

## AGENDA

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

Monday, January 18, 2016 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

- 2015 Budget Wrap Up

New business

- Annual Organization meeting
- New budget line items and finance reporting -- discussion
- Letter of support for Rock Chalk Invisible Hawk -- discussion
- Staff Recommendation for Purchasing New Integrated Library System -- **ACTION ITEM**

Adjournment

## **DRAFT**

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

**Board Members Present:** Fran Devlin, Brady Flannery (arrived 4:45), Joan Golden, Ursula Minor (arrived 4:40), David Vance, Kevan Vick. **Absent:** Judy Keller.

**Library Staff Present:** Brad Allen, Tom Davin, Kelly Fann, Tricia Karlin, Amanda McConnell (arrived 5:05), Kathleen Morgan, Sherri Turner.

**Friends of the Library:** Sandra Wiechert.

#### **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**

David moved to accept the consent agenda; Kevan seconded. All in favor. Motion carried.

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

Brad said the library is getting ready to launch and relaunch some digital services. Flipster, a new digital magazine product, will replace Zinio; Hoopla, a film, music, audiobook, and graphic novel streaming service, is coming; and Overdrive eBooks will continue, but will be moved from the Sunflower consortium to our own platform. The Overdrive move will give us more opportunities for branding, the ability to connect to our Readers Advisory content, and better usage data. Brad took part in a conversation at the BioDiversity Institute to discuss the future of the Natural History Museum panorama. He was part of community discussion held by the city at the library as they look into pursuing STAR certification. (STAR stands for Sustainability Tools for Assessing and Rating Communities.) Brad is now on the advisory board of KU's MoCOLAB. Now and through January he is meeting with all of the Leadership Team and plans to do the same with Board members. He will be giving a tour to new City Commissioner Lisa Larsen tomorrow. He attended the City Manager candidate reception.

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

Last month the Foundation Board considered a draft budget of \$81,740 for 2016 which will include \$37,400 for the unrestricted endowment held at Douglas County Community Foundation. They also approved transferring \$55,000 to the unrestricted endowment fund at the Community Foundation for 2015. The check for the Ann Hyde bequest has been received. With the vote from last month, the check for \$229,218.01, will go to the Foundation. The newspaper plans to do a story about the bequest. The Foundation received \$15,000 from the Harrison Family Fund. These funds are unrestricted but are earmarked for the Music Storytellers Series. US Bank has given an additional \$2000 for more teen books for Read Across Lawrence. Teen Librarian Miriam has applied for a grant which will give teens an opportunity to live chat with astronauts on the International Space Station. US Bank is sponsor for this event. The combined Friends/Foundation annual letter went out in early December. Kathleen is working with Melissa Fisher Isaacs, the library's Information Services Coordinator, to secure a second VISTA from AmeriCorps to help conduct a community assessment.

### **Friends Report**

Sandra reported that the Season's Reading sale was a success with many positive comments; it brought in about \$837. Friends sold close to half of the items put out and were able to move some items that don't always sell well during a regular sale. Friends chair, Stan, is working with Community Living Opportunities to explore recycling options. They continue to receive an overwhelming number of donations. In March, they will have openings for new board members. Friends made about \$74,000 this year and were able to make an additional \$26,000 donation to the library.

### **Ongoing Business**

#### **New Business**

##### **2016 Holidays**

The library will be closed for Staff Day on February 15, which is President's Day, a day we are normally open. We will still give staff a comp day since they will be working. With Christmas Eve and Christmas Day falling on the weekend in 2016, the proposed holiday schedule is to be closed for 3 days during Christmas, 24-26. Brady asked if the hours of the skating rink should be taken into consideration. If the skating rink draws a lot of people, it could be an opportunity to expose the library to new visitors. Brad said he would check with the coffee shop to see if they are interested in being open, and check with Parks & Rec to see what their Christmas Eve use count is.

##### **Staff Day and February Board Meeting**

Brad extended an invitation to the Board to attend Staff Day. The keynote speaker will be Shane Lopez from KU speaking about hope. Brad will send the board a schedule for the day. Since Staff Day will be Monday, February 15, the same day as the board meeting, the board agreed to move the February board meeting to 5:00 p.m.

##### **Annual Organizational Calendar**

The board reviewed the draft calendar Brad had created which shows important board events for the year. There was general discussion about where the budget planning process fits in the calendar and what the organizational meeting in January needs to cover. Fran said a binder or flash drive with policies, handouts from training sessions, and other information for the board would be helpful. Brad will explore options available for making board information available digitally. The organizational part of the meeting will only need to take up part of the time on the agenda. The group decided that the organizational meeting should be in January rather than in May when new board members come on board. Orientation for new board members in May will be added to the calendar.

As a final note, Brad noted that the decision on selection of a new ILS will be in January. He said we have two good options, so price will be a key factor.

##### **Executive Session**

Joan moved to go into Executive Session for 30 minutes to discuss the director's annual evaluation. Brady seconded. All in favor; motion carried.

##### **Adjournment**

The meeting reconvened and was adjourned at 6:00 p.m.

The next Board meeting will be Monday, February 15, 2015, at **5:00 p.m.** in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY										
Regular Budget Report										
December 2015										
REVENUES		Month	Year to Date		Annual Budget		100% of Year		Dec-14	YTD 2014
Tax Fund		\$ 350,000.00	\$ 3,550,000.00		\$ 3,550,000.00		100.00%		\$ 383,260.00	\$ 3,383,260.00
Interest		\$ 134.32	\$ 1,688.89		\$ 250.00		675.56%		\$ 134.28	\$ 1,182.30
State Aid		\$ -	\$ 30,268.44		\$ 32,000.00		94.59%		\$ -	\$ 32,124.22
N.E.K.L.		\$ -	\$ 64,435.00		\$ 65,000.00		99.13%		\$ -	\$ 62,560.00
Photo Copies		\$ 1,998.02	\$ 19,826.82		\$ 13,000.00		152.51%		\$ 1,206.00	\$ 14,359.07
Overdues		\$ 14,031.63	\$ 183,442.91		\$ 180,000.00		101.91%		\$ 18,961.58	\$ 170,016.77
Coffee Shop Rent		\$ 700.00	\$ 8,400.00		\$ 8,400.00		100.00%		\$ 700.00	\$ 3,400.00
Meeting Room Fees		\$ 250.00	\$ 3,700.00		\$ 1,200.00		308.33%		\$ 25.00	\$ 625.00
Miscellaneous		\$ 688.60	\$ 1,153.49						\$ 5.87	\$ 111.56
Transfer in from Capital Imp.			\$ 58,638.19						\$ 21,813.11	\$ 21,813.11
Total Revenues		\$ 367,802.57	\$ 3,921,553.74		\$3,849,850.00		101.86%		\$426,105.84	\$3,689,452.03
EXPENSES										
Salaries & Wages		\$ 196,314.38	\$ 2,173,156.07		\$ 2,157,000.00		100.75%		\$ 192,579.17	\$ 1,999,363.64
Health Insurance		\$ 19,800.69	\$ 235,592.14		\$ 250,000.00		94.24%		\$ 20,243.34	\$ 246,724.64
Payroll Taxes		\$ 34,726.61	\$ 381,638.11		\$ 390,417.00		97.75%		\$ 32,837.12	\$ 338,316.43
Books & Materials		\$ 115,202.72	\$ 516,700.03		\$ 520,000.00		99.37%		\$ 110,865.72	\$ 516,120.13
Periodicals		\$ 8,601.50	\$ 20,370.41		\$ 19,500.00		104.46%		\$ 10,060.71	\$ 20,940.30
Library Supplies		\$ 3,687.36	\$ 91,087.10		\$ 110,000.00		82.81%		\$ 6,348.60	\$ 93,843.96
Building Supplies		\$ 1,542.70	\$ 20,164.28		\$ 16,800.00		120.03%		\$ 1,860.83	\$ 18,148.51
Repairs & Maintenance		\$ 1,960.63	\$ 70,412.97		\$ 66,133.00		106.47%		\$ 142.99	\$ 46,026.18
Equipment		\$ -	\$ -		\$ -				\$ -	\$ 1,236.19
Equipment - Technology		\$ 177.93	\$ 14,525.01		\$ 16,000.00		90.78%		\$ 1,314.92	\$ 14,581.25
Capital Improvements		\$ 5,000.00	\$ 66,574.08		\$ -				\$ 3,998.00	\$ 24,243.19
Utilities		\$ 11,632.23	\$ 130,870.24		\$ 100,000.00		130.87%		\$ 10,875.76	\$ 88,567.55
Insurance		\$ 486.92	\$ 15,835.79		\$ 18,000.00		87.98%		\$ 436.69	\$ 11,758.14
Postage		\$ 811.88	\$ 17,104.42		\$ 20,000.00		85.52%		\$ 1,106.84	\$ 16,750.51
Travel & Continuing Education		\$ 2,259.20	\$ 13,804.37		\$ 22,000.00		62.75%		\$ 2,774.79	\$ 24,004.15
Book Van & Mileage		\$ 222.82	\$ 1,778.19		\$ 4,000.00		44.45%		\$ 305.55	\$ 2,917.59
Photo Copiers		\$ 564.95	\$ 6,948.22		\$ 8,000.00		86.85%		\$ 563.27	\$ 6,341.08
Programs		\$ 1,760.87	\$ 19,259.68		\$ 20,000.00		96.30%		\$ 5,264.35	\$ 19,111.98
Professional Fees		\$ 10,817.65	\$ 81,272.79		\$ 70,000.00		116.10%		\$ 51,822.08	\$ 154,730.65
Website/OPAC Content		\$ 1,298.00	\$ 24,046.84		\$ 27,000.00		89.06%		\$ 603.00	\$ 24,359.13
Advertising & Marketing		\$ 3,490.21	\$ 13,393.27		\$ 15,000.00		89.29%		\$ -	\$ 15,000.00
Miscellaneous		\$ 6,160.34	\$ 7,019.73						\$ 5,514.61	\$ 6,366.83
Total Expenses		\$ 426,519.59	\$ 3,921,553.74		\$3,849,850.00		101.86%		\$ 459,518.34	\$ 3,689,452.03
Revenues Over Expenses		\$ (58,717.02)	\$ -							
Cash Balances:										
Checking		\$ 491,955.22								
Capital Improvement		\$ 619,383.40								

Lawrence Public Library											
2015 Outside Funding Report											
		1/1/2015	October	October	November	November	December	December			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>											
	Movie License	\$ 90.00				\$ 1,590.00			\$ -		
	KPR-Advertising	\$ (44.36)		\$ 216.69		\$ 216.69		\$ 216.69	\$ 1,299.87		
	Tote Bags	\$ -							\$ -		
	Summer Reading - ALL					\$ 580.00			\$ 5,915.80		
	Google	\$ 100.00							\$ -		
	Aquarium	\$ 15.53		\$ 347.46		\$ 75.00		\$ 300.00	\$ (2,932.68)		
	Scholarships	\$ 2,750.00				\$ 1,000.00			\$ 620.00		
	Volunteers	\$ 1,000.00				\$ 240.00		\$ 94.06	\$ 665.94		
	Read Across Lawrence 2015/2016	\$ 2,653.91		\$ 7,809.00		\$ 9,193.58	\$ 7,500.00	\$ 2,040.91	\$ 6,003.71		
	Friends Supplies							\$ 45.55	\$ (45.55)		
	Salaries/Taxes - Custodian	\$ -		\$ 2,059.43		\$ 2,048.26	\$ 4,544.51	\$ 2,357.91	\$ (238.83)		
	Block Grant						\$ 26,000.00	\$ 1,359.66	\$ 24,640.34		
	Carryover	\$ 2,413.69							\$ -		
		\$ 8,978.77	\$ -	\$ 10,432.58	\$ -	\$ 14,943.53	\$ 38,044.51	\$ 6,414.78	\$ 35,928.60		
<b>FOUNDATION</b>											
	Kansas Health Foundation	\$ 15,298.89		\$ 107.45		\$ 105.44		\$ 508.40	\$ 9,766.66		
	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	\$ -		\$ (387.02)		\$ 174.65		\$ (178.47)	\$ -		
	Milliken Fund	\$ (14.24)							\$ 1,185.76		
	Salaries/Taxes - Bukaty	\$ 0.30		\$ (1,549.78)		\$ 460.09		\$ 238.33	\$ (890.01)		
	Morgan Expenses	\$ -		\$ (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	\$ -	\$ (3,442.87)	\$ -	\$ 880.13	\$ -	\$ (576.80)	\$ 42,250.16		
<b>OTHER</b>											
	Memorials/Honor with Books	\$ 2,001.87	\$ 50.00		\$ 29.30	\$ 127.01	\$ 11.99	\$ 15.49	\$ 2,779.80		
	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					\$ 100.00		\$ 120.16		
	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	\$ 614.25		\$ (2,883.40)		\$ (1,542.36)		\$ 2,013.36		
		\$ 13,526.86	\$ 664.25	\$ -	\$ (2,854.10)	\$ 127.01	\$ (1,430.37)	\$ 15.49	\$ 9,764.48		
	BookVan								\$ -		
									\$ 87,943.24		
		Month Total	\$ 664.25	\$ 6,989.71	\$ (2,854.10)	\$ 15,950.67	\$ 36,614.14	\$ 5,853.47			
				YTD Income	YTD Expense						
				\$ 162,914.46	\$ 155,423.43						

**Lawrence Public Library**  
**Balance Sheet**  
As of December 31, 2015

	<u>Dec 31, 15</u>	<u>Dec 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	16,947.51	16,946.71	0.80	0.0%
Capital Improvement -2	602,435.89	600,931.89	1,504.00	0.3%
Checking	491,955.22	598,975.50	-107,020.28	-17.9%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>1,111,338.62</u>	<u>1,216,854.10</u>	<u>-105,515.48</u>	<u>-8.7%</u>
<b>Total Current Assets</b>	<u>1,111,338.62</u>	<u>1,216,854.10</u>	<u>-105,515.48</u>	<u>-8.7%</u>
<b>Other Assets</b>				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
<b>Total Other Assets</b>	<u>1,230.70</u>	<u>1,525.00</u>	<u>-294.30</u>	<u>-19.3%</u>
<b>TOTAL ASSETS</b>	<u><b>1,112,569.32</b></u>	<u><b>1,218,379.10</b></u>	<u><b>-105,809.78</b></u>	<u><b>-8.7%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	105,197.13	159,112.64	-53,915.51	-33.9%
<b>Total Accounts Payable</b>	<u>105,197.13</u>	<u>159,112.64</u>	<u>-53,915.51</u>	<u>-33.9%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	2,420.75	3,167.86	-747.11	-23.6%
<b>Total Other Current Liabilities</b>	<u>2,420.75</u>	<u>3,167.86</u>	<u>-747.11</u>	<u>-23.6%</u>
<b>Total Current Liabilities</b>	<u>107,617.88</u>	<u>162,280.50</u>	<u>-54,662.62</u>	<u>-33.7%</u>
<b>Total Liabilities</b>	<u>107,617.88</u>	<u>162,280.50</u>	<u>-54,662.62</u>	<u>-33.7%</u>
<b>Equity</b>				
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	-51,147.16	-3,405.64	-47,741.52	-1,401.8%
<b>Total Equity</b>	<u>1,004,951.44</u>	<u>1,056,098.60</u>	<u>-51,147.16</u>	<u>-4.8%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,112,569.32</b></u>	<u><b>1,218,379.10</b></u>	<u><b>-105,809.78</b></u>	<u><b>-8.7%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
December 2015

	<u>Dec 15</u>
<b>Ordinary Income/Expense</b>	
Income	
Coffee Shop Rent	700.00
Gifts-Friends	30,544.51
Gifts-Other	7,711.99
Interest	134.32
Meeting Room Fees	250.00
Merchandise Sales	-1,542.36
Overdues	14,031.63
Personal Books	42.60
Photo Copies	1,998.02
Repairs & Equipment	546.00
Tax Fund	350,000.00
<b>Total Income</b>	<u>404,416.71</u>
<b>Gross Profit</b>	404,416.71
Expense	
Payroll Expenses	218,824.61
Payroll Taxes	35,100.23
Utilities	11,632.23
Building Supplies	1,542.70
Library & Office Supplies	2,778.60
Books & Materials	123,804.22
Technology	2,040.88
Shipping	811.88
Professional Development	2,259.20
Bookvan & Mileage	222.82
Program Expense	1,760.87
Professional Fees	10,817.65
Advertising	3,490.21
Capital Improvement Expenditure	5,000.00
FOUNDATION FUNDING	-815.13
FRIENDS FUNDING	4,072.36
Miscellaneous	6,160.34
Repairs	1,960.63
Supplies	908.76
<b>Total Expense</b>	<u>432,373.06</u>
<b>Net Ordinary Income</b>	<u>-27,956.35</u>
<b>Net Income</b>	<u><u>-27,956.35</u></u>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

	Jan 14, 16
Advance Insurance Company	452.60
Affordable Alternatives, Inc.	157.93
Amazon	1,378.63
Arsenal	1,960.63
Audrey D. Taylor	19.50
Baker & Taylor, Inc.	432.68
Blackstone Audio, Inc.	702.23
Brett Allen Art	870.00
Brilliance Publishing, Inc.	559.43
Budget Blinds	4,448.00
Center Point Large Print	65.31
Century Business Technologies	564.34
Copy Co Inc.	650.00
Databank Holdings, LTD	452.40
Downtown Lawrence Inc.	225.00
Dusty Bookshelf	315.00
EBSCO	5,121.51
Express Services, Inc.	286.90
Gale Group, Inc.	38.92
Geoff Cook	100.00
GovConnection, Inc.	1,359.66
Heartland Payment Systems	279.03
Ingram Library Services	18,897.36
Intuit	29.85
Jayhawk Tropical Fish	300.00
KanREN	1,822.20
Kansas Public Radio	216.69
Kaw Valley Seed Fair	25.00
Kent Smith	50.00
Krin G. Bowman	10.03
La Cucharada	200.00
Laser Logic, Inc.	392.43
Lawrence Rotary Club	220.00
Mad Science of Greater Kansas ...	412.50
Matthew Lord	50.00
Melissa & Doug	10.00
Mid America	1,140.78
Midwest Tape	9,801.24
OCLC, Inc.	4,846.38
Paperboys, Ltd.	908.60
Petty Cash	14.87
Pro Print Inc.	14.00
Pur-O-Zone, Inc.	356.59
Quill Corporation	1,595.72
Random House, Inc.	10.00
Recorded Books	311.57
Rueschhoff Locksmiths & S.S.	26.74
Snap Promotions	458.40
Tantor Media	155.96
Tena Hicks	13.76
Timothy S. Clark	19.73
Unique Management Services	1,113.20
United Parcel Service	481.99
VISA 5372	12,800.19
Wichita Public Library	23.95
Wichita State University	95.00
World Book School and Library	999.00
WOW!Business	2,861.42
<b>TOTAL</b>	<b>81,124.85</b>

**Lawrence Public Library**  
**Check Detail**  
 January 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/18/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	February 2016	01/12/2016		Group Life Insurance	-452.60
TOTAL					-452.60
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/18/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	December 20...	01/12/2016		Credit Card Processing	-244.03
				Public Access	-35.00
TOTAL					-279.03
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/18/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	December	01/12/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/18/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1016	01/12/2016		Shipping	-481.99
TOTAL					-481.99
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/18/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	EOY 2015	12/30/2015		Library & Office Supplies	-387.50
				Bookvan & Mileage	-60.24
				Children's Programming	-13.19
				Children's Programming	-12.11
				Children's Programming	-2.44
				Young Adult Programmi...	-88.07
				Shipping	-100.00
				Advertising	-249.92
				Advertising	-58.69
				Advertising	-8.00
				Outreach Programming	-332.14
				Building Supplies	-51.47
				Adult Programming	-16.99
				Professional Fees	-214.57
Bill		01/12/2016		Library & Office Supplies	-6.44
				Children's Programming	-15.92
				Children's Programming	-5.99
				Young Adult Programmi...	-4.95
				Children's Programming	-293.01
				Shipping	-15.99
				Advertising	-75.00
				Outreach Programming	-3.00
				Building Supplies	-334.18
				Adult Programming	-78.83
				Adult Services	-180.00
				Youth Services Dept.	-1.75
				KHF Grant Expenses	-316.25
				Read Across Lawrence	-251.39
				Block Grant	-1,648.98
				Online Services	-53.48
				Admin. Dept.	-25.00
				Supplies	-217.97
				FOUNDATION FUNDING	-584.63
				FOUNDATION FUNDING	-199.00
				Merchandise Sales	-2.54
				Books & Materials	-25.98
				Books & Materials	-21.79

**Lawrence Public Library**  
**Check Detail**  
 January 2016

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-25.00
				Books & Materials	-14.99
				Books & Materials	-29.80
				Simpson Grant	-6,773.00
TOTAL					-12,800.19
<b>Bill Pmt -Check</b>	<b>7194</b>	<b>01/21/2016</b>	<b>Affordable Alternatives, Inc.</b>	<b>Checking</b>	
Bill	6089	12/29/2015		Library & Office Supplies	-157.93
TOTAL					-157.93
<b>Bill Pmt -Check</b>	<b>7195</b>	<b>01/21/2016</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	61464	12/29/2015		Equipment Repairs	-190.75
Bill	61485	12/29/2015		Equipment Repairs	-1,769.88
TOTAL					-1,960.63
<b>Bill Pmt -Check</b>	<b>7196</b>	<b>01/21/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	5013920733	12/23/2015		Books & Materials	-70.06
Bill	2031484819	12/23/2015		Books & Materials	-141.26
Bill	2031484820	12/23/2015		Library & Office Supplies	-2.35
Bill	5013915844	12/23/2015		Books & Materials	-35.79
Bill	5013915845	12/23/2015		Library & Office Supplies	-0.05
Bill	2031476098	12/23/2015		GGIFT	-12.11
Bill	2031476099	01/12/2016		GGIFT	-1.90
Bill	5013938417	01/13/2016		Books & Materials	-24.09
Bill	2031547162	01/13/2016		Books & Materials	-51.46
Bill	2031547163	01/13/2016		Processing Supplies	-3.85
Bill	2031508810	01/13/2016		Books & Materials	-86.97
Bill	2031508811	01/13/2016		Processing Supplies	-2.79
TOTAL					-432.68
<b>Bill Pmt -Check</b>	<b>7197</b>	<b>01/21/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	801664	12/23/2015		Books & Materials	-110.95
Bill		01/08/2016		Books & Materials	-20.99
Bill	803915	01/13/2016		Books & Materials	-438.33
Bill	796797	01/13/2016		Books & Materials	-20.99
Bill	804876	01/13/2016		Books & Materials	-90.00
Bill	804877	01/13/2016		Books & Materials	-20.97
TOTAL					-702.23
<b>Bill Pmt -Check</b>	<b>7198</b>	<b>01/21/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1056437	12/23/2015		Books & Materials	-5.00
Bill	IN1056436	12/23/2015		Books & Materials	-29.99
Bill	IN1055077	12/23/2015		Books & Materials	-27.50
Bill	IN1060855	01/13/2016		Books & Materials	-29.99
Bill	IN1061409	01/13/2016		Books & Materials	-44.99
Bill	IN1056869	01/13/2016		Books & Materials	-47.49
Bill	IN1056905	01/13/2016		Books & Materials	-7.50
Bill	IN1057773	01/13/2016		Books & Materials	-17.50
Bill	IN1058153	01/13/2016		Books & Materials	-5.00
Bill	IN1058526	01/13/2016		Books & Materials	-5.00
Bill	IN1058814	01/13/2016		Books & Materials	-7.50
Bill	IN1059169	01/13/2016		Books & Materials	-29.99
Bill	1348695	01/13/2016		Books & Materials	-301.98
TOTAL					-559.43

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7199</b>	<b>01/21/2016</b>	<b>Budget Blinds</b>	<b>Checking</b>	
Bill	7854	01/12/2016		Simpson Grant	-4,448.00
TOTAL					-4,448.00
<b>Bill Pmt -Check</b>	<b>7200</b>	<b>01/21/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1344465	12/23/2015		Books & Materials	-22.17
Bill	1348718	01/13/2016		Books & Materials	-21.57
Bill	1349225	01/13/2016		Books & Materials	-21.57
TOTAL					-65.31
<b>Bill Pmt -Check</b>	<b>7201</b>	<b>01/21/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	394662	12/23/2015		Copying	-15.00
Bill	394661	12/23/2015		Copying	-351.17
Bill	396189	01/12/2016		Copying	-55.68
Bill	396190	01/12/2016		Copying	-142.49
TOTAL					-564.34
<b>Bill Pmt -Check</b>	<b>7202</b>	<b>01/21/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84097	01/12/2016		Printing	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>7203</b>	<b>01/21/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	19089	01/13/2016		Public Access	-452.40
TOTAL					-452.40
<b>Bill Pmt -Check</b>	<b>7204</b>	<b>01/21/2016</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	1000027071-1	12/29/2015		Periodicals	-5,121.51
TOTAL					-5,121.51
<b>Bill Pmt -Check</b>	<b>7205</b>	<b>01/21/2016</b>	<b>Express Services, Inc.</b>	<b>Checking</b>	
Bill	16726850-7	12/29/2015		Professional Fees	-151.00
Bill	16774330-1	01/12/2016		Professional Fees	-135.90
TOTAL					-286.90
<b>Bill Pmt -Check</b>	<b>7206</b>	<b>01/21/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	56894443	01/13/2016		Books & Materials	-38.92
TOTAL					-38.92
<b>Bill Pmt -Check</b>	<b>7207</b>	<b>01/21/2016</b>	<b>GovConnection, Inc.</b>	<b>Checking</b>	
Bill	53339592	12/29/2015		Block Grant	-1,359.66
TOTAL					-1,359.66

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7208</b>	<b>01/21/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501716	01/12/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7209</b>	<b>01/21/2016</b>	<b>KanREN</b>	<b>Checking</b>	
Bill	16010701006...	01/12/2016		Internet	-1,822.20
TOTAL					-1,822.20
<b>Bill Pmt -Check</b>	<b>7210</b>	<b>01/21/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	127875	01/12/2016		Advertising Gift Fund	-216.69
TOTAL					-216.69
<b>Bill Pmt -Check</b>	<b>7211</b>	<b>01/21/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	275265	01/12/2016		Office Supplies	-216.00
Bill	275109	01/13/2016		Supplies	-176.43
TOTAL					-392.43
<b>Bill Pmt -Check</b>	<b>7212</b>	<b>01/21/2016</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	125347	01/12/2016		Membership & Dues	-220.00
TOTAL					-220.00
<b>Bill Pmt -Check</b>	<b>7213</b>	<b>01/21/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	76783	12/23/2015		Building Supplies	-418.31
Bill	76718	01/12/2016		Building Supplies	-722.47
TOTAL					-1,140.78
<b>Bill Pmt -Check</b>	<b>7214</b>	<b>01/21/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	435233	01/12/2016		OCLC	-4,846.38
TOTAL					-4,846.38
<b>Bill Pmt -Check</b>	<b>7215</b>	<b>01/21/2016</b>	<b>Paperboys, Ltd.</b>	<b>Checking</b>	
Bill	2016	01/12/2016		Periodicals	-908.60
TOTAL					-908.60
<b>Bill Pmt -Check</b>	<b>7216</b>	<b>01/21/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	90170	01/14/2016		Processing Supplies	-14.00
TOTAL					-14.00
<b>Bill Pmt -Check</b>	<b>7217</b>	<b>01/21/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	686807	01/12/2016		Building Supplies	-309.19
Bill	687137	01/14/2016		Building Supplies	-47.40
TOTAL					-356.59

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7218</b>	<b>01/21/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	1415035	12/29/2015		Advertising	-1,553.78
Bill	1673026	12/30/2015		Office Supplies	-3.29
Bill	1719749	12/30/2015		Office Supplies	-38.65
TOTAL					-1,595.72
<b>Bill Pmt -Check</b>	<b>7219</b>	<b>01/21/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1186073086	01/13/2016		Books & Materials	-10.00
TOTAL					-10.00
<b>Bill Pmt -Check</b>	<b>7220</b>	<b>01/21/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75257422	01/13/2016		Books & Materials	-212.69
Bill	75263127	01/13/2016		Books & Materials	-53.79
Bill	75259482	01/13/2016		Books & Materials	-45.09
TOTAL					-311.57
<b>Bill Pmt -Check</b>	<b>7221</b>	<b>01/21/2016</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	518786	01/12/2016		Professional Fees	-26.74
TOTAL					-26.74
<b>Bill Pmt -Check</b>	<b>7222</b>	<b>01/21/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	15120305	12/23/2015		KHF Grant Expenses	-458.40
TOTAL					-458.40
<b>Bill Pmt -Check</b>	<b>7223</b>	<b>01/21/2016</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV24091	01/13/2016		Books & Materials	-14.05
Bill	INV23860	01/13/2016		Books & Materials	-87.99
Bill	INV23958	01/13/2016		Books & Materials	-53.92
TOTAL					-155.96
<b>Bill Pmt -Check</b>	<b>7224</b>	<b>01/21/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	417643	01/12/2016		Professional Fees	-164.50
Bill	417642	01/12/2016		Professional Fees	-948.70
TOTAL					-1,113.20
<b>Bill Pmt -Check</b>	<b>7225</b>	<b>01/21/2016</b>	<b>Wichita Public Library</b>	<b>Checking</b>	
Bill	Lost ILL	01/12/2016		Overdues	-23.95
TOTAL					-23.95
<b>Bill Pmt -Check</b>	<b>7226</b>	<b>01/21/2016</b>	<b>Wichita State University</b>	<b>Checking</b>	
Bill	292865	01/12/2016		Overdues	-58.00
Bill	292906	01/14/2016		Overdues	-37.00
TOTAL					-95.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7227</b>	<b>01/21/2016</b>	<b>World Book School and Library</b>	<b>Checking</b>	
Bill	0001523551	12/23/2015		Books & Materials	-999.00
TOTAL					-999.00
<b>Bill Pmt -Check</b>	<b>27923</b>	<b>01/18/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	58341164809	12/23/2015		Books & Materials	-59.96
Bill	2438627	12/23/2015		Books & Materials	-114.55
Bill	6732202	12/23/2015		Books & Materials	-71.93
Bill	2030600	12/23/2015		Books & Materials	-23.37
Bill	2325851	12/23/2015		Books & Materials	-16.98
Bill	7000218	12/23/2015		Books & Materials	-6.30
Bill	9510666	12/23/2015		Books & Materials	-33.78
Bill	6732202	12/23/2015		Books & Materials	-199.33
Bill	0612029	12/29/2015		Children's Programming	-27.49
Bill	0613029	12/29/2015		Children's Programming	-94.23
Bill	0613029	12/29/2015		Children's Programming	-232.73
Bill	0613029	12/29/2015		Read Across Lawrence	-27.98
Bill	8261028	12/29/2015		Children's Programming	-18.50
Bill	9331442	12/29/2015		Children's Programming	-10.42
Bill	7231435	01/13/2016		Books & Materials	-18.98
Bill	1859407	01/13/2016		Books & Materials	-55.48
Bill	2438627	01/13/2016		Books & Materials	-90.55
Bill	6732202	01/13/2016		Books & Materials	-24.90
Bill	4462606	01/13/2016		Books & Materials	-54.95
Bill	2465861	01/13/2016		Books & Materials	-6.78
Bill	2465861	01/13/2016		Books & Materials	-24.95
Bill	2465861	01/13/2016		Books & Materials	-14.95
Bill	7000218	01/13/2016		Books & Materials	-69.92
Bill	0505859	01/13/2016		Books & Materials	-46.20
Bill	0505859	01/13/2016		Books & Materials	-9.98
Bill	3714659	01/13/2016		Books & Materials	-23.44
TOTAL					-1,378.63
<b>Bill Pmt -Check</b>	<b>27924</b>	<b>01/18/2016</b>	<b>Audrey D. Taylor</b>	<b>Checking</b>	
Bill	REFUND	01/13/2016		Overdues	-19.50
TOTAL					-19.50
<b>Bill Pmt -Check</b>	<b>27925</b>	<b>01/18/2016</b>	<b>Brett Allen Art</b>	<b>Checking</b>	
Bill	0001	12/30/2015		Advertising	-870.00
TOTAL					-870.00
<b>Bill Pmt -Check</b>	<b>27926</b>	<b>01/18/2016</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill	2016-089	01/12/2016		Membership & Dues	-225.00
TOTAL					-225.00
<b>Bill Pmt -Check</b>	<b>27927</b>	<b>01/18/2016</b>	<b>Dusty Bookshelf</b>	<b>Checking</b>	
Bill	1-19-16	01/13/2016		Adult Programming-Frie...	-315.00
TOTAL					-315.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27928</b>	<b>01/18/2016</b>	<b>Geoff Cook</b>	<b>Checking</b>	
Bill	March 1	01/12/2016		Children's Programming	-100.00
<b>TOTAL</b>					<b>-100.00</b>
<b>Bill Pmt -Check</b>	<b>27929</b>	<b>01/18/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	90822469	12/23/2015		Books & Materials	-809.38
				Library & Office Supplies	-208.31
Bill	90769812	12/23/2015		Books & Materials	-293.82
				Library & Office Supplies	-22.22
Bill	90843552	12/23/2015		Personal Books	-29.99
Bill	90835096	12/23/2015		Personal Books	-9.74
Bill	90806174	12/23/2015		Books & Materials	-1,444.32
				Library & Office Supplies	-129.77
Bill	90891743	12/29/2015		Read Across Lawrence	-1,797.00
				Personal Books	-17.10
Bill	91070726	01/12/2016		Personal Books	-9.74
Bill	91193603	01/12/2016		Personal Books	-9.60
Bill	91013152	01/12/2016		Personal Books	-29.71
Bill	91181769	01/12/2016		Personal Books	-9.12
Bill	91060862	01/13/2016		Books & Materials	-17.99
				Processing Supplies	-0.15
Bill	91060861	01/13/2016		Books & Materials	-232.89
				Processing Supplies	-18.19
Bill	91037150	01/13/2016		Books & Materials	-562.00
				Processing Supplies	-55.07
Bill	91045516	01/13/2016		Books & Materials	-346.14
				Processing Supplies	-33.40
Bill	90968178	01/13/2016		Books & Materials	-3,143.19
				Processing Supplies	-268.60
Bill	90891746	01/13/2016		Books & Materials	-1,353.61
				Processing Supplies	-162.40
Bill	90858132	01/13/2016		Books & Materials	-1,692.09
				Processing Supplies	-199.92
Bill	90968177	01/13/2016		Books & Materials	-304.43
				Processing Supplies	-23.62
Bill	90891744	01/13/2016		Books & Materials	-528.07
				Processing Supplies	-68.19
Bill	90935196	01/13/2016		Books & Materials	-530.16
				Processing Supplies	-44.41
Bill	90891747	01/13/2016		Books & Materials	-8.97
				Processing Supplies	-0.15
Bill	90891745	01/13/2016		Books & Materials	-118.45
				Processing Supplies	-10.46
Bill	90873732	01/13/2016		Books & Materials	-597.31
				Processing Supplies	-74.05
Bill	90968179	01/13/2016		Books & Materials	-10.79
				Processing Supplies	-0.15
Bill	90882920	01/13/2016		Books & Materials	-45.21
				Processing Supplies	-2.74
Bill	90835097	01/13/2016		Books & Materials	-302.93
				Processing Supplies	-12.25
Bill	90882919	01/13/2016		Books & Materials	-471.44
				Processing Supplies	-50.77
Bill	91229682	01/13/2016		Books & Materials	-309.49
Bill	91181770	01/13/2016		Books & Materials	-252.19
Bill	91087291	01/13/2016		Books & Materials	-1,506.41
Bill	91147207	01/13/2016		Books & Materials	-8.97
Bill	91161114	01/13/2016		Books & Materials	-76.27
Bill	91105294	01/13/2016		Books & Materials	-634.02
<b>TOTAL</b>					<b>-18,897.36</b>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27930</b>	<b>01/18/2016</b>	<b>Kaw Valley Seed Fair</b>	<b>Checking</b>	
Bill	Table at KVSF	01/12/2016		KHF Grant Expenses	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27931</b>	<b>01/18/2016</b>	<b>Kent Smith</b>	<b>Checking</b>	
Bill	Feb 10	01/12/2016		Children's Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27932</b>	<b>01/18/2016</b>	<b>Krin G. Bowman</b>	<b>Checking</b>	
Bill	REFUND	01/12/2016		Overdues	-10.03
TOTAL					-10.03
<b>Bill Pmt -Check</b>	<b>27933</b>	<b>01/18/2016</b>	<b>La Cucharada</b>	<b>Checking</b>	
Bill	1-19-16	01/13/2016		Adult Programming	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>27934</b>	<b>01/18/2016</b>	<b>Mad Science of Greater Kansas ...</b>	<b>Checking</b>	
Bill	16-174	01/12/2016		Children's Programming	-412.50
TOTAL					-412.50
<b>Bill Pmt -Check</b>	<b>27935</b>	<b>01/18/2016</b>	<b>Matthew Lord</b>	<b>Checking</b>	
Bill	Feb 10	01/12/2016		Children's Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27936</b>	<b>01/18/2016</b>	<b>Melissa &amp; Doug</b>	<b>Checking</b>	
Bill	12-15-15	12/30/2015		Children's Programming	-10.00
TOTAL					-10.00
<b>Bill Pmt -Check</b>	<b>27937</b>	<b>01/18/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	93504092	12/23/2015		Books & Materials	-147.95
Bill	93509919	12/23/2015		Books & Materials	-309.92
Bill	93567828	01/12/2016		Processing Supplies	-539.40
Bill	93572948	01/13/2016		Books & Materials	-387.36
Bill	93572947	01/13/2016		Books & Materials	-22.49
Bill	93550141	01/13/2016		Books & Materials	-72.10
Bill	93572946	01/13/2016		Books & Materials	-514.69
Bill	93564881	01/13/2016		Books & Materials	-238.40
Bill	93562435	01/13/2016		Books & Materials	-314.92
Bill	93564144	01/13/2016		Books & Materials	-69.98
Bill	93564880	01/13/2016		Books & Materials	-12.59
Bill	93569441	01/13/2016		Books & Materials	-603.36
Bill	93551683	01/13/2016		Books & Materials	-2,233.03
Bill	93550143	01/13/2016		Books & Materials	-376.39
Bill	93549386	01/13/2016		Books & Materials	-124.95
Bill	93555567	01/13/2016		Books & Materials	-264.94
Bill	93550142	01/13/2016		Books & Materials	-22.49
Bill	93554449	01/13/2016		Books & Materials	-32.24
Bill	93545092	01/13/2016		Books & Materials	-292.37

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Type	Num	Date	Name	Account	Paid Amount
Bill	93532948	01/13/2016		Books & Materials	-753.30
Bill	93507059	01/13/2016		Books & Materials	-720.36
Bill	93517174	01/13/2016		Books & Materials	-177.60
Bill	93513416	01/13/2016		Books & Materials	-77.94
Bill	93527565	01/13/2016		Books & Materials	-215.52
Bill	93531145	01/13/2016		Books & Materials	-52.16
Bill	93530207	01/13/2016		Books & Materials	-279.92
Bill	93513241	01/13/2016		Books & Materials	-16.49
Bill	93517175	01/13/2016		Books & Materials	-452.06
Bill	93513418	01/13/2016		Books & Materials	-62.23
Bill	93527567	01/13/2016		Books & Materials	-188.92
Bill	93531147	01/13/2016		Books & Materials	-82.47
Bill	93538591	01/13/2016		Books & Materials	-129.96
Bill	93493275	01/14/2016		Personal Books	-12.74
TOTAL					-9,801.24
<b>Bill Pmt -Check</b>	<b>27938</b>	<b>01/18/2016</b>	<b>Tena Hicks</b>	<b>Checking</b>	
Bill	REFUND	01/12/2016		Overdues	-13.76
TOTAL					-13.76
<b>Bill Pmt -Check</b>	<b>27939</b>	<b>01/18/2016</b>	<b>Timothy S. Clark</b>	<b>Checking</b>	
Bill	REFUND	01/13/2016		Overdues	-19.73
TOTAL					-19.73
<b>Bill Pmt -Check</b>	<b>27940</b>	<b>01/18/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		12/23/2015		Internet	-2,195.05
				Telephone	-666.37
TOTAL					-2,861.42

# Lawrence Public Library

## Monthly Statistical Summary--December 2015

INDICATOR	December		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	6.29	6.69	-6%			
Reference Transactions per Capita	1.08	1.16	-7%			
Program Attendance per Capita	0.28	0.28	0%			
Circulation per Capita	12.70	12.93	-2%			
Circulation per Visit	2.02	1.93	4%			
Total Holdings per Capita	2.13	2.01	6%			
% of Lawrence Residents Registered	98%	92%	7%			

Circulation--Adult Total	70,576	72,771	-3%	918,772	870,069	6%
Circulation--Young Adult Total	3,788	3,837	-1%	54,968	51,407	7%
Circulation--Youth Total	25,756	27,439	-6%	393,483	393,958	0%
Circulation--Bookmobile	907	954	-5%	14,185	12,436	14%
Circulation--Audiovisual Total	42,313	45,201	-6%	555,338	543,835	2%
Circulation--Total	100,120	104,047	-4%	1,367,223	1,315,434	4%

Reference Transactions	8,550	9,063	-6%	130,459	107,526	21%
User Visits	49,592	52,353	-5%	691,755	503,892	37%
LPL Web Site Visits	24,844	16,406	51%	299,804	283,022	6%

Holdings--Added	1,886	2,600	-27%	37,676	39,689	-5%
Holdings--Withdrawn	7,930	2,592	206%	26,667	48,590	-45%
Holdings--Total	201,040	188,867	6%			

Registered Borrowers--Added	441	620	-29%			
Registered Borrowers--Total	116,889	109,235	7%			

Adult Programs	15	18	-17%	182	150	21%
Young Adult Programs	13	17	N/A	218	222	-2%
Youth Programs	42	36	17%	709	485	46%
Senior Programs	7	8	-13%	165	160	3%
Total Programs	77	79	-3%	1,274	1,017	25%
Total Program Attendance	2,233	2,206	1%	51,428	53,946	-5%
Public Uses of Meeting Rooms	652	98	565%	3,380	456	641%

Total Paid Staff (FTE)	62.07	59.89	4%			
Total Number of Employees	87	85	2%			

# Lawrence Public Library

## Monthly Statistical Report--December 2015

	December		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
<b>OUTPUT MEASURES</b>							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	6.29	6.69	-6%				
Reference Transactions per Capita	1.08	1.16	-6%				
Program Attendance per Capita	0.28	0.28	1%				
Circulation per Capita	12.70	13.29	-4%				
Total Holdings per Capita	2.13	2.01	6%				
Collection Turnover--Total	6.06	6.71	-10%				
Collection Turnover--Adult	6.62	7.11	-7%				
Collection Turnover--Young Adult	4.85	4.72	3%				
Collection Turnover--Youth	5.24	6.14	-15%				
Collection Turnover--Audiovisual	10.48	12.76	-18%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	30704	31599	-3%		408041	376492	8%
Circulation--Adult Periodicals	1286	1329	-3%		16036	16620	-4%
Circulation--Adult Feature Films & TV Shows	26177	27070	-3%		332273	319559	4%
Circulation--Electronic Games	1931	1793	8%		23902	20506	17%
Circulation--Adult Music CDs	6768	7489	-10%		92421	92408	0%
Circulation--Adult Audio Books and Books on CD	3698	3490	6%		45961	44273	4%
Circulation--eReaders	12	1	1100%		138	211	-35%
Circulation--Adult Total	70576	72771	-3%		918772	870069	6%

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2015</b>	<b>2014</b>	<b>Change</b>		<b>2015</b>	<b>2014</b>	<b>Change</b>
			<b>2014-2015</b>				<b>2014-2015</b>
Circulation--YA Books and Videos	3447	3548	-3%		50712	48077	5%
Circulation--YA Periodicals	37	20	85%		419	344	22%
Circulation--YA Audio Books and Books on CD	304	269	13%		3837	2986	28%
Circulation--YA Total	3788	3837	-1%		54968	51407	7%
Circulation--Youth Books and Videos	24368	25833	-6%		372896	372490	0%
Circulation--Youth Periodicals	75	116	-35%		1790	1344	33%
Circulation--Youth Music CDs	441	510	-14%		6569	7058	-7%
Circulation--Youth Audio Books and Books on CD	872	980	-11%		12228	13066	-6%
Circulation--Youth Total	25756	27439	-6%		393483	393958	0%
Circulation--Bookmobile	907	954	-5%		14185	12436	14%
Circulation--Total Books	58519	60690	-4%		831649	797059	4%
Circulation--Total Periodicals	1398	1465	-5%		18245	18308	0%
Circulation--Total Audiovisual	42313	45201	-6%		555338	543835	2%
Circulation Total	100120	104047	-4%		1367223	1315434	4%
Accounts Desk & Welcome Desk Circulation	1615	5868	-72%		118025	364534	-68%
Adult Self Check Circulation	72458	75286	-4%		1044176	838180	25%
Percent Self Check	98%	93%	5%		90%	70%	29%
Web Site & Telephone Renewals	19015	18783	1%		221199	75238	194%
Other Staff Checkouts	2609	1301	101%		42330	5304	698%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	19310	18333	5%		240735	198556	21%
Requests Filled	13002	11880	9%		169307	142931	18%
Requests Unclaimed	2687	2448	10%		35279	23293	51%
Interlibrary Loan Items Borrowed for LPL Patrons	446	392	14%		4936	4984	-1%
Interlibrary Loan Items Loaned from LPL Collection	618	586	5%		7421	5049	47%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	49592	52353	-5%		691755	503892	37%
Public Computer Usage	7815	8424	-7%		114532	98978	16%
Computer Lab Classes	8	4	100%		97	41	137%
Computer Lab Classes Attendance	18	17	6%		310	300	3%
Adult Reference Transactions	1692	1685	0%		23597	53887	-56%
Young Adult Reference Transactions	967	793	22%		12553	7510	67%
Youth Reference Transactions	808	819	-1%		12407	11324	10%
IT Desk	1840	2074	-11%		31351	11298	177%
Welcome Desk	1658	1875	-12%		27483	13796	99%
Phone Calls	1585	1817	-13%		23068	9711	138%
Total Reference Transactions	8550	9063	-6%		130459	107526	21%
Public-Sponsored Uses of Meeting Rooms	152	98	55%		1735	456	280%
Study Room Reservations	500				1645		
LPL Web Site Visits	24844	16406	51%		299804	283022	6%
<b>RESOURCES</b>							
Holdings--Total	201040	188867	6%				
Holdings--Adult	129840	124712	4%				
Holdings--Young Adult	9365	9750	-4%				
Holdings--Youth	59727	54405	10%				
Holdings--Audiovisual	48470	42502	14%				
Holdings--eReaders	9	11	-18%				
Holdings Added	1886	2600	-27%		37676	39689	-5%
Holdings Withdrawn (Weeded)	7930	2592	206%		26667	48590	-45%
Holdings Net Change	-6044	8			11009	-8901	

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2015</b>	<b>2014</b>	<b>Change</b>		<b>2015</b>	<b>2014</b>
			<b>2014-2015</b>			<b>2014-2015</b>
<b>LIBRARY PATRONS</b>						
Total Borrowers	116889	109235	7%			
Borrowers Added	441	620	-29%		8393	8674
Borrowers Transacting	12412	13225	-6%		138572	121532
Percent of Borrowers Transacting	11%	12%	-12%			
Total Number of Lawrence Residents Registered	92488	86349	7%			
Percent of Lawrence Residents Registered	98%	92%	6%			
<b>PROGRAMMING</b>						
Number of Adult Programs	15	18	-17%		182	150
Number of Young Adult Programs	13	17	-24%		218	222
Number of Youth Programs	42	36	17%		709	485
Number of Senior Programs	7	8	-13%		165	160
Total Programs	77	79	-3%		1274	1017
Adult Program Attendance	262	398	-34%		8600	17273
Young Adult Program Attendance	231	179	29%		4265	4094
Youth Program Attendance	1681	1576	7%		37010	31116
Senior Program Attendance	59	53	11%		1553	1463
Total Program Attendance	2233	2206	1%		51428	53946
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	62.07	59.89	4%			
ALA-MLS Librarians, in Full-Time Equivalents	18.6	17.44	7%			
Number of Employees--Total	87	85	2%			
Number of Employees--Full-Time	37	36	3%			
Number of Employees--Part-Time	50	49	2%			
Terminations	1	1	0%		23	8
Hirings	1	1	0%		30	17
Volunteer Hours	256.15	165.75	55%		4027.6	2671.15

# **Library Director's Report for January 2016**

Respectfully submitted by Brad Allen 1/15/2016

## **Organizational Restructure**

Facilities and Technology Manager Tom Davin resigned his position on January 7. Whenever a managerial vacancy occurs, I believe it is important to pause and examine our current organization structure and decide how best to move forward. After some discussion, library administration determined that we are eliminating the Facilities and Technology Manager position. We initially expected Facilities and Technology to have overlap, but in fact there is little to none. Therefore, it doesn't make much sense to continue to attempt to consolidate these two units under a single manager. We are breaking Facilities and Technology into two separate components.

To better address our facilities needs, we are introducing a new Facilities Coordinator position. The Facilities Coordinator will be a working coordinator/team leader who will oversee the cleaning, care, and maintenance of the facility, and will report directly to Director of Library Operations Sherri Turner. We should be prepared to advertise this position in the very near future.

On the technology front, Technology Coordinator Aaron Brumley will report directly to me. One of our part-time Technology Assistant positions will become a full-time position and will have additional technology assistance duties (help desk tickets and the like) in addition to standard Tech Desk shifts. Technology Specialists Kim Fletcher and Ed Rose also will report to Aaron. Additionally, with Ed now being a library employee, he will be more fully integrated into the technology team expanding his duties beyond the SOUND+VISION studio.

## **Meetings**

I had a very productive lunch meeting with Lawrence Arts Center CEO Susan Tate earlier this month. We reaffirmed the importance of the close partnership between the library and LAC. We committed to meeting more frequently to make sure we connect as partners more frequently when our missions overlap, which is frequent.

Also, Kathleen and I met with Bill and Jean Mitchell, close friends with Ann Hyde. Bill worked with Ann Hyde at Spencer Research Library for decades. The Mitchells shared valuable and informative stories about Ann Hyde and Sandy Mason.

Lastly, Heather Kearns and I met with representatives from Rock Chalk Invisible Hawk on January 13. We had a wide-ranging discussion about how the library can work to better serve disadvantaged and marginalized people in our community. Heather and I felt strongly enough about our conversation that we invited them to visit our Directors and Managers Meeting the following day. I was very much encouraged by our conversation and examining ways we can work together to serve communities that we have struggled to reach in Lawrence and at KU.

## **Foundation Director's Report: January 15, 2016**

**After Hours at the Library.** Plans for the Foundation's February 27 *After Hours at the Library* fundraiser continue to percolate. To date, we have received \$8,000 in corporate sponsorships. In addition, our food subcommittee has lined up 13 Lawrence restaurants to provide appetizers and desserts and 20 book clubs and organizations are creating themed baskets for the event. Mainline Printing will donate our "Out of this World" invitation. These will be mailed by January 28<sup>th</sup>, the date of the Read Across Lawrence kick-off.

**More About Ann Hyde.** The Ann Hyde bequest was sent to the Douglas County Community Foundation in late December to be deposited into the Foundation's unrestricted endowment. We are working to learn more about Ann Hyde so that when distributions are made from the fund, the library might use them in a thoughtful way. Brad, Heather and I met with Bill and Jean Mitchell on January 11 to get more information about Ann Hyde. Bill worked with Ann Hyde for years at the Spencer Library. We learned a lot. Ann loved to read science fiction and mysteries, her mother was an actress (so Ann could be dramatic at times!), she enjoyed watching pro football, she played the harpsichord, she traveled to Scotland regularly and drove a small English car, she was a wonderful mentor to interested students. She and Sandy Mason were a great pair and both were immersed in their work at the library. Ann's interests were Sandy's and Sandy's were Ann's. We will continue to meet with people who knew them and build a detailed profile so that we can be good stewards of the bequest.

**Annual Letter.** The Foundation and Friends annual letter arrived in mailboxes the first week in December. To date, we have received 175 gifts totaling \$13,000 (\$7,600 Foundation; \$5,400 Friends.) The total is even higher when donations received off the October newsletter are added in: \$21,735 (\$12,690 Foundation and \$9,045 Friends; 312 gifts).

**New Chapter Society.** The Foundation has received 20 New Chapter Society memberships from its November mailing. These are \$1,000 gifts that include a Friends membership.

**Community Assessment VISTA.** Melissa Fisher-Isaacs, Gwen Geiger-Wolf and I have started interviews to hire the library's second VISTA volunteer. This person will work with the Information Services Department to conduct a community assessment for the library. The goal is to have a person selected by January 22 and in place by February 22. 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.

**2015: A Great Year!** Preliminary reports show that the total contributions income to the Foundation for 2015 was \$666,083. This includes the Ann Hyde bequest, as well as our final grant payment from the National Endowment for the Humanities. It was quite a year.

**Audit.** The annual Library Foundation audit is scheduled for Tuesday, February 16. Mize Houser will conduct it.

## **MEMO**

**Date:** January 15, 2016

**To:** Library Board of Trustees

**From:** Brad Allen, Executive Director

**Re:** Staff Recommendation for New Integrated Library System (ILS)

Last year, the Library created a committee to research and recommend an Integrated Library System to replace our ten-year old Millennium software. To give you a bit of background, an integrated library system (ILS), also known as a library management system (LMS), is an enterprise resource planning system libraries use to track items owned, orders made, bills paid, and patrons who have borrowed. It stands at the center of much of how the physical library operates. After vendor visits and software demonstrations from three vendors as well as site visits to other libraries, we have reached our decision to recommend that the Library migrate to Symphony, a solution from SirsiDynix.

We began our search with three vendors: Innovative (our current vendor), The Library Company (TLC), and SirsiDynix. All three are leaders in ILS software. Very quickly, we eliminated TLC as they have few to no libraries of our size using their software. From Innovative, we reviewed their recommended current product to replace Millennium called Sierra along with another product they have recently acquired called Polaris. From SirsiDynix, we reviewed their Symphony product.

The committee was unimpressed with Innovative's Sierra product. It seemed to offer very little advancement beyond Millennium. We did like their Polaris product, and I was a fan of Polaris as a vendor previous to their acquisition by Innovative. We were equally impressed, however, with SirsiDynix's Symphony product. In our comparison of Polaris and Symphony, we found them to be quite similar in their functionalities which led the committee to explore the stability of each vendor as well as their roadmaps for the future. Additionally, when discerning between the two products we felt would both be good solutions for us, it seemed to make sense that price would have a more considerable effect in driving the decision.

We received quotes for Polaris and Symphony. With the first round of quotes, Symphony beat out Polaris. In late December, we asked Innovative and SirsiDynix for the best and final quotes for their products and that we would make our final decision on January 12 to make our recommendation to the Board. Only SirsiDynix submitted a best and final quote; Innovative did not supply an additional quote. The final quote for Symphony included for free several previously optional features and reduced their overall price and their annual uptick on maintenance costs. They were incredibly aggressive in their bid for our business. They also guaranteed a total seven year cost for Symphony. The Polaris agreement extended only to three years before price would need to be renegotiated.

Therefore, the Library recommends that we proceed with a seven-year master agreement with SirsiDynix to migrate to their Symphony ILS product. We request approval to proceed with contract negotiations with SirsiDynix and for the Board to approve spending not to exceed \$60,000 from our capital improvement fund to cover the migration from Millennium to Symphony.

## AGENDA

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

Monday, February 15, 2016 at **5:00 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

- Approve NEKLS Library Development Grant application -- **ACTION ITEM**
- Emergency Policy -- **ACTION ITEM**
- Potential New Library Board Members

Adjournment

## **DRAFT**

**Lawrence Public Library  
Board of Trustees Meeting  
January 18, 2016  
4:30 p.m.**

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

**Library Staff Present:** Brad Allen, Karen Allen, Aaron Brumley, Heather Kearns, Tricia Karlin, Kathleen Morgan, Kristin Soper, Sherri Turner.

**Friends of the Library:** Sandra Wiechert.

Guests: Larry Jordan, Assistant State Director of MUFON Kansas Chapter.

### **Call to Order**

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

### **Public Comment**

Larry Jordan, representing the Kansas chapter of MUFON, spoke to the board about the problem the auditorium fee has caused for his non-profit group. He said the group has a long history of meeting at the library. Their attendance has now outgrown the smaller meeting rooms but they don't have funds to pay for auditorium rental. He said they like the facility and are hopeful that the policy might be revised to accommodate smaller groups. He felt that other groups fell into the same situation. Library staff will investigate options for accommodating larger groups in the small meeting rooms and will notify him by email.

### **Consent Agenda**

Brady moved to accept the consent agenda with a correction to the last paragraph of the minutes regarding the next meeting; Kevan seconded. All in favor. Motion carried.

### **Director's Report**

Brad noted the organizational restructure regarding Facilities and Technology as explained in his Director's report. He recently met with Susan Tate from the Arts Center about opportunities for partnerships and working together. Brad met with representatives of Rock Chalk Invisible Hawk to discuss their comment on a post on the library's Facebook.

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

Brad distributed Read Across Lawrence books and brochures to the board. February 25 is the NASA event at Liberty Hall, *Two Astronauts, One Stellar Night*, which will be moderated by Lynn Sherr. Sherr will also be at the Dole Center the night before speaking about her Sally Ride book. The library had a great Day of Service today on Martin Luther King Day with activities led by 20 AmeriCorps VISTA volunteers. Kelly Francis wrote the grant to

fund this event. Over a hundred kids attended story hour with Barbara Ballard and Reggie Robinson. Kevin Willmott will be here tonight for a showing of his movie, *CSA*. The Career Clinic was open all day and the Health Navigator was here. The foundation's After Hours fundraiser is planned for February 27. Restaurants are lined up to provide food and drink for a fun evening. Brad, Heather, and Kathleen met with Bill and Jean Mitchell to learn more about Ann Hyde in order to attempt to match our use of her bequest with things that were important to her. The annual appeal has raised about \$22,000 for the Friends and Foundation. Interviews for a second VISTA volunteer to do a community assessment are continuing this week. Preliminary reports show that the total contributions income to the Foundation for 2015 was \$666,083, which includes Ann Hyde and NEH payments.

### **Friends Report**

Final Amazon receipts for 2015 were over \$41,000, which was twice the goal. The goal for 2016 is set for \$45,000. Friends are tentatively planning several small sales in February in order to help clear inventory: February 6, Members Sale (only advertised to members, but open to all); a Romance Sale; and a gardening sale to tie into library programming. The Friends' annual meeting will be March 8.

### **Ongoing Business**

#### **Budget Wrap Up**

Brad said that 2015 expenditures came in on budget with \$58,638.19 being transferred in from Capital Improvement Fund for new furniture purchases. No money was transferred out to the Capital Improvement fund at year end.

### **New Business**

#### **Annual Organization Meeting**

Brad distributed organizational calendars. Fran asked whether another meeting time would be better for board members. After discussion it was agreed to continue with the same meeting time, but that board members should make every effort to inform the group when they know ahead of time that they will be absent. Fran suggested that a calendar invite would be helpful. Brad is continuing to work with staff to develop a good storage place for board access to policies.

#### **New Budget Line Items and Finance Reporting**

Brad noted that the budget line items were redesigned for the 2016 budget. This will make the monthly budget report look slightly different and will make line to line comparisons from 2015 to 2016 more difficult. Next month we will include a copy of the 2015 report in addition to the 2016 report.

#### **Letter of Support for Rock Chalk Invisible Hawk**

Brad and Heather met with representatives of Rock Chalk Invisible Hawk. The representatives were later invited to attend the Library's Management Group meeting. Brad said they had asked for a statement of support similar to what many KU groups have done. He said that the Library shares their fundamental concern for universal human rights and that it aligns with programming the Library is doing with the Langston Hughes Center. After discussion, the board recommended that the Library not comment on this or any

specific group, but rather make a broad statement, reiterating what we believe and what we practice. Brad will draft a statement and get individual board response.

### **Staff Recommendation for Purchasing New Integrated ILS**

Brad said that the ILS committee determined that either of two products, Polaris or SirsiDynix, could meet our needs for a new ILS, and so looked to price as a deciding factor. The staff group recommends selecting SirsiDynix. . Going with a 7 year contract would lock in an even better maintenance fee. Ongoing annual costs would be less than what we are currently paying. Once the contract is signed, we are expecting a 3 month implementation, as long as there is no delay in getting data from our existing system. Since we will continue to use Bibliocommons as our catalog overlay, the public will see little change in the catalog. Staff had planned on the implementation costs to come from capital. The board recommended that staff verify that this is an acceptable use of Capital Improvement Funds. Brady moved, and Kevan seconded the decision to move forward with the 7 year contract with SirsiDynix. All in favor. Motion Carried.

Brad thanked the board for the thoughtful review.

Fran said that the Board would go into Executive Session for 15 minutes to reconvene at 6:05.

### **Adjournment**

The meeting reconvened and was adjourned at 6:05 p.m.

The next Board meeting will be Monday, February 15, 2016, at **5:00 p.m.**, in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
2016									
REVENUES		This Month	Year to Date	Annual Budget	8% of Year		January 2015		YTD 2015
Tax Fund		\$ -	\$ -	\$ 3,749,330.70	0.00%		\$ -		\$ -
Overdues		\$ 14,268.90	\$ 14,268.90	\$ 180,000.00	7.93%		\$ 15,912.44		\$ 15,912.44
NEKLS		\$ -	\$ -	\$ 65,000.00	0.00%		\$ -		\$ -
State Aid		\$ -	\$ -	\$ 25,000.00	0.00%		\$ -		\$ -
Photo Copies		\$ 1,365.75	\$ 1,365.75	\$ 13,000.00	10.51%		\$ 1,294.50		\$ 1,294.50
Coffee Shop Rent		\$ 700.00	\$ 700.00	\$ 8,400.00	8.33%		\$ 700.00		\$ 700.00
Meeting Room Fees		\$ 475.00	\$ 475.00	\$ 1,000.00	47.50%		\$ 25.00		\$ 25.00
Interest		\$ 126.36	\$ 126.36	\$ 1,600.00	7.90%		\$ 132.62		\$ 132.62
Miscellaneous		\$ 126.15	\$ 126.15				\$ (31.58)		\$ (31.58)
Total Revenues		\$ 17,062.16	\$ 17,062.16	\$4,043,330.70	0.42%		\$18,032.98		\$18,032.98
EXPENSES									
Salaries & Wages		\$ 183,943.49	\$ 183,943.49	\$ 2,276,501.70	8.08%				
Employee Benefits		\$ 20,253.29	\$ 20,253.29	\$ 260,000.00	7.79%				
Payroll Taxes		\$ 31,368.67	\$ 31,368.67	\$ 420,329.00	7.46%				
Utilities		\$ 11,274.32	\$ 11,274.32	\$ 108,000.00	10.44%				
Building Supplies		\$ 1,875.18	\$ 1,875.18	\$ 20,000.00	9.38%				
Building Repairs & Maintenance		\$ 5,290.41	\$ 5,290.41	\$ 25,000.00	21.16%				
Library Supplies		\$ 3,497.92	\$ 3,497.92	\$ 25,000.00	13.99%				
Books & Materials		\$ (35,799.65)	\$ (35,799.65)	\$ 550,000.00	-6.51%				
Books & Materials Supplies & Processing		\$ 12,001.78	\$ 12,001.78	\$ 65,000.00	18.46%				
Equipment			\$ -	\$ 10,000.00	0.00%				
Technology		\$ 6,654.10	\$ 6,654.10	\$ 150,000.00	4.44%				
Insurance			\$ -	\$ 10,000.00	0.00%				
Shipping		\$ 497.98	\$ 497.98	\$ 17,000.00	2.93%				
Professional Development		\$ 403.20	\$ 403.20	\$ 25,000.00	1.61%				
Book Van & Mileage		\$ 30.70	\$ 30.70	\$ 1,500.00	2.05%				
Programs		\$ 2,010.72	\$ 2,010.72	\$ 20,000.00	10.05%				
Professional Fees		\$ 1,787.11	\$ 1,787.11	\$ 30,000.00	5.96%				
Advertising & Marketing		\$ 1,375.00	\$ 1,375.00	\$ 30,000.00	4.58%				
Capital Improvements			\$ -	\$ -					
Miscellaneous		\$ 775.03	\$ 775.03	\$ -					
Total Expenses		\$ 247,239.25	\$ 247,239.25	\$ 4,043,330.70	6.11%		\$ 226,664.96		\$ 226,664.96
Revenue Over Expenses		\$ (230,177.09)	\$ (230,177.09)						
Cash Balances:									
	Checking	\$ 242,912.87							
	Capital Improvement	\$ 560,867.33							

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												
2016 Outside Funding Report												
			1/1/2016		January	January	February	February	March	March		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
<b>FRIENDS</b>												
	Movie License		\$ -								\$ -	
	KPR-Advertising		\$ 1,584.06			\$ 216.69					\$ 1,367.37	
	Summer Reading - ALL		\$ 12,280.13			\$ 315.00					\$ 11,965.13	
	Aquarium		\$ (2,932.68)			\$ 600.00					\$ (3,532.68)	
	Scholarships		\$ 620.00								\$ 620.00	
	Volunteers		\$ 665.94								\$ 665.94	
	Read Across Lawrence 2015/2016		\$ 6,003.71			\$ 1,853.89					\$ 4,149.82	
	Friends Supplies		\$ (45.55)								\$ (45.55)	
	Salaries/Taxes - Custodian		\$ (238.83)			\$ 1,683.22					\$ (1,922.05)	
	Block Grant		\$ 24,640.34			\$ 9,523.04					\$ 15,117.30	
			\$ 42,577.12		\$ -	\$ 14,191.84	\$ -	\$ -	\$ -	\$ -	\$ 28,385.28	
<b>FOUNDATION</b>												
	Kansas Health Foundation		\$ 9,766.66			\$ 367.31					\$ 9,399.35	
	Kansas Health Foundation 2015-16		\$ 23,850.00								\$ 23,850.00	
	Steiner Storytelling		\$ -								\$ -	
	Beach Author Series		\$ -								\$ -	
	Milliken Fund		\$ 1,325.09								\$ 1,325.09	
	Salaries/Taxes - Bukaty		\$ (890.01)			\$ 475.17					\$ (1,365.18)	
	Morgan Expenses		\$ -			\$ 584.63					\$ (584.63)	
	Sound & Vision					\$ 199.00					\$ (199.00)	
	Harrison										\$ -	
	Dr. Bob										\$ -	
	Foundation Center		\$ -								\$ -	
	Simpson Grant		\$ 1,519.27			\$ 11,221.00					\$ (9,701.73)	
	New Building YS		\$ 171.63								\$ 171.63	
			\$ 35,742.64		\$ -	\$ 12,847.11	\$ -	\$ -		\$ -	\$ 22,895.53	
<b>OTHER</b>												
	Memorials/Honor with Books		\$ 2,829.80			\$ 1.90					\$ 2,827.90	
	Lawrence Give Back		\$ 2,626.32								\$ 2,626.32	
	Wurfy		\$ 120.16								\$ 120.16	
	Underwood Gift (Sr.Outreach)		\$ 370.00								\$ 370.00	
	John Cotton Dana		\$ 1,663.84								\$ 1,663.84	
	Merchandise Sales		\$ 2,013.36		\$ 470.71						\$ 2,484.07	
			\$ 9,623.48		\$ 470.71	\$ 1.90	\$ -	\$ -	\$ -	\$ -	\$ 10,092.29	
			\$ 87,943.24									
			Month Total		\$ 470.71	\$ 27,040.85	\$ -	\$ -	\$ -	\$ -		
								Income YTD	Expense YTD			
								\$ 470.71	\$ 27,040.85			

**Lawrence Public Library**  
**Balance Sheet**  
As of January 31, 2016

	<u>Jan 31, 16</u>	<u>Jan 31, 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,946.79	-16,946.79	-100.0%
Capital Improvement -2	560,867.33	601,059.48	-40,192.15	-6.7%
Checking	242,912.87	337,251.86	-94,338.99	-28.0%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<u>803,780.20</u>	<u>955,258.13</u>	<u>-151,477.93</u>	<u>-15.9%</u>
<b>Total Current Assets</b>	<u>803,780.20</u>	<u>955,258.13</u>	<u>-151,477.93</u>	<u>-15.9%</u>
<b>Other Assets</b>				
Petty Cash	1,230.70	1,513.47	-282.77	-18.7%
<b>Total Other Assets</b>	<u>1,230.70</u>	<u>1,513.47</u>	<u>-282.77</u>	<u>-18.7%</u>
<b>TOTAL ASSETS</b>	<u><b>805,010.90</b></u>	<u><b>956,771.60</b></u>	<u><b>-151,760.70</b></u>	<u><b>-15.9%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	53,498.05	106,653.91	-53,155.86	-49.8%
<b>Total Accounts Payable</b>	<u>53,498.05</u>	<u>106,653.91</u>	<u>-53,155.86</u>	<u>-49.8%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	3,308.64	502.21	2,806.43	558.8%
<b>Total Other Current Liabilities</b>	<u>3,308.64</u>	<u>502.21</u>	<u>2,806.43</u>	<u>558.8%</u>
<b>Total Current Liabilities</b>	<u>56,806.69</u>	<u>107,156.12</u>	<u>-50,349.43</u>	<u>-47.0%</u>
<b>Total Liabilities</b>	<u>56,806.69</u>	<u>107,156.12</u>	<u>-50,349.43</u>	<u>-47.0%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,316.22	755,463.38	-51,147.16	-6.8%
Net Income	-256,747.23	-206,483.12	-50,264.11	-24.3%
<b>Total Equity</b>	<u>748,204.21</u>	<u>849,615.48</u>	<u>-101,411.27</u>	<u>-11.9%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>805,010.90</b></u>	<u><b>956,771.60</b></u>	<u><b>-151,760.70</b></u>	<u><b>-15.9%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
January 2016

	<u>Jan 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	700.00
Interest	126.36
Meeting Room Fees	475.00
Merchandise Sales	470.71
Overdues	14,268.90
Personal Books	-123.85
Photo Copies	1,365.75
Repairs & Equipment	250.00
<b>Total Income</b>	<u>17,532.87</u>
<b>Gross Profit</b>	17,532.87
<b>Expense</b>	
Payroll Expenses	206,118.30
Payroll Taxes	31,605.54
Utilities	11,274.32
Building Supplies	1,875.18
Building Repairs & Maintenance	5,290.41
Library & Office Supplies	3,497.92
Books & Materials	-35,799.65
Processing Supplies	12,001.78
Technology	1,807.72
Shipping	497.98
Professional Development	403.20
Bookvan & Mileage	30.70
Program Expense	2,010.72
Professional Fees	6,633.49
Advertising	1,375.00
FOUNDATION FUNDING	12,371.94
FRIENDS FUNDING	12,510.52
Miscellaneous	775.03
<b>Total Expense</b>	<u>274,280.10</u>
<b>Net Ordinary Income</b>	<u>-256,747.23</u>
<b>Net Income</b>	<u><u>-256,747.23</u></u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Feb 10, 16
Air Filter Plus	340.94
Amazon	2,169.14
Andrew M. Brown	55.74
ASI	50.00
Baker & Taylor, Inc.	494.44
BES	166.50
Bibliotheca	39,625.00
Blackstone Audio, Inc.	333.08
Body Boutique	790.00
Brilliance Publishing, Inc.	-181.99
Center Point Large Print	367.89
Central Mechanical Construct...	453.91
Century Business Technologies	561.90
Copy Co Inc.	650.00
D. Kucha Brownlee	600.00
Demco, Inc.	805.36
EBSCO	10,691.48
Free State FX	1,200.00
Gale Group, Inc.	692.59
Goldenberg Duo	100.00
Hamco Kansas City, Inc.	471.60
Harry and the Potters	500.00
Hartford	46.00
Heartland Payment Systems	290.42
Ingram Library Services	21,882.52
Intuit	29.85
Jayhawk Trophy Co., Inc.	65.75
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Journal-World	193.60
Kansas Public Radio	216.69
Kevin Willmott	200.00
Kingston Printing	1,190.00
Laser Logic, Inc.	342.23
Lawrence Sign Up LLC	168.00
Looking Up Productions	500.00
Lynn Sherr	744.20
Mary S. Mozingo	45.49
Mid America	595.66
Midwest Tape	9,271.11
Minuteman Press	479.07
NEKLS	1,800.00
OCLC, Inc.	4,846.38
OverDrive	37,114.00
P1 Group, Inc.	5,195.41
Petty Cash	66.35
Pro Print Inc.	142.94
ProQuest LLC	3,095.00
Pur-O-Zone, Inc.	362.83
Quill Corporation	2,114.97
Random House, Inc.	186.75
Raven Bookstore	240.00
Recorded Books	173.11
Robin Renee Bass	18.11
Rueschhoff Locksmiths & S.S.	53.48
Schendel Services	95.00
Showcases	679.75
Signs of Life	105.00
Southwest Solutions Group	7,754.13
Tantor Media	103.96
The Chamber	295.00
Unique Management Services	1,132.49
United Parcel Service	745.13
VenMill Industries, Inc.	1,859.84
VISA 5372	13,232.59
WOW!Business	1,232.97
<b>TOTAL</b>	<b>180,263.36</b>

Note concerning checks report:

The last five checks on this report are not reflected on the vendor balance report. The first one, #27963 for \$9500.00 , is to Innovative Interfaces for extracting our data in preparation for the migration to SIRSIDYNEX.

The other four, #27964-27967, are honorariums for the staff day presenters.

Lawrence Public Library  
**Check Detail**  
February 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>02/15/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill	January Fees	02/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>02/15/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	January	02/08/2016		Credit Card Processing	-255.42
				Public Access	-35.00
TOTAL					-290.42
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>02/15/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	January	02/08/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>02/15/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1066	02/10/2016		Shipping	-745.13
TOTAL					-745.13
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>02/15/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		02/09/2016		Library & Office Supplies	-842.53
				Children's Programming	-314.98
				Children's Programming	-133.94
				Young Adult Programming	-215.93
				Children's Programming	-45.50
				Children's Programming	-201.26
				Shipping	-351.89
				Advertising	-1,863.34
				Building Supplies	-174.56
				Adult Programming	-106.44
				Adult Services	-1,165.00
				PLA	-1,530.00
				KHF Grant Expenses	-268.04
				Read Across Lawrence	-958.69
				Supplies	-43.03
				FOUNDATION FUNDING	-140.00
				FOUNDATION FUNDING	-1,482.33
				FOUNDATION FUNDING	-253.00
				FOUNDATION FUNDING	-528.66
				Merchandise Sales	-32.20
				Books & Materials	-43.96
				Books & Materials	-24.45
				Books & Materials	-14.99
				Processing Supplies	-562.02
				Accounting	-9.98
				Bookvan & Mileage	-48.30
				Collection Development	-1,113.61
				Technology	-763.96
TOTAL					-13,232.59
<b>Bill Pmt -Check</b>	<b>7228</b>	<b>02/17/2016</b>	<b>Air Filter Plus</b>	<b>Checking</b>	
Bill	324889	01/20/2016		Building Supplies	-340.94
TOTAL					-340.94

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Lawrence Public Library  
**Check Detail**  
February 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7229</b>	<b>02/17/2016</b>	<b>BES</b>	<b>Checking</b>	
Bill	10434	02/08/2016		Building Repairs & Main...	-166.50
TOTAL					-166.50
<b>Bill Pmt -Check</b>	<b>7230</b>	<b>02/17/2016</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	S10011296-...	01/28/2016		Processing Supplies	-6,570.00
Bill	SI0011115-...	02/09/2016		Processing Supplies	-33,055.00
TOTAL					-39,625.00
<b>Bill Pmt -Check</b>	<b>7231</b>	<b>02/17/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	803914-Cor...	01/22/2016		Books & Materials	-24.01
Bill	809645	01/29/2016		Books & Materials	-44.99
Bill	808250	01/29/2016		Books & Materials	-180.89
Bill	809646	01/29/2016		Books & Materials	-41.94
Bill	806729	02/10/2016		Books & Materials	-41.25
TOTAL					-333.08
<b>Bill Pmt -Check</b>	<b>7232</b>	<b>02/17/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1348695	01/22/2016		Books & Materials	-301.98
Bill	1353500	01/29/2016		Books & Materials	-65.91
TOTAL					-367.89
<b>Bill Pmt -Check</b>	<b>7233</b>	<b>02/17/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	397247	01/20/2016		Copying	-15.00
Bill	397246	01/20/2016		Copying	-353.12
Bill	39973	02/08/2016		Copying	-55.68
Bill	399744	02/08/2016		Copying	-138.10
TOTAL					-561.90
<b>Bill Pmt -Check</b>	<b>7234</b>	<b>02/17/2016</b>	<b>CMC</b>	<b>Checking</b>	
Bill	55173	02/08/2016		Building Repairs & Main...	-453.91
TOTAL					-453.91
<b>Bill Pmt -Check</b>	<b>7235</b>	<b>02/17/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84126	01/29/2016		Printing	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>7236</b>	<b>02/17/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5775673	01/20/2016		Library & Office Supplies	-323.44
Bill	5777066	01/20/2016		Processing Supplies	-481.92
TOTAL					-805.36

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Lawrence Public Library  
**Check Detail**  
February 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7237</b>	<b>02/17/2016</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	1514308	02/10/2016		Library & Office Supplies Periodicals	-183.99 -10,507.49
TOTAL					-10,691.48
<b>Bill Pmt -Check</b>	<b>7238</b>	<b>02/17/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	57129814	01/29/2016		Books & Materials	-20.39
Bill	57112523	01/29/2016		Books & Materials	-501.94
Bill	57217156	02/10/2016		Books & Materials	-41.38
Bill	57237419	02/10/2016		Books & Materials	-71.96
Bill	57289369	02/10/2016		Books & Materials	-18.00
Bill	57237394	02/10/2016		Books & Materials	-38.92
TOTAL					-692.59
<b>Bill Pmt -Check</b>	<b>7239</b>	<b>02/17/2016</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	112403	02/08/2016		Library & Office Supplies	-471.60
TOTAL					-471.60
<b>Bill Pmt -Check</b>	<b>7240</b>	<b>02/17/2016</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	54175	01/28/2016		Miscellaneous	-20.50
Bill	54239	02/09/2016		Read Across Lawrence	-45.25
TOTAL					-65.75
<b>Bill Pmt -Check</b>	<b>7241</b>	<b>02/17/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	500907	01/28/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7242</b>	<b>02/17/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	1-013016	02/08/2016		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>7243</b>	<b>02/17/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	138074	02/10/2016		Advertising Gift Fund	-216.69
TOTAL					-216.69
<b>Bill Pmt -Check</b>	<b>7244</b>	<b>02/17/2016</b>	<b>Kingston Printing</b>	<b>Checking</b>	
Bill	115504	01/29/2016		Read Across Lawrence	-1,190.00
TOTAL					-1,190.00
<b>Bill Pmt -Check</b>	<b>7245</b>	<b>02/17/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	275589	02/08/2016		Library & Office Supplies	-178.00
Bill	275458	02/09/2016		Library & Office Supplies	-164.23
TOTAL					-342.23

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7246</b>	<b>02/17/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	7560	02/09/2016		Library & Office Supplies	-168.00
TOTAL					-168.00
<b>Bill Pmt -Check</b>	<b>7247</b>	<b>02/17/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	76915	01/28/2016		Building Supplies	-121.00
Bill	77049	02/08/2016		Building Supplies	-474.66
TOTAL					-595.66
<b>Bill Pmt -Check</b>	<b>7248</b>	<b>02/17/2016</b>	<b>Minuteman Press</b>	<b>Checking</b>	
Bill	51153	01/28/2016		Library & Office Supplies	-288.07
Bill	51154	01/28/2016		Library & Office Supplies	-191.00
TOTAL					-479.07
<b>Bill Pmt -Check</b>	<b>7249</b>	<b>02/17/2016</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	1-28-16	02/08/2016		Shipping	-1,800.00
TOTAL					-1,800.00
<b>Bill Pmt -Check</b>	<b>7250</b>	<b>02/17/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	440987	02/08/2016		Collections	-4,846.38
TOTAL					-4,846.38
<b>Bill Pmt -Check</b>	<b>7251</b>	<b>02/17/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	MR-0020659	01/28/2016		Processing Supplies	-114.00
Bill	H-0032125	02/08/2016		Books & Materials	-37,000.00
TOTAL					-37,114.00
<b>Bill Pmt -Check</b>	<b>7252</b>	<b>02/17/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	LT10349C	01/20/2016		Building Repairs & Main...	-4,745.00
Bill	LT39806	01/29/2016		Building Repairs & Main...	-450.41
TOTAL					-5,195.41
<b>Bill Pmt -Check</b>	<b>7253</b>	<b>02/17/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	90282	01/28/2016		Library & Office Supplies	-12.88
Bill	90247	01/28/2016		Library & Office Supplies	-130.06
TOTAL					-142.94
<b>Bill Pmt -Check</b>	<b>7254</b>	<b>02/17/2016</b>	<b>ProQuest LLC</b>	<b>Checking</b>	
Bill	70383171	02/08/2016		Books & Materials	-3,095.00
TOTAL					-3,095.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7255</b>	<b>02/17/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	689468	02/08/2016		Building Supplies	-362.83
TOTAL					-362.83
<b>Bill Pmt -Check</b>	<b>7256</b>	<b>02/17/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	2047804	01/20/2016		Children's Programming	-37.32
Bill	2053128	01/20/2016		Children's Programming	-17.40
Bill	1967919	01/20/2016		Library & Office Supplies	-18.42
Bill	2413896	01/28/2016		Processing Supplies	-13.40
Bill	2398693	01/28/2016		Processing Supplies	-948.16
				Library & Office Supplies	-504.77
Bill	2624360	01/28/2016		Processing Supplies	-77.34
Bill	2983213	02/08/2016		Library & Office Supplies	-161.21
Bill	2786603	02/08/2016		Library & Office Supplies	-247.96
Bill	2786358	02/08/2016		Library & Office Supplies	-88.99
TOTAL					-2,114.97
<b>Bill Pmt -Check</b>	<b>7257</b>	<b>02/17/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1186145459	01/29/2016		Books & Materials	-82.50
Bill	1086414375	02/10/2016		Books & Materials	-104.25
TOTAL					-186.75
<b>Bill Pmt -Check</b>	<b>7258</b>	<b>02/17/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75269494	01/29/2016		Books & Materials	-41.75
Bill	75279846	02/10/2016		Books & Materials	-59.59
Bill	75282392	02/10/2016		Books & Materials	-71.77
TOTAL					-173.11
<b>Bill Pmt -Check</b>	<b>7259</b>	<b>02/17/2016</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	520044 plu...	01/29/2016		Professional Fees	-53.48
TOTAL					-53.48
<b>Bill Pmt -Check</b>	<b>7260</b>	<b>02/17/2016</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30223895	01/28/2016		Building Repairs & Main...	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>7261</b>	<b>02/17/2016</b>	<b>Showcases</b>	<b>Checking</b>	
Bill	290495	01/20/2016		Processing Supplies	-679.75
TOTAL					-679.75
<b>Bill Pmt -Check</b>	<b>7262</b>	<b>02/17/2016</b>	<b>Southwest Solutions Group</b>	<b>Checking</b>	
Bill	65407-1	01/28/2016		Block Grant	-7,754.13
TOTAL					-7,754.13

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7263</b>	<b>02/17/2016</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV24262	01/29/2016		Books & Materials	-79.97
Bill	INV24345	01/29/2016		Books & Materials	-23.99
TOTAL					-103.96
<b>Bill Pmt -Check</b>	<b>7264</b>	<b>02/17/2016</b>	<b>The Chamber</b>	<b>Checking</b>	
Bill	504156	02/09/2016		Membership & Dues	-295.00
TOTAL					-295.00
<b>Bill Pmt -Check</b>	<b>7265</b>	<b>02/17/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	419636	02/08/2016		Professional Fees	-975.55
Bill	419637	02/08/2016		Professional Fees	-156.94
TOTAL					-1,132.49
<b>Bill Pmt -Check</b>	<b>7266</b>	<b>02/17/2016</b>	<b>VenMill Industries, Inc.</b>	<b>Checking</b>	
Bill	59559	01/20/2016		Library & Office Supplies	-1,859.84
TOTAL					-1,859.84
<b>Bill Pmt -Check</b>	<b>27941</b>	<b>02/15/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	5068230	01/20/2016		Supplies	-21.28
Bill	8359455	01/28/2016		Supplies	-325.18
Bill	5068230	01/28/2016		Supplies	-13.99
Bill	8592220	01/29/2016		Books & Materials	-56.74
Bill	1338631	01/29/2016		Books & Materials	-104.88
Bill	1338631	01/29/2016		Books & Materials	-154.27
Bill	4363403	01/29/2016		Books & Materials	-136.99
Bill	4363403	01/29/2016		Books & Materials	-36.64
Bill	6002640	01/29/2016		Books & Materials	-18.43
Bill	8036253	01/29/2016		Books & Materials	-104.88
Bill	8036253	01/29/2016		Books & Materials	-342.46
Bill	8036253	01/29/2016		Books & Materials	-94.74
Bill	6317589	02/10/2016		Books & Materials	-185.75
Bill	5439424	02/10/2016		Books & Materials	-22.45
Bill	2069854	02/10/2016		Books & Materials	-15.99
Bill	6949866	02/10/2016		Books & Materials	-36.82
Bill	6949866	02/10/2016		Books & Materials	-131.07
Bill	6949866	02/10/2016		Books & Materials	-193.19
Bill	6192248	02/10/2016		Books & Materials	-173.39
TOTAL					-2,169.14
<b>Bill Pmt -Check</b>	<b>27942</b>	<b>02/15/2016</b>	<b>Andrew M. Brown</b>	<b>Checking</b>	
Bill	REFUND	01/28/2016		Overdues	-55.74
TOTAL					-55.74

**Lawrence Public Library**  
**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27943</b>	<b>02/15/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2031648954	01/29/2016		Books & Materials	-22.13
Bill	2031648955	01/29/2016		Processing Supplies	-0.10
Bill	5013957700	01/29/2016		Books & Materials	-67.38
Bill	2031547712	01/29/2016		Books & Materials	-10.27
Bill	2031593116	01/29/2016		Books & Materials	-63.79
Bill	2031593117	01/29/2016		Processing Supplies	-0.89
Bill	2031584768	01/29/2016		Block Grant	-119.93
Bill	2031584769	02/08/2016		Block Grant	-23.54
Bill	2031677038	02/10/2016		GGIFT	-15.10
Bill	2031687546	02/10/2016		Wurfy	-59.97
Bill	2031662593	02/10/2016		Books & Materials	-78.46
Bill	2031662594	02/10/2016		Processing Supplies	-6.54
Bill	5013972751	02/10/2016		Books & Materials	-26.34
<b>TOTAL</b>					<b>-494.44</b>
<b>Bill Pmt -Check</b>	<b>27944</b>	<b>02/15/2016</b>	<b>Body Boutique</b>	<b>Checking</b>	
Bill		01/28/2016		Membership & Dues	-395.00
<b>TOTAL</b>					<b>-395.00</b>
<b>Bill Pmt -Check</b>	<b>27945</b>	<b>02/15/2016</b>	<b>D. Kucha Brownlee</b>	<b>Checking</b>	
Bill	2016000011	01/28/2016		Children's Programming	-600.00
<b>TOTAL</b>					<b>-600.00</b>
<b>Bill Pmt -Check</b>	<b>27946</b>	<b>02/15/2016</b>	<b>Free State FX</b>	<b>Checking</b>	
Bill	Deposit	02/08/2016		Local Music Project	-1,200.00
<b>TOTAL</b>					<b>-1,200.00</b>
<b>Bill Pmt -Check</b>	<b>27947</b>	<b>02/15/2016</b>	<b>Goldenberg Duo</b>	<b>Checking</b>	
Bill	2-16-16	02/09/2016		Adult Programming	-100.00
<b>TOTAL</b>					<b>-100.00</b>
<b>Bill Pmt -Check</b>	<b>27948</b>	<b>02/15/2016</b>	<b>Harry and the Potters</b>	<b>Checking</b>	
Bill		02/09/2016		Adult Programming	-200.00
				Children's Programming	-200.00
				Young Adult Programming	-100.00
<b>TOTAL</b>					<b>-500.00</b>
<b>Bill Pmt -Check</b>	<b>27949</b>	<b>02/15/2016</b>	<b>Hartford</b>	<b>Checking</b>	
Bill	2-1-16	02/09/2016		Read Across Lawrence	-46.00
<b>TOTAL</b>					<b>-46.00</b>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27950</b>	<b>02/15/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	91568884	01/28/2016		Books & Materials	-3.66
				Personal Books	-34.78
Bill	22 Invoices	01/29/2016		Processing Supplies	-1,530.07
Bill	91643384	01/29/2016		Personal Books	-101.06
Bill	91568889	01/29/2016		Books & Materials	-1,377.71
Bill	91568887	01/29/2016		Books & Materials	-497.73
Bill	91568885	01/29/2016		Books & Materials	-404.80
Bill	91626323	01/29/2016		Books & Materials	-142.34
Bill	91589347	01/29/2016		Books & Materials	-788.32
Bill	91589349	01/29/2016		Books & Materials	-252.01
Bill	91553481	01/29/2016		Books & Materials	-2,396.30
Bill	91526131	01/29/2016		Books & Materials	-328.70
Bill	91441712	01/29/2016		Books & Materials	-171.19
Bill	91419405	01/29/2016		Books & Materials	-354.75
Bill	91405628	01/29/2016		Books & Materials	-57.12
Bill	91380106	01/29/2016		Books & Materials	-276.93
Bill	91318237	01/29/2016		Books & Materials	-2,840.61
Bill	91346088	01/29/2016		Books & Materials	-86.95
Bill	91276744	01/29/2016		Books & Materials	-603.42
Bill	91360537	01/29/2016		Books & Materials	-1,045.61
Bill	91742103	02/08/2016		Personal Books	-9.60
Bill	13 Invoices	02/10/2016		Processing Supplies	-799.64
Bill	91787095	02/10/2016		Books & Materials	-160.34
Bill	91795787	02/10/2016		Books & Materials	-626.49
Bill	91765433	02/10/2016		Books & Materials	-1,397.88
Bill	91773488	02/10/2016		Books & Materials	-461.37
Bill	91742104	02/10/2016		Books & Materials	-468.88
Bill	91720314	02/10/2016		Books & Materials	-1,192.97
Bill	91689515	02/10/2016		Books & Materials	-16.50
Bill	91673978	02/10/2016		Books & Materials	-750.37
Bill	91673980	02/10/2016		Books & Materials	-1,215.55
Bill	91680604	02/10/2016		Books & Materials	-604.38
Bill	91643386	02/10/2016		Books & Materials	-276.60
Bill	91614735	02/10/2016		Books & Materials	-371.72
Bill	91680606	02/10/2016		Books & Materials	-90.14
Bill	91643385	02/10/2016		Books & Materials	-146.03
TOTAL					-21,882.52
<b>Bill Pmt -Check</b>	<b>27951</b>	<b>02/15/2016</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	Thru 2-23-17	02/08/2016		Periodicals	-193.60
TOTAL					-193.60
<b>Bill Pmt -Check</b>	<b>27952</b>	<b>02/15/2016</b>	<b>Kevin Willmott</b>	<b>Checking</b>	
Bill		02/09/2016		Adult Programming	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>27953</b>	<b>02/15/2016</b>	<b>Looking Up Productions</b>	<b>Checking</b>	
Bill	3-17-16	01/28/2016		Children's Programming	-500.00
TOTAL					-500.00

**Lawrence Public Library**  
**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27954</b>	<b>02/15/2016</b>	<b>Lynn Sherr</b>	<b>Checking</b>	
Bill	26818	02/08/2016		Read Across Lawrence	-744.20
TOTAL					-744.20
<b>Bill Pmt -Check</b>	<b>27955</b>	<b>02/15/2016</b>	<b>Mary S. Mozingo</b>	<b>Checking</b>	
Bill	REFUND	01/29/2016		Overdues	-45.49
TOTAL					-45.49
<b>Bill Pmt -Check</b>	<b>27956</b>	<b>02/15/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	93627132	01/29/2016		Books & Materials	-1,163.33
Bill	93616224	01/29/2016		Books & Materials	-37.49
Bill	93616222	01/29/2016		Books & Materials	-53.05
Bill	93615352	01/29/2016		Books & Materials	-36.87
Bill	93615354	01/29/2016		Books & Materials	-59.98
Bill	93613929	01/29/2016		Books & Materials	-374.90
Bill	93608237	01/29/2016		Books & Materials	-695.42
Bill	93604290	01/29/2016		Books & Materials	-264.98
Bill	93608239	01/29/2016		Books & Materials	-22.49
Bill	93604292	01/29/2016		Books & Materials	-237.67
Bill	93595763	01/29/2016		Books & Materials	-23.83
Bill	93600557	01/29/2016		Books & Materials	-214.94
Bill	93592787	01/29/2016		Books & Materials	-22.49
Bill	93591669	01/29/2016		Books & Materials	-301.92
Bill	93592785	01/29/2016		Books & Materials	-1,506.34
Bill	93589342	01/29/2016		Books & Materials	-16.49
Bill	93585683	01/29/2016		Books & Materials	-39.72
Bill	93589343	01/29/2016		Books & Materials	-292.42
Bill	93585684	01/29/2016		Books & Materials	-74.96
Bill	93581520	01/29/2016		Books & Materials	-67.48
Bill	93580111	01/29/2016		Books & Materials	-191.95
Bill	93644693	02/08/2016		Processing Supplies	-478.30
Bill	93654730	02/10/2016		Books & Materials	-116.21
Bill	93654669	02/10/2016		Books & Materials	-87.39
Bill	93649334	02/10/2016		Books & Materials	-1,363.10
Bill	93636162	02/10/2016		Books & Materials	-12.74
Bill	93639801	02/10/2016		Books & Materials	-112.49
Bill	93636742	02/10/2016		Books & Materials	-686.84
Bill	93636163	02/10/2016		Books & Materials	-185.95
Bill	93639802	02/10/2016		Books & Materials	-154.43
Bill	93639609	02/10/2016		Books & Materials	-248.66
Bill	93634793	02/10/2016		Books & Materials	-34.99
Bill	93625795	02/10/2016		Books & Materials	-29.99
Bill	93626964	02/10/2016		Books & Materials	-61.30
TOTAL					-9,271.11
<b>Bill Pmt -Check</b>	<b>27957</b>	<b>02/15/2016</b>	<b>Petty Cash</b>	<b>Checking</b>	
Bill	121615	12/30/2015		Young Adult Programming	-14.87
Bill	1851-1855	02/08/2016		Building Supplies	-5.42
				Children's Programming	-16.63
				FOUNDATION FUNDING	-13.09
				Youth Services Dept.	-13.50
				Bookvan & Mileage	-2.84
TOTAL					-66.35

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27958</b>	<b>02/15/2016</b>	<b>Raven Bookstore</b>	<b>Checking</b>	
Bill	Coupons	02/09/2016		YS Summer Reading	-240.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>27959</b>	<b>02/15/2016</b>	<b>Robin Renee Bass</b>	<b>Checking</b>	
Bill	REFUND	01/20/2016		Overdues	-18.11
TOTAL					-18.11
<b>Bill Pmt -Check</b>	<b>27960</b>	<b>02/15/2016</b>	<b>Signs of Life</b>	<b>Checking</b>	
Bill	Coupons	02/09/2016		Summer Reading	-105.00
TOTAL					-105.00
<b>Bill Pmt -Check</b>	<b>27961</b>	<b>02/15/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		01/20/2016		Internet Telephone	-945.83
TOTAL					-287.14
					-1,232.97
<b>Bill Pmt -Check</b>	<b>27962</b>	<b>02/15/2016</b>	<b>Body Boutique</b>	<b>Checking</b>	
Bill		01/28/2016		Membership & Dues	-395.00
TOTAL					-395.00
<b>Check</b>	<b>27963</b>	<b>02/15/2016</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
				Professional Fees	-9,500.00
TOTAL					-9,500.00
<b>Check</b>	<b>27964</b>	<b>02/15/2016</b>	<b>Janice Fortney</b>	<b>Checking</b>	
				In-Service Day	-50.00
TOTAL					-50.00
<b>Check</b>	<b>27965</b>	<b>02/15/2016</b>	<b>Laura Leonard</b>	<b>Checking</b>	
				In-Service Day	-50.00
TOTAL					-50.00
<b>Check</b>	<b>27966</b>	<b>02/15/2016</b>	<b>John Griffin</b>	<b>Checking</b>	
				In-Service Day	-50.00
TOTAL					-50.00
<b>Check</b>	<b>27967</b>	<b>02/15/2016</b>	<b>Bert Nash Community Mental He...</b>	<b>Checking</b>	
				In-Service Day	-50.00
TOTAL					-50.00

# Lawrence Public Library

## Monthly Statistical Summary--January 2016

INDICATOR	January		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	7.22	7.56	-4%			
Reference Transactions per Capita	2.18	1.48	47%			
Program Attendance per Capita	0.41	0.43	-5%			
Circulation per Capita	14.85	14.67	1%			
Circulation per Visit	2.06	1.94	6%			
Total Holdings per Capita	2.11	2.03	4%			
% of Lawrence Residents Registered	64%	92%	-30%			

Circulation--Adult Total	79,864	79,259	1%	79,864	79,259	1%
Circulation--Young Adult Total	4,239	3,742	13%	4,239	3,742	13%
Circulation--Youth Total	32,944	31,828	4%	32,944	31,828	4%
Circulation--Bookmobile	1,035	1,070	-3%	1,035	1,070	-3%
Circulation--Audiovisual Total	46,725	49,806	-6%	46,725	49,806	-6%
Circulation--Total	117,047	114,829	2%	117,047	114,829	2%

Reference Transactions	17,204	11,576	49%	17,204	11,576	49%
User Visits	56,871	59,166	-4%	56,871	59,166	-4%
LPL Web Site Visits	29,514	20,191	46%	29,514	20,191	46%

Holdings--Added	2,547	3,129	-19%	2,547	3,129	-19%
Holdings--Withdrawn	2,489	1,006	147%	2,489	1,006	147%
Holdings--Total	199,603	190,781	5%	199,603		

Registered Borrowers--Added	596	863	-31%			
Registered Borrowers--Total	76,118	109,813	-31%			

Adult Programs	27	14	93%	27	14	93%
Young Adult Programs	14	18	-22%	14	18	-22%
Youth Programs	44	57	-23%	44	57	-23%
Senior Programs	11	12	-8%	11	12	-8%
Total Programs	96	101	-5%	96	101	-5%
Total Program Attendance	3,221	3,376	-5%	3,221	3,376	-5%
Public Uses of Meeting Rooms	573	129	344%	573	129	344%
(w/study rooms)						
Total Paid Staff (FTE)	64.56	61.48	5%			
Total Number of Employees	87	84	4%			

# Lawrence Public Library

## Monthly Statistical Report--January 2016

	January		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	7.22	7.56	-5%				
Reference Transactions per Capita	2.18	1.48	48%				
Program Attendance per Capita	0.41	0.43	-5%				
Circulation per Capita	14.85	15.11	-2%				
Total Holdings per Capita	2.11	2.03	4%				
Collection Turnover--Total	7.13	7.55	-6%				
Collection Turnover--Adult	7.51	7.93	-5%				
Collection Turnover--Young Adult	5.38	5.32	1%				
Collection Turnover--Youth	6.74	7.10	-5%				
Collection Turnover--Audiovisual	11.73	13.84	-15%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	35925	36229	-1%		35925	36229	-1%
Circulation--Adult Periodicals	1632	1529	7%		1632	1529	7%
Circulation--Adult Feature Films & TV Shows	28695	29617	-3%		28695	29617	-3%
Circulation--Electronic Games	2161	2048	6%		2161	2048	6%
Circulation--Adult Music CDs	7397	8830	-16%		7397	8830	-16%
Circulation--Adult Audio Books and Books on CD	4042	3696	9%		4042	3696	9%
Circulation--eReaders	12	0	#DIV/0!		12	0	#DIV/0!
Circulation--Adult Total	79864	81949	-3%		79864	81949	-3%
Circulation--YA Books and NF Videos	3908	4012	-3%		3908	4012	-3%
Circulation--YA Periodicals	15	18	-17%		15	18	-17%
Circulation--YA Audio Books and Books on CD	316	291	9%		316	291	9%
Circulation--YA Total	4239	4321	-2%		4239	4321	-2%
Circulation--Youth Books and NF Videos	31306	30348	3%		31306	30348	3%
Circulation--Youth Periodicals	85	170	-50%		85	170	-50%
Circulation--Youth Music CDs	562	602	-7%		562	602	-7%
Circulation--Youth Audio Books and Books on CD	991	896	11%		991	896	11%
Circulation--Youth Total	32944	32016	3%		32944	32016	3%

<b>Lawrence Public Library</b>	<b>January</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Circulation--Bookmobile	1035	1070	-3%		1035	1070	-3%
Circulation--Total Books	71139	68480	4%		71139	68480	4%
Circulation--Total Periodicals	1732	1717	1%		1732	1717	1%
Circulation--Total Audiovisual	46725	49806	-6%		46725	49806	-6%
Circulation Total	117047	118286	-1%		117047	118286	-1%
Accounts & Welcome Desk Circulation	1729	5314	-67%		1729	5314	-67%
Self Check Circulation	88538	89948	-2%		88538	89948	-2%
Percent Self Check	98%	94%	4%		98%	94%	4%
Web Site & Telephone Renewals	18771	17633	6%		18771	17633	6%
Other Staff Checkouts	3052	1951	56%		3052	1951	56%
Requests Placed	24870	20714	20%		24870	20714	20%
Requests Filled	16649	14398	16%		16649	14398	16%
Requests Unclaimed	3157	2789	13%		3157	2789	13%
Interlibrary Loan Items Borrowed for LPL Patrons	461	345	34%		461	345	34%
Interlibrary Loan Items Loaned from LPL Collection	742	663	12%		742	663	12%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	56871	59166	-4%		56871	59166	-4%
Public Computer Usage	8851	10305	-14%		8851	10305	-14%
Computer Lab Classes	8	4	100%		8	4	100%
Computer Lab Classes Attendance	NA	12	#VALUE!		NA	12	#VALUE!

