

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

Monday, April 16, 2018 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

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

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

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- EBSCO Solar Grant Idea – Update from Kathleen Morgan
- Approve 2019 Budget – **ACTION ITEM**

New business

- WoC Mural presentation
- Appoint new officers

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
March 19, 2018
4:30 p.m.

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

Library Staff Present: Tricia Karlin, Amanda McConnell, Kathleen Morgan, Leah Sewell, Sherri Turner.

Friends of the Library: Jenny Lattimore, Stan Ring

Guests: none

Call to Order

Brady called the regular meeting to order at 4:30 p.m. Stan introduced Jenny Lattimore, Friends Board member. Kathleen introduced Leah Sewell, Marketing Assistant for the library.

Public Comment: none

Consent Agenda

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

Director's Report

Brady announced that Zadie Cecelia Allen joined the world on March 13. He expressed congratulations to Brad and Erin on behalf of the board. Judy moved to give the family a \$100 gift certificate to Free State; Ursula seconded. All in favor; motion carried. Gift funds will be used for the purchase.

Library Foundation Executive Director's Report

Kathleen said that an estimated 1000 people, including many children, attended the Lizzie Velasquez *Read Across Lawrence* event, making it the largest indoor program to date. The program generated a lot of positive comments. Support from local schools contributed to the success.

The next *Music Storytellers* event featuring Mavis Staples is coming up on April 4. Doors will open at 6:30 followed by a concert from the Ninth Street Baptist choir at 7:30. At 8:00, the storytelling

will begin as Ms. Staples is interviewed by Randal Jelks, Professor of American Studies and African and African American Studies at KU. There is no reception. [Post meeting note: this event was canceled due to a family emergency.]

Kathleen said that Library Foundation funds grew 13.7% in 2017 which is in line with benchmarks. This allowed the Foundation to approve a distribution to the library of approximately \$95,000. Details are in her printed report.

The Foundation is making progress on trademarking “Before You Check Out.” It will be published in the Official Gazette of the US Patent and Trademark Office on March 27 for a 30-day notice period. If there are no objections, it will become officially registered after the 30 days. The next class in the series will be on April 12. Jane Warren will provide a framework/checklist for gathering essential information and documents. The series will start up again in the fall with Webb Golden presenting a session on estate planning.

Kathleen and Gregor have been visiting retirement communities to touch base about library services. One result is that we will be adding Pioneer Ridge’s Independent Living facility to our book van route. We are also connecting the communities with our Book Squad and exploring options for expanding our book service over time.

Friends Report

Jenny and Stan said that around 100 people attended the annual meeting brunch on March 3. Five new board members were inducted. The Mary Dalton Murphy award was presented to Sylvie Rueff and Glen Garneau. A check for \$90,000 was presented to the library. Friends are currently preparing for the Spring sale. They have formed a capital improvement committee to address space concerns, especially in the internet sales room. They are working with a Boy Scout to build shelving and Little Free Libraries for his Eagle project.

Ongoing Business

New Business

Form Officer Nominating Committee

Brady and David were named to the Officer Nominating Committee.

Report from Budget Committee

Brady distributed a draft budget recommendation from the budget committee showing a proposed 6% increase. The majority of the increase goes to salaries and benefits to help reach market, technology, and books and materials. He said that the committee’s intention is to maintain a flat mill and to adjust the budget down slightly should the request result in a mill increase. The budget is due on April 16, the date of the next board meeting. We hope to hear more from the city by then.

Report on Women of Color Mural

Kathleen and Ursula provided background information about a possible presentation at the next board

meeting. A group has applied for and received an \$11,000 grant to create a mural and record oral histories celebrating women of color who have helped make Lawrence what it is. They are using the library studio to record women's stories of growing up in Lawrence and are preparing to move forward on the mural. The original proposal had been for the mural to be placed on the north side of the garage. Having determined that the texture of that wall is not ideal for a mural, they have suggested putting it on the library itself. Brad expressed concern about the building aesthetics and suggested that the west wall could possibly be an option. The group didn't think that location would provide enough visibility and preferred the south side of library. Brad then proposed placing it inside the building, in the atrium, below the clerestory. They seem open to that idea but will need to discuss it with the group. Library staff have not actually met with the group yet, so Kathleen and Sherri have set up a meeting later this week. Some other locations may be under consideration. If the library remains their top choice, they will be asked to make a presentation to the board. Because the library is a city building, the city will make the final decision.

Ebsco Solar Grant

Kathleen presented background on a solar grant offered by Ebsco, one of the library's vendors. They are accepting applications for 3 grants of \$100,000 each to fund solar installations at libraries. The library meets all the qualifications and plans to apply for the 3rd year in a row. Matching funds are not required for the grant, but Kathleen and Brad thought that doing so might strengthen the grant application and allow us to have greater impact. Joan moved that the library provide a match of \$100,000 from the capital improvement fund for this project, pending positive response to questions regarding estimated savings, aesthetics, and city approval; David seconded. All in favor; motion carried. Kathleen will follow up.

Library Behavior Policy

Sherri provided background regarding the proposed changes to the Library Behavior Policy. Kevan moved to adopt the recommended Library Behavior Policy; Joan seconded. All in favor; motion carried.

Adjournment

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

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
2018									
REVENUES		This Month	Year to Date	Annual Budget	25% of Year		Mar-17		YTD 2017
Tax Fund		\$ -	\$ 2,339,423.36	\$ 4,233,000.00	55.27%		\$ -		\$ 2,202,197.63
Overdues		\$ 14,309.02	\$ 38,569.65	\$ 148,400.00	25.99%		\$ 14,012.72		\$ 41,640.20
NEKLS		\$ 22,500.00	\$ 24,500.00	\$ 90,000.00	27.22%		\$ 16,841.00		\$ 16,841.00
State Aid		\$ -	\$ 27,367.85	\$ 25,000.00	109.47%		\$ -		\$ 28,320.44
Photo Copies		\$ 2,068.18	\$ 4,988.77	\$ 20,000.00	24.94%		\$ 2,520.69		\$ 5,101.47
Coffee Shop Rent		\$ 1,500.00	\$ 3,000.00	\$ 9,000.00	33.33%		\$ 1,500.00		\$ 2,250.00
Meeting Room Fees		\$ 600.00	\$ 1,800.00	\$ 3,000.00	60.00%		\$ 1,075.00		\$ 2,200.00
Interest		\$ 1,207.04	\$ 2,175.46	\$ 1,600.00	135.97%		\$ 156.81		\$ 423.22
Miscellaneous		\$ 250.00	\$ 266.48	\$ -			\$ (7.49)		\$ 36.83
Total Revenues		\$42,434.24	\$2,442,091.57	\$4,530,000.00	53.91%		\$36,098.73		\$2,299,010.79
EXPENSES									
Salaries & Wages		\$ 203,376.82	\$ 619,502.42	\$ 2,500,000.00	24.78%		\$ 199,404.61		\$ 594,070.66
Employee Benefits		\$ 23,902.39	\$ 71,875.78	\$ 275,000.00	26.14%		\$ 20,063.86		\$ 59,172.30
Payroll Taxes		\$ 33,528.11	\$ 102,526.16	\$ 420,000.00	24.41%		\$ 31,094.83		\$ 92,726.70
Utilities		\$ 8,429.54	\$ 28,341.76	\$ 96,000.00	29.52%		\$ 6,557.71		\$ 24,760.39
Building Supplies		\$ 1,622.59	\$ 4,378.62	\$ 20,000.00	21.89%		\$ 1,869.65		\$ 5,086.61
Building Repairs & Maintenance		\$ 3,422.55	\$ 10,000.03	\$ 55,000.00	18.18%		\$ 688.00		\$ 7,080.88
Library Supplies		\$ 724.08	\$ 4,457.63	\$ 25,000.00	17.83%		\$ 1,504.67		\$ 5,509.95
Books & Materials		\$ 58,226.66	\$ 129,876.13	\$ 650,000.00	19.98%		\$ 54,623.45		\$ 116,925.95
Processing Supplies		\$ 5,308.50	\$ 12,051.13	\$ 65,000.00	18.54%		\$ 3,103.80		\$ 15,280.39
Equipment		\$ 999.99	\$ 5,567.49	\$ 10,000.00	55.67%		\$ -		\$ -
Technology		\$ 18,119.64	\$ 45,627.18	\$ 210,000.00	21.73%		\$ 8,720.22		\$ 27,975.79
Insurance		\$ -	\$ 1,126.00	\$ 15,000.00	7.51%		\$ -		\$ -
Shipping		\$ 2,514.96	\$ 3,565.16	\$ 19,000.00	18.76%		\$ 766.04		\$ 4,270.79
Professional Development		\$ 3,649.14	\$ 9,670.48	\$ 30,000.00	32.23%		\$ 2,743.74		\$ 3,930.50
Book Van & Mileage		\$ 94.29	\$ 294.08	\$ 2,000.00	14.70%		\$ 144.70		\$ 307.90
Programs		\$ 2,955.69	\$ 4,931.57	\$ 20,000.00	24.66%		\$ 1,379.35		\$ 4,381.52
Professional Fees		\$ 3,317.73	\$ 17,516.23	\$ 40,000.00	43.79%		\$ 1,866.29		\$ 6,329.75
Advertising & Marketing		\$ 2,338.93	\$ 5,291.42	\$ 30,000.00	17.64%		\$ 2,749.51		\$ 5,482.99
Capital Improvements		\$ 6,593.60	\$ 15,593.60	\$ 48,000.00	32.49%		\$ -		\$ -
Miscellaneous		\$ 247.15	\$ 2,708.34	\$ -			\$ 852.15		\$ 4,432.50
Total Expenses		\$ 379,372.36	\$ 1,094,901.21	\$ 4,530,000.00	24.17%		\$ 338,132.58		\$ 977,725.57
CASH BALANCES									
Checking		\$ 1,802,080.21							
Capital Improvement		\$ 604,006.45							

