

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

Monday, January 15, 2018 at 4:30 PM  
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Approve Employee Handbook – **ACTION ITEM**

New business

- NEKLS Accreditation Application Review – **ACTION ITEM**
- Review Annual Organizational Calendar

Adjournment

**DRAFT**

**Lawrence Public Library**

**Board of Trustees**

**Regular Board Meeting**

**December 18, 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), Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner, Pattie Johnston.

**Guests:** Jenny Lattimore, Richard Kerschenbaum

**Call to Order**

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

**Public Comment**

None.

**Consent Agenda**

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

**Director's Report**

Brad reported that the 2017 budget is in good shape as we near the end of the year. Several items that we thought might need to be taken from the capital improvement fund will be covered by regular funds.

Two very veteran employees of the library are retiring at the end of the year. Pattie Johnston will retire after 45 years and Cecilia May will retire after 36 years. The plan moving forward is for most of Pattie's work to be dispersed into other departments. In addition, we will create a new Marketing Assistant position. We are still discussing how best to fill Cecilia's position in cataloging.

**Library Foundation Executive Director's Report**

Kathleen said that year-end fundraising efforts are going well. They've received 102 gifts in response to the annual fundraising letter. Other gifts include \$25,000 from the New Chapter Society, \$2000 from the Douglas County Community Foundation for the Seed Library and

another to support the Foundation Center database, \$10,000 from the Blaser family fund, and \$6000 from the Chamber of Commerce for the Mergent database. The beautiful new Tech Desk has been installed. The dedication will be in February. Brady thanked Kathleen for serving on the DLI board. Kathleen said over \$20,000 in sponsorships for Caddy Stacks have been received.

### **Friends Report**

The Seasons' Readings Sale brought in about \$1800 which is an increase over last year. Friends are considering additional end of year gifts to the library.

### **Ongoing Business**

#### **Employee Handbook Legal Review**

Brad said that he received no additional responses to the RFP to review the employee handbook, but Fred Logan's firm remains interested. Logan, Logan & Watson, L.C. gave us an updated proposal broken into two parts. They will provide an interim written report and have the final report out by January 8. They are happy to meet in person with the board or the committee.

### **New Business**

#### **2018 Staff Pay Plan**

Brad distributed information about pay increases for 2018. He plans to implement raises that are 2.5% of the midpoint of each class. Each person in the same class will receive the same dollar amount of increase.

The spread in our 2017 salary schedule is 50% from minimum to maximum. We think that is too wide and would like to bring it gradually to 40%. The new pay scale reflects the first step in a 4-year plan to create a 40% spread. The spread for 2018 is 47.5%. This was accomplished by increasing the minimum while freezing the max. Because so few staff are even at midpoint, the effect of freezing the maximum is very little. The goal is to help staff get to midpoint faster. Minimum salaries are pretty well placed, but it takes too long for employees to get to midpoint.

The Board expressed interest in implementing a merit system for increases. Brad will make it a goal for 2018.

#### **2017 Staff Bonuses**

Brad said the library was able to spend about \$16,000 to provide year-end bonuses to staff.

The Board thanked Pattie for her years of service and congratulated her on her retirement.

### **Executive Session--Director Evaluation**

Judy moved to go into Executive Session to discuss the director's evaluation and to re-adjourn at 5:40 p.m. All in favor; motion carried.

### **Adjournment**

Meeting adjourned at 5:40 p.m.

The next Board meeting will be Monday, January 15, at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
December 2017									
REVENUES		This Month	Year to Date	Annual Budget		100% of Year		Dec-16	YTD 2016
Tax Fund		\$ -	\$ 4,111,719.19	\$ 4,033,737.00		101.93%		\$ 447,000.00	\$ 3,750,000.00
Overdues		\$ 15,694.96	\$ 168,099.70	\$ 170,000.00		98.88%		\$ 14,569.40	\$ 163,315.12
NEKLS		\$ -	\$ 68,124.00	\$ 68,000.00		100.18%		\$ -	\$ 67,898.00
State Aid		\$ -	\$ 28,578.08	\$ 25,000.00		114.31%		\$ -	\$ 29,111.11
Photo Copies		\$ 1,494.04	\$ 20,271.00	\$ 20,000.00		101.36%		\$ 1,867.10	\$ 19,804.44
Coffee Shop Rent		\$ 750.00	\$ 8,250.00	\$ 9,000.00		91.67%		\$ 750.00	\$ 7,100.00
Meeting Room Fees		\$ 375.00	\$ 7,125.00	\$ 3,000.00		237.50%		\$ 425.00	\$ 6,400.00
Interest		\$ 1,094.29	\$ 9,436.53	\$ 1,600.00		589.78%		\$ 124.76	\$ 1,717.89
Miscellaneous		\$ 2,293.70	\$ 3,121.86	\$ -				\$ 58.69	\$ 522.89
Total Revenues		\$21,701.99	\$4,424,725.36	\$4,330,337.00		102.18%		\$464,794.95	\$4,045,869.45
EXPENSES									
Salaries & Wages		\$ 226,957.46	\$ 2,457,797.12	\$ 2,444,000.00		100.56%		\$ 202,945.27	\$ 2,257,950.13
Employee Benefits		\$ 23,971.38	\$ 258,037.39	\$ 275,000.00		93.83%		\$ 19,558.37	\$ 244,503.62
Payroll Taxes		\$ 37,653.12	\$ 388,631.98	\$ 400,000.00		97.16%		\$ 32,621.61	\$ 375,158.67
Utilities		\$ 6,439.95	\$ 87,607.48	\$ 96,000.00		91.26%		\$ 6,969.67	\$ 115,467.59
Building Supplies		\$ 1,497.86	\$ 17,607.04	\$ 20,000.00		88.04%		\$ 2,499.22	\$ 20,603.58
Building Repairs & Maintenance		\$ 1,275.54	\$ 41,134.94	\$ 35,000.00		117.53%		\$ 1,080.50	\$ 32,998.30
Library Supplies		\$ 1,502.54	\$ 23,121.95	\$ 25,000.00		92.49%		\$ 361.25	\$ 20,458.02
Books & Materials		\$ 97,713.75	\$ 600,725.16	\$ 600,000.00		100.12%		\$ 110,934.07	\$ 540,250.48
Processing Supplies		\$ 2,022.39	\$ 36,760.28	\$ 65,000.00		56.55%		\$ 3,175.06	\$ 78,765.28
Equipment		\$ 17,807.34	\$ 71,931.01	\$ 10,000.00		719.31%		\$ -	\$ 5,670.20
Technology		\$ 8,183.39	\$ 205,262.70	\$ 170,000.00		120.74%		\$ 12,794.44	\$ 142,426.47
Insurance		\$ -	\$ 14,366.00	\$ 12,000.00		119.72%		\$ -	\$ 11,169.00
Shipping		\$ 938.55	\$ 15,847.60	\$ 22,000.00		72.03%		\$ 803.94	\$ 18,200.79
Professional Development		\$ (534.78)	\$ 24,634.85	\$ 30,000.00		82.12%		\$ 166.93	\$ 26,990.49
Book Van & Mileage		\$ 322.29	\$ 1,688.54	\$ 1,800.00		93.81%		\$ 496.66	\$ 2,402.99
Programs		\$ 3,201.43	\$ 17,230.56	\$ 20,000.00		86.15%		\$ 2,789.59	\$ 19,341.82
Professional Fees		\$ 3,825.81	\$ 38,421.90	\$ 36,000.00		106.73%		\$ 1,692.43	\$ 42,016.13
Advertising & Marketing		\$ 633.65	\$ 29,463.29	\$ 30,000.00		98.21%		\$ 4,545.48	\$ 30,000.00
Capital Improvements		\$ 34,848.40	\$ 56,280.40	\$ 38,537.00		146.04%		\$ -	\$ 44,308.62
Miscellaneous		\$ 6,328.79	\$ 9,283.32	\$ -				\$ 5,840.91	\$ 8,091.42
Total Expenses		\$ 474,588.86	\$ 4,395,833.51	\$ 4,330,337.00		101.51%		\$ 409,275.40	\$ 4,036,773.60
Overage			\$28,891.85	Transfer To Capital Improvement Account					
CASH BALANCES									
Checking & MIP		\$ 658,177.24							
Capital Improvement		\$ 575,114.60							



