

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

Monday, June 18, 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

- 2019 Budget Update – REVISED REQUEST

New business

- Receive Copy of Library Audit
- Trustee Training – DISCUSSION
- Report on Hiring of Minorities at LPL

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
May 21, 2018
4:30 p.m.**

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

Library Staff Present: Brad Allen, Kathleen Morgan, Karen Allen, Tricia Karlin, Amanda McConnell, Kristin Soper, Sherri Turner

Friends of the Library: Jan Conard, Stan Ring

Guests: None

Call to Order

Kevan called the regular meeting to order at 4:33 p.m.

Public Comment

There was no public comment.

Consent Agenda

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

Director's Report

The library was closed for Staff Day on May 10. A highlight was the great session from Headquarters, Inc. on working with people with mental health issues. Amanda, Public Services Coordinator, coordinated events for the day. Brad reported on the mural discussion at the city commission in his written report. He clarified that he had been asked to write a letter of support for the grant project during the application process but he had declined at that point in part because he thought the proposal would be subject to the city approval process. At the city commission meeting where the mural proposal was presented, misunderstanding about the three different Boards (Foundation, Friends, and Library Trustees) created confusion. Brad is the staff contact for communication about the mural going forward.

Library Foundation Executive Director's Report

Kathleen said she is pleased to welcome Logan Isaman as the new Foundation Assistant. Logan will begin her new Foundation-funded position on May 29. Re-scheduling of the Mavis Staples

event is still on hold. Nigerian-American science fiction writer Nnedi Okorafor has been selected as the next author in the Beach series. The date for this event is tentatively November 8. Discussions are underway with staff from LPL and KU libraries to select the next Read Across Lawrence title. Hill's Pet Nutrition has once again given \$1,000 to support Tail Wagging Readers. Kathleen encouraged board members to attend the J. Drew Lanham presentation, *Birding While Black*, on Thursday at Liberty Hall. This program is made possible through the Foundation's Greatest Expectations fund and its National Endowment for the Humanities Challenge Grant.

Friends Report

Jan Conard reported that the Book Market sales to coincide with the Tuesday Farmers Market are underway, but will take a vacation in July. There will be a children's book sale on June 2. Some fun events are being planned for the BFF group on June 24.

Ongoing Business

Welcome New Officers

The new officers elected by email vote are: Chair, Kevan Vick; Vice Chair, Judy Keller; Treasurer, Ursula Minor.

New Business

Summer Reading Presentation

Karen Allen, Youth Services Coordinator, and Kristin Soper, Events and Programs Coordinator, described some highlights of this year's Summer Reading Program. The theme is Libraries Unplugged and will primarily focus on 3 ways of unplugging: going tech-free, relaxing, and enjoying music. The big kickoff event on June 2 will feature BLOCK fest for kids and parents, afternoon board games, and musical crafts. It wraps up in the evening with Dinner and a Movie (*Moana*). Karen described a full schedule of events for kids and teens with everything from reading tutoring to imaginary goat yoga to supplement regular programming. She gave a shout out to Keith Jones, principal at Billy Mills Middle School, who has issued a summer reading challenge to other middle schools. The summer parks activity for this year is *Name That Tune*. Participants find spray painted musical notes in various parks around town and "play" a tune based on the color-coded notes to receive their prizes. The summer lunch program will run Monday through Friday in June and July with assistance from a volunteer from the AmeriCorps VISTA program. Kristin highlighted a few of the many adult programs for the summer, including a How-to Festival, classical guitar music, and author Jennifer Pharr Davis on extreme hiking. Fitness Fridays is back again with early morning activities on the lawn. A big thank you goes to the library's marketing staff, Heather Kearns and Leah Sewell, for creating the summer reading booklet and all promotional materials. Summer reading programs are funded by the Friends and Foundation with support from the Lawrence Community Foundation.

Future Agenda Items

Review process for responding to future requests similar to that presented by the WOC mural artists. The board requested that staff bring back a recommendation at a future time.

Discuss the comments heard at the recent City Commission meeting about the lack of minority staff at the library.

Receive an update on the staff recommendation for implementing a merit pay plan.

Discuss whether we need guidelines about using the studio for profit-making projects.

Brad said he would find out if the Trustee Training on June 2 would be available online for those unable to attend in person.

Adjournment

Judy moved to adjourn; Brady seconded. All in favor; motion carried. Meeting adjourned at 5:35 p.m.

