--Adult Audio Books and Books on CD	3352	3762	-11%		43540	48794	-11%
Circulation--Adult CD-ROMs	0	1	-100%		5	92	-95%
Circulation--eReaders	24				248		
Circulation--Adult Total	68801	68892	0%		872449	951013	-8%

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2013</b>	<b>2012</b>	<b>Change</b>		<b>2013</b>	<b>2012</b>	<b>Change</b>
			<b>2012-2013</b>				<b>2012-2013</b>
Circulation--YA Books and Videos	2899	3529	-18%		45920	48876	-6%
Circulation--YA Periodicals	16	16	0%		158	345	-54%
Circulation--YA Music CDs	0	1786	-100%		1312	29251	-96%
Circulation--YA Audio Books and Books on CD	181	150	21%		2394	2086	15%
Circulation--YA Total	3096	5481	-44%		49784	80558	-38%
Circulation--Youth Books and Videos	22838	23343	-2%		348366	371870	-6%
Circulation--Youth Periodicals	59	42	40%		953	1038	-8%
Circulation--Youth Music CDs	537	643	-16%		7509	9479	-21%
Circulation--Youth Audio Books and Books on CD	885	1015	-13%		12936	13571	-5%
Circulation--Youth CD ROMS	0	1	-100%		0	543	-100%
Circulation--Youth Total	24319	25043	-3%		369764	396501	-7%
Circulation--Bookmobile	875	681	28%		12314	11238	10%
Circulation--Total Books	48898	51242	-5%		694295	762265	-9%
Circulation--Total Periodicals	480	560	-14%		5947	9304	-36%
Circulation--Total Audiovisual	46838	47614	-2%		591755	656503	-10%
Circulation Total	96216	99416	-3%		1291997	1428072	-10%
E-Audio (Overdrive Only)	144		#DIV/0!		1079		#DIV/0!
E-Book (Overdrive Only)	970				5742		
Zinio	1358				10135		
Circulation Desk Circulation	46818	62013	-25%		608576	875685	-31%
Adult Self Check Circulation	49398	37403	32%		683421	552387	24%
Percent Self Check	51%	38%	36%		53%	39%	37%



<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2013</b>	<b>2012</b>	<b>Change</b>		<b>2013</b>	<b>2012</b>	<b>Change</b>
			<b>2012-2013</b>				<b>2012-2013</b>
Requests Placed	15266	14482	5%		199217	192272	4%
Requests Filled	12275	11275	9%		155404	151165	3%
Requests Unclaimed	1463	1044	40%		16450	14860	11%
Interlibrary Loan Items Borrowed for LPL Patrons	446	389	15%		5802	5480	6%
Interlibrary Loan Items Loaned from LPL Collection	529	548	-3%		5401	9255	-42%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	24193	29089	-17%		308168	520417	-41%
Public Computer Usage	6785	8410	-19%		93547	121573	-23%
Computer Lab Classes	2	0			23	54	-57%
Computer Lab Classes Attendance	7	0			84	318	-74%
Adult Reference Transactions	5055	4347	16%		77093	63491	21%
Young Adult Reference Transactions	448	560	-20%		8563	7447	15%
Youth Reference Transactions	440	480	-8%		8971	8919	1%
Total Reference Transactions	5943	5387	10%		94627	79857	18%
Public-Sponsored Uses of Meeting Rooms	0	9	-100%		0	324	-100%
Public-Sponsored Meeting Attendance	0	105	-100%		0	5581	-100%
Meeting Room Turnaways	0	1	-100%		0	44	-100%
Business Center Reservations	0	37	-100%		1	692	-100%
LPL Web Site Visits	19530	17958	9%		252985	275711	-8%
<b>RESOURCES</b>							
Holdings--Total	207650	217642	-5%				
Holdings--Adult	142105	145664	-2%				
Holdings--Young Adult	9883	12345	-20%				
Holdings--Youth	55662	59633	-7%				
Holdings--Audiovisual	53077	48991	8%				
Holdings--eReaders	14						
Holdings Added	2818	2793	1%		39812	40072	-1%
Holdings Withdrawn (Weeded)	5924	2425	144%		43163	44489	-3%
Holdings Net Change	-3106	368			-3351	-4417	

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2013</b>	<b>2012</b>	<b>Change</b>		<b>2013</b>	<b>2012</b>	<b>Change</b>
			<b>2012-2013</b>				<b>2012-2013</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	100346	99092	1%				
Borrowers Added	321	361	-11%		6266	7386	-15%
Borrowers Transacting	10085	10532	-4%		125272	115794	8%
Percent of Borrowers Transacting	10%	11%	-5%				
Total Number of Lawrence Residents Registered	78973	77656	2%				
Percent of Lawrence Residents Registered	84%	89%	-5%				
<b>PROGRAMMING</b>							
Number of Adult Programs	8	3	167%		73	161	-55%
Number of Young Adult Programs	12	13	-8%		175	287	-39%
Number of Youth Programs	9	21	-57%		398	649	-39%
Number of Senior Programs	7	3	133%		179	176	2%
Total Programs	36	40	-10%		825	1273	-35%
Adult Program Attendance	192	75	156%		6057	7031	-14%
Young Adult Program Attendance	154	106	45%		3033	5391	-44%
Youth Program Attendance	636	1042	-39%		23171	32158	-28%
Senior Program Attendance	61	19	221%		1676	1679	0%
Total Program Attendance	1043	1242	-16%		33937	46259	-27%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	54.04	53.91	0%				
ALA-MLS Librarians, in Full-Time Equivalents	14.8	17.79	-17%				
Number of Employees--Total	75	76	-1%				
Number of Employees--Full-Time	35	34	3%				
Number of Employees--Part-Time	40	42	-5%				
Terminations	1	2	-50%		10	23	-57%
Hirings	0	0	#DIV/0!		12	15	-20%
Volunteer Hours	172.6	267.25	-35%		2881.2	2283.2	26%

## **Library Director's Report for January 2014**

Respectfully submitted by Brad Allen

### **Building Renovation/Expansion**

Construction continues on the expansion of the library. Many of the exterior walls are up and even some of the terra cotta has been applied on the north and east walls. They are so close to getting the building closed in and then will start work on finishing the inside. Please drive by if you haven't seen the very visible progress occurring.

Additionally, the bids for the furniture were due back in late December, and they are looking good and on budget. We will be awarding bids and purchasing furniture very soon. Some of the furniture will be purchased through bids while some will be purchased off state contracts.

### **Personnel**

In addition to working on the building project, my main time commitment this month has been working on hiring our new Head of Readers' Services. We are very near the completion of our search. I don't have anything to report just yet, but we should be making an announcement in the very near future.

### **Lawrence Music Project**

Several months ago, I may have mentioned that we securing funding from Mass Street Music to help develop an online cache of local music. The leaders of this project, library staffer Sean Wilson and local music blogger/enthusiast Fally Afani, have been working with Philsquare on the creation and development of the site. We are hoping that in the next month or so, we might be getting close to our launch. Stay tuned for more details.

## **Library Foundation Director's Report • January 16, 2013**

**Friends/Foundation Annual Letter Update.** The Friends and Foundation joint fundraising letter has brought great results. Here are the details to date:

Total raised: \$27,785  
Foundation total: \$18,450  
Friends total: \$9,335

Total donations: 318 (9% response rate)  
Foundation only donations: 66  
Friends only donations: 131  
Friends and Foundation donations: 121  
New Chapter Society memberships: 7

**“Toast to the Library” Update.** The planning continues for the “Toast to the Library” party that will take place in conjunction with the opening of the new building next summer. Our committee chairs are busy recruiting new members. The goal is to get a good cross section of people involved so that the event is a true reflection of the community.

Event Chairs: Gail Vick, Margie Coggins, Jill Fincher  
Food and drink: Marsha Buhler, Cathy Hamilton  
PR: Debbi Johanning, Heather Ackerly  
Sponsorships: Brad Farmer  
Decorations: Mary Kate Ambler, Penny Spano  
Invitations: Kim Rack  
Activities and programs: Kate Campbell, Susan Gronbeck-Tedesco, Janet Prestoy, Sandra Gautt, Michel Loomis  
Logistics and rentals: Kim Haig and Karla Fleming

We now have four signature sponsors lined up for the event. These each are \$5,000 sponsorships. They are Stevens & Brand, Crown Automotive, NIC, Inc., and Intrust Bank. We are limiting this level to 5 local businesses, so only one slot remains!

**Carol Nalbandian Memorial.** The Foundation is serving as the collection point for donations to Carol Nalbandian's memorial fund. To date, we have received 30 gifts totaling \$1,600. The Friends voted at its January meeting to match donations up to a total of \$2,000. Carol's memorial service is scheduled for February 28<sup>th</sup> at Woodruff Auditorium.

**Planned Giving Seminar.** On January 8, I attended a planned giving seminar sponsored by the Topeka chapter of the Association of Fundraising Professionals. The presenter was Martin Ahren who is in charge of Washburn's planned giving program. He gave a great nuts and bolts talk about how to get a planned giving program off and running.

**Foundation Assistant – Hooray!** The Foundation is pleased to announce that Jean Ann Oden started work on January 3rd as an administrative assistant for the Foundation. She will work 10 hours each week and will oversee acknowledgements and database upkeep.

## **MEMORANDUM**

**DATE:** January 14, 2014

**TO:** Members of the Lawrence Public Library Board of Trustees

**FROM:** Brad Allen, Executive Director, Lawrence Public Library

**RE:** Management of Event Scheduling on Library Lawn

Joan Golden and I met with City Manager David Corliss and representatives from the Parks and Recreation Department about how the use of the library lawn will be managed. David Corliss explained that the City already has a good method in place for managing outdoor spaces. They recommend that the City keep and manage the calendar for the Library Lawn. The Library would have right of first refusal for any use of the space. The Parks and Recreation Department would also make sure any public requests for use would not detract from the library's ability to serve its mission. We also agreed that after an introductory period of time we would assess how this agreement was working for both the City and the Library.

I recommend we agree to the City's recommendation for the following reasons:

- The City uses RecTrac, a reliable and recognized method for managing outdoor spaces. The Library would need to develop and implement a plan from scratch. Having use of this space coordinated with other public outdoor spaces in the City makes good sense. Also, the City would provide the Library up to date information on use of the space both in print and with a Google calendar.
- Allowing the City to manage the calendar helps make setup and cleanup of events as well as general maintenance of the Library Lawn by Parks and Recreation easier to coordinate.
- Working collaboratively with the Parks and Recreation Department allows us to build a more robust relationship with our colleagues at the City.

# **Lawrence Public Library Disorderly Patron Policy**

Approved by the Lawrence Public Library Board of Trustees, February 16, 1998, Revised April 18, 2001, May 19, 2003, and February 24, 2011.

## **Asking a Disruptive Patron to Leave**

Behavior that is disruptive to library users or staff is not allowed. (See the "Lawrence Public Library Code of Behavior.") If a patron exhibits disruptive behavior, the security guard on duty should be contacted immediately.

If a security guard is not on duty, any staff member may ask the patron to cease the disruptive behavior, or to leave the library and library grounds for the day. At least one other staff member should observe this interaction from a distance and assist as needed.

If the patron leaves the building, but it is believed that the patron may be disruptive outside, the Lawrence Police Department (LPD) Dispatch may be called if non-urgent (832-7509), or 911 if urgent.

## **If the Patron Does Not Comply**

If the patron fails to promptly comply with the request to leave the library and library grounds, the LPD Dispatch should be called if non-urgent (832-7509), or 911 if the patron is threatening or aggressive.

## **Threatening or Aggressive Behavior**

Anytime a security guard or other staff member believes that a disorderly patron presents an immediate danger, or if a patron displays threatening or aggressive behavior, the LPD should be called (911).

Patrons who display a repeated disregard for library behavioral guidelines, damage property, steal materials, or disobey the direction of a security officer or other staff member may be banned from the library and library grounds. Patrons who threaten violence or physically assault library users or staff shall be banned from the library and library grounds.

## **Issuing the Ban**

The security guard or other staff member who placed the call shall communicate to the LPD officer that the person has displayed a repeated disregard for library behavioral guidelines, damaged property, stolen materials, displayed or threatened violent behavior, or has disobeyed the direction of a security officer or other staff member, and is banned from the library. A security guard should assist whenever possible. If possible, a photograph of the banned patron should be taken. An attempt should be made to advise the patron of the right for appeal.

### Recordkeeping

In any case when the LPD is called, the staff member who placed the call shall complete a "Disorderly Patron Report Form," using the online form on the library intranet. It should also be used to report notable disturbances not requiring LPD assistance.

Staff members on duty in each department at the time of the disruptive behavior should be informed of the details of the incident, including a description of the patron(s).

### If the Banned Patron Returns

If the banned patron returns to the library, the LPD Dispatch should be called if non-urgent (832-7509), or 911 if urgent. The security guard or other staff member who placed the call shall communicate to the LPD officer that the person has been banned from the library, and is in defiance of an order not to enter.

A completed "Banned Patron Form" (attached) and the "Banned Patron Appeal Form" (attached) should be given to the patron.

### Initial Appeal

Banned patrons may appeal by filing a completed "Banned Patron Appeal Form" with the library within seven days of the action to ban the patron. The Library Director or designee shall reply in writing with a decision.

If, after reviewing this written response, the patron is not satisfied, the patron may request of the Library Director that the complaint be heard by the Library Board. The Library Board shall meet with the patron at its next regularly-scheduled meeting, and shall reply in writing to the patron with its decision. Such decisions shall be final.

### Annual Appeals

Banned patrons may appeal once a year, beginning one year after the ban. The request must be made in writing to the Library Director, and it shall state the grounds upon which the patron contends that the decision should be reversed. This letter could be accompanied by, and would be strengthened by, a letter or recommendation from another individual, such as an employer, minister, counselor, etc. The Library Director will consult with the security officer and other staff members who may have knowledge of the incident that resulted in the ban. The Library Director, or designee, and a security officer, shall meet with the patron. The Library Director or designee shall reply in writing with a decision.

If, after reviewing this written response, the patron is not satisfied, the patron may request of the Library Director that the complaint be heard by the Library Board. The Library Board shall meet with the patron at its next regularly-scheduled meeting, and shall reply in writing to the patron with its decision. Such decisions shall be final. Subsequent appeals must follow the same format as the first. If renewed access to the library is granted, any subsequent behavioral problem warranting a ban will result in such a ban, with no further opportunity for appeal.

**Lawrence Public Library  
Banned Patron Form**

Because of a documented incident of inappropriate conduct at the Lawrence Public Library on this date: \_\_\_\_\_, you are banned from the library. If you enter the Lawrence Public Library, police will be called and you will be arrested for trespassing under Lawrence City Code 14-301.

You may file a written request within seven days to the Director, Lawrence Public Library, 707 Vermont Street, Lawrence, KS 66044-2371, to reconsider this ban from the Lawrence Public Library. Your written request shall include your name, address and telephone number, and shall set forth your reasons for reconsideration of the ban. (See attached "Banned Patron Appeal Form.")

Name of banned patron: \_\_\_\_\_

Lawrence Police Officer responding: \_\_\_\_\_



**Lawrence Public Library**  
**Banned Patron Appeal Form**

Banned patrons may appeal by filing a written complaint with the library within seven days of the action to bar the patron. The Library Director shall reply in writing.

If, after reviewing the Library Director's written response, the patron is not satisfied, the patron may request of the Library Director that the complaint be heard by the Library Board. The Library Board shall meet with the patron at its next regularly-scheduled meeting, and shall reply in writing to the patron with its decision. Such decisions shall be final.

Banned patrons may subsequently appeal their ban one year after the ban takes place.

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Library Card Number \_\_\_\_\_

Date Banned \_\_\_\_\_

Reason for Banning \_\_\_\_\_

Please explain in the space below why the action to ban should be reviewed and re-evaluated:

## **Library Conduct Policy**

The library is committed to providing a safe and comfortable environment where library users can obtain resources and services in a respectful and courteous atmosphere. Behavior that disturbs others' use of the library, creates an unsafe environment, impedes the work of library staff, or creates a risk of damage to library property is not allowed. Examples of unacceptable behavior are listed in the library's Code of Behavior.

### Staff Responsibility and Response

The library will observe public behavior using both staff and security equipment. Security staff will be available for consultation and support during most hours of operation, but all staff members will be alert to patron behavior and address minor problems as they occur.

Responses to problem behaviors will be made in a courteous manner proportionate to the severity of the behavior. In most cases a verbal request will be sufficient.

### Suspension

When a verbal request does not resolve a problem, any staff member may ask a patron to leave the library for the day. If available, security staff should be consulted before making the request.

Security or administrative staff may issue a 30-day or 90-day suspension based upon:

- Severity of offense, or
- Repeated offenses, or
- Safety of staff and patrons.

Security or administrative staff may issue a ban in severe situations or when shorter suspensions fail to resolve an issue. A suspended or banned patron who returns to the library before the end of the suspension may be charged with trespassing.

Patrons may appeal suspensions of 90 days or more within 7 days of the action by filing a written complaint with the Executive Director of the library or designee. If not satisfied with the response, the patron may request to be heard by the Library Board at their next regularly-scheduled board meeting. If denied, patrons may subsequently appeal bans after a year. Subsequent appeals will be in writing and will require an in-person interview with the Executive Director or designee and a Security Officer or other staff member.

### Police Support

Police will be called to deal with serious criminal behavior or any time that the behavior is believed to be an immediate danger to others. Criminal activity may be prosecuted.

### Recordkeeping

Security incidents will be reported and records maintained according to library procedure.

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, February, 2014 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 -- Plus Org Chart
- Visioning process update -- try for March 17?

New business

- Transfer to Capital Fund for 2013

Executive Session

Adjournment

**Lawrence Public Library  
Board of Trustees Meeting  
January 20, 2014**

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

**Library Staff Present:** Brad Allen, Karen Allen, Jeni Daley, Tom Davin, Kim Fletcher, Charlee Glinka, Tricia Karlin, Polli Kenn, Amanda McConnell, Kathleen Morgan, and Sherri Turner.

**Friends of the Library:** Gordon Fitch.

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

**Call to Order**

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

**Public Comment**

There were no public comments.

**Consent Agenda**

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

**Director's Report**

Brad said there is good progress on the building exterior. Furniture bids have come in but no bids have been awarded yet. There will likely be three vendors, and some items will be purchased from State Contract. There will be a mix of old and new furnishings.

The new Readers' Services Coordinator will be Polli Kenn. Ransom Jabara will be Reference and Information Coordinator, and will serve as Adult Services Coordinator in the interim. Next month Brad will share the reorganization chart with the board.

Library staff member Sean Wilson and Fally Afani of Lawrence's "I Heart Local Music" blog have been working with Philsquare to develop the library's local online music archive. The working name for the project is "This Is Lawrence Music." The site will launch with current bands and add older bands later.

**Renovation and Expansion Update**

Dennis and Mark updated the board on building progress. The basement level has been drywalled and they have started taping. Some of the beams on the southwest corner had to be refabricated but are on schedule for the end of the week. Toward the end of the week or Monday some of the floor slab will be poured. The terracotta facade is starting to go up as is glass on the north elevations. The interior is about 95% framed. They are working through some changes on shelving. Roofing is about 85% complete. Clerestory windows have all been installed.

**Library Foundation Executive Director's Report**

Kathleen thanked the board for approval of the tile project which will start February 13. The annual letter has already exceeded last year's total. The first large planning meeting for the *Toast of the Library* event is tomorrow night. To date, sponsorships totaling \$22,000 have been identified.

\$2900 has come in for the Carol Nalbandian memorial with a match from Friends of the Library of \$2000 for a total of \$4900. Use of the funds is at the library's discretion.

### **Library Friends Report**

There will not be a major spring sale, but there will be a late summer sale. The hope is to hold it in the Borders space after the library has left, but before the lease is up, possibly in combination with a surplus furniture sale. Training sessions for the revised donation processing procedure are planned. The annual meeting will be March 2.

### **Ongoing Business**

#### **Springsted Update**

Brad said the salary survey has been delayed because Springsted sent the salary survey out, but received no feedback. They will try sending it out from the library rather than from Springsted. Job descriptions are almost done. The board expressed concern about how long the process is taking. Chris and Deborah will meet with Brad to discuss strategies for moving to completion.

#### **Visioning**

The visioning process meeting will be prior to the next month's board meeting at 2:00.

### **New Business**

#### **Library Conduct Policy**

Staff presented a draft of a Library Conduct Policy to replace the existing Disorderly Patron Policy. Chris moved that the draft be adopted with a change of 90 days to 30 days in the paragraph about appeals. Brady seconded. All in favor.

#### **Plaza**

Brad and Joan reported on their meeting with city staff to discuss how the plaza will be managed. There seems to be a consensus of agreement in terms of how the space will be used. The proposed plan is for the city to manage it with the library having first choice and right of first refusal. This should work well as Parks and Rec already has a system for reserving spaces. It will also make it easier for city crews to schedule irrigation and mowing around events.

#### **Director Review**

David and Fran were appointed to be the committee for conducting Brad's annual review.

#### **Read Across Lawrence**

Polli and Jeni discussed *Read Across Lawrence* events and distributed copies of this year's book, *Housekeeping*.

#### **Adjournment**

The meeting adjourned at 5:43 pm.

The next Board meeting will be Monday, February 17, in the South Trailer Conference Room, at 4:30 p.m.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
January 2014								
REVENUES	Month	Year to Date	Annual Budget	8% of Year	January 2013	YTD 2013		
Tax Fund		\$ -	\$ 3,383,260.00	0.00%	\$ 1,350,000.00	\$ 1,350,000.00		
Interest	\$ 11.36	\$ 11.36	\$ 250.00	4.54%	\$ 9.91	\$ 9.91		
State Aid		\$ -	\$ 32,000.00	0.00%		\$ -		
N.E.K.L.		\$ -	\$ 62,560.00	0.00%		\$ -		
Photo Copies	\$ 996.60	\$ 996.60	\$ 12,730.00	7.83%	\$ 285.17	\$ 285.17		
Overdues	\$ 13,948.97	\$ 13,948.97	\$ 170,000.00	8.21%	\$ 8,267.82	\$ 8,267.82		
Miscellaneous	\$ (16.53)	\$ (16.53)			\$ 0.33	\$ 0.33		
Total Revenues	\$ 14,940.40	\$ 14,940.40	\$3,660,800.00	0.41%	\$1,358,563.23	\$1,358,563.23		
EXPENSES								
Salaries & Wages	\$ 144,608.15	\$ 144,608.15	\$ 1,960,000.00	7.38%	\$ 147,006.35	\$ 147,006.35		
Health Insurance	\$ 21,488.95	\$ 21,488.95	\$ 302,000.00	7.12%	\$ 21,637.81	\$ 21,637.81		
Payroll Taxes	\$ 24,397.38	\$ 24,397.38	\$ 342,000.00	7.13%	\$ 24,082.05	\$ 24,082.05		
Books & Materials	\$ 2,569.34	\$ 2,569.34	\$ 520,500.00	0.49%	\$ (15,955.41)	\$ (15,955.41)		
Periodicals	\$ -	\$ -	\$ 19,500.00	0.00%	\$ 5,785.50	\$ 5,785.50		
Library Supplies	\$ 7,480.03	\$ 7,480.03	\$ 95,000.00	7.87%	\$ 6,850.44	\$ 6,850.44		
Building Supplies	\$ 879.30	\$ 879.30	\$ 16,800.00	5.23%	\$ 1,610.92	\$ 1,610.92		
Repairs & Maintenance	\$ 524.28	\$ 524.28	\$ 75,000.00	0.70%	\$ 1,356.26	\$ 1,356.26		
Equipment	\$ -	\$ -	\$ 5,000.00	0.00%		\$ -		
Equipment - Technology	\$ 602.53	\$ 602.53	\$ 16,000.00	3.77%	\$ 610.88	\$ 610.88		
Capital Improvements	\$ -	\$ -	\$ -			\$ -		
Utilities	\$ 3,452.39	\$ 3,452.39	\$ 107,000.00	3.23%	\$ 14,957.89	\$ 14,957.89		
Insurance	\$ 372.95	\$ 372.95	\$ 16,000.00	2.33%	\$ 302.10	\$ 302.10		
Postage	\$ 708.96	\$ 708.96	\$ 25,000.00	2.84%	\$ 1,281.80	\$ 1,281.80		
Travel & Continuing Education	\$ -	\$ -	\$ 25,000.00	0.00%	\$ (328.35)	\$ (328.35)		
Book Van & Mileage	\$ 648.70	\$ 648.70	\$ 4,000.00	16.22%	\$ 72.12	\$ 72.12		
Photo Copiers	\$ 369.57	\$ 369.57	\$ 8,000.00	4.62%	\$ 629.04	\$ 629.04		
Programs	\$ 230.00	\$ 230.00	\$ 20,000.00	1.15%	\$ (63.21)	\$ (63.21)		
Professional Fees	\$ 4,666.84	\$ 4,666.84	\$ 70,000.00	6.67%	\$ 11,760.40	\$ 11,760.40		
Website/OPAC Content	\$ 35.00	\$ 35.00	\$ 14,000.00	0.25%	\$ 1,060.55	\$ 1,060.55		
Advertising & Marketing	\$ 488.70	\$ 488.70	\$ 15,000.00	3.26%	\$ 2,435.25	\$ 2,435.25		
Contingency		\$ -	\$ 5,000.00	0.00%		\$ -		
Miscellaneous	\$ 1,148.00	\$ 1,148.00			\$ 1,889.19	\$ 1,889.19		
Total Expenses	\$ 214,671.07	\$ 214,671.07	\$3,660,800.00	5.86%	\$ 226,981.58	\$ 226,981.58		
Revenues Over Expenses	\$ (199,730.67)	\$ (199,730.67)						
Cash Balances:								
Checking	\$ 491,358.09							
Capital Improvement	\$ 638,740.64							

Lawrence Public Library									
Outside Funding Report									
2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
Friends:									
	Opening Day Collection	\$ 5,000.00			\$ 5,000.00	\$ 5,000.00			\$ 5,000.00
	Programming:				\$ -				\$ -
	Adult				\$ -				\$ -
	Book Clubs		\$ 601.99		\$ 601.99				\$ 601.99
	Summer Reading	\$ 2,500.00			\$ 2,500.00				\$ -
	RAL - YS,YA,Adult		\$ 7,162.94		\$ 7,162.94		\$ 3,914.80		\$ 3,248.14
	TEDx	\$ 1,500.00			\$ 1,500.00				\$ -
	Author Talks	\$ 1,000.00			\$ 1,000.00				\$ -
	Senior		\$ 1,048.08		\$ 1,048.08				\$ 1,048.08
	Youth		\$ 914.71		\$ 914.71		\$ 206.31		\$ 708.40
	Summer Reading	\$ 6,800.00	\$ 2,601.10		\$ 9,401.10				\$ 2,601.10
	Extra Paperbacks		\$ 247.25		\$ 247.25				\$ 247.25
	Young Adult		\$ 873.82		\$ 873.82		\$ 119.92		\$ 753.90
	Summer Reading	\$ 6,000.00	\$ 172.50		\$ 6,172.50				\$ 172.50
	Advertising	\$ 5,000.00	\$ 2,524.39		\$ 7,524.39		\$ 224.35		\$ 2,300.04
	Promotional Items & Bookbags	\$ 15,000.00	\$ 1,299.22		\$ 16,299.22				\$ 1,299.22
	Banned Books		\$ 57.85		\$ 57.85				\$ 57.85
	Printing Summer Reading		\$ 5,000.00		\$ 5,000.00				\$ 5,000.00
	Book Bags	\$ 4,000.00	\$ -		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		\$ -
	BookPage		\$ 20.00		\$ 20.00				\$ 20.00
	Movie Licensing	\$ 1,500.00	\$ 170.00		\$ 1,670.00				\$ 170.00
	Scholarships		\$ 3,750.00		\$ 3,750.00				\$ 3,750.00
	Staff Incentives		\$ 900.86		\$ 900.86		\$ 61.96		\$ 838.90
	Aquarium Maintenance	\$ 1,400.00	\$ (382.81)		\$ 1,017.19		\$ 199.96		\$ (582.77)
	Wages/Taxes-DeWitt/Howard		\$ 174.62		\$ 174.62	\$ 16,200.00	\$ 876.52		\$ 15,498.10
	Volunteer Recognitions	\$ 1,000.00			\$ 1,000.00		\$ 80.00		\$ (80.00)
	Volunteers		\$ 130.00		\$ 130.00				\$ 130.00
	Puppet Theater (Brummell)		\$ 200.00		\$ 200.00				\$ 200.00
	Other TBA	\$ (2,100.00)	\$ 2,100.00		\$ -				\$ 2,100.00
	Wellness Committee		\$ 105.00		\$ 105.00				\$ 105.00
	<b>TOTALS</b>	\$ 48,600.00	\$ 29,671.52		\$ 73,271.52	\$ 25,200.00	\$ 9,683.82		\$ 40,187.70

Lawrence Public Library Outside Funding Report 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds
									Remaining
Foundation:									
	Kansas Health Foundation		\$	848.14	\$ 848.14	\$ -			\$ 848.14
	Walmart-YS		\$	68.19	\$ 68.19	\$ -		\$ 91.98	\$ (23.79)
	FINRA		\$	14,380.65	\$ 14,380.65	\$ -		\$ 1,798.43	\$ 12,582.22
	Steiner Storytelling Programs				\$ -	\$ -			\$ -
	Salaries/Taxes-Oden				\$ -			\$ 840.92	\$ (840.92)
	Morgan Expenses		\$	-	\$ -	\$ -			\$ -
	Praxair		\$	3,494.60	\$ 3,494.60				\$ 3,494.60
	Laptops		\$	45.26	\$ 45.26				\$ 45.26
	Book Drops Project				\$ -				\$ -
	Foundation Center		\$	(995.00)	\$ (995.00)				\$ (995.00)
	Milliken Fund				\$ -				\$ -
	Community Kindle		\$	301.00	\$ 301.00				\$ 301.00
	DCCF - DIY Summer Reading				\$ -				\$ -
	Local Music Project		\$	(2,500.00)	\$ (2,500.00)				\$ (2,500.00)
	Walmart eReader BCIAB		\$	129.70	\$ 129.70				\$ 129.70
	New Building Technology		\$	(319.80)	\$ (319.80)	\$300,000.00		\$ 128,013.74	\$ 171,666.46
	<b>TOTALS</b>	\$ -	\$	14,604.60	\$ 14,604.60	\$300,000.00		\$ 130,745.07	\$ 183,859.53
Other:									
	Memorials/Honor with Books	\$ -	\$	1,745.12	\$ 1,745.12			\$ 83.38	\$ 1,661.74
	Lawrence Give Back	\$ -	\$	2,474.30	\$ 2,474.30	\$ 23.82			\$ 2,498.12
	Brummell-YS	\$ -	\$	55.77	\$ 55.77	\$ 100.00			\$ 155.77
	Wurfy		\$	41.06	\$ 41.06	\$ 100.00			\$ 141.06
	Moving		\$	125.00	\$ 125.00				\$ 125.00
	Underwood Gift (Sr. Outreach)		\$	175.00	\$ 175.00			\$ 43.06	\$ 131.94
	John Cotton Dana		\$	10,000.00	\$ 10,000.00				\$ 10,000.00
	Merchandise Sales		\$	2,301.23	\$ 2,301.23	\$ 323.00			\$ 2,624.23
	<b>TOTALS</b>	\$ -	\$	16,917.48	\$ 16,917.48	\$ 546.82		\$ 126.44	\$ 17,337.86
					<b>Total Income</b>	\$325,746.82		<b>YTD Income</b>	\$ 325,746.82
					<b>Total Expenditures</b>	\$140,555.33		<b>YTD Expenditures</b>	\$ 140,555.33



**Lawrence Public Library**  
**Balance Sheet**  
As of January 31, 2014

	Jan 31, 14	Jan 31, 13	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	638,740.64	533,738.72	105,001.92	19.7%
Checking	491,358.09	1,680,801.52	-1,189,443.43	-70.8%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>1,130,098.73</u>	<u>2,214,540.24</u>	<u>-1,084,441.51</u>	<u>-49.0%</u>
<b>Total Current Assets</b>	<u>1,130,098.73</u>	<u>2,214,540.24</u>	<u>-1,084,441.51</u>	<u>-49.0%</u>
<b>Other Assets</b>				
Petty Cash	700.00	700.00	0.00	0.0%
<b>Total Other Assets</b>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>1,130,798.73</b></u>	<u><b>2,215,240.24</b></u>	<u><b>-1,084,441.51</b></u>	<u><b>-49.0%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	82,981.18	74,508.17	8,473.01	11.4%
<b>Total Accounts Payable</b>	<u>82,981.18</u>	<u>74,508.17</u>	<u>8,473.01</u>	<u>11.4%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	2,937.77	1,642.56	1,295.21	78.9%
<b>Total Other Current Liabilities</b>	<u>2,937.77</u>	<u>1,642.56</u>	<u>1,295.21</u>	<u>78.9%</u>
<b>Total Current Liabilities</b>	<u>85,918.95</u>	<u>76,150.73</u>	<u>9,768.22</u>	<u>12.8%</u>
<b>Total Liabilities</b>	<u>85,918.95</u>	<u>76,150.73</u>	<u>9,768.22</u>	<u>12.8%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,783.74	625,466.10	133,317.64	21.3%
Net Income	-14,539.18	1,212,988.19	-1,227,527.37	-101.2%
<b>Total Equity</b>	<u>1,044,879.78</u>	<u>2,139,089.51</u>	<u>-1,094,209.73</u>	<u>-51.2%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,130,798.73</b></u>	<u><b>2,215,240.24</b></u>	<u><b>-1,084,441.51</b></u>	<u><b>-49.0%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
January 2014

	<u>Jan 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Personal Books	-16.53
Merchandise Sales	323.00
Gifts-Other	300,223.82
Gifts-Friends	25,200.00
Interest	11.36
Overdues	13,948.97
Photo Copies	996.60
<b>Total Income</b>	<u>340,687.22</u>
<b>Gross Profit</b>	340,687.22
Expense	
FOUNDATION FUNDING	129,904.15
FRIENDS FUNDING	8,933.74
Reconciliation Discrepancies	404.78
Books & Materials	2,569.34
Miscellaneous	1,527.64
Technology Equipment	602.53
Insurance	372.95
Payroll Expenses	167,822.51
Payroll Taxes	24,498.26
Postage and Delivery	708.96
Professional Fees	4,666.84
Program Expense	230.00
Repairs	524.28
Supplies	8,359.33
Travel & Hospitality	648.70
Utilities	3,452.39
<b>Total Expense</b>	<u>355,226.40</u>
<b>Net Ordinary Income</b>	<u>-14,539.18</u>
<b>Net Income</b>	<u><u>-14,539.18</u></u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Feb 13, 14
Advance Insurance Company	372.95
Amazon	1,564.54
Andrew J. Geisler	7.87
ASI	50.00
Baker & Taylor, Inc.	31,921.57
Bibliotheca	45,803.66
Black Hills Energy	595.40
Blackstone Audio, Inc.	754.45
Bob's Janitorial Service	292.00
Body Boutique	395.00
Brilliance Audio, Inc.	124.96
Center Point Large Print	467.94
Century Business Technologies	512.38
City of Lawrence	170.00
Danielle S. Meyers	9.85
Downtown Lawrence Inc.	225.00
EBSCO	10,855.50
Esperanza A. Freund	12.00
Express Services, Inc.	573.60
F.W. Huston Senior Living & Medical...	50.00
Gale Group, Inc.	38.92
Gaylord Bros., Inc.	19.54
Heartland Payment Systems	238.22
Ingram Library Services	713.07
Intuit	29.85
JanWay Company	4,609.00
Jayhawk Power	344.28
Jayhawk Tropical Fish	96.00
Jiminate	100.00
Joseph A. Pyle	19.85
Journal-World	193.60
Kansas Public Radio	224.35
Laser Logic, Inc.	922.98
Lawrence Chamber of Commerce	279.00
Lawrence Creates	50.00
Lawrence Parks & Rec	25.00
Lawrence Sign Up LLC	69.00
Lawrence Utility Billing	560.89
Meli L. Lawson	12.45
Mid-America Library Alliance	500.00
Midwest Tape	6,626.09
Minuteman Press	303.72
NEKLS	185.40
OCLC, Inc.	4,569.05
OverDrive	80.98
Patricia LaDonna Withorne	5.48
Paul Anthony Santos	8.55
Pro Print Inc.	497.50
Pur-O-Zone, Inc.	805.72
Quill Corporation	1,048.21
Random House, Inc.	213.75
Rayann Kamal	25.00
Recorded Books	8,641.25
Richard Bean	40.00
Samuel C. Lichte	5.50
Springsted, Inc.	24,000.00
Steven Duan	6.65
Sunflower Curbside Recycling	180.00
Tantor Media	311.33
Tim Clark	25.00
Unique Management Services	1,911.22
United Parcel Service	582.48
VISA 5372	11,919.07
Vodvill Entertainment Company	250.00
Westar	479.84
Westar-2	3,839.56
Westar - 3	44.15
WOW!Business	988.74
Youngs	30.81
TOTAL	<u>171,429.72</u>

9:56 AM  
02/13/14

Lawrence Public Library  
**Check Detail**  
February 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	March 2014	02/12/2014		Group Life Insurance	-372.95
TOTAL					-372.95
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	January	01/30/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>	
Bill		02/12/2014		Borders Gas	-595.40
TOTAL					-595.40
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	January 2014	01/30/2014		Office Supplies	-203.22
				Web Site & OPAC Cont...	-35.00
TOTAL					-238.22
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	January	01/27/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		01/30/2014		Borders Account	-397.73
Bill		01/30/2014		Water	-131.92
Bill		01/30/2014		Storage Facility	-31.24
TOTAL					-560.89
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1054	02/12/2014		Postage and Delivery	-582.48
TOTAL					-582.48
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	12221896	11/29/2013		Advertising	-39.00
Bill		02/12/2014		Bookvan & Mileage	-60.96
				Building Supplies	-243.46
				Advertising	-487.88
				Adult Programming	-15.64
				Web Site & OPAC Cont...	-290.00
				Office Supplies	-601.97
				Outreach Programming	-45.19
				Young Adult Programming	-264.72
				Postage and Delivery	-72.28
				Technology Equipment	-104.93
				Books & Materials	-48.18
				Periodicals	-19.95
				Books & Materials	-77.98
				Books & Materials	-19.80
				FOUNDATION FUNDING	-195.65

Lawrence Public Library  
**Check Detail**  
February 2014

Type	Num	Date	Name	Account	Paid Amount
				Library Supplies	-250.61
				Children's Programming	-128.59
				Read Across Lawrence	-24.00
				ALA	-1,106.88
				PLA	-2,010.35
				New Building Technology	-2,168.06
				Technology Equipment	-599.99
				Technology Equipment	-787.00
				Technology Equipment	-2,256.00
TOTAL					-11,919.07
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Westar</b>	<b>Checking</b>	
Bill	New Meter	01/27/2014		Electric	-479.84
TOTAL					-479.84
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Westar-2</b>	<b>Checking</b>	
Bill		02/12/2014		Borders Account	-3,839.56
TOTAL					-3,839.56
<b>Bill Pmt -Check</b>	<b>E-Pay</b>	<b>02/17/2014</b>	<b>Westar - 3</b>	<b>Checking</b>	
Bill		01/30/2014		Storage Facility	-44.15
TOTAL					-44.15
<b>Bill Pmt -Check</b>	<b>6333</b>	<b>02/20/2014</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	SI0004651-...	02/13/2014		New Building Funding	-45,803.66
TOTAL					-45,803.66
<b>Bill Pmt -Check</b>	<b>6334</b>	<b>02/20/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	692709	01/30/2014		Books & Materials	-113.95
Bill	693599	02/12/2014		Books & Materials	-640.50
TOTAL					-754.45
<b>Bill Pmt -Check</b>	<b>6335</b>	<b>02/20/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	153063	01/27/2014		Professional Fees	-272.00
Bill	168529	01/30/2014		Professional Fees	-20.00
TOTAL					-292.00
<b>Bill Pmt -Check</b>	<b>6336</b>	<b>02/20/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>	
Bill	IN0838122	01/30/2014		Books & Materials	-24.99
Bill	IN0844585	02/12/2014		Books & Materials	-99.97
TOTAL					-124.96
<b>Bill Pmt -Check</b>	<b>6337</b>	<b>02/20/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1150038	01/30/2014		Books & Materials	-467.94
TOTAL					-467.94

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6338</b>	<b>02/20/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	310516	01/27/2014		Copying	-237.44
Bill	310515	01/27/2014		Copying	-55.68
Bill	310808	01/27/2014		Copying	-61.45
Bill	310809	01/27/2014		Copying	-15.00
Bill	312466	02/12/2014		Copying	-142.81
TOTAL					-512.38
<b>Bill Pmt -Check</b>	<b>6339</b>	<b>02/20/2014</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill	2014-108	01/30/2014		Advertising	-225.00
TOTAL					-225.00
<b>Bill Pmt -Check</b>	<b>6340</b>	<b>02/20/2014</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	1460187	02/12/2014		Periodicals	-10,521.56
				Library Supplies	-333.94
TOTAL					-10,855.50
<b>Bill Pmt -Check</b>	<b>6341</b>	<b>02/20/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	13553857-7	01/30/2014		Professional Fees	-129.06
Bill	13583310-1	01/30/2014		Professional Fees	-179.25
Bill	13613602-5	01/30/2014		Professional Fees	-121.89
Bill	13644026-0	02/13/2014		Professional Fees	-143.40
TOTAL					-573.60
<b>Bill Pmt -Check</b>	<b>6342</b>	<b>02/20/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	51288298	02/12/2014		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>6343</b>	<b>02/20/2014</b>	<b>Gaylord Bros., Inc.</b>	<b>Checking</b>	
Bill	2239592	01/27/2014		Library Supplies	-19.54
TOTAL					-19.54
<b>Bill Pmt -Check</b>	<b>6344</b>	<b>02/20/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	75781046	01/27/2014		Books & Materials	-46.51
				Library Supplies	-5.97
Bill	76504995	01/30/2014		Books & Materials	-224.52
				Library Supplies	-30.74
Bill	76360613	01/30/2014		Books & Materials	-20.65
				Library Supplies	-0.89
Bill	76776157	01/30/2014		Books & Materials	-49.10
				Library Supplies	-6.86
Bill	76815213	01/30/2014		Books & Materials	-35.85
				Library Supplies	-3.98
Bill	76626208	01/30/2014		Books & Materials	-35.90
				Library Supplies	-7.96
Bill	76641877	01/30/2014		Books & Materials	-39.64
				Library Supplies	-7.96
Bill	76896118	02/12/2014		Books & Materials	-9.27
				Library Supplies	-1.99
Bill	76933853	02/12/2014		Books & Materials	-63.75

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Type	Num	Date	Name	Account	Paid Amount
Bill	77018615	02/12/2014		Library Supplies	-9.95
				Books & Materials	-96.76
				Library Supplies	-14.82
TOTAL					-713.07
<b>Bill Pmt -Check</b>	<b>6345</b>	<b>02/20/2014</b>	<b>JanWay Company</b>	<b>Checking</b>	
Bill	111984	01/27/2014		Book Bags	-4,000.00
				Library Supplies	-609.00
TOTAL					-4,609.00
<b>Bill Pmt -Check</b>	<b>6346</b>	<b>02/20/2014</b>	<b>Jayhawk Power</b>	<b>Checking</b>	
Bill	3104-1	01/27/2014		Building Repairs	-344.28
TOTAL					-344.28
<b>Bill Pmt -Check</b>	<b>6347</b>	<b>02/20/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	856674	01/30/2014		Aquarium Maintenance	-48.00
Bill	856897	01/30/2014		Aquarium Maintenance	-48.00
TOTAL					-96.00
<b>Bill Pmt -Check</b>	<b>6348</b>	<b>02/20/2014</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	1-012814	01/30/2014		Advertising	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>6349</b>	<b>02/20/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	123505	01/27/2014		Advertising Gift Fund	-224.35
TOTAL					-224.35
<b>Bill Pmt -Check</b>	<b>6350</b>	<b>02/20/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	270085	01/27/2014		Office Supplies	-723.98
Bill	270146	01/30/2014		Office Supplies	-199.00
TOTAL					-922.98
<b>Bill Pmt -Check</b>	<b>6351</b>	<b>02/20/2014</b>	<b>Lawrence Chamber of Commerce</b>	<b>Checking</b>	
Bill	49587	02/13/2014		Membership & Dues	-279.00
TOTAL					-279.00
<b>Bill Pmt -Check</b>	<b>6352</b>	<b>02/20/2014</b>	<b>Lawrence Parks &amp; Rec</b>	<b>Checking</b>	
Bill	944768	02/12/2014		Adult Programming	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>6353</b>	<b>02/20/2014</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	4189	01/27/2014		Advertising	-69.00
TOTAL					-69.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6354</b>	<b>02/20/2014</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	LC22-32014	02/12/2014		Technology	-200.00
				Circulation	-200.00
				Admin. Dept.	-100.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>6355</b>	<b>02/20/2014</b>	<b>Minuteman Press</b>	<b>Checking</b>	
Bill	45226	01/27/2014		Office Supplies	-140.45
				Office Supplies	-163.27
TOTAL					-303.72
<b>Bill Pmt -Check</b>	<b>6356</b>	<b>02/20/2014</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	1-23-14	01/30/2014		Library Supplies	-185.40
TOTAL					-185.40
<b>Bill Pmt -Check</b>	<b>6357</b>	<b>02/20/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	296926	01/30/2014		OCLC	-3,779.92
				Internet	-789.13
TOTAL					-4,569.05
<b>Bill Pmt -Check</b>	<b>6358</b>	<b>02/20/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	121813	01/30/2014		Books & Materials	-80.98
TOTAL					-80.98
<b>Bill Pmt -Check</b>	<b>6359</b>	<b>02/20/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	82615	01/27/2014		Printing	-177.50
Bill	82668	01/27/2014		Printing	-320.00
TOTAL					-497.50
<b>Bill Pmt -Check</b>	<b>6360</b>	<b>02/20/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	623114	01/27/2014		Building Supplies	-350.33
Bill	623502	01/30/2014		Building Supplies	-29.00
Bill	624364	02/12/2014		Building Supplies	-368.92
Bill	624164	02/12/2014		Building Supplies	-18.04
Bill	624677	02/12/2014		Building Supplies	-39.43
TOTAL					-805.72
<b>Bill Pmt -Check</b>	<b>6361</b>	<b>02/20/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	8942597	01/27/2014		Office Supplies	-406.32
Bill	8542052	01/27/2014		Office Supplies	-165.54
Bill	8618721	01/27/2014		Library Supplies	-7.66
Bill	8981203	01/30/2014		Library Supplies	-354.49
Bill	9313363	02/12/2014		Children's Programming	-13.79
Bill	9246984	02/12/2014		Children's Programming	-29.88
Bill	9221185	02/12/2014		Children's Programming	-31.17
Bill	9047538	02/12/2014		Library Supplies	-39.36
TOTAL					-1,048.21



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6362</b>	<b>02/20/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1089076883	01/30/2014		Books & Materials	-105.00
Bill	1089054193	01/30/2014		Books & Materials	-33.75
Bill	1089110273	01/30/2014		Books & Materials	-45.00
Bill	1089150544	02/12/2014		Books & Materials	-30.00
TOTAL					-213.75
<b>Bill Pmt -Check</b>	<b>6363</b>	<b>02/20/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74862252	01/30/2014		Books & Materials	-96.28
Bill	74862053	01/30/2014		Books & Materials	-38.71
Bill	74772706	01/30/2014		Books & Materials	-110.47
Bill	74772704	01/30/2014		Books & Materials	-63.22
Bill	74855683	01/30/2014		Books & Materials	-8,224.99
Bill	74868238	02/12/2014		Books & Materials	-53.79
Bill	74869279	02/12/2014		Books & Materials	-53.79
TOTAL					-8,641.25
<b>Bill Pmt -Check</b>	<b>6364</b>	<b>02/20/2014</b>	<b>Sunflower Curbside Recycling</b>	<b>Checking</b>	
Bill	28925	01/30/2014		Building Repairs	-180.00
TOTAL					-180.00
<b>Bill Pmt -Check</b>	<b>6365</b>	<b>02/20/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV9473	02/12/2014		Books & Materials	-311.33
TOTAL					-311.33
<b>Bill Pmt -Check</b>	<b>6366</b>	<b>02/20/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	252179	02/12/2014		Professional Fees	-243.28
				Postage and Delivery	-589.47
				Library Supplies	-102.92
Bill	252052	02/12/2014		Professional Fees	-975.55
TOTAL					-1,911.22
<b>Bill Pmt -Check</b>	<b>6367</b>	<b>02/20/2014</b>	<b>Youngs</b>	<b>Checking</b>	
Bill	593281	02/13/2014		Building Supplies	-30.81
TOTAL					-30.81
<b>Bill Pmt -Check</b>	<b>27347</b>	<b>02/17/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	2209841	01/27/2014		Technology Equipment	-399.90
Bill	3632213	01/27/2014		Technology Equipment	-51.80
Bill	6244207	01/30/2014		Books & Materials	-7.98
Bill	9377851	01/30/2014		Books & Materials	-13.99
Bill	3677868	01/30/2014		Books & Materials	-22.20
Bill	8705845	01/30/2014		Books & Materials	-16.74
Bill	8010643	01/30/2014		Books & Materials	-4.19
Bill	0305003	01/30/2014		Books & Materials	-18.16
Bill	7121851	01/30/2014		Books & Materials	-13.99
Bill	9431459	01/30/2014		Books & Materials	-41.94
Bill	7151851	01/30/2014		Books & Materials	-8.00
Bill	5104214	01/30/2014		Books & Materials	-29.22
Bill	4349860	01/30/2014		Books & Materials	-26.68

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Type	Num	Date	Name	Account	Paid Amount
Bill	7121851	01/30/2014		Books & Materials	-23.68
Bill	8052225	01/30/2014		Books & Materials	-30.98
Bill	7445050	01/30/2014		Books & Materials	-104.47
Bill	7121851	01/30/2014		Books & Materials	-324.16
Bill	7810635	01/30/2014		Technology Equipment	-38.97
Bill	8019457	02/12/2014		Books & Materials	-39.96
				Advertising	-9.96
Bill	3569019	02/12/2014		Library Supplies	-66.50
Bill	4949012	02/12/2014		Books & Materials	-31.97
Bill	1185813	02/12/2014		Books & Materials	-80.97
Bill	1185813	02/12/2014		Books & Materials	-44.88
Bill	1185813	02/12/2014		Books & Materials	-42.92
Bill	1185813	02/12/2014		Books & Materials	-20.43
Bill	1185813	02/12/2014		Books & Materials	-15.67
Bill	2399425	02/12/2014		Books & Materials	-34.23
TOTAL					-1,564.54
<b>Bill Pmt -Check</b>	<b>27348</b>	<b>02/17/2014</b>	<b>Andrew J. Geisler</b>	<b>Checking</b>	
Bill	REFUND	01/30/2014		Overdues	-7.87
TOTAL					-7.87
<b>Bill Pmt -Check</b>	<b>27349</b>	<b>02/17/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2028996325	01/27/2014		Personal Books	-9.75
				Read Across Lawrence	-3,895.00
Bill	MISC	01/27/2014		Library Supplies	-13.79
Bill	2028970045	01/27/2014		Read Across Lawrence	-19.80
Bill	66 Invoices	01/30/2014		Library Supplies	-993.22
				Books & Materials	-18,855.82
				Personal Books	-15.02
				Advertising	-5.47
				FINRA	-1,775.88
				GGIFT	-83.38
Bill	34 Invoices	02/12/2014		Library Supplies	-788.78
				Books & Materials	-5,213.26
				Personal Books	-7.87
				FINRA	-161.80
				GGIFT	-82.73
TOTAL					-31,921.57
<b>Bill Pmt -Check</b>	<b>27350</b>	<b>02/17/2014</b>	<b>Body Boutique</b>	<b>Checking</b>	
Bill	CJ May	01/30/2014		Membership & Dues	-395.00
TOTAL					-395.00
<b>Bill Pmt -Check</b>	<b>27351</b>	<b>02/17/2014</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking - L....	01/30/2014		Miscellaneous	-170.00
TOTAL					-170.00
<b>Bill Pmt -Check</b>	<b>27352</b>	<b>02/17/2014</b>	<b>Danielle S. Meyers</b>	<b>Checking</b>	
Bill	REFUND	02/12/2014		Overdues	-9.85
TOTAL					-9.85

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27353</b>	<b>02/17/2014</b>	<b>Esperanza A. Freund</b>	<b>Checking</b>	
Bill	REFUND	01/27/2014		Overdues	-12.00
TOTAL					-12.00
<b>Bill Pmt -Check</b>	<b>27354</b>	<b>02/17/2014</b>	<b>F.W. Huston Senior Living &amp; Me...</b>	<b>Checking</b>	
Bill	Claxton Me...	02/12/2014		Miscellaneous	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27356</b>	<b>02/17/2014</b>	<b>Joseph A. Pyle</b>	<b>Checking</b>	
Bill	REFUND	01/27/2014		Overdues	-19.85
TOTAL					-19.85
<b>Bill Pmt -Check</b>	<b>27357</b>	<b>02/17/2014</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	Thru 2/23/15	02/12/2014		Periodicals	-193.60
TOTAL					-193.60
<b>Bill Pmt -Check</b>	<b>27358</b>	<b>02/17/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	3/14/14	02/12/2014		Young Adult Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27359</b>	<b>02/17/2014</b>	<b>Meli L. Lawson</b>	<b>Checking</b>	
Bill	REFUND	01/27/2014		Overdues	-12.45
TOTAL					-12.45
<b>Bill Pmt -Check</b>	<b>27360</b>	<b>02/17/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	91535074	01/30/2014		Books & Materials	-14.24
Bill	91535072	01/30/2014		Books & Materials	-35.99
Bill	91547613	01/30/2014		Books & Materials	-22.48
Bill	91546078	01/30/2014		Books & Materials	-66.98
Bill	91560297	01/30/2014		Books & Materials	-60.73
Bill	91565271	01/30/2014		Books & Materials	-17.24
Bill	91564109	01/30/2014		Books & Materials	-90.72
Bill	91571227	01/30/2014		Books & Materials	-10.49
Bill	91571228	01/30/2014		Books & Materials	-142.45
Bill	91567006	01/30/2014		Books & Materials	-209.83
Bill	91567008	01/30/2014		Books & Materials	-327.63
Bill	91565158	01/30/2014		Books & Materials	-1,092.89
Bill	91564104	01/30/2014		Books & Materials	-76.15
Bill	91565270	01/30/2014		Books & Materials	-209.95
Bill	91553714	01/30/2014		Books & Materials	-292.41
Bill	91546076	01/30/2014		Books & Materials	-909.76
Bill	91547615	01/30/2014		Books & Materials	-63.71
Bill	91534523	01/30/2014		Books & Materials	-332.04
Bill	91534525	01/30/2014		Books & Materials	-139.96
Bill	91594535	01/30/2014		Library Supplies	-236.70
Bill	91592388	02/12/2014		Books & Materials	-16.49
Bill	91578485	02/12/2014		Books & Materials	-22.49
Bill	91586613	02/12/2014		Books & Materials	-29.99
Bill	91592386	02/12/2014		Books & Materials	-458.04
Bill	91592389	02/12/2014		Books & Materials	-360.60

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Type	Num	Date	Name	Account	Paid Amount
Bill	91580466	02/12/2014		Books & Materials	-475.36
Bill	91588022	02/12/2014		Books & Materials	-12.74
Bill	91588023	02/12/2014		Books & Materials	-179.94
Bill	91580464	02/12/2014		Books & Materials	-718.09
TOTAL					-6,626.09
<b>Bill Pmt -Check</b>	<b>27361</b>	<b>02/17/2014</b>	<b>Patricia LaDonna Withorne</b>	<b>Checking</b>	
Bill	REFUND	02/12/2014		Overdues	-0.99
Bill	REFUND	02/12/2014		Overdues	-4.49
TOTAL					-5.48
<b>Bill Pmt -Check</b>	<b>27362</b>	<b>02/17/2014</b>	<b>Paul Anthony Santos</b>	<b>Checking</b>	
Bill	REFUND	01/27/2014		Overdues	-8.55
TOTAL					-8.55
<b>Bill Pmt -Check</b>	<b>27363</b>	<b>02/17/2014</b>	<b>Rayann Kamal</b>	<b>Checking</b>	
Bill	YS Program	01/30/2014		Children's Programming	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27364</b>	<b>02/17/2014</b>	<b>Richard Bean</b>	<b>Checking</b>	
Bill	1/21/14	02/13/2014		Adult Programming	-40.00
TOTAL					-40.00
<b>Bill Pmt -Check</b>	<b>27365</b>	<b>02/17/2014</b>	<b>Samuel C. Lichte</b>	<b>Checking</b>	
Bill	REFUND	01/30/2014		Overdues	-5.50
TOTAL					-5.50
<b>Bill Pmt -Check</b>	<b>27366</b>	<b>02/17/2014</b>	<b>Steven Duan</b>	<b>Checking</b>	
Bill	REFUND	02/12/2014		Overdues	-6.65
TOTAL					-6.65
<b>Bill Pmt -Check</b>	<b>27367</b>	<b>02/17/2014</b>	<b>Tim Clark</b>	<b>Checking</b>	
Bill	YS Program	01/30/2014		Children's Programming	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27369</b>	<b>02/17/2014</b>	<b>Vodvill Entertainment Company</b>	<b>Checking</b>	
Bill	3/20/14	02/13/2014		Children's Programming	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>27370</b>	<b>02/17/2014</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		01/27/2014		Internet Telephone	-839.96 -148.78
TOTAL					-988.74

# Lawrence Public Library @ 700 New Hampshire 1/21/13

## Monthly Statistical Summary--January 2014

INDICATOR	January		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	3.61	N/A	#VALUE!			
Reference Transactions per Capita	0.90	0.56	61%			
Program Attendance per Capita	0.19	0.06	217%			
Circulation per Capita	14.13	10.90	30%			
Circulation per Visit	3.91	N/A	#VALUE!			
Total Holdings per Capita	2.19	2.33	-6%			
% of Lawrence Residents Registered	85%	83%	2%			

Circulation--Adult Total	76,808	56,306	36%	76,808	56,306	36%
Circulation--Young Adult Total	3,318	4,728	-30%	3,318	4,728	-30%
Circulation--Youth Total	30,493	23,910	28%	30,493	23,910	28%
Circulation--Bookmobile	1,120	906	24%	1,120	906	24%
Circulation--Audiovisual Total	51,291	36,458	41%	51,291	36,458	41%
Circulation--Total	110,619	84,944	30%	110,619	84,944	30%

Reference Transactions	7,048	4,348	62%	7,048	4,348	62%
User Visits	28,258	N/A	#VALUE!	28,258	N/A	#VALUE!
LPL Web Site Visits	21,823	18,139	20%	21,823	18,139	20%

Holdings--Added	4,093	1,784	129%	4,093	1,784	129%
Holdings--Withdrawn	3,479	3,680	-5%	3,479	3,680	-5%
Holdings--Total	206,073	217,415	-5%			

Registered Borrowers--Added	520	310	68%			
Registered Borrowers--Total	100,880	99,394	1%			

Adult Programs	6	4	50%	6	4	50%
Young Adult Programs	17	0	#DIV/0!	17	0	#DIV/0!
Youth Programs	29	0	#DIV/0!	29	0	#DIV/0!
Senior Programs	12	13	-8%	12	13	-8%
Total Programs	64	17	276%	64	17	276%
Total Program Attendance	1,513	450	236%	1,513	450	236%
Public Uses of Meeting Rooms	0	0	#DIV/0!	0	0	#DIV/0!
Meeting Room Turnaways	0	1	-100%	0	1	-100%

Total Paid Staff (FTE)	53.39	53.41	0%			
Total Number of Employees	73	75	-3%			

# Lawrence Public Library at 700 New Hampshire 1-21-13

## Monthly Statistical Report--January 2014

	January		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	3.61	#VALUE!	#VALUE!				
Reference Transactions per Capita	0.90	0.56	61%				
Program Attendance per Capita	0.19	0.06	235%				
Circulation per Capita	14.13	10.90	30%				
Total Holdings per Capita	2.19	2.33	-6%				
Collection Turnover--Total	6.56	4.78	37%				
Collection Turnover--Adult	6.66	5.11	30%				
Collection Turnover--Young Adult	4.11	5.83	-29%				
Collection Turnover--Youth	6.75	4.01	68%				
Collection Turnover--Audiovisual	11.60	8.90	30%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	30731	25471	21%		30731	25471	21%
Circulation--Adult Periodicals	457	313	46%		457	313	46%
Circulation--Adult Feature Films & TV Shows	31927	20308	57%		31927	20308	57%
Circulation--Electronic Games	1774	837	112%		1774	837	112%
Circulation--Adult Music CDs	8342	5958	40%		8342	5958	40%
Circulation--Adult Audio Books and Books on CD	3552	3417	4%		3552	3417	4%
Circulation--Adult CD-ROMs	0	2	-100%		0	2	-100%
Circulation--eReaders	25				25	2	
Circulation--Adult Total	76808	56306	36%		76808	56306	36%

<b>Lawrence Public Library</b>	<b>January</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and NF Videos	3102	3322	-7%		3102	3322	-7%
Circulation--YA Periodicals	27	7	286%		27	7	286%
Circulation--YA Music CDs	0	1261	-100%		0	1261	-100%
Circulation--YA Audio Books and Books on CD	189	137	38%		189	137	38%
Circulation--YA Total	3318	4727	-30%		3318	4727	-30%
Circulation--Youth Books and NF Videos	28991	22412	29%		28991	22412	29%
Circulation--Youth Periodicals	31	68	-54%		31	68	-54%
Circulation--Youth Music CDs	557	490	14%		557	490	14%
Circulation--Youth Audio Books and Books on CD	914	940	-3%		914	940	-3%
Circulation--Youth Total	30493	23910	28%		30493	23910	28%
Circulation--Bookmobile	1120	906	24%		1120	906	24%
Circulation--Total Books	59328	48485	22%		59328	48485	22%
Circulation--Total Periodicals	515	388	33%		515	388	33%
Circulation--Total Audiovisual	51291	36458	41%		51291	36458	41%
Circulation Total	110619	84943	30%		110619	84943	30%
E-Audio Usage (Overdrive Only)	192						
E-Book (Overdrive Only)	1196						
Zinio	1241						
Circulation Desk Circulation	49786	48287	3%		49786	48287	3%
Adult Self Check Circulation	60833	36656	66%		60833	36656	66%
Percent Self Check	55%	43%	27%		55%	43%	27%

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Requests Placed	19638	12663	55%		19638	12663	55%
Requests Filled	14517	9303	56%		14517	9303	56%
Requests Unclaimed	1362	403	238%		1362	403	238%
Interlibrary Loan Items Borrowed for LPL Patrons	701	252	178%		701	252	178%
Interlibrary Loan Items Loaned from LPL Collection	541	143	278%		541	143	278%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	28258	Not Avail.	#VALUE!		28258	Not Avail.	#VALUE!
Public Computer Usage	7661	3948	94%		7661	3948	94%
Computer Lab Classes	4	0	#DIV/0!		4	0	#DIV/0!
Computer Lab Classes Attendance	21	0	#DIV/0!		21	0	#DIV/0!
Adult Reference Transactions	5957	3390	76%		5957	3390	76%
Young Adult Reference Transactions	459	421	9%		459	421	9%
Youth Reference Transactions	632	537	18%		632	537	18%
Total Reference Transactions	7048	4348	62%		7048	4348	62%
Public-Sponsored Uses of Meeting Rooms	0	0			0	0	
Public-Sponsored Meeting Attendance	0	0			0	0	
Meeting Room Turnaways	0	1			0	1	
Business Center Reservations	0	0			0	0	
LPL Web Site Visits	21823	18139	20%		21823	18139	20%
<b>RESOURCES</b>							
Holdings--Total	206073	217415	-5%				
Holdings--Adult	141420	135293	5%				
Holdings--Young Adult	9683	9729	0%				
Holdings--Youth	54970	72393	-24%				
Holdings--Audiovisual	53046	49132	8%				
Holdings Added	4093	1784	129%		4093	1784	129%
Holdings Withdrawn (Weeded)	3479	3680	-5%		3479	3680	-5%
Holdings Net Change	614	-1896			614	-1896	



Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>LIBRARY PATRONS</b>							
Total Borrowers	100880	99394	1%				
Borrowers Added	520	310	68%		520	310	68%
Borrowers Transacting	8325	9639	-14%		8325	9639	-14%
Percent of Borrowers Transacting	8%	10%	-15%				
Total Number of Lawrence Residents Registered	79390	77888	2%				
Percent of Lawrence Residents Registered	85%	83%	1%				
<b>PROGRAMMING</b>							
Number of Adult Programs	6	4	50%		6	4	50%
Number of Young Adult Programs	17	0	#DIV/0!		17	0	#DIV/0!
Number of Youth Programs	29	0	#DIV/0!		29	0	#DIV/0!
Number of Senior Programs	12	13	-8%		12	13	-8%
Total Programs	64	17	276%		64	17	276%
Adult Program Attendance	95	335	-72%		95	335	-72%
Young Adult Program Attendance	230	0	#DIV/0!		230	0	#DIV/0!
Youth Program Attendance	1075	0	#DIV/0!		1075	0	#DIV/0!
Senior Program Attendance	113	115	-2%		113	115	-2%
Total Program Attendance	1513	450	236%		1513	450	236%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	53.39	53.41	0%				
ALA-MLS Librarians, in Full-Time Equivalents	14.79	18.29	-19%				
Number of Employees--Total	73	75	-3%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	38	40	-5%				
Terminations	0	1	-100%		0	1	-100%
Hirings	1	2	-50%		1	2	-50%
Volunteer Hours	124	168	-26%		124	168	-26%

## **Library Director's Report for February 2014**

Respectfully submitted by Brad Allen

### **Building Renovation/Expansion**

Work continues on the building. Weather continues to have its effects on progress on the outside of the building, but workers are making more and more progress inside the building. Most of the basement is drywalled at this point. You can certainly see more and more what the space is going to look like.

We are in the process of purchasing furniture based on bids received at the end of December. Much of the Herman Miller Canvas office furniture for offices has been ordered from Designed Business Interiors, a long time supplier to the library. Two more furniture packages will be purchased very soon, and the ordering of shelving is imminent.

### **Personnel**

We have had some exciting changes in personnel in the past month. Our Programs and Events Coordinator Polli Kenn has been selected to be the library's new Readers' Services Coordinator. Kristin Soper, currently an assistant in our Tech Services Department, will become our new Programs and Events Coordinator. Additionally, the library has hired a new Teen Librarian. Her name is Miriam Wallen. She is a native Kansan returning home from California where we worked at Pixar and LucasFilm. All these changes will take effect early in March.

### **Out and About**

Since my last report, I've had some great opportunities to talk about the library outside our walls. On January 22nd, I was the featured speaker at the monthly Altrusa meeting. It was a delight to see every single member raise her hand when I asked who had a library card. The following morning, I spoke at the Success by Six annual breakfast. They asked me to talk about the story of my childhood and how I came to be who I am. I was honored and pleased that the folk at Success by Six see the library has an important enough institution in the community that people would be interested in my comments.

Also this month, I attended the ALA Midwinter Conference. I had great networking opportunities whilst in Philly. I attended a dinner hosted by NovelList, a long time readers' advisory vendor, where I had the opportunity to talk with Duncan Smith, the founder of NovelList, about where we're headed with our readers' advisory strategy in the new building. I also attended an event hosted by BiblioCommons, the company we've contracted with for our soon-to-be launched enhanced public catalog. I was able to meet their founder and president had great conversations.

I rounded out the month talking to the Kiwanis group and the Lawrence Arts Roundtable. Overall, it was a great month of opportunities connect with our community and the national library community.

## **Library Foundation Director's Report • February 13, 2013**

**Love Your Library Tile Project.** The Love Your Library Tile Project began today and is raging in the South Trailer conference room. As of this writing, we have sold 160 of our 500 tiles. The fundraiser will continue throughout the weekend or until all the tiles are sold. Several families have come in with kids and grandkids and are really loving this opportunity to put their mark on the new library building.

**Friends/Foundation Annual Letter Update.** Donations continue to come in for the Friends and Foundation annual letter. To date, we have received 341 donations totaling \$22,400. Of that amount, \$12,335 are for the Foundation and \$10,065 are for the Friends.

**Carol Nalbandian Memorial.** Donations to the Carol Nalbandian memorial fund now total \$6840. This total includes the \$2,000 matching pledge from the Friends. Carol's memorial service is scheduled for February 28<sup>th</sup> at 3 pm in Woodruff Auditorium.

**Beach Foundation Grant.** The Library Foundation has received the second installment of \$150,000 for the speakers series grant from the Ross and Marianna Beach Foundation. This completes their pledge. We continue to work with agents and library marketing representatives to find an author to visit the library this fall.

**"Toast to the Library" Update.** The Toast to the Library planning group has been meeting to plan the big opening party for this summer. This week, committee members toured the library building to get a sense of where to stage various activities, as well as food and drink stations. The next meeting is scheduled for February 18<sup>th</sup> and will include a brainstorming session on activities and food vendors. All we need now is a date!

**LMH Wellness Center Update.** On February 5, I met with community health education representatives from Lawrence Memorial Hospital and the Douglas County Health Department. The purpose was to get planning underway for programs at the new LMH Wellness Center at the library. Committee members agreed to use the Douglas County Community Health Plan as a framework. This report, compiled by a consortium of health care agencies in Douglas County identified five focus areas for health improvement: (1) access to healthy foods; (2) access to health services; (3) mental health; (4) physical health; and (5) poverty and jobs.

We have come up with a list of people to invite to a meeting to come up with ideas for specific programs centered on these five general areas. These organizations include LMH, the library, Douglas County Health Department, Douglas County Community Foundation, United Way, Bert Nash, Douglas County Extension Service, Heartland Community Health Center, Health Care Access, the Lawrence Journal World's health reporter, and KU's Watkins Health Center. The plan is to have representatives from individual agencies present the programs. The library and LMH will serve as the coordinators. We are excited about this new community partnership.

### **Pending Grant Applications:**

**Douglas County Community Foundation:** \$10,000 for library opening events.

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, March 17, 2014 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

Executive Session

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting February 17, 2014**

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

**Library Staff Present:** Brad Allen, Karen Allen, Kim Fletcher, Charlee Glinka, Tricia Karlin, Amanda McConnell, Kathleen Morgan, and Sherri Turner.

**Friends of the Library:** Gordon Fitch.

**Guests:** Elliott Hughes, Lawrence Journal World; Dennis Odgers, B.A. Green.

### **Call to Order**

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

### **Public Comment**

There were no public comments.

### **Consent Agenda**

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

### **Renovation and Expansion Update**

Dennis reported on progress on the building project. Terracotta is being installed on the west side. The last concrete pour on the southwest elevation should be this week. Kennedy Glass is putting in glass. Taping and sanding on the lower level is nearly done, and painting will begin soon. Tiling in the lower level bathrooms will start this week. Framing of the upstairs is 90% complete.

### **Director's Report**

Expansion work continues despite the weather. We are moving forward on the furniture purchases from 3 different vendors. As Polli Kenn moves to the new Readers Services position, Kristin Soper will move from Technical Services to Programs & Events. Miriam Wallen will start next month as the new Teen Librarian. This month Brad spoke to Altrusa, Kiwanis, Arts Roundtable, and Success by Six. He attended ALA midwinter in January. Next month the library is sending 8 people to the Public Library Association conference in Indianapolis.

### **Library Foundation Executive Director's Report**

The tile project was a success with net proceeds to date of \$6500. 95 tiles remain. Kathleen met with LMH and the Douglas County Health Department to discuss program collaboration ideas, using the Douglas County Community Health Plan as a starting point. The report identifies 5 different focus areas. In collaboration with community health partners, the library/LMH partnership will try to sponsor a couple of programs in each of the 5 areas. In addition to program sponsorship, LMH is exploring other options, such as providing a blood pressure machine as part of the Wellness Center.

**Library Friends Report**

Ruth DeWitt has taken a position at the Arts Center. A committee has been formed to decide how to refill her position. There is also much discussion about a new process for reviewing books for sale and receiving donations.

**Ongoing Business****Springsted Update**

Springsted has sent out the salary survey, and Brad followed up with a personal email asking for responses. Taking a personalized approach seems to be yielding a better return. Brad distributed a copy of the organizational chart as it now stands, explaining that there will still be adjustments. Deborah reviewed the 3 original goals of the project: an organizational chart, pay ranges, and a staffing model. The board asked for a report on staffing changes at the next meeting in Executive Session.

**Visioning**

Brad is working to confirm a time with Gina for the next Visioning session. He will send out information regarding date and time.

**New Business****Transfer to Capital Fund**

Joan said that library expenditures in 2013 were under budget by \$76,348. These excess funds have been transferred from our checking account into our capital improvement account as permitted by law.

**Executive Session**

David moved to go into Executive session for 30 minutes to discuss a personnel matter; Brady seconded. Motion carried.

Following the executive session, Deborah Thompson moved and Ursula Minor seconded the following motion:

1. To approve as amended the 2013 performance evaluation for Brad Allen, Library Director.
2. To give him a \$1000 retention bonus in addition to the 2% cost of living increase which was applied to his annual salary 1/31/14.
3. Joan Golden will explore with the City Manager, to see if there are any other benefits available to a "City Director" position to augment the benefit package for the Library Director's position.

