

## AGENDA

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

Monday, January 16, 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

New business

- Energy Efficiency Project -- **ACTION ITEM** -- SEE ATTACHMENT
- 2017 Annual Organizational Calendar -- SEE ATTACHMENT

Executive Session

Adjournment

DRAFT

Lawrence Public Library  
Board of Trustees  
Regular Board Meeting  
December 19, 2016  
4:30 p.m.

**Board Members Present:** David Vance, Chair; Joan Golden, Sarah Goodwin Thiel, Judy Keller, Ursula Minor. **Absent:** Brady Flannery, 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 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; Judy seconded. All in favor. Motion carried.

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

Brad said Ed Rose is leaving the library at the end of the year. He has done a lot to move the studio forward and is leaving it at a good place. Brad was honored to have had an opportunity to interview Zadie Smith at the Hall Center. He said that estimates show that the budget will come in a little over, but that we won't have to spend as much from capital for the new ILS as we had thought. He recently had an opportunity to see the MoCo lab for the first time.

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

Kathleen said that the Foundation has received about \$23,000 from the New Chapter Society mailing and about \$8300 from the Friends/Foundation joint mailing. Sadly, the online holiday shop hasn't been too successful. The After Hours fundraiser has over \$12,000 in sponsorships. It will be held Saturday, February 11, at the library. At their last meeting of the year the Foundation Board approved preliminary endowment distributions for 2017 of over \$60,000. The exact amount will be finalized after the beginning of the year. This will be the first year for distribution from the unrestricted endowment fund. The Foundation board approved hiring a part-time person to help with planned giving. In grant news: Freedom's Frontier has given \$5000 for the second part of Hike Through History which will create permanent panels to be placed on

the Burroughs Trail. The Chamber of Commerce is underwriting the Mergent Intellect business database, and the Douglas County Community Foundation agreed to fund the Foundation Center database again. Requests from the Kansas Health Foundation and from Blue Cross and Blue Shield did not come through.

### **Friends Report**

Sandra reported that the Season's Readings sale made about \$1300. Bylaws revisions are done. Amazon sales will probably bring in more money for the year than all the book sales. Space and book management are an ongoing problem.

### **Ongoing Business**

There was no ongoing business.

### **New Business**

#### **2017 Pay Plan**

Brad distributed copies of the 2017 pay scale. He noted that this is actually the schedule that Springsted gave us as 100% of market in 2014. The pay scale brings Coordinators up to the proposed new exempt base salary. Overall this resulted in an almost 9% adjustment to the scale. Staff members who have been in their positions less than 5 years will receive the new minimum; most of those over 5 years will receive 87% of the midpoint. Over half of all staff members are at the new minimum. Few are at or beyond midpoint. The next phase is determining the method for moving people through the pay scale--whether it's a step method or one based on merit or some combination.

### **Executive Session**

Judy moved to go into Executive Session for 15 minutes to discuss the Director's evaluation. Joan seconded. All in favor. The meeting moved to Executive Session at 5:45 p.m.

### **Adjournment**

The meeting adjourned at 6:00 p.m.

The next Board meeting will be Monday, January 16, 2017 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherrri Turner

**LAWRENCE PUBLIC LIBRARY**

**Regular Budget Report**

December 2016

<b>REVENUES</b>	<b>This Month</b>	<b>Year to Date</b>	<b>Annual Budget</b>	<b>92% of Year</b>	<b>Dec-15</b>	<b>YTD 2016</b>		
Tax Fund	\$ 447,000.00	\$ 3,750,000.00	\$ 3,749,330.70	100.02%	\$ 350,000.00	\$ 3,550,000.00		
Overdues	\$ 14,569.40	\$ 163,315.12	\$ 180,000.00	90.73%	\$ 14,031.63	\$ 183,442.91		
NEKLS	\$ -	\$ 67,898.00	\$ 65,000.00	104.46%	\$ -	\$ 64,435.00		
State Aid	\$ -	\$ 29,111.11	\$ 25,000.00	116.44%	\$ -	\$ 30,268.44		
Photo Copies	\$ 1,867.10	\$ 19,804.44	\$ 13,000.00	152.34%	\$ 1,998.02	\$ 19,826.82		
Coffee Shop Rent	\$ 750.00	\$ 7,100.00	\$ 8,400.00	84.52%	\$ 700.00	\$ 8,400.00		
Meeting Room Fees	\$ 425.00	\$ 6,400.00	\$ 1,000.00	640.00%	\$ 250.00	\$ 3,700.00		
Interest	\$ 124.76	\$ 1,717.89	\$ 1,600.00	107.37%	\$ 134.32	\$ 1,688.89		
Miscellaneous	\$ 58.69	\$ 522.89			\$ 688.60	\$ 1,153.49		
<b>Total Revenues</b>	<b>\$ 464,794.95</b>	<b>\$ 4,045,869.45</b>	<b>\$4,043,330.70</b>	<b>100.06%</b>	<b>\$367,802.57</b>	<b>\$3,862,915.55</b>		
					Transfer in - Savings	\$ 58,638.19		
						\$3,921,553.74		
<b>EXPENSES</b>								
Salaries & Wages	\$ 202,945.27	\$ 2,257,950.13	\$ 2,276,501.70	99.19%				
Employee Benefits	\$ 19,558.37	\$ 244,503.62	\$ 260,000.00	94.04%				
Payroll Taxes	\$ 32,621.61	\$ 375,158.67	\$ 420,329.00	89.25%				
Utilities	\$ 6,969.67	\$ 115,467.59	\$ 108,000.00	106.91%				
Building Supplies	\$ 2,499.22	\$ 20,603.58	\$ 20,000.00	103.02%				
Building Repairs & Maintenance	\$ 1,080.50	\$ 32,998.30	\$ 25,000.00	131.99%				
Library & Office Supplies	\$ 361.25	\$ 20,458.02	\$ 25,000.00	81.83%				
Books & Materials	\$ 110,934.07	\$ 540,250.48	\$ 550,000.00	98.23%				
Books & Materials Supplies & Processing	\$ 3,175.06	\$ 78,765.28	\$ 65,000.00	121.18%				
Equipment	\$ -	\$ 5,670.20	\$ 10,000.00	56.70%				
Technology	\$ 12,794.44	\$ 142,426.47	\$ 150,000.00	94.95%				
Insurance	\$ -	\$ 11,169.00	\$ 10,000.00	111.69%				
Shipping	\$ 803.94	\$ 18,200.79	\$ 17,000.00	107.06%				
Professional Development	\$ 166.93	\$ 26,990.49	\$ 25,000.00	107.96%				
Book Van & Mileage	\$ 496.66	\$ 2,402.99	\$ 1,500.00	160.20%				
Programs	\$ 2,789.59	\$ 19,341.82	\$ 20,000.00	96.71%				
Professional Fees	\$ 1,692.43	\$ 42,016.13	\$ 30,000.00	140.05%				
Advertising & Marketing	\$ 4,545.48	\$ 30,000.00	\$ 30,000.00	100.00%				
Capital Improvements	\$ -	\$ 44,308.62	\$ -					
Miscellaneous	\$ 5,840.91	\$ 8,091.42	\$ -					
<b>Total Expenses</b>	<b>\$ 409,275.40</b>	<b>\$ 4,036,773.60</b>	<b>\$ 4,043,330.70</b>	<b>99.84%</b>	<b>\$ 426,519.59</b>	<b>\$ 3,921,553.74</b>		
<b>Revenue Over Expenses</b>	<b>\$ 55,519.55</b>	<b>\$ 9,095.85</b>						
		To Savings Account						
Cash Balances:								
Checking	\$ 554,514.03							
Capital Improvement	\$ 562,155.52							