**Lawrence Public Library**  
**Balance Sheet**  
As of December 31, 2017

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Dec 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

**Gift Certificates**

1,205.20

**MIP Operating Funds**

651,473.12

**Checking**

580,613.52

**Total Checking/Savings**

1,233,291.84

**Total Current Assets**

1,233,291.84

**Other Assets**

**Petty Cash**

1,230.70

**Total Other Assets**

1,230.70

**TOTAL ASSETS**

**1,234,522.54**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

**Accounts Payable**

184,874.03

**Total Accounts Payable**

184,874.03

**Other Current Liabilities**

**Payroll Liabilities**

3,361.09

**Total Other Current Liabilities**

3,361.09

**Total Current Liabilities**

188,235.12

**Total Liabilities**

188,235.12

**Equity**

**Opening Bal Equity**

300,635.22

**Retained Earnings**

729,835.85

**Net Income**

15,816.35

**Total Equity**

1,046,287.42

**TOTAL LIABILITIES & EQUITY**

**1,234,522.54**

**Lawrence Public Library  
Revenues & Expenses**

December 2017

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Dec 17

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Bitcoin Investment Gain	2,036.86
Coffee Shop Rent	750.00
Gifts-Friends	20,000.00
Gifts-Other	36,903.57
Interest	1,094.29
Meeting Room Fees	375.00
Merchandise Sales	667.50
Overdues	15,694.96
Personal Books	256.84
Photo Copies	1,494.04
<b>Total Income</b>	<b>79,273.06</b>
<b>Expense</b>	
Payroll Expenses	251,036.93
Payroll Taxes	38,356.59
Utilities - Electric	6,439.95
Building Supplies	1,497.86
Building Repairs & Maintenance	1,275.54
Library & Office Supplies	1,502.54
Books & Materials	97,713.75
Processing Supplies	2,022.39
Equipment	17,807.34
Technology	8,183.39
Shipping	938.55
Professional Development	-534.78
Bookvan & Mileage	322.29
Program Expense	3,201.43
Professional Fees	3,825.81
Advertising	633.65
Capital Improvement Expenditure	34,848.40
Miscellaneous	6,328.79
FOUNDATION FUNDING	49,911.70
FRIENDS FUNDING	43,882.29
<b>Total Expense</b>	<b>569,194.41</b>
<b>Net Ordinary Income</b>	<b>-489,921.35</b>
<b>Net Income</b>	<b><u>-489,921.35</u></b>



Lawrence Public Library  
Vendor Balance Summary  
All Transactions

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Jan 12, 18

Advance Insurance Company	554.74
Amazon	1,943.26
ASI	50.00
Baker & Taylor, Inc.	281.14
Bibliotheca	57,093.00
Blackstone Audio, Inc.	300.00
Century Business Technologies	491.13
City of Lawrence	35,224.72
City Wide Maintenance	2,083.16
Copy Co Inc.	775.00
Downtown Lawrence Inc.	225.00
EBSCO	6,597.07
Gale/Cengage Learning	152.27
Ingram Library Services	12,714.03
Intuit	22.90
Jane Frydman	46.62
Jayhawk Tropical Fish	119.00
Journal-World	363.37
Kansas Public Radio	287.11
Kaw Valley Seed Fair	30.00
Laser Logic, Inc.	172.51
Lawrence Humane Society	50.00
Lawrence Rotary Club	195.00
Love Garden Sounds	168.00
Midwest Tape	11,491.09
Minuteman Press	205.50
OCLC, Inc.	5,187.88
OverDrive	9,992.12
P1 Group, Inc.	517.54
Petty Cash	51.69
ProQuest LLC	7,260.00
Pur-O-Zone, Inc.	565.52
Quill Corporation	476.99
Recorded Books	267.13
Rueschhoff Locksmiths & S.S.	80.22
Springshare LLC	954.00
The Summit	1,980.00
Unique Management Services	679.88
United Parcel Service	583.96
Vantiv	147.85
VISA 5372	8,371.81
TOTAL	<hr/> 168,752.21

