

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

Monday, October 16, 2017 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

New business

- Proposal to Change Designated Holidays – **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									
September 2017									
REVENUES		This Month	Year to Date	Annual Budget	75% of Year		Sep-16		YTD 2016
Tax Fund		\$ -	\$ 3,870,440.87	\$ 4,033,737.00	95.95%		\$ -		\$ 3,250,000.00
Overdues		\$ 12,958.63	\$ 128,473.69	\$ 170,000.00	75.57%		\$ 11,474.80		\$ 124,440.84
NEKLS		\$ 16,841.00	\$ 50,623.00	\$ 68,000.00	74.45%		\$ 16,592.00		\$ 51,306.00
State Aid		\$ -	\$ 28,578.08	\$ 25,000.00	114.31%		\$ -		\$ 29,111.11
Photo Copies		\$ 1,892.53	\$ 15,710.64	\$ 20,000.00	78.55%		\$ 934.60		\$ 15,329.94
Coffee Shop Rent		\$ 1,500.00	\$ 6,750.00	\$ 9,000.00	75.00%		\$ 725.00		\$ 6,350.00
Meeting Room Fees		\$ 750.00	\$ 5,900.00	\$ 3,000.00	196.67%		\$ 2,025.00		\$ 4,775.00
Interest		\$ 298.20	\$ 2,741.66	\$ 1,600.00	171.35%		\$ 136.13		\$ 1,335.68
Miscellaneous		\$ 40.77	\$ 511.15	\$ -			\$ 11.89		\$ 483.55
Total Revenues		\$34,281.13	\$4,109,729.09	\$4,330,337.00	94.91%		\$31,899.42		\$3,483,132.12
EXPENSES									
Salaries & Wages		\$ 207,785.44	\$ 1,827,828.83	\$ 2,444,000.00	74.79%		\$ 186,126.53		\$ 1,675,677.82
Employee Benefits		\$ 21,556.09	\$ 187,384.38	\$ 275,000.00	68.14%		\$ 19,576.02		\$ 185,793.21
Payroll Taxes		\$ 31,916.80	\$ 284,197.98	\$ 400,000.00	71.05%		\$ 30,429.62		\$ 280,815.89
Utilities		\$ 7,307.64	\$ 68,360.03	\$ 96,000.00	71.21%		\$ 11,465.33		\$ 94,124.61
Building Supplies		\$ 1,696.54	\$ 13,376.27	\$ 20,000.00	66.88%		\$ 1,605.69		\$ 15,080.69
Building Repairs & Maintenance		\$ 2,756.31	\$ 30,958.80	\$ 35,000.00	88.45%		\$ 2,505.20		\$ 26,073.58
Library Supplies		\$ 587.74	\$ 18,855.94	\$ 25,000.00	75.42%		\$ 901.44		\$ 19,237.92
Books & Materials		\$ 50,421.49	\$ 405,054.88	\$ 600,000.00	67.51%		\$ 36,266.18		\$ 317,490.65
Processing Supplies		\$ 4,993.65	\$ 27,635.13	\$ 65,000.00	42.52%		\$ 2,183.94		\$ 67,408.23
Equipment		\$ 4,716.00	\$ 44,282.16	\$ 10,000.00	442.82%		\$ -		\$ 5,670.20
Technology		\$ 11,671.93	\$ 169,788.15	\$ 170,000.00	99.88%		\$ 6,581.90		\$ 88,464.60
Insurance		\$ 2,741.00	\$ 13,299.00	\$ 12,000.00	110.83%		\$ -		\$ 9,528.00
Shipping		\$ 918.71	\$ 13,037.75	\$ 22,000.00	59.26%		\$ 632.71		\$ 15,510.39
Professional Development		\$ 3,431.41	\$ 17,569.99	\$ 30,000.00	58.57%		\$ 8.54		\$ 21,516.19
Book Van & Mileage		\$ 187.75	\$ 1,118.57	\$ 1,800.00	62.14%		\$ 101.05		\$ 1,679.99
Programs		\$ 1,800.07	\$ 11,231.28	\$ 20,000.00	56.16%		\$ 2,854.64		\$ 14,371.34
Professional Fees		\$ 3,094.67	\$ 29,624.28	\$ 36,000.00	82.29%		\$ 3,473.53		\$ 34,337.26
Advertising & Marketing		\$ 4,256.22	\$ 23,687.02	\$ 30,000.00	78.96%		\$ 2,174.59		\$ 19,677.22
Capital Improvements		\$ 6,418.40	\$ 21,432.00	\$ 38,537.00	55.61%		\$ -		\$ 22,499.31
Miscellaneous		\$ (426.03)	\$ 3,033.32	\$ -			\$ 392.35		\$ 2,303.11
Total Expenses		\$ 367,831.83	\$ 3,211,755.76	\$ 4,330,337.00	74.17%		\$ 307,279.26		\$ 2,917,260.21
CASH BALANCES									
	Checking & MIP	\$ 1,436,672.02							
	Capital Improvement	\$ 571,652.15							

