

AGENDA

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

Tuesday, November 16, 2015 at 4:00 PM

Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Volunteer Policy -- **ACTION ITEM**
- Ann Hyde Bequest -- **ACTION ITEM**
- Trustee Training -- see Handouts

New business

- Director Goals for 2015 -- review
- Evaluation Committee formation

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees Meeting
October 13, 2015
4:30 p.m.**

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

Library Staff Present: Brad Allen, Tom Davin, Kelly Fann, Tricia Karlin, Heather Kearns, Kathleen Morgan, Sherri Turner.

Call to Order

Fran Devlin, Board Chair, called the meeting to order at 4:33 p.m.

Public Comment

There were no public comments.

Consent Agenda

Joan noted the high expenditure in the utility line and asked if the check to P1 was to help us analyze utility usage. Brad said that the P1 payment was the first payment in an HVAC maintenance contract, and that P1 would be helping us analyze efficiency. He also said that there is one last enhanced commissioning walk-through next week. Joan moved to approve the consent agenda; Ursula seconded. All in favor. Motion carried.

Director's Report

Brad said that one of the main things we accomplished this month was sending 21 staff to the MLA/KLA Conference in Kansas City (Missouri/Kansas Library Associations.) Brad gave kudos to Kelly Fann who was the organizer. NEKLS gave \$1400 to support attendance which combined with strenuous carpooling to make it affordable to send so many people. It was a great conference. Several staff and board members were presenters: Kathleen, Molly, Polli, Tricia, Judy, and William. Some librarians from Springfield, Missouri, are coming for a visit based on connections made at the conference. The Banned Book Trading Card reveal was held on September 25. Attendance was good and, as always, there was a nice set of cards. Kathleen distributed cards to board members. Library staff is looking at ILS vendors to replace or update the current system. This will be a significant capital expense, but one that only happens about every 10 years. Brad asked what kind of information the board would like to have about the decision-making process. In a future meeting, staff will make a presentation on the evaluation process and make a recommendation. Brady said it would be important to get information from other users.

Library Foundation Executive Director's Report

The Beach Author series is Thursday. The guest author is Karen Russell. The book bike has finally arrived and DSP is working on how to officially launch it. At the last Foundation Board meeting, the board approved spending \$3000 to fund a Hall Center intern to digitize a historical postcard collection. They have also received a small matching grant to buy 200 copies of *Is your Mama a Llama*, the Kansas Reads to Preschoolers selection. The Weave a Tale workshop at KLA/MLA went really well. 45 librarians were in attendance, making it the largest preconference. A public performance by this year's storyteller, Kendra Jones, was held at the Plaza Branch. Kathleen thanked people for attending the Carol Nalbandian dedication on Sunday.

Library Friends Report

There was no Friends Report.

Ongoing Business

New Business

Internet Access Policy

Sherri presented a proposed revision of the Internet Access policy which includes language required by Kansas CIPA along with other revisions. Brady asked if the library is liable for any misuse. Brad has been investigating, and it seems that we are not, but he will continue to research. We have little ability to identify who has violated. Tom said we have taken some steps to make it more difficult, and that copyright violation is the most likely thing to happen. An ISP could shut down our connection if they determine we are not taking appropriate precautions, but that is unlikely. Joan moved to accept the policy; Brady seconded. All in favor. Motion carried.

Board By-Laws Policy

Brad presented a revision of the Board By-Laws which included an update to the order of business and added language for "electronic consent." Brady moved to accept the policy; Joan seconded. All in favor. Motion carried.

Build November Agenda

Joan and Brad volunteered to lead a discussion/training at the next meeting to review material from the Trustee Training workshop that some board members attended last year. They proposed that the board spend about 20 minutes reviewing materials received, discussing board/director roles and completing forms received in the workshop. There may be policies to review. In order to accommodate the training, the meeting will start at 4:00. The discussion about the new ILS may require a special meeting. Brady asked if it might be helpful to give the board some information about the ILS selection process at the next meeting. It was decided not to include a Coordinator's report on November's agenda. Fran suggested that the training materials would be good to put in new board member's orientation packets.

Adjournment

Brady moved to adjourn the meeting; Joan seconded. All in favor. Meeting adjourned.

The next Board meeting will be Monday, November 16, 2015, at 4:00 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
October 2015							
REVENUES		Month	Year to Date	Annual Budget	83% of Year	Oct-14	YTD 2014
Tax Fund		\$ -	\$ 3,200,000.00	\$ 3,550,000.00	90.14%	\$ -	\$ 3,000,000.00
Interest		\$ 145.54	\$ 1,424.36	\$ 250.00	569.74%	\$ 147.34	\$ 917.91
State Aid		\$ -	\$ 30,268.44	\$ 32,000.00	94.59%	\$ -	\$ 32,124.22
N.E.K.L.		\$ -	\$ 48,326.25	\$ 65,000.00	74.35%	\$ -	\$ 46,920.00
Photo Copies		\$ 1,618.84	\$ 16,555.29	\$ 13,000.00	127.35%	\$ 1,152.80	\$ 11,799.76
Overdues		\$ 14,990.36	\$ 152,479.01	\$ 180,000.00	84.71%	\$ 15,624.99	\$ 135,715.25
Coffee Shop Rent		\$ 700.00	\$ 7,000.00	\$ 8,400.00	83.33%	\$ 700.00	\$ 2,000.00
Meeting Room Fees		\$ 900.00	\$ 2,250.00	\$ 1,200.00	187.50%	\$ 150.00	\$ 500.00
Miscellaneous		\$ 533.72	\$ 539.52			\$ 119.61	\$ 23.36
Total Revenues		\$ 18,888.46	\$ 3,458,842.87	\$3,849,850.00	89.84%	\$17,894.74	\$3,230,000.50
EXPENSES							
Salaries & Wages		\$ 178,623.00	\$ 1,792,245.21	\$ 2,157,000.00	83.09%	\$ 179,863.00	\$ 1,615,673.63
Health Insurance		\$ 20,572.54	\$ 195,737.78	\$ 250,000.00	78.30%	\$ 19,525.81	\$ 207,275.04
Payroll Taxes		\$ 31,717.17	\$ 314,366.69	\$ 390,417.00	80.52%	\$ 30,584.41	\$ 272,452.33
Books & Materials		\$ 45,591.43	\$ 360,360.85	\$ 520,000.00	69.30%	\$ 46,088.24	\$ 360,595.19
Periodicals		\$ 18.29	\$ 11,733.97	\$ 19,500.00	60.17%	\$ 714.12	\$ 11,728.79
Library Supplies		\$ 5,749.62	\$ 81,547.52	\$ 110,000.00	74.13%	\$ 6,423.92	\$ 80,436.12
Building Supplies		\$ 2,030.81	\$ 16,942.71	\$ 16,800.00	100.85%	\$ 1,707.50	\$ 13,438.37
Repairs & Maintenance		\$ 8,213.90	\$ 68,262.34	\$ 66,133.00	103.22%	\$ 1,512.38	\$ 45,755.69
Equipment		\$ -	\$ -	\$ -		\$ 638.19	\$ 1,611.19
Equipment - Technology		\$ 1,098.83	\$ 13,362.26	\$ 16,000.00	83.51%	\$ 1,511.11	\$ 11,484.32
Capital Improvements		\$ -	\$ 12,027.06	\$ -		\$ 987.50	\$ 19,495.19
Utilities		\$ 10,740.86	\$ 109,611.51	\$ 100,000.00	109.61%	\$ 13,537.21	\$ 73,826.00
Insurance		\$ 467.71	\$ 14,853.44	\$ 18,000.00	82.52%	\$ 436.69	\$ 10,884.76
Postage		\$ 718.86	\$ 15,328.36	\$ 20,000.00	76.64%	\$ 932.25	\$ 14,951.59
Travel & Continuing Education		\$ 78.01	\$ 10,373.88	\$ 22,000.00	47.15%	\$ 1,405.76	\$ 14,712.69
Book Van & Mileage		\$ 86.02	\$ 1,368.88	\$ 4,000.00	34.22%	\$ 290.08	\$ 2,415.86
Photo Copiers		\$ 568.79	\$ 5,801.20	\$ 8,000.00	72.52%	\$ 579.09	\$ 5,236.33
Programs		\$ 4,143.02	\$ 16,704.53	\$ 20,000.00	83.52%	\$ 2,420.93	\$ 12,739.14
Professional Fees		\$ 9,901.47	\$ 61,995.34	\$ 70,000.00	88.56%	\$ 16,987.27	\$ 91,138.44
Website/OPAC Content		\$ 15,595.00	\$ 22,621.84	\$ 27,000.00	83.78%	\$ 35.00	\$ 9,080.00
Advertising & Marketing		\$ 817.34	\$ 9,553.06	\$ 15,000.00	63.69%	\$ -	\$ 15,000.00
Miscellaneous		\$ 643.02	\$ 1,452.34			\$ 170.85	\$ (1,217.56)
Total Expenses		\$ 337,375.69	\$ 3,136,250.77	\$3,849,850.00	81.46%	\$ 326,351.31	\$ 2,888,713.11
Revenues Over Expenses		\$ (318,487.23)	\$ 322,592.10				
Cash Balances:							
Checking		\$ 824,043.86					
Capital Improvement		\$ 619,131.66					