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PATRON INQUIRIES</b>							
Ask Desk	1932	2299	-16%		1932	2299	-16%
Teen Zone	692	864	-20%		692	864	-20%
Children's Desk	1488	1019	46%		1488	1019	46%
IT Desk	1736	2471	-30%		1736	2471	-30%
Welcome Desk	3074	2601	18%		3074	2601	18%
Phone Calls	4081	2322	76%		4081	2322	76%
Accounts Desk	4201				4201		
Total Reference Transactions	17204	11576	49%		17204	11576	49%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	573	129	344%		573	129	344%
LPL Web Site Visits	29514	20191	46%		29514	20191	46%
<b>RESOURCES</b>							
Holdings--Total	199603	190781	5%				
Holdings--Adult	129498	126019	3%				
Holdings--Young Adult	9447	9903	-5%				
Holdings--Youth	59457	54859	8%				
Holdings--Audiovisual	47792	43196	11%				
Holdings--eReaders	9	17	-47%				
Holdings Added	2547	3129	-19%		2547	3129	-19%
Holdings Withdrawn (Weeded)	2489	1006	147%		2489	1006	147%
Holdings Net Change	58	2123			58	2123	
<b>LIBRARY PATRONS</b>							
Total Borrowers (Purged Inactive Accounts)	76118	109813	-31%				
Borrowers Added	596	863	-31%		596	863	-31%
Borrowers Transacting	12933	3049	324%		12933	3049	324%
Percent of Borrowers Transacting	17%	3%	512%				
Total Number of Lawrence Residents Registered	60980	86840	-30%				
Percent of Lawrence Residents Registered	64%	92%	-30%				

<b>Lawrence Public Library</b>	<b>January</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
<b>PROGRAMMING</b>							
Number of Adult Programs	27	14	93%		27	14	93%
Number of Young Adult Programs	14	18	-22%		14	18	-22%
Number of Youth Programs	44	57	-23%		44	57	-23%
Number of Senior Programs	11	12	-8%		11	12	-8%
Total Programs	96	101	-5%		96	101	-5%
Adult Program Attendance	578	517	12%		578	517	12%
Young Adult Program Attendance	253	489	-48%		253	489	-48%
Youth Program Attendance	2270	2274	0%		2270	2274	0%
Senior Program Attendance	120	96	25%		120	96	25%
Total Program Attendance	3221	3376	-5%		3221	3376	-5%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	64.56	61.48	5%				
ALA-MLS Librarians, in Full-Time Equivalents	18.6	18	3%				
Number of Employees--Total	87	84	4%				
Number of Employees--Full-Time	38	36	6%				
Number of Employees--Part-Time	49	48	2%				
Terminations	1	0	#DIV/0!		1	0	#DIV/0!
Hirings	1	2	-50%		1	2	-50%
Volunteer Hours	267.8	268.2	0%		267.8	268.2	0%

Lynda.com Usage  
January 2016

Active users: 724

New users: 76

Users who logged in: 174

Total Log ins: 602

Hours viewed: 168.29

Hours viewed per log in: .28

## **Library Director's Report for February 2016**

Respectfully submitted by Brad Allen 2/12/2016

### **Read Across Lawrence**

We are in the midst of our annual Read Across Lawrence and things are going very well. The kickoff events for adults, teens, and kids were all very successful. On January 28th, around 200 people showed up to hear about The Science of Science Fiction for the kickoff for *The Martian*. Close to 300 people attended the kickoff for the kids' book, *The True Meaning of Smekday*, on January 30. Twenty large pizzas were consumed before parents even had a chance to dig in. Finally, on February 3, around 100 teens showed up for the kickoff for *These Broken Stars*. The copies of all books for all ages have all been taken. Events continue through the month. Watch for a full report next month and don't miss the fantastic Foundation fundraiser on Saturday night, February 27.

### **Digital Checkouts On the Rise**

We launched our new Flipster digital magazine platform at the end of December. Our first look at some statistics are promising. We had 940 digital magazine checkouts this January compared to 650 checkouts for Zinio last January. Overall, our digital checkout for this January was 44% higher than January 2015.

### **From Millennium to Symphony**

On February 8, we signed an agreement with SirsiDynix to migrate from Millennium, our current Integrated Library System, to Symphony. Implementation will take several months. As of this writing, our plan is to attempt our switchover in late August. Stay tuned as details fall into place.

### **Crucial Conversations Book Club**

The Directors and Managers team began a new book club this month. We are reading *Crucial Conversations: Tools for Talking When Stakes are High*. We will meet each week discussing the book chapter by chapter to examine whether the book would be a good training tool to use library-wide. In other news on this front, we have partnered with Northeast Kansas Library System (NEKLS) to present a Crucial Conversations workshop for librarians. We will be bringing in a certified trainer to address topics from the book. We and NEKLS also worked with BizFuel to organize an event for local businesspeople and entrepreneurs that day as well. The event will be held sometime in late August.

## **Library Director's Report for February 2016**

### **A Synthesizer for SOUND+VISION**

Using unrestricted Foundation funds, the library will be purchasing an analog synthesizer for the SOUND+VISION studio. This will be a major addition to the space allowing free access for all citizens to use a very robust synthesizer for sound creation. We also intend to use the synthesizer to teach about the science of sound. It is being custom built for the library by Jason Fry at Free State FX.

### **Meeting with KPR Staff**

Kathleen Morgan, Heather Kearns, and I visited Kansas Public Radio on January 26 to meet the new director Dan Skinner and new development director Feloniz Lovato-Winston. We discussed our longstanding underwriting relationship with them (thanks for funding from Friends of LPL!) as well as new opportunities for collaboration.

## Foundation Director's Report: February 12, 2016

**After Hours at the Library.** Plans for the Foundation's February 27 *After Hours at the Library* fundraiser continue to rage. To date, we have 17 fine Lawrence establishments lined up to provide food and drink. Our charge now is to encourage people to attend. Without a doubt, it will be a wonderful evening and a great way to support the library. Please talk up the event to your friends, buy your tickets, and join us!

**Friends/Foundation Newsletter.** The joint Friends and Foundation newsletter is currently in production. Our goal is to get it to the printer by February 17. We have received lots of positive feedback on this combined approach. It's a great way to show support for the library and keep our donors informed.

**Audit.** Mizehouser will conduct the Foundation's annual audit on Tuesday, February 16. A huge thanks goes to Denise Berkley, Gerry Bukaty and Laura Denneker for their help in preparing for this project.

**Americorps/VISTA.** We have hired a second Americorps/VISTA. Logan Isaman will start at the library on Monday, February 22. She will work with the Information Services Department to conduct a community needs assessment for the library. The needs assessment data will serve as the basis of the library's strategic plan and will guide us in how to better serve the low income community in Lawrence. In addition, I will have a conference call with our regional VISTA contact in Kansas City on Tuesday, February 16 to discuss the possibility of bringing on a summer VISTA to help with our children's Summer Reading and summer lunch programs.

**Grant Applications.** The Foundation has submitted two grant applications this month:

- **The Big Read.** In partnership with KU's Center for Latin America and Caribbean Studies and KU Libraries, the Library Foundation has submitted a grant application to the National Endowment for the Arts for a \$20,000 Big Read grant. If approved, the funds would be used for an expansive Summer Reading program in 2017 centered around *In the Time of the Butterflies* by Julia Alvarez. A big thank you goes to Kelly Francis and Kristin Soper for drafting the application with Danika Swanson of the Center for Latin American and Caribbean Studies. We will have an answer sometime this spring.
- **Freedom's Frontier.** The Foundation also has submitted a grant application to Freedom's Frontier to provide \$4,500 in supplemental funding for the Hike Through History. This exhibit combining health and Lawrence history, will kick off the 2016 adult Summer Reading program. Its purpose is to encourage people to take a walk down the Burroughs Trail and learn about the history of Lawrence. The exhibit will start at the library and will be on display at LMH, the East Lawrence Recreation Center and the Kansas Union throughout 2016 and 2017.

## **Background regarding the proposed change to the Emergency Policy**

### **February 12, 2016**

The Library's existing multi-page Emergency Policy (included in the Library Board packet), is largely procedural in nature, describing step by step how each emergency situation is to be handled. It occurred to us that it could make sense to separate the existing policy into separate policy and procedural statements. The board would need to approve the policy, but library staff would be able to make changes to the procedure without board approval.

In their book, *Creating Policies for Results*, the American Library Association says that governing boards usually approve policy statements and regulations, but not procedures (the *how*) or guidelines (best practices). They describe a policy statement as a "brief written statement that describes *why* the library does something" and a regulation as a "specific written rule that further defines a policy, describing what must be done to support the policy."

We are proposing the following as the new Emergency Policy:

*The Library's first priority in an emergency situation is the safety of staff and patrons and secondarily to minimize damage to property. To this end, the Library will maintain up-to-date procedures for evacuation or sheltering in place in emergency situations, such as fire, tornado, and other severe weather. These procedures will be reviewed at least annually with staff. The emergency fire alarm and sprinkler system will be inspected annually. As a public service institution, the Library will make every effort to remain open during regularly scheduled hours, but may close when conditions warrant. Decisions to close or alter Library hours due to emergency conditions are the responsibility of the Executive Director, or in his absence, the designated Person in Charge. A separate plan for evacuation, communication, and recovery in a disaster will also be maintained.*

# Emergency Preparedness and Response Policy

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"Approved by the Lawrence Public Library Board of Trustees, October 21, 1996. Revised December 16, 1996; April 20, 1998; June 15, 1998; April 18, 2001; January 21, 2002; April 18, 2005; and May 20, 2008." to remove the "and" before "May 20, 2008," and include "and June 21, 2010."

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## **Section 1—Person in Charge**

The “Person in Charge” is responsible for directing the Library’s response in an emergency. The Person in Charge will receive assistance from the security officer on duty, if any. The Person in Charge is based on availability, and is, in sequential order:

1. Library Director
2. Assistant Director
3. Adult Services Coordinator
4. Circulation Coordinator
5. Youth Services Coordinator
6. Technical Services Coordinator
7. Adult Services staff member on duty

The Person in Charge schedule during evenings and weekends is prominently posted in the Circulation workroom. The Adult Services Coordinator maintains and posts this schedule.

## Section 2—Evacuation Procedures

In the event of evacuation of the building, the Person in Charge will use the public announcement (PA) system to notify all individuals in the Library to evacuate the building. If the PA system is not operating, the Person in Charge shall instruct staff members to notify everyone that they must evacuate the building as they themselves leave the building. Everyone should be directed to the nearest exit and away from the building. Do not use the elevators. If a security officer is on duty, that person will make a final sweep throughout the entire building. Specific areas of responsibility, as staff members evacuate the building:

- Youth Services staff members: clearing the children's room, children's restrooms and Youth Services workroom.
- Circulation staff members: securing the cash register, clearing the lobby, media room, gallery, auditorium, Circulation workroom, main level adult restrooms, cloak room and hallway.
- Adult Services Department staff members: clearing the upper and lower level adult services areas, lower level restrooms and Adult Services workroom. The lower level should be evacuated through the west security door, to the end of the hallway and through the door to the outside.
- Technical Services staff members: clearing the staff lounge, maintenance office, technology office, Technical Services workrooms and garage.
- Administrative staff members: clearing the administrative area, the storage room, Friends sorting room and staff restrooms. Specific areas of responsibility during evenings and weekends: When the Technical Services and administrative areas are not staffed (evenings and weekends), the Person in Charge should make sure the lower level staff areas are checked and anyone present is instructed to leave the building.

All staff members and patrons shall be instructed to gather at the south end of the public parking lot.

### **Section 3—Criminal, Safety or Medical Emergencies**

The emergency phone number, 911, shall be called in the event of criminal, safety or medical emergencies. This includes fires (or the smell of smoke), medical emergencies (such as heart attacks, strokes, seizures, or unconsciousness), robberies, sexual assault, drug sale, vandalism, aggressive, unstable or threatening behavior, or assaults. The security officer, Person in Charge, and a Circulation workroom staff member shall be notified immediately when a 911 call has been placed.

General measures to be followed while waiting for the 911 response:

- If a coworker is having a confrontation with a patron or is in a potentially dangerous situation, other staff members should remain in the area and help if necessary. Staff members should use common sense and avoid endangering themselves.
- In the event of a medical emergency, first aid, CPR, or use of the AED should be performed if the person's condition warrants and if the staff member has been trained in these techniques.
- Due to the danger of blood-borne pathogens and related safety concerns, staff members who have not been trained in first aid should not handle blood or any bodily fluids. The area of the Library in which the bodily fluids are present should be secured, and the security officer and the Person in Charge shall be contacted.

Health counseling is available for staff members if requested after assisting with first aid, CPR or use of the AED.

## Section 4—Fire

If a fire alarm is activated, the building shall be evacuated. Deactivation/silencing may only occur with the consent of Lawrence-Douglas County Fire & Medical Services personnel, who will confirm that no fire or smoke is present.

If the smell of smoke is detected, or if a fire is discovered in the building, 911 shall be immediately called, and the Person in Charge shall be immediately notified. The Person in Charge will begin an orderly evacuation of the building according to the procedure outlined in Section 2.

The Person in Charge shall notify the Library Director and Assistant Director of the emergency. When Fire & Medical Services arrives, the Person in Charge should locate the Battalion Chief and offer assistance.

In the event of a minor fire, 911 shall be called, and an attempt to extinguish it will be made. The Library has fire extinguishers available for use in extinguishing minor fires. Fire extinguishers are not considered to be significant fire-fighting aids. This type of extinguisher should not be sprayed on a person unless he or she is actually on fire and there is no other alternative.

## **Section 5—Severe Weather**

When severe weather is forecast, the security officer, Circulation workroom staff members, and the Person in Charge shall monitor the weather progress on the radio. In case of extremely severe weather (high winds, hail, etc.) the Person in Charge may advise staff and patrons to remain in the building until the weather has calmed.

When the library is informed of the issuance of a tornado watch, staff members shall monitor weather progress on the radio. If the library is informed of a tornado sighting in Douglas County, an announcement shall be made over the PA system to the effect that a sighting has been made.

Upon hearing tornado warning sirens or if the library is informed of a "take cover" announcement by the news media, the Person in Charge shall announce over the PA system that a "take cover" alert has been issued and that everyone should move to the lower level public area. If the PA system is not operating, the Person in Charge shall instruct staff members to notify staff and patrons. Staff members will be responsible for the same areas that they cover in the evacuation procedure outlined in Section 2. The cash register shall be secured, and flashlights and the radio should be taken downstairs. Entry doors will remain unlocked.

Any persons not able to use the stairs will be directed by Circulation workroom staff members to the coatroom area between the gallery and the auditorium. The elevators should not be used.

## **Section 6—Ice and Snow Storms**

The Person in Charge may close the Library early if he or she determines that an ice or snow storm creates a significant travel hazard. Prior to closing, the Person in Charge will attempt to notify persons who have reserved meeting rooms or planned programs for later in the day, and will notify local radio stations (KLWN – 843-1320, and KPR – 864-4530) and the newspaper (Lawrence Journal-World – 843-1000).

## Section 7—Power Failure

Emergency lights are expected to provide illumination for up to 90 minutes in the event that the electricity fails. The Person in Charge will contact the Technology Coordinator so that the orderly shutdown of the circulation and catalog library system can be verified.

If the failure lasts for more than 15 minutes, the Library will be cleared of patrons and closed. The Person in Charge will make this determination and notify staff members of the closing. Since the public announcement system may not be working, staff members will notify patrons and clear the areas for which they are responsible according to the evacuation procedure outlined in Section 2. Staff members will remain at the discretion of the Person in Charge, but may be released if it appears the outage will be lengthy or if natural light is not available. If power is restored in a reasonable amount of time, the library may reopen to the public.

If it appears that the power failure will cause the library to remain closed for the remainder of the day, the Person in Charge will attempt to notify persons who have reserved meeting rooms or planned programs for later in the day, and will notify local radio stations (KLWN – 843-1320, and KPR – 864-4530) and the newspaper (Lawrence Journal-World – 843-1000), using the fax machine phone or a cell phone.

## Section 8—Elevator Failure

If an elevator fails and passengers are trapped inside, the Person in Charge shall be notified. Staff members should communicate with the trapped passengers to let them know help is on the way, and should then try to open the door with the elevator key. The key for the public elevator is located at the upstairs reference desk. The key for the staff elevator is located outside the staff elevator on the lower level. [Public elevator key: insert key and turn it counter-clockwise. Staff elevator key: insert key straight on, feel for a “tab,” and push the tab up or down.]

If the elevator doors cannot be opened with the key, or if the elevator car is stopped between floors and the occupants cannot exit safely, 911 should be called.

In the event of any elevator failure, the Person in Charge shall call the elevator maintenance company for servicing and repair.

If the elevator failure is caused by a power outage, before attempting to open the elevator door with the key, the elevator shall be powered off, the steps above shall be followed, and then the elevator shall be powered on.

### Elevator power sources

Public elevator: lower level, locked closet just west of the elevator. The power switch is located on the east wall and is clearly marked.

Staff elevator: lower level, locked video-drop closet. The elevator breaker is located on the large breaker switches to the left, and is the clearly marked on the top.

## **Section 9—Computer System Failure**

In the event of any emergency that prevents the normal operation of the catalog and circulation system, the following people shall be notified immediately, in order:

Technology Coordinator: Tom Davin - 913-271-3470

Technology Assistant: Aaron Brumley - 443-254-0722

Assistant Director: Sherri Turner - 785-842-5174

Library Director: Bruce Flanders – 785-842-7224

## **Section 10—Flooding**

In the event of flooding in the building, staff members should stay out of the affected area due to the potential for electrocution and related safety hazards. No attempt should be made to move materials or equipment out of the area. The area shall not be entered until the electric company has disconnected the electricity to the building. The Person in Charge will notify the Library Director and Assistant Director, who will immediately activate the disaster team (see Disaster Preparedness and Recovery Policy).

## **Section 11—Bomb Threat**

If the Library receives a bomb threat, the employee receiving the bomb threat should keep the caller on the phone and try to obtain pertinent information, such as voice, sex, and location. The employee shall also ask another staff member to call 911 and to contact the Person in Charge. A building evacuation shall be initiated according to the procedures outlined in Section 2.

After emergency personnel have completed their search, and if they have found no sign of a bomb, the Person in Charge may permit patrons and staff members to return to the building.

## Section 12—Locations of Emergency Systems and Equipment

### Automated External Defibrillator (AED)

The AED is located in the main level staff corridor in a box on the wall.

### Fire extinguishers

Locations of fire extinguishers are indicated on the map in the main level staff corridor.

### Sprinkler shut-off valve

Fire suppression sprinklers are shut off using the main water shut-off valve (see below). Sprinklers may be shut off only with the consent of Lawrence-Douglas County Fire & Medical Services personnel.

### Fire detection and alarm system shut-off

The control panel is located in the main level staff corridor. Keys to control panel are held by the Library Director, Assistant Director, and in the key box in Circulation workroom. [To silence the alarm: press ALARM ACK, AUD SIL, then RESET (power outages can cause fire detection control panel “Trouble” light to illuminate and warning beeps to sound; to silence warning: press TROUBLE ACK, then RESET).] An alarm triggered by the smell of smoke or a fire shall be disabled only with the consent of Lawrence-Douglas County Fire & Medical Services personnel.

### Main water shut-off valve

This valve is located on the large vertical pipe in northeast corner of the garage. [To shut off water: pull yellow handle down so it is horizontal.] This valve shall be shut off only by a building maintenance staff member or the Person in Charge.

### Main electrical cut-off switch

This switch is located in the closet on north wall of staff corridor, lower level, by staff entrance. [To cut off all electricity to the building: pull large, black “Main Breaker” switch.] This switch shall be cut off only by a building maintenance staff member or the Person in Charge.

### First aid kits

First aid kits are in labeled boxes, and are located in:

- Bookkeeper’s office
- Staff lounge
- Circulation workroom
- Youth Services Coordinator’s desk
- Main level reference desk and lower level reference desk

Each first aid kit contains adhesive tape, antiseptic ointment, adhesive bandages, cold pack, non-latex disposable gloves, gauze pads, roller gauze, antiseptic wipes, plastic bags, scissors, tweezers, and a bio-hazard bag (used for the safe disposal at Lawrence Fire Station #1 of gloves, gauze, etc. that have blood or other bodily fluids on them).

#### Battery-powered radio

This radio is located in the Circulation workroom.

#### Rechargeable flashlights

These flashlights are located in:

- Library Director's office
- Assistant Director's office
- Bookkeeper's office
- Technical Services workroom
- Storage room
- Computer room
- Adult Services workroom
- Circulation workroom and Checkout desk
- Main level reference desk and lower level reference desk
- Youth Services workroom
- Young Adult Services workroom
- Circulation Coordinator's office

## **Section 13 – Preventative Maintenance and Training Checklist**

### Monthly Building Maintenance Tasks

- Verify flashlights are present in all locations and charged
- Verify battery-powered radio is operable
- Verify fire alarm system and alarm panels are in ready state

### Annual Building Maintenance Tasks

- Inspection of emergency lights by Lawrence-Douglas County Fire & Medical Services
- Inspection of building by Lawrence-Douglas County Fire & Medical Services
- Inspection of fire extinguishers by E-Kan or similar vendor
- Inspection of elevators
- Restocking of first aid kits

### Security Coordinator Training Tasks

- Fire drills (each April and October)
- Severe weather drill (each May)

## **Section 14 – Emergency Incident and Response Report**

Following each emergency incident in the Library, an “Emergency Incident and Response Report” (on the Library intranet) shall be completed by the staff members directly involved in the emergency response, and shall be electronically transmitted to the Library staff.

## **Section 15—Emergency Contacts (Non-Staff)**

Fire Department (Lawrence-Douglas County Fire & Medical Services): 911

Ambulance (Lawrence-Douglas County Fire & Medical Services): 911

Police (Lawrence Police Department): 911

Water Department: 832-7878, 843-2685 after 5 p.m. weekdays, weekends or holidays

Westar: (800) 826-0026

Electrician: Wyre, Inc. 887-6760

Elevator Repair: KONE (Kansas City) (816) 842-3778-office, (877) 276-8691-service (LPL is Building Code 5158321)

Fire Detection and Alarm System: Electronic Contracting Co. (816) 561-6800

Fire Detection and Alarm System Monitoring Company: Rueschhoff Security Systems 331-2488 (LPL is Account # 0308)

Heating and Air Conditioning Control System: Johnson Controls (800) 286-4836l; Chaney, Inc. 843-1691

Exterminator and Fumigation Service: Schendel Pest Control 843-4444

Insurance Company: Charlton Manley 843-5454

Legal Adviser: Toni Wheeler, City's Staff Attorney, City of Lawrence 832-3403; John Nitcher, Riling, Burkhead & Nitcher 841-4700

Locksmith: Rueschhoff Locksmiths 843-1426

Plumber: Chaney, Inc. 843-1691

Telephone Company: Southwestern Bell (800) 286-8313

Telephone System: ATD International (913) 362-9000

## **Emergency Procedures (proposed 2-15-16)**

DRAFT

### **1 - Person in Charge**

The “Person in Charge” is responsible for directing the Library’s response in an emergency. The Person in Charge will receive assistance from the security officer on duty, if any. The Person in Charge is based on availability, and is, in sequential order:

1. Executive Director
2. Director of Operations
3. Public Services Manager
4. Director of Strategic Partnerships
5. Collections Manager
6. Any Coordinator on duty
7. Security Officer on duty

On weekends, a Person in Charge will be assigned.

### **2—General Evacuation Procedure**

In the event an emergency necessitates evacuation of the building, the Person in Charge or other staff member will instruct everyone in the library to evacuate the building. The announcement should be similar to this:

*May I have your attention. There’s a situation in the library which warrants immediate evacuation of the building. For your safety, we ask that all patrons and staff [exit the building or move to the lower level] immediately in a calm and orderly manne]. Do not use the elevator. Staff will direct you to the nearest exit. If you need assistance exiting the building, please contact any staff member. Thank you.*

Staff should direct patrons to the nearest exit and away from the building, gathering at the playground north of the Aquatic Center. Staff will work together to clear the building. Primary areas of staff responsibility are:

- *Welcome Desk*: lobby, auditorium, lobby restrooms
- *Readers Services*: fiction loop
- *Accounts*: secure cash register, self check area, offices in workroom (flex, phone, etc.)
- *Materials Handling*: staff work area

- *Information Services*: non-fiction & media stacks, study rooms, atrium
- *Children's*: Reader's Theater, workroom and office, children's restrooms,
- *Teen*: Teen Zone & study areas, teen study room
- *IT Desk*: computer lab, studio, lower level restrooms, meeting rooms, local history, storage
- *\*IT Workroom*
- *\*Cataloging, Processing & Collection Development*: receiving, Friends spaces, staff restrooms, Collections office
- *\*Maintenance*: recycling room, shower, solitary nook, mechanical room
- *\*Open Office & Administrative staff*: work area, offices, flex room & staff break room

\*During evening and weekends when these areas will likely be unstaffed, the Person in Charge is responsible for assigning someone to clear these areas

If disabled people are in the building, they should be evacuated as soon as a general evacuation has been initiated.

As staff leave the building, they will direct patrons to the nearest exit and away from the building, gathering in front of the Senior Center.

Do not use the elevators.

If a security officer is on duty, that person will make a final sweep through the entire building, as conditions permit.

### **3 - Criminal, Safety or Medical Emergencies**

Call 911 in the event of criminal, safety or medical emergencies. This includes

- fires or the smell of smoke (see Fire Procedure),
- medical emergencies (such as heart attacks, strokes, seizures, or unconsciousness),
- criminal activities, such as robberies, sexual assault, drug sale, vandalism
- aggressive, unstable or threatening behavior or assaults.

The security officer and Person in Charge will be notified immediately when a 911 call has been placed.

General measures to be followed while waiting for the 911 response:

- If a coworker is having a confrontation with a patron or is in a potentially dangerous situation, other staff members should remain in the area and help if necessary. Staff members should use common sense and avoid endangering themselves.
- In the event of a medical emergency, first aid, CPR, or use of the AED should be performed if the person's condition warrants and if the staff member has been trained in these techniques.
- Due to the danger of blood-borne pathogens and related safety concerns, staff members who have not been trained in first aid should not handle blood or any bodily fluids. The area of the Library in which the bodily fluids are present should be secured, and the security officer and the Person in Charge will be contacted.

Health counseling is available for staff members if requested after assisting with first aid, CPR or use of the AED.

## 4 - Fire Procedure

In case of fire **alarms should sound; if they don't, call 911.**

### **Evacuate the building.**

Upon hearing the fire alarm or other fire alert, staff should direct patrons to the nearest exit and away from the building, gathering at the playground north of the aquatic center.

Staff will work together to clear the building. Primary areas of staff responsibility are:

- *Welcome Desk*: lobby, auditorium, lobby restrooms
- *Readers Services*: fiction loop
- *Accounts*: secure cash register, self check area, offices in workroom (flex, phone, etc.)
- *Materials Handling*: staff work area
- *Information Services*: non-fiction & media stacks, study rooms, atrium
- *Children's*: Reader's Theater, workroom and office, children's restrooms,
- *Teen*: Teen Zone & study areas, teen study room
- *IT Desk*: computer lab, studio, lower level restrooms, meeting rooms, local history, storage
- *\*IT Workroom*
- *\*Cataloging, Processing & Collection Development*: receiving, Friends spaces, staff restrooms, Collections office
- *\*Maintenance*: recycling room, shower, solitary nook, mechanical room
- *\*Open Office & Administrative staff*: work area, offices, flex room & staff break room

\*During evening and weekends when these areas will likely be unstaffed, the Person in Charge is responsible for assigning someone to clear these areas

If disabled people are in the building, they should be evacuated as soon as a general evacuation has been initiated.

Do not use the elevators.

The Person in Charge, security officer, or other designated staff member will make a final sweep through the entire building, as conditions permit.

**Gather away from the building at the playground north of the Aquatic Center.** If exiting through the main entrance, use the ramp next the garage to move to the gathering point.

When Emergency Personnel arrive, the Person in Charge will locate the Battalion Chief and offer assistance.

If not on site, the Executive Director should be notified as soon as possible, but not before beginning emergency evacuation.

Once evacuation is complete, staff will assist patrons in attempting to notify other family members of their location.

Person in Charge (or other staff member) will verify that all staff members are accounted for.

Staff and patrons who wish to return to the library will remain in designated safe area until the all-clear has been sounded.

Fire alarm will be deactivated only with the consent of the Lawrence-Douglas County Fire & Medical Services personnel.

In the event of a **minor fire**, 911 shall be called, and an attempt to extinguish it will be made. The Library has fire extinguishers available for use in extinguishing minor fires. Fire extinguishers are not considered to be significant firefighting aids. This type of extinguisher should not be sprayed on a person unless he or she is actually on fire and there is no other alternative.

[Attach map with exit routes and fire extinguishers noted.]

## **5 - Tornadoes, Thunderstorms, Lighting**

***A Tornado Watch means that tornadoes are likely to occur in the watch area.***

When severe weather is forecast or a tornado watch has been the Person in Charge and/or Security staff member will monitor weather progress online, by radio, or by other means available and update staff and patrons of dangerous conditions. In case of high winds, hail, or other dangerous conditions for travel, staff and patrons may be advised to stay in the building until the weather has calmed.

***A Tornado Warning means there is imminent threat. A tornado has been sighted in the area or has been indicated by radar. Warning sirens may be heard. Everyone in the library should take shelter immediately.***

**Announce:**

The Person in Charge (or other staff member) will make a PA announcement directing everyone to move to the lower level. If the PA is not working, the Person in Charge will ask staff to notify everyone in their areas.

**Evacuate everyone to the basement:**

Staff members will direct patrons to move in an orderly fashion to the lower level away from the open stairwell. Safest rooms to gather in are the studio and lower level restrooms. Staff restrooms, shower, and quiet room are also good choices.

Staff should clear their immediate work area and work together to clear all others areas of the building:

- *Welcome Desk staff:* lobby, auditorium, lobby restrooms
- *Readers Services staff:* fiction loop
- *Accounts staff:* secure cash register, self check area, offices in workroom (flex, phone, etc.)
- *Materials Handling staff:* staff work area
- *Information Services staff:* non-fiction & media stacks, study rooms, atrium
- *Children's staff:* Reader's Theater, workroom and office, children's restrooms,
- *Teen staff:* Teen Zone & study areas, teen study room
- *IT Desk staff:* computer lab, studio, lower level restrooms, meeting rooms, local history, storage
- *\*IT Workroom staff*
- *\*Cataloging, Processing & Collection Development staff:* receiving, Friends spaces, staff restrooms, Collections office
- *\*Maintenance staff:* recycling room, shower, solitary nook, mechanical room
- *\*Open Office & Administrative staff:* work area, offices, flex room & staff break room

\*During evening and weekends when these areas will likely be unstaffed, Security staff and/or Person in Charge is responsible for making sure these areas are cleared.

Do not use elevator.

Persons unable to use the stairs will be directed to take shelter in the restrooms in the children's area.

All patrons in the building must go to the designated safe area, but patrons cannot be compelled to stay in the building.

Staff should also move to the lower level safe areas, taking flashlights and 2-way radios with them. Accounts staff will secure the cash register.

Entry doors will remain unlocked.

Once evacuation is complete, staff will assist patrons in attempting to notify other family members of their location.

Person in Charge (or other staff member) will verify that all staff members are accounted for.

Staff and patrons will remain in designated safe area until the all-clear has been sounded.

## **6 – Ice and Snow Storms**

The Library Executive Director, or in their absence, the designated Person in Charge, may close or alter Library hours the Library when weather conditions deteriorate to the point where travel is hazardous. In making this decision they will consider city street conditions, travel advisories, and the closures of city offices, area schools and other businesses. In these situations, as much of the Emergency Close Checklist as possible should be completed.

## **7 – Power Failure**

Emergency lighting is expected to last up to 90 minutes in the event of a power failure.

The Person in Charge should notify the Technology Coordinator so that orderly shutdown of library systems can be verified.

The Person in Charge will call Westar (1-800-544-4857) to report outage and get an estimate of how long it is expected to last.

If a power failure lasts for more than 30 minutes, the library may be cleared of patrons and closed. The Library Executive Director, or other Person in Charge, will make this determination and notify staff members of the closing.

The Person in Charge will announce the closing to patrons.

Staff will work together to clear the building. Primary areas of staff responsibility are:

- *Welcome Desk*: lobby, auditorium, lobby restrooms
- *Readers Services*: fiction loop
- *Accounts*: secure cash register, self check area, offices in workroom (flex, phone, etc.)
- *Materials Handling*: staff work area
- *Information Services*: non-fiction & media stacks, study rooms, atrium
- *Children's*: Reader's Theater, workroom and office, children's restrooms,
- *Teen*: Teen Zone & study areas, teen study room
- *IT Desk*: computer lab, studio, lower level restrooms, meeting rooms, local history, storage
- *\*IT Workroom*
- *\*Cataloging, Processing & Collection Development*: receiving, Friends spaces, staff restrooms, Collections office
- *\*Maintenance*: recycling room, shower, solitary nook, mechanical room
- *\*Open Office & Administrative staff*: work area, offices, flex room & staff break room

\*During evening and weekends when these areas will likely be unstaffed, the Person in Charge is responsible for assigning someone to clear these areas

Do not use the elevators. Anyone on the lower level who is unable to use the stairs may be directed to exit the building through one of the staff exits on the west.

Check elevators to make sure that no one has been trapped inside. If someone is trapped inside, follow Elevator Failure Procedure.

The Person in Charge or Security Officer on duty will make a final sweep through the entire building.

Staff members will remain unless instructed otherwise by the Person in Charge.

If the power is estimated to be restored within a few hours, the library will usually plan to reopen. Factors that might preclude reopening are time of day and general weather conditions. As a general rule, at least 2 hours of service should remain in the day to warrant reopening, especially if staff members need to be recalled.

Depending on weather conditions and available daylight, staff may be asked to remain in the building until it can be reopened to the public. Supervisors will direct staff regarding alternate

work assignments that can be accomplished in low light conditions. Staff safety is of primary importance.

If there is insufficient light to work, staff may be allowed to leave the building but remain on call for the remainder of their scheduled time.

If applicable, supervisors will notify staff members who are scheduled for later in the day of the closure.

When it is determined that the library is able to reopen, the Person in Charge will notify supervisors (or their alternates) who will begin recalling departmental staff.

On call time is considered work time and will be compensated.

The Person in Charge will initiate the Emergency Closing Checklist.

## Emergency Closure Checklist

1. Notify the media, including as much of the following information as is known:

- Date and time of closing, including day of the week
- Reason for closure
- Anticipated reopening time if known
- How to find out if library has reopened (call, check the library website, etc.)
- Information about any library events or programs affected by closure

KLWN: 843-1320

KANU: 864-4530

6News: 832-6321

LJ World 832-6397

*Responsibility:* Marketing Coordinator, Social Media Team

2. Post signs on the outer doors indicating when the library is closing and why. In extreme weather conditions, verify that shelter is open to those in need, and add this information to the signs on public entrances. Lawrence Community Shelter: 832-8864

*Responsibility:* Marketing Coordinator

3. Post signs on delivery doors.

*Responsibility:* Cataloging and Collection Development staff

4. Post notice on website and via other social media sites.

*Responsibility:* Social Media Team, IT staff

5. Change the greeting & the overnight phone message.

*Responsibility:* Public Services Manager or Deputy Director

6. Send all staff text alert.

*Responsibility:* Executive Director

7. Notify groups who have meeting rooms scheduled and any presenters scheduled for library programs.

*Responsibility:* Events and Programs Coordinator.

8. Notify those scheduled for use of studio and those signed up for training in computer lab.

*Responsibility:* Studio Coordinator.

9. Create schedule for book drop pickups.

*Responsibility:* Materials Handling Coordinator if available.

10. Change phone to night mode at closing.

*Responsibility:* Library staff

11. Close building.

*Responsibility:* Security staff.

\*Follow-up: Remove all notices posted on building or electronically, including telephone message. Reschedule meetings as appropriate. If reopening the same day, send an update to any media contacted about the closing.

## **Section 8—Elevator Failure**

If a passenger is stuck in the elevator it is considered an emergency, but there is generally no cause for alarm.

The elevator is equipped with an emergency call button that is monitored by Kone. When the passenger pushes the call button, Kone will communicate with them and then notify the library and/or emergency rescue personnel.

When staff become aware of trapped passengers, they should also try to communicate with them:

- **Should the passenger be experiencing a medical emergency or other emergency situation, call 911.**
- Otherwise, staff members should try to communicate with the trapped passengers to reassure them that:
  - They are safe and should remain calm.
  - Help is on the way to safely remove them from the elevator car.
  - Passengers should stay away from the elevator door, so the doors can be opened safely.
- If rescue is not already underway, they should call dispatch, **832-7509**, to request assistance. Evacuation of passengers from an elevator should be done by qualified elevator or emergency services personnel.

The Person in Charge (or other trained staff member) may reset the elevator in an effort to restart it. The elevator controls are in a closet on the lower level near the public side of the

elevator. The elevator should be allowed to completely shut down (indicator lights will stop flashing) before it is restarted. If this effort is successful, dispatch should be canceled.

The Person in Charge shall be notified in the event of an elevator failure.

The number for Kone service is **1-877-276-8691**.

## **9 – Computer System Failure**

[under revision]

## **10 - Flooding**

In the event of flooding in the building, staff members should stay out of the affected area due to the potential for electrocution and related safety hazards. No attempt should be made to move materials or equipment out of the area. The area will not be entered until the electric company has disconnected the electricity to the building. The Executive Director, or Person in Charge, will immediately activate the disaster team (see *Disaster Preparedness and Recovery Policy*).

## **11 - Bomb Threat**

Bomb threats are serious until proven otherwise. Act quickly but remain calm and use the checklist to obtain as much information as possible. Most bomb threats are received by phone.

If the Library receives a bomb threat by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call 911 or, as soon as the caller hangs up, immediately notify them yourself.
- If information shows up on caller ID, write it down.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.

- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by email, do not delete the message.

If a bomb threat is received by handwritten note, handle the note as little as possible.

As soon as possible, call 911.

The Person in Charge should initiate a general evacuation of the building.

Once the “all clear” has been issued by the Lawrence Police Department, patrons and staff members may return to the building.

Do not use two-way radios or cell phones. Radio signals have the potential to detonate a bomb.

Do not touch or move a suspicious package.

# BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

## Ask Caller:

• Where is the bomb located?  
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

## Exact Words of Threat:

## Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	<b>Other Information:</b>	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

## Section 12—Locations of Emergency Systems and Equipment

Automated External Defibrillator (AED) – Accounts Desk, north wall.

Fire extinguishers – See attached map. [to be attached]

Sprinkler shut-off valve – Electrical closet by lower level flex office. *Do not turn off without the consent of Lawrence-Douglas County Fire & Medical Services personnel.*

Fire detection and alarm system shut-off – Electrical closet off Cataloging workroom (main device) and inside the front doors to the east of the women's restroom (annunciator). *An alarm triggered by the smell of smoke or a fire should only be disabled with the consent of Lawrence-Douglas County Fire & Medical Services personnel.*

Main water shut-off valve – Electrical closet by lower level flex office. *This is only to be turned off by Building Maintenance or Person in Charge.*

Main electrical cut-off switch – Electrical closet off Cataloging workroom. *This is only to be turned off by Building Maintenance or Person in Charge.*

### First aid kits

First aid kits are in labeled boxes, and are located in:

- Bookkeeper's office
- Staff lounge
- Security office
- Youth Services workroom

Each first aid kit should contains adhesive tape, antiseptic ointment, adhesive bandages, cold pack, non-latex disposable gloves, gauze pads, roller gauze, antiseptic wipes, plastic bags, scissors, tweezers, and a bio-hazard bag (used for the safe disposal at Lawrence Fire Station #1 of gloves, gauze, etc. that have blood or other bodily fluids on them).

### Rechargeable flashlights

These flashlights are located in:

- Accounts
- Acquisitions
- Cataloging & Collection Development workroom
- Executive Director's office
- Info Services workroom

- Outreach
- Phone room
- Teen desk
- Youth Services Coordinator's office

Denise?

Storage?

Maintenance?

Security?

Friends?

## **Sections 13 & 14 under review**

## **Section 15—Emergency Contacts (Non-Staff)**

Fire Department (Lawrence-Douglas County Fire & Medical Services): 911

Ambulance (Lawrence-Douglas County Fire & Medical Services): 911

Police (Lawrence Police Department): 911

Water Department: 832-7878, 843-2685 after 5 p.m. weekdays, weekends or holidays

Westar: (800) 826-0026

Electrician: Jayhawk Power Systems (Jim Montgomery) 785-830-9682; Ace Electric 785-862-8200

Elevator Repair: KONE (Kansas City) (816) 842-3778-office, (877) 276-8691-service

Fire Detection and Alarm System: J Webb Inc. 785-856-3473

Fire Detection and Alarm System Monitoring Company: Rueschhoff Security Systems 331-2488 (LPL is Account # 0308)

Heating and Air Conditioning Control System: P1 785-749-3440; 800-505-5332

Exterminator and Fumigation Service: Schendel Pest Control 843-4444

Insurance Company: Edie Insurance Group 785-856-3343

Legal Adviser: Toni Wheeler, City's Staff Attorney, City of Lawrence 832-3403;

Locksmith: Rueschhoff Locksmiths 843-1426

Plumber: dbt

Telephone Company: Wow! 855-796-9249 (24x7 customer care for business)

Telephone System: ATD International (913) 362-9000

## **AGENDA**

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

Monday, March 21, 2016 at **4:30 PM**

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

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Library Lawn - Grass vs. Concrete

New business

- Appoint Budget Committee
- Appoint Officer Nominating Committee

Adjournment

## **DRAFT**

**Lawrence Public Library  
Board of Trustees Meeting  
February 15, 2016  
5:00 p.m.**

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

**Library Staff Present:** Brad Allen, Aaron Brumley, Tricia Karlin, Amanda McConnell (arrived 5:40), Kathleen Morgan, Sherri Turner.

**Friends of the Library:** Sandra Wiechert.

### **Call to Order**

Fran Devlin, Board Chair, called the meeting to order at 5:12 p.m.

### **Consent Agenda**

Joan moved to accept the consent agenda with the recommendation to add explanatory notes on the summary statistical report regarding the patron purge and to the full statistics report explaining the significant drop in Accounts and Welcome Desk circulation total; Ursula seconded. All in favor. Motion carried.

### **Director's Report**

*Read Across Lawrence* kicked off last month and is going well; all the books have been taken. There were high turnouts at the kickoff events for all age groups, and we are continuing to see good attendance at subsequent events. The big event with NASA astronauts is still ahead on February 25th. One of the programs coming up this week will have the KU Electronic Composition class scoring a Japanese science fiction movie. Flipster is going well so far. Our overall digital checkouts are up 44%, although they are still only 4% of total checkouts. The SirsiDynix contract was signed on February 8. Implementation is tentatively scheduled for late August. We expect to be closed 3 or 4 days during implementation. The small management team has started a book discussion of the book *Crucial Conversations*. NEKLS will be sponsoring a *Crucial Conversations* training event which will be made available to the broad library community, and BizFuel is also working on offering a session for the business community. Using unrestricted funds from the Foundation, we will be buying an analog synthesizer for the Sound+Vision studio. It is being built locally by Jason Fry and, in addition to general studio use, will be used in STEM programming to teach about the science of sound. Kathleen, Heather, and Brad met with the new KPR staff to talk about opportunities to collaborate.

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

Kathleen said the After Hours fundraiser is coming together. Baskets for the fundraiser have arrived from local book clubs and will be on display in the library for a week. The

drawing will be held at the party but you don't have to be present to win. The audit for both the Foundation and the Library is tomorrow. The new VISTA volunteer will be starting in a week. She will be working on a community needs assessment, looking at who we're serving or not serving, with an emphasis on the low-income community. There may be an opportunity for a summer VISTA position to work with summer reading and the summer lunch program. Kristin and Kelly Francis have written a proposal for a Big Read grant centered on *In the Time of the Butterflies* by Julia Alvarez. The library has become an official partner with Freedom's Frontier which makes us eligible for grants. The Foundation has submitted a grant for supplemental funding for the Hike Through History exhibit. Kathleen recently met with the directors of the Topeka Shawnee County Public Library and Johnson County Library foundations. She has started to meet regularly with a "self-help" group of local development directors. Brad and Kathleen are working on a theme of women and Rock for the next Music Storytellers series event.

### **Friends Report**

The "surprise" sale on February 6 brought in \$4600. There are 2 more pop up sale dates later this week on Thursday, February 18, and Saturday, February 20. The themes for these sales are Gardening and Science Fiction to align with Read Across Lawrence and with the Library's Seed Exchange program. Maclyn Pettengill, Carole Crown, and Craig Grant will be new Friends Board members. Friends' membership dues will go up in January to \$15 for individual memberships and \$25 for family.

### **Ongoing Business**

#### **New Business**

##### **NEKLS Library Development Grant Application**

Brad explained the NEKLS grant application process and read the application document to the board. Judy moved to approve the application; Kevan seconded. All in favor; motion carried.

##### **Emergency Policy**

Sherri gave the board some background on the proposed Emergency Policy wording. Joan moved to accept the proposed wording; Judy seconded. All in favor; motion carried.

##### **Potential New Library Board Members**

Brad said that two people have expressed interest in the upcoming board vacancies and have applied through the library's website. Sarah Goodwin Thiel is currently the Head of the Center for Community/Affiliate Initiatives and Engagement for KU Libraries and has been working with the library on the *Libraries Love Lawrence* initiative. Susan Kang, an attorney, is currently the Director of Development Recruitment at KU Endowment and has a lifelong love of libraries. The board expressed support of these applicants and directed Brad to take their recommendation to the mayor. In future, the board recommends that recommendation of new board members be more board-driven.

### **Adjournment**

Judy moved to adjourn the meeting; David seconded. The meeting adjourned at 6:00 p.m.

The next Board meeting will be Monday, March 21, 2016, at 4:30 p.m., in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
2016									
REVENUES		This Month	Year to Date	Annual Budget	16% of Year	February 2015	YTD 2015		
Tax Fund		\$ 1,625,000.00	\$ 1,625,000.00	\$ 3,749,330.70	43.34%	\$ 1,550,000.00	\$ 1,550,000.00		
Overdues		\$ 14,234.57	\$ 28,503.47	\$ 180,000.00	15.84%	\$ 14,961.19	\$ 30,873.63		
NEKLS		\$ 1,530.00	\$ 1,530.00	\$ 65,000.00	2.35%	\$ -	\$ -		
State Aid		\$ 29,111.11	\$ 29,111.11	\$ 25,000.00	116.44%	\$ 15,134.22	\$ 15,134.22		
Photo Copies		\$ 2,030.05	\$ 3,395.80	\$ 13,000.00	26.12%	\$ 1,362.67	\$ 2,657.17		
Coffee Shop Rent		\$ 700.00	\$ 1,400.00	\$ 8,400.00	16.67%	\$ 1,400.00	\$ 2,100.00		
Meeting Room Fees		\$ 50.00	\$ 525.00	\$ 1,000.00	52.50%	\$ 25.00	\$ 50.00		
Interest		\$ 259.20	\$ 385.56	\$ 1,600.00	24.10%	\$ 132.27	\$ 264.89		
Miscellaneous		\$ 257.16	\$ 383.31			\$ (28.34)	\$ (59.92)		
Total Revenues		\$ 1,673,172.09	\$ 1,690,234.25	\$4,043,330.70	41.80%	\$ 1,582,987.01	\$1,601,019.99		
EXPENSES									
Salaries & Wages		\$ 173,451.56	\$ 357,395.05	\$ 2,276,501.70	15.70%				
Employee Benefits		\$ 20,712.96	\$ 40,966.25	\$ 260,000.00	15.76%				
Payroll Taxes		\$ 33,031.66	\$ 64,400.33	\$ 420,329.00	15.32%				
Utilities		\$ 12,558.37	\$ 23,832.69	\$ 108,000.00	22.07%				
Building Supplies		\$ 2,084.61	\$ 3,959.79	\$ 20,000.00	19.80%				
Building Repairs & Maintenance		\$ 1,279.36	\$ 6,569.77	\$ 25,000.00	26.28%				
Library Supplies		\$ 2,950.84	\$ 6,448.76	\$ 25,000.00	25.80%				
Books & Materials		\$ 88,059.25	\$ 52,259.60	\$ 550,000.00	9.50%				
Books & Materials Supplies & Processing		\$ 36,174.17	\$ 48,175.95	\$ 65,000.00	74.12%				
Equipment		\$ -	\$ -	\$ 10,000.00	0.00%				
Technology		\$ 17,655.22	\$ 24,309.32	\$ 150,000.00	16.21%				
Insurance		\$ -	\$ -	\$ 10,000.00	0.00%				
Shipping		\$ 2,876.97	\$ 3,374.95	\$ 17,000.00	19.85%				
Professional Development		\$ 5,179.64	\$ 5,582.84	\$ 25,000.00	22.33%				
Book Van & Mileage		\$ 51.14	\$ 81.84	\$ 1,500.00	5.46%				
Programs		\$ 1,943.03	\$ 3,953.75	\$ 20,000.00	19.77%				
Professional Fees		\$ 11,151.28	\$ 12,938.39	\$ 30,000.00	43.13%				
Advertising & Marketing		\$ 3,612.49	\$ 4,987.49	\$ 30,000.00	16.62%				
Capital Improvements		\$ -	\$ -	\$ -					
Miscellaneous		\$ (39.67)	\$ 735.36	\$ -					
Total Expenses		\$ 412,732.88	\$ 659,972.13	\$ 4,043,330.70	16.32%	\$ 314,846.82	\$ 541,511.78		
Revenue Over Expenses		\$ 1,260,439.21	\$ 1,030,262.12						
Cash Balances:									
Checking		\$ 1,512,414.30							
Capital Improvement		\$ 560,978.72							

Lawrence Public Library												
2016 Outside Funding Report												
		1/1/2016		January	January	February	February	March	March			
		AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>												
	Movie License	\$ -								\$ -		
	KPR-Advertising	\$ 1,584.06			\$ 216.69	\$ 1,100.00	\$ 216.69			\$ 2,250.68		
	Summer Reading - ALL	\$ 12,280.13			\$ 315.00	\$ 20,800.00	\$ 345.00			\$ 32,420.13		
	Aquarium	\$ (2,932.68)			\$ 600.00		\$ 300.00			\$ (3,832.68)		
	Scholarships	\$ 620.00								\$ 620.00		
	Volunteers	\$ 665.94					\$ 528.66			\$ 137.28		
	Read Across Lawrence 2015/2016	\$ 6,003.71			\$ 1,853.89		\$ 1,898.13			\$ 2,251.69		
	Friends Supplies	\$ (45.55)								\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)			\$ 1,683.22	\$ 20,000.00	\$ 2,267.74			\$ 15,810.21		
	Staff Day					\$ 1,000.00	\$ 461.16			\$ 538.84		
	Block Grant	\$ 24,640.34			\$ 9,523.04		\$ 291.84			\$ 14,825.46		
		\$ 42,577.12		\$ -	\$ 14,191.84	\$ 42,900.00	\$ 6,309.22	\$ -	\$ -	\$ 64,976.06		
<b>FOUNDATION</b>												
	Kansas Health Foundation	\$ 9,766.66			\$ 367.31		\$ 537.29			\$ 8,862.06		
	Kansas Health Foundation 2015-16	\$ 23,850.00					\$ 18,100.00			\$ 5,750.00		
	Steiner Storytelling	\$ -								\$ -		
	Beach Author Series	\$ -								\$ -		
	Milliken Fund	\$ 1,325.09								\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)			\$ 475.17		\$ 585.30			\$ (1,950.48)		
	Morgan Expenses	\$ -			\$ 584.63		\$ 153.09			\$ (737.72)		
	Sound & Vision				\$ 199.00		\$ 1,200.00			\$ (1,399.00)		
	Harrison									\$ -		
	Nalbandian						\$ 253.00					
	After Hours						\$ 1,482.33					
	Dr. Bob									\$ -		
	Foundation Center	\$ -								\$ -		
	Simpson Grant	\$ 1,519.27			\$ 11,221.00		\$ 124.00			\$ (9,825.73)		
	New Building YS	\$ 171.63								\$ 171.63		
		\$ 35,742.64		\$ -	\$ 12,847.11	\$ -	\$ 22,435.01		\$ -	\$ 2,195.85		
<b>OTHER</b>												
	Memorials/Honor with Books	\$ 2,829.80			\$ 1.90		\$ (14.90)			\$ 2,842.80		
	Lawrence Give Back	\$ 2,626.32								\$ 2,626.32		
	Wurfy	\$ 120.16					\$ 76.65			\$ 43.51		
	Underwood Gift (Sr.Outreach)	\$ 370.00								\$ 370.00		
	John Cotton Dana	\$ 1,663.84					\$ 1,663.84			\$ -		
	Merchandise Sales	\$ 2,013.36		\$ 470.71		\$ (1,007.70)				\$ 1,476.37		
		\$ 9,623.48		\$ 470.71	\$ 1.90	\$ (1,007.70)	\$ 1,725.59	\$ -	\$ -	\$ 7,359.00		
		\$ 87,943.24										
		Month Total		\$ 470.71	\$ 27,040.85	\$ 41,892.30	\$ 30,469.82	\$ -	\$ -			
							Income YTD	Expense YTD				
							\$ 42,363.01	\$ 57,510.67				

# Lawrence Public Library

## Balance Sheet

As of February 29, 2016

	Feb 29, 16	Feb 28, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,946.85	-16,946.85	-100.0%
Capital Improvement -2	560,978.72	601,174.76	-40,196.04	-6.7%
Checking	1,512,414.30	1,532,364.18	-19,949.88	-1.3%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	2,073,393.02	2,150,485.79	-77,092.77	-3.6%
<b>Total Current Assets</b>	2,073,393.02	2,150,485.79	-77,092.77	-3.6%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>2,074,623.72</b>	<b>2,151,716.49</b>	<b>-77,092.77</b>	<b>-3.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	53,234.96	41,267.48	11,967.48	29.0%
<b>Total Accounts Payable</b>	53,234.96	41,267.48	11,967.48	29.0%
<b>Other Current Liabilities</b>				
Payroll Liabilities	1,322.86	1,048.68	274.18	26.2%
<b>Total Other Current Liabilities</b>	1,322.86	1,048.68	274.18	26.2%
<b>Total Current Liabilities</b>	54,557.82	42,316.16	12,241.66	28.9%
<b>Total Liabilities</b>	54,557.82	42,316.16	12,241.66	28.9%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,316.22	755,463.38	-51,147.16	-6.8%
Net Income	1,015,114.46	1,053,301.73	-38,187.27	-3.6%
<b>Total Equity</b>	2,020,065.90	2,109,400.33	-89,334.43	-4.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,074,623.72</b>	<b>2,151,716.49</b>	<b>-77,092.77</b>	<b>-3.6%</b>

**Lawrence Public Library  
Revenues & Expenses**

February 2016

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**Feb 16**

**Ordinary Income/Expense**

**Income**

Coffee Shop Rent	700.00
Gifts-Friends	45,000.00
Grants	30,641.11
Interest	259.20
Meeting Room Fees	50.00
Merchandise Sales	-3,107.70
Overdues	14,234.57
Personal Books	123.85
Photo Copies	2,030.05
Repairs & Equipment	115.50
Tax Fund	1,625,000.00
Utilities Income	17.81

<b>Total Income</b>	<b>1,715,064.39</b>
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<b>Gross Profit</b>	<b>1,715,064.39</b>
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**Expense**

Payroll Expenses	196,683.89
Payroll Taxes	33,365.33
Utilities	12,558.37
Building Supplies	2,084.61
Building Repairs & Maintenance	1,279.36
Library & Office Supplies	2,950.84
Books & Materials	88,059.25
Processing Supplies	36,174.17
Technology	17,655.22
Shipping	2,876.97
Professional Development	5,179.64
Bookvan & Mileage	51.14
Program Expense	1,943.03

**Lawrence Public Library**  
**Revenues & Expenses**  
February 2016

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	<b>Feb 16</b>
Professional Fees	11,151.28
Advertising	3,612.49
FOUNDATION FUNDING	22,378.37
FRIENDS FUNDING	5,238.41
Miscellaneous	-39.67
Total Expense	443,202.70
Net Ordinary Income	1,271,861.69
Net Income	<u>1,271,861.69</u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Mar 16, 16
Advance Insurance Company	506.06
Alison Berger	50.00
Amazon	2,775.62
Anna Oliver	50.00
Annemarie Chilton	50.00
ASI	50.00
Baker & Taylor, Inc.	749.01
Bibliocommons Inc.	3,178.08
Blackstone Audio, Inc.	652.43
Body Boutique	828.00
Brilliance Publishing, Inc.	231.44
Center Point Large Print	1,080.27
Century Business Technologies	927.35
CMC	250.35
Copy Co Inc.	650.00
Cosmosphere	420.18
Databank Holdings, LTD	280.00
Deanna Bargar	35.45
Demco, Inc.	370.34
EBSCO	3.30
Gale Group, Inc.	714.79
Government Research Service	106.50
Harry Miller Piano Service	120.00
Heartland Payment Systems	268.50
Ingram Library Services	26,077.14
Innovative Interfaces, Inc.	11,818.80
Intuit	29.85
Jayhawk Tropical Fish	300.00
Jiminate	120.00
John Van Sickle	50.00
Kansas Public Radio	216.69
Laird Noller	192.62
Laser Logic, Inc.	337.68
Lawrence Sign Up LLC	124.00
Liberty Hall	400.00
Lynda.com	12,115.39
Mid America	900.19
Midwest Tape	12,260.04
Missouri S&T	68.84
OCLC, Inc.	4,850.26
OverDrive	933.38
P1 Group, Inc.	288.60
Pan Asian Publications Inc.	313.83
Pro Print Inc.	605.42
Pur-O-Zone, Inc.	576.95
Quill Corporation	1,937.88
Random House, Inc.	364.46
Recorded Books	1,295.15
State Library of Kansas	581.30
Sun Creations, Inc.	6,225.00
Tantor Media	207.91
Thomas R. Kellogg	9.87
Trevor Hall	25.49
Unique Management Services	1,286.61
United Parcel Service	587.28
VISA 5372	6,059.18
Westar	7,670.90
WOW!Business	2,861.42
TOTAL	116,039.80

Lawrence Public Library  
**Check Detail**  
March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	April 2016	03/16/2016		Group Life Insurance	-506.06
TOTAL					-506.06
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		03/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	February	03/10/2016		Credit Card Processing	-233.50
				Public Access	-35.00
TOTAL					-268.50
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	February	03/10/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1106	03/16/2016		Shipping	-587.28
TOTAL					-587.28
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		03/16/2016		Library & Office Supplies	-368.76
				Children's Programming	-22.83
				Children's Programming	-82.22
				Young Adult Programming	-194.53
				Children's Programming	-54.96
				Children's Programming	-46.94
				Children's Programming	-10.04
				Shipping	-115.99
				Advertising	-91.96
				Building Supplies	-166.69
				Adult Programming	-75.69
				Adult Services	-55.00
				Collection Development	-548.96
				Youth Services Dept.	-140.00
				In-Service Day	-1,283.87
				KHF Grant Expenses	-112.00
				Read Across Lawrence	-876.49
				FOUNDATION FUNDING	-130.53
				FOUNDATION FUNDING	-298.81
				FOUNDATION FUNDING	-11.97
				FOUNDATION FUNDING	-30.69
				FOUNDATION FUNDING	-778.97
				Books & Materials	-19.95
				Books & Materials	-277.03
				Books & Materials	-14.99
				Books & Materials	-20.00
				Supplies	-54.48

**Lawrence Public Library**  
**Check Detail**  
 March 2016

Type	Num	Date	Name	Account	Paid Amount
				Outreach Programming	-30.57
				Bookvan & Mileage	-53.28
				Miscellaneous	-50.98
				Miscellaneous	-40.00
TOTAL					-6,059.18
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>03/21/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		03/16/2016		Electric	-7,670.90
TOTAL					-7,670.90
<b>Bill Pmt -Check</b>	<b>7267</b>	<b>03/22/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2031677039	02/26/2016	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2031687547	02/26/2016	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2031697448	02/26/2016	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	2031697447	02/26/2016		Books & Materials	-43.24
Bill	5013992173	02/26/2016		Block Grant	-3.80
Bill	5013992172	02/26/2016		Block Grant	-27.64
Bill	2031717238	02/26/2016		Processing Supplies	-0.10
Bill	2031717237	02/26/2016		Books & Materials	-57.35
Bill	5014003733	02/26/2016		Block Grant	-3.80
Bill	5014003732	02/26/2016		Block Grant	-33.52
Bill	2031733172	02/26/2016		Block Grant	-15.20
Bill	2031733171	02/26/2016		Block Grant	-70.83
Bill	2031698599	02/26/2016		Block Grant	-101.27
				Wurfy	-12.93
Bill	2031754910	03/10/2016		Books & Materials	-40.30
Bill	2031754911	03/10/2016		Processing Supplies	-3.80
Bill	5014012672	03/10/2016		Books & Materials	-50.70
Bill	5014012673	03/10/2016		Processing Supplies	-5.28
Bill	2031755708	03/10/2016		Processing Supplies	-24.33
Bill	2031755707	03/10/2016		Books & Materials	-154.47
Bill	2031698600	03/10/2016		Block Grant	-21.64
Bill	5014019209	03/16/2016		Books & Materials	-32.26
Bill	5014028428	03/16/2016		Books & Materials	-24.50
Bill	2031788302	03/16/2016		Books & Materials	-20.15
Bill	2031788303	03/16/2016		Processing Supplies	-1.90
TOTAL					-749.01
<b>Bill Pmt -Check</b>	<b>7268</b>	<b>03/22/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	814694	02/26/2016		Books & Materials	-318.68
Bill	813317	02/26/2016		Books & Materials	-89.99
Bill	812623	02/26/2016		Books & Materials	-79.94
Bill	814693	03/16/2016		Books & Materials	-100.91
Bill	816646	03/16/2016		Books & Materials	-20.97
Bill	817722	03/16/2016		Books & Materials	-41.94
TOTAL					-652.43

Lawrence Public Library  
**Check Detail**  
March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7269</b>	<b>03/22/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1072501	02/26/2016	Brilliance Publishing, Inc.	Accounts Payable	0.00
Bill	IN1072298	02/26/2016	Brilliance Publishing, Inc.	Accounts Payable	0.00
Bill	IN1069691	02/26/2016	Brilliance Publishing, Inc.	Accounts Payable	0.00
Bill	IN1069980	02/26/2016	Brilliance Publishing, Inc.	Accounts Payable	0.00
Bill	IN1069388	02/26/2016		Books & Materials	-108.97
Bill	IN1076303	03/16/2016		Books & Materials	-39.99
Bill	IN1076302	03/16/2016		Books & Materials	-39.99
Bill	IN1074117	03/16/2016		Books & Materials	-7.50
Bill	IN1074118	03/16/2016		Books & Materials	-34.99
TOTAL					-231.44
<b>Bill Pmt -Check</b>	<b>7270</b>	<b>03/22/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1355860	02/26/2016		Books & Materials	-20.97
Bill	1354666	02/26/2016		Books & Materials	-445.77
Bill	1360656	03/16/2016		Books & Materials	-591.96
Bill	1360459	03/16/2016		Books & Materials	-21.57
TOTAL					-1,080.27
<b>Bill Pmt -Check</b>	<b>7271</b>	<b>03/22/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	401750	02/26/2016		Copying	-365.95
Bill	401751	02/26/2016		Copying	-15.00
Bill	403776	03/10/2016		Copying	-111.19
Bill	403778	03/10/2016		Copying	-55.68
Bill	404877	03/16/2016		Copying	-364.53
Bill	404878	03/16/2016		Copying	-15.00
TOTAL					-927.35
<b>Bill Pmt -Check</b>	<b>7272</b>	<b>03/22/2016</b>	<b>CMC</b>	<b>Checking</b>	
Bill	55431	02/26/2016		Building Repairs & Main...	-250.35
TOTAL					-250.35
<b>Bill Pmt -Check</b>	<b>7273</b>	<b>03/22/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84173	02/26/2016		Printing	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>7274</b>	<b>03/22/2016</b>	<b>Cosmosphere</b>	<b>Checking</b>	
Bill	57763	03/10/2016		Read Across Lawrence	-420.18
TOTAL					-420.18
<b>Bill Pmt -Check</b>	<b>7275</b>	<b>03/22/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	19504	02/26/2016		Public Access	-280.00
TOTAL					-280.00

Lawrence Public Library  
**Check Detail**  
March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7276</b>	<b>03/22/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5820781	03/16/2016		Processing Supplies	-370.34
TOTAL					-370.34
<b>Bill Pmt -Check</b>	<b>7277</b>	<b>03/22/2016</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	91325	03/16/2016		Periodicals	-3.30
TOTAL					-3.30
<b>Bill Pmt -Check</b>	<b>7278</b>	<b>03/22/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	57432931	02/26/2016		Books & Materials	-124.74
Bill	57598196	02/26/2016		Books & Materials	-38.92
Bill	57587408	02/26/2016		Books & Materials	-95.35
Bill	574513389	02/26/2016		Books & Materials	-61.17
Bill	57480463	02/26/2016		Books & Materials	-92.95
Bill	57695334	03/16/2016		Books & Materials	-103.15
Bill	57648350	03/16/2016		Books & Materials	-22.19
Bill	57684913	03/16/2016		Books & Materials	-176.32
TOTAL					-714.79
<b>Bill Pmt -Check</b>	<b>7279</b>	<b>03/22/2016</b>	<b>Government Research Service</b>	<b>Checking</b>	
Bill	12915	02/26/2016		Books & Materials	-106.50
TOTAL					-106.50
<b>Bill Pmt -Check</b>	<b>7280</b>	<b>03/22/2016</b>	<b>Innovative Interfaces, Inc.</b>	<b>Checking</b>	
Bill	INV-INC089...	02/26/2016		Collections	-11,818.80
TOTAL					-11,818.80
<b>Bill Pmt -Check</b>	<b>7281</b>	<b>03/22/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501846	02/26/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7282</b>	<b>03/22/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	2-030716	03/10/2016		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>7283</b>	<b>03/22/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	138260	03/10/2016		Advertising Gift Fund	-216.69
TOTAL					-216.69

Lawrence Public Library  
**Check Detail**  
March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7284</b>	<b>03/22/2016</b>	<b>Laird Noller</b>	<b>Checking</b>	
Bill	6089023/1	03/10/2016		Bookvan & Mileage	-192.62
TOTAL					-192.62
<b>Bill Pmt -Check</b>	<b>7285</b>	<b>03/22/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	275666	02/26/2016		Library & Office Supplies	-89.00
Bill	275778	03/16/2016		Library & Office Supplies	-248.68
TOTAL					-337.68
<b>Bill Pmt -Check</b>	<b>7286</b>	<b>03/22/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	7594	02/26/2016		Simpson Grant	-124.00
TOTAL					-124.00
<b>Bill Pmt -Check</b>	<b>7287</b>	<b>03/22/2016</b>	<b>Lynda.com</b>	<b>Checking</b>	
Bill	INV04855331	03/10/2016		Collections	-12,115.39
TOTAL					-12,115.39
<b>Bill Pmt -Check</b>	<b>7288</b>	<b>03/22/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	77171	02/26/2016		Building Supplies	-492.62
Bill	77090	02/26/2016		Building Supplies	-237.57
Bill	77261	03/10/2016		Building Supplies	-170.00
TOTAL					-900.19
<b>Bill Pmt -Check</b>	<b>7289</b>	<b>03/22/2016</b>	<b>Missouri S&amp;T</b>	<b>Checking</b>	
Bill	ILL1497771...	02/26/2016		Overdues	-68.84
TOTAL					-68.84
<b>Bill Pmt -Check</b>	<b>7290</b>	<b>03/22/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	446770	03/10/2016		Collections	-4,850.26
TOTAL					-4,850.26
<b>Bill Pmt -Check</b>	<b>7291</b>	<b>03/22/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	000156563...	03/16/2016		Books & Materials	-27.00
Bill	000138387...	03/16/2016		Books & Materials	-18.99
Bill	000403130...	03/16/2016		Books & Materials	-70.96
Bill	000252490...	03/16/2016		Books & Materials	-17.99
Bill	123030150...	03/16/2016		Books & Materials	-311.96
Bill	105337617...	03/16/2016		Books & Materials	-73.96
Bill	000334817...	03/16/2016		Books & Materials	-34.98
Bill	000307287...	03/16/2016		Books & Materials	-58.94

**Lawrence Public Library**  
**Check Detail**  
 March 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	123208137...	03/16/2016		Books & Materials	-102.99
Bill	170511180...	03/16/2016		Books & Materials	-215.61
TOTAL					-933.38
<b>Bill Pmt -Check</b>	<b>7292</b>	<b>03/22/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	LT40047	02/26/2016		Building Repairs & Main...	-288.60
TOTAL					-288.60
<b>Bill Pmt -Check</b>	<b>7293</b>	<b>03/22/2016</b>	<b>Pan Asian Publications Inc.</b>	<b>Checking</b>	
Bill	U-14687	02/26/2016		Books & Materials	-313.83
TOTAL					-313.83
<b>Bill Pmt -Check</b>	<b>7294</b>	<b>03/22/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	90681	03/10/2016		Library & Office Supplies	-180.00
Bill	90680	03/10/2016		Library & Office Supplies	-425.42
TOTAL					-605.42
<b>Bill Pmt -Check</b>	<b>7295</b>	<b>03/22/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	691108	02/26/2016		Building Supplies	-325.41
Bill	691453	02/26/2016		Building Supplies	-11.54
Bill	692321	03/10/2016		Building Supplies	-215.00
Bill	691687	03/16/2016		Building Repairs & Main...	-25.00
TOTAL					-576.95
<b>Bill Pmt -Check</b>	<b>7296</b>	<b>03/22/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	3511390	02/26/2016		Library & Office Supplies	-492.04
Bill	3389882	02/26/2016		Library & Office Supplies	-21.67
				Advertising	-979.15
				Children's Programming	-108.35
Bill	4049416	03/16/2016		Library & Office Supplies	-8.79
				Processing Supplies	-327.88
TOTAL					-1,937.88
<b>Bill Pmt -Check</b>	<b>7297</b>	<b>03/22/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1086454878	02/26/2016		Books & Materials	-52.50
Bill	1086470252	02/26/2016		Books & Materials	-33.75
Bill	1086478455	02/26/2016		Books & Materials	-26.25
Bill	1086438870	02/26/2016		Books & Materials	-135.75
Bill	1086557211	02/26/2016		Books & Materials	-30.00
Bill	1086638443	03/10/2016		Books & Materials	-18.71
Bill	1086637161	03/10/2016		Books & Materials	-33.75
Bill	1086707980	03/16/2016		Books & Materials	-33.75
TOTAL					-364.46

Lawrence Public Library  
Check Detail  
March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7298</b>	<b>03/22/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75288166	02/26/2016		Books & Materials	-116.13
Bill	75288425	02/26/2016		Books & Materials	-71.77
Bill	75284379	02/26/2016		Books & Materials	-63.22
Bill	75285882	02/26/2016		Books & Materials	-260.40
Bill	75286963	02/26/2016		Books & Materials	-53.79
Bill	75283969	02/26/2016		Books & Materials	-141.74
Bill	75288641	03/10/2016		Books & Materials	-111.36
Bill	75297075	03/10/2016		Books & Materials	-63.22
Bill	75290294	03/10/2016		Books & Materials	-63.22
Bill	75292471	03/10/2016		Books & Materials	-63.22
Bill	75293248	03/10/2016		Books & Materials	-143.54
Bill	75292133	03/10/2016		Books & Materials	-71.77
Bill	75297899	03/16/2016		Books & Materials	-71.77
<b>TOTAL</b>					<b>-1,295.15</b>
<b>Bill Pmt -Check</b>	<b>7299</b>	<b>03/22/2016</b>	<b>State Library of Kansas</b>	<b>Checking</b>	
Bill	3-2-16	03/16/2016		Books & Materials	-581.30
<b>TOTAL</b>					<b>-581.30</b>
<b>Bill Pmt -Check</b>	<b>7300</b>	<b>03/22/2016</b>	<b>Sun Creations, Inc.</b>	<b>Checking</b>	
Bill	90367	02/26/2016		Merchandise Sales	-1,175.00
Bill	90365	02/26/2016		Merchandise Sales	-2,375.00
Bill	90366	02/26/2016		Merchandise Sales	-550.00
				John Cotton Dana	-2,125.00
<b>TOTAL</b>					<b>-6,225.00</b>
<b>Bill Pmt -Check</b>	<b>7301</b>	<b>03/22/2016</b>	<b>Tantor Media</b>	<b>Checking</b>	
Bill	INV24545	02/26/2016		Books & Materials	-47.98
Bill	INV24880	02/26/2016		Books & Materials	-71.97
Bill	INV24971	02/26/2016		Books & Materials	-87.96
<b>TOTAL</b>					<b>-207.91</b>
<b>Bill Pmt -Check</b>	<b>7302</b>	<b>03/22/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	421848	03/10/2016		Professional Fees	-149.96
Bill	421847	03/10/2016		Professional Fees	-1,136.65
<b>TOTAL</b>					<b>-1,286.61</b>
<b>Bill Pmt -Check</b>	<b>27968</b>	<b>03/21/2016</b>	<b>Alison Berger</b>	<b>Checking</b>	
Bill	3-2-16	03/10/2016		Young Adult Programming	-50.00
<b>TOTAL</b>					<b>-50.00</b>

**Lawrence Public Library**  
**Check Detail**  
 March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27969</b>	<b>03/21/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	8592220	02/26/2016		Books & Materials	-135.66
Bill	3436221	02/26/2016		Books & Materials	-143.99
Bill	4001028	02/26/2016		Books & Materials	-102.59
Bill	9418616	02/26/2016		Books & Materials	-38.98
Bill	3776230	02/26/2016		Block Grant	-12.24
Bill	6993803	02/26/2016		Books & Materials	-8.41
Bill	6993803	02/26/2016		Books & Materials	-117.74
Bill	3436221	02/26/2016		Books & Materials	-24.01
Bill	4233013	02/26/2016		Books & Materials	-82.25
Bill	8592220	02/26/2016		Books & Materials	-217.25
Bill	3436221	02/26/2016		Books & Materials	-47.93
Bill	3436221	02/26/2016		Books & Materials	-29.21
Bill	6949866	02/26/2016		Books & Materials	-343.73
Bill	0559402	02/26/2016		Supplies	-93.98
Bill	7359429	02/26/2016		Read Across Lawrence	-103.99
Bill	0106603	02/26/2016		Supplies	-103.94
Bill	7016252	02/26/2016		Library & Office Supplies	-6.62
Bill	6732202	02/26/2016		Books & Materials	-11.69
Bill	5732227	03/10/2016		Books & Materials	-117.88
Bill	5732227	03/10/2016		Books & Materials	-178.66
Bill	8036253	03/10/2016		Books & Materials	-59.88
Bill	3011456	03/16/2016		Supplies	-56.71
Bill	4405867	03/16/2016		Young Adult Programming	-25.20
Bill	3938653	03/16/2016		Books & Materials	-24.46
Bill	1645869	03/16/2016		Books & Materials	-226.41
Bill	1645869	03/16/2016		Books & Materials	-53.40
Bill	1052215	03/16/2016		Books & Materials	-95.89
Bill	4363403	03/16/2016		Books & Materials	-16.99
Bill	1052215	03/16/2016		Books & Materials	-6.13
Bill	1052215	03/16/2016		Books & Materials	-48.05
Bill	1645869	03/16/2016		Books & Materials	-12.99
Bill	8376222	03/16/2016		Books & Materials	-28.48
Bill	8376222	03/16/2016		Books & Materials	-26.97
Bill	7692214	03/16/2016		Books & Materials	-32.09
Bill	8376222	03/16/2016		Books & Materials	-55.97
Bill	8376222	03/16/2016		Books & Materials	-85.25
<b>TOTAL</b>					<b>-2,775.62</b>
<b>Bill Pmt -Check</b>	<b>27970</b>	<b>03/21/2016</b>	<b>Anna Oliver</b>	<b>Checking</b>	
Bill	Staff Day	02/26/2016		In-Service Day	-50.00
<b>TOTAL</b>					<b>-50.00</b>
<b>Bill Pmt -Check</b>	<b>27971</b>	<b>03/21/2016</b>	<b>Annemarie Chilton</b>	<b>Checking</b>	
Bill	Staff Day	02/26/2016		In-Service Day	-50.00
<b>TOTAL</b>					<b>-50.00</b>
<b>Bill Pmt -Check</b>	<b>27972</b>	<b>03/21/2016</b>	<b>Deanna Bargar</b>	<b>Checking</b>	
Bill	REFUND	02/26/2016		Overdues	-35.45
<b>TOTAL</b>					<b>-35.45</b>

**Lawrence Public Library**  
**Check Detail**  
 March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27973</b>	<b>03/21/2016</b>	<b>Harry Miller Piano Service</b>	<b>Checking</b>	
Bill	February	02/26/2016		Building Repairs & Main...	-120.00
<b>TOTAL</b>					<b>-120.00</b>
<b>Bill Pmt -Check</b>	<b>27974</b>	<b>03/21/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	23 Invoices	02/26/2016		Processing Supplies	-1,277.31
Bill	92045928	02/26/2016		Books & Materials	-1,003.20
Bill	92023058	02/26/2016		Books & Materials	-629.67
Bill	91994296	02/26/2016		Books & Materials	-336.70
Bill	92052763	02/26/2016		Books & Materials	-210.54
Bill	92011210	02/26/2016		Books & Materials	-111.14
Bill	91988186	02/26/2016		Books & Materials	-17.03
Bill	91981901	02/26/2016		Books & Materials	-157.19
Bill	91981898	02/26/2016		Books & Materials	-94.16
Bill	91981899	02/26/2016		Books & Materials	-1,496.16
Bill	91971503	02/26/2016		Books & Materials	-177.16
Bill	91953377	02/26/2016		Books & Materials	-355.98
Bill	91935492	02/26/2016		Books & Materials	-1,150.29
Bill	91963073	02/26/2016		Books & Materials	-427.08
Bill	91918334	02/26/2016		Books & Materials	-484.22
Bill	91860382	02/26/2016		Books & Materials	-1,953.61
Bill	91860380	02/26/2016		Books & Materials	-246.58
Bill	91882494	02/26/2016		Books & Materials	-210.21
Bill	91895108	02/26/2016		Books & Materials	-31.26
Bill	91860379	02/26/2016		Books & Materials	-124.41
Bill	91901412	02/26/2016		Books & Materials	-590.64
Bill	91846471	02/26/2016		Books & Materials	-1,649.28
Bill	91869388	02/26/2016		Books & Materials	-662.34
Bill	91824798	02/26/2016		Books & Materials	-210.55
Bill	91846473	02/26/2016		Books & Materials	-17.99
Bill	91831157	02/26/2016		Books & Materials	-232.95
Bill	91795789	02/26/2016		Books & Materials	-575.69
Bill	91809735	02/26/2016		Books & Materials	-714.51
Bill	91860378	02/26/2016		KHF Grant Expenses	-269.25
Bill	91901411	02/26/2016		Personal Books	-10.26
Bill	91698648	02/26/2016		Books & Materials	-109.82
Bill	92140600	03/10/2016		Personal Books	-10.79
Bill	92180845	03/10/2016		Books & Materials	-11.99
Bill	92180843	03/10/2016		Books & Materials	-577.07
Bill	92168779	03/10/2016		Books & Materials	-800.97
Bill	92123759	03/10/2016		Books & Materials	-1,743.34
Bill	92140601	03/10/2016		Books & Materials	-251.76
Bill	92148854	03/10/2016		Books & Materials	-269.77
Bill	92110558	03/10/2016		Books & Materials	-71.72
Bill	92088771	03/10/2016		Books & Materials	-283.19
Bill	92073317	03/10/2016		Books & Materials	-475.75
Bill	92029468	03/10/2016		Books & Materials	-2,133.85
Bill	15 Invoices	03/16/2016		Processing Supplies	-867.95
Bill	92260844	03/16/2016		Books & Materials	-439.94
Bill	92235907	03/16/2016		Books & Materials	-387.74
Bill	92215074	03/16/2016		Books & Materials	-1,374.61
Bill	92223591	03/16/2016		Books & Materials	-557.10
Bill	92215068	03/16/2016		Books & Materials	-259.02
Bill	92235906	03/16/2016		Personal Books	-23.40
<b>TOTAL</b>					<b>-26,077.14</b>

**Lawrence Public Library**  
**Check Detail**  
 March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27975</b>	<b>03/21/2016</b>	<b>John Van Sickel</b>	<b>Checking</b>	
Bill	Staff Day	02/26/2016		In-Service Day	-50.00
<b>TOTAL</b>					<b>-50.00</b>
<b>Bill Pmt -Check</b>	<b>27976</b>	<b>03/21/2016</b>	<b>Liberty Hall</b>	<b>Checking</b>	
Bill	2/25/16	03/16/2016		Read Across Lawrence	-400.00
<b>TOTAL</b>					<b>-400.00</b>
<b>Bill Pmt -Check</b>	<b>27977</b>	<b>03/21/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	93713006	02/26/2016		Books & Materials	-1,101.88
Bill	93702211	02/26/2016		Books & Materials	-207.67
Bill	93696739	02/26/2016		Books & Materials	-116.90
Bill	93697211	02/26/2016		Books & Materials	-11.24
Bill	93684176	02/26/2016		Books & Materials	-763.78
Bill	93693128	02/26/2016		Books & Materials	-59.98
Bill	93691238	02/26/2016		Books & Materials	-1,011.15
Bill	93693017	02/26/2016		Books & Materials	-105.22
Bill	93682876	02/26/2016		Books & Materials	-31.47
Bill	93679316	02/26/2016		Books & Materials	-25.48
Bill	93684395	02/26/2016		Books & Materials	-261.07
Bill	93682883	02/26/2016		Books & Materials	-101.21
Bill	93684397	02/26/2016		Books & Materials	-147.19
Bill	93677314	02/26/2016		Books & Materials	-564.86
Bill	93674179	02/26/2016		Books & Materials	-113.96
Bill	93674177	02/26/2016		Books & Materials	-53.95
Bill	93670651	02/26/2016		Books & Materials	-1,056.95
Bill	93662645	02/26/2016		Books & Materials	-324.93
Bill	93659465	02/26/2016		Books & Materials	-123.69
Bill	93659464	02/26/2016		Books & Materials	-20.98
Bill	93730818	03/10/2016		Books & Materials	-514.25
Bill	93741401	03/10/2016		Books & Materials	-284.93
Bill	93735533	03/10/2016		Books & Materials	-119.96
Bill	93735531	03/10/2016		Books & Materials	-144.79
Bill	93732877	03/10/2016		Books & Materials	-1,052.41
Bill	93734575	03/10/2016		Books & Materials	-17.24
Bill	93734573	03/10/2016		Books & Materials	-121.85
Bill	93728296	03/10/2016		Books & Materials	-451.34
Bill	93728478	03/10/2016		Books & Materials	-210.74
Bill	93718325	03/10/2016		Books & Materials	-409.88
Bill	93711101	03/10/2016		Books & Materials	-59.22
Bill	93711100	03/10/2016		Books & Materials	-88.57
Bill	93736512	03/10/2016		Processing Supplies	-399.40
Bill	93761341	03/16/2016		Books & Materials	-68.34
Bill	93757495	03/16/2016		Books & Materials	-1,281.77
Bill	93757498	03/16/2016		Books & Materials	-22.49
Bill	93749937	03/16/2016		Books & Materials	-722.08
Bill	93749936	03/16/2016		Books & Materials	-23.23
Bill	93757497	03/16/2016		Personal Books	-63.99
<b>TOTAL</b>					<b>-12,260.04</b>
<b>Bill Pmt -Check</b>	<b>27978</b>	<b>03/21/2016</b>	<b>Thomas R. Kellogg</b>	<b>Checking</b>	
Bill	REFUND	02/26/2016		Overdues	-9.87
<b>TOTAL</b>					<b>-9.87</b>

Lawrence Public Library  
**Check Detail**  
March 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27979</b>	<b>03/21/2016</b>	<b>Trevor Hall</b>	<b>Checking</b>	
Bill	REFUND	02/26/2016		Overdues	-25.49
TOTAL					-25.49
<b>Bill Pmt -Check</b>	<b>27980</b>	<b>03/21/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		02/26/2016		Internet Telephone	-2,195.05 -666.37
TOTAL					-2,861.42
<b>Bill Pmt -Check</b>	<b>27981</b>	<b>03/21/2016</b>	<b>Bibliocommons Inc.</b>	<b>Checking</b>	
Bill	848	03/10/2016		Public Access	-3,178.08
TOTAL					-3,178.08
<b>Bill Pmt -Check</b>	<b>27982</b>	<b>03/21/2016</b>	<b>Body Boutique</b>	<b>Checking</b>	
Bill	CJ May	03/16/2016		Membership & Dues	-828.00
TOTAL					-828.00

# Lawrence Public Library

## Monthly Statistical Summary--February 2016

INDICATOR	February		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	94,586	94,586	0%			
User Visits per Capita	6.95	6.60	5%			
Reference Transactions per Capita	1.85	1.26	47%			
Program Attendance per Capita	0.65	0.45	44%			
Circulation per Capita	13.08	13.29	-2%			
Circulation per Visit	1.88	2.01	-7%			
Total Holdings per Capita	2.12	2.03	4%			
% of Lawrence Residents Registered	65%	92%	-29%			

Circulation--Adult Total	70,130	71,611	-2%	149,994	153,522	-2%
Circulation--Young Adult Total	3,901	3,264	20%	8,140	8,014	2%
Circulation--Youth Total	29,041	29,868	-3%	61,985	62,067	0%
Circulation--Bookmobile	1,086	1,007	8%	2,121	2,077	2%
Circulation--Audiovisual Total	41,051	44,022	-7%	87,776	93,828	-6%
Circulation--Total	103,072	104,743	-2%	220,119	223,603	-2%

Reference Transactions	14,579	9,956	46%	31,786	21,532	48%
User Visits	54,786	51,995	5%	111,657	111,161	0%
LPL Web Site Visits	27,766	16,484	68%	57,280	41,568	38%

Holdings--Added	2,742	2,612	5%	5,289	5,741	-8%
Holdings--Withdrawn	1,803	966	87%	4,292	1,972	118%
Holdings--Total	200,425	192,378	4%			

Registered Borrowers--Added	647	563	15%			
Registered Borrowers--Total	76,424	110,395	-31%			

Adult Programs	28	15	87%	55	29	90%
Young Adult Programs	20	29	-31%	34	47	-28%
Youth Programs	65	69	-6%	109	126	-13%
Senior Programs	11	17	-35%	22	29	-24%
Total Programs	124	130	-5%	220	231	-5%
Total Program Attendance	5,086	3,591	42%	8,307	6,957	19%
Public Uses of Meeting Rooms	629	140	349%	1,202	269	347%

Total Paid Staff (FTE)	62.65	62.21	1%			
Total Number of Employees	86	85	1%			

# Lawrence Public Library

## Monthly Statistical Report--February 2016

	February		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	94,586	94,586	0%				
User Visits per Capita	6.95	6.60	5%				
Reference Transactions per Capita	1.85	1.26	46%				
Program Attendance per Capita	0.65	0.45	42%				
Circulation per Capita	13.08	13.29	-2%				
Total Holdings per Capita	2.12	2.03	4%				
Collection Turnover--Total	6.25	6.63	-6%				
Collection Turnover--Adult	6.55	6.87	-5%				
Collection Turnover--Young Adult	4.96	3.99	24%				
Collection Turnover--Youth	5.94	6.56	-9%				
Collection Turnover--Audiovisual	10.25	12.07	-15%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	31848	31139	2%		67773	67327	1%
Circulation--Adult Periodicals	1254	1351	-7%		2886	2880	0%
Circulation--Adult Feature Films & TV Shows	25324	26547	-5%		54019	56167	-4%
Circulation--Electronic Games	1836	1860	-1%		3997	3908	2%
Circulation--Adult Music CDs	6231	7517	-17%		13628	16347	-17%
Circulation--Adult Audio Books and Books on CD	3630	3182	14%		7672	6878	12%
Circulation--eReaders	7	15	-53%		19	15	27%
Circulation--Adult Total	70130	71611	-2%		149994	153522	-2%
Circulation--YA Books and NF Videos	3568	3059	17%		7476	7421	1%
Circulation--YA Periodicals	12	35	-66%		27	53	-49%
Circulation--YA Audio Books and Books on CD	321	170	89%		637	540	18%
Circulation--YA Total	3901	3264	20%		8140	8014	2%
Circulation--Youth Books and NF Videos	27650	28442	-3%		58956	58964	0%
Circulation--Youth Periodicals	89	146	-39%		174	316	-45%
Circulation--Youth Music CDs	481	432	11%		1043	1034	1%
Circulation--Youth Audio Books and Books on CD	821	848	-3%		1812	1753	3%
Circulation--Youth Total	29041	29868	-3%		61985	62067	0%

<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Circulation--Bookmobile	1086	1007	8%		2121	2077
Circulation--Total Books	63066	59189	7%		134205	133712
Circulation--Total Periodicals	1355	1532	-12%		3087	3249
Circulation--Total Audiovisual	41051	44022	-7%		87776	93828
Circulation Total	103072	104743	-2%		220119	223603
Accounts & Welcome Desk Circulation	1603	2210	-27%		3332	27091
Self Check Circulation	77025	78879	-2%		165563	168827
Percent Self Check	98%	97%	1%		98%	86%
Web Site & Telephone Renewals	17712	17002	4%		36483	34635
Other Staff Checkouts	3086	4102	-25%		6138	6053
Requests Placed	20695	18990	9%		45565	39704
Requests Filled	14829	12909	15%		31478	27307
Requests Unclaimed	3076	2663	16%		6233	5452
Interlibrary Loan Items Borrowed for LPL Patrons	481	259	86%		942	604
Interlibrary Loan Items Loaned from LPL Collection	661	609	9%		1403	1272
<b>OTHER LIBRARY SERVICES</b>						
User Visits	54786	51995	5%		111657	111161
Public Computer Usage	8075	8372	-4%		16926	18677
Computer Lab Classes	4	8	-50%		12	12
Computer Lab Classes Attendance	14	22	-36%		14	34

<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
<b>PATRON INQUIRIES</b>						
Adult Reference Transactions	1623	1983	-18%		3555	4282
Young Adult Reference Transactions	567	718	-21%		1259	1582
Youth Reference Transactions	1243	983	26%		2731	2002
IT Desk	1283	2175	-41%		3019	4646
Welcome Desk	3051	2189	39%		6125	4790
Accounts Desk	3857				7941	
Phone Calls	2955	1908	55%		7156	4230
Total Reference Transactions	14579	9956	46%		31786	21532
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	629	140	349%		1202	269
LPL Web Site Visits	27766	16484	68%		57280	41568
<b>RESOURCES</b>						
Holdings--Total	200425	192378	4%			
Holdings--Adult	130214	127131	2%			
Holdings--Young Adult	9447	9822	-4%			
Holdings--Youth	59457	55425	7%			
Holdings--Audiovisual	48074	43772	10%			
Holdings--eReaders	9	11	-18%			
Holdings Added	2742	2612	5%		5289	5741
Holdings Withdrawn (Weeded)	1803	966	87%		4292	1972
Holdings Net Change	939	1646			997	3769
<b>LIBRARY PATRONS</b>						
Total Borrowers	76424	110395	-31%			
Borrowers Added	647	563	15%		1243	1426
Borrowers Transacting	12658	9920	28%		25591	12969
Percent of Borrowers Transacting	17%	9%	84%			
Total Number of Lawrence Residents Registered	61223	87335	-30%			
Percent of Lawrence Residents Registered	65%	92%	-30%			

<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
<b>PROGRAMMING</b>						
Number of Adult Programs	28	15	87%		55	29
Number of Young Adult Programs	20	29	-31%		34	47
Number of Youth Programs	65	69	-6%		109	126
Number of Senior Programs	11	17	-35%		22	29
Total Programs	124	130	-5%		220	231
Adult Program Attendance	1600	459	249%		2178	976
Young Adult Program Attendance	567	334	70%		820	823
Youth Program Attendance	2805	2626	7%		5075	4900
Senior Program Attendance	114	162	-30%		234	258
Total Program Attendance	5086	3581	42%		8307	6957
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	62.65	62.21	1%			
ALA-MLS Librarians, in Full-Time Equivalents	18.6	18.5	1%			
Number of Employees--Total	86	85	1%			
Number of Employees--Full-Time	38	35	9%			
Number of Employees--Part-Time	48	50	-4%			
Terminations	2	2	0%		3	2
Hirings	0	2	-100%		0	4
Volunteer Hours	388.3	259.05	50%		656.1	527.25
	.					