Lawrence Public Library												
2018 Outside Funding Report												
			1/1/2018		January	January	February	February	March	March		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS												
	KPR-Advertising		\$ 425.87		\$ 6,000.00	\$ 287.11		\$ 287.11		\$ 287.50	\$ 5,564.15	
	Summer Reading - ALL		\$ -						\$ 20,800.00	\$ 3,314.26	\$ 17,485.74	
	Aquarium		\$ 256.77		\$ 4,000.00	\$ 300.00		\$ 827.28		\$ -	\$ 3,129.49	
	Volunteers		\$ 743.55							\$ -	\$ 743.55	
	Read Across Lawrence 2015/2016		\$ 1,548.82					\$ 1,497.22		\$ 226.40	\$ (174.80)	
	Salaries/Taxes		\$ 16.79			\$ 3,919.99		\$ 3,919.98		\$ 3,919.99	\$ (11,743.17)	
	Block Grant		\$ 39,734.07		\$ (10,000.00)				\$ (20,800.00)		\$ 8,934.07	
			\$ 43,584.71		\$ -	\$ 4,507.10	\$ -	\$ 6,531.59	\$ -	\$ 7,748.15	\$ 24,797.87	
FOUNDATION												
	Kansas Health Foundation		\$ 2,484.89			\$ 349.93					\$ 2,134.96	
	Salaries/Taxes - Bukaty		\$ -			\$ 422.02		\$ 541.65		\$ 1,136.94	\$ (2,100.61)	
	Foundation Expenses to be reimbursed		\$ -		\$ 746.87	\$ 236.53		\$ 1,040.59		\$ 278.22	\$ (808.47)	
	Salkind for E-books		\$ 382.88			\$ 380.77					\$ 2.11	
	Harry Potter		\$ 1,000.00			\$ 333.40		\$ 175.69			\$ 490.91	
	Weinberg YS/YA		\$ 1,734.36					\$ 550.00			\$ 1,184.36	
	Milliken Fund		\$ 827.33								\$ 827.33	
	Sound & Vision		\$ 935.62			\$ 1,849.98					\$ (914.36)	
	Juanita Marsh		\$ 502.66								\$ 502.66	
	Seed Library		\$ 2,929.29			\$ 435.86		\$ 159.13			\$ 2,334.30	
	Crowe Fund		\$ 1,385.06					\$ 52.36			\$ 1,332.70	
	Tech Desk - Gage		\$ 73.09								\$ 73.09	
	Local History		\$ 1,475.06					\$ 82.99			\$ 1,392.07	
	MIDCO		\$ 2,366.78								\$ 2,366.78	
	General Endowment		\$ 2,222.72								\$ 2,222.72	
	Simpson Grant		\$ 13,962.07			\$ 10,440.35					\$ 3,521.72	
	Youth Services		\$ 1,419.83								\$ 1,419.83	
			\$ 50,701.64		\$ 746.87	\$ 14,448.84	\$ -	\$ 2,602.41		\$ 1,415.16	\$ 32,982.10	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 131.07			\$ 137.12		\$ 21.37		\$ 96.00	\$ (123.42)	
	Landsberg Bequest		\$ 6,996.11			\$ 305.87		\$ 419.29		\$ 529.78	\$ 5,741.17	
	Lawrence Give Back		\$ 2,626.32			\$ -					\$ 2,626.32	
	Wurfy		\$ 39.69		\$ 100.00					\$ 93.48	\$ 46.21	
	Merchandise Sales		\$ 993.82		\$ 418.25		\$ 396.00		\$ 416.25		\$ 2,224.32	
			\$ 10,787.01		\$ 518.25	\$ 442.99	\$ 396.00	\$ 440.66	\$ 416.25	\$ 719.26	\$ 10,514.60	
			\$ 105,073.36									
			Month Total		\$ 1,265.12	\$ 19,398.93	\$ 396.00	\$ 9,574.66	\$ 416.25	\$ 9,882.57		

Lawrence Public Library
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>	<u>Mar 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	30.51	0.00	30.51	100.0%
MIP Operating Funds	1,349,614.57	0.00	1,349,614.57	100.0%
Checking	452,465.64	1,805,406.86	-1,352,941.22	-74.9%
Capital Improvement-2	0.00	571,601.95	-571,601.95	-100.0%
Capital Improvement at MIP	604,006.45	0.00	604,006.45	100.0%
Total Checking/Savings	<u>2,406,117.17</u>	<u>2,377,008.81</u>	<u>29,108.36</u>	<u>1.2%</u>
Total Current Assets	<u>2,406,117.17</u>	<u>2,377,008.81</u>	<u>29,108.36</u>	<u>1.2%</u>
Other Assets				
Bitcoin Investment	0.00	193.65	-193.65	-100.0%
Petty Cash	1,130.70	1,230.70	-100.00	-8.1%
Total Other Assets	<u>1,130.70</u>	<u>1,424.35</u>	<u>-293.65</u>	<u>-20.6%</u>
TOTAL ASSETS	<u>2,407,247.87</u>	<u>2,378,433.16</u>	<u>28,814.71</u>	<u>1.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	49,448.16	33,300.89	16,147.27	48.5%
Total Accounts Payable	<u>49,448.16</u>	<u>33,300.89</u>	<u>16,147.27</u>	<u>48.5%</u>
Other Current Liabilities				
Payroll Liabilities	935.78	-690.83	1,626.61	235.5%
Total Other Current Liabilities	<u>935.78</u>	<u>-690.83</u>	<u>1,626.61</u>	<u>235.5%</u>
Total Current Liabilities	<u>50,383.94</u>	<u>32,610.06</u>	<u>17,773.88</u>	<u>54.5%</u>
Total Liabilities	<u>50,383.94</u>	<u>32,610.06</u>	<u>17,773.88</u>	<u>54.5%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	745,817.14	730,000.79	15,816.35	2.2%
Net Income	1,310,411.57	1,315,187.09	-4,775.52	-0.4%
Total Equity	<u>2,356,863.93</u>	<u>2,345,823.10</u>	<u>11,040.83</u>	<u>0.5%</u>
TOTAL LIABILITIES & EQUITY	<u>2,407,247.87</u>	<u>2,378,433.16</u>	<u>28,814.71</u>	<u>1.2%</u>