Lawrence Public Library
2017 Outside Funding Report

			1/1/2017		June	June	July	July	August	August	September	September		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS														
		KPR-Advertising	\$ 5,200.47			\$ 287.11		\$ 287.11		\$ 287.11		\$ 287.11	\$ 2,540.63	
		Summer Reading - ALL	\$ 993.74		\$ 20,800.00	\$ 1,827.61		\$ 1,777.22	\$ 14,142.94	\$ 981.57			\$ (250.00)	
		Aquarium	\$ 187.03		\$ 201.84	\$ 699.92				\$ 300.00		\$ 356.95	\$ 1,132.00	
		Scholarships	\$ 320.00			\$ 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			\$ 3,770.81	\$ 20,000.00	\$ 3,770.80		\$ 3,773.48		\$ 3,773.47	\$ 12,124.06	
		Staff Day	\$ 538.84										\$ -	
		Block Grant	\$ 20,441.68		\$ (12,000.00)			\$ 40,000.00		\$ 1,800.00			\$ 12,958.07	
			\$ 45,754.34		\$ 9,001.84	\$ 6,905.45	\$ 20,000.00	\$ 45,835.13	\$ 14,142.94	\$ 7,142.16		\$ 4,492.53	\$ 36,025.32	
FOUNDATION														
		Kansas Health Foundation	\$ 3,680.35					\$ 347.39		\$ 122.90			\$ 2,484.89	
		Salaries/Taxes - Bukaty	\$ -			\$ 279.61		\$ 129.30	\$ 761.18	\$ 85.66		\$ 121.21	\$ (121.29)	
		Foundation Expenses to be reimbursed	\$ (175.09)			\$ 432.72		\$ 90.00	\$ 2,253.68	\$ 934.08		\$ 550.95	\$ (595.94)	
		Eclipse Glasses							\$ 250.00	\$ 210.50		\$ 39.06	\$ 0.44	
		Weinberg YS/YA				\$ 299.60		\$ 51.15	\$ 1,000.00	\$ 550.00			\$ 1,834.36	
		Milliken Fund	\$ 1,325.09			\$ 1,353.19			\$ 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										\$ 1,126.42	
		Crowe Fund				\$ 50.00						\$ 67.24	\$ 788.05	
		Tech Desk - Gage						\$ 9,984.00	\$ 20,041.07				\$ 10,057.07	
		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			\$ 60.83							\$ 110.80	
			\$ 47,752.44		\$ -	\$ 2,475.95	\$ -	\$ 10,601.84	\$ 81,261.18	\$ 24,916.58	\$ -	\$ 4,095.80	\$ 65,491.90	
OTHER														
		Memorials/Honor with Books/Bauleke	\$ 1,660.35						\$ 2,160.00	\$ -		\$ 1,660.35	\$ 5,213.25	
		Landsberg Bequest				\$ 271.24		\$ 207.65		\$ 304.07		\$ 202.15	\$ 8,291.59	
		Lawrence Give Back	\$ 2,626.32										\$ 2,626.32	
		Wurfy	\$ 142.77										\$ 39.69	
		YA Interns Grant				\$ 395.66		\$ 438.33		\$ 135.77		\$ 30.00	\$ 0.28	
		NEKLS Travel Grant											\$ -	
		Underwood Gift (Sr.Outreach)	\$ 327.00									\$ 143.85	\$ 163.44	
		Merchandise Sales	\$ (1,026.45)		\$ 824.27		\$ 638.50		\$ 572.00		\$ 158.55		\$ 1,365.37	
			\$ 3,729.99		\$ 824.27	\$ 666.90	\$ 638.50	\$ 645.98	\$ 2,732.00	\$ 439.84	\$ 158.55	\$ 2,036.35	\$ 17,699.94	
			\$ 97,236.77											
			Month Total		\$ 9,826.11	\$ 10,048.30	\$ 20,638.50	\$ 57,082.95	\$ 98,136.12	\$ 32,498.58	\$ 158.55	\$ 10,624.68		
								YTD:	\$ 229,682.17	\$ 210,755.03				

Lawrence Public Library
Balance Sheet
As of September 30, 2017

	Sep 30, 17	Sep 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,227,140.97	0.00	1,227,140.97	100.0%
Checking	209,531.05	1,045,950.28	-836,419.23	-80.0%
Capital Improvement-2	0.00	561,801.44	-561,801.44	-100.0%
Capital Improvement at MIP	571,652.15	0.00	571,652.15	100.0%
Savings	0.00	0.00	0.00	0.0%
Total Checking/Savings	2,008,324.17	1,607,751.72	400,572.45	24.9%
Total Current Assets	2,008,324.17	1,607,751.72	400,572.45	24.9%
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	2,009,554.87	1,608,982.42	400,572.45	24.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	59,733.56	26,963.04	32,770.52	121.5%
Total Accounts Payable	59,733.56	26,963.04	32,770.52	121.5%
Other Current Liabilities				
Payroll Liabilities	5,284.98	3,556.86	1,728.12	48.6%
Total Other Current Liabilities	5,284.98	3,556.86	1,728.12	48.6%
Total Current Liabilities	65,018.54	30,519.90	34,498.64	113.0%
Total Liabilities	65,018.54	30,519.90	34,498.64	113.0%
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	916,900.47	573,257.77	343,642.70	60.0%
Total Equity	1,944,536.33	1,578,462.52	366,073.81	23.2%
TOTAL LIABILITIES & EQUITY	2,009,554.87	1,608,982.42	400,572.45	24.9%

Lawrence Public Library
Revenues & Expenses
September 2017

Sep 17

Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,500.00
Grants	16,841.00
Interest	298.20
Meeting Room Fees	750.00
Merchandise Sales	158.55
Overdues	12,958.63
Personal Books	40.77
Photo Copies	1,892.53
Total Income	34,439.68
Expense	
Payroll Expenses	229,341.53
Payroll Taxes	32,441.98
Utilities - Electric	7,307.64
Building Supplies	1,696.54
Building Repairs & Maintenance	2,756.31
Library & Office Supplies	587.74
Books & Materials	50,421.49
Processing Supplies	4,993.65
Equipment	4,716.00
Technology	11,671.93
Insurance	2,741.00
Shipping	918.71
Professional Development	3,431.41
Bookvan & Mileage	187.75
Program Expense	1,800.07
Professional Fees	3,094.67
Advertising	4,256.22
Capital Improvement Expenditure	6,418.40
Miscellaneous	-426.03
FOUNDATION FUNDING	4,147.09
FRIENDS FUNDING	5,952.41
Total Expense	378,456.51
Net Ordinary Income	-344,016.83
Net Income	<u>-344,016.83</u>

Lawrence Public Library
Vendor Balance Summary
All Transactions

Oct 13, 17

Advance Insurance Company	523.40
Amazon	2,777.37
ASI	50.00
Baker & Taylor, Inc.	1,750.40
Bayscan Technologies	444.00
Billy Pilgrim, LLC	1,085.00
Blackstone Audio, Inc.	110.00
Carey S. Thomas Library	80.00
Center Point Large Print	137.22
Century Business Technologies	481.24
Christoph David Cording	50.00
City of Lawrence	6,418.40
City Wide Maintenance	2,042.96
Copy Co Inc.	775.00
Databank Holdings, LTD	303.25
Demco, Inc.	167.41
EBSCO	-3.99
Employers Preferred	2,741.00
Four State Maintenance Supply	588.34
Gale/Cengage Learning	1,008.03
GovConnection, Inc.	250.00
Hartford	1,067.00
Ingram Library Services	25,181.03
Intuit	29.85
Isaiah Bellinger	25.00
Jai Nitz	50.00
Jayhawk Tropical Fish	300.00
Jiminate	280.00
Jon Ratzlaff	121.25
Kanopy LLC	398.00
Kansas City Public Library	30.00
Laird Noller	114.29
Laser Logic, Inc.	186.74
Lawrence Community Orchestra	155.00
Lawrence Sign Up LLC	109.00
Madhavi Kamakoti	17.74
Mary O'Connell	50.00
Midwest Tape	14,057.26
NEKLS	1,010.10
OCLC, Inc.	5,187.88
OverDrive	8,053.93
P1 Group, Inc.	4,935.00
Pan Asian Publications Inc.	93.50
Petty Cash	188.21
Pro Print Inc.	512.42
Provantage LLC	3,082.34
Quill Corporation	735.96
Rachel Sandle	50.00
Random House, Inc.	441.00
Recorded Books	634.49
Rueschhoff Locksmiths & S.S.	80.22
Schendel Services	99.75
SHI International Corp.	3,900.00
Stanion Wholesale Electric Co.	781.08
Sunrise Packaging	68.40
Tammie J. Bell	25.46
Trettel Design Build Inc.	9,983.98
Unique Management Services	762.04
United Parcel Service	885.26
Vantiv	147.50
VenMill Industries, Inc.	68.04
VISA 5372	9,320.72
Westar	6,878.12
TOTAL	121,876.59

