

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

Monday, November 20, 2017 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

New business

- Review 2018 Meeting Calendar
- Proposal to Change Designated Holidays – **ACTION ITEM**
- Employee Handbook Overview
- Engagement Letter for Legal Review of Employee Handbook – **ACTION ITEM**
- Nominate Employee Handbook Review Committee – **ACTION ITEM**
- Nominate Director Evaluation Committee – **ACTION ITEM**

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
September 18, 2017
4:30 p.m.**

Board Members Present: Brady Flannery (Chair), Joan Golden, Judy Keller, Ursula Minor, Sarah Goodwin Thiel, David Vance (arrived 4:45), Kevan Vick (arrived 4:45).

Library Staff Present: Brad Allen, Karen Allen, Tricia Karlin, Heather Kearns, Kathleen Morgan, Sherri Turner

Friends of the Library: Stan Ring, Craig Grant

Guests: None

Call to Order

Brady called the regular meeting to order at 4:32 p.m.

Public Comment

None.

Consent Agenda

Judy moved to approve the consent agenda; Joan seconded. All in favor; motion carried.

Director's Report

A joint press release will be made soon to announce the library's gold LEED status. Heather Kearns, Marketing Coordinator, displayed the plaque that will be installed in the circulation lobby. Brad noted that his Director's report includes a lot of information about our summer activity. It also describes a change in how total borrowers are counted that more accurately represents the number of active users. Brad and Melissa Fisher Isaacs, Information Services Coordinator, will be attending the Harwood Institute's training for libraries (Public Innovators Lab for Libraries) in Atlanta in October. The Harwood Institute's aim is to empower communities to work together within their communities to solve their own problems. Sarah, who has previously taken the training, provided some background on the Harwood Institute's work; she said the Libraries Love Lawrence initiative grew out of her Harwood training. She will be working with them on a special library project for 6 months.

Library Foundation Executive Director's Report

Kathleen distributed a copy of her monthly report. She said that the first \$15,000 of the MidCo gift has been received. It has been used to replace all the computers in the lab and to order new Chromebooks for public use. The MidCo grant is to be paid over 6 years, but based on the library's

needs, Brad and Aaron are recommending a 3-year computer replacement plan. To make that possible, they have proposed that the Foundation front some of the cost, with the funds to be paid back in the latter part of the MidCo grant term. The Foundation is considering the idea, but tabled a decision pending receipt of more information, including approval from MidCo; MidCo has since agreed to the idea. Kathleen said the Foundation has approved a new simple, clearer mission statement. Melissa Fisher Isaacs, Information Services Coordinator, Kathleen, and Steve Nowak, Watkins Community Museum Director, are giving a presentation at both the Kansas Museums Association conference and the Kansas Library Association conference describing their success working with private donors and community partners on the Digital Douglas County History Portal. The featured speaker for this year's Weave-A-Tale workshop is a repeat performance from Laura Pershin Raynor, the first speaker in the series. NEKLS is co-sponsoring her presentation. Kathleen invited the board to a private reception prior to this year's Beach Author Series featuring George Saunders. Heather and Kathleen are still working with MidCo on signage for the computer lab. Once signage is up, there will be a ribbon-cutting event.

Friends Report

Craig said the fall book sale will be October 5 through 9. The DownHall book shelf has cleared \$1270 thus far. Tuesday book sales have averaged \$219 each time, about double last year's sales. The joint Friends/Foundation newsletter will be sent soon.

Ongoing Business

2017 Budget Update

Brad noted that this is the first year that the county is distributing tax funds as they come in. Estimates are showing that we will receive almost \$100,000 more than budgeted. He said that since the budget is in good shape thus far, he has been considering how best to make use of these unanticipated funds. He noted that the lighting upgrade project has hit some snags due to incompatible ballasts and is not yet done. They continue to work on it at no additional cost to us. He noted that the remote book lockers, while popular, have been problematic. We are reluctant to add additional ones until the software glitches we've been experiencing are resolved. We should know next month if the vendor will be able to resolve the software issue.

New Business

Brad will be taking some time off next March for paternity leave. (Congratulations!)

Adjournment

Judy moved to adjourn; Kevan seconded. All in favor; motion carried. Meeting adjourned at 5:25 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
October 2017									
REVENUES		This Month	Year to Date	Annual Budget	83% of Year		Oct-16		YTD 2016
Tax Fund		\$ 207,820.47	\$ 4,078,261.34	\$ 4,033,737.00	101.10%		\$ 53,000.00		\$ 3,303,000.00
Overdues		\$ 11,658.18	\$ 140,131.87	\$ 170,000.00	82.43%		\$ 13,307.28		\$ 137,748.12
NEKLS		\$ 600.00	\$ 51,223.00	\$ 68,000.00	75.33%		\$ -		\$ 51,306.00
State Aid		\$ -	\$ 28,578.08	\$ 25,000.00	114.31%		\$ -		\$ 29,111.11
Photo Copies		\$ 1,549.65	\$ 17,260.29	\$ 20,000.00	86.30%		\$ 1,833.75		\$ 17,163.69
Coffee Shop Rent		\$ -	\$ 6,750.00	\$ 9,000.00	75.00%		\$ -		\$ 6,350.00
Meeting Room Fees		\$ 525.00	\$ 6,425.00	\$ 3,000.00	214.17%		\$ 750.00		\$ 5,525.00
Interest		\$ 4,481.60	\$ 7,223.26	\$ 1,600.00	451.45%		\$ 135.78		\$ 1,471.46
Miscellaneous		\$ (9.68)	\$ 501.47	\$ -			\$ (14.39)		\$ 469.16
Total Revenues		\$226,625.22	\$4,336,354.31	\$4,330,337.00	100.14%		\$69,012.42		\$3,552,144.54
EXPENSES									
Salaries & Wages		\$ 198,982.55	\$ 2,026,811.38	\$ 2,444,000.00	82.93%		\$ 188,520.74		\$ 1,864,198.56
Employee Benefits		\$ 22,478.74	\$ 209,863.12	\$ 275,000.00	76.31%		\$ 19,576.02		\$ 205,369.23
Payroll Taxes		\$ 32,983.17	\$ 317,181.15	\$ 400,000.00	79.30%		\$ 30,673.28		\$ 311,489.17
Utilities		\$ 6,878.12	\$ 75,238.15	\$ 96,000.00	78.37%		\$ 7,967.56		\$ 102,092.17
Building Supplies		\$ 1,998.34	\$ 15,374.61	\$ 20,000.00	76.87%		\$ 1,963.51		\$ 17,044.20
Building Repairs & Maintenance		\$ 6,765.04	\$ 37,723.84	\$ 35,000.00	107.78%		\$ 208.17		\$ 26,281.75
Library Supplies		\$ 1,485.38	\$ 20,341.32	\$ 25,000.00	81.37%		\$ 443.71		\$ 19,681.63
Books & Materials		\$ 46,320.78	\$ 451,375.66	\$ 600,000.00	75.23%		\$ 60,912.52		\$ 378,403.17
Processing Supplies		\$ 2,896.77	\$ 30,531.90	\$ 65,000.00	46.97%		\$ 5,713.22		\$ 73,121.45
Equipment		\$ 5,097.18	\$ 49,379.34	\$ 10,000.00	493.79%		\$ -		\$ 5,670.20
Technology		\$ 10,720.40	\$ 180,508.55	\$ 170,000.00	106.18%		\$ 31,563.26		\$ 120,027.86
Insurance		\$ 1,067.00	\$ 14,366.00	\$ 12,000.00	119.72%		\$ 1,641.00		\$ 11,169.00
Shipping		\$ 1,001.25	\$ 14,039.00	\$ 22,000.00	63.81%		\$ 932.48		\$ 16,442.87
Professional Development		\$ 1,420.84	\$ 18,990.83	\$ 30,000.00	63.30%		\$ 2,558.26		\$ 24,074.45
Book Van & Mileage		\$ 131.14	\$ 1,249.71	\$ 1,800.00	69.43%		\$ 100.36		\$ 1,780.35
Programs		\$ 1,245.72	\$ 12,477.00	\$ 20,000.00	62.39%		\$ 1,865.89		\$ 16,093.92
Professional Fees		\$ 3,576.24	\$ 33,200.52	\$ 36,000.00	92.22%		\$ 2,874.34		\$ 37,211.60
Advertising & Marketing		\$ 3,864.25	\$ 27,551.27	\$ 30,000.00	91.84%		\$ 2,085.67		\$ 21,762.89
Capital Improvements		\$ -	\$ 21,432.00	\$ 38,537.00	55.61%		\$ 21,089.31		\$ 43,588.62
Miscellaneous		\$ 152.27	\$ 3,185.59	\$ -			\$ 191.23		\$ 2,494.34
Total Expenses		\$ 349,065.18	\$ 3,560,820.94	\$ 4,330,337.00	82.23%		\$ 380,880.53		\$ 3,297,997.43
CASH BALANCES									
	Checking & MIP	\$ 1,331,060.47							
	Capital Improvement	\$ 574,175.09							

