

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

Monday, December 18, 2017 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

- Employee Handbook Legal Review – Update

New business

- 2018 Staff Pay Plan
- 2017 Staff Bonuses

Executive Session – Director Evaluation

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
November 20, 2017
4:30 p.m.**

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

Library Staff Present: Brad Allen (Executive Director), Karen Allen, Aaron Brumley, Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner.

Friends of the Library: Stan Ring, Tom Hoffman.

Guests: None

Call to Order

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

Public Comment

None.

Consent Agenda

Brad noted that there was an additional check for \$250 for the Standing Rock program. He confirmed that the \$40,000 overage in equipment is for the new van and that additional NEKLS grant funds and tax funds are yet to come. Joan moved to approve the consent agenda; Judy seconded. All in favor; motion carried.

Director's Report

Brad and Melissa Fisher Isaacs, Information Services Coordinator, attended the Harwood Institute Public Innovators Lab in October. They are planning a staff presentation to share what they learned and how the library might use it. Brad and other staff also attended the annual Kansas Library Association conference in Wichita in October. Pattie will be retiring at the end of the year, and at the same time Kiwanis will discontinue providing volunteers for our home delivery service. Brad attended a recent Kiwanis meeting with Pattie to express the library's thanks for their years of service. Brad said he gave library tours to Jannette Taylor, the new United Way CEO, and to new Police Chief Gregory Burns. Brad said he is exploring solar options for the library. Brad and Sherri met with Fred Logan who has been legal counsel for Johnson County Library for 35 years to discuss legal review of Employee Handbook.

Library Foundation Executive Director's Report

Kathleen said the joint Friends/Foundation letter is in the mail today. Responses to the New Chapter Society letter are starting to come in. Caddy Stacks is well under way: committee members have spruced up the golf holes, \$10,000 in firm donations have been confirmed, and decorators for about half the holes have been identified. The new Tech Desk will be installed soon, probably early December, with an official dedication in February. The Harrison Family Fund has given another \$15,000 grant for next year's music storytellers. A Live Well grant of \$2000 has been received to support the seed library. There will be a reception to honor Pattie for 45 years of service on December 1 at 8:30 a.m. in the auditorium.

Friends Report

Tom Hoffman, chairman of the Friends book sale committee, gave an update on Friends activities. DownHall Books has done better than expected, with sales of over \$1500 since opening in March. Credit for the success is due largely to Celia Heintz and Joanie Hughes. The Tuesday Book Market sales started last year with sales of \$2300 and has increased this year to \$4000. There will be one more book sale this year: Seasons Readings on December 9 and 10. The Friends have worked steadily to maximize efficiency and use of floor space. The newly paved outdoor space has been a big help for Tuesday sales and for big sales. Outside materials seem to sell better than what is inside. Donations to Friends continue to outstrip what can be sold, even including the items donated to charitable organizations.

Ongoing Business

2018 Meeting Calendar

Brady asked if the board wished to keep their regular meeting time as the third Monday at 4:30. The consensus was to continue and to communicate any conflicts that arise.

Change to Designated Holidays

Sherri reviewed the proposed change to designated holidays. David moved to accept; Kevan seconded. All in favor. Motion carried.

Employee Handbook Overview

Sherri gave an overview of the work of the Small Leadership Team's review of the Employee Handbook. She will forward a copy of the existing handbook to the board with comments interspersed.

Engagement Letter for Legal Review of Employee Handbook

The board discussed the proposal for legal review of the Employee Handbook included in the packet. They agreed that there should be a legal review, but wanted to broaden the search to include local firms. Ultimately, they would like to establish a long-term relationship with a firm that could provide counsel on a broad range of legal issues. Judy moved that the board authorize up to \$5000 to engage an attorney to review the draft employee handbook, the firm to be chosen based on their response to an RFP issued to local and area attorneys with HR and/or library expertise, with preference given to those from Douglas County. Kevan seconded the motion. All in favor; motion carried. Brady will serve as the board representative to work with

Brad to review the RFP responses and make a selection.

Handbook Review Committee

Because the Employee Handbook is a lengthy document, Brad suggested that it might facilitate the process to have a Board committee work with staff and legal counsel on the review. Brady, Joan, and David were appointed to the Handbook Review Committee.

Director Evaluation Committee

Judy and Sarah were appointed to the Director Evaluation committee with the goal of completing the evaluation by the end of the year.

New Business

Board members are invited to attend the December 13 staff breakfast potluck at 7:30 a.m. in the Auditorium.

Adjournment

Judy moved to adjourn; Kevan seconded. All in favor; motion carried. Meeting adjourned at 5:47 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
November 2017									
REVENUES		This Month	Year to Date	Annual Budget	92% of Year		Nov-16		YTD 2016
Tax Fund		\$ 33,457.85	\$ 4,111,719.19	\$ 4,033,737.00	101.93%		\$ -		\$ 3,303,000.00
Overdues		\$ 12,272.87	\$ 152,404.74	\$ 170,000.00	89.65%		\$ 10,997.60		\$ 148,745.72
NEKLS		\$ 16,901.00	\$ 68,124.00	\$ 68,000.00	100.18%		\$ 16,592.00		\$ 67,898.00
State Aid		\$ -	\$ 28,578.08	\$ 25,000.00	114.31%		\$ -		\$ 29,111.11
Photo Copies		\$ 1,516.67	\$ 18,776.96	\$ 20,000.00	93.88%		\$ 773.65		\$ 17,937.34
Coffee Shop Rent		\$ 750.00	\$ 7,500.00	\$ 9,000.00	83.33%		\$ -		\$ 6,350.00
Meeting Room Fees		\$ 325.00	\$ 6,750.00	\$ 3,000.00	225.00%		\$ 450.00		\$ 5,975.00
Interest		\$ 1,118.98	\$ 8,342.24	\$ 1,600.00	521.39%		\$ 121.67		\$ 1,593.13
Miscellaneous		\$ 326.69	\$ 828.16	\$ -			\$ (4.96)		\$ 464.20
Total Revenues		\$66,669.06	\$4,403,023.37	\$4,330,337.00	101.68%		\$28,929.96		\$3,581,074.50
EXPENSES									
Salaries & Wages		\$ 204,028.28	\$ 2,230,839.66	\$ 2,444,000.00	91.28%		\$ 190,806.30		\$ 2,055,004.86
Employee Benefits		\$ 24,202.89	\$ 234,066.01	\$ 275,000.00	85.11%		\$ 19,576.02		\$ 224,945.25
Payroll Taxes		\$ 33,797.71	\$ 350,978.86	\$ 400,000.00	87.74%		\$ 31,047.89		\$ 342,537.06
Utilities		\$ 5,929.38	\$ 81,167.53	\$ 96,000.00	84.55%		\$ 6,405.75		\$ 108,497.92
Building Supplies		\$ 717.58	\$ 16,092.19	\$ 20,000.00	80.46%		\$ 1,060.16		\$ 18,104.36
Building Repairs & Maintenance		\$ 2,135.56	\$ 39,859.40	\$ 35,000.00	113.88%		\$ 5,636.05		\$ 31,917.80
Library Supplies		\$ 1,278.09	\$ 21,619.41	\$ 25,000.00	86.48%		\$ 415.14		\$ 20,096.77
Books & Materials		\$ 53,482.55	\$ 504,858.21	\$ 600,000.00	84.14%		\$ 50,913.24		\$ 429,316.41
Processing Supplies		\$ 4,205.99	\$ 34,737.89	\$ 65,000.00	53.44%		\$ 2,468.77		\$ 75,590.22
Equipment		\$ 4,744.33	\$ 54,123.67	\$ 10,000.00	541.24%		\$ -		\$ 5,670.20
Technology		\$ 16,570.76	\$ 197,079.31	\$ 170,000.00	115.93%		\$ 9,604.17		\$ 129,632.03
Insurance		\$ -	\$ 14,366.00	\$ 12,000.00	119.72%		\$ -		\$ 11,169.00
Shipping		\$ 870.05	\$ 14,909.05	\$ 22,000.00	67.77%		\$ 953.98		\$ 17,396.85
Professional Development		\$ 6,178.80	\$ 25,169.63	\$ 30,000.00	83.90%		\$ 2,749.11		\$ 26,823.56
Book Van & Mileage		\$ 116.54	\$ 1,366.25	\$ 1,800.00	75.90%		\$ 125.98		\$ 1,906.33
Programs		\$ 1,552.13	\$ 14,029.13	\$ 20,000.00	70.15%		\$ 1,265.15		\$ 16,552.23
Professional Fees		\$ 1,395.57	\$ 34,596.09	\$ 36,000.00	96.10%		\$ 3,112.10		\$ 40,323.70
Advertising & Marketing		\$ 1,278.37	\$ 28,829.64	\$ 30,000.00	96.10%		\$ 3,691.63		\$ 25,454.52
Capital Improvements		\$ -	\$ 21,432.00	\$ 38,537.00	55.61%		\$ 720.00		\$ 44,308.62
Miscellaneous		\$ (231.06)	\$ 2,954.53	\$ -			\$ (243.83)		\$ 2,250.51
Total Expenses		\$ 362,253.52	\$ 3,923,074.46	\$ 4,330,337.00	90.60%		\$ 330,307.61		\$ 3,627,498.20
CASH BALANCES									
	Checking & MIP	\$ 1,004,392.29							
	Capital Improvement	\$ 574,623.42							