Lawrence Public Library
Check Detail
October 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/16/2017	Advance Insurance Company	Checking	
Bill	November	10/12/2017		Group Life Insurance	-523.40
TOTAL					-523.40
Bill Pmt -Check	Electronic	10/16/2017	ASI	Checking	
Bill		10/02/2017		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	10/16/2017	Intuit	Checking	
Bill	September ...	10/12/2017		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	10/16/2017	United Parcel Service	Checking	
Bill	1407	10/12/2017		Shipping	-885.26
TOTAL					-885.26
Bill Pmt -Check	Electronic	10/16/2017	Vantiv	Checking	
Bill	September	10/12/2017		Credit Card Processing	-147.50
TOTAL					-147.50
Bill Pmt -Check	Electronic	10/16/2017	VISA 5372	Checking	
Bill		10/12/2017		Admin. Dept.	-64.59
				Youth Services Dept.	-112.50
				Adult Services	-631.95
				KLA	-450.00
				Adult Programming	-325.03
				Bookvan & Mileage	-131.14
				Children's Programming	-64.99
				Children's Programming	-37.48
				Children's Programming	-87.71
				Children's Programming	-87.42
				Children's Programming	-130.45
				Young Adult Programming	-130.40
				Shipping	-115.99
				Telephone	-617.52
				Library & Office Supplies	-380.13
				Building Supplies	-513.59
				Miscellaneous	-20.00
				Advertising	-1,414.03
				Supplies	-625.00
				Supplies	-74.02
				Supplies	-14.99
				Supplies	-261.59
				Supplies	-95.40
				Supplies	-512.00
				FOUNDATION FUNDING	-90.00
				FOUNDATION FUNDING	-49.00
				FOUNDATION FUNDING	-275.00
				FOUNDATION FUNDING	-38.51

Lawrence Public Library
Check Detail
October 2017

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDING	-774.53
				Books & Materials	-29.98
				Books & Materials	-24.20
				Senior Programming-Fri...	-162.59
				Equipment	-978.99
TOTAL					-9,320.72
Bill Pmt -Check	Electronic	10/16/2017	Westar	Checking	
Bill		10/12/2017		Utilities - Electric	-6,878.12
TOTAL					-6,878.12
Bill Pmt -Check	7934	10/18/2017	Baker & Taylor, Inc.	Checking	
Bill	5014693805	09/29/2017		Books & Materials	-38.10
Bill	5014693806	09/29/2017		Processing Supplies	-0.10
Bill	2033142642	09/29/2017		Landsberg Gift	-99.26
Bill	2033144792	09/29/2017		Books & Materials	-62.58
Bill	2033144793	09/29/2017		Processing Supplies	-0.20
Bill	2033167518	09/29/2017		Landsberg Gift	-43.49
Bill	2033165339	09/29/2017		Processing Supplies	-0.10
Bill	2033165338	09/29/2017		Books & Materials	-22.00
Bill	5014713670	09/29/2017		Books & Materials	-43.16
Bill	5014707787	09/29/2017		Books & Materials	-32.63
Bill	2033168763	09/29/2017		Landsberg Gift	-53.80
Bill	5014699909	09/29/2017		Books & Materials	-21.05
Bill	5014691089	09/29/2017		Books & Materials	-87.37
Bill	2033196458	10/12/2017		GGIFT	-373.06
				Landsberg Gift	-48.75
Bill	5014715583	10/12/2017		GGIFT	-121.61
Bill	2033213396	10/12/2017		GGIFT	-416.77
				Landsberg Gift	-20.23
Bill	5014722646	10/12/2017		Books & Materials	-32.68
Bill	5014722647	10/12/2017		Processing Supplies	-0.10
Bill	2033195417	10/12/2017		Books & Materials	-100.20
Bill	2033195418	10/12/2017		Processing Supplies	-2.20
Bill	2033204522	10/12/2017		Books & Materials	-106.41
Bill	2033204523	10/12/2017		Processing Supplies	-17.10
Bill	2033142643	10/12/2017		Landsberg Gift	-4.44
Bill	2033168764	10/12/2017		Landsberg Gift	-1.53
Bill	2033167519	10/12/2017		Landsberg Gift	-1.48
TOTAL					-1,750.40
Bill Pmt -Check	7935	10/18/2017	Bayscan Technologies	Checking	
Bill	54242	10/12/2017		Processing Supplies	-444.00
TOTAL					-444.00
Bill Pmt -Check	7936	10/18/2017	Billy Pilgrim, LLC	Checking	
Bill	82758	09/29/2017		Advertising	-1,085.00
TOTAL					-1,085.00

Lawrence Public Library
Check Detail
October 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7937	10/18/2017	Blackstone Audio, Inc.	Checking	
Bill	930420	09/29/2017		Books & Materials	-66.00
Bill	930426	09/29/2017		Books & Materials	-44.00
TOTAL					-110.00
Bill Pmt -Check	7938	10/18/2017	Center Point Large Print	Checking	
Bill	1511726	09/29/2017		Books & Materials	-137.22
TOTAL					-137.22
Bill Pmt -Check	7939	10/18/2017	Century Business Technologies	Checking	
Bill	463090	09/29/2017		Copying	-346.38
Bill	463091	09/29/2017		Copying	-15.00
Bill	464837	10/12/2017		Copying	-64.18
Bill	464836	10/12/2017		Copying	-55.68
TOTAL					-481.24
Bill Pmt -Check	7940	10/18/2017	City Wide Maintenance	Checking	
Bill	CON063688	09/29/2017		Professional Fees	-2,042.96
TOTAL					-2,042.96
Bill Pmt -Check	7941	10/18/2017	Copy Co Inc.	Checking	
Bill	84661	09/29/2017		Printing	-775.00
TOTAL					-775.00
Bill Pmt -Check	7942	10/18/2017	Databank Holdings, LTD	Checking	
Bill	29726	10/12/2017		Public Access	-303.25
TOTAL					-303.25
Bill Pmt -Check	7943	10/18/2017	Demco, Inc.	Checking	
Bill	6217462	09/29/2017		Processing Supplies	-167.41
TOTAL					-167.41
Bill Pmt -Check	7944	10/18/2017	Four State Maintenance Supply	Checking	
Bill	551502	09/29/2017		Building Supplies	-16.54
Bill	552590	09/29/2017		Building Supplies	-225.36
Bill	553505	10/12/2017		Building Supplies	-326.12
Bill	553536	10/12/2017		Building Supplies	-20.32
TOTAL					-588.34

