

AGENDA

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

Monday, December 21, 2015 at 4:30 PM

Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Ann Hyde Bequest -- update

New business

- 2016 Staff Day & February Board meeting time
- Annual organizational meeting -- recommendation

Executive Session

Adjournment

DRAFT

Lawrence Public Library Board of Trustees Meeting November 16, 2015 4:00 p.m.

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

Library Staff Present: Brad Allen, Tom Davin, Kelly Francis, Tricia Karlin (arrived 4:30), Amanda McConnell (arrived 4:30), Kathleen Morgan (arrived 4:30), Sherri Turner.

Friends of the Library: Sandra Wiechert (arrived 4:25).

Guests: Laura Denneker, Foundation Board chair.

Call to Order

Fran Devlin, Board Chair, called the meeting to order at 4:02 p.m.

Public Comment

There were no public comments.

Consent Agenda

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

Director's Report

Brad said his recent visit to Hiratsuka as part of the city's Sister City delegation was interesting and a lot of fun. He appreciated the opportunity to visit their library. He said the library has filled all the vacancies. Staff is planning a Black Friday half-off fines day as last year. Fran asked about progress on the parameters for purging. Brad said we were still evaluating. Moving forward, we are looking at options for electronic only cards.

Library Friends Report

David reported that the city is no longer accepting most books for recycling. Friends are exploring other options. The pop-up sale went well.

Ongoing Business

Volunteer Policy

Kelly Francis reported that NEKLS staff reviewed the proposed volunteer policy and compared it to that of the Topeka library's. They suggested clarifying the definition of long-term vs. short-term volunteers, adjusting the language about terminating volunteer service, and removing the reference to volunteers being treated as staff. These changes have been made. Joan moved to accept the revised policy; Kevan seconded. Kelly said we currently have about 25 volunteers, not including Friends or board volunteers. There are about 150 volunteers in any capacity.

Trustee Training

Fran led the board through a discussion of board training worksheets covering such things as

responsibilities of the board vs. director goals, how to evaluate your board's effectiveness, the importance of reviewing such mechanics as term limits and meeting times. The board discussed having a start-up meeting once a year to look at the year ahead and set an annual calendar based on what is important to the board, both actions items and information. Meetings should ideally be split between action and information. There was discussion of whether the start-up meeting should be at the beginning of the year or at the beginning of board terms. Joan suggested putting the calendar together at the December meeting and then deciding when the start-up meeting should be. Brad will work with administrative staff to come up with a draft calendar for the board to review. Fran said there were other worksheets that could be a useful resource. NEKLS should be offering another trustee training in June.

Library Friends Report Continued

Sandra said the pop-up sale made almost \$400. She said it was a good P.R. effort and opportunity to showcase the book bike. The fall sale was coordinated with the Downtown Lawrence Oktoberfest. The next sale will be Season's Readings the second weekend in December. Amazon sales are doing very well, and Don Low is training new volunteers to work on them. Memberships are doing well thanks to Beth Ciglar's efforts. David added that at the next meeting Friends will discuss whether they can give the library additional funds beyond what was already committed for 2015.

Library Foundation Executive Director's Report

Kathleen said the Foundation adopted a conflict of interest policy at their last board meeting. Each board member will sign an acknowledgement at the beginning of his/her term. The Finance Committee met last week and discussed how to disburse endowment funds to the library. There will be a casual volunteer appreciation event on December 6. Board members are invited. New Chapter letters are going out. The annual letter will be going to the printer at the end of this week. Working with Ed Rose and the KU School of Music, Kelly Francis has written a grant application to the American Honda Corporation for a STEM Sound and Vision camp. Visits to Library Foundations in Topeka and Johnson County have provided good information and contacts.

Ann Hyde Bequest

Laura Denneler, treasurer of the Foundation Board, reported that the hearing regarding the Ann Hyde Bequest was last week. The judge ruled in favor of the fees. The Foundation is not in favor of pursuing another objection, although another party may do so. Because of this, Laura is not sure when it may be finally resolved. If the board has questions, she suggested they contact Doni Mooberry. She asked if the board would consider approving that the bequest go to the Foundation when it is finally received. With this bequest and other funds, the Foundation will reach the minimum to begin distributing funds to the library. Joan moved that in anticipation of receipt of funds from the Ann Hyde bequest, the board approves transferring the bequest to the Library Foundation's endowment with the option of using \$10,000 of the bequest funds to reimburse expenses for the library's participation in the 2015 Free State Festival. Brady seconded. All in favor. Motion carried.

New Business

Director Goals for 2015

Brad reported that good progress has made on reviewing library policies, and that work will continue into 2016. We have been working on training, but are not as far along as hoped. Rather than a strategic plan, staff delivered a work plan that was heavily focused on 2015. In 2016 we will want to work to determine what a more strategic plan should look like. A manager for the Sound+Vision studio was contracted for in 2015. We have seen good success with MOOCs in 2015. Two have been completed successfully so far, and a third one is being planned. Marketing and Community Outreach staff have continued to promote the library, creating good community partnerships, receiving good press coverage, and implementing

innovative programs. The BizFuel partnership is one of the most exciting. As that moves forward, we'll become a stronger partner and are excited about the possibilities. *Art as a Business*, one of the BizFuel programs was held here, and drew 150 attendees. Our new Information Services Coordinator will be working to help us develop our role in BizFuel. A teen entrepreneur piece could be a good place for us. We are now a VISTA/AmeriCorps site. We are working with Langston Hughes Center on the *Diverse Dialogues* series. They provide the speaker, and we provide the venue. We are again working with KU on *Read Across Lawrence* which has a space theme in 2016. Brady asked for an update on mill levy. Brad said he hasn't had many discussions since we received our 2016 budget approval, but that he continues to be cautiously optimistic. Brad said he has been continuing to think about pay equity and is exploring a way to compare our positions to like jobs at the city. The new City Manager will have an effect. This is an opportunity for the board to provide support. Statistics that show the effect of our service impact will help tell our story.

Evaluation Committee Formation

Kevan will be the continuing member on the Director's evaluation committee, and David will be the new member.