Lawrence Public Library
2017 Outside Funding Report

			1/1/2017		September	September	October	October	November	November	December	December		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS														
		KPR-Advertising	\$ 5,200.47			\$ 287.11		\$ 287.11		\$ 402.17			\$ 1,851.35	
		Summer Reading - ALL	\$ 993.74										\$ (250.00)	
		Aquarium	\$ 187.03			\$ 356.95		\$ 300.00		\$ 400.00			\$ 432.00	
		Scholarships	\$ 320.00										\$ -	
		Volunteers	\$ 1,415.94			\$ 75.00				\$ 544.39			\$ 796.55	
		Read Across Lawrence 2015/2016	\$ 15,292.36						\$ 11,000.00				\$ 17,179.62	
		Salaries/Taxes	\$ 1,364.28			\$ 3,773.47		\$ 3,806.04		\$ 3,806.03			\$ 4,511.99	
		Staff Day	\$ 538.84										\$ -	
		Block Grant	\$ 20,441.68						\$ 29,000.00	\$ 400.00			\$ 41,558.07	
			\$ 45,754.34			\$ 4,492.53	\$ -	\$ 4,393.15	\$ 40,000.00	\$ 5,552.59	\$ -	\$ -	\$ 66,079.58	
FOUNDATION														
		Kansas Health Foundation	\$ 3,680.35										\$ 2,484.89	
		Salaries/Taxes - Bukaty	\$ -			\$ 121.21		\$ 208.50		\$ 260.21			\$ (590.00)	
		Foundation Expenses to be reimbursed	\$ (175.09)			\$ 550.95		\$ 510.86		\$ 1,638.61			\$ (2,745.41)	
		Eclipse Glasses				\$ 39.06							\$ 0.44	
		Weinberg YS/YA								\$ 100.00			\$ 1,734.36	
		Milliken Fund	\$ 1,325.09			\$ 235.00							\$ 827.33	
		Sound & Vision											\$ 1,737.70	
		Juanita Marsh	\$ 546.19										\$ 502.66	
		Seed Library	\$ 30.00					\$ 774.53					\$ 351.89	
		Crowe Fund				\$ 67.24				\$ 138.19			\$ 649.86	
		Tech Desk - Gage						\$ 9,983.98					\$ 73.09	
		Local History				\$ 3,082.34							\$ 1,475.06	
		MIDCO								\$ 4,619.78			\$ (12,633.22)	
		General Endowment											\$ 19,315.72	
		Simpson Grant	\$ 25,174.27										\$ 33,962.07	
		Book Lockers	\$ 17,000.00										\$ -	
		New Building YS	\$ 171.63										\$ 110.80	
			\$ 47,752.44		\$ -	\$ 4,095.80	\$ -	\$ 11,477.87	\$ -	\$ 6,756.79	\$ -	\$ -	\$ 47,257.24	
OTHER														
		Memorials/Honor with Books/Bauleke	\$ 1,660.35			\$ 1,660.35		\$ 2,262.76		\$ 498.32			\$ 2,452.17	
		Landsberg Bequest				\$ 202.15		\$ 420.47		\$ 574.76			\$ 7,296.36	
		Lawrence Give Back	\$ 2,626.32										\$ 2,626.32	
		Wurfy	\$ 142.77										\$ 39.69	
		YA Interns Grant				\$ 30.00							\$ 0.28	
		NEKLS Travel Grant											\$ -	
		Underwood Gift (Sr.Outreach)	\$ 327.00			\$ 143.85		\$ 162.59					\$ 0.85	
		Merchandise Sales	\$ (1,026.45)		\$ 158.55		\$ (1,533.55)		\$ 494.50				\$ 326.32	
			\$ 3,729.99		\$ 158.55	\$ 2,036.35	\$ (1,533.55)	\$ 2,845.82	\$ 494.50	\$ 1,073.08	\$ -	\$ -	\$ 12,741.99	
			\$ 97,236.77											
			Month Total		\$ 158.55	\$ 10,624.68	\$ (1,533.55)	\$ 18,716.84	\$ 40,494.50	\$ 13,382.46	\$ -	\$ -		
						YTD:	\$ 268,643.12	\$ 242,854.33						

Lawrence Public Library
Balance Sheet
As of November 30, 2017

	Nov 30, 17	Nov 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	729,758.59	0.00	729,758.59	100.0%
Checking	274,633.70	429,069.36	-154,435.66	-36.0%
Capital Improvement-2	0.00	562,036.18	-562,036.18	-100.0%
Capital Improvement at MIP	574,623.42	0.00	574,623.42	100.0%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	1,579,015.71	991,105.54	587,910.17	59.3%
Total Current Assets	1,579,015.71	991,105.54	587,910.17	59.3%
Other Assets				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
Total Other Assets	1,230.70	1,230.70	0.00	0.0%
TOTAL ASSETS	1,580,246.41	992,336.24	587,910.17	59.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	39,117.50	34,366.13	4,751.37	13.8%
Total Accounts Payable	39,117.50	34,366.13	4,751.37	13.8%
Other Current Liabilities				
Payroll Liabilities	7,755.35	3,641.72	4,113.63	113.0%
Total Other Current Liabilities	7,755.35	3,641.72	4,113.63	113.0%
Total Current Liabilities	46,872.85	38,007.85	8,865.00	23.3%
Total Liabilities	46,872.85	38,007.85	8,865.00	23.3%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	727,000.64	704,569.53	22,431.11	3.2%
Net Income	505,737.70	-50,876.36	556,614.06	1,094.1%
Total Equity	1,533,373.56	954,328.39	579,045.17	60.7%
TOTAL LIABILITIES & EQUITY	1,580,246.41	992,336.24	587,910.17	59.3%