**Adjournment**

The meeting adjourned at 6:05p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
February 2014									
REVENUES	Month	Year to Date	Annual Budget	17% of Year	February 2013	YTD 2013			
Tax Fund	\$ 1,400,000.00	\$ 1,400,000.00	\$ 3,383,260.00	41.38%	\$ -	\$ 1,350,000.00			
Interest	\$ 22.52	\$ 33.88	\$ 250.00	13.55%	\$ 29.97	\$ 39.88			
State Aid	\$ 32,124.22	\$ 32,124.22	\$ 32,000.00	100.39%		\$ -			
N.E.K.L.	\$ -	\$ -	\$ 62,560.00	0.00%		\$ -			
Photo Copies	\$ 929.50	\$ 1,926.10	\$ 12,730.00	15.13%	\$ 1,172.75	\$ 1,457.92			
Overdues	\$ 12,856.85	\$ 26,805.82	\$ 170,000.00	15.77%	\$ 13,556.67	\$ 21,824.49			
Miscellaneous	\$ 30.02	\$ 13.49			\$ (97.23)	\$ (96.90)			
Total Revenues	\$ 1,445,963.11	\$ 1,460,903.51	\$3,660,800.00	39.91%	\$14,662.16	\$1,373,225.39			
EXPENSES									
Salaries & Wages	\$ 153,837.65	\$ 298,445.80	\$ 1,960,000.00	15.23%	\$ 151,705.56	\$ 298,711.91			
Health Insurance	\$ 21,488.95	\$ 42,977.90	\$ 302,000.00	14.23%	\$ 20,633.93	\$ 42,271.74			
Payroll Taxes	\$ 25,587.70	\$ 49,985.08	\$ 342,000.00	14.62%	\$ 24,694.42	\$ 48,771.77			
Books & Materials	\$ 34,811.29	\$ 37,380.63	\$ 520,500.00	7.18%	\$ 32,360.67	\$ 16,405.26			
Periodicals	\$ 10,765.11	\$ 10,765.11	\$ 19,500.00	55.21%	\$ 7,578.06	\$ 13,363.56			
Library Supplies	\$ 8,814.44	\$ 16,294.47	\$ 95,000.00	17.15%	\$ 7,522.88	\$ 14,373.32			
Building Supplies	\$ 1,069.84	\$ 1,949.14	\$ 16,800.00	11.60%	\$ 1,464.24	\$ 3,075.16			
Repairs & Maintenance	\$ 324.31	\$ 848.59	\$ 75,000.00	1.13%	\$ 969.20	\$ 2,325.46			
Equipment	\$ -	\$ -	\$ 5,000.00	0.00%		\$ -			
Equipment - Technology	\$ 3,747.92	\$ 4,350.45	\$ 16,000.00	27.19%	\$ 2,560.91	\$ 3,171.79			
Capital Improvements	\$ -	\$ -	\$ -			\$ -			
Utilities	\$ (3,286.69)	\$ 165.70	\$ 107,000.00	0.15%	\$ 15,581.32	\$ 30,539.21			
Insurance	\$ 372.95	\$ 745.90	\$ 16,000.00	4.66%	\$ 317.70	\$ 619.80			
Postage	\$ 1,244.23	\$ 1,953.19	\$ 25,000.00	7.81%	\$ 756.19	\$ 2,037.99			
Travel & Continuing Education	\$ 3,697.71	\$ 3,697.71	\$ 25,000.00	14.79%	\$ 2,055.83	\$ 1,727.48			
Book Van & Mileage	\$ 60.96	\$ 709.66	\$ 4,000.00	17.74%	\$ 57.27	\$ 129.39			
Photo Copiers	\$ 655.83	\$ 1,025.40	\$ 8,000.00	12.82%	\$ 629.04	\$ 1,258.08			
Programs	\$ 933.98	\$ 1,113.98	\$ 20,000.00	5.57%	\$ 1,327.75	\$ 1,264.54			
Professional Fees	\$ 2,071.60	\$ 6,738.44	\$ 70,000.00	9.63%	\$ 28,533.18	\$ 40,293.58			
Website/OPAC Content	\$ 290.00	\$ 325.00	\$ 14,000.00	2.32%	\$ 176.36	\$ 1,236.91			
Advertising & Marketing	\$ 622.84	\$ 1,111.54	\$ 15,000.00	7.41%	\$ 1,078.84	\$ 3,514.09			
Contingency		\$ -	\$ 5,000.00	0.00%		\$ -			
Miscellaneous	\$ (289.13)	\$ 858.87			\$ 206.22	\$ 2,095.41			
Total Expenses	\$ 266,821.49	\$ 481,442.56	\$3,660,800.00	13.15%	\$ 300,209.57	\$ 527,186.45			
Revenues Over Expenses	\$ 1,179,141.62	\$ 979,460.95							
Cash Balances:									
Checking	\$ 1,594,897.18								
Capital Improvement	\$ 638,745.53								

Lawrence Public Library									
Outside Funding Report									
February 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
Friends:									
	Opening Day Collection	\$ 5,000.00			\$ 5,000.00	\$ -			\$ 5,000.00
	Programming:				\$ -				\$ -
	Adult				\$ -				\$ -
	Book Clubs		\$ 601.99	\$ 601.99					\$ 601.99
	Summer Reading	\$ 2,500.00		\$ 2,500.00					\$ -
	RAL - YS,YA,Adult		\$ 7,162.94	\$ 7,162.94			\$ 1,024.00		\$ 2,224.14
	TEDx	\$ 1,500.00		\$ 1,500.00					\$ -
	Author Talks	\$ 1,000.00		\$ 1,000.00					\$ -
	Senior		\$ 1,048.08	\$ 1,048.08					\$ 1,048.08
	Youth		\$ 914.71	\$ 914.71			\$ -		\$ 708.40
	Summer Reading	\$ 6,800.00	\$ 2,601.10	\$ 9,401.10					\$ 2,601.10
	Extra Paperbacks		\$ 247.25	\$ 247.25					\$ 247.25
	Young Adult		\$ 873.82	\$ 873.82			\$ -		\$ 753.90
	Summer Reading	\$ 6,000.00	\$ 172.50	\$ 6,172.50					\$ 172.50
	Advertising	\$ 5,000.00	\$ 2,524.39	\$ 7,524.39			\$ -		\$ 2,300.04
	Promotional Items & Bookbags	\$ 15,000.00	\$ 1,299.22	\$ 16,299.22					\$ 1,299.22
	Banned Books		\$ 57.85	\$ 57.85					\$ 57.85
	Printing Summer Reading		\$ 5,000.00	\$ 5,000.00					\$ 5,000.00
	Book Bags	\$ 4,000.00	\$ -	\$ 4,000.00		\$ -	\$ -		\$ -
	BookPage		\$ 20.00	\$ 20.00					\$ 20.00
	Movie Licensing	\$ 1,500.00	\$ 170.00	\$ 1,670.00					\$ 170.00
	Scholarships		\$ 3,750.00	\$ 3,750.00					\$ 3,750.00
	Staff Incentives		\$ 900.86	\$ 900.86			\$ -		\$ 838.90
	Aquarium Maintenance	\$ 1,400.00	\$ (382.81)	\$ 1,017.19			\$ 97.60		\$ (680.37)
	Wages/Taxes-DeWitt/Howard		\$ 174.62	\$ 174.62			\$ 1,343.76		\$ 14,154.34
	Volunteer Recognitions	\$ 1,000.00		\$ 1,000.00			\$ -		\$ (80.00)
	Volunteers		\$ 130.00	\$ 130.00					\$ 130.00
	Puppet Theater (Brummell)		\$ 200.00	\$ 200.00					\$ 200.00
	Other TBA	\$ (2,100.00)	\$ 2,100.00	\$ -					\$ 2,100.00
	Wellness Committee		\$ 105.00	\$ 105.00			\$ 62.12		\$ 42.88
	<b>TOTALS</b>	\$ 48,600.00	\$ 29,671.52	\$ 73,271.52		\$ -	\$ 2,527.48		\$ 37,660.22



Lawrence Public Library										
Outside Funding Report										
February 2014										
		Amount		Previous Year(s)		Received		Spent		Funds
		Pledged		Carryover		This Month		This Month		Remaining
		For 2014			TOTAL					
Foundation:										
	Kansas Health Foundation			\$ 848.14	\$ 848.14	\$ -				\$ 848.14
	Walmart-YS			\$ 68.19	\$ 68.19	\$ -		\$ -		\$ (23.79)
	FINRA			\$ 14,380.65	\$ 14,380.65	\$ -		\$ 498.20		\$ 12,084.02
	Steiner Storytelling Programs				\$ -	\$ -				\$ -
	Salaries/Taxes-Oden				\$ -			\$ 983.22		\$ (1,824.14)
	Morgan Expenses			\$ -	\$ -	\$ -		\$ 195.65		\$ (195.65)
	Praxair			\$ 3,494.60	\$ 3,494.60					\$ 3,494.60
	Laptops			\$ 45.26	\$ 45.26					\$ 45.26
	Book Drops Project				\$ -					\$ -
	Foundation Center			\$ (995.00)	\$ (995.00)					\$ (995.00)
	Milliken Fund				\$ -					\$ -
	Community Kindle			\$ 301.00	\$ 301.00					\$ 301.00
	DCCF - DIY Summer Reading				\$ -					\$ -
	Local Music Project			\$ (2,500.00)	\$ (2,500.00)					\$ (2,500.00)
	Walmart eReader BCIAB			\$ 129.70	\$ 129.70					\$ 129.70
	New Building Technology			\$ (319.80)	\$ (319.80)	\$ -		\$ 207,988.89		\$ (36,322.43)
	Tile Project					\$ 369.51				\$ 369.51
	Simpson Grant							\$ 395.19		\$ (395.19)
	TOTALS	\$ -		\$ 14,604.60	\$ 14,604.60	\$ 369.51		\$ 210,061.15		\$ (25,832.11)
Other:										
	Memorials/Honor with Books	\$ -		\$ 1,745.12	\$ 1,745.12	\$ 305.00		\$ 131.57		\$ 1,835.17
	Lawrence Give Back	\$ -		\$ 2,474.30	\$ 2,474.30	\$ 128.20				\$ 2,626.32
	Brummell-YS	\$ -		\$ 55.77	\$ 55.77	\$ -				\$ 155.77
	Wurfy			\$ 41.06	\$ 41.06	\$ -				\$ 141.06
	Moving			\$ 125.00	\$ 125.00					\$ 125.00
	Underwood Gift (Sr. Outreach)			\$ 175.00	\$ 175.00			\$ -		\$ 131.94
	John Cotton Dana			\$ 10,000.00	\$ 10,000.00					\$ 10,000.00
	Merchandise Sales			\$ 2,301.23	\$ 2,301.23	\$ 224.36				\$ 2,848.59
	TOTALS	\$ -		\$ 16,917.48	\$ 16,917.48	\$ 657.56		\$ 131.57		\$ 17,863.85
					Total Income	\$ 1,027.07		YTD Income		\$ 326,773.89
					Total Expenditures	\$ 212,720.20		YTD Expenditures		\$ 353,275.53

**Lawrence Public Library**  
**Balance Sheet**  
As of February 28, 2014

	<u>Feb 28, 14</u>	<u>Feb 28, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	638,745.53	562,340.62	76,404.91	13.6%
Checking	1,594,897.18	1,403,301.50	191,595.68	13.7%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>2,233,642.71</u>	<u>1,965,642.12</u>	<u>268,000.59</u>	<u>13.6%</u>
<b>Total Current Assets</b>	<u>2,233,642.71</u>	<u>1,965,642.12</u>	<u>268,000.59</u>	<u>13.6%</u>
<b>Other Assets</b>				
Petty Cash	700.00	700.00	0.00	0.0%
<b>Total Other Assets</b>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>2,234,342.71</b></u>	<u><b>1,966,342.12</b></u>	<u><b>268,000.59</b></u>	<u><b>13.6%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	221,890.69	64,729.02	157,161.67	242.8%
<b>Total Accounts Payable</b>	<u>221,890.69</u>	<u>64,729.02</u>	<u>157,161.67</u>	<u>242.8%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	73.75	36,987.88	-36,914.13	-99.8%
<b>Total Other Current Liabilities</b>	<u>73.75</u>	<u>36,987.88</u>	<u>-36,914.13</u>	<u>-99.8%</u>
<b>Total Current Liabilities</b>	<u>221,964.44</u>	<u>101,716.90</u>	<u>120,247.54</u>	<u>118.2%</u>
<b>Total Liabilities</b>	<u>221,964.44</u>	<u>101,716.90</u>	<u>120,247.54</u>	<u>118.2%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,783.74	625,466.10	133,317.64	21.3%
Net Income	952,959.31	938,523.90	14,435.41	1.5%
<b>Total Equity</b>	<u>2,012,378.27</u>	<u>1,864,625.22</u>	<u>147,753.05</u>	<u>7.9%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,234,342.71</b></u>	<u><b>1,966,342.12</b></u>	<u><b>268,000.59</b></u>	<u><b>13.6%</b></u>

**Lawrence Public Library  
Revenues & Expenses**

February 2014

	<u>Feb 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Foundation Events	369.51
Personal Books	30.02
Merchandise Sales	224.36
Gifts-Other	433.20
Grants	32,124.22
Interest	22.52
Overdues	12,856.85
Photo Copies	929.50
Tax Fund	1,400,000.00
<b>Total Income</b>	<u>1,446,990.18</u>
<b>Gross Profit</b>	1,446,990.18
<b>Expense</b>	
FOUNDATION FUNDING	209,077.93
FRIENDS FUNDING	1,315.29
Reconciliation Discrepancies	-398.78
Books & Materials	45,576.40
Miscellaneous	1,568.02
Technology Equipment	3,747.92
Insurance	372.95
Payroll Expenses	177,618.87
Payroll Taxes	25,732.71
Postage and Delivery	1,244.23
Professional Fees	2,071.60
Program Expense	933.98
Repairs	324.31
Supplies	9,884.28
Travel & Hospitality	3,758.67
Utilities	-3,286.69
<b>Total Expense</b>	<u>479,541.69</u>
<b>Net Ordinary Income</b>	<u>967,448.49</u>
<b>Net Income</b>	<u><u>967,448.49</u></u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	<u>Mar 11, 14</u>
Advance Insurance Company	391.33
Affordable Alternatives, Inc.	45.75
Amazon	2,905.67
April M. Haight	12.13
ASI	50.00
Baker & Taylor, Inc.	24,437.61
Balloonarts	254.50
Black Hills Energy	691.16
Blackstone Audio, Inc.	593.09
Bob's Janitorial Service	282.00
Brilliance Audio, Inc.	1,016.56
Center Point Large Print	467.94
Century Business Technologi...	513.02
Cintas Fire Protection	285.24
CISM	3,152.00
Dale Martin	39.00
Demco, Inc.	1,185.32
EBSCO	30.00
Express Services, Inc.	437.37
Gale Group, Inc.	38.92
Gaylord Bros., Inc.	1,756.37
Government Research Service	106.50
H.W. Wilson Company	295.00
Houchen Bindery, Ltd.	65.80
Ingram Library Services	533.32
Intuit	29.85
Jayhawk Trophy Co., Inc.	20.46
Jayhawk Tropical Fish	97.60
Jeni Daley	25.00
Jessica L. Burghart	25.29
Jiminate	100.00
Kansas Public Radio	450.01
Katharine S. Ritter	15.49
Kevin Willmott	2,500.00
Laser Logic, Inc.	665.99
Laura Odell	40.00
Lawrence Utility Billing	605.94
Mary Kathleen Gordon-Ross	7.46
Midwest Tape	7,941.85
Molly S. Mellinger	10.70
NEKLS	954.65
Noel M. Rasor	11.18
OCLC, Inc.	4,521.94
OverDrive	564.36
Pan Asian Publications Inc.	139.24
Pro Print Inc.	762.00
Pur-O-Zone, Inc.	751.34
Quill Corporation	734.76
Rachel Graybill	90.53
Random House, Inc.	676.96
Recorded Books	2,782.82
Schendel Services	39.07
Springsted, Inc.	24,000.00
Sun Creations, Inc.	175.00
Tamara L. Jarrow	9.84
Tantor Media	438.27
Tech Logic	160,017.17
Unique Management Services	1,813.62
United Parcel Service	756.25
VISA 5372	5,457.45
Westar-2	3,677.28
Westar - 3	46.07
William G. Gartland	9.74
WOW!Business	2,484.05
TOTAL	<u>263,034.83</u>

Lawrence Public Library  
Check Detail  
March 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	April 2014	03/11/2014		Group Life Insurance	-391.33
TOTAL					-391.33
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	February 2014	03/11/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>	
Bill		03/11/2014		Borders Gas	-691.16
TOTAL					-691.16
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	Bill Pay	02/21/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		03/11/2014		Storage Facility	-31.24
Bill		03/11/2014		Borders Account	-441.01
Bill		03/11/2014		Water	-133.69
TOTAL					-605.94
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1094	03/11/2014		Postage and Delivery	-756.25
TOTAL					-756.25
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/17/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		03/11/2014		Bookvan & Mileage	-150.75
				Building Supplies	-166.83
				Advertising	-899.76
				Read Across Lawrence	-20.00
				Outreach Programming	-17.15
				Young Adult Programm...	-364.68
				Postage and Delivery	-15.99
				Technology Equipment	-189.20
				Books & Materials	-100.43
				FOUNDATION FUNDING	-370.55
				Library Supplies	-250.08
				Children's Programming	-174.23
				ALA	-230.00
				PLA	-156.00
				New Building Technology	-1,779.20
				Miscellaneous	-32.98
				Miscellaneous	-20.00
				Advertising	-6.96
				Admin. Dept.	-135.00
				Adult Services	-65.00
				Technology Equipment	-312.66
TOTAL					-5,457.45

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Lawrence Public Library  
Check Detail  
March 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/17/2014	Westar-2	Checking	
Bill		03/11/2014		Borders Account	-3,677.28
TOTAL					-3,677.28
Bill Pmt -Check	Electronic	03/17/2014	Westar - 3	Checking	
Bill		02/27/2014		Storage Facility	-46.07
TOTAL					-46.07
Bill Pmt -Check	6368	03/17/2014	Affordable Alternatives, Inc.	Checking	
Bill	5414	02/27/2014		Library Supplies	-45.75
TOTAL					-45.75
Bill Pmt -Check	6369	03/17/2014	Balloonarts	Checking	
Bill	1643	03/11/2014		Children's Programming	-254.50
TOTAL					-254.50
Bill Pmt -Check	6370	03/17/2014	Blackstone Audio, Inc.	Checking	
Bill	694378	02/28/2014		Books & Materials	-53.96
Bill	695310	02/28/2014		Books & Materials	-59.99
Bill	698958	03/11/2014		Books & Materials	-33.00
Bill	697996	03/11/2014		Books & Materials	-446.14
TOTAL					-593.09
Bill Pmt -Check	6371	03/17/2014	Bob's Janitorial Service	Checking	
Bill	155694	02/21/2014		Professional Fees	-272.00
Bill	167004	03/11/2014		Professional Fees	-10.00
TOTAL					-282.00
Bill Pmt -Check	6372	03/17/2014	Brilliance Audio, Inc.	Checking	
Bill	IN0856034	02/28/2014		Books & Materials	-19.99
Bill	IN0854743	02/28/2014		Books & Materials	-44.99
Bill	IN0852011	02/28/2014		Books & Materials	-19.99
Bill	IN0851505	02/28/2014		Books & Materials	-24.99
Bill	IN0850088	02/28/2014		Books & Materials	-19.99
Bill	IN0851949	02/28/2014		Books & Materials	-46.49
Bill	IN0845898	02/28/2014		Books & Materials	-101.12
Bill	IN0846063	02/28/2014		Books & Materials	-79.96
Bill	IN0851504	02/28/2014		Books & Materials	-46.49
				FINRA	-44.98
Bill	IN0847935	02/28/2014		Books & Materials	-92.26
Bill	IN0859958	03/11/2014		Books & Materials	-39.99
Bill	IN0859957	03/11/2014		Books & Materials	-39.99
Bill	IN0859260	03/11/2014		Books & Materials	-26.49
Bill	IN0857603	03/11/2014		Books & Materials	-19.99
Bill	IN0857604	03/11/2014		Books & Materials	-348.85
TOTAL					-1,016.56

Lawrence Public Library  
Check Detail  
March 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6373</b>	<b>03/17/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1155712	02/28/2014		Books & Materials	-467.94
TOTAL					-467.94
<b>Bill Pmt -Check</b>	<b>6374</b>	<b>03/17/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	314262	02/21/2014		Copying	-55.68
Bill	314313	02/21/2014		Copying	-237.44
Bill	314870	02/21/2014		Copying	-61.45
Bill	314871	02/21/2014		Copying	-15.00
Bill	316148	02/28/2014		Copying	-143.45
TOTAL					-513.02
<b>Bill Pmt -Check</b>	<b>6375</b>	<b>03/17/2014</b>	<b>Cintas Fire Protection</b>	<b>Checking</b>	
Bill	OF58543357	02/28/2014		Building Repairs	-285.24
TOTAL					-285.24
<b>Bill Pmt -Check</b>	<b>6376</b>	<b>03/17/2014</b>	<b>CISM</b>	<b>Checking</b>	
Bill	2014-02-28-001	03/11/2014		FINRA	-1,576.00
Bill	2014-03-01-001	03/11/2014		FINRA	-1,576.00
TOTAL					-3,152.00
<b>Bill Pmt -Check</b>	<b>6377</b>	<b>03/17/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5215141	02/27/2014		Library Supplies	-1,185.32
TOTAL					-1,185.32
<b>Bill Pmt -Check</b>	<b>6378</b>	<b>03/17/2014</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	1464122	02/28/2014		Periodicals	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>6379</b>	<b>03/17/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	13664700-5	02/21/2014		Professional Fees	-114.72
Bill	13699048-8	02/28/2014		Professional Fees	-207.93
Bill	13723142-9	02/28/2014		Professional Fees	-114.72
TOTAL					-437.37
<b>Bill Pmt -Check</b>	<b>6380</b>	<b>03/17/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	51615604	03/11/2014		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>6381</b>	<b>03/17/2014</b>	<b>Gaylord Bros., Inc.</b>	<b>Checking</b>	
Bill	2251926	02/27/2014		Library Supplies	-1,756.37
TOTAL					-1,756.37

Lawrence Public Library  
Check Detail  
March 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6382</b>	<b>03/17/2014</b>	<b>Government Research Service</b>	<b>Checking</b>	
Bill	12376	02/28/2014		Books & Materials	-106.50
TOTAL					-106.50
<b>Bill Pmt -Check</b>	<b>6383</b>	<b>03/17/2014</b>	<b>H.W. Wilson Company</b>	<b>Checking</b>	
Bill	318101	03/11/2014		Books & Materials	-295.00
TOTAL					-295.00
<b>Bill Pmt -Check</b>	<b>6384</b>	<b>03/17/2014</b>	<b>Houchen Bindery, Ltd.</b>	<b>Checking</b>	
Bill	211217	02/28/2014		Books & Materials	-65.80
TOTAL					-65.80
<b>Bill Pmt -Check</b>	<b>6385</b>	<b>03/17/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	77237538	02/28/2014		Books & Materials	-32.37
				Library Supplies	-5.97
Bill	77287068	02/28/2014		Books & Materials	-41.95
				Library Supplies	-2.88
Bill	77226504	02/28/2014		Books & Materials	-124.10
				Library Supplies	-15.92
Bill	77033199	02/28/2014		Books & Materials	-54.56
				Library Supplies	-3.77
Bill	77134564	02/28/2014		Books & Materials	-50.39
				Library Supplies	-6.86
Bill	77340458	03/11/2014		Books & Materials	-69.17
				Library Supplies	-6.86
Bill	77445189	03/11/2014		Books & Materials	-63.51
				Library Supplies	-7.75
Bill	77373487	03/11/2014		Books & Materials	-42.39
				Library Supplies	-4.87
TOTAL					-533.32
<b>Bill Pmt -Check</b>	<b>6386</b>	<b>03/17/2014</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	47935	02/21/2014		Miscellaneous	-20.46
TOTAL					-20.46
<b>Bill Pmt -Check</b>	<b>6387</b>	<b>03/17/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	856765	02/21/2014		Aquarium Maintenance	-48.00
Bill	856795	02/28/2014		Aquarium Maintenance	-49.60
TOTAL					-97.60
<b>Bill Pmt -Check</b>	<b>6388</b>	<b>03/17/2014</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	3-022614	02/28/2014		Advertising	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>6389</b>	<b>03/17/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	123867	03/11/2014		Advertising	-450.01
TOTAL					-450.01



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Lawrence Public Library  
Check Detail  
March 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6390</b>	<b>03/17/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	270306	02/27/2014		Office Supplies	-665.99
TOTAL					-665.99
<b>Bill Pmt -Check</b>	<b>6391</b>	<b>03/17/2014</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	Workshop	02/21/2014		Youth Services Dept.	-20.00
Bill	3-7-14	03/11/2014		Library Supplies	-934.65
TOTAL					-954.65
<b>Bill Pmt -Check</b>	<b>6392</b>	<b>03/17/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	303153	03/11/2014		OCLC Internet	-3,740.07 -781.87
TOTAL					-4,521.94
<b>Bill Pmt -Check</b>	<b>6393</b>	<b>03/17/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	121313	03/11/2014		Books & Materials	-279.36
Bill	MR-0009771	03/11/2014		Library Supplies	-285.00
TOTAL					-564.36
<b>Bill Pmt -Check</b>	<b>6394</b>	<b>03/17/2014</b>	<b>Pan Asian Publications Inc.</b>	<b>Checking</b>	
Bill	U-13977	02/28/2014		Books & Materials	-139.24
TOTAL					-139.24
<b>Bill Pmt -Check</b>	<b>6395</b>	<b>03/17/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	82949	02/21/2014		Printing	-320.00
Bill	82990	02/27/2014		Printing	-92.00
Bill	83000	02/27/2014		Printing	-42.50
Bill	83001	02/27/2014		Printing	-217.50
Bill	83113	03/11/2014		Printing	-90.00
TOTAL					-762.00
<b>Bill Pmt -Check</b>	<b>6396</b>	<b>03/17/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	625566	02/21/2014		Building Supplies	-369.18
Bill	627110	03/11/2014		Building Supplies	-382.16
TOTAL					-751.34
<b>Bill Pmt -Check</b>	<b>6397</b>	<b>03/17/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	9537324	02/21/2014		Library Supplies	-94.08
Bill	9808143	02/28/2014		Library Supplies	-77.44
Bill	9746035	02/28/2014		Library Supplies	-46.80
Bill	9751026	02/28/2014		Library Supplies	-466.37
Bill	9870267	02/28/2014		Library Supplies	-24.99
Bill	9943882	03/11/2014		Library Supplies	-25.08
TOTAL					-734.76

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6398</b>	<b>03/17/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1089201390	02/21/2014		Books & Materials	-50.00
Bill	1089235564	02/28/2014		Books & Materials	-97.50
Bill	1089473867	03/11/2014		Books & Materials	-33.71
Bill	1089458453	03/11/2014		Books & Materials	-371.25
Bill	10894532625	03/11/2014		Books & Materials	-12.00
Bill	1089343182	03/11/2014		Books & Materials	-52.50
Bill	1089429174	03/11/2014		Books & Materials	-60.00
TOTAL					-676.96
<b>Bill Pmt -Check</b>	<b>6399</b>	<b>03/17/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74883409	02/28/2014		Books & Materials	-42.08
Bill	74881480	02/28/2014		Books & Materials	-71.77
Bill	74875830	02/28/2014		Books & Materials	-56.69
Bill	74876620	02/28/2014		Books & Materials	-116.71
Bill	74876874	02/28/2014		Books & Materials	-230.65
Bill	74876723	02/28/2014		Books & Materials	-367.98
Bill	74878300	02/28/2014		Books & Materials	-59.59
Bill	74877052	02/28/2014		Books & Materials	-63.22
Bill	74875360	02/28/2014		Books & Materials	-111.37
Bill	74873080	02/28/2014		Books & Materials	-71.77
Bill	74874820	02/28/2014		Books & Materials	-71.77
Bill	74870396	02/28/2014		Books & Materials	-258.68
Bill	74870395	02/28/2014		Books & Materials	-202.42
Bill	74870394	02/28/2014		Books & Materials	-755.68
Bill	74872055	02/28/2014		Books & Materials	-108.16
Bill	74871718	02/28/2014		Books & Materials	-45.09
Bill	74871335	02/28/2014		Books & Materials	-131.36
Bill	74872403	02/28/2014		Books & Materials	-17.83
TOTAL					-2,782.82
<b>Bill Pmt -Check</b>	<b>6400</b>	<b>03/17/2014</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30192852	02/21/2014		Building Repairs	-39.07
TOTAL					-39.07
<b>Bill Pmt -Check</b>	<b>6401</b>	<b>03/17/2014</b>	<b>Sun Creations, Inc.</b>	<b>Checking</b>	
Bill	77590	02/27/2014		Office Supplies	-175.00
TOTAL					-175.00
<b>Bill Pmt -Check</b>	<b>6402</b>	<b>03/17/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV10065	02/28/2014		Books & Materials	-19.49
Bill	INV9960	02/28/2014		Books & Materials	-334.32
Bill	INV9726	02/28/2014		Books & Materials	-19.49
Bill	INV10184	03/11/2014		Books & Materials	-64.97
TOTAL					-438.27
<b>Bill Pmt -Check</b>	<b>6403</b>	<b>03/17/2014</b>	<b>Tech Logic</b>	<b>Checking</b>	
Bill	15005507PP@	02/28/2014		New Building Technology	-160,017.17
TOTAL					-160,017.17

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6404</b>	<b>03/17/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	252975	03/11/2014		Professional Fees	-1,002.40
Bill	252976	03/11/2014		Professional Fees	-210.92
				Postage and Delivery	-511.07
				Library Supplies	-89.23
<b>TOTAL</b>					<b>-1,813.62</b>
<b>Bill Pmt -Check</b>	<b>27372</b>	<b>03/17/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	8772219	02/21/2014		Simpson Grant	-342.24
Bill	8772219	02/21/2014		Simpson Grant	-52.95
Bill	6887414	02/27/2014		Wellness Committee E...	-35.12
Bill	0492239	02/27/2014		Wellness Committee E...	-27.00
Bill	7494614	02/28/2014		Books & Materials	-202.07
Bill	6222618	02/28/2014		Books & Materials	-27.79
Bill	5392249	02/28/2014		Books & Materials	-194.40
Bill	6432215	02/28/2014		Books & Materials	-11.05
Bill	9236246	02/28/2014		Books & Materials	-99.95
Bill	2399425	02/28/2014		Books & Materials	-408.10
Bill	1401869	02/28/2014		Books & Materials	-8.87
Bill	6021005	03/11/2014		Books & Materials	-680.72
Bill	6021005	03/11/2014		Books & Materials	-29.51
Bill	0465028	03/11/2014		Books & Materials	-4.84
Bill	0957860	03/11/2014		Books & Materials	-43.18
Bill	8052225	03/11/2014		Books & Materials	-119.92
Bill	0465028	03/11/2014		Books & Materials	-55.36
Bill	9236246	03/11/2014		Books & Materials	-219.44
Bill	5445819	03/11/2014		Books & Materials	-343.16
<b>TOTAL</b>					<b>-2,905.67</b>
<b>Bill Pmt -Check</b>	<b>27373</b>	<b>03/17/2014</b>	<b>April M. Haight</b>	<b>Checking</b>	
Bill	REFUND	02/27/2014		Overdues	-11.63
Bill	REFUND	02/27/2014		Overdues	-0.50
<b>TOTAL</b>					<b>-12.13</b>
<b>Bill Pmt -Check</b>	<b>27374</b>	<b>03/17/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	81 Invoices	02/28/2014		Library Supplies	-1,258.88
				Books & Materials	-14,096.44
				FINRA	-291.42
				GGIFT	-48.84
Bill	55 Invoices	03/11/2014		Library Supplies	-694.18
				Books & Materials	-8,008.34
				FINRA	-9.80
				GGIFT	-29.71
<b>TOTAL</b>					<b>-24,437.61</b>
<b>Bill Pmt -Check</b>	<b>27375</b>	<b>03/17/2014</b>	<b>Dale Martin</b>	<b>Checking</b>	
Bill	Parks & Rec	02/28/2014		Miscellaneous	-39.00
<b>TOTAL</b>					<b>-39.00</b>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27376</b>	<b>03/17/2014</b>	<b>Jeni Daley</b>	<b>Checking</b>	
Bill	3-17-14	02/27/2014		Advertising	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27377</b>	<b>03/17/2014</b>	<b>Jessica L. Burghart</b>	<b>Checking</b>	
Bill	REFUND	02/27/2014		Overdues	-19.74
Bill	REFUND	02/27/2014		Overdues	-5.55
TOTAL					-25.29
<b>Bill Pmt -Check</b>	<b>27378</b>	<b>03/17/2014</b>	<b>Katharine S. Ritter</b>	<b>Checking</b>	
Bill	REFUND	02/27/2014		Overdues	-15.49
TOTAL					-15.49
<b>Bill Pmt -Check</b>	<b>27379</b>	<b>03/17/2014</b>	<b>Kevin Willmott</b>	<b>Checking</b>	
Bill	Deposit	03/11/2014		Adult Gifts	-2,500.00
TOTAL					-2,500.00
<b>Bill Pmt -Check</b>	<b>27380</b>	<b>03/17/2014</b>	<b>Laura Odell</b>	<b>Checking</b>	
Bill	4/12/14	02/27/2014		Adult Programming	-40.00
TOTAL					-40.00
<b>Bill Pmt -Check</b>	<b>27381</b>	<b>03/17/2014</b>	<b>Mary Kathleen Gordon-Ross</b>	<b>Checking</b>	
Bill	REFUND	03/11/2014		Overdues	-7.46
TOTAL					-7.46
<b>Bill Pmt -Check</b>	<b>27382</b>	<b>03/17/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	91631554	02/28/2014		Books & Materials	-221.20
Bill	91637795	02/28/2014		Books & Materials	-62.20
Bill	91631552	02/28/2014		Books & Materials	-768.04
Bill	91619801	02/28/2014		Books & Materials	-113.95
Bill	91619800	02/28/2014		Books & Materials	-45.56
Bill	91612060	02/28/2014		Books & Materials	-246.38
Bill	91598527	02/28/2014		Books & Materials	-283.41
Bill	91613537	02/28/2014		Books & Materials	-299.92
Bill	91613535	02/28/2014		Books & Materials	-947.32
Bill	91612062	02/28/2014		Books & Materials	-233.17
Bill	91613679	02/28/2014		Books & Materials	-584.87
Bill	91595051	02/28/2014		Books & Materials	-786.28
Bill	91595054	02/28/2014		Books & Materials	-102.71
Bill	91598740	02/28/2014		Books & Materials	-301.38
Bill	91595053	02/28/2014		Books & Materials	-239.94
Bill	91599922	02/28/2014		Books & Materials	-71.35
Bill	9159/8529	02/28/2014		Books & Materials	-22.49
Bill	91599923	02/28/2014		Books & Materials	-59.98
Bill	91613539	02/28/2014		Books & Materials	-16.49
Bill	91625717	02/28/2014		Books & Materials	-29.99
Bill	91631555	02/28/2014		Books & Materials	-9.74
Bill	91637796	02/28/2014		Books & Materials	-22.48
Bill	91645707	03/11/2014		Books & Materials	-22.93
Bill	91646385	03/11/2014		Books & Materials	-24.73

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Type	Num	Date	Name	Account	Paid Amount
Bill	91665644	03/11/2014		Books & Materials	-10.49
Bill	91649966	03/11/2014		Books & Materials	-29.83
Bill	91649165	03/11/2014		Books & Materials	-170.18
Bill	91649965	03/11/2014		Books & Materials	-299.94
Bill	91649963	03/11/2014		Books & Materials	-1,013.45
Bill	91649163	03/11/2014		Books & Materials	-194.97
Bill	91656874	03/11/2014		Books & Materials	-143.88
Bill	91664890	03/11/2014		Library Supplies	-562.60
TOTAL					-7,941.85
Bill Pmt -Check	27383	03/17/2014	Molly S. Mellinger	Checking	
Bill	REFUND	03/11/2014		Overdues	-10.70
TOTAL					-10.70
Bill Pmt -Check	27384	03/17/2014	Noel M. Rasor	Checking	
Bill	REFUND	02/27/2014		Overdues	-11.18
TOTAL					-11.18
Bill Pmt -Check	27385	03/17/2014	Rachel Graybill	Checking	
Bill	REFUND	02/21/2014		Overdues	-35.04
Bill	REFUND	02/21/2014		Overdues	-55.49
TOTAL					-90.53
Bill Pmt -Check	27386	03/17/2014	Tamara L. Jarrow	Checking	
Bill	REFUND	02/27/2014		Overdues	-9.84
TOTAL					-9.84
Bill Pmt -Check	27387	03/17/2014	William G. Gartland	Checking	
Bill	REFUND	03/11/2014		Overdues	-9.74
TOTAL					-9.74
Bill Pmt -Check	27388	03/17/2014	WOW!Business	Checking	
Bill	2-14-14 Bill	02/26/2014		Internet Telephone	-2,104.98 -379.07
TOTAL					-2,484.05

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Summary--February 2014

INDICATOR	February		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	3.68	2.82	30%			
Reference Transactions per Capita	0.92	0.90	2%			
Program Attendance per Capita	0.30	0.15	100%			
Circulation per Capita	12.92	12.58	3%			
Circulation per Visit	3.51	4.46	-21%			
Total Holdings per Capita	2.16	2.32	-7%			
% of Lawrence Residents Registered	85%	84%	1%			

Circulation--Adult Total	68,811	67,174	2%	145,619	123,460	18%
Circulation--Young Adult Total	3,012	3,542	-15%	6,330	8,269	-23%
Circulation--Youth Total	29,293	27,284	7%	59,786	51,194	17%
Circulation--Bookmobile	1,092	875	25%	2,212	1,781	24%
Circulation--Audiovisual Total	46,113	45,847	1%	97,404	82,305	18%
Circulation--ebook,eaudio,Zinio	2,167	916	137%	4,796	916	424%
Circulation--Total	101,116	98,000	3%	211,735	182,923	16%

Reference Transactions	7,188	7,047	2%	14,236	11,395	25%
User Visits	28,803	21,989	31%	57,331	21,989	161%
LPL Web Site Visits	19,745	18,717	5%	41,568	36,856	13%

Holdings--Added	2,929	3,270	-10%	7,022	5,054	39%
Holdings--Withdrawn	3,799	803	373%	7,278	4,483	62%
Holdings--Total	203,322	217,320	-6%			

Registered Borrowers--Added	476	445	7%			
Registered Borrowers--Total	101,357	99,835	2%			

Adult Programs	13	6	117%	19	10	90%
Young Adult Programs	13	17	-24%	30	17	76%
Youth Programs	38	20	90%	67	20	235%
Senior Programs	15	14	7%	27	27	0%
Total Programs	79	57	39%	143	74	93%
Total Program Attendance	2,336	1,177	98%	3,849	1,627	137%
Public Uses of Meeting Rooms	0	0		0	0	
Meeting Room Turnaways	0	0		0	1	

Total Paid Staff (FTE)	55.86	54.24	3%			
Total Number of Employees	74	74	0%			

# Lawrence Public Library

## Monthly Statistical Report--February 2014

	February		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	3.68	2.82	30%				
Reference Transactions per Capita	0.92	0.90	2%				
Program Attendance per Capita	0.30	0.15	98%				
Circulation per Capita	12.92	12.57	3%				
Total Holdings per Capita	2.16	2.32	-7%				
Collection Turnover--Total	6.08	5.51	10%				
Collection Turnover--Adult	6.04	5.58	8%				
Collection Turnover--Young Adult	3.80	4.33	-12%				
Collection Turnover--Youth	6.60	5.53	19%				
Collection Turnover--Audiovisual	10.56	11.12	-5%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	27400	25967	6%		58131	51438	13%
Circulation--Adult Periodicals	393	278	41%		850	591	44%
Circulation--Adult Feature Films & TV Shows	28655	28898	-1%		60582	49206	23%
Circulation--Electronic Games	1668	1121	49%		3442	1958	76%
Circulation--Adult Music CDs	7560	7672	-1%		15902	13630	17%
Circulation--Adult Audio Books and Books on CD	3114	3217	-3%		6666	6634	0%
Circulation--Adult CD-ROMs	0	1	-100%		0	3	-100%
Circulation--eReaders	21	20	5%		46	21	119%
Circulation--Adult Total	68811	67154	2%		145619	123460	18%

<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and NF Videos	2883	3303	-13%		5985	6625	-10%
Circulation--YA Periodicals	10	0	#DIV/0!		37	7	429%
Circulation--YA Music CDs	0	49	-100%		0	1310	-100%
Circulation--YA Audio Books and Books on CD	119	190	-37%		308	327	-6%
Circulation--YA Total	3012	3542	-15%		6330	8269	-23%
Circulation--Youth Books and NF Videos	27869	25790	8%		56860	48202	18%
Circulation--Youth Periodicals	79	91	-13%		110	159	-31%
Circulation--Youth Music CDs	518	512	1%		1075	1002	7%
Circulation--Youth Audio Books and Books on CD	827	891	-7%		1741	1831	-5%
Circulation--Youth Total	29293	27284	7%		59786	51194	17%
Circulation--Bookmobile	1092	875	25%		2212	1781	24%
Circulation--Total Books	54521	51764	5%		113334	99861	13%
Circulation--Total Periodicals	482	369	31%		997	757	32%
Circulation--Total Audiovisual	46113	45847	1%		97404	82305	18%
Circulation Total	101116	97980	3%		211735	182923	16%
E-Audio (Overdrive only)	184	2	9100%		376	2	18700%
E-Book (Overdrive only)	1169	5	23280%		2365	5	47200%
Zinio	814	909	-10%		2055	909	126%
Circulation Desk Circulation	46013	46879	-2%		95799	95166	1%
Self Check Circulation	55103	51101	8%		115936	87757	32%
Percent Self Check	54%	52%	4%		55%	48%	14%



<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Requests Placed	15507	15418	1%		35145	28081	25%
Requests Filled	12027	12408	-3%		26544	21711	22%
Requests Unclaimed	1370	1595	-14%		2732	1998	37%
Interlibrary Loan Items Borrowed for LPL Patrons	547	436	25%		1248	688	81%
Interlibrary Loan Items Loaned from LPL Collection	624	416	50%		1165	559	108%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	28803	21989	31%		57331	21989	161%
Public Computer Usage	7119	6415	11%		14780	10363	43%
Computer Lab Classes	4	0	#DIV/0!		8	0	#DIV/0!
Computer Lab Classes Attendance	12	0	#DIV/0!		33	0	#DIV/0!
Adult Reference Transactions	6094	5821	5%		12051	9211	31%
Young Adult Reference Transactions	353	525	-33%		812	946	-14%
Youth Reference Transactions	741	701	6%		1373	1238	11%
Total Reference Transactions	7188	7047	2%		14236	11395	25%
Public-Sponsored Uses of Meeting Rooms	0	0			0	0	
Public-Sponsored Meeting Attendance	0	0			0	0	
Meeting Room Turnaways	0	0			0	1	
Business Center Reservations	0	0			0	0	
LPL Web Site Visits	19745	18717	5%		41568	36856	13%
<b>RESOURCES</b>							
Holdings--Total	203322	217320	-6%				
Holdings--Adult	139820	147489	-5%				
Holdings--Young Adult	9527	9830	-3%				
Holdings--Youth	53975	60001	-10%				
Holdings--Audiovisual	52394	49476	6%				
Holdings--eReaders	17	12	42%				
Holdings Added	2929	3270	-10%		7022	5054	39%
Holdings Withdrawn (Weeded)	3799	803	373%		7278	4483	62%
Holdings Net Change	-870	2467			-256	571	

<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>
			<b>2013-2014</b>			<b>2013-2014</b>
<b>LIBRARY PATRONS</b>						
Total Borrowers	101357	99835	2%			
Borrowers Added	476	445	7%		996	755
Borrowers Transacting	10394	9841	6%		18719	19480
Percent of Borrowers Transacting	10%	10%	4%			
Total Number of Lawrence Residents Registered	79790	78245	2%			
Percent of Lawrence Residents Registered	85%	84%	1%			
<b>PROGRAMMING</b>						
Number of Adult Programs	13	6	117%		19	10
Number of Young Adult Programs	13	17	-24%		30	17
Number of Youth Programs	38	20	90%		67	20
Number of Senior Programs	15	14	7%		27	27
Total Programs	79	57	39%		143	74
Adult Program Attendance	453	216	110%		548	551
Young Adult Program Attendance	161	162	-1%		391	162
Youth Program Attendance	1611	695	132%		2686	695
Senior Program Attendance	111	104	7%		224	219
Total Program Attendance	2336	1177	98%		3849	1627
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	55.86	54.24	3%			
ALA-MLS Librarians, in Full-Time Equivalents	14.79	17.59	-16%			
Number of Employees--Total	74	74	0%			
Number of Employees--Full-Time	35	35	0%			
Number of Employees--Part-Time	39	39	0%			
Terminations	1	0	#DIV/0!		1	1
Hirings	0	0	#DIV/0!		0	2
Volunteer Hours	131.5	95	38%		255.5	263

## **Library Director's Report for March 2014**

Respectfully submitted by Brad Allen

### **Building Renovation/Expansion**

Work continues on the building. Weather has abated somewhat in the last few days, but it continues to complicate construction. The basement is drywalled at this point. Some walls have their first coats of paint and the lower level bathrooms are tiled.

### **Read Across Lawrence**

It seems that this month flew by. The marquee event to point out since my last report was our very successful event with Marilynne Robinson, the author of *Housekeeping*, our choice for Read Across Lawrence this year. Around 300 people joined us for the event at Plymouth Congregational Church. I enjoyed getting to ask Marilynne questions and moderate discussion with the audience.

I want to thank all of our staff on their great work on Read Across Lawrence, Polli Kenn, Jeni Daley, and Kathleen Morgan in particular. This was Polli's last hurrah as Programs and Events Coordinator as she transitions into her role as our new Readers' Services Coordinator.

### **Search for New Friends Coordinator**

I was asked to serve ex-officio on the search committee for a new Friends Coordinator. The committee has decided and the board approved that the position become an operations/program manager. The new job will be advertised as a 30-hour per week position and will have more authority than the previous volunteer coordinator position. The board saw this as an opportunity to hire someone with the skills to reimagine their operations to be more efficient and more profitable. The hope is to have the position filled within a month or so.

## **Library Foundation Director's Report • March 10, 2014**

**Donor Wall Name Confirmation.** The Foundation mailed letters to all capital campaign donors who gave \$1,000 or more to the library. The purpose is to ensure that we have the correct spelling of each name for the permanent donor wall in the new library. There are approximately 160 individuals, families, businesses, and organizations included on the wall.

**Love Your Library Tile Project.** The Love Your Library Tile Project was a great success. The Library Foundation sold a total of 465 tiles. Net proceeds stand at approximately \$8,000. The artwork has been sent to the ArtWare Fundraising company and the finished tiles will be ready in about a month. The result will be a lovely community mosaic of bathroom tile artwork.

**“Toast to the Library” Update.** The Toast to the Library party, the Library Foundation’s “Sneak Peek” event, is officially scheduled for Thursday evening, June 26<sup>th</sup> at 7 pm. This is approximately three to four weeks before the official public opening of the library. We also are pleased to announce that Ranjbar Orthodontics has signed on as our fifth and final Signature Sponsor, a \$5,000 commitment, bringing our sponsorship fundraising total to \$30,000. The planning committee will meet again on March 19<sup>th</sup> to continue its discussions.

**Commemorative Program.** Sunflower Publishing is working away on the official commemorative program for the library’s opening. They have completed all advertising sales and have met with Jeni Daley and I about content. The main feature stories will include an extensive library timeline, a story on the “Spots within the Spot,” describing the highlights of the new building, and the future of libraries.

**Promotional Video.** Brad Allen, Jeni Daley and I met with Kevin Willmott and Scott Richardson at the KU film department to get the process moving for the library opening’s promotional video. We have identified a variety of community members to be interviewed about their favorite library memories. The goal is to weave together a human history of the library that is poignant and funny. Filming begins next week.

**Butterfly Garden.** I have been working with Parks and Recreation, Outside for a Better Inside, and Margey Frederick on plans for an official Monarch Watch station just outside the new parking garage and near the Senior Center along Vermont Street. While this garden is not an official library space since it is on the garage and Senior Center grounds, it is a great example of community collaboration. Outside for a Better Inside has provided expertise through Chip Taylor (KU’s monarch butterfly expert) and will recruit kids to plant the garden in May. Margey Frederick is donating funds for all the plants in SanDee Nossaman’s memory. Parks and Rec is leading the project and is providing design services.

**Public Library Association Annual Meeting.** On Wednesday, March 12 through Saturday, March 15, I will travel with other LPL staff to the PLA annual meeting in Indianapolis. This conference only happens every other year. I already have loaded up my calendar with sessions on fundraising, community conversations, public libraries as economic development drivers, community partnerships, and community health programming partnerships. There is so much to choose from! I will give you a report at the board meeting on March 17.

**Pending Grant Applications: Douglas County Community Foundation:**  
\$10,000 for library opening events.

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, April 21, 2014 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
- Presentation on Library Lawn design proposals -- Gould Evans & Lawrence Parks and Rec.

New business

- Discuss frequency of board meetings prior to July opening
- Capital Improvement transfer for book lockers
- Election of Officers
- Select Budget committee
- Goodbye to Chris & Deborah

Executive Session

- Conference call and presentation by Springsted, Inc.

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting March 17, 2014**

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

**Library Staff Present:** Brad Allen, Karen Allen, Jeni Daley, Tom Davin, Kim Fletcher, Tricia Karlin, Amanda McConnell, Shirley Braunlich, and Sherri Turner.

**Friends of the Library:** Gordon Fitch.

**Guests:** Elliott Hughes, Lawrence Journal World.

### **Call to Order**

Joan Golden, Board President, called the meeting to order at 4:35 p.m.

### **Public Comment**

There were no public comments.

### **Consent Agenda**

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

### **Director's Report**

Brad said that *Read Across Lawrence* was a success. Attendance at author Marilynne Robinson's talk was very good. Brad is serving in an ex officio capacity in the search for a new Friends Coordinator. With decent weather, the crews are making good progress on the building. Brad and seven staff members attended the PLA conference in Indianapolis.

### **Library Foundation Executive Director's Report**

Kathleen met today with architects to talk about signage for donors. The sneak peek event has been scheduled for Thursday, June 26. This will be prior to the opening of the library, but B.A. Green will make sure that the building is safe for attendees. Fundraising for the event is at \$30,000. The fifth sponsor is Ranjbar Orthodontics. There is a pending grant request for \$17,000 to the Kansas Health Foundation in support of the Wellness Center.

### **Library Friends Report**

The Friends spent the vast majority of their last meeting on plans to fill the Friends Coordinator vacancy. They will need to appoint a new Library Board representative because Gordon Fitch is no longer on their board.

### **Renovation and Expansion Update**

Brad reported that Lawrence Parks & Recreation is interested in providing an ice skating rink on the library plaza during winter months. The city has asked the architects to explore the feasibility of redesigning the plaza to be able to accommodate a rink. Five different options have been proposed which involve minor changes to the terracing of the plaza. The ice skating rink would be paid for by the city, and as such, would have to be approved by the city commission. It would be set up only in the winter months and would use artificial ice. Several board members pointed out the positives of having an ice rink on the library plaza—it would be a draw to the library (and downtown) at a time when other uses would be low, and it has a nice community feel. Others expressed concern that it not affect the ability of the plaza to serve library functions nor adversely affect the aesthetics of the plaza design. They also wanted to make sure it wouldn't create any ADA problems. Chris moved that the board adopt a resolution saying that the Library lawn is as much a part of the building design as the building's appearance and function of the library, and the board is opposed to appropriating that space for other semi-permanent structures. Deborah seconded. After discussion, Chris amended the resolution as follows:

*Any changes to the design of the Library Plaza:*

- *should have no significant negative effect on the function and aesthetics of the plaza,*
- *should allow the plaza to support multiple uses with priority for library functions,*
- *and should respect the intent of the original design as presented to donors to the space.*

Deborah seconded. All in favor. David suggested it would be helpful to schedule a meeting with the architect to actually see the proposed options.

### **Ongoing Business**

#### **Springsted Update**

Responses to the Springsted salary survey are still straggling in. Eight have been received so far. The library supplied employee census information they requested.

### **New Business**

**Nominating committee for officers.** Fran will report at next meeting.

#### **Executive Session**

Deborah moved to go into Executive session for 14 minutes to discuss a personnel matter; David seconded.

The meeting reconvened at 6:00 and Deborah moved to extend the executive session

by 10 minutes; Chris seconded. Motion carried.

**Adjournment**

The meeting adjourned at 6:10 p.m.

The next Board meeting will be Monday, April 21, in the South Trailer Conference Room, at 4:30 pm.

Respectfully submitted,

Sherri Turner



LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
March 2014									
REVENUES	Month	Year to Date	Annual Budget	25% of Year		March 2013	YTD 2013		
Tax Fund	\$ -	\$ 1,400,000.00	\$ 3,383,260.00	41.38%		\$ -	\$ 1,350,000.00		
Interest	\$ 30.83	\$ 64.71	\$ 250.00	25.88%		\$ 27.74	\$ 67.62		
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%			\$ -		
N.E.K.L.	\$ 15,640.00	\$ 15,640.00	\$ 62,560.00	25.00%		\$ 15,185.00	\$ 15,185.00		
Photo Copies	\$ 1,220.75	\$ 3,146.85	\$ 12,730.00	24.72%		\$ 853.20	\$ 2,311.12		
Overdues	\$ 13,820.56	\$ 40,626.38	\$ 170,000.00	23.90%		\$ 17,074.35	\$ 38,898.84		
Miscellaneous	\$ (67.40)	\$ (53.91)				\$ 86.88	\$ (10.02)		
Total Revenues	\$ 30,644.74	\$ 1,491,548.25	\$ 3,660,800.00	40.74%		\$ 33,227.17	\$ 1,406,452.56		
EXPENSES									
Salaries & Wages	\$ 151,989.95	\$ 450,435.75	\$ 1,960,000.00	22.98%		\$ 144,312.29	\$ 443,024.20		
Health Insurance	\$ 22,013.42	\$ 64,991.32	\$ 302,000.00	21.52%		\$ 21,212.87	\$ 63,484.61		
Payroll Taxes	\$ 25,587.52	\$ 75,572.60	\$ 342,000.00	22.10%		\$ 23,461.89	\$ 72,238.36		
Books & Materials	\$ 40,727.18	\$ 78,107.81	\$ 520,500.00	15.01%		\$ 52,704.45	\$ 69,109.71		
Periodicals	\$ -	\$ 10,765.11	\$ 19,500.00	55.21%		\$ (4.00)	\$ 13,359.56		
Library Supplies	\$ 5,773.83	\$ 22,068.30	\$ 95,000.00	23.23%		\$ 9,077.46	\$ 23,450.78		
Building Supplies	\$ 958.62	\$ 2,907.76	\$ 16,800.00	17.31%		\$ 898.15	\$ 3,973.31		
Repairs & Maintenance	\$ 1,579.18	\$ 2,427.77	\$ 75,000.00	3.24%		\$ 541.68	\$ 2,867.14		
Equipment	\$ -	\$ -	\$ 5,000.00	0.00%		\$ 3,757.00	\$ 3,757.00		
Equipment - Technology	\$ 542.12	\$ 4,892.57	\$ 16,000.00	30.58%		\$ 2,722.88	\$ 5,894.67		
Capital Improvements	\$ -	\$ -	\$ -				\$ -		
Utilities	\$ 5,299.03	\$ 5,464.73	\$ 107,000.00	5.11%		\$ 12,929.69	\$ 43,468.90		
Insurance	\$ 391.33	\$ 1,137.23	\$ 16,000.00	7.11%		\$ 309.90	\$ 929.70		
Postage	\$ 2,086.31	\$ 4,039.50	\$ 25,000.00	16.16%		\$ 1,325.08	\$ 3,363.07		
Travel & Continuing Education	\$ 1,536.33	\$ 5,234.04	\$ 25,000.00	20.94%		\$ (659.35)	\$ 1,068.13		
Book Van & Mileage	\$ 235.94	\$ 945.60	\$ 4,000.00	23.64%		\$ 145.77	\$ 275.16		
Photo Copiers	\$ 369.57	\$ 1,394.97	\$ 8,000.00	17.44%		\$ 806.97	\$ 2,065.05		
Programs	\$ 884.45	\$ 1,998.43	\$ 20,000.00	9.99%		\$ 772.32	\$ 2,036.86		
Professional Fees	\$ 9,089.17	\$ 15,827.61	\$ 70,000.00	22.61%		\$ 6,614.15	\$ 46,907.73		
Website/OPAC Content	\$ 35.00	\$ 360.00	\$ 14,000.00	2.57%		\$ 109.95	\$ 1,346.86		
Advertising & Marketing	\$ 2,052.78	\$ 3,164.32	\$ 15,000.00	21.10%		\$ 1,359.77	\$ 4,873.86		
Contingency		\$ -	\$ 5,000.00	0.00%			\$ -		
Miscellaneous	\$ (137.74)	\$ 721.13				\$ (248.56)	\$ 1,846.85		
Total Expenses	\$ 271,013.99	\$ 752,456.55	\$ 3,660,800.00	20.55%		\$ 282,150.36	\$ 809,341.51		
Revenues Over Expenses	\$ (240,369.25)	\$ 739,091.70							
Cash Balances:									
Checking	\$ 1,184,352.79								
Capital Improvement	\$ 638,750.95								

Lawrence Public Library							
Outside Funding Report							
March 2014							
		Amount		Previous Year(s)		Received	
		Pledged		Carryover		This Month	Spent
		For 2014			TOTAL		This Month
							Funds
							Remaining
<b>FUND SOURCES:</b>							
Friends:							
	Opening Day Collection	\$ 5,000.00			\$ 5,000.00	\$ -	\$ 5,000.00
	Programming:				\$ -		\$ -
	Adult				\$ -		\$ -
	Book Clubs		\$ 601.99	\$ 601.99			\$ 601.99
	Summer Reading	\$ 2,500.00		\$ 2,500.00			\$ -
	RAL - YS,YA,Adult		\$ 7,162.94	\$ 7,162.94		\$ 412.00	\$ 1,812.14
	TEDx	\$ 1,500.00		\$ 1,500.00			\$ -
	Author Talks	\$ 1,000.00		\$ 1,000.00			\$ -
	Senior		\$ 1,048.08	\$ 1,048.08			\$ 1,048.08
	Youth		\$ 914.71	\$ 914.71		\$ -	\$ 708.40
	Summer Reading	\$ 6,800.00	\$ 2,601.10	\$ 9,401.10			\$ 2,601.10
	Extra Paperbacks		\$ 247.25	\$ 247.25			\$ 247.25
	Young Adult		\$ 873.82	\$ 873.82		\$ -	\$ 753.90
	Summer Reading	\$ 6,000.00	\$ 172.50	\$ 6,172.50			\$ 172.50
	Advertising	\$ 5,000.00	\$ 2,524.39	\$ 7,524.39		\$ -	\$ 2,300.04
	Promotional Items & Bookbags	\$ 15,000.00	\$ 1,299.22	\$ 16,299.22			\$ 1,299.22
	Banned Books		\$ 57.85	\$ 57.85			\$ 57.85
	Printing Summer Reading		\$ 5,000.00	\$ 5,000.00			\$ 5,000.00
	Book Bags	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -
	BookPage		\$ 20.00	\$ 20.00			\$ 20.00
	Movie Licensing	\$ 1,500.00	\$ 170.00	\$ 1,670.00			\$ 170.00
	Scholarships		\$ 3,750.00	\$ 3,750.00			\$ 3,750.00
	Staff Incentives		\$ 900.86	\$ 900.86		\$ -	\$ 838.90
	Aquarium Maintenance	\$ 1,400.00	\$ (382.81)	\$ 1,017.19		\$ 103.96	\$ (784.33)
	Wages/Taxes-DeWitt/Howard		\$ 174.62	\$ 174.62		\$ 325.00	\$ 13,829.34
	Volunteer Recognitions	\$ 1,000.00		\$ 1,000.00		\$ -	\$ (80.00)
	Volunteers		\$ 130.00	\$ 130.00			\$ 130.00
	Puppet Theater (Brummell)		\$ 200.00	\$ 200.00			\$ 200.00
	Other TBA	\$ (2,100.00)	\$ 2,100.00	\$ -			\$ 2,100.00
	Wellness Committee		\$ 105.00	\$ 105.00			\$ 42.88
	<b>TOTALS</b>	\$ 48,600.00	\$ 29,671.52	\$ 73,271.52	\$ -	\$ 840.96	\$ 36,819.26
Foundation:							
	Kansas Health Foundation		\$ 848.14	\$ 848.14	\$ -		\$ 848.14
	Walmart-YS		\$ 68.19	\$ 68.19	\$ -	\$ -	\$ (23.79)
	FINRA		\$ 14,380.65	\$ 14,380.65	\$ -	\$ 3,961.61	\$ 8,122.41
	Steiner Storytelling Programs			\$ -	\$ -		\$ -
	Salaries/Taxes-Oden			\$ -		\$ 685.69	\$ (2,509.83)

Lawrence Public Library

## Outside Funding Report

March 2014

		Amount Pledged For 2014	Previous Year(s) Carryover	TOTAL	Received This Month	Spent This Month	Funds Remaining
	Morgan Expenses		\$ -	\$ -	\$ -	\$ 370.55	\$ (566.20)
	Praxair		\$ 3,494.60	\$ 3,494.60			\$ 3,494.60
	Laptops		\$ 45.26	\$ 45.26			\$ 45.26
	Book Drops Project			\$ -			\$ -
	Foundation Center		\$ (995.00)	\$ (995.00)			\$ (995.00)
	Milliken Fund			\$ -		\$ 14.24	\$ (14.24)
	Community Kindle		\$ 301.00	\$ 301.00			\$ 301.00
	DCCF - DIY Summer Reading			\$ -			\$ -
	Local Music Project		\$ (2,500.00)	\$ (2,500.00)			\$ (2,500.00)
	Walmart eReader BCIAB		\$ 129.70	\$ 129.70			\$ 129.70
	New Building Technology		\$ (319.80)	\$ (319.80)	\$ -	\$ 7,449.20	\$ (43,771.63)
	Tile Project				\$ 87.51		\$ 457.02
	Simpson Grant						\$ (395.19)
	<b>TOTALS</b>	\$ -	\$ 14,604.60	\$ 14,604.60	\$ 87.51	\$ 12,481.29	\$ (38,225.89)
Other:							
	Memorials/Honor with Books	\$ -	\$ 1,745.12	\$ 1,745.12	\$ 35.00	\$ 311.77	\$ 1,558.40
	Lawrence Give Back	\$ -	\$ 2,474.30	\$ 2,474.30	\$ -		\$ 2,626.32
	Brummell-YS	\$ -	\$ 55.77	\$ 55.77	\$ -		\$ 155.77
	Wurfy		\$ 41.06	\$ 41.06	\$ -	\$ 40.62	\$ 100.44
	Moving		\$ 125.00	\$ 125.00			\$ 125.00
	Underwood Gift (Sr. Outreach)		\$ 175.00	\$ 175.00		\$ -	\$ 131.94
	John Cotton Dana		\$ 10,000.00	\$ 10,000.00		\$ 2,500.00	\$ 7,500.00
	Merchandise Sales		\$ 2,301.23	\$ 2,301.23	\$ (418.93)		\$ 2,429.66
	<b>TOTALS</b>	\$ -	\$ 16,917.48	\$ 16,917.48	\$ (383.93)	\$ 2,852.39	\$ 14,627.53
				Total Income	\$ (296.42)	YTD Income	\$ 326,477.47
				Total Expenditures	\$ 16,174.64	YTD Expenditures	\$ 369,450.17

**Lawrence Public Library**  
**Balance Sheet**  
As of March 31, 2014

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	638,750.95	562,345.31	76,405.64	13.6%
Checking	1,184,352.79	1,138,106.28	46,246.51	4.1%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>1,823,103.74</u>	<u>1,700,451.59</u>	<u>122,652.15</u>	<u>7.2%</u>
<b>Total Current Assets</b>	<u>1,823,103.74</u>	<u>1,700,451.59</u>	<u>122,652.15</u>	<u>7.2%</u>
<b>Other Assets</b>				
Petty Cash	700.00	700.00	0.00	0.0%
<b>Total Other Assets</b>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>1,823,803.74</b></u>	<u><b>1,701,151.59</b></u>	<u><b>122,652.15</b></u>	<u><b>7.2%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	69,000.16	82,202.93	-13,202.77	-16.1%
<b>Total Accounts Payable</b>	<u>69,000.16</u>	<u>82,202.93</u>	<u>-13,202.77</u>	<u>-16.1%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	-763.07	-52.52	-710.55	-1,352.9%
<b>Total Other Current Liabilities</b>	<u>-763.07</u>	<u>-52.52</u>	<u>-710.55</u>	<u>-1,352.9%</u>
<b>Total Current Liabilities</b>	<u>68,237.09</u>	<u>82,150.41</u>	<u>-13,913.32</u>	<u>-16.9%</u>
<b>Total Liabilities</b>	<u>68,237.09</u>	<u>82,150.41</u>	<u>-13,913.32</u>	<u>-16.9%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,812.43	625,494.79	133,317.64	21.3%
Net Income	696,119.00	692,871.17	3,247.83	0.5%
<b>Total Equity</b>	<u>1,755,566.65</u>	<u>1,619,001.18</u>	<u>136,565.47</u>	<u>8.4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,823,803.74</b></u>	<u><b>1,701,151.59</b></u>	<u><b>122,652.15</b></u>	<u><b>7.2%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
March 2014

	<u>Mar 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Foundation Events	87.51
Personal Books	-67.40
Merchandise Sales	-418.93
Gifts-Other	35.00
Grants	15,640.00
Interest	30.83
Overdues	13,820.56
Photo Copies	1,220.75
Total Income	<u>30,348.32</u>
Gross Profit	30,348.32
Expense	
FOUNDATION FUNDING	11,781.36
FRIENDS FUNDING	3,382.59
Reconciliation Discrepancies	-6.00
Books & Materials	40,727.18
Miscellaneous	2,216.76
Technology Equipment	542.12
Insurance	391.33
Payroll Expenses	175,073.22
Payroll Taxes	25,637.21
Postage and Delivery	2,086.31
Professional Fees	9,089.17
Program Expense	884.45
Repairs	1,636.93
Supplies	6,732.45
Travel & Hospitality	1,714.52
Utilities	5,299.03
Total Expense	<u>287,188.63</u>
Net Ordinary Income	<u>-256,840.31</u>
Net Income	<u><u>-256,840.31</u></u>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

Apr 16, 14

Advance Insurance Company	380.79
Amanda Warren	245.00
Amazon	2,187.10
Arsalon Technologies, LLC	1,120.00
ASI	50.00
ATD International	1,369.88
Baker & Taylor, Inc.	26,798.23
Barry Fitzgerald	82.95
Berrigan Willmott	40.00
Bibliotheca	5,670.00
Black Hills Energy	260.90
Blake Nations	82.95
Bob's Janitorial Service	305.00
Bobbie-Frances McDonald	82.95
Brilliance Audio, Inc.	827.31
Center Point Large Print	490.71
Century Business Technologi...	513.23
Chloe Seim	82.95
CNA Surety	100.00
Cynthia E. Gustafson	6.00
Demco, Inc.	227.17
Express Services, Inc.	767.19
Gale Group, Inc.	38.92
Gaylord Bros., Inc.	78.97
General Binding Corp.	96.93
Heartland Payment Systems	257.87
Ingram Library Services	623.33
Intuit	29.85
Isely Unruh	40.01
Jayhawk Trophy Co., Inc.	50.35
Jayhawk Tropical Fish	171.70
Jiminate	100.00
Kansas Public Radio	450.01
Kansas State Treasurer	41.92
Kathy L. Campbell	6.06
Laird Noller	57.75
Lawrence High School	506.00
Lawrence Rotary Club	195.00
Lawrence Utility Billing	605.05
Leah Hoelscher	82.95
Leslie Kay Handprinted Goods	153.00
Lone Star College System	29.16
Lorene L. Mosser	55.14
M & M Office Supply	15.89
Magda Khater	9.00
Mary Burchill	82.95
Mid-America Library Alliance	40.00
Midwest Tape	10,860.54
Mize Houser	3,500.00
Nicholas Ward	82.95
OCLC, Inc.	4,114.71
OverDrive	5,129.03
Pro Print Inc.	520.00
Pur-O-Zone, Inc.	948.64
Quill Corporation	338.01
Random House, Inc.	272.21
Recorded Books	226.75
Rochelly Elias	8.25
Sarah Renee Burns	21.10
Schendel Services	39.07
Springsted, Inc.	24,000.00
Tantor Media	529.48
Tom Hogard	462.59
Unique Management Services	1,372.39
United Parcel Service	873.26
VISA 5372	5,815.57
Westar-2	3,462.06
Westar - 3	44.03
WOW!Business	-501.25
TOTAL	107,627.51

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Lawrence Public Library  
**Check Detail**  
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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>
Bill	May 2014	04/15/2014		Group Life Insurance
TOTAL				
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>ASI</b>	<b>Checking</b>
Bill	March	03/31/2014		Professional Fees
TOTAL				
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>
Bill		04/07/2014		Borders Gas
TOTAL				
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>
Bill	March 2014	04/15/2014		Office Supplies Web Site & OPAC Cont...
TOTAL				
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>Intuit</b>	<b>Checking</b>
Bill	March Bill P...	03/27/2014		Office Supplies
TOTAL				
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>
Bill		04/04/2014		Borders Account
Bill		04/04/2014		Storage Facility
Bill		04/04/2014		Water
TOTAL				
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/21/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>
Bill	1144	03/31/2014		Postage and Delivery Technology Equipment
TOTAL				

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Type	Num	Date	Name	Account
Bill Pmt -Check	Electronic	04/21/2014	VISA 5372	Checking
Bill	5031467	03/27/2014		Library Supplies
Bill		04/15/2014		Youth Services Dept.
				Circulation
				PLA
				Adult Programming
				Read Across Lawrence
				FINRA
				Bookvan & Mileage
				Children's Programming
				Children's Programming
				Children's Programming
				Young Adult Programmi...
				Postage and Delivery
				Library Supplies
				Library Supplies
				Miscellaneous
				Miscellaneous
				Volunteer Recognition
				Advertising
				Outreach Programming
				Building Supplies
				Technology Equipment
				FOUNDATION FUNDING
				Books & Materials
				Books & Materials
				Books & Materials
TOTAL				
Bill Pmt -Check	Electronic	04/21/2014	Westar-2	Checking
Bill		04/04/2014		Borders Account
TOTAL				
Bill Pmt -Check	Electronic	04/21/2014	Westar - 3	Checking
Bill		03/28/2014		Storage Facility
TOTAL				
Bill Pmt -Check	6405	04/22/2014	Amanda Warren	Checking
Bill	4-4-14	04/15/2014		Summer Reading Printing
TOTAL				
Bill Pmt -Check	6406	04/22/2014	Arsalon Technologies, LLC	Checking
Bill	30779	04/15/2014		Web Site & OPAC Cont...
TOTAL				



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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>6407</b>	<b>04/22/2014</b>	<b>ATD International</b>	<b>Checking</b>
Bill	59947	03/27/2014		Equipment Repairs
TOTAL				
<b>Bill Pmt -Check</b>	<b>6408</b>	<b>04/22/2014</b>	<b>Bibliotheca</b>	<b>Checking</b>
Bill	SI0004967-...	03/25/2014		New Building Technology
TOTAL				
<b>Bill Pmt -Check</b>	<b>6409</b>	<b>04/22/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>
Bill	158029	03/27/2014		Professional Fees
Bill	158430	03/31/2014		Professional Fees
Bill	169259	04/15/2014		Professional Fees
TOTAL				
<b>Bill Pmt -Check</b>	<b>6410</b>	<b>04/22/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>
Bill	IN0866129	03/31/2014		Books & Materials
Bill	IN0863312	03/31/2014		Books & Materials
Bill	IN0873786	04/15/2014		Books & Materials
Bill	IN0873785	04/15/2014		Books & Materials
Bill	IN0873943	04/15/2014		Books & Materials
Bill	IN0870990	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6411</b>	<b>04/22/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>
Bill	1161623	03/31/2014		Books & Materials
Bill	1160661	03/31/2014		Books & Materials
Bill	1166376	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6412</b>	<b>04/22/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>
Bill	318632	03/27/2014		Copying
Bill	318849	03/27/2014		Copying
Bill	318314	03/27/2014		Copying
Bill	318313	03/27/2014		Copying
Bill	320377	04/02/2014		Copying
TOTAL				
<b>Bill Pmt -Check</b>	<b>6413</b>	<b>04/22/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>
Bill	5231905	03/27/2014		Library Supplies
TOTAL				

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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>6414</b>	<b>04/22/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>
Bill	13812154-6	03/27/2014		Professional Fees
Bill	13756658-4	03/27/2014		Professional Fees
Bill	13903319-5	04/15/2014		Professional Fees
Bill	13875160-7	04/15/2014		Professional Fees
Bill	13848894-5	04/15/2014		Professional Fees
TOTAL				
<b>Bill Pmt -Check</b>	<b>6415</b>	<b>04/22/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>
Bill	51799972	03/31/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6416</b>	<b>04/22/2014</b>	<b>Gaylord Bros., Inc.</b>	<b>Checking</b>
Bill	2265257	04/15/2014		Library Supplies
TOTAL				
<b>Bill Pmt -Check</b>	<b>6417</b>	<b>04/22/2014</b>	<b>General Binding Corp.</b>	<b>Checking</b>
Bill	2210632	03/27/2014		Library Supplies
TOTAL				
<b>Bill Pmt -Check</b>	<b>6418</b>	<b>04/22/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>
Bill	77518956	03/31/2014		Books & Materials
Bill	77765100	03/31/2014		Library Supplies
Bill	77676963	03/31/2014		Books & Materials
Bill	77689421	03/31/2014		Library Supplies
Bill	77581389	03/31/2014		Books & Materials
Bill	77569040	03/31/2014		Library Supplies
Bill	77937314	04/15/2014		Books & Materials
Bill	77879200	04/15/2014		Library Supplies
Bill	77799130	04/15/2014		Books & Materials
TOTAL				Library Supplies

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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>6419</b>	<b>04/22/2014</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>
Bill	48186	03/26/2014		Miscellaneous
Bill	48064	04/15/2014		Office Supplies
Bill	48274	04/15/2014		Office Supplies
TOTAL				
<b>Bill Pmt -Check</b>	<b>6420</b>	<b>04/22/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>
Bill	856924	03/31/2014		Aquarium Maintenance
Bill	452719	03/31/2014		Aquarium Maintenance
Bill	452750	04/15/2014		Aquarium Maintenance
TOTAL				
<b>Bill Pmt -Check</b>	<b>6421</b>	<b>04/22/2014</b>	<b>Jiminate</b>	<b>Checking</b>
Bill	4-032114	03/27/2014		Advertising
TOTAL				
<b>Bill Pmt -Check</b>	<b>6422</b>	<b>04/22/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>
Bill	124082	03/31/2014		Advertising
TOTAL				
<b>Bill Pmt -Check</b>	<b>6423</b>	<b>04/22/2014</b>	<b>Laird Noller</b>	<b>Checking</b>
Bill	6060734	03/31/2014		Transportation
TOTAL				
<b>Bill Pmt -Check</b>	<b>6424</b>	<b>04/22/2014</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>
Bill	124233	04/01/2014		Membership & Dues
TOTAL				
<b>Bill Pmt -Check</b>	<b>6425</b>	<b>04/22/2014</b>	<b>Leslie Kay Handprinted Goods</b>	<b>Checking</b>
Bill	03121401	03/27/2014		Advertising
TOTAL				
<b>Bill Pmt -Check</b>	<b>6426</b>	<b>04/22/2014</b>	<b>M &amp; M Office Supply</b>	<b>Checking</b>
Bill	60285	03/27/2014		Children's Programming
TOTAL				

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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>6427</b>	<b>04/22/2014</b>	<b>Mize Houser</b>	<b>Checking</b>
Bill	60471	03/31/2014		Accounting
TOTAL				
<b>Bill Pmt -Check</b>	<b>6428</b>	<b>04/22/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>
Bill	309281	04/15/2014		OCLC Internet
TOTAL				
<b>Bill Pmt -Check</b>	<b>6429</b>	<b>04/22/2014</b>	<b>OverDrive</b>	<b>Checking</b>
Bill	154814187...	03/31/2014		Books & Materials
Bill	101538500...	03/31/2014		Books & Materials
Bill	111752263...	03/31/2014		Books & Materials
Bill	084953597...	04/15/2014		Books & Materials
Bill	141805240...	04/15/2014		Books & Materials
Bill	105324540...	04/15/2014		Books & Materials
Bill	105452980...	04/15/2014		Books & Materials
Bill	152548467...	04/15/2014		Books & Materials
Bill	142335527...	04/15/2014		Books & Materials
Bill	120522150...	04/15/2014		Books & Materials
Bill	141941710...	04/15/2014		Books & Materials
Bill	124950450...	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6430</b>	<b>04/22/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>
Bill	83242	03/27/2014		Printing
Bill	83173	03/27/2014		Printing
TOTAL				
<b>Bill Pmt -Check</b>	<b>6431</b>	<b>04/22/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>
Bill	628516	03/28/2014		Building Supplies
Bill	628557	03/31/2014		Equipment Repairs
Bill	629865	04/15/2014		Building Supplies
TOTAL				
<b>Bill Pmt -Check</b>	<b>6432</b>	<b>04/22/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>
Bill	1521622	03/27/2014		Library Supplies
Bill	1326284	03/27/2014		Office Supplies
Bill	1363474	03/27/2014		Children's Programming
Bill	1670081	03/31/2014		Office Supplies
TOTAL				