2017 Outside Funding Report

2017 Calendar Funding Report														
			1/1/2017	July	July	August	August	September	September	October	October			
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS														
		KPR-Advertising	\$ 5,200.47		\$ 287.11		\$ 287.11		\$ 287.11		\$ 287.11	\$ 2,253.52		
		Summer Reading - ALL	\$ 993.74		\$ 1,777.22	\$ 14,142.94	\$ 981.57					\$ (250.00)		
		Aquarium	\$ 187.03				\$ 300.00		\$ 356.95		\$ 300.00	\$ 832.00		
		Scholarships	\$ 320.00									\$ -		
		Volunteers	\$ 1,415.94						\$ 75.00			\$ 1,340.94		
		Read Across Lawrence 2015/2016	\$ 15,292.36									\$ 6,179.62		
		Salaries/Taxes	\$ 1,364.28	\$ 20,000.00	\$ 3,770.80		\$ 3,773.48		\$ 3,773.47		\$ 3,806.04	\$ 8,318.02		
		Staff Day	\$ 538.84									\$ -		
		Block Grant	\$ 20,441.68		\$ 40,000.00		\$ 1,800.00					\$ 12,958.07		
			\$ 45,754.34	\$ 20,000.00	\$ 45,835.13	\$ 14,142.94	\$ 7,142.16		\$ 4,492.53	\$ -	\$ 4,393.15	\$ 31,632.17		
FOUNDATION														
		Kansas Health Foundation	\$ 3,680.35		\$ 347.39		\$ 122.90					\$ 2,484.89		
		Salaries/Taxes - Bukaty	\$ -		\$ 129.30	\$ 761.18	\$ 85.66		\$ 121.21		\$ 208.50	\$ (329.79)		
		Foundation Expenses to be reimbursed	\$ (175.09)		\$ 90.00	\$ 2,253.68	\$ 934.08		\$ 550.95		\$ 510.86	\$ (1,106.80)		
		Eclipse Glasses				\$ 250.00	\$ 210.50		\$ 39.06			\$ 0.44		
		Weinberg YS/YA			\$ 51.15	\$ 1,000.00	\$ 550.00					\$ 1,834.36		
		Milliken Fund	\$ 1,325.09			\$ 1,344.43			\$ 235.00			\$ 827.33		
		Sound & Vision				\$ 1,737.70						\$ 1,737.70		
		Juanita Marsh	\$ 546.19									\$ 502.66		
		Seed Library	\$ 30.00								\$ 774.53	\$ 351.89		
		Crowe Fund							\$ 67.24			\$ 788.05		
		Tech Desk - Gage			\$ 9,984.00	\$ 20,041.07					\$ 9,983.98	\$ 73.09		
		Local History				\$ 4,557.40			\$ 3,082.34			\$ 1,475.06		
		MIDCO				\$ 15,000.00	\$ 23,013.44					\$ (8,013.44)		
		General Endowment				\$ 19,315.72						\$ 19,315.72		
		Simpson Grant	\$ 25,174.27			\$ 15,000.00						\$ 33,962.07		
		Book Lockers	\$ 17,000.00									\$ -		
		New Building YS	\$ 171.63									\$ 110.80		
			\$ 47,752.44	\$ -	\$ 10,601.84	\$ 81,261.18	\$ 24,916.58	\$ -	\$ 4,095.80	\$ -	\$ 11,477.87	\$ 54,014.03		
OTHER														
		Memorials/Honor with Books/Bauleke	\$ 1,660.35			\$ 2,160.00	\$ -		\$ 1,660.35		\$ 2,262.76	\$ 2,950.49		
		Landsberg Bequest			\$ 207.65		\$ 304.07		\$ 202.15		\$ 420.47	\$ 7,871.12		
		Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
		Wurfy	\$ 142.77									\$ 39.69		
		YA Interns Grant			\$ 438.33		\$ 135.77		\$ 30.00			\$ 0.28		
		NEKLS Travel Grant										\$ -		
		Underwood Gift (Sr.Outreach)	\$ 327.00						\$ 143.85		\$ 162.59	\$ 0.85		
		Merchandise Sales	\$ (1,026.45)	\$ 638.50		\$ 572.00		\$ 158.55		\$ (1,533.55)		\$ (168.18)		
			\$ 3,729.99	\$ 638.50	\$ 645.98	\$ 2,732.00	\$ 439.84	\$ 158.55	\$ 2,036.35	\$ (1,533.55)	\$ 2,845.82	\$ 13,320.57		
			\$ 97,236.77											
			Month Total	\$ 20,638.50	\$ 57,082.95	\$ 98,136.12	\$ 32,498.58	\$ 158.55	\$ 10,624.68	\$ (1,533.55)	\$ 18,716.84			
									YTD:	\$ 228,148.62	\$ 229,471.87			

Lawrence Public Library
Balance Sheet
As of October 31, 2017

	Oct 31, 17	Oct 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	729,092.68	0.00	729,092.68	100.0%
Checking	601,967.79	787,636.37	-185,668.58	-23.6%
Capital Improvement-2	0.00	561,920.72	-561,920.72	-100.0%
Capital Improvement at MIP	574,175.09	0.00	574,175.09	100.0%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	1,905,235.56	1,349,557.09	555,678.47	41.2%
Total Current Assets	1,905,235.56	1,349,557.09	555,678.47	41.2%
Other Assets				
Petty Cash	1,230.70	1,230.70	0.00	0.0%
Total Other Assets	1,230.70	1,230.70	0.00	0.0%
TOTAL ASSETS	1,906,466.26	1,350,787.79	555,678.47	41.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	51,265.74	87,528.49	-36,262.75	-41.4%
Total Accounts Payable	51,265.74	87,528.49	-36,262.75	-41.4%
Other Current Liabilities				
Payroll Liabilities	53,354.54	4,593.84	48,760.70	1,061.4%
Total Other Current Liabilities	53,354.54	4,593.84	48,760.70	1,061.4%
Total Current Liabilities	104,620.28	92,122.33	12,497.95	13.6%
Total Liabilities	104,620.28	92,122.33	12,497.95	13.6%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	727,000.64	704,569.53	22,431.11	3.2%
Net Income	774,210.12	253,460.71	520,749.41	205.5%
Total Equity	1,801,845.98	1,258,665.46	543,180.52	43.2%
TOTAL LIABILITIES & EQUITY	1,906,466.26	1,350,787.79	555,678.47	41.1%

Lawrence Public Library
Revenues & Expenses
October 2017

	Oct 17
Ordinary Income/Expense	
Income	
Grants	600.00
Interest	4,481.60
Meeting Room Fees	525.00
Merchandise Sales	-1,533.55
Overdues	11,658.18
Personal Books	-9.68
Photo Copies	1,549.65
Tax Fund	207,820.47
Total Income	225,091.67
Expense	
Payroll Expenses	221,461.29
Payroll Taxes	33,547.21
Utilities - Electric	6,878.12
Building Supplies	1,998.34
Building Repairs & Maintenance	6,765.04
Library & Office Supplies	1,485.38
Books & Materials	46,320.78
Processing Supplies	2,896.77
Equipment	5,097.18
Technology	10,720.40
Insurance	1,067.00
Shipping	1,001.25
Professional Development	1,420.84
Bookvan & Mileage	131.14
Program Expense	1,245.72
Professional Fees	3,576.24
Advertising	3,864.25
Miscellaneous	152.27
FOUNDATION FUNDING	11,462.87
FRIENDS FUNDING	6,689.93
Total Expense	367,782.02
Net Ordinary Income	-142,690.35
Net Income	<u>-142,690.35</u>