Adjournment

Brady moved to adjourn the meeting; David seconded. All in favor. Motion carried. Meeting adjourned at 5:30 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
November 2015							
REVENUES	Month	Year to Date	Annual Budget	92% of Year	Nov-14	YTD 2014	
Tax Fund	\$ -	\$ 3,200,000.00	\$ 3,550,000.00	90.14%	\$ -	\$ 3,000,000.00	
Interest	\$ 130.21	\$ 1,554.57	\$ 250.00	621.83%	\$ 130.11	\$ 1,048.02	
State Aid	\$ -	\$ 30,268.44	\$ 32,000.00	94.59%	\$ -	\$ 32,124.22	
N.E.K.L.	\$ 16,108.75	\$ 64,435.00	\$ 65,000.00	99.13%	\$ 15,640.00	\$ 62,560.00	
Photo Copies	\$ 1,273.51	\$ 17,828.80	\$ 13,000.00	137.14%	\$ 1,353.31	\$ 13,153.07	
Overdues	\$ 16,932.27	\$ 169,411.28	\$ 180,000.00	94.12%	\$ 15,339.94	\$ 151,055.19	
Coffee Shop Rent	\$ 700.00	\$ 7,700.00	\$ 8,400.00	91.67%	\$ 700.00	\$ 2,700.00	
Meeting Room Fees	\$ 1,200.00	\$ 3,450.00	\$ 1,200.00	287.50%	\$ 100.00	\$ 600.00	
Miscellaneous	\$ (74.63)	\$ 464.89			\$ 82.33	\$ 105.69	
Total Revenues	\$ 36,270.11	\$ 3,495,112.98	\$3,849,850.00	90.79%	\$33,345.69	\$3,263,346.19	
EXPENSES							
Salaries & Wages	\$ 184,596.48	\$ 1,976,841.69	\$ 2,157,000.00	91.65%	\$ 191,110.84	\$ 1,806,784.47	
Health Insurance	\$ 20,053.67	\$ 215,791.45	\$ 250,000.00	86.32%	\$ 19,206.26	\$ 226,481.30	
Payroll Taxes	\$ 32,544.81	\$ 346,911.50	\$ 390,417.00	88.86%	\$ 33,026.98	\$ 305,479.31	
Books & Materials	\$ 41,136.46	\$ 401,497.31	\$ 520,000.00	77.21%	\$ 44,659.22	\$ 405,254.41	
Periodicals	\$ 34.94	\$ 11,768.91	\$ 19,500.00	60.35%	\$ (849.20)	\$ 10,879.59	
Library Supplies	\$ 5,852.22	\$ 87,399.74	\$ 110,000.00	79.45%	\$ 7,059.24	\$ 87,495.36	
Building Supplies	\$ 1,678.87	\$ 18,621.58	\$ 16,800.00	110.84%	\$ 2,849.31	\$ 16,287.68	
Repairs & Maintenance	\$ 190.00	\$ 68,452.34	\$ 66,133.00	103.51%	\$ 127.50	\$ 45,883.19	
Equipment	\$ -	\$ -	\$ -		\$ -	\$ 1,236.19	
Equipment - Technology	\$ 2,829.80	\$ 14,347.08	\$ 16,000.00	89.67%	\$ 1,782.01	\$ 13,266.33	
Capital Improvements	\$ 49,547.02	\$ 61,574.08	\$ -		\$ 375.00	\$ 20,245.19	
Utilities	\$ 9,626.50	\$ 119,238.01	\$ 100,000.00	119.24%	\$ 3,865.79	\$ 77,691.79	
Insurance	\$ 495.43	\$ 15,348.87	\$ 18,000.00	85.27%	\$ 436.69	\$ 11,321.45	
Postage	\$ 964.18	\$ 16,292.54	\$ 20,000.00	81.46%	\$ 692.08	\$ 15,643.67	
Travel & Continuing Education	\$ 1,171.29	\$ 11,545.17	\$ 22,000.00	52.48%	\$ 6,516.67	\$ 21,229.36	
Book Van & Mileage	\$ 186.49	\$ 1,555.37	\$ 4,000.00	38.88%	\$ 196.18	\$ 2,612.04	
Photo Copiers	\$ 582.07	\$ 6,383.27	\$ 8,000.00	79.79%	\$ 541.48	\$ 5,777.81	
Programs	\$ 794.28	\$ 17,498.81	\$ 20,000.00	87.49%	\$ 1,243.49	\$ 13,982.63	
Professional Fees	\$ 8,459.80	\$ 70,455.14	\$ 70,000.00	100.65%	\$ 11,770.13	\$ 102,908.57	
Website/OPAC Content	\$ 127.00	\$ 22,748.84	\$ 27,000.00	84.25%	\$ 14,676.13	\$ 23,756.13	
Advertising & Marketing	\$ 350.00	\$ 9,903.06	\$ 15,000.00	66.02%	\$ -	\$ 15,000.00	
Miscellaneous	\$ (592.95)	\$ 859.39			\$ 2,069.78	\$ 852.22	
Total Expenses	\$ 360,628.36	\$ 3,495,034.15	\$3,849,850.00	90.78%	\$ 341,355.58	\$ 3,230,068.69	
Revenues Over Expenses	\$ (324,358.25)	\$ 78.83					
Cash Balances:							
Checking	\$ 501,875.43						
Capital Improvement	\$ 619,255.45						

Lawrence Public Library 2015 Outside Funding Report										
		1/1/2015	September	September	October	October	November	November		
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS										
	Movie License	\$ 90.00						\$ 1,590.00	\$ -	
	KPR-Advertising	\$ (44.36)		\$ 216.69		\$ 216.69		\$ 216.69	\$ 1,516.56	
	Tote Bags	\$ -							\$ -	
	Summer Reading - ALL							\$ 580.00	\$ 5,915.80	
	Google	\$ 100.00							\$ -	
	Aquarium	\$ 15.53		\$ 427.30		\$ 347.46		\$ 75.00	\$ (2,632.68)	
	Scholarships	\$ 2,750.00						\$ 1,000.00	\$ 620.00	
	Volunteers	\$ 1,000.00						\$ 240.00	\$ 760.00	
	Read Across Lawrence 2015/2016	\$ 2,653.91				\$ 7,809.00		\$ 9,193.58	\$ 544.62	
	Salaries/Taxes - Custodian	\$ -		\$ 2,295.66		\$ 2,059.43		\$ 2,048.26	\$ (2,425.43)	
	Carryover	\$ 2,413.69							\$ -	
		\$ 8,978.77	\$ -	\$ 2,939.65	\$ -	\$ 10,432.58	\$ -	\$ 14,943.53	\$ 4,298.87	
FOUNDATION										
	Kansas Health Foundation	\$ 15,298.89		\$ 363.79		\$ 107.45		\$ 105.44	\$ 10,275.06	
	Kansas Health Foundation 2015-16								\$ 23,850.00	
	Consumer Credit Counseling								\$ 284.19	
	Summer Reading								\$ 6,348.33	
	Steiner Storytelling	\$ -				\$ (437.83)			\$ (282.32)	
	Beach Author Series	\$ -		\$ 390.84		\$ (387.02)		\$ 174.65	\$ (178.47)	
	Milliken Fund	\$ (14.24)							\$ 1,185.76	
	Salaries/Taxes - Bukaty	\$ 0.30		\$ 343.78		\$ (1,549.78)		\$ 460.09	\$ (651.68)	
	Morgan Expenses	\$ -		\$ 331.95		\$ (504.60)		\$ 139.95	\$ (447.18)	
	Ronson					\$ (420.52)			\$ -	
	Crowe					\$ (69.73)			\$ 0.00	
	Harrison					\$ (402.92)			\$ -	
	Dr. Bob					\$ 222.08			\$ (415.56)	
	Foundation Center	\$ -							\$ -	
	New Building Technology	\$ 36,017.12							\$ 14.33	
	New Building Furniture & Shelving	\$ 1,677.26							\$ -	
	Simpson Grant	\$ 4,644.27							\$ 1,519.27	
	New Building YS	\$ 322.98							\$ 171.63	
		\$ 57,946.58	\$ -	\$ 1,430.36	\$ -	\$ (3,442.87)	\$ -	\$ 880.13	\$ 41,673.36	
OTHER										
	Memorials/Honor with Books	\$ 2,001.87			\$ 50.00		\$ 29.30	\$ 127.01	\$ 2,783.30	
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32	
	Puppet Theater	\$ 16.00							\$ 16.00	
	Brummell-YS	\$ 255.77							\$ -	
	Casad	\$ 50.00							\$ 50.00	
	Wurfy	\$ 32.55							\$ 20.16	
	Moving	\$ 125.00							\$ 125.00	
	Underwood Gift (Sr.Outreach)	\$ 356.94							\$ 370.00	
	John Cotton Dana	\$ 1,663.84							\$ 1,663.84	
	Merchandise Sales	\$ 6,398.57	\$ (1,087.09)		\$ 614.25		\$ (2,883.40)		\$ 3,555.72	
		\$ 13,526.86	\$ (1,087.09)	\$ -	\$ 664.25	\$ -	\$ (2,854.10)	\$ 127.01	\$ 11,210.34	
	BookVan								\$ -	
	Month Total		\$ (1,087.09)	\$ 4,370.01	\$ 664.25	\$ 6,989.71	\$ (2,854.10)	\$ 15,950.67		
						YTD Income	YTD Expense			
						\$ 126,300.32	\$ 149,569.96			