**Lawrence Public Library
Revenues & Expenses**

March 2018

	Mar 18
Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,500.00
Grants	22,500.00
Interest	1,207.04
Meeting Room Fees	600.00
Merchandise Sales	416.25
Overdues	14,309.02
Personal Books	0.00
Photo Copies	2,068.18
Repairs & Equipment	250.00
Total Income	42,850.49
Expense	
Payroll Expenses	227,279.21
Payroll Taxes	34,170.38
Utilities - Electric	8,429.54
Building Supplies	1,622.59
Building Repairs & Maintenance	3,422.55
Library & Office Supplies	724.08
Books & Materials	58,226.66
Processing Supplies	5,308.50
Equipment	999.99
Technology	18,119.64
Shipping	2,514.96
Professional Development	3,649.14
Bookvan & Mileage	94.29
Program Expense	2,955.69
Professional Fees	3,317.73
Advertising	2,338.93
Capital Improvement Expenditure	6,593.60
Miscellaneous	247.15
FOUNDATION FUNDING	1,333.39
FRIENDS FUNDING	7,906.91
Total Expense	389,254.93
Net Ordinary Income	-346,404.44
Net Income	-346,404.44

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04/12/18

Lawrence Public Library Vendor Balance Summary

All Transactions

	Apr 13, 18
Amazon	2,872.32
ASI	50.00
Baker & Taylor, Inc.	400.54
Bibliotheca	2,713.00
Bob's Janitorial Service	200.00
Body Boutique	434.50
Brodart Co.	118.62
Caryn Mirriam-Goldberg	300.00
Center Point Large Print	113.25
Century Business Technologies	483.97
City Wide Maintenance	2,042.96
CNA Surety	100.00
Copy Co Inc.	775.00
Dennis Kemberling	11.29
Gale/Cengage Learning	768.46
Ingram Library Services	19,231.09
Interstate Elevator, Inc.	73.00
Intuit	22.90
Iron Mountain	50.00
Jayhawk Trophy Co., Inc.	9.95
Jayhawk Tropical Fish	312.98
Kanopy LLC	390.00
Kansas City Star	414.16
Kansas Library Association	245.00
Kansas Public Radio	287.50
Kansas State Treasurer	89.75
Laser Logic, Inc.	255.04
Lawrence Arts Center	225.00
Lawrence Rotary Club	208.00
Lawrence Sign Up LLC	145.93
LinkedIn Corporation	13,125.00
Mary K. Bowen	12.00
Midwest Tape	16,754.13
OCLC, Inc.	5,703.50
OverDrive	13,644.34
Pan Asian Publications Inc.	58.45
Prairie Park Nature Center	100.00
Pro Print Inc.	130.06
Pur-O-Zone, Inc.	393.49
Quill Corporation	190.81
Rachel Sandle	50.00
Random House, Inc.	344.99
Recorded Books	452.64
Rivershore Reading Store	159.00
Rueschhoff Locksmiths & S.S.	80.22
Schendel Services	99.75
Scholastic Inc.	9,710.20
Simon Gathunguri	8.22
Sloane Crosley	500.00
Snap Promotions	22.48
Sneegas Plumbing, Inc.	417.10
Unique Management Services	478.43
United Parcel Service	1,037.70
Vantiv	262.88
Virtual Graffiti Inc.	9,849.00
VISA 5372	10,862.28
Westar	7,396.39
Withers	156.00
TOTAL	125,343.27

11:47 AM
04/12/18

Lawrence Public Library
Check Detail
April 3 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/16/2018	ASI	Checking	
Bill		04/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	04/16/2018	Intuit	Checking	
Bill	Bill Pay Ma...	04/12/2018		Professional Fees	-22.90
TOTAL					-22.90
Bill Pmt -Check	Electronic	04/16/2018	United Parcel Service	Checking	
Bill	1148	04/11/2018		Shipping	-1,037.70
TOTAL					-1,037.70
Bill Pmt -Check	Electronic	04/16/2018	Vantiv	Checking	
Bill	March 2018	04/11/2018		Credit Card Processing	-262.88
TOTAL					-262.88
Bill Pmt -Check	Electronic	04/16/2018	VISA 5372	Checking	
Bill		04/11/2018		Adult Programming	-121.27
				Bookvan & Mileage	-183.12
				Children's Programming	-39.74
				Children's Programming	-73.10
				Children's Programming	-31.59
				Children's Programming	-24.79
				Children's Programming	-31.34
				Children's Programming	-17.06
				Children's Programming	-18.00
				Young Adult Program...	-390.69
				Read Across Lawrence	-633.00
				YS Summer Reading	-775.98
				Shipping	-315.99
				Processing Supplies	-507.22
				Advertising	-565.32
				Building Supplies	-783.39
				Supplies	-42.28
				Supplies	-261.59
				Supplies	-359.88
				Supplies	-19.88
				Telephone	-275.77
				Sound & Vision	-15.08
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-4.36
				FOUNDATION FUNDI...	-3.17
				FOUNDATION FUNDI...	-150.82
				FOUNDATION FUNDI...	-22.23
				FOUNDATION FUNDI...	-10.00
				Seed Library	-159.09
				Greatest Expectations...	-6.70
				FOUNDATION FUNDI...	-36.84
				Books & Materials	-5.98

11:47 AM
04/12/18

Lawrence Public Library
Check Detail
April 3 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
				Periodicals	-44.95
				PLA	-3,999.27
				Adult Services	-842.79
TOTAL					-10,862.28
Bill Pmt -Check	Electronic	04/16/2018	Westar	Checking	
Bill		04/12/2018		Utilities - Electric	-7,396.39
TOTAL					-7,396.39
Bill Pmt -Check	8126	04/18/2018	Baker & Taylor, Inc.	Checking	
Bill	5014927735	03/30/2018		Books & Materials	-23.16
Bill	2033582315	03/30/2018		Processing Supplies	-0.15
Bill	2033582314	03/30/2018		Books & Materials	-39.36
Bill	5014927736	03/30/2018		Processing Supplies	-0.05
Bill	2033577937	03/30/2018		Books & Materials	-62.25
Bill	2033577938	03/30/2018		Processing Supplies	-8.34
Bill	5014917568	03/30/2018		Books & Materials	-42.54
Bill	5014917569	03/30/2018		Processing Supplies	-0.10
Bill	2033561384	03/30/2018		Books & Materials	-103.28
Bill	2033561385	03/30/2018		Processing Supplies	-0.30
Bill	2033611443	04/11/2018		Books & Materials	-52.07
Bill	2033611444	04/11/2018		Processing Supplies	-0.20
Bill	5014952637	04/11/2018		Books & Materials	-68.74
TOTAL					-400.54
Bill Pmt -Check	8127	04/18/2018	Bibliotheca	Checking	
Bill	SI0037968...	03/30/2018		Collections	-499.00
Bill	SI0003797...	03/30/2018		Processing Supplies	-2,214.00
TOTAL					-2,713.00
Bill Pmt -Check	8128	04/18/2018	Bob's Janitorial Service	Checking	
Bill	303616	03/30/2018		Building Repairs & Mai...	-200.00
TOTAL					-200.00
Bill Pmt -Check	8129	04/18/2018	Brodart Co.	Checking	
Bill	495525	03/30/2018		Processing Supplies	-21.12
Bill	495617	03/30/2018		Processing Supplies	-97.50
TOTAL					-118.62
Bill Pmt -Check	8130	04/18/2018	Center Point Large Print	Checking	
Bill	1562976	03/30/2018		Books & Materials	-113.25
TOTAL					-113.25