Lawrence Public Library
Vendor Balance Summary
All Transactions

	Nov 17, 17
Aaron Brumley	628.20
Advance Insurance Company	552.11
Air Filter Plus	447.61
Amazon	4,645.79
Arsenal	2,558.00
ASI	50.00
Baker & Taylor, Inc.	3,259.67
Bibliocommons Inc.	10,150.68
Blackstone Audio, Inc.	200.00
Body Boutique	395.00
Center Point Large Print	177.96
Century Business Technologies	481.57
Chabad Center	100.00
Christina Imbrogno	75.65
City of Lawrence	19.20
City Wide Maintenance	2,042.96
Conley Sprinkler, Inc.	192.00
Copy Co Inc.	775.00
Databank Holdings, LTD	304.15
Demco, Inc.	519.45
EBSCO	-13.97
Four State Maintenance Supply	657.65
Friends of the Lawrence Pubic Library	440.05
Gale/Cengage Learning	777.11
GovConnection, Inc.	4,619.78
Hawk Wash	1,570.00
Ingram Library Services	23,990.14
Intuit	29.85
Jacob Little	50.00
Jayhawk Trophy Co., Inc.	180.50
Jayhawk Tropical Fish	400.00
Jefferson County Public Library	17.99
Jiminate	140.00
Journal-World Media	402.70
Kanopy LLC	310.00
Kansas Public Radio	574.22
Laser Logic, Inc.	585.99
Lawrence Rotary Club	208.00
Lawrence Sign Up LLC	633.40
LeRoy Collins Leon County Public Library	9.99
Midwest Tape	13,434.91
Mike Riner	50.00
OCLC, Inc.	5,187.88
OverDrive	12,832.48
Pikes Peak Library District	45.00
Quill Corporation	925.30
Random House, Inc.	366.00
Recorded Books	1,329.80
Schendel Services	99.75
Snap Promotions	1,938.58
Southwest Solutions Group	4,118.19
Spencer Museum	400.00
Tech Logic	300.00
Unique Management Services	900.92
United Parcel Service	765.92
Vantiv	167.15
VISA 5372	10,184.25
Westar	5,929.38
TOTAL	<u>122,133.91</u>

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	11/20/2017	Advance Insurance Company	Checking	
Bill	December 2...	11/14/2017		Group Life Insurance	-552.11
TOTAL					-552.11
Bill Pmt -Check	Electronic	11/20/2017	ASI	Checking	
Bill	October Fees	11/02/2017		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	11/20/2017	Intuit	Checking	
Bill	October Bill ...	11/14/2017		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	11/20/2017	United Parcel Service	Checking	
Bill	1447	11/14/2017		Shipping	-754.06
				Advertising	-11.86
TOTAL					-765.92
Bill Pmt -Check	Electronic	11/20/2017	Vantiv	Checking	
Bill	October	11/14/2017		Credit Card Processing	-167.15
TOTAL					-167.15
Bill Pmt -Check	Electronic	11/20/2017	VISA 5372	Checking	
Bill		11/17/2017		Admin. Dept.	-336.83
				Adult Services	-1,594.52
				Adult Services	-15.00
				KLA	-3,444.25
				Adult Programming	-71.19
				Bookvan & Mileage	-93.49
				Children's Programming	-91.43
				Children's Programming	-61.26
				Children's Programming	-24.38
				Children's Programming	-126.90
				Children's Programming	-263.12
				Children's Programming	-79.70
				Children's Programming	-10.66
				Young Adult Programming	-153.27
				Outreach Programming	-14.94
				Shipping	-115.99
				Library & Office Supplies	-228.00
				Processing Supplies	-904.55
				Building Supplies	-70.22
				Building Repairs & Main...	-182.81
				Miscellaneous	-33.98
				Miscellaneous	-10.00
				Advertising	-338.88
				Supplies	-73.60
				Supplies	-42.28
				Supplies	-14.99
				Supplies	-19.36

1:08 PM
11/16/17

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDING	-108.10
				FOUNDATION FUNDING	-58.80
				FOUNDATION FUNDING	-184.00
				FOUNDATION FUNDING	-114.94
				Beach Author Event	-339.81
				FOUNDATION FUNDING	-34.70
				FOUNDATION FUNDING	-117.68
				FOUNDATION FUNDING	-138.19
				YA/YS Programs-Weinb...	-100.00
				Steiner Storytelling Wor...	-438.14
				Volunteer Recognition	-104.34
				Books & Materials	-10.00
				Periodicals	-19.95
TOTAL					-10,184.25
Bill Pmt -Check	Electronic	11/20/2017	Westar	Checking	
Bill		11/14/2017		Utilities - Electric	-5,929.38
TOTAL					-5,929.38
Liability Check	E-pay	11/02/2017	IRS	Checking	
				Federal Withholding	-16,352.00
				Company	-12,308.86
				Employee	-12,308.86
				Company	-2,878.67
				Employee	-2,878.67
TOTAL					-46,727.06
Bill Pmt -Check	7971	11/22/2017	Air Filter Plus	Checking	
Bill	350061	10/27/2017		Building Supplies	-447.61
TOTAL					-447.61
Bill Pmt -Check	7972	11/22/2017	Arsenal	Checking	
Bill	62830	10/27/2017		Telephone Maintenance	-2,558.00
TOTAL					-2,558.00
Bill Pmt -Check	7973	11/22/2017	Baker & Taylor, Inc.	Checking	
Bill	2033196459	10/30/2017		Landsberg Gift	-2.58
				GGIFT	-18.96
Bill	5014715584	10/30/2017		GGIFT	-6.12
Bill	2033213397	10/30/2017		GGIFT	-21.81
Bill	2033232640	10/30/2017		GGIFT	-880.85
				Landsberg Gift	-146.71
Bill	5014721237	10/30/2017		Books & Materials	-163.15
Bill	2033246290	10/30/2017		Processing Supplies	-5.21
Bill	2033246289	10/30/2017		Books & Materials	-159.15
Bill	5014736140	10/30/2017		Books & Materials	-229.86
Bill	5014740304	10/30/2017		Processing Supplies	-1.90
Bill	5014740303	10/30/2017		Books & Materials	-17.86
Bill	5014744103	10/30/2017		Books & Materials	-69.26
Bill	2033246287	10/30/2017		GGIFT	-459.64
				Landsberg Gift	-158.69

1:08 PM
11/16/17

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	2033221346	10/30/2017		Books & Materials	-39.37
Bill	2033221347	10/30/2017		Processing Supplies	-7.60
Bill	5014725765	10/30/2017		Processing Supplies	-0.79
Bill	5014725764	10/30/2017		Books & Materials	-53.11
Bill	2033216861	10/30/2017		Books & Materials	-79.04
Bill	2033216862	10/30/2017		Processing Supplies	-5.38
Bill	2033268306	11/15/2017		Landsberg Gift	-190.30
				GGIFT	-286.59
Bill	2033232641	11/15/2017		Landsberg Gift	-6.37
				GGIFT	-39.15
Bill	2033246288	11/15/2017		Landsberg Gift	-6.34
				GGIFT	-18.36
Bill	5014752515	11/15/2017		Books & Materials	-37.06
Bill	2033268681	11/15/2017		Books & Materials	-8.48
Bill	2033268682	11/15/2017		Processing Supplies	-0.74
Bill	2033278022	11/15/2017		Processing Supplies	-1.09
Bill	2033287021	11/15/2017		Processing Supplies	-138.15
TOTAL					-3,259.67
Bill Pmt -Check	7974	11/22/2017	Blackstone Audio, Inc.	Checking	
Bill	938607	10/30/2017		Books & Materials	-50.00
Bill	934522	10/30/2017		Books & Materials	-150.00
TOTAL					-200.00
Bill Pmt -Check	7975	11/22/2017	Center Point Large Print	Checking	
Bill	1518153	10/30/2017		Books & Materials	-177.96
TOTAL					-177.96
Bill Pmt -Check	7976	11/22/2017	Century Business Technologies	Checking	
Bill	466442	10/27/2017		Copying	-346.38
Bill	466443	10/27/2017		Copying	-15.00
Bill	468722	11/14/2017		Copying	-55.68
Bill	468723	11/14/2017		Copying	-64.51
TOTAL					-481.57
Bill Pmt -Check	7977	11/22/2017	City Wide Maintenance	Checking	
Bill	CON064648	10/30/2017		Professional Fees	-2,042.96
TOTAL					-2,042.96
Bill Pmt -Check	7978	11/22/2017	Conley Sprinkler, Inc.	Checking	
Bill	10935	10/27/2017		Building Repairs & Main...	-192.00
TOTAL					-192.00
Bill Pmt -Check	7979	11/22/2017	Copy Co Inc.	Checking	
Bill	84704	10/27/2017		Printing	-775.00
TOTAL					-775.00