Lawrence Public Library
Balance Sheet
As of October 31, 2015

	<u>Oct 31, 15</u>	<u>Oct 31, 14</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Capital Improvement	16,947.38	38,759.51	-21,812.13	-56.3%
Capital Improvement -2	602,184.28	600,680.90	1,503.38	0.3%
Checking	824,043.86	877,075.18	-53,031.32	-6.1%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	<u>1,443,175.52</u>	<u>1,516,515.59</u>	<u>-73,340.07</u>	<u>-4.8%</u>
Total Current Assets	1,443,175.52	1,516,515.59	-73,340.07	-4.8%
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>1,444,406.22</u>	<u>1,518,040.59</u>	<u>-73,634.37</u>	<u>-4.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	64,601.18	44,047.60	20,553.58	46.7%
Total Accounts Payable	64,601.18	44,047.60	20,553.58	46.7%
Other Current Liabilities				
Payroll Liabilities	3,758.68	43,579.59	-39,820.91	-91.4%
Total Other Current Liabilities	3,758.68	43,579.59	-39,820.91	-91.4%
Total Current Liabilities	<u>68,359.86</u>	<u>87,627.19</u>	<u>-19,267.33</u>	<u>-22.0%</u>
Total Liabilities	68,359.86	87,627.19	-19,267.33	-22.0%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	755,438.93	758,844.57	-3,405.64	-0.5%
Net Income	319,972.21	370,933.61	-50,961.40	-13.7%
Total Equity	<u>1,376,046.36</u>	<u>1,430,413.40</u>	<u>-54,367.04</u>	<u>-3.8%</u>
TOTAL LIABILITIES & EQUITY	<u>1,444,406.22</u>	<u>1,518,040.59</u>	<u>-73,634.37</u>	<u>-4.9%</u>

Lawrence Public Library
Revenues & Expenses
 October 2015

	Oct 15
Ordinary Income/Expense	
Income	
Coffee Shop Rent	700.00
Meeting Room Fees	900.00
Personal Books	-6.28
Merchandise Sales	614.25
Gifts-Other	50.00
Interest	145.54
Overdues	14,990.36
Photo Copies	1,618.84
Repairs & Equipment	540.00
Total Income	19,552.71
Gross Profit	19,552.71
Expense	
FOUNDATION FUNDING	-3,634.46
FRIENDS FUNDING	8,373.15
Books & Materials	45,609.72
Miscellaneous	17,624.15
Technology Equipment	1,098.83
Insurance	467.71
Payroll Expenses	201,169.19
Payroll Taxes	31,994.54
Postage and Delivery	718.86
Professional Fees	9,901.47
Program Expense	4,143.02
Repairs	8,213.90
Supplies	7,780.43
Travel & Hospitality	164.03
Utilities	10,740.86
Total Expense	344,365.40
Net Ordinary Income	-324,812.69
Net Income	-324,812.69

Lawrence Public Library Vendor Balance Summary

As of November 12, 2015

	Nov 12, 15
Ace Electric	614.00
Air Filter Plus	447.61
Amazon	2,844.14
Baker & Taylor, Inc.	1,237.74
Baunetta M. Powell	39.45
Bibliocommons Inc.	15,000.00
Blackstone Audio, Inc.	448.25
Brilliance Publishing, Inc.	207.46
Brodart Co.	105.33
Cari Lyn Everhart	8.89
Center Point Large Print	279.81
Century Business Technologi...	568.02
Chabad at KU	90.00
Databank Holdings, LTD	92.00
Demco, Inc.	134.98
Dusty Bookshelf	180.00
EBSCO	-29.55
Ed Rose	3,166.67
Gale Group, Inc.	38.92
General Binding Corporation	189.44
Heartland Payment Systems	277.65
Ingram Library Services	45,747.49
Intuit	29.85
Jayhawk Tropical Fish	281.16
Jeannie L. Merritt	21.74
Jiminate	120.00
Kai Ono	240.00
KanREN	1,822.20
Kansas Public Radio	433.38
Laser Logic, Inc.	618.95
League of Women Voters	25.00
Maria Anthony	150.00
Maxine Supko Younes	52.22
Mid America	1,067.33
Midwest Tape	12,560.12
Mize Houser	100.00
OCLC, Inc.	4,850.26
OverDrive	64.50
Pro Print Inc.	56.75
Pur-O-Zone, Inc.	493.97
Quill Corporation	848.58
Random House, Inc.	282.75
Raven Bookstore	270.00
Recorded Books	3,003.48
Rueschhoff Locksmiths & S.S.	131.74
Scholastic Inc.	33.90
Shirley Lyberger	33.69
Showcases	405.00
Signs of Life	130.00
Snap Promotions	3,607.69
Tantor Media	43.98
Teresa A. Reetz	7.69
Unique Management Services	1,094.16
University of Tulsa	21.00
VISA 5372	6,521.70
Wendi M. Bevitt	12.12
Westar	5,672.10
WOW!Business	1,534.99
TOTAL	118,330.30