Lawrence Public Library  
Check Detail  
January 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>01/15/2018</b>	<b>Encumbrances</b>	<b>Checking</b>	
General Journal	4318	12/30/2017	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/15/2018</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	February	01/11/2018		Group Life Insurance	-554.74
TOTAL					-554.74
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/15/2018</b>	<b>ASI</b>	<b>Checking</b>	
Bill	December	01/02/2018		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/15/2018</b>	<b>Intuit</b>	<b>Checking</b>	
Bill	Bill Pay	01/09/2018		Professional Fees	-22.90
TOTAL					-22.90
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/15/2018</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1018	01/11/2018		Shipping	-583.96
TOTAL					-583.96
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/15/2018</b>	<b>Vantiv</b>	<b>Checking</b>	
Bill	December	01/10/2018		Credit Card Processing	-147.85
TOTAL					-147.85
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/15/2018</b>	<b>VISA 5372</b>	<b>Checking</b>	
Bill	Late Decem...	12/29/2017		Adult Services	-47.92
				Adult Programming	-74.54
				Bookvan & Mileage	-76.18
				Children's Programming	-148.30
				Children's Programming	-14.22
				Children's Programming	-11.04
				Children's Programming	-39.51
				Children's Programming	-313.40
				Young Adult Programming	-415.47
				Outreach Programming	-35.87
				Shipping	-163.23
				Building Supplies	-421.34
				Building Repairs & Main...	-79.15
				Advertising	-184.98
				Supplies	-393.75
				FOUNDATION FUNDING	-89.04
				FOUNDATION FUNDING	-98.75
				FOUNDATION FUNDING	-247.33
				Seed Library	-24.73
				FOUNDATION FUNDING	-494.83
				FOUNDATION FUNDING	-39.30
				Volunteer Recognition	-52.43

**Lawrence Public Library**  
**Check Detail**  
 January 2018

Type	Num	Date	Name	Account	Paid Amount
Bill		01/11/2018		Telephone	-272.42
				Professional Fees	-238.98
				Children's Gifts	-30.48
				Miscellaneous	-15.81
				Adult Programming	-22.66
				Bookvan & Mileage	-43.24
				Children's Programming	-300.59
				Children's Programming	-18.97
				Children's Programming	-11.28
				Children's Programming	-29.61
				Young Adult Programming	-214.94
				Shipping	-1.19
				Building Supplies	-179.37
				Supplies	-246.46
				FOUNDATION FUNDING	-26.32
				Seed Library	-339.87
				FOUNDATION FUNDING	-71.37
				Miscellaneous	-29.70
				Books & Materials	-574.64
				Processing Supplies	-388.62
				Sound & Vision	-1,849.98
TOTAL					-8,371.81

<b>Bill Pmt -Check</b>	<b>8034</b>	<b>01/18/2018</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	5014801406	12/20/2017		Books & Materials	-25.18
Bill	2033365200	12/20/2017		Books & Materials	-66.61
Bill	2033365201	12/20/2017		Processing Supplies	-3.95
Bill	2033359983	12/20/2017		Landsberg Gift	-47.91
				GGIFT	-10.27
Bill	2033359984	12/20/2017		Landsberg Gift	-2.22
				GGIFT	-1.90
Bill	2033412637	01/11/2018		Books & Materials	-37.35
Bill	2033412638	01/11/2018		Processing Supplies	-0.10
Bill	5014806429	01/11/2018		Books & Materials	-22.11
Bill	5014806430	01/11/2018		Processing Supplies	-0.05
Bill	2033385074	01/11/2018		GGIFT	-23.61
Bill	2033393797	01/11/2018		Books & Materials	-2.41
Bill	2033393798	01/11/2018		Processing Supplies	-1.90
Bill	5014797473	01/11/2018		Books & Materials	-33.62
Bill	5014797474	01/11/2018		Processing Supplies	-1.95
TOTAL					-281.14

<b>Bill Pmt -Check</b>	<b>8035</b>	<b>01/18/2018</b>	<b>Blackstone Audio, Inc.</b>	<b>Checking</b>	
Bill	951451	12/20/2017		Books & Materials	-300.00
TOTAL					-300.00

<b>Bill Pmt -Check</b>	<b>8036</b>	<b>01/18/2018</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	473841	12/20/2017		Copying	-358.44
Bill	473842	12/20/2017		Copying	-15.00
Bill	475306	01/09/2018		Copying	-62.01
Bill	475305	01/09/2018		Copying	-55.68
TOTAL					-491.13