**Lawrence Public Library
Revenues & Expenses
November 2017**

Nov 17

Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Friends	40,000.00
Grants	16,901.00
Interest	1,118.98
Meeting Room Fees	325.00
Merchandise Sales	494.50
Overdues	12,272.87
Personal Books	-241.76
Photo Copies	1,516.67
Repairs & Equipment	500.00
Tax Fund	33,457.85
Utilities Income	68.45
Total Income	107,163.56
Expense	
Payroll Expenses	228,231.17
Payroll Taxes	34,365.45
Utilities - Electric	5,929.38
Building Supplies	717.58
Building Repairs & Maintenance	2,135.56
Library & Office Supplies	1,278.09
Books & Materials	53,482.55
Processing Supplies	4,205.99
Equipment	4,744.33
Technology	16,570.76
Shipping	870.05
Professional Development	6,178.80
Bookvan & Mileage	116.54
Program Expense	1,552.13
Professional Fees	1,395.57
Advertising	1,278.37
Miscellaneous	-231.06
FOUNDATION FUNDING	6,738.08
FRIENDS FUNDING	6,076.64
Total Expense	375,635.98
Net Ordinary Income	-268,472.42
Net Income	<u>-268,472.42</u>

Lawrence Public Library
Vendor Balance Summary
All Transactions

Dec 15, 17

Advance Insurance Company	577.19
Amazon	4,181.93
ASI	50.00
Auraria Library	30.63
B.A. Green Construction	1,853.00
Baker & Taylor, Inc.	1,466.09
Bob's Janitorial Service	400.00
Center Point Large Print	182.76
Century Business Technologies	477.82
City of Lawrence	6,912.00
City Wide Maintenance	2,042.96
Copy Co Inc.	1,550.00
Databank Holdings, LTD	293.65
Demco, Inc.	444.60
Designed Business Interiors	2,653.00
EBSCO	3,806.03
Gale/Cengage Learning	541.31
GovConnection, Inc.	17,427.75
Hamco Kansas City, Inc.	589.50
Ingram Library Services	18,284.52
Interstate Elevator, Inc.	174.00
Intuit	29.85
Jayhawk Trophy Co., Inc.	14.95
Jayhawk Tropical Fish	300.00
Jon Ratzlaff	49.48
Laser Logic, Inc.	175.31
Midwest Tape	16,640.43
OCLC, Inc.	5,187.88
OverDrive	9,436.36
Pur-O-Zone, Inc.	419.46
Quill Corporation	172.54
Radford University	45.00
Random House, Inc.	15,702.05
Recorded Books	615.84
Unique Management Services	736.92
United Parcel Service	657.57
VISA 5372	9,384.67
Westar	6,439.95
World Book School and Library	999.00
TOTAL	<u>130,946.00</u>

Lawrence Public Library
Check Detail
December 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	12/18/2017	Advance Insurance Company	Checking	
Bill	January 2018	12/13/2017		Group Life Insurance	-577.19
TOTAL					-577.19
Bill Pmt -Check	Electronic	12/18/2017	ASI	Checking	
Bill		12/02/2017		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	12/18/2017	Intuit	Checking	
Bill	Bill Pay	12/13/2017		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	12/18/2017	United Parcel Service	Checking	
Bill	1487	12/13/2017		Shipping	-657.57
TOTAL					-657.57
Bill Pmt -Check	Electronic	12/18/2017	VISA 5372	Checking	
Bill		12/13/2017		Adult Services	-451.96
				Adult Programming	-283.01
				Bookvan & Mileage	-138.68
				Children's Programming	-69.23
				Children's Programming	-73.39
				Children's Programming	-8.38
				Children's Programming	-58.36
				Young Adult Programming	-497.52
				Outreach Programming	-127.24
				Shipping	-115.99
				Library & Office Supplies	-111.90
				Building Supplies	-506.45
				Building Repairs & Main...	-104.00
				Miscellaneous	-47.31
				Miscellaneous	-8.70
				Miscellaneous	-30.00
				Advertising	-446.67
				Supplies	-523.18
				Supplies	-52.89
				Supplies	-14.99
				Supplies	-99.00
				Supplies	-107.98
				FOUNDATION FUNDING	-90.00
				FOUNDATION FUNDING	-49.00
				FOUNDATION FUNDING	-10.92
				Seed Library	-54.47
				Greatest Expectations-...	-152.06
				FOUNDATION FUNDING	-87.18
				Block Grant	-1,824.00
				Periodicals	-24.97
				Books & Materials	-192.60

12:06 PM
12/14/17

Lawrence Public Library
Check Detail
December 2017

Type	Num	Date	Name	Account	Paid Amount
				Telephone	-551.72
				Equipment	-2,470.92
TOTAL					-9,384.67
Bill Pmt -Check	Electronic	12/18/2017	Westar	Checking	
Bill		12/13/2017		Utilities - Electric	-6,439.95
TOTAL					-6,439.95
Bill Pmt -Check	8006	12/20/2017	B.A. Green Construction	Checking	
Bill	1-T	11/30/2017		Building Repairs & Main...	-1,853.00
TOTAL					-1,853.00
Bill Pmt -Check	8007	12/20/2017	Baker & Taylor, Inc.	Checking	
Bill	2033297701	11/30/2017		GGIFT	-165.57
				Landsberg Gift	-146.94
Bill	5014777145	11/30/2017		Books & Materials	-21.41
Bill	5014759841	11/30/2017		Books & Materials	-25.16
Bill	5014768581	11/30/2017		Books & Materials	-28.91
Bill	2033297860	11/30/2017		Books & Materials	-20.58
Bill	2033297861	11/30/2017		Processing Supplies	-2.64
Bill	2033302034	11/30/2017		Processing Supplies	-2.32
Bill	2033302033	11/30/2017		Books & Materials	-124.06
Bill	2033268307	11/30/2017		GGIFT	-15.22
				Landsberg Gift	-10.14
Bill	2033311592	11/30/2017		GGIFT	-23.18
				Landsberg Gift	-152.88
Bill	2033311593	11/30/2017		GGIFT	-0.74
				Landsberg Gift	-11.30
Bill	2033332303	12/14/2017		GGIFT	-17.41
				Landsberg Gift	-54.01
Bill	2033332304	12/14/2017		GGIFT	-0.74
				Landsberg Gift	-2.96
Bill	5014784184	12/14/2017		Books & Materials	-471.23
Bill	5014793000	12/14/2017		Books & Materials	-24.11
Bill	2033297702	12/14/2017		GGIFT	-10.55
				Landsberg Gift	-9.73
Bill	2033341432	12/14/2017		Books & Materials	-87.72
Bill	2033341433	12/14/2017		Processing Supplies	-0.35
Bill	2033328312	12/14/2017		Books & Materials	-34.28
Bill	2033328313	12/14/2017		Processing Supplies	-1.95
TOTAL					-1,466.09
Bill Pmt -Check	8008	12/20/2017	Bob's Janitorial Service	Checking	
Bill	301974	12/14/2017		Building Repairs & Main...	-400.00
TOTAL					-400.00
Bill Pmt -Check	8009	12/20/2017	Center Point Large Print	Checking	
Bill	1526311	11/30/2017		Books & Materials	-182.76
TOTAL					-182.76