<b>Notes:</b>							
<b>*February 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1818	1981
YA	0	0
Youth	762	753
Total	2580	2734

x

## **Library Director's Report for March 2016**

Respectfully submitted by Brad Allen 3/17/2016

### **Wrapping Up Read Across Lawrence**

Read Across Lawrence ended on a high note with two great programs and a successful Foundation fundraiser. Our event with Lynn Sherr at the Dole Institute brought in hundreds of attendees, and Lynn Sherr's conversation with astronauts Steve Hawley and John Grunsfeld packing Liberty Hall. It was a great week for library programs. We received considerable feedback that this was amongst the best years we've had for Read Across Lawrence.

### **2017 Budget**

On March 9, Kathleen, Sherri, and I met with City Finance Director Bryan Kidney and City Commissioner Stuart Boley. We discussed the 2017 budget year. I explained that the primary budgetary issue we currently have is working towards achieving pay equity for our staff compared to pay for City of Lawrence employees. The main obstacle facing any continued increases in the library's budget is the tax cap that will go into effect on January 1, 2018. In fact, if Senate Bill 316 passes, the tax cap will take effect July 1, 2016, and the 2017 budget would face a tax cap equal to the Consumer Price Index (currently 0.1%). Time will tell how all this will shake out, but we could very quickly be facing total stagnation with our budget.

### **Staffing Updates**

I have a few staffing updates to report. Cataloging and Collection Development Coordinator Kelly Fann is leaving the library on March 28. She will be the new Library Director for Hussey-Mayfield Memorial Public Library in Zionsville, Indiana. I wish her the best on her new adventure. Also on March 28, the library will welcome our new Facilities Coordinator Jon Ratzlaff.

### **A Visitor from Oregon**

Many people have come to visit our library for a tour. It's a great place to show off. This month, I had the privilege to welcome Director of Hillsboro (Oregon) Public Library Stephanie Chase to the library. Stephanie is well respected librarian with past management experience at Multnomah County Library and Seattle Public Library and also a stint at BiblioCommons (our discovery layer vendor). She told me she wanted to visit because she wanted to know our secret for achieving so much with such a small budget which I took as quite a compliment. Hillsboro is about the same size as Lawrence and has a more than \$9 million budget (more than double ours). We had a great morning walking the building, talking with staff, and talking all things library.

## **Foundation Director's Report**

### **March 18, 2016**

**After Hours at the Library.** The *After Hours at the Library* "Spacey Soiree" was a great success. Approximately 250 people attend the event on Saturday evening, February 27. The total raised (gross) was \$30,000. After expenses, we estimate the net raised will be \$25,000. The Win a Basket! portion of the event accounted for \$9,000 of the total. This marks a new high for the After Hours event.

**Americorps/VISTA.** The library has received the green light to apply for two summer associate VISTAs to help with the Summer Reading and Summer Food programs. These are 10-week assignments that will provide extra hands at our busiest time of the year. The focus for VISTA's summer associate program is helping to stem the summer learning loss and food insecurity. It aligns perfectly with the library's summer missions. Assuming we win final approval, these temporary VISTAs will begin on May 29.

**Friends Annual Meeting.** I was honored to serve as the guest speaker at the Friends Annual Meeting on March 8. My remarks focused on collaboration between the Friends and Foundation. We have come a long way! The two organizations have combined their databases, send out a joint newsletter and annual fundraising letter. We look forward to finding additional ways to collaborate in the future.

**Freedom's Frontier Grant Application.** The Foundation was approved for a \$4,500 grant from Freedom's Frontier to provide supplemental funding for the Hike Through History. This exhibit combining health and Lawrence history, will kick off the 2016 adult Summer Reading program. Its purpose is to encourage people to take a walk down the Burroughs Trail and learn about the history of Lawrence. The exhibit will start at the library and will be on display at LMH, the East Lawrence Recreation Center and the Kansas Union throughout 2016 and 2017.

**Hall Center Fellow.** The library has received four applicants for its summer Hall Center fellowship. This Foundation-funded position will curate, scan and organize historic postcards from the Postma family collection. These images will serve as the first items to be included in the library's local history portal, a long term project with Watkins Museum that is in its very early stages. The Hall Center fellow will work 30 hours a week for 10 weeks at the library throughout the summer.

## **AGENDA**

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

Monday, April 18, 2016 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

- Approve Budget Recommendation and Budget Resolution
- Officer Nominations
- NEKLS Annual Meeting Representative Nomination

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Meeting March 21, 2016, 4:30 p.m.**

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

**Library Staff Present:** Brad Allen, Aaron Brumley, Tricia Karlin, Amanda McConnell (arrived 5:10), Kathleen Morgan, Sherri Turner.

#### **Call to Order**

David Vance, Board Vice-Chair, called the meeting to order at 4:34 p.m.

There was no public comment.

#### **Consent Agenda**

Kevan moved to accept the consent agenda; Joan seconded. Brad noted that there is a check for the synthesizer that will be reimbursed. Joan asked why professional fees are at 43%. Brad said he wasn't certain but could check and report back. Judy suggested that the motion be amended to remove the treasurer's report from approval pending explanation, Joan seconded. All in favor. Motion carried. Brad will research and report.

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

Brad gave kudos to everyone who worked on Read Across Lawrence. This year's programs were very strong with high attendance, especially at the adult events. Judy asked if we had attendance numbers. Kathleen said that she would get them. Brad said he is watching the move to advance the effective date of the tax cap on cities. There is a bill in process to move the effective date of the cap from 2018 to 2017. This legislation could have significant impact on the library budget. Brad, Kathleen, and Sherri had a meet and greet with Bryan Kidney, the city's new Finance Director, and Commissioner Stuart Boley. Kelly Fann, Cataloging and Collection Development Coordinator, has resigned to take a position as a library director; her last day is Monday, March 28. Jon Ratzlaff will start on March 28 as new Facilities Coordinator. Stephanie Chase, Library Director of the Hillsboro (Oregon) Public Library, visited the library recently to see how we do so well with so little money.

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

The After Hours fundraiser held in conjunction with Read Across Lawrence was a success. Gross income was about \$30,000 with an estimated net of \$25,000. The committee likes connecting to Read Across Lawrence, but it is a logistical challenge. They are working toward doing the after hours event every other year, alternating it with Caddy Stacks. The Library has received approval to apply for 2 more VISTAs to help with the summer reading and summer food programs. They received a \$4500 grant from Freedom's Frontier to support the Hike Through History. The library is in the process of selecting its Hall Center fellow to digitize the Postma postcard collection which will lay a foundation for our digital local history portal. The Foundation has 5 vacancies for 3-year terms and another to fill out a one-year term. Fred Atchison, Jenny Gorup, and John Catlin have agreed to serve. The Foundation will vote on the slate in April and the new board members will start in May. The Foundation approved a \$44,000 distribution from endowment which the library will use mostly for humanities programs.

#### **Friends Report**

David said that Friends are working out details on an agreement with KU to process recycling with CLO

potentially assisting with delivery. A start date has not yet been determined. Friends elected new board members at their March annual meeting. The next book sale is March 31 through April 3. They are working on their budget.

### **Ongoing Business**

#### **Library Lawn**

The city is planning to re-sod the lawn next week. However, Parks and Recreation still wants to add concrete to the top tier to support the skating rink. Due to the anticipated cost, they are proposing a phasing in of the plan with concrete coming first and shading and other enhancements added later. Based on earlier discussions with the board, Brad said he is hesitant to accept a phased-in program, and asked for the board's guidance. The consensus of the board was that they would only be interested in the concrete if it was part of a complete package that truly enhances the space and makes it functional for the library. The proposal to put the Tuesday Farmer's Market in the northwest corner of the parking garage extending onto the southwest corner of the lawn will be on City Commission agenda tomorrow.

### **New Business**

#### **Memo to City on Vermont Street Improvements**

Brad asked the board to review a draft memo to the city regarding improvements to the 700 block of Vermont. He asked for the board's consent to send the memo to the effect that the library supports:

A mid-block crosswalk in the 700 block of Vermont  
Placement of a bike corral on Vermont  
Introduction of two 15-minute parking spaces at the library entrance  
Continued presence of a transit center or hub on the east side of the street

Joan said she wouldn't want the library to come out against any other plans the transit may have for a hub. Other than this refinement, the board had no objections to Brad's memo. Brad will proceed with expressing general consent to the city on these items.

#### **Appoint Budget Committee**

David appointed Joan, Kevan, and Brady to the Budget Committee.

#### **Appoint Officer Nominating Committee**

David appointed Judy and Fran to the Officer Nominating Committee. They will present a slate of officers at the April meeting.

Brad said that staff will be presenting the library's Annual Report at the city commission meeting on April 12. The city will also issue a proclamation for National Library Week. During that week we'll unveil the book bike and have other events. Kevan asked if Brad had an appointment with the new city manager yet. Brad said that there will be a public reception for the new city manager here at the library on April 6 from 4:30 p.m. - 6:30 p.m. Brad and several staff members will be away at the PLA conference then, but board members are encouraged to attend.

### **Adjournment**

Brady moved to adjourn the meeting; Kevan seconded. All in favor. Meeting adjourned at 5:45 p.m.

The next Board meeting will be Monday, April 18, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,  
Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
March 2016									
REVENUES		This Month	Year to Date	Annual Budget	25% of Year	March 2015	YTD 2015		
Tax Fund		\$ -	\$ 1,625,000.00	\$ 3,749,330.70	43.34%	\$ -	\$ 1,550,000.00		
Overdues		\$ 14,651.64	\$ 43,155.11	\$ 180,000.00	23.98%	\$ 15,370.12	\$ 46,243.75		
NEKLS		\$ 16,592.00	\$ 18,122.00	\$ 65,000.00	27.88%	\$ 16,108.75	\$ 16,108.75		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%		\$ 15,134.22		
Photo Copies		\$ 1,603.53	\$ 4,999.33	\$ 13,000.00	38.46%	\$ 1,627.65	\$ 4,284.82		
Coffee Shop Rent		\$ 700.00	\$ 2,100.00	\$ 8,400.00	25.00%	\$ -	\$ 2,100.00		
Meeting Room Fees		\$ 275.00	\$ 800.00	\$ 1,000.00	80.00%	\$ 150.00	\$ 200.00		
Interest		\$ 144.44	\$ 530.00	\$ 1,600.00	33.13%	\$ 153.33	\$ 418.22		
Miscellaneous		\$ (10.25)	\$ 373.06			\$ 27.87	\$ (32.05)		
Total Revenues		\$ 33,956.36	\$ 1,724,190.61	\$4,043,330.70	42.64%	\$33,437.72	\$1,634,457.71		
EXPENSES									
Salaries & Wages		\$ 187,136.71	\$ 544,531.76	\$ 2,276,501.70	23.92%				
Employee Benefits		\$ 21,797.32	\$ 62,763.57	\$ 260,000.00	24.14%				
Payroll Taxes		\$ 32,196.25	\$ 96,596.58	\$ 420,329.00	22.98%				
Utilities		\$ 10,451.54	\$ 34,284.23	\$ 108,000.00	31.74%				
Building Supplies		\$ 2,498.72	\$ 6,458.51	\$ 20,000.00	32.29%				
Building Repairs & Maintenance		\$ 965.00	\$ 7,534.77	\$ 25,000.00	30.14%				
Library & Office Supplies		\$ 2,068.86	\$ 8,517.62	\$ 25,000.00	34.07%				
Books & Materials		\$ 41,573.13	\$ 93,832.73	\$ 550,000.00	17.06%				
Books & Materials Supplies & Processing		\$ 3,266.50	\$ 51,442.45	\$ 65,000.00	79.14%				
Equipment			\$ -	\$ 10,000.00	0.00%				
Technology		\$ 22,005.13	\$ 46,314.45	\$ 150,000.00	30.88%				
Insurance		\$ -	\$ -	\$ 10,000.00	0.00%				
Shipping		\$ 703.27	\$ 4,078.22	\$ 17,000.00	23.99%				
Professional Development		\$ 2,027.83	\$ 7,610.67	\$ 25,000.00	30.44%				
Book Van & Mileage		\$ 270.65	\$ 352.49	\$ 1,500.00	23.50%				
Programs		\$ 925.08	\$ 4,878.83	\$ 20,000.00	24.39%				
Professional Fees		\$ 1,822.96	\$ 14,761.35	\$ 30,000.00	49.20%				
Advertising & Marketing		\$ 861.96	\$ 5,849.45	\$ 30,000.00	19.50%				
Capital Improvements			\$ -	\$ -					
Miscellaneous		\$ 777.62	\$ 1,117.98	\$ -					
Total Expenses		\$ 331,348.53	\$ 990,925.66	\$ 4,043,330.70	24.51%	\$ 330,255.16	\$ 871,766.93		
Revenue Over Expenses		\$ (297,392.17)	\$ 733,264.95						
Cash Balances:									
Checking		\$ 1,231,345.31							
Capital Improvement		\$ 561,097.83							
		21797.32							

Lawrence Public Library											
2016 Outside Funding Report											
		1/1/2016	January	January	February	February	March	March			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>											
	Movie License	\$ -							\$ -		
	KPR-Advertising	\$ 1,584.06		\$ 216.69	\$ 1,100.00	\$ 216.69		\$ 216.69	\$ 2,033.99		
	Summer Reading - ALL	\$ 12,280.13		\$ 315.00	\$ 20,800.00	\$ 345.00		\$ 300.00	\$ 32,120.13		
	Aquarium	\$ (2,932.68)		\$ 600.00		\$ 300.00		\$ 128.78	\$ (3,961.46)		
	Scholarships	\$ 620.00							\$ 620.00		
	Volunteers	\$ 665.94				\$ 528.66			\$ 137.28		
	Read Across Lawrence 2015/2016	\$ 6,003.71		\$ 1,853.89		\$ 1,898.13		\$ 1,696.67	\$ 555.02		
	Friends Supplies	\$ (45.55)							\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)		\$ 1,683.22	\$ 20,000.00	\$ 2,267.74		\$ 1,774.17	\$ 14,036.04		
	Staff Day				\$ 1,000.00	\$ 461.16			\$ 538.84		
	Block Grant	\$ 24,640.34		\$ 9,523.04	\$ 291.84			\$ 41.03	\$ 14,784.43		
		\$ 42,577.12	\$ -	\$ 14,191.84	\$ 42,900.00	\$ 6,309.22	\$ -	\$ 4,157.34	\$ 60,818.72		
<b>FOUNDATION</b>											
	Kansas Health Foundation	\$ 9,766.66		\$ 367.31		\$ 537.29		\$ 136.46	\$ 8,725.60		
	Kansas Health Foundation 2015-16	\$ 23,850.00				\$ 18,100.00			\$ 5,750.00		
	Steiner Storytelling	\$ -							\$ -		
	Beach Author Series	\$ -							\$ -		
	Milliken Fund	\$ 1,325.09							\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)		\$ 475.17		\$ 585.30		\$ 241.36	\$ (2,191.84)		
	Morgan Expenses	\$ -		\$ 584.63		\$ 153.09		\$ 142.66	\$ (880.38)		
	Sound & Vision			\$ 199.00		\$ 1,200.00		\$ 1,200.00	\$ (2,599.00)		
	Harrison							\$ 778.97	\$ (778.97)		
	Nalbandian					\$ 253.00					
	After Hours					\$ 1,482.33		\$ 329.34			
	Dr. Bob								\$ -		
	Foundation Center	\$ -							\$ -		
	Simpson Grant	\$ 1,519.27		\$ 11,221.00		\$ 124.00			\$ (9,825.73)		
	New Building YS	\$ 171.63							\$ 171.63		
		\$ 35,742.64	\$ -	\$ 12,847.11	\$ -	\$ 22,435.01		\$ 2,828.79	\$ (303.60)		
<b>OTHER</b>											
	Memorials/Honor with Books	\$ 2,829.80		\$ 1.90		\$ (14.90)			\$ 2,842.80		
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32		
	Wurfy	\$ 120.16				\$ 76.65		\$ 0.74	\$ 42.77		
	Underwood Gift (Sr.Outreach)	\$ 370.00							\$ 370.00		
	John Cotton Dana	\$ 1,663.84				\$ 1,663.84			\$ -		
	Merchandise Sales	\$ 2,013.36	\$ 470.71		\$ (1,007.70)		\$ (1,017.54)		\$ 458.83		
		\$ 9,623.48	\$ 470.71	\$ 1.90	\$ (1,007.70)	\$ 1,725.59	\$ (1,017.54)	\$ 0.74	\$ 6,340.72		
		\$ 87,943.24									
		Month Total	\$ 470.71	\$ 27,040.85	\$ 41,892.30	\$ 30,469.82	\$ (1,017.54)	\$ 6,986.87			
						Income YTD	Expense YTD				
						\$ 41,345.47	\$ 64,497.54				

**Lawrence Public Library**  
**Balance Sheet**  
As of March 31, 2016

	Mar 31, 16	Mar 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,946.92	-16,946.92	-100.0%
Capital Improvement -2	561,097.83	601,302.39	-40,204.56	-6.7%
Checking	1,231,345.31	1,240,102.62	-8,757.31	-0.7%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	1,792,443.14	1,858,351.93	-65,908.79	-3.6%
<b>Total Current Assets</b>	1,792,443.14	1,858,351.93	-65,908.79	-3.6%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>1,793,673.84</b>	<b>1,859,582.63</b>	<b>-65,908.79</b>	<b>-3.5%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	34,351.82	49,514.70	-15,162.88	-30.6%
<b>Total Accounts Payable</b>	34,351.82	49,514.70	-15,162.88	-30.6%
<b>Other Current Liabilities</b>				
Payroll Liabilities	44,151.78	-1,299.11	45,450.89	3,498.6%
<b>Total Other Current Liabilities</b>	44,151.78	-1,299.11	45,450.89	3,498.6%
<b>Total Current Liabilities</b>	78,503.60	48,215.59	30,288.01	62.8%
<b>Total Liabilities</b>	78,503.60	48,215.59	30,288.01	62.8%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,422.14	755,540.09	-51,117.95	-6.8%
Net Income	710,112.88	755,191.73	-45,078.85	-6.0%
<b>Total Equity</b>	1,715,170.24	1,811,367.04	-96,196.80	-5.3%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,793,673.84</b>	<b>1,859,582.63</b>	<b>-65,908.79</b>	<b>-3.5%</b>

**Lawrence Public Library  
Revenues & Expenses**

March 2016

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**Mar 16**

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	700.00
Grants	16,592.00
Interest	144.44
Meeting Room Fees	275.00
Merchandise Sales	-1,017.54
Overdues	14,651.64
Personal Books	-10.25
Photo Copies	1,603.53
<b>Total Income</b>	<b>32,938.82</b>
<b>Expense</b>	
Payroll Expenses	210,715.66
Payroll Taxes	32,430.15
Utilities	10,451.54
Building Supplies	2,498.72
Building Repairs & Maintenance	965.00
Library & Office Supplies	2,068.86
Books & Materials	41,573.13
Processing Supplies	3,266.50
Technology	22,005.13
Shipping	703.27
Professional Development	2,027.83
Bookvan & Mileage	270.65
Program Expense	925.08
Professional Fees	1,822.96
Advertising	861.96
FOUNDATION FUNDING	2,587.43
FRIENDS FUNDING	2,383.91
Miscellaneous	777.62
<b>Total Expense</b>	<b>338,335.40</b>
<b>Net Ordinary Income</b>	<b>-305,396.58</b>
<b>Net Income</b>	<b><u>-305,396.58</u></b>

# Lawrence Public Library Vendor Balance Summary

As of April 15, 2016

Apr 15, 16

Advance Insurance Company	485.93
Air Filter Plus	447.61
Amanda W. Wilson	5.99
Amazon	1,906.60
Arsenal	1,369.88
ASI	50.00
Baker & Taylor, Inc.	542.58
Billy Pilgrim, LLC	600.00
Blackstone Audio, Inc.	239.41
Brilliance Publishing, Inc.	379.40
Brodart Co.	248.40
Center Point Large Print	64.71
Century Business Technologies	169.50
Christina Ortiz	25.00
City of Lawrence	134.40
CNA Surety	100.00
Copy Co Inc.	650.00
Databank Holdings, LTD	1,491.60
David Y. Stevens	20.68
Debra A. Hildebrandt	10.14
Douglas P. Hartwell	8.45
Gale Group, Inc.	970.22
Harvard University	25.00
Hawk Wash	442.00
Heartland Payment Systems	276.59
Indiana University	20.00
Ingram Library Services	21,640.75
Intuit	29.85
Jayhawk Power	929.00
Jayhawk Tropical Fish	300.00
Juniper Tangpuz	50.00
KanREN	1,833.45
Kansas Public Radio	216.69
Kansas State Treasurer	136.46
Laser Logic, Inc.	413.95
Lawrence Arts Center	300.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	702.10
Lawrence Transit System	1,000.00
Lucia S. Orth	17.99
Maxine Supko Younes	29.13
Melissa Arthur	50.00
Mid America	849.02
Midwest Tape	10,283.04
Mikah J. Beaty	5.94
OCLC, Inc.	5,340.98
Orion W. Dollar	9.80
OverDrive	6,621.44
Overhead Door Company	189.00
P1 Group, Inc.	4,745.00
Pro Print Inc.	43.75
Prof. Fire Alarm Sys. Inc.	240.00
Pur-O-Zone, Inc.	401.94
Quill Corporation	558.47
Random House, Inc.	303.75
Recorded Books	620.97
Rueschhoff Locksmiths & S.S.	80.22
Schendel Services	95.00
Shirley Lyberger	33.69
Showcases	405.00
SirsiDynix	31,717.50
SMIC	235.00
Smith College	10.00
Snap Promotions	1,823.43
The Summit	420.00
Unique Management Services	942.41
United Parcel Service	612.82
University of Kansas	95.00
VISA 5372	8,378.83

Lawrence Public Library  
Vendor Balance SummaryAs of April 15, 2016

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	Apr 15, 16
Westar	6,524.40
WOW!Business	2,780.64
TOTAL	<u>122,907.50</u>

Lawrence Public Library  
**Check Detail**  
April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>04/06/2016</b>	<b>Katharine S. Ritter</b>	<b>Checking</b>	
Bill	REFUND	02/27/2014	Katharine S. Ritter	Accounts Payable	0.00
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	May 2016	04/11/2016		Group Life Insurance	-485.93
TOTAL					-485.93
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		04/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	March 2016	04/11/2016		Credit Card Processing Public Access	-241.59 -35.00
TOTAL					-276.59
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	March Bill P...	04/11/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1146	04/11/2016		Shipping	-612.82
TOTAL					-612.82
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		04/14/2016		Library & Office Supplies	-271.93
				Children's Programming	-105.55
				Children's Programming	-59.13
				Young Adult Programming	-194.29
				Children's Programming	-20.98
				Children's Programming	-49.31
				Shipping	-215.68
				Advertising	-640.17
				Building Supplies	-159.93
				Adult Programming	-110.90
				Adult Services	-89.87
				Technical Services	-198.72
				Admin. Dept.	-799.86
				Technology	-2,751.07
				KHF Grant Expenses	-432.95
				FOUNDATION FUNDING	-112.84
				Dr. Bob Program	-35.23
				Books & Materials	-62.86
				Books & Materials	-14.97
				Books & Materials	-19.90
				Supplies	-177.50

12:12 PM  
04/15/16

Lawrence Public Library  
**Check Detail**  
April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
				Outreach Programming	-21.95
				Bookvan & Mileage	-81.98
				Miscellaneous	-1.00
				Miscellaneous	-19.97
				Processing Supplies	-85.64
				Equipment	-1,644.65
TOTAL					-8,378.83
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>04/18/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		04/13/2016		Electric	-6,524.40
TOTAL					-6,524.40
<b>Bill Pmt -Check</b>	<b>7303</b>	<b>04/20/2016</b>	<b>Air Filter Plus</b>	<b>Checking</b>	
Bill	327705	03/30/2016		Building Supplies	-447.61
TOTAL					-447.61
<b>Bill Pmt -Check</b>	<b>7304</b>	<b>04/20/2016</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	61692	04/11/2016		Telephone Maintenance	-1,369.88
TOTAL					-1,369.88
<b>Bill Pmt -Check</b>	<b>7305</b>	<b>04/20/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2031812474	03/30/2016		Block Grant	-18.23
Bill	2031812475	03/30/2016		Block Grant	-1.90
Bill	2031834771	03/30/2016		Books & Materials	-20.15
Bill	2031834772	03/30/2016		Processing Supplies	-1.90
Bill	2031894784	04/13/2016		Books & Materials	-179.06
Bill	2031894785	04/13/2016		Processing Supplies	-27.34
Bill	5014063549	04/13/2016		Books & Materials	-75.78
Bill	5014059311	04/13/2016		Books & Materials	-22.28
Bill	5014059312	04/13/2016		Processing Supplies	-0.74
Bill	2031870433	04/13/2016		Books & Materials	-133.35
Bill	2031870434	04/13/2016		Processing Supplies	-12.78
Bill	5014054488	04/13/2016		Books & Materials	-28.86
Bill	2031853970	04/13/2016		Books & Materials	-14.51
Bill	2031853971	04/13/2016		Processing Supplies	-5.70
TOTAL					-542.58
<b>Bill Pmt -Check</b>	<b>7306</b>	<b>04/20/2016</b>	<b>Billy Pilgrim, LLC</b>	<b>Checking</b>	
Bill	82639	04/14/2016		Advertising	-600.00
TOTAL					-600.00
<b>Bill Pmt -Check</b>	<b>7307</b>	<b>04/20/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	814695	03/30/2016		Books & Materials	-65.97
Bill	820133	03/30/2016		Books & Materials	-90.00
Bill	821975	04/13/2016		Books & Materials	-20.97
Bill	822957	04/13/2016		Books & Materials	-62.47
TOTAL					-239.41

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7308</b>	<b>04/20/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1078321	03/30/2016		Books & Materials	-79.98
Bill	IN1078322	03/30/2016		Books & Materials	-53.99
Bill	IN1081608	04/13/2016		Books & Materials	-57.48
Bill	IN1079897	04/13/2016		Books & Materials	-34.99
Bill	IN1080021	04/13/2016		Books & Materials	-10.00
Bill	IN1080752	04/13/2016		Books & Materials	-46.49
Bill	IN1080206	04/13/2016		Books & Materials	-5.00
Bill	IN1080205	04/13/2016		Books & Materials	-31.49
Bill	IN1080207	04/13/2016		Books & Materials	-59.98
<b>TOTAL</b>					<b>-379.40</b>
<b>Bill Pmt -Check</b>	<b>7309</b>	<b>04/20/2016</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	431414	03/30/2016		Processing Supplies	-248.40
<b>TOTAL</b>					<b>-248.40</b>
<b>Bill Pmt -Check</b>	<b>7310</b>	<b>04/20/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1366391	03/30/2016		Books & Materials	-20.97
Bill	1366891	04/13/2016		Books & Materials	-43.74
<b>TOTAL</b>					<b>-64.71</b>
<b>Bill Pmt -Check</b>	<b>7311</b>	<b>04/20/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	407069	04/11/2016		Copying	-113.82
Bill	407068	04/11/2016		Copying	-55.68
<b>TOTAL</b>					<b>-169.50</b>
<b>Bill Pmt -Check</b>	<b>7312</b>	<b>04/20/2016</b>	<b>CNA Surety</b>	<b>Checking</b>	
Bill	71277635-2...	04/13/2016		Liability Insurance	-100.00
<b>TOTAL</b>					<b>-100.00</b>
<b>Bill Pmt -Check</b>	<b>7313</b>	<b>04/20/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84188	03/30/2016		Printing	-650.00
<b>TOTAL</b>					<b>-650.00</b>
<b>Bill Pmt -Check</b>	<b>7314</b>	<b>04/20/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	19911	03/30/2016		Public Access	-1,182.80
Bill	20382	04/14/2016		Public Access	-308.80
<b>TOTAL</b>					<b>-1,491.60</b>

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7315</b>	<b>04/20/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	56894443	01/13/2016		Books & Materials	-38.92
Bill	57797231	03/30/2016		Books & Materials	-89.36
Bill	57766736	03/30/2016		Books & Materials	-38.92
Bill	57764312	03/30/2016		Books & Materials	-82.16
Bill	57771923	03/30/2016		Books & Materials	-50.37
Bill	57781024	03/30/2016		Books & Materials	-264.46
Bill	57869101	04/13/2016		Books & Materials	-130.14
Bill	57815919	04/13/2016		Books & Materials	-53.39
Bill	57877216	04/13/2016		Books & Materials	-66.57
Bill	57826973	04/13/2016		Books & Materials	-155.93
TOTAL					-970.22
<b>Bill Pmt -Check</b>	<b>7316</b>	<b>04/20/2016</b>	<b>Harvard University</b>	<b>Checking</b>	
Bill	ILL 193	04/14/2016		Overdues	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>7317</b>	<b>04/20/2016</b>	<b>Hawk Wash</b>	<b>Checking</b>	
Bill	20737	04/11/2016		Building Repairs & Main...	-442.00
TOTAL					-442.00
<b>Bill Pmt -Check</b>	<b>7318</b>	<b>04/20/2016</b>	<b>Indiana University</b>	<b>Checking</b>	
Bill	ILL Fee	03/30/2016		Overdues	-20.00
TOTAL					-20.00
<b>Bill Pmt -Check</b>	<b>7319</b>	<b>04/20/2016</b>	<b>Jayhawk Power</b>	<b>Checking</b>	
Bill	6007-1	03/30/2016		Building Repairs & Main...	-605.00
				Building Supplies	-324.00
TOTAL					-929.00
<b>Bill Pmt -Check</b>	<b>7320</b>	<b>04/20/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	500890	03/30/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7321</b>	<b>04/20/2016</b>	<b>KanREN</b>	<b>Checking</b>	
Bill	160401010...	04/11/2016		Internet	-1,833.45
TOTAL					-1,833.45
<b>Bill Pmt -Check</b>	<b>7322</b>	<b>04/20/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	138404	04/14/2016		Advertising Gift Fund	-216.69
TOTAL					-216.69

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7323</b>	<b>04/20/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	276077	04/13/2016		Library & Office Supplies	-178.00
Bill	275983	04/14/2016		Library & Office Supplies	-235.95
TOTAL					-413.95
<b>Bill Pmt -Check</b>	<b>7324</b>	<b>04/20/2016</b>	<b>Lawrence Arts Center</b>	<b>Checking</b>	
Bill	9342	03/30/2016		YS Summer Reading	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7325</b>	<b>04/20/2016</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	125562	04/11/2016		Membership & Dues	-207.00
TOTAL					-207.00
<b>Bill Pmt -Check</b>	<b>7326</b>	<b>04/20/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	7713	03/30/2016		Library & Office Supplies	-702.10
TOTAL					-702.10
<b>Bill Pmt -Check</b>	<b>7327</b>	<b>04/20/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	77331	03/30/2016		Building Supplies	-507.81
Bill	77345	03/30/2016		Building Supplies	-68.57
Bill	77477	04/13/2016		Building Supplies	-272.64
TOTAL					-849.02
<b>Bill Pmt -Check</b>	<b>7328</b>	<b>04/20/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	452445	04/11/2016		Collections	-4,846.38
Bill	452444	04/11/2016		Software & Licenses	-494.60
TOTAL					-5,340.98
<b>Bill Pmt -Check</b>	<b>7329</b>	<b>04/20/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	130620917...	03/30/2016		Books & Materials	-892.84
Bill	115902410...	03/30/2016		Books & Materials	-94.53
Bill	115749163...	03/30/2016		Books & Materials	-174.99
Bill	000315877...	03/30/2016		Books & Materials	-97.97
Bill	000311570...	03/30/2016		Books & Materials	-53.97
Bill	123049393...	03/30/2016		Books & Materials	-902.50
Bill	130814200...	03/30/2016		Books & Materials	-413.98
Bill	153200070...	03/30/2016		Books & Materials	-115.92
Bill	153650883...	03/30/2016		Books & Materials	-797.16
Bill	153416587...	03/30/2016		Books & Materials	-562.77
Bill	000238313...	04/13/2016		Books & Materials	-18.99
Bill	000514027...	04/13/2016		Books & Materials	-277.96
Bill	112623383...	04/13/2016		Books & Materials	-220.97
Bill	112727580...	04/13/2016		Books & Materials	-1,394.80

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	140748200-...	04/13/2016		Books & Materials	-525.00
Bill	000327513-...	04/13/2016		Books & Materials	-77.09
TOTAL					-6,621.44
<b>Bill Pmt -Check</b>	<b>7330</b>	<b>04/20/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	LT10516C	04/13/2016		Building Repairs & Main...	-4,745.00
TOTAL					-4,745.00
<b>Bill Pmt -Check</b>	<b>7331</b>	<b>04/20/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	90855	03/30/2016		Library & Office Supplies	-43.75
TOTAL					-43.75
<b>Bill Pmt -Check</b>	<b>7332</b>	<b>04/20/2016</b>	<b>Prof. Fire Alarm Sys. Inc.</b>	<b>Checking</b>	
Bill	9814-0308	03/30/2016		Building Repairs & Main...	-240.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>7333</b>	<b>04/20/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	695497	04/14/2016		Building Supplies	-401.94
TOTAL					-401.94
<b>Bill Pmt -Check</b>	<b>7334</b>	<b>04/20/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	3845274	03/30/2016		Library & Office Supplies	-45.98
Bill	4170104	03/30/2016		Library & Office Supplies	-173.92
Bill	4422220	03/30/2016		Library & Office Supplies	-13.31
Bill	4364505	03/30/2016		Young Adult Programming	-222.54
Bill	4479897	03/30/2016		Processing Supplies	-81.94
				Library & Office Supplies	-20.78
TOTAL					-558.47
<b>Bill Pmt -Check</b>	<b>7335</b>	<b>04/20/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1086906101	03/30/2016		Books & Materials	-26.25
Bill	1186783540	03/30/2016		Books & Materials	-60.00
Bill	1086783540	03/30/2016		Books & Materials	-30.00
Bill	1086844187	03/30/2016		Books & Materials	-37.50
Bill	1086991308	04/13/2016		Books & Materials	-37.50
Bill	1186991308	04/13/2016		Books & Materials	-112.50
TOTAL					-303.75

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7336</b>	<b>04/20/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75295973	03/30/2016		Books & Materials	-210.20
Bill	75303660	03/30/2016		Books & Materials	-40.60
Bill	75278847	03/30/2016		Books & Materials	-189.66
Bill	75306964	03/30/2016		Books & Materials	-30.01
Bill	75311377	04/13/2016		Books & Materials	-71.77
Bill	75312597	04/13/2016		Books & Materials	-27.11
Bill	75307677	04/13/2016		Books & Materials	-51.62
TOTAL					-620.97
<b>Bill Pmt -Check</b>	<b>7337</b>	<b>04/20/2016</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	522873	03/30/2016		Professional Fees	-80.22
TOTAL					-80.22
<b>Bill Pmt -Check</b>	<b>7338</b>	<b>04/20/2016</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30226421	03/30/2016		Building Repairs & Main...	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>7339</b>	<b>04/20/2016</b>	<b>Showcases</b>	<b>Checking</b>	
Bill	292029	04/11/2016		Processing Supplies	-405.00
TOTAL					-405.00
<b>Bill Pmt -Check</b>	<b>7340</b>	<b>04/20/2016</b>	<b>SMIC</b>	<b>Checking</b>	
Bill	1-04/2016	04/13/2016		Liability Insurance	-235.00
TOTAL					-235.00
<b>Bill Pmt -Check</b>	<b>7341</b>	<b>04/20/2016</b>	<b>Smith College</b>	<b>Checking</b>	
Bill	364715	04/13/2016		Overdues	-10.00
TOTAL					-10.00
<b>Bill Pmt -Check</b>	<b>7342</b>	<b>04/20/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	16031505	03/30/2016		Merchandise Sales	-1,774.79
Bill	16031602	04/13/2016		Library & Office Supplies	-48.64
TOTAL					-1,823.43
<b>Bill Pmt -Check</b>	<b>7343</b>	<b>04/20/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	425835	04/11/2016		Professional Fees	-778.65
Bill	425836	04/11/2016		Professional Fees	-163.76
TOTAL					-942.41

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7344</b>	<b>04/20/2016</b>	<b>University of Kansas</b>	<b>Checking</b>	
Bill	ILL 153240...	03/30/2016		Overdues	-95.00
<b>TOTAL</b>					<b>-95.00</b>
<b>Bill Pmt -Check</b>	<b>27986</b>	<b>04/18/2016</b>	<b>Kansas State Treasurer</b>	<b>Checking</b>	
Bill	REFUND	07/15/2010		Overdues	-12.00
Bill	REFUND	07/23/2010		Overdues	-19.25
Bill	REFUND	09/29/2010		Overdues	-9.12
Bill	REFUND	11/09/2010		Overdues	-5.50
Bill	REFUND	11/30/2010		Overdues	-36.48
Bill	REFUND	11/30/2010		Overdues	-22.95
Bill	REFUND	01/31/2011		Overdues	-11.18
Bill	REFUND	02/25/2011		Overdues	-4.50
Bill	REFUND	02/25/2011		Overdues	-15.48
<b>TOTAL</b>					<b>-136.46</b>
<b>Bill Pmt -Check</b>	<b>27987</b>	<b>04/18/2016</b>	<b>Amanda W. Wilson</b>	<b>Checking</b>	
Bill	REFUND	04/13/2016		Overdues	-5.99
<b>TOTAL</b>					<b>-5.99</b>
<b>Bill Pmt -Check</b>	<b>27988</b>	<b>04/18/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	0700258	03/30/2016		Young Adult Programming	-53.88
Bill	7163435	03/30/2016		Overdues	-45.87
Bill	8376222	03/30/2016		Books & Materials	-111.92
Bill	0841037	03/30/2016		Books & Materials	-106.17
Bill	1052215	03/30/2016		Books & Materials	-48.02
Bill	1451468	03/30/2016		Books & Materials	-13.99
Bill	1052215	03/30/2016		Books & Materials	-19.99
Bill	1451468	03/30/2016		Books & Materials	-124.19
Bill	1451468	03/30/2016		Books & Materials	-90.93
Bill	8376222	03/30/2016		Books & Materials	-95.98
Bill	3830665	03/30/2016		Books & Materials	-56.26
Bill	3830665	03/30/2016		Books & Materials	-123.63
Bill	3830665	03/30/2016		Books & Materials	-51.04
Bill	6993811	03/30/2016		Library & Office Supplies	-18.42
Bill	2306612	04/11/2016		Outreach Programming	-69.68
Bill	2306612	04/11/2016		Outreach Programming	-139.36
Bill	3330631	04/11/2016		Library & Office Supplies	-59.94
				Supplies	-31.99
Bill	3387797	04/11/2016		Supplies	-48.75
Bill	0094663	04/13/2016		Adult Programming	-16.50
				Books & Materials	-14.39
Bill	7853066	04/13/2016		Processing Supplies	-53.88
Bill	8981033	04/13/2016		Supplies	-131.97
Bill	5957864	04/13/2016		Young Adult Programming	-24.19
Bill	5957864	04/13/2016		Young Adult Programming	-73.36
Bill	8868226	04/13/2016		Books & Materials	-43.94
Bill	0094663	04/13/2016		Books & Materials	-38.57
Bill	8901826	04/13/2016		Books & Materials	-53.60
Bill	8376222	04/13/2016		Books & Materials	-47.95
Bill	8901826	04/13/2016		Books & Materials	-92.25
Bill	3365025	04/13/2016		Books & Materials	-5.99
<b>TOTAL</b>					<b>-1,906.60</b>

Lawrence Public Library  
Check Detail  
April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>27989</b>	<b>04/18/2016</b>	<b>Christina Ortiz</b>	<b>Checking</b>	
Bill	Overpayment	04/11/2016		Overdues	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>27990</b>	<b>04/18/2016</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking	04/11/2016		Miscellaneous	-134.40
TOTAL					-134.40
<b>Bill Pmt -Check</b>	<b>27991</b>	<b>04/18/2016</b>	<b>David Y. Stevens</b>	<b>Checking</b>	
Bill	REFUND	04/13/2016		Overdues	-20.68
TOTAL					-20.68
<b>Bill Pmt -Check</b>	<b>27992</b>	<b>04/18/2016</b>	<b>Debra A. Hildebrandt</b>	<b>Checking</b>	
Bill	REFUND	04/13/2016		Overdues	-10.14
TOTAL					-10.14
<b>Bill Pmt -Check</b>	<b>27993</b>	<b>04/18/2016</b>	<b>Douglas P. Hartwell</b>	<b>Checking</b>	
Bill	REFUND	03/30/2016		Overdues	-8.45
TOTAL					-8.45
<b>Bill Pmt -Check</b>	<b>27994</b>	<b>04/18/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	92413538	03/30/2016	Ingram Library Services	Accounts Payable	0.00
Bill	Processing	03/30/2016		Processing Supplies	-924.98
Bill	92215070	03/30/2016		Books & Materials	-9.66
Bill	92451067	03/30/2016		Books & Materials	-54.00
Bill	92451065	03/30/2016		Books & Materials	-809.66
Bill	92440160	03/30/2016		Books & Materials	-1,359.32
Bill	92413539	03/30/2016		Books & Materials	-227.35
Bill	92395589	03/30/2016		Books & Materials	-2,005.83
Bill	92420417	03/30/2016		Books & Materials	-318.74
Bill	92341908	03/30/2016		Books & Materials	-210.63
Bill	92377735	03/30/2016		Books & Materials	-88.14
Bill	92377733	03/30/2016		Books & Materials	-325.62
Bill	92361034	03/30/2016		Books & Materials	-784.12
Bill	92323449	03/30/2016		Books & Materials	-181.87
Bill	92323451	03/30/2016		Books & Materials	-1,259.70
Bill	92288076	03/30/2016		Books & Materials	-1,350.39
Bill	92288074	03/30/2016		Books & Materials	-323.26
Bill	92314009	03/30/2016		Books & Materials	-860.27
Bill	92272622	03/30/2016		Books & Materials	-165.49
Bill	17 Invoices	04/13/2016		Processing Supplies	-939.25
Bill	92616819	04/13/2016		Books & Materials	-853.19
Bill	92594428	04/13/2016		Books & Materials	-2,178.25
Bill	92612007	04/13/2016		Books & Materials	-23.22
				Library & Office Supplies	-26.94
Bill	92612005	04/13/2016		Books & Materials	-86.94
Bill	92594430	04/13/2016		Books & Materials	-130.09
Bill	92558437	04/13/2016		Books & Materials	-790.35
Bill	92588611	04/13/2016		Books & Materials	-363.04

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	92543380	04/13/2016		Books & Materials	-435.36
Bill	92532713	04/13/2016		Books & Materials	-1,058.89
Bill	92503498	04/13/2016		Books & Materials	-1,884.92
Bill	92524185	04/13/2016		Books & Materials	-318.25
Bill	92503502	04/13/2016		Books & Materials	-106.76
Bill	92503500	04/13/2016		Books & Materials	-184.56
Bill	92451063	04/13/2016		Books & Materials	-8.99
Bill	92492517	04/13/2016		Books & Materials	-640.11
Bill	92465289	04/13/2016		Books & Materials	-30.00
Bill	92465287	04/13/2016		Books & Materials	-240.76
Bill	92626534	04/14/2016		Books & Materials	-75.61
Bill	92626535	04/14/2016		Processing Supplies	-6.24
TOTAL					-21,640.75
<b>Bill Pmt -Check</b>	<b>27995</b>	<b>04/18/2016</b>	<b>Lawrence Transit System</b>	<b>Checking</b>	
Bill	Teen	04/11/2016		Young Adult Programming	-1,000.00
TOTAL					-1,000.00
<b>Bill Pmt -Check</b>	<b>27996</b>	<b>04/18/2016</b>	<b>Lucia S. Orth</b>	<b>Checking</b>	
Bill	REFUND	03/30/2016		Overdues	-17.99
TOTAL					-17.99
<b>Bill Pmt -Check</b>	<b>27997</b>	<b>04/18/2016</b>	<b>Maxine Supko Younes</b>	<b>Checking</b>	
Bill	REFUND	01/14/2015		Overdues	-29.13
TOTAL					-29.13
<b>Bill Pmt -Check</b>	<b>27998</b>	<b>04/18/2016</b>	<b>Melissa Arthur</b>	<b>Checking</b>	
Bill	4-25-16	04/11/2016		KHF Grant Expenses	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>27999</b>	<b>04/18/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	93812090	03/30/2016		Books & Materials	-74.48
Bill	93812068	03/30/2016		Books & Materials	-33.72
Bill	93809075	03/30/2016		Books & Materials	-122.14
Bill	93809917	03/30/2016		Books & Materials	-418.89
Bill	93809497	03/30/2016		Books & Materials	-168.66
Bill	93804400	03/30/2016		Books & Materials	-140.95
Bill	93794875	03/30/2016		Books & Materials	-14.99
Bill	93804069	03/30/2016		Books & Materials	-68.94
Bill	93794873	03/30/2016		Books & Materials	-894.28
Bill	93793881	03/30/2016		Books & Materials	-67.47
Bill	93796248	03/30/2016		Books & Materials	-131.20
Bill	93796247	03/30/2016		Books & Materials	-62.95
Bill	93780169	03/30/2016		Books & Materials	-178.95
Bill	93786305	03/30/2016		Books & Materials	-234.71
Bill	93780958	03/30/2016		Books & Materials	-46.48
Bill	93786307	03/30/2016		Books & Materials	-272.14
Bill	93786884	03/30/2016		Books & Materials	-114.97
Bill	83781373	03/30/2016		Books & Materials	-1,000.69
Bill	93758338	03/30/2016		Books & Materials	-10.49
Bill	93770560	03/30/2016		Books & Materials	-37.49

**Lawrence Public Library**  
**Check Detail**  
 April 4 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	93766822	03/30/2016		Books & Materials	-284.92
Bill	93768997	03/30/2016		Books & Materials	-127.44
Bill	93768995	03/30/2016		Books & Materials	-97.27
Bill	93833215	04/11/2016		Books & Materials	-1,022.92
Bill	93836575	04/11/2016		Processing Supplies	-572.35
Bill	93847350	04/13/2016		Books & Materials	-69.93
Bill	93847153	04/13/2016		Books & Materials	-139.23
Bill	93847154	04/13/2016		Books & Materials	-52.48
Bill	93847268	04/13/2016		Books & Materials	-1,617.67
Bill	93838872	04/13/2016		Books & Materials	-161.55
Bill	93838874	04/13/2016		Books & Materials	-183.65
Bill	93831970	04/13/2016		Books & Materials	-26.24
Bill	93831968	04/13/2016		Books & Materials	-65.35
Bill	93834632	04/13/2016		Books & Materials	-289.92
Bill	93826947	04/13/2016		Books & Materials	-635.66
Bill	93826792	04/13/2016		Books & Materials	-81.98
Bill	93826794	04/13/2016		Books & Materials	-97.47
Bill	93817242	04/13/2016		Books & Materials	-136.82
Bill	93817244	04/13/2016		Books & Materials	-114.69
Bill	93855932	04/14/2016		Books & Materials	-410.91
TOTAL					-10,283.04
<b>Bill Pmt -Check</b>	<b>28000</b>	<b>04/18/2016</b>	<b>Mikah J. Beaty</b>	<b>Checking</b>	
Bill	REFUND	11/13/2014		Overdues	-5.94
TOTAL					-5.94
<b>Bill Pmt -Check</b>	<b>28001</b>	<b>04/18/2016</b>	<b>Orion W. Dollar</b>	<b>Checking</b>	
Bill	REFUND	02/26/2015		Overdues	-9.80
TOTAL					-9.80
<b>Bill Pmt -Check</b>	<b>28002</b>	<b>04/18/2016</b>	<b>Overhead Door Company</b>	<b>Checking</b>	
Bill	SVC/144411	04/13/2016		Building Repairs & Main...	-189.00
TOTAL					-189.00
<b>Bill Pmt -Check</b>	<b>28003</b>	<b>04/18/2016</b>	<b>Shirley Lyberger</b>	<b>Checking</b>	
Bill	REFUND	10/30/2015		Overdues	-33.69
TOTAL					-33.69
<b>Bill Pmt -Check</b>	<b>28004</b>	<b>04/18/2016</b>	<b>SirsiDynix</b>	<b>Checking</b>	
Bill	INVCT1041...	04/14/2016		Collections	-7,382.44
				Professional Fees	-1,835.75
				Capital Improvement Ex...	-22,499.31
TOTAL					-31,717.50
<b>Bill Pmt -Check</b>	<b>28005</b>	<b>04/18/2016</b>	<b>The Summit</b>	<b>Checking</b>	
Bill		04/14/2016		KHF Grant Expenses	-420.00
TOTAL					-420.00

## Lawrence Public Library

## Check Detail

April 4 - 30, 2016

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28006	04/18/2016	WOW!Business	Checking	
Bill		03/30/2016		Internet	-2,133.08
				Telephone	-647.56
TOTAL					-2,780.64
Bill Pmt -Check	28007	04/18/2016	Juniper Tangpuz	Checking	
Bill	4-19-16	04/15/2016		Children's Programming	-50.00
TOTAL					-50.00

# Lawrence Public Library

## Monthly Statistical Summary--March 2016

INDICATOR	March		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.80	7.39	-8%			
Reference Transactions per Capita	1.55	1.31	18%			
Program Attendance per Capita	0.51	0.51	0%			
Circulation per Capita	13.66	14.62	-7%			
Circulation per Visit	2.01	1.98	2%			
Total Holdings per Capita	2.06	2.05	0%			
% of Lawrence Residents Registered	63%	93%	-32%			

Circulation--Adult Total	74,786	78,397	-5%	224,780	231,975	-3%
Circulation--Young Adult Total	4,475	4,584	-2%	12,615	12,603	0%
Circulation--Youth Total	31,925	32,207	-1%	93,910	94,276	0%
Circulation--Total	111,186	115,188	-3%	331,305	338,854	-2%

Reference Transactions	12,653	10,354	22%	44,439	31,886	39%
User Visits	55,368	58,216	-5%	167,025	169,377	-1%
LPL Web Site Visits	27,751	17,739	56%	85,031	59,307	43%

Holdings--Added	2,691	3,893	-31%	7,980	9,634	-17%
Holdings--Withdrawn	2,836	1,306	117%	7,128	3,278	117%
Holdings--Total	201,200	193,436	4%			

Registered Borrowers--Added	713	658	8%			
Registered Borrowers--Total	77,057	111,008	-31%			

Adult Programs	24	11	118%	79	40	98%
Young Adult Programs	12	27	-56%	46	74	-38%
Youth Programs	70	73	-4%	179	199	-10%
Senior Programs	16	15	7%	38	44	-14%
Total Programs	122	126	-3%	342	357	-4%
Total Program Attendance	4,120	4,032	2%	12,127	10,989	10%
Public Uses of Meeting Rooms	961	135	612%	2,163	404	435%
(Includes Study Rooms & LPL)						
Total Paid Staff (FTE)	62.24	61.30	2%			
Total Number of Employees	86	85	1%			

# Lawrence Public Library

## Monthly Statistical Report--March 2016

	March		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.80	7.39	-8%				
Reference Transactions per Capita	1.55	1.31	18%				
Program Attendance per Capita	0.51	0.51	-1%				
Circulation per Capita	13.66	14.61	-7%				
Total Holdings per Capita	2.06	2.05	1%				
Collection Turnover--Total	6.72	7.25	-7%				
Collection Turnover--Adult	6.92	7.49	-8%				
Collection Turnover--Young Adult	5.24	5.65	-7%				
Collection Turnover--Youth	6.53	6.98	-6%				
Collection Turnover--Audiovisual	11.48	14.25	-19%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	33677	34601	-3%		101450	101976	-1%
Circulation--Adult Periodicals	1246	1480	-16%		4132	4360	-5%
Circulation--Adult Feature Films & TV Shows	26419	28210	-6%		80438	84378	-5%
Circulation--Electronic Games	1929	1952	-1%		5926	5861	1%
Circulation--Adult Music CDs	7312	8259	-11%		20940	24606	-15%
Circulation--Adult Audio Books and Books on CD	4191	3881	8%		11863	10765	10%
Circulation--eReaders	12	14	-14%		31	29	7%
Circulation--Adult Total	74786	78397	-5%		224780	231975	-3%
Circulation--YA Books and NF Videos	4146	4251	-2%		11622	11677	0%
Circulation--YA Periodicals	7	27	-74%		34	80	-58%
Circulation--YA Audio Books and Books on CD	322	306	5%		959	846	13%
Circulation--YA Total	4475	4584	-2%		12615	12603	0%
Circulation--Youth Books and NF Videos	30412	30388	0%		89368	89354	0%
Circulation--Youth Periodicals	105	150	-30%		279	466	-40%
Circulation--Youth Music CDs	501	576	-13%		1544	1610	-4%
Circulation--Youth Audio Books and Books on CD	907	1093	-17%		2719	2846	-4%
Circulation--Youth Total	31925	32207	-1%		93910	94276	0%

<b>Lawrence Public Library</b>	<b>March</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Circulation--Bookmobile	1222	1183	3%		3343	3260	3%
Circulation--Total Books	68235	69240	-1%		202440	203007	0%
Circulation--Total Periodicals	1358	1657	-18%		4445	4906	-9%
Circulation--Total Audiovisual	44001	47747	-8%		131777	141575	-7%
Circulation Total	111186	115188	-3%		331305	338854	-2%
Accounts & Welcome Desk Circulation	1547	2026	-24%		4879	29117	-83%
Self Check Circulation	82797	86141	-4%		248360	254968	-3%
Percent Self Check	98%	98%	0%		98%	90%	9%
Web Site & Telephone Renewals	19473	18789	4%		55956	53424	5%
Other Staff Checkouts	3330	4453	-25%		9468	10506	-10%
Requests Placed	22218	20077	11%		67783	59781	13%
Requests Filled	15830	14409	10%		47308	41716	13%
Requests Unclaimed	3350	3113	8%		9583	8565	12%
Interlibrary Loan Items Borrowed for LPL Patrons	605	350	73%		1547	954	62%
Interlibrary Loan Items Loaned from LPL Collection	766	686	12%		2169	1958	11%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	55368	58216	-5%		167025	169377	-1%
Public Computer Usage	8725	8720	0%		25651	27397	-6%
Computer Lab Classes	5	9	-44%		17	21	-19%
Computer Lab Classes Attendance	14	27	-48%		28	61	-54%

<b>Lawrence Public Library</b>	<b>March</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
<b>PATRON INQUIRIES</b>							
Adult Reference Transactions	860	2071	-58%		4415	6353	-31%
Young Adult Reference Transactions	583	756	-23%		1842	2338	-21%
Youth Reference Transactions	1255	883	42%		3986	2885	38%
IT Desk	1396	2451	-43%		4415	7097	-38%
Welcome Desk	2729	2039	34%		8854	6829	30%
Accounts Desk	2744				10685		
Phone Calls	3086	2154	43%		10242	6384	60%
Total Reference Transactions	12653	10354	22%		44439	31886	39%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms & LPL Staff)	961	135	612%		2163	404	435%
LPL Web Site Visits	27751	17739	56%		85031	59307	43%
<b>RESOURCES</b>							
Holdings--Total	201200	193436	4%				
Holdings--Adult	131557	127558	3%				
Holdings--Young Adult	10253	9731	5%				
Holdings--Youth	59390	56147	6%				
Holdings--Audiovisual	45988	40209	14%				
Holdings--eReaders	10	5	100%				
Holdings Added	2691	3893	-31%		7980	9634	-17%
Holdings Withdrawn (Weeded)	2836	1306	117%		7128	3278	117%
Holdings Net Change	-145	2587			852	6356	
<b>LIBRARY PATRONS</b>							
Total Borrowers	77057	111008	-31%				
Borrowers Added	713	658	8%		1956	2084	-6%
Borrowers Transacting	13493	13089	3%		39084	26058	50%
Percent of Borrowers Transacting	18%	12%	49%				
Total Number of Lawrence Residents Registered	61717	87824	-30%				
Percent of Lawrence Residents Registered	63%	93%	-32%				

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PROGRAMMING</b>							
Number of Adult Programs	24	11	118%		79	40	98%
Number of Young Adult Programs	12	27	-56%		46	74	-38%
Number of Youth Programs	70	73	-4%		179	199	-10%
Number of Senior Programs	16	15	7%		38	44	-14%
Total Programs	122	126	-3%		342	357	-4%
Adult Program Attendance	343	644	-47%		2521	1620	56%
Young Adult Program Attendance	225	272	-17%		1045	1095	-5%
Youth Program Attendance	3403	2992	14%		8178	7892	4%
Senior Program Attendance	149	124	20%		383	382	0%
Total Program Attendance	4120	4032	2%		12127	10989	10%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	62.24	61.3	2%				
ALA-MLS Librarians, in Full-Time Equivalents	18.6	18.5	1%				
Number of Employees--Total	86	85	1%				
Number of Employees--Full-Time	39	36	8%				
Number of Employees--Part-Time	47	49	-4%				
Terminations	1	2	-50%		4	5	-20%
Hirings	2	3	-33%		3	7	-57%
Volunteer Hours	633.4	375.5	69%		1289.5	902.75	43%
	.						

<b>Notes:</b>							
<b>*March 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1827	1982
YA	0	0
Youth	762	756
Total	2589	2738

## March 2016

Lynda.com stats:

Active Users 829

New Users 40

Total Log-ins 873

Hours viewed per user who logged in 1.69

Hours viewed per log in .31

## **Library Director's Report for April 2016**

Respectfully submitted by Brad Allen 4/13/2016

### **Staffing Changes**

This month we welcomed our new Facilities Coordinator Jon Ratzlaff to the library. Jon has been hard at work learning the building and meeting fellow staff. As mentioned last month, Collection Development and Cataloging Coordinator Kelly Fann left the library at the end of March. We will be conducting interviews the remainder of this month and should have a new hire to report by my next report. Additionally, Tech Desk Assistant Jeff Carmody will be leaving the library at the end of the month. He will be attending law school at KU. Also, security officer Christoph Cording left the library recently and we have a new security officer named Jake Little.

### **Public Library Association Conference**

The library sent ten people to the PLA Conference in Denver. It was a very good conference this year, especially each morning keynote on Big Ideas. Early reports from all attendees was that sessions attended were very useful. The group that went to Denver is going to get together soon to discuss ways that we can disseminate this information more widely to the rest of the library.

### **Another New Building Award for the Library**

We learned on Monday, April 12, that Lawrence Public Library won an award from the American Institute of Architects and American Library Association, being one of seven libraries that received their annual Library Building Award for 2016. The building had received some awards from the AIA in Kansas, but this is a very big award for Gould Evans on the national level. This is just another reminder of how lucky we are in Lawrence to have such a wonderfully aesthetically bold and daring building that also is very functional in serving our community.

## Foundation Director's Report - March 18, 2016

**Planned Giving Project.** On April 11, Foundation chair, Margie Coggins, and I met with Friends board chair, Stan Ring, and the Friends' Foundation liaison, Don Low, to discuss the possibility of a joint planned giving project. Our proposal is to form a focus group comprised of Friends members and donors to get feedback on how best to move forward on a planned giving program for the library. The goal is to raise awareness and encourage our closest supporters to remember the library in their estate planning. Stan and Don encouraged us to move forward and form the committee.

**PLA.** I was one of ten fortunate LPL staff members to attend the Public Library Association annual meeting from April 6 to 9 in Denver. This national conference offered inspiring sessions for librarians from across the US. The speakers were great and I attended sessions on subjects ranging from fundraising to library hospitality. Among the highlights was meeting with Diane LaPierre, Denver Public Library's Director of Community Relations and Friends Foundation. Denver Public Library merged its Friends and Foundation into one organization in the early 1980s. It was very helpful to learn more about the duties and organizational structure of her department.

**AmeriCorps/VISTA Update.** The library currently is taking applications for two summer associate VISTAs to help with the Summer Reading and Summer Food programs. These are 10-week, full time assignments that will provide extra hands at our busiest time of the year. The focus for VISTA's summer associate program is helping to stem the summer learning loss and food insecurity. It aligns perfectly with the library's summer missions. Our summer VISTAs will serve from May 29 to August 6.

**Hall Center Fellow Update.** We are pleased to announce that Kylie Hewitt, a KU graduate student in the Museum Studies program, will join LPL this summer to assist with our "Greetings from Lawrence" postcard project. She is charged with curating, scanning, organizing, and researching historic postcards from the Postma family collection. These images will serve as the first items to be included in the library's local history portal, a long term project with Watkins Museum that is in its very early stages. Kylie will work 30 hours a week for 10 weeks. Her position is funded by the Library Foundation.

**Kansas Creative Arts Industries Commission Grant.** The Library Foundation was awarded a \$3,200 grant from the Kansas Creative Arts Industries Commission (KCAIC) to provide support for the MixMaster conference that is underway at the library this weekend. The goal of this event is for local musicians to learn more about the business side of their craft.

**Upcoming Author Talks.** The Foundation will underwrite three upcoming author talks in 2016:

- **Music Storytellers.** Rock music icon Kim Gordon is the special guest of this year's Music Storytellers Series. The event is scheduled for Tuesday, May 17th, 7:30 pm at Liberty Hall. Kim Gordon was a member of the legendary rock band Sonic Youth, a group that was instrumental in breaking experimental punk rock music into the pop music mainstream in the early 1990s. Her recent memoir, *Girl in a Band*, charts her life growing up in 60s Los Angeles, life in the NYC underground music scene in the 1980s, and the rise of Sonic Youth's success in the 1990s. This will be a huge event for music fans who grew up in the late 80s through late 90s. Laura Lorson of KPR will serve as the interviewer.
- **Free State Festival.** The library will serve as host one of the signature events for the 2016 Free State Festival's "Ideas" line up of programs. Scheduled for Tuesday, June 21, at Liberty Hall, author Thomas Frank will talk about his new book, *Listen, Liberal!* The event will be funded by the Foundation's Greatest Expectations endowment (NEH).
- **Beach Author Series.** The selection committee will meet in April to decide who the featured guest author will be for this popular fall program.

## 2017 Budget Narrative

The Budget Committee recommends a budget for 2017 of **\$4,353,065.00**. This is an increase of \$309,734.30, a 7.7% increase. Our budget request to the City of Lawrence is \$4,052,065. This is an increase of \$297,065, a 7.9% increase.

We have two priorities for this year's budget: (1) an increase in collection budgets to support adequate digital materials funding and (2) addressing longstanding pay equity issues. The budget lines contributing most significantly to our overall increased expenditures are the Books and Material line, the Salaries & Wages line, and the Payroll Taxes line.

Our Books and Materials budget has increased only \$16,000 since 2009, a span of eight years. The demand for print books is not decreasing to the extent the futurists predicted. Given this scenario, we have not been able to expand our digital collections to meet the demand of our community. It is essential that we increase the Books and Materials budget from \$550,000 to \$600,000 to provide adequate access to digital content. Now is the time.

The other factor contributing significantly to our budget increase is staff compensation. The library has a decades-old problem of inadequate staff compensation compared to similar City jobs and jobs at peer public libraries. We have been working to achieve pay equity with both of these groups. In 2017, we propose embarking on a three-year path towards closing the pay equity gap by 2019. In this first year, we request a 6% pay increase all library staff.

A great building needs great collections and a great staff. It is imperative that we continue to address long-standing underfunding of our public library.

Respectfully submitted by Brad Allen, Executive Director

**LAWRENCE PUBLIC LIBRARY**  
**Regular Budget Report**  
**2017**

<b>REVENUES</b>	<b>Annual Budget</b>	<b>% of Budget</b>
Tax Fund	\$ 4,052,065.00	93.1%
Overdues	\$ 180,000.00	4.1%
NEKLS	\$ 68,000.00	1.6%
State Aid	\$ 25,000.00	0.6%
Photo Copies	\$ 15,000.00	0.3%
Coffee Shop Rent	\$ 8,400.00	0.2%
Meeting Room Fees	\$ 3,000.00	0.1%
Interest	\$ 1,600.00	0.0%
<b>Total Revenues</b>	<b>\$ 4,353,065.00</b>	

**EXPENSES**

Salaries & Wages	\$ 2,450,000.00	56.3%
Employee Benefits	\$ 275,000.00	6.3%
Payroll Taxes	\$ 474,565.00	10.9%
Utilities	\$ 90,000.00	2.1%
Building Supplies	\$ 25,000.00	0.6%
Building Repairs & Maintenance	\$ 30,000.00	0.7%
Library Supplies	\$ 25,000.00	0.6%
Books & Materials	\$ 600,000.00	13.8%
Books & Materials Supplies	\$ 65,000.00	1.5%
Equipment	\$ 10,000.00	0.2%
Technology	\$ 170,000.00	3.9%
*Collections		
*Online services		
*Staff support		
*Public access		
Insurance	\$ 10,000.00	0.2%
Shipping	\$ 17,000.00	0.4%
Professional Development	\$ 30,000.00	0.7%
Book Van & Mileage	\$ 1,500.00	0.0%
Programs	\$ 20,000.00	0.5%
Professional Fees	\$ 30,000.00	0.7%
Advertising & Marketing	\$ 30,000.00	0.7%
Capital Improvements		0.0%
Miscellaneous		
<b>Total Expenses</b>	<b>\$ 4,353,065.00</b>	<b>100.0%</b>

## AGENDA

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

Monday, May 16, 2016 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

- 2017 budget -- talking points, meetings with commissioners

New business

- Welcome new trustee, Sarah Goodwin-Thiel!
- Summer Reading Program preview
- Presentation of recommended new mission statement

Adjournment

**DRAFT**

**Lawrence Public Library  
Board of Trustees Meeting  
April 18, 2016  
4:30 p.m.**

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

**Library Staff Present:** Brad Allen, Aaron Brumley, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner.

**Friends of the Library:** Sandra Wiechert

#### **Call to Order**

Fran Devlin, Board Chair, called the meeting to order at 4:35 p.m.

#### **Public Comment**

There were no public comments.

#### **Consent Agenda**

Judy moved to accept the consent agenda; Brady seconded. All in favor. Motion carried.

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

Brad noted that there were several staffing changes this month. In early April ten staff members attended excellent programs at the Annual Public Library Association Conference in Denver. The library has received a lot of media coverage after being named one of seven library projects to win a 2016 Library Building Award. Presented annually by the American Institute of Architects in collaboration with the American Library Association, the Library Building Awards recognize exemplary facilities around the world that are designed by US-licensed architects.

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

Kathleen said that one of the highlights of her attendance at the PLA conference was the opportunity to meet with Diane LaPierre, Denver Public Library's Director of Community Relations and Friends Foundation. Recently Kathleen met with representatives from the library Friends and the Foundation to discuss the possibility of a more structured joint planned giving project. Both groups are open to the idea, and planning is moving forward. The Foundation will install new board members at their upcoming annual meeting. Applications for the two summer VISTA positions to work with youth are starting to come in.

#### **Friends Report**

Sandra said that the Spring Book Sale brought in \$26,000, which added to the \$24,000 they've already earned this year through Amazon sales and other small sales is quite substantial. There

will be a Poetry & Poets pop-up sale this weekend with bonus offerings of nutrition and Mother's Day items. She distributed flyers to the board members and asked them to help advertise the sale. They will be experimenting with offering a small cart of books for sale at the Tuesday Farmer's Market which is moving to the Library Lawn. In other news, Friends have been working to update their bylaws, are redesigning their logo, have started a monthly newsletter, and are working on a website. The recycling arrangement with KU and CLO is progressing.

### **Ongoing Business**

There was no ongoing business.

### **New Business**

#### **Approve Budget Recommendation and Budget Resolution**

Brad said he met with the Budget Committee (Joan, Brady, and Kevan), Kathleen, and Sherri to discuss the draft budget proposal. The increases shown in the budget proposal focus primarily on Collections, to meet the demand for digital materials, and on Personnel, to begin a 3-year plan to address pay equity and bring library staff salaries in line with city salaries. Aaron provided background information regarding library bandwidth. Tricia provided information about the difficulty of providing both print and digital formats in the collection to meet community needs. Kevan moved to accept the recommended 2017 budget proposal; Brady seconded. All in favor. Motion carried.

### **Officer Nominations**

Judy presented the slate of officers recommended by the Nominating Committee (Judy, Fran): Chair: David Vance; Vice-Chair: Brady Flannery; and Secretary/Treasurer: Kevan Vick. Ursula moved that the slate be accepted; Kevan seconded. All in favor. Motion carried.

### **NEKLS Annual Meeting Representative Nomination**

Brad was appointed to be the Board's representative at the NEKLS annual meeting.

### **Adjournment**

Brady moved to adjourn the meeting; Ursula seconded. All in favor. Meeting adjourned at 5:50.

The next Board meeting will be Monday, May 16, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
April 2016									
REVENUES		This Month	Year to Date	Annual Budget	33% of Year	Apr-15	YTD 2015		
Tax Fund		\$ -	\$ 1,625,000.00	\$ 3,749,330.70	43.34%	\$ -	\$ 1,550,000.00		
Overdues		\$ 13,476.66	\$ 56,631.77	\$ 180,000.00	31.46%	\$ 12,631.26	\$ 58,875.01		
NEKLS		\$ -	\$ 18,122.00	\$ 65,000.00	27.88%	\$ -	\$ 16,108.75		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%		\$ 15,134.22		
Photo Copies		\$ 2,240.15	\$ 7,239.48	\$ 13,000.00	55.69%	\$ 1,747.00	\$ 6,031.82		
Coffee Shop Rent		\$ 700.00	\$ 2,800.00	\$ 8,400.00	33.33%	\$ 700.00	\$ 2,800.00		
Meeting Room Fees		\$ 50.00	\$ 850.00	\$ 1,000.00	85.00%	\$ -	\$ 200.00		
Interest		\$ 133.92	\$ 663.92	\$ 1,600.00	41.50%	\$ 143.33	\$ 561.55		
Miscellaneous		\$ (6.72)	\$ 366.34			\$ 34.73	\$ 2.68		
Total Revenues		\$ 16,594.01	\$ 1,740,784.62	\$4,043,330.70	43.05%	\$15,256.32	\$1,649,714.03		
EXPENSES									
Salaries & Wages		\$ 186,752.24	\$ 731,284.00	\$ 2,276,501.70	32.12%				
Employee Benefits		\$ 21,364.83	\$ 84,128.40	\$ 260,000.00	32.36%				
Payroll Taxes		\$ 30,499.18	\$ 127,095.76	\$ 420,329.00	30.24%				
Utilities		\$ 11,219.27	\$ 45,503.50	\$ 108,000.00	42.13%				
Building Supplies		\$ 762.86	\$ 7,221.37	\$ 20,000.00	36.11%				
Building Repairs & Maintenance		\$ 6,494.00	\$ 14,028.77	\$ 25,000.00	56.12%				
Library & Office Supplies		\$ 1,368.65	\$ 9,886.27	\$ 25,000.00	39.55%				
Books & Materials		\$ 34,118.78	\$ 140,066.90	\$ 550,000.00	25.47%				
Books & Materials Supplies & Processing		\$ 2,739.15	\$ 54,181.60	\$ 65,000.00	83.36%				
Equipment		\$ 1,647.00	\$ 1,647.00	\$ 10,000.00	16.47%				
Technology		\$ 15,533.36	\$ 49,732.42	\$ 150,000.00	33.15%				
Insurance		\$ 335.00	\$ 335.00	\$ 10,000.00	3.35%				
Shipping		\$ 828.81	\$ 4,907.03	\$ 17,000.00	28.86%				
Professional Development		\$ 3,947.93	\$ 11,558.60	\$ 25,000.00	46.23%				
Book Van & Mileage		\$ 131.39	\$ 483.88	\$ 1,500.00	32.26%				
Programs		\$ 1,250.41	\$ 6,129.24	\$ 20,000.00	30.65%				
Professional Fees		\$ 3,227.86	\$ 17,989.21	\$ 30,000.00	59.96%				
Advertising & Marketing		\$ 1,891.08	\$ 7,740.53	\$ 30,000.00	25.80%				
Capital Improvements		\$ 22,499.31	\$ 22,499.31	\$ -					
Miscellaneous		\$ 306.27	\$ 1,424.25	\$ -					
Total Expenses		\$ 346,917.38	\$ 1,337,843.04	\$ 4,043,330.70	33.09%	\$ 330,255.16	\$ 871,766.93		
Revenue Over Expenses		\$ (330,323.37)	\$ 402,941.58						
Cash Balances:									
Checking		\$ 916,617.91							
Capital Improvement		\$ 561,213.11							

Lawrence Public Library											
2016 Outside Funding Report											
		1/1/2016	February	February	March	March	April	April			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>											
	Movie License	\$ -							\$ -		
	KPR-Advertising	\$ 1,584.06	\$ 1,100.00	\$ 216.69		\$ 216.69		\$ 216.69	\$ 1,817.30		
	Summer Reading - ALL	\$ 12,280.13	\$ 20,800.00	\$ 345.00		\$ 300.00		\$ 3,429.00	\$ 28,691.13		
	Aquarium	\$ 667.32		\$ 300.00		\$ 128.78		\$ (717.00)	\$ 355.54		
	Scholarships	\$ 620.00							\$ 620.00		
	Volunteers	\$ 665.94							\$ 665.94		
	Read Across Lawrence 2015/2016	\$ 6,003.71		\$ 1,898.13		\$ 1,696.67		\$ 78.20	\$ 476.82		
	Friends Supplies	\$ (45.55)							\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)	\$ 20,000.00	\$ 2,267.74		\$ 1,774.17		\$ 2,105.05	\$ 11,930.99		
	Staff Day		\$ 1,000.00	\$ 461.16					\$ 538.84		
	Block Grant	\$ 21,040.34		\$ 291.84		\$ 41.03			\$ 11,184.43		
		\$ 42,577.12	\$ 42,900.00	\$ 5,780.56	\$ -	\$ 4,157.34	\$ -	\$ 5,111.94	\$ 56,235.44		
<b>FOUNDATION</b>											
	Kansas Health Foundation	\$ 9,766.66		\$ 537.29		\$ 136.46		\$ 903.57	\$ 7,822.03		
	Kansas Health Foundation 2015-16	\$ 23,850.00		\$ 18,100.00					\$ 5,750.00		
	Steiner Storytelling	\$ -							\$ -		
	Beach Author Series	\$ -							\$ -		
	Milliken Fund	\$ 1,325.09							\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)		\$ 585.30		\$ 241.36		\$ (1,988.19)	\$ (203.65)		
	Morgan Expenses	\$ -		\$ 140.00		\$ 130.69		\$ (742.32)	\$ (113.00)		
	MLK Day Volunteers			\$ 541.75		\$ 11.97		\$ (540.63)	\$ (13.09)		
	Sound & Vision			\$ 1,200.00		\$ 1,200.00		\$ 1,201.00	\$ (3,800.00)		
	Harrison					\$ 778.97		\$ (4,600.00)	\$ 3,821.03		
	Nalbandian			\$ 253.00				\$ (253.00)	\$ -		
	After Hours			\$ 1,482.33		\$ 329.34		\$ (1,795.71)	\$ (15.96)		
	Dr. Bob							\$ 70.28	\$ (70.28)		
	Foundation Center	\$ -							\$ -		
	Simpson Grant	\$ 1,519.27		\$ 124.00				\$ (20,000.00)	\$ 10,174.27		
	New Building YS	\$ 171.63							\$ 171.63		
		\$ 35,742.64	\$ -	\$ 22,963.67		\$ 2,828.79		\$ (27,745.00)	\$ 24,848.07		
<b>OTHER</b>											
	Memorials/Honor with Books	\$ 2,829.80		\$ (14.90)					\$ 2,842.80		
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32		
	Wurfy	\$ 120.16		\$ 76.65		\$ 0.74			\$ 42.77		
	Underwood Gift (Sr.Outreach)	\$ 370.00							\$ 370.00		
	John Cotton Dana	\$ 1,663.84		\$ 1,663.84					\$ -		
	Merchandise Sales	\$ 2,013.36	\$ (1,007.70)		\$ (1,017.54)		\$ (1,258.38)		\$ (799.55)		
		\$ 9,623.48	\$ (1,007.70)	\$ 1,725.59	\$ (1,017.54)	\$ 0.74	\$ (1,258.38)	\$ -	\$ 5,082.34		
		\$ 87,943.24									
		Month Total	\$ 41,892.30	\$ 30,469.82	\$ (1,017.54)	\$ 6,986.87	\$ (1,258.38)	\$ (22,633.06)			
				Income YTD	Expense YTD						
				\$ 40,087.09	\$ 41,864.48						

**Lawrence Public Library**  
**Balance Sheet**  
As of April 30, 2016

	Apr 30, 16	Apr 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,946.98	-16,946.98	-100.0%
Capital Improvement -2	561,213.11	601,425.95	-40,212.84	-6.7%
Checking	916,617.91	897,479.42	19,138.49	2.1%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	1,477,831.02	1,515,852.35	-38,021.33	-2.5%
<b>Total Current Assets</b>	1,477,831.02	1,515,852.35	-38,021.33	-2.5%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>1,479,061.72</b>	<b>1,517,083.05</b>	<b>-38,021.33</b>	<b>-2.5%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	27,803.54	35,487.28	-7,683.74	-21.7%
<b>Total Accounts Payable</b>	27,803.54	35,487.28	-7,683.74	-21.7%
<b>Other Current Liabilities</b>				
Payroll Liabilities	45,036.63	-248.76	45,285.39	18,204.5%
<b>Total Other Current Liabilities</b>	45,036.63	-248.76	45,285.39	18,204.5%
<b>Total Current Liabilities</b>	72,840.17	35,238.52	37,601.65	106.7%
<b>Total Liabilities</b>	72,840.17	35,238.52	37,601.65	106.7%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,422.14	755,540.09	-51,117.95	-6.8%
Net Income	401,164.19	425,669.22	-24,505.03	-5.8%
<b>Total Equity</b>	1,406,221.55	1,481,844.53	-75,622.98	-5.1%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,479,061.72</b>	<b>1,517,083.05</b>	<b>-38,021.33</b>	<b>-2.5%</b>

**Lawrence Public Library  
Revenues & Expenses**

April 2016

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Apr 16

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	700.00
Gifts-Other	15.49
Interest	133.92
Meeting Room Fees	50.00
Merchandise Sales	-1,258.38
Overdues	13,476.66
Personal Books	-22.21
Photo Copies	2,240.15
<b>Total Income</b>	<b>15,335.63</b>
<b>Expense</b>	
Payroll Expenses	210,157.00
Payroll Taxes	30,767.95
Utilities	11,219.27
Building Supplies	762.86
Building Repairs & Maintenance	6,494.00
Library & Office Supplies	1,368.65
Books & Materials	34,118.78
Processing Supplies	2,739.15
Equipment	1,647.00
Technology	15,533.36
Insurance	335.00
Shipping	828.81
Professional Development	3,947.93
Bookvan & Mileage	131.39
Program Expense	1,250.41
Professional Fees	3,227.86
Advertising	1,891.08
Capital Improvement Expenditure	22,499.31
FOUNDATION FUNDING	-28,965.65
FRIENDS FUNDING	4,023.89
Miscellaneous	306.27
<b>Total Expense</b>	<b>324,284.32</b>
<b>Net Ordinary Income</b>	<b>-308,948.69</b>
<b>Net Income</b>	<b><u>-308,948.69</u></b>

# Lawrence Public Library Vendor Balance Summary

All Transactions

May 11, 16

Amazon	1,423.12
ASI	50.00
Baker & Taylor, Inc.	958.91
Blackstone Audio, Inc.	401.93
Brett Allen Art	300.00
Brilliance Publishing, Inc.	192.45
Brodart Co.	17.64
Center Point Large Print	359.49
Century Business Technologies	536.30
Christine L. Williams	10.29
City Directories	250.00
CMC	858.00
Cody Kiser	75.00
Connie Fitzpatrick	400.00
Copy Co Inc.	650.00
Demco, Inc.	105.64
EBSCO	84.35
Gale Group, Inc.	1,065.00
Glenview Public Library	19.99
GovConnection, Inc.	6,199.22
H3 Enterprises	600.00
Hartford	816.00
Heartland Payment Systems	280.56
Hy-Vee	45.00
Ingram Library Services	17,795.03
J Webb	650.00
Jayhawk File Express, LLC	105.00
Jayhawk Tropical Fish	300.00
Jiminate	240.00
Journal-World	995.00
Kansas City Star	394.16
Karen A. Bayouth	24.89
Kevan Meinershagen	17.99
Kyle's Cartoon Platoon	600.00
Laser Logic, Inc.	276.83
Lawrence Sign Up LLC	35.00
Lee A. Thompson	5.92
Leslie Kay	3,220.00
Looking Up Productions	600.00
Mad Science of Greater Kansas City	612.50
Mark Pagano	600.00
Mary M. Morrison	13.74
Mid-America Library Alliance	6,308.00
Mid-Continent Public Library	13.95
Mid America	287.12
Midwest Tape	7,673.54
Miriam Wallen	68.68
Nicole Burton	20.00
OCLC, Inc.	5,488.05
OFCFO	150.00
OverDrive	576.48
Parasol Puppets	595.00
Petty Cash	176.60
Priscilla Howe, Storyteller	450.00
Pro Print Inc.	2,429.00
Pur-O-Zone, Inc.	211.50
Quill Corporation	516.17
Rachel Crist	16.59
Random House, Inc.	258.75
Recorded Books	825.13
Scholastic Inc.	6,794.78
Shaina Eden Krumme	13.75
Sky Parade Inc.	402.00
Snap Promotions	2,075.38
Taylor R. Thomas	5.82
Unique Management Services	885.63
Wichita Public Library	46.98
WOW!Business	2,861.42
<b>TOTAL</b>	<b>81,335.27</b>

**Lawrence Public Library**  
**Check Detail**  
 May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/16/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		05/02/2016		Professional Fees	-50.00
<b>TOTAL</b>					<b>-50.00</b>
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>05/16/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	April	05/10/2016		Credit Card Processing	-245.56
				Public Access	-35.00
<b>TOTAL</b>					<b>-280.56</b>
<b>Bill Pmt -Check</b>	<b>7345</b>	<b>05/17/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2031916619	04/29/2016		Books & Materials	-92.75
Bill	2031916620	04/29/2016		Processing Supplies	-3.95
Bill	5014074769	04/29/2016		Books & Materials	-136.81
Bill	5014092046	04/29/2016		Books & Materials	-20.70
Bill	2031927106	04/29/2016		Books & Materials	-12.72
Bill	2031927107	04/29/2016		Processing Supplies	-1.90
Bill	5014082745	04/29/2016		Books & Materials	-22.99
Bill	2031965340	05/11/2016		Books & Materials	-91.00
Bill	2031965341	05/11/2016		Processing Supplies	-7.92
Bill	5014097333	05/11/2016		Books & Materials	-30.45
Bill	5014097334	05/11/2016		Processing Supplies	-3.80
Bill	5014097335	05/11/2016		Books & Materials	-64.86
Bill	5014097336	05/11/2016		Processing Supplies	-3.90
Bill	2031965343	05/11/2016		Books & Materials	-212.28
Bill	2031965344	05/11/2016		Processing Supplies	-22.31
Bill	2031951306	05/11/2016		Books & Materials	-37.75
Bill	2031951307	05/11/2016		Processing Supplies	-1.95
Bill	2031952101	05/11/2016		Processing Supplies	-11.40
Bill	2031952100	05/11/2016		Books & Materials	-47.75
Bill	2031965351	05/11/2016		Block Grant	-91.95
Bill	5014101756	05/11/2016		Books & Materials	-16.97
Bill	2031965352	05/11/2016		Block Grant	-22.80
<b>TOTAL</b>					<b>-958.91</b>
<b>Bill Pmt -Check</b>	<b>7346</b>	<b>05/17/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	830213	05/11/2016		Books & Materials	-86.94
Bill	829826	05/11/2016		Books & Materials	-44.99
Bill	829827	05/11/2016		Books & Materials	-270.00
<b>TOTAL</b>					<b>-401.93</b>
<b>Bill Pmt -Check</b>	<b>7347</b>	<b>05/17/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1089458	05/11/2016		Books & Materials	-7.50
Bill	IN1088929	05/11/2016		Books & Materials	-184.95
<b>TOTAL</b>					<b>-192.45</b>
<b>Bill Pmt -Check</b>	<b>7348</b>	<b>05/17/2016</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	434337	04/29/2016		Processing Supplies	-17.64
<b>TOTAL</b>					<b>-17.64</b>

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Lawrence Public Library  
**Check Detail**  
May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7349</b>	<b>05/17/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1367421	04/29/2016		Books & Materials	-359.49
TOTAL					-359.49
<b>Bill Pmt -Check</b>	<b>7350</b>	<b>05/17/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	408237	04/29/2016		Copying	-15.00
Bill	408236	04/29/2016		Copying	-353.84
Bill	410075	04/29/2016		Copying	-111.78
Bill	410074	04/29/2016		Copying	-55.68
TOTAL					-536.30
<b>Bill Pmt -Check</b>	<b>7351</b>	<b>05/17/2016</b>	<b>City Directories</b>	<b>Checking</b>	
Bill	83504822	05/11/2016		Books & Materials	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>7352</b>	<b>05/17/2016</b>	<b>CMC</b>	<b>Checking</b>	
Bill	55631	04/29/2016		Building Repairs & Main...	-468.00
Bill	1826	05/11/2016		Building Repairs & Main...	-390.00
TOTAL					-858.00
<b>Bill Pmt -Check</b>	<b>7353</b>	<b>05/17/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84220	04/29/2016		Printing	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>7354</b>	<b>05/17/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5867808	05/10/2016		Processing Supplies	-105.64
TOTAL					-105.64
<b>Bill Pmt -Check</b>	<b>7355</b>	<b>05/17/2016</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	0075243	04/29/2016		Periodicals	-84.35
TOTAL					-84.35
<b>Bill Pmt -Check</b>	<b>7356</b>	<b>05/17/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	57902454	04/29/2016		Books & Materials	-14.39
Bill	57939873	04/29/2016		Books & Materials	-241.67
Bill	57946418	04/29/2016		Books & Materials	-132.53
Bill	57941282	04/29/2016		Books & Materials	-38.92
Bill	57939555	04/29/2016		Books & Materials	-19.19
Bill	57913112	04/29/2016		Books & Materials	-17.99
Bill	57926704	04/29/2016		Books & Materials	-281.86
Bill	57992632	05/11/2016		Books & Materials	-180.52
Bill	57959317	05/11/2016		Books & Materials	-18.59