Lawrence Public Library
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>	<u>Nov 30, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.44	38,759.66	-21,812.22	-56.3%
Capital Improvement -2	602,308.01	600,804.32	1,503.69	0.3%
Checking	501,875.43	515,152.17	-13,276.74	-2.6%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,121,130.88</u>	<u>1,154,716.15</u>	<u>-33,585.27</u>	<u>-2.9%</u>
Total Current Assets	1,121,130.88	1,154,716.15	-33,585.27	-2.9%
Other Assets				
Petty Cash	1,230.70	1,525.00	-294.30	-19.3%
Total Other Assets	<u>1,230.70</u>	<u>1,525.00</u>	<u>-294.30</u>	<u>-19.3%</u>
TOTAL ASSETS	<u>1,122,361.58</u>	<u>1,156,241.15</u>	<u>-33,879.57</u>	<u>-2.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	90,504.19	47,232.59	43,271.60	91.6%
Total Accounts Payable	<u>90,504.19</u>	<u>47,232.59</u>	<u>43,271.60</u>	<u>91.6%</u>
Other Current Liabilities				
Payroll Liabilities	3,884.60	2,411.72	1,472.88	61.1%
Total Other Current Liabilities	<u>3,884.60</u>	<u>2,411.72</u>	<u>1,472.88</u>	<u>61.1%</u>
Total Current Liabilities	<u>94,388.79</u>	<u>49,644.31</u>	<u>44,744.48</u>	<u>90.1%</u>
Total Liabilities	94,388.79	49,644.31	44,744.48	90.1%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,463.38	758,869.02	-3,405.64	-0.5%
Net Income	-28,125.81	47,092.60	-75,218.41	-159.7%
Total Equity	<u>1,027,972.79</u>	<u>1,106,596.84</u>	<u>-78,624.05</u>	<u>-7.1%</u>
TOTAL LIABILITIES & EQUITY	<u>1,122,361.58</u>	<u>1,156,241.15</u>	<u>-33,879.57</u>	<u>-2.9%</u>

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

	<u>Nov 15</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	1,200.00
Personal Books	-91.25
Merchandise Sales	-2,883.40
Gifts-Other	29.30
Grants	16,108.75
Interest	130.21
Overdues	16,932.27
Photo Copies	1,273.51
Utilities Income	16.62
Total Income	<u>33,416.01</u>
Gross Profit	33,416.01
Expense	
FOUNDATION FUNDING	420.04
FRIENDS FUNDING	13,022.28
Books & Materials	41,171.40
Miscellaneous	466.12
Technology Equipment	2,829.80
Capital Improvement Expenditure	49,547.02
Insurance	495.43
Payroll Expenses	206,863.55
Payroll Taxes	32,839.76
Postage and Delivery	964.18
Professional Fees	8,459.80
Program Expense	794.28
Repairs	190.00
Supplies	7,531.09
Travel & Hospitality	1,357.78
Utilities	9,626.50
Total Expense	<u>376,579.03</u>
Net Ordinary Income	<u>-343,163.02</u>
Net Income	<u><u>-343,163.02</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

Dec 16, 15

Advance Insurance Company	486.92
Alltech Communications	5,000.00
Amazon	3,978.25
Amy M. Herst	10.02
Arabella A. Haigh Wilsey	15.45
ASI	50.00
Baker & Taylor, Inc.	1,480.84
Ben Gerrard	22.74
Blackstone Audio, Inc.	287.90
Brenna M. Erickson	8.43
Brilliance Publishing, Inc.	170.46
Center Point Large Print	596.76
Century Business Technologies	581.47
Chaney Incorporated	95.00
Christian A. Moulton	18.40
City of Lawrence	6,144.00
Clinton Lance Paugh	7.50
Copy Co Inc.	650.00
Databank Holdings, LTD	364.00
Demco, Inc.	238.25
Designed Business Interiors	42,759.02
DH Pace Door Servies Group	6,788.00
EBSCO	3,435.45
Ed Rose	3,166.67
Elizabeth A. Campbell	17.67
eRate Solutions, L.L.C.	1,071.83
Express Services, Inc.	135.90
Gale Group, Inc.	38.92
Hamco Kansas City, Inc.	235.80
Heartland Payment Systems	267.55
Ingram Library Services	28,502.89
Intuit	29.85
Jan L. Butin	17.97
Jayhawk Tropical Fish	300.00
Jiminate	120.00
Joel Pfannenstiel	25.00
Journal-World	286.00
Kansas Public Radio	216.69
Kay A. Kile	15.35
Laser Logic, Inc.	313.21
Lawrence-DCHD	140.00
Lawrence Community Orches...	155.00
Leslie Kay	2,715.00
Marc A. Briand	12.44
Marcia G. Riley Publications	19.95
Mary Boatwright	30.12
Mary E. Fox	17.49
Michele C. Hammann	23.40
Mid America	825.69
Midwest Tape	11,548.30
Minuteman Press	124.80
Mize Houser	500.00
NEKLS	804.45
OCLC, Inc.	4,850.26
OverDrive	3,830.14
Petty Cash	241.73
ProQuest LLC	6,790.00
Pur-O-Zone, Inc.	625.40
Quill Corporation	585.70
Random House, Inc.	192.75
Recorded Books	2,384.98
Roderick Townley	50.00
Saint Louis University	7.00
Schendel Services	95.00
Showcases	215.39
Springshare LLC	899.00
St. Charles City-County Lib. D...	19.95
Tabitha Reber	40.49
Tantor Media	87.96
Unique Management Services	1,650.51
United Parcel Service	595.89
VISA 5372	5,350.28

11:45 AM

12/16/15

Lawrence Public Library Vendor Balance Summary

All Transactions

	<u>Dec 16, 15</u>
Westar	7,933.62
WOW!Business	<u>3,027.21</u>
TOTAL	<u><u>164,340.06</u></u>

12:09 PM
12/16/15

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7157	12/22/2015	Alltech Communications	Checking	
Bill	7884	12/15/2015		Capital Improvement Ex...	-5,000.00
TOTAL					-5,000.00
Bill Pmt -Check	7158	12/22/2015	Baker & Taylor, Inc.	Checking	
Bill	2031367809	11/30/2015		GGIFT	-26.21
Bill	5013871965	11/30/2015		GGIFT	-40.72
Bill	2031400595	11/30/2015		GGIFT	-30.30
Bill	5013887003	11/30/2015		Library Supplies	-6.59
Bill	5013887002	11/30/2015		Books & Materials	-96.59
Bill	2031391737	11/30/2015		Books & Materials	-270.05
Bill	2031391738	11/30/2015		Library Supplies	-15.38
Bill	2031379927	11/30/2015		Books & Materials	-264.94
Bill	2031379928	11/30/2015		Library Supplies	-45.18
Bill	2031372149	11/30/2015		Books & Materials	-90.73
Bill	2031372150	11/30/2015		Library Supplies	-4.64
Bill	5013884167	11/30/2015		Books & Materials	-21.78
Bill	5013884168	11/30/2015		Library Supplies	-5.70
Bill	5013876165	11/30/2015		Books & Materials	-27.34
Bill	5013893556	12/15/2015		Books & Materials	-33.89
Bill	5013884847	12/15/2015		Books & Materials	-42.88
Bill	5013910858	12/16/2015		Books & Materials	-103.14
Bill	2031461641	12/16/2015		Books & Materials	-183.35
Bill	2031461642	12/16/2015		Library Supplies	-8.42
Bill	5013900664	12/16/2015		Books & Materials	-48.32
Bill	203141243	12/16/2015		Books & Materials	-20.57
Bill	2031451244	12/16/2015		Library Supplies	-3.80
Bill	2031400596	12/16/2015		GGIFT	-0.74
Bill	5013871966	12/16/2015		GGIFT	-0.74
Bill	2031367810	12/16/2015		GGIFT	-1.90
Bill	2031425283	12/16/2015		Books & Materials	-86.74
Bill	2031425284	12/16/2015		Library Supplies	-0.20
TOTAL					-1,480.84
Bill Pmt -Check	7159	12/22/2015	Blackstone Audio, Inc.	Checking	
Bill	798826	11/30/2015		Books & Materials	-110.97
Bill	798827	12/16/2015		Books & Materials	-20.97
Bill	796397	12/16/2015		Books & Materials	-155.96
TOTAL					-287.90
Bill Pmt -Check	7160	12/22/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1048887	11/30/2015		Books & Materials	-49.99
Bill	IN1053672	12/16/2015		Books & Materials	-44.99
Bill	IN1053673	12/16/2015		Books & Materials	-24.99
Bill	IN1053692	12/16/2015		Books & Materials	-9.00
Bill	IN1052949	12/16/2015		Books & Materials	-29.99
Bill	IN1052321	12/16/2015		Books & Materials	-11.50
TOTAL					-170.46
Bill Pmt -Check	7161	12/22/2015	Center Point Large Print	Checking	
Bill	1343962	12/16/2015		Books & Materials	-596.76
TOTAL					-596.76