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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>6433</b>	<b>04/22/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>
Bill	1189591624	03/31/2014		Books & Materials
Bill	1089591624	03/31/2014		Books & Materials
Bill	1189534192	03/31/2014		Books & Materials
Bill	1089534192	03/31/2014		Books & Materials
Bill	1089535486	03/31/2014		Books & Materials
Bill	1089480177	03/31/2014		Books & Materials
Bill	1189480177	03/31/2014		Books & Materials
Bill	1080140184	04/15/2014		Books & Materials
Bill	1080078907	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6434</b>	<b>04/22/2014</b>	<b>Recorded Books</b>	<b>Checking</b>
Bill	74896958	03/31/2014		Books & Materials
Bill	74898677	03/31/2014		Books & Materials
Bill	74901793	04/15/2014		Books & Materials
Bill	74899594	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6435</b>	<b>04/22/2014</b>	<b>Schendel Services</b>	<b>Checking</b>
Bill	30195469	04/02/2014		Building Repairs
TOTAL				
<b>Bill Pmt -Check</b>	<b>6436</b>	<b>04/22/2014</b>	<b>Tantor Media</b>	<b>Checking</b>
Bill	INV10750	03/31/2014		Books & Materials
Bill	INV10963	04/15/2014		Books & Materials
Bill	INV11003	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>6437</b>	<b>04/22/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>
Bill	254935	04/02/2014		Professional Fees Postage and Delivery Library Supplies
Bill	254806	04/02/2014		Professional Fees
TOTAL				

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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>27390</b>	<b>04/21/2014</b>	<b>Amazon</b>	<b>Checking</b>
Bill	9187437	03/31/2014		Books & Materials
Bill	7494614	03/31/2014		Books & Materials
Bill	1169007	03/31/2014		Books & Materials
Bill	4991426	03/31/2014		Books & Materials
Bill	4991426	03/31/2014		Books & Materials
Bill	6740226	03/31/2014		Books & Materials
Bill	5445819	03/31/2014		Books & Materials
Bill	5445819	03/31/2014		Books & Materials
Bill	4991426	03/31/2014		Books & Materials
Bill	5925851	03/31/2014		Books & Materials
Bill	4880249	03/31/2014		Books & Materials
Bill	0413052	03/31/2014		FINRA
Bill	0413052-2	03/31/2014		FINRA
Bill	8241853	04/15/2014		Books & Materials
Bill	8241853	04/15/2014		Books & Materials
Bill	9187437	04/15/2014		Books & Materials
Bill	9187437	04/15/2014		Books & Materials
TOTAL				
<b>Bill Pmt -Check</b>	<b>27391</b>	<b>04/21/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>
Bill	78 Invoices	03/31/2014		Library Supplies Books & Materials Personal Books FINRA GGIFT Wurfy
Bill	543199	03/31/2014		GGIFT Wurfy
Bill	47 Invoices	04/15/2014		Library Supplies Books & Materials FINRA GGIFT Wurfy
TOTAL				
<b>Bill Pmt -Check</b>	<b>27392</b>	<b>04/21/2014</b>	<b>Barry Fitzgerald</b>	<b>Checking</b>
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				
<b>Bill Pmt -Check</b>	<b>27393</b>	<b>04/21/2014</b>	<b>Berrigan Willmott</b>	<b>Checking</b>
Bill	5-10-14	04/09/2014		Adult Programming
TOTAL				
<b>Bill Pmt -Check</b>	<b>27394</b>	<b>04/21/2014</b>	<b>Blake Nations</b>	<b>Checking</b>
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				

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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>27395</b>	<b>04/21/2014</b>	<b>Bobbie-Frances McDonald</b>	<b>Checking</b>
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				
<b>Bill Pmt -Check</b>	<b>27396</b>	<b>04/21/2014</b>	<b>Chloe Seim</b>	<b>Checking</b>
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				
<b>Bill Pmt -Check</b>	<b>27397</b>	<b>04/21/2014</b>	<b>CNA Surety</b>	<b>Checking</b>
Bill	71277635	04/15/2014		Liability Insurance
TOTAL				
<b>Bill Pmt -Check</b>	<b>27398</b>	<b>04/21/2014</b>	<b>Cynthia E. Gustafson</b>	<b>Checking</b>
Bill	REFUND	03/31/2014		Overdues
TOTAL				
<b>Bill Pmt -Check</b>	<b>27399</b>	<b>04/21/2014</b>	<b>Isely Unruh</b>	<b>Checking</b>
Bill	Expenses	03/31/2014		Adult Programming
TOTAL				
<b>Bill Pmt -Check</b>	<b>27400</b>	<b>04/21/2014</b>	<b>Kansas State Treasurer</b>	<b>Checking</b>
Bill	Unclaimed ...	08/19/2008		Overdues
Bill	Unclaimed ...	12/16/2008		Overdues
Bill	Unclaimed ...	01/20/2009		Overdues
Bill	Unclaimed ...	03/17/2009		Overdues
Bill	Unclaimed ...	06/15/2009		Overdues
TOTAL				
<b>Bill Pmt -Check</b>	<b>27401</b>	<b>04/21/2014</b>	<b>Kathy L. Campbell</b>	<b>Checking</b>
Bill	REFUND	03/27/2014		Overdues
TOTAL				
<b>Bill Pmt -Check</b>	<b>27402</b>	<b>04/21/2014</b>	<b>Lawrence High School</b>	<b>Checking</b>
Bill	4-8-14	04/15/2014		Advertising
TOTAL				

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**Check Detail**  
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Type	Num	Date	Name	Account
<b>Bill Pmt -Check</b>	<b>27403</b>	<b>04/21/2014</b>	<b>Leah Hoelscher</b>	<b>Checking</b>
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				
<b>Bill Pmt -Check</b>	<b>27404</b>	<b>04/21/2014</b>	<b>Lone Star College System</b>	<b>Checking</b>
Bill	108779293	03/27/2014		Overdues
TOTAL				
<b>Bill Pmt -Check</b>	<b>27405</b>	<b>04/21/2014</b>	<b>Lorene L. Mosser</b>	<b>Checking</b>
Bill	REFUND	03/31/2014		Overdues
TOTAL				
<b>Bill Pmt -Check</b>	<b>27406</b>	<b>04/21/2014</b>	<b>Magda Khater</b>	<b>Checking</b>
Bill	REFUND	03/27/2014		Overdues
TOTAL				
<b>Bill Pmt -Check</b>	<b>27407</b>	<b>04/21/2014</b>	<b>Mary Burchill</b>	<b>Checking</b>
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				
<b>Bill Pmt -Check</b>	<b>27408</b>	<b>04/21/2014</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>
Bill	Common T...	03/31/2014		Adult Services
TOTAL				
<b>Bill Pmt -Check</b>	<b>27409</b>	<b>04/21/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>
Bill	91657577	03/27/2014		Books & Materials
Bill	91690260	03/27/2014		Personal Books
Bill	91670273	03/31/2014		Books & Materials
Bill	91675443	03/31/2014		Books & Materials
Bill	91670274	03/31/2014		Books & Materials
Bill	91673453	03/31/2014		Books & Materials
Bill	91695480	03/31/2014		Books & Materials
Bill	91705704	03/31/2014		Books & Materials
Bill	91705702	03/31/2014		Books & Materials
				GMILL
Bill	91710243	03/31/2014		Books & Materials
Bill	91707362	03/31/2014		Books & Materials
Bill	91690208	03/31/2014		Books & Materials
Bill	91667979	03/31/2014		Books & Materials
Bill	91690626	03/31/2014		Books & Materials
Bill	91668071	03/31/2014		Books & Materials
Bill	91675442	03/31/2014		Books & Materials
Bill	91684265	03/31/2014		Books & Materials



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Type	Num	Date	Name	Account
Bill	91684236	03/31/2014		Books & Materials
Bill	91684267	03/31/2014		Books & Materials
Bill	91692646	03/31/2014		Books & Materials
Bill	91670271	03/31/2014		Books & Materials
Bill	91670270	03/31/2014		Books & Materials
Bill	91702550	03/31/2014		Books & Materials
Bill	91727451	03/31/2014		Personal Books
Bill	91713246	03/31/2014		Books & Materials
Bill	91725001	03/31/2014		Books & Materials
Bill	91727450	03/31/2014		Books & Materials
Bill	91727188	03/31/2014		Books & Materials
Bill	91746098	04/02/2014		Library Supplies
Bill	91734656	04/15/2014		Books & Materials
Bill	91731494	04/15/2014		Books & Materials
Bill	91746239	04/15/2014		Books & Materials
Bill	91762341	04/15/2014		Books & Materials
Bill	91760533	04/15/2014		Books & Materials
Bill	91746236	04/15/2014		Books & Materials
Bill	91746238	04/15/2014		Books & Materials
Bill	91743877	04/15/2014		Books & Materials
Bill	91741906	04/15/2014		Books & Materials
Bill	91743876	04/15/2014		Books & Materials
Bill	91748738	04/15/2014		Books & Materials
Bill	91741908	04/15/2014		Books & Materials
Bill	91731493	04/15/2014		Books & Materials
Bill	91713245	04/15/2014		Books & Materials
Bill	91725000	04/15/2014		Books & Materials
TOTAL				
Bill Pmt -Check	27410	04/21/2014	Nicholas Ward	Checking
Bill	Trading Car...	03/27/2014		Merchandise Sales
TOTAL				
Bill Pmt -Check	27411	04/21/2014	Rochelly Elias	Checking
Bill	REFUND	03/31/2014		Overdues
TOTAL				
Bill Pmt -Check	27412	04/21/2014	Sarah Renee Burns	Checking
Bill	REFUND	03/31/2014		Overdues
TOTAL				
Bill Pmt -Check	27413	04/21/2014	Tom Hogard	Checking
Bill	Mill Trees	04/15/2014		Miscellaneous
TOTAL				

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-380.79

-380.79

-50.00

-50.00

-260.90

-260.90

-222.87

-35.00

-257.87

-29.85

-29.85

-439.24

-31.24

-134.57

-605.05

-833.00

-40.26

-873.26

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-50.04  
-140.00  
-135.00  
-2,425.24  
-40.75  
-358.25  
-314.70  
-222.66  
-225.18  
-96.27  
-7.14  
-238.68  
-215.99  
-38.88  
-49.50  
-47.96  
-13.94  
-13.47  
-166.65  
-285.28  
-120.57  
-300.34  
-107.67  
-19.46  
-34.50  
-147.45

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-5,815.57

-3,462.06

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-3,462.06

-44.03

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-44.03

-245.00

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-245.00

-1,120.00

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-1,120.00

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-1,369.88

-1,369.88

-5,670.00

-5,670.00

-272.00

-10.00

-23.00

-305.00

-19.99

-19.99

-701.22

-19.99

-43.99

-22.13

-827.31

-448.17

-21.57

-20.97

-490.71

-61.45

-15.00

-237.44

-55.68

-143.66

-513.23

-227.17

-227.17

12:07 PM  
04/16/14

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-71.70  
-172.08  
-250.95  
-114.72  
-157.74  

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-767.19

-38.92  

---

-38.92

-78.97  

---

-78.97

-96.93  

---

-96.93

-39.03  
-5.97  
-91.38  
-8.85  
-78.20  
-8.85  
-62.04  
-1.78  
-9.29  
-1.99  
-8.32  
-123.40  
-23.88  
-23.42  
-2.88  
-77.13  
-8.85  
-46.98  
-1.09  

---

-623.33

12:07 PM  
04/16/14

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-7.80  
-16.03  
-26.52  

---

-50.35

-55.96  
-48.00  
-67.74  

---

-171.70

-100.00  

---

-100.00

-450.01  

---

-450.01

-57.75  

---

-57.75

-195.00  

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-195.00

-153.00  

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-153.00

-15.89  

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-15.89

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-3,500.00

-3,500.00

-3,325.58

-789.13

-4,114.71

-226.83

-629.05

-979.53

-1.99

-129.82

-554.61

-672.01

-554.07

-431.20

-194.83

-62.93

-692.16

-5,129.03

-420.00

-100.00

-520.00

-409.63

-209.30

-329.71

-948.64

-29.99

-149.95

-17.99

-140.08

-338.01

12:07 PM  
04/16/14

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-45.00  
-30.00  
-37.50  
-30.00  
-33.75  
-30.00  
-37.50  
-6.00  
-22.46

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-272.21

-19.99  
-71.77  
-71.77  
-63.22

---

-226.75

-39.07

---

-39.07

-22.74  
-487.25  
-19.49

---

-529.48

-240.67  
-209.15  
-36.52  
-886.05

---

-1,372.39



Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-14.44  
-39.00  
-14.98  
-87.49  
-584.22  
-233.27  
-179.80  
-59.99  
-39.99  
-9.99  
-119.92  
-183.30  
-239.70  
-19.81  
-221.76  
-32.82  
-106.62

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-2,187.10

-1,261.89  
-15,330.09  
-107.72  
-376.81  
-142.67  
-38.40  
-17.47  
-2.22  
-404.34  
-6,427.81  
-2,587.44  
-87.07  
-14.30

---

-26,798.23

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-82.95

-82.95

---

-40.00

-40.00

---

-82.95

-82.95

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-82.95

-82.95

-82.95

-82.95

-100.00

-100.00

-6.00

-6.00

-40.01

-40.01

-10.46

-13.25

-6.89

-3.32

-8.00

-41.92

-6.06

-6.06

-506.00

-506.00

12:07 PM  
04/16/14

Lawrence Public Library  
Check Detail  
April 2014

Paid Amount

-82.95

-82.95

-29.16

-29.16

-55.14

-55.14

-9.00

-9.00

-82.95

-82.95

-40.00

-40.00

-37.00

-10.48

-29.97

-52.48

-32.38

-10.49

-21.73

-105.71

-112.10

-14.24

-667.13

-193.95

-313.91

-195.57

-1,116.87

-292.40

-83.18

-108.36

Lawrence Public Library  
Check Detail  
April 2014

**Paid Amount**

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-139.69  
-171.68  
-77.49  
-226.94  
-1,506.20  
-185.92  
-11.24  
-125.96  
-215.18  
-72.98  
-1,071.87  
-501.45  
-24.28  
-44.98  
-20.68  
-22.49  
-9.74  
-1,213.53  
-372.91  
-119.93  
-412.43  
-171.75  
-45.86  
-345.65  
-71.94  
-110.91  
-168.91

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-10,860.54

-82.95

---

-82.95

-8.25

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-8.25

-21.10

---

-21.10

-462.59

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-462.59

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Summary--March 2014

INDICATOR	March		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	3.94	3.65	8%			
Reference Transactions per Capita	1.20	1.16	3%			
Program Attendance per Capita	0.30	0.27	11%			
Circulation per Capita	14.17	14.50	-2%			
Circulation per Visit	3.60	3.97	-9%			
Total Holdings per Capita	2.09	2.34	-11%			
% of Lawrence Residents Registered	85%	84%	1%			

Circulation--Adult Total	75,355	76,820	-2%	220,974	200,280	10%
Circulation--Young Adult Total	3,585	4,186	-14%	9,915	12,455	-20%
Circulation--Youth Total	32,030	31,938	0%	91,816	83,132	10%
Circulation--Total	110,970	112,944	-2%	322,705	295,867	9%

Reference Transactions	9,431	9,022	5%	23,667	20,417	16%
User Visits	30,881	28,402	9%	88,212	50,391	75%
LPL Web Site Visits	22,003	20,444	8%	73,571	57,300	28%

Holdings--Added	3,092	3,927	-21%	10,114	8,981	13%
Holdings--Withdrawn	5,225	1,632	220%	12,503	6,115	104%
Holdings--Total	196,791	218,974	-10%			

Registered Borrowers--Added	490	443	11%			
Registered Borrowers--Total	101,815	100,285	2%			

Adult Programs		5	-100%		15	-100%
Young Adult Programs	19	26	-27%	49	43	14%
Youth Programs	40	40	0%	107	60	78%
Senior Programs	16	16	0%	43	43	0%
Total Programs	75	87	-14%	199	161	24%
Total Program Attendance	2,816	2,129	32%	6,665	3,756	77%
Public Uses of Meeting Rooms	0	0	#DIV/0!	0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!	0	1	-100%

Total Paid Staff (FTE)	54.35	54.49	0%			
Total Number of Employees	73	74	-1%			

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Report--March 2014

	March		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	3.94	3.65	8%				
Reference Transactions per Capita	1.20	1.16	4%				
Program Attendance per Capita	0.36	0.27	32%				
Circulation per Capita	14.17	14.50	-2%				
Total Holdings per Capita	2.09	2.34	-11%				
Collection Turnover--Total	6.90	6.30	10%				
Collection Turnover--Adult	6.89	6.33	9%				
Collection Turnover--Young Adult	4.60	5.06	-9%				
Collection Turnover--Youth	7.33	6.44	14%				
Collection Turnover--Audiovisual	12.86	12.66	2%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	29611	29743	0%		87742	81181	8%
Circulation--Adult Periodicals	553	372	49%		1403	963	46%
Circulation--Adult Feature Films & TV Shows	30454	32577	-7%		91036	81783	11%
Circulation--Electronic Games	1837	1463	26%		5279	3421	54%
Circulation--Adult Music CDs	9177	8933	3%		25079	22563	11%
Circulation--Adult Audio Books and Books on CD	3692	3731	-1%		10358	10365	0%
Circulation--Adult CD-ROMs	0	1	-100%		0	4	-100%
Circulation--eReaders	31	21	48%		77	42	83%
Circulation--Adult Total	75355	76820	-2%		220974	200280	10%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Circulation--YA Books and NF Videos	3376	3982	-15%		9361	10607	-12%
Circulation--YA Periodicals	9	4	125%		46	11	318%
Circulation--YA Music CDs <b>Now w/Adult</b>	0	0	#DIV/0!		0	1310	-100%
Circulation--YA Audio Books and Books on CD	200	200	0%		508	527	-4%
Circulation--YA Total	3585	4186	-14%		9915	12455	-20%
Circulation--Youth Books and NF Videos	30315	30055	1%		87175	78257	11%
Circulation--Youth Periodicals	92	116	-21%		202	275	-27%
Circulation--Youth Music CDs	514	613	-16%		1589	1615	-2%
Circulation--Youth Audio Books and Books on CD	1109	1154	-4%		2850	2985	-5%
Circulation--Youth Total	32030	31938	0%		91816	83132	10%
Circulation--Bookmobile	1183	998	19%		3395	2779	22%
Circulation--Total Books	60230	60258	0%		174561	160876	9%
Circulation--Total Periodicals	654	492	33%		1651	1249	32%
Circulation--Total Audiovisual	50740	52686	-4%		148144	134991	10%
Circulation Total	110970	112944	-2%		322705	295867	9%
E-Audio (Overdrive Only)	281	41	585%		657	43	1428%
E-Book (Overdrive Only)	1457	263	454%		3822	268	1326%
Zinio	813	651	25%		2868	1560	84%
Circulation Desk Circulation	50997	55168	-8%		146796	150334	-2%
Adult Self Check Circulation	59973	57776	4%		175909	145533	21%
Percent Self Check	54%	51%	6%		55%	49%	11%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Requests Placed	16349	17295	-5%		51494	45376	13%
Requests Filled	12706	13646	-7%		39250	35357	11%
Requests Unclaimed	1539	1362	13%		4271	3360	27%
Interlibrary Loan Items Borrowed for LPL Patrons	556	658	-16%		1804	1346	34%
Interlibrary Loan Items Loaned from LPL Collection	512	591	-13%		1677	1150	46%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	30881	28402	9%		88212	50391	75%
Public Computer Usage	8450	7426	14%		23230	17789	31%
Computer Lab Classes	4	2	100%		12	2	500%
Computer Lab Classes Attendance	10	4	150%		43	4	975%
Adult Reference Transactions	8317	7659	9%		20368	16870	21%
Young Adult Reference Transactions	382	625	-39%		1194	1571	-24%
Youth Reference Transactions	732	738	-1%		2105	1976	7%
Total Reference Transactions	9431	9022	5%		23667	20417	16%
Public-Sponsored Uses of Meeting Rooms	0	0	#DIV/0!		0	0	#DIV/0!
Public-Sponsored Meeting Attendance	0	0	#DIV/0!		0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!		0	1	-100%
Business Center Reservations	0	0	#DIV/0!		0	0	#DIV/0!
LPL Web Site Visits	22003	20444	8%		73571	57300	28%
<b>RESOURCES</b>							
Holdings--Total	196791	218974	-10%				
Holdings--Adult	134286	148769	-10%				
Holdings--Young Adult	9361	9925	-6%				
Holdings--Youth	53144	60280	-12%				
Holdings--Audiovisual	47333	49950	-5%				
Holdings--eReaders	18	12	50%				
Holdings Added	3092	3927	-21%		10114	8981	13%
Holdings Withdrawn (Weeded)	5225	1632	220%		12503	6115	104%
Holdings Net Change	-2133	2295			-2389	2866	



<b>Lawrence Public Library</b>	<b>March</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	101815	100285	2%				
Borrowers Added	490	443	11%		1486	1198	24%
Borrowers Transacting	11369	9850	15%		30088	29330	3%
Percent of Borrowers Transacting	11%	10%	14%				
Total Number of Lawrence Residents Registered	80188	78606	2%				
Percent of Lawrence Residents Registered	85%	84%	2%				
<b>PROGRAMMING</b>							
Number of Adult Programs	11	5	120%		30	15	100%
Number of Young Adult Programs	19	26	-27%		49	43	14%
Number of Youth Programs	40	40	0%		107	60	78%
Number of Senior Programs	16	16	0%		43	43	0%
Total Programs	86	87	-1%		229	161	42%
Adult Program Attendance	480	116	314%		1028	667	54%
Young Adult Program Attendance	248	283	-12%		639	445	44%
Youth Program Attendance	1936	1585	22%		4622	2280	103%
Senior Program Attendance	152	145	5%		376	364	3%
Total Program Attendance	2816	2129	32%		6665	3756	77%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	54.35	54.49	0%				
ALA-MLS Librarians, in Full-Time Equivalents	14.79	17.59	-16%				
Number of Employees--Total	73	74	-1%				
Number of Employees--Full-Time	36	35	3%				
Number of Employees--Part-Time	37	39	-5%				
Terminations	0	0	#DIV/0!		1	1	0%
Hirings	1	0	#DIV/0!		1	2	-50%
Volunteer Hours	227	228.5	-1%		482.5	485.5	-1%

## **Library Director's Report for April 2014**

Respectfully submitted by Brad Allen

### **Building Renovation/Expansion**

As my email earlier this month mentioned, we have an opening date! Saturday, July 26, will be our grand opening. Staff is hard at work planning a wonderful day of events.

Every time I visit the construction site, something new is going on. Now that the building is more or less enclosed, the construction crews are doing serious work inside the building. Walls are framed for eventual installment of the wood walls. Drywall is going up on the walls in the expanded portions of the building. Ceilings are going in. You can certainly see things coming together.

### **RFID Implementation**

The library will close from April 28 to May 2 to allow us to tag as much of our collection as possible. We plan to tag everything in the library that week. As items are returned, we will tag those as well. As time allows, we will continue to tag items in storage. It is exciting to see this component of our transition to better security and inventory control move forward.

### **Bibliocommons**

It has been a while since I've mentioned the work we've been doing preparing to implement our new public catalog. It's called Bibliocommons and it will feature a richer, more intuitive catalog searching environment. Staff is hard at work identifying bugs and testing features. We hope to have a soft launch of the catalog in the summer and full implementation later in the summer or early fall. More on this when the public beta release occurs.

### **Staffing Changes**

The past month we've seen a few employees move on to other opportunities. Our security officer Lewie Place accepted a maintenance job in Allen County. Our Interlibrary Loan Specialist Kevin Corcoran has accepted a new job at a medical library in Kansas City. And Youth Services Assistant Rebecca Dunn is leaving to work at Chattanooga Public Library. We wish them all the best in their future endeavors.

We are currently in the process of rehiring for all these positions as well as our new Cataloging and Processing Coordinator position. I should be able to report on our new hires by your next meeting.

### **Search for New Friends Coordinator**

As I reported last month, I was asked to serve ex-officio on the search committee for a new Friends Coordinator. The process is moving along. There were more than 30 candidates. It looks like there are some very promising applicants. They hope to have someone chosen by early May.

## **Library Foundation Director's Report • April 18, 2014**

**Summer Movies on the Library Lawn.** At its March meeting, the Library Foundation board voted to purchase an outdoor movie screen for the Library Lawn using \$5,000 of its extra capital campaign funds. This will enable LPL to be a full partner with Downtown Lawrence, Inc. and Parks and Rec to bring summer movies back to Lawrence. The plan is to premier the first "Dinner and a Movie" event on July 26, in conjunction with the public opening.

**Sad Farewell.** The Library Foundation is very sad to announce that Maurice Joy has resigned from the Finance Committee. Maurice has served as the investment advisor for the Foundation's endowment for many years. We wish him and Betsy the best as they make a permanent move to Florida. The committee currently is working to find a new member.

**Love Your Library Tile Project.** Get ready! Our new family restrooms are really going to pop! The tiles have arrived and they are beautiful. Thanks to our volunteer "curators," Jill Fincher and Kim Rack, they have been unpacked, sorted, and organized for the tile setter. The 450+ tiles will cover an entire wall in each of the two restrooms. Predictions are they will be a popular stop on the library tour.

**"Sneak Peek" Update.** Work continues on the Library Foundation's "Sneak Peek" event, officially scheduled for Thursday evening, June 26<sup>th</sup> at 7 pm. To date, the planning committee has secured \$36,000 in sponsorships; food donations from Merchants, Culinaria, Pachamamas, Eldridge, Ingredient, Hillary's Eat Well, Arterra, and La Tropicana; dessert donations from Scratch Bakery, Hot Box Cookies, and Evan Williams; beer from O'Malley Beverage, and a signature cocktail from 715....and there's more to come! Invitations will be mailed in early May.

**Opening Plans Update.** The Library's Development and Special Partnerships team is meeting regularly to plan and organize the July 26<sup>th</sup> public opening. Team members are working away with Sunflower Publishing on the official commemorative program for the library's opening. The stories are written and now they have moved to the photography phase. The issue should be ready to send to the printer in late May or early June. Meanwhile, video interviews start on April 25 with Kevin Willmott and the KU Film Department. They will ask 25-30 people for their library stories and take footage at Miss Linda's storytime and one of Pattie Johnston's senior book talks.

### **Pending Grant Applications:**

Kansas Health Foundation: \$17,000 for Health and Wellness Center programs.

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, May 19, 2014 at 4:30 PM  
*In the South Trailer, 700 New Hampshire Parking Lot*

Call to Order

Introductions -- Welcome to New Board Members, Judy Keller and Kevan Vick!

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
- Visioning process update -- Brad

New business

- Marketing idea -- Kristin
- 2015 budget discussion -- see attachment
- Trustee retreat -- June 7, Holidome
- Fixed Assets -- see MEMO

Adjournment

**Lawrence Public Library  
Board of Trustees Meeting  
April 21, 2014**

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

**Library Staff Present:** Brad Allen, Karen Allen, Jeni Daley, Tom Davin, Kim Fletcher, Charlee Glinka, Tricia Karlin, Amanda McConnell, Kristin Soper, Shirley Braunlich, and Sherri Turner.

**Friends of the Library:** Jan Conard.

**Guests:** Sean Zaudke, Gould Evans; Jan Conard, Friends; Mark Hecker, Lawrence Parks & Rec; Dennis Odgers, B.A. Green; Mark Thiel, Public Works.

**Call to Order**

Joan Golden, Board President, called the meeting to order at 4:35 p.m.

**Public Comment**

There were no public comments.

**Consent Agenda**

Brady moved that the consent agenda be approved; Ursula seconded. All in favor. The motion passed.

**Renovation and Expansion Update**

**Building Progress.** Dennis said the lower level is almost ready for flooring. Dry walling continues on the upper level. Painting is being done where it can. The exterior terra cotta is nearly done. The last piece of exterior glass is scheduled for installation tomorrow.

**Library Lawn Redesign.** Joan, Brad, Parks and Recreation staff, and the Gould Evans Team met and narrowed the design options to two. Sean said the primary difference is that one kept some of the smaller tiers, while the other moved toward larger tiers. He showed slides illustrating the options. The larger tiers can hold more people which make them useful for more types of programming. It gets the event space a little further off the street and provides connectivity to the streetscape, as well as being nicely framed by the windows of library. It puts the skating rink near the restrooms which is optimal. Joan said donors have seen and approved the design. The named spaces will be the Newman Lawn and the Matthew Moore Terrace. Sean and Kathleen are checking details related to movie use. All the work seems to satisfy the resolution made at last board meeting. The ice skating rink will bring some life to the space in the winter. City staff would like to see it lit up during the winter holiday. Sean said that placing it nearer Kentucky would have made it more uncomfortable during winter because it would be completely exposed to prevailing winds. Accessibility issues have been considered. The rink will not impede entrance to the library. David moved that the board accept option B for the redesign of the plaza, Brady seconded. All in favor.

Motion carried.

### **Director's Report.**

The opening date of July 26 has been announced. The library staff plans to tag about 140,000 items next week while the library is closed for the RFID implementation. The planning team has been hard at work training and getting prepared. Staff has also been doing background preparation for implementation of Bibliocommons, the new catalog overlay. It will be ready for release to staff in a couple of weeks, with a soft launch to the public in June. Lewie Place (Security), Kevin Corcoran (ILL), and Becca Dunn (Youth Services) have turned in resignations. We are also in the process of hiring a new Cataloging Coordinator. Friends are still working on hiring their new Program Coordinator, and will start doing interviews next week. Brad has been assisting the Friends with this hire.

### **Library Foundation Executive Director's Report**

Brad reported for Kathleen. The Library Foundation purchased a movie screen, and the library will work with DLI to provide movie nights on the Library Lawn. The decorated tiles are in and look great. Kim Rack and Jill Fincher will be curating them. The Foundation is moving into high gear to plan the sneak preview. Kevin Wilmott is working on a video for the grand opening.

### **Library Friends Report**

Jan Conard is the new representative from the Friends board. She said they received almost 40 applications for their job opening. They have done preliminary phone interviews and hope to have someone by early May. They have trained over 50 volunteers in the new processing method. They have a limited donation day planned, and after that, will wait until the new coordinator is on board to do more.

### **New Business**

**Special Meetings.** Brad noted that as the date for opening approaches there may need to be more frequent meetings, particularly if there are items that need to be purchased outside of the project funds. If that need arises, a special meeting may need to be called, by conference call if that is most convenient.

**Transfer of Funds.** Brad asked to transfer up to \$10,000 to help fund book lockers. The initial \$10,000 was funded through a donation from U.S. Bank. We hope to obtain funding for the rest, but need to order the lockers now. If donations are received, the money can be transferred back to Capital Improvement. Deborah moved that up to \$10,000 be moved from the Capital fund for the purchase of book lockers; Fran seconded. All in favor. Motion carried.

**Nomination Committee.** Fran presented the following slate of officers: Joan: Chair; Fran, Vice-Chair; and Ursula, Treasurer. Brady moved to adopt this slate of officers; Deborah seconded. All in favor. Motion carried.

**Budget Committee.** Joan, Fran, and Ursula agreed to serve on the budget committee and will meet with Brad to discuss.

**Thank You to Deborah and Chris.** On behalf of the board, Joan thanked Deborah for her 8 years of service to the board. Chris's term is also up, but he was unable to attend today's board meeting. Joan noted that Deborah, David, and Fran had attended the visioning session, and she will keep Deborah and Chris in the loop throughout the visioning process since they were so involved in the beginning.

Brady moved that the board move to Executive Session until 6:15 to discuss details relating to the Springsted report, Ursula seconded. Motion carried.

Joan called the meeting back to order at 6:15. Deborah moved to accept the Springsted report as given with the 90% recommendation. Brady seconded. All in favor. Motion carried.

**Adjournment**

The meeting adjourned at 6:25 p.m.

The next Board meeting will be Monday, May 19, <sup>in</sup> the South Trailer Conference Room, at 4:30 p.m.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
April 2014									
REVENUES	Month	Year to Date	Annual Budget	33% of Year	Apr-13	YTD 2013			
Tax Fund	\$ -	\$ 1,400,000.00	\$ 3,383,260.00	41.38%	\$ -	\$ 1,350,000.00			
Interest	\$ 20.16	\$ 84.87	\$ 250.00	33.95%	\$ 22.30	\$ 89.82			
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%		\$ -			
N.E.K.L.	\$ -	\$ 15,640.00	\$ 62,560.00	25.00%	\$ -	\$ 15,185.00			
Photo Copies	\$ 1,794.07	\$ 4,940.92	\$ 12,730.00	38.81%	\$ 865.20	\$ 3,176.32			
Overdues	\$ 11,093.01	\$ 51,719.39	\$ 170,000.00	30.42%	\$ 13,955.69	\$ 52,854.53			
Miscellaneous	\$ 67.40	\$ 13.49			\$ 26.03	\$ 16.01			
Total Revenues	\$ 12,974.64	\$ 1,504,522.89	\$3,660,800.00	41.10%	\$14,869.22	\$1,421,321.68			
EXPENSES									
Salaries & Wages	\$ 158,520.64	\$ 608,956.39	\$ 1,960,000.00	31.07%	\$ 147,809.00	\$ 590,833.20			
Health Insurance	\$ 20,964.48	\$ 85,955.80	\$ 302,000.00	28.46%	\$ 21,637.81	\$ 85,122.42			
Payroll Taxes	\$ 26,419.60	\$ 101,992.20	\$ 342,000.00	29.82%	\$ 22,646.86	\$ 94,885.22			
Books & Materials	\$ 37,551.85	\$ 115,659.66	\$ 520,500.00	22.22%	\$ 42,824.00	\$ 111,933.71			
Periodicals	\$ 55.00	\$ 10,820.11	\$ 19,500.00	55.49%	\$ 221.52	\$ 13,581.08			
Library Supplies	\$ 7,408.45	\$ 29,476.75	\$ 95,000.00	31.03%	\$ (21,405.34)	\$ 2,045.44			
Building Supplies	\$ 907.35	\$ 3,815.11	\$ 16,800.00	22.71%	\$ 1,404.88	\$ 5,378.19			
Repairs & Maintenance	\$ 39.07	\$ 2,466.84	\$ 75,000.00	3.29%	\$ 833.50	\$ 3,700.64			
Equipment	\$ -	\$ -	\$ 5,000.00	0.00%	\$ -	\$ 3,757.00			
Equipment - Technology	\$ 1,137.15	\$ 6,029.72	\$ 16,000.00	37.69%	\$ 887.63	\$ 6,782.30			
Capital Improvements	\$ -	\$ -	\$ -			\$ -			
Utilities	\$ 6,168.68	\$ 11,633.41	\$ 107,000.00	10.87%	\$ 14,696.07	\$ 58,164.97			
Insurance	\$ 480.79	\$ 1,618.02	\$ 16,000.00	10.11%	\$ 431.88	\$ 1,361.58			
Postage	\$ 425.14	\$ 4,464.64	\$ 25,000.00	17.86%	\$ 1,660.70	\$ 5,023.77			
Travel & Continuing Education	\$ 3,197.15	\$ 8,431.19	\$ 25,000.00	33.72%	\$ 1,035.41	\$ 2,103.54			
Book Van & Mileage	\$ 222.66	\$ 1,168.26	\$ 4,000.00	29.21%	\$ 233.69	\$ 508.85			
Photo Copiers	\$ 513.23	\$ 1,908.20	\$ 8,000.00	23.85%	\$ 524.62	\$ 2,589.67			
Programs	\$ 1,254.67	\$ 3,253.10	\$ 20,000.00	16.27%	\$ 2,476.01	\$ 4,512.87			
Professional Fees	\$ 5,873.74	\$ 21,701.35	\$ 70,000.00	31.00%	\$ 10,061.80	\$ 56,969.53			
Website/OPAC Content	\$ 1,155.00	\$ 1,515.00	\$ 14,000.00	10.82%	\$ 185.95	\$ 1,532.81			
Advertising & Marketing	\$ 785.15	\$ 3,949.47	\$ 15,000.00	26.33%	\$ 179.00	\$ 5,052.86			
Contingency		\$ -	\$ 5,000.00	0.00%		\$ -			
Miscellaneous	\$ 31.65	\$ 752.78			\$ (109.59)	\$ 1,737.26			
Total Expenses	\$ 273,111.45	\$ 1,025,568.00	\$3,660,800.00	28.01%	\$ 248,235.40	\$1,057,576.91			
Revenues Over Expenses	\$ (260,136.81)	\$ 478,954.89							
Cash Balances:									
Checking	\$ 693,125.18								
Capital Improvement	\$ 638,756.19								



Lawrence Public Library									
Outside Funding Report									
April 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
Friends:									
	Opening Day Collection	\$ 5,000.00			\$ 5,000.00	\$ -			\$ 5,000.00
	Programming:				\$ -				\$ -
	Adult				\$ -				\$ -
	Book Clubs		\$ 601.99		\$ 601.99				\$ 601.99
	Summer Reading	\$ 2,500.00			\$ 2,500.00				\$ -
	RAL - YS,YA,Adult		\$ 7,162.94		\$ 7,162.94		\$ 358.25		\$ 1,453.89
	TEDx	\$ 1,500.00			\$ 1,500.00				\$ -
	Author Talks	\$ 1,000.00			\$ 1,000.00				\$ -
	Senior		\$ 1,048.08		\$ 1,048.08				\$ 1,048.08
	Youth		\$ 914.71		\$ 914.71		\$ -		\$ 708.40
	Summer Reading	\$ 6,800.00		\$ 2,601.10	\$ 9,401.10				\$ 2,601.10
	Extra Paperbacks		\$ 247.25		\$ 247.25				\$ 247.25
	Young Adult		\$ 873.82		\$ 873.82		\$ -		\$ 753.90
	Summer Reading	\$ 6,000.00		\$ 172.50	\$ 6,172.50				\$ 172.50
	Advertising	\$ 5,000.00		\$ 2,524.39	\$ 7,524.39		\$ -		\$ 2,300.04
	Promotional Items & Bookbags	\$ 15,000.00		\$ 1,299.22	\$ 16,299.22				\$ 1,299.22
	Banned Books		\$ 57.85		\$ 57.85				\$ 57.85
	Printing Summer Reading		\$ 5,000.00		\$ 5,000.00		\$ 245.00		\$ 4,755.00
	Book Bags	\$ 4,000.00		\$ -	\$ 4,000.00	\$ -	\$ -		\$ -
	BookPage		\$ 20.00		\$ 20.00				\$ 20.00
	Movie Licensing	\$ 1,500.00		\$ 170.00	\$ 1,670.00				\$ 170.00
	Scholarships		\$ 3,750.00		\$ 3,750.00				\$ 3,750.00
	Staff Incentives		\$ 900.86		\$ 900.86		\$ -		\$ 838.90
	Aquarium Maintenance	\$ 1,400.00		\$ (382.81)	\$ 1,017.19		\$ 116.54		\$ (900.87)
	Wages/Taxes-DeWitt/Howard		\$ 174.62		\$ 174.62		\$ 325.00		\$ 13,504.34
	Volunteer Recognitions	\$ 1,000.00			\$ 1,000.00		\$ 13.47		\$ (93.47)
	Volunteers		\$ 130.00		\$ 130.00				\$ 130.00
	Puppet Theater (Brummell)		\$ 200.00		\$ 200.00				\$ 200.00
	Other TBA	\$ (2,100.00)		\$ 2,100.00	\$ -				\$ -
	Wellness Committee		\$ 105.00		\$ 105.00				\$ 42.88
	<b>TOTALS</b>	\$ 48,600.00	\$ 29,671.52		\$ 73,271.52	\$ -	\$ 1,058.26		\$ 33,661.00

Lawrence Public Library							
Outside Funding Report							
April 2014							
		Amount	Previous Year(s)		Received	Spent	Funds
		Pledged	Carryover		This Month	This Month	Remaining
		For 2014		TOTAL			
Foundation:							
	Kansas Health Foundation		\$ 848.14	\$ 848.14	\$ -		\$ 848.14
	Walmart-YS		\$ 68.19	\$ 68.19	\$ -	\$ -	\$ (23.79)
	FINRA		\$ 14,380.65	\$ 14,380.65	\$ -	\$ 3,378.21	\$ 4,744.20
	Steiner Storytelling Programs			\$ -	\$ -		\$ -
	Salaries/Taxes-Oden			\$ -		\$ 446.32	\$ (2,956.15)
	Morgan Expenses		\$ -	\$ -	\$ -	\$ 107.67	\$ (673.87)
	Praxair		\$ 3,494.60	\$ 3,494.60			\$ 3,494.60
	Laptops		\$ 45.26	\$ 45.26			\$ 45.26
	Book Drops Project			\$ -			\$ -
	Foundation Center		\$ (995.00)	\$ (995.00)			\$ (995.00)
	Milliken Fund			\$ -		\$ -	\$ (14.24)
	Community Kindle		\$ 301.00	\$ 301.00			\$ 301.00
	DCCF - DIY Summer Reading			\$ -			\$ -
	Local Music Project		\$ (2,500.00)	\$ (2,500.00)			\$ (2,500.00)
	Walmart eReader BCIAB		\$ 129.70	\$ 129.70			\$ 129.70
	New Building Technology		\$ (319.80)	\$ (319.80)	\$ -	\$ 50,842.00	\$ (94,613.63)
	New Building Furniture & Shelves					\$ 189,753.04	\$ (189,753.04)
	Tile Project						\$ 457.02
	Simpson Grant						\$ (395.19)
	<b>TOTALS</b>	\$ -	\$ 14,604.60	\$ 14,604.60	\$ -	\$ 244,527.24	\$ (282,753.13)
Other:							
	Memorials/Honor with Books	\$ -	\$ 1,745.12	\$ 1,745.12		\$ 147.39	\$ 1,411.01
	Lawrence Give Back	\$ -	\$ 2,474.30	\$ 2,474.30	\$ -		\$ 2,626.32
	Brummell-YS	\$ -	\$ 55.77	\$ 55.77	\$ -		\$ 155.77
	Wurfy		\$ 41.06	\$ 41.06	\$ -	\$ 34.91	\$ 100.44
	Moving		\$ 125.00	\$ 125.00			\$ 125.00
	Underwood Gift (Sr. Outreach)		\$ 175.00	\$ 175.00	\$ 225.00	\$ -	\$ 131.94
	John Cotton Dana		\$ 10,000.00	\$ 10,000.00		\$ -	\$ 7,500.00
	Merchandise Sales		\$ 2,301.23	\$ 2,301.23	\$ 69.00		\$ 2,429.66
	<b>TOTALS</b>	\$ -	\$ 16,917.48	\$ 16,917.48	\$ 294.00	\$ 182.30	\$ 14,480.14
				Total Income	\$ 294.00	YTD Income	\$ 326,771.47
				Total Expenditures	\$ 245,767.80	YTD Expenditures	\$ 615,217.97

**Lawrence Public Library**  
**Balance Sheet**  
As of April 30, 2014

	<u>Apr 30, 14</u>	<u>Apr 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	638,756.19	562,349.93	76,406.26	13.6%
Checking	693,165.18	881,566.36	-188,401.18	-21.4%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>1,331,921.37</u>	<u>1,443,916.29</u>	<u>-111,994.92</u>	<u>-7.8%</u>
<b>Total Current Assets</b>	<u>1,331,921.37</u>	<u>1,443,916.29</u>	<u>-111,994.92</u>	<u>-7.8%</u>
<b>Other Assets</b>				
Petty Cash	700.00	700.00	0.00	0.0%
<b>Total Other Assets</b>	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>1,332,621.37</b></u>	<u><b>1,444,616.29</b></u>	<u><b>-111,994.92</b></u>	<u><b>-7.8%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	82,701.08	64,682.60	18,018.48	27.9%
<b>Total Accounts Payable</b>	<u>82,701.08</u>	<u>64,682.60</u>	<u>18,018.48</u>	<u>27.9%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	-39.80	1,396.11	-1,435.91	-102.9%
<b>Total Other Current Liabilities</b>	<u>-39.80</u>	<u>1,396.11</u>	<u>-1,435.91</u>	<u>-102.9%</u>
<b>Total Current Liabilities</b>	<u>82,661.28</u>	<u>66,078.71</u>	<u>16,582.57</u>	<u>25.1%</u>
<b>Total Liabilities</b>	<u>82,661.28</u>	<u>66,078.71</u>	<u>16,582.57</u>	<u>25.1%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	190,508.39	452,403.52	-261,895.13	-57.9%
<b>Total Equity</b>	<u>1,249,960.09</u>	<u>1,378,537.58</u>	<u>-128,577.49</u>	<u>-9.3%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,332,621.37</b></u>	<u><b>1,444,616.29</b></u>	<u><b>-111,994.92</b></u>	<u><b>-7.8%</b></u>

**Lawrence Public Library  
Revenues & Expenses**

April 2014

	<u>Apr 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Personal Books	67.40
Merchandise Sales	69.00
Gifts-Other	225.00
Interest	20.16
Overdues	11,093.01
Photo Copies	1,794.07
Total Income	<u>13,268.64</u>
Gross Profit	13,268.64
Expense	
FOUNDATION FUNDING	244,080.92
FRIENDS FUNDING	915.56
Books & Materials	37,606.85
Miscellaneous	2,376.18
Technology Equipment	1,137.15
Insurance	480.79
Payroll Expenses	180,332.97
Payroll Taxes	26,451.92
Postage and Delivery	425.14
Professional Fees	5,873.74
Program Expense	1,254.67
Repairs	39.07
Supplies	8,315.80
Travel & Hospitality	3,419.81
Utilities	6,168.68
Total Expense	<u>518,879.25</u>
Net Ordinary Income	<u>-505,610.61</u>
Net Income	<u><u>-505,610.61</u></u>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

May 14, 14

Advance Insurance Company	374.79
Amanda Warren	420.00
Amazon	2,083.08
Amy Abbott	17.24
Amy E. Oliver	17.84
ASI	50.00
Baker & Taylor, Inc.	31,718.05
Barry Barnes	100.00
Bibliotheca	475.00
Black Hills Energy	133.04
Blackstone Audio, Inc.	571.84
Bob's Janitorial Service	253.14
Brett Olson	9.87
Brilliance Audio, Inc.	484.89
Center Point Large Print	636.30
Century Business Technologi...	515.98
City Directories	242.00
City of Lawrence	112.00
Demco, Inc.	3,123.40
Dino O'Dell	625.00
EBSCO	55.00
Express Services, Inc.	2,627.00
Gale Group, Inc.	38.92
Ghost Tours of Kansas	50.00
GovConnection, Inc.	382.00
Hamco Kansas City, Inc.	353.70
Hartford	12,721.00
Heartland Payment Systems	233.52
Identive Group, Inc.	25,460.00
Ingram Library Services	381.82
Innovative Interfaces, Inc.	40,916.00
Intuit	29.85
Jayhawk Trophy Co., Inc.	30.69
Jayhawk Tropical Fish	97.60
Journal-World	800.00
Kansas Public Radio	450.01
KCPT Public Television	50.00
Keith Leff	500.00
Laser Logic, Inc.	207.00
Laura Odell	40.00
Lawrence Arts Center	112.50
Lawrence Creates	790.00
Lawrence Sign Up LLC	20.00
Lawrence Transit System	1,000.00
Lawrence Utility Billing	583.86
Leslie Kay Handprinted Goods	240.00
Lincoln Broadbooks	315.00
Midwest Tape	9,531.55
Mike Dupont	200.00
NEKLS	2,030.00
OCLC, Inc.	4,401.27
OverDrive	1,485.65
Pamela S. Landon	7.48
Paul B. Bischmann	6.50
Polyline Corporation	913.30
Pro Print Inc.	130.06
Pur-O-Zone, Inc.	457.07
Quill Corporation	1,551.76
Random House, Inc.	189.00
Randy Kidd	40.00
Raven Bookstore	25.42
Recorded Books	203.26
Samford University Library	35.00
Shiqi Zhang	7.00
Springsted, Inc.	24,000.00
St. Louis County Library	14.95
StoneLion Puppet Theater	850.00
Sunflower Curbside Recycling	180.00
Tantor Media	446.36
Tommee Sherwood	100.00
Unique Management Services	719.18
United Parcel Service	355.36

10:55 AM

05/14/14

# Lawrence Public Library Vendor Balance Summary

All Transactions

	<u>May 14, 14</u>
Virginia M. Druse	11.85
VISA 5372	3,798.94
Westar-2	3,506.09
Westar - 3	51.91
WOW!Business	498.38
TOTAL	<u>186,196.27</u>

**Lawrence Public Library**  
**Check Detail**  
 May 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	June 2014	05/08/2014		Group Life Insurance	-374.79
TOTAL					-374.79
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	April 2014	05/08/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>	
Bill		05/08/2014		Borders Gas	-133.04
TOTAL					-133.04
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	April 2014	05/05/2014		Office Supplies	-198.52
				Web Site & OPAC Cont...	-35.00
TOTAL					-233.52
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	April	04/24/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		05/08/2014		Storage Facility	-31.24
Bill		05/08/2014		Borders Account	-418.05
Bill		05/13/2014		Water	-134.57
TOTAL					-583.86
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1184	05/07/2014		Postage and Delivery	-355.36
TOTAL					-355.36
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		05/09/2014		Adult Services	-92.20
				Youth Services Dept.	-35.00
				Adult Programming	-110.29
				Bookvan & Mileage	-132.55
				Children's Programming	-13.25
				Young Adult Programming	-200.84
				Postage and Delivery	-115.99
				Library Supplies	-356.79
				Miscellaneous	-72.58
				Volunteer Recognition	-38.88
				Advertising	-241.63
				Outreach Programming	-88.66
				Building Supplies	-92.82
				Technology Equipment	-191.99
				FOUNDATION FUNDING	-199.13
				Books & Materials	-13.66

**Lawrence Public Library**  
**Check Detail**  
 May 2014

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-23.73
				Summer Reading Printing	-572.84
				New Building Shelving &...	-401.00
				New Building Technology	-13.33
				Office Supplies	-19.00
				Staff Incentives	-84.63
				Admin. Dept.	-35.00
				Technology	-45.00
				New Building Technology	-404.15
				New Building Technology	-204.00
TOTAL					-3,798.94
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Westar-2</b>	<b>Checking</b>	
Bill		05/08/2014		Borders Account	-3,506.09
TOTAL					-3,506.09
<b>Bill Pmt -Check</b>		<b>05/19/2014</b>	<b>Westar - 3</b>	<b>Checking</b>	
Bill		04/30/2014		Storage Facility	-51.91
TOTAL					-51.91
<b>Bill Pmt -Check</b>	<b>6438</b>	<b>05/20/2014</b>	<b>Amanda Warren</b>	<b>Checking</b>	
Bill	May 8	05/08/2014		Summer Reading Printing	-420.00
TOTAL					-420.00
<b>Bill Pmt -Check</b>	<b>6439</b>	<b>05/20/2014</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	SI0005301-...	05/02/2014		New Building Technology	-475.00
TOTAL					-475.00
<b>Bill Pmt -Check</b>	<b>6440</b>	<b>05/20/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	702653	04/29/2014		Books & Materials	-529.90
Bill	705365	05/13/2014		Books & Materials	-17.97
Bill	706705	05/13/2014		Books & Materials	-23.97
TOTAL					-571.84
<b>Bill Pmt -Check</b>	<b>6441</b>	<b>05/20/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	159672	04/24/2014		Professional Fees	-253.14
TOTAL					-253.14
<b>Bill Pmt -Check</b>	<b>6442</b>	<b>05/20/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>	
Bill	IN0875329	04/29/2014		Books & Materials	-19.99
Bill	IN0875002	04/29/2014		Books & Materials	-10.00
Bill	IN0875001	04/29/2014		Books & Materials	-7.50
Bill	IN0875000	04/29/2014		Books & Materials	-19.99
Bill	IN0881334	05/13/2014		Books & Materials	-279.92
Bill	IN0881284	05/13/2014		Books & Materials	-30.00
Bill	IN0881285	05/13/2014		Books & Materials	-25.00
Bill	IN0881283	05/13/2014		Books & Materials	-45.00
Bill	IN0881303	05/13/2014		Books & Materials	-34.99



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Type	Num	Date	Name	Account	Paid Amount
Bill	IN0880255	05/13/2014		Books & Materials	-5.00
Bill	IN0878436	05/13/2014		Books & Materials	-7.50
TOTAL					-484.89
Bill Pmt -Check	6443	05/20/2014	Center Point Large Print	Checking	
Bill	1167409	04/29/2014		Books & Materials	-530.85
Bill	1167944	05/13/2014		Books & Materials	-20.37
Bill	1171471	05/13/2014		Books & Materials	-85.08
TOTAL					-636.30
Bill Pmt -Check	6444	05/20/2014	Century Business Technologies	Checking	
Bill	322824	04/24/2014		Copying	-15.00
Bill	322823	04/24/2014		Copying	-61.45
Bill	322271	04/24/2014		Copying	-237.44
Bill	322270	04/24/2014		Copying	-55.68
Bill	324239	05/08/2014		Copying	-146.41
TOTAL					-515.98
Bill Pmt -Check	6445	05/20/2014	City Directories	Checking	
Bill	83488191	05/13/2014		Books & Materials	-242.00
TOTAL					-242.00
Bill Pmt -Check	6446	05/20/2014	Demco, Inc.	Checking	
Bill	5231905-2	04/25/2014		Library Supplies	-1,564.74
Bill	5273919	04/30/2014		Library Supplies	-1,558.66
TOTAL					-3,123.40
Bill Pmt -Check	6447	05/20/2014	EBSCO	Checking	
Bill	0031874	04/29/2014		Periodicals	-55.00
TOTAL					-55.00
Bill Pmt -Check	6448	05/20/2014	Express Services, Inc.	Checking	
Bill	13945625-5	04/30/2014		Professional Fees	-121.89
Bill	13997922-3	05/08/2014		Professional Fees	-322.65
Bill	13968022-7	05/08/2014		Professional Fees	-322.65
Bill	25970582	05/13/2014		Professional Fees	-1,859.81
TOTAL					-2,627.00
Bill Pmt -Check	6449	05/20/2014	Gale Group, Inc.	Checking	
Bill	51978750	05/13/2014		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	6450	05/20/2014	GovConnection, Inc.	Checking	
Bill	51288024	04/24/2014		New Building Technology	-382.00
TOTAL					-382.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6451</b>	<b>05/20/2014</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	105123	05/13/2014		Library Supplies	-353.70
TOTAL					-353.70
<b>Bill Pmt -Check</b>	<b>6452</b>	<b>05/20/2014</b>	<b>Identive Group, Inc.</b>	<b>Checking</b>	
Bill	901511	04/24/2014		New Building Technology	-25,460.00
TOTAL					-25,460.00
<b>Bill Pmt -Check</b>	<b>6453</b>	<b>05/20/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	78045645	04/29/2014		Books & Materials	-57.91
				Library Supplies	-6.86
Bill	78077017	04/29/2014		Books & Materials	-14.25
				Library Supplies	-1.99
Bill	78128230	04/29/2014		Books & Materials	-39.96
				Library Supplies	-3.98
Bill	78178592	05/13/2014		Books & Materials	-22.21
				Library Supplies	-2.88
Bill	78282403	05/13/2014		Books & Materials	-69.60
				Library Supplies	-2.87
Bill	78333753	05/13/2014		Books & Materials	-24.81
				Library Supplies	-3.98
Bill	78226882	05/13/2014		Books & Materials	-116.39
				Library Supplies	-14.13
TOTAL					-381.82
<b>Bill Pmt -Check</b>	<b>6454</b>	<b>05/20/2014</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
Bill	INV-INC013...	04/24/2014		Professional Fees	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>6455</b>	<b>05/20/2014</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	48305	05/08/2014		Miscellaneous	-30.69
TOTAL					-30.69
<b>Bill Pmt -Check</b>	<b>6456</b>	<b>05/20/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	452549	04/30/2014		Aquarium Maintenance	-48.80
Bill	452630	05/13/2014		Aquarium Maintenance	-48.80
TOTAL					-97.60
<b>Bill Pmt -Check</b>	<b>6457</b>	<b>05/20/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	124339	05/08/2014		Advertising	-450.01
TOTAL					-450.01
<b>Bill Pmt -Check</b>	<b>6458</b>	<b>05/20/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	270928	05/08/2014		Office Supplies	-207.00
TOTAL					-207.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6459</b>	<b>05/20/2014</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	4612	05/13/2014		Advertising	-20.00
TOTAL					-20.00
<b>Bill Pmt -Check</b>	<b>6460</b>	<b>05/20/2014</b>	<b>Leslie Kay Handprinted Goods</b>	<b>Checking</b>	
Bill	04301401	05/08/2014		Kickoff/Last Bash	-240.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>6461</b>	<b>05/20/2014</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	may 1	05/08/2014		Library Supplies	-259.00
Bill	5-12-14	05/13/2014		Library Supplies	-1,771.00
TOTAL					-2,030.00
<b>Bill Pmt -Check</b>	<b>6462</b>	<b>05/20/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	315490	05/08/2014		OCLC Internet	-3,612.14
TOTAL					-789.13
					-4,401.27
<b>Bill Pmt -Check</b>	<b>6463</b>	<b>05/20/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	111325117...	04/29/2014		Books & Materials	-773.80
Bill	122642727...	04/29/2014		Books & Materials	-199.76
Bill	MR-0010416	04/30/2014		Library Supplies	-261.00
Bill	162156633...	05/13/2014		Books & Materials	-251.09
TOTAL					-1,485.65
<b>Bill Pmt -Check</b>	<b>6464</b>	<b>05/20/2014</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	12499	04/24/2014		Library Supplies	-503.53
Bill	12587	04/24/2014		Library Supplies	-409.77
TOTAL					-913.30
<b>Bill Pmt -Check</b>	<b>6465</b>	<b>05/20/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	83908	05/13/2014		Printing	-130.06
TOTAL					-130.06
<b>Bill Pmt -Check</b>	<b>6466</b>	<b>05/20/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	630861	04/30/2014		Building Supplies	-457.07
TOTAL					-457.07

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6467</b>	<b>05/20/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	2248297	04/24/2014		Office Supplies	-312.76
Bill	2096145	04/24/2014		Office Supplies	-3.85
				Technology Equipment	-836.81
Bill	2373852	04/30/2014		Office Supplies	-197.68
Bill	2833435	05/14/2014		Adult Programming	-162.89
Bill	2810759	05/14/2014		Adult Programming	-37.77
<b>TOTAL</b>					<b>-1,551.76</b>
<b>Bill Pmt -Check</b>	<b>6468</b>	<b>05/20/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1080153595	04/29/2014		Books & Materials	-33.75
Bill	1080188296	04/29/2014		Books & Materials	-33.75
Bill	1080225831	05/13/2014		Books & Materials	-121.50
<b>TOTAL</b>					<b>-189.00</b>
<b>Bill Pmt -Check</b>	<b>6469</b>	<b>05/20/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74919144	04/29/2014		Books & Materials	-25.00
Bill	74919867	04/29/2014		Books & Materials	-59.59
Bill	74909467	04/29/2014		Books & Materials	-42.08
Bill	74920285	04/29/2014		Books & Materials	-46.58
Bill	74929048	05/13/2014		Books & Materials	-30.01
<b>TOTAL</b>					<b>-203.26</b>
<b>Bill Pmt -Check</b>	<b>6470</b>	<b>05/20/2014</b>	<b>Sunflower Curbside Recycling</b>	<b>Checking</b>	
Bill	29501	05/05/2014		Building Repairs	-180.00
<b>TOTAL</b>					<b>-180.00</b>
<b>Bill Pmt -Check</b>	<b>6471</b>	<b>05/20/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV11371	04/29/2014		Books & Materials	-32.49
Bill	INV11670	05/13/2014		Books & Materials	-413.87
<b>TOTAL</b>					<b>-446.36</b>
<b>Bill Pmt -Check</b>	<b>6472</b>	<b>05/20/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	254938	05/08/2014		Professional Fees	-176.51
				Postage and Delivery	-119.12
				Library Supplies	-20.80
Bill	254937	05/08/2014		Professional Fees	-402.75
<b>TOTAL</b>					<b>-719.18</b>
<b>Bill Pmt -Check</b>	<b>27417</b>	<b>05/19/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	0628266	04/24/2014		Young Adult Programming	-100.08
Bill	2459435	04/29/2014		Books & Materials	-313.98
Bill	6021005	04/29/2014		Books & Materials	-169.88
Bill	4969815	04/29/2014		Books & Materials	-49.96
Bill	8241853	04/29/2014		Books & Materials	-24.99
Bill	5445819	04/29/2014		Books & Materials	-39.96
Bill	8605022	04/29/2014		Books & Materials	-192.78
Bill	0957860	04/29/2014		Books & Materials	-59.96
Bill	3292240	04/29/2014		Books & Materials	-55.94
Bill	8605022	04/29/2014		Books & Materials	-64.14

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Type	Num	Date	Name	Account	Paid Amount
Bill	1601845	04/30/2014		Adult Programming	-34.45
Bill	1601845	04/30/2014		Adult Programming	-6.89
Bill	8605022	05/02/2014		Young Adult Programming	-12.97
Bill	1471433	05/13/2014		Books & Materials	-178.54
Bill	4969815	05/13/2014		Books & Materials	-209.90
Bill	6694635	05/13/2014		Books & Materials	-35.96
Bill	6500212	05/13/2014		Books & Materials	-36.31
Bill	6500212	05/13/2014		Books & Materials	-111.91
Bill	4983463	05/13/2014		Books & Materials	-149.52
Bill	0813048	05/13/2014		Adult Programming-Frie...	-119.00
Bill	28618	05/14/2014		Technology Equipment	-115.96
TOTAL					-2,083.08
<b>Bill Pmt -Check</b>	<b>27418</b>	<b>05/19/2014</b>	<b>Amy Abbott</b>	<b>Checking</b>	
Bill	REFUND	05/14/2014		Overdues	-17.24
TOTAL					-17.24
<b>Bill Pmt -Check</b>	<b>27419</b>	<b>05/19/2014</b>	<b>Amy E. Oliver</b>	<b>Checking</b>	
Bill	REFUND	04/30/2014		Overdues	-17.84
TOTAL					-17.84
<b>Bill Pmt -Check</b>	<b>27420</b>	<b>05/19/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	55 Invoices	04/30/2014		Library Supplies	-1,322.89
				Books & Materials	-15,198.98
				Personal Books	-25.56
				FINRA	-476.07
				GGIFT	-60.32
				Wurfy	-20.61
Bill	54 Invoices	05/13/2014		Library Supplies	-916.23
				Books & Materials	-13,365.66
				Personal Books	-21.76
				FINRA	-271.21
				GGIFT	-16.39
				Wurfy	-22.37
TOTAL					-31,718.05
<b>Bill Pmt -Check</b>	<b>27421</b>	<b>05/19/2014</b>	<b>Barry Barnes</b>	<b>Checking</b>	
Bill	5-31-14	05/13/2014		YS Summer Reading	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>27422</b>	<b>05/19/2014</b>	<b>Brett Olson</b>	<b>Checking</b>	
Bill	REFUND	04/30/2014		Overdues	-9.87
TOTAL					-9.87
<b>Bill Pmt -Check</b>	<b>27423</b>	<b>05/19/2014</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill		05/13/2014		Miscellaneous	-112.00
TOTAL					-112.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27424</b>	<b>05/19/2014</b>	<b>Dino O'Dell</b>	<b>Checking</b>	
Bill	7-3-14	05/13/2014		BNSF	-625.00
TOTAL					-625.00
<b>Bill Pmt -Check</b>	<b>27425</b>	<b>05/19/2014</b>	<b>Ghost Tours of Kansas</b>	<b>Checking</b>	
Bill	6-10-14	05/13/2014		Young Adult Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27426</b>	<b>05/19/2014</b>	<b>Hartford</b>	<b>Checking</b>	
Bill	5-1-14	05/13/2014		Liability Insurance	-1,875.00
Bill	5-1-14	05/13/2014		Liability Insurance	-761.00
TOTAL				Liability Insurance	-10,085.00
					-12,721.00
<b>Bill Pmt -Check</b>	<b>27427</b>	<b>05/19/2014</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	10514071	05/08/2014		Advertising Gift Fund	-800.00
TOTAL					-800.00
<b>Bill Pmt -Check</b>	<b>27428</b>	<b>05/19/2014</b>	<b>KCPT Public Television</b>	<b>Checking</b>	
Bill	Memorial	05/05/2014		Miscellaneous	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27429</b>	<b>05/19/2014</b>	<b>Keith Leff</b>	<b>Checking</b>	
Bill	6-19-14	05/13/2014		BNSF	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>27430</b>	<b>05/19/2014</b>	<b>Laura Odell</b>	<b>Checking</b>	
Bill	6-14-14	05/08/2014		Adult Programming	-40.00
TOTAL					-40.00
<b>Bill Pmt -Check</b>	<b>27431</b>	<b>05/19/2014</b>	<b>Lawrence Arts Center</b>	<b>Checking</b>	
Bill	9035	04/24/2014		Advertising	-112.50
TOTAL					-112.50
<b>Bill Pmt -Check</b>	<b>27432</b>	<b>05/19/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	5-30-14	05/13/2014		YS Programming-Friends	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>27433</b>	<b>05/19/2014</b>	<b>Lawrence Transit System</b>	<b>Checking</b>	
Bill		05/13/2014		YA Summer Reading	-1,000.00
TOTAL					-1,000.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27434</b>	<b>05/19/2014</b>	<b>Lincoln Broadbooks</b>	<b>Checking</b>	
Bill	6-3-14	05/13/2014		Young Adult Programming	-315.00
<b>TOTAL</b>					<b>-315.00</b>
<b>Bill Pmt -Check</b>	<b>27435</b>	<b>05/19/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	91770935	04/29/2014		Books & Materials	-12.74
Bill	91764988	04/29/2014		Books & Materials	-22.49
Bill	91764987	04/29/2014		Books & Materials	-9.99
Bill	91787621	04/29/2014		Books & Materials	-44.98
Bill	91764984	04/29/2014		Books & Materials	-833.15
Bill	91764986	04/29/2014		Books & Materials	-222.95
Bill	91770517	04/29/2014		Books & Materials	-451.35
Bill	91770515	04/29/2014		Books & Materials	-554.07
Bill	91783177	04/29/2014		Books & Materials	-241.41
Bill	91783341	04/29/2014		Books & Materials	-360.87
Bill	91783159	04/29/2014		Books & Materials	-1,081.58
Bill	91827004	05/08/2014		Library Supplies	-562.50
Bill	91828707	05/13/2014		Books & Materials	-86.20
Bill	91821057	05/13/2014		Books & Materials	-29.99
Bill	91821056	05/13/2014		Books & Materials	-43.32
Bill	91839374	05/13/2014		Books & Materials	-41.99
Bill	91835808	05/13/2014		Books & Materials	-42.72
Bill	91791083	05/13/2014		Books & Materials	-4.49
Bill	91793504	05/13/2014		Books & Materials	-22.49
Bill	91783176	05/13/2014		Books & Materials	-69.72
Bill	91783342	05/13/2014		Books & Materials	-26.98
Bill	91809262	05/13/2014		Books & Materials	-25.48
Bill	91801611	05/13/2014		Books & Materials	-11.69
Bill	91784093	05/13/2014		Books & Materials	-56.80
Bill	91839375	05/13/2014		Books & Materials	-250.42
Bill	91834953	05/13/2014		Books & Materials	-89.97
Bill	91834952	05/13/2014		Books & Materials	-73.90
Bill	91835809	05/13/2014		Books & Materials	-89.97
Bill	91801610	05/13/2014		Books & Materials	-392.91
Bill	91794258	05/13/2014		Books & Materials	-1,156.49
Bill	91815741	05/13/2014		Books & Materials	-158.92
Bill	91783174	05/13/2014		Books & Materials	-419.96
Bill	91821055	05/13/2014		Books & Materials	-299.93
Bill	91821053	05/13/2014		Books & Materials	-1,082.27
Bill	91815266	05/13/2014		Books & Materials	-228.85
Bill	91821402	05/13/2014		Books & Materials	-173.10
Bill	91821403	05/13/2014		Books & Materials	-254.91
<b>TOTAL</b>					<b>-9,531.55</b>
<b>Bill Pmt -Check</b>	<b>27436</b>	<b>05/19/2014</b>	<b>Mike Dupont</b>	<b>Checking</b>	
Bill	6-5-14	05/13/2014		Young Adult Programming	-200.00
<b>TOTAL</b>					<b>-200.00</b>
<b>Bill Pmt -Check</b>	<b>27437</b>	<b>05/19/2014</b>	<b>Pamela S. Landon</b>	<b>Checking</b>	
Bill	REFUND	04/30/2014		Overdues	-7.48
<b>TOTAL</b>					<b>-7.48</b>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27438	05/19/2014	Paul B. Bischmann	Checking	
Bill	REFUND	05/14/2014		Overdues	-6.50
TOTAL					-6.50
Bill Pmt -Check	27439	05/19/2014	Randy Kidd	Checking	
Bill	5-10-14	04/09/2014		Adult Programming	-40.00
TOTAL					-40.00
Bill Pmt -Check	27440	05/19/2014	Raven Bookstore	Checking	
Bill	91633	09/30/2013		Books & Materials	-25.42
TOTAL					-25.42
Bill Pmt -Check	27441	05/19/2014	Samford University Library	Checking	
Bill	103430	04/30/2014		Overdues	-35.00
TOTAL					-35.00
Bill Pmt -Check	27442	05/19/2014	Shiqi Zhang	Checking	
Bill	REFUND	04/30/2014		Overdues	-7.00
TOTAL					-7.00
Bill Pmt -Check	27443	05/19/2014	St. Louis County Library	Checking	
Bill	291794	04/30/2014		Overdues	-14.95
TOTAL					-14.95
Bill Pmt -Check	27444	05/19/2014	StoneLion Puppet Theater	Checking	
Bill	6-5-14	05/13/2014		BNSF	-850.00
TOTAL					-850.00
Bill Pmt -Check	27445	05/19/2014	Tommee Sherwood	Checking	
Bill	5-31-14	05/13/2014		Summer Reading	-100.00
TOTAL					-100.00
Bill Pmt -Check	27446	05/19/2014	Virginia M. Druse	Checking	
Bill	REFUND	05/14/2014		Overdues	-11.85
TOTAL					-11.85
Bill Pmt -Check	27447	05/19/2014	WOW!Business	Checking	
Bill		04/24/2014		Internet Telephone	-422.14 -76.24
TOTAL					-498.38



Lawrence Public Library  
Check Detail  
May 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27448</b>	<b>05/19/2014</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
Bill	INV-INC012...	05/13/2014		Computer Repairs	-40,416.00
TOTAL					-40,416.00
<b>Bill Pmt -Check</b>	<b>27449</b>	<b>05/19/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	6-13-14	05/13/2014		YS Programming-Friends	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>27450</b>	<b>05/19/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	6-12-14	05/13/2014		BNSF	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>27451</b>	<b>05/19/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	6-17-14	05/13/2014		Young Adult Programming	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>27452</b>	<b>05/19/2014</b>	<b>General Binding Corp.</b>	<b>Checking</b>	
Bill	2210632	03/27/2014		Library Supplies	-96.93
TOTAL					-96.93

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Summary--April 2014

INDICATOR	April		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	3.07	3.74	-18%			
Reference Transactions per Capita	0.98	1.05	-7%			
Program Attendance per Capita	0.27	0.36	-25%			
Circulation per Capita	11.75	13.69	-14%			
Circulation per Visit	3.83	3.66	5%			
Total Holdings per Capita	2.07	2.33	-11%			
% of Lawrence Residents Registered	86%	84%	2%			

Circulation--Adult Total	61,711	72,681	-15%	282,685	272,961	4%
Circulation--Young Adult Total	3,008	3,797	-21%	12,923	16,252	-20%
Circulation--Youth Total	27,229	30,191	-10%	119,045	113,323	5%
Circulation--Total	91,948	106,669	-14%	414,653	402,536	3%

Reference Transactions	7,662	8,199	-7%	31,329	28,616	9%
User Visits	24,007	29,161	-18%	112,219	79,552	41%
LPL Web Site Visits	20,312	19,341	5%	93,883	76,641	22%

Holdings--Added	2,993	3,489	-14%	13,107	12,470	5%
Holdings--Withdrawn	9,063	2,658	241%	21,566	8,773	146%
Holdings--Total	194,346	218,079	-11%			

Registered Borrowers--Added	378	463	-18%	1,864	1,661	12%
Registered Borrowers--Total	102,220	100,741	1%			

Adult Programs	12	6	100%	42	21	100%
Young Adult Programs	18	18	0%	67	61	10%
Youth Programs	36	36	0%	143	96	49%
Senior Programs	19	18	6%	62	61	2%
Total Programs	85	78	9%	314	239	31%
Total Program Attendance	2,083	2,790	-25%	8,748	6,546	34%
Public Uses of Meeting Rooms	0	0	#DIV/0!	0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!	0	1	-100%

Total Paid Staff (FTE)	54.06	53.89	0%			
Total Number of Employees	74	75	-1%			

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Report--April 2014

	April		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	3.07	3.74	-18%				
Reference Transactions per Capita	0.98	1.05	-7%				
Program Attendance per Capita	0.27	0.36	-26%				
Circulation per Capita	11.75	13.69	-14%				
Total Holdings per Capita	2.07	2.33	-11%				
Collection Turnover--Total	5.79	5.98	-3%				
Collection Turnover--Adult	5.72	6.00	-5%				
Collection Turnover--Young Adult	3.84	4.55	-16%				
Collection Turnover--Youth	6.32	6.16	3%				
Collection Turnover--Audiovisual	10.69	11.96	-11%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	25614	28302	-9%		113356	109483	4%
Circulation--Adult Periodicals	390	464	-16%		1793	1427	26%
Circulation--Adult Feature Films & TV Shows	24336	30318	-20%		115372	112101	3%
Circulation--Electronic Games	1466	1408	4%		6745	4829	40%
Circulation--Adult Music CDs	6780	8892	-24%		31859	31455	1%
Circulation--Adult Audio Books and Books on CD	3101	3296	-6%		13459	13661	-1%
Circulation--Adult CD-ROMs	0	1	-100%		0	5	-100%
Circulation--eReaders	24	21	14%		101	63	60%
Circulation--Adult Total	61711	72681	-15%		282685	272961	4%

Lawrence Public Library	April		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Circulation--YA Books and Videos	2820	3623	-22%		12181	14230	-14%
Circulation--YA Periodicals	8	2	300%		54	13	315%
Circulation--YA Music CDs <b>Now w/Adult</b>	0	0	#DIV/0!		0	1310	-100%
Circulation--YA Audio Books and Books on CD	180	172	5%		688	699	-2%
Circulation--YA Total	3008	3797	-21%		12923	16252	-20%
Circulation--Youth Books and Videos	25754	28540	-10%		112929	106797	6%
Circulation--Youth Periodicals	52	63	-17%		254	338	-25%
Circulation--Youth Music CDs	569	583	-2%		2158	2198	-2%
Circulation--Youth Audio Books and Books on CD	854	1005	-15%		3704	3990	-7%
Circulation--Youth Total	27229	30191	-10%		119045	113323	5%
Circulation--Bookmobile	949	1011	-6%		4344	3790	15%
Circulation--Total Books	51514	57182	-10%		226075	218058	4%
Circulation--Total Periodicals	450	529	-15%		2101	1778	18%
Circulation--Total Audiovisual	40434	49487	-18%		188578	184478	2%
Circulation Total	91948	106669	-14%		414653	402536	3%
E-Audio (Overdrive Only)	219	37	492%		876	80	995%
E-Book (Overdrive Only)	1337	256	422%		5159	524	885%
Zinio	769	270	185%		3637	1830	99%
Circulation Desk Circulation	42013	50792	-17%		188809	201126	-6%
Adult Self Check Circulation	49935	55877	-11%		225844	201410	12%
Percent Self Check	54%	52%	4%		54%	50%	9%

Lawrence Public Library	April		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Requests Placed	14888	15390	-3%		66382	60766	9%
Requests Filled	10997	13083	-16%		50247	48440	4%
Requests Unclaimed	953	1344	-29%		5224	4704	11%
Interlibrary Loan Items Borrowed for LPL Patrons	417	483	-14%		2221	1829	21%
Interlibrary Loan Items Loaned from LPL Collection	127	217	-41%		1804	1367	32%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	24007	29161	-18%		112219	79552	41%
Public Computer Usage	6964	8132	-14%		30194	25921	16%
Computer Lab Classes	5	3	67%		17	5	240%
Computer Lab Classes Attendance	13	7	86%		56	11	409%
Adult Reference Transactions	6735	6800	-1%		27103	23670	15%
Young Adult Reference Transactions	369	694	-47%		1563	2265	-31%
Youth Reference Transactions	558	705	-21%		2663	2681	-1%
Total Reference Transactions	7662	8199	-7%		31329	28616	9%
Public-Sponsored Uses of Meeting Rooms	0	0	#DIV/0!		0	0	#DIV/0!
Public-Sponsored Meeting Attendance	0	0	#DIV/0!		0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!		0	1	-100%
Business Center Reservations	0	0	#DIV/0!		0	0	#DIV/0!
LPL Web Site Visits	20312	19341	5%		93883	76641	22%
<b>RESOURCES</b>							
Holdings--Total	194346	218079	-11%				
Holdings--Adult	132484	148498	-11%				
Holdings--Young Adult	9403	10010	-6%				
Holdings--Youth	52459	59571	-12%				
Holdings--Audiovisual	45404	49671	-9%				
Holdings--eReaders	18	12	50%				
Holdings Added	2993	3489	-14%		13107	12470	5%
Holdings Withdrawn (Weeded)	9063	2658	241%		21566	8773	146%
Holdings Net Change	-6070	831			-8459	3697	

<b>Lawrence Public Library</b>	<b>April</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	102220	100741	1%				
Borrowers Added	378	463	-18%		1864	1661	12%
Borrowers Transacting	7017	9937	-29%		37105	39267	-6%
Percent of Borrowers Transacting	7%	10%	-30%				
Total Number of Lawrence Residents Registered	80489	78981	2%				
Percent of Lawrence Residents Registered	86%	84%	1%				
<b>PROGRAMMING</b>							
Number of Adult Programs	12	6	100%		42	21	100%
Number of Young Adult Programs	18	18	0%		67	61	10%
Number of Youth Programs	36	36	0%		143	96	49%
Number of Senior Programs	19	18	6%		62	61	2%
Total Programs	85	78	9%		314	239	31%
Adult Program Attendance	156	847	-82%		1184	1514	-22%
Young Adult Program Attendance	152	363	-58%		791	808	-2%
Youth Program Attendance	1561	1398	12%		6183	3678	68%
Senior Program Attendance	214	182	18%		590	546	8%
Total Program Attendance	2083	2790	-25%		8748	6546	34%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	54.06	53.89	0%				
ALA-MLS Librarians, in Full-Time Equivalents	14.79	17.59	-16%				
Number of Employees--Total	74	75	-1%				
Number of Employees--Full-Time	36	35	3%				
Number of Employees--Part-Time	38	40	-5%				
Terminations	2	1	100%		3	2	50%
Hirings	0	1	N/A		1	3	-67%
Volunteer Hours	415.5	300.2	38%		898	785.7	14%

## **Library Director's Report for May 2014**

Respectfully submitted by Brad Allen

### **Building Renovation/Expansion**

July 26 inches closer and the construction teams are ramping up work. All of the terra cotta and glass is installed on the exterior. Many of the sidewalks are in place. There's even a new stop light at 7th and Vermont! A considerable amount of the wood paneling has gone up on the walls, much drywall is up, and a lot of the ceiling grids are in place. It's starting to look like a library!