12:23 PM  
01/11/18

Lawrence Public Library  
**Check Detail**  
January 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>8037</b>	<b>01/18/2018</b>	<b>City Wide Maintenance</b>	<b>Checking</b>	
Bill	CON066549	01/09/2018		Professional Fees	-1,908.16
Bill	INV181063	01/09/2018		Professional Fees	-175.00
TOTAL					-2,083.16
<b>Bill Pmt -Check</b>	<b>8038</b>	<b>01/18/2018</b>	<b>Copy Co Inc.</b>	<b>Checking</b>	
Bill	84772	01/10/2018		Printing	-775.00
TOTAL					-775.00
<b>Bill Pmt -Check</b>	<b>8039</b>	<b>01/18/2018</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	83483	12/20/2017		Periodicals	-19.22
Bill	100006888...	12/20/2017		Periodicals	-6,577.85
TOTAL					-6,597.07
<b>Bill Pmt -Check</b>	<b>8040</b>	<b>01/18/2018</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	62338346	12/20/2017		Books & Materials	-91.66
Bill	62353105	12/20/2017		Books & Materials	-21.69
Bill	62366705	01/11/2018		Books & Materials	-38.92
TOTAL					-152.27
<b>Bill Pmt -Check</b>	<b>8041</b>	<b>01/18/2018</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	32132377	12/20/2017		Books & Materials	-272.35
Bill	32061529	12/20/2017		Books & Materials	-336.44
Bill	32132375	12/20/2017		Books & Materials	-881.76
Bill	32028013	12/20/2017		Books & Materials	-532.42
Bill	31984045	12/20/2017		Books & Materials	-2,191.26
Bill	31984053	12/20/2017		Landsberg Gift	-29.75
Bill	31984049	12/20/2017		Books & Materials	-14.38
Bill	31984047	12/20/2017		Books & Materials	-124.38
Bill	31984051	12/20/2017		Books & Materials	-22.80
Bill	32117446	12/20/2017		Books & Materials	-9.10
				Personal Books	-14.82
Bill	32132378	12/20/2017		Processing Supplies	-41.12
Bill	32061530	12/20/2017		Processing Supplies	-26.84
Bill	32132376	12/20/2017		Processing Supplies	-118.63
Bill	32028014	12/20/2017		Processing Supplies	-82.44
Bill	31984046	12/20/2017		Processing Supplies	-292.08
Bill	31984054	12/20/2017		Landsberg Gift	-0.82
Bill	31984050	12/20/2017		Processing Supplies	-3.94
Bill	31984048	12/20/2017		Processing Supplies	-13.28
Bill	31984052	12/20/2017		Processing Supplies	-0.82
Bill	32287301	12/27/2017		Personal Books	-24.86
Bill	32374343	01/09/2018		Personal Books	-30.78
Bill	32418671	01/11/2018		Processing Supplies	-38.98
Bill	32418673	01/11/2018		Processing Supplies	-9.16
Bill	32447371	01/11/2018		Processing Supplies	-22.94
Bill	32374345	01/11/2018		Processing Supplies	-34.58
Bill	32254402	01/11/2018		Processing Supplies	-57.58
Bill	32340314	01/11/2018		Processing Supplies	-23.94
Bill	32327561	01/11/2018		Processing Supplies	-8.42
Bill	32177658	01/11/2018		Processing Supplies	-2.40
Bill	32254406	01/11/2018		Processing Supplies	-0.15

**Lawrence Public Library**  
**Check Detail**  
 January 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	32254404	01/11/2018		Processing Supplies	-0.15
Bill	32242394	01/11/2018		Processing Supplies	-0.15
Bill	32254400	01/11/2018		Processing Supplies	-16.86
Bill	32287303	01/11/2018		Processing Supplies	-2.79
Bill	32177654	01/11/2018		Processing Supplies	-7.97
Bill	32340316	01/11/2018		Processing Supplies	-6.06
Bill	32225901	01/11/2018		Processing Supplies	-20.14
Bill	32272977	01/11/2018		Processing Supplies	-56.68
Bill	32327559	01/11/2018		Processing Supplies	-27.00
Bill	32327563	01/11/2018		Processing Supplies	-16.73
Bill	32291632	01/11/2018		Processing Supplies	-47.20
Bill	32177656	01/11/2018		Processing Supplies	-211.43
Bill	32351912	01/11/2018		Processing Supplies	-41.84
Bill	32385586	01/11/2018		Processing Supplies	-6.06
Bill	32418670	01/11/2018		Books & Materials	-483.50
Bill	32254407	01/11/2018		Landsberg Gift	-14.24
Bill	32447370	01/11/2018		Books & Materials	-345.00
Bill	32418672	01/11/2018		Books & Materials	-119.48
Bill	32395100	01/11/2018		Books & Materials	-13.74
Bill	32374346	01/11/2018		Landsberg Gift	-17.99
Bill	32374344	01/11/2018		Books & Materials	-384.04
Bill	32254401	01/11/2018		Books & Materials	-532.61
Bill	32340313	01/11/2018		Books & Materials	-173.05
Bill	32418674	01/11/2018		Landsberg Gift	-14.81
Bill	32327560	01/11/2018		Books & Materials	-152.61
Bill	32177657	01/11/2018		Books & Materials	-170.28
Bill	32254405	01/11/2018		Books & Materials	-16.19
Bill	32254403	01/11/2018		Books & Materials	-13.19
Bill	32242393	01/11/2018		Books & Materials	-8.40
Bill	32254399	01/11/2018		Books & Materials	-144.77
Bill	32287302	01/11/2018		Books & Materials	-13.88
Bill	32177653	01/11/2018		Books & Materials	-127.64
Bill	32132379	01/11/2018		GGIFT	-49.67
Bill	32340315	01/11/2018		Books & Materials	-47.81
Bill	32225900	01/11/2018		Books & Materials	-210.30
Bill	32272976	01/11/2018		Books & Materials	-550.07
Bill	32327558	01/11/2018		Books & Materials	-674.94
Bill	32327562	01/11/2018		Books & Materials	-252.19
Bill	32291631	01/11/2018		Books & Materials	-501.04
Bill	32177655	01/11/2018		Books & Materials	-1,624.46
Bill	32351911	01/11/2018		Books & Materials	-276.55
Bill	32385585	01/11/2018		Books & Materials	-40.20
Bill	32351913	01/11/2018		Landsberg Gift	-17.10
TOTAL					-12,714.03
<b>Bill Pmt -Check</b>	<b>8042</b>	<b>01/18/2018</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	502954	12/29/2017		Aquarium Maintenance	-119.00
TOTAL					-119.00
<b>Bill Pmt -Check</b>	<b>8043</b>	<b>01/18/2018</b>	<b>Journal-World</b>	<b>Checking</b>	
Bill	10604908	12/20/2017		Advertising Gift Fund	-363.37
TOTAL					-363.37