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7980	11/22/2017	Databank Holdings, LTD	Checking	
Bill	30724	11/15/2017		Public Access	-304.15
TOTAL					-304.15
Bill Pmt -Check	7981	11/22/2017	Demco, Inc.	Checking	
Bill	6247252	11/14/2017		Processing Supplies	-519.45
TOTAL					-519.45
Bill Pmt -Check	7982	11/22/2017	Four State Maintenance Supply	Checking	
Bill	554266	10/27/2017		Building Supplies	-121.00
Bill	555081	10/30/2017		Building Supplies	-358.23
Bill	555969	11/14/2017		Building Supplies	-178.42
TOTAL					-657.65
Bill Pmt -Check	7983	11/22/2017	Gale/Cengage Learning	Checking	
Bill	62110918	10/30/2017		Books & Materials	-89.56
Bill	62118374	10/30/2017		Books & Materials	-68.57
Bill	62030399	10/30/2017		Books & Materials	-23.79
Bill	62039804	10/30/2017		Books & Materials	-44.08
Bill	62008531	10/30/2017		Books & Materials	-38.92
Bill	62054277	10/30/2017		Books & Materials	-94.46
Bill	62193965	11/15/2017		Books & Materials	-27.29
Bill	62193726	11/15/2017		Books & Materials	-159.54
Bill	62203258	11/15/2017		Books & Materials	-74.87
Bill	62211647	11/15/2017		Books & Materials	-156.03
TOTAL					-777.11
Bill Pmt -Check	7984	11/22/2017	GovConnection, Inc.	Checking	
Bill	55315625	11/14/2017		MIDCO	-4,619.78
TOTAL					-4,619.78
Bill Pmt -Check	7985	11/22/2017	Hawk Wash	Checking	
Bill	24529	10/27/2017		Building Repairs & Main...	-1,570.00
TOTAL					-1,570.00
Bill Pmt -Check	7986	11/22/2017	Jayhawk Trophy Co., Inc.	Checking	
Bill	59509	11/14/2017		Miscellaneous	-180.50
TOTAL					-180.50

1:08 PM
11/16/17

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7987	11/22/2017	Jayhawk Tropical Fish	Checking	
Bill	502807	11/14/2017		Aquarium Maintenance	-300.00
Bill	502808	11/14/2017		Aquarium Maintenance	-100.00
TOTAL					-400.00
Bill Pmt -Check	7988	11/22/2017	Jiminate	Checking	
Bill	7-102517	10/30/2017		Advertising	-140.00
TOTAL					-140.00
Bill Pmt -Check	7989	11/22/2017	Kanopy LLC	Checking	
Bill	119819-PPU	11/15/2017		Books & Materials	-310.00
TOTAL					-310.00
Bill Pmt -Check	7990	11/22/2017	Kansas Public Radio	Checking	
Bill	141459	10/27/2017		Advertising Gift Fund	-287.11
Bill	141618	11/14/2017		Advertising Gift Fund	-287.11
TOTAL					-574.22
Bill Pmt -Check	7991	11/22/2017	Laser Logic, Inc.	Checking	
Bill	279956	10/27/2017		Library & Office Supplies	-178.00
Bill	280013	11/14/2017		Library & Office Supplies	-150.63
Bill	279610	11/14/2017		Library & Office Supplies	-257.36
TOTAL					-585.99
Bill Pmt -Check	7992	11/22/2017	Lawrence Rotary Club	Checking	
Bill	126902	10/27/2017		Membership & Dues	-208.00
TOTAL					-208.00
Bill Pmt -Check	7993	11/22/2017	Lawrence Sign Up LLC	Checking	
Bill	10194	10/30/2017		Advertising	-633.40
TOTAL					-633.40
Bill Pmt -Check	7994	11/22/2017	Midwest Tape	Checking	
Bill	95501740	10/27/2017		Personal Books	-5.24
Bill	95520010	10/30/2017		Books & Materials	-552.43
Bill	95520012	10/30/2017		Books & Materials	-100.96
Bill	95517227	10/30/2017		Books & Materials	-123.69
Bill	95512924	10/30/2017		Books & Materials	-34.49
Bill	95506625	10/30/2017		Books & Materials	-124.45
Bill	95502655	10/30/2017		Books & Materials	-174.94
Bill	95501458	10/30/2017		Books & Materials	-661.13
Bill	95497912	10/30/2017		Books & Materials	-116.20
Bill	95497910	10/30/2017		Books & Materials	-123.49
Bill	95493394	10/30/2017		Books & Materials	-132.70

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	95493392	10/30/2017		Books & Materials	-95.62
Bill	95488243	10/30/2017		Books & Materials	-18.74
Bill	95488241	10/30/2017		Books & Materials	-72.69
Bill	95481994	10/30/2017		Books & Materials	-881.52
Bill	95481996	10/30/2017		Books & Materials	-237.91
Bill	95477757	10/30/2017		Books & Materials	-218.17
Bill	95477755	10/30/2017		Books & Materials	-107.14
Bill	95467297	10/30/2017		Books & Materials	-26.98
Bill	95467299	10/30/2017		Books & Materials	-116.21
Bill	95471927	10/30/2017		Books & Materials	-139.08
Bill	95471929	10/30/2017		Books & Materials	-233.91
Bill	95541423	11/14/2017		Processing Supplies	-447.70
Bill	95533647	11/15/2017		Books & Materials	-6,037.43
Bill	95554322	11/15/2017		Books & Materials	-233.17
Bill	95554320	11/15/2017		Books & Materials	-125.16
Bill	95542876	11/15/2017		Books & Materials	-127.44
Bill	95548016	11/15/2017		Books & Materials	-44.97
Bill	95548014	11/15/2017		Books & Materials	-131.44
Bill	95541986	11/15/2017		Books & Materials	-767.57
Bill	95541988	11/15/2017		Books & Materials	-263.92
Bill	95541060	11/15/2017		Books & Materials	-71.94
Bill	95541062	11/15/2017		Books & Materials	-101.95
Bill	95537011	11/15/2017		Books & Materials	-21.73
Bill	95537013	11/15/2017		Books & Materials	-83.97
Bill	95523015	11/15/2017		Books & Materials	-365.89
Bill	95523013	11/15/2017		Books & Materials	-312.94
TOTAL					-13,434.91
Bill Pmt -Check	7995	11/22/2017	OCLC, Inc.	Checking	
Bill	562322	11/14/2017		Collections	-5,187.88
TOTAL					-5,187.88
Bill Pmt -Check	7996	11/22/2017	OverDrive	Checking	
Bill	06809CO17...	10/30/2017		Books & Materials	-481.91
Bill	06809CO17...	10/30/2017		Books & Materials	-503.90
Bill	06809CO17...	10/30/2017		Books & Materials	-560.95
Bill	06809CO17...	10/30/2017		Books & Materials	-408.95
Bill	06809DA17...	10/30/2017		Books & Materials	-257.97
Bill	06809DA17...	10/30/2017		Books & Materials	-1,047.99
Bill	06809CO17...	10/30/2017		Books & Materials	-262.97
Bill	06809CO17...	10/30/2017		Books & Materials	-266.57
Bill	06809CO17...	10/30/2017		Books & Materials	-966.91
Bill	06809CO17...	10/30/2017		Books & Materials	-798.94
Bill	06809DA17...	10/30/2017		Books & Materials	-184.96
Bill	06809CO17...	10/30/2017		Books & Materials	-548.93
Bill	06809CO17...	11/15/2017		Books & Materials	-533.94
Bill	06809DA17...	11/15/2017		Books & Materials	-443.48
Bill	06809CO17...	11/15/2017		Books & Materials	-605.86
Bill	06809CO17...	11/15/2017		Books & Materials	-646.83
Bill	06809CO17...	11/15/2017		Books & Materials	-267.98
Bill	06809CO17...	11/15/2017		Books & Materials	-574.93
Bill	06809CO17...	11/15/2017		Books & Materials	-536.52
Bill	06809CO17...	11/15/2017		Books & Materials	-851.94
Bill	06809CO17...	11/15/2017		Books & Materials	-167.66
Bill	06809CO17...	11/15/2017		Books & Materials	-357.47
Bill	06809CO17...	11/15/2017		Books & Materials	-577.12