Lawrence Public Library  
**Check Detail**  
May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	57965901	05/11/2016		Books & Materials	-43.78
Bill	57993093	05/11/2016		Books & Materials	-75.56
TOTAL					-1,065.00
<b>Bill Pmt -Check</b>	<b>7357</b>	<b>05/17/2016</b>	<b>Glenview Public Library</b>	<b>Checking</b>	
Bill	ILL 165036...	05/11/2016		Overdues	-19.99
TOTAL					-19.99
<b>Bill Pmt -Check</b>	<b>7358</b>	<b>05/17/2016</b>	<b>GovConnection, Inc.</b>	<b>Checking</b>	
Bill	53729396	05/10/2016		Hardware Block Grant	-512.00 -5,687.22
TOTAL					-6,199.22
<b>Bill Pmt -Check</b>	<b>7359</b>	<b>05/17/2016</b>	<b>H3 Enterprises</b>	<b>Checking</b>	
Bill	6-23-16	05/11/2016		YS Summer Reading	-600.00
TOTAL					-600.00
<b>Bill Pmt -Check</b>	<b>7360</b>	<b>05/17/2016</b>	<b>Hy-Vee</b>	<b>Checking</b>	
Bill	121	04/29/2016		Outreach Programming	-45.00
TOTAL					-45.00
<b>Bill Pmt -Check</b>	<b>7361</b>	<b>05/17/2016</b>	<b>J Webb</b>	<b>Checking</b>	
Bill	4006	04/29/2016		Building Repairs & Main...	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>7362</b>	<b>05/17/2016</b>	<b>Jayhawk File Express, LLC</b>	<b>Checking</b>	
Bill	N680964	05/10/2016		Professional Fees	-105.00
TOTAL					-105.00
<b>Bill Pmt -Check</b>	<b>7363</b>	<b>05/17/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501899	04/29/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7364</b>	<b>05/17/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	3-050216	05/10/2016		Advertising	-240.00
TOTAL					-240.00

Lawrence Public Library  
**Check Detail**  
May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7365</b>	<b>05/17/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	276128	05/10/2016		Library & Office Supplies	-276.83
TOTAL					-276.83
<b>Bill Pmt -Check</b>	<b>7366</b>	<b>05/17/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	7954	04/29/2016		Dr. Bob Program	-35.00
TOTAL					-35.00
<b>Bill Pmt -Check</b>	<b>7367</b>	<b>05/17/2016</b>	<b>Mid-America Library Alliance</b>	<b>Checking</b>	
Bill	D201617-141	05/11/2016		Shipping	-6,308.00
TOTAL					-6,308.00
<b>Bill Pmt -Check</b>	<b>7368</b>	<b>05/17/2016</b>	<b>Mid-Continent Public Library</b>	<b>Checking</b>	
Bill	ILL 154405...	05/10/2016		Overdues	-13.95
TOTAL					-13.95
<b>Bill Pmt -Check</b>	<b>7369</b>	<b>05/17/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	77553	04/29/2016		Building Supplies	-208.05
Bill	77582	04/29/2016		Building Supplies	-79.07
TOTAL					-287.12
<b>Bill Pmt -Check</b>	<b>7370</b>	<b>05/17/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	458217	05/10/2016		Collections	-5,488.05
TOTAL					-5,488.05
<b>Bill Pmt -Check</b>	<b>7371</b>	<b>05/17/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	132149547...	05/11/2016		Books & Materials	-576.48
TOTAL					-576.48
<b>Bill Pmt -Check</b>	<b>7372</b>	<b>05/17/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	91107	04/29/2016		YS Summer Reading	-2,429.00
TOTAL					-2,429.00
<b>Bill Pmt -Check</b>	<b>7373</b>	<b>05/17/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	697072	04/29/2016		Building Supplies	-211.50
TOTAL					-211.50

**Lawrence Public Library**  
**Check Detail**  
 May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7374</b>	<b>05/17/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	5046130	04/29/2016		Building Supplies	-6.69
Bill	4991601	04/29/2016		Building Supplies	-16.74
				Library & Office Supplies	-377.04
Bill	5147206	04/29/2016		Children's Programming	-71.76
Bill	4833335	04/29/2016		Library & Office Supplies	-19.96
Bill	4780814	04/29/2016		Library & Office Supplies	-23.98
<b>TOTAL</b>					<b>-516.17</b>
<b>Bill Pmt -Check</b>	<b>7375</b>	<b>05/17/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1087064119	04/29/2016		Books & Materials	-26.25
Bill	1087370899	05/11/2016		Books & Materials	-161.25
Bill	1087209402	05/11/2016		Books & Materials	-41.25
Bill	1087208087	05/11/2016		Books & Materials	-30.00
<b>TOTAL</b>					<b>-258.75</b>
<b>Bill Pmt -Check</b>	<b>7376</b>	<b>05/17/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75322376	05/11/2016		Books & Materials	-45.09
Bill	75329145	05/11/2016		Books & Materials	-71.77
Bill	75328487	05/11/2016		Books & Materials	-203.13
Bill	75328050	05/11/2016		Books & Materials	-125.56
Bill	75326506	05/11/2016		Books & Materials	-307.81
Bill	75326238	05/11/2016		Books & Materials	-71.77
<b>TOTAL</b>					<b>-825.13</b>
<b>Bill Pmt -Check</b>	<b>7377</b>	<b>05/17/2016</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	13011022	05/10/2016		YS Summer Reading	-6,794.78
<b>TOTAL</b>					<b>-6,794.78</b>
<b>Bill Pmt -Check</b>	<b>7378</b>	<b>05/17/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	16031802	04/29/2016		Merchandise Sales	-2,075.38
<b>TOTAL</b>					<b>-2,075.38</b>
<b>Bill Pmt -Check</b>	<b>7379</b>	<b>05/17/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	427257	05/10/2016		Professional Fees	-142.78
Bill	427256	05/10/2016		Professional Fees	-742.85
<b>TOTAL</b>					<b>-885.63</b>
<b>Bill Pmt -Check</b>	<b>7380</b>	<b>05/17/2016</b>	<b>Wichita Public Library</b>	<b>Checking</b>	
Bill	The Saint	04/29/2016		Overdues	-46.98
<b>TOTAL</b>					<b>-46.98</b>

**Lawrence Public Library**  
**Check Detail**  
 May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28009</b>	<b>05/16/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	84290315156	04/29/2016		Young Adult Programming	-5.50
Bill	2306612	04/29/2016		Outreach Programming	-17.42
Bill	23066612	04/29/2016		Outreach Programming	-121.94
Bill	4031407	04/29/2016		Children's Programming	-6.99
Bill	8265834	04/29/2016		Books & Materials	-54.24
Bill	8049063	04/29/2016		Books & Materials	-52.28
Bill	5395404	04/29/2016		Books & Materials	-13.98
Bill	8882651	04/29/2016		Books & Materials	-12.04
Bill	6303462	04/29/2016		Books & Materials	-15.30
Bill	8376222	04/29/2016		Books & Materials	-128.02
Bill	423403	05/10/2016		Building Supplies	-5.99
Bill	3205836	05/11/2016		Books & Materials	-12.94
Bill	1338631	05/11/2016		Books & Materials	-59.88
Bill	1451468	05/11/2016		Books & Materials	-47.99
Bill	5008211	05/11/2016		Personal Books	-52.89
Bill	1196246	05/11/2016		Books & Materials	-22.97
Bill	1599405	05/11/2016		Books & Materials	-323.85
Bill	3205836	05/11/2016		Books & Materials	-53.79
Bill	3205836	05/11/2016		Books & Materials	-29.00
Bill	7396264	05/11/2016		Books & Materials	-15.95
Bill	7396264	05/11/2016		Books & Materials	-11.99
Bill	7396264	05/11/2016		Books & Materials	-17.09
Bill	1827429	05/11/2016		Books & Materials	-151.31
Bill	1827429	05/11/2016		Books & Materials	-31.29
Bill	8376222	05/11/2016		Books & Materials	-48.02
Bill	6675455	05/11/2016		Books & Materials	-99.97
Bill	2030644	05/11/2016		Books & Materials	-6.49
Bill	0804248	05/11/2016		Books & Materials	-4.00
<b>TOTAL</b>					<b>-1,423.12</b>
<b>Bill Pmt -Check</b>	<b>28010</b>	<b>05/16/2016</b>	<b>Brett Allen Art</b>	<b>Checking</b>	
Bill	LPL-1	04/29/2016		Library & Office Supplies	-300.00
<b>TOTAL</b>					<b>-300.00</b>
<b>Bill Pmt -Check</b>	<b>28011</b>	<b>05/16/2016</b>	<b>Christine L. Williams</b>	<b>Checking</b>	
Bill	REFUND	04/29/2016		Overdues	-10.29
<b>TOTAL</b>					<b>-10.29</b>
<b>Bill Pmt -Check</b>	<b>28012</b>	<b>05/16/2016</b>	<b>Cody Kiser</b>	<b>Checking</b>	
Bill	Kidsapalooza	05/11/2016		Children's Programming	-75.00
<b>TOTAL</b>					<b>-75.00</b>
<b>Bill Pmt -Check</b>	<b>28013</b>	<b>05/16/2016</b>	<b>Connie Fitzpatrick</b>	<b>Checking</b>	
Bill	Map	05/11/2016		YS Summer Reading	-400.00
<b>TOTAL</b>					<b>-400.00</b>

**Lawrence Public Library**  
**Check Detail**  
 May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28014</b>	<b>05/16/2016</b>	<b>Hartford</b>	<b>Checking</b>	
Bill	11329110	05/11/2016		Liability Insurance	-816.00
<b>TOTAL</b>					<b>-816.00</b>
<b>Bill Pmt -Check</b>	<b>28015</b>	<b>05/16/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	92806127	04/29/2016	Ingram Library Services	Accounts Payable	0.00
Bill	92771066	04/29/2016		Books & Materials	-437.34
				Personal Books	-4.17
Bill	23 Invoices	04/29/2016		Processing Supplies	-716.44
Bill	92864078	04/29/2016		Books & Materials	-234.70
Bill	92864076	04/29/2016		Books & Materials	-392.37
Bill	92819275	04/29/2016		Books & Materials	-611.54
Bill	92825756	04/29/2016		Books & Materials	-264.74
Bill	92806130	04/29/2016		Books & Materials	-65.96
Bill	92806128	04/29/2016		Books & Materials	-547.06
Bill	92793273	04/29/2016		Books & Materials	-1,452.86
Bill	92759370	04/29/2016		Books & Materials	-171.58
Bill	92759372	04/29/2016		Books & Materials	-16.19
Bill	92735204	04/29/2016		Books & Materials	-26.39
Bill	92735202	04/29/2016		Books & Materials	-220.42
Bill	92771070	04/29/2016		Books & Materials	-31.78
Bill	92787546	04/29/2016		Books & Materials	-206.51
Bill	92771068	04/29/2016		Books & Materials	-256.36
Bill	92720746	04/29/2016		Books & Materials	-261.75
Bill	92715359	04/29/2016		Books & Materials	-20.50
Bill	92704478	04/29/2016		Books & Materials	-113.63
Bill	92704479	04/29/2016		Books & Materials	-1,049.51
Bill	92707529	04/29/2016		Books & Materials	-197.80
Bill	92684037	04/29/2016		Books & Materials	-174.24
Bill	92665151	04/29/2016		Books & Materials	-1,678.69
Bill	92674170	04/29/2016		Books & Materials	-103.29
Bill	92642867	04/29/2016		Books & Materials	-117.91
Bill	92642865	04/29/2016		Books & Materials	-418.49
Bill	92652539	04/29/2016		Books & Materials	-425.84
Bill	92969035	05/10/2016		Personal Books	-28.47
Bill	92908239	05/10/2016		Personal Books	-20.96
Bill	11 Invoices	05/11/2016		Processing Supplies	-678.20
Bill	92999433	05/11/2016		Personal Books	-17.99
Bill	92855942	05/11/2016		Books & Materials	-275.16
Bill	92838968	05/11/2016		Books & Materials	-1,729.59
Bill	92882687	05/11/2016		Books & Materials	-1,603.16
Bill	92936722	05/11/2016		Books & Materials	-282.45
Bill	92893927	05/11/2016		Books & Materials	-422.90
Bill	92925948	05/11/2016		Books & Materials	-620.60
Bill	92943736	05/11/2016		Books & Materials	-1,429.17
Bill	92964272	05/11/2016		Books & Materials	-248.85
Bill	92943738	05/11/2016		Books & Materials	-14.24
Bill	92969036	05/11/2016		Books & Materials	-205.23
<b>TOTAL</b>					<b>-17,795.03</b>
<b>Bill Pmt -Check</b>	<b>28016</b>	<b>05/16/2016</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	10569964	05/11/2016		YS Summer Reading	-995.00
<b>TOTAL</b>					<b>-995.00</b>

Lawrence Public Library  
**Check Detail**  
May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28017</b>	<b>05/16/2016</b>	<b>Kansas City Star</b>	<b>Checking</b>	
Bill	400070382	05/11/2016		Periodicals	-394.16
TOTAL					-394.16
<b>Bill Pmt -Check</b>	<b>28018</b>	<b>05/16/2016</b>	<b>Karen A. Bayouth</b>	<b>Checking</b>	
Bill	REFUND	04/29/2016		Overdues	-24.89
TOTAL					-24.89
<b>Bill Pmt -Check</b>	<b>28019</b>	<b>05/16/2016</b>	<b>Kevan Meinershagen</b>	<b>Checking</b>	
Bill	REFUND	12/10/2014		Overdues	-17.99
TOTAL					-17.99
<b>Bill Pmt -Check</b>	<b>28020</b>	<b>05/16/2016</b>	<b>Kyle's Cartoon Platoon</b>	<b>Checking</b>	
Bill	6-30-16	05/11/2016		YS Summer Reading	-600.00
TOTAL					-600.00
<b>Bill Pmt -Check</b>	<b>28021</b>	<b>05/16/2016</b>	<b>Lee A. Thompson</b>	<b>Checking</b>	
Bill	REFUND	04/29/2016		Overdues	-5.92
TOTAL					-5.92
<b>Bill Pmt -Check</b>	<b>28022</b>	<b>05/16/2016</b>	<b>Leslie Kay</b>	<b>Checking</b>	
Bill	05101601	05/11/2016		YS Summer Reading	-3,220.00
TOTAL					-3,220.00
<b>Bill Pmt -Check</b>	<b>28023</b>	<b>05/16/2016</b>	<b>Looking Up Productions</b>	<b>Checking</b>	
Bill	6-16-16	05/11/2016		YS Summer Reading	-600.00
TOTAL					-600.00
<b>Bill Pmt -Check</b>	<b>28024</b>	<b>05/16/2016</b>	<b>Mad Science of Greater Kansas ...</b>	<b>Checking</b>	
Bill	6-21-16	05/11/2016		YS Summer Reading	-612.50
TOTAL					-612.50
<b>Bill Pmt -Check</b>	<b>28025</b>	<b>05/16/2016</b>	<b>Mark Pagano</b>	<b>Checking</b>	
Bill	7-14-16	05/11/2016		YS Summer Reading	-600.00
TOTAL					-600.00

## Lawrence Public Library

## Check Detail

May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28026</b>	<b>05/16/2016</b>	<b>Mary M. Morrison</b>	<b>Checking</b>	
Bill	REFUND	05/10/2016		Overdues	-6.11
Bill	REFUND	05/10/2016		Overdues	-1.88
Bill	REFUND	05/10/2016		Overdues	-5.75
<b>TOTAL</b>					<b>-13.74</b>
<b>Bill Pmt -Check</b>	<b>28027</b>	<b>05/16/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	93908967	04/29/2016		Books & Materials	-568.92
Bill	93910924	04/29/2016		Books & Materials	-245.17
Bill	93910923	04/29/2016		Books & Materials	-17.98
Bill	93910483	04/29/2016		Books & Materials	-226.16
Bill	93901481	04/29/2016		Books & Materials	-107.59
Bill	93888284	04/29/2016		Books & Materials	-47.96
Bill	93897946	04/29/2016		Books & Materials	-268.92
Bill	93888070	04/29/2016		Books & Materials	-82.47
Bill	93873785	04/29/2016		Books & Materials	-20.24
Bill	93875562	04/29/2016		Books & Materials	-39.99
Bill	93873784	04/29/2016		Books & Materials	-10.49
Bill	93887877	04/29/2016		Books & Materials	-98.62
Bill	93875291	04/29/2016		Books & Materials	-481.96
Bill	93880029	04/29/2016		Books & Materials	-112.26
Bill	93880400	04/29/2016		Books & Materials	-138.68
Bill	93872216	04/29/2016		Books & Materials	-152.12
Bill	93860253	04/29/2016		Books & Materials	-337.63
Bill	93860251	04/29/2016		Books & Materials	-172.96
Bill	93866703	04/29/2016		Books & Materials	-634.86
Bill	93928665	05/10/2016		Processing Supplies	-439.75
Bill	93925151	05/11/2016		Books & Materials	-1,853.93
Bill	93929268	05/11/2016		Books & Materials	-20.24
Bill	93934339	05/11/2016		Books & Materials	-20.24
Bill	93934337	05/11/2016		Books & Materials	-108.36
Bill	93938865	05/11/2016		Books & Materials	-284.91
Bill	93928234	05/11/2016		Books & Materials	-411.50
Bill	93925747	05/11/2016		Books & Materials	-65.19
Bill	93925749	05/11/2016		Books & Materials	-44.98
Bill	93920960	05/11/2016		Books & Materials	-559.86
Bill	93917764	05/11/2016		Books & Materials	-34.99
Bill	93912050	05/11/2016		Books & Materials	-29.99
Bill	93911748	05/11/2016		Books & Materials	-34.62
<b>TOTAL</b>					<b>-7,673.54</b>
<b>Bill Pmt -Check</b>	<b>28028</b>	<b>05/16/2016</b>	<b>Miriam Wallen</b>	<b>Checking</b>	
Bill	5/3/16	05/10/2016		Young Adult Programming	-41.18
Bill	648	05/11/2016		Young Adult Programming	-27.50
<b>TOTAL</b>					<b>-68.68</b>
<b>Bill Pmt -Check</b>	<b>28029</b>	<b>05/16/2016</b>	<b>Nicole Burton</b>	<b>Checking</b>	
Bill	05009	04/29/2016		Books & Materials	-20.00
<b>TOTAL</b>					<b>-20.00</b>

Lawrence Public Library  
**Check Detail**  
May 16 - 31, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28030</b>	<b>05/16/2016</b>	<b>OFCFO</b>	<b>Checking</b>	
Bill	2015 State...	04/29/2016		Miscellaneous	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>28031</b>	<b>05/16/2016</b>	<b>Parasol Puppets</b>	<b>Checking</b>	
Bill	7-28-16	05/11/2016		YS Summer Reading	-595.00
TOTAL					-595.00
<b>Bill Pmt -Check</b>	<b>28032</b>	<b>05/16/2016</b>	<b>Petty Cash</b>	<b>Checking</b>	
Bill	1856-1869	04/29/2016		Children's Programming	-5.46
				Read Across Lawrence	-20.00
				Adult Programming	-40.34
				Bookvan & Mileage	-49.29
				Library & Office Supplies	-4.36
				Miscellaneous	-25.00
				Technology	-11.25
				Youth Services Dept.	-10.90
				Circulation	-10.00
TOTAL					-176.60
<b>Bill Pmt -Check</b>	<b>28033</b>	<b>05/16/2016</b>	<b>Priscilla Howe, Storyteller</b>	<b>Checking</b>	
Bill	7-7-16	05/11/2016		YS Summer Reading	-450.00
TOTAL					-450.00
<b>Bill Pmt -Check</b>	<b>28034</b>	<b>05/16/2016</b>	<b>Rachel Crist</b>	<b>Checking</b>	
Bill	REFUND	04/29/2016		Overdues	-16.59
TOTAL					-16.59
<b>Bill Pmt -Check</b>	<b>28035</b>	<b>05/16/2016</b>	<b>Shaina Eden Krumme</b>	<b>Checking</b>	
Bill	REFUND	04/29/2016		Overdues	-13.75
TOTAL					-13.75
<b>Bill Pmt -Check</b>	<b>28036</b>	<b>05/16/2016</b>	<b>Sky Parade Inc.</b>	<b>Checking</b>	
Bill	6-9-16	05/11/2016		YS Summer Reading	-402.00
TOTAL					-402.00
<b>Bill Pmt -Check</b>	<b>28037</b>	<b>05/16/2016</b>	<b>Taylor R. Thomas</b>	<b>Checking</b>	
Bill	REFUND	05/10/2016		Overdues	-5.82
TOTAL					-5.82

## Check Detail

May 16 - 31, 2016

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28038	05/16/2016	WOW!Business	Checking	
Bill		04/29/2016		Internet	-2,195.05
				Telephone	-666.37
TOTAL					-2,861.42

# Lawrence Public Library

## Monthly Statistical Summary--April 2016

INDICATOR	April		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.70	6.97	-4%			
Reference Transactions per Capita	3.55	1.22	191%			
Program Attendance per Capita	0.58	0.47	23%			
Circulation per Capita	13.06	13.43	-3%			
Circulation per Visit	1.95	1.93	1%			
Total Holdings per Capita	2.07	2.21	-6%			
% of Lawrence Residents Registered	64%	93%	-31%			

Circulation--Adult Total	71,943	71,726	0%	296,723	303,686	-2%
Circulation--Young Adult Total	4,359	4,075	7%	16,974	16,673	2%
Circulation--Youth Total	29,977	30,079	0%	123,887	124,351	0%
Circulation--Total	106,279	105,880	0%	437,584	444,710	-2%

Reference Transactions	28,857	9,587	201%	73,296	41,473	77%
User Visits	54,527	54,913	-1%	221,552	224,290	-1%
LPL Web Site Visits	17,133	20,312	-16%	76,440	93,883	-19%

Holdings--Added	3,432	3,906	-12%	10,412	13,540	-23%
Holdings--Withdrawn	1,817	2,211	-18%	8,945	5,489	63%
Holdings--Total	202,662	208,875	-3%			

Registered Borrowers--Added	565	533	6%	2,521	2,617	-4%
Registered Borrowers--Total	77,593	111,687	-31%			

Adult Programs	33	15	120%	112	55	104%
Young Adult Programs	12	32	-63%	58	106	-45%
Youth Programs	71	71	0%	250	270	-7%
Senior Programs	18	18	0%	56	62	-10%
Total Programs	134	136	-1%	476	493	-3%
Total Program Attendance	4,733	3,671	29%	16,860	14,660	15%
Public Uses of Meeting Rooms	658	108	509%	2,821	512	451%

Total Paid Staff (FTE)	63.53	59.40	7%			
Total Number of Employees	85	83	2%			

Lawrence Public Library							
Monthly Statistical Report--April 2016							
	April		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
OUTPUT MEASURES							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.70	6.97	-4%				
Reference Transactions per Capita	3.55	1.22	192%				
Program Attendance per Capita	0.58	0.47	25%				
Circulation per Capita	13.06	13.43	-3%				
Total Holdings per Capita	2.07	2.21	-6%				
Collection Turnover--Total	6.37	6.16	3%				
Collection Turnover--Adult	6.61	6.33	4%				
Collection Turnover--Young Adult	5.04	4.27	18%				
Collection Turnover--Youth	6.08	6.14	-1%				
Collection Turnover--Audiovisual	10.79	9.86	9%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	32416	31943	1%		133866	133912	0%
Circulation--Adult Periodicals	1133	1237	-8%		5265	5597	-6%
Circulation--Adult Feature Films & TV Shows	25376	25504	-1%		105814	109882	-4%
Circulation--Electronic Games	1912	1782	7%		7838	7641	3%
Circulation--Adult Music CDs	7104	7684	-8%		28044	32290	-13%
Circulation--Adult Audio Books and Books on CD	3989	3560	12%		15852	14319	11%
Circulation--eReaders	13	16	-19%		44	45	-2%
Circulation--Adult Total	71943	71726	0%		296723	303686	-2%
Circulation--YA Books and Videos	4058	3761	8%		15680	15433	2%
Circulation--YA Periodicals	5	31	-84%		39	111	-65%
Circulation--YA Audio Books and Books on CD	296	283	5%		1255	1129	11%
Circulation--YA Total	4359	4075	7%		16974	16673	2%
Circulation--Youth Books and Videos	28446	28539	0%		117814	117889	0%
Circulation--Youth Periodicals	123	166	-26%		402	632	-36%
Circulation--Youth Music CDs	483	537	-10%		2027	2147	-6%
Circulation--Youth Audio Books and Books on CD	925	837	11%		3644	3683	-1%
Circulation--Youth Total	29977	30079	0%		123887	124351	0%

<b>Lawrence Public Library</b>	<b>April</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Circulation--Bookmobile	1089	1163	-6%		4432	4423
Circulation--Total Books	64920	59299	9%		267360	267234
Circulation--Total Periodicals	1261	1434	-12%		5706	6340
Circulation--Total Audiovisual + Digital	41379	46582	-11%		173516	184722
Circulation Total	106279	105881	0%		437584	444710
Accounts & Welcome Desk Circulation	1557	1644	-5%		6436	106967
Self Check Circulation	67793	82775	-18%		331135	337743
Percent Self Check	98%	98%	0%		98%	76%
Web Site & Telephone Renewals	19068	17434	9%		75024	70858
Other Staff Checkouts	3468	4028	-14%		12936	14534
Requests Placed	20087	18176	11%		87870	77957
Requests Filled	15053	13249	14%		62361	54965
Requests Unclaimed	3081	2848	8%		12664	11413
Interlibrary Loan Items Borrowed for LPL Patrons	505	338	49%		2052	1292
Interlibrary Loan Items Loaned from LPL Collection	656	594	10%		2825	2552
<b>OTHER LIBRARY SERVICES</b>						
User Visits	54527	54913	-1%		221552	224290
Public Computer Usage	8296	8173	2%		33947	35570
Computer Lab Classes	4	9	-56%		21	30
Computer Lab Classes Attendance	10	26	-62%		38	87

<b>Lawrence Public Library</b>	<b>April</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Adult Reference Transactions	1792	1558	15%		6207	7911
Young Adult Reference Transactions	491	713	-31%		2333	3051
Youth Reference Transactions	1090	775	41%		5076	3660
IT Desk	1469	2400	-39%		5884	9497
Welcome Desk	18448	2164	752%		27302	8993
Phone Calls	2418	1977	22%		12660	8361
Accounts Desk	3149				13834	
Total Reference Transactions	28857	9587	201%		73296	41473
Public-Sponsored Uses of Meeting Rooms (Includes Study Room)	658	108	509%		2821	512
LPL Web Site Visits	17133	20312	-16%		76440	93883
<b>RESOURCES</b>						
Holdings--Total	202662	208875	-3%			
Holdings--Adult	132390	137860	-4%			
Holdings--Young Adult	10378	11457	-9%			
Holdings--Youth	59894	59509	1%			
Holdings--Audiovisual + Digital	46029	56703	-19%			
Holdings--eReaders	10	11	-9%			
Holdings Added	2432	3906	-38%		10412	13540
Holdings Withdrawn (Weeded)	1817	2211	-18%		8945	5489
Holdings Net Change	615	1695			1467	8051
<b>LIBRARY PATRONS</b>						
Total Borrowers	77593	111687	-31%			
Borrowers Added	565	533	6%		2521	2617
Borrowers Transacting	13033	7167	82%		52117	33225
Percent of Borrowers Transacting	17%	6%	162%			
Total Number of Lawrence Residents Registered	62125	88354	-30%			
Percent of Lawrence Residents Registered	64%	93%	-32%			

<b>Lawrence Public Library</b>	<b>April</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
<b>PROGRAMMING</b>						
Number of Adult Programs	33	15	120%		112	55
Number of Young Adult Programs	12	32	-63%		58	106
Number of Youth Programs	71	71	0%		250	270
Number of Senior Programs	18	18	0%		56	62
Total Programs	134	136	-1%		476	493
Adult Program Attendance	922	598	54%		3443	2218
Young Adult Program Attendance	354	268	32%		1399	1363
Youth Program Attendance	3281	2635	25%		11459	10527
Senior Program Attendance	176	170	4%		559	552
Total Program Attendance	4733	3671	29%		16860	14660
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	63.53	59.4	7%			
ALA-MLS Librarians, in Full-Time Equivalents	17.6	18.5	-5%			
Number of Employees--Total	85	83	2%			
Number of Employees--Full-Time	38	36	6%			
Number of Employees--Part-Time	47	47	0%			
Terminations	1	3	-67%		5	8
Hirings	1	0	N/A		4	7
Volunteer Hours	703.5	365.75	92%		1993	1268.5

<b>Notes:</b>							
<b>*April 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1752	1985
YA	0	0
Youth	761	757
Total	2513	2742

## **Library Director's Report for May 2016**

Respectfully submitted by Brad Allen 5/12/2016

### **Staffing Changes**

This month, we have two staffing changes to report: one promotion and one new staff member. William Ottens, currently a part-time staff member in Readers Services, will be promoted to Cataloging and Collection Development Coordinator effective May 16, replacing Kelly Fann. William returned to the library earlier this year from his library director position in Oskaloosa, Iowa. He was previously a full time reference librarian with us before he left for Oskaloosa. Additionally, we welcomed Lauren Lagaly to the library. She is a new part-time staffer at the Tech Desk. She is a KU grad and comes to us most recently from Boulder, Colo.

### **Read Across Lawrence 2017**

I'm thrilled to announce that the library was selected by the National Endowment of the Arts to participate in their Big Read program. We are partnering with KU's Center for Latin American and Caribbean Studies and KU Libraries and received a \$14,000 grant for our annual community wide reading program. The selected book is *In the Time of the Butterflies* by Julia Alvarez. We hope that the money received will allow us to bring the author to Lawrence for Read Across Lawrence. Kudos to Kristin Soper and Kelly Francis for their hard work on this grant application.

### **The Migration to Symphony**

You'll recall that the library selected a new Integrated Library System earlier this year, a SirsiDynix product called Symphony. Great strides have been made in the last several weeks processing library data and preparing for our big move to Symphony. Kudos to Tricia Karlin, the project leader, and all the rest of our migration team. We are on target for our "go live" date in late August. One thing that is worth pointing out is that the library will need to close for three days prior to the "go live" date to make the transition to our new system. Those dates are August 22 to 24.

### **Active Shooter Training at All Staff Meeting**

At our quarterly All Staff Meeting, we learned about what to do in an active shooter situation from Neighborhood Resource Officers from the Police Department. Staff had requested more information to better prepare ourselves in the event of dealing with a crisis situation such as an active shooter. The officers' presentation provided very practical and useful information of what to do should this unlikely event happen at our library.

## Foundation Director's Report – May 13, 2016

**Big Read Grant.** We are delighted to announce that the Library and the Library Foundation has received a \$14,000 National Endowment for the Arts Big Read Grant. LPL was the only organization in Kansas to receive a grant this year. The selected book is *In the Time of the Butterflies* by Julia Alvarez, a novel centering around the Trujillo dictatorship in the Dominican Republic. Huge kudos go to Kelly Francis and Kristin Soper for their grant writing superpowers!

**Book Bike.** May is National Bike Month and in honor of this great occasion, the library rolled out its new book bike. First stop on May 9 was at the Head Start pre-school. LPL's Michael Bradley wowed 48 preschoolers with *Duck on a Bike* and *Pete the Cat*. Head Start director Carolyn Kelly has invited the library back for the fall to kick off its literacy program. Look for the book bike this summer at the Farmers Market, the Neighborhood Drop-In Playground Program in South Park, and other events. The bike is part of the Dr. Bob Reader Program and is made possible by a gift from the Bob Frederick Family.



**AmeriCorps/VISTA Update.** The library has hired two summer associate VISTAs to help with the Summer Reading and Summer Food programs. Nathan Burns-Sprung is a special education teacher at Topeka High School and Sage Ezell is a teacher who has spent the last year at a Xavier High School in Chuuk, Micronesia. The focus for VISTA's summer associate program is helping to stem the summer learning loss and food insecurity. It aligns perfectly with the library's summer missions.

**Hall Center Fellow Update.** Kylie Hewitt, our summer fellow from the Hall Center, starts work on May 17. She will spend most of her first days at the Carttar family's house organizing the historic postcards.

### Upcoming Events:

- **780s Music Storytellers Series with Kim Gordon:** Tuesday, May 17, 7:30 pm, Liberty Hall. If you would like to attend and have a reserved seat, please contact Kathleen. There also is a reception following the event at the 8<sup>th</sup> Street Taproom. This program is made possible by the Harrison Family Fund of the Douglas County Community Foundation.
- **Thomas Frank, author of *Listen Liberal*:** Wednesday, June 15, 7:30 pm, Liberty Hall. The event is an official pre-program of the Free State Festival. It is made possible by the Library Foundation's Greatest Expectations Fund, in partnership with the National Endowment for the Humanities.

## AGENDA

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

Monday, June 20, 2016 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

- 2017 budget -- **UPDATE**
- Approve mission statement -- **ACTION ITEM**
- Update on SIRSI migration and potential closing -- **STAFF RECOMMENDATION**

New business

- Conceal carry laws and the library -- **DISCUSSION**

Adjournment

DRAFT

Lawrence Public Library  
Board of Trustees Meeting  
May 16, 2016  
4:30 p.m.

**Board Members Present:** David Vance, Chair; Brady Flannery, Joan Golden, Sarah Goodwin Thiel, Judy Keller, Ursula Minor (arrived 4:45), Kevan Vick.

**Library Staff Present:** Brad Allen, Aaron Brumley, Jenny Cook, Tricia Karlin, Amanda McConnell, Kathleen Morgan, William Ottens, Kristin Soper, Sherri Turner, Miriam Wallen.

**Friends of the Library:** Sandra Wiechert

#### **Call to Order**

David, Board Chair, called the meeting to order at 4:30 p.m. Judy welcomed new board member Sarah Goodwin Thiel who is starting her first term on the board. She replaces Fran Devlin who completed her second term on the board in April. All those present introduced themselves.

#### **Public Comment**

There were no public comments.

#### **Consent Agenda**

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

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

Brad introduced William Ottens, the new Cataloging and Collection Development Coordinator. He also noted that Lauren Lagaly has been hired as a new part-time assistant in Technology. Last week the library announced it has received a \$14,000 Big Read grant from NEA. Kristin Soper and Kelly Francis worked in partnership with Kansas University's Center for Latin American and Caribbean Studies and KU Libraries to obtain the grant which will support an author visit and other programming based on Julia Alvarez's book, *In the Time of the Butterflies*. He said the book is available online for simultaneous use via Total Boox and Freading. Staff members are deep into work on migrating to SirsiDynix. Training on the system started today, and the initial data load is in progress. Brad said that staff had planned to follow the vendor's recommendation to be closed during implementation from August 22-24 for the final data load, system configuration, and testing. The checkout system will not be available at this time, although offline checkout is an option. The board expressed concern about being closed for such a long period, noting that many of our services, such as Intranet and meeting space, would still be available. Tricia explained that all of the data is being moved and must be configured for working with our self-checks, security gates, automated materials handler, and catalog discovery layer. Brad said his concern is that we would be providing compromised service if we were open during this time. Aaron noted that security gates would not be working. Brad said that staff could study it more

and report back next month. The quarterly all-staff meeting this month was a presentation from a Lawrence Police Department Neighborhood Resource Officer on what to do during an active shooter situation. Brad asked if anyone on the board is interested in attending the Kim Gordon pre- and post-events.

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

Kathleen said that the book bike is finally rolling and will be appearing at various events in the community. Michael Bradley took it to Head Start for a story-time and will go back in the fall to help kick off their literacy program. He will also be riding with the Commissioners to celebrate *Bike to Work Day*. The book bike is set to take part in the Art Tougeau parade. Kathleen said that the Hall Center Fellow will start working on the historical postcard project tomorrow, and the two summer AmeriCorps/VISTAs will start after Memorial Day. They will be helping with summer reading and the summer lunch program. At its annual meeting, the Foundation Board inducted four new members and elected new officers. Thomas Frank is set to speak about his book, *Listen Liberal*, on June 15 at Liberty Hall at an official pre-event for the Free State Festival. The library is also a venue for other events associated with the festival. Judy suggested that this board show their appreciation to outgoing Foundation board members. Kathleen said she would write something up for them.

### **Friends Report**

Sandra said that Friends are working on a new website which will be [lplfriends.org](http://lplfriends.org). Don Low was appointed to be the representative to the Foundation Board. Amazon sales continue to go up. The next big sale will be June 2 through 5; June 2 is a members-only sale. Due to the sale, no donations will be accepted from May 24 - June 9. Profits from the sales on Tuesday afternoons to coincide with the Farmers' Market have been small so far, but Friends will continue with them for a while. The Friends have tabled plans to change the logo.

### **Ongoing Business**

#### **2017 Budget**

Brad said he had emailed commissioners to see if they could meet with him and a board member to discuss the budget request, but hasn't heard back from most of them yet. He has been working on talking points to support the budget request and will email them to board members. He sent the budget to the city on Friday. It is based on an 8% increase, or \$300,000, which he believes supports the kind of library the community wants. He noted that the Library's mill is currently at 3.76, and by charter can go up to 4 plus an additional separate .5 mill for an employee benefit fund. There was some discussion about whether the library was subject to the tax lid that will go into effect next year. Brad said he had been told it was not; Judy encouraged him to get an official statement to that effect. Brad also noted that while the city is discussing the issue, the tax lid would not impact the 2017 budget.

### **New Business**

#### **Welcome New Trustee**

David welcomed Sarah to the Library Board. Sarah is the Head of Community Engagement for KU Libraries and has been working with LPL on the Libraries Love Lawrence project. Her role is to

build partnerships throughout the community and to promote KU Libraries' resources and make them more accessible in Lawrence.

### **Summer Reading Program Preview**

Staff involved in planning summer reading gave the board a brief run-down of events planned for the summer. This year's theme is *Exercise Your Mind—Read!* The kickoff party is June 4 from 10 a.m. to noon and will involve local partners providing crafts and activities as in previous years. Program Coordinator Kristin Soper detailed adult activities which include Fitness Fridays at 7 a.m. on the library lawn, *A Hike through History* with Henry Fortunato, an author talk from Whitney Terrell, and much more. She said the Dinner & a Movie series would be back again this summer with *Ferris Bueller's Day Off*, *A League of Their Own*, and *Big Hero 6*. Children's Librarian Jenny Cook passed out flyers listing the many activities available for children. Magic, gardening, puppets, physics, and much more are on tap for kids of all ages, and popular clubs, such as the Tween Club, The Big Friendly Read Aloud, and Mysterious Mustache Club are ready to run. A StoryWalk based on the book, *I Went Walking*, will be set up along the Burcham Park River Trail. The library lawn will again be a site for the free lunch program, Monday through Friday, from June 6 to August 5. Teen Librarian Miriam Wallen distributed a handout listing teen programs. She said that teen programs fall into three basic categories Exercise Your Mind, Space, and Fun. Teens will have an opportunity to try splatter painting with the Spencer Museum of Art, learn to do 2D animation and Lego robotics, try out unusual cycles, become the next Teen Iron Chef, and more. During the first week in September teens will have a chance to talk to the International Space Station. All ages are invited to participate in *Walking to Rivendell*, a goal-oriented exercise program using *Lord of the Rings* as the theme. Support from many sponsors and partners have helped make a wide range of programs and prizes available to Lawrencians of all ages.

### **Presentation of Recommended New Mission Statement**

Brad said the Leadership Team spent time recently workshopping their ideas for a new mission statement. As a result of that work, he proposed a new mission statement: *Imagine More*. He said he thought it was simple and expansive. In order to give the board more time to consider it, Brad said he would put it on the agenda for the next meeting. Judy asked about progress on the strategic plan. Brad said it would be good for the board to weigh in on how best to proceed and who to involve. He will add it to the agenda for the next board meeting. He announced that there will be a trustee training session on June 18.

### **Adjournment**

Kevan moved to adjourn the meeting; Brady seconded. All in favor. Meeting adjourned at 6:00.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
May 2016									
REVENUES		This Month	Year to Date	Annual Budget	42% of Year	May-15	YTD 2015		
Tax Fund		\$ -	\$ 1,625,000.00	\$ 3,749,330.70	43.34%	\$ -	\$ 1,550,000.00		
Overdues		\$ 14,508.59	\$ 71,140.36	\$ 180,000.00	39.52%	\$ 16,807.87	\$ 75,682.88		
NEKLS		\$ -	\$ 18,122.00	\$ 65,000.00	27.88%	\$ -	\$ 16,108.75		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ 15,134.22	\$ 30,268.44		
Photo Copies		\$ 1,522.23	\$ 8,761.71	\$ 13,000.00	67.40%	\$ 1,675.95	\$ 7,707.77		
Coffee Shop Rent		\$ 700.00	\$ 3,500.00	\$ 8,400.00	41.67%	\$ 700.00	\$ 3,500.00		
Meeting Room Fees		\$ 450.00	\$ 1,300.00	\$ 1,000.00	130.00%	\$ 75.00	\$ 275.00		
Interest		\$ 126.21	\$ 790.13	\$ 1,600.00	49.38%	\$ 135.16	\$ 696.71		
Miscellaneous		\$ 50.00	\$ 416.34			\$ (92.67)	\$ (89.99)		
Total Revenues		\$ 17,357.03	\$ 1,758,141.65	\$4,043,330.70	43.48%	\$34,435.53	\$1,684,149.56		
EXPENSES									
Salaries & Wages		\$ 188,044.76	\$ 919,328.76	\$ 2,276,501.70	40.38%				
Employee Benefits		\$ 21,824.50	\$ 105,952.90	\$ 260,000.00	40.75%				
Payroll Taxes		\$ 30,809.18	\$ 157,904.94	\$ 420,329.00	37.57%				
Utilities		\$ 8,975.38	\$ 54,478.88	\$ 108,000.00	50.44%				
Building Supplies		\$ 1,630.98	\$ 8,852.35	\$ 20,000.00	44.26%				
Building Repairs & Maintenance		\$ 1,472.16	\$ 15,500.93	\$ 25,000.00	62.00%				
Library & Office Supplies		\$ 2,370.39	\$ 12,256.66	\$ 25,000.00	49.03%				
Books & Materials		\$ 39,008.21	\$ 179,075.11	\$ 550,000.00	32.56%				
Books & Materials Supplies & Processing		\$ 2,495.93	\$ 56,677.53	\$ 65,000.00	87.20%				
Equipment		\$ -	\$ 1,647.00	\$ 10,000.00	16.47%				
Technology		\$ 6,465.18	\$ 56,197.60	\$ 150,000.00	37.47%				
Insurance		\$ 6,417.60	\$ 6,752.60	\$ 10,000.00	67.53%				
Shipping		\$ 7,323.07	\$ 12,230.10	\$ 17,000.00	71.94%				
Professional Development		\$ 6,372.02	\$ 17,930.62	\$ 25,000.00	71.72%				
Book Van & Mileage		\$ 135.86	\$ 619.74	\$ 1,500.00	41.32%				
Programs		\$ 983.90	\$ 7,113.14	\$ 20,000.00	35.57%				
Professional Fees		\$ 1,424.63	\$ 19,413.84	\$ 30,000.00	64.71%				
Advertising & Marketing		\$ 2,443.82	\$ 10,184.35	\$ 30,000.00	33.95%				
Capital Improvements		\$ -	\$ 22,499.31	\$ -					
Miscellaneous		\$ (137.32)	\$ 1,286.93	\$ -					
Total Expenses		\$ 328,060.25	\$ 1,665,903.29	\$ 4,043,330.70	41.20%	\$ 302,816.72	\$ 1,514,347.96		
Revenue Over Expenses		\$ (310,703.22)	\$ 92,238.36						
Cash Balances:									
	Checking	\$ 592,632.98							
	Capital Improvement	\$ 561,332.27							

Lawrence Public Library 2016 Outside Funding Report													
		1/1/2016	February	February	March	March	April	April	May	May			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>													
	Movie License	\$ -									\$ -		
	KPR-Advertising	\$ 1,584.06	\$ 1,100.00	\$ 216.69		\$ 216.69		\$ 216.69			\$ 1,817.30		
	Summer Reading - ALL	\$ 12,280.13	\$ 20,800.00	\$ 345.00		\$ 300.00		\$ 3,429.00		\$ 24,511.24	\$ 4,179.89		
	Aquarium	\$ 667.32		\$ 300.00		\$ 128.78		\$ (717.00)			\$ 355.54		
	Scholarships	\$ 1,620.00								\$ 1,000.00	\$ 620.00		
	Volunteers	\$ 665.94									\$ 665.94		
	Read Across Lawrence 2015/2016	\$ 6,003.71		\$ 1,898.13		\$ 1,696.67		\$ 78.20			\$ 476.82		
	Friends Supplies	\$ (45.55)									\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)	\$ 20,000.00	\$ 2,267.74		\$ 1,774.17		\$ 2,105.05		\$ 1,876.48	\$ 10,054.51		
	Staff Day		\$ 1,000.00	\$ 461.16							\$ 538.84		
	Block Grant	\$ 20,040.34		\$ 291.84		\$ 41.03				\$ 5,811.66	\$ 4,372.77		
		\$ 42,577.12	\$ 42,900.00	\$ 5,780.56	\$ -	\$ 4,157.34	\$ -	\$ 5,111.94	\$ -	\$ 33,199.38	\$ 23,036.06		
<b>FOUNDATION</b>													
	Kansas Health Foundation	\$ 9,766.66		\$ 537.29		\$ 136.46		\$ 903.57		\$ 350.52	\$ 7,471.51		
	Kansas Health Foundation 2015-16	\$ 23,850.00		\$ 18,100.00							\$ 5,750.00		
	Steiner Storytelling	\$ -									\$ -		
	Beach Author Series	\$ -									\$ -		
	Milliken Fund	\$ 1,325.09									\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)		\$ 585.30		\$ 241.36		\$ (1,988.19)		\$ 226.27	\$ (429.92)		
	Morgan Expenses	\$ -		\$ 140.00		\$ 130.69		\$ (742.32)		\$ 457.13	\$ (570.13)		
	Hike Through History									\$ 490.73			
	Juanita Marsh									\$ 340.17			
	MLK Day Volunteers			\$ 541.75		\$ 11.97		\$ (540.63)			\$ (13.09)		
	Sound & Vision			\$ 1,200.00		\$ 1,200.00		\$ 1,201.00			\$ (3,800.00)		
	Harrison					\$ 778.97		\$ (4,600.00)			\$ 3,821.03		
	Nalbandian			\$ 253.00				\$ (253.00)			\$ -		
	After Hours			\$ 1,482.33		\$ 329.34		\$ (1,795.71)			\$ (15.96)		
	Dr. Bob							\$ 70.28			\$ (70.28)		
	Foundation Center	\$ -									\$ -		
	Simpson Grant	\$ 1,519.27		\$ 124.00				\$ (20,000.00)			\$ 10,174.27		
	New Building YS	\$ 171.63									\$ 171.63		
		\$ 35,742.64	\$ -	\$ 22,963.67		\$ 2,828.79		\$ (27,745.00)	\$ -	\$ 1,864.82	\$ 23,814.15		
<b>OTHER</b>													
	Memorials/Honor with Books	\$ 2,829.80		\$ (14.90)							\$ 2,842.80		
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
	Wurfy	\$ 120.16		\$ 76.65		\$ 0.74					\$ 42.77		
	Underwood Gift (Sr.Outreach)	\$ 370.00									\$ 370.00		
	John Cotton Dana	\$ 1,663.84		\$ 1,663.84							\$ -		
	Merchandise Sales	\$ 2,013.36	\$ (1,007.70)		\$ (1,017.54)		\$ (1,258.38)		\$ (959.50)		\$ (1,759.05)		
		\$ 9,623.48	\$ (1,007.70)	\$ 1,725.59	\$ (1,017.54)	\$ 0.74	\$ (1,258.38)	\$ -	\$ (959.50)	\$ -	\$ 4,122.84		
		\$ 87,943.24											
		Month Total	\$ 41,892.30	\$ 30,469.82	\$ (1,017.54)	\$ 6,986.87	\$ (1,258.38)	\$ (22,633.06)	\$ (959.50)	\$ 35,064.20			
								Income YTD	Expense YTD				
								\$ 39,127.59	\$ 76,928.68				

**Lawrence Public Library**  
**Balance Sheet**  
As of May 31, 2016

	May 31, 16	May 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.05	-16,947.05	-100.0%
Capital Improvement -2	561,332.27	601,553.64	-40,221.37	-6.7%
Checking	594,466.43	609,360.55	-14,894.12	-2.4%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	1,155,798.70	1,227,861.24	-72,062.54	-5.9%
<b>Total Current Assets</b>	1,155,798.70	1,227,861.24	-72,062.54	-5.9%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>1,157,029.40</b>	<b>1,229,091.94</b>	<b>-72,062.54</b>	<b>-5.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	51,080.51	47,404.63	3,675.88	7.8%
<b>Total Accounts Payable</b>	51,080.51	47,404.63	3,675.88	7.8%
<b>Other Current Liabilities</b>				
Payroll Liabilities	46,454.26	246.66	46,207.60	18,733.3%
<b>Total Other Current Liabilities</b>	46,454.26	246.66	46,207.60	18,733.3%
<b>Total Current Liabilities</b>	97,534.77	47,651.29	49,883.48	104.7%
<b>Total Liabilities</b>	97,534.77	47,651.29	49,883.48	104.7%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,422.14	755,540.09	-51,117.95	-6.8%
Net Income	54,437.27	125,265.34	-70,828.07	-56.5%
<b>Total Equity</b>	1,059,494.63	1,181,440.65	-121,946.02	-10.3%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,157,029.40</b>	<b>1,229,091.94</b>	<b>-72,062.54</b>	<b>-5.9%</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
May 2016

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**May 16**

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	700.00
Interest	126.21
Meeting Room Fees	450.00
Merchandise Sales	-959.50
Overdues	14,508.59
Personal Books	1.58
Photo Copies	1,522.23
Utilities Income	48.42
<b>Total Income</b>	<b>16,397.53</b>
<b>Expense</b>	
Payroll Expenses	211,714.46
Payroll Taxes	31,066.73
Utilities	8,975.38
Building Supplies	1,630.98
Building Repairs & Maintenance	1,472.16
Library & Office Supplies	2,370.39
Books & Materials	39,008.21
Processing Supplies	2,495.93
Technology	6,465.18
Insurance	6,417.60
Shipping	7,323.07
Professional Development	6,372.02
Bookvan & Mileage	135.86
Program Expense	983.90
Professional Fees	1,424.63
Advertising	2,443.82
FOUNDATION FUNDING	1,638.55
FRIENDS FUNDING	31,322.90
Miscellaneous	-137.29
Reconciliation Discrepancies	-0.03
<b>Total Expense</b>	<b>363,124.45</b>
<b>Net Ordinary Income</b>	<b>-346,726.92</b>
<b>Net Income</b>	<b><u>-346,726.92</u></b>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Jun 16, 16
Advance Insurance Company	493.85
Amanda Kramer	22.02
Amazon	1,840.17
ASI	50.00
Baker & Taylor, Inc.	666.53
Bert Nash Community Mental Health Center	30.00
Billy Pilgrim, LLC	380.00
Blackstone Audio, Inc.	382.84
Brilliance Publishing, Inc.	197.45
Brodart Co.	159.00
Cabinetry & Millwork	288.00
Caney City Library	22.49
Celeste E. Lockton	7.49
Center Point Large Print	506.31
Century Business Technologies	537.68
Christina Ortiz	10.40
Control Service Company, Inc.	90.00
Dale A. Beaulieu	10.02
Databank Holdings, LTD	591.20
Demco, Inc.	391.16
Designed Business Interiors	4,023.20
Employers Preferred	5,601.60
Gale Group, Inc.	1,133.98
Geoff Cook	400.00
Hartford	2,153.00
Heartland Payment Systems	301.03
Ingram Library Services	23,464.40
Intuit	29.85
Jayhawk Power	595.00
Jayhawk Trophy Co., Inc.	102.50
Jayhawk Tropical Fish	300.00
Jill M. Conrad	10.41
John Garfield	50.00
KanREN	1,833.45
Kansas Public Radio	433.38
Laird Noller	77.35
Laser Logic, Inc.	564.53
Lawrence Sign Up LLC	112.00
Leslie Kay	1,465.00
Marcia G. Riley Publications	12.95
Marcia L. McPhail	8.01
Maria Anthony	50.00
Mid America	1,294.27
Midwest Tape	10,532.92
OCLC, Inc.	4,846.38
OverDrive	8,278.35
P1 Group, Inc.	2,785.90
Pur-O-Zone, Inc.	226.30
Quill Corporation	3,329.40
Random House, Inc.	288.74
Rebekah J. Wagner	30.20
Recorded Books	1,517.77
Schendel Services	95.00
Scholastic Inc.	3,014.51
Sky Parade Inc.	298.00
Snap Promotions	6,001.58
Sun Creations, Inc.	200.00
Unique Management Services	1,221.99
United Parcel Service	592.07
VISA 5372	15,241.24
Westar	6,520.59
WOW!Business	2,645.19
TOTAL	<u>118,358.65</u>

Lawrence Public Library  
Vendor Balance Summary  
All Transactions

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	May 23, 16
Advance Insurance Company	485.93
United Parcel Service	905.08
VISA 5372	11,208.36
Westar	6,330.19
TOTAL	<u>18,929.56</u>

**Lawrence Public Library**  
**Check Detail**  
 June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	July 2016	06/13/2016		Group Life Insurance	-493.85
TOTAL					-493.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		06/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	May 2016	06/09/2016		Credit Card Processing	-266.03
				Public Access	-35.00
TOTAL					-301.03
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	May Bill Pay	06/09/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1236	06/09/2016		Shipping	-592.07
TOTAL					-592.07
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		06/13/2016		Adult Services	-935.56
				Adult Services	-634.00
				Adult Programming	-143.31
				KHF Grant Expenses	-1,099.74
				Bookvan & Mileage	-68.46
				Liability Insurance	-622.40
				Children's Programming	-175.53
				Children's Programming	-59.96
				Children's Programming	-38.17
				Children's Programming	-8.97
				Young Adult Programming	-187.08
				YS Summer Reading	-6,440.40
				Shipping	-15.99
				Library & Office Supplies	-40.00
				Processing Supplies	-633.64
				Miscellaneous	-20.00
				Advertising	-348.46
				Building Supplies	-214.57
				Supplies	-209.97
				Software & Licenses	-1,480.00
				FOUNDATION FUNDING	-653.67
				Dr. Bob Program	-15.98
				DCCF Grant	-499.69
				Greatest Expectations-...	-339.57
				Harrison Fund	-304.18

10:06 AM  
06/16/16

Lawrence Public Library  
**Check Detail**  
June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-36.95
				Periodicals	-14.99
TOTAL					-15,241.24
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>06/20/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		06/13/2016		Electric	-6,520.59
TOTAL					-6,520.59
<b>Bill Pmt -Check</b>	<b>7381</b>	<b>06/22/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2032029415	05/30/2016		Books & Materials	-92.93
Bill	2032029416	05/30/2016		Processing Supplies	-0.84
Bill	2031994752	05/30/2016		Block Grant	-9.69
Bill	2031997081	05/30/2016		Books & Materials	-45.03
Bill	2031997082	05/30/2016		Processing Supplies	-0.15
Bill	5014113549	05/30/2016		Books & Materials	-136.84
Bill	2031994753	06/09/2016		Block Grant	-1.90
Bill	2032049272	06/15/2016		Block Grant	-81.05
Bill	2032046256	06/15/2016		Books & Materials	-284.15
Bill	2032046257	06/15/2016		Processing Supplies	-13.95
TOTAL					-666.53
<b>Bill Pmt -Check</b>	<b>7382</b>	<b>06/22/2016</b>	<b>Billy Pilgrim, LLC</b>	<b>Checking</b>	
Bill	82669	05/23/2016		Advertising	-380.00
TOTAL					-380.00
<b>Bill Pmt -Check</b>	<b>7383</b>	<b>06/22/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	830212	05/30/2016		Books & Materials	-45.00
Bill	831626	05/30/2016		Books & Materials	-102.44
Bill	829828	05/30/2016		Books & Materials	-110.97
Bill	836604	06/15/2016		Books & Materials	-20.97
Bill	835778	06/15/2016		Books & Materials	-20.97
Bill	831627	06/15/2016		Books & Materials	-82.49
TOTAL					-382.84
<b>Bill Pmt -Check</b>	<b>7384</b>	<b>06/22/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1091377	05/30/2016		Books & Materials	-54.99
Bill	IN1091378	05/30/2016		Books & Materials	-5.00
Bill	IN1090872	05/30/2016		Books & Materials	-34.99
Bill	IN1096807	06/15/2016		Books & Materials	-39.99
Bill	IN1094869	06/15/2016		Books & Materials	-62.48
TOTAL					-197.45
<b>Bill Pmt -Check</b>	<b>7385</b>	<b>06/22/2016</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	434337(bal)	06/09/2016		Processing Supplies	-159.00
TOTAL					-159.00

Lawrence Public Library  
**Check Detail**  
June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7386</b>	<b>06/22/2016</b>	<b>Cabinetry &amp; Millwork</b>	<b>Checking</b>	
Bill	15385	05/30/2016		Building Repairs & Main...	-288.00
TOTAL					-288.00
<b>Bill Pmt -Check</b>	<b>7387</b>	<b>06/22/2016</b>	<b>Caney City Library</b>	<b>Checking</b>	
Bill	REFUND	06/16/2016		Overdues	-22.49
TOTAL					-22.49
<b>Bill Pmt -Check</b>	<b>7388</b>	<b>06/22/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1374603	05/30/2016		Books & Materials	-506.31
TOTAL					-506.31
<b>Bill Pmt -Check</b>	<b>7389</b>	<b>06/22/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	411599	05/23/2016		Copying	-15.00
Bill	411598	05/23/2016		Copying	-354.59
Bill	413483	06/09/2016		Copying	-55.68
Bill	413484	06/09/2016		Copying	-112.41
TOTAL					-537.68
<b>Bill Pmt -Check</b>	<b>7390</b>	<b>06/22/2016</b>	<b>Control Service Company, Inc.</b>	<b>Checking</b>	
Bill	SI161143	06/09/2016		Building Repairs & Main...	-90.00
TOTAL					-90.00
<b>Bill Pmt -Check</b>	<b>7391</b>	<b>06/22/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	21253	06/15/2016		Public Access	-591.20
TOTAL					-591.20
<b>Bill Pmt -Check</b>	<b>7392</b>	<b>06/22/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5882008	05/30/2016		Processing Supplies	-61.12
				KHF Grant Expenses	-58.04
Bill	5889277	06/09/2016		Advertising	-272.00
TOTAL					-391.16
<b>Bill Pmt -Check</b>	<b>7393</b>	<b>06/22/2016</b>	<b>Designed Business Interiors</b>	<b>Checking</b>	
Bill	13964	06/09/2016		Equipment	-4,023.20
TOTAL					-4,023.20

**Lawrence Public Library**  
**Check Detail**  
 June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7394</b>	<b>06/22/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	58008939	05/30/2016		Books & Materials	-38.38
Bill	58067017	05/30/2016		Books & Materials	-166.11
Bill	58075854	05/30/2016		Books & Materials	-56.37
Bill	58066716	05/30/2016		Books & Materials	-20.39
Bill	58059689	05/30/2016		Books & Materials	-20.99
Bill	58009040	05/30/2016		Books & Materials	-55.17
Bill	58001274	05/30/2016		Books & Materials	-22.19
Bill	58001692	05/30/2016		Books & Materials	-19.79
Bill	58023295	05/30/2016		Books & Materials	-18.59
Bill	58177034	06/15/2016		Books & Materials	-82.16
Bill	58176825	06/15/2016		Books & Materials	-136.74
Bill	58168453	06/15/2016		Books & Materials	-124.74
Bill	58177244	06/15/2016		Books & Materials	-313.05
Bill	58134753	06/15/2016		Books & Materials	-20.39
Bill	58072768	06/15/2016		Books & Materials	-38.92
<b>TOTAL</b>					<b>-1,133.98</b>
<b>Bill Pmt -Check</b>	<b>7395</b>	<b>06/22/2016</b>	<b>Hartford</b>	<b>Checking</b>	
Bill	37UECAK5...	06/09/2016		Liability Insurance	-2,153.00
<b>TOTAL</b>					<b>-2,153.00</b>
<b>Bill Pmt -Check</b>	<b>7396</b>	<b>06/22/2016</b>	<b>Jayhawk Power</b>	<b>Checking</b>	
Bill	6007-2	05/30/2016		Building Repairs & Main...	-595.00
<b>TOTAL</b>					<b>-595.00</b>
<b>Bill Pmt -Check</b>	<b>7397</b>	<b>06/22/2016</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	55162	06/09/2016		Library & Office Supplies	-40.50
Bill	55235	06/09/2016		Miscellaneous	-62.00
<b>TOTAL</b>					<b>-102.50</b>
<b>Bill Pmt -Check</b>	<b>7398</b>	<b>06/22/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501935	06/09/2016		Aquarium Maintenance	-300.00
<b>TOTAL</b>					<b>-300.00</b>
<b>Bill Pmt -Check</b>	<b>7399</b>	<b>06/22/2016</b>	<b>KanREN</b>	<b>Checking</b>	
Bill	160401010...	04/11/2016		Internet	-1,833.45
<b>TOTAL</b>					<b>-1,833.45</b>
<b>Bill Pmt -Check</b>	<b>7400</b>	<b>06/22/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	138610	06/09/2016		Advertising Gift Fund	-216.69
Bill	138854	06/13/2016		Advertising Gift Fund	-216.69
<b>TOTAL</b>					<b>-433.38</b>

**Lawrence Public Library**  
**Check Detail**  
 June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7401</b>	<b>06/22/2016</b>	<b>Laird Noller</b>	<b>Checking</b>	
Bill	6092798/1	06/14/2016		Bookvan & Mileage	-77.35
TOTAL					-77.35
<b>Bill Pmt -Check</b>	<b>7402</b>	<b>06/22/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	276424	05/30/2016		Library & Office Supplies	-345.00
Bill	276314	06/09/2016		Library & Office Supplies	-219.53
TOTAL					-564.53
<b>Bill Pmt -Check</b>	<b>7403</b>	<b>06/22/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	7705	06/13/2016		Advertising	-112.00
TOTAL					-112.00
<b>Bill Pmt -Check</b>	<b>7404</b>	<b>06/22/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	77683	05/23/2016		Building Supplies	-65.26
Bill	77651	05/23/2016		Building Supplies	-457.63
Bill	77720	05/30/2016		Building Supplies	-277.77
Bill	77749	06/09/2016		Building Supplies	-48.98
Bill	77779	06/14/2016		Building Supplies	-444.63
TOTAL					-1,294.27
<b>Bill Pmt -Check</b>	<b>7405</b>	<b>06/22/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	463752	06/09/2016		Collections	-4,846.38
TOTAL					-4,846.38
<b>Bill Pmt -Check</b>	<b>7406</b>	<b>06/22/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	132005180...	05/30/2016		Books & Materials	-641.52
Bill	114542783...	05/30/2016		Books & Materials	-927.95
Bill	155344963...	05/30/2016		Books & Materials	-311.82
Bill	115044393...	05/30/2016		Books & Materials	-242.27
Bill	140613747...	05/30/2016		Books & Materials	-136.37
Bill	113722620...	05/30/2016		Books & Materials	-1,800.44
Bill	141037687...	05/30/2016		Books & Materials	-240.95
Bill	140940383...	05/30/2016		Books & Materials	-372.83
Bill	000620573...	05/30/2016		Books & Materials	-36.98
Bill	000357373...	05/30/2016		Books & Materials	-46.98
Bill	000415117...	06/15/2016		Books & Materials	-63.00
Bill	111819210...	06/15/2016		Books & Materials	-778.93
Bill	133735080...	06/15/2016		Books & Materials	-621.35
Bill	133620490...	06/15/2016		Books & Materials	-1,057.28
Bill	000142513...	06/15/2016		Books & Materials	-17.99
Bill	143613187...	06/15/2016		Books & Materials	-495.74
Bill	142308320...	06/15/2016		Books & Materials	-327.31
Bill	000320683...	06/15/2016		Books & Materials	-137.95
Bill	000419270...	06/15/2016		Books & Materials	-20.69
TOTAL					-8,278.35

## Lawrence Public Library

## Check Detail

June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7407</b>	<b>06/22/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	LT40993	06/09/2016		Building Repairs & Main...	-2,785.90
<b>TOTAL</b>					<b>-2,785.90</b>
<b>Bill Pmt -Check</b>	<b>7408</b>	<b>06/22/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	698546	05/23/2016		Building Supplies	-226.30
<b>TOTAL</b>					<b>-226.30</b>
<b>Bill Pmt -Check</b>	<b>7409</b>	<b>06/22/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	5702800	05/23/2016		Library & Office Supplies	-19.99
Bill	5652137	05/23/2016		Library & Office Supplies	-17.94
				Building Supplies	-28.74
Bill	6112853	05/30/2016		Advertising	-472.98
Bill	6128440	05/30/2016		YS Summer Reading	-104.18
Bill	6102314	05/30/2016		YS Summer Reading	-24.99
				Advertising	-1,215.64
				Library & Office Supplies	-10.74
Bill	6139262	05/30/2016		YS Summer Reading	-96.53
				Library & Office Supplies	-10.98
Bill	6052170	05/30/2016		Building Supplies	-33.80
Bill	5996321	05/30/2016		Building Supplies	-52.98
				Library & Office Supplies	-167.55
Bill	6319569	06/09/2016		Processing Supplies	-880.37
				Building Supplies	-12.72
Bill	6476098	06/13/2016		Children's Programming	-33.98
				Library & Office Supplies	-77.34
Bill	6477150	06/13/2016		Library & Office Supplies	-67.95
<b>TOTAL</b>					<b>-3,329.40</b>
<b>Bill Pmt -Check</b>	<b>7410</b>	<b>06/22/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1087506586	05/30/2016		Books & Materials	-71.25
Bill	1087427528	05/30/2016		Books & Materials	-14.99
Bill	1087434077	05/30/2016		Books & Materials	-37.50
Bill	1187427528	05/30/2016		Books & Materials	-33.75
Bill	1087396437	05/30/2016		Books & Materials	-26.25
Bill	1187628769	06/15/2016		Books & Materials	-33.75
Bill	1087628769	06/15/2016		Books & Materials	-37.50
Bill	1087559009	06/15/2016		Books & Materials	-33.75
<b>TOTAL</b>					<b>-288.74</b>
<b>Bill Pmt -Check</b>	<b>7411</b>	<b>06/22/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75319173	05/30/2016		Books & Materials	-116.02
Bill	75326924	05/30/2016		Books & Materials	-63.22
Bill	75325579	05/30/2016		Books & Materials	-16.24
Bill	75330177	05/30/2016		Books & Materials	-13.34
Bill	75322123	05/30/2016		Books & Materials	-53.36
Bill	75323154	05/30/2016		Books & Materials	-23.50
Bill	75323153	05/30/2016		Books & Materials	-63.22
Bill	75319172	05/30/2016		Books & Materials	-691.36
Bill	75333953	05/30/2016		Books & Materials	-59.59
Bill	75332901	05/30/2016		Books & Materials	-71.77
Bill	75344599	06/15/2016		Books & Materials	-17.83

## Lawrence Public Library

## Check Detail

June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	75332383	06/15/2016		Books & Materials	-226.39
Bill	75344555	06/15/2016		Books & Materials	-40.60
Bill	75343650	06/15/2016		Books & Materials	-45.09
Bill	75344038	06/15/2016		Books & Materials	-16.24
TOTAL					-1,517.77
<b>Bill Pmt -Check</b>	<b>7412</b>	<b>06/22/2016</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30228950	05/23/2016		Building Repairs & Main...	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>7413</b>	<b>06/22/2016</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	13104358	05/23/2016		YS Summer Reading	-401.84
Bill	13006081	05/23/2016		YS Summer Reading	-2,612.67
TOTAL					-3,014.51
<b>Bill Pmt -Check</b>	<b>7414</b>	<b>06/22/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	16042901	05/30/2016		YS Summer Reading	-4,794.00
Bill	16042902	06/13/2016		YS Summer Reading	-1,207.58
TOTAL					-6,001.58
<b>Bill Pmt -Check</b>	<b>7415</b>	<b>06/22/2016</b>	<b>Sun Creations, Inc.</b>	<b>Checking</b>	
Bill	91838	05/23/2016		Library & Office Supplies	-200.00
TOTAL					-200.00
<b>Bill Pmt -Check</b>	<b>7416</b>	<b>06/22/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	428664	06/09/2016		Professional Fees	-1,082.95
Bill	428665	06/09/2016		Professional Fees	-139.04
TOTAL					-1,221.99
<b>Bill Pmt -Check</b>	<b>28039</b>	<b>06/20/2016</b>	<b>Amanda Kramer</b>	<b>Checking</b>	
Bill	REFUND	05/30/2016		Overdues	-22.02
TOTAL					-22.02
<b>Bill Pmt -Check</b>	<b>28040</b>	<b>06/20/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	4881824	05/23/2016	Amazon	Accounts Payable	0.00
Bill	7655460	05/23/2016	Amazon	Accounts Payable	0.00
Bill	1433854	05/23/2016	Amazon	Accounts Payable	0.00
Bill	3420237	05/23/2016	Amazon	Accounts Payable	0.00
Bill	5943443	05/23/2016	Amazon	Accounts Payable	0.00
Bill	1433854	05/23/2016		Books & Materials	-81.44
Bill	1433854	05/23/2016		Books & Materials	-31.18
Bill	1599405	05/23/2016		Books & Materials	-11.99
Bill	1402607	05/30/2016		Young Adult Programming	-52.50
Bill	1402607	05/30/2016		Young Adult Programming	-39.85
Bill	0595438	05/30/2016		Building Repairs & Main...	-42.02
Bill	7845041	05/30/2016		Building Repairs & Main...	-62.14

## Lawrence Public Library

## Check Detail

June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	174763451...	05/30/2016		Building Supplies	-9.76
Bill	5620224	05/30/2016		Books & Materials	-24.04
Bill	5620224	05/30/2016		Books & Materials	-27.37
				Juanita Marsh	-9.33
Bill	5620224	05/30/2016		Books & Materials	-15.00
Bill	7145841	05/30/2016		Books & Materials	-19.38
Bill	1599405	05/30/2016		Books & Materials	-143.96
Bill	1599405	05/30/2016		Books & Materials	-95.91
Bill	1599405	05/30/2016		Books & Materials	-95.99
Bill	1599405	05/30/2016		Books & Materials	-23.99
Bill	1599405	05/30/2016		Books & Materials	-96.05
Bill	4427454	06/15/2016		Books & Materials	-5.99
Bill	1599405	06/15/2016		Books & Materials	-96.05
Bill	2085039	06/15/2016		Books & Materials	-87.99
Bill	6957023	06/15/2016		Books & Materials	-11.98
Bill	0885854	06/15/2016		Books & Materials	-23.41
Bill	0885854	06/15/2016		Books & Materials	-15.37
Bill	0885854	06/15/2016		Books & Materials	-87.11
Bill	5381030	06/15/2016		Books & Materials	-5.94
Bill	6824259	06/15/2016		Books & Materials	-66.96
Bill	6496869	06/15/2016		Books & Materials	-21.94
Bill	1387440	06/15/2016		Books & Materials	-13.98
Bill	6339400	06/15/2016		Books & Materials	-29.97
Bill	6339400	06/15/2016		Books & Materials	-9.00
Bill	2085039	06/15/2016		Books & Materials	-47.92
Bill	8333066	06/15/2016		Books & Materials	-47.99
Bill	0740251	06/15/2016		Library & Office Supplies	-7.99
Bill	215711851...	06/16/2016		Books & Materials	-48.98
Bill	152006210...	06/16/2016		Books & Materials	-48.00
Bill	057014567...	06/16/2016		Books & Materials	-38.43
				Young Adult Programming	-6.99
Bill	057012852...	06/16/2016		Young Adult Programming	-20.07
Bill	057016319...	06/16/2016		Young Adult Programming	-39.97
				Books & Materials	-176.24
TOTAL					-1,840.17
<b>Bill Pmt -Check</b>	<b>28041</b>	<b>06/20/2016</b>	<b>Celeste E. Lockton</b>	<b>Checking</b>	
Bill	REFUND	05/30/2016		Overdues	-7.49
TOTAL					-7.49
<b>Bill Pmt -Check</b>	<b>28042</b>	<b>06/20/2016</b>	<b>Christina Ortiz</b>	<b>Checking</b>	
Bill	REFUND	05/23/2016		Overdues	-10.40
TOTAL					-10.40
<b>Bill Pmt -Check</b>	<b>28043</b>	<b>06/20/2016</b>	<b>Dale A. Beaulieu</b>	<b>Checking</b>	
Bill	REFUND	06/09/2016		Overdues	-10.02
TOTAL					-10.02
<b>Bill Pmt -Check</b>	<b>28044</b>	<b>06/20/2016</b>	<b>Employers Preferred</b>	<b>Checking</b>	
Bill		05/30/2016		Liability Insurance	-5,601.60
TOTAL					-5,601.60

**Lawrence Public Library**  
**Check Detail**  
 June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28045</b>	<b>06/20/2016</b>	<b>Geoff Cook</b>	<b>Checking</b>	
Bill	Animation C...	06/09/2016		Young Adult Programming	-400.00
<b>TOTAL</b>					<b>-400.00</b>
<b>Bill Pmt -Check</b>	<b>28046</b>	<b>06/20/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	27 Invoices	05/30/2016		Processing Supplies	-1,090.57
Bill	93173929	05/30/2016		Personal Books	-19.95
Bill	93076486	05/30/2016		Personal Books	-9.68
				Juanita Marsh	-184.60
Bill	93202125	05/30/2016		Personal Books	-11.39
				Juanita Marsh	-8.52
Bill	93185019	05/30/2016		Books & Materials	-719.33
Bill	93114649	05/30/2016		Books & Materials	-185.58
Bill	93152588	05/30/2016		Books & Materials	-54.56
Bill	93114655	05/30/2016		Books & Materials	-13.19
Bill	93114653	05/30/2016		Books & Materials	-11.37
Bill	93152586	05/30/2016		Books & Materials	-812.47
Bill	93114651	05/30/2016		Books & Materials	-672.18
				Juanita Marsh	-10.25
Bill	93166503	05/30/2016		Books & Materials	-407.86
Bill	93146443	05/30/2016		Books & Materials	-223.41
Bill	93097748	05/30/2016		Books & Materials	-1,247.06
Bill	93076491	05/30/2016		Books & Materials	-91.78
Bill	93076487	05/30/2016		Books & Materials	-349.06
Bill	93076489	05/30/2016		Books & Materials	-405.81
Bill	93058045	05/30/2016		Personal Books	-29.25
				Books & Materials	-7.19
Bill	93125109	05/30/2016		Juanita Marsh	-127.47
Bill	93104286	05/30/2016		Books & Materials	-327.85
Bill	93076493	05/30/2016		Books & Materials	-23.38
Bill	93062982	05/30/2016		Books & Materials	-1,748.53
Bill	93027915	05/30/2016		Books & Materials	-1,300.24
Bill	93053222	05/30/2016		Books & Materials	-209.17
Bill	93045261	05/30/2016		Books & Materials	-248.82
Bill	93027917	05/30/2016		Books & Materials	-88.75
Bill	93010224	05/30/2016		Books & Materials	-120.87
Bill	93020827	05/30/2016		Books & Materials	-250.09
				Library & Office Supplies	-16.20
Bill	92991229	05/30/2016		Books & Materials	-429.27
Bill	93020826	05/30/2016		Books & Materials	-5.12
Bill	92969038	05/30/2016		Books & Materials	-1,759.41
Bill	93202126	05/30/2016		Books & Materials	-151.24
Bill	93191085	05/30/2016		Books & Materials	-246.33
				Library & Office Supplies	-103.50
Bill	93191083	05/30/2016		Books & Materials	-125.10
Bill	15 Invoices	06/15/2016		Processing Supplies	-832.49
Bill	93316702	06/15/2016		Juanita Marsh	-24.04
Bill	93242092	06/15/2016		Books & Materials	-790.10
Bill	93220674	06/15/2016		Books & Materials	-1,573.77
Bill	93227887	06/15/2016		Books & Materials	-110.21
Bill	93258445	06/15/2016		Books & Materials	-362.96
Bill	93300676	06/15/2016		Books & Materials	-119.06
Bill	93300675	06/15/2016		Books & Materials	-144.78
Bill	93300678	06/15/2016		Books & Materials	-527.97
Bill	93282545	06/15/2016		Books & Materials	-1,437.94
Bill	93322706	06/15/2016		Books & Materials	-842.70
Bill	93336325	06/15/2016		Books & Materials	-731.53
Bill	93347986	06/15/2016		Books & Materials	-19.09
Bill	93347987	06/15/2016		Books & Materials	-615.43
Bill	93386177	06/15/2016		Books & Materials	-447.55

**Lawrence Public Library**  
**Check Detail**  
 June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	93386175	06/15/2016		Books & Materials	-332.49
Bill	93407428	06/15/2016		Books & Materials	-313.03
Bill	93375598	06/15/2016		Books & Materials	-378.47
Bill	93375600	06/15/2016		Books & Materials	-14.39
TOTAL					-23,464.40
<b>Bill Pmt -Check</b>	<b>28047</b>	<b>06/20/2016</b>	<b>Jill M. Conrad</b>	<b>Checking</b>	
Bill	REFUND	06/09/2016		Overdues	-10.41
TOTAL					-10.41
<b>Bill Pmt -Check</b>	<b>28048</b>	<b>06/20/2016</b>	<b>John Garfield</b>	<b>Checking</b>	
Bill	Skateboardi...	06/09/2016		Young Adult Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>28049</b>	<b>06/20/2016</b>	<b>Leslie Kay</b>	<b>Checking</b>	
Bill	05111601	05/23/2016		Merchandise Sales	-1,465.00
TOTAL					-1,465.00
<b>Bill Pmt -Check</b>	<b>28050</b>	<b>06/20/2016</b>	<b>Marcia G. Riley Publications</b>	<b>Checking</b>	
Bill	25	06/14/2016		Books & Materials	-12.95
TOTAL					-12.95
<b>Bill Pmt -Check</b>	<b>28051</b>	<b>06/20/2016</b>	<b>Marcia L. McPhail</b>	<b>Checking</b>	
Bill	REFUND	06/09/2016		Overdues	-8.01
TOTAL					-8.01
<b>Bill Pmt -Check</b>	<b>28052</b>	<b>06/20/2016</b>	<b>Maria Anthony</b>	<b>Checking</b>	
Bill	6/26/16	06/15/2016		Children's Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>28053</b>	<b>06/20/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	93985359	05/30/2016		Books & Materials	-765.81
Bill	93981609	05/30/2016		Books & Materials	-33.74
Bill	933976003	05/30/2016		Books & Materials	-59.98
Bill	93986776	05/30/2016		Books & Materials	-52.48
Bill	93986316	05/30/2016		Books & Materials	-31.48
Bill	93986774	05/30/2016		Books & Materials	-38.96
Bill	93994994	05/30/2016		Books & Materials	-140.91
Bill	93976001	05/30/2016		Books & Materials	-70.74
Bill	93981765	05/30/2016		Books & Materials	-10.49
Bill	93971458	05/30/2016		Books & Materials	-29.99
Bill	93974798	05/30/2016		Books & Materials	-183.65
Bill	93965231	05/30/2016		Books & Materials	-67.47
Bill	93967206	05/30/2016		Books & Materials	-23.08
Bill	93971589	05/30/2016		Books & Materials	-66.40
Bill	93963208	05/30/2016		Books & Materials	-724.80

**Lawrence Public Library**  
**Check Detail**  
 June 7 - 30, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	93953874	05/30/2016		Books & Materials	-651.38
Bill	93955573	05/30/2016		Books & Materials	-106.11
Bill	93944555	05/30/2016		Books & Materials	-176.19
Bill	93944553	05/30/2016		Books & Materials	-108.06
Bill	93941077	05/30/2016		Books & Materials	-88.13
Bill	93941079	05/30/2016		Books & Materials	-78.72
Bill	94022727	06/09/2016		Processing Supplies	-248.30
Bill	94040967	06/15/2016		Books & Materials	-89.96
Bill	94041162	06/15/2016		Books & Materials	-41.23
Bill	94040966	06/15/2016		Books & Materials	-29.83
Bill	94041161	06/15/2016		Books & Materials	-12.74
Bill	94044164	06/15/2016		Books & Materials	-592.83
Bill	94037534	06/15/2016		Books & Materials	-889.06
Bill	94028184	06/15/2016		Books & Materials	-320.91
Bill	94027035	06/15/2016		Books & Materials	-22.49
Bill	94027033	06/15/2016		Books & Materials	-20.23
Bill	94009394	06/15/2016		Books & Materials	-11.69
Bill	94018777	06/15/2016		Books & Materials	-456.50
Bill	94018757	06/15/2016		Books & Materials	-67.48
Bill	94017191	06/15/2016		Books & Materials	-3,466.75
Bill	94006329	06/15/2016		Books & Materials	-164.94
Bill	94001824	06/15/2016		Books & Materials	-33.57
Bill	94001826	06/15/2016		Books & Materials	-59.98
Bill	94002098	06/15/2016		Books & Materials	-495.86
TOTAL					-10,532.92
<b>Bill Pmt -Check</b>	<b>28054</b>	<b>06/20/2016</b>	<b>Rebekah J. Wagner</b>	<b>Checking</b>	
Bill	REFUND	05/30/2016		Overdues	-30.20
TOTAL					-30.20
<b>Bill Pmt -Check</b>	<b>28055</b>	<b>06/20/2016</b>	<b>Sky Parade Inc.</b>	<b>Checking</b>	
Bill		06/15/2016		YS Summer Reading	-298.00
TOTAL					-298.00
<b>Bill Pmt -Check</b>	<b>28056</b>	<b>06/20/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		05/23/2016		Internet Telephone	-1,978.96 -666.23
TOTAL					-2,645.19
<b>Bill Pmt -Check</b>	<b>28057</b>	<b>06/20/2016</b>	<b>Bert Nash Community Mental He...</b>	<b>Checking</b>	
Bill	6-13-16	06/14/2016		Circulation	-30.00
TOTAL					-30.00

# Lawrence Public Library

## Monthly Statistical Summary--May 2016

INDICATOR	May		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.77	7.61	-11%			
Reference Transactions per Capita	1.79	1.41	27%			
Program Attendance per Capita	0.80	0.90	-11%			
Circulation per Capita	13.69	15.05	-9%			
Circulation per Visit	2.02	1.98	2%			
Total Holdings per Capita	2.07	2.21	-6%			
% of Lawrence Residents Registered	64%	94%	-32%			

Circulation--Adult Total	74,995	76,768	-2%	371,718	380,471	-2%
Circulation--Young Adult Total	4,594	5,332	-14%	21,568	22,010	-2%
Circulation--Youth Total	31,851	36,494	-13%	155,738	160,849	-3%
Circulation--Total	111,440	118,594	-6%	549,024	563,330	-3%

Reference Transactions	14,582	11,107	31%	87,878	52,580	67%
User Visits	55,068	60,005	-8%	276,620	284,295	-3%
LPL Web Site Visits	29,997	18,851	59%	116,869	114,697	2%

Holdings--Added	2,061	3,627	-43%	42,473	17,167	147%
Holdings--Withdrawn	3,089	1,588	95%	12,034	7,077	70%
Holdings--Total	202,438	209,062	-3%			

Registered Borrowers--Added	755	787	-4%	3,276	3,404	-4%
Registered Borrowers--Total	78,698	112,308	-30%			

Adult Programs	25	12	108%	137	67	104%
Young Adult Programs	9	11	-18%	67	117	-43%
Youth Programs	40	37	8%	290	307	-6%
Senior Programs	15	11	36%	71	73	-3%
Total Programs	89	71	25%	565	564	0%
Total Program Attendance	6,532	7,104	-8%	23,392	21,764	7%
Public Uses of Meeting Rooms	691	104	564%	3,512	616	470%

Total Paid Staff (FTE)	63.23	60.10	5%			
Total Number of Employees	86	80	8%			

# Lawrence Public Library

## Monthly Statistical Report--May 2016

	May		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.77	7.61	-11%				
Reference Transactions per Capita	1.79	1.41	27%				
Program Attendance per Capita	0.80	0.90	-11.0%				
Circulation per Capita	13.69	15.05	-9%				
Total Holdings per Capita	2.07	2.21	-6%				
Collection Turnover--Total	6.69	6.90	-3%				
Collection Turnover--Adult	6.91	6.77	2%				
Collection Turnover--Young Adult	5.28	5.66	-7%				
Collection Turnover--Youth	6.45	7.42	-13%				
Collection Turnover--Audiovisual	11.16	9.78	14%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	33396	34468	-3%		167262	168389	-1%
Circulation--Adult Periodicals	1212	1328	-9%		6477	6925	-6%
Circulation--Adult Feature Films & TV Shows	26577	27391	-3%		132391	137273	-4%
Circulation--Electronic Games	1967	2027	-3%		9805	9670	1%
Circulation--Adult Music CDs	7399	7780	-5%		35443	40070	-12%
Circulation--Adult Audio Books and Books on CD	4429	3762	18%		20281	18087	12%
Circulation--eReaders	15	12	25%		59	57	4%
Circulation--Adult Total	74995	76768	-2%		371718	380471	-2%
Circulation--YA Books and Videos	4247	4943	-14%		19927	20381	-2%
Circulation--YA Periodicals	18	48	-63%		57	159	-64%
Circulation--YA Audio Books and Books on CD	329	341	-4%		1584	1470	8%
Circulation--YA Total	4594	5332	-14%		21568	22010	-2%
Circulation--Youth Books and Videos	30210	34619	-13%		148024	152512	-3%
Circulation--Youth Periodicals	135	195	-31%		537	827	-35%
Circulation--Youth Music CDs	474	569	-17%		2501	2716	-8%
Circulation--Youth Audio Books and Books on CD	1032	1111	-7%		4676	4794	-2%
Circulation--Youth Total	31851	36494	-13%		155738	160849	-3%

<b>Lawrence Public Library</b>	<b>May</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Circulation--Bookmobile	971	1157	-16%		5403	5580
Circulation--Total Books	67853	74030	-8%		335213	341282
Circulation--Total Periodicals	1365	1571	-13%		7071	7911
Circulation--Total Audiovisual + Digital	43334	46303	-6%		216850	231025
Circulation Total	111440	118594	-6%		549024	563330
Accounts & Welcome Desk Circulation	1431	2026	-29%		7867	105217
Self Check Circulation	82663	86141	-4%		413798	423884
Percent Self Check	98%	98%	1%		98%	80%
Web Site & Telephone Renewals	18845	18789	0%		93869	89647
Other Staff Checkouts	2936	4453	-34%		15872	18987
Requests Placed	21614	20103	8%		109484	98060
Requests Filled	14335	13931	3%		76696	68896
Requests Unclaimed	2816	2638	7%		15480	14051
Interlibrary Loan Items Borrowed for LPL Patrons	524	426	23%		2576	1718
Interlibrary Loan Items Loaned from LPL Collection	625	515	21%		3450	3067
<b>OTHER LIBRARY SERVICES</b>						
User Visits	55068	60005	-8%		276620	284295
Public Computer Usage	8507	8975	-5%		42454	44545
Computer Lab Classes	6	8	-25%		27	38
Computer Lab Classes Attendance	16	14	14%		54	101

<b>Lawrence Public Library</b>	<b>May</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Adult Reference Transactions	1987	1715	16%		8194	9626	-15%
Young Adult Reference Transactions	829	1458	-43%		3162	4509	-30%
Youth Reference Transactions	1284	1330	-3%		6360	4990	27%
IT Desk	1370	2444	-44%		7254	11941	-39%
Welcome Desk	2404	2195	10%		29706	11188	166%
Phone Calls	2589	1965	32%		15249	10326	48%
Accounts Desk	4119				17953		
Total Reference Transactions	14582	11107	31%		87878	52580	67%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	691	104	564%		3512	616	470%
LPL Web Site Visits	29997	18851	59%		116869	114697	2%
<b>RESOURCES</b>							
Holdings--Total	202438	209062	-3%				
Holdings--Adult	132004	138013	-4%				
Holdings--Young Adult	10447	11303	-8%				
Holdings--Youth	59987	59746	0%				
Holdings--Audiovisual	46585	56798	-18%				
Holdings--eReaders	10	12	-17%				
Holdings Added	2061	3627	-43%		42473	17167	147%
Holdings Withdrawn (Weeded)	3089	1588	95%		12034	7077	70%
Holdings Net Change	-1028	2039			30439	10090	
<b>LIBRARY PATRONS</b>							
Total Borrowers	78698	112308	-30%				
Borrowers Added	755	787	-4%		3276	3404	-4%
Borrowers Transacting	13898	13387	4%		52872	46612	13%
Percent of Borrowers Transacting	18%	12%	48%				
Total Number of Lawrence Residents Registered	62953	88838	-29%				
Percent of Lawrence Residents Registered	64%	94%	-31%				

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PROGRAMMING</b>							
Number of Adult Programs	25	12	108%		137	67	104%
Number of Young Adult Programs	9	11	-18%		67	117	-43%
Number of Youth Programs	40	37	8%		290	307	-6%
Number of Senior Programs	15	11	36%		71	73	-3%
Total Programs	89	71	25%		565	564	0%
Adult Program Attendance	761	646	18%		4204	2864	47%
Young Adult Program Attendance	242	766	-68%		1641	2129	-23%
Youth Program Attendance	5349	5609	-5%		16808	16136	4%
Senior Program Attendance	180	83	117%		739	635	16%
Total Program Attendance	6532	7104	-8%		23392	21764	7%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	63.23	60.1	5%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	17	6%				
Number of Employees--Total	86	80	8%				
Number of Employees--Full-Time	39	35	11%				
Number of Employees--Part-Time	47	45	4%				
Terminations	2	1	100%		7	9	-22%
Hirings	1	0	#DIV/0!		5	7	-29%
Volunteer Hours	599.5	332.1	81%		2592.5	1600.6	62%

<b>Notes:</b>							
<b>*May1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							
<b>Non-circulating Holdings</b>							
Adult	1752	1984					
YA	0	0					
Youth	761	756					
Total	2513	2740					

## Lynda.com Statistics – May 2016

Active Users:	932
New Users:	51
Total Users Who Logged In:	153
Total Number of Log Ins	876
Hours Viewed:	241
Hours Viewd per Log In	.28

## **Library Director's Report for June 2016**

Respectfully submitted by Brad Allen 6/16/2016

### **Staffing Changes**

I'm sad to report two great employees leaving the library soon. Part-time Cataloging Assistant Madeline Reed will be leaving the library to take care of her new baby boy. I think she is actually in labor as I type this. She has been a great employee, and we will miss her. Additionally, our fantastic Collection Development Librarian Molly Wetta will be leaving us for a new job as Programming and Marketing Librarian at Santa Barbara Public Library. Molly has been a tremendous librarian for us, nationally recognized as a blogger and reader's advisor as well as a star in the world of teen librarians. I wish Molly the best at the new job! We plan to begin our search to fill these positions soon.

As two great staff members leave, we also welcome a new person to our Readers' Services team, Meredith Wiggins. Meredith takes over for William Ottens who was recently promoted as Cataloging and Collection Development Coordinator.

### **The Migration to Symphony**

Progress continues on our migration to Symphony, our new Integrated Library System. Much work has been done since my last report with staff training and data loading. Today, the initial data load was reviewed and it sounds as if things went very well. We are still on target for our go live date of August 25. We have reviewed our plan for how to operate the library during our changeover and will present our recommendation to the Board during ongoing business at the meeting.

### **Two Successful Programs!**

Since my last report, the Library presented two very successful programs. The first, the second installment of our 780s Series, featured punk rock icon Kim Gordon. Over 400 people attended the event. It was a great night and we saw many people that we don't normally see at library events. Secondly, our contribution to the Free State Festival featured author and political analyst Thomas Frank, author of *What's the Matter With Kansas?* He discussed his most recent book, *Listen, Liberal: Or Whatever Happened to the Party of the People?* Close to 500 people attended the event. The library continues to provide successful and relevant diverse programming for our community.

## **Library Director's Report for June 2016**

### **Library Budget**

Budget season is in full swing now. At the May 24 City Commission budget study session, over ten citizens spoke on behalf of the library and encouraged the City Commission to fund our budget request. Additionally, I met with the City Manager and Finance Director to discuss the methodology of my research on comparing library wages to city wages. They seemed in agreement with my findings. I will meet with someone from City HR on Friday to discuss further. Thus far, we seem to have good support from the City Commission and the City Manager, so I'm hopeful that we will see an increase in our budget.

## AGENDA

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

Monday, July 18, 2016 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

- 2017 budget -- **UPDATE**

New business

- Strategic Planning Preparation -- **DISCUSSION**

Adjournment

**DRAFT**

**Lawrence Public Library  
Board of Trustees Meeting  
June 20, 2016  
4:30 p.m.**

**Board Members Present:** David Vance, Chair; Brady Flannery (arrived 5:15), Joan Golden, Sarah Goodwin Thiel, Judy Keller, Ursula Minor, and Kevan Vick

**Library Staff Present:** Brad Allen, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner

**Friends of the Library:** Sandra Wiechert

#### **Call to Order**

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

#### **Public Comment**

There were no public comments.

#### **Consent Agenda**

Joan moved to accept the consent agenda; Ursula seconded. All in favor; motion carried.

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

Brad said two staff members have resigned. Madeline Reed is leaving her part-time Cataloging and Collection Development Assistant position to care for her newborn son. Molly Wetta, Teen and Media Selector, has accepted a position as Programming and Marketing Librarian in Santa Barbara. The search process is underway for both positions. Meredith Wiggins has accepted the part-time Readers' Services Assistant position which opened when William Ottens became our Cataloging and Collection Development Coordinator. Staff have been intensively working on the migration to SirsiDynix. Summer events have been going well. About 450 people attended the Thomas Frank event at Liberty Hall; more than 400 watched the first summer movie on the lawn; and the turnout for Henry Fortunato's events was very good.

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

Kathleen announced that the next Beach author will be Geraldine Brooks. She will speak Friday, October 7, at Liberty Hall. The Journal-World story on the book bike, which has been nicknamed Freddy, was picked up by the Associated Press and ran in several newspapers around the country. The summer lunch program served almost 1,000 meals during its first week, making the library one of the largest attendance sites. A focus group to help develop a stronger planned giving program is planned for next week. (Written report attached.)