11:47 AM
04/12/18

Lawrence Public Library
Check Detail
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8131	04/18/2018	Century Business Technologies	Checking	
Bill	484454	03/30/2018		Copying	-64.45
Bill	484453	03/30/2018		Copying	-55.68
Bill	482808	03/30/2018		Copying	-348.84
Bill	483633	03/30/2018		Copying	-15.00
TOTAL					-483.97
Bill Pmt -Check	8132	04/18/2018	City Wide Maintenance	Checking	
Bill	CON069140	03/30/2018		Professional Fees	-2,042.96
TOTAL					-2,042.96
Bill Pmt -Check	8133	04/18/2018	CNA Surety	Checking	
Bill	71277635	04/12/2018		Liability Insurance	-100.00
TOTAL					-100.00
Bill Pmt -Check	8134	04/18/2018	Copy Co Inc.	Checking	
Bill	84844	03/30/2018		Printing	-775.00
TOTAL					-775.00
Bill Pmt -Check	8135	04/18/2018	Gale/Cengage Learning	Checking	
Bill	63413278	03/30/2018		Books & Materials	-67.17
Bill	63378305	03/30/2018		Books & Materials	-27.29
Bill	63317754	03/30/2018		Books & Materials	-38.92
Bill	63357199	03/30/2018		Books & Materials	-111.25
Bill	63349431	03/30/2018		Books & Materials	-77.67
Bill	63349209	03/30/2018		Books & Materials	-119.65
Bill	63439648	04/11/2018		Books & Materials	-54.58
Bill	63439106	04/11/2018		Books & Materials	-186.83
Bill	63447598	04/11/2018		Books & Materials	-23.79
Bill	63484043	04/11/2018		Books & Materials	-22.39
Bill	63474818	04/11/2018		Books & Materials	-38.92
TOTAL					-768.46
Bill Pmt -Check	8136	04/18/2018	Ingram Library Services	Checking	
Bill	33446031	03/30/2018		Miscellaneous	-38.40
Bill	33890653	03/30/2018		Miscellaneous	-29.64
Bill	33608135	03/30/2018		Landsberg Gift	-51.87
Bill	33608136	03/30/2018		Landsberg Gift	-2.46
Bill	33656343	03/30/2018		Landsberg Gift	-32.48
Bill	33656344	03/30/2018		Wurfy	-44.90
Bill	33667242	03/30/2018		Landsberg Gift	-16.52
Bill	33667243	03/30/2018		Wurfy	-16.19
Bill	33667244	03/30/2018		Landsberg Gift	-1.64
Bill	33687975	03/30/2018		Landsberg Gift	-31.35
Bill	33687976	03/30/2018		Landsberg Gift	-2.46
Bill	33687977	03/30/2018		Landsberg Gift	-13.10

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Type	Num	Date	Name	Account	Paid Amount
Bill	33634902	03/30/2018		Landsberg Gift	-19.95
Bill	33634903	03/30/2018		Landsberg Gift	-0.82
Bill	33708273	03/30/2018		Landsberg Gift	-31.89
Bill	33708275	03/30/2018		Wurfy	-10.25
Bill	33769848	03/30/2018		Landsberg Gift	-14.22
Bill	33769849	03/30/2018		Landsberg Gift	-1.64
				Wurfy	-0.82
Bill	33769850	03/30/2018		Landsberg Gift	-22.80
Bill	33769851	03/30/2018		Wurfy	-10.25
Bill	33803425	03/30/2018		Landsberg Gift	-46.65
Bill	33803426	03/30/2018		Landsberg Gift	-2.46
Bill	33869991	03/30/2018		Landsberg Gift	-15.96
Bill	33869992	03/30/2018		Landsberg Gift	-0.82
				Wurfy	-0.82
Bill	33869993	03/30/2018		Wurfy	-10.25
Bill	33839162	03/30/2018		Landsberg Gift	-33.03
Bill	33839163	03/30/2018		Landsberg Gift	-1.64
Bill	33823374	03/30/2018		Landsberg Gift	-19.95
Bill	33823375	03/30/2018		Landsberg Gift	-1.64
Bill	33823376	03/30/2018		Landsberg Gift	-17.10
Bill	33623669	03/30/2018		Books & Materials	-248.73
Bill	33590250	03/30/2018		Books & Materials	-407.58
Bill	33608133	03/30/2018		Books & Materials	-791.82
Bill	33656340	03/30/2018		Books & Materials	-38.47
Bill	33656341	03/30/2018		Books & Materials	-1,726.91
Bill	33634900	03/30/2018		Books & Materials	-392.95
Bill	33700274	03/30/2018		Books & Materials	-592.67
Bill	33700276	03/30/2018		Books & Materials	-199.60
				Library & Office Suppli...	-40.00
Bill	33687973	03/30/2018		Books & Materials	-525.46
Bill	33708271	03/30/2018		Books & Materials	-837.13
Bill	33724217	03/30/2018		Books & Materials	-528.60
Bill	33783495	03/30/2018		Books & Materials	-416.80
Bill	33751748	03/30/2018		Books & Materials	-264.81
Bill	33783497	03/30/2018		Books & Materials	-18.00
Bill	33803423	03/30/2018		Books & Materials	-134.79
Bill	33815778	03/30/2018		Books & Materials	-58.80
Bill	33815780	03/30/2018		Books & Materials	-157.74
Bill	33815782	03/30/2018		Books & Materials	-241.14
Bill	33769843	03/30/2018		Books & Materials	-1,501.84
				GGIFT	-96.00
Bill	33803421	03/30/2018		Books & Materials	-226.62
Bill	33823370	03/30/2018		Books & Materials	-806.57
Bill	33823372	03/30/2018		Books & Materials	-274.71
Bill	33869989	03/30/2018		Books & Materials	-539.34
Bill	33839158	03/30/2018		Books & Materials	-662.02
Bill	33839160	03/30/2018		Books & Materials	-14.39
Bill	33623670	03/30/2018		Processing Supplies	-25.70
Bill	33590251	03/30/2018		Processing Supplies	-36.83
Bill	33608134	03/30/2018		Processing Supplies	-48.25
Bill	33656342	03/30/2018		Processing Supplies	-168.03
Bill	33634901	03/30/2018		Processing Supplies	-40.53
Bill	33700275	03/30/2018		Processing Supplies	-70.53
Bill	33700277	03/30/2018		Processing Supplies	-36.28
Bill	33687974	03/30/2018		Processing Supplies	-29.33
Bill	33708272	03/30/2018		Processing Supplies	-84.45
Bill	33724218	03/30/2018		Processing Supplies	-57.03
Bill	33783496	03/30/2018		Processing Supplies	-48.16
Bill	33751749	03/30/2018		Processing Supplies	-28.87
Bill	33783498	03/30/2018		Processing Supplies	-0.15
Bill	33803424	03/30/2018		Processing Supplies	-14.25
Bill	33815779	03/30/2018		Processing Supplies	-6.88