1:08 PM
11/16/17

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO17...	11/15/2017		Books & Materials	-426.84
Bill	06809CO17...	11/15/2017		Books & Materials	-550.96
TOTAL					-12,832.48
Bill Pmt -Check	7997	11/22/2017	Pikes Peak Library District	Checking	
Bill	1724	11/14/2017		Overdues	-45.00
TOTAL					-45.00
Bill Pmt -Check	7998	11/22/2017	Quill Corporation	Checking	
Bill	1462373	10/27/2017		Library & Office Supplies	-10.29
Bill	1485169	10/27/2017		Building Supplies	-43.99
Bill	1640868	10/27/2017		Library & Office Supplies	-431.66
Bill	2167248	11/14/2017		Processing Supplies	-396.88
				FOUNDATION FUNDING	-42.48
TOTAL					-925.30
Bill Pmt -Check	7999	11/22/2017	Random House, Inc.	Checking	
Bill	1084562864	10/30/2017		Books & Materials	-45.00
Bill	1084514363	10/30/2017		Books & Materials	-30.00
Bill	1084641207	10/30/2017		Books & Materials	-28.50
Bill	1184641207	10/30/2017		Books & Materials	-60.00
Bill	1084375264	10/30/2017		Books & Materials	-52.50
Bill	1184375264	10/30/2017		Books & Materials	-56.25
Bill	1084885344	11/15/2017		Books & Materials	-93.75
TOTAL					-366.00
Bill Pmt -Check	8000	11/22/2017	Recorded Books	Checking	
Bill	75602431	10/30/2017		Books & Materials	-36.00
Bill	75602884	10/30/2017		Books & Materials	-74.25
Bill	75603173	10/30/2017		Books & Materials	-34.99
Bill	75605746	10/30/2017		Books & Materials	-39.99
Bill	75609856	10/30/2017		Books & Materials	-186.94
Bill	75607589	10/30/2017		Books & Materials	-31.49
Bill	75610184	10/30/2017		Books & Materials	-74.25
Bill	75611446	10/30/2017		Books & Materials	-35.99
Bill	75612723	10/30/2017		Books & Materials	-36.00
Bill	75613134	10/30/2017		Books & Materials	-26.99
Bill	75613159	10/30/2017		Books & Materials	-35.99
Bill	75613505	10/30/2017		Books & Materials	-31.49
Bill	75612229	10/30/2017		Books & Materials	-35.99
Bill	75611248	10/30/2017		Books & Materials	-74.25
Bill	75608545	10/30/2017		Books & Materials	-36.00
Bill	75608536	10/30/2017		Books & Materials	-53.99
Bill	75617009	10/30/2017		Books & Materials	-40.50
Bill	75616873	10/30/2017		Books & Materials	-35.99
Bill	75614925	10/30/2017		Books & Materials	-40.49
Bill	75615718	10/30/2017		Books & Materials	-35.99
Bill	75616565	10/30/2017		Books & Materials	-44.99
Bill	75616620	11/15/2017		Books & Materials	-287.24
TOTAL					-1,329.80

1:08 PM
11/16/17

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8001	11/22/2017	Schendel Services	Checking	
Bill	30253501	11/15/2017		Building Repairs & Main...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8002	11/22/2017	Snap Promotions	Checking	
Bill	17101202	10/27/2017		Merchandise Sales	-1,824.30
Bill	17092603	10/27/2017		Advertising	-114.28
TOTAL					-1,938.58
Bill Pmt -Check	8003	11/22/2017	Southwest Solutions Group	Checking	
Bill	77301-1	10/27/2017		Equipment	-4,118.19
TOTAL					-4,118.19
Bill Pmt -Check	8004	11/22/2017	Tech Logic	Checking	
Bill	15007426	10/27/2017		Professional Fees	-300.00
TOTAL					-300.00
Bill Pmt -Check	8005	11/22/2017	Unique Management Services	Checking	
Bill	453168	11/14/2017		Professional Fees	-769.70
Bill	453169	11/14/2017		Professional Fees	-131.22
TOTAL					-900.92
Bill Pmt -Check	28290	11/20/2017	Aaron Brumley	Checking	
Bill	BDU27406	10/30/2017		Supplies	-628.20
TOTAL					-628.20
Bill Pmt -Check	28291	11/20/2017	Amazon	Checking	
Bill	7168221	10/27/2017		Supplies	-120.89
Bill	4151469	10/27/2017		Supplies	-26.23
Bill	2329020	10/27/2017		Adult Programming	-49.79
Bill	8118616	10/27/2017		Supplies	-44.95
Bill	7071429	10/27/2017		Supplies	-50.97
Bill	7420225	10/27/2017		Supplies	-87.96
Bill	8118616	10/27/2017		Supplies	-120.65
Bill	8489014	10/27/2017		Building Supplies	-46.23
Bill	6804254	10/30/2017		Advertising	-499.90
Bill	6607455	10/30/2017		Supplies	-129.99
Bill	6485847	10/30/2017		Books & Materials	-23.99
Bill	4618647	10/30/2017		Books & Materials	-63.98
Bill	7661840	10/30/2017		Books & Materials	-43.47
Bill	6484847	10/30/2017		Books & Materials	-14.09
Bill	6367446	10/30/2017		Books & Materials	-191.96
Bill	8390641	10/30/2017		Books & Materials	-17.03
Bill	2631452	10/30/2017		Books & Materials	-45.98
Bill	2631452	10/30/2017		Books & Materials	-75.72
Bill	7767419	10/30/2017		Books & Materials	-13.04
Bill	4618647	10/30/2017		Books & Materials	-249.67

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	4618647	10/30/2017		Books & Materials	-20.36
Bill	7575404	10/30/2017		Books & Materials	-20.94
Bill	0331469	10/30/2017		Library & Office Supplies	-35.00
Bill	5592211	10/30/2017		Books & Materials	-12.99
Bill	5592211	10/30/2017		Books & Materials	-18.95
Bill	5592211	10/30/2017		Books & Materials	-35.07
Bill	6485847	10/30/2017		Books & Materials	-43.64
Bill	6485847	10/30/2017		Books & Materials	-12.59
Bill	5334621	10/30/2017		Books & Materials	-44.47
Bill	6485847	10/30/2017		Books & Materials	-251.16
Bill	6485847	10/30/2017		Books & Materials	-5.99
Bill	6367446	10/30/2017		Books & Materials	-143.97
Bill	4497009	10/30/2017		Books & Materials	-63.98
Bill	0548227	10/30/2017		Books & Materials	-8.53
Bill	8390641	10/30/2017		Books & Materials	-96.03
Bill	8584202	10/30/2017		Books & Materials	-13.02
Bill	0229018	10/30/2017		Books & Materials	-53.37
Bill	0350630	10/30/2017		Books & Materials	-96.05
Bill	7566636	10/30/2017		Books & Materials	-8.99
Bill	9255438	10/30/2017		Books & Materials	-40.13
Bill	9522438	10/30/2017		Books & Materials	-40.59
Bill	8390641	10/30/2017		Books & Materials	-95.98
Bill	4735442	11/14/2017		Supplies	-199.13
Bill	3923437	11/14/2017		Processing Supplies	-39.10
Bill	5489025	11/14/2017		Library & Office Supplies	-31.35
Bill	2004261	11/14/2017		Supplies	-137.78
Bill	6297848	11/14/2017		Children's Programming	-49.09
Bill	6297848	11/14/2017		Children's Programming	-54.91
Bill	9193050	11/15/2017		Adult Programming	-102.81
Bill	3035418	11/15/2017		Adult Programming	-56.99
Bill	4706644	11/15/2017		Books & Materials	-61.34
Bill	4706644	11/15/2017		Books & Materials	-141.87
Bill	4811461	11/15/2017		Books & Materials	-7.79
Bill	4811461	11/15/2017		Books & Materials	-12.99
Bill	4811461	11/15/2017		Books & Materials	-128.76
Bill	7474650	11/15/2017		Books & Materials	-19.99
Bill	7474650	11/15/2017		Books & Materials	-54.70
Bill	7474650	11/15/2017		Books & Materials	-16.43
Bill	7474650	11/15/2017		Books & Materials	-92.46
Bill	7474650	11/15/2017		Books & Materials	-6.99
Bill	5413830	11/15/2017		Books & Materials	-10.30
Bill	4618647	11/15/2017		Books & Materials	-87.97
Bill	4618647	11/15/2017		Books & Materials	-94.66
Bill	0553826	11/15/2017		Books & Materials	-9.99
Bill	0553826	11/15/2017		Books & Materials	-9.89
Bill	0553826	11/15/2017		Books & Materials	-53.32
Bill	0553826	11/15/2017		Books & Materials	-25.98
Bill	6178638	11/15/2017		Books & Materials	-29.94
Bill	5489025	11/15/2017		Books & Materials	-10.98
Bill	6485847	11/15/2017		Books & Materials	-19.99