#### **Friends Report**

Sandra said that sales are strong with the summer sale taking in about \$15,000, Amazon sales continuing at a good pace, and small, but steady sales from the Farmers' Market day sales. Farmers' Market sales will extend at least through June. Around 400 books were given to non-profit organizations after the completion of the summer sale. Program Coordinator Angela Thompson continues to work on a new Friends website and has been actively recruiting teens to help through the summer. Bylaws revision continues.

## **Ongoing Business**

### **2017 Budget Update**

Brad said he presented the budget to the City Commission on June 14th. He had a follow-up meeting with Marlo Cohen, Management Analyst at the city, to review the salary comparisons he used to support the library's budget request. He has also spoken to the City Manager and the City Finance Director. We won't know more about what is actually being proposed until the City Manager's recommended budget is published on July 7. After that, the next opportunity to discuss will be July 12.

### **Mission Statement**

Brad brought the proposed mission statement, "Imagine More," back to the board for consideration as requested at the May board meeting. After discussion, the board decided that they would like to try to develop a powerful sentence that expresses the aspirational concept in a way that traditional thinkers can understand more easily. They thought this would be accomplished most effectively in the context of a strategic plan process. David appointed Joan and Judy to a committee to work with Brad to develop an approach to developing a strategic plan using an outside facilitator, preferably one who will donate their time. The committee will bring a report back to the board at the next meeting. Information from the community needs assessment is estimated to be available in the fall and can be used in development of the plan. Brad will send board members a copy of the current work plan. The board indicated that they like "Imagine More" as a tagline and support using it in marketing and branding efforts.

### **SirsiDynix Migration and Potential Closing**

Brad said the Leadership Team had come up with a plan to provide limited service during the three days that the library's checkout system will be unavailable. He said that Amanda is working with a group to organize plans for limited service during that time. Amanda said that we will keep the auditorium, lobby, and teen zone (teens only) open. Plans at this time are to offer computer access, holds pickup, magazine and newspaper browsing, and either a small collection of library books for checkout or a collection of books from the Friends. She estimates that three to five staff members will be needed to keep this service running. Some staff will be involved in bringing the new system up and testing it, and others will be training, having department meetings, shelving, and doing other back-of-house activities. The primary message will be for patrons to load up on checkouts prior to the three days because most of the collection will be inaccessible. Tricia explained a bit about how the data transfer process will be accomplished. The board thanked the staff for coming up with a plan to provide service rather than completely close down during the migration.

**New Business****Concealed Carry**

The board decided to table this discussion until the next meeting when Brad will invite someone from the City Attorney's office to provide information on what will happen when the current Concealed Carry exemption for the library and other city buildings expires.

**Adjournment**

Judy moved to adjourn the meeting; Kevan seconded. All in favor. Meeting adjourned at 5:50 p.m.

The next Board meeting will be Monday, July 18, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

## Foundation Director's Report – June 17, 2016

**Beach Author Series 2016.** It is official! Pulitzer Prize winning author Geraldine Brooks is the library's 2016 Beach Author. She will visit Lawrence on Friday, October 7<sup>th</sup>. The event will be held at Liberty Hall. Ms. Brooks' latest book is *The Secret Chord* chronicles the life of King David. The paperback edition will be released on October 4<sup>th</sup>. Her novels are huge book club favorites and include *The Nine Parts of Desire*, *The Year of Wonders*, *People of the Book*, *Caleb's Crossing*, and *March*.

**Book Bike.** "Freddy" the library book bike has received some significant press in recent days. Locally, the Journal World, News Channel 6 and the University Daily Kansan reported stories on the book bike and its mission. The Associated Press picked up the Journal World story and it ended up running in a number of newspapers across the country.

**Summer Lunch Program.** The library's summer lunch program began on June 6 and it has been very popular. The meals are served every weekday from noon to 1 pm. They are free for any child and just \$3.45 for adults. During the first week, from June 6 through the 10<sup>th</sup>, we served 965 kids. With adult meals included, a total of 1,038 meals were served in that five day period. The library's two VISTA summer associates, Sage Ezell and Nathan Burns-Sprung, handle all the daily logistics of getting meals served up and cleaned up every day.

**Dinner and a Movie.** The first outdoor movie of the summer was held on the Library Lawn on Friday, June 17. Approximately 450 people came out to watch Ferris Bueller's Day Off. This program is offered as part of the library's annual Summer Reading festivities in partnership with Downtown Lawrence, Inc. The Library Foundation supports the pre-movie music through its Greatest Expectations Fund.

**Planned Giving.** The Foundation will hold a focus group meeting to collect information on developing a more robust planned giving program. A few members of the Friends, together with Foundation donors and board members, will meet on Tuesday, June 28.

**Thomas Frank.** The Library and the Foundation hosted Thomas Frank, author of *Listen Liberal* on Wednesday, June 15 at Liberty Hall. The event was an official pre-program of the Free State Festival. It was a huge success! Nearly 500 people jammed Liberty Hall to hear his presentation. The event was funded by the Foundation's Greatest Expectations Endowment, in partnership with the National Endowment for the Humanities. A huge "thank you" goes to Margie Coggins for organizing the pre-event reception at 7 E Seventh Street.

**Music Storytellers.** Rock icon Kim Gordon visited Lawrence on May 17 for the library's 2016 Music Storytellers Series. Approximately 400 people attended the event at Liberty Hall. A VIP reception was held at the Tap Room following the program. We are grateful to the Harrison Family Fund of the Douglas County Community Foundation for funding this program.

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
June 2016									
REVENUES		This Month	Year to Date	Annual Budget	50% of Year		Jun-15		YTD 2015
Tax Fund		\$ -	\$ 1,625,000.00	\$ 3,749,330.70	43.34%		\$ -		\$ 1,550,000.00
Overdues		\$ 15,074.96	\$ 86,215.32	\$ 180,000.00	47.90%		\$ 16,469.12		\$ 92,152.00
NEKLS		\$ 16,592.00	\$ 34,714.00	\$ 65,000.00	53.41%		\$ 16,108.75		\$ 32,217.50
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%		\$ -		\$ 30,268.44
Photo Copies		\$ 2,032.13	\$ 10,793.84	\$ 13,000.00	83.03%		\$ 1,840.40		\$ 9,548.17
Coffee Shop Rent		\$ 700.00	\$ 4,200.00	\$ 8,400.00	50.00%		\$ 700.00		\$ 4,200.00
Meeting Room Fees		\$ 525.00	\$ 1,825.00	\$ 1,000.00	182.50%		\$ 275.00		\$ 550.00
Interest		\$ 119.67	\$ 909.80	\$ 1,600.00	56.86%		\$ 128.54		\$ 825.25
Miscellaneous		\$ 21.57	\$ 437.91				\$ 102.23		\$ 12.24
Total Revenues		\$ 35,065.33	\$ 1,793,206.98	\$4,043,330.70	44.35%		\$35,624.04		\$1,719,773.60
EXPENSES									
Salaries & Wages		\$ 192,861.77	\$ 1,112,190.53	\$ 2,276,501.70	48.86%				
Employee Benefits		\$ 21,832.42	\$ 127,785.32	\$ 260,000.00	49.15%				
Payroll Taxes		\$ 31,417.45	\$ 189,322.39	\$ 420,329.00	45.04%				
Utilities		\$ 6,520.59	\$ 60,999.47	\$ 108,000.00	56.48%				
Building Supplies		\$ 1,316.64	\$ 10,168.99	\$ 20,000.00	50.84%				
Building Repairs & Maintenance		\$ 2,875.90	\$ 18,376.83	\$ 25,000.00	73.51%				
Library & Office Supplies		\$ 1,498.44	\$ 13,862.92	\$ 25,000.00	55.45%				
Books & Materials		\$ 50,787.08	\$ 229,862.19	\$ 550,000.00	41.79%				
Books & Materials Supplies & Processing		\$ 3,634.91	\$ 60,312.44	\$ 65,000.00	92.79%				
Equipment		\$ 4,023.20	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology		\$ 7,579.33	\$ 63,669.11	\$ 150,000.00	42.45%				
Insurance		\$ 2,775.40	\$ 9,528.00	\$ 10,000.00	95.28%				
Shipping		\$ 608.06	\$ 12,838.16	\$ 17,000.00	75.52%				
Professional Development		\$ 2,333.94	\$ 20,264.56	\$ 25,000.00	81.06%				
Book Van & Mileage		\$ 160.81	\$ 780.55	\$ 1,500.00	52.04%				
Programs		\$ 1,401.69	\$ 8,514.83	\$ 20,000.00	42.57%				
Professional Fees		\$ 1,802.43	\$ 21,216.27	\$ 30,000.00	70.72%				
Advertising & Marketing		\$ 732.46	\$ 10,916.81	\$ 30,000.00	36.39%				
Capital Improvements		\$ -	\$ 22,499.31	\$ -					
Miscellaneous		\$ (100.10)	\$ 1,186.83	\$ -					
Total Expenses		\$ 334,062.42	\$ 1,999,965.71	\$ 4,043,330.70	49.46%		\$ 318,395.54		\$ 1,832,743.50
Revenue Over Expenses		\$ (298,997.09)	\$ (206,758.73)						
Cash Balances:									
Checking		\$ 220,079.63							
Capital Improvement		\$ 561,447.60							

## 2016 Outside Funding Report

[illegible]

**Lawrence Public Library**  
**Balance Sheet**  
As of June 30, 2016

	Jun 30, 16	Jun 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.11	-16,947.11	-100.0%
Capital Improvement -2	561,447.60	601,677.25	-40,229.65	-6.7%
Checking	220,079.63	411,167.82	-191,088.19	-46.5%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	781,527.23	1,029,792.18	-248,264.95	-24.1%
<b>Total Current Assets</b>	781,527.23	1,029,792.18	-248,264.95	-24.1%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>782,757.93</b>	<b>1,031,022.88</b>	<b>-248,264.95</b>	<b>-24.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	38,797.79	43,865.64	-5,067.85	-11.6%
<b>Total Accounts Payable</b>	38,797.79	43,865.64	-5,067.85	-11.6%
<b>Other Current Liabilities</b>				
Payroll Liabilities	2,239.54	40,840.81	-38,601.27	-94.5%
<b>Total Other Current Liabilities</b>	2,239.54	40,840.81	-38,601.27	-94.5%
<b>Total Current Liabilities</b>	41,037.33	84,706.45	-43,669.12	-51.6%
<b>Total Liabilities</b>	41,037.33	84,706.45	-43,669.12	-51.6%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,432.14	755,540.09	-51,107.95	-6.8%
Net Income	-263,346.76	-109,858.88	-153,487.88	-139.7%
<b>Total Equity</b>	741,720.60	946,316.43	-204,595.83	-21.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>782,757.93</b>	<b>1,031,022.88</b>	<b>-248,264.95</b>	<b>-24.1%</b>

**Lawrence Public Library  
Revenues & Expenses**

June 2016

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	Jun 16
<b>Ordinary Income/Expense</b>	
Income	
Coffee Shop Rent	700.00
Grants	16,592.00
Interest	119.67
Meeting Room Fees	525.00
Merchandise Sales	596.25
Overdues	15,074.96
Personal Books	21.57
Photo Copies	2,032.13
<b>Total Income</b>	<b>35,661.58</b>
Expense	
Payroll Expenses	216,473.36
Payroll Taxes	31,671.16
Utilities	6,520.59
Building Supplies	1,316.64
Building Repairs & Maintenance	2,875.90
Library & Office Supplies	1,498.44
Books & Materials	50,787.08
Processing Supplies	4,818.80
Equipment	4,023.20
Technology	7,579.33
Insurance	2,775.40
Shipping	608.06
Professional Development	2,333.94
Bookvan & Mileage	160.81
Program Expense	1,401.69
Professional Fees	1,802.43
Advertising	732.46
FOUNDATION FUNDING	4,011.59
FRIENDS FUNDING	12,154.83
Miscellaneous	-100.10
<b>Total Expense</b>	<b>353,445.61</b>
<b>Net Ordinary Income</b>	<b>-317,784.03</b>
<b>Net Income</b>	<b><u>-317,784.03</u></b>

# Lawrence Public Library

## Vendor Balance Summary

All Transactions

Jul 13, 16

Advance Insurance Company	493.85
Amazon	1,794.86
Anamcara Press	21.95
Anne E. Fluker	20.71
ASI	50.00
Baker & Taylor, Inc.	614.57
Blackstone Audio, Inc.	673.49
Brilliance Publishing, Inc.	152.46
Brodart Co.	105.84
Bruce A. Owens	14.24
Center Point Large Print	400.26
Century Business Technologies	540.43
Christina Ortiz	12.74
Cosmosphere	489.18
Databank Holdings, LTD	26.88
Demco, Inc.	170.32
Douglas County Treasurer	28.50
East Lawrence Neighborhood Assoc.	90.00
Eileen's Colossal Cookies	230.40
EnvisionWare Inc.	1,658.32
Gale Group, Inc.	683.59
GovConnection, Inc.	2,609.27
Hamco Kansas City, Inc.	471.60
Heartland Payment Systems	308.74
Hillsboro Senior Center	50.00
Ingram Library Services	21,390.95
Intuit	29.85
Jayhawk Tropical Fish	300.00
Kansas Public Radio	216.69
Katharine J. Greenwood	5.49
Laser Logic, Inc.	198.68
laurenmary DESIGN	1,500.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	2,302.69
Leslie Kay	194.00
Mid America	1,148.90
Midwest Tape	11,153.40
Mize Houser	5,150.00
OCLC, Inc.	4,846.38
OverDrive	8,958.57
Paula G. Klinksick	40.46
Pet World	100.00
Polyline Corporation	409.00
Pro Print Inc.	472.11
Quill Corporation	427.90
Random House, Inc.	87.75
Recorded Books	2,295.60
Rueschhoff Locksmiths & S.S.	80.22
Sally L. Spurgeon	12.97
Sunflower Republic LLC	1,250.00
Unique Management Services	840.42
United Parcel Service	757.90
VISA 5372	6,812.34
Westar	8,811.87
WOW!Business	1,696.29
TOTAL	93,409.63

Lawrence Public Library  
**Check Detail**  
July 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	August 2016	07/12/2016		Group Life Insurance	-493.85
TOTAL					-493.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		07/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	June 2016	07/12/2016		Credit Card Processing	-273.74
				Public Access	-35.00
TOTAL					-308.74
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	June	07/12/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1276	07/12/2016		Shipping	-757.90
TOTAL					-757.90
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	Acorn Nat.	06/30/2016		Books & Materials	-27.90
				Books & Materials	-32.95
Bill		07/13/2016		Books & Materials	-141.48
				Periodicals	-14.91
				Admin. Dept.	-178.14
				Adult Programming	-45.83
				KHF Grant Expenses	-41.55
				KHF Grant Expenses	-398.10
				KHF Grant Expenses	-234.58
				Bookvan & Mileage	-610.82
				Children's Programming	-3.70
				Children's Programming	-1.63
				Children's Programming	-79.89
				Children's Programming	-227.84
				Children's Programming	-5.93
				Young Adult Programming	-337.67
				Library & Office Supplies	-381.27
				Shipping	-116.84
				Professional Fees	-453.54
				Processing Supplies	-82.61
				Miscellaneous	-99.53
				Miscellaneous	-25.86
				Miscellaneous	-14.93
				Adult Services	-12.04
				Advertising	-1,089.87
				Merchandise Sales	-19.91
				Outreach Programming	-74.69

Lawrence Public Library  
Check Detail  
July 2016

Type	Num	Date	Name	Account	Paid Amount
				Building Supplies	-770.21
				Supplies	-149.25
				FOUNDATION FUNDING	-208.51
				Beach Author Event	-239.31
				Hike Through History	-88.85
				Dr. Bob Program	-383.59
				Greatest Expectations-...	-27.93
				Miscellaneous	-190.68
TOTAL					-6,812.34
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>07/18/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		07/12/2016		Electric	-8,811.87
TOTAL					-8,811.87
<b>Bill Pmt -Check</b>	<b>7417</b>	<b>07/20/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2032113215	06/30/2016		Books & Materials	-40.30
Bill	2032113216	06/30/2016		Processing Supplies	-1.95
Bill	5014164085	06/30/2016		Books & Materials	-84.12
Bill	2032097316	06/30/2016		Block Grant	-18.76
Bill	2032085931	06/30/2016		Processing Supplies	-0.05
Bill	2032085930	06/30/2016		Books & Materials	-16.15
Bill	2032049273	06/30/2016		Block Grant	-17.10
Bill	5014172553	07/12/2016		Books & Materials	-180.74
Bill	2032097317	07/12/2016		Block Grant	-3.80
Bill	5014179695	07/13/2016		Books & Materials	-18.55
Bill	2032129546	07/13/2016		Processing Supplies	-14.61
Bill	2032129545	07/13/2016		Books & Materials	-218.44
TOTAL					-614.57
<b>Bill Pmt -Check</b>	<b>7418</b>	<b>07/20/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	839620	06/30/2016		Books & Materials	-90.00
Bill	838057	06/30/2016		Books & Materials	-175.71
Bill	835425	06/30/2016		Books & Materials	-20.97
Bill	838056	06/30/2016		Books & Materials	-386.81
TOTAL					-673.49
<b>Bill Pmt -Check</b>	<b>7419</b>	<b>07/20/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1100941	06/30/2016		Books & Materials	-34.99
Bill	IN1098671	06/30/2016		Books & Materials	-29.99
Bill	IN1097534	06/30/2016		Books & Materials	-34.99
Bill	IN1097535	06/30/2016		Books & Materials	-47.49
Bill	IN1097845	06/30/2016		Books & Materials	-5.00
TOTAL					-152.46
<b>Bill Pmt -Check</b>	<b>7420</b>	<b>07/20/2016</b>	<b>Brodart Co.</b>	<b>Checking</b>	
Bill	439817	06/30/2016		Processing Supplies	-105.84
TOTAL					-105.84

Lawrence Public Library  
Check Detail  
July 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7421</b>	<b>07/20/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1380858	06/30/2016		Books & Materials	-22.77
Bill	1380201	06/30/2016		Books & Materials	-45.54
Bill	1381675	06/30/2016		Books & Materials	-309.18
Bill	1387692	07/13/2016		Books & Materials	-22.77
TOTAL					-400.26
<b>Bill Pmt -Check</b>	<b>7422</b>	<b>07/20/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	414716	06/30/2016		Copying	-15.00
Bill	414715	06/30/2016		Copying	-356.57
Bill	416476	07/12/2016		Copying	-113.18
Bill	416475	07/12/2016		Copying	-55.68
TOTAL					-540.43
<b>Bill Pmt -Check</b>	<b>7423</b>	<b>07/20/2016</b>	<b>Cosmosphere</b>	<b>Checking</b>	
Bill	57953	07/12/2016		Children's Programming	-206.50
				Young Adult Programming	-282.68
TOTAL					-489.18
<b>Bill Pmt -Check</b>	<b>7424</b>	<b>07/20/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	21709	07/13/2016	Databank Holdings, LTD	Accounts Payable	0.00
Bill	21859	07/13/2016		Public Access	-26.88
TOTAL					-26.88
<b>Bill Pmt -Check</b>	<b>7425</b>	<b>07/20/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5900001	06/30/2016		Processing Supplies	-170.32
TOTAL					-170.32
<b>Bill Pmt -Check</b>	<b>7426</b>	<b>07/20/2016</b>	<b>EnvisionWare Inc.</b>	<b>Checking</b>	
Bill	INV-US-267...	07/12/2016		Software & Licenses	-1,658.32
TOTAL					-1,658.32
<b>Bill Pmt -Check</b>	<b>7427</b>	<b>07/20/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	58263128	06/30/2016		Books & Materials	-57.57
Bill	58254589	06/30/2016		Books & Materials	-19.19
Bill	58255102	06/30/2016		Books & Materials	-111.54
Bill	58257318	06/30/2016		Books & Materials	-38.92
Bill	58192555	06/30/2016		Books & Materials	-150.52
Bill	58192449	06/30/2016		Books & Materials	-18.59
Bill	58192818	06/30/2016		Books & Materials	-19.19
Bill	58177716	06/30/2016		Books & Materials	-81.56
Bill	58291544	07/13/2016		Books & Materials	-18.59
Bill	58286114	07/13/2016		Books & Materials	-23.39

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
Bill	58286383	07/13/2016		Books & Materials	-19.19
Bill	58286482	07/13/2016		Books & Materials	-125.34
TOTAL					-683.59
<b>Bill Pmt -Check</b>	<b>7428</b>	<b>07/20/2016</b>	<b>GovConnection, Inc.</b>	<b>Checking</b>	
Bill	53873522	06/30/2016		Supplies	-607.11
Bill	53890619	07/12/2016		Hardware	-1,420.50
Bill	53886355	07/12/2016		Hardware	-581.66
TOTAL					-2,609.27
<b>Bill Pmt -Check</b>	<b>7429</b>	<b>07/20/2016</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	113946	06/30/2016		Library & Office Supplies	-471.60
TOTAL					-471.60
<b>Bill Pmt -Check</b>	<b>7430</b>	<b>07/20/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	502057	06/30/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7431</b>	<b>07/20/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	139025	07/13/2016		Advertising Gift Fund	-216.69
TOTAL					-216.69
<b>Bill Pmt -Check</b>	<b>7432</b>	<b>07/20/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	276686	07/13/2016		Library & Office Supplies	-198.68
TOTAL					-198.68
<b>Bill Pmt -Check</b>	<b>7433</b>	<b>07/20/2016</b>	<b>laurenmary DESIGN</b>	<b>Checking</b>	
Bill	1639	06/30/2016		KHF Grant Expenses	-1,500.00
TOTAL					-1,500.00
<b>Bill Pmt -Check</b>	<b>7434</b>	<b>07/20/2016</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	125768	07/12/2016		Membership & Dues	-207.00
TOTAL					-207.00
<b>Bill Pmt -Check</b>	<b>7435</b>	<b>07/20/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	8085	06/30/2016		YS Summer Reading	-448.00
Bill	8267	07/13/2016		KHF Grant Expenses	-1,854.69
TOTAL					-2,302.69

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7436</b>	<b>07/20/2016</b>	<b>Leslie Kay</b>	<b>Checking</b>	
Bill	6/16/16	06/30/2016		YS Summer Reading	-194.00
TOTAL					-194.00
<b>Bill Pmt -Check</b>	<b>7437</b>	<b>07/20/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	77845	06/30/2016		Building Supplies	-417.45
Bill	77914	07/12/2016		Building Supplies	-731.45
TOTAL					-1,148.90
<b>Bill Pmt -Check</b>	<b>7438</b>	<b>07/20/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	469350	07/13/2016		Collections	-4,846.38
TOTAL					-4,846.38
<b>Bill Pmt -Check</b>	<b>7439</b>	<b>07/20/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	095036277...	06/30/2016		Books & Materials	-513.79
Bill	122011160...	06/30/2016		Books & Materials	-735.68
Bill	121755527...	06/30/2016		Books & Materials	-461.66
Bill	121620380...	06/30/2016		Books & Materials	-320.81
Bill	142514993...	06/30/2016		Books & Materials	-1,447.91
Bill	142625380...	06/30/2016		Books & Materials	-1,513.19
Bill	000408670...	06/30/2016		Books & Materials	-157.08
Bill	111728873...	06/30/2016		Books & Materials	-1,613.11
Bill	000546217...	06/30/2016		Books & Materials	-56.97
Bill	095203923...	06/30/2016		Books & Materials	-509.53
Bill	114633127...	06/30/2016		Books & Materials	-510.27
Bill	000541040...	06/30/2016		Books & Materials	-65.00
Bill	114533487...	06/30/2016		Books & Materials	-384.48
Bill	143522383...	06/30/2016		Books & Materials	-669.09
TOTAL					-8,958.57
<b>Bill Pmt -Check</b>	<b>7440</b>	<b>07/20/2016</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	43821	06/30/2016		Processing Supplies	-409.00
TOTAL					-409.00
<b>Bill Pmt -Check</b>	<b>7441</b>	<b>07/20/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	91650	06/30/2016		Processing Supplies	-180.00
Bill	91681	06/30/2016		Library & Office Supplies	-292.11
TOTAL					-472.11

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7442</b>	<b>07/20/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	6814029	06/30/2016		Building Supplies	-9.98
Bill	6845014	06/30/2016		Building Supplies	-168.31
Bill	7029514	07/12/2016		Building Supplies	-45.10
				Library & Office Supplies	-172.54
Bill	7021812	07/12/2016		Building Supplies	-23.99
Bill	7018596	07/12/2016		Building Supplies	-7.98
TOTAL					-427.90
<b>Bill Pmt -Check</b>	<b>7443</b>	<b>07/20/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1087773900	06/30/2016		Books & Materials	-24.00
Bill	1087693158	06/30/2016		Books & Materials	-63.75
TOTAL					-87.75
<b>Bill Pmt -Check</b>	<b>7444</b>	<b>07/20/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75278846	06/30/2016		Books & Materials	-696.00
Bill	75352005	06/30/2016		Books & Materials	-71.77
Bill	75352985	06/30/2016		Books & Materials	-71.77
Bill	75351948	06/30/2016		Books & Materials	-27.39
Bill	75351194	06/30/2016		Books & Materials	-473.28
Bill	75351193	06/30/2016		Books & Materials	-112.23
Bill	75351988	06/30/2016		Books & Materials	-40.60
Bill	75354833	06/30/2016		Books & Materials	-71.77
Bill	75357388	06/30/2016		Books & Materials	-71.77
Bill	75357049	06/30/2016		Books & Materials	-71.77
Bill	75359846	06/30/2016		Books & Materials	-71.77
Bill	75360065	06/30/2016		Books & Materials	-71.77
Bill	75362315	07/13/2016		Books & Materials	-49.00
Bill	75362774	07/13/2016		Books & Materials	-126.44
Bill	75362032	07/13/2016		Books & Materials	-59.59
Bill	75364276	07/13/2016		Books & Materials	-71.77
Bill	75366677	07/13/2016		Books & Materials	-54.37
Bill	75364932	07/13/2016		Books & Materials	-19.32
Bill	75365951	07/13/2016		Books & Materials	-63.22
TOTAL					-2,295.60
<b>Bill Pmt -Check</b>	<b>7445</b>	<b>07/20/2016</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	528016	06/30/2016		Professional Fees	-80.22
TOTAL					-80.22
<b>Bill Pmt -Check</b>	<b>7446</b>	<b>07/20/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	430087	07/12/2016		Professional Fees	-671.25
Bill	430088	07/12/2016		Professional Fees	-169.17
TOTAL					-840.42

**Lawrence Public Library**  
**Check Detail**  
 July 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28059</b>	<b>07/18/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	8709059	06/30/2016		Books & Materials	-83.58
Bill	2085039	06/30/2016		Books & Materials	-263.94
Bill	5721040	06/30/2016		Books & Materials	-64.97
Bill	2085039	06/30/2016		Books & Materials	-96.03
Bill	3517038	06/30/2016		Books & Materials	-27.99
Bill	3517038	06/30/2016		Books & Materials	-23.99
Bill	3173846	06/30/2016		Books & Materials	-28.88
Bill	8592220	06/30/2016		Books & Materials	-71.43
Bill	6058667	06/30/2016		Books & Materials	-23.99
Bill	3517038	06/30/2016		Books & Materials	-101.72
Bill	6058667	06/30/2016		Books & Materials	-49.49
				Young Adult Programming	-24.00
Bill	4824237	06/30/2016		Books & Materials	-28.22
Bill	4824237	06/30/2016		Books & Materials	-117.87
Bill	1892264	06/30/2016		Young Adult Programming	-10.89
Bill	1361840	06/30/2016		Library & Office Supplies	-109.60
Bill	1361840	06/30/2016		Library & Office Supplies	-153.28
Bill	7710612	06/30/2016		Young Adult Programming	-6.96
Bill	6585817	06/30/2016		Young Adult Programming	-8.99
Bill	7901045	06/30/2016		Supplies	-22.71
Bill	7901045	06/30/2016		Library & Office Supplies	-130.64
Bill	0378650	06/30/2016		Children's Programming	-37.72
				Juanita Marsh	-52.47
Bill	7396264	06/30/2016		Books & Materials	-13.99
Bill	4824237	06/30/2016		Books & Materials	-35.99
Bill	1843453	07/12/2016		Overdues	-18.94
Bill	9593052	07/12/2016		Young Adult Programming	-6.07
Bill	6203414	07/13/2016		Young Adult Programming	-34.94
				Books & Materials	-53.59
Bill	6508201	07/13/2016		Books & Materials	-44.00
Bill	3517038	07/13/2016		Books & Materials	-47.98
<b>TOTAL</b>					<b>-1,794.86</b>
<b>Bill Pmt -Check</b>	<b>28060</b>	<b>07/18/2016</b>	<b>Anamcara Press</b>	<b>Checking</b>	
Bill	1133	07/13/2016		Books & Materials	-21.95
<b>TOTAL</b>					<b>-21.95</b>
<b>Bill Pmt -Check</b>	<b>28061</b>	<b>07/18/2016</b>	<b>Anne E. Fluker</b>	<b>Checking</b>	
Bill	REFUND	06/30/2016		Overdues	-20.71
<b>TOTAL</b>					<b>-20.71</b>
<b>Bill Pmt -Check</b>	<b>28062</b>	<b>07/18/2016</b>	<b>Bruce A. Owens</b>	<b>Checking</b>	
Bill	REFUND	07/12/2016		Overdues	-14.24
<b>TOTAL</b>					<b>-14.24</b>
<b>Bill Pmt -Check</b>	<b>28063</b>	<b>07/18/2016</b>	<b>Christina Ortiz</b>	<b>Checking</b>	
Bill	REFUND	06/30/2016		Overdues	-12.74
<b>TOTAL</b>					<b>-12.74</b>

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28064</b>	<b>07/18/2016</b>	<b>Douglas County Treasurer</b>	<b>Checking</b>	
Bill	Tags	07/12/2016		Bookvan & Mileage	-28.50
TOTAL					-28.50
<b>Bill Pmt -Check</b>	<b>28065</b>	<b>07/18/2016</b>	<b>East Lawrence Neighborhood A...</b>	<b>Checking</b>	
Bill	2016-3A	07/13/2016		KHF Grant Expenses	-90.00
TOTAL					-90.00
<b>Bill Pmt -Check</b>	<b>28066</b>	<b>07/18/2016</b>	<b>Eileen's Colossal Cookies</b>	<b>Checking</b>	
Bill	6/23/16	06/30/2016		YS Summer Reading	-230.40
TOTAL					-230.40
<b>Bill Pmt -Check</b>	<b>28067</b>	<b>07/18/2016</b>	<b>Hillsboro Senior Center</b>	<b>Checking</b>	
Bill	Memorial	07/13/2016		Miscellaneous	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>28068</b>	<b>07/18/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	19 Invoices ...	06/30/2016		Processing Supplies	-1,098.74
Bill	93573217	06/30/2016		Books & Materials	-1,380.26
Bill	93585096	06/30/2016		Books & Materials	-226.13
Bill	93573215	06/30/2016		Books & Materials	-309.65
Bill	93548795	06/30/2016		Books & Materials	-1,974.13
Bill	93565634	06/30/2016		Books & Materials	-477.18
Bill	93565636	06/30/2016		Books & Materials	-187.09
Bill	93509754	06/30/2016		Books & Materials	-565.45
Bill	93498437	06/30/2016		Books & Materials	-17.99
Bill	93485878	06/30/2016		Books & Materials	-28.79
Bill	93485880	06/30/2016		Books & Materials	-46.80
Bill	93493021	06/30/2016		Books & Materials	-248.45
Bill	93498435	06/30/2016		Books & Materials	-176.38
Bill	93485876	06/30/2016		Books & Materials	-1,117.32
Bill	93445768	06/30/2016		Books & Materials	-1,188.16
Bill	93461372	06/30/2016		Books & Materials	-43.78
Bill	93472193	06/30/2016		Books & Materials	-469.25
Bill	93425822	06/30/2016		Books & Materials	-538.49
Bill	93413148	06/30/2016		Books & Materials	-1,445.22
Bill	93395308	06/30/2016		Books & Materials	-602.77
Bill	93357991	06/30/2016		Books & Materials	-1,952.14
Bill	16 Invoices	07/13/2016		Processing Supplies	-746.20
Bill		07/13/2016		Processing Supplies	-746.20
Bill	93739003	07/13/2016		Books & Materials	-537.73
Bill	93739005	07/13/2016		Books & Materials	-10.17
Bill	93739002	07/13/2016		Books & Materials	-11.38
				Personal Books	-17.08
Bill	93731807	07/13/2016		Books & Materials	-381.89
Bill	93710605	07/13/2016		Books & Materials	-666.50
Bill	93671481	07/13/2016		Books & Materials	-16.49
Bill	93671484	07/13/2016		Books & Materials	-258.40
Bill	93671486	07/13/2016		Books & Materials	-15.00
Bill	93671482	07/13/2016		Books & Materials	-515.57
Bill	93659537	07/13/2016		Books & Materials	-1,180.39
Bill	93634447	07/13/2016		Books & Materials	-1,314.88

**Lawrence Public Library**  
**Check Detail**  
 July 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	93659535	07/13/2016		Books & Materials	-199.14
Bill	93665521	07/13/2016		Juanita Marsh	-9.86
Bill	93665522	07/13/2016		Books & Materials	-83.26
Bill	93659539	07/13/2016		Books & Materials	-27.00
Bill	93616624	07/13/2016		Books & Materials	-31.79
Bill	93616622	07/13/2016		Books & Materials	-182.54
Bill	93640481	07/13/2016		Books & Materials	-345.31
TOTAL					-21,390.95
<b>Bill Pmt -Check</b>	<b>28069</b>	<b>07/18/2016</b>	<b>Katharine J. Greenwood</b>	<b>Checking</b>	
Bill	REFUND	07/12/2016		Overdues	-5.49
TOTAL					-5.49
<b>Bill Pmt -Check</b>	<b>28070</b>	<b>07/18/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94095265	06/30/2016		Books & Materials	-276.62
Bill	94095264	06/30/2016		Books & Materials	-56.20
Bill	94081951	06/30/2016		Books & Materials	-785.78
Bill	94088841	06/30/2016		Books & Materials	-168.70
Bill	94088840	06/30/2016		Books & Materials	-25.63
Bill	94082559	06/30/2016		Books & Materials	-200.95
Bill	94082557	06/30/2016		Books & Materials	-22.18
Bill	94080445	06/30/2016		Books & Materials	-1,074.16
Bill	94076672	06/30/2016		Books & Materials	-98.95
Bill	94076671	06/30/2016		Books & Materials	-91.12
Bill	94065944	06/30/2016		Books & Materials	-29.99
Bill	94065942	06/30/2016		Books & Materials	-30.72
Bill	94068920	06/30/2016		Books & Materials	-562.85
Bill	94056494	06/30/2016		Books & Materials	-11.99
Bill	94061833	06/30/2016		Books & Materials	-121.70
Bill	94056496	06/30/2016		Books & Materials	-37.49
Bill	94062020	06/30/2016		Books & Materials	-71.23
Bill	94060192	06/30/2016		Books & Materials	-369.49
Bill	94048588	06/30/2016		Books & Materials	-33.74
Bill	94048610	06/30/2016		Books & Materials	-64.89
Bill	94116821	07/12/2016		Processing Supplies	-368.10
Bill	94112365	07/13/2016		Books & Materials	-4,490.52
Bill	94124891	07/13/2016		Books & Materials	-29.99
Bill	94124900	07/13/2016		Books & Materials	-13.49
Bill	94125081	07/13/2016		Books & Materials	-477.00
Bill	94104061	07/13/2016		Books & Materials	-64.48
Bill	94104039	07/13/2016		Books & Materials	-105.36
Bill	94108261	07/13/2016		Books & Materials	-504.88
Bill	94108693	07/13/2016		Books & Materials	-133.55
Bill	94109195	07/13/2016		Books & Materials	-69.24
Bill	94108695	07/13/2016		Books & Materials	-129.71
Bill	94109197	07/13/2016		Books & Materials	-104.21
Bill	94102884	07/13/2016		Books & Materials	-475.25
Bill	94102886	07/13/2016		Books & Materials	-53.24
TOTAL					-11,153.40
<b>Bill Pmt -Check</b>	<b>28071</b>	<b>07/18/2016</b>	<b>Mize Houser</b>	<b>Checking</b>	
Bill	98731	07/12/2016		Accounting	-5,150.00
TOTAL					-5,150.00

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28072</b>	<b>07/18/2016</b>	<b>Paula G. Klinksick</b>	<b>Checking</b>	
Bill	REFUND	06/30/2016		Overdues	-40.46
TOTAL					-40.46
<b>Bill Pmt -Check</b>	<b>28073</b>	<b>07/18/2016</b>	<b>Pet World</b>	<b>Checking</b>	
Bill	6-21-16	06/30/2016		Children's Programming	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>28074</b>	<b>07/18/2016</b>	<b>Sally L. Spurgeon</b>	<b>Checking</b>	
Bill	REFUND	06/30/2016		Overdues	-12.97
TOTAL					-12.97
<b>Bill Pmt -Check</b>	<b>28075</b>	<b>07/18/2016</b>	<b>Sunflower Republic LLC</b>	<b>Checking</b>	
Bill	7-11-16	07/13/2016		KHF Grant Expenses	-1,250.00
TOTAL					-1,250.00
<b>Bill Pmt -Check</b>	<b>28076</b>	<b>07/18/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		07/12/2016		Internet	-1,030.00
				Telephone	-666.29
TOTAL					-1,696.29

# Lawrence Public Library

## Monthly Statistical Summary--June 2016

INDICATOR	June		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	8.47	8.94	-5%			
Reference Transactions per Capita	2.26	1.66	36%			
Program Attendance per Capita	0.94	1.11	-15%			
Circulation per Capita	15.61	16.66	-6%			
Circulation per Visit	1.84	1.86	-1%			
Total Holdings per Capita	2.06	2.20	-6%			
% of Lawrence Residents Registered	65%	95%	-32%			

Circulation--Adult Total	79,532	82,934	-4%	451,250	463,388	-3%
Circulation--Young Adult Total	5,945	6,394	-7%	27,513	28,399	-3%
Circulation--Youth Total	41,574	41,952	-1%	197,312	202,797	-3%
Circulation--Bookmobile	1,112	1,417	-22%	6,515	6,997	-7%
Circulation--Audiovisual Total	45,058	50,227	-10%	261,908	281,252	-7%
Circulation--Total	127,051	131,280	-3%	676,075	694,584	-3%

Reference Transactions	18,429	13,072	41%	106,307	65,652	62%
User Visits	68,967	70,431	-2%	345,587	354,726	-3%
LPL Web Site Visits	31,791	17,157	85%	174,384	110,734	57%

Holdings--Added	3,461	3,290	5%	45,934	20,457	125%
Holdings--Withdrawn	2,860	2,093	37%	14,894	9,170	62%
Holdings--Total	201,279	208,169	-3%			

Registered Borrowers--Added	1,058	1,013	4%			
Registered Borrowers--Total	79,327	113,308	-30%			

Adult Programs	33	27	22%	170	94	81%
Young Adult Programs	17	17	0%	84	134	-37%
Youth Programs	81	83	-2%	371	390	-5%
Senior Programs	8	12	-33%	79	85	-7%
Total Programs	139	139	0%	704	703	0%
Total Program Attendance	7,646	8,778	-13%	31,038	30,542	2%
Public Uses of Meeting Rooms	704	137	414%	4,216	753	460%

Total Paid Staff (FTE)	62.61	59.21	6%			
Total Number of Employees	85	80	6%			

# Lawrence Public Library

## Monthly Statistical Report--June 2016

	June		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	8.47	8.94	-5%				
Reference Transactions per Capita	2.26	1.66	37%				
Program Attendance per Capita	0.94	1.11	-16%				
Circulation per Capita	15.61	16.66	-6%				
Total Holdings per Capita	2.06	2.20	-6%				
Collection Turnover--Total	7.72	7.67	1%				
Collection Turnover--Adult	7.49	7.80	-4%				
Collection Turnover--Young Adult	6.77	7.96	-15%				
Collection Turnover--Youth	8.37	8.83	-5%				
Collection Turnover--Audiovisual	12.27	10.81	14%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	36341	37575	-3%		203603	205955	-1%
Circulation--Adult Periodicals	1200	1292	-7%		7677	8217	-7%
Circulation--Adult Feature Films & TV Shows	28163	29381	-4%		160554	166654	-4%
Circulation--Electronic Games	2099	2262	-7%		11904	11930	0%
Circulation--Adult Music CDs	6851	8197	-16%		42294	48267	-12%
Circulation--Adult Audio Books and Books on CD	4860	4211	15%		25141	22292	13%
Circulation--eReaders	18	16	13%		77	73	5%
Circulation--Adult Total	79532	82934	-4%		451250	463388	-3%
Circulation--YA Books and Videos	5481	5919	-7%		25408	26295	-3%
Circulation--YA Periodicals	52	75	-31%		109	234	-53%
Circulation--YA Audio Books and Books on CD	412	400	3%		1996	1870	7%
Circulation--YA Total	5945	6394	-7%		27513	28399	-3%
Circulation--Youth Books and Videos	39584	39692	0%		187608	192200	-2%
Circulation--Youth Periodicals	185	199	-7%		722	1026	-30%
Circulation--Youth Music CDs	477	682	-30%		2978	3398	-12%
Circulation--Youth Audio Books and Books on CD	1328	1379	-4%		6004	6173	-3%
Circulation--Youth Total	41574	41952	-1%		197312	202797	-3%

<b>Lawrence Public Library</b>	<b>June</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Circulation--Bookmobile	1112	1417	-22%		6515	6997
Circulation--Total Books	81406	83186	-2%		416619	424450
Circulation--Total Periodicals	1437	1566	-8%		8508	9477
Circulation--Total Audiovisual	45058	50227	-10%		261908	281252
Circulation Total	127051	131280	-3%		676075	694584
Circulation Desk & Welcome Desk Circulation	1478	1968	-25%		9345	107185
Self Check Circulation	98103	107463	-9%		511901	531347
Percent Self Check	99%	82%	20%		98%	76%
Web Site & Telephone Renewals	17799	18507	-4%		111668	108154
Other Staff Checkouts	3583	3384	6%		19455	22371
Requests Placed	22024	21877	1%		125184	119937
Requests Filled	15700	15281	3%		92396	84177
Requests Unclaimed	3092	3322	-7%		18572	17373
Interlibrary Loan Items Borrowed for LPL Patrons	515	514	0%		3091	2232
Interlibrary Loan Items Loaned from LPL Collection	674	648	4%		4124	3715
<b>OTHER LIBRARY SERVICES</b>						
User Visits	68967	70431	-2%		345587	354726
Public Computer Usage	11285	9245	22%		53739	53790
Computer Lab Classes	4	9	-56%		31	47
Computer Lab Classes Attendance	12	32	-63%		66	133

<b>Lawrence Public Library</b>	<b>June</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Adult Reference Transactions	2338	2390	-2%		10532	12016
Young Adult Reference Transactions	1437	1616	-11%		4599	6125
Youth Reference Transactions	2741	1374	99%		9101	6364
IT Desk	1441	2776	-48%		8695	14717
Welcome Desk	3315	2679	24%		33021	13867
Phone Calls	2714	2237	21%		17963	12563
Accounts Desk	4443				22396	
Total Reference Transactions	18429	13072	41%		106307	65652
Public-Sponsored Uses of Meeting Rooms	704	137	414%		4216	753
(Includes Study Rooms)						
LPL Web Site Visits	31791	17157	85%		174384	110734
<b>RESOURCES</b>						
Holdings--Total	201279	208169	-3%			
Holdings--Adult	130347	129551	1%			
Holdings--Young Adult	10535	9640	9%			
Holdings--Youth	60397	57799	4%			
Holdings--Audiovisual	44070	55775	-21%			
Holdings--eReaders	11	9	22%			
Holdings Added	3461	3290	5%		45934	20457
Holdings Withdrawn (Weeded)	2860	2093	37%		14894	9170
Holdings Net Change	601	1197			31040	11287
<b>LIBRARY PATRONS</b>						
Total Borrowers	79327	113308	-30%			
Borrowers Added	1058	1013	4%		3289.125	4417
Borrowers Transacting	13874	14103	-2%		66746	60715
Percent of Borrowers Transacting	17%	12%	41%			
Total Number of Lawrence Residents Registered	63421	89596	-29%			
Percent of Lawrence Residents Registered	65%	95%	-31%			

<b>Lawrence Public Library</b>	<b>June</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
<b>PROGRAMMING</b>						
Number of Adult Programs	33	27	22%		170	94
Number of Young Adult Programs	17	17	0%		84	134
Number of Youth Programs	81	83	-2%		371	390
Number of Senior Programs	8	12	-33%		79	85
Total Programs	139	139	0%		704	703
Adult Program Attendance	1497	1914	-22%		5701	4778
Young Adult Program Attendance	481	322	49%		2122	2451
Youth Program Attendance	5606	6423	-13%		22414	22559
Senior Program Attendance	62	119	-48%		801	754
Total Program Attendance	7646	8778	-13%		31038	30542
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	62.61	59.21	6%			
ALA-MLS Librarians, in Full-Time Equivalents	17.95	17	6%			
Number of Employees--Total	85	80	6%			
Number of Employees--Full-Time	39	35	11%			
Number of Employees--Part-Time	46	45	2%			
Terminations	1	1	0%		8	10
Hirings	2	1	100%		7	8
Volunteer Hours	1241.5	444.65	179%		3834	2045.25

<b>Notes:</b>							
<b>*June 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>Total circ number does not include laptop checkouts</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	2981	1982
YA	0	0
Youth	763	756
Total	3744	2738

Lynda.com  
June stats:

New Users	42
Active Users	974
Users who logged in	151
Hours Viewed	187.69
Hours Viewed per User	1.24
Hours Viewd Per Log-in	.36

## **Library Director's Report for July 2016**

Respectfully submitted by Brad Allen 7/14/2016

### **Library Budget**

The City Manager has released his recommended budget and it calls for only a slim increase in library funding, and that slim margin includes turning over our entire fund balance from the end of 2016. Needless to say, this is a disheartening development. Our Board Chair David Vance spoke to our City Commissioners during public comment on July 12, but our chances of convincing the commissioners to increase our budget is not looking good. We continue to explain that the City's funding woes are separate from the library, but it appears to fall on deaf ears with commissioners.

### **Summer Reading Continues**

Our numbers continue to come in as kids, teens, and adults turn in their completed summer reading logs. At last count, we were at around 1000 kids, 300 teens, and 300 adults. A more complete report will come in a few months, but it has been a pretty typical summer at the library, bustling with people of all ages.

### **Hoopla Digital Service Booming**

Our launch of the digital media product Hoopla has been extremely popular with our customers, so popular in fact that it is exceeding its expected budgetary impact. Our representative at Midwest Tape, the vendor for Hoopla, explained to us that our "retention" rate for repeat users is off the charts at over 40% compared to their average of less than 20%. It's clear that our customers like this service. Figuring out how to continue paying for it could become a challenge with our potential limited budget in 2017. We'll keep you updated on how this trend continues.

## **Foundation Director's Report – July 14, 2016**

**Planned Giving.** On June 28, the Foundation hosted a focus group meeting to collect information on developing a more robust planned giving program. Members from the Friends and Foundation board provided input on how to best educate people about planned giving and what the best message is to reach them. Chip Blaser, executive director of the Douglas County Community Foundation, provided an overview of planned giving and why it is important to the long term viability of an organization. The focus group recommended that the planned giving brochure be revised and that the Foundation and Friends create promotional materials to let the public know about all the wonderful things that private funds make possible at the library. Kelly Francis and I will meet with Billy Pilgrim to get this process underway. The goal is to have a proposed brochure to show to the Foundation board when it reconvenes in August.

**Hike Through History Exhibit.** The Hike Through History exhibit will be unveiled at a private after hours reception on Sunday, July 18 at 7 pm. This project was funded in part through the Library Foundation's grants from the Kansas Health Foundation and Freedom's Frontier National Heritage Area. "A Hike through History on the Burroughs Creek Trail," is a ten-panel display offers engaging stories that invite visitors to envision the 1.7 mile paved path and linear park running from 11th Street to 23rd Street in Lawrence as a venue where people can exercise their minds and their bodies at the same time. The exhibit complements Lawrence Public Library's summer reading program, which has an emphasis on fitness. The exhibit will be on display at the library from July 18 through September 10, 2016. It then will travel to the East Lawrence Recreation Center, Lawrence Memorial Hospital, the Kansas Union, and Watkins Museum of History throughout 2016 and into 2017. We hope to see you Sunday.

**Postcard Project Update.** Kylie Hewitt, our Hall Center Fellow, is nearly finished with her time at the library. To date, she has scanned and catalogued more than 500 of the historic Postma postcards. She also has documented the process so that the remaining postcards can be scanned and properly catalogued over time. Kylie is researching select cards and is working to create an exhibit and a series of programs. The postcards will be the first contributions to the Douglas County History Portal that the library is building with support from its NEA Challenge Grant.

**Dinner and a Movie.** The second of three outdoor movies of the summer was held on the Library Lawn on Friday, July 8. Approximately 350 people came out to watch *A League of Their Own*. This program is offered as part of the library's annual Summer Reading festivities in partnership with Downtown Lawrence, Inc. The Library Foundation supports the pre-movie music through its Greatest Expectations Fund. The third and final movie, *Big Hero 6*, is scheduled for August 8.

**July Meeting.** The Foundation board will not meet in July. The next scheduled meeting is Monday, August 22.

# Lawrence Public Library

## Strategic Planning Timeline

### **July Board Meeting, Monday, July 18:** Review timeline and proposed plan

In addition, because of the proximity to the 2017 budget news, the Board should set aside one hour for a discussion about how they want to interface with the City regarding money and the Library's status. Consider the following questions, giving 20 minutes to each of the three possibilities:

- Are we content to stay "in between," occupying the middle ground between a City Department and an outside organization? What benefits are there to staying with the status quo? What drawbacks?
- What benefit would there be in more closely aligning with the City, perhaps advocating to become a City department? What drawbacks?
- What benefit would there be to forming a special library district? What drawbacks?
- Consider also if there are other possibilities that should be explored.

*Homework for staff:* investigate more deeply the choice or choices above the Board has indicated interest in

*Homework for the Board:* read the selection of articles on outcomes versus outputs, library trends; read the City's strategic plan

### **August Board Meeting, Monday, August 15:** Guiding Principles discussion

At the August Board Meeting, set aside 60 to 90 minutes to discuss the following questions, 15 to 20 minutes each:

- From our reading, what library trends are we particularly taken with? Why?
- If we had to choose one to two of these options for service, which would we prioritize and why: service in our building, outreach/service in the community, virtual patrons. How would we prioritize print or in-person service and ebooks/electronic resources or virtual services?
- How would we prioritize our different patron groups (for example, adults, families, children, seniors, college students/faculty, etc)?
- Does our community respond more clearly to outputs or outcomes? Are outputs or outcomes more compelling to the city government?

How in-depth we might want to think about interfacing with the City may depend on the answers from the July Board meeting.

*Homework for staff:* Research library literature for innovative examples of programs, collections, etc that fall into the trends areas the Board highlighted as being interested in; prepare a packet of articles for the Board including these trend pieces as well as articles highlighting what's happening in libraries

*Homework for the Board:* read the article packet for the September meeting

## **September Board Meeting, Monday, September 19:**

### **Vision exercise**

In September, you will create the draft of your one-sentence vision statement. No need to spend hours (days, months) agonizing over it! The vision statement is meant to be aspirational, and should describe the long-term change your community will see as a result of the library's work.

Examples of non-profit vision statements:

<https://topnonprofits.com/examples/vision-statements/>

Start by looking at your current values (<http://www.lawrence.lib.ks.us/mission-statement/>). You may want to consider whether you need to still have these value statements, or if the values they express could be more concisely summed up as part of a vision statement. We will look at them at the October/November work session, but the important thing for now is to consider what they are saying to you. For example, the value statements tell me LPL is committed to their patrons, ensuring they are informed and engaged with library services.

Take at least thirty minutes to brainstorm the answer to one or more of these questions: **what is the essence of what this place should be? What direction do we want to go in? Where do we want to be in five, ten, fifty years?** Use the work from the July and August Board meetings, as well as your reading, to help inform your comments; think big, think pie in the sky.

From your brainstorming, what stands out? What is repeated often? Look at the outliers -- what can we learn from them? Take at least thirty minutes to process the brainstorm, with a goal to have a group of words or concepts -- or possibly that one sentence -- at the end.

*Homework for staff:* from the comments, brainstorm, or draft, refine the vision statement; bring to October Board meeting

*Homework for the Board:* none

## **October Board Meeting, Monday, October 17:**

### **Mission Statement**

Now you know where you want to go; next up, the mission statement, which should answer why you exist and why you do what you do. The mission statement should be focused on the present, while the vision statement is the future. Disney thinks of the mission statement as our “common purpose” -- why are we here together? What are we working together towards?

Examples of non-profit mission statements:

<https://topnonprofits.com/examples/nonprofit-mission-statements/>

To get at this, engage in another brainstorming activity, following the steps in this handout: <http://nonprofithub.org/wp-content/themes/nonprofithub/img/landing-pages/mission/nonprofithub-missionstatement.pdf>, breaking the Board into two groups. It may be beneficial to have the staff complete the same exercise separately, and bring their shared statements for discussion. One hour is recommended for this process.

*Homework for staff and the Board:* contemplate the mission and vision statements. How do we feel about them? Do they speak to us?

*Homework for staff who will attend the work session:* on post-its, using a different color for each concept, write in a few words the major services and projects you are doing now (one color), the services and projects you would like to do (another color), and the services and projects you dream about doing (yet another color). Each attendee should come armed with a stack of post-its!

### **Last week of October/first week of November: Work session**

I would suggest at least six hours with a break for lunch for the work session. In this session, we will:

- Review the vision statement, the mission statement, and the existing library values
- Review the post-its of services and projects the staff brings, sorting them through a matrix-based exercise (the Board can know this is to help us understand what businesses we are in that we should continue to capitalize or grow, and which we need to get out of; staff shouldn't have that perspective when they are writing the post-its)
- Review how our work aligns with our vision; if alignment with the City is important, we would also want to consider what role can the library play in each of the priorities in the City's strategic plan
- Consider why we want a strategic plan, and what we are hoping it will do
- Explore our constraints, and how we could use them to our advantage

Key staff should be in attendance at the work session, in order to provide context, concrete examples, and expertise.

The goal for the work session is to leave with four to five strategic initiatives that help bring the library closer to its vision, capitalize on its mission, and meet the need or needs we have for the plan.

**November Board Meeting, Monday, November 21:**  
Finalize Strategic Initiatives

**December:** Strategic Plan goes to staff for the development of goals and measurements

As with the strategic initiatives, the goals should reflect both internal and external needs.

**January 2017 Board Meeting:** Complete Strategic Plan comes to Board for approval

**mid-January through early March 2017:** Staff complete a half-year work plan for 2017 and full year action item work plan for 2018; completed prior to the 2018 budget submission

## **AGENDA**

### **Special Strategic Planning Session**

Lawrence Public Library, Lawrence, Kansas  
Board of Trustees

Monday, August 15, 2016 at **3:30 PM**  
Meeting Room A, Lawrence Public Library, 707 Vermont Street

### **Guiding Principles discussion**

Spend 15 to 20 minutes on each question:

- From our reading, what library trends are we particularly taken with? Why?
- If we had to choose one to two of these options for service, which would we prioritize and why: service in our building, outreach/service in the community, virtual patrons. How would we prioritize print or in-person service and ebooks/electronic resources or virtual services?
- How would we prioritize our different patron groups (for example, adults, families, children, seniors, college students/faculty, etc)?
- Does our community respond more clearly to outputs or outcomes? Are outputs or outcomes more compelling to the city government?

Homework for staff: Research library literature for innovative examples of programs, collections, etc that fall into the trends areas the Board highlighted as being interested in; prepare a packet of articles for the Board including these trend pieces as well as articles highlighting what's happening in libraries

Homework for the Board: read the article packet for the September meeting

## AGENDA

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

Monday, August 15, 2016 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

- Patron Services Policy -- **ACTION ITEM**

Adjournment

Draft  
**Library Public Library  
Board of Trustees Meeting  
July 18, 2016, 4:30 pm**

**Board Members Present:** David Vance (Chair), Brady Flannery, Joan Golden, Sarah Goodwin Thiel, Judy Keller, Ursula Minor, and Kevan Vick.

**Library Staff Present:** Brad Allen, Karen Allen, Kate Gramlich, Tricia Karlin, Amanda McConnell, and Kathleen Morgan

**Friends of the Library:** Stan Ring and Sandra Weichert

**Call to Order**

David Vance, board chair, called the meeting to order at 4:30 pm.

**Public Comment**

There were no public comments.

**Consent Agenda**

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

**Directors Report**

Brad provided a budget update to board members. Tomorrow's city commission meeting is the final opportunity to advocate for an increase the library's budget level. The library had requested an increase of \$200,000 in its budget and the city manager is recommending an increase of \$28,000.

The Summer Reading program is going strong. To date, 1,000 children, 300 teens, and 300 adults have finished the program. We are on par with last year's levels. The door count is strong. In June, approximately 70,000 people visited the library.

Hoopla, our new digital service, continues to be very popular. Last month, the bill was \$4,000. If this level of usage continues, we will need to address our materials budget. The library's 2017 budget includes an increase for digital materials, but it is unclear whether the city will approve the request.

**Foundation Report**

Kathleen reported that the Foundation conducted a focus group meeting on June 28 with donors and Friends members about planned giving. Chip Blaser, executive director of the Douglas County Community Foundation, provided an overview of planned giving and explained why it is important to the long term viability of an organization. The focus group recommended that the Foundation's planned giving brochure be revised and that the Friends and Foundation create materials to promote the wonderful things that private funds provide for the library. The Hike Through History exhibit is currently in the library atrium. There was a reception on Sunday, July 17 for all the writers, funders, east Lawrence neighbors, and other people who helped make it happen. A huge "thank you" goes to Jenny Gorup, Kim Rack, Mary Gage, and John Catlin for providing desserts for and help with the reception. Finally, Kathleen reported that the Foundation board will not meet in July. Its next meeting is Monday, August 22 at 4:30 pm.

## **Friends Report**

Sandra reported that the Friends will conduct a "Surprise Sale" on August 20 from 10 am to 4 pm. It will be promoted only to current Friends members. Others who want to attend may do so if they purchase a Friends membership. Stan Ring requested that the library allow the Friends to have access to their area through the lower level of the library for the sale. Brad said that this can be arranged. Sandra reported that the smaller, "pop up" sales continue during the Tuesday Farmers Market. To date, these sales have made \$800. The Friends also will join the library at the Sidewalk Sale on July 21<sup>st</sup>. Angela is recruiting great teen volunteers to keep up with emptying the donation box and shelving. Amazon sales totaled \$3,000 in June. The Friends have raised \$82,000 for the library to date.

## **Ongoing Business**

**2017 Budget update.** Brad reported that several community members have indicated they will speak in support of the library's budget request at the June 19 city commission meeting. Brad followed up with commissioners and made contact with four of the five. Most support the city manager's budget proposal that provides a \$28,000 increase for the library. Brad analyzed city employee pay vs. library employee pay and was dismayed by the significant gap between the two. We are hearing that there might be a proposal offered to decrease the percentage of city reserves to 20%, which would free up \$1.4 million. Lawrence's bond rating is at the highest level possible because KU anchors the community. To date the Commission has not supported honoring the city's charter ordinance that allows the library board to approve a budget for up to 4 mills (plus .5 mills for employee benefits).

Sarah asked about exit interviews of departing employees. Brad said that part time staff is satisfied with their pay. However, full time staff is moving on because they are finding higher paying jobs. Lawrence Public Library's reputation has improved and attracts interest, but pay is still very low in comparison to other libraries. However it is very difficult for the library to ask for more for its employees when the city is laying off personnel.

Judy asked what the plan is for the library's budget advocacy efforts. Joan said that part of the frustration is that the process has changed and suggested that the library send a spokesperson to the July 19 city commission meeting. Brady suggested that the library educate the public on the charter ordinance so that eventually the city commission will honor it. Judy suggested setting up a strategy for a public campaign to increase funding. The city commission needs to follow its own law. The library needs to know what its legal standing and options are regarding the charter ordinance. Kevan agreed that the message to deliver to the city commission is to honor its own charter ordinance.

David offered to be spokesperson at the July 19 commission meeting. It will be one last attempt at advocating the library's position. It is important to convey the message that the pay inequity between the library and city employees is not a new problem. It has been an issue for decades.

Joan suggested that the charter ordinance should be updated to reflect the .5 mill for operations approved by voters in 2010. The original charter ordinance was approved in 1981 and has never been updated. This means that in 35 years, the library has not utilized its full mill rate. Sarah suggested having someone who worked on the charter ordinance offer their perspective at the commission meeting.

Joan made a motion for a three point plan of action for the Board of Trustees:

1. Speak tomorrow night and restate the library's case. Our message is this is not a new problem caused by the new building. It has been an issue for decades.
  2. Realize the full mill rate allowed by the charter ordinance (4.0 for operations and .5 for employee benefits.)
  3. Create a strategic plan for 2017-19 that has a goal of increase funding for the library.
- Brady seconded the motion and it was unanimously approved.

Judy suggested that board members learn more about what the process is for becoming a special library district.

## **New Business**

### **Strategic Planning Preparation.**

Brad said that Judy, Joan and he met to determine how to move forward with strategic planning. They contacted Stephanie Chase, director of the Hillsboro Public Library in Oregon to help facilitate a strategic planning session with the board. Brad recommended that the board have mission and vision statements determined before the strategic planning session with Stephanie.

Stephanie suggested that the board build a strategic plan that would be implemented in 2018. She asked that the staff provide list of what they want to accomplish in 2016 and 2017 and meld that with the board's vision.

Brady asked what we know about special library districts. Brad said that ALA recommends an independent library taxing district because that funding structure is more sustainable and effective. The special district can be of any size – county wide, or just a special district for the city. We would need to determine what configuration is most beneficial. Joan agreed that we need to look at special district financing in the context of a strategic plan. Other options are endowment building and increasing revenue through additional fees.

Board members agreed that the timeline provided in the board packet is appropriate. Since the strategic planning project is large, board members agreed that they need to meet earlier for upcoming meetings and set a 3:30 pm start time for August through October meetings. The public portion of the meeting will be at the beginning and the strategic planning session will follow.

Brad will email reading homework to board members.

### **Adjournment**

Kevan moved to adjourn the meeting. Brady seconded. All in favor. The meeting adjourned at 6:08 pm.

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
July 2016									
REVENUES		This Month	Year to Date	Annual Budget	58% of Year	Jul-15	YTD 2015		
Tax Fund		\$ 1,625,000.00	\$ 3,250,000.00	\$ 3,749,330.70	86.68%	\$ 1,650,000.00	\$ 3,200,000.00		
Overdues		\$ 13,732.25	\$ 99,947.57	\$ 180,000.00	55.53%	\$ 16,703.28	\$ 108,855.28		
NEKLS		\$ -	\$ 34,714.00	\$ 65,000.00	53.41%	\$ -	\$ 32,217.50		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ -	\$ 30,268.44		
Photo Copies		\$ 2,139.06	\$ 12,932.90	\$ 13,000.00	99.48%	\$ 2,088.56	\$ 11,636.73		
Coffee Shop Rent		\$ 700.00	\$ 4,900.00	\$ 8,400.00	58.33%	\$ 700.00	\$ 4,900.00		
Meeting Room Fees		\$ 825.00	\$ 2,650.00	\$ 1,000.00	265.00%	\$ 150.00	\$ 700.00		
Interest		\$ 142.08	\$ 1,051.88	\$ 1,600.00	65.74%	\$ 128.54	\$ 825.25		
Miscellaneous		\$ 10.23	\$ 448.14			\$ 7.72	\$ 19.96		
Total Revenues		\$ 1,642,548.62	\$ 3,435,755.60	\$4,043,330.70	84.97%	\$1,669,778.10	\$3,389,423.16		
EXPENSES									
Salaries & Wages		\$ 189,893.69	\$ 1,302,084.22	\$ 2,276,501.70	57.20%				
Employee Benefits		\$ 19,708.34	\$ 147,493.66	\$ 260,000.00	56.73%				
Payroll Taxes		\$ 30,593.71	\$ 219,916.10	\$ 420,329.00	52.32%				
Utilities		\$ 12,421.59	\$ 73,421.06	\$ 108,000.00	67.98%				
Building Supplies		\$ 2,445.70	\$ 12,614.69	\$ 20,000.00	63.07%				
Building Repairs & Maintenance		\$ 5,165.38	\$ 23,542.21	\$ 25,000.00	94.17%				
Library & Office Supplies		\$ 975.46	\$ 14,838.38	\$ 25,000.00	59.35%				
Books & Materials		\$ 32,712.27	\$ 262,574.46	\$ 550,000.00	47.74%				
Books & Materials Supplies & Processing		\$ 3,104.31	\$ 64,600.64	\$ 65,000.00	99.39%				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology		\$ 9,274.94	\$ 72,944.05	\$ 150,000.00	48.63%				
Insurance		\$ -	\$ 9,528.00	\$ 10,000.00	95.28%				
Shipping		\$ 875.30	\$ 13,713.46	\$ 17,000.00	80.67%				
Professional Development		\$ 866.04	\$ 19,965.60	\$ 25,000.00	79.86%				
Book Van & Mileage		\$ 676.06	\$ 1,456.61	\$ 1,500.00	97.11%				
Programs		\$ 1,452.44	\$ 9,967.27	\$ 20,000.00	49.84%				
Professional Fees		\$ 6,936.61	\$ 28,152.88	\$ 30,000.00	93.84%				
Advertising & Marketing		\$ 2,357.79	\$ 13,274.60	\$ 30,000.00	44.25%				
Capital Improvements		\$ -	\$ 22,499.31	\$ -					
Miscellaneous		\$ 224.07	\$ 1,410.90	\$ -					
Total Expenses		\$ 319,683.70	\$ 2,319,668.30	\$ 4,043,330.70	57.37%	\$ 315,650.78	\$ 2,148,344.28		
Revenue Over Expenses		\$ 1,322,864.92	\$ 1,116,087.30						
Cash Balances:									
	Checking	\$ 1,567,075.20							
	Capital Improvement	\$ 561,564.38							

Lawrence Public Library											
2016 Outside Funding Report											
		1/1/2016	May	May	June	June	July	July			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>											
	Movie License	\$ -					\$ 1,500.00		\$ 1,500.00		
	KPR-Advertising	\$ 1,584.06				\$ 433.38	\$ 4,900.00	\$ 216.69	\$ 6,067.23		
	Summer Reading - ALL	\$ 12,280.13		\$ 24,511.24		\$ 9,318.07		\$ (1,611.21)	\$ (3,526.97)		
	Aquarium	\$ 667.32				\$ 600.00	\$ 400.00		\$ 155.54		
	Scholarships	\$ 1,620.00		\$ 1,000.00				\$ 300.00	\$ 320.00		
	Volunteers	\$ 665.94					\$ 1,000.00		\$ 1,665.94		
	Read Across Lawrence 2015/2016	\$ 6,003.71					\$ 17,000.00		\$ 17,476.82		
	Friends Supplies	\$ (45.55)							\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)		\$ 1,876.48		\$ 1,892.59	\$ 5,000.00	\$ 1,923.18	\$ 11,238.74		
	Staff Day								\$ 538.84		
	Block Grant	\$ 20,040.34		\$ 5,811.66		\$ 124.75		\$ 110.31	\$ 4,137.71		
		\$ 42,577.12	\$ -	\$ 33,199.38	\$ -	\$ 12,368.79	\$ 29,800.00	\$ 938.97	\$ 39,528.30		
<b>FOUNDATION</b>											
	Kansas Health Foundation	\$ 9,766.66		\$ 350.52		\$ 2,599.74		\$ 3,872.14	\$ (165.37)		
	Kansas Health Foundation 2015-16	\$ 23,850.00							\$ 5,750.00		
	Steiner Storytelling	\$ -							\$ -		
	Beach Author Series	\$ -						\$ 240.45	\$ (240.45)		
	Milliken Fund	\$ 1,325.09							\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)		\$ 226.27		\$ 140.29		\$ 140.29	\$ (710.50)		
	Morgan Expenses	\$ -		\$ 457.13		\$ 653.67		\$ (1,014.30)	\$ (209.50)		
	Greatest Expectations-General					\$ 339.57		\$ (139.52)	\$ (200.05)		
	Hike Through History			\$ 490.73				\$ (401.46)	\$ (89.27)		
	Juanita Marsh			\$ 340.17		\$ 98.45		\$ (1,060.14)	\$ 621.52		
	MLK Day Volunteers							\$ (13.09)	\$ (0.00)		
	Sound & Vision								\$ (3,800.00)		
	Harrison					\$ 304.18			\$ 3,516.85		
	Nalbandian								\$ -		
	After Hours							\$ (15.96)	\$ 0.00		
	Dr. Bob					\$ 15.98		\$ 299.16	\$ (385.42)		
	Foundation Center	\$ -							\$ -		
	Simpson Grant	\$ 1,519.27							\$ 10,174.27		
	New Building YS	\$ 171.63							\$ 171.63		
		\$ 35,742.64	\$ -	\$ 1,864.82	\$ -	\$ 4,151.88	\$ -	\$ 1,907.57	\$ 15,758.80		
<b>OTHER</b>											
	Memorials/Honor with Books	\$ 2,829.80				\$ 1,678.63		\$ (526.93)	\$ 1,691.10		
	Bauleke							\$ (3,053.25)	\$ 3,053.25		
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32		
	Wurfy	\$ 120.16							\$ 42.77		
	Underwood Gift (Sr.Outreach)	\$ 370.00							\$ 370.00		
	John Cotton Dana	\$ 1,663.84							\$ -		
	Merchandise Sales	\$ 2,013.36	\$ (959.50)		\$ 596.25		\$ 809.00		\$ (353.80)		
		\$ 9,623.48	\$ (959.50)	\$ -	\$ 596.25	\$ 1,678.63	\$ 809.00	\$ (3,580.18)	\$ 7,429.64		
		\$ 87,943.24									
	Month Total		\$ (959.50)	\$ 35,064.20	\$ 596.25	\$ 18,199.30	\$ 30,609.00	\$ (733.64)			
							Income YTD	Expense YTD			
							\$ 70,332.84	\$ 95,559.34			
							\$ 70,332.84	\$ 95,559.34			

**Lawrence Public Library**  
**Balance Sheet**  
As of July 31, 2016

	Jul 31, 16	Jul 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.18	-16,947.18	-100.0%
Capital Improvement -2	561,564.38	601,804.99	-40,240.61	-6.7%
Checking	1,567,075.20	1,732,081.26	-165,006.06	-9.5%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	2,128,639.58	2,350,833.43	-222,193.85	-9.5%
<b>Total Current Assets</b>	2,128,639.58	2,350,833.43	-222,193.85	-9.5%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>2,129,870.28</b>	<b>2,352,064.13</b>	<b>-222,193.85</b>	<b>-9.5%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	30,846.69	40,048.16	-9,201.47	-23.0%
<b>Total Accounts Payable</b>	30,846.69	40,048.16	-9,201.47	-23.0%
<b>Other Current Liabilities</b>				
Payroll Liabilities	3,082.59	1,359.04	1,723.55	126.8%
<b>Total Other Current Liabilities</b>	3,082.59	1,359.04	1,723.55	126.8%
<b>Total Current Liabilities</b>	33,929.28	41,407.20	-7,477.92	-18.1%
<b>Total Liabilities</b>	33,929.28	41,407.20	-7,477.92	-18.1%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,444.98	755,552.93	-51,107.95	-6.8%
Net Income	1,090,860.80	1,254,468.78	-163,607.98	-13.0%
<b>Total Equity</b>	2,095,941.00	2,310,656.93	-214,715.93	-9.3%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,129,870.28</b>	<b>2,352,064.13</b>	<b>-222,193.85</b>	<b>-9.5%</b>

**Lawrence Public Library  
Revenues & Expenses**

July 2016

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	Jul 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	700.00
Gifts-Friends	30,000.00
Interest	142.08
Meeting Room Fees	825.00
Merchandise Sales	609.00
Overdues	13,732.25
Personal Books	10.23
Photo Copies	2,139.06
Tax Fund	1,625,000.00
<b>Total Income</b>	1,673,157.62
<b>Expense</b>	
Payroll Expenses	211,407.36
Payroll Taxes	30,851.85
Utilities	12,421.59
Building Supplies	2,445.70
Building Repairs & Maintenance	5,165.38
Library & Office Supplies	975.46
Books & Materials	32,712.27
Processing Supplies	3,104.31
Technology	9,274.94
Shipping	875.30
Professional Development	866.04
Bookvan & Mileage	676.06
Program Expense	1,452.44
Professional Fees	6,936.61
Advertising	2,357.79
FOUNDATION FUNDING	-3,145.84
FRIENDS FUNDING	348.73
Miscellaneous	224.07
<b>Total Expense</b>	318,950.06
<b>Net Ordinary Income</b>	1,354,207.56
<b>Net Income</b>	<b><u>1,354,207.56</u></b>

# Lawrence Public Library Vendor Balance Summary

As of August 10, 2016

	Aug 10, 16
Advance Insurance Company	468.05
Air Filter Plus	447.61
Amazon	889.94
ASI	50.00
Baker & Taylor, Inc.	969.22
Bellevue Public Library	20.00
Blackstone Audio, Inc.	162.99
BookPage	1,680.00
Brilliance Publishing, Inc.	151.46
Center Point Large Print	546.45
Century Business Technologies	556.00
Copy Co Inc.	650.00
Databank Holdings, LTD	305.90
Demco, Inc.	135.60
EnvisionWare Inc.	725.00
Gale Group, Inc.	608.03
Harry Miller Piano Service	120.00
Heartland Payment Systems	290.99
Ingram Library Services	17,431.26
Intuit	22.90
Jayhawk Trophy Co., Inc.	33.50
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Kansas Public Radio	216.69
Karen S. Lewis	17.99
Kennedy Glass	60.00
Laser Logic, Inc.	731.37
Laura Isabel Cea-Klish	6.32
Lawrence Sign Up LLC	106.05
Margaret Taylor	28.76
Mid America	297.59
Midwest Tape	11,666.05
NEKLS	1,156.00
OCLC, Inc.	5,016.45
P1 Group, Inc.	5,010.38
Petty Cash	191.87
Quill Corporation	482.23
Random House, Inc.	296.25
Recorded Books	792.95
Schendel Services	95.00
Snap Promotions	1,380.04
TSCPL	29.95
Unique Management Services	896.70
United Parcel Service	954.23
University of Kansas	95.00
VISA 5372	11,973.24
Westar	8,802.34
WOW!Business	1,913.43
TOTAL	78,901.78

Lawrence Public Library  
**Check Detail**  
August 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	September ...	08/10/2016		Group Life Insurance	-468.05
TOTAL					-468.05
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		08/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	July	08/09/2016		Credit Card Processing	-255.99
				Public Access	-35.00
TOTAL					-290.99
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	July Bill Pay	08/09/2016		Professional Fees	-22.90
TOTAL					-22.90
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1326	08/10/2016		Shipping	-954.23
TOTAL					-954.23
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		08/10/2016		Books & Materials	-23.12
				Periodicals	-14.75
				Admin. Dept.	-211.61
				Adult Services	-263.74
				KHF Grant Expenses	-817.36
				Bookvan & Mileage	-87.69
				Children's Programming	-15.62
				Children's Programming	-62.02
				Children's Programming	-68.98
				Children's Programming	-43.46
				Children's Programming	-234.62
				Young Adult Programming	-137.57
				YS Summer Reading	-697.83
				Library & Office Supplies	-149.43
				Shipping	-206.68
				Professional Fees	-1,345.57
				Processing Supplies	-302.61
				Miscellaneous	-44.74
				Advertising	-1,594.09
				Merchandise Sales	-1,355.55
				Outreach Programming	-301.57
				Building Supplies	-415.90
				Supplies	-27.55
				Public Access	-140.68
				FOUNDATION FUNDING	-86.89
				FOUNDATION FUNDING	-47.60
				FOUNDATION FUNDING	-190.22

Lawrence Public Library  
**Check Detail**  
August 2016

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDING	-88.58
				FOUNDATION FUNDING	-52.33
				Read Across Lawrence	-2,944.88
TOTAL					-11,973.24
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>08/15/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		08/10/2016		Electric	-8,802.34
TOTAL					-8,802.34
<b>Bill Pmt -Check</b>	<b>7447</b>	<b>08/16/2016</b>	<b>Air Filter Plus</b>	<b>Checking</b>	
Bill	331786	07/29/2016		Building Supplies	-447.61
TOTAL					-447.61
<b>Bill Pmt -Check</b>	<b>7448</b>	<b>08/16/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	5014200280	07/29/2016	Baker & Taylor, Inc.	Accounts Payable	0.00
Bill	5014200279	07/29/2016		Books & Materials	-87.11
Bill	2032172328	07/29/2016		Processing Supplies	-9.09
Bill	2032172327	07/29/2016		Books & Materials	-396.07
Bill	5014195512	07/29/2016		Books & Materials	-29.95
Bill	5014187268	07/29/2016		Books & Materials	-36.26
Bill	2032149484	07/29/2016		Processing Supplies	-0.10
Bill	2032149483	07/29/2016		Books & Materials	-32.30
Bill	5014183517	07/29/2016		GGIFT	-16.15
Bill	5014183518	07/29/2016		GGIFT	-1.90
Bill	2032160364	07/29/2016		GGIFT	-1.90
Bill	2032160363	07/29/2016		GGIFT	-6.66
Bill	2032172332	07/29/2016		Block Grant	-106.51
Bill	2032140533	07/29/2016		GGIFT	-95.77
Bill	2032204343	08/10/2016		Books & Materials	-87.39
Bill	5014204136	08/10/2016		Books & Materials	-24.55
Bill	2032204344	08/10/2016		Processing Supplies	-0.35
Bill	2032140534	08/10/2016		GGIFT	-16.21
Bill	2032172333	08/10/2016		Block Grant	-20.95
TOTAL					-969.22
<b>Bill Pmt -Check</b>	<b>7449</b>	<b>08/16/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	841162	07/29/2016		Books & Materials	-90.00
Bill	846019	08/10/2016		Books & Materials	-72.99
TOTAL					-162.99
<b>Bill Pmt -Check</b>	<b>7450</b>	<b>08/16/2016</b>	<b>BookPage</b>	<b>Checking</b>	
Bill	S26459	08/09/2016		Library & Office Supplies	-1,680.00
TOTAL					-1,680.00

**Lawrence Public Library**  
**Check Detail**  
 August 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7451</b>	<b>08/16/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1107069	07/29/2016		Books & Materials	-29.99
Bill	IN1108903	08/10/2016		Books & Materials	-44.99
Bill	IN1108308	08/10/2016		Books & Materials	-26.49
Bill	IN1107993	08/10/2016		Books & Materials	-5.00
Bill	IN1107994	08/10/2016		Books & Materials	-44.99
TOTAL					-151.46
<b>Bill Pmt -Check</b>	<b>7452</b>	<b>08/16/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1391171	07/29/2016		Books & Materials	-84.48
Bill	1389118	07/29/2016		Books & Materials	-461.97
TOTAL					-546.45
<b>Bill Pmt -Check</b>	<b>7453</b>	<b>08/16/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	417684	07/29/2016		Copying	-372.38
Bill	417685	07/29/2016		Copying	-15.00
Bill	419377	08/09/2016		Copying	-55.68
Bill	419378	08/09/2016		Copying	-112.94
TOTAL					-556.00
<b>Bill Pmt -Check</b>	<b>7454</b>	<b>08/16/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84275	07/29/2016		Printing	-650.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>7455</b>	<b>08/16/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	22136	08/10/2016		Public Access	-305.90
TOTAL					-305.90
<b>Bill Pmt -Check</b>	<b>7456</b>	<b>08/16/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5924939	08/09/2016		Processing Supplies	-102.96
Bill	5924634	08/09/2016		Children's Programming	-32.64
TOTAL					-135.60
<b>Bill Pmt -Check</b>	<b>7457</b>	<b>08/16/2016</b>	<b>EnvisionWare Inc.</b>	<b>Checking</b>	
Bill	INV-US-260...	08/09/2016		Software & Licenses	-725.00
TOTAL					-725.00

Lawrence Public Library  
Check Detail  
August 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7458</b>	<b>08/16/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	58392509	07/29/2016		Books & Materials	-91.75
Bill	58399198	07/29/2016		Books & Materials	-20.39
Bill	58399222	07/29/2016		Books & Materials	-20.39
Bill	58399516	07/29/2016		Books & Materials	-37.78
Bill	58399158	07/29/2016		Books & Materials	-37.78
Bill	58392192	07/29/2016		Books & Materials	-62.37
Bill	58392064	07/29/2016		Books & Materials	-19.19
Bill	58394826	07/29/2016		Books & Materials	-38.92
Bill	58338037	07/29/2016		Books & Materials	-79.16
Bill	58359497	07/29/2016		Books & Materials	-21.59
Bill	58331988	07/29/2016		Books & Materials	-57.57
Bill	58324691	07/29/2016		Books & Materials	-121.14
<b>TOTAL</b>					<b>-608.03</b>
<b>Bill Pmt -Check</b>	<b>7459</b>	<b>08/16/2016</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	55675	08/09/2016		Miscellaneous	-20.50
Bill	55676	08/09/2016		Miscellaneous	-13.00
<b>TOTAL</b>					<b>-33.50</b>
<b>Bill Pmt -Check</b>	<b>7460</b>	<b>08/16/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501152	08/09/2016		Aquarium Maintenance	-300.00
<b>TOTAL</b>					<b>-300.00</b>
<b>Bill Pmt -Check</b>	<b>7461</b>	<b>08/16/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	4-072116	07/29/2016		Advertising	-120.00
<b>TOTAL</b>					<b>-120.00</b>
<b>Bill Pmt -Check</b>	<b>7462</b>	<b>08/16/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	139158	08/09/2016		Advertising Gift Fund	-216.69
<b>TOTAL</b>					<b>-216.69</b>
<b>Bill Pmt -Check</b>	<b>7463</b>	<b>08/16/2016</b>	<b>Kennedy Glass</b>	<b>Checking</b>	
Bill	58879	07/29/2016		Building Repairs & Main...	-60.00
<b>TOTAL</b>					<b>-60.00</b>
<b>Bill Pmt -Check</b>	<b>7464</b>	<b>08/16/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	276890	07/29/2016		Library & Office Supplies	-178.00
Bill	276867	08/09/2016		Library & Office Supplies	-197.37
Bill	276922	08/09/2016		Library & Office Supplies	-356.00
<b>TOTAL</b>					<b>-731.37</b>

**Lawrence Public Library**  
**Check Detail**  
 August 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7465</b>	<b>08/16/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	8310	08/09/2016		Advertising	-106.05
<b>TOTAL</b>					<b>-106.05</b>
<b>Bill Pmt -Check</b>	<b>7466</b>	<b>08/16/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	77964	07/29/2016		Building Supplies	-297.59
<b>TOTAL</b>					<b>-297.59</b>
<b>Bill Pmt -Check</b>	<b>7467</b>	<b>08/16/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94167851	07/29/2016		Books & Materials	-37.51
Bill	94167852	07/29/2016		Books & Materials	-44.98
Bill	94167949	07/29/2016		Books & Materials	-37.49
Bill	94167947	07/29/2016		Books & Materials	-22.93
Bill	94162532	07/29/2016		Books & Materials	-135.69
Bill	94162530	07/29/2016		Books & Materials	-123.82
Bill	94164508	07/29/2016		Books & Materials	-534.86
Bill	94164509	07/29/2016		Books & Materials	-44.99
Bill	94156901	07/29/2016		Books & Materials	-11.24
Bill	94155359	07/29/2016		Books & Materials	-703.14
Bill	94160599	07/29/2016		Books & Materials	-12.74
Bill	94160840	07/29/2016		Books & Materials	-59.98
Bill	94155358	07/29/2016		Books & Materials	-234.58
Bill	94148158	07/29/2016		Books & Materials	-474.88
Bill	94142012	07/29/2016		Books & Materials	-714.30
Bill	94143650	07/29/2016		Books & Materials	-107.20
Bill	94143539	07/29/2016		Books & Materials	-31.47
Bill	94140341	07/29/2016		Books & Materials	-80.22
Bill	94135823	07/29/2016		Books & Materials	-128.45
Bill	94140139	07/29/2016		Books & Materials	-38.07
Bill	94135825	07/29/2016		Books & Materials	-115.45
Bill	94129881	07/29/2016		Books & Materials	-294.92
Bill	94197662	08/09/2016		Processing Supplies	-211.80
Bill	94191203	08/10/2016		Books & Materials	-5,237.36
Bill	94199859	08/10/2016		Books & Materials	-233.10
Bill	94198424	08/10/2016		Books & Materials	-67.47
Bill	94198425	08/10/2016		Books & Materials	-44.98
Bill	94198423	08/10/2016		Books & Materials	-20.98
Bill	94204321	08/10/2016		Books & Materials	-314.91
Bill	94204322	08/10/2016		Books & Materials	-214.93
Bill	94203386	08/10/2016		Books & Materials	-155.92
Bill	94203385	08/10/2016		Books & Materials	-22.49
Bill	94203384	08/10/2016		Books & Materials	-119.16
Bill	94203383	08/10/2016		Books & Materials	-17.09
Bill	94182372	08/10/2016		Books & Materials	-219.95
Bill	94185356	08/10/2016		Books & Materials	-29.99
Bill	94182373	08/10/2016		Books & Materials	-139.95
Bill	94180875	08/10/2016		Books & Materials	-73.44
Bill	94180878	08/10/2016		Books & Materials	-44.98
Bill	94180423	08/10/2016		Books & Materials	-226.36
Bill	94180424	08/10/2016		Books & Materials	-150.66
Bill	94180876	08/10/2016		Books & Materials	-65.64
Bill	94180879	08/10/2016		Books & Materials	-65.98
<b>TOTAL</b>					<b>-11,666.05</b>

Lawrence Public Library  
Check Detail  
August 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7468</b>	<b>08/16/2016</b>	<b>NEKLS</b>	<b>Checking</b>	
Bill	7-21-16	07/29/2016		Processing Supplies	-72.00
Bill	7-15-16	07/29/2016		Processing Supplies	-84.00
Bill	8-3-16	08/09/2016		Adult Services	-1,000.00
TOTAL					-1,156.00
<b>Bill Pmt -Check</b>	<b>7469</b>	<b>08/16/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	475339	08/09/2016		Collections	-5,016.45
TOTAL					-5,016.45
<b>Bill Pmt -Check</b>	<b>7470</b>	<b>08/16/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	LT41661	07/29/2016		Building Repairs & Main...	-265.38
Bill	LT10673C	07/29/2016		Building Repairs & Main...	-4,745.00
TOTAL					-5,010.38
<b>Bill Pmt -Check</b>	<b>7471</b>	<b>08/16/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	7295867	07/29/2016		Building Supplies	-27.99
Bill	7427796	07/29/2016		Library & Office Supplies	-173.95
Bill	7730391	08/09/2016		Children's Programming	-9.27
Bill	7765379	08/09/2016		Children's Programming	-17.26
Bill	7779768	08/09/2016		Children's Programming	-63.17
				Building Supplies	-13.24
Bill	7737381	08/09/2016		Children's Programming	-63.17
				Building Supplies	-13.24
				Library & Office Supplies	-100.94
TOTAL					-482.23
<b>Bill Pmt -Check</b>	<b>7472</b>	<b>08/16/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1087930550	07/29/2016		Books & Materials	-30.00
Bill	1087996477	07/29/2016		Books & Materials	-90.00
Bill	1188061043	07/29/2016		Books & Materials	-30.00
Bill	1088061043	07/29/2016		Books & Materials	-45.00
Bill	1088119898	08/10/2016		Books & Materials	-71.25
Bill	1188119898	08/10/2016		Books & Materials	-30.00
TOTAL					-296.25
<b>Bill Pmt -Check</b>	<b>7473</b>	<b>08/16/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75368473	07/29/2016		Books & Materials	-71.77
Bill	75369649	07/29/2016		Books & Materials	-116.86
Bill	75374778	07/29/2016		Books & Materials	-71.77
Bill	75373236	07/29/2016		Books & Materials	-31.32
Bill	75370353	07/29/2016		Books & Materials	-40.60
Bill	75365950	07/29/2016		Books & Materials	-24.53
Bill	75374218	07/29/2016		Books & Materials	-63.22
Bill	75373237	07/29/2016		Books & Materials	-53.36
Bill	75375176	07/29/2016		Books & Materials	-63.22
Bill	75368315	07/29/2016		Books & Materials	-59.59
Bill	75378504	08/10/2016		Books & Materials	-116.58

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Lawrence Public Library  
**Check Detail**  
August 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	75377954	08/10/2016		Books & Materials	-61.87
Bill	75376122	08/10/2016		Books & Materials	-18.26
TOTAL					-792.95
<b>Bill Pmt -Check</b>	<b>7474</b>	<b>08/16/2016</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30231579	07/29/2016		Building Repairs & Main...	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>7475</b>	<b>08/16/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	16061307	07/29/2016		Advertising	-492.72
Bill	16061402	07/29/2016		Library & Office Supplies	-80.20
Bill	16072502	08/09/2016		Advertising	-807.12
TOTAL					-1,380.04
<b>Bill Pmt -Check</b>	<b>7476</b>	<b>08/16/2016</b>	<b>TSCPL</b>	<b>Checking</b>	
Bill	166110673	08/09/2016		Overdues	-29.95
TOTAL					-29.95
<b>Bill Pmt -Check</b>	<b>7477</b>	<b>08/16/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	431497	08/09/2016		Professional Fees	-733.90
Bill	431798	08/09/2016		Professional Fees	-162.80
TOTAL					-896.70
<b>Bill Pmt -Check</b>	<b>7478</b>	<b>08/16/2016</b>	<b>University of Kansas</b>	<b>Checking</b>	
Bill	163174726	08/09/2016		Overdues	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>28077</b>	<b>08/15/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	241496250...	07/29/2016		Greatest Expectations-...	-171.88
Bill	5732260	07/29/2016		Children's Programming	-21.95
Bill	9530643	07/29/2016		Children's Programming	-29.97
Bill	0273857	07/29/2016		Building Supplies	-12.50
Bill	5518637	07/29/2016		Building Supplies	-21.98
Bill	5518637	07/29/2016		Building Supplies	-10.45
Bill	7755432	07/29/2016		Building Supplies	-11.20
Bill	5518637	07/29/2016		Building Supplies	-9.99
Bill	7755432	07/29/2016		Building Supplies	-23.99
Bill	6763407	07/29/2016		Young Adult Programming	-58.53
Bill	238999166...	07/29/2016		Books & Materials	-91.68
Bill	7629034	07/29/2016		Books & Materials	-37.28
Bill	7629034	07/29/2016		Books & Materials	-6.52
Bill	7629034	07/29/2016		Books & Materials	-9.89
Bill	3053063	07/29/2016		Books & Materials	-22.16
Bill	2931406	07/29/2016		Books & Materials	-31.92
Bill	1160269	07/29/2016		Books & Materials	-44.04
Bill	1160269	07/29/2016		Books & Materials	-14.88
Bill	7088210	07/29/2016		Books & Materials	-15.87
Bill	4900201	07/29/2016		Books & Materials	-61.15
Bill	3517038	07/29/2016		Books & Materials	-79.98

Lawrence Public Library  
**Check Detail**  
August 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	8893063	08/09/2016		Young Adult Programming	-30.98
Bill	6772212	08/09/2016		Young Adult Programming	-5.74
Bill	8755451	08/10/2016		Books & Materials	-14.44
Bill	3110606	08/10/2016		Books & Materials	-18.88
Bill	3110606	08/10/2016		Books & Materials	-32.09
TOTAL					-889.94
<b>Bill Pmt -Check</b>	<b>28078</b>	<b>08/15/2016</b>	<b>Bellevue Public Library</b>	<b>Checking</b>	
Bill	1377	08/09/2016		Overdues	-20.00
TOTAL					-20.00
<b>Bill Pmt -Check</b>	<b>28079</b>	<b>08/15/2016</b>	<b>Harry Miller Piano Service</b>	<b>Checking</b>	
Bill	February	02/26/2016		Building Repairs & Main...	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>28080</b>	<b>08/15/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>28081</b>	<b>08/15/2016</b>	<b>Karen S. Lewis</b>	<b>Checking</b>	
Bill	REFUND	07/29/2016		Overdues	-17.99
TOTAL					-17.99
<b>Bill Pmt -Check</b>	<b>28082</b>	<b>08/15/2016</b>	<b>Laura Isabel Cea-Klish</b>	<b>Checking</b>	
Bill	REFUND	07/29/2016		Overdues	-6.32
TOTAL					-6.32
<b>Bill Pmt -Check</b>	<b>28083</b>	<b>08/15/2016</b>	<b>Petty Cash</b>	<b>Checking</b>	
Bill	May-July	08/09/2016		Young Adult Programming	-45.44
				Outreach Programming	-30.12
				Adult Programming	-23.98
				Bookvan & Mileage	-33.24
				Adult Services	-59.09
TOTAL					-191.87
<b>Bill Pmt -Check</b>	<b>28084</b>	<b>08/15/2016</b>	<b>Margaret Taylor</b>	<b>Checking</b>	
Bill	REFUND	07/29/2016		Overdues	-10.49
Bill	REFUND	07/29/2016		Overdues	-18.27
TOTAL					-28.76
<b>Bill Pmt -Check</b>	<b>28085</b>	<b>08/15/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		07/29/2016		Telephone	-1,913.43
TOTAL					-1,913.43

**Lawrence Public Library**  
**Check Detail**  
 August 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28086</b>	<b>08/15/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	93739003	07/13/2016	Ingram Library Services	Accounts Payable	0.00
Bill	93765651	07/29/2016	Ingram Library Services	Accounts Payable	0.00
Bill	24 Invoices	07/29/2016		Processing Supplies	-436.07
Bill	93948239	07/29/2016		Books & Materials	-344.55
Bill	93980025	07/29/2016		Books & Materials	-358.57
Bill	93971659	07/29/2016		Books & Materials	-205.08
Bill	93934359	07/29/2016		Books & Materials	-2,037.84
Bill	93959031	07/29/2016		Books & Materials	-87.67
Bill	93934361	07/29/2016		Books & Materials	-175.60
Bill	93928461	07/29/2016		Books & Materials	-501.21
Bill	93920935	07/29/2016		Books & Materials	-617.80
Bill	93895439	07/29/2016		Books & Materials	-1,628.72
Bill	93895441	07/29/2016		Books & Materials	-10.17
Bill	93883449	07/29/2016		Books & Materials	-10.17
Bill	93856939	07/29/2016		Books & Materials	-404.42
Bill	93843292	07/29/2016		Books & Materials	-13.80
Bill	93843294	07/29/2016		Books & Materials	-10.17
Bill	93821860	07/29/2016		Books & Materials	-506.93
Bill	93843290	07/29/2016		Books & Materials	-273.89
Bill	93843288	07/29/2016		Books & Materials	-464.58
Bill	93829925	07/29/2016		Books & Materials	-111.83
Bill	93829923	07/29/2016		Books & Materials	-35.75
Bill	93785875	07/29/2016		Books & Materials	-1,887.85
Bill	93785877	07/29/2016		Books & Materials	-14.39
Bill	93765654	07/29/2016		Books & Materials	-28.79
Bill	93765652	07/29/2016		Books & Materials	-113.79
Bill	93811956	07/29/2016		Books & Materials	-295.78
Bill	93752401	07/29/2016		Books & Materials	-1,247.96
Bill	93752403	07/29/2016		Books & Materials	-311.44
Bill	15 Invoices	08/10/2016		Processing Supplies	-449.02
Bill	94114753	08/10/2016		Books & Materials	-210.42
Bill	94114755	08/10/2016		Books & Materials	-513.74
Bill	94122167	08/10/2016		Books & Materials	-10.79
Bill	94071083	08/10/2016		Books & Materials	-343.21
Bill	94091245	08/10/2016		Books & Materials	-538.12
Bill	94048972	08/10/2016		Books & Materials	-33.00
Bill	94082383	08/10/2016		Books & Materials	-22.76
Bill	94082385	08/10/2016		Books & Materials	-177.17
Bill	94048970	08/10/2016		Books & Materials	-361.87
Bill	94034806	08/10/2016		Books & Materials	-15.00
Bill	94061448	08/10/2016		Books & Materials	-86.09
Bill	94034804	08/10/2016		Books & Materials	-921.24
Bill	94027827	08/10/2016		Books & Materials	-36.03
Bill	94021902	08/10/2016		Books & Materials	-202.61
Bill	94002817	08/10/2016		Books & Materials	-1,157.28
Bill	94002819	08/10/2016		Books & Materials	-17.99
Bill	94002816	08/10/2016		Books & Materials	-188.71
				Personal Books	-11.39
<b>TOTAL</b>					<b>-17,431.26</b>

# Lawrence Public Library

## Monthly Statistical Summary--July 2016

INDICATOR	July		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	7.91	8.72	-9%			
Reference Transactions per Capita	2.02	1.63	24%			
Program Attendance per Capita	0.68	0.82	-17%			
Circulation per Capita	14.90	16.31	-9%			
Circulation per Visit	1.88	1.87	1%			
Total Holdings per Capita	2.06	2.23	-8%			
% of Lawrence Residents Registered	66%	95%	-31%			

Circulation--Adult Total	79,478	83,366	-5%	530,728	546,757	-3%
Circulation--Young Adult Total	4,984	5,869	-15%	32,497	34,268	-5%
Circulation--Youth Total	36,836	39,317	-6%	234,148	242,111	-3%
Circulation--Bookmobile	966	1,381	-30%	7,481	8,378	-11%
Circulation--Audiovisual Total	43,223	50,289	-14%	305,131	421,956	-28%
Circulation--Total	121,298	128,552	-6%	797,373	823,136	-3%

Reference Transactions	16,454	12,852	28%	96,499	78,504	23%
Public Computer Usage	9,672	11,385	-15%	63,411	65,175	-3%
User Visits	64,420	68,745	-6%	410,007	423,471	-3%
LPL Web Site Visits	27,365	28,406	-4%	201,749	163,879	23%

Holdings--Added	1,965	3,453	-43%	47,899	23,910	100%
Holdings--Withdrawn	2,084	2,674	-22%	16,978	11,844	43%
Holdings--Total	204,110	210,690	-3%			

Registered Borrowers--Added	853	742	15%			
Registered Borrowers--Total	80,181	113,975	-30%			

Total Programs	123	115	7%	827	818	1%
Total Program Attendance	5,547	6,437	-14%	36,585	36,979	-1%
Public Uses of Meeting Rooms	985	122	707%	5,111	875	484%

Total Paid Staff (FTE)	64.96	58.73	11%			
Total Number of Employees	85	80	6%			

# Lawrence Public Library

## Monthly Statistical Report--July 2016

	July		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	7.91	8.72	-9%				
Reference Transactions per Capita	2.02	1.63	24%				
Program Attendance per Capita	0.68	0.82	-17%				
Circulation per Capita	14.90	16.31	-9%				
Total Holdings per Capita	2.06	2.23	-7%				
Collection Turnover--Total	7.32	7.42	-1%				
Collection Turnover--Adult	7.43	7.75	-4%				
Collection Turnover--Young Adult	5.66	7.27	-22%				
Collection Turnover--Youth	7.36	8.17	-10%				
Collection Turnover--Audiovisual	11.77	10.67	10%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	35715	37537	-5%		239318	243492	-2%
Circulation--Adult Periodicals	1350	1415	-5%		9027	9632	-6%
Circulation--Adult Feature Films & TV Shows	28471	29721	-4%		189025	196375	-4%
Circulation--Electronic Games	2058	2195	-6%		13962	14125	-1%
Circulation--Adult Music CDs	6753	7970	-15%		49047	56237	-13%
Circulation--Adult Audio Books and Books on CD	5117	4521	13%		30258	26813	13%
Circulation--eReaders	14	10	40%		91	83	10%
Circulation--Adult Total	79478	83369	-5%		530728	546757	-3%
Circulation--YA Books and Videos	4623	5443	-15%		30031	31738	-5%
Circulation--YA Periodicals	26	51	-49%		135	285	-53%
Circulation--YA Audio Books and Books on CD	335	375	-11%		2331	2245	4%
Circulation--YA Total	4984	5869	-15%		32497	34268	-5%
Circulation--Youth Books and Videos	34790	37295	-7%		222398	229495	-3%
Circulation--Youth Periodicals	113	141	-20%		835	1167	-28%
Circulation--Youth Music CDs	552	612	-10%		3530	4010	-12%
Circulation--Youth Audio Books and Books on CD	1381	1266	9%		7385	7439	-1%
Circulation--Youth Total	36836	39314	-6%		234148	242111	-3%

<b>Lawrence Public Library</b>	<b>July</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Circulation--Bookmobile	966	1381	-30%		7481	8378	-11%
Circulation--Total Books	75128	80275	-6%		491747	504725	-3%
Circulation--Total Periodicals	1489	1607	-7%		9997	11084	-10%
Circulation--Total Audiovisual	43223	50289	-14%		305131	421956	-28%
Circulation Total	121298	128552	-6%		797373	823136	-3%
Accounts Desk & Welcome Desk Circulation	1487	2018	-26%		10832	109153	-90%
Self Check Circulation & Digital Checkouts	90243	103484	-13%		602144	634831	-5%
Percent Self Check	98%	80%	22%		98%	77%	27%
Web Site/Telephone Renewals	20340	19574	4%		132008	127728	3%
Other Staff Checkouts	2677	3520	-24%		22132	25891	-15%
Requests Placed	21014	20556	2%		146198	140493	4%
Requests Filled	15070	15147	-1%		107466	99324	8%
Requests Unclaimed	3139	3345	-6%		21711	20718	5%
Interlibrary Loan Items Borrowed for LPL Patrons	544	421	29%		3635	2653	37%
Interlibrary Loan Items Loaned from LPL Collection	687	728	-6%		4811	4443	8%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	64420	68745	-6%		410007	423471	-3%
Public Computer Usage	9672	11385	-15%		63411	65175	-3%
Computer Lab Classes	4	9	-56%		35	56	-38%
Computer Lab Classes Attendance	12	38	-68%		78	171	-54%

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
Adult Reference Transactions	2005	2222	-10%		12537	14238	-12%
Young Adult Reference Transactions	1236	1654	-25%		5835	7779	-25%
Youth Reference Transactions	2364	1449	63%		11465	7813	47%
IT Desk	1525	2758	-45%		10220	17475	-42%
Welcome Desk	2794	2548	10%		35815	16415	118%
Phone Calls	2664	2221	20%		20627	14784	40%
Accounts Desk	3866				26262		
Total Reference Transactions	16454	12852	28%		96499	78504	23%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	985	122	707%		5111	875	484%
LPL Web Site Visits	27365	28406	-4%		201749	163879	23%
<b>RESOURCES</b>							
Holdings--Total	201440	210690	-4%				
Holdings--Adult	130054	131095	-1%				
Holdings--Young Adult	10570	9693	9%				
Holdings--Youth	60816	58513	4%				
Holdings--Audiovisual	44084	56553	-22%				
Holdings--eReaders	11	9	22%				
Holdings Added	1965	3453	-43%		47899	23910	100%
Holdings Withdrawn (Weeded)	2084	2674	-22%		16978	11844	43%
Holdings Net Change	-119	779			30921	12066	
Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>LIBRARY PATRONS</b>							
Total Borrowers	80181	113975	-30%				
Borrowers Added	853	742	15%		5187	5159	1%
Borrowers Transacting	13853	14417	-4%		80599	75132	7%
Percent of Borrowers Transacting	17%	13%	37%				
Total Number of Lawrence Residents Registered	64019	90152	-29%				
Percent of Lawrence Residents Registered	66%	95%	-31%				

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PROGRAMMING</b>							
Number of Adult Programs	26	16	63%		196	110	78%
Number of Young Adult Programs	13	12	8%		97	146	-34%
Number of Youth Programs	74	76	-3%		445	466	-5%
Number of Senior Programs	10	11	-9%		89	96	-7%
Total Programs	123	115	7%		827	818	1%
Adult Program Attendance	566	761	-26%		6267	5539	13%
Young Adult Program Attendance	277	158	75%		2399	2609	-8%
Youth Program Attendance	4598	5427	-15%		27012	27986	-3%
Senior Program Attendance	106	91	16%		907	845	7%
Total Program Attendance	5547	6437	-14%		36585	36979	-1%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	64.96	58.73	11%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	17.4	3%				
Number of Employees--Total	85	80	6%				
Number of Employees--Full-Time	39	36	8%				
Number of Employees--Part-Time	46	44	5%				
Terminations	3	2	50%		11	12	-8%
Hirings	0	2	-100%		7	10	-30%
Volunteer Hours	822.9	430.81	91%		4656.9	2476.1	88%

Lynda.com Statistics  
July 2016

Active Users: 1019

New Users: 45

Users who logged in: 154

Total log-ins: 555

Total hours viewed: 235.14

Hours viewed per user: 1.53

Hours viewed per log-in: .42

## **Library Director's Report for August 2016**

Respectfully submitted by Brad Allen 8/12/2016

### **Library Budget**

Exciting news since my last report: the City Commission adopted a budget for the library in the amount of \$4,033,737. This is an increase of \$283,737 compared to 2016.