### **RFID Implementation**

As reported last month, we closed from April 28 to May 2 to tag the collection. Staff did an outstanding job tagging everything in the building, everything that was returned during the week, and even began tagging in storage. To keep up with returns upon reopening, we have hired a few temporary workers who have been great help.

### **New Cataloging Coordinator**

I am very excited to announce that Kelly Fann, former LPL employee and currently Director at Tonganoxie Public Library, will be our new Cataloging Coordinator. We are thrilled to have her back!

### **2015 Budget**

Sherri, Joan, and I met with Dave Corliss and Casey Toomay at City Hall for a first discussion of next year's budget. We had a good initial discussion. Our preliminary budget is included in this month's board packet.

### **State Librarian Visits LPL**

On April 23, NEKLS Executive Director Jim Minges brought Kansas State Librarian Jo Budler by the library on her tour of Northeast Kansas libraries. We toured the current facilities and gave her a sneak peek of the new building. She was very impressed with both facilities. It was an honor to show her around.

### **Tony Horwitz Skypes at the Carnegie**

LPL took over the Carnegie Building on May 6 to host a Skype conversation with Tony Horwitz. I emceed the event, Tony told some stories, I opened up the Q & A and the crowd in attendance asked engaging questions. It was a great experiment with hosting an author via videoconferencing. We had a good turnout.

### **On the Radio**

Last but not least, I had the pleasure to be on the Cadre Lawrence radio show on May 6 as well.

## **Library Foundation Director's Report • May 16, 2014**

**“Sneak Peek” Update.** We continue to make great progress on the June 26<sup>th</sup> Sneak Peek Party. We now have officially exceeded our sponsorship goal, with \$40,300 in sponsorship payments and pledges. In addition, 18 restaurants and caterers have signed on to provide appetizers, desserts, and drinks (nearly all of these are donations.) On the entertainment front, the planning committee has lined up four pianists, a flamenco guitarist, mandolin trio, classical guitarist, a jazz trio, a fire storyteller, and a “staff lounge singer” performing songs of Frank Sinatra, Elvis, and others. It just doesn't get much better than that! Ticket sales are brisk and we are well on our way to our goal of raising \$50,000 for the NEH programming fund. It will be a wonderful evening!!

**Piano Donation.** We are thrilled to announce that the library has received a donation of piano for the auditorium, a beautiful Mason & Hamlin parlor grand. It will really open up all sorts of new programming options for the library.

**New Foundation Leadership.** At the upcoming May 21<sup>st</sup> meeting, Margie Coggins will take the reins as the Library Foundation Board's 2014 chair. A huge “thank you” goes to Chuck Blaser for his year of leadership. Chuck has agreed to serve as vice chair. Jill Fincher will continue to serve as Treasurer and Alice Ann Johnston as Secretary.

**Love Your Library Tile Project.** Last week, our tile curators, in conjunction with the architects and BA Green decided to move the tiles out of the family restrooms. The space just didn't do the incredible wall of artwork justice. The new location is the two study booths in the children's department. The best part is that they are visible from across the atrium, adding a great splash of color to the children's department.

### **Pending Grant Applications:**

Kansas Health Foundation: \$17,000 for Health and Wellness Center programs.



## Board Visioning Meeting

### Family Destination

- Definition: relationship with library that lasts a lifetime; library is the living room of the community; place for socialization; “third place”
- Examples: people will stay and get work done
  - created small meeting spaces
  - space is comfortable and welcoming
  - created gathering areas
  - people will come and stay
  - coffee bar!
- Questions: how will we deal with increased traffic?
  - are our policies and procedures set up to manage new space?
- Success: lots of families and individuals visiting and staying at library

### Out of School Education

- Definition: aligned w/ self sufficiency (for kids and adults)
  - learning outside the classroom
  - encourage community conversations
- Examples: reading programs, roving librarians
  - crafts
  - speakers, partnerships
- Questions: do we understand how people learn?
  - what things should we be expert in?
  - who should we partner with?
- Success: children are ready to learn
  - adults are curious
  - adults will find new jobs and activities

### Economic Development

- Definition: resources for microbusiness development
  - info for large, prospective businesses
  - fill in gaps the Chamber isn't filling
  - lower bar to taking a business risk
- Examples: partner with Chamber
  - meeting space
  - digital media lab
  - collaboration with small business experts
- Questions: if E.D. were a higher priority would it aid the library in becoming an autonomous taxing authority
  - what does E.D. look like now?
  - how do we support small businesses so they don't have to leave Lawrence?

- Success: businesses would be more supportive of the library because the library helped them be successful

## **Literacy**

- Agree to add to list
- Be an informed citizen includes discourse
- Self-sufficiency
- Access to computer
- Ability to educate
- Examples: partnerships, classics, public computers
  - taking resources to patrons
  - ensuring we're accessible
- Questions: where do we need to collaborate more?
  - should we develop/expand mobile services?

## **Issues and Actions**

- What about Discover Your Roots? What is the library's role in local history?

## **Next Steps**

- Develop goal statements: "LPL will..."
- Brad will develop first draft of goals (2 to 3)

## Regular Budget Report

[illegible]

M E M O

Subject: Fixed Assets

TO: Brad, Board of Trustees

The library currently keeps a list of all fixed assets purchased by the library. While the city owns the building and land, the library keeps track of all other purchases. These include building improvements like the YA renovation we did several years ago, furniture, fixtures and equipment, including technology equipment.

The guideline for a purchase qualifying as a fixed asset is if it has a useful life of more than one year AND singularly costs more than \$100.00.

I would like the board to consider raising the dollar threshold to \$250.00. (\$500?)

The auditors did not audit our asset inventory during the 2012 or 2013 audit. We discussed how we might accomplish that audit after we move back to 707 Vermont. They suggested we begin a new fixed asset inventory list for the new facility.

Many items that have been listed in the past could be eliminated from the new list by raising the dollar threshold. Some of the items that might be left off the list would be display racks, book carts, folding tables, some computer monitors and keyboards, and storage containers. We would classify these purchases as office supplies or library supplies. While some of these items will last more than a year, we don't need to keep track of their location and disposition as we would other assets. And since the library does not need to calculate depreciation or file a tax return, using a different budget line for some items will not affect our bottom line.

As we move back to 707 Vermont, we would generate a new inventory list as items are purchased and placed into service.

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, June 16, 2014 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

New business

- New Building Signage Presentation -- Jeni Daley
- Meeting Room Policy (see attachment) -- ACTION ITEM
- Art Exhibit Policy (see attachment) -- ACTION ITEM
- Overtime Policy (see attachment) -- ACTION ITEM

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting May 19, 2014**

**Board Members Present:** Fran Devlin, Brady Flannery, Joan Golden, Judy Keller, Ursula Minor, David Vance, and Kevan Vick.

**Library Staff Present:** Brad Allen, Karen Allen, Tom Davin, Kim Fletcher, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Kristin Soper, and Sherri Turner.

**Friends of the Library:** Jan Conard.

**Guests:** Dennis Odgers, B.A. Green; Patti Poe, NEKLS; Elliott Hughes, Lawrence Journal-World.

#### **Call to Order**

Joan Golden, Board President, called the meeting to order at 4:30 p.m. Joan welcomed new board members Kevan Vick and Judy Keller. Joan asked library staff members present to introduce themselves to the new board members.

#### **Public Comment**

Patti Poe, NEKLS, presented a recognition certificate & golden apple pin to Brad for completing the State Library sponsored Apple course (Applied Public Library Education). APPLE is a series of courses for new library directors on leadership, planning, advocacy, customer service, and working with the city.

#### **Consent Agenda**

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

#### **Director's Report**

Brad said that July 26 has been announced as the grand opening. Concrete work and completion of the ramp adjacent to garage will affect plaza readiness. Staff made good progress on tagging the collection for RFID while the library was closed for a week. Kelly Fann has been hired as the new Cataloging Coordinator. Brad, Sherri, and Joan met with Dave Corliss and Casey Toomey to talk about 2015 budget. Jim Minges and Jo Budler toured the building, and were quite impressed. Brad facilitated a nice public Skype chat with Tony Horwitz that was a success.

#### **Library Foundation Executive Director's Report**

Kathleen said that the Sneak Peek party planning is going well, with 310 attendees confirmed so far. They are well on their way to their fundraising goal of \$50,000 for the event. Kate Dineen will make gifts for major donors from pieces of the scrap glass. Last month the Foundation Board approved giving the remaining funds from the capital campaign to the library. The total amount is available because pledges have all been fulfilled. Hallmark donated 300 feet of huge ribbon to use for the grand opening.

#### **Library Friends Report**

The Friends have hired a new program manager, Kandyce Horn. She has already started. They are planning a limited donation day in June. They decided to forego a July booksale and plan for a fall sale.

## **Renovation**

Dennis gave a progress report on the building project. The front walk is ready to pour this week. Acoustical plaster in the ceiling is progressing. Wood walls continue to be installed around the perimeter. Flooring on the lower level will start tomorrow. Life safety systems are being tested. This is critical for the Sneak Peek party. The baffle ceiling is due in New York on May 23 and then will be coming this way. On the exterior, work is being done on sidewalks and on soffits on the west exterior. Plaza foundation work started last Friday.

## **Ongoing Business**

### **Visioning Process Update**

David, Ursula, Joan and Fran participated in the visioning session facilitated by Gina Milsap. They asked Brad to take the notes from the session and distill it into a more concrete form. A summary of points was included in board packet. Brad said he wanted to focus on hope and imagining a positive future, but needs to find a way to talk about it in a more precise manner. Two of the strongest points for the board were the library as destination and engagement of our literate community in reading for enjoyment. Joan said it is important to show that there is a definite plan for the future. Judy said she would expect that we would have a strategic plan, but it could be shorter range, 1 to 3 years, and needs to include measurable objectives. Joan said that it makes sense that we would start with this and develop a strategic plan from here. The board discussed timing and decided to table the visioning and start of the strategic plan until August.

## **New Business**

### **Marketing Idea**

Kristin presented an idea from the social media team to introduce Spike the Cat as an honorary non-voting Library Board member. The social media team's cat posts are the most popular of their posts. They would like to have an official library cat as a regular social media presence. She said it would not be the first library-affiliated cat, but perhaps the first library board cat.

## **2015 Budget**

Brad said the 2015 budget proposal reflects an increase to take salaries to 90% of market as recommended by Springsted, a decrease in health insurance as per our provider, and an increase in KPERS contributions. He said it is important to present a compelling story emphasizing how important it is in order for the library to meet community expectations. The request will be considered at a study session on June 17. He is working on compiling the data and narrative.

## **Trustee Retreat**

There will be a trustee retreat on June 7 from 9 to noon at the Holidome with Joan Frye Williams. Brad encouraged board members to attend if possible.

## **Fixed Assets**

The packet included a request from Denise to raise the dollar amount for fixed assets. The board suggested raising it to \$1000 unless there is another required minimum. Brad will make sure it is acceptable to the auditing firm. Brad said he would come back with a policy if necessary. Fran moved to increase the dollar amount for fixed asset determination to \$1000, pending approval by the auditing firm; Kevan seconded. Motion carried.

**Foundation Board**

Chris and Joan have been representatives to the Library Foundation. Joan is willing to continue, but another representative is needed. Brady volunteered to take Chris's position.

**Adjournment**

David moved and Fran seconded that the meeting be adjourned. The meeting adjourned at 5:45 p.m.

The next Board meeting will be Monday, June 16, 2014, in the South Trailer Conference Room, at 4:30 p.m.

Respectfully submitted,

Sherri Turner



LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
May 2014									
REVENUES	Month	Year to Date	Annual Budget	42% of Year		May-13	YTD 2013		
Tax Fund	\$ -	\$ 1,400,000.00	\$ 3,383,260.00	41.38%		\$ -	\$ 1,350,000.00		
Interest	\$ 59.85	\$ 144.72	\$ 250.00	57.89%		\$ 11.99	\$ 101.94		
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%		\$ 35,694.00	\$ 35,694.00		
N.E.K.L.	\$ -	\$ 15,640.00	\$ 62,560.00	25.00%		\$ -	\$ 15,185.00		
Photo Copies	\$ 604.20	\$ 5,545.12	\$ 12,730.00	43.56%		\$ 1,326.00	\$ 4,502.32		
Overdues	\$ 13,151.64	\$ 64,871.03	\$ 170,000.00	38.16%		\$ 15,020.34	\$ 67,874.87		
Miscellaneous	\$ (22.68)	\$ (9.19)				\$ 1.67	\$ 17.68		
Total Revenues	\$ 13,793.01	\$ 1,518,315.90	\$3,660,800.00	41.47%		\$52,054.00	\$1,473,375.81		
EXPENSES									
Salaries & Wages	\$ 155,432.50	\$ 764,388.89	\$ 1,960,000.00	39.00%		\$ 149,406.82	\$ 740,240.02		
Health Insurance	\$ 21,488.95	\$ 107,444.75	\$ 302,000.00	35.58%		\$ 21,135.87	\$ 106,258.29		
Payroll Taxes	\$ 26,161.88	\$ 128,154.08	\$ 342,000.00	37.47%		\$ 22,795.39	\$ 117,680.61		
Books & Materials	\$ 41,696.53	\$ 157,356.19	\$ 520,500.00	30.23%		\$ 41,787.98	\$ 153,721.69		
Periodicals	\$ (41.95)	\$ 10,778.16	\$ 19,500.00	55.27%		\$ 8.80	\$ 13,589.88		
Library Supplies	\$ 7,183.57	\$ 36,660.32	\$ 95,000.00	38.59%		\$ 5,696.76	\$ 37,221.95		
Building Supplies	\$ 430.45	\$ 4,245.56	\$ 16,800.00	25.27%		\$ 1,040.44	\$ 6,418.63		
Repairs & Maintenance	\$ 40,596.00	\$ 43,062.84	\$ 75,000.00	57.42%		\$ 47,723.04	\$ 51,423.68		
Equipment	\$ 375.00	\$ 375.00	\$ 5,000.00	7.50%		\$ -	\$ 3,757.00		
Equipment - Technology	\$ 307.95	\$ 6,265.68	\$ 16,000.00	39.16%		\$ 2,005.21	\$ 8,787.51		
Capital Improvements	\$ -	\$ -	\$ -				\$ -		
Utilities	\$ 7,569.20	\$ 19,202.61	\$ 107,000.00	17.95%		\$ 9,851.56	\$ 68,016.53		
Insurance	\$ 13,095.79	\$ 14,713.81	\$ 16,000.00	91.96%		\$ 12,191.07	\$ 13,552.65		
Postage	\$ 7,498.47	\$ 11,963.11	\$ 25,000.00	47.85%		\$ 2,223.74	\$ 7,247.51		
Travel & Continuing Education	\$ 276.26	\$ 8,707.45	\$ 25,000.00	34.83%		\$ 1,419.54	\$ 3,523.08		
Book Van & Mileage	\$ 297.66	\$ 1,465.92	\$ 4,000.00	36.65%		\$ 149.92	\$ 658.77		
Photo Copiers	\$ 515.98	\$ 2,424.18	\$ 8,000.00	30.30%		\$ 664.72	\$ 3,254.39		
Programs	\$ 1,830.48	\$ 5,083.58	\$ 20,000.00	25.42%		\$ 6,351.89	\$ 10,864.76		
Professional Fees	\$ 13,803.09	\$ 35,504.44	\$ 70,000.00	50.72%		\$ 5,862.07	\$ 33,351.85		
Website/OPAC Content	\$ 35.00	\$ 1,550.00	\$ 14,000.00	11.07%		\$ 1,179.95	\$ 2,712.76		
Advertising & Marketing	\$ 711.64	\$ 4,661.11	\$ 15,000.00	31.07%		\$ 1,719.96	\$ 6,772.82		
Contingency		\$ -	\$ 5,000.00	0.00%			\$ -		
Miscellaneous	\$ 93.59	\$ 846.37				\$ 501.69	\$ 2,238.95		
Total Expenses	\$ 339,358.04	\$ 1,364,854.05	\$3,660,800.00	37.28%		\$ 333,716.42	\$1,391,293.33		
Revenues Over Expenses	\$ (325,565.03)	\$ 153,461.85							
Cash Balances:									
Checking	\$ 322,620.25								
Capital Improvement	\$ 638,810.60								

Lawrence Public Library										
Outside Funding Report										
May 2014										
		Amount		Previous Year(s)		Received		Spent		Funds
		Pledged		Carryover		This Month		This Month		Remaining
		For 2014			TOTAL					
FUND SOURCES:										
Friends:										
	Opening Day Collection	\$ 5,000.00			\$ 5,000.00	\$ -		\$ 225.44		\$ 4,774.56
	Programming:				\$ -					\$ -
	Adult				\$ -					\$ -
	Book Clubs		\$ 601.99		\$ 601.99					\$ 601.99
	Summer Reading	\$ 2,500.00			\$ 2,500.00			\$ 119.00		\$ (119.00)
	RAL - YS,YA,Adult		\$ 7,162.94		\$ 7,162.94					\$ 1,453.89
	TEDx	\$ 1,500.00			\$ 1,500.00					\$ -
	Author Talks	\$ 1,000.00			\$ 1,000.00					\$ -
	Senior		\$ 1,048.08		\$ 1,048.08					\$ 1,048.08
	Youth		\$ 914.71		\$ 914.71			\$ 235.00		\$ 473.40
	Summer Reading	\$ 1,400.00	\$ 2,601.10		\$ 4,001.10			\$ 200.00		\$ 2,401.10
	Extra Paperbacks		\$ 247.25		\$ 247.25			\$ -		\$ 247.25
	Young Adult		\$ 873.82		\$ 873.82			\$ -		\$ 753.90
	Summer Reading	\$ 6,500.00	\$ 172.50		\$ 6,672.50			\$ 1,000.00		\$ (827.50)
	Advertising	\$ 5,000.00	\$ 2,524.39		\$ 7,524.39			\$ 800.00		\$ 1,500.04
	Promotional Items & Bookbags	\$ 15,000.00	\$ 1,299.22		\$ 16,299.22					\$ 1,299.22
	Banned Books		\$ 57.85		\$ 57.85					\$ 57.85
	Printing Summer Reading		\$ 5,000.00		\$ 5,000.00			\$ 992.84		\$ 3,762.16
	Kick-off/Last Bash	\$ 4,900.00	\$ -		\$ 4,900.00			\$ 556.00		\$ (556.00)
	Book Bags	\$ 4,000.00	\$ -		\$ 4,000.00	\$ -		\$ -		\$ -
	BookPage		\$ 20.00		\$ 20.00					\$ 20.00
	Movie Licensing	\$ 1,500.00	\$ 170.00		\$ 1,670.00					\$ 170.00
	Scholarships		\$ 3,750.00		\$ 3,750.00					\$ 3,750.00
	Staff Incentives		\$ 900.86		\$ 900.86			\$ 84.63		\$ 754.27
	Aquarium Maintenance	\$ 1,400.00	\$ (382.81)		\$ 1,017.19			\$ 104.76		\$ (1,005.63)
	Wages/Taxes-Horn/Howard		\$ 174.62		\$ 174.62			\$ 992.87		\$ 12,511.47
	Volunteer Recognitions	\$ 1,000.00			\$ 1,000.00			\$ 38.88		\$ (132.35)
	Volunteens		\$ 130.00		\$ 130.00					\$ 130.00
	Puppet Theater (Brummell)		\$ 200.00		\$ 200.00					\$ 200.00
	Other TBA	\$ (2,100.00)	\$ 2,100.00		\$ -					\$ -
	Wellness Committee		\$ 105.00		\$ 105.00					\$ 42.88
	TOTALS	\$ 48,600.00	\$ 29,671.52		\$ 73,271.52	\$ -		\$ 5,349.42		\$ 28,537.02

Lawrence Public Library									
Outside Funding Report									
May 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	Funds
		For 2014			TOTAL				Remaining
Foundation:									
	Kansas Health Foundation			\$ 848.14	\$ 848.14	\$ -			\$ 848.14
	Walmart-YS			\$ 68.19	\$ 68.19	\$ -		\$ -	\$ (23.79)
	FINRA			\$ 14,380.65	\$ 14,380.65	\$ -		\$ 326.94	\$ 4,417.26
	Steiner Storytelling Programs				\$ -	\$ -			\$ -
	Salaries/Taxes-Oden				\$ -			\$ 495.24	\$ (3,451.39)
	Morgan Expenses			\$ -	\$ -	\$ -		\$ 199.13	\$ (873.00)
	Praxair			\$ 3,494.60	\$ 3,494.60				\$ 3,494.60
	Laptops			\$ 45.26	\$ 45.26				\$ 45.26
	Book Drops Project				\$ -				\$ -
	Foundation Center			\$ (995.00)	\$ (995.00)	\$ 995.00			\$ -
	Milliken Fund				\$ -			\$ -	\$ (14.24)
	Community Kindle			\$ 301.00	\$ 301.00				\$ 301.00
	Local Music Project			\$ (2,500.00)	\$ (2,500.00)				\$ -
	Walmart eReader BCIAB			\$ 129.70	\$ 129.70				\$ (2,500.00)
	New Building Technology			\$ (319.80)	\$ (319.80)	\$ -		\$ 29,096.48	\$ (123,782.10)
	New Building Furniture & Shelves							\$ 401.00	\$ (190,154.04)
	Tile Project								\$ 457.02
	Simpson Grant								\$ (395.19)
	BNSF							\$ 3,215.00	\$ (3,215.00)
	<b>TOTALS</b>	\$ -		\$ 14,604.60	\$ 14,604.60	\$ 995.00		\$ 33,733.79	\$ (315,693.61)

Lawrence Public Library									
Outside Funding Report									
May 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	Funds
		For 2014			TOTAL				Remaining
Other:									
	Memorials/Honor with Books	\$ -		\$ 1,745.12	\$ 1,745.12	\$ 150.00		\$ 100.49	\$ 1,460.52
	Lawrence Give Back	\$ -		\$ 2,474.30	\$ 2,474.30	\$ -			\$ 2,626.32
	Brummell-YS	\$ -		\$ 55.77	\$ 55.77	\$ -			\$ 155.77
	Wurfy			\$ 41.06	\$ 41.06	\$ -		\$ 22.37	\$ 43.16
	Moving			\$ 125.00	\$ 125.00				\$ 125.00
	Underwood Gift (Sr. Outreach)			\$ 175.00	\$ 175.00			\$ -	\$ 356.94
	John Cotton Dana			\$ 10,000.00	\$ 10,000.00			\$ -	\$ 7,500.00
	Merchandise Sales			\$ 2,301.23	\$ 2,301.23	\$ 120.00			\$ 2,618.66
	Kansas Humanities Council					\$ 300.00		\$ 300.00	\$ -
	<b>TOTALS</b>	\$ -		\$ 16,917.48	\$ 16,917.48	\$ 570.00		\$ 422.86	\$ 14,886.37
					<b>Total Income</b>	\$ 1,565.00		<b>YTD Income</b>	\$ 328,336.47
					<b>Total Expenditures</b>	\$ 39,506.07		<b>YTD Expenditures</b>	\$ 654,796.03

**Lawrence Public Library**  
**Balance Sheet**  
As of May 31, 2014

	May 31, 14	May 31, 13	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Capital Improvement	38,758.73	562,354.70	-523,595.97	-93.1%
Capital Improvement -2	600,051.87	0.00	600,051.87	100.0%
Checking	322,620.25	582,230.12	-259,609.87	-44.6%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	961,430.85	1,144,584.82	-183,153.97	-16.0%
Total Current Assets	961,430.85	1,144,584.82	-183,153.97	-16.0%
Other Assets				
Petty Cash	700.00	700.00	0.00	0.0%
Total Other Assets	700.00	700.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>962,130.85</b>	<b>1,145,284.82</b>	<b>-183,153.97</b>	<b>-16.0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	75,159.04	62,924.64	12,234.40	19.4%
Total Accounts Payable	75,159.04	62,924.64	12,234.40	19.4%
Other Current Liabilities				
Payroll Liabilities	517.82	2,999.86	-2,482.04	-82.7%
Total Other Current Liabilities	517.82	2,999.86	-2,482.04	-82.7%
Total Current Liabilities	75,676.86	65,924.50	9,752.36	14.8%
Total Liabilities	75,676.86	65,924.50	9,752.36	14.8%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	-172,997.71	153,226.26	-326,223.97	-212.9%
Total Equity	886,453.99	1,079,360.32	-192,906.33	-17.9%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>962,130.85</b>	<b>1,145,284.82</b>	<b>-183,153.97</b>	<b>-16.0%</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
May 2014

	<u>May 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Personal Books	-22.68
Merchandise Sales	120.00
Gifts-Other	1,445.00
Interest	59.85
Overdues	13,151.64
Photo Copies	604.20
Total Income	<u>15,358.01</u>
Gross Profit	15,358.01
Expense	
FOUNDATION FUNDING	33,238.55
FRIENDS FUNDING	4,479.41
Books & Materials	41,654.58
Miscellaneous	1,247.36
Equipment	375.00
Technology Equipment	307.95
Insurance	13,095.79
Payroll Expenses	178,661.70
Payroll Taxes	26,318.59
Postage and Delivery	7,498.47
Professional Fees	13,803.09
Program Expense	1,830.48
Repairs	40,596.00
Supplies	7,614.02
Travel & Hospitality	573.92
Utilities	7,569.20
Total Expense	<u>378,864.11</u>
Net Ordinary Income	<u>-363,506.10</u>
Net Income	<u><u>-363,506.10</u></u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Jun 11, 14
Aaron Barnhart	300.00
Advance Insurance Company	390.69
African Drum Ensemble	500.00
Amanda Warren	455.00
Amazon	1,014.49
Andrea M. Gurske	5.27
Anne L. Koprince	10.41
ASI	50.00
Baker & Taylor, Inc.	26,245.75
Black Hills Energy	40.91
Blackstone Audio, Inc.	133.75
Bob's Janitorial Service	272.00
Brian D. Watt	12.34
Brilliance Audio, Inc.	518.90
Center Point Large Print	575.19
Century Business Technologies	511.10
Douglas County Treasurer	22.00
Downtown Lawrence Inc.	50.00
EBSCO	-41.95
Elizabeth Ann Blackhurst	4.59
Express Services, Inc.	5,584.58
Gale Group, Inc.	38.92
GovConnection, Inc.	9,920.00
Heartland Payment Systems	268.47
Ingram Library Services	365.04
Intuit	29.85
J Webb	8,400.00
Jayhawk Trophy Co., Inc.	13.50
Jayhawk Tropical Fish	103.96
Kansas City Star	336.44
Kansas Public Radio	450.00
Kansas State Library	514.10
Laser Logic, Inc.	453.00
Lawrence Creates	190.00
Lawrence Utility Billing	444.87
Leslie Kay Handprinted Goods	356.00
M & M Office Supply	6.36
Mad Science of Greater Kansas ...	527.50
Matthew L. Oakie	91.40
Mid-America Library Alliance	6,158.00
Midwest Tape	8,345.34
Natalie I. Richlinski	49.83
NEKLS	1,149.00
OCLC, Inc.	4,127.76
OverDrive	1,242.69
Polyline Corporation	569.99
Prairie Park Nature Center	90.00
Priscilla Howe, Storyteller	490.00
Pro Print Inc.	160.00
Professional Moving & Storage, Inc.	4,612.00
Pur-O-Zone, Inc.	1,184.76
Quill Corporation	579.15
Random House, Inc.	348.00
Recorded Books	124.55
Reva C. Friedman	27.99
Rosie C. Lammoglia	22.99
Scholastic Inc.	9,165.94
Snap Promotions	2,130.33
Springsted, Inc.	24,000.00
Summer Pelkey	16.45
Sunflower Rental	96.00
Susan Brown	1,200.00
Tantor Media	678.78
Tyler Corsaut	45.00
Unique Management Services	691.20
VISA 5372	8,963.22
Westar	4,270.78
WOW!Business	2,489.72
TOTAL	<u>142,193.90</u>

Lawrence Public Library  
Check Detail  
June 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	July 2014	06/11/2014		Group Life Insurance	-390.69
TOTAL					-390.69
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	May 2014	06/06/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>	
Bill		06/06/2014		Borders Gas	-40.91
TOTAL					-40.91
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	May 2014	06/06/2014		Office Supplies	-233.47
				Web Site & OPAC Cont...	-35.00
TOTAL					-268.47
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	May	05/30/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		06/06/2014		Borders Account	-413.63
Bill		06/06/2014		Storage Facility	-31.24
TOTAL					-444.87
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/16/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		06/11/2014		Adult Services	-3.70
				Technology	-354.67
				Adult Programming	-10.96
				Adult Programming	-123.73
				Adult Programming-Frie...	-111.01
				Bookvan & Mileage	-102.85
				Children's Programming	-49.76
				Children's Programming	-83.57
				Young Adult Programming	-90.94
				Postage and Delivery	-115.99
				Children's Programming	-46.15
				Library Supplies	-44.71
				Miscellaneous	-60.00
				Staff Incentives	-37.00
				BNSF	-147.01
				Summer Reading Printing	-2,997.39
				Outreach Programming	-88.02
				Building Supplies	-54.39
				Technology Equipment	-32.94
				FOUNDATION FUNDING	-936.21
				Books & Materials	-17.12
				Books & Materials	-15.26
				New Building Technology	-1,263.84



12:00 PM  
06/11/14

Lawrence Public Library  
Check Detail  
June 2014

Type	Num	Date	Name	Account	Paid Amount
				New Building Technology	-1,397.00
				New Building Technology	-249.00
				New Building Technology	-530.00
TOTAL					-8,963.22
Bill Pmt -Check	Electronic	06/16/2014	Westar	Checking	
Bill		05/30/2014		Storage Facility	-67.36
Bill		06/06/2014		Borders Account	-4,203.42
TOTAL					-4,270.78
Bill Pmt -Check	6473	06/17/2014	Amanda Warren	Checking	
Bill	53014	06/06/2014		Summer Reading Printing	-455.00
TOTAL					-455.00
Bill Pmt -Check	6474	06/17/2014	Blackstone Audio, Inc.	Checking	
Bill	708836	05/30/2014		Books & Materials	-133.75
TOTAL					-133.75
Bill Pmt -Check	6475	06/17/2014	Bob's Janitorial Service	Checking	
Bill	161265	05/30/2014		Professional Fees	-272.00
TOTAL					-272.00
Bill Pmt -Check	6476	06/17/2014	Brilliance Audio, Inc.	Checking	
Bill	IN0882009	05/30/2014		Books & Materials	-7.50
Bill	IN0882008	05/30/2014		Books & Materials	-42.49
Bill	IN0882010	05/30/2014		Books & Materials	-39.99
Bill	IN0882683	05/30/2014		Books & Materials	-7.50
Bill	IN0882684	05/30/2014		Books & Materials	-7.50
Bill	IN0882950	05/30/2014		Books & Materials	-52.49
Bill	IN0882949	05/30/2014		Books & Materials	-39.99
Bill	IN0891305	06/11/2014		Books & Materials	-278.95
Bill	IN0891845	06/11/2014		Books & Materials	-7.50
Bill	IN0892445	06/11/2014		Books & Materials	-34.99
TOTAL					-518.90
Bill Pmt -Check	6477	06/17/2014	Center Point Large Print	Checking	
Bill	1174042	05/30/2014		Books & Materials	-554.22
Bill	1192782	06/11/2014		Books & Materials	-20.97
TOTAL					-575.19
Bill Pmt -Check	6478	06/17/2014	Century Business Technologies	Checking	
Bill	326416	05/30/2014		Copying	-61.45
Bill	326417	05/30/2014		Copying	-15.00
Bill	326213	05/30/2014		Copying	-55.68
Bill	326214	05/30/2014		Copying	-237.44
Bill	327848	06/06/2014		Copying	-141.53
TOTAL					-511.10

12:00 PM  
06/11/14

Lawrence Public Library  
Check Detail  
June 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6479</b>	<b>06/17/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	14073160-5	05/30/2014		Professional Fees	-3,014.53
Bill	14107698-4	05/30/2014		Professional Fees	-1,703.81
Bill	14137673-1	05/30/2014		Professional Fees	-866.24
TOTAL					-5,584.58
<b>Bill Pmt -Check</b>	<b>6480</b>	<b>06/17/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	52155672	06/11/2014		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>6481</b>	<b>06/17/2014</b>	<b>GovConnection, Inc.</b>	<b>Checking</b>	
Bill	51450587	06/06/2014		New Building Technology	-9,920.00
TOTAL					-9,920.00
<b>Bill Pmt -Check</b>	<b>6482</b>	<b>06/17/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	78388936	05/30/2014		Books & Materials	-49.52
				Library Supplies	-2.88
Bill	78464731	05/30/2014		Books & Materials	-57.20
				Library Supplies	-7.96
Bill	78476573	05/30/2014		Books & Materials	-22.29
				Library Supplies	-3.98
Bill	78606564	05/30/2014		Books & Materials	-39.29
				Library Supplies	-7.96
Bill	78722498	06/11/2014		Books & Materials	-73.82
				Library Supplies	-9.95
Bill	78815186	06/11/2014		Books & Materials	-48.33
				Library Supplies	-5.97
Bill	78683342	06/11/2014		Books & Materials	-35.00
				Library Supplies	-0.89
TOTAL					-365.04
<b>Bill Pmt -Check</b>	<b>6483</b>	<b>06/17/2014</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	49006	06/06/2014		Miscellaneous	-13.50
TOTAL					-13.50
<b>Bill Pmt -Check</b>	<b>6484</b>	<b>06/17/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	452555	05/30/2014		Aquarium Maintenance	-55.96
Bill	477401	06/10/2014		Aquarium Maintenance	-48.00
TOTAL					-103.96
<b>Bill Pmt -Check</b>	<b>6485</b>	<b>06/17/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	124467	06/06/2014		Advertising	-450.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>6486</b>	<b>06/17/2014</b>	<b>Kansas State Library</b>	<b>Checking</b>	
Bill	5-1-14	05/30/2014		Books & Materials	-514.10
TOTAL					-514.10

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6487</b>	<b>06/17/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	271040	05/30/2014		Office Supplies	-453.00
TOTAL					-453.00
<b>Bill Pmt -Check</b>	<b>6488</b>	<b>06/17/2014</b>	<b>Leslie Kay Handprinted Goods</b>	<b>Checking</b>	
Bill	05131401	05/30/2014		Kickoff/Last Bash	-356.00
TOTAL					-356.00
<b>Bill Pmt -Check</b>	<b>6489</b>	<b>06/17/2014</b>	<b>M &amp; M Office Supply</b>	<b>Checking</b>	
Bill	60654	05/30/2014		Adult Programming	-6.36
TOTAL					-6.36
<b>Bill Pmt -Check</b>	<b>6490</b>	<b>06/17/2014</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	D201415-89	05/30/2014		Postage and Delivery	-6,008.00
Bill	1314-6-10-L...	06/11/2014		Adult Services	-75.00
				Circulation	-75.00
TOTAL					-6,158.00
<b>Bill Pmt -Check</b>	<b>6491</b>	<b>06/17/2014</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	Kansas Cou...	05/30/2014		Postage and Delivery	-900.00
Bill	52814	05/30/2014		Library Supplies	-200.00
Bill	Supervisor ...	06/10/2014		Admin. Dept.	-49.00
TOTAL					-1,149.00
<b>Bill Pmt -Check</b>	<b>6492</b>	<b>06/17/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	321710	06/06/2014		OCLC	-3,338.63
				Internet	-789.13
TOTAL					-4,127.76
<b>Bill Pmt -Check</b>	<b>6493</b>	<b>06/17/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	114834057...	05/30/2014		Books & Materials	-300.86
Bill	115022630...	05/30/2014		Books & Materials	-175.86
Bill	151009960...	05/30/2014		Books & Materials	-410.00
Bill	133155693-...	06/11/2014		Books & Materials	-355.97
TOTAL					-1,242.69
<b>Bill Pmt -Check</b>	<b>6494</b>	<b>06/17/2014</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	13652	05/30/2014		Library Supplies	-569.99
TOTAL					-569.99
<b>Bill Pmt -Check</b>	<b>6495</b>	<b>06/17/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	84029	05/30/2014		BNSF	-160.00
TOTAL					-160.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6496</b>	<b>06/17/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	634124	05/30/2014		Equipment	-375.00
Bill	632678	05/30/2014		Building Supplies	-273.63
Bill	633481	05/30/2014		Building Supplies	-64.00
Bill	634188	06/06/2014		Building Supplies	-472.13
TOTAL					-1,184.76
<b>Bill Pmt -Check</b>	<b>6497</b>	<b>06/17/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	3016706	05/30/2014		Children's Programming	-163.99
				Office Supplies	-13.78
Bill	3065995	05/30/2014		Children's Programming	-20.99
Bill	3037257	05/30/2014		Children's Programming	-7.47
Bill	3362039	06/06/2014		Office Supplies	-372.92
TOTAL					-579.15
<b>Bill Pmt -Check</b>	<b>6498</b>	<b>06/17/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1080365065	05/30/2014		Books & Materials	-30.00
Bill	1080398977	05/30/2014		Books & Materials	-47.25
Bill	1080365061	05/30/2014		Books & Materials	-33.75
Bill	1080317934	05/30/2014		Books & Materials	-24.00
Bill	1080429060	05/30/2014		Books & Materials	-71.25
Bill	1080469136	06/11/2014		Books & Materials	-108.00
Bill	1080534106	06/11/2014		Books & Materials	-33.75
TOTAL					-348.00
<b>Bill Pmt -Check</b>	<b>6499</b>	<b>06/17/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74937606	05/30/2014		Books & Materials	-45.09
Bill	74917673	05/30/2014		Books & Materials	-79.46
TOTAL					-124.55
<b>Bill Pmt -Check</b>	<b>6500</b>	<b>06/17/2014</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	8972971	06/10/2014		YA Summer Reading	-2,433.18
Bill	8972972	06/10/2014		BNSF	-4,600.00
				Children's Programming	-800.00
				YS Summer Reading	-1,174.88
Bill	8972973	06/10/2014		YS Summer Reading	-49.88
Bill	9007506	06/10/2014		YS Summer Reading	-108.00
TOTAL					-9,165.94
<b>Bill Pmt -Check</b>	<b>6501</b>	<b>06/17/2014</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	14042307	06/06/2014		Kickoff/Last Bash	-2,130.33
TOTAL					-2,130.33
<b>Bill Pmt -Check</b>	<b>6502</b>	<b>06/17/2014</b>	<b>Sunflower Rental</b>	<b>Checking</b>	
Bill	83651	06/10/2014		Adult Programming	-96.00
TOTAL					-96.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6503</b>	<b>06/17/2014</b>	<b>Susan Brown</b>	<b>Checking</b>	
Bill	52314	05/30/2014		Professional Fees	-1,200.00
TOTAL					-1,200.00
<b>Bill Pmt -Check</b>	<b>6504</b>	<b>06/17/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV11889	05/30/2014		Books & Materials	-22.74
Bill	INV11925	05/30/2014		Books & Materials	-19.49
Bill	INV12304	06/11/2014		Books & Materials	-617.06
Bill	INV12363	06/11/2014		Books & Materials	-19.49
TOTAL					-678.78
<b>Bill Pmt -Check</b>	<b>6505</b>	<b>06/17/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	256734	06/06/2014		Professional Fees	-147.96
				Postage and Delivery	-51.03
				Library Supplies	-8.91
Bill	256733	06/06/2014		Professional Fees	-483.30
TOTAL					-691.20
<b>Bill Pmt -Check</b>	<b>27454</b>	<b>06/16/2014</b>	<b>Aaron Barnhart</b>	<b>Checking</b>	
Bill	KHC	05/30/2014		Adult Programming	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>27455</b>	<b>06/16/2014</b>	<b>African Drum Ensemble</b>	<b>Checking</b>	
Bill	7/10/14	06/02/2014		BNSF	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>27456</b>	<b>06/16/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	7779447	05/30/2014		Books & Materials	-16.42
Bill	4969815	05/30/2014		Books & Materials	-59.96
Bill	4476235	05/30/2014		Books & Materials	-168.74
Bill	4476235	05/30/2014		Books & Materials	-80.09
Bill	0971451	05/30/2014		Books & Materials	-30.97
Bill	9187437	05/30/2014		Books & Materials	-22.98
Bill	7779447	06/11/2014		Books & Materials	-215.71
Bill	4835460	06/11/2014		Books & Materials	-168.96
Bill	8605022	06/11/2014		Books & Materials	-119.95
Bill	6158633	06/11/2014		Books & Materials	-119.98
Bill	7779447	06/11/2014		Books & Materials	-10.73
TOTAL					-1,014.49
<b>Bill Pmt -Check</b>	<b>27457</b>	<b>06/16/2014</b>	<b>Andrea M. Gurske</b>	<b>Checking</b>	
Bill	REFUND	05/30/2014		Overdues	-5.27
TOTAL					-5.27
<b>Bill Pmt -Check</b>	<b>27458</b>	<b>06/16/2014</b>	<b>Anne L. Koprince</b>	<b>Checking</b>	
Bill	REFUND	05/30/2014		Overdues	-10.41
TOTAL					-10.41

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27459</b>	<b>06/16/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	65 Invoices	05/30/2014		Library Supplies	-1,056.38
				Books & Materials	-11,927.09
				Personal Books	-32.55
				FINRA	-55.74
				GGIFT	-84.10
				GOPEN	-225.44
Bill	45 Invoices	06/11/2014		Library Supplies	-967.10
				Books & Materials	-11,461.31
				Personal Books	-44.29
				FINRA	-306.05
				GGIFT	-51.05
				GOPEN	-24.04
				Wurfy	-10.61
TOTAL					-26,245.75
<b>Bill Pmt -Check</b>	<b>27461</b>	<b>06/16/2014</b>	<b>Brian D. Watt</b>	<b>Checking</b>	
Bill	REFUND	05/30/2014		Overdues	-12.34
TOTAL					-12.34
<b>Bill Pmt -Check</b>	<b>27462</b>	<b>06/16/2014</b>	<b>Douglas County Treasurer</b>	<b>Checking</b>	
Bill		06/06/2014		Bookvan & Mileage	-22.00
TOTAL					-22.00
<b>Bill Pmt -Check</b>	<b>27463</b>	<b>06/16/2014</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill		06/06/2014		Adult Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27464</b>	<b>06/16/2014</b>	<b>Elizabeth Ann Blackhurst</b>	<b>Checking</b>	
Bill	REFUND	05/30/2014		Overdues	-4.59
TOTAL					-4.59
<b>Bill Pmt -Check</b>	<b>27465</b>	<b>06/16/2014</b>	<b>Kansas City Star</b>	<b>Checking</b>	
Bill	Renewal	06/02/2014		Periodicals	-336.44
TOTAL					-336.44
<b>Bill Pmt -Check</b>	<b>27466</b>	<b>06/16/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	6-20-14	06/02/2014		YS Programming-Friends	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>27468</b>	<b>06/16/2014</b>	<b>Mad Science of Greater Kansas ...</b>	<b>Checking</b>	
Bill	14-679	06/06/2014		BNSF	-527.50
TOTAL					-527.50

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27469	06/16/2014	Matthew L. Oakie	Checking	
Bill	REFUND	05/30/2014		Overdues	-10.45
Bill	REFUND	05/30/2014		Overdues	-8.45
Bill	REFUND	05/30/2014		Overdues	-4.10
Bill	REFUND	05/30/2014		Overdues	-12.45
Bill	REFUND	05/30/2014		Overdues	-15.50
Bill	REFUND	05/30/2014		Overdues	-11.10
Bill	REFUND	05/30/2014		Overdues	-4.10
Bill	REFUND	05/30/2014		Overdues	-19.43
Bill	REFUND	05/30/2014		Overdues	-5.82
TOTAL					-91.40

Bill Pmt -Check	27470	06/16/2014	Midwest Tape	Checking	
Bill	91877918	05/30/2014		Books & Materials	-91.47
Bill	91877960	05/30/2014		Books & Materials	-74.98
Bill	91881039	05/30/2014		Books & Materials	-14.99
Bill	91877870	05/30/2014		Books & Materials	-35.24
Bill	91883089	05/30/2014		Books & Materials	-34.92
Bill	91883088	05/30/2014		Books & Materials	-23.98
Bill	91873235	05/30/2014		Books & Materials	-11.24
Bill	91877478	05/30/2014		Books & Materials	-89.98
Bill	91860415	05/30/2014		Books & Materials	-28.48
Bill	91854880	05/30/2014		Books & Materials	-21.58
Bill	91854882	05/30/2014		Books & Materials	-29.99
Bill	91858154	05/30/2014		Books & Materials	-14.99
Bill	91877917	05/30/2014		Books & Materials	-77.94
Bill	91877817	05/30/2014		Books & Materials	-71.04
Bill	91877993	05/30/2014		Books & Materials	-354.93
Bill	91877991	05/30/2014		Books & Materials	-140.18
Bill	91877992	05/30/2014		Books & Materials	-511.89
Bill	91883392	05/30/2014		Books & Materials	-153.71
Bill	91883390	05/30/2014		Books & Materials	-202.45
Bill	91881051	05/30/2014		Books & Materials	-275.16
Bill	91860416	05/30/2014		Books & Materials	-213.68
Bill	91860414	05/30/2014		Books & Materials	-66.55
Bill	91858152	05/30/2014		Books & Materials	-463.89
Bill	91854525	05/30/2014		Books & Materials	-87.53
Bill	91858150	05/30/2014		Books & Materials	-452.69
Bill	91858151	05/30/2014		Books & Materials	-135.65
Bill	91839372	05/30/2014		Books & Materials	-473.41
Bill	91840877	05/30/2014		Books & Materials	-900.18
Bill	91840879	05/30/2014		Books & Materials	-329.93
Bill	91908597	06/06/2014		Library Supplies	-593.25
Bill	91910514	06/11/2014		Books & Materials	-138.00
Bill	91907450	06/11/2014		Books & Materials	-10.49
Bill	91907415	06/11/2014		Books & Materials	-89.98
Bill	91901657	06/11/2014		Books & Materials	-12.74
Bill	91901890	06/11/2014		Books & Materials	-29.99
Bill	91893411	06/11/2014		Books & Materials	-11.24
Bill	91890168	06/11/2014		Books & Materials	-22.49
Bill	91877915	06/11/2014		Books & Materials	-330.77
Bill	91877819	06/11/2014		Books & Materials	-332.71
Bill	91911382	06/11/2014		Books & Materials	-142.45
Bill	91893412	06/11/2014		Books & Materials	-489.44
Bill	91893413	06/11/2014		Books & Materials	-234.95
Bill	91893415	06/11/2014		Books & Materials	-144.96
Bill	91900953	06/11/2014		Books & Materials	-333.67
Bill	91901659	06/11/2014		Books & Materials	-45.56
TOTAL					-8,345.34

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27471	06/16/2014	Natalie I. Richlinski	Checking	
Bill	REFUND	05/30/2014		Overdues	-7.45
Bill	REFUND	05/30/2014		Overdues	-12.89
Bill	REFUND	05/30/2014		Overdues	-29.49
TOTAL					-49.83
Bill Pmt -Check	27472	06/16/2014	Prairie Park Nature Center	Checking	
Bill	7-2-14	05/30/2014		BNSF	-90.00
TOTAL					-90.00
Bill Pmt -Check	27473	06/16/2014	Priscilla Howe, Storyteller	Checking	
Bill	6-26-14	05/30/2014		BNSF	-490.00
TOTAL					-490.00
Bill Pmt -Check	27474	06/16/2014	Professional Moving & Storage, ...	Checking	
Bill	DEPOSIT	06/06/2014		Bond Issue - City Reimb...	-4,612.00
TOTAL					-4,612.00
Bill Pmt -Check	27475	06/16/2014	Reva C. Friedman	Checking	
Bill	REFUND	05/30/2014		Overdues	-27.99
TOTAL					-27.99
Bill Pmt -Check	27476	06/16/2014	Rosie C. Lammoglia	Checking	
Bill	REFUND	05/30/2014		Overdues	-22.99
TOTAL					-22.99
Bill Pmt -Check	27477	06/16/2014	Summer Pelkey	Checking	
Bill	REFUND	05/30/2014		Overdues	-16.45
TOTAL					-16.45
Bill Pmt -Check	27478	06/16/2014	Tyler Corsaut	Checking	
Bill	6-25-14	05/30/2014		YS Programming-Friends	-45.00
TOTAL					-45.00
Bill Pmt -Check	27480	06/16/2014	WOW!Business	Checking	
Bill		05/30/2014		Internet	-2,104.98
				Telephone	-384.74
TOTAL					-2,489.72
Bill Pmt -Check	27481	06/16/2014	Lawrence Creates	Checking	
Bill	6-27-14	06/02/2014		YS Programming-Friends	-95.00
TOTAL					-95.00



# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Summary--May 2014

INDICATOR	May		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	3.50	3.53	-1%			
Reference Transactions per Capita	1.08	1.10	-2%			
Program Attendance per Capita	1.05	0.68	54%			
Circulation per Capita	13.74	14.18	-3%			
Circulation per Visit	3.93	4.02	-2%			
Total Holdings per Capita	2.01	2.33	-14%			
% of Lawrence Residents Registered	86%	85%	1%			

Circulation--Adult Total	68,447	73,191	-6%	351,132	346,215	1%
Circulation--Young Adult Total	4,300	4,535	-5%	17,223	20,787	-17%
Circulation--Youth Total	34,817	32,732	6%	153,862	146,055	5%
Circulation--Total	107,564	110,458	-3%	522,217	513,057	2%

Reference Transactions	8,487	8,596	-1%	39,816	37,212	7%
User Visits	27,415	27,526	0%	139,634	107,078	30%
LPL Web Site Visits	20,814	20,766	0%	114,697	97,407	18%

Holdings--Added	4,080	3,345	22%	17,187	15,815	9%
Holdings--Withdrawn	6,540	1,746	275%	28,106	10,519	167%
Holdings--Total	188,380	218,301	-14%			

Registered Borrowers--Added	593	568	4%	2,457	2,229	10%
Registered Borrowers--Total	102,800	101,378	1%			

Adult Programs	8	3	167%	50	24	108%
Young Adult Programs	17	9	89%	84	70	20%
Youth Programs	47	55	-15%	190	151	26%
Senior Programs	7	12	-42%	69	73	-5%
Total Programs	79	79	0%	393	318	24%
Total Program Attendance	8,181	5,285	55%	16,929	11,831	43%
Public Uses of Meeting Rooms	0	0	#DIV/0!	0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!	0	1	-100%

Total Paid Staff (FTE)	56.27	55.42	2%			
Total Number of Employees	73	75	-3%			

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Report--May 2014

	May		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	3.50	3.53	-1%				
Reference Transactions per Capita	1.08	1.10	-2%				
Program Attendance per Capita	1.05	0.68	54.1%				
Circulation per Capita	13.74	14.18	-3%				
Total Holdings per Capita	2.01	2.33	-14%				
Collection Turnover--Total	6.99	6.18	13%				
Collection Turnover--Adult	6.63	6.03	10%				
Collection Turnover--Young Adult	5.58	5.41	3%				
Collection Turnover--Youth	8.11	6.70	21%				
Collection Turnover--Audiovisual	12.27	11.91	3%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	29780	28774	3%		143136	138257	4%
Circulation--Adult Periodicals	383	363	6%		2176	1790	22%
Circulation--Adult Feature Films & TV Shows	25365	29918	-15%		140737	142019	-1%
Circulation--Electronic Games	1741	1578	10%		8486	6407	32%
Circulation--Adult Music CDs	7500	8722	-14%		39359	40177	-2%
Circulation--Adult Audio Books and Books on CD	3655	3818	-4%		17114	17479	-2%
Circulation--Adult CD-ROMs	0	0			0	5	-100%
Circulation--eReaders	23	18	28%		124	81	53%
Circulation--Adult Total	68447	73191	-6%		351132	346215	1%

<b>Lawrence Public Library</b>	<b>May</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and Videos	4113	4325	-5%		16294	18555	-12%
Circulation--YA Periodicals	10	9	11%		64	22	191%
Circulation--YA Music CDs <b>Now w/Adult</b>	0	0			0	1310	-100%
Circulation--YA Audio Books and Books on CD	177	201	-12%		865	900	-4%
Circulation--YA Total	4300	4535	-5%		17223	20787	-17%
Circulation--Youth Books and Videos	32910	30866	7%		145839	137663	6%
Circulation--Youth Periodicals	79	81	-2%		333	419	-21%
Circulation--Youth Music CDs	573	624	-8%		2731	2822	-3%
Circulation--Youth Audio Books and Books on CD	1255	1161	8%		4959	5151	-4%
Circulation--Youth Total	34817	32732	6%		153862	146055	5%
Circulation--Bookmobile	868	963	-10%		5212	4753	10%
Circulation--Total Books	63070	60645	4%		289145	278766	4%
Circulation--Total Periodicals	472	453	4%		2573	2231	15%
Circulation--Total Audiovisual	44494	49813	-11%		233072	234291	-1%
Circulation Total	107564	110458	-3%		522217	513057	2%
E-Audio (Overdrive Only)	251	69	264%		1127	149	656%
E-Book (Overdrive Only)	1708	349	389%		6867	873	687%
Zinio	548	490	12%		4185	2320	80%
Circulation Desk Circulation	46409	51217	-9%		235218	252406	-7%
Self Check Circulation	61155	59241	3%		286999	260651	10%
Percent Self Check	57%	54%	6%		55%	51%	8%

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Requests Placed	15154	16522	-8%		81536	77288	5%
Requests Filled	11779	12769	-8%		62026	61209	1%
Requests Unclaimed	1698	1209	40%		6922	5913	17%
Interlibrary Loan Items Borrowed for LPL Patrons	345	437	-21%		2566	2266	13%
Interlibrary Loan Items Loaned from LPL Collection	121	274	-56%		1925	1641	17%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	27415	27526	0%		139634	107078	30%
Public Computer Usage	7597	7943	-4%		37791	33864	12%
Computer Lab Classes	4	2	100%			7	-100%
Computer Lab Classes Attendance	12	15	-20%			26	-100%
Adult Reference Transactions	7038	6865	3%		34141	30535	12%
Young Adult Reference Transactions	578	876	-34%		2141	3141	-32%
Youth Reference Transactions	871	855	2%		3534	3536	0%
Total Reference Transactions	8487	8596	-1%		39816	37212	7%
Public-Sponsored Uses of Meeting Rooms		0	#DIV/0!			0	#DIV/0!
Public-Sponsored Meeting Attendance		0	#DIV/0!			0	#DIV/0!
Meeting Room Turnaways		0	#DIV/0!			1	-100%
Business Center Reservations		0	#DIV/0!			0	#DIV/0!
LPL Web Site Visits	20814	20766	0%		114697	97407	18%
<b>RESOURCES</b>							
Holdings--Total	188380	218301	-14%				
Holdings--Adult	126898	148867	-15%				
Holdings--Young Adult	9250	10065	-8%				
Holdings--Youth	52232	59369	-12%				
Holdings--Audiovisual	43503	50188	-13%				
Holdings--eReaders	18	13	38%				
Holdings Added	4080	3345	22%		17187	15815	9%
Holdings Withdrawn (Weeded)	6540	1746	275%		28106	10519	167%
Holdings Net Change	-2460	1599			-10919	5296	

<b>Lawrence Public Library</b>	<b>May</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	102800	101378	1%				
Borrowers Added	593	568	4%		2457	2229	10%
Borrowers Transacting	9817	8592	14%		46922	47859	-2%
Percent of Borrowers Transacting	10%	8%	13%				
Total Number of Lawrence Residents Registered	80983	79490	2%				
Percent of Lawrence Residents Registered	86%	85%	1%				
<b>PROGRAMMING</b>							
Number of Adult Programs	8	3	167%		50	24	108%
Number of Young Adult Programs	17	9	89%		84	70	20%
Number of Youth Programs	47	55	-15%		190	151	26%
Number of Senior Programs	7	12	-42%		69	73	-5%
Total Programs	79	79	0%		393	318	24%
Adult Program Attendance	359	47	664%		1543	1561	-1%
Young Adult Program Attendance	1691	121	1298%		2482	929	167%
Youth Program Attendance	6070	4996	21%		12253	8674	41%
Senior Program Attendance	61	121	-50%		651	667	-2%
Total Program Attendance	8181	5285	55%		16929	11831	43%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	56.27	55.42	2%				
ALA-MLS Librarians, in Full-Time Equivalents	15.79	17.59	-10%				
Number of Employees--Total	73	75	-3%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	38	40	-5%				
Terminations	1	1	0%		4	3	33%
Hirings	1	1	0%		2	4	-50%
Volunteer Hours	248.9	283.25	-12%		1146.9	1068.95	7%

## **Library Director's Report for June 2014**

Respectfully submitted by Brad Allen

### **Building Renovation/Expansion**

Work continues as the construction crews are putting the finishing touches on the building. Carpet! Doors! Glass walls! Ceiling baffles! Furniture! Shelving! The list of new additions to the building goes on and on this past month. Within the next couple weeks, much of the infrastructure will be installed including the Tech-Logic book sorter.

### **Coffee Bar at the Library**

We have selected a vendor and are working on a contract as I write this. We anticipate that the coffee bar will be by our opening date. More on this development soon...

### **Speaking Engagement**

I had the pleasure to present to the Endacott Society on May 15. I was told that the group attending was considerably larger than normal. There was general enthusiasm and excitement about opening the new building and many great questions asked. It is always a pleasure to share the library's story with groups in our community.

### **Summer Reading Kickoff**

Hundreds turned out on May 31 for our Summer Reading Program kickoff. We had close to twenty community groups on hand for demonstrations and learning opportunities for people of all ages. I particularly enjoyed watching Jim Bateman, owner of Yarn Barn, spin raw wool into thread. It was mesmerizing and calming. I got a sunburn, but it was a great morning.

### **Journal World Tour of the Building**

On June 11, I took Chad Lawhorn and Mike Yoder of the Journal World on a tour of the building. Both were impressed with the facilities. Chad thought the article would be in the paper around June 16 or thereabouts. This should be a good sneak peek for the community of the space.

## Library Foundation Director's Report • June 13, 2014

**“Sneak Peek” Update.** We are officially sold out! The June 26<sup>th</sup> Sneak Peek Party will be fantastic! We are expecting 600 people to attend. We will have 10 restaurants providing savory appetizers, another seven providing desserts and coffee, and 715 will be serving up a signature literary cocktail. Our list of entertainers includes the Chuck Berg Trio (jazz), the Christopher Shay Trio (jazz), Misty Burr (harp), Beau Bledsoe (flamenco guitar) and dancer, Tricks of Light (storytellers), Pickett, Paull and Jeans (Americana jazz), Richie Dymand and Friends (Frank Sinatra and Patsy Cline tribute artists), and four local pianists. Best of all, we have made our goal of raising \$50,000 for the Foundation's NEH grant. This effort would not be possible without the tireless work of our incredible planning committee.

**Kansas Health Foundation Grant.** We are delighted to report that the Kansas Health Foundation has awarded the Library Foundation with a \$17,000 recognition grant for the new Health and Wellness Center at the library. The funds will be used for equipment and programs for the new space.

**Health and Wellness Partnership.** We have formed a working committee consisting of representatives from the LMH, United Way and the Library to begin the nuts and bolts work of programming for the new health and wellness center. The group is working to identify 12 subject areas around which to plan programs. The United Way has committed its cadre of Americorp volunteers to help put together toolkits of information for each subject area that will list books, websites, and community organizations that can provide support. These volunteers also will provide assistance at programs. These toolkits will be incorporated into the library's new Bibliocommons catalog so that they are easily accessible. We are excited about this wonderful community partnership. It's what the library is all about.

**Donor Wall.** The final donor wall design has been sent to the fabricator. It will be a beautiful series of engraved glass panels. At the suggestion of Jeni Daley, our stellar marketing and display guru, we have added some color to the wall so that it coordinates with other signage in the library. We will have a rendering of the wall available at the Sneak Peek Party and hope (fingers crossed!) that the final wall will be installed in time for the July 26<sup>th</sup> grand opening.

**Burch-Gulliver Families Gift.** Judy and John Burch, together with Judy's family, have made a \$35,000 pledge for the downstairs board room naming opportunity. Judy served as a library trustee in the mid-1990s and was instrumental in starting the Library Foundation. Their gift will be applied to the NEH grant for programs.

**Grand Opening.** Plans for the public opening on July 26<sup>th</sup> are going well. Here is the current schedule of events:

8:30 am: VIP breakfast (please mark your calendars)

10:00 am: Ribbon cutting and dedication with the City Commission and LHS band

10:30 am: Open house. Storytime with Baby Jay, crafts, music from the Uptown Mandolin Quartet, Lawrence Woodwinds, Alferd Packard band, Keys of Joy.

2:00 pm: Library Lawn Luau. Music, hula dancing, and free ice cream from Silas and Maddy's

6:00 pm: Library closes

7:00 pm: Dinner and a movie with Downtown Lawrence, Inc., music from the Twang Daddys, dinner and snacks from downtown restaurants, Free State beer

8:45 pm: Kevin Willmott library video followed by Ghostbusters movie

10:30 pm: Fireworks sponsored by BA Green (pending approval from the fire dept!!)

## **Meeting Room Policy**

Approved by the Lawrence Public Library Board of Trustees, April 15, 1996; revised May 17, 2000, April 17, 2006, and June 21, 2010.

The Lawrence Public Library encourages public use of library meeting room, which are reserved for the education, amusement, diversion or enjoyment of library patrons. The Library has the following public meeting rooms:

- Auditorium – seats 98
- Gallery – seats 27
  - May be subdivided into
    - East Gallery – seats 11
    - West Gallery – seats 16

Use of the Business Center Conference Room (seats 4) is covered by a separate policy.

### Fees for Use

1. Meeting rooms may be reserved at no charge by non-profit organizations, government agencies, and individuals and groups engaged in educational, civic, cultural, intellectual and charitable activities. These meetings must be free and open to the public.
2. For-profit businesses or any group requesting a closed meeting may reserve the Auditorium at a charge of \$40 per hour, or the Gallery at a charge of \$20 per hour. Rooms may only be reserved in one-hour increments.
3. Any loss or damage to the premises, equipment or furnishings as a result of public use will be charged to the group or individual responsible for the room reservation.

### Meeting Room Scheduling

1. Meetings may not begin before the library opens, or extend beyond Library closing.
2. Library sponsored programs and elections receive first priority in scheduling. Otherwise, reservations are scheduled in order of request.
3. Application to use meeting rooms must be made using the Library's Meeting Room Reservation Application form. Reservation is not complete until confirmed by the Library.
4. A group must complete the Meeting Room Reservation Application form once, and may be granted subsequent use of meeting rooms without completion of an application



form prior to each meeting room reservation. The agreement contained in the application form will be binding upon the reserving individual or group for any subsequent meeting room reservation(s).

5. Reservations for meeting rooms may be made up to three months in advance.
6. It is not the intent of the Library to provide permanent or continuous meeting space. Groups may schedule the meeting rooms for one use per month. Up to three meetings may be scheduled at one time.
7. Notice of cancellation must be received by the Library at least 24 hours in advance of the reserved time. Failure to notify the Library of a cancellation may result in denial of future meeting room privileges, and loss of fee, if applicable.
8. The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, all efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.

#### Basic Rules of Use

1. Permission to use a Library meeting room does not constitute Library endorsement of the group's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used in advertising. Neither the name nor address of the Library may be used as the official address of a group using the Library's meeting rooms. The Library will make no effort to censor or amend the content of a meeting.
2. All meetings are free and open to the public unless the group has paid the room reservation fee.
3. Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
4. Groups and individuals may not buy or sell merchandise, fundraise, or solicit for later sales contacts or placement of orders.
5. Private events, such as receptions, showers and parties, are not permitted.
6. Occupants may not exceed the stated occupancy for the meeting room.

#### Rules of Conduct

1. Groups using meeting rooms are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
2. The Library bears no responsibility for personal injury sustained while using library meeting space.
3. At least one adult must be present and responsible for any event involving children under the age of 18.
4. Children must stay with the group or be supervised by a responsible adult as per the library's unattended child policy.

#### Meeting Room Set-up and Equipment Use

1. Room set-up is the responsibility of the user.
2. No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture.
3. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.
4. A variety of audiovisual equipment is available for checkout to use in the meeting rooms. The equipment should be used by someone experienced in its operation. Library staff members are generally not available to assist with equipment unless prior arrangements are made. Audiovisual equipment must be checked back in 15 minutes before library closing.
5. Library artwork may not be moved.

#### Refreshments

1. Refreshments may be served in meeting rooms
2. Alcoholic beverages are not permitted.

#### Clean Up

1. Groups and individuals using meeting rooms are responsible for basic clean up and returning the room to order.
2. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items.

### Non-Compliance with this Policy

Failure to comply with this policy may result in denial of future use of the Library meeting rooms, financial liability for loss or damage, and/or immediate removal from the meeting room.

### Exceptions for Library Use of Public Meeting Rooms

Events sponsored by the Library, the Friends of the Library, the Library Foundation or the City of Lawrence are exempt from provisions of policy. Requests from the public for exceptions to this policy must be made in writing to the Library Board.

## **Auditorium, Meeting Room, and Study Room Policies**

The Lawrence Public Library encourages public use of library meeting rooms, which are reserved for the education, amusement, diversion and enjoyment of library patrons. The Library has the following public meeting rooms:

Auditorium – seats 160

3 Meeting Rooms - seats 20

### **Fees for Use**

1. Meeting rooms may be reserved at no charge by non-profit organizations, government agencies, and individuals and groups engaged in educational, civic, cultural, intellectual and charitable activities. These meetings must be free and open to the public.
2. For-profit businesses or any group requesting a closed meeting may reserve the Auditorium at a charge of \$40 per hour, or the meeting rooms at a charge of \$20 per hour.
3. Any loss or damage to the premises, equipment or furnishings as a result of public use will be charged to the group or individual responsible for the room reservation. There will be a minimum \$50 charge for any damages incurred.

### **Meeting Room Scheduling**

1. Library sponsored programs and elections receive first priority in scheduling. Otherwise, reservations are scheduled in order of request.
2. Application to use meeting rooms must be made using the Library's Meeting Room Reservation software. Users who don't have online access can reserve the Auditorium and meeting rooms at our service desk, or over the phone. A reservation is not complete until it is confirmed by the library.
3. A group must complete the Meeting Room Reservation Application online form once. After the group is registered and approved, then they may be granted subsequent use of meeting rooms without completion of an application form. The agreement contained in the application form will be binding upon the reserving individual or group for any subsequent meeting room reservation(s).
4. Reservations for the auditorium must be made 1 week in advance, and reservations for the meeting rooms must be made 48 hours in advance of the event.
5. Reservations for meeting rooms and the auditorium may be made up to three months in advance. Exceptions may be made at the discretion of library staff.
6. Groups may schedule the meeting rooms for two uses per month. The auditorium may be scheduled for one use per month. Exceptions may be made at the discretion of library staff.
7. It is not the intent of the Library to provide permanent or continuous meeting space.

8. When booking the auditorium, groups must indicate whether or not they intend to use the green room or kitchenette.
9. Notice of cancellation must be received by the Library at least 24 hours in advance of the reserved time. Failure to notify the Library of a cancellation may result in denial of future meeting room privileges, and loss of fee, if applicable. In cases of inclement weather, exceptions can be made at the discretion of library staff.
10. The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, all efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.

### Basic Rules of Use

1. Permission to use a Library meeting room does not constitute Library endorsement of the group's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used in advertising. Neither the name nor address of the Library may be used as the official address of a group using the Library's meeting rooms. The Library will make no effort to censor or amend the content of a meeting.
2. All meetings are free and open to the public unless the group has paid for the room reservation fee. Meetings that are free and open to the public require contact information, either in the form of a phone number or email address, of the individuals or groups reserving the rooms. This contact information will be considered public record, and can be made available to anyone who asks.
3. Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
4. Groups and individuals may not buy or sell merchandise, fundraise, or solicit for later sales contacts or placement of orders.
5. Private events, such as receptions, showers and parties, are not permitted.
6. Occupants may not exceed (*fire code occupancy number*) for meetings rooms, and (*fire code occupancy number*) for the auditorium.

### Rules of Conduct

1. Groups using meeting rooms are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
2. The Library bears no responsibility for personal injury sustained while using library meeting space.
3. At least one adult must be present and responsible for any event involving children under the age of 18.
4. Children must stay with the group or be supervised by a responsible adult as per the library's unattended child policy.

## Meeting Room Set-up and Equipment Use

1. Room set-up is the responsibility of the user.
2. No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture.
3. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.
4. A variety of audiovisual equipment is available for checkout to use in the meeting rooms. AV equipment should be reserved at the time of the room reservation. The equipment should be used by someone experienced in its operation. If you are unfamiliar with our AV equipment we ask that you schedule a short training session with a staff member. Audiovisual equipment must be checked back in 15 minutes before library closing.
5. Library artwork may not be moved.

## Refreshments

1. Refreshments may be served in meeting rooms and the auditorium.
2. Alcoholic beverages are not permitted.

## Clean Up

1. Groups and individuals using meeting rooms are responsible for basic clean up and returning the room to order.
2. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items.
3. If the space is not left in the condition it was found in, a minimum fee of \$50 will be charged to the responsible party for clean-up.

## Exceptions for Library Use of Public Meeting Rooms

Events sponsored by the Library, the Friends of the Library, the Library Foundation or the City of Lawrence are exempt from provisions of policy. Requests from the public for exceptions to this policy must be made in writing to the Library Board one month prior to the reservation.

## Study Room Policy

Four study rooms are available for the general public to use.

1. Users can reserve study rooms on-line with their library card. Users who don't have online access, or don't have a library card, can reserve rooms at our service desk, or over the phone.
2. Study rooms can be booked up to two weeks in advance.

3. If demand dictates, rooms can only be reserved for two, two hour sessions in one day per individual.
4. In the event of a no show, a room reservation will expire after fifteen minutes.

#### Rules of Conduct

1. Groups or persons using the study rooms are responsible for maintaining order.  
Appropriate conduct is expected as a condition of room use.
2. The Library bears no responsibility for personal injury sustained while using library study rooms.

#### Non-Compliance with this Policy

Failure to comply with this policy may result in denial of future use of the Library meeting rooms, study rooms, and auditorium, financial liability for loss or damage, and/or immediate removal from the building.



## Introduction

The Lawrence Public Library welcomes exhibits and displays. We feel that exhibits and displays in the Library offer a means for public expression by individuals and groups in the community. Exhibits and displays also enrich the Library by allowing it to serve in a community forum role.

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the Library, thus ensuring appropriate use of these spaces in a manner that is consistent with the library's other service objectives.

This policy provides practical steps for exhibitors. This policy is supplemented by the Library's Patron Service Policies, a portion of which is included as Appendix A.

## Exhibit Areas Available

The Library has three forms of exhibit space: (1) wall space in both entrances, the Gallery meeting room, and the lower level for hanging works, (2) tabletop display space, and (3) illuminated glass exhibit cases. The Lawrence Public Library welcomes the use of these exhibit spaces at no charge on a reserved-only basis by governmental agencies, not-for-profit organizations, and individuals and groups engaged in educational, civic, cultural, intellectual, and charitable activities.

spaces changed to new building specs.

The dimensions of the exhibit areas available to the public are defined in Appendix B of this policy.

No exhibits may be mounted by the public outside of the exhibit area defined in this policy, as they may interfere with other library operations and public safety, and present a cluttered appearance. For example, no exhibits or displays may be mounted from columns or from the ceiling.

deleted

## Scheduling of Exhibit Areas

All exhibit scheduling is coordinated by the Library's Community Relations Coordinator. Library exhibit areas are available to the public on a first come, first serve basis, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.

new Art Committee

through application process

added: 2nd priority given to locals

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group. Up to two exhibits may be scheduled at one time. Reservations for exhibit areas may be made up to three months in advance.

3

one year





Exhibits normally are scheduled on a one month basis, from the first day to the last day of each month.

*deleted; schedule fluctuates*

Individuals and groups interested in placing exhibits and displays in the Library are encouraged to visit the Library to view the available spaces before making application to use the exhibit area.

Exhibit areas will be available only if a reservation application is made in advance.

Applications **must be made in writing using the Library's Exhibit Area Reservation Application**, a copy of which is contained in Appendix C of this policy.

*can be submitted in person OR electronically*

The **Exhibit Area Reservation Application** may be obtained **from any public service desk in the Library, or by contacting the Library's Community Relations Coordinator at 843-3833. Completed application forms may be returned to any public service desk or the Community Relations Coordinator.**

*Art Exhibit Application*

*welcome desk OR website*

*welcome desk OR emailed*

*added: 3 photographs of work must be attached to application*

The Library's **Community Relations Coordinator** or other designee will review all requests for exhibit area use and determine eligibility prior to granting approval. **In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the exhibit area, the Library Director will be consulted, and if necessary, the Library Board. The Library Board shall be the final authority in granting or refusing permission to use the Library's exhibit areas. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.**

*art committee*

*deleted; is it necessary?*

Failure to meet the requirements contained in this policy and the Exhibit Area Reservation Application may result in the denial of future exhibit space privileges, and/or financial liability for damages.

## Installation and Removal of Exhibits

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.