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7162	12/22/2015	Century Business Technologies	Checking	
Bill	390856	11/24/2015		Copying	-367.69
Bill	390857	11/24/2015		Copying	-15.00
Bill	392627	12/15/2015		Copying	-55.68
Bill	392628	12/15/2015		Copying	-143.10
TOTAL					-581.47
Bill Pmt -Check	7163	12/22/2015	Chaney Incorporated	Checking	
Bill	133569	11/24/2015		Building Repairs	-95.00
TOTAL					-95.00
Bill Pmt -Check	7164	12/22/2015	Copy Co Inc.	Checking	
Bill	84054	11/24/2015		Printing	-650.00
TOTAL					-650.00
Bill Pmt -Check	7165	12/22/2015	Databank Holdings, LTD	Checking	
Bill	18707	12/15/2015		Web Site & OPAC Cont...	-364.00
TOTAL					-364.00
Bill Pmt -Check	7166	12/22/2015	Demco, Inc.	Checking	
Bill	5737180	11/24/2015		Library Supplies	-238.25
TOTAL					-238.25
Bill Pmt -Check	7167	12/22/2015	Designed Business Interiors	Checking	
Bill	13495	11/24/2015		Capital Improvement Ex...	-42,759.02
TOTAL					-42,759.02
Bill Pmt -Check	7168	12/22/2015	DH Pace Door Servies Group	Checking	
Bill	DEP/22656	11/30/2015		Capital Improvement Ex...	-6,788.00
TOTAL					-6,788.00
Bill Pmt -Check	7169	12/22/2015	EBSCO	Checking	
Bill	100002643...	12/16/2015		Periodicals	-3,435.45
TOTAL					-3,435.45
Bill Pmt -Check	7170	12/22/2015	eRate Solutions, L.L.C.	Checking	
Bill	1340	12/15/2015		Professional Fees	-1,071.83
TOTAL					-1,071.83
Bill Pmt -Check	7171	12/22/2015	Express Services, Inc.	Checking	
Bill	16573620-8	11/24/2015		Professional Fees	-75.50
Bill	16601686-5	11/30/2015		Professional Fees	-60.40
TOTAL					-135.90

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7172	12/22/2015	Gale Group, Inc.	Checking	
Bill	56734021	12/16/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7173	12/22/2015	Hamco Kansas City, Inc.	Checking	
Bill	111620	11/24/2015		Library Supplies	-235.80
TOTAL					-235.80
Bill Pmt -Check	7174	12/22/2015	Jayhawk Tropical Fish	Checking	
Bill	501657	12/15/2015		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	7175	12/22/2015	Jiminate	Checking	
Bill	10-121015	12/15/2015		Advertising	-120.00
TOTAL					-120.00
Bill Pmt -Check	7176	12/22/2015	Kansas Public Radio	Checking	
Bill	127727	12/15/2015		Advertising Gift Fund	-216.69
TOTAL					-216.69
Bill Pmt -Check	7177	12/22/2015	Laser Logic, Inc.	Checking	
Bill	274281-Cor...	11/24/2015		Office Supplies	-134.10
Bill	274972	12/15/2015		Office Supplies	-179.11
TOTAL					-313.21
Bill Pmt -Check	7178	12/22/2015	Leslie Kay	Checking	
Bill	11301501	12/15/2015		Merchandise Sales	-2,715.00
TOTAL					-2,715.00
Bill Pmt -Check	7179	12/22/2015	Mid America	Checking	
Bill	76641	11/24/2015		Building Supplies	-362.70
Bill	76696	12/15/2015		Building Supplies	-462.99
TOTAL					-825.69
Bill Pmt -Check	7180	12/22/2015	Minuteman Press	Checking	
Bill	50711	11/30/2015		Office Supplies	-124.80
TOTAL					-124.80
Bill Pmt -Check	7181	12/22/2015	NEKLS	Checking	
Bill	11-17-15	11/24/2015		Technology Equipment	-804.45
TOTAL					-804.45

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7182	12/22/2015	OCLC, Inc.	Checking	
Bill	429564	12/15/2015		OCLC Internet	-4,013.07 -837.19
TOTAL					-4,850.26
Bill Pmt -Check	7183	12/22/2015	OverDrive	Checking	
Bill	101920320...	11/30/2015		Books & Materials	-864.15
Bill	000257050...	11/30/2015		Books & Materials	-66.50
Bill	000217993...	11/30/2015		Books & Materials	-18.99
Bill	000329100...	11/30/2015		Books & Materials	-199.99
Bill	000141747...	11/30/2015		Books & Materials	-84.00
Bill	000532753...	11/30/2015		Books & Materials	-27.99
Bill	000312960...	11/30/2015		Books & Materials	-140.99
Bill	122410050...	12/16/2015		Books & Materials	-1,051.83
Bill	161706200-...	12/16/2015		Books & Materials	-62.95
Bill	000306290-...	12/16/2015		Books & Materials	-131.00
Bill	135738740-...	12/16/2015		Books & Materials	-1,181.75
TOTAL					-3,830.14
Bill Pmt -Check	7184	12/22/2015	ProQuest LLC	Checking	
Bill	70365412	12/15/2015		Books & Materials	-6,790.00
TOTAL					-6,790.00
Bill Pmt -Check	7185	12/22/2015	Pur-O-Zone, Inc.	Checking	
Bill	682252	11/24/2015		Building Supplies	-244.15
Bill	683749	11/30/2015		Building Supplies	-167.60
Bill	684835	12/15/2015		Building Supplies	-213.65
TOTAL					-625.40
Bill Pmt -Check	7186	12/22/2015	Quill Corporation	Checking	
Bill	9536173	11/24/2015		Office Supplies	-305.74
Bill	9918603	11/30/2015		Young Adult Programming	-81.08
Bill	9967237	12/15/2015		Office Supplies	-124.60
Bill	1288470	12/15/2015		Young Adult Programming	-17.99
Bill	1183793	12/15/2015		Office Supplies	-10.74
				FRIENDS FUNDING	-45.55
TOTAL					-585.70
Bill Pmt -Check	7187	12/22/2015	Random House, Inc.	Checking	
Bill	1085568187	11/30/2015		Books & Materials	-57.75
Bill	1085496599	11/30/2015		Books & Materials	-16.50
Bill	1085529317	11/30/2015		Books & Materials	-47.25
Bill	1185496599	11/30/2015		Books & Materials	-30.00
Bill	1085685655	12/16/2015		Books & Materials	-41.25
TOTAL					-192.75

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7188	12/22/2015	Recorded Books	Checking	
Bill	7524449	11/30/2015		Books & Materials	-116.86
Bill	75244338	11/30/2015		Books & Materials	-203.13
Bill	75244386	12/16/2015		Books & Materials	-847.38
Bill	75249663	12/16/2015		Books & Materials	-8.12
Bill	75244385	12/16/2015		Books & Materials	-191.98
Bill	75244384	12/16/2015		Books & Materials	-207.06
Bill	75250533	12/16/2015		Books & Materials	-230.21
Bill	75250851	12/16/2015		Books & Materials	-71.77
Bill	45253642	12/16/2015		Books & Materials	-59.59
Bill	75250199	12/16/2015		Books & Materials	-21.31
Bill	75251194	12/16/2015		Books & Materials	-256.92
Bill	75246022	12/16/2015		Books & Materials	-71.77
Bill	75240114	12/16/2015		Books & Materials	-45.09
Bill	75245844	12/16/2015		Books & Materials	-53.79
TOTAL					-2,384.98
Bill Pmt -Check	7189	12/22/2015	Schendel Services	Checking	
Bill	30221142	11/24/2015		Building Repairs	-95.00
TOTAL					-95.00
Bill Pmt -Check	7190	12/22/2015	Showcases	Checking	
Bill	289637	11/30/2015		Library Supplies	-53.80
Bill	289636	12/15/2015		Library Supplies	-161.59
TOTAL					-215.39
Bill Pmt -Check	7191	12/22/2015	Springshare LLC	Checking	
Bill	15-R4592	12/16/2015		Web Site & OPAC Cont...	-899.00
TOTAL					-899.00
Bill Pmt -Check	7192	12/22/2015	Tantor Media	Checking	
Bill	INV23265	11/30/2015		Books & Materials	-23.99
Bill	INV23085	11/30/2015		Books & Materials	-43.98
Bill	INV23107	11/30/2015		Books & Materials	-19.99
TOTAL					-87.96
Bill Pmt -Check	7193	12/22/2015	Unique Management Services	Checking	
Bill	415698	12/15/2015		Professional Fees	-1,476.75
Bill	415699	12/15/2015		Professional Fees	-173.76
TOTAL					-1,650.51