Lawrence Public Library
Check Detail
December 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8010	12/20/2017	Century Business Technologies	Checking	
Bill	471020	11/30/2017		Copying	-15.00
Bill	471019	11/30/2017		Copying	-346.38
Bill	472336	12/13/2017		Copying	-55.68
Bill	472337	12/13/2017		Copying	-60.76
TOTAL					-477.82
Bill Pmt -Check	8011	12/20/2017	City Wide Maintenance	Checking	
Bill	CON065617	12/13/2017		Professional Fees	-2,042.96
TOTAL					-2,042.96
Bill Pmt -Check	8012	12/20/2017	Copy Co Inc.	Checking	
Bill	84730	11/30/2017		Printing	-775.00
Bill	84751	12/13/2017		Advertising Gift Fund	-775.00
TOTAL					-1,550.00
Bill Pmt -Check	8013	12/20/2017	Databank Holdings, LTD	Checking	
Bill	31730	12/13/2017		Public Access	-293.65
TOTAL					-293.65
Bill Pmt -Check	8014	12/20/2017	Demco, Inc.	Checking	
Bill	6267141	12/13/2017		Processing Supplies	-425.07
				Greatest Expectations-...	-19.53
TOTAL					-444.60
Bill Pmt -Check	8015	12/20/2017	Designed Business Interiors	Checking	
Bill	15450	11/30/2017		Equipment	-2,653.00
TOTAL					-2,653.00
Bill Pmt -Check	8016	12/20/2017	EBSCO	Checking	
Bill	100006876...	12/14/2017		Books & Materials	-3,806.03
TOTAL					-3,806.03

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Lawrence Public Library
Check Detail
December 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8017	12/20/2017	Gale/Cengage Learning	Checking	
Bill	62273139	11/30/2017		Books & Materials	-26.59
Bill	62278977	11/30/2017		Books & Materials	-49.68
Bill	62266809	11/30/2017		Books & Materials	-89.56
Bill	62253843	11/30/2017		Books & Materials	-61.57
Bill	62187395	11/30/2017		Books & Materials	-38.92
Bill	62217688	11/30/2017		Books & Materials	-52.48
Bill	62203418	11/30/2017		Books & Materials	-53.18
Bill	62203982	11/30/2017		Books & Materials	-48.28
Bill	62330616	12/14/2017		Books & Materials	-121.05
TOTAL					-541.31
Bill Pmt -Check	8018	12/20/2017	GovConnection, Inc.	Checking	
Bill	55323068	11/30/2017		Equipment	-2,091.33
Bill	55363103	12/13/2017		Equipment	-15,336.42
TOTAL					-17,427.75
Bill Pmt -Check	8019	12/20/2017	Hamco Kansas City, Inc.	Checking	
Bill	118897	11/30/2017		Library & Office Supplies	-589.50
TOTAL					-589.50
Bill Pmt -Check	8020	12/20/2017	Ingram Library Services	Checking	
Bill	31603320	11/30/2017		Personal Books	-39.17
Bill	31535652	11/30/2017		Personal Books	-10.25
Bill	31467918	11/30/2017		Personal Books	-39.56
Bill	31467919	11/30/2017		Personal Books	-9.11
Bill	31526929	11/30/2017		Personal Books	-17.98
				Books & Materials	-56.99
Bill	31467920	11/30/2017		Personal Books	-50.93
Bill	31353415	11/30/2017		Personal Books	-19.36
Bill	31379972	11/30/2017		Personal Books	-86.40
Bill	31425773	11/30/2017		Personal Books	-28.49
				Books & Materials	-113.98
Bill	31400846	11/30/2017		Personal Books	-10.24
Bill	31400845	11/30/2017		Personal Books	-69.50
Bill	31671229	11/30/2017		Books & Materials	-665.15
Bill	31671231	11/30/2017		Books & Materials	-99.33
Bill	31603321	11/30/2017		Books & Materials	-602.44
Bill	31498847	11/30/2017		Books & Materials	-1,440.03
Bill	31535653	11/30/2017		Books & Materials	-403.95
Bill	31535657	11/30/2017		Books & Materials	-291.53
Bill	31467921	11/30/2017		Books & Materials	-75.59
Bill	31510941	11/30/2017		Books & Materials	-244.59
Bill	31467923	11/30/2017		Books & Materials	-300.31
Bill	31451922	11/30/2017		Books & Materials	-807.64
Bill	31336912	11/30/2017		Books & Materials	-697.09
Bill	31367567	11/30/2017		Books & Materials	-216.42
Bill	31353416	11/30/2017		Books & Materials	-424.76
Bill	31379973	11/30/2017		Books & Materials	-714.35
Bill	31433299	11/30/2017		Books & Materials	-59.11
Bill	31433300	11/30/2017		Books & Materials	-117.07
Bill	31425774	11/30/2017		Books & Materials	-594.65
Bill	31400847	11/30/2017		Books & Materials	-1,997.75
Bill	31671230	11/30/2017		Processing Supplies	-87.08
Bill	31671232	11/30/2017		Processing Supplies	-19.21

Lawrence Public Library
Check Detail
 December 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	31603322	11/30/2017		Processing Supplies	-87.59
Bill	31498848	11/30/2017		Processing Supplies	-167.06
Bill	31535654	11/30/2017		Processing Supplies	-48.55
Bill	31535658	11/30/2017		Processing Supplies	-35.16
Bill	31467922	11/30/2017		Processing Supplies	-12.44
Bill	31510942	11/30/2017		Processing Supplies	-28.67
Bill	31467924	11/30/2017		Processing Supplies	-25.57
Bill	31451923	11/30/2017		Processing Supplies	-65.74
Bill	31336913	11/30/2017		Processing Supplies	-85.09
Bill	31367568	11/30/2017		Processing Supplies	-29.21
Bill	31353417	11/30/2017		Processing Supplies	-36.50
Bill	31379974	11/30/2017		Processing Supplies	-58.13
Bill	31433301	11/30/2017		Processing Supplies	-11.11
Bill	31425775	11/30/2017		Processing Supplies	-68.25
Bill	31400848	11/30/2017		Processing Supplies	-215.61
Bill	31931199	12/13/2017		Personal Books	-14.82
Bill	32009111	12/13/2017		Personal Books	-21.58
Bill	31763033	12/14/2017		Landsberg Gift	-100.21
Bill	31763065	12/14/2017		GGIFT	-321.31
Bill	31763067	12/14/2017		GGIFT	-24.40
				Landsberg Gift	-4.00
Bill	31904391	12/14/2017		Books & Materials	-113.98
				Books & Materials	-56.99
Bill	31931200	12/14/2017		Books & Materials	-48.02
Bill	31931202	12/14/2017		Books & Materials	-38.31
Bill	31912411	12/14/2017		Books & Materials	-68.03
Bill	31904392	12/14/2017		Books & Materials	-827.10
Bill	31867797	12/14/2017		Books & Materials	-103.87
Bill	31787198	12/14/2017		Books & Materials	-35.92
Bill	31835465	12/14/2017		Books & Materials	-136.88
Bill	31853045	12/14/2017		Books & Materials	-254.48
Bill	31787196	12/14/2017		Books & Materials	-25.05
Bill	31787194	12/14/2017		Books & Materials	-168.81
Bill	31730813	12/14/2017		Books & Materials	-55.18
Bill	31730811	12/14/2017		Books & Materials	-1,286.13
Bill	31763063	12/14/2017		Books & Materials	-1,620.74
Bill	31689842	12/14/2017		Books & Materials	-3.41
Bill	31730815	12/14/2017		Books & Materials	-70.58
Bill	31651438	12/14/2017		Books & Materials	-424.09
Bill	31723225	12/14/2017		Books & Materials	-228.47
Bill	31651436	12/14/2017		Books & Materials	-287.67
Bill	31984044	12/14/2017		Personal Books	-22.78
Bill	31931201	12/14/2017		Processing Supplies	-6.88
Bill	31931203	12/14/2017		Processing Supplies	-4.09
Bill	31912412	12/14/2017		Processing Supplies	-6.03
Bill	31904393	12/14/2017		Processing Supplies	-67.53
Bill	31867798	12/14/2017		Processing Supplies	-7.86
Bill	31787199	12/14/2017		Processing Supplies	-7.88
Bill	31835466	12/14/2017		Processing Supplies	-8.82
Bill	31853046	12/14/2017		Processing Supplies	-23.99
Bill	31787197	12/14/2017		Processing Supplies	-2.79
Bill	31787195	12/14/2017		Processing Supplies	-19.18
Bill	31730814	12/14/2017		Processing Supplies	-3.69
Bill	31730812	12/14/2017		Processing Supplies	-101.33
Bill	31763064	12/14/2017		Processing Supplies	-170.75
Bill	31730816	12/14/2017		Processing Supplies	-8.22
Bill	31651439	12/14/2017		Processing Supplies	-40.23
Bill	31723226	12/14/2017		Processing Supplies	-26.47
Bill	31651437	12/14/2017		Processing Supplies	-31.28
TOTAL					-18,284.52