Exhibitors are asked to be respectful of the multipurpose community use of the Library; thus conversations and noise should be kept to a minimum. Exhibits are to be installed with all deliberate speed. Entrances and aisles may not be obstructed.

*deleted*

Exhibitors may not move any existing exhibit or library materials during the installation of their exhibit. **If exhibitors would like to move existing exhibits or library materials, they may contact the Circulation Desk staff or Community Relations Coordinator for permission and assistance.**

*deleted*



Individuals or groups using the Library's exhibit spaces may not install their work prior to the date that on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided. The gallery walls are designed so that two-dimensional exhibit pieces may be hung from metal mounts. Such works may also be attached to the wall surfaces using push pins. This is the only exhibit space where exhibits may be attached directly to the wall surface.

art rail

deleted

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Lawrence Public Library as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff and discarded, regardless of the value of the exhibit.

kept in storage  
for 10 days

Groups and individuals using the exhibit areas are responsible for basic clean up and returning the space to order.

It is appropriate for exhibit owners to visit the exhibit space in the Library periodically during the time it is on display to assure that no portions of the exhibit have fallen to the floor or have otherwise become unkempt.

### **Descriptive Labeling**

Each exhibitor will supply and display descriptive information to describe the purpose, title, and ownership of the exhibit (unless waived by the Library Director). This practice will enhance the effectiveness of exhibits and displays.

reworded; will adhere to  
signage policies

It is appropriate to supply copies of descriptive materials to staff at the Library's public service desks, so that Library staff can provide information to members of the public who inquire about current exhibits and displays.

### **Responsibility for Loss or Damage**

Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item as part of their Exhibit Area Reservation Application (unless waived by the Library Director).

Art Committee

Art Exhibit

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees





to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold the Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

### **Cancellation of Exhibits**

*Library Art Committee,*  
The Library Director and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.

### **Appendix A. Exhibits and Displays section from the Lawrence Public Library Patron Service Policies.**

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

*reworded*  
The Library has the right to review the materials before the exhibit is set up. Material which, in the judgment of the Library Director and at least two Department Heads, is obscene or gruesome will not be exhibited. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

The fact that an organization or person is permitted the use of a Library exhibit area does not in any way constitute an endorsement by the Library of their policies or beliefs and no claim to that effect may be used in advertising.

Responsibility for setting up and dismantling the exhibit lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.

*deleted; repetitive*



The exhibitor will supply a complete inventory of the exhibit and the value of each item before the exhibit is set up. The Library assumes no responsibility for loss of or damage to exhibited materials.

*deleted; repetitive*

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

### **Appendix B. Exhibit Area Dimensions.**

The following spaces are available for the display of exhibits and displays.  
No spaces other than the ones specifically detailed below may be used.

Tabletop Displays. The Library has two tables (7 feet wide x 3 feet deep x 4 feet high) available to be placed on either the east or west wall of the south corridor of the Library. Exhibitors wishing to use one or both of these tables must contact the Community Relations Coordinator to make arrangements for the tables to be set up. Exhibitors are responsible for supplying a tablecloth if one is needed. These tables have proven to be ideal for the display of public information, maps, and copies of literature for the public to take.

*updated* — Glass Display Cases. The Library has two illuminated, lockable glass display cases, labeled as "Case 1" and "Case 2," located in the east corridor of the Library. The dimensions of the display area are 3 feet wide x 3 feet deep x 2 feet high. Exhibitors wishing to use one or both of these cases must contact Circulation Desk staff to obtain a key to unlock the cases. Exhibitors are responsible for locking the case after installation and dismantling, and returning the keys to the Circulation Desk staff. These cases have proven to be ideal for the display of collectible items, jewelry, and pottery.

Wall Space. There are several wall spaces available on which to hang artwork and other exhibits. These wall spaces have proven ideal for the display of two-dimensional artwork such as framed or unframed drawings, watercolors, paintings, and posters, as well as two-dimensional displays.

1. The west wall of the south corridor contains a space that begins 4 feet north of the inside doors, and extends to the northernmost point of that wall. Since this wall is built from stone, several metal hangers for artwork are supplied for exhibitors' convenience.
2. The south wall of the east corridor contains a space that begins at the inside doors, and extends to the westernmost point of the wall. Since this wall is built from stone, several metal hangers for artwork are supplied.





3. The north wall of the Media Room, adjacent to the east corridor, contains a space which begins at the east glass wall, and extends to the westernmost point of the wall. Since this wall is built from stone, several metal hangers for artwork are supplied.

4. The Gallery contains large wall spaces for hanging art and other exhibits. These walls are illuminated with track lights. Metal hangers are supplied. Also, since these walls are designed specifically for exhibits, push pins may be used to mount two-dimensional exhibits.

Exhibitors should be aware that the Gallery is also a frequently-booked meeting room, and thus is not available at all times for public viewing of exhibits and displays.

5. The lower level of the Adult Room has large wall spaces for art displays and exhibits. These spaces are indicated by the presence of metal chain hangers suspended from the top of wall surfaces, on which exhibits may be hung. There are display spaces on the east and west walls.

**To: Library Board**

**Re: Recommended Change to Overtime Policy Statement**

**Date: June 13, 2014**

Springsted recommends an overtime exempt status for more employees than is outlined in our current employee policy. We'd like to make a change that would allow us to transition staff to new exempt positions. A small change to the 1<sup>st</sup> sentence of the second paragraph of Section 5.5 of the Employee Handbook would address this.

*Current: The Library Director, Assistant Director, and M.L.S department coordinators are exempted from Fair Labor Standards Act overtime requirements.*

Springsted includes exempt status in each position description, so we would prefer this statement to be stated more broadly.

*Suggested change: Specific executive, administrative, and professional positions are exempted from overtime pay requirements as allowed by the Fair Labor Standards Acts.*

Implementation of the Springsted plan will require other changes to our Employee Handbook which we will bring to the board at a later time.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### 5.5 Overtime

(revised 10-19-98, 9-21-00)

It is the policy of the Lawrence Public Library to keep overtime to a minimum. All overtime must be approved in advance by the Library Director. Any work scheduled in excess of 40 hours a week must first be authorized by the department coordinator and the Library Director.

The Library Director, Assistant Director, and M.L.S. department coordinators are exempted from Fair Labor Standards Act overtime requirements. Exempt positions are not compensated for work beyond 40 hours per week. All other library positions are non-exempt.

Compensatory time is 1-1/2 hours off for each hour worked beyond 40 hours in a work week. Non-exempt positions shall be compensated at 1-1/2 times their regular hourly pay for all overtime hours worked. Compensatory time may be granted in lieu of cash payments at the discretion of the Library Director. At the time of overtime authorization, the Library Director shall advise the employee whether the overtime compensation shall be in the form of additional wages or compensatory time off.

### 5.6 Absences and Punctuality

(revised 9-21-00)

Every job in the library is important and interrelated to other work in the library. Employees are expected to be punctual and to keep absences to a minimum. A staff member must notify his/her supervisor in the event of unavoidable tardiness. Chronic lateness will result in a formal disciplinary process.

Service to the public is always the first consideration in preparing the work schedule. Public service schedules are posted in a designated area in appropriate departments. All employees are expected to know their schedules and to adhere to them. Any requests for changes to a work schedule should be made as far in advance as possible. Requests to be absent must be approved in advance. Inability to report to work because of an illness or an emergency should be reported to the employee's supervisor one hour or more prior to the scheduled time of work. It is inappropriate to call a co-worker to cover the schedule unless the supervisor is unavailable or has given such authorization. Employees are expected to clarify the proper protocol for such phone calls with the supervisor.

### 5.7 Abandoned Position

Any unauthorized absence shall be deemed absence without pay and may be made grounds for disciplinary action. An employee who is absent for three consecutive work days or shifts without departmental approval or without notifying the supervisor shall be deemed to have resigned. The

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, August 18, 2014 at 4:30 PM

**Meeting Room A, The NEW Lawrence Public Library, 707 Vermont Street!!**

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/Gould Evans
- Plan for Continued Visioning Meetings

New business

- Library Movie Screen Policy (see attachment) -- ACTION ITEM
- Compensation Plan Implementation -- discussion

Adjournment



## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting June 16, 2014**

**Board Members Present:** Fran Devlin, Brady Flannery, Joan Golden, Ursula Minor, David Vance, and Kevan Vick. Absent: Judy Keller

**Library Staff Present:** Brad Allen, Jeni Daley, Tom Davin, Kelly Fann, Kim Fletcher, Tricia Karlin, Polli Kenn, Kathleen Morgan, Kristin Soper, and Sherri Turner.

**Friends of the Library:** Jan Conard.

**Guests:** Elliott Hughes, Lawrence Journal-World.

#### **Call to Order**

Joan Golden, Board Chair, called the meeting to order at 4:30 p.m. Joan introduced Kelly Fann, the library's new Cataloging & Processing Coordinator.

#### **Public Comment**

Jeni distributed summer reading booklets and the new reusable tote bags that will replace the plastic bags. They will be given away at the opening and sold for 50 cents afterward.

#### **Consent Agenda**

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

#### **Director's Report**

Brad said there is a lot of activity at the new building and that we are starting to see finishing touches. Much of the carpeting is done and the wood walls are in. The sorter was delivered today and shelving has been delivered. We are still on target for opening July 26. David said the Friends had visited the site recently and noticed dampness and mold in southeast corner which we need to make sure is resolved. The Scone Lady was selected as the vendor for the coffee bar and has signed a contract. They plan to be ready for the opening. The summer reading kickoff was successful with an estimated 600 attendees. Activities included a lot of community partner involvement. There will be an article about the building in the Journal-World this week.

#### **Library Foundation Executive Director's Report**

Kathleen said the Sneak Peek fundraiser is sold out. The foundation reached its goal of netting \$50,000 which will be 1/3 matched by NEH grant. Kathleen gave kudos to her great planning committee. The foundation has received a Kansas Health Foundation grant of \$17,000 for the wellness center. The library is working with LMH and the United Way on planning. John and Judy Burch have pledged \$35,000 for a meeting room. Kathleen showed a sketch of the plan for the donor wall that Jeni designed. She distributed copies of the official commemorative magazine which was created in conjunction with Sunflower Publishing. The magazine will be distributed at the grand opening and also mailed to donors and inserted in the Journal-World the Sunday before the public opening.

#### **Library Friends Report**

Jan said that Friends spent some time in the new space planning for their needs. They plan a community-

wide donation day early in August and a fall book sale is tentatively planned for October 9-12. At their last meeting they released additional funds to the library.

### **Ongoing Business**

#### **New Business**

##### **New Building Signage Presentation**

Jeni presented a slide show illustrating the signage plan for the new building.

##### **Meeting Room Policy**

Kristin presented a revision of the meeting room policy which has been expanded to include new spaces and to add a minimum charge for cleanup and damage. Joan suggested the charge for auditorium use be raised from \$40 to \$50 and for meeting rooms from \$20 to \$25. Under *Meeting Room Scheduling*, point 4, it was suggested to add the wording: "Exceptions may be made at the discretion of library staff."

It was also suggested that wording regarding clean up and refreshments in the study rooms be added.

David asked about how studio reservations would be handled. Kristin said that would be a different policy that has not been developed yet. Brady asked if the coffee vendor wanted a catering relationship. Brad said it was not included as an exclusive right of the vendor. Food and drink are generally allowed except at computers. Kevan moved and Fran seconded that the policy be accepted with the suggested revisions. All in favor, motion carried.

##### **Art Exhibit Policy**

Jeni presented a revised art exhibit policy. Joan asked if there would still be tabletop displays. Jeni said there will be no 3D exhibits at this time. There will be a community bulletin board that a staff member from the signage committee will monitor. Brady moved to accept the revision, Ursula seconded. All in favor, motion carried.

##### **Overtime Policy**

Sherri presented a revision of the overtime policy statement. Brady moved and Fran seconded to accept the revision. All in favor, motion carried.

David, Ursula, Joan, and Brad attended the board training session presented by Joan Frye Williams.

Brad said the next meeting is July 21 and asked if the board would like to convene in the new board room. The answer was yes. Brad will send information about how to enter since the library won't be open yet.

Joan thanked Brad and the leadership team for getting along so well in the temporary space.

##### **Adjournment**

David moved and Brady seconded that the meeting be adjourned. All in favor, motion carried. The meeting adjourned at 5:35 p.m.

The next Board meeting will be Monday, July 21, 2014 at 4:30 p.m. in the new board room at 707 Vermont.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
July 2014									
REVENUES	Month	Year to Date	Annual Budget	58% of Year		Jul-13	YTD 2013		
Tax Fund	\$ -	\$ 3,000,000.00	\$ 3,383,260.00	88.67%		\$ 1,500,000.00	\$ 2,850,000.00		
Interest	\$ 175.20	\$ 464.27	\$ 250.00	185.71%		\$ 26.23	\$ 137.38		
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%		\$ -	\$ 35,694.00		
N.E.K.L.	\$ -	\$ 31,280.00	\$ 62,560.00	50.00%		\$ -	\$ 30,370.00		
Photo Copies	\$ 832.85	\$ 7,854.16	\$ 12,730.00	61.70%		\$ 1,323.60	\$ 6,581.82		
Overdues	\$ 7,949.39	\$ 87,014.30	\$ 170,000.00	51.18%		\$ 12,239.75	\$ 94,891.18		
Miscellaneous	\$ 7.02	\$ (22.10)				\$ (97.67)	\$ (90.48)		
Total Revenues	\$ 8,964.46	\$ 3,158,714.85	\$3,660,800.00	86.28%		\$1,513,491.91	\$3,017,583.90		
EXPENSES									
Salaries & Wages	\$ 167,651.76	\$ 1,090,571.30	\$ 1,960,000.00	55.64%		\$ 152,238.46	\$ 1,041,409.86		
Health Insurance	\$ 19,239.44	\$ 148,697.61	\$ 302,000.00	49.24%		\$ 23,036.32	\$ 149,919.21		
Payroll Taxes	\$ 28,237.78	\$ 183,199.06	\$ 342,000.00	53.57%		\$ 24,330.52	\$ 164,734.13		
Books & Materials	\$ 5,040.27	\$ 209,645.81	\$ 520,500.00	40.28%		\$ 47,977.02	\$ 242,055.89		
Periodicals	\$ -	\$ 11,111.87	\$ 19,500.00	56.98%		\$ (228.00)	\$ 13,361.88		
Library Supplies	\$ 7,675.20	\$ 56,276.00	\$ 95,000.00	59.24%		\$ 7,107.39	\$ 49,813.59		
Building Supplies	\$ 973.71	\$ 6,222.16	\$ 16,800.00	37.04%		\$ 1,109.08	\$ 8,548.67		
Repairs & Maintenance	\$ 343.57	\$ 44,949.98	\$ 75,000.00	59.93%		\$ 654.94	\$ 54,252.90		
Equipment	\$ -	\$ 375.00	\$ 5,000.00	7.50%		\$ 268.82	\$ 4,025.82		
Equipment - Technology	\$ 65.88	\$ 6,364.50	\$ 16,000.00	39.78%		\$ 862.93	\$ 10,234.64		
Capital Improvements	\$ -	\$ -	\$ -				\$ -		
Utilities	\$ 8,838.42	\$ 34,372.60	\$ 107,000.00	32.12%		\$ 10,822.86	\$ 87,573.29		
Insurance	\$ 450.19	\$ 15,554.69	\$ 16,000.00	97.22%		\$ (1,493.94)	\$ 12,386.66		
Postage	\$ 435.60	\$ 13,022.03	\$ 25,000.00	52.09%		\$ 1,679.89	\$ 16,232.92		
Travel & Continuing Education	\$ 2,335.58	\$ 11,620.17	\$ 25,000.00	46.48%		\$ 2,622.85	\$ 8,887.23		
Book Van & Mileage	\$ 146.36	\$ 1,862.66	\$ 4,000.00	46.57%		\$ 117.20	\$ 906.25		
Photo Copiers	\$ 560.08	\$ 3,540.43	\$ 8,000.00	44.26%		\$ 513.64	\$ 4,140.53		
Programs	\$ 1,583.10	\$ 8,009.54	\$ 20,000.00	40.05%		\$ 3,046.94	\$ 14,475.13		
Professional Fees	\$ 12,297.47	\$ 55,473.88	\$ 70,000.00	79.25%		\$ 5,630.13	\$ 43,580.70		
Website/OPAC Content	\$ 35.00	\$ 1,620.00	\$ 14,000.00	11.57%		\$ 119.90	\$ 3,555.97		
Advertising & Marketing	\$ 9,404.00	\$ 14,515.11	\$ 15,000.00	96.77%		\$ 313.00	\$ 7,121.28		
Contingency		\$ -	\$ 5,000.00	0.00%			\$ -		
Miscellaneous	\$ (3,262.70)	\$ (2,161.48)				\$ 103.14	\$ 2,690.57		
Total Expenses	\$ 262,050.71	\$ 1,914,842.92	\$3,660,800.00	52.31%		\$ 280,833.09	\$ 1,939,907.12		
Revenues Over Expenses	\$ (253,086.25)	\$ 1,243,871.93							
City Reimbursable	\$ 119,902.11	\$ 15,639.00							
Cash Balances:									
Checking	\$ 1,839,961.35								
Capital Improvement	\$ 639,061.61								

Lawrence Public Library									
Outside Funding Report									
July 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
Friends:									
	Opening Day Collection	\$ 5,000.00	x		\$ 5,000.00	\$ -		\$ 7.24	\$ 4,745.69
	Programming:				\$ -				\$ -
	Adult				\$ -				\$ -
	Book Clubs			\$ 601.99	\$ 601.99				\$ 601.99
	Summer Reading	\$ 2,500.00	x		\$ 2,500.00	\$ -		\$ -	\$ 2,219.99
	RAL - YS,YA,Adult			\$ 7,162.94	\$ 7,162.94				\$ 1,453.89
	TEDx	\$ 1,500.00			\$ 1,500.00				\$ 1,500.00
	Author Talks	\$ 1,000.00	x		\$ 1,000.00	\$ -			\$ 1,000.00
	Senior			\$ 1,048.08	\$ 1,048.08				\$ 1,048.08
	Youth			\$ 914.71	\$ 914.71			\$ -	\$ 277.65
	Summer Reading	\$ 1,400.00	x	\$ 2,601.10	\$ 4,001.10	\$ -		\$ 326.97	\$ 1,096.37
	Extra Paperbacks			\$ 247.25	\$ 247.25			\$ -	\$ 247.25
	Young Adult			\$ 873.82	\$ 873.82			\$ -	\$ 753.90
	Summer Reading	\$ 6,500.00	x	\$ 172.50	\$ 6,672.50	\$ -		\$ -	\$ 520.57
	Advertising	\$ 5,000.00	x	\$ 2,524.39	\$ 7,524.39	\$ -			\$ 6,500.04
	Promotional Items & Bookbags	\$ 15,000.00		\$ 1,299.22	\$ 16,299.22			\$ 518.28	\$ (10.78)
	Banned Books			\$ 57.85	\$ 57.85				\$ 57.85
	Printing Summer Reading			\$ 5,000.00	\$ 5,000.00			\$ -	\$ 309.77
	Kick-off/Last Bash	\$ 4,900.00	x	\$ -	\$ 4,900.00	\$ -		\$ -	\$ 2,223.67
	Book Bags	\$ 4,000.00	x	\$ -	\$ 4,000.00	\$ -		\$ -	\$ -
	BookPage			\$ 20.00	\$ 20.00				\$ 20.00
	Movie Licensing	\$ 1,500.00	x	\$ 170.00	\$ 1,670.00	\$ -		\$ 1,538.00	\$ 132.00
	Scholarships			\$ 3,750.00	\$ 3,750.00			\$ -	\$ 2,750.00
	Staff Incentives			\$ 900.86	\$ 900.86			\$ -	\$ 717.27
	Aquarium Maintenance	\$ 1,400.00	x	\$ (382.81)	\$ 1,017.19	\$ -		\$ 48.80	\$ 240.01
	Wages/Taxes-Horn/Howard			\$ 174.62	\$ 174.62			\$ 2,240.09	\$ 8,062.84
	Volunteer Recognitions	\$ 1,000.00	px		\$ 1,000.00	\$ -			\$ 867.65
	Volunteers			\$ 130.00	\$ 130.00				\$ 130.00
	Puppet Theater (Brummell)			\$ 200.00	\$ 200.00				\$ 200.00
	Other TBA	\$ (2,100.00)		\$ 2,100.00	\$ -				\$ -
	Wellness Committee			\$ 105.00	\$ 105.00				\$ 42.88
	<b>TOTALS</b>	\$ 48,600.00		\$ 29,671.52	\$ 73,271.52	\$ -		\$ 4,679.38	\$ 32,962.89
Foundation:									
	Kansas Health Foundation			\$ 848.14	\$ 848.14	\$ -			\$ 16,848.14
	Walmart-YS			\$ 68.19	\$ 68.19	\$ -		\$ -	\$ (23.79)
	FINRA			\$ 14,380.65	\$ 14,380.65	\$ -		\$ -	\$ 3,969.90
	Steiner Storytelling Programs				\$ -	\$ -			\$ -

Lawrence Public Library Outside Funding Report July 2014							
		Amount	Previous Year(s)		Received	Spent	Funds
		Pledged	Carryover		This Month	This Month	Remaining
		For 2014		TOTAL			
	Salaries/Taxes-Oden			\$ -	\$ -	\$ 408.00	\$ (1,681.69)
	Morgan Expenses		\$ -	\$ -	\$ -	\$ 2,856.13	\$ (2,856.13)
	Praxair		\$ 3,494.60	\$ 3,494.60			\$ 3,494.60
	Laptops		\$ 45.26	\$ 45.26			\$ 45.26
	Book Drops Project			\$ -			\$ -
	Foundation Center		\$ (995.00)	\$ (995.00)			\$ -
	Milliken Fund			\$ -		\$ -	\$ (14.24)
	Community Kindle		\$ 301.00	\$ 301.00			\$ 301.00
	Local Music Project		\$ (2,500.00)	\$ (2,500.00)	\$ -		\$ (500.00)
	Walmart eReader BCIAB		\$ 129.70	\$ 129.70			\$ 129.70
	New Building Technology		\$ (319.80)	\$ (319.80)	\$ -	\$ 181,655.61	\$ 89,874.90
	New Building Furniture & Shelves				\$ -	\$ 52,168.70	\$ 32,677.26
	Tile Project						\$ 457.02
	Simpson Grant				\$ -	\$ 148.45	\$ 4,644.27
	BNSF				\$ -	\$ 10.49	\$ (0.00)
	<b>TOTALS</b>	\$ -	\$ 14,604.60	\$ 14,604.60	\$ -	\$ 237,247.38	\$ 130,518.06
Other:							
	Memorials/Honor with Books	\$ -	\$ 1,745.12	\$ 1,745.12	\$ 215.00	\$ 5.28	\$ 1,684.30
	Lawrence Give Back	\$ -	\$ 2,474.30	\$ 2,474.30	\$ -		\$ 2,626.32
	Brummell-YS	\$ -	\$ 55.77	\$ 55.77	\$ -		\$ 155.77
	Wurfy		\$ 41.06	\$ 41.06	\$ -	\$ -	\$ 32.55
	Moving		\$ 125.00	\$ 125.00			\$ 125.00
	Underwood Gift (Sr. Outreach)		\$ 175.00	\$ 175.00		\$ -	\$ 356.94
	John Cotton Dana		\$ 10,000.00	\$ 10,000.00		\$ 3,726.32	\$ 3,773.68
	Merchandise Sales		\$ 2,301.23	\$ 2,301.23	\$ 2,836.68		\$ 5,606.17
	Kansas Humanities Council						\$ -
	<b>TOTALS</b>	\$ -	\$ 16,917.48	\$ 16,917.48	\$ 3,051.68	\$ 3,731.60	\$ 14,360.73
				Total Income	\$ 3,051.68	YTD Income	\$ 1,072,543.17
				Total Expenditures	\$ 245,658.36	YTD Expenditures	\$ 949,752.40

**Lawrence Public Library**  
**Balance Sheet**  
As of July 31, 2014

	<u>Jul 31, 14</u>	<u>Jul 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	38,759.04	562,364.09	-523,605.05	-93.1%
Capital Improvement -2	600,302.57	0.00	600,302.57	100.0%
Checking	1,839,961.35	1,561,621.29	278,340.06	17.8%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>2,479,022.96</u>	<u>2,123,985.38</u>	<u>355,037.58</u>	<u>16.7%</u>
<b>Total Current Assets</b>	<u>2,479,022.96</u>	<u>2,123,985.38</u>	<u>355,037.58</u>	<u>16.7%</u>
<b>Other Assets</b>				
Petty Cash	1,525.00	700.00	825.00	117.9%
<b>Total Other Assets</b>	<u>1,525.00</u>	<u>700.00</u>	<u>825.00</u>	<u>117.9%</u>
<b>TOTAL ASSETS</b>	<u><b>2,480,547.96</b></u>	<u><b>2,124,685.38</b></u>	<u><b>355,862.58</b></u>	<u><b>16.8%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	69,815.10	69,113.00	702.10	1.0%
<b>Total Accounts Payable</b>	<u>69,815.10</u>	<u>69,113.00</u>	<u>702.10</u>	<u>1.0%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	257.46	3,260.12	-3,002.66	-92.1%
<b>Total Other Current Liabilities</b>	<u>257.46</u>	<u>3,260.12</u>	<u>-3,002.66</u>	<u>-92.1%</u>
<b>Total Current Liabilities</b>	<u>70,072.56</u>	<u>72,373.12</u>	<u>-2,300.56</u>	<u>-3.2%</u>
<b>Total Liabilities</b>	<u>70,072.56</u>	<u>72,373.12</u>	<u>-2,300.56</u>	<u>-3.2%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	1,351,023.70	1,126,178.20	224,845.50	20.0%
<b>Total Equity</b>	<u>2,410,475.40</u>	<u>2,052,312.26</u>	<u>358,163.14</u>	<u>17.5%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,480,547.96</b></u>	<u><b>2,124,685.38</b></u>	<u><b>355,862.58</b></u>	<u><b>16.8%</b></u>

**Lawrence Public Library  
Revenues & Expenses**

July 2014

	<u>Jul 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Personal Books	7.02
Merchandise Sales	2,836.68
Gifts-Other	215.00
Interest	175.20
Overdues	7,949.39
Photo Copies	832.85
Total Income	<u>12,016.14</u>
Gross Profit	12,016.14
Expense	
FOUNDATION FUNDING	236,839.38
FRIENDS FUNDING	6,170.89
Books & Materials	5,040.27
Miscellaneous	126,518.04
Technology Equipment	65.88
Insurance	450.19
Payroll Expenses	189,348.25
Payroll Taxes	28,549.27
Postage and Delivery	435.60
Professional Fees	12,297.47
Program Expense	1,583.10
Repairs	343.57
Supplies	8,648.91
Travel & Hospitality	2,481.94
Utilities	8,838.42
Total Expense	<u>627,611.18</u>
Net Ordinary Income	<u>-615,595.04</u>
Net Income	<u><u>-615,595.04</u></u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	<u>Aug 13, 14</u>
3MCloud	500.37
Advance Insurance Company	436.69
Amazon	1,134.65
American Micro Co.	2,925.00
Apple Inc.	9,518.85
Arsalon Technologies, LLC	1,120.00
ASI	50.00
Baker & Taylor, Inc.	8,857.51
Bibliocommons Inc.	2,000.00
Black Hills Energy	84.00
Blackstone Audio, Inc.	41.40
Bob's Janitorial Service	3,052.00
BookPage	1,680.00
Brilliance Audio, Inc.	99.98
Center Point Large Print	571.59
Century Business Technologies	556.16
Cole Information Services	633.90
Demco, Inc.	244.60
EBSCO	-44.68
Express Services, Inc.	1,028.40
Fann, Kelly	283.23
Gale Group, Inc.	77.84
Glinka, Charlee	50.00
Great Plains Media	750.00
Hartford	19.00
Heartland Payment Systems	216.47
Houchen Bindery, Ltd.	549.10
Ingram Library Services	572.73
Intuit	29.85
James M. Henry	40.90
Jayhawk Tropical Fish	102.36
Jiminate	120.00
Johnny Longhurst	230.00
Journal-World	1,120.06
Julie Goeser	10.05
Kansas Cosmosphere and Space Ce...	317.00
Kansas Public Radio	450.00
Lawrence-Douglas County Health Dept.	14.00
Lawrence Public Library Foundation	14,323.00
Lawrence Utility Billing	593.48
Lenovo Inc.	18,809.70
Leslie Kay Handprinted Goods	1,425.00
Midwest Tape	6,496.01
Minuteman Press	163.27
Movie Licensing USA	1,538.00
OCLC, Inc.	4,688.90
OverDrive	1,327.46
Pro Print Inc.	1,810.80
Professional Moving & Storage, Inc.	2,450.00
Pur-O-Zone, Inc.	748.33
Quill Corporation	289.51
Random House, Inc.	180.00
Recorded Books	2,140.12
Rueschhoff Locksmiths & S.S.	134.33
Scholastic Inc.	20.46
Snap Promotions	2,038.04
Springsted, Inc.	24,000.00
Sunflower Curbside Recycling	225.00
Unique Management Services	432.04
United Parcel Service	73.96
VISA 5372	13,106.73
Westar	4,835.79
Westar - 3	102.55
Wetta, Molly	681.76
WOW!Business	1,514.12
TOTAL	<u>143,591.37</u>



Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	September 2014	08/13/2014		Group Life Insurance	-436.69
TOTAL					-436.69
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	July	08/13/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Black Hills Energy</b>	<b>Checking</b>	
Bill	FINAL	08/13/2014		Borders Gas	-84.00
TOTAL					-84.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	July	08/13/2014		Office Supplies	-181.47
				Web Site & OPAC Cont...	-35.00
TOTAL					-216.47
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill		07/31/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		07/31/2014		Storage Facility	-31.24
Bill		07/31/2014		Borders Account	-394.20
Bill		08/13/2014		Water	-71.23
Bill	FINAL	08/13/2014		Borders Account	-96.81
TOTAL					-593.48
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1314	08/13/2014		Postage and Delivery	-73.96
TOTAL					-73.96
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		08/13/2014		Adult Programming	-17.04
				Bookvan & Mileage	-96.83
				Children's Programming	-5.00
				Young Adult Programm...	-87.43
				Postage and Delivery	-15.99
				Library Supplies	-93.69
				Printing	-1,261.24
				Miscellaneous	-12.00
				Membership & Dues	-197.98
				Outreach Programming	-118.99
				Building Supplies	-1,333.27
				Technology Equipment	-564.79
				FOUNDATION FUNDING	-1,678.04
				New Building Technology	-3,481.55
				Advertising	-136.59

Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
				John Cotton Dana	-1,293.10
				Staff Incentives	-1,204.31
				KHF Grant Expenses	-787.12
				Office Supplies	-87.10
				YS Programming-Friends	-36.73
				Equipment	-597.94
TOTAL					-13,106.73
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Westar</b>	<b>Checking</b>	
Bill	FINAL	08/13/2014		Borders Account	-4,835.79
TOTAL					-4,835.79
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/18/2014</b>	<b>Westar - 3</b>	<b>Checking</b>	
Bill		07/31/2014		Storage Facility	-77.86
Bill	FINAL	07/31/2014		Storage Facility	-24.69
TOTAL					-102.55
<b>Bill Pmt -Check</b>	<b>6549</b>	<b>08/19/2014</b>	<b>3MCloud</b>	<b>Checking</b>	
Bill	UM21496	07/31/2014		Books & Materials	-500.37
TOTAL					-500.37
<b>Bill Pmt -Check</b>	<b>6550</b>	<b>08/19/2014</b>	<b>American Micro Co.</b>	<b>Checking</b>	
Bill	22130	08/13/2014		Equipment	-2,925.00
TOTAL					-2,925.00
<b>Bill Pmt -Check</b>	<b>6551</b>	<b>08/19/2014</b>	<b>Apple Inc.</b>	<b>Checking</b>	
Bill	4288778494	07/31/2014		New Building Technology	-5,281.73
Bill	4288943483	07/31/2014		New Building Technology	-4,237.12
TOTAL					-9,518.85
<b>Bill Pmt -Check</b>	<b>6552</b>	<b>08/19/2014</b>	<b>Arsalon Technologies, LLC</b>	<b>Checking</b>	
Bill	31448	08/04/2014		Web Site & OPAC Cont...	-1,120.00
TOTAL					-1,120.00
<b>Bill Pmt -Check</b>	<b>6553</b>	<b>08/19/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	716563	08/13/2014		Books & Materials	-41.40
TOTAL					-41.40
<b>Bill Pmt -Check</b>	<b>6554</b>	<b>08/19/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	170941	07/31/2014		Professional Fees	-2,780.00
Bill	164092	07/31/2014		Professional Fees	-272.00
TOTAL					-3,052.00

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08/13/14

Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6555	08/19/2014	BookPage	Checking	
Bill	S16058	08/13/2014		Misc - Gifts Funded	-1,680.00
TOTAL					-1,680.00
Bill Pmt -Check	6556	08/19/2014	Brilliance Audio, Inc.	Checking	
Bill	IN0908886	08/13/2014		Books & Materials	-99.98
TOTAL					-99.98
Bill Pmt -Check	6557	08/19/2014	Center Point Large Print	Checking	
Bill	1206282	08/13/2014		Books & Materials	-20.97
Bill	1199983	08/13/2014		Books & Materials	-82.68
Bill	1200973	08/13/2014		Books & Materials	-467.94
TOTAL					-571.59
Bill Pmt -Check	6558	08/19/2014	Century Business Technologies	Checking	
Bill	333430	07/31/2014		Copying	-15.00
Bill	333283	07/31/2014		Copying	-346.38
Bill	332798	07/31/2014		Copying	-55.68
Bill	334289	08/13/2014		Copying	-139.10
TOTAL					-556.16
Bill Pmt -Check	6559	08/19/2014	Cole Information Services	Checking	
Bill	0645420-IN	08/13/2014		Library Supplies	-316.95
				Books & Materials	-316.95
TOTAL					-633.90
Bill Pmt -Check	6560	08/19/2014	Demco, Inc.	Checking	
Bill	5353996	07/31/2014		Library Supplies	-244.60
TOTAL					-244.60
Bill Pmt -Check	6561	08/19/2014	Express Services, Inc.	Checking	
Bill	14363970-6	07/31/2014		Professional Fees	-533.67
Bill	14395847-8	07/31/2014		Professional Fees	-129.06
Bill	14461380-9	08/13/2014		Professional Fees	-157.74
Bill	14426610-3	08/13/2014		Professional Fees	-207.93
TOTAL					-1,028.40
Bill Pmt -Check	6562	08/19/2014	Gale Group, Inc.	Checking	
Bill	52499608	08/13/2014		Books & Materials	-38.92
Bill	52334980	08/13/2014		Books & Materials	-38.92
TOTAL					-77.84

Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6563</b>	<b>08/19/2014</b>	<b>Great Plains Media</b>	<b>Checking</b>	
Bill	7596-1	08/13/2014		Advertising	-300.00
Bill	7597-1	08/13/2014		Advertising	-225.00
Bill	7598-1	08/13/2014		Advertising	-225.00
TOTAL					-750.00
<b>Bill Pmt -Check</b>	<b>6564</b>	<b>08/19/2014</b>	<b>Houchen Bindery, Ltd.</b>	<b>Checking</b>	
Bill	215141	07/31/2014		Books & Materials	-549.10
TOTAL					-549.10
<b>Bill Pmt -Check</b>	<b>6565</b>	<b>08/19/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	79461428	08/13/2014		Books & Materials	-28.60
				Library Supplies	-0.89
Bill	79416976	08/13/2014		Books & Materials	-107.57
				Library Supplies	-11.04
Bill	79439801	08/13/2014		Books & Materials	-31.54
				Library Supplies	-2.88
Bill	49299672	08/13/2014		Books & Materials	-81.84
				Library Supplies	-10.84
Bill	79368831	08/13/2014		Books & Materials	-201.22
				Library Supplies	-19.89
Bill	79292658	08/13/2014		Books & Materials	-67.78
				Library Supplies	-8.64
TOTAL					-572.73
<b>Bill Pmt -Check</b>	<b>6566</b>	<b>08/19/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	645724	08/13/2014		Aquarium Maintenance	-44.80
Bill	452845	08/13/2014		Aquarium Maintenance	-57.56
TOTAL					-102.36
<b>Bill Pmt -Check</b>	<b>6567</b>	<b>08/19/2014</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	7-072914	07/31/2014		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>6568</b>	<b>08/19/2014</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	10525964	08/13/2014		Advertising	-1,120.06
TOTAL					-1,120.06
<b>Bill Pmt -Check</b>	<b>6569</b>	<b>08/19/2014</b>	<b>Kansas Cosmosphere</b>	<b>Checking</b>	
Bill	57123	07/31/2014		BNSF	-10.49
				YS Summer Reading	-306.51
TOTAL					-317.00
<b>Bill Pmt -Check</b>	<b>6570</b>	<b>08/19/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	124818	08/13/2014		Advertising	-450.00
TOTAL					-450.00

Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6571</b>	<b>08/19/2014</b>	<b>Lawrence-DCHD</b>	<b>Checking</b>	
Bill	7.24.14	07/31/2014		Miscellaneous	-14.00
TOTAL					-14.00
<b>Bill Pmt -Check</b>	<b>6572</b>	<b>08/19/2014</b>	<b>Lenovo Inc.</b>	<b>Checking</b>	
Bill	6223275809	07/31/2014		New Building Technology	-3,984.00
Bill	6223281011	07/31/2014		New Building Technology	-14,825.70
TOTAL					-18,809.70
<b>Bill Pmt -Check</b>	<b>6573</b>	<b>08/19/2014</b>	<b>Leslie Kay Handprinted Goods</b>	<b>Checking</b>	
Bill	08051402	08/13/2014		Advertising	-1,425.00
TOTAL					-1,425.00
<b>Bill Pmt -Check</b>	<b>6574</b>	<b>08/19/2014</b>	<b>Minuteman Press</b>	<b>Checking</b>	
Bill	46571	07/31/2014		Office Supplies	-163.27
TOTAL					-163.27
<b>Bill Pmt -Check</b>	<b>6575</b>	<b>08/19/2014</b>	<b>Movie Licensing USA</b>	<b>Checking</b>	
Bill	1950100	07/31/2014		Adult Programming-Fri...	-1,538.00
TOTAL					-1,538.00
<b>Bill Pmt -Check</b>	<b>6576</b>	<b>08/19/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	334443	08/13/2014		OCLC	-3,876.10
				Internet	-812.80
TOTAL					-4,688.90
<b>Bill Pmt -Check</b>	<b>6577</b>	<b>08/19/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	150713503042...	07/31/2014		Books & Materials	-424.85
Bill	150816783042...	07/31/2014		Books & Materials	-277.75
Bill	ASaprODconsot...	07/31/2014		Books & Materials	-259.74
Bill	ASmayODcons...	07/31/2014		Books & Materials	-287.19
Bill	165027317052...	07/31/2014		Books & Materials	-77.93
TOTAL					-1,327.46
<b>Bill Pmt -Check</b>	<b>6578</b>	<b>08/19/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	84650	07/31/2014		Office Supplies	-230.00
Bill	84815	08/13/2014		Office Supplies	-50.80
Bill	84800	08/13/2014		Printing	-1,530.00
TOTAL					-1,810.80
<b>Bill Pmt -Check</b>	<b>6579</b>	<b>08/19/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	638992	07/31/2014		Building Supplies	-547.34
Bill	639970	08/13/2014		Building Supplies	-200.99
TOTAL					-748.33

Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6580</b>	<b>08/19/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	4897665	08/13/2014		Office Supplies	-92.19
Bill	4817469	08/13/2014		Office Supplies	-197.32
TOTAL					-289.51
<b>Bill Pmt -Check</b>	<b>6581</b>	<b>08/19/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1080738283	08/13/2014		Books & Materials	-30.00
Bill	1080830855	08/13/2014		Books & Materials	-33.75
Bill	1080777887	08/13/2014		Books & Materials	-33.75
Bill	1180777887	08/13/2014		Books & Materials	-26.25
Bill	1080878681	08/13/2014		Books & Materials	-56.25
TOTAL					-180.00
<b>Bill Pmt -Check</b>	<b>6582</b>	<b>08/19/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74963879	07/31/2014		Books & Materials	-966.86
Bill	74979611	08/13/2014		Books & Materials	-71.77
Bill	74984333	08/13/2014		Books & Materials	-63.22
Bill	74984340	08/13/2014		Books & Materials	-16.24
Bill	74979312	08/13/2014		Books & Materials	-143.54
Bill	74977322	08/13/2014		Books & Materials	-71.77
Bill	74965721	08/13/2014		Books & Materials	-125.56
Bill	74964229	08/13/2014		Books & Materials	-681.16
TOTAL					-2,140.12
<b>Bill Pmt -Check</b>	<b>6583</b>	<b>08/19/2014</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	495519	07/31/2014		Building Repairs	-79.50
Bill	495345	07/31/2014		Professional Fees	-24.95
Bill	494514	07/31/2014		Professional Fees	-29.88
TOTAL					-134.33
<b>Bill Pmt -Check</b>	<b>6584</b>	<b>08/19/2014</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	9273630	07/31/2014		YS Summer Reading	-20.46
TOTAL					-20.46
<b>Bill Pmt -Check</b>	<b>6585</b>	<b>08/19/2014</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	14073002	07/31/2014		Advertising	-2,038.04
TOTAL					-2,038.04
<b>Bill Pmt -Check</b>	<b>6586</b>	<b>08/19/2014</b>	<b>Sunflower Curbside Recycling</b>	<b>Checking</b>	
Bill	30150	07/31/2014		Building Repairs	-225.00
TOTAL					-225.00

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Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6587	08/19/2014	Unique Management Services	Checking	
Bill	260267	08/13/2014		Professional Fees	-114.03
				Postage and Delivery	-26.55
				Library Supplies	-5.06
Bill	260266	08/13/2014		Professional Fees	-286.40
TOTAL					-432.04
Bill Pmt -Check	27512	08/18/2014	Amazon	Checking	
Bill	3434625	07/31/2014		New Building Technology	-132.42
Bill	1013823	08/13/2014		Books & Materials	-7.97
Bill	3332226	08/13/2014		Books & Materials	-67.87
Bill	4476235	08/13/2014		Books & Materials	-17.65
Bill	4969058	08/13/2014		Books & Materials	-47.45
Bill	1711435	08/13/2014		Books & Materials	-259.34
Bill	1711435	08/13/2014		Books & Materials	-8.62
Bill	9851429	08/13/2014		Books & Materials	-59.78
Bill	6500212	08/13/2014		Books & Materials	-9.58
Bill	3509808	08/13/2014		Books & Materials	-8.96
Bill	5296255	08/13/2014		Library Supplies	-44.65
Bill	5664259	08/13/2014		Books & Materials	-25.53
Bill	2046666	08/13/2014		Books & Materials	-410.19
Bill	2046666	08/13/2014		Books & Materials	-14.79
Bill	2046666	08/13/2014		Books & Materials	-9.99
Bill	2046666	08/13/2014		Books & Materials	-9.86
TOTAL					-1,134.65
Bill Pmt -Check	27513	08/18/2014	Baker & Taylor, Inc.	Checking	
Bill	2029614185	07/31/2014		Personal Books	-12.92
Bill	2029614212	07/31/2014		Personal Books	-16.31
Bill	53 Invoices	08/13/2014		Library Supplies	-500.16
				Books & Materials	-8,209.44
				Personal Books	-41.47
				FINRA	-32.85
				GGIFT	-35.90
				Overdues	-8.46
TOTAL					-8,857.51
Bill Pmt -Check	27514	08/18/2014	Fann, Kelly	Checking	
Bill	81114	08/13/2014		Staff Incentives	-283.23
TOTAL					-283.23
Bill Pmt -Check	27515	08/18/2014	Glinka, Charlee	Checking	
Bill	Memorial	08/13/2014		Miscellaneous	-50.00
TOTAL					-50.00
Bill Pmt -Check	27516	08/18/2014	Hartford	Checking	
Bill	8/1/14	08/13/2014		Liability Insurance	-19.00
TOTAL					-19.00

Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27517</b>	<b>08/18/2014</b>	<b>James M. Henry</b>	<b>Checking</b>	
Bill	REFUND	08/13/2014		Overdues	-40.90
TOTAL					-40.90
<b>Bill Pmt -Check</b>	<b>27518</b>	<b>08/18/2014</b>	<b>Johnny Longhurst</b>	<b>Checking</b>	
Bill	352218	07/31/2014		John Cotton Dana	-230.00
TOTAL					-230.00
<b>Bill Pmt -Check</b>	<b>27519</b>	<b>08/18/2014</b>	<b>Julie Goeser</b>	<b>Checking</b>	
Bill	REFUND	08/13/2014		Overdues	-10.05
TOTAL					-10.05
<b>Bill Pmt -Check</b>	<b>27520</b>	<b>08/18/2014</b>	<b>Lawrence Public Library Found...</b>	<b>Checking</b>	
Bill	MSM	08/13/2014		New Building Technology	-14,323.00
TOTAL					-14,323.00
<b>Bill Pmt -Check</b>	<b>27521</b>	<b>08/18/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	91981054	08/13/2014		Books & Materials	-14.24
Bill	92029162	08/13/2014		Books & Materials	-29.99
Bill	92051321	08/13/2014		Books & Materials	-22.49
Bill	92054387	08/13/2014		Books & Materials	-71.98
Bill	92033327	08/13/2014		Books & Materials	-72.98
Bill	92016301	08/13/2014		Books & Materials	-26.83
Bill	91981055	08/13/2014		Books & Materials	-116.94
Bill	91981052	08/13/2014		Books & Materials	-449.64
Bill	92021156	08/13/2014		Books & Materials	-47.66
Bill	92033328	08/13/2014		Books & Materials	-1,070.71
Bill	92033329	08/13/2014		Books & Materials	-169.45
Bill	92033324	08/13/2014		Books & Materials	-98.94
Bill	92046926	08/13/2014		Books & Materials	-137.95
Bill	92030862	08/13/2014		Books & Materials	-384.63
Bill	92051425	08/13/2014		Books & Materials	-187.66
Bill	92046925	08/13/2014		Books & Materials	-50.66
Bill	92033325	08/13/2014		Books & Materials	-2,378.41
Bill	92062738	08/13/2014		Library Supplies	-234.70
Bill	92051278	08/13/2014		Books & Materials	-509.29
Bill	92051427	08/13/2014		Books & Materials	-233.91
Bill	92051320	08/13/2014		Books & Materials	-186.95
TOTAL					-6,496.01
<b>Bill Pmt -Check</b>	<b>27522</b>	<b>08/18/2014</b>	<b>Professional Moving &amp; Storage...</b>	<b>Checking</b>	
Bill	7448	08/13/2014		Bond Issue - City Reim...	-2,450.00
TOTAL					-2,450.00
<b>Bill Pmt -Check</b>	<b>27523</b>	<b>08/18/2014</b>	<b>Wetta, Molly</b>	<b>Checking</b>	
Bill	ALA	08/13/2014		ALA	-681.76
TOTAL					-681.76



Lawrence Public Library  
Check Detail  
August 2014

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27524	08/18/2014	WOW!Business	Checking	
Bill		07/31/2014		Internet	-667.89
				Telephone	-346.23
TOTAL					-1,014.12
Bill Pmt -Check	27525	08/19/2014	Bibliocommons Inc.	Checking	
Bill	523	07/31/2014		Professional Fees	-2,000.00
TOTAL					-2,000.00

# Lawrence Public Library

## Monthly Statistical Summary--June 2014

INDICATOR	June		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	4.18	4.05	3%			
Reference Transactions per Capita	1.28	1.20	7%			
Program Attendance per Capita	0.64	0.61	5%			
Circulation per Capita	15.03	15.61	-4%			
Circulation per Visit	3.60	3.85	-7%			
Total Holdings per Capita	1.95	2.33	-16%			
% of Lawrence Residents Registered	87%	86%	1%			

Circulation--Adult Total	73,447	78,142	-6%	424,579	424,357	0%
Circulation--Young Adult Total	5,140	5,307	-3%	22,363	26,094	-14%
Circulation--Youth Total	39,071	38,214	2%	192,933	184,269	5%
Circulation--Bookmobile	1,204	907	33%	6,416	5,660	13%
Circulation--Audiovisual Total	48,149	53,285	-10%	281,221	287,576	-2%
Circulation--Total	117,658	121,663	-3%	639,875	634,720	1%

Reference Transactions	10,042	9,328	8%	49,858	46,540	7%
User Visits	32,727	31,580	4%	172,361	138,658	24%
LPL Web Site Visits	17,157	24,042	-29%	131,854	121,449	9%

Holdings--Added	3,161	3,768	-16%	20,348	19,583	4%
Holdings--Withdrawn	9,799	2,856	243%	37,905	13,375	183%
Holdings--Total	183,011	218,290	-16%			

Registered Borrowers--Added	750	723	4%			
Registered Borrowers--Total	103,574	102,022	2%			

Adult Programs	17	6	183%	67	30	123%
Young Adult Programs	18	17	6%	102	87	17%
Youth Programs	60	59	2%	250	210	19%
Senior Programs	13	14	-7%	82	87	-6%
Total Programs	108	96	13%	501	414	21%
Total Program Attendance	5,030	4,721	7%	21,959	16,552	33%
Public Uses of Meeting Rooms	0	0	#DIV/0!	0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!	0	1	-100%

Total Paid Staff (FTE)	55.63	56.69	-2%			
Total Number of Employees	76	78	-3%			

# Lawrence Public Library

## Monthly Statistical Summary--July 2014

INDICATOR	July		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	4.98	4.13	21%			
Reference Transactions per Capita	0.37	1.17	-68%			
Program Attendance per Capita	1.95	0.43	353%			
Circulation per Capita	11.35	16.25	-30%			
Circulation per Visit	2.28	3.93	-42%			
Total Holdings per Capita	1.94	2.32	-16%			
% of Lawrence Residents Registered	88%	82%	7%			

Circulation--Adult Total	53,254	83,979	-37%	477,833	508,336	-6%
Circulation--Young Adult Total	4,374	5,609	-22%	26,737	31,703	-16%
Circulation--Youth Total	31,206	37,041	-16%	224,139	221,310	1%
Circulation--Bookmobile	599	1,245	-52%	7,015	6,905	2%
Circulation--Audiovisual Total	31,401	57,070	-45%	312,622	344,646	-9%
Circulation--Total	88,834	126,629	-30%	728,709	761,349	-4%

Reference Transactions	2,865	9,154	-69%	52,723	55,694	-5%
Public Computer Usage	4,409	9,584	-54%	51,405	52,308	-2%
User Visits	38,995	32,146	21%	211,356	170,804	24%
LPL Web Site Visits	22,837	25,553	-11%	154,691	147,002	5%

Holdings--Added	1,313	3,679	-64%	21,661	23,262	-7%
Holdings--Withdrawn	2,214	4,576	-52%	40,119	17,951	123%
Holdings--Total	181,870	216,640	-16%			

Registered Borrowers--Added	669	711	-6%			
Registered Borrowers--Total	105,028	97,776	7%			

Total Programs	34	89	-62%	535	503	6%
Total Program Attendance	15,273	3,369	353%	37,232	19,921	87%
Public Uses of Meeting Rooms	0	0	#DIV/0!	0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!	0	0	#DIV/0!

Total Paid Staff (FTE)	58.85	56.95	3%			
Total Number of Employees	81	79	3%			

# Lawrence Public Library @ 700 New Hampshire

## Monthly Statistical Report--June 2014

	June		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	4.18	4.05	3%				
Reference Transactions per Capita	1.28	1.20	7%				
Program Attendance per Capita	0.64	0.61	6%				
Circulation per Capita	15.03	15.61	-4%				
Total Holdings per Capita	1.95	2.33	-17%				
Collection Turnover--Total	7.87	6.81	16%				
Collection Turnover--Adult	7.44	6.42	16%				
Collection Turnover--Young Adult	6.58	6.31	4%				
Collection Turnover--Youth	9.11	7.86	16%				
Collection Turnover--Audiovisual	13.76	12.61	9%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	31391	30658	2%		174527	168915	3%
Circulation--Adult Periodicals	439	416	6%		2615	2206	19%
Circulation--Adult Feature Films & TV Shows	28413	31897	-11%		169150	173916	-3%
Circulation--Electronic Games	1880	1613	17%		10366	8020	29%
Circulation--Adult Music CDs	7515	9622	-22%		46874	49799	-6%
Circulation--Adult Audio Books and Books on CD	3782	3906	-3%		20896	21385	-2%
Circulation--Adult CD-ROMs	0	0			0	5	-100%
Circulation--eReaders	27	30	-10%		151	111	36%
Circulation--Adult Total	73447	78142	-6%		424579	424357	0%

<b>Lawrence Public Library</b>	<b>June</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and Videos	4884	5011	-3%		21178	23566	-10%
Circulation--YA Periodicals	23	39	-41%		87	61	43%
Circulation--YA Music CDs	0	0			0	1310	-100%
Circulation--YA Audio Books and Books on CD	233	257	-9%		1098	1157	-5%
Circulation--YA Total	5140	5307	-3%		22363	26094	-14%
Circulation--Youth Books and Videos	37052	36085	3%		182891	173748	5%
Circulation--Youth Periodicals	86	107	-20%		419	526	-20%
Circulation--Youth Music CDs	498	661	-25%		3229	3483	-7%
Circulation--Youth Audio Books and Books on CD	1435	1361	5%		6394	6512	-2%
Circulation--Youth Total	39071	38214	2%		192933	184269	5%
Circulation--Bookmobile	1204	907	33%		6416	5660	13%
Circulation--Total Books	68961	67816	2%		355533	344351	3%
Circulation--Total Periodicals	548	562	-2%		3121	2793	12%
Circulation--Total Audiovisual	48149	53285	-10%		281221	287576	-2%
Circulation Total	117658	121663	-3%		639875	634720	1%
E-Audio (Overdrive Only)	286	110	160%		1413	259	446%
E-Book (Overdrive Only)	1798	633	184%		8665	1506	475%
Zinio	580	935	-38%		4765	3255	46%
Circulation Desk Circulation	49745	54734	-9%		284963	307140	-7%
Adult Self Check Circulation	67913	66929	1%		354912	327580	8%
Percent Self Check	58%	55%	5%		55%	52%	7%

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Requests Placed	18006	18144	-1%		99542	95432	4%
Requests Filled	12526	13876	-10%		74552	75085	-1%
Requests Unclaimed	2242	1410	59%		9064	7323	24%
Interlibrary Loan Items Borrowed for LPL Patrons	311	NA	#VALUE!		2877	2266	27%
Interlibrary Loan Items Loaned from LPL Collection	124	NA	#VALUE!		2049	1641	25%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	32727	31580	4%		172361	138658	24%
Public Computer Usage	9205	8860	4%		46996	42724	10%
Computer Lab Classes	0	3	-100%		21	10	110%
Computer Lab Classes Attendance	0	7	-100%		68	33	106%
Adult Reference Transactions	8009	7250	10%		42150	37785	12%
Young Adult Reference Transactions	893	1026	-13%		3034	4167	-27%
Youth Reference Transactions	1140	1052	8%		4674	4588	2%
Total Reference Transactions	10042	9328	8%		49858	46540	7%
Public-Sponsored Uses of Meeting Rooms		0	#DIV/0!			0	#DIV/0!
Public-Sponsored Meeting Attendance		0	#DIV/0!			0	#DIV/0!
Meeting Room Turnaways		0	#DIV/0!			1	-100%
Business Center Reservations		0	#DIV/0!			0	#DIV/0!
LPL Web Site Visits	17157	24042	-29%		131854	121449	9%
<b>RESOURCES</b>							
Holdings--Total	183011	218290	-16%				
Holdings--Adult	121427	149109	-19%				
Holdings--Young Adult	9383	10100	-7%				
Holdings--Youth	52201	59081	-12%				
Holdings--Audiovisual	41990	50708	-17%				
Holdings--eReaders	18	14	29%				
Holdings Added	3161	3768	-16%		20348	19583	4%
Holdings Withdrawn (Weeded)	9799	2856	243%		37905	13375	183%
Holdings Net Change	-6638	912			-17557	6208	

<b>Lawrence Public Library</b>	<b>June</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	103574	102022	2%				
Borrowers Added	750	723	4%		3207	2952	9%
Borrowers Transacting	12053	11645	4%		58975	59504	-1%
Percent of Borrowers Transacting	12%	11%	2%				
Total Number of Lawrence Residents Registered	81616	80025	2%				
Percent of Lawrence Residents Registered	87%	86%	2%				
<b>PROGRAMMING</b>							
Number of Adult Programs	17	6	183%		67	30	123%
Number of Young Adult Programs	18	17	6%		102	87	17%
Number of Youth Programs	60	59	2%		250	210	19%
Number of Senior Programs	13	14	-7%		82	87	-6%
Total Programs	108	96	13%		501	414	21%
Adult Program Attendance	155	274	-43%		1698	1835	-7%
Young Adult Program Attendance	353	366	-4%		2835	1295	119%
Youth Program Attendance	4401	3963	11%		16654	12637	32%
Senior Program Attendance	121	118	3%		772	785	-2%
Total Program Attendance	5030	4721	7%		21959	16552	33%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	55.63	56.69	-2%				
ALA-MLS Librarians, in Full-Time Equivalents	15.79	17.99	-12%				
Number of Employees--Total	76	78	-3%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	41	43	-5%				
Terminations	0	0	#DIV/0!		4	3	33%
Hirings	4	4	0%		6	8	-25%
Volunteer Hours	554.7	358	55%		1701.6	1426.95	19%

# Lawrence Public Library

## Monthly Statistical Report--July 2014

	July		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	4.98	4.13	21%				
Reference Transactions per Capita	0.37	1.17	-69%				
Program Attendance per Capita	1.95	0.43	351%				
Circulation per Capita	11.35	16.25	-30%				
Total Holdings per Capita	1.94	2.32	-16%				
Collection Turnover--Total	5.98	7.14	-16%				
Collection Turnover--Adult	5.52	6.96	-21%				
Collection Turnover--Young Adult	5.60	6.67	-16%				
Collection Turnover--Youth	7.05	7.67	-8%				
Collection Turnover--Audiovisual	9.17	13.38	-31%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	26691	33046	-19%		201218	201961	0%
Circulation--Adult Periodicals	474	458	3%		3089	2664	16%
Circulation--Adult Feature Films & TV Shows	16440	34318	-52%		185590	208234	-11%
Circulation--Electronic Games	1140	1759	-35%		11506	9779	18%
Circulation--Adult Music CDs	5357	10222	-48%		52231	60021	-13%
Circulation--Adult Audio Books and Books on CD	3143	4148	-24%		24039	25533	-6%
Circulation--Adult CD-ROMs	0	0	#DIV/0!		0	5	-100%
Circulation--eReaders	9	28	-68%		160	139	15%
Circulation--Adult Total	53254	83979	-37%		477833	508336	-6%



<b>Lawrence Public Library</b>	<b>July</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and Videos	4157	5298	-22%		25335	28864	-12%
Circulation--YA Periodicals	30	25	20%		117	86	36%
Circulation--YA Music CDs	0	1	-100%		0	1311	-100%
Circulation--YA Audio Books and Books on CD	187	285	-34%		1285	1442	-11%
Circulation--YA Total	4374	5609	-22%		26737	31703	-16%
Circulation--Youth Books and Videos	29313	34745	-16%		212204	208493	2%
Circulation--Youth Periodicals	110	102	8%		529	628	-16%
Circulation--Youth Music CDs	516	706	-27%		3745	4189	-11%
Circulation--Youth Audio Books and Books on CD	1267	1488	-15%		7661	8000	-4%
Circulation--Youth Total	31206	37041	-16%		224139	221310	1%
Circulation--Bookmobile	599	1245	-52%		7015	6905	2%
Circulation--Total Books	56819	68974	-18%		412352	413325	0%
Circulation--Total Periodicals	614	585	5%		3735	3378	11%
Circulation--Total Audiovisual	31401	57070	-45%		312622	344646	-9%
Circulation Total	88834	126629	-30%		728709	761349	-4%
E-Audio Usage (Overdrive Only)	355	121	193%		1768	380	365%
E-Book (Overdrive Only)	1874	685	174%		10539	2191	381%
Zinio	698	1001	-30%		5463	4256	28%
Circulation Desk Circulation	30979	56266	-45%		315942	363406	-13%
Adult Self Check Circulation	57855	70363	-18%		412767	397943	4%
Percent Self Check	65%	56%	17%		57%	52%	8%

<b>Lawrence Public Library</b>	<b>July</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Requests Placed	12128	19080	-36%		111670	114512	-2%
Requests Filled	7974	14786	-46%		82526	89871	-8%
Requests Unclaimed	659	1426	-54%		9723	8749	11%
Interlibrary Loan Items Borrowed for LPL Patrons	181	621	-71%		3058	3455	-11%
Interlibrary Loan Items Loaned from LPL Collection	50	510	-90%		2099	2594	-19%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	38995	32146	21%		211356	170804	24%
Public Computer Usage	4409	9584	-54%		51405	52308	-2%
Computer Lab Classes	0	0	#DIV/0!		21	10	110%
Computer Lab Classes Attendance	0	0	#DIV/0!		68	33	106%
Adult Reference Transactions	1444	7187	-80%		43594	44972	-3%
Young Adult Reference Transactions	560	915	-39%		3594	5082	-29%
Youth Reference Transactions	861	1052	-18%		5535	5640	-2%
Total Reference Transactions	2865	9154	-69%		52723	55694	-5%
Public-Sponsored Uses of Meeting Rooms	0	0	#DIV/0!		0	0	#DIV/0!
Public-Sponsored Meeting Attendance	0	0	#DIV/0!		0	0	#DIV/0!
Meeting Room Turnaways	0	0	#DIV/0!		0	0	#DIV/0!
Business Center Reservations	0	0	#DIV/0!		0	1	-100%
						0	
LPL Web Site Visits	22837	25553	-11%		154691	147002	5%
<b>RESOURCES</b>							
Holdings--Total	181870	216640	-16%				
Holdings--Adult	118651	147829	-20%				
Holdings--Young Adult	9367	10092	-7%				
Holdings--Youth	53852	58719	-8%				
Holdings--Audiovisual	41092	51190	-20%				
Holdings--eReaders	16	14	14%				
Holdings Added	1313	3679	-64%		21661	23262	-7%
Holdings Withdrawn (Weeded)	2214	4576	-52%		40119	17951	123%
Holdings Net Change	-901	-897			-18458	5311	

<b>Lawrence Public Library</b>	<b>July</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	105028	97776	7%				
Borrowers Added	669	711	-6%		3876	3663	6%
Borrowers Transacting	4677	12151	-62%		63652	71655	-11%
Percent of Borrowers Transacting	4%	12%	-64%				
Total Number of Lawrence Residents Registered	82844	76887	8%				
Percent of Lawrence Residents Registered	88%	82%	7%				
<b>PROGRAMMING</b>							
Number of Adult Programs	6	7	-14%		73	37	97%
Number of Young Adult Programs	3	17	-82%		105	104	1%
Number of Youth Programs	15	50	-70%		265	260	2%
Number of Senior Programs	10	15	-33%		92	102	-10%
Total Programs	34	89	-62%		535	503	6%
Adult Program Attendance	13379	354	3679%		15077	2189	589%
Young Adult Program Attendance	49	398	-88%		2884	1693	70%
Youth Program Attendance	1771	2429	-27%		18425	15066	22%
Senior Program Attendance	74	188	-61%		846	973	-13%
Total Program Attendance	15273	3369	353%		37232	19921	87%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	58.85	56.95	3%				
ALA-MLS Librarians, in Full-Time Equivalents	16.44	17.69	-7%				
Number of Employees--Total	81	79	3%				
Number of Employees--Full-Time	36	37	-3%				
Number of Employees--Part-Time	45	42	7%				
Terminations	1	3	-67%		5	6	-17%
Hirings	5	1	400%		11	9	22%
Volunteer Hours	138.75	424.2	-67%		1840.4	1851.2	-1%

## **Library Director's Report for July/August 2014**

Respectfully submitted by Brad Allen

### **Library Opens**

How does one even begin to document everything that happened since my last report? We closed the temporary location on New Hampshire Street, moved back to Vermont Street, trained staff on our new building, and opened the doors. Nearly 12,000 people visited the library opening day with over 4,000 more on Sunday. We checked out close to 20,000 items in those two days. Every record that could be broken has been broken.

From July 26 to August 14 (that's 20 days), we checked out 101,211 items, saw 66,710 people walk through our doors, and created 1,489 new library cards. The overall sentiment from the public has been overwhelmingly positive. I'm so happy for Lawrence.

We continue work on the punchlist fixing small things here and there. We continue to fine tune the new technology in the building. We continue work getting the Sound+Vision Studio ready to open. We are looking at its grand opening sometime in September.

So many people have worked so hard to make this happen. I couldn't be prouder of our staff, our Board of Trustees, our Friends and Foundation, and everyone in this community that sees the value of and uses their public library. What a wonderful time to live in Lawrence, Kansas!

### **Coffee Bar at the Library**

The SconeLady Coffee Shop opened in a temporary coffee bar facility on Opening Day. Lukas and Carrie, the proprietors, appear pleased with how things are going thus far. The more permanent coffee bar should be coming in the upcoming weeks.

### **Speaking Engagements - Toronto and Las Vegas**

In addition to the flurry of activity surrounding the reopening of the library, I also had the privilege to speak at a few conferences. On June 18, I went to Toronto for the Canada Book Summit to speak about the ways we've marketed the library. I primarily discussed the great success of our Banned Books Week Trading Cards and also some readers' advisory flowcharts some of our librarians have done that sparked interest around the country. It was a great honor and good exposure for our library.

The morning after our Sneak Peek, I left for Vegas to present at the ALA Annual Conference. Former LPL Marketing Director Susan Brown and presented "Boba Fett at the Circ Desk: Library Leadership Lessons from the Empire Strikes Back." We had a standing room only crowd of nearly 250 people and very positive responses and reviews. It was the first time I ever spoke at a national conference. I was happy to share information that inspired other librarians.

## **Library Director's Report for July/August 2014**

### **And one other thing...**

Also, on July 22, I had the great privilege of serving on a panel to help determine awarding NEH Challenge Grants. It was a great group of people and a stimulating conversation.

## Library Foundation Director's Report • August 12, 2014

**“Sneak Peek” Results.** The Library Foundation's Sneak Peek Party was a great success. Approximately 600 people attended the June 26<sup>th</sup> event to preview the new library in advance of the grand opening. Here are the official results:

- Gross income: \$72,040
- Expenses: \$15,440
- Net income: \$56,600
- NEH match: \$18,678
- Total earned: \$75,278

All proceeds will support the Foundation's "Greatest Expectations Fund," a new endowment for programming at the new library. I've said it before, but I can't stress it enough, we owe a huge "thank you" to Margie Coggins, Gail Vick and Jill Fincher for leading this project. They, together with an incredibly dedicated planning committee, made this all possible for the library.

**NEH Certification Report.** The Library Foundation's first certification report was filed with the National Endowment for the Humanities on July 31<sup>st</sup>. This report outlines the gifts that we have raised from January 1, 2013 through June 30, 2014 toward our Challenge Grant. The original grant application proposed that we raise \$225,000 for the first year. I'm delighted to report that our total new gifts were \$524,314.90 for year #1! This includes collected and pledged gifts from the Beach Foundation, various individuals, and net proceeds from fundraising events (Sneak Peek and Tile Project). Since June 30<sup>th</sup>, we have received word of two more gifts totaling \$75,000 (see info below), bringing our total raised to \$599,314.90. In this short time, we have raised 73% of our goal -- just \$225,685 left to go!

**New Gifts.** We are pleased to report that the Library Foundation received two major gifts in July. Chuck and Dee Blaser have pledged \$25,000 for the teen study room on behalf of the Blaser Family Foundation. In addition, Jack and Jan Gaumnitz have pledged \$50,000 for the southwest corner reading room naming opportunity. They have chosen to name it the Horizons Reading Room. These incredibly generous gifts will support the Greatest Expectations Fund and will be matched by the Library Foundation's NEH Challenge Grant.

**Ross and Marianna Beach Author Series.** The first annual Ross and Marianna Beach Author Series event is scheduled for Wednesday, October 22, at Liberty Hall. We are honored and delighted to welcome National Book Award winner James McBride to Lawrence. Mr. McBride's newest book, *The Good Lord Bird*, is a humorous story about a slave who unites with John Brown in his abolitionist movement. The novel won the 2013 National Book Award for Fiction. Mr. McBride will travel to Lawrence with The Good Lord Bird Band, a gospel jazz quintet. The group has delighted audiences nationwide with their combination of book readings and lively music. The evening will begin with a 6:00 pm reception for New Chapter Society and library board members. Doors will open to the public at 7:00 pm and the program will begin at 7:30 pm. Be sure to mark your calendar and join the Lawrence Public Library Foundation for an exuberant evening of music and words. Tickets for the public will be available at the library's Welcome Desk starting Wednesday, September 10th (Limit of 4 per person).

**Grant applications submitted:** US Bancorp Foundation, \$9,200 for book lockers

## **Library Movie Screen Proposed Lending Policy**

In June of 2014, the Library Foundation purchased a 15 x 20 inflatable outdoor movie screen for Lawrence Public Library. The total purchase was approximately \$4,500. Its intended use is for outdoor movies held in partnership with Downtown Lawrence, Inc. and Lawrence Parks and Rec. To date, the screen has been used for two outdoor movies on Vermont Street.

As word has spread about the existence of the movie screen, a number of local non-profits and businesses have expressed interest in borrowing the screen. It currently is stored at ShowPro Audio. Phil Wentz, ShowPro's owner, is trained in operating the screen and provides movie projection services as well.

Before venturing into such a lending arrangement, we request that the Library Board of Trustees consider the following policy:

Lawrence Public Library welcomes use of its outdoor movie screen by local non-profit organizations and businesses. Rental fees and requirements are as follows:

### Fees for Use (per 24-hour period)

Non-profit rate: \$150

Business/For-profit rate: \$300

### Proof of Insurance

Renters must show proof of insurance before using the outdoor movie screen.

### Operation and assembly

Renters must use Lawrence Public Library's authorized agent to operate, assemble, and disassemble the screen. Renters also must agree to all library screen usage guidelines.

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, September 15, 2014 at 4:30 PM

**Meeting Room A, Lawrence Public Library, 707 Vermont Street**

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

- Library Movie Screen Policy (see attachment) -- ACTION ITEM

New business

- Ann Louise Hyde last will and testament

Adjournment



## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting August 18, 2014**

**Board Members Present:** Fran Devlin, Brady Flannery, Joan Golden, Judy Keller, Ursula Minor, David Vance, and Kevan Vick.

**Library Staff Present:** Brad Allen, Jeni Daley, Kelly Fann, Kim Fletcher, Tricia Karlin, Kathleen Morgan, Kristin Soper, and Sherri Turner.

**Friends of the Library:** Jan Conard.

**Guests:** Elliott Hughes, Lawrence Journal-World; Dennis Odgers, B.A. Green; Elinor Tourtellot, League of Women Voters.

### **Call to Order**

Joan Golden, Board President, called the meeting to order at 4:30 p.m. The Renovation and Expansion update was moved up on the agenda.

### **Renovation and Expansion**

Dennis said they've begun working on the punch list. The sod on the north and east should be done by the 27th. Work on the plaza continues with irrigation to follow. The hope is to get sod down on the plaza before September 6. Completion of the glass handrail is scheduled for the weekend.

### **Public Comment**

There was no public comment.

### **Consent Agenda**

David moved that the consent agenda be approved; Fran seconded. All in favor. The motion passed. Brad noted that there was an additional check that was not included in the report.

### **Director's Report**

The library board did not meet in July. The library reopened to much fanfare on July 26. After 20 days of being open, statistics are impressive. Almost 1500 new library cards represents a tremendous amount of work. Responses from the public have been really positive. We continue to work on lighting issues, putting lower tables at the coffee bar, and improving acoustics. 12,000 people visited on the first day and counts continue to be high. Staff has done a great job. Earlier in June Brad went to Toronto to participate in a panel where he talked about banned book trading cards and book flowcharts. He co-presented at the American Library Association conference. Judy asked if we should do something for the volunteers who helped so much during the opening. Brady asked how the meeting room policies were working out. Kristin said it was going well and many reservations are being made.

### **Library Foundation Executive Director's Report**

The Sneak Peek net was about \$56,000 with the NEH match making it over \$75,000. The Foundation has received their first \$75,000 from the NEH. Kathleen reported major gifts from Chuck and Dee Blaser and from Jack and Jan Gaumnitz. Sarah Dean has given \$10,000 to be used at library's discretion. James

McBride will be the first author in the annual Ross & Marianna Beach Author Series on October 22. Prior to the main event, there will be a reception at Liberty Hall for Library Board and New Beginnings members. On September 6, there will be a dedication ceremony for the Sandy Nossaman Butterfly Garden. Naming rights are still available for two study rooms, two medium meeting rooms, the Sound & Vision studio, Local History Room, and the Atrium Stairway area.

### **Library Friends Report**

Jan reported that Friends have been busy getting their shelving set up in their new space and unloaded their first semi-trailer last week, with a second one coming September 6. They have decided to try something new with monthly book sales starting in September. Through the fall, they will hold monthly sales to coincide with Final Friday weekends. After a 3-month trial they will reevaluate. They will begin taking book donations after the first sale in September. Jan thanked staff for helping Friends find their way to the new Friends area.

### **Ongoing Business**

Joan said we want to continue the visioning process. The next step is for Brad and the Admin Team to come up with measurable steps for the 3 major goals. He will report back to the board in October.

### **New Business**

#### **Movie Screen Loan Policy**

The Library Foundation purchased an inflatable movie screen for the library. Kathleen said that community groups are interested in borrowing the screen and presented a draft policy to govern its use. The fee would be for use of the screen and community groups would pay the projectionist separately. The board reviewed the policy and recommended some changes. They suggested the rental fee be raised from \$250 to \$500 and recommended a more specific plan for protecting the library from damages, such as requiring renters to purchase an insurance rider provided by the library's insurance provider. They also suggested adding statements regarding damage, use by private parties, and weather and cancellation clauses. Kathleen will redraft the policy and submit it for review.

### **Salary**

Brad said he is studying when to implement the new salary schedule. He would like to implement by October 1, rather than wait until January 1, but wanted to get the board's thoughts. Brady asked if there are additional staffing needs that we might need to cover. Brad said he felt it was important to move forward with the compensation study. Joan said it was important not to delay implementation of the compensation study. After brief discussion, the board agreed that the decision was in Brad's purview.

Jeni said official photos from opening day have come in and a video of the day is coming. The Kevin Wilmot film is on our YouTube page.

Joan will be gone at the September meeting.

### **Adjournment**

Kevan moved and Judy seconded that the meeting be adjourned. The meeting adjourned at 5:35 p.m.

The next Board meeting will be Monday, September 15, 2014 at 4:30 p.m. in Meeting Room A, 707 Vermont.