Considerable thanks go to our chairperson David Vance and all the other board members and members of the community that showed their support speaking at and attending city commission hearings going all the way back to May. A special thanks goes to former board member Terry Liebold who compellingly explained to the City Commission the importance of adhering to the law lined out in the charter ordinance that governs the library. This budget increase will make some headway tackling pay equity issues that plague our organization. Additionally, it will help bolster funding for digital materials where we need to make considerable progress.

### **Summer Reading Near Completion**

Our numbers continue to build as we near the end of summer reading for this year on August 19. At this writing, around 2074 kids, 566 teens, and 639 adults have turned in their summer reading logs. I'll report our final numbers to you next month, but all in all it has been a pretty typical summer at the library, bustling with people of all ages.

### **Symphony Coming Very Soon**

We are extremely close to completing our migration to Symphony, the library's new ILS. Final data loads and transfer over to the new system will take place in the next two weeks. Our transition team led by Tricia Karlin has done an outstanding job working with the people at SirsiDynix making sure our transition goes well. Many thanks to the rest of team as well: Kim Fletcher, Jeff Bergeron, Darla Sieg, Amanda McConnell, Aaron Brumley, William Ottens, and Sherri Turner.

### **Another Surprising Award**

Somebody at Tech Insider really likes us. In the past few months, our library has been listed as one of the "seven most beautiful libraries in North America," the most beautiful library in Kansas, and now one of "21 libraries every book lover should visit in their lifetime" (a list of world renowned libraries that span the globe. Making this latest list is quite shocking, but we'll go along for the ride!

## Foundation Director's Report – August 4, 2016

**Big Read/Read Across Lawrence 2017 Grant.** KU Libraries has generously agreed to support the Big Read/Read Across Lawrence program for 2017. Its \$5,000 grant will be used to purchase copies of *In the Time of the Butterflies* for adults and to help offset program costs. We are very grateful for this continued partnership.

**Grant Reporting.** The last few weeks have featured writing reports to grantors. The Foundation submitted financial and informational reports to these grant making agencies:

- Kansas Creative Arts Industry Commission: Financial wrap up report for the pass through grant from the National Endowment for the Arts. The Foundation will be reimbursed for \$2,800 for hosting the Mixmaster conference last spring.
- National Endowment for the Humanities: Annual report on the status of fundraising and programs for the Library Foundation's Greatest Expectations campaign. Fundraising is complete and we have \$102,000 in outstanding pledges to collect by June of 2018. We are beginning to put the fund to work. The Thomas Frank program, Postcard Project, Beach Author Series and a portion of the Summer Reading program were funded with these dollars.
- Freedom's Frontier National Heritage Area: Financial wrap up report for the Hike Through History grant. The Foundation will be reimbursed \$4,500 for the exhibit and related programs.

**Planned Giving Brochure.** Work continues on a revised planned giving brochure with Billy Pilgrim. We hope to have a draft to show the Foundation board later this month.

**Friends & Foundation Newsletter.** We are currently drafting a new edition of the Friends and Foundation newsletter. Look for it in your mailbox in late August.

**Postcard Project Completion.** Kylie Hewitt, our Hall Center Fellow, has completed her time at the library. To date, she has scanned and catalogued more than 700 of the historic Postma postcards. The postcards have been uploaded to a special platform that will serve as the base of the Lawrence Douglas County History Portal, which will make its official debut this fall.

**Farewell to Summer VISTAs.** We are sad to say goodbye to our two summer VISTA volunteers, Sage Ezell and Nathan Burns-Sprung. Their last day will be Saturday, August 6. They have been a huge help and made the Summer Reading and Summer Lunch programs run so much more efficiently.



## OVERVIEW OF PROPOSED REVISIONS TO PATRON SERVICES POLICY

Patron Services Policy is a 16-page policy that covers many disparate topics and overlaps with other policies that have been created.

### GOALS:

- Removing information that is covered in other related policies
- Updating language in the interest of brevity and clarity
- Updating outdated information to reflect current practices
- Seeking additional revisions to change current practices

### RECOMMENDATIONS:

- Strike the Patron Services Policy as a whole
- Replace the Patron Services Policy with new “Circulation Policies”
- Require that we present the board with an updated Confidentiality Policy
- Direct us to continue revising & bring to the Board policy that covers “Display and Distribution of Community Information”, “Soliciting and Petitioning”, “Programming”, and “Partnerships”.

### SUMMARY OF CHANGES BY SECTION:

As follows is the structure of the current policy as well as any significant changes beyond wording or commentary.

#### General Patron Services -

##### 1.1 Standards for Basic Service

Most is not needed; integrate important concepts into broader service statement.

##### 1.2 Library Card and privileges

Part of Circulation Policies – See New Policy

- The initial circulation of library materials upon receipt of a library card is limited to ten items. (Removed—not realistically enforceable.)
- Parents or guardians applying for a child must bring the child to the library when picking up the card. (Added—reflects current practice and protects from fraud.)
- A valid library card or other valid identification may be required for use of certain library materials within the Library. (Removed—outdated.)

### 1.3 Denial or Restriction of Library Use

Doesn't add much that doesn't appear elsewhere; more behavior than anything.

### 1.4 Disruptive Patrons

Conduct Policy updated January 2014 as a separate policy; Code of Conduct exists as a separate policy, too.--Delete here.

### 1.5 Behavioral Standards for Children

Integrate into Conduct Policy

### 1.6 Unattended Children

Separate stand-alone policy

### 1.7 Fee Schedule

Includes fees for copies, and supplies – not close to inclusive. Can we remove completely or does the board think it's important to approve these prices? If so, include a general statement about selling merchandise on a cost recover'ish basis to reflect range of products.

## Access to Materials -

### 2.1 Access Policy Statement

Covered in Materials Selection Policy. Also in Values Statement. Remove here.

*From our Material Selection Policy "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."*

- Parents and legal guardians may restrict their children under eighteen years of age from access to library materials and services. (Still possible for circulation, but not enforceable for all services. Responsibility rests with parents is more accurate.)

### 2.2 Requests

Part of Circulation Policies – See new policy

- Adds limits of 25 holds per patron or 3 holds per patron for unverified cards. (Reflects current practices.)
- Limits holds on magazines and board books to reflect current practices.

### 2.3 Interlibrary Loan

Part of Circulation Policies—See new policy

- Eligible items changes from “all materials legally obtainable” to reflect that what we can request is related to what we will loan.
- Limit of 10 active requests added (Reflects current practices.)

## **Circulation Services –**

### **3.1 Confidentiality of Records**

Remove from Circulation Policies and make it a stand—alone. Broader than just circulation. Continue revising.

- Include definition from Library Bill of Rights.
- “Legitimate Library purposes” helps to define.
- Donations removed.
- Add reference to 3<sup>rd</sup> party vendors
- Define protected information clearly
- Include use of security cameras

### **3.2 Loan Period Schedule**

Part of Circulation Policies – See new policy

- Updated to include Lucky Day items, Ereaders, Laptops, Book Club in a Bag, Kits, and Digital Materials. (Reflects current practice.)
- Celebration picture books reflects a new addition—change to come

### **3.3 Damage to Patrons Equipment**

Less of an issue than it used to be, but added to new “Circulation Policies”

### **3.4 Return of Overdue Materials**

Section removed. Info included in subsequent section.

- “Before prosecuting a case...” (We’ve never done this. Is it needed?)

### **3.5 Fees for Overdue, Lost, or Damaged Materials**

Part of Circulation Policies – See new policy

- Notices provided as a courtesy only... (Added to policy, part of current borrower’s agreement & practice)

- Laptops Overdue Charges revised—new change. Overdue fees go from \$10 an hour to \$1 an hour. (Grace period also increased to 2 hours and default prices lowered.)
  - Eligibility for partial refunds for Lost and Paid items reduced from 6 months to 3 months.
  - Time limit for missing pieces to be returned extended from 2 months to 3 months.
  - Patron purchased replacement practices added as policy.
  - New Addition—Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused with documentation.
  - New Addition—Theft does not exempt the borrower from payment for the loss of library materials. (Still could be forgiven in extenuating circumstances.)
  - New addition— The library may forgive charges against a customer account in unusual circumstances not covered above. (Reflects current practice.)
  - Collection agency for \$50 in fines only removed. (Vendor couldn't do it reliably.)
- 
- New related policy also created under Circulation Policies. See new policy on Pest Infestation.

### 3.6 Service to Teachers

Part of Circulation Policies – See new policy. Revised teacher cards, and added new option for organizations

- An agreement between the Library and USD 497.... removed.
- All teacher loan cards kept by the circulation department. (Removed to reflect current practice.)
- Removed the piece that states the school will be responsible for fines and fees.
- New addition—added an option for an organization card. Card expires each year. The organization agrees to be responsible for fines and fees and controls the list of authorized users.

## Information Services -

### 4.1 Display and Distribution of Community Information

Separate policy – Combine with Solicitation and Petitioning. Continue revising.

- Removes information about approving things on the bulletin board. (outdated)

### 4.2 Book Displays

Removed

### 4.3 Exhibits and Displays

Separate Exhibit and Display Policy. Repeat of this info.

#### 4.4 Solicitation and Petitioning

Integrate with Display and Distribution of Community Information. Continue crafting.

#### 4.5 Appeal

Included in Exhibit and Display Policy

### **Youth Services** - delete this whole section?

#### 5.1 Provision of Youth Services

Include any pertinent info in values statement on accessibility.

#### 5.2 Guarantees of Accessibility for Children and Youth

Largely a repeat of above section.

- New practice-- Remove option for restriction of materials to the children's room. (Option currently, but unused practically. New arrangement of material types (videos in the children's room) makes it more difficult to implement.)

#### 5.3 Classroom Visits

Doesn't really add much of value--delete.

### **Programming** - delete this header

#### 6.1 Programming Policy

If we want policy on this, it should exist as a stand-alone. Will need revision

#### 6.2 Co-Sponsorship with Other Organizations

Another stand-alone policy, or part of programming policy--seems broader than programming, though. Blend with what Jeni Daley had put together on Partnership Levels. Need to address 6 month duration= board approval. Will need revision

#### 6.3 Volunteers

We have an updated policy. Delete this one & let the other stand as a separate policy.

# **Circulation Policies**

## **Library Card Registration**

Any resident of Northeastern Kansas is eligible to obtain a library card with no charge. Anyone 18 years and older may apply online through the library's website. Parents or legal guardians of children under 18 may apply for their child. To complete the registration process, the applicant must bring in person:

- A valid photo ID: This ID can be in the form of any state driver's license, state ID, passport, military ID, or student ID.
- Proof of address: This may include an ID with the current address, a piece of postmarked mail such as a bill, a lease agreement, a check, a pay stub, a change of address letter from the post office, or an e-bill (if you can show it on your smartphone). The applicant's or applicant's guardian's name must appear on the proof of address.
- Parents or guardians applying for a child must bring the child to the library when picking up the card

### **Unverified Cards.**

- If an applicant meets other requirements, but is unable to verify his/her local address, an unverified library card may be issued. This cardholder may borrow up to three items at a time until proof of address is provided.
- A youth ages 12-17, is also eligible for an unverified library card until a parent or legal guardian can provide approval.
- If an applicant does not have an address or lives in temporary housing such as a shelter, campground, etc., he or she is eligible for a three-item card whether or not verification can be provided.

Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

## **Service to Teachers & Organizations**

### **Teachers**

An additional teacher card is available to teachers at:

- USD 497
- preschools in Lawrence
- daycare centers in Lawrence
- private schools in Lawrence
- a district in the Northeast Kansas Library System region not already served by a public library

Teacher loans are intended to supply materials for student use in the classroom and allow a teacher to keep professional use materials separate from personal use. All other borrowing privileges, including loan periods, renewals, and fine and fee amounts, are the same. To obtain a teacher card and yearly renewal:

- USD 497 teachers need to show a current school ID at the Accounts desk
- Current documentation that they are employed by at one of the above listed institutions

## **Organizations**

An organization card is available to organizations and businesses:

- located within Lawrence
- whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned late, items returned with damage, and items never returned

Organization loans are intended to supply materials for organization use where it is more appropriate for an organization to assume responsibility for items rather than an individual. All borrowing privileges, including loan periods, renewals and fine and fee amounts, are the same. To obtain an organization card and yearly renewal:

- Owner or administrator must present a signed letter on official letterhead indicating that the organization accepts financial responsibility.
- Present a photo ID and complete application with contact information.
- List staff members authorized to use the account.

## Loan Period and Limits

- A patron may check out a maximum of 50 items at any given time.
- Up to 3 items may be borrowed by a patron with an unverified card.

Material Type	Loan Period	Renewals	Item Limits
Reference/Local History	Lib Use Only	na	na
Laptops	2 hours	1	1
Movie DVDs	7 days	4	10
DVDs – NonFiction Collection	28 days	4	na
Lucky Day DVDs	7 days	0	10
New Adult Fiction	14 days	1	na
Lucky Day Books	14 days	0	na
Video Games	14 days	4	3
TV Shows	14 days	4	10
Magazines	14 days	1	na
Ereaders	14 days	1	1
Book Club in a Bag Sets	6 weeks	0	2
Music CDs	28 days	4	na
Audiobooks	28 days	4	na
Kits	28 days	4	na
Celebrations Picture Books	14 days	1	na
All Other Print Books	28 days	4	na
Digital Materials	Varies by platform		

- Loan periods of shortened duration and checkout limits may be temporarily placed on classes of heavily used or seasonal materials with the prior approval of the Library Director.

## Holds or Requests

- A hold is a request placed for an item which is checked out, on order, or unavailable.
- For items with multiple requests, a queue is established and each request will be filled in the order in which it was received.
- Holds may be placed on any circulating item except for magazines & board books.
- A maximum of 25 holds may be active for a patron at any given time.
- A maximum of 3 holds may be active for a patron with an unverified borrower card.

## Interlibrary Loan

The library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Library. Items eligible for request are based on reciprocal interlibrary loan service to other institutions.

- A maximum of 10 Interlibrary Loan requests may be active for a patron at any given time with a verified library account in good standing.

- Materials borrowed from other libraries for Library patrons are subject to the rules and regulations of the loaning libraries, and any charges for obtaining the item in addition to fees from overdue, damaged, or lost materials will be charged to the patron.

## **Fees for Overdue, Lost, or Damaged Materials**

Patrons have the responsibility of returning materials they have checked out on or before the date due. Extended use or overdue fees encourage the timely return of materials. Notices are provided as a courtesy only; patrons are responsible for keeping track of due dates whether or not a notice is received.

<b>Material Type</b>	<b>Overdue Charge</b>	<b>Maximum Overdue Charge</b>	<b>Billed for Replacement</b>
Laptops	\$1 per hour	\$50	50 hours overdue
All Other Materials	.15 per day	\$4.50	30 days overdue

**When unpaid fees total \$10.00 or more, further checkout of materials is prohibited.**

### **Lost or Damaged Item Replacement Fees**

- If the item is returned after being billed as lost, the fee is reduced to the maximum overdue charge.
- If a multiple item set has been returned without all its parts, the bill will be reduced only if all parts are returned within 3 months of notification.
- If a lost item is found and returned in acceptable condition within 3 months after payment as lost, the Library will refund cost of item and the processing fee. Regarding materials borrowed from other libraries, payments for lost materials will be non-refundable after the invoice is paid to the lending institution.
- The fee for lost, damaged, or non-returned materials is the cost of replacement plus \$4.00 processing fee.
- If a patron independently purchases a replacement copy, item will be accepted only if the item is in new condition and an exact ISBN match. \$4.00 processing fee will still apply.
- The cost of a replacement is the actual cost of the item as recorded in the catalog record. If an actual cost is not available, a default charge is incurred.
- The List of Default Prices (see attached), based on the average cost of similar items, may be updated from time to time by the Library Director without further action or approval by the Lawrence Public Library Board of Trustees. Otherwise, only the Library Board may adopt or change overdue fees.
- Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused with documentation. Billing information will be provided for insurance purposes where applicable.

- Theft does not exempt the borrower from payment for the loss of library materials.
- The library may forgive charges against a customer account in unusual circumstances not covered above.

### **Use of Collection Agency**

- Accounts with non-returned or damaged items with unpaid balances of \$25.00 or more are submitted to a collection agency 45 days after the balance is incurred.
- Accounts that reach this status are assessed a non-refundable \$15.00 collection fee.
- Collection agency blocks are removed (and borrowing privileges restored) only after the balance is paid in full.

### **Pest Infestation**

Any time staff recognizes signs of pest infestation in any library item, immediate steps will be taken to quarantine exposed materials and protect the rest of the collection and facility.

- Items returned by patrons with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items.
- Depending on the severity of the situation, the library reserves rights to suspend borrowing privileges until a patron can produce a letter or a receipt from a licensed pest control company documenting treatment or inspection for bed bugs or other pests at his or her place of residence.

### **Damage to Equipment**

The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials.

# Patron Services Policy

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These policies relate to library service to patrons. Each section deals with different aspects of service. The policies have been adopted by the Lawrence Public Library Board of Trustees, effective 10-21-96, revised 2-17-97, 7-21-97, 5-18-98, 6-15-98, 8-17-98, 11-16-98, 12-21-98, 7-19-99, 5-17-00, 9-21-00, 1-17-01, 4-15-02, 4-18-05, 4-17-06, 8-21-06, 12-18-06, 6-17-08, 8-19-08 and 5-18-09.

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# General Patron Services

## 1.1 Standards for Basic Service

The Library, as a publicly supported institution, has a responsibility to identify the range and extent of services offered and any limitations on service availability. This statement defines basic services of the Library and identifies typical basic and subsidiary services.

Maintaining free and equal access to information in a democratic society requires that basic services be available for free and to all library users equally. Because services beyond the basic level are frequently requested and can be of particular value to the community and to individual library users, such services may also be selectively provided by the Library, but are frequently possible only on a limited or cost-recovery basis. The Library serves as a resource and access point for the dissemination of information. In accordance with this mission, the most basic services of the Library include acquiring, cataloging, making available, and circulating a specific collection of library materials. The "Lawrence Public Library Material Selection and Collection Development Policy" establishes selection criteria, and collection guidelines.

Because no library can expect to have immediately available the full range of information materials necessary in today's world, basic library service also includes providing access to materials and information not available in the immediate collection, through such activities as placing requests (holds), interlibrary loans, electronic access to external databases, and other forms of information networking.

Limitations or fees associated with basic services exist only to facilitate equal use by all patrons or because of unavoidable resource constraints.

Although the Library supports cultural and educational development through its collections and information services, direct provision of cultural and educational programming is subsidiary to the Library's basic mission.

The Library affirms the principle of equal access to library materials for patrons of all ages and abilities. Basic services therefore include activities which ensure adequate access to the collection, such as assistance in the use of the catalog and the location of materials, assistance in locating reference information, and activities which inform the public of the services available.

Programs which enable persons with disabilities to gain effective use of library collections and services are also basic library services. Services, programs, and activities shall be provided in such manner that qualified individuals (those individuals with disabilities as defined by the Americans with Disabilities Act) can participate in them and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. Information disseminated about Library services, programs, and activities may be made available in alternative formats upon request.

One of the properties of the basic library collection is that it is equally available to all users. Many library services, however, add individualized value to the basic collection and services by creating a service or product which improves the convenience or usefulness of the information provided for a particular,

unique library user. Such individualized value-added services range from photocopiers, to telephone ready reference, to research assistance.

Some individualized value-added services such as telephone ready reference provide substantial benefits by saving user time and effort and reducing building traffic, while not having a readily chargeable cost. Others, such as photocopying, provide substantial benefits but have more readily chargeable costs. In general, the relative cost-benefit to the user and to the library, as well as the absolute cost, are considered in determining whether fees or limitations are applied to such services.

Many individualized value-added services, such as photocopiers and telephone ready reference, are so universally available, accepted, and beneficial that they are generally considered basic services. However, because they do provide a unique product to individual users, and involve significant additional effort and expense by the Library beyond providing universally available access to information, they are technically subsidiary services, and limitations and fees may be appropriate.

Other individualized value-added services, such as extended reference and research assistance, the preparation of individual bibliographies or reports, or document delivery, are more readily identifiable as enhancements of basic services for which cost recovery is appropriate.

Based on the criteria identified above, the Library's basic services include:

- a. Acquiring, cataloging, making available, and circulating library materials. b. Providing access to library materials and information not immediately available. Such access may be provided through holds, interlibrary loans, and reference networking through electronic and other means.
- b. Assisting library users in identifying and locating the materials, services, and information they need, by providing written aids, training opportunities, and individual reader and reference assistance as necessary.
- c. Providing services and programs targeted to the unique information needs and abilities of identified user groups, through such activities as children's story times.
- d. Making the general public and targeted audiences aware of library services through community relations efforts.
- e. Providing a minimal level of individualized value-added services such as photocopiers, telephone ready reference, and in-house reference service. Such services may be limited through restrictions on time and effort or through incidental fees for cost recovery. Examples of such fees include per exposure photocopy fees and pass-through of interlibrary loan fees charged by other libraries.

To enhance basic services, assist in community cultural and economic development, and provide valuable individualized services to its users, the Library may selectively provide services and programs which go beyond basic services. Such services and programs will be evaluated carefully for their costs and benefits to users, the community, and the library, and may be provided on a limited or cost-recovery basis if so doing is necessary to make them available to library users.

## 1.2 Library Card and Privileges

A library card will be issued to a patron who can show valid proof of identification, such as a driver's license, and a verified current address. Children under eighteen years of age must obtain a parent's or legal guardian's signature on their application. The initial circulation of library materials upon receipt of a library card is limited to ten items. An applicant who cannot prove current address may be issued an unverified library card and may check out up to three items, as may a child ages 12 - 17 if a parent or guardian is not present. This limit will remain in place until valid proof of current address or parental signature is provided.

The Library will issue cards, with a legal guardian's signature on the application, to foster children in the guardian's care. The guardian will remain legally responsible for lost, damaged, or overdue items checked out on that card until such time as the guardian notifies Library staff that the child is no longer in their care.

The right of free access to information for all individuals is basic to all aspects of library service. A valid library card entitles the patron to borrow library materials according to Library Board policies relating to circulation services. Parents may restrict their child's borrowing privileges as described in 5.2.

A valid library card or other valid identification may be required for use of certain library materials within the Library.

Patrons may check out materials without presenting their library card, provided they can display another acceptable form of identification.

Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to him or her until it is reported as stolen or lost. Staff will create a replacement card upon presentation of an acceptable form of identification.

The Library Director or a Department Head may, subject to appeal to the Library Board, revoke a patron's borrowing privileges for violation of library policies.

Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

## 1.3 Denial or Restriction of Library Use

K.S.A. 12-1227 states: "Every library established under, or governed by the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the library board may adopt, and said board may exclude from the use of said library any and all persons who shall willfully violate such rules."

The right of free access to information for all individuals is basic to library service. The policy of the Lawrence Public Library is to extend the free use of its services as far as possible. Individual access will be restricted only when effective access by others is hindered.

No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in these policies.

The library rights and privileges of individuals described by statute or by Lawrence Public Library policies may only be denied or restricted by decision of the Library Board, the Library Director, or a Department Head.

Any denial or restriction of Library rights and privileges is appealable to the Library Board.

## **1.4 Disruptive Patrons**

A patron whose behavior is disruptive to the use of the Library by other patrons may be asked to leave the Library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member handling the problem may seek assistance from the police if needed.

This policy is described in more detail in the "Lawrence Public Library Instructions Regarding Dealing with Disorderly and/or Intoxicated Patrons."

The following Code of Behavior shall be posted and shall also be available as a hand-out:

### **CODE OF BEHAVIOR**

The purpose of this document is to:

- Protect the rights and safety of Library users and visitors;
- Protect the rights and safety of Library staff members;
- Preserve and protect the Library's materials, facilities and property;
- Preserve an atmosphere conducive to the Library's mission.

Entry into the Library or on the Library grounds constitutes your consent to this document.

1. Alcoholic beverages or illegal drugs are not permitted in the Library or on the Library grounds.
2. Firearms or other weapons are not permitted in the Library or on the Library grounds.
3. Smoking is not allowed in the Library or near the Library entrances.
4. Food and drink are not permitted at or near computer terminals and workstations, or in the Osma Room.
5. Animals are not permitted in the Library, except for those needed to assist a patron with a disability or for use in a Library-sponsored program that has been authorized by the Library Director. Animals may not be tethered at or near the Library entrances or on the Library grounds.
6. Photography, videography and any other recording in the Library or on the Library grounds must immediately cease upon request of a Library staff person or Library security officer.

7. Behavior disruptive to Library users or staff is not allowed.
8. Offensive odor is not allowed in the Library.
9. Intoxication is not allowed in the Library or on the Library grounds.
10. Offensive, threatening, harassing or abusive language or gestures are not allowed in the Library or on the Library grounds.
11. Soliciting or panhandling is not allowed in the Library or on the Library grounds.
12. Shoes and shirts must be worn in the Library.
13. Relocating furniture is not allowed in the Library.
14. Prolonged or chronic sleeping is not allowed in the Library or on the Library grounds.
15. Skateboarding, rollerblading and bicycling are not allowed in the Library or on the Library grounds, with the exception of transportation to and from the Library. Bicycles may not be brought into the Library.
16. Privileges may be limited or a permanent ban may be issued for damaging Library property, stealing Library materials, or disobeying the direction of a Library staff member or Library security officer.
17. Physical assault or the threat of violence directed toward Library users or staff will result in a permanent ban.
18. Violation of certain provisions of this Code of Behavior may result in criminal prosecution.

## **1.5 Behavioral Standards for Children**

The Library welcomes and encourages children to explore the Library and make use of Library services. However, some behavior is considered inappropriate and causes interruptions for others or danger to the child. Parents are responsible for their child's proper behavior in the Library, and for monitoring their child's behavior. Inappropriate behavior includes loud or disruptive speech, running, climbing on shelves or furniture, and playing with rather than using computers and catalog terminals.

If a child is causing a disturbance or harming library equipment or materials, the parent(s) will be asked to correct the inappropriate behavior. If the behavior continues, the parent(s) and child may be asked to leave.

Children who are in the Library alone (see also 1.6), and who behave in a disruptive manner or harm library equipment or materials will be asked to leave. If the child is unable to go home alone, staff will attempt to locate the child's parents to come for them. If staff is unable to locate a parent, the police will be called for assistance.

## 1.6 Unattended Children

Parents or other responsible adults accompanying children are responsible for children's behavior while in the Library. Children age 9 and under must be in the physical presence and supervision of a responsible adult. For the purposes of this policy, a responsible adult is a parent, guardian, teacher, or assigned caregiver who is at least 16 years of age.

When a child age 9 and under is found unattended, staff will attempt to locate the parents or responsible adult. If they cannot be located, the police will be called for assistance.

Staff will not agree to a parent's request to "keep an eye on" a child, nor will staff allow a parent to order a child to remain in the Library unattended.

Staff will, as soon as possible, report to their respective Department Head any incident involving an unattended child in the Library, any incident of parental inquiry, or any police report involving the presence or safety of an unattended child while in the Library. Staff will call the police and also notify the Person in Charge immediately if they think the safety or well-being of any child in the Library is in jeopardy.

Children who are left unattended in the library at closing will be invited by a Library employee to call a parent. At 15 minutes after closing, such child will be treated by the Library employee as abandoned and as a child in need of care, and the police will be notified and requested to take charge of an abandoned child in need of care. Two staff members will stay with the child until the police arrive. Under no circumstances will staff take children home.

If a child, or responsible adult, violates the Library Code of Conduct or Unattended Children Policy, their Library rights and privileges may be restricted or denied.

## 1.7 Fee Schedule

Fees may be adopted or changed only by the Library Board.

The Fee Schedule for services available from public service desks is:

- a. Writable CDs: \$0.75 each.
- b. Interlibrary Loan: Actual charge from loaning institution.
- c. Photocopies: \$.15 each.
- d. Computer printouts: \$.15 each/b & w; \$.50 each/color.
- e. Replacement library card: \$1.00.
- f. Overdue, Lost or Damaged Materials: see Section 3.5.

## **Access to Materials**

### **2.1 Access Policy Statement**

All circulating materials in the Library's collections are accessible to any patron.

Access to all materials legally obtainable is assured to the user, and policies and procedures will not unjustly exclude materials even if they are offensive to the librarian or the user. Parents and legal guardians may restrict their children under eighteen years of age from access to library materials and services.

### **2.2 Requests**

A request is a hold placed for an item in the circulating collection which is checked out or otherwise unavailable at the time of the hold. A request may be made via the online library system, or by contacting a staff member in person, by mail, by fax, or by phone.

When more than one request is placed on an item, a queue will be established, and each request will be filled in the order in which it was received.

The patron will be informed by mail or email when the request has been filled.

Except at the direction of the Library Director, staff may not personally request other staff or patrons to return overdue materials on which a request is attached.

### **2.3 Interlibrary Loan**

The Library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Library; and to provide reciprocal interlibrary loan service to other institutions.

This service is available to all library patrons. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

Usage fees may be charged for interlibrary loan service provided to the Library user and to reciprocating institutions, according to the Fee Schedule (section 1.7). Fees assessed to staff of the Library may be waived if the service is provided to them in support of their work assignments, professional development, or course or degree work, if approved by the Library Director.

## Circulation Services

### 3.1 Confidentiality of Records

All outside inquiries regarding access to patron registration, checkout, and payment records will be referred to the Library Director, and except as provided herein patron records will not be made public without the patron's consent. Patron registration and circulation records are exempt from required disclosure pursuant to the Kansas Open Records Act (KOMA), K.S.A. 45-215 et seq., and should only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

The Library will not retain a patron's checkout records beyond their use for circulation or control purposes. However, the library may offer optional services, such as Reading History, which allow the system to retain personal information for the patron's own use. The library will collect such information only if the patron initiates it by opting in. Once they have opted in, patrons may elect to opt out of such services at any time.

Confidential payment records include all payments and donations made on-line, via credit card, or via check.

In exchange for access to library services, library patrons irrevocably consent and agree that the Library may disclose and/or submit the circulation records of patrons with past due materials and unpaid fines, charges and fees to a collection agency, legal counsel and/or the court system for the purposes of debt collection and materials recovery.

Parents or legal guardians of children under 18 years of age may, upon presentation of proper identification, obtain the current status of their child's circulation record or withdraw their authorization for the child's library card.

Library staff will not disclose patrons' use of the Library with respect to information sought or received, the frequency or content of a patron's visits to the Library, nor images recorded by the library security cameras, except as required by law or pursuant to a valid court order or subpoena authorized under federal, state, or local law.

### 3.2 Loan Period Schedule

Library materials in the Library circulate as follows:

- Reference materials do not circulate.
- Osma Room materials do not circulate.
- Movie DVDs and VHS circulate for 7 days.
- New adult fiction materials, young adult
- electronic games, magazines, TV shows, and
- Anime on DVD circulate for 14 days.
- All other materials circulate for 28 days.

A maximum of 50 items may be in circulation to a patron at any given time. Up to 3 items may be in circulation at any given time to a patron with an unverified borrower card.

Up to 3 games may be in circulation to a patron at any given time.

Up to 10 movie VHS/DVDs and 10 TV show DVDs may be in circulation to a patron at any given time.

Holds may be placed on any circulating item except for magazines. A maximum of 25 holds may be active for a patron at any given time. A maximum of 3 holds may be active at any given time for a patron with an unverified borrower card.

All circulating materials, with the exception of new adult fiction and magazines, may be renewed up to 4 times, unless a hold has been placed on an item. New adult fiction and magazines may be renewed one time. A renewal may be made via the online library system, or by contacting a staff member in person or by phone.

Loan periods of shortened duration and checkout limits may be temporarily placed on classes of heavily used or seasonal materials with the prior approval of the Library Director.

Loan periods are adopted by the Library Board and may be changed only at its discretion, except as noted above.

### **3.3 Damage to Patrons' Equipment**

The Library disclaims all responsibility for any reported damage sustained by patrons' equipment attributed to use of audiovisual and computer materials checked out from the Library. This pertains to use of videotapes, audiocassettes, compact discs, and CD-ROMs. The Library assumes no responsibility for the condition of any tape or disc.

### **3.4 Return of Overdue Materials**

Patrons have the responsibility of returning materials they have checked out on or before the date due. The Library stamps the date due on each item or provides a receipt for all materials at check out.

The Library's structure of fines and overdue notices are used to reduce the number of overdue materials.

Accounts with overdue fines or materials valued at \$25.00 or more will be submitted to a materials recovery/debt collection agency after 45 days from the date due. Overdue notices may be mailed prior to taking this step. A collection fee will be added to the overdue fine or lost material fee for all accounts submitted to the materials recovery/debt collection agency.

More extensive measures, including the option provided by K.S.A. 21-3701, may occasionally need to be applied. Before prosecuting a case under K.S.A. 21-3701 the Library Director may consult with the City of

Lawrence Director of Legal Services. The Library Director must then obtain the approval of the Library Board before proceeding.

### **3.5 Fees for Overdue, Lost, or Damaged Materials**

Overdue, lost, or damaged materials fees may be adopted or changed only by the Library Board, with the exception of the "List of Default Prices" noted below.

Overdue charges are: \$0.15 per day per item, \$4.50 maximum per item. At 30 days past due, items are billed as lost. If the item is returned after being billed as lost, the fee is reduced to the maximum overdue charge. Exception: if a multiple item set has been returned without all its parts, the bill will be reduced only if all parts are returned within two months of notification.

The fee for lost, damaged, or non-returned materials, including multiple item sets returned without all parts is: cost of replacement plus \$4.00 processing fee. Overdue charges are waived if the borrower pays replacement charges. At the discretion of library staff, damaged items may be assessed a \$7.00 rebinding charge instead of replacement cost.

The cost of a replacement is the actual cost of the item as recorded in the catalog record. If an actual cost is not available, a default charge is incurred. The List of Default Prices (see attached), based on the average cost of similar items, may be updated from time to time by the Library Director without further action or approval by the Lawrence Public Library Board of Trustees.

If a lost item is found and returned in acceptable condition within six months after payment as lost, the Library will refund cost of item only. Exception: parts missing from a multiple item set must be returned within two months.

When unpaid fees total \$10.00 or more, further checkout of materials is prohibited. Return of materials, or payment of fees sufficient to reduce the amount owed below \$10.00, will result in the restoration of borrowing privileges.

Accounts with non-returned items and unpaid balances of \$25.00 or more are submitted to a collection agency 45 days after the balance is incurred. Accounts with unpaid fines totaling \$50.00 or more are also submitted to a collection agency 45 days after the balance is incurred. Accounts that reach this status are assessed a non-refundable \$15.00 collection fee. Collection agency blocks are removed only after the balance is paid in full.

Materials borrowed from other libraries for Library patrons are subject to the rules and regulations of the loaning libraries, and any charges accrued from overdue, damaged, or lost materials will be charged to the patron.

Fines and other charges may be appealed to the Library Director and the Library Board of Trustees.

## 3.6 Service to Teachers

Teacher loans are available to teachers in U.S.D. 497; preschools, daycare centers, and private schools in Lawrence; and schools located in the Northeast Kansas Library System region in a district not served by an existing public library. Teacher loans are intended to supply materials for student use in the classroom.

A teacher loan card may be obtained upon completion of a Teacher Loan Agreement, which must be signed by an administrator or director of the school. An agreement between the Library and U.S.D. 497 allows all lead teachers employed by the district to borrow items without an individual signed agreement for each school.

By signing the Teacher Loan Agreement, the school administrator agrees that the school will be responsible for all fines and fees associated with the loan. All other borrowing privileges, including loan periods, renewals, and fine and fee amounts, are the same as any borrower class. All teacher loan cards are kept by the Circulation Department.

## Information Services

### 4.1 Display and Distribution of Community Information

To meet the objectives of the library as a community resource center, a space has been allocated for the display of non-library endorsed written materials, which may be posted only according to these guidelines.

- a. Newspapers, newsletters, flyers, brochures, political campaign literature and other publications of general circulation may be displayed at the designated racks.
- b. Informational and commercial flyers may be posted on the designated bulletin boards.

Restrictions may be placed on the size, quantity and duration of displayed materials. Items displayed without approval from the library's Information and Reference Desk may be removed and discarded without further notice.

### 4.2 Book Displays

Books and other materials may be selected for temporary or permanent display by Library staff from materials within the Library's collections. All materials will be selected in accordance with the Library Bill of Rights statement incorporated as part of the "Lawrence Public Library Material Selection and Collection Development Policy."

### 4.3 Exhibits and Displays

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to

or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

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

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

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

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

#### **4.4 Solicitation and Petitioning**

Personal distribution of written materials and/or solicitation of library employees or other individuals on library premises is prohibited.

Individuals or groups may not approach patrons or staff on library premises to request the signing of petitions of any kind. Staff members are instructed to inform any individual or group attempting to solicit signatures of this policy. As an alternative, the library will allow persons with a petition to book either the auditorium or gallery meeting rooms for the purpose of having a petition signed. A note may be placed on the open meeting room door informing patrons that the petition may be signed in the room.

#### **4.5 Appeal**

Those whose material is refused for display may appeal to the Library Board at its next regular meeting.

### **Youth Services**

#### **5.1 Provision of Youth Services**

All services, materials and library privileges available within the Library are accessible to all patrons, regardless of origin, age, background or views. Only parents or legal guardians may restrict their children under 18 years of age from access to library materials and services. The Library and its staff are responsible for providing equal access to library materials and services for all library users.

The Library provides services and materials to accommodate varying levels of intellectual development among youth. These services and materials include reference, information and referral, reader's advisory, and programming in formats appropriate for each developmental level.

## **5.2 Guarantees of Accessibility for Children and Youth**

Children have access to all Library services, programming, and materials. Specialized children's reference, information and referral, reader's advisory services, and programming are provided.

Children are assured access to books and materials when issued a library card, which has all the borrowing privileges of an adult card (see section 1.2). The only restriction for acquiring a library card is that a parent or legal guardian must sign a responsibility agreement for children under the age of 18 years.

Parents or legal guardians who so wish may instruct Library staff to restrict borrowing privileges for their child under the age of 18 years within the Library's circulation system to the check out of materials in the Children's Room.

## **5.3 Classroom Visits**

Classes are welcome to visit the Library for stories, research, and tours. As a courtesy to staff and other patrons, it is requested that teachers call the Library before bringing in a class or group of children. This will allow staff to plan for visits, and to advise teachers of the best times to visit, based on pre-existing classroom activities, story hours, and staffing availability.

## **Programming**

### **6.1 Programming Policy**

Library programming promotes reading readiness and literacy, helps young people discover the pleasures of reading and learning, enhances the ability of all users to fully benefit from Library services, and develops awareness of the Library's capabilities.

In addition to the benefits of specific programs, library programming provides an opportunity for publicity and thus increases community visibility, and encourages association with other community organizations.

Library initiated programs are provided as a community resource, under the same policies of free and open access to information and ideas for all users that govern access to library materials.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Library initiated programs are offered free of charge and are open to all, without regard to origin, age, background, or views. Some programming that is developed by the Library is most appropriate for individuals of certain ages; this may be noted in promotional materials.

Programming shall be provided so that individuals with disabilities as defined in the Americans with Disabilities Act can participate in and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library.

Requests for interpretative services or other accommodations should be made at least forty-eight hours in advance of the scheduled event.

## **6.2 Co-Sponsorship with Other Organizations**

To the extent its mission can be advanced, the Library welcomes and invites public and private persons to submit written proposals to sponsor existing or new programs, classes, facility enhancement, collection development, technology expansion or other elements of the Library. Each proposal shall be reviewed by the Library Director or the Director's designee for approval, and proposals that may exceed six months, have naming rights, may expose the Library to adverse publicity, require expenditures beyond the Library's resources, involve the Library in unexpected responsibilities because of their source, conditions, or purposes, or are otherwise significant, must be pre-approved by the Library Board.

The entry into a sponsor agreement shall automatically serve to remove any term, condition or aspect of the sponsorship that in any way inhibits, interferes with, limits or is against the mission of the Library. Nevertheless, it is the Library's intention not to enter into a sponsor agreement that serves to inhibit, interfere with, limit or otherwise be against the mission of the Library. As a general rule, neither the sponsor nor any person the sponsor designates shall have advisory privileges with respect to the Library or the program, etc. by reason of the sponsor's status as a sponsor.

Upon approval, a written agreement defining duration, consideration of naming rights, project objectives, responsibilities and allocated resources will be entered into with the sponsor. Projects not approved by the Director (or designee) may be appealed to the Library Board.

## **6.3 Volunteers**

Volunteers are a valuable asset of the Library in the extension of library service to the community beyond those core responsibilities performed by staff. Volunteer candidates are interviewed by the Library's Community Relations Coordinator, and complete a volunteer application form. All volunteers must be at least 12 years old and in Junior High School or greater. The Community Relations Coordinator works with the Department Heads to determine if volunteer assistance is needed, and to appropriately place and schedule volunteers.

To supplement this volunteer work, the Library also coordinates the assistance of individuals with community service hours to perform, supervised individuals or groups, and special needs students and job coaches.

# DEFAULT PRICE LIST

	A	B
1	Collection	Default price
2		
4	<b>All Categories</b>	
5	Music CDs - all collections	\$15.00
6	CD-ROMS - all collections	\$30.00
7	Magazines - all collections	\$1.00
9		
10		
11	<b>Adult Collection</b>	
12	Adult Automotive	\$20.00
13	Adult Audiobooks (CD or cassette)	\$64.00
14	Adult Audio Language instruction	\$50.00
15	<a href="#">Adult CD-ROMs - see above</a>	
16	Adult Fiction - all categories	\$14.00
17	Adult Graphic Novels - fiction & NF	\$13.00
18	Adult Large print - fiction & NF	\$25.00
19	<a href="#">Adult Magazines - see above</a>	
20	<a href="#">Adult music CDs - see above</a>	
21	Adult Non-fiction (includes Tests)	\$17.00
22	Adult Non-fiction VHS & DVDs	\$20.00
23	Adult Osma Room	\$17.00
24	Adult Oversized	\$30.00
25	Adult Paperbacks	\$5.00
26	Adult Reference (all areas) & atlases	\$64.00
27	Adult World Language (fiction & non-fiction)	\$14.00
28		
30		
31	<b>Media Room</b>	

32	Media Room - Feature film DVDs	\$17.00
33	Adult TV shows- DVDs and VHS	\$40.00
34	<a href="#">Adult music cds - see above</a>	
36		
37	<b>Children's Collection</b>	
38	Children's Audiobooks (CD or cassette)	\$35.00
39	Children's Easy (all) (Fiction, NF, Bio)	\$12.00
40	Children's Fiction & FY Fiction	\$10.00
41	Children's Graphic Novels (Fiction & non-fiction)	\$8.00
42	Children's Board Books	\$7.00
43	Children's Kits	\$150.00
44	Children's Little Books all (Fiction & NF)	\$10.00
45	<a href="#">Children's Magazines - see above</a>	
46	<a href="#">Children's Music CDs- see above</a>	
47	Children's Non-fiction Print (Bio, Graphic novels, Story Hour, Parenting, Book)	\$18.00
48	Children's Non-fiction VHS & DVD (Bio, Parenting)	\$14.00
49	Children's Picture books all (Picture, PO, Story Hour, Parenting)	\$12.00
50	Children's Read-alongs	\$19.00
51	Children's Reference	\$35.00
52	Children's Series (Pbk)	\$5.00
53	Children's World Language all (Fiction & NF)	\$14.00
54		
57	<b>YA Collection</b>	
58	YA Audiobooks (CD or cassette)	\$56.00
59	YA Fiction	\$11.00
60	YA Games	\$14.00
61	YA Graphic novels (Fiction & NF)	\$13.00
62	<a href="#">YA Magazines - see above</a>	
63	<a href="#">YA Music cds - see above</a>	
64	YA Non-fiction print (Biography)	\$20.00
65	YA Non-fiction DVDs	\$15.00

66	YA Reference	\$35.00
67	YA Series (Pbk)	\$5.00
68		

## **AGENDA**

### **Special Strategic Planning Session**

Lawrence Public Library, Lawrence, Kansas  
Board of Trustees

Monday, September 19, 2016 at **3:30 PM**  
Meeting Room A, Lawrence Public Library, 707 Vermont Street

### **Vision discussion**

Take at least thirty minutes to brainstorm the answer to one or more of these questions: what is the essence of what this place should be? What direction do we want to go in? Where do we want to be in five, ten, fifty years? Use the work from the July and August Board meetings, as well as your reading, to help inform your comments; think big, think pie in the sky.

From your brainstorming, what stands out? What is repeated often? Look at the outliers -- what can we learn from them? Take at least thirty minutes to process the brainstorm, with a goal to have a group of words or concepts -- or possibly that one sentence -- at the end.

## **AGENDA**

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

Monday, September 19, 2016 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

- Kansas Library Association Memberships/Conference
- Form Coffee Shop Selection Committee
- Library Lawn vs. Civic Plaza

Adjournment

## **DRAFT**

**Lawrence Public Library  
Board of Trustees Meeting  
August 15, 2016  
3:30 p.m.**

**Board Members Present:** David Vance, Chair; Joan Golden, Sarah Goodwin Thiel, Judy Keller (via phone), Ursula Minor, and Kevan Vick. **Absent:** Brady Flannery

**Library Staff Present:** Brad Allen, Amanda McConnell, Kathleen Morgan, Sherri Turner, and Aaron Brumley (arrived 4:10).

**Friends of the Library:** Sandra Wiechert (for regular meeting)

### **Strategic Planning Session**

#### **Call to Order**

David Vance, Board Chair, called the special strategic planning meeting to order at 3:36 p.m.

Brad led the board in a discussion based on questions suggested by Stephanie Chase.

1. From our reading, what library trends are we particularly taken with? Why?

- People, places, platform – (Aspen report)
- Managing horizontally, empowering staff
- Ability to change quickly based on needs
- Awareness of user needs and taxpayer needs
- Access to information changes quickly (format, etc.); how does it affect business model?
- Needs of those without computers at home
- Community living room
- Beware mission creep, when are we being redundant?
- Evaluate LPL on more than cardholders, circulation, etc.
- Reflect community needs/wants (Community Assessment survey is being done)
- Quest for strong, sustainable funding

2. If we had to choose one to two of these options for service, which would we prioritize and why: service in our building, outreach/service in the community, virtual patrons. How would we prioritize print or in-person service and ebooks/electronic resources or virtual services?

- Outreach/programs outside the library
- Measure outreach efforts, set a goal for reaching a percent of targeted audiences
- Identify areas of Lawrence that are underserved
- Increase pickup/outreach options: lockers, book van, etc.
- Consider impact/reach of digital services
- Core mission: free access to information
- Focus on literary arts

- Survey users of remote pickups
- Access to collections, technology, digital resources
- Quiet spaces
- Physical books and resources
- Education classes for adults

3. How would we prioritize our different patron groups (for example, adults, families, children, seniors, college students/faculty, etc.)?

- Measure usage: kids, teens, adults
- Lawrence residents
- KU students are already served
- Explore collaborative opportunities to avoid duplication
- Explore partnership with USD 497, collaborate on econtent?
- Serve rural library (fee for service or library district?)

Does our community respond more clearly to outputs or outcomes? Are outputs or outcomes more compelling to the city government?

- Not clear, playing field/city government has changed
- Serving community is goal (vs. statistics)
- Close relationship with city manager, commissioners
- City presence on LPL Trustees
- Tie outcomes to specific outputs

Brad will connect with staff and with Stephanie and send additional readings for the next meeting.

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### **Regular Meeting**

#### **Call to Order**

David Vance, Board Chair, called the regular meeting to order at 4:40 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. Joan asked about utilities, building repairs and maintenance, and book van lines which are all running high. Brad said these were largely due to unexpected expenses, such as van and HVAC equipment repairs. Book materials & processing is also high because we accidentally bought too many RFID tags. We could return them, but we'd incur a fee to do so; we won't have to purchase more of these next year. Overall, the budget is doing okay.

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

Brad said that the city adopted the library's requested budget. Brad is working on updating the budget to reflect the actual amount approved and will bring the revised budget to a future meeting. Summer reading is almost over and numbers are pretty typical. Migration to the new computer system is

underway. The first round of data extraction started today and Library Lite will start August 22. The migration team has done a great job. The library building won another award from Tech Insider.

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

Kathleen said the Foundation Board didn't meet in July. They have received a \$5000 grant from KU Libraries for the purchase of multiple copies of *In the Time of the Butterflies*. Julia Alvarez is on tap to come to Lawrence in early March. The Big Read grant will primarily fund her visit. The Foundation has been reimbursed for all of the grants received. A new Planned Giving brochure is in process. The summer VISTAs were very helpful and have now completed their work. Final numbers on summer lunches haven't been received yet but they were well attended. Channel 6 did a story on Nathan Burns-Sprung and his bubbles.

#### **Friends Report**

Farmer's Market sales are over \$1200. They will continue at least through August. There will be another surprise sale on August 20. Surprise sales are publicized to Friends only, but are open to all. Access will be through the building. Friends leadership will meet to plan dates for the entire year. The Annual fall sale will be from September 29 through October 2. Amazon sales in July were \$6889. They are exploring the idea of selling bags of themed books, such as history books in a bag, or children's books in a bag. Friends want to do more outreach in the community.

#### **Ongoing Business**

There was no ongoing business.

#### **New Business**

Amanda presented proposed revisions to the Patron Services Policy. A basic overview, the new Circulation Policy, and the existing Patron Service Policy were included in the board packet.

Joan moved to accept the proposed changes to the Patron Services Policy; the statement at 1.7 would be added to the default price list with the wording "cost recovery basis" instead of actual prices; Ursula seconded. All in favor. Motion carried.

#### **Adjournment**

Judy moved to adjourn the meeting; Joan seconded. All in favor. Meeting adjourned at 6:00 p.m.

The next Board meeting will be Monday, September 19, at 3:30 p.m. in Meeting Room A at the library. There will be a strategic planning session at 3:30 with the regular meeting to follow at 4:30.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
August 2016									
REVENUES		This Month	Year to Date	Annual Budget	67% of Year	Aug-15	YTD 2015		
Tax Fund		\$ -	\$ 3,250,000.00	\$ 3,749,330.70	86.68%	\$ -	\$ 3,200,000.00		
Overdues		\$ 13,018.47	\$ 112,966.04	\$ 180,000.00	62.76%	\$ 14,940.61	\$ 123,795.89		
NEKLS		\$ -	\$ 34,714.00	\$ 65,000.00	53.41%	\$ -	\$ 32,217.50		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ -	\$ 30,268.44		
Photo Copies		\$ 1,462.44	\$ 14,395.34	\$ 13,000.00	110.73%	\$ 1,601.44	\$ 13,238.17		
Coffee Shop Rent		\$ 725.00	\$ 5,625.00	\$ 8,400.00	66.96%	\$ 700.00	\$ 5,600.00		
Meeting Room Fees		\$ 100.00	\$ 2,750.00	\$ 1,000.00	275.00%	\$ 300.00	\$ 1,000.00		
Interest		\$ 147.67	\$ 1,199.55	\$ 1,600.00	74.97%	\$ 156.75	\$ 1,131.95		
Miscellaneous		\$ 23.52	\$ 471.66			\$ 15.85	\$ 35.81		
Total Revenues		\$ 15,477.10	\$ 3,451,232.70	\$4,043,330.70	85.36%	\$17,714.65	\$3,407,287.76		
EXPENSES									
Salaries & Wages		\$ 187,467.07	\$ 1,489,551.29	\$ 2,276,501.70	65.43%				
Employee Benefits		\$ 19,143.67	\$ 166,217.19	\$ 260,000.00	63.93%				
Payroll Taxes		\$ 30,470.17	\$ 250,386.27	\$ 420,329.00	59.57%				
Utilities		\$ 9,238.22	\$ 82,659.28	\$ 108,000.00	76.54%				
Building Supplies		\$ 860.31	\$ 13,475.00	\$ 20,000.00	67.38%				
Building Repairs & Maintenance		\$ 215.17	\$ 23,568.38	\$ 25,000.00	94.27%				
Library & Office Supplies		\$ 3,498.10	\$ 18,336.48	\$ 25,000.00	73.35%				
Books & Materials		\$ 18,650.01	\$ 281,224.47	\$ 550,000.00	51.13%				
Books & Materials Supplies & Processing		\$ 623.65	\$ 65,224.29	\$ 65,000.00	100.35%				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology		\$ 8,938.65	\$ 81,882.70	\$ 150,000.00	54.59%				
Insurance		\$ -	\$ 9,528.00	\$ 10,000.00	95.28%				
Shipping		\$ 1,164.22	\$ 14,877.68	\$ 17,000.00	87.52%				
Professional Development		\$ 1,542.05	\$ 21,507.65	\$ 25,000.00	86.03%				
Book Van & Mileage		\$ 122.33	\$ 1,578.94	\$ 1,500.00	105.26%				
Programs		\$ 1,549.43	\$ 11,516.70	\$ 20,000.00	57.58%				
Professional Fees		\$ 2,710.85	\$ 30,863.73	\$ 30,000.00	102.88%				
Advertising & Marketing		\$ 4,228.03	\$ 17,502.63	\$ 30,000.00	58.34%				
Capital Improvements		\$ -	\$ 22,499.31	\$ -					
Miscellaneous		\$ 499.86	\$ 1,910.76	\$ -					
Total Expenses		\$ 290,921.79	\$ 2,609,980.95	\$ 4,043,330.70	64.55%	\$ 342,453.34	\$ 2,490,797.62		
Revenue Over Expenses		\$ (275,444.69)	\$ 841,251.75						
Cash Balances:									
Checking		\$ 1,267,512.25							
Capital Improvement		\$ 561,686.04							

Lawrence Public Library 2016 Outside Funding Report													
		1/1/2016	May	May	June	June	July	July	August	August			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>													
	Movie License	\$ -					\$ 1,500.00				\$ 1,500.00		
	KPR-Advertising	\$ 1,584.06				\$ 433.38	\$ 4,900.00	\$ 216.69		\$ 216.69	\$ 5,850.54		
	Summer Reading - ALL	\$ 12,280.13		\$ 24,511.24		\$ 9,318.07		\$ (1,611.21)		\$ 609.00	\$ (4,135.97)		
	Aquarium	\$ 667.32				\$ 600.00	\$ 400.00			\$ 373.94	\$ (218.40)		
	Scholarships	\$ 1,620.00		\$ 1,000.00				\$ 300.00			\$ 320.00		
	Volunteers	\$ 665.94					\$ 1,000.00			\$ 100.00	\$ 1,565.94		
	Read Across Lawrence 2015/2016	\$ 6,003.71					\$ 17,000.00			\$ 2,992.00	\$ 14,484.82		
	Friends Supplies	\$ (45.55)									\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)		\$ 1,876.48		\$ 1,892.59	\$ 5,000.00	\$ 1,923.18		\$ 2,095.46	\$ 9,143.28		
	Staff Day										\$ 538.84		
	Block Grant	\$ 20,040.34		\$ 5,811.66		\$ 124.75		\$ 110.31		\$ 20.95	\$ 4,116.76		
		\$ 42,577.12	\$ -	\$ 33,199.38	\$ -	\$ 12,368.79	\$ 29,800.00	\$ 938.97	\$ -	\$ 6,408.04	\$ 33,120.26		
<b>FOUNDATION</b>													
	Kansas Health Foundation	\$ 9,766.66		\$ 350.52		\$ 2,599.74		\$ 3,872.14		\$ 860.44	\$ (1,025.81)		
	Kansas Health Foundation 2015-16	\$ 23,850.00									\$ 5,750.00		
	Steiner Storytelling	\$ -									\$ -		
	Beach Author Series	\$ -						\$ 240.45			\$ (240.45)		
	Milliken Fund	\$ 1,325.09									\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)		\$ 226.27		\$ 140.29		\$ 140.29		\$ 280.59	\$ (991.09)		
	Morgan Expenses	\$ -		\$ 457.13		\$ 653.67		\$ (1,014.30)		\$ 473.07	\$ (682.57)		
	Greatest Expectations-General					\$ 339.57		\$ (139.52)			\$ (200.05)		
	Hike Through History			\$ 490.73				\$ (401.46)			\$ (89.27)		
	Juanita Marsh			\$ 340.17		\$ 98.45		\$ (1,060.14)			\$ 621.52		
	MLK Day Volunteers							\$ (13.09)			\$ (0.00)		
	Sound & Vision										\$ (3,800.00)		
	Harrison					\$ 304.18					\$ 3,516.85		
	Nalbandian										\$ -		
	After Hours							\$ (15.96)			\$ 0.00		
	Dr. Bob					\$ 15.98		\$ 299.16			\$ (385.42)		
	Foundation Center	\$ -									\$ -		
	Simpson Grant	\$ 1,519.27									\$ 10,174.27		
	New Building YS	\$ 171.63									\$ 171.63		
		\$ 35,742.64	\$ -	\$ 1,864.82	\$ -	\$ 4,151.88	\$ -	\$ 1,907.57	\$ -	\$ 1,614.10	\$ 14,144.70		
<b>OTHER</b>													
	Memorials/Honor with Books	\$ 2,829.80				\$ 1,678.63		\$ (526.93)		\$ 16.21	\$ 1,674.89		
	Bauleke							\$ (3,053.25)			\$ 3,053.25		
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
	Wurfy	\$ 120.16									\$ 42.77		
	Underwood Gift (Sr.Outreach)	\$ 370.00									\$ 370.00		
	John Cotton Dana	\$ 1,663.84									\$ -		
	Merchandise Sales	\$ 2,013.36	\$ (959.50)		\$ 596.25		\$ 809.00		\$ (478.04)		\$ (831.84)		
		\$ 9,623.48	\$ (959.50)	\$ -	\$ 596.25	\$ 1,678.63	\$ 809.00	\$ (3,580.18)	\$ (478.04)	\$ 16.21	\$ 6,935.39		
		\$ 87,943.24											
	Month Total		\$ (959.50)	\$ 35,064.20	\$ 596.25	\$ 18,199.30	\$ 30,609.00	\$ (733.64)	\$ (478.04)	\$ 8,038.35			
							Income YTD	Expense YTD					
							\$ 69,854.80	\$ 103,597.69					
							\$ 69,854.80	\$ 103,597.69					

**Lawrence Public Library**  
**Balance Sheet**  
As of August 31, 2016

	Aug 31, 16	Aug 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.25	-16,947.25	-100.0%
Capital Improvement -2	561,686.04	601,932.77	-40,246.73	-6.7%
Checking	1,267,512.25	1,436,770.71	-169,258.46	-11.8%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	1,829,198.29	2,055,650.73	-226,452.44	-11.0%
<b>Total Current Assets</b>	1,829,198.29	2,055,650.73	-226,452.44	-11.0%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>1,830,428.99</b>	<b>2,056,881.43</b>	<b>-226,452.44</b>	<b>-11.0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	14,046.13	72,540.61	-58,494.48	-80.6%
<b>Total Accounts Payable</b>	14,046.13	72,540.61	-58,494.48	-80.6%
<b>Other Current Liabilities</b>				
Payroll Liabilities	3,793.80	2,438.32	1,355.48	55.6%
<b>Total Other Current Liabilities</b>	3,793.80	2,438.32	1,355.48	55.6%
<b>Total Current Liabilities</b>	17,839.93	74,978.93	-57,139.00	-76.2%
<b>Total Liabilities</b>	17,839.93	74,978.93	-57,139.00	-76.2%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,444.98	755,552.93	-51,107.95	-6.8%
Net Income	807,508.86	925,714.35	-118,205.49	-12.8%
<b>Total Equity</b>	1,812,589.06	1,981,902.50	-169,313.44	-8.5%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,830,428.99</b>	<b>2,056,881.43</b>	<b>-226,452.44</b>	<b>-11.0%</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
August 2016

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	Aug 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	725.00
Interest	147.67
Meeting Room Fees	100.00
Merchandise Sales	-478.04
Overdues	13,018.47
Personal Books	-11.39
Photo Copies	1,462.44
Utilities Income	34.91
<b>Total Income</b>	14,999.06
<b>Expense</b>	
Payroll Expenses	208,693.61
Payroll Taxes	30,763.35
Utilities	9,238.22
Building Supplies	860.31
Building Repairs & Maintenance	215.17
Library & Office Supplies	3,498.10
Books & Materials	18,650.01
Processing Supplies	623.65
Technology	8,938.65
Shipping	1,164.22
Professional Development	1,542.05
Bookvan & Mileage	122.33
Program Expense	1,549.43
Professional Fees	2,710.85
Advertising	4,228.03
FOUNDATION FUNDING	1,333.51
FRIENDS FUNDING	4,328.79
Miscellaneous	499.86
<b>Total Expense</b>	298,960.14
<b>Net Ordinary Income</b>	-283,961.08
<b>Net Income</b>	<b>-283,961.08</b>

Lawrence Public Library  
Vendor Balance Summary

All Transactions

Sep 14, 16

Advance Insurance Company	486.26
Amazon	1,516.26
ASI	50.00
Baker & Taylor, Inc.	291.69
Bayscan Technologies	158.00
Boom Comics	1,000.00
Brook Creek	30.00
Center Point Large Print	45.54
Century Business Technologies	536.38
Charles Epp	174.00
Cintas Fire Protection	215.17
City of Lawrence	49.92
Copy Co Inc.	650.00
Databank Holdings, LTD	307.40
Demco, Inc.	448.00
EBSCO	2,147.00
Gale Group, Inc.	697.46
Heartland Payment Systems	272.55
Ingram Library Services	13,692.55
Intuit	29.85
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Jon Ratzlaff	47.56
KONE Inc.	2,410.20
Laser Logic, Inc.	184.32
Lawrence Kiwanis Club	150.00
Lawrence Sign Up LLC	209.00
Mid America	558.84
Midwest Tape	8,332.57
OCLC, Inc.	5,012.44
OverDrive	4,165.00
Pan Asian Publications Inc.	55.95
Polyline Corporation	196.95
Pro Print Inc.	370.65
Pur-O-Zone, Inc.	74.50
Quill Corporation	483.90
Random House, Inc.	26.25
Recorded Books	166.78
Regan Ingram	18.50
Schendel Services	95.00
Snap Promotions	1,022.78
The Summit	877.50
Tikitum	350.00
Unique Management Services	746.32
United Parcel Service	616.72
VISA 5372	6,330.80
Westar	8,256.98
Will Averill	50.00
WOW!Business	435.88
TOTAL	64,463.42

Lawrence Public Library  
**Check Detail**  
September 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	October 2016	09/13/2016		Group Life Insurance	-486.26
TOTAL					-486.26
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		09/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	August	09/09/2016		Credit Card Processing	-237.55
				Public Access	-35.00
TOTAL					-272.55
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	August Bill ...	09/09/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1366	09/09/2016		Shipping	-616.72
TOTAL					-616.72
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	Drawing Le...	05/07/2015		Children's Programming	-25.00
Bill	1177017	08/26/2016		Books & Materials	-105.90
Bill		09/13/2016		Books & Materials	-14.99
				Youth Services Dept.	-261.50
				Admin. Dept.	-336.20
				Adult Programming	-122.03
				KHF Grant Expenses	-17.63
				Volunteer Recognition	-150.00
				Bookvan & Mileage	-101.05
				Children's Programming	-115.21
				Children's Programming	-59.40
				Children's Programming	-35.12
				Young Adult Programming	-225.38
				YS Summer Reading	-525.00
				Library & Office Supplies	-147.32
				Shipping	-15.99
				Professional Fees	-455.70
				Printing	-274.63
				Membership & Dues	-209.00
				Advertising	-1,543.60
				Merchandise Sales	-2.45
				Building Supplies	-731.91
				Software & Licenses	-449.00
				Public Access	-5.76

Lawrence Public Library  
**Check Detail**  
September 2016

Type	Num	Date	Name	Account	Paid Amount
				Supplies	-243.42
				FOUNDATION FUNDING	-157.61
TOTAL					-6,330.80
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/19/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		09/09/2016		Electric	-8,256.98
TOTAL					-8,256.98
<b>Bill Pmt -Check</b>	<b>7479</b>	<b>09/20/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	5014212588	08/31/2016		Books & Materials	-37.15
Bill	2032260537	09/13/2016		Books & Materials	-47.44
Bill	2032260538	09/13/2016		Processing Supplies	-0.15
Bill	2032229898	09/13/2016		Books & Materials	-69.56
Bill	2032229899	09/13/2016		Processing Supplies	-0.15
Bill	2032220991	09/14/2016		Block Grant	-96.30
Bill	2032220992	09/14/2016		Block Grant	-20.90
Bill	5014225377	09/14/2016		Block Grant	-1.90
Bill	5014225376	09/14/2016		Block Grant	-18.14
TOTAL					-291.69
<b>Bill Pmt -Check</b>	<b>7480</b>	<b>09/20/2016</b>	<b>Bayscan Technologies</b>	<b>Checking</b>	
Bill	49582	09/13/2016		Processing Supplies	-158.00
TOTAL					-158.00
<b>Bill Pmt -Check</b>	<b>7481</b>	<b>09/20/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1395635	09/13/2016		Books & Materials	-22.77
Bill	1395353	09/13/2016		Books & Materials	-22.77
TOTAL					-45.54
<b>Bill Pmt -Check</b>	<b>7482</b>	<b>09/20/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	420838	08/26/2016		Copying	-15.00
Bill	420837	08/26/2016		Copying	-354.76
Bill	422851	09/09/2016		Copying	-55.68
Bill	422852	09/09/2016		Copying	-110.94
TOTAL					-536.38
<b>Bill Pmt -Check</b>	<b>7483</b>	<b>09/20/2016</b>	<b>Cintas Fire Protection</b>	<b>Checking</b>	
Bill	OF58572246	08/31/2016		Building Repairs & Main...	-215.17
TOTAL					-215.17
<b>Bill Pmt -Check</b>	<b>7484</b>	<b>09/20/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84302	08/31/2016		Printing	-650.00
TOTAL					-650.00

Lawrence Public Library  
Check Detail  
September 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7485</b>	<b>09/20/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	22361	09/13/2016		Public Access	-13.75
Bill	22588	09/13/2016		Public Access	-293.65
TOTAL					-307.40
<b>Bill Pmt -Check</b>	<b>7486</b>	<b>09/20/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5935498	08/26/2016		Processing Supplies	-102.39
Bill	5936974	08/26/2016		Advertising	-345.61
TOTAL					-448.00
<b>Bill Pmt -Check</b>	<b>7487</b>	<b>09/20/2016</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	100003902...	08/26/2016		Public Access	-2,147.00
TOTAL					-2,147.00
<b>Bill Pmt -Check</b>	<b>7488</b>	<b>09/20/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	58461194	08/31/2016		Books & Materials	-97.75
Bill	58460839	08/31/2016		Books & Materials	-328.65
Bill	58550838	09/13/2016		Books & Materials	-20.99
Bill	58469149	09/13/2016		Books & Materials	-22.79
Bill	58480416	09/13/2016		Books & Materials	-40.18
Bill	58564081	09/13/2016		Books & Materials	-17.99
Bill	58563895	09/13/2016		Books & Materials	-18.59
Bill	58563876	09/13/2016		Books & Materials	-18.59
Bill	58480560	09/13/2016		Books & Materials	-131.93
TOTAL					-697.46
<b>Bill Pmt -Check</b>	<b>7489</b>	<b>09/20/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501295	08/31/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7490</b>	<b>09/20/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	5-082116	08/31/2016		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>7491</b>	<b>09/20/2016</b>	<b>KONE Inc.</b>	<b>Checking</b>	
Bill	949411243	09/13/2016		Building Repairs & Main...	-2,410.20
TOTAL					-2,410.20
<b>Bill Pmt -Check</b>	<b>7492</b>	<b>09/20/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	277020	09/13/2016		Library & Office Supplies	-184.32
TOTAL					-184.32

**Lawrence Public Library**  
**Check Detail**  
 September 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7493</b>	<b>09/20/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	8428	08/26/2016		Advertising	-209.00
<b>TOTAL</b>					<b>-209.00</b>
<b>Bill Pmt -Check</b>	<b>7494</b>	<b>09/20/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	78068	08/26/2016		Building Supplies	-295.10
Bill	78178	09/13/2016		Building Supplies	-263.74
<b>TOTAL</b>					<b>-558.84</b>
<b>Bill Pmt -Check</b>	<b>7495</b>	<b>09/20/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94287878	09/09/2016		Processing Supplies	-222.50
Bill	94283999	09/09/2016		Books & Materials	-5,438.40
Bill	94297858	09/13/2016		Books & Materials	-337.35
Bill	94298278	09/13/2016		Books & Materials	-72.72
Bill	94298276	09/13/2016		Books & Materials	-64.60
Bill	94298275	09/13/2016		Books & Materials	-14.99
Bill	94297857	09/13/2016		Books & Materials	-63.72
Bill	94244172	09/13/2016		Books & Materials	-11.24
Bill	94233450	09/13/2016		Books & Materials	-42.26
Bill	94211529	09/13/2016		Books & Materials	-12.59
Bill	94274182	09/13/2016		Books & Materials	-10.49
Bill	94266950	09/13/2016		Books & Materials	-35.97
Bill	94266951	09/13/2016		Books & Materials	-260.88
Bill	94252572	09/13/2016		Books & Materials	-48.74
Bill	94252571	09/13/2016		Books & Materials	-29.99
Bill	94244173	09/13/2016		Books & Materials	-29.99
Bill	94218590	09/13/2016		Books & Materials	-37.49
Bill	94211580	09/13/2016		Books & Materials	-34.49
Bill	94218591	09/13/2016		Books & Materials	-26.24
Bill	94228927	09/13/2016		Books & Materials	-22.18
Bill	94252570	09/13/2016		Books & Materials	-10.49
Bill	94266953	09/13/2016		Books & Materials	-22.49
Bill	94279842	09/13/2016		Books & Materials	-14.99
Bill	94279843	09/13/2016		Books & Materials	-90.69
Bill	94218702	09/13/2016		Books & Materials	-23.23
Bill	94218703	09/13/2016		Books & Materials	-131.15
Bill	94257499	09/13/2016		Books & Materials	-221.10
Bill	94239622	09/13/2016		Books & Materials	-67.47
Bill	94239623	09/13/2016		Books & Materials	-506.74
Bill	94233452	09/13/2016		Books & Materials	-63.73
Bill	94228928	09/13/2016		Books & Materials	-146.21
Bill	94228929	09/13/2016		Books & Materials	-217.45
<b>TOTAL</b>					<b>-8,332.57</b>
<b>Bill Pmt -Check</b>	<b>7496</b>	<b>09/20/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	482733	09/09/2016		Collections	-5,012.44
<b>TOTAL</b>					<b>-5,012.44</b>

Lawrence Public Library  
**Check Detail**  
September 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7497</b>	<b>09/20/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	152516667...	08/31/2016		Books & Materials	-1,631.49
Bill	152703413...	08/31/2016		Books & Materials	-404.11
Bill	152827097...	08/31/2016		Books & Materials	-321.14
Bill	000109380...	08/31/2016		Books & Materials	-17.95
Bill	151859170...	08/31/2016		Books & Materials	-1,772.32
Bill	000515243...	08/31/2016		Books & Materials	-17.99
TOTAL					-4,165.00
<b>Bill Pmt -Check</b>	<b>7498</b>	<b>09/20/2016</b>	<b>Pan Asian Publications Inc.</b>	<b>Checking</b>	
Bill	U-14796	08/31/2016		Books & Materials	-55.95
TOTAL					-55.95
<b>Bill Pmt -Check</b>	<b>7499</b>	<b>09/20/2016</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	46335	09/14/2016		Processing Supplies	-196.95
TOTAL					-196.95
<b>Bill Pmt -Check</b>	<b>7500</b>	<b>09/20/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	92092	08/26/2016		Advertising	-370.65
TOTAL					-370.65
<b>Bill Pmt -Check</b>	<b>7501</b>	<b>09/20/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	707920	09/13/2016		Building Supplies	-74.50
TOTAL					-74.50
<b>Bill Pmt -Check</b>	<b>7502</b>	<b>09/20/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	8306733	08/26/2016		Building Supplies	-116.18
				Library & Office Supplies	-187.69
Bill	8101048	08/26/2016		Processing Supplies	-77.16
Bill	8476407	08/31/2016		Processing Supplies	-51.58
Bill	8762477	09/09/2016		Children's Programming	-26.99
				Building Supplies	-24.30
TOTAL					-483.90
<b>Bill Pmt -Check</b>	<b>7503</b>	<b>09/20/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1088179516	08/31/2016		Books & Materials	-26.25
TOTAL					-26.25
<b>Bill Pmt -Check</b>	<b>7504</b>	<b>09/20/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75380364	08/31/2016	Recorded Books	Accounts Payable	0.00
Bill	75377633	08/31/2016		Books & Materials	-166.78
TOTAL					-166.78

Lawrence Public Library  
**Check Detail**  
September 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7505</b>	<b>09/20/2016</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30234296	09/13/2016		Building Repairs & Main...	-95.00
TOTAL					-95.00
<b>Bill Pmt -Check</b>	<b>7506</b>	<b>09/20/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	16080205	08/26/2016		Library & Office Supplies	-1,022.78
TOTAL					-1,022.78
<b>Bill Pmt -Check</b>	<b>7507</b>	<b>09/20/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	432910	09/09/2016		Professional Fees	-173.52
Bill	432909	09/09/2016		Professional Fees	-572.80
TOTAL					-746.32
<b>Bill Pmt -Check</b>	<b>7508</b>	<b>09/20/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		08/26/2016		Telephone	-435.88
TOTAL					-435.88
<b>Bill Pmt -Check</b>	<b>28087</b>	<b>09/19/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	3110606	08/31/2016	Amazon	Accounts Payable	0.00
Bill	1075447	08/31/2016		Books & Materials	-1.58
Bill	1075447	08/31/2016		Books & Materials	-122.11
Bill	1075447	08/31/2016		Books & Materials	-16.95
Bill	2085039	08/31/2016		Books & Materials	-47.99
Bill	0189026	09/09/2016		Outreach Programming	-99.95
Bill	0189026-2	09/09/2016		Outreach Programming	-99.95
Bill	8737037	09/13/2016		Books & Materials	-16.37
Bill	5152205	09/13/2016		Books & Materials	-19.76
Bill	8737037	09/13/2016		Books & Materials	-14.31
Bill	1151457	09/13/2016		Books & Materials	-14.93
Bill	5152205	09/13/2016		Books & Materials	-187.44
Bill	5152205	09/13/2016		Books & Materials	-335.79
Bill	5152205	09/13/2016		Books & Materials	-154.95
Bill	5152205	09/13/2016		Books & Materials	-33.98
Bill	7629034	09/13/2016		Books & Materials	-29.99
Bill	6058667	09/13/2016		Books & Materials	-11.69
Bill	8737037	09/13/2016		Books & Materials	-83.52
Bill	8737037	09/13/2016		Books & Materials	-35.70
Bill	0615407	09/13/2016		Building Supplies	-59.60
Bill	0615407-1	09/13/2016		Building Supplies	-20.75
Bill	0615407-2	09/13/2016		Building Supplies	-9.00
Bill	258675023...	09/14/2016		Outreach Programming	-99.95
TOTAL					-1,516.26
<b>Bill Pmt -Check</b>	<b>28088</b>	<b>09/19/2016</b>	<b>Boom Comics</b>	<b>Checking</b>	
Bill	9-20-16	09/09/2016		Children's Programming	-1,000.00
TOTAL					-1,000.00

**Lawrence Public Library**  
**Check Detail**  
September 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28089</b>	<b>09/19/2016</b>	<b>Brook Creek</b>	<b>Checking</b>	
Bill	Newsletter	08/31/2016		KHF Grant Expenses	-30.00
<b>TOTAL</b>					<b>-30.00</b>
<b>Bill Pmt -Check</b>	<b>28090</b>	<b>09/19/2016</b>	<b>Charles Epp</b>	<b>Checking</b>	
Bill	8954679	09/13/2016		Books & Materials	-174.00
<b>TOTAL</b>					<b>-174.00</b>
<b>Bill Pmt -Check</b>	<b>28091</b>	<b>09/19/2016</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking	09/09/2016		Miscellaneous	-49.92
<b>TOTAL</b>					<b>-49.92</b>
<b>Bill Pmt -Check</b>	<b>28092</b>	<b>09/19/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	94148138	08/31/2016		Books & Materials	-286.41
Bill	94132144	08/31/2016		Books & Materials	-67.47
Bill	9752402	08/31/2016		Processing Supplies	-135.94
Bill	93752404	08/31/2016		Processing Supplies	-21.82
Bill	94148139	08/31/2016		Processing Supplies	-28.79
Bill	94132145	08/31/2016		Processing Supplies	-4.48
Bill	94188336	09/09/2016		Processing Supplies	-0.15
Bill	30 Invoices	09/13/2016		Processing Supplies	-1,148.50
Bill	94505962	09/13/2016		Books & Materials	-603.59
Bill	94678641	09/13/2016		Books & Materials	-572.97
Bill	94584917	09/13/2016		Books & Materials	-420.14
Bill	94584919	09/13/2016		Books & Materials	-207.26
Bill	94615120	09/13/2016		Books & Materials	-9.06
Bill	94615121	09/13/2016		Books & Materials	-375.42
Bill	94678643	09/13/2016		Books & Materials	-731.25
Bill	94456631	09/13/2016		Books & Materials	-516.06
Bill	94738530	09/13/2016		Books & Materials	-21.58
Bill	94720472	09/13/2016		Books & Materials	-388.65
Bill	94429590	09/13/2016		Books & Materials	-199.17
Bill	94529353	09/13/2016		Books & Materials	-712.91
Bill	94490314	09/13/2016		Books & Materials	-153.92
Bill	94302318	09/13/2016		Books & Materials	-741.91
Bill	94355586	09/13/2016		Books & Materials	-203.19
Bill	94364319	09/13/2016		Books & Materials	-4.55
Bill	94275954	09/13/2016		Books & Materials	-459.38
Bill	94374582	09/13/2016		Books & Materials	-375.01
Bill	94355588	09/13/2016		Books & Materials	-478.94
Bill	94267596	09/13/2016		Books & Materials	-590.44
Bill	94355584	09/13/2016		Books & Materials	-1,886.14
Bill	94250429	09/13/2016		Books & Materials	-225.08
Bill	94204843	09/13/2016		Books & Materials	-1,279.61
Bill	94456630	09/13/2016		Books & Materials	-40.90
Bill	94505960	09/13/2016		Books & Materials	-40.35
Bill	94235906	09/13/2016		Books & Materials	-74.28
Bill	94235907	09/13/2016		Processing Supplies	-11.30
Bill	94181723	09/13/2016		Books & Materials	-233.59
Bill	94235910	09/13/2016		Books & Materials	-11.99
Bill	94188335	09/13/2016		Books & Materials	-10.17
Bill	94584921	09/13/2016		Books & Materials	-8.40
Bill	94505964	09/13/2016		Books & Materials	-14.99

**Lawrence Public Library**  
**Check Detail**  
 September 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	94355590	09/13/2016		Books & Materials	-33.58
Bill	94211242	09/13/2016		Books & Materials	-363.21
TOTAL					-13,692.55
<b>Bill Pmt -Check</b>	<b>28093</b>	<b>09/19/2016</b>	<b>Jon Ratzlaff</b>	<b>Checking</b>	
Bill	91316	09/13/2016		Building Supplies	-47.56
TOTAL					-47.56
<b>Bill Pmt -Check</b>	<b>28094</b>	<b>09/19/2016</b>	<b>Lawrence Kiwanis Club</b>	<b>Checking</b>	
Bill		09/13/2016		Outreach Programming	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>28095</b>	<b>09/19/2016</b>	<b>Regan Ingram</b>	<b>Checking</b>	
Bill	REFUND	09/09/2016		Overdues	-18.50
TOTAL					-18.50
<b>Bill Pmt -Check</b>	<b>28096</b>	<b>09/19/2016</b>	<b>The Summit</b>	<b>Checking</b>	
Bill	Thru 12-31/16	08/26/2016		Membership & Dues	-877.50
TOTAL					-877.50
<b>Bill Pmt -Check</b>	<b>28097</b>	<b>09/19/2016</b>	<b>Tikitum</b>	<b>Checking</b>	
Bill	11-23-16	08/26/2016		Children's Programming	-350.00
TOTAL					-350.00
<b>Bill Pmt -Check</b>	<b>28098</b>	<b>09/19/2016</b>	<b>Will Averill</b>	<b>Checking</b>	
Bill	Performance	09/09/2016		Children's Programming	-50.00
TOTAL					-50.00

# Lawrence Public Library

## Monthly Statistical Summary--August 2016

INDICATOR	August		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.91	7.97	-13%			
Reference Transactions per Capita	1.97	1.57	25%			
Program Attendance per Capita	0.29	0.36	-19%			
Circulation per Capita	9.81	15.56	-37%			
Circulation per Visit	1.42	1.95	-27%			
Total Holdings per Capita	2.06	2.27	-9%			
% of Lawrence Residents Registered	62%	96%	-35%			

Circulation--Adult Total	54,003	82,521	-35%	584,731	629,278	-7%
Circulation--Young Adult Total	3,209	4,983	-36%	35,706	39,251	-9%
Circulation--Youth Total	22,643	35,118	-36%	256,791	277,229	-7%
Circulation--Bookmobile	828	1,303	-36%	8,309	9,681	-14%
Circulation--Audiovisual Total	48,824	49,547	-1%	540,571	579,653	-7%
Circulation--Total	79,855	122,622	-35%	877,228	945,758	-7%

Reference Transactions	16,052	12,395	30%	138,813	90,899	53%
Public Computer Usage	9,582	10,581	-9%	72,993	75,756	-4%
User Visits	56,215	62,808	-10%	466,222	486,279	-4%
LPL Web Site Visits	29,067	30,920	-6%	230,816	194,799	18%

Holdings--Added	1,907	3,328	-43%	49,806	27,238	83%
Holdings--Withdrawn	1,188	1,529	-22%	18,166	13,373	36%
Holdings--Total	201,328	214,385	-6%			

Registered Borrowers--Added	647	997	-35%			
Registered Borrowers--Total	75,741	114,908	-34%			

Adult Programs	20	18	11%	216	128	69%
Young Adult Programs	7	8	-13%	104	154	-32%
Youth Programs	18	14	29%	463	480	-4%
Senior Programs	7	15	-53%	96	111	-14%
Total Programs	52	55	-5%	879	873	1%
Total Program Attendance	2,382	2,806	-15%	38,967	39,785	-2%
Public Uses of Meeting Rooms	609	124	391%	5,720	999	473%

Total Paid Staff (FTE)	60.51	59.89	1%			
Total Number of Employees	83	79	5%			

# Lawrence Public Library

## Monthly Statistical Report--August 2016 8/1-21/2016

	August		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.91	7.97	-13%				
Reference Transactions per Capita	1.97	1.57	25%				
Program Attendance per Capita	0.29	0.36	-18%				
Circulation per Capita	9.81	15.56	-37%				
Total Holdings per Capita	2.06	2.27	-9%				
Collection Turnover--Total	4.82	7.15	-33%				
Collection Turnover--Adult	5.05	7.61	-34%				
Collection Turnover--Young Adult	3.65	6.19	-41%				
Collection Turnover--Youth	4.52	7.21	-37%				
Collection Turnover--Audiovisual	7.92	10.03	-21%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	24456	37096	-34%		263774	280588	-6%
Circulation--Adult Periodicals	1016	1364	-26%		10043	10996	-9%
Circulation--Adult Feature Films & TV Shows	18624	29812	-38%		207649	226187	-8%
Circulation--Electronic Games	1252	2187	-43%		15214	16312	-7%
Circulation--Adult Music CDs	4549	7888	-42%		53596	64125	-16%
Circulation--Adult Audio Books	4099	4161	-1%		34357	30974	11%
Circulation--eReaders	7	13	-46%		98	96	2%
Circulation--Adult Total	54003	82521	-35%		584731	629278	-7%
Circulation--YA Books and NF Videos	2940	4563	-36%		32971	36301	-9%
Circulation--YA Periodicals	17	28	-39%		152	313	-51%
Circulation--YA Audio Books	252	392	-36%		2583	2637	-2%
Circulation--YA Total	3209	4983	-36%		35706	39251	-9%
Circulation--Youth Books and NF Videos	21428	33269	-36%		243826	262764	-7%
Circulation--Youth Periodicals	76	168	-55%		911	1335	-32%
Circulation--Youth Music CDs	352	510	-31%		3882	4520	-14%
Circulation--Youth Audio Books	787	1171	-33%		8172	8610	-5%
Circulation--Youth Total	22643	35118	-36%		256791	277229	-7%

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Circulation--Bookmobile	828	1303	-36%		8309	9681	-14%
Circulation--Total Books	48824	74928	-35%		540571	579653	-7%
Circulation--Total Periodicals	1109	1560	-29%		11106	12644	-12%
Circulation--Total Audiovisual	29147	49547	-41%		336336	381065	-12%
Circulation Total	79855	122622	-35%		877228	945758	-7%
Accounts Desk & Welcome Desk Circulation	919	2004	-54%		11751	111157	-89%
Self Check Circulation	58438	98553	-41%		660582	733384	-10%
Percent Self Check	98%	98%	0%		98%	87%	13%
Web Site/Telephone Renewals	11916	19032	-37%		143924	146760	-2%
Othe Staff Checkouts	2034	3142	-35%		24166	29033	-17%
Requests Placed	13737	21816	-37%		159935	162309	-1%
Requests Filled	10057	15439	-35%		117523	114763	2%
Requests Unclaimed	2415	3375	-28%		24126	24093	0%
Interlibrary Loan Items Borrowed for LPL Patrons	558	462	21%		4193	3115	35%
Interlibrary Loan Items Loaned from LPL Collection	508	478	6%		5319	4921	8%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	56215	62808	-10%		466222	486279	-4%
Public Computer Usage	9582	10581	-9%		72993	75756	-4%

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Adult Reference Transactions	1954	1998	-2%		14491	16236	-11%
Young Adult Reference Transactions	1295	1392	-7%		7130	9171	-22%
Youth Reference Transactions	1768	1202	47%		13233	9015	47%
IT Desk	1773	3236	-45%		11993	20711	-42%
Welcome Desk	2685	2621	2%		38500	19036	102%
Phone Calls	2893	1946	49%		23520	16730	41%
Accounts Desk	3684				29946		
Total Transactions	16052	12395	30%		138813	90899	53%
Public-Sponsored Uses of Meeting Rooms	609	124	391%		5720	999	473%
LPL Web Site Visits	29067	30920	-6%		230816	194799	18%
<b>RESOURCES</b>							
Holdings--Total	201328	214385	-6%				
Holdings--Adult	129932	132030	-2%				
Holdings--Young Adult	10553	9656	9%				
Holdings--Youth	60843	59193	3%				
Holdings--Audiovisual	44172	59278	-25%				
Holdings--eReaders	11	10	10%				
Holdings Added	1907	3328	-43%		49806	27238	83%
Holdings Withdrawn (Weeded)	1188	1529	-22%		18166	13373	36%
Holdings Net Change	719	1799			31640	13865	
<b>LIBRARY PATRONS</b>							
Total Borrowers	75741	114908	-34%				
Borrowers Added	647	997	-35%		5834	6156	-5%
Borrowers Transacting	12707	13966	-9%		93306	89098	5%
Percent of Borrowers Transacting	17%	12%	38%				
Total Number of Lawrence Residents Registered	60933	90900	-33%				
Percent of Lawrence Residents Registered	62%	96%	-35%				

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PROGRAMMING</b>							
Number of Adult Programs	20	18	11%		216	128	69%
Number of Young Adult Programs	7	8	-13%		104	154	-32%
Number of Youth Programs	18	14	29%		463	480	-4%
Number of Senior Programs	7	15	-53%		96	111	-14%
Total Programs	52	55	-5%		879	873	1%
Adult Program Attendance	1147	1564	-27%		7414	7103	4%
Young Adult Program Attendance	188	469	-60%		2587	3078	-16%
Youth Program Attendance	977	625	56%		27989	28611	-2%
Senior Program Attendance	70	148	-53%		977	993	-2%
Total Program Attendance	2382	2806	-15%		38967	39785	-2%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	60.51	59.89	1%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	18.4	-2%				
Number of Employees--Total	83	79	5%				
Number of Employees--Full-Time	37	37	0%				
Number of Employees--Part-Time	46	42	10%				
Terminations	2	5	-60%		13	17	-24%
Hirings	3	1	N/A		10	11	-9%
Volunteer Hours	657.0	278.8	136%		5313.9	2754.9	93%

<b>Notes:</b>							
<b>*August 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1732	1984
YA	0	0
Youth	764	760
Total	2496	8571

Lynda.com Usage Statistics  
August 2016

Active users: 1064  
New users: 45  
Users who logged in: 154  
Total log-ins: 476  
Hours viewed: 163.17  
Hours viewed per log-in: .34  
Hours viewed per user: 1.06

# **Library Director's Report for September 2016**

Respectfully submitted by Brad Allen 9/15/2016

## **We Are Now a Symphony Library**

The library's new ILS, Symphony, went live on Thursday, August 25. I'm happy to report that it has been a very smooth transition to our new computer system. There are small things we are finding and addressing, but I would qualify this transition as a considerable success. Our transition team led by Tricia Karlin has done an outstanding job working with the people at SirsiDynix during our migration. Sarah Murphy, the SirsiDynix employee that came to Lawrence for the migration told me that our staff was the best group she's ever worked with and that she has never felt so well taken care of on a site visit. Many thanks to the rest of team as well: Kim Fletcher, Jeff Bergeron, Darla Sieg, Amanda McConnell, Aaron Brumley, William Ottens, and Sherri Turner.

