

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

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

Monday, January 19, 2015 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

- Work Plan for 2015-2017

New business

- Read Across Lawrence
- Coordinator Report - Readers' Services
- New Studio Manager

Adjournment

DRAFT

Lawrence Public Library Board of Trustees Meeting December 15, 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, Tom Davin, Kelly Fann, Kim Fletcher, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Kristin Soper, and Sherri Turner.

Friends of the Library: Jan Conard

Guests:

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

Brad noted that there is one additional check to Mass Street Music for \$1242.00. Fran moved and Kevan seconded a motion to approve the consent agenda; all in favor. Motion carried.

Director's Report

Staff bike racks have been installed but we don't yet have a date for installing additional racks in front of the garage. The AC unit for the server room is installed and working properly. This was done as part of the library project funded by the bond. Pavement markings for the book returns on the west side of the building have been delayed due to rain. The skating rink opened the weekend of Black Friday. Attendance was 1300 during the opening weekend and there have continued to be good crowds during the week. The library offered a 50% off coupon during the weekend of Black Friday. We took in just under \$5000 in fines, but also earned some good will and were able to get a lot of accounts back in good standing. For every dollar paid, we waived a dollar; accounts needed to be taken back to zero. Approximately 600 people used the coupons. The other half of the coupon was for \$2.00 off a Friends sale purchase. Brad distributed Thank Your cards from the staff to the board for the year-end bonuses.

Library Foundation Executive Director's Report

The Foundation Board held its last meeting of the year in November. The endowment is now over one million dollars and the board voted to endow additional funds. Kathleen has confirmed a gift from the Mecaskey Foundation for the Local History Room. The Foundation received another \$10,000 from Peter and Rosalea Carttar. To date, \$705,000 has been raised for the NEH grant. The Foundation hopes to reach the fundraising goal for the NEH grant by the end of the year. 3400 joint Friend and Foundation appeal letters were mailed in December. Receipts from the mailing for New Chapter Society are at

\$8500. At the end of this week, Kathleen is putting in a grant proposal for a Vista Volunteer who would act as Volunteer Coordinator and a grant writer.

Library Friends Report

Jan said Friends have finished with sales for this year. Next year they plan to hold four sales supplemented with a few small genre sales. They are now in the process of culling books that have been through three sales without being purchased. They have boxes and boxes of books to process from the last donation day. They plan to install a donation box and will schedule more donation days next year. She thanked David for his excellent sales assistance. Amazon sales are doing well.

Ongoing Business

Alcohol Rules and Regulations

Kathleen presented a draft of the proposed Temporary Alcohol Use policy, and also an amendment to the Meeting Room policy. In preparing the draft, she consulted both Parks and Rec and the Arts Center who are both named in the City Ordinance allowing such use. This would be for events where people are not charged. Applicants would have to fill out an application which repeats the conditions for use. Then the library would approve or disapprove. This would only be in the auditorium. It was suggested that applications be made at least 2 weeks prior to the event date. Brady moved that the board adopt the new alcohol permit policy for the auditorium with the proposed addition of a time frame; Fran seconded. All in favor. Motion carried.

Approve Finalized 2015 Budget

Brad asked the board to approve a revised budget reflecting the actual amount allocated by the city. This is approximately \$32,000 less than the request. The revised budget also shows income from coffee shop and meeting room rental. Certain expense lines were reduced by small amounts to create a balanced budget. It was noted that health insurance rates are lower than the previous budget. Brad noted that this was due to a rate reduction. Health insurance rates are set in August. David moved to accept the revised budget; Fran seconded. All in favor. Motion carried.

New Business

Holiday Premium Pay Proposal

Tricia presented a proposal for holiday premium pay to offer a better incentive for staff to work on holidays. Judy moved to approve; Brady seconded. After a brief discussion, the motion carried. All in favor.

Executive Session

Judy moved that the board move to executive session for 20 minutes to discuss Brad's performance review; Fran seconded. All in favor. Motion carried.

Adjournment

Meeting adjourned at 5:40 p.m.

The next Board meeting will be Monday, January 19, 2014 at 4:30 p.m., in Meeting Room A.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
December 2014									
REVENUES	Month	Year to Date	Annual Budget	100% of Year		Dec-13	YTD 2013		
Tax Fund	\$ 383,260.00	\$ 3,383,260.00	\$ 3,383,260.00	100.00%		\$ -	\$ 3,243,260.00		
Interest	\$ 134.28	\$ 1,182.30	\$ 250.00	472.92%		\$ 12.89	\$ 241.84		
State Aid	\$ -	\$ 32,124.22	\$ 32,000.00	100.39%		\$ -	\$ 37,394.00		
N.E.K.L.	\$ -	\$ 62,560.00	\$ 62,560.00	100.00%		\$ -	\$ 60,740.00		
Photo Copies	\$ 1,206.00	\$ 14,359.07	\$ 12,730.00	112.80%		\$ 1,429.80	\$ 12,869.73		
Overdues	\$ 18,961.58	\$ 170,016.77	\$ 170,000.00	100.01%		\$ 11,992.30	\$ 160,518.58		
Miscellaneous	\$ 5.87	\$ 111.56				\$ (24.40)	\$ 30.72		
Coffe Shop Rent	\$ 700.00	\$ 3,400.00							
Meeting Room Fees	\$ 25.00	\$ 625.00							
Transfer in from Capital Imp.	\$ 21,813.11	\$ 21,813.11							
Total Revenues	\$ 426,105.84	\$ 3,689,452.03	\$3,660,800.00	100.78%		\$13,410.59	\$3,515,054.87		
EXPENSES									
Salaries & Wages	\$ 192,579.17	\$ 1,999,363.64	\$ 1,960,000.00	102.01%		\$ 176,105.97	\$ 1,805,798.45		
Health Insurance	\$ 20,243.34	\$ 246,724.64	\$ 302,000.00	81.70%		\$ 21,488.95	\$ 259,218.87		
Payroll Taxes	\$ 32,837.12	\$ 338,316.43	\$ 342,000.00	98.92%		\$ 28,393.05	\$ 287,506.06		
Books & Materials	\$ 110,865.72	\$ 516,120.13	\$ 520,500.00	99.16%		\$ 98,260.60	\$ 522,665.87		
Periodicals	\$ 10,060.71	\$ 20,940.30	\$ 19,500.00	107.39%		\$ 3,154.90	\$ 16,533.28		
Library Supplies	\$ 6,348.60	\$ 93,843.96	\$ 95,000.00	98.78%		\$ 10,954.68	\$ 85,923.17		
Building Supplies	\$ 1,860.83	\$ 18,148.51	\$ 16,800.00	108.03%		\$ 974.86	\$ 13,694.71		
Repairs & Maintenance	\$ 142.99	\$ 46,026.18	\$ 75,000.00	61.37%		\$ 415.60	\$ 58,410.66		
Equipment	\$ -	\$ 1,236.19	\$ 5,000.00	24.72%		\$ -	\$ 4,175.81		
Equipment - Technology	\$ 1,314.92	\$ 14,581.25	\$ 16,000.00	91.13%		\$ 10,242.39	\$ 27,415.91		
Capital Improvements	\$ 3,998.00	\$ 24,243.19	\$ -			\$ -	\$ -		
Utilities	\$ 10,875.76	\$ 88,567.55	\$ 107,000.00	82.77%		\$ 18,023.61	\$ 126,954.63		
Insurance	\$ 436.69	\$ 11,758.14	\$ 16,000.00	73.49%		\$ 375.35	\$ 14,263.43		
Postage	\$ 1,106.84	\$ 16,750.51	\$ 25,000.00	67.00%		\$ 2,156.34	\$ 24,290.94		
Travel & Continuing Education	\$ 2,774.79	\$ 24,004.15	\$ 25,000.00	96.02%		\$ 5,214.77	\$ 20,898.36		
Book Van & Mileage	\$ 305.55	\$ 2,917.59	\$ 4,000.00	72.94%		\$ 426.33	\$ 2,671.36		
Photo Copiers	\$ 563.27	\$ 6,341.08	\$ 8,000.00	79.26%		\$ 509.91	\$ 6,850.47		
Programs	\$ 5,264.35	\$ 19,111.98	\$ 20,000.00	95.56%		\$ 3,050.80	\$ 19,719.42		
Professional Fees	\$ 51,822.08	\$ 154,730.65	\$ 70,000.00	221.04%		\$ 10,963.48	\$ 79,895.69		
Website/OPAC Content	\$ 603.00	\$ 24,359.13	\$ 14,000.00	173.99%		\$ 30,274.40	\$ 36,049.67		
Advertising & Marketing	\$ -	\$ 15,000.00	\$ 15,000.00	100.00%		\$ 1,471.35	\$ 11,675.89		
Contingency		\$ -	\$ 5,000.00	0.00%			\$ -		
Miscellaneous	\$ 5,514.61	\$ 6,366.83				\$ 5,810.54	\$ 14,093.97		
Total Expenses	\$ 459,518.34	\$ 3,689,452.03	\$3,660,800.00	100.78%		\$ 428,267.88	\$ 3,438,706.62		
Revenues Over Expenses	\$ (33,412.50)	\$ -							
Cash Balances:									
Checking	\$ 576,831.16								
Capital Improvement	\$ 639,691.71								

Lawrence Public Library												
2014 Outside Funding Report												
					November	November	December	December				
			AMOUNT		Income	Spending	Income	Spending		Remaining	NOTES	
FRIENDS												
					\$ 14,600.00							
	Adult Programs		\$ 1,000.00			\$ 135.00		\$ 775.00		\$ 90.00		
	KPR-Advertising		\$ 1,350.00			\$ 944.36		\$ 450.00		\$ (44.36)		
	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	\$ 5,000.00	\$ 699.09		\$ 2,653.91		
	Salaries/Taxes - Horn/Kumm		\$ 1,291.91			\$ 2,542.10	\$ 4,090.65	\$ 2,840.46		\$ -		
	Carryover		\$ 2,413.69							\$ 2,413.69		
			\$ 23,805.60									
FOUNDATION												
	Kansas Health Foundation		\$ 15,680.82			\$ 325.48		\$ 56.45		\$ 15,298.89		
	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	\$ 4,510.39	\$ 1,258.51		\$ 0.30		
	Morgan Expenses		\$ (727.24)			\$ 175.25	\$ 1,215.32	\$ 312.83		\$ -		
	Foundation Center		\$ 1,990.00					\$ 1,990.00		\$ -		
	New Building Technology		\$ 40,348.26			\$ 2,189.99		\$ 2,141.15		\$ 36,017.12		
	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	\$ 857.37	\$ 310.57		\$ 322.98		
	Carryover		\$ 3,446.77				\$ (3,446.77)			\$ -		
			\$ 68,385.92									
	Aquarium		\$ (1,078.17)			\$ 746.82	\$ 2,368.14	\$ 527.62		\$ 15.53		
OTHER												
	Memorials/Honor with Books		\$ 1,677.56		\$ 339.10	\$ 30.79	\$ 37.95	\$ 21.95		\$ 2,001.87		
	Lawrence Give Back		\$ 2,626.32							\$ 2,626.32		
	Puppet Theater		\$ 200.00			\$ 184.00				\$ 16.00		
	Brummell-YS		\$ 155.77			\$ -	\$ 100.00			\$ 255.77		
	Casad		\$ -				\$ 50.00			\$ 50.00		
	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)		\$ (264.62)			\$ 6,398.57		
			\$ 15,042.61									
					\$ 13,397.66	\$ 29,228.78						
	YTD Income & Expenses				\$ 1,109,273.93	\$ 1,090,866.46						
							\$ 16,111.00	\$ 11,383.63				

Lawrence Public Library
Balance Sheet
As of December 31, 2014

	<u>Dec 31, 14</u>	<u>Dec 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,946.71	562,387.64	-545,440.93	-97.0%
Capital Improvement -2	600,931.89	0.00	600,931.89	100.0%
Checking	598,839.27	646,343.91	-47,504.64	-7.4%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,216,717.87</u>	<u>1,208,731.55</u>	<u>7,986.32</u>	<u>0.7%</u>
Total Current Assets	<u>1,216,717.87</u>	<u>1,208,731.55</u>	<u>7,986.32</u>	<u>0.7%</u>
Other Assets				
Petty Cash	1,525.00	700.00	825.00	117.9%
Total Other Assets	<u>1,525.00</u>	<u>700.00</u>	<u>825.00</u>	<u>117.9%</u>
TOTAL ASSETS	<u>1,218,242.87</u>	<u>1,209,431.55</u>	<u>8,811.32</u>	<u>0.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	159,018.95	147,458.45	11,560.50	7.8%
Total Accounts Payable	<u>159,018.95</u>	<u>147,458.45</u>	<u>11,560.50</u>	<u>7.8%</u>
Other Current Liabilities				
Payroll Liabilities	3,167.86	2,511.40	656.46	26.1%
Total Other Current Liabilities	<u>3,167.86</u>	<u>2,511.40</u>	<u>656.46</u>	<u>26.1%</u>
Total Current Liabilities	<u>162,186.81</u>	<u>149,969.85</u>	<u>12,216.96</u>	<u>8.2%</u>
Total Liabilities	<u>162,186.81</u>	<u>149,969.85</u>	<u>12,216.96</u>	<u>8.2%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	758,826.48	625,498.84	133,327.64	21.3%
Net Income	-3,405.64	133,327.64	-136,733.28	-102.6%
Total Equity	<u>1,056,056.06</u>	<u>1,059,461.70</u>	<u>-3,405.64</u>	<u>-0.3%</u>
TOTAL LIABILITIES & EQUITY	<u>1,218,242.87</u>	<u>1,209,431.55</u>	<u>8,811.32</u>	<u>0.7%</u>

Lawrence Public Library
Revenues & Expenses
December 2014

	<u>Dec 14</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	25.00
Personal Books	5.87
Merchandise Sales	-264.62
Gifts-Other	12,284.97
Gifts-Friends	4,090.65
Interest	134.28
Overdues	18,961.58
Photo Copies	1,206.00
Tax Fund	383,260.00
Total Income	<u>420,403.73</u>
Gross Profit	420,403.73
Expense	
FOUNDATION FUNDING	2,821.00
FRIENDS FUNDING	4,463.66
Books & Materials	120,926.43
Miscellaneous	6,680.88
Technology Equipment	1,314.92
Capital Improvement Expenditure	3,998.00
Insurance	436.69
Payroll Expenses	216,520.66
Payroll Taxes	33,237.94
Postage and Delivery	1,106.84
Professional Fees	51,822.08
Program Expense	5,264.35
Repairs	142.99
Supplies	8,209.43
Travel & Hospitality	3,080.34
Utilities	10,875.76
Total Expense	<u>470,901.97</u>
Net Ordinary Income	<u>-50,498.24</u>
Net Income	<u><u>-50,498.24</u></u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

Jan 14, 15

Advance Insurance Company	482.81
Alhanouf A. Alhindi	5.94
Alison Berger	50.00
Amazon	3,258.97
Angela Pickman	50.00
Arsalon Technologies, LLC	1,120.00
ASI	50.00
Baker & Taylor, Inc.	2,548.19
Blackstone Audio, Inc.	891.94
Blue Balliett	250.00
Bob's Janitorial Service	4,329.00
Brett Helquist	250.00
Brian D. Watt	25.94
Brilliance Publishing, Inc.	538.37
Center Point Large Print	508.08
Century Business Technologi...	562.08
City National Bank	100.00
City of Lawrence	552.96
Copy Co Inc.	640.00
Danny Phalen	5.36
Deborah S. Burns	11.24
Demco, Inc.	182.31
Downtown Lawrence Inc.	225.00
Dusty Bookshelf	360.00
EBSCO	-448.96
Ed Rose	3,536.11
Emporia State University	24.88
Foundation Center	1,990.00
Gabby J. LoScalzo	19.85
Hayley L. Shanks	11.99
Heartland Payment Systems	275.46
Holy Family Church	50.00
Houchen Bindery, Ltd.	51.70
Ingram Library Services	13,203.48
Innovative Interfaces, Inc.	700.00
Intuit	29.85
James F. Freund	22.45
Jamie Theresa Larsen	9.20
Jana L. White	28.95
Jayhawk Tropical Fish	669.64
Jiminate	240.00
John Corey Whaley	250.00
Kathleen S. Campbell	7.50
KC Star Books	41.54
Kent Smith	50.00
Laser Logic, Inc.	207.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	432.00
Lawrence Utility Billing	333.28
Manhattan Christian College	25.00
Mary E. Fox	6.36
Mary M. Morrison	78.05
Mates of State LLC	900.00
Maxine Supko Younes	29.13
Mid America	557.26
Midwest Tape	11,655.73
Mike West LLC	100.00
Mize Houser	1,170.00
Mr. Corsaut	500.00
MSM Systems Inc.	5,635.23
OCLC, Inc.	4,688.90
Petty Cash	124.56
Pro Print Inc.	571.24
Pur-O-Zone, Inc.	645.68
Quill Corporation	390.09
Random House, Inc.	168.75
Raven Bookstore	410.00
Recorded Books	593.83
Rueschhoff Communications	39.98
Rueschhoff Locksmiths & S.S.	24.95
Signs of Life	140.00
Snap Promotions	1,002.01

1:12 PM

01/14/15

Lawrence Public Library Vendor Balance Summary

All Transactions

	<u>Jan 14, 15</u>
Sophie Von Feldt	5.94
Sterling Computers	398.00
Steven B. Davis	11.18
Tantor Media	743.74
Timberland Regional Library	14.99
Tracy R. Wingeback	26.11
Trinity Lutheran Church	50.00
Unique Management Services	1,635.63
United Parcel Service	468.40
VISA 5372	8,378.40
World Book School and Library	949.00
WOW!Business	-834.95
TOTAL	<u><u>80,244.30</u></u>

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	01/19/2015	Advance Insurance Company	Checking	
Bill	February 2015	01/14/2015		Group Life Insurance	-482.81
TOTAL					-482.81
Bill Pmt -Check	Electronic	01/19/2015	ASI	Checking	
Bill	December 2014	01/14/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	01/19/2015	City National Bank	Checking	
Bill	Wire Transfer	01/13/2015		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	Electronic	01/19/2015	Heartland Payment Systems	Checking	
Bill		01/14/2015		Office Supplies	-240.46
				Web Site & OPAC Co...	-35.00
TOTAL					-275.46
Bill Pmt -Check	Electronic	01/19/2015	Intuit	Checking	
Bill	December	01/14/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	01/19/2015	Lawrence Utility Billing	Checking	
Bill		12/29/2014		Water	-333.28
TOTAL					-333.28
Bill Pmt -Check	Electronic	01/19/2015	United Parcel Service	Checking	
Bill	1015	01/14/2015		Postage and Delivery	-468.40
TOTAL					-468.40
Bill Pmt -Check	Electronic	01/19/2015	VISA 5372	Checking	
Bill		12/29/2014		Adult Services	-89.00
				Adult Programming	-29.41
				Bookvan & Mileage	-44.97
				Children's Programming	-857.26
				Children's Programming	-47.79
				Children's Programming	-567.27
				Young Adult Program...	-288.32
				Postage and Delivery	-187.53
				Outreach Programming	-17.37
				Building Supplies	-426.04
				Technology Equipment	-699.98
				New Building Technol...	-899.00
				Web Site & OPAC Co...	-288.00
				Equipment Repairs	-123.00
				Miscellaneous	-40.00
				Merchandise Sales	-258.60
Bill		01/13/2015		ABOS Conference	-193.20
				Adult Programming	-263.87

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
				Young Adult Program...	-194.26
				Postage and Delivery	-6.96
				Building Supplies	-16.44
				Technology Equipment	-59.00
				New Building Technol...	-2,116.39
				Miscellaneous	-16.15
				Merchandise Sales	-250.00
				FOUNDATION FUNDI...	-147.00
				Books & Materials	-67.04
				KHF Grant Expenses	-184.55
TOTAL					-8,378.40
Bill Pmt -Check	6751	01/21/2015	Arsalon Technologies, LLC	Checking	
Bill	14132	01/14/2015		Web Site & OPAC Co...	-1,120.00
TOTAL					-1,120.00
Bill Pmt -Check	6752	01/21/2015	Blackstone Audio, Inc.	Checking	
Bill	742567	01/14/2015		Books & Materials	-869.46
Bill	743793	01/14/2015		Books & Materials	-22.48
TOTAL					-891.94
Bill Pmt -Check	6753	01/21/2015	Bob's Janitorial Service	Checking	
Bill	172422	12/23/2014		Professional Fees	-2,025.00
Bill	1722910	12/31/2014		Professional Fees	-2,304.00
TOTAL					-4,329.00
Bill Pmt -Check	6754	01/21/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN0954799	01/14/2015		Books & Materials	-12.50
Bill	IN0954947	01/14/2015		Books & Materials	-14.99
Bill	IN0956977	01/14/2015		Books & Materials	-48.99
Bill	IN0953831	01/14/2015		Books & Materials	-226.92
Bill	IN0954004	01/14/2015		Books & Materials	-47.50
Bill	IN0953830	01/14/2015		Books & Materials	-59.99
Bill	IN0952896	01/14/2015		Books & Materials	-59.99
Bill	IN0954991	01/14/2015		Books & Materials	-7.50
Bill	IN0956606	01/14/2015		Books & Materials	-15.00
Bill	IN0956649	01/14/2015		Books & Materials	-44.99
TOTAL					-538.37
Bill Pmt -Check	6755	01/21/2015	Center Point Large Print	Checking	
Bill	1233623	01/14/2015		Books & Materials	-508.08
TOTAL					-508.08
Bill Pmt -Check	6756	01/21/2015	Century Business Technologies	Checking	
Bill	352139	12/23/2014		Copying	-15.00
Bill	351369	12/23/2014		Copying	-350.12
Bill	353094	01/14/2015		Copying	-55.68
Bill	353095	01/14/2015		Copying	-141.28
TOTAL					-562.08

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6757	01/21/2015	Copy Co Inc.	Checking	
Bill	83671	12/23/2014		Printing	-640.00
TOTAL					-640.00
Bill Pmt -Check	6758	01/21/2015	Demco, Inc.	Checking	
Bill	5475274	12/23/2014		Library Supplies	-182.31
TOTAL					-182.31
Bill Pmt -Check	6759	01/21/2015	Downtown Lawrence Inc.	Checking	
Bill	2015-076	01/14/2015		Membership & Dues	-225.00
TOTAL					-225.00
Bill Pmt -Check	6760	01/21/2015	Foundation Center	Checking	
Bill	NINV-1873	12/23/2014		Adult Gifts	-1,990.00
TOTAL					-1,990.00
Bill Pmt -Check	6761	01/21/2015	Houchen Bindery, Ltd.	Checking	
Bill	217681	12/23/2014		Books & Materials	-51.70
TOTAL					-51.70
Bill Pmt -Check	6762	01/21/2015	Ingram Library Services	Checking	
Bill	82145662	12/23/2014		Books & Materials	-1,953.56
Bill	82075255	12/23/2014		Library Supplies	-191.15
Bill	82075254	12/23/2014		Books & Materials	-41.80
Bill	82030018	12/23/2014		Library Supplies	-3.34
Bill	82012280	12/23/2014		Books & Materials	-92.29
Bill	82218254	12/23/2014		Library Supplies	-5.44
Bill	82233556	12/23/2014		Books & Materials	-1,866.22
Bill	82515786	01/14/2015		Library Supplies	-174.44
Bill	82489595	01/14/2015		Books & Materials	-1,303.43
Bill	82476417	01/14/2015		Books & Materials	-1,380.36
Bill	82406506	01/14/2015		Library Supplies	-117.44
Bill	82394004	01/14/2015		Personal Books	-32.40
Bill	82285595	01/14/2015		Books & Materials	-47.96
Bill	82285594	01/14/2015		Library Supplies	-0.60
Bill				Books & Materials	-295.70
Bill				Library Supplies	-21.60
Bill				Books & Materials	-16.51
Bill				Library Supplies	-1.94
Bill				Books & Materials	-9.91
Bill				Personal Books	-17.07
Bill				Books & Materials	-562.77
Bill				Library Supplies	-29.22
Bill				Books & Materials	-110.98
Bill				Library Supplies	-7.76
Bill				Books & Materials	-295.16
Bill				Library Supplies	-10.72
Bill				Books & Materials	-86.69
Bill				Library Supplies	-6.12
Bill				Books & Materials	-81.72
Bill				Library Supplies	-7.42
Bill				Books & Materials	-116.55
Bill				Library Supplies	-8.86

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	82285593	01/14/2015		Books & Materials	-835.60
				Library Supplies	-131.94
Bill	82359759	01/14/2015		Books & Materials	-540.77
				Library Supplies	-86.42
Bill	82233557	01/14/2015		Books & Materials	-232.53
				Library Supplies	-21.76
Bill	82385950	01/14/2015		Books & Materials	-321.23
				Library Supplies	-52.04
Bill	82342188	01/14/2015		Books & Materials	-1,195.86
				Library Supplies	-157.89
Bill	82371561	01/14/2015		Books & Materials	-672.06
				Library Supplies	-42.87
Bill	82579995	01/14/2015		Personal Books	-15.38
TOTAL					-13,203.48
Bill Pmt -Check	6763	01/21/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC03786	12/23/2014		Technical Services	-700.00
TOTAL					-700.00
Bill Pmt -Check	6764	01/21/2015	Jayhawk Tropical Fish	Checking	
Bill	894172	12/23/2014		Aquarium Maintenance	-97.00
Bill	894157	12/23/2014		Aquarium Maintenance	-228.62
Bill	474512	01/13/2015		Aquarium Maintenance	-118.94
Bill	894199	01/14/2015		Aquarium Maintenance	-117.98
Bill	894185	01/14/2015		Aquarium Maintenance	-107.10
TOTAL					-669.64
Bill Pmt -Check	6765	01/21/2015	Jiminate	Checking	
Bill	12-122914	12/29/2014		Merchandise Sales	-120.00
Bill	1-010715	01/14/2015		Advertising	-120.00
TOTAL					-240.00
Bill Pmt -Check	6766	01/21/2015	KC Star Books	Checking	
Bill	83628	12/23/2014		Books & Materials	-41.54
TOTAL					-41.54
Bill Pmt -Check	6767	01/21/2015	Laser Logic, Inc.	Checking	
Bill	272513	12/23/2014		Office Supplies	-207.00
TOTAL					-207.00
Bill Pmt -Check	6768	01/21/2015	Lawrence Rotary Club	Checking	
Bill	124697	01/14/2015		Membership & Dues	-207.00
TOTAL					-207.00
Bill Pmt -Check	6769	01/21/2015	Lawrence Sign Up LLC	Checking	
Bill	5513	01/14/2015		Building Supplies	-432.00
TOTAL					-432.00

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6770	01/21/2015	Mid America	Checking	
Bill	74618	12/23/2014		Building Supplies	-212.50
Bill	74628	12/23/2014		Building Supplies	-67.44
Bill	74681	12/29/2014		Building Supplies	-277.32
TOTAL					-557.26
Bill Pmt -Check	6771	01/21/2015	Mize Houser	Checking	
Bill	2014 Audit	12/23/2014		Accounting	-1,170.00
TOTAL					-1,170.00
Bill Pmt -Check	6772	01/21/2015	MSM Systems Inc.	Checking	
Bill	202927	01/14/2015		New Building Technol...	-5,635.23
TOTAL					-5,635.23
Bill Pmt -Check	6773	01/21/2015	OCLC, Inc.	Checking	
Bill	364733	01/14/2015		OCLC	-3,876.10
				Internet	-812.80
TOTAL					-4,688.90
Bill Pmt -Check	6774	01/21/2015	Pro Print Inc.	Checking	
Bill	86401	12/23/2014		Printing	-130.06
Bill	86305	12/23/2014		Printing	-12.88
Bill	86532	01/13/2015		Printing	-360.80
Bill	86575	01/13/2015		Children's Programming	-67.50
TOTAL					-571.24
Bill Pmt -Check	6775	01/21/2015	Pur-O-Zone, Inc.	Checking	
Bill	652784	12/23/2014		Building Supplies	-28.48
Bill	651911	12/23/2014		Building Supplies	-333.14
Bill	653525	12/30/2014		Building Supplies	-261.56
Bill	654177	01/14/2015		Building Supplies	-22.50
TOTAL					-645.68
Bill Pmt -Check	6776	01/21/2015	Quill Corporation	Checking	
Bill	8727688	12/23/2014		Office Supplies	-53.09
Bill	8728597	12/23/2014		Young Adult Program...	-17.99
Bill	8664589	12/23/2014		Office Supplies	-22.99
Bill	8467230	12/23/2014		Office Supplies	-76.99
Bill	8952240	12/29/2014		Office Supplies	-131.53
Bill	9248053	01/14/2015		Office Supplies	-18.89
Bill	9135281	01/14/2015		Office Supplies	-4.94
Bill	9142421	01/14/2015		Office Supplies	-63.67
TOTAL					-390.09

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6777	01/21/2015	Random House, Inc.	Checking	
Bill	1082207788	12/23/2014		Books & Materials	-45.00
Bill	1082138792	12/23/2014		Books & Materials	-30.00
Bill	1082418017	01/14/2015		Books & Materials	-26.25
Bill	1082388439	01/14/2015		Books & Materials	-67.50
TOTAL					-168.75
Bill Pmt -Check	6778	01/21/2015	Recorded Books	Checking	
Bill	75048813	12/23/2014		Books & Materials	-533.84
Bill	75051767	12/23/2014		Books & Materials	-59.99
TOTAL					-593.83
Bill Pmt -Check	6779	01/21/2015	Rueschhoff Communications	Checking	
Bill	167804	12/23/2014		Building Repairs	-19.99
Bill	167922	01/13/2015		Building Repairs	-19.99
TOTAL					-39.98
Bill Pmt -Check	6780	01/21/2015	Rueschhoff Locksmiths & S.S.	Checking	
Bill	502065	01/14/2015		Professional Fees	-24.95
TOTAL					-24.95
Bill Pmt -Check	6781	01/21/2015	Snap Promotions	Checking	
Bill	14120405	12/23/2014		Merchandise Sales	-1,002.01
TOTAL					-1,002.01
Bill Pmt -Check	6782	01/21/2015	Sterling Computers	Checking	
Bill	0096024-IN	12/30/2014		Technology Equipment	-398.00
TOTAL					-398.00
Bill Pmt -Check	6783	01/21/2015	Tantor Media	Checking	
Bill	INV16786	01/14/2015		Books & Materials	-44.97
Bill	INV16754	01/14/2015		Books & Materials	-219.41
Bill	INV16944	01/14/2015		Books & Materials	-367.88
Bill	INV16931	01/14/2015		Books & Materials	-111.48
TOTAL					-743.74
Bill Pmt -Check	6784	01/21/2015	Unique Management Services	Checking	
Bill	298793	01/14/2015		Professional Fees	-170.50
				Postage and Delivery	-24.18
Bill	298792	01/14/2015		Professional Fees	-1,440.95
TOTAL					-1,635.63
Bill Pmt -Check	6785	01/21/2015	World Book School and Library	Checking	
Bill	1501433	01/14/2015		Books & Materials	-949.00
TOTAL					-949.00

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27635	01/19/2015	Alhanouf A. Alhindi	Checking	
Bill	REFUND	01/14/2015		Overdues	-5.94
TOTAL					-5.94
Bill Pmt -Check	27636	01/19/2015	Alison Berger	Checking	
Bill	2-21-15	01/14/2015		Read Across Lawrence	-50.00
TOTAL					-50.00
Bill Pmt -Check	27637	01/19/2015	Amazon	Checking	
Bill	1536232	12/23/2014		Books & Materials	-34.77
Bill	8681808	12/23/2014		Books & Materials	-79.99
Bill	5320251	12/23/2014		Books & Materials	-23.95
Bill	2142634	12/23/2014		Books & Materials	-28.92
Bill	7173031	12/23/2014		Children's Programming	-7.79
Bill	2217008	12/23/2014		Books & Materials	-141.96
Bill	3454647	12/23/2014		Books & Materials	-48.02
Bill	4529058	12/23/2014		Books & Materials	-413.41
Bill	8216242	12/23/2014		Books & Materials	-11.49
Bill	9399412	12/23/2014		Children's Programming	-95.92
Bill	9399412	12/23/2014		Children's Programming	-64.74
Bill	6097852	12/29/2014		Adult Programming	-213.94
Bill	6097852	12/29/2014		Adult Programming	-24.49
Bill	2757016	01/14/2015		New Building Technol...	-1,285.44
Bill	275016	01/14/2015		New Building Technol...	-199.00
Bill	5140212	01/14/2015		Books & Materials	-55.97
Bill	6154679	01/14/2015		Books & Materials	-97.98
Bill	6154679	01/14/2015		Books & Materials	-35.61
Bill	6154679	01/14/2015		Books & Materials	-23.98
Bill	6154679	01/14/2015		Books & Materials	-304.41
Bill	0564250	01/14/2015		Books & Materials	-7.75
Bill	6522610	01/14/2015		Books & Materials	-16.48
Bill		01/14/2015		Books & Materials	-42.96
TOTAL					-3,258.97
Bill Pmt -Check	27638	01/19/2015	Angela Pickman	Checking	
Bill	2-14-15	01/14/2015		Read Across Lawrence	-50.00
TOTAL					-50.00
Bill Pmt -Check	27639	01/19/2015	Baker & Taylor, Inc.	Checking	
Bill	2030098386	12/23/2014		Books & Materials	-16.96
Bill	2030100757	12/23/2014		Library Supplies	-1.48
Bill	2030100756	12/23/2014		Books & Materials	-29.03
Bill	2030096644	12/23/2014		Library Supplies	-14.22
Bill	2030096643	12/23/2014		Books & Materials	-290.54
Bill	2030091651	12/23/2014		GGIFT	-21.21
Bill	2030110092	01/14/2015		Library Supplies	-10.29
Bill	2030110091	01/14/2015		Books & Materials	-140.82
Bill	2030139185	01/14/2015		Books & Materials	-29.04
Bill	2030110167	01/14/2015		Books & Materials	-16.13
Bill	2030112435	01/14/2015		Books & Materials	-39.54
Bill	2030112438	01/14/2015		Library Supplies	-13.10
Bill	2030112437	01/14/2015		Books & Materials	-193.63
Bill	2030127542	01/14/2015		Books & Materials	-168.01
Bill	2030139190	01/14/2015		Books & Materials	-1,349.73
Bill	5013424746	01/14/2015		Books & Materials	-114.95

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	2030116877	01/14/2015		Books & Materials	-15.15
Bill	2030091652	01/14/2015		GGIFT	-0.74
Bill	2030116878	01/14/2015		Library Supplies	-0.05
Bill	5013424747	01/14/2015		Library Supplies	-3.53
Bill	2030139191	01/14/2015		Library Supplies	-67.63
Bill	2030127543	01/14/2015		Library Supplies	-12.41
TOTAL					-2,548.19
Bill Pmt -Check	27640	01/19/2015	Blue Balliett	Checking	
Bill	2-1-15	12/23/2014		Read Across Lawrence	-250.00
TOTAL					-250.00
Bill Pmt -Check	27641	01/19/2015	Brett Helquist	Checking	
Bill	1-15-14	12/23/2014		Read Across Lawrence	-250.00
TOTAL					-250.00
Bill Pmt -Check	27642	01/19/2015	Brian D. Watt	Checking	
Bill	REFUND	12/23/2014		Overdues	-25.94
TOTAL					-25.94
Bill Pmt -Check	27643	01/19/2015	City of Lawrence	Checking	
Bill	Parking (3)	01/13/2015		Miscellaneous	-552.96
TOTAL					-552.96
Bill Pmt -Check	27644	01/19/2015	Danny Phalen	Checking	
Bill	REFUND	01/14/2015		Overdues	-5.36
TOTAL					-5.36
Bill Pmt -Check	27645	01/19/2015	Deborah S. Burns	Checking	
Bill	REFUND	01/14/2015		Overdues	-11.24
TOTAL					-11.24
Bill Pmt -Check	27646	01/19/2015	Dusty Bookshelf	Checking	
Bill	Final Coupon Reimb.	12/30/2014		Adult Programming-Fr...	-360.00
TOTAL					-360.00
Bill Pmt -Check	27647	01/19/2015	Ed Rose	Checking	
Bill	Studio	01/14/2015		Professional Fees	-3,166.67
Bill	1/12/15	01/14/2015		Library Supplies	-369.44
TOTAL					-3,536.11
Bill Pmt -Check	27648	01/19/2015	Emporia State University	Checking	
Bill	ILL 102507235	01/14/2015		Overdues	-24.88
TOTAL					-24.88

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27649	01/19/2015	Gabby J. LoScalzo	Checking	
Bill	REFUND	12/23/2014		Overdues	-19.85
TOTAL					-19.85
Bill Pmt -Check	27650	01/19/2015	Hayley L. Shanks	Checking	
Bill	REFUND	12/23/2014		Overdues	-11.99
TOTAL					-11.99
Bill Pmt -Check	27651	01/19/2015	Holy Family Church	Checking	
Bill	Building Fund	01/14/2015		Miscellaneous	-50.00
TOTAL					-50.00
Bill Pmt -Check	27652	01/19/2015	James F. Freund	Checking	
Bill	REFUND	12/23/2014		Overdues	-22.45
TOTAL					-22.45
Bill Pmt -Check	27653	01/19/2015	Jamie Theresa Larsen	Checking	
Bill	REFUND	01/14/2015		Overdues	-9.20
TOTAL					-9.20
Bill Pmt -Check	27654	01/19/2015	Jana L. White	Checking	
Bill	REFUND	01/14/2015		Overdues	-28.95
TOTAL					-28.95
Bill Pmt -Check	27655	01/19/2015	John Corey Whaley	Checking	
Bill	2-17-15	01/14/2015		Read Across Lawrence	-250.00
TOTAL					-250.00
Bill Pmt -Check	27656	01/19/2015	Kathleen S. Campbell	Checking	
Bill	REFUND	01/14/2015		Overdues	-7.50
TOTAL					-7.50
Bill Pmt -Check	27657	01/19/2015	Kent Smith	Checking	
Bill	2-15-15	01/14/2015		Read Across Lawrence	-50.00
TOTAL					-50.00
Bill Pmt -Check	27658	01/19/2015	Manhattan Christian College	Checking	
Bill	ILL	01/14/2015		Overdues	-25.00
TOTAL					-25.00

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27659	01/19/2015	Mary E. Fox	Checking	
Bill	Refund	12/23/2014		Overdues	-6.36
TOTAL					-6.36
Bill Pmt -Check	27660	01/19/2015	Mary M. Morrison	Checking	
Bill	REFUND	12/23/2014		Overdues	-8.99
Bill	REFUND	12/23/2014		Overdues	-10.09
Bill	REFUND	12/23/2014		Overdues	-20.98
Bill	REFUND	12/23/2014		Overdues	-13.90
Bill	REFUND	12/23/2014		Overdues	-14.46
Bill	REFUND	12/23/2014		Overdues	-9.63
TOTAL					-78.05
Bill Pmt -Check	27661	01/19/2015	Mates of State LLC	Checking	
Bill	Performance	01/13/2015		Adult Programming	-900.00
TOTAL					-900.00
Bill Pmt -Check	27662	01/19/2015	Maxine Supko Younes	Checking	
Bill	REFUND	01/14/2015		Overdues	-29.13
TOTAL					-29.13
Bill Pmt -Check	27663	01/19/2015	Midwest Tape	Checking	
Bill	92435549	12/23/2014		Books & Materials	-1,188.99
Bill	92436153	12/23/2014		Books & Materials	-195.70
Bill	92436151	12/23/2014		Books & Materials	-417.88
Bill	92419649	12/23/2014		Books & Materials	-9.99
Bill	92418120	12/23/2014		Books & Materials	-140.20
Bill	92409587	12/23/2014		Books & Materials	-254.92
Bill	92417018	12/23/2014		Books & Materials	-259.14
Bill	92419648	12/23/2014		Books & Materials	-269.92
Bill	92416175	12/23/2014		Books & Materials	-74.97
Bill	92419646	12/23/2014		Books & Materials	-1,032.21
Bill	92409585	12/23/2014		Books & Materials	-525.29
Bill	92419870	12/23/2014		Personal Books	-20.24
Bill	92475505	01/14/2015		Library Supplies	-614.75
Bill	92426021	01/14/2015		Books & Materials	-20.98
Bill	92478746	01/14/2015		Books & Materials	-79.98
Bill	92478783	01/14/2015		Books & Materials	-157.45
Bill	92478744	01/14/2015		Books & Materials	-1,469.19
Bill	92461574	01/14/2015		Books & Materials	-793.07
Bill	92457439	01/14/2015		Books & Materials	-108.71
Bill	92461576	01/14/2015		Books & Materials	-399.91
Bill	92461577	01/14/2015		Books & Materials	-17.24
Bill	92458654	01/14/2015		Books & Materials	-301.40
Bill	92458652	01/14/2015		Books & Materials	-602.21
Bill	92426023	01/14/2015		Books & Materials	-33.74
Bill	92426583	01/14/2015		Books & Materials	-134.95
Bill	92436869	01/14/2015		Books & Materials	-48.74
Bill	92447938	01/14/2015		Books & Materials	-134.97
Bill	92450513	01/14/2015		Books & Materials	-109.98
Bill	92431725	01/14/2015		Books & Materials	-464.95
Bill	92450514	01/14/2015		Books & Materials	-17.09
Bill	92436867	01/14/2015		Books & Materials	-11.24

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	92431973	01/14/2015		Books & Materials	-205.41
Bill	92450511	01/14/2015		Books & Materials	-1,540.32
TOTAL					-11,655.73
Bill Pmt -Check	27664	01/19/2015	Mike West LLC	Checking	
Bill	Concert	12/23/2014		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27665	01/19/2015	Mr. Corsaut	Checking	
Bill	3-18-15	01/14/2015		Children's Programming	-500.00
TOTAL					-500.00
Bill Pmt -Check	27666	01/19/2015	Petty Cash	Checking	
Bill	10/10 - 12/31	12/29/2014		Postage and Delivery	-14.90
				Miscellaneous	-19.80
				Children's Programming	-24.95
				Adult Programming	-57.16
				Bookvan & Mileage	-7.75
TOTAL					-124.56
Bill Pmt -Check	27667	01/19/2015	Raven Bookstore	Checking	
Bill		11/13/2014		Adult Programming-Fr...	-135.00
Bill	Final Coupon Reimb.	12/30/2014		Adult Programming-Fr...	-275.00
TOTAL					-410.00
Bill Pmt -Check	27668	01/19/2015	Signs of Life	Checking	
Bill	Final Coupon Reimb	12/30/2014		Adult Programming-Fr...	-140.00
TOTAL					-140.00
Bill Pmt -Check	27669	01/19/2015	Sophie Von Feldt	Checking	
Bill	REFUND	01/14/2015		Overdues	-5.94
TOTAL					-5.94
Bill Pmt -Check	27670	01/19/2015	Steven B. Davis	Checking	
Bill	REFUND	01/14/2015		Overdues	-11.18
TOTAL					-11.18
Bill Pmt -Check	27671	01/19/2015	Timberland Regional Library	Checking	
Bill	ILL# 95656757	01/14/2015		Overdues	-14.99
TOTAL					-14.99
Bill Pmt -Check	27672	01/19/2015	Tracy R. Wingeback	Checking	
Bill	REFUND	01/14/2015		Overdues	-26.11
TOTAL					-26.11

1:52 PM
01/14/15

Lawrence Public Library
Check Detail
January 16 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27673	01/19/2015	Trinity Lutheran Church	Checking	
Bill	Memorial	01/14/2015		Miscellaneous	-50.00
TOTAL					-50.00

Lawrence Public Library

Monthly Statistical Summary--December 2014

INDICATOR	December		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	6.69	3.10	116%			
Reference Transactions per Capita	1.16	0.76	53%			
Program Attendance per Capita	0.28	0.13	115%			
Circulation per Capita	12.93	12.35	5%			
Circulation per Visit	1.93	3.98	-51%			
Total Holdings per Capita	2.01	2.22	-9%			
% of Lawrence Residents Registered	92%	84%	10%			

Circulation--Adult Total	70,458	68,801	2%	843,060	872,444	-3%
Circulation--Young Adult Total	3,370	3,096	9%	47,027	49,784	-6%
Circulation--Youth Total	27,409	24,319	13%	393,168	369,764	6%
Circulation--Bookmobile	954	875	9%	12,436	12,314	1%
Circulation--Audiovisual Total	45,201	46,838	-3%	543,824	591,755	-8%
Circulation--Total	101,237	96,216	5%	1,283,255	1,291,992	-1%

Reference Transactions	9,063	5,943	52%	108,526	94,627	15%
User Visits	52,353	24,193	116%	503,892	308,168	64%
LPL Web Site Visits	16,406	19,530	-16%	283,022	252,985	12%

Holdings--Added	2,600	2,818	-8%	39,689	39,812	0%
Holdings--Withdrawn	2,592	5,924	-56%	48,590	43,163	13%
Holdings--Total	188,867	207,650	-9%			

Registered Borrowers--Added	620	321	93%			
Registered Borrowers--Total	109,235	100,346	9%			

Adult Programs	18	8	125%	150	73	105%
Young Adult Programs	17	12	N/A	222	175	27%
Youth Programs	36	9	300%	485	398	22%
Senior Programs	8	7	14%	160	179	-11%
Total Programs	79	36	119%	1,017	825	23%
Total Program Attendance	2,206	1,043	112%	53,946	33,937	59%
Public Uses of Meeting Rooms	98	0	#DIV/0!	456	0	#DIV/0!

Total Paid Staff (FTE)	59.89	54.04	11%			
Total Number of Employees	85	75	13%			

Lawrence Public Library

Monthly Statistical Report--December 2014

	December		Percent		YTD	YTD	Percent
	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
OUTPUT MEASURES							
Service Area Population	93,944	93,500	0%				
User Visits per Capita	6.69	3.10	115%				
Reference Transactions per Capita	1.16	0.76	52%				
Program Attendance per Capita	0.28	0.13	111%				
Circulation per Capita	12.93	12.35	5%				
Total Holdings per Capita	2.01	2.22	-9%				
Collection Turnover--Total	6.53	5.67	15%				
Collection Turnover--Adult	6.89	5.94	16%				
Collection Turnover--Young Adult	4.15	3.76	10%				
Collection Turnover--Youth	6.13	5.31	15%				
Collection Turnover--Audiovisual	12.76	10.59	21%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30113	26486	14%		361229	344993	5%
Circulation--Adult Periodicals	620	405	53%		7257	4836	50%
Circulation--Adult Feature Films & TV Shows	27187	29932	-9%		319666	360285	-11%
Circulation--Electronic Games	1798	1507	19%		20511	17608	16%
Circulation--Adult Music CDs	7510	7095	6%		92404	100934	-8%
Circulation--Adult Audio Books and Books on CD	3228	3352	-4%		41781	43540	-4%
Circulation--eReaders	2	24	-92%		212	248	-15%
Circulation--Adult Total	70458	68801	2%		843060	872444	-3%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Circulation--YA Books and Videos	3157	2899	9%		44473	45920	-3%
Circulation--YA Periodicals	20	16	25%		344	158	118%
Circulation--YA Music CDs	0	0	#DIV/0!		0	1312	-100%
Circulation--YA Audio Books and Books on CD	193	181	7%		2210	2394	-8%
Circulation--YA Total	3370	3096	9%		47027	49784	-6%
Circulation--Youth Books and Videos	25809	22838	13%		371866	348366	7%
Circulation--Youth Periodicals	116	59	97%		1344	953	41%
Circulation--Youth Music CDs	511	537	-5%		7059	7509	-6%
Circulation--Youth Audio Books and Books on CD	973	885	10%		12899	12936	0%
Circulation--Youth Total	27409	24319	13%		393168	369764	6%
Circulation--Bookmobile	954	875	9%		12436	12314	1%
Circulation--Total Books	55280	48898	13%		730486	694290	5%
Circulation--Total Periodicals	756	480	58%		8945	5947	50%
Circulation--Total Audiovisual	45201	46838	-3%		543824	591755	-8%
Circulation Total	101237	96216	5%		1283255	1291992	-1%
E-Audio (Overdrive Only)	371	144	158%		3460	1079	221%
E-Book (Overdrive Only)	2197	970	126%		20905	5742	264%
Zinio	715	1358	-47%		9485	10135	-6%
Circulation Desk Circulation	5868	46818	-87%		364534	608571	-40%
Adult Self Check Circulation	75286	49398	52%		838180	683421	23%
Percent Self Check	93%	51%	81%		70%	53%	32%
Web Site Renewals	18783				75238		
Other Staff Checkouts	1301				5304		

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
Requests Placed	18333	15266	20%		198556	199217	0%
Requests Filled	11880	12275	-3%		142931	155404	-8%
Requests Unclaimed	2448	1463	67%		23293	16450	42%
Interlibrary Loan Items Borrowed for LPL Patrons	392	446	-12%		4984	5802	-14%
Interlibrary Loan Items Loaned from LPL Collection	586	529	11%		5049	5401	-7%
OTHER LIBRARY SERVICES							
User Visits	52353	24193	116%		503892	308168	64%
Public Computer Usage	8424	6785	24%		98978	93547	6%
Computer Lab Classes	4	2	100%		41	23	78%
Computer Lab Classes Attendance	17	7	143%		300	84	257%
Adult Reference Transactions	1685	5055	-67%		53887	77093	-30%
Young Adult Reference Transactions	793	448	77%		7510	8563	-12%
Youth Reference Transactions	819	440	86%		11324	8971	26%
IT Desk	2074				11298		
Welcome Desk	1875				13796		
Phone Calls	1817				9711		
Total Reference Transactions	9063	5943	52%		107526	94627	14%
Public-Sponsored Uses of Meeting Rooms	98	0	#DIV/0!		456	0	#DIV/0!
LPL Web Site Visits	16406	19530	-16%		283022	252985	12%
RESOURCES							
Holdings--Total	188867	207650	-9%				
Holdings--Adult	124712	142105	-12%				
Holdings--Young Adult	9750	9883	-1%				
Holdings--Youth	54405	55662	-2%				
Holdings--Audiovisual	42502	53077	-20%				
Holdings--eReaders	11	14	-21%				
Holdings Added	2600	2818	-8%		39689	39812	0%
Holdings Withdrawn (Weeded)	2592	5924	-56%		48590	43163	13%
Holdings Net Change	8	-3106			-8901	-3351	

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2014	2013	Change		2014	2013	Change
			2013-2014				2013-2014
LIBRARY PATRONS							
Total Borrowers	109235	100346	9%				
Borrowers Added	620	321	93%		8674	6266	38%
Borrowers Transacting	13225	10085	31%		121532	125272	-3%
Percent of Borrowers Transacting	12%	10%	20%				
Total Number of Lawrence Residents Registered	86349	78973	9%				
Percent of Lawrence Residents Registered	92%	84%	9%				
PROGRAMMING							
Number of Adult Programs	18	8	125%		150	73	105%
Number of Young Adult Programs	17	12	42%		222	175	27%
Number of Youth Programs	36	9	300%		485	398	22%
Number of Senior Programs	8	7	14%		160	179	-11%
Total Programs	79	36	119%		1017	825	23%
Adult Program Attendance	398	192	107%		17273	6057	185%
Young Adult Program Attendance	179	154	16%		4094	3033	35%
Youth Program Attendance	1576	636	148%		31116	23171	34%
Senior Program Attendance	53	61	-13%		1463	1676	-13%
Total Program Attendance	2206	1043	112%		53946	33937	59%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	59.89	54.04	11%				
ALA-MLS Librarians, in Full-Time Equivalents	17.44	14.8	18%				
Number of Employees--Total	85	75	13%				
Number of Employees--Full-Time	36	35	3%				
Number of Employees--Part-Time	49	40	23%				
Terminations	1	1	0%		8	10	-20%
Hirings	1	0	#DIV/0!		17	12	42%
Volunteer Hours	165.75	172.6	-4%		2671.15	2881.2	-7%

Library Director's Report for January 2015

Respectfully submitted by Brad Allen

Happy New Year! Can you believe we've been in the new building for almost six months now? We've had an amazing run of press here at the end of 2014 and beginning of 2015. The library (and board member Ursula Minor!) have graced the pages of the newspaper more days than not so far in 2015. And all good news rather than news of controversy! It's a great start to the year and evidence of all of our hard work paying dividends.

As for the building, most things are up and running like normal and the rest is slowly coming together. Since my last report, the pavement markings were completed at the Kentucky Street drive-thru area. It looks pretty good. Also, we added some signage on the coffee bar that says "COFFEE" in the metal letters similar to those at the auditorium, welcome desk, and accounts window. It looks très sophisticated. By the time you read this, the additional bike racks should be installed on the east side of the parking garage (weather permitting). We are getting closer to the installation of the additional lighting throughout the building. I still don't have an exact install date there, but my understanding is that it is approaching.

We continue to develop the way we work in our new building. At this beginning of January, we initiated our new Person In Charge (PIC) rotation. Everyone on the leadership team (all 17 coordinators, managers, and directors) will have five or six weekend days they will work to provide additional assistance and administrative presence in the building. Sherri and I took the first Saturday and Sunday respectively. Staff seemed happy to see each of us in the building over the weekend. We are working on a PIC training program to help us all broaden our skill set and abilities to help out in each of the areas of the library.

Another exciting development since my last report pertains to our recording studio, SOUND+VISION. We had some remaining end-of-year funds and used that money to enter into a contract for services and consulting with longtime Lawrence recording engineer Ed Rose. Ed has been recording local and national acts since the early 90s. He will help us tremendously as we increase capacity to serve the community in the studio. Already, he has done much to organize the space and work on tightening up procedures and inventory control. We are incredibly lucky to have Ed working with us. He's a legend in the local music scene.

In other exciting news, our annual Read Across Lawrence community reading program begins at the end of January. This year, we have a book for adults (*The Handmaid's Tale* by Margaret Atwood), for teens (*Where Things Come Back* by John Corey Whaley), and for kids (*Chasing Vermeer* by Blue Baille). As usual, we will be handing out books and having many events at

Library Director's Report for January 2015

the library and in the community. We'll have our kickoff party for the adult component on January 30th from 5:30-7. Please stop by if you can. Other January programming has been quite successful as well with over 200 people in attendance for Jo Renfro's talk about hiking the Appalachian Trail and over 100 people in attendance for a Lawrence Modern talk about Midcentury Modern and Japanese design.

This month, we also are offering our first facilitated MOOC. MOOCs are Massive Open Online Courses. Most are completely free and it's an up and coming new way to learn. People can use MOOCs on their own to learn, but data suggests that facilitating group participation helps improve learning through MOOCs. Our MOOC is a seven week course developed at K-State that will focus on enhancing knowledge about healthy lifestyle changes to improve eating practices, physical activity habits, and related wellness behaviors such as sleep habits, stress management, and substance abuse. We've partnered with Lawrence Memorial Hospital to provide additional content during class meetings as well. We received good coverage in the media about this and the introductory class was held on January 14 to a packed meeting room of more than 20 people. We're really excited about our foray into building local learning communities using free online course content.

Lastly, I have a few updates on the technology front. We will be replacing our room reservation software soon. We are disappointed with the performance of our current product and believe we have found a much better replacement. It should be implemented in the next month or so. This will give us better control of reservations of the main level small study rooms which are currently difficult to manage. Secondly, we have learned that the company who we had contracted with to provide outside book lockers is insolvent. We are exploring a new (and we think better) option for lockers that would connect to our integrated library system which the other did not. The new product we are researching is manufactured by D-Tech and called holdIT.

Library Foundation Director's Report • January 16, 2015

NEH Grant. The Foundation has had a very successful year of fundraising for its National Endowment for the Humanities grant that will establish a programming endowment for the library. To date, we've raised \$707,500 in gifts and pledges (86% of the way to our goal!) The most recent gift is a pledge from the Hill Family for \$2,500. Board members are working hard to bring in potential donors for tours so we can close the gap soon.

Music Storytellers Series. The Library Foundation is pleased to report that it has received a \$15,000 grant from the Harrison Family Fund for a first year pilot of a Music Storytellers Series. Similar to the Beach Series, this program would bring a prominent musician or songwriter to Lawrence to tell the stories behind their music. Brad is organizing a committee to make the first year's selection.

New Chapter Society & Annual Mailings. On December 5th, the Foundation and Friends mailed 3,400 annual letters to current and prospective donors. To date, we have received 300 gifts totaling \$23,470. Of that total, the Foundation has received \$14,062.50 and the Friends have received \$9,407.50. In addition, the New Chapter Society mailing that went out in November has brought in 14 members, bringing an additional \$13,650 to the Foundation and \$375 to the Friends. Thus the grand total of both mailings is \$37,470.

Beach Series Selection Committee. The selection committee for the 2015 Beach Author Series will convene later this month. Members (from the library) are Brad Allen, Polli Kenn, Kristin Soper, Blake Grossenburg, Karen Allen, Margie Coggins from the Library Foundation, Laura Lorson from KPR, Carrie Edwards from the Beach Foundation, graphic novelist Jai Nitz and Heidi Raak from the Raven. In addition, we are delighted to report that world famous librarian Nancy Pearl has agreed to serve in an advisory capacity from Seattle.

Caddy Stacks. The Caddy Stacks planning group is reconvening to bring back Caddy Stacks this summer. The plan is to hold it outside on the Library Lawn in conjunction with the Summer Reading kick-off party on Saturday, May 30th. Members of the committee are Craig Penzler, Brad Farmer, Mary Kate Ambler, Margie Coggins, and Laura Denneker.

Book Bike. The library will unveil the LPL Book Bike this spring. The Bob Frederick family is generously underwriting this project. We will take it to various community events for book giveaways and other library promotions. It will be a fun community outreach tool.

VISTA Volunteer Application. Our application to secure a full time VISTA volunteer for the library is nearing approval. Pending a few clarifications to our application, this will provide us with a full time employee at no cost to the library who will help us manage our new volunteer program, assist with grant writing, and support anti-poverty programs in Lawrence through library outreach. The plan is to have a VISTA in place by late April.

Grant applications pending:

Institute for Museum and Library Services, National Library Medal, \$10,000 award.

On the Strategic Partnership side of things:

New Financial Literacy Classes. We are partnering with Lawrence's Housing and Credit Counseling office to bring a new series of five financial literacy classes to the library this spring, April 7 through June 2. The classes will cover basic budgeting, credit reports, kids and money, owning vs. renting, and the basics of investing. There also are plans underway to offer a "back to school" series in the fall covering student loans and tenants' rights.

LPL Work Plan for 2015-2017

DESTINATION EDUCATION CREATION

Lawrence Public Library will be a central destination for everyone in our community. It will be the spot for people of all ages to connect, converse, read, and reflect.

Lawrence Public Library will cultivate an inquisitive, engaged, and literate community.

Lawrence Public Library will provide the tools necessary for people to create and share their own stories.

Year One 2015

1. Complete library building project.
 - a. Improve acoustics throughout the building.
 - b. Improve lighting throughout the building.
 - c. Develop outdoor spaces on library campus.
2. Build capacity within the organization.
 - a. Develop a robust volunteer program.
 - b. Implement Lean Management techniques.
 - c. Process improvement plan for Collection Services Department.
 - d. Foster community connections with strategic partnerships with other organizations.
 - e. Increase FTE with mill levy increase.
3. Create local learning communities for adults.
 - a. Facilitate learning groups using MOOCs.
 - b. Present TEDx talks.
 - c. Provide online access to learning resources.
4. Further develop capacity for Sound + Vision studio.
5. Begin exploring storytime outreach in the community.

6. Expand STEM programming for children and teens.
7. Fuel Lawrence's passion for reading.
 - a. Build community around books.
 - b. Library created podcasts.
 - c. Continued staff training for reading recommendations.

Year Two 2016

1. Establish the library as a repository of Lawrence stories.
 - a. Develop Lawrence Voices oral history project.
 - b. Increase local history/genealogy emphasis.
 - c. Support local self publishing efforts.
2. Create a dedicated "Tween" space.
3. Build Sound + Vision studio into NE Kansas's preeminent recording studio.

Year Three 2017

1. Develop local history/stories portal in partnership with Watkins and Spencer Museums.
2. Deploy outreach vehicles for library services beyond the building.

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

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

Monday, February 16, 2015 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

- Coordinator Report - Karen Allen, Youth Services
- Request to change date of April Board Meeting

Executive Session - personnel issue

Adjournment

DRAFT

Lawrence Public Library Board of Trustees Meeting January 19, 2015

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, Tom Davin, Kim Fletcher, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Kristin Soper, and Sherri Turner; Ed Rose, studio consultant

Friends of the Library: Jan Conard

Guests:

Call to Order

Joan Golden, Board Chair, called the meeting to order at 4:34 p.m. Brad introduced the board to Ed Rose who has been hired for a year to consult in the studio. Ed said he was thrilled to be here. He said people are excited about the studio, and the library staff has been helpful as he's getting started.

Public Comment

There were no public comments.

Consent Agenda

David moved and Kevan seconded a motion to approve the consent agenda; all in favor. Motion carried. Brad noted that there were three automatic bill payments that came in after the December board meeting that had to be paid before the end of the year. The three vendors were Advance Insurance, UPS, and Westar.

Director's Report

A week from today the library will have been open six months. There has been a lot of good newspaper coverage, including an article on board member Ursula. All of the pavement markings are complete on the Kentucky street drive. The rest of the bike racks were installed in front of the garage. There are a couple more than originally planned. A metal sign that matches other building signage was added to the coffee shop. The Leadership Team started our person-in-charge rotation for weekends at the beginning of the year. We're excited to have Ed working in the Studio. He's is well known in town and brings a lot of expertise. We are getting ready to launch Read Across Lawrence. There were over 220 people at the Joanne Renfro talk about her experience hiking the Appalachian Trail. We launched our first MOOC to a packed house. Brad said he was curious to see how we can build learning communities in the building. The company who was to provide our book lockers is now insolvent. We've been looking at another option we think is better, but since it is a new product, we want to investigate further before we move forward. It is more expensive, but the fact that it will integrate with our ILS is a big plus.

Library Foundation Executive Director's Report

Kathleen reported that fundraising for the NEH grant is 86% of the way toward its goal. She is doing a tour with the Simons family this week. The foundation received a \$15,000 grant from the Harrison Family Fund for the Music Storytellers pilot program. This will involve inviting prominent songwriters in

to tell the story behind their music. There will be a meeting next week to select the author for the Beach Author Series. Nancy Pearl has agreed to be on the advisory board. It looks like the VISTA volunteer application will be approved. The library only has to provide a desk, phone, and computer. Kathleen said the hope was to have someone in place by the end of April. The library will be partnering with Lawrence's Housing and Credit Counseling center to provide another round of financial wellness classes. Housing and Credit received a grant for the project, and the library is a great distribution outlet for them. Another series is planned for the fall.

Library Friends Report

The book donation day today was a big success. Friends are reconsidering putting out the drop. Amazon sales were over \$4000 in December. There will be a membership meeting March 10, and volunteer orientation times each month. They are trying to schedule a cookbook genre sale on March 7. The Friends are looking at helping supply books that go into the United Way's backpack program.

Ongoing Business

Work plan

Brad explained the process used to develop the work plan that was distributed to the board. Prior to the holidays, he met with a big group of managers and coordinators. He encouraged them to dream big. They had a lot of great ideas which were pulled together. As he worked with staff to pull the ideas into a coherent plan, one of the struggles he had was that, while there were a lot of great ideas, they weren't necessarily strategic. In the end, calling it a work plan was more accurate. Another of the difficulties was that we were trying to align everything with the three overarching goals of education, destination, and creation. Realizing that there's a lot of overlap between those three goals, we decided it might be more helpful to look at it chronologically. As you look at the chronology, there is a lot more listed the first year and less as you go along, the idea being that years two and three will begin to build as we move forward. He said the plan doesn't yet have a lot of detail, but he wanted to start with this and see if this is headed in the way the board sees as appropriate. If it is, he and staff would continue to work on elaborating this plan.

Joan asked if he already had ideas about what some of the action steps are under these points. She said she generally likes what is laid out, but asked how do we have accountability that something is really happening? Brad said that if this looks good, he would put it in a spreadsheet or checklist to track progress. Kevan said the process is great, but he wondered how you operate within the reality of constraints like the budget. If it's in the work plan, does it mean we do it? Brad said these are all things that we intend to do, and he believes they are all within capacity, although some may be reliant on grants that may fall through. Judy said it looks like a great start. She said she didn't see a need to organize the plan structure under the categories of destination, creation and education. She said she thought it would be fine to have aspirational goals with a column indicating "if budget allows." Brad said he had wanted to attempt to reverse engineer: think about what we can accomplish for the community and then figure out how to get there. It's important to show value and return on investment. There was some discussion about the mill levy request statement. Joan said that in order to support the mill levy request, the library needs to do these things and show impact. Judy said the timing on that will be critical. It is important to proceed cautiously. Brad said he had been thinking a lot about building capacity, such things as how do we move more toward more full-time positions. Judy said she thought the library would have a tough time making a case right now. Kevan said it seems like the board agrees that these are all reasonable goals and will make things better. The reality is that we operate within a political environment that we can't control. Just because something is in here, it doesn't mean it's a

complete green light. It may still depend on financial and political constraints. Joan said she would feel more comfortable with “explore” on the mill levy point. She said it’s important to show what you’ve done with what we have and show where we want to go with the increase. Brad noted that what the library can do with the studio with Ed on board will be amazing, a benefit for the town that will garner support, especially from the music community. Judy said that showing the number of people served is part of the story. Joan suggested that adding the statistics for the studio to the board report would be helpful. In summary, the work plan is all good stuff, worthy of adding more detail, and making sure that it’s within capacity. Joan asked for a progress update at the April meeting.

New Business

Read Across Lawrence

Jeni gave an overview of the Read Across Lawrence program. She said that during this annual event, the library invites everyone to get on the same page by reading the same book at the same time and to come together to talk about it. This is the 13th year for adult book, the 4th year for the kids program, and the first year for teens. Staff will be passing out free books at the end of January and the beginning of February. There will be a special kickoff event for VIP guests in conjunction with Final Fridays. Read Across Lawrence is a great opportunity to network with KU Libraries who have partnered with us from the beginning. Margaret Atwood’s visit on February 2 is largely possible as a result of a partnership with KU Commons. Her talk will be in the KU Ballroom. At the end of January, there will be yarn bombing project where community members will wrap trees around the library in red yarn. Yarn Barn donated yarn for the project. Joan thanked Jeni for the great effort, and Jeni gave credit to the many others including Polli and Kathleen, and especially to KU Libraries.

Coordinators Report—Readers’ Services

Polli Kenn, Readers Services Coordinator, reported on the work of the newly formed Readers’ Service Department. Her report is appended to these minutes.

New Studio Manager

Brad informed the board that rather than move leftover funds to the Capitol Improvement Fund, the library encumbered those funds to engage Ed Rose, longtime Lawrence recording engineer, in a one year contract to help manage the studio. He is already working to promote it through social media and is recruiting engineers to volunteer their help with the studio.

Brad’s formal review has been completed and he has developed goals. He was asked to send copies of his goals to all board members, who are asked to respond back to Kevan and Fran if they concur.

The board was invited to a volunteer appreciation even on February 22, details to follow.

Brad distributed Conflict of Interest statements from the auditors for each board member to complete.

Adjournment

Meeting adjourned at 5:49 p.m.

The next board meeting will be Monday, February 16, 2015, at 4:30 p.m. In Meeting Room A.

Respectfully submitted,

Sherri Turner

Readers' Services Department Overview:

The Readers' Services department was created in response to the greater need for the library to highlight our main brand – books. Research shows people get their reading recommendations primarily from friends and family, not so much from their librarian. Our aim is to support the value of reading and connection through stories, and to position LPL staff as the go-to resource for connecting, conversing and reflecting about books.

Nine Staff: Two full-time, one 30 hour, three 25-27 hour, three 10 hour – in total about 214 hours a week. We have brilliant, creative and committed staff. Most are veterans who came over from circulation. They range in experience from 22 years at LPL to just three months. We have been strengthening our RA skills and getting projects underway, with a goal of balancing individual skill and interests with the overall needs of the organization.

I see my role as providing vision and support and education, while keeping the team ON TRACK with the LPL mission. In Readers' Advisory, there is no lack of exciting things to do, so we're working to stay focused. The main challenge has been how to keep communication strong with staff on disparate schedules, so we are launching our department blog this week for better info sharing.

What we do:

1) Promote LPL and our collection and 2) Enhance Customer Experience

- Our top priority is customer service – building relationships with patrons and connecting them with the stories that enrich their lives. So far, the staff reports being asked about books more often, but not as much as we'd like. Working on fixing perception of "what librarians do" with consistent customer service and the projects we're developing.
- We get the books on the shelves, make the fiction loop an inviting and enjoyable place to be, and provide collection curation, which includes weeding, shifting and paying attention to what we're seeing and hearing to share with the LPL staff who make purchasing decisions.
- We share Welcome Desk coverage with Youth Services, so we strive to be knowledgeable about everything going on in the library.
- Content Development is a crucial part of our work.
 - We create Bibliocommons Staff Picks lists, annotated book reviews, and develop other content for the catalog.
 - We write blog posts, make Like-Try-Whys, and generate social media RA content.
 - We are working on displays (display space has been a challenge but we are approaching a solution) and promoting integrated, interdepartmental advisory

using movies, music and books. Our checkouts from last year show us this is how people like to consume their media.

Projects we're developing to fit our broader goals of *Destination, Education and Creation*.

- We are prioritizing librarian-based, personalized reading suggestions and recommendations, on the order of the “My Librarian” project at Multnomah or the “Great Stuff Crew” at Edmonton. This will create a strong presence on our website that reflects the kind of service you find when you come into the library and helps the patron narrow their focus when looking for help and materials.
- To compliment that project, we will use form-based Readers’ Advisory, via a short form on the website. This will provide reading recommendations within the catalog or email, and/or we will place a book or two immediately on hold for someone. Goal is for beta testing starting March 1st.
- Planning a Readers’ Advisory conference on April 1st with NEKLS – bringing in one big speaker and the rest of the day is a facilitated “unconference” with hands on learning. Developing the agenda this week with NEKLS.
- Developing the RS staff as resources not just for the community, but within our library and within the system. Creating ongoing staff training with this goal in mind.
- Staff Reading Challenge – fun way to read outside of our comfort zones. Launching at the conference
- Book Club support and programming for the community – coaching and advice on how to run a book club and sharing reading suggestions, while promoting our Book Club in a Bag program.
- Creating Genre Studies book discussion groups, which are guided reading groups within a genre, facilitated by library staff or community experts.
- Exploring a library podcast, using Sound and Vision studio and inviting in members of the community to participate.
- Outreach... working with Kathleen and the DSP team to look for outreach avenues.

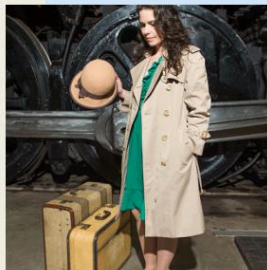
<https://multcolib.org/my-librarian>

<http://www.epl.ca/staffpicks>

Contact one of these librarians for a personalized reading recommendation or let us pick one for you. For all other requests, Contact us.

Meet the librarians

Heather E.



Travel, Lost Generation, Classics, Women in Literature, Poetry

[Read more about Heather and her recommendations. →](#)

Ask Heather E. what to read

Karen E.



Mystery, Memoir, Suspense, Psychological fiction, Scandinavian Thriller, Teen, TV and Movies, Baking, Psychology

[Read more about Karen and her recommendations. →](#)

Ask Karen E. what to read

Alicia T.



Teens, Comics, Horror, Art, Fashion, Design [Read more about Alicia and her recommendations. →](#)

Ask Alicia T. what to read

Diana A.



Literary, Parenting, Kids, Teens, Audiobooks, Classics, Cooking

[Read more about Diana and her recommendations. →](#)



EPL staff has a genuine interest in library material. Every day, we read, we listen, we watch, we game and most of all, we share the exceptional content that you may not know about.

Looking for some serendipity, inspiration, creativity or simply a way to escape from a hectic day? What a better way to get what you are looking for than to check out the latest picks by EPL staff and the Great Stuff Crew!

About the Great Stuff Crew

The Great Stuff Crew is made up of nine creative and passionate individuals who work at EPL. They are a knowledgeable bunch, expert navigators of incredible content about books, movies, music, games and more. They give their personal recommendations about stuff they find interesting, enlightening, but most of all enjoyable!

The Great Stuff Crew's recently created lists: **Great Stuff Crew Confessions – Our Favourite Guilty Pleasures.** These are picks available in our collection of material the Crew may *not* like to confess they like, but LOVE! Check them out below!

Books Music Movies Gaming Storytime Other Great Stuff

Looking for a great book or eBook to curl up with on a cold afternoon? **Julie** or **Nancy** from the Great Stuff Crew can help you with timely and timeless must-reads!

NEW List: Julie's Confessions And Guilty Pleasures

Julie's Other Fiction Picks



We read.

NEW List: Nancy's Confessions And Guilty Pleasures

Nancy's Other Non-Fiction Picks

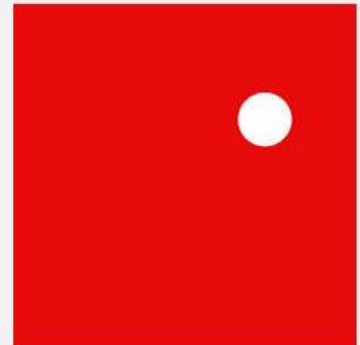
What Would Your Favorite **Parks and Recreation** Character Read or Watch?

	Adult Fiction	Nonfiction	Movie	T.V. Show
Leslie Knope				
Ben Wyatt				
Ron Swanson				
April Ludgate				

	Adult Fiction	Nonfiction	Movie	T.V. Show
Ann Perkins				
Tom Haverford				

» FIND YOUR NEXT ALBUM

» BOOK REVIEWS IN GIFS



Lawrence Public Library

Lawrence, KS



SEARCH POSTS

FEATURED POSTS

Find Your Next **Literary Fiction Novel** at Lawrence Public Library.



If You Like



The Signature of All Things
Elizabeth Gilbert



Life after Life
Kate Atkinson

Both of these novels follow families across the world and are told in beautiful prose.



Try



No Country for Old Men
Cormac McCarthy

If you enjoyed the experimental style and unique structure of Life after Life, you might enjoy All the Light We Cannot See, which centers on WWII.