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

	Dec 31, 16	Dec 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Capital Improvement	0.00	16,947.51	-16,947.51	-100.0%
Capital Improvement -2	562,155.52	602,435.89	-40,280.37	-6.7%
Checking	554,514.03	492,347.48	62,166.55	12.6%
Savings	0.00	0.00	0.00	0.0%
<b>Total Checking/Savings</b>	<b>1,116,669.55</b>	<b>1,111,730.88</b>	<b>4,938.67</b>	<b>0.4%</b>
<b>Total Current Assets</b>	<b>1,116,669.55</b>	<b>1,111,730.88</b>	<b>4,938.67</b>	<b>0.4%</b>
<b>Other Assets</b>				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
<b>Total Other Assets</b>	<b>1,230.70</b>	<b>1,230.70</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b><u>1,117,900.25</u></b>	<b><u>1,112,961.58</u></b>	<b><u>4,938.67</u></b>	<b><u>0.4%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Accounts Payable	86,662.84	105,460.63	-18,797.79	-17.8%
<b>Total Accounts Payable</b>	<b>86,662.84</b>	<b>105,460.63</b>	<b>-18,797.79</b>	<b>-17.8%</b>
<b>Other Current Liabilities</b>				
Payroll Liabilities	4,671.58	2,420.75	2,250.83	93.0%
<b>Total Other Current Liabilities</b>	<b>4,671.58</b>	<b>2,420.75</b>	<b>2,250.83</b>	<b>93.0%</b>
<b>Total Current Liabilities</b>	<b>91,334.42</b>	<b>107,881.38</b>	<b>-16,546.96</b>	<b>-15.3%</b>
<b>Total Liabilities</b>	<b>91,334.42</b>	<b>107,881.38</b>	<b>-16,546.96</b>	<b>-15.3%</b>
<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	21,485.63	-51,107.95	72,593.58	142.0%
<b>Total Equity</b>	<b>1,026,565.83</b>	<b>1,005,080.20</b>	<b>21,485.63</b>	<b>2.1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,117,900.25</u></b>	<b><u>1,112,961.58</u></b>	<b><u>4,938.67</u></b>	<b><u>0.4%</u></b>

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

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Dec 16

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Coffee Shop Rent	750.00
Gifts-Friends	17,770.00
Gifts-Other	2,130.00
Interest	124.76
Meeting Room Fees	425.00
Merchandise Sales	1,656.00
Overdues	14,569.40
Personal Books	58.69
Photo Copies	1,867.10
Tax Fund	447,000.00
<b>Total Income</b>	<b>486,350.95</b>
<b>Expense</b>	
Payroll Expenses	224,765.55
Payroll Taxes	32,929.54
Utilities	6,969.67
Building Supplies	2,499.22
Building Repairs & Maintenance	1,080.50
Library & Office Supplies	361.25
Books & Materials	110,934.07
Processing Supplies	3,175.06
Technology	12,794.44
Shipping	803.94
Professional Development	166.93
Bookvan & Mileage	496.66
Program Expense	2,789.59
Professional Fees	1,692.43
Advertising	4,545.48
FOUNDATION FUNDING	-4,423.71
FRIENDS FUNDING	5,621.95
Miscellaneous	5,840.91
<b>Total Expense</b>	<b>413,043.48</b>
<b>Net Ordinary Income</b>	<b>73,307.47</b>
<b>Net Income</b>	<b><u>73,307.47</u></b>

# Lawrence Public Library Vendor Balance Summary

All Transactions

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Jan 12, 17

Acco Brands	122.52
Affordable Alternatives, Inc.	51.21
Air Filter Plus	447.61
Amazon	2,391.21
Arsenal	218.00
ASI	50.00
Baker & Taylor, Inc.	642.87
Bayscan Technologies	444.00
Bibliotheca	19,080.00
Blackstone Audio, Inc.	458.75
Brilliance Publishing, Inc.	177.46
Capital City Bank	9,095.85
Center Point Large Print	350.52
Century Business Technologies	524.44
City of Lawrence	188.16
Copy Co Inc.	700.00
COSUGI	400.00
Databank Holdings, LTD	293.65
Demco, Inc.	743.18
Downtown Lawrence Inc.	225.00
EBSCO	4,539.21
Gale/Cengage Learning	185.90
Hamco Kansas City, Inc.	471.60
Ingram Library Services	17,641.06
Intuit	29.85
Jayhawk Power	962.35
Jayhawk Trophy Co., Inc.	30.25
Jayhawk Tropical Fish	300.00
Jiminate	120.00
John Weeks	34.99
KanREN	5,533.20
Kaw Valley Seed Fair	30.00
Laser Logic, Inc.	865.43
Lawrence Rotary Club	207.00
Merry Nanne	12.11
Midwest Tape	14,288.58
OCLC, Inc.	5,012.44
OverDrive	8,607.49
Petty Cash	162.11
Polyline Corporation	377.08
Pro Print Inc.	175.00
Pur-O-Zone, Inc.	278.76
Quill Corporation	461.58
Rueschhoff Locksmiths & S.S.	80.22
Showcases	127.81
Siobhan B. Greenlee	15.45
Stanion Wholesale Electric Co.	13.83
The New York Times	1,563.54
The Summit	2,880.00
TSYS Merchant Solutions - Omaha	228.18
Unique Management Services	903.15
United Parcel Service	835.93
University of Kansas	20.00
VISA 5372	8,859.40
WOW!Business	434.95
<b>TOTAL</b>	<b><u>112,892.88</u></b>