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Type	Num	Date	Name	Account	Paid Amount
Bill	33815781	03/30/2018		Processing Supplies	-20.67
Bill	33815783	03/30/2018		Processing Supplies	-13.84
Bill	33769847	03/30/2018		Processing Supplies	-162.63
Bill	33803422	03/30/2018		Processing Supplies	-11.04
Bill	33823371	03/30/2018		Processing Supplies	-82.29
Bill	33823373	03/30/2018		Processing Supplies	-2.85
Bill	33869990	03/30/2018		Processing Supplies	-41.96
Bill	33839159	03/30/2018		Processing Supplies	-57.73
Bill	33839161	03/30/2018		Processing Supplies	-0.15
Bill	34023836	04/11/2018		Landsberg Gift	-0.82
Bill	34023835	04/11/2018		Landsberg Gift	-17.07
Bill	33996648	04/11/2018		Landsberg Gift	-1.64
Bill	33996647	04/11/2018		Landsberg Gift	-34.77
Bill	33951170	04/11/2018		Landsberg Gift	-0.82
Bill	33951169	04/11/2018		Landsberg Gift	-17.10
Bill	33890657	04/11/2018		Landsberg Gift	-1.64
Bill	33935356	04/11/2018		Landsberg Gift	-3.91
Bill	33935354	04/11/2018		Landsberg Gift	-44.39
Bill	33935355	04/11/2018		Landsberg Gift	-31.34
Bill	33965208	04/11/2018		Landsberg Gift	-0.82
Bill	33965207	04/11/2018		Landsberg Gift	-24.61
Bill	33918267	04/11/2018		Landsberg Gift	-1.64
Bill	33918268	04/11/2018		Landsberg Gift	-16.52
Bill	33918266	04/11/2018		Landsberg Gift	-22.91
Bill	33656345	04/11/2018		Landsberg Gift	-1.42
				Wurfy	-2.83
Bill	33708274	04/11/2018		Landsberg Gift	-0.82
				Wurfy	-1.64
				Landsberg Gift	-46.78
Bill	34036583	04/11/2018		Books & Materials	-9.10
Bill	34023833	04/11/2018		Books & Materials	-397.57
Bill	34036584	04/11/2018		Books & Materials	-403.39
Bill	33996645	04/11/2018		Books & Materials	-1,456.43
Bill	33996644	04/11/2018		Books & Materials	-30.72
Bill	33978198	04/11/2018		Books & Materials	-520.54
Bill	33935352	04/11/2018		Books & Materials	-901.10
Bill	33965205	04/11/2018		Books & Materials	-458.99
Bill	33918264	04/11/2018		Books & Materials	-180.51
Bill	33890654	04/11/2018		Books & Materials	-755.83
Bill	34023834	04/11/2018		Processing Supplies	-25.36
Bill	34036585	04/11/2018		Processing Supplies	-54.10
Bill	33996646	04/11/2018		Processing Supplies	-124.80
Bill	33978199	04/11/2018		Processing Supplies	-50.12
Bill	33935353	04/11/2018		Processing Supplies	-81.71
Bill	33965206	04/11/2018		Processing Supplies	-35.45
Bill	33918265	04/11/2018		Processing Supplies	-21.46
Bill	33890655	04/11/2018		Processing Supplies	-74.53
TOTAL					-19,231.09

Bill Pmt -Check 8137 04/18/2018 Interstate Elevator, Inc.

Checking

Bill	17677	03/30/2018		Building Repairs & Mai...	-73.00
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TOTAL					-73.00
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8138	04/18/2018	Jayhawk Trophy Co., Inc.	Checking	
Bill	60860	04/12/2018		Miscellaneous	-9.95
TOTAL					-9.95
Bill Pmt -Check	8139	04/18/2018	Jayhawk Tropical Fish	Checking	
Bill	503058	04/12/2018		Aquarium Maintenance	-312.98
TOTAL					-312.98
Bill Pmt -Check	8140	04/18/2018	Kanopy LLC	Checking	
Bill	125879-PPU	04/11/2018		Books & Materials	-390.00
TOTAL					-390.00
Bill Pmt -Check	8141	04/18/2018	Kansas Public Radio	Checking	
Bill	142387	04/12/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8142	04/18/2018	Laser Logic, Inc.	Checking	
Bill	281012	04/12/2018		Library & Office Suppli...	-255.04
TOTAL					-255.04
Bill Pmt -Check	8143	04/18/2018	Lawrence Arts Center	Checking	
Bill	9621	03/30/2018		Advertising	-225.00
TOTAL					-225.00
Bill Pmt -Check	8144	04/18/2018	Lawrence Rotary Club	Checking	
Bill	127299	04/12/2018		Membership & Dues	-208.00
TOTAL					-208.00
Bill Pmt -Check	8145	04/18/2018	Lawrence Sign Up LLC	Checking	
Bill	10920	03/30/2018		Advertising	-145.93
TOTAL					-145.93

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8146	04/18/2018	Midwest Tape	Checking	
Bill	95940639	03/30/2018		Books & Materials	-14.98
Bill	95940637	03/30/2018		Books & Materials	-39.57
Bill	95938814	03/30/2018		Books & Materials	-574.85
Bill	95940806	03/30/2018		Books & Materials	-478.94
Bill	95936663	03/30/2018		Books & Materials	-82.44
Bill	95936665	03/30/2018		Books & Materials	-110.21
Bill	95933299	03/30/2018		Books & Materials	-63.70
Bill	95920133	03/30/2018		Books & Materials	-280.93
Bill	95918188	03/30/2018		Books & Materials	-1,320.03
Bill	95919081	03/30/2018		Books & Materials	-415.35
Bill	95915959	03/30/2018		Books & Materials	-257.87
Bill	95919561	03/30/2018		Books & Materials	-124.23
Bill	95915869	03/30/2018		Books & Materials	-101.61
Bill	95909544	03/30/2018		Books & Materials	-36.42
Bill	95909546	03/30/2018		Books & Materials	-78.71
Bill	95899657	03/30/2018		Books & Materials	-70.44
Bill	95899659	03/30/2018		Books & Materials	-161.18
Bill	95895876	03/30/2018		Books & Materials	-1,069.69
Bill	95895877	03/30/2018		Books & Materials	-462.87
Bill	95870099	03/30/2018		Books & Materials	-78.84
Bill	95966603	04/11/2018		Books & Materials	-6,863.87
Bill	95981565	04/11/2018		Books & Materials	-261.51
Bill	95976304	04/11/2018		Books & Materials	-24.58
Bill	95981566	04/11/2018		Books & Materials	-52.49
Bill	95981563	04/11/2018		Books & Materials	-603.41
Bill	95976306	04/11/2018		Books & Materials	-113.21
Bill	95970549	04/11/2018		Books & Materials	-332.90
Bill	95970547	04/11/2018		Books & Materials	-32.22
Bill	95963816	04/11/2018		Books & Materials	-210.44
Bill	95963818	04/11/2018		Books & Materials	-131.19
Bill	95958886	04/11/2018		Books & Materials	-1,021.68
Bill	95958888	04/11/2018		Books & Materials	-652.83
Bill	95952599	04/11/2018		Books & Materials	-184.81
Bill	95952631	04/11/2018		Books & Materials	-44.98
Bill	95970075	04/12/2018		Processing Supplies	-401.15
TOTAL					-16,754.13
Bill Pmt -Check	8147	04/18/2018	OCLC, Inc.	Checking	
Bill	589055	04/12/2018		Collections Supplies	-5,187.46 -516.04
TOTAL					-5,703.50
Bill Pmt -Check	8148	04/18/2018	OverDrive	Checking	
Bill	06809CO1...	03/30/2018		Books & Materials	-587.47
Bill	06809DA1...	03/30/2018		Books & Materials	-507.98
Bill	06809CO1...	03/30/2018		Books & Materials	-778.75
Bill	06809CO1...	03/30/2018		Books & Materials	-204.92
Bill	06809CO1...	03/30/2018		Books & Materials	-229.38
Bill	06809CO1...	03/30/2018		Books & Materials	-887.43
Bill	06809DA1...	03/30/2018		Books & Materials	-435.97
Bill	06809CO1...	03/30/2018		Books & Materials	-843.17
Bill	06809CO1...	03/30/2018		Books & Materials	-548.41
Bill	06809CO1...	04/11/2018		Books & Materials	-878.90