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	11/16/2015	Heartland Payment Systems	Checking	
Bill	October	11/10/2015		Office Supplies	-242.65
				Web Site & OPAC Cont...	-35.00
TOTAL					-277.65
Bill Pmt -Check	Electronic	11/16/2015	Intuit	Checking	
Bill	October Bill Pay	11/10/2015		Office Supplies	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	11/16/2015	VISA 5372	Checking	
Bill	PYSOINV0034...	10/30/2015		Library Supplies	-461.72
Bill		11/10/2015		Library Supplies	-146.47
				ALA	-627.96
				Admin. Dept.	-99.00
				Adult Programming	-103.06
				Read Across Lawrence	-38.08
				FRIENDS FUNDING	-1,590.00
				KHF Grant Expenses	-105.44
				Bookvan & Mileage	-98.57
				Children's Programming	-27.20
				Children's Programming	-171.94
				Children's Programming	-35.93
				Children's Programming	-91.54
				Young Adult Programmi...	-406.95
				Office Supplies	-86.99
				Postage and Delivery	-313.99
				Printing	-119.20
				Miscellaneous	-20.00
				Membership & Dues	-100.00
				Advertising	-75.00
				Merchandise Sales	-13.38
				Outreach Programming	-28.80
				Building Supplies	-356.53
				Technology Equipment	-22.02
				Technology Equipment	-69.00
				Technology Equipment	-946.40
				FOUNDATION FUNDING	-139.95
				Beach Author Event	-174.65
				Periodicals	-14.99
				Periodicals	-19.95
				Books & Materials	-16.99
TOTAL					-6,521.70
Bill Pmt -Check	Electronic	11/16/2015	Westar	Checking	
Bill		11/10/2015		Electric	-5,672.10
TOTAL					-5,672.10
Bill Pmt -Check	Electronic	11/16/2015	WOW!Business	Checking	
Bill	Oct 14	10/30/2015		Internet	-1,161.51
				Telephone	-373.48
TOTAL					-1,534.99

12:24 PM
11/11/15

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7125	11/17/2015	Ace Electric	Checking	
Bill	2827	10/30/2015		Building Repairs	-614.00
TOTAL					-614.00
Bill Pmt -Check	7126	11/17/2015	Air Filter Plus	Checking	
Bill	321808	10/30/2015		Building Supplies	-447.61
TOTAL					-447.61
Bill Pmt -Check	7127	11/17/2015	Baker & Taylor, Inc.	Checking	
Bill	5013850647	10/30/2015		Books & Materials	-110.76
Bill	2031261054	10/30/2015		Books & Materials	-85.37
Bill	2031264684	10/30/2015		Books & Materials	-154.71
Bill	5013829145	10/30/2015		Books & Materials	-109.26
Bill	2031199180	10/30/2015		Books & Materials	-216.15
Bill	5013834370	10/30/2015		Books & Materials	-30.95
Bill	2031199181	10/30/2015		Library Supplies	-3.39
Bill	2031264685	10/30/2015		Library Supplies	-20.16
Bill	2031261055	10/30/2015		Library Supplies	-8.49
Bill	5013850648	10/30/2015		Library Supplies	-1.63
Bill	5013834571	10/30/2015		Library Supplies	-0.15
Bill	2031298727	11/12/2015		GGIFT	-29.04
Bill	2031298728	11/12/2015		GGIFT	-0.74
Bill	2031310539	11/12/2015		Books & Materials	-55.75
Bill	5013866689	11/12/2015		Books & Materials	-120.95
Bill	5013857884	11/12/2015		Books & Materials	-288.02
Bill	2031310540	11/12/2015		Library Supplies	-2.22
TOTAL					-1,237.74
Bill Pmt -Check	7128	11/17/2015	Blackstone Audio, Inc.	Checking	
Bill	791617	10/30/2015		Books & Materials	-76.47
Bill	788731	10/30/2015		Books & Materials	-44.99
Bill	793270	10/30/2015		Books & Materials	-20.97
Bill	788729	10/30/2015		Books & Materials	-20.97
Bill	790740	11/12/2015		Books & Materials	-20.97
Bill	793272	11/12/2015		Books & Materials	-197.91
Bill	796398	11/12/2015		Books & Materials	-45.00
Bill	793271	11/12/2015		Books & Materials	-20.97
TOTAL					-448.25
Bill Pmt -Check	7129	11/17/2015	Brilliance Publishing, Inc.	Checking	
Bill	IN1045354	11/10/2015		Books & Materials	-7.50
Bill	IN1042570	11/10/2015		Books & Materials	-5.00
Bill	IN1042924	11/10/2015		Books & Materials	-20.00
Bill	IN1044154	11/10/2015		Books & Materials	-24.99
Bill	IN1046360	11/12/2015		Books & Materials	-39.99
Bill	IN1046142	11/12/2015		Books & Materials	-39.99
Bill	IN1046143	11/12/2015		Books & Materials	-37.49
Bill	IN1046361	11/12/2015		Books & Materials	-7.50
Bill	IN1046801	11/12/2015		Books & Materials	-5.00
Bill	IN1047570	11/12/2015		Books & Materials	-7.50
Bill	IN1047501	11/12/2015		Books & Materials	-12.50
TOTAL					-207.46

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7130	11/17/2015	Brodart Co.	Checking	
Bill	415067	11/10/2015		Library Supplies	-105.33
TOTAL					-105.33
Bill Pmt -Check	7131	11/17/2015	Center Point Large Print	Checking	
Bill	1327964	10/30/2015		Books & Materials	-237.27
Bill	1326916	10/30/2015		Books & Materials	-21.57
Bill	1336616	11/12/2015		Books & Materials	-20.97
TOTAL					-279.81
Bill Pmt -Check	7132	11/17/2015	Century Business Technologies	Checking	
Bill	386331	10/30/2015		Copying	-15.00
Bill	386330	10/30/2015		Copying	-353.64
Bill	388493	11/10/2015		Copying	-143.70
Bill	388492	11/10/2015		Copying	-55.68
TOTAL					-568.02
Bill Pmt -Check	7133	11/17/2015	Databank Holdings, LTD	Checking	
Bill	18089	11/10/2015		Web Site & OPAC Cont...	-92.00
TOTAL					-92.00
Bill Pmt -Check	7134	11/17/2015	Demco, Inc.	Checking	
Bill	5718847	11/10/2015		Library Supplies	-134.98
TOTAL					-134.98
Bill Pmt -Check	7135	11/17/2015	Gale Group, Inc.	Checking	
Bill	56547378	11/12/2015		Books & Materials	-38.92
TOTAL					-38.92
Bill Pmt -Check	7136	11/17/2015	General Binding Corporation	Checking	
Bill	2456504	10/30/2015		Library Supplies	-189.44
TOTAL					-189.44
Bill Pmt -Check	7137	11/17/2015	Jayhawk Tropical Fish	Checking	
Bill	500711	10/30/2015		Aquarium Maintenance	-101.20
Bill	500752	10/30/2015		Aquarium Maintenance	-104.96
Bill	500787	11/12/2015		Aquarium Maintenance	-75.00
TOTAL					-281.16
Bill Pmt -Check	7138	11/17/2015	Jiminate	Checking	
Bill	8-110315	11/10/2015		Advertising	-120.00
TOTAL					-120.00