Lawrence Public Library
Check Detail
October 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7945	10/18/2017	Gale/Cengage Learning	Checking	
Bill	61541547	09/29/2017		Books & Materials	-38.92
Bill	61643509	09/29/2017		Books & Materials	-114.05
Bill	61733034	09/29/2017		Books & Materials	-51.08
Bill	61583031	09/29/2017		Books & Materials	-95.16
Bill	61536323	09/29/2017		Books & Materials	-27.29
Bill	61617543	09/29/2017		Books & Materials	-184.03
Bill	61582367	09/29/2017		Books & Materials	-27.29
Bill	61870234	09/29/2017		Books & Materials	-25.19
Bill	61887941	09/29/2017		Books & Materials	-44.78
Bill	61902435	09/29/2017		Books & Materials	-21.69
Bill	62020129	10/12/2017		Books & Materials	-378.55
TOTAL					-1,008.03
Bill Pmt -Check	7946	10/18/2017	GovConnection, Inc.	Checking	
Bill	55163435	09/29/2017		Supplies	-250.00
TOTAL					-250.00
Bill Pmt -Check	7947	10/18/2017	Jayhawk Tropical Fish	Checking	
Bill	503599	10/12/2017		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	7948	10/18/2017	Jiminate	Checking	
Bill	6-092417	09/29/2017		Advertising	-280.00
TOTAL					-280.00
Bill Pmt -Check	7949	10/18/2017	Kanopy LLC	Checking	
Bill	118543-PPU	10/12/2017		Books & Materials	-398.00
TOTAL					-398.00
Bill Pmt -Check	7950	10/18/2017	Laser Logic, Inc.	Checking	
Bill	279821	10/12/2017		Library & Office Supplies	-186.74
TOTAL					-186.74
Bill Pmt -Check	7951	10/18/2017	Lawrence Sign Up LLC	Checking	
Bill	10159	09/29/2017		Adult Programming	-49.00
Bill	10199	09/29/2017		Advertising	-60.00
TOTAL					-109.00

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7952	10/18/2017	Midwest Tape	Checking	
Bill	95431883	09/29/2017		Books & Materials	-84.98
Bill	85431885	09/29/2017		Books & Materials	-56.23
Bill	9524513	09/29/2017		Books & Materials	-74.18
Bill	95424515	09/29/2017		Books & Materials	-308.14
Bill	95422037	09/29/2017		Books & Materials	-880.02
Bill	95422038	09/29/2017		Books & Materials	-169.93
Bill	95416713	09/29/2017		Books & Materials	-128.46
Bill	95416711	09/29/2017		Books & Materials	-68.04
Bill	95412026	09/29/2017		Books & Materials	-187.44
Bill	95412024	09/29/2017		Books & Materials	-121.26
Bill	95399642	09/29/2017		Books & Materials	-434.76
Bill	95399643	09/29/2017		Books & Materials	-388.89
Bill	95400665	09/29/2017		Books & Materials	-134.94
Bill	95400663	09/29/2017		Books & Materials	-20.23
Bill	95397656	09/29/2017		Books & Materials	-176.16
Bill	95397654	09/29/2017		Books & Materials	-109.25
Bill	95391247	09/29/2017		Books & Materials	-172.40
Bill	95389870	09/29/2017		Books & Materials	-102.72
Bill	95379321	09/29/2017		Books & Materials	-102.97
Bill	95389808	09/29/2017		Books & Materials	-38.97
Bill	95379323	09/29/2017		Books & Materials	-241.42
Bill	95384882	09/29/2017		Books & Materials	-90.69
Bill	95378390	09/29/2017		Books & Materials	-409.89
Bill	95378369	09/29/2017		Books & Materials	-570.43
Bill	95384920	09/29/2017		Books & Materials	-74.64
Bill	95459013	10/12/2017		Processing Supplies	-471.55
Bill	95445838	10/12/2017		Processing Supplies	-6,284.16
Bill	95461861	10/12/2017		Books & Materials	-538.95
Bill	95461862	10/12/2017		Books & Materials	-197.95
Bill	95456349	10/12/2017		Books & Materials	-126.92
Bill	95460151	10/12/2017		Books & Materials	-34.49
Bill	95456486	10/12/2017		Books & Materials	-24.28
Bill	95456488	10/12/2017		Books & Materials	-29.99
Bill	95449198	10/12/2017		Books & Materials	-41.23
Bill	95441641	10/12/2017		Books & Materials	-870.33
Bill	95441642	10/12/2017		Books & Materials	-74.97
Bill	95438514	10/12/2017		Books & Materials	-93.97
Bill	95438516	10/12/2017		Books & Materials	-121.43
TOTAL					-14,057.26
Bill Pmt -Check	7953	10/18/2017	NEKLS	Checking	
Bill	9-8-17	09/29/2017		Supplies	-1,010.10
TOTAL					-1,010.10
Bill Pmt -Check	7954	10/18/2017	OCLC, Inc.	Checking	
Bill	556747	10/12/2017		Collections	-5,187.88
TOTAL					-5,187.88

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October 2017

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7955	10/18/2017	OverDrive	Checking	
Bill	06809CO17...	09/29/2017		Books & Materials	-425.02
Bill	06809CO17...	09/29/2017		Books & Materials	-531.88
Bill	06809CO17...	09/29/2017		Books & Materials	-2.96
Bill	06809CO17...	09/29/2017		Books & Materials	-988.77
Bill	06809DA17...	09/29/2017		Books & Materials	-167.88
Bill	06809DA17...	09/29/2017		Books & Materials	-65.00
Bill	06809CO17...	09/29/2017		Books & Materials	-1,071.41
Bill	06809DA17...	09/29/2017		Books & Materials	-95.00
Bill	06809DA17...	09/29/2017		Books & Materials	-160.00
Bill	16809CO17...	09/29/2017		Books & Materials	-330.88
Bill	06809DA17...	09/29/2017		Books & Materials	-26.99
Bill	06809CO17...	09/29/2017		Books & Materials	-919.90
Bill	06809DA17...	09/29/2017		Books & Materials	-205.95
Bill	06809DA17...	09/29/2017		Books & Materials	-14.95
Bill	06809CO17...	09/29/2017		Books & Materials	-1,177.00
Bill	06809CO17...	09/29/2017		Books & Materials	-1,303.16
Bill	06809CO17...	10/12/2017		Books & Materials	-567.18
TOTAL					-8,053.93
Bill Pmt -Check	7956	10/18/2017	P1 Group, Inc.	Checking	
Bill	32499	10/12/2017		Building Repairs & Main...	-4,935.00
TOTAL					-4,935.00
Bill Pmt -Check	7957	10/18/2017	Pan Asian Publications Inc.	Checking	
Bill	U-15334	09/29/2017		Books & Materials	-93.50
TOTAL					-93.50
Bill Pmt -Check	7958	10/18/2017	Pro Print Inc.	Checking	
Bill	95250	09/29/2017		Young Adult Programming	-92.25
Bill	95185	09/29/2017		Library & Office Supplies	-290.11
Bill	95265	09/29/2017		Library & Office Supplies	-130.06
TOTAL					-512.42
Bill Pmt -Check	7959	10/18/2017	Provantage LLC	Checking	
Bill	7993995	09/29/2017		FOUNDATION FUNDING	-3,082.34
TOTAL					-3,082.34
Bill Pmt -Check	7960	10/18/2017	Quill Corporation	Checking	
Bill	9773962	09/29/2017		Library & Office Supplies	-191.07
Bill	9925581	09/29/2017		Library & Office Supplies	-17.65
				Advertising	-14.71
				Children's Programming	-234.85
Bill	9945902	09/29/2017		Children's Programming	-47.13
Bill	1217007	09/29/2017		Building Supplies	-46.99
Bill	1194797	09/29/2017		Processing Supplies	-19.38