TOTAL					-4,645.79
-------	--	--	--	--	-----------

Bill Pmt -Check	28292	11/20/2017	Body Boutique	Checking	
Bill	Gym	10/30/2017		Membership & Dues	-395.00
TOTAL					-395.00

1:08 PM
11/16/17

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28293	11/20/2017	Chabad Center	Checking	
Bill	12-15-17	11/14/2017		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28294	11/20/2017	Christina Imbrogno	Checking	
Bill	REFUND	10/27/2017		Overdues	-75.65
TOTAL					-75.65
Bill Pmt -Check	28295	11/20/2017	City of Lawrence	Checking	
Bill	Parking	11/15/2017		Miscellaneous	-19.20
TOTAL					-19.20
Bill Pmt -Check	28296	11/20/2017	Friends of the Lawrence Pubic L...	Checking	
Bill	Reception	11/14/2017		FRIENDS FUNDING	-440.05
TOTAL					-440.05
Bill Pmt -Check	28297	11/20/2017	Ingram Library Services	Checking	
Bill	31038687	10/27/2017		Personal Books	-17.07
Bill	31082942	10/30/2017		Personal Books	-9.68
Bill	31110846	10/30/2017		Processing Supplies	-49.98
Bill	31082945	10/30/2017		Processing Supplies	-6.35
Bill	31092732	10/30/2017		Processing Supplies	-49.84
Bill	31063375	10/30/2017		Processing Supplies	-152.63
Bill	310338689	10/30/2017		Processing Supplies	-13.20
Bill	31038691	10/30/2017		Processing Supplies	-13.97
Bill	31050531	10/30/2017		Processing Supplies	-17.42
Bill	31021880	10/30/2017		Processing Supplies	-71.13
Bill	31015656	10/30/2017		Processing Supplies	-50.13
Bill	31006038	10/30/2017		Processing Supplies	-31.66
Bill	30977320	10/30/2017		Processing Supplies	-219.54
Bill	30957779	10/30/2017		Processing Supplies	-27.82
Bill	30931726	10/30/2017		Processing Supplies	-52.07
Bill	30915805	10/30/2017		Processing Supplies	-52.93
Bill	30897248	10/30/2017		Processing Supplies	-221.28
Bill	30897250	10/30/2017		Processing Supplies	-42.31
Bill	30907885	10/30/2017		Processing Supplies	-5.82
Bill	30907883	10/30/2017		Processing Supplies	-66.98
Bill	30847955	10/30/2017		Processing Supplies	-55.89
Bill	30868296	10/30/2017		Processing Supplies	-29.33
Bill	30857616	10/30/2017		Processing Supplies	-3.88
Bill	30857614	10/30/2017		Processing Supplies	-25.83
Bill	30827479	10/30/2017		Processing Supplies	-60.42
Bill	31106805	10/30/2017		Books & Materials	-162.01
Bill	31110845	10/30/2017		Books & Materials	-435.96
Bill	31120271	10/30/2017		Books & Materials	-4.55
Bill	31082943	10/30/2017		Books & Materials	-25.60
Bill	31082944	10/30/2017		Books & Materials	-135.41
Bill	31092731	10/30/2017		Books & Materials	-482.64
Bill	31063374	10/30/2017		Books & Materials	-1,464.16
Bill	31038686	10/30/2017		Books & Materials	-8.52
Bill	31038688	10/30/2017		Books & Materials	-118.53
Bill	31038690	10/30/2017		Books & Materials	-184.98

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill	31050530	10/30/2017		Books & Materials	-142.67
Bill	31021879	10/30/2017		Books & Materials	-701.03
Bill	31015655	10/30/2017		Books & Materials	-599.10
Bill	31006037	10/30/2017		Books & Materials	-403.49
Bill	301015654	10/30/2017		Books & Materials	-28.25
Bill	30977319	10/30/2017		Books & Materials	-2,003.23
Bill	30957778	10/30/2017		Books & Materials	-314.67
Bill	30931725	10/30/2017		Books & Materials	-624.27
Bill	30915804	10/30/2017		Books & Materials	-550.00
Bill	30897247	10/30/2017		Books & Materials	-2,127.01
Bill	30897249	10/30/2017		Books & Materials	-438.12
Bill	30907884	10/30/2017		Books & Materials	-37.44
Bill	30907882	10/30/2017		Books & Materials	-513.99
Bill	30847954	10/30/2017		Books & Materials	-638.79
Bill	30868295	10/30/2017		Books & Materials	-244.00
Bill	30857615	10/30/2017		Books & Materials	-20.99
Bill	30857613	10/30/2017		Books & Materials	-221.48
Bill	30827478	10/30/2017		Books & Materials	-843.67
Bill	31289313	11/14/2017		Personal Books	-16.52
Bill	31289314	11/14/2017		Personal Books	-11.37
Bill	31195276	11/14/2017		Personal Books	-16.17
Bill	31258134	11/14/2017		Personal Books	-8.97
Bill	31318951	11/15/2017		Processing Supplies	-57.93
Bill	31289316	11/15/2017		Processing Supplies	-155.93
Bill	31314278	11/15/2017		Processing Supplies	-48.76
Bill	31270581	11/15/2017		Processing Supplies	-15.45
Bill	31270579	11/15/2017		Processing Supplies	-33.54
Bill	31243138	11/15/2017		Processing Supplies	-57.04
Bill	31258136	11/15/2017		Processing Supplies	-12.74
Bill	31258138	11/15/2017		Processing Supplies	-27.57
Bill	31258140	11/15/2017		Processing Supplies	-51.94
Bill	31213909	11/15/2017		Processing Supplies	-32.54
Bill	31213911	11/15/2017		Processing Supplies	-21.73
Bill	31184842	11/15/2017		Processing Supplies	-141.67
Bill	31184844	11/15/2017		Processing Supplies	-1.50
Bill	31167300	11/15/2017		Processing Supplies	-40.27
Bill	31195278	11/15/2017		Processing Supplies	-7.87
Bill	31145912	11/15/2017		Processing Supplies	-21.51
Bill	31318950	11/15/2017		Books & Materials	-572.23
Bill	31289315	11/15/2017		Books & Materials	-1,730.08
Bill	31314277	11/15/2017		Books & Materials	-316.47
Bill	31270580	11/15/2017		Books & Materials	-154.90
Bill	31270578	11/15/2017		Books & Materials	-506.20
Bill	31243137	11/15/2017		Books & Materials	-705.07
Bill	31258135	11/15/2017		Books & Materials	-90.57
Bill	31258137	11/15/2017		Books & Materials	-214.56
Bill	31258139	11/15/2017		Books & Materials	-538.06
Bill	31213908	11/15/2017		Books & Materials	-296.63
Bill	31213910	11/15/2017		Books & Materials	-227.25
Bill	31184841	11/15/2017		Books & Materials	-1,931.39
Bill	31184843	11/15/2017		Books & Materials	-79.50
Bill	31167299	11/15/2017		Books & Materials	-611.94
Bill	31195277	11/15/2017		Books & Materials	-85.59
Bill	31145911	11/15/2017		Books & Materials	-326.96
TOTAL					-23,990.14
Bill Pmt -Check	28298	11/20/2017	Jacob Little	Checking	
Bill	CPR	10/30/2017		CPR Training	-50.00
TOTAL					-50.00

Lawrence Public Library
Check Detail
November 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28299	11/20/2017	Journal-World Media	Checking	
Bill	10602081	10/27/2017		Advertising	-287.64
Bill	10602084	11/14/2017		Advertising Gift Fund	-115.06
TOTAL					-402.70
Bill Pmt -Check	28300	11/20/2017	Mike Riner	Checking	
Bill	CPR	10/30/2017		CPR Training	-50.00
TOTAL					-50.00
Bill Pmt -Check	28301	11/20/2017	Spencer Museum	Checking	
Bill	18-0012	11/14/2017		Block Grant	-400.00
TOTAL					-400.00
Bill Pmt -Check	28302	11/20/2017	Bibliocommons Inc.	Checking	
Bill	1040	11/14/2017		Public Access	-10,150.68
TOTAL					-10,150.68
Bill Pmt -Check	28303	11/20/2017	Jefferson County Public Library	Checking	
Bill	Lost ILL	11/14/2017		Overdues	-17.99
TOTAL					-17.99
Bill Pmt -Check	28304	11/20/2017	LeRoy Collins Leon County Publ...	Checking	
Bill	178708157	11/14/2017		Overdues	-9.99
TOTAL					-9.99