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Lawrence Public Library  
**Check Detail**  
January 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>8044</b>	<b>01/18/2018</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	141783	12/20/2017		Advertising Gift Fund	-287.11
TOTAL					-287.11
<b>Bill Pmt -Check</b>	<b>8045</b>	<b>01/18/2018</b>	<b>Laser Logic, Inc.</b>	<b>Checking</b>	
Bill	280337	01/09/2018		Library & Office Supplies	-172.51
TOTAL					-172.51
<b>Bill Pmt -Check</b>	<b>8046</b>	<b>01/18/2018</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	127105	01/09/2018		Membership & Dues	-195.00
TOTAL					-195.00
<b>Bill Pmt -Check</b>	<b>8047</b>	<b>01/18/2018</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	95655953	12/20/2017		Books & Materials	-866.67
Bill	95655951	12/20/2017		Books & Materials	-177.59
Bill	95643877	12/20/2017		Books & Materials	-40.49
Bill	95648198	12/20/2017		Books & Materials	-64.45
Bill	95665792	12/20/2017		Personal Books	-22.48
Bill	95715578	01/09/2018		Processing Supplies	-861.20
Bill	95717517	01/11/2018		Books & Materials	-204.93
Bill	95716888	01/11/2018		Books & Materials	-80.98
Bill	95716886	01/11/2018		Books & Materials	-688.11
Bill	95713789	01/11/2018		Books & Materials	-26.99
Bill	95713790	01/11/2018		Books & Materials	-679.19
Bill	95699874	01/11/2018		Books & Materials	-1,550.06
Bill	95700933	01/11/2018		Books & Materials	-26.24
Bill	95713787	01/11/2018		Books & Materials	-339.32
Bill	95699876	01/11/2018		Books & Materials	-167.95
Bill	95699877	01/11/2018		Books & Materials	-85.48
Bill	95700797	01/11/2018		Books & Materials	-29.99
Bill	95696127	01/11/2018		Books & Materials	-253.01
Bill	95696129	01/11/2018		Books & Materials	-568.22
Bill	95682593	01/11/2018		Books & Materials	-1,737.42
Bill	95665669	01/11/2018		Books & Materials	-1,523.02
Bill	95680217	01/11/2018		Books & Materials	-136.53
Bill	95692193	01/11/2018		Books & Materials	-71.49
Bill	95665793	01/11/2018		Books & Materials	-52.49
Bill	95678425	01/11/2018		Books & Materials	-79.47
Bill	95676178	01/11/2018		Books & Materials	-38.97
Bill	95680219	01/11/2018		Books & Materials	-441.50
Bill	95692195	01/11/2018		Books & Materials	-86.22
Bill	95681620	01/11/2018		Books & Materials	-144.96
Bill	95676176	01/11/2018		Books & Materials	-124.25
Bill	95665791	01/11/2018		Books & Materials	-179.93
Bill	95678423	01/11/2018		Books & Materials	-141.49
TOTAL					-11,491.09
<b>Bill Pmt -Check</b>	<b>8048</b>	<b>01/18/2018</b>	<b>Minuteman Press</b>	<b>Checking</b>	
Bill	58173	12/29/2017		Library & Office Supplies	-205.50
TOTAL					-205.50

Lawrence Public Library  
**Check Detail**  
January 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>8049</b>	<b>01/18/2018</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	573122	01/09/2018		Collections	-5,187.88
TOTAL					-5,187.88
<b>Bill Pmt -Check</b>	<b>8050</b>	<b>01/18/2018</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO17...	12/20/2017		Unrestricted Endowment	-5,998.40
Bill	06809CO17...	12/20/2017		Unrestricted Endowment	-2,002.69
Bill	06809CO17...	12/20/2017		Unrestricted Endowment	-997.14
Bill	06809CO17...	12/20/2017		Unrestricted Endowment	-993.89
TOTAL					-9,992.12
<b>Bill Pmt -Check</b>	<b>8051</b>	<b>01/18/2018</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	35129	12/20/2017		Building Repairs & Main...	-517.54
TOTAL					-517.54
<b>Bill Pmt -Check</b>	<b>8052</b>	<b>01/18/2018</b>	<b>ProQuest LLC</b>	<b>Checking</b>	
Bill	70487283	12/20/2017		Books & Materials	-7,260.00
TOTAL					-7,260.00
<b>Bill Pmt -Check</b>	<b>8053</b>	<b>01/18/2018</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	742600	12/20/2017		Building Supplies	-184.34
Bill	743375	12/27/2017		Building Supplies	-381.18
TOTAL					-565.52
<b>Bill Pmt -Check</b>	<b>8054</b>	<b>01/18/2018</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	314953	12/20/2017		Library & Office Supplies	-364.48
Bill	3656091	01/09/2018		Processing Supplies	-58.33
Bill	3712513	01/11/2018		Library & Office Supplies	-15.59
Bill	3701183	01/11/2018		Library & Office Supplies	-38.59
TOTAL					-476.99
<b>Bill Pmt -Check</b>	<b>8055</b>	<b>01/18/2018</b>	<b>Recorded Books</b>	<b>Checking</b>	
Bill	75653507	12/20/2017		Books & Materials	-46.65
Bill	75675871	12/20/2017		Books & Materials	-31.50
Bill	75652133	12/20/2017		Books & Materials	-40.50
Bill	75651472	12/20/2017		Books & Materials	-40.50
Bill	75651452	12/20/2017		Books & Materials	-35.99
Bill	75651367	12/20/2017		Books & Materials	-36.00
Bill	75652380	12/20/2017		Books & Materials	-35.99
TOTAL					-267.13