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8021	12/20/2017	Interstate Elevator, Inc.	Checking	
Bill	17261	12/13/2017		Building Repairs & Main...	-174.00
TOTAL					-174.00
Bill Pmt -Check	8022	12/20/2017	Jayhawk Tropical Fish	Checking	
Bill	502854	12/13/2017		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8023	12/20/2017	Laser Logic, Inc.	Checking	
Bill	280204	12/13/2017		Library & Office Supplies	-175.31
TOTAL					-175.31
Bill Pmt -Check	8024	12/20/2017	Midwest Tape	Checking	
Bill	95602861	11/30/2017		Books & Materials	-754.83
Bill	95594934	11/30/2017		Books & Materials	-120.70
Bill	95594932	11/30/2017		Books & Materials	-142.23
Bill	95602863	11/30/2017		Books & Materials	-169.96
Bill	95586682	11/30/2017		Books & Materials	-346.12
Bill	95586680	11/30/2017		Books & Materials	-117.04
Bill	95585991	11/30/2017		Books & Materials	-247.91
Bill	95585839	11/30/2017		Books & Materials	-1,034.31
				Books & Materials	-112.47
Bill	95563718	11/30/2017		Books & Materials	-1,033.69
Bill	95565052	11/30/2017		Books & Materials	-70.47
Bill	95565943	11/30/2017		Books & Materials	-22.49
Bill	95565416	11/30/2017		Books & Materials	-132.96
Bill	95565941	11/30/2017		Books & Materials	-170.57
Bill	95565050	11/30/2017		Books & Materials	-90.97
Bill	95580736	11/30/2017		Books & Materials	-140.21
Bill	95580734	11/30/2017		Books & Materials	-223.64
Bill	95631648	12/13/2017		Processing Supplies	-474.90
Bill	95620568	12/14/2017		Books & Materials	-6,080.71
Bill	95644896	12/14/2017		Books & Materials	-1,150.51
Bill	95644897	12/14/2017		Books & Materials	-129.97
Bill	95638962	12/14/2017		Books & Materials	-548.78
Bill	95638960	12/14/2017		Books & Materials	-403.76
Bill	95627906	12/14/2017		Books & Materials	-167.56
Bill	95627908	12/14/2017		Books & Materials	-847.28
Bill	95622770	12/14/2017		Books & Materials	-1,069.94
				Books & Materials	-59.99
Bill	95622772	12/14/2017		Books & Materials	-189.96
Bill	95611350	12/14/2017		Books & Materials	-153.92
Bill	95614934	12/14/2017		Books & Materials	-61.45
Bill	95611352	12/14/2017		Books & Materials	-93.72
Bill	95614936	12/14/2017		Books & Materials	-277.41
TOTAL					-16,640.43
Bill Pmt -Check	8025	12/20/2017	OCLC, Inc.	Checking	
Bill	467806	12/13/2017		Collections	-5,187.88
TOTAL					-5,187.88

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December 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8026	12/20/2017	OverDrive	Checking	
Bill	06809CO17...	11/30/2017		Books & Materials	-532.04
Bill	06809CO17...	11/30/2017		Books & Materials	-467.97
Bill	06809CO17...	11/30/2017		Books & Materials	-337.54
Bill	06809CO17...	11/30/2017		Books & Materials	-431.83
Bill	06809CO17...	11/30/2017		Books & Materials	-494.48
Bill	06809CO17...	11/30/2017		Books & Materials	-1,033.92
Bill	06809CO17...	11/30/2017		Books & Materials	-716.92
Bill	06809CO17...	11/30/2017		Books & Materials	-713.90
Bill	06809CO17...	11/30/2017		Books & Materials	-712.96
Bill	06809CO17...	11/30/2017		Books & Materials	-556.97
Bill	06809CO17...	11/30/2017		Books & Materials	-295.91
Bill	06809DA17...	11/30/2017		Books & Materials	-160.00
Bill	06809CO17...	11/30/2017		Books & Materials	-486.29
Bill	06809CO17...	11/30/2017		Books & Materials	-723.97
Bill	06809CO17...	11/30/2017		Books & Materials	-776.73
Bill	06809CO17...	11/30/2017		Books & Materials	-661.45
Bill	06809DA17...	11/30/2017		Books & Materials	-333.48
TOTAL					-9,436.36
Bill Pmt -Check	8027	12/20/2017	Pur-O-Zone, Inc.	Checking	
Bill	741368	11/30/2017		Building Supplies	-419.46
TOTAL					-419.46
Bill Pmt -Check	8028	12/20/2017	Quill Corporation	Checking	
Bill	2624067	11/30/2017		Library & Office Supplies	-172.54
TOTAL					-172.54
Bill Pmt -Check	8029	12/20/2017	Radford University	Checking	
Bill	ILL 182969...	11/30/2017		Overdues	-45.00
TOTAL					-45.00
Bill Pmt -Check	8030	12/20/2017	Random House, Inc.	Checking	
Bill	1084987198	11/30/2017		Books & Materials	-33.75
Bill	1085170907	11/30/2017		Books & Materials	-37.50
Bill	1085433211	12/13/2017		Read Across Lawrence	-15,630.80
TOTAL					-15,702.05
Bill Pmt -Check	8031	12/20/2017	Recorded Books	Checking	
Bill	75628117	11/30/2017		Books & Materials	-35.99
Bill	75628094	11/30/2017		Books & Materials	-31.49
Bill	75629327	11/30/2017		Books & Materials	-36.00
Bill	75628597	11/30/2017		Books & Materials	-35.99
Bill	75623563	11/30/2017		Books & Materials	-40.50
Bill	75626369	11/30/2017		Books & Materials	-36.00
Bill	75620870	11/30/2017		Books & Materials	-45.00
Bill	75626385	11/30/2017		Books & Materials	-116.99
Bill	75625720	11/30/2017		Books & Materials	-36.00
Bill	75622505	11/30/2017		Books & Materials	-74.25