Respectfully submitted,  
Sherri Turner

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
August 2014							
REVENUES	Month	Year to Date	Annual Budget	67% of Year	Aug-13	YTD 2013	
Tax Fund	\$ -	\$ 3,000,000.00	\$ 3,383,260.00	88.67%	\$ -	\$ 2,850,000.00	
Interest	\$ 158.24	\$ 622.51	\$ 250.00	249.00%	\$ 30.82	\$ 168.20	
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%	\$ 1,700.00	\$ 37,394.00	
N.E.K.L.	\$ -	\$ 31,280.00	\$ 62,560.00	50.00%	\$ -	\$ 30,370.00	
Photo Copies	\$ 1,423.20	\$ 9,277.36	\$ 12,730.00	72.88%	\$ 1,627.16	\$ 8,208.98	
Overdues	\$ 18,805.26	\$ 105,819.56	\$ 170,000.00	62.25%	\$ 14,212.32	\$ 109,103.50	
Miscellaneous	\$ 4.99	\$ (17.11)			\$ 87.35	\$ (3.13)	
Coffe Shop Rent	\$ 600.00	\$ 600.00					
Meeting Room Fees	\$ 50.00	\$ 50.00					
Total Revenues	\$ 21,041.69	\$ 3,179,756.54	\$3,660,800.00	86.86%	\$17,657.65	\$3,035,241.55	
EXPENSES							
Salaries & Wages	\$ 174,307.80	\$ 1,264,879.10	\$ 1,960,000.00	64.53%	\$ 150,064.60	\$ 1,191,474.46	
Health Insurance	\$ 19,525.81	\$ 168,223.42	\$ 302,000.00	55.70%	\$ 22,294.92	\$ 172,214.13	
Payroll Taxes	\$ 29,578.77	\$ 212,777.83	\$ 342,000.00	62.22%	\$ 24,008.25	\$ 188,742.38	
Books & Materials	\$ 44,918.77	\$ 254,564.58	\$ 520,500.00	48.91%	\$ 44,236.48	\$ 286,292.37	
Periodicals	\$ (13.33)	\$ 11,098.54	\$ 19,500.00	56.92%	\$ -	\$ 13,361.88	
Library Supplies	\$ 7,235.79	\$ 63,518.74	\$ 95,000.00	66.86%	\$ 6,112.64	\$ 55,926.23	
Building Supplies	\$ 2,808.63	\$ 9,030.79	\$ 16,800.00	53.75%	\$ 1,273.31	\$ 9,821.98	
Repairs & Maintenance	\$ 38.65	\$ 44,988.63	\$ 75,000.00	59.98%	\$ 334.07	\$ 54,586.97	
Equipment	\$ 3,523.00	\$ 3,898.00	\$ 5,000.00	77.96%	\$ -	\$ 4,025.82	
Equipment - Technology	\$ 564.85	\$ 6,929.35	\$ 16,000.00	43.31%	\$ 4,540.00	\$ 14,774.64	
Capital Improvements	\$ 8,130.36	\$ 8,130.36	\$ -		\$ -	\$ -	
Utilities	\$ 11,470.75	\$ 45,843.35	\$ 107,000.00	42.84%	\$ 2,089.92	\$ 89,662.51	
Insurance	\$ (5,543.31)	\$ 10,011.38	\$ 16,000.00	62.57%	\$ 392.46	\$ 12,779.12	
Postage	\$ 116.50	\$ 13,138.53	\$ 25,000.00	52.55%	\$ 1,422.18	\$ 17,655.10	
Travel & Continuing Education	\$ 681.76	\$ 12,301.93	\$ 25,000.00	49.21%	\$ 355.00	\$ 9,242.23	
Book Van & Mileage	\$ 96.84	\$ 1,959.50	\$ 4,000.00	48.99%	\$ 320.41	\$ 1,226.66	
Photo Copiers	\$ 556.16	\$ 4,096.59	\$ 8,000.00	51.21%	\$ 657.27	\$ 4,797.80	
Programs	\$ 228.49	\$ 8,198.03	\$ 20,000.00	40.99%	\$ 230.80	\$ 14,705.93	
Professional Fees	\$ 10,743.05	\$ 66,216.93	\$ 70,000.00	94.60%	\$ 7,927.93	\$ 51,508.63	
Website/OPAC Content	\$ 7,390.00	\$ 9,010.00	\$ 14,000.00	64.36%	\$ 956.97	\$ 4,512.94	
Advertising & Marketing	\$ 484.89	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 1,762.25	\$ 8,883.53	
Contingency		\$ -	\$ 5,000.00	0.00%		\$ -	
Miscellaneous	\$ 880.77	\$ (1,280.71)			\$ 5,259.05	\$ 7,949.62	
Total Expenses	\$ 317,725.00	\$ 2,232,534.87	\$3,660,800.00	60.98%	\$ 274,238.51	\$ 2,214,144.93	
Revenues Over Expenses	\$ (296,683.31)	\$ 947,221.67					
City Reimbursable	\$ 2,450.00	\$ 18,089.00					
Cash Balances:							
Checking	\$ 1,525,411.71						
Capital Improvement	\$ 639,189.23						

Lawrence Public Library									
Outside Funding Report									
August 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
Friends:									
	Opening Day Collection	\$ 5,000.00	x		\$ 5,000.00	\$ -		\$ 238.54	\$ 4,507.15
	Programming:				\$ -				\$ -
	Adult				\$ -				\$ -
	Book Clubs			\$ 601.99	\$ 601.99				\$ 601.99
	Summer Reading	\$ 2,500.00	x		\$ 2,500.00	\$ -		\$ -	\$ 2,219.99
	RAL - YS,YA,Adult			\$ 7,162.94	\$ 7,162.94				\$ 1,453.89
	TEDx	\$ 1,500.00			\$ 1,500.00				\$ 1,500.00
	Author Talks	\$ 1,000.00	x		\$ 1,000.00	\$ -			\$ 1,000.00
	Senior			\$ 1,048.08	\$ 1,048.08				\$ 1,048.08
	Youth			\$ 914.71	\$ 914.71			\$ -	\$ 277.65
	Summer Reading	\$ 1,400.00	x	\$ 2,601.10	\$ 4,001.10	\$ -		\$ -	\$ 1,096.37
	Extra Paperbacks			\$ 247.25	\$ 247.25			\$ -	\$ 247.25
	Young Adult			\$ 873.82	\$ 873.82			\$ -	\$ 753.90
	Summer Reading	\$ 6,500.00	x	\$ 172.50	\$ 6,672.50	\$ -		\$ -	\$ 520.57
	Advertising	\$ 5,000.00	x	\$ 2,524.39	\$ 7,524.39	\$ -			\$ 6,500.04
	Promotional Items & Bookbags	\$ 15,000.00		\$ 1,299.22	\$ 16,299.22			\$ -	\$ (10.78)
	Banned Books			\$ 57.85	\$ 57.85				\$ 57.85
	Printing Summer Reading			\$ 5,000.00	\$ 5,000.00			\$ -	\$ 309.77
	Kick-off/Last Bash	\$ 4,900.00	x	\$ -	\$ 4,900.00	\$ -		\$ 36.73	\$ 2,186.94
	Book Bags	\$ 4,000.00	x	\$ -	\$ 4,000.00	\$ -		\$ -	\$ -
	BookPage			\$ 20.00	\$ 20.00			\$ 1,680.00	\$ (1,660.00)
	Movie Licensing	\$ 1,500.00	x	\$ 170.00	\$ 1,670.00	\$ -		\$ -	\$ 132.00
	Scholarships			\$ 3,750.00	\$ 3,750.00			\$ -	\$ 2,750.00
	Staff Incentives			\$ 900.86	\$ 900.86			\$ 717.27	\$ -
	Aquarium Maintenance	\$ 1,400.00	x	\$ (382.81)	\$ 1,017.19	\$ -		\$ 425.46	\$ (185.45)
	Wages/Taxes-Horn/Howard			\$ 174.62	\$ 174.62			\$ 1,930.84	\$ 6,132.00
	Volunteer Recognitions	\$ 1,000.00	px		\$ 1,000.00	\$ -			\$ 867.65
	Volunteers			\$ 130.00	\$ 130.00				\$ 130.00
	Puppet Theater (Brummell)			\$ 200.00	\$ 200.00				\$ 200.00
	Other TBA	\$ (2,100.00)		\$ 2,100.00	\$ -				\$ -
	Wellness Committee			\$ 105.00	\$ 105.00				\$ 42.88
	<b>TOTALS</b>	\$ 48,600.00		\$ 29,671.52	\$ 73,271.52	\$ -		\$ 5,028.84	\$ 28,172.59

Lawrence Public Library									
Outside Funding Report									
August 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
Foundation:									
	Kansas Health Foundation			\$ 848.14	\$ 848.14	\$ -		\$ 787.20	\$ 16,060.94
	Walmart-YS			\$ 68.19	\$ 68.19	\$ -		\$ -	\$ (23.79)
	FINRA			\$ 14,380.65	\$ 14,380.65	\$ -		\$ 127.18	\$ 3,842.72
	Steiner Storytelling Programs				\$ -	\$ -			\$ -
	Salaries/Taxes-Oden				\$ -	\$ -		\$ -	\$ (1,681.69)
	Morgan Expenses			\$ -	\$ -	\$ -		\$ 1,678.21	\$ (4,534.34)
	Praxair			\$ 3,494.60	\$ 3,494.60				\$ 3,494.60
	Laptops			\$ 45.26	\$ 45.26				\$ 45.26
	Book Drops Project				\$ -				\$ -
	Foundation Center			\$ (995.00)	\$ (995.00)				\$ -
	Milliken Fund				\$ -			\$ -	\$ (14.24)
	Community Kindle			\$ 301.00	\$ 301.00				\$ 301.00
	Local Music Project			\$ (2,500.00)	\$ (2,500.00)	\$ -			\$ (500.00)
	Walmart eReader BCIAB			\$ 129.70	\$ 129.70				\$ 129.70
	New Building Technology			\$ (319.80)	\$ (319.80)	\$ -		\$ 22,063.26	\$ 67,811.64
	New Building Furniture & Shelves					\$ -		\$ -	\$ 32,677.26
	Tile Project								\$ 457.02
	Simpson Grant					\$ -		\$ -	\$ 4,644.27
	BNSF					\$ -		\$ -	\$ (0.00)
	New Building - YS							\$ 199.95	\$ (199.95)
	<b>TOTALS</b>	\$ -		\$ 14,604.60	\$ 14,604.60	\$ -		\$ 24,855.80	\$ 106,449.46
Other:									
	Memorials/Honor with Books	\$ -		\$ 1,745.12	\$ 1,745.12	\$ -		\$ 20.71	\$ 1,663.59
	Lawrence Give Back	\$ -		\$ 2,474.30	\$ 2,474.30	\$ -			\$ 2,626.32
	Brummell-YS	\$ -		\$ 55.77	\$ 55.77	\$ -			\$ 155.77
	Wurfy			\$ 41.06	\$ 41.06	\$ -		\$ -	\$ 32.55
	Moving			\$ 125.00	\$ 125.00				\$ 125.00
	Underwood Gift (Sr. Outreach)			\$ 175.00	\$ 175.00			\$ -	\$ 356.94
	John Cotton Dana			\$ 10,000.00	\$ 10,000.00			\$ 1,791.15	\$ 1,982.53
	Merchandise Sales			\$ 2,301.23	\$ 2,301.23	\$ 585.45			\$ 6,191.62
	Kansas Humanities Council								\$ -
	<b>TOTALS</b>	\$ -		\$ 16,917.48	\$ 16,917.48	\$ 585.45		\$ 1,811.86	\$ 13,134.32
					<b>Total Income</b>	\$ 585.45		<b>YTD Income</b>	\$ 1,073,128.62
					<b>Total Expenditures</b>	\$ 31,696.50		<b>YTD Expenditures</b>	\$ 981,448.90

**Lawrence Public Library**  
**Balance Sheet**  
As of August 31, 2014

	<u>Aug 31, 14</u>	<u>Aug 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	38,759.20	562,368.86	-523,609.66	-93.1%
Capital Improvement -2	600,430.03	0.00	600,430.03	100.0%
Checking	1,525,411.71	1,317,514.69	207,897.02	15.8%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>2,164,600.94</u>	<u>1,879,883.55</u>	<u>284,717.39</u>	<u>15.2%</u>
<b>Total Current Assets</b>	<u>2,164,600.94</u>	<u>1,879,883.55</u>	<u>284,717.39</u>	<u>15.2%</u>
<b>Other Assets</b>				
Petty Cash	1,525.00	700.00	825.00	117.9%
<b>Total Other Assets</b>	<u>1,525.00</u>	<u>700.00</u>	<u>825.00</u>	<u>117.9%</u>
<b>TOTAL ASSETS</b>	<u><b>2,166,125.94</b></u>	<u><b>1,880,583.55</b></u>	<u><b>285,542.39</b></u>	<u><b>15.2%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	84,783.63	54,198.10	30,585.53	56.4%
<b>Total Accounts Payable</b>	<u>84,783.63</u>	<u>54,198.10</u>	<u>30,585.53</u>	<u>56.4%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	1,078.22	38,731.47	-37,653.25	-97.2%
<b>Total Other Current Liabilities</b>	<u>1,078.22</u>	<u>38,731.47</u>	<u>-37,653.25</u>	<u>-97.2%</u>
<b>Total Current Liabilities</b>	<u>85,861.85</u>	<u>92,929.57</u>	<u>-7,067.72</u>	<u>-7.6%</u>
<b>Total Liabilities</b>	<u>85,861.85</u>	<u>92,929.57</u>	<u>-7,067.72</u>	<u>-7.6%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	1,020,812.39	861,519.92	159,292.47	18.5%
<b>Total Equity</b>	<u>2,080,264.09</u>	<u>1,787,653.98</u>	<u>292,610.11</u>	<u>16.4%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,166,125.94</b></u>	<u><b>1,880,583.55</b></u>	<u><b>285,542.39</b></u>	<u><b>15.2%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
August 2014

	<u>Aug 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Coffee Shop Rent	600.00
Meeting Room Fees	50.00
Personal Books	4.99
Merchandise Sales	585.45
Interest	158.24
Overdues	18,805.26
Photo Copies	1,423.20
<b>Total Income</b>	<u>21,627.14</u>
<b>Gross Profit</b>	21,627.14
Expense	
FOUNDATION FUNDING	24,855.80
FRIENDS FUNDING	4,909.86
Books & Materials	44,905.44
Miscellaneous	11,642.82
Equipment	3,523.00
Technology Equipment	564.85
Capital Improvement Expenditure	8,130.36
Insurance	-5,543.31
Payroll Expenses	195,648.01
Payroll Taxes	29,814.21
Postage and Delivery	116.50
Professional Fees	10,743.05
Program Expense	228.49
Repairs	38.65
Supplies	10,044.42
Travel & Hospitality	778.60
Utilities	11,470.75
<b>Total Expense</b>	<u>351,871.50</u>
<b>Net Ordinary Income</b>	<u>-330,244.36</u>
<b>Net Income</b>	<u><u>-330,244.36</u></u>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

Sep 11, 14

Advance Insurance Company	436.69
Affordable Alternatives, Inc.	239.66
Amazon	1,836.24
ASI	50.00
ATD International	750.50
Baker & Taylor, Inc.	31,781.57
Blackstone Audio, Inc.	1,274.84
Bob's Janitorial Service	5,477.25
Brilliance Audio, Inc.	761.34
Brodart Co.	29.00
Cari K. Carson	12.05
Center Point Large Print	467.94
Century Business Technologi...	560.65
Danny Phalen	7.93
Demco, Inc.	680.12
Douglas County Libraries	22.00
Dusty Bookshelf	210.00
EBSCO	1,891.99
Evanced Solutions, Inc.	4,285.00
Express Services, Inc.	573.60
Gale Group, Inc.	38.92
Hamco Kansas City, Inc.	353.70
Heartland Payment Systems	300.98
Ingram Library Services	742.58
Innovative Interfaces, Inc.	600.00
Intuit	29.85
Jayhawk Tropical Fish	420.10
Jensen Sharpening	13.70
Jill J. Lock	9.45
Jiminate	120.00
Johnston, Pattie	63.04
Kansas Library Association	25.00
Kaw Valley OWL	10.00
Kelly L. Mandi	43.50
Laser Logic, Inc.	178.00
Lauren R. Buskirk	31.45
Lawrence Sign Up LLC	224.00
Lawrence Utility Billing	444.94
Mary B. Rowlands	30.95
Matthew K. Hyde	5.27
Matththew Lord	50.00
Mid-Continent Public Library	17.95
Mid America	6,185.98
Midwest Tape	12,263.41
Nicole Ellis	7.61
OCLC, Inc.	4,688.90
OverDrive	903.25
Polyline Corporation	1,024.67
Pur-O-Zone, Inc.	11,398.68
Quill Corporation	719.98
Random House, Inc.	327.75
Raven Bookstore	96.24
Recorded Books	1,185.78
Robert L. Brown	7.95
Rueschhoff Corporation	24.95
Ryan G. Webber	13.54
Scholastic Inc.	897.00
Signs of Life	125.00
Snap Promotions	497.92
Springsted, Inc.	24,000.00
Tantor Media	48.73
Tech Logic	1,399.00
TFMComm Inc.	1,039.97
Toby J. Tekolste	10.03
Unique Management Services	827.81
United Parcel Service	641.50
Valerie Ford	40.00
VISA 5372	9,930.36
Westar	17,169.10
WOW!Business	1,025.78
<b>TOTAL</b>	<b>151,602.64</b>



Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	October 2014	09/11/2014		Group Life Insurance	-436.69
TOTAL					-436.69
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	August 2014	09/11/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	August Processing	09/02/2014		Office Supplies	-265.98
				Web Site & OPAC Con...	-35.00
TOTAL					-300.98
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	August Bill Pay	08/29/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		08/29/2014		Storage Facility	-19.50
Bill		09/11/2014		Water	-425.44
TOTAL					-444.94
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1364	09/11/2014		Postage and Delivery	-641.50
TOTAL					-641.50
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		09/11/2014		Adult Programming	-411.43
				Bookvan & Mileage	-118.34
				Children's Programming	-141.69
				Young Adult Program...	-203.50
				Postage and Delivery	-210.09
				Library Supplies	-802.23
				Printing	-1,215.12
				Miscellaneous	-29.53
				Outreach Programming	-143.40
				Building Supplies	-2,444.75
				Technology Equipment	-839.88
				FOUNDATION FUNDI...	-210.10
				FOUNDATION FUNDI...	-136.00
				YS New Building	-70.00
				Steiner Storytelling Wo...	-353.20
				New Building Technolo...	-884.64
				Advertising	-447.40
				John Cotton Dana	-318.69
				Miscellaneous	-2.12
				Office Supplies	-268.12
				KHF Grant Expenses	-58.68
				Advertising Gift Fund	-169.47
				KLA	-280.00

Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
				Adult Services	-15.00
				Volunteer Recognition	-137.00
				Books & Materials	-19.98
TOTAL					-9,930.36
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/15/2014</b>	<b>Westar</b>	<b>Checking</b>	
Bill		08/29/2014		Electric	-4,391.69
Bill		09/11/2014		Electric	-12,777.41
TOTAL					-17,169.10
<b>Bill Pmt -Check</b>	<b>6588</b>	<b>09/17/2014</b>	<b>Affordable Alternatives, Inc.</b>	<b>Checking</b>	
Bill	5645	09/03/2014		Library Supplies	-239.66
TOTAL					-239.66
<b>Bill Pmt -Check</b>	<b>6589</b>	<b>09/17/2014</b>	<b>ATD International</b>	<b>Checking</b>	
Bill	60393	08/29/2014		New Building Technolo...	-750.50
TOTAL					-750.50
<b>Bill Pmt -Check</b>	<b>6590</b>	<b>09/17/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	721555	08/29/2014		Books & Materials	-498.33
Bill	723188	09/11/2014		Books & Materials	-776.51
TOTAL					-1,274.84
<b>Bill Pmt -Check</b>	<b>6591</b>	<b>09/17/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	165930	08/29/2014		Professional Fees	-2,025.00
Bill	165649	08/29/2014		Professional Fees	-333.75
Bill	171530	08/29/2014		Professional Fees	-3,118.50
TOTAL					-5,477.25
<b>Bill Pmt -Check</b>	<b>6592</b>	<b>09/17/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>	
Bill	IN0918035	08/29/2014		Books & Materials	-20.00
Bill	IN0918037	08/29/2014		Books & Materials	-114.97
Bill	IN0918036	08/29/2014		Books & Materials	-57.49
Bill	IN0917018	08/29/2014		Books & Materials	-32.49
Bill	IN0920411	09/11/2014		Books & Materials	-43.99
Bill	IN0918598	09/11/2014		Books & Materials	-7.50
Bill	IN0918599	09/11/2014		Books & Materials	-7.50
Bill	IN0919688	09/11/2014		Books & Materials	-477.40
TOTAL					-761.34
<b>Bill Pmt -Check</b>	<b>6593</b>	<b>09/17/2014</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	366591	09/11/2014		Library Supplies	-29.00
TOTAL					-29.00
<b>Bill Pmt -Check</b>	<b>6594</b>	<b>09/17/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1212953	09/11/2014		Books & Materials	-467.94
TOTAL					-467.94

Lawrence Public Library  
Check Detail  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6595</b>	<b>09/17/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	336591	08/29/2014		Copying	-15.00
Bill	335964	08/29/2014		Copying	-346.38
Bill	336120	08/29/2014		Copying	-55.68
Bill	338026	09/11/2014		Copying	-143.59
<b>TOTAL</b>					<b>-560.65</b>
<b>Bill Pmt -Check</b>	<b>6596</b>	<b>09/17/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5390619	09/11/2014		Library Supplies	-680.12
<b>TOTAL</b>					<b>-680.12</b>
<b>Bill Pmt -Check</b>	<b>6597</b>	<b>09/17/2014</b>	<b>Douglas County Libraries</b>	<b>Checking</b>	
Bill	ILL112923925	08/29/2014		Overdues	-22.00
<b>TOTAL</b>					<b>-22.00</b>
<b>Bill Pmt -Check</b>	<b>6598</b>	<b>09/17/2014</b>	<b>Dusty Bookshelf</b>	<b>Checking</b>	
Bill	Coupons	09/11/2014		Adult Programming-Fri...	-210.00
<b>TOTAL</b>					<b>-210.00</b>
<b>Bill Pmt -Check</b>	<b>6599</b>	<b>09/17/2014</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	3249	08/29/2014		Web Site & OPAC Con...	-1,891.99
<b>TOTAL</b>					<b>-1,891.99</b>
<b>Bill Pmt -Check</b>	<b>6600</b>	<b>09/17/2014</b>	<b>Evanced Solutions, Inc.</b>	<b>Checking</b>	
Bill	10547	08/29/2014		Web Site & OPAC Con...	-4,285.00
<b>TOTAL</b>					<b>-4,285.00</b>
<b>Bill Pmt -Check</b>	<b>6601</b>	<b>09/17/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	14531979-4	08/29/2014		Professional Fees	-286.80
Bill	14569534-2	08/29/2014		Professional Fees	-286.80
<b>TOTAL</b>					<b>-573.60</b>
<b>Bill Pmt -Check</b>	<b>6602</b>	<b>09/17/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	52755163	09/11/2014		Books & Materials	-38.92
<b>TOTAL</b>					<b>-38.92</b>
<b>Bill Pmt -Check</b>	<b>6603</b>	<b>09/17/2014</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	106502	09/11/2014		Library Supplies	-353.70
<b>TOTAL</b>					<b>-353.70</b>

Lawrence Public Library  
Check Detail  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6604</b>	<b>09/17/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	79887117	08/29/2014		Books & Materials	-30.34
				Library Supplies	-5.97
Bill	79929153	08/29/2014		Books & Materials	-77.65
				Library Supplies	-6.86
Bill	79804988	08/29/2014		Books & Materials	-33.46
				Library Supplies	-5.97
Bill	79737970	08/29/2014		Books & Materials	-14.89
				Library Supplies	-1.99
Bill	79717275	08/29/2014		Books & Materials	-44.16
				Library Supplies	-2.88
Bill	80446312	09/11/2014		Books & Materials	-150.56
				Library Supplies	-17.91
Bill	80388230	09/11/2014		Books & Materials	-30.50
				Library Supplies	-4.87
Bill	80170611	09/11/2014		Books & Materials	-77.09
				Library Supplies	-4.87
Bill	80026366	09/11/2014		Books & Materials	-76.61
				Library Supplies	-7.75
Bill	80138296	09/11/2014		Books & Materials	-27.06
				Library Supplies	-3.98
Bill	80251456	09/11/2014		Books & Materials	-108.36
				Library Supplies	-8.85
TOTAL					-742.58
<b>Bill Pmt -Check</b>	<b>6605</b>	<b>09/17/2014</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
Bill	INV-INC03063	09/11/2014		Technical Services	-600.00
TOTAL					-600.00
<b>Bill Pmt -Check</b>	<b>6606</b>	<b>09/17/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	679569	08/29/2014		Aquarium Maintenance	-59.40
Bill	856647	08/29/2014		Aquarium Maintenance	-108.78
Bill	645747	08/29/2014		Aquarium Maintenance	-154.92
Bill	679588	09/11/2014		Aquarium Maintenance	-97.00
TOTAL					-420.10
<b>Bill Pmt -Check</b>	<b>6607</b>	<b>09/17/2014</b>	<b>Jensen Sharpening</b>	<b>Checking</b>	
Bill	3007	08/29/2014		Equipment Repairs	-13.70
TOTAL					-13.70
<b>Bill Pmt -Check</b>	<b>6608</b>	<b>09/17/2014</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	8-082814	08/29/2014		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>6609</b>	<b>09/17/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	271607	08/29/2014		Office Supplies	-178.00
TOTAL					-178.00

Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6610</b>	<b>09/17/2014</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	5079	09/11/2014		Advertising Gift Fund	-112.00
Bill	5129	09/11/2014		Advertising Gift Fund	-112.00
TOTAL					-224.00
<b>Bill Pmt -Check</b>	<b>6611</b>	<b>09/17/2014</b>	<b>Mid-Continent Public Library</b>	<b>Checking</b>	
Bill	8884456	08/29/2014		Overdues	-17.95
TOTAL					-17.95
<b>Bill Pmt -Check</b>	<b>6612</b>	<b>09/17/2014</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	74003	08/29/2014		Capital Improvement E...	-3,275.00
Bill	74004	08/29/2014		Building Supplies	-174.86
Bill	74078	09/11/2014		Building Supplies	-2,736.12
TOTAL					-6,185.98
<b>Bill Pmt -Check</b>	<b>6613</b>	<b>09/17/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	341687	09/11/2014		OCLC Internet	-3,876.10 -812.80
TOTAL					-4,688.90
<b>Bill Pmt -Check</b>	<b>6614</b>	<b>09/17/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	170530630052314	08/29/2014		Books & Materials	-382.75
Bill	MR-011068	08/29/2014		Library Supplies	-520.50
TOTAL					-903.25
<b>Bill Pmt -Check</b>	<b>6615</b>	<b>09/17/2014</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	17754	09/11/2014		Library Supplies	-1,024.67
TOTAL					-1,024.67
<b>Bill Pmt -Check</b>	<b>6616</b>	<b>09/17/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	640923	08/29/2014		Capital Improvement E...	-3,456.36
Bill	640918	08/29/2014		Building Supplies	-87.42
Bill	640452	08/29/2014		Building Supplies	-427.84
Bill	641877	08/29/2014		Building Supplies	-320.34
Bill	641879	08/29/2014		Building Supplies	-187.86
Bill	641145	09/11/2014		Capital Improvement E...	-6,543.50
Bill	643422	09/11/2014		Building Supplies	-375.36
TOTAL					-11,398.68

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Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6617</b>	<b>09/17/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	5634448	08/29/2014		Office Supplies	-301.00
Bill	5209072	08/29/2014		Office Supplies	-17.99
Bill	5478942	08/29/2014		Office Supplies	-81.46
Bill	5289468	08/29/2014		Office Supplies	-62.98
Bill	5675999	09/11/2014		Office Supplies	-14.38
				Library Supplies	-135.10
				Young Adult Program...	-107.07
TOTAL					-719.98
<b>Bill Pmt -Check</b>	<b>6618</b>	<b>09/17/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1081170690	08/29/2014		Books & Materials	-57.75
Bill	1081169922	09/11/2014		Books & Materials	-120.00
Bill	1181238315	09/11/2014		Books & Materials	-67.50
Bill	1081238315	09/11/2014		Books & Materials	-11.25
Bill	1181227037	09/11/2014		Books & Materials	-33.75
Bill	1081227037	09/11/2014		Books & Materials	-37.50
TOTAL					-327.75
<b>Bill Pmt -Check</b>	<b>6619</b>	<b>09/17/2014</b>	<b>Raven Bookstore</b>	<b>Checking</b>	
Bill	109485	08/29/2014		Books & Materials	-21.24
Bill	Coupons	09/11/2014		Adult Programming-Fri...	-75.00
TOTAL					-96.24
<b>Bill Pmt -Check</b>	<b>6620</b>	<b>09/17/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74989812	08/29/2014		Books & Materials	-17.83
Bill	74964012	08/29/2014		Books & Materials	-258.20
Bill	74992044	08/29/2014		Books & Materials	-298.79
Bill	74992214	08/29/2014		Books & Materials	-252.88
Bill	74994038	08/29/2014		Books & Materials	-63.22
Bill	74990922	08/29/2014		Books & Materials	-71.77
Bill	74996465	09/11/2014		Books & Materials	-151.32
Bill	74996714	09/11/2014		Books & Materials	-71.77
TOTAL					-1,185.78
<b>Bill Pmt -Check</b>	<b>6621</b>	<b>09/17/2014</b>	<b>Rueschhoff Corporation</b>	<b>Checking</b>	
Bill	496351	08/29/2014		Building Repairs	-24.95
TOTAL					-24.95
<b>Bill Pmt -Check</b>	<b>6622</b>	<b>09/17/2014</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	9616975	09/11/2014		Children's Programming	-897.00
TOTAL					-897.00
<b>Bill Pmt -Check</b>	<b>6623</b>	<b>09/17/2014</b>	<b>Signs of Life</b>	<b>Checking</b>	
Bill	Coupons	09/11/2014		Adult Programming-Fri...	-125.00
TOTAL					-125.00

Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6624</b>	<b>09/17/2014</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	14082503	08/29/2014		John Cotton Dana	-497.92
TOTAL					-497.92
<b>Bill Pmt -Check</b>	<b>6625</b>	<b>09/17/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV13917	08/29/2014		Books & Materials	-25.99
Bill	INV13238	08/29/2014		Books & Materials	-22.74
TOTAL					-48.73
<b>Bill Pmt -Check</b>	<b>6626</b>	<b>09/17/2014</b>	<b>Tech Logic</b>	<b>Checking</b>	
Bill	15005959	08/29/2014		Capital Improvement E...	-1,399.00
TOTAL					-1,399.00
<b>Bill Pmt -Check</b>	<b>6627</b>	<b>09/17/2014</b>	<b>TFMComm Inc.</b>	<b>Checking</b>	
Bill	169612	08/29/2014		New Building Technolo...	-1,039.97
TOTAL					-1,039.97
<b>Bill Pmt -Check</b>	<b>6628</b>	<b>09/17/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	270762	09/11/2014		Professional Fees	-179.10
				Postage and Delivery	-26.53
				Library Supplies	-4.63
Bill	270761	09/11/2014		Professional Fees	-617.55
TOTAL					-827.81
<b>Bill Pmt -Check</b>	<b>27529</b>	<b>09/11/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	6710612	08/29/2014		YS New Building	-197.85
Bill	4331452	08/29/2014		New Building Technolo...	-527.99
Bill	64919	08/29/2014		New Building Technolo...	-39.90
Bill	24585	08/29/2014		Books & Materials	-106.17
Bill	71529	08/29/2014		Books & Materials	-25.37
Bill	7630607	08/29/2014		Building Supplies	-59.90
Bill	4598610	08/29/2014		Building Supplies	-24.46
Bill	6146609	08/29/2014		Books & Materials	-121.44
Bill	3530632	08/29/2014		Books & Materials	-7.18
Bill	6416210	08/29/2014		Books & Materials	-13.49
Bill	6416210	08/29/2014		Books & Materials	-11.63
Bill	6416210	08/29/2014		Books & Materials	-23.39
Bill	5271458	08/29/2014		Books & Materials	-32.73
Bill	6517015	08/29/2014		Books & Materials	-11.96
Bill	3788242	08/29/2014		Books & Materials	-19.96
Bill	4969058	08/29/2014		Books & Materials	-11.16
Bill	3788242	08/29/2014		Books & Materials	-103.90
Bill	4598610	08/29/2014		Books & Materials	-38.99
Bill	7455453	09/11/2014		Books & Materials	-13.98
Bill	5429857	09/11/2014		Books & Materials	-17.49
Bill	9025030	09/11/2014		Books & Materials	-239.84
Bill	9417054	09/11/2014		Books & Materials	-12.50
Bill	3788242	09/11/2014		Books & Materials	-38.35
Bill	3788242	09/11/2014		Books & Materials	-27.26
Bill	4969815	09/11/2014		Books & Materials	-39.99

Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
Bill	5112219	09/11/2014		Books & Materials	-37.98
Bill	8001852	09/11/2014		Books & Materials	-31.38
TOTAL					-1,836.24
<b>Bill Pmt -Check</b>	<b>27530</b>	<b>09/11/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	86 Invoices	08/29/2014		Library Supplies	-1,268.25
				Books & Materials	-16,890.63
				Personal Books	-87.46
				FINRA	-94.33
				GOPEN	-238.54
Bill	40 Invoices	09/11/2014		Library Supplies	-890.35
				Books & Materials	-11,591.22
				FINRA	-24.61
				GOPEN	-696.18
TOTAL					-31,781.57
<b>Bill Pmt -Check</b>	<b>27531</b>	<b>09/11/2014</b>	<b>Cari K. Carson</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-12.05
TOTAL					-12.05
<b>Bill Pmt -Check</b>	<b>27532</b>	<b>09/11/2014</b>	<b>Danny Phalen</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-7.93
TOTAL					-7.93
<b>Bill Pmt -Check</b>	<b>27533</b>	<b>09/11/2014</b>	<b>Jill J. Lock</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-9.45
TOTAL					-9.45
<b>Bill Pmt -Check</b>	<b>27534</b>	<b>09/11/2014</b>	<b>Johnston, Pattie</b>	<b>Checking</b>	
Bill	Sam's	09/11/2014		Outreach Programming	-63.04
TOTAL					-63.04
<b>Bill Pmt -Check</b>	<b>27535</b>	<b>09/11/2014</b>	<b>Kansas Library Association</b>	<b>Checking</b>	
Bill	Trustee	08/29/2014		Membership & Dues	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27536</b>	<b>09/11/2014</b>	<b>Kaw Valley OWL</b>	<b>Checking</b>	
Bill	Johnston	09/11/2014		Outreach Programming	-10.00
TOTAL					-10.00
<b>Bill Pmt -Check</b>	<b>27537</b>	<b>09/11/2014</b>	<b>Kelly L. Mandi</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-43.50
TOTAL					-43.50



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Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27538</b>	<b>09/11/2014</b>	<b>Lauren R. Buskirk</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-10.60
Bill	REFUND	08/29/2014		Overdues	-20.85
TOTAL					-31.45
<b>Bill Pmt -Check</b>	<b>27539</b>	<b>09/11/2014</b>	<b>Mary B. Rowlands</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-14.45
Bill	REFUND	08/29/2014		Overdues	-16.50
TOTAL					-30.95
<b>Bill Pmt -Check</b>	<b>27540</b>	<b>09/11/2014</b>	<b>Matthew K. Hyde</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-5.27
TOTAL					-5.27
<b>Bill Pmt -Check</b>	<b>27541</b>	<b>09/11/2014</b>	<b>Matththew Lord</b>	<b>Checking</b>	
Bill	10-22-14	09/11/2014		Children's Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27542</b>	<b>09/11/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	92085116	08/29/2014		Books & Materials	-129.96
Bill	92089362	08/29/2014		Books & Materials	-20.98
Bill	92084341	08/29/2014		Books & Materials	-35.22
Bill	92070819	08/29/2014		Books & Materials	-10.49
Bill	92068460	08/29/2014		Books & Materials	-17.09
Bill	92070901	08/29/2014		Books & Materials	-52.48
Bill	92067759	08/29/2014		Books & Materials	-144.97
Bill	92081718	08/29/2014		Books & Materials	-478.37
Bill	92030860	08/29/2014		Books & Materials	-294.50
Bill	92085113	08/29/2014		Books & Materials	-890.52
Bill	92067757	08/29/2014		Books & Materials	-1,496.79
Bill	92089363	08/29/2014		Books & Materials	-395.91
Bill	92087934	08/29/2014		Books & Materials	-362.12
Bill	92084342	08/29/2014		Books & Materials	-109.47
Bill	92085117	08/29/2014		Books & Materials	-71.65
				Personal Books	-87.72
Bill	92109293	08/29/2014		Books & Materials	-99.51
Bill	92109295	08/29/2014		Books & Materials	-293.16
Bill	92107099	08/29/2014		Books & Materials	-216.69
Bill	92103651	08/29/2014		Books & Materials	-38.07
Bill	92102912	08/29/2014		Books & Materials	-1,000.13
Bill	92102319	08/29/2014		Books & Materials	-250.93
Bill	92100403	08/29/2014		Books & Materials	-202.46
Bill	92139604	09/11/2014		Library Supplies	-725.00
Bill	92087932	09/11/2014		Books & Materials	-880.76
Bill	92128497	09/11/2014		Books & Materials	-82.43
Bill	92128498	09/11/2014		Books & Materials	-443.13
Bill	92122618	09/11/2014		Books & Materials	-14.99
Bill	92122617	09/11/2014		Books & Materials	-522.90
Bill	92122615	09/11/2014		Books & Materials	-1,256.21
Bill	92120504	09/11/2014		Books & Materials	-137.20
Bill	92117186	09/11/2014		Books & Materials	-25.48
Bill	92117187	09/11/2014		Books & Materials	-33.74
Bill	92139382	09/11/2014		Books & Materials	-1,135.48
Bill	92135168	09/11/2014		Books & Materials	-35.97

Lawrence Public Library  
**Check Detail**  
September 2014

Type	Num	Date	Name	Account	Paid Amount
Bill	92139385	09/11/2014		Books & Materials	-17.99
Bill	92139384	09/11/2014		Books & Materials	-252.94
TOTAL					-12,263.41
<b>Bill Pmt -Check</b>	<b>27543</b>	<b>09/11/2014</b>	<b>Nicole Ellis</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-7.61
TOTAL					-7.61
<b>Bill Pmt -Check</b>	<b>27544</b>	<b>09/11/2014</b>	<b>Robert L. Brown</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-7.95
TOTAL					-7.95
<b>Bill Pmt -Check</b>	<b>27545</b>	<b>09/11/2014</b>	<b>Ryan G. Webber</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-13.54
TOTAL					-13.54
<b>Bill Pmt -Check</b>	<b>27546</b>	<b>09/11/2014</b>	<b>Toby J. Tekolste</b>	<b>Checking</b>	
Bill	REFUND	08/29/2014		Overdues	-10.03
TOTAL					-10.03
<b>Bill Pmt -Check</b>	<b>27547</b>	<b>09/11/2014</b>	<b>Valerie Ford</b>	<b>Checking</b>	
Bill	10-2-14	09/11/2014		Adult Programming	-40.00
TOTAL					-40.00
<b>Bill Pmt -Check</b>	<b>27548</b>	<b>09/11/2014</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		08/29/2014		Internet	-788.05
				Telephone	-237.73
TOTAL					-1,025.78

# Lawrence Public Library

## Monthly Statistical Summary--August 2014

INDICATOR	August		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	8.52	4.16	105%			
Reference Transactions per Capita	1.71	1.25	37%			
Program Attendance per Capita	0.51	0.74	-31%			
Circulation per Capita	15.79	15.23	4%			
Circulation per Visit	1.85	3.66	-49%			
Total Holdings per Capita	1.95	2.31	-16%			
% of Lawrence Residents Registered	89%	83%	7%			

Circulation--Adult Total	79,458	80,439	-1%	557,291	588,770	-5%
Circulation--Young Adult Total	5,041	4,648	8%	31,778	36,351	-13%
Circulation--Youth Total	39,082	33,604	16%	263,221	254,914	3%
Circulation--Bookmobile	1,355	1,193	14%	8,370	8,098	3%
Circulation--Audiovisual Total	49,715	54,289	-8%	362,337	398,935	-9%
Circulation--Total	123,581	118,691	4%	852,290	880,035	-3%

Reference Transactions	13,395	9,746	37%	66,118	65,440	1%
Public Computer Usage	10,458	9,667	8%	61,863	61,975	0%
User Visits	66,683	32,400	106%	278,039	203,204	37%
LPL Web Site Visits	31,532	25,668	23%	186,223	172,670	8%

Holdings--Added	3,671	3,310	11%	25,332	26,572	-5%
Holdings--Withdrawn	464	4,073	-89%	40,583	22,024	84%
Holdings--Total	183,525	216,337	-15%			

Registered Borrowers--Added	1,615	785	106%			
Registered Borrowers--Total	105,803	98,586	7%			

Adult Programs	9	7	29%	82	44	86%
Young Adult Programs	12	5	140%	117	109	7%
Youth Programs	28	21	33%	293	281	4%
Senior Programs	15	14	7%	107	116	-8%
Total Programs	64	47	36%	599	550	9%
Total Program Attendance	4,011	5,794	-31%	41,243	25,715	60%
Public Uses of Meeting Rooms	57	0		57	0	

Total Paid Staff (FTE)	63.04	56.99	11%			
Total Number of Employees	80	76	5%			

# Lawrence Public Library

## Monthly Statistical Report--August 2014

	August		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	8.52	4.16	105%				
Reference Transactions per Capita	1.71	1.25	37%				
Program Attendance per Capita	0.51	0.74	-31%				
Circulation per Capita	15.79	15.23	4%				
Total Holdings per Capita	1.95	2.31	-16%				
Collection Turnover--Total	8.25	6.86	20%				
Collection Turnover--Adult	8.17	6.69	22%				
Collection Turnover--Young Adult	6.36	5.49	16%				
Collection Turnover--Youth	8.75	6.96	26%				
Collection Turnover--Audiovisual	14.60	12.61	16%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	35373	31921	11%		236591	233882	1%
Circulation--Adult Periodicals	1127	403	180%		4216	3067	37%
Circulation--Adult Feature Films & TV Shows	28343	33758	-16%		213933	241992	-12%
Circulation--Electronic Games	1819	1602	14%		13325	11381	17%
Circulation--Adult Music CDs	8976	8826	2%		61207	68847	-11%
Circulation--Adult Audio Books	3820	3906	-2%		27859	29439	-5%
Circulation--eReaders	0	23	-100%		160	162	-1%
Circulation--Adult Total	79458	80439	-1%		557291	588770	-5%

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and NF Videos	4771	4380	9%		30106	33244	-9%
Circulation--YA Periodicals	70	22	218%		187	108	73%
Circulation--YA Music CDs	0	1	-100%		0	1312	-100%
Circulation--YA Audio Books	200	245	-18%		1485	1687	-12%
Circulation--YA Total	5041	4648	8%		31778	36351	-13%
Circulation--Youth Books and NF Videos	36729	31594	16%		248933	240087	4%
Circulation--Youth Periodicals	212	69	207%		741	697	6%
Circulation--Youth Music CDs	828	748	11%		4573	4937	-7%
Circulation--Youth Audio Books	1313	1193	10%		8974	9193	-2%
Circulation--Youth Total	39082	33604	16%		263221	254914	3%
Circulation--Bookmobile	1355	1193	14%		8370	8098	3%
Circulation--Total Books	72457	63908	13%		484809	477228	2%
Circulation--Total Periodicals	1409	494	185%		5144	3872	33%
Circulation--Total Audiovisual	49715	54289	-8%		362337	398935	-9%
Circulation Total	123581	118691	4%		852290	880035	-3%
E-Audio Usage (Overdrive Only)	324	140	131%		2092	520	302%
E-Book (Overdrive Only)	2012	675	198%		12551	2866	338%
Zinio	943	1331	-29%		6406	5587	15%
Circulation Desk Circulation	25620	52651	-51%		341562	416052	-18%
Self Check Circulation	97961	66040	48%		510728	463983	10%
Percent Self Check	79%	56%	42%		60%	53%	14%

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Requests Placed	18191	18670	-3%		129861	133182	-2%
Requests Filled	12104	14441	-16%		94630	104312	-9%
Requests Unclaimed	2890	1646	76%		12613	10395	21%
Interlibrary Loan Items Borrowed for LPL Patrons	325	540	-40%		3383	3995	-15%
Interlibrary Loan Items Loaned from LPL Collection	571	542	5%		2670	3136	-15%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	66683	32400	106%		278039	203204	37%
Public Computer Usage	10458	9667	8%		61863	61975	0%
Computer Lab Classes	4	0	#DIV/0!		25	10	150%
Computer Lab Classes Attendance	101	0	#DIV/0!		169	33	412%
Adult Reference Transactions	3196	7731	-59%		46790	52703	-11%
Young Adult Reference Transactions	954	1002	-5%		4548	6084	-25%
Youth Reference Transactions	1540	1013	52%		7075	6653	6%
IT Desk	2401				2401		
Welcome Desk	3784				3784		
Phone Calls	1520				1520		
Total Transactions	13395	9746	37%		66118	65440	1%
Public-Sponsored Uses of Meeting Rooms	57	0			57	0	
LPL Web Site Visits	31532	25668	23%		186223	172670	8%
<b>RESOURCES</b>							
Holdings--Total	183525	216337	-15%				
Holdings--Adult	119678	147472	-19%				
Holdings--Young Adult	9505	10162	-6%				
Holdings--Youth	54342	58703	-7%				
Holdings--Audiovisual	40858	51682	-21%				
Holdings--eReaders	16	14	14%				
Holdings Added	3671	3310	11%		25332	26572	-5%
Holdings Withdrawn (Weeded)	464	4073	-89%		40583	22024	84%
Holdings Net Change	3207	-763			-15251	4548	

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	105803	98586	7%				
Borrowers Added	1615	785	106%		5491	4448	23%
Borrowers Transacting	13188	9199	43%		76840	80854	-5%
Percent of Borrowers Transacting	12%	9%	34%				
Total Number of Lawrence Residents Registered	83495	77544	8%				
Percent of Lawrence Residents Registered	89%	83%	7%				
<b>PROGRAMMING</b>							
Number of Adult Programs	9	7	29%		82	44	86%
Number of Young Adult Programs	12	5	140%		117	109	7%
Number of Youth Programs	28	21	33%		293	281	4%
Number of Senior Programs	15	14	7%		107	116	-8%
Total Programs	64	47	36%		599	550	9%
Adult Program Attendance	170	1567	-89%		15247	3756	306%
Young Adult Program Attendance	152	163	-7%		3036	1856	64%
Youth Program Attendance	3534	3949	-11%		21959	19015	15%
Senior Program Attendance	155	115	35%		1001	1088	-8%
Total Program Attendance	4011	5794	-31%		41243	25715	60%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	63.04	56.99	11%				
ALA-MLS Librarians, in Full-Time Equivalents	17.44	16.69	4%				
Number of Employees--Total	80	76	5%				
Number of Employees--Full-Time	36	36	0%				
Number of Employees--Part-Time	44	40	10%				
Terminations	0	2	-100%		5	8	-38%
Hirings	0	0	N/A		11	9	22%
Volunteer Hours	125.3	349.0	-64%		1965.7	2200.2	-11%

## **Library Director's Report for September 2014**

Respectfully submitted by Brad Allen

The past month has been a busy one. We continue to see 2,000 to 3,000 thousand people come through our doors each day. We've spent the past several weeks adjusting to our new facility, addressing punch list items, and generally identifying and fixing kinks in our new systems. Overall, comments have been primarily positive. We've had many suggestions for improvements. Many of the suggestions are things we've been working on.

With the implementation of our new organizational chart, we've shifted things around a bit in our administrative meetings. We now have a new Managers and Directors group that meets on alternating Thursday. This group's mission in higher-level, organization-wide strategy decision making. Our other core administrative group is our Directors, Managers, and Coordinators meeting. This larger council concentrates more on information sharing throughout the organization. We are working to have more meaningful meetings having the right people at the table for an idea to be discussed or a decision must be made.

Our Managers and Directors meetings are beginning our work on elaborating our visioning process and organizational goals to report back to the Board of Trustees. We are also examining expectations for salaried exempt positions. We'll address these issues in the upcoming weeks. Also, soon we will be beginning a close review of library policies.

In addition to spending time observing how the new building is functioning and talking with staff about our new work processes, I've had a few chances to be out and about in the community. On August 20, I spoke at a lunch meeting of the National Active and Retired Federal Employees (NARFE, my new favorite acronym). Also, I had a two productive meetings with staff at KU Libraries; one with Dean Lorraine Harricombe and the other with Sarah Goodwin-Thiel. Both meetings concerned the evolution of our partnership with KU Libraries. In the upcoming months, we should have some exciting news to report. Also, on September 12, Kathleen and I plan to meet with Aron Cromwell about exploring solar options for the library. I hope to have some information to report back to the board concerning that meeting as well.



## Library Foundation Director's Report • September 12, 2014

**Ross and Marianna Beach Author Series.** The first annual Ross and Marianna Beach Author Series event is still more than a month away and we predict that it will be a huge success! Nearly all the free public tickets are gone, and another 200 were mailed out to our New Chapter Society members and other donors. The event is scheduled for Wednesday, October 22, at Liberty Hall. The evening will start with a VIP reception at 6 pm and the program will begin at 7:30 pm. We are honored and delighted to welcome National Book Award winner James McBride to Lawrence. Mr. McBride's newest book, *The Good Lord Bird*, is a humorous story about a slave who unites with John Brown in his abolitionist movement. The novel won the 2013 National Book Award for Fiction. Mr. McBride will travel to Lawrence with The Good Lord Bird Band, a gospel jazz quintet. The group has delighted audiences nationwide with their combination of book readings and lively music. Lawrence's own Ninth Street Baptist choir will perform the finale number with the band.

**New Bequest.** We are pleased to report that Jeff and Mary Weinberg have notified the Library Foundation that they have added Lawrence Public Library to their will. If you see either Jeff or Mary, please thank them for their wonderful investment in the future of the library!

**Carol Nalbandian Chair.** We have started the process of designing a special storytelling chair in memory of Carol Nalbandian. Tom Huang, a KU design professor who specializes in building furniture, has agreed to take on the project. He currently is conducting his pre-design research: meeting with John Nalbandian, attending storytimes, and meeting with children's librarians to make sure that the chair will fit their needs. His intention is to incorporate some of the wood from the library's trees into the chair. He already has made a "book bench" (see below) that uses wicker and library wood. Carol's chair will be completed next summer. Her memorial funds will be used to support this project.



### Outdoor Areas and Donor Signage: This is a Big Week!

- The sod is scheduled to be installed starting September 15<sup>th</sup>. Once the "Library Lawn" is in, we will install the Neuman Family Library Lawn signage on the south wall of the library and the Matthew Moore Terrace plaque at the top of the first terrace's stairs.
- The reading garden at the east entrance is scheduled to be completed the week of September 15<sup>th</sup>. This work will entail adding benches, trees, additional plants, and the "Senecal Family Reading Garden" plaque.
- Donor room signs should start being installed the week of September 15<sup>th</sup>. Unfortunately, the sign company has encountered some issues with the pre-drilled holes on the donor wall signage, so that project is still pending (sigh).

**Grant applications submitted:** US Bancorp Foundation, \$9,200 for book lockers.

**Lawrence Public Library**  
**Outdoor Movie Screen Rental Policy**

Lawrence Public Library (LPL) welcomes the use of its inflatable outdoor movie screen by local non-profit organizations and businesses. Rental fees and requirements are outlined below.

**Application**

Renters must submit a completed rental application to LPL for use of the outdoor movie screen. Applications are approved at the discretion of LPL staff.

**Rental Fees (per 24-hour period)**

Non-profit rate: \$250

Business/For-Profit rate: \$500

Payment is required in advance.

**Insurance Coverage**

Renters are required to provide acceptable proof of insurance that covers the replacement cost of the outdoor movie screen. Renter accepts liability for any damages to the outdoor movie screen incurred during the rental period.

**Screen Operation and Assembly**

Only LPL's authorized agent is authorized to operate, assemble, and disassemble the outdoor movie screen.

**Cancellation Policy**

In the event of inclement weather or other acts of God, either party may cancel or reschedule use of the outdoor movie screen for a time that is mutually agreeable. In the event of a cancellation, rental fees will be refunded.

9/12/2014

FOR INTERNAL USE ONLY:

Deposit received \_\_\_\_\_ Insurance Rider provided \_\_\_\_\_

**Lawrence Public Library**  
**Outdoor Movie Screen Rental Application**

Organization/Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please tell us about your event:

Event date: \_\_\_\_\_

Event address: \_\_\_\_\_

Thank you!

Please email this form to Kristin Soper at [ksoper@lawrencepubliclibrary.org](mailto:ksoper@lawrencepubliclibrary.org) or mail to:  
Lawrence Public Library  
ATTN: Kristin Soper  
707 Vermont Street  
Lawrence KS 66044

Upon receipt of your application, we will check the availability of the event date and send you a confirmation. Applications are approved at the discretion of Lawrence Public Library staff. See Outdoor Movie Screen Rental Policy for information about rental fees and requirements.

Questions? Please contact Kristin Soper, 785-843-3833, ext. 122

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, October 20, 2014 at 4:30 PM  
**Meeting Room A, Lawrence Public Library, 707 Vermont Street**

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

- Update on visioning process and library goals
- Salary implementation

New business

Executive Session

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting September 15, 2014**

**Board Members Present:** Fran Devlin, Brady Flannery, Judy Keller, Ursula Minor, David Vance, and Kevan Vick. Absent: Joan Golden

**Library Staff Present:** Brad Allen, Tom Davin, Amanda McConnell, Karen Allen, Kelly Fann, Kathleen Morgan, Kristin Soper, and Sherri Turner.

**Friends of the Library:** Jan Conard.

**Guests:** Elinor Tourtellot, League of Women Voters; Louie Galloway.

#### **Call to Order**

Fran Devlin, Board Vice-President, called the meeting to order at 4:30 p.m.

#### **Public Comment**

Patron Louie Galloway expressed concern about the availability of new issues of magazines, particularly *The New Yorker*, and asked the library to reconsider the policy regarding their checkout. Brad said that staff is working on a plan to address this concern.

#### **Consent Agenda**

Kevan moved that the consent agenda be approved; Brady seconded. All in favor. The motion passed.

#### **Director's Report**

The library continues to be very busy. The gate count is essentially double what it was at Borders. Circulation per visit is down because so many people are visiting. Circulation is up significantly. Self-check is at about 79%, but we want to examine that number more closely. We think the percent should be higher. Work on the punch list is going pretty well. Sod is supposed to go in this week. Management team meetings are being held differently to reflect the reorganization. Weekly meetings alternate between a Managers and Directors group and a Managers, Directors and Coordinators group. Brad has talked to NARFE, National Association of Retired Federal Employees, and had a good meeting with KU to discuss ways we can partner. Work is beginning on a concept called Libraries Love Lawrence involving KU and LPL. Brad and Kathleen met with Aron Cromwell to discuss the feasibility of adding solar panels on the roof. More exploration, including identification of other potential providers, would need to be done before a decision is made.

#### **Library Foundation Executive Director's Report**

Public tickets for the James McBride event are sold out. If board members are not able to attend, Kathleen asked them to let her know. Kathleen has been working with John Nalbandian on the Carole Nalbandian memorial storytelling chair which will be constructed from wood from the library site. Expected completion is next summer. This year's Banned Book Trading Card reveal party is September 18 at 7 p.m. in the Auditorium. The health group continues to meet every month. This month activities are centering around Teen Health Month.

#### **Library Friends Report**

Jan says Friends are getting settled in and ready for their first sale in a couple of weeks.

**Ongoing Business**

**Movie Screen Loan Policy**

Kathleen noted that there was a small change to the policy regarding insurance coverage. Judy moved and Brady seconded that the policy be accepted. All in favor. Motion carried.

**New Business**

Last week the library received notice that they were named as a beneficiary of the estate of Anne Louise Hyde. No money has been received yet. Brad said he will keep the board updated as he learns more.

**Adjournment**

Kevan moved and Judy seconded that the meeting be adjourned. The meeting adjourned at 5:12 p.m.

The next Board meeting will be at 4:30 p.m., Monday, October 20, 2014, in Meeting Room A at the Library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
September 2014							
REVENUES	Month	Year to Date	Annual Budget	75% of Year	Sep-13	YTD 2013	
Tax Fund	\$ -	\$ 3,000,000.00	\$ 3,383,260.00	88.67%	\$ -	\$ 2,850,000.00	
Interest	\$ 148.06	\$ 770.57	\$ 250.00	308.23%	\$ 25.32	\$ 193.52	
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%	\$ -	\$ 37,394.00	
N.E.K.L.	\$ 15,640.00	\$ 46,920.00	\$ 62,560.00	75.00%	\$ 15,185.00	\$ 45,555.00	
Photo Copies	\$ 1,369.60	\$ 10,646.96	\$ 12,730.00	83.64%	\$ 1,085.10	\$ 9,294.08	
Overdues	\$ 14,257.86	\$ 120,077.42	\$ 170,000.00	70.63%	\$ 12,872.23	\$ 121,975.73	
Miscellaneous	\$ (79.14)	\$ (96.25)			\$ 15.20	\$ 12.07	
Coffe Shop Rent	\$ 700.00	\$ 1,300.00					
Meeting Room Fees	\$ 300.00	\$ 350.00					
Total Revenues	\$ 32,336.38	\$ 3,212,092.92	\$3,660,800.00	87.74%	\$29,182.85	\$3,064,424.40	
EXPENSES							
Salaries & Wages	\$ 170,931.53	\$ 1,435,810.63	\$ 1,960,000.00	73.26%	\$ 146,507.14	\$ 1,337,981.60	
Health Insurance	\$ 19,525.81	\$ 187,749.23	\$ 302,000.00	62.17%	\$ 22,013.42	\$ 194,227.55	
Payroll Taxes	\$ 29,090.09	\$ 241,867.92	\$ 342,000.00	70.72%	\$ 23,521.78	\$ 212,264.16	
Books & Materials	\$ 59,942.37	\$ 314,506.95	\$ 520,500.00	60.42%	\$ 42,041.89	\$ 328,334.26	
Periodicals	\$ (83.87)	\$ 11,014.67	\$ 19,500.00	56.49%	\$ 16.50	\$ 13,378.38	
Library Supplies	\$ 10,493.46	\$ 74,012.20	\$ 95,000.00	77.91%	\$ 6,924.60	\$ 62,850.83	
Building Supplies	\$ 2,700.08	\$ 11,730.87	\$ 16,800.00	69.83%	\$ 1,208.87	\$ 11,030.85	
Repairs & Maintenance	\$ 592.00	\$ 44,243.31	\$ 75,000.00	58.99%	\$ 613.50	\$ 55,200.47	
Equipment	\$ (2,925.00)	\$ 973.00	\$ 5,000.00	19.46%	\$ -	\$ 4,025.82	
Equipment - Technology	\$ 1,706.54	\$ 9,973.21	\$ 16,000.00	62.33%	\$ 1,495.63	\$ 16,270.27	
Capital Improvements	\$ 10,377.33	\$ 18,507.69	\$ -		\$ -	\$ -	
Utilities	\$ 14,445.44	\$ 60,288.79	\$ 107,000.00	56.34%	\$ 9,925.33	\$ 99,587.84	
Insurance	\$ 436.69	\$ 10,448.07	\$ 16,000.00	65.30%	\$ 374.46	\$ 13,153.58	
Postage	\$ 880.81	\$ 14,019.34	\$ 25,000.00	56.08%	\$ 1,575.99	\$ 19,231.09	
Travel & Continuing Education	\$ 1,005.00	\$ 13,306.93	\$ 25,000.00	53.23%	\$ 763.60	\$ 10,005.83	
Book Van & Mileage	\$ 166.28	\$ 2,125.78	\$ 4,000.00	53.14%	\$ 219.13	\$ 1,445.79	
Photo Copiers	\$ 560.65	\$ 4,657.24	\$ 8,000.00	58.22%	\$ 513.27	\$ 5,311.07	
Programs	\$ 2,120.18	\$ 10,318.21	\$ 20,000.00	51.59%	\$ 941.63	\$ 15,647.56	
Professional Fees	\$ 7,934.24	\$ 74,151.17	\$ 70,000.00	105.93%	\$ 5,577.75	\$ 57,086.38	
Website/OPAC Content	\$ 35.00	\$ 9,045.00	\$ 14,000.00	64.61%	\$ 887.95	\$ 5,400.89	
Advertising & Marketing	\$ -	\$ 15,000.00	\$ 15,000.00	100.00%	\$ 561.03	\$ 9,444.56	
Contingency		\$ -	\$ 5,000.00	0.00%		\$ -	
Miscellaneous	\$ 248.30	\$ (1,032.41)			\$ 152.31	\$ 8,101.93	
Total Expenses	\$ 330,182.93	\$ 2,562,717.80	\$3,660,800.00	70.00%	\$ 265,835.78	\$ 2,479,980.71	
Revenues Over Expenses	\$ (297,846.55)	\$ 649,375.12					
City Reimbursable	\$ (18,445.00)	\$ (356.00)					
Cash Balances:							
Checking	\$ 1,250,525.25						
Capital Improvement	\$ 639,312.74						

Lawrence Public Library									
Outside Funding Report									
September 2014									
		Amount		Previous Year(s)		Received		Spent	
		Pledged		Carryover		This Month		This Month	
		For 2014			TOTAL				Funds Remaining
<b>FUND SOURCES:</b>									
Friends:									
	Opening Day Collection	\$ 5,000.00	x		\$ 5,000.00	\$ -		\$ 740.97	\$ 3,766.18
	Programming:				\$ -				\$ -
	Adult				\$ -				\$ -
	Book Clubs			\$ 601.99	\$ 601.99				\$ 601.99
	Summer Reading	\$ 2,500.00	x		\$ 2,500.00	\$ -		\$ 410.00	\$ 1,809.99
	RAL - YS,YA,Adult			\$ 7,162.94	\$ 7,162.94				\$ 1,453.89
	TEDx	\$ 1,500.00			\$ 1,500.00				\$ 1,500.00
	Author Talks	\$ 1,000.00	x		\$ 1,000.00	\$ -			\$ 1,000.00
	Senior			\$ 1,048.08	\$ 1,048.08				\$ 1,048.08
	Youth			\$ 914.71	\$ 914.71			\$ -	\$ 277.65
	Summer Reading	\$ 1,400.00	x	\$ 2,601.10	\$ 4,001.10	\$ -		\$ -	\$ 1,096.37
	Extra Paperbacks			\$ 247.25	\$ 247.25			\$ -	\$ 247.25
	Young Adult			\$ 873.82	\$ 873.82			\$ -	\$ 753.90
	Summer Reading	\$ 6,500.00	x	\$ 172.50	\$ 6,672.50	\$ -		\$ -	\$ 520.57
	Advertising	\$ 5,000.00	x	\$ 2,524.39	\$ 7,524.39	\$ -		\$ 393.47	\$ 6,106.57
	Promotional Items & Bookbags	\$ 15,000.00		\$ 1,299.22	\$ 16,299.22			\$ -	\$ (10.78)
	Banned Books			\$ 57.85	\$ 57.85			\$ 12.20	\$ 45.65
	Printing Summer Reading			\$ 5,000.00	\$ 5,000.00			\$ -	\$ 309.77
	Kick-off/Last Bash	\$ 4,900.00	x	\$ -	\$ 4,900.00	\$ -		\$ -	\$ 2,186.94
	Book Bags	\$ 4,000.00	x	\$ -	\$ 4,000.00	\$ -		\$ -	\$ -
	BookPage			\$ 20.00	\$ 20.00			\$ -	\$ (1,660.00)
	Movie Licensing	\$ 1,500.00	x	\$ 170.00	\$ 1,670.00	\$ -		\$ -	\$ 132.00
	Scholarships			\$ 3,750.00	\$ 3,750.00			\$ -	\$ 2,750.00
	Staff Incentives			\$ 900.86	\$ 900.86			\$ -	\$ -
	Aquarium Maintenance	\$ 1,400.00	x	\$ (382.81)	\$ 1,017.19	\$ -		\$ 490.92	\$ (676.37)
	Wages/Taxes-Horn/Howard			\$ 174.62	\$ 174.62			\$ 2,297.06	\$ 3,834.94
	Volunteer Recognitions	\$ 1,000.00	px		\$ 1,000.00	\$ -		\$ 7.00	\$ 860.65
	Volunteers			\$ 130.00	\$ 130.00			\$ 130.00	\$ -
	Puppet Theater (Brummell)			\$ 200.00	\$ 200.00				\$ 200.00
	Other TBA	\$ (2,100.00)		\$ 2,100.00	\$ -				\$ -
	Wellness Committee			\$ 105.00	\$ 105.00				\$ 42.88
	<b>TOTALS</b>	\$ 48,600.00		\$ 29,671.52	\$ 73,271.52	\$ -		\$ 4,481.62	\$ 24,431.94



Lawrence Public Library										
Outside Funding Report										
September 2014										
		Amount		Previous Year(s)		Received		Spent		Funds
		Pledged		Carryover		This Month		This Month		Remaining
		For 2014			TOTAL					
Foundation:										
	Kansas Health Foundation			\$ 848.14	\$ 848.14	\$ -		\$ 325.46		\$ 15,735.48
	Walmart-YS			\$ 68.19	\$ 68.19	\$ -		\$ -		\$ (23.79)
	FINRA			\$ 14,380.65	\$ 14,380.65	\$ -		\$ 40.34		\$ 3,802.38
	Steiner Storytelling Programs				\$ -	\$ 353.20		\$ 353.20		\$ -
	Salaries/Taxes-Oden				\$ -	\$ -		\$ 187.38		\$ (1,869.07)
	Morgan Expenses			\$ -	\$ -	\$ 4,880.44		\$ 346.10		\$ -
	Praxair			\$ 3,494.60	\$ 3,494.60					\$ 3,494.60
	Laptops			\$ 45.26	\$ 45.26					\$ 45.26
	Book Drops Project				\$ -					\$ -
	Foundation Center			\$ (995.00)	\$ (995.00)			\$ (1,990.00)		\$ 1,990.00
	Milliken Fund				\$ -			\$ -		\$ (14.24)
	Community Kindle			\$ 301.00	\$ 301.00					\$ 301.00
	Local Music Project			\$ (2,500.00)	\$ (2,500.00)	\$ -				\$ (500.00)
	Walmart eReader BCIAB			\$ 129.70	\$ 129.70					\$ 129.70
	New Building Technology			\$ (319.80)	\$ (319.80)	\$ (800.00)		\$ 3,839.61		\$ 63,172.03
	New Building Furniture & Shelves					\$ -		\$ -		\$ 32,677.26
	Tile Project									\$ 457.02
	Simpson Grant					\$ -		\$ -		\$ 4,644.27
	BNSF					\$ -		\$ -		\$ (0.00)
	New Building - YS					\$ 70.00		\$ 70.00		\$ (199.95)
	TOTALS	\$ -		\$ 14,604.60	\$ 14,604.60	\$ 4,503.64		\$ 3,172.09		\$ 108,106.47
Other:										
	Memorials/Honor with Books	\$ -		\$ 1,745.12	\$ 1,745.12	\$ 20.00		\$ -		\$ 1,683.59
	Lawrence Give Back	\$ -		\$ 2,474.30	\$ 2,474.30	\$ -				\$ 2,626.32
	Brummell-YS	\$ -		\$ 55.77	\$ 55.77	\$ -				\$ 155.77
	Wurfy			\$ 41.06	\$ 41.06	\$ -		\$ -		\$ 32.55
	Moving			\$ 125.00	\$ 125.00					\$ 125.00
	Underwood Gift (Sr. Outreach)			\$ 175.00	\$ 175.00			\$ -		\$ 356.94
	John Cotton Dana			\$ 10,000.00	\$ 10,000.00			\$ 318.69		\$ 1,663.84
	Merchandise Sales			\$ 2,301.23	\$ 2,301.23	\$ 1,172.42				\$ 7,364.04
	Kansas Humanities Council									\$ -
	TOTALS	\$ -		\$ 16,917.48	\$ 16,917.48	\$ 1,192.42		\$ 318.69		\$ 14,008.05
					Total Income	\$ 5,696.06		YTD Income		\$ 1,078,824.68
					Total Expenditures	\$ 7,972.40		YTD Expenditures		\$ 989,421.30

**Lawrence Public Library**  
**Balance Sheet**  
As of September 30, 2014

	Sep 30, 14	Sep 30, 13	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Capital Improvement	38,759.35	562,373.48	-523,614.13	-93.1%
Capital Improvement -2	600,553.39	0.00	600,553.39	100.0%
Checking	1,250,525.25	1,047,511.10	203,014.15	19.4%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	1,889,837.99	1,609,884.58	279,953.41	17.4%
Total Current Assets	1,889,837.99	1,609,884.58	279,953.41	17.4%
Other Assets				
Petty Cash	1,525.00	700.00	825.00	117.9%
Total Other Assets	1,525.00	700.00	825.00	117.9%
<b>TOTAL ASSETS</b>	<b>1,891,362.99</b>	<b>1,610,584.58</b>	<b>280,778.41</b>	<b>17.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	92,099.10	68,642.35	23,456.75	34.2%
Total Accounts Payable	92,099.10	68,642.35	23,456.75	34.2%
Other Current Liabilities				
Payroll Liabilities	677.69	3,328.45	-2,650.76	-79.6%
Total Other Current Liabilities	677.69	3,328.45	-2,650.76	-79.6%
Total Current Liabilities	92,776.79	71,970.80	20,805.99	28.9%
Total Liabilities	92,776.79	71,970.80	20,805.99	28.9%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	739,134.50	612,479.72	126,654.78	20.7%
Total Equity	1,798,586.20	1,538,613.78	259,972.42	16.9%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,891,362.99</b>	<b>1,610,584.58</b>	<b>280,778.41</b>	<b>17.4%</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
September 2014

	<u>Sep 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	300.00
Personal Books	-79.14
Merchandise Sales	1,172.42
Gifts-Other	4,523.64
Grants	15,640.00
Interest	148.06
Overdues	14,257.86
Photo Copies	1,369.60
<b>Total Income</b>	<u>38,032.44</u>
<b>Gross Profit</b>	38,032.44
Expense	
FOUNDATION FUNDING	4,974.71
FRIENDS FUNDING	513.25
Books & Materials	59,858.50
Miscellaneous	-17,736.85
Equipment	-2,925.00
Technology Equipment	1,706.54
Capital Improvement Expenditure	10,377.33
Insurance	436.69
Payroll Expenses	192,784.34
Payroll Taxes	29,383.33
Postage and Delivery	880.81
Professional Fees	7,934.24
Program Expense	2,120.18
Repairs	592.00
Supplies	13,193.54
Travel & Hospitality	1,171.28
Utilities	14,445.44
<b>Total Expense</b>	<u>319,710.33</u>
<b>Net Ordinary Income</b>	<u>-281,677.89</u>
<b>Net Income</b>	<u><u>-281,677.89</u></u>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

Oct 15, 14

Advance Insurance Company	436.69
Air Filter Plus	118.80
Aline C. Hoey{r}	6.38
Alltech Communications	19,829.68
Amazon	3,298.35
Amy M. Rzaczcynski	17.95
ASI	50.00
Baker & Taylor Entertainment	943.90
Baker & Taylor, Inc.	47,671.54
Blackstone Audio, Inc.	104.91
Bob's Janitorial Service	2,025.00
Bobby Sauder	25.00
Brenda J. Brown	25.14
Brilliance Audio, Inc.	934.57
Card Table Theater	50.00
Center Point Large Print	488.91
Century Business Technologi...	558.51
Charlotte L. Toumi	15.10
Chris Luxem	25.00
City of Lawrence	34.56
Dacotah Rulo Hasvold	12.84
Dee Miller	25.52
Demco, Inc.	580.25
EBSCO	-68.00
Elizabeth A. Campbell	42.91
Express Services, Inc.	1,448.34
Gale Group, Inc.	38.92
Heartland Payment Systems	268.20
Houchen Bindery, Ltd.	65.80
Ingram Library Services	195.69
Intuit	36.80
Jayhawk Trophy Co., Inc.	45.30
Jayhawk Tropical Fish	598.84
Jennifer Lynn Metsker	8.35
Jiminate	120.00
John L. Carson	11.25
John Thomas	45.30
Johnston, Jane	30.00
KanREN	2,088.00
Kansas Public Radio	916.67
Kim M. Cooper	8.45
Kimberlee E. Hixson	29.10
Kimberly A. Scherman	10.03
Kingston Printing	1,204.00
Laser Logic, Inc.	414.00
Laura Isabel Cea-Klish	5.30
Lawrence Creates	100.00
Lawrence Sign Up LLC	112.00
Lawrence Utility Billing	327.92
Marc A. Briand	24.73
Martha J. Conlin	25.49
Mid America	472.77
Midwest Tape	13,538.01
Monica A. Gutierrez	5.37
Murphy Furniture Service	592.00
NEKLS	826.15
OCLC, Inc.	4,688.90
OverDrive	2,192.62
Paperboys, Ltd.	740.02
Petty Cash	163.56
Pro Print Inc.	170.00
Pur-O-Zone, Inc.	690.45
Quill Corporation	1,144.78
Random House, Inc.	773.25
Recorded Books	297.96
Rueschhoff Locksmiths & S.S.	24.95
Scott Rice Office Works	31,000.00
Showcases	123.12
Springsted, Inc.	24,000.00
Steve Squire Productions	2,730.75
Stoney J. Weaver	17.99
Tantor Media	940.49

1:00 PM  
10/15/14

Lawrence Public Library  
Vendor Balance Summary  
All Transactions

	<u>Oct 15, 14</u>
Tech Logic	3,800.00
Thomas M. Worker-Braddock	7.34
Unique Management Services	936.73
United Parcel Service	725.64
VISA 5372	11,240.24
Westar	16,950.31
WOW!Business	2,858.08
TOTAL	<u>207,083.47</u>

Lawrence Public Library  
Check Detail  
October 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	November 2014	10/10/2014		Group Life Insurance	-436.69
TOTAL					-436.69
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill		10/10/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	September	10/10/2014		Office Supplies	-233.20
				Web Site & OPAC Con...	-35.00
TOTAL					-268.20
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	September Bill Pay	10/10/2014		Office Supplies	-36.80
TOTAL					-36.80
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		10/10/2014		Water	-327.92
TOTAL					-327.92
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1404	10/10/2014		Postage and Delivery	-725.64
TOTAL					-725.64
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		10/15/2014		Adult Programming	-429.02
				Bookvan & Mileage	-181.72
				Children's Programming	-609.36
				Young Adult Program...	-389.97
				Postage and Delivery	-183.63
				Miscellaneous	-61.71
				Outreach Programming	-294.87
				Building Supplies	-291.77
				Technology Equipment	-675.00
				FOUNDATION FUNDI...	-77.24
				New Building Technolo...	-419.90
				New Building Technolo...	-648.00
				New Building Technolo...	-256.07
				Office Supplies	-9.95
				KHF Grant Expenses	-54.66
				Advertising Gift Fund	-85.19
				KLA	-355.00
				Admin. Dept.	-228.20
				ABOS Conference	-487.20
				Books & Materials	-11.48
				Books & Materials	-6.94
				Books & Materials	-55.98
				Merchandise Sales	-134.19
				Bond Issue - City Reim...	-4,655.00

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Type	Num	Date	Name	Account	Paid Amount
				Equipment	-638.19
TOTAL					-11,240.24
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/20/2014</b>	<b>Westar</b>	<b>Checking</b>	
Bill		09/23/2014		Electric	-10,349.12
Bill		10/10/2014		Electric	-6,601.19
TOTAL					-16,950.31
<b>Bill Pmt -Check</b>	<b>6629</b>	<b>10/21/2014</b>	<b>Air Filter Plus</b>	<b>Checking</b>	
Bill	306878	09/30/2014		Building Supplies	-118.80
TOTAL					-118.80
<b>Bill Pmt -Check</b>	<b>6630</b>	<b>10/21/2014</b>	<b>Alltech Communications</b>	<b>Checking</b>	
Bill	7884	10/15/2014		New Building Technolo...	-19,829.68
TOTAL					-19,829.68
<b>Bill Pmt -Check</b>	<b>6631</b>	<b>10/21/2014</b>	<b>Baker &amp; Taylor Entertainment</b>	<b>Checking</b>	
Bill	K26615640	10/15/2014		Library Supplies	-943.90
TOTAL					-943.90
<b>Bill Pmt -Check</b>	<b>6632</b>	<b>10/21/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	725471	09/30/2014		Books & Materials	-17.97
Bill	726207	09/30/2014		Books & Materials	-86.94
TOTAL					-104.91
<b>Bill Pmt -Check</b>	<b>6633</b>	<b>10/21/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	167884	09/30/2014		Professional Fees	-2,025.00
TOTAL					-2,025.00
<b>Bill Pmt -Check</b>	<b>6634</b>	<b>10/21/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>	
Bill	IN0928930	09/30/2014		Books & Materials	-39.99
Bill	IN0928929	09/30/2014		Books & Materials	-48.63
Bill	IN0928827	09/30/2014		Books & Materials	-26.49
Bill	IN0926892	09/30/2014		Books & Materials	-39.99
Bill	IN0924733	09/30/2014		Books & Materials	-7.50
Bill	IN0928352	09/30/2014		Books & Materials	-451.88
Bill	IN0928351	09/30/2014		Books & Materials	-5.00
Bill	IN0928350	09/30/2014		Books & Materials	-22.50
Bill	IN0928353	09/30/2014		Books & Materials	-80.00
Bill	IN0928361	09/30/2014		Books & Materials	-48.63
Bill	IN0924734	09/30/2014		Books & Materials	-5.00
Bill	IN0921709	09/30/2014		Books & Materials	-7.50
Bill	IN0921284	09/30/2014		Books & Materials	-31.49
Bill	IN0921285	09/30/2014		Books & Materials	-37.49
Bill	IN0931317	10/15/2014		Books & Materials	-7.50
Bill	IN0930758	10/15/2014		Books & Materials	-7.50
Bill	IN0929464	10/15/2014		Books & Materials	-67.48
TOTAL					-934.57