The next Board meeting will be Monday, June 18, in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
May 2018									
REVENUES		This Month	Year to Date	Annual Budget	33% of Year	May-17	YTD 2017		
Tax Fund		\$ -	\$ 2,454,165.36	\$ 4,233,000.00	57.98%	\$ -	\$ 2,283,875.69		
Overdues		\$ 12,588.00	\$ 63,515.71	\$ 148,400.00	42.80%	\$ 13,919.21	\$ 70,469.19		
NEKLS		\$ -	\$ 24,500.00	\$ 90,000.00	27.22%	\$ -	\$ 16,841.00		
State Aid		\$ -	\$ 27,367.85	\$ 25,000.00	109.47%	\$ -	\$ 28,320.44		
Photo Copies		\$ 1,307.09	\$ 8,075.73	\$ 20,000.00	40.38%	\$ 1,937.71	\$ 8,363.78		
Coffee Shop Rent		\$ 750.00	\$ 3,750.00	\$ 9,000.00	41.67%	\$ 1,500.00	\$ 3,750.00		
Meeting Room Fees		\$ 550.00	\$ 2,700.00	\$ 3,000.00	90.00%	\$ 500.00	\$ 3,375.00		
Interest		\$ 1,228.42	\$ 4,801.39	\$ 1,600.00	300.09%	\$ 608.44	\$ 1,269.20		
Miscellaneous		\$ 49.30	\$ 315.78	\$ -		\$ 371.55	\$ 415.87		
Total Revenues		\$16,472.81	\$2,589,191.82	\$4,530,000.00	57.16%	\$18,836.91	\$2,416,680.17		
EXPENSES									
Salaries & Wages		\$ 205,128.37	\$ 1,029,173.41	\$ 2,500,000.00	41.17%	\$ 203,638.79	\$ 1,003,238.37		
Employee Benefits		\$ 27,865.63	\$ 125,679.78	\$ 275,000.00	45.70%	\$ 20,269.26	\$ 101,041.08		
Payroll Taxes		\$ 33,970.31	\$ 170,446.16	\$ 420,000.00	40.58%	\$ 31,682.67	\$ 156,370.06		
Utilities		\$ 6,067.35	\$ 41,805.50	\$ 96,000.00	43.55%	\$ 6,066.19	\$ 37,156.00		
Building Supplies		\$ 836.23	\$ 7,443.07	\$ 20,000.00	37.22%	\$ 1,321.96	\$ 7,556.35		
Building Repairs & Maintenance		\$ 2,866.91	\$ 20,181.94	\$ 55,000.00	36.69%	\$ 625.00	\$ 13,915.99		
Library Supplies		\$ 1,264.26	\$ 7,452.42	\$ 25,000.00	29.81%	\$ 568.35	\$ 8,299.70		
Books & Materials		\$ 53,463.05	\$ 250,440.72	\$ 650,000.00	38.53%	\$ 51,724.54	\$ 229,466.88		
Processing Supplies		\$ 7,457.56	\$ 23,499.23	\$ 65,000.00	36.15%	\$ 4,354.47	\$ 13,498.90		
Equipment		\$ 2,530.33	\$ 8,097.82	\$ 10,000.00	80.98%	\$ -	\$ -		
Technology		\$ 10,377.91	\$ 119,321.73	\$ 210,000.00	56.82%	\$ 8,219.56	\$ 48,304.92		
Insurance		\$ 10,111.80	\$ 11,572.80	\$ 15,000.00	77.15%	\$ 10,458.00	\$ 10,558.00		
Shipping		\$ 703.91	\$ 5,622.76	\$ 19,000.00	29.59%	\$ 7,283.50	\$ 12,558.05		
Professional Development		\$ 3,179.46	\$ 17,764.27	\$ 30,000.00	59.21%	\$ 4,643.43	\$ 11,619.14		
Book Van & Mileage		\$ 101.01	\$ 619.79	\$ 2,000.00	30.99%	\$ 99.63	\$ 517.53		
Programs		\$ 2,022.02	\$ 8,301.31	\$ 20,000.00	41.51%	\$ 2,049.26	\$ 7,274.83		
Professional Fees		\$ 3,051.57	\$ 21,674.32	\$ 40,000.00	54.19%	\$ 1,384.77	\$ 9,563.64		
Advertising & Marketing		\$ 2,372.51	\$ 8,564.52	\$ 30,000.00	28.55%	\$ 1,070.89	\$ 8,483.84		
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%	\$ 2,481.60	\$ 8,416.60		
Miscellaneous		\$ (319.62)	\$ 2,672.90	\$ -		\$ (399.08)	\$ 4,323.28		
Total Expenses		\$ 373,050.57	\$ 1,895,928.05	\$ 4,530,000.00	41.85%	\$ 357,542.79	\$ 1,692,163.16		
CASH BALANCES									
Checking		\$ 1,221,724.29							
Capital Improvement		\$ 604,006.45							

Lawrence Public Library												
2018 Outside Funding Report												
			1/1/2018	February	March	March	April	April	May	May		
			AMOUNT	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS												
	KPR-Advertising		\$ 425.87	\$ 287.11		\$ 287.50		\$ 287.50		\$ 287.50	\$ 4,989.15	
	Summer Reading - ALL		\$ -		\$ 20,800.00	\$ 3,314.26	\$ 20,000.00	\$ 8,535.92		\$ 12,452.98	\$ 16,496.84	
	Aquarium		\$ 256.77	\$ 827.28		\$ -		\$ 612.98			\$ 2,516.51	
	Volunteers		\$ 743.55			\$ -				\$ 215.00	\$ 528.55	
	Read Across Lawrence 2018		\$ 1,548.82	\$ 1,497.22		\$ 226.40		\$ 633.00			\$ (807.80)	
	Salaries/Taxes		\$ 16.79	\$ 3,919.98		\$ 3,919.99	\$ 23,512.00	\$ 3,919.98		\$ 3,919.99	\$ 3,928.86	
	Block Grant		\$ 39,734.07		\$ (20,800.00)			\$ 339.40		\$ 1,609.43	\$ 6,985.24	
			\$ 43,584.71	\$ 6,531.59	\$ -	\$ 7,748.15	\$ 43,512.00	\$ 14,328.78	\$ -	\$ 18,484.90	\$ 35,496.19	
FOUNDATION												
	Kansas Health Foundation		\$ 2,484.89								\$ 2,134.96	
	Salaries/Taxes - Bukaty/Isaman		\$ -	\$ 541.65		\$ 1,136.94	\$ 2,100.61	\$ 703.43		\$ 716.30	\$ (1,419.73)	
	Foundation Expenses to be reimbursed		\$ -	\$ 1,040.59		\$ 278.22	\$ 808.47	\$ 324.12		\$ 1,609.37	\$ (1,933.49)	
	Salkind for E-books		\$ 382.88								\$ 2.11	
	Harry Potter		\$ 1,000.00	\$ 175.69							\$ 490.91	
	Weinberg YS/YA		\$ 1,734.36	\$ 550.00			\$ 13,050.00				\$ 14,234.36	
	Milliken Fund		\$ 827.33				\$ 3,200.00				\$ 4,027.33	
	Sound & Vision		\$ 935.62				\$ 1,350.00	\$ 15.08		\$ 207.86	\$ 212.70	
	Juanita Marsh		\$ 502.66								\$ 502.66	
	Seed Library		\$ 2,929.29	\$ 159.13				\$ 159.09			\$ 2,175.21	
	Crowe Fund		\$ 1,385.06	\$ 52.36							\$ 1,332.70	
	Tech Desk - Gage		\$ 73.09								\$ 73.09	
	Local History/Coan		\$ 1,475.06	\$ 82.99			\$ 5,778.63	\$ 1,500.00		\$ 268.50	\$ 5,402.20	
	MIDCO		\$ 2,366.78								\$ 2,366.78	
	General Endowment		\$ 2,222.72				\$ 44,800.00				\$ 47,022.72	
	Simpson Grant		\$ 13,962.07					\$ 92.07			\$ 3,429.65	
	Youth Services		\$ 1,419.83								\$ 1,419.83	
			\$ 50,701.64	\$ 2,602.41		\$ 1,415.16	\$ 71,087.71	\$ 2,793.79	\$ -	\$ 2,802.03	\$ 98,473.99	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 131.07	\$ 21.37		\$ 96.00	\$ 376.00				\$ 252.58	
	Landsberg Bequest		\$ 6,996.11	\$ 419.29		\$ 529.78		\$ 593.57		\$ 480.41	\$ 4,667.19	
	Lawrence Give Back		\$ 2,626.32								\$ 2,626.32	
	Wurfy		\$ 39.69			\$ 93.48		\$ 15.54			\$ 30.67	
	Bibliocommons						\$ 1,000.00					
	Merchandise Sales		\$ 993.82		\$ 416.25		\$ (921.33)		\$ 375.25		\$ 1,678.24	
			\$ 10,787.01	\$ 440.66	\$ 416.25	\$ 719.26	\$ 454.67	\$ 609.11	\$ 375.25	\$ 480.41	\$ 9,255.00	
			\$ 105,073.36									
			Month Total	\$ 9,574.66	\$ 416.25	\$ 9,882.57	\$ 115,054.38	\$ 17,731.68	\$ 375.25	\$ 21,767.34		