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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO1...	04/11/2018		Books & Materials	-586.96
Bill	06809CO1...	04/11/2018		Books & Materials	-307.91
Bill	06809CO1...	04/11/2018		Books & Materials	-523.35
Bill	06809CO1...	04/11/2018		Books & Materials	-751.76
Bill	06809CO1...	04/11/2018		Books & Materials	-798.98
Bill	06809DA1...	04/11/2018		Books & Materials	-26.99
Bill	06809CO1...	04/11/2018		Books & Materials	-701.61
Bill	06809CO1...	04/11/2018		Books & Materials	-900.94
Bill	06809CO1...	04/11/2018		Books & Materials	-611.82
Bill	06809CO1...	04/11/2018		Books & Materials	-715.80
Bill	06809CO1...	04/11/2018		Books & Materials	-653.94
Bill	06809DA1...	04/11/2018		Books & Materials	-189.99
Bill	06809DA1...	04/11/2018		Books & Materials	-131.99
Bill	06809DA1...	04/11/2018		Books & Materials	-27.99
Bill	06809DA1...	04/11/2018		Books & Materials	-811.93
TOTAL					-13,644.34
Bill Pmt -Check	8149	04/18/2018	Pan Asian Publications Inc.	Checking	
Bill	U-15528	04/11/2018		Books & Materials	-58.45
TOTAL					-58.45
Bill Pmt -Check	8150	04/18/2018	Pro Print Inc.	Checking	
Bill	96638	04/12/2018		Library & Office Suppli...	-130.06
TOTAL					-130.06
Bill Pmt -Check	8151	04/18/2018	Pur-O-Zone, Inc.	Checking	
Bill	750560	04/12/2018		Building Supplies	-184.67
Bill	751145	04/12/2018		Building Supplies	-208.82
TOTAL					-393.49
Bill Pmt -Check	8152	04/18/2018	Quill Corporation	Checking	
Bill	5651830	03/30/2018		Adult Programming	-21.52
Bill	5633234	03/30/2018		Library & Office Suppli...	-29.97
Bill	5921814	04/11/2018		Children's Programming	-136.57
				Library & Office Suppli...	-2.75
TOTAL					-190.81
Bill Pmt -Check	8153	04/18/2018	Random House, Inc.	Checking	
Bill	1087065838	03/30/2018		Books & Materials	-41.25
Bill	1186937521	03/30/2018		Books & Materials	-33.74
Bill	1086937521	03/30/2018		Books & Materials	-63.75
Bill	1087207274	04/11/2018		Books & Materials	-30.00
Bill	1087302820	04/11/2018		Books & Materials	-63.75
Bill	1187207274	04/11/2018		Books & Materials	-48.75
Bill	1087429270	04/11/2018		Books & Materials	-63.75
TOTAL					-344.99

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8154	04/18/2018	Recorded Books	Checking	
Bill	75752982	03/30/2018		Books & Materials	-35.99
Bill	75759020	03/30/2018		Books & Materials	-40.49
Bill	75767617	04/11/2018		Books & Materials	-340.17
Bill	75765605	04/11/2018		Books & Materials	-35.99
TOTAL					-452.64
Bill Pmt -Check	8155	04/18/2018	Rivershore Reading Store	Checking	
Bill	18-6695	04/11/2018		Library & Office Suppli...	-159.00
TOTAL					-159.00
Bill Pmt -Check	8156	04/18/2018	Rueschhoff Locksmiths & S.S.	Checking	
Bill	561331	03/30/2018		Professional Fees	-80.22
TOTAL					-80.22
Bill Pmt -Check	8157	04/18/2018	Schendel Services	Checking	
Bill	30259012	03/30/2018		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8158	04/18/2018	Scholastic Inc.	Checking	
Bill	16805932	03/30/2018		YS Summer Reading	-40.98
Bill	16784105	03/30/2018		YS Summer Reading	-3,155.28
Bill	16825217	04/11/2018		YS Summer Reading	-6,513.94
TOTAL					-9,710.20
Bill Pmt -Check	8159	04/18/2018	Snap Promotions	Checking	
Bill	18022101	03/30/2018		Library & Office Suppli...	-22.48
TOTAL					-22.48
Bill Pmt -Check	8160	04/18/2018	Sneegas Plumbing, Inc.	Checking	
Bill	684675	03/30/2018		Building Repairs & Mai...	-417.10
TOTAL					-417.10
Bill Pmt -Check	8161	04/18/2018	Unique Management Services	Checking	
Bill	460755	04/11/2018		Professional Fees	-138.33
Bill	460754	04/11/2018		Professional Fees	-340.10
TOTAL					-478.43

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8162	04/18/2018	Virtual Graffiti Inc.	Checking	
Bill	771040	03/30/2018		Technology	-9,849.00
TOTAL					-9,849.00
Bill Pmt -Check	8163	04/18/2018	Withers	Checking	
Bill	191807	03/30/2018		Building Supplies	-156.00
TOTAL					-156.00
Bill Pmt -Check	28373	04/16/2018	Amazon	Checking	
Bill	1910646	03/30/2018		Books & Materials	-52.19
				Books & Materials	-223.63
Bill	1833823	03/30/2018		Books & Materials	-44.02
				Books & Materials	-7.00
				Books & Materials	-186.77
				Books & Materials	-29.95
Bill	0674606	03/30/2018		Books & Materials	-18.33
Bill	0674606	03/30/2018		Books & Materials	-32.98
Bill	1645814	03/30/2018		Books & Materials	-53.42
				Books & Materials	-44.20
				Books & Materials	-19.94
				Books & Materials	-9.99
Bill	0910631	03/30/2018		Books & Materials	-21.88
Bill	5890638	03/30/2018		Books & Materials	-57.49
				Books & Materials	-41.15
				Books & Materials	-11.64
Bill	6283463	03/30/2018		Books & Materials	-7.98
Bill	6771426	03/30/2018		Books & Materials	-47.94
Bill	8269010	03/30/2018		Books & Materials	-47.99
Bill	6979427	03/30/2018		Books & Materials	-47.99
Bill	0674606	03/30/2018		Books & Materials	-47.99
Bill	9907438	03/30/2018		Books & Materials	-23.99
Bill	3001046	03/30/2018		Books & Materials	-19.95
Bill	1211447	03/30/2018		Books & Materials	-19.99
				Books & Materials	-34.22
				Books & Materials	-36.60
Bill	3767425	03/30/2018		Books & Materials	-47.98
Bill	6771426	03/30/2018		Books & Materials	-96.01
Bill	6771426	03/30/2018		Books & Materials	-48.01
Bill	8198605	03/30/2018		Young Adult Program...	-47.98
Bill	6609855	03/30/2018		Advertising	-499.90
Bill	9554652	03/30/2018		Read Across Lawrence	-20.32
				Building Supplies	-19.76
Bill	7666633	03/30/2018		Young Adult Program...	-43.95
Bill	0406642	03/30/2018		Library & Office Suppli...	-42.95
Bill	6979427	03/30/2018		Books & Materials	-7.99
Bill	3767425	04/11/2018		Books & Materials	-119.98
				Books & Materials	-96.00
Bill	8409811	04/11/2018		Books & Materials	-17.88
Bill	5905836	04/11/2018		Books & Materials	-15.90
Bill	7342649	04/11/2018		Books & Materials	-22.99
				Books & Materials	-72.27
Bill	9279431	04/11/2018		Books & Materials	-12.16
Bill	3767425	04/11/2018		Books & Materials	-10.69
Bill	9225852	04/11/2018		Books & Materials	-80.44