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7139	11/17/2015	KanREN	Checking	
Bill	1510220100622	10/30/2015		Internet	-1,822.20
TOTAL					-1,822.20
Bill Pmt -Check	7140	11/17/2015	Kansas Public Radio	Checking	
Bill	127356	10/30/2015		Advertising Gift Fund	-216.69
Bill	127516	11/10/2015		Advertising Gift Fund	-216.69
TOTAL					-433.38
Bill Pmt -Check	7141	11/17/2015	Laser Logic, Inc.	Checking	
Bill	274730	10/30/2015		Office Supplies	-267.00
Bill	274515	11/10/2015		Office Supplies	-190.93
Bill	274794	11/10/2015		Office Supplies	-161.02
TOTAL					-618.95
Bill Pmt -Check	7142	11/17/2015	Mid America	Checking	
Bill	76501	10/30/2015		Building Supplies	-69.33
Bill	76454	10/30/2015		Building Supplies	-493.71
Bill	76541	11/10/2015		Building Supplies	-249.29
Bill	76542	11/10/2015		Building Supplies	-255.00
TOTAL					-1,067.33
Bill Pmt -Check	7143	11/17/2015	OCLC, Inc.	Checking	
Bill	423811	11/10/2015		OCLC Internet	-4,013.07 -837.19
TOTAL					-4,850.26
Bill Pmt -Check	7144	11/17/2015	OverDrive	Checking	
Bill	MR-0020089	10/30/2015		Library Supplies	-64.50
TOTAL					-64.50
Bill Pmt -Check	7145	11/17/2015	Pro Print Inc.	Checking	
Bill	89438	10/30/2015		Printing	-56.75
TOTAL					-56.75
Bill Pmt -Check	7146	11/17/2015	Pur-O-Zone, Inc.	Checking	
Bill	680540	10/30/2015		Building Supplies	-360.66
Bill	681183	10/30/2015		Building Supplies	-10.15
Bill	680673	10/30/2015		Building Supplies	-27.26
Bill	679332	10/30/2015		Equipment Repairs	-95.90
TOTAL					-493.97

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7147	11/17/2015	Quill Corporation	Checking	
Bill	8882544	10/30/2015		Office Supplies	-7.22
Bill	8853100	10/30/2015		Office Supplies	-104.68
Bill	8438479	10/30/2015		Office Supplies	-64.63
				Children's Programming	-29.75
Bill	8614305	10/30/2015		Office Supplies	-11.87
				Advertising	-622.34
Bill	8629034	10/30/2015		Library Supplies	-8.09
TOTAL					-848.58
Bill Pmt -Check	7148	11/17/2015	Random House, Inc.	Checking	
Bill	1085252930	10/30/2015		Books & Materials	-71.25
Bill	1085178237	10/30/2015		Books & Materials	-52.50
Bill	1085416724	11/12/2015		Books & Materials	-33.75
Bill	1185416724	11/12/2015		Books & Materials	-33.75
Bill	1085340187	11/12/2015		Books & Materials	-67.50
Bill	1085417805	11/12/2015		Books & Materials	-24.00
TOTAL					-282.75
Bill Pmt -Check	7149	11/17/2015	Recorded Books	Checking	
Bill	75228593	10/30/2015		Books & Materials	-179.35
Bill	75227823	10/30/2015		Books & Materials	-159.05
Bill	75227511	10/30/2015		Books & Materials	-59.59
Bill	75223245	10/30/2015		Books & Materials	-63.22
Bill	75220894	10/30/2015		Books & Materials	-236.64
Bill	75220895	10/30/2015		Books & Materials	-223.88
Bill	75220896	10/30/2015		Books & Materials	-878.12
Bill	75222424	10/30/2015		Books & Materials	-111.53
Bill	75221669	10/30/2015		Books & Materials	-448.45
Bill	75221563	10/30/2015		Books & Materials	-32.99
Bill	75233770	11/12/2015		Books & Materials	-263.56
Bill	75233861	11/12/2015		Books & Materials	-203.56
Bill	75228986	11/12/2015		Books & Materials	-143.54
TOTAL					-3,003.48
Bill Pmt -Check	7150	11/17/2015	Rueschhoff Locksmiths & S.S.	Checking	
Bill	515993	10/30/2015		Building Repairs	-96.50
Bill	515828	10/30/2015		Professional Fees	-35.24
TOTAL					-131.74
Bill Pmt -Check	7151	11/17/2015	Scholastic Inc.	Checking	
Bill	12005943	11/12/2015		Children's Programming	-33.90
TOTAL					-33.90
Bill Pmt -Check	7152	11/17/2015	Showcases	Checking	
Bill	288928	10/30/2015		Library Supplies	-405.00
TOTAL					-405.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7153	11/17/2015	Snap Promotions	Checking	
Bill	15092801	11/10/2015		Merchandise Sales	-1,456.92
				Office Supplies	-135.52
Bill	15092302	11/10/2015		Merchandise Sales	-310.16
Bill	15102401	11/10/2015		Merchandise Sales	-1,705.09
TOTAL					-3,607.69
Bill Pmt -Check	7154	11/17/2015	Tantor Media	Checking	
Bill	INV22500	10/30/2015		Books & Materials	-19.99
Bill	INV22915	11/12/2015		Books & Materials	-23.99
TOTAL					-43.98
Bill Pmt -Check	7155	11/17/2015	Unique Management Services	Checking	
Bill	315665	11/10/2015		Professional Fees	-930.80
Bill	315666	11/10/2015		Professional Fees	-163.36
TOTAL					-1,094.16
Bill Pmt -Check	7156	11/17/2015	University of Tulsa	Checking	
Bill	Don't Know Mu...	10/30/2015		Overdues	-21.00
TOTAL					-21.00
Bill Pmt -Check	27870	11/16/2015	Amazon	Checking	
Bill	4196233	10/30/2015		Books & Materials	-9.84
Bill	5153030	10/30/2015		Books & Materials	-14.40
Bill	4196233	10/30/2015		Books & Materials	-24.83
Bill	0680241	10/30/2015		Books & Materials	-24.48
Bill	8269849	10/30/2015		Books & Materials	-131.00
Bill	1641012	10/30/2015		Books & Materials	-34.98
Bill	2855440	10/30/2015		Books & Materials	-119.92
Bill	1859407	10/30/2015		Books & Materials	-30.82
Bill	5153030	10/30/2015		Books & Materials	-37.73
Bill	1859407	10/30/2015		Books & Materials	-82.43
Bill	0680241	10/30/2015		Books & Materials	-59.96
Bill	5153030	10/30/2015		Books & Materials	-24.64
Bill	238023864207	10/30/2015		Young Adult Programmi...	-43.28
Bill	9938645	10/30/2015		Children's Programming	-156.67
Bill	0985810	11/10/2015		Books & Materials	-47.99
Bill	5724248	11/10/2015		Young Adult Programmi...	-49.20
Bill	8159413	11/12/2015		Books & Materials	-54.38
Bill	2761801	11/12/2015		Books & Materials	-371.42
Bill	6192248	11/12/2015		Books & Materials	-149.34
Bill	2438627	11/12/2015		Books & Materials	-13.91
Bill	2438627	11/12/2015		Books & Materials	-224.55
Bill	1175435	11/12/2015		Books & Materials	-83.97
Bill	1175435	11/12/2015		Books & Materials	-241.75
Bill	6192248	11/12/2015		Books & Materials	-219.52
Bill	2438627	11/12/2015		Books & Materials	-104.82
Bill	9366608	11/12/2015		Books & Materials	-56.95
Bill	5092245	11/12/2015		Books & Materials	-23.81
Bill	0985810	11/12/2015		Young Adult Programmi...	-33.80
Bill	0421821	11/12/2015		Books & Materials	-96.60
Bill	5092245	11/12/2015		Books & Materials	-49.96
Bill	8269849	11/12/2015		Books & Materials	-89.84