## **Summer Reading Numbers**

The 2016 Summer Reading Program is officially in the books. We had a total of 3765 participants: 2348 kids, 634 teens, and 783 adults. That's a 13% decrease for kids, 11% decrease for teens, and 2% increase for adults. Program attendance was down 2.8%. So overall, our numbers were down a bit. Our summer reading program team is already looking at what we might try to do to get those numbers up a bit next year.

## **Coffee Shop Has Ceased Operations**

The Scone Lady Coffee Shop shut down operations at the library on September 12. The owner, Lukas Warden, and I mutually agreed that it was in the best interest of both organizations to amicably part ways. We have a Request for Proposals issued currently and have high hopes that we will find a new vendor. Thus far, I've had several coffee shop operators express interest. More information on this next month.

## **Space: The Final Frontier**

Amateur radio operators made radio contact with a Japanese astronaut at the International Space Station for six and a half minutes on September 9. Teens were able to ask questions about what it is like on the space station. It was a breathtaking, moving event attended by about 300 people spanning the generations. Teen librarian Miriam Wallen and her team have been coordinating this event for months now. What a smashing success!

## **Library Director's Report for September 2016**

### **Book Lockers Coming Soon**

Many moons ago, the US Bank Foundation awarded the Library Foundation a series of grants for library book lockers. The total was \$17,000 and the Library Foundation has been holding those funds in a special account until we could work out the logistics for a book locker program. That day has finally come! We are pleased to report that the lockers have been ordered and will be installed in before the end of the year in the west lobby area of the Hy-Vee store on 6<sup>th</sup> Street. This is a huge and wonderful development that will provide west side residents with a more convenient location to pick up their holds. A huge "thank you" goes to Joan, Mike Orozco, and Brad Burnside at US Bank for their patience as we figured this out.

## Foundation Director's Report – September 15, 2016

**Simpson Foundation Grant.** We are pleased to report that the Simpson Foundation has awarded the library a \$15,000 unrestricted grant through the Foundation. This is the fifth consecutive year that the Simpson Foundation has made a gift to the library and brings its total giving to \$66,000. The flexibility of these grants is invaluable. They have paid for Lynda.com, book drops, Teen Zone blinds, magazine boxes and more.

**Beach Author Series.** Plans are in great shape for the October 7th Beach Author Series featuring Geraldine Brooks. There will be a private reception in the Library Auditorium from 6 pm to 7 pm and the public program will start at 7:30 pm at Liberty Hall (doors open at 6:30 pm.) There also will be a special surprise for 100 lucky attendees! Intrigued? Mark your calendars and plan to attend.

**Planned Giving.** The Foundation continues to work on kick starting a planned giving program. We are working with Billy Pilgrim on a new brochure. A draft currently is circulating among a focus group of donors and Friends members and will be finalized soon. In addition, as a perk of attending a recent fundraising workshop, Margie Coggins, Kelly Francis and I will be meeting with John Marshall from Jeffrey Byrne and Associates for advice on moving our planned giving efforts forward. John has extensive experience helping non-profits get their planned giving programs off the ground.

**Foundation Committee Meetings.** Nearly every committee of the Foundation met (or will meet) during the month of September. The Special Events Committee convened to start planning next year's After Hours at the Library fundraiser, scheduled for February 11. A huge "thank you" goes to board member Jenny Gorup, who has volunteered to serve as the event coordinator. Finance Committee members met to review the Foundation's 2015 990 and the latest endowment fund statement from the Douglas County Community Foundation. The Fundraising Committee will meet next week to review the end of year fundraising plan and recruit New Chapter Society members.

**Weave A Tale Workshop.** The 2017 Weave A Tale Workshop will take place on October 19 as part of the KLA annual meeting in Wichita. This special pre-conference session is made possible by the Steiner family in memory of Joyce Steiner, a longtime LPL children's librarian. The 2017 featured storyteller is Melissa Depper, Storytime Supervisor from the Arapahoe County Library in Colorado. She will present fresh ideas for reading, writing, singing, talking, and playing in storytime, and discuss their connections to early literacy skills. Melissa also will give a public storytelling performance on the evening of October 18<sup>th</sup> at the Wichita Public Library's downtown library. Several members of the Steiner family will travel to Wichita for the workshop.

**Rotary "Blue Cup" Grant.** The Library Foundation will be the recipient of the October "Blue Cup" funds from the Lawrence Rotary Club. At each of its five meetings in October, each Rotarian will contribute \$1 to blue cups on their tables. The money will support the purchase of books for the Kansas Reads to Preschoolers program in November. During that month, libraries throughout Kansas will devote multiple storytimes to reading the same book. This year's selection is *Bear Sees Colors* by Karma Wilson.

**Friends and Foundation Newsletter** was mailed on September 15. Look for it in your mailbox.

**Grants! Grants! Grants!** We have been busy writing a number of grant applications this month. Kudos to Kelly Francis, our stellar VISTA, for her help in making these happen.

- **Douglas County Community Foundation:** \$3,000 for portable oral history recording devices.
- **Rice Foundation:** \$12,000 for upgrades to the auditorium's audio-visual system.
- **Kansas Health Foundation:** \$25,000 for Health Spot programs and resources.

## **AGENDA**

### **Special Strategic Planning Session**

Lawrence Public Library, Lawrence, Kansas  
Board of Trustees

Monday, October 17, 2016 at **3:30 PM**  
Meeting Room A, Lawrence Public Library, 707 Vermont Street

### **Mission Statement discussion**

Last month we workshopped ideas for a vision statement. This month, we'll tackle the mission statement, which should answer why you exist and why you do what you do. The mission statement should be focused on the present, while the vision statement is the future. Disney thinks of the mission statement as our "common purpose" -- why are we here together? What are we working together towards?

Examples of non-profit mission statements:

<https://topnonprofits.com/examples/nonprofit-mission-statements/>

To get at this, engage in another brainstorming activity, following the steps in this handout:

<http://nonprofithub.org/wp-content/themes/nonprofithub/img/landing-pages/mission/nonprofithub-missionstatement.pdf>, breaking the Board into two groups. It may be beneficial to have the staff complete the same exercise separately, and bring their shared statements for discussion.

One hour is recommended for this process.

## AGENDA

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

Monday, October 17, 2016 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

- Recommendation for new coffee vendor -- **ACTION ITEM**

New business

- Community Needs Assessment Report -- Logan Isaman, LPL VISTA volunteer

Adjournment

## Special Strategic Planning Session

Lawrence Public Library

Board of Trustees

Monday, September 19, 2016

3:30 p.m.

**Board Members Present:** David Vance, Chair; Joan Golden, Brady Flannery, Sarah Goodwin Thiel, Judy Keller, and Ursula Minor. **Absent:** Kevan Vick

**Library Staff Present:** Brad Allen, Amanda McConnell, Kathleen Morgan, Sherri Turner, and Aaron Brumley (arrived 4:00)

David opened the meeting and turned the floor over to Brad to lead a discussion on the following: What is the essence of what this place should be? What direction do we want to go? Where do we want to be in five, ten, fifty years? From brainstorming what stands out? What is repeated often? What are key words and concepts?

### Essence/Directions

Destination, Education, Creation still holds true

Destination:

- Strengthen what LPL does outside
- Increase access outside building
- At core, LPL itself is a destination (building, lockers, book van)
- More of a venue for community

What is plan timeframe?

- Flexibility is key
- Needs regular updating – mirror city timeframe (every 2 years)

### Ideas for Mission Statement

Lawrence Public Library supports the community as a dynamic center for learning, innovation & opportunity

Transforming Lives – inspiring, enriching

Connecting Community

Learning Together – lifelong learning

Imagine More: Transforming Lives, Connecting Community, Learning Together—learn, connect, create & grow

Leading a community/collaborative

Lawrence: where learning, innovation, and opportunity thrive

Enriching our community through learning, innovation, and opportunity

LPL Makes Lawrence Thrive

CITY: We are committed to providing excellent city services that enhance the quality of life for the Lawrence community.

Mission: to actively provide the means and location for our community to learn, connect, create, and grow.

Core words

Aspirational

Optimistic

Imagine more

Learning

Innovation

Opportunity

Enrich

Inspire

Advance

Empower

Build

Foster

Responsive

Flexible

October 31 is the tentative date when Stephanie Chase will be in Lawrence to work with the Library Board on the strategic plan.

## **DRAFT**

**Lawrence Public Library  
Board of Trustees Meeting  
September 19, 2016  
4:30 p.m.**

**Board Members Present:** David Vance, Chair; Joan Golden, Brady Flannery, Sarah Goodwin Thiel, Judy Keller, Ursula Minor. **Absent:** Kevan Vick

**Library Staff Present:** Brad Allen, Amanda McConnell, Kathleen Morgan, Sherri Turner, Aaron Brumley, Tricia Karlin

**Friends of the Library:** Sandra Wiechert

### **Call to Order**

David called the regular meeting to order at 4:39 p.m.

### **Public Comment**

There were no public comments.

### **Consent Agenda**

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

It was noted that August circulation statistics are only current through August 21 due to the ILS implementation.

### **Director's Report**

The Scone Lady coffee shop is closed as of Monday, September 12. An RFP for a new coffee vendor has been issued and a number of vendors have expressed interest. Book lockers have been ordered for the Hy-Vee on 6th Street.

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

The Foundation received an unrestricted \$15,000 grant from the Simpson Foundation. Plans are moving forward for the Beach Author series on October 7 with Geraldine Brooks. In addition to the three grant proposals listed in the report, a proposal to Blue Cross Blue Shield is being developed to assist with costs associated with the Community Needs Assessment, as is a Walmart grant in support of the Seed Library. VISTA volunteer Kelly will be with the library through next August. Logan received over 1500 responses to the community survey as a result of an email blast to library users, which is more than a 10% response rate.

### **Friends Report**

The Fall Book Sale will run from September 29 through October 2, including the return of the \$5 bag sale. Donations will be closed starting Friday to give Friends time to prepare for the sale. Tuesday Farmers Market sales will continue through October. Amazon sales were \$9000 in August. Friends have already sold over \$42,000 for the year on Amazon. Angela is planning to start a teen Friends group. The partnership with KU Recycling is going well. Tentative calendars for the rest of the year and 2017 have been created.

**Ongoing Business**

There was no ongoing business.

**New Business****Kansas Library Association Memberships/Conference**

The first Wednesday of the KLA conference in Wichita, October 19, is for trustees. Brad will sign up everyone for the KLA trustee membership and asked anyone interested in attending the conference to let him know

**Coffee Shop Selection Committee**

Brad is interested in forming a committee to review responses to the Coffee Shop RFP. Brady and Sarah volunteered to be on the committee. There are no proposals yet, but 5 or 6 local vendors have expressed interest.

**Library Lawn vs. City Plaza**

Personnel from the Parks & Recreation Department contacted Brad about their continued interest in adding concrete to the upper section of the library lawn to facilitate installation of the skating rink. Although numbers for the skating rink were down last year, they have plans to program it more to increase usage. In addition, they have listed development of the library plaza into more of a civic plaza as part of their long-range plan. Brad asked board members for their thoughts on such development. Since the library project has received so much acclaim for its design, the board felt it would be important that Gould Evans be involved in any changes to the design of the lawn area. They also noted that it would be important to find out if loss of green space would affect LEED certification and that consideration be given to donors. In general, they expressed interest in considering collaborative development of the space based on an architectural design that enhances the library lawn and that meets with the approval of the board, but they are not interested in a piecemeal project that would be phased in.

**Adjournment**

Brady moved to adjourn the meeting; Judy seconded. All in favor. Meeting adjourned at 5:30.

The next Board meeting will be Monday, October 17 in Meeting Room A of the library. There will be a Strategic Planning session at 3:30 followed by the regular meeting at 4:30.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
September 2016									
REVENUES		This Month	Year to Date	Annual Budget	75% of Year	Sep-15	YTD 2015		
Tax Fund		\$ -	\$ 3,250,000.00	\$ 3,749,330.70	86.68%	\$ -	\$ 3,200,000.00		
Overdues		\$ 11,474.80	\$ 124,440.84	\$ 180,000.00	69.13%	\$ 13,692.76	\$ 137,488.65		
NEKLS		\$ 16,592.00	\$ 51,306.00	\$ 65,000.00	78.93%	\$ 16,108.75	\$ 48,326.25		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ -	\$ 30,268.44		
Photo Copies		\$ 934.60	\$ 15,329.94	\$ 13,000.00	117.92%	\$ 1,698.28	\$ 14,936.45		
Coffee Shop Rent		\$ 725.00	\$ 6,350.00	\$ 8,400.00	75.60%	\$ 700.00	\$ 6,300.00		
Meeting Room Fees		\$ 2,025.00	\$ 4,775.00	\$ 1,000.00	477.50%	\$ 350.00	\$ 1,350.00		
Interest		\$ 136.13	\$ 1,335.68	\$ 1,600.00	83.48%	\$ 146.87	\$ 1,278.82		
Miscellaneous		\$ 11.89	\$ 483.55			\$ (30.01)	\$ 5.80		
Total Revenues		\$ 31,899.42	\$ 3,483,132.12	\$4,043,330.70	86.15%	\$32,666.65	\$3,439,954.41		
EXPENSES									
Salaries & Wages		\$ 186,126.53	\$ 1,675,677.82	\$ 2,276,501.70	73.61%				
Employee Benefits		\$ 19,576.02	\$ 185,793.21	\$ 260,000.00	71.46%				
Payroll Taxes		\$ 30,429.62	\$ 280,815.89	\$ 420,329.00	66.81%				
Utilities		\$ 11,465.33	\$ 94,124.61	\$ 108,000.00	87.15%				
Building Supplies		\$ 1,605.69	\$ 15,080.69	\$ 20,000.00	75.40%				
Building Repairs & Maintenance		\$ 2,505.20	\$ 26,073.58	\$ 25,000.00	104.29%				
Library & Office Supplies		\$ 901.44	\$ 19,237.92	\$ 25,000.00	76.95%				
Books & Materials		\$ 36,266.18	\$ 317,490.65	\$ 550,000.00	57.73%				
Books & Materials Supplies & Processing		\$ 2,183.94	\$ 67,408.23	\$ 65,000.00	103.70%				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology		\$ 6,581.90	\$ 88,464.60	\$ 150,000.00	58.98%				
Insurance		\$ -	\$ 9,528.00	\$ 10,000.00	95.28%				
Shipping		\$ 632.71	\$ 15,510.39	\$ 17,000.00	91.24%				
Professional Development		\$ 8.54	\$ 21,516.19	\$ 25,000.00	86.06%				
Book Van & Mileage		\$ 101.05	\$ 1,679.99	\$ 1,500.00	112.00%				
Programs		\$ 2,854.64	\$ 14,371.34	\$ 20,000.00	71.86%				
Professional Fees		\$ 3,473.53	\$ 34,337.26	\$ 30,000.00	114.46%				
Advertising & Marketing		\$ 2,174.59	\$ 19,677.22	\$ 30,000.00	65.59%				
Capital Improvements		\$ -	\$ 22,499.31	\$ -					
Miscellaneous		\$ 392.35	\$ 2,303.11	\$ -					
Total Expenses		\$ 307,279.26	\$ 2,917,260.21	\$ 4,043,330.70	72.15%	\$ 308,127.47	\$ 2,798,875.09		
Revenue Over Expenses		\$ (275,379.84)	\$ 565,871.91						
Cash Balances:									
Checking		\$ 1,045,540.18							
Capital Improvement		\$ 561,801.44							

Lawrence Public Library 2016 Outside Funding Report													
		1/1/2016	June	June	July	July	August	August	September	September			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
<b>FRIENDS</b>													
	Movie License	\$ -			\$ 1,500.00						\$ 1,500.00		
	KPR-Advertising	\$ 1,584.06		\$ 433.38	\$ 4,900.00	\$ 216.69		\$ 216.69		\$ 216.69	\$ 5,633.85		
	Summer Reading - ALL	\$ 12,280.13		\$ 9,318.07		\$ (1,611.21)		\$ 609.00		\$ (5,531.02)	\$ 1,395.05		
	Aquarium	\$ 667.32		\$ 600.00	\$ 400.00			\$ 373.94		\$ (1,118.79)	\$ 900.39		
	Scholarships	\$ 1,620.00				\$ 300.00					\$ 320.00		
	Volunteers	\$ 665.94			\$ 1,000.00			\$ 100.00		\$ 150.00	\$ 1,415.94		
	Read Across Lawrence 2015/2016	\$ 6,003.71			\$ 17,000.00			\$ 2,992.00		\$ (5,000.00)	\$ 19,484.82		
	Friends Supplies	\$ (45.55)									\$ (45.55)		
	Salaries/Taxes - Custodian	\$ (238.83)		\$ 1,892.59	\$ 5,000.00	\$ 1,923.18		\$ 2,095.46		\$ 1,887.74	\$ 7,255.54		
	Staff Day										\$ 538.84		
	Block Grant	\$ 20,040.34		\$ 124.75		\$ 110.31		\$ 20.95		\$ 137.24	\$ 3,979.52		
		\$ 42,577.12	\$ -	\$ 12,368.79	\$ 29,800.00	\$ 938.97	\$ -	\$ 6,408.04		\$ (9,258.14)	\$ 42,378.40		
<b>FOUNDATION</b>													
	Kansas Health Foundation	\$ 9,766.66		\$ 2,599.74		\$ 3,872.14		\$ 860.44		\$ 148.28	\$ (1,174.09)		
	Kansas Health Foundation 2015-16	\$ 23,850.00									\$ 5,750.00		
	Steiner Storytelling	\$ -									\$ -		
	Beach Author Series	\$ -				\$ 240.45				\$ (240.45)	\$ -		
	Milliken Fund	\$ 1,325.09									\$ 1,325.09		
	Salaries/Taxes - Bukaty	\$ (890.01)		\$ 140.29		\$ 140.29		\$ 280.59		\$ (915.67)	\$ (75.42)		
	Morgan Expenses	\$ -		\$ 653.67		\$ (1,014.30)		\$ 419.90		\$ (661.57)	\$ 32.17		
	Greatest Expectations-General			\$ 339.57		\$ (139.52)		\$ 53.17		\$ (253.22)	\$ -		
	Hike Through History					\$ (401.46)				\$ (89.27)	\$ -		
	Juanita Marsh			\$ 98.45		\$ (1,060.14)					\$ 621.52		
	MLK Day Volunteers					\$ (13.09)					\$ (0.00)		
	Sound & Vision										\$ (3,800.00)		
	Harrison			\$ 304.18						\$ (283.15)	\$ 3,800.00		
	Nalbandian										\$ -		
	After Hours					\$ (15.96)					\$ 0.00		
	Dr. Bob			\$ 15.98		\$ 299.16				\$ (385.42)	\$ -		
	Foundation Center	\$ -									\$ -		
	Simpson Grant	\$ 1,519.27								\$ (15,000.00)	\$ 25,174.27		
	Book Lockers									\$ (17,000.00)	\$ 17,000.00		
	New Building YS	\$ 171.63									\$ 171.63		
		\$ 35,742.64	\$ -	\$ 4,151.88	\$ -	\$ 1,907.57	\$ -	\$ 1,614.10	\$ -	\$ (34,680.47)	\$ 48,825.17		
<b>OTHER</b>													
	Memorials/Honor with Books	\$ 2,829.80		\$ 1,678.63		\$ (526.93)		\$ 16.21			\$ 1,674.89		
	Bauleke					\$ (3,053.25)					\$ 3,053.25		
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
	Wurfy	\$ 120.16									\$ 42.77		
	Underwood Gift (Sr.Outreach)	\$ 370.00									\$ 370.00		
	John Cotton Dana	\$ 1,663.84									\$ -		
	Merchandise Sales	\$ 2,013.36	\$ 596.25		\$ 809.00		\$ (478.04)		\$ (2,817.35)		\$ (3,649.19)		
		\$ 9,623.48	\$ 596.25	\$ 1,678.63	\$ 809.00	\$ (3,580.18)	\$ (478.04)	\$ 16.21	\$ (2,817.35)	\$ -	\$ 4,118.04		
		\$ 87,943.24											
	Month Total		\$ 596.25	\$ 18,199.30	\$ 30,609.00	\$ (733.64)	\$ (478.04)	\$ 8,038.35	\$ (2,817.35)	\$ (43,938.61)			
					Income YTD	Expense YTD							
					\$ 67,037.45	\$ 59,659.08							
					\$ 67,037.45	\$ 59,659.08							

**Lawrence Public Library**  
**Balance Sheet**  
As of September 30, 2016

	Sep 30, 16	Sep 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.31	-16,947.31	-100.0%
Capital Improvement -2	561,801.44	602,056.45	-40,255.01	-6.7%
Checking	1,045,540.18	1,107,706.01	-62,165.83	-5.6%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	1,607,341.62	1,726,709.77	-119,368.15	-6.9%
<b>Total Current Assets</b>	1,607,341.62	1,726,709.77	-119,368.15	-6.9%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>1,608,572.32</b>	<b>1,727,940.47</b>	<b>-119,368.15</b>	<b>-6.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	26,684.98	24,443.48	2,241.50	9.2%
<b>Total Accounts Payable</b>	26,684.98	24,443.48	2,241.50	9.2%
<b>Other Current Liabilities</b>				
Payroll Liabilities	3,556.86	2,512.40	1,044.46	41.6%
<b>Total Other Current Liabilities</b>	3,556.86	2,512.40	1,044.46	41.6%
<b>Total Current Liabilities</b>	30,241.84	26,955.88	3,285.96	12.2%
<b>Total Liabilities</b>	30,241.84	26,955.88	3,285.96	12.2%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,444.98	755,552.93	-51,107.95	-6.8%
Net Income	573,250.28	644,796.44	-71,546.16	-11.1%
<b>Total Equity</b>	1,578,330.48	1,700,984.59	-122,654.11	-7.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,608,572.32</b>	<b>1,727,940.47</b>	<b>-119,368.15</b>	<b>-6.9%</b>

**Lawrence Public Library**  
**Revenues & Expenses**  
September 2016

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**Sep 16**

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	725.00
Grants	16,592.00
Interest	136.13
Meeting Room Fees	2,025.00
Merchandise Sales	-2,817.35
Overdues	11,474.80
Personal Books	11.89
Photo Copies	934.60
<b>Total Income</b>	<b>29,082.07</b>
<b>Expense</b>	
Payroll Expenses	207,417.38
Payroll Taxes	30,677.95
Utilities	11,465.33
Building Supplies	1,605.69
Building Repairs & Maintenance	2,505.20
Library & Office Supplies	901.44
Books & Materials	36,266.18
Processing Supplies	2,183.94
Technology	6,581.90
Shipping	632.71
Professional Development	8.54
Bookvan & Mileage	101.05
Program Expense	2,854.64
Professional Fees	3,473.53
Advertising	2,174.59
FOUNDATION FUNDING	-34,755.89
FRIENDS FUNDING	-11,145.88
Miscellaneous	392.35
<b>Total Expense</b>	<b>263,340.65</b>
<b>Net Ordinary Income</b>	<b>-234,258.58</b>
<b>Net Income</b>	<b><u>-234,258.58</u></b>

# Lawrence Public Library Vendor Balance Summary

All Transactions

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	Oct 12, 16
Amazon	2,407.70
ASI	50.00
Baker & Taylor, Inc.	462.25
Blackstone Audio, Inc.	1,142.57
Brilliance Publishing, Inc.	64.99
Center Point Large Print	484.14
Century Business Technologies	534.24
Databank Holdings, LTD	293.65
Demco, Inc.	581.67
Dusty Bookshelf	155.00
eRate Solutions, L.L.C.	1,658.99
Gale Group, Inc.	325.51
Heartland Payment Systems	223.80
Ingram Library Services	31,966.71
Intuit	22.90
Jayhawk Tropical Fish	300.00
Jiminate	120.00
KanREN	2,766.60
Kansas Library Association	500.00
Kansas Public Radio	216.69
Laser Logic, Inc.	152.71
Lawrence Community Orchestra	155.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	17.09
Mid America	325.15
Midwest Tape	8,726.74
Movie Licensing USA	1,737.00
OCLC, Inc.	5,012.44
Paul Wood	50.00
Pro Print Inc.	130.06
Pur-O-Zone, Inc.	243.50
Quill Corporation	599.24
Random House, Inc.	387.00
Recorded Books	427.82
Reliance Label Solutions, Inc.	308.97
Rivershore Reading Store	159.00
Rueschhoff Locksmiths & S.S.	80.22
Snap Promotions	3,567.40
Unique Management Services	126.60
United Parcel Service	816.49
VISA 5372	12,214.93
Westar	7,543.01
Wichita Public Library	16.72
WOW!Business	441.75
TOTAL	<u>87,723.25</u>

Lawrence Public Library  
**Check Detail**  
October 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/17/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		10/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/17/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill		10/12/2016		Credit Card Processing	-188.80
				Public Access	-35.00
TOTAL					-223.80
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/17/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	September	10/12/2016		Professional Fees	-22.90
TOTAL					-22.90
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/17/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1406	10/12/2016		Shipping	-816.49
TOTAL					-816.49
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/17/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill		10/05/2016		Books & Materials	-12,214.93
TOTAL					-12,214.93
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/17/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		10/12/2016		Electric	-7,543.01
TOTAL					-7,543.01
<b>Bill Pmt -Check</b>	<b>7509</b>	<b>10/18/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2032349196	10/12/2016		Block Grant	-239.98
Bill	2032344355	10/12/2016		Books & Materials	-90.16
Bill	2032344356	10/12/2016		Processing Supplies	-0.94
Bill	2032338562	10/12/2016		Books & Materials	-13.12
Bill	2032338563	10/12/2016		Processing Supplies	-0.05
Bill	2032322431	10/12/2016		Processing Supplies	-5.70
Bill	2032322430	10/12/2016		Books & Materials	-29.06
Bill	5014286824	10/12/2016		Books & Materials	-52.53
Bill	5014286825	10/12/2016		Processing Supplies	-0.15
Bill	5014283478	10/12/2016		Books & Materials	-30.51
Bill	5014283479	10/12/2016		Processing Supplies	-0.05
TOTAL					-462.25

Lawrence Public Library  
**Check Detail**  
October 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7510</b>	<b>10/18/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	851339	09/30/2016		Books & Materials	-221.94
Bill	853782	09/30/2016		Books & Materials	-45.00
Bill	846020	09/30/2016		Books & Materials	-45.00
Bill	861970	10/12/2016		Books & Materials	-41.96
Bill	859438	10/12/2016		Books & Materials	-788.67
TOTAL					-1,142.57
<b>Bill Pmt -Check</b>	<b>7511</b>	<b>10/18/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1111619	09/30/2016		Books & Materials	-5.00
Bill	IN1121539	09/30/2016		Books & Materials	-20.00
Bill	IN1113391	09/30/2016		Books & Materials	-39.99
TOTAL					-64.99
<b>Bill Pmt -Check</b>	<b>7512</b>	<b>10/18/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1407525	09/30/2016		Books & Materials	-484.14
TOTAL					-484.14
<b>Bill Pmt -Check</b>	<b>7513</b>	<b>10/18/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	424388	09/28/2016		Copying	-15.00
Bill	424387	09/28/2016		Copying	-347.26
Bill	426227	10/12/2016		Copying	-55.68
Bill	426228	10/12/2016		Copying	-116.30
TOTAL					-534.24
<b>Bill Pmt -Check</b>	<b>7514</b>	<b>10/18/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	23017	10/12/2016		Public Access	-293.65
TOTAL					-293.65
<b>Bill Pmt -Check</b>	<b>7515</b>	<b>10/18/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5965810	09/28/2016		Processing Supplies	-114.15
Bill	5841564	10/12/2016		Processing Supplies	-467.52
TOTAL					-581.67
<b>Bill Pmt -Check</b>	<b>7516</b>	<b>10/18/2016</b>	<b>eRate Solutions, L.L.C.</b>	<b>Checking</b>	
Bill	1621	09/28/2016		Professional Fees	-1,658.99
TOTAL					-1,658.99

Lawrence Public Library  
**Check Detail**  
October 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7517</b>	<b>10/18/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	58877193	09/30/2016		Books & Materials	-42.58
Bill	59078852	09/30/2016		Books & Materials	-205.09
Bill	58590230	10/12/2016		Books & Materials	-38.92
Bill	59068865	10/12/2016		Books & Materials	-38.92
TOTAL					-325.51
<b>Bill Pmt -Check</b>	<b>7518</b>	<b>10/18/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	502161	10/12/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7519</b>	<b>10/18/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	6-092616	09/28/2016		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>7520</b>	<b>10/18/2016</b>	<b>KanREN</b>	<b>Checking</b>	
Bill	160915010...	09/28/2016		Internet	-2,766.60
TOTAL					-2,766.60
<b>Bill Pmt -Check</b>	<b>7521</b>	<b>10/18/2016</b>	<b>Kansas Library Association</b>	<b>Checking</b>	
Bill	11332790	09/28/2016		Membership & Dues	-500.00
TOTAL					-500.00
<b>Bill Pmt -Check</b>	<b>7522</b>	<b>10/18/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	139318	09/28/2016		Advertising Gift Fund	-216.69
TOTAL					-216.69
<b>Bill Pmt -Check</b>	<b>7523</b>	<b>10/18/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	277226	10/12/2016		Library & Office Supplies	-152.71
TOTAL					-152.71
<b>Bill Pmt -Check</b>	<b>7524</b>	<b>10/18/2016</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	125970	10/12/2016		Membership & Dues	-207.00
TOTAL					-207.00
<b>Bill Pmt -Check</b>	<b>7525</b>	<b>10/18/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	8583	09/28/2016		Adult Programming	-17.09
TOTAL					-17.09

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Lawrence Public Library  
Check Detail  
October 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7526</b>	<b>10/18/2016</b>	<b>Mid America</b>	<b>Checking</b>	
Bill	78260	09/28/2016		Building Supplies	-325.15
TOTAL					-325.15
<b>Bill Pmt -Check</b>	<b>7527</b>	<b>10/18/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94337116	09/30/2016		Books & Materials	-29.99
Bill	94328233	09/30/2016		Books & Materials	-48.74
Bill	94310485	09/30/2016		Books & Materials	-37.49
Bill	94320397	09/30/2016		Books & Materials	-7.49
Bill	94320396	09/30/2016		Books & Materials	-51.72
Bill	94310553	09/30/2016		Books & Materials	-109.97
Bill	94310554	09/30/2016		Books & Materials	-159.95
Bill	94289834	09/30/2016		Books & Materials	-214.94
Bill	94245495	09/30/2016		Books & Materials	-184.96
Bill	94224364	09/30/2016		Books & Materials	-22.99
Bill	94289835	09/30/2016		Books & Materials	-174.96
Bill	94224362	09/30/2016		Books & Materials	-189.96
Bill	94224361	09/30/2016		Books & Materials	-239.94
Bill	94264213	09/30/2016		Books & Materials	-419.89
Bill	94264212	09/30/2016		Books & Materials	-194.95
Bill	94245494	09/30/2016		Books & Materials	-134.96
Bill	94313125	09/30/2016		Books & Materials	-29.98
Bill	94313124	09/30/2016		Books & Materials	-11.24
Bill	94295718	09/30/2016		Books & Materials	-11.99
Bill	94380998	10/12/2016		Books & Materials	-805.77
Bill	94384615	10/12/2016		Books & Materials	-146.95
Bill	94375234	10/12/2016		Books & Materials	-278.16
Bill	94375235	10/12/2016		Books & Materials	-18.74
Bill	94353734	10/12/2016		Books & Materials	-74.98
Bill	94370394	10/12/2016		Books & Materials	-264.93
Bill	94370395	10/12/2016		Books & Materials	-32.99
Bill	94361324	10/12/2016		Books & Materials	-3,554.65
Bill	94363243	10/12/2016		Books & Materials	-938.73
Bill	94363242	10/12/2016		Books & Materials	-14.99
Bill	94363241	10/12/2016		Books & Materials	-117.65
Bill	94356729	10/12/2016		Books & Materials	-11.24
Bill	94379023	10/12/2016		Processing Supplies	-190.85
TOTAL					-8,726.74
<b>Bill Pmt -Check</b>	<b>7528</b>	<b>10/18/2016</b>	<b>Movie Licensing USA</b>	<b>Checking</b>	
Bill	2245943	10/12/2016		Adult Programming-Frie... Adult Programming	-1,500.00 -237.00
TOTAL					-1,737.00
<b>Bill Pmt -Check</b>	<b>7529</b>	<b>10/18/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	488348	10/12/2016		Collections	-5,012.44
TOTAL					-5,012.44

Lawrence Public Library  
**Check Detail**  
October 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7530</b>	<b>10/18/2016</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	92328	09/28/2016		Library & Office Supplies	-130.06
TOTAL					-130.06
<b>Bill Pmt -Check</b>	<b>7531</b>	<b>10/18/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill		10/12/2016		Building Supplies	-243.50
TOTAL					-243.50
<b>Bill Pmt -Check</b>	<b>7532</b>	<b>10/18/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	9211144	09/28/2016		Library & Office Supplies	-96.77
				Advertising	-81.36
Bill	9341206	09/30/2016		Children's Programming	-76.72
Bill	9623307	10/12/2016		Library & Office Supplies	-198.21
				Building Supplies	-39.42
				FRIENDS FUNDING	-106.76
TOTAL					-599.24
<b>Bill Pmt -Check</b>	<b>7533</b>	<b>10/18/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1088865638	10/12/2016		Books & Materials	-187.50
Bill	1088855399	10/12/2016		Books & Materials	-82.50
Bill	1088814053	10/12/2016		Books & Materials	-117.00
TOTAL					-387.00
<b>Bill Pmt -Check</b>	<b>7534</b>	<b>10/18/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75395776	09/30/2016		Books & Materials	-45.09
Bill	75388917	09/30/2016		Books & Materials	-143.54
Bill	75407405	09/30/2016		Books & Materials	-32.00
Bill	75408391	09/30/2016		Books & Materials	-71.77
Bill	75410504	10/12/2016		Books & Materials	-72.20
Bill	75401227	10/12/2016		Books & Materials	-63.22
TOTAL					-427.82
<b>Bill Pmt -Check</b>	<b>7535</b>	<b>10/18/2016</b>	<b>Reliance Label Solutions, Inc.</b>	<b>Checking</b>	
Bill	1342	09/28/2016		Library & Office Supplies	-308.97
TOTAL					-308.97
<b>Bill Pmt -Check</b>	<b>7536</b>	<b>10/18/2016</b>	<b>Rivershore Reading Store</b>	<b>Checking</b>	
Bill	9-27-16	09/28/2016		Library & Office Supplies	-159.00
TOTAL					-159.00

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Lawrence Public Library  
**Check Detail**  
October 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7537</b>	<b>10/18/2016</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	531516	09/28/2016		Professional Fees	-80.22
TOTAL					-80.22
<b>Bill Pmt -Check</b>	<b>7538</b>	<b>10/18/2016</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	16081201	09/28/2016		Merchandise Sales	-3,567.40
TOTAL					-3,567.40
<b>Bill Pmt -Check</b>	<b>7539</b>	<b>10/18/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	434329	10/12/2016		Professional Fees	-126.60
TOTAL					-126.60
<b>Bill Pmt -Check</b>	<b>7540</b>	<b>10/18/2016</b>	<b>Wichita Public Library</b>	<b>Checking</b>	
Bill	164194415	09/28/2016		Overdues	-16.72
TOTAL					-16.72
<b>Bill Pmt -Check</b>	<b>7541</b>	<b>10/18/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		09/28/2016		Telephone	-441.75
TOTAL					-441.75
<b>Bill Pmt -Check</b>	<b>28101</b>	<b>10/17/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	4952239	09/28/2016		Children's Programming	-51.65
Bill	2949021	09/28/2016		Adult Programming	-162.99
Bill	0189026	09/28/2016		Outreach Programming	-39.98
Bill	0189026	09/28/2016		Outreach Programming	-59.97
Bill	8985049	09/28/2016		YS Summer Reading	-79.95
Bill	9095435	09/28/2016		Building Supplies	-39.05
Bill	3013001	09/28/2016		Building Supplies	-23.98
Bill	9441816	09/30/2016		Books & Materials	-16.00
Bill	9441816	09/30/2016		Books & Materials	-33.59
Bill	9441816	09/30/2016		Books & Materials	-12.95
Bill	9441816	09/30/2016		Books & Materials	-33.23
Bill	9441816	09/30/2016		Books & Materials	-112.99
Bill	9441816	09/30/2016		Books & Materials	-39.86
Bill	9441816	09/30/2016		Books & Materials	-23.48
Bill	7370601	09/30/2016		Books & Materials	-13.99
Bill	5394625	09/30/2016		Books & Materials	-24.95
Bill	5394625	09/30/2016		Books & Materials	-42.47
Bill	5394625	09/30/2016		Books & Materials	-27.92
Bill	8441053	09/30/2016		Books & Materials	-33.98
Bill	5394625	09/30/2016		Books & Materials	-89.01
Bill	5394625	09/30/2016		Books & Materials	-83.92
Bill	5394625	09/30/2016		Books & Materials	-36.00
Bill	5152205	09/30/2016		Books & Materials	-341.76
Bill	9441816	09/30/2016		Books & Materials	-119.88
Bill	9441816	09/30/2016		Books & Materials	-221.37
Bill	5152205	09/30/2016		Books & Materials	-45.24
Bill	5152205	09/30/2016		Books & Materials	-204.73
Bill	9065005	10/12/2016		Books & Materials	-69.99

**Lawrence Public Library**  
**Check Detail**  
 October 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	2565869	10/12/2016		Books & Materials	-25.60
Bill	3763419	10/12/2016		Books & Materials	-95.98
Bill	1569849	10/12/2016		Books & Materials	-27.68
Bill	3763419	10/12/2016		Books & Materials	-23.74
Bill	3763419	10/12/2016		Books & Materials	-44.32
				Supplies	-105.50
TOTAL					-2,407.70
<b>Bill Pmt -Check</b>	<b>28102</b>	<b>10/17/2016</b>	<b>Dusty Bookshelf</b>	<b>Checking</b>	
Bill		10/12/2016		YS Summer Reading	-155.00
TOTAL					-155.00
<b>Bill Pmt -Check</b>	<b>28103</b>	<b>10/17/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	94896720	09/28/2016	Ingram Library Services	Accounts Payable	0.00
Bill	94896721	09/28/2016	Ingram Library Services	Accounts Payable	0.00
Bill	94738528	09/30/2016		Books & Materials	-281.15
Bill	94772783	09/30/2016		Books & Materials	-333.83
Bill	94646199	09/30/2016		Books & Materials	-1,270.14
Bill	94772785	09/30/2016		Books & Materials	-472.75
Bill	94788578	09/30/2016		Books & Materials	-866.07
Bill	94805959	09/30/2016		Books & Materials	-501.50
Bill	94805961	09/30/2016		Books & Materials	-28.16
Bill	94832053	09/30/2016		Books & Materials	-26.40
Bill	94832051	09/30/2016		Books & Materials	-362.03
Bill	94880176	09/30/2016		Books & Materials	-294.49
Bill	94850745	09/30/2016		Books & Materials	-235.02
Bill	94880178	09/30/2016		Books & Materials	-58.17
Bill	94850744	09/30/2016		Books & Materials	-7.96
Bill	94850749	09/30/2016		Books & Materials	-43.17
Bill	94850747	09/30/2016		Books & Materials	-650.31
Bill	94909742	09/30/2016		Books & Materials	-14.39
Bill	94919782	09/30/2016		Books & Materials	-47.96
Bill	94909740	09/30/2016		Books & Materials	-155.96
Bill	94952489	09/30/2016		Books & Materials	-189.32
Bill	94952493	09/30/2016		Books & Materials	-47.97
Bill	94235908	09/30/2016		Books & Materials	-687.05
Bill	94978338	09/30/2016		Books & Materials	-525.18
Bill	94978917	09/30/2016		Books & Materials	-3.98
Bill	94933909	09/30/2016		Books & Materials	-491.44
Bill	94952491	09/30/2016		Books & Materials	-368.55
Bill	95010105	09/30/2016		Books & Materials	-673.45
Bill	95033023	09/30/2016		Books & Materials	-386.40
Bill	25 Invoices	09/30/2016		Processing Supplies	-725.14
Bill	25 Invoices	10/12/2016		Processing Supplies	-2,478.82
Bill	95164421	10/12/2016		Read Across Lawrence	-41.90
Bill	95053149	10/12/2016		Books & Materials	-3,454.07
Bill	95063520	10/12/2016		Books & Materials	-1,850.17
Bill	95079075	10/12/2016		Books & Materials	-703.75
Bill	95079074	10/12/2016		Books & Materials	-9.65
Bill	95033849	10/12/2016		Books & Materials	-3,703.72
				KHF Grant Expenses	-23.97
Bill	95052358	10/12/2016		Books & Materials	-372.89
Bill	95163764	10/12/2016		Books & Materials	-14.97
Bill	95172642	10/12/2016		Books & Materials	-723.33
Bill	95163760	10/12/2016		Books & Materials	-448.41
Bill	95164424	10/12/2016		Books & Materials	-88.57
Bill	95164422	10/12/2016		Books & Materials	-1,584.46
Bill	95163762	10/12/2016		Books & Materials	-165.07
Bill	95126940	10/12/2016		Books & Materials	-258.56
Bill	95146601	10/12/2016		Books & Materials	-11.04

**Lawrence Public Library**  
**Check Detail**  
 October 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	95126070	10/12/2016		Books & Materials	-400.93
Bill	95146604	10/12/2016		Books & Materials	-596.21
Bill	95147475	10/12/2016		Books & Materials	-173.64
Bill	95146602	10/12/2016		Books & Materials	-149.84
Bill	95126942	10/12/2016		Books & Materials	-3,083.13
Bill	95139913	10/12/2016		Books & Materials	-133.81
Bill	95091767	10/12/2016		Books & Materials	-501.52
Bill	95088216	10/12/2016		Books & Materials	-246.87
Bill	95078470	10/12/2016		Books & Materials	-611.64
Bill	95092939	10/12/2016		Books & Materials	-252.60
Bill	95114702	10/12/2016		Books & Materials	-135.23
TOTAL					-31,966.71
<b>Bill Pmt -Check</b>	<b>28104</b>	<b>10/17/2016</b>	<b>Lawrence Community Orchestra</b>	<b>Checking</b>	
Bill	2016 09-16 ...	09/28/2016		Advertising	-155.00
TOTAL					-155.00
<b>Bill Pmt -Check</b>	<b>28105</b>	<b>10/17/2016</b>	<b>Paul Wood</b>	<b>Checking</b>	
Bill	10-13-16	09/28/2016		Children's Programming	-50.00
TOTAL					-50.00

# Lawrence Public Library

## Monthly Statistical Summary--September 2016

INDICATOR	September		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.10	6.61	-8%			
Reference Transactions per Capita	1.66	1.32	26%			
Program Attendance per Capita	0.41	0.38	8%			
Circulation per Capita	12.44	13.71	-9%			
Circulation per Visit	2.04	2.07	-2%			
Total Holdings per Capita	2.11	2.28	-7%			
% of Lawrence Residents Registered	64%	97%	-34%			

Circulation--Adult Total	69,315	73,832	-6%	671,895	699,920	-4%
Circulation--Young Adult Total	3,266	3,877	-16%	39,830	42,704	-7%
Circulation--Youth Total	28,675	30,373	-6%	293,870	307,440	-4%
Circulation--Bookmobile	1,038	1,173	-12%	9,673	10,854	-11%
Circulation--Audiovisual Total	38,079	43,863	-13%	384,905	515,366	-25%
Circulation--Total	101,256	108,082	-6%	1,005,595	1,050,064	-4%

Reference Transactions	13,483	10,405	30%	118,908	101,304	17%
User Visits	49,689	52,069	-5%	515,911	538,348	-4%
LPL Web Site Visits	26,945	28,154	-4%	257,761	222,953	16%

Holdings--Added	2,420	3,196	-24%	52,226	30,434	72%
Holdings--Withdrawn	344	1,964	-82%	18,510	15,337	21%
Holdings--Total	205,750	216,005	-5%			

Registered Borrowers--Added	778	637	22%			
Registered Borrowers--Total	76,623	115,531	-34%			

Adult Programs	23	12	92%	239	140	71%
Young Adult Programs	14	15	-7%	118	169	-30%
Youth Programs	64	60	7%	527	540	-2%
Senior Programs	13	10	30%	109	121	-10%
Total Programs	114	97	18%	993	970	2%
Total Program Attendance	3,369	3,016	12%	42,336	42,801	-1%
Public Uses of Meeting Rooms	965	214	351%	6,685	1,213	451%

Total Paid Staff (FTE)	62.20	57.99	7%			
Total Number of Employees	86	86	0%			

# Lawrence Public Library

## Monthly Statistical Report--September 2016

	September		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.10	6.61	-8%				
Reference Transactions per Capita	1.66	1.32	25%				
Program Attendance per Capita	0.41	0.38	8%				
Circulation per Capita	12.44	13.71	-9%				
Total Holdings per Capita	2.11	2.28	-8%				
Collection Turnover--Total	5.99	6.08	-2%				
Collection Turnover--Adult	6.29	6.78	-7%				
Collection Turnover--Young Adult	3.67	4.80	-24%				
Collection Turnover--Youth	5.73	6.18	-7%				
Collection Turnover--Audiovisual	10.52	8.75	20%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	32062	33203	-3%		304313	313814	-3%
Circulation--Adult Periodicals	1045	1332	-22%		11235	12328	-9%
Circulation--Adult Feature Films & TV Shows	24091	26489	-9%		237738	252640	-6%
Circulation--Electronic Games	1491	1945	-23%		17145	18258	-6%
Circulation--Adult Music CDs	5888	7016	-16%		61314	71143	-14%
Circulation--Adult Audio Books	4727	3837	23%		40039	31631	27%
Circulation--eReaders	11	10	10%		111	106	5%
Circulation--Adult Total	69315	73832	-6%		671895	699920	-4%
Circulation--YA Books and NF Videos	3014	3540	-15%		36810	39496	-7%
Circulation--YA Periodicals	13	39	-67%		168	352	-52%
Circulation--YA Audio Books	239	298	-20%		2852	2856	0%
Circulation--YA Total	3266	3877	-16%		39830	42704	-7%
Circulation--Youth Books and NF Videos	26670	28783	-7%		278261	291394	-5%
Circulation--Youth Periodicals	84	94	-11%		1035	1429	-28%
Circulation--Youth Music CDs	364	589	-38%		4376	5109	-14%
Circulation--Youth Audio Books	1557	907	72%		10198	9508	7%
Circulation--Youth Total	28675	30373	-6%		293870	307440	-4%

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
Circulation--Bookmobile	1038	1173	-12%		9673	10854	-11%
Circulation--Total Books	61746	65526	-6%		619384	644704	-4%
Circulation--Total Periodicals	1142	1465	-22%		12438	14109	-12%
Circulation--Total Audiovisual	38079	43863	-13%		384905	515366	-25%
Circulation Total	101256	108082	-6%		1005595	1050064	-4%
Accounts Desk & Welcome Desk Circulation	2690	1869	44%		15502	113026	-86%
Self Check Circulation	74593	78740	-5%		756460	812124	-7%
Percent Self Check	97%	98%	-1%		98%	88%	12%
Web Site & Telephone Renewals	16225	18810	-14%		164701	165570	-1%
Other Staff Checkouts	3315	4591	-28%		27694	33624	-18%
Requests Placed	17407	19835	-12%		182552	182144	0%
Requests Filled	17094	14096	21%		139746	128859	8%
Requests Unclaimed	3267	2937	11%		27393	27030	1%
Interlibrary Loan Items Borrowed for LPL Patrons	545	538	1%		4738	3653	30%
Interlibrary Loan Items Loaned from LPL Collection	526	658	-20%		5845	5579	5%
OTHER LIBRARY SERVICES							
User Visits	49689	52069	-5%		515911	538348	-4%
Public Computer Usage	8342	8766	-5%		81335	84522	-4%

<b>Lawrence Public Library</b>	<b>September</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>Change</b>
						<b>2015-2016</b>
Adult Reference Transactions	1942	1956	-1%		16433	18192
Young Adult Reference Transactions	808	909	-11%		7938	10080
Youth Reference Transactions	1364	806	69%		14597	9821
IT Desk	1401	2914	-52%		13394	23625
Welcome Desk	2560	2361	8%		41060	21397
Phone Calls	1966	1459	35%		25486	18189
Accounts Desk	3442				33388	
Total Reference Transactions	13483	10405	30%		118908	101304
Public-Sponsored Uses of Meeting Rooms	965	214	351%		6685	1213
LPL Web Site Visits	26945	28154	-4%		257761	222953
<b>RESOURCES</b>						
Holdings--Total	205750	216005	-5%			
Holdings--Adult	134216	132694	1%			
Holdings--Young Adult	10714	9689	11%			
Holdings--Youth	60820	59736	2%			
Holdings--Audiovisual	43444	60176	-28%			
Holdings--eReaders	11	10	10%			
Holdings Added	2420	3196	-24%		52226	30434
Holdings Withdrawn	344	1964	-82%		18510	15337
Holdings Net Change	2076	1232			33716	15097
<b>LIBRARY PATRONS</b>						
Total Borrowers	76623	115531	-34%			
Borrowers Added	778	637	22%		6612	6793
Borrowers Transacting	13564	13206	3%		106870	102304
Percent of Borrowers Transacting	18%	11%	55%			
Total Number of Lawrence Residents Registered	62048	84671	-27%			
Percent of Lawrence Residents Registered	64%	90%	-29%			

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
PROGRAMMING							
Number of Adult Programs	23	12	92%		239	140	71%
Number of Young Adult Programs	14	15	-7%		118	169	-30%
Number of Youth Programs	64	60	7%		527	540	-2%
Number of Senior Programs	13	10	30%		109	121	-10%
Total Programs	114	97	18%		993	970	2%
Adult Program Attendance	317	347	-9%		7731	7450	4%
Young Adult Program Attendance	623	307	103%		3210	3385	-5%
Youth Program Attendance	2321	2223	4%		30310	30834	-2%
Senior Program Attendance	108	139	-22%		1085	1132	-4%
Total Program Attendance	3369	3016	12%		42336	42801	-1%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	62.2	57.99	7%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	18.6	-3%				
Number of Employees--Total	86	86	0%				
Number of Employees--Full-Time	38	37	3%				
Number of Employees--Part-Time	48	49	-2%				
Terminations	0	4	-100%		13	21	-38%
Hirings	3	12	-75%		13	23	-43%
Volunteer Hours	559.7	247.75	126%		5874	3003	96%

<b>Notes:</b>							
<b>*January 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1944	1981
YA	37	0
Youth	794	761
Total	2775	2742

# Lawrence Public Library

## Monthly Statistical Report--August 2016

	August		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.91	7.97	-13%				
Reference Transactions per Capita	1.97	1.57	25%				
Program Attendance per Capita	0.29	0.36	-18%				
Circulation per Capita	13.14	15.56	-16%				
Total Holdings per Capita	2.06	2.27	-9%				
Collection Turnover--Total	6.46	6.95	-7%				
Collection Turnover--Adult	6.73	7.61	-12%				
Collection Turnover--Young Adult	4.62	6.19	-25%				
Collection Turnover--Youth	6.20	7.21	-14%				
Collection Turnover--Audiovisual	10.77	10.03	7%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	32933	37096	-11%		272251	280588	-3%
Circulation--Adult Periodicals	1163	1364	-15%		10190	10996	-7%
Circulation--Adult Feature Films & TV Shows	24622	29812	-17%		213647	226187	-6%
Circulation--Electronic Games	1692	2187	-23%		15654	16312	-4%
Circulation--Adult Music CDs	6379	7888	-19%		55426	64125	-14%
Circulation--Adult Audio Books	5054	4161	21%		35312	30974	14%
Circulation--eReaders	9	13	-31%		100	96	4%
Circulation--Adult Total	71852	82521	-13%		602580	629278	-4%
Circulation--YA Books and NF Videos	3765	4563	-17%		33796	36301	-7%
Circulation--YA Periodicals	20	28	-29%		155	313	-50%
Circulation--YA Audio Books	282	392	-28%		2613	2637	-1%
Circulation--YA Total	4067	4983	-18%		36564	39251	-7%
Circulation--Youth Books and NF Videos	29193	33269	-12%		251591	262764	-4%
Circulation--Youth Periodicals	116	168	-31%		951	1335	-29%
Circulation--Youth Music CDs	482	510	-5%		4012	4520	-11%
Circulation--Youth Audio Books	1256	1171	7%		8641	8610	0%
Circulation--Youth Total	31047	35118	-12%		265195	277229	-4%

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Circulation--Bookmobile	1154	1303	-11%		8635	9681	-11%
Circulation--Total Books	65891	74928	-12%		557638	579653	-4%
Circulation--Total Periodicals	1299	1560	-17%		11296	12644	-11%
Circulation--Total Audiovisual	39637	49547	-20%		346826	381065	-9%
Circulation Total	106966	122622	-13%		904339	945758	-4%
Accounts Desk & Welcome Desk Circulation	1980	2004	-1%		12812	111157	-88%
Self Check Circulation	79723	98553	-19%		681867	733384	-7%
Percent Self Check	98%	98%	0%		98%	87%	13%
Web Site/Telephone Renewals	16468	19032	-13%		148476	146760	1%
Other Staff Checkouts	2247	3142	-28%		24379	29033	-16%
Requests Placed	18947	21816	-13%		165145	162309	2%
Requests Filled	15186	15439	-2%		122652	114763	7%
Requests Unclaimed	2415	3375	-28%		24126	24093	0%
Interlibrary Loan Items Borrowed for LPL Patrons	558	462	21%		4193	3115	35%
Interlibrary Loan Items Loaned from LPL Collection	508	478	6%		5319	4921	8%
<b>OTHER LIBRARY SERVICES</b>							
User Visits	56215	62808	-10%		466222	486279	-4%
Public Computer Usage	9582	10581	-9%		72993	75756	-4%

<b>Lawrence Public Library</b>	<b>August</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
Adult Reference Transactions	1954	1998	-2%		14491	16236	-11%
Young Adult Reference Transactions	1295	1392	-7%		7130	9171	-22%
Youth Reference Transactions	1768	1202	47%		13233	9015	47%
IT Desk	1773	3236	-45%		11993	20711	-42%
Welcome Desk	2685	2621	2%		38500	19036	102%
Phone Calls	2893	1946	49%		23520	16730	41%
Accounts Desk	3684				29946		
Total Transactions	16052	12395	30%		138813	90899	53%
Public-Sponsored Uses of Meeting Rooms	609	124	391%		5720	999	473%
LPL Web Site Visits	29067	30920	-6%		230816	194799	18%
<b>RESOURCES</b>							
Holdings--Total	201328	214385	-6%				
Holdings--Adult	129932	132030	-2%				
Holdings--Young Adult	10553	9656	9%				
Holdings--Youth	60843	59193	3%				
Holdings--Audiovisual	44172	59278	-25%				
Holdings--eReaders	11	10	10%				
Holdings Added	1907	3328	-43%		49806	27238	83%
Holdings Withdrawn (Weeded)	1188	1529	-22%		18166	13373	36%
Holdings Net Change	719	1799			31640	13865	
<b>LIBRARY PATRONS</b>							
Total Borrowers	75741	114908	-34%				
Borrowers Added	647	997	-35%		5834	6156	-5%
Borrowers Transacting	12707	13966	-9%		93306	89098	5%
Percent of Borrowers Transacting	17%	12%	38%				
Total Number of Lawrence Residents Registered	60933	90900	-33%				
Percent of Lawrence Residents Registered	62%	96%	-35%				

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PROGRAMMING</b>							
Number of Adult Programs	20	18	11%		216	128	69%
Number of Young Adult Programs	7	8	-13%		104	154	-32%
Number of Youth Programs	18	14	29%		463	480	-4%
Number of Senior Programs	7	15	-53%		96	111	-14%
Total Programs	52	55	-5%		879	873	1%
Adult Program Attendance	1147	1564	-27%		7414	7103	4%
Young Adult Program Attendance	188	469	-60%		2587	3078	-16%
Youth Program Attendance	977	625	56%		27989	28611	-2%
Senior Program Attendance	70	148	-53%		977	993	-2%
Total Program Attendance	2382	2806	-15%		38967	39785	-2%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	60.51	59.89	1%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	18.4	-2%				
Number of Employees--Total	83	79	5%				
Number of Employees--Full-Time	37	37	0%				
Number of Employees--Part-Time	46	42	10%				
Terminations	2	5	-60%		13	17	-24%
Hirings	3	1	N/A		10	11	-9%
Volunteer Hours	657.0	278.8	136%		5313.9	2754.9	93%

<b>Notes:</b>							
<b>*August 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1732	1984
YA	0	0
Youth	764	760
Total	2496	2744

September 2016  
Lynda.com Usage Statistics

Active users: 1160  
New users: 96  
Total users who logged in: 209  
Total log ins: 840  
Hours viewed: 239.48  
Hours viewed per log in: .29

# **Library Director's Report for September 2016**

Respectfully submitted by Brad Allen 10/14/2016

## **Conferences Galore**

I had the opportunity to attend two national conferences and a regional directors' retreat since my last report. I received a continuing education grant from NEKLS to attend the ICMA (International City/County Management Association) Conference in Kansas City. This conference is generally attended by city/county staff as you might guess from the name of the association, but I thought it would be a good experience to hear what issues and challenges city governments are facing. Perhaps the most interesting topics I learned about concentrated on Big Data and GIS mapping as well as a few good talks on leadership.

The following week, I attended the Urban Libraries Council Forum in Kansas City. LPL is not a ULC member, but since the conference was nearby, we were invited as guests by our friends at KC metro libraries. There were library directors and administrators from all the big city libraries in attendance. It was a great learning and networking opportunity.

Right between these forums, I also attended the NEKLS Directors' Retreat at The Barn in Valley Falls. The presenters were from Cedar Rapids Public Library who discussed all the things they have been doing with their new building. All in all, it was another quality professional development opportunity.

## **Beach Author Event Great Success**

Our third annual Beach Author event with Geraldine Brooks was a great success. Around 400 people attended the event. Geraldine was captivating. We gave away 100 free books, and the Raven Book Store sold over an additional 100 copies of Geraldine's book at the event and in the store leading up to and after that Friday evening appearance. Who will be our 2017 author? Stay tuned...

## **KLA Presidential Award**

I'm very excited to announce that Readers Services Coordinator Polli Kenn will receive the KLA Presidential Award for Library Personnel at next week's KLA Annual Conference. I am so proud of Polli and the amazing work she has done building our Readers Services team from the ground up. Congratulations, Polli!

## Foundation Director's Report – October 14, 2016

**Beach Author Series.** The third annual Beach Author Series with Geraldine Brooks was a great success! Approximately 80 people attended the pre-program reception in the library auditorium and 400 were at the public program. Geraldine Brooks and Laura Moriarty had a wonderful conversation and talked about everything from book research to Geraldine's experience of being thrown in the "slammer" in Nigeria. The surprise book giveaway at the end also was a big hit. The Raven reported that it sold 221 books before, during, and after the event (includes the 100 Foundation books). Geraldine has already passed along glowing reviews to her publisher and promises to talk us up among her author friends.

**990 & Foundation Finance Committee Update.** The Library Foundation's Finance Committee met on September 16 to review the 2015 Form 990. Committee members recommended some changes to the report and sent it to the full board for consideration. The Foundation Board approved the 990 at its meeting on September 26 and it is now posted on the Foundation's website for the public to view. In addition, the Finance Committee discussed the second quarter DCCF statement. Denise Berkley and Laura Denneler have been working with DCCF and Kohart Accounting to reconcile the Foundation's sub-fund balances. Since the Finance Committee meeting, Kohart has supplied supplementary information on its calculations and Denise has reconciled the fund balances.

**Foundation Fundraising Committee Meeting.** The Foundation's Fundraising Committee met on September 22 to review the end of year fundraising plan and efforts to recruit New Chapter Society members. The Committee set goals of mailing a New Chapter Society invitation to all board members and prospective donors on October 15, send the annual joint fundraising letter with the Friends on November 15, and launch an online fundraising effort in mid-December.

**Foundation Special Events Committee Meeting.** The Foundation's Special Events Committee met in September to get rolling on the After Hours at the Library fundraiser slated for Saturday, February 11, 2017. The theme will be "Carnival" inspired by the Big Read book, *In the Time of the Butterflies* which is set in the Dominican Republic. Committee chairs are in place. We are particularly excited to have recruited "The Agency" from KU's School of Journalism to help with publicizing the event. Chairs are:

Event Coordinator: Jenny Gorup  
Baskets & Music: Margie Coggins  
Food: Mary Gage and Kim Rack  
Beverages: Eileen Weiss  
Sponsorships: John Catlin  
Logistics: Gail Vick (and assistant TBA)  
Decorations: Marsha Buhler and Cathy Hamilton  
Invitation design: Billy Pilgrim  
Invitation mailing: Kim Rack  
Volunteers: Kelly Francis  
Publicity: KU's "The Agency"

**Foundation and Friends Newsletter.** The third Foundation and Friends newsletter for 2016 hit mailboxes on September 15, just prior to the Friends Fall sale. To date, we have received 76 gifts totaling \$3,860. Of these, \$1,920 were designated for the Foundation and \$1,940 were designated for the Friends.

## AGENDA

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

Monday, November 21, 2016 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

- Approve Mission, Vision, and Strategic Values -- **ACTION ITEM**

New business

- Approve 2017 Holidays -- **ACTION ITEM**
- Form Director Evaluation Committee

Adjournment

DRAFT

Lawrence Public Library  
Board of Trustees  
Strategic Planning Meeting  
October 17, 2016  
3:30 p.m.

### Strategic Planning Session

**Board Members Present:** David Vance, Chair; Joan Golden, Brady Flannery, Sarah Goodwin Thiel, Ursula Minor, Kevan Vick. **Absent:** Judy Keller

**Library Staff Present:** Brad Allen, Kathleen Morgan, and Sherri Turner.

### Strategic Planning Session

Brad facilitated a discussion about a mission statement building on the vision work that was done at the last meeting.

#### Mission (Existing)

The mission of LPL is to provide and promote informational, intellectual, and cultural resources for our community.

#### Possibilities: Vision

LPL commits itself to making Lawrence a city where learning, innovation, and opportunity thrives.

LPL supports the community as the dynamic center for learning, innovation, and opportunity.

LPL: a dynamic community force for learning, innovation, and opportunity.

#### Mission: (New)

Transforming Lives, Connecting Community, Learning Together: It all starts when we imagine more.

Learn, Connect, Create, and Grow: It all starts when we imagine more.

It all starts when we imagine more.

...To transform lives, connect community, and learn together.

Creative learning cycle--(info graphic) Imagine--Create--Play--Share--Reflect--Imagine

Stephanie Chase will meet with the board October 31, tentatively from 11:00 a.m. to 5:30 p.m., in Meeting Room B. Brad will send out confirmation.

DRAFT

Lawrence Public Library  
Board of Trustees  
Regular Board Meeting  
October 17, 2016  
4:30 p.m.

### Regular Board Meeting

**Board Members Present:** David Vance, Chair; Joan Golden, Brady Flannery, Sarah Goodwin Thiel, Ursula Minor, Kevan Vick. **Absent:** Judy Keller

**Library Staff Present:** Brad Allen, Melissa Fisher Isaacs, Amanda McConnell, Kathleen Morgan, Sherri Turner, Logan Isaman

### Call to Order

David Vance, Board Chair, called the regular meeting to order at 4:30 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. We are a little behind on spending on books and materials due to the ILS implementation, but expect to catch up by year end. The building repairs and maintenance line is over budget due to unexpected repairs. This line is being adjusted up in the 2017 budget. Brad said the overall end of year budget estimate looks good.

### Director's Report

Brad attended the ICMA (International City/County Management Association) Conference (NEKLS funded), the NEKLS Directors' Retreat, and the Urban Libraries Council Forum. Polli Kenn, our Readers' Services Coordinator, will receive the KLA Presidential Award for Library Personnel.

### Library Foundation Executive Director's Report

The Beach Author series with Geraldine Brooks had great turnout and received good media coverage. Geraldine loved it and loved Lawrence. Foundation subcommittees have been working on New Chapter efforts and have begun planning for the After Hours Fundraiser. This year, "The Agency" from KU's School of Journalism will help with publicity. The Foundation and Friends are working on a Volunteer Appreciation event scheduled for November 20.

### Friends Report

David said the fall sale was successful and Amazon sales continue to go well.

## **Ongoing Business**

### **Recommendation for New Coffee Vendor**

Brad, Ed, and Sherri met with four representatives from The Merc to discuss their proposal for coffee vending service at the Library. (Brady and Sarah had reviewed the proposal but were unable to attend the meeting.) Brad said the group was happy with the proposal and would like to recommend moving forward. Brady moved that the library proceed with negotiations with The Merc with the stipulation that the library will not take on additional expense to provide any additional equipment needed; Ursula seconded. All in favor; motion carried.

## **New Business**

### **Community Information Needs Assessment Report**

Logan distributed copies of the Community Information Needs Assessment survey that she has been working on and provided background information on survey goals, methodology, and results received so far. Survey completion has exceeded the goal of 1819 needed to obtain significant results. At this time, Logan said she is beginning data analysis, building a comprehensive community resource list, and mapping active patrons each month using ArcGIS. She will report again when the data analysis is complete.

### **Non-resident Library Cards**

Brad said that the library had been approached by someone associated with the U.S. Embassy in Tanzania to ask if they could use our library remotely. People from outside the area have also expressed interest in using the studio (a LPL library card is required for studio use). Introducing a non-resident library card (for a fee) would help facilitate such usage. Brad asked if the board would be interested in a proposal for non-resident card. The board said it was okay to explore the idea and learn more about it, particularly any security issues.

## **Adjournment**

Kevan moved to adjourn the meeting; Brady seconded. All in favor; motion carried. Meeting adjourned at 5:40 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
October 2016									
REVENUES		This Month	Year to Date	Annual Budget	83% of Year	Oct-15	YTD 2015		
Tax Fund		\$ 53,000.00	\$ 3,303,000.00	\$ 3,749,330.70	88.10%	\$ -	\$ 3,200,000.00		
Overdues		\$ 13,307.28	\$ 137,748.12	\$ 180,000.00	76.53%	\$ 14,990.36	\$ 152,479.01		
NEKLS		\$ -	\$ 51,306.00	\$ 65,000.00	78.93%	\$ -	\$ 48,326.25		
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ -	\$ 30,268.44		
Photo Copies		\$ 1,833.75	\$ 17,163.69	\$ 13,000.00	132.03%	\$ 1,618.84	\$ 16,555.29		
Coffee Shop Rent		\$ -	\$ 6,350.00	\$ 8,400.00	75.60%	\$ 700.00	\$ 7,000.00		
Meeting Room Fees		\$ 750.00	\$ 5,525.00	\$ 1,000.00	552.50%	\$ 900.00	\$ 2,250.00		
Interest		\$ 135.78	\$ 1,471.46	\$ 1,600.00	91.97%	\$ 145.54	\$ 1,424.36		
Miscellaneous		\$ (14.39)	\$ 469.16			\$ 533.72	\$ 539.52		
Total Revenues		\$ 69,012.42	\$ 3,552,144.54	\$4,043,330.70	87.85%	\$18,888.46	\$3,458,842.87		
EXPENSES									
Salaries & Wages		\$ 188,520.74	\$ 1,864,198.56	\$ 2,276,501.70	81.89%				
Employee Benefits		\$ 19,576.02	\$ 205,369.23	\$ 260,000.00	78.99%				
Payroll Taxes		\$ 30,673.28	\$ 311,489.17	\$ 420,329.00	74.11%				
Utilities		\$ 7,967.56	\$ 102,092.17	\$ 108,000.00	94.53%				
Building Supplies		\$ 1,963.51	\$ 17,044.20	\$ 20,000.00	85.22%				
Building Repairs & Maintenance		\$ 208.17	\$ 26,281.75	\$ 25,000.00	105.13%				
Library & Office Supplies		\$ 443.71	\$ 19,681.63	\$ 25,000.00	78.73%				
Books & Materials		\$ 60,912.52	\$ 378,403.17	\$ 550,000.00	68.80%				
Books & Materials Supplies & Processing		\$ 5,713.22	\$ 73,121.45	\$ 65,000.00	112.49%				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology		\$ 31,563.26	\$ 120,027.86	\$ 150,000.00	80.02%				
Insurance		\$ 1,641.00	\$ 11,169.00	\$ 10,000.00	111.69%				
Shipping		\$ 932.48	\$ 16,442.87	\$ 17,000.00	96.72%				
Professional Development		\$ 2,558.26	\$ 24,074.45	\$ 25,000.00	96.30%				
Book Van & Mileage		\$ 100.36	\$ 1,780.35	\$ 1,500.00	118.69%				
Programs		\$ 1,865.89	\$ 16,093.92	\$ 20,000.00	80.47%				
Professional Fees		\$ 2,874.34	\$ 37,211.60	\$ 30,000.00	124.04%				
Advertising & Marketing		\$ 2,085.67	\$ 21,762.89	\$ 30,000.00	72.54%				
Capital Improvements		\$ 21,089.31	\$ 43,588.62	\$ -					
Miscellaneous		\$ 191.23	\$ 2,494.34	\$ -					
Total Expenses		\$ 380,880.53	\$ 3,297,997.43	\$ 4,043,330.70	81.57%	\$ 337,375.69	\$ 3,136,250.77		
Revenue Over Expenses		\$ (311,868.11)	\$ 254,147.11						
Cash Balances:									
Checking		\$ 787,226.27							
Capital Improvement		\$ 561,920.72							

Lawrence Public Library 2016 Outside Funding Report															
			1/1/2016	June	June	July	July	August	August	September	September	October	October		
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
<b>FRIENDS</b>															
	Movie License		\$ -			\$ 1,500.00							\$ 1,500.00	\$ -	
	KPR-Advertising		\$ 1,584.06		\$ 433.38	\$ 4,900.00	\$ 216.69		\$ 216.69		\$ 216.69		\$ 216.69	\$ 5,417.16	
	Summer Reading - ALL		\$ 12,280.13		\$ 9,461.38		\$ (1,611.21)		\$ 609.00		\$ (5,531.02)		\$ 258.00	\$ 993.74	
	Aquarium		\$ 667.32		\$ 600.00	\$ 400.00			\$ 373.94		\$ (1,118.79)		\$ 600.00	\$ 300.39	
	Scholarships		\$ 1,620.00				\$ 300.00							\$ 320.00	
	Volunteers		\$ 665.94			\$ 1,000.00			\$ 100.00		\$ 150.00			\$ 1,415.94	
	Read Across Lawrence 2015/2016		\$ 6,003.71			\$ 17,000.00			\$ 2,992.00		\$ (5,000.00)		\$ 41.90	\$ 19,442.92	
	Friends Supplies		\$ (45.55)										\$ 106.76	\$ (152.31)	
	Salaries/Taxes - Custodian		\$ (238.83)		\$ 1,892.59	\$ 5,000.00	\$ 1,923.18		\$ 2,095.46		\$ 1,887.74			\$ 7,255.54	
	Staff Day												\$ 1,924.80	\$ (1,385.96)	
	Block Grant		\$ 20,040.34		\$ 124.75		\$ 110.31		\$ 20.95		\$ 137.24		\$ 861.80	\$ 3,117.72	
			\$ 42,577.12	\$ -	\$ 12,512.10	\$ 29,800.00	\$ 938.97	\$ -	\$ 6,408.04		\$ (9,258.14)	\$ -	\$ 5,509.95	\$ 36,725.14	
<b>FOUNDATION</b>															
	Kansas Health Foundation		\$ 9,766.66		\$ 2,599.74		\$ 3,872.14		\$ 860.44		\$ 148.28		\$ 482.43	\$ (1,656.52)	
	Kansas Health Foundation 2015- 16		\$ 23,850.00											\$ 5,750.00	
	Steiner Storytelling		\$ -										\$ 796.20	\$ (796.20)	
	Beach Author Series		\$ -				\$ 240.45				\$ (240.45)		\$ 47.00	\$ (47.00)	
	Milliken Fund		\$ 1,325.09											\$ 1,325.09	
	Salaries/Taxes - Bukaty		\$ (890.01)		\$ 140.29		\$ 140.29		\$ 280.59		\$ (915.67)		\$ 203.64	\$ (279.06)	
	Morgan Expenses		\$ -		\$ 653.67		\$ (1,014.30)		\$ 419.90		\$ (661.57)		\$ 281.61	\$ (249.44)	
	Greatest Expectations-General				\$ 339.57		\$ (139.52)		\$ 53.17		\$ (253.22)		\$ 748.00	\$ (748.00)	
	Hike Through History						\$ (401.46)				\$ (89.27)			\$ (0.00)	
	Juanita Marsh				\$ 98.45		\$ (1,060.14)							\$ 621.52	
	Crowe											\$ 54.73		\$ (54.73)	
	MLK Day Volunteers						\$ (13.09)							\$ (0.00)	
	Sound & Vision													\$ (3,800.00)	
	Harrison				\$ 304.18						\$ (283.15)			\$ 3,800.00	
	Nalbandian													\$ -	
	After Hours						\$ (15.96)							\$ 0.00	
	Dr. Bob				\$ 15.98		\$ 299.16				\$ (385.42)			\$ -	
	Foundation Center		\$ -											\$ -	
	Simpson Grant		\$ 1,519.27								\$ (15,000.00)			\$ 25,174.27	
	Book Lockers										\$ (17,000.00)			\$ 17,000.00	
	New Building YS		\$ 171.63											\$ 171.63	
			\$ 35,742.64	\$ -	\$ 4,151.88	\$ -	\$ 1,907.57	\$ -	\$ 1,614.10	\$ -	\$ (34,680.47)	\$ -	\$ 2,613.61	\$ 46,211.56	
<b>OTHER</b>															
	Memorials/Honor with Books		\$ 2,829.80		\$ 1,678.63		\$ (526.93)		\$ 16.21					\$ 1,674.89	
	Bauleke						\$ (3,053.25)							\$ 3,053.25	
	Lawrence Give Back		\$ 2,626.32											\$ 2,626.32	
	Wurfy		\$ 120.16											\$ 42.77	
	Underwood Gift (Sr.Outreach)		\$ 370.00											\$ 370.00	
	John Cotton Dana		\$ 1,663.84											\$ -	
	Merchandise Sales		\$ 2,013.36	\$ 596.25		\$ 809.00		\$ (478.04)		\$ (2,817.35)		\$ 194.61		\$ (3,454.58)	
			\$ 9,623.48	\$ 596.25	\$ 1,678.63	\$ 809.00	\$ (3,580.18)	\$ (478.04)	\$ 16.21	\$ (2,817.35)	\$ -	\$ 194.61	\$ -	\$ 4,312.65	
			\$ 87,943.24												
	Month Total			\$ 596.25	\$ 18,342.61	\$ 30,609.00	\$ (733.64)	\$ (478.04)	\$ 8,038.35	\$ (2,817.35)	\$ (43,938.61)	\$ 194.61	\$ 8,123.56		

											Income YTD	Expense YTD				
											\$ 67,232.06	\$ 67,925.95				
											\$ 67,232.06	\$ 67,925.95				

LAWRENCE PUBLIC LIBRARY										
Regular Budget Report										
October 2016										
REVENUES		This Month	Year to Date	Annual Budget	83% of Year	Projected Year End				
Tax Fund		\$ 53,000.00	\$ 3,303,000.00	\$ 3,749,330.70	88.10%	\$ 3,749,330.70				
Overdues		\$ 13,307.28	\$ 137,748.12	\$ 180,000.00	76.53%	\$ 165,300.00				
NEKLS		\$ -	\$ 51,306.00	\$ 65,000.00	78.93%	\$ 67,898.00				
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ 29,111.00				
Photo Copies		\$ 1,833.75	\$ 17,163.69	\$ 13,000.00	132.03%	\$ 20,500.00				
Coffee Shop Rent		\$ -	\$ 6,350.00	\$ 8,400.00	75.60%	\$ 6,350.00				
Meeting Room Fees		\$ 750.00	\$ 5,525.00	\$ 1,000.00	552.50%	\$ 6,000.00				
Interest		\$ 135.78	\$ 1,471.46	\$ 1,600.00	91.97%	\$ 1,700.00				
Miscellaneous		\$ (14.39)	\$ 469.16							
Total Revenues		\$ 69,012.42	\$ 3,552,144.54	\$ 4,043,330.70	87.85%	\$ 4,046,189.70				
EXPENSES										
Salaries & Wages		\$ 188,520.74	\$ 1,864,198.56	\$ 2,276,501.70	81.89%	\$ 2,255,800.00				
Employee Benefits		\$ 19,576.02	\$ 205,369.23	\$ 260,000.00	78.99%	\$ 244,600.00				
Payroll Taxes		\$ 30,673.28	\$ 311,489.17	\$ 420,329.00	74.11%	\$ 377,000.00				
Utilities		\$ 7,967.56	\$ 102,092.17	\$ 108,000.00	94.53%	\$ 120,000.00				
Building Supplies		\$ 1,963.51	\$ 17,044.20	\$ 20,000.00	85.22%	\$ 20,000.00				
Building Repairs & Maintenance		\$ 208.17	\$ 26,281.75	\$ 25,000.00	105.13%	\$ 33,500.00				
Library & Office Supplies		\$ 443.71	\$ 19,681.63	\$ 25,000.00	78.73%	\$ 25,000.00				
Books & Materials		\$ 60,912.52	\$ 378,403.17	\$ 550,000.00	68.80%	\$ 550,000.00				
Books & Materials Supplies & Processing		\$ 5,713.22	\$ 73,121.45	\$ 65,000.00	112.49%	\$ 81,000.00				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%	\$ 5,670.00				
Other Miscellaneous			\$ -	\$ 1,975.00	0.00%					
Software and Licenses		\$ 776.45	\$ 5,636.85	\$ 3,500.00	161.05%					
Copiers		\$ 540.55	\$ 5,466.52	\$ 8,000.00	68.33%					
Supplies		\$ 234.73	\$ 1,984.43	\$ 3,500.00	56.70%					
Hardware		\$ -	\$ 2,514.16	\$ 5,000.00	50.28%					
Telephone Maintenance		\$ -	\$ 1,369.88	\$ 2,740.00	50.00%					
Collections		\$ 12,394.88	\$ 76,195.22	\$ 119,268.00	63.89%					
Online Services			\$ -		#DIV/0!					
Staff Support			\$ -		#DIV/0!					
Public Access		\$ 17,616.65	\$ 26,860.80	\$ 6,017.00	446.42%					
Technology		\$ 31,563.26	\$ 120,027.86	\$ 150,000.00	80.02%	\$ 136,000.00				
Insurance		\$ 1,641.00	\$ 11,169.00	\$ 10,000.00	111.69%	\$ 11,169.00				
Shipping		\$ 932.48	\$ 16,442.87	\$ 17,000.00	96.72%	\$ 19,750.00				
Professional Development		\$ 2,558.26	\$ 24,074.45	\$ 25,000.00	96.30%	\$ 26,000.00				
Book Van & Mileage		\$ 100.36	\$ 1,780.35	\$ 1,500.00	118.69%	\$ 2,000.00				
Programs		\$ 1,865.89	\$ 16,093.92	\$ 20,000.00	80.47%	\$ 20,000.00				
Professional Fees		\$ 2,874.34	\$ 37,211.60	\$ 30,000.00	124.04%	\$ 43,500.00				
Advertising & Marketing		\$ 2,085.67	\$ 21,762.89	\$ 30,000.00	72.54%	\$ 30,000.00				
Capital Improvements		\$ 21,089.31	\$ 43,588.62	\$ -		\$ 43,589.00				
Miscellaneous		\$ 191.23	\$ 2,494.34	\$ -		\$ 6,500.00				
Total Expenses		\$ 380,880.53	\$ 3,297,997.43	\$ 4,043,330.70	81.57%	\$ 4,051,078.00				
Revenue Over Expenses		\$ (311,868.11)	\$ 254,147.11					Exceeding Budget:	\$ 7,747.30	
								Exceeding Revenues:	\$ 4,888.30	

**Lawrence Public Library**  
**Balance Sheet**  
As of October 31, 2016

	Oct 31, 16	Oct 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.38	-16,947.38	-100.0%
Capital Improvement -2	561,920.72	602,184.28	-40,263.56	-6.7%
Checking	787,226.27	824,409.21	-37,182.94	-4.5%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	1,349,146.99	1,443,540.87	-94,393.88	-6.5%
<b>Total Current Assets</b>	1,349,146.99	1,443,540.87	-94,393.88	-6.5%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b><u>1,350,377.69</u></b>	<b><u>1,444,771.57</u></b>	<b><u>-94,393.88</u></b>	<b><u>-6.5%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	87,250.43	64,840.99	22,409.44	34.6%
<b>Total Accounts Payable</b>	87,250.43	64,840.99	22,409.44	34.6%
<b>Other Current Liabilities</b>				
Payroll Liabilities	4,593.84	3,758.68	835.16	22.2%
<b>Total Other Current Liabilities</b>	4,593.84	3,758.68	835.16	22.2%
<b>Total Current Liabilities</b>	91,844.27	68,599.67	23,244.60	33.9%
<b>Total Liabilities</b>	91,844.27	68,599.67	23,244.60	33.9%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,444.98	755,552.93	-51,107.95	-6.8%
Net Income	253,453.22	319,983.75	-66,530.53	-20.8%
<b>Total Equity</b>	1,258,533.42	1,376,171.90	-117,638.48	-8.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,350,377.69</u></b>	<b><u>1,444,771.57</u></b>	<b><u>-94,393.88</u></b>	<b><u>-6.5%</u></b>

**Lawrence Public Library**  
**Revenues & Expenses**  
October 2016

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	Oct 16
<b>Ordinary Income/Expense</b>	
Income	
Interest	135.78
Meeting Room Fees	750.00
Merchandise Sales	194.61
Overdues	13,307.28
Personal Books	-14.39
Photo Copies	1,833.75
Tax Fund	53,000.00
<b>Total Income</b>	69,207.03
Expense	
Payroll Expenses	209,962.27
Payroll Taxes	30,936.21
Utilities	7,967.56
Building Supplies	1,963.51
Building Repairs & Maintenance	208.17
Library & Office Supplies	443.71
Books & Materials	60,912.52
Processing Supplies	5,713.22
Technology	31,563.26
Insurance	1,641.00
Shipping	932.48
Professional Development	2,558.26
Bookvan & Mileage	100.36
Program Expense	1,865.89
Professional Fees	2,874.34
Advertising	2,085.67
Capital Improvement Expenditure	21,089.31
FOUNDATION FUNDING	2,409.97
FRIENDS FUNDING	3,585.15
Miscellaneous	191.23
<b>Total Expense</b>	389,004.09
<b>Net Ordinary Income</b>	-319,797.06
<b>Net Income</b>	<b>-319,797.06</b>

# Lawrence Public Library Vendor Balance Summary

All Transactions

Nov 17, 16

Advance Insurance Company	486.26
Air Filter Plus	447.61
Amazon	3,301.63
Arsenal	1,879.00
ASI	50.00
Baker & Taylor, Inc.	2,784.82
Bayscan Technologies	158.00
Bibliocommons Inc.	15,750.00
Blackstone Audio, Inc.	443.92
Brilliance Publishing, Inc.	69.99
Carey S. Thomas Library	5.00
Center Point Large Print	263.64
Century Business Technologies	534.97
City of Lawrence	15.36
Conley Sprinkler, Inc.	192.00
Copy Co Inc.	1,350.00
Databank Holdings, LTD	293.65
Demco, Inc.	228.29
Gale Group, Inc.	1,138.79
Hal Leonard	194.62
Heartland Payment Systems	163.89
Ingram Library Services	29,550.82
Intuit	29.85
J Webb	65.00
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Journal-World	436.61
Kansas Public Radio	433.38
Laser Logic, Inc.	159.23
Lawrence Sign Up LLC	80.00
Midwest Tape	23,676.64
OCLC, Inc.	5,012.44
P1 Group, Inc.	4,745.00
Pan Asian Publications Inc.	291.50
Polyline Corporation	377.08
Pur-O-Zone, Inc.	250.89
Quill Corporation	271.45
Random House, Inc.	159.00
Recorded Books	110.80
Roger Martin	37.00
Schendel Services	95.00
Sherwin Williams	16.17
SirsiDynix	32,215.50
St. Charles City-County Lib. Dist.	19.99
The Summit	45.00
TSYS Merchant Solutions - Omaha	39.20
Unique Management Services	2,399.36
United Parcel Service	937.99
VISA 5372	7,844.16
Wayne Cook	10.00
Westar	5,970.80
WOW!Business	424.55
TOTAL	<u>145,875.85</u>

Lawrence Public Library  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	December 2...	11/15/2016		Group Life Insurance	-486.26
TOTAL					-486.26
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill	October	11/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	October 2016	11/09/2016		Credit Card Processing	-163.89
TOTAL					-163.89
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	Bill Pay	11/09/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>TSYS Merchant Solutions - Oma...</b>	<b>Checking</b>	
Bill	October	11/09/2016		Credit Card Processing	-39.20
TOTAL					-39.20
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1456	11/15/2016		Shipping	-937.99
TOTAL					-937.99
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	10251601	10/31/2016		Merchandise Sales	-378.75
Bill		11/15/2016		Adult Services	-60.00
				Youth Services Dept.	-292.45
				KLA	-2,187.91
				Adult Programming	-386.82
				KHF Grant Expenses	-511.61
				Bookvan & Mileage	-77.53
				Children's Programming	-2.49
				Children's Programming	-38.20
				Children's Programming	-42.35
				Children's Programming	-23.36
				Children's Programming	-29.61
				Children's Programming	-68.68
				Young Adult Programming	-147.79
				Library & Office Supplies	-135.81
				Shipping	-15.99
				Miscellaneous	-23.98
				Miscellaneous	-30.00
				Advertising	-821.36
				Merchandise Sales	-2.62
				Outreach Programming	-264.37
				Building Supplies	-894.77