All the Light We Cannot See
Anthony Doerr

<http://lawrencepubliclibrary.tumblr.com/post/107320311649/parks-and-recreation-begins-airing-its-final>

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
January 2015									
REVENUES		Month	Year to Date	Annual Budget	8% of Year		January 2014		YTD 2014
Tax Fund		\$ -	\$ -	\$ 3,550,000.00	0.00%		\$ -		\$ -
Interest		\$ 132.62	\$ 132.62	\$ 250.00	53.05%		\$ 11.36		\$ 11.36
State Aid		\$ -	\$ -	\$ 32,000.00	0.00%				\$ -
N.E.K.L.		\$ -	\$ -	\$ 65,000.00	0.00%				\$ -
Photo Copies		\$ 1,294.50	\$ 1,294.50	\$ 13,000.00	9.96%		\$ 996.60		\$ 996.60
Overdues		\$ 15,912.44	\$ 15,912.44	\$ 180,000.00	8.84%		\$ 13,948.97		\$ 13,948.97
Coffee Shop Rent		\$ 700.00	\$ 700.00	\$ 8,400.00			\$ -		\$ -
Meeting Room Fees		\$ 25.00	\$ 25.00	\$ 1,200.00					
Miscellaneous		\$ (31.58)	\$ (31.58)				\$ (16.53)		\$ (16.53)
Total Revenues		\$ 18,032.98	\$ 18,032.98	\$3,849,850.00	0.47%		\$14,940.40		\$14,940.40
EXPENSES									
Salaries & Wages		\$ 171,070.88	\$ 171,070.88	\$ 2,157,000.00	7.93%		\$ 144,608.15		\$ 144,608.15
Health Insurance		\$ 19,413.68	\$ 19,413.68	\$ 250,000.00	7.77%		\$ 21,488.95		\$ 21,488.95
Payroll Taxes		\$ 30,156.29	\$ 30,156.29	\$ 390,417.00	7.72%		\$ 24,397.38		\$ 24,397.38
Books & Materials		\$ (14,072.85)	\$ (14,072.85)	\$ 520,000.00	-2.71%		\$ 2,569.34		\$ 2,569.34
Periodicals		\$ 1,026.80	\$ 1,026.80	\$ 19,500.00	5.27%		\$ -		\$ -
Library Supplies		\$ 11,415.14	\$ 11,415.14	\$ 110,000.00	10.38%		\$ 7,480.03		\$ 7,480.03
Building Supplies		\$ 1,646.83	\$ 1,646.83	\$ 16,800.00	9.80%		\$ 879.30		\$ 879.30
Repairs & Maintenance		\$ 7,899.27	\$ 7,899.27	\$ 66,133.00	11.94%		\$ 524.28		\$ 524.28
Equipment		\$ -	\$ -	\$ -			\$ -		\$ -
Equipment - Technology		\$ 357.22	\$ 357.22	\$ 16,000.00	2.23%		\$ 602.53		\$ 602.53
Capital Improvements		\$ -	\$ -	\$ -			\$ -		\$ -
Utilities		\$ 13,047.42	\$ 13,047.42	\$ 100,000.00	13.05%		\$ 3,452.39		\$ 3,452.39
Insurance		\$ 482.81	\$ 482.81	\$ 18,000.00	2.68%		\$ 372.95		\$ 372.95
Postage		\$ 2,299.54	\$ 2,299.54	\$ 20,000.00	11.50%		\$ 708.96		\$ 708.96
Travel & Continuing Education		\$ (595.00)	\$ (595.00)	\$ 22,000.00	-2.70%		\$ -		\$ -
Book Van & Mileage		\$ 21.56	\$ 21.56	\$ 4,000.00	0.54%		\$ 648.70		\$ 648.70
Photo Copiers		\$ 588.47	\$ 588.47	\$ 8,000.00	7.36%		\$ 369.57		\$ 369.57
Programs		\$ 2,093.71	\$ 2,093.71	\$ 20,000.00	10.47%		\$ 230.00		\$ 230.00
Professional Fees		\$ (22,412.12)	\$ (22,412.12)	\$ 70,000.00	-32.02%		\$ 4,666.84		\$ 4,666.84
Website/OPAC Content		\$ 1,190.00	\$ 1,190.00	\$ 27,000.00	4.41%		\$ 35.00		\$ 35.00
Advertising & Marketing		\$ 120.00	\$ 120.00	\$ 15,000.00	0.80%		\$ 488.70		\$ 488.70
Miscellaneous		\$ 915.31	\$ 915.31				\$ 1,148.00		\$ 1,148.00
Total Expenses		\$ 226,664.96	\$ 226,664.96	\$3,849,850.00	5.89%		\$ 214,671.07		\$ 214,671.07
Revenues Over Expenses		\$ (208,631.98)	\$ (208,631.98)						
Cash Balances:									
Checking		\$ 335,125.63							
Capital Improvement		\$ 618,006.27							

Lawrence Public Library												
2015 Outside Funding Report												
			1/1/2015		January	January	February	February				
			AMOUNT		Income	Spending	Income	Spending		Remaining	NOTES	
FRIENDS												
	2014 Final Payment		\$ 14,600.00		\$ 20,000.00					\$ 34,600.00		
	Adult Programs		\$ 90.00							\$ 90.00		
	KPR-Advertising		\$ (44.36)			\$ 5,510.67				\$ (5,555.03)		
	Google		\$ 100.00							\$ 100.00		
	Scholarships		\$ 2,750.00							\$ 2,750.00		
	Volunteers		\$ 1,000.00							\$ 1,000.00		
	Read Across Lawrence		\$ 2,653.91			\$ 1,410.00				\$ 1,243.91		
	Salaries/Taxes - Horn/Kumm		\$ -		\$ 14,000.00	\$ 1,765.95				\$ 12,234.05		
	Carryover		\$ 2,413.69							\$ 2,413.69		
			\$ 23,563.24		\$ 34,000.00	\$ 8,686.62				\$ 48,876.62		
FOUNDATION												
	Kansas Health Foundation		\$ 15,298.89			\$ 1,549.17				\$ 13,749.72		
	Steiner Storytelling		\$ -							\$ -		
	Beach Author Series		\$ -							\$ -		
	Milliken Fund		\$ (14.24)							\$ (14.24)		
	Salaries/Taxes - Oden		\$ 0.30			\$ 1,047.05				\$ (1,046.75)		
	Morgan Expenses		\$ -			\$ 147.00				\$ (147.00)		
	Aquarium		\$ 15.53		\$ -	\$ 459.76				\$ (444.23)		
	Foundation Center		\$ -							\$ -		
	New Building Technology		\$ 36,017.12			\$ 20,103.59				\$ 15,913.53		
	New Building Furniture & Shelving		\$ 1,677.26							\$ 1,677.26		
	Simpson Grant		\$ 4,644.27							\$ 4,644.27		
	New Building YS		\$ 322.98							\$ 322.98		
			\$ 57,962.11		\$ -	\$ 23,306.57				\$ 34,655.54		
OTHER												
	Memorials/Honor with Books		\$ 2,001.87		\$ 165.00	\$ 202.59				\$ 1,964.28		
	Lawrence Give Back		\$ 2,626.32							\$ 2,626.32		
	Puppet Theater		\$ 16.00							\$ 16.00		
	Brummell-YS		\$ 255.77							\$ 255.77		
	Casad		\$ 50.00							\$ 50.00		
	Wurfy		\$ 32.55		\$ 100.00					\$ 132.55		
	Moving		\$ 125.00							\$ 125.00		
	Underwood Gift (Sr.Outreach)		\$ 356.94							\$ 356.94		
	John Cotton Dana		\$ 1,663.84							\$ 1,663.84		
	Merchandise Sales		\$ 6,398.57		\$ 29.64					\$ 6,428.21		
			\$ 13,526.86		\$ 294.64	\$ 202.59				\$ 13,618.91		
					\$ 34,294.64	\$ 32,195.78						
	YTD Income & Expenses				\$ 34,294.64	\$ 32,195.78						

Lawrence Public Library
Balance Sheet
As of January 31, 2015

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Capital Improvement	16,946.79
Capital Improvement -2	601,059.48
Checking	335,125.63
Savings	0.00
Total Checking/Savings	<u>953,131.90</u>
Total Current Assets	953,131.90
Other Assets	
Petty Cash	1,513.47
Total Other Assets	<u>1,513.47</u>
TOTAL ASSETS	<u>954,645.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	104,620.22
Total Accounts Payable	104,620.22
Other Current Liabilities	
Payroll Liabilities	502.21
Total Other Current Liabilities	<u>502.21</u>
Total Current Liabilities	<u>105,122.43</u>
Total Liabilities	105,122.43
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	755,420.84
Net Income	-206,533.12
Total Equity	<u>849,522.94</u>
TOTAL LIABILITIES & EQUITY	<u>954,645.37</u>

Lawrence Public Library
Revenues & Expenses
January 2015

	<u>Jan 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	25.00
Personal Books	-31.58
Merchandise Sales	29.64
Gifts-Other	265.00
Gifts-Friends	34,000.00
Interest	132.62
Overdues	15,912.44
Photo Copies	1,294.50
Total Income	<u>52,327.62</u>
Gross Profit	52,327.62
Expense	
FOUNDATION FUNDING	21,799.76
FRIENDS FUNDING	7,583.02
Books & Materials	-13,046.05
Miscellaneous	2,813.78
Technology Equipment	357.22
Insurance	482.81
Payroll Expenses	193,055.30
Payroll Taxes	30,398.55
Postage and Delivery	2,299.54
Professional Fees	-22,412.12
Program Expense	2,093.71
Repairs	7,899.27
Supplies	13,061.97
Travel & Hospitality	-573.44
Utilities	13,047.42
Total Expense	<u>258,860.74</u>
Net Ordinary Income	<u>-206,533.12</u>
Net Income	<u><u>-206,533.12</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Feb 11, 15
Amazon	8,296.36
Apple Inc.	3,636.00
ASI	50.00
Baker & Taylor, Inc.	3,578.08
Bibliotheca	4,571.00
Blackstone Audio, Inc.	919.24
Bob's Janitorial Service	642.09
Body Boutique	790.00
Brilliance Publishing, Inc.	14.00
Center Point Large Print	446.97
Century Business Technologies	590.84
Copy Co Inc.	600.00
Dakota J. Behrman	21.33
Dell Marketing L.P.	2,178.80
Demco, Inc.	652.22
EBSCO	2,851.04
Ed Rose	3,366.67
Free Press	264.00
Gale Group, Inc.	77.84
Heartland Payment Systems	300.90
Heidi Gluck	14.34
Ingram Library Services	28,808.69
Innovative Interfaces, Inc.	7,500.00
Intuit	29.85
Jayhawk Power	379.28
Jayhawk Tropical Fish	433.72
Jiminate	120.00
Journal-World	193.60
Kai Ono	80.00
KanREN	1,837.55
Kansas Public Radio	466.67
Kayla Andrews	225.00
Kingston Printing	960.00
Laser Logic, Inc.	139.00
Lawrence Chamber of Commerce	285.00
Lawrence Public Library Foundati...	617.00
Lawrence Sign Up LLC	384.00
Leslie Kay	275.00
Lindsey Waugh	50.00
Mid America	1,204.57
Midwest Single Source	149.50
Midwest Tape	7,911.20
Mike West	69.94
Milliman, Inc.	2,800.00
MSM Systems Inc.	977.00
NEKLS	1,800.00
OCLC, Inc.	4,688.90
OverDrive	12,548.59
Pan Asian Publications Inc.	148.60
Paperboys, Ltd.	833.20
Peter Marten	80.00
Prairie Park Nature Center	100.00
Pur-O-Zone, Inc.	341.12
Quill Corporation	1,361.02
Random House, Inc.	60.00
Recorded Books	12,737.47
Rueschhoff Locksmiths & S.S.	249.95
Russel Clark	80.00
Ryan Lucas	80.00
Showcases	669.38
Snap Promotions	4,780.00
St. Charles City-County Lib. Dist.	19.99
Susan Goldberg	100.00
Tantor Media	47.22
Uma S. Outka	14.49
Unique Management Services	1,341.66
VISA 5372	6,032.40
WOW!Business	393.68
TOTAL	<u>138,265.96</u>

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		02/16/2015	ASI	Checking	
Bill	January 2015	02/10/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check		02/16/2015	Heartland Payment Systems	Checking	
Bill	January	01/31/2015		Office Supplies	-265.90
				Web Site & OPAC Content	-35.00
TOTAL					-300.90
Bill Pmt -Check		02/16/2015	VISA 5372	Checking	
Bill		02/11/2015		ABOS Conference	-673.69
				Adult Programming	-87.47
				Bookvan & Mileage	-79.48
				Children's Programming	-629.08
				Young Adult Programming	-151.64
				Postage and Delivery	-225.70
				Building Supplies	-357.12
				Technology Equipment	-580.80
				FOUNDATION FUNDING	-307.11
				Books & Materials	-411.89
				KHF Grant Expenses	-118.82
				Read Across Lawrence	-698.18
				Admin. Dept.	-105.05
				Collection Development	-96.30
				YS New Building	-127.30
				Office Supplies	-474.73
				Library Supplies	-87.43
				Miscellaneous	-19.45
				Advertising	-134.48
				Advertising Gift Fund	-666.68
TOTAL					-6,032.40
Bill Pmt -Check	6786	02/18/2015	Apple Inc.	Checking	
Bill	4324900879	01/30/2015		New Building Technology	-3,636.00
TOTAL					-3,636.00
Bill Pmt -Check	6787	02/18/2015	Bibliotheca	Checking	
Bill	SI0008028-...	01/30/2015		Library Supplies	-4,571.00
TOTAL					-4,571.00
Bill Pmt -Check	6788	02/18/2015	Blackstone Audio, Inc.	Checking	
Bill	747756	01/31/2015		Books & Materials	-110.95
Bill	749194	02/11/2015		Books & Materials	-689.85
Bill	749544	02/11/2015		Books & Materials	-118.44
TOTAL					-919.24
Bill Pmt -Check	6789	02/18/2015	Bob's Janitorial Service	Checking	
Bill	174039	01/30/2015		Professional Fees	-642.09
TOTAL					-642.09

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6790	02/18/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN0961559	01/31/2015		Books & Materials	-5.00
Bill	IN0959297	01/31/2015		Books & Materials	-9.00
TOTAL					-14.00
Bill Pmt -Check	6791	02/18/2015	Center Point Large Print	Checking	
Bill	1262320	01/31/2015		Books & Materials	-446.97
TOTAL					-446.97
Bill Pmt -Check	6792	02/18/2015	Century Business Technologies	Checking	
Bill	355395	01/30/2015		Copying	-15.00
Bill	354777	01/30/2015		Copying	-376.51
Bill	357014	02/10/2015		Copying	-55.68
Bill	357015	02/10/2015		Copying	-143.65
TOTAL					-590.84
Bill Pmt -Check	6793	02/18/2015	Copy Co Inc.	Checking	
Bill	83696	01/30/2015		Printing	-600.00
TOTAL					-600.00
Bill Pmt -Check	6794	02/18/2015	Dell Marketing L.P.	Checking	
Bill	XJMKK6TJ9	01/31/2015		New Building Technology	-2,178.80
TOTAL					-2,178.80
Bill Pmt -Check	6795	02/18/2015	Demco, Inc.	Checking	
Bill	5494788	01/30/2015		Library Supplies	-165.30
Bill	5501494	01/30/2015		Library Supplies	-190.96
Bill	5512993	02/10/2015		Library Supplies	-295.96
TOTAL					-652.22
Bill Pmt -Check	6796	02/18/2015	EBSCO	Checking	
Bill	1000009467	01/31/2015		Books & Materials	-2,851.04
TOTAL					-2,851.04
Bill Pmt -Check	6797	02/18/2015	Gale Group, Inc.	Checking	
Bill	54273625	01/31/2015		Books & Materials	-38.92
Bill	53880698	01/31/2015		Books & Materials	-38.92
TOTAL					-77.84
Bill Pmt -Check	6798	02/18/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC03...	01/30/2015		Computer Repairs	-7,500.00
TOTAL					-7,500.00

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6799	02/18/2015	Jayhawk Power	Checking	
Bill		01/30/2015		Building Repairs	-379.28
TOTAL					-379.28
Bill Pmt -Check	6800	02/18/2015	Jayhawk Tropical Fish	Checking	
Bill	474679	01/31/2015		Aquarium Maintenance	-115.74
Bill	894294	02/10/2015		Aquarium Maintenance	-105.00
Bill	474538	02/10/2015		Aquarium Maintenance	-107.98
Bill	474654	02/10/2015		Aquarium Maintenance	-105.00
TOTAL					-433.72
Bill Pmt -Check	6801	02/18/2015	Jiminate	Checking	
Bill	2-020615	02/10/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	6802	02/18/2015	KanREN	Checking	
Bill	150112010...	01/30/2015		Internet	-1,837.55
TOTAL					-1,837.55
Bill Pmt -Check	6803	02/18/2015	Kansas Public Radio	Checking	
Bill	125773	01/30/2015		Advertising Gift Fund	-466.67
TOTAL					-466.67
Bill Pmt -Check	6804	02/18/2015	Kingston Printing	Checking	
Bill	113576	01/30/2015		Read Across Lawrence	-960.00
TOTAL					-960.00
Bill Pmt -Check	6805	02/18/2015	Laser Logic, Inc.	Checking	
Bill	272942	02/10/2015		Computer Repairs	-139.00
TOTAL					-139.00
Bill Pmt -Check	6806	02/18/2015	Lawrence Chamber of Commerce	Checking	
Bill	501854	02/10/2015		Membership & Dues	-285.00
TOTAL					-285.00
Bill Pmt -Check	6807	02/18/2015	Lawrence Sign Up LLC	Checking	
Bill	5707	01/30/2015		KHF Grant Expenses	-384.00
TOTAL					-384.00
Bill Pmt -Check	6808	02/18/2015	Leslie Kay	Checking	
Bill	02021501	02/10/2015		Advertising	-275.00
TOTAL					-275.00

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6809	02/18/2015	Mid America	Checking	
Bill	74788	01/30/2015		Building Supplies	-468.00
Bill	74762	01/30/2015		Building Supplies	-212.50
Bill	74797	01/30/2015		Building Supplies	-79.13
Bill	74867	01/31/2015		Building Supplies	-51.28
Bill	74905	02/10/2015		Building Supplies	-393.66
TOTAL					-1,204.57
Bill Pmt -Check	6810	02/18/2015	Midwest Single Source	Checking	
Bill	771552-0	01/30/2015		Office Supplies	-149.50
TOTAL					-149.50
Bill Pmt -Check	6811	02/18/2015	Milliman, Inc.	Checking	
Bill		01/30/2015		Accounting	-2,800.00
TOTAL					-2,800.00
Bill Pmt -Check	6812	02/18/2015	MSM Systems Inc.	Checking	
Bill	203069	02/10/2015		New Building Technology	-977.00
TOTAL					-977.00
Bill Pmt -Check	6813	02/18/2015	NEKLS	Checking	
Bill	Courier	01/31/2015		Postage and Delivery	-1,800.00
TOTAL					-1,800.00
Bill Pmt -Check	6814	02/18/2015	OCLC, Inc.	Checking	
Bill	370453	02/10/2015		OCLC Internet	-3,876.10
TOTAL					-4,688.90
Bill Pmt -Check	6815	02/18/2015	OverDrive	Checking	
Bill	H-0024963	01/30/2015		Books & Materials	-9,000.00
Bill	161702760...	01/31/2015		Books & Materials	-707.81
Bill	170948913...	01/31/2015		Books & Materials	-497.63
Bill	113509443...	01/31/2015		Books & Materials	-344.70
Bill	113824537...	01/31/2015		Books & Materials	-382.33
Bill	162036687...	01/31/2015		Books & Materials	-387.72
Bill	170458117...	02/11/2015		Books & Materials	-493.22
Bill	162132377...	02/11/2015		Books & Materials	-497.66
Bill	160256773...	02/11/2015		Books & Materials	-237.52
TOTAL					-12,548.59
Bill Pmt -Check	6816	02/18/2015	Pan Asian Publications Inc.	Checking	
Bill	U-14304	02/11/2015		Books & Materials	-148.60
TOTAL					-148.60

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6817	02/18/2015	Paperboys, Ltd.	Checking	
Bill	1-6-15	01/31/2015		Periodicals	-833.20
TOTAL					-833.20
Bill Pmt -Check	6818	02/18/2015	Pur-O-Zone, Inc.	Checking	
Bill	654836	01/30/2015		Building Supplies	-341.12
TOTAL					-341.12
Bill Pmt -Check	6819	02/18/2015	Quill Corporation	Checking	
Bill	9625112	01/30/2015		Office Supplies	-229.47
				Children's Programming	-193.36
Bill	9803516	01/30/2015		Office Supplies	-871.15
Bill	997585	01/31/2015		Office Supplies	-17.00
Bill	9850000	01/31/2015		Office Supplies	-50.04
TOTAL					-1,361.02
Bill Pmt -Check	6820	02/18/2015	Random House, Inc.	Checking	
Bill	1082560354	01/31/2015		Books & Materials	-60.00
TOTAL					-60.00
Bill Pmt -Check	6821	02/18/2015	Recorded Books	Checking	
Bill	75027858	01/31/2015		Books & Materials	-218.66
Bill	75067364	01/31/2015		Books & Materials	-156.34
Bill	75027856	01/31/2015		Books & Materials	-197.20
Bill	75039038	01/31/2015		Books & Materials	-40.60
Bill	75045993	01/31/2015		Books & Materials	-80.74
Bill	75027857	01/31/2015		Books & Materials	-167.62
Bill	75034191	01/31/2015		Books & Materials	-40.02
Bill	75030358	01/31/2015		Books & Materials	-13.34
Bill	75027855	01/31/2015		Books & Materials	-842.16
Bill	75029240	01/31/2015		Books & Materials	-27.26
Bill	75030357	01/31/2015		Books & Materials	-63.22
Bill	75027860	01/31/2015		Books & Materials	-91.64
Bill	75034192	01/31/2015		Books & Materials	-113.68
Bill	75039039	01/31/2015		Books & Materials	-56.84
Bill	75059184	01/31/2015		Periodicals	-5,544.85
Bill	75059183	01/31/2015		Periodicals	-4,000.00
Bill	75027853	01/31/2015		Books & Materials	-911.76
Bill	75061090	01/31/2015		Books & Materials	-71.77
Bill	75069218	02/11/2015		Books & Materials	-99.77
TOTAL					-12,737.47
Bill Pmt -Check	6822	02/18/2015	Rueschhoff Locksmiths & S.S.	Checking	
Bill	503519	01/30/2015		Professional Fees	-249.95
TOTAL					-249.95

12:29 PM
02/11/15

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6823	02/18/2015	Showcases	Checking	
Bill	283761	01/31/2015		Library Supplies	-405.00
Bill	283774	01/31/2015		Library Supplies	-264.38
TOTAL					-669.38
Bill Pmt -Check	6824	02/18/2015	Snap Promotions	Checking	
Bill	15011402	01/30/2015		Advertising Gift Fund	-4,780.00
TOTAL					-4,780.00
Bill Pmt -Check	6825	02/18/2015	Tantor Media	Checking	
Bill	INV16916	01/31/2015		Books & Materials	-25.99
Bill	INV17394	01/31/2015		Books & Materials	-21.23
TOTAL					-47.22
Bill Pmt -Check	6826	02/18/2015	Unique Management Services	Checking	
Bill	300646	02/10/2015		Professional Fees	-172.53
Bill	300645	02/10/2015		Postage and Delivery	-32.48
Bill				Professional Fees	-1,136.65
TOTAL					-1,341.66
Bill Pmt -Check	27675	02/16/2015	Amazon	Checking	
Bill	28319	01/30/2015		Library Supplies	-70.95
Bill	5730612	01/30/2015		New Building Technology	-1,108.49
Bill	0962621	01/30/2015		New Building Technology	-3,168.00
Bill	1692250	01/30/2015		New Building Technology	-155.96
Bill	21539	01/30/2015		New Building Technology	-620.28
Bill	6721040	01/30/2015		Technology Equipment	-198.30
Bill	689207	01/30/2015		Books & Materials	-24.49
Bill	893010	01/30/2015		Books & Materials	-18.79
Bill	337569	01/30/2015		Books & Materials	-112.84
Bill	961735	01/30/2015		Books & Materials	-61.11
Bill	6614019	01/30/2015		Books & Materials	-59.99
Bill	264141	01/30/2015		Books & Materials	-25.00
Bill	87680	01/30/2015		Books & Materials	-38.49
Bill	761187	01/30/2015		Books & Materials	-48.98
Bill	744604	01/30/2015		Books & Materials	-29.99
Bill	18816	01/30/2015		Books & Materials	-206.14
Bill	352051	01/30/2015		Books & Materials	-111.86
Bill	81747	01/30/2015		Books & Materials	-17.56
Bill	28669	01/30/2015		Library Supplies	-53.06
Bill	6721040	01/30/2015		Technology Equipment	-99.92
Bill	4500223	01/31/2015		Books & Materials	-43.99
Bill	2089807	01/31/2015		Books & Materials	-89.90
Bill	5051409	01/31/2015		Books & Materials	-108.60
Bill	8867472	01/31/2015		Books & Materials	-127.05
Bill	8867472	01/31/2015		Books & Materials	-202.68
				Overdues	-42.75
Bill	8867472	01/31/2015		Books & Materials	-36.89
Bill	1405836	01/31/2015		Books & Materials	-9.92
Bill	4500223	01/31/2015		Books & Materials	-208.06
Bill	8181038	01/31/2015		Books & Materials	-7.37
Bill	7366650	01/31/2015		Books & Materials	-15.98
Bill	8867472	01/31/2015		Books & Materials	-32.31
				Young Adult Programming	-23.98
Bill	8732233	02/10/2015		New Building Technology	-289.87

02/11/15

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	8732233	02/10/2015		New Building Technology	-216.90
Bill	6293865	02/10/2015		Children's Programming	-181.11
Bill	8664223	02/11/2015		Books & Materials	-12.44
Bill	5903439	02/11/2015		Books & Materials	-18.04
Bill	0580240	02/11/2015		Books & Materials	-169.99
				Library Supplies	-62.99
				Young Adult Programming	-26.18
Bill	2331435	02/11/2015		Books & Materials	-119.92
Bill	8141842	02/11/2015		Books & Materials	-19.24
TOTAL					-8,296.36

Bill Pmt -Check	27676	02/16/2015	Baker & Taylor, Inc.	Checking	
Bill	5013466504	01/31/2015		Books & Materials	-67.32
Bill	2030150357	01/31/2015		Books & Materials	-147.69
Bill	2030221199	01/31/2015		Books & Materials	-12.11
Bill	2030183252	01/31/2015		Books & Materials	-128.35
Bill	2030183253	01/31/2015		Library Supplies	-6.54
Bill	2030221200	01/31/2015		Library Supplies	-1.90
Bill	2030150358	01/31/2015		Library Supplies	-9.13
Bill	5013463611	01/31/2015		Library Supplies	-1.90
Bill	2030232490	01/31/2015		Library Supplies	-5.70
Bill	2030211149	01/31/2015		Library Supplies	-1.48
Bill	2030178767	01/31/2015		Library Supplies	-1.95
Bill	2030144833	01/31/2015		Library Supplies	-6.07
Bill	2030144832	01/31/2015		Books & Materials	-95.63
Bill	2030178766	01/31/2015		Books & Materials	-20.69
Bill	2030211148	01/31/2015		Books & Materials	-30.77
Bill	2030232489	01/31/2015		Books & Materials	-16.34
Bill	5013463610	01/31/2015		Books & Materials	-19.22
Bill	2030155331	01/31/2015		Books & Materials	-19.74
Bill	2030155332	01/31/2015		Library Supplies	-1.48
Bill	2030136661	01/31/2015		Library Supplies	-20.66
Bill	2030190791	01/31/2015		Library Supplies	-6.77
Bill	2030160450	01/31/2015		Library Supplies	-25.54
Bill	2030216275	01/31/2015		Library Supplies	-19.45
Bill	2030241058	01/31/2015		Library Supplies	-10.49
Bill	5013417043	01/31/2015		Library Supplies	-2.27
Bill	2030112450	01/31/2015		Library Supplies	-75.13
Bill	2030112449	01/31/2015		Books & Materials	-823.12
Bill	5013417042	01/31/2015		Books & Materials	-55.31
Bill	2030241057	01/31/2015		Books & Materials	-281.57
Bill	2030216274	01/31/2015		Books & Materials	-410.86
Bill	2030160449	01/31/2015		Books & Materials	-292.38
Bill	2030136660	01/31/2015		Books & Materials	-393.23
Bill	2030190760	01/31/2015		Books & Materials	-284.77
Bill	5013424744	01/31/2015		GGIFT	-48.99
Bill	2030139186	01/31/2015		GGIFT	-124.03
Bill	2030204986	01/31/2015		GGIFT	-28.83
Bill	2030261194	02/11/2015		Library Supplies	-1.90
Bill	2030261193	02/11/2015		Books & Materials	-18.17
Bill	2030277325	02/11/2015		Library Supplies	-4.49
Bill	2030277324	02/11/2015		Books & Materials	-30.86
Bill	2030139187	02/11/2015		Library Supplies	-6.71
Bill	5013424745	02/11/2015		GGIFT	-2.22
Bill	2030204987	02/11/2015		GGIFT	-0.10
Bill	2030286708	02/11/2015		GGIFT	-16.22
TOTAL					-3,578.08

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27677	02/16/2015	Body Boutique	Checking	
Bill	Berkely,Kar...	02/10/2015		Membership & Dues	-790.00
TOTAL					-790.00
Bill Pmt -Check	27678	02/16/2015	Dakota J. Behrman	Checking	
Bill	REFUND	02/10/2015		Overdues	-21.33
TOTAL					-21.33
Bill Pmt -Check	27679	02/16/2015	Ed Rose	Checking	
Bill	February	01/30/2015		Professional Fees	-3,166.67
Bill	41363	02/10/2015		Technology Equipment	-200.00
TOTAL					-3,366.67
Bill Pmt -Check	27680	02/16/2015	Free Press	Checking	
Bill	15-0113	01/30/2015		Advertising Gift Fund	-264.00
TOTAL					-264.00
Bill Pmt -Check	27681	02/16/2015	Heidi Gluck	Checking	
Bill	REFUND	01/30/2015		Overdues	-14.34
TOTAL					-14.34
Bill Pmt -Check	27682	02/16/2015	Ingram Library Services	Checking	
Bill	82784490	01/30/2015		Personal Books	-8.97
Bill	82789803	01/30/2015		Personal Books	-22.80
Bill	82663729	01/30/2015		Personal Books	-36.64
Bill	83203840	01/30/2015		Personal Books	-57.72
				Books & Materials	-43.76
Bill	83424695	01/31/2015		KHF Grant Expenses	-111.46
				Books & Materials	-430.05
				Library Supplies	-34.42
Bill	83515751	01/31/2015		KHF Grant Expenses	-252.16
				Books & Materials	-1,542.34
Bill	83424696	01/31/2015		Books & Materials	-761.03
				Library Supplies	-120.31
Bill	83449561	01/31/2015		Books & Materials	-96.84
Bill	83449560	01/31/2015		Books & Materials	-586.66
				Library Supplies	-33.93
Bill	83414075	01/31/2015		Books & Materials	-1,178.33
				Library Supplies	-152.19
Bill	83342051	01/31/2015		Books & Materials	-11.94
				Personal Books	-15.95
Bill	83342052	01/31/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	83300235	01/31/2015		Books & Materials	-95.98
Bill	83300234	01/31/2015		Books & Materials	-59.70
Bill	83363907	01/31/2015		Books & Materials	-267.70
				Library Supplies	-16.83
Bill	82865281	01/31/2015		Books & Materials	-204.25
				Library Supplies	-12.12
Bill	82865282	01/31/2015		Books & Materials	-157.82
				Library Supplies	-12.22
Bill	82865283	01/31/2015		Books & Materials	-181.99

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
				Library Supplies	-13.02
Bill	82983190	01/31/2015		Books & Materials	-411.97
				Library Supplies	-48.32
Bill	83131429	01/31/2015		Books & Materials	-22.74
				Library Supplies	-0.30
Bill	83131428	01/31/2015		Books & Materials	-63.38
				Library Supplies	-4.68
Bill	83038480	01/31/2015		Books & Materials	-293.28
				Library Supplies	-21.51
Bill	83231702	01/31/2015		Books & Materials	-496.29
Bill	83277484	01/31/2015		Books & Materials	-132.14
				Library Supplies	-6.57
Bill	82784491	01/31/2015		Books & Materials	-156.95
				Library Supplies	-13.66
Bill	82663731	01/31/2015		Books & Materials	-463.63
				Library Supplies	-33.24
Bill	82690579	01/31/2015		Books & Materials	-425.55
				Library Supplies	-32.16
Bill	83099111	01/31/2015		Books & Materials	-557.90
				Library Supplies	-45.64
Bill	83112115	01/31/2015		Books & Materials	-27.54
				Library Supplies	-0.30
Bill	83038478	01/31/2015		Books & Materials	-80.35
				Library Supplies	-6.43
Bill	83038479	01/31/2015		Books & Materials	-173.90
Bill	82548106	01/31/2015		Books & Materials	-558.02
				Library Supplies	-32.43
Bill	82744495	01/31/2015		Books & Materials	-72.20
				Library Supplies	-11.30
Bill	82663730	01/31/2015		Books & Materials	-78.61
				Library Supplies	-5.14
Bill	82639937	01/31/2015		Books & Materials	-55.12
				Library Supplies	-3.20
Bill	82507606	01/31/2015		Books & Materials	-1,249.82
				Library Supplies	-166.75
Bill	82515785	01/31/2015		Books & Materials	-1,288.00
				Library Supplies	-83.18
Bill	82639938	01/31/2015		Books & Materials	-248.79
				Library Supplies	-20.10
Bill	82568630	01/31/2015		Books & Materials	-73.36
Bill	82515784	01/31/2015		Books & Materials	-4,338.56
Bill	83539823	01/31/2015		Personal Books	-31.58
Bill	83653490	02/10/2015		Personal Books	-10.17
Bill	83556329	02/11/2015		Books & Materials	-729.22
				Library Supplies	-63.83
Bill	83721151	02/11/2015		Books & Materials	-1,103.26
				Library Supplies	-149.44
Bill	83677690	02/11/2015		Books & Materials	-514.12
				Library Supplies	-30.93
Bill	83627351	02/11/2015		Books & Materials	-1,536.59
				Library Supplies	-179.76
Bill	83693667	02/11/2015		Books & Materials	-82.90
				Library Supplies	-6.58
Bill	83627352	02/11/2015		Books & Materials	-210.27
				Library Supplies	-2.40
Bill	83591155	02/11/2015		Books & Materials	-404.32
				Library Supplies	-31.32
Bill	83539824	02/11/2015		Books & Materials	-1,401.96
				Library Supplies	-144.80
Bill	83556330	02/11/2015		Books & Materials	-101.21
				Library Supplies	-1.35
Bill	83449559	02/11/2015		Books & Materials	-3,395.26
				Library Supplies	-341.94
TOTAL					-28,808.69

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27683	02/16/2015	Intuit	Checking	
Bill	January Bill...	02/10/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	27684	02/16/2015	Journal-World	Checking	
Bill	Thru 2-23-16	01/31/2015		Periodicals	-193.60
TOTAL					-193.60
Bill Pmt -Check	27685	02/16/2015	Kai Ono	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27686	02/16/2015	Kayla Andrews	Checking	
Bill	3-16-15	02/10/2015		Children's Programming	-225.00
TOTAL					-225.00
Bill Pmt -Check	27687	02/16/2015	Lawrence Public Library Found...	Checking	
Bill	Paulo Leal	01/31/2015		KHF Grant Expenses	-617.00
TOTAL					-617.00
Bill Pmt -Check	27688	02/16/2015	Lindsey Waugh	Checking	
Bill	RAL YS	01/30/2015		Read Across Lawrence	-50.00
TOTAL					-50.00
Bill Pmt -Check	27689	02/16/2015	Midwest Tape	Checking	
Bill	92485745	01/30/2015		Books & Materials	-32.39
Bill	92485743	01/30/2015		Books & Materials	-569.36
Bill	92513023	01/30/2015		Books & Materials	-21.73
Bill	92522077	01/30/2015		Books & Materials	-26.99
Bill	92495491	01/30/2015		Books & Materials	-532.37
Bill	92504213	01/30/2015		Books & Materials	-38.07
Bill	92524491	01/30/2015		Books & Materials	-125.94
Bill	92524119	01/30/2015		Books & Materials	-99.82
Bill	92523255	01/30/2015		Books & Materials	-12.74
Bill	92522079	01/30/2015		Books & Materials	-224.94
Bill	92515327	01/30/2015		Books & Materials	-99.98
Bill	92513025	01/30/2015		Books & Materials	-37.48
Bill	92515325	01/30/2015		Books & Materials	-908.50
Bill	92485746	01/30/2015		Books & Materials	-376.35
Bill	92504214	01/30/2015		Books & Materials	-23.98
Bill	92497178	01/30/2015		Books & Materials	-1,225.59
Bill	92488083	01/30/2015		Books & Materials	-32.24
Bill	92498566	01/30/2015		Books & Materials	-74.97
Bill	92497210	01/30/2015		Books & Materials	-229.93
Bill	92488082	01/30/2015		Books & Materials	-11.99
Bill	92481327	01/30/2015		Books & Materials	-97.46
Bill	92481325	01/30/2015		Books & Materials	-16.49
Bill	92478747	01/30/2015		Books & Materials	-159.52
Bill	92468509	01/30/2015		Books & Materials	-12.74
Bill	92547066	02/10/2015		Library Supplies	-590.10

Lawrence Public Library
Check Detail
 February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	92547988	02/11/2015		Books & Materials	-23.98
Bill	92540713	02/11/2015		Books & Materials	-52.46
Bill	92540715	02/11/2015		Books & Materials	-592.36
Bill	92535162	02/11/2015		Books & Materials	-173.91
Bill	92535160	02/11/2015		Books & Materials	-225.70
Bill	92525639	02/11/2015		Books & Materials	-1,250.63
Bill	92529789	02/11/2015		Books & Materials	-10.49
TOTAL					-7,911.20
Bill Pmt -Check	27690	02/16/2015	Mike West	Checking	
Bill	012915cred	01/31/2015		Books & Materials	-69.94
TOTAL					-69.94
Bill Pmt -Check	27691	02/16/2015	Peter Marten	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27692	02/16/2015	Prairie Park Nature Center	Checking	
Bill	2-17-15	01/30/2015		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27693	02/16/2015	Russel Clark	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27694	02/16/2015	Ryan Lucas	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27695	02/16/2015	St. Charles City-County Lib. Dist.	Checking	
Bill	108605090	01/30/2015		Overdues	-19.99
TOTAL					-19.99
Bill Pmt -Check	27696	02/16/2015	Susan Goldberg	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27697	02/16/2015	Uma S. Outka	Checking	
Bill	REFUND	01/30/2015		Overdues	-14.49
TOTAL					-14.49
Bill Pmt -Check	27698	02/16/2015	WOW!Business	Checking	
Bill	Jan 14	01/30/2015		Internet	-298.65
				Telephone	-95.03
TOTAL					-393.68

Lawrence Public Library

Monthly Statistical Summary--January 2015

INDICATOR	January		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015
SUMMARY RATIOS						
Service Area Population	93,944	93,944	0%			
User Visits per Capita	7.56	3.61	109%			
Reference Transactions per Capita	1.48	0.90	64%			
Program Attendance per Capita	0.43	0.19	126%			
Circulation per Capita	14.67	14.13	4%			
Circulation per Visit	1.94	3.91	-50%			
Total Holdings per Capita	2.03	2.19	-7%			
% of Lawrence Residents Registered	92%	85%	8%			
Circulation--Adult Total	79,259	76,808	3%	79,259	76,808	3%
Circulation--Young Adult Total	3,742	3,318	13%	3,742	3,318	13%
Circulation--Youth Total	31,828	30,493	4%	31,828	30,493	4%
Circulation--Bookmobile	1,070	1,120	-4%	1,070	1,120	-4%
Circulation--Audiovisual Total	49,806	51,291	-3%	49,806	51,291	-3%
Circulation--Total	114,829	110,619	4%	114,829	110,619	4%
Reference Transactions	11,576	7,048	64%	11,576	7,048	64%
User Visits	59,166	28,258	109%	59,166	28,258	109%
LPL Web Site Visits	20,191	21,823	-7%	20,191	21,823	-7%
Holdings--Added	3,129	4,093	-24%	3,129	4,093	-24%
Holdings--Withdrawn	1,006	3,479	-71%	1,006	3,479	-71%
Holdings--Total	190,781	206,073	-7%	190,781		
Registered Borrowers--Added	863	520	66%			
Registered Borrowers--Total	109,813	100,880	9%			
Adult Programs	14	6	133%	14	6	133%
Young Adult Programs	18	17	6%	18	17	6%
Youth Programs	57	29	97%	57	29	97%
Senior Programs	12	12	0%	12	12	0%
Total Programs	101	64	58%	101	64	58%
Total Program Attendance	3,376	1,513	123%	3,376	1,513	123%
Public Uses of Meeting Rooms	129	0	#DIV/0!	129	0	#DIV/0!
Total Paid Staff (FTE)	61.48	53.39	15%			
Total Number of Employees	84	73	15%			

Lawrence Public Library

Monthly Statistical Report--January 2015

	January		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	93,944	93,944	0%				
User Visits per Capita	7.56	3.61	109%				
Reference Transactions per Capita	1.48	0.90	64%				
Program Attendance per Capita	0.43	0.19	123%				
Circulation per Capita	14.67	14.13	4%				
Total Holdings per Capita	2.03	2.19	-7%				
Collection Turnover--Total	7.33	6.56	12%				
Collection Turnover--Adult	7.67	6.66	15%				
Collection Turnover--Young Adult	4.61	4.11	12%				
Collection Turnover--Youth	7.06	6.75	5%				
Collection Turnover--Audiovisual	13.84	11.60	19%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	34453	30731	12%		34453	30731	12%
Circulation--Adult Periodicals	882	457	93%		882	457	93%
Circulation--Adult Feature Films & TV Shows	29617	31927	-7%		29617	31927	-7%
Circulation--Electronic Games	2048	1774	15%		2048	1774	15%
Circulation--Adult Music CDs	8829	8342	6%		8829	8342	6%
Circulation--Adult Audio Books and Books on CD	3430	3552	-3%		3430	3552	-3%
Circulation--eReaders	0	25	-100%		0	25	-100%
Circulation--Adult Total	79259	76783	3%		79259	76783	3%

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	3521	3102	14%		3521	3102	14%
Circulation--YA Periodicals	18	27	-33%		18	27	-33%
Circulation--YA Audio Books and Books on CD	203	189	7%		203	189	7%
Circulation--YA Total	3742	3318	13%		3742	3318	13%
Circulation--Youth Books and NF Videos	30168	28991	4%		30168	28991	4%
Circulation--Youth Periodicals	170	31	448%		170	31	448%
Circulation--Youth Music CDs	602	557	8%		602	557	8%
Circulation--Youth Audio Books and Books on CD	888	914	-3%		888	914	-3%
Circulation--Youth Total	31828	30493	4%		31828	30493	4%
Circulation--Bookmobile	1070	1120	-4%		1070	1120	-4%
Circulation--Total Books	65023	59303	10%		65023	59303	10%
Circulation--Total Periodicals	1070	515	108%		1070	515	108%
Circulation--Total Audiovisual	49806	51291	-3%		49806	51291	-3%
Circulation Total	114829	110594	4%		114829	110594	4%
E-Audio Usage (Overdrive Only)	362	192	89%		362	192	89%
E-Book (Overdrive Only)	2447	1196	105%		2447	1196	105%
Zinio	647	1241	-48%		647	1241	-48%
Circulation Desk Circulation	5314	49761	-89%		24881	49761	-50%
Adult Self Check Circulation	89948	60833	48%		89948	60833	48%
Percent Self Check	94%	55%	72%		78%	55%	42%
Web Site Renewals	17633				17633		
Other Staff Checkouts	1951				1951		

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	20714	19638	5%		20714	19638	5%
Requests Filled	14398	14517	-1%		14398	14517	-1%
Requests Unclaimed	2789	1362	105%		2789	1362	105%
Interlibrary Loan Items Borrowed for LPL Patrons	345	701	-51%		345	701	-51%
Interlibrary Loan Items Loaned from LPL Collection	663	541	23%		663	541	23%
OTHER LIBRARY SERVICES							
User Visits	59166	28258	109%		59166	28258	109%
Public Computer Usage	10305	7661	35%		10305	7661	35%
Computer Lab Classes	4	4	0%		4	4	0%
Computer Lab Classes Attendance	12	21	-43%		12	21	-43%
Adult Reference Transactions	2299	5957	-61%		2299	5957	-61%
Young Adult Reference Transactions	864	459	88%		864	459	88%
Youth Reference Transactions	1019	632	61%		1019	632	61%
IT Desk	2471				2471		
Welcome Desk	2601				2601		
Phone Calls	2322				2322		
Total Reference Transactions	11576	7048	64%		11576	7048	64%
Public-Sponsored Uses of Meeting Rooms	129	0			129	0	
LPL Web Site Visits	20191	21823	-7%		20191	21823	-7%
RESOURCES							
Holdings--Total	190781	206073	-7%				
Holdings--Adult	126019	141420	-11%				
Holdings--Young Adult	9903	9683	2%				
Holdings--Youth	54859	54970	0%				
Holdings--Audiovisual	43196	53046	-19%				
Holdings--eReaders	17						
Holdings Added	3129	4093	-24%		3129	4093	-24%
Holdings Withdrawn (Weeded)	1006	3479	-71%		1006	3479	-71%
Holdings Net Change	2123	614			2123	614	

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	109813	100880	9%				
Borrowers Added	863	520	66%		863	520	66%
Borrowers Transacting	3049	8325	-63%		3049	8325	-63%
Percent of Borrowers Transacting	3%	8%	-66%				
Total Number of Lawrence Residents Registered	86840	79390	9%				
Percent of Lawrence Residents Registered	92%	85%	9%				
PROGRAMMING							
Number of Adult Programs	14	6	133%		14	6	133%
Number of Young Adult Programs	18	17	6%		18	17	6%
Number of Youth Programs	57	29	97%		57	29	97%
Number of Senior Programs	12	12	0%		12	12	0%
Total Programs	101	64	58%		101	64	58%
Adult Program Attendance	517	95	444%		517	95	444%
Young Adult Program Attendance	489	230	113%		489	230	113%
Youth Program Attendance	2274	1075	112%		2274	1075	112%
Senior Program Attendance	96	113	-15%		96	113	-15%
Total Program Attendance	3376	1513	123%		3376	1513	123%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	61.48	53.39	15%				
ALA-MLS Librarians, in Full-Time Equivalents	18	14.79	22%				
Number of Employees--Total	84	73	15%				
Number of Employees--Full-Time	36	35	3%				
Number of Employees--Part-Time	48	38	26%				
Terminations	0	0	#DIV/0!		0	0	#DIV/0!
Hirings	2	1	100%		2	1	100%
Volunteer Hours	268.2	124	116%		268.2	124	116%

Library Director's Report for February 2015

Respectfully submitted by Brad Allen

If you take a look at the January statistical report, you'll see that we had a strong beginning to the year. Checkout of books for adults, teens, and children all continue to trend up. The door count continues to break 50,000 each month. It's exciting to see library uses continue to stay strong as we move further away from our grand opening. All accounts point to our community truly enjoying the wonderful new building we have and all its resources.

Read Across Lawrence has been our highest profile event going on since my last report. On January 30, we quickly dispersed almost all of the 650 copies of this year's book for adults, *The Handmaid's Tale*. All copies were gone by the following morning. We also had a successful children's kickoff and dispersal of free copies of both the children's and teen books. If you haven't had a chance to read all three copies, I strongly recommend considering it. They are all excellent reads.

Perhaps the largest event in conjunction with Read Across Lawrence was Margaret Atwood's visit to KU. Although this was not our program but one put on by KU Commons, it was obvious that the library's celebration of *The Handmaid's Tale* had a considerable effect on turnout, estimated at 1100 people. The entire Union Ballroom was full and hundreds were seated in an overflow area in Woodruff Auditorium watching a closed-caption feed.

Another exciting development this month is our decision to purchase a one year license to lynda.com. Lynda.com is a leading online learning company that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. You can learn anything from how to build a website, use the equipment in our recording studio, take photos in low lighting, as well as things like improving leadership skills. We are thrilled to offer this fantastic consumer product to all library cardholders anywhere they have access to the internet. This one year license is a pilot program to test the site out funded entirely by the Simpson Foundation.

Library Foundation Director's Report • February 13, 2015

Grant Writing. Over the course of the last month, I've been writing grant applications for various library projects. They are listed below. Decision dates are in parentheses.

- Douglas Cty Community Foundation: \$7,600 for Local History Room shelving (Apr.)
- American Library Association: \$2,500 for StoryCorp @ your library project (Feb 27)
- BNSF Foundation: \$10,000 for 2015 Summer Reading Program (March 31 est)
- Payless Foundation: \$5,000 for 2015 Summer Reading Program (April 30)

Memorial Gifts. The Library Foundation has received a number of recent memorial gifts:

- Sarah Casad (8 gifts totaling \$1,070)
- Juanita Marsh (23 gifts totaling \$1,010) Mrs. Marsh's family has designated the funds for children's literacy kits. (These have been on our wish list for a while.)
- Charles "Jamie" Schwartz (2 gifts totaling \$150)

Collaborative Community Projects. At its November meeting, the Board of Trustees directed that a portion of the Ann Hyde bequest be used for collaborative community projects. Accordingly, we are moving forward with planning an event with KU's Spencer Research Library and the KU Film Department to serve as an "appetizer" in advance of the 2015 Free State Film Festival. The event also fits well with the library's summer reading theme, "Every Hero Has a Story." Here are the details:

On June 18th at 7 pm, the library will host a Centron Corporation reunion at Liberty Hall. Centron was founded in Lawrence in 1947 and made educational and industrial films until 1981. Its headquarters were located in the current Oldfather Studios building on 9th Street. KU's Spencer Library has agreed to help us create a highlight reel of some of the films. The event will feature KU film professor Kevin Willmott interviewing Buck Newsom, who served as Centron's vice president of sales for 20 years. (Interestingly, Kevin now sits in Buck's old office.) Buck will be 96 years old in June and insists that "If I'm still around, I'll be there!" We're getting lots of great help on this project. George Gibbs, a member of the Friends Board and KU librarian, apparently is the only human on the planet who has viewed and documented all of the Centron films that KU has in its collection. George is our official curator, advising us on which films to include. It will be a wonderful community event.

Annual Letter & New Chapter Society Update (as of 2/13/15)

Annual Letter: \$24,350 (317 gifts: \$14,462.50 Foundation; \$9,887.50 Friends)

New Chapter Society: \$15,000 (15 gifts: \$14,625 Foundation; \$375 Friends)

Total raised: \$39,350 (332 gifts: \$29,087.50 Foundation; \$10,262.50 Friends)

Other grant applications pending:

Institute for Museum and Library Services, National Library Medal, \$10,000 award. (finalists announced in March; winners in April 2015)

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

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

Tuesday, March 24, 2015 at 4:00 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

- Coordinator Report - Kristin Soper, Events and Programs
- Officer nomination committee -- ACTION ITEM

Adjournment

DRAFT

Lawrence Public Library Board of Trustees Meeting February 16, 2015

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, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Kristin Soper, and Sherri Turner.

Friends of the Library: Jan Conard

Guests: none

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

Kevan moved to approve the consent agenda; Ursula seconded. Motion carried with all in favor.

Director's Report

January is off to a strong start. The door count continues to be impressive. The biggest thing going on this month is Read Across Lawrence for adult, teen, and children. All the adult books were handed out by Saturday morning. There have been strong numbers at events so far. Margaret Atwood spoke to an overflow crowd of 1100. Skype events with the teen author and with the children's illustrator and children's author are coming up. We are purchasing a one year licensing agreement with Lynda.com. Anyone with a library card will be able to use the consumer product which offers high quality classes on a variety of topics, with a particular focus on technology topics. They have only recently begun to provide remote access. The service will go live March 1 and will be promoted to the community. The board asked about reporting options.

Library Foundation Executive Director's Report

Kathleen is working on grants to support summer reading, and is confident that we'll make the goal. The library has started a conversation with the Arts Center about the Free State Film Festival. Planning for a pre-festival event is underway. The event will feature Buck Newsome being interviewed by Kevin Wilmott about his work with Centron Films. The theme for Summer Reading is *Every Hero Has a Story*. Pledges in response to the annual letter have gone well. Almost \$40,000 has been raised. The volunteer appreciation event is on February 22. It will feature live music with students from KU and will honor Kiwanis for 40+ years of service delivering books to the homebound.

Library Friends Report

Jan reported that the donation box has been put out. Friends are working on increasing volunteers and conducting orientation.

Ongoing Business

There was no ongoing business.

New Business**Youth Service Report**

Karen reported on Youth Services. The report is attached.

Joan said that donors for the events space would be pleased to know how much activity is going on there. Incorporating this kind of information into an annual report would be great. Brady asked how the library could track the number of kids touched by our programs.

April Board Meeting

Brad will be out of town on April 20 and asked to move the April meeting. The board agreed to move it to April 21st at 4:00. The March meeting was moved to Tuesday, March 24th, at 4:00 p.m. due to Spring Break.

NEKLS Grant Application

Joan asked if the board had reviewed the NEKLS grant application and asked if anyone had any comments. There were none. David moved, and Fran seconded, that the grant application be accepted. All in favor. Motion carried.

Executive Session

Judy moved that the board go into Executive Session for 10 minutes until 5:30, Brady seconded.

Adjournment

Joan called the meeting back to order at 5:30. David moved, and Kevan seconded, that the meeting be adjourned.

The next Board meeting will be Tuesday, March 24, at 4:00 p.m., in Meeting Room A.

Respectfully submitted,

Sherri Turner

Youth Services overview:

Five FT staff and seven PT staff make up the youth services department, which covers birth through 12th grade. Our goal is to make sure reading is a fun activity for all through programs and readers' advisory, to provide entertaining and educational programs for Lawrence youth inside and outside the library, and provide a social space for children ages 0-18 and their parents/caregivers.

General responsibilities

- Working service desks: two in children's and one in teen
- Working the welcome desk in coordination with Readers' Services
- Shelving books
- Planning and implementing programs

Programming in general

- number of children's recurring programs each month: 54
- number of programs outside of regular in February (exceptional month): 10
- number of teen recurring programs each month: 18
- number of teen programs outside of regular in February: 9
- Started some new programs with the new year:
 - Children's
 - Multicultural storytime is now the 1st and 3rd Saturdays of every month instead of one month chunks occasionally throughout the year.
 - Tail Wagging Readers, kids reading to therapy dogs, started in January and occurs on the 2nd and 4th Saturday of every month. It's been very successful with about 20 kids coming to every session. Two dogs received Valentine's at this last week's session.
 - Tween club started this month and will be held on the 1st and 3rd Fridays of every month. Provides a hang out space and time for kids who feel they're too old for the children's room, but not yet old enough to hang out in the Teen Zone.
 - First ever Harry Potter Book night held on 2/5 at the visitor's center in North Lawrence. This is an event that Bloomsbury publishing started this year to celebrate the HP books and introduce the next generation of readers to the world of HP. Lots of fun and very successful: about 300 people attended.
 - Teens
 - Teen TEDx is a program that will be held the end of April/beginning of May. We have a TEDx license for the library now that was not so easy to get. Many kudos go to Miriam, teen librarian, for working so hard on getting it started and rolling with the punches. Kudos to Polli Kenn as well for starting this ball rolling and working with Miriam on the project. We have a group of community volunteers that are acting as coaches

for the individuals who will be participating and a group of teens that are helping to plan and organize the event. We currently have nine speakers, and two performers who have agreed to take part in the event.

Our speaker's topics include:

- Powerlifting, and what it's like to be a woman in a male dominated sport.
- Robotics
- Being a Feminist (through the eyes of a male high school student)
- Dynamics of Step-Families
- Dealing with Anxiety
- Scouting - and how it has enriched the speaker's life.
- Being Cancer Free
- Stopping slut shaming in high schools
- Working with disadvantaged youth

Our performers will be:

- performing an original work of poetry composed for the event.
- a local band of teenagers will be performing some of their original music.

With this license we are also allowed to have TEDx viewing parties. Miriam and Polli held the first one in January with great success, which also garnered some future library volunteers.

- Molly Wetta, our selector of the young adult collection, among other areas of the library, applied for and we were named one of the Teen Top Ten Libraries in the United States. We are one of 15 libraries that are receiving advanced reading copies of young adult books. We ask that teens take the books that are sent to us and simply write a review of the book for the publishers. We've received several boxes of books already, with about 3 copies of each title, and it's pretty popular with our avid readers. Miriam has also been taking these books to the Juvenile Detention Center and Molly took some out to a literature class at Bishop Seabury. Not only do these teens have the pleasure of ARCs, but they will also have the opportunity to nominate titles for the Teens Top Ten awards that are given out annually.
- In conjunction with adult programming, we've started a monthly board gaming night where we ask patrons to bring their own games or play with ours. It's on the 2nd Tuesday of every month and the first two have been successful. We stay open late for gamers to have some time to play. We will start holding monthly "late night" movies for teens on the same evening in March.
- Yoga: one the teen employees is a yoga instructor, so we started weekly yoga sessions for teens last year. Softball players have been

coming and it's gaining momentum. We see this as a great opportunity for teens to have access a free program that can spark the beginning of a lifelong love of fitness.

- Gaming with the Pro-another one of our teen employees is a national gaming champion for the game Smash Bros. He's been leading a weekly Gaming with the Pro session where he gives tips to teens for the last couple of years. This isn't a new program by any means, but I wanted to make sure you were aware that we have a gaming pro on staff. Something I never knew about before I started working at LPL.
- Outreach:
 - We will often go to preschools and elementary schools when we are called and asked to attend, but we haven't regularly provided outreach to children before this year besides our summer reading visits we do every spring. In January, we started going to the Community Shelter to conduct storytime twice a month and it's gone very well. We will continue this partnership and evaluate after a couple of months, but can foresee us continuing to do this. The shelter emails us the week of our visit and let's us know the age and how many kids are currently in residence. This helps us determine what kinds of stories to read. Currently, Jenny, Michael, Linda, and I are trading off going on visits.
 - The Teen Zone has been regularly going to the JDC twice a month for a couple of years. The premise has changed recently. We used to read short stories and have discussions with them, but they've asked that we alter some of the programs that we are providing monthly to teens (mostly crafts) to the teens in residence there.

-Read Across Lawrence Updates

- great turnouts for programs (200 for kids kickoff, 65 for teens)
- have formed great partnerships with local organizations and people to bring a whole slate of fantastic programs for the month
 - KU Spencer Museum has done two programs for kids
 - KUNHM has done one program
 - Local gallery Wonder Fair has helped us craft a letterboxing workshop and adventure that will take place this week.
 - KU Prof to present on deciphering codes
 - Vermeer expert will lead a discussion for children
 - The Merc will help with Chocolate Fest for teens
 - Local authorities will help with the teen discussion panel this week:
 - Juliet Nelson: Psychologist with Bert Nash. She is the team leader of the Dialectical Behavioral Therapy program.
 - Marcia Epstein: Specialist in crisis intervention, suicide prevention, suicide bereavement support, and trauma recovery. She facilitates a

suicide bereavement group and hosts the internet radio show "Talk With ME"

- Frances Rico: Clinician with Bert Nash working at Liberty Memorial Middle School with the WRAP program (Working to Recognize Alternative Possibilities)
- Caleb Stephens: Addiction's Counselor, Social Worker, and Motivational Identity Speaker and owner of IdentiFight.
- Local artist Angie Pickman led an art program this weekend for teens
- Marinello Hair school will give teens woodpecker fauxhawks before our skype session with the author of Where Things Come Back.
- TCBY/Mrs. Fields, Burger-Fi, and Minsky's have also all contributed to our programs. So share some love with them and patronize their businesses.
- Remaining programs:
 - Ten remaining programs for RAL kids/teens this month. Please stop by the book discussion panel tomorrow evening or any of the three skype sessions we have scheduled with the authors and one illustrator of our RAL books
 - Teen Book discussion panel on 2/17
 - 2/20 Skype session with John Corey Whaley (please come!)
 - 2/22 skype session with Brett Helquist, illustrator of Chasing Vermeer
 - 2/28 Skype session with Blue Bailliet

March program highlights:

- Kids
 - Teddy Bear Picnic
 - Pi Day concert
 - Frozen Sing-along
 - Korso the Curious magician
 - Pajama storytime and stuffed animal sleepover and author reading
 - Kids in the Kitchen (partnership with Harvesters)
- Teens
 - Computer Crashing: Teens will get a chance to take apart old CPUs to see more about how computers are made and what the pieces are for.
 - St. Patrick's Day Party
 - Fear Factor Foods: Teens get to try a variety of unusual foods from around the world.
 - Movies After Hours: We're keeping the library open late for a teens-only screening of Guardians of the Galaxy.
 - SSB Tournament: Our monthly tournament goes on as teens compete against one another to win prizes.

Other news

- Since our reorganization, shelving is a major part of what we do as well. Here are some numbers

- Kids carts shelved since August: 1067
- Average carts in a week in for childrens: 42.5
- Average carts in a week in for teens: 10
- Have been using volunteers to help get some of the shelving done:
 - Volunteers for kids: 11 (mostly teens shelving in a two hour period)
 - Volunteers for teens: 4 (all teens shelving in one hour periods)
- Teen Zone is an ever popular hangout space.
- Gearing up for summer reading

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
February 2015								
REVENUES	Month	Year to Date	Annual Budget	16% of Year	Feb-14	YTD 2014		
Tax Fund	\$ 1,550,000.00	\$ 1,550,000.00	\$ 3,550,000.00	43.66%	\$ 1,400,000.00	\$ 1,400,000.00		
Interest	\$ 132.27	\$ 264.89	\$ 250.00	105.96%	\$ 22.52	\$ 33.88		
State Aid	\$ 15,134.22	\$ 15,134.22	\$ 32,000.00	47.29%	\$ 32,124.22	\$ 32,124.22		
N.E.K.L.	\$ -	\$ -	\$ 65,000.00	0.00%		\$ -		
Photo Copies	\$ 1,362.67	\$ 2,657.17	\$ 13,000.00	20.44%	\$ 929.50	\$ 1,926.10		
Overdues	\$ 14,961.19	\$ 30,873.63	\$ 180,000.00	17.15%	\$ 12,856.85	\$ 26,805.82		
Coffee Shop Rent	\$ 1,400.00	\$ 2,100.00	\$ 8,400.00		\$ -	\$ -		
Meeting Room Fees	\$ 25.00	\$ 50.00	\$ 1,200.00					
Miscellaneous	\$ (28.34)	\$ (59.92)			\$ 30.02	\$ 13.49		
Total Revenues	\$ 1,582,987.01	\$ 1,601,019.99	\$3,849,850.00	41.59%	\$1,445,963.11	\$1,460,903.51		
EXPENSES								
Salaries & Wages	\$ 184,928.72	\$ 355,999.60	\$ 2,157,000.00	16.50%	\$ 153,837.65	\$ 298,445.80		
Health Insurance	\$ 20,341.56	\$ 39,755.24	\$ 250,000.00	15.90%	\$ 21,488.95	\$ 42,977.90		
Payroll Taxes	\$ 32,373.39	\$ 62,529.68	\$ 390,417.00	16.02%	\$ 25,587.70	\$ 49,985.08		
Books & Materials	\$ 39,483.88	\$ 25,371.11	\$ 520,000.00	4.88%	\$ 34,811.29	\$ 37,380.63		
Periodicals	\$ -	\$ 1,066.72	\$ 19,500.00	5.47%	\$ 10,765.11	\$ 10,765.11		
Library Supplies	\$ 9,333.70	\$ 20,748.84	\$ 110,000.00	18.86%	\$ 8,814.44	\$ 16,294.47		
Building Supplies	\$ 2,414.25	\$ 4,061.08	\$ 16,800.00	24.17%	\$ 1,069.84	\$ 1,949.14		
Repairs & Maintenance	\$ 353.99	\$ 8,253.26	\$ 66,133.00	12.48%	\$ 324.31	\$ 848.59		
Equipment	\$ -	\$ -	\$ -		\$ -	\$ -		
Equipment - Technology	\$ 971.26	\$ 1,328.48	\$ 16,000.00	8.30%	\$ 3,747.92	\$ 4,350.45		
Capital Improvements	\$ 1,643.45	\$ 1,643.45	\$ -		\$ -	\$ -		
Utilities	\$ 10,247.38	\$ 23,294.80	\$ 100,000.00	23.29%	\$ (3,286.69)	\$ 165.70		
Insurance	\$ 468.00	\$ 950.81	\$ 18,000.00	5.28%	\$ 372.95	\$ 745.90		
Postage	\$ 1,090.96	\$ 3,390.50	\$ 20,000.00	16.95%	\$ 1,244.23	\$ 1,953.19		
Travel & Continuing Education	\$ 899.60	\$ 304.60	\$ 22,000.00	1.38%	\$ 3,697.71	\$ 3,697.71		
Book Van & Mileage	\$ 81.71	\$ 103.27	\$ 4,000.00	2.58%	\$ 60.96	\$ 709.66		
Photo Copiers	\$ 574.01	\$ 1,162.48	\$ 8,000.00	14.53%	\$ 655.83	\$ 1,025.40		
Programs	\$ 1,760.93	\$ 3,854.64	\$ 20,000.00	19.27%	\$ 933.98	\$ 1,113.98		
Professional Fees	\$ 6,743.54	\$ (15,668.58)	\$ 70,000.00	-22.38%	\$ 2,071.60	\$ 6,738.44		
Website/OPAC Content	\$ -	\$ 1,190.00	\$ 27,000.00	4.41%	\$ 290.00	\$ 325.00		
Advertising & Marketing	\$ 708.26	\$ 828.26	\$ 15,000.00	5.52%	\$ 622.84	\$ 1,111.54		
Miscellaneous	\$ 428.23	\$ 1,343.54			\$ (289.13)	\$ 858.87		
Total Expenses	\$ 314,846.82	\$ 541,511.78	\$3,849,850.00	14.07%	\$ 266,821.49	\$ 481,442.56		
Revenues Over Expenses	\$ 1,268,140.19	\$ 1,059,508.21						
Cash Balances:								
Checking	\$ 1,532,130.72							
Capital Improvement	\$ 618,121.61							

Lawrence Public Library											
2015 Outside Funding Report											
			1/1/2015		January	January	February	February			
			AMOUNT		Income	Spending	Income	Spending		Remaining	NOTES
FRIENDS											
	2014 Final Payment		\$ 14,600.00		\$ 20,000.00					\$ 34,600.00	
	Adult Programs		\$ 90.00							\$ 90.00	
	KPR-Advertising		\$ (44.36)			\$ 5,510.67		\$ 685.40		\$ (6,240.43)	
	Google		\$ 100.00							\$ 100.00	
	Scholarships		\$ 2,750.00					\$ 630.00		\$ 2,120.00	
	Volunteers		\$ 1,000.00							\$ 1,000.00	
	Read Across Lawrence		\$ 2,653.91			\$ 1,410.00		\$ 717.79		\$ 526.12	
	Salaries/Taxes - Horn/Kumm		\$ -		\$ 14,000.00	\$ 1,765.95		\$ 2,198.87		\$ 10,035.18	
	Carryover		\$ 2,413.69							\$ 2,413.69	
			\$ 23,563.24		\$ 34,000.00	\$ 8,686.62	\$ -	\$ 4,232.06		\$ 44,644.56	
FOUNDATION											
	Kansas Health Foundation		\$ 15,298.89			\$ 1,549.17		\$ 677.24		\$ 13,072.48	
	Steiner Storytelling		\$ -							\$ -	
	Beach Author Series		\$ -							\$ -	
	Milliken Fund		\$ (14.24)							\$ (14.24)	
	Salaries/Taxes - Oden		\$ 0.30			\$ 1,047.05		\$ 1,047.05		\$ (2,093.80)	
	Morgan Expenses		\$ -			\$ 147.00		\$ 315.73		\$ (462.73)	
	Aquarium		\$ 15.53		\$ -	\$ 459.76		\$ 724.80		\$ (1,169.03)	
	Foundation Center		\$ -							\$ -	
	New Building Technology		\$ 36,017.12			\$ 20,103.59		\$ 1,314.38		\$ 14,599.15	
	New Building Furniture & Shelving		\$ 1,677.26					\$ 593.79		\$ 1,083.47	
	Simpson Grant		\$ 4,644.27							\$ 4,644.27	
	New Building YS		\$ 322.98					\$ 130.87		\$ 192.11	
			\$ 57,962.11		\$ -	\$ 23,306.57	\$ -	\$ 4,803.86		\$ 29,851.68	
OTHER											
	Memorials/Honor with Books		\$ 2,001.87		\$ 165.00	\$ 202.59	\$ 157.95	\$ 133.22		\$ 1,989.01	
	Lawrence Give Back		\$ 2,626.32							\$ 2,626.32	
	Puppet Theater		\$ 16.00							\$ 16.00	
	Brummell-YS		\$ 255.77							\$ 255.77	
	Casad		\$ 50.00							\$ 50.00	
	Wurfy		\$ 32.55		\$ 100.00					\$ 132.55	
	Moving		\$ 125.00							\$ 125.00	
	Underwood Gift (Sr.Outreach)		\$ 356.94				\$ 25.00			\$ 381.94	
	John Cotton Dana		\$ 1,663.84							\$ 1,663.84	
	Merchandise Sales		\$ 6,398.57		\$ 29.64		\$ 630.84			\$ 7,059.05	
			\$ 13,526.86		\$ 294.64	\$ 202.59	\$ 813.79	\$ 133.22		\$ 14,299.48	
			Month Total		\$ 34,294.64	\$ 32,195.78	\$ 813.79	\$ 9,169.14			
			YTD Income & Expenses		\$ 35,108.43	\$ 41,364.92					

Lawrence Public Library
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>	<u>Feb 28, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,946.85	638,745.53	-621,798.68	-97.4%
Capital Improvement -2	601,174.76	0.00	601,174.76	100.0%
Checking	1,532,130.72	1,595,110.65	-62,979.93	-4.0%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>2,150,252.33</u>	<u>2,233,856.18</u>	<u>-83,603.85</u>	<u>-3.7%</u>
Total Current Assets	<u>2,150,252.33</u>	<u>2,233,856.18</u>	<u>-83,603.85</u>	<u>-3.7%</u>
Other Assets				
Petty Cash	1,230.70	700.00	530.70	75.8%
Total Other Assets	<u>1,230.70</u>	<u>700.00</u>	<u>530.70</u>	<u>75.8%</u>
TOTAL ASSETS	<u>2,151,483.03</u>	<u>2,234,556.18</u>	<u>-83,073.15</u>	<u>-3.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	41,126.57	222,061.42	-180,934.85	-81.5%
Total Accounts Payable	<u>41,126.57</u>	<u>222,061.42</u>	<u>-180,934.85</u>	<u>-81.5%</u>
Other Current Liabilities				
Payroll Liabilities	1,048.68	73.75	974.93	1,321.9%
Total Other Current Liabilities	<u>1,048.68</u>	<u>73.75</u>	<u>974.93</u>	<u>1,321.9%</u>
Total Current Liabilities	<u>42,175.25</u>	<u>222,135.17</u>	<u>-179,959.92</u>	<u>-81.0%</u>
Total Liabilities	<u>42,175.25</u>	<u>222,135.17</u>	<u>-179,959.92</u>	<u>-81.0%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,420.84	758,826.48	-3,405.64	-0.5%
Net Income	1,053,251.72	952,959.31	100,292.41	10.5%
Total Equity	<u>2,109,307.78</u>	<u>2,012,421.01</u>	<u>96,886.77</u>	<u>4.8%</u>
TOTAL LIABILITIES & EQUITY	<u>2,151,483.03</u>	<u>2,234,556.18</u>	<u>-83,073.15</u>	<u>-3.7%</u>

**Lawrence Public Library
Revenues & Expenses**

February 2015

	Feb 15
Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,400.00
Meeting Room Fees	25.00
Personal Books	-39.28
Merchandise Sales	630.84
Gifts-Other	182.95
Grants	15,134.22
Interest	132.27
Overdues	14,961.19
Photo Copies	1,362.67
Tax Fund	1,550,000.00
Utilities Income	10.94
Total Income	1,583,800.80
Gross Profit	1,583,800.80
Expense	
FOUNDATION FUNDING	3,032.01
FRIENDS FUNDING	2,891.21
Books & Materials	39,483.88
Miscellaneous	1,710.50
Technology Equipment	971.26
Capital Improvement Expenditure	1,643.45
Insurance	468.00
Payroll Expenses	208,307.92
Payroll Taxes	32,581.67
Postage and Delivery	1,090.96
Professional Fees	6,743.54
Program Expense	1,760.93
Repairs	353.99
Supplies	11,747.95
Travel & Hospitality	981.31
Utilities	10,247.38
Total Expense	324,015.96
Net Ordinary Income	1,259,784.84
Net Income	<u>1,259,784.84</u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

	Mar 11, 15
Acco Brands USA LLC	189.87
Amazon	1,913.37
ASI	50.00
Baker & Taylor, Inc.	1,113.82
Blackstone Audio, Inc.	107.94
Bob's Janitorial Service	444.22
Body Boutique	395.00
Brilliance Publishing, Inc.	703.87
Brodart Co.	150.00
Center Point Large Print	551.82
Century Business Technologies	576.33
Channing Bete	239.78
CMCC	195.00
Copy Co Inc.	600.00
Demco, Inc.	2,020.61
Designed Business Interiors	1,643.45
Donald E. Chambers	11.62
EBSCO	10,695.45
Ed Rose	3,166.67
Esperanza A. Freund	21.59
Gale Group, Inc.	38.92
Government Research Service	106.50
Heartland Payment Systems	280.41
Houchen Bindery, Ltd.	40.90
Ingram Library Services	24,967.05
Intuit	36.80
Jayhawk Tropical Fish	514.00
Kansas Public Radio	216.69
Lawrence Public Library Foundati...	3,215.00
Mid America	1,160.95
Midwest Single Source	299.00
Midwest Tape	12,415.74
Missouri State University	46.99
National Pen Company	332.38
OCLC, Inc.	4,688.90
Orion W. Dollar	9.80
OverDrive	358.50
Patrick Giroux	175.00
Pro Print Inc.	228.50
Pur-O-Zone, Inc.	615.37
Quill Corporation	466.12
Random House, Inc.	471.17
Recorded Books	414.39
Rueschhoff Communications	19.99
SB&H LLC	1,127.50
Showcases	405.00
Southwest Solutions Group	1,863.00
Susan Goldberg	100.00
Tantor Media	1,075.93
Unique Management Services	1,257.76
VISA 5372	5,584.54
WOW!Business	12.72
TOTAL	<u>87,335.93</u>

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		02/16/2015	ASI	Checking	
Bill	January 2015	02/10/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check		02/16/2015	Heartland Payment Systems	Checking	
Bill	January	01/31/2015		Office Supplies	-265.90
				Web Site & OPAC Content	-35.00
TOTAL					-300.90
Bill Pmt -Check		02/16/2015	VISA 5372	Checking	
Bill		02/11/2015		ABOS Conference	-673.69
				Adult Programming	-87.47
				Bookvan & Mileage	-79.48
				Children's Programming	-629.08
				Young Adult Programming	-151.64
				Postage and Delivery	-225.70
				Building Supplies	-357.12
				Technology Equipment	-580.80
				FOUNDATION FUNDING	-307.11
				Books & Materials	-411.89
				KHF Grant Expenses	-118.82
				Read Across Lawrence	-698.18
				Admin. Dept.	-105.05
				Collection Development	-96.30
				YS New Building	-127.30
				Office Supplies	-474.73
				Library Supplies	-87.43
				Miscellaneous	-19.45
				Advertising	-134.48
				Advertising Gift Fund	-666.68
TOTAL					-6,032.40
Bill Pmt -Check	6786	02/18/2015	Apple Inc.	Checking	
Bill	4324900879	01/30/2015		New Building Technology	-3,636.00
TOTAL					-3,636.00
Bill Pmt -Check	6787	02/18/2015	Bibliotheca	Checking	
Bill	SI0008028-...	01/30/2015		Library Supplies	-4,571.00
TOTAL					-4,571.00
Bill Pmt -Check	6788	02/18/2015	Blackstone Audio, Inc.	Checking	
Bill	747756	01/31/2015		Books & Materials	-110.95
Bill	749194	02/11/2015		Books & Materials	-689.85
Bill	749544	02/11/2015		Books & Materials	-118.44
TOTAL					-919.24
Bill Pmt -Check	6789	02/18/2015	Bob's Janitorial Service	Checking	
Bill	174039	01/30/2015		Professional Fees	-642.09
TOTAL					-642.09

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6790	02/18/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN0961559	01/31/2015		Books & Materials	-5.00
Bill	IN0959297	01/31/2015		Books & Materials	-9.00
TOTAL					-14.00
Bill Pmt -Check	6791	02/18/2015	Center Point Large Print	Checking	
Bill	1262320	01/31/2015		Books & Materials	-446.97
TOTAL					-446.97
Bill Pmt -Check	6792	02/18/2015	Century Business Technologies	Checking	
Bill	355395	01/30/2015		Copying	-15.00
Bill	354777	01/30/2015		Copying	-376.51
Bill	357014	02/10/2015		Copying	-55.68
Bill	357015	02/10/2015		Copying	-143.65
TOTAL					-590.84
Bill Pmt -Check	6793	02/18/2015	Copy Co Inc.	Checking	
Bill	83696	01/30/2015		Printing	-600.00
TOTAL					-600.00
Bill Pmt -Check	6794	02/18/2015	Dell Marketing L.P.	Checking	
Bill	XJMKK6TJ9	01/31/2015		New Building Technology	-2,178.80
TOTAL					-2,178.80
Bill Pmt -Check	6795	02/18/2015	Demco, Inc.	Checking	
Bill	5494788	01/30/2015		Library Supplies	-165.30
Bill	5501494	01/30/2015		Library Supplies	-190.96
Bill	5512993	02/10/2015		Library Supplies	-295.96
TOTAL					-652.22
Bill Pmt -Check	6796	02/18/2015	EBSCO	Checking	
Bill	1000009467	01/31/2015		Books & Materials	-2,851.04
TOTAL					-2,851.04
Bill Pmt -Check	6797	02/18/2015	Gale Group, Inc.	Checking	
Bill	54273625	01/31/2015		Books & Materials	-38.92
Bill	53880698	01/31/2015		Books & Materials	-38.92
TOTAL					-77.84
Bill Pmt -Check	6798	02/18/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC03...	01/30/2015		Computer Repairs	-7,500.00
TOTAL					-7,500.00

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6799	02/18/2015	Jayhawk Power	Checking	
Bill		01/30/2015		Building Repairs	-379.28
TOTAL					-379.28
Bill Pmt -Check	6800	02/18/2015	Jayhawk Tropical Fish	Checking	
Bill	474679	01/31/2015		Aquarium Maintenance	-115.74
Bill	894294	02/10/2015		Aquarium Maintenance	-105.00
Bill	474538	02/10/2015		Aquarium Maintenance	-107.98
Bill	474654	02/10/2015		Aquarium Maintenance	-105.00
TOTAL					-433.72
Bill Pmt -Check	6801	02/18/2015	Jiminate	Checking	
Bill	2-020615	02/10/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	6802	02/18/2015	KanREN	Checking	
Bill	150112010...	01/30/2015		Internet	-1,837.55
TOTAL					-1,837.55
Bill Pmt -Check	6803	02/18/2015	Kansas Public Radio	Checking	
Bill	125773	01/30/2015		Advertising Gift Fund	-466.67
TOTAL					-466.67
Bill Pmt -Check	6804	02/18/2015	Kingston Printing	Checking	
Bill	113576	01/30/2015		Read Across Lawrence	-960.00
TOTAL					-960.00
Bill Pmt -Check	6805	02/18/2015	Laser Logic, Inc.	Checking	
Bill	272942	02/10/2015		Computer Repairs	-139.00
TOTAL					-139.00
Bill Pmt -Check	6806	02/18/2015	Lawrence Chamber of Commerce	Checking	
Bill	501854	02/10/2015		Membership & Dues	-285.00
TOTAL					-285.00
Bill Pmt -Check	6807	02/18/2015	Lawrence Sign Up LLC	Checking	
Bill	5707	01/30/2015		KHF Grant Expenses	-384.00
TOTAL					-384.00
Bill Pmt -Check	6808	02/18/2015	Leslie Kay	Checking	
Bill	02021501	02/10/2015		Advertising	-275.00
TOTAL					-275.00

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6809	02/18/2015	Mid America	Checking	
Bill	74788	01/30/2015		Building Supplies	-468.00
Bill	74762	01/30/2015		Building Supplies	-212.50
Bill	74797	01/30/2015		Building Supplies	-79.13
Bill	74867	01/31/2015		Building Supplies	-51.28
Bill	74905	02/10/2015		Building Supplies	-393.66
TOTAL					-1,204.57
Bill Pmt -Check	6810	02/18/2015	Midwest Single Source	Checking	
Bill	771552-0	01/30/2015		Office Supplies	-149.50
TOTAL					-149.50
Bill Pmt -Check	6811	02/18/2015	Milliman, Inc.	Checking	
Bill		01/30/2015		Accounting	-2,800.00
TOTAL					-2,800.00
Bill Pmt -Check	6812	02/18/2015	MSM Systems Inc.	Checking	
Bill	203069	02/10/2015		New Building Technology	-977.00
TOTAL					-977.00
Bill Pmt -Check	6813	02/18/2015	NEKLS	Checking	
Bill	Courier	01/31/2015		Postage and Delivery	-1,800.00
TOTAL					-1,800.00
Bill Pmt -Check	6814	02/18/2015	OCLC, Inc.	Checking	
Bill	370453	02/10/2015		OCLC Internet	-3,876.10
TOTAL					-4,688.90
Bill Pmt -Check	6815	02/18/2015	OverDrive	Checking	
Bill	H-0024963	01/30/2015		Books & Materials	-9,000.00
Bill	161702760...	01/31/2015		Books & Materials	-707.81
Bill	170948913...	01/31/2015		Books & Materials	-497.63
Bill	113509443...	01/31/2015		Books & Materials	-344.70
Bill	113824537...	01/31/2015		Books & Materials	-382.33
Bill	162036687...	01/31/2015		Books & Materials	-387.72
Bill	170458117...	02/11/2015		Books & Materials	-493.22
Bill	162132377...	02/11/2015		Books & Materials	-497.66
Bill	160256773...	02/11/2015		Books & Materials	-237.52
TOTAL					-12,548.59
Bill Pmt -Check	6816	02/18/2015	Pan Asian Publications Inc.	Checking	
Bill	U-14304	02/11/2015		Books & Materials	-148.60
TOTAL					-148.60

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6817	02/18/2015	Paperboys, Ltd.	Checking	
Bill	1-6-15	01/31/2015		Periodicals	-833.20
TOTAL					-833.20
Bill Pmt -Check	6818	02/18/2015	Pur-O-Zone, Inc.	Checking	
Bill	654836	01/30/2015		Building Supplies	-341.12
TOTAL					-341.12
Bill Pmt -Check	6819	02/18/2015	Quill Corporation	Checking	
Bill	9625112	01/30/2015		Office Supplies	-229.47
				Children's Programming	-193.36
Bill	9803516	01/30/2015		Office Supplies	-871.15
Bill	997585	01/31/2015		Office Supplies	-17.00
Bill	9850000	01/31/2015		Office Supplies	-50.04
TOTAL					-1,361.02
Bill Pmt -Check	6820	02/18/2015	Random House, Inc.	Checking	
Bill	1082560354	01/31/2015		Books & Materials	-60.00
TOTAL					-60.00
Bill Pmt -Check	6821	02/18/2015	Recorded Books	Checking	
Bill	75027858	01/31/2015		Books & Materials	-218.66
Bill	75067364	01/31/2015		Books & Materials	-156.34
Bill	75027856	01/31/2015		Books & Materials	-197.20
Bill	75039038	01/31/2015		Books & Materials	-40.60
Bill	75045993	01/31/2015		Books & Materials	-80.74
Bill	75027857	01/31/2015		Books & Materials	-167.62
Bill	75034191	01/31/2015		Books & Materials	-40.02
Bill	75030358	01/31/2015		Books & Materials	-13.34
Bill	75027855	01/31/2015		Books & Materials	-842.16
Bill	75029240	01/31/2015		Books & Materials	-27.26
Bill	75030357	01/31/2015		Books & Materials	-63.22
Bill	75027860	01/31/2015		Books & Materials	-91.64
Bill	75034192	01/31/2015		Books & Materials	-113.68
Bill	75039039	01/31/2015		Books & Materials	-56.84
Bill	75059184	01/31/2015		Periodicals	-5,544.85
Bill	75059183	01/31/2015		Periodicals	-4,000.00
Bill	75027853	01/31/2015		Books & Materials	-911.76
Bill	75061090	01/31/2015		Books & Materials	-71.77
Bill	75069218	02/11/2015		Books & Materials	-99.77
TOTAL					-12,737.47
Bill Pmt -Check	6822	02/18/2015	Rueschhoff Locksmiths & S.S.	Checking	
Bill	503519	01/30/2015		Professional Fees	-249.95
TOTAL					-249.95

12:29 PM
02/11/15

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6823	02/18/2015	Showcases	Checking	
Bill	283761	01/31/2015		Library Supplies	-405.00
Bill	283774	01/31/2015		Library Supplies	-264.38
TOTAL					-669.38
Bill Pmt -Check	6824	02/18/2015	Snap Promotions	Checking	
Bill	15011402	01/30/2015		Advertising Gift Fund	-4,780.00
TOTAL					-4,780.00
Bill Pmt -Check	6825	02/18/2015	Tantor Media	Checking	
Bill	INV16916	01/31/2015		Books & Materials	-25.99
Bill	INV17394	01/31/2015		Books & Materials	-21.23
TOTAL					-47.22
Bill Pmt -Check	6826	02/18/2015	Unique Management Services	Checking	
Bill	300646	02/10/2015		Professional Fees	-172.53
Bill	300645	02/10/2015		Postage and Delivery	-32.48
Bill				Professional Fees	-1,136.65
TOTAL					-1,341.66
Bill Pmt -Check	27675	02/16/2015	Amazon	Checking	
Bill	28319	01/30/2015		Library Supplies	-70.95
Bill	5730612	01/30/2015		New Building Technology	-1,108.49
Bill	0962621	01/30/2015		New Building Technology	-3,168.00
Bill	1692250	01/30/2015		New Building Technology	-155.96
Bill	21539	01/30/2015		New Building Technology	-620.28
Bill	6721040	01/30/2015		Technology Equipment	-198.30
Bill	689207	01/30/2015		Books & Materials	-24.49
Bill	893010	01/30/2015		Books & Materials	-18.79
Bill	337569	01/30/2015		Books & Materials	-112.84
Bill	961735	01/30/2015		Books & Materials	-61.11
Bill	6614019	01/30/2015		Books & Materials	-59.99
Bill	264141	01/30/2015		Books & Materials	-25.00
Bill	87680	01/30/2015		Books & Materials	-38.49
Bill	761187	01/30/2015		Books & Materials	-48.98
Bill	744604	01/30/2015		Books & Materials	-29.99
Bill	18816	01/30/2015		Books & Materials	-206.14
Bill	352051	01/30/2015		Books & Materials	-111.86
Bill	81747	01/30/2015		Books & Materials	-17.56
Bill	28669	01/30/2015		Library Supplies	-53.06
Bill	6721040	01/30/2015		Technology Equipment	-99.92
Bill	4500223	01/31/2015		Books & Materials	-43.99
Bill	2089807	01/31/2015		Books & Materials	-89.90
Bill	5051409	01/31/2015		Books & Materials	-108.60
Bill	8867472	01/31/2015		Books & Materials	-127.05
Bill	8867472	01/31/2015		Books & Materials	-202.68
				Overdues	-42.75
Bill	8867472	01/31/2015		Books & Materials	-36.89
Bill	1405836	01/31/2015		Books & Materials	-9.92
Bill	4500223	01/31/2015		Books & Materials	-208.06
Bill	8181038	01/31/2015		Books & Materials	-7.37
Bill	7366650	01/31/2015		Books & Materials	-15.98
Bill	8867472	01/31/2015		Books & Materials	-32.31
				Young Adult Programming	-23.98
Bill	8732233	02/10/2015		New Building Technology	-289.87

02/11/15

Lawrence Public Library
Check Detail
 February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	8732233	02/10/2015		New Building Technology	-216.90
Bill	6293865	02/10/2015		Children's Programming	-181.11
Bill	8664223	02/11/2015		Books & Materials	-12.44
Bill	5903439	02/11/2015		Books & Materials	-18.04
Bill	0580240	02/11/2015		Books & Materials	-169.99
				Library Supplies	-62.99
				Young Adult Programming	-26.18
Bill	2331435	02/11/2015		Books & Materials	-119.92
Bill	8141842	02/11/2015		Books & Materials	-19.24
TOTAL					-8,296.36

Bill Pmt -Check	27676	02/16/2015	Baker & Taylor, Inc.	Checking	
Bill	5013466504	01/31/2015		Books & Materials	-67.32
Bill	2030150357	01/31/2015		Books & Materials	-147.69
Bill	2030221199	01/31/2015		Books & Materials	-12.11
Bill	2030183252	01/31/2015		Books & Materials	-128.35
Bill	2030183253	01/31/2015		Library Supplies	-6.54
Bill	2030221200	01/31/2015		Library Supplies	-1.90
Bill	2030150358	01/31/2015		Library Supplies	-9.13
Bill	5013463611	01/31/2015		Library Supplies	-1.90
Bill	2030232490	01/31/2015		Library Supplies	-5.70
Bill	2030211149	01/31/2015		Library Supplies	-1.48
Bill	2030178767	01/31/2015		Library Supplies	-1.95
Bill	2030144833	01/31/2015		Library Supplies	-6.07
Bill	2030144832	01/31/2015		Books & Materials	-95.63
Bill	2030178766	01/31/2015		Books & Materials	-20.69
Bill	2030211148	01/31/2015		Books & Materials	-30.77
Bill	2030232489	01/31/2015		Books & Materials	-16.34
Bill	5013463610	01/31/2015		Books & Materials	-19.22
Bill	2030155331	01/31/2015		Books & Materials	-19.74
Bill	2030155332	01/31/2015		Library Supplies	-1.48
Bill	2030136661	01/31/2015		Library Supplies	-20.66
Bill	2030190791	01/31/2015		Library Supplies	-6.77
Bill	2030160450	01/31/2015		Library Supplies	-25.54
Bill	2030216275	01/31/2015		Library Supplies	-19.45
Bill	2030241058	01/31/2015		Library Supplies	-10.49
Bill	5013417043	01/31/2015		Library Supplies	-2.27
Bill	2030112450	01/31/2015		Library Supplies	-75.13
Bill	2030112449	01/31/2015		Books & Materials	-823.12
Bill	5013417042	01/31/2015		Books & Materials	-55.31
Bill	2030241057	01/31/2015		Books & Materials	-281.57
Bill	2030216274	01/31/2015		Books & Materials	-410.86
Bill	2030160449	01/31/2015		Books & Materials	-292.38
Bill	2030136660	01/31/2015		Books & Materials	-393.23
Bill	2030190760	01/31/2015		Books & Materials	-284.77
Bill	5013424744	01/31/2015		GGIFT	-48.99
Bill	2030139186	01/31/2015		GGIFT	-124.03
Bill	2030204986	01/31/2015		GGIFT	-28.83
Bill	2030261194	02/11/2015		Library Supplies	-1.90
Bill	2030261193	02/11/2015		Books & Materials	-18.17
Bill	2030277325	02/11/2015		Library Supplies	-4.49
Bill	2030277324	02/11/2015		Books & Materials	-30.86
Bill	2030139187	02/11/2015		Library Supplies	-6.71
Bill	5013424745	02/11/2015		GGIFT	-2.22
Bill	2030204987	02/11/2015		GGIFT	-0.10
Bill	2030286708	02/11/2015		GGIFT	-16.22
TOTAL					-3,578.08