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27891	12/21/2015	Amazon	Checking	
Bill	796002	11/24/2015		Young Adult Programming	-11.67
Bill	6535453	11/24/2015		Young Adult Programming	-180.63
Bill	0529018	11/24/2015		Technology Equipment	-207.98
Bill	1216258	11/24/2015		Technology Equipment	-253.08
Bill	6945838	11/24/2015		Technology Equipment	-384.67
Bill	0068260	11/24/2015		Technology Equipment	-111.80
Bill	011437	11/24/2015		Adult Programming	-6.50
Bill	9312214	11/24/2015		Young Adult Programming	-59.15
Bill	011437	11/24/2015		Technology Equipment	-30.40
Bill	4859457	11/30/2015		Young Adult Programming	-19.96
Bill	9312214	11/30/2015		Young Adult Programming	-23.96
Bill	7445818	11/30/2015		Adult Programming	-12.95
Bill	4401800	11/30/2015		Adult Programming	-14.48
Bill	9412233	11/30/2015		Books & Materials	-15.99
Bill	2438627	11/30/2015		Books & Materials	-59.99
Bill	4393858	11/30/2015		Books & Materials	-19.94
Bill	1760237	11/30/2015		Books & Materials	-128.53
Bill	1760237	11/30/2015		Books & Materials	-6.89
Bill	117435	11/30/2015		Books & Materials	-242.37
				Personal Books	-24.39
Bill	6192248	11/30/2015		Books & Materials	-109.92
Bill	6640263	12/15/2015		Young Adult Programming	-9.38
Bill	9067423	12/15/2015		Overdues	-24.64
Bill	3291424	12/15/2015		Adult Programming	-37.00
Bill	6282656	12/15/2015		Adult Programming	-36.58
Bill	6640263	12/15/2015		Overdues	-12.49
Bill	6640263	12/16/2015		Overdues	-21.23
Bill	8592220	12/16/2015		Books & Materials	-39.99
Bill	9302627	12/16/2015		Books & Materials	-57.99
Bill	8592220	12/16/2015		Books & Materials	-49.98
Bill	8592220	12/16/2015		Books & Materials	-74.98
Bill	8592220	12/16/2015		Books & Materials	-19.99
Bill	8592220	12/16/2015		Books & Materials	-11.99
Bill	8592220	12/16/2015		Books & Materials	-39.96
Bill	8592220	12/16/2015		Books & Materials	-20.95
Bill	8592220	12/16/2015		Books & Materials	-35.99
Bill	8592220	12/16/2015		Books & Materials	-31.47
Bill	8592220	12/16/2015		Books & Materials	-101.80
Bill	8592220	12/16/2015		Books & Materials	-100.30
Bill	2438627	12/16/2015		Books & Materials	-49.88
Bill	7275407	12/16/2015		Books & Materials	-100.66
				Young Adult Programming	-4.99
Bill	5273021	12/16/2015		Books & Materials	-119.76
Bill	0426640	12/16/2015		Books & Materials	-119.76
Bill	6118609	12/16/2015		Books & Materials	-112.46
Bill	8499412	12/16/2015		Books & Materials	-249.95
Bill	6192248	12/16/2015		Books & Materials	-119.96
Bill	1458655	12/16/2015		Books & Materials	-268.67
Bill	1458655	12/16/2015		Books & Materials	-41.90
Bill	6640263	12/16/2015		Young Adult Programming	-100.35
Bill	59629771785	12/16/2015		Technology Equipment	-37.95
TOTAL					-3,978.25
Bill Pmt -Check	27892	12/21/2015	Amy M. Herst	Checking	
Bill	REFUND	11/24/2015		Overdues	-10.02
TOTAL					-10.02

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27893	12/21/2015	Arabella A. Haigh Wilsey	Checking	
Bill	REFUND	12/15/2015		Overdues	-15.45
TOTAL					-15.45
Bill Pmt -Check	27894	12/21/2015	Ben Gerrard	Checking	
Bill	REFUND	11/24/2015		Overdues	-22.74
TOTAL					-22.74
Bill Pmt -Check	27895	12/21/2015	Brenna M. Erickson	Checking	
Bill	REFUND	12/15/2015		Overdues	-3.24
Bill	REFUND	12/15/2015		Overdues	-5.19
TOTAL					-8.43
Bill Pmt -Check	27896	12/21/2015	Christian A. Moulton	Checking	
Bill	REFUND	12/15/2015		Overdues	-8.95
Bill	REFUND	12/15/2015		Overdues	-5.27
Bill	REFUND	12/15/2015		Overdues	-4.18
TOTAL					-18.40
Bill Pmt -Check	27897	12/21/2015	City of Lawrence	Checking	
Bill	32 Parking ...	12/15/2015		Miscellaneous	-6,144.00
TOTAL					-6,144.00
Bill Pmt -Check	27898	12/21/2015	Clinton Lance Paugh	Checking	
Bill	REFUND	12/15/2015		Overdues	-7.50
TOTAL					-7.50
Bill Pmt -Check	27899	12/21/2015	Ed Rose	Checking	
Bill		12/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27900	12/21/2015	Elizabeth A. Campbell	Checking	
Bill	REFUND	12/15/2015		Overdues	-17.67
TOTAL					-17.67

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27901	12/21/2015	Ingram Library Services	Checking	
Bill	90187295	11/24/2015		Personal Books	-24.88
Bill	90187294	11/24/2015		Adult Programming	-29.33
Bill	90290083	11/24/2015		Read Across Lawrence	-299.50
				Books & Materials	-9.10
Bill	90306341	11/24/2015		Personal Books	-50.92
Bill	90357220	11/30/2015		Personal Books	-14.22
Bill	90346448	11/30/2015		Personal Books	-26.76
Bill	90330733	11/30/2015		Books & Materials	-917.25
				Library Supplies	-117.67
Bill	90330737	11/30/2015		Books & Materials	-479.72
				Library Supplies	-14.54
Bill	90407163	11/30/2015		Books & Materials	-698.90
				Library Supplies	-40.14
Bill	90306342	11/30/2015		Books & Materials	-140.13
				Library Supplies	-16.93
Bill	90306344	11/30/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	90271262	11/30/2015		Books & Materials	-178.85
				Library Supplies	-10.23
Bill	90271261	11/30/2015		Books & Materials	-212.49
				Library Supplies	-31.22
Bill	90312938	11/30/2015		Books & Materials	-523.91
				Library Supplies	-38.14
Bill	90296695	11/30/2015		Books & Materials	-104.57
				Library Supplies	-2.39
Bill	90290084	11/30/2015		Books & Materials	-929.73
				Library Supplies	-75.37
Bill	90330735	11/30/2015		Books & Materials	-1,533.80
				Library Supplies	-36.06
Bill	90330741	11/30/2015		Books & Materials	-272.77
				Library Supplies	-24.62
Bill	90330742	11/30/2015		Books & Materials	-19.19
				Library Supplies	-0.15
Bill	90237606	11/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	90237605	11/30/2015		Books & Materials	-1,154.06
				Library Supplies	-148.41
Bill	90278356	11/30/2015		Books & Materials	-349.60
				Library Supplies	-26.04
Bill	90237604	11/30/2015		Books & Materials	-255.11
				Library Supplies	-22.22
Bill	90162999	11/30/2015		Books & Materials	-9.12
Bill	90187297	11/30/2015		Books & Materials	-2,804.45
				Library Supplies	-204.33
Bill	90208021	11/30/2015		Books & Materials	-502.06
				Library Supplies	-37.64
Bill	90208022	11/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	90222748	11/30/2015		Books & Materials	-441.79
				Library Supplies	-36.60
Bill	90213898	11/30/2015		Books & Materials	-739.22
				Library Supplies	-73.61
Bill	90187296	11/30/2015		Books & Materials	-15.39
				Library Supplies	-0.80
Bill	90126293	11/30/2015		Books & Materials	-1,314.95
				Library Supplies	-136.88
Bill	90162997	11/30/2015		Books & Materials	-720.16
				Library Supplies	-67.61
Bill	90162998	11/30/2015		Books & Materials	-305.94
				Library Supplies	-18.28
Bill	90146931	11/30/2015		Books & Materials	-266.81
				Library Supplies	-35.33