Lawrence Public Library
Balance Sheet
As of May 31, 2018

	<u>May 31, 18</u>	<u>May 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	652,219.72	1,000,706.53	-348,486.81	-34.8%
Checking	569,504.57	237,308.42	332,196.15	140.0%
Capital Improvement at MIP	604,006.45	571,652.15	32,354.30	5.7%
Total Checking/Savings	<u>1,825,761.25</u>	<u>1,809,667.10</u>	<u>16,094.15</u>	<u>0.9%</u>
Total Current Assets	<u>1,825,761.25</u>	<u>1,809,667.10</u>	<u>16,094.15</u>	<u>0.9%</u>
Other Assets				
Bitcoin Investment	0.00	193.65	-193.65	-100.0%
Petty Cash	1,240.75	1,230.70	10.05	0.8%
Total Other Assets	<u>1,240.75</u>	<u>1,424.35</u>	<u>-183.60</u>	<u>-12.9%</u>
TOTAL ASSETS	<u>1,827,002.00</u>	<u>1,811,091.45</u>	<u>15,910.55</u>	<u>0.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	46,215.37	53,581.90	-7,366.53	-13.8%
Total Accounts Payable	<u>46,215.37</u>	<u>53,581.90</u>	<u>-7,366.53</u>	<u>-13.8%</u>
Other Current Liabilities				
Payroll Liabilities	1,918.68	1,749.42	169.26	9.7%
Total Other Current Liabilities	<u>1,918.68</u>	<u>1,749.42</u>	<u>169.26</u>	<u>9.7%</u>
Total Current Liabilities	<u>48,134.05</u>	<u>55,331.32</u>	<u>-7,197.27</u>	<u>-13.0%</u>
Total Liabilities	<u>48,134.05</u>	<u>55,331.32</u>	<u>-7,197.27</u>	<u>-13.0%</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	732,415.59	725,124.12	7,291.47	1.0%
Total Equity	<u>1,778,867.95</u>	<u>1,755,760.13</u>	<u>23,107.82</u>	<u>1.3%</u>
TOTAL LIABILITIES & EQUITY	<u>1,827,002.00</u>	<u>1,811,091.45</u>	<u>15,910.55</u>	<u>0.9%</u>

Lawrence Public Library
Revenues & Expenses
May 2018

	<u>May 18</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Interest	1,228.42
Meeting Room Fees	550.00
Merchandise Sales	375.25
Overdues	12,588.00
Photo Copies	1,307.09
Utilities Income	49.30
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Total Income	16,848.06
Expense	
Payroll Expenses	232,994.00
Payroll Taxes	34,582.36
Utilities - Electric	6,067.35
Building Supplies	836.23
Building Repairs & Maintenance	2,866.91
Library & Office Supplies	1,264.26
Books & Materials	53,463.05
Processing Supplies	7,457.56
Equipment	2,530.33
Technology	10,377.91
Insurance	10,111.80
Shipping	703.91
Professional Development	3,179.46
Bookvan & Mileage	101.01
Program Expense	2,022.02
Professional Fees	3,051.57
Advertising	2,372.51
Miscellaneous	-319.62
FOUNDATION FUNDING	2,750.48
FRIENDS FUNDING	18,404.81
	<hr/>
Total Expense	394,817.91
	<hr/>
Net Ordinary Income	-377,969.85
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Net Income	<u><u>-377,969.85</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Jun 14, 18
Adam C. Mallamo	17.24
Advance Insurance Company	610.40
Amazon	4,689.02
Arsenal	2,800.40
ASI	50.00
Baker & Taylor, Inc.	360.41
Bob's Janitorial Service	3,350.00
Center Point Large Print	135.42
Century Business Technologies	118.21
City of Lawrence	96.00
City Wide Maintenance	1,948.60
Copy Co Inc.	879.58
Demco, Inc.	152.79
Designed Business Interiors	1,601.33
Donna Joe Harkrider	50.00
Douglas County Treasurer	28.50
Employers Preferred	6,526.80
Erica Segraves	100.00
Gale/Cengage Learning	484.63
Ingram Library Services	18,211.08
Interstate Elevator, Inc.	182.70
Intuit	36.80
Jayhawk Tropical Fish	300.00
Kanopy LLC	386.00
Kansas Public Radio	287.50
Kyle's Cartoon Platoon	600.00
Laser Logic, Inc.	432.43
Lawrence Sign Up LLC	189.00
LFK Press, LLC	6,447.45
Looking Up Productions	800.00
Mesner Puppet Theater	1,200.00
Midwest Tape	14,751.24
OCLC, Inc.	5,187.88
OFCFO	150.00
OverDrive	16,872.73
Pan Asian Publications Inc.	191.16
Pro Print Inc.	640.42
Pur-O-Zone, Inc.	359.37
Quill Corporation	609.24
Random House, Inc.	228.75
Rauly Duenas	60.00
Recorded Books	664.53
Snap Promotions	82.00
State Technical College of Missouri	10.00
Tech Electronics	792.18
Topeka Zoo	340.00
Unique Management Services	528.15
United Parcel Service	644.26
Vantiv	272.26
VISA 5372	7,807.89
Westar	6,534.13
Withers	244.70
TOTAL	110,043.18

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	06/18/2018	Advance Insurance Company	Checking	
Bill	July 2018	06/12/2018		Group Life Insurance	-610.40
TOTAL					-610.40
Bill Pmt -Check	Electronic	06/18/2018	ASI	Checking	
Bill		06/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	06/18/2018	Intuit	Checking	
Bill	May Bill Pay	06/12/2018		Professional Fees	-36.80
TOTAL					-36.80
Bill Pmt -Check	Electronic	06/18/2018	United Parcel Service	Checking	
Bill	1228	06/12/2018		Shipping	-644.26
TOTAL					-644.26
Bill Pmt -Check	Electronic	06/18/2018	Vantiv	Checking	
Bill	May 2018	06/12/2018		Credit Card Processing	-272.26
TOTAL					-272.26
Bill Pmt -Check	Electronic	06/18/2018	VISA 5372	Checking	
Bill		06/13/2018		In-Service Day	-1,711.90
				Admin. Dept.	-111.51
				Admin. Dept.	-30.00
				Adult Programming	-67.16
				Bookvan & Mileage	-180.92
				Children's Programming	-136.27
				Children's Programming	-63.96
				Young Adult Program...	-251.39
				Summer Reading - ALL	-16.78
				Summer Reading - ALL	-738.84
				Summer Reading - ALL	-101.49
				Summer Reading - ALL	-115.08
				Shipping	-115.99
				Liability Insurance	-725.20
				Miscellaneous	-55.74
				Advertising	-803.41
				Building Supplies	-178.51
				Building Repairs & Mai...	-51.93
				Supplies	-42.28
				Supplies	-36.99
				Supplies	-3.64
				Supplies	-21.99
				Telephone	-275.38
				Sound & Vision	-32.98
				FOUNDATION FUNDI...	-34.35