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	1411467	10/12/2017		Library & Office Supplies	-14.24
Bill	1307906	10/12/2017		Library & Office Supplies	-149.94
TOTAL					-735.96
Bill Pmt -Check	7961	10/18/2017	Random House, Inc.	Checking	
Bill	1083827369	09/29/2017		Books & Materials	-142.50
Bill	1083955723	09/29/2017		Books & Materials	-114.75
Bill	1084082409	09/29/2017		Books & Materials	-52.50
Bill	1184223336	10/12/2017		Books & Materials	-52.50
Bill	1084223336	10/12/2017		Books & Materials	-78.75
TOTAL					-441.00
Bill Pmt -Check	7962	10/18/2017	Recorded Books	Checking	
Bill	75593494	09/29/2017		Books & Materials	-74.25
Bill	75595761	09/29/2017		Books & Materials	-31.50
Bill	75592698	09/29/2017		Books & Materials	-35.98
Bill	75597575	09/29/2017		Books & Materials	-71.98
Bill	75596583	09/29/2017		Books & Materials	-34.99
Bill	75597694	09/29/2017		Books & Materials	-148.50
Bill	75599345	09/29/2017		Books & Materials	-46.65
Bill	75599244	09/29/2017		Books & Materials	-46.65
Bill	75597520	09/29/2017		Books & Materials	-35.99
Bill	75600314	10/12/2017		Books & Materials	-31.50
Bill	75600969	10/12/2017		Books & Materials	-36.00
Bill	75601673	10/12/2017		Books & Materials	-40.50
TOTAL					-634.49
Bill Pmt -Check	7963	10/18/2017	Rueschhoff Locksmiths & S.S.	Checking	
Bill	551668	09/29/2017		Professional Fees	-80.22
TOTAL					-80.22
Bill Pmt -Check	7964	10/18/2017	Schendel Services	Checking	
Bill	30250697	09/29/2017		Building Repairs & Main...	-99.75
TOTAL					-99.75
Bill Pmt -Check	7965	10/18/2017	SHI International Corp.	Checking	
Bill	B07140230	09/29/2017		Supplies	-3,900.00
TOTAL					-3,900.00
Bill Pmt -Check	7966	10/18/2017	Stanion Wholesale Electric Co.	Checking	
Bill	4311517-00	09/29/2017		Building Supplies	-781.08
TOTAL					-781.08

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	7967	10/18/2017	Sunrise Packaging	Checking	
Bill	185874	09/29/2017		Processing Supplies	-68.40
TOTAL					-68.40
Bill Pmt -Check	7968	10/18/2017	Unique Management Services	Checking	
Bill	451735	10/12/2017		Professional Fees	-617.55
Bill	451736	10/12/2017		Professional Fees	-144.49
TOTAL					-762.04
Bill Pmt -Check	7969	10/18/2017	VenMill Industries, Inc.	Checking	
Bill	2779	10/12/2017		Building Repairs & Main...	-68.04
TOTAL					-68.04
Bill Pmt -Check	7970	10/18/2017	Lawrence Kids Calendar	Checking	
Bill	817-0007	08/30/2017		Advertising	-1,572.50
TOTAL					-1,572.50
Bill Pmt -Check	28269	10/16/2017	Amazon	Checking	
Bill	0089064	09/29/2017		Children's Programming	-15.10
Bill	5537857	09/29/2017		Supplies	-275.05
Bill	0755436	09/29/2017		Supplies	-367.70
Bill	1857815	09/29/2017		Supplies	-33.95
Bill	8584202	09/29/2017		Books & Materials	-22.60
				Processing Supplies	-6.79
Bill	4888251	09/29/2017		Young Adult Programming	-29.12
Bill	4497009	09/29/2017		Books & Materials	-95.98
Bill	5878653	09/29/2017		Books & Materials	-12.27
Bill	8390641	09/29/2017		Books & Materials	-61.32
Bill	8390641	09/29/2017		Books & Materials	-47.92
Bill	8390641	09/29/2017		Books & Materials	-128.91
Bill	8390641	09/29/2017		Books & Materials	-50.66
Bill	1351448	09/29/2017		Books & Materials	-46.98
Bill	1351448	09/29/2017		Books & Materials	-14.95
Bill	1351447	09/29/2017		Books & Materials	-18.42
Bill	4497009	09/29/2017		Books & Materials	-36.26
Bill	4497009	09/29/2017		Books & Materials	-24.01
Bill	4497009	09/29/2017		Books & Materials	-23.97
Bill	7566636	09/29/2017		Books & Materials	-91.54
Bill	5260245	09/29/2017		Books & Materials	-5.99
Bill	2298668	09/29/2017		Books & Materials	-26.77
Bill	2298668	09/29/2017		Books & Materials	-60.91
Bill	7566636	09/29/2017		Books & Materials	-45.09
Bill	4151469	10/12/2017		Supplies	-48.22
Bill	2907421	10/12/2017		Children's Programming	-53.99
Bill	2907421	10/12/2017		Children's Programming	-53.99
Bill	1351448	10/12/2017		Books & Materials	-57.99
Bill	7744226	10/12/2017		Supplies	-67.90
Bill	9907438	10/12/2017		Books & Materials	-65.48
Bill	9907438	10/12/2017		Books & Materials	-129.93
Bill	9907438	10/12/2017		Books & Materials	-101.47
Bill	6367446	10/12/2017		Books & Materials	-14.95
Bill	6367446	10/12/2017		Books & Materials	-118.82