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Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	4196233	11/12/2015		Books & Materials	-104.82
Bill	7197837	11/12/2015		Books & Materials	-32.53
TOTAL					-2,844.14
Bill Pmt -Check	27871	11/16/2015	Baunetta M. Powell	Checking	
Bill	REFUND	10/30/2015		Overdues	-39.45
TOTAL					-39.45
Bill Pmt -Check	27872	11/16/2015	Bibliocommons Inc.	Checking	
Bill	756	10/30/2015		Web Site & OPAC Cont...	-15,000.00
TOTAL					-15,000.00
Bill Pmt -Check	27873	11/16/2015	Cari Lyn Everhart	Checking	
Bill	REFUND	10/30/2015		Overdues	-8.89
TOTAL					-8.89
Bill Pmt -Check	27874	11/16/2015	Chabad at KU	Checking	
Bill	12-11-15	11/12/2015		Children's Programming	-90.00
TOTAL					-90.00
Bill Pmt -Check	27875	11/16/2015	Dusty Bookshelf	Checking	
Bill	11-17-15	11/10/2015		Adult Programming-Frie...	-180.00
TOTAL					-180.00
Bill Pmt -Check	27876	11/16/2015	Ed Rose	Checking	
Bill		11/06/2015		Professional Fees	-3,166.67
TOTAL					-3,166.67
Bill Pmt -Check	27877	11/16/2015	Ingram Library Services	Checking	
Bill	89856224	10/30/2015		Read Across Lawrence Personal Books	-2,396.00 -29.64
Bill	89783836	10/30/2015		Read Across Lawrence Books & Materials	-555.64 -122.40
Bill	89833586	10/30/2015		Books & Materials Library Supplies	-880.45 -78.17
Bill	89817753	10/30/2015		Books & Materials Library Supplies	-538.34 -35.23
Bill	89783837	10/30/2015		Books & Materials Library Supplies	-980.18 -73.06
Bill	89807390	10/30/2015		Books & Materials	-5.64
Bill	89783838	10/30/2015		Books & Materials Library Supplies	-71.24 -0.90
Bill	89688895	10/30/2015		Books & Materials Library Supplies	-488.06 -25.25
Bill	89688894	10/30/2015		Books & Materials Library Supplies	-733.62 -67.35
Bill	89731453	10/30/2015		Books & Materials Library Supplies	-150.50 -23.54
Bill	89731452	10/30/2015		Books & Materials Library Supplies	-209.24 -18.06

Lawrence Public Library
Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill	89707443	10/30/2015		Books & Materials	-1,610.35
				Library Supplies	-162.89
Bill	89739208	10/30/2015		Books & Materials	-20.34
				Library Supplies	-0.30
Bill	89725902	10/30/2015		Books & Materials	-327.38
				Library Supplies	-24.56
Bill	89763314	10/30/2015		Books & Materials	-24.20
Bill	89763315	10/30/2015		Books & Materials	-175.18
				Library Supplies	-13.36
Bill	89763316	10/30/2015		Books & Materials	-493.34
				Library Supplies	-26.73
Bill	89745387	10/30/2015		Books & Materials	-582.16
				Library Supplies	-56.29
Bill	89745386	10/30/2015		Books & Materials	-473.23
				Library Supplies	-37.30
Bill	89745389	10/30/2015		Books & Materials	-13.19
				Library Supplies	-0.15
Bill	89745390	10/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	89799354	10/30/2015		Read Across Lawrence	-4,713.36
				Personal Books	-26.72
Bill	89974907	10/30/2015		Books & Materials	-650.13
				Library Supplies	-45.61
Bill	90001631	10/30/2015		Books & Materials	-564.48
				Library Supplies	-72.53
Bill	90001630	10/30/2015		Books & Materials	-32.42
Bill	89974906	10/30/2015		Books & Materials	-87.93
				Library Supplies	-8.22
Bill	89936946	10/30/2015		Books & Materials	-37.18
				Library Supplies	-0.30
Bill	89952590	10/30/2015		Books & Materials	-611.19
				Library Supplies	-38.21
Bill	89952589	10/30/2015		Books & Materials	-277.12
				Read Across Lawrence	-144.00
Bill	89896784	10/30/2015		Books & Materials	-1,931.02
				Library Supplies	-196.58
Bill	89936945	10/30/2015		Books & Materials	-985.77
				Library Supplies	-119.07
Bill	89916897	10/30/2015		Books & Materials	-865.74
				Library Supplies	-54.37
Bill	89896785	10/30/2015		Books & Materials	-8.97
				Library Supplies	-0.15
Bill	89916898	10/30/2015		Books & Materials	-28.16
				Library Supplies	-0.30
Bill	89879630	10/30/2015		Books & Materials	-193.30
				Library Supplies	-16.54
Bill	89879631	10/30/2015		Books & Materials	-390.11
				Library Supplies	-19.83
Bill	89931061	10/30/2015		Books & Materials	-169.50
				Library Supplies	-19.62
Bill	89856225	10/30/2015		Books & Materials	-2,533.63
				Library Supplies	-216.45
Bill	89886582	10/30/2015		Books & Materials	-264.45
				Library Supplies	-21.18
Bill	89864558	10/30/2015		Books & Materials	-472.56
				Library Supplies	-30.05
Bill	89840480	10/30/2015		Books & Materials	-340.19
				Library Supplies	-20.55
Bill	89840479	10/30/2015		Books & Materials	-141.25
				Library Supplies	-7.83
Bill	90070498	11/10/2015		Books & Materials	-5.68
				Read Across Lawrence	-8,856.00
				Personal Books	-19.25
Bill	89993672	11/12/2015		Books & Materials	-79.50
				Library Supplies	-1.50