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDI...	-27.40
				FOUNDATION FUNDI...	-103.50
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-571.94
				FOUNDATION FUNDI...	-26.75
				Local History	-430.63
				YA/YS Programs-Wei...	-634.00
				Books & Materials	-19.98
TOTAL					-7,807.89
Bill Pmt -Check	Electronic	06/18/2018	Westar	Checking	
Bill		06/13/2018		Utilities - Electric	-6,534.13
TOTAL					-6,534.13
Bill Pmt -Check	8211	06/19/2018	Baker & Taylor, Inc.	Checking	
Bill	2033734392	05/30/2018		Books & Materials	-54.50
Bill	2033734393	05/30/2018		Processing Supplies	-0.20
Bill	2033734342	05/30/2018		Processing Supplies	-1.90
Bill	2033734341	05/30/2018		Books & Materials	-10.88
Bill	5015015372	05/30/2018		Books & Materials	-20.32
Bill	5015044619	06/13/2018		Books & Materials	-25.46
Bill	2033747735	06/13/2018		Processing Supplies	-0.89
Bill	2033747734	06/13/2018		Books & Materials	-48.44
Bill	5015034435	06/13/2018		Books & Materials	-166.21
Bill	5015030684	06/13/2018		Books & Materials	-31.56
Bill	5015030685	06/13/2018		Processing Supplies	-0.05
TOTAL					-360.41
Bill Pmt -Check	8212	06/19/2018	Bob's Janitorial Service	Checking	
Bill	304914	06/12/2018		Building Repairs & Mai...	-3,350.00
TOTAL					-3,350.00
Bill Pmt -Check	8213	06/19/2018	Center Point Large Print	Checking	
Bill	1594144	06/13/2018		Books & Materials	-135.42
TOTAL					-135.42
Bill Pmt -Check	8214	06/19/2018	Century Business Technologies	Checking	
Bill	490178	06/12/2018		Copying	-62.53
Bill	490177	06/12/2018		Copying	-55.68
TOTAL					-118.21
Bill Pmt -Check	8215	06/19/2018	City Wide Maintenance	Checking	
Bill	CON071282	06/12/2018		Professional Fees	-1,948.60
TOTAL					-1,948.60

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8216	06/19/2018	Copy Co Inc.	Checking	
Bill	84932	05/24/2018		Summer Reading - ALL	-104.58
Bill	84873	06/12/2018		Printing	-775.00
TOTAL					-879.58
Bill Pmt -Check	8217	06/19/2018	Demco, Inc.	Checking	
Bill	6391804	06/12/2018		Children's Programming	-152.79
TOTAL					-152.79
Bill Pmt -Check	8218	06/19/2018	Designed Business Interiors	Checking	
Bill	15841	05/24/2018		Equipment	-1,601.33
TOTAL					-1,601.33
Bill Pmt -Check	8219	06/19/2018	Gale/Cengage Learning	Checking	
Bill	63728115	05/30/2018		Books & Materials	-45.48
Bill	63702097	05/30/2018		Books & Materials	-21.69
Bill	63617773	05/30/2018		Books & Materials	-38.92
Bill	63650120	05/30/2018		Books & Materials	-44.78
Bill	63687470	05/30/2018		Books & Materials	-86.76
Bill	63686799	05/30/2018		Books & Materials	-18.89
Bill	63837512	06/13/2018		Books & Materials	-228.11
TOTAL					-484.63
Bill Pmt -Check	8220	06/19/2018	Ingram Library Services	Checking	
Bill	33951168	05/30/2018	Ingram Library Services	Accounts Payable	0.00
Bill	33951167	05/30/2018		Books & Materials	-115.69
Bill	34752769	05/30/2018		Landsberg Gift	-17.10
Bill	34752770	05/30/2018		Landsberg Gift	-0.82
Bill	34684456	05/30/2018		Landsberg Gift	-1.64
Bill	34684455	05/30/2018		Landsberg Gift	-37.05
Bill	34663318	05/30/2018		Landsberg Gift	-1.64
Bill	34663317	05/30/2018		Landsberg Gift	-39.70
Bill	34621068	05/30/2018		Landsberg Gift	-13.94
Bill	34621067	05/30/2018		Landsberg Gift	-279.70
Bill	34827433	05/30/2018		Processing Supplies	-57.39
Bill	34800253	05/30/2018		Processing Supplies	-17.37
Bill	34823777	05/30/2018		Processing Supplies	-27.89
Bill	34779570	05/30/2018		Processing Supplies	-166.00
Bill	34779572	05/30/2018		Processing Supplies	-0.60
Bill	34752764	05/30/2018		Processing Supplies	-29.11
Bill	34752762	05/30/2018		Processing Supplies	-26.05
Bill	34790179	05/30/2018		Processing Supplies	-55.89
Bill	34752768	05/30/2018		Processing Supplies	-0.30
Bill	34752766	05/30/2018		Processing Supplies	-0.82
Bill	34733262	05/30/2018		Processing Supplies	-72.33
Bill	34768323	05/30/2018		Processing Supplies	-20.34
Bill	34714833	05/30/2018		Processing Supplies	-45.53
Bill	34684452	05/30/2018		Processing Supplies	-139.76
Bill	34684454	05/30/2018		Processing Supplies	-19.66