Lawrence Public Library  
**Check Detail**  
January 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>8056</b>	<b>01/18/2018</b>	<b>Rueschhoff Locksmiths &amp; S.S.</b>	<b>Checking</b>	
Bill	556498	01/09/2018		Professional Fees	-80.22
TOTAL					-80.22
<b>Bill Pmt -Check</b>	<b>8057</b>	<b>01/18/2018</b>	<b>Springshare LLC</b>	<b>Checking</b>	
Bill	17-R5232	12/20/2017		Public Access	-954.00
TOTAL					-954.00
<b>Bill Pmt -Check</b>	<b>8058</b>	<b>01/18/2018</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	456028	01/09/2018		Professional Fees	-554.90
Bill	456029	01/09/2018		Professional Fees	-124.98
TOTAL					-679.88
<b>Bill Pmt -Check</b>	<b>28313</b>	<b>01/15/2018</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	3625002	12/20/2017	Amazon	Accounts Payable	0.00
Bill	3625002	12/20/2017	Amazon	Accounts Payable	0.00
Bill	3625002	12/20/2017		Books & Materials	-10.10
Bill	3625002	12/20/2017		Books & Materials	-18.99
Bill	3625002	12/20/2017		Books & Materials	-123.82
Bill	3625002	12/20/2017		Books & Materials	-159.90
Bill	3625002	12/20/2017		Books & Materials	-56.90
Bill	3625002	12/20/2017		Books & Materials	-75.92
Bill	3625002	12/20/2017		Books & Materials	-9.87
Bill	3625002	12/20/2017		Books & Materials	-65.01
Bill	8400254	12/20/2017		Books & Materials	-39.94
Bill	8400254	12/20/2017		Books & Materials	-54.88
Bill	8400254	12/20/2017		Books & Materials	-19.81
Bill	8400254	12/20/2017		Books & Materials	-39.90
Bill	794447337...	12/20/2017		Books & Materials	-25.97
Bill	565855343...	12/20/2017		Books & Materials	-16.93
Bill	77465397377	12/20/2017		Books & Materials	-16.20
Bill	569025	12/20/2017		Books & Materials	-86.21
Bill	7278634	12/20/2017		Books & Materials	-28.94
Bill	3603440	12/27/2017		Young Adult Programming	-490.60
Bill	8177816	12/27/2017		Seed Library	-80.79
Bill	0180220	12/29/2017		Miscellaneous	-5.99
Bill	1494614	12/29/2017		Young Adult Programming	-37.74
Bill	3339422	01/09/2018		KHF Grant Expenses	-349.93
Bill	9048209	01/10/2018		Seed Library	-65.99
Bill	8984239	01/11/2018		Processing Supplies	-62.93
TOTAL					-1,943.26
<b>Bill Pmt -Check</b>	<b>28314</b>	<b>01/15/2018</b>	<b>Bibliotheca</b>	<b>Checking</b>	
Bill	SI0035400-...	12/29/2017		Equipment	-57,093.00
TOTAL					-57,093.00



Lawrence Public Library  
**Check Detail**  
January 2018

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28315</b>	<b>01/15/2018</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	Parking	01/10/2018		Miscellaneous	-376.32
TOTAL					-376.32
<b>Bill Pmt -Check</b>	<b>28316</b>	<b>01/15/2018</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill	2018-085	01/09/2018		Membership & Dues	-225.00
TOTAL					-225.00
<b>Bill Pmt -Check</b>	<b>28317</b>	<b>01/15/2018</b>	<b>Jane Frydman</b>	<b>Checking</b>	
Bill	REFUND	01/09/2018		Overdues	-46.62
TOTAL					-46.62
<b>Bill Pmt -Check</b>	<b>28318</b>	<b>01/15/2018</b>	<b>Kaw Valley Seed Fair</b>	<b>Checking</b>	
Bill	1-3-18	01/09/2018		Seed Library	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>28319</b>	<b>01/15/2018</b>	<b>Lawrence Humane Society</b>	<b>Checking</b>	
Bill	Memorial	01/09/2018		Miscellaneous	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>28320</b>	<b>01/15/2018</b>	<b>Love Garden Sounds</b>	<b>Checking</b>	
Bill	210167	12/20/2017		Books & Materials	-168.00
TOTAL					-168.00
<b>Bill Pmt -Check</b>	<b>28321</b>	<b>01/15/2018</b>	<b>Petty Cash</b>	<b>Checking</b>	
Bill	9/26-12/1/17	12/22/2017		Seed Library	-12.34
				Bookvan & Mileage	-13.01
				Admin. Dept.	-10.00
				Children's Programming	-16.34
TOTAL					-51.69
<b>Bill Pmt -Check</b>	<b>28322</b>	<b>01/15/2018</b>	<b>The Summit</b>	<b>Checking</b>	
Bill	2018	01/09/2018		Miscellaneous	-1,980.00
TOTAL					-1,980.00
<b>Bill Pmt -Check</b>	<b>28323</b>	<b>01/15/2018</b>	<b>City of Lawrence</b>	<b>Checking</b>	
Bill	1074189548	12/27/2017		Capital Improvement Ex...	-34,848.40
TOTAL					-34,848.40

# Lawrence Public Library

## Monthly Statistical Summary--December 2017

INDICATOR	December		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2016-2017			2016-2017

### SUMMARY RATIOS

Service Area Population	97,948	94,586	4%			
User Visits per Capita	5.87	5.72	3%			
Reference Transactions per Capita	1.33	1.45	-8%			
Program Attendance per Capita	0.30	0.28	7%			
Circulation per Capita	11.27	11.88	-5%			
Circulation per Visit	1.92	2.08	-8%			
Total Holdings per Capita	2.02	2.19	-8%			
% of Lawrence Residents Registered	55%	67%	-18%			

Circulation--Adult Total	65,598	67,670	-3%	849,110	877,850	-3%
Circulation--Young Adult Total	3,192	3,156	1%	42,772	49,595	-14%
Circulation--Youth Total	23,235	22,831	2%	353,164	372,356	-5%
Circulation--Bookmobile	705	893	-21%	10,823	12,593	-14%
Circulation--Book Lockers	946			7,232		
Circulation--Audiovisual Total	33,925	38,473	-12%	462,370	488,731	-5%
Circulation--Total	92,025	93,657	-2%	1,245,046	1,299,801	-4%

Reference Transactions	10,889	11,440	-5%	160,545	189,308	-15%
User Visits	47,940	45,088	6%	668,412	662,390	1%
LPL Web Site Visits	17,490	17,479	0%	223,912	310,724	-28%

Holdings--Added	2,642	3,064	-14%	36,644	32,680	12%
Holdings--Withdrawn	2,835	1,939	46%	52,040	21,651	140%
Holdings--Total	198,259	207,531	-4%			