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Type	Num	Date	Name	Account	Paid Amount
Bill	89993673	11/12/2015		Books & Materials	-15.39
				Library Supplies	-0.80
Bill	89993671	11/12/2015		Books & Materials	-946.54
				Library Supplies	-113.56
Bill	90013175	11/12/2015		Books & Materials	-560.90
				Library Supplies	-46.84
Bill	90013176	11/12/2015		Books & Materials	-15.59
				Library Supplies	-0.15
Bill	90026371	11/12/2015		Books & Materials	-559.74
				Library Supplies	-42.47
Bill	90049755	11/12/2015		Books & Materials	-43.79
				Library Supplies	-0.45
Bill	90049756	11/12/2015		Books & Materials	-14.99
				Library Supplies	-0.15
Bill	90105203	11/12/2015		Books & Materials	-376.22
				Library Supplies	-27.45
Bill	90088333	11/12/2015		Books & Materials	-157.87
				Library Supplies	-17.92
Bill	90088334	11/12/2015		Books & Materials	-16.20
				Library Supplies	-0.15
Bill	90078164	11/12/2015		Books & Materials	-321.91
				Library Supplies	-48.54
Bill	90070499	11/12/2015		Books & Materials	-2,660.53
				Library Supplies	-226.09
Bill	90049753	11/12/2015		Books & Materials	-436.74
				Library Supplies	-39.09
Bill	90049754	11/12/2015		Books & Materials	-361.73
				Library Supplies	-21.97
Bill	90049752	11/12/2015		Books & Materials	-1,405.66
				Library Supplies	-181.69
Bill	90032197	11/12/2015		Books & Materials	-202.79
				Library Supplies	-17.38
Bill	90026372	11/12/2015		Books & Materials	-14.97
				Library Supplies	-0.15
TOTAL					-45,747.49
Bill Pmt -Check	27878	11/16/2015	Jeannie L. Merritt	Checking	
Bill	REFUND	11/10/2015		Overdues	-21.74
TOTAL					-21.74
Bill Pmt -Check	27879	11/16/2015	Kai Ono	Checking	
Bill	12-4-15	11/12/2015		Volunteer Recognition	-240.00
TOTAL					-240.00
Bill Pmt -Check	27880	11/16/2015	League of Women Voters	Checking	
Bill	REFUND	10/30/2015		Meeting Room Fees	-25.00
TOTAL					-25.00
Bill Pmt -Check	27881	11/16/2015	Maria Anthony	Checking	
Bill	11-16-15	10/30/2015		Children's Programming	-150.00
TOTAL					-150.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27882	11/16/2015	Maxine Supko Younes	Checking	
Bill	REFUND	10/30/2015		Overdues	-29.25
Bill	REFUND	10/30/2015		Overdues	-21.45
Bill	REFUND	10/30/2015		Overdues	-1.52
TOTAL					-52.22
Bill Pmt -Check	27883	11/16/2015	Midwest Tape	Checking	
Bill	93308853	10/30/2015		Books & Materials	-1,133.34
Bill	93304993	10/30/2015		Books & Materials	-136.52
Bill	93308834	10/30/2015		Books & Materials	-300.92
Bill	93289482	10/30/2015		Books & Materials	-217.93
Bill	93292876	10/30/2015		Books & Materials	-216.63
Bill	93291549	10/30/2015		Books & Materials	-59.98
Bill	93291547	10/30/2015		Books & Materials	-62.94
Bill	93299521	10/30/2015		Books & Materials	-11.24
Bill	93296753	10/30/2015		Books & Materials	-324.90
Bill	93299522	10/30/2015		Books & Materials	-147.69
Bill	93298623	10/30/2015		Books & Materials	-120.05
Bill	93282076	10/30/2015		Books & Materials	-80.96
Bill	93284492	10/30/2015		Books & Materials	-574.13
Bill	93340637	10/30/2015		Books & Materials	-407.89
Bill	93344682	10/30/2015		Books & Materials	-424.89
Bill	93336858	10/30/2015		Books & Materials	-56.80
Bill	93343169	10/30/2015		Books & Materials	-99.66
Bill	93339449	10/30/2015		Books & Materials	-146.12
Bill	93354005	10/30/2015		Books & Materials	-616.86
Bill	93343221	10/30/2015		Books & Materials	-172.45
Bill	93339511	10/30/2015		Books & Materials	-48.73
Bill	93334258	10/30/2015		Books & Materials	-93.72
Bill	93328327	10/30/2015		Books & Materials	-1,199.33
Bill	93311383	10/30/2015		Books & Materials	-188.55
Bill	93326407	10/30/2015		Books & Materials	-18.74
Bill	93318949	10/30/2015		Books & Materials	-126.35
Bill	93322188	10/30/2015		Books & Materials	-234.93
Bill	93318971	10/30/2015		Books & Materials	-112.47
Bill	93312888	10/30/2015		Books & Materials	-527.07
Bill	93312886	10/30/2015		Books & Materials	-239.35
Bill	93354007	10/30/2015		Personal Books	-11.24
Bill	93376912	11/10/2015		Library Supplies	-623.90
Bill	93361499	11/12/2015		Books & Materials	-52.48
Bill	93361497	11/12/2015		Books & Materials	-234.40
Bill	93369350	11/12/2015		Books & Materials	-379.90
Bill	93368923	11/12/2015		Books & Materials	-83.98
Bill	93359542	11/12/2015		Books & Materials	-328.92
Bill	93383408	11/12/2015		Books & Materials	-176.10
Bill	93383450	11/12/2015		Books & Materials	-26.99
Bill	96681702	11/12/2015		Books & Materials	-389.90
Bill	93380949	11/12/2015		Books & Materials	-1,547.89
Bill	93375258	11/12/2015		Books & Materials	-262.39
Bill	93371744	11/12/2015		Books & Materials	-104.97
Bill	93371742	11/12/2015		Books & Materials	-84.09
Bill	93375257	11/12/2015		Books & Materials	-135.34
Bill	93380991	11/12/2015		Books & Materials	-16.49
TOTAL					-12,560.12
Bill Pmt -Check	27884	11/16/2015	Mize Houser	Checking	
Bill	Workshop	10/30/2015		Admin. Dept.	-100.00
TOTAL					-100.00

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Check Detail
November 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	27885	11/16/2015	Raven Bookstore	Checking	
Bill	11-17-15	11/10/2015		Adult Programming-Frie...	-270.00
TOTAL					-270.00
Bill Pmt -Check	27886	11/16/2015	Shirley Lyberger	Checking	
Bill	REFUND	10/30/2015		Overdues	-33.69
TOTAL					-33.69
Bill Pmt -Check	27887	11/16/2015	Signs of Life	Checking	
Bill	11-17-15	11/10/2015		Adult Programming-Frie...	-130.00
TOTAL					-130.00
Bill Pmt -Check	27888	11/16/2015	Teresa A. Reetz	Checking	
Bill	REFUND	11/10/2015		Overdues	-7.69
TOTAL					-7.69
Bill Pmt -Check	27889	11/16/2015	Wendi M. Bevitt	Checking	
Bill	REFUND	10/30/2015		Overdues	-12.12
TOTAL					-12.12

Lawrence Public Library

Monthly Statistical Summary--October 2015

INDICATOR	October		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	6.77	8.69	-22%			
Reference Transactions per Capita	1.40	1.42	-1%			
Program Attendance per Capita	0.42	0.54	-22%			
Circulation per Capita	13.42	13.80	-3%			
Circulation per Visit	1.98	1.59	25%			
Total Holdings per Capita	2.29	2.00	15%			
% of Lawrence Residents Registered	97%	91%	7%			

Circulation--Adult Total	72,551	71,387	2%	775,661	723,863	7%
Circulation--Young Adult Total	3,996	3,831	4%	47,124	43,495	8%
Circulation--Youth Total	29,244	32,817	-11%	336,846	333,707	1%
Circulation--Bookmobile	1,315	1,089	21%	12,169	10,503	16%
Circulation--Audiovisual Total	43,753	45,057	-3%	469,469	453,339	4%
Circulation--Total	105,791	108,035	-2%	1,159,631	1,101,065	5%

Reference Transactions	11,008	11,131	-1%	112,312	88,826	26%
User Visits	53,340	68,000	-22%	591,688	399,039	48%
LPL Web Site Visits	26,952	28,673	-6%	249,905	244,799	2%

Holdings--Added	2,816	4,429	-36%	33,250	33,842	-2%
Holdings--Withdrawn	1,676	2,122	-21%	17,013	43,701	-61%
Holdings--Total	216,383	188,099	15%			

Registered Borrowers--Added	610	820	-26%			
Registered Borrowers--Total	115,997	107,719	8%			

Adult Programs	10	16	-38%	150	113	33%
Young Adult Programs	18	31	-42%	187	175	7%
Youth Programs	60	67	-10%	600	424	42%
Senior Programs	20	16	25%	141	137	3%
Total Programs	108	130	-17%	1,078	849	27%
Total Program Attendance	3,317	4,205	-21%	46,118	48,868	-6%
Public Uses of Meeting Rooms	227	119	91%	1,440	256	463%