Lawrence Public Library  
Check Detail  
January 2017

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>01/16/2017</b>	<b>Encumbrances</b>	<b>Checking</b>	
General Journal	4095	12/31/2016	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/16/2017</b>	<b>ASI</b>	<b>Checking</b>	
Bill	January	01/02/2017		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/16/2017</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	December ...	01/06/2017		Professional Fees	-29.85
TOTAL					-29.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/16/2017</b>	<b>TSYS Merchant Solutions - Oma...</b>	<b>Checking</b>	
Bill	December	01/06/2017		Credit Card Processing	-228.18
TOTAL					-228.18
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/16/2017</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1017	01/12/2017		Shipping	-835.93
TOTAL					-835.93
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/16/2017</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	December a...	12/30/2016		Youth Services Dept.	-59.91
				Adult Programming	-167.43
				Adult Programming	-391.31
				Adult Programming	-526.26
				Adult Programming	-99.86
				Read Across Lawrence	-1,411.73
				Read Across Lawrence	-64.90
				Bookvan & Mileage	-65.13
				Children's Programming	-8.98
				Children's Programming	-34.30
				Children's Programming	-56.43
				Children's Programming	-2.99
				Children's Programming	-2.99
				Children's Programming	-187.14
				Young Adult Programming	-165.02
				Advertising	-59.92
				Advertising	-1,015.47
				Advertising	-149.30
				Advertising	-344.95
				Advertising	-29.95
				Advertising	-35.93
				Advertising	-109.85
				Advertising	-375.47
				Advertising	-29.39
				Outreach Programming	-90.64
				Building Supplies	-791.45
				Building Repairs & Main...	-251.48
				Software & Licenses	-498.29

Lawrence Public Library  
Check Detail  
January 2017

Type	Num	Date	Name	Account	Paid Amount
				Supplies	-579.24
				FOUNDATION FUNDING	-104.20
				FOUNDATION FUNDING	-74.89
				FOUNDATION FUNDING	-93.87
				FOUNDATION FUNDING	-89.87
				Block Grant	-292.53
Bill		01/12/2017		Accounting	-209.29
				Adult Programming	-19.31
				Building Supplies	-77.62
				Supplies	-10.76
				Library & Office Supplies	-9.12
				Shipping	-27.98
				Books & Materials	-107.86
				Books & Materials	-2.36
				Books & Materials	-121.96
				Books & Materials	-8.45
				Periodicals	-3.62
TOTAL					-8,859.40
<b>Bill Pmt -Check</b>	<b>7608</b>	<b>01/18/2017</b>	<b>Acco Brands</b>	<b>Checking</b>	
Bill	2592070	01/12/2017		Library & Office Supplies	-122.52
TOTAL					-122.52
<b>Bill Pmt -Check</b>	<b>7609</b>	<b>01/18/2017</b>	<b>Affordable Alternatives, Inc.</b>	<b>Checking</b>	
Bill	6361	12/21/2016		Processing Supplies	-51.21
TOTAL					-51.21
<b>Bill Pmt -Check</b>	<b>7610</b>	<b>01/18/2017</b>	<b>Air Filter Plus</b>	<b>Checking</b>	
Bill	338518	12/28/2016		Building Supplies	-447.61
TOTAL					-447.61
<b>Bill Pmt -Check</b>	<b>7611</b>	<b>01/18/2017</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	62326	12/30/2016		Building Repairs & Main...	-218.00
TOTAL					-218.00
<b>Bill Pmt -Check</b>	<b>7612</b>	<b>01/18/2017</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2032525542	12/27/2016		KHF Grant Expenses	-11.48
Bill	2032525543	12/27/2016		Processing Supplies	-1.90
Bill	5014380245	12/27/2016		Books & Materials	-36.43
Bill	2032520344	12/27/2016		Books & Materials	-129.62
Bill	2032520345	12/27/2016		Processing Supplies	-12.29
Bill	5014373650	12/27/2016		Books & Materials	-56.54
Bill	5014373651	12/27/2016		Processing Supplies	-5.80
Bill	5014363727	12/27/2016		Books & Materials	-49.06
Bill	5014371436	12/27/2016		Books & Materials	-104.51
Bill	2032509049	12/27/2016		GGIFT	-14.54
Bill	2032504448	12/27/2016		Books & Materials	-66.57
Bill	2032504449	12/27/2016		Processing Supplies	-2.10
Bill	2032509050	01/12/2017		Processing Supplies	-0.74

Lawrence Public Library  
Check Detail  
January 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	2032543513	01/12/2017		Books & Materials	-141.44
Bill	2032543514	01/12/2017		Processing Supplies	-9.85
TOTAL					-642.87
<b>Bill Pmt -Check</b>	<b>7613</b>	<b>01/18/2017</b>	<b>Bayscan Technologies</b>	<b>Checking</b>	
Bill	50918	01/12/2017		Processing Supplies	-444.00
TOTAL					-444.00
<b>Bill Pmt -Check</b>	<b>7614</b>	<b>01/18/2017</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	SI0022081-...	01/06/2017		Book Lockers	-19,080.00
TOTAL					-19,080.00
<b>Bill Pmt -Check</b>	<b>7615</b>	<b>01/18/2017</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	877184	12/27/2016		Books & Materials	-444.78
Bill	879326	01/12/2017		Books & Materials	-13.97
TOTAL					-458.75
<b>Bill Pmt -Check</b>	<b>7616</b>	<b>01/18/2017</b>	<b>Brilliance Publishing, Inc.</b>	<b>Checking</b>	
Bill	IN1140922	12/27/2016		Books & Materials	-17.50
Bill	IN1140760	12/27/2016		Books & Materials	-69.98
Bill	IN1140761	12/27/2016		Books & Materials	-29.99
Bill	IN1139963	12/27/2016		Books & Materials	-10.00
Bill	IN1143107	01/12/2017		Books & Materials	-12.50
Bill	IN1143108	01/12/2017		Books & Materials	-7.50
Bill	IN1143106	01/12/2017		Books & Materials	-29.99
TOTAL					-177.46
<b>Bill Pmt -Check</b>	<b>7617</b>	<b>01/18/2017</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1434381	12/27/2016		Books & Materials	-350.52
TOTAL					-350.52
<b>Bill Pmt -Check</b>	<b>7618</b>	<b>01/18/2017</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	435056	12/21/2016		Copying	-346.38
Bill	435057	12/21/2016		Copying	-15.00
Bill	436943	01/06/2017		Copying	-107.38
Bill	436839	01/06/2017		Copying	-55.68
TOTAL					-524.44
<b>Bill Pmt -Check</b>	<b>7619</b>	<b>01/18/2017</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84403	12/30/2016		Printing	-700.00
TOTAL					-700.00