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	34710582	05/30/2018		Processing Supplies	-59.79
Bill	34663316	05/30/2018		Processing Supplies	-1.50
Bill	34674563	05/30/2018		Processing Supplies	-0.45
Bill	34638804	05/30/2018		Processing Supplies	-40.66
Bill	34621066	05/30/2018		Processing Supplies	-61.30
Bill	34652722	05/30/2018		Processing Supplies	-21.64
Bill	34652724	05/30/2018		Processing Supplies	-5.58
Bill	34827432	05/30/2018		Books & Materials	-695.13
Bill	34800252	05/30/2018		Books & Materials	-137.10
Bill	34823776	05/30/2018		Books & Materials	-200.61
Bill	34779569	05/30/2018		Books & Materials	-1,645.54
Bill	34779571	05/30/2018		Books & Materials	-56.96
Bill	34752763	05/30/2018		Books & Materials	-374.91
Bill	34752761	05/30/2018		Books & Materials	-350.45
Bill	34790178	05/30/2018		Books & Materials	-461.27
Bill	34752767	05/30/2018		Books & Materials	-28.18
Bill	34752765	05/30/2018		Books & Materials	-22.80
Bill	34733261	05/30/2018		Books & Materials	-722.99
Bill	34768322	05/30/2018		Books & Materials	-171.47
Bill	34714832	05/30/2018		Books & Materials	-594.56
Bill	34684451	05/30/2018		Books & Materials	-1,470.50
Bill	34684453	05/30/2018		Books & Materials	-280.06
Bill	34710581	05/30/2018		Books & Materials	-412.30
Bill	34663315	05/30/2018		Books & Materials	-124.79
Bill	34674562	05/30/2018		Books & Materials	-46.77
Bill	34638803	05/30/2018		Books & Materials	-552.86
Bill	34621065	05/30/2018		Books & Materials	-545.24
Bill	34652721	05/30/2018		Books & Materials	-171.15
Bill	34652723	05/30/2018		Books & Materials	-38.72
Bill	35010067	06/13/2018		Processing Supplies	-11.62
Bill	34985972	06/13/2018		Processing Supplies	-56.66
Bill	34968450	06/13/2018		Processing Supplies	-41.35
Bill	34945810	06/13/2018		Processing Supplies	-75.13
Bill	34977378	06/13/2018		Processing Supplies	-12.31
Bill	34945812	06/13/2018		Processing Supplies	-0.45
Bill	34957770	06/13/2018		Processing Supplies	-10.12
Bill	34929475	06/13/2018		Processing Supplies	-19.33
Bill	34910735	06/13/2018		Processing Supplies	-211.20
Bill	34921975	06/13/2018		Processing Supplies	-8.03
Bill	34885397	06/13/2018		Processing Supplies	-69.57
Bill	34906764	06/13/2018		Processing Supplies	-109.38
Bill	34861546	06/13/2018		Processing Supplies	-46.74
Bill	34895063	06/13/2018		Processing Supplies	-8.03
Bill	35010065	06/13/2018		Books & Materials	-112.50
Bill	35010066	06/13/2018		Books & Materials	-171.08
Bill	35019845	06/13/2018		Books & Materials	-19.88
Bill	34985971	06/13/2018		Books & Materials	-622.92
Bill	34968449	06/13/2018		Books & Materials	-467.78
Bill	34945809	06/13/2018		Books & Materials	-800.75
Bill	34977377	06/13/2018		Books & Materials	-95.67
Bill	34945811	06/13/2018		Books & Materials	-41.97
Bill	34957769	06/13/2018		Books & Materials	-127.89
Bill	34929474	06/13/2018		Books & Materials	-250.79
Bill	34910734	06/13/2018		Books & Materials	-1,772.53
Bill	34921974	06/13/2018		Books & Materials	-56.91
Bill	34885396	06/13/2018		Books & Materials	-816.79
Bill	34906763	06/13/2018		Books & Materials	-685.17
Bill	34861545	06/13/2018		Books & Materials	-669.81
Bill	34895062	06/13/2018		Books & Materials	-36.76
Bill	34985974	06/13/2018		Landsberg Gift	-1.64
Bill	34985973	06/13/2018		Landsberg Gift	-41.30
Bill	34968452	06/13/2018		Landsberg Gift	-0.82

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	34968451	06/13/2018		Landsberg Gift	-15.96
Bill	34945814	06/13/2018		Wurfy	-9.68
Bill	34945813	06/13/2018		Landsberg Gift	-171.06
Bill	34945815	06/13/2018		Landsberg Gift	-9.02
Bill	34906766	06/13/2018		Landsberg Gift	-0.82
Bill	34906765	06/13/2018		Landsberg Gift	-35.00
Bill	34861548	06/13/2018		Landsberg Gift	-0.82
Bill	34861547	06/13/2018		Landsberg Gift	-14.24
TOTAL					-18,211.08
Bill Pmt -Check	8221	06/19/2018	Interstate Elevator, Inc.	Checking	
Bill	17931	06/12/2018		Building Repairs & Mai...	-182.70
TOTAL					-182.70
Bill Pmt -Check	8222	06/19/2018	Jayhawk Tropical Fish	Checking	
Bill	860983	06/12/2018		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8223	06/19/2018	Kanopy LLC	Checking	
Bill	129204-PPU	06/13/2018		Books & Materials	-386.00
TOTAL					-386.00
Bill Pmt -Check	8224	06/19/2018	Kansas Public Radio	Checking	
Bill	142719	06/12/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8225	06/19/2018	Laser Logic, Inc.	Checking	
Bill	281405	05/30/2018		Children's Programming	-247.00
Bill	281353	06/12/2018		Library & Office Suppli...	-185.43
TOTAL					-432.43
Bill Pmt -Check	8226	06/19/2018	Lawrence Sign Up LLC	Checking	
Bill	11077	06/12/2018		Advertising	-189.00
TOTAL					-189.00
Bill Pmt -Check	8227	06/19/2018	LFK Press, LLC	Checking	
Bill	18052101	05/24/2018		Summer Reading - ALL	-578.50
Bill	18052904	06/12/2018		Summer Reading - ALL	-3,551.45
Bill	18053101	06/12/2018		Summer Reading - ALL	-16.00
				Merchandise Sales	-2,301.50
TOTAL					-6,447.45

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8228	06/19/2018	Midwest Tape	Checking	
Bill	96123534	05/30/2018		Books & Materials	-37.48
Bill	96131698	05/30/2018		Books & Materials	-438.88
Bill	96128046	05/30/2018		Books & Materials	-305.85
Bill	96128044	05/30/2018		Books & Materials	-69.84
Bill	96130369	05/30/2018		Books & Materials	-1,064.41
Bill	96131011	05/30/2018		Books & Materials	-22.49
Bill	96125989	05/30/2018		Books & Materials	-152.87
Bill	96114580	05/30/2018		Books & Materials	-29.99
Bill	96114578	05/30/2018		Books & Materials	-11.24
Bill	96108512	05/30/2018		Books & Materials	-82.46
Bill	96108510	05/30/2018		Books & Materials	-64.44
Bill	96109483	05/30/2018		Books & Materials	-512.86
Bill	96110435	05/30/2018		Books & Materials	-526.17
Bill	96101488	05/30/2018		Books & Materials	-20.24
Bill	96101840	05/30/2018		Books & Materials	-89.97
Bill	96098068	05/30/2018		Books & Materials	-11.24
Bill	96089993	05/30/2018		Books & Materials	-77.97
Bill	96089991	05/30/2018		Books & Materials	-33.57
Bill	96087885	05/30/2018		Books & Materials	-19.98
Bill	96087882	05/30/2018		Books & Materials	-949.71
Bill	96087884	05/30/2018		Books & Materials	-453.88
Bill	96087886	05/30/2018		Books & Materials	-41.24
Bill	96148460	06/12/2018		Processing Supplies	-389.45
Bill	96149680	06/13/2018		Books & Materials	-7,321.00
Bill	96132979	06/13/2018		Books & Materials	-89.97
Bill	96133032	06/13/2018		Books & Materials	-89.96
Bill	96132977	06/13/2018		Books & Materials	-8.99
Bill	96144154	06/13/2018		Books & Materials	-10.49
Bill	96151915	06/13/2018		Books & Materials	-16.49
Bill	96151917	06/13/2018		Books & Materials	-93.72
Bill	96144156	06/13/2018		Books & Materials	-126.70
Bill	96151679	06/13/2018		Books & Materials	-274.92
Bill	96151677	06/13/2018		Books & Materials	-547.96
Bill	96159609	06/13/2018		Books & Materials	-161.15
Bill	96159607	06/13/2018		Books & Materials	-10.49
Bill	96159606	06/13/2018		Books & Materials	-76.58
Bill	96164662	06/13/2018		Books & Materials	-102.66
Bill	96164664	06/13/2018		Books & Materials	-29.99
Bill	96168070	06/13/2018		Books & Materials	-120.79
Bill	96168072	06/13/2018		Books & Materials	-263.15
TOTAL					-14,751.24
Bill Pmt -Check	8229	06/19/2018	OCLC, Inc.	Checking	
Bill	599648	06/12/2018		Collections	-5,187.88
TOTAL					-5,187.88