Total Paid Staff (FTE)	61.30	59.91	2%			
Total Number of Employees	84	83	1%			

Lawrence Public Library

Monthly Statistical Report--October 2015

	October		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
OUTPUT MEASURES							
Service Area Population	94,586	93,944	1%				
User Visits per Capita	6.77	8.69	-22%				
Reference Transactions per Capita	1.40	0.49	184%				
Program Attendance per Capita	0.42	0.54	-22%				
Circulation per Capita	13.42	14.10	-5%				
Total Holdings per Capita	2.29	2.00	14%				
Collection Turnover--Total	5.94	7.15	-17%				
Collection Turnover--Adult	6.63	7.23	-8%				
Collection Turnover--Young Adult	4.92	4.70	5%				
Collection Turnover--Youth	5.90	7.41	-20%				
Collection Turnover--Audiovisual	8.80	12.54	-30%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31979	32799	-3%		345770	312799	11%
Circulation--Adult Periodicals	1185	1366	-13%		13513	13773	-2%
Circulation--Adult Feature Films & TV Shows	26655	25914	3%		279331	266113	5%
Circulation--Electronic Games	1791	1741	3%		20048	16871	19%
Circulation--Adult Music CDs	7196	7949	-9%		78337	77011	2%
Circulation--Adult Audio Books	3737	3944	-5%		38548	37099	4%
Circulation--eReaders	8	15	-47%		114	197	-42%
Circulation--Adult Total	72551	73713	-2%		775661	723863	7%

Lawrence Public Library Monthly Statistical Report	October		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Circulation--YA Books and NF Videos	3669	3656	0%		43510	40777	7%
Circulation--YA Periodicals	8	20	-60%		360	272	32%
Circulation--YA Audio Books	319	155	106%		3254	2446	33%
Circulation--YA Total	3996	3831	4%		47124	43495	8%
Circulation--Youth Books and NF Videos	27721	31056	-11%		319268	315598	1%
Circulation--Youth Periodicals	114	164	-30%		1543	1042	48%
Circulation--Youth Music CDs	505	677	-25%		5614	5933	-5%
Circulation--Youth Audio Books	904	920	-2%		10421	11134	-6%
Circulation--Youth Total	29244	32817	-11%		336846	333707	1%
Circulation--Bookmobile	1315	1089	21%		12169	10503	16%
Circulation--Total Books	60731	67990	-11%		708548	669174	6%
Circulation--Total Periodicals	1307	1550	-16%		15416	15087	2%
Circulation--Total Audiovisual	43753	43863	0%		469469	453339	4%
Circulation Total	105791	110361	-4%		1159631	1101065	5%
Accounts Desk & Welcome Desk Circulation	1634	6126	-73%		114660	352919	-68%
Self Check Circulation	79163	82417	-4%		891287	680110	31%
Percent Self Check	98%	93%	5%		89%	66%	35%
Web Site & Telephone Renewals	18063	18272	-1%		183633	38992	371%
Other Staff Checkouts	3331	1220	173%		36955	2855	1194%

Lawrence Public Library Monthly Statistical Report	October		Percent		YTD	YTD	Percent
	2015	2014	Change		2015	2014	Change
			2014-2015				2014-2015
Requests Placed	19753	16829	17%		201897	163180	24%
Requests Filled	13906	11807	18%		142765	119197	20%
Requests Unclaimed	2871	2713	6%		29901	18303	63%
Interlibrary Loan Items Borrowed for LPL Patrons	416	433	-4%		4069	4225	-4%
Interlibrary Loan Items Loaned from LPL Collection	717	516	39%		6296	3870	63%
OTHER LIBRARY SERVICES							
User Visits	53340	68000	-22%		591688	399039	48%
Public Computer Usage	8878	9825	-10%		93400	81284	15%
Computer Lab Classes	9	4	125%		82	33	148%
Computer Lab Classes Attendance	34	32	6%		272	264	3%
Adult Reference Transactions	1824	1907	-4%		20016	50349	-60%
Young Adult Reference Transactions	758	696	9%		10838	6068	79%
Youth Reference Transactions	878	1242	-29%		10699	9521	12%
IT Desk	3120	2394	30%		26745	7239	269%
Welcome Desk	2574	2578	0%		23971	9613	149%
Phone Calls	1854	2314	-20%		20043	6036	232%
Total Reference Transactions	11008	3845	186%		112312	88826	26%
Public-Sponsored Uses of Meeting Rooms	227	119	91%		1440	256	463%
Study Room Reservations	610				610		
LPL Web Site Visits	26952	28673	-6%		249905	244799	2%
RESOURCES							
Holdings--Total	216383	188099	15%				
Holdings--Adult	133347	124430	7%				
Holdings--Young Adult	9752	9775	0%				
Holdings--Youth	60202	53894	12%				
Holdings--Audiovisual	59691	41968	42%				
Holdings--eReaders	10	16	-38%				
Holdings Added	2816	4429	-36%		33250	33842	-2%
Holdings Withdrawn	1676	2122	-21%		17013	43701	-61%
Holdings Net Change	1140	2307			16237	-9859	

	October		Percent		YTD	YTD	Percent
Lawrence Public Library	2015	2014	Change		2015	2014	Change
Monthly Statistical Report			2014-2015				2014-2015
LIBRARY PATRONS							
Total Borrowers	115997	107719	8%				
Borrowers Added	610	820	-26%		7403	7371	0%
Borrowers Transacting	11444	10705	7%		113748	95663	19%
Percent of Borrowers Transacting	10%	10%	-1%				
Total Number of Lawrence Residents Registered	91803	78388	17%				
Percent of Lawrence Residents Registered	97%	83%	16%				
PROGRAMMING							
Number of Adult Programs	10	16	-38%		150	113	33%
Number of Young Adult Programs	18	31	-42%		187	175	7%
Number of Youth Programs	60	67	-10%		600	424	42%
Number of Senior Programs	20	16	25%		141	137	3%
Total Programs	108	130	-17%		1078	849	27%
Adult Program Attendance	538	1012	-47%		7988	16621	-52%
Young Adult Program Attendance	396	380	4%		3781	3704	2%
Youth Program Attendance	2158	2675	-19%		32992	27275	21%
Senior Program Attendance	225	138	63%		1357	1268	7%
Total Program Attendance	3317	4205	-21%		46118	48868	-6%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	61.3	59.91	2%				
ALA-MLS Librarians, in Full-Time Equivalents	18.6	17.44	7%				
Number of Employees--Total	84	83	1%				
Number of Employees--Full-Time	38	36	6%				
Number of Employees--Part-Time	46	47	-2%				
Terminations	1	1	0%		22	7	214%
Hirings	4	1	N/A		27	15	80%
Volunteer Hours	435.05	181.9	139%		3438.05	2324.9	48%

Lynda.com:

Active Users: 587

New Active Users: 39

Logins: 452

Hours Viewed: 99.24

Hours Viewed per Login: .22

Library Director's Report for November 2015

Respectfully submitted by Brad Allen 11/12/2015

Sister Cities Delegation Trip

This October I traveled to Hiratsuka, Japan, to celebrate the 25th anniversary of the Sister Cities relationship between our two cities. My wife Erin and I were part of a nine-person delegation sent to Hiratsuka for the festivities. Highlights of our trip included a meeting with city officials at Hiratsuka's beautiful new City Hall, a visit to their local history museum and city library. I brought LPL lapel pins to hand out to our Japanese hosts which were a hit. It was an honor to be a part of this momentous occasion for Lawrence. A delegation from Hiratsuka will visit Lawrence next fall. I look forward to showing off our beautiful library to them.

(Note all the LPL lapel pins!)



Library Director's Report for November 2015

New Hires

Since my last report, we have hired a one new full-time staffer and a few new part-time staff members. Lauren Taylor is a new full-time employee in Youth Services. (Veteran full-time staffer Barbara Michener recently moved to part-time.) Robert McNown and Aurelie Mock have joined our Materials Handling group, Ian Stepp is new on our Information Services team, and Sarah Matthews is new to our Accounts team. We're thrilled to have these great new folks aboard.