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	90617232	12/15/2015		Books & Materials	-11.94
				Personal Books	-117.99
				Adult Programming	-9.59
Bill	90685838	12/15/2015		Personal Books	-46.40
Bill	90739703	12/16/2015		Personal Books	-5.12
Bill	90674913	12/16/2015		Personal Books	-48.00
Bill	90701502	12/16/2015		Books & Materials	-2,853.39
				Library Supplies	-305.91
Bill	90649353	12/16/2015		Books & Materials	-258.11
				Library Supplies	-22.04
Bill	90674914	12/16/2015		Books & Materials	-323.39
				Library Supplies	-19.09
Bill	90674915	12/16/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	90617233	12/16/2015		Books & Materials	-341.30
				Library Supplies	-13.21
Bill	90536006	12/16/2015		Books & Materials	-531.28
				Library Supplies	-59.68
Bill	90394987	12/16/2015		Books & Materials	-392.81
				Library Supplies	-26.83
Bill	90453261	12/16/2015		Books & Materials	-92.18
				Library Supplies	-3.64
Bill	90551523	12/16/2015		Books & Materials	-2,186.00
				Library Supplies	-290.16
Bill	90586491	12/16/2015		Books & Materials	-197.07
				Library Supplies	-22.41
Bill	90586492	12/16/2015		Books & Materials	-128.85
				Library Supplies	-6.24
Bill	90586493	12/16/2015		Books & Materials	-8.39
				Library Supplies	-0.15
Bill	90551524	12/16/2015		Books & Materials	-15.59
				Library Supplies	-0.15
Bill	90523952	12/16/2015		Books & Materials	-565.39
				Library Supplies	-37.18
Bill	90373352	12/16/2015		Books & Materials	-1,191.50
				Library Supplies	-208.98
Bill	90430139	12/16/2015		Books & Materials	-1,131.71
				Library Supplies	-103.06
Bill	90419502	12/16/2015		Books & Materials	-288.04
				Library Supplies	-9.23
Bill	90394988	12/16/2015		Books & Materials	-25.78
				Library Supplies	-0.30
TOTAL					-28,502.89
Bill Pmt -Check	27902	12/21/2015	Jan L. Butin	Checking	
Bill	REFUND	12/15/2015		Overdues	-10.47
Bill	REFUND	12/15/2015		Overdues	-7.50
TOTAL					-17.97
Bill Pmt -Check	27903	12/21/2015	Joel Pfannenstiel	Checking	
Bill	Drawing Le...	05/07/2015		Children's Programming	-25.00
TOTAL					-25.00
Bill Pmt -Check	27904	12/21/2015	Journal-World	Checking	
Bill	10563882	12/15/2015		Advertising	-286.00
TOTAL					-286.00

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27905	12/21/2015	Kay A. Kile	Checking	
Bill	REFUND	12/15/2015		Overdues	-15.35
TOTAL					-15.35
Bill Pmt -Check	27906	12/21/2015	Lawrence-DCHD	Checking	
Bill	12.15	12/15/2015		Miscellaneous	-140.00
TOTAL					-140.00
Bill Pmt -Check	27907	12/21/2015	Lawrence Community Orchestra	Checking	
Bill	11-19-15	11/24/2015		Advertising	-155.00
TOTAL					-155.00
Bill Pmt -Check	27908	12/21/2015	Marc A. Briand	Checking	
Bill	REFUND	12/15/2015		Overdues	-12.44
TOTAL					-12.44
Bill Pmt -Check	27909	12/21/2015	Marcia G. Riley Publications	Checking	
Bill	22	12/15/2015		Books & Materials	-19.95
TOTAL					-19.95
Bill Pmt -Check	27910	12/21/2015	Mary Boatwright	Checking	
Bill	REFUND	11/24/2015		Overdues	-30.12
TOTAL					-30.12
Bill Pmt -Check	27911	12/21/2015	Mary E. Fox	Checking	
Bill	REFUND	12/15/2015		Overdues	-17.49
TOTAL					-17.49
Bill Pmt -Check	27912	12/21/2015	Michele C. Hammann	Checking	
Bill	REFUND	12/15/2015		Overdues	-23.40
TOTAL					-23.40
Bill Pmt -Check	27913	12/21/2015	Midwest Tape	Checking	
Bill	93434895	11/30/2015		Books & Materials	-12.99
Bill	93439176	11/30/2015		Books & Materials	-317.12
Bill	93439175	11/30/2015		Books & Materials	-35.99
Bill	93437098	11/30/2015		Books & Materials	-150.91
Bill	93445702	11/30/2015		Books & Materials	-666.34
Bill	93439547	11/30/2015		Books & Materials	-495.88
Bill	93426616	11/30/2015		Books & Materials	-469.91
Bill	93447730	11/30/2015		Books & Materials	-167.92
Bill	93451671	11/30/2015		Books & Materials	-108.72
Bill	93450450	11/30/2015		Books & Materials	-284.93
Bill	93451649	11/30/2015		Books & Materials	-216.29
Bill	93447658	11/30/2015		Books & Materials	-171.59
Bill	93430325	11/30/2015		Books & Materials	-16.49

Lawrence Public Library
Check Detail
December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	93430324	11/30/2015		Books & Materials	-31.47
Bill	93425385	11/30/2015		Books & Materials	-424.88
Bill	93420186	11/30/2015		Books & Materials	-180.78
Bill	93420188	11/30/2015		Books & Materials	-383.86
Bill	93416764	11/30/2015		Books & Materials	-331.90
Bill	93413430	11/30/2015		Books & Materials	-74.96
Bill	93413358	11/30/2015		Books & Materials	-87.09
Bill	93399681	11/30/2015		Books & Materials	-86.96
Bill	93399359	11/30/2015		Books & Materials	-82.28
Bill	93392761	11/30/2015		Books & Materials	-97.28
Bill	93393091	11/30/2015		Books & Materials	-101.21
Bill	93395524	11/30/2015		Books & Materials	-294.93
Bill	93403310	11/30/2015		Books & Materials	-129.70
Bill	93404596	11/30/2015		Books & Materials	-1,133.20
Bill	93403189	11/30/2015		Books & Materials	-26.68
Bill	93403187	11/30/2015		Books & Materials	-197.53
Bill	93404598	11/30/2015		Books & Materials	-16.49
Bill	93401395	11/30/2015		Books & Materials	-179.95
Bill	93445731	12/15/2015		Personal Books	-8.99
Bill	2000007737	12/15/2015		Library Supplies	-634.25
Bill	93472136	12/16/2015		Books & Materials	-870.27
Bill	93469317	12/16/2015		Books & Materials	-79.98
Bill	93471103	12/16/2015		Books & Materials	-199.95
Bill	93471450	12/16/2015		Books & Materials	-222.86
Bill	93476015	12/16/2015		Books & Materials	-83.92
Bill	93471452	12/16/2015		Books & Materials	-52.49
Bill	93476017	12/16/2015		Books & Materials	-134.93
Bill	93471154	12/16/2015		Books & Materials	-222.62
Bill	93471453	12/16/2015		Books & Materials	-55.99
Bill	93499339	12/16/2015		Books & Materials	-185.83
Bill	93499370	12/16/2015		Books & Materials	-200.16
Bill	93495114	12/16/2015		Books & Materials	-112.47
Bill	93495112	12/16/2015		Books & Materials	-98.77
Bill	93493273	12/16/2015		Books & Materials	-930.23
Bill	93493276	12/16/2015		Books & Materials	-22.49
Bill	93464859	12/16/2015		Books & Materials	-232.95
Bill	93459897	12/16/2015		Books & Materials	-83.48
Bill	93443875	12/16/2015		Books & Materials	-21.73
Bill	93443877	12/16/2015		Books & Materials	-29.99
Bill	93459899	12/16/2015		Books & Materials	-87.72
TOTAL					-11,548.30
Bill Pmt -Check	27914	12/21/2015	Mize Houser	Checking	
Bill	111915	12/15/2015		Accounting	-500.00
TOTAL					-500.00
Bill Pmt -Check	27915	12/21/2015	Petty Cash	Checking	
Bill	June - 12/9/...	12/15/2015		Miscellaneous	-3.73
				Adult Programming	-48.00
				Bookvan & Mileage	-75.00
				Office Supplies	-14.36
				KLA	-31.85
				Young Adult Programming	-22.44
				Adult Services	-42.00
				Volunteer Recognition	-4.35
TOTAL					-241.73