Lawrence Public Library

Monthly Statistical Summary--October 2017

INDICATOR	October		Percent	YTD	YTD	Percent
	2017	2016	Change	2017	2016	Change
			2016-2017			2016-2017

SUMMARY RATIOS

Service Area Population	97,948	97,669	0%			
User Visits per Capita	6.47	6.45	0%			
Reference Transactions per Capita	1.45	1.60	-9%			
Program Attendance per Capita	0.60	0.55	9%			
Circulation per Capita	11.94	12.44	-4%			
Circulation per Visit	1.85	1.93	-4%			
Total Holdings per Capita	2.04	2.13	-4%			
% of Lawrence Residents Registered	55%	64%	-14%			

Circulation--Adult Total	66,872	69,865	-4%	718,144	741,760	-3%
Circulation--Young Adult Total	3,116	3,330	-6%	36,523	43,160	-15%
Circulation--Youth Total	27,509	28,077	-2%	301,450	321,947	-6%
Circulation--Bookmobile	875	1,010	-13%	9,393	10,683	-12%
Circulation--Book Lockers	952			5,469		
Circulation--Audiovisual Total	34,903	37,876	-8%	393,934	422,781	-7%
Circulation--Total	97,497	101,272	-4%	1,056,117	1,106,867	-5%

Reference Transactions	11,852	13,052	-9%	137,081	149,652	-8%
User Visits	52,789	52,532	0%	569,671	568,443	0%
LPL Web Site Visits	17,964	18,808	-4%	187,940	276,569	-32%

Holdings--Added	3,477	4,050	-14%	31,145	26,276	19%
Holdings--Withdrawn	3,967	312	1171%	44,908	18,822	139%
Holdings--Total	199,600	208,208	-4%			

Registered Borrowers--Added	524	558	-6%			
Registered Borrowers--Total	65,445	77,008	-15%			

Adult Programs	32	25	28%	258	264	-2%
Young Adult Programs	23	17	35%	150	135	11%
Youth Programs	71	66	8%	630	593	6%
Senior Programs	18	14	29%	133	123	8%
Total Programs	144	122	18%	1,171	1,115	5%
Total Program Attendance	4,882	4,449	10%	47,860	46,785	2%
Public Uses of Meeting Rooms	858	1,152	-26%	8,689	7,837	11%

Total Paid Staff (FTE)	63.48	64.28	-1%			
Total Number of Employees	86	87	-1%			

Lawrence Public Library

Monthly Statistical Report--October 2017

	October		Percent		YTD	YTD	Percent
	2017	2016	Change		2017	2016	Change
			2016-2017				2016-2017
OUTPUT MEASURES							
Service Area Population	97,948	97,669	0%				
User Visits per Capita	6.47	6.45	0%				
Reference Transactions per Capita	1.45	1.60	-9%				
Program Attendance per Capita	0.60	0.55	9%				
Circulation per Capita	11.94	12.44	-4%				
Total Holdings per Capita	2.04	2.13	-4%				
Collection Turnover--Total	5.94	5.91	0%				
Collection Turnover--Adult	6.43	6.37	1%				
Collection Turnover--Young Adult	3.32	3.66	-9%				
Collection Turnover--Youth	5.41	5.36	1%				
Collection Turnover--Audiovisual	9.86	10.38	-5%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	32260	32811	-2%		334944	337124	-1%
Circulation--Adult Periodicals	849	1114	-24%		9754	12349	-21%
Circulation--Adult Feature Films & TV Shows	21612	24138	-10%		245503	261876	-6%
Circulation--Electronic Games	1515	1589	-5%		18128	18734	-3%
Circulation--Adult Music CDs	5353	5985	-11%		56820	67299	-16%
Circulation--Adult Audio Books	5276	4216	25%		52911	44255	20%
Circulation--eReaders	7	12	-42%		84	123	-32%
Circulation--Adult Total	66872	69853	-4%		718144	741760	-3%
Circulation--YA Books and NF Videos	2824	3092	-9%		33659	39902	-16%
Circulation--YA Periodicals	7	10	-30%		157	178	-12%
Circulation--YA Audio Books	285	228	25%		2707	3080	-12%
Circulation--YA Total	3116	3330	-6%		36523	43160	-15%
Circulation--Youth Books and NF Videos	25640	26041	-2%		280762	304302	-8%
Circulation--Youth Periodicals	91	106	-14%		926	1141	-19%
Circulation--Youth Music CDs	353	366	-4%		3890	4742	-18%
Circulation--Youth Audio Books	1425	1564	-9%		15872	11762	35%
Circulation--Youth Total	27509	28077	-2%		301450	321947	-6%

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2016-2017			2016-2017
Circulation--Bookmobile	875	1010	-13%		9393	10683
Circulation--Book Lockers	952				5469	
Circulation--Total Books	60724	61944	-2%		649365	681328
Circulation--Total Periodicals	947	1230	-23%		10837	13668
Circulation--Total Audiovisual	34903	37876	-8%		393934	422781
Circulation Total	97497	101260	-4%		1056117	1106867
Accounts Desk & Welcome Desk Circulation	4011	4843	-17%		46095	20345
Self Check Circulation	70962	71024	0%		779740	827484
Percent Self Check	95%	94%	1%		94%	98%
Web Site & Telephone Renewals	15123	17666	-14%		158492	182367
Other Staff Checkouts	94	73	29%		977	27767
Requests Placed	18387	18443	0%		190244	200995
Requests Filled	17091	17318	-1%		172488	157064
Requests Unclaimed	2570	2743	-6%		25535	30136
Interlibrary Loan Items Borrowed for LPL Patrons	394	539	-27%		3662	5277
Interlibrary Loan Items Loaned from LPL Collection	555	593	-6%		5951	6438
OTHER LIBRARY SERVICES						
User Visits	52789	52532	0%		569671	568443
Public Computer Usage	8588	8790	-2%		90761	90125

Lawrence Public Library	October		Percent		YTD	YTD	Percent
Monthly Statistical Report	2017	2016	Change		2017	2016	Change
			2016-2017				2016-2017
Adult Reference Transactions	1265	1773	-29%		14588	18206	-20%
Young Adult Reference Transactions	763	916	-17%		9867	8854	11%
Youth Reference Transactions	1136	1154	-2%		14787	15751	-6%
IT Desk	1319	1492	-12%		17361	14886	17%
Welcome Desk	2257	2682	-16%		24373	28049	-13%
Phone Calls	1778	1995	-11%		18702	27361	-32%
Accounts Desk	3334	3040	10%		37403	36545	2%
Total Reference Transactions	11852	13052	-9%		137081	149652	-8%
Public-Sponsored Uses of Meeting Rooms	858	1152	-26%		8689	7837	11%
LPL Web Site Visits	17964	18808	-4%		187940	276569	-32%
RESOURCES							
Holdings--Total	199600	208208	-4%				
Holdings--Adult	126513	133590	-5%				
Holdings--Young Adult	11299	10961	3%				
Holdings--Youth	61788	63657	-3%				
Holdings--Audiovisual	42496	43779	-3%				
Holdings--eReaders	10	11	-9%				
Holdings Added	3477	4050	-14%		31145	26276	19%
Holdings Withdrawn	3967	312	1171%		44908	18822	139%
Holdings Net Change	1691	3738			-7931	7454	
LIBRARY PATRONS							
Total Active Cardholders	65445	77008	-15%				
Cardholders Added	524	558	-6%		7434	7170	4%
Cardholders Transacting	13747	13610	1%		133955	120480	11%
Percent of Cardholders Transacting	21%	18%	19%				
Total Number of Lawrence Residents Registered	53596	62366	-14%				
Percent of Lawrence Residents Registered	55%	64%	-14%				