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	6367446	10/12/2017		Books & Materials	-132.82
Bill	5726601	10/12/2017		Books & Materials	-17.59
Bill	2941814	10/12/2017		Books & Materials	-71.09
Bill	0548227	10/12/2017		Books & Materials	-44.92
Bill	8390641	10/12/2017		Books & Materials	-95.98
Bill	8390641	10/12/2017		Books & Materials	-23.99
Bill	8390641	10/12/2017		Books & Materials	-23.99
Bill	8390641	10/12/2017		Books & Materials	-48.01
Bill	1351448	10/12/2017		Books & Materials	-47.99
Bill	7566636	10/12/2017		Books & Materials	-15.99
TOTAL					-2,777.37
Bill Pmt -Check	28270	10/16/2017	Carey S. Thomas Library	Checking	
Bill	ILL 103988...	10/12/2017		Overdues	-80.00
TOTAL					-80.00
Bill Pmt -Check	28271	10/16/2017	Christoph David Cording	Checking	
Bill	10-28-17	09/29/2017		Young Adult Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28272	10/16/2017	City of Lawrence	Checking	
Bill	1070524596	09/29/2017		Capital Improvement Ex...	-6,418.40
TOTAL					-6,418.40
Bill Pmt -Check	28273	10/16/2017	Employers Preferred	Checking	
Bill	Final Audit	09/29/2017		Liability Insurance	-2,741.00
TOTAL					-2,741.00
Bill Pmt -Check	28274	10/16/2017	Hartford	Checking	
Bill	10-22-17	10/12/2017		Liability Insurance	-1,067.00
TOTAL					-1,067.00
Bill Pmt -Check	28275	10/16/2017	Ingram Library Services	Checking	
Bill	30528241	09/29/2017	Ingram Library Services	Accounts Payable	0.00
Bill	30463937	09/29/2017	Ingram Library Services	Accounts Payable	0.00
Bill	30615355	09/29/2017		Processing Supplies	-238.89
Bill	306050609	09/29/2017		Processing Supplies	-39.17
Bill	30584903	09/29/2017		Processing Supplies	-64.53
Bill	30626951	09/29/2017		Processing Supplies	-35.03
Bill	30568231	09/29/2017		Processing Supplies	-63.19
Bill	30547394	09/29/2017		Processing Supplies	-116.57
Bill	30547392	09/29/2017		Processing Supplies	-53.54
Bill	30543479	09/29/2017		Processing Supplies	-46.93
Bill	30516580	09/29/2017		Processing Supplies	-133.45
Bill	30490979	09/29/2017		Processing Supplies	-54.73
Bill	30463939	09/29/2017		Processing Supplies	-47.55
Bill	30473598	09/29/2017		Processing Supplies	-21.80
Bill	30445257	09/29/2017		Processing Supplies	-186.09
Bill	30436703	09/29/2017		Processing Supplies	-42.44

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Type	Num	Date	Name	Account	Paid Amount
Bill	30425327	09/29/2017		Processing Supplies	-26.97
Bill	30393355	09/29/2017		Processing Supplies	-198.15
Bill	30338228	09/29/2017		Processing Supplies	-147.19
Bill	30371643	09/29/2017		Processing Supplies	-21.43
Bill	30338226	09/29/2017		Processing Supplies	-48.19
Bill	30382357	09/29/2017		Processing Supplies	-25.43
Bill	30615354	09/29/2017		Books & Materials	-2,620.54
Bill	30650608	09/29/2017		Books & Materials	-302.86
Bill	30584902	09/29/2017		Books & Materials	-884.80
Bill	30626950	09/29/2017		Books & Materials	-276.47
Bill	30568230	09/29/2017		Books & Materials	-743.91
Bill	30547393	09/29/2017		Books & Materials	-1,022.06
Bill	30547390	09/29/2017		Books & Materials	-45.46
Bill	30547391	09/29/2017		Books & Materials	-587.14
Bill	30543478	09/29/2017		Books & Materials	-405.59
Bill	30516579	09/29/2017		Books & Materials	-1,349.47
Bill	30490978	09/29/2017		Books & Materials	-795.43
Bill	30463938	09/29/2017		Books & Materials	-269.34
				Senior Programming-Fri...	-143.85
Bill	30473596	09/29/2017		Books & Materials	-37.38
Bill	30473597	09/29/2017		Books & Materials	-166.82
Bill	30445256	09/29/2017		Books & Materials	-1,302.35
Bill	30436702	09/29/2017		Books & Materials	-422.12
Bill	30425325	09/29/2017		Books & Materials	-138.42
Bill	30425326	09/29/2017		Books & Materials	-346.41
Bill	30393354	09/29/2017		Books & Materials	-2,383.26
Bill	30338227	09/29/2017		Books & Materials	-1,107.48
Bill	30371642	09/29/2017		Books & Materials	-397.73
Bill	30338225	09/29/2017		Books & Materials	-597.63
Bill	30382356	09/29/2017		Books & Materials	-235.10
Bill	30711246	10/12/2017		Personal Books	-15.96
Bill	30791665	10/12/2017		Personal Books	-13.20
				Books & Materials	-11.94
Bill	30791667	10/12/2017		Processing Supplies	-95.88
Bill	30788233	10/12/2017		Processing Supplies	-116.25
Bill	30762946	10/12/2017		Processing Supplies	-48.11
Bill	30741250	10/12/2017		Processing Supplies	-201.07
Bill	30711248	10/12/2017		Processing Supplies	-64.96
Bill	30692126	10/12/2017		Processing Supplies	-33.15
Bill	30672313	10/12/2017		Processing Supplies	-33.46
Bill	30684483	10/12/2017		Processing Supplies	-9.61
Bill	30637791	10/12/2017		Processing Supplies	-18.04
Bill	30807836	10/12/2017		Books & Materials	-39.22
Bill	30837594	10/12/2017		Books & Materials	-35.64
Bill	30791666	10/12/2017		Books & Materials	-1,105.67
Bill	30788232	10/12/2017		Books & Materials	-848.79
Bill	30762945	10/12/2017		Books & Materials	-650.84
Bill	30741249	10/12/2017		Books & Materials	-1,703.07
Bill	30711247	10/12/2017		Books & Materials	-872.10
Bill	30692125	10/12/2017		Books & Materials	-348.93
Bill	30726539	10/12/2017		Books & Materials	-21.40
Bill	30672312	10/12/2017		Books & Materials	-367.62
Bill	30672311	10/12/2017		Books & Materials	-15.91
Bill	30684482	10/12/2017		Books & Materials	-124.14
Bill	30637790	10/12/2017		Books & Materials	-193.18
TOTAL					-25,181.03

Bill Pmt -Check	28276	10/16/2017	Isaiah Bellinger	Checking	
Bill	11/15/17	09/29/2017		Young Adult Programming	-25.00
TOTAL					-25.00

Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28277	10/16/2017	Jai Nitz	Checking	
Bill	11-14-17	10/12/2017		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28278	10/16/2017	Jon Ratzlaff	Checking	
Bill	26796641	10/12/2017		Building Supplies	-121.25
TOTAL					-121.25
Bill Pmt -Check	28279	10/16/2017	Kansas City Public Library	Checking	
Bill	500822	09/29/2017		Overdues	-30.00
TOTAL					-30.00
Bill Pmt -Check	28280	10/16/2017	Laird Noller	Checking	
Bill	5077054	10/12/2017		Library & Office Supplies	-114.29
TOTAL					-114.29
Bill Pmt -Check	28281	10/16/2017	Lawrence Community Orchestra	Checking	
Bill	2017 09-20	09/29/2017		Advertising	-155.00
TOTAL					-155.00
Bill Pmt -Check	28282	10/16/2017	Madhavi Kamakoti	Checking	
Bill	REFUND	09/29/2017		Overdues	-17.74
TOTAL					-17.74
Bill Pmt -Check	28283	10/16/2017	Mary O'Connell	Checking	
Bill	11-1-17	10/12/2017		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28284	10/16/2017	Petty Cash	Checking	
Bill	1919-1933	09/29/2017		Young Adult Programming	-17.68
				Adult Programming	-20.00
				Bookvan & Mileage	-39.41
				Adult Services	-16.50
				Technology	-14.76
				Admin. Dept.	-19.45
				Children's Programming	-37.78
				Volunteer Recognition	-15.00
				Outreach Programming	-7.63
TOTAL					-188.21