Cardholders--Added	423	509	-17%			
Active Cardholders--Total	65,901	77,971	-15%			

Adult Programs	19	14	36%	306	301	2%
Young Adult Programs	10	12	N/A	174	160	9%
Youth Programs	33	38	-13%	730	697	5%
Senior Programs	7	11	-36%	148	140	6%
Total Programs	69	75	-8%	1,358	1,298	5%
Total Program Attendance	2,425	2,226	9%	53,617	53,192	1%
Public Uses of Meeting Rooms	875	674	30%	10,467	9,273	13%

Total Paid Staff (FTE)	63.93	63.05	1%			
Total Number of Employees	84	88	-5%			

# Lawrence Public Library

## Monthly Statistical Report--December 2017

	December		Percent		YTD	YTD	Percent
	2017	2016	Change		2017	2016	Change
			2016-2017				2016-2017
<b>OUTPUT MEASURES</b>							
Service Area Population	97,948	94,586	4%				
User Visits per Capita	5.87	5.72	3%				
Reference Transactions per Capita	1.33	1.45	-8%				
Program Attendance per Capita	0.30	0.28	5%				
Circulation per Capita	11.27	11.88	-5%				
Total Holdings per Capita	2.02	2.19	-8%				
Collection Turnover--Total	5.65	5.49	3%				
Collection Turnover--Adult	6.35	6.23	2%				
Collection Turnover--Young Adult	3.54	3.39	4%				
Collection Turnover--Youth	4.59	4.34	6%				
Collection Turnover--Audiovisual	9.61	10.31	-7%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	31236	29891	4%		397032	398137	0%
Circulation--Adult Periodicals	790	1103	-28%		11308	14453	-22%
Circulation--Adult Feature Films & TV Shows	21744	24894	-13%		288882	311136	-7%
Circulation--Electronic Games	1544	1687	-8%		21295	22082	-4%
Circulation--Adult Music CDs	5022	5589	-10%		67059	78513	-15%
Circulation--Adult Audio Books and Books on CD	5230	4496	16%		63394	53385	19%
Circulation--eReaders	13	10	30%		109	144	-24%
Circulation--Other	19				31		
Circulation--Adult Total	65598	67670	-3%		849110	877850	-3%
Circulation--YA Books and Videos	2908	2914	0%		39338	45851	-14%
Circulation--YA Periodicals	7	3	133%		168	194	-13%
Circulation--YA Audio Books and Books on CD	277	239	16%		3266	3550	-8%
Circulation--YA Total	3192	3156	1%		42772	49595	-14%
Circulation--Youth Books and Videos	21477	21175	1%		328795	351067	-6%
Circulation--Youth Periodicals	69	98	-30%		1113	1368	-19%
Circulation--Youth Music CDs	363	298	22%		4588	5396	-15%
Circulation--Youth Audio Books and Books on CD	1326	1260	5%		18668	14525	29%
Circulation--Youth Total	23235	22831	2%		353164	372356	-5%

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2017</b>	<b>2016</b>	<b>Change</b>		<b>2017</b>	<b>2016</b>
			<b>2016-2017</b>			<b>2016-2017</b>
Circulation--Bookmobile	705	893	-21%		10823	12593
Circulation--Book Lockers	946				7232	
Circulation--Total Books	55621	58519	-5%		765165	831649
Circulation--Total Periodicals	866	1204	-28%		12589	16015
Circulation--Total Audiovisual	33925	38473	-12%		462370	488731
Circulation Total	92025	93657	-2%		1245046	1299801
Accounts Desk & Welcome Desk Circulation	3471	4580	-24%		53292	29950
Adult Self Check Circulation	64845	55055	18%		915900	953518
Percent Self Check	95%	92%	3%		95%	97%
Web Site & Telephone Renewals	15417	15871	-3%		188367	215080
Other Staff Checkouts	94	79	19%		1194	27917
Requests Placed	17592	16492	7%		225604	234840
Requests Filled	15754	15484	2%		204755	188848
Requests Unclaimed	2299	2429	-5%		30426	35132
Interlibrary Loan Items Borrowed for LPL Patrons	386	431	-10%		4289	6101
Interlibrary Loan Items Loaned from LPL Collection	419	509	-18%		6730	7594
<b>OTHER LIBRARY SERVICES</b>						
User Visits	47940	45088	6%		668412	662390
Public Computer Usage	7049	7322	-4%		105552	105795

<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>2017</b>	<b>2016</b>	<b>Change</b>		<b>2017</b>	<b>2016</b>	<b>Change</b>
			<b>2016-2017</b>				<b>2016-2017</b>
Adult Reference Transactions	1501	1173	28%		17350	20750	-16%
Young Adult Reference Transactions	719	704	2%		11267	10301	9%
Youth Reference Transactions	977	1068	-9%		16861	17888	-6%
IT Desk	1367	1347	1%		20239	17674	15%
Welcome Desk	1851	2044	-9%		28199	48050	-41%
Phone Calls	1602	1749	-8%		22039	31098	-29%
Accounts Desk	2872	3355	-14%		44590	43547	2%
Total Reference Transactions	10889	11440	-5%		160545	189308	-15%
Public-Sponsored Uses of Meeting Rooms	875	674	30%		10467	9273	13%
LPL Web Site Visits	17490	17479	0%		223912	310724	-28%
<b>RESOURCES</b>							
Holdings--Total	198259	207531	-4%				
Holdings--Adult	125803	132333	-5%				
Holdings--Young Adult	10871	11197	-3%				
Holdings--Youth	61585	64001	-4%				
Holdings--Audiovisual	42380	44776	-5%				
Holdings--eReaders	10	11	-9%				
Holdings Added	2642	3064	-14%		36644	32680	12%
Holdings Withdrawn (Weeded)	2835	1939	46%		52040	21651	140%
Holdings Net Change	29	1125			-9272	7928	
<b>LIBRARY PATRONS</b>							
Total Active Cardholders	65901	77971	-15%				
Cardholders Added	423	509	-17%		8373	8215	2%
Cardholders Transacting	12207	11052	10%		159664	145113	10%
Percent of Borrowers Transacting	19%	14%	31%				
Total Number of Lawrence Residents Registered	54030	63135	-14%				
Percent of Lawrence Residents Registered	55%	67%	-17%				