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27677	02/16/2015	Body Boutique	Checking	
Bill	Berkely,Kar...	02/10/2015		Membership & Dues	-790.00
TOTAL					-790.00
Bill Pmt -Check	27678	02/16/2015	Dakota J. Behrman	Checking	
Bill	REFUND	02/10/2015		Overdues	-21.33
TOTAL					-21.33
Bill Pmt -Check	27679	02/16/2015	Ed Rose	Checking	
Bill	February	01/30/2015		Professional Fees	-3,166.67
Bill	41363	02/10/2015		Technology Equipment	-200.00
TOTAL					-3,366.67
Bill Pmt -Check	27680	02/16/2015	Free Press	Checking	
Bill	15-0113	01/30/2015		Advertising Gift Fund	-264.00
TOTAL					-264.00
Bill Pmt -Check	27681	02/16/2015	Heidi Gluck	Checking	
Bill	REFUND	01/30/2015		Overdues	-14.34
TOTAL					-14.34
Bill Pmt -Check	27682	02/16/2015	Ingram Library Services	Checking	
Bill	82784490	01/30/2015		Personal Books	-8.97
Bill	82789803	01/30/2015		Personal Books	-22.80
Bill	82663729	01/30/2015		Personal Books	-36.64
Bill	83203840	01/30/2015		Personal Books	-57.72
				Books & Materials	-43.76
Bill	83424695	01/31/2015		KHF Grant Expenses	-111.46
				Books & Materials	-430.05
				Library Supplies	-34.42
Bill	83515751	01/31/2015		KHF Grant Expenses	-252.16
				Books & Materials	-1,542.34
Bill	83424696	01/31/2015		Books & Materials	-761.03
				Library Supplies	-120.31
Bill	83449561	01/31/2015		Books & Materials	-96.84
Bill	83449560	01/31/2015		Books & Materials	-586.66
				Library Supplies	-33.93
Bill	83414075	01/31/2015		Books & Materials	-1,178.33
				Library Supplies	-152.19
Bill	83342051	01/31/2015		Books & Materials	-11.94
				Personal Books	-15.95
Bill	83342052	01/31/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	83300235	01/31/2015		Books & Materials	-95.98
Bill	83300234	01/31/2015		Books & Materials	-59.70
Bill	83363907	01/31/2015		Books & Materials	-267.70
				Library Supplies	-16.83
Bill	82865281	01/31/2015		Books & Materials	-204.25
				Library Supplies	-12.12
Bill	82865282	01/31/2015		Books & Materials	-157.82
				Library Supplies	-12.22
Bill	82865283	01/31/2015		Books & Materials	-181.99

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
				Library Supplies	-13.02
Bill	82983190	01/31/2015		Books & Materials	-411.97
				Library Supplies	-48.32
Bill	83131429	01/31/2015		Books & Materials	-22.74
				Library Supplies	-0.30
Bill	83131428	01/31/2015		Books & Materials	-63.38
				Library Supplies	-4.68
Bill	83038480	01/31/2015		Books & Materials	-293.28
				Library Supplies	-21.51
Bill	83231702	01/31/2015		Books & Materials	-496.29
Bill	83277484	01/31/2015		Books & Materials	-132.14
				Library Supplies	-6.57
Bill	82784491	01/31/2015		Books & Materials	-156.95
				Library Supplies	-13.66
Bill	82663731	01/31/2015		Books & Materials	-463.63
				Library Supplies	-33.24
Bill	82690579	01/31/2015		Books & Materials	-425.55
				Library Supplies	-32.16
Bill	83099111	01/31/2015		Books & Materials	-557.90
				Library Supplies	-45.64
Bill	83112115	01/31/2015		Books & Materials	-27.54
				Library Supplies	-0.30
Bill	83038478	01/31/2015		Books & Materials	-80.35
				Library Supplies	-6.43
Bill	83038479	01/31/2015		Books & Materials	-173.90
Bill	82548106	01/31/2015		Books & Materials	-558.02
				Library Supplies	-32.43
Bill	82744495	01/31/2015		Books & Materials	-72.20
				Library Supplies	-11.30
Bill	82663730	01/31/2015		Books & Materials	-78.61
				Library Supplies	-5.14
Bill	82639937	01/31/2015		Books & Materials	-55.12
				Library Supplies	-3.20
Bill	82507606	01/31/2015		Books & Materials	-1,249.82
				Library Supplies	-166.75
Bill	82515785	01/31/2015		Books & Materials	-1,288.00
				Library Supplies	-83.18
Bill	82639938	01/31/2015		Books & Materials	-248.79
				Library Supplies	-20.10
Bill	82568630	01/31/2015		Books & Materials	-73.36
Bill	82515784	01/31/2015		Books & Materials	-4,338.56
Bill	83539823	01/31/2015		Personal Books	-31.58
Bill	83653490	02/10/2015		Personal Books	-10.17
Bill	83556329	02/11/2015		Books & Materials	-729.22
				Library Supplies	-63.83
Bill	83721151	02/11/2015		Books & Materials	-1,103.26
				Library Supplies	-149.44
Bill	83677690	02/11/2015		Books & Materials	-514.12
				Library Supplies	-30.93
Bill	83627351	02/11/2015		Books & Materials	-1,536.59
				Library Supplies	-179.76
Bill	83693667	02/11/2015		Books & Materials	-82.90
				Library Supplies	-6.58
Bill	83627352	02/11/2015		Books & Materials	-210.27
				Library Supplies	-2.40
Bill	83591155	02/11/2015		Books & Materials	-404.32
				Library Supplies	-31.32
Bill	83539824	02/11/2015		Books & Materials	-1,401.96
				Library Supplies	-144.80
Bill	83556330	02/11/2015		Books & Materials	-101.21
				Library Supplies	-1.35
Bill	83449559	02/11/2015		Books & Materials	-3,395.26
				Library Supplies	-341.94
TOTAL					-28,808.69

Lawrence Public Library
Check Detail
February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27683	02/16/2015	Intuit	Checking	
Bill	January Bill...	02/10/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	27684	02/16/2015	Journal-World	Checking	
Bill	Thru 2-23-16	01/31/2015		Periodicals	-193.60
TOTAL					-193.60
Bill Pmt -Check	27685	02/16/2015	Kai Ono	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27686	02/16/2015	Kayla Andrews	Checking	
Bill	3-16-15	02/10/2015		Children's Programming	-225.00
TOTAL					-225.00
Bill Pmt -Check	27687	02/16/2015	Lawrence Public Library Found...	Checking	
Bill	Paulo Leal	01/31/2015		KHF Grant Expenses	-617.00
TOTAL					-617.00
Bill Pmt -Check	27688	02/16/2015	Lindsey Waugh	Checking	
Bill	RAL YS	01/30/2015		Read Across Lawrence	-50.00
TOTAL					-50.00
Bill Pmt -Check	27689	02/16/2015	Midwest Tape	Checking	
Bill	92485745	01/30/2015		Books & Materials	-32.39
Bill	92485743	01/30/2015		Books & Materials	-569.36
Bill	92513023	01/30/2015		Books & Materials	-21.73
Bill	92522077	01/30/2015		Books & Materials	-26.99
Bill	92495491	01/30/2015		Books & Materials	-532.37
Bill	92504213	01/30/2015		Books & Materials	-38.07
Bill	92524491	01/30/2015		Books & Materials	-125.94
Bill	92524119	01/30/2015		Books & Materials	-99.82
Bill	92523255	01/30/2015		Books & Materials	-12.74
Bill	92522079	01/30/2015		Books & Materials	-224.94
Bill	92515327	01/30/2015		Books & Materials	-99.98
Bill	92513025	01/30/2015		Books & Materials	-37.48
Bill	92515325	01/30/2015		Books & Materials	-908.50
Bill	92485746	01/30/2015		Books & Materials	-376.35
Bill	92504214	01/30/2015		Books & Materials	-23.98
Bill	92497178	01/30/2015		Books & Materials	-1,225.59
Bill	92488083	01/30/2015		Books & Materials	-32.24
Bill	92498566	01/30/2015		Books & Materials	-74.97
Bill	92497210	01/30/2015		Books & Materials	-229.93
Bill	92488082	01/30/2015		Books & Materials	-11.99
Bill	92481327	01/30/2015		Books & Materials	-97.46
Bill	92481325	01/30/2015		Books & Materials	-16.49
Bill	92478747	01/30/2015		Books & Materials	-159.52
Bill	92468509	01/30/2015		Books & Materials	-12.74
Bill	92547066	02/10/2015		Library Supplies	-590.10

Lawrence Public Library
Check Detail
 February 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	92547988	02/11/2015		Books & Materials	-23.98
Bill	92540713	02/11/2015		Books & Materials	-52.46
Bill	92540715	02/11/2015		Books & Materials	-592.36
Bill	92535162	02/11/2015		Books & Materials	-173.91
Bill	92535160	02/11/2015		Books & Materials	-225.70
Bill	92525639	02/11/2015		Books & Materials	-1,250.63
Bill	92529789	02/11/2015		Books & Materials	-10.49
TOTAL					-7,911.20
Bill Pmt -Check	27690	02/16/2015	Mike West	Checking	
Bill	012915cred	01/31/2015		Books & Materials	-69.94
TOTAL					-69.94
Bill Pmt -Check	27691	02/16/2015	Peter Marten	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27692	02/16/2015	Prairie Park Nature Center	Checking	
Bill	2-17-15	01/30/2015		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27693	02/16/2015	Russel Clark	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27694	02/16/2015	Ryan Lucas	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-80.00
TOTAL					-80.00
Bill Pmt -Check	27695	02/16/2015	St. Charles City-County Lib. Dist.	Checking	
Bill	108605090	01/30/2015		Overdues	-19.99
TOTAL					-19.99
Bill Pmt -Check	27696	02/16/2015	Susan Goldberg	Checking	
Bill	2-17-15	02/10/2015		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27697	02/16/2015	Uma S. Outka	Checking	
Bill	REFUND	01/30/2015		Overdues	-14.49
TOTAL					-14.49
Bill Pmt -Check	27698	02/16/2015	WOW!Business	Checking	
Bill	Jan 14	01/30/2015		Internet	-298.65
				Telephone	-95.03
TOTAL					-393.68

Lawrence Public Library

Monthly Statistical Summary--February 2015

INDICATOR	February		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	6.60	3.68	79%			
Reference Transactions per Capita	1.26	0.92	37%			
Program Attendance per Capita	0.45	0.30	50%			
Circulation per Capita	12.96	12.92	0%			
Circulation per Visit	1.96	3.51	-44%			
Total Holdings per Capita	2.03	2.16	-6%			
% of Lawrence Residents Registered	92%	85%	8%			

Circulation--Adult Total	69,050	68,811	0%	148,309	145,619	2%
Circulation--Young Adult Total	3,264	3,012	8%	7,006	6,330	11%
Circulation--Youth Total	29,868	29,293	2%	61,696	59,786	3%
Circulation--Bookmobile	1,007	1,092	-8%	2,077	2,212	-6%
Circulation--Audiovisual Total	44,022	46,113	-5%	93,828	97,404	-4%
Circulation--ebook,eaudio,Zinio	3,171	2,167	46%	6,627	4,796	38%
Circulation--Total	102,182	101,116	1%	217,011	211,735	2%

Reference Transactions	9,956	7,188	39%	21,532	14,236	51%
User Visits	51,995	28,803	81%	111,161	57,331	94%
LPL Web Site Visits	16,484	19,745	-17%	41,568	41,568	0%

Holdings--Added	2,612	2,929	-11%	5,741	7,022	-18%
Holdings--Withdrawn	966	3,799	-75%	1,972	7,278	-73%
Holdings--Total	192,378	203,322	-5%			

Registered Borrowers--Added	563	476	18%			
Registered Borrowers--Total	110,395	101,357	9%			

Adult Programs	15	13	15%	29	19	53%
Young Adult Programs	29	13	123%	47	30	57%
Youth Programs	69	38	82%	126	67	88%
Senior Programs	17	15	13%	29	27	7%
Total Programs	130	79	65%	231	143	62%
Total Program Attendance	3,591	2,336	54%	6,957	3,849	81%
Public Uses of Meeting Rooms	140	0	#DIV/0!	269	0	#DIV/0!

Total Paid Staff (FTE)	62.21	55.86	11%			
Total Number of Employees	85	74	15%			

Lawrence Public Library

Monthly Statistical Report--February 2015

	February		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	6.60	3.68	79%				
Reference Transactions per Capita	1.26	0.92	38%				
Program Attendance per Capita	0.45	0.30	52%				
Circulation per Capita	12.96	12.92	0%				
Total Holdings per Capita	2.03	2.16	-6%				
Collection Turnover--Total	6.47	6.08	6%				
Collection Turnover--Adult	6.62	6.04	10%				
Collection Turnover--Young Adult	3.99	3.80	5%				
Collection Turnover--Youth	6.56	6.60	-1%				
Collection Turnover--Audiovisual	12.07	10.56	14%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	29563	27400	8%		64016	58131	10%
Circulation--Adult Periodicals	654	393	66%		1536	850	81%
Circulation--Adult Feature Films & TV Shows	26546	28655	-7%		56163	60582	-7%
Circulation--Electronic Games	1860	1668	12%		3908	3442	14%
Circulation--Adult Music CDs	7516	7560	-1%		16345	15902	3%
Circulation--Adult Audio Books and Books on CD	2896	3114	-7%		6326	6666	-5%
Circulation--eReaders	15	21	-29%		15	46	-67%
Circulation--Adult Total	69050	68811	0%		148309	145619	2%

Lawrence Public Library	February		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	3059	2883	6%		6580	5985	10%
Circulation--YA Periodicals	35	10	250%		53	37	43%
Circulation--YA Audio Books and Books on CD	170	119	43%		373	308	21%
Circulation--YA Total	3264	3012	8%		7006	6330	11%
Circulation--Youth Books and NF Videos	28442	27869	2%		58610	56860	3%
Circulation--Youth Periodicals	146	79	85%		316	110	187%
Circulation--Youth Music CDs	432	518	-17%		1034	1075	-4%
Circulation--Youth Audio Books and Books on CD	848	827	3%		1736	1741	0%
Circulation--Youth Total	29868	29293	2%		61696	59786	3%
Circulation--Bookmobile	1007	1092	-8%		2077	2212	-6%
Circulation--Total Books	57325	54521	5%		121278	113334	7%
Circulation--Total Periodicals	835	482	73%		1905	997	91%
Circulation--Total Audiovisual	44022	46113	-5%		93828	97404	-4%
Circulation Total	102182	101116	1%		217011	211735	2%
E-Audio (Overdrive only)	374	184	103%		736	376	96%
E-Book (Overdrive only)	2100	1169	80%		4547	2365	92%
Zinio	697	814	-14%		1344	2055	-35%
Circulation Desk Circulation	2210	46013	-95%		27091	95799	-72%
Self Check Circulation	78879	55103	43%		168827	115936	46%
Percent Self Check	97%	54%	79%		86%	55%	57%
Web Site Renewals	17002				34635		
Other Staff Checkouts	4102				6053		

Lawrence Public Library	February		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	18990	15507	22%		39704	35145	13%
Requests Filled	12909	12027	7%		27307	26544	3%
Requests Unclaimed	2663	1370	94%		5452	2732	100%
Interlibrary Loan Items Borrowed for LPL Patrons	259	547	-53%		604	1248	-52%
Interlibrary Loan Items Loaned from LPL Collection	609	624	-2%		1272	1165	9%
OTHER LIBRARY SERVICES							
User Visits	51995	28803	81%		111161	57331	94%
Public Computer Usage	8372	7119	18%		18677	14780	26%
Computer Lab Classes	8	4	100%		12	8	50%
Computer Lab Classes Attendance	22	12	83%		34	33	3%
Adult Reference Transactions	1983	6094	-67%		4282	12051	-64%
Young Adult Reference Transactions	718	353	103%		1582	812	95%
Youth Reference Transactions	983	741	33%		2002	1373	46%
IT Desk	2175				4646		
Welcome Desk	2189				4790		
Phone Calls	1908				4230		
Total Reference Transactions	9956	7188	39%		21532	14236	51%
Public-Sponsored Uses of Meeting Rooms	140	0			269	0	
LPL Web Site Visits	16484	19745	-17%		41568	41568	0%
RESOURCES							
Holdings--Total	192378	203322	-5%				
Holdings--Adult	127131	139820	-9%				
Holdings--Young Adult	9822	9527	3%				
Holdings--Youth	55425	53975	3%				
Holdings--Audiovisual	43772	52394	-16%				
Holdings--eReaders	11	17	-35%				
Holdings Added	2612	2929	-11%		5741	7022	-18%
Holdings Withdrawn (Weeded)	966	3799	-75%		1972	7278	-73%
Holdings Net Change	1646	-870			3769	-256	

Lawrence Public Library	February		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	110395	101357	9%				
Borrowers Added	563	476	18%		1426	996	43%
Borrowers Transacting	9920	10394	-5%		12969	18719	-31%
Percent of Borrowers Transacting	9%	10%	-12%				
Total Number of Lawrence Residents Registered	87335	78245	12%				
Percent of Lawrence Residents Registered	92%	83%	11%				
PROGRAMMING							
Number of Adult Programs	15	13	15%		29	19	53%
Number of Young Adult Programs	29	13	123%		47	30	57%
Number of Youth Programs	69	38	82%		126	67	88%
Number of Senior Programs	17	15	13%		29	27	7%
Total Programs	130	79	65%		231	143	62%
Adult Program Attendance	459	453	1%		976	548	78%
Young Adult Program Attendance	334	161	107%		823	391	110%
Youth Program Attendance	2626	1611	63%		4900	2686	82%
Senior Program Attendance	162	111	46%		258	224	15%
Total Program Attendance	3581	2336	53%		6957	3849	81%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	62.21	55.86	11%				
ALA-MLS Librarians, in Full-Time Equivalents	18.5	14.79	25%				
Number of Employees--Total	85	74	15%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	50	39	28%				
Terminations	2	1	100%		2	1	100%
Hirings	2	0	#DIV/0!		4	0	#DIV/0!
Volunteer Hours	259.05	131.5	97%		527.25	255.5	106%

Library Director's Report for March 2015

Respectfully submitted by Brad Allen

The staff reorganization that we implemented as we opened the new library changed the roles of many people at the library--new departments, new titles for coordinators, new managerial responsibilities. We continue to adapt to these new roles and responsibilities. One of the learning curves we are dealing with currently is having two levels of leadership meetings. We have a Managers and Directors (MAD) meeting--or Directors and Managers (DAM) meeting depending on which person you ask!--twice a month. This is our smaller leadership team of Sherri Turner, Kathleen Morgan, Amanda McConnell, Tricia Karlin, Tom Davin, and myself. Additionally, we have a larger leadership team meeting twice a month that incorporates all of the coordinators as well, eponymously called the Directors, Managers, and Coordinators (DMC) meeting. I tell you all of this because we are still learning how each of these meetings are most effective. The first DMC meeting of each month is a reporting meeting where all coordinators report on the work their team has done in the past month and where they are headed. It is very useful for all coordinators to hear the breadth of what is going on throughout the organization--and it helps me write this director's report! So, on to the rest of what has been going on since my last report.

Our most recent check out statistics tell us that we are at 98% self checkout on all materials. This is a great number to see and an indication that most people are succeeding in their use of our new checkout machines.

We are getting very close to launching our new meeting room and study room reservation software. We have had struggles with our Evanced software product since we opened the building, and we are confident that the new product, called LibCal, will work much better. We have not been able to allow people to reserve the small study rooms to this point, so we can't effectively regulate the time people are in the rooms. Reservations will allow people to use the room at a guaranteed specific date and time. This will improve access to these spaces considerably.

Deadlines for the 2016 budget are approaching. We have created a budget committee to examine our strategy for building next year's budget. We are working to understand how much of our budget is fixed and how much is more discretionary.

Lastly, at the beginning of March, I travelled to New Orleans to attend the Innovative Directors Symposium. Innovative is the vendor for our integrated library system (ILS) Millenium. It was a great opportunity to meet library directors and library deans from around the country and hear where Innovative is headed as a company. Our current ILS Millenium is getting outdated, and Innovative is aggressively encouraging libraries to upgrade to its current product Sierra. We need to decide soon (in the next year or so) what product we want to replace Millenium. It is a critical decision.

Library Foundation Director's Report • March 20, 2015

Carol Nalbandian Memorial Project. On March 4th, KU design professor Thomas Huang met with John Nalbandian, members of the library's children's staff, and me to present the first glimpse of his plans for the special storytelling chair and matching table that he is making in memory of Carol Nalbandian. The project is funded through memorial donations to the Library Foundation. The furniture will reflect Carol: beautiful and whimsical! Thomas plans to have it completed by May or June. We will have a special dedication event with Carol's family and friends to unveil it.

Nutrition Carnival. The March 7th Nutrition Carnival with LMH was a blazing success! With aerialists hanging from the rafters in the lobby, the event was attended by approximately 500 people within a two hour time frame. The hospital staff reported that within 10 minutes of opening the doors, they had exceeded their attendance totals for the last two years of hosting this event. Huge kudos to LPL's Jeni Daley for her excellent marketing services and to Gwen Geiger-Wolf for her superb planning and organization skills. Needless to say, LMH was very pleased.

VISTA. I met with Josh Lyman, program officer with the Kansas City VISTA office on March 11th. With the recent approval of the library's application for a VISTA-funded volunteer coordinator, Mr. Lyman traveled to Lawrence to help us start the process of crafting a formal work plan and job announcement for the position. I will travel to Chicago from April 13 through the 16th for training. The plan is to have someone in place by mid-July.

Kansas Health Foundation Grant Application and Conference. The Library Foundation has submitted a new grant application to the Kansas Health Foundation. The request is for \$24,850 to support The Health Spot at the library. If approved, the grant will fund additional staff hours to help advance our health information mission, as well as support for 2015-2016 programs, screenings, and promotional efforts. Decisions will be announced May 29th.

On April 8th and 9th, I will travel to Wichita with three other library staff persons for the Kansas Health Foundation conference. This is a wonderful benefit of earning a KHF grant. There are sessions on all aspects of non-profit work including fundraising, recruiting volunteers, leadership, and strategic planning. One of the sessions I'm enrolled in is "How to Raise \$50,000 in Six Weeks." Can't wait to learn those secrets!

Speaking of Grants...We've had some disappointing news on the grant application front. Lawrence Public Library was not chosen as a finalist for the National Library Medal. Unfortunately, I was not able to get any feedback on our application. (IMLS does not provide it.) Our StoryCorps grant application also was not approved. We received very nice comments from an ALA representative who reported that there were 300 applications and only 10 awards. LPL was one of many libraries with a perfect score on its application, so StoryCorps had to make decisions based on geography, diversity, etc. In looking at the list of winners, the closest library to Lawrence was Ferguson, MO. It's kind of hard to argue with that decision. Finally, the Foundation also did not earn a Douglas County Community Foundation grant for the Local History Room. DCCF reported that, "The prevailing opinion expressed in our discussions was that the library has received ample community support in the last couple years, and that DCCF should turn its attention to other pressing community needs."

Grant applications pending:

- BNSF Foundation: \$10,000 for 2015 Summer Reading Program (March 31 est)
- Payless Foundation: \$5,000 for 2015 Summer Reading Program (April 30)
- Walmart Foundation: \$5,000 for 2015 Summer Reading Program (2 grant applications – one for each Lawrence store. Decisions by May 1)
- Kansas Health Foundation, \$24,850 for The Health Spot (May 29)

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

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

Tuesday, April 21, 2015 at 4:00 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

- Officer nominations

New business

- SOUND+VISION report -- Ed Rose
- Report on Partnership Levels -- Jeni Daley

Executive Session -- Personnel issue

Adjournment

DRAFT

Lawrence Public Library Board of Trustees Meeting March 24, 2015 4:00 p.m.

Board Members Present: Brady Flannery, Joan Golden, Judy Keller, Ursula Minor (arrived 4:30), David Vance, Kevan Vick. Absent: Fran Devlin.

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

Guests: John Thornburg (arrived 4:25)

Call to Order

Joan Golden, Board Chair, called the meeting to order at 4:05 p.m.

Public Comment

There were no public comments.

Consent Agenda

David moved to approve the consent agenda; Brady seconded. All in favor. Motion carried.

Director's Report

Brad described the new structure for leadership meetings. Directors, managers, and coordinators meet on the first and third Thursdays, and a smaller group of directors and managers meets on the second and fourth Thursdays. Our self-check number (98%) is really good. Brady asked if there were any other surprises with the self-check. Kim said that there were still a few problems reconciling payments. Brad attended the director's symposium for Innovative Interfaces Inc., our library catalog vendor. Moving to Innovative's new platform (Sierra) would help to address some of our continuing problems with secondary products like self-check. The library is considering whether to move to Sierra or move to an entirely new vendor, and will be talking further with Innovative. Brad said he was impressed with the direction Innovative is taking. Joan asked if Brad was aware of any budget surprises for the 2016 request. Brad said the staff is just beginning to look at the budget, particularly staff needs. The lease is up on our library van and we will have to figure out how to pay the remaining \$10,000.

Library Foundation Executive Director's Report

At yesterday's Foundation Board meeting, Chip Blaser reported that the endowment fund grew by 6 1/2% which is over national average. Caddy Stacks planning underway. The Caddy Stack goal is to raise \$15,000 for summer reading. The Foundation Board approved up to \$2000 for framing for the local history room and a photographic display of the library at different stages. They are also interested in funding a project which would connect the auditorium sound system with the Sound + Vision studio. They are researching whether this project would be in keeping with the intent of the donor of the Milliken Fund. This fund is set up with half of the gain over the year to be used for music. The project cost is about \$18,000. The board is looking for a board member to replace Gail Vick who is resigning from the Foundation board in May. The Carol Nalbandian chair project is fantastic; John Nalbandian is very excited about it.

Library Friends Report

David said the Friends are looking for a new coordinator and are busy getting ready for the upcoming book sale, April 9-12. The book drop is working well, but they plan to close it during April as they prepare for the sale.

Ongoing Business**New Business****Coordinator Report**

Kristin Soper spoke about her work as Programs Coordinator for the library. Her report is attached. Brady asked how programs broke down in terms of whether they are totally planned in-house or by outside groups. Kristin said it was roughly 50/50. Joan asked if events are being planned for the plaza. Dinner and a movie, some kids' summer programs, and the summer reading kickoff are in the works. So far, the relationship with the city is working fine.

Officer Nomination Committee

Joan appointed Brady and Judy to the nominating committee to present a slate of officers for next year. Both Ursula and David have agreed to serve for another term on the board. Brad will let the city know.

Joan said Denise asked if the board still wanted to see the list of checks in their packets. The consensus was yes.

As a point of information, Brad reported that two times recently someone drove down the plaza stairs. There was some damage to the stairs. The city has placed a bench and trash can to block the path.

Kevan asked if there were still outstanding construction items yet to complete. Brad said the punch list isn't done, but the biggest outstanding projects are acoustical treatments in Teen and the studio.

Adjournment

Kevan moved to adjourn and David seconded. All in favor. Meeting adjourned at 4:55. Joan reminded the board that the April meeting will be on Tuesday, April 21, at 4:00 p.m.

The next Board meeting will be Tuesday, April 21, at 4:00 p.m., in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Adult Programming

Goals

Working with staff and community partners to provide programming to the community that is entertaining and educational.

We average about 15 programs a month, including the following recurring programs.

Recurring Programs

- Write Club-Rachael Perry & Myself
- Cookbook Book Club-Myself
- Yoga-Sarah Trowbridge-Alford
- Great Books-George and Terry Smith
- Great Books-Poetry Edition-Susan Hazlett
- Ripping Yarns-Camille Lechliter
- YA for Grown-ups-Molly Wetta

Author Talks

Marylynne Robinson - *Housekeeping*

Kelly Barth read from her memoir *My Almost Certainly Real Imaginary Jesus*

Patricia Lockwood *Motherland Fatherland Homelandsexuals*

James McBride - *Good Lord Bird*

Caryn-Miriam Goldberg and Stephen Locke-*Chasing Weather*

J. Robert Lennon-*See You in Paradise*

Patricia Graham-*Japanese Design: Art, Aesthetics and Culture*

Margaret Atwood (partnership with KU Commons) - *Handmaid's Tale*

Banned Book Week

We had 46 folks submit art, one of which was a middle school class. For our unveiling we hosted a Rave-n with Edgar Allen Poe as host. 60 people attended and raved with us about banned books. By the middle of November we had sold or given away about 600 (out of 1000 ordered) copies of each card.

Health Programming

About this time last year Kathleen put together a committee of local health partners to see what the library could do to promote local health services. The DSP (Department of Strategic Partnerships) came up with a calendar of Health Topics and we build programming and resources around these topics.

- January - Physical Fitness Month
 - Local artist Jo Renfro talk about her Appalachian trail hike (she hiked all 2200 miles of it). She was very funny and entertaining and we had around 220 people in attendance.
- February - Local Health Month
 - Local Health Poster Tour and Food Drive
- March - Nutrition Month
 - Program highlight was our Nutrition Carnivale that Gwen GeigerWolfe and Kathleen put together, which drew about 500 people. There were aerialists in the lobby and about 2 dozen different community partners all set up booths in the auditorium.
- April - Healthy Relationships
 - Upcoming Late Show Style conversation about sex and healthy relationships with Mike Anderson and Dennis Detweiler. Other participants TBD.
- May - Mental Health
 - Singing bowl and mindfulness program with Julie Cisz
- June - Adult Health
- July - Senior Health
- August - Substance Abuse
- September - Teen Health
- October - Health Literacy
- November - Children's Health
- December - Oral Health
 - Floss Bar (they all taste waxy, except for the coffee and cupcake.) where people could try out different flavors of floss and we raffled off breakfast packs. We had about 40 people take advantage of flossing their teeth at the library.

Cover Kansas (Health Insurance Coverage)

Jordan Rickabaugh from Cover Kansas used our space to sign people up for health insurance. They had 20 attendees throughout 4 sessions in November and December. We don't have the 2015 numbers yet, but Jordan was pleased with attendance.

KU School of Liberal Arts and Sciences

In the fall we partnered with KU School of Liberal Arts and Sciences to host a panel on the issues surrounding Ferguson Missouri. We had over 100 people turn up for this event. We also geeked out with Professor Jan Kozma about how prosciutto, mozzarella, and parmigiano cheeses are made and we had about 100 folks turn up for that.

Read Across Lawrence

We started off with a yarn bombing on January 25th. 2 dozen knitters pick out trees and decorated them with yarn donated by Yarn Barn. Also one of our local knitting groups, Knit Lawrence, planned out the reading garden to thematically match elements in the book. Since we have little bitty trees, most of the knitted pieces can be repurposed into scarves and donated to The Shelter. We passed out books with KU Library staff on January 30th during Final Fridays and 650 copies of the book were given out by early Saturday morning. Our partnership with KU Commons, who brought Margaret Atwood in, went really well. Victor Bailey and Emily Ryan both thanked us for helping market the event. We had around 20 people for both book discussions and the film presentation. 60 folks came for our Feminism Through the Decades panel. We partnered with Nerd Nite again and had a very successful evening. Nerd Nite has a built in audience of around 100 people. It's great that the library continues to get exposure through this partnership. Spencer Museum of Art provided us with a gallery tour surrounding feminism, identity, and power relationships. We had about 10 folks for that, but one of them was a high school humanities club, so it was great to see high schoolers engaged with the book.

Music

We also hosted the band Mates of State on February 2nd. We had about 100-120 people come in horrifically freezing weather after the super bowl at 10:00pm to listen to music and it was a lovely evening. I'm hoping to have more after hours music and take advantage to the PA system the Library Foundation graciously bought us.

We partner with the **KU School of Music** to provide a free concert for their students about twice a semester.

Upcoming Programs and Partnerships

Seed Library

Next week we will be launching a seed library. This year we are starting out with baby steps. A traditional seed library has patrons pick up seeds, then harvest seeds after the season is over and give them back to the library. This year we are only doing distribution to gauge interest. Gwen GeigerWolfe has been my partner in crime for this. She's pursued donations from seed distributors, and we've focused on working with organic, non-gmo companies. Patrons will be able to take out up to 10 seed packets and will self report what they took out through a signup sheet so we know which seeds are popular.

Housing and Consumer Credit Counseling Inc. is providing us with financial classes throughout the month of April and May. These classes include a panel discussion on how local

community members deal with money. This is a return of our financial wellness series that we hosted a couple of years ago.

- April 7th - *Money and You: Let's get Started* - This will include a conversation surrounding how different people handle their money. Panelists include Jai Nitz, Kathy Hamilton, and our own Dan Coleman.
- April 21st - *The Good, The Bad, and the Ugly in Your Credit Report*
- May 5th - *Is it Better to Rent or to Buy?*
- May 19th - *Teaching Your Kids About Money*
- June 2nd - *Basics of Investing*

The Lawrence Arts Center and the Free State Festival

Brad reached out to Jon Ronson to be a part of the festivities. He is the author of *The Psychopath Test* and *Men Who Stare at Goats*. His new book, *So You've Been Publicly Shamed*, is coming out and it is fantastic and has garnered rave reviews. The Arts Center has also purchased the rights to show his film *Frank* which we will show that evening after his talk.

We are also working on The Centron Film Festival which will be a little appetizer to the Free State Festival June 18th. I am putting together a reel of Centron highlights, and then we will close with *Leo Beuerman*. The program will include an interview with Buck Newsom, who worked for Centron and knows much of the local history and the story behind the company.

Card Table Theatre

We are also partnering with Card Table Theater to present staged readings in our auditorium called "On Book." The first reading is April 1st and they will stage *Collected Stories* by Donald Margulies which is about a writer who has used events from his friends lives in his short story collection and the fallout that ensues when the collection is published. They will also put on a staged reading of *Fahrenheit 451* in September to get everyone excited about Banned Books Week.

Summer Reading

The overall library theme for summer reading is Every Hero Has a Story. Adult Programming for the summer will have the theme everyday heroes. The idea is to get local people who have done awesome things for the community to present their stories to the public.

Sunday June 7th at 2pm - Don Gardner, also known as Red Dog who will talk about how he started his community workout program and how it has grown throughout the years, then we will end with a short work out.

Sunday June 21st at 2pm - Kate von Achen will talk about her business Awava, which sources handmade batik prints made by women in Uganda. She will talk about fair trade principles and how economic empowerment has changed the lives of the artisans she works with.

Sunday July 12th at 2pm - Katie Armitage will give a virtual walking tour of Oak Hill Cemetery which focuses on local veterans from the Civil War, The Spanish American War, WWI, WWII, the Korean War, and the Vietnam War.

TBD - I'm meeting with Marla Jackson on Thursday to, hopefully, include her as an everyday hero. She is a narrative quilt maker who works with kids to hone their artistic skills and to learn to tell stories through a visual medium.

Meeting Room Wrangler

Another duty I've taken on is wrangling the meeting rooms. We had an unfortunate experience with our current scheduling software, so we will be migrating to another system in the very near future. Since we've opened we've 681 room reservations.

Statistics

Adult Programming Attendance Stats 2014

- 5222

Adult Programming Attendance Stats January - March 24th 2015

- 1553

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
March 2015									
REVENUES	Month	Year to Date	Annual Budget	25% of Year	Mar-14	YTD 2014			
Tax Fund	\$ -	\$ 1,550,000.00	\$ 3,550,000.00	43.66%	\$ -	\$ 1,400,000.00			
Interest	\$ 153.33	\$ 418.22	\$ 250.00	167.29%	\$ 30.83	\$ 64.71			
State Aid	\$ -	\$ 15,134.22	\$ 32,000.00	47.29%	\$ -	\$ 32,124.22			
N.E.K.L.	\$ 16,108.75	\$ 16,108.75	\$ 65,000.00	24.78%	\$ 15,640.00	\$ 15,640.00			
Photo Copies	\$ 1,627.65	\$ 4,284.82	\$ 13,000.00	32.96%	\$ 1,220.75	\$ 3,146.85			
Overdues	\$ 15,370.12	\$ 46,243.75	\$ 180,000.00	25.69%	\$ 13,820.56	\$ 40,626.38			
Coffee Shop Rent	\$ -	\$ 2,100.00	\$ 8,400.00		\$ -				
Meeting Room Fees	\$ 150.00	\$ 200.00	\$ 1,200.00						
Miscellaneous	\$ 27.87	\$ (32.05)			\$ (67.40)	\$ (53.91)			
Total Revenues	\$ 33,437.72	\$ 1,634,457.71	\$3,849,850.00	42.46%	\$30,644.74	\$1,491,548.25			
EXPENSES									
Salaries & Wages	\$ 179,825.80	\$ 535,825.40	\$ 2,157,000.00	24.84%	\$ 151,989.95	\$ 450,435.75			
Health Insurance	\$ 18,949.74	\$ 58,704.98	\$ 250,000.00	23.48%	\$ 22,013.42	\$ 64,991.32			
Payroll Taxes	\$ 31,623.44	\$ 94,153.11	\$ 390,417.00	24.12%	\$ 25,587.52	\$ 75,572.60			
Books & Materials	\$ 47,964.27	\$ 73,335.38	\$ 520,000.00	14.10%	\$ 40,727.18	\$ 78,107.81			
Periodicals	\$ 10,361.51	\$ 11,428.23	\$ 19,500.00	58.61%	\$ -	\$ 10,765.11			
Library Supplies	\$ 6,435.60	\$ 27,184.44	\$ 110,000.00	24.71%	\$ 5,773.83	\$ 22,068.30			
Building Supplies	\$ 1,208.90	\$ 5,269.98	\$ 16,800.00	31.37%	\$ 958.62	\$ 2,907.76			
Repairs & Maintenance	\$ 596.34	\$ 8,849.60	\$ 66,133.00	13.38%	\$ 1,579.18	\$ 2,427.77			
Equipment	\$ -	\$ -	\$ -		\$ -	\$ -			
Equipment - Technology	\$ 984.21	\$ 2,312.69	\$ 16,000.00	14.45%	\$ 542.12	\$ 4,892.57			
Capital Improvements	\$ 5,956.61	\$ 7,600.06	\$ -		\$ -	\$ -			
Utilities	\$ 13,342.21	\$ 36,637.01	\$ 100,000.00	36.64%	\$ 5,299.03	\$ 5,464.73			
Insurance	\$ 458.43	\$ 1,409.24	\$ 18,000.00	7.83%	\$ 391.33	\$ 1,137.23			
Postage	\$ 818.92	\$ 4,209.42	\$ 20,000.00	21.05%	\$ 2,086.31	\$ 4,039.50			
Travel & Continuing Education	\$ 939.03	\$ 1,243.63	\$ 22,000.00	5.65%	\$ 1,536.33	\$ 5,234.04			
Book Van & Mileage	\$ 144.33	\$ 247.60	\$ 4,000.00	6.19%	\$ 235.94	\$ 945.60			
Photo Copiers	\$ 585.58	\$ 1,748.06	\$ 8,000.00	21.85%	\$ 369.57	\$ 1,394.97			
Programs	\$ 805.27	\$ 4,659.91	\$ 20,000.00	23.30%	\$ 884.45	\$ 1,998.43			
Professional Fees	\$ 8,707.23	\$ (6,961.35)	\$ 70,000.00	-9.94%	\$ 9,089.17	\$ 15,827.61			
Website/OPAC Content	\$ 35.00	\$ 1,225.00	\$ 27,000.00	4.54%	\$ 35.00	\$ 360.00			
Advertising & Marketing	\$ 455.13	\$ 1,283.39	\$ 15,000.00	8.56%	\$ 2,052.78	\$ 3,164.32			
Miscellaneous	\$ 57.61	\$ 1,401.15			\$ (137.74)	\$ 721.13			
Total Expenses	\$ 330,255.16	\$ 871,766.93	\$3,849,850.00	22.64%	\$ 271,013.99	\$ 752,456.55			
Revenues Over Expenses	\$ (296,817.44)	\$ 762,690.78							
Cash Balances:									
Checking	\$ 1,239,707.42								
Capital Improvement	\$ 618,249.31								

[illegible]

YTD Income & Expenses

Lawrence Public Library
Balance Sheet
As of March 31, 2015

	<u>Mar 31, 15</u>	<u>Mar 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,946.92	638,750.95	-621,804.03	-97.4%
Capital Improvement -2	601,302.39	0.00	601,302.39	100.0%
Checking	1,239,707.42	1,184,557.43	55,149.99	4.7%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,857,956.73</u>	<u>1,823,308.38</u>	<u>34,648.35</u>	<u>1.9%</u>
Total Current Assets	<u>1,857,956.73</u>	<u>1,823,308.38</u>	<u>34,648.35</u>	<u>1.9%</u>
Other Assets				
Petty Cash	1,230.70	700.00	530.70	75.8%
Total Other Assets	<u>1,230.70</u>	<u>700.00</u>	<u>530.70</u>	<u>75.8%</u>
TOTAL ASSETS	<u>1,859,187.43</u>	<u>1,824,008.38</u>	<u>35,179.05</u>	<u>1.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	49,232.20	69,172.66	-19,940.46	-28.8%
Total Accounts Payable	<u>49,232.20</u>	<u>69,172.66</u>	<u>-19,940.46</u>	<u>-28.8%</u>
Other Current Liabilities				
Payroll Liabilities	-1,299.11	-763.07	-536.04	-70.3%
Total Other Current Liabilities	<u>-1,299.11</u>	<u>-763.07</u>	<u>-536.04</u>	<u>-70.3%</u>
Total Current Liabilities	<u>47,933.09</u>	<u>68,409.59</u>	<u>-20,476.50</u>	<u>-29.9%</u>
Total Liabilities	<u>47,933.09</u>	<u>68,409.59</u>	<u>-20,476.50</u>	<u>-29.9%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	755,180.19	696,119.00	59,061.19	8.5%
Total Equity	<u>1,811,254.34</u>	<u>1,755,598.79</u>	<u>55,655.55</u>	<u>3.2%</u>
TOTAL LIABILITIES & EQUITY	<u>1,859,187.43</u>	<u>1,824,008.38</u>	<u>35,179.05</u>	<u>1.9%</u>

**Lawrence Public Library
Revenues & Expenses**

March 2015

	<u>Mar 15</u>
Ordinary Income/Expense	
Income	
Meeting Room Fees	150.00
Personal Books	27.87
Merchandise Sales	378.50
Gifts-Other	1,116.66
Grants	16,108.75
Interest	153.33
Overdues	15,370.12
Photo Copies	1,627.65
	<hr/>
Total Income	34,932.88
Expense	
FOUNDATION FUNDING	1,856.09
FRIENDS FUNDING	-391.67
Books & Materials	58,325.78
Miscellaneous	1,133.32
Technology Equipment	984.21
Capital Improvement Expenditure	5,956.61
Insurance	458.43
Payroll Expenses	200,039.54
Payroll Taxes	31,694.28
Postage and Delivery	818.92
Professional Fees	8,707.23
Program Expense	805.27
Repairs	596.34
Supplies	7,644.50
Travel & Hospitality	1,083.36
Utilities	13,342.21
	<hr/>
Total Expense	333,054.42
	<hr/>
Net Ordinary Income	-298,121.54
	<hr/>
Net Income	<u>-298,121.54</u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

Apr 15, 15

Ace Electric	377.00
Adam David Buhler	7.58
Advance Insurance Company	425.43
Allison Elaine Seeman	5.24
Amazon	5,248.32
Andrew N. Dvorachek	12.20
ASI	50.00
ATD International	1,369.88
Baker & Taylor, Inc.	838.06
Benjamin Johnson	11.54
Bibliocommons Inc.	443.84
Blackstone Audio, Inc.	282.81
Bob's Janitorial Service	126.92
Brilliance Publishing, Inc.	881.36
Brodart Co.	102.72
Center Point Large Print	593.76
Century Business Technologi...	584.32
Chabad at KU	50.00
Copy Co Inc.	600.00
David Klamet	50.00
Designed Business Interiors	5,956.61
Ed Rose	3,166.67
Erin K. Stuart	5.79
Gale Group, Inc.	38.92
H.W. Wilson Company	295.00
Hannah Higginbotham	7.44
Heartland Payment Systems	307.88
Houchen Bindery, Ltd.	40.90
Infogroup	249.00
Ingram Library Services	33,208.71
Innovative Interfaces, Inc.	95.00
Intuit	29.85
JanWay Company	622.00
Jayhawk File Express, LLC	105.00
Jayhawk Trophy Co., Inc.	10.40
Jayhawk Tropical Fish	589.42
Jennifer R. Alderdice	5.37
Jiminate	240.00
Johnson County Library	16.95
KanREN	1,948.05
Kansas Public Radio	216.69
Kansas State Treasurer	43.69
Kathleen E. Harned Schuteis	14.24
Laser Logic, Inc.	572.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	256.72
Mary Ellen Martinez	22.49
McElroy's	576.35
Mid America	1,081.98
Midwest Tape	11,873.96
Minuteman Press	140.45
Mize Houser	4,405.00
MO Dept. of Conservation	19.95
OCLC, Inc.	4,688.90
OverDrive	4,488.97
Palma L. Smith	6.53
Plymouth Rocket, Inc.	650.00
Pro Print Inc.	42.50
Pur-O-Zone, Inc.	778.39
Quill Corporation	527.04
Random House, Inc.	297.75
Recorded Books	9.13
Reliance Label Solutions, Inc.	2,614.59
Rueschhoff Communications	39.98
SB&H LLC	192.50
Showcases	449.50
St. Louis County Library	19.95
Tantor Media	760.17
The Summit	240.00
Tom H. Tweddell	69.70
Uma S. Outka	6.44
Unique Management Services	1,565.66

12:12 PM

04/15/15

Lawrence Public Library Vendor Balance Summary

All Transactions

	<u>Apr 15, 15</u>
United Parcel Service	553.96
VISA 5372	5,195.23
Westar	6,494.20
Wheatfields Bakery	1,020.50
Wichita Public Library	46.94
WOW!Business	2,901.21
TOTAL	<u>112,090.20</u>

Lawrence Public Library
Check Detail
 April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/20/2015	Advance Insurance Company	Checking	
Bill	May 2015	04/14/2015		Group Life Insurance	-425.43
TOTAL					-425.43
Bill Pmt -Check	Electronic	04/20/2015	ASI	Checking	
Bill	March 2015	04/14/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	04/20/2015	Heartland Payment Systems	Checking	
Bill	March 2015	04/14/2015		Office Supplies	-272.88
				Web Site & OPAC Cont...	-35.00
TOTAL					-307.88
Bill Pmt -Check	Electronic	04/20/2015	Intuit	Checking	
Bill	March Bill P...	04/14/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	04/20/2015	United Parcel Service	Checking	
Bill	1145	04/14/2015		Postage and Delivery	-553.96
TOTAL					-553.96
Bill Pmt -Check	Electronic	04/20/2015	VISA 5372	Checking	
Bill	4-6-15	04/15/2015		Library Supplies	-117.82
				Adult Services	-89.51
				Admin. Dept.	-693.18
				Technical Services	-1,264.78
				Circulation	-65.00
				Youth Services Dept.	-65.00
				Technology	-137.91
				Adult Programming	-60.28
				KHF Grant Expenses	-103.24
				Housing & Consumer C...	-342.45
				Bookvan & Mileage	-120.22
				Children's Programming	-379.83
				Children's Programming	-114.74
				Young Adult Programming	-211.26
				Postage and Delivery	-165.99
				Miscellaneous	-20.00
				Miscellaneous	-50.00
				Advertising	-436.67
				Outreach Programming	-95.27
				Building Supplies	-264.68
				Technology Equipment	-27.46
				Technology Equipment	-53.98
				Technology Equipment	-35.00
				Technology Equipment	-139.95
				FOUNDATION FUNDING	-49.95
				Books & Materials	-37.96
				Books & Materials	-35.16
				Building Repairs	-17.94
TOTAL					-5,195.23

12:34 PM
04/15/15

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/20/2015	Westar	Checking	
Bill		04/14/2015		Electric	-6,494.20
TOTAL					-6,494.20
Bill Pmt -Check	6862	04/21/2015	Ace Electric	Checking	
Bill	2416	04/14/2015		Building Repairs	-377.00
TOTAL					-377.00
Bill Pmt -Check	6863	04/21/2015	ATD International	Checking	
Bill	60888	04/14/2015		Equipment Repairs	-1,369.88
TOTAL					-1,369.88
Bill Pmt -Check	6864	04/21/2015	Blackstone Audio, Inc.	Checking	
Bill	753196	03/30/2015		Books & Materials	-208.41
Bill	755686	03/30/2015		Books & Materials	-56.93
Bill	755685	03/30/2015		Books & Materials	-17.47
TOTAL					-282.81
Bill Pmt -Check	6865	04/21/2015	Bob's Janitorial Service	Checking	
Bill	1743630	03/30/2015		Professional Fees	-126.92
TOTAL					-126.92
Bill Pmt -Check	6866	04/21/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN0973537	03/30/2015		Books & Materials	-103.00
Bill	IN0973141	03/30/2015		Books & Materials	-17.50
Bill	IN0976808	03/30/2015		Books & Materials	-5.00
Bill	IN0973235	03/30/2015		Books & Materials	-13.50
Bill	IN0974056	03/30/2015		Books & Materials	-122.47
Bill	IN0974057	03/30/2015		Books & Materials	-74.97
Bill	IN0974515	03/30/2015		Books & Materials	-7.50
Bill	IN0974070	03/30/2015		Books & Materials	-7.50
Bill	IN0980912	04/15/2015		Books & Materials	-12.50
Bill	IN0980736	04/15/2015		Books & Materials	-517.42
TOTAL					-881.36
Bill Pmt -Check	6867	04/21/2015	Brodart Co.	Checking	
Bill	3094521	03/30/2015		Library Supplies	-102.72
TOTAL					-102.72
Bill Pmt -Check	6868	04/21/2015	Center Point Large Print	Checking	
Bill	1270466	03/30/2015		Books & Materials	-551.22
Bill	1279068	04/15/2015		Books & Materials	-21.57
Bill	1277735	04/15/2015		Books & Materials	-20.97
TOTAL					-593.76

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6869	04/21/2015	Century Business Technologies	Checking	
Bill	362375	03/30/2015		Copying	-15.00
Bill	362374	03/30/2015		Copying	-368.93
Bill	364295	04/14/2015		Copying	-55.68
Bill	364296	04/14/2015		Copying	-144.71
TOTAL					-584.32
Bill Pmt -Check	6870	04/21/2015	Copy Co Inc.	Checking	
Bill	83795	03/30/2015		Printing	-600.00
TOTAL					-600.00
Bill Pmt -Check	6871	04/21/2015	Designed Business Interiors	Checking	
Bill	12761	03/30/2015		Capital Improvement Ex...	-5,956.61
TOTAL					-5,956.61
Bill Pmt -Check	6872	04/21/2015	Gale Group, Inc.	Checking	
Bill	54821607	04/15/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	6873	04/21/2015	H.W. Wilson Company	Checking	
Bill	329221	03/30/2015		Books & Materials	-295.00
TOTAL					-295.00
Bill Pmt -Check	6874	04/21/2015	Houchen Bindery, Ltd.	Checking	
Bill	219193	03/30/2015		Books & Materials	-40.90
TOTAL					-40.90
Bill Pmt -Check	6875	04/21/2015	Infogroup	Checking	
Bill	1429341	03/30/2015		Books & Materials	-249.00
TOTAL					-249.00
Bill Pmt -Check	6876	04/21/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC043...	03/30/2015		Admin. Dept.	-95.00
TOTAL					-95.00
Bill Pmt -Check	6877	04/21/2015	JanWay Company	Checking	
Bill	117136	03/30/2015		Library Supplies	-622.00
TOTAL					-622.00
Bill Pmt -Check	6878	04/21/2015	Jayhawk File Express, LLC	Checking	
Bill	N662100	04/14/2015		Professional Fees	-105.00
TOTAL					-105.00

12:34 PM
04/15/15

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6879	04/21/2015	Jayhawk Trophy Co., Inc.	Checking	
Bill	51348	04/14/2015		Miscellaneous	-10.40
TOTAL					-10.40
Bill Pmt -Check	6880	04/21/2015	Jayhawk Tropical Fish	Checking	
Bill	500392	03/30/2015		Aquarium Maintenance	-97.00
Bill	500302	03/30/2015		Aquarium Maintenance	-112.18
Bill	500346	04/14/2015		Aquarium Maintenance	-113.40
Bill	500349	04/14/2015		Aquarium Maintenance	-52.92
Bill	500408	04/14/2015		Aquarium Maintenance	-97.00
Bill	500317	04/14/2015		Aquarium Maintenance	-116.92
TOTAL					-589.42
Bill Pmt -Check	6881	04/21/2015	Jiminate	Checking	
Bill	3-041315	04/14/2015		Advertising	-240.00
TOTAL					-240.00
Bill Pmt -Check	6882	04/21/2015	Johnson County Library	Checking	
Bill	ILL 143513...	03/30/2015		Overdues	-16.95
TOTAL					-16.95
Bill Pmt -Check	6883	04/21/2015	KanREN	Checking	
Bill	150326010...	04/14/2015		Internet	-1,948.05
TOTAL					-1,948.05
Bill Pmt -Check	6884	04/21/2015	Kansas Public Radio	Checking	
Bill	126283	04/14/2015		Advertising Gift Fund	-216.69
TOTAL					-216.69
Bill Pmt -Check	6885	04/21/2015	Laser Logic, Inc.	Checking	
Bill	273297	03/30/2015		Office Supplies	-98.00
Bill	273171	03/30/2015		Office Supplies	-474.00
TOTAL					-572.00
Bill Pmt -Check	6886	04/21/2015	Lawrence Rotary Club	Checking	
Bill	125008	04/14/2015		Membership & Dues	-207.00
TOTAL					-207.00
Bill Pmt -Check	6887	04/21/2015	Lawrence Sign Up LLC	Checking	
Bill	6038	03/30/2015		Advertising	-16.36
				Housing & Consumer C...	-16.36
Bill	5912	04/15/2015		KHF Grant Expenses	-112.00
Bill	6023	04/15/2015		Housing & Consumer C...	-112.00
TOTAL					-256.72

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6888	04/21/2015	McElroy's	Checking	
Bill	SVC18458	03/30/2015		Building Repairs	-576.35
TOTAL					-576.35
Bill Pmt -Check	6889	04/21/2015	Mid America	Checking	
Bill	75112	03/30/2015		Building Supplies	-462.99
Bill	75263	04/14/2015		Building Supplies	-462.99
Bill	75206	04/14/2015		Building Supplies	-156.00
TOTAL					-1,081.98
Bill Pmt -Check	6890	04/21/2015	Minuteman Press	Checking	
Bill	48486	03/30/2015		Office Supplies	-140.45
TOTAL					-140.45
Bill Pmt -Check	6891	04/21/2015	Mize Houser	Checking	
Bill	3-31-15	04/14/2015		Accounting	-4,405.00
TOTAL					-4,405.00
Bill Pmt -Check	6892	04/21/2015	MO Dept. of Conservation	Checking	
Bill	128177	03/30/2015		Books & Materials	-19.95
TOTAL					-19.95
Bill Pmt -Check	6893	04/21/2015	OCLC, Inc.	Checking	
Bill	0000381782	04/14/2015		OCLC Internet	-3,876.10 -812.80
TOTAL					-4,688.90
Bill Pmt -Check	6894	04/21/2015	OverDrive	Checking	
Bill	142334587...	03/30/2015		Books & Materials	-2,003.07
Bill	142546607-...	04/15/2015		Books & Materials	-2,485.90
TOTAL					-4,488.97
Bill Pmt -Check	6895	04/21/2015	Plymouth Rocket, Inc.	Checking	
Bill	20150317-1...	03/30/2015		Technology Equipment	-650.00
TOTAL					-650.00
Bill Pmt -Check	6896	04/21/2015	Pro Print Inc.	Checking	
Bill	87266	03/30/2015		Printing	-42.50
TOTAL					-42.50

Lawrence Public Library
Check Detail
 April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6897	04/21/2015	Pur-O-Zone, Inc.	Checking	
Bill	660566	03/30/2015		Building Supplies	-42.68
Bill	660570	03/30/2015		Building Supplies	-81.60
Bill	660569	03/30/2015		Building Supplies	-21.20
Bill	660627	03/30/2015		Building Supplies	-301.10
Bill	661469	03/30/2015		Building Supplies	-29.44
Bill	662076	04/14/2015		Building Supplies	-267.87
Bill	662525	04/15/2015		Equipment Repairs	-34.50
TOTAL					-778.39
Bill Pmt -Check	6898	04/21/2015	Quill Corporation	Checking	
Bill	2279515	03/30/2015		Library Supplies	-44.90
Bill	2691370	03/30/2015		Library Supplies	-42.98
Bill	2115789	03/30/2015		Children's Programming	-94.57
				Office Supplies	-77.35
Bill	2250102	03/30/2015		Building Supplies	-33.95
				Office Supplies	-34.93
Bill	2938769	04/14/2015		Library Supplies	-58.00
Bill	2899875	04/14/2015		Office Supplies	-58.50
Bill	3030948	04/14/2015		Office Supplies	-81.86
TOTAL					-527.04
Bill Pmt -Check	6899	04/21/2015	Random House, Inc.	Checking	
Bill	1083065314	03/30/2015		Books & Materials	-30.00
Bill	1082946778	03/30/2015		Books & Materials	-42.75
Bill	1082975099	03/30/2015		Books & Materials	-37.50
Bill	1182946778	03/30/2015		Books & Materials	-97.50
Bill	1083220750	04/15/2015		Books & Materials	-33.75
Bill	1083097187	04/15/2015		Books & Materials	-56.25
TOTAL					-297.75
Bill Pmt -Check	6900	04/21/2015	Recorded Books	Checking	
Bill	75108405	04/15/2015		Books & Materials	-9.13
TOTAL					-9.13
Bill Pmt -Check	6901	04/21/2015	Reliance Label Solutions, Inc.	Checking	
Bill	INV02129833	04/14/2015		Library Supplies	-2,614.59
TOTAL					-2,614.59
Bill Pmt -Check	6902	04/21/2015	Rueschhoff Communications	Checking	
Bill	168150	03/30/2015		Building Repairs	-19.99
Bill	168312	04/14/2015		Building Repairs	-19.99
TOTAL					-39.98
Bill Pmt -Check	6903	04/21/2015	SB&H LLC	Checking	
Bill	13393	03/30/2015		Professional Fees	-192.50
TOTAL					-192.50

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6904	04/21/2015	Showcases	Checking	
Bill	285073	04/14/2015		Library Supplies	-346.68
Bill	283885	04/14/2015		Library Supplies	-102.82
TOTAL					-449.50
Bill Pmt -Check	6905	04/21/2015	St. Louis County Library	Checking	
Bill	ILL 131778...	03/30/2015		Overdues	-19.95
TOTAL					-19.95
Bill Pmt -Check	6906	04/21/2015	Tantor Media	Checking	
Bill	INV18772	04/15/2015		Books & Materials	-720.54
Bill	INV18537	04/15/2015		Books & Materials	-39.63
TOTAL					-760.17
Bill Pmt -Check	6907	04/21/2015	Unique Management Services	Checking	
Bill	304021	04/14/2015		Professional Fees	-1,351.45
Bill	304022	04/14/2015		Professional Fees	-187.65
				Postage and Delivery	-26.56
TOTAL					-1,565.66
Bill Pmt -Check	6908	04/21/2015	Wheatfields Bakery	Checking	
Bill	4-1-15	04/14/2015		Adult Services	-1,020.50
TOTAL					-1,020.50
Bill Pmt -Check	6909	04/21/2015	Wichita Public Library	Checking	
Bill	Lost ILL	03/30/2015		Overdues	-46.94
TOTAL					-46.94
Bill Pmt -Check	27714	04/20/2015	Adam David Buhler	Checking	
Bill	REFUND	04/14/2015		Overdues	-7.58
TOTAL					-7.58
Bill Pmt -Check	27715	04/20/2015	Allison Elaine Seeman	Checking	
Bill	REFUND	04/14/2015		Overdues	-5.24
TOTAL					-5.24

Lawrence Public Library
Check Detail
 April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27716	04/20/2015	Amazon	Checking	
Bill	7257806	03/30/2015		Books & Materials	-304.67
Bill	4633061	03/30/2015		Books & Materials	-159.84
Bill	5460201	03/30/2015		Books & Materials	-36.99
				Advertising	-34.55
Bill	6846626	03/30/2015		Books & Materials	-15.99
Bill	4468215	03/30/2015		Books & Materials	-66.12
Bill	6846626	03/30/2015		Books & Materials	-36.13
Bill	3216253	03/30/2015		Books & Materials	-119.92
Bill	5844214	03/30/2015		Books & Materials	-108.20
Bill	8505037	03/30/2015		Books & Materials	-156.61
Bill	8971474	03/30/2015		Technology Equipment	-96.87
Bill	8968200	03/30/2015		Technology Equipment	-67.96
Bill	211902793...	03/30/2015		New Building Technology	-439.93
Bill	5844214	03/30/2015		Children's Programming	-19.96
Bill	5519436	03/30/2015		Books & Materials	-60.74
Bill	8968200	04/14/2015		Technology Equipment	-2,199.00
Bill	76224001047	04/15/2015		Children's Programming	-5.60
Bill	6476804	04/15/2015		Children's Programming	-126.48
Bill	5844214	04/15/2015		Books & Materials	-59.99
Bill	2855440	04/15/2015		Books & Materials	-337.94
Bill	2547406	04/15/2015		Books & Materials	-9.77
				Personal Books	-30.53
Bill	5460201	04/15/2015		Books & Materials	-53.17
Bill	7257806	04/15/2015		Books & Materials	-6.28
Bill	7257806	04/15/2015		Books & Materials	-49.98
Bill	8505037	04/15/2015		Books & Materials	-177.81
Bill	3216253	04/15/2015		Books & Materials	-235.10
Bill	2855440	04/15/2015		Books & Materials	-32.28
Bill	9951402	04/15/2015		Books & Materials	-25.49
Bill	6196222	04/15/2015		Books & Materials	-68.65
Bill	2855440	04/15/2015		Books & Materials	-109.95
TOTAL					-5,252.50
Bill Pmt -Check	27717	04/20/2015	Andrew N. Dvorachek	Checking	
Bill	REFUND	03/30/2015		Overdues	-12.20
TOTAL					-12.20
Bill Pmt -Check	27718	04/20/2015	Baker & Taylor, Inc.	Checking	
Bill	2030456208	03/30/2015		Books & Materials	-19.38
Bill	5013544000	03/30/2015		Books & Materials	-23.93
Bill	2030437470	03/30/2015		Books & Materials	-30.25
Bill	5013403625	03/30/2015		Books & Materials	-38.09
Bill	2030422878	03/30/2015		Books & Materials	-56.80
Bill	2030400137	03/30/2015		Books & Materials	-78.26
Bill	2030397710	03/30/2015		Books & Materials	-50.26
Bill	2030405130	03/30/2015		Books & Materials	-12.09
Bill	5013533512	03/30/2015		Books & Materials	-58.39
Bill	5013526589	03/30/2015		Books & Materials	-25.43
Bill	2030430804	03/30/2015		GGIFT	-32.30
Bill	2030430805	03/30/2015		GGIFT	-1.48
Bill	5013539642	03/30/2015		GGIFT	-21.73
Bill	5013539643	03/30/2015		GGIFT	-0.05
Bill	2030456209	03/30/2015		Library Supplies	-1.95
Bill	2030437471	03/30/2015		Library Supplies	-0.74
Bill	5013403626	03/30/2015		Library Supplies	-2.69
Bill	2030422879	03/30/2015		Library Supplies	-15.20
Bill	2030400138	03/30/2015		Library Supplies	-0.84
Bill	2030397711	03/30/2015		Library Supplies	-7.18

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	2030499213	04/15/2015		Books & Materials	-23.58
Bill	2030509384	04/15/2015		Books & Materials	-29.60
Bill	2030473633	04/15/2015		Library Supplies	-12.02
Bill	2030473632	04/15/2015		Books & Materials	-155.70
Bill	2030473620	04/15/2015		Books & Materials	-23.02
Bill	2030509385	04/15/2015		Library Supplies	-2.22
Bill	2030499214	04/15/2015		Library Supplies	-7.60
Bill	2030473621	04/15/2015		Library Supplies	-5.70
Bill	2030473636	04/15/2015		GGIFT	-6.49
Bill	5013561690	04/15/2015		GGIFT	-0.74
Bill	5013561689	04/15/2015		GGIFT	-26.16
Bill	2030473635	04/15/2015		GGIFT	-68.19
TOTAL					-838.06
Bill Pmt -Check	27719	04/20/2015	Benjamin Johnson	Checking	
Bill	REFUND	03/30/2015		Overdues	-11.54
TOTAL					-11.54
Bill Pmt -Check	27720	04/20/2015	Bibliocommons Inc.	Checking	
Bill	654	04/14/2015		Web Site & OPAC Cont...	-443.84
TOTAL					-443.84
Bill Pmt -Check	27721	04/20/2015	Chabad at KU	Checking	
Bill	Workshop	12/10/2014		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	27722	04/20/2015	David Klamet	Checking	
Bill	May	04/15/2015		Young Adult Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	27723	04/20/2015	Ed Rose	Checking	
Bill	April	04/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27724	04/20/2015	Erin K. Stuart	Checking	
Bill	REFUND	04/14/2015		Overdues	-5.79
TOTAL					-5.79
Bill Pmt -Check	27725	04/20/2015	Hannah Higginbotham	Checking	
Bill	REFUND	03/30/2015		Overdues	-7.44
TOTAL					-7.44

12:34 PM
04/15/15

Lawrence Public Library
Check Detail
April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27726	04/20/2015	Ingram Library Services	Checking	
Bill	84447008	03/30/2015		Personal Books	-26.94
Bill	84347228	03/30/2015		Personal Books	-34.52
				Books & Materials	-7.96
Bill	84468686	03/30/2015		Books & Materials	-2,949.51
				Library Supplies	-316.38
Bill	84447009	03/30/2015		Books & Materials	-541.82
				Library Supplies	-39.81
Bill	84439336	03/30/2015		Books & Materials	-1,284.84
				Library Supplies	-130.29
Bill	84427410	03/30/2015		Books & Materials	-299.07
				Library Supplies	-22.14
Bill	84394354	03/30/2015		Books & Materials	-666.72
				Library Supplies	-46.03
Bill	84328642	03/30/2015		Books & Materials	-3,423.83
				Library Supplies	-283.02
Bill	84355496	03/30/2015		Books & Materials	-1,293.09
				Library Supplies	-96.36
Bill	84347229	03/30/2015		Books & Materials	-161.61
				Library Supplies	-11.23
Bill	84355498	03/30/2015		Books & Materials	-251.79
				Library Supplies	-11.50
Bill	84303024	03/30/2015		Books & Materials	-166.78
				Library Supplies	-14.12
Bill	84285500	03/30/2015		Books & Materials	-106.71
				Library Supplies	-5.60
Bill	84285501	03/30/2015		Books & Materials	-556.46
				Library Supplies	-37.69
Bill	84303025	03/30/2015		Books & Materials	-913.94
				Library Supplies	-46.46
Bill	84227182	03/30/2015		Books & Materials	-2,637.15
				Library Supplies	-234.18
Bill	84227181	03/30/2015		Books & Materials	-140.24
				Library Supplies	-14.34
Bill	84245369	03/30/2015		Books & Materials	-109.84
				Library Supplies	-7.68
Bill	84167294	03/30/2015		Books & Materials	-1,495.28
				Library Supplies	-183.24
Bill	84200260	03/30/2015		Books & Materials	-602.94
				Library Supplies	-44.00
Bill	84185371	03/30/2015		Books & Materials	-494.24
				Library Supplies	-24.48
Bill	84270088	03/30/2015		Books & Materials	-1,210.01
				Library Supplies	-118.29
Bill	84600921	04/14/2015		Personal Books	-9.66
Bill	84659750	04/15/2015		Books & Materials	-13.65
Bill	84641099	04/15/2015		Books & Materials	-45.57
				Library Supplies	-0.45
Bill	84641098	04/15/2015		Books & Materials	-583.62
				Library Supplies	-41.76
Bill	84679167	04/15/2015		Books & Materials	-667.60
				Library Supplies	-49.10
Bill	84617935	04/15/2015		Books & Materials	-697.02
				Library Supplies	-49.41
Bill	84600922	04/15/2015		Books & Materials	-3,010.60
				Library Supplies	-340.39
Bill	84600923	04/15/2015		Books & Materials	-104.31
				Library Supplies	-1.20
Bill	84631894	04/15/2015		Books & Materials	-11.97
				Library Supplies	-0.15
Bill	84631893	04/15/2015		Books & Materials	-1,452.61
				Library Supplies	-116.27
Bill	84577651	04/15/2015		Books & Materials	-439.22

Lawrence Public Library
Check Detail
 April 2015

Type	Num	Date	Name	Account	Paid Amount
				Library Supplies	-26.75
Bill	84595181	04/15/2015		Books & Materials	-447.48
				Library Supplies	-17.79
Bill	84568748	04/15/2015		Books & Materials	-1,301.15
				Library Supplies	-148.67
Bill	84554170	04/15/2015		Books & Materials	-816.11
				Library Supplies	-62.06
Bill	84522510	04/15/2015		Books & Materials	-133.91
				Library Supplies	-15.98
Bill	84468687	04/15/2015		Books & Materials	-29.98
				Library Supplies	-0.30
Bill	84468685	04/15/2015		Books & Materials	-31.27
				Personal Books	-17.97
Bill	84522511	04/15/2015		Books & Materials	-96.61
				Library Supplies	-4.78
Bill	84508148	04/15/2015		Books & Materials	-711.65
				Library Supplies	-54.10
Bill	84532846	04/15/2015		Books & Materials	-563.61
				Library Supplies	-31.85
TOTAL					-33,208.71
Bill Pmt -Check	27727	04/20/2015	Jennifer R. Alderdice	Checking	
Bill	REFUND	03/30/2015		Overdues	-5.37
TOTAL					-5.37
Bill Pmt -Check	27728	04/20/2015	Kansas State Treasurer	Checking	
Bill	REFUND	09/24/2009		Overdues	-9.65
Bill	REFUND	12/30/2009		Overdues	-10.30
Bill	REFUND	03/23/2010		Overdues	-17.25
Bill	REFUND	06/10/2010		Overdues	-6.49
TOTAL					-43.69
Bill Pmt -Check	27729	04/20/2015	Kathleen E. Harned Schuteis	Checking	
Bill	REFUND	04/14/2015		Overdues	-14.24
TOTAL					-14.24
Bill Pmt -Check	27730	04/20/2015	Mary Ellen Martinez	Checking	
Bill	REFUND	04/14/2015		Overdues	-22.49
TOTAL					-22.49
Bill Pmt -Check	27731	04/20/2015	Midwest Tape	Checking	
Bill	92650417	03/30/2015		Personal Books	-29.99
Bill	92687503	03/30/2015		Books & Materials	-489.03
Bill	92687505	03/30/2015		Books & Materials	-234.67
Bill	92690982	03/30/2015		Books & Materials	-373.89
Bill	92690980	03/30/2015		Books & Materials	-1,036.66
Bill	92681526	03/30/2015		Books & Materials	-41.23
Bill	92681525	03/30/2015		Books & Materials	-23.98
Bill	92667952	03/30/2015		Books & Materials	-183.68
Bill	92662552	03/30/2015		Books & Materials	-89.96
Bill	92672581	03/30/2015		Books & Materials	-1,467.52
Bill	92672583	03/30/2015		Books & Materials	-619.84
Bill	92658407	03/30/2015		Books & Materials	-57.40
Bill	92656748	03/30/2015		Books & Materials	-508.83

Lawrence Public Library
Check Detail
 April 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	92650416	03/30/2015		Books & Materials	-449.88
Bill	92650418	03/30/2015		Books & Materials	-14.99
Bill	92649783	03/30/2015		Books & Materials	-192.68
Bill	92644541	03/30/2015		Books & Materials	-33.27
Bill	92647273	03/30/2015		Books & Materials	-22.49
Bill	92644542	03/30/2015		Books & Materials	-14.99
Bill	92650414	03/30/2015		Books & Materials	-908.45
Bill	92649781	03/30/2015		Books & Materials	-207.13
Bill	92717968	04/14/2015		Library Supplies	-511.95
Bill	92701074	04/15/2015		Books & Materials	-127.10
Bill	92701076	04/15/2015		Books & Materials	-52.48
Bill	92706182	04/15/2015		Books & Materials	-12.59
Bill	92706183	04/15/2015		Books & Materials	-37.49
Bill	92730318	04/15/2015		Books & Materials	-344.92
Bill	92730319	04/15/2015		Books & Materials	-22.49
Bill	92729261	04/15/2015		Books & Materials	-163.43
Bill	92736779	04/15/2015		Books & Materials	-10.79
Bill	92730316	04/15/2015		Books & Materials	-1,170.08
Bill	92722741	04/15/2015		Books & Materials	-63.73
Bill	92716577	04/15/2015		Books & Materials	-63.73
Bill	92716575	04/15/2015		Books & Materials	-21.73
Bill	92714070	04/15/2015		Books & Materials	-184.42
Bill	92713988	04/15/2015		Books & Materials	-314.57
Bill	92711749	04/15/2015		Books & Materials	-1,423.49
Bill	92711781	04/15/2015		Books & Materials	-355.90
TOTAL					-11,881.45
Bill Pmt -Check	27732	04/20/2015	Palma L. Smith	Checking	
Bill	REFUND	03/30/2015		Overdues	-6.53
TOTAL					-6.53
Bill Pmt -Check	27733	04/20/2015	The Summit	Checking	
Bill	JAngermeier	03/30/2015		Membership & Dues	-240.00
TOTAL					-240.00
Bill Pmt -Check	27734	04/20/2015	Tom H. Tweddell	Checking	
Bill	REFUND	03/30/2015		Overdues	-69.70
TOTAL					-69.70
Bill Pmt -Check	27735	04/20/2015	Uma S. Outka	Checking	
Bill	REFUND	03/30/2015		Overdues	-6.44
TOTAL					-6.44
Bill Pmt -Check	27736	04/20/2015	WOW!Business	Checking	
Bill		03/30/2015		Internet Telephone	-2,183.05 -718.16
TOTAL					-2,901.21

Lawrence Public Library

Monthly Statistical Summary--March 2015

INDICATOR	March		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	7.39	3.94	88%			
Reference Transactions per Capita	1.31	1.20	9%			
Program Attendance per Capita	0.51	0.30	70%			
Circulation per Capita	14.62	14.17	3%			
Circulation per Visit	1.98	3.60	-45%			
Total Holdings per Capita	2.05	2.09	-2%			
% of Lawrence Residents Registered	93%	85%	9%			

Circulation--Adult Total	78,411	77,366	1%	228,785	225,040	2%
Circulation--Young Adult Total	4,589	3,956	16%	12,174	10,286	18%
Circulation--Youth Total	32,210	32,199	0%	94,094	91,985	2%
Circulation--Total	115,210	113,521	1%	335,053	327,311	2%

Reference Transactions	10,354	9,431	10%	31,886	23,667	35%
User Visits	58,216	30,881	89%	169,377	88,212	92%
LPL Web Site Visits	17,739	22,003	-19%	59,307	73,571	-19%

Holdings--Added	3,893	3,092	26%	9,634	10,114	-5%
Holdings--Withdrawn	1,306	5,225	-75%	3,278	12,503	-74%
Holdings--Total	193,436	196,791	-2%			

Registered Borrowers--Added	658	490	34%			
Registered Borrowers--Total	111,008	101,815	9%			

Adult Programs	11	11	0%	40	30	33%
Young Adult Programs	27	19	42%	74	49	51%
Youth Programs	73	40	83%	199	107	86%
Senior Programs	15	16	-6%	44	43	2%
Total Programs	126	75	68%	357	199	79%
Total Program Attendance	4,032	2,816	43%	10,989	6,665	65%
Public Uses of Meeting Rooms	135	0	#DIV/0!		0	#DIV/0!

Total Paid Staff (FTE)	61.30	54.35	13%			
Total Number of Employees	85	73	16%			

Lawrence Public Library

Monthly Statistical Report--March 2015

	March		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	7.39	3.94	87%				
Reference Transactions per Capita	1.31	1.20	9%				
Program Attendance per Capita	0.51	0.36	42%				
Circulation per Capita	14.62	14.50	1%				
Total Holdings per Capita	2.05	2.09	-2%				
Collection Turnover--Total	7.25	7.06	3%				
Collection Turnover--Adult	7.49	7.08	6%				
Collection Turnover--Young Adult	5.66	5.07	12%				
Collection Turnover--Youth	6.98	7.37	-5%				
Collection Turnover--Audiovisual	14.25	12.86	11%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	34611	30626	13%		101980	88757	15%
Circulation--Adult Periodicals	1480	1366	8%		4360	4271	2%
Circulation--Adult Feature Films & TV Shows	28206	30454	-7%		84369	91036	-7%
Circulation--Electronic Games	1952	1837	6%		5860	5279	11%
Circulation--Adult Music CDs	8261	9177	-10%		24608	25079	-2%
Circulation--Adult Audio Books and Books on CD	3887	3875	0%		7579	10541	-28%
Circulation--eReaders	14	31	-55%		29	77	-62%
Circulation--Adult Total	78411	77366	1%		228785	225040	2%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	4256	3671	16%		11327	9656	17%
Circulation--YA Periodicals	27	9	200%		80	46	74%
Circulation--YA Audio Books and Books on CD	306	276	11%		767	584	31%
Circulation--YA Total	4589	3956	16%		12174	10286	18%
Circulation--Youth Books and NF Videos	30391	30462	0%		89181	87322	2%
Circulation--Youth Periodicals	150	92	63%		466	202	131%
Circulation--Youth Music CDs	576	514	12%		1610	1589	1%
Circulation--Youth Audio Books and Books on CD	1093	1131	-3%		2837	2872	-1%
Circulation--Youth Total	32210	32199	0%		94094	91985	2%
Circulation--Bookmobile	1183	1183	0%		3260	3395	-4%
Circulation--Total Books	67449	62781	7%		193464	179167	8%
Circulation--Total Periodicals	1657	1467	13%		4906	4519	9%
Circulation--Total Audiovisual	47761	50740	-6%		141589	148144	-4%
Circulation Total	115210	113521	1%		335053	327311	2%
Circulation Desk Circulation	2026	53548	-96%		29117	151402	-81%
Self Check Circulation	86141	59973	44%		254968	175909	45%
Percent Self Check	98%	53%	85%		90%	54%	67%
Web Site Renewals	18789				53424		
Other Staff Checkouts	4453				10506		

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	20077	16349	23%		59781	51494	16%
Requests Filled	14409	12706	13%		41716	39250	6%
Requests Unclaimed	3113	1539	102%		8565	4271	101%
Interlibrary Loan Items Borrowed for LPL Patrons	350	556	-37%		954	1804	-47%
Interlibrary Loan Items Loaned from LPL Collection	686	512	34%		1958	1677	17%
OTHER LIBRARY SERVICES							
User Visits	58216	30881	89%		169377	88212	92%
Public Computer Usage	8720	8450	3%		27397	23230	18%
Computer Lab Classes	9	4	125%		21	12	75%
Computer Lab Classes Attendance	27	10	170%		61	43	42%
Adult Reference Transactions	2071	8317	-75%		6353	20368	-69%
Young Adult Reference Transactions	756	382	98%		2338	1194	96%
Youth Reference Transactions	883	732	21%		2885	2105	37%
IT Desk	2451				7097		
Welcome Desk	2039				6829		
Phone Calls	2154				6384		
Total Reference Transactions	10354	9431	10%		31886	23667	35%
Public-Sponsored Uses of Meeting Rooms	135	0	#DIV/0!		404	0	#DIV/0!
LPL Web Site Visits	17739	22003	-19%		59307	73571	-19%
RESOURCES							
Holdings--Total	193436	196791	-2%				
Holdings--Adult	127558	134286	-5%				
Holdings--Young Adult	9731	9361	4%				
Holdings--Youth	56147	53144	6%				
Holdings--Audiovisual	40209	47333	-15%				
Holdings--eReaders	5	18	-72%				
Holdings Added	3893	3092	26%		9634	10114	-5%
Holdings Withdrawn (Weeded)	1306	5225	-75%		3278	12503	-74%
Holdings Net Change	2587	-2133			6356	-2389	

Lawrence Public Library	March		Percent		YTD	YTD
Monthly Statistical Report	2015	2014	Change		2015	2014
			2014-2015			2014-2015
LIBRARY PATRONS						
Total Borrowers	111008	101815	9%			
Borrowers Added	658	490	34%		2084	1486
Borrowers Transacting	13089	11369	15%		26058	30088
Percent of Borrowers Transacting	12%	11%	6%			
Total Number of Lawrence Residents Registered	87824	80188	10%			
Percent of Lawrence Residents Registered	93%	85%	9%			
PROGRAMMING						
Number of Adult Programs	11	11	0%		40	30
Number of Young Adult Programs	27	19	42%		74	49
Number of Youth Programs	73	40	83%		199	107
Number of Senior Programs	15	16	-6%		44	43
Total Programs	126	86	47%		357	229
Adult Program Attendance	644	480	34%		1620	1028
Young Adult Program Attendance	272	248	10%		1095	639
Youth Program Attendance	2992	1936	55%		7892	4622
Senior Program Attendance	124	152	-18%		382	376
Total Program Attendance	4032	2816	43%		10989	6665
STAFFING						
Total Paid Staff, in Full-Time Equivalents	61.3	54.35	13%			
ALA-MLS Librarians, in Full-Time Equivalents	18.5	14.79	25%			
Number of Employees--Total	85	73	16%			
Number of Employees--Full-Time	36	36	0%			
Number of Employees--Part-Time	49	37	32%			
Terminations	2	0	#DIV/0!		5	1
Hirings	3	1	200%		7	1
Volunteer Hours	375.5	227	65%		902.75	482.5

Library Director's Report for April 2015

Respectfully submitted by Brad Allen

Staffing

This April we have had some staffing changes. Charlee Glinka, a thirty-plus-year veteran staffer currently our Collection Development Coordinator, retired on April 15. Joanne King, a veteran reference librarian with 14 years with the library, will retire on April 20. Both were valuable contributors to the organization and will be greatly missed. Our Information Services Coordinator Ransom Jabara was hired as our new Collection Development Librarian to replace Charlee. This new position will not be a coordinator level position. Kelly Fann will take over supervisory responsibilities for Collection Development as well and as Cataloging and Collection Development Coordinator.