Lawrence Public Library  
Check Detail  
January 2017

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7620</b>	<b>01/18/2017</b>	<b>COSUGI</b>	<b>Checking</b>	
Bill	189464598...	01/06/2017		Technology	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>7621</b>	<b>01/18/2017</b>	<b>Databank Holdings, LTD</b>	<b>Checking</b>	
Bill	24382	01/12/2017		Public Access	-293.65
TOTAL					-293.65
<b>Bill Pmt -Check</b>	<b>7622</b>	<b>01/18/2017</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	6036741	01/12/2017		Processing Supplies	-743.18
TOTAL					-743.18
<b>Bill Pmt -Check</b>	<b>7623</b>	<b>01/18/2017</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill	2017-090	01/06/2017		Membership & Dues	-225.00
TOTAL					-225.00
<b>Bill Pmt -Check</b>	<b>7624</b>	<b>01/18/2017</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	1536368	12/27/2016		Periodicals	-4,539.21
TOTAL					-4,539.21
<b>Bill Pmt -Check</b>	<b>7625</b>	<b>01/18/2017</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	59482848	12/27/2016		Books & Materials	-58.17
Bill	59474127	12/27/2016		Books & Materials	-19.19
Bill	59538268	01/12/2017		Books & Materials	-51.57
Bill	59547047	01/12/2017		Books & Materials	-56.97
TOTAL					-185.90
<b>Bill Pmt -Check</b>	<b>7626</b>	<b>01/18/2017</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	116061	01/12/2017		Library & Office Supplies	-471.60
TOTAL					-471.60
<b>Bill Pmt -Check</b>	<b>7627</b>	<b>01/18/2017</b>	<b>Jayhawk Power</b>	<b>Checking</b>	
Bill	6103-1	12/30/2016		Building Repairs & Main...	-610.67
Bill	6083-1	01/12/2017		Building Repairs & Main...	-351.68
TOTAL					-962.35

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Lawrence Public Library  
Check Detail  
January 2017

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7628</b>	<b>01/18/2017</b>	<b>Jayhawk Trophy Co., Inc.</b>	<b>Checking</b>	
Bill	56966	01/06/2017		Miscellaneous	-13.00
Bill	56965	01/06/2017		Miscellaneous	-17.25
TOTAL					-30.25
<b>Bill Pmt -Check</b>	<b>7629</b>	<b>01/18/2017</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	503217	01/06/2017		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>7630</b>	<b>01/18/2017</b>	<b>Jiminate</b>	<b>Checking</b>	
Bill	9-121816	12/21/2016		Advertising	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>7631</b>	<b>01/18/2017</b>	<b>KanREN</b>	<b>Checking</b>	
Bill	161003010...	01/12/2017		Internet	-2,766.60
Bill	170110010...	01/12/2017		Internet	-2,766.60
TOTAL					-5,533.20
<b>Bill Pmt -Check</b>	<b>7632</b>	<b>01/18/2017</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	277956	01/06/2017		Library & Office Supplies	-712.00
Bill	277829	01/12/2017		Library & Office Supplies	-153.43
TOTAL					-865.43
<b>Bill Pmt -Check</b>	<b>7633</b>	<b>01/18/2017</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	126167	01/06/2017		Membership & Dues	-207.00
TOTAL					-207.00
<b>Bill Pmt -Check</b>	<b>7634</b>	<b>01/18/2017</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	94619707	12/27/2016		Books & Materials	-2,027.38
Bill	94615234	12/27/2016		Books & Materials	-505.96
Bill	94616913	12/27/2016		Books & Materials	-479.08
Bill	94619709	12/27/2016		Books & Materials	-80.22
Bill	94609134	12/27/2016		Books & Materials	-95.97
Bill	94609133	12/27/2016		Books & Materials	-44.96
Bill	94603363	12/27/2016		Books & Materials	-125.30
Bill	94603364	12/27/2016		Books & Materials	-26.99
Bill	94603365	12/27/2016		Books & Materials	-250.43
Bill	94591738	12/27/2016		Books & Materials	-870.76
Bill	94602426	12/27/2016		Books & Materials	-1,743.11
Bill	94593516	12/27/2016		Books & Materials	-116.02
Bill	94592902	12/27/2016		Books & Materials	-571.27
Bill	94593518	12/27/2016		Books & Materials	-59.98
Bill	94592900	12/27/2016		Books & Materials	-349.04
Bill	94653005	01/12/2017		Books & Materials	-98.96
Bill	94653003	01/12/2017		Books & Materials	-36.42
Bill	94659845	01/12/2017		Books & Materials	-791.56
Bill	94660195	01/12/2017		Books & Materials	-548.39

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Type	Num	Date	Name	Account	Paid Amount
Bill	94660254	01/12/2017		Books & Materials	-831.32
Bill	94657908	01/12/2017		Books & Materials	-439.89
Bill	94663976	01/12/2017		Books & Materials	-462.87
Bill	94629108	01/12/2017		Books & Materials	-621.83
Bill	94642562	01/12/2017		Books & Materials	-725.55
Bill	94627537	01/12/2017		Books & Materials	-123.50
Bill	94646033	01/12/2017		Books & Materials	-498.90
Bill	94645395	01/12/2017		Books & Materials	-845.65
Bill	94627496	01/12/2017		Books & Materials	-52.48
Bill	94652093	01/12/2017		Books & Materials	-29.99
Bill	94661431	01/12/2017		Processing Supplies	-834.80
TOTAL					-14,288.58
<b>Bill Pmt -Check</b>	<b>7635</b>	<b>01/18/2017</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	504703	01/12/2017		Collections	-5,012.44
TOTAL					-5,012.44
<b>Bill Pmt -Check</b>	<b>7636</b>	<b>01/18/2017</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	160129350...	12/27/2016		Books & Materials	-1,537.35
Bill	160209230...	12/27/2016		Books & Materials	-2,010.72
Bill	172230230...	12/27/2016		Books & Materials	-135.42
Bill	172320833...	12/27/2016		Books & Materials	-259.78
Bill	142813843...	12/27/2016		Books & Materials	-142.57
Bill	142855020...	12/27/2016		Books & Materials	-297.96
Bill	132358053...	12/27/2016		Books & Materials	-267.00
Bill	132434553...	12/27/2016		Books & Materials	-282.97
Bill	155408290...	12/27/2016		Books & Materials	-530.88
Bill	155331200...	12/27/2016		Books & Materials	-301.89
Bill	144314337...	12/27/2016		Books & Materials	-387.95
Bill	144227600...	12/27/2016		Books & Materials	-354.75
Bill	144420487...	12/27/2016		Books & Materials	-1,257.70
Bill	144455223...	12/27/2016		Books & Materials	-580.80
Bill	112952840...	12/27/2016		Books & Materials	-259.75
TOTAL					-8,607.49
<b>Bill Pmt -Check</b>	<b>7637</b>	<b>01/18/2017</b>	<b>Polyline Corporation</b>	<b>Checking</b>	
Bill	49297	12/21/2016		Processing Supplies	-377.08
TOTAL					-377.08
<b>Bill Pmt -Check</b>	<b>7638</b>	<b>01/18/2017</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	93143	12/21/2016		Library & Office Supplies	-175.00
TOTAL					-175.00
<b>Bill Pmt -Check</b>	<b>7639</b>	<b>01/18/2017</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	716633	12/30/2016		Building Supplies	-209.06
Bill	716632	12/30/2016		Building Supplies	-69.70
TOTAL					-278.76