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Type	Num	Date	Name	Account	Paid Amount
Bill	75618379	11/30/2017		Books & Materials	-31.49
Bill	75624382	11/30/2017		Books & Materials	-55.65
Bill	75636803	12/14/2017		Books & Materials	-40.49
TOTAL					-615.84
Bill Pmt -Check	8032	12/20/2017	Unique Management Services	Checking	
Bill	454603	12/13/2017		Professional Fees	-128.32
Bill	454602	12/13/2017		Professional Fees	-608.60
TOTAL					-736.92
Bill Pmt -Check	8033	12/20/2017	World Book School and Library	Checking	
Bill	1565758	12/14/2017		Books & Materials	-999.00
TOTAL					-999.00
Check	28306	12/04/2017	Erica Segraves	Checking	
				Miscellaneous	-2,202.66
TOTAL					-2,202.66
Bill Pmt -Check	28307	12/18/2017	Amazon	Checking	
Bill	8877022	11/30/2017		Young Adult Programming	-1.82
Bill	2530647	11/30/2017		Young Adult Programming	-31.49
Bill	2962665	11/30/2017		Greatest Expectations-...	-149.97
Bill	2962665	11/30/2017		Greatest Expectations-...	-49.99
Bill	4609000	11/30/2017		Supplies	-46.33
Bill	6563421	11/30/2017		Advertising	-114.31
Bill	6563421	11/30/2017		Advertising	-23.87
Bill	6563421	11/30/2017		Advertising	-14.45
Bill	9861820	11/30/2017		Personal Books	-17.02
Bill	2937026	11/30/2017		Processing Supplies	-82.56
Bill	6409037	11/30/2017		Personal Books	-29.99
Bill	6157864	11/30/2017		Personal Books	-12.50
Bill	8480211	11/30/2017		Books & Materials	-74.90
Bill	8480211	11/30/2017		Books & Materials	-24.95
Bill	8480211	11/30/2017		Books & Materials	-278.18
Bill	8480211	11/30/2017		Books & Materials	-35.72
Bill	8480211	11/30/2017		Books & Materials	-14.98
Bill	8480211	11/30/2017		Books & Materials	-13.99
Bill	6632201	11/30/2017		Books & Materials	-55.76
Bill	4706644	11/30/2017		Books & Materials	-11.55
Bill	5901814	11/30/2017		Books & Materials	-14.97
Bill	7510618	11/30/2017		Books & Materials	-28.79
Bill	4811461	11/30/2017		Books & Materials	-62.76
Bill	7466637	11/30/2017		Books & Materials	-13.98
Bill	7466637	11/30/2017		Books & Materials	-18.94
Bill	7466637	11/30/2017		Books & Materials	-6.44
Bill	7466637	11/30/2017		Books & Materials	-118.47
Bill	3611462	11/30/2017		Books & Materials	-58.79
Bill	4706644	11/30/2017		Books & Materials	-54.49
Bill	4706644	11/30/2017		Books & Materials	-12.99
Bill	7379401	11/30/2017		Books & Materials	-64.23
Bill	7379401	11/30/2017		Books & Materials	-10.00
Bill	7379401	11/30/2017		Books & Materials	-27.99
Bill	7379401	11/30/2017		Books & Materials	-82.89
Bill	7379401	11/30/2017		Books & Materials	-51.72

Lawrence Public Library
Check Detail
 December 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	4811461	11/30/2017		Books & Materials	-13.99
Bill	4811461	11/30/2017		Books & Materials	-23.99
Bill	7510618	11/30/2017		Books & Materials	-15.70
Bill	7510618	11/30/2017		Books & Materials	-115.97
Bill	3988246	11/30/2017		Books & Materials	-11.65
Bill	5592211	11/30/2017		Books & Materials	-11.99
Bill	4618647	11/30/2017		Books & Materials	-85.30
Bill	4618647	11/30/2017		Books & Materials	-47.98
Bill	0635445	11/30/2017		Books & Materials	-12.54
Bill	4811461	11/30/2017		Books & Materials	-33.21
Bill	5684232	11/30/2017		Books & Materials	-52.94
Bill	7379401	11/30/2017		Books & Materials	-12.98
Bill	7510618	11/30/2017		Books & Materials	-32.78
				Books & Materials	-7.00
Bill	7510618	11/30/2017		Books & Materials	-49.99
				Books & Materials	-8.27
				Books & Materials	-91.44
Bill	2298668	11/30/2017		Books & Materials	-29.99
Bill	1161020	12/14/2017		Books & Materials	-18.81
Bill	1161020	12/14/2017		Books & Materials	-29.99
Bill	1161020	12/14/2017		Books & Materials	-49.33
Bill	1161020	12/14/2017		Books & Materials	-23.99
Bill	1161020	12/14/2017		Books & Materials	-15.98
Bill	1161020	12/14/2017		Books & Materials	-14.86
Bill	1161020	12/14/2017		Books & Materials	-76.79
Bill	1161020	12/14/2017		Books & Materials	-8.00
Bill	1161020	12/14/2017		Books & Materials	-89.30
Bill	7379401	12/14/2017		Books & Materials	-12.99
Bill	3790609	12/14/2017		Books & Materials	-53.45
Bill	1898667	12/14/2017		Books & Materials	-99.96
Bill	7379401	12/14/2017		Books & Materials	-52.95
Bill	4501008	12/14/2017		Books & Materials	-12.99
Bill	7466637	12/14/2017		Books & Materials	-162.46
Bill	6485847	12/14/2017		Books & Materials	-32.01
Bill	6485847	12/14/2017		Books & Materials	-31.97
Bill	2253846	12/14/2017		Books & Materials	-92.08
Bill	7474650	12/14/2017		Books & Materials	-15.33
Bill	7278634	12/14/2017		Books & Materials	-42.93
Bill	7278634	12/14/2017		Books & Materials	-11.99
Bill	7278634	12/14/2017		Books & Materials	-12.96
Bill	7278634	12/14/2017		Books & Materials	-59.99
Bill	7278634	12/14/2017		Books & Materials	-18.00
Bill	7278634	12/14/2017		Books & Materials	-18.74
Bill	7278634	12/14/2017		Books & Materials	-81.17
Bill	7278637	12/14/2017		Books & Materials	-28.95
Bill	7278634	12/14/2017		Books & Materials	-147.27
Bill	7278634	12/14/2017		Books & Materials	-189.30
Bill	7278634	12/14/2017		Books & Materials	-14.98
Bill	7278634	12/14/2017		Books & Materials	-220.99
Bill	0661030	12/14/2017		Books & Materials	-21.94
Bill	1709054	12/14/2017		Books & Materials	-49.99
TOTAL					-4,181.93
Bill Pmt -Check	28308	12/18/2017	Auraria Library	Checking	
Bill	REFUND	12/13/2017		Overdues	-30.63
TOTAL					-30.63