Volunteer Recruitment

We have also been hard at work increasing volunteer opportunities at the library. We have many new shelving volunteers and a few new faces at our Welcome Desk. We are happy to expand our ability to provide fun and meaningful work for people who want to give back to the library and expand the our capacity as an organization.

Volker Leadership Award

More exciting news for this month was the announcement that Leadership Lawrence honored our superstar children's librarian Linda Clay as the 2015 recipient of the Don Volker Leadership Award. This award honors a Lawrence citizen for their service to the community. Another indication of the impact our staff has on our community each day. Congratulations to Linda!

Readers' Advisory Conference

One great thing about our new library is the amount of space we have at our new library is the ability to play host to larger events, including professional development opportunities for library professionals throughout the region. In collaboration with Northeast Kansas Library System (NEKLS), we hosted a Readers' Advisory Conference. Our keynote speaker was Head of Readers' Services at Darien (CT) Public Library. We also brought in a librarian from Multnomah (OR) County Library via video conference. Over 80 librarians attended. It was a great event for our staff and for other librarians to learn together and celebrate connecting our communities to great books.

LibCal Room Reservation Software

I've mentioned in previous reports that we would soon be implementing new meeting room reservation software. We are now confident that this new software will go live on May 1. This new software will allow us to have better control over the main level study rooms which have been first-come, first-served, no time limit spaces at the point. This will allow more and better access to these well used rooms.

Library Foundation Director's Report • April 17, 2015

Kansas Health Foundation Conference. On April 8 and 9, I traveled to Wichita with three other library staff for the Kansas Health Foundation (KHF) conference. This is a wonderful benefit of earning a KHF grant. I attended three sessions: How to Raise \$50,000 in Six Weeks, Using Mission–Based Tactics to Recruit Committed Volunteers to Join Your Good Cause, and Leading Teams to High Performance. These were sandwiched between larger presentations on workplace wellness (anyone for a walking meeting?) and Kansas's declining health rankings. All in all, it was an interesting and helpful conference.

Americorps VISTA. My conference travels continued April 13 through 16 when I flew to Chicago to receive training on administering our upcoming Americorps VISTA program. Believe it or not, it took all three days to explain the byzantine federal regulations of the program! For the long term, though, it will be a great way for us to build a volunteer program with a full time VISTA member at no cost to the library. We have posted our service opportunity for a volunteer coordinator and grant writer on the library website and so far have received three applications. Our VISTA member will start at the library in mid-July.

NEKLS Innovation Day. On Wednesday, April 29th, Gwen Geiger-Wolf from LPL's Information Services Department and I will serve on a panel with Lissa Staley from the Topeka library to tell the story of the Health Spot. Our "Partners in Health" presentation will highlight the valuable community resources and programs that are made possible through our partnership with LMH, Douglas County United Way, and Americorps.

Caddy Stacks. Planning for Caddy Stacks continues. To date, we have raised \$10,000 in sponsorships from library vendors and local businesses. Our goal is to raise \$15,000 for the library's Summer Reading Program. In addition, a number of community organizations and individuals have stepped up to build or decorate mini golf holes. These include Altrusa, the Pi Phi Alumni Club, Dads of Douglas County, Watkins Museum, the Percolator, all three Lawrence Rotary Clubs, Dazzlers, Ride for Cops, Laser Logic, Joanne Renfro, and the Denneker and Rack families. Be sure to mark your calendar for Saturday May 30 and plan to hit the links on the Library Lawn. It's just \$5 for 18 holes of mini golf. It will be a great time at the library for a great cause!

Hall Center Grant Review. On Monday, April 20, I will serve on the spring grant application review committee for the Hall Center's Scholars on Site award. This grant supports collaborative research projects that engage community partners and KU humanities scholars. It is such an honor to serve on this committee and a great partnership opportunity for the library.

Grant applications pending:

- BNSF Foundation: \$10,000 for 2015 Summer Reading Program
- Payless Foundation: \$5,000 for 2015 Summer Reading Program (April 30)
- Walmart Foundation: \$5,000 for 2015 Summer Reading Program (2 grant applications – one for each Lawrence store. Decisions by May 1)
- Kansas Health Foundation, \$24,850 for The Health Spot (May 29)

Level 1 Partner:

Library

- ☐ Offers auditorium space for free (normally \$50/hour)
- ☐ Lists event on paper and website calendars
- ☐ Assists in planning event
- ☐ Designs marketing materials
- ☐ Aids partnering organization in promoting event in agreed upon channels (mark appropriate boxes):
 - ☐ KPR sponsorship spot
 - ☐ Facebook and Twitter posts
 - ☐ Connections electronic newsletter
 - ☐ Standup banner
 - ☐ Digital slide in library
 - ☐ Website post
 - ☐ Poster for community bulletin boards
 - ☐ Newspaper advertisement
 - ☐ Bookmarks
 - ☐ Buttons
- ☐ Both library and partnering organization logos appear on all publicity materials

Partnering Organization

- ☐ Actively promotes event to their audiences using library-created graphics
- ☐ Helps post fliers around town for event (if applicable)
- ☐ Connects with media outlets for news coverage
- ☐ Recognizes library as major partner at event

Level 2 Partner:

Library

- ☐ Offers auditorium space for free (normally \$50/hour)
- ☐ Lists event on paper and website calendars
- ☐ Assists in planning event
- ☐ May opt to do small promotion of event through social media

Partnering Organization

- ☐ Creates marketing materials for event
 - ☐ Library logo is included on marketing materials
- ☐ In charge of marketing event (advertising, social media exposure, etc.)

Level 3 Partner:

Library

- ☐ Offers auditorium space for free (normally \$50/hour)

Partnering Organization

- ☐ Plans and promotes event independently

ATTENTION: PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

Agenda

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

Monday, July 20, 2015 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

- 2016 budget update

New business

- Crosswalk at Bus Stop -- discussion
- Material Selection Criteria and Local Authors -- discussion
- Employee Handbook revisions -- **ACTION ITEM**

Continuing Education

- Coordinators Report -- Jeff Bergeron, Accounts
- Trustee Workshop -- discussion

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees Meeting
May 18, 2015
4:30 p.m.**

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, Jeni Daley, Kim Fletcher, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner, and Tom Davin.

Brad distributed an updated agenda.

Call to Order

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

Public Comment

There were no public comments.

Consent Agenda

Brad noted that two checks for bookcases are not listed in the checks report. Joan moved to approve the consent agenda; Brady seconded. All in favor; motion carried.

Director's Report

The Lawrence Music Project has launched. Brad noted that after logging in with a library card number, users can currently listen to over 80 pieces of local music. The library held its first TedX with local teen speakers. Brad deferred to Karen Allen, Youth Services Coordinator, to speak about the event. Karen said that Teen Library Miriam Wallen and volunteers organized the event which featured teen speakers speaking to a teen audience. The overall theme of the event was *Being Yourself*. The turnout was great for this inspiring event. Although adults were not permitted in the audience as per TedX rules, the library live-streamed the content to one of our meeting rooms so interested adults could listen. Another TedX event is in the planning stage. Three staff members traveled to Tulsa for the *Lead the Change* conference. The conference offered good ideas on marketing and stressed the importance of a tight brand, emphasizing that the library's brand is books. Brad distributed the library's annual report for 2014. He asked Kathleen to talk about the document, *Comparing Kansas Public Libraries*, which shows Lawrence Public Library in comparison to the 10 largest libraries in Kansas.

Library Foundation Executive Director's Report

Amanda, Jeni, and Kathleen interviewed candidates for the new VISTA volunteer position and have selected Kelly Francis for the position. Kelly will start in mid-August. Caddystacks is well underway with sponsorships at an all-time high. The two Wal-Mart stores have given \$2300 for Summer Reading, and \$10,000 has been received from BNSF. Kathleen attended a planned giving workshop.

Library Friends Report

David reported that the Friends are gearing up for the next Friends Sale which will coincide with

Caddystacks. The board has received 21 applications for their coordinator position. After the most recent sale, the budget is in good shape. Donations are coming in at a good pace.

Ongoing Business

There was no ongoing business.

New Business

Coordinators' Report

Jeni Daley, Marketing Coordinator, reported on marketing activities and distributed the Summer Reading booklet. Report appended.

2016 Budget Recommendation

Brad distributed a budget narrative (appended) explaining key factors in his 2016 recommended budget. State Library funds are expected to be down. Budget lines have been revised to make it easier for staff to understand what goes where, but it makes exact comparisons between 2016 and previous years difficult. Brad hasn't yet heard a projected valuation increase. This information is expected to be released in June. About 77% of the total request is for salary, wages, and payroll. Although we've tried to stay FTE neutral, the request includes changing two part-time positions to full-time and bringing the contracted Sound+Vision Studio Manager onto the regular staff roster. Judy said the 5% increase in the budget seemed reasonable. Brady moved to approve the recommended budget; David seconded. All in favor; motion carried. Joan suggested sending the Annual Report to the commissioners even if the library isn't able to get on the commission agenda to present it. The board discussed options for paying off the library van. No decision was made. Brad noted that funding for approximately \$66,000 worth of acoustical work was approved at the last city commission meeting. This work will add acoustical treatments to the teen, children's, and studio areas.

Meeting Room Policy

Kathleen explained the background for the recommended changes to the meeting room policy. The primary change is that there will no charge for using small meeting rooms or study rooms, but there will normally be a charge of \$50 per hour for using the Auditorium. The exception to this fee is for those who partner with the library as per the proposed partnership levels. In most cases the decision about partnering will be handled by the Programs Coordinator with support from the Programs Committee. Previously scheduled free events will be honored. Judy moved that the proposed changes be approved; Kevan seconded. All in favor; motion carried.

Bank Account Signer Approval

Brad asked for board approval to retain Joan as an approved signer on the library account. Judy moved to approve this recommendation; Brady seconded. All in favor; motion carried.

Adjournment

Kevan moved to adjourn; Brady seconded. Meeting adjourned 6:00 p.m.

The next Board meeting will be Monday, June 15, at 4:30 p.m., in Meeting Room A at the library. *[Post meeting note: the June meeting was canceled.]*

Respectfully submitted,

Sherri Turner

Marketing Coordinator Report

Jeni Daley

What is marketing? Goals of my job:

1. Develop communication strategies that promote our people, collections, resources, building, and programs
2. Connect with our community in a meaningful, friendly, and effective way
3. Evaluate, enhance, and expand the library's brand in the community
4. Provide the best customer experience possible

What I do - specific examples:

- **Branding** - merchandise, giveaways, partnerships, Sidewalk Sale
- **Social Media** - engaging conversations, analytics, develop content
- **Promote Collections** - Book Squad, building signage, Connections
- **Advertising** - event advertising, Black Friday sale
- **Media Interviews** - Channel 6, KLWN, KJHK, LJW, etc.
- **Event Promotion** - graphic design, social media/traditional advertisements, training event staff on how to connect with their audiences
- **Special Projects** - art displays, website redesign, book relay, Google virtual tour, parades/community events, Summer Reading

How marketing fits into our strategic vision:

Destination: *be a central destination for everyone in our community. It will be the spot for people of all ages to connect, converse, read, and reflect.*

- Showcase technology, resources, collections
- Create a welcoming, friendly, quirky place to access information and connect with community

Education: *cultivate an inquisitive, engaged, and literate community.*

- Provide personalized interactions that cultivate a learning environment (book recommendations, answering questions, finding information, etc.)
- Promote resources, databases, and programs that help our community

Creation: *provide the tools necessary for people to create and share their own stories.*

- Promote Sound+Vision Studio where people can express their creativity
- Talk with community about their library stories
- Even branding materials let people share with the community that they love, support, and visit the library (wearing a library shirt sends a message to those who see it!)

What the future looks like:

→ **Near Future**

- ◆ Summer Reading
 - goal to increase finishers by 10%
- ◆ Book Squad goes full force

→ **Within next year:**

- ◆ Create more efficient processes so we have time to explore new ideas
 - graphic design/social media interns
 - VISTA to develop robust volunteer program
 - reproducible process for Summer Reading/Read Across Lawrence
- ◆ Design a more user-friendly website
- ◆ Create a marketing strategic plan that includes packet information on:
 - event promotion (done)
 - visual guidelines (finishing up)
 - social media vision (done)
 - strategic partnership levels and guidelines (in the works)

→ **Ongoing:**

- ◆ Find more ways to promote our best resource: our staff
- ◆ Better evaluate the customer experience and find innovative solutions to any challenges
 - interactive art/curiosity exhibits
 - welcoming environment/decor for Local History room
 - help expand on the “vision” part of Sound+Vision Studio

2016 Budget Narrative

I am recommending a budget for 2016 of **\$4,043,330.70**. This is an increase of \$193,480.70, a 5% increase. Our budget request to the City of Lawrence is \$3,749,330.70. This is an increase of \$199,330.70. The request to the City is slightly higher than the overall increase in our budget due to an expected decrease in funding provided by the Kansas State Library.

The budget lines contributing most significantly to our overall increase in budget are the Salaries & Wages line and the Payroll Taxes line. These two lines represent \$149,413.70 of the increase (\$119,501.70 and \$29,912 respectively) which is roughly 77% of the total requested. Components of that increase include creating a permanent Studio Manager position for our SOUND+VISION studio, making two current part-time positions into full-time positions, as well as accounting for a 2% overall pay increase for staff in 2016. Also, payroll taxes are increasing due to a 12.5% increase in our employer contribution to employees' KPERS benefits.

Additionally, we are making modest adjustments to the Utilities, Books & Materials, and Advertising & Marketing budget lines. These constitute the remainder of the budget increase.

I believe these increases are critical to our continued success at providing the excellent customer service. These modest staffing increases will assure that we will be adequately staffed to provide the great service in our building that has become as much of a signature of what Lawrence Public Library is as our beautiful new building.

Respectfully submitted by Brad Allen, Executive Director

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
June 2015									
REVENUES	Month	Year to Date	Annual Budget	50% of Year	Jun-14	YTD 2014			
Tax Fund	\$ -	\$ 1,550,000.00	\$ 3,550,000.00	43.66%	\$ 1,600,000.00	\$ 3,000,000.00			
Interest	\$ 128.54	\$ 825.25	\$ 250.00	330.10%	\$ 144.35	\$ 289.07			
State Aid	\$ -	\$ 30,268.44	\$ 32,000.00	94.59%	\$ -	\$ 32,124.22			
N.E.K.L.	\$ 16,108.75	\$ 32,217.50	\$ 65,000.00	49.57%	\$ 15,640.00	\$ 31,280.00			
Photo Copies	\$ 1,840.40	\$ 9,548.17	\$ 13,000.00	73.45%	\$ 1,476.19	\$ 7,021.31			
Overdues	\$ 16,469.12	\$ 92,152.00	\$ 180,000.00	51.20%	\$ 14,193.88	\$ 79,064.91			
Coffee Shop Rent	\$ 700.00	\$ 4,200.00	\$ 8,400.00		\$ -	\$ -			
Meeting Room Fees	\$ 275.00	\$ 550.00	\$ 1,200.00						
Miscellaneous	\$ 102.23	\$ 12.24			\$ (19.93)	\$ (29.12)			
Total Revenues	\$ 35,624.04	\$ 1,719,773.60	\$3,849,850.00	44.67%	\$1,631,434.49	\$3,149,750.39			
EXPENSES									
Salaries & Wages	\$ 177,381.81	\$ 1,080,442.57	\$ 2,157,000.00	50.09%	\$ 158,530.65	\$ 922,919.54			
Health Insurance	\$ 18,539.68	\$ 116,830.10	\$ 250,000.00	46.73%	\$ 22,013.42	\$ 129,458.17			
Payroll Taxes	\$ 31,032.61	\$ 189,524.54	\$ 390,417.00	48.54%	\$ 26,807.00	\$ 154,961.28			
Books & Materials	\$ 46,991.77	\$ 204,000.90	\$ 520,000.00	39.23%	\$ 47,249.35	\$ 204,605.54			
Periodicals	\$ (44.01)	\$ 11,703.56	\$ 19,500.00	60.02%	\$ 333.71	\$ 11,111.87			
Library Supplies	\$ 5,711.64	\$ 49,508.63	\$ 110,000.00	45.01%	\$ 11,940.48	\$ 48,600.80			
Building Supplies	\$ 1,236.74	\$ 9,988.33	\$ 16,800.00	59.45%	\$ 1,002.89	\$ 5,248.45			
Repairs & Maintenance	\$ 1,776.18	\$ 13,193.05	\$ 66,133.00	19.95%	\$ 1,543.57	\$ 44,606.41			
Equipment	\$ -	\$ -	\$ -		\$ -	\$ 375.00			
Equipment - Technology	\$ 437.55	\$ 7,937.63	\$ 16,000.00	49.61%	\$ 32.94	\$ 6,298.62			
Capital Improvements	\$ -	\$ 7,600.06	\$ -		\$ -	\$ -			
Utilities	\$ 8,298.75	\$ 62,905.84	\$ 100,000.00	62.91%	\$ 6,331.57	\$ 25,534.18			
Insurance	\$ 8,412.16	\$ 13,044.64	\$ 18,000.00	72.47%	\$ 390.69	\$ 15,104.50			
Postage	\$ 6,839.45	\$ 12,354.00	\$ 20,000.00	61.77%	\$ 623.32	\$ 12,586.43			
Travel & Continuing Education	\$ 619.00	\$ 5,759.62	\$ 22,000.00	26.18%	\$ 577.14	\$ 9,284.59			
Book Van & Mileage	\$ 172.29	\$ 848.75	\$ 4,000.00	21.22%	\$ 250.38	\$ 1,716.30			
Photo Copiers	\$ 586.55	\$ 3,512.68	\$ 8,000.00	43.91%	\$ 556.17	\$ 2,980.35			
Programs	\$ 1,297.95	\$ 8,789.03	\$ 20,000.00	43.95%	\$ 1,642.86	\$ 6,426.44			
Professional Fees	\$ 9,028.25	\$ 23,963.10	\$ 70,000.00	34.23%	\$ 7,671.97	\$ 43,176.41			
Website/OPAC Content	\$ 35.00	\$ 3,034.84	\$ 27,000.00	11.24%	\$ 35.00	\$ 1,585.00			
Advertising & Marketing	\$ 395.01	\$ 6,950.62	\$ 15,000.00	46.34%	\$ 450.00	\$ 5,111.11			
Miscellaneous	\$ (352.84)	\$ 851.01			\$ 254.85	\$ 1,101.22			
Total Expenses	\$ 318,395.54	\$ 1,832,743.50	\$3,849,850.00	47.61%	\$ 288,237.96	\$ 1,652,792.21			
Revenues Over Expenses	\$ (282,771.50)	\$ (112,969.90)							
Cash Balances:									
Checking	\$ 410,765.31								
Capital Improvement	\$ 618,624.36								

Lawrence Public Library															
2015 Outside Funding Report															
			1/1/2015 AMOUNT	April Income	April Spending	May Income	May Spending	June Income	June Spending		Remaining	NOTES			
FRIENDS															
	Movie License		\$ 90.00								\$ 1,590.00				
	KPR-Advertising		\$ (44.36)		\$ 216.69		\$ 216.69		\$ 216.69		\$ 3,672.81				
	Tote Bags		\$ -								\$ -				
	Teen Summer Reading		\$ -				\$ 6,297.54				\$ (4,597.54)				
	Children's Summer Reading						\$ 2,752.50				\$ (2,752.50)				
	Adult Summer Reading						\$ 116.70				\$ 2,383.30				
	Summer Reading Printing						\$ 4,386.52				\$ 613.48				
	Google		\$ 100.00								\$ -				
	Aquarium		\$ 15.53		\$ 664.06		\$ 344.46		\$ 633.26		\$ (1,051.43)				
	Scholarships		\$ 2,750.00				\$ 250.00				\$ 1,870.00				
	Volunteers		\$ 1,000.00								\$ 1,000.00				
	Read Across Lawrence 2015		\$ 2,653.91								\$ 547.20				
	Salaries/Taxes - Custodian		\$ -		\$ 350.00		\$ 350.00		\$ 928.66		\$ 7,411.10				
	Carryover		\$ 2,413.69								\$ -				
			\$ 8,978.77		\$ 1,230.75		\$ 14,714.41	\$ -	\$ 1,778.61		\$ 10,686.42				
FOUNDATION															
	Kansas Health Foundation		\$ 15,298.89		\$ 310.42		\$ 305.32		\$ 723.35		\$ 11,391.17				
	Kansas Health Foundation 2015-16							\$ 23,850.00			\$ 23,850.00				
	Consumer Credit Counseling				\$ 454.45	\$ 600.00	\$ 245.00	\$ 400.00	\$ -		\$ 284.19				
	Summer Reading						\$ 14,450.61	\$ 28,120.43	\$ 4,366.17		\$ 9,303.65				
	Steiner Storytelling		\$ -								\$ -				
	Beach Author Series		\$ -								\$ -				
	Milliken Fund		\$ (14.24)					\$ 1,200.00			\$ 1,185.76				
	Salaries/Taxes - Oden		\$ 0.30		\$ 1,212.19		\$ 1,074.80		\$ (1,858.68)		\$ (767.73)				
	Morgan Expenses		\$ -		\$ 49.95		\$ 1,104.38		\$ (1,293.84)		\$ -				
	Foundation Center		\$ -								\$ -				
	New Building Technology		\$ 36,017.12		\$ 1,799.91						\$ 12,359.31				
	New Building Furniture & Shelving		\$ 1,677.26				\$ 754.35				\$ -				
	Simpson Grant		\$ 4,644.27								\$ 1,519.27				
	New Building YS		\$ 322.98								\$ 171.63				
			\$ 57,946.58		\$ 3,826.92	\$ 600.00	\$ 17,934.46	\$ 53,570.43	\$ 1,937.00		\$ 59,297.25				
OTHER															
	Memorials/Honor with Books		\$ 2,001.87	\$ 31.75	\$ 186.26	\$ 50.00	\$ 60.40	\$ 17.37	\$ 38.71		\$ 2,831.01				
	Lawrence Give Back		\$ 2,626.32								\$ 2,626.32				
	Puppet Theater		\$ 16.00								\$ 16.00				
	Brummell-Y.S.		\$ 255.77				</								

			1/1/2015	April	April	May	May	June	June				
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining	NOTES		
FRIENDS													
	Movie License		\$ 90.00							\$ 1,590.00			
	KPR-Advertising		\$ (44.36)		\$ 216.69		\$ 216.69		\$ 216.69	\$ 3,672.81			
	Tote Bags		\$ -							\$ -			
	Teen Summer Reading		\$ -				\$ 6,297.54			\$ (4,597.54)			
	Children's Summer Reading						\$ 2,752.50			\$ (2,752.50)			
	Adult Summer Reading						\$ 116.70			\$ 2,383.30			
	Summer Reading Printing						\$ 4,386.52			\$ 613.48			
	Google		\$ 100.00							\$ -			
	Aquarium		\$ 15.53		\$ 664.06		\$ 344.46		\$ 633.26	\$ (1,051.43)			
	Scholarships		\$ 2,750.00				\$ 250.00			\$ 1,870.00			
	Volunteers		\$ 1,000.00							\$ 1,000.00			
	Read Across Lawrence 2015		\$ 2,653.91							\$ 547.20			
	Salaries/Taxes - Custodian		\$ -		\$ 350.00		\$ 350.00		\$ 928.66	\$ 7,411.10			
	Carryover		\$ 2,413.69							\$ -			
			\$ 8,978.77		\$ 1,230.75		\$ 14,714.41	\$ -	\$ 1,778.61	\$ 10,686.42			
FOUNDATION													
	Kansas Health Foundation		\$ 15,298.89		\$ 310.42		\$ 305.32		\$ 723.35	\$ 11,391.17			
	Kansas Health Foundation 2015-16							\$ 23,850.00		\$ 23,850.00			
	Consumer Credit Counseling				\$ 454.45	\$ 600.00	\$ 245.00	\$ 400.00	\$ -	\$ 284.19			
	Summer Reading						\$ 14,450.61	\$ 28,120.43	\$ 4,366.17	\$ 9,303.65			
	Steiner Storytelling		\$ -							\$ -			
	Beach Author Series		\$ -							\$ -			
	Milliken Fund		\$ (14.24)					\$ 1,200.00		\$ 1,185.76			
	Salaries/Taxes - Oden		\$ 0.30		\$ 1,212.19		\$ 1,074.80		\$ (1,858.68)	\$ (767.73)			
	Morgan Expenses		\$ -		\$ 49.95		\$ 1,104.38		\$ (1,293.84)	\$ -			
	Foundation Center		\$ -							\$ -			
	New Building Technology		\$ 36,017.12		\$ 1,799.91					\$ 12,359.31			
	New Building Furniture & Shelving		\$ 1,677.26				\$ 754.35			\$ -			
	Simpson Grant		\$ 4,644.27							\$ 1,519.27			
	New Building YS		\$ 322.98							\$ 171.63			
			\$ 57,946.58		\$ 3,826.92	\$ 600.00	\$ 17,934.46	\$ 53,570.43	\$ 1,937.00	\$ 59,297.25			
OTHER													
	Memorials/Honor with Books		\$ 2,001.87	\$ 31.75	\$ 186.26	\$ 50.00	\$ 60.40	\$ 17.37	\$ 38.71	\$ 2,831.01			
	Lawrence Give Back		\$ 2,626.32							\$ 2,626.32			
	Puppet Theater		\$ 16.00							\$ 16.00			
	Brummell-YS		\$ 255.77							\$ 255.77			
	Casad		\$ 50.00							\$ 50.00			
	Wurfy		\$ 32.55		\$ 83.09		\$ 29.30			\$ 20.16			
	Moving		\$ 125.00							\$ 125.00			
	Underwood Gift (Sr.Outreach)		\$ 356.94			\$ 18.00				\$ 399.94			
	John Cotton Dana		\$ 1,663.84							\$ 1,663.84			
	Merchandise Sales		\$ 6,398.57	\$ 280.75		\$ 47.88		\$ (2,236.20)		\$ 5,529.98			
			\$ 13,526.86	\$ 312.50	\$ 269.35	\$ 115.88	\$ 89.70	\$ (2,218.83)	\$ 38.71	\$ 13,518.02			
			Month Total	\$ 312.50	\$ 5,327.02	\$ 715.88	\$ 32,738.57	\$ 51,351.60	\$ 3,754.32				
				Income YTD	Expense YTD								
				\$ 88,983.57	\$ 85,934.09								

Lawrence Public Library
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.11	38,758.88	-21,811.77	-56.3%
Capital Improvement -2	601,677.25	600,175.14	1,502.11	0.3%
Checking	410,765.31	2,548,207.02	-2,137,441.71	-83.9%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,029,389.67</u>	<u>3,187,141.04</u>	<u>-2,157,751.37</u>	<u>-67.7%</u>
Total Current Assets	<u>1,029,389.67</u>	<u>3,187,141.04</u>	<u>-2,157,751.37</u>	<u>-67.7%</u>
Other Assets				
Petty Cash	1,230.70	700.00	530.70	75.8%
Total Other Assets	<u>1,230.70</u>	<u>700.00</u>	<u>530.70</u>	<u>75.8%</u>
TOTAL ASSETS	<u>1,030,620.37</u>	<u>3,187,841.04</u>	<u>-2,157,220.67</u>	<u>-67.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	43,625.83	162,179.00	-118,553.17	-73.1%
Total Accounts Payable	<u>43,625.83</u>	<u>162,179.00</u>	<u>-118,553.17</u>	<u>-73.1%</u>
Other Current Liabilities				
Payroll Liabilities	40,840.81	-436.49	41,277.30	9,456.6%
Total Other Current Liabilities	<u>40,840.81</u>	<u>-436.49</u>	<u>41,277.30</u>	<u>9,456.6%</u>
Total Current Liabilities	<u>84,466.64</u>	<u>161,742.51</u>	<u>-77,275.87</u>	<u>-47.8%</u>
Total Liabilities	<u>84,466.64</u>	<u>161,742.51</u>	<u>-77,275.87</u>	<u>-47.8%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	-109,920.42	1,966,618.74	-2,076,539.16	-105.6%
Total Equity	<u>946,153.73</u>	<u>3,026,098.53</u>	<u>-2,079,944.80</u>	<u>-68.7%</u>
TOTAL LIABILITIES & EQUITY	<u>1,030,620.37</u>	<u>3,187,841.04</u>	<u>-2,157,220.67</u>	<u>-67.7%</u>

Lawrence Public Library
Revenues & Expenses
June 2015

	<u>Jun 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	275.00
Personal Books	102.23
Merchandise Sales	-2,236.20
Gifts-Other	53,587.80
Grants	16,108.75
Interest	128.54
Overdues	16,469.12
Photo Copies	1,840.40
Total Income	<u>86,975.64</u>
Gross Profit	86,975.64
Expense	
FOUNDATION FUNDING	1,169.27
FRIENDS FUNDING	888.66
Books & Materials	46,947.76
Miscellaneous	663.72
Technology Equipment	437.55
Insurance	8,412.16
Payroll Expenses	197,474.04
Payroll Taxes	31,176.45
Postage and Delivery	6,839.45
Professional Fees	9,028.25
Program Expense	1,297.95
Repairs	1,776.18
Supplies	6,948.38
Travel & Hospitality	791.29
Utilities	8,298.75
Total Expense	<u>322,149.86</u>
Net Ordinary Income	<u>-235,174.22</u>
Net Income	<u><u>-235,174.22</u></u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

	Jul 15, 15
Advance Insurance Company	421.84
Alexander M. Curnes	10.62
Amazon	2,187.09
ASI	50.00
Baker & Taylor, Inc.	897.44
Blackstone Audio, Inc.	1,295.61
Brilliance Publishing, Inc.	680.90
Center Point Large Print	825.63
Century Business Technologi...	588.76
Cody Kiser	200.00
Daniel Neal Ward	12.27
Databank Holdings, LTD	884.00
Demco, Inc.	551.09
EBSCO	1,986.00
Ed Rose	3,166.67
Elisabeth S. Moise	6.90
Elizabeth F. Smith	19.92
Gale Group, Inc.	38.92
Gregory Allen Renck	7.41
Hartford	170.00
Heartland Payment Systems	295.40
Ingram Library Services	30,783.12
Innovative Interfaces, Inc.	10,500.00
Intuit	29.85
Jayhawk Trophy Co., Inc.	39.25
Jayhawk Tropical Fish	512.34
Jiminate	120.00
Joshua Conner	100.00
Kansas Public Radio	216.69
Kansas Secretary of State	25.00
Laird Noller	42.92
Laser Logic, Inc.	335.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	831.20
Leslie Kay	224.00
Love Garden Sounds	63.00
Melissa & Doug	5.00
Mid America	510.00
Midwest Single Source	321.00
Midwest Tape	15,027.36
OCLC, Inc.	4,685.15
OverDrive	3,642.43
Pan Asian Publications Inc.	347.80
Petty Cash	260.04
Pur-O-Zone, Inc.	570.47
Quill Corporation	368.95
Random House, Inc.	336.75
Recorded Books	2,142.46
Rueschhoff Communications	39.98
Showcases	633.96
Snap Promotions	3,122.20
Tantor Media	64.96
Unique Management Services	1,242.69
United Parcel Service	507.90
VISA 5372	8,037.69
Westar	7,743.37
WOW!Business	607.36
Zee Galliano Designs	80.00
TOTAL	<u>108,623.36</u>

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	07/20/2015	Advance Insurance Company	Checking	
Bill	August 2015	07/09/2015		Group Life Insurance	-421.84
TOTAL					-421.84
Bill Pmt -Check	Electronic	07/20/2015	ASI	Checking	
Bill	June 2015	07/09/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	07/20/2015	Heartland Payment Systems	Checking	
Bill	June 2015	07/09/2015		Office Supplies	-260.40
				Web Site & OPAC Con...	-35.00
TOTAL					-295.40
Bill Pmt -Check	Electronic	07/20/2015	Intuit	Checking	
Bill	June 2015	07/09/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	07/20/2015	United Parcel Service	Checking	
Bill	1275	07/09/2015		Postage and Delivery	-507.90
TOTAL					-507.90
Bill Pmt -Check	Electronic	07/20/2015	VISA 5372	Checking	
Bill		07/15/2015		Technology Equipment	-99.61
				Technology Equipment	-100.69
				ALA	-31.89
				Adult Programming	-19.93
				KHF Grant Expenses	-95.11
				Summer Reading Printi...	-2,558.92
				Bookvan & Mileage	-102.76
				Children's Programming	-543.34
				Children's Programming	-106.66
				Children's Programming	-71.66
				Young Adult Program...	-81.56
				Office Supplies	-99.26
				Postage and Delivery	-113.61
				Advertising	-55.26
				Outreach Programming	-104.00
				Building Supplies	-84.15
				FOUNDATION FUNDI...	-251.27
				FOUNDATION FUNDI...	-419.11
				FOUNDATION FUNDI...	-401.57
				FOUNDATION FUNDI...	-39.60
				Periodicals	-14.94
				Books & Materials	-64.73
				Books & Materials	-49.80
				Advertising Gift Fund	-1,069.21
				Miscellaneous	-19.93
				Miscellaneous	-49.83
				Technology Equipment	-1,389.29
TOTAL					-8,037.69

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	07/20/2015	Westar	Checking	
Bill		07/15/2015		Electric	-7,743.37
TOTAL					-7,743.37

Bill Pmt -Check	6978	07/21/2015	Baker & Taylor, Inc.	Checking	
Bill	2030757268	06/29/2015		GGIFT	-0.05
Bill	2030757267	06/29/2015		GGIFT	-14.51
Bill	2030738872	06/29/2015		Books & Materials	-69.72
Bill	5013664356	06/29/2015		Books & Materials	-25.00
Bill	5013664357	06/29/2015		Library Supplies	-0.74
Bill	2030738873	06/29/2015		Library Supplies	-0.84
Bill	2030733260	06/29/2015		Books & Materials	-5.44
Bill	5013687520	06/29/2015		Books & Materials	-53.49
Bill	5013667575	06/29/2015		Books & Materials	-136.10
Bill	5013680034	06/29/2015		Books & Materials	-136.10
Bill	2030757318	06/29/2015		Books & Materials	-4.84
Bill	2030757319	06/29/2015		Library Supplies	-1.90
Bill	2030733261	06/29/2015		Library Supplies	-1.90
Bill	5013705198	07/14/2015		Books & Materials	-31.43
Bill	2030829840	07/14/2015		Books & Materials	-13.05
Bill	5013696684	07/14/2015		Books & Materials	-49.11
Bill	2030823175	07/14/2015		Books & Materials	-93.78
Bill	5013690091	07/14/2015		Books & Materials	-205.34
Bill	2030806741	07/14/2015		Books & Materials	-24.20
Bill	2030793326	07/14/2015		Books & Materials	-12.67
Bill	2030793327	07/14/2015		Library Supplies	-0.05
Bill	2030806742	07/14/2015		Library Supplies	-7.60
Bill	5013690092	07/14/2015		Library Supplies	-6.15
Bill	2030823176	07/14/2015		Library Supplies	-1.53
Bill	2030829841	07/14/2015		Library Supplies	-1.90
TOTAL					-897.44

Bill Pmt -Check	6979	07/21/2015	Blackstone Audio, Inc.	Checking	
Bill	770940	06/29/2015		Books & Materials	-20.97
Bill	770939	06/29/2015		Books & Materials	-279.37
Bill	775750	07/14/2015		Books & Materials	-31.79
Bill	772759	07/14/2015		Books & Materials	-45.00
Bill	773495	07/14/2015		Books & Materials	-35.95
Bill	773908	07/14/2015		Books & Materials	-882.53
TOTAL					-1,295.61

Bill Pmt -Check	6980	07/21/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1003910	06/29/2015		Books & Materials	-7.50
Bill	IN1002508	06/29/2015		Books & Materials	-12.50
Bill	IN1002519	06/29/2015		Books & Materials	-7.50
Bill	IN1001777	06/29/2015		Books & Materials	-12.50
Bill	IN1001776	06/29/2015		Books & Materials	-76.48
Bill	IN1003248	06/29/2015		Books & Materials	-47.49
Bill	IN1001775	06/29/2015		Books & Materials	-10.00
Bill	IN1002509	06/29/2015		Books & Materials	-19.50
Bill	IN1000640	06/29/2015		Books & Materials	-125.50
Bill	IN0999829	06/29/2015		Books & Materials	-19.50
Bill	IN1000930	06/29/2015		Books & Materials	-16.50
Bill	IN1000639	06/29/2015		Books & Materials	-15.00
Bill	IN1000641	06/29/2015		Books & Materials	-12.50
Bill	IN1000871	06/29/2015		Books & Materials	-6.00
Bill	IN1000635	06/29/2015		Books & Materials	-7.50

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	IN1008930	07/14/2015		Books & Materials	-27.49
Bill	IN1008990	07/14/2015		Books & Materials	-13.50
Bill	IN1009305	07/14/2015		Books & Materials	-56.48
Bill	IN1000225	07/14/2015		Books & Materials	-7.50
Bill	IN1008106	07/14/2015		Books & Materials	-34.99
Bill	IN1007640	07/14/2015		Books & Materials	-59.99
Bill	IN1007444	07/14/2015		Books & Materials	-32.49
Bill	IN1007569	07/14/2015		Books & Materials	-7.50
Bill	IN1007570	07/14/2015		Books & Materials	-7.50
Bill	IN1005758	07/14/2015		Books & Materials	-37.49
TOTAL					-680.90
Bill Pmt -Check	6981	07/21/2015	Center Point Large Print	Checking	
Bill	1296592	06/29/2015		Books & Materials	-21.57
Bill	1300613	06/29/2015		Books & Materials	-339.72
Bill	1295556	06/29/2015		Books & Materials	-464.34
TOTAL					-825.63
Bill Pmt -Check	6982	07/21/2015	Century Business Technologies	Checking	
Bill	372689	06/25/2015		Copying	-387.18
Bill	374524	07/09/2015		Copying	-55.68
Bill	374525	07/09/2015		Copying	-145.90
TOTAL					-588.76
Bill Pmt -Check	6983	07/21/2015	Databank Holdings, LTD	Checking	
Bill	16455	07/15/2015		Web Site & OPAC Con...	-884.00
TOTAL					-884.00
Bill Pmt -Check	6984	07/21/2015	Demco, Inc.	Checking	
Bill	5618177	06/25/2015		Library Supplies	-551.09
TOTAL					-551.09
Bill Pmt -Check	6985	07/21/2015	EBSCO	Checking	
Bill	1000019236-1	07/15/2015		Web Site & OPAC Con...	-1,986.00
TOTAL					-1,986.00
Bill Pmt -Check	6986	07/21/2015	Gale Group, Inc.	Checking	
Bill	55358151	06/29/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	6987	07/21/2015	Hartford	Checking	
Bill	Audit	06/29/2015		Liability Insurance	-170.00
TOTAL					-170.00
Bill Pmt -Check	6988	07/21/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC02940	07/15/2015		New Building Technolo...	-10,500.00
TOTAL					-10,500.00

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6989	07/21/2015	Jayhawk Trophy Co., Inc.	Checking	
Bill	52376	07/15/2015		Office Supplies	-29.00
Bill	53699	07/15/2015		Miscellaneous	-10.25
TOTAL					-39.25
Bill Pmt -Check	6990	07/21/2015	Jayhawk Tropical Fish	Checking	
Bill	500242	06/25/2015		Aquarium Maintenance	-97.00
Bill	500519	06/25/2015		Aquarium Maintenance	-107.98
Bill	500552	06/29/2015		Aquarium Maintenance	-109.16
Bill	500577	07/09/2015		Aquarium Maintenance	-97.00
Bill	500596	07/15/2015		Aquarium Maintenance	-101.20
TOTAL					-512.34
Bill Pmt -Check	6991	07/21/2015	Jiminate	Checking	
Bill	4-070615	07/09/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	6992	07/21/2015	Kansas Public Radio	Checking	
Bill	126867	07/15/2015		Advertising Gift Fund	-216.69
TOTAL					-216.69
Bill Pmt -Check	6993	07/21/2015	Laird Noller	Checking	
Bill	6078021	06/25/2015		Transportation	-42.92
TOTAL					-42.92
Bill Pmt -Check	6994	07/21/2015	Laser Logic, Inc.	Checking	
Bill	273844	06/25/2015		Office Supplies	-237.00
Bill	274021	07/09/2015		Office Supplies	-98.00
TOTAL					-335.00
Bill Pmt -Check	6995	07/21/2015	Lawrence Rotary Club	Checking	
Bill	125150	07/09/2015		Membership & Dues	-207.00
TOTAL					-207.00
Bill Pmt -Check	6996	07/21/2015	Lawrence Sign Up LLC	Checking	
Bill	6368	06/29/2015		Summer Reading	-203.70
Bill	6555	06/29/2015		Advertising	-69.00
Bill	6621	07/09/2015		Advertising	-253.50
Bill	3254	07/09/2015		Advertising	-305.00
TOTAL					-831.20
Bill Pmt -Check	6997	07/21/2015	Leslie Kay	Checking	
Bill	6051502	06/25/2015		Merchandise Sales	-224.00
TOTAL					-224.00

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6998	07/21/2015	Love Garden Sounds	Checking	
Bill	142953	06/29/2015		Books & Materials	-63.00
TOTAL					-63.00
Bill Pmt -Check	6999	07/21/2015	Mid America	Checking	
Bill	75634	06/25/2015		Building Supplies	-255.00
Bill	75724	06/29/2015		Building Supplies	-255.00
TOTAL					-510.00
Bill Pmt -Check	7000	07/21/2015	Midwest Single Source	Checking	
Bill	795140-0	07/09/2015		Office Supplies	-321.00
TOTAL					-321.00
Bill Pmt -Check	7001	07/21/2015	OCLC, Inc.	Checking	
Bill	398753	07/09/2015		OCLC Internet	-3,872.35 -812.80
TOTAL					-4,685.15
Bill Pmt -Check	7002	07/21/2015	OverDrive	Checking	
Bill	111556820033015	06/29/2015		Books & Materials	-138.81
Bill	160804270031915	06/29/2015		Books & Materials	-529.32
Bill	093658147052915	06/29/2015		Books & Materials	-179.41
Bill	092600853040315	06/29/2015		Books & Materials	-456.79
Bill	141745880041415	06/29/2015		Books & Materials	-1,003.08
Bill	133445240041615	06/29/2015		Books & Materials	-59.97
Bill	123209373050515	06/29/2015		Books & Materials	-4.99
Bill	120938923051515	06/29/2015		Books & Materials	-11.98
Bill	132702523031215	06/29/2015		Books & Materials	-219.85
Bill	144802667030515	06/29/2015		Books & Materials	-572.41
Bill	144606640030515	06/29/2015		Books & Materials	-465.82
TOTAL					-3,642.43
Bill Pmt -Check	7003	07/21/2015	Pan Asian Publications Inc.	Checking	
Bill	U-14464	06/29/2015		Books & Materials	-347.80
TOTAL					-347.80
Bill Pmt -Check	7004	07/21/2015	Pur-O-Zone, Inc.	Checking	
Bill	668679	06/25/2015		Equipment Repairs	-28.20
Bill	668168	06/25/2015		Building Supplies	-234.06
Bill	669807	07/09/2015		Building Supplies	-225.80
Bill	669281	07/09/2015		Equipment Repairs	-82.41
TOTAL					-570.47

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7005	07/21/2015	Quill Corporation	Checking	
Bill	5009083	06/25/2015		Office Supplies	-129.93
Bill	5087399	06/25/2015		Children's Programming	-37.68
Bill	5053672	06/25/2015		Children's Programming	-37.68
Bill	5103657	06/25/2015		Children's Programming	-4.99
Bill	5072629	06/25/2015		Children's Programming	-17.96
Bill	5402662	07/09/2015		Office Supplies	-90.73
Bill	5642283	07/15/2015		Library Supplies	-49.98
TOTAL					-368.95
Bill Pmt -Check	7006	07/21/2015	Random House, Inc.	Checking	
Bill	1084011224	06/29/2015		Books & Materials	-48.00
Bill	1284011224	06/29/2015		Books & Materials	-30.00
Bill	1184011224	06/29/2015		Books & Materials	-45.00
Bill	1084073034	06/29/2015		Books & Materials	-90.00
Bill	1093933098	06/29/2015		Books & Materials	-33.75
Bill	1083865729	06/29/2015		Books & Materials	-30.00
Bill	1084175525	07/14/2015		Books & Materials	-30.00
Bill	1084130026	07/14/2015		Books & Materials	-30.00
TOTAL					-336.75
Bill Pmt -Check	7007	07/21/2015	Recorded Books	Checking	
Bill	75146011	06/29/2015		Books & Materials	-9.13
Bill	75141386	06/29/2015		Books & Materials	-64.38
Bill	75141367	06/29/2015		Books & Materials	-212.86
Bill	75141366	06/29/2015		Books & Materials	-232.00
Bill	75141368	06/29/2015		Books & Materials	-808.52
Bill	75157578	06/29/2015		Books & Materials	-126.44
Bill	75145190	06/29/2015		Books & Materials	-40.60
Bill	75168088	07/14/2015		Books & Materials	-71.77
Bill	75168013	07/14/2015		Books & Materials	-167.17
Bill	75168014	07/14/2015		Books & Materials	-409.59
TOTAL					-2,142.46
Bill Pmt -Check	7008	07/21/2015	Rueschhoff Communications	Checking	
Bill	168537	06/25/2015		Building Repairs	-19.99
Bill	168697	07/15/2015		Building Repairs	-19.99
TOTAL					-39.98
Bill Pmt -Check	7009	07/21/2015	Showcases	Checking	
Bill	286730	06/29/2015		Library Supplies	-633.96
TOTAL					-633.96
Bill Pmt -Check	7010	07/21/2015	Snap Promotions	Checking	
Bill	15041605	06/25/2015		Merchandise Sales	-3,122.20
TOTAL					-3,122.20

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7011	07/21/2015	Tantor Media	Checking	
Bill	INV20320	06/29/2015		Books & Materials	-35.73
Bill	INV20201	06/29/2015		Books & Materials	-16.24
Bill	INV19915	06/29/2015		Books & Materials	-12.99
TOTAL					-64.96
Bill Pmt -Check	7012	07/21/2015	Unique Management Services	Checking	
Bill	309318	07/09/2015		Professional Fees	-1,082.95
Bill	310124	07/09/2015		Professional Fees	-159.74
TOTAL					-1,242.69
Bill Pmt -Check	27791	07/20/2015	Alexander M. Curnes	Checking	
Bill	REFUND	07/09/2015		Overdues	-10.62
TOTAL					-10.62
Bill Pmt -Check	27792	07/20/2015	Amazon	Checking	
Bill	7328259	06/25/2015		Office Supplies	-113.66
Bill	4160211	06/25/2015		Young Adult Program...	-48.24
Bill	2092218	06/25/2015		Books & Materials	-39.99
Bill	1514620	06/25/2015		Young Adult Program...	-4.99
Bill	1485016	06/29/2015		Young Adult Program...	-4.66
Bill	7097034	06/29/2015		Books & Materials	-43.43
Bill	3623459	06/29/2015		Books & Materials	-29.99
Bill	3623459	06/29/2015		Books & Materials	-14.98
Bill	2855440	06/29/2015		Books & Materials	-79.92
Bill	2855440	06/29/2015		Books & Materials	-160.02
Bill	8974630	06/29/2015		Books & Materials	-10.78
Bill	3191404	06/29/2015		Books & Materials	-12.48
Bill	3623459	06/29/2015		Books & Materials	-157.38
Bill	9914642	06/29/2015		Books & Materials	-39.99
Bill	9914642	06/29/2015		Books & Materials	-49.96
Bill	8974630	06/29/2015		Young Adult Program...	-14.40
Bill	2855440	06/29/2015		Books & Materials	-119.92
Bill	8974630	06/29/2015		Books & Materials	-20.21
Bill	3191404	06/29/2015		Books & Materials	-29.19
Bill	5972200	07/09/2015		KHF Grant Expenses	-139.00
Bill	3939470	07/14/2015		Books & Materials	-52.14
				Personal Books	-20.52
Bill	8145061	07/14/2015		Books & Materials	-154.96
Bill	4502631	07/14/2015		Books & Materials	-10.36
Bill	4502631	07/14/2015		Books & Materials	-180.58
Bill	7097034	07/14/2015		Books & Materials	-131.88
Bill	4805840	07/14/2015		Books & Materials	-349.99
Bill	1705063	07/15/2015		Brummel Funds	-153.47
TOTAL					-2,187.09
Bill Pmt -Check	27793	07/20/2015	Cody Kiser	Checking	
Bill	7-15-15	06/29/2015		Children's Programming	-100.00
TOTAL					-100.00

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27794	07/20/2015	Daniel Neal Ward	Checking	
Bill	REFUND	07/09/2015		Overdues	-12.27
TOTAL					-12.27
Bill Pmt -Check	27795	07/20/2015	Ed Rose	Checking	
Bill		07/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27796	07/20/2015	Elisabeth S. Moise	Checking	
Bill	REFUND	07/15/2015		Overdues	-6.90
TOTAL					-6.90
Bill Pmt -Check	27797	07/20/2015	Elizabeth F. Smith	Checking	
Bill	REFUND	07/15/2015		Overdues	-11.50
Bill	REFUND	07/15/2015		Overdues	-8.42
TOTAL					-19.92
Bill Pmt -Check	27798	07/20/2015	Gregory Allen Renck	Checking	
Bill	REFUND	07/09/2015		Overdues	-7.41
TOTAL					-7.41
Bill Pmt -Check	27799	07/20/2015	Ingram Library Services	Checking	
Bill	85887033	06/25/2015		Personal Books	-63.12
Bill	85838207	06/25/2015		Personal Books	-21.33
Bill	85987642	06/29/2015		Personal Books	-10.99
Bill	85957979	06/29/2015		Personal Books	-11.39
Bill	85964519	06/29/2015		KHF Grant Expenses	-52.12
				Books & Materials	-764.61
				Library Supplies	-68.71
Bill	85887034	06/29/2015		Books & Materials	-1,197.98
				Library Supplies	-106.78
Bill	85901014	06/29/2015		Books & Materials	-257.97
				Library Supplies	-19.75
Bill	85901013	06/29/2015		Books & Materials	-22.75
Bill	85909628	06/29/2015		Books & Materials	-718.31
				Library Supplies	-52.01
Bill	85861080	06/29/2015		Books & Materials	-423.01
				Library Supplies	-24.49
Bill	85879746	06/29/2015		Books & Materials	-7.19
Bill	85838208	06/29/2015		Books & Materials	-1,659.62
				Library Supplies	-143.27
Bill	85866785	06/29/2015		Books & Materials	-605.11
				Library Supplies	-53.29
Bill	85814025	06/29/2015		Books & Materials	-387.56
				Library Supplies	-34.30
Bill	85814026	06/29/2015		Books & Materials	-73.75
				Library Supplies	-0.75
Bill	85780984	06/29/2015		Books & Materials	-1,864.46
				Library Supplies	-225.45
Bill	85780985	06/29/2015		Books & Materials	-335.67
				Library Supplies	-21.82
Bill	85731500	06/29/2015		Books & Materials	-1,159.88
				Library Supplies	-140.05

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	85707644	06/29/2015		Books & Materials	-426.91
				Library Supplies	-31.29
Bill	85752364	06/29/2015		Books & Materials	-322.28
				Library Supplies	-49.23
Bill	85759854	06/29/2015		Books & Materials	-9.57
				Library Supplies	-1.94
Bill	85714983	06/29/2015		Books & Materials	-576.02
				Library Supplies	-67.06
Bill	85640925	06/29/2015		Books & Materials	-2,125.47
				Library Supplies	-174.80
Bill	85707643	06/29/2015		Books & Materials	-3.96
Bill	85640924	06/29/2015		Books & Materials	-53.12
				Library Supplies	-9.36
Bill	85640926	06/29/2015		Books & Materials	-202.17
				Library Supplies	-18.68
Bill	85596175	06/29/2015		Books & Materials	-1,898.91
				Library Supplies	-149.81
Bill	85617113	06/29/2015		Books & Materials	-544.92
				Library Supplies	-41.06
Bill	86110038	07/09/2015		Personal Books	-5.69
Bill	85981142	07/09/2015		Personal Books	-13.79
				Books & Materials	-1,516.47
				Library Supplies	-135.66
Bill	86219311	07/14/2015		Books & Materials	-510.32
				Library Supplies	-44.76
Bill	86189813	07/14/2015		Books & Materials	-13.65
Bill	86219312	07/14/2015		Books & Materials	-105.45
				Library Supplies	-9.81
Bill	86189814	07/14/2015		Books & Materials	-207.35
				Library Supplies	-10.40
Bill	86189816	07/14/2015		Books & Materials	-63.80
				Library Supplies	-3.20
Bill	86189817	07/14/2015		Books & Materials	-39.88
				Library Supplies	-1.60
Bill	86164132	07/14/2015		Books & Materials	-241.70
				Library Supplies	-19.94
Bill	86131857	07/14/2015		Books & Materials	-4.55
				Personal Books	-8.97
Bill	86131859	07/14/2015		Books & Materials	-604.19
				Personal Books	-33.70
Bill	86131858	07/14/2015		Books & Materials	-1,498.22
				Personal Books	-117.06
Bill	86171685	07/14/2015		Books & Materials	-230.27
				Personal Books	-14.85
Bill	86144669	07/14/2015		Books & Materials	-11.66
Bill	86110037	07/14/2015		Books & Materials	-45.74
Bill	86144670	07/14/2015		Books & Materials	-183.18
				Personal Books	-11.55
Bill	86144671	07/14/2015		Books & Materials	-90.76
				Personal Books	-5.99
				Library Supplies	-4.33
Bill	86110039	07/14/2015		Books & Materials	-48.91
				Library Supplies	-6.62
Bill	86076345	07/14/2015		Books & Materials	-332.57
				Library Supplies	-27.69
Bill	86055738	07/14/2015		Books & Materials	-2,201.66
				Library Supplies	-190.00
Bill	86082933	07/14/2015		Books & Materials	-663.08
				Library Supplies	-54.25
Bill	86055737	07/14/2015		Books & Materials	-10.23
				Personal Books	-14.97
Bill	86055739	07/14/2015		Books & Materials	-31.78
				Library Supplies	-0.30
Bill	85957980	07/14/2015		Books & Materials	-422.77
				Library Supplies	-26.76
Bill	85936078	07/14/2015		Books & Materials	-2,455.97

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
				Library Supplies	-235.90
Bill	86008210	07/14/2015		Books & Materials	-654.51
				Library Supplies	-44.43
Bill	86001107	07/14/2015		Books & Materials	-253.59
				Library Supplies	-26.89
Bill	85981141	07/14/2015		Books & Materials	-29.94
				Library Supplies	-7.76
TOTAL					-30,783.12
Bill Pmt -Check	27800	07/20/2015	Joshua Conner	Checking	
Bill	Kidsapalooza	07/09/2015		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27801	07/20/2015	Kansas Secretary of State	Checking	
Bill	Notary Appt	06/29/2015		Miscellaneous	-25.00
TOTAL					-25.00
Bill Pmt -Check	27802	07/20/2015	Melissa & Doug	Checking	
Bill	Replacement Part	07/15/2015		Children's Programming	-5.00
TOTAL					-5.00
Bill Pmt -Check	27803	07/20/2015	Midwest Tape	Checking	
Bill	92944702	06/25/2015		Personal Books	-28.79
Bill	92969427	06/29/2015		Books & Materials	-396.65
Bill	92968822	06/29/2015		Books & Materials	-251.92
Bill	92971900	06/29/2015		Books & Materials	-287.15
Bill	92968114	06/29/2015		Books & Materials	-1,397.18
Bill	92960673	06/29/2015		Books & Materials	-284.89
Bill	92958128	06/29/2015		Books & Materials	-406.88
Bill	92960671	06/29/2015		Books & Materials	-449.17
Bill	92951400	06/29/2015		Books & Materials	-136.68
Bill	92945824	06/29/2015		Books & Materials	-282.51
Bill	92951402	06/29/2015		Books & Materials	-44.99
Bill	92945826	06/29/2015		Books & Materials	-82.47
Bill	92942558	06/29/2015		Books & Materials	-530.86
Bill	92943896	06/29/2015		Books & Materials	-49.99
Bill	92942556	06/29/2015		Books & Materials	-384.91
Bill	92938938	06/29/2015		Books & Materials	-206.66
Bill	92944703	06/29/2015		Books & Materials	-37.49
Bill	92941257	06/29/2015		Books & Materials	-39.99
Bill	92940380	06/29/2015		Books & Materials	-155.18
Bill	92944700	06/29/2015		Books & Materials	-1,173.05
Bill	92923196	06/29/2015		Books & Materials	-198.13
Bill	92916092	06/29/2015		Books & Materials	-190.19
Bill	92932627	06/29/2015		Books & Materials	-22.49
Bill	92932626	06/29/2015		Books & Materials	-109.86
Bill	92932628	06/29/2015		Books & Materials	-59.97
Bill	92887583	06/29/2015		Books & Materials	-141.78
Bill	92919888	06/29/2015		Books & Materials	-506.86
Bill	92923445	06/29/2015		Books & Materials	-643.84
Bill	92906771	06/29/2015		Books & Materials	-196.44
Bill	92916094	06/29/2015		Books & Materials	-119.94
Bill	92906770	06/29/2015		Books & Materials	-17.09
Bill	92907506	06/29/2015		Books & Materials	-259.92
Bill	92907473	06/29/2015		Books & Materials	-18.74
Bill	92896127	06/29/2015		Books & Materials	-123.34
Bill	92899998	06/29/2015		Books & Materials	-247.29

11:29 AM
07/15/15

Lawrence Public Library
Check Detail
July 2 - 31, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	92907471	06/29/2015		Books & Materials	-35.82
Bill	92991834	07/09/2015		Library Supplies	-811.10
Bill	92974058	07/14/2015		Books & Materials	-164.95
Bill	93007121	07/14/2015		Books & Materials	-844.74
Bill	93012104	07/14/2015		Books & Materials	-14.99
Bill	93009186	07/14/2015		Books & Materials	-54.98
Bill	93006642	07/14/2015		Books & Materials	-44.98
Bill	93011739	07/14/2015		Books & Materials	-12.74
Bill	93003431	07/14/2015		Books & Materials	-105.97
Bill	92999347	07/14/2015		Books & Materials	-53.20
Bill	92999348	07/14/2015		Books & Materials	-127.45
Bill	92991433	07/14/2015		Books & Materials	-26.24
Bill	92991432	07/14/2015		Books & Materials	-71.96
Bill	92994644	07/14/2015		Books & Materials	-44.98
Bill	92991434	07/14/2015		Books & Materials	-275.89
Bill	92987998	07/14/2015		Books & Materials	-423.89
Bill	92993558	07/14/2015		Books & Materials	-304.90
Bill	92987257	07/14/2015		Books & Materials	-1,538.05
Bill	92969424	07/14/2015		Books & Materials	-177.60
Bill	92969426	07/14/2015		Books & Materials	-19.49
Bill	92958638	07/14/2015		Books & Materials	-268.27
Bill	92974487	07/14/2015		Books & Materials	-61.90
Bill	92974488	07/14/2015		Books & Materials	-59.98
TOTAL					-15,027.36

Bill Pmt -Check	27804	07/20/2015	Petty Cash	Checking	
Bill	1793-1822	06/25/2015		Postage and Delivery	-3.21
				Miscellaneous	-60.00
				Children's Programming	-63.87
				Adult Programming	-10.00
				Bookvan & Mileage	-15.12
				Building Supplies	-0.80
				Overdues	-14.24
				KHF Grant Expenses	-37.47
				Office Supplies	-28.05
				Admin. Dept.	-10.00
				Technology Equipment	-17.28
TOTAL					-260.04

Bill Pmt -Check	27805	07/20/2015	WOW!Business	Checking	
Bill		06/25/2015		Internet	-461.95
				Telephone	-145.41
TOTAL					-607.36

Bill Pmt -Check	27806	07/20/2015	Zee Galliano Designs	Checking	
Bill	6-25-15	06/29/2015		Merchandise Sales	-40.00
Bill	72515	07/15/2015		Merchandise Sales	-40.00
TOTAL					-80.00

Bill Pmt -Check	27807	07/20/2015	Cody Kiser	Checking	
Bill	Kidsapalooza	07/09/2015		Children's Programming	-100.00
TOTAL					-100.00

Lawrence Public Library

Monthly Statistical Summary--May 2015

INDICATOR	May		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	7.61	3.50	117%			
Reference Transactions per Capita	1.41	1.08	31%			
Program Attendance per Capita	0.90	1.05	-14%			
Circulation per Capita	15.05	13.74	10%			
Circulation per Visit	1.98	3.93	-50%			
Total Holdings per Capita	2.21	2.01	10%			
% of Lawrence Residents Registered	94%	86%	9%			

Circulation--Adult Total	76,767	70,360	9%	377,275	353,045	7%
Circulation--Young Adult Total	5,332	4,664	14%	21,581	17,587	23%
Circulation--Youth Total	36,495	35,037	4%	160,672	154,082	4%
Circulation--Total	118,594	110,061	8%	559,528	524,714	7%

Reference Transactions	11,107	8,487	31%	52,580	39,816	32%
User Visits	60,005	27,415	119%	284,295	139,634	104%
LPL Web Site Visits	18,851	20,814	-9%	114,697	114,697	0%

Holdings--Added	3,627	4,080	-11%	17,167	17,187	0%
Holdings--Withdrawn	1,588	6,540	-76%	7,077	28,106	-75%
Holdings--Total	209,062	188,380	11%			

Registered Borrowers--Added	787	593	33%	3,404	2,457	39%
Registered Borrowers--Total	112,308	102,800	9%			

Adult Programs	12	8	50%	67	50	34%
Young Adult Programs	11	17	-35%	117	84	39%
Youth Programs	37	47	-21%	307	190	62%
Senior Programs	11	7	57%	73	69	6%
Total Programs	71	79	-10%	564	393	44%
Total Program Attendance	7,104	8,181	-13%	21,764	16,929	29%
Public Uses of Meeting Rooms	104	0	#DIV/0!	616	0	#DIV/0!

Total Paid Staff (FTE)	60.10	56.27	7%			
Total Number of Employees	80	73	10%			

Lawrence Public Library

Monthly Statistical Report--May 2015

	May		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	7.61	3.50	117%				
Reference Transactions per Capita	1.41	1.08	30%				
Program Attendance per Capita	0.90	1.05	-13.8%				
Circulation per Capita	15.05	14.06	7%				
Total Holdings per Capita	2.21	2.01	10%				
Collection Turnover--Total	6.90	7.15	-4%				
Collection Turnover--Adult	6.77	6.81	-1%				
Collection Turnover--Young Adult	5.66	6.05	-6%				
Collection Turnover--Youth	7.42	8.16	-9%				
Collection Turnover--Audiovisual	10.55	12.27	-14%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	34471	30959	11%		168395	144315	17%
Circulation--Adult Periodicals	1328	931	43%		6925	2724	154%
Circulation--Adult Feature Films & TV Shows	27387	25365	8%		137256	140737	-2%
Circulation--Electronic Games	2027	1741	16%		9669	8486	14%
Circulation--Adult Music CDs	7780	7500	4%		40072	39359	2%
Circulation--Adult Audio Books and Books on CD	3762	3841	-2%		14901	17300	-14%
Circulation--eReaders	12	23	-48%		57	124	-54%
Circulation--Adult Total	76767	70360	9%		377275	353045	7%

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and Videos	4943	4428	12%		20031	16609	21%
Circulation--YA Periodicals	48	10	380%		159	64	148%
Circulation--YA Audio Books and Books on CD	341	226	51%		1391	914	52%
Circulation--YA Total	5332	4664	14%		21581	17587	23%
Circulation--Youth Books and Videos	34620	33114	5%		152344	146043	4%
Circulation--Youth Periodicals	195	79	147%		827	333	148%
Circulation--Youth Music CDs	569	573	-1%		2716	2731	-1%
Circulation--Youth Audio Books and Books on CD	1111	1271	-13%		4785	4975	-4%
Circulation--Youth Total	36495	35037	4%		160672	154082	4%
Circulation--Bookmobile	1157	868	33%		5580	5212	7%
Circulation--Total Books	68661	65567	5%		321424	291642	10%
Circulation--Total Periodicals	1571	1020	54%		7911	3121	153%
Circulation--Total Audiovisual	49933	44494	12%		238104	233072	2%
Circulation Total	118594	110061	8%		559528	524714	7%
Circulation Desk Circulation	2026	48906	-96%		105217	237715	-56%
Self Check Circulation	86141	61155	41%		423884	286999	48%
Percent Self Check	98%	56%	76%		80%	55%	46%
Web Site Renewals	18789				89647		
Other Staff Checkouts	4453				18987		

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	20077	15154	32%		98848	81536	21%
Requests Filled	13931	11779	18%		68896	62026	11%
Requests Unclaimed	2638	1698	55%		14051	6922	103%
Interlibrary Loan Items Borrowed for LPL Patrons	426	345	23%		1718	2566	-33%
Interlibrary Loan Items Loaned from LPL Collection	515	121	326%		3067	1925	59%
OTHER LIBRARY SERVICES							
User Visits	60005	27415	119%		284295	139634	104%
Public Computer Usage	8975	7597	18%		44545	37791	18%
Computer Lab Classes	8	4	100%		38	21	81%
Computer Lab Classes Attendance	14	12	17%		101	68	49%
Adult Reference Transactions	1715	7038	-76%		9626	34141	-72%
Young Adult Reference Transactions	1458	578	152%		4509	2141	111%
Youth Reference Transactions	1330	871	53%		4990	3534	41%
IT Desk	2444				11941		
Welcome Desk	2195				11188		
Phone Calls	1965				10326		
Total Reference Transactions	11107	8487	31%		52580	39816	32%
Public-Sponsored Uses of Meeting Rooms	104	0	#DIV/0!		616	0	#DIV/0!
LPL Web Site Visits	18851	20766	-9%		114697	97407	18%
RESOURCES							
Holdings--Total	209062	188380	11%				
Holdings--Adult	138013	126898	9%				
Holdings--Young Adult	11303	9250	22%				
Holdings--Youth	59746	52232	14%				
Holdings--Audiovisual	56798	43503	31%				
Holdings--eReaders	12	18	-33%				
Holdings Added	3627	4080	-11%		17167	17187	0%
Holdings Withdrawn (Weeded)	1588	6540	-76%		7077	28106	-75%
Holdings Net Change	2039	-2460			10090	-10919	

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	112308	102800	9%				
Borrowers Added	787	593	33%		3404	2457	39%
Borrowers Transacting	13387	9817	36%		46612	46922	-1%
Percent of Borrowers Transacting	12%	10%	25%				
Total Number of Lawrence Residents Registered	88838	80983	10%				
Percent of Lawrence Residents Registered	94%	86%	9%				
PROGRAMMING							
Number of Adult Programs	12	8	50%		67	50	34%
Number of Young Adult Programs	11	17	-35%		117	84	39%
Number of Youth Programs	37	47	-21%		307	190	62%
Number of Senior Programs	11	7	57%		73	69	6%
Total Programs	71	79	-10%		564	393	44%
Adult Program Attendance	646	359	80%		2864	1543	86%
Young Adult Program Attendance	766	1691	-55%		2129	2482	-14%
Youth Program Attendance	5609	6070	-8%		16136	12253	32%
Senior Program Attendance	83	61	36%		635	651	-2%
Total Program Attendance	7104	8181	-13%		21764	16929	29%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	60.1	56.27	7%				
ALA-MLS Librarians, in Full-Time Equivalents	17	15.79	8%				
Number of Employees--Total	80	73	10%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	45	38	18%				
Terminations	1	1	0%		9	4	125%
Hirings	0	1	-100%		7	2	250%
Volunteer Hours	332.1	248.9	33%		1600.6	1146.9	40%

Lawrence Public Library

Monthly Statistical Summary--June 2015

INDICATOR	June		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	8.94	4.18	114%			
Reference Transactions per Capita	1.66	1.28	30%			
Program Attendance per Capita	1.11	0.64	73%			
Circulation per Capita	16.66	15.03	11%			
Circulation per Visit	1.86	3.60	-48%			
Total Holdings per Capita	2.20	1.95	13%			
% of Lawrence Residents Registered	95%	87%	9%			

Circulation--Adult Total	82,926	75,503	10%	460,201	426,635	8%
Circulation--Young Adult Total	6,394	5,558	15%	27,975	22,781	23%
Circulation--Youth Total	41,960	39,253	7%	202,632	193,115	5%
Circulation--Bookmobile	1,417	1,204	18%	6,997	6,416	9%
Circulation--Audiovisual Total	50,243	48,149	4%	371,667	281,221	32%
Circulation--Total	131,280	120,314	9%	690,808	642,531	8%

Reference Transactions	13,072	10,042	30%	65,652	49,858	32%
User Visits	70,431	32,727	115%	354,726	172,361	106%
LPL Web Site Visits	20,776	17,157	21%	135,473	131,854	3%

Holdings--Added	3,290	3,161	4%	20,457	20,348	1%
Holdings--Withdrawn	2,093	9,799	-79%	9,170	37,905	-76%
Holdings--Total	208,169	183,011	14%			

Registered Borrowers--Added	1,013	750	35%			
Registered Borrowers--Total	113,308	103,574	9%			

Adult Programs	27	17	59%	94	67	40%
Young Adult Programs	17	18	-6%	134	102	31%
Youth Programs	83	60	38%	390	250	56%
Senior Programs	12	13	-8%	85	82	4%
Total Programs	139	108	29%	703	501	40%
Total Program Attendance	8,778	5,030	75%	30,542	21,959	39%
Public Uses of Meeting Rooms	137	0	#DIV/0!		0	#DIV/0!

Total Paid Staff (FTE)	59.21	55.63	6%			
Total Number of Employees	80	76	5%			

Lawrence Public Library

Monthly Statistical Report--June 2015

	June		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	8.94	4.18	114%				
Reference Transactions per Capita	1.66	1.28	29%				
Program Attendance per Capita	1.11	0.64	73%				
Circulation per Capita	16.66	15.37	8%				
Total Holdings per Capita	2.20	1.95	13%				
Collection Turnover--Total	7.67	8.05	-5%				
Collection Turnover--Adult	7.80	7.65	2%				
Collection Turnover--Young Adult	7.96	7.11	12%				
Collection Turnover--Youth	8.83	9.15	-4%				
Collection Turnover--Audiovisual	10.81	13.76	-21%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	37577	32666	15%		205972	175802	17%
Circulation--Adult Periodicals	1292	1019	27%		8217	3195	157%
Circulation--Adult Feature Films & TV Shows	29371	28413	3%		166627	169150	-1%
Circulation--Electronic Games	2262	1880	20%		11931	10366	15%
Circulation--Adult Music CDs	8197	7517	9%		48269	46876	3%
Circulation--Adult Audio Books and Books on CD	4211	3981	6%		19112	21095	-9%
Circulation--eReaders	16	27	-41%		73	151	-52%
Circulation--Adult Total	82926	75503	10%		460201	426635	8%

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and Videos	5919	5240	13%		25950	21534	21%
Circulation--YA Periodicals	75	23	226%		234	87	169%
Circulation--YA Audio Books and Books on CD	400	295	36%		1791	1160	54%
Circulation--YA Total	6394	5558	15%		27975	22781	23%
Circulation--Youth Books and Videos	39700	37209	7%		192044	183048	5%
Circulation--Youth Periodicals	199	86	131%		1026	419	145%
Circulation--Youth Music CDs	682	498	37%		3398	3229	5%
Circulation--Youth Audio Books and Books on CD	1379	1460	-6%		6164	6419	-4%
Circulation--Youth Total	41960	39253	7%		202632	193115	5%
Circulation--Bookmobile	1417	1204	18%		6997	6416	9%
Circulation--Total Books	79471	71037	12%		309664	357609	-13%
Circulation--Total Periodicals	1566	1128	39%		9477	3701	156%
Circulation--Total Audiovisual	50243	48149	4%		371667	281221	32%
Circulation Total	131280	120314	9%		690808	642531	8%
Circulation Desk & Welcome Desk Circulation	1968	52401	-96%		107185	287619	-63%
Self Check Circulation & Digital Checkouts	107463	67913	58%		531347	354912	50%
Percent Self Check	98%	56%	74%		83%	55%	51%
Web Site/Telephone Renewals	18507				108154		
Other Staff Checkouts	3384				22371		

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	21877	18006	21%		120725	99542	21%
Requests Filled	15281	12526	22%		84177	74552	13%
Requests Unclaimed	3322	2242	48%		17373	9064	92%
Interlibrary Loan Items Borrowed for LPL Patrons	514	311	65%		2232	2877	-22%
Interlibrary Loan Items Loaned from LPL Collection	648	124	423%		3715	2049	81%
OTHER LIBRARY SERVICES							
User Visits	70431	32727	115%		354726	172361	106%
Public Computer Usage	9245	9205	0%		53790	46996	14%
Computer Lab Classes	9	0	#DIV/0!		47	21	124%
Computer Lab Classes Attendance	32	0	#DIV/0!		133	68	96%
Adult Reference Transactions	2390	8009	-70%		12016	42150	-71%
Young Adult Reference Transactions	1616	893	81%		6125	3034	102%
Youth Reference Transactions	1374	1140	21%		6364	4674	36%
IT Desk	2776				14717		
Welcome Desk	2679				13867		
Phone Calls	2237				12563		
Total Reference Transactions	13072	10042	30%		65652	49858	32%
Public-Sponsored Uses of Meeting Rooms	137	0	#DIV/0!		753	0	#DIV/0!
LPL Web Site Visits	20776	17157	21%		135473	131854	3%
RESOURCES							
Holdings--Total	208169	183011	14%				
Holdings--Adult	129551	121427	7%				
Holdings--Young Adult	9640	9383	3%				
Holdings--Youth	57799	52201	11%				
Holdings--Audiovisual and Digital	55775	41990	33%				
Holdings--eReaders	9	18	-50%				
Holdings Added	3290	3161	4%		20457	20348	1%
Holdings Withdrawn (Weeded)	2093	9799	-79%		9170	37905	-76%
Holdings Net Change	1197	-6638			11287	-17557	

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	113308	103574	9%				
Borrowers Added	1013	750	35%		4417	3207	38%
Borrowers Transacting	14103	12053	17%		60715	58975	3%
Percent of Borrowers Transacting	12%	12%	7%				
Total Number of Lawrence Residents Registered	89596	81616	10%				
Percent of Lawrence Residents Registered	95%	87%	9%				
PROGRAMMING							
Number of Adult Programs	27	17	59%		94	67	40%
Number of Young Adult Programs	17	18	-6%		134	102	31%
Number of Youth Programs	83	60	38%		390	250	56%
Number of Senior Programs	12	13	-8%		85	82	4%
Total Programs	139	108	29%		703	501	40%
Adult Program Attendance	1914	155	1135%		4778	1698	181%
Young Adult Program Attendance	322	353	-9%		2451	2835	-14%
Youth Program Attendance	6423	4401	46%		22559	16654	35%
Senior Program Attendance	119	121	-2%		754	772	-2%
Total Program Attendance	8778	5030	75%		30542	21959	39%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	59.21	55.63	6%				
ALA-MLS Librarians, in Full-Time Equivalents	17	15.79	8%				
Number of Employees--Total	80	76	5%				
Number of Employees--Full-Time	35	35	0%				
Number of Employees--Part-Time	45	41	10%				
Terminations	1	0	#DIV/0!		10	4	150%
Hirings	1	4	-75%		8	6	33%
Volunteer Hours	444.65	554.7	-20%		2045.25	1701.6	20%

Lynda.com statistics

May 2015

Active Users 397

New Active Users 43

Users who logged in 115

Hours viewed per user 1.16

Hours viewed per log-in .28

June 2015

Active Users 440

New Active Users 43

Users who logged in 114

Hours viewed per user 1.17

Hours viewd per log-in .27

Library Director's Report for July 2015

Respectfully submitted by Brad Allen

It's Summertime in Lawrence

Reporting on June and July, all I can say is it's summertime at the library and business is booming. In June, we created 1,013 new library cards, up from 750 last June. We have been having record breaking attendance at our summer events for kids, especially our big Thursday headliner events. As you can see from the statistical reports, we had a terrific June with respect to checkouts and visits. I'm really happy to see such a great summer in progress.

Free State Festival

The library was thrilled to be more involved in this year's Free State Festival than we were able to be in the past. The library played host to events featuring our SOUND+VISION studio as well as other discussion panels on a variety of topics. Our biggest contribution to the event was Tuesday's featured event, an evening with Jon Ronson. Ronson spoke to a crowd of nearly 500 at Liberty Hall. It was a great night and a successful event.

New things!

Starting June 1, we introduced our new self-registration for library cards. We have left our paper forms behind and instituted a new online registration form. You can sign up from any computer from the library website, and then just come to the desk to pick up your card. This is saving a tremendous amount of time at the accounts desk when it comes to creating new cards. Additionally, this summer we officially launched our reservation system for the small study rooms on the main level of the library. Now, anyone can reserve a two-hour block of time in a study room and guarantee their spot. Previously, it was nearly impossible to guarantee that you would be able to secure a room for a specific time. This is a great improvement for the use of these rooms. Lastly, this is our first year as a free lunch site for kids. The program has been going exceptionally well. We're really happy to see kids get a free lunch right here at the library.

Staffing changes

A few things to report about changes in staff. Our Marketing Coordinator Jeni Daley will be leaving the library for a new opportunity as a the journalism teacher at Shawnee Heights High School. We're losing her to her dream job, so it's hard to not be excited for her, but we are sad to lose such a great employee. We are in the midst of our search for her replacement and will most likely have someone selected by my next report.

Muriel Green, a temporary employee in Accounts, has also ended her tenure at the library. She was a great addition to our staff in the time she was here. Veteran staffer Angela Longhurst has been promoted to a new full-time position in Accounts to provide some additional stability in the department.

Library Director's Report for July 2015

Our search for our new Information Services Coordinator continues. We interviewed candidates this week and hope to have an announcement to make on this front very soon.

Additionally, we are currently working to fill two part-time vacancies in Information Services, a part-time position in Accounts, and a part-time position in Materials Handling. More announcements of new hires to follow most likely in next month's report.

Library Foundation Director's Report • July 16, 2015

Foundation Assistant. Jean Ann Oden, our stellar Foundation administrative assistant, moved to Greensboro, North Carolina in June. We were very sorry to see her go. The Foundation immediately launched a search. We are pleased to announce that Tabatha Gabay, a KU graduate student in geology, is our new administrative assistant. Tabatha has great organizational and tech skills and will be a real asset to the Foundation. I hope you will swing by and meet her. She works on Tuesdays and Thursdays.

Rebecca Coan Local History Fund. The Foundation is pleased to report that it has received a \$20,000 gift from Clark and Marc Coan to create the Rebecca Coan Local History Fund. This new sub-fund of the Greatest Expectations Endowment will support programs in the library's Local History Room for years to come. The gift is eligible for matching funds from the National Endowment for the Humanities.

Kansas Health Foundation Grant. We are happy to announce that the Library Foundation was awarded a Recognition Grant for \$24,850 from the Kansas Health Foundation. The funds will be used to continue the library's work in the Health Spot. The majority of the grant will support personnel costs for our health librarian and the creation of a three year strategic plan. This is the second annual grant the Foundation has received for the Health Spot.

Beach Author Series. The Ross and Marianna Beach Author series selection committee has enthusiastically selected Karen Russell, as the 2016 Beach author. Her debut novel, *Swamplandia!* was nominated for a Pulitzer Prize. Russell also was the 2013 recipient of a MacArthur Foundation Genius Grant. The event is scheduled for Thursday, October 15 at Abe & Jake's. There will be a New Chapter Society reception starting at 6 pm, followed by the program at 7:30 pm.

Carol Nalbandian Chair Update. On June 12, KU design professor Thomas Huang met with John Nalbandian, members of the children's staff, and me to present the second design phase of the storytelling chair and table he is building in memory of Carol Nalbandian. The children's librarians made some recommended changes to the table design. Thomas will incorporate those into the final pieces. He estimates that they will be completed by September. We will have an official dedication at that time.

Donor Database and Online Payment Update. The Foundation has updated its GiftWorks database. The exciting part of the upgrade is that new version allows for a networked system, so the Friends will be able to use it as well. Since the two organizations have many of the same donors, this will help alleviate duplication. It marks another great step forward in collaborating on behalf of the library.

Caddy Stacks. The Foundation's Caddy Stacks fundraiser raised \$14,921 in net profits for the library's Summer Reading Program (just \$79 shy of our \$15,000 goal.) A huge "thank you" goes to our planning committee: Mary Kate Ambler, Margie Coggins, Laura Denneker, Brad Farmer, Mary Gage and Craig Penzler. In addition, thanks to Mary Gage, we have a new location to store our golf holes. We will move them one last time next week.

The Management Team plans to do a complete review of the Employee Handbook in the fall. However, at this time we would like to recommend a few changes to bring the Handbook into alignment with our new classification system and to address a few specific situations that we've encountered. The changes are as follows:

1. The existing language of the vacation section does not reflect current position classifications. We suggest revising this section by substituting pay grades for position titles. Making this change is reflective of current practice and will not affect any employee.

The second level, "Department Coordinators without M.L.S." no longer applies. While we still have department coordinators without a library degree, they are classed the same as coordinators who have an MLS. Thus, we suggest removing the second level of accruals. We are not currently using this category and its removal will have no effect.