**Lawrence Public Library**  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
				Building Repairs & Main...	-143.55
				Supplies	-76.06
				FOUNDATION FUNDING	-407.06
				Steiner Storytelling Wor...	-359.93
				Beach Author Event	-279.24
				Books & Materials	-34.94
				Block Grant	-94.94
				Miscellaneous	-11.99
TOTAL					-7,844.16
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/21/2016</b>	<b>Westar</b>	<b>Checking</b>	
Bill		11/09/2016		Electric	-5,970.80
TOTAL					-5,970.80
<b>Bill Pmt -Check</b>	<b>7542</b>	<b>11/22/2016</b>	<b>Air Filter Plus</b>	<b>Checking</b>	
Bill	335887	10/31/2016		Building Supplies	-447.61
TOTAL					-447.61
<b>Bill Pmt -Check</b>	<b>7543</b>	<b>11/22/2016</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	62231	11/15/2016		Telephone Maintenance	-1,879.00
TOTAL					-1,879.00
<b>Bill Pmt -Check</b>	<b>7544</b>	<b>11/22/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2032366651	10/31/2016		Block Grant	-50.21
Bill	5014296618	10/31/2016		Block Grant	-43.72
Bill	2032392410	10/31/2016		Block Grant	-287.67
Bill	2032393335	10/31/2016		Processing Supplies	-21.94
Bill	2032393334	10/31/2016		Books & Materials	-273.87
Bill	5014310494	10/31/2016		Books & Materials	-24.55
Bill	5014300029	10/31/2016		Books & Materials	-55.14
Bill	5014256749	10/31/2016		Books & Materials	-82.01
Bill	5014291603	10/31/2016		Books & Materials	-96.43
Bill	5014282304	10/31/2016		Books & Materials	-30.56
Bill	5014265201	10/31/2016		Books & Materials	-512.77
Bill	5014276024	10/31/2016		Books & Materials	-148.20
Bill	5014221130	10/31/2016		Books & Materials	-167.31
Bill	5014229328	10/31/2016		Books & Materials	-136.90
Bill	5014238047	10/31/2016		Books & Materials	-184.38
Bill	5014248438	10/31/2016		Books & Materials	-28.30
Bill	2032349197	10/31/2016		Block Grant	-45.60
Bill	5014296328	10/31/2016		Books & Materials	-24.53
Bill	5014296329	10/31/2016		Processing Supplies	-0.74
Bill	2032362189	10/31/2016		Processing Supplies	-0.35
Bill	2032362188	10/31/2016		Books & Materials	-116.08
Bill	5014312763	10/31/2016		Processing Supplies	-0.10
Bill	5014312762	10/31/2016		Books & Materials	-41.54
Bill	5014316920	10/31/2016		Books & Materials	-136.42
Bill	2032366652	11/15/2016		Block Grant	-10.24
Bill	2032392411	11/15/2016		Block Grant	-33.58
Bill	5014296619	11/15/2016		Block Grant	-7.60
Bill	5014332391	11/16/2016		Books & Materials	-55.82
Bill	5014324561	11/16/2016		Books & Materials	-105.18
Bill	2032415713	11/16/2016		Block Grant	-1.90
Bill	2032415712	11/16/2016		Block Grant	-4.84

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Lawrence Public Library  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	2032415590	11/16/2016		Processing Supplies	-0.89
Bill	2032415589	11/16/2016		Books & Materials	-55.45
TOTAL					-2,784.82
<b>Bill Pmt -Check</b>	<b>7545</b>	<b>11/22/2016</b>	<b>Bayscan Technologies</b>	<b>Checking</b>	
Bill	50091	10/31/2016		Processing Supplies	-158.00
TOTAL					-158.00
<b>Bill Pmt -Check</b>	<b>7546</b>	<b>11/22/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	864187	10/31/2016		Books & Materials	-90.00
Bill	861282	10/31/2016		Books & Materials	-45.00
Bill	868641	11/16/2016		Books & Materials	-308.92
TOTAL					-443.92
<b>Bill Pmt -Check</b>	<b>7547</b>	<b>11/22/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1129170	10/31/2016		Books & Materials	-39.99
Bill	IN1132574	11/16/2016		Books & Materials	-5.00
Bill	IN1131770	11/16/2016		Books & Materials	-25.00
TOTAL					-69.99
<b>Bill Pmt -Check</b>	<b>7548</b>	<b>11/22/2016</b>	<b>Carey S. Thomas Library</b>	<b>Checking</b>	
Bill	ILL 168082...	10/31/2016		Overdues	-5.00
TOTAL					-5.00
<b>Bill Pmt -Check</b>	<b>7549</b>	<b>11/22/2016</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1421931	10/31/2016		Books & Materials	-22.77
Bill	1427209	11/16/2016		Books & Materials	-240.87
TOTAL					-263.64
<b>Bill Pmt -Check</b>	<b>7550</b>	<b>11/22/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	427606	10/31/2016		Copying	-15.00
Bill	427605	10/31/2016		Copying	-353.57
Bill	429727	11/09/2016		Copying	-110.72
Bill	429726	11/09/2016		Copying	-55.68
TOTAL					-534.97
<b>Bill Pmt -Check</b>	<b>7551</b>	<b>11/22/2016</b>	<b>Conley Sprinkler, Inc.</b>	<b>Checking</b>	
Bill	10567	10/31/2016		Building Repairs & Main...	-192.00
TOTAL					-192.00

Lawrence Public Library  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7552</b>	<b>11/22/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84363	10/31/2016		Printing	-700.00
Bill	84333	10/31/2016		Printing	-650.00
TOTAL					-1,350.00
<b>Bill Pmt -Check</b>	<b>7553</b>	<b>11/22/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	23453	11/15/2016		Public Access	-293.65
TOTAL					-293.65
<b>Bill Pmt -Check</b>	<b>7554</b>	<b>11/22/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	5989567	10/31/2016		Processing Supplies	-228.29
TOTAL					-228.29
<b>Bill Pmt -Check</b>	<b>7555</b>	<b>11/22/2016</b>	<b>Gale Group, Inc.</b>	<b>Checking</b>	
Bill	59189248	10/31/2016		Books & Materials	-160.72
Bill	59195362	10/31/2016		Books & Materials	-91.76
Bill	59177898	10/31/2016		Books & Materials	-112.75
Bill	59170313	10/31/2016		Books & Materials	-129.54
Bill	59266096	10/31/2016		Books & Materials	-37.78
Bill	59257843	10/31/2016		Books & Materials	-58.17
Bill	59259502	10/31/2016		Books & Materials	-38.92
Bill	59338371	11/16/2016		Books & Materials	-98.35
Bill	59338011	11/16/2016		Books & Materials	-112.14
Bill	59330424	11/16/2016		Books & Materials	-136.74
Bill	59330587	11/16/2016		Books & Materials	-99.55
Bill	59302186	11/16/2016		Books & Materials	-19.19
Bill	59309659	11/16/2016		Books & Materials	-43.18
TOTAL					-1,138.79
<b>Bill Pmt -Check</b>	<b>7556</b>	<b>11/22/2016</b>	<b>Hal Leonard</b>	<b>Checking</b>	
Bill	72186002	10/31/2016		Block Grant	-194.62
TOTAL					-194.62
<b>Bill Pmt -Check</b>	<b>7557</b>	<b>11/22/2016</b>	<b>J Webb</b>	<b>Checking</b>	
Bill	4290	11/15/2016		Building Repairs & Main...	-65.00
TOTAL					-65.00
<b>Bill Pmt -Check</b>	<b>7558</b>	<b>11/22/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	502256	10/31/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00

**Lawrence Public Library**  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7559</b>	<b>11/22/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	7-110516	11/15/2016		Advertising	-120.00
<b>TOTAL</b>					<b>-120.00</b>
<b>Bill Pmt -Check</b>	<b>7560</b>	<b>11/22/2016</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	139495	10/31/2016		Advertising Gift Fund	-216.69
Bill	139689	11/15/2016		Advertising Gift Fund	-216.69
<b>TOTAL</b>					<b>-433.38</b>
<b>Bill Pmt -Check</b>	<b>7561</b>	<b>11/22/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	277483	11/15/2016		Library & Office Supplies	-159.23
<b>TOTAL</b>					<b>-159.23</b>
<b>Bill Pmt -Check</b>	<b>7562</b>	<b>11/22/2016</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	8625	10/31/2016		Advertising	-80.00
<b>TOTAL</b>					<b>-80.00</b>
<b>Bill Pmt -Check</b>	<b>7563</b>	<b>11/22/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94435075	10/31/2016		Books & Materials	-29.99
Bill	94435076	10/31/2016		Books & Materials	-744.80
Bill	94429686	10/31/2016		Books & Materials	-70.74
Bill	94429084	10/31/2016		Books & Materials	-601.92
Bill	94428246	10/31/2016		Books & Materials	-174.68
Bill	94419344	10/31/2016		Books & Materials	-820.92
Bill	94419214	10/31/2016		Books & Materials	-149.96
Bill	94419215	10/31/2016		Books & Materials	-1,004.76
Bill	94411327	10/31/2016		Books & Materials	-67.47
Bill	94411325	10/31/2016		Books & Materials	-23.23
Bill	94416555	10/31/2016		Books & Materials	-29.23
Bill	94402575	10/31/2016		Books & Materials	-864.23
Bill	94402689	10/31/2016		Books & Materials	-917.69
Bill	94402688	10/31/2016		Books & Materials	-97.57
Bill	94398074	10/31/2016		Books & Materials	-527.86
Bill	94399977	10/31/2016		Books & Materials	-194.53
Bill	94399979	10/31/2016		Books & Materials	-146.22
Bill	94398076	10/31/2016		Books & Materials	-234.95
Bill	94394888	10/31/2016		Books & Materials	-159.62
Bill	94377907	10/31/2016		Books & Materials	-4,533.79
Bill	94449387	10/31/2016		Books & Materials	-65.05
Bill	94449389	10/31/2016		Books & Materials	-68.23
Bill	94439645	10/31/2016		Books & Materials	-33.74
Bill	94449276	10/31/2016		Books & Materials	-781.81
Bill	94450508	10/31/2016		Books & Materials	-314.57
Bill	94450507	10/31/2016		Books & Materials	-11.99
Bill	94474674	11/09/2016		Processing Supplies	-586.50
Bill	94494679	11/15/2016		Books & Materials	-1,502.81
Bill	94498439	11/16/2016		Books & Materials	-227.06
Bill	94498671	11/16/2016		Books & Materials	-214.45
Bill	94490236	11/16/2016		Books & Materials	-308.90
Bill	94491197	11/16/2016		Books & Materials	-26.99
Bill	94481126	11/16/2016		Books & Materials	-175.51
Bill	94491195	11/16/2016		Books & Materials	-321.35

**Lawrence Public Library**  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	94483499	11/16/2016		Books & Materials	-235.30
Bill	94494761	11/16/2016		Books & Materials	-35.98
Bill	94477923	11/16/2016		Books & Materials	-639.80
Bill	94477922	11/16/2016		Books & Materials	-39.99
Bill	94481128	11/16/2016		Books & Materials	-17.24
Bill	94483982	11/16/2016		Books & Materials	-155.92
Bill	94457198	11/16/2016		Books & Materials	-39.99
Bill	94475968	11/16/2016		Books & Materials	-161.95
Bill	94457199	11/16/2016		Books & Materials	-439.88
Bill	94470670	11/16/2016		Books & Materials	-90.70
Bill	94462882	11/16/2016		Books & Materials	-41.37
Bill	94462890	11/16/2016		Books & Materials	-137.21
Bill	94472207	11/16/2016		Books & Materials	-743.53
Bill	94470043	11/16/2016		Books & Materials	-4,864.66
TOTAL					-23,676.64
<b>Bill Pmt -Check</b>	<b>7564</b>	<b>11/22/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	493815	11/09/2016		Collections	-5,012.44
TOTAL					-5,012.44
<b>Bill Pmt -Check</b>	<b>7565</b>	<b>11/22/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	10681	11/15/2016		Building Repairs & Main...	-4,745.00
TOTAL					-4,745.00
<b>Bill Pmt -Check</b>	<b>7566</b>	<b>11/22/2016</b>	<b>Pan Asian Publications Inc.</b>	<b>Checking</b>	
Bill	U-14921	11/16/2016		Books & Materials	-132.11
Bill	U-14898	11/16/2016		Books & Materials	-159.39
TOTAL					-291.50
<b>Bill Pmt -Check</b>	<b>7567</b>	<b>11/22/2016</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	47627	10/31/2016		Processing Supplies	-377.08
TOTAL					-377.08
<b>Bill Pmt -Check</b>	<b>7568</b>	<b>11/22/2016</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	712263	10/31/2016		Building Supplies	-85.50
Bill	713428	11/15/2016		Building Supplies	-165.39
TOTAL					-250.89
<b>Bill Pmt -Check</b>	<b>7569</b>	<b>11/22/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	1173790	10/31/2016	Quill Corporation	Accounts Payable	0.00
Bill	1011204	10/31/2016		Library & Office Supplies	-153.79
				Building Supplies	-21.43
Bill	1473775	11/09/2016		Library & Office Supplies	-96.23
TOTAL					-271.45

Lawrence Public Library  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7570</b>	<b>11/22/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1088863575	10/31/2016		Books & Materials	-52.50
Bill	1189027809	10/31/2016		Books & Materials	-26.25
Bill	1089027809	10/31/2016		Books & Materials	-46.50
Bill	1089184993	11/16/2016		Books & Materials	-33.75
<b>TOTAL</b>					<b>-159.00</b>
<b>Bill Pmt -Check</b>	<b>7571</b>	<b>11/22/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75419155	10/31/2016		Books & Materials	-76.00
Bill	75419156	10/31/2016		Books & Materials	-34.80
<b>TOTAL</b>					<b>-110.80</b>
<b>Bill Pmt -Check</b>	<b>7572</b>	<b>11/22/2016</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30236939	11/16/2016		Building Repairs & Main...	-95.00
<b>TOTAL</b>					<b>-95.00</b>
<b>Bill Pmt -Check</b>	<b>7573</b>	<b>11/22/2016</b>	<b>SirsiDynix</b>	<b>Checking</b>	
Bill	IVCPS0119...	10/31/2016		Public Access	-948.00
Bill	INVCT1041...	10/31/2016		Collections	-7,382.44
				Professional Fees	-1,835.75
				Capital Improvement Ex...	-21,089.31
Bill	INVIS025225	11/15/2016		Professional Fees	-240.00
				Capital Improvement Ex...	-720.00
<b>TOTAL</b>					<b>-32,215.50</b>
<b>Bill Pmt -Check</b>	<b>7574</b>	<b>11/22/2016</b>	<b>St. Charles City-County Lib. Dist.</b>	<b>Checking</b>	
Bill	0093	10/31/2016		Overdues	-19.99
<b>TOTAL</b>					<b>-19.99</b>
<b>Bill Pmt -Check</b>	<b>7575</b>	<b>11/22/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	435778	11/09/2016		Professional Fees	-2,273.30
Bill	435779	11/09/2016		Professional Fees	-126.06
<b>TOTAL</b>					<b>-2,399.36</b>
<b>Bill Pmt -Check</b>	<b>7576</b>	<b>11/22/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		10/31/2016		Telephone	-424.55
<b>TOTAL</b>					<b>-424.55</b>

**Lawrence Public Library**  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28109</b>	<b>11/21/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	11065496975	10/31/2016		Building Supplies	-12.06
Bill	K16117440...	10/31/2016		Children's Programming	-19.61
Bill	9491458	10/31/2016		Young Adult Programming	-10.75
Bill	7057024	10/31/2016		Overdues	-15.68
Bill	169694914...	10/31/2016		Books & Materials	-68.12
Bill	99698637387	10/31/2016		Books & Materials	-9.18
Bill	300273289...	10/31/2016		Books & Materials	-6.33
Bill	29742518958	10/31/2016		Books & Materials	-63.93
Bill	3997059	10/31/2016		Books & Materials	-28.25
				Young Adult Programming	-6.99
Bill	2832263	10/31/2016		Books & Materials	-466.26
Bill	2832263	10/31/2016		Books & Materials	-129.17
Bill	2832263	10/31/2016		Books & Materials	-8.95
Bill	0885854	10/31/2016		Books & Materials	-79.98
Bill	3763419	10/31/2016		Books & Materials	-47.99
Bill	4002602	10/31/2016		Books & Materials	-19.99
Bill	4002602	10/31/2016		Books & Materials	-11.86
Bill	0073864	10/31/2016		Books & Materials	-53.99
				Supplies	-28.99
Bill	4002602	10/31/2016		Books & Materials	-41.89
Bill	9065005	10/31/2016		Books & Materials	-15.89
Bill	6192248	10/31/2016		Books & Materials	-55.87
Bill	2565869	10/31/2016		Books & Materials	-155.05
Bill	3997959	10/31/2016		Books & Materials	-33.04
Bill	7013039	10/31/2016		Books & Materials	-24.91
Bill	2832263	10/31/2016		Books & Materials	-107.19
Bill	2832263	10/31/2016		Books & Materials	-48.18
Bill	2832263	10/31/2016		Books & Materials	-48.18
Bill	9441816	10/31/2016		Books & Materials	-39.99
Bill	7610652	10/31/2016		Books & Materials	-28.94
Bill	2832263	10/31/2016		Books & Materials	-48.15
Bill	1126631	10/31/2016		Books & Materials	-14.97
Bill	6805840	11/16/2016		Books & Materials	-48.99
Bill	6805840	11/16/2016		Books & Materials	-77.72
Bill	6805840	11/16/2016		Books & Materials	-18.19
Bill	6805840	11/16/2016		Books & Materials	-26.99
Bill	7577034	11/16/2016		Books & Materials	-96.01
Bill	6805840	11/16/2016		Books & Materials	-220.96
Bill	7577034	11/16/2016		Books & Materials	-58.49
Bill	7577034	11/16/2016		Books & Materials	-95.96
Bill	9441816	11/16/2016		Books & Materials	-47.97
Bill	2282658	11/16/2016		Books & Materials	-59.45
Bill	2282658	11/16/2016		Books & Materials	-83.83
Bill	2282658	11/16/2016		Books & Materials	-112.37
Bill	0320209	11/16/2016		Books & Materials	-23.69
Bill	7577034	11/16/2016		Books & Materials	-287.79
Bill	7577034	11/16/2016		Books & Materials	-56.99
Bill	7577034	11/16/2016		Books & Materials	-54.99
Bill	0638603	11/16/2016		Books & Materials	-19.08
Bill	0638603	11/16/2016		Books & Materials	-47.00
Bill	3997059	11/16/2016		Books & Materials	-101.86
Bill	5456236	11/16/2016		Books & Materials	-12.97
<b>TOTAL</b>					<b>-3,301.63</b>
<b>Bill Pmt -Check</b>	<b>28110</b>	<b>11/21/2016</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking Per...	11/09/2016		Miscellaneous	-15.36
<b>TOTAL</b>					<b>-15.36</b>

**Lawrence Public Library**  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28111</b>	<b>11/21/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	45 Invoices	10/31/2016		Processing Supplies	-1,429.92
Bill	95408988	10/31/2016		Books & Materials	-11.38
				Personal Books	-14.39
Bill	95408989	10/31/2016		Books & Materials	-150.26
Bill	95408213	10/31/2016		Books & Materials	-20.50
Bill	95386866	10/31/2016		Books & Materials	-123.61
Bill	95358349	10/31/2016		Books & Materials	-313.10
Bill	95367867	10/31/2016		Books & Materials	-615.65
Bill	95387639	10/31/2016		Books & Materials	-1,162.47
Bill	95372899	10/31/2016		Books & Materials	-459.62
Bill	95371709	10/31/2016		Books & Materials	-193.73
Bill	95399474	10/31/2016		Books & Materials	-277.78
Bill	95333130	10/31/2016		Books & Materials	-1,835.27
Bill	95357692	10/31/2016		Books & Materials	-28.18
Bill	95332324	10/31/2016		Books & Materials	-473.94
Bill	95293429	10/31/2016		Books & Materials	-518.97
Bill	95292653	10/31/2016		Books & Materials	-473.20
Bill	95321512	10/31/2016		Books & Materials	-14.59
Bill	95305635	10/31/2016		Books & Materials	-45.25
Bill	95280206	10/31/2016		Books & Materials	-203.15
Bill	95279044	10/31/2016		Books & Materials	-25.20
Bill	95279042	10/31/2016		Books & Materials	-210.59
Bill	95221903	10/31/2016		Books & Materials	-14.97
Bill	95221146	10/31/2016		Books & Materials	-50.38
Bill	95256765	10/31/2016		Books & Materials	-94.38
Bill	95239240	10/31/2016		Books & Materials	-155.96
Bill	95275473	10/31/2016		Books & Materials	-32.35
Bill	95275471	10/31/2016		Books & Materials	-999.23
Bill	95239237	10/31/2016		Books & Materials	-20.48
Bill	95239238	10/31/2016		Books & Materials	-416.49
Bill	95240035	10/31/2016		Books & Materials	-396.12
Bill	95221901	10/31/2016		Books & Materials	-4,066.52
Bill	95221144	10/31/2016		Books & Materials	-275.33
Bill	95221142	10/31/2016		Books & Materials	-114.06
Bill	95200869	10/31/2016		Books & Materials	-401.71
Bill	95201553	10/31/2016		Books & Materials	-192.08
Bill	95200871	10/31/2016		Books & Materials	-25.18
Bill	95214451	10/31/2016		Books & Materials	-278.60
Bill	95221899	10/31/2016		Books & Materials	-133.17
Bill	95357690	10/31/2016		Books & Materials	-231.20
Bill	95429010	10/31/2016		Books & Materials	-115.98
Bill	95428068	10/31/2016		Books & Materials	-59.35
Bill	95429008	10/31/2016		Books & Materials	-98.74
Bill	95429016	10/31/2016		Books & Materials	-53.98
Bill	95429012	10/31/2016		Books & Materials	-8.40
Bill	95429014	10/31/2016		Books & Materials	-16.80
Bill	95428066	10/31/2016		Books & Materials	-64.35
Bill	95371711	10/31/2016		Books & Materials	-17.99
Bill	95386868	10/31/2016		Books & Materials	-19.14
Bill	95387641	10/31/2016		Books & Materials	-15.59
Bill	34 Invoices	11/16/2016		Processing Supplies	-1,150.99
Bill	95640338	11/16/2016		Books & Materials	-34.74
Bill	95637078	11/16/2016		Books & Materials	-51.84
Bill	95598507	11/16/2016		Books & Materials	-28.18
Bill	95615791	11/16/2016		Books & Materials	-270.32
Bill	95637080	11/16/2016		Books & Materials	-474.41
Bill	95615041	11/16/2016		Books & Materials	-10.17
Bill	95615793	11/16/2016		Books & Materials	-38.36
Bill	95615039	11/16/2016		Books & Materials	-26.77
Bill	95615037	11/16/2016		Books & Materials	-32.74
Bill	95598503	11/16/2016		Books & Materials	-388.02
Bill	95598505	11/16/2016		Books & Materials	-2,288.86

**Lawrence Public Library**  
**Check Detail**  
November 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	95559573	11/16/2016		Books & Materials	-29.25
Bill	95544989	11/16/2016		Books & Materials	-33.88
Bill	95555635	11/16/2016		Books & Materials	-186.93
Bill	95545607	11/16/2016		Books & Materials	-801.30
Bill	95501390	11/16/2016		Books & Materials	-1,434.04
Bill	95468289	11/16/2016		Books & Materials	-134.42
Bill	95500656	11/16/2016		Books & Materials	-170.17
Bill	95501388	11/16/2016		Books & Materials	-191.54
Bill	95467114	11/16/2016		Books & Materials	-87.72
Bill	95519846	11/16/2016		Books & Materials	-147.60
Bill	95519848	11/16/2016		Books & Materials	-43.63
Bill	95501392	11/16/2016		Books & Materials	-16.80
Bill	95519130	11/16/2016		Books & Materials	-38.98
Bill	95458849	11/16/2016		Books & Materials	-662.97
Bill	95488931	11/16/2016		Books & Materials	-68.17
Bill	95511339	11/16/2016		Books & Materials	-540.12
Bill	95463556	11/16/2016		Books & Materials	-517.42
Bill	95463558	11/16/2016		Books & Materials	-403.25
Bill	95458851	11/16/2016		Books & Materials	-8.40
Bill	95458590	11/16/2016		Books & Materials	-110.39
Bill	95429006	11/16/2016		Books & Materials	-1,496.08
Bill	95641062	11/16/2016		Books & Materials	-13.63
				Read Across Lawrence	-649.45
TOTAL					-29,550.82
<b>Bill Pmt -Check</b>	<b>28112</b>	<b>11/21/2016</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	10574720	10/31/2016		Advertising	-224.96
Bill	10584720	11/15/2016		Advertising	-211.65
TOTAL					-436.61
<b>Bill Pmt -Check</b>	<b>28113</b>	<b>11/21/2016</b>	<b>Roger Martin</b>	<b>Checking</b>	
Bill	110116martin	11/16/2016		Books & Materials	-37.00
TOTAL					-37.00
<b>Bill Pmt -Check</b>	<b>28114</b>	<b>11/21/2016</b>	<b>Sherwin Williams</b>	<b>Checking</b>	
Bill	2726-3	10/31/2016		Building Repairs & Main...	-16.17
TOTAL					-16.17
<b>Bill Pmt -Check</b>	<b>28115</b>	<b>11/21/2016</b>	<b>The Summit</b>	<b>Checking</b>	
Bill		11/16/2016		Membership & Dues	-45.00
TOTAL					-45.00
<b>Bill Pmt -Check</b>	<b>28116</b>	<b>11/21/2016</b>	<b>Wayne Cook</b>	<b>Checking</b>	
Bill	REFUND	10/31/2016		Overdues	-10.00
TOTAL					-10.00

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Lawrence Public Library  
**Check Detail**  
November 2016

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28117	11/21/2016	Bibliocommons Inc.	Checking	
Bill	USD-32	10/31/2016		Public Access	-15,750.00
TOTAL					-15,750.00

# Lawrence Public Library

## Monthly Statistical Summary--October 2016

INDICATOR	October		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.45	6.77	-5%			
Reference Transactions per Capita	1.60	1.40	14%			
Program Attendance per Capita	0.55	0.42	31%			
Circulation per Capita	12.44	13.42	-7%			
Circulation per Visit	1.93	1.98	-3%			
Total Holdings per Capita	2.13	2.29	-7%			
% of Lawrence Residents Registered	64%	97%	-34%			

Circulation--Adult Total	69,865	72,551	-4%	741,760	775,661	-4%
Circulation--Young Adult Total	3,330	3,996	-17%	43,160	47,124	-8%
Circulation--Youth Total	28,077	29,244	-4%	321,947	336,846	-4%
Circulation--Bookmobile	1,010	1,315	-23%	10,683	12,169	-12%
Circulation--Audiovisual Total	37,876	43,753	-13%	422,781	469,469	-10%
Circulation--Total	101,272	105,791	-4%	1,106,867	1,159,631	-5%

Reference Transactions	13,052	11,008	19%	165,348	112,312	47%
User Visits	52,532	53,340	-2%	568,443	591,688	-4%
LPL Web Site Visits	18,808	26,952	-30%	276,569	249,905	11%

Holdings--Added	4,050	2,816	44%	56,276	33,250	69%
Holdings--Withdrawn	312	1,676	-81%	18,822	17,013	11%
Holdings--Total	208,208	216,383	-4%			

Registered Borrowers--Added	558	610	-9%			
Registered Borrowers--Total	77,008	115,997	-34%			

Adult Programs	25	10	150%	264	150	76%
Young Adult Programs	17	18	-6%	135	187	-28%
Youth Programs	66	60	10%	593	600	-1%
Senior Programs	14	20	-30%	123	141	-13%
Total Programs	122	108	13%	1,115	1,078	3%
Total Program Attendance	4,449	3,317	34%	46,785	46,118	1%
Public Uses of Meeting Rooms	1,152	227	407%	7,837	1,440	444%

Total Paid Staff (FTE)	64.28	61.30	5%			
Total Number of Employees	87	84	4%			

# Lawrence Public Library

## Monthly Statistical Report--October 2016

	October		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.45	6.77	-5%				
Reference Transactions per Capita	1.60	1.40	15%				
Program Attendance per Capita	0.55	0.42	30%				
Circulation per Capita	12.44	13.42	-7%				
Total Holdings per Capita	2.13	2.29	-7%				
Collection Turnover--Total	5.91	5.94	0%				
Collection Turnover--Adult	6.37	6.63	-4%				
Collection Turnover--Young Adult	3.66	4.92	-26%				
Collection Turnover--Youth	5.36	5.90	-9%				
Collection Turnover--Audiovisual	10.38	8.80	18%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	32811	31979	3%		337124	345770	-3%
Circulation--Adult Periodicals	1114	1185	-6%		12349	13513	-9%
Circulation--Adult Feature Films & TV Shows	24138	26655	-9%		261876	279331	-6%
Circulation--Electronic Games	1589	1791	-11%		18734	20048	-7%
Circulation--Adult Music CDs	5985	7196	-17%		67299	78337	-14%
Circulation--Adult Audio Books	4216	3737	13%		44255	38548	15%
Circulation--eReaders	12	8	50%		123	114	8%
Circulation--Adult Total	69865	72543	-4%		741760	775661	-4%
Circulation--YA Books and NF Videos	3092	3669	-16%		39902	43510	-8%
Circulation--YA Periodicals	10	8	25%		178	360	-51%
Circulation--YA Audio Books	228	319	-29%		3080	3254	-5%
Circulation--YA Total	3330	3996	-17%		43160	47124	-8%
Circulation--Youth Books and NF Videos	26041	27721	-6%		304302	319268	-5%
Circulation--Youth Periodicals	106	114	-7%		1141	1543	-26%
Circulation--Youth Music CDs	366	505	-28%		4742	5614	-16%
Circulation--Youth Audio Books	1564	904	73%		11762	10421	13%
Circulation--Youth Total	28077	29244	-4%		321947	336846	-4%

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
Circulation--Bookmobile	1010	1315	-23%		10683	12169	-12%
Circulation--Total Books	61944	67990	-9%		681328	669174	2%
Circulation--Total Periodicals	1230	1307	-6%		13668	15416	-11%
Circulation--Total Audiovisual	37876	43753	-13%		422781	469469	-10%
Circulation Total	101272	105783	-4%		1106867	1159631	-5%
Accounts Desk & Welcome Desk Circulation	4843	1634	196%		20345	114660	-82%
Self Check Circulation	71024	79163	-10%		827484	891287	-7%
Percent Self Check	94%	98%	-4%		98%	89%	10%
Web Site & Telephone Renewals	17666	18063	-2%		182367	183633	-1%
Other Staff Checkouts	73	3331	-98%		27767	36955	-25%
Requests Placed	18443	19753	-7%		200995	201897	0%
Requests Filled	17318	13906	25%		157064	142765	10%
Requests Unclaimed	2743	2871	-4%		30136	29901	1%
Interlibrary Loan Items Borrowed for LPL Patrons	539	416	30%		5277	4069	30%
Interlibrary Loan Items Loaned from LPL Collection	593	717	-17%		6438	6296	2%
OTHER LIBRARY SERVICES							
User Visits	52532	53340	-2%		568443	591688	-4%
Public Computer Usage	8790	8878	-1%		90125	93400	-4%

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
Adult Reference Transactions	1773	1824	-3%		18206	20016	-9%
Young Adult Reference Transactions	916	758	21%		8854	10838	-18%
Youth Reference Transactions	1154	878	31%		15751	10699	47%
IT Desk	1492	3120	-52%		14886	26745	-44%
Welcome Desk	2682	2574	4%		43742	23971	82%
Phone Calls	1995	1854	8%		27481	20043	37%
Accounts Desk	3040				36428		
Total Reference Transactions	13052	11008	19%		165348	112312	47%
Public-Sponsored Uses of Meeting Rooms	1152	837	38%		7837	2050	282%
LPL Web Site Visits	18808	26952	-30%		276569	249905	11%
RESOURCES							
Holdings--Total	208208	216383	-4%				
Holdings--Adult	133590	133347	0%				
Holdings--Young Adult	10961	9752	12%				
Holdings--Youth	63657	60202	6%				
Holdings--Audiovisual	43779	59691	-27%				
Holdings--eReaders	11	10	10%				
Holdings Added	4050	2816	44%		56276	33250	69%
Holdings Withdrawn	312	1676	-81%		18822	17013	11%
Holdings Net Change	3738	1140			37454	16237	
LIBRARY PATRONS							
Total Borrowers	77008	115997	-34%				
Borrowers Added	558	610	-9%		7170	7403	-3%
Borrowers Transacting	13610	11444	19%		120480	113748	6%
Percent of Borrowers Transacting	18%	10%	79%				
Total Number of Lawrence Residents Registered	62366	91803	-32%				
Percent of Lawrence Residents Registered	64%	97%	-34%				

<b>Lawrence Public Library</b>	<b>October</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
<b>PROGRAMMING</b>							
Number of Adult Programs	25	10	150%		264	150	76%
Number of Young Adult Programs	17	18	-6%		135	187	-28%
Number of Youth Programs	66	60	10%		593	600	-1%
Number of Senior Programs	14	20	-30%		123	141	-13%
Total Programs	122	108	13%		1115	1078	3%
Adult Program Attendance	800	538	49%		8531	7988	7%
Young Adult Program Attendance	431	396	9%		3641	3781	-4%
Youth Program Attendance	3023	2158	40%		33333	32992	1%
Senior Program Attendance	195	225	-13%		1280	1357	-6%
Total Program Attendance	4449	3317	34%		46785	46118	1%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	64.28	61.3	5%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	18.6	-3%				
Number of Employees--Total	87	84	4%				
Number of Employees--Full-Time	38	38	0%				
Number of Employees--Part-Time	49	46	7%				
Terminations	0	1	-100%		13	22	-41%
Hirings	1	4	N/A		14	27	-48%
Volunteer Hours	584.5	435.05	34%		6458.5	3438.05	88%

<b>Notes:</b>							
<b>*January 1, 2016 projected service area population per City Planning Department</b>							
<b>**Monthly figures are represented on an annualized basis</b>							
<b>***Collection Turnover = Total Circulation/Total Holdings</b>							
<b>****Meeting room usage figures do not include Library-sponsored meetings and events</b>							
<b>*****Volunteer hours do not include Friends of the Library</b>							
<b>N/A=Not available at this time</b>							

**Non-circulating Holdings**

Adult	1912	1982
YA	37	0
Youth	797	762
Total	2746	2744

[lynda.com](https://lynda.com) stats

Active users 1194

New users 34

Users who logged in 153

Total log ins 606

Hours viewed 261.87

Hours viewed per log in .43

# **Library Director's Report for November 2016**

Respectfully submitted by Brad Allen 11/17/2016

## **Staff Changes**

We have had a few staff changes in the past few months. We have two new people in Information Services. Jessi Harris moved from Accounts taking Rachael Perry's vacated position and new employee Taylor Keister replaced Muriel Green. Sarah Mathews took Jessi's position in Accounts, going from 12 hours a week to 25 hours a week, and new employee Donna Lech took over Sarah's position. Additionally, Liza MacKinnon moved into the Interlibrary Loan position vacated by Megan Joyce and new employee Traci Bunkers replaced Liza in her job in Materials Handling. At this point, I believe we are fully staffed! It has been a while.

## **Kansas Library Association Conference**

The KLA annual conference was held in Wichita from October 19 to 21. As we've done for a few years, the library held its Weave a Tale storytelling preconference. This year Mel Depper from Arapahoe Library District conducted the training, concentrating heavily on building early literacy practices into storytime. The preconference was well attended and Mel was fantastic!

My favorite part of the conference was the keynote by Joan Frye Williams. Some of you have perhaps seen Joan before at a NEKLS assembly or trustee training. This was her very last keynote speech as she is retiring at the end of the year. She took the conference's theme "Champions by Design" as her inspiration, and it is the best I've ever seen her. She was inspiring, thoughtful, and engaging. I feel very lucky to have seen her last hurrah.

## **Strong Attendance at Library Programs**

Events for adults drew very good numbers since my last report. Current New York Times bestselling author Nathan Hill spoke to over 80 people about his debut novel, *The Nix*. The library hosted Ibram X. Kendi for our monthly Diverse Dialogues program in partnership with the Langston Hughes Center. He spoke to over 100 people about his book, *Stamped from the Beginning: The Definitive History of Racist Ideas in America*. John Freeman, Sarah Smarsh, and Whitney Terrell discussed the forthcoming collection of essays, *The Tale of Two Americas* with over 50 people were in attendance. And finally, in collaboration with the hospital, we held a documentary and panel discussion about the book *Being Mortal*. More than 150 people attended. What a busy few weeks!

## Foundation Director's Report – November 17, 2016

**Year End Fundraising.** The Friends' and Foundation's year end fundraising efforts are on schedule and in full swing. Here is a quick update.

- New Chapter Society. Approximately 120 invitations were sent to select donors asking them to join the New Chapter Society. To date, we have received 115 responses, totaling \$12,800 in donations.
- Friends & Foundation Annual Letter. The 2017 Friends and Foundation joint fundraising letter was mailed on November 16 to approximately 4,000 households. In order to keep our costs to a minimum, Kelly Francis designed a beautiful self-mailer. Look for it in your mailbox soon!
- Online Holiday Shop. The final phase of the Friends & Foundation year end fundraising plan is to develop an online "Holiday Shop" for donors. This will offer an easy way for donors to support library "wish list" items, such as Hoopla downloads, supplies for the Friends Amazon store, etc. The site will go live in early December.

**After Hours Update.** The planning committee for the February 11 After Hours at the Library fundraiser already is working away. Billy Pilgrim is designing the invitation, Mary Gage and Jenny Gorup are lining up commitments from local restaurants, and Margie Coggins is contacting local book clubs and organizations to provide baskets for the "Win A Basket" portion of the evening. On Friday, November 18, The Agency students from KU will meet with us about their PR/marketing plan. We also already have one \$1,000 table sold and Crown Automotive lined up as a Signature Sponsor (\$5,000!). The entire committee met on November 7 and set a fundraising goal of \$40,000 (net) for the event.

**Finance Committee Meeting.** Members of the Foundation's Finance Committee met on November 16 to set a draft 2017 operating budget, review the third quarter DCCF statement, and discuss 2017 endowment distributions. Next year will mark the first year that the Foundation will make a distribution from its unrestricted endowment, another great milestone!

**Planned Giving Update.** The long awaited planned giving brochure is finally printed and ready! I will bring copies for you on Monday. At its meeting on October 24, the Foundation Board discussed additional steps for implementing a planned giving program. Among them was hiring a part time contact employee in 2017 to help set the ground work and begin scheduling personal meetings with interested donors. The funds to support this new position are incorporated into the draft 2017 budget. The Foundation Board will discuss further at its November board meeting.

**DCCF Grant Updates.** The Library Foundation's application for a Douglas County Community Foundation grant for portable recording equipment did not win approval. However, DCCF has agreed to continue funding for the Foundation Center collection at the library. These resources provide grant writers with valuable leads for funding. It is a \$1,995 gift to the library and Lawrence's non-profit community. In addition, DCCF funded the Walk To Rivendell this summer, a \$1,200 grant.

### **Pending Grant Applications:**

- Rice Foundation: \$12,000 for upgrades to the auditorium's audio-visual system.
- Kansas Health Foundation: \$25,000 for Health Spot programs and resources.
- Blue Cross Blue Shield of Kansas: \$1,000 for Community Needs Assessment expenses
- Walmart Foundation: \$2,500 for the seed library.
- Freedom's Frontier National Heritage Area: \$5,000 for Hike Through History, phase II

# Lawrence Public Library

## Strategic Plan (11/2016)

### **Mission:**

Imagine more: a place to learn, connect, create, and grow.

### **Vision:**

Our community thrives through learning, innovation, and opportunity.

### **Strategic Initiatives:**

#### Learning

The Library is a place where people can learn together.

The Library is a learning organization for staff.

#### Innovation

The Library will continually rethink traditional library services.

The Library will establish a process for outcomes evaluation.

#### Opportunity

The Library will empower people to connect more deeply as a community.

The Library will empower residents to connect with the opportunities in their community.

The Library will explore public/private collaborations in order to strengthen its organizational structure.

## Values:

- **Respect for people.** We treat everyone, and each other, as valued individuals.
- **Access to information.** We ensure access to information for people of all ages, abilities, and means.
- **Freedom of information.** We protect the freedom to read and view all library information.
- **Community Engagement.** We embrace our role as a community anchor.
- **Quality.** We strive to deliver the highest quality services possible and pledge to be friendly, approachable, and knowledgeable.
- **Core services without charge.** We provide basic library services free of charge.
- **Stewardship.** We hold ourselves accountable for the efficient and effective use of all resources — people, time, assets, and funds.

**2017 Holidays,  
Compensating Days and Closings**

<b>Sunday, January 1</b>	<b>New Year's Day</b>	<b>Closed</b>	<b>-----</b>
<b>Monday, January 2</b>	<b>New Year's Day Observed</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Monday, January 16</b>	<b>MLK Day</b>	<b>Open</b>	<b>COMP Day</b>
<b>Monday, February 20</b>	<b>President's Day</b>	<b>Open</b>	<b>COMP Day</b>
<b>Sunday, April 16</b>	<b>Easter</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, May 28</b>	<b>-----</b>	<b>Closed</b>	<b>-----</b>
<b>Monday, May 29</b>	<b>Memorial Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Tuesday, July 4</b>	<b>Independence Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, September 3</b>	<b>-----</b>	<b>Closed</b>	<b>-----</b>
<b>Monday, September 4</b>	<b>Labor Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Saturday, November 11</b>	<b>Veteran's Day</b>	<b>Open</b>	<b>COMP Day</b>
<b>Thursday, November 23</b>	<b>Thanksgiving</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, December 24</b>	<b>Christmas Eve</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Monday, December 25</b>	<b>Christmas Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, December 31</b>	<b>New Year's Eve</b>	<b>Closed</b>	<b>PAID Holiday</b>

**Full-time salaried employees are paid for the days listed as PAID holidays. If full time employees would not normally work the day of the paid holiday, they will be granted compensating time, to be used before the end of the calendar year.**

**Regular Part-time employees (those regularly scheduled to work 20 hours a week or more) will be paid for hours that would normally be worked the day of the PAID holiday.**

**Full-time and regular part-time employees receive compensating time for Martin Luther King Day, President's Day and Veterans Day.**

**There are three days in 2017 that the Library is closed, but these days are not recognized as paid holidays. Those days are Sunday, January 1<sup>st</sup>, Sunday, May 28<sup>th</sup> and Sunday, September 3<sup>rd</sup>. Since these are not paid holidays, no compensating time will be granted for these days.**

## **AGENDA**

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

Monday, December 19, 2016 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

- Pay Plan for 2017

Executive Session

Adjournment

## **DRAFT**

### **Lawrence Public Library Board of Trustees Regular Board Meeting November 21, 2016 4:30 p.m.**

**Board Members Present:** David Vance, Chair; Joan Golden, Brady Flannery, Sarah Goodwin Thiel, Judy Keller, Ursula Minor, and Kevan Vick.

**Library Staff Present:** Brad Allen, Kate Gramlich, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner, Aaron Brumley

**Friends of the Library:** Sandra Wiechert

#### **Call to Order**

Board Chair, David Vance, called the meeting to order at 4:30 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 that for the first time in a while, the library is fully staffed; staff changes are in his written report. A number of staff attended the KLA conference at the end of October. Mel Depper, the speaker for the Joyce Steiner Weave-a-Tale program, was excellent. Brad said he received a call today from the city about putting in a bike corral in front of the library. He hasn't received a response yet to his request to put in a 15-minute parking spot in front of the library. Until the city decides where the bus hub will go, the city is reluctant to move forward with adding a crosswalk as it would necessitate removing more parking spaces.

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

Kathleen noted a correction to her written report: 15 responses to the New Chapter Society were received rather than 115. The Friends/Foundation annual mailing went out to approximately 4000 households. The Friends and Foundation are planning to launch an online holiday shop where donors can give money for specific types of things. Kathleen distributed copies of the newly completed planned giving brochure. The Foundation will be discussing whether to hire a part-time staff member to work with the planned giving program. 2017 will be the first year that the Foundation will make a distribution from its unrestricted endowment fund. Crown Automotive has signed on as a sponsor of the After Hours Fundraiser.

**Friends Report**

Sandra said the Friends board is in the process of selecting new board members and has nearly completed revising bylaws. There will be a small Season's Readings sale in the lobby on December 10-11. Amazon sales may exceed \$60,000. She thanked the Library for the Volunteer Appreciation event last night.

**Ongoing Business****Approve Mission, Vision, and Strategic Initiatives**

Judy moved to approve the mission, vision, and strategic initiatives document, permitting staff to make minor edits for style; Brady seconded. All in favor; motion carried. Staff will develop specific goals and an action plan based on these statements.

**New Business****2017 Holidays**

Brad presented the 2017 holiday schedule, noting that about every 5 years the library is closed 3 days in a row over Christmas and again over the New Year. Judy moved to approve the holiday schedule; Brady seconded. All in favor; motion carried.

**Director Evaluation Committee**

David and Judy were appointed to the Director Evaluation Committee.

**Adjournment**

Kevan moved to adjourn the meeting; Brady seconded. All in favor. Meeting adjourned at 5:10 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
November 2016									
REVENUES		This Month	Year to Date	Annual Budget	92% of Year		Nov-15		YTD 2015
Tax Fund		\$ -	\$ 3,303,000.00	\$ 3,749,330.70	88.10%		\$ -		\$ 3,200,000.00
Overdues		\$ 10,997.60	\$ 148,745.72	\$ 180,000.00	82.64%		\$ 16,932.27		\$ 169,411.28
NEKLS		\$ 16,592.00	\$ 67,898.00	\$ 65,000.00	104.46%		\$ 16,108.75		\$ 64,435.00
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%		\$ -		\$ 30,268.44
Photo Copies		\$ 773.65	\$ 17,937.34	\$ 13,000.00	137.98%		\$ 1,273.51		\$ 17,828.80
Coffee Shop Rent		\$ -	\$ 6,350.00	\$ 8,400.00	75.60%		\$ 700.00		\$ 7,700.00
Meeting Room Fees		\$ 450.00	\$ 5,975.00	\$ 1,000.00	597.50%		\$ 1,200.00		\$ 3,450.00
Interest		\$ 121.67	\$ 1,593.13	\$ 1,600.00	99.57%		\$ 130.21		\$ 1,554.57
Miscellaneous		\$ (4.96)	\$ 464.20				\$ (74.63)		\$ 464.89
Total Revenues		\$ 28,929.96	\$ 3,581,074.50	\$4,043,330.70	88.57%		\$36,270.11		\$3,495,112.98
EXPENSES									
Salaries & Wages		\$ 190,806.30	\$ 2,055,004.86	\$ 2,276,501.70	90.27%				
Employee Benefits		\$ 19,576.02	\$ 224,945.25	\$ 260,000.00	86.52%				
Payroll Taxes		\$ 31,047.89	\$ 342,537.06	\$ 420,329.00	81.49%				
Utilities		\$ 6,405.75	\$ 108,497.92	\$ 108,000.00	100.46%				
Building Supplies		\$ 1,060.16	\$ 18,104.36	\$ 20,000.00	90.52%				
Building Repairs & Maintenance		\$ 5,636.05	\$ 31,917.80	\$ 25,000.00	127.67%				
Library & Office Supplies		\$ 415.14	\$ 20,096.77	\$ 25,000.00	80.39%				
Books & Materials		\$ 50,913.24	\$ 429,316.41	\$ 550,000.00	78.06%				
Books & Materials Supplies & Processing		\$ 2,468.77	\$ 75,590.22	\$ 65,000.00	116.29%				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology		\$ 9,604.17	\$ 129,632.03	\$ 150,000.00	86.42%				
Insurance		\$ -	\$ 11,169.00	\$ 10,000.00	111.69%				
Shipping		\$ 953.98	\$ 17,396.85	\$ 17,000.00	102.33%				
Professional Development		\$ 2,749.11	\$ 26,823.56	\$ 25,000.00	107.29%				
Book Van & Mileage		\$ 125.98	\$ 1,906.33	\$ 1,500.00	127.09%				
Programs		\$ 1,265.15	\$ 16,552.23	\$ 20,000.00	82.76%				
Professional Fees		\$ 3,112.10	\$ 40,323.70	\$ 30,000.00	134.41%				
Advertising & Marketing		\$ 3,691.63	\$ 25,454.52	\$ 30,000.00	84.85%				
Capital Improvements		\$ 720.00	\$ 44,308.62	\$ -					
Miscellaneous		\$ (243.83)	\$ 2,250.51	\$ -					
Total Expenses		\$ 330,307.61	\$ 3,627,498.20	\$ 4,043,330.70	89.72%		\$ 360,628.36		\$ 3,495,034.15
Revenue Over Expenses		\$ (301,377.65)	\$ (46,423.70)						
Cash Balances:									
Checking		\$ 427,721.27							
Capital Improvement		\$ 562,036.18							

Lawrence Public Library
2016 Outside Funding Report

[illegible]

													=4669.54			
									\$ 68,004.19	\$ 73,447.88	\$45.55 of above was 2015 expense carryover.					
											\$ 73,402.33					

LAWRENCE PUBLIC LIBRARY										
Regular Budget Report										
November 2016										
REVENUES		This Month	Year to Date	Annual Budget	92% of Year	Projected Year End				
Tax Fund		\$ -	\$ 3,303,000.00	\$ 3,749,330.70	88.10%	\$ 3,749,330.70				
Overdues		\$ 10,997.60	\$ 148,745.72	\$ 180,000.00	82.64%	\$ 162,200.00				
NEKLS		\$ 16,592.00	\$ 67,898.00	\$ 65,000.00	104.46%	\$ 67,898.00				
State Aid		\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ 29,111.00				
Photo Copies		\$ 773.65	\$ 17,937.34	\$ 13,000.00	137.98%	\$ 19,500.00				
Coffee Shop Rent		\$ -	\$ 6,350.00	\$ 8,400.00	75.60%	\$ 6,350.00				
Meeting Room Fees		\$ 450.00	\$ 5,975.00	\$ 1,000.00	597.50%	\$ 6,000.00				
Interest		\$ 121.67	\$ 1,593.13	\$ 1,600.00	99.57%	\$ 1,695.00				
Miscellaneous		\$ (4.96)	\$ 464.20			\$ 465.00				
Total Revenues		\$ 28,929.96	\$ 3,581,074.50	\$ 4,043,330.70	88.57%	\$ 4,042,549.70				
EXPENSES										
Salaries & Wages		\$ 190,806.30	\$ 2,055,004.86	\$ 2,276,501.70	90.27%	\$ 2,260,544.86				
Employee Benefits		\$ 19,576.02	\$ 224,945.25	\$ 260,000.00	86.52%	\$ 244,600.00				
Payroll Taxes		\$ 31,047.89	\$ 342,537.06	\$ 420,329.00	81.49%	\$ 377,000.00				
Utilities		\$ 6,405.75	\$ 108,497.92	\$ 108,000.00	100.46%	\$ 116,500.00				
Building Supplies		\$ 1,060.16	\$ 18,104.36	\$ 20,000.00	90.52%	\$ 20,000.00				
Building Repairs & Maintenance		\$ 5,636.05	\$ 31,917.80	\$ 25,000.00	127.67%	\$ 33,000.00				
Library & Office Supplies		\$ 415.14	\$ 20,096.77	\$ 25,000.00	80.39%	\$ 22,000.00				
Books & Materials		\$ 50,913.24	\$ 429,316.41	\$ 550,000.00	78.06%	\$ 550,000.00				
Books & Materials Supplies & Processing		\$ 2,468.77	\$ 75,590.22	\$ 65,000.00	116.29%	\$ 79,000.00				
Equipment		\$ -	\$ 5,670.20	\$ 10,000.00	56.70%	\$ 5,670.00				
Technology		\$ 9,604.17	\$ 129,632.03	\$ 150,000.00	86.42%	\$ 142,000.00				
Insurance		\$ -	\$ 11,169.00	\$ 10,000.00	111.69%	\$ 11,169.00				
Shipping		\$ 953.98	\$ 17,396.85	\$ 17,000.00	102.33%	\$ 18,500.00				
Professional Development		\$ 2,749.11	\$ 26,823.56	\$ 25,000.00	107.29%	\$ 27,000.00				
Book Van & Mileage		\$ 125.98	\$ 1,906.33	\$ 1,500.00	127.09%	\$ 2,050.00				
Programs		\$ 1,265.15	\$ 16,552.23	\$ 20,000.00	82.76%	\$ 20,000.00				
Professional Fees		\$ 3,112.10	\$ 40,323.70	\$ 30,000.00	134.41%	\$ 44,100.00				
Advertising & Marketing		\$ 3,691.63	\$ 25,454.52	\$ 30,000.00	84.85%	\$ 30,000.00				
Capital Improvements		\$ 720.00	\$ 44,308.62	\$ -		\$ 44,308.00				
Miscellaneous		\$ (243.83)	\$ 2,250.51	\$ -		\$ 6,500.00				
Total Expenses		\$ 330,307.61	\$ 3,627,498.20	\$ 4,043,330.70	89.72%	\$ 4,053,941.86				
Revenue Over Expenses		\$ (301,377.65)	\$ (46,423.70)				Exceeding Budget	\$ 10,611.16		
							Exceeding Revenues	\$ 11,392.16		

**Lawrence Public Library**  
**Balance Sheet**  
As of November 30, 2016

	Nov 30, 16	Nov 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.44	-16,947.44	-100.0%
Capital Improvement -2	562,036.18	602,308.01	-40,271.83	-6.7%
Checking	427,721.27	502,225.02	-74,503.75	-14.8%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	989,757.45	1,121,480.47	-131,723.02	-11.8%
<b>Total Current Assets</b>	989,757.45	1,121,480.47	-131,723.02	-11.8%
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	1,230.70	1,230.70	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>990,988.15</b>	<b>1,122,711.17</b>	<b>-131,723.02</b>	<b>-11.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	34,088.07	85,817.69	-51,729.62	-60.3%
<b>Total Accounts Payable</b>	34,088.07	85,817.69	-51,729.62	-60.3%
<b>Other Current Liabilities</b>				
Payroll Liabilities	3,641.72	3,884.60	-242.88	-6.3%
<b>Total Other Current Liabilities</b>	3,641.72	3,884.60	-242.88	-6.3%
<b>Total Current Liabilities</b>	37,729.79	89,702.29	-51,972.50	-57.9%
<b>Total Liabilities</b>	37,729.79	89,702.29	-51,972.50	-57.9%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	704,444.98	755,552.93	-51,107.95	-6.8%
Net Income	-51,821.84	-23,179.27	-28,642.57	-123.6%
<b>Total Equity</b>	953,258.36	1,033,008.88	-79,750.52	-7.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>990,988.15</b>	<b>1,122,711.17</b>	<b>-131,723.02</b>	<b>-11.7%</b>

**Lawrence Public Library  
Revenues & Expenses  
November 2016**

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	Nov 16
<b>Ordinary Income/Expense</b>	
Income	
Grants	16,592.00
Interest	121.67
Meeting Room Fees	450.00
Merchandise Sales	772.13
Overdues	10,997.60
Personal Books	-38.61
Photo Copies	773.65
Utilities Income	33.65
<b>Total Income</b>	<b>29,702.09</b>
Expense	
Payroll Expenses	212,050.73
Payroll Taxes	31,278.49
Utilities	6,405.75
Building Supplies	1,060.16
Building Repairs & Maintenance	5,636.05
Library & Office Supplies	415.14
Books & Materials	50,913.24
Processing Supplies	2,468.77
Technology	9,604.17
Shipping	953.98
Professional Development	2,749.11
Bookvan & Mileage	125.98
Program Expense	1,265.15
Professional Fees	3,112.10
Advertising	3,691.63
Capital Improvement Expenditure	720.00
FOUNDATION FUNDING	1,451.29
FRIENDS FUNDING	1,319.24
Miscellaneous	-243.83
<b>Total Expense</b>	<b>334,977.15</b>
<b>Net Ordinary Income</b>	<b>-305,275.06</b>
<b>Net Income</b>	<b><u>-305,275.06</u></b>

Lawrence Public Library  
Vendor Balance Summary

All Transactions

Dec 15, 16

Amazon	3,044.78
ASI	50.00
Baker & Taylor, Inc.	863.74
Blackstone Audio, Inc.	333.12
Brilliance Publishing, Inc.	9.99
Century Business Technologies	528.80
Chabad Center	50.00
Charles J. Bangert	104.93
City of Lawrence	6,336.00
Copy Co Inc.	750.00
Databank Holdings, LTD	293.65
Demco, Inc.	228.29
EBSCO	3,638.00
Emporia Public Library	9.95
Gale/Cengage Learning	565.41
Gary Ward	45.49
Great Bend Public Library	14.00
Hamco Kansas City, Inc.	117.90
Harry Miller Piano Service	120.00
Heartland Payment Systems	0.19
Ingram Library Services	23,114.68
Intuit	29.85
J Webb	235.00
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Laser Logic, Inc.	156.17
Maceli's	157.50
Midwest Tape	17,544.96
OCLC, Inc.	5,012.44
Olathe Public Library	18.95
OverDrive	14,083.75
P1 Group, Inc.	232.50
Plymouth Rocket, Inc.	650.00
ProQuest LLC	7,020.00
Quill Corporation	1,771.31
Random House, Inc.	243.75
Recorded Books	791.54
Springsted, Inc.	3,500.00
TSYS Merchant Solutions - Omaha	211.05
Unique Management Services	879.92
United Parcel Service	640.95
VISA 5372	6,556.60
World Book School and Library	999.00
WOW!Business	434.95
TOTAL	101,809.11

Lawrence Public Library  
**Check Detail**  
December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/19/2016</b>	<b>ASI</b>	<b>Checking</b>	
Bill		12/02/2016		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/19/2016</b>	<b>Heartland Payment Systems</b>	<b>Checking</b>	
Bill	November	12/08/2016		Credit Card Processing	-0.19
TOTAL					-0.19
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/19/2016</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	November ...	12/08/2016		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/19/2016</b>	<b>TSYS Merchant Solutions - Oma...</b>	<b>Checking</b>	
Bill	November	12/08/2016		Credit Card Processing	-211.05
TOTAL					-211.05
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/19/2016</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1496	12/08/2016		Shipping	-640.95
TOTAL					-640.95
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>12/19/2016</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	8925011	11/30/2016		Hardware	-1,165.24
Bill	9873001	12/08/2016		Hardware	-1,231.02
Bill		12/14/2016		Youth Services Dept.	-8.84
				Adult Programming	-108.11
				KHF Grant Expenses	-96.69
				Bookvan & Mileage	-334.15
				Bookvan & Mileage	-63.59
				Children's Programming	-13.11
				Children's Programming	-38.29
				Children's Programming	-57.93
				Children's Programming	-134.91
				Young Adult Programming	-131.26
				Library & Office Supplies	-45.99
				Shipping	-156.70
				Membership & Dues	-96.14
				Printing	-88.84
				Advertising	-443.14
				Outreach Programming	-118.27
				Building Supplies	-883.06
				Supplies	-40.36
				Software & Licenses	-480.72
				Beach Author Event	-112.31
				Juanita Marsh	-31.50
				FOUNDATION FUNDING	-50.96
				FOUNDATION FUNDING	-301.78
				Books & Materials	-17.29
				Books & Materials	-26.90
				Periodicals	-14.41

Lawrence Public Library  
**Check Detail**  
December 2016

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDING	-17.42
				FOUNDATION FUNDING	-90.37
				FOUNDATION FUNDING	-33.02
				FOUNDATION FUNDING	-86.53
				FOUNDATION FUNDING	-37.75
TOTAL					-6,556.60
<b>Bill Pmt -Check</b>	<b>7577</b>	<b>12/20/2016</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2032444141	11/30/2016		Books & Materials	-151.30
Bill	5014340214	11/30/2016		Books & Materials	-43.92
Bill	2032468035	11/30/2016		Books & Materials	-60.56
Bill	2032444142	11/30/2016		Processing Supplies	-0.50
Bill	2032468036	11/30/2016		Processing Supplies	-0.20
Bill	2032492810	12/14/2016		Processing Supplies	-4.59
Bill	2032492809	12/14/2016		Books & Materials	-58.10
Bill	5014354870	12/14/2016		Books & Materials	-147.90
Bill	2032479370	12/14/2016		Books & Materials	-385.41
Bill	2032479371	12/14/2016		Processing Supplies	-11.26
TOTAL					-863.74
<b>Bill Pmt -Check</b>	<b>7578</b>	<b>12/20/2016</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	871119	11/30/2016		Books & Materials	-218.19
Bill	872909	11/30/2016		Books & Materials	-41.94
Bill	874390	12/14/2016		Books & Materials	-72.99
TOTAL					-333.12
<b>Bill Pmt -Check</b>	<b>7579</b>	<b>12/20/2016</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1134247	11/30/2016		Books & Materials	-9.99
TOTAL					-9.99
<b>Bill Pmt -Check</b>	<b>7580</b>	<b>12/20/2016</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	431907	11/30/2016		Copying	-346.38
Bill	431908	11/30/2016		Copying	-15.00
Bill	433829	12/08/2016		Copying	-111.74
Bill	433676	12/08/2016		Copying	-55.68
TOTAL					-528.80
<b>Bill Pmt -Check</b>	<b>7581</b>	<b>12/20/2016</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	12/19/16	11/30/2016		Printing	-750.00
TOTAL					-750.00
<b>Bill Pmt -Check</b>	<b>7582</b>	<b>12/20/2016</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	23877	12/14/2016		Public Access	-293.65
TOTAL					-293.65

Lawrence Public Library  
**Check Detail**  
December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7583</b>	<b>12/20/2016</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	6014706	12/08/2016		Processing Supplies	-228.29
TOTAL					-228.29
<b>Bill Pmt -Check</b>	<b>7584</b>	<b>12/20/2016</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	100004628...	11/30/2016		Books & Materials	-3,638.00
TOTAL					-3,638.00
<b>Bill Pmt -Check</b>	<b>7585</b>	<b>12/20/2016</b>	<b>Emporia Public Library</b>	<b>Checking</b>	
Bill	Lost ILL	11/30/2016		Overdues	-9.95
TOTAL					-9.95
<b>Bill Pmt -Check</b>	<b>7586</b>	<b>12/20/2016</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	59370468	11/30/2016		Books & Materials	-22.79
Bill	59378342	11/30/2016		Books & Materials	-18.59
Bill	59401447	11/30/2016		Books & Materials	-37.78
Bill	59384929	11/30/2016		Books & Materials	-203.89
Bill	59433899	12/14/2016		Books & Materials	-116.36
Bill	59474346	12/14/2016		Books & Materials	-88.16
Bill	59461067	12/14/2016		Books & Materials	-38.92
Bill	59407485	12/14/2016		Books & Materials	-38.92
TOTAL					-565.41
<b>Bill Pmt -Check</b>	<b>7587</b>	<b>12/20/2016</b>	<b>Great Bend Public Library</b>	<b>Checking</b>	
Bill	Lost ILL	11/30/2016		Overdues	-14.00
TOTAL					-14.00
<b>Bill Pmt -Check</b>	<b>7588</b>	<b>12/20/2016</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	115616	11/30/2016		Library & Office Supplies	-117.90
TOTAL					-117.90
<b>Bill Pmt -Check</b>	<b>7589</b>	<b>12/20/2016</b>	<b>J Webb</b>	<b>Checking</b>	
Bill	4301	11/30/2016		Building Repairs & Main...	-235.00
TOTAL					-235.00
<b>Bill Pmt -Check</b>	<b>7590</b>	<b>12/20/2016</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	501399	11/30/2016		Aquarium Maintenance	-300.00
TOTAL					-300.00

**Lawrence Public Library**  
**Check Detail**  
 December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7591</b>	<b>12/20/2016</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	8-112716	11/30/2016		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>7592</b>	<b>12/20/2016</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	277697	12/14/2016		Library & Office Supplies	-156.17
TOTAL					-156.17
<b>Bill Pmt -Check</b>	<b>7593</b>	<b>12/20/2016</b>	<b>Maceli's</b>	<b>Checking</b>	
Bill	E14794	11/30/2016		Adult Programming	-157.50
TOTAL					-157.50
<b>Bill Pmt -Check</b>	<b>7594</b>	<b>12/20/2016</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94541726	11/30/2016		Books & Materials	-44.98
Bill	94541724	11/30/2016		Books & Materials	-646.78
Bill	94515464	11/30/2016		Books & Materials	-18.74
Bill	94536502	11/30/2016		Books & Materials	-443.84
Bill	94527495	11/30/2016		Books & Materials	-701.81
Bill	94518664	11/30/2016		Books & Materials	-1,915.91
Bill	94522055	11/30/2016		Books & Materials	-45.41
Bill	94522057	11/30/2016		Books & Materials	-52.48
Bill	94518666	11/30/2016		Books & Materials	-14.99
Bill	94511004	11/30/2016		Books & Materials	-906.43
Bill	94510313	11/30/2016		Books & Materials	-39.99
Bill	94511393	11/30/2016		Books & Materials	-324.78
Bill	94510314	11/30/2016		Books & Materials	-349.90
Bill	94504637	11/30/2016		Books & Materials	-18.74
Bill	94504635	11/30/2016		Books & Materials	-51.41
Bill	94559456	12/14/2016		Books & Materials	-5,007.60
Bill	94557500	12/14/2016		Books & Materials	-266.17
Bill	94556438	12/14/2016		Books & Materials	-573.85
Bill	94557399	12/14/2016		Books & Materials	-10.49
Bill	94558489	12/14/2016		Books & Materials	-1,517.19
Bill	94515462	12/14/2016		Books & Materials	-598.92
Bill	94548484	12/14/2016		Books & Materials	-480.80
Bill	94547906	12/14/2016		Books & Materials	-255.62
Bill	94586409	12/14/2016		Books & Materials	-84.23
Bill	94588193	12/14/2016		Books & Materials	-369.90
Bill	94583566	12/14/2016		Books & Materials	-213.68
Bill	94579405	12/14/2016		Books & Materials	-1,077.10
Bill	94570555	12/14/2016		Books & Materials	-127.94
Bill	94572589	12/14/2016		Books & Materials	-138.18
Bill	94572641	12/14/2016		Books & Materials	-336.65
Bill	94561959	12/14/2016		Processing Supplies	-910.45
TOTAL					-17,544.96
<b>Bill Pmt -Check</b>	<b>7595</b>	<b>12/20/2016</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	499336	12/08/2016		Collections	-5,012.44
TOTAL					-5,012.44

**Lawrence Public Library**  
**Check Detail**  
 December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7596</b>	<b>12/20/2016</b>	<b>Olathe Public Library</b>	<b>Checking</b>	
Bill	171711042	11/30/2016		Overdues	-18.95
<b>TOTAL</b>					<b>-18.95</b>
<b>Bill Pmt -Check</b>	<b>7597</b>	<b>12/20/2016</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	116323090...	11/30/2016		Books & Materials	-65.00
Bill	656357092...	11/30/2016		Books & Materials	-60.00
Bill	804030092...	11/30/2016		Books & Materials	-50.97
Bill	145058770...	11/30/2016		Books & Materials	-44.97
Bill	150501383...	11/30/2016		Books & Materials	-64.91
Bill	145144093...	11/30/2016		Books & Materials	-1,469.32
Bill	145226850...	11/30/2016		Books & Materials	-1,567.72
Bill	150649223...	11/30/2016		Books & Materials	-1,119.92
Bill	150734217...	11/30/2016		Books & Materials	-2,333.93
Bill	150146920...	11/30/2016		Books & Materials	-335.29
Bill	701740101...	11/30/2016		Books & Materials	-54.00
Bill	001027197...	11/30/2016		Books & Materials	-79.99
Bill	160920810...	12/14/2016		Books & Materials	-1,715.16
Bill	141556430...	12/14/2016		Books & Materials	-269.81
Bill	141637060...	12/14/2016		Books & Materials	-297.98
Bill	165659557...	12/14/2016		Books & Materials	-295.00
Bill	165740143...	12/14/2016		Books & Materials	-162.39
Bill	000143657...	12/14/2016		Books & Materials	-116.91
Bill	092617627...	12/14/2016		Books & Materials	-780.94
Bill	092510090...	12/14/2016		Books & Materials	-1,283.27
Bill	092858993...	12/14/2016		Books & Materials	-321.97
Bill	093001447...	12/14/2016		Books & Materials	-304.99
Bill	113436267...	12/14/2016		Books & Materials	-120.98
Bill	160845073...	12/14/2016		Books & Materials	-1,168.33
<b>TOTAL</b>					<b>-14,083.75</b>
<b>Bill Pmt -Check</b>	<b>7598</b>	<b>12/20/2016</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	11277	11/30/2016		Building Repairs & Main...	-232.50
<b>TOTAL</b>					<b>-232.50</b>
<b>Bill Pmt -Check</b>	<b>7599</b>	<b>12/20/2016</b>	<b>Plymouth Rocket, Inc.</b>	<b>Checking</b>	
Bill	20160328-1...	11/30/2016		Collections	-650.00
<b>TOTAL</b>					<b>-650.00</b>
<b>Bill Pmt -Check</b>	<b>7600</b>	<b>12/20/2016</b>	<b>ProQuest LLC</b>	<b>Checking</b>	
Bill	70423224	12/08/2016		Books & Materials	-7,020.00
<b>TOTAL</b>					<b>-7,020.00</b>

**Lawrence Public Library**  
**Check Detail**  
 December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7601</b>	<b>12/20/2016</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	2050246	11/30/2016	Quill Corporation	Accounts Payable	0.00
Bill	1984570	11/30/2016		Library & Office Supplies	-34.22
				Advertising	-1,221.74
Bill	2224753	12/08/2016		Building Supplies	-47.97
Bill	2030521	12/08/2016		Library & Office Supplies	-467.38
<b>TOTAL</b>					<b>-1,771.31</b>
<b>Bill Pmt -Check</b>	<b>7602</b>	<b>12/20/2016</b>	<b>Random House, Inc.</b>	<b>Checking</b>	
Bill	1089420674	11/30/2016		Books & Materials	-30.00
Bill	1089476498	11/30/2016		Books & Materials	-30.00
Bill	1089319980	11/30/2016		Books & Materials	-71.25
Bill	1189585993	12/14/2016		Books & Materials	-75.00
Bill	1089585993	12/14/2016		Books & Materials	-37.50
<b>TOTAL</b>					<b>-243.75</b>
<b>Bill Pmt -Check</b>	<b>7603</b>	<b>12/20/2016</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75441011	11/30/2016		Books & Materials	-12.60
Bill	75428240	12/14/2016		Books & Materials	-778.94
<b>TOTAL</b>					<b>-791.54</b>
<b>Bill Pmt -Check</b>	<b>7604</b>	<b>12/20/2016</b>	<b>Springsted, Inc.</b>	<b>Checking</b>	
Bill	Proj#01134...	12/08/2016		Software & Licenses	-3,500.00
<b>TOTAL</b>					<b>-3,500.00</b>
<b>Bill Pmt -Check</b>	<b>7605</b>	<b>12/20/2016</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	437388	12/08/2016		Professional Fees	-742.85
Bill	437389	12/08/2016		Professional Fees	-137.07
<b>TOTAL</b>					<b>-879.92</b>
<b>Bill Pmt -Check</b>	<b>7606</b>	<b>12/20/2016</b>	<b>World Book School and Library</b>	<b>Checking</b>	
Bill	1545007	12/14/2016		Books & Materials	-999.00
<b>TOTAL</b>					<b>-999.00</b>
<b>Bill Pmt -Check</b>	<b>7607</b>	<b>12/20/2016</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		11/30/2016		Telephone	-434.95
<b>TOTAL</b>					<b>-434.95</b>

**Lawrence Public Library**  
**Check Detail**  
 December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28118</b>	<b>12/19/2016</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	7802607	11/30/2016		Personal Books	-27.77
Bill	3035468	11/30/2016		Adult Programming	-51.99
Bill	3035468	11/30/2016		Adult Programming	-51.99
				Greatest Expectations-...	-103.98
Bill	9983407	11/30/2016		Books & Materials	-228.31
Bill	5453006	11/30/2016		Books & Materials	-33.48
Bill	5453006	11/30/2016		Books & Materials	-58.05
Bill	5453006	11/30/2016		Books & Materials	-17.47
Bill	7577034	11/30/2016		Books & Materials	-30.85
Bill	9779459	12/08/2016		Personal Books	-22.00
Bill	9913064	12/08/2016		Public Access	-14.99
Bill	9913064	12/08/2016		Public Access	-95.96
Bill	2787450	12/08/2016		Young Adult Programming	-38.57
Bill	9372200	12/08/2016		Juanita Marsh	-27.05
Bill	9372200	12/08/2016		Juanita Marsh	-15.52
Bill	0669056	12/08/2016		Supplies	-35.60
Bill	8264223	12/14/2016		Books & Materials	-80.09
Bill	8264223	12/14/2016		Books & Materials	-55.92
Bill	8280208	12/14/2016		Books & Materials	-23.99
Bill	2952236	12/14/2016		Books & Materials	-49.99
Bill	2952236	12/14/2016		Books & Materials	-191.35
Bill	2952236	12/14/2016		Books & Materials	-38.95
Bill	2952236	12/14/2016		Books & Materials	-29.99
Bill	2952236	12/14/2016		Books & Materials	-23.45
Bill	2952236	12/14/2016		Books & Materials	-143.94
Bill	2952236	12/14/2016		Books & Materials	-53.99
Bill	4545033	12/14/2016		Books & Materials	-17.92
Bill	4545033	12/14/2016		Books & Materials	-24.99
Bill	0638603	12/14/2016		Books & Materials	-47.99
Bill	9983407	12/14/2016		Books & Materials	-48.00
Bill	9983407	12/14/2016		Books & Materials	-95.98
Bill	9983407	12/14/2016		Books & Materials	-14.99
Bill	5152205	12/14/2016		Books & Materials	-94.75
Bill	9983407	12/14/2016		Books & Materials	-152.10
Bill	9983407	12/14/2016		Books & Materials	-8.99
Bill	9983407	12/14/2016		Books & Materials	-111.80
Bill	9983407	12/14/2016		Books & Materials	-35.97
Bill	9983407	12/14/2016		Books & Materials	-17.81
Bill	9983407	12/14/2016		Books & Materials	-26.49
Bill	9983407	12/14/2016		Books & Materials	-16.47
Bill	9983407	12/14/2016		Books & Materials	-59.98
Bill	9983407	12/14/2016		Books & Materials	-14.99
Bill	9983407	12/14/2016		Books & Materials	-16.79
Bill	3743432	12/14/2016		Supplies	-489.95
Bill	8264223	12/15/2016		Books & Materials	-77.65
Bill	8264223	12/15/2016		Books & Materials	-74.44
Bill	8264223	12/15/2016		Books & Materials	-51.49
<b>TOTAL</b>					<b>-3,044.78</b>
<b>Bill Pmt -Check</b>	<b>28119</b>	<b>12/19/2016</b>	<b>Chabad Center</b>	<b>Checking</b>	
Bill		12/14/2016		Children's Programming	-50.00
<b>TOTAL</b>					<b>-50.00</b>

12:43 PM  
12/14/16

Lawrence Public Library  
**Check Detail**  
December 2016

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28120</b>	<b>12/19/2016</b>	<b>Charles J. Bangert</b>	<b>Checking</b>	
Bill	REFUND	11/30/2016		Overdues	-104.93
TOTAL					-104.93
<b>Bill Pmt -Check</b>	<b>28121</b>	<b>12/19/2016</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking 2017	12/14/2016		Miscellaneous	-6,336.00
TOTAL					-6,336.00
<b>Bill Pmt -Check</b>	<b>28122</b>	<b>12/19/2016</b>	<b>Gary Ward</b>	<b>Checking</b>	
Bill	REFUND	11/30/2016		Overdues	-45.49
TOTAL					-45.49
<b>Bill Pmt -Check</b>	<b>28123</b>	<b>12/19/2016</b>	<b>Harry Miller Piano Service</b>	<b>Checking</b>	
Bill	11-17-16	11/30/2016		Building Repairs & Main...	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>28124</b>	<b>12/19/2016</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	26 Invoices	11/30/2016		Processing Supplies	-337.49
Bill	95670079	11/30/2016		Personal Books	-47.76
Bill	95753960	11/30/2016		Personal Books	-25.19
Bill	95802968	11/30/2016		Books & Materials	-151.99
Bill	95802970	11/30/2016		Books & Materials	-334.27
Bill	95743554	11/30/2016		Books & Materials	-264.30
Bill	95775232	11/30/2016		Books & Materials	-16.80
Bill	95815084	11/30/2016		Books & Materials	-43.04
Bill	95776021	11/30/2016		Books & Materials	-80.91
Bill	95815082	11/30/2016		Books & Materials	-260.18
Bill	95776019	11/30/2016		Books & Materials	-175.60
Bill	95714289	11/30/2016		Books & Materials	-941.24
Bill	95742831	11/30/2016		Books & Materials	-10.17
Bill	95743558	11/30/2016		Books & Materials	-13.19
Bill	95742829	11/30/2016		Books & Materials	-7.79
Bill	95739526	11/30/2016		Books & Materials	-766.99
Bill	95695715	11/30/2016		Books & Materials	-149.39
Bill	95694865	11/30/2016		Books & Materials	-10.25
Bill	95713563	11/30/2016		Books & Materials	-63.83
Bill	95670082	11/30/2016		Books & Materials	-2,907.06
Bill	95670080	11/30/2016		Books & Materials	-85.02
Bill	95679990	11/30/2016		Books & Materials	-25.23
Bill	95669436	11/30/2016		Books & Materials	-26.98
Bill	95685470	11/30/2016		Books & Materials	-326.91
Bill	95656738	11/30/2016		Books & Materials	-11.99
Bill	95655503	11/30/2016		Books & Materials	-25.08
Bill	95656736	11/30/2016		Books & Materials	-243.17
Bill	95641063	11/30/2016		Books & Materials	-1,290.28
Bill	95560770	11/30/2016		Books & Materials	-431.85
Bill	95641065	11/30/2016		Books & Materials	-43.19
Bill	96069423	12/08/2016		Personal Books	-22.76
Bill	95973900	12/14/2016		Books & Materials	-5.10
				Dr. Bob Program	-98.85
Bill	96134877	12/14/2016		Personal Books	-12.00
				Read Across Lawrence	-4,022.40

## Lawrence Public Library

## Check Detail

December 2016

Type	Num	Date	Name	Account	Paid Amount
Bill	96206442	12/14/2016		Personal Books	-43.85
Bill	96151400	12/14/2016		Personal Books	-22.79
Bill	23 Invoices	12/14/2016		Processing Supplies	-1,064.89
Bill	95941415	12/14/2016		Books & Materials	-19.91
Bill	95941411	12/14/2016		Books & Materials	-302.70
Bill	95941413	12/14/2016		Books & Materials	-2,844.52
Bill	95900777	12/14/2016		Books & Materials	-445.84
Bill	95898724	12/14/2016		Books & Materials	-74.05
Bill	95984911	12/14/2016		Books & Materials	-9.68
Bill	95990104	12/14/2016		Books & Materials	-377.79
Bill	95973901	12/14/2016		Books & Materials	-195.70
Bill	96014014	12/14/2016		Books & Materials	-75.15
Bill	96007992	12/14/2016		Books & Materials	-845.82
Bill	96134878	12/14/2016		Books & Materials	-5.12
Bill	96134879	12/14/2016		Books & Materials	-53.51
Bill	96133785	12/14/2016		Books & Materials	-14.24
Bill	96106749	12/14/2016		Books & Materials	-873.09
Bill	96106747	12/14/2016		Books & Materials	-13.19
Bill	96106751	12/14/2016		Books & Materials	-10.79
Bill	96069424	12/14/2016		Books & Materials	-1,340.57
Bill	96069428	12/14/2016		Books & Materials	-10.17
Bill	96069426	12/14/2016		Books & Materials	-28.78
Bill	96123294	12/14/2016		Books & Materials	-669.56
Bill	96123292	12/14/2016		Books & Materials	-125.17
Bill	96042223	12/14/2016		Books & Materials	-300.15
Bill	96040097	12/14/2016		Books & Materials	-37.02
Bill	96042225	12/14/2016		Books & Materials	-32.38
TOTAL					-23,114.68

# Lawrence Public Library

## Monthly Statistical Summary--November 2016

INDICATOR	November		Percent	YTD	YTD	Percent
	2016	2015	Change	2016	2015	Change
			2015-2016			2015-2016

### SUMMARY RATIOS

Service Area Population	97,669	94,586	3%			
User Visits per Capita	6.00	6.40	-6%			
Reference Transactions per Capita	1.54	1.22	26%			
Program Attendance per Capita	0.51	0.35	46%			
Circulation per Capita	12.20	13.63	-10%			
Circulation per Visit	2.03	2.13	-5%			
Total Holdings per Capita	2.14	2.16	-1%			
% of Lawrence Residents Registered	64%	97%	-34%			

Circulation--Adult Total	68,420	72,535	-6%	810,180	848,196	-4%
Circulation--Young Adult Total	3,279	4,056	-19%	46,439	51,180	-9%
Circulation--Youth Total	27,578	30,881	-11%	349,525	367,727	-5%
Circulation--Bookmobile	1,017	1,109	-8%	11,700	13,278	-12%
Circulation--Audiovisual Total	40,471	44,364	-9%	463,252	513,833	-10%
Circulation--Total	99,277	107,472	-8%	1,206,144	1,267,103	-5%

Reference Transactions	12,520	9,597	30%	177,868	121,909	46%
User Visits	48,859	50,475	-3%	617,302	642,163	-4%
LPL Web Site Visits	16,676	25,055	-33%	293,245	274,960	7%

Holdings--Added	3,340	2,540	31%	59,616	35,790	67%
Holdings--Withdrawn	890	1,727	-48%	19,712	18,737	5%
Holdings--Total	208,961	204,061	2%			

Registered Borrowers--Added	536	519	3%			
Registered Borrowers--Total	77,500	116,475	-33%			

Adult Programs	23	17	35%	287	167	72%
Young Adult Programs	13	18	-28%	148	205	-28%
Youth Programs	66	67	-1%	659	667	-1%
Senior Programs	6	17	-65%	129	158	-18%
Total Programs	108	119	-9%	1,223	1,197	2%
Total Program Attendance	4,181	3,141	33%	50,966	49,259	3%
Public Uses of Meeting Rooms	762	143	433%	8,599	1,583	443%

Total Paid Staff (FTE)	62.62	62.35	0%			
Total Number of Employees	88	86	2%			

# Lawrence Public Library

## Monthly Statistical Report--November 2016

	November		Percent		YTD	YTD	Percent
	2016	2015	Change		2016	2015	Change
		2015-2016				2015-2016	
<b>OUTPUT MEASURES</b>							
Service Area Population	97,669	94,586	3%				
User Visits per Capita	6.00	6.40	-6%				
Reference Transactions per Capita	1.54	1.22	26%				
Program Attendance per Capita	0.51	0.40	28%				
Circulation per Capita	12.20	13.63	-11%				
Total Holdings per Capita	2.14	2.16	-1%				
Collection Turnover--Total	5.78	6.41	-10%				
Collection Turnover--Adult	6.23	6.68	-7%				
Collection Turnover--Young Adult	3.57	5.03	-29%				
Collection Turnover--Youth	5.24	6.26	-16%				
Collection Turnover--Audiovisual	10.98	10.98	0%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	31122	31567	-1%		368246	377337	-2%
Circulation--Adult Periodicals	1001	1237	-19%		13350	14750	-9%
Circulation--Adult Feature Films & TV Shows	24366	26765	-9%		286242	306096	-6%
Circulation--Electronic Games	1661	1923	-14%		20395	21971	-7%
Circulation--Adult Music CDs	5625	7316	-23%		72924	85653	-15%
Circulation--Adult Audio Books and Books on CD	4634	3715	25%		48889	42263	16%
Circulation--eReaders	11	12	-8%		134	126	6%
Circulation--Adult Total	68420	72535	-6%		810180	848196	-4%
Circulation--YA Books and Videos	3035	3755	-19%		42937	47265	-9%
Circulation--YA Periodicals	13	22	-41%		191	382	-50%
Circulation--YA Audio Books and Books on CD	231	279	-17%		3311	3533	-6%
Circulation--YA Total	3279	4056	-19%		46439	51180	-9%
Circulation--Youth Books and Videos	25590	29260	-13%		329892	348528	-5%
Circulation--Youth Periodicals	129	172	-25%		1270	1715	-26%
Circulation--Youth Music CDs	356	514	-31%		5098	6128	-17%
Circulation--Youth Audio Books and Books on CD	1503	935	61%		13265	11356	17%
Circulation--Youth Total	27578	30881	-11%		349525	367727	-5%

<b>Lawrence Public Library</b>	<b>November</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Circulation--Bookmobile	1017	1109	-8%		11700	13278
Circulation--Total Books	59747	64582	-7%		741075	773130
Circulation--Total Periodicals	1143	1431	-20%		14811	16847
Circulation--Total Audiovisual	40471	44364	-9%		463252	513833
Circulation Total	99277	107472	-8%		1206144	1267103
Accounts Desk Circulation	5025	1750	187%		25370	116410
Self Check Circulation	70979	80431	-12%		898463	971718
Percent Self Check	93%	98%	-5%		97%	89%
Web Site Renewals	16842	18551	-9%		199209	202184
Othe Staff Checkouts	71	2766	-97%		27838	39721
Requests Placed	17353	19528	-11%		218348	221425
Requests Filled	16300	13540	20%		173364	156305
Requests Unclaimed	2567	2691	-5%		32703	32592
Interlibrary Loan Items Borrowed for LPL Patrons	393	421	-7%		5670	4490
Interlibrary Loan Items Loaned from LPL Collection	647	507	28%		7085	6803
<b>OTHER LIBRARY SERVICES</b>						
User Visits	48859	50475	-3%		617302	642163
Public Computer Usage	8348	13317	-37%		98473	106717

<b>Lawrence Public Library</b>	<b>November</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>
			<b>2015-2016</b>			<b>2015-2016</b>
Adult Reference Transactions	1371	1889	-27%		19577	21905
Young Adult Reference Transactions	743	748	-1%		9597	11586
Youth Reference Transactions	1069	900	19%		16820	11599
IT Desk	1441	2766	-48%		16327	29511
Welcome Desk	2264	1854	22%		46006	25825
Phone Calls	1868	1440	30%		29349	21483
Accounts Desk	3764				40192	
Total Reference Transactions	12520	9597	30%		177868	121909
Public-Sponsored Uses of Meeting Rooms	762	678	12%		8599	2728
LPL Web Site Visits	16676	25055	-33%		293245	274960
<b>RESOURCES</b>						
Holdings--Total	208961	204061	2%			
Holdings--Adult	133660	132268	1%			
Holdings--Young Adult	11062	9670	14%			
Holdings--Youth	63969	59983	7%			
Holdings--Audiovisual	44223	48471	-9%			
Holdings--eReaders	11	9	22%			
Holdings Added	3340	2540	31%		59616	35790
Holdings Withdrawn	890	1724	-48%		19712	18737
Holdings Net Change	2450	816			39904	17053
<b>LIBRARY PATRONS</b>						
Total Borrowers	77500	116475	-33%			
Borrowers Added	536	519	3%		7706	7952
Borrowers Transacting	13581	12412	9%		134061	126160
Percent of Borrowers Transacting	18%	11%	64%			
Total Number of Lawrence Residents Registered	62763	92160	-32%			
Percent of Lawrence Residents Registered	64%	97%	-34%			

<b>Lawrence Public Library</b>	<b>November</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>		<b>2016</b>	<b>2015</b>	<b>Change</b>
			<b>2015-2016</b>				<b>2015-2016</b>
<b>PROGRAMMING</b>							
Number of Adult Programs	23	24	-4%		287	256	12%
Number of Young Adult Programs	13	18	-28%		148	497	-70%
Number of Youth Programs	66	67	-1%		659	667	-1%
Number of Senior Programs	6	17	-65%		129	158	-18%
Total Programs	108	126	-14%		1223	1578	-22%
Adult Program Attendance	1075	370	191%		9606	8338	15%
Young Adult Program Attendance	253	253	0%		3894	4034	-3%
Youth Program Attendance	2679	2401	12%		36012	35393	2%
Senior Program Attendance	174	137	27%		1454	1494	-3%
Total Program Attendance	4181	3161	32%		50966	49259	3%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	62.62	62.35	0%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	18.6	-3%				
Number of Employees--Total	88	86	2%				
Number of Employees--Full-Time	38	37	3%				
Number of Employees--Part-Time	50	49	2%				
Terminations	0	0	#DIV/0!		13	22	-41%
Hirings	1	2	-50%		15	29	-48%
Volunteer Hours	657.2	333.4	97%		7115.7	3771.45	89%

November 2016  
Lynda.com stats:

Total Users: 1227  
New Users: 33  
Users who logged in: 138  
Total log ins: 519  
Hours viewed: 228.16  
Hours viewed per log in: .44

# **Library Director's Report for November 2016**

Respectfully submitted by Brad Allen 12/15/2016

## **Staff Changes**

I announced last month that we were fully staffed. Sadly, I must report that studio manager Ed Rose will be leaving us on December 30. Ed has done so much to move our SOUND+VISION studio forward in the past two years. We will begin our search for his replacement very soon.

## **Zadie Smith**

Perhaps a bit of a side note, but I had the good fortune of being asked to moderate a conversation with author Zadie Smith at the Hall Center on December 2. I've been a big fan of her for over 15 years, so it was a thrill as well as a nice opportunity for the library to have some presence at a Hall Center event.

## **Closing Out 2016**

Financially, the library did well this year. The Board approved spending up to \$50,000 from our capital improvement savings to implement our new Integrated Library System, and it looks like we won't need to take much more than \$10,000 from our savings (see the financial report for our end of year estimate).

## **Pay Plan 2017**

I'll elaborate on the staff pay plan during new business at the meeting, but we have finally determined our new pay schedule. The short version is that the average wage will increase by almost 9%. I'm very happy with the progress we are making approaching market pay for our staff.

## Foundation Director's Report – December 15, 2016

### Year End Fundraising.

- New Chapter Society. The Foundation has received \$21,000 from the New Chapter Society mailing. Of this total, \$19,500 consisted of \$1,000+ donations.
- Friends & Foundation Annual Letter. The 2017 Friends and Foundation joint fundraising letter has brought in 103 gifts. These donations total \$7,704, of which \$4,245 was directed to the Foundation and \$3,355 was for the Friends.
- Online Holiday Shop. The online Holiday Shop has had a less-than-stellar performance. To date, we've raised just \$360 (nine gifts). We'll keep plugging away.

**After Hours Update.** Plans are moving along well for the February 11th After Hours fundraiser. We are pleased to report that we now have two, \$5,000 Signature Sponsors. They are Crown Automotive and BNSF Railway. In addition, Capital City Bank, Hamm Quarries, Black Hills Energy, and Midwest Tape have agreed to serve as event sponsors. O'Malley Beverage will help with beer, Printing Solutions will print the invitations, and Billy Pilgrim, our favorite graphic designer, is creating the invitation.

The wonderful Margie Coggins and Sheryl Jacobs have lined up 20+ baskets from local businesses, book clubs, and organizations. In addition, these restaurants have signed on to provide food: TEN at the Eldridge, Arterra Event Gallery, Buffalo Wild Wings, 23<sup>rd</sup> Street Brewery, J Wilson's and Limestone. Plus, 715 Restaurant will create a signature cocktail. Music will be provided by Mundo Nouvo. Invitations will be mailed the second week in January. Please mark your calendar and plan to attend!

**Preliminary 2017 Endowment Distributions.** At its November meeting, the Foundation Board approved preliminary endowment distributions for 2017. These were based on 3<sup>rd</sup> quarter returns, so they will be updated once the year end 2016 DCCF statement is available. They are as follows:

Milliken (music): \$1,344.43
Dr. Bob: \$2,500.00
Steiner: \$1,500.00
Creativity Fund: \$1,028.93
General Greatest Expectations: \$20,253.33
Beach Fund: \$13,175.26
Coan Local History: \$1,054.78
Unrestricted Endowment: \$19,315.72
<b>\$60,172.45</b>

**Other Board Action.** The Foundation Board also has approved a 2017 operating budget of \$84,600. Most notably, it approved funding for a part time position to help with the Planned Giving program. The Foundation board will not meet again until January 23.

**Grant/Partnership Updates.** We've got good news, bad news, and pending news. Here you go:

Approved:

- Freedom's Frontier National Heritage Area: \$5,000 for Hike Through History, phase II
- Lawrence Chamber of Commerce: \$6,000 for two years of the Mergent Intellect business database
- Douglas County Community Foundation: \$1,995 for a one year subscription to the Foundation Center database for grant writers

Declined:

- Kansas Health Foundation: \$25,000 for Health Spot programs and resources
- Blue Cross Blue Shield of Kansas: \$1,000 for Community Needs Assessment expenses

Pending:

- Rice Foundation: \$12,000 for upgrades to the auditorium's audio-visual system
- Walmart Foundation: \$2,500 for the seed library
- Walmart Foundation: \$1,800 for practice ACT/SAT/PSAT tests

**Have a wonderful holiday!**

## Lawrence Public Library Pay Plan 2017

	Minimum		87% Mid		Midpoint		Maximum	
	annual	hourly	annual	hourly	annual	hourly	annual	hourly
Shelver	\$18,800	\$9.04	\$20,445	\$9.83	\$23,500	\$11.30	\$28,200	\$13.56
Custodian	\$22,852	\$10.99	\$24,851	\$11.95	\$28,564	\$13.73	\$34,277	\$16.48
Lead Custodian & Maintenance	\$25,195	\$12.11	\$27,400	\$13.17	\$31,494	\$15.14	\$37,793	\$18.17
Security Officer Assistant I	\$27,778	\$13.35	\$30,209	\$14.52	\$34,723	\$16.69	\$41,667	\$20.03
Assistant II	\$29,165	\$14.02	\$31,717	\$15.25	\$36,456	\$17.53	\$43,747	\$21.03
Assistant III	\$32,154	\$15.46	\$34,968	\$16.81	\$40,193	\$19.32	\$48,231	\$23.19
Specialist Librarian	\$39,084	\$18.79	\$42,504	\$20.43	\$48,855	\$23.49	\$58,626	\$28.19
Coordinator	\$47,504	\$22.84	\$51,663	\$24.84	\$59,383	\$28.55	\$71,260	\$34.26
Manager	\$57,745	\$27.76	\$62,797	\$30.19	\$72,181	\$34.70	\$86,617	\$41.64
Deputy Director	\$63,633	\$30.59	\$69,234	\$33.29	\$79,579	\$38.26	\$95,495	\$45.91
Executive Director	\$81,253	\$39.06	\$88,362	\$42.48	\$101,566	\$48.83	\$121,879	\$58.60