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8230	06/19/2018	OverDrive	Checking	
Bill	06809CO1...	05/30/2018		Books & Materials	-917.83
Bill	06809CO1...	05/30/2018		Books & Materials	-892.93
Bill	06809CO1...	05/30/2018		Books & Materials	-402.47
Bill	06809CO1...	05/30/2018		Books & Materials	-893.83
Bill	06809CO1...	05/30/2018		Books & Materials	-715.49
Bill	06809CO1...	05/30/2018		Books & Materials	-1,627.83
Bill	06809CO1...	05/30/2018		Books & Materials	-959.85
Bill	06809CO1...	05/30/2018		Books & Materials	-741.10
Bill	06809CO1...	05/30/2018		Books & Materials	-1,785.72
Bill	06809CO1...	05/30/2018		Books & Materials	-346.98
Bill	06809DA1...	05/30/2018		Books & Materials	-117.98
Bill	06809CO1...	05/30/2018		Books & Materials	-682.49
Bill	06809CO1...	05/30/2018		Books & Materials	-504.67
Bill	06809DA1...	05/30/2018		Books & Materials	-1,024.90
Bill	06809DA1...	05/30/2018		Books & Materials	-237.98
Bill	06809DA1...	05/30/2018		Books & Materials	-66.00
Bill	06809DA1...	05/30/2018		Books & Materials	-50.00
Bill	06809DA1...	05/30/2018		Books & Materials	-499.93
Bill	06809CO1...	05/30/2018		Books & Materials	-263.97
Bill	06809DA1...	06/13/2018		Books & Materials	-59.99
Bill	06809DA1...	06/13/2018		Books & Materials	-25.99
Bill	06809DA1...	06/13/2018		Books & Materials	-983.40
Bill	06809CO1...	06/13/2018		Books & Materials	-719.47
Bill	06809CO1...	06/13/2018		Books & Materials	-709.32
Bill	06809CO1...	06/13/2018		Books & Materials	-622.72
Bill	06809CO1...	06/13/2018		Books & Materials	-711.94
Bill	06809DA1...	06/13/2018		Books & Materials	-307.95
TOTAL					-16,872.73
Bill Pmt -Check	8231	06/19/2018	Pan Asian Publications Inc.	Checking	
Bill	U-15623	05/30/2018		Books & Materials	-191.16
TOTAL					-191.16
Bill Pmt -Check	8232	06/19/2018	Pro Print Inc.	Checking	
Bill	96976	05/30/2018		Processing Supplies	-110.00
Bill	97026	06/12/2018		Processing Supplies	-425.42
Bill	97027	06/12/2018		Processing Supplies	-105.00
TOTAL					-640.42
Bill Pmt -Check	8233	06/19/2018	Pur-O-Zone, Inc.	Checking	
Bill	754147	05/30/2018		Building Supplies	-101.83
Bill	752848	05/31/2018		Building Supplies	-83.20
Bill	752297	05/31/2018		Building Supplies	-106.60
Bill	755218	06/12/2018		Building Supplies	-67.74
TOTAL					-359.37

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8234	06/19/2018	Quill Corporation	Checking	
Bill	7345378	05/30/2018		Library & Office Suppli...	-76.39
				Processing Supplies	-198.93
Bill	7310081	05/30/2018		Children's Programming	-57.98
Bill	7207372	05/30/2018		Children's Programming	-135.83
Bill	7409223	05/30/2018		Children's Programming	-25.20
Bill	7411115	05/30/2018		Library & Office Suppli...	-53.94
				Children's Programming	-60.97
TOTAL					-609.24
Bill Pmt -Check	8235	06/19/2018	Random House, Inc.	Checking	
Bill	1088242428	05/30/2018		Books & Materials	-33.75
Bill	1088149988	05/30/2018		Books & Materials	-67.50
Bill	1088033475	05/30/2018		Books & Materials	-30.00
Bill	1088277503	05/30/2018		Books & Materials	-22.50
Bill	1088097557	05/30/2018		Books & Materials	-22.50
Bill	1088336717	06/13/2018		Books & Materials	-52.50
TOTAL					-228.75
Bill Pmt -Check	8236	06/19/2018	Recorded Books	Checking	
Bill	75788153	05/30/2018		Books & Materials	-287.55
Bill	75788711	05/30/2018		Books & Materials	-74.25
Bill	75790055	05/30/2018		Books & Materials	-74.25
Bill	75788369	05/30/2018		Books & Materials	-34.99
Bill	75788304	05/30/2018		Books & Materials	-74.25
Bill	75796446	06/13/2018		Books & Materials	-119.24
TOTAL					-664.53
Bill Pmt -Check	8237	06/19/2018	Snap Promotions	Checking	
Bill	18050404	05/24/2018		Library & Office Suppli...	-82.00
TOTAL					-82.00
Bill Pmt -Check	8238	06/19/2018	Tech Electronics	Checking	
Bill	I180518193	05/24/2018		Building Repairs & Mai...	-267.18
Bill	I180605658	06/12/2018		Library & Office Suppli...	-525.00
TOTAL					-792.18
Bill Pmt -Check	8239	06/19/2018	Unique Management Services	Checking	
Bill	463559	06/12/2018		Professional Fees	-375.90
Bill	463560	06/12/2018		Professional Fees	-152.25
TOTAL					-528.15