Lastly, we recommend that part-time vacation accruals be listed in a separate paragraph to clarify how part-time leave is accrued.

To avoid confusion, we suggest replacing "after one year" with "per year" in each paragraph.

Old wording:

6.1 Vacations (revised 8-16-99, 9-21-00, 4-15-02, 1-15-07)

The Library provides all regular full-time employees, and eligible regular part-time employees time off with pay as follows:

- 1. Librarians (M.L.S. staff members) - 160 working hours (20 days) vacation after one year.**
- 2. Department Coordinators without M.L.S. - 120 working hours (15 days) vacation after one year, plus eight additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days).**
- 3. All other eligible employees - (regular full-time): 96 working hours (12 days) vacation after one year, plus eight additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days); (regular part-time): compute based on percent of full-time hours worked, with no increase based on years of service.**

Recommended new wording:

The Library provides all regular full-time employees and eligible regular part-time employees time off with pay as follows:

- 1. Grade 16 and higher, full-time: 160 working hours (20 days) vacation per year.**
- 2. Grades 1-15, full-time: 96 working hours (12 days) vacation per year, plus 8 additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days).**

3. All grades, regular part-time: Leave accrues on a pro-rated basis using a full-time rate of 96 working hours (12 days) vacation per year as the base. There is no increase based on years of service.

2. We recommend that a standard maximum cap of 150 hours be placed on part-time vacation accruals. Currently, the cap on part-time vacation accumulation is pro-rated for each part-time employee based on actual hours worked. The cap varies from employee to employee and can vary for an individual employee from month to month. A part-time employee cannot be sure of their current cap without asking Denise.

150 hours is about 2/3 of the full-time cap of 224. Regular part-time employees work anywhere from 20-29 hours, and most work in the 25-28 hour range so this cap is comparable to the full-time cap. This wording would be inserted into the following existing paragraph (new wording highlighted):

Vacation time can only be accumulated to a maximum of 224 hours (28 days) for full-time staff and 150 hours for part-time staff. If it is accumulated over that amount, additional hours unused are lost. If an employee becomes ill while on vacation, he or she may not refund vacation for sick leave. Vacation leave can be used for illness if an employee wishes or if the employee has no accrued sick leave available. Library-recognized holidays which occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

3. When a staff member moves from a part-time to a full-time position, there is a question of whether the years of part-time work should be taken into consideration when calculating the new vacation accrual. After much discussion, the team recommends that part-time years not be taken into account when determining the starting vacation rate in the new full-time position. This method seems the cleanest (no complex pro-rating formula). Since part-time vacation accruals do not increase based on years of work, this would never result in an employee accruing less vacation time than they had as a part-time employee. The team recommends the following be added to the Employee Handbook:

When a staff person moves from a part-time position to a full-time position, their vacation rate will accrue at the base rate for the new classification. Vacation accruals will not be adjusted based on years of part-time employment.

4. When a staff member moves from full-time to part-time employment, they may potentially have accumulated more than the maximum number of hours permitted in their new part-time position. If they move to a position of less than 20 hours, the position would not include any vacation, and thus have no vacation accumulation. Rather than carry these overages, causing management problems for the supervisor and leaving the employee with vacation time that they will likely have trouble using, the team recommends that the employee be paid for any vacation accumulated that is above the new vacation accrual cap. This situation occurs fairly infrequently, so the financial impact should be minimal. Recommended wording:

When a staff person moves from a full-time position to a part-time position, the employee will be paid for any vacation accrued in excess of the maximum accumulation permitted in the new position.

5. Section 4 of the handbook discusses classification of positions and proceeds to list the individual positions with a brief description. We suggest replacing this section with the brief paragraph below and also adding the current Pay Scale developed by Springsted as an appendix.

Current Section 4:

Position classification is a system of identifying and describing different kinds of work in the Library in order to permit equal treatment in employment practices and compensation. Each library position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class. The Lawrence Public Library is organized so that all positions are classified. The classified service is flexible so that new classes of a position can be added and others omitted to reflect the changing conditions of the Library.

Classified service is divided as follows:

Page. This position is in the sub-clerical class on a part-time basis. The primary functions of this position are to re-shelve books and maintain the shelves in proper order.

Library Technician. This position is similar to other areas of employment of a clerical nature in business or government. No knowledge of library techniques or experience is required.

Library Assistant. This position requires knowledge of library technique. Positions are filled by persons who have a bachelor's degree or extensive library experience.

Building Maintenance Worker. This position requires knowledge of methods and practices of building maintenance procedures.

Bookkeeper. This position requires training and experience related to bookkeeping and secretarial procedures.

Librarian. This position requires persons who have a knowledge of library work as taught in an ALA-accredited library school providing an M.L.S. An M.L.S. degree is required for such classification.

Senior Librarian. This position requires persons who have a knowledge of library work as taught in an ALA-accredited library school providing an M.L.S. An M.L.S. degree is required for such classification, as is at least three years professional library experience. This position acts as department coordinator.

Assistant Director. This position requires a person who has a knowledge of library work as taught in a library school providing an M.L.S. An M.L.S. degree is required for such classification, as is at least three years of professional library experience, including supervisory experience.

Library Director. This position requires a person who has a knowledge of library work as taught in a library school providing an M.L.S. An M.L.S. degree is required for such classification, as is at least five years of professional library experience including administrative experience.

Recommended replacement paragraph for Section 4:

All positions are classified according to standard criteria, including training and experience needed to perform the job, level of complexity in the work performed, working conditions, impact of end results, and the consequences of error. Positions are assigned to a pay grade based upon these criteria. When a substantial change in the assigned functions of a position occurs, it may be reviewed for potential reclassification. The current classification system and pay scale is attached as Appendix I.

6. Replace old Organizational Chart (Appendix G) with new one.

members who have expertise in collection development and/or a particular subject area or media format.

II. Criteria and Review Sources

A. General Selection Criteria

The following general criteria are used in selecting materials:

1. Current appeal and popular demand
2. Relevance to community needs
3. Professional reviews
4. Suitability of subject, writing or artistic style, and reading level for the intended audience
5. Reputation of the author, artist, publisher, or producer
6. Relationship to the existing collection
7. Value of material in relation to cost
8. Availability from established library vendors
9. Suitability of format and technical characteristics of the item, such as physical quality and durability
10. Availability and accessibility of the same materials from another library

B. Duplicates

To meet user demand, the Library may purchase materials in quantity for mass use and limited retention. Multiple copies of items anticipated to be in high demand are purchased in the initial order. In addition, the Library purchases additional copies of material based on a ratio of reserves to copies. The specific ratio is specified in the *Collection Development Manual*.

C. Review Sources

Reviews in professionally recognized publications are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas are used. Detailed information regarding specific sources used is maintained in the *Collection Development Manual*.

D. Self-Published Materials

Self-published materials are generally not selected unless they meet the same criteria as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

E. Formats

The Library collects a number of print and nonprint formats. Among the formats are books, magazines, newspapers, audio and video recordings, and electronic resources. New formats will

Agenda

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

Monday, August 17, 2015 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

- 2016 budget update

New business

- Library Lawn Improvement Suggestion -- Parks and Rec
- Crosswalk at Bus Stop -- discussion
- Employee Handbook revisions -- **ACTION ITEM**
- New furniture purchase -- Capital Improvement expenditure request -- **ACTION ITEM**

Continuing Education

- Coordinators Report -- Jeff Bergeron, Accounts
- Trustee Workshop -- discussion

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees Meeting
May 18, 2015
4:30 p.m.**

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, Jeni Daley, Kim Fletcher, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner, and Tom Davin.

Brad distributed an updated agenda.

Call to Order

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

Public Comment

There were no public comments.

Consent Agenda

Brad noted that two checks for bookcases are not listed in the checks report. Joan moved to approve the consent agenda; Brady seconded. All in favor; motion carried.

Director's Report

The Lawrence Music Project has launched. Brad noted that after logging in with a library card number, users can currently listen to over 80 pieces of local music. The library held its first TedX with local teen speakers. Brad deferred to Karen Allen, Youth Services Coordinator, to speak about the event. Karen said that Teen Library Miriam Wallen and volunteers organized the event which featured teen speakers speaking to a teen audience. The overall theme of the event was *Being Yourself*. The turnout was great for this inspiring event. Although adults were not permitted in the audience as per TedX rules, the library live-streamed the content to one of our meeting rooms so interested adults could listen. Another TedX event is in the planning stage. Three staff members traveled to Tulsa for the *Lead the Change* conference. The conference offered good ideas on marketing and stressed the importance of a tight brand, emphasizing that the library's brand is books. Brad distributed the library's annual report for 2014. He asked Kathleen to talk about the document, *Comparing Kansas Public Libraries*, which shows Lawrence Public Library in comparison to the 10 largest libraries in Kansas.

Library Foundation Executive Director's Report

Amanda, Jeni, and Kathleen interviewed candidates for the new VISTA volunteer position and have selected Kelly Francis for the position. Kelly will start in mid-August. Caddystacks is well underway with sponsorships at an all-time high. The two Wal-Mart stores have given \$2300 for Summer Reading, and \$10,000 has been received from BNSF. Kathleen attended a planned giving workshop.

Library Friends Report

David reported that the Friends are gearing up for the next Friends Sale which will coincide with

Caddystacks. The board has received 21 applications for their coordinator position. After the most recent sale, the budget is in good shape. Donations are coming in at a good pace.

Ongoing Business

There was no ongoing business.

New Business

Coordinators' Report

Jeni Daley, Marketing Coordinator, reported on marketing activities and distributed the Summer Reading booklet. Report appended.

2016 Budget Recommendation

Brad distributed a budget narrative (appended) explaining key factors in his 2016 recommended budget. State Library funds are expected to be down. Budget lines have been revised to make it easier for staff to understand what goes where, but it makes exact comparisons between 2016 and previous years difficult. Brad hasn't yet heard a projected valuation increase. This information is expected to be released in June. About 77% of the total request is for salary, wages, and payroll. Although we've tried to stay FTE neutral, the request includes changing two part-time positions to full-time and bringing the contracted Sound+Vision Studio Manager onto the regular staff roster. Judy said the 5% increase in the budget seemed reasonable. Brady moved to approve the recommended budget; David seconded. All in favor; motion carried. Joan suggested sending the Annual Report to the commissioners even if the library isn't able to get on the commission agenda to present it. The board discussed options for paying off the library van. No decision was made. Brad noted that funding for approximately \$66,000 worth of acoustical work was approved at the last city commission meeting. This work will add acoustical treatments to the teen, children's, and studio areas.

Meeting Room Policy

Kathleen explained the background for the recommended changes to the meeting room policy. The primary change is that there will no charge for using small meeting rooms or study rooms, but there will normally be a charge of \$50 per hour for using the Auditorium. The exception to this fee is for those who partner with the library as per the proposed partnership levels. In most cases the decision about partnering will be handled by the Programs Coordinator with support from the Programs Committee. Previously scheduled free events will be honored. Judy moved that the proposed changes be approved; Kevan seconded. All in favor; motion carried.

Bank Account Signer Approval

Brad asked for board approval to retain Joan as an approved signer on the library account. Judy moved to approve this recommendation; Brady seconded. All in favor; motion carried.

Adjournment

Kevan moved to adjourn; Brady seconded. Meeting adjourned 6:00 p.m.

The next Board meeting will be Monday, June 15, at 4:30 p.m., in Meeting Room A at the library. *[Post meeting note: the June meeting was canceled.]*

Respectfully submitted,

Sherri Turner

Marketing Coordinator Report

Jeni Daley

What is marketing? Goals of my job:

1. Develop communication strategies that promote our people, collections, resources, building, and programs
2. Connect with our community in a meaningful, friendly, and effective way
3. Evaluate, enhance, and expand the library's brand in the community
4. Provide the best customer experience possible

What I do - specific examples:

- **Branding** - merchandise, giveaways, partnerships, Sidewalk Sale
- **Social Media** - engaging conversations, analytics, develop content
- **Promote Collections** - Book Squad, building signage, Connections
- **Advertising** - event advertising, Black Friday sale
- **Media Interviews** - Channel 6, KLWN, KJHK, LJW, etc.
- **Event Promotion** - graphic design, social media/traditional advertisements, training event staff on how to connect with their audiences
- **Special Projects** - art displays, website redesign, book relay, Google virtual tour, parades/community events, Summer Reading

How marketing fits into our strategic vision:

Destination: *be a central destination for everyone in our community. It will be the spot for people of all ages to connect, converse, read, and reflect.*

- Showcase technology, resources, collections
- Create a welcoming, friendly, quirky place to access information and connect with community

Education: *cultivate an inquisitive, engaged, and literate community.*

- Provide personalized interactions that cultivate a learning environment (book recommendations, answering questions, finding information, etc.)
- Promote resources, databases, and programs that help our community

Creation: *provide the tools necessary for people to create and share their own stories.*

- Promote Sound+Vision Studio where people can express their creativity
- Talk with community about their library stories
- Even branding materials let people share with the community that they love, support, and visit the library (wearing a library shirt sends a message to those who see it!)

What the future looks like:

→ **Near Future**

- ◆ Summer Reading
 - goal to increase finishers by 10%
- ◆ Book Squad goes full force

→ **Within next year:**

- ◆ Create more efficient processes so we have time to explore new ideas
 - graphic design/social media interns
 - VISTA to develop robust volunteer program
 - reproducible process for Summer Reading/Read Across Lawrence
- ◆ Design a more user-friendly website
- ◆ Create a marketing strategic plan that includes packet information on:
 - event promotion (done)
 - visual guidelines (finishing up)
 - social media vision (done)
 - strategic partnership levels and guidelines (in the works)

→ **Ongoing:**

- ◆ Find more ways to promote our best resource: our staff
- ◆ Better evaluate the customer experience and find innovative solutions to any challenges
 - interactive art/curiosity exhibits
 - welcoming environment/decor for Local History room
 - help expand on the “vision” part of Sound+Vision Studio

2016 Budget Narrative

I am recommending a budget for 2016 of **\$4,043,330.70**. This is an increase of \$193,480.70, a 5% increase. Our budget request to the City of Lawrence is \$3,749,330.70. This is an increase of \$199,330.70. The request to the City is slightly higher than the overall increase in our budget due to an expected decrease in funding provided by the Kansas State Library.

The budget lines contributing most significantly to our overall increase in budget are the Salaries & Wages line and the Payroll Taxes line. These two lines represent \$149,413.70 of the increase (\$119,501.70 and \$29,912 respectively) which is roughly 77% of the total requested. Components of that increase include creating a permanent Studio Manager position for our SOUND+VISION studio, making two current part-time positions into full-time positions, as well as accounting for a 2% overall pay increase for staff in 2016. Also, payroll taxes are increasing due to a 12.5% increase in our employer contribution to employees' KPERS benefits.

Additionally, we are making modest adjustments to the Utilities, Books & Materials, and Advertising & Marketing budget lines. These constitute the remainder of the budget increase.

I believe these increases are critical to our continued success at providing the excellent customer service. These modest staffing increases will assure that we will be adequately staffed to provide the great service in our building that has become as much of a signature of what Lawrence Public Library is as our beautiful new building.

Respectfully submitted by Brad Allen, Executive Director

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
July 2015									
REVENUES	Month	Year to Date	Annual Budget	58% of Year	Jul-14	YTD 2014			
Tax Fund	\$ 1,650,000.00	\$ 3,200,000.00	\$ 3,550,000.00	90.14%	\$ -	\$ 3,000,000.00			
Interest	\$ 149.95	\$ 975.20	\$ 250.00	390.08%	\$ 175.20	\$ 464.27			
State Aid	\$ -	\$ 30,268.44	\$ 32,000.00	94.59%	\$ -	\$ 32,124.22			
N.E.K.L.	\$ -	\$ 32,217.50	\$ 65,000.00	49.57%	\$ -	\$ 31,280.00			
Photo Copies	\$ 2,088.56	\$ 11,636.73	\$ 13,000.00	89.51%	\$ 832.85	\$ 7,854.16			
Overdues	\$ 16,703.28	\$ 108,855.28	\$ 180,000.00	60.48%	\$ 7,949.39	\$ 87,014.30			
Coffee Shop Rent	\$ 700.00	\$ 4,900.00	\$ 8,400.00		\$ -	\$ -			
Meeting Room Fees	\$ 150.00	\$ 700.00	\$ 1,200.00						
Miscellaneous	\$ 7.72	\$ 19.96			\$ 7.02	\$ (22.10)			
Total Revenues	\$ 1,669,799.51	\$ 3,389,573.11	\$3,849,850.00	88.04%	\$8,964.46	\$3,158,714.85			
EXPENSES									
Salaries & Wages	\$ 174,861.34	\$ 1,255,303.91	\$ 2,157,000.00	58.20%	\$ 167,651.76	\$ 1,090,571.30			
Health Insurance	\$ 19,020.20	\$ 135,850.30	\$ 250,000.00	54.34%	\$ 19,239.44	\$ 148,697.61			
Payroll Taxes	\$ 30,733.62	\$ 220,258.16	\$ 390,417.00	56.42%	\$ 28,237.78	\$ 183,199.06			
Books & Materials	\$ 46,073.93	\$ 250,074.83	\$ 520,000.00	48.09%	\$ 5,040.27	\$ 209,645.81			
Periodicals	\$ (17.86)	\$ 11,685.70	\$ 19,500.00	59.93%	\$ -	\$ 11,111.87			
Library Supplies	\$ 5,510.76	\$ 55,019.39	\$ 110,000.00	50.02%	\$ 7,675.20	\$ 56,276.00			
Building Supplies	\$ 1,109.11	\$ 11,097.44	\$ 16,800.00	66.06%	\$ 973.71	\$ 6,222.16			
Repairs & Maintenance	\$ 1,003.66	\$ 14,196.71	\$ 66,133.00	21.47%	\$ 343.57	\$ 44,949.98			
Equipment	\$ -	\$ -	\$ -		\$ -	\$ 375.00			
Equipment - Technology	\$ 1,567.91	\$ 9,505.54	\$ 16,000.00	59.41%	\$ 65.88	\$ 6,364.50			
Capital Improvements	\$ 2,899.00	\$ 10,499.06	\$ -		\$ -	\$ -			
Utilities	\$ 13,265.45	\$ 76,171.29	\$ 100,000.00	76.17%	\$ 8,838.42	\$ 34,372.60			
Insurance	\$ 421.84	\$ 13,466.48	\$ 18,000.00	74.81%	\$ 450.19	\$ 15,554.69			
Postage	\$ 621.89	\$ 12,975.89	\$ 20,000.00	64.88%	\$ 435.60	\$ 13,022.03			
Travel & Continuing Education	\$ 705.87	\$ 6,465.49	\$ 22,000.00	29.39%	\$ 2,335.58	\$ 11,620.17			
Book Van & Mileage	\$ 201.99	\$ 1,050.74	\$ 4,000.00	26.27%	\$ 146.36	\$ 1,862.66			
Photo Copiers	\$ 766.60	\$ 4,279.28	\$ 8,000.00	53.49%	\$ 560.08	\$ 3,540.43			
Programs	\$ 1,049.23	\$ 9,788.26	\$ 20,000.00	48.94%	\$ 1,583.10	\$ 8,009.54			
Professional Fees	\$ 8,331.71	\$ 32,294.81	\$ 70,000.00	46.14%	\$ 12,297.47	\$ 55,473.88			
Website/OPAC Content	\$ 2,964.00	\$ 5,998.84	\$ 27,000.00	22.22%	\$ 35.00	\$ 1,620.00			
Advertising & Marketing	\$ 768.95	\$ 7,719.57	\$ 15,000.00	51.46%	\$ 9,404.00	\$ 14,515.11			
Miscellaneous	\$ 3,791.58	\$ 4,642.59			\$ (3,262.70)	\$ (2,161.48)			
Total Expenses	\$ 315,650.78	\$ 2,148,344.28	\$3,849,850.00	55.80%	\$ 262,050.71	\$ 1,914,842.92			
Revenues Over Expenses	\$ 1,354,148.73	\$ 1,241,228.83							
Cash Balances:									
Checking	\$ 1,731,715.91								
Capital Improvement	\$ 618,752.17								

Lawrence Public Library
2015 Outside Funding Report

Lawrence Public Library
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>	<u>Jul 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.18	38,759.04	-21,811.86	-56.3%
Capital Improvement -2	601,804.99	600,302.57	1,502.42	0.3%
Checking	1,731,715.91	1,840,073.13	-108,357.22	-5.9%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>2,350,468.08</u>	<u>2,479,134.74</u>	<u>-128,666.66</u>	<u>-5.2%</u>
Total Current Assets	<u>2,350,468.08</u>	<u>2,479,134.74</u>	<u>-128,666.66</u>	<u>-5.2%</u>
Other Assets				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
Total Other Assets	<u>1,230.70</u>	<u>1,525.00</u>	<u>-294.30</u>	<u>-19.3%</u>
TOTAL ASSETS	<u>2,351,698.78</u>	<u>2,480,659.74</u>	<u>-128,960.96</u>	<u>-5.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	39,808.35	69,865.74	-30,057.39	-43.0%
Total Accounts Payable	<u>39,808.35</u>	<u>69,865.74</u>	<u>-30,057.39</u>	<u>-43.0%</u>
Other Current Liabilities				
Payroll Liabilities	1,359.04	257.46	1,101.58	427.9%
Total Other Current Liabilities	<u>1,359.04</u>	<u>257.46</u>	<u>1,101.58</u>	<u>427.9%</u>
Total Current Liabilities	<u>41,167.39</u>	<u>70,123.20</u>	<u>-28,955.81</u>	<u>-41.3%</u>
Total Liabilities	<u>41,167.39</u>	<u>70,123.20</u>	<u>-28,955.81</u>	<u>-41.3%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	1,254,457.24	1,351,056.75	-96,599.51	-7.2%
Total Equity	<u>2,310,531.39</u>	<u>2,410,536.54</u>	<u>-100,005.15</u>	<u>-4.2%</u>
TOTAL LIABILITIES & EQUITY	<u>2,351,698.78</u>	<u>2,480,659.74</u>	<u>-128,960.96</u>	<u>-5.2%</u>

Lawrence Public Library
Revenues & Expenses
 July 2015

	<u>Jul 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	150.00
Personal Books	7.72
Merchandise Sales	582.00
Gifts-Other	34.64
Gifts-Friends	28,600.00
Interest	149.95
Overdues	16,703.28
Photo Copies	2,088.56
Tax Fund	1,650,000.00
Total Income	<u>1,699,016.15</u>
Gross Profit	1,699,016.15
Expense	
FOUNDATION FUNDING	14,667.23
FRIENDS FUNDING	2,134.23
Books & Materials	46,056.07
Miscellaneous	8,291.13
Technology Equipment	1,567.91
Capital Improvement Expenditure	2,899.00
Insurance	421.84
Payroll Expenses	195,854.24
Payroll Taxes	30,997.17
Postage and Delivery	621.89
Professional Fees	8,331.71
Program Expense	1,049.23
Repairs	1,003.66
Supplies	6,619.87
Travel & Hospitality	907.86
Utilities	13,265.45
Total Expense	<u>334,688.49</u>
Net Ordinary Income	<u>1,364,327.66</u>
Net Income	<u><u>1,364,327.66</u></u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

Aug 12, 15

Advance Insurance Company	472.33
Air Filter Plus	447.61
Amazon	1,066.36
ASI	50.00
Baker & Taylor, Inc.	1,573.89
Blackstone Audio, Inc.	414.79
Bob's Janitorial Service	2,250.00
BookPage	1,680.00
Bridey A. Stangler	13.79
Brilliance Publishing, Inc.	160.97
Center Point Large Print	254.64
Central Arkansas Library Syst...	40.00
Century Business Technologies	580.02
Charles D. Moore	28.85
Copy Co Inc.	1,200.00
Demco, Inc.	374.57
Dennis M. Blackwood	10.34
Dusty Bookshelf	185.00
EBSCO	-32.85
Ed Rose	3,166.67
Elizabeth A. Campbell	10.55
Elizabeth Friedrichsen	12.65
Emporia State University	199.51
EnvisionWare Inc.	875.00
Gale Group, Inc.	38.92
Hamco Kansas City, Inc.	353.70
Heartland Payment Systems	300.75
Heather A. Mullholland	17.99
Ingram Library Services	22,752.29
Intuit	29.85
Janet J. O'Connor	17.99
Jayhawk Trophy Co., Inc.	1,458.00
Jayhawk Tropical Fish	424.28
Jessica M. Dow	14.25
Jiminate	120.00
Joanna R. Corcoran	5.84
KanREN	1,822.20
Kansas Public Radio	216.69
Kansas Republic, LLC	250.00
Kimberly Ellen Reynolds	13.29
Laird Noller	259.01
Laser Logic, Inc.	1,148.00
Lawrence Sign Up LLC	35.00
Leslie Kay	207.75
Martin Moore	200.00
Mary E. Fox	25.70
Maxine Supko Younes	50.48
Mid America	826.62
Midwest Tape	7,810.95
OCLC, Inc.	4,850.26
Olathe Public Library	24.95
Olivia L. Stear	12.95
OverDrive	3,113.22
P1 Group, Inc.	642.25
Polyline Corporation	461.72
Pro Print Inc.	420.17
Pur-O-Zone, Inc.	439.80
Quill Corporation	152.07
Random House, Inc.	131.25
Raven Bookstore	193.70
Recorded Books	1,986.25
Schendel Services	95.00
Shannon M. Oscody	11.44
Showcases	45.79
Staples Business Advantage	2,899.00
Sun Creations, Inc.	380.50
Tantor Media	89.45
Tanya Y. Baynham	7.80
Thomas D. Kelley	18.74
Unique Management Services	990.95
United Parcel Service	552.38
VISA 5372	2,118.25

Lawrence Public Library
Vendor Balance Summary
All Transactions

	<u>Aug 12, 15</u>
Westar	8,137.20
WOW!Business	2,887.08
Zee Galliano Designs	<u>60.00</u>
TOTAL	<u><u>84,156.41</u></u>

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	08/17/2015	Advance Insurance Company	Checking	
Bill	September 2015	08/12/2015		Group Life Insurance	-472.33
TOTAL					-472.33
Bill Pmt -Check	Electronic	08/17/2015	ASI	Checking	
Bill	July 2015	08/12/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	08/17/2015	Heartland Payment Systems	Checking	
Bill	July Processing	08/04/2015		Office Supplies	-265.75
				Web Site & OPAC Cont...	-35.00
TOTAL					-300.75
Bill Pmt -Check	Electronic	08/17/2015	Intuit	Checking	
Bill	July Bill Pay	08/12/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	08/17/2015	United Parcel Service	Checking	
Bill	1315	08/12/2015		Postage and Delivery	-552.38
TOTAL					-552.38
Bill Pmt -Check	Electronic	08/17/2015	VISA 5372	Checking	
Bill		08/12/2015		Technology Equipment	-37.32
				Technology Equipment	-3.53
				Technology Equipment	-131.10
				Advertising	-166.84
				Collection Development	-158.24
				Youth Services Dept.	-198.77
				Admin. Dept.	-94.80
				Admin. Dept.	-3.52
				Adult Programming	-132.77
				Adult Programming-Fri...	-139.18
				KHF Grant Expenses	-19.38
				Summer Reading	-66.19
				Bookvan & Mileage	-29.55
				Children's Programming	-15.41
				Children's Programming	-18.58
				Children's Programming	-111.43
				Children's Programming	-33.16
				Young Adult Programm...	-92.43
				Postage and Delivery	-40.88
				Library Supplies	-21.47
				Miscellaneous	-8.98
				Outreach Programming	-36.63
				Senior Programming-Fr...	-10.55
				Building Supplies	-94.80
				FOUNDATION FUNDING	-80.27
				FOUNDATION FUNDING	-253.80
				FOUNDATION FUNDING	-10.57
				FOUNDATION FUNDING	-68.19
				Books & Materials	-4.22

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
				Miscellaneous	-3.97
				Miscellaneous	-31.72
TOTAL					-2,118.25
Bill Pmt -Check	Electronic	08/17/2015	Westar	Checking	
Bill		08/12/2015		Electric	-8,137.20
TOTAL					-8,137.20
Bill Pmt -Check	7013	08/18/2015	Air Filter Plus	Checking	
Bill	318839	08/12/2015		Building Supplies	-447.61
TOTAL					-447.61
Bill Pmt -Check	7014	08/18/2015	Baker & Taylor, Inc.	Checking	
Bill	2030856171	07/30/2015		Books & Materials	-46.11
Bill	2030856172	07/30/2015		Library Supplies	-5.95
Bill	5013714674	07/30/2015		Books & Materials	-88.33
Bill	2030878459	07/30/2015		Books & Materials	-191.50
Bill	2030878469	07/30/2015		Books & Materials	-195.46
Bill	5013721917	07/30/2015		Books & Materials	-58.36
Bill	5013726618	07/30/2015		Books & Materials	-450.94
Bill	5013726186	07/30/2015		Books & Materials	-40.58
Bill	5013726187	07/30/2015		Library Supplies	-0.10
Bill	5013721918	07/30/2015		Library Supplies	-9.50
Bill	2030878470	07/30/2015		Library Supplies	-31.19
Bill	2030878460	07/30/2015		Library Supplies	-25.44
Bill	5013742725	08/12/2015		Books & Materials	-178.85
Bill	2030919430	08/12/2015		Books & Materials	-63.92
Bill	2030915408	08/12/2015		Books & Materials	-8.69
Bill	3020435002	08/12/2015		Books & Materials	-136.67
Bill	5013733925	08/12/2015		Books & Materials	-39.61
Bill	2030915409	08/12/2015		Library Supplies	-0.74
Bill	2030919431	08/12/2015		Library Supplies	-1.95
TOTAL					-1,573.89
Bill Pmt -Check	7015	08/18/2015	Blackstone Audio, Inc.	Checking	
Bill	778766	07/30/2015		Books & Materials	-20.67
Bill	777376	07/31/2015		Books & Materials	-44.99
Bill	777703	08/12/2015		Books & Materials	-296.69
Bill	777704	08/12/2015		Books & Materials	-20.97
Bill	778765	08/12/2015		Books & Materials	-31.47
TOTAL					-414.79
Bill Pmt -Check	7016	08/18/2015	Bob's Janitorial Service	Checking	
Bill	1770140	08/12/2015		Professional Fees	-2,250.00
TOTAL					-2,250.00
Bill Pmt -Check	7017	08/18/2015	BookPage	Checking	
Bill	S21140	08/12/2015		Misc - Gifts Funded	-1,680.00
TOTAL					-1,680.00

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7018	08/18/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1011107	07/31/2015		Books & Materials	-11.00
Bill	IN1017074	08/12/2015		Books & Materials	-149.97
TOTAL					-160.97
Bill Pmt -Check	7019	08/18/2015	Center Point Large Print	Checking	
Bill	1302653	07/31/2015		Books & Materials	-231.87
Bill	1310117	08/12/2015		Books & Materials	-22.77
TOTAL					-254.64
Bill Pmt -Check	7020	08/18/2015	Century Business Technologies	Checking	
Bill	375639	07/31/2015		Copying	-15.00
Bill	375638	07/31/2015		Copying	-348.91
Bill	377425	07/31/2015		Copying	-55.68
Bill	377426	07/31/2015		Copying	-145.43
Bill	372690	08/12/2015		Copying	-15.00
TOTAL					-580.02
Bill Pmt -Check	7021	08/18/2015	Copy Co Inc.	Checking	
Bill	83912	07/31/2015		Printing	-600.00
Bill	83931	08/12/2015		Printing	-600.00
TOTAL					-1,200.00
Bill Pmt -Check	7022	08/18/2015	Demco, Inc.	Checking	
Bill	5642635	07/31/2015		Library Supplies	-29.93
Bill	5652137	08/12/2015		Library Supplies	-344.64
TOTAL					-374.57
Bill Pmt -Check	7023	08/18/2015	Emporia State University	Checking	
Bill	149836736	07/31/2015		Overdues	-199.51
TOTAL					-199.51
Bill Pmt -Check	7024	08/18/2015	EnvisionWare Inc.	Checking	
Bill	INV-US-22323	08/12/2015		Technology Equipment	-875.00
TOTAL					-875.00
Bill Pmt -Check	7025	08/18/2015	Gale Group, Inc.	Checking	
Bill	55539602	07/31/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7026	08/18/2015	Hamco Kansas City, Inc.	Checking	
Bill	110511	08/12/2015		Library Supplies	-353.70
TOTAL					-353.70

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7027	08/18/2015	Jayhawk Trophy Co., Inc.	Checking	
Bill	52532	07/31/2015		Miscellaneous	-75.00
Bill	52544	08/12/2015		Capital Improvement E...	-1,383.00
TOTAL					-1,458.00
Bill Pmt -Check	7028	08/18/2015	Jayhawk Tropical Fish	Checking	
Bill	500258	07/31/2015		Aquarium Maintenance	-104.96
Bill	500299	07/31/2015		Aquarium Maintenance	-108.96
Bill	500285	07/31/2015		Aquarium Maintenance	-101.20
Bill	500670	08/11/2015		Aquarium Maintenance	-109.16
TOTAL					-424.28
Bill Pmt -Check	7029	08/18/2015	Jiminate	Checking	
Bill	S-081115	08/12/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	7030	08/18/2015	KanREN	Checking	
Bill	1507220100622	07/31/2015		Internet	-1,822.20
TOTAL					-1,822.20
Bill Pmt -Check	7031	08/18/2015	Kansas Public Radio	Checking	
Bill	127027	08/12/2015		Advertising Gift Fund	-216.69
TOTAL					-216.69
Bill Pmt -Check	7032	08/18/2015	Laird Noller	Checking	
Bill	6079956	07/31/2015		Transportation	-259.01
TOTAL					-259.01
Bill Pmt -Check	7033	08/18/2015	Laser Logic, Inc.	Checking	
Bill	274104	08/12/2015		Technology Equipment	-1,148.00
TOTAL					-1,148.00
Bill Pmt -Check	7034	08/18/2015	Lawrence Sign Up LLC	Checking	
Bill	6675	07/31/2015		Advertising	-35.00
TOTAL					-35.00
Bill Pmt -Check	7035	08/18/2015	Leslie Kay	Checking	
Bill	07291501	08/12/2015		Advertising	-207.75
TOTAL					-207.75

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7036	08/18/2015	Mid America	Checking	
Bill	75863	07/31/2015		Building Supplies	-51.28
Bill	75838	07/31/2015		Building Supplies	-379.26
Bill	75935	07/31/2015		Building Supplies	-331.10
Bill	75972	08/12/2015		Building Supplies	-64.98
TOTAL					-826.62
Bill Pmt -Check	7037	08/18/2015	OCLC, Inc.	Checking	
Bill	404858	08/12/2015		OCLC Internet	-4,013.07
TOTAL					-837.19
					-4,850.26
Bill Pmt -Check	7038	08/18/2015	Olathe Public Library	Checking	
Bill	141472708	07/31/2015		Overdues	-24.95
TOTAL					-24.95
Bill Pmt -Check	7039	08/18/2015	OverDrive	Checking	
Bill	MR-0013553	07/31/2015		Library Supplies	-181.50
Bill	000318763062...	07/31/2015		Books & Materials	-16.99
Bill	111534347070...	07/31/2015		Books & Materials	-678.43
Bill	000525520071...	07/31/2015		Books & Materials	-192.97
Bill	131236550072...	07/31/2015		Books & Materials	-81.97
Bill	123009550072...	07/31/2015		Books & Materials	-371.76
Bill	112753243062...	07/31/2015		Books & Materials	-1,128.22
Bill	160628963061...	07/31/2015		Books & Materials	-442.39
Bill	000325390-072...	08/12/2015		Books & Materials	-18.99
TOTAL					-3,113.22
Bill Pmt -Check	7040	08/18/2015	P1 Group, Inc.	Checking	
Bill	LT37469	07/31/2015		Building Repairs	-642.25
TOTAL					-642.25
Bill Pmt -Check	7041	08/18/2015	Polyline Corporation	Checking	
Bill	PYSOINV0003...	08/12/2015		Library Supplies	-461.72
TOTAL					-461.72
Bill Pmt -Check	7042	08/18/2015	Pro Print Inc.	Checking	
Bill	88475	07/31/2015		Printing	-290.11
Bill	88466	07/31/2015		Printing	-130.06
TOTAL					-420.17

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7043	08/18/2015	Pur-O-Zone, Inc.	Checking	
Bill	671459	07/31/2015		Building Supplies	-23.70
Bill	671458	07/31/2015		Building Supplies	-13.54
Bill	672459	08/12/2015		Building Supplies	-295.56
Bill	672772	08/12/2015		Building Supplies	-82.00
Bill	672816	08/12/2015		Equipment Repairs	-25.00
TOTAL					-439.80
Bill Pmt -Check	7044	08/18/2015	Quill Corporation	Checking	
Bill	5727309	07/31/2015		Office Supplies	-24.24
Bill	5917787	07/31/2015		Office Supplies	-28.78
Bill	5983427	07/31/2015		Office Supplies	-99.05
TOTAL					-152.07
Bill Pmt -Check	7045	08/18/2015	Random House, Inc.	Checking	
Bill	1184205354	07/31/2015		Books & Materials	-33.75
Bill	1084205354	07/31/2015		Books & Materials	-48.75
Bill	1084400722	08/12/2015		Books & Materials	-48.75
TOTAL					-131.25
Bill Pmt -Check	7046	08/18/2015	Raven Bookstore	Checking	
Bill	129301	07/31/2015		Books & Materials	-63.70
TOTAL					-63.70
Bill Pmt -Check	7047	08/18/2015	Recorded Books	Checking	
Bill	75168961	07/31/2015		Books & Materials	-143.54
Bill	75169441	07/31/2015		Books & Materials	-59.59
Bill	75175264	07/31/2015		Books & Materials	-71.77
Bill	75174983	07/31/2015		Books & Materials	-45.09
Bill	75173838	07/31/2015		Books & Materials	-59.59
Bill	75173867	07/31/2015		Books & Materials	-358.12
Bill	75178664	07/31/2015		Books & Materials	-71.77
Bill	75176070	07/31/2015		Books & Materials	-131.36
Bill	75177072	07/31/2015		Books & Materials	-59.59
Bill	75177720	07/31/2015		Books & Materials	-104.68
Bill	75179583	07/31/2015		Books & Materials	-170.65
Bill	75181256	08/12/2015		Books & Materials	-560.73
Bill	75183989	08/12/2015		Books & Materials	-53.79
Bill	75179993	08/12/2015		Books & Materials	-95.98
TOTAL					-1,986.25
Bill Pmt -Check	7048	08/18/2015	Schendel Services	Checking	
Bill	30216196	08/12/2015		Building Repairs	-95.00
TOTAL					-95.00
Bill Pmt -Check	7049	08/18/2015	Showcases	Checking	
Bill	287308	07/31/2015		Library Supplies	-45.79
TOTAL					-45.79

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7050	08/18/2015	Staples Business Advantage	Checking	
Bill	3268644923	07/31/2015		Capital Improvement E...	-2,899.00
TOTAL					-2,899.00
Bill Pmt -Check	7051	08/18/2015	Sun Creations, Inc.	Checking	
Bill	87363	07/31/2015		Merchandise Sales	-380.50
TOTAL					-380.50
Bill Pmt -Check	7052	08/18/2015	Tantor Media	Checking	
Bill	INV20623	07/31/2015		Books & Materials	-38.98
Bill	INV20755	07/31/2015		Books & Materials	-45.48
Bill	INV21026	08/12/2015		Books & Materials	-4.99
TOTAL					-89.45
Bill Pmt -Check	7053	08/18/2015	Unique Management Services	Checking	
Bill	310544	08/12/2015		Professional Fees	-167.55
Bill	310543	08/12/2015		Professional Fees	-823.40
TOTAL					-990.95
Bill Pmt -Check	7054	08/18/2015	Zee Galliano Designs	Checking	
Bill	7-26-15	07/31/2015		Merchandise Sales	-60.00
TOTAL					-60.00
Bill Pmt -Check	27808	08/17/2015	Amazon	Checking	
Bill		07/30/2015		Brummel Funds	-18.99
Bill	1748269	07/30/2015		Books & Materials	-15.08
Bill	9032249	07/30/2015		Books & Materials	-47.24
Bill	1748269	07/30/2015		Books & Materials	-25.70
Bill	9032249	07/30/2015		Books & Materials	-73.49
Bill	7491434	07/30/2015		Books & Materials	-32.28
Bill	5092245	07/30/2015		Books & Materials	-37.99
Bill	6201839	07/30/2015		Young Adult Programm...	-15.78
				Books & Materials	-22.60
Bill	1592207	07/30/2015		Books & Materials	-66.17
Bill	1592207	07/30/2015		Books & Materials	-21.64
Bill	1705063	07/31/2015		Brummel Funds	-105.33
Bill	1976229	07/31/2015		Brummel Funds	-18.99
Bill	8672258	08/12/2015		Books & Materials	-29.99
Bill	6805060	08/12/2015		Books & Materials	-20.74
Bill	6805060	08/12/2015		Books & Materials	-31.99
Bill	6805060	08/12/2015		Books & Materials	-317.01
				Miscellaneous	-0.66
Bill	6805060	08/12/2015		Books & Materials	-87.26
Bill	6201839	08/12/2015		Books & Materials	-7.99
Bill	5092245	08/12/2015		Books & Materials	-24.19
Bill	7491434	08/12/2015		Books & Materials	-45.25
TOTAL					-1,066.36

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27809	08/17/2015	Bridey A. Stangler	Checking	
Bill	REFUND	07/31/2015		Overdues	-13.79
TOTAL					-13.79
Bill Pmt -Check	27810	08/17/2015	Central Arkansas Library System	Checking	
Bill	132156943	07/31/2015		Overdues	-40.00
TOTAL					-40.00
Bill Pmt -Check	27811	08/17/2015	Charles D. Moore	Checking	
Bill	REFUND	08/12/2015		Overdues	-28.85
TOTAL					-28.85
Bill Pmt -Check	27812	08/17/2015	Dennis M. Blackwood	Checking	
Bill	REFUND	08/12/2015		Overdues	-10.34
TOTAL					-10.34
Bill Pmt -Check	27813	08/17/2015	Dusty Bookshelf	Checking	
Bill	8-18-15	08/12/2015		Adult Programming-Fri...	-185.00
TOTAL					-185.00
Bill Pmt -Check	27814	08/17/2015	Ed Rose	Checking	
Bill		08/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27815	08/17/2015	Elizabeth A. Campbell	Checking	
Bill	REFUND	08/12/2015		Overdues	-10.55
TOTAL					-10.55
Bill Pmt -Check	27816	08/17/2015	Elizabeth Friedrichsen	Checking	
Bill	REFUND	07/31/2015		Overdues	-12.65
TOTAL					-12.65
Bill Pmt -Check	27817	08/17/2015	Heather A. Mullholland	Checking	
Bill	REFUND	08/12/2015		Overdues	-17.99
TOTAL					-17.99

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27818	08/17/2015	Ingram Library Services	Checking	
Bill	86263474	07/31/2015		Books & Materials	-408.31
Bill	86256747	07/31/2015		Books & Materials	-392.22
Bill	86321030	07/31/2015		Books & Materials	-1,030.55
				Library Supplies	-98.20
Bill	86363763	07/31/2015		Books & Materials	-256.60
				Library Supplies	-20.73
Bill	86363762	07/31/2015		Books & Materials	-13.64
Bill	86345104	07/31/2015		Books & Materials	-680.35
				Library Supplies	-25.87
Bill	86337178	07/31/2015		Books & Materials	-200.93
				Library Supplies	-20.16
Bill	86300039	07/31/2015		Books & Materials	-319.22
				Library Supplies	-27.85
Bill	86189815	07/31/2015		Books & Materials	-2,421.37
				Library Supplies	-285.24
Bill	86213552	07/31/2015		Books & Materials	-16.19
				Library Supplies	-0.15
Bill	56213551	07/31/2015		Books & Materials	-763.84
				Library Supplies	-84.66
Bill	86277952	07/31/2015		Books & Materials	-1,662.97
				Library Supplies	-200.53
Bill	86388141	07/31/2015		Books & Materials	-589.17
				Library Supplies	-32.39
Bill	86388142	07/31/2015		Books & Materials	-16.79
				Library Supplies	-0.15
Bill	86408790	07/31/2015		Books & Materials	-347.84
				Library Supplies	-2.95
Bill	86408791	07/31/2015		Books & Materials	-620.48
				Library Supplies	-32.67
Bill	86408792	07/31/2015		Books & Materials	-14.99
				Library Supplies	-0.15
Bill	86450268	07/31/2015		Books & Materials	-42.98
				Library Supplies	-3.19
Bill	86432155	07/31/2015		Books & Materials	-43.80
				Library Supplies	-0.45
Bill	86450267	07/31/2015		Books & Materials	-808.40
				Library Supplies	-73.62
Bill	86432154	07/31/2015		Books & Materials	-1,533.73
Bill	86459530	07/31/2015		Books & Materials	-576.47
				Library Supplies	-35.56
Bill	86472296	07/31/2015		Books & Materials	-2,536.27
				Library Supplies	-215.57
Bill	86472297	07/31/2015		Books & Materials	-43.20
				Library Supplies	-0.45
Bill	86472295	07/31/2015		Books & Materials	-6.82
Bill	86516333	07/31/2015		Books & Materials	-429.87
				Library Supplies	-44.17
Bill	86560541	08/12/2015		Personal Books	-13.87
Bill	86769048	08/12/2015		Books & Materials	-406.25
				Library Supplies	-42.34
Bill	86735247	08/12/2015		Books & Materials	-268.69
				Library Supplies	-19.91
Bill	86698423	08/12/2015		Books & Materials	-1,327.44
				Library Supplies	-141.96
Bill	86665129	08/12/2015		Books & Materials	-195.07
				Library Supplies	-15.26
Bill	86665128	08/12/2015		Books & Materials	-191.02
				Library Supplies	-11.69
Bill	86671900	08/12/2015		Books & Materials	-473.49
				Library Supplies	-48.38
Bill	86671899	08/12/2015		Books & Materials	-431.24
				Library Supplies	-61.66

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	86617049	08/12/2015		Books & Materials	-438.40
				Library Supplies	-26.72
Bill	86595332	08/12/2015		Books & Materials	-1,029.26
				Library Supplies	-141.44
Bill	86560542	08/12/2015		Books & Materials	-40.32
				Library Supplies	-4.34
Bill	86534385	08/12/2015		Books & Materials	-384.77
				Library Supplies	-39.96
Bill	86534386	08/12/2015		Books & Materials	-16.80
				Library Supplies	-0.30
TOTAL					-22,752.29
Bill Pmt -Check	27819	08/17/2015	Janet J. O'Connor	Checking	
Bill	REFUND	07/31/2015		Overdues	-17.99
TOTAL					-17.99
Bill Pmt -Check	27820	08/17/2015	Jessica M. Dow	Checking	
Bill	REFUND	07/31/2015		Overdues	-14.25
TOTAL					-14.25
Bill Pmt -Check	27821	08/17/2015	Joanna R. Corcoran	Checking	
Bill	REFUND	07/31/2015		Overdues	-5.84
TOTAL					-5.84
Bill Pmt -Check	27822	08/17/2015	Kansas Republic, LLC	Checking	
Bill	8-13-15	07/31/2015		KHF Grant Expenses	-250.00
TOTAL					-250.00
Bill Pmt -Check	27823	08/17/2015	Kimberly Ellen Reynolds	Checking	
Bill	REFUND	08/12/2015		Overdues	-13.29
TOTAL					-13.29
Bill Pmt -Check	27824	08/17/2015	Martin Moore	Checking	
Bill	Performance	08/12/2015		Summer Reading	-200.00
TOTAL					-200.00
Bill Pmt -Check	27825	08/17/2015	Mary E. Fox	Checking	
Bill	REFUND	07/31/2015		Overdues	-8.24
Bill	REFUND	07/31/2015		Overdues	-8.24
Bill	REFUND	07/31/2015		Overdues	-9.22
TOTAL					-25.70
Bill Pmt -Check	27826	08/17/2015	Maxine Supko Younes	Checking	
Bill	REFUND	08/12/2015		Overdues	-50.48
TOTAL					-50.48

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27827	08/17/2015	Midwest Tape	Checking	
Bill	93031921	07/31/2015		Books & Materials	-170.10
Bill	93029580	07/31/2015		Books & Materials	-65.49
Bill	93034617	07/31/2015		Books & Materials	-37.62
Bill	93034618	07/31/2015		Books & Materials	-146.20
Bill	93031941	07/31/2015		Books & Materials	-78.72
Bill	93029582	07/31/2015		Books & Materials	-34.49
Bill	93035130	07/31/2015		Books & Materials	-114.97
Bill	93028171	07/31/2015		Books & Materials	-856.84
Bill	93027192	07/31/2015		Books & Materials	-54.98
Bill	93027193	07/31/2015		Books & Materials	-39.99
Bill	93013096	07/31/2015		Books & Materials	-35.07
Bill	93017424	07/31/2015		Books & Materials	-254.66
Bill	93013097	07/31/2015		Books & Materials	-48.73
Bill	93017778	07/31/2015		Books & Materials	-506.02
Bill	96045090	07/31/2015		Books & Materials	-491.69
Bill	93045630	07/31/2015		Books & Materials	-279.92
Bill	93045452	07/31/2015		Books & Materials	-55.46
Bill	93052202	07/31/2015		Books & Materials	-184.95
Bill	93056963	07/31/2015		Books & Materials	-144.70
Bill	93056962	07/31/2015		Books & Materials	-14.24
Bill	93085198	08/12/2015		Library Supplies	-481.55
Bill	93093856	08/12/2015		Books & Materials	-179.95
Bill	93094702	08/12/2015		Books & Materials	-230.93
Bill	93094701	08/12/2015		Books & Materials	-47.36
Bill	93089025	08/12/2015		Books & Materials	-295.26
Bill	93091605	08/12/2015		Books & Materials	-226.35
Bill	933091524	08/12/2015		Books & Materials	-14.99
Bill	93087350	08/12/2015		Books & Materials	-149.96
Bill	93089027	08/12/2015		Books & Materials	-155.19
Bill	93082803	08/12/2015		Books & Materials	-95.63
Bill	93081264	08/12/2015		Books & Materials	-41.38
Bill	93082805	08/12/2015		Books & Materials	-103.45
Bill	93081265	08/12/2015		Books & Materials	-134.95
Bill	93066346	08/12/2015		Books & Materials	-40.76
Bill	93072853	08/12/2015		Books & Materials	-151.95
Bill	93071568	08/12/2015		Books & Materials	-124.45
Bill	93060416	08/12/2015		Books & Materials	-333.66
Bill	93060414	08/12/2015		Books & Materials	-71.95
Bill	93063788	08/12/2015		Books & Materials	-269.92
Bill	93066357	08/12/2015		Books & Materials	-1,046.47
TOTAL					-7,810.95
Bill Pmt -Check	27828	08/17/2015	Olivia L. Stear	Checking	
Bill	REFUND	07/31/2015		Overdues	-0.50
Bill	REFUND	07/31/2015		Overdues	-12.45
TOTAL					-12.95
Bill Pmt -Check	27829	08/17/2015	Raven Bookstore	Checking	
Bill	8-18-15	08/12/2015		Adult Programming-Fri...	-130.00
TOTAL					-130.00
Bill Pmt -Check	27830	08/17/2015	Shannon M. Oscody	Checking	
Bill	REFUND	08/12/2015		Overdues	-11.44
TOTAL					-11.44

8:41 AM
08/14/15

Lawrence Public Library
Check Detail
August 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27831	08/17/2015	Tanya Y. Baynham	Checking	
Bill	REFUND	07/31/2015		Overdues	-7.80
TOTAL					-7.80
Bill Pmt -Check	27832	08/17/2015	Thomas D. Kelley	Checking	
Bill	REFUND	08/12/2015		Overdues	-18.74
TOTAL					-18.74
Bill Pmt -Check	27833	08/17/2015	WOW!Business	Checking	
Bill		07/31/2015		Internet	-2,183.05
				Telephone	-704.03
TOTAL					-2,887.08

Lawrence Public Library

Monthly Statistical Summary--July 2015

INDICATOR	July		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	8.72	4.98	75%			
Reference Transactions per Capita	1.63	0.37	341%			
Program Attendance per Capita	0.82	1.95	-58%			
Circulation per Capita	16.31	11.35	44%			
Circulation per Visit	1.87	2.28	-18%			
Total Holdings per Capita	2.23	1.94	15%			
% of Lawrence Residents Registered	95%	88%	8%			

Circulation--Adult Total	83,366	55,558	50%	543,567	480,137	13%
Circulation--Young Adult Total	5,869	4,797	22%	33,844	27,160	25%
Circulation--Youth Total	39,317	31,396	25%	241,949	224,329	8%
Circulation--Bookmobile	1,381	599	131%	8,378	7,015	19%
Circulation--Audiovisual Total	50,289	31,401	60%	421,956	312,622	35%
Circulation--Total	128,552	91,751	40%	819,360	731,626	12%

Reference Transactions	12,852	2,865	349%	78,504	52,723	49%
Public Computer Usage	11,385	4,409	158%	65,175	51,405	27%
User Visits	68,745	38,995	76%	423,471	211,356	100%
LPL Web Site Visits	28,406	22,837	24%	163,879	154,691	6%

Holdings--Added	3,453	1,313	163%	23,910	21,661	10%
Holdings--Withdrawn	2,674	2,214	21%	11,844	40,119	-70%
Holdings--Total	210,690	181,870	16%			

Registered Borrowers--Added	742	669	11%			
Registered Borrowers--Total	113,975	105,028	9%			

Total Programs	115	34	238%	818	535	53%
Total Program Attendance	6,437	15,273	-58%	36,979	37,232	-1%
Public Uses of Meeting Rooms	122	0	#DIV/0!	875	0	#DIV/0!

Total Paid Staff (FTE)	58.73	58.85	0%			
Total Number of Employees	80	81	-1%			

Lawrence Public Library

Monthly Statistical Report--July 2015

	July		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	8.72	4.98	75%				
Reference Transactions per Capita	1.63	0.37	346%				
Program Attendance per Capita	0.82	1.95	-58%				
Circulation per Capita	16.31	11.72	39%				
Total Holdings per Capita	2.23	1.94	15%				
Collection Turnover--Total	7.42	6.18	20%				
Collection Turnover--Adult	7.75	5.76	34%				
Collection Turnover--Young Adult	7.27	6.15	18%				
Collection Turnover--Youth	8.17	7.09	15%				
Collection Turnover--Audiovisual	10.67	9.17	16%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	37543	28014	34%		243515	202541	20%
Circulation--Adult Periodicals	1415	1172	21%		9632	3787	154%
Circulation--Adult Feature Films & TV Shows	29712	16440	81%		196339	185590	6%
Circulation--Electronic Games	2195	1140	93%		14126	11506	23%
Circulation--Adult Music CDs	7970	5362	49%		56239	52236	8%
Circulation--Adult Audio Books and Books on CD	4521	3421	32%		23633	24317	-3%
Circulation--eReaders	10	9	11%		83	160	-48%
Circulation--Adult Total	83366	55558	50%		543567	480137	13%

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and Videos	5443	4521	20%		31393	25699	22%
Circulation--YA Periodicals	51	30	70%		285	117	144%
Circulation--YA Audio Books and Books on CD	375	246	52%		2166	1344	61%
Circulation--YA Total	5869	4797	22%		33844	27160	25%
Circulation--Youth Books and Videos	37298	29485	26%		229342	212376	8%
Circulation--Youth Periodicals	141	110	28%		1167	529	121%
Circulation--Youth Music CDs	612	516	19%		4010	3745	7%
Circulation--Youth Audio Books and Books on CD	1266	1285	-1%		7430	7679	-3%
Circulation--Youth Total	39317	31396	25%		241949	224329	8%
Circulation--Bookmobile	1381	599	131%		8378	7015	19%
Circulation--Total Books	80284	62020	29%		504250	440616	14%
Circulation--Total Periodicals	1607	1312	22%		11084	4433	150%
Circulation--Total Audiovisual	50289	31401	60%		421956	312622	35%
Circulation Total	128552	91751	40%		819360	731626	12%
Accounts Desk & Welcome Desk Circulation	2018	33896	-94%		109153	318859	-66%
Self Check Circulation & Digital Checkouts	103484	57855	79%		634831	412767	54%
Percent Self Check	98%	63%	56%		85%	56%	51%
Web Site/Telephone Renewals	19574				127728		
Other Staff Checkouts	3520				25891		

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	20556	12128	69%		140493	111670	26%
Requests Filled	15147	7974	90%		99324	82526	20%
Requests Unclaimed	3345	659	408%		20718	9723	113%
Interlibrary Loan Items Borrowed for LPL Patrons	421	181	133%		2653	3058	-13%
Interlibrary Loan Items Loaned from LPL Collection	728	50	1356%		4443	2099	112%
OTHER LIBRARY SERVICES							
User Visits	68745	38995	76%		423471	211356	100%
Public Computer Usage	11385	4409	158%		65175	51405	27%
Computer Lab Classes	9	0	#DIV/0!		56	21	167%
Computer Lab Classes Attendance	38	0	#DIV/0!		171	68	151%
Adult Reference Transactions	2222	1444	54%		14238	43594	-67%
Young Adult Reference Transactions	1654	560	195%		7779	3594	116%
Youth Reference Transactions	1449	861	68%		7813	5535	41%
IT Desk	2758				17475		
Welcome Desk	2548				16415		
Phone Calls	2221				14784		
Total Reference Transactions	12852	2865	349%		78504	52723	49%
Public-Sponsored Uses of Meeting Rooms	122	0	#DIV/0!		875	0	#DIV/0!
						0	
LPL Web Site Visits	28406	22837	24%		163879	154691	6%
RESOURCES							
Holdings--Total	210690	181870	16%				
Holdings--Adult	131095	118651	10%				
Holdings--Young Adult	9693	9367	3%				
Holdings--Youth	58513	53852	9%				
Holdings--Audiovisual	56553	41092	38%				
Holdings--eReaders	9	16	-44%				
Holdings Added	3453	1313	163%		23910	21661	10%
Holdings Withdrawn (Weeded)	2674	2214	21%		11844	40119	-70%
Holdings Net Change	779	-901			12066	-18458	

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	113975	105028	9%				
Borrowers Added	742	669	11%		5159	3876	33%
Borrowers Transacting	14417	4677	208%		75132	63652	18%
Percent of Borrowers Transacting	13%	4%	184%				
Total Number of Lawrence Residents Registered	90152	82844	9%				
Percent of Lawrence Residents Registered	95%	88%	8%				
PROGRAMMING							
Number of Adult Programs	16	6	167%		110	73	51%
Number of Young Adult Programs	12	3	300%		146	105	39%
Number of Youth Programs	76	15	407%		466	265	76%
Number of Senior Programs	11	10	10%		96	92	4%
Total Programs	115	34	238%		818	535	53%
Adult Program Attendance	761	13379	-94%		5539	15077	-63%
Young Adult Program Attendance	158	49	222%		2609	2884	-10%
Youth Program Attendance	5427	1771	206%		27986	18425	52%
Senior Program Attendance	91	74	23%		845	846	0%
Total Program Attendance	6437	15273	-58%		36979	37232	-1%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	58.73	58.85	0%				
ALA-MLS Librarians, in Full-Time Equivalents	17.4	16.44	6%				
Number of Employees--Total	80	81	-1%				
Number of Employees--Full-Time	36	36	0%				
Number of Employees--Part-Time	44	45	-2%				
Terminations	2	1	100%		12	5	140%
Hirings	2	5	-60%		10	11	-9%
Volunteer Hours	430.81	138.75	210%		2476.1	1840.4	35%

lynda.com statistics
July 2015

Total users 475

New users 35

Total users who logged in 110

Hours viewed by users who logged in 1.16

Hours viewed per log in .28

Library Director's Report for August 2015

Respectfully submitted by Brad Allen

Staffing Changes

As I mentioned in last month's report to the Board, the library is undergoing considerable staffing turnover. It is always important to make sure considerable staff turnover is not a result of an unhealthy or dysfunctional organization. We've been conducting exit interviews with departing employees, and we are not seeing anything systemic issues with the health of the organization, but simply a random aggregation of people choosing new adventures. Regardless, there is a lot of change going on right now. The following is a bulleted list of people coming and going:

New hires:

- Melissa Fisher Isaacs will be our new Information Services Coordinator (begins August 17)
- Heather Kearns will be our new Marketing Coordinator (begins September 8)

Internal changes:

- Kate Gramlich will move from part-time to full-time in Readers' Services
- Liza MacKinnon has moved from Youth Services to Materials Handling

Imminent Departures:

- Blake Grossenburg - full-time Readers' Services
- Adam Hummell - part-time Readers' Services
- Zee Galliano - part-time Accounts
- Sarah Trowbridge-Alford - part-time Youth Services
- Philip Fukuto - part-time Youth Services

As you can tell by this list, we will soon have many new faces at the library. Stay tuned for details.

Print Anywhere

The library launched a new service just recently. You can now send a print job to library printers from anywhere--your house, your cell phone, your tablet. This is an upgrade to our printing software, EnvisionWare. All you do is go to a page on our website and follow the instructions.

Book Squad

The library has brokered a new deal with lawrence.com to provide content for their site. Our Readers' Services team, the Book Squad, will lead the charge writing reviews and informing people about our services for readers. We see this partnership as helping us gain considerably more exposure for the great content our staff creates than the library's website can attract. Check out lawrence.com for our reviews. Also, you will occasionally see these articles reprinted in the Sunday Lawrence Journal World.

Library Foundation Director's Report • August 13, 2015

NEH Update. July 31 was the annual deadline for reporting the status of the Library Foundation's NEH Challenge Grant. We submitted documentation showing fundraising of \$203,025 for the year. The cumulative total of certified gifts now recorded with NEH is \$727,339.90. This leaves just \$97,660.10 to go to our goal of \$825,000! Provided that adequate funds are available (i.e. Congress approves a FY2016 budget) this means the Library will receive another matching grant of \$75,000 after October 1 of this year. While NEH requires that we complete fundraising by July 31, 2017 and collect all pledges by July 31, 2018, the Foundation hopes to meet these deadlines early.

Book Van Donation. Thanks to Joan Golden's great work, Laird Noller Ford has agreed to pay the final \$10,000 payment on the library's book van. Together with paying three years of lease payments, this means that the dealership has donated the entire cost of the book van to the library! The current signage stating that the vehicle is courtesy of Laird Noller will remain on the back of the van and we will add them as a member of our New Chapter Society.

VISTA Volunteer and Grants Coordinator. Kelly Francis, our VISTA member who will serve as the library's new Volunteer and Grants Coordinator, officially started her service this week. She has been in VISTA training sessions in Colorado and will start working at the library on Monday, August 17th. Kelly will organize all aspects of the volunteer program at the library, work with community partners such as KU's Center for Community Outreach, write grants, and assist with the Library Foundation and Friends fundraising efforts. She is excited to meet all the Trustees at Monday's meeting.

Planned Giving Conference. On Friday, August 14th, I will attend the 20th annual Building Blocks Planned Giving conference at the Kauffman Center in Kansas City. It is sponsored by the Mid America Planned Giving Council. Sessions include information on the demographics of planned givers, integrating planned giving into comprehensive fundraising plans, and building planned giving capacity in small non-profits. This is the second consecutive year I have attended this conference and it offers great information.

Library Foundation Board back in Action. The Library Foundation board will resume its monthly meetings on August 24th. The board did not meet in July.

The Management Team plans to do a complete review of the Employee Handbook in the fall. However, at this time we would like to recommend a few changes to bring the Handbook into alignment with our new classification system and to address a few specific situations that we've encountered. The changes are as follows:

1. The existing language of the vacation section does not reflect current position classifications. We suggest revising this section by substituting pay grades for position titles. Making this change is reflective of current practice and will not affect any employee.

The second level, "Department Coordinators without M.L.S." no longer applies. While we still have department coordinators without a library degree, they are classed the same as coordinators who have an MLS. Thus, we suggest removing the second level of accruals. We are not currently using this category and its removal will have no effect.

Lastly, we recommend that part-time vacation accruals be listed in a separate paragraph to clarify how part-time leave is accrued.

To avoid confusion, we suggest replacing "after one year" with "per year" in each paragraph.

Old wording:

6.1 Vacations (revised 8-16-99, 9-21-00, 4-15-02, 1-15-07)

The Library provides all regular full-time employees, and eligible regular part-time employees time off with pay as follows:

- 1. Librarians (M.L.S. staff members) - 160 working hours (20 days) vacation after one year.**
- 2. Department Coordinators without M.L.S. - 120 working hours (15 days) vacation after one year, plus eight additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days).**
- 3. All other eligible employees - (regular full-time): 96 working hours (12 days) vacation after one year, plus eight additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days); (regular part-time): compute based on percent of full-time hours worked, with no increase based on years of service.**

Recommended new wording:

The Library provides all regular full-time employees and eligible regular part-time employees time off with pay as follows:

- 1. Grade 16 and higher, full-time: 160 working hours (20 days) vacation per year.**
- 2. Grades 1-15, full-time: 96 working hours (12 days) vacation per year, plus 8 additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days).**

3. All grades, regular part-time: Leave accrues on a pro-rated basis using a full-time rate of 96 working hours (12 days) vacation per year as the base. There is no increase based on years of service.

2. We recommend that a standard maximum cap of 150 hours be placed on part-time vacation accruals. Currently, the cap on part-time vacation accumulation is pro-rated for each part-time employee based on actual hours worked. The cap varies from employee to employee and can vary for an individual employee from month to month. A part-time employee cannot be sure of their current cap without asking Denise.

150 hours is about 2/3 of the full-time cap of 224. Regular part-time employees work anywhere from 20-29 hours, and most work in the 25-28 hour range so this cap is comparable to the full-time cap. This wording would be inserted into the following existing paragraph (new wording highlighted):

Vacation time can only be accumulated to a maximum of 224 hours (28 days) for full-time staff and 150 hours for part-time staff. If it is accumulated over that amount, additional hours unused are lost. If an employee becomes ill while on vacation, he or she may not refund vacation for sick leave. Vacation leave can be used for illness if an employee wishes or if the employee has no accrued sick leave available. Library-recognized holidays which occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

3. When a staff member moves from a part-time to a full-time position, there is a question of whether the years of part-time work should be taken into consideration when calculating the new vacation accrual. After much discussion, the team recommends that part-time years not be taken into account when determining the starting vacation rate in the new full-time position. This method seems the cleanest (no complex pro-rating formula). Since part-time vacation accruals do not increase based on years of work, this would never result in an employee accruing less vacation time than they had as a part-time employee. The team recommends the following be added to the Employee Handbook:

When a staff person moves from a part-time position to a full-time position, their vacation rate will accrue at the base rate for the new classification. Vacation accruals will not be adjusted based on years of part-time employment.

4. When a staff member moves from full-time to part-time employment, they may potentially have accumulated more than the maximum number of hours permitted in their new part-time position. If they move to a position of less than 20 hours, the position would not include any vacation, and thus have no vacation accumulation. Rather than carry these overages, causing management problems for the supervisor and leaving the employee with vacation time that they will likely have trouble using, the team recommends that the employee be paid for any vacation accumulated that is above the new vacation accrual cap. This situation occurs fairly infrequently, so the financial impact should be minimal. Recommended wording:

When a staff person moves from a full-time position to a part-time position, the employee will be paid for any vacation accrued in excess of the maximum accumulation permitted in the new position.

5. Section 4 of the handbook discusses classification of positions and proceeds to list the individual positions with a brief description. We suggest replacing this section with the brief paragraph below and also adding the current Pay Scale developed by Springsted as an appendix.

Current Section 4:

Position classification is a system of identifying and describing different kinds of work in the Library in order to permit equal treatment in employment practices and compensation. Each library position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class. The Lawrence Public Library is organized so that all positions are classified. The classified service is flexible so that new classes of a position can be added and others omitted to reflect the changing conditions of the Library.

Classified service is divided as follows:

Page. This position is in the sub-clerical class on a part-time basis. The primary functions of this position are to re-shelve books and maintain the shelves in proper order.

Library Technician. This position is similar to other areas of employment of a clerical nature in business or government. No knowledge of library techniques or experience is required.

Library Assistant. This position requires knowledge of library technique. Positions are filled by persons who have a bachelor's degree or extensive library experience.

Building Maintenance Worker. This position requires knowledge of methods and practices of building maintenance procedures.

Bookkeeper. This position requires training and experience related to bookkeeping and secretarial procedures.

Librarian. This position requires persons who have a knowledge of library work as taught in an ALA-accredited library school providing an M.L.S. An M.L.S. degree is required for such classification.

Senior Librarian. This position requires persons who have a knowledge of library work as taught in an ALA-accredited library school providing an M.L.S. An M.L.S. degree is required for such classification, as is at least three years professional library experience. This position acts as department coordinator.

Assistant Director. This position requires a person who has a knowledge of library work as taught in a library school providing an M.L.S. An M.L.S. degree is required for such classification, as is at least three years of professional library experience, including supervisory experience.

Library Director. This position requires a person who has a knowledge of library work as taught in a library school providing an M.L.S. An M.L.S. degree is required for such classification, as is at least five years of professional library experience including administrative experience.

Recommended replacement paragraph for Section 4:

All positions are classified according to standard criteria, including training and experience needed to perform the job, level of complexity in the work performed, working conditions, impact of end results, and the consequences of error. Positions are assigned to a pay grade based upon these criteria. When a substantial change in the assigned functions of a position occurs, it may be reviewed for potential reclassification. The current classification system and pay scale is attached as Appendix I.

6. Replace old Organizational Chart (Appendix G) with new one.

To: Brad

From: Sherri

Re: office furniture quote

Date: August 14, 2015

We've received the preliminary quote for the new office furniture for the Technology, Cataloging & Collection Development, and Youth Services workrooms. We're waiting for a couple of small adjustments, but this total should be pretty close. Here is the general breakdown:

Youth Services (4 workstations)	\$6,544.71
Cataloging (6 workstations)	\$13,853.64
Acquisitions (2 workstations)	\$4,011.29
Collection Development (3 workstations)	\$5,048.85
Technology (3 workstations)	\$5,059.22
Design & Spec	\$1,330.00
Installation	\$6,650.00
18 total workstations	\$42,497.71

If we want to proceed with this work, we will need board approval for the amount that is above the \$20,000 previously approved for this work.

AGENDA

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

Monday, September 21, 2015 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

- Ann Hyde bequest

New business

- Reschedule October board meeting date
- Surplus Property Policy -- **ACTION ITEM**
- Material Selection and Collection Development Policy -- **ACTION ITEM**
- Volunteer Handbook Policy -- **ACTION ITEM**
- Patron database cleanup discussion

Continuing Education

- Coordinator Report -- Darla Sieg, Materials Handling

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees Meeting
August 17, 2015
4:30 p.m.**

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

Library Staff Present: Brad Allen, Jeff Bergeron, Kelly Francis, Melissa Fisher Isaacs, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner.

Guests: Stuart Boley, Lawrence City Commission; Barbara Pressgrove, NEKLS Executive Board representative for Douglas County; Mark Hecker, Tim Laurent, Mitch Young, and Rowan Green, Lawrence Parks and Recreation Department.

Call to Order

Fran Devlin, Board Chair, called the meeting to order at 4:30 p.m. Guests were asked to introduce themselves. New staff members Kelly Francis and Melissa Fisher Isaacs were introduced.

Public Comment

There were no public comments.

Consent Agenda

Judy moved to approve the consent agenda; Joan seconded. All in favor. Motion carried.

Library Lawn Improvement Suggestion

Fran moved the Parks and Recreation presentation to the top of the agenda. Parks and Recreation representatives reported that they were pleased with the response to the skating rink last year and distributed statistics on its use. They plan to continue offering the activity. The main problem they encountered was the time it took to install the decking needed to support the rink. They asked the board's opinion about replacing the grass on the top tier of the lawn with concrete. After the skate season, they would plan to add chairs and umbrella tables or other shading to the area to make it more useable in the heat of summer. A solid surface might also make it more flexible for events. This concept would have to be approved for funding by the City Commission, but they wanted to get the board's opinion before taking it to the city.

Joan asked for staff input. Kathleen said the shade issue is huge, but that it would be important that any change be done in a fantastic way to match the aesthetics of the building. Anything added to the space, such as planters or furniture, would need to be movable to accommodate a variety of events, such as the movies. David asked if there were options for storing these items when not needed. Brad reiterated that if it is done, it must be done right. He also noted that adding concrete would increase heat gain. He said that the architects had said that adding concrete could introduce glare onto the south windows. Kevan asked if it was feasible to have strips of concrete rather than solid concrete. Judy asked if it was essential to lose the green space. Mark said that leaving the space as is would come at the cost of the labor intensive work on the part of Parks and Recreation staff. David said that shades would really visually break up the space. The board consensus was that they were open to the idea of concrete as long as aesthetics, flexibility, and

shading are taken into consideration.

Director's Report

Brad noted that a check to Laird Noller was written too late to be included in the board packet. This is a pass-through charge to cover the remaining cost of the van; Laird Noller will be reimbursing us for the full cost of the van. He said that a large number of staff members are leaving, as listed in his report. The new Marketing Coordinator, Heather Kearns, will start next month. We are actively working to fill the other vacancies. Kevan asked if there seemed to be anything systemic in the turnovers. Brad said we had not yet discovered anything in exit interviews, but he noted that salaries are still not quite at market. Leadership positions are probably farther off of market than other positions. New Print Anywhere software is now available for remote and mobile users to allow them to pick up print jobs at the library's printers. Library staff-created book reviews from the Spotlight blog will be featured on Lawrence.com, and select articles will be featured in the Sunday Journal-World.

Library Foundation Executive Director's Report

Kathleen said she had submitted an updated report to NEH. Donations are well ahead of schedule. They will transfer in \$75,000 after October 1. Less than \$100,000 remains to be raised. Baby's First Library Card was covered positively in a Lawrence Journal-World editorial. In conjunction with the Dr. Bob Reader program, this program places a flyer and information in baby welcome kits at Lawrence Memorial Hospital. Kathleen said this idea was the brainchild of Karen Allen, Youth Services Coordinator. The book bike is supposed to ship next week.

Library Friends Report

David was out of town for the last meeting, but he said Friends have been overrun with book donations. They have made close to \$60,000 on their sales thus far. They meet again tomorrow.

Ongoing Business

2016 Budget Update

Brad said the budget passed and is waiting to be certified. Stuart Boley expressed concern that approval of the library's request required dipping into the reserve fund. He told the board that giving the commission an idea of needs for 2017 as early as possible would be helpful; the commission wants to see where we're headed and not be surprised. Brad said that he will be curious to see how far down the reserve fund gets spent because actual expenditures from the reserve fund over the last few years have been less than projected. He said that he works hard to contain costs, but that our goal is to continue doing the best and most necessary work we can do as a library, and to obtain the funding we need to do that. Brad noted that the library mill is at 75% of what the law allows and that we are working to correct a decade's long funding problem. He expressed thanks to Boley and the commission for funding the 2016 budget request and assured him that the library works hard to use their funds as efficiently as possible.

New Business

Crosswalk at Bus Stop

Brad said that there is a serious jaywalking issue in front of the library from people using the bus. He asked the Board's permission to pursue a request to the city to provide a midblock crosswalk. He said he thought a crosswalk without a light would be sufficient. The board consensus was that it was okay to make the request.

Employee Handbook Revisions

Sherri provided background on the suggested revisions to the Employee Handbook. Kevan said his only concern was that this should not take the place of a full review. Brad said that review was planned for later this year. Joan moved to approve the recommended changes; Kevan seconded. All in favor. Motion

carried.

New Furniture Purchase

Brad said that the full quote for the furniture updates had come in and would be approximately \$50,000, including new chairs. The board had previously approved up to \$20,000 to start the project. Brad asked to extend approval to spend up to \$50,000 from capital improvement for the entire project. The quote is from DBI and is all on state contract. Brad said he thought it was important to have people working in proper workstations. The amount is less than 10% of the capital improvement fund. Kevan asked if there were other capital expenditures coming. Brad said there will be a few smaller improvements, such as shades for the teen area and, possibly, a new table for the adult reading area. David asked about the book lockers. Brad said US Bank has pledged \$17,000 for this project, but that it will cost \$30,000. He said we may want to revisit this idea because it is coming in much higher than anticipated and we haven't heard too many comments about its lack. The cost is higher than expected because the original vendor selected has since gone out of business. The new lockers are more automated but are new and untested. We will be looking to update our ILS next year. Judy moved to approved up to \$50,000 for the furniture project; David seconded. All in favor. Motion carried.

Anne Hyde Bequest

Former KU librarian Anne Hyde included the library, along with several other organizations, in a bequest from her estate. One of these organizations believes that the un-itemized executor fees being charged are unusually high. They have filed an objection and have asked the library to consider doing the same. The Foundation Finance Committee discussed the request and support asking for costs to be itemized. They have secured an offer from Doni Mooberry to donate her time in representing the library if they elect to file a claim. Joan moved to approve retaining Doni Mooberry to file a claim on the library's behalf asking for itemized accounting of the executor fees in the Anne Hyde bequest; Ursula seconded. The work will be pro bono except that the library will pay any court costs and filing fees. All in favor. Motion carried. The Foundation will hold these funds for the library.

Coordinators' Report

Jeff reported on the Accounts Department. Report attached.

Adjournment

Judy moved to adjourn the meeting; David seconded. Meeting adjourned at 5:56 p.m.

The next Board meeting will be Monday, September 21, 2015, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Lawrence Public Library Accounts Department

Jeffrey Bergeron - August 17, 2015

Coordinator introduction:

My name is Jeffrey Bergeron and I am the Accounts coordinator. I've been with LPL for a little over 5 years now. I started as a page as I was working on my MLS through Emporia. I moved up to circulation floater and then took over the Lead Desk Assistant position. I became the the Accounts coordinator with the re-organization and move back after the renovation.

Department overview:

The Accounts department was created during the library wide reorganization that split the old circulation department into Accounts and Materials Handling. Accounts focuses on customer service dealing directly with library patrons. We help create and maintain library card accounts, we assist patrons with borrowing library items, and we work with patrons concerning fines and replacement costs.

I have an outstanding staff that consistently provide excellent customer service to our patrons either at the desk, with the self check machines, over phone or web chat, or via email. Accounts is normally staffed by 10 people for a total of 208 hours a week. This includes 2 full time 40 hour a week staff and 6 part time staff ranging from 12-25 hours a week all dedicated exclusively to Accounts. We also receive 10 hours a week from one full time Materials Handling person, and another 9 hours support from our book van assistant who spends the rest of his full time schedule preparing and running the book van. One of my part time staff left recently left us so we're looking for a replacement.

About half of my time during the week is spent on the desk or phone directly interacting with patrons, while the rest of the week I deal with regular behind the scenes Accounts tasks. These include dealing with returned email and paper notices, bankruptcy notices, ongoing projects, management issues, and working one on one with patrons concerning unusual issues. I have also recently begun handling most of the billing and invoicing side of inter-library loan at LPL.

Our function:

As a part of Public Services at the library our first priority is providing good customer service to our patron population. With that mission in mind we perform four main functions.

1. **Creating and maintaining library card accounts:** We try to be the one stop shop for everything you need to start accessing all of the library's resources. Therefore, in addition to helping patrons sign up for new library cards, we issue replacement cards, update old accounts, and set up PIN numbers for use at the self check machines and online. We also issue Kansas State Library eCards for accessing their ebook and eaudio book library. As a part of getting a new card, and for anyone who needs the assistance, we help register patrons for Bibliocommons so that they can manage their accounts online.
2. **Assisting patrons with checkout and other basic circulation tasks:** Although 98% of checkouts occur on the self check machines, we've found that many patrons need shepherding through the process. We spend a great deal of time teaching patrons how to use the self check machines as well as troubleshooting and solving problems that come up during checkout. Accounts staff also assist patrons on the self checks or at the

desk with other circulation related tasks such as renewing items, paying fines, and placing holds.

3. **Dealing with account problems:** This generally involves anything that you cannot accomplish with the automated self checks. What this specifically entails can range widely, but typically centers around discrepancies between what our records say a patron has returned and when they returned it, and what they remember. We explain library policy and work with people concerning their fines and other fees.
4. **Staffing the phone room at the library:** We staff the phone room at the library for 53 of the 73 hours a week the library is open to the public, sharing the remainder with Info Services. Answering the phone or website chat involves a wide variety of activities. We assist patrons with most of the same circulation issues we address in person at the desk, as well as answer basic ready reference questions. We explain upcoming library events and help patrons register for library programs. We assist patrons with meeting and study room reservations, and provide basic instruction on how to use our website to maintain their accounts. All patron calls to the library that do not enter an extension come to the phone room first. From there we direct incoming calls to the appropriate staff member depending on the situation. The phone room is one of the harder areas to train new staff on because it requires such a wide array of general and specific knowledge of how the library works.

The first year:

Overall it has been an exciting and challenging year. With the new equipment and staffing structure we've had to learn new things and modify old practices. We've faced several challenges over the first year and have made progress in different areas.

- **Staffing:** During the original staff reorganization we envisioned having just one Accounts clerk on the desk. It quickly became clear that we had over estimated how autonomous the self check machines would be. We found that much of the time two staff were needed on the front desk to deal with general account issues and to monitor the self check machines. Until recently we've largely filled the gap with temporary staff positions. In June we transitioned one of our long running part time staff into a full time position to help meet our staffing requirements. This combined with the fact that the self check machines have run more and more smoothly and patrons have gotten used to using them, have brought us to a comfortable balance on service coverage. Filling vacation hours is still a bit of a challenge since we have a pretty small pool of people with the skills to fill in at the desk.
- **Self check machines:** The self check machines have come a long way from opening day. For the first several months after opening we had regular technical problems and much of the default programming was not user friendly. Kim Fletcher fought with Bibliotheca's tech support and was over time able to resolve all of the major problems. The Accounts staff has collaborated with Kim to customize the wording and menus on the self check machines to make them as user friendly as possible. There are still many inherent design limitations and elusive technical bugs that result in regular errors during checkout, but overall they work pretty well.
- **Payment plans:** One of my overall goals for the department is to reduce the number of patrons that end up being sent to collection. Toward this end we've modified our existing payment plan to allow any account in danger of automatic referral to collection to begin a payment plan. In the past we only set up payment plans for patrons already in collection. Several patrons have taken advantage of this option to pay off their balance

while avoiding collection calls and potentially damaged credit. Any Account staff can help a patron get started with these, and I monitor the progress to make sure the plan is being followed.