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2017-2016			2017-2016
PROGRAMMING						
Number of Adult Programs	32	25	28%		258	264
Number of Young Adult Programs	23	17	35%		150	135
Number of Youth Programs	71	66	8%		630	593
Number of Senior Programs	18	14	29%		133	123
Total Programs	144	122	18%		1171	1115
Adult Program Attendance	1198	800	50%		7986	8531
Young Adult Program Attendance	458	431	6%		4107	3641
Youth Program Attendance	2957	3023	-2%		34306	33333
Senior Program Attendance	269	195	38%		1461	1280
Total Program Attendance	4882	4449	10%		47860	46785
STAFFING						
Total Paid Staff, in Full-Time Equivalents	63.48	64.28	-1%			
ALA-MLS Librarians, in Full-Time Equivalents	17.9	17.95	0%			
Number of Employees--Total	86	87	-1%			
Number of Employees--Full-Time	40	38	5%			
Number of Employees--Part-Time	46	49	-6%			
Terminations	1	0	#DIV/0!		15	13
Hirings	1	1	N/A		14	14
Volunteer Hours	677.7	584.5	16%		6729.7	6458.5

Select Online Statistics
October 2017

Kanopy:

Visits: 872
Pages: 1148
Plays: 174
Minutes: 7149
Pages/Visit: 1.32
Play/Visit: .2

Lynda.com

Users: 1715
New users: 34
Users who logged in: 168
Total log ins: 704
Hours viewed: 210.18
Hours viewed per user who logged in: 1.25
Hours viewed per log in: .3

Library Director's Report for November 2017

Brad on Tour

I spent a good bit of October out of town. I attended the [Public Innovator Lab for Libraries](#) in Atlanta, a three-day training by the Harwood Institute. This training concentrates on learning how to turn your organization outward to meet the aspirations of your community. It was inspiring and I look forward to using some of the skills I learned to begin some community conversations in Lawrence.

Also, the following week I attended the Kansas Library Association Annual Conference in Wichita. We sent several library staff and overall it was a good time to learn and network with fellow Kansas librarians.

Presentations and Meetings

I visited our local Kiwanis club to present on our successes since the library's reopening. It was a good opportunity to meet some great people and reflect on how much we've done in the past few years.

Sherri and I met with Fred Logan, a Johnson County-based lawyer who we are discussing working with the library as our legal counsel.

I met with Matt Bellemere from Good Energy Solutions to discuss the potential energy savings the library could gain exploring solar panels. He gave me a lot to think about and something we might want to discuss as an option for some of our capital improvement money.

I meet today with Jannette Taylor, the CEO of United Way of Douglas County, to show her around the library and talk about mutual goals. Later today, I will visit with Pat Leach, Director of Lincoln (NE) Public Library. They are in the process of trying to build a new building, and Pat wanted to come to Lawrence to meet and see our building.

On Monday, I will meet with the new Police Chief Gregory Burns and will report on that meeting in my next report.

Respectfully submitted by Brad Allen, November 17, 2017

Foundation Director's Report – November 17, 2017

Friends and Foundation Annual Letter. The Friends and Foundation's annual fundraising letter will be mailed November 20. The theme this year is "Community Centered" and celebrates the library as a dynamic community learning center for everyone in Lawrence. Look for it in your mailbox soon. The letter will be followed by an online fundraising campaign.

Caddy Stacks. Planning for Caddy Stacks is moving along well. To date, we have a title sponsor (Crown Automotive), a \$500 atrium sponsor (Cap Fed), and 12 hole sponsors for \$350 (KU Alumni, Monte and Kay Johnson, CEK, Laser Logic, Rotary, Penzlers, Lawrence Pediatrics, Growing Smiles, Friends, D&D Tire, McColm Orthodontics, and Mike and Kim Rack). Members of the committee met on Sunday, November 12 to spruce up the holes. Two of the holes were even cut in half for easier transport. Thanks to Charles Denneker, Brad Farmer, John Catlin, Mary Gage and Kim Rack for their spray painting, sawing, vacuuming and scraping talents!

Tech Desk Update. The new technology, created in memory of George Paley will be installed within the next few weeks. Judy Paley would like to have the official dedication in February when all of their sons are in town for a family wedding.

2018 Music Storytellers Gift. We are delighted to report that the Harrison Family Fund of the Douglas County Community Foundation has awarded another \$15,000 grant to the Library Foundation. This means that the 2018 Music Storytellers Series is on. These generous annual grants have made it possible for musicians Booker T. Jones, Kim Gordon and Jimmy Webb to visit Lawrence. Stay tuned to find out who will be our 2018 Music Storyteller.

Weave A Tale. The 7th annual Weave a Tale storytelling workshop was held as part of the Kansas Library Association's annual conference in Wichita on October 25. This year's guest storyteller was Laura Pershin Raynor, a children's librarian and storyteller from the Ann Arbor, Michigan Public Library. Laura gave a wonderful workshop to 45 librarians that was full of great ideas for bringing stories to life for children. The project is funded by the Joyce Steiner endowment, established in memory of longtime LPL children's librarian Joyce Steiner.

BFF Trivia Night. The first ever Biblio Friends Foundation (BFF) event was held on Thursday, October 19th at Maceli's. It featured a literary trivia contest with about 60 enthusiastic library supporters. The Friends gained 28 new members that night, so it was a great success! The plan is to host BFF activities quarterly as a way to attract younger people to engage with the Friends and Foundation.

Lawrence Public Library Board of Trustees Meetings 2018

January 15

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 17

**Proposed Change to Designated Paid Holidays
November 20, 2017**

We are proposing the following change to our designated paid holidays to be made effective beginning in 2018:

New Year's Eve would no longer be a paid holiday, but we would close at 6 p.m. (Christmas Eve would continue to be a paid holiday.)

The Friday after Thanksgiving would be added as a paid holiday.

Rationale: The Friday after Thanksgiving is less busy (slightly lower circulation), and we usually have limited staff available because many people travel or have guests for Thanksgiving. We believe we could serve patrons well by being open during the day on New Year's Eve. Staff availability is better as few staff travel for New Year's Eve, and festivities start in the evening and don't take as much preparation as Christmas Eve.

The change to the Employee Handbook would be:

The Lawrence Public Library recognizes the paid holidays listed below for all regular full-time and regular part-time employees.

New Year's Day, January 1

Easter Sunday

Memorial Day, last Monday in May

Independence Day, July 4

Labor Day, first Monday in September

Thanksgiving Day, fourth Thursday in November

ADD: FRIDAY AFTER THANKSGIVING

Christmas Eve Day, December 24

Christmas Day, December 25

~~New Year's Eve Day, December 31~~ CHANGE: CLOSE AT 6 P.M. NOT A PAID HOLIDAY

Proposal for Legal Review of Employee Handbook November 20, 2017

The Library's Small Leadership Team is nearing completion of our review of the Employee Handbook and is preparing to bring our recommendations to the Library Board. Before we do so, we believe it is important to have it reviewed from a legal standpoint. While we are not introducing a lot of policy change, the document has not received a legal review within our collective memory. Brad contacted a colleague at Johnson County Library who recommended their library attorney of long-standing, Fred Logan. With his long experience working with the library, he brings a deep understanding of library law which we believe will be helpful. Brad and Sherri met with him briefly, discussed the scope of the project, and asked for a proposal. Their proposal is as follows:

Logan Logan & Watson, L.C. proposes to complete the project for an agreed fee of \$4500. We agree that this would be a discount from the fee that would be charged on an hourly basis. Fred Logan will serve as lead on the project and he will be assisted by Andrew Logan. They would do the following:

1. They will review and comment on the revised Employee Handbook and propose revisions where necessary.
2. They will review those sections of the existing handbook that we propose to delete. They will advise us on those deletions, if any, that they believe should be retained and will provide us an explanation as to why that is the case.
3. There are certain areas of the law – FMLA, for example – for which we have expressed a desire for further clarification. They will provide some brief written discussion on FMLA; on parental leave, with a focus on whether LPL might provide for additional parental leave, for example through the use of sick time; harassment; and grievance procedures.
4. They will provide us an interim written report by noon on Tuesday, November 28.
5. They will conclude their work by our December 18 board meeting. They have said that they will submit the final product to us no later than noon on Wednesday, December 13, to ensure that the Employee Handbook Committee has an opportunity to review the report.
6. If we request, they will meet with the Board, or the Employee Handbook Committee, to make a brief presentation and to answer questions.

RECOMMENDED MOTION: I move that the Board approve the hiring of the law firm of Logan Logan & Watson, L.C. on the Employee Handbook project on the terms stated in the board packet and authorize _____ to execute an Engagement Letter consistent with those terms.