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April 3 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	6689829	04/11/2018		Books & Materials	-47.93
Bill	4096267	04/11/2018		Books & Materials	-15.72
Bill	8305863	04/11/2018		Books & Materials	-24.67
				Books & Materials	-25.85
				Books & Materials	-20.53
				Books & Materials	-14.95
Bill	0366645	04/11/2018		Books & Materials	-36.84
Bill	3098648	04/12/2018		Children's Programming	-10.18
				Children's Programming	-63.61
Bill	5957032	04/12/2018		Children's Programming	-39.61
				Children's Programming	-25.16
Bill	6462636	04/12/2018		Young Adult Program...	-34.89
TOTAL					-2,872.32
Bill Pmt -Check	28374	04/16/2018	Body Boutique	Checking	
Bill	Denise Ber...	04/03/2018		Membership & Dues	-434.50
TOTAL					-434.50
Bill Pmt -Check	28375	04/16/2018	Caryn Mirriam-Goldberg	Checking	
Bill	4-17-18	03/30/2018		Adult Programming	-300.00
TOTAL					-300.00
Bill Pmt -Check	28376	04/16/2018	Dennis Kemberling	Checking	
Bill	REFUND	04/12/2018		Overdues	-11.29
TOTAL					-11.29
Bill Pmt -Check	28377	04/16/2018	Iron Mountain	Checking	
Bill	PYM6223	04/12/2018		Professional Develop...	-50.00
TOTAL					-50.00
Bill Pmt -Check	28378	04/16/2018	Kansas City Star	Checking	
Bill	Through 4-...	03/30/2018		Periodicals	-414.16
TOTAL					-414.16
Bill Pmt -Check	28379	04/16/2018	Kansas Library Association	Checking	
Bill	Trustees	04/12/2018		Membership & Dues	-245.00
TOTAL					-245.00

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04/12/18

Lawrence Public Library
Check Detail
April 3 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28380	04/16/2018	Kansas State Treasurer	Checking	
Bill	C.Kessler ...	11/14/2012		Overdues	-33.20
Bill	WJ Pruyn ...	11/12/2013		Overdues	-41.28
Bill	V.Helgeso...	12/10/2014		Overdues	-15.27
TOTAL					-89.75
Bill Pmt -Check	28381	04/16/2018	LinkedIn Corporation	Checking	
Bill	101104254...	04/11/2018		Books & Materials	-13,125.00
TOTAL					-13,125.00
Bill Pmt -Check	28382	04/16/2018	Mary K. Bowen	Checking	
Bill	REFUND	04/12/2018		Overdues	-12.00
TOTAL					-12.00
Bill Pmt -Check	28383	04/16/2018	Prairie Park Nature Center	Checking	
Bill	4-17-18	03/30/2018		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28384	04/16/2018	Rachel Sandle	Checking	
Bill	3-28-28	03/30/2018		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28385	04/16/2018	Simon Gathunguri	Checking	
Bill	REFUND	03/30/2018		Overdues	-8.22
TOTAL					-8.22
Bill Pmt -Check	28386	04/16/2018	Sloane Crosley	Checking	
Bill	4-12-18	03/30/2018		Adult Programming	-500.00
TOTAL					-500.00

Lawrence Public Library

Monthly Statistical Summary--March 2018

INDICATOR	March		Percent	YTD	YTD	Percent
	2018	2017	Change	2018	2017	Change
			2017-2018			2017-2018

SUMMARY RATIOS

Service Area Population	99,496	97,948	2%			
User Visits per Capita	6.83	7.01	-3%			
Reference Transactions per Capita	1.39	1.63	-15%			
Program Attendance per Capita	1.04	0.54	93%			
Circulation per Capita	11.98	13.12	-9%			
Circulation per Day	3203	3455	-7%			
Circulation per Visit	1.75	1.87	-6%			
Total Holdings per Capita	2.04	2.09	-2%			
% of Lawrence Residents Registered	55%	66%	-17%			

Circulation--Adult Total	67,948	74,022	-8%	204,929	216,712	-5%
Circulation--Young Adult Total	3,415	3,447	-1%	9,929	9,661	3%
Circulation--Youth Total	27,937	29,635	-6%	80,727	84,225	-4%
Circulation--Total	99,300	107,104	-7%	295,585	310,598	-5%

Reference Transactions	11,499	13,345	-14%	34,425	38,965	-12%
User Visits	56,620	57,198	-1%	157,467	162,670	-3%
LPL Web Site Visits	19,636	18,939	4%	60,853	56,374	8%

Holdings--Added	3,288	3,190	3%	9,648	9,575	1%
Holdings--Withdrawn	2,429	5,113	-52%	6,899	12,572	-45%
Holdings--Total	1,464	204,446	-99%			

Registered Cardholders--Added	553	620	-11%			
Registered Cardholders--Total	66,935	79,637	-16%			

Adult Programs	32	35	-9%	97	109	-11%
Young Adult Programs	18	18	0%	41	49	-16%
Youth Programs	74	72	3%	193	194	-1%
Senior Programs now with Adult						
Total Programs	124	125	-1%	331	352	-6%
Total Program Attendance	8,625	4,375	97%	15,541	12,561	24%
Public Uses of Meeting Rooms	949	724	31%	3,080	2,476	24%
Total Paid Staff (FTE)	63.66	64.06	-1%			
Total Number of Employees	85	87	-2%			

Lawrence Public Library						
Monthly Statistical Report--March 2018						
	March		Percent		YTD	YTD
	2018	2017	Change		2018	2017
			2017-2018			2017-2018
OUTPUT MEASURES						
Service Area Population	99,496	97,948	2%			
User Visits per Capita	6.83	7.01	-3%			
Reference Transactions per Capita	1.39	1.63	-15%			
Program Attendance per Capita	1.04	0.54	94%			
Circulation per Capita	11.98	13.12	-9%			
Circulation per Day	3203	3455	-7%			
Total Holdings per Capita	2.04	2.09	-2%			
Collection Turnover--Total	5.95	6.37	-7%			
Collection Turnover--Adult	6.58	6.89	-4%			
Collection Turnover--Young Adult	3.64	3.80	-4%			
Collection Turnover--Youth	5.46	5.74	-5%			
Collection Turnover--Audiovisual	10.90	11.91	-8%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	31955	33672	-5%		97246	99198
Circulation--Adult Periodicals	877	1070	-18%		2636	3385
Circulation--Adult Feature Films & TV Shows	22783	26338	-13%		69568	77401
Circulation--Electronic Games	1700	1837	-7%		5059	5334
Circulation--Adult Music CDs	5026	5901	-15%		14426	16897
Circulation--Adult Audio Books and Books on CD	5587	5193	8%		15897	14474
Circulation--eReaders	6	11	-45%		24	23
Circulation--Other New	14				73	
Circulation--Adult Total	67948	74022	-8%		204929	216712
Circulation--YA Books and NF Videos	3060	3202	-4%		8925	8931
Circulation--YA Periodicals	7	9	-22%		19	25
Circulation--YA Audio Books and Books on CD	348	236	47%		985	705
Circulation--YA Total	3415	3447	-1%		9929	9661
Circulation--Youth Books and NF Videos	25914	27631	-6%		74959	78749
Circulation--Youth Periodicals	87	41	112%		239	255
Circulation--Youth Music CDs	364	395	-8%		1148	1111
Circulation--Youth Audio Books and Books on CD	1572	1568	0%		4381	4110
Circulation--Youth Total	27937	29635	-6%		80727	84225