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6635</b>	<b>10/21/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1219010	09/30/2014		Books & Materials	-467.94
Bill	1214412	09/30/2014		Books & Materials	-20.97
TOTAL					-488.91
<b>Bill Pmt -Check</b>	<b>6636</b>	<b>10/21/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	339710	09/23/2014		Copying	-55.68
Bill	339509	09/23/2014		Copying	-346.38
Bill	340315	09/30/2014		Copying	-15.00
Bill	341688	10/10/2014		Copying	-141.45
TOTAL					-558.51
<b>Bill Pmt -Check</b>	<b>6637</b>	<b>10/21/2014</b>	<b>Dee Miller</b>	<b>Checking</b>	
Bill	00005	09/23/2014		Books & Materials	-25.52
TOTAL					-25.52
<b>Bill Pmt -Check</b>	<b>6638</b>	<b>10/21/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5403393	09/23/2014		Library Supplies	-521.91
Bill	5402269	09/23/2014		Library Supplies	-58.34
TOTAL					-580.25
<b>Bill Pmt -Check</b>	<b>6639</b>	<b>10/21/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	14677629-9	09/23/2014		Professional Fees	-286.80
Bill	14639334-3	09/23/2014		Professional Fees	-286.80
Bill	14616309-2	09/23/2014		Professional Fees	-286.80
Bill	14706029-7	09/30/2014		Professional Fees	-301.14
Bill	14755996-7	10/15/2014		Professional Fees	-286.80
TOTAL					-1,448.34
<b>Bill Pmt -Check</b>	<b>6640</b>	<b>10/21/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	53319657	10/15/2014		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>6641</b>	<b>10/21/2014</b>	<b>Houchen Bindery, Ltd.</b>	<b>Checking</b>	
Bill	215940	09/30/2014		Books & Materials	-65.80
TOTAL					-65.80
<b>Bill Pmt -Check</b>	<b>6642</b>	<b>10/21/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	80812169	09/30/2014		Books & Materials	-54.84
				Library Supplies	-5.25
Bill	80768241	09/30/2014		Books & Materials	-16.95
				Library Supplies	-1.99
Bill	80602054	09/30/2014		Books & Materials	-40.07
				Library Supplies	-2.88
Bill	80587895	09/30/2014		Books & Materials	-41.53
				Library Supplies	-3.98
Bill	80519670	09/30/2014		Books & Materials	-9.92
				Library Supplies	-1.99
Bill	80948172	10/15/2014		Books & Materials	-14.30



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Type	Num	Date	Name	Account	Paid Amount
				Library Supplies	-1.99
TOTAL					-195.69
<b>Bill Pmt -Check</b>	<b>6643</b>	<b>10/21/2014</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	49976	09/30/2014		Miscellaneous	-7.60
Bill	49821	10/10/2014		Miscellaneous	-37.70
TOTAL					-45.30
<b>Bill Pmt -Check</b>	<b>6644</b>	<b>10/21/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	894322	09/17/2014		Aquarium Maintenance	-97.00
Bill	894301	09/23/2014		Aquarium Maintenance	-191.92
Bill	894337	09/24/2014		Aquarium Maintenance	-105.00
Bill	894057	10/10/2014		Aquarium Maintenance	-97.00
Bill	894072	10/15/2014		Aquarium Maintenance	-107.92
TOTAL					-598.84
<b>Bill Pmt -Check</b>	<b>6645</b>	<b>10/21/2014</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	9-092914	09/30/2014		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>6646</b>	<b>10/21/2014</b>	<b>Johnston, Jane</b>	<b>Checking</b>	
Bill	1002JJ	10/15/2014		Books & Materials	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>6647</b>	<b>10/21/2014</b>	<b>KanREN</b>	<b>Checking</b>	
Bill	1410020100622	10/10/2014		Internet	-1,044.00
Bill	1407290100622	10/10/2014		Internet	-1,044.00
TOTAL					-2,088.00
<b>Bill Pmt -Check</b>	<b>6648</b>	<b>10/21/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	124929	10/10/2014		Advertising Gift Fund	-450.00
Bill	125187	10/10/2014		Advertising Gift Fund	-466.67
TOTAL					-916.67
<b>Bill Pmt -Check</b>	<b>6649</b>	<b>10/21/2014</b>	<b>Kingston Printing</b>	<b>Checking</b>	
Bill	112997	10/10/2014		Advertising Gift Fund	-1,204.00
TOTAL					-1,204.00
<b>Bill Pmt -Check</b>	<b>6650</b>	<b>10/21/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	271863	09/23/2014		Office Supplies	-296.00
Bill	272037	10/15/2014		Office Supplies	-118.00
TOTAL					-414.00
<b>Bill Pmt -Check</b>	<b>6651</b>	<b>10/21/2014</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	5203	09/30/2014		Advertising	-112.00

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-112.00
<b>Bill Pmt -Check</b>	<b>6652</b>	<b>10/21/2014</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	74133	09/23/2014		Building Supplies	-430.97
Bill	74201	10/10/2014		Building Supplies	-41.80
TOTAL					-472.77
<b>Bill Pmt -Check</b>	<b>6653</b>	<b>10/21/2014</b>	<b>Murphy Furniture Service</b>	<b>Checking</b>	
Bill	10526	09/30/2014		Equipment Repairs	-592.00
TOTAL					-592.00
<b>Bill Pmt -Check</b>	<b>6654</b>	<b>10/21/2014</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	10-10-14	10/15/2014		Technology Equipment	-801.15
Bill	10-3-14	10/15/2014		Admin. Dept.	-25.00
TOTAL					-826.15
<b>Bill Pmt -Check</b>	<b>6655</b>	<b>10/21/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	347482	10/10/2014		OCLC Internet	-3,876.10 -812.80
TOTAL					-4,688.90
<b>Bill Pmt -Check</b>	<b>6656</b>	<b>10/21/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	144150723061214	09/30/2014		Books & Materials	-456.59
Bill	150021913-061214	09/30/2014		Books & Materials	-796.04
Bill	165833463-052114	09/30/2014		Books & Materials	-939.99
TOTAL					-2,192.62
<b>Bill Pmt -Check</b>	<b>6657</b>	<b>10/21/2014</b>	<b>Paperboys, Ltd.</b>	<b>Checking</b>	
Bill	NYT	10/15/2014		Periodicals	-740.02
TOTAL					-740.02
<b>Bill Pmt -Check</b>	<b>6658</b>	<b>10/21/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	85330	09/23/2014		Printing	-170.00
TOTAL					-170.00
<b>Bill Pmt -Check</b>	<b>6659</b>	<b>10/21/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	644660	09/30/2014		Building Supplies	-48.00
Bill	644668	09/30/2014		Building Supplies	-48.00
Bill	644596	09/30/2014		Building Supplies	-376.17
Bill	645583	10/10/2014		Building Supplies	-218.28
TOTAL					-690.45
<b>Bill Pmt -Check</b>	<b>6660</b>	<b>10/21/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	5918675	09/23/2014		Office Supplies	-63.19
Bill	5921352	09/23/2014		Office Supplies	-72.87
Bill	6289668	09/30/2014		Children's Programming	-26.98

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Type	Num	Date	Name	Account	Paid Amount
Bill	6294264	09/30/2014		Office Supplies	-14.38
				Young Adult Program...	-17.98
				Technology Equipment	-866.66
Bill	6815270	10/15/2014		Office Supplies	-82.72
TOTAL					-1,144.78
<b>Bill Pmt -Check</b>	<b>6661</b>	<b>10/21/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1080978415	09/23/2014		Books & Materials	-131.25
Bill	1081364591	09/30/2014		Books & Materials	-120.00
Bill	1281443059	09/30/2014		Books & Materials	-30.00
Bill	1081443059	09/30/2014		Books & Materials	-62.25
Bill	1181443059	09/30/2014		Books & Materials	-28.50
Bill	1081351333	09/30/2014		Books & Materials	-60.00
Bill	1081297982	09/30/2014		Books & Materials	-168.75
Bill	1081290385	09/30/2014		Books & Materials	-30.00
Bill	1181290385	09/30/2014		Books & Materials	-26.25
Bill	1081279173	09/30/2014		Books & Materials	-37.50
Bill	1081590210	10/15/2014		Books & Materials	-33.75
Bill	1081573953	10/15/2014		Books & Materials	-45.00
TOTAL					-773.25
<b>Bill Pmt -Check</b>	<b>6662</b>	<b>10/21/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	74996933	09/30/2014		Books & Materials	-6.95
Bill	74999985	09/30/2014		Books & Materials	-8.98
Bill	74999236	09/30/2014		Books & Materials	-83.48
Bill	74998082	09/30/2014		Books & Materials	-83.48
Bill	75002603	09/30/2014		Books & Materials	-69.98
Bill	75010586	10/15/2014		Books & Materials	-45.09
TOTAL					-297.96
<b>Bill Pmt -Check</b>	<b>6663</b>	<b>10/21/2014</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	497772	09/30/2014		Professional Fees	-24.95
TOTAL					-24.95
<b>Bill Pmt -Check</b>	<b>6664</b>	<b>10/21/2014</b>	<b>Showcases</b>	<b>Checking</b>	
Bill	281866	10/15/2014		Library Supplies	-123.12
TOTAL					-123.12
<b>Bill Pmt -Check</b>	<b>6665</b>	<b>10/21/2014</b>	<b>Steve Squire Productions</b>	<b>Checking</b>	
Bill	91614	09/30/2014		New Building Technolo...	-1,930.75
Bill	91614-2	09/30/2014		New Building Technolo...	-800.00
TOTAL					-2,730.75
<b>Bill Pmt -Check</b>	<b>6666</b>	<b>10/21/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV14476	09/30/2014		Books & Materials	-479.11
Bill	INV15131	10/15/2014		Books & Materials	-441.89
Bill	INV15203	10/15/2014		Books & Materials	-19.49
TOTAL					-940.49
<b>Bill Pmt -Check</b>	<b>6667</b>	<b>10/21/2014</b>	<b>Tech Logic</b>	<b>Checking</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	15006014	10/10/2014		Professional Fees	-3,800.00
TOTAL					-3,800.00
<b>Bill Pmt -Check</b>	<b>6668</b>	<b>10/21/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	272168	10/10/2014		Professional Fees	-206.70
Bill	272167	10/10/2014		Postage and Delivery	-22.98
				Professional Fees	-707.05
TOTAL					-936.73
<b>Bill Pmt -Check</b>	<b>27530</b>	<b>10/20/2014</b>	<b>Aline C. Hoey{r}</b>	<b>Checking</b>	
Bill	REFUND	09/23/2014		Overdues	-6.38
TOTAL					-6.38
<b>Bill Pmt -Check</b>	<b>27531</b>	<b>10/20/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	0785061	09/23/2014		Miscellaneous	-311.38
Bill	9819437	09/23/2014		New Building Technolo...	-119.23
Bill	8001852	09/30/2014		Books & Materials	-7.00
Bill	8001852	09/30/2014		Books & Materials	-76.85
				New Building Technolo...	-104.99
Bill	4412230	09/30/2014		KHF Grant Expenses	-266.78
Bill	0278604	09/30/2014		Banned Books Week	-12.20
Bill	6103449	09/30/2014		Books & Materials	-239.96
Bill	1613023	09/30/2014		Books & Materials	-160.28
Bill	2525046	09/30/2014		Resource Materials	-66.50
Bill	6517015	09/30/2014		Books & Materials	-239.84
Bill	0099459	09/30/2014		Books & Materials	-17.92
Bill	5677062	09/30/2014		Books & Materials	-13.25
Bill	2057001	09/30/2014		Books & Materials	-711.16
Bill	2057001	09/30/2014		Books & Materials	-15.88
Bill	2057001	09/30/2014		Books & Materials	-29.90
Bill	4954615	09/30/2014		Library Supplies	-125.84
Bill	5429857	09/30/2014		Books & Materials	-72.52
Bill	0056229	10/10/2014		New Building Funding	-65.08
Bill	2104249	10/10/2014		New Building Funding	-429.94
Bill	3889833	10/15/2014		Books & Materials	-31.94
Bill	5565830	10/15/2014		Books & Materials	-179.91
TOTAL					-3,298.35
<b>Bill Pmt -Check</b>	<b>27552</b>	<b>10/20/2014</b>	<b>Amy M. Rzadczynski</b>	<b>Checking</b>	
Bill	REFUND	09/30/2014		Overdues	-17.95
TOTAL					-17.95
<b>Bill Pmt -Check</b>	<b>27553</b>	<b>10/20/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	81 Invoices	09/30/2014		Library Supplies	-2,297.76
				Books & Materials	-25,857.62
				FINRA	-15.73
				GOPEN	-44.78
				Personal Books	-134.41
Bill	54 Invoices	10/15/2014		Library Supplies	-1,310.63
				Books & Materials	-17,904.58
				GGIFT	-106.03
TOTAL					-47,671.54
<b>Bill Pmt -Check</b>	<b>27554</b>	<b>10/20/2014</b>	<b>Bobby Sauder</b>	<b>Checking</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	10-5-14	10/10/2014		Children's Programming	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27555</b>	<b>10/20/2014</b>	<b>Brenda J. Brown</b>	<b>Checking</b>	
Bill	REFUND	09/23/2014		Overdues	-25.14
TOTAL					-25.14
<b>Bill Pmt -Check</b>	<b>27556</b>	<b>10/20/2014</b>	<b>Card Table Theater</b>	<b>Checking</b>	
Bill	Star Wars Reads	10/15/2014		Adult Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27557</b>	<b>10/20/2014</b>	<b>Charlotte L. Toumi</b>	<b>Checking</b>	
Bill	REFUND	10/15/2014		Overdues	-15.10
TOTAL					-15.10
<b>Bill Pmt -Check</b>	<b>27558</b>	<b>10/20/2014</b>	<b>Chris Luxem</b>	<b>Checking</b>	
Bill	10-5-14	10/10/2014		Children's Programming	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27559</b>	<b>10/20/2014</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking	10/10/2014		Miscellaneous	-34.56
TOTAL					-34.56
<b>Bill Pmt -Check</b>	<b>27560</b>	<b>10/20/2014</b>	<b>Dacotah Rulo Hasvold</b>	<b>Checking</b>	
Bill	REFUND	09/23/2014		Overdues	-12.84
TOTAL					-12.84
<b>Bill Pmt -Check</b>	<b>27561</b>	<b>10/20/2014</b>	<b>Elizabeth A. Campbell</b>	<b>Checking</b>	
Bill	REFUND	10/15/2014		Overdues	-9.99
Bill	REFUND	10/15/2014		Overdues	-9.99
Bill	REFUND	10/15/2014		Overdues	-11.18
Bill	REFUND	10/15/2014		Overdues	-11.75
TOTAL					-42.91
<b>Bill Pmt -Check</b>	<b>27562</b>	<b>10/20/2014</b>	<b>Jennifer Lynn Metsker</b>	<b>Checking</b>	
Bill	REFUND	10/15/2014		Overdues	-8.35
TOTAL					-8.35
<b>Bill Pmt -Check</b>	<b>27563</b>	<b>10/20/2014</b>	<b>John L. Carson</b>	<b>Checking</b>	
Bill	REFUND	09/30/2014		Overdues	-11.25
TOTAL					-11.25
<b>Bill Pmt -Check</b>	<b>27564</b>	<b>10/20/2014</b>	<b>John Thomas</b>	<b>Checking</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	REFUND	09/23/2014		Overdues	-45.30
TOTAL					-45.30
<b>Bill Pmt -Check</b>	<b>27565</b>	<b>10/20/2014</b>	<b>Kim M. Cooper</b>	<b>Checking</b>	
Bill	REFUND	09/23/2014		Overdues	-8.45
TOTAL					-8.45
<b>Bill Pmt -Check</b>	<b>27566</b>	<b>10/20/2014</b>	<b>Kimberlee E. Hixson</b>	<b>Checking</b>	
Bill	REFUND	09/23/2014		Overdues	-29.10
TOTAL					-29.10
<b>Bill Pmt -Check</b>	<b>27567</b>	<b>10/20/2014</b>	<b>Kimberly A. Scherman</b>	<b>Checking</b>	
Bill	REFUND	10/10/2014		Overdues	-10.03
TOTAL					-10.03
<b>Bill Pmt -Check</b>	<b>27568</b>	<b>10/20/2014</b>	<b>Laura Isabel Cea-Klish</b>	<b>Checking</b>	
Bill	REFUND	10/15/2014		Overdues	-5.30
TOTAL					-5.30
<b>Bill Pmt -Check</b>	<b>27569</b>	<b>10/20/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	Star Wars Reads	10/15/2014		Adult Programming	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>27570</b>	<b>10/20/2014</b>	<b>Marc A. Briand</b>	<b>Checking</b>	
Bill	REFUND	10/15/2014		Overdues	-6.74
Bill	REFUND	10/15/2014		Overdues	-17.99
TOTAL					-24.73
<b>Bill Pmt -Check</b>	<b>27571</b>	<b>10/20/2014</b>	<b>Martha J. Conlin</b>	<b>Checking</b>	
Bill	REFUND	09/23/2014		Overdues	-25.49
TOTAL					-25.49
<b>Bill Pmt -Check</b>	<b>27572</b>	<b>10/20/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	92202135	09/30/2014		Books & Materials	-194.94
Bill	92195595	09/30/2014		Books & Materials	-964.65
Bill	92155214	09/30/2014		Books & Materials	-562.66
Bill	92195597	09/30/2014		Books & Materials	-407.91
Bill	92190723	09/30/2014		Books & Materials	-116.96
Bill	92183021	09/30/2014		Books & Materials	-167.95
Bill	92180788	09/30/2014		Books & Materials	-74.98
Bill	92180787	09/30/2014		Books & Materials	-156.31
Bill	92178337	09/30/2014		Books & Materials	-550.17
Bill	92178339	09/30/2014		Books & Materials	-254.94
Bill	92122876	09/30/2014		Books & Materials	-282.94
Bill	92171929	09/30/2014		Books & Materials	-224.92
Bill	92165126	09/30/2014		Books & Materials	-108.72
Bill	92176442	09/30/2014		Books & Materials	-206.18
Bill	92107097	09/30/2014		Books & Materials	-479.74

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10/15/14

Lawrence Public Library  
**Check Detail**  
October 2014

Type	Num	Date	Name	Account	Paid Amount
Bill	92171927	09/30/2014		Books & Materials	-77.17
Bill	92162808	09/30/2014		Books & Materials	-155.72
Bill	92162850	09/30/2014		Books & Materials	-124.46
Bill	92155216	09/30/2014		Books & Materials	-440.11
Bill	92150358	09/30/2014		Books & Materials	-312.66
Bill	92153951	09/30/2014		Books & Materials	-318.67
Bill	92150357	09/30/2014		Books & Materials	-85.59
Bill	92158233	09/30/2014		Books & Materials	-607.82
Bill	92158231	09/30/2014		Books & Materials	-732.98
Bill	92218633	10/10/2014		Library Supplies	-795.35
Bill	92231582	10/15/2014		Books & Materials	-267.83
Bill	92235848	10/15/2014		Books & Materials	-367.92
Bill	92235846	10/15/2014		Books & Materials	-787.03
Bill	92231584	10/15/2014		Books & Materials	-152.94
Bill	92214856	10/15/2014		Books & Materials	-78.39
Bill	92222667	10/15/2014		Books & Materials	-11.24
Bill	92214857	10/15/2014		Books & Materials	-530.82
Bill	92213142	10/15/2014		Books & Materials	-203.18
Bill	92191200	10/15/2014		Books & Materials	-29.99
Bill	92216494	10/15/2014		Books & Materials	-320.93
Bill	92213141	10/15/2014		Books & Materials	-312.35
Bill	92216492	10/15/2014		Books & Materials	-1,161.81
Bill	92202134	10/15/2014		Books & Materials	-245.20
Bill	92190721	10/15/2014		Books & Materials	-321.15
Bill	92176440	10/15/2014		Books & Materials	-342.73
TOTAL					-13,538.01
Bill Pmt -Check	27573	10/20/2014	Monica A. Gutierrez	Checking	
Bill	REFUND	09/30/2014		Overdues	-5.37
TOTAL					-5.37
Bill Pmt -Check	27574	10/20/2014	Petty Cash	Checking	
Bill	Jul-Sept 2014	09/30/2014		Office Supplies	-12.67
				Merchandise Sales	-33.37
				Postage and Delivery	-2.69
				Miscellaneous	-45.00
				Children's Programming	-24.08
				Adult Programming	-24.01
				Building Supplies	-21.74
TOTAL					-163.56
Bill Pmt -Check	27575	10/20/2014	Scott Rice Office Works	Checking	
Bill	308338	10/10/2014		New Building Shelving ...	-31,000.00
TOTAL					-31,000.00
Bill Pmt -Check	27576	10/20/2014	Stoney J. Weaver	Checking	
Bill	REFUND	10/15/2014		Overdues	-17.99
TOTAL					-17.99
Bill Pmt -Check	27577	10/20/2014	Thomas M. Worker-Braddock	Checking	
Bill	REFUND	09/23/2014		Overdues	-7.34
TOTAL					-7.34
Bill Pmt -Check	27578	10/20/2014	WOW!Business	Checking	

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Lawrence Public Library  
**Check Detail**  
October 2014

Type	Num	Date	Name	Account	Paid Amount
Bill		09/30/2014		Internet	-2,167.05
				Telephone	-691.03
TOTAL					-2,858.08



# Lawrence Public Library

## Monthly Statistical Summary--September 2014

INDICATOR	September		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	5.08	3.30	54%			
Reference Transactions per Capita	0.47	1.04	-55%			
Program Attendance per Capita	0.44	0.34	29%			
Circulation per Capita	14.63	13.38	9%			
Circulation per Visit	2.88	4.05	-29%			
Total Holdings per Capita	1.98	2.31	-14%			
% of Lawrence Residents Registered	90%	83%	8%			

Circulation--Adult Total	73,117	70,784	3%	630,408	659,559	-4%
Circulation--Young Adult Total	4,382	3,506	25%	36,160	39,857	-9%
Circulation--Youth Total	37,052	29,937	24%	300,273	284,851	5%
Circulation--Bookmobile	1,044	1,046	0%	9,414	9,144	3%
Circulation--Audiovisual Total	45,714	47,831	-4%	408,051	446,766	-9%
Circulation--Total	114,551	104,227	10%	966,841	984,267	-2%

Reference Transactions	11,577	8,141	42%	77,695	73,581	6%
User Visits	39,777	25,693	55%	317,816	228,897	39%
LPL Web Site Visits	29,903	23,696	26%	216,126	196,366	10%

Holdings--Added	4,081	3,528	16%	29,413	30,100	-2%
Holdings--Withdrawn	996	1,736	-43%	41,579	23,760	75%
Holdings--Total	186,018	216,180	-14%			

Registered Borrowers--Added	1,060	540	96%			
Registered Borrowers--Total	107,195	99,128	8%			

Adult Programs	15	6	150%	97	50	94%
Young Adult Programs	27	11	145%	144	120	20%
Youth Programs	64	33	94%	357	314	14%
Senior Programs	14	21	-33%	121	137	-12%
Total Programs	120	71	69%	719	621	16%
Total Program Attendance	3,420	2,617	31%	44,663	28,332	58%
Public Uses of Meeting Rooms	80	0	#DIV/0!	137	0	#DIV/0!

Total Paid Staff (FTE)	59.66	54.40	10%			
Total Number of Employees	83	75	11%			

# Lawrence Public Library

## Monthly Statistical Report--September 2014

	September		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	5.08	3.30	54%				
Reference Transactions per Capita	1.48	1.04	42%				
Program Attendance per Capita	0.44	0.34	30%				
Circulation per Capita	14.63	13.38	9%				
Total Holdings per Capita	1.98	2.31	-14%				
Collection Turnover--Total	7.54	5.89	28%				
Collection Turnover--Adult	7.28	5.89	23%				
Collection Turnover--Young Adult	5.41	4.14	31%				
Collection Turnover--Youth	8.54	6.19	38%				
Collection Turnover--Audiovisual	13.17	10.95	20%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	32733	28156	16%		269324	262038	3%
Circulation--Adult Periodicals	900	433	108%		5116	3500	46%
Circulation--Adult Feature Films & TV Shows	26260	28982	-9%		240193	270974	-11%
Circulation--Electronic Games	1805	1477	22%		15130	12858	18%
Circulation--Adult Music CDs	7836	8245	-5%		69043	77092	-10%
Circulation--Adult Audio Books	3561	3469	3%		31420	32908	-5%
Circulation--eReaders	22	22	0%		182	184	-1%
Circulation--Adult Total	73117	70784	3%		630408	659554	-4%

<b>Lawrence Public Library</b>	<b>September</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and NF Videos	4134	3314	25%		34240	36558	-6%
Circulation--YA Periodicals	65	11	491%		252	119	112%
Circulation--YA Music CDs	0	0	#DIV/0!		0	1312	-100%
Circulation--YA Audio Books	183	181	1%		1668	1868	-11%
Circulation--YA Total	4382	3506	25%		36160	39857	-9%
Circulation--Youth Books and NF Videos	35139	28287	24%		284072	268374	6%
Circulation--Youth Periodicals	137	64	114%		878	761	15%
Circulation--Youth Music CDs	683	689	-1%		5256	5626	-7%
Circulation--Youth Audio Books	1093	897	22%		10067	10090	0%
Circulation--Youth Total	37052	29937	24%		300273	284851	5%
Circulation--Bookmobile	1044	1046	0%		9414	9144	3%
Circulation--Total Books	67735	55888	21%		552544	533116	4%
Circulation--Total Periodicals	1102	508	117%		6246	4380	43%
Circulation--Total Audiovisual	45714	47831	-4%		408051	446766	-9%
Circulation Total	114551	104227	10%		966841	984262	-2%
E-Audio Usage (Overdrive Only)	316	117	170%		2408	637	278%
E-Book (Overdrive Only)	2088	627			14639	3493	
Zinio	1001	1127			7407	6714	
Accounts Desk Circulation	5231	48744	-89%		346793	464796	-25%
Self Check Circulation	86965	55483	57%		597693	519466	15%
Percent Self Check	94%	53%	77%		63%	53%	20%
Web Site Renewals	20720						
Other Staff Checkouts	1635						

<b>Lawrence Public Library</b>	<b>September</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Requests Placed	16490	17496	-6%		146351	150678	-3%
Requests Filled	12760	12979	-2%		107390	117291	-8%
Requests Unclaimed	2977	1555	91%		15590	11950	30%
Interlibrary Loan Items Borrowed for LPL Patrons	409	435	-6%		3792	4430	-14%
Interlibrary Loan Items Loaned from LPL Collection	684	565	21%		3354	3701	-9%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	39777	25693	55%		317816	228897	39%
Public Computer Usage	9596	8163	18%		71459	70138	2%
Computer Lab Classes	4	2	100%		29	12	142%
Computer Lab Classes Attendance	63	10	530%		232	43	440%
Adult Reference Transactions	1652	6818	-76%		48442	59521	-19%
Young Adult Reference Transactions	824	678	22%		5372	6762	-21%
Youth Reference Transactions	1204	645	87%		8279	7298	13%
IT Desk	2444						
Welcome Desk	3251				7035		
Phone Calls	2202				3722		
Total Reference Transactions	11577	8141	42%		62093	73581	-16%
Public-Sponsored Uses of Meeting Rooms	80	0	#DIV/0!		137	0	#DIV/0!
LPL Web Site Visits	29903	23696	26%		216126	196366	10%
<b>RESOURCES</b>							
Holdings--Total	186018	216180	-14%				
Holdings--Adult	123481	147237	-16%				
Holdings--Young Adult	9717	10174	-4%				
Holdings--Youth	52820	58769	-10%				
Holdings--Audiovisual	41645	52409	-21%				
Holdings--eReaders	16	14	14%				
Holdings Added	4081	3528	16%		29413	30100	-2%
Holdings Withdrawn	996	1736	-43%		41579	23760	75%
Holdings Net Change	3085	1792			-12166	6340	

<b>Lawrence Public Library</b>	<b>September</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	107195	99128	8%				
Borrowers Added	1060	540	96%		6551	4988	31%
Borrowers Transacting	8118	9465	-14%		84958	90319	-6%
Percent of Borrowers Transacting	8%	10%	-21%				
Total Number of Lawrence Residents Registered	84671	77993	9%				
Percent of Lawrence Residents Registered	90%	83%	8%				
<b>PROGRAMMING</b>							
Number of Adult Programs	15	6	150%		97	50	94%
Number of Young Adult Programs	27	11	145%		144	120	20%
Number of Youth Programs	64	33	94%		357	314	14%
Number of Senior Programs	14	21	-33%		121	137	-12%
Total Programs	120	71	69%		719	621	16%
Adult Program Attendance	362	1186	-69%		15609	4942	216%
Young Adult Program Attendance	288	217	33%		3324	2073	60%
Youth Program Attendance	2641	1014	160%		24600	20029	23%
Senior Program Attendance	129	200	-36%		1130	1288	-12%
Total Program Attendance	3420	2617	31%		44663	28332	58%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	59.66	54.4	10%				
ALA-MLS Librarians, in Full-Time Equivalents	17.44	16.69	4%				
Number of Employees--Total	83	75	11%				
Number of Employees--Full-Time	36	36	0%				
Number of Employees--Part-Time	47	39	21%				
Terminations	1	0	#DIV/0!		6	8	-25%
Hirings	3	2	50%		14	11	27%
Volunteer Hours	176.9	77	130%		2143	2277	-6%

## **Library Director's Report for October 2014**

Respectfully submitted by Brad Allen

We have almost three months in the books at the new library. We've begun to settle in and library use is starting to normalize. As you can see from statistics included in your board packet, use is still up. Door counts look great and check out continues to outpace last year. The use of the meeting rooms and auditorium have been a great thing to see develop.

Perhaps the most significant event this month was the implementation of our new pay schedule. I conducted all staff meetings to explain the new system prior to its implementation. I am so pleased we have finally been able to put our new pay schedule into place. We have done considerable work towards addressing pay inequity at our library in comparison to regional libraries and similar City job opportunities. This has been two years in the making. (And we will finally be cutting the check from money encumbered to pay Springsted, Inc. in 2012!)

There have been a few important milestones in the continued evolution of the building. The sod was installed on the library site which has made an enormous cosmetic difference in the look of the site. The revised site plan for bike racks on the site was approved by City Commission earlier this month. We are moving the five racks planned for directly in front of the main entrance over with the racks located on the Vermont side of the garage. Additionally, we are adding ten more spots for bikes under the southwest corner of the building (primarily for staff use) and the City plans to add bike parking hoops on the parking meters on Vermont which will increase parking by ten more spots. Our conversations with cycling advocates and candid conversations outside the building with people who rode their bikes to the library have convinced me that we should explore finding other locations for parking for cyclists near the entrance but not directly in front. As this exploration evolves, I will give you an update.

For the third straight year, the library revealed our Banned Book Trading Cards. Every card this year featured an artist who had never won before. The celebration event was well attended and a whole lot of fun. The cards continue to be a hit with the community as we handed them out by the hundreds.

I had a relatively busy month speaking to groups in the community since my last report. I was invited to the KU Library Board of Advocates on September 17 to talk about partnerships we are forging with KU Libraries. It was a fun and lively conversation. I was told by library staff that it was one of the liveliest meetings the group has had in some time. I met with the Lawrence &

## **Library Director's Report for October 2014**

Douglas County Advocacy Council on Aging on September 25 to discuss concerns about mobility issues in the library. We had a very productive conversation and I came away with some great ideas and also very good contacts in the senior advocacy community. On October 9, I had two speaking engagements. I was on the Lawrence Business Magazine radio program to discuss the impact the library is having in the community. Later that morning, I was the featured speaker at the Douglas County Association of Retired School Personnel. It was great fun talking about the library with retired school teachers. We received lots of compliments on the new space and the great job our staff is doing.

Also, this month I had some great networking and learning opportunities with other Kansas librarians. I went on the Northeast Kansas Library System (NEKLS) bus tour. I was able to see visit nine regional libraries including the new Overbrook Library. It was a nice day interacting with other librarians in Northeast Kansas. Also, our library hosted the NEKLS Fall Directors' Institute. About 40 regional library directors were in attendance. The directors were by and large impressed with our new facility. It is great to have a building where we're better able to host local training and networking events. It certainly increases our visibility and prestige in the regional library community.

## **Library Foundation Director's Report • October 17, 2014**

**Ross and Marianna Beach Author Series.** The first annual Ross and Marianna Beach Author Series event is coming up next week on Wednesday, October 22<sup>nd</sup>. The reception begins at 6 pm and the public program is at 7:30 pm. After a brief question and answer session with Brad, James McBride and the Good Lord Bird Band will present a program of music and book readings. The finale includes the Ninth Street Baptist Church choir. We hope to see you there!

**Grant Applications.** We have jumped back into the mysterious world of federal grants. These are always longshots, but it worked with NEH, so you never know. This week, we submitted two different applications to the Institute for Museum and Library Services:

- National Leadership Grant for Libraries. Our proposal is for a two year, \$150,000 project grant for the library's Sound + Vision Studio. If the reviewers are intrigued by our plan, we will be invited to submit a full grant application in January.
- National Medal for Library Service. The National Medal is the highest honor that a library can receive. It honors "outstanding institutions that make significant and exceptional contributions to their communities. Those selected demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach." Ten museums and libraries will be selected for the honor. Winners are announced in December.

**NEH Payment(s).** It's official! The Library Foundation has received its first grant payment of \$75,000 from the National Endowment for the Humanities. In addition, we were sent official approval that a second installment has been approved since our fundraising is ahead of schedule. I will submit the paperwork to NEH to have that transferred to our bank account.

**Meeting Room Naming Opportunity.** We are pleased to announce that Copy Co and Hossein Gerami have made a downpayment and pledge for the meeting room C naming opportunity. We are delighted by this very generous gift of \$35,000. Our current fundraising goal now stands at \$180,000! We're getting closer!!

**Donor Wall.** You will notice that the Foundation donor wall is installed in the front lobby. It is beautiful! As luck would have it, there are a few glitches with the names and some updates are needed. Luckily, it is constructed in such a way that making changes is not difficult. That will happen within the next few weeks.

### **Grant applications pending:**

US Bancorp Foundation, \$9,200 for book lockers.

Institute for Museum and Library Services, \$150,000 for Sound + Vision Studio

Institute for Museum and Library Services, National Library Medal, \$10,000 award.



**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, November 17, 2014 at 4:30 PM

**Meeting Room A, Lawrence Public Library, 707 Vermont Street**

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

New business

- Personnel Committee - Director evaluation
- Discussion of future agendas
- Discussion on expending Capital Improvement Funds--ACTION ITEM
- Presentation by Chuck Blaser from the Library Foundation

Executive Session

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting October 20, 2014**

**Board Members Present:** Fran Devlin, Brady Flannery, Joan Golden, Judy Keller, David Vance, and Kevan Vick. Absent: Ursula Minor

**Library Staff Present:** Brad Allen, Karen Allen, Tom Davin, Kim Fletcher, Tricia Karlin, Kathleen Morgan, Kristin Soper, and Sherri Turner.

**Friends of the Library:** none

**Guests:** none

#### **Call to Order**

Joan Golden, Board Chair, called the meeting to order at 4:34 p.m.

#### **Public Comment**

#### **Consent Agenda**

Brad noted that we are finally sending the check to Springsted. Their final report will be here this week. Brady moved that the consent agenda be approved; Kevan seconded. All in favor. The motion passed.

#### **Director's Report**

We are beginning to settle in to a more regular traffic pattern. The sorter error rate has been corrected, thanks to Kim, and coding to address some sorter problems has been completed. With these corrections, the staff load is greatly lightened. We're still working out staffing levels, particularly as regards to shelving. Circulation numbers are up more in books than in AV. Books take more time to shelve. The Banned Books Trading Cards promotion was successful again this year. The new pay grades recommended by the Springsted study are being implemented. Brad distributed copies of the new pay scale. This has resulted in salary increases for most employees; about two thirds of staff were not at minimum for their grade. This scale has made our salaries competitive with libraries in Northeast Kansas. Joan noted that the board should continue to make sure that salaries remain competitive. Brad has had a busy month getting out and about in the community. People seem thrilled with the new building.

#### **Library Foundation Executive Director's Report**

The James McBride event is Wednesday. Kathleen has submitted a preliminary IMLS grant application for the Sound+Vision Studio. She is also applying for the National Medal for Library Service. If selected, the library would receive \$10,000. Only 10 libraries are selected for this award every year. The Foundation has received \$75,000 from the NEH matching grant, with another \$75,000 coming soon. Copy Co has pledged \$35,000 for naming rights to Meeting Room C. The donor wall is up but there are some corrections to be made. The Foundation Board Fundraising Committee is discussing how to handle adding new names to the wall.

#### **Library Friends Report**

David said the first book sale went really well. Sales were about \$18,000 which was down from previous sales, but it's not really an apples to apples comparison. During this sale they used standard pricing.

Another sale is coming up at the end of October. Feedback on the sale was generally good. The Fire Marshall's occupancy limit proved not to be a problem, but not allowing carts or strollers was more problematic. They continue to fine-tune the process.

### **Ongoing Business**

#### **Visioning Process and Library Goals.**

Managers and Directors cut the original list of goals from 5 to 3 and reworked the wording, focusing on destination, education, and creation. Between now and the beginning of the year, Brad will work with the Directors, Managers, and Coordinators to flesh out the tasks and objectives. It is important to think about how we talk about our success and what we measure. A survey may be helpful to assess success.

#### **Salary Implementation.**

When the complete document is ready, Brad will send it out to board members. We will also get some training on how the SAFE system works so that we can reclass positions moving forward.

### **Adjournment**

At 5:20 Fran moved and David seconded that the meeting move into Executive Session for 20 minutes to discuss a personnel matter. The meeting was adjourned at 5:40 p.m.

The next Board meeting will be Monday, November 17, 2014 at 4:30 p.m., in Meeting Room A at the Library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
October 2014								
REVENUES	Month	Year to Date	Annual Budget	83% of Year		Oct-13	YTD 2013	
Tax Fund	\$ -	\$ 3,000,000.00	\$ 3,383,260.00	88.67%		\$ -	\$ 2,850,000.00	
Interest	\$ 147.34	\$ 917.91	\$ 250.00	367.16%		\$ 20.14	\$ 213.66	
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%		\$ -	\$ 37,394.00	
N.E.K.L.	\$ -	\$ 46,920.00	\$ 62,560.00	75.00%		\$ -	\$ 45,555.00	
Photo Copies	\$ 1,152.80	\$ 11,799.76	\$ 12,730.00	92.69%		\$ 1,177.95	\$ 10,472.03	
Overdues	\$ 15,624.99	\$ 135,715.25	\$ 170,000.00	79.83%		\$ 13,677.19	\$ 135,652.92	
Miscellaneous	\$ 119.61	\$ 23.36				\$ 3.61	\$ 15.68	
Coffe Shop Rent	\$ 700.00	\$ 2,000.00						
Meeting Room Fees	\$ 150.00	\$ 500.00						
Total Revenues	\$ 17,894.74	\$ 3,230,000.50	\$3,660,800.00	88.23%		\$14,878.89	\$3,079,303.29	
EXPENSES								
Salaries & Wages	\$ 179,863.00	\$ 1,615,673.63	\$ 1,960,000.00	82.43%		\$ 145,748.57	\$ 1,483,730.17	
Health Insurance	\$ 19,525.81	\$ 207,275.04	\$ 302,000.00	68.63%		\$ 21,488.95	\$ 215,716.50	
Payroll Taxes	\$ 30,584.41	\$ 272,452.33	\$ 342,000.00	79.66%		\$ 23,372.29	\$ 235,636.45	
Books & Materials	\$ 46,088.24	\$ 360,595.19	\$ 520,500.00	69.28%		\$ 46,282.36	\$ 374,616.62	
Periodicals	\$ 714.12	\$ 11,728.79	\$ 19,500.00	60.15%		\$ -	\$ 13,378.38	
Library Supplies	\$ 6,423.92	\$ 80,436.12	\$ 95,000.00	84.67%		\$ 6,008.64	\$ 68,859.47	
Building Supplies	\$ 1,707.50	\$ 13,438.37	\$ 16,800.00	79.99%		\$ 829.79	\$ 11,860.64	
Repairs & Maintenance	\$ 1,512.38	\$ 45,755.69	\$ 75,000.00	61.01%		\$ 494.02	\$ 55,694.49	
Equipment	\$ 638.19	\$ 1,611.19	\$ 5,000.00	32.22%		\$ 149.99	\$ 4,175.81	
Equipment - Technology	\$ 1,511.11	\$ 11,484.32	\$ 16,000.00	71.78%		\$ 749.10	\$ 17,019.37	
Capital Improvements	\$ 987.50	\$ 19,495.19	\$ -			\$ -	\$ -	
Utilities	\$ 13,537.21	\$ 73,826.00	\$ 107,000.00	69.00%		\$ 7,460.54	\$ 107,048.38	
Insurance	\$ 436.69	\$ 10,884.76	\$ 16,000.00	68.03%		\$ 368.21	\$ 13,521.79	
Postage	\$ 932.25	\$ 14,951.59	\$ 25,000.00	59.81%		\$ 1,444.16	\$ 20,675.25	
Travel & Continuing Education	\$ 1,405.76	\$ 14,712.69	\$ 25,000.00	58.85%		\$ 3,747.97	\$ 13,753.80	
Book Van & Mileage	\$ 290.08	\$ 2,415.86	\$ 4,000.00	60.40%		\$ 668.00	\$ 2,113.79	
Photo Copiers	\$ 579.09	\$ 5,236.33	\$ 8,000.00	65.45%		\$ 518.69	\$ 5,829.76	
Programs	\$ 2,420.93	\$ 12,739.14	\$ 20,000.00	63.70%		\$ 726.28	\$ 16,373.84	
Professional Fees	\$ 16,987.27	\$ 91,138.44	\$ 70,000.00	130.20%		\$ 6,420.38	\$ 63,506.76	
Website/OPAC Content	\$ 35.00	\$ 9,080.00	\$ 14,000.00	64.86%		\$ 59.95	\$ 5,460.84	
Advertising & Marketing	\$ -	\$ 15,000.00	\$ 15,000.00	100.00%		\$ (255.11)	\$ 9,189.45	
Contingency		\$ -	\$ 5,000.00	0.00%			\$ -	
Miscellaneous	\$ 170.85	\$ (1,217.56)				\$ 317.86	\$ 8,419.79	
Total Expenses	\$ 326,351.31	\$ 2,888,713.11	\$3,660,800.00	78.91%		\$ 266,600.64	\$ 2,746,581.35	
Revenues Over Expenses	\$ (308,456.57)	\$ 341,287.39						
City Reimbursable	\$ -	\$ -						
Cash Balances:								
Checking	\$ 876,790.13							
Capital Improvement	\$ 639,440.41							

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2014 End of Year Estimate						
REVENUES	Nov-Dec	Year to Date	Annual Budget	Percent		
Tax Fund	\$ 383,260.00	\$ 3,383,260.00	\$ 3,383,260.00	100%		
Interest	\$ 270.00	\$ 1,187.00	\$ 250.00	475%		
State Aid	\$ -	\$ 32,124.00	\$ 32,000.00	100%		
N.E.K.L.	\$ 15,640.00	\$ 62,560.00	\$ 62,560.00	100%		
Photo Copies	\$ 2,100.00	\$ 13,900.00	\$ 12,730.00	109%		
Overdues	\$ 26,285.00	\$ 162,000.00	\$ 170,000.00	95%		
Miscellaneous	\$ 227.00	\$ 250.00				
Coffe Shop Rent	\$ 1,400.00	\$ 3,400.00				
Meeting Room Fees	\$ 200.00	\$ 700.00				
Total Revenues	\$ 429,382.00	\$ 3,659,381.00	\$3,660,800.00	99.96%		
EXPENSES						
Salaries & Wages	\$ 362,376.00	\$ 1,978,049.00	\$ 1,960,000.00	101%		
Health Insurance	\$ 39,200.00	\$ 246,475.00	\$ 302,000.00	82%		
Payroll Taxes	\$ 62,000.00	\$ 334,452.00	\$ 342,000.00	98%		
Books & Materials	\$ 159,905.00	\$ 520,500.00	\$ 520,500.00	100%		
Periodicals	\$ 272.00	\$ 12,000.00	\$ 19,500.00	62%		
Library Supplies	\$ 16,064.00	\$ 96,500.00	\$ 95,000.00	102%		
Building Supplies	\$ 3,362.00	\$ 16,800.00	\$ 16,800.00	100%		
Repairs & Maintenance	\$ 9,245.00	\$ 55,000.00	\$ 75,000.00	73%		
Equipment	\$ -	\$ 1,611.00	\$ 5,000.00	32%		
Equipment - Technology	\$ 516.00	\$ 16,000.00	\$ 16,000.00	100%		
Capital Improvements	\$ -	\$ 19,495.00	\$ -			
Utilities	\$ 25,174.00	\$ 99,000.00	\$ 107,000.00	93%		
Insurance	\$ 1,115.00	\$ 12,000.00	\$ 16,000.00	75%		
Postage	\$ 2,950.00	\$ 17,900.00	\$ 25,000.00	72%		
Travel & Continuing Education	\$ 10,288.00	\$ 25,000.00	\$ 25,000.00	100%		
Book Van & Mileage	\$ 585.00	\$ 3,000.00	\$ 4,000.00	75%		
Photo Copiers	\$ 1,164.00	\$ 6,400.00	\$ 8,000.00	80%		
Programs	\$ 7,261.00	\$ 20,000.00	\$ 20,000.00	100%		
Professional Fees	\$ 33,862.00	\$ 125,000.00	\$ 70,000.00	179%		
Website/OPAC Content	\$ 14,070.00	\$ 23,150.00	\$ 14,000.00	165%		
Advertising & Marketing	\$ -	\$ 15,000.00	\$ 15,000.00	100%		
Contingency		\$ -	\$ 5,000.00	0%		
Miscellaneous	\$ 6,340.00	\$ 5,123.00				
Total Expenses	\$ 755,749.00	\$ 3,648,455.00	\$3,660,800.00	99.7%		
Revenues Over Expenses	\$ (326,367.00)	\$ 10,926.00				



**Lawrence Public Library**  
**Balance Sheet**  
As of October 31, 2014

	<u>Oct 31, 14</u>	<u>Oct 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	38,759.51	562,378.25	-523,618.74	-93.1%
Capital Improvement -2	600,680.90	0.00	600,680.90	100.0%
Checking	876,953.40	835,153.35	41,800.05	5.0%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>1,516,393.81</u>	<u>1,397,531.60</u>	<u>118,862.21</u>	<u>8.5%</u>
<b>Total Current Assets</b>	<u>1,516,393.81</u>	<u>1,397,531.60</u>	<u>118,862.21</u>	<u>8.5%</u>
<b>Other Assets</b>				
Petty Cash	1,525.00	700.00	825.00	117.9%
<b>Total Other Assets</b>	<u>1,525.00</u>	<u>700.00</u>	<u>825.00</u>	<u>117.9%</u>
<b>TOTAL ASSETS</b>	<u><b>1,517,918.81</b></u>	<u><b>1,398,231.60</b></u>	<u><b>119,687.21</b></u>	<u><b>8.6%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	44,088.91	57,718.00	-13,629.09	-23.6%
<b>Total Accounts Payable</b>	<u>44,088.91</u>	<u>57,718.00</u>	<u>-13,629.09</u>	<u>-23.6%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	43,579.59	60,126.90	-16,547.31	-27.5%
<b>Total Other Current Liabilities</b>	<u>43,579.59</u>	<u>60,126.90</u>	<u>-16,547.31</u>	<u>-27.5%</u>
<b>Total Current Liabilities</b>	<u>87,668.50</u>	<u>117,844.90</u>	<u>-30,176.40</u>	<u>-25.6%</u>
<b>Total Liabilities</b>	<u>87,668.50</u>	<u>117,844.90</u>	<u>-30,176.40</u>	<u>-25.6%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	370,798.61	354,252.64	16,545.97	4.7%
<b>Total Equity</b>	<u>1,430,250.31</u>	<u>1,280,386.70</u>	<u>149,863.61</u>	<u>11.7%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,517,918.81</b></u>	<u><b>1,398,231.60</b></u>	<u><b>119,687.21</b></u>	<u><b>8.6%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
October 2014

	<u>Oct 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	150.00
Personal Books	19.61
Merchandise Sales	840.59
Gifts-Other	100.00
Interest	147.34
Overdues	15,624.99
Photo Copies	1,152.80
Repairs & Equipment	100.00
<b>Total Income</b>	<u>18,835.33</u>
<b>Gross Profit</b>	18,835.33
Expense	
FOUNDATION FUNDING	54,605.67
FRIENDS FUNDING	2,833.69
Books & Materials	46,802.36
Miscellaneous	649.14
Equipment	638.19
Technology Equipment	1,511.11
Capital Improvement Expenditure	987.50
Insurance	436.69
Payroll Expenses	202,562.76
Payroll Taxes	30,939.65
Postage and Delivery	932.25
Professional Fees	16,987.27
Program Expense	2,420.93
Repairs	1,512.38
Supplies	8,131.42
Travel & Hospitality	1,695.84
Utilities	13,537.21
<b>Total Expense</b>	<u>387,184.06</u>
<b>Net Ordinary Income</b>	<u>-368,348.73</u>
<b>Net Income</b>	<u><u>-368,348.73</u></u>



# Lawrence Public Library

## Vendor Balance Summary

All Transactions

	Nov 14, 14
Advance Insurance Company	436.69
Amazon	2,711.47
Amber C. Sidwell	20.42
ASI	50.00
ATD International	1,369.88
Ava M. Nelson	15.45
Baker & Taylor, Inc.	18,893.25
Bibliocommons Inc.	13,714.13
Blackstone Audio, Inc.	835.14
Bob's Janitorial Service	9,099.00
Brilliance Audio, Inc.	598.86
Center Point Large Print	488.31
Century Business Technologies	581.59
City of Lawrence	19.20
Demco, Inc.	190.72
Diana Cardenas-Jorge	14.45
Display Direct	650.00
EBSCO	-93.90
Express Services, Inc.	1,602.50
Gale Group, Inc.	38.92
Gaylord Bros., Inc.	45.34
GovConnection, Inc.	2,127.26
Heartland Payment Systems	277.38
Hy-Vee #1379	75.00
Ingram Library Services	10,025.90
Intuit	29.85
Jayhawk Trophy Co., Inc.	11.00
Jayhawk Tropical Fish	687.74
Jeannie L. Merritt	5.27
Jiminate	240.00
John L. Garson	11.25
Kaden Krambeer	5.50
Kansas Public Radio	450.00
Kelly Shoemake	9.90
Laser Logic, Inc.	98.00
Lawrence Community Orches...	144.00
Lawrence Creates	50.00
Lawrence Kiwanis Club	138.71
Lawrence Rotary Club	195.00
Lawrence Sign Up LLC	250.00
Lawrence Utility Billing	842.03
Leslie Kay	85.00
Mid-America Library Alliance	65.00
Mid America	891.14
Midwest Tape	10,065.34
Mikah J. Beaty	5.94
Minuteman Press	384.27
OCLC, Inc.	4,688.90
OverDrive	174.00
P1 Group, Inc.	142.50
Polyline Corporation	492.59
Pro Print Inc.	173.00
Prof. Fire Alarm Sys. Inc.	510.00
Pur-O-Zone, Inc.	1,935.16
Quentin R. Harrington	15.20
Quill Corporation	512.53
Random House, Inc.	562.50
Raven Bookstore	135.00
Recorded Books	1,693.33
Ronald W. Heape	35.83
Rueschhoff Locksmiths & S.S.	24.95
Showcases	480.17
Springsted, Inc.	1,297.47
Sun Creations, Inc.	315.00
Tantor Media	19.49
The Summit	2,160.00
Timothy G. Steinlage	36.94
TSCPL	34.98
Unique Management Services	1,789.92
United Parcel Service	572.39
Virtual Business Tours	900.00
VISA 5372	12,953.58

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Lawrence Public Library  
Vendor Balance Summary  
All Transactions

	<u>Nov 14, 14</u>
Westar	4,602.09
Wichita State University	55.00
WOW!Business	2,865.27
Xiaoli Sun	17.93
TOTAL	<u>117,647.62</u>

Lawrence Public Library  
Check Detail  
November 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	December 2014	11/13/2014		Group Life Insurance	-436.69
TOTAL					-436.69
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	October	11/13/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	October	11/13/2014		Office Supplies	-242.38
				Web Site & OPAC Content	-35.00
TOTAL					-277.38
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	October Bill Pay	11/13/2014		Office Supplies	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		10/31/2014		Water	-842.03
TOTAL					-842.03
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1444	11/13/2014		Postage and Delivery	-572.39
TOTAL					-572.39
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/17/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		11/13/2014		Adult Programming	-132.75
				Bookvan & Mileage	-58.42
				Children's Programming	-823.95
				Young Adult Programming	-110.24
				Postage and Delivery	-52.35
				Miscellaneous	-103.95
				Outreach Programming	-41.47
				Building Supplies	-369.55
				Technology Equipment	-137.24
				FOUNDATION FUNDING	-175.25
				New Building Technology	-89.99
				Office Supplies	-39.99
				KHF Grant Expenses	-325.48
				Advertising Gift Fund	-374.36
				KLA	-3,338.90
				ABOS Conference	-439.31
				Books & Materials	-21.98
				Books & Materials	-44.95
				Merchandise Sales	-1,841.48
				Youth Services Dept.	-245.00
				Beach Author Event	-1,677.37
				Professional Fees	-69.00
				Library Supplies	-372.50
				Printing	-1,399.51

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11/13/14

Lawrence Public Library  
Check Detail  
November 2014

Type	Num	Date	Name	Account	Paid Amount
				Membership & Dues	-145.00
				Equipment Repairs	-127.50
				YS New Building	-23.87
				Steiner Storytelling Work...	-372.22
TOTAL					-12,953.58
Bill Pmt -Check	Electronic	11/17/2014	Westar	Checking	
Bill		11/13/2014		Electric	-4,602.09
TOTAL					-4,602.09
Liability Check	E-pay	11/03/2014	U.S. Bank	Checking	
				Federal Withholding	-14,457.00
				Company	-11,153.21
				Employee	-11,153.21
				Company	-2,608.38
				Employee	-2,608.38
TOTAL					-41,980.18
Bill Pmt -Check	6669	11/19/2014	ATD International	Checking	
Bill	60526	10/31/2014		Equipment Repairs	-1,369.88
TOTAL					-1,369.88
Bill Pmt -Check	6670	11/19/2014	Blackstone Audio, Inc.	Checking	
Bill	729541	10/31/2014		Books & Materials	-782.70
Bill	730438	10/31/2014		Books & Materials	-31.47
Bill	729539	11/13/2014		Books & Materials	-20.97
TOTAL					-835.14
Bill Pmt -Check	6671	11/19/2014	Bob's Janitorial Service	Checking	
Bill	169510	10/30/2014		Professional Fees	-2,025.00
Bill	173011	10/30/2014		Professional Fees	-3,397.50
Bill	173017	11/13/2014		Professional Fees	-3,676.50
TOTAL					-9,099.00
Bill Pmt -Check	6672	11/19/2014	Brilliance Audio, Inc.	Checking	
Bill	IN0934657	10/31/2014		Books & Materials	-7.50
Bill	IN0933427	10/31/2014		Books & Materials	-7.50
Bill	IN0933797	10/31/2014		Books & Materials	-12.50
Bill	IN0932643	10/31/2014		Books & Materials	-74.98
Bill	IN0932644	10/31/2014		Books & Materials	-259.91
Bill	IN0934349	10/31/2014		Books & Materials	-7.50
Bill	IN0936944	10/31/2014		Books & Materials	-31.49
Bill	IN0936576	10/31/2014		Books & Materials	-5.00
Bill	IN0934888	10/31/2014		Books & Materials	-30.00
Bill	IN0935173	10/31/2014		Books & Materials	-99.98
Bill	IN0932645	10/31/2014		Books & Materials	-45.00
Bill	IN0936141	11/13/2014		Books & Materials	-10.00
Bill	IN0935510	11/13/2014		Books & Materials	-7.50
TOTAL					-598.86

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11/13/14

Lawrence Public Library  
Check Detail  
November 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6673</b>	<b>11/19/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1220762	10/31/2014		Books & Materials	-488.31
TOTAL					-488.31
<b>Bill Pmt -Check</b>	<b>6674</b>	<b>11/19/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	343884	10/30/2014		Copying	-15.00
Bill	343644	10/30/2014		Copying	-55.68
Bill	343209	10/30/2014		Copying	-366.96
Bill	345457	11/13/2014		Copying	-143.95
TOTAL					-581.59
<b>Bill Pmt -Check</b>	<b>6675</b>	<b>11/19/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5435632	10/30/2014		Library Supplies	-190.72
TOTAL					-190.72
<b>Bill Pmt -Check</b>	<b>6676</b>	<b>11/19/2014</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	14864120-2	10/30/2014		Professional Fees	-286.80
Bill	14776990-5	10/30/2014		Professional Fees	-458.88
Bill	14818243-9	10/30/2014		Professional Fees	-283.22
Bill	14894393-9	10/31/2014		Professional Fees	-286.80
Bill	14935655-2	11/13/2014		Professional Fees	-286.80
TOTAL					-1,602.50
<b>Bill Pmt -Check</b>	<b>6677</b>	<b>11/19/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	53513603	10/31/2014		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>6678</b>	<b>11/19/2014</b>	<b>Gaylord Bros., Inc.</b>	<b>Checking</b>	
Bill	2330159	11/13/2014		Library Supplies	-45.34
TOTAL					-45.34
<b>Bill Pmt -Check</b>	<b>6679</b>	<b>11/19/2014</b>	<b>GovConnection, Inc.</b>	<b>Checking</b>	
Bill	51904333	10/30/2014		New Building Technology	-1,175.10
Bill	51958882	11/13/2014		Technology Equipment	-952.16
TOTAL					-2,127.26
<b>Bill Pmt -Check</b>	<b>6680</b>	<b>11/19/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	81196854	10/31/2014		Books & Materials	-41.86
				Library Supplies	-2.67
Bill	81173282	10/31/2014		Books & Materials	-152.37
				Library Supplies	-10.21
Bill	81234926	10/31/2014		Books & Materials	-64.06
				Library Supplies	-5.76
Bill	81035273	10/31/2014		Books & Materials	-58.19
				Library Supplies	-2.67
Bill	81076139	10/31/2014		Books & Materials	-30.36
				Library Supplies	-2.88
Bill	81273327	10/31/2014		Books & Materials	-59.58

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Type	Num	Date	Name	Account	Paid Amount
Bill	81143686	10/31/2014		Library Supplies	-1.98
				Books & Materials	-38.92
Bill	81127243	10/31/2014		Library Supplies	-1.98
				Books & Materials	-69.23
Bill	81116746	10/31/2014		Library Supplies	-12.83
				Books & Materials	-968.05
Bill	81022137	10/31/2014		Library Supplies	-62.74
				Books & Materials	-39.06
Bill	81331527	11/13/2014		Library Supplies	-5.97
				Books & Materials	-1,107.93
Bill	81324288	11/13/2014		Library Supplies	-107.15
				Books & Materials	-770.58
Bill	81331526	11/13/2014		Library Supplies	-100.85
				Books & Materials	-232.50
Bill	81405927	11/13/2014		Read Across Lawrence	-2,836.50
Bill	81431626	11/13/2014		Read Across Lawrence	-1,655.40
				Read Across Lawrence	-1,562.40
				Personal Books	-21.22
TOTAL					-10,025.90
Bill Pmt -Check	6681	11/19/2014	Jayhawk Trophy Co., Inc.	Checking	
Bill	51341	10/30/2014		Miscellaneous	-11.00
TOTAL					-11.00
Bill Pmt -Check	6682	11/19/2014	Jayhawk Tropical Fish	Checking	
Bill	894095	10/30/2014		Aquarium Maintenance	-136.92
Bill	894078	10/30/2014		Aquarium Maintenance	-59.96
Bill	894008	11/13/2014		Aquarium Maintenance	-97.00
Bill	894108	11/13/2014		Aquarium Maintenance	-296.86
Bill	894020	11/13/2014		Aquarium Maintenance	-97.00
TOTAL					-687.74
Bill Pmt -Check	6683	11/19/2014	Jiminate	Checking	
Bill	10-102814	10/31/2014		Advertising Gift Fund	-120.00
Bill	11-110914	11/13/2014		Advertising Gift Fund	-120.00
TOTAL					-240.00
Bill Pmt -Check	6684	11/19/2014	Kansas Public Radio	Checking	
Bill	125401	11/13/2014		Advertising Gift Fund	-450.00
TOTAL					-450.00
Bill Pmt -Check	6685	11/19/2014	Laser Logic, Inc.	Checking	
Bill	272252	11/13/2014		Office Supplies	-98.00
TOTAL					-98.00
Bill Pmt -Check	6686	11/19/2014	Lawrence Community Orchestra	Checking	
Bill	2014 10-26LPL	11/13/2014		Merchandise Sales	-144.00
TOTAL					-144.00

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6687</b>	<b>11/19/2014</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	124500	10/30/2014		Membership & Dues	-195.00
TOTAL					-195.00
<b>Bill Pmt -Check</b>	<b>6688</b>	<b>11/19/2014</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	5322	11/13/2014		Building Supplies	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>6689</b>	<b>11/19/2014</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	Grossenburg	10/30/2014		Adult Services	-65.00
TOTAL					-65.00
<b>Bill Pmt -Check</b>	<b>6690</b>	<b>11/19/2014</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	74303	10/30/2014		Building Supplies	-207.99
Bill	74428	11/13/2014		Building Supplies	-138.66
Bill	74402	11/13/2014		Building Supplies	-420.49
Bill	74376	11/13/2014		Building Supplies	-124.00
TOTAL					-891.14
<b>Bill Pmt -Check</b>	<b>6691</b>	<b>11/19/2014</b>	<b>Minuteman Press</b>	<b>Checking</b>	
Bill	46571	07/31/2014		Office Supplies	-163.27
Bill	47277	10/30/2014		Office Supplies	-221.00
TOTAL					-384.27
<b>Bill Pmt -Check</b>	<b>6692</b>	<b>11/19/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	353145	11/13/2014		OCLC Internet	-3,876.10 -812.80
TOTAL					-4,688.90
<b>Bill Pmt -Check</b>	<b>6693</b>	<b>11/19/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	MR-0011577	10/31/2014		Library Supplies	-174.00
TOTAL					-174.00
<b>Bill Pmt -Check</b>	<b>6694</b>	<b>11/19/2014</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	LT34588	10/31/2014		Building Repairs	-142.50
TOTAL					-142.50
<b>Bill Pmt -Check</b>	<b>6695</b>	<b>11/19/2014</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	20375	11/13/2014		Library Supplies	-492.59
TOTAL					-492.59

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6696</b>	<b>11/19/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	85841	10/30/2014		Printing	-173.00
TOTAL					-173.00
<b>Bill Pmt -Check</b>	<b>6697</b>	<b>11/19/2014</b>	<b>Prof. Fire Alarm Sys. Inc.</b>	<b>Checking</b>	
Bill	4049110314	11/13/2014		Building Supplies	-510.00
TOTAL					-510.00
<b>Bill Pmt -Check</b>	<b>6698</b>	<b>11/19/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	647147	10/30/2014		Building Supplies	-534.32
Bill	646923	10/30/2014		Capital Improvement Ex...	-987.50
Bill	648476	10/31/2014		Building Supplies	-238.50
Bill	648535	10/31/2014		Building Supplies	-174.84
TOTAL					-1,935.16
<b>Bill Pmt -Check</b>	<b>6699</b>	<b>11/19/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	6966560	10/30/2014		Office Supplies	-21.59
Bill	7204021	10/30/2014		Office Supplies	-62.05
				Children's Programming	-29.75
Bill	7081231	10/30/2014		Office Supplies	-69.24
Bill	7290080	10/31/2014		Office Supplies	-329.90
TOTAL					-512.53
<b>Bill Pmt -Check</b>	<b>6700</b>	<b>11/19/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1181590210	10/30/2014		Books & Materials	-78.75
Bill	1081673962	10/30/2014		Books & Materials	-30.00
Bill	1181651442	10/31/2014		Books & Materials	-67.50
Bill	1081651442	10/31/2014		Books & Materials	-108.75
Bill	1081777098	10/31/2014		Books & Materials	-33.75
Bill	1081719297	10/31/2014		Books & Materials	-97.50
Bill	1081642993	10/31/2014		Books & Materials	-112.50
Bill	1081889623	11/13/2014		Books & Materials	-33.75
TOTAL					-562.50
<b>Bill Pmt -Check</b>	<b>6701</b>	<b>11/19/2014</b>	<b>Raven Bookstore</b>	<b>Checking</b>	
Bill		11/13/2014		Adult Programming-Frie...	-135.00
TOTAL					-135.00
<b>Bill Pmt -Check</b>	<b>6702</b>	<b>11/19/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75005748	10/31/2014		Books & Materials	-80.75
Bill	75028228	11/13/2014		Books & Materials	-86.70
Bill	75030156	11/13/2014		Books & Materials	-314.19
Bill	75031515	11/13/2014		Books & Materials	-179.35
Bill	75028227	11/13/2014		Books & Materials	-745.25
Bill	75028335	11/13/2014		Books & Materials	-215.32
Bill	75031586	11/13/2014		Books & Materials	-71.77
TOTAL					-1,693.33



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6703</b>	<b>11/19/2014</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	499399	10/30/2014		Professional Fees	-24.95
TOTAL					-24.95
<b>Bill Pmt -Check</b>	<b>6704</b>	<b>11/19/2014</b>	<b>Showcases</b>	<b>Checking</b>	
Bill	282210	10/30/2014		Library Supplies	-204.77
Bill	282211	10/31/2014		Library Supplies	-275.40
TOTAL					-480.17
<b>Bill Pmt -Check</b>	<b>6705</b>	<b>11/19/2014</b>	<b>Springsted, Inc.</b>	<b>Checking</b>	
Bill	11345.100	10/30/2014		Professional Fees	-1,297.47
TOTAL					-1,297.47
<b>Bill Pmt -Check</b>	<b>6706</b>	<b>11/19/2014</b>	<b>Sun Creations, Inc.</b>	<b>Checking</b>	
Bill	83532	10/31/2014		Office Supplies	-315.00
TOTAL					-315.00
<b>Bill Pmt -Check</b>	<b>6707</b>	<b>11/19/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV15625	10/31/2014		Books & Materials	-19.49
TOTAL					-19.49
<b>Bill Pmt -Check</b>	<b>6708</b>	<b>11/19/2014</b>	<b>TSCPL</b>	<b>Checking</b>	
Bill	10-8-14	10/30/2014		Overdues	-34.98
TOTAL					-34.98
<b>Bill Pmt -Check</b>	<b>6709</b>	<b>11/19/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	294764	11/13/2014		Professional Fees	-1,557.30
Bill	294765	11/13/2014		Professional Fees	-204.48
				Postage and Delivery	-28.14
TOTAL					-1,789.92
<b>Bill Pmt -Check</b>	<b>6710</b>	<b>11/19/2014</b>	<b>Virtual Business Tours</b>	<b>Checking</b>	
Bill	109	11/13/2014		Advertising Gift Fund	-900.00
TOTAL					-900.00
<b>Bill Pmt -Check</b>	<b>6711</b>	<b>11/19/2014</b>	<b>Wichita State University</b>	<b>Checking</b>	
Bill	246951	10/30/2014		Overdues	-55.00
TOTAL					-55.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27581</b>	<b>11/17/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	5298662	10/30/2014		Adult Programming	-9.26
Bill	3998603	10/30/2014		Technology Equipment	-34.96
Bill	5298662	10/31/2014		Young Adult Programming	-60.90
Bill	7479401	10/31/2014		Books & Materials	-105.88
Bill	9206608	10/31/2014		Books & Materials	-291.33
				Young Adult Programming	-20.37
Bill	9917028	10/31/2014		Books & Materials	-43.83
Bill	5565830	10/31/2014		Books & Materials	-28.37
Bill	6517015	10/31/2014		Books & Materials	-267.09
Bill	7455453	10/31/2014		Books & Materials	-79.92
Bill	6103449	10/31/2014		Books & Materials	-99.92
Bill	6443444	10/31/2014		Books & Materials	-239.96
Bill	2628223	10/31/2014		Books & Materials	-6.07
Bill	0857048	10/31/2014		Books & Materials	-83.97
Bill	7632232	10/31/2014		Books & Materials	-35.02
Bill	0857048	10/31/2014		Books & Materials	-23.32
Bill	8760213	10/31/2014		Books & Materials	-4.92
Bill	2260222	10/31/2014		Books & Materials	-7.17
Bill	2490666	10/31/2014		Books & Materials	-13.85
Bill	0857048	10/31/2014		Books & Materials	-48.38
Bill	0857048	10/31/2014		Books & Materials	-197.80
Bill	7001826	10/31/2014		Books & Materials	-11.76
Bill	0857048	10/31/2014		Books & Materials	-28.38
Bill	6443444	10/31/2014		Books & Materials	-474.61
Bill	8191455	11/13/2014		Books & Materials	-126.20
Bill	8191455	11/13/2014		Books & Materials	-13.45
Bill	3459465	11/13/2014		Books & Materials	-59.99
				Overdues	-13.61
Bill	9206608	11/13/2014		Books & Materials	-119.98
Bill	3459465	11/13/2014		Library Supplies	-61.75
Bill	2021051	11/13/2014		Technology Equipment	-99.45
TOTAL					-2,711.47
<b>Bill Pmt -Check</b>	<b>27582</b>	<b>11/17/2014</b>	<b>Amber C. Sidwell</b>	<b>Checking</b>	
Bill	REFUND	11/13/2014		Overdues	-10.57
Bill	REFUND	11/13/2014		Overdues	-9.85
TOTAL					-20.42
<b>Bill Pmt -Check</b>	<b>27583</b>	<b>11/17/2014</b>	<b>Ava M. Nelson</b>	<b>Checking</b>	
Bill	REFUND	10/30/2014		Overdues	-15.45
TOTAL					-15.45
<b>Bill Pmt -Check</b>	<b>27584</b>	<b>11/17/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	50 Invoice	10/31/2014		Library Supplies	-848.57
				Books & Materials	-11,065.47
				Personal Books	-25.52
				Adult Programming	-9.67
Bill	40 Invoices	11/13/2014		Library Supplies	-476.17
				Books & Materials	-6,467.85
TOTAL					-18,893.25

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27585</b>	<b>11/17/2014</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking	10/31/2014		Miscellaneous	-19.20
TOTAL					-19.20
<b>Bill Pmt -Check</b>	<b>27586</b>	<b>11/17/2014</b>	<b>Diana Cardenas-Jorge</b>	<b>Checking</b>	
Bill	REFUND	11/13/2014		Overdues	-14.45
TOTAL					-14.45
<b>Bill Pmt -Check</b>	<b>27587</b>	<b>11/17/2014</b>	<b>Hy-Vee #1379</b>	<b>Checking</b>	
Bill	105	10/31/2014		Outreach Programming	-75.00
TOTAL					-75.00
<b>Bill Pmt -Check</b>	<b>27588</b>	<b>11/17/2014</b>	<b>Jeannie L. Merritt</b>	<b>Checking</b>	
Bill	REFUND	10/30/2014		Overdues	-5.27
TOTAL					-5.27
<b>Bill Pmt -Check</b>	<b>27589</b>	<b>11/17/2014</b>	<b>John L. Garson</b>	<b>Checking</b>	
Bill	REFUND	09/30/2014		Overdues	-11.25
TOTAL					-11.25
<b>Bill Pmt -Check</b>	<b>27590</b>	<b>11/17/2014</b>	<b>Kaden Krambeer</b>	<b>Checking</b>	
Bill	REFUND	10/30/2014		Overdues	-5.50
TOTAL					-5.50
<b>Bill Pmt -Check</b>	<b>27591</b>	<b>11/17/2014</b>	<b>Kelly Shoemake</b>	<b>Checking</b>	
Bill	REFUND	10/31/2014		Overdues	-9.90
TOTAL					-9.90
<b>Bill Pmt -Check</b>	<b>27592</b>	<b>11/17/2014</b>	<b>Lawrence Creates</b>	<b>Checking</b>	
Bill	10-21-14	10/30/2014		Adult Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27593</b>	<b>11/17/2014</b>	<b>Lawrence Kiwanis Club</b>	<b>Checking</b>	
Bill	10-9-14	10/30/2014		Outreach Programming	-138.71
TOTAL					-138.71
<b>Bill Pmt -Check</b>	<b>27594</b>	<b>11/17/2014</b>	<b>Leslie Kay</b>	<b>Checking</b>	
Bill	10291402	10/31/2014		Adult Programming	-85.00
TOTAL					-85.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27595	11/17/2014	Midwest Tape	Checking	
Bill	92281708	10/31/2014		Books & Materials	-23.24
Bill	92281707	10/31/2014		Books & Materials	-58.91
Bill	92274041	10/31/2014		Books & Materials	-431.77
Bill	92274043	10/31/2014		Books & Materials	-281.90
Bill	92275267	10/31/2014		Books & Materials	-119.98
Bill	92275265	10/31/2014		Books & Materials	-1,198.67
Bill	92270890	10/31/2014		Books & Materials	-89.98
Bill	92263901	10/31/2014		Books & Materials	-29.99
Bill	92260879	10/31/2014		Books & Materials	-87.38
Bill	92254338	10/31/2014		Books & Materials	-1,349.18
Bill	92255801	10/31/2014		Books & Materials	-29.99
Bill	92253560	10/31/2014		Books & Materials	-330.65
Bill	92255800	10/31/2014		Books & Materials	-84.97
Bill	92253138	10/31/2014		Books & Materials	-211.64
Bill	92243737	10/31/2014		Books & Materials	-317.90
Bill	92243736	10/31/2014		Books & Materials	-136.38
Bill	92316582	11/13/2014		Library Supplies	-603.50
Bill	92295880	11/13/2014		Books & Materials	-19.98
Bill	92295579	11/13/2014		Books & Materials	-351.90
Bill	92294669	11/13/2014		Books & Materials	-143.95
Bill	92295577	11/13/2014		Books & Materials	-1,196.27
Bill	92294666	11/13/2014		Books & Materials	-8.99
Bill	92291013	11/13/2014		Books & Materials	-68.96
Bill	92294668	11/13/2014		Books & Materials	-233.93
Bill	92301837	11/13/2014		Books & Materials	-41.96
Bill	92318160	11/13/2014		Books & Materials	-1,800.59
Bill	92318162	11/13/2014		Books & Materials	-239.95
Bill	92313899	11/13/2014		Books & Materials	-362.88
Bill	92301838	11/13/2014		Books & Materials	-209.95
TOTAL					-10,065.34
Bill Pmt -Check	27596	11/17/2014	Mikah J. Beaty	Checking	
Bill	REFUND	11/13/2014		Overdues	-5.94
TOTAL					-5.94
Bill Pmt -Check	27597	11/17/2014	Quentin R. Harrington	Checking	
Bill	REFUND	11/13/2014		Overdues	-2.14
Bill	REFUND	11/13/2014		Overdues	-13.06
TOTAL					-15.20
Bill Pmt -Check	27598	11/17/2014	The Summit	Checking	
Bill	18 Memberships	11/13/2014		Membership & Dues	-2,160.00
TOTAL					-2,160.00
Bill Pmt -Check	27599	11/17/2014	Timothy G. Steinlage	Checking	
Bill	REFUND	10/30/2014		Overdues	-20.45
Bill	REFUND	10/30/2014		Overdues	-16.49
TOTAL					-36.94

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27600	11/17/2014	WOW!Business	Checking	
Bill		10/30/2014		Internet Telephone	-2,167.05 -698.22
TOTAL					-2,865.27
Bill Pmt -Check	27601	11/17/2014	Xiaoli Sun	Checking	
Bill	REFUND	11/13/2014		Overdues	-17.93
TOTAL					-17.93
Bill Pmt -Check	27602	11/17/2014	Bibliocommons Inc.	Checking	
Bill	536	11/03/2014		Professional Fees	-13,714.13
TOTAL					-13,714.13
Bill Pmt -Check	27603	11/17/2014	Display Direct	Checking	
Bill	12772	10/30/2014		FOUNDATION FUNDING	-650.00
TOTAL					-650.00
Bill Pmt -Check	27604	11/17/2014	Ronald W. Heape	Checking	
Bill	REFUND	11/13/2014		Overdues	-18.74
Bill	REFUND	11/13/2014		Overdues	-17.09
TOTAL					-35.83

# Lawrence Public Library

## Monthly Statistical Summary--October 2014

INDICATOR	October		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	8.69	3.59	142%			
Reference Transactions per Capita	1.42	1.02	39%			
Program Attendance per Capita	0.54	0.34	59%			
Circulation per Capita	13.80	13.64	1%			
Circulation per Visit	1.59	3.80	-58%			
Total Holdings per Capita	2.00	2.26	-12%			
% of Lawrence Residents Registered	91%	84%	8%			

Circulation--Adult Total	71,387	72,284	-1%	701,795	731,843	-4%
Circulation--Young Adult Total	3,831	3,558	8%	39,991	43,415	-8%
Circulation--Youth Total	32,817	30,445	8%	333,090	315,296	6%
Circulation--Bookmobile	1,089	1,201	-9%	10,503	10,345	2%
Circulation--Audiovisual Total	45,057	49,209	-8%	453,108	495,975	-9%
Circulation--Total	108,035	106,287	2%	1,074,876	1,090,554	-1%

Reference Transactions	11,131	7,923	40%	88,826	81,504	9%
User Visits (Estimate)	68,000	27,980	143%	399,039	256,877	55%
LPL Web Site Visits	28,673	18,032	59%	244,799	214,398	14%

Holdings--Added	4,429	3,418	30%	33,842	33,518	1%
Holdings--Withdrawn	2,122	6,944	-69%	43,701	30,707	42%
Holdings--Total	188,099	211,404	-11%			

Registered Borrowers--Added	820	517	59%			
Registered Borrowers--Total	107,719	99,605	8%			

Adult Programs	16	6	167%	113	56	102%
Young Adult Programs	31	22	41%	175	142	23%
Youth Programs	67	41	63%	424	355	19%
Senior Programs	16	16	0%	17	153	-89%
Total Programs	130	85	53%	849	706	20%
Total Program Attendance	4,205	2,612	61%	48,868	30,944	58%
Public Uses of Meeting Rooms	119	0	#DIV/0!	256	0	#DIV/0!