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28309	12/18/2017	City of Lawrence	Checking	
Bill	2018 Parking	12/13/2017		Miscellaneous	-6,912.00
TOTAL					-6,912.00
Bill Pmt -Check	28310	12/18/2017	Jayhawk Trophy Co., Inc.	Checking	
Bill	59865	12/13/2017		Miscellaneous	-14.95
TOTAL					-14.95
Bill Pmt -Check	28311	12/18/2017	Jon Ratzlaff	Checking	
Bill	28227847	11/30/2017		Building Supplies	-49.48
TOTAL					-49.48

Lawrence Public Library

Monthly Statistical Summary--November 2017

INDICATOR	November		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2016-2017			2016-2017

SUMMARY RATIOS

Service Area Population	97,948	97,669	0%			
User Visits per Capita	6.22	6.00	4%			
Reference Transactions per Capita	1.54	1.54	0%			
Program Attendance per Capita	0.41	0.51	-20%			
Circulation per Capita	11.87	12.20	-3%			
Circulation per Visit	1.91	2.03	-6%			
Total Holdings per Capita	2.02	2.14	-6%			
% of Lawrence Residents Registered	55%	64%	-14%			

Circulation--Adult Total	65,368	68,420	-4%	783,512	810,180	-3%
Circulation--Young Adult Total	3,057	3,279	-7%	39,580	46,439	-15%
Circulation--Youth Total	28,479	27,578	3%	329,929	349,525	-6%
Circulation--Bookmobile	725	1,017	-29%	10,118	11,700	-14%
Circulation--Book Lockers	817			6,286		
Circulation--Audiovisual Total	34,511	40,471	-15%	428,445	463,252	-8%
Circulation--Total	96,904	99,277	-2%	1,153,021	1,206,144	-4%

Reference Transactions	12,575	12,520	0%	149,656	177,868	-16%
User Visits	50,801	48,859	4%	620,472	617,302	1%
LPL Web Site Visits	18,482	16,676	11%	206,422	293,245	-30%

Holdings--Added	2,857	3,340	-14%	34,002	29,616	15%
Holdings--Withdrawn	4,297	890	383%	49,205	19,712	150%
Holdings--Total	198,230	208,961	-5%			

Cardholders Added	516	536	-4%			
Active Cardholders--Total	65,677	77,500	-15%			

Adult Programs	29	23	26%	287	287	0%
Young Adult Programs	14	13	8%	164	148	11%
Youth Programs	67	66	2%	697	659	6%
Senior Programs	8	6	33%	141	129	9%
Total Programs	118	108	9%	1,289	1,223	5%
Total Program Attendance	3,332	4,181	-20%	51,192	50,966	0%
Public Uses of Meeting Rooms	903	762	19%	9,592	8,599	12%

Total Paid Staff (FTE)	62.44	62.62	0%			
Total Number of Employees	85	88	-3%			

Lawrence Public Library

Monthly Statistical Report--November 2017

	November		Percent		YTD	YTD	Percent
	2017	2016	Change		2017	2016	Change
		2016-2017				2016-2017	
OUTPUT MEASURES							
Service Area Population	97,948	97,669	0%				
User Visits per Capita	6.22	6.00	4%				
Reference Transactions per Capita	1.54	1.54	0%				
Program Attendance per Capita	0.41	0.51	-21%				
Circulation per Capita	11.87	12.20	-3%				
Total Holdings per Capita	2.02	2.14	-5%				
Collection Turnover--Total	5.95	5.78	3%				
Collection Turnover--Adult	6.34	6.23	2%				
Collection Turnover--Young Adult	3.34	3.57	-6%				
Collection Turnover--Youth	5.62	5.24	7%				
Collection Turnover--Audiovisual	9.81	10.98	-11%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30852	31122	-1%		365796	368246	-1%
Circulation--Adult Periodicals	764	1001	-24%		10518	13350	-21%
Circulation--Adult Feature Films & TV Shows	21635	24366	-11%		267138	286242	-7%
Circulation--Electronic Games	1623	1661	-2%		19751	20395	-3%
Circulation--Adult Music CDs	5217	5625	-7%		62037	72924	-15%
Circulation--Adult Audio Books and Books on CD	5253	4634	13%		58164	48889	19%
Circulation--eReaders	12	11	9%		96	134	-28%
Circulation--Other	12				12		
Circulation--Adult Total	65368	68420	-4%		783512	810180	-3%
Circulation--YA Books and Videos	2771	3035	-9%		36430	42937	-15%
Circulation--YA Periodicals	4	13	-69%		161	191	-16%
Circulation--YA Audio Books and Books on CD	282	231	22%		2989	3311	-10%
Circulation--YA Total	3057	3279	-7%		39580	46439	-15%
Circulation--Youth Books and Videos	26556	25590	4%		307318	329892	-7%
Circulation--Youth Periodicals	118	129	-9%		1044	1270	-18%
Circulation--Youth Music CDs	335	356	-6%		4225	5098	-17%
Circulation--Youth Audio Books and Books on CD	1470	1503	-2%		17342	13265	31%
Circulation--Youth Total	28479	27578	3%		329929	349525	-6%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2017	2016	Change		2017	2016	Change
		2016-2017				2016-2017	
Circulation--Bookmobile	725	1017	-29%		10118	11700	-14%
Circulation--Book Lockers	817				6286		
Circulation--Total Books	60179	59747	1%		709544	741075	-4%
Circulation--Total Periodicals	886	1143	-22%		11723	14811	-21%
Circulation--Total Audiovisual	34511	40471	-15%		428445	463252	-8%
Circulation Total	96904	99277	-2%		1153021	1206144	-4%
Accounts Desk & Welcome DeskCirculation	3726	5025	-26%		49821	25370	96%
Self Check Circulation	71315	70979	0%		851055	898463	-5%
Percent Self Check	95%	93%	2%		94%	97%	-3%
Web Site & Telephone Renewals	14458	16842	-14%		172950	199209	-13%
Other Staff Checkouts	123	71	73%		1100	27838	-96%
Requests Placed	17768	17353	2%		208012	218348	-5%
Requests Filled	16513	16300	1%		189001	173364	9%
Requests Unclaimed	2592	2567	1%		28127	32703	-14%
Interlibrary Loan Items Borrowed for LPL Patrons	241	393	-39%		3903	5670	-31%
Interlibrary Loan Items Loaned from LPL Collection	360	647	-44%		6311	7085	-11%
OTHER LIBRARY SERVICES							
User Visits	50801	48859	4%		620472	617302	1%
Public Computer Usage	7742	8348	-7%		98503	98473	0%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2017	2016	Change		2017	2016	Change
		2016-2017				2016-2017	
Adult Reference Transactions	1261	1371	-8%		15849	19577	-19%
Young Adult Reference Transactions	681	743	-8%		10548	9597	10%
Youth Reference Transactions	1097	1069	3%		15884	16820	-6%
IT Desk	1511	1441	5%		18872	16327	16%
Welcome Desk	1975	2264	-13%		26348	46006	-43%
Phone Calls	1735	1868	-7%		20437	29349	-30%
Accounts Desk	4315	3764	15%		41718	40192	4%
Total Reference Transactions	12575	12520	0%		149656	177868	-16%
Public-Sponsored Uses of Meeting Rooms	903	762	19%		9592	8599	12%
LPL Web Site Visits	18482	16676	11%		206422	293245	-30%
RESOURCES							
Holdings--Total	198230	208961	-5%				
Holdings--Adult	125565	133660	-6%				
Holdings--Young Adult	11026	11062	0%				
Holdings--Youth	61639	63969	-4%				
Holdings--Audiovisual	42228	44223	-5%				
Holdings--eReaders	10	11	-9%				
Holdings Added	2857	3340	-14%		34002	29616	15%
Holdings Withdrawn	4297	890	383%		49205	19712	150%
Holdings Net Change	-492	2450			-8423	9904	
LIBRARY PATRONS							
Total Active Cardholders	65677	77500	-15%				
Cardholders Added	516	536	-4%		7950	7706	3%
Cardholders Transacting	13502	13581	-1%		147457	134061	10%
Percent of Cardholders Transacting	21%	18%	17%				
Total Number of Lawrence Residents Registered	53772	62763	-14%				
Percent of Lawrence Residents Registered	55%	64%	-15%				