- **Self registration:** While in Borders the library purchased a software module from III that allows patrons to begin registering for their new library card through the website. With the move and re-opening setting up the software was pushed to the back burner. Finally, this June we were able to get the software into workable condition. Once the software was up and running we were able to dispense with paper library card applications completely. Although Accounts staff do start some new library card accounts from scratch, most now begin with the patron entering their vital information directly into Millennium via a web form available on our web page. So far this new system has been very successful. We save time during registration and are no longer generating file cabinets worth of library card applications.

Goals:

I have several other goals I'm slowly working toward and hope to make progress on this year.

- **Pre Collection notice:** Amanda and I have been working on developing a new notice to go out to patrons between billing and referral to collection 45 days later. We hope that another notice will reduce the total number of patrons that end up in collection. This will save our patrons money and frustration. We've made progress on the logistics behind that process and hope to move forward very soon.

- **Teacher and Institution Cards:** Other goals include updating our teacher card policy and procedure as well as developing a general institution card.
- **Accounts Manual:** I hope to write an accounts manual to capture all of the unwritten procedures we follow for consistency and training purposes.
- **Phone Room:** With two different departments staffing the phone room we have different areas of expertise. Better phone room training is needed to prepare new staff and smooth out the quality of service on the phone.
- **Millennium off site:** We hope to set up remote access to Millennium for our book van service.
- **Continuing Education:** I also want to develop a better continuing education plan for Accounts staff. Currently Accounts staff have little or no time off desk/phone, so continuing education is a rare thing. I'd like to make it more of a priority.

Closing

It's been an interesting year. With the move and reorganization most of our main purposes and goals have stayed the same, but how we get there has changed quite a bit. We still have a close working relationship with Materials Handling, but being separate has fostered a higher degree of expertise in staff. With our focus only on Accounts, our response time and my ability to follow up with patron issues is definitely greater than before the reorganization. I look forward to working to maintain a high level of daily service while pushing forward with improvements over time.

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
August 2015									
REVENUES		Month	Year to Date	Annual Budget	67% of Year	Aug-14	YTD 2014		
Tax Fund		\$ -	\$ 3,200,000.00	\$ 3,550,000.00	90.14%	\$ -	\$ 3,000,000.00		
Interest		\$ 156.75	\$ 1,131.95	\$ 250.00	452.78%	\$ 158.24	\$ 622.51		
State Aid		\$ -	\$ 30,268.44	\$ 32,000.00	94.59%	\$ -	\$ 32,124.22		
N.E.K.L.		\$ -	\$ 32,217.50	\$ 65,000.00	49.57%	\$ -	\$ 31,280.00		
Photo Copies		\$ 1,601.44	\$ 13,238.17	\$ 13,000.00	101.83%	\$ 1,423.20	\$ 9,277.36		
Overdues		\$ 14,940.61	\$ 123,795.89	\$ 180,000.00	68.78%	\$ 18,805.26	\$ 105,819.56		
Coffee Shop Rent		\$ 700.00	\$ 5,600.00	\$ 8,400.00	66.67%	\$ 600.00	\$ 600.00		
Meeting Room Fees		\$ 300.00	\$ 1,000.00	\$ 1,200.00	83.33%	\$ 50.00	\$ 50.00		
Miscellaneous		\$ 15.85	\$ 35.81			\$ 4.99	\$ (17.11)		
Total Revenues		\$ 17,714.65	\$ 3,407,287.76	\$3,849,850.00	88.50%	\$21,041.69	\$3,179,756.54		
EXPENSES									
Salaries & Wages		\$ 180,598.68	\$ 1,435,902.59	\$ 2,157,000.00	66.57%	\$ 174,307.80	\$1,264,879.10		
Health Insurance		\$ 17,707.23	\$ 153,557.53	\$ 250,000.00	61.42%	\$ 19,525.81	\$ 168,223.42		
Payroll Taxes		\$ 30,989.64	\$ 251,247.80	\$ 390,417.00	64.35%	\$ 29,578.77	\$ 212,777.83		
Books & Materials		\$ 30,755.96	\$ 280,830.79	\$ 520,000.00	54.01%	\$ 44,918.77	\$ 254,564.58		
Periodicals		\$ -	\$ 11,685.70	\$ 19,500.00	59.93%	\$ (13.33)	\$ 11,098.54		
Library Supplies		\$ 9,195.36	\$ 64,214.75	\$ 110,000.00	58.38%	\$ 7,235.79	\$ 63,518.74		
Building Supplies		\$ 2,096.92	\$ 13,194.36	\$ 16,800.00	78.54%	\$ 2,808.63	\$ 9,030.79		
Repairs & Maintenance		\$ 45,615.43	\$ 59,812.14	\$ 66,133.00	90.44%	\$ 38.65	\$ 44,988.63		
Equipment		\$ -	\$ -	\$ -		\$ 3,523.00	\$ 3,898.00		
Equipment - Technology		\$ 2,747.90	\$ 12,253.44	\$ 16,000.00	76.58%	\$ 564.85	\$ 6,929.35		
Capital Improvements		\$ 1,383.00	\$ 11,882.06	\$ -		\$ 8,130.36	\$ 8,130.36		
Utilities		\$ 9,785.54	\$ 85,956.83	\$ 100,000.00	85.96%	\$ 11,470.75	\$ 45,843.35		
Insurance		\$ 457.48	\$ 13,923.96	\$ 18,000.00	77.36%	\$ (5,543.31)	\$ 10,011.38		
Postage		\$ 668.37	\$ 13,644.26	\$ 20,000.00	68.22%	\$ 116.50	\$ 13,138.53		
Travel & Continuing Education		\$ 1,598.21	\$ 8,063.70	\$ 22,000.00	36.65%	\$ 681.76	\$ 12,301.93		
Book Van & Mileage		\$ 83.84	\$ 1,134.58	\$ 4,000.00	28.36%	\$ 96.84	\$ 1,959.50		
Photo Copiers		\$ 384.14	\$ 4,663.42	\$ 8,000.00	58.29%	\$ 556.16	\$ 4,096.59		
Programs		\$ 1,249.65	\$ 11,037.91	\$ 20,000.00	55.19%	\$ 228.49	\$ 8,198.03		
Professional Fees		\$ 10,470.69	\$ 42,765.50	\$ 70,000.00	61.09%	\$ 10,743.05	\$ 66,216.93		
Website/OPAC Content		\$ 35.00	\$ 6,033.84	\$ 27,000.00	22.35%	\$ 7,390.00	\$ 9,010.00		
Advertising & Marketing		\$ 801.15	\$ 8,520.72	\$ 15,000.00	56.80%	\$ 484.89	\$ 15,000.00		
Miscellaneous		\$ (4,170.85)	\$ 471.74			\$ 880.77	\$ (1,280.71)		
Total Expenses		\$ 342,453.34	\$ 2,490,797.62	\$3,849,850.00	64.70%	\$ 317,725.00	\$2,232,534.87		
Revenues Over Expenses		\$ (324,738.69)	\$ 916,490.14						
Cash Balances:									
Checking		\$ 1,436,405.36							
Capital Improvement		\$ 618,880.02							

[illegible][illegible]

Lawrence Public Library
Balance Sheet
As of August 31, 2015

	<u>Aug 31, 15</u>	<u>Aug 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.25	38,759.20	-21,811.95	-56.3%
Capital Improvement -2	601,932.77	600,430.03	1,502.74	0.3%
Checking	1,436,405.36	1,525,646.76	-89,241.40	-5.9%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>2,055,285.38</u>	<u>2,164,835.99</u>	<u>-109,550.61</u>	<u>-5.1%</u>
Total Current Assets	<u>2,055,285.38</u>	<u>2,164,835.99</u>	<u>-109,550.61</u>	<u>-5.1%</u>
Other Assets				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
Total Other Assets	<u>1,230.70</u>	<u>1,525.00</u>	<u>-294.30</u>	<u>-19.3%</u>
TOTAL ASSETS	<u>2,056,516.08</u>	<u>2,166,360.99</u>	<u>-109,844.91</u>	<u>-5.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	72,350.80	84,990.59	-12,639.79	-14.9%
Total Accounts Payable	<u>72,350.80</u>	<u>84,990.59</u>	<u>-12,639.79</u>	<u>-14.9%</u>
Other Current Liabilities				
Payroll Liabilities	2,438.32	1,078.22	1,360.10	126.1%
Total Other Current Liabilities	<u>2,438.32</u>	<u>1,078.22</u>	<u>1,360.10</u>	<u>126.1%</u>
Total Current Liabilities	<u>74,789.12</u>	<u>86,068.81</u>	<u>-11,279.69</u>	<u>-13.1%</u>
Total Liabilities	<u>74,789.12</u>	<u>86,068.81</u>	<u>-11,279.69</u>	<u>-13.1%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	925,652.81	1,020,812.39	-95,159.58	-9.3%
Total Equity	<u>1,981,726.96</u>	<u>2,080,292.18</u>	<u>-98,565.22</u>	<u>-4.7%</u>
TOTAL LIABILITIES & EQUITY	<u>2,056,516.08</u>	<u>2,166,360.99</u>	<u>-109,844.91</u>	<u>-5.1%</u>

Lawrence Public Library
Revenues & Expenses
August 2015

	<u>Aug 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	300.00
Personal Books	15.85
Merchandise Sales	799.98
Gifts-Other	10,577.07
Interest	156.75
Overdues	14,940.61
Photo Copies	1,601.44
Total Income	<u>29,091.70</u>
Gross Profit	29,091.70
Expense	
FOUNDATION FUNDING	1,614.20
FRIENDS FUNDING	12,001.80
Books & Materials	30,755.96
Miscellaneous	-2,950.56
Technology Equipment	2,747.90
Capital Improvement Expenditure	1,383.00
Insurance	457.48
Payroll Expenses	199,929.51
Payroll Taxes	31,192.83
Postage and Delivery	668.37
Professional Fees	10,470.69
Program Expense	1,249.65
Repairs	45,615.43
Supplies	11,292.28
Travel & Hospitality	1,682.05
Utilities	9,785.54
Total Expense	<u>357,896.13</u>
Net Ordinary Income	<u>-328,804.43</u>
Net Income	<u><u>-328,804.43</u></u>

Lawrence Public Library

Vendor Balance Summary

All Transactions

	Sep 17, 15
Advance Insurance Company	461.77
Amazon	1,687.80
ASI	50.00
Baker & Taylor, Inc.	689.16
Bibliotheca	605.00
Blackstone Audio, Inc.	176.94
Bob's Janitorial Service	810.00
Brilliance Publishing, Inc.	97.49
Brodart Co.	228.00
Center Point Large Print	323.55
Century Business Technologies	938.13
Cintas Fire Protection	334.56
City of Lawrence	49.92
Computype	1,450.12
Copy Co Inc.	600.00
Demco, Inc.	103.03
EBSCO	-32.85
Ed Rose	3,166.67
Eileen Jones	17.99
Elizabeth M. Chapa	6.44
Gale Group, Inc.	38.92
Harry Miller Piano Service	110.00
Heartland Payment Systems	284.58
Ingram Library Services	23,356.45
Innovative Interfaces, Inc.	45,024.00
Intuit	36.80
Jayhawk Tropical Fish	524.30
Jiminate	120.00
Johnston, Jane	30.00
Juliana M. Carlson	15.20
Kansas Public Radio	216.69
Kelly Lindemyer	8.99
KLA/MLA Joint Conference	150.00
Laser Logic, Inc.	517.84
Lawrence Creates	300.00
Lawrence Public Library Foundati...	250.00
Lawrence Sign Up LLC	145.00
Mid-Continent Public Library	28.00
Mid America	1,058.27
Midwest Tape	12,038.26
OCLC, Inc.	4,850.26
OverDrive	16.99
Phil Dixon	100.00
Pro Print Inc.	249.95
ProQuest LLC	958.00
Pur-O-Zone, Inc.	307.71
Quill Corporation	539.51
Random House, Inc.	227.50
Recorded Books	467.83
Rivershore Reading Store	160.00
Rueschhoff Communications	19.99
Showcases	405.00
Snap Promotions	1,705.09
Thomas D. Hegeman	8.39
Unique Management Services	1,288.63
United Parcel Service	648.71
University of Kansas	50.00
Vanguard ID Systems	5,571.85
VISA 5372	5,900.04
Westar	7,097.86
WOW!Business	819.56
TOTAL	127,409.89

12:20 PM
09/17/15

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	09/21/2015	Advance Insurance Company	Checking	
Bill	October 2015	09/16/2015		Group Life Insurance	-461.77
TOTAL					-461.77
Bill Pmt -Check	Electronic	09/21/2015	ASI	Checking	
Bill	August	09/16/2015		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	09/21/2015	Heartland Payment Systems	Checking	
Bill	August	09/16/2015		Office Supplies	-249.58
				Web Site & OPAC Cont...	-35.00
TOTAL					-284.58
Bill Pmt -Check	Electronic	09/21/2015	Intuit	Checking	
Bill	August	09/16/2015		Office Supplies	-36.80
TOTAL					-36.80
Bill Pmt -Check	Electronic	09/21/2015	United Parcel Service	Checking	
Bill	1365	09/16/2015		Postage and Delivery	-648.71
TOTAL					-648.71
Bill Pmt -Check	Electronic	09/21/2015	VISA 5372	Checking	
Bill		09/16/2015		Technology Equipment	-9.84
				Advertising	-93.57
				Adult Programming	-19.70
				KHF Grant Expenses	-358.32
				Bookvan & Mileage	-146.05
				Children's Programming	-34.33
				Children's Programming	-59.76
				Children's Programming	-38.53
				Young Adult Programming	-262.25
				Postage and Delivery	-311.77
				Library Supplies	-399.23
				Miscellaneous	-19.70
				Membership & Dues	-615.61
				Outreach Programming	-210.56
				Building Supplies	-332.32
				FOUNDATION FUNDING	-326.96
				FOUNDATION FUNDING	-164.09
				Books & Materials	-30.69
				Periodicals	-29.53
				Printing	-369.22
				Office Supplies	-26.97
				Collection Development	-29.78
				Adult Services	-213.68
				KLA	-1,797.58
TOTAL					-5,900.04

Lawrence Public Library
Check Detail
 September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	09/21/2015	Westar	Checking	
Bill		09/16/2015		Electric	-7,097.86
TOTAL					-7,097.86
Bill Pmt -Check	7055	09/23/2015	Baker & Taylor, Inc.	Checking	
Bill	2030992746	08/31/2015		Books & Materials	-87.48
Bill	30	08/31/2015		Library Supplies	-18.58
Bill	5013765853	08/31/2015		Books & Materials	-68.25
Bill	2031004060	08/31/2015		Books & Materials	-11.64
Bill	2030978588	08/31/2015		Books & Materials	-38.75
Bill	5013760697	08/31/2015		Books & Materials	-27.79
Bill	2030955870	08/31/2015		Books & Materials	-16.32
Bill	5013751265	08/31/2015		Books & Materials	-58.55
Bill	2030941511	08/31/2015		Books & Materials	-80.06
Bill	2030955871	08/31/2015		Library Supplies	-1.90
Bill	2030978589	08/31/2015		Library Supplies	-2.00
Bill	20301004061	08/31/2015		Library Supplies	-0.05
Bill	5013765854	08/31/2015		Library Supplies	-0.15
Bill	2030941512	08/31/2015		Library Supplies	-4.69
Bill	2031051534	09/17/2015		Books & Materials	-60.45
Bill	2031051535	09/17/2015		Library Supplies	-5.70
Bill	5013780275	09/17/2015		Books & Materials	-97.58
Bill	5013770381	09/17/2015		Books & Materials	-109.22
TOTAL					-689.16
Bill Pmt -Check	7056	09/23/2015	Bibliotheca	Checking	
Bill	SI0009996-...	09/16/2015		Library Supplies	-605.00
TOTAL					-605.00
Bill Pmt -Check	7057	09/23/2015	Blackstone Audio, Inc.	Checking	
Bill	783203	08/31/2015		Books & Materials	-135.00
Bill	783201	09/17/2015		Books & Materials	-20.97
Bill	783202	09/17/2015		Books & Materials	-20.97
TOTAL					-176.94
Bill Pmt -Check	7058	09/23/2015	Bob's Janitorial Service	Checking	
Bill	1775410	09/16/2015		Professional Fees	-810.00
TOTAL					-810.00
Bill Pmt -Check	7059	09/23/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1023963	09/17/2015		Books & Materials	-7.50
Bill	IN1021664	09/17/2015		Books & Materials	-15.00
Bill	IN1022626	09/17/2015		Books & Materials	-34.99
Bill	IN1021435	09/17/2015		Books & Materials	-17.50
Bill	IN1021995	09/17/2015		Books & Materials	-7.50
Bill	IN1024754	09/17/2015		Books & Materials	-7.50
Bill	IN1024986	09/17/2015		Books & Materials	-7.50
TOTAL					-97.49

12:20 PM
09/17/15

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7060	09/23/2015	Brodart Co.	Checking	
Bill	407567	08/31/2015		Library Supplies	-228.00
TOTAL					-228.00
Bill Pmt -Check	7061	09/23/2015	Center Point Large Print	Checking	
Bill	1315153	09/17/2015		Books & Materials	-323.55
TOTAL					-323.55
Bill Pmt -Check	7062	09/23/2015	Century Business Technologies	Checking	
Bill	379148	08/31/2015		Copying	-15.00
Bill	379147	08/31/2015		Copying	-354.14
Bill	380968	09/16/2015		Copying	-142.98
Bill	380967	09/16/2015		Copying	-55.68
Bill	382602	09/17/2015		Copying	-355.33
Bill	382603	09/17/2015		Copying	-15.00
TOTAL					-938.13
Bill Pmt -Check	7063	09/23/2015	Cintas Fire Protection	Checking	
Bill	OF58559130	08/31/2015		Equipment Repairs	-244.64
Bill	OF58038594	09/16/2015		Equipment Repairs	-89.92
TOTAL					-334.56
Bill Pmt -Check	7064	09/23/2015	Computype	Checking	
Bill	595691	08/31/2015		Library Supplies	-1,450.12
TOTAL					-1,450.12
Bill Pmt -Check	7065	09/23/2015	Copy Co Inc.	Checking	
Bill	83984	09/16/2015		Printing	-600.00
TOTAL					-600.00
Bill Pmt -Check	7066	09/23/2015	Demco, Inc.	Checking	
Bill	5660759	08/31/2015		Library Supplies	-103.03
TOTAL					-103.03
Bill Pmt -Check	7067	09/23/2015	Gale Group, Inc.	Checking	
Bill	55773739	09/17/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7068	09/23/2015	Harry Miller Piano Service	Checking	
Bill	8-13-15	08/31/2015		Equipment Repairs	-110.00
TOTAL					-110.00

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7069	09/23/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC045...	08/31/2015		Computer Repairs	-45,024.00
TOTAL					-45,024.00
Bill Pmt -Check	7070	09/23/2015	Jayhawk Tropical Fish	Checking	
Bill	500694	08/31/2015		Aquarium Maintenance	-97.00
Bill	500611	08/31/2015		Aquarium Maintenance	-101.20
Bill	501509	09/16/2015		Aquarium Maintenance	-104.96
Bill	500624	09/16/2015		Aquarium Maintenance	-97.00
Bill	500646	09/16/2015		Aquarium Maintenance	-124.14
TOTAL					-524.30
Bill Pmt -Check	7071	09/23/2015	Jiminate	Checking	
Bill	6-090715	09/16/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	7072	09/23/2015	Johnston, Jane	Checking	
Bill	080615JJ	08/31/2015		Books & Materials	-30.00
TOTAL					-30.00
Bill Pmt -Check	7073	09/23/2015	Kansas Public Radio	Checking	
Bill	127157	09/16/2015		Advertising Gift Fund	-216.69
TOTAL					-216.69
Bill Pmt -Check	7074	09/23/2015	Laser Logic, Inc.	Checking	
Bill	274281	08/31/2015		Library Supplies	-161.84
Bill	274321	08/31/2015		Office Supplies	-356.00
TOTAL					-517.84
Bill Pmt -Check	7075	09/23/2015	Lawrence Sign Up LLC	Checking	
Bill	6819	09/16/2015		Capital Improvement Ex...	-145.00
TOTAL					-145.00
Bill Pmt -Check	7076	09/23/2015	Mid-Continent Public Library	Checking	
Bill	150592148	08/31/2015		Overdues	-28.00
TOTAL					-28.00
Bill Pmt -Check	7077	09/23/2015	Mid America	Checking	
Bill	76016	08/31/2015		Building Supplies	-79.13
Bill	75890	08/31/2015		Building Supplies	-662.70
Bill	76153	09/16/2015		Building Supplies	-316.44
TOTAL					-1,058.27

12:20 PM
09/17/15

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7078	09/23/2015	OCLC, Inc.	Checking	
Bill	412367	09/16/2015		OCLC Internet	-4,013.07 -837.19
TOTAL					-4,850.26
Bill Pmt -Check	7079	09/23/2015	OverDrive	Checking	
Bill	000240077...	08/31/2015		Books & Materials	-16.99
TOTAL					-16.99
Bill Pmt -Check	7080	09/23/2015	Pro Print Inc.	Checking	
Bill	88920	08/31/2015		Printing	-173.00
Bill	88970	09/16/2015		Office Supplies	-56.95
Bill	89073	09/16/2015		Library Supplies	-20.00
TOTAL					-249.95
Bill Pmt -Check	7081	09/23/2015	ProQuest LLC	Checking	
Bill	70353062	09/16/2015		Web Site & OPAC Cont...	-958.00
TOTAL					-958.00
Bill Pmt -Check	7082	09/23/2015	Pur-O-Zone, Inc.	Checking	
Bill	672817	08/31/2015		Equipment Repairs	-86.97
Bill	674459	08/31/2015		Building Supplies	-20.31
Bill	674414	08/31/2015		Building Supplies	-175.63
Bill	676103	09/16/2015		Building Supplies	-24.80
TOTAL					-307.71
Bill Pmt -Check	7083	09/23/2015	Quill Corporation	Checking	
Bill	6770538	08/31/2015		Office Supplies	-110.56
Bill	6836756	08/31/2015		Office Supplies	-69.29
Bill	7138822	09/16/2015		Young Adult Programming	-54.89
Bill	7178904	09/16/2015		Children's Programming	-23.99
Bill	7119054	09/16/2015		Children's Programming	-264.60
Bill	7358731	09/16/2015		Library Supplies	-16.18
TOTAL					-539.51
Bill Pmt -Check	7084	09/23/2015	Random House, Inc.	Checking	
Bill	1184545004	08/31/2015		Books & Materials	-67.50
Bill	1084545004	08/31/2015		Books & Materials	-75.00
Bill	1084556475	08/31/2015		Books & Materials	-10.00
Bill	1084466981	08/31/2015		Books & Materials	-30.00
Bill	1084630770	09/17/2015		Books & Materials	-11.25
Bill	1084710426	09/17/2015		Books & Materials	-33.75
TOTAL					-227.50

12:20 PM
09/17/15

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7085	09/23/2015	Recorded Books	Checking	
Bill	75181256	08/12/2015		Books & Materials	-0.03
Bill	75184625	08/31/2015		Books & Materials	-467.80
TOTAL					-467.83
Bill Pmt -Check	7086	09/23/2015	Rivershore Reading Store	Checking	
Bill	15-6338	08/31/2015		Library Supplies	-160.00
TOTAL					-160.00
Bill Pmt -Check	7087	09/23/2015	Rueschhoff Communications	Checking	
Bill	168812	08/31/2015		Building Repairs	-19.99
TOTAL					-19.99
Bill Pmt -Check	7088	09/23/2015	Showcases	Checking	
Bill	587633	08/31/2015		Library Supplies	-405.00
TOTAL					-405.00
Bill Pmt -Check	7089	09/23/2015	Snap Promotions	Checking	
Bill	15082103	09/16/2015		Merchandise Sales	-1,705.09
TOTAL					-1,705.09
Bill Pmt -Check	7090	09/23/2015	Unique Management Services	Checking	
Bill	312162	09/16/2015		Professional Fees	-1,109.80
Bill	312163	09/16/2015		Professional Fees	-178.83
TOTAL					-1,288.63
Bill Pmt -Check	7091	09/23/2015	Vanguard ID Systems	Checking	
Bill	8079797	09/16/2015		Library Supplies	-5,571.85
TOTAL					-5,571.85
Bill Pmt -Check	27836	09/21/2015	Amazon	Checking	
Bill	7462609	08/31/2015		Books & Materials	-12.99
Bill	4360264	08/31/2015		Books & Materials	-72.77
Bill	1738666	08/31/2015		Books & Materials	-16.71
Bill	0322621	08/31/2015		Books & Materials	-192.69
Bill	0322621	08/31/2015		Books & Materials	-40.14
Bill	1738666	08/31/2015		Books & Materials	-18.79
Bill	7185054	08/31/2015		Library Supplies	-51.16
Bill	0581867	08/31/2015		Technology Equipment	-205.45
Bill	9539415	08/31/2015		Technology Equipment	-31.59
Bill	6757852	09/17/2015		Books & Materials	-87.23
Bill	4641020	09/17/2015		Books & Materials	-51.94
Bill	4641020	09/17/2015		Books & Materials	-19.99
Bill	5273021	09/17/2015		Books & Materials	-54.99
Bill	5273021	09/17/2015		Books & Materials	-119.37
				Building Supplies	-26.85
Bill	8329018	09/17/2015		Books & Materials	-68.17

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	8329018	09/17/2015		Books & Materials	-307.49
Bill	8672258	09/17/2015		Books & Materials	-309.48
TOTAL					-1,687.80
Bill Pmt -Check	27837	09/21/2015	City of Lawrence	Checking	
Bill	Parking	09/16/2015		Miscellaneous	-49.92
TOTAL					-49.92
Bill Pmt -Check	27838	09/21/2015	Ed Rose	Checking	
Bill		09/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27839	09/21/2015	Eileen Jones	Checking	
Bill	REFUND	08/31/2015		Overdues	-17.99
TOTAL					-17.99
Bill Pmt -Check	27840	09/21/2015	Elizabeth M. Chapa	Checking	
Bill	REFUND	08/31/2015		Overdues	-6.44
TOTAL					-6.44
Bill Pmt -Check	27841	09/21/2015	Ingram Library Services	Checking	
Bill	86831440	08/31/2015		Personal Books	-8.73
Bill	86791137	08/31/2015		Books & Materials	-24.93
Bill	86831441	08/31/2015		Books & Materials	-1,225.39
Bill	86831444	08/31/2015		Library Supplies	-129.09
Bill	86831444	08/31/2015		Books & Materials	-436.99
Bill	86831443	08/31/2015		Library Supplies	-31.94
Bill	86831442	08/31/2015		Books & Materials	-40.17
Bill	86901919	08/31/2015		Library Supplies	-0.45
Bill	86959933	08/31/2015		Books & Materials	-28.78
Bill	86951201	08/31/2015		Library Supplies	-0.30
Bill	86951202	08/31/2015		Books & Materials	-1,305.30
Bill	87010882	08/31/2015		Library Supplies	-100.52
Bill	87057584	08/31/2015		Books & Materials	-372.31
Bill	87010883	08/31/2015		Library Supplies	-30.70
Bill	87094369	08/31/2015		Books & Materials	-172.63
Bill	87308603	08/31/2015		Library Supplies	-18.72
Bill	87308604	08/31/2015		Books & Materials	-23.39
Bill	87218831	08/31/2015		Library Supplies	-2.74
Bill				Books & Materials	-353.53
Bill				Library Supplies	-22.96
Bill				Books & Materials	-3.98
Bill				Books & Materials	-266.71
Bill				Library Supplies	-29.16
Bill				Books & Materials	-666.84
Bill				Library Supplies	-79.80
Bill				Books & Materials	-503.68
Bill				Library Supplies	-33.36
Bill				Books & Materials	-818.11
Bill				Library Supplies	-43.39
Bill				Books & Materials	-124.42
Bill				Library Supplies	-3.99
Bill				Books & Materials	-298.04
Bill				Library Supplies	-20.89

Lawrence Public Library
Check Detail
 September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	87296368	08/31/2015		Books & Materials	-23.88
Bill	87296370	08/31/2015		Books & Materials	-1,011.87
				Library Supplies	-46.80
Bill	87403367	08/31/2015		Books & Materials	-1,366.85
				Library Supplies	-146.01
Bill	87296369	08/31/2015		Books & Materials	-2,115.52
				Library Supplies	-283.96
Bill	87640672	08/31/2015		Books & Materials	-58.77
				Library Supplies	-0.60
Bill	87640671	08/31/2015		Books & Materials	-466.59
				Library Supplies	-42.10
Bill	87403366	09/16/2015		Personal Books	-30.68
Bill	89064472	09/16/2015		Personal Books	-17.97
Bill	89064473	09/17/2015		Books & Materials	-586.35
				Library Supplies	-40.23
Bill	89126147	09/17/2015		Books & Materials	-494.26
				Library Supplies	-73.60
Bill	89113664	09/17/2015		Books & Materials	-25.02
Bill	89214382	09/17/2015		Books & Materials	-13.64
Bill	88924696	09/17/2015		Books & Materials	-72.53
				Library Supplies	-0.90
Bill	88924695	09/17/2015		Books & Materials	-384.85
				Library Supplies	-26.31
Bill	888811260	09/17/2015		Books & Materials	-591.31
				Library Supplies	-62.70
Bill	88811697	09/17/2015		Books & Materials	-28.10
				Library Supplies	-2.74
Bill	88689709	09/17/2015		Books & Materials	-589.58
				Library Supplies	-45.38
Bill	88811698	09/17/2015		Books & Materials	-1,614.87
				Library Supplies	-171.72
Bill	88579998	09/17/2015		Books & Materials	-206.86
				Library Supplies	-12.67
Bill	88368784	09/17/2015		Books & Materials	-1,395.33
				Library Supplies	-109.77
Bill	87907224	09/17/2015		Books & Materials	-391.71
				Library Supplies	-24.56
Bill	87960998	09/17/2015		Books & Materials	-46.80
				Library Supplies	-0.60
Bill	87831095	09/17/2015		Books & Materials	-208.17
				Library Supplies	-29.22
Bill	87895947	09/17/2015		Books & Materials	-256.05
				Library Supplies	-26.07
Bill	88477949	09/17/2015		Books & Materials	-338.22
				Library Supplies	-19.26
Bill	88368783	09/17/2015		Books & Materials	-155.72
Bill	88585466	09/17/2015		Books & Materials	-7.19
Bill	88543304	09/17/2015		Books & Materials	-288.01
				Library Supplies	-20.86
Bill	87821951	09/17/2015		Books & Materials	-1,518.94
				Library Supplies	-223.86
Bill	87960997	09/17/2015		Books & Materials	-392.11
				Library Supplies	-26.84
TOTAL					-23,356.45
Bill Pmt -Check	27842	09/21/2015	Juliana M. Carlson	Checking	
Bill	REFUND	08/31/2015		Overdues	-15.20
TOTAL					-15.20

12:20 PM
09/17/15

Lawrence Public Library
Check Detail
September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27843	09/21/2015	Kelly Lindemyer	Checking	
Bill	REFUND	09/16/2015		Overdues	-8.99
TOTAL					-8.99
Bill Pmt -Check	27844	09/21/2015	KLA/MLA Joint Conference	Checking	
Bill	J.Cook	09/16/2015		KLA	-150.00
TOTAL					-150.00
Bill Pmt -Check	27845	09/21/2015	Lawrence Creates	Checking	
Bill	10-10-15	09/16/2015		Adult Programming	-100.00
				Children's Programming	-100.00
				Young Adult Programming	-100.00
TOTAL					-300.00
Bill Pmt -Check	27846	09/21/2015	Lawrence Public Library Founda...	Checking	
Bill	8-13-15	07/31/2015		KHF Grant Expenses	-250.00
TOTAL					-250.00
Bill Pmt -Check	27847	09/21/2015	Midwest Tape	Checking	
Bill	93136547	08/31/2015		Books & Materials	-18.74
Bill	93102364	08/31/2015		Books & Materials	-75.54
Bill	93102366	08/31/2015		Books & Materials	-335.17
Bill	93110684	08/31/2015		Books & Materials	-374.90
Bill	93112990	08/31/2015		Books & Materials	-17.99
Bill	93110739	08/31/2015		Books & Materials	-903.56
Bill	93116953	08/31/2015		Books & Materials	-194.95
Bill	93115005	08/31/2015		Books & Materials	-191.92
Bill	93117875	08/31/2015		Books & Materials	-776.84
Bill	93120159	08/31/2015		Books & Materials	-75.09
Bill	93115003	08/31/2015		Books & Materials	-196.79
Bill	93130117	08/31/2015		Books & Materials	-101.17
Bill	93130343	08/31/2015		Books & Materials	-830.47
Bill	93139421	08/31/2015		Books & Materials	-146.20
Bill	93140401	08/31/2015		Books & Materials	-89.98
Bill	93133298	08/31/2015		Books & Materials	-409.90
Bill	93130345	08/31/2015		Books & Materials	-19.98
Bill	93136548	08/31/2015		Books & Materials	-173.15
Bill	93135559	08/31/2015		Books & Materials	-250.42
Bill	93136545	08/31/2015		Books & Materials	-146.72
Bill	93139249	08/31/2015		Books & Materials	-141.94
Bill	93135558	08/31/2015		Books & Materials	-53.51
Bill	93153071	08/31/2015		Books & Materials	-592.10
Bill	93151240	08/31/2015		Books & Materials	-177.95
Bill	93175941	09/16/2015		Library Supplies	-730.70
Bill	93191831	09/17/2015		Books & Materials	-404.78
Bill	93191461	09/17/2015		Books & Materials	-112.45
Bill	93202246	09/17/2015		Books & Materials	-462.62
Bill	93195332	09/17/2015		Books & Materials	-22.49
Bill	93204715	09/17/2015		Books & Materials	-50.22
Bill	93195027	09/17/2015		Books & Materials	-199.95
Bill	93202270	09/17/2015		Books & Materials	-45.56
Bill	93195330	09/17/2015		Books & Materials	-84.67
Bill	93181973	09/17/2015		Books & Materials	-239.49
Bill	93188137	09/17/2015		Books & Materials	-102.72

Lawrence Public Library
Check Detail
 September 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	93188135	09/17/2015		Books & Materials	-146.17
Bill	93185610	09/17/2015		Books & Materials	-568.84
Bill	93153073	09/17/2015		Books & Materials	-9.99
Bill	93174835	09/17/2015		Books & Materials	-856.70
Bill	93175814	09/17/2015		Books & Materials	-139.96
Bill	93174837	09/17/2015		Books & Materials	-17.99
Bill	93172510	09/17/2015		Books & Materials	-81.08
Bill	93172512	09/17/2015		Books & Materials	-77.23
Bill	93165587	09/17/2015		Books & Materials	-70.45
Bill	93152440	09/17/2015		Books & Materials	-211.63
Bill	93159122	09/17/2015		Books & Materials	-148.67
Bill	93153074	09/17/2015		Books & Materials	-14.24
Bill	93147677	09/17/2015		Books & Materials	-266.93
Bill	93152442	09/17/2015		Books & Materials	-268.37
Bill	93152780	09/17/2015		Books & Materials	-108.72
Bill	93159124	09/17/2015		Books & Materials	-300.66
TOTAL					-12,038.26
Bill Pmt -Check	27848	09/21/2015	Phil Dixon	Checking	
Bill	9-22-15	09/17/2015		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	27849	09/21/2015	Thomas D. Hegeman	Checking	
Bill	REFUND	08/31/2015		Overdues	-8.39
TOTAL					-8.39
Bill Pmt -Check	27850	09/21/2015	University of Kansas	Checking	
Bill	S.Braunlich	08/31/2015		Adult Services	-50.00
TOTAL					-50.00
Bill Pmt -Check	27851	09/21/2015	WOW!Business	Checking	
Bill		08/31/2015		Internet	-108.05
				Telephone	-711.51
TOTAL					-819.56

Lawrence Public Library

Monthly Statistical Summary--August 2015

INDICATOR	August		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	7.97	8.52	-6%			
Reference Transactions per Capita	1.57	1.71	-8%			
Program Attendance per Capita	0.36	0.51	-29%			
Circulation per Capita	15.56	15.79	-1%			
Circulation per Visit	1.95	1.85	5%			
Total Holdings per Capita	2.27	1.95	16%			
% of Lawrence Residents Registered	96%	89%	8%			

Circulation--Adult Total	82,521	82,178	0%	626,088	559,752	12%
Circulation--Young Adult Total	4,983	5,407	-8%	38,827	32,144	21%
Circulation--Youth Total	35,118	39,264	-11%	277,067	263,221	5%
Circulation--Bookmobile	1,303	1,355	-4%	9,681	8,370	16%
Circulation--Audiovisual Total	49,547	49,715	0%	471,503	362,337	30%
Circulation--Total	122,622	126,849	-3%	941,982	855,117	10%

Reference Transactions	12,395	13,395	-7%	90,899	66,118	37%
Public Computer Usage	10,581	10,458	1%	75,756	61,863	22%
User Visits	62,808	66,683	-6%	486,279	278,039	75%
LPL Web Site Visits	30,920	31,532	-2%	194,799	186,223	5%

Holdings--Added	3,328	3,671	-9%	27,238	25,332	8%
Holdings--Withdrawn	1,529	464	230%	13,373	40,583	-67%
Holdings--Total	214,385	183,525	17%			

Registered Borrowers--Added	997	1,615	-38%			
Registered Borrowers--Total	114,908	105,803	9%			

Adult Programs	18	9	100%	128	82	56%
Young Adult Programs	8	12	-33%	154	117	32%
Youth Programs	14	28	-50%	480	293	64%
Senior Programs	15	15	0%	111	107	4%
Total Programs	55	64	-14%	873	599	46%
Total Program Attendance	2,806	4,011	-30%	39,785	41,243	-4%
Public Uses of Meeting Rooms	124	57	118%	999	57	1653%

Total Paid Staff (FTE)	59.89	63.04	-5%			
Total Number of Employees	79	80	-1%			

Lawrence Public Library

Monthly Statistical Report--August 2015

	August		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	7.97	8.52	-6%				
Reference Transactions per Capita	1.57	1.71	-8%				
Program Attendance per Capita	0.36	0.51	-31%				
Circulation per Capita	15.56	16.20	-4%				
Total Holdings per Capita	2.27	1.95	16%				
Collection Turnover--Total	6.95	8.70	-20%				
Collection Turnover--Adult	7.61	8.45	-10%				
Collection Turnover--Young Adult	6.19	6.83	-9%				
Collection Turnover--Youth	7.21	8.79	-18%				
Collection Turnover--Audiovisual	10.03	14.60	-31%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	37096	36890	1%		280611	238108	18%
Circulation--Adult Periodicals	1364	2070	-34%		10996	5159	113%
Circulation--Adult Feature Films & TV Shows	29812	28343	5%		226151	213933	6%
Circulation--Electronic Games	2187	1819	20%		16313	13325	22%
Circulation--Adult Music CDs	7888	8977	-12%		64127	61208	5%
Circulation--Adult Audio Books	4161	4079	2%		27794	27859	0%
Circulation--eReaders	13	0	#DIV/0!		96	160	-40%
Circulation--Adult Total	82521	82178	0%		626088	559752	12%

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	4563	5080	-10%		35956	30415	18%
Circulation--YA Periodicals	28	70	-60%		313	187	67%
Circulation--YA Audio Books	392	257	53%		2558	1542	66%
Circulation--YA Total	4983	5407	-8%		38827	32144	21%
Circulation--Youth Books and NF Videos	33269	36903	-10%		262611	249107	5%
Circulation--Youth Periodicals	168	212	-21%		1335	741	80%
Circulation--Youth Music CDs	510	828	-38%		4520	4573	-1%
Circulation--Youth Audio Books	1171	1321	-11%		8601	8982	-4%
Circulation--Youth Total	35118	39264	-11%		277067	263403	5%
Circulation--Bookmobile	1303	1355	-4%		9681	8370	16%
Circulation--Total Books	74928	74782	0%		579178	486875	19%
Circulation--Total Periodicals	1560	2352	-34%		12644	6087	108%
Circulation--Total Audiovisual	49547	49715	0%		471503	362337	30%
Circulation Total	122622	126849	-3%		941982	855299	10%
Accounts Desk & Welcome Desk Circulation	2004	28888	-93%		111157	344571	-68%
Self Check Circulation	98553	97961	1%		733384	510728	44%
Percent Self Check	98%	77%	27%		87%	60%	45%
Web Site/Telephone Renewals	19032				146760		
Othe Staff Checkouts	3142				29033		

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	21816	18191	20%		162309	129861	25%
Requests Filled	15439	12104	28%		114763	94630	21%
Requests Unclaimed	3375	2890	17%		24093	12613	91%
Interlibrary Loan Items Borrowed for LPL Patrons	462	325	42%		3115	3383	-8%
Interlibrary Loan Items Loaned from LPL Collection	478	571	-16%		4921	2670	84%
OTHER LIBRARY SERVICES							
User Visits	62808	66683	-6%		486279	278039	75%
Public Computer Usage	10581	10458	1%		75756	61863	22%
Computer Lab Classes	8	4	100%		64	25	156%
Computer Lab Classes Attendance	32	101	-68%		203	169	20%
Adult Reference Transactions	1998	3196	-37%		16236	46790	-65%
Young Adult Reference Transactions	1392	954	46%		9171	4548	102%
Youth Reference Transactions	1202	1540	-22%		9015	7075	27%
IT Desk	3236	2401	35%		20711	2401	763%
Welcome Desk	2621	3784	-31%		19036	3784	403%
Phone Calls	1946	1520	28%		16730	1520	1001%
Total Transactions	12395	13395	-7%		90899	66118	37%
Public-Sponsored Uses of Meeting Rooms	124	57	118%		999	57	1653%
LPL Web Site Visits	30920	31532	-2%		194799	186223	5%
RESOURCES							
Holdings--Total	214385	183525	17%				
Holdings--Adult	132030	119678	10%				
Holdings--Young Adult	9656	9505	2%				
Holdings--Youth	59193	54342	9%				
Holdings--Audiovisual	59278	40858	45%				
Holdings--eReaders	10	16	-38%				
Holdings Added	3328	3671	-9%		27238	25332	8%
Holdings Withdrawn (Weeded)	1529	464	230%		13373	40583	-67%
Holdings Net Change	1799	3207			13865	-15251	

Lawrence Public Library	August		Percent		YTD	YTD
Monthly Statistical Report	2015	2014	Change		2015	2014
			2014-2015			2014-2015
LIBRARY PATRONS						
Total Borrowers	114908	105803	9%			
Borrowers Added	997	1615	-38%		6156	5491
Borrowers Transacting	13966	13188	6%		89098	76840
Percent of Borrowers Transacting	12%	12%	-2%			
Total Number of Lawrence Residents Registered	90900	83495	9%			
Percent of Lawrence Residents Registered	96%	89%	8%			
PROGRAMMING						
Number of Adult Programs	18	9	100%		128	82
Number of Young Adult Programs	8	12	-33%		154	117
Number of Youth Programs	14	28	-50%		480	293
Number of Senior Programs	15	15	0%		111	107
Total Programs	55	64	-14%		873	599
Adult Program Attendance	1564	170	820%		7103	15247
Young Adult Program Attendance	469	152	209%		3078	3036
Youth Program Attendance	625	3534	-82%		28611	21959
Senior Program Attendance	148	155	-5%		993	1001
Total Program Attendance	2806	4011	-30%		39785	41243
STAFFING						
Total Paid Staff, in Full-Time Equivalents	59.89	63.04	-5%			
ALA-MLS Librarians, in Full-Time Equivalents	18.4	17.44	6%			
Number of Employees--Total	79	80	-1%			
Number of Employees--Full-Time	37	36	3%			
Number of Employees--Part-Time	42	44	-5%			
Terminations	5	0	#DIV/0!		17	5
Hirings	1	0	N/A		11	11
Volunteer Hours	278.8	125.3	123%		2754.9	1965.7

Library Director's Report for September 2015

Respectfully submitted by Brad Allen 9/17/2015

More New Staff

Most of the flurry of new staff coming on board in the past couple months is about complete. The following is a bulleted list of people coming and going since my last report:

New hires:

- Accounts: Jessi Harris
- Information Services: Muriel Green
- Readers Services: Kimberly Lopez, William Ottens, and Ilka Iwanczuk
- Technology: Jeff Carmody
- Youth Services: Samantha Lowell, Ben Love and Centennial Clogston (both start 9/23)

Internal changes:

- Fisher Adwell has moved from Readers Services to Information Services
- Madeline Reed has moved from Materials Handling to Cataloging and Processing
- Barb Michener has moved from full-time to part-time in Youth Services

Recent Departures:

- Cataloging and Processing: Camille Lechlitter (retired)
- Youth Services: Rachael Hall

Aside from this list, we are still in the process of hiring one new full-time Youth Services position.

Summer Reading Results

We had a very successful summer reading campaign this year. Overall, we had 4,176 finishers, an increase of 226, or 6%, from last year. 258 programs attracted 17,100 attendees. Finishers read 34,621 books as well as another 15,810 hours of reading. (We let people count books or hours read on their summer reading forms.) I have attached a nice graphic made our our Teen Librarian Miriam Wallen with a more detailed breakdown.

New Construction

Construction workers have descended on the Library this week to begin construction on the new recording room for our recording studio, SOUND+VISION. Construction should be completed in within a few weeks. Additionally, crews plan to arrive at the library the week of September 21 to install acoustical ceiling treatments for the children's and teen activities areas.

Library Director's Report for September 2015

Sister Cities Delegation Visit to Japan

I was asked by the Sister Cities advisory board to serve as a delegate for an official visit to Hiratsuka, Japan, to celebrate the 25th anniversary of the sister city relationship between Lawrence and Hiratsuka. The trip will be October 19-22. I am honored and humbled to be selected to represent our city.

New Reservation System in Place

I reported a few months back that we began using a new software product called LibCal to manage reservations for our main level study rooms and the SOUND+VISION studio. We have now expanded use of LibCal to the rest of our meeting rooms and the auditorium.

2015 SUMMER READING FINISHERS

GRAND TOTALS



4,176 Finishers

34,621 Books Read



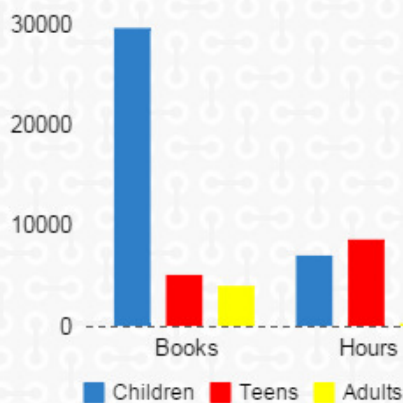
15,810 Hours Read

258 Programs

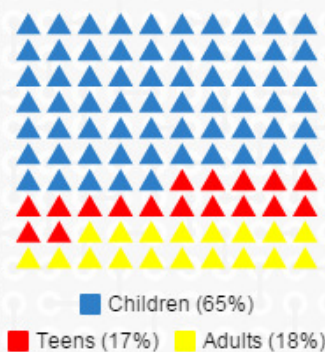


17,100 Program Attendees

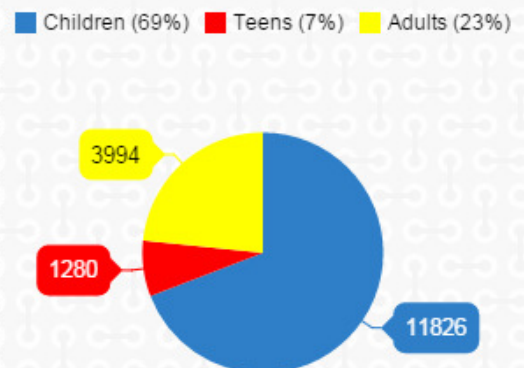
Books & Hours



Finishers by Group



Program Attendance



*Patrons had the choice of reading books or tracking hours of reading.

Library Foundation Director's Report • September 18, 2015

NEH Update. On September 2, the Library Foundation received \$125,000 from the National Endowment for the Humanities. This represents the balance of NEH's Greatest Expectations matching funds. The Foundation has one last gift that is pending for a meeting room naming opportunity. The final step in the campaign is to collect \$115,000 in outstanding pledges by July 31, 2017.

Simpson Foundation Gift. The Library Foundation has received a generous \$20,000 gift from the Simpson Foundation. This is the fourth and largest annual gift that to the library from this local family foundation. It is to be used at the discretion of the director for the library's most pressing needs. Simpson Foundation gifts have funded a number of important projects, including a book drop and the annual subscription to Lynda.com.

SOUND+VISION Studio Endowment. The Library Foundation is delighted to announce a \$25,000 gift for the creation of a new endowment fund. The Maximino Martínez-Pérez Creativity Fund will support the activities of the SOUND+VISION studio. Max Martínez-Pérez was born in La Habana, Cuba. He moved to Lawrence in 1978 and died in 2008. His vocation of heart was as a musician. He was a percussionist, singer, songwriter, and drummer. This fund, established by his wife Pat Wittry, celebrates Max's life as a musician and will keep his spark alive by encouraging creativity in Lawrence.

Beach Author Series. The second annual Ross and Marianna Beach Author Series is just around the corner. On October 15, Karen Russell will visit Lawrence to talk about her work as an author. Invitations and tickets to the New Chapter Society reception were mailed out and free public tickets will be available at the Welcome Desk starting October 1. It promises to be another great library evening!

New Foundation Assistant. The Library Foundation is pleased to report that Gerry Bukaty will serve as its new administrative assistant. Gerry is a retired Lawrence Public Schools elementary teacher. She brings amazing organizational skills and a delightfully outgoing personality! Gerry will work 10 to 15 hours a week for the Foundation.

Book Club Focus Groups. The library's Readers Services department soon will launch new services for Lawrence book clubs. The Library Foundation is supporting this effort by hosting focus groups to help the library gain important information about what services would be most valuable to local book clubs. The first of these meetings was held on September 1. Ideas included providing book recommendations, local author events, social opportunities with other book clubs, and an online newsletter. Additional focus groups will be organized in the coming weeks.

990 Completion. The Library Foundation's 2014 Form 990 was approved by the Library Foundation board at its August meeting. Among the board recommendations was instituting a conflict of interest and whistleblower policy. This is on the agenda for the upcoming September 28 meeting.

Surplus Property Disposal Policy

Approved by the Lawrence Public Library Board of Trustees, July 21, 1997,
and September 21, 2015.

The Friends of the Lawrence Public Library have first right of refusal for all deaccessioned library collection materials to sell or dispose of at their discretion. Any other library collection materials deemed unsellable by the Friends will be given away or disposed of by the Library.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be:

1. advertised for sale; methods for advertising could include postings to Northeast Kansas Library and/or Kansas library email listservs, using a general online classified advertisement services, or another method determined at the discretion of the Library Director,
2. given away at no charge to another library, an appropriate social service agency, or to the general public.

If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded or recycled.

Material Selection and Collection Development Policy

Approved by the Lawrence Public Library Board of Trustees, August 19, 1996.

Revised April 18, 2001, December 18, 2006 and September 21, 2015.

- I. Introduction
 - A. Purpose of the Collection Development Policy
 - B. Library Collection Objectives
 - C. Controversial Material
 - D. Responsibility for Selection and Management
- II. Guidelines and Review Sources
 - A. General Selection Guidelines
 - B. Recommendations from the Public
 - C. Review Sources
 - D. Self-published Materials
 - E. Formats
- III. Gifts and Tax Deductions
- IV. Interlibrary Loan and Cooperation
- V. Access to Materials
 - A. Precepts of Freedom
 - B. Access
 - C. Process for Reconsideration of Library Materials
- VI. Maintenance of the Collection
 - A. Evaluation
 - B. Material Withdrawal Policy
 - C. Disposition of Withdrawn Materials
 - D. Replacements

Appendix A. Freedom to Read Statement

Appendix B. Freedom to View Statement

Appendix C. Library Bill of Rights

Appendix D. Request for Reconsideration of Library Materials

Material Selection and Collection Development Policy

I. Introduction

A. Purpose of the Collection Development Policy

The purpose of this document is to inform our community's understanding of the purpose and nature of Lawrence Public Library's [hereinafter "the Library"] collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

B. Library Collection Objectives

The primary objective of the Library's collection is to meet the informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to serve as many people within our service area as possible, including individuals of every age, educational background, personal belief system, occupation, economic level, and ethnic background, and to reflect the diversity of interests and viewpoints found throughout the community.

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of reserves placed on materials to inform the selection process.

In general, the Library's collections emphasize up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatments that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected. While a limited number of selections are made for research use in the Osma Collection and the reference collection, for the most part, materials are intended for public use and circulation. The Library always strives to add materials in new formats as they become commonly used throughout the community.

C. Controversial Material

The Library selects representative material espousing various points of view, so that the free individual may examine a variety of presentations and make his or her own decisions. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the creator's views. The Library seeks to provide materials that represent differing approaches to issues of a controversial nature. Library staff do not make selection decisions on the basis of any

Material Selection and Collection Development Policy

anticipated approval or disapproval, but on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community.

D. Responsibility for Selection and Management

The responsibility for materials selection and management rests in the hands of the Library's governing body—the Lawrence Public Library Board of Trustees [hereinafter “the Board”]. The Board delegates the selection and management of materials and development of the collection on a day-to-day basis to Library staff.

II. Guidelines and Review Sources

A. General Selection Guidelines

Collection Development staff use their training, knowledge, and expertise, along with the following general guidelines to select materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use
- Availability and accessibility of the same materials from another library

Material Selection and Collection Development Policy

B. Recommendations from the Public

Library staff give serious consideration to suggestions from the public concerning possible purchase of materials and use the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process.

C. Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. Multiple copies of items anticipated to be in high demand may be purchased in the initial order. In addition, the Library purchases additional copies of materials based on a ratio of reserves to copies.

D. Review Sources

Collection Development staff use reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas.

E. Self published materials

Collection Development staff generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

F. Formats

The Library collects a variety of print and non-print formats. Library staff consider the addition of new formats to the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. Library staff also consider the availability of items in the format, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate the items when adopting or discontinuing formats.

Material Selection and Collection Development Policy

III. Gifts and Tax Deductions

The Library accepts gifts or donations of books or other materials with the understanding that they may be used or disposed of as Library staff determine is appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Staff also consider the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that Library staff choose not to add to the collection will be given to the Friends of the Lawrence Public Library for sale. Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Revenue Code of 1986 as amended. Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

IV. Interlibrary Loan and Cooperation

The Library cooperates with the State Library of Kansas and regional and national systems to provide interlibrary loan service to our users. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials which are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this collection development policy.

V. Access to Materials

A. Precepts of Freedom

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is basic to democracy. American Library Association's Freedom to Read Statement (Appendix A), Freedom to View Statement (Appendix B), and the Library Bill of Rights (Appendix C) guide the Library in the selection of materials for its collections. The Library is a unique public institution charged with being an unbiased repository of recorded expression. Any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be treated with the utmost seriousness by Library staff and the Board. Censorship is an individual matter and that—while anyone is free to reject books or materials of which they disapprove—they cannot censor or restrict the freedom of others. The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Material Selection and Collection Development Policy

B. Access

The Library assures free and open access to its holdings. Children and teens may use all collections of the library. Responsibility for reading and viewing activity of children and teenagers rests with their parents and legal guardians. The library does not intrude on that relationship.

Processing and shelving of materials does not reflect a value judgment. The Library uses directional and informational labelling to make it easier for patrons to locate and select materials; we do not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all materials in their proper order on open shelves freely and easily accessible to the public, with the exception of a limited number of materials used for ready reference or programming.

C. Process for Reconsideration of Library Materials

A patron may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form (Appendix D). Within thirty (30) days of receipt of the completed form, the Director will send a written response to the patron. The material in question will stay in the collection during the reconsideration process.

If the patron is not satisfied with the decision, the patron may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will be to determine whether the Library Director's decision was in compliance with this policy. The Board's decision will be final.

VI. Maintenance of the Collection

A. Evaluation

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, or other means.

Material Selection and Collection Development Policy

B. Material Withdrawal Policy

The deaccessioning of materials is an integral part of the collection development cycle. In general, the Library follows the guidelines set by the CREW Method, with exceptions and additions as noted in the Collection Development Manual. The [CREW Method](#) recommends a formula for withdrawal of specific types of material based on a combination of age, usage, and the following factors:

M Misleading or inaccurate
U Ugly, worn, beyond repair
S Superseded by a newer edition or different work
T Trivial, or little merit
I Irrelevant to community needs
E Easily available elsewhere

In addition, staff may withdraw items from the collection if the curatorial or environmental requirements exceed the resources of the Library.

C. Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Lawrence Public Library for sale.

D. Replacements

Replacements for items that have been withdrawn because of loss, damage, or wear are not made automatically but are decided based upon general selection guidelines. Damaged books of intrinsic value that are no longer in print or that have high replacement costs may be rebound if the physical conditions permit.

Appendix A



The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix B



Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix C



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Appendix D

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Format (eg: book, movie, magazine): _____

Title: _____ Author or Performer: _____

Publisher (if known): _____ Date Published: _____

Request initiated by: _____ Phone: _____

Address: _____ City: _____

State/Zip Code _____ Email: _____

Do you represent ☐ Yourself _____

☐ An Organization (Name) _____

☐ Other Group (Name) _____

1. Did you complete the entire work? If not, what parts did you complete? _____

2. What do you believe is the theme of this work? _____

3. In your opinion, who is the intended audience of this work? _____

4. To what in the work do you object? Please be specific. Cite pages. _____

5. Why do you find this objectionable complete? _____

6. Are you aware of reviews of this work? If so, please cite reviews. _____

7. What action would you like the Library to take regarding this work? _____

8. Is there anything good about this work? _____

9. What would you recommend as a replacement for this work? _____

This form must be signed and filled out in its entirety.

Name: _____ Date: _____

Volunteer Policy

Approved by the Lawrence Public Library Board of Trustees, September 21, 2015.

Introduction

Lawrence Public Library believes that volunteers are valuable resources. Through the support of volunteers, the Library can expand its services, as well as reach and develop partnerships with more members of the community. Furthermore, the volunteer program provides additional opportunities for community members to participate in Library activities.

Definition

Volunteers consist of persons who complete tasks for the Library without compensation. Volunteer positions may include time-bound, short term opportunities or ongoing, long-term assignments. Volunteers will not be used to replace paid library staff.

Recruitment and Application

All volunteers who intend to work at the Library on a long-term assignment must fill out a volunteer registration form, which may require the applicant to provide the Library with supplemental materials, including but not limited to references, a letter of recommendation, and/or an essay discussing motivation for volunteering.

Volunteers shall be recruited without regard to any individual's age, disability, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must demonstrate parental approval in the form of a signed permission slip and release of liability.

All volunteers who are accepted into the volunteer program through preliminary screening will be checked against the National Sex Abuse Registry. Additionally, volunteers who work in areas serving vulnerable populations will be subject to a background check. The Library may perform a criminal background check on other volunteers as deemed necessary. Following the submission of an application,

candidates must complete an interview and orientation program before final acceptance into the volunteer program.

Volunteer Responsibilities

Volunteers will:

- Follow all library policies and procedures as if employed by the Library, including those relating to confidentiality of library records.
- Follow procedures outlined in the Volunteer Handbook.

Library Responsibilities

The Library will:

- Provide relevant orientation, training, and ongoing supervision to volunteers
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library
- Provide written position descriptions for all volunteer assignments
- Treat volunteers with the same consideration afforded to staff

The Library may at any time, for any reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.

AGENDA

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

Tuesday, October 13, 2015 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

- Internet Access Policy -- **ACTION ITEM**
- Board By-Laws Policy -- **ACTION ITEM**
- Build November agenda

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees Meeting
September 21, 2015
4:30 p.m.**

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

Call to Order

Staff members were introduced:

- Aaron Brumley, Tech Coordinator
- Darla Sieg, Materials Handling Coordinator
- Heather Kearns, Marketing Coordinator

Public Comments

- There were no public comments.

Consent Agenda

- All in favor
- Would like to recognize an event: Brady and family welcomed a new baby girl last week. Her name is Margaret. Library Staff and Board members presented him with a book by Lindsay Yankey, a former LPL employee. The book is titled, *Bluebird*. "The library also has this in Italian!" –Kelly Fann

Library Director's report — Brad

- Brad Allen reported that, "we are continuing to hire and fill vacancies."
- 9 new people have been hired; two start next week
- Some employees have transferred to different positions
- Camille retired after 13 years
- Rachael Hall left to take a full-time position at Manhattan Public Library
- Other positions remain open until filled
- Summer Reading results noted again and attendance was great; went up from previous year
- Our new live sound room is in the midst of remodeling; we will re-open on 10-19; Treasurer asked: How is this being paid for? Brad: No cost to the Library as it comes from a last charge order in the bond.
- Library will be getting a Library Catalog software update at some point
- Brad was nominated to represent Lawrence for the 25th Anniversary of our sister city, Hiratsuka, Japan. Brad thinks it's pretty awesome to (1) be part of a delegation of 10-12 people, and (2) that the City thinks sending a Library Director is great. Trustee: "How

was this paid for?" Brad Allen: "I paid my own way and Hiratsuka will cover my room and board once there."

Library Foundation Executive Director's report — Kathleen

- It's been a great week!
- NEH has matched the endowment with \$125K gift.
- Simpson Foundation gave LPL \$20K to be used at the discretion of the Library Director. They did not want any of it endowed, rather spent as needed. The Simpsons love that their gifts touch so many people through the library. They have given over \$50K to-date.
- The Library Foundation has received a \$25K gift in memory of Maximino Martinez-Perez. Max was born in Cuba and lived in Lawrence for 30 years. He died in 2008. He was a local musician who played with many bands. His wife has established an endowment in his name to fund creativity in the Sound+Vision studio. She is very happy to commemorate his love of music in this way. Max's music has been added to the Lawrence Music Project.
- The Beach Author Series reception invitations have been sent; Terry Edwards will be coming with her daughter; public tickets will be available on the welcome desk 10/1; the buzz is building!
- New Foundation Assistant, Gerry Bukaty, is a retired teacher, a great fit, and incredibly organized. She will come 1 x week.

Library Friends report

- Gearing up for the book sale — overflowing!
- Amazon sales are going great — overflowing!

Ongoing business

- **Ann Hyde bequest:** An administrative hearing will be held in mid-November regarding the settlement of the estate. The final executor fees will be determined at that time.
- **Brad:** We're a Landmark Library! We have copies of the publication for all the Board Members. We're on page 10. There were a lot of great libraries featured, we're in great company. There were 80 submissions, 11 won the Landmark distinction, 11 received Honorable Mention. It's quite a celebration of a job well done to be honored. Winning this is very exciting.

New business

- **Reschedule October board meeting date**
Next Board Meeting will be October 13, 2015 from 4:30 - 5:30 PM
- **Surplus Property Policy -- ACTION ITEM**
We're in decent shape. List items in the Journal World or on Craigslist. The main thing is

to list things in *general advertisement*. Some stuff is old/obsolete and we just dispose of it.

- **Material Selection and Collection Development Policy -- ACTION ITEM**

Kelly Fann updated, changed voice from passive to active, removed unclear jargon, uniformed language. There was a lot to clean up, but it is more accessible and clear now. We tightened up the selection process, publicity, critical reviews, and it is now policy-oriented rather than procedural. Referenced appendices will be used as guide not doctrine. Keeping the labeling of materials (PG, NC-17, genre fiction categories) because although ALA would prefer we didn't, we know our community appreciates them as a wayfinder and browsing tool. If people challenge the process, this document will provide clear answers for what and how we collect.

- **Volunteer Handbook Policy -- ACTION ITEM**

Kelly Francis presented her research and the work she's done to improve and update the LPL volunteer policy and handbook. Brady questioned if liability is an issue if volunteers are asked to comply with the same policies as LPL employees. Does a volunteer have special protections? Kathleen said that the key is to bring in great people from the start so that difficult issues do not arise. It was suggested that volunteers sign a non-binding agreement and that Kansas is an at-will state. Trustees decided to table this discussion until an attorney or HR professional can look at the draft policy.

- **Patron database cleanup discussion**

It's been about 5 years since we purged the patron database of expired cardholders. Because of this our data on cardholders is inflated. The challenge is that we need to upgrade to a new database and we want a fresh start, but it will be a bit of a shock to the community to see us drop 30K cardholders in one move. Trustees concerned that kind of drop could bring negative attention and possibly threaten our ability to qualify for grants. Brad would like to slowly correct, working with Heather in Marketing to craft a statement about what's happening so residents don't worry about the LPL retention rate for cardholders, be up-front and honest, run a report once a month so we no longer have to do it annually. Bottom line: data gets bloated, we have a high number of users anyway, but the current numbers are false. We have a high percentage of citizens with library cards, but 96% is too high. Trustee concerned that non-cardholders who come to programs or use computers don't get averaged into the stats and feels badly that our hard work to engage our community isn't always represented. Brad: We need a game plan to communicate the giant purge as not a negative thing to our community and donors, etc. Trustee wants this to be a staff decision. Asked if we can retain account info for later communication after a purge (email, addresses, etc.) Another problem is all the users online who don't get counted for using databases. Trustee hates to see us not get credit for that. Suggestion is to email patrons whose cards are close to expiring and let them know. Brad: We tell the truth here. No spurious data! Trustee asked how we compare with other college towns when it comes to number of library cardholders.

Continuing Education

- **Coordinator Report -- Darla Sieg, Materials Handling**

Presented a report with mind-blowing statistics about holds, processing, reserves, and volunteer contributions. Trustee LOVES getting emails about holds she can pick up.

Report is appended to the minutes.

Adjournment

- Meeting adjourned at 5:45 p.m.

The next meeting will be Tuesday, October 13, 2015 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Heather Kearns

Materials Handling Coordinator Report
Darla Sieg
9/21/2015

Materials Handling is responsible for checking in library materials, building carts of these materials to be shelved, checking the condition of returned items, cleaning recorded media, maintaining the reserve shelves, and the lending and receiving part of Interlibrary loan.

We have 3 full time employees and then 7 part time employees that work around 118 hours a week. There is also 1 part time person who handles just the interlibrary loan duties. We also have 4 wonderful volunteers that give us around 15 hours of their time a week.

One of my full time staff members takes care of the reserves. She runs the list of available items on hold at least a couple of times a day for other staff members and volunteers to look for. She will trouble shoot if there is a problem with finding one that shows filled or finding the ones that we haven't been able to fill. She pulls the expired holds and holds that patrons have cancelled. The reserve shelves have an average of 2,000 to 2,600 items on it a day. She also helps with building carts of returned items and running the sorter.

My other full time staff member spends the majority of her time printing out the reserve slips for the reserved items that are filled. She also will assist with building carts of returned items and running the sorter..

When I'm not helping with any of those duties I am responsible for sending out notices for items that were returned with pieces missing, billing for damaged items, writing up refunds for returned paid for items, dealing with items that we suspect that have bed bugs, and matching up mixed up items. Every day I send out email notification for reserved items that have been filled in the mornings. I also will fill in when someone needs off or is sick and soon will be learning how to do the interlibrary loan process so I can fill in there.

We have just taken over getting the remote drops 6 days a week and will soon start getting it 7 days a week. We average around 500 items returned through these drops. Our busiest day for volume of returns is Monday and for check ins per hour is Sunday. We check in about 2800 items a day and can check in roughly 150 items in 15 minutes.

There are an average of 550 holds placed per day in the catalog with an average of 450 checked out per day. We fill an average of 406 holds returned through the sorter and around 220 that are available.

In interlibrary loan we lend out an average of 30 items a day, we ship out about 50 items this includes returns, and we prepare about 20 a day for our patrons to check out.

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
September 2015								
REVENUES		Month	Year to Date	Annual Budget	75% of Year		Sep-14	YTD 2014
Tax Fund		\$ -	\$ 3,200,000.00	\$ 3,550,000.00	90.14%		\$ -	\$ 3,000,000.00
Interest		\$ 146.87	\$ 1,278.82	\$ 250.00	511.53%		\$ 148.06	\$ 770.57
State Aid		\$ -	\$ 30,268.44	\$ 32,000.00	94.59%		\$ -	\$ 32,124.22
N.E.K.L.		\$ 16,108.75	\$ 48,326.25	\$ 65,000.00	74.35%		\$ 15,640.00	\$ 46,920.00
Photo Copies		\$ 1,698.28	\$ 14,936.45	\$ 13,000.00	114.90%		\$ 1,369.60	\$ 10,646.96
Overdues		\$ 13,692.76	\$ 137,488.65	\$ 180,000.00	76.38%		\$ 14,257.86	\$ 120,077.42
Coffee Shop Rent		\$ 700.00	\$ 6,300.00	\$ 8,400.00	75.00%		\$ 700.00	\$ 1,300.00
Meeting Room Fees		\$ 350.00	\$ 1,350.00	\$ 1,200.00	112.50%		\$ 300.00	\$ 350.00
Miscellaneous		\$ (30.01)	\$ 5.80				\$ (79.14)	\$ (96.25)
Total Revenues		\$ 32,666.65	\$ 3,439,954.41	\$3,849,850.00	89.35%		\$32,336.38	\$3,212,092.92
EXPENSES								
Salaries & Wages		\$ 177,719.62	\$ 1,613,622.21	\$ 2,157,000.00	74.81%		\$ 170,931.53	\$ 1,435,810.63
Health Insurance		\$ 21,607.71	\$ 175,165.24	\$ 250,000.00	70.07%		\$ 19,525.81	\$ 187,749.23
Payroll Taxes		\$ 31,401.73	\$ 282,649.53	\$ 390,417.00	72.40%		\$ 29,090.09	\$ 241,867.92
Books & Materials		\$ 33,938.63	\$ 314,769.42	\$ 520,000.00	60.53%		\$ 59,942.37	\$ 314,506.95
Periodicals		\$ 29.98	\$ 11,715.68	\$ 19,500.00	60.08%		\$ (83.87)	\$ 11,014.67
Library Supplies		\$ 11,583.15	\$ 75,797.90	\$ 110,000.00	68.91%		\$ 10,493.46	\$ 74,012.20
Building Supplies		\$ 1,717.54	\$ 14,911.90	\$ 16,800.00	88.76%		\$ 2,700.08	\$ 11,730.87
Repairs & Maintenance		\$ 236.30	\$ 60,048.44	\$ 66,133.00	90.80%		\$ 592.00	\$ 44,243.31
Equipment		\$ -	\$ -	\$ -			\$ (2,925.00)	\$ 973.00
Equipment - Technology		\$ 9.99	\$ 12,263.43	\$ 16,000.00	76.65%		\$ 1,706.54	\$ 9,973.21
Capital Improvements		\$ 145.00	\$ 12,027.06	\$ -			\$ 10,377.33	\$ 18,507.69
Utilities		\$ 12,913.82	\$ 98,870.65	\$ 100,000.00	98.87%		\$ 14,445.44	\$ 60,288.79
Insurance		\$ 461.77	\$ 14,385.73	\$ 18,000.00	79.92%		\$ 436.69	\$ 10,448.07
Postage		\$ 965.24	\$ 14,609.50	\$ 20,000.00	73.05%		\$ 880.81	\$ 14,019.34
Travel & Continuing Education		\$ 2,282.17	\$ 10,295.87	\$ 22,000.00	46.80%		\$ 1,005.00	\$ 13,306.93
Book Van & Mileage		\$ 148.28	\$ 1,282.86	\$ 4,000.00	32.07%		\$ 166.28	\$ 2,125.78
Photo Copiers		\$ 568.99	\$ 5,232.41	\$ 8,000.00	65.41%		\$ 560.65	\$ 4,657.24
Programs		\$ 1,523.60	\$ 12,561.51	\$ 20,000.00	62.81%		\$ 2,120.18	\$ 10,318.21
Professional Fees		\$ 9,328.37	\$ 52,093.87	\$ 70,000.00	74.42%		\$ 7,934.24	\$ 74,151.17
Website/OPAC Content		\$ 993.00	\$ 7,026.84	\$ 27,000.00	26.03%		\$ 35.00	\$ 9,045.00
Advertising & Marketing		\$ 215.00	\$ 8,735.72	\$ 15,000.00	58.24%		\$ -	\$ 15,000.00
Miscellaneous		\$ 337.58	\$ 809.32				\$ 248.30	\$ (1,032.41)
Total Expenses		\$ 308,127.47	\$ 2,798,875.09	\$3,849,850.00	72.70%		\$ 330,182.93	\$ 2,562,717.80
Revenues Over Expenses		\$ (275,460.82)	\$ 641,079.32					
Cash Balances:								
Checking		\$ 1,107,340.65						
Capital Improvement		\$ 619,003.76						

[illegible][illegible]

Lawrence Public Library
Balance Sheet
As of September 30, 2015

	Sep 30, 15	Sep 30, 14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.31	38,759.35	-21,812.04	-56.3%
Capital Improvement -2	602,056.45	600,553.39	1,503.06	0.3%
Checking	1,107,340.65	1,250,760.30	-143,419.65	-11.5%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	1,726,344.41	1,890,073.04	-163,728.63	-8.7%
Total Current Assets	1,726,344.41	1,890,073.04	-163,728.63	-8.7%
Other Assets				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
Total Other Assets	1,230.70	1,525.00	-294.30	-19.3%
TOTAL ASSETS	1,727,575.11	1,891,598.04	-164,022.93	-8.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	24,203.67	92,293.22	-68,089.55	-73.8%
Total Accounts Payable	24,203.67	92,293.22	-68,089.55	-73.8%
Other Current Liabilities				
Payroll Liabilities	2,512.40	677.69	1,834.71	270.7%
Total Other Current Liabilities	2,512.40	677.69	1,834.71	270.7%
Total Current Liabilities	26,716.07	92,970.91	-66,254.84	-71.3%
Total Liabilities	26,716.07	92,970.91	-66,254.84	-71.3%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	644,784.89	739,147.34	-94,362.45	-12.8%
Total Equity	1,700,859.04	1,798,627.13	-97,768.09	-5.4%
TOTAL LIABILITIES & EQUITY	1,727,575.11	1,891,598.04	-164,022.93	-8.7%

Lawrence Public Library
Revenues & Expenses
September 2015

	<u>Sep 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	350.00
Personal Books	-30.01
Merchandise Sales	-1,087.09
Grants	16,108.75
Interest	146.87
Overdues	13,692.76
Photo Copies	1,698.28
Total Income	<u>31,579.56</u>
Gross Profit	31,579.56
Expense	
FOUNDATION FUNDING	1,086.58
FRIENDS FUNDING	643.99
Books & Materials	33,968.61
Miscellaneous	2,114.57
Technology Equipment	9.99
Capital Improvement Expenditure	145.00
Insurance	461.77
Payroll Expenses	201,642.03
Payroll Taxes	31,726.47
Postage and Delivery	965.24
Professional Fees	9,328.37
Program Expense	1,523.60
Repairs	236.30
Supplies	13,300.69
Travel & Hospitality	2,430.45
Utilities	12,913.82
Total Expense	<u>312,497.48</u>
Net Ordinary Income	<u>-280,917.92</u>
Net Income	<u><u>-280,917.92</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Oct 9, 15
Advance Insurance Company	467.71
Amazon	2,206.79
Baker & Taylor, Inc.	438.19
Blackstone Audio, Inc.	647.58
Bob's Janitorial Service	954.00
Brilliance Publishing, Inc.	198.47
Brodart Co.	443.28
Center Point Large Print	323.55
Century Business Technologies	200.15
Conley Sprinkler, Inc.	227.50
Copy Co Inc.	600.00
Databank Holdings, LTD	560.00
Demco, Inc.	232.80
Denise L. Kahler	28.50
Douglas County Libraries	34.90
E.K. Johnston	200.00
EBSCO	-32.85
Ed Rose	3,166.67
Gale Group, Inc.	38.92
Gaylord Bros., Inc.	15.28
Heartland Payment Systems	278.69
Ingram Library Services	20,206.57
Innovative Interfaces, Inc.	500.00
Intuit	29.85
Jayhawk Tropical Fish	311.32
Jiminate	120.00
Kansas State University	100.00
KONE Inc.	2,340.00
Laura J. Hines	10.60
Lawrence Kiwanis Club	150.00
Lawrence Public Library Foundati...	43.64
Lawrence Rotary Club	220.00
Lisa D. Nelick	5.24
Maria Anthony	200.00
Mark Pagano	500.00
Mary C. Hatfield	10.49
Mid America	655.33
Midwest Tape	8,730.70
OCLC, Inc.	4,850.26
OverDrive	1,583.92
P1 Group, Inc.	4,745.00
Pro Print Inc.	828.00
Pur-O-Zone, Inc.	740.18
Quill Corporation	700.78
Random House, Inc.	425.25
Ryan Beaver	7.85
Schendel Services	95.00
Tantor Media	60.22
Tech Logic	108.88
Unique Management Services	1,182.49
United Parcel Service	587.46
VISA 5372	6,931.41
Westar	6,546.48
Wichita Public Library	21.95
WOW!Business	2,903.77
TOTAL	<u>77,682.77</u>

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/13/2015	Advance Insurance Company	Checking	
Bill	November 2015	10/09/2015		Group Life Insurance	-467.71
TOTAL					-467.71
Bill Pmt -Check	Electronic	10/13/2015	Heartland Payment Systems	Checking	
Bill	September	10/07/2015		Office Supplies	-243.69
				Web Site & OPAC Con...	-35.00
TOTAL					-278.69
Bill Pmt -Check	Electronic	10/13/2015	Intuit	Checking	
Bill	September	10/07/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	10/13/2015	United Parcel Service	Checking	
Bill	1405	10/07/2015		Postage and Delivery	-587.46
TOTAL					-587.46
Bill Pmt -Check	Electronic	10/13/2015	VISA 5372	Checking	
Bill	J.Cook	09/16/2015		KLA	-120.00
Bill		10/09/2015		Technology Equipment	-9.99
				Technology Equipment	-162.26
				Technology Equipment	-5.00
				Technology Equipment	-261.59
				Technology Equipment	-625.00
				Technology Equipment	-34.99
				Advertising	-75.00
				Merchandise Sales	-525.28
				KHF Grant Expenses	-107.45
				Bookvan & Mileage	-80.92
				Children's Programming	-63.83
				Children's Programming	-7.78
				Children's Programming	-397.64
				Young Adult Program...	-305.76
				Postage and Delivery	-131.40
				Miscellaneous	-126.67
				Outreach Programming	-842.85
				Building Supplies	-285.97
				FOUNDATION FUNDI...	-307.23
				Beach Author Event	-3.82
				Dr. Bob Program	-415.56
				Steiner Storytelling Wo...	-282.32
				Books & Materials	-19.98
				Periodicals	-14.99
				Adult Services	-205.00
				KLA	-1,013.74
				Adult Programming	-499.39
TOTAL					-6,931.41
Bill Pmt -Check	Electronic	10/13/2015	Westar	Checking	
Bill		10/09/2015		Electric	-6,546.48
TOTAL					-6,546.48

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7092	10/16/2015	Baker & Taylor, Inc.	Checking	
Bill	5013809508	09/29/2015		Books & Materials	-158.85
Bill	5013799616	09/29/2015		Books & Materials	-78.29
Bill	5013789097	09/29/2015		Books & Materials	-43.19
Bill	2031078255	09/29/2015		Books & Materials	-19.97
Bill	2031078256	09/29/2015		Library Supplies	-0.74
Bill	2031148377	10/08/2015		Books & Materials	-84.25
Bill	2031143679	10/08/2015		Books & Materials	-32.68
Bill	5013814692	10/08/2015		Books & Materials	-16.44
Bill	5013814693	10/08/2015		Library Supplies	-0.74
Bill	2031143680	10/08/2015		Library Supplies	-0.74
Bill	2031148378	10/08/2015		Library Supplies	-2.25
Bill	5013820767	10/08/2015		Library Supplies	-0.05
TOTAL					-438.19
Bill Pmt -Check	7093	10/16/2015	Blackstone Audio, Inc.	Checking	
Bill	788730	10/08/2015		Books & Materials	-647.58
TOTAL					-647.58
Bill Pmt -Check	7094	10/16/2015	Bob's Janitorial Service	Checking	
Bill	1780690	10/07/2015		Professional Fees	-954.00
TOTAL					-954.00
Bill Pmt -Check	7095	10/16/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1028869	09/29/2015		Books & Materials	-33.00
Bill	IN1029806	09/29/2015		Books & Materials	-29.99
Bill	IN1031849	09/29/2015		Books & Materials	-7.50
Bill	IN1029890	09/29/2015		Books & Materials	-6.50
Bill	IN1030552	09/29/2015		Books & Materials	-29.99
Bill	IN1025956	09/29/2015		Books & Materials	-12.50
Bill	IN1026207	09/29/2015		Books & Materials	-78.99
TOTAL					-198.47
Bill Pmt -Check	7096	10/16/2015	Brodart Co.	Checking	
Bill	411412	09/29/2015		Library Supplies	-443.28
TOTAL					-443.28
Bill Pmt -Check	7097	10/16/2015	Center Point Large Print	Checking	
Bill	1327420	10/08/2015		Books & Materials	-323.55
TOTAL					-323.55
Bill Pmt -Check	7098	10/16/2015	Century Business Technologies	Checking	
Bill	385191	10/08/2015		Copying	-144.47
Bill	385190	10/08/2015		Copying	-55.68
TOTAL					-200.15

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7099	10/16/2015	Conley Sprinkler, Inc.	Checking	
Bill	10199	10/08/2015		Building Repairs	-227.50
TOTAL					-227.50
Bill Pmt -Check	7100	10/16/2015	Copy Co Inc.	Checking	
Bill	84016	10/08/2015		Printing	-600.00
TOTAL					-600.00
Bill Pmt -Check	7101	10/16/2015	Databank Holdings, LTD	Checking	
Bill	17606	10/08/2015		Web Site & OPAC Con...	-560.00
TOTAL					-560.00
Bill Pmt -Check	7102	10/16/2015	Demco, Inc.	Checking	
Bill	5688976	09/29/2015		Library Supplies	-232.80
TOTAL					-232.80
Bill Pmt -Check	7103	10/16/2015	Douglas County Libraries	Checking	
Bill	138350710	10/07/2015		Overdues	-34.90
TOTAL					-34.90
Bill Pmt -Check	7104	10/16/2015	Gale Group, Inc.	Checking	
Bill	56210572	09/29/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7105	10/16/2015	Gaylord Bros., Inc.	Checking	
Bill	2377150	09/29/2015		Library Supplies	-15.28
TOTAL					-15.28
Bill Pmt -Check	7106	10/16/2015	Innovative Interfaces, Inc.	Checking	
Bill	INV-INC07255	10/07/2015		Professional Fees	-500.00
TOTAL					-500.00
Bill Pmt -Check	7107	10/16/2015	Jayhawk Tropical Fish	Checking	
Bill	501544	09/29/2015		Aquarium Maintenance	-101.20
Bill	501558	10/08/2015		Aquarium Maintenance	-96.96
Bill	501572	10/08/2015		Aquarium Maintenance	-113.16
TOTAL					-311.32
Bill Pmt -Check	7108	10/16/2015	Jiminate	Checking	
Bill	7-100515	10/08/2015		Advertising	-120.00
TOTAL					-120.00