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8240	06/19/2018	Withers	Checking	
Bill	193577	06/12/2018		Building Supplies	-244.70
TOTAL					-244.70
Bill Pmt -Check	28410	06/18/2018	Adam C. Mallamo	Checking	
Bill	REFUND	06/12/2018		Overdues	-17.24
TOTAL					-17.24
Bill Pmt -Check	28411	06/18/2018	Amazon	Checking	
Bill	2730643	05/24/2018		Children's Programming	-24.97
Bill	3175416	05/24/2018		Building Supplies	-74.39
Bill	6589018	05/24/2018		Adult Programming	-25.96
Bill	8853807	05/24/2018		Adult Programming	-46.58
				Adult Programming	-67.98
				Adult Programming	-97.50
Bill	6589018	05/24/2018		Adult Programming	-14.36
Bill	9101841	05/24/2018		Young Adult Program...	-41.40
Bill	9101841	05/24/2018		Young Adult Program...	-55.50
Bill	0693024	05/30/2018		Library & Office Suppli...	-53.46
Bill	4892250	05/30/2018		Supplies	-12.73
Bill	2175432	05/30/2018		Children's Programming	-8.51
Bill	5951419	05/30/2018		Summer Reading - ALL	-85.62
				Summer Reading - ALL	-34.37
Bill	4189825	05/30/2018		Local History	-128.70
Bill	8061868	05/30/2018		Local History	-139.80
Bill	5751413	05/30/2018		Processing Supplies	-35.96
Bill	0073055	05/30/2018		Supplies	-197.99
Bill	0073055	05/30/2018		Supplies	-32.99
Bill	4551419	05/30/2018		Books & Materials	-34.95
				Books & Materials	-7.34
				Books & Materials	-32.79
Bill	8970601	05/30/2018		Books & Materials	-15.19
Bill	5942621	05/30/2018		Books & Materials	-131.90
Bill	0452203	05/30/2018		Books & Materials	-23.99
Bill	5942621	05/30/2018		Books & Materials	-79.65
Bill	1271467	05/30/2018		Books & Materials	-59.13
Bill	1305835	05/30/2018		Books & Materials	-49.88
Bill	9703422	05/30/2018		Books & Materials	-17.60
Bill	6898608	05/30/2018		Books & Materials	-20.98
Bill	6126634	05/30/2018		Books & Materials	-145.35
				Books & Materials	-26.27
Bill	9703422	05/30/2018		Books & Materials	-22.49
Bill	3301018	05/30/2018		Books & Materials	-30.94
Bill	5939469	05/30/2018		Books & Materials	-9.97
Bill	2534622	05/30/2018		Books & Materials	-69.32
				Books & Materials	-13.49
				Books & Materials	-13.99
				Books & Materials	-27.46
Bill	8529008	05/30/2018		Books & Materials	-28.64
				Books & Materials	-76.60
Bill	6150602	05/30/2018		Books & Materials	-39.99
Bill	6150602	05/30/2018		Books & Materials	-39.99
Bill	9857813	05/30/2018		Books & Materials	-217.84
				Books & Materials	-12.94

12:52 PM
06/13/18

Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	8074651	05/30/2018		Books & Materials	-6.45
Bill	5079460	05/30/2018		Books & Materials	-23.99
Bill	5714649	05/30/2018		Books & Materials	-12.95
Bill	2808226	05/30/2018		Books & Materials	-145.67
Bill	5942621	05/30/2018		Books & Materials	-23.99
Bill	6678606	05/30/2018		Books & Materials	-14.98
Bill	4874635	05/30/2018		Books & Materials	-22.06
Bill	6150602	05/30/2018		Books & Materials	-32.41
				Books & Materials	-63.56
Bill	6150602	05/30/2018		Books & Materials	-56.87
Bill	0452203	05/30/2018		Books & Materials	-63.98
Bill	0452203	05/30/2018		Books & Materials	-14.98
Bill	5079460	05/30/2018		Books & Materials	-23.99
Bill	9279431	05/30/2018		Books & Materials	-47.99
Bill	0829033	05/30/2018		Books & Materials	-2.41
Bill	8601865	05/30/2018		Books & Materials	-7.26
Bill	49547024	05/30/2018		Library & Office Suppli...	-115.98
Bill	9952230	05/30/2018		Library & Office Suppli...	-57.99
Bill	8420202	05/30/2018		Children's Programming	-59.95
				Children's Programming	-41.96
				Children's Programming	-25.50
Bill	3357054	06/12/2018		Block Grant	-84.26
Bill	4849831	06/12/2018		Summer Reading	-96.81
				Young Adult Program...	-24.99
Bill	8201058	06/12/2018		Children's Programming	-72.97
				Children's Programming	-13.95
Bill	3301018	06/12/2018		Library & Office Suppli...	-328.30
Bill	5256212	06/12/2018		Young Adult Program...	-33.95
				Summer Reading - ALL	-29.41
Bill	6231445	06/12/2018		Overdues	-20.73
Bill	3309808	06/12/2018		Processing Supplies	-89.00
Bill	6770654	06/13/2018		Books & Materials	-21.25
				Books & Materials	-37.99
Bill	2808226	06/13/2018		Books & Materials	-12.14
Bill	5912205	06/13/2018		Books & Materials	-79.98
Bill	5912205	06/13/2018		Books & Materials	-205.31
				Books & Materials	-58.43
				Books & Materials	-70.59
Bill	5912205	06/13/2018		Books & Materials	-14.53
Bill	6206608	06/13/2018		Books & Materials	-90.49
Bill	8601865	06/13/2018		Books & Materials	-11.57
TOTAL					-4,689.02
Bill Pmt -Check	28412	06/18/2018	Arsenal	Checking	
Bill	63200	05/24/2018		Telephone Maintenance	-981.20
Bill	63201	05/24/2018		Supplies	-1,819.20
TOTAL					-2,800.40
Bill Pmt -Check	28413	06/18/2018	City of Lawrence	Checking	
Bill	Parking-Isa...	06/12/2018		Miscellaneous	-96.00
TOTAL					-96.00

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Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28414	06/18/2018	Douglas County Treasurer	Checking	
Bill	Registration	06/12/2018		Bookvan & Mileage	-28.50
TOTAL					-28.50
Bill Pmt -Check	28415	06/18/2018	Employers Preferred	Checking	
Bill	2018/19 W...	05/24/2018		Liability Insurance	-6,526.80
TOTAL					-6,526.80
Bill Pmt -Check	28416	06/18/2018	Erica Segraves	Checking	
Bill	6-12-18	06/12/2018		Summer Reading - ALL	-100.00
TOTAL					-100.00
Bill Pmt -Check	28417	06/18/2018	Kyle's Cartoon Platoon	Checking	
Bill	6-28-18	06/12/2018		Summer Reading - ALL	-600.00
TOTAL					-600.00
Bill Pmt -Check	28418	06/18/2018	Looking Up Productions	Checking	
Bill	7-19-18	06/12/2018		Summer Reading - ALL	-800.00
TOTAL					-800.00
Bill Pmt -Check	28419	06/18/2018	Mesner Puppet Theater	Checking	
Bill	7-5-18	06/12/2018		Summer Reading - ALL	-1,200.00
TOTAL					-1,200.00
Bill Pmt -Check	28420	06/18/2018	OFCFO	Checking	
Bill	Annual Re...	05/30/2018		Miscellaneous	-150.00
TOTAL					-150.00
Bill Pmt -Check	28421	06/18/2018	Raully Duenas	Checking	
Bill	7-20-18	06/12/2018		Summer Reading - ALL	-60.00
TOTAL					-60.00
Bill Pmt -Check	28422	06/18/2018	State Technical College of Mis...	Checking	
Bill	Lost ILL	05/24/2018		Overdues	-10.00
TOTAL					-10.00