<b>Lawrence Public Library</b>	<b>December</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2017</b>	<b>2016</b>	<b>Change</b>		<b>2017</b>	<b>2016</b>
			<b>2016-2017</b>			<b>2016-2017</b>
<b>PROGRAMMING</b>						
Number of Adult Programs	19	14	36%		306	301
Number of Young Adult Programs	10	12	-17%		174	160
Number of Youth Programs	33	38	-13%		730	697
Number of Senior Programs	7	11	-36%		148	140
Total Programs	69	75	-8%		1358	1298
Adult Program Attendance	390	398	-2%		8918	10004
Young Adult Program Attendance	354	281	26%		4771	4175
Youth Program Attendance	1582	1427	11%		38271	37439
Senior Program Attendance	99	120	-18%		1657	1574
Total Program Attendance	2425	2226	9%		53617	53192
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	63.93	63.05	1%			
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.95	5%			
Number of Employees--Total	84	88	-5%			
Number of Employees--Full-Time	42	38	11%			
Number of Employees--Part-Time	42	50	-16%			
Terminations	2	0	#DIV/0!		19	13
Hirings	0	0	#DIV/0!		15	15
Volunteer Hours	606	498.9	21%		8240.2	7614.6

**December 2017**  
**Select Online Statistics**

[lynda.com](http://lynda.com)

Active Users 1794  
New Users 41  
Users who logged in 154  
Total log ins 533  
Hours viewed 314.04  
Hours viewed per user who logged in 2.04  
Hours viewed per log in .59

Kanopy

Visits 1,755  
Pages 2,740  
Play 288  
Minutes 11,012  
Pages/Visit 1.56  
Plays/Visit 0.16

# **Library Director's Report for January 2018**

## **Wrapping up 2017, Pt. 2**

The library ended 2017 in good financial standing as reported last month, but with an unexpected last minute twist. While negotiating our annual service contract with one of our technology vendors, bibliotheca, they proposed an interesting idea--upgrade our automated checkout machines. We analyzed the cost savings based on their proposal, and it made sense to make a capital investment to save money on service costs over the next five years. We used private funds to purchase six machines (a blend of leftover grant money and Friends and Foundation funding). This left us with \$28,891.85 at the end of the year to transfer into our capital improvement line.

## **Staffing Changes**

In the past couple months, the library saw two part-time staff from our Information Services team move on to other opportunities. Jessi Harris left us for a job at NEKLS (full-time with benefits) and Gwen GeigerWolfe left to start her own business. We have welcomed two new people to that team, Molly Washatka and Jill Mickel. Molly has her MLS and has a variety of library experience including corporate and special libraries. Jill comes to us from Topeka and has a background in arts education (she is also the former owner of The Casbah).

Cataloging Assistant Kate Ray has been promoted to a full-time position in her department with the retirement of Cecilia May.

Additionally, we will be interviewing for our brand new Marketing Assistant position this month and should have a decision made for my next report to you. The pool of candidates is quite impressive.

## **New Technology Desk**

We installed our beautiful new technology desk on December 17. It is an incredible improvement over the function and aesthetics of what we were using previously. To remind you, this considerable upgrade was a gift from Judy Paley in memory of her late husband George Paley. A lovely tribute indeed.

Respectfully submitted by Brad Allen, January 12, 2018



## Foundation Director's Report – January 12, 2018

**2017 Fundraising.** What an incredible year it has been! Here are some preliminary highlights from the Library Foundation's 2017 fundraising efforts, including the annual letter and New Chapter Society campaigns:

- Donations to the Foundation for 2017 totaled \$460,000. The largest of these was a \$141,000 bequest from Marjorie Shepoiser's estate. Her gift was added to the Library Foundation's unrestricted endowment at DCCF.
- New Chapter Society gifts to the Foundation since October total more than \$38,000 from 32 families. Six of these are new members. For the year, New Chapter Society gifts totaled \$48,000.
- The Friends and Foundation's annual fundraising letter resulted in 192 gifts totaling \$16,440. Of these, \$9,370 were to the Foundation and \$7,070 were to the Friends.
- Gifts from the Friends and Foundation newsletter totaled \$13,173 for 2017 (\$7,213 for the Foundation and \$5,960 for the Friends)

**BNSF Foundation Grant.** Our wonderful friends at the BNSF Foundation have pledged a \$10,000 grant to support Lizzie Velasquez's keynote presentation for Read Across Lawrence. Lizzie will bring her powerful message of kindness, friendship and self-acceptance to the Lied Center Stage on Sunday, March 11 at 3:30 pm.

**Caddy Stacks.** Caddy Stacks is just about ready to roll. New developments include participation from Free State Brewery, which features a "19<sup>th</sup> Hole" for the adult party made from brewery equipment. This crazy community fundraiser is made possible thanks to the support of 31 sponsors and 80 volunteers. It is guaranteed to be a fun "appetizer" to the 2018 Read Across Lawrence program. Be sure to mark your calendars and join us for mini golf on January 26-28.

**Before You Check Out.** The Before You Check out series continues with "Who Will Tell Your Story," a fun and informative class on writing your life story. Scheduled for Tuesday, February 6 at 10:30 am in the library auditorium, former *Journal World* reporter and humor writer Cathy Hamilton will guide participants through the process of leaving a meaningful written legacy for their family, including tips on creating a unique-to-you obituary.

**Continuing Education Opportunities.** I am excited to be participating in two fundraising and development workshops. The first is DCCF's "Fundraising University" which is held monthly at the library throughout 2018. The first session was held this week on January 9<sup>th</sup> and is taught by Nancy Jackson and Jenna Goodman, two former KU Endowment development officers. The second workshop is offered through Erika Dvorske and SS&C Solutions and focuses on joint training for non-profit board chairs and executive directors. Mark Emert and I will participate in three upcoming weekly sessions.