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7109	10/16/2015	Kansas State University	Checking	
Bill	2016-005	09/29/2015		Overdues	-100.00
TOTAL					-100.00
Bill Pmt -Check	7110	10/16/2015	KONE Inc.	Checking	
Bill	949096321	10/07/2015		Building Repairs	-2,340.00
TOTAL					-2,340.00
Bill Pmt -Check	7111	10/16/2015	Lawrence Rotary Club	Checking	
Bill	125375	10/07/2015		Membership & Dues	-220.00
TOTAL					-220.00
Bill Pmt -Check	7112	10/16/2015	Mid America	Checking	
Bill	76315	09/29/2015		Building Supplies	-313.00
Bill	76243	09/29/2015		Building Supplies	-342.33
TOTAL					-655.33
Bill Pmt -Check	7113	10/16/2015	OCLC, Inc.	Checking	
Bill	418125	10/08/2015		OCLC Internet	-4,013.07 -837.19
TOTAL					-4,850.26
Bill Pmt -Check	7114	10/16/2015	OverDrive	Checking	
Bill	000143683090215	09/29/2015		Books & Materials	-83.85
Bill	00210133090915	09/29/2015		Books & Materials	-85.00
Bill	000351630091515	09/29/2015		Books & Materials	-102.97
Bill	000409817082515	09/29/2015		Books & Materials	-72.99
Bill	000417140090115	09/29/2015		Books & Materials	-91.50
Bill	130103230081315	09/29/2015		Books & Materials	-289.82
Bill	143435287082015	09/29/2015		Books & Materials	-477.88
Bill	135906420091715	10/08/2015		Books & Materials	-379.91
TOTAL					-1,583.92
Bill Pmt -Check	7115	10/16/2015	P1 Group, Inc.	Checking	
Bill	LT10197C	10/08/2015		Building Repairs	-4,745.00
TOTAL					-4,745.00
Bill Pmt -Check	7116	10/16/2015	Pro Print Inc.	Checking	
Bill	89308	10/09/2015		Outreach Programming	-828.00
TOTAL					-828.00

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7117	10/16/2015	Pur-O-Zone, Inc.	Checking	
Bill	677036	09/29/2015		Equipment Repairs	-37.50
Bill	676743	09/29/2015		Building Supplies	-366.56
Bill	678262	10/07/2015		Building Supplies	-336.12
TOTAL					-740.18
Bill Pmt -Check	7118	10/16/2015	Quill Corporation	Checking	
Bill	7785350	09/29/2015		Library Supplies	-209.93
Bill	7658978	09/29/2015		Library Supplies	-99.33
				Young Adult Program...	-24.44
Bill	7833631	09/29/2015		Office Supplies	-126.45
Bill	8099436	10/07/2015		Office Supplies	-240.63
TOTAL					-700.78
Bill Pmt -Check	7119	10/16/2015	Random House, Inc.	Checking	
Bill	1084843272	09/29/2015		Books & Materials	-41.25
Bill	1384936576	09/29/2015		Books & Materials	-24.00
Bill	1284936576	09/29/2015		Books & Materials	-93.75
Bill	1184936576	09/29/2015		Books & Materials	-56.25
Bill	1084936576	09/29/2015		Books & Materials	-18.75
Bill	1084767838	09/29/2015		Books & Materials	-30.00
Bill	1185099377	10/08/2015		Books & Materials	-56.25
Bill	1085099377	10/08/2015		Books & Materials	-71.25
Bill	1058117161	10/08/2015		Books & Materials	-33.75
TOTAL					-425.25
Bill Pmt -Check	7120	10/16/2015	Schendel Services	Checking	
Bill	30218611	10/08/2015		Building Repairs	-95.00
TOTAL					-95.00
Bill Pmt -Check	7121	10/16/2015	Tantor Media	Checking	
Bill	INV22038	09/29/2015		Books & Materials	-19.99
Bill	INV21906	09/29/2015		Books & Materials	-23.99
Bill	INV20467	09/29/2015		Books & Materials	-16.24
TOTAL					-60.22
Bill Pmt -Check	7122	10/16/2015	Tech Logic	Checking	
Bill	15005507W-3	09/29/2015		Equipment Repairs	-108.88
TOTAL					-108.88
Bill Pmt -Check	7123	10/16/2015	Unique Management Services	Checking	
Bill	313664	10/08/2015		Professional Fees	-1,011.35
Bill	313665	10/08/2015		Professional Fees	-171.14
TOTAL					-1,182.49

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7124	10/16/2015	Wichita Public Library	Checking	
Bill	Harvest Moon	10/08/2015		Overdues	-21.95
TOTAL					-21.95
Bill Pmt -Check	27854	10/13/2015	Amazon	Checking	
Bill	5385840	09/29/2015		Children's Programming	-121.02
Bill	4404204	09/29/2015		Books & Materials	-559.25
Bill	3049813	09/29/2015		Books & Materials	-233.67
Bill	6757852	09/29/2015		Books & Materials	-279.92
Bill	3049813	09/29/2015		Books & Materials	-25.99
Bill	3049813	09/29/2015		Books & Materials	-41.08
Bill	3049813	09/29/2015		Books & Materials	-53.02
Bill	8672258	09/29/2015		Books & Materials	-299.48
Bill	4404204	09/29/2015		Books & Materials	-103.59
Bill	4404204	09/29/2015		Books & Materials	-54.89
Bill	4404204	09/29/2015		Books & Materials	-21.44
Bill	7462609	09/29/2015		Books & Materials	-59.88
Bill	0426640	09/29/2015		Books & Materials	-59.88
Bill	1593805	10/07/2015		Adult Programming	-8.07
Bill	0680241	10/08/2015		Books & Materials	-35.80
Bill	8672258	10/08/2015		Books & Materials	-239.84
Bill	9938645	10/09/2015		Children's Programming	-9.97
TOTAL					-2,206.79
Bill Pmt -Check	27855	10/13/2015	Denise L. Kahler	Checking	
Bill	REFUND	10/07/2015		Overdues	-28.50
TOTAL					-28.50
Bill Pmt -Check	27856	10/13/2015	E.K. Johnston	Checking	
Bill	11-4-15	10/07/2015		Adult Programming	-100.00
				Young Adult Program...	-100.00
TOTAL					-200.00
Bill Pmt -Check	27857	10/13/2015	Ed Rose	Checking	
Bill		10/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27858	10/13/2015	Ingram Library Services	Checking	
Bill	89336147	09/29/2015		Books & Materials	-19.34
				Personal Books	-14.24
Bill	89401766	09/29/2015		Personal Books	-19.36
Bill	89486562	09/29/2015		Books & Materials	-302.28
				Library Supplies	-24.88
Bill	89486564	09/29/2015		Books & Materials	-17.99
				Library Supplies	-0.15
Bill	89486563	09/29/2015		Books & Materials	-60.57
				Library Supplies	-0.60
Bill	89460439	09/29/2015		Books & Materials	-631.82
				Library Supplies	-42.60
Bill	89432414	09/29/2015		Books & Materials	-470.00
				Library Supplies	-24.78
Bill	89401768	09/29/2015		Books & Materials	-480.89
				Library Supplies	-27.37

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	89438774	09/29/2015		Books & Materials	-546.31
				Library Supplies	-87.18
Bill	89365959	09/29/2015		Books & Materials	-1,495.54
				Library Supplies	-150.80
Bill	89401767	09/29/2015		Books & Materials	-178.25
				Library Supplies	-13.60
Bill	89409582	09/29/2015		Books & Materials	-32.96
				Library Supplies	-2.09
Bill	89336148	09/29/2015		Books & Materials	-242.15
				Library Supplies	-18.31
Bill	89311324	09/29/2015		Books & Materials	-729.44
				Library Supplies	-94.19
Bill	89269908	09/29/2015		Books & Materials	-600.70
				Library Supplies	-33.44
Bill	89269909	09/29/2015		Books & Materials	-59.01
				Library Supplies	-5.94
Bill	89302656	09/29/2015		Books & Materials	-170.27
				Library Supplies	-9.29
Bill	89198093	09/29/2015		Books & Materials	-2,070.36
				Library Supplies	-264.92
				Beach Author Event	-224.25
Bill	89175771	09/29/2015		Books & Materials	-398.00
				Library Supplies	-30.74
Bill	89518099	10/07/2015		Books & Materials	-2,982.80
				Library Supplies	-267.98
				Personal Books	-10.21
Bill	89649837	10/08/2015		Books & Materials	-886.85
				Library Supplies	-61.43
Bill	89649839	10/08/2015		Books & Materials	-226.93
				Library Supplies	-13.28
Bill	89649841	10/08/2015		Books & Materials	-161.95
				Library Supplies	-1.65
Bill	89649840	10/08/2015		Books & Materials	-413.90
				Library Supplies	-26.93
Bill	89644816	10/08/2015		Books & Materials	-971.36
				Library Supplies	-82.99
Bill	89610368	10/08/2015		Books & Materials	-113.95
				Library Supplies	-4.00
Bill	89583485	10/08/2015		Books & Materials	-890.71
				Library Supplies	-52.17
Bill	89554136	10/08/2015		Books & Materials	-465.06
				Library Supplies	-36.81
Bill	89567453	10/08/2015		Books & Materials	-7.40
Bill	89696889	10/09/2015		Books & Materials	-490.83
				Library Supplies	-33.91
Bill	89664723	10/09/2015		Books & Materials	-77.98
				Library Supplies	-0.75
Bill	89664722	10/09/2015		Books & Materials	-2,102.92
				Library Supplies	-227.21
TOTAL					-20,206.57
Bill Pmt -Check	27859	10/13/2015	Laura J. Hines	Checking	
Bill	REFUND	09/29/2015		Overdues	-10.60
TOTAL					-10.60
Bill Pmt -Check	27860	10/13/2015	Lawrence Kiwanis Club	Checking	
Bill	10-6-15	10/09/2015		Outreach Programming	-150.00
TOTAL					-150.00

1:05 PM
10/09/15

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27861	10/13/2015	Lawrence Public Library Foun...	Checking	
Bill	REFUND	10/07/2015		Overdues	-43.64
TOTAL					-43.64
Bill Pmt -Check	27862	10/13/2015	Lisa D. Nelick	Checking	
Bill	REFUND	09/29/2015		Overdues	-5.24
TOTAL					-5.24
Bill Pmt -Check	27863	10/13/2015	Maria Anthony	Checking	
Bill	10-25-15	10/08/2015		Children's Programming	-200.00
TOTAL					-200.00
Bill Pmt -Check	27864	10/13/2015	Mark Pagano	Checking	
Bill	11-13-15	10/08/2015		Children's Programming	-500.00
TOTAL					-500.00
Bill Pmt -Check	27865	10/13/2015	Mary C. Hatfield	Checking	
Bill	REFUND	09/29/2015		Overdues	-10.49
TOTAL					-10.49
Bill Pmt -Check	27866	10/13/2015	Midwest Tape	Checking	
Bill	93242100	09/29/2015		Books & Materials	-245.92
Bill	93242029	09/29/2015		Books & Materials	-103.27
Bill	93243354	09/29/2015		Books & Materials	-499.88
Bill	93239018	09/29/2015		Books & Materials	-894.28
Bill	93227391	09/29/2015		Books & Materials	-119.97
Bill	93227319	09/29/2015		Books & Materials	-137.59
Bill	93221360	09/29/2015		Books & Materials	-169.36
Bill	93221362	09/29/2015		Books & Materials	-440.88
Bill	93224269	09/29/2015		Books & Materials	-169.95
Bill	93215855	09/29/2015		Books & Materials	-952.77
Bill	93206699	09/29/2015		Books & Materials	-399.90
Bill	93212480	09/29/2015		Books & Materials	-436.11
Bill	93212482	09/29/2015		Books & Materials	-123.68
Bill	93210515	09/29/2015		Books & Materials	-399.89
Bill	93273273	10/07/2015		Library Supplies	-634.00
Bill	93271681	10/08/2015		Books & Materials	-338.91
Bill	93267793	10/08/2015		Books & Materials	-181.44
Bill	93267791	10/08/2015		Books & Materials	-95.91
Bill	93263835	10/08/2015		Books & Materials	-981.08
Bill	93261278	10/08/2015		Books & Materials	-140.96
Bill	93259759	10/08/2015		Books & Materials	-281.16
Bill	93259758	10/08/2015		Books & Materials	-119.59
Bill	93246277	10/08/2015		Books & Materials	-119.75
Bill	93246278	10/08/2015		Books & Materials	-187.44
Bill	93249470	10/08/2015		Books & Materials	-179.95
Bill	93278576	10/09/2015		Books & Materials	-118.40
Bill	93278578	10/09/2015		Books & Materials	-258.66
TOTAL					-8,730.70

Lawrence Public Library
Check Detail
October 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27867	10/13/2015	Ryan Beaver	Checking	
Bill	REFUND	09/29/2015		Overdues	-4.34
Bill	REFUND	09/29/2015		Overdues	-3.51
TOTAL					-7.85
Bill Pmt -Check	27868	10/13/2015	WOW!Business	Checking	
Bill	9-14-15	09/29/2015		Internet	-2,183.05
				Telephone	-720.72
TOTAL					-2,903.77

Lawrence Public Library

Monthly Statistical Summary--September 2015

INDICATOR	September		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	6.61	5.08	30%			
Reference Transactions per Capita	1.32	0.47	181%			
Program Attendance per Capita	0.38	0.44	-14%			
Circulation per Capita	13.71	14.63	-6%			
Circulation per Visit	2.07	2.88	-28%			
Total Holdings per Capita	2.28	1.98	15%			
% of Lawrence Residents Registered	97%	90%	8%			

Circulation--Adult Total	73,832	75,949	-3%	699,920	633,240	11%
Circulation--Young Adult Total	3,877	4,766	-19%	42,704	36,544	17%
Circulation--Youth Total	30,373	37,226	-18%	307,440	300,447	2%
Circulation--Bookmobile	1,173	1,044	12%	10,854	9,414	15%
Circulation--Audiovisual Total	43,863	45,714	-4%	515,366	408,051	26%
Circulation--Total	108,082	117,941	-8%	1,050,064	970,231	8%

Reference Transactions	10,405	11,577	-10%	101,304	77,695	30%
User Visits	52,069	39,777	31%	538,348	331,039	63%
LPL Web Site Visits	28,154	29,903	-6%	222,953	216,126	3%

Holdings--Added	3,196	4,081	-22%	30,434	29,413	3%
Holdings--Withdrawn	1,964	996	97%	15,337	41,579	-63%
Holdings--Total	216,005	186,018	16%			

Registered Borrowers--Added	637	1,060	-40%			
Registered Borrowers--Total	115,531	107,195	8%			

Adult Programs	12	15	-20%		97	-100%
Young Adult Programs	15	27	-44%		144	-100%
Youth Programs	60	64	-6%		357	-100%
Senior Programs	10	14	-29%		121	-100%
Total Programs	97	120	-19%		719	-100%
Total Program Attendance	3,016	3,420	-12%		44,663	-100%
Public Uses of Meeting Rooms (Includes LPL	214	80	168%		137	-100%

Meetings)

Total Paid Staff (FTE)	57.99	59.66	-3%			
Total Number of Employees	86	83	4%			

Lawrence Public Library

Monthly Statistical Report--September 2015

	September		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	6.61	6.77	-2%				
Reference Transactions per Capita	1.32	1.48	-11%				
Program Attendance per Capita	0.38	0.44	-12%				
Circulation per Capita	13.71	15.07	-9%				
Total Holdings per Capita	2.28	1.98	15%				
Collection Turnover--Total	6.08	7.76	-22%				
Collection Turnover--Adult	6.78	7.56	-10%				
Collection Turnover--Young Adult	4.80	5.89	-18%				
Collection Turnover--Youth	6.18	8.58	-28%				
Collection Turnover--Audiovisual	8.75	13.17	-34%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	33203	34340	-3%		313814	270931	16%
Circulation--Adult Periodicals	1332	1901	-30%		12328	6117	102%
Circulation--Adult Feature Films & TV Shows	26489	26260	1%		252640	240193	5%
Circulation--Electronic Games	1945	1805	8%		18258	15130	21%
Circulation--Adult Music CDs	7016	7836	-10%		71143	69043	3%
Circulation--Adult Audio Books	3837	3785	1%		31631	31644	0%
Circulation--eReaders	10	22	-55%		106	182	-42%
Circulation--Adult Total	73832	75949	-3%		699920	633240	11%

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	3540	4518	-22%		39496	34624	14%
Circulation--YA Periodicals	39	65	-40%		352	252	40%
Circulation--YA Audio Books	298	183	63%		2856	1668	71%
Circulation--YA Total	3877	4766	-19%		42704	36544	17%
Circulation--Youth Books and NF Videos	28783	35313	-18%		291394	284246	3%
Circulation--Youth Periodicals	94	137	-31%		1429	878	63%
Circulation--Youth Music CDs	589	683	-14%		5109	5256	-3%
Circulation--Youth Audio Books	907	1093	-17%		9508	10067	-6%
Circulation--Youth Total	30373	37226	-18%		307440	300447	2%
Circulation--Bookmobile	1173	1044	12%		10854	9414	15%
Circulation--Total Books	65526	74171	-12%		644704	589801	9%
Circulation--Total Periodicals	1465	2103	-30%		14109	7247	95%
Circulation--Total Audiovisual	43863	45714	-4%		515366	408051	26%
Circulation Total	108082	117941	-8%		1050064	970231	8%
Accounts Desk & Welcome Desk Circulation	1869	5231	-64%		113026	346793	-67%
Self Check Circulation	78740	86965	-9%		812124	597693	36%
Percent Self Check	98%	94%	4%		88%	63%	39%
Web Site & Telephone Renewals	18810	20720	-9%		165570	20720	699%
Other Staff Checkouts	4591	1635	181%		33624	1635	1957%

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	19835	16490	20%		182144	146351	24%
Requests Filled	14096	12760	10%		128859	107390	20%
Requests Unclaimed	2937	2977	-1%		27030	15590	73%
Interlibrary Loan Items Borrowed for LPL Patrons	538	409	32%		3653	3792	-4%
Interlibrary Loan Items Loaned from LPL Collection	658	684	-4%		5579	3354	66%
OTHER LIBRARY SERVICES							
User Visits	52069	53000	-2%		538348	331039	63%
Public Computer Usage	8766	9596	-9%		84522	71459	18%
Computer Lab Classes	9	4	125%		73	29	152%
Computer Lab Classes Attendance	35	63	-44%		238	232	3%
Adult Reference Transactions	1956	1652	18%		18192	48442	-62%
Young Adult Reference Transactions	909	824	10%		10080	5372	88%
Youth Reference Transactions	806	1204	-33%		9821	8279	19%
IT Desk	2914	2444	19%		23625	4845	388%
Welcome Desk	2361	3251	-27%		21397	7035	204%
Phone Calls	1459	2202	-34%		18189	3722	389%
Total Reference Transactions	10405	11577	-10%		101304	77695	30%
Public-Sponsored Uses of Meeting Rooms	214	80	168%		1213	137	785%
LPL Web Site Visits	28154	29903	-6%		222953	216126	3%
RESOURCES							
Holdings--Total	216005	186018	16%				
Holdings--Adult	132694	123481	7%				
Holdings--Young Adult	9689	9717	0%				
Holdings--Youth	59736	52820	13%				
Holdings--Audiovisual	60176	41645	44%				
Holdings--eReaders	10	16	-38%				
Holdings Added	3196	4081	-22%		30434	29413	3%
Holdings Withdrawn	1964	996	97%		15337	41579	-63%
Holdings Net Change	1232	3085			15097	-12166	

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	115531	107195	8%				
Borrowers Added	637	1060	-40%		6793	6551	4%
Borrowers Transacting	13206	8118	63%		102304	84958	20%
Percent of Borrowers Transacting	11%	8%	51%				
Total Number of Lawrence Residents Registered	91353	84671	8%				
Percent of Lawrence Residents Registered	97%	90%	7%				
PROGRAMMING							
Number of Adult Programs	12	15	-20%		140	97	44%
Number of Young Adult Programs	15	27	-44%		169	144	17%
Number of Youth Programs	60	64	-6%		540	357	51%
Number of Senior Programs	10	14	-29%		121	121	0%
Total Programs	97	120	-19%		970	719	35%
Adult Program Attendance	347	362	-4%		7450	15609	-52%
Young Adult Program Attendance	307	288	7%		3385	3324	2%
Youth Program Attendance	2223	2641	-16%		30834	24600	25%
Senior Program Attendance	139	129	8%		1132	1130	0%
Total Program Attendance	3016	3420	-12%		42801	44663	-4%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	57.99	59.66	-3%				
ALA-MLS Librarians, in Full-Time Equivalents	18.6	17.44	7%				
Number of Employees--Total	86	83	4%				
Number of Employees--Full-Time	37	36	3%				
Number of Employees--Part-Time	49	47	4%				
Terminations	4	1	300%		21	6	250%
Hirings	12	3	300%		23	14	64%
Volunteer Hours	247.75	176.9	40%		3003	2143	40%

Library Director's Report for October 2015

Respectfully submitted by Brad Allen 10/9/2015

Kansas Library Association Conference

We were very fortunate to have the opportunity to send twenty-one library employees to the KLA annual conference this year. Several staff only attended a day or two, but overall, we were able to get a lot of continuing education accomplished. The conference was held at the Kansas City Convention Center from September 30 to October 2 and was a joint conference with the Missouri Library Association. It was the first time KLA and MLA held a joint conference in fifty years. I have enjoyed having the opportunity to meet and network with fellow library directors from the Kansas City area, Columbia, and Springfield, as well as folks from Kansas libraries.

Banned Book Trading Cards Revealed

On September 25, we revealed our latest set of Banned Book Trading Cards. We are now in our fourth year of this new tradition. This year approximately 60 people entered the contest. Of the art selected for the cards, some were new winners and others had won previously. We had a very nice crowd of around 50 people for the reveal of the winning entries. We tried something different and held the program on the lower level of the atrium near the staircase. It was fun to try a new location for a program. Kudos to Kristin Soper and the rest of our team putting together another successful set of trading cards.

Selecting a New ILS (Integrated Library System)

Pardon the jargon, but we will be making an important decision about how the library does business quite soon. Our current ILS is Millenium. We have used this system since 2006. The ILS is crucial to how we do business. It handles almost all aspects of library operations from patron accounts to check out to cataloging and processing. It is the library's inventory control and keeper of all patron information. We have been investigating current products on the market and intend to determine the ILS we want to go with quite soon. Currently, we are looking at Polaris and Sierra (both products are from Innovative, our current ILS vendor), Symphony (a SirsiDynix product, and Library.Solution (a TLC product). I will keep you all up to date and we make our selection. Purchase of a new ILS would be a capital improvement expense.

Library Foundation Director's Report • October 9, 2015

Beach Author Series. The second annual Ross and Marianna Beach Author Series is coming up on Thursday, October 15 at Abe & Jake's Landing. Karen Russell will visit Lawrence to talk about her work as a writer. We are expecting 100 people for the 6:00 pm reception and a full house for the 7:30 pm public program. If you haven't RSVP'd to the reception, please let me know. We'd love to have you attend!

Book Bike. The wait is over! The elusive LPL book bike has finally arrived. This new outreach vehicle will be used for library programs at the Farmer's Market, in parades, and festivals in the park. It was funded through a generous grant from the Bob Frederick Family. We'll show it off to you at Tuesday's meeting.

Hall Center Intern & Postcard Project. At its September 28th meeting, the Foundation board approved a grant to the library of \$3,000 to fund a Hall Center humanities intern for the 2016 spring semester. The funds will pay for a humanities graduate student to work 30 hours a week for 10 weeks organizing and digitizing the Postma historical postcards. The images would be used as a basis for a series of library programs and as content for the online local history portal that is a long range goal of our NEH grant.

Kansas Reads to Pre-Schoolers. Also at its September 28 meeting, the Foundation board approved a matching grant of \$350 to purchase 200 copies of *Is Your Mama a Llama?* for the 2015 Kansas Reads to Preschoolers program. Our children's librarians will read the book at every storytime during the week of November 15 - 21. Each family attending will get to take a copy of the book home as a way to reinforce the message that it is important to read to your child. The other half of the matching funds has been provided by Jack and Jan Gaumnitz.

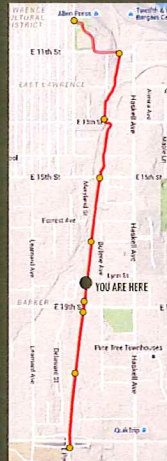
Weave a Tale Workshop. The fifth annual Joyce Steiner Weave A Tale Workshop was held as part of the Kansas/Missouri Library Association meeting on September 30th. Kendra Jones, a children's librarian with the Tacoma, WA Public Library, was the featured storyteller. Forty-five librarians from Kansas and Missouri attended to learn new ideas and techniques for storytimes. Ms. Jones also gave a public performance at the Kansas City Missouri Public Library's Plaza branch that was high energy and lots of fun. Several members of the Steiner family traveled to the conference and were very pleased with the response from librarians.

KLA/MLA Presentation. Judy Keller and I gave a presentation at the Kansas/Missouri Library Association meeting on October 1st on capital campaign fundraising. We had a nice crowd of interested librarians. The Springfield, MO public library already has followed up with questions and will be coming to Lawrence at the end of October to meet with Brad and me about their library construction and capital campaign project.

Hike Through History. Preliminary work has started on the "Hike Through History", a project funded through the library's Kansas Health Foundation grant. This traveling exhibit will take people down the Burroughs Creek Trail and provide information about historical events that happened in Lawrence. This fitness-with-a-history-lesson initiative will debut as part of the adult summer reading kick-off in June of 2016. The exhibit will be unveiled in the library's atrium, and will include a public program as well as an organized walk down the Burroughs Trail. The library is joining a number of community partners for this project: The Hall Center, Watkins Museum, Lawrence Memorial Hospital, Freedom's Frontier, and Dolph and Pam Simons. Henry Fortunato is the lead organizer. A mock-up of one of the panels is included here.

BUNDLED
SURROUNDING
TRAIL-TESTING HEREIN

Labore omnium evertitur pro et, sea
cu nulla voluptatibus. Usu an etiam
honestatis, ad eam ubique dissentiet
adversarium. Probo discernere et vis.
Est detraxit cupidinis definitionem
et, debet nostro gubernem ne
quo. Justo solet cetero ei usu, cibo
saeuola mediocritatem id sea, ad
solet accusam est. Ferri solum
semper no sea.

[illegible]

Captions begin with a bold-face lead-in. *Duis quisque congeat vellet ac imibus. Myrtenas nec effluere nunc. Mellam bibendum metus pulvis nulla suavia turbant. Maui vel posse ex fructu aliquot tempus non et neque. Aliquam creare, quoniam et iunctis sagittis. Erat melius maximus latus, agni consuetudo talibus fletu nec fructu. Quia et quare vel enim in omnia tempus sed sed nihil.*



Internet Access and Safety Policy

Approved by the Lawrence Public Library Board of Trustees,
September 20, 1999.
Revised September 21, 2000; August 15, 2001; September 16, 2002;
November 18, 2002;
November 15, 2004; November 21, 2005; and January 20, 2009.

General Statement on Internet Access

The Lawrence Public Library provides public access to the Internet in support of its mission to provide and promote informational, intellectual, and cultural resources, and to affirm its commitment to the principles of intellectual freedom as expressed in the Library Bill of Rights. Internet resources are provided equally to all patrons. Internet users are expected to comply with the United States copyright law, United States and Kansas obscenity statutes, and all other applicable laws and library guidelines. The Internet contains an extraordinarily diverse collection of information resources and the Library cannot be held responsible for its content.

Library Guidelines for Use of the Internet

The Library supports only Library-owned computer equipment. Installing or attempting to install any program on Library workstations is prohibited.

The Library shall not be responsible for any unauthorized or illegal activity conducted over the Internet at Library workstations, nor shall it be responsible for any loss of data, damage or liability that may occur from files or programs downloaded from the Internet.

Library staff may establish limits on the length and number of sessions available to individual users.

Some Internet workstations may be reserved for specific uses.

Use of Technology Protection Measures

The Library employs technology protection measures (filtering software) in an effort to block access to sexually-explicit material, obscene material, child pornography, and content harmful to minors, or materials containing sexual exploitation of children. However, this technology is not completely reliable. The Library cannot be held responsible for prohibited information that may be displayed or for non-prohibited information that may be blocked.

Privacy and Confidentiality

Library staff will not disclose customers' use of the Library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law, or as a result of unacceptable use as described below.

Unacceptable Use

Using Library computer workstations in an unacceptable manner is prohibited.

Unacceptable use includes, but is not limited to:

- Accessing or attempting to access secure data in an unauthorized manner, including so-called "hacking"
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity or security
- Sending harassing messages to other computer users
- Violating copyright laws and software licensing agreements
- Engaging in activities deemed unlawful according to local, state and federal law

Patrons shall not access or exhibit inappropriate matter on Library Internet workstations.

Inappropriate matter shall include sexually-explicit material, obscene material, child pornography and content harmful to minors, or materials containing sexual exploitation of children, as defined by

Kansas Statutes and the Children's Internet Protection Act.
Specifically:

- Patrons shall not access or exhibit obscene material on computer workstations. Disseminating or exhibiting obscene material is a crime in the state of Kansas. (See K.S.A. 21-4301 as amended.)
- Patrons shall not access material or computer-generated images deemed harmful to minors. (See K.S.A. 21-4301a and K.S.A. 21-4301c, as amended.)
- Patrons shall not use computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates sexual exploitation of a child. (See K.S.A. 21-3516, as amended.)

A patron who is observed using a workstation in an unacceptable manner, may be subject to:

- Immediate termination of the Internet session
- Suspension of computer use or other Library use privileges
- Notification of appropriate law enforcement officials
- Prosecution

Use of the Internet by Minors

Within the above limitations, the Library follows policies and procedures that support maximum safety for minors when accessing the Internet at the Library. However, parents and guardians, not the Library or its staff, are responsible for Internet use by their own minor children. In accordance with the Library's Unattended Child Policy, children age 9 and under must be accompanied by an adult. Minors who visit the Library without a parent or guardian are responsible for their own decisions and behaviors. Some Internet workstations may be reserved for use by children or young adults.

Wireless Network Access

While in the Library, patrons may connect to the Internet with a wireless laptop, PDA, or other portable device. All Library policies

concerning legal and acceptable use of the Internet apply. Library staff cannot offer technical support for establishing or maintaining wireless connections. Printing from the wireless network is not supported.

The wireless network is open and should not be considered secure. Simultaneously connected computers are visible to each other, and therefore vulnerable to other users' viruses, malware, and hacks. Users are responsible for maintaining up-to-date anti-virus software and firewalls. Transmission of credit card numbers, passwords, and other personal information should be avoided. The Library is not responsible for hardware or software damage, loss of unattended equipment, or personal information that is compromised.

DRAFT - REVISION
Internet Access and Safety Policy

Approved by the Lawrence Public Library Board of Trustees, September 20, 1999.
Revised September 21, 2000; August 15, 2001; September 16, 2002; November 18, 2002; November 15, 2004; November 21, 2005; and January 20, 2009.

General Statement on Internet Access

Lawrence Public Library (Library) provides public access to the Internet in support of its [mission](#) and to affirm its commitment to the principles of intellectual freedom as expressed in the [Library Bill of Rights](#). Public access to the Internet is a fundamental service of the Library and is provided equally to all patrons.

Patron Responsibility

Patrons who use the Library's computers or wireless network to access the Internet will respect the privacy of other users, abide by United States and Kansas laws, particularly those ensuring the safety of minors, and follow the policies of the Library.

Parents and guardians, not Library staff, are responsible for Internet use by their own minor children, including those who visit the Library without a parent or guardian. Children age 9 and under must be accompanied by an adult.

Use of the Library's computers or wireless network to access the Internet constitutes agreement with this policy.

Unacceptable use includes, but is not limited to:

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act. (K.S.A. Supp. 2013 75-2589)
- Violating individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors
- Sending harassing messages to other computer users
- Accessing or attempting to access secure data in an unauthorized manner
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity, or security
- Violating copyright laws and software licensing agreements

A patron who is observed using a workstation in an unacceptable manner may be subject to:

- Immediate termination of the Internet session
- Suspension of computer use or other Library use privileges
- Notification of appropriate law enforcement officials
- Prosecution

Internet Safety Policy

In compliance with CIPA and the Kansas Children's Internet Protection Act, the Library implements and enforces technology protection measures in an effort to ensure that no minor has access to

visual depictions that are child pornography, harmful to minors, or obscene, and to ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

A Library employee may disable a technology protection measure if

- Requested to do so by a library patron who is not a minor, and
- The requested access is for legitimate research or other lawful purpose

Library staff monitor usage of the online computer network through Internet filtering software, observations of Library staff and other users, and other means.

Patrons who are prevented from accessing web sites which they believe should not be blocked may request they be unblocked via the online form available through the Library's Internet filtering software. Staff will examine the site and determine whether it should be unblocked.

Patrons who encounter web sites which they believe should be blocked, but which are not, may submit a request in writing to the Library Director. Requests must include the URL of the site.

Concerns about enforcement of this policy or observed patron behavior which violate this policy will also be submitted in writing to the Library Director, providing as much detail as possible.

The library will inform patrons of the provisions of this policy by making the policy available on the library's website.

Library Rights and Responsibilities

Library staff will not disclose patrons' use of the Library with respect to information sought or received via the Internet except pursuant to a valid court order or subpoena authorized under federal, state or local law, or as a result of unacceptable use as described herein.

Library staff may establish limits on the length and number of sessions allowed and may reserve some Internet workstations for specific uses.

The Library is not responsible for any unauthorized or illegal activity conducted over the Internet using Library equipment.

The Library is not responsible for loss of data, damage or liability that may occur from files or programs downloaded from the Internet.

The Library cannot guarantee that Internet filters will block offensive and/or illegal materials.

Policy review

This policy will be reviewed at least once every three years by the Library Board of Trustees.

Bylaws of the Lawrence Public Library Board of Trustees

Adopted by the Lawrence Public Library Board of Trustees, October 20, 1997.
Revised November 17, 2003, July 18, 2005, and October 13, 2015.

Article I - Name and Authorization

This organization shall be called The Board of Trustees of the Lawrence Public Library (the "Board"), existing by the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the Laws of the State of Kansas, and Lawrence Charter Ordinance #16 and any revisions thereof.

Article II - Meetings

Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board. An agenda shall be prepared by the Library Director and distributed, along with minutes of the previous meeting, to Board members not less than three days in advance of each meeting. Such information shall also be sent to the Mayor and the City Manager.

Special meetings may be called by the Chair or upon written request of a majority of the members of the Board. Written notice, stating the time and place of any special meeting and the purpose for which it was called, shall, unless waived, be given to each member of the Board at least two days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting (K.S.A. 12-1224 and K.S.A. 12-1243).

All meetings of the Board shall be subject to and in conformity with the Kansas Open Meeting Act (K.S.A. 75-4317 et seq.).

The order of business at regular Board meetings shall be:

- A. Call to order
- B. Consent Agenda
 - 1) Approve Library Board meeting minutes
 - 2) Approve Treasurer's report
 - 3) Approve bills
 - 4) Receive statistical report
- C. Library Director's report
- D. Library Foundation Director's report

- E. Friends of the Library report
- F. Report of committees, if any
- G. Ongoing business
- H. New business
- I. Adjournment

This order of business may be changed at any meeting with the consent of the Board.

The unexcused absence of a member of the Board from two (2) consecutive meetings shall be cause for the Chair to prepare and transmit to such member a letter of reprimand. Three such absences shall be construed as a resignation from the Board.

Article III - The Board

There shall be seven (7) Board members, appointed by the Mayor, with the approval of the City Commission (K.S.A. 12-1222). Terms of Board members shall be staggered. Members will be appointed for a term of four (4) years. Upon the April 30th expiration of each term, successors shall be appointed in a like manner to fill the vacancies created, and each member will serve a term of four (4) years. Board members shall be eligible for not more than two (2) successive terms. A person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term.

A quorum for the transaction of business shall consist of four members of the Board. Lacking a quorum, bills for the month may be approved with the consent of the members present, plus telephone or electronic consent from enough other members not present to constitute a quorum. If there is no monthly board meeting, a simple majority may approve the bills via electronic communication.

Vacancies on the Board occasioned by removal from the municipality, resignation or otherwise shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222.

Article IV - Officers and Duties

Board officers shall be elected by the majority vote of Board members present at the annual April meeting. Board officers shall be as follows: Chair, Vice-Chair, and Secretary/Treasurer. Officers shall serve a term of one year from May 1 to April 30 or until their successors are duly elected or appointed. The Chair and Vice-Chair shall serve no more than two consecutive terms in the same office.

The Chair shall preside at all meetings, appoint all committees, and authorize calls for special meetings.

The Vice-Chair presides at meetings in the absence of the Chair. In the event the office of Chair becomes vacant, the Vice-Chair succeeds to that office for the duration of the unexpired term.

The Secretary/Treasurer is responsible for seeing that a complete and accurate record of minutes of all Board meetings is kept. The minutes shall be distributed in writing at the next meeting, corrected if necessary, and approved. The Secretary/Treasurer shall sign the minutes of each meeting after they are approved.

The minutes shall include:

1. The purpose of the meeting (whether regular or special), the time, the place, and those attending.
2. A complete record of actions taken by the Board. All motions shall be recorded exactly as stated and show whether adopted or rejected.
3. A record of adjournment.

The Secretary/Treasurer shall keep a note of when members arrive and leave during the meeting in order to prove the existence of a quorum during the entire meeting.

The Secretary/Treasurer shall have charge of all funds collected for the maintenance of the Library and shall pay out said funds on orders of the Board. Checks shall be signed by the Chair and the Secretary/Treasurer, or by such other designated Board members in the absence of either of the above officers. At least one original signature shall appear on all checks. The Secretary/Treasurer shall see that an accurate record is kept of all moneys received and dispersed. Monthly financial reports shall be made to the Board. In addition, an annual report shall be presented to the Board. An audit by a Licensed Municipal Accountant shall be made each year. The treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the municipality (K.S.A. 12-1226).

Article V - System Representative

The Board shall appoint a representative to the Northeast Kansas Library System Board at the annual April meeting. The representative shall be responsible for attending the annual System Assembly, and shall act as a liaison between the System and the Board.

Article VI - Committees

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the Chair with the approval of the Board, for the study and investigation of

special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

Article VII - Board Responsibility

The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the Laws of the State of Kansas. Its responsibilities include promotion of library interests, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

Article VIII - Trustee, Library Director, and Staff Relationships

The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. Such person, once selected and having served an introductory period of 12 months, shall be continued in employment. Such employment may be terminated by a majority vote of the full membership of the Board. The Library Director may request a statement of any charges and an open meeting in any dismissal action.

The Library Director shall be responsible for the employment and direction of the staff, for the operation of the Library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the Library Director by the Board. The Library Director shall attend all regular and special Board meetings.

Article IX - Amendment of Bylaws

These bylaws may be amended by a majority vote of the entire Board at any regular meeting of the Board, provided that such proposed amendment shall first be submitted in writing at a previous regular meeting of the Board and sent to those not present.

Article X - Parliamentary Procedure

Robert's Rules of Order (Newly Revised) shall govern the proceedings of the Board, except when those rules may be in conflict with these bylaws. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.

Article XI – Political Activity

The Lawrence Public Library obtains its funding in large part from the City of Lawrence, Kansas, *See* Charter Ordinance No. 16 of the City of Lawrence, Kansas. Members of the Lawrence Public Library Board of Trustees must be sensitive to the possibility that their political activity may jeopardize this funding. Accordingly, the Trustees should abide by the following Political Activity Policy.

Although a Board member may, in his or her individual capacity, publicly endorse candidates for public office or ballot measures, no board member should use the name of the Lawrence Public Library in conjunction with such an endorsement, nor otherwise intentionally imply that the Lawrence Public Library supports a given candidate for public office or ballot measure.

No Board member should become a candidate for city elective office or hold city elective office without first resigning from the Board. A Board member is considered to be a candidate for city elective office once he or she meets all statutory requirements to qualify as a candidate.

AGENDA

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

Tuesday, November 16, 2015 at 4:00 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

- Volunteer Policy -- **ACTION ITEM**
- Ann Hyde Bequest -- **ACTION ITEM**
- Trustee Training -- see Handouts

New business

- Director Goals for 2015 -- review
- Evaluation Committee formation

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees Meeting
October 13, 2015
4:30 p.m.**

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

Library Staff Present: Brad Allen, Tom Davin, Kelly Fann, Tricia Karlin, Heather Kearns, Kathleen Morgan, Sherri Turner.

Call to Order

Fran Devlin, Board Chair, called the meeting to order at 4:33 p.m.

Public Comment

There were no public comments.

Consent Agenda

Joan noted the high expenditure in the utility line and asked if the check to P1 was to help us analyze utility usage. Brad said that the P1 payment was the first payment in an HVAC maintenance contract, and that P1 would be helping us analyze efficiency. He also said that there is one last enhanced commissioning walk-through next week. Joan moved to approve the consent agenda; Ursula seconded. All in favor. Motion carried.

Director's Report

Brad said that one of the main things we accomplished this month was sending 21 staff to the MLA/KLA Conference in Kansas City (Missouri/Kansas Library Associations.) Brad gave kudos to Kelly Fann who was the organizer. NEKLS gave \$1400 to support attendance which combined with strenuous carpooling to make it affordable to send so many people. It was a great conference. Several staff and board members were presenters: Kathleen, Molly, Polli, Tricia, Judy, and William. Some librarians from Springfield, Missouri, are coming for a visit based on connections made at the conference. The Banned Book Trading Card reveal was held on September 25. Attendance was good and, as always, there was a nice set of cards. Kathleen distributed cards to board members. Library staff is looking at ILS vendors to replace or update the current system. This will be a significant capital expense, but one that only happens about every 10 years. Brad asked what kind of information the board would like to have about the decision-making process. In a future meeting, staff will make a presentation on the evaluation process and make a recommendation. Brady said it would be important to get information from other users.

Library Foundation Executive Director's Report

The Beach Author series is Thursday. The guest author is Karen Russell. The book bike has finally arrived and DSP is working on how to officially launch it. At the last Foundation Board meeting, the board approved spending \$3000 to fund a Hall Center intern to digitize a historical postcard collection. They have also received a small matching grant to buy 200 copies of *Is your Mama a Llama*, the Kansas Reads to Preschoolers selection. The Weave a Tale workshop at KLA/MLA went really well. 45 librarians were in attendance, making it the largest preconference. A public performance by this year's storyteller, Kendra Jones, was held at the Plaza Branch. Kathleen thanked people for attending the Carol Nalbandian dedication on Sunday.

Library Friends Report

There was no Friends Report.

Ongoing Business**New Business****Internet Access Policy**

Sherri presented a proposed revision of the Internet Access policy which includes language required by Kansas CIPA along with other revisions. Brady asked if the library is liable for any misuse. Brad has been investigating, and it seems that we are not, but he will continue to research. We have little ability to identify who has violated. Tom said we have taken some steps to make it more difficult, and that copyright violation is the most likely thing to happen. An ISP could shut down our connection if they determine we are not taking appropriate precautions, but that is unlikely. Joan moved to accept the policy; Brady seconded. All in favor. Motion carried.

Board By-Laws Policy

Brad presented a revision of the Board By-Laws which included an update to the order of business and added language for "electronic consent." Brady moved to accept the policy; Joan seconded. All in favor. Motion carried.

Build November Agenda

Joan and Brad volunteered to lead a discussion/training at the next meeting to review material from the Trustee Training workshop that some board members attended last year. They proposed that the board spend about 20 minutes reviewing materials received, discussing board/director roles and completing forms received in the workshop. There may be policies to review. In order to accommodate the training, the meeting will start at 4:00. The discussion about the new ILS may require a special meeting. Brady asked if it might be helpful to give the board some information about the ILS selection process at the next meeting. It was decided not to include a Coordinator's report on November's agenda. Fran suggested that the training materials would be good to put in new board member's orientation packets.

Adjournment

Brady moved to adjourn the meeting; Joan seconded. All in favor. Meeting adjourned.

The next Board meeting will be Monday, November 16, 2015, at 4:00 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
October 2015								
REVENUES		Month	Year to Date	Annual Budget	83% of Year		Oct-14	YTD 2014
Tax Fund		\$ -	\$ 3,200,000.00	\$ 3,550,000.00	90.14%		\$ -	\$ 3,000,000.00
Interest		\$ 145.54	\$ 1,424.36	\$ 250.00	569.74%		\$ 147.34	\$ 917.91
State Aid		\$ -	\$ 30,268.44	\$ 32,000.00	94.59%		\$ -	\$ 32,124.22
N.E.K.L.		\$ -	\$ 48,326.25	\$ 65,000.00	74.35%		\$ -	\$ 46,920.00
Photo Copies		\$ 1,618.84	\$ 16,555.29	\$ 13,000.00	127.35%		\$ 1,152.80	\$ 11,799.76
Overdues		\$ 14,990.36	\$ 152,479.01	\$ 180,000.00	84.71%		\$ 15,624.99	\$ 135,715.25
Coffee Shop Rent		\$ 700.00	\$ 7,000.00	\$ 8,400.00	83.33%		\$ 700.00	\$ 2,000.00
Meeting Room Fees		\$ 900.00	\$ 2,250.00	\$ 1,200.00	187.50%		\$ 150.00	\$ 500.00
Miscellaneous		\$ 533.72	\$ 539.52				\$ 119.61	\$ 23.36
Total Revenues		\$ 18,888.46	\$ 3,458,842.87	\$3,849,850.00	89.84%		\$17,894.74	\$3,230,000.50
EXPENSES								
Salaries & Wages		\$ 178,623.00	\$ 1,792,245.21	\$ 2,157,000.00	83.09%		\$ 179,863.00	\$ 1,615,673.63
Health Insurance		\$ 20,572.54	\$ 195,737.78	\$ 250,000.00	78.30%		\$ 19,525.81	\$ 207,275.04
Payroll Taxes		\$ 31,717.17	\$ 314,366.69	\$ 390,417.00	80.52%		\$ 30,584.41	\$ 272,452.33
Books & Materials		\$ 45,591.43	\$ 360,360.85	\$ 520,000.00	69.30%		\$ 46,088.24	\$ 360,595.19
Periodicals		\$ 18.29	\$ 11,733.97	\$ 19,500.00	60.17%		\$ 714.12	\$ 11,728.79
Library Supplies		\$ 5,749.62	\$ 81,547.52	\$ 110,000.00	74.13%		\$ 6,423.92	\$ 80,436.12
Building Supplies		\$ 2,030.81	\$ 16,942.71	\$ 16,800.00	100.85%		\$ 1,707.50	\$ 13,438.37
Repairs & Maintenance		\$ 8,213.90	\$ 68,262.34	\$ 66,133.00	103.22%		\$ 1,512.38	\$ 45,755.69
Equipment		\$ -	\$ -	\$ -			\$ 638.19	\$ 1,611.19
Equipment - Technology		\$ 1,098.83	\$ 13,362.26	\$ 16,000.00	83.51%		\$ 1,511.11	\$ 11,484.32
Capital Improvements		\$ -	\$ 12,027.06	\$ -			\$ 987.50	\$ 19,495.19
Utilities		\$ 10,740.86	\$ 109,611.51	\$ 100,000.00	109.61%		\$ 13,537.21	\$ 73,826.00
Insurance		\$ 467.71	\$ 14,853.44	\$ 18,000.00	82.52%		\$ 436.69	\$ 10,884.76
Postage		\$ 718.86	\$ 15,328.36	\$ 20,000.00	76.64%		\$ 932.25	\$ 14,951.59
Travel & Continuing Education		\$ 78.01	\$ 10,373.88	\$ 22,000.00	47.15%		\$ 1,405.76	\$ 14,712.69
Book Van & Mileage		\$ 86.02	\$ 1,368.88	\$ 4,000.00	34.22%		\$ 290.08	\$ 2,415.86
Photo Copiers		\$ 568.79	\$ 5,801.20	\$ 8,000.00	72.52%		\$ 579.09	\$ 5,236.33
Programs		\$ 4,143.02	\$ 16,704.53	\$ 20,000.00	83.52%		\$ 2,420.93	\$ 12,739.14
Professional Fees		\$ 9,901.47	\$ 61,995.34	\$ 70,000.00	88.56%		\$ 16,987.27	\$ 91,138.44
Website/OPAC Content		\$ 15,595.00	\$ 22,621.84	\$ 27,000.00	83.78%		\$ 35.00	\$ 9,080.00
Advertising & Marketing		\$ 817.34	\$ 9,553.06	\$ 15,000.00	63.69%		\$ -	\$ 15,000.00
Miscellaneous		\$ 643.02	\$ 1,452.34				\$ 170.85	\$ (1,217.56)
Total Expenses		\$ 337,375.69	\$ 3,136,250.77	\$3,849,850.00	81.46%		\$ 326,351.31	\$ 2,888,713.11
Revenues Over Expenses		\$ (318,487.23)	\$ 322,592.10					
Cash Balances:								
Checking		\$ 824,043.86						
Capital Improvement		\$ 619,131.66						

Lawrence Public Library 2015 Outside Funding Report												
		1/1/2015	August	August	September	September	October	October				
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining	NOTES		
FRIENDS												
	Movie License	\$ 90.00							\$ 1,590.00			
	KPR-Advertising	\$ (44.36)		\$ 216.69		\$ 216.69		\$ 216.69	\$ 1,733.25			
	Tote Bags	\$ -							\$ -			
	Summer Reading - ALL								\$ 6,495.80			
	Google	\$ 100.00							\$ -			
	Aquarium	\$ 15.53		\$ 218.17		\$ 427.30		\$ 347.46	\$ (2,557.68)			
	Scholarships	\$ 2,750.00		\$ 250.00					\$ 1,620.00			
	Volunteers	\$ 1,000.00							\$ 1,000.00			
	Read Across Lawrence 2015/2016	\$ 2,653.91						\$ 7,809.00	\$ 9,738.20			
	Salaries/Taxes - Custodian	\$ -		\$ 1,528.58		\$ 2,295.66		\$ 2,059.43	\$ (377.17)			
	Carryover	\$ 2,413.69							\$ -			
		\$ 8,978.77	\$ -	\$ 2,213.44	\$ -	\$ 2,939.65	\$ -	\$ 10,432.58	\$ 19,242.40			
FOUNDATION												
	Kansas Health Foundation	\$ 15,298.89		\$ 55.00		\$ 363.79		\$ 107.45	\$ 10,380.50			
	Kansas Health Foundation 2015-16								\$ 23,850.00			
	Consumer Credit Counseling								\$ 284.19			
	Summer Reading			\$ 387.80					\$ 6,348.33			
	Steiner Storytelling	\$ -		\$ 720.15				\$ (437.83)	\$ (282.32)			
	Beach Author Series	\$ -				\$ 390.84		\$ (387.02)	\$ (3.82)			
	Milliken Fund	\$ (14.24)							\$ 1,185.76			
	Salaries/Taxes - Bukaty	\$ 0.30		\$ 298.21		\$ 343.78		\$ (1,549.78)	\$ (191.59)			
	Morgan Expenses	\$ -		\$ 227.77		\$ 331.95		\$ (504.60)	\$ (307.23)			
	Ronson							\$ (420.52)	\$ -			
	Crowe			\$ 30.00				\$ (69.73)	\$ -			
	Harrison							\$ (402.92)	\$ -			
	Dr. Bob			\$ 193.48				\$ 222.08	\$ (415.56)			
	Foundation Center	\$ -							\$ -			
	New Building Technology	\$ 36,017.12							\$ 1,859.31			
	New Building Furniture & Shelving	\$ 1,677.26							\$ -			
	Simpson Grant	\$ 4,644.27							\$ 1,519.27			
	New Building YS	\$ 322.98							\$ 171.63			
		\$ 57,946.58	\$ -	\$ 1,912.41	\$ -	\$ 1,430.36	\$ -	\$ (3,442.87)	\$ 44,398.47			
OTHER												
	Memorials/Honor with Books	\$ 2,001.87					\$ 50.00		\$ 2,881.01			
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32			
	Puppet Theater	\$ 16.00							\$ 16.00			
	Brummell-YS	\$ 255.77							\$ -			
	Casad	\$ 50.00							\$ 50.00			
	Wurfy	\$ 32.55							\$ 20.16			
	Moving	\$ 125.00							\$ 125.00			
	Underwood Gift (Sr.Outreach)	\$ 356.94		\$ 29.94					\$ 370.00			
	John Cotton Dana	\$ 1,663.84							\$ 1,663.84			
	Merchandise Sales	\$ 6,398.57	\$ 799.98		\$ (1,087.09)		\$ 614.25		\$ 6,439.12			
		\$ 13,526.86	\$ 799.98	\$ 29.94	\$ (1,087.09)	\$ -	\$ 664.25	\$ -	\$ 14,191.45			
	BookVan		\$ 10,577.07	\$ 10,577.07					\$ -			
		Month Total	\$ 11,377.05	\$ 14,732.86	\$ (1,087.09)	\$ 4,370.01	\$ 664.25	\$ 6,989.71				
							YTD Income	YTD Expense				
							\$ 129,154.42	\$ 131,774.31				

Lawrence Public Library
Balance Sheet
As of October 31, 2015

	<u>Oct 31, 15</u>	<u>Oct 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.38	38,759.51	-21,812.13	-56.3%
Capital Improvement -2	602,184.28	600,680.90	1,503.38	0.3%
Checking	824,043.86	877,075.18	-53,031.32	-6.1%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,443,175.52</u>	<u>1,516,515.59</u>	<u>-73,340.07</u>	<u>-4.8%</u>
Total Current Assets	<u>1,443,175.52</u>	<u>1,516,515.59</u>	<u>-73,340.07</u>	<u>-4.8%</u>
Other Assets				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
Total Other Assets	<u>1,230.70</u>	<u>1,525.00</u>	<u>-294.30</u>	<u>-19.3%</u>
TOTAL ASSETS	<u>1,444,406.22</u>	<u>1,518,040.59</u>	<u>-73,634.37</u>	<u>-4.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	64,601.18	44,047.60	20,553.58	46.7%
Total Accounts Payable	<u>64,601.18</u>	<u>44,047.60</u>	<u>20,553.58</u>	<u>46.7%</u>
Other Current Liabilities				
Payroll Liabilities	3,758.68	43,579.59	-39,820.91	-91.4%
Total Other Current Liabilities	<u>3,758.68</u>	<u>43,579.59</u>	<u>-39,820.91</u>	<u>-91.4%</u>
Total Current Liabilities	<u>68,359.86</u>	<u>87,627.19</u>	<u>-19,267.33</u>	<u>-22.0%</u>
Total Liabilities	<u>68,359.86</u>	<u>87,627.19</u>	<u>-19,267.33</u>	<u>-22.0%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	319,972.21	370,933.61	-50,961.40	-13.7%
Total Equity	<u>1,376,046.36</u>	<u>1,430,413.40</u>	<u>-54,367.04</u>	<u>-3.8%</u>
TOTAL LIABILITIES & EQUITY	<u>1,444,406.22</u>	<u>1,518,040.59</u>	<u>-73,634.37</u>	<u>-4.9%</u>

Lawrence Public Library
Revenues & Expenses
October 2015

	<u>Oct 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	900.00
Personal Books	-6.28
Merchandise Sales	614.25
Gifts-Other	50.00
Interest	145.54
Overdues	14,990.36
Photo Copies	1,618.84
Repairs & Equipment	540.00
Total Income	<u>19,552.71</u>
Gross Profit	19,552.71
Expense	
FOUNDATION FUNDING	-3,634.46
FRIENDS FUNDING	8,373.15
Books & Materials	45,609.72
Miscellaneous	17,624.15
Technology Equipment	1,098.83
Insurance	467.71
Payroll Expenses	201,169.19
Payroll Taxes	31,994.54
Postage and Delivery	718.86
Professional Fees	9,901.47
Program Expense	4,143.02
Repairs	8,213.90
Supplies	7,780.43
Travel & Hospitality	164.03
Utilities	10,740.86
Total Expense	<u>344,365.40</u>
Net Ordinary Income	<u>-324,812.69</u>
Net Income	<u><u>-324,812.69</u></u>

Lawrence Public Library Vendor Balance Summary

As of November 12, 2015

	Nov 12, 15
Ace Electric	614.00
Air Filter Plus	447.61
Amazon	2,844.14
Baker & Taylor, Inc.	1,237.74
Baunetta M. Powell	39.45
Bibliocommons Inc.	15,000.00
Blackstone Audio, Inc.	448.25
Brilliance Publishing, Inc.	207.46
Brodart Co.	105.33
Cari Lyn Everhart	8.89
Center Point Large Print	279.81
Century Business Technologi...	568.02
Chabad at KU	90.00
Databank Holdings, LTD	92.00
Demco, Inc.	134.98
Dusty Bookshelf	180.00
EBSCO	-29.55
Ed Rose	3,166.67
Gale Group, Inc.	38.92
General Binding Corporation	189.44
Heartland Payment Systems	277.65
Ingram Library Services	45,747.49
Intuit	29.85
Jayhawk Tropical Fish	281.16
Jeannie L. Merritt	21.74
Jiminate	120.00
Kai Ono	240.00
KanREN	1,822.20
Kansas Public Radio	433.38
Laser Logic, Inc.	618.95
League of Women Voters	25.00
Maria Anthony	150.00
Maxine Supko Younes	52.22
Mid America	1,067.33
Midwest Tape	12,560.12
Mize Houser	100.00
OCLC, Inc.	4,850.26
OverDrive	64.50
Pro Print Inc.	56.75
Pur-O-Zone, Inc.	493.97
Quill Corporation	848.58
Random House, Inc.	282.75
Raven Bookstore	270.00
Recorded Books	3,003.48
Rueschhoff Locksmiths & S.S.	131.74
Scholastic Inc.	33.90
Shirley Lyberger	33.69
Showcases	405.00
Signs of Life	130.00
Snap Promotions	3,607.69
Tantor Media	43.98
Teresa A. Reetz	7.69
Unique Management Services	1,094.16
University of Tulsa	21.00
VISA 5372	6,521.70
Wendi M. Bevitt	12.12
Westar	5,672.10
WOW!Business	1,534.99
TOTAL	118,330.30

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	11/16/2015	Heartland Payment Systems	Checking	
Bill	October	11/10/2015		Office Supplies	-242.65
				Web Site & OPAC Cont...	-35.00
TOTAL					-277.65
Bill Pmt -Check	Electronic	11/16/2015	Intuit	Checking	
Bill	October Bill Pay	11/10/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	11/16/2015	VISA 5372	Checking	
Bill	PYSOINV0034...	10/30/2015		Library Supplies	-461.72
Bill		11/10/2015		Library Supplies	-146.47
				ALA	-627.96
				Admin. Dept.	-99.00
				Adult Programming	-103.06
				Read Across Lawrence	-38.08
				FRIENDS FUNDING	-1,590.00
				KHF Grant Expenses	-105.44
				Bookvan & Mileage	-98.57
				Children's Programming	-27.20
				Children's Programming	-171.94
				Children's Programming	-35.93
				Children's Programming	-91.54
				Young Adult Programmi...	-406.95
				Office Supplies	-86.99
				Postage and Delivery	-313.99
				Printing	-119.20
				Miscellaneous	-20.00
				Membership & Dues	-100.00
				Advertising	-75.00
				Merchandise Sales	-13.38
				Outreach Programming	-28.80
				Building Supplies	-356.53
				Technology Equipment	-22.02
				Technology Equipment	-69.00
				Technology Equipment	-946.40
				FOUNDATION FUNDING	-139.95
				Beach Author Event	-174.65
				Periodicals	-14.99
				Periodicals	-19.95
				Books & Materials	-16.99
TOTAL					-6,521.70
Bill Pmt -Check	Electronic	11/16/2015	Westar	Checking	
Bill		11/10/2015		Electric	-5,672.10
TOTAL					-5,672.10
Bill Pmt -Check	Electronic	11/16/2015	WOW!Business	Checking	
Bill	Oct 14	10/30/2015		Internet	-1,161.51
				Telephone	-373.48
TOTAL					-1,534.99

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7125	11/17/2015	Ace Electric	Checking	
Bill	2827	10/30/2015		Building Repairs	-614.00
TOTAL					-614.00
Bill Pmt -Check	7126	11/17/2015	Air Filter Plus	Checking	
Bill	321808	10/30/2015		Building Supplies	-447.61
TOTAL					-447.61
Bill Pmt -Check	7127	11/17/2015	Baker & Taylor, Inc.	Checking	
Bill	5013850647	10/30/2015		Books & Materials	-110.76
Bill	2031261054	10/30/2015		Books & Materials	-85.37
Bill	2031264684	10/30/2015		Books & Materials	-154.71
Bill	5013829145	10/30/2015		Books & Materials	-109.26
Bill	2031199180	10/30/2015		Books & Materials	-216.15
Bill	5013834370	10/30/2015		Books & Materials	-30.95
Bill	2031199181	10/30/2015		Library Supplies	-3.39
Bill	2031264685	10/30/2015		Library Supplies	-20.16
Bill	2031261055	10/30/2015		Library Supplies	-8.49
Bill	5013850648	10/30/2015		Library Supplies	-1.63
Bill	5013834571	10/30/2015		Library Supplies	-0.15
Bill	2031298727	11/12/2015		GGIFT	-29.04
Bill	2031298728	11/12/2015		GGIFT	-0.74
Bill	2031310539	11/12/2015		Books & Materials	-55.75
Bill	5013866689	11/12/2015		Books & Materials	-120.95
Bill	5013857884	11/12/2015		Books & Materials	-288.02
Bill	2031310540	11/12/2015		Library Supplies	-2.22
TOTAL					-1,237.74
Bill Pmt -Check	7128	11/17/2015	Blackstone Audio, Inc.	Checking	
Bill	791617	10/30/2015		Books & Materials	-76.47
Bill	788731	10/30/2015		Books & Materials	-44.99
Bill	793270	10/30/2015		Books & Materials	-20.97
Bill	788729	10/30/2015		Books & Materials	-20.97
Bill	790740	11/12/2015		Books & Materials	-20.97
Bill	793272	11/12/2015		Books & Materials	-197.91
Bill	796398	11/12/2015		Books & Materials	-45.00
Bill	793271	11/12/2015		Books & Materials	-20.97
TOTAL					-448.25
Bill Pmt -Check	7129	11/17/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1045354	11/10/2015		Books & Materials	-7.50
Bill	IN1042570	11/10/2015		Books & Materials	-5.00
Bill	IN1042924	11/10/2015		Books & Materials	-20.00
Bill	IN1044154	11/10/2015		Books & Materials	-24.99
Bill	IN1046360	11/12/2015		Books & Materials	-39.99
Bill	IN1046142	11/12/2015		Books & Materials	-39.99
Bill	IN1046143	11/12/2015		Books & Materials	-37.49
Bill	IN1046361	11/12/2015		Books & Materials	-7.50
Bill	IN1046801	11/12/2015		Books & Materials	-5.00
Bill	IN1047570	11/12/2015		Books & Materials	-7.50
Bill	IN1047501	11/12/2015		Books & Materials	-12.50
TOTAL					-207.46

12:24 PM
11/11/15

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7130	11/17/2015	Brodart Co.	Checking	
Bill	415067	11/10/2015		Library Supplies	-105.33
TOTAL					-105.33
Bill Pmt -Check	7131	11/17/2015	Center Point Large Print	Checking	
Bill	1327964	10/30/2015		Books & Materials	-237.27
Bill	1326916	10/30/2015		Books & Materials	-21.57
Bill	1336616	11/12/2015		Books & Materials	-20.97
TOTAL					-279.81
Bill Pmt -Check	7132	11/17/2015	Century Business Technologies	Checking	
Bill	386331	10/30/2015		Copying	-15.00
Bill	386330	10/30/2015		Copying	-353.64
Bill	388493	11/10/2015		Copying	-143.70
Bill	388492	11/10/2015		Copying	-55.68
TOTAL					-568.02
Bill Pmt -Check	7133	11/17/2015	Databank Holdings, LTD	Checking	
Bill	18089	11/10/2015		Web Site & OPAC Cont...	-92.00
TOTAL					-92.00
Bill Pmt -Check	7134	11/17/2015	Demco, Inc.	Checking	
Bill	5718847	11/10/2015		Library Supplies	-134.98
TOTAL					-134.98
Bill Pmt -Check	7135	11/17/2015	Gale Group, Inc.	Checking	
Bill	56547378	11/12/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7136	11/17/2015	General Binding Corporation	Checking	
Bill	2456504	10/30/2015		Library Supplies	-189.44
TOTAL					-189.44
Bill Pmt -Check	7137	11/17/2015	Jayhawk Tropical Fish	Checking	
Bill	500711	10/30/2015		Aquarium Maintenance	-101.20
Bill	500752	10/30/2015		Aquarium Maintenance	-104.96
Bill	500787	11/12/2015		Aquarium Maintenance	-75.00
TOTAL					-281.16
Bill Pmt -Check	7138	11/17/2015	Jiminate	Checking	
Bill	8-110315	11/10/2015		Advertising	-120.00
TOTAL					-120.00

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7139	11/17/2015	KanREN	Checking	
Bill	1510220100622	10/30/2015		Internet	-1,822.20
TOTAL					-1,822.20
Bill Pmt -Check	7140	11/17/2015	Kansas Public Radio	Checking	
Bill	127356	10/30/2015		Advertising Gift Fund	-216.69
Bill	127516	11/10/2015		Advertising Gift Fund	-216.69
TOTAL					-433.38
Bill Pmt -Check	7141	11/17/2015	Laser Logic, Inc.	Checking	
Bill	274730	10/30/2015		Office Supplies	-267.00
Bill	274515	11/10/2015		Office Supplies	-190.93
Bill	274794	11/10/2015		Office Supplies	-161.02
TOTAL					-618.95
Bill Pmt -Check	7142	11/17/2015	Mid America	Checking	
Bill	76501	10/30/2015		Building Supplies	-69.33
Bill	76454	10/30/2015		Building Supplies	-493.71
Bill	76541	11/10/2015		Building Supplies	-249.29
Bill	76542	11/10/2015		Building Supplies	-255.00
TOTAL					-1,067.33
Bill Pmt -Check	7143	11/17/2015	OCLC, Inc.	Checking	
Bill	423811	11/10/2015		OCLC	-4,013.07
				Internet	-837.19
TOTAL					-4,850.26
Bill Pmt -Check	7144	11/17/2015	OverDrive	Checking	
Bill	MR-0020089	10/30/2015		Library Supplies	-64.50
TOTAL					-64.50
Bill Pmt -Check	7145	11/17/2015	Pro Print Inc.	Checking	
Bill	89438	10/30/2015		Printing	-56.75
TOTAL					-56.75
Bill Pmt -Check	7146	11/17/2015	Pur-O-Zone, Inc.	Checking	
Bill	680540	10/30/2015		Building Supplies	-360.66
Bill	681183	10/30/2015		Building Supplies	-10.15
Bill	680673	10/30/2015		Building Supplies	-27.26
Bill	679332	10/30/2015		Equipment Repairs	-95.90
TOTAL					-493.97

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7147	11/17/2015	Quill Corporation	Checking	
Bill	8882544	10/30/2015		Office Supplies	-7.22
Bill	8853100	10/30/2015		Office Supplies	-104.68
Bill	8438479	10/30/2015		Office Supplies	-64.63
				Children's Programming	-29.75
Bill	8614305	10/30/2015		Office Supplies	-11.87
				Advertising	-622.34
Bill	8629034	10/30/2015		Library Supplies	-8.09
TOTAL					-848.58
Bill Pmt -Check	7148	11/17/2015	Random House, Inc.	Checking	
Bill	1085252930	10/30/2015		Books & Materials	-71.25
Bill	1085178237	10/30/2015		Books & Materials	-52.50
Bill	1085416724	11/12/2015		Books & Materials	-33.75
Bill	1185416724	11/12/2015		Books & Materials	-33.75
Bill	1085340187	11/12/2015		Books & Materials	-67.50
Bill	1085417805	11/12/2015		Books & Materials	-24.00
TOTAL					-282.75
Bill Pmt -Check	7149	11/17/2015	Recorded Books	Checking	
Bill	75228593	10/30/2015		Books & Materials	-179.35
Bill	75227823	10/30/2015		Books & Materials	-159.05
Bill	75227511	10/30/2015		Books & Materials	-59.59
Bill	75223245	10/30/2015		Books & Materials	-63.22
Bill	75220894	10/30/2015		Books & Materials	-236.64
Bill	75220895	10/30/2015		Books & Materials	-223.88
Bill	75220896	10/30/2015		Books & Materials	-878.12
Bill	75222424	10/30/2015		Books & Materials	-111.53
Bill	75221669	10/30/2015		Books & Materials	-448.45
Bill	75221563	10/30/2015		Books & Materials	-32.99
Bill	75233770	11/12/2015		Books & Materials	-263.56
Bill	75233861	11/12/2015		Books & Materials	-203.56
Bill	75228986	11/12/2015		Books & Materials	-143.54
TOTAL					-3,003.48
Bill Pmt -Check	7150	11/17/2015	Rueschhoff Locksmiths & S.S.	Checking	
Bill	515993	10/30/2015		Building Repairs	-96.50
Bill	515828	10/30/2015		Professional Fees	-35.24
TOTAL					-131.74
Bill Pmt -Check	7151	11/17/2015	Scholastic Inc.	Checking	
Bill	12005943	11/12/2015		Children's Programming	-33.90
TOTAL					-33.90
Bill Pmt -Check	7152	11/17/2015	Showcases	Checking	
Bill	288928	10/30/2015		Library Supplies	-405.00
TOTAL					-405.00

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7153	11/17/2015	Snap Promotions	Checking	
Bill	15092801	11/10/2015		Merchandise Sales	-1,456.92
				Office Supplies	-135.52
Bill	15092302	11/10/2015		Merchandise Sales	-310.16
Bill	15102401	11/10/2015		Merchandise Sales	-1,705.09
TOTAL					-3,607.69
Bill Pmt -Check	7154	11/17/2015	Tantor Media	Checking	
Bill	INV22500	10/30/2015		Books & Materials	-19.99
Bill	INV22915	11/12/2015		Books & Materials	-23.99
TOTAL					-43.98
Bill Pmt -Check	7155	11/17/2015	Unique Management Services	Checking	
Bill	315665	11/10/2015		Professional Fees	-930.80
Bill	315666	11/10/2015		Professional Fees	-163.36
TOTAL					-1,094.16
Bill Pmt -Check	7156	11/17/2015	University of Tulsa	Checking	
Bill	Don't Know Mu...	10/30/2015		Overdues	-21.00
TOTAL					-21.00
Bill Pmt -Check	27870	11/16/2015	Amazon	Checking	
Bill	4196233	10/30/2015		Books & Materials	-9.84
Bill	5153030	10/30/2015		Books & Materials	-14.40
Bill	4196233	10/30/2015		Books & Materials	-24.83
Bill	0680241	10/30/2015		Books & Materials	-24.48
Bill	8269849	10/30/2015		Books & Materials	-131.00
Bill	1641012	10/30/2015		Books & Materials	-34.98
Bill	2855440	10/30/2015		Books & Materials	-119.92
Bill	1859407	10/30/2015		Books & Materials	-30.82
Bill	5153030	10/30/2015		Books & Materials	-37.73
Bill	1859407	10/30/2015		Books & Materials	-82.43
Bill	0680241	10/30/2015		Books & Materials	-59.96
Bill	5153030	10/30/2015		Books & Materials	-24.64
Bill	238023864207	10/30/2015		Young Adult Programmi...	-43.28
Bill	9938645	10/30/2015		Children's Programming	-156.67
Bill	0985810	11/10/2015		Books & Materials	-47.99
Bill	5724248	11/10/2015		Young Adult Programmi...	-49.20
Bill	8159413	11/12/2015		Books & Materials	-54.38
Bill	2761801	11/12/2015		Books & Materials	-371.42
Bill	6192248	11/12/2015		Books & Materials	-149.34
Bill	2438627	11/12/2015		Books & Materials	-13.91
Bill	2438627	11/12/2015		Books & Materials	-224.55
Bill	1175435	11/12/2015		Books & Materials	-83.97
Bill	1175435	11/12/2015		Books & Materials	-241.75
Bill	6192248	11/12/2015		Books & Materials	-219.52
Bill	2438627	11/12/2015		Books & Materials	-104.82
Bill	9366608	11/12/2015		Books & Materials	-56.95
Bill	5092245	11/12/2015		Books & Materials	-23.81
Bill	0985810	11/12/2015		Young Adult Programmi...	-33.80
Bill	0421821	11/12/2015		Books & Materials	-96.60
Bill	5092245	11/12/2015		Books & Materials	-49.96
Bill	8269849	11/12/2015		Books & Materials	-89.84

Lawrence Public Library
Check Detail
 November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	4196233	11/12/2015		Books & Materials	-104.82
Bill	7197837	11/12/2015		Books & Materials	-32.53
TOTAL					-2,844.14
Bill Pmt -Check	27871	11/16/2015	Baunetta M. Powell	Checking	
Bill	REFUND	10/30/2015		Overdues	-39.45
TOTAL					-39.45
Bill Pmt -Check	27872	11/16/2015	Bibliocommons Inc.	Checking	
Bill	756	10/30/2015		Web Site & OPAC Cont...	-15,000.00
TOTAL					-15,000.00
Bill Pmt -Check	27873	11/16/2015	Cari Lyn Everhart	Checking	
Bill	REFUND	10/30/2015		Overdues	-8.89
TOTAL					-8.89
Bill Pmt -Check	27874	11/16/2015	Chabad at KU	Checking	
Bill	12-11-15	11/12/2015		Children's Programming	-90.00
TOTAL					-90.00
Bill Pmt -Check	27875	11/16/2015	Dusty Bookshelf	Checking	
Bill	11-17-15	11/10/2015		Adult Programming-Frie...	-180.00
TOTAL					-180.00
Bill Pmt -Check	27876	11/16/2015	Ed Rose	Checking	
Bill		11/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27877	11/16/2015	Ingram Library Services	Checking	
Bill	89856224	10/30/2015		Read Across Lawrence	-2,396.00
Bill	89783836	10/30/2015		Personal Books	-29.64
Bill	89833586	10/30/2015		Read Across Lawrence	-555.64
Bill	89817753	10/30/2015		Books & Materials	-122.40
Bill	89783837	10/30/2015		Books & Materials	-880.45
Bill	89807390	10/30/2015		Library Supplies	-78.17
Bill	89783838	10/30/2015		Books & Materials	-538.34
Bill	89688895	10/30/2015		Library Supplies	-35.23
Bill	89731453	10/30/2015		Books & Materials	-980.18
Bill	89731452	10/30/2015		Library Supplies	-73.06
				Books & Materials	-5.64
				Books & Materials	-71.24
				Library Supplies	-0.90
				Books & Materials	-488.06
				Library Supplies	-25.25
				Books & Materials	-733.62
				Library Supplies	-67.35
				Books & Materials	-150.50
				Library Supplies	-23.54
				Books & Materials	-209.24
				Library Supplies	-18.06

Lawrence Public Library
Check Detail
 November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	89707443	10/30/2015		Books & Materials	-1,610.35
				Library Supplies	-162.89
Bill	89739208	10/30/2015		Books & Materials	-20.34
				Library Supplies	-0.30
Bill	89725902	10/30/2015		Books & Materials	-327.38
				Library Supplies	-24.56
Bill	89763314	10/30/2015		Books & Materials	-24.20
Bill	89763315	10/30/2015		Books & Materials	-175.18
				Library Supplies	-13.36
Bill	89763316	10/30/2015		Books & Materials	-493.34
				Library Supplies	-26.73
Bill	89745387	10/30/2015		Books & Materials	-582.16
				Library Supplies	-56.29
Bill	89745386	10/30/2015		Books & Materials	-473.23
				Library Supplies	-37.30
Bill	89745389	10/30/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	89745390	10/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	89799354	10/30/2015		Read Across Lawrence	-4,713.36
				Personal Books	-26.72
Bill	89974907	10/30/2015		Books & Materials	-650.13
				Library Supplies	-45.61
Bill	90001631	10/30/2015		Books & Materials	-564.48
				Library Supplies	-72.53
Bill	90001630	10/30/2015		Books & Materials	-32.42
Bill	89974906	10/30/2015		Books & Materials	-87.93
				Library Supplies	-8.22
Bill	89936946	10/30/2015		Books & Materials	-37.18
				Library Supplies	-0.30
Bill	89952590	10/30/2015		Books & Materials	-611.19
				Library Supplies	-38.21
Bill	89952589	10/30/2015		Books & Materials	-277.12
				Read Across Lawrence	-144.00
Bill	89896784	10/30/2015		Books & Materials	-1,931.02
				Library Supplies	-196.58
Bill	89936945	10/30/2015		Books & Materials	-985.77
				Library Supplies	-119.07
Bill	89916897	10/30/2015		Books & Materials	-865.74
				Library Supplies	-54.37
Bill	89896785	10/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	89916898	10/30/2015		Books & Materials	-28.16
				Library Supplies	-0.30
Bill	89879630	10/30/2015		Books & Materials	-193.30
				Library Supplies	-16.54
Bill	89879631	10/30/2015		Books & Materials	-390.11
				Library Supplies	-19.83
Bill	89931061	10/30/2015		Books & Materials	-169.50
				Library Supplies	-19.62
Bill	89856225	10/30/2015		Books & Materials	-2,533.63
				Library Supplies	-216.45
Bill	89886582	10/30/2015		Books & Materials	-264.45
				Library Supplies	-21.18
Bill	89864558	10/30/2015		Books & Materials	-472.56
				Library Supplies	-30.05
Bill	89840480	10/30/2015		Books & Materials	-340.19
				Library Supplies	-20.55
Bill	89840479	10/30/2015		Books & Materials	-141.25
				Library Supplies	-7.83
Bill	90070498	11/10/2015		Books & Materials	-5.68
				Read Across Lawrence	-8,856.00
				Personal Books	-19.25
Bill	89993672	11/12/2015		Books & Materials	-79.50
				Library Supplies	-1.50

12:24 PM
11/11/15

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	89993673	11/12/2015		Books & Materials	-15.39
				Library Supplies	-0.80
Bill	89993671	11/12/2015		Books & Materials	-946.54
				Library Supplies	-113.56
Bill	90013175	11/12/2015		Books & Materials	-560.90
				Library Supplies	-46.84
Bill	90013176	11/12/2015		Books & Materials	-15.59
				Library Supplies	-0.15
Bill	90026371	11/12/2015		Books & Materials	-559.74
				Library Supplies	-42.47
Bill	90049755	11/12/2015		Books & Materials	-43.79
				Library Supplies	-0.45
Bill	90049756	11/12/2015		Books & Materials	-14.99
				Library Supplies	-0.15
Bill	90105203	11/12/2015		Books & Materials	-376.22
				Library Supplies	-27.45
Bill	90088333	11/12/2015		Books & Materials	-157.87
				Library Supplies	-17.92
Bill	90088334	11/12/2015		Books & Materials	-16.20
				Library Supplies	-0.15
Bill	90078164	11/12/2015		Books & Materials	-321.91
				Library Supplies	-48.54
Bill	90070499	11/12/2015		Books & Materials	-2,660.53
				Library Supplies	-226.09
Bill	90049753	11/12/2015		Books & Materials	-436.74
				Library Supplies	-39.09
Bill	90049754	11/12/2015		Books & Materials	-361.73
				Library Supplies	-21.97
Bill	90049752	11/12/2015		Books & Materials	-1,405.66
				Library Supplies	-181.69
Bill	90032197	11/12/2015		Books & Materials	-202.79
				Library Supplies	-17.38
Bill	90026372	11/12/2015		Books & Materials	-14.97
				Library Supplies	-0.15
TOTAL					-45,747.49
Bill Pmt -Check	27878	11/16/2015	Jeannie L. Merritt	Checking	
Bill	REFUND	11/10/2015		Overdues	-21.74
TOTAL					-21.74
Bill Pmt -Check	27879	11/16/2015	Kai Ono	Checking	
Bill	12-4-15	11/12/2015		Volunteer Recognition	-240.00
TOTAL					-240.00
Bill Pmt -Check	27880	11/16/2015	League of Women Voters	Checking	
Bill	REFUND	10/30/2015		Meeting Room Fees	-25.00
TOTAL					-25.00
Bill Pmt -Check	27881	11/16/2015	Maria Anthony	Checking	
Bill	11-16-15	10/30/2015		Children's Programming	-150.00
TOTAL					-150.00

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27882	11/16/2015	Maxine Supko Younes	Checking	
Bill	REFUND	10/30/2015		Overdues	-29.25
Bill	REFUND	10/30/2015		Overdues	-21.45
Bill	REFUND	10/30/2015		Overdues	-1.52
TOTAL					-52.22
Bill Pmt -Check	27883	11/16/2015	Midwest Tape	Checking	
Bill	93308853	10/30/2015		Books & Materials	-1,133.34
Bill	93304993	10/30/2015		Books & Materials	-136.52
Bill	93308834	10/30/2015		Books & Materials	-300.92
Bill	93289482	10/30/2015		Books & Materials	-217.93
Bill	93292876	10/30/2015		Books & Materials	-216.63
Bill	93291549	10/30/2015		Books & Materials	-59.98
Bill	93291547	10/30/2015		Books & Materials	-62.94
Bill	93299521	10/30/2015		Books & Materials	-11.24
Bill	93296753	10/30/2015		Books & Materials	-324.90
Bill	93299522	10/30/2015		Books & Materials	-147.69
Bill	93298623	10/30/2015		Books & Materials	-120.05
Bill	93282076	10/30/2015		Books & Materials	-80.96
Bill	93284492	10/30/2015		Books & Materials	-574.13
Bill	93340637	10/30/2015		Books & Materials	-407.89
Bill	93344682	10/30/2015		Books & Materials	-424.89
Bill	93336858	10/30/2015		Books & Materials	-56.80
Bill	93343169	10/30/2015		Books & Materials	-99.66
Bill	93339449	10/30/2015		Books & Materials	-146.12
Bill	93354005	10/30/2015		Books & Materials	-616.86
Bill	93343221	10/30/2015		Books & Materials	-172.45
Bill	93339511	10/30/2015		Books & Materials	-48.73
Bill	93334258	10/30/2015		Books & Materials	-93.72
Bill	93328327	10/30/2015		Books & Materials	-1,199.33
Bill	93311383	10/30/2015		Books & Materials	-188.55
Bill	93326407	10/30/2015		Books & Materials	-18.74
Bill	93318949	10/30/2015		Books & Materials	-126.35
Bill	93322188	10/30/2015		Books & Materials	-234.93
Bill	93318971	10/30/2015		Books & Materials	-112.47
Bill	93312888	10/30/2015		Books & Materials	-527.07
Bill	93312886	10/30/2015		Books & Materials	-239.35
Bill	93354007	10/30/2015		Personal Books	-11.24
Bill	93376912	11/10/2015		Library Supplies	-623.90
Bill	93361499	11/12/2015		Books & Materials	-52.48
Bill	93361497	11/12/2015		Books & Materials	-234.40
Bill	93369350	11/12/2015		Books & Materials	-379.90
Bill	93368923	11/12/2015		Books & Materials	-83.98
Bill	93359542	11/12/2015		Books & Materials	-328.92
Bill	93383408	11/12/2015		Books & Materials	-176.10
Bill	93383450	11/12/2015		Books & Materials	-26.99
Bill	96681702	11/12/2015		Books & Materials	-389.90
Bill	93380949	11/12/2015		Books & Materials	-1,547.89
Bill	93375258	11/12/2015		Books & Materials	-262.39
Bill	93371744	11/12/2015		Books & Materials	-104.97
Bill	93371742	11/12/2015		Books & Materials	-84.09
Bill	93375257	11/12/2015		Books & Materials	-135.34
Bill	93380991	11/12/2015		Books & Materials	-16.49
TOTAL					-12,560.12
Bill Pmt -Check	27884	11/16/2015	Mize Houser	Checking	
Bill	Workshop	10/30/2015		Admin. Dept.	-100.00
TOTAL					-100.00

12:24 PM
11/11/15

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27885	11/16/2015	Raven Bookstore	Checking	
Bill	11-17-15	11/10/2015		Adult Programming-Frie...	-270.00
TOTAL					-270.00
Bill Pmt -Check	27886	11/16/2015	Shirley Lyberger	Checking	
Bill	REFUND	10/30/2015		Overdues	-33.69
TOTAL					-33.69
Bill Pmt -Check	27887	11/16/2015	Signs of Life	Checking	
Bill	11-17-15	11/10/2015		Adult Programming-Frie...	-130.00
TOTAL					-130.00
Bill Pmt -Check	27888	11/16/2015	Teresa A. Reetz	Checking	
Bill	REFUND	11/10/2015		Overdues	-7.69
TOTAL					-7.69
Bill Pmt -Check	27889	11/16/2015	Wendi M. Bevitt	Checking	
Bill	REFUND	10/30/2015		Overdues	-12.12
TOTAL					-12.12

Lawrence Public Library

Monthly Statistical Summary--October 2015

INDICATOR	October		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	6.77	8.69	-22%			
Reference Transactions per Capita	1.40	1.42	-1%			
Program Attendance per Capita	0.42	0.54	-22%			
Circulation per Capita	13.42	13.80	-3%			
Circulation per Visit	1.98	1.59	25%			
Total Holdings per Capita	2.29	2.00	15%			
% of Lawrence Residents Registered	97%	91%	7%			

Circulation--Adult Total	72,551	71,387	2%	775,661	723,863	7%
Circulation--Young Adult Total	3,996	3,831	4%	47,124	43,495	8%
Circulation--Youth Total	29,244	32,817	-11%	336,846	333,707	1%
Circulation--Bookmobile	1,315	1,089	21%	12,169	10,503	16%
Circulation--Audiovisual Total	43,753	45,057	-3%	469,469	453,339	4%
Circulation--Total	105,791	108,035	-2%	1,159,631	1,101,065	5%

Reference Transactions	11,008	11,131	-1%	112,312	88,826	26%
User Visits	53,340	68,000	-22%	591,688	399,039	48%
LPL Web Site Visits	26,952	28,673	-6%	249,905	244,799	2%

Holdings--Added	2,816	4,429	-36%	33,250	33,842	-2%
Holdings--Withdrawn	1,676	2,122	-21%	17,013	43,701	-61%
Holdings--Total	216,383	188,099	15%			

Registered Borrowers--Added	610	820	-26%			
Registered Borrowers--Total	115,997	107,719	8%			

Adult Programs	10	16	-38%	150	113	33%
Young Adult Programs	18	31	-42%	187	175	7%
Youth Programs	60	67	-10%	600	424	42%
Senior Programs	20	16	25%	141	137	3%
Total Programs	108	130	-17%	1,078	849	27%
Total Program Attendance	3,317	4,205	-21%	46,118	48,868	-6%
Public Uses of Meeting Rooms	227	119	91%	1,440	256	463%

Total Paid Staff (FTE)	61.30	59.91	2%			
Total Number of Employees	84	83	1%			

Lawrence Public Library

Monthly Statistical Report--October 2015

	October		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	6.77	8.69	-22%				
Reference Transactions per Capita	1.40	0.49	184%				
Program Attendance per Capita	0.42	0.54	-22%				
Circulation per Capita	13.42	14.10	-5%				
Total Holdings per Capita	2.29	2.00	14%				
Collection Turnover--Total	5.94	7.15	-17%				
Collection Turnover--Adult	6.63	7.23	-8%				
Collection Turnover--Young Adult	4.92	4.70	5%				
Collection Turnover--Youth	5.90	7.41	-20%				
Collection Turnover--Audiovisual	8.80	12.54	-30%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31979	32799	-3%		345770	312799	11%
Circulation--Adult Periodicals	1185	1366	-13%		13513	13773	-2%
Circulation--Adult Feature Films & TV Shows	26655	25914	3%		279331	266113	5%
Circulation--Electronic Games	1791	1741	3%		20048	16871	19%
Circulation--Adult Music CDs	7196	7949	-9%		78337	77011	2%
Circulation--Adult Audio Books	3737	3944	-5%		38548	37099	4%
Circulation--eReaders	8	15	-47%		114	197	-42%
Circulation--Adult Total	72551	73713	-2%		775661	723863	7%

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	3669	3656	0%		43510	40777	7%
Circulation--YA Periodicals	8	20	-60%		360	272	32%
Circulation--YA Audio Books	319	155	106%		3254	2446	33%
Circulation--YA Total	3996	3831	4%		47124	43495	8%
Circulation--Youth Books and NF Videos	27721	31056	-11%		319268	315598	1%
Circulation--Youth Periodicals	114	164	-30%		1543	1042	48%
Circulation--Youth Music CDs	505	677	-25%		5614	5933	-5%
Circulation--Youth Audio Books	904	920	-2%		10421	11134	-6%
Circulation--Youth Total	29244	32817	-11%		336846	333707	1%
Circulation--Bookmobile	1315	1089	21%		12169	10503	16%
Circulation--Total Books	60731	67990	-11%		708548	669174	6%
Circulation--Total Periodicals	1307	1550	-16%		15416	15087	2%
Circulation--Total Audiovisual	43753	43863	0%		469469	453339	4%
Circulation Total	105791	110361	-4%		1159631	1101065	5%
Accounts Desk & Welcome Desk Circulation	1634	6126	-73%		114660	352919	-68%
Self Check Circulation	79163	82417	-4%		891287	680110	31%
Percent Self Check	98%	93%	5%		89%	66%	35%
Web Site & Telephone Renewals	18063	18272	-1%		183633	38992	371%
Other Staff Checkouts	3331	1220	173%		36955	2855	1194%

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	19753	16829	17%		201897	163180	24%
Requests Filled	13906	11807	18%		142765	119197	20%
Requests Unclaimed	2871	2713	6%		29901	18303	63%
Interlibrary Loan Items Borrowed for LPL Patrons	416	433	-4%		4069	4225	-4%
Interlibrary Loan Items Loaned from LPL Collection	717	516	39%		6296	3870	63%
OTHER LIBRARY SERVICES							
User Visits	53340	68000	-22%		591688	399039	48%
Public Computer Usage	8878	9825	-10%		93400	81284	15%
Computer Lab Classes	9	4	125%		82	33	148%
Computer Lab Classes Attendance	34	32	6%		272	264	3%
Adult Reference Transactions	1824	1907	-4%		20016	50349	-60%
Young Adult Reference Transactions	758	696	9%		10838	6068	79%
Youth Reference Transactions	878	1242	-29%		10699	9521	12%
IT Desk	3120	2394	30%		26745	7239	269%
Welcome Desk	2574	2578	0%		23971	9613	149%
Phone Calls	1854	2314	-20%		20043	6036	232%
Total Reference Transactions	11008	3845	186%		112312	88826	26%
Public-Sponsored Uses of Meeting Rooms	227	119	91%		1440	256	463%
Study Room Reservations	610				610		
LPL Web Site Visits	26952	28673	-6%		249905	244799	2%
RESOURCES							
Holdings--Total	216383	188099	15%				
Holdings--Adult	133347	124430	7%				
Holdings--Young Adult	9752	9775	0%				
Holdings--Youth	60202	53894	12%				
Holdings--Audiovisual	59691	41968	42%				
Holdings--eReaders	10	16	-38%				
Holdings Added	2816	4429	-36%		33250	33842	-2%
Holdings Withdrawn	1676	2122	-21%		17013	43701	-61%
Holdings Net Change	1140	2307			16237	-9859	

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2015	2014	Change		2015	2014
			2014-2015			2014-2015
LIBRARY PATRONS						
Total Borrowers	115997	107719	8%			
Borrowers Added	610	820	-26%		7403	7371
Borrowers Transacting	11444	10705	7%		113748	95663
Percent of Borrowers Transacting	10%	10%	-1%			
Total Number of Lawrence Residents Registered	91803	78388	17%			
Percent of Lawrence Residents Registered	97%	83%	16%			
PROGRAMMING						
Number of Adult Programs	10	16	-38%		150	113
Number of Young Adult Programs	18	31	-42%		187	175
Number of Youth Programs	60	67	-10%		600	424
Number of Senior Programs	20	16	25%		141	137
Total Programs	108	130	-17%		1078	849
Adult Program Attendance	538	1012	-47%		7988	16621
Young Adult Program Attendance	396	380	4%		3781	3704
Youth Program Attendance	2158	2675	-19%		32992	27275
Senior Program Attendance	225	138	63%		1357	1268
Total Program Attendance	3317	4205	-21%		46118	48868
STAFFING						
Total Paid Staff, in Full-Time Equivalents	61.3	59.91	2%			
ALA-MLS Librarians, in Full-Time Equivalents	18.6	17.44	7%			
Number of Employees--Total	84	83	1%			
Number of Employees--Full-Time	38	36	6%			
Number of Employees--Part-Time	46	47	-2%			
Terminations	1	1	0%		22	7
Hirings	4	1	N/A		27	15
Volunteer Hours	435.05	181.9	139%		3438.05	2324.9

Lynda.com:

Active Users: 587

New Active Users: 39

Logins: 452

Hours Viewed: 99.24

Hours Viewed per Login: .22

Library Director's Report for November 2015

Respectfully submitted by Brad Allen 11/12/2015

Sister Cities Delegation Trip

This October I traveled to Hiratsuka, Japan, to celebrate the 25th anniversary of the Sister Cities relationship between our two cities. My wife Erin and I were part of a nine-person delegation sent to Hiratsuka for the festivities. Highlights of our trip included a meeting with city officials at Hiratsuka's beautiful new City Hall, a visit to their local history museum and city library. I brought LPL lapel pins to hand out to our Japanese hosts which were a hit. It was an honor to be a part of this momentous occasion for Lawrence. A delegation from Hiratsuka will visit Lawrence next fall. I look forward to showing off our beautiful library to them.