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7640</b>	<b>01/18/2017</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	2754342	12/30/2016		Library & Office Supplies	-132.44
Bill	2977499	12/30/2016		Processing Supplies	-119.95
				Children's Programming	-23.66
				Advertising	-47.32
Bill	3012758	01/06/2017		Children's Programming	-16.25
Bill	3127926	01/12/2017		Library & Office Supplies	-26.96
Bill	3030955	01/12/2017		Library & Office Supplies	-75.39
				Children's Programming	-19.61
TOTAL					-461.58
<b>Bill Pmt -Check</b>	<b>7641</b>	<b>01/18/2017</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	536816	01/06/2017		Professional Fees	-80.22
TOTAL					-80.22
<b>Bill Pmt -Check</b>	<b>7642</b>	<b>01/18/2017</b>	<b>Showcases</b>	<b>Checking</b>	
Bill	297366	01/12/2017		Processing Supplies	-16.19
Bill	297365	01/12/2017		Processing Supplies	-111.62
TOTAL					-127.81
<b>Bill Pmt -Check</b>	<b>7643</b>	<b>01/18/2017</b>	<b>Stanion Wholesale Electric Co.</b>	<b>Checking</b>	
Bill	Balance Due	12/23/2016		Building Supplies	-13.83
TOTAL					-13.83
<b>Bill Pmt -Check</b>	<b>7644</b>	<b>01/18/2017</b>	<b>The New York Times</b>	<b>Checking</b>	
Bill	thru 12/3/17	01/06/2017		Periodicals	-1,563.54
TOTAL					-1,563.54
<b>Bill Pmt -Check</b>	<b>7645</b>	<b>01/18/2017</b>	<b>The Summit</b>	<b>Checking</b>	
Bill	2017 Memb...	01/06/2017		Membership & Dues	-2,880.00
TOTAL					-2,880.00
<b>Bill Pmt -Check</b>	<b>7646</b>	<b>01/18/2017</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	438832	01/12/2017		Professional Fees	-133.45
Bill	438831	01/12/2017		Professional Fees	-769.70
TOTAL					-903.15
<b>Bill Pmt -Check</b>	<b>7647</b>	<b>01/18/2017</b>	<b>University of Kansas</b>	<b>Checking</b>	
Bill	ILL 171990...	01/12/2017		Overdues	-20.00
TOTAL					-20.00

Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28127</b>	<b>01/16/2017</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	90530343	12/21/2016	Amazon	Accounts Payable	0.00
Bill	9053043	12/21/2016		Young Adult Programming	-10.83
Bill	1461023	12/21/2016		Books & Materials	-24.99
Bill	8264223	12/21/2016		Books & Materials	-33.78
Bill	7391439	12/23/2016		Young Adult Programming	-38.47
Bill	5707454	12/23/2016		Young Adult Programming	-56.55
Bill	1461023	12/27/2016		Books & Materials	-29.50
Bill	1461023	12/27/2016		Books & Materials	-67.84
Bill	1461023	12/27/2016		Books & Materials	-109.33
Bill	1461023	12/27/2016		Books & Materials	-218.76
Bill	5568224	12/27/2016		Books & Materials	-53.00
Bill	5568224	12/27/2016		Books & Materials	-76.68
Bill	5568224	12/27/2016		Books & Materials	-86.39
Bill	1217005	12/27/2016		Books & Materials	-39.98
Bill	1217005	12/27/2016		Books & Materials	-16.40
Bill	1217005	12/27/2016		Books & Materials	-153.51
Bill	1461023	12/27/2016		Books & Materials	-14.92
Bill	1217005	12/27/2016		Books & Materials	-191.90
Bill	1217005	12/27/2016		Books & Materials	-141.68
Bill	1217005	12/27/2016		Books & Materials	-60.89
Bill	1217005	12/27/2016		Books & Materials	-53.97
Bill	1217005	12/27/2016		Books & Materials	-13.99
Bill	1217005	12/27/2016		Books & Materials	-11.48
Bill	1217005	12/27/2016		Books & Materials	-27.55
Bill	1217005	12/27/2016		Books & Materials	-54.98
Bill	1217005	12/27/2016		Books & Materials	-39.99
Bill	6224204	12/27/2016		Books & Materials	-54.93
Bill	1461023	12/27/2016		Books & Materials	-24.01
Bill	5568224	12/27/2016		Books & Materials	-31.99
Bill	5568224	12/27/2016		Books & Materials	-26.99
Bill	1217005	12/27/2016		Books & Materials	-19.68
Bill	1217005	12/27/2016		Books & Materials	-29.99
Bill	1229805	12/27/2016		Books & Materials	-9.79
Bill	3383421	12/27/2016		Books & Materials	-23.01
Bill	4447406	12/27/2016		Books & Materials	-19.77
Bill	8064223	12/28/2016		Children's Programming	-28.78
Bill	3173009	01/06/2017		Library & Office Supplies	-220.80
Bill	3173009	01/06/2017		Adult Programming	-37.70
Bill	4237802	01/06/2017		Personal Books	-7.49
Bill	3173009	01/12/2017		Library & Office Supplies	-147.20
Bill	1075447	01/12/2017		Books & Materials	-23.99
Bill	1461023	01/12/2017		Books & Materials	-23.97
Bill	9983407	01/12/2017		Books & Materials	-24.99
Bill	4447406	01/12/2017		Books & Materials	-8.77
<b>TOTAL</b>					<b>-2,391.21</b>
<b>Bill Pmt -Check</b>	<b>28128</b>	<b>01/16/2017</b>	<b>Capital City Bank</b>	<b>Checking</b>	
Bill	Funds Tran...	01/06/2017		Capital Improvement -2	-9,095.85
<b>TOTAL</b>					<b>-9,095.85</b>
<b>Bill Pmt -Check</b>	<b>28129</b>	<b>01/16/2017</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Cook	01/06/2017		Miscellaneous	-188.16
<b>TOTAL</b>					<b>-188.16</b>



Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28130</b>	<b>01/16/2017</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	14 Invoices	12/27/2016		Processing Supplies	-769.05
Bill	96448984	12/27/2016		Books & Materials	-237.19
Bill	96433243	12/27/2016		Books & Materials	-172.67
Bill	96397916	12/27/2016		Books & Materials	-1,164.58
Bill	96372918	12/27/2016		Books & Materials	-147.72
Bill	96363963	12/27/2016		Books & Materials	-388.44
Bill	96307603	12/27/2016		Books & Materials	-40.15
Bill	96306457	12/27/2016		Books & Materials	-41.99
Bill	96307601	12/27/2016		Books & Materials	-1,903.01
Bill	96277371	12/27/2016		Books & Materials	-187.32
Bill	96277369	12/27/2016		Books & Materials	-156.08
Bill	96266815	12/27/2016		Books & Materials	-1,377.39
Bill	96295879	12/27/2016		Books & Materials	-564.52
Bill	96175147	12/27/2016		Books & Materials	-167.39
Bill	96193565	12/27/2016		Books & Materials	-230.24
Bill	96548628	01/06/2017		Read Across Lawrence	-4,818.50
Bill	96641197	01/12/2017		Processing Supplies	-34.04
Bill	96663022	01/12/2017		Processing Supplies	-19.18
Bill	96663024	01/12/2017		Processing Supplies	-16.82
Bill	96612149	01/12/2017		Processing Supplies	-10.16
Bill	96547654	01/12/2017		Processing Supplies	-0.80
Bill	96548630	01/12/2017		Processing Supplies	-37.39
Bill	96482281	01/12/2017		Processing Supplies	-32.04
Bill	96567979	01/12/2017		Processing Supplies	-30.44
Bill	96523786	01/12/2017		Processing Supplies	-15.08
Bill	96567072	01/12/2017		Processing Supplies	-0.15
Bill	96523784	01/12/2017		Processing Supplies	-14.16
Bill	96577105	01/12/2017		Processing Supplies	-27.31
Bill	96482279	01/12/2017		Processing Supplies	-40.43
Bill	96501280	01/12/2017		Processing Supplies	-57.02
Bill	96459005	01/12/2017		Processing Supplies	-74.07
Bill	96459004	01/12/2017		Books & Materials	-848.71
Bill	96501279	01/12/2017		Books & Materials	-319.62
Bill	96482278	01/12/2017		Books & Materials	-628.92
Bill	96577104	01/12/2017		Books & Materials	-286.30
Bill	96523783	01/12/2017		Books & Materials	-145.11
Bill	96567071	01/12/2017		Books & Materials	-11.39
Bill	96523785	01/12/2017		Books & Materials	-221.48
Bill	96567978	01/12/2017		Books & Materials	-328.34
Bill	96482280	01/12/2017		Books & Materials	-316.45
Bill	96548629	01/12/2017		Books & Materials	-595.81
Bill	96547653	01/12/2017		Books & Materials	-15.39
Bill	96641196	01/12/2017		Books & Materials	-462.17
Bill	96663021	01/12/2017		Books & Materials	-337.54
Bill	96663023	01/12/2017		Books & Materials	-262.46
Bill	96612148	01/12/2017		Books & Materials	-86.04
<b>TOTAL</b>					<b>-17,641.06</b>
<b>Bill Pmt -Check</b>	<b>28131</b>	<b>01/16/2017</b>	<b>John Weeks</b>	<b>Checking</b>	
Bill	REFUND	12/23/2016		Overdues	-34.99
<b>TOTAL</b>					<b>-34.99</b>
<b>Bill Pmt -Check</b>	<b>28132</b>	<b>01/16/2017</b>	<b>Kaw Valley Seed Fair</b>	<b>Checking</b>	
Bill		01/06/2017		KHF Grant Expenses	-30.00
<b>TOTAL</b>					<b>-30.00</b>

Lawrence Public Library  
**Check Detail**  
January 2017

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28133</b>	<b>01/16/2017</b>	<b>Merry Nanne</b>	<b>Checking</b>	
Bill	REFUND	01/06/2017		Overdues	-12.11
TOTAL					-12.11
<b>Bill Pmt -Check</b>	<b>28134</b>	<b>01/16/2017</b>	<b>Petty Cash</b>	<b>Checking</b>	
Bill	August-Dec...	12/30/2016		Young Adult Programming	-51.63
				Adult Programming	-30.00
				Bookvan & Mileage	-17.75
				Adult Services	-20.02
				Youth Services Dept.	-16.12
				Overdues	-12.59
				Children's Programming	-14.00
TOTAL					-162.11
<b>Bill Pmt -Check</b>	<b>28135</b>	<b>01/16/2017</b>	<b>Siobhan B. Greenlee</b>	<b>Checking</b>	
Bill	REFUND	01/12/2017		Overdues	-15.45
TOTAL					-15.45
<b>Bill Pmt -Check</b>	<b>28136</b>	<b>01/16/2017</b>	<b>WOW!Business</b>	<b>Checking</b>	
Bill		12/23/2016		Telephone	-434.95
TOTAL					-434.95

# Lawrence Public Library

## Monthly Statistical Summary--December 2016

INDICATOR	December		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	5.72	6.29	-9%			
Reference Transactions per Capita	1.45	1.08	34%			
Program Attendance per Capita	0.28	0.28	0%			
Circulation per Capita	11.88	12.70	-6%			
Circulation per Visit	2.08	2.02	3%			
Total Holdings per Capita	2.19	2.13	3%			
% of Lawrence Residents Registered	67%	98%	-32%			