Black Friday at the Library

You may recall that we tried something new on Black Friday last year, a coupon for a 50% discount on library fines. It was such a success last year--we broke an all-time weekend record on fine payments!-- that we have elected to do it again this year. All weekend, November 27-29, as long as all fines are paid, we will reduce the fine payment by 50%.

Library Foundation Director's Report • November 12, 2015

Foundation and Friends Newsletter. To date, the joint Friends – Foundation newsletter has generated a total of \$6,565 in donations. The Foundation's portion totals \$3,670 (includes one New Chapter Society membership) and the Friends portion totals \$2,895. We are very pleased with these results. Many people have commented that they appreciate the united effort.

Fund Transfer to Endowment. Last month, the Library Foundation transferred \$272,823.40 to its endowment fund at the Douglas County Community Foundation. The majority of the money was NEH grant funding. It was distributed to these sub-funds:

- Greatest Expectations (NEH) – General Fund: \$80,397
- Greatest Expectations (NEH) – Beach Fund: 82,500
- Greatest Expectations (NEH) – Rebecca Coan Local History Fund: \$26,600
- Maximino Martinez-Perez Creativity Fund (New!) - \$25,000
- LPL Foundation Unrestricted Endowment: \$58,326.40

Conflict of Interest and Whistleblower Policies. At its October meeting, the Library Foundation board approved two policies: (1) a conflict of interest policy; and (2) a whistleblower policy. The **conflict of interest policy** guides the Foundation board and staff in determining the nature of the conflict presented, the obligation of the person who has a potential conflict, and the procedure by which the Foundation addresses and resolves the conflict. At the November Foundation board meeting, board members will sign a statement acknowledging that they have read and understood the conflict of interest policy. In the future, any new board members will be asked to sign the statement at the beginning of their service. The chair will remind all board members of the policy at the Foundation's annual meeting. The **whistleblower policy** outlines procedures for Foundation board members and staff to report illegal or unethical conduct in connection with the finances or other aspect of the Foundation's operations. The policy makes clear that providing this information shall not be grounds for discipline or dismissal of the reporting person. A huge "thank you" goes to Laura Denneler, Kate Campbell, and Mark Emert for drafting these two policies.

Foundation Finance Committee Meeting. The Foundation's Finance Committee will meet on Friday, November 13 for its third quarter meeting. A number of items are on the agenda: (1) a review of the DCCF third quarter endowment funds statement; (2) the Foundation's 2016 operating budget; (3) a discussion of procedures for making endowment distributions; and (4) a discussion of moving a portion of the Foundation's unrestricted funds to the DCCF endowment.

Meetings with Neighboring Library Foundations.

On October 23, I drove to Topeka and met with Nancy Lindberg, the executive director of the Topeka Public Library Foundation. Their new focus is on pre-kindergarten education. Proceeds from their 2015 annual letter will raise money exclusively for this cause. On November 6, I traveled to Overland Park to meet with Susan Mong, the Johnson County Library's Foundation director. Their Foundation is embarking on a capital campaign to raise funds for a new branch in Shawnee and a number of renovation projects. (Construction plans span 20 years!) Both meetings were a great opportunity to compare notes and reconnect.

American Honda Foundation Grant. Kelly Francis, our rock star VISTA, has written and submitted a grant application to the American Honda Foundation. If approved, the \$45,000 STEM grant would fund a SOUND+VISION camp for teens that explores the science of music. KU's School of Music is partnering with us on this project.

Memorandum

TO: Library Board of Trustees

November 12, 2015

FR: Kelly Francis, Volunteer Coordinator
Kathleen Morgan, Director of Development and Strategic Partnerships

RE: Revised volunteer policy

At the Library Board of Trustees' meeting in September, the board reviewed a draft volunteer policy and requested it be clarified to ensure that volunteers who are terminated from the library's volunteer program not have any legal recourse against the library. The draft policy was reviewed by the Northeast Kansas Library System (NEKLS) and it has recommended the following changes (see below). The revised policy is included here.

- Clarify the definitions of short-term and long-term volunteer assignments (see the "Definition" section of the policy.) This clarification is important to the requirement that any long-term volunteer submit a written volunteer program application.
- The following language was added to the end of the policy regarding termination of volunteer service (see end of draft policy):
 - "Volunteerism within the Library is at-will. The Library or volunteer may terminate services at any time, either with or without cause, and also with or without advanced notice." (This language is also used by the Topeka and Shawnee County Public Library.)
- References to volunteers being treated "as staff" were removed.

We will attend Monday's meeting and will be available to answer your questions. Thank you.

Volunteer Policy

Approved by the Lawrence Public Library Board of Trustees, November 16, 2015.

Introduction

Volunteers are valuable resources at Lawrence Public Library. Through the support of volunteers, the Library can expand its services, as well as develop partnerships with more members of the community. Furthermore, the volunteer program provides additional opportunities for community members to participate in Library activities.

Definition

Volunteers consist of persons who complete tasks for the Library without compensation. Volunteer positions may include time-bound, short-term opportunities or ongoing, long-term assignments. Short-term assignments are defined as single day of service events and may take place on an individual or group basis. Long-term assignments encompass all assignments that last longer than one day. Volunteers will not replace paid library staff.

Recruitment and Application

All volunteers who intend to work at the Library on a long-term assignment must fill out a volunteer registration form, which may require the applicant to provide the Library with supplemental materials, including but not limited to references, a letter of recommendation, and/or an essay discussing motivation for volunteering.

The Lawrence Public Library is dedicated to offering equal opportunity to volunteer candidates. Volunteer positions shall be filled based on ability, without regard to race, color, national origin, age, sex, disability, political or religious affiliation, or any other legally protected characteristic.

Volunteers under the age of 18 must demonstrate parental approval in the form of a signed permission slip and release of liability.

All volunteers who are accepted into the volunteer program through preliminary screening will be checked against the National Sex Abuse Registry. Additionally, volunteers who work in areas serving vulnerable populations will be subject to a criminal background check. The Library reserves the right to perform a criminal background

check on any volunteer as deemed necessary. Following the submission of an application, candidates must complete an interview, orientation, and training before final acceptance into the volunteer program.

Volunteer Responsibilities

Volunteers will:

- Follow all library policies and procedures, including those relating to confidentiality of library records.
- Follow procedures outlined in the Volunteer Handbook.

Library Responsibilities

The Library will:

- Provide relevant orientation, training, and ongoing supervision to volunteers
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library
- Provide written position descriptions for all volunteer assignments

Volunteerism within the Library is at-will. The Library or volunteer may terminate services at any time, either with or without cause, and also with or without advance notice.

MEMORANDUM

November 12, 2015

TO: Lawrence Public Library Board of Trustees

FR: Margie Coggins, Library Foundation Board Chair

RE: Ann Hyde Bequest

On November 12, a hearing was held in Douglas County court regarding the Ann Hyde bequest. Laura Denneler, the Library Foundation's Treasurer, and I were present at the hearing. Laura will attend Monday's Board of Trustees meeting to give you a report.

As the time for distributing the bequest funds draws nearer, the Library Foundation respectfully requests that the Board of Trustees formally act to transfer the bequest to the Library Foundation's endowment. The Foundation board asks permission to reserve the option of using \$10,000 of the bequest funds to reimburse expenses for the library's participation in the 2015 Free State Festival.

Thank you for your consideration.