Lawrence Public Library
Check Detail
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28285	10/16/2017	Rachel Sandle	Checking	
Bill	11-28-17	10/12/2017		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28286	10/16/2017	Tammie J. Bell	Checking	
Bill	REFUND	10/12/2017		Overdues	-25.46
TOTAL					-25.46
Bill Pmt -Check	28287	10/16/2017	Trettel Design Build Inc.	Checking	
Bill	2012357	10/12/2017		Tech Desk Project	-4,991.99
TOTAL					-4,991.99
Bill Pmt -Check	28288	10/16/2017	Trettel Design Build Inc.	Checking	
Bill	2012357-Fi...	10/12/2017		Tech Desk Project	-4,991.99
TOTAL					-4,991.99

Lawrence Public Library

Monthly Statistical Summary--September 2017

INDICATOR	September		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	6.26	6.10	3%			
Reference Transactions per Capita	1.43	1.66	-14%			
Program Attendance per Capita	0.44	0.41	7%			
Circulation per Capita	11.96	12.44	-4%			
Circulation per Visit	1.91	2.04	-6%			
Total Holdings per Capita	2.02	2.11	-4%			
% of Lawrence Residents Registered	55%	64%	-14%			
Circulation--Adult Total	67,179	69,315	-3%	651,272	671,895	-3%
Circulation--Young Adult Total	3,051	3,266	-7%	33,407	39,830	-16%
Circulation--Youth Total	27,422	28,675	-4%	273,941	293,870	-7%
Circulation--Bookmobile	973	1,038	-6%	8,518	9,673	-12%
Circulation--Book Lockers	865			4,517		
Circulation--Audiovisual Total	34,929	38,079	-8%	359,031	384,905	-7%
Circulation--Total	97,652	101,256	-4%	958,620	1,005,595	-5%
Reference Transactions	11,691	13,483	-13%	125,229	132,933	-6%
User Visits	51,100	49,689	3%	516,882	515,911	0%
LPL Web Site Visits	18,316	26,945	-32%	169,976	257,761	-34%
Holdings--Added	3,152	2,420	30%	27,668	22,226	24%
Holdings--Withdrawn	4,403	344	1180%	40,941	18,510	121%
Holdings--Total	197,909	205,750	-4%			
Cardholders--Added	711	778	-9%			
Active Cardholders--Total	65,209	76,623	-15%			
Adult Programs	38	23	65%	226	239	-5%
Young Adult Programs	16	14	14%	127	118	8%
Youth Programs	64	64	0%	559	527	6%
Senior Programs	14	13	8%	115	109	6%
Total Programs	132	114	16%	1,027	993	3%
Total Program Attendance	3,612	3,369	7%	42,978	42,336	2%
Public Uses of Meeting Rooms	900	965	-7%	7,831	6,685	17%
Total Paid Staff (FTE)	63.59	62.20	2%			
Total Number of Employees	87	86	1%			

Lawrence Public Library

Monthly Statistical Report--September 2017

	September		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	6.26	6.10	3%				
Reference Transactions per Capita	1.43	1.70	-16%				
Program Attendance per Capita	0.44	0.41	7%				
Circulation per Capita	11.96	12.44	-4%				
Total Holdings per Capita	2.02	2.11	-4%				
Collection Turnover--Total	6.00	5.99	0%				
Collection Turnover--Adult	6.52	6.29	4%				
Collection Turnover--Young Adult	3.33	3.67	-9%				
Collection Turnover--Youth	5.43	5.73	-5%				
Collection Turnover--Audiovisual	9.79	10.52	-7%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	32340	32062	1%		302684	304313	-1%
Circulation--Adult Periodicals	791	1045	-24%		8905	11235	-21%
Circulation--Adult Feature Films & TV Shows	22075	24091	-8%		223891	237738	-6%
Circulation--Electronic Games	1628	1491	9%		16613	17145	-3%
Circulation--Adult Music CDs	5181	5888	-12%		51467	61314	-16%
Circulation--Adult Audio Books	5151	4727	9%		47635	40039	19%
Circulation--eReaders	13	11	18%		77	111	-31%
Circulation--Adult Total	67179	69315	-3%		651272	671895	-3%
Circulation--YA Books and NF Videos	2750	3014	-9%		30835	36810	-16%
Circulation--YA Periodicals	2	13	-85%		150	168	-11%
Circulation--YA Audio Books	299	239	25%		2422	2852	-15%
Circulation--YA Total	3051	3266	-7%		33407	39830	-16%
Circulation--Youth Books and NF Videos	25655	26670	-4%		255122	278261	-8%
Circulation--Youth Periodicals	89	84	6%		835	1035	-19%
Circulation--Youth Music CDs	330	364	-9%		3537	4376	-19%
Circulation--Youth Audio Books	1348	1557	-13%		14447	10198	42%
Circulation--Youth Total	27422	28675	-4%		273941	293870	-7%

Lawrence Public Library	September		Percent		YTD	YTD	Percent
Monthly Statistical Report	2017	2016	Change		2017	2016	Change
			2016-2017				2016-2017
Circulation--Bookmobile	973	1038	-6%		8518	9673	-12%
Circulation--Book Lockers	865				4517		
Circulation--Total Books	60745	61746	-2%		588641	619384	-5%
Circulation--Total Periodicals	882	1142	-23%		9890	12438	-20%
Circulation--Total Audiovisual	34929	38079	-8%		359031	384905	-7%
Circulation Total	97652	101256	-4%		958620	1005595	-5%
Accounts Desk & Welcome Desk Circulation	4035	2690	50%		42084	15502	171%
Self Check Circulation	71033	74593	-5%		709048	756460	-6%
Percent Self Check	95%	97%	-2%		94%	98%	-4%
Web Site & Telephone Renewals	15239	16225	-6%		143369	164701	-13%
Other Staff Checkouts	130	3315	-96%		883	27694	-97%
Requests Placed	18388	17407	6%		171857	182552	-6%
Requests Filled	16899	17094	-1%		155397	139746	11%
Requests Unclaimed	2531	3267	-23%		22965	27393	-16%
Interlibrary Loan Items Borrowed for LPL Patrons	364	545	-33%		3268	4738	-31%
Interlibrary Loan Items Loaned from LPL Collection	608	526	16%		5396	5845	-8%
OTHER LIBRARY SERVICES							
User Visits	51100	49689	3%		516882	515911	0%
Public Computer Usage	7828	8342	-6%		82173	81335	1%