Circulation--Adult Total	67,670	70,576	-4%	877,850	918,772	-4%
Circulation--Young Adult Total	3,156	3,788	-17%	49,595	54,968	-10%
Circulation--Youth Total	22,831	25,756	-11%	372,356	393,483	-5%
Circulation--Bookmobile	893	907	-2%	12,593	14,185	-11%
Circulation--Audiovisual Total	38,473	42,313	-9%	488,731	555,338	-12%
Circulation--Total	93,657	100,120	-6%	1,299,801	1,367,223	-5%

Reference Transactions	11,440	8,550	34%	189,308	130,459	45%
User Visits	45,088	49,592	-9%	662,390	691,755	-4%
LPL Web Site Visits	17,479	24,844	-30%	310,724	299,804	4%

Holdings--Added	3,064	1,886	62%	62,680	37,676	66%
Holdings--Withdrawn	1,939	7,930	-76%	21,651	26,667	-19%
Holdings--Total	207,531	201,040	3%			

Registered Borrowers--Added	509	441	15%			
Registered Borrowers--Total	77,971	116,889	-33%			

Adult Programs	14	15	-7%	301	182	65%
Young Adult Programs	12	13	N/A	160	218	-27%
Youth Programs	38	42	-10%	697	709	-2%
Senior Programs	11	7	57%	140	165	-15%
Total Programs	75	77	-3%	1,298	1,274	2%
Total Program Attendance	2,226	2,233	0%	53,192	51,428	3%
Public Uses of Meeting Rooms	674	652	3%	9,273	3,380	174%

Total Paid Staff (FTE)	63.05	62.07	2%			
Total Number of Employees	88	87	1%			

# Lawrence Public Library

## Monthly Statistical Report--December 2016

	December		Percent	YTD	YTD	Percent
	2016	2015	Change			
			2015-2016			2015-2016
<b>OUTPUT MEASURES</b>						
Service Area Population	94,586	94,586	0%			
User Visits per Capita	5.72	6.29	-9%			
Reference Transactions per Capita	1.45	1.08	34%			
Program Attendance per Capita	0.28	0.28	0%			
Circulation per Capita	11.88	12.70	-6%			
Total Holdings per Capita	2.19	2.13	3%			
Collection Turnover--Total	5.49	6.06	-9%			
Collection Turnover--Adult	6.23	6.62	-6%			
Collection Turnover--Young Adult	3.39	4.85	-30%			
Collection Turnover--Youth	4.34	5.24	-17%			
Collection Turnover--Audiovisual	10.31	9.95	4%			
<b>CIRCULATION OF LIBRARY MATERIALS</b>						
Circulation--Adult Books and NF Videos	29891	30704	-3%	398137	408041	-2%
Circulation--Adult Periodicals	1103	1286	-14%	14453	16036	-10%
Circulation--Adult Feature Films & TV Shows	24894	26177	-5%	311136	332273	-6%
Circulation--Electronic Games	1687	1931	-13%	22082	23902	-8%
Circulation--Adult Music CDs	5589	6768	-17%	78513	92421	-15%
Circulation--Adult Audio Books and Books on CD	4496	3698	22%	53385	45961	16%
Circulation--eReaders	10	12	-17%	144	138	4%
Circulation--Adult Total	67670	70576	-4%	877850	918772	-4%
Circulation--YA Books and Videos	2914	3447	-15%	45851	50712	-10%
Circulation--YA Periodicals	3	37	-92%	194	419	-54%
Circulation--YA Audio Books and Books on CD	239	304	-21%	3550	3837	-7%
Circulation--YA Total	3156	3788	-17%	49595	54968	-10%
Circulation--Youth Books and Videos	21175	24368	-13%	351067	372896	-6%
Circulation--Youth Periodicals	98	75	31%	1368	1790	-24%
Circulation--Youth Music CDs	298	441	-32%	5396	6569	-18%
Circulation--Youth Audio Books and Books on CD	1260	872	44%	14525	12228	19%
Circulation--Youth Total	22831	25756	-11%	372356	393483	-5%

<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>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	893	907	-2%	12593	14185	-11%
Circulation--Total Books	53980	58519	-8%	795055	831649	-4%
Circulation--Total Periodicals	1204	1398	-14%	16015	18245	-12%
Circulation--Total Audiovisual	38473	40203	-4%	488731	517329	-6%
Circulation Total	93657	100120	-6%	1299801	1367223	-5%
Accounts Desk & Welcome Desk Circulation	4580	1615	184%	29950	118025	-75%
Adult Self Check Circulation	55055	72458	-24%	953518	1044176	-9%
Percent Self Check	92%	98%	-6%	97%	90%	8%
Web Site & Telephone Renewals	15871	19015	-17%	215080	221199	-3%
Other Staff Checkouts	79	2609	-97%	27917	42330	-34%
Requests Placed	16492	19310	-15%	234840	240735	-2%
Requests Filled	15484	13002	19%	188848	169307	12%
Requests Unclaimed	2429	2687	-10%	35132	35279	0%
Interlibrary Loan Items Borrowed for LPL Patrons	431	446	-3%	6101	4936	24%
Interlibrary Loan Items Loaned from LPL Collection	509	618	-18%	7594	7421	2%
<b>OTHER LIBRARY SERVICES</b>						
User Visits	45088	49592	-9%	662390	691755	-4%
Public Computer Usage	7322	7815	-6%	105795	114532	-8%

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>	<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>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	1173	1692	-31%	20750	23597	-12%
Young Adult Reference Transactions	704	967	-27%	10301	12553	-18%
Youth Reference Transactions	1068	808	32%	17888	12407	44%
IT Desk	1347	1840	-27%	17674	31351	-44%
Welcome Desk	2044	1658	23%	48050	27483	75%
Phone Calls	1749	1585	10%	31098	23068	35%
Accounts Desk	3355			43547		
Total Reference Transactions	11440	8550	34%	189308	130459	45%
Public-Sponsored Uses of Meeting Rooms	674	652	3%	9273	3380	174%
LPL Web Site Visits	17479	24844	-30%	310724	299804	4%
<b>RESOURCES</b>						
Holdings--Total	207531	201040	3%			
Holdings--Adult	132333	129840	2%			
Holdings--Young Adult	11197	9365	20%			
Holdings--Youth	64001	59727	7%			
Holdings--Audiovisual	44776	48470	-8%			
Holdings--eReaders	11	9	22%			
Holdings Added	3064	1886	62%	62680	37676	66%
Holdings Withdrawn (Weeded)	1939	7930	-76%	21651	26667	-19%
Holdings Net Change	1125	-6044		41029	11009	
<b>LIBRARY PATRONS</b>						
Total Borrowers	77971	116889	-33%			
Borrowers Added	509	441	15%	8215	8393	-2%
Borrowers Transacting	11052	12412	-11%	145113	138572	5%
Percent of Borrowers Transacting	14%	11%	33%			
Total Number of Lawrence Residents Registered	63135	92488	-32%			
Percent of Lawrence Residents Registered	67%	98%	-32%			