Total Paid Staff (FTE)	59.91	54.50	10%			
Total Number of Employees	83	76	9%			

# Lawrence Public Library

## Monthly Statistical Report--October 2014

	October		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	8.69	3.59	142%				
Reference Transactions per Capita	1.42	1.02	40%				
Program Attendance per Capita	0.54	0.34	60%				
Circulation per Capita	13.80	13.64	1%				
Total Holdings per Capita	2.00	2.26	-11%				
Collection Turnover--Total	7.00	6.14	14%				
Collection Turnover--Adult	7.00	6.15	14%				
Collection Turnover--Young Adult	4.70	4.29	10%				
Collection Turnover--Youth	7.41	6.45	15%				
Collection Turnover--Audiovisual	12.88	11.21	15%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	31271	28439	10%		300595	290477	3%
Circulation--Adult Periodicals	796	468	70%		5912	3968	49%
Circulation--Adult Feature Films & TV Shows	25912	29696	-13%		266105	300670	-11%
Circulation--Electronic Games	1741	1592	9%		16871	14450	17%
Circulation--Adult Music CDs	7947	8308	-4%		76990	85400	-10%
Circulation--Adult Audio Books	3705	3759	-1%		35125	36667	-4%
Circulation--eReaders	15	22	-32%		197	206	
Circulation--Adult Total	71387	72262	-1%		701795	731838	-4%

<b>Lawrence Public Library</b>	<b>October</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and NF Videos	3656	3371	8%		37896	39929	-5%
Circulation--YA Periodicals	20	9	122%		272	128	113%
Circulation--YA Music CDs	0	0	#DIV/0!		0	1312	-100%
Circulation--YA Audio Books	155	178	-13%		1823	2046	-11%
Circulation--YA Total	3831	3558	8%		39991	43415	-8%
Circulation--Youth Books and NF Videos	31056	28656	8%		315128	297030	6%
Circulation--Youth Periodicals	164	58	183%		1042	819	27%
Circulation--Youth Music CDs	677	709	-5%		5933	6335	-6%
Circulation--Youth Audio Books	920	1022	-10%		10987	11112	-1%
Circulation--Youth Total	32817	30445	8%		333090	315296	6%
Circulation--Bookmobile	1089	1201	-9%		10503	9705	8%
Circulation--Total Books	61998	45285	37%		614542	589659	4%
Circulation--Total Periodicals	980	535	83%		7226	4915	47%
Circulation--Total Audiovisual	45057	49209	-8%		453108	495975	-9%
Circulation Total	108035	106265	2%		1074876	1090549	-1%
E-Audio Usage (Overdrive Only)	335	140	139%		2743	777	253%
E-Book (Overdrive Only)	2022	587	244%		16661	4080	308%
Zinio	570	1114	-49%		7977	7828	2%
Accounts Desk Circulation	6126	48864	-87%		352919	513682	-31%
Self Check Circulation	82417	57401	44%		680110	576867	18%
Percent Self Check	93%	54%	72%		66%	53%	24%
Web Site Renewals	18272				38992		
Other Staff Checkouts	1220				2855		



<b>Lawrence Public Library</b>	<b>October</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Requests Placed	16829	16814	0%		163180	167492	-3%
Requests Filled	11807	12993	-9%		119197	130284	-9%
Requests Unclaimed	2713	1548	75%		18303	13498	36%
Interlibrary Loan Items Borrowed for LPL Patrons	433	406	7%		4225	4836	-13%
Interlibrary Loan Items Loaned from LPL Collection	516	603	-14%		3870	4304	-10%
<b>OTHER LIBRARY SERVICES</b>							
User Visits (Estimate)	68000	27980	143%		399039	256877	55%
Public Computer Usage	9825	8563	15%		81284	78701	3%
Computer Lab Classes	4	5	-20%		33	17	94%
Computer Lab Classes Attendance	32	20	60%		264	63	319%
Adult Reference Transactions	1907	6516	-71%		50349	66037	-24%
Young Adult Reference Transactions	696	758	-8%		6068	7520	-19%
Youth Reference Transactions	1242	649	91%		9521	7947	20%
IT Desk	2394				7239		
Welcome Desk	2578				9613		
Phone Calls	2314				6036		
Total Reference Transactions	11131	7923	40%		88826	81504	9%
Public-Sponsored Uses of Meeting Rooms	119	0	#DIV/0!		256	0	#DIV/0!
LPL Web Site Visits	28673	18032	59%		244799	214398	14%
<b>RESOURCES</b>							
Holdings--Total	188099	211404	-11%				
Holdings--Adult	124430	144042	-14%				
Holdings--Young Adult	9775	9966	-2%				
Holdings--Youth	53894	57396	-6%				
Holdings--Audiovisual	41968	52655	-20%				
Holdings--eReaders	16	13	23%				
Holdings Added	4429	3418	30%		33842	33518	1%
Holdings Withdrawn	2122	6944	-69%		43701	30704	42%
Holdings Net Change	2307	-3526			-9859	2814	

<b>Lawrence Public Library</b>	<b>October</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	107719	99605	8%				
Borrowers Added	820	517	59%		7371	5505	34%
Borrowers Transacting	10705	15204	-30%		95663	105523	-9%
Percent of Borrowers Transacting	10%	15%	-35%				
Total Number of Lawrence Residents Registered	85112	78388	9%				
Percent of Lawrence Residents Registered	91%	84%	8%				
<b>PROGRAMMING</b>							
Number of Adult Programs	16	6	167%		113	56	102%
Number of Young Adult Programs	31	22	41%		175	142	23%
Number of Youth Programs	67	41	63%		424	355	19%
Number of Senior Programs	16	16	0%		137	153	-10%
Total Programs	130	85	53%		849	706	20%
Adult Program Attendance	1012	629	61%		16621	5571	198%
Young Adult Program Attendance	380	538	-29%		3704	2611	42%
Youth Program Attendance	2675	1300	106%		27275	21329	28%
Senior Program Attendance	138	145	-5%		1268	1433	-12%
Total Program Attendance	4205	2612	61%		48868	30944	58%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	59.91	54.5	10%				
ALA-MLS Librarians, in Full-Time Equivalents	17.44	15.8	10%				
Number of Employees--Total	83	76	9%				
Number of Employees--Full-Time	36	35	3%				
Number of Employees--Part-Time	47	41	15%				
Terminations	1	0	#DIV/0!		7	8	-13%
Hirings	1	1	N/A		15	12	25%
Volunteer Hours	181.9	139	31%		2324.9	2416	-4%

## **Library Director's Report for November 2014**

Respectfully submitted by Brad Allen

October 22 marked the library's inaugural Ross and Marianna Beach Foundation Author Series which featured National Book Award winner James McBride and his Good Lord Bird Band. Despite going up against Game Three of the World Series, we packed the house with about 500 people. The reviews have been unanimously excellent. Lawrence is a lucky town to have received this endowed gift from the Beach family. I look forward to the many excellent events we'll have in the future.

Later that week, on October 24, I celebrated my 40th birthday as a guest speaker at the KU Public Management Center's Emerging Leaders Academy. Police Chief Tarik Khatib and I talked about leading organizations in the midst of great change and answered the class's questions. It may come as no surprise that I enjoy these opportunities to get out and talk to prospective future leaders. All in all, it was a lovely morning and I think left a good opinion of the library in the minds of the students.

At the end of October, a contingent of library employees made the trek to Wichita for the Kansas Library Conference. Several member of our Youth Services team were there for this year's Weave a Tale workshop. There was a successful evening event for the public at Wichita Public Library and a morning-long workshop at the conference for librarians.

I also was happily one of our attendees at the conference. There was a good slate of programs and ample opportunity for library staff to connect with other librarians from around the state. We're lucky in Kansas to have so many excellent libraries and librarians. We all learn from each other and make each of our own organizations stronger.

In November, I was invited to the Old West Lawrence Neighborhood Association meeting, held right here at LPL. It was good to meet so many of our neighbors all at once. The general consensus seemed to be that all is well here at the library as far as OWLNA is concerned. Additionally, the following week, Kathleen Morgan and I met with Christina McClelland, the City's new Arts and Culture Director. I very much enjoyed meeting her and look forward to seeing how arts and culture benefit from the creation of this new City position.

A few final comments about the building. We continue to see strong numbers of people visiting the building and consistent numbers for check out. Work continues to be done on the punchlist. We are still waiting for a few key things to be installed like additional bike racks and the permanent coffee bar, but overall, things are taking shape.

## **Library Foundation Director's Report • November 12, 2014**

**US Bank Grant.** The Library Foundation is pleased to announce that US Bank has approved a grant of \$7,000 for the installation of book lockers on the west side of the library. This brings their gift to \$17,000 for this project. A huge “thank you” goes to Joan Golden who helped to shepherd our application through the process. The plan is to have the lockers installed sometime early next year.

**New Chapter Society & Annual Mailings.** On November 7<sup>th</sup>, we mailed 300 letters out to current and prospective members of the New Chapter Society. This special organization recognizes individuals who remember the library in their estate plan or through a significant annual gift of \$1,000 or more. We also are working with the Friends on a joint annual letter to send out to 3,000+ donors and prospective donors. That mailing will go out in early December.

**NEH Payment(s).** The Library Foundation has received its second grant payment of \$75,000 from the National Endowment for the Humanities. This brings the total Federal grant funds received to \$150,000.

**Greatest Expectations Fund Update.** The Foundation is actively working to find donors for some of the remaining naming opportunities at the library. To date, we have raised \$645,000 of our \$825,000 goal. If you know of anyone who might be interested in this once-in-a-generation opportunity, please let me know.

**Ross and Marianna Beach Author Series.** How will we top it next year? The first annual Ross and Marianna Beach Authors Series took place at Liberty Hall on Wednesday, October 22<sup>nd</sup>. Despite a conflict with the second game of the World Series, more than 500 people turned out to see a book and music performance by National Book Award Winner James McBride. It was incredible, certainly one for the LPL Foundation record books!

**Donor Wall.** Yes! The donor wall is finished! Please be sure to check it out. In addition, many of the donor room/cubby signs are up as well. We are getting there.

### **Grant applications pending:**

Institute for Museum and Library Services, \$150,000 for Sound + Vision Studio

Institute for Museum and Library Services, National Library Medal, \$10,000 award.

## MEMO

November 11, 2014

**TO:** Library Board of Trustees

**FR:** Chuck Blaser on behalf of the Library Foundation Board of Directors

**RE:** Thoughts and Considerations Re Ann Hyde Bequest

Recently, the library received word that it is the recipient of a bequest from the estate of Ann Hyde. Once the bequest becomes available, the Trustees are charged with determining how best to use the funds at the library.

The Library Foundation Board respectfully requests that the Board of Trustees consider investing the Ann Hyde estate bequest funds in the unrestricted endowment fund that it currently is working to build for the library. Unrestricted funds are the hardest to raise in any endowment building effort. Having just re-opened our great building with many new upgrades, it would seem that now is an opportune time to grow our unrestricted endowment funds for use in the future.

An unrestricted endowed fund would benefit the library in a number of ways. It would help create financial responsibility and provide flexibility for the library for things beyond its normal operating budget. The Foundation has the policy, the investment ability, and the oversight (board and financial committee) already in place to responsibly manage and distribute funds intended to support the library.

The library is unique in that it is a “forever” institution. The Foundation believes strongly that the library needs to maintain a flexible plan so that it will have resources available for any situation that might arise.

Thank you for your consideration. Should you have questions or concerns, please do not hesitate to contact me at [cblaser@sunflower.com](mailto:cblaser@sunflower.com).

**ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

Agenda

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

Monday, December 15, 2014 at 4:30 PM

**Meeting Room A, Lawrence Public Library, 707 Vermont Street**

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

- Alcohol Rules and Regulations
- Approve finalized 2015 budget

New business

- Holiday Premium Pay proposal

Executive Session

Adjournment

*Coming in January: Coordinator Presentations*

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting November 17, 2014**

**Board Members Present:** Fran Devlin, Brady Flannery, Joan Golden, Judy Keller, Ursula Minor, David Vance, and Kevan Vick.

**Library Staff Present:** Brad Allen, Kim Fletcher, Tricia Karlin, Kathleen Morgan, Kristin Soper, and Sherri Turner.

**Friends of the Library:** Jan Conard

**Guests:** Chuck Blaser, Library Foundation

#### **Call to Order**

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

#### **Public Comment**

There were no public comments.

#### **Consent Agenda**

Fran moved to accept the consent agenda. Judy seconded. Motion carried. Brad noted a correction in the Summary Statistics: senior program attendance was 137, not 17.

#### **Director's Report**

Despite conflicting with a World Series game, the inaugural Beach author event had very good attendance and was very well received. It was an excellent start to the series. This month, Brad enjoyed talking to the Emerging Leaders Academy. A number of staff members attended the Kansas Library Association (KLA) conference in Wichita. The Joyce Steiner Weave-a-Tale Storyteller's Workshop was held in conjunction with KLA for the first time. It was well-attended by librarians from around the state. Brad spoke to the Old West Lawrence group and received good positive feedback. The permanent coffee bar is being installed today. The City Commission will be asked to approve expenditure of project funds to Gould Evans and B.A. Green at tomorrow's commission meeting. The punch list is not complete, but is substantially done. About \$50,000 in contingency funds will be held by the city to be used for library projects.

#### **Library Foundation Executive Director's Report**

Kathleen reported that U.S. Bank has approved another grant in support of the book lockers. The New Chapter Society mailing went out last week. The Foundation received a second \$75,000 in matching funds from the NEH. Progress toward obtaining donations against the NEH grant is good. Kathleen is getting close to confirming a naming gift for the local history room.

### **New Business: Presentation by Chuck Blaser from the Library Foundation**

Joan said this would be a good time for Chuck Blaser to present his request from the Foundation. Referring to the memo that was included in the board packet, Chuck requested approval from the board to transfer funds from the Anne Hyde bequest to the Foundation's unrestricted fund. Joan asked if it would be possible to hold out funds that could be used to allow the library to participate in community partnership events. The board decided to accept Chip's memo and withhold making a formal motion until the money has been received.

### **Library Friends Report**

Jan was happy to report that the Friends gave the library the final check for 2014. They have done two sales in the new building with a third coming up Thanksgiving weekend. They are still working on a plan for receiving donations. Anyone interested in being personally contacted about the next donation day can contact Kandyce. The board has determined that monthly sales are too much for the volunteers and will continue to evaluate their plan for sales after the beginning of the year.

### **Ongoing Business**

#### **New Business**

##### **Personnel Committee - Director Evaluation**

Joan asked Fran and Kevan to work with her on Brad's evaluation in order to complete it before the beginning of the year.

##### **Discussion of Future Agendas**

Joan would like to hear from new department heads to get an understanding of how the reorganization is working. Joan also thought it would be helpful to spend a few minutes of each meeting looking at data that support the strategic plan. Judy said she would be interested in learning more about what other peer libraries are doing. Fran noted that it might be time to do Trustee training. Joan and Brad will work together to lay out a calendar of topics for agenda items for 6 months.

##### **Discussion on Expending Capital Improvement Funds**

Brad said that he would like purchase additional new furniture for staff work areas. We did not purchase new furniture for all staff work areas, thinking existing furniture could be effectively reused. Now that we are in the building, we have decided that these areas should be updated. He would like to purchase additional Herman Miller Canvas furniture like that used in other staff areas. This product is on state contract. Brad asked if the board would consider approving an expenditure of up to \$50,000 from the Capital Improvement Fund for this purpose or if they prefer to have quotes for each expenditure. Brady moved that the board allocate up to \$20,000 from the Capital Improvements Fund for this purpose. If more is needed, Brad should bring an additional request. Judy seconded. Brad will move forward and will provide quotes as they are available. Judy asked about phasing in computer purchases.



**Alcohol Use in the Library**

Brad said that the library has been approached by an organization who wants to serve alcohol at an event in the library. He talked to the City Attorney about it and discovered that this is allowed by City Ordinance as long as library rules and regulations imposed by the board are met. He asked if the board would want staff to draft a policy that would allow outside organizations to serve alcohol. The board asked Brad to create a draft policy.

**Executive Session**

Judy moved that the board moved to executive session for 10 minutes. Fran seconded. Motion carried.

Upon reconvening at 6:00, the board voted to grant one-time year-end bonuses to all staff in appreciation of the hard work they have done in opening the new building. Full-time staff will receive \$200; part-time staff will receive \$100.

**Adjournment**

The next Board meeting will be Monday, December 15, 2014 at 4:30 p.m., in Meeting Room A.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
November 2014									
REVENUES		Month	Year to Date	Annual Budget	92% of Year		Nov-13		YTD 2013
Tax Fund		\$ -	\$ 3,000,000.00	\$ 3,383,260.00	88.67%		\$ 393,260.00		\$ 3,243,260.00
Interest		\$ 130.11	\$ 1,048.02	\$ 250.00	419.21%		\$ 15.29		\$ 228.95
State Aid		\$ -	\$ 32,124.22	\$ 32,000.00	100.39%		\$ -		\$ 37,394.00
N.E.K.L.		\$ 15,640.00	\$ 62,560.00	\$ 62,560.00	100.00%		\$ 15,185.00		\$ 60,740.00
Photo Copies		\$ 1,353.31	\$ 13,153.07	\$ 12,730.00	103.32%		\$ 967.90		\$ 11,439.93
Overdues		\$ 15,339.94	\$ 151,055.19	\$ 170,000.00	88.86%		\$ 12,873.36		\$ 148,526.28
Miscellaneous		\$ 82.33	\$ 105.69				\$ 39.44		\$ 55.12
Coffe Shop Rent		\$ 700.00	\$ 2,700.00						
Meeting Room Fees		\$ 100.00	\$ 600.00						
Total Revenues		\$ 33,345.69	\$ 3,263,346.19	\$3,660,800.00	89.14%		\$422,340.99		\$3,501,644.28
EXPENSES									
Salaries & Wages		\$ 191,110.84	\$ 1,806,784.47	\$ 1,960,000.00	92.18%		\$ 145,962.31		\$ 1,629,692.48
Health Insurance		\$ 19,206.26	\$ 226,481.30	\$ 302,000.00	74.99%		\$ 22,013.42		\$ 237,729.92
Payroll Taxes		\$ 33,026.98	\$ 305,479.31	\$ 342,000.00	89.32%		\$ 23,476.56		\$ 259,113.01
Books & Materials		\$ 44,659.22	\$ 405,254.41	\$ 520,500.00	77.86%		\$ 49,852.13		\$ 424,468.75
Periodicals		\$ (849.20)	\$ 10,879.59	\$ 19,500.00	55.79%		\$ -		\$ 13,378.38
Library Supplies		\$ 7,059.24	\$ 87,495.36	\$ 95,000.00	92.10%		\$ 6,137.52		\$ 74,996.99
Building Supplies		\$ 2,849.31	\$ 16,287.68	\$ 16,800.00	96.95%		\$ 859.21		\$ 12,719.85
Repairs & Maintenance		\$ 127.50	\$ 45,883.19	\$ 75,000.00	61.18%		\$ 2,300.57		\$ 57,995.06
Equipment		\$ -	\$ 1,236.19	\$ 5,000.00	24.72%		\$ -		\$ 4,175.81
Equipment - Technology		\$ 1,782.01	\$ 13,266.33	\$ 16,000.00	82.91%		\$ 129.39		\$ 17,148.76
Capital Improvements		\$ 375.00	\$ 20,245.19	\$ -			\$ -		\$ -
Utilities		\$ 3,865.79	\$ 77,691.79	\$ 107,000.00	72.61%		\$ 1,882.64		\$ 108,931.02
Insurance		\$ 436.69	\$ 11,321.45	\$ 16,000.00	70.76%		\$ 366.29		\$ 13,888.08
Postage		\$ 692.08	\$ 15,643.67	\$ 25,000.00	62.57%		\$ 1,459.35		\$ 22,134.60
Travel & Continuing Education		\$ 6,516.67	\$ 21,229.36	\$ 25,000.00	84.92%		\$ 1,954.55		\$ 15,708.35
Book Van & Mileage		\$ 196.18	\$ 2,612.04	\$ 4,000.00	65.30%		\$ 131.24		\$ 2,245.03
Photo Copiers		\$ 541.48	\$ 5,777.81	\$ 8,000.00	72.22%		\$ 510.80		\$ 6,340.56
Programs		\$ 1,243.49	\$ 13,982.63	\$ 20,000.00	69.91%		\$ 294.78		\$ 16,668.62
Professional Fees		\$ 11,770.13	\$ 102,908.57	\$ 70,000.00	147.01%		\$ 5,425.45		\$ 68,932.21
Website/OPAC Content		\$ 14,676.13	\$ 23,756.13	\$ 14,000.00	169.69%		\$ 314.43		\$ 5,775.27
Advertising & Marketing		\$ -	\$ 15,000.00	\$ 15,000.00	100.00%		\$ 1,015.09		\$ 10,204.54
Contingency			\$ -	\$ 5,000.00	0.00%				\$ -
Miscellaneous		\$ 2,069.78	\$ 852.22				\$ (136.36)		\$ 8,283.43
Total Expenses		\$ 341,355.58	\$ 3,230,068.69	\$3,660,800.00	88.23%		\$ 263,949.37		\$ 3,010,530.72
Revenues Over Expenses		\$ (308,009.89)	\$ 33,277.50						
Cash Balances:									
Checking		\$ 514,785.94							
Capital Improvement		\$ 639,563.98							

Lawrence Public Library														
2014 Outside Funding Report														
					November	November	December							
			AMOUNT		Income	Spending	Spending		Remaining	NOTES				
FRIENDS														
					\$ 14,600.00									
	Adult Programs		\$ 1,000.00			\$ 135.00			\$ 865.00					
	KPR-Advertising		\$ 1,350.00			\$ 944.36			\$ 405.64					
	Google		\$ 1,000.00			\$ 900.00			\$ 100.00					
	Scholarships		\$ 2,750.00						\$ 2,750.00					
	Volunteers		\$ 1,000.00						\$ 1,000.00					
	Read Across Lawrence		\$ 13,000.00			\$ 14,647.00			\$ (1,647.00)					
	Salaries/Taxes - Horn/Kumm		\$ 1,291.91			\$ 2,542.10			\$ (1,250.19)					
	Carryover		\$ 2,413.69						\$ 2,413.69					
			\$ 23,805.60											
FOUNDATION														
	Kansas Health Foundation		\$ 15,680.82			\$ 325.48			\$ 15,355.34					
	FINRA		\$ 3,802.38			\$ 3,802.38			\$ -					
	Steiner Storytelling		\$ -			\$ 372.22			\$ (372.22)					
	Beach Author Series					\$ 1,677.37			\$ (1,677.37)					
	Milliken Fund		\$ (14.24)						\$ (14.24)					
	Salaries/Taxes - Oden		\$ (2,719.43)			\$ 532.15			\$ (3,251.58)					
	Morgan Expenses		\$ (727.24)			\$ 175.25			\$ (902.49)					
	Foundation Center		\$ 1,990.00						\$ 1,990.00					
	New Building Technology		\$ 40,348.26			\$ 2,189.99			\$ 38,158.27					
	New Building Furniture & Shelving		\$ 1,677.26						\$ 1,677.26					
	Tile Project		\$ 457.02						\$ 457.02					
	Simpson Grant		\$ 4,644.27						\$ 4,644.27					
	New Building YS		\$ (199.95)			\$ 23.87			\$ (223.82)	\$357.37 + Gaumnitz Gift of \$500 at Foundation				
	Carryover		\$ 3,446.77						\$ 3,446.77					
			\$ 68,385.92											
	Aquarium		\$ (1,078.17)			\$ 746.82			\$ (1,824.99)	\$2368.14 @ Foundation				
OTHER														
	Memorials/Honor with Books		\$ 1,677.56		\$ 339.10	\$ 30.79			\$ 1,985.87					
	Lawrence Give Back		\$ 2,626.32						\$ 2,626.32					
	Puppet Theater		\$ 200.00			\$ 184.00			\$ 16.00					
	Brummell-YS		\$ 155.77			\$ -			\$ 155.77					
	Wurfy		\$ 32.55						\$ 32.55					
	Moving		\$ 125.00						\$ 125.00					
	Underwood Gift (Sr.Outreach)		\$ 356.94						\$ 356.94					
	John Cotton Dana		\$ 1,663.84						\$ 1,663.84					
	Merchandise Sales		\$ 8,204.63		\$ (1,541.44)				\$ 6,663.19					
			\$ 15,042.61											
					\$ 13,397.66	\$ 29,228.78								
		YTD Income & Expenses			\$ 1,093,162.93	\$ 1,079,482.83								

**Lawrence Public Library**  
**Balance Sheet**  
As of November 30, 2014

	Nov 30, 14	Nov 30, 13	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
Capital Improvement	38,759.66	562,382.87	-523,623.21	-93.1%
Capital Improvement -2	600,804.32	0.00	600,804.32	100.0%
Checking	514,785.94	931,551.39	-416,765.45	-44.7%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	1,154,349.92	1,493,934.26	-339,584.34	-22.7%
Total Current Assets	1,154,349.92	1,493,934.26	-339,584.34	-22.7%
Other Assets				
Petty Cash	1,525.00	700.00	825.00	117.9%
Total Other Assets	1,525.00	700.00	825.00	117.9%
<b>TOTAL ASSETS</b>	<b>1,155,874.92</b>	<b>1,494,634.26</b>	<b>-338,759.34</b>	<b>-22.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	47,053.90	58,510.56	-11,456.66	-19.6%
Total Accounts Payable	47,053.90	58,510.56	-11,456.66	-19.6%
Other Current Liabilities				
Payroll Liabilities	2,411.72	4,679.57	-2,267.85	-48.5%
Total Other Current Liabilities	2,411.72	4,679.57	-2,267.85	-48.5%
Total Current Liabilities	49,465.62	63,190.13	-13,724.51	-21.7%
Total Liabilities	49,465.62	63,190.13	-13,724.51	-21.7%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,816.48	625,498.84	133,317.64	21.3%
Net Income	46,957.60	505,310.07	-458,352.47	-90.7%
Total Equity	1,106,409.30	1,431,444.13	-325,034.83	-22.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,155,874.92</b>	<b>1,494,634.26</b>	<b>-338,759.34</b>	<b>-22.7%</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
November 2014

	<u>Nov 14</u>
<b>Ordinary Income/Expense</b>	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	100.00
Personal Books	32.33
Merchandise Sales	-1,541.44
Gifts-Other	389.10
Gifts-Friends	14,600.00
Grants	15,640.00
Interest	130.11
Overdues	15,339.94
Photo Copies	1,353.31
<b>Total Income</b>	<u>46,743.35</u>
<b>Gross Profit</b>	46,743.35
Expense	
FOUNDATION FUNDING	8,566.56
FRIENDS FUNDING	17,587.97
Books & Materials	43,810.02
Miscellaneous	17,287.39
Technology Equipment	1,782.01
Capital Improvement Expenditure	375.00
Insurance	436.69
Payroll Expenses	213,070.70
Payroll Taxes	33,347.63
Postage and Delivery	692.08
Professional Fees	11,770.13
Program Expense	1,243.49
Repairs	127.50
Supplies	9,908.55
Travel & Hospitality	6,712.85
Utilities	3,865.79
<b>Total Expense</b>	<u>370,584.36</u>
<b>Net Ordinary Income</b>	<u>-323,841.01</u>
<b>Net Income</b>	<u><u>-323,841.01</u></u>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

Dec 10, 14

Abbey D. Johnson	18.49
Amanda Barker	25.00
Amazon	4,696.01
Andrea R. Schiller	5.20
Arsalon Technologies, LLC	280.00
ASI	50.00
Baker & Taylor, Inc.	14,205.85
Baker University	32.00
Barry Fitzgerald	36.75
Blackstone Audio, Inc.	793.32
Blake Nations	36.75
Bob's Janitorial Service	4,616.00
Bobbie-Frances McDonald	36.75
Brilliance Audio, Inc.	137.48
Brodart Co.	228.00
Caroline H. Eddinger	10.86
Center Point Large Print	488.31
Century Business Technologi...	595.68
Chabad at KU	50.00
Chloe Seim	36.75
Christine K. Dobson	21.00
City of Lawrence	5,952.00
Copy Co Inc.	640.00
Demco, Inc.	327.60
EBSCO	-943.10
Gale Group, Inc.	38.92
GovConnection, Inc.	759.25
Graywolf Press	293.60
Hamco Kansas City, Inc.	353.70
Heartland Payment Systems	284.82
Houchen Bindery, Ltd.	114.75
Ingram Library Services	13,025.06
Innovative Interfaces, Inc.	2,100.00
Intuit	36.80
Jayhawk Power	193.20
Jayhawk Tropical Fish	457.96
Jayhawkers LLC	200.00
Johnston, Pattie	202.82
Journal-World	455.00
Julie M. Holmberg	7.61
Kansas Public Radio	450.00
Kevan Meinershagen	17.99
Laser Logic, Inc.	447.99
Lawrence Arts Center	262.50
Lawrence Utility Billing	478.50
Leah Hoelscher	36.75
Mary Burchill	36.75
Marysa R. Nickum	10.81
Mid America	340.00
Midwest Tape	8,633.66
Nicholas Ward	36.75
OCLC, Inc.	4,688.90
OverDrive	2,286.37
Pan Asian Publications Inc.	60.60
Priscilla Howe, Storyteller	25.00
Pro Print Inc.	245.82
ProQuest LLC	6,560.00
Pur-O-Zone, Inc.	4,752.78
Quill Corporation	365.42
R.R. Bowker, LLC	927.00
Random House, Inc.	311.25
Recorded Books	1,191.69
Rueschhoff Locksmiths & S.S.	24.95
Scholastic Inc.	5,005.00
Showcases	972.22
St. Louis County Library	22.95
Tantor Media	872.61
Theresa Martin	25.45
Unique Management Services	1,831.66
Virginia T. Helgeson	15.27
VISA 5372	8,116.18
WOW!Business	-2,027.60

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Lawrence Public Library  
Vendor Balance Summary  
All Transactions

	<u>Dec 10, 14</u>
TOTAL	<u>97,925.41</u>

Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/15/2014</b>	<b>ASI</b>	<b>Checking</b>	
Bill	November	12/10/2014		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/15/2014</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	November	12/10/2014		Office Supplies	-249.82
				Web Site & OPAC Cont...	-35.00
TOTAL					-284.82
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/15/2014</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	November	12/10/2014		Office Supplies	-36.80
TOTAL					-36.80
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/15/2014</b>	<b>Lawrence Utility Billing</b>	<b>Checking</b>	
Bill		11/28/2014		Water	-478.50
TOTAL					-478.50
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/15/2014</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	017450994	11/28/2014		Read Across Lawrence	-3,597.00
Bill		12/10/2014		Read Across Lawrence	-124.53
				Adult Services	-352.09
				Youth Services Dept.	-529.37
				Youth Services Dept.	-178.94
				Adult Programming	-134.34
				KHF Grant Expenses	-185.67
				Bookvan & Mileage	-81.92
				Children's Programming	-910.40
				Children's Programming	-106.86
				Children's Programming	-58.40
				Young Adult Programming	-200.34
				Office Supplies	-42.22
				Postage and Delivery	-108.74
				Library Supplies	-499.98
				Outreach Programming	-103.26
				Building Supplies	-227.57
				Technology Equipment	-58.94
				FOUNDATION FUNDING	-279.90
				YS New Building	-277.88
				Books & Materials	-19.66
				Periodicals	-19.43
				Books & Materials	-18.74
TOTAL					-8,116.18
<b>Bill Pmt -Check</b>	<b>6712</b>	<b>12/16/2014</b>	<b>Arsalon Technologies, LLC</b>	<b>Checking</b>	
Bill	13503	12/10/2014		Web Site & OPAC Cont...	-280.00
TOTAL					-280.00



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Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6713</b>	<b>12/16/2014</b>	<b>Baker University</b>	<b>Checking</b>	
Bill	LB-2014	12/10/2014		Overdues	-32.00
TOTAL					-32.00
<b>Bill Pmt -Check</b>	<b>6714</b>	<b>12/16/2014</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	735238	11/28/2014		Books & Materials	-793.32
TOTAL					-793.32
<b>Bill Pmt -Check</b>	<b>6715</b>	<b>12/16/2014</b>	<b>Bob's Janitorial Service</b>	<b>Checking</b>	
Bill	171431	11/28/2014		Professional Fees	-2,025.00
Bill	173696	12/10/2014		Professional Fees	-2,466.00
Bill	173694	12/10/2014		Professional Fees	-125.00
TOTAL					-4,616.00
<b>Bill Pmt -Check</b>	<b>6716</b>	<b>12/16/2014</b>	<b>Brilliance Audio, Inc.</b>	<b>Checking</b>	
Bill	IN0945393	11/28/2014		Books & Materials	-7.50
Bill	IN0942865	11/28/2014		Books & Materials	-32.49
Bill	IN0947082	12/10/2014		Books & Materials	-7.50
Bill	IN0947083	12/10/2014		Books & Materials	-12.50
Bill	IN0947081	12/10/2014		Books & Materials	-72.49
Bill	IN0947295	12/10/2014		Books & Materials	-5.00
TOTAL					-137.48
<b>Bill Pmt -Check</b>	<b>6717</b>	<b>12/16/2014</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	377764	11/28/2014		Library Supplies	-228.00
TOTAL					-228.00
<b>Bill Pmt -Check</b>	<b>6718</b>	<b>12/16/2014</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1228040	11/28/2014		Books & Materials	-488.31
TOTAL					-488.31
<b>Bill Pmt -Check</b>	<b>6719</b>	<b>12/16/2014</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	348581	11/28/2014		Copying	-15.00
Bill	347807	11/28/2014		Copying	-382.53
Bill	349705	12/10/2014		Copying	-55.68
Bill	349706	12/10/2014		Copying	-142.47
TOTAL					-595.68
<b>Bill Pmt -Check</b>	<b>6720</b>	<b>12/16/2014</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	83640	11/28/2014		Printing	-640.00
TOTAL					-640.00

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Lawrence Public Library  
Check Detail  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6721</b>	<b>12/16/2014</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5470018	12/10/2014		Library Supplies	-114.44
Bill	5470951	12/10/2014		Library Supplies	-213.16
TOTAL					-327.60
<b>Bill Pmt -Check</b>	<b>6722</b>	<b>12/16/2014</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	53731068	12/10/2014		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>6723</b>	<b>12/16/2014</b>	<b>GovConnection, Inc.</b>	<b>Checking</b>	
Bill	51986625	11/28/2014		Technology Equipment	-593.16
Bill	52053092	12/10/2014		Library Supplies	-166.09
TOTAL					-759.25
<b>Bill Pmt -Check</b>	<b>6724</b>	<b>12/16/2014</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	107593	12/10/2014		Library Supplies	-353.70
TOTAL					-353.70
<b>Bill Pmt -Check</b>	<b>6725</b>	<b>12/16/2014</b>	<b>Houchen Bindery, Ltd.</b>	<b>Checking</b>	
Bill	217332	11/28/2014		Books & Materials	-114.75
TOTAL					-114.75
<b>Bill Pmt -Check</b>	<b>6726</b>	<b>12/16/2014</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	81514137	11/28/2014		Personal Books	-4.97
Bill	81499936	11/28/2014		Personal Books	-33.02
Bill	81521788	11/28/2014		Books & Materials	-1,859.92
				Library Supplies	-187.88
Bill	81521787	11/28/2014		Books & Materials	-12.39
Bill	81551132	11/28/2014		Books & Materials	-944.09
				Library Supplies	-77.25
Bill	81540299	11/28/2014		Books & Materials	-53.37
				Library Supplies	-3.77
Bill	81473006	11/28/2014		Books & Materials	-42.44
				Library Supplies	-2.88
Bill	81473007	11/28/2014		Books & Materials	-66.81
				Library Supplies	-4.66
Bill	81440981	11/28/2014		Books & Materials	-517.15
				Library Supplies	-59.75
Bill	81431627	11/28/2014		Books & Materials	-1,495.37
				Library Supplies	-151.11
Bill	81668382	11/28/2014		Books & Materials	-628.04
				Library Supplies	-52.51
				Library Supplies	-28.15
Bill	81658659	11/28/2014		Books & Materials	-1,868.79
				Library Supplies	-190.95
Bill	81658658	11/28/2014		Personal Books	-13.66
Bill	81911874	12/10/2014		Books & Materials	-629.76
				Library Supplies	-43.36
Bill	81948591	12/10/2014		Books & Materials	-1,137.59
				Library Supplies	-198.12
Bill	81815375	12/10/2014		Personal Books	-26.99
Bill	81815376	12/10/2014		Personal Books	-9.68

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Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
Bill	81862094	12/10/2014		Children's Programming	-227.00
Bill	81911873	12/10/2014		Children's Programming	-113.40
Bill	82030017	12/10/2014		Personal Books	-24.02
Bill	81454128	12/10/2014		Personal Books	-9.27
Bill	81982028	12/10/2014		Books & Materials	-14.99
Bill	81931583	12/10/2014		Books & Materials	-44.04
				Library Supplies	-5.82
Bill	81797520	12/10/2014		Books & Materials	-47.44
				Library Supplies	-6.62
Bill	81815377	12/10/2014		Books & Materials	-1,344.24
				Library Supplies	-118.52
Bill	81710656	12/10/2014		Books & Materials	-16.52
				Library Supplies	-0.89
Bill	81749284	12/10/2014		Books & Materials	-620.33
				Library Supplies	-87.53
TOTAL					-13,025.06
<b>Bill Pmt -Check</b>	<b>6727</b>	<b>12/16/2014</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
Bill	INV-INC036...	11/28/2014		Technical Services	-2,100.00
TOTAL					-2,100.00
<b>Bill Pmt -Check</b>	<b>6728</b>	<b>12/16/2014</b>	<b>Jayhawk Power</b>	<b>Checking</b>	
Bill	4034-1	11/28/2014		Building Supplies	-193.20
TOTAL					-193.20
<b>Bill Pmt -Check</b>	<b>6729</b>	<b>12/16/2014</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	894048	11/28/2014		Aquarium Maintenance	-150.96
Bill	894033	11/28/2014		Aquarium Maintenance	-105.00
Bill	894395	12/10/2014		Aquarium Maintenance	-97.00
Bill	894360	12/10/2014		Aquarium Maintenance	-105.00
TOTAL					-457.96
<b>Bill Pmt -Check</b>	<b>6730</b>	<b>12/16/2014</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	10536838	12/10/2014		Merchandise Sales	-455.00
TOTAL					-455.00
<b>Bill Pmt -Check</b>	<b>6731</b>	<b>12/16/2014</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	125576	12/10/2014		Advertising Gift Fund	-450.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>6732</b>	<b>12/16/2014</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	272343	11/28/2014		Office Supplies	-447.99
TOTAL					-447.99
<b>Bill Pmt -Check</b>	<b>6733</b>	<b>12/16/2014</b>	<b>Lawrence Arts Center</b>	<b>Checking</b>	
Bill	9181	11/28/2014		Merchandise Sales	-262.50
TOTAL					-262.50

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Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6734</b>	<b>12/16/2014</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	74514	11/28/2014		Building Supplies	-170.00
Bill	74489	11/28/2014		Building Supplies	-170.00
TOTAL					-340.00
<b>Bill Pmt -Check</b>	<b>6735</b>	<b>12/16/2014</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	359036	12/10/2014		OCLC Internet	-3,876.10
					-812.80
TOTAL					-4,688.90
<b>Bill Pmt -Check</b>	<b>6736</b>	<b>12/16/2014</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	104822620-...	11/28/2014		Books & Materials	-590.51
Bill	155300227-...	11/28/2014		Books & Materials	-308.24
Bill	145440053-...	11/28/2014		Books & Materials	-35.99
Bill	142613813-...	11/28/2014		Books & Materials	-384.73
Bill	101746076...	11/28/2014		Books & Materials	-917.96
Bill	094354093-...	11/28/2014		Books & Materials	-48.94
TOTAL					-2,286.37
<b>Bill Pmt -Check</b>	<b>6737</b>	<b>12/16/2014</b>	<b>Pan Asian Publications Inc.</b>	<b>Checking</b>	
Bill	U-14219	12/10/2014		Books & Materials	-60.60
TOTAL					-60.60
<b>Bill Pmt -Check</b>	<b>6738</b>	<b>12/16/2014</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	86185	12/10/2014		Printing	-245.82
TOTAL					-245.82
<b>Bill Pmt -Check</b>	<b>6739</b>	<b>12/16/2014</b>	<b>ProQuest LLC</b>	<b>Checking</b>	
Bill	US1733947...	12/10/2014		Books & Materials	-6,560.00
TOTAL					-6,560.00
<b>Bill Pmt -Check</b>	<b>6740</b>	<b>12/16/2014</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	650332	11/28/2014		Building Supplies	-313.38
Bill	650111	11/28/2014		Building Supplies	-41.60
Bill		11/28/2014		Capital Improvement Ex...	-375.00
				Building Supplies	-24.80
Bill		12/10/2014		Capital Improvement Ex...	-3,998.00
TOTAL					-4,752.78
<b>Bill Pmt -Check</b>	<b>6741</b>	<b>12/16/2014</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	8213199	11/28/2014		Office Supplies	-53.99
Bill	76958914	11/28/2014		Office Supplies	-68.32
Bill	7987618	11/28/2014		Office Supplies	-182.44
Bill	8307442	12/10/2014		Office Supplies	-60.67
TOTAL					-365.42

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Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>6742</b>	<b>12/16/2014</b>	<b>R.R. Bowker, LLC</b>	<b>Checking</b>	
Bill	900061325	11/28/2014		Web Site & OPAC Cont...	-927.00
TOTAL					-927.00
<b>Bill Pmt -Check</b>	<b>6743</b>	<b>12/16/2014</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1082045605	11/28/2014		Books & Materials	-120.00
Bill	1081947861	11/28/2014		Books & Materials	-52.50
Bill	1081989492	11/28/2014		Books & Materials	-52.50
Bill	1082095666	12/10/2014		Books & Materials	-86.25
TOTAL					-311.25
<b>Bill Pmt -Check</b>	<b>6744</b>	<b>12/16/2014</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75038669	11/28/2014		Books & Materials	-30.01
Bill	75036610	11/28/2014		Books & Materials	-721.93
Bill	75032623	11/28/2014		Books & Materials	-439.75
TOTAL					-1,191.69
<b>Bill Pmt -Check</b>	<b>6745</b>	<b>12/16/2014</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	500504	11/28/2014		Professional Fees	-24.95
TOTAL					-24.95
<b>Bill Pmt -Check</b>	<b>6746</b>	<b>12/16/2014</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	10093082	11/28/2014		Read Across Lawrence	-5,005.00
TOTAL					-5,005.00
<b>Bill Pmt -Check</b>	<b>6747</b>	<b>12/16/2014</b>	<b>Showcases</b>	<b>Checking</b>	
Bill	282521	11/28/2014		Library Supplies	-21.82
Bill	282492	12/10/2014		Library Supplies	-545.40
Bill	282673	12/10/2014		Library Supplies	-405.00
TOTAL					-972.22
<b>Bill Pmt -Check</b>	<b>6748</b>	<b>12/16/2014</b>	<b>St. Louis County Library</b>	<b>Checking</b>	
Bill	830732	11/28/2014		Overdues	-22.95
TOTAL					-22.95
<b>Bill Pmt -Check</b>	<b>6749</b>	<b>12/16/2014</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV15978	11/28/2014		Books & Materials	-846.62
Bill	INV16239	11/28/2014		Books & Materials	-25.99
TOTAL					-872.61
<b>Bill Pmt -Check</b>	<b>6750</b>	<b>12/16/2014</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	296781	12/10/2014		Professional Fees	-150.23
				Postage and Delivery	-25.68
Bill	296780	12/10/2014		Professional Fees	-1,655.75
TOTAL					-1,831.66

**Lawrence Public Library**  
**Check Detail**  
 December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27606</b>	<b>12/15/2014</b>	<b>Abbey D. Johnson</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-10.60
Bill	REFUND	12/10/2014		Overdues	-7.89
<b>TOTAL</b>					<b>-18.49</b>
<b>Bill Pmt -Check</b>	<b>27607</b>	<b>12/15/2014</b>	<b>Amanda Barker</b>	<b>Checking</b>	
Bill	Storytime	12/10/2014		Children's Programming	-25.00
<b>TOTAL</b>					<b>-25.00</b>
<b>Bill Pmt -Check</b>	<b>27608</b>	<b>12/15/2014</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	2331435	11/28/2014		Books & Materials	-57.16
Bill	6443444	11/28/2014		Books & Materials	-89.95
Bill	5565830	11/28/2014		Books & Materials	-119.92
Bill	9155437	11/28/2014		Books & Materials	-259.84
Bill	9155437	11/28/2014		Books & Materials	-69.96
Bill	6103449	11/28/2014		Books & Materials	-59.96
Bill	4929835	11/28/2014		Books & Materials	-7.19
Bill	7300252	11/28/2014		Books & Materials	-22.98
Bill	4929835	11/28/2014		Books & Materials	-84.94
Bill	9206608	11/28/2014		Books & Materials	-299.80
Bill	2331435	11/28/2014		Books & Materials	-175.80
Bill	2478647	11/28/2014		Books & Materials	-269.92
Bill	5310628	11/28/2014		Books & Materials	-166.49
Bill	9155437	11/28/2014		Books & Materials	-89.95
Bill	6103449	11/28/2014		Books & Materials	-79.94
Bill	6443444	11/28/2014		Books & Materials	-219.38
Bill	6517015	11/28/2014		Books & Materials	-119.92
Bill	0062625	11/28/2014		Books & Materials	-16.51
Bill	0580209	11/28/2014		Books & Materials	-14.52
Bill	5310628	11/28/2014		Books & Materials	-23.99
Bill	0037803	11/28/2014		Children's Gifts	-184.00
Bill	32691	11/28/2014		Office Supplies	-4.59
Bill	9133820	11/28/2014		Building Supplies	-125.63
Bill	1711436	12/10/2014		Read Across Lawrence	-59.90
Bill	3625838	12/10/2014		Children's Programming	-187.95
Bill	3625838	12/10/2014		Children's Programming	-50.12
Bill	3625838	12/10/2014		Children's Programming	-12.43
Bill	9059447	12/10/2014		Adult Programming	-39.20
Bill	7887432	12/10/2014		Young Adult Programming	-3.91
Bill	1536232	12/10/2014		Books & Materials	-62.48
Bill	9155437	12/10/2014		Books & Materials	-39.96
Bill	5977837	12/10/2014		Books & Materials	-58.94
Bill	1536232	12/10/2014		Books & Materials	-17.06
Bill	2331435	12/10/2014		Books & Materials	-59.98
Bill	6103449	12/10/2014		Books & Materials	-39.99
Bill	2331435	12/10/2014		Books & Materials	-29.96
Bill	1536232	12/10/2014		Books & Materials	-29.99
				Office Supplies	-19.00
Bill	6485819	12/10/2014		Books & Materials	-73.27
Bill	6485819	12/10/2014		Books & Materials	-67.97
Bill	3001041	12/10/2014		Books & Materials	-196.00
Bill	6485819	12/10/2014		Books & Materials	-21.94
Bill	2222661	12/10/2014		Books & Materials	-37.75
Bill	6485819	12/10/2014		Books & Materials	-530.35
Bill	6485819	12/10/2014		Books & Materials	-157.23
Bill	6485819	12/10/2014		Books & Materials	-153.68
Bill	0097827	12/10/2014		Books & Materials	-28.99

Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
Bill	2491438	12/10/2014		Books & Materials	-18.23
Bill	6485819	12/10/2014		Books & Materials	-137.39
TOTAL					-4,696.01
<b>Bill Pmt -Check</b>	<b>27609</b>	<b>12/15/2014</b>	<b>Andrea R. Schiller</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-5.20
TOTAL					-5.20
<b>Bill Pmt -Check</b>	<b>27610</b>	<b>12/15/2014</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	52 Invoices	11/28/2014		Library Supplies	-578.76
				Books & Materials	-8,117.25
				Personal Books	-16.95
				GGIFT	-14.53
Bill	32 Invoices	12/10/2014		Library Supplies	-352.72
				Books & Materials	-5,124.90
				GGIFT	-0.74
TOTAL					-14,205.85
<b>Bill Pmt -Check</b>	<b>27611</b>	<b>12/15/2014</b>	<b>Barry Fitzgerald</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27612</b>	<b>12/15/2014</b>	<b>Blake Nations</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27613</b>	<b>12/15/2014</b>	<b>Bobbie-Frances McDonald</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27614</b>	<b>12/15/2014</b>	<b>Caroline H. Eddinger</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-10.86
TOTAL					-10.86
<b>Bill Pmt -Check</b>	<b>27615</b>	<b>12/15/2014</b>	<b>Chabad at KU</b>	<b>Checking</b>	
Bill	Workshop	12/10/2014		Children's Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27616</b>	<b>12/15/2014</b>	<b>Chloe Seim</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27617</b>	<b>12/15/2014</b>	<b>Christine K. Dobson</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-21.00
TOTAL					-21.00

Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27618</b>	<b>12/15/2014</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking Per...	12/10/2014		Miscellaneous	-5,952.00
TOTAL					-5,952.00
<b>Bill Pmt -Check</b>	<b>27619</b>	<b>12/15/2014</b>	<b>Graywolf Press</b>	<b>Checking</b>	
Bill	Expenses	11/28/2014		Adult Programming	-293.60
TOTAL					-293.60
<b>Bill Pmt -Check</b>	<b>27620</b>	<b>12/15/2014</b>	<b>Jayhawkers LLC</b>	<b>Checking</b>	
Bill	1-17-15	12/10/2014		Adult Programming	-100.00
				Young Adult Programming	-100.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>27621</b>	<b>12/15/2014</b>	<b>Johnston, Pattie</b>	<b>Checking</b>	
Bill	Mileage	12/01/2014		Bookvan & Mileage	-161.28
Bill	ABOS	12/10/2014		ABOS Conference	-41.54
TOTAL					-202.82
<b>Bill Pmt -Check</b>	<b>27622</b>	<b>12/15/2014</b>	<b>Julie M. Holmberg</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-7.61
TOTAL					-7.61
<b>Bill Pmt -Check</b>	<b>27623</b>	<b>12/15/2014</b>	<b>Kevan Meinershagen</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-17.99
TOTAL					-17.99
<b>Bill Pmt -Check</b>	<b>27624</b>	<b>12/15/2014</b>	<b>Leah Hoelscher</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27625</b>	<b>12/15/2014</b>	<b>Mary Burchill</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27626</b>	<b>12/15/2014</b>	<b>Marysa R. Nickum</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-10.81
TOTAL					-10.81



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Lawrence Public Library  
**Check Detail**  
December 2014

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27627</b>	<b>12/15/2014</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	92361556	11/28/2014		Books & Materials	-81.71
Bill	92363294	11/28/2014		Books & Materials	-624.85
Bill	92362566	11/28/2014		Books & Materials	-1,359.88
Bill	92350420	11/28/2014		Books & Materials	-19.98
Bill	92313897	11/28/2014		Books & Materials	-284.91
Bill	92337713	11/28/2014		Books & Materials	-413.80
Bill	92346404	11/28/2014		Books & Materials	-46.91
Bill	92346405	11/28/2014		Books & Materials	-82.47
Bill	92339800	11/28/2014		Books & Materials	-44.99
Bill	92337715	11/28/2014		Books & Materials	-370.37
Bill	92339718	11/28/2014		Books & Materials	-494.88
Bill	92339717	11/28/2014		Books & Materials	-1,109.49
Bill	92329557	11/28/2014		Books & Materials	-22.49
Bill	92326966	11/28/2014		Books & Materials	-41.23
Bill	92326964	11/28/2014		Books & Materials	-61.45
Bill	92361554	11/28/2014		Books & Materials	-296.00
Bill	92368056	11/28/2014		Books & Materials	-129.70
Bill	92380647	12/10/2014		Personal Books	-40.48
Bill	92395913	12/10/2014		Library Supplies	-500.35
Bill	92392951	12/10/2014		Books & Materials	-113.21
Bill	92392929	12/10/2014		Books & Materials	-41.82
Bill	92375706	12/10/2014		Books & Materials	-26.24
Bill	92396858	12/10/2014		Books & Materials	-364.31
Bill	92397391	12/10/2014		Books & Materials	-82.48
Bill	92396859	12/10/2014		Books & Materials	-372.91
Bill	92404978	12/10/2014		Books & Materials	-168.72
Bill	92404977	12/10/2014		Books & Materials	-14.24
Bill	92382967	12/10/2014		Books & Materials	-320.00
Bill	92380644	12/10/2014		Books & Materials	-503.95
Bill	92382969	12/10/2014		Books & Materials	-290.15
Bill	92371521	12/10/2014		Books & Materials	-61.75
Bill	92380646	12/10/2014		Books & Materials	-247.94
TOTAL					-8,633.66
<b>Bill Pmt -Check</b>	<b>27628</b>	<b>12/15/2014</b>	<b>Nicholas Ward</b>	<b>Checking</b>	
Bill	Commission	12/10/2014		Merchandise Sales	-36.75
TOTAL					-36.75
<b>Bill Pmt -Check</b>	<b>27629</b>	<b>12/15/2014</b>	<b>Priscilla Howe, Storyteller</b>	<b>Checking</b>	
Bill	Workshop	11/28/2014		Youth Services Dept.	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27630</b>	<b>12/15/2014</b>	<b>Theresa Martin</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-25.45
TOTAL					-25.45
<b>Bill Pmt -Check</b>	<b>27631</b>	<b>12/15/2014</b>	<b>Virginia T. Helgeson</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-15.27
TOTAL					-15.27

# Lawrence Public Library

## Monthly Statistical Summary--November 2014

INDICATOR	November		Percent	YTD	YTD	Percent
	2014	2013	Change	2014	2013	Change
			2013-2014			2013-2014

### SUMMARY RATIOS

Service Area Population	93,944	93,500	0%			
User Visits per Capita	6.71	3.48	93%			
Reference Transactions per Capita	1.23	0.92	34%			
Program Attendance per Capita	0.37	0.25	48%			
Circulation per Capita	13.69	13.51	1%			
Circulation per Visit	2.04	3.88	-47%			
Total Holdings per Capita	2.01	2.22	-9%			
% of Lawrence Residents Registered		84%	-100%			

Circulation--Adult Total	70,807	71,805	-1%	772,602	803,643	-4%
Circulation--Young Adult Total	3,666	3,273	12%	43,657	46,688	-6%
Circulation--Youth Total	32,669	30,149	8%	365,759	345,445	6%
Circulation--Bookmobile	979	1,094	-11%	11,482	11,439	0%
Circulation--Audiovisual Total	45,515	48,942	-7%	498,623	544,917	-8%
Circulation--Total	107,142	105,227	2%	1,182,018	1,195,776	-1%

Reference Transactions	9,637	7,180	34%	98,463	88,684	11%
User Visits	52,500	27,098	94%	451,539	283,975	59%
LPL Web Site Visits	21,817	19,057	14%	266,616	233,455	14%

Holdings--Added	3,247	3,476	-7%	37,089	36,994	0%
Holdings--Withdrawn	2,297	6,535	-65%	45,998	37,239	24%
Holdings--Total	188,990	208,014	-9%			

Registered Borrowers--Added	683	440	55%			
Registered Borrowers--Total	108,342	100,040	8%			

Adult Programs	19	9	111%	132	65	103%
Young Adult Programs	30	21	43%	205	163	26%
Youth Programs	25	34	-26%	449	389	15%
Senior Programs	15	19	-21%	152	172	-12%
Total Programs	89	83	7%	938	789	19%
Total Program Attendance	2,872	1,950	47%	51,740	32,894	57%
Public Uses of Meeting Rooms	102	0	#DIV/0!	358	0	#DIV/0!

Total Paid Staff (FTE)	61.87	55.67	11%			
Total Number of Employees	84	76	11%			

# Lawrence Public Library

## Monthly Statistical Report--November 2014

	November		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
<b>OUTPUT MEASURES</b>							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	6.71	3.48	93%				
Reference Transactions per Capita	1.23	0.92	34%				
Program Attendance per Capita	0.37	0.25	47%				
Circulation per Capita	13.69	13.51	1%				
Total Holdings per Capita	2.01	2.22	-10%				
Collection Turnover--Total	6.90	6.19	12%				
Collection Turnover--Adult	6.92	6.20	12%				
Collection Turnover--Young Adult	4.46	3.99	12%				
Collection Turnover--Youth	7.31	6.53	12%				
Collection Turnover--Audiovisual	12.81	11.19	14%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	30521	28030	9%		331116	318507	4%
Circulation--Adult Periodicals	725	463	57%		6637	4431	50%
Circulation--Adult Feature Films & TV Shows	26374	29683	-11%		292479	330353	-11%
Circulation--Electronic Games	1842	1651	12%		18713	16101	16%
Circulation--Adult Music CDs	7904	8439	-6%		84894	93839	-10%
Circulation--Adult Audio Books and Books on CD	3428	3521	-3%		38553	40188	-4%
Circulation--eReaders	13	18	-28%		210	224	-6%
Circulation--Adult Total	70807	71805	-1%		772602	803643	-4%

<b>Lawrence Public Library</b>	<b>November</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Circulation--YA Books and Videos	3420	3092	11%		41316	43021	-4%
Circulation--YA Periodicals	52	14	271%		324	142	128%
Circulation--YA Music CDs	0	0	#DIV/0!		0	1312	-100%
Circulation--YA Audio Books and Books on CD	194	167	16%		2017	2213	-9%
Circulation--YA Total	3666	3273	12%		43657	46688	-6%
Circulation--Youth Books and Videos	30929	28498	9%		346057	325528	6%
Circulation--Youth Periodicals	186	75	148%		1228	894	37%
Circulation--Youth Music CDs	615	637	-3%		6548	6972	-6%
Circulation--Youth Audio Books and Books on CD	939	939	0%		11926	12051	-1%
Circulation--Youth Total	32669	30149	8%		365759	345445	6%
Circulation--Bookmobile	979	1094	-11%		11482	11439	0%
Circulation--Total Books	60664	55733	9%		675206	645392	5%
Circulation--Total Periodicals	963	552	74%		8189	5467	50%
Circulation--Total Audiovisual	45515	48942	-7%		498623	544917	-8%
Circulation Total	107142	105227	2%		1182018	1195776	-1%
E-Audio (Overdrive Only)	346	158	119%		3089	935	230%
E-Book (Overdrive Only)	2047	692	196%		18708	4772	292%
Zinio	793	949	-16%		8770	8777	0%
Accounts Desk Circulation	5747	48071	-88%		358666	561758	-36%
Self Check Circulation	82784	57156	45%		762894	634023	20%
Percent Self Check	94%	54%	72%		68%	53%	28%
Web Site Renewals	17463				56455		
Othe Staff Checkouts	1148				4003		

<b>Lawrence Public Library</b>	<b>November</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
Requests Placed	17043	16459	4%		180223	183951	-2%
Requests Filled	11854	12845	-8%		131051	143129	-8%
Requests Unclaimed	2542	1489	71%		20845	14987	39%
Interlibrary Loan Items Borrowed for LPL Patrons	367	520	-29%		4592	5356	-14%
Interlibrary Loan Items Loaned from LPL Collection	593	568	4%		4463	4872	-8%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	52500	27098	94%		451539	283975	59%
Public Computer Usage	9270	8061	15%		90554	86762	4%
Computer Lab Classes	4	4	0%		37	21	76%
Computer Lab Classes Attendance	19	14	36%		283	77	268%
Adult Reference Transactions	1853	6001	-69%		52202	72038	-28%
Young Adult Reference Transactions	649	595	9%		6717	8115	-17%
Youth Reference Transactions	984	584	68%		10505	8531	23%
IT Desk	1985				9224		
Welcome Desk	2308				11921		
Phone Calls	1858				7894		
Total Reference Transactions	9637	7180	34%		98463	88684	11%
Public-Sponsored Uses of Meeting Rooms	102	0	#DIV/0!		358	0	#DIV/0!
LPL Web Site Visits	21817	19057	14%		266616	233455	14%
<b>RESOURCES</b>							
Holdings--Total	188990	208014	-9%				
Holdings--Adult	124718	141988	-12%				
Holdings--Young Adult	9859	9855	0%				
Holdings--Youth	54413	56171	-3%				
Holdings--Audiovisual	42636	52477	-19%				
Holdings--eReaders	11	13	-15%				
Holdings Added	3247	3476	-7%		37089	36994	0%
Holdings Withdrawn	2297	6535	-65%		45998	37239	24%
Holdings Net Change	950	-3059			-8909	-245	

<b>Lawrence Public Library</b>	<b>November</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2014</b>	<b>2013</b>	<b>Change</b>		<b>2014</b>	<b>2013</b>	<b>Change</b>
			<b>2013-2014</b>				<b>2013-2014</b>
<b>LIBRARY PATRONS</b>							
Total Borrowers	108342	100040	8%				
Borrowers Added	683	440	55%		8054	5945	35%
Borrowers Transacting	12644	9664	31%		108307	115187	-6%
Percent of Borrowers Transacting	12%	10%	21%				
Total Number of Lawrence Residents Registered	85619	71632	20%				
Percent of Lawrence Residents Registered	91%	77%	19%				
<b>PROGRAMMING</b>							
Number of Adult Programs	19	9	111%		132	65	103%
Number of Young Adult Programs	30	21	43%		205	163	26%
Number of Youth Programs	25	34	-26%		449	389	15%
Number of Senior Programs	15	19	-21%		152	172	-12%
Total Programs	89	83	7%		938	789	19%
Adult Program Attendance	254	294	-14%		16875	5865	188%
Young Adult Program Attendance	211	268	-21%		3915	2879	36%
Youth Program Attendance	2265	1206	88%		29540	22535	31%
Senior Program Attendance	142	182	-22%		1410	1615	-13%
Total Program Attendance	2872	1950	47%		51740	32894	57%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	61.87	55.67	11%				
ALA-MLS Librarians, in Full-Time Equivalents	17.44	15.8	10%				
Number of Employees--Total	84	76	11%				
Number of Employees--Full-Time	36	35	3%				
Number of Employees--Part-Time	48	41	17%				
Terminations	0	1	-100%		7	9	-22%
Hirings	1	0	#DIV/0!		16	12	33%
Volunteer Hours	180.5	292.6	-38%		2505.4	2708.6	-8%

## Library Director's Report for December 2014

Respectfully submitted by Brad Allen

This past month staff has continued to settle in to our new space. Small additions continue to be made to the building. The permanent coffee bar was installed and looks lovely. Acoustic panels were installed in the main level study rooms to control sound. The staff bike racks were installed. The new A/C unit for our computer server room was installed. More work continues to be scheduled. The pavement markings at the Kentucky Street drive-thru should be completed next week. We're closer to seeing the installation of additional lighting in the movies and music area as well as the children's area. We're continuing to investigate acoustical treatments for the children's and teen zone areas to isolation and dampen noise in those spaces. Each week we move closer to having our punchlist closer to completion.

Since my last report, the skating rink opened. My understanding from the City is that 1400 people skated the opening weekend. We continue to see nice crowds at the rink. It's fun to watch skaters from the south windows. It seems to bring foot traffic into our building in connection with the skating. It's nice to be part of the center of the community's attention during the holiday season.

Speaking of the holidays, the library tried something a bit different this year and offered a Black Friday deal. We put a coupon in the newspaper for 50% off fines. Nearly 600 people took advantage of our "sale" and we took in close to \$5000 worth of payments on delinquent accounts. Our previous biggest weekend collecting late fees was about a third of that amount. Overall, we believe it was a successful campaign that promoted positive feelings about the library. I want to point out that I believe reductions like this are different than "amnesty" periods. Amnesty is complete forgiveness of fees. This matching kind of program brought in funds and helped library users clear their accounts. I think it was a win win for everyone. Kudos to our Marketing Coordinator Jeni Daley for coming up with the idea.

Aside from all the continued work on the building and the holiday festivities, our leadership team has been meeting to work on drafting our plan to present to the board in January. I look forward to sharing our ideas with you next month.

Happy holidays and Happy New Year!

## **Library Foundation Director's Report • December 11, 2014**

**Library Foundation Milestone.** At its November meeting, the Foundation Board celebrated a milestone: its endowment has officially passed \$1 million! At that same meeting, the board voted to endow an additional \$50,000 raised during the capital campaign, bringing the total endowment to \$1,148,809. Needless to say, the Foundation is delighted with this progress!

**Local History Room Gift and NEH Update.** We are pleased to report that the Neil Mecaskey Foundation has pledged \$50,000 for the local history room naming opportunity. Neil Mecaskey was a co-founder of the Maupintour travel agency which was headquartered in Lawrence for many years. In addition, the Foundation has received a \$10,000 gift from Peter and Rosalea Carttar for the Greatest Expectations campaign. This brings the total raised for the NEH Challenge grant to \$705,000! We have just \$120,000 to go!

**New Chapter Society & Annual Mailings.** On December 5th, the Foundation and Friends mailed 3,400 letters out to current and prospective donors. Responses have just begun to come in. I will provide you with an update at Monday's board meeting.

**VISTA Volunteer Application.** We are in the process of completing an application that would secure a full time VISTA volunteer for the library. Our preliminary proposal was accepted by the regional office for a volunteer coordinator and grant writer for the library. The full application and work plan is due on December 19<sup>th</sup>. If accepted, we can begin the selection process in February.

**Hall Center Grant Review.** I have been asked to serve on Hall Center's Scholars on Site grant application review committee. The Scholars on Site program supports collaborative research projects that engage community partners and KU humanities scholars. I am quite intrigued by this opportunity because it will provide some insight into the grant process from the review side as opposed to the asking side.

### **Grant applications pending:**

Institute for Museum and Library Services, National Library Medal, \$10,000 award.





## **Lawrence Public Library Temporary Alcohol Permit Rules and Regulations**

Alcoholic beverages may be served during approved events at Lawrence Public Library (LPL) provided that (1) the sponsor or organizer has obtained a permit issued pursuant to the library's rules and regulations and (2) that the drinking or consumption of alcoholic liquor is conducted in accord with the reasonable conditions established by the permit. (City Ordinance No. 8515)

1. Applications for a permit may be obtained at the library or by calling 785-843-3833, ext. 122. Completed permit applications must be sent to the library for approval. The approved form will be mailed to the reserving party.
2. Cost of the Temporary Alcohol Permit is \$30.
3. The decision to grant a Temporary Alcohol Permit is made by LPL staff.
4. The permit is subject to the following conditions (listed on the permit):
  - a) Alcoholic beverages may only be served to the permit holder and his or her guests reserving the library space during the times specified.
  - b) The sale of alcoholic beverages is prohibited at the library without the required Lawrence and Kansas licenses. Charging admission or cover charges, selling tickets, selling cups and other similar activities constitute sales.
  - c) Alcoholic beverages may not be advertised at the permit site.
  - d) It is the responsibility of applicant to furnish the alcoholic beverages that will be consumed and the applicant has the duty to ensure that his or her guests do not become intoxicated.
  - e) Alcoholic beverages may not be served to anyone who may not lawfully possess or consume those beverages.
  - f) Alcoholic beverages must not be accessible to the general public.
  - g) Consumption of alcoholic beverages must be confined to the specified area reserved and under no circumstances may they be taken outside the building.
  - h) Applicant is responsible for the lawful disposal of all trash and refuse produced by the permitted event.
  - i) The permit must be in plain view in the area reserved whenever the applicant is serving alcoholic beverages.
  - j) No food or beverages may be consumed around the piano.



## Temporary Alcohol Permit Lawrence Public Library Auditorium

**Applicant name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ **to** \_\_\_\_\_

**Please describe your event:**

---

Permit fee is \$30. The permit is subject to these conditions:

- a) Alcoholic beverages may only be served to the permit holder and his or her guests reserving the library space during the times specified.
- a) The sale of alcoholic beverages is prohibited at the library without the required Lawrence and Kansas licenses. Charging admission or cover charges, selling tickets, selling cups and other similar activities constitute sales.
- b) Alcoholic beverages may not be advertised at the permit site.
- c) It is the responsibility of applicant to furnish the alcoholic beverages that will be consumed and the applicant has the duty to ensure that his or her guests do not become intoxicated.
- d) Alcoholic beverages may not be served to anyone who may not lawfully possess or consume those beverages.
- e) Alcoholic beverages must not be accessible to the general public.
- f) Consumption of alcoholic beverages must be confined to the specified area reserved and under no circumstances may they be taken outside the building.
- g) Applicant is responsible for the lawful disposal of all trash and refuse produced by the permitted event.
- h) The permit must be in plain view in the area reserved whenever the applicant is serving alcoholic beverages.
- i) No food or beverages may be consumed around the piano.
- j) Additional conditions:

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return completed form to Lawrence Public Library, ATTN: Event Coordinator, 707 Vermont Street, Lawrence KS 66044*

**Approved by LPL Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

LAWRENCE PUBLIC LIBRARY									
2015 Budget									
REVENUES				2014 Budget		2015 Budget			
Tax Fund				\$ 3,383,260.00		\$ 3,550,000.00			
Interest				\$ 250.00		\$ 250.00			
State Aid				\$ 32,000.00		\$ 32,000.00			
N.E.K.L.				\$ 62,560.00		\$ 65,000.00			
Photo Copies				\$ 12,730.00		\$ 13,000.00			
Overdues				\$ 170,000.00		\$ 180,000.00			
Capital Improvement Transfer									
Miscellaneous									
Coffee Shop Rent						\$ 8,400.00			
Meeting Room Fees						\$ 1,200.00			
Total Revenues				\$3,660,800.00		\$ 3,849,850.00			
EXPENSES									
Salaries & Wages				\$ 1,960,000.00		\$ 2,157,000.00			
Health Insurance				\$ 302,000.00		\$ 250,000.00			
Payroll Taxes				\$ 342,000.00		\$ 390,417.00			
Books & Materials				\$ 520,500.00		\$ 520,000.00			
Periodicals				\$ 19,500.00		\$ 19,500.00			
Library Supplies				\$ 95,000.00		\$ 110,000.00			
Building Supplies				\$ 16,800.00		\$ 16,800.00			
Repairs & Maintenance				\$ 75,000.00		\$ 66,133.00			
Equipment				\$ 5,000.00		\$ -			
Equipment - Technology				\$ 16,000.00		\$ 16,000.00			
Capital Improvements				\$ -					
Utilities				\$ 107,000.00		\$ 100,000.00			
Insurance				\$ 16,000.00		\$ 18,000.00			
Postage				\$ 25,000.00		\$ 20,000.00			
Travel & Continuing Education				\$ 25,000.00		\$ 22,000.00			
Book Van & Mileage				\$ 4,000.00		\$ 4,000.00			
Photo Copiers				\$ 8,000.00		\$ 8,000.00			
Programs				\$ 20,000.00		\$ 20,000.00			
Professional Fees				\$ 70,000.00		\$ 70,000.00			
Website/OPAC Content				\$ 14,000.00		\$ 27,000.00			
Advertising & Marketing				\$ 15,000.00		\$ 15,000.00			
Contingency				\$ 5,000.00		\$ -			
Miscellaneous									
Total Expenses				\$3,660,800.00		\$ 3,849,850.00			

## **Holiday Premium Pay**

### **Context:**

Retrieving and checking in materials over the holidays provides better service to patrons and reduces after-holiday backlogs in shelving, filling holds, and updating patrons accounts. Remote drops must be emptied to avoid being overloaded. Current practice is to schedule staff on a limited basis to cover these tasks when the library is closed.

When non-exempt staff work on holidays and closed days, they are paid at their regular hourly rate. This makes it difficult to recruit staff. Many staff are already eligible for holiday pay, so there is a negative incentive for them to take on holiday shifts. Holiday coverage often falls to supervisors, which puts an unfair burden on a few individuals.

The Springsted report shows that most of the libraries surveyed offer holiday incentive pay, with the most reported rate being time and a half.

### **Goal of initiative:**

Provide an incentive for staff to work on holidays and closed days.

### **Draft Policy**

Non-exempt employees who are assigned to work on holidays or other days when the library is closed shall receive premium pay at one and one-half (1.5) times their regular hourly rate for all hours actually worked. In addition, they receive any holiday pay they are eligible for according to holiday pay provisions of the Employee Handbook. Premium pay for holiday work will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments. Supervisors will determine which holidays and closed days require coverage. Schedules will be set by supervisors.

### **Financial implications:**

The premium pay proposal would likely have a limited effect on the salary budget, resulting in increased costs in the range of \$500 to \$1200 annually.