Lawrence Public Library	September		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2016-2017			2016-2017
Adult Reference Transactions	1283	1956	-34%		13323	16433
Young Adult Reference Transactions	661	909	-27%		9104	10080
Youth Reference Transactions	1042	806	29%		13651	9821
IT Desk	1368	2914	-53%		16042	23625
Welcome Desk	2241	2361	-5%		22116	21397
Phone Calls	1760	1459	21%		19233	18189
Accounts Desk	3336	3442	-3%		31760	33388
Total Reference Transactions	11691	13847	-16%		125229	132933
Public-Sponsored Uses of Meeting Rooms	900	965	-7%		7831	6685
LPL Web Site Visits	18316	26945	-32%		169976	257761
RESOURCES						
Holdings--Total	197909	205750	-4%			
Holdings--Adult	125416	134216	-7%			
Holdings--Young Adult	11021	10714	3%			
Holdings--Youth	61472	60820	1%			
Holdings--Audiovisual	42812	43444	-1%			
Holdings--eReaders	10	11	-9%			
Holdings Added	3152	2420	30%		27668	22226
Holdings Withdrawn	4403	344	1180%		40941	18510
Holdings Net Change	-798	2076			-9622	3716
LIBRARY PATRONS						
Total Active Cardholders	65209	76623	-15%			
Cardholders Added	711	778	-9%		6910	6612
Cardholders Transacting	12884	13564	-5%		120208	106870
Percent of Cardholders Transacting	20%	18%	12%			
Total Number of Lawrence Residents Registered	53415	62048	-14%			
Percent of Lawrence Residents Registered	55%	64%	-14%			

Lawrence Public Library	September		Percent		YTD	YTD
Monthly Statistical Report	2017	2016	Change		2017	2016
			2016-2017			2016-2017
PROGRAMMING						
Number of Adult Programs	38	23	65%		226	239
Number of Young Adult Programs	16	14	14%		127	118
Number of Youth Programs	64	64	0%		559	527
Number of Senior Programs	14	13	8%		115	109
Total Programs	132	114	16%		1027	993
Adult Program Attendance	730	317	130%		6788	7731
Young Adult Program Attendance	484	623	-22%		3649	3210
Youth Program Attendance	2186	2321	-6%		31349	30310
Senior Program Attendance	212	108	96%		1192	1085
Total Program Attendance	3612	3369	7%		42978	42336
STAFFING						
Total Paid Staff, in Full-Time Equivalents	63.59	62.2	2%			
ALA-MLS Librarians, in Full-Time Equivalents	18.3	17.95	2%			
Number of Employees--Total	87	86	1%			
Number of Employees--Full-Time	39	38	3%			
Number of Employees--Part-Time	48	48	0%			
Terminations	2	0	#DIV/0!		14	13
Hirings	0	3	-100%		13	13
Volunteer Hours	781.5	559.7	40%		6052	5874

Select Online Statistics
September 2017

Kanopy Stats

Visits - 1401
Pages - 1854
Plays - 240
Minutes - 9283
Pages/Visit - 1.32
Plays/Visit - 0.17

Lynda.com Stats

New users 61
Active users 1680
Users who logged in 188
Total log-ins 626
Hours viewed 295.3
Hours viewed per user who logged in 1.57
Hours viewed per log-in .47

Library Director's Report for October 2017

New Teen Librarian

Our exceptional teen librarian Miriam Wallen left us at the end of September for a job in California. Her replacement is Erica Segraves. She worked at LPL previously as one of our collection development librarians. She is returning to us from Boulder Public Library. I am very excited to see Erica come back to Lawrence. She will make a fantastic teen librarian.

Meetings with City Commissioner Candidates

Kathleen and I met with five of the six city commissioner candidates earlier this month (all but Lisa Larsen with whom we did correspond by email). It was heartening to see that so many of the candidates are supporters and regular users of the library. Jennifer Ananda actually worked at the library when she was younger. Overall, these meetings were quite productive, and I enjoyed meeting and talking with all of them.

Wichita Public Library Keynote

On Monday, October 9, I had the honor of giving the keynote for Wichita Public Library's staff development day. Our Collection Development and Cataloging Coordinator William Ottens also presented later in the day. As they are soon to open a new downtown library--replacing a 50 year old Brutalist building (sound familiar?)--I spoke to them about the excitement of creating new spaces and the reality of the difficulty in dealing with change. I also got to tour the current construction site. I was impressed with the floor plan and look forward to visiting once they open next year.

Featured on KPR Conversations

I had the pleasure of being interviewed by KPR Director Dan Skinner for his KPR Conversations radio program. We discussed the core services the library provides. The conversation is available to hear on the KPR website.

Respectfully submitted by Brad Allen

Foundation Director's Report – October 13, 2017

Friends and Foundation Newsletter. The third and final Friends and Foundation newsletter for 2017 was mailed on September 21. Here is a summary of gifts to date:

- Total amount raised as of 10/13/17: \$2,740
- Total Foundation amount raised: \$1,530
- Total Friends amount raised: \$1,210
- Total number of donations as of 10/13/17: 46
- Total donations that gave to both Friends and Foundation: 21
- Total Foundation only donations: 6
- Total Friends only donations: 19

In addition, the newsletter mailing produced one renewal of a New Chapter Society membership.

Caddy Stacks. We have a title sponsor! Miles Schnaer and Crown Automotive have agreed to be a title sponsor for Caddy Stacks, coming up on January 26-28. In addition, the Friends were the first hole builder and sponsor to step up to participate. We also have some local celebrities lined up for the January 26 adult party: sports guys Tom Keegan and Brian Hanni are on board, and Kevin Romary will be there if his schedule will allow it.

End of Year Fundraising Plan. The Foundation's Fundraising Committee met and set a schedule for its end of year fundraising. New Chapter Society letters will be mailed on October 24, the Friends and Foundation annual letter will go out November 20th, and an online fundraising campaign will launch on December 1.

Beach Author Series. The fourth annual Ross and Marianna Beach Author Series, held on October 10th, was a great success. Approximately 560 people filled Liberty Hall for an evening with award winning author George Saunders. By all accounts, this was one of our best. George Saunders not only is brilliant, but also a wonderfully nice and funny guy. The evening included a "community audio book" reading of *Lincoln In the Bardo*, featuring George Saunders, Brad, Adam Desnoyers from KU's English Department, Kitty Steffens, Sarah Matthews, Alice Dorsey and Alice Ann Johnston. On October 11, we visited KU Libraries where George met with Laura Moriarty and 40 English students. He talked about his writing process and how he finds his inspiration. Laura called it "one of the best conversations about writing I've ever experienced."

Midco Announcement. We are working with Midco on signage for the computer lab. It's close! We hope to have a ribbon cutting and honorary check presentation in early November.

Tech Desk Update. The new technology desk, created in memory of George Paley, is nearly finished. It will be installed in late October/early November. There will be a dedication in November with the Paley family and George's friends.

Friends and Foundation Study. I recently met with Katie Stevenson, an attorney living in Lawrence who is currently seeking her Master's degree in Public Administration. For one of her classes she is required to spend 20 hours volunteering for a non-profit. She loves the library and inquired whether the Foundation would be open to a project. Since she is an attorney who has experience working with non-profits, we have asked her to research the legal issues and other logistics of merging the Friends and Foundation. Together with the Friends, we are working on a project outline that includes the questions we would like to have answered. The report would be ready in early December.

**Proposed Change to Designated Paid Holidays
October 16, 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