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Circulation--Bookmobile	759	964	-21%		2280	2696	-15%
Circulation--Book Lockers	729	58	1157%		2609	58	4398%
Circulation--Total Books	60929	64505	-6%		181130	186878	-3%
Circulation--Total Periodicals	971	1120	-13%		2894	3665	-21%
Circulation--Total Audiovisual	39588	43925	-10%		118325	117678	1%
Circulation Total	99300	107104	-7%		295585	310598	-5%
Staff Assisted Circulation	3999	4728	-15%		10762	13115	-18%
Self Check Circulation	71209	78154	-9%		214160	228701	-6%
Percent Self Check	95%	94%	0%		95%	95%	1%
Online Renewals	14710	17088	-14%		43278	48232	-10%
Other Staff Checkouts	104	86	21%		326	279	17%
Requests Placed	18630	19365	-4%		58277	57469	1%
Requests Filled	16798	17176	-2%		52441	50699	3%
Requests Unclaimed	2562	2672	-4%		7667	7165	7%
Interlibrary Loan Items Borrowed for LPL Patrons	570	408	40%		1427	1228	16%
Interlibrary Loan Items Loaned from LPL Collection	561	675	-17%		1451	1924	-25%
OTHER LIBRARY SERVICES							
User Visits	56620	57198	-1%		157467	162670	-3%
Public Computer Usage	8100	8956	-10%		22463	25027	-10%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PATRON INQUIRIES							
Adult Reference Transactions	1466	1412	4%		4265	4479	-5%
Young Adult Reference Transactions	801	933	-14%		2070	2367	-13%
Youth Reference Transactions	1103	1402	-21%		3120	4019	-22%
IT Desk	1460	1783	-18%		4550	5514	-17%
Welcome Desk	2073	2314	-10%		6039	7075	-15%
Accounts Desk	1452	3666	-60%		4590	7694	-40%
Phone Calls	3144	1835	71%		9791	7817	25%
Total Reference Transactions	11499	13345	-14%		34425	38965	-12%
Public-Sponsored Uses of Meeting Rooms	949	724	31%		3080	2476	24%
LPL Web Site Visits	19636	18939	4%		60853	56374	8%
RESOURCES							
Holdings--Total	202789	204446	-1%				
Holdings--Adult	125634	130786	-4%				
Holdings--Young Adult	11315	10929	4%				
Holdings--Youth	62175	62731	-1%				
Holdings--Audiovisual	43600	44265	-2%				
Holdings--eReaders	10	11	-9%				
Holdings Added	3288	3190	3%		9648	9575	1%
Holdings Withdrawn (Weeded)	2429	5113	-52%		6899	12572	-45%
Holdings Net Change	1464	-1923			4530	-2997	
LIBRARY PATRONS							
Total Active Cardholders	66935	79637	-16%				
Cardholders Added	553	620	-11%		1768	2023	-13%
Cardholders Transacting	13659	10990	24%		40731	37538	9%
Percent of Cardholders Transacting	20%	14%	48%				
Total Number of Lawrence Residents Registered	54761	64410	-15%				
Percent of Lawrence Residents Registered	55%	66%	-16%				

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PROGRAMMING							
Number of Adult Programs	32	35	-9%		97	109	-11%
Number of Young Adult Programs	18	18	0%		41	49	-16%
Number of Youth Programs	74	72	3%		193	194	-1%
Senior Programs now included with Adult							
Total Programs	124	125	-1%		331	352	-6%
Adult Program Attendance	1811	986	84%		3909	2599	50%
Young Adult Program Attendance	1879	337	458%		2894	1399	107%
Youth Program Attendance	4935	3052	62%		8738	8563	2%
Senior Program now included with Adult							
Total Program Attendance	8625	4375	97%		15541	12561	24%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	63.66	64.06	-1%				
ALA-MLS Librarians, in Full-Time Equivalents	18	18.94	-5%				
Number of Employees--Total	85	87	-2%				
Number of Employees--Full-Time	43	38	13%				
Number of Employees--Part-Time	42	49	-14%				
Terminations	0	0	#DIV/0!		5	0	#DIV/0!
Hirings	4	0	#DIV/0!		6	1	500%
Volunteer Hours	565.7	618.2	-8%		2040.6	1836.7	11%
	.						

Select Online Statistics
March 2018

Kanopy:

Visits - 1264
Pages - 2847
Plays - 270
Minutes - 9809
Pages/Visit - 1.46
Plays/Visit - .21

lynda.com

Active Users - 1915
New Users - 37
Users who logged in - 168
Total Log-ins - 523
Hours Viewed - 1226.53
Hours per user who logged in - 7.3
Hours per log-in - 2.35

Library Director's Report for April 2018

We Have a New Website!

We officially launched the new library website at 9 am on April 10. The website has been in public beta for the last few months, and I'm so excited for it to be officially launched. I encourage all board members to check out the [Welcome to Your New Website](#) page on the new site for all the nitty gritty we shared with the public about why we changed to the new site. Huge thanks go to the many staff members that shepherded this project to its completion these past several months, especially project leaders Kim Fletcher, Heather Kearns, and Aaron Brumley.

We Have a New Checkout Machine!

We rolled out the first of our six new checkout machines in mid-March. It looks fantastic and staff have been very pleased with its performance. We plan to install the rest of the new machines in the next month or so. Please try it out next time you're in the library.

We Had (Internal) Community Conversations

You may recall that last October, Information Services Coordinator Melissa Fisher Isaacs and I went to a Harwood Institute Public Innovators Lab for Libraries. We created a staff workgroup to begin discussing how we would use Harwood techniques to learn more about the aspirations of people in Lawrence and what that would mean for how the library serves our community.

We began by practicing community conversations on staff and learned a good bit about aspirations of our staff when it comes what they want our library to be as an organization. The main thing we learned was that staff want improved communication and better commingling of staff in different departments. In response, we have created an internal communication task force to examine how to improve in this area. More details as we move forward.

Respectfully submitted by Brad Allen, April 11, 2018

Foundation Director's Report – April 12, 2018

Bequest. The Library Foundation has learned that it is a qualified beneficiary of the Margie Hildenbrand Trust. She died February 12, 2018 in Topeka. The Library Foundation is one of 56 beneficiaries and will receive 1% of the trust estate. We do not know the amount. Trust officers at CoreFirst Bank estimate that distributions will be made before the end of the year. We are honored to be among Ms. Hildenbrand's designated charities.

Endowed Funds. At its March meeting, the Foundation board voted to endow \$70,000 of its unrestricted checking funds in its fund at the Douglas County Community Foundation. This amount is more than double the \$30,000 that the Foundation endowed in 2017.

New Foundation Assistant. Also at its March meeting, the Foundation board approved funds to make the Foundation Assistant position full-time. The expanded duties will include generating donor acknowledgements, overseeing the annual fundraiser, supporting the Foundation's marketing efforts, and helping with grant writing. H/she will start work this summer.

Hike Through History Update. I'm pleased to report that the permanent panels for the Hike Through History are now installed along the Burroughs Creek Trail in east Lawrence. The brainchild of Henry Fortunato, this project began as part of the 2016 Summer Reading program and involves numerous local partners. There will be a two-day celebration that starts on Friday, April 27th. "Trails That Connect Us" is a free event at the Free State's East Side Brewery at 19th and Moody Road from 5 pm to 8 pm. A formal unveiling of the panels will take place on Saturday morning, April 28th at 9:30 am near Burroughs Creek Park, 900 E 15th Street.

Grant/Sponsorship Awards. We have applied for and earned two recent grants. In addition, the summer Dinner and a Movie events are fully sponsored. Here are the details:

- Lawrence Cultural Arts Commission Community Arts Grant: \$2,000 for 2018 Dinner and a Movie series.
- Douglas County Community Foundation: \$1,000 for a library mobility scooter.
- The two summer movies (June 2 & August 18) will be sponsored by KU Athletics and Midco. Thanks to DLI for facilitating these partnerships.

Pending Grant Applications:

- EBSCO Solar Grant (pending): Due April 30th. Our application is for a \$100,000 grant for solar panels on the library roof.
- Hill's Pet Nutrition Grant (pending): \$3,000 for Tail Wagging Readers and the Halloween Dinner and a Movie event with DLI featuring "Frankenweenie."

KPR Fund Drive. In my capacity as Director of Development and Community Partnerships, I served as an on-air guest on KPR's spring fund drive from 9 am to noon on April 11th with Kaye McIntyre and Michael Keelan. It was a great opportunity to help one of our favorite library partners.