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2017	2016	Change		2017	2016	Change
		2016-2017				2016-2017	
PROGRAMMING							
Number of Adult Programs	29	23	26%		287	287	0%
Number of Young Adult Programs	14	13	8%		164	148	11%
Number of Youth Programs	67	66	2%		697	659	6%
Number of Senior Programs	8	6	33%		141	129	9%
Total Programs	118	108	9%		1289	1223	5%
Adult Program Attendance	542	1075	-50%		8528	9606	-11%
Young Adult Program Attendance	310	253	23%		4417	3894	13%
Youth Program Attendance	2383	2679	-11%		36689	36012	2%
Senior Program Attendance	97	174	-44%		1558	1454	7%
Total Program Attendance	3332	4181	-20%		51192	50966	0%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	62.44	62.62	0%				
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.95	5%				
Number of Employees--Total	85	88	-3%				
Number of Employees--Full-Time	41	38	8%				
Number of Employees--Part-Time	44	50	-12%				
Terminations	2	0	#DIV/0!		17	13	31%
Hirings	1	1	0%		15	15	0%
Volunteer Hours	904.5	657.2	38%		7634.2	7115.7	7%

Select Online Statistics November 2017

Lynda.com:

Active Users: 1753

New Users: 39

Users Who Logged In: 148

Total Log Ins: 481

Hours Viewed: 177.51

Hours Viewed per User Who Logged In: 1.2

Hours Viewed per Log In: .37

Kanopy:

Visits: 1556

Pages: 2091

Plays: 233

Minutes: 8526

Pages/Visit: 1.34

Plays/Visit: .15

Library Director's Report for December 2017

Wrapping up 2017

Things look good at the end of the year financially. Items for which the board approved potential capital improvement fund expenditures were paid for out of the 2017 budget, specifically and most costly, the new van (\$36,000) and implementation fees for the new library website (\$40,000). We additionally had the funds to expedite new computer purchases for all staff (\$27,000 in all) as well as encumber funds for paying off the LED lighting retrofit and HVAC recommissioning.

The leadership team met yesterday to discuss ways to pay for additional requests with unspent grant funds. Currently, we intend to allocate Simpson Foundation grant money to purchase a better carpet cleaning extractor and refinish two of our remote book drops that have been damaged. We will also use some of the unrestricted gift from the Foundation to purchase additional titles for our OverDrive digital book collection as well as a lighting upgrade for the auditorium.

Staffing Changes

At the end of this year, two veteran staff will be retiring. Pattie Johnston, our Outreach Coordinator, has worked at LPL for 45 years, the longest serving employee in the history of the library. She started as a "college page" and also served as Head of Circulation. Cecilia May, a library employee for over 36 years has held several jobs during her tenure including Head of Reference as well as briefly serving as interim director. We wish both of them the best in their retirement.

With Pattie's departure, we have made some changes. We will not be rehiring the Outreach Coordinator position and will be parcelling many of her duties out more broadly through the organization. We have created two new full time positions. Ian Stepp, part-time assistant in Information Services, and Grace Daniels, part-time assistant in Accounts, will both move to full time as some of Pattie's duties get absorbed by those teams. Additionally, very soon, we will advertise for a Marketing Assistant position who will assist Heather Kearns, our Marketing Coordinator. We are still examining what we will do in Cataloging with Cecilia's retirement. More on that next month. I am pleased that we have been able to create a few more full time positions within the organization.

Library Director's Report for December 2017

Respectfully submitted by Brad Allen, December 15, 2017

Foundation Director's Report – December 15, 2017

Year End Fundraising. Our end of year fundraising is on a roll. Here are the highlights:

- New Chapter Society gifts to the Foundation since October total more than \$22,000 from 18 families.
- The Friends and Foundation's annual fundraising letter was mailed on November 20. To date, we have received 90 gifts totaling \$6,570. Of these, \$3,345 were to the Foundation and \$3,180 were to the Friends.
- In addition, gifts continue to come in from the Fall newsletter. Since November 20th, we have received an additional 13 gifts totaling \$830 from the newsletter.

Douglas County Community Foundation Grants. The Foundation has received a number of recent grants through the Douglas County Community Foundation. The 2018 Seed Library earned a \$2,000 grant from DCCF's Live Well Lawrence program. Kudos to Vanessa Reynaga, our AmeriCorps VISTA, for writing the successful application. A second grant of \$1,995 supports the Foundation Center database at the library. This resource provides local grant writers with information on grants available from foundations and individuals nationwide. In addition, we received a \$10,000 gift from DCCF's Blaser Family Fund that will go to the Library Foundation's unrestricted endowment.

BCBS of Kansas Foundation Grant. The Library Foundation has earned a \$1,000 grant from the Blue Cross Blue Shield of Kansas Foundation for the 2018 Nutrition Carnival.

Caddy Stacks. Caddy Stacks is coming together nicely. Sponsorships now total \$20,125, with two signature sponsors, Crown Automotive and NIC. In addition, we have nearly all of our hole decorators lined up. One exciting new hole you'll see on the course this year is a replica of the new library from the Rack Family. Billy Pilgrim once again has worked his magic on the adult party invitation and graphics for the event. In addition, Lawrence's three wonderful sports guys, Tom Keegan, Brian Hanni, and Kevin Romary, came to the library for a photo shoot. (see attached photo.) Look for these on social media as the Caddy Stacks weekend draws nearer. It always astounds me how so many people and businesses rally around this community event! Be sure to mark your calendars and plan to play mini golf with us January 26 through the 28th.

Midco Announcement. The cat is out of the bag! Midco's \$90,000 grant to the library for new computers was announced on the front page of the *Lawrence Journal World* on December 15th. Brady Flannery, Mark Emert, Brad & I met with Midco officials on Wednesday, December 13 for an official photo with a really big check. (See attached)

Tech Desk Update. If all goes according to plan, you will get to see the new technology desk at the library when you arrive on Monday. Created in memory of George Paley, the desk is now scheduled to be installed Sunday, December 17th. Judy Paley will have the official dedication in February when all of their sons are in town for a family wedding.

Downtown Lawrence, Inc. Board. After six years (mostly as Secretary) I will step down from the DLI Board. It has been a wonderful experience. Our Downtown partners have brought us summer movies on the Lawn, Downtown storywalks, local history events, Harry Potter Book Night, and many other collaborations.