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2016	2015	Change		2016	2015	Change
			2015-2016				2015-2016
<b>PROGRAMMING</b>							
Number of Adult Programs	14	15	-7%		301	182	65%
Number of Young Adult Programs	12	13	-8%		160	218	-27%
Number of Youth Programs	38	42	-10%		697	709	-2%
Number of Senior Programs	11	7	57%		140	165	-15%
Total Programs	75	77	-3%		1298	1274	2%
Adult Program Attendance	398	262	52%		10004	8600	16%
Young Adult Program Attendance	281	231	22%		4175	4265	-2%
Youth Program Attendance	1427	1681	-15%		37439	37010	1%
Senior Program Attendance	120	59	103%		1574	1553	1%
Total Program Attendance	2226	2233	0%		53192	51428	3%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	63.05	62.07	2%				
ALA-MLS Librarians, in Full-Time Equivalents	17.95	18.6	-3%				
Number of Employees--Total	88	87	1%				
Number of Employees--Full-Time	38	37	3%				
Number of Employees--Part-Time	50	50	0%				
Terminations	0	1	-100%		13	23	-43%
Hirings	0	1	-100%		15	30	-50%
Volunteer Hours	498.9	256.15	95%		7614.6	4027.6	89%

December 2016  
[lynda.com](http://lynda.com) stats:

Active users 1266

New users 39

Users who logged in 144

Total log ins 533

Hours viewed 249.93

Hours viewed per user 1.74

Hours viewed per log in .47



# **Library Director's Report for January 2017**

Respectfully submitted by Brad Allen 1/12/2017

## **Closing Out 2016**

Much to our surprise, we ended 2016 underspent by \$9,095.85. That money will be transferred into our savings account for capital improvement expenses. You may recall that the Board approved spending up to \$50,000 of capital improvement money for the migration to Symphony, our new integrated library system. We were able to afford the entire migration within our standard budget. Overall, we had another sound fiscal year while continuing to provide outstanding library service to our community.

## **Excellent Poetry Event**

On December 15, the library hosted a stellar evening of conversation and poetry with Kansas expatriate Ed Skoog and our current Poet Laureate of Kansas Eric McHenry. Ed and Eric conversed, read their poems, and answered questions of a crowd of around 80 people. It was a great night for poetry in Lawrence, Kansas.

## **"Light Reading" at the Library**

To help our community fight off the gloom of the winter months, the library has been experimenting with providing light therapy lamps for people to use in the library. Many people who experience Seasonal Affective Disorder find that these lamps which provide full spectrum light similar to that of sunlight help boost their mood in the winter.

Kate Gramlich, one of our Readers' Services Assistants, came up with the idea and we ran with it, starting with providing the lamps in the auditorium. It has been very popular and created a considerable stir in the local press as well as the library social media world. We are working to get the lamps out into the library for day-to-day use for the remainder of the winter.

## **Out and About in the Community**

I had the great pleasure on January 11 to give the graduation address for the KU Public Management Center's Emerging Leaders Academy graduation. I've never been asked to speak at a commencement, so it was a surprise and an honor, and something that I hope demonstrates that the library is seen as a leading organization in our community. I thank Noel Rasor at KUPMC for the invite.

## Foundation Director's Report – January 13, 2017

**Year End Fundraising.** December was a big month for the Library Foundation. Our preliminary records (which do not include 4<sup>th</sup> quarter earnings from DCCF) totaled \$74,300. Preliminary year to date income stands at \$309,000. Updates are as follows:

- **New Chapter Society.** The Foundation received 28 New Chapter Society gifts for \$1,000 each. Twenty-six of these gifts are unrestricted, one was earmarked for endowment, and a third was designated for the seed library.
- **Friends & Foundation Annual Letter.** To date, the 2017 Friends and Foundation joint fundraising letter has brought in 175 gifts. These donations total \$14,125, of which \$8,725 was directed to the Foundation and \$5,400 was for the Friends. We continue to receive donations.

**After Hours Update.** We are getting closer to the February 11th After Hours fundraiser! We are pleased to report that we now have \$13,000 in sponsorships from Crown Automotive, BNSF Railway, Central National Bank, Hamm Quarries, Black Hills Energy, SirsiDynix, and Midwest Tape. O'Malley Beverage will help with beer, On the Rocks with the wine, Printing Solutions has printed the invitations, and Billy Pilgrim, our favorite graphic designer, created the invitation and banner. We're now up to 22 baskets from local organizations and book clubs. In addition, these restaurants have signed on to provide food: Hank's Charcuterie, 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 Novo. Invitations are in the mail! Please mark your calendar and plan to attend. All proceeds benefit your favorite public library!

### **Grants, Grants, Grants.**

- We are excited to report that the Douglas County Genealogical Society has awarded a grant to the Foundation totaling \$4,557. The organization is disbanding and is giving half of their assets to the Library Foundation and the second half to the Douglas County Historical Society. The funds are earmarked for local history digitization projects. On January 29 at 2pm in the library auditorium, we will unveil the Lawrence and Douglas County Local History Portal, an online destination for local history. Brad and Steve Nowak will thank the Genealogical Society for its support. In addition, Rosalea and Peter Carttar will present a brief program on their family's historical postcards, which were digitized by a Hall Center fellow last summer through a grant provided by the Library Foundation. You all are invited to join us.
- The Walmart Foundation has awarded the library a \$1,000 grant for the 2017 seed library.
- The Library Foundation's application to the Rice Foundation for auditorium upgrades unfortunately did not win approval.

**Audit.** The Foundation's annual audit is scheduled for February 14, 2017

**DRAFT**

**ANNUAL ORGANIZATIONAL CALENDAR**

January - Annual Organizational Meeting

February -

March - Form Officer Nominating Committee  
Form Budget Committee

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

May - New Board Members Begin -- Schedule Orientations

June - Trustee Training Workshops  
City Commission Budget Hearings

July - City Commission Budget Hearings

August - Budget Approved by City Commission

September -

October -

November - Approve Next Year's Holidays  
Form Director Evaluation Committee

December - Director Evaluation