Lawrence Public Library
Check Detail
 December 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27916	12/21/2015	Roderick Townley	Checking	
Bill	1-15-16	11/24/2015		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	27917	12/21/2015	Saint Louis University	Checking	
Bill	121115	12/15/2015		Overdues	-7.00
TOTAL					-7.00
Bill Pmt -Check	27918	12/21/2015	St. Charles City-County Lib. Dist.	Checking	
Bill	0055	12/15/2015		Overdues	-19.95
TOTAL					-19.95
Bill Pmt -Check	27919	12/21/2015	Tabitha Reber	Checking	
Bill	REFUND	11/30/2015		Overdues	-40.49
TOTAL					-40.49
Bill Pmt -Check	27920	12/21/2015	WOW!Business	Checking	
Bill	11-14-15	11/24/2015		Internet Telephone	-2,328.92 -698.29
TOTAL					-3,027.21

Lawrence Public Library

Monthly Statistical Summary--November 2015

INDICATOR	November		Percent	YTD	YTD	Percent
	2015	2014	Change	2015	2014	Change
			2014-2015			2014-2015

SUMMARY RATIOS

Service Area Population	94,586	93,944	1%			
User Visits per Capita	6.40	6.71	-5%			
Reference Transactions per Capita	1.22	1.23	-1%			
Program Attendance per Capita	0.35	0.37	-5%			
Circulation per Capita	13.63	13.69	0%			
Circulation per Visit	2.13	2.04	4%			
Total Holdings per Capita	2.16	2.01	7%			
% of Lawrence Residents Registered	97%	91%	7%			

Circulation--Adult Total	72,535	73,438	-1%	848,196	797,301	6%
Circulation--Young Adult Total	4,056	4,075	0%	51,180	47,570	8%
Circulation--Youth Total	30,881	32,809	-6%	367,727	366,516	0%
Circulation--Bookmobile	1,109	979	13%	13,278	11,482	16%
Circulation--Audiovisual Total	44,364	45,562	-3%	513,833	498,901	3%
Circulation--Total	107,472	110,322	-3%	1,267,103	1,211,387	5%

Reference Transactions	9,597	9,637	0%	121,909	98,463	24%
User Visits	50,475	52,500	-4%	642,163	451,539	42%
LPL Web Site Visits	25,055	21,817	15%	274,960	266,616	3%

Holdings--Added	2,540	3,247	-22%	35,790	37,089	-4%
Holdings--Withdrawn	1,727	2,297	-25%	18,737	45,998	-59%
Holdings--Total	204,061	188,990	8%			

Registered Borrowers--Added	519	683	-24%			
Registered Borrowers--Total	116,475	108,342	8%			

Adult Programs	17	19	-11%	167	132	27%
Young Adult Programs	18	30	-40%	205	205	0%
Youth Programs	67	25	168%	667	449	49%
Senior Programs	17	15	13%	158	152	4%
Total Programs	119	89	34%	1,197	938	28%
Total Program Attendance	3,141	2,872	9%	49,259	51,740	-5%
Public Uses of Meeting Rooms	143	102	40%	1,583	358	342%

Total Paid Staff (FTE)	62.35	61.87	1%			
Total Number of Employees	86	84	2%			

Lawrence Public Library

Monthly Statistical Report--November 2015

	November		Percent	YTD	YTD	Percent
	2015	2014	Change			
			2014-2015			2014-2015
OUTPUT MEASURES						
Service Area Population	94,586	93,944	1%			
User Visits per Capita	6.40	6.71	-5%			
Reference Transactions per Capita	1.22	1.23	-1%			
Program Attendance per Capita	0.40	0.37	9%			
Circulation per Capita	13.63	14.09	-3%			
Total Holdings per Capita	2.16	2.01	7%			
Collection Turnover--Total	6.41	7.11	-10%			
Collection Turnover--Adult	6.68	7.18	-7%			
Collection Turnover--Young Adult	5.03	4.96	1%			
Collection Turnover--Youth	6.26	7.34	-15%			
Collection Turnover--Audiovisual	10.98	12.82	-14%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	31567	32104	-2%	377337	344903	9%
Circulation--Adult Periodicals	1237	1518	-19%	14750	15291	-4%
Circulation--Adult Feature Films & TV Shows	26765	26376	1%	306096	292489	5%
Circulation--Electronic Games	1923	1842	4%	21971	18713	17%
Circulation--Adult Music CDs	7316	7908	-7%	85653	84919	1%
Circulation--Adult Audio Books and Books on CD	3715	3677	1%	42263	40776	4%
Circulation--eReaders	12	13	-8%	126	210	-40%
Circulation--Adult Total	72535	73438	-1%	848196	797301	6%

Lawrence Public Library Monthly Statistical Report	November		Percent	YTD 2015	YTD 2014	Percent
	2015	2014	Change			Change
			2014-2015			2014-2015
Circulation--YA Books and Videos	3755	3752	0%	47265	44529	6%
Circulation--YA Periodicals	22	52	-58%	382	324	18%
Circulation--YA Audio Books and Books on CD	279	271	3%	3533	2717	30%
Circulation--YA Total	4056	4075	0%	51180	47570	8%
Circulation--Youth Books and Videos	29260	31056	-6%	348528	346654	1%
Circulation--Youth Periodicals	172	186	-8%	1715	1228	40%
Circulation--Youth Music CDs	514	615	-16%	6128	6548	-6%
Circulation--Youth Audio Books and Books on CD	935	952	-2%	11356	12086	-6%
Circulation--Youth Total	30881	32809	-6%	367727	366516	0%
Circulation--Bookmobile	1109	979	13%	13278	11482	16%
Circulation--Total Books	64582	66912	-3%	773130	736086	5%
Circulation--Total Periodicals	1431	1756	-19%	16847	16843	0%
Circulation--Total Audiovisual	44364	45562	-3%	513833	498901	3%
Circulation Total	107472	110322	-3%	1267103	1211387	5%
Accounts Desk Circulation	1750	5747	-70%	116410	358666	-68%
Self Check Circulation	80431	82784	-3%	971718	762894	27%
Percent Self Check	98%	94%	5%	89%	68%	31%
Web Site Renewals	18551	17463	6%	202184	56455	258%
Othe Staff Checkouts	2766	1148	141%	39721	4003	892%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	19528	17043	15%		221425	180223	23%
Requests Filled	13540	11854	14%		156305	131051	19%
Requests Unclaimed	2691	2542	6%		32592	20845	56%
Interlibrary Loan Items Borrowed for LPL Patrons	421	367	15%		4490	4592	-2%
Interlibrary Loan Items Loaned from LPL Collection	507	593	-15%		6803	4463	52%
OTHER LIBRARY SERVICES							
User Visits	50475	52500	-4%		642163	451539	42%
Public Computer Usage	13317	9270	44%		106717	90554	18%
Computer Lab Classes	7	4	75%		89	37	141%
Computer Lab Classes Attendance	20	19	5%		292	283	3%
Adult Reference Transactions	1889	1853	2%		21905	52202	-58%
Young Adult Reference Transactions	748	649	15%		11586	6717	72%
Youth Reference Transactions	900	984	-9%		11599	10505	10%
IT Desk	2766	1985	39%		29511	9224	220%
Welcome Desk	1854	2308	-20%		25825	11921	117%
Phone Calls	1440	1858	-22%		21483	7894	172%
Total Reference Transactions	9597	9637	0%		121909	98463	24%
Public-Sponsored Uses of Meeting Rooms	143	102	40%		1583	358	342%
Study Room Reservations	535				1145		
LPL Web Site Visits	25055	21817	15%		274960	266616	3%
RESOURCES							
Holdings--Total	204061	188990	8%				
Holdings--Adult	132268	124718	6%				
Holdings--Young Adult	9670	9859	-2%				
Holdings--Youth	59983	54413	10%				
Holdings--Audiovisual	48471	42636	14%				
Holdings--eReaders	9	11	-18%				
Holdings Added	2540	3247	-22%		35790	37089	-4%
Holdings Withdrawn	1724	2297	-25%		18737	45998	-59%
Holdings Net Change	816	950			17053	-8909	