(Note all the LPL lapel pins!)



Library Director's Report for November 2015

New Hires

Since my last report, we have hired a one new full-time staffer and a few new part-time staff members. Lauren Taylor is a new full-time employee in Youth Services. (Veteran full-time staffer Barbara Michener recently moved to part-time.) Robert McNown and Aurelie Mock have joined our Materials Handling group, Ian Stepp is new on our Information Services team, and Sarah Matthews is new to our Accounts team. We're thrilled to have these great new folks aboard.

Black Friday at the Library

You may recall that we tried something new on Black Friday last year, a coupon for a 50% discount on library fines. It was such a success last year--we broke an all-time weekend record on fine payments!-- that we have elected to do it again this year. All weekend, November 27-29, as long as all fines are paid, we will reduce the fine payment by 50%.

Library Foundation Director's Report • November 12, 2015

Foundation and Friends Newsletter. To date, the joint Friends – Foundation newsletter has generated a total of \$6,565 in donations. The Foundation's portion totals \$3,670 (includes one New Chapter Society membership) and the Friends portion totals \$2,895. We are very pleased with these results. Many people have commented that they appreciate the united effort.

Fund Transfer to Endowment. Last month, the Library Foundation transferred \$272,823.40 to its endowment fund at the Douglas County Community Foundation. The majority of the money was NEH grant funding. It was distributed to these sub-funds:

- Greatest Expectations (NEH) – General Fund: \$80,397
- Greatest Expectations (NEH) – Beach Fund: 82,500
- Greatest Expectations (NEH) – Rebecca Coan Local History Fund: \$26,600
- Maximino Martinez-Perez Creativity Fund (New!) - \$25,000
- LPL Foundation Unrestricted Endowment: \$58,326.40

Conflict of Interest and Whistleblower Policies. At its October meeting, the Library Foundation board approved two policies: (1) a conflict of interest policy; and (2) a whistleblower policy. The **conflict of interest policy** guides the Foundation board and staff in determining the nature of the conflict presented, the obligation of the person who has a potential conflict, and the procedure by which the Foundation addresses and resolves the conflict. At the November Foundation board meeting, board members will sign a statement acknowledging that they have read and understood the conflict of interest policy. In the future, any new board members will be asked to sign the statement at the beginning of their service. The chair will remind all board members of the policy at the Foundation's annual meeting. The **whistleblower policy** outlines procedures for Foundation board members and staff to report illegal or unethical conduct in connection with the finances or other aspect of the Foundation's operations. The policy makes clear that providing this information shall not be grounds for discipline or dismissal of the reporting person. A huge "thank you" goes to Laura Denneker, Kate Campbell, and Mark Emert for drafting these two policies.

Foundation Finance Committee Meeting. The Foundation's Finance Committee will meet on Friday, November 13 for its third quarter meeting. A number of items are on the agenda: (1) a review of the DCCF third quarter endowment funds statement; (2) the Foundation's 2016 operating budget; (3) a discussion of procedures for making endowment distributions; and (4) a discussion of moving a portion of the Foundation's unrestricted funds to the DCCF endowment.

Meetings with Neighboring Library Foundations.

On October 23, I drove to Topeka and met with Nancy Lindberg, the executive director of the Topeka Public Library Foundation. Their new focus is on pre-kindergarten education. Proceeds from their 2015 annual letter will raise money exclusively for this cause. On November 6, I traveled to Overland Park to meet with Susan Mong, the Johnson County Library's Foundation director. Their Foundation is embarking on a capital campaign to raise funds for a new branch in Shawnee and a number of renovation projects. (Construction plans span 20 years!) Both meetings were a great opportunity to compare notes and reconnect.

American Honda Foundation Grant. Kelly Francis, our rock star VISTA, has written and submitted a grant application to the American Honda Foundation. If approved, the \$45,000 STEM grant would fund a SOUND+VISION camp for teens that explores the science of music. KU's School of Music is partnering with us on this project.

Memorandum

TO: Library Board of Trustees

November 12, 2015

FR: Kelly Francis, Volunteer Coordinator
Kathleen Morgan, Director of Development and Strategic Partnerships

RE: Revised volunteer policy

At the Library Board of Trustees' meeting in September, the board reviewed a draft volunteer policy and requested it be clarified to ensure that volunteers who are terminated from the library's volunteer program not have any legal recourse against the library. The draft policy was reviewed by the Northeast Kansas Library System (NEKLS) and it has recommended the following changes (see below). The revised policy is included here.

- Clarify the definitions of short-term and long-term volunteer assignments (see the "Definition" section of the policy.) This clarification is important to the requirement that any long-term volunteer submit a written volunteer program application.
- The following language was added to the end of the policy regarding termination of volunteer service (see end of draft policy):
 - "Volunteerism within the Library is at-will. The Library or volunteer may terminate services at any time, either with or without cause, and also with or without advanced notice." (This language is also used by the Topeka and Shawnee County Public Library.)
- References to volunteers being treated "as staff" were removed.

We will attend Monday's meeting and will be available to answer your questions. Thank you.

Volunteer Policy

Approved by the Lawrence Public Library Board of Trustees, November 16, 2015.

Introduction

Volunteers are valuable resources at Lawrence Public Library. Through the support of volunteers, the Library can expand its services, as well as develop partnerships with more members of the community. Furthermore, the volunteer program provides additional opportunities for community members to participate in Library activities.

Definition

Volunteers consist of persons who complete tasks for the Library without compensation. Volunteer positions may include time-bound, short-term opportunities or ongoing, long-term assignments. Short-term assignments are defined as single day of service events and may take place on an individual or group basis. Long-term assignments encompass all assignments that last longer than one day. Volunteers will not replace paid library staff.

Recruitment and Application

All volunteers who intend to work at the Library on a long-term assignment must fill out a volunteer registration form, which may require the applicant to provide the Library with supplemental materials, including but not limited to references, a letter of recommendation, and/or an essay discussing motivation for volunteering.

The Lawrence Public Library is dedicated to offering equal opportunity to volunteer candidates. Volunteer positions shall be filled based on ability, without regard to race, color, national origin, age, sex, disability, political or religious affiliation, or any other legally protected characteristic.

Volunteers under the age of 18 must demonstrate parental approval in the form of a signed permission slip and release of liability.

All volunteers who are accepted into the volunteer program through preliminary screening will be checked against the National Sex Abuse Registry. Additionally, volunteers who work in areas serving vulnerable populations will be subject to a criminal background check. The Library reserves the right to perform a criminal background

check on any volunteer as deemed necessary. Following the submission of an application, candidates must complete an interview, orientation, and training before final acceptance into the volunteer program.

Volunteer Responsibilities

Volunteers will:

- Follow all library policies and procedures, including those relating to confidentiality of library records.
- Follow procedures outlined in the Volunteer Handbook.

Library Responsibilities

The Library will:

- Provide relevant orientation, training, and ongoing supervision to volunteers
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library
- Provide written position descriptions for all volunteer assignments

Volunteerism within the Library is at-will. The Library or volunteer may terminate services at any time, either with or without cause, and also with or without advance notice.

MEMORANDUM

November 12, 2015

TO: Lawrence Public Library Board of Trustees

FR: Margie Coggins, Library Foundation Board Chair

RE: Ann Hyde Bequest

On November 12, a hearing was held in Douglas County court regarding the Ann Hyde bequest. Laura Denneler, the Library Foundation's Treasurer, and I were present at the hearing. Laura will attend Monday's Board of Trustees meeting to give you a report.

As the time for distributing the bequest funds draws nearer, the Library Foundation respectfully requests that the Board of Trustees formally act to transfer the bequest to the Library Foundation's endowment. The Foundation board asks permission to reserve the option of using \$10,000 of the bequest funds to reimburse expenses for the library's participation in the 2015 Free State Festival.

Thank you for your consideration.

AGENDA

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

Monday, December 21, 2015 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

- Ann Hyde Bequest -- update

New business

- 2016 Staff Day & February Board meeting time
- Annual organizational meeting -- recommendation

Executive Session

Adjournment

DRAFT

Lawrence Public Library Board of Trustees Meeting November 16, 2015 4:00 p.m.

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

Library Staff Present: Brad Allen, Tom Davin, Kelly Francis, Tricia Karlin (arrived 4:30), Amanda McConnell (arrived 4:30), Kathleen Morgan (arrived 4:30), Sherri Turner.

Friends of the Library: Sandra Wiechert (arrived 4:25).

Guests: Laura Denneker, Foundation Board chair.

Call to Order

Fran Devlin, Board Chair, called the meeting to order at 4:02 p.m.

Public Comment

There were no public comments.

Consent Agenda

Joan moved to accept the consent agenda; Kevan seconded. All in favor. Motion carried.

Director's Report

Brad said his recent visit to Hiratsuka as part of the city's Sister City delegation was interesting and a lot of fun. He appreciated the opportunity to visit their library. He said the library has filled all the vacancies. Staff is planning a Black Friday half-off fines day as last year. Fran asked about progress on the parameters for purging. Brad said we were still evaluating. Moving forward, we are looking at options for electronic only cards.

Library Friends Report

David reported that the city is no longer accepting most books for recycling. Friends are exploring other options. The pop-up sale went well.

Ongoing Business

Volunteer Policy

Kelly Francis reported that NEKLS staff reviewed the proposed volunteer policy and compared it to that of the Topeka library's. They suggested clarifying the definition of long-term vs. short-term volunteers, adjusting the language about terminating volunteer service, and removing the reference to volunteers being treated as staff. These changes have been made. Joan moved to accept the revised policy; Kevan seconded. Kelly said we currently have about 25 volunteers, not including Friends or board volunteers. There are about 150 volunteers in any capacity.

Trustee Training

Fran led the board through a discussion of board training worksheets covering such things as

responsibilities of the board vs. director goals, how to evaluate your board's effectiveness, the importance of reviewing such mechanics as term limits and meeting times. The board discussed having a start-up meeting once a year to look at the year ahead and set an annual calendar based on what is important to the board, both actions items and information. Meetings should ideally be split between action and information. There was discussion of whether the start-up meeting should be at the beginning of the year or at the beginning of board terms. Joan suggested putting the calendar together at the December meeting and then deciding when the start-up meeting should be. Brad will work with administrative staff to come up with a draft calendar for the board to review. Fran said there were other worksheets that could be a useful resource. NEKLS should be offering another trustee training in June.

Library Friends Report Continued

Sandra said the pop-up sale made almost \$400. She said it was a good P.R. effort and opportunity to showcase the book bike. The fall sale was coordinated with the Downtown Lawrence Oktoberfest. The next sale will be Season's Readings the second weekend in December. Amazon sales are doing very well, and Don Low is training new volunteers to work on them. Memberships are doing well thanks to Beth Ciglar's efforts. David added that at the next meeting Friends will discuss whether they can give the library additional funds beyond what was already committed for 2015.

Library Foundation Executive Director's Report

Kathleen said the Foundation adopted a conflict of interest policy at their last board meeting. Each board member will sign an acknowledgement at the beginning of his/her term. The Finance Committee met last week and discussed how to disburse endowment funds to the library. There will be a casual volunteer appreciation event on December 6. Board members are invited. New Chapter letters are going out. The annual letter will be going to the printer at the end of this week. Working with Ed Rose and the KU School of Music, Kelly Francis has written a grant application to the American Honda Corporation for a STEM Sound and Vision camp. Visits to Library Foundations in Topeka and Johnson County have provided good information and contacts.

Ann Hyde Bequest

Laura Denneker, treasurer of the Foundation Board, reported that the hearing regarding the Ann Hyde Bequest was last week. The judge ruled in favor of the fees. The Foundation is not in favor of pursuing another objection, although another party may do so. Because of this, Laura is not sure when it may be finally resolved. If the board has questions, she suggested they contact Doni Mooberry. She asked if the board would consider approving that the bequest go to the Foundation when it is finally received. With this bequest and other funds, the Foundation will reach the minimum to begin distributing funds to the library. Joan moved that in anticipation of receipt of funds from the Ann Hyde bequest, the board approves transferring the bequest to the Library Foundation's endowment with the option of using \$10,000 of the bequest funds to reimburse expenses for the library's participation in the 2015 Free State Festival. Brady seconded. All in favor. Motion carried.

New Business

Director Goals for 2015

Brad reported that good progress has been made on reviewing library policies, and that work will continue into 2016. We have been working on training, but are not as far along as hoped. Rather than a strategic plan, staff delivered a work plan that was heavily focused on 2015. In 2016 we will want to work to determine what a more strategic plan should look like. A manager for the Sound+Vision studio was contracted for in 2015. We have seen good success with MOOCs in 2015. Two have been completed successfully so far, and a third one is being planned. Marketing and Community Outreach staff have continued to promote the library, creating good community partnerships, receiving good press coverage, and implementing

innovative programs. The BizFuel partnership is one of the most exciting. As that moves forward, we'll become a stronger partner and are excited about the possibilities. *Art as a Business*, one of the BizFuel programs was held here, and drew 150 attendees. Our new Information Services Coordinator will be working to help us develop our role in BizFuel. A teen entrepreneur piece could be a good place for us. We are now a VISTA/AmeriCorps site. We are working with Langston Hughes Center on the *Diverse Dialogues* series. They provide the speaker, and we provide the venue. We are again working with KU on *Read Across Lawrence* which has a space theme in 2016. Brady asked for an update on mill levy. Brad said he hasn't had many discussions since we received our 2016 budget approval, but that he continues to be cautiously optimistic. Brad said he has been continuing to think about pay equity and is exploring a way to compare our positions to like jobs at the city. The new City Manager will have an effect. This is an opportunity for the board to provide support. Statistics that show the effect of our service impact will help tell our story.

Evaluation Committee Formation

Kevan will be the continuing member on the Director's evaluation committee, and David will be the new member.

Adjournment

Brady moved to adjourn the meeting; David seconded. All in favor. Motion carried. Meeting adjourned at 5:30 p.m.

The next Board meeting will be Monday, December 21, 2015, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
November 2015								
REVENUES		Month	Year to Date	Annual Budget	92% of Year		Nov-14	YTD 2014
Tax Fund		\$ -	\$ 3,200,000.00	\$ 3,550,000.00	90.14%		\$ -	\$ 3,000,000.00
Interest		\$ 130.21	\$ 1,554.57	\$ 250.00	621.83%		\$ 130.11	\$ 1,048.02
State Aid		\$ -	\$ 30,268.44	\$ 32,000.00	94.59%		\$ -	\$ 32,124.22
N.E.K.L.		\$ 16,108.75	\$ 64,435.00	\$ 65,000.00	99.13%		\$ 15,640.00	\$ 62,560.00
Photo Copies		\$ 1,273.51	\$ 17,828.80	\$ 13,000.00	137.14%		\$ 1,353.31	\$ 13,153.07
Overdues		\$ 16,932.27	\$ 169,411.28	\$ 180,000.00	94.12%		\$ 15,339.94	\$ 151,055.19
Coffee Shop Rent		\$ 700.00	\$ 7,700.00	\$ 8,400.00	91.67%		\$ 700.00	\$ 2,700.00
Meeting Room Fees		\$ 1,200.00	\$ 3,450.00	\$ 1,200.00	287.50%		\$ 100.00	\$ 600.00
Miscellaneous		\$ (74.63)	\$ 464.89				\$ 82.33	\$ 105.69
Total Revenues		\$ 36,270.11	\$ 3,495,112.98	\$3,849,850.00	90.79%		\$33,345.69	\$3,263,346.19
EXPENSES								
Salaries & Wages		\$ 184,596.48	\$ 1,976,841.69	\$ 2,157,000.00	91.65%		\$ 191,110.84	\$ 1,806,784.47
Health Insurance		\$ 20,053.67	\$ 215,791.45	\$ 250,000.00	86.32%		\$ 19,206.26	\$ 226,481.30
Payroll Taxes		\$ 32,544.81	\$ 346,911.50	\$ 390,417.00	88.86%		\$ 33,026.98	\$ 305,479.31
Books & Materials		\$ 41,136.46	\$ 401,497.31	\$ 520,000.00	77.21%		\$ 44,659.22	\$ 405,254.41
Periodicals		\$ 34.94	\$ 11,768.91	\$ 19,500.00	60.35%		\$ (849.20)	\$ 10,879.59
Library Supplies		\$ 5,852.22	\$ 87,399.74	\$ 110,000.00	79.45%		\$ 7,059.24	\$ 87,495.36
Building Supplies		\$ 1,678.87	\$ 18,621.58	\$ 16,800.00	110.84%		\$ 2,849.31	\$ 16,287.68
Repairs & Maintenance		\$ 190.00	\$ 68,452.34	\$ 66,133.00	103.51%		\$ 127.50	\$ 45,883.19
Equipment		\$ -	\$ -	\$ -			\$ -	\$ 1,236.19
Equipment - Technology		\$ 2,829.80	\$ 14,347.08	\$ 16,000.00	89.67%		\$ 1,782.01	\$ 13,266.33
Capital Improvements		\$ 49,547.02	\$ 61,574.08	\$ -			\$ 375.00	\$ 20,245.19
Utilities		\$ 9,626.50	\$ 119,238.01	\$ 100,000.00	119.24%		\$ 3,865.79	\$ 77,691.79
Insurance		\$ 495.43	\$ 15,348.87	\$ 18,000.00	85.27%		\$ 436.69	\$ 11,321.45
Postage		\$ 964.18	\$ 16,292.54	\$ 20,000.00	81.46%		\$ 692.08	\$ 15,643.67
Travel & Continuing Education		\$ 1,171.29	\$ 11,545.17	\$ 22,000.00	52.48%		\$ 6,516.67	\$ 21,229.36
Book Van & Mileage		\$ 186.49	\$ 1,555.37	\$ 4,000.00	38.88%		\$ 196.18	\$ 2,612.04
Photo Copiers		\$ 582.07	\$ 6,383.27	\$ 8,000.00	79.79%		\$ 541.48	\$ 5,777.81
Programs		\$ 794.28	\$ 17,498.81	\$ 20,000.00	87.49%		\$ 1,243.49	\$ 13,982.63
Professional Fees		\$ 8,459.80	\$ 70,455.14	\$ 70,000.00	100.65%		\$ 11,770.13	\$ 102,908.57
Website/OPAC Content		\$ 127.00	\$ 22,748.84	\$ 27,000.00	84.25%		\$ 14,676.13	\$ 23,756.13
Advertising & Marketing		\$ 350.00	\$ 9,903.06	\$ 15,000.00	66.02%		\$ -	\$ 15,000.00
Miscellaneous		\$ (592.95)	\$ 859.39				\$ 2,069.78	\$ 852.22
Total Expenses		\$ 360,628.36	\$ 3,495,034.15	\$3,849,850.00	90.78%		\$ 341,355.58	\$ 3,230,068.69
Revenues Over Expenses		\$ (324,358.25)	\$ 78.83					
Cash Balances:								
Checking		\$ 501,875.43						
Capital Improvement		\$ 619,255.45						

Lawrence Public Library 2015 Outside Funding Report											
		1/1/2015	September	September	October	October	November	November			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS											
	Movie License	\$ 90.00						\$ 1,590.00	\$ -		
	KPR-Advertising	\$ (44.36)		\$ 216.69		\$ 216.69		\$ 216.69	\$ 1,516.56		
	Tote Bags	\$ -							\$ -		
	Summer Reading - ALL							\$ 580.00	\$ 5,915.80		
	Google	\$ 100.00							\$ -		
	Aquarium	\$ 15.53		\$ 427.30		\$ 347.46		\$ 75.00	\$ (2,632.68)		
	Scholarships	\$ 2,750.00						\$ 1,000.00	\$ 620.00		
	Volunteers	\$ 1,000.00						\$ 240.00	\$ 760.00		
	Read Across Lawrence 2015/2016	\$ 2,653.91				\$ 7,809.00		\$ 9,193.58	\$ 544.62		
	Salaries/Taxes - Custodian	\$ -		\$ 2,295.66		\$ 2,059.43		\$ 2,048.26	\$ (2,425.43)		
	Carryover	\$ 2,413.69							\$ -		
		\$ 8,978.77	\$ -	\$ 2,939.65	\$ -	\$ 10,432.58	\$ -	\$ 14,943.53	\$ 4,298.87		
FOUNDATION											
	Kansas Health Foundation	\$ 15,298.89		\$ 363.79		\$ 107.45		\$ 105.44	\$ 10,275.06		
	Kansas Health Foundation 2015-16								\$ 23,850.00		
	Consumer Credit Counseling								\$ 284.19		
	Summer Reading								\$ 6,348.33		
	Steiner Storytelling	\$ -				\$ (437.83)			\$ (282.32)		
	Beach Author Series	\$ -		\$ 390.84		\$ (387.02)		\$ 174.65	\$ (178.47)		
	Milliken Fund	\$ (14.24)							\$ 1,185.76		
	Salaries/Taxes - Bukaty	\$ 0.30		\$ 343.78		\$ (1,549.78)		\$ 460.09	\$ (651.68)		
	Morgan Expenses	\$ -		\$ 331.95		\$ (504.60)		\$ 139.95	\$ (447.18)		
	Ronson					\$ (420.52)			\$ -		
	Crowe					\$ (69.73)			\$ 0.00		
	Harrison					\$ (402.92)			\$ -		
	Dr. Bob					\$ 222.08			\$ (415.56)		
	Foundation Center	\$ -							\$ -		
	New Building Technology	\$ 36,017.12							\$ 14.33		
	New Building Furniture & Shelving	\$ 1,677.26							\$ -		
	Simpson Grant	\$ 4,644.27							\$ 1,519.27		
	New Building YS	\$ 322.98							\$ 171.63		
		\$ 57,946.58	\$ -	\$ 1,430.36	\$ -	\$ (3,442.87)	\$ -	\$ 880.13	\$ 41,673.36		
OTHER											
	Memorials/Honor with Books	\$ 2,001.87			\$ 50.00		\$ 29.30	\$ 127.01	\$ 2,783.30		
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32		
	Puppet Theater	\$ 16.00							\$ 16.00		
	Brummell-YS	\$ 255.77							\$ -		
	Casad	\$ 50.00							\$ 50.00		
	Wurfy	\$ 32.55							\$ 20.16		
	Moving	\$ 125.00							\$ 125.00		
	Underwood Gift (Sr.Outreach)	\$ 356.94							\$ 370.00		
	John Cotton Dana	\$ 1,663.84							\$ 1,663.84		
	Merchandise Sales	\$ 6,398.57	\$ (1,087.09)		\$ 614.25		\$ (2,883.40)		\$ 3,555.72		
		\$ 13,526.86	\$ (1,087.09)	\$ -	\$ 664.25	\$ -	\$ (2,854.10)	\$ 127.01	\$ 11,210.34		
	BookVan								\$ -		
		Month Total	\$ (1,087.09)	\$ 4,370.01	\$ 664.25	\$ 6,989.71	\$ (2,854.10)	\$ 15,950.67			
						YTD Income	YTD Expense				
						\$ 126,300.32	\$ 149,569.96				

Lawrence Public Library
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>	<u>Nov 30, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.44	38,759.66	-21,812.22	-56.3%
Capital Improvement -2	602,308.01	600,804.32	1,503.69	0.3%
Checking	501,875.43	515,152.17	-13,276.74	-2.6%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,121,130.88</u>	<u>1,154,716.15</u>	<u>-33,585.27</u>	<u>-2.9%</u>
Total Current Assets	<u>1,121,130.88</u>	<u>1,154,716.15</u>	<u>-33,585.27</u>	<u>-2.9%</u>
Other Assets				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
Total Other Assets	<u>1,230.70</u>	<u>1,525.00</u>	<u>-294.30</u>	<u>-19.3%</u>
TOTAL ASSETS	<u>1,122,361.58</u>	<u>1,156,241.15</u>	<u>-33,879.57</u>	<u>-2.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	90,504.19	47,232.59	43,271.60	91.6%
Total Accounts Payable	<u>90,504.19</u>	<u>47,232.59</u>	<u>43,271.60</u>	<u>91.6%</u>
Other Current Liabilities				
Payroll Liabilities	3,884.60	2,411.72	1,472.88	61.1%
Total Other Current Liabilities	<u>3,884.60</u>	<u>2,411.72</u>	<u>1,472.88</u>	<u>61.1%</u>
Total Current Liabilities	<u>94,388.79</u>	<u>49,644.31</u>	<u>44,744.48</u>	<u>90.1%</u>
Total Liabilities	<u>94,388.79</u>	<u>49,644.31</u>	<u>44,744.48</u>	<u>90.1%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,463.38	758,869.02	-3,405.64	-0.5%
Net Income	-28,125.81	47,092.60	-75,218.41	-159.7%
Total Equity	<u>1,027,972.79</u>	<u>1,106,596.84</u>	<u>-78,624.05</u>	<u>-7.1%</u>
TOTAL LIABILITIES & EQUITY	<u>1,122,361.58</u>	<u>1,156,241.15</u>	<u>-33,879.57</u>	<u>-2.9%</u>

**Lawrence Public Library
Revenues & Expenses
November 2015**

	<u>Nov 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	1,200.00
Personal Books	-91.25
Merchandise Sales	-2,883.40
Gifts-Other	29.30
Grants	16,108.75
Interest	130.21
Overdues	16,932.27
Photo Copies	1,273.51
Utilities Income	16.62
	<hr/>
Total Income	33,416.01
	<hr/>
Gross Profit	33,416.01
Expense	
FOUNDATION FUNDING	420.04
FRIENDS FUNDING	13,022.28
Books & Materials	41,171.40
Miscellaneous	466.12
Technology Equipment	2,829.80
Capital Improvement Expenditure	49,547.02
Insurance	495.43
Payroll Expenses	206,863.55
Payroll Taxes	32,839.76
Postage and Delivery	964.18
Professional Fees	8,459.80
Program Expense	794.28
Repairs	190.00
Supplies	7,531.09
Travel & Hospitality	1,357.78
Utilities	9,626.50
	<hr/>
Total Expense	376,579.03
	<hr/>
Net Ordinary Income	-343,163.02
	<hr/>
Net Income	<u>-343,163.02</u>

Lawrence Public Library Vendor Balance Summary

All Transactions

Dec 16, 15

Advance Insurance Company	486.92
Alltech Communications	5,000.00
Amazon	3,978.25
Amy M. Herst	10.02
Arabella A. Haigh Wilsey	15.45
ASI	50.00
Baker & Taylor, Inc.	1,480.84
Ben Gerrard	22.74
Blackstone Audio, Inc.	287.90
Brenna M. Erickson	8.43
Brilliance Publishing, Inc.	170.46
Center Point Large Print	596.76
Century Business Technologies	581.47
Chaney Incorporated	95.00
Christian A. Moulton	18.40
City of Lawrence	6,144.00
Clinton Lance Paugh	7.50
Copy Co Inc.	650.00
Databank Holdings, LTD	364.00
Demco, Inc.	238.25
Designed Business Interiors	42,759.02
DH Pace Door Servies Group	6,788.00
EBSCO	3,435.45
Ed Rose	3,166.67
Elizabeth A. Campbell	17.67
eRate Solutions, L.L.C.	1,071.83
Express Services, Inc.	135.90
Gale Group, Inc.	38.92
Hamco Kansas City, Inc.	235.80
Heartland Payment Systems	267.55
Ingram Library Services	28,502.89
Intuit	29.85
Jan L. Butin	17.97
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Joel Pfannenstiel	25.00
Journal-World	286.00
Kansas Public Radio	216.69
Kay A. Kile	15.35
Laser Logic, Inc.	313.21
Lawrence-DCHD	140.00
Lawrence Community Orches...	155.00
Leslie Kay	2,715.00
Marc A. Briand	12.44
Marcia G. Riley Publications	19.95
Mary Boatwright	30.12
Mary E. Fox	17.49
Michele C. Hammann	23.40
Mid America	825.69
Midwest Tape	11,548.30
Minuteman Press	124.80
Mize Houser	500.00
NEKLS	804.45
OCLC, Inc.	4,850.26
OverDrive	3,830.14
Petty Cash	241.73
ProQuest LLC	6,790.00
Pur-O-Zone, Inc.	625.40
Quill Corporation	585.70
Random House, Inc.	192.75
Recorded Books	2,384.98
Roderick Townley	50.00
Saint Louis University	7.00
Schendel Services	95.00
Showcases	215.39
Springshare LLC	899.00
St. Charles City-County Lib. D...	19.95
Tabitha Reber	40.49
Tantor Media	87.96
Unique Management Services	1,650.51
United Parcel Service	595.89
VISA 5372	5,350.28

11:45 AM

12/16/15

Lawrence Public Library
Vendor Balance Summary

All Transactions

	<u>Dec 16, 15</u>
Westar	7,933.62
WOW!Business	<u>3,027.21</u>
TOTAL	<u><u>164,340.06</u></u>

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7157	12/22/2015	Alltech Communications	Checking	
Bill	7884	12/15/2015		Capital Improvement Ex...	-5,000.00
TOTAL					-5,000.00
Bill Pmt -Check	7158	12/22/2015	Baker & Taylor, Inc.	Checking	
Bill	2031367809	11/30/2015		GGIFT	-26.21
Bill	5013871965	11/30/2015		GGIFT	-40.72
Bill	2031400595	11/30/2015		GGIFT	-30.30
Bill	5013887003	11/30/2015		Library Supplies	-6.59
Bill	5013887002	11/30/2015		Books & Materials	-96.59
Bill	2031391737	11/30/2015		Books & Materials	-270.05
Bill	2031391738	11/30/2015		Library Supplies	-15.38
Bill	2031379927	11/30/2015		Books & Materials	-264.94
Bill	2031379928	11/30/2015		Library Supplies	-45.18
Bill	2031372149	11/30/2015		Books & Materials	-90.73
Bill	2031372150	11/30/2015		Library Supplies	-4.64
Bill	5013884167	11/30/2015		Books & Materials	-21.78
Bill	5013884168	11/30/2015		Library Supplies	-5.70
Bill	5013876165	11/30/2015		Books & Materials	-27.34
Bill	5013893556	12/15/2015		Books & Materials	-33.89
Bill	5013884847	12/15/2015		Books & Materials	-42.88
Bill	5013910858	12/16/2015		Books & Materials	-103.14
Bill	2031461641	12/16/2015		Books & Materials	-183.35
Bill	2031461642	12/16/2015		Library Supplies	-8.42
Bill	5013900664	12/16/2015		Books & Materials	-48.32
Bill	203141243	12/16/2015		Books & Materials	-20.57
Bill	2031451244	12/16/2015		Library Supplies	-3.80
Bill	2031400596	12/16/2015		GGIFT	-0.74
Bill	5013871966	12/16/2015		GGIFT	-0.74
Bill	2031367810	12/16/2015		GGIFT	-1.90
Bill	2031425283	12/16/2015		Books & Materials	-86.74
Bill	2031425284	12/16/2015		Library Supplies	-0.20
TOTAL					-1,480.84
Bill Pmt -Check	7159	12/22/2015	Blackstone Audio, Inc.	Checking	
Bill	798826	11/30/2015		Books & Materials	-110.97
Bill	798827	12/16/2015		Books & Materials	-20.97
Bill	796397	12/16/2015		Books & Materials	-155.96
TOTAL					-287.90
Bill Pmt -Check	7160	12/22/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1048887	11/30/2015		Books & Materials	-49.99
Bill	IN1053672	12/16/2015		Books & Materials	-44.99
Bill	IN1053673	12/16/2015		Books & Materials	-24.99
Bill	IN1053692	12/16/2015		Books & Materials	-9.00
Bill	IN1052949	12/16/2015		Books & Materials	-29.99
Bill	IN1052321	12/16/2015		Books & Materials	-11.50
TOTAL					-170.46
Bill Pmt -Check	7161	12/22/2015	Center Point Large Print	Checking	
Bill	1343962	12/16/2015		Books & Materials	-596.76
TOTAL					-596.76

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7162	12/22/2015	Century Business Technologies	Checking	
Bill	390856	11/24/2015		Copying	-367.69
Bill	390857	11/24/2015		Copying	-15.00
Bill	392627	12/15/2015		Copying	-55.68
Bill	392628	12/15/2015		Copying	-143.10
TOTAL					-581.47
Bill Pmt -Check	7163	12/22/2015	Chaney Incorporated	Checking	
Bill	133569	11/24/2015		Building Repairs	-95.00
TOTAL					-95.00
Bill Pmt -Check	7164	12/22/2015	Copy Co Inc.	Checking	
Bill	84054	11/24/2015		Printing	-650.00
TOTAL					-650.00
Bill Pmt -Check	7165	12/22/2015	Databank Holdings, LTD	Checking	
Bill	18707	12/15/2015		Web Site & OPAC Cont...	-364.00
TOTAL					-364.00
Bill Pmt -Check	7166	12/22/2015	Demco, Inc.	Checking	
Bill	5737180	11/24/2015		Library Supplies	-238.25
TOTAL					-238.25
Bill Pmt -Check	7167	12/22/2015	Designed Business Interiors	Checking	
Bill	13495	11/24/2015		Capital Improvement Ex...	-42,759.02
TOTAL					-42,759.02
Bill Pmt -Check	7168	12/22/2015	DH Pace Door Servies Group	Checking	
Bill	DEP/22656	11/30/2015		Capital Improvement Ex...	-6,788.00
TOTAL					-6,788.00
Bill Pmt -Check	7169	12/22/2015	EBSCO	Checking	
Bill	100002643...	12/16/2015		Periodicals	-3,435.45
TOTAL					-3,435.45
Bill Pmt -Check	7170	12/22/2015	eRate Solutions, L.L.C.	Checking	
Bill	1340	12/15/2015		Professional Fees	-1,071.83
TOTAL					-1,071.83
Bill Pmt -Check	7171	12/22/2015	Express Services, Inc.	Checking	
Bill	16573620-8	11/24/2015		Professional Fees	-75.50
Bill	16601686-5	11/30/2015		Professional Fees	-60.40
TOTAL					-135.90

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7172	12/22/2015	Gale Group, Inc.	Checking	
Bill	56734021	12/16/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7173	12/22/2015	Hamco Kansas City, Inc.	Checking	
Bill	111620	11/24/2015		Library Supplies	-235.80
TOTAL					-235.80
Bill Pmt -Check	7174	12/22/2015	Jayhawk Tropical Fish	Checking	
Bill	501657	12/15/2015		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	7175	12/22/2015	Jiminate	Checking	
Bill	10-121015	12/15/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	7176	12/22/2015	Kansas Public Radio	Checking	
Bill	127727	12/15/2015		Advertising Gift Fund	-216.69
TOTAL					-216.69
Bill Pmt -Check	7177	12/22/2015	Laser Logic, Inc.	Checking	
Bill	274281-Cor...	11/24/2015		Office Supplies	-134.10
Bill	274972	12/15/2015		Office Supplies	-179.11
TOTAL					-313.21
Bill Pmt -Check	7178	12/22/2015	Leslie Kay	Checking	
Bill	11301501	12/15/2015		Merchandise Sales	-2,715.00
TOTAL					-2,715.00
Bill Pmt -Check	7179	12/22/2015	Mid America	Checking	
Bill	76641	11/24/2015		Building Supplies	-362.70
Bill	76696	12/15/2015		Building Supplies	-462.99
TOTAL					-825.69
Bill Pmt -Check	7180	12/22/2015	Minuteman Press	Checking	
Bill	50711	11/30/2015		Office Supplies	-124.80
TOTAL					-124.80
Bill Pmt -Check	7181	12/22/2015	NEKLS	Checking	
Bill	11-17-15	11/24/2015		Technology Equipment	-804.45
TOTAL					-804.45

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7182	12/22/2015	OCLC, Inc.	Checking	
Bill	429564	12/15/2015		OCLC Internet	-4,013.07 -837.19
TOTAL					-4,850.26
Bill Pmt -Check	7183	12/22/2015	OverDrive	Checking	
Bill	101920320...	11/30/2015		Books & Materials	-864.15
Bill	000257050...	11/30/2015		Books & Materials	-66.50
Bill	000217993...	11/30/2015		Books & Materials	-18.99
Bill	000329100...	11/30/2015		Books & Materials	-199.99
Bill	000141747...	11/30/2015		Books & Materials	-84.00
Bill	000532753...	11/30/2015		Books & Materials	-27.99
Bill	000312960...	11/30/2015		Books & Materials	-140.99
Bill	122410050...	12/16/2015		Books & Materials	-1,051.83
Bill	161706200-...	12/16/2015		Books & Materials	-62.95
Bill	000306290-...	12/16/2015		Books & Materials	-131.00
Bill	135738740-...	12/16/2015		Books & Materials	-1,181.75
TOTAL					-3,830.14
Bill Pmt -Check	7184	12/22/2015	ProQuest LLC	Checking	
Bill	70365412	12/15/2015		Books & Materials	-6,790.00
TOTAL					-6,790.00
Bill Pmt -Check	7185	12/22/2015	Pur-O-Zone, Inc.	Checking	
Bill	682252	11/24/2015		Building Supplies	-244.15
Bill	683749	11/30/2015		Building Supplies	-167.60
Bill	684835	12/15/2015		Building Supplies	-213.65
TOTAL					-625.40
Bill Pmt -Check	7186	12/22/2015	Quill Corporation	Checking	
Bill	9536173	11/24/2015		Office Supplies	-305.74
Bill	9918603	11/30/2015		Young Adult Programming	-81.08
Bill	9967237	12/15/2015		Office Supplies	-124.60
Bill	1288470	12/15/2015		Young Adult Programming	-17.99
Bill	1183793	12/15/2015		Office Supplies	-10.74
				FRIENDS FUNDING	-45.55
TOTAL					-585.70
Bill Pmt -Check	7187	12/22/2015	Random House, Inc.	Checking	
Bill	1085568187	11/30/2015		Books & Materials	-57.75
Bill	1085496599	11/30/2015		Books & Materials	-16.50
Bill	1085529317	11/30/2015		Books & Materials	-47.25
Bill	1185496599	11/30/2015		Books & Materials	-30.00
Bill	1085685655	12/16/2015		Books & Materials	-41.25
TOTAL					-192.75

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7188	12/22/2015	Recorded Books	Checking	
Bill	7524449	11/30/2015		Books & Materials	-116.86
Bill	75244338	11/30/2015		Books & Materials	-203.13
Bill	75244386	12/16/2015		Books & Materials	-847.38
Bill	75249663	12/16/2015		Books & Materials	-8.12
Bill	75244385	12/16/2015		Books & Materials	-191.98
Bill	75244384	12/16/2015		Books & Materials	-207.06
Bill	75250533	12/16/2015		Books & Materials	-230.21
Bill	75250851	12/16/2015		Books & Materials	-71.77
Bill	45253642	12/16/2015		Books & Materials	-59.59
Bill	75250199	12/16/2015		Books & Materials	-21.31
Bill	75251194	12/16/2015		Books & Materials	-256.92
Bill	75246022	12/16/2015		Books & Materials	-71.77
Bill	75240114	12/16/2015		Books & Materials	-45.09
Bill	75245844	12/16/2015		Books & Materials	-53.79
TOTAL					-2,384.98
Bill Pmt -Check	7189	12/22/2015	Schendel Services	Checking	
Bill	30221142	11/24/2015		Building Repairs	-95.00
TOTAL					-95.00
Bill Pmt -Check	7190	12/22/2015	Showcases	Checking	
Bill	289637	11/30/2015		Library Supplies	-53.80
Bill	289636	12/15/2015		Library Supplies	-161.59
TOTAL					-215.39
Bill Pmt -Check	7191	12/22/2015	Springshare LLC	Checking	
Bill	15-R4592	12/16/2015		Web Site & OPAC Cont...	-899.00
TOTAL					-899.00
Bill Pmt -Check	7192	12/22/2015	Tantor Media	Checking	
Bill	INV23265	11/30/2015		Books & Materials	-23.99
Bill	INV23085	11/30/2015		Books & Materials	-43.98
Bill	INV23107	11/30/2015		Books & Materials	-19.99
TOTAL					-87.96
Bill Pmt -Check	7193	12/22/2015	Unique Management Services	Checking	
Bill	415698	12/15/2015		Professional Fees	-1,476.75
Bill	415699	12/15/2015		Professional Fees	-173.76
TOTAL					-1,650.51

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27891	12/21/2015	Amazon	Checking	
Bill	796002	11/24/2015		Young Adult Programming	-11.67
Bill	6535453	11/24/2015		Young Adult Programming	-180.63
Bill	0529018	11/24/2015		Technology Equipment	-207.98
Bill	1216258	11/24/2015		Technology Equipment	-253.08
Bill	6945838	11/24/2015		Technology Equipment	-384.67
Bill	0068260	11/24/2015		Technology Equipment	-111.80
Bill	011437	11/24/2015		Adult Programming	-6.50
Bill	9312214	11/24/2015		Young Adult Programming	-59.15
Bill	011437	11/24/2015		Technology Equipment	-30.40
Bill	4859457	11/30/2015		Young Adult Programming	-19.96
Bill	9312214	11/30/2015		Young Adult Programming	-23.96
Bill	7445818	11/30/2015		Adult Programming	-12.95
Bill	4401800	11/30/2015		Adult Programming	-14.48
Bill	9412233	11/30/2015		Books & Materials	-15.99
Bill	2438627	11/30/2015		Books & Materials	-59.99
Bill	4393858	11/30/2015		Books & Materials	-19.94
Bill	1760237	11/30/2015		Books & Materials	-128.53
Bill	1760237	11/30/2015		Books & Materials	-6.89
Bill	117435	11/30/2015		Books & Materials	-242.37
				Personal Books	-24.39
Bill	6192248	11/30/2015		Books & Materials	-109.92
Bill	6640263	12/15/2015		Young Adult Programming	-9.38
Bill	9067423	12/15/2015		Overdues	-24.64
Bill	3291424	12/15/2015		Adult Programming	-37.00
Bill	6282656	12/15/2015		Adult Programming	-36.58
Bill	6640263	12/15/2015		Overdues	-12.49
Bill	6640263	12/16/2015		Overdues	-21.23
Bill	8592220	12/16/2015		Books & Materials	-39.99
Bill	9302627	12/16/2015		Books & Materials	-57.99
Bill	8592220	12/16/2015		Books & Materials	-49.98
Bill	8592220	12/16/2015		Books & Materials	-74.98
Bill	8592220	12/16/2015		Books & Materials	-19.99
Bill	8592220	12/16/2015		Books & Materials	-11.99
Bill	8592220	12/16/2015		Books & Materials	-39.96
Bill	8592220	12/16/2015		Books & Materials	-20.95
Bill	8592220	12/16/2015		Books & Materials	-35.99
Bill	8592220	12/16/2015		Books & Materials	-31.47
Bill	8592220	12/16/2015		Books & Materials	-101.80
Bill	8592220	12/16/2015		Books & Materials	-100.30
Bill	2438627	12/16/2015		Books & Materials	-49.88
Bill	7275407	12/16/2015		Books & Materials	-100.66
				Young Adult Programming	-4.99
Bill	5273021	12/16/2015		Books & Materials	-119.76
Bill	0426640	12/16/2015		Books & Materials	-119.76
Bill	6118609	12/16/2015		Books & Materials	-112.46
Bill	8499412	12/16/2015		Books & Materials	-249.95
Bill	6192248	12/16/2015		Books & Materials	-119.96
Bill	1458655	12/16/2015		Books & Materials	-268.67
Bill	1458655	12/16/2015		Books & Materials	-41.90
Bill	6640263	12/16/2015		Young Adult Programming	-100.35
Bill	59629771785	12/16/2015		Technology Equipment	-37.95
TOTAL					-3,978.25
Bill Pmt -Check	27892	12/21/2015	Amy M. Herst	Checking	
Bill	REFUND	11/24/2015		Overdues	-10.02
TOTAL					-10.02

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27893	12/21/2015	Arabella A. Haigh Wilsey	Checking	
Bill	REFUND	12/15/2015		Overdues	-15.45
TOTAL					-15.45
Bill Pmt -Check	27894	12/21/2015	Ben Gerrard	Checking	
Bill	REFUND	11/24/2015		Overdues	-22.74
TOTAL					-22.74
Bill Pmt -Check	27895	12/21/2015	Brenna M. Erickson	Checking	
Bill	REFUND	12/15/2015		Overdues	-3.24
Bill	REFUND	12/15/2015		Overdues	-5.19
TOTAL					-8.43
Bill Pmt -Check	27896	12/21/2015	Christian A. Moulton	Checking	
Bill	REFUND	12/15/2015		Overdues	-8.95
Bill	REFUND	12/15/2015		Overdues	-5.27
Bill	REFUND	12/15/2015		Overdues	-4.18
TOTAL					-18.40
Bill Pmt -Check	27897	12/21/2015	City of Lawrence	Checking	
Bill	32 Parking ...	12/15/2015		Miscellaneous	-6,144.00
TOTAL					-6,144.00
Bill Pmt -Check	27898	12/21/2015	Clinton Lance Paugh	Checking	
Bill	REFUND	12/15/2015		Overdues	-7.50
TOTAL					-7.50
Bill Pmt -Check	27899	12/21/2015	Ed Rose	Checking	
Bill		12/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27900	12/21/2015	Elizabeth A. Campbell	Checking	
Bill	REFUND	12/15/2015		Overdues	-17.67
TOTAL					-17.67

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27901	12/21/2015	Ingram Library Services	Checking	
Bill	90187295	11/24/2015		Personal Books	-24.88
Bill	90187294	11/24/2015		Adult Programming	-29.33
Bill	90290083	11/24/2015		Read Across Lawrence	-299.50
				Books & Materials	-9.10
Bill	90306341	11/24/2015		Personal Books	-50.92
Bill	90357220	11/30/2015		Personal Books	-14.22
Bill	90346448	11/30/2015		Personal Books	-26.76
Bill	90330733	11/30/2015		Books & Materials	-917.25
				Library Supplies	-117.67
Bill	90330737	11/30/2015		Books & Materials	-479.72
				Library Supplies	-14.54
Bill	90407163	11/30/2015		Books & Materials	-698.90
				Library Supplies	-40.14
Bill	90306342	11/30/2015		Books & Materials	-140.13
				Library Supplies	-16.93
Bill	90306344	11/30/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	90271262	11/30/2015		Books & Materials	-178.85
				Library Supplies	-10.23
Bill	90271261	11/30/2015		Books & Materials	-212.49
				Library Supplies	-31.22
Bill	90312938	11/30/2015		Books & Materials	-523.91
				Library Supplies	-38.14
Bill	90296695	11/30/2015		Books & Materials	-104.57
				Library Supplies	-2.39
Bill	90290084	11/30/2015		Books & Materials	-929.73
				Library Supplies	-75.37
Bill	90330735	11/30/2015		Books & Materials	-1,533.80
				Library Supplies	-36.06
Bill	90330741	11/30/2015		Books & Materials	-272.77
				Library Supplies	-24.62
Bill	90330742	11/30/2015		Books & Materials	-19.19
				Library Supplies	-0.15
Bill	90237606	11/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	90237605	11/30/2015		Books & Materials	-1,154.06
				Library Supplies	-148.41
Bill	90278356	11/30/2015		Books & Materials	-349.60
				Library Supplies	-26.04
Bill	90237604	11/30/2015		Books & Materials	-255.11
				Library Supplies	-22.22
Bill	90162999	11/30/2015		Books & Materials	-9.12
Bill	90187297	11/30/2015		Books & Materials	-2,804.45
				Library Supplies	-204.33
Bill	90208021	11/30/2015		Books & Materials	-502.06
				Library Supplies	-37.64
Bill	90208022	11/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	90222748	11/30/2015		Books & Materials	-441.79
				Library Supplies	-36.60
Bill	90213898	11/30/2015		Books & Materials	-739.22
				Library Supplies	-73.61
Bill	90187296	11/30/2015		Books & Materials	-15.39
				Library Supplies	-0.80
Bill	90126293	11/30/2015		Books & Materials	-1,314.95
				Library Supplies	-136.88
Bill	90162997	11/30/2015		Books & Materials	-720.16
				Library Supplies	-67.61
Bill	90162998	11/30/2015		Books & Materials	-305.94
				Library Supplies	-18.28
Bill	90146931	11/30/2015		Books & Materials	-266.81
				Library Supplies	-35.33

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	90617232	12/15/2015		Books & Materials	-11.94
				Personal Books	-117.99
				Adult Programming	-9.59
Bill	90685838	12/15/2015		Personal Books	-46.40
Bill	90739703	12/16/2015		Personal Books	-5.12
Bill	90674913	12/16/2015		Personal Books	-48.00
Bill	90701502	12/16/2015		Books & Materials	-2,853.39
				Library Supplies	-305.91
Bill	90649353	12/16/2015		Books & Materials	-258.11
				Library Supplies	-22.04
Bill	90674914	12/16/2015		Books & Materials	-323.39
				Library Supplies	-19.09
Bill	90674915	12/16/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	90617233	12/16/2015		Books & Materials	-341.30
				Library Supplies	-13.21
Bill	90536006	12/16/2015		Books & Materials	-531.28
				Library Supplies	-59.68
Bill	90394987	12/16/2015		Books & Materials	-392.81
				Library Supplies	-26.83
Bill	90453261	12/16/2015		Books & Materials	-92.18
				Library Supplies	-3.64
Bill	90551523	12/16/2015		Books & Materials	-2,186.00
				Library Supplies	-290.16
Bill	90586491	12/16/2015		Books & Materials	-197.07
				Library Supplies	-22.41
Bill	90586492	12/16/2015		Books & Materials	-128.85
				Library Supplies	-6.24
Bill	90586493	12/16/2015		Books & Materials	-8.39
				Library Supplies	-0.15
Bill	90551524	12/16/2015		Books & Materials	-15.59
				Library Supplies	-0.15
Bill	90523952	12/16/2015		Books & Materials	-565.39
				Library Supplies	-37.18
Bill	90373352	12/16/2015		Books & Materials	-1,191.50
				Library Supplies	-208.98
Bill	90430139	12/16/2015		Books & Materials	-1,131.71
				Library Supplies	-103.06
Bill	90419502	12/16/2015		Books & Materials	-288.04
				Library Supplies	-9.23
Bill	90394988	12/16/2015		Books & Materials	-25.78
				Library Supplies	-0.30
TOTAL					-28,502.89
Bill Pmt -Check	27902	12/21/2015	Jan L. Butin	Checking	
Bill	REFUND	12/15/2015		Overdues	-10.47
Bill	REFUND	12/15/2015		Overdues	-7.50
TOTAL					-17.97
Bill Pmt -Check	27903	12/21/2015	Joel Pfannenstiel	Checking	
Bill	Drawing Le...	05/07/2015		Children's Programming	-25.00
TOTAL					-25.00
Bill Pmt -Check	27904	12/21/2015	Journal-World	Checking	
Bill	10563882	12/15/2015		Advertising	-286.00
TOTAL					-286.00

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27905	12/21/2015	Kay A. Kile	Checking	
Bill	REFUND	12/15/2015		Overdues	-15.35
TOTAL					-15.35
Bill Pmt -Check	27906	12/21/2015	Lawrence-DCHD	Checking	
Bill	12.15	12/15/2015		Miscellaneous	-140.00
TOTAL					-140.00
Bill Pmt -Check	27907	12/21/2015	Lawrence Community Orchestra	Checking	
Bill	11-19-15	11/24/2015		Advertising	-155.00
TOTAL					-155.00
Bill Pmt -Check	27908	12/21/2015	Marc A. Briand	Checking	
Bill	REFUND	12/15/2015		Overdues	-12.44
TOTAL					-12.44
Bill Pmt -Check	27909	12/21/2015	Marcia G. Riley Publications	Checking	
Bill	22	12/15/2015		Books & Materials	-19.95
TOTAL					-19.95
Bill Pmt -Check	27910	12/21/2015	Mary Boatwright	Checking	
Bill	REFUND	11/24/2015		Overdues	-30.12
TOTAL					-30.12
Bill Pmt -Check	27911	12/21/2015	Mary E. Fox	Checking	
Bill	REFUND	12/15/2015		Overdues	-17.49
TOTAL					-17.49
Bill Pmt -Check	27912	12/21/2015	Michele C. Hammann	Checking	
Bill	REFUND	12/15/2015		Overdues	-23.40
TOTAL					-23.40
Bill Pmt -Check	27913	12/21/2015	Midwest Tape	Checking	
Bill	93434895	11/30/2015		Books & Materials	-12.99
Bill	93439176	11/30/2015		Books & Materials	-317.12
Bill	93439175	11/30/2015		Books & Materials	-35.99
Bill	93437098	11/30/2015		Books & Materials	-150.91
Bill	93445702	11/30/2015		Books & Materials	-666.34
Bill	93439547	11/30/2015		Books & Materials	-495.88
Bill	93426616	11/30/2015		Books & Materials	-469.91
Bill	93447730	11/30/2015		Books & Materials	-167.92
Bill	93451671	11/30/2015		Books & Materials	-108.72
Bill	93450450	11/30/2015		Books & Materials	-284.93
Bill	93451649	11/30/2015		Books & Materials	-216.29
Bill	93447658	11/30/2015		Books & Materials	-171.59
Bill	93430325	11/30/2015		Books & Materials	-16.49

Lawrence Public Library
Check Detail
 December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	93430324	11/30/2015		Books & Materials	-31.47
Bill	93425385	11/30/2015		Books & Materials	-424.88
Bill	93420186	11/30/2015		Books & Materials	-180.78
Bill	93420188	11/30/2015		Books & Materials	-383.86
Bill	93416764	11/30/2015		Books & Materials	-331.90
Bill	93413430	11/30/2015		Books & Materials	-74.96
Bill	93413358	11/30/2015		Books & Materials	-87.09
Bill	93399681	11/30/2015		Books & Materials	-86.96
Bill	93399359	11/30/2015		Books & Materials	-82.28
Bill	93392761	11/30/2015		Books & Materials	-97.28
Bill	93393091	11/30/2015		Books & Materials	-101.21
Bill	93395524	11/30/2015		Books & Materials	-294.93
Bill	93403310	11/30/2015		Books & Materials	-129.70
Bill	93404596	11/30/2015		Books & Materials	-1,133.20
Bill	93403189	11/30/2015		Books & Materials	-26.68
Bill	93403187	11/30/2015		Books & Materials	-197.53
Bill	93404598	11/30/2015		Books & Materials	-16.49
Bill	93401395	11/30/2015		Books & Materials	-179.95
Bill	93445731	12/15/2015		Personal Books	-8.99
Bill	2000007737	12/15/2015		Library Supplies	-634.25
Bill	93472136	12/16/2015		Books & Materials	-870.27
Bill	93469317	12/16/2015		Books & Materials	-79.98
Bill	93471103	12/16/2015		Books & Materials	-199.95
Bill	93471450	12/16/2015		Books & Materials	-222.86
Bill	93476015	12/16/2015		Books & Materials	-83.92
Bill	93471452	12/16/2015		Books & Materials	-52.49
Bill	93476017	12/16/2015		Books & Materials	-134.93
Bill	93471154	12/16/2015		Books & Materials	-222.62
Bill	93471453	12/16/2015		Books & Materials	-55.99
Bill	93499339	12/16/2015		Books & Materials	-185.83
Bill	93499370	12/16/2015		Books & Materials	-200.16
Bill	93495114	12/16/2015		Books & Materials	-112.47
Bill	93495112	12/16/2015		Books & Materials	-98.77
Bill	93493273	12/16/2015		Books & Materials	-930.23
Bill	93493276	12/16/2015		Books & Materials	-22.49
Bill	93464859	12/16/2015		Books & Materials	-232.95
Bill	93459897	12/16/2015		Books & Materials	-83.48
Bill	93443875	12/16/2015		Books & Materials	-21.73
Bill	93443877	12/16/2015		Books & Materials	-29.99
Bill	93459899	12/16/2015		Books & Materials	-87.72
TOTAL					-11,548.30
Bill Pmt -Check	27914	12/21/2015	Mize Houser	Checking	
Bill	111915	12/15/2015		Accounting	-500.00
TOTAL					-500.00
Bill Pmt -Check	27915	12/21/2015	Petty Cash	Checking	
Bill	June - 12/9/...	12/15/2015		Miscellaneous	-3.73
					-48.00
					-75.00
					-14.36
					-31.85
					-22.44
					-42.00
					-4.35
TOTAL					-241.73

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27916	12/21/2015	Roderick Townley	Checking	
Bill	1-15-16	11/24/2015		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	27917	12/21/2015	Saint Louis University	Checking	
Bill	121115	12/15/2015		Overdues	-7.00
TOTAL					-7.00
Bill Pmt -Check	27918	12/21/2015	St. Charles City-County Lib. Dist.	Checking	
Bill	0055	12/15/2015		Overdues	-19.95
TOTAL					-19.95
Bill Pmt -Check	27919	12/21/2015	Tabitha Reber	Checking	
Bill	REFUND	11/30/2015		Overdues	-40.49
TOTAL					-40.49
Bill Pmt -Check	27920	12/21/2015	WOW!Business	Checking	
Bill	11-14-15	11/24/2015		Internet Telephone	-2,328.92 -698.29
TOTAL					-3,027.21

Lawrence Public Library

Monthly Statistical Summary--November 2015

INDICATOR	November		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	6.40	6.71	-5%			
Reference Transactions per Capita	1.22	1.23	-1%			
Program Attendance per Capita	0.35	0.37	-5%			
Circulation per Capita	13.63	13.69	0%			
Circulation per Visit	2.13	2.04	4%			
Total Holdings per Capita	2.16	2.01	7%			
% of Lawrence Residents Registered	97%	91%	7%			

Circulation--Adult Total	72,535	73,438	-1%	848,196	797,301	6%
Circulation--Young Adult Total	4,056	4,075	0%	51,180	47,570	8%
Circulation--Youth Total	30,881	32,809	-6%	367,727	366,516	0%
Circulation--Bookmobile	1,109	979	13%	13,278	11,482	16%
Circulation--Audiovisual Total	44,364	45,562	-3%	513,833	498,901	3%
Circulation--Total	107,472	110,322	-3%	1,267,103	1,211,387	5%

Reference Transactions	9,597	9,637	0%	121,909	98,463	24%
User Visits	50,475	52,500	-4%	642,163	451,539	42%
LPL Web Site Visits	25,055	21,817	15%	274,960	266,616	3%

Holdings--Added	2,540	3,247	-22%	35,790	37,089	-4%
Holdings--Withdrawn	1,727	2,297	-25%	18,737	45,998	-59%
Holdings--Total	204,061	188,990	8%			

Registered Borrowers--Added	519	683	-24%			
Registered Borrowers--Total	116,475	108,342	8%			

Adult Programs	17	19	-11%	167	132	27%
Young Adult Programs	18	30	-40%	205	205	0%
Youth Programs	67	25	168%	667	449	49%
Senior Programs	17	15	13%	158	152	4%
Total Programs	119	89	34%	1,197	938	28%
Total Program Attendance	3,141	2,872	9%	49,259	51,740	-5%
Public Uses of Meeting Rooms	143	102	40%	1,583	358	342%

Total Paid Staff (FTE)	62.35	61.87	1%			
Total Number of Employees	86	84	2%			

Lawrence Public Library

Monthly Statistical Report--November 2015

	November		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	6.40	6.71	-5%				
Reference Transactions per Capita	1.22	1.23	-1%				
Program Attendance per Capita	0.40	0.37	9%				
Circulation per Capita	13.63	14.09	-3%				
Total Holdings per Capita	2.16	2.01	7%				
Collection Turnover--Total	6.41	7.11	-10%				
Collection Turnover--Adult	6.68	7.18	-7%				
Collection Turnover--Young Adult	5.03	4.96	1%				
Collection Turnover--Youth	6.26	7.34	-15%				
Collection Turnover--Audiovisual	10.98	12.82	-14%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31567	32104	-2%		377337	344903	9%
Circulation--Adult Periodicals	1237	1518	-19%		14750	15291	-4%
Circulation--Adult Feature Films & TV Shows	26765	26376	1%		306096	292489	5%
Circulation--Electronic Games	1923	1842	4%		21971	18713	17%
Circulation--Adult Music CDs	7316	7908	-7%		85653	84919	1%
Circulation--Adult Audio Books and Books on CD	3715	3677	1%		42263	40776	4%
Circulation--eReaders	12	13	-8%		126	210	-40%
Circulation--Adult Total	72535	73438	-1%		848196	797301	6%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and Videos	3755	3752	0%		47265	44529	6%
Circulation--YA Periodicals	22	52	-58%		382	324	18%
Circulation--YA Audio Books and Books on CD	279	271	3%		3533	2717	30%
Circulation--YA Total	4056	4075	0%		51180	47570	8%
Circulation--Youth Books and Videos	29260	31056	-6%		348528	346654	1%
Circulation--Youth Periodicals	172	186	-8%		1715	1228	40%
Circulation--Youth Music CDs	514	615	-16%		6128	6548	-6%
Circulation--Youth Audio Books and Books on CD	935	952	-2%		11356	12086	-6%
Circulation--Youth Total	30881	32809	-6%		367727	366516	0%
Circulation--Bookmobile	1109	979	13%		13278	11482	16%
Circulation--Total Books	64582	66912	-3%		773130	736086	5%
Circulation--Total Periodicals	1431	1756	-19%		16847	16843	0%
Circulation--Total Audiovisual	44364	45562	-3%		513833	498901	3%
Circulation Total	107472	110322	-3%		1267103	1211387	5%
Accounts Desk Circulation	1750	5747	-70%		116410	358666	-68%
Self Check Circulation	80431	82784	-3%		971718	762894	27%
Percent Self Check	98%	94%	5%		89%	68%	31%
Web Site Renewals	18551	17463	6%		202184	56455	258%
Othe Staff Checkouts	2766	1148	141%		39721	4003	892%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	19528	17043	15%		221425	180223	23%
Requests Filled	13540	11854	14%		156305	131051	19%
Requests Unclaimed	2691	2542	6%		32592	20845	56%
Interlibrary Loan Items Borrowed for LPL Patrons	421	367	15%		4490	4592	-2%
Interlibrary Loan Items Loaned from LPL Collection	507	593	-15%		6803	4463	52%
OTHER LIBRARY SERVICES							
User Visits	50475	52500	-4%		642163	451539	42%
Public Computer Usage	13317	9270	44%		106717	90554	18%
Computer Lab Classes	7	4	75%		89	37	141%
Computer Lab Classes Attendance	20	19	5%		292	283	3%
Adult Reference Transactions	1889	1853	2%		21905	52202	-58%
Young Adult Reference Transactions	748	649	15%		11586	6717	72%
Youth Reference Transactions	900	984	-9%		11599	10505	10%
IT Desk	2766	1985	39%		29511	9224	220%
Welcome Desk	1854	2308	-20%		25825	11921	117%
Phone Calls	1440	1858	-22%		21483	7894	172%
Total Reference Transactions	9597	9637	0%		121909	98463	24%
Public-Sponsored Uses of Meeting Rooms	143	102	40%		1583	358	342%
Study Room Reservations	535				1145		
LPL Web Site Visits	25055	21817	15%		274960	266616	3%
RESOURCES							
Holdings--Total	204061	188990	8%				
Holdings--Adult	132268	124718	6%				
Holdings--Young Adult	9670	9859	-2%				
Holdings--Youth	59983	54413	10%				
Holdings--Audiovisual	48471	42636	14%				
Holdings--eReaders	9	11	-18%				
Holdings Added	2540	3247	-22%		35790	37089	-4%
Holdings Withdrawn	1724	2297	-25%		18737	45998	-59%
Holdings Net Change	816	950			17053	-8909	

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	116475	108342	8%				
Borrowers Added	519	683	-24%		7952	8054	-1%
Borrowers Transacting	12412	12644	-2%		126160	108307	16%
Percent of Borrowers Transacting	11%	12%	-9%				
Total Number of Lawrence Residents Registered	92160	85619	8%				
Percent of Lawrence Residents Registered	97%	91%	7%				
PROGRAMMING							
Number of Adult Programs	17	19	-11%		167	132	27%
Number of Young Adult Programs	18	30	-40%		205	205	0%
Number of Youth Programs	67	25	168%		667	449	49%
Number of Senior Programs	17	15	13%		158	152	4%
Total Programs	119	89	34%		1197	938	28%
Adult Program Attendance	350	254	38%		8338	16875	-51%
Young Adult Program Attendance	253	211	20%		4034	3915	3%
Youth Program Attendance	2401	2265	6%		35393	29540	20%
Senior Program Attendance	137	142	-4%		1494	1410	6%
Total Program Attendance	3141	2872	9%		49259	51740	-5%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	62.35	61.87	1%				
ALA-MLS Librarians, in Full-Time Equivalents	18.6	17.44	7%				
Number of Employees--Total	86	84	2%				
Number of Employees--Full-Time	37	36	3%				
Number of Employees--Part-Time	49	48	2%				
Terminations	0	0	#DIV/0!		22	7	214%
Hirings	2	1	100%		29	16	81%
Volunteer Hours	333.4	180.5	85%		3771.45	2505.4	51%

Library Director's Report for December 2015

Respectfully submitted by Brad Allen 12/18/2015

Digital Content Push in 2016

In the next month, we will be pushing out three new digital content services: Hoopla, Flipster, and our own iteration of OverDrive. Hoopla is a new kind of service for us that allows library members access to music, movies, TV shows, comics, ebooks, and eaudio. Many other libraries in the area and throughout the country use this service and it's been very successful. Flipster will replace Zinio as our digital magazine platform. We will launch with a smaller set of magazines than we had with Zinio, but we feel that a small and targeted digital magazine collection is the smartest way to proceed given historical checkout information. Flipster will cost the library considerably less than Zinio and it looks to be an easier product to use than Zinio. Lastly, a word on OverDrive. Currently, our most popular and used digital content provider in OverDrive of ebooks and eaudiobooks. We are part of a statewide consortium called Sunflower eLibrary. We intend to breakaway from the consortium and have our own standalone OverDrive service. This will allow us considerably more control over the look and feel of the service. We will be better able to promote specific titles. We will also have access to much better reporting data with our own separate service. We intend to make a big marketing push later in January when the all three have gone live.

moCOLAB Advisory Board

I don't recall if I have mentioned it in a previous report, but I have been asked to serve on the advisory board for KU's [moCOLAB](#) (Mobile Collaboratory), a beautifully restored Airstream trailer. I attended my first meeting early this month. The purpose of this advisory board is to forward the mission of the moCOLAB being a mobile space for community programming and events. I was happy to be asked to be on this board, because I'm intrigued by the library using Airstreams in the future as outreach vehicles. We could experiment with how this would work using the moCOLAB before we head further down the road for someday having our own outreach vehicle fleet. The advisory board is in its earliest stages and I look forward to working with this group to make the moCOLAB a useful tool in Lawrence.

Other Community Meetings Around Town

This month, I was also invited to two other different community dialogues/conversations. The City has been convening meetings of many community organizations to attempt to achieve a STAR certification for Lawrence. STAR stands for Sustainability Tools for Assessing and Rating Communities. The program allows cities to compare themselves to other cities in their efforts towards sustainability. Achieving a 5 star rating would indicate significant investment and

Library Director's Report for December 2015

achievement of sustainability efforts in Lawrence. More information as this develops.

Also, I attended a conversation about the future of the Panorama at the KU Natural History Museum. The KU Biodiversity Institute is conducting focus groups to discuss how to bring the historic Panorama into the 21st century. It was a great discussion and I was honored to take part.

Lastly, I visited with all three candidates for City Manager at the public reception on December 17. All three candidates are accomplished individuals. It will be interesting to see who is selected and the impact that person will have on the future of the library.

Coordinator Meetings

This month, I have been meeting with all coordinators and managers to get feedback from them about the ways in which I can be of best service to them as director of the library. Conversations will continue into January, but they have been very useful and wide-ranging discussions about the library, their roles and my role, and our future. My goal is to have these check-ins at least twice a year. I find one-on-one time with each of the members of our leadership team to be incredibly valuable.

Foundation Director's Report: December 18, 2015

2016 Foundation Budget. At its November meeting, the Library Foundation board considered a draft budget for 2016 of \$81,740. The budget includes \$37,400 in additional funding for the Foundation's unrestricted endowment held at DCCF. The board will reconvene in January to review and approve a final budget.

Endowment. Also at its November meeting, the Foundation board approved the transfer of \$55,000 to its unrestricted endowment at DCCF. Board members discussed a system for making distributions to the library from its Greatest Expectations (NEH) endowed funds.

After Hours at the Library. Plans for the Foundation's February 27 *After Hours at the Library* fundraiser are moving along well. To date, we have received pledges from two signature sponsors (\$5,000): Crown Automotive and Southern Star Central Gas Pipeline. In addition, a number of Lawrence restaurants have agreed to provide appetizers and desserts and 20 book clubs and organizations are creating themed baskets for the event. Finally, Billy Pilgrim has created an "out of this world" invitation that will be mailed in late January. I'll share it with you at Monday's meeting

Ann Hyde Bequest. We are delighted to report that the library has received a gift from the estate of Ann Hyde for \$229,218.01. As directed by the Board of Trustees, approximately \$10,000 of the funds will be used to reimburse the Foundation for the Jon Ronson and Centron events held during the 2015 Free State Festival. The balance will be deposited into the Library Foundation's unrestricted endowment at the Douglas County Community Foundation. What an incredible gift to the library and to Lawrence.

Harrison Family Fund Gift. The Foundation has received a \$15,000 grant from the Harrison Family Fund of the Douglas County Community Foundation. The funds will be used for the annual Music Storytellers Series and other music-related library projects.

US Bank Gift. We are pleased to report that US Bank has made a \$2,000 gift to the Teen Read Across Lawrence program. The funds will be used to purchase 300 extra copies of *These Broken Stars*, the teen selection for Read Across Lawrence. In addition, US Bank will serve as the sponsor of upcoming summer programs centered around a chat with the International Space Station. Cheers to Joan Golden who helped make this possible.

Annual Letter. The Foundation and Friends annual letter arrived in mailboxes the first week in December. To date, we have received 83 gifts totaling \$5,335 (\$3,185 Foundation; \$2,150 Friends.) I will give you an up-to-date report at Monday's meeting.

New Chapter Society. The Foundation has received 10 New Chapter Society memberships from its November mailing. These are \$1,000 gifts that include a Friends membership.

Second VISTA. The library currently is seeking a second VISTA member to help conduct a community assessment to determine how well it is serving Lawrence's low income community. To date, we have received three applications. Melissa Fisher-Isaacs, the library's Information Services Coordinator, will select candidates to interview in January and hopes to have the new person on board in February. This will provide the library with a full time employee for one year that is 100% funded by the federal Corporation for National and Community Service.

DRAFT

ANNUAL ORGANIZATIONAL CALENDAR

January - Annual Organizational Meeting

February -

March - Form Officer Nominating Committee
Form Budget Committee

April - Approve Budget Recommendation & Budget Resolution
Officer Nominations
NEKLS Annual Meeting Representative Nomination

May - New Board Members Begin

June - Trustee Training Workshops
City Commission Budget Hearings

July - City Commission Budget Hearings

August - Budget Approved by City Commission

September -

October -

November - Form Director Evaluation Committee

December - Director Evaluation