	November		Percent		YTD	YTD	Percent
Lawrence Public Library	2015	2014	Change		2015	2014	Change
Monthly Statistical Report			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	116475	108342	8%				
Borrowers Added	519	683	-24%		7952	8054	-1%
Borrowers Transacting	12412	12644	-2%		126160	108307	16%
Percent of Borrowers Transacting	11%	12%	-9%				
Total Number of Lawrence Residents Registered	92160	85619	8%				
Percent of Lawrence Residents Registered	97%	91%	7%				
PROGRAMMING							
Number of Adult Programs	17	19	-11%		167	132	27%
Number of Young Adult Programs	18	30	-40%		205	205	0%
Number of Youth Programs	67	25	168%		667	449	49%
Number of Senior Programs	17	15	13%		158	152	4%
Total Programs	119	89	34%		1197	938	28%
Adult Program Attendance	350	254	38%		8338	16875	-51%
Young Adult Program Attendance	253	211	20%		4034	3915	3%
Youth Program Attendance	2401	2265	6%		35393	29540	20%
Senior Program Attendance	137	142	-4%		1494	1410	6%
Total Program Attendance	3141	2872	9%		49259	51740	-5%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	62.35	61.87	1%				
ALA-MLS Librarians, in Full-Time Equivalents	18.6	17.44	7%				
Number of Employees--Total	86	84	2%				
Number of Employees--Full-Time	37	36	3%				
Number of Employees--Part-Time	49	48	2%				
Terminations	0	0	#DIV/0!		22	7	214%
Hirings	2	1	100%		29	16	81%
Volunteer Hours	333.4	180.5	85%		3771.45	2505.4	51%

Library Director's Report for December 2015

Respectfully submitted by Brad Allen 12/18/2015

Digital Content Push in 2016

In the next month, we will be pushing out three new digital content services: Hoopla, Flipster, and our own iteration of OverDrive. Hoopla is a new kind of service for us that allows library members access to music, movies, TV shows, comics, ebooks, and eaudio. Many other libraries in the area and throughout the country use this service and it's been very successful. Flipster will replace Zinio as our digital magazine platform. We will launch with a smaller set of magazines than we had with Zinio, but we feel that a small and targeted digital magazine collection is the smartest way to proceed given historical checkout information. Flipster will cost the library considerably less than Zinio and it looks to be an easier product to use than Zinio. Lastly, a word on OverDrive. Currently, our most popular and used digital content provider in OverDrive of ebooks and eaudiobooks. We are part of a statewide consortium called Sunflower eLibrary. We intend to breakaway from the consortium and have our own standalone OverDrive service. This will allow us considerably more control over the look and feel of the service. We will be better able to promote specific titles. We will also have access to much better reporting data with our own separate service. We intend to make a big marketing push later in January when the all three have gone live.

moCOLAB Advisory Board

I don't recall if I have mentioned it in a previous report, but I have been asked to serve on the advisory board for KU's [moCOLAB](#) (Mobile Collaboratory), a beautifully restored Airstream trailer. I attended my first meeting early this month. The purpose of this advisory board is to forward the mission of the moCOLAB being a mobile space for community programming and events. I was happy to be asked to be on this board, because I'm intrigued by the library using Airstreams in the future as outreach vehicles. We could experiment with how this would work using the moCOLAB before we head further down the road for someday having our own outreach vehicle fleet. The advisory board is in its earliest stages and I look forward to working with this group to make the moCOLAB a useful tool in Lawrence.

Other Community Meetings Around Town

This month, I was also invited to two other different community dialogues/conversations. The City has been convening meetings of many community organizations to attempt to achieve a STAR certification for Lawrence. STAR stands for Sustainability Tools for Assessing and Rating Communities. The program allows cities to compare themselves to other cities in their efforts towards sustainability. Achieving a 5 star rating would indicate significant investment and

Library Director's Report for December 2015

achievement of sustainability efforts in Lawrence. More information as this develops.

Also, I attended a conversation about the future of the Panorama at the KU Natural History Museum. The KU Biodiversity Institute is conducting focus groups to discuss how to bring the historic Panorama into the 21st century. It was a great discussion and I was honored to take part.

Lastly, I visited with all three candidates for City Manager at the public reception on December 17. All three candidates are accomplished individuals. It will be interesting to see who is selected and the impact that person will have on the future of the library.

Coordinator Meetings

This month, I have been meeting with all coordinators and managers to get feedback from them about the ways in which I can be of best service to them as director of the library. Conversations will continue into January, but they have been very useful and wide-ranging discussions about the library, their roles and my role, and our future. My goal is to have these check-ins at least twice a year. I find one-on-one time with each of the members of our leadership team to be incredibly valuable.

Foundation Director's Report: December 18, 2015

2016 Foundation Budget. At its November meeting, the Library Foundation board considered a draft budget for 2016 of \$81,740. The budget includes \$37,400 in additional funding for the Foundation's unrestricted endowment held at DCCF. The board will reconvene in January to review and approve a final budget.

Endowment. Also at its November meeting, the Foundation board approved the transfer of \$55,000 to its unrestricted endowment at DCCF. Board members discussed a system for making distributions to the library from its Greatest Expectations (NEH) endowed funds.

After Hours at the Library. Plans for the Foundation's February 27 *After Hours at the Library* fundraiser are moving along well. To date, we have received pledges from two signature sponsors (\$5,000): Crown Automotive and Southern Star Central Gas Pipeline. In addition, a number of Lawrence restaurants have agreed to provide appetizers and desserts and 20 book clubs and organizations are creating themed baskets for the event. Finally, Billy Pilgrim has created an "out of this world" invitation that will be mailed in late January. I'll share it with you at Monday's meeting

Ann Hyde Bequest. We are delighted to report that the library has received a gift from the estate of Ann Hyde for \$229,218.01. As directed by the Board of Trustees, approximately \$10,000 of the funds will be used to reimburse the Foundation for the Jon Ronson and Centron events held during the 2015 Free State Festival. The balance will be deposited into the Library Foundation's unrestricted endowment at the Douglas County Community Foundation. What an incredible gift to the library and to Lawrence.

Harrison Family Fund Gift. The Foundation has received a \$15,000 grant from the Harrison Family Fund of the Douglas County Community Foundation. The funds will be used for the annual Music Storytellers Series and other music-related library projects.

US Bank Gift. We are pleased to report that US Bank has made a \$2,000 gift to the Teen Read Across Lawrence program. The funds will be used to purchase 300 extra copies of *These Broken Stars*, the teen selection for Read Across Lawrence. In addition, US Bank will serve as the sponsor of upcoming summer programs centered around a chat with the International Space Station. Cheers to Joan Golden who helped make this possible.

Annual Letter. The Foundation and Friends annual letter arrived in mailboxes the first week in December. To date, we have received 83 gifts totaling \$5,335 (\$3,185 Foundation; \$2,150 Friends.) I will give you an up-to-date report at Monday's meeting.

New Chapter Society. The Foundation has received 10 New Chapter Society memberships from its November mailing. These are \$1,000 gifts that include a Friends membership.

Second VISTA. The library currently is seeking a second VISTA member to help conduct a community assessment to determine how well it is serving Lawrence's low income community. To date, we have received three applications. Melissa Fisher-Isaacs, the library's Information Services Coordinator, will select candidates to interview in January and hopes to have the new person on board in February. This will provide the library with a full time employee for one year that is 100% funded by the federal Corporation for National and Community Service.

DRAFT

ANNUAL ORGANIZATIONAL CALENDAR

January - Annual Organizational Meeting

February -

March - Form Officer Nominating Committee
Form Budget Committee

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

May - New Board Members Begin

June - Trustee Training Workshops
City Commission Budget Hearings

July - City Commission Budget Hearings

August - Budget Approved by City Commission

September -

October -

November - Form Director Evaluation Committee

December - Director Evaluation