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Lawrence Public Library
Check Detail
June 8 - 30, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28423	06/18/2018	Topeka Zoo	Checking	
Bill	7-12-18	06/12/2018		Summer Reading - ALL	-340.00
TOTAL					-340.00
Bill Pmt -Check	28424	06/18/2018	Donna Joe Harkrider	Checking	
Bill	6-27-18	05/30/2018		Summer Reading - ALL	-50.00
TOTAL					-50.00

Lawrence Public Library

Monthly Statistical Summary--May 2018

INDICATOR	May		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	6.66	6.79	-2%			
Reference Transactions per Capita	1.44	1.67	-14%			
Program Attendance per Capita	0.84	0.97	-13%			
Circulation per Capita	12.55	13.12	-4%			
Circulation per Visit	1.88	1.93	-2%			
Total Holdings per Capita	2.03	2.02	0%			
% of Lawrence Residents Registered	55%	67%	-18%			

Circulation--Adult Total	70,474	72,420	-3%	343,146	356,968	-4%
Circulation--Young Adult Total	4,062	3,920	4%	17,174	16,757	2%
Circulation--Youth Total	29,546	30,713	-4%	137,144	141,329	-3%
Circulation--Total	104,082	107,053	-3%	497,464	515,054	-3%

Reference Transactions	11,962	13,617	-12%	56,985	64,556	-12%
User Visits	55,185	55,463	-1%	263,352	269,315	-2%
LPL Web Site Visits	17,503	18,149	-4%	99,061	92,633	7%

Holdings--Added	3,086	3,518	-12%	15,662	16,101	-3%
Holdings--Withdrawn	3,802	4,612	-18%	14,778	21,166	-30%
Holdings--Total	202,184	198,167	2%			

Active Cardholders--Added	640	830	-23%	2,988	3,456	-14%
Active Cardholders--Total	66,649	80,831	-18%			

Adult Programs	32	29	10%	171	191	-10%
Young Adult Programs	12	13	-8%	68	77	-12%
Youth Programs	50	52	-4%	316	306	3%
Total Programs	94	94	0%	555	574	-3%
Total Program Attendance	6,948	7,919	-12%	27,997	24,465	14%
Public Uses of Meeting Rooms	990	1,001	-1%	5,025	4,322	16%

Total Paid Staff (FTE)	63.82	62.10	3%			
Total Number of Employees	82	88	-7%			

Lawrence Public Library							
Monthly Statistical Report--May 2018							
	May		Percent		YTD	YTD	Percent
	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
OUTPUT MEASURES							
Service Area Population	99,496	97,948	2%				
User Visits per Capita	6.66	6.79	-2%				
Reference Transactions per Capita	1.44	1.67	-14%				
Program Attendance per Capita	0.84	0.97	-13.6%				
Circulation per Capita	12.55	13.12	-4%				
Total Holdings per Capita	2.03	2.02	0%				
Collection Turnover--Total	6.26	6.57	-5%				
Collection Turnover--Adult	6.65	7.04	-5%				
Collection Turnover--Young Adult	4.35	4.27	2%				
Collection Turnover--Youth	5.79	6.05	-4%				
Collection Turnover--Audiovisual	11.09	11.77	-6%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	34149	33477	2%		163523	163081	0%
Circulation--Adult Periodicals	980	984	0%		4372	5236	-17%
Circulation--Adult Feature Films & TV Shows	22288	24763	-10%		114666	126011	-9%
Circulation--Electronic Games	1708	1720	-1%		8440	9038	-7%
Circulation--Adult Music CDs	5132	5985	-14%		24245	28548	-15%
Circulation--Adult Audio Books and Books on CD	6124	5480	12%		27692	25009	11%
Circulation--eReaders	11	11	0%		43	45	-4%
Circulation--Other New	82				165		
Circulation--Adult Total	70474	72420	-3%		343146	356968	-4%
Circulation--YA Books and Videos	3684	3608	2%		15438	15471	0%
Circulation--YA Periodicals	7	26	-73%		29	67	-57%
Circulation--YA Audio Books and Books on CD	371	286	30%		1707	1219	40%
Circulation--YA Total	4062	3920	4%		17174	16757	2%
Circulation--Youth Books and Videos	27426	28544	-4%		127342	131890	-3%
Circulation--Youth Periodicals	178	122	46%		548	441	24%
Circulation--Youth Music CDs	417	404	3%		1934	1827	6%
Circulation--Youth Audio Books and Books on CD	1525	1643	-7%		7320	7171	2%
Circulation--Youth Total	29546	30713	-4%		137144	141329	-3%

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Circulation--Bookmobile	1072	997	8%		4248	4594	-8%
Circulation--Book Lockers	935	762	23%		4511	1249	261%
Circulation--Total Books	65259	65629	-1%		306303	310442	-1%
Circulation--Total Periodicals	1165	1132	3%		4949	5744	-14%
Circulation--Total Audiovisual + Digital	39780	42544	-6%		197333	200603	-2%
Circulation Total	104082	107053	-3%		497464	515054	-3%
Staff Assisted Circulation	4245	4286	-1%		18961	21481	-12%
Self Check Circulation	75042	79087	-5%		358302	377806	-5%
Percent Self Check	95%	95%	0%		95%	95%	0%
Online Renewals	15166	16076	-6%		74067	80574	-8%
Other Staff Checkouts	88	111	-21%		581	451	29%
Requests Placed	19677	19209	2%		96575	93376	3%
Requests Filled	17494	17140	2%		87301	83678	4%
Requests Unclaimed	2607	2234	17%		12739	11841	8%
Interlibrary Loan Items Borrowed for LPL Patrons	421	353	19%		2295	1869	23%
Interlibrary Loan Items Loaned from LPL Collection	590	548	8%		2636	2960	-11%
OTHER LIBRARY SERVICES							
User Visits	55185	55463	-1%		265352	269315	-1%
Public Computer Usage	8224	9183	-10%		38034	42371	-10%

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Adult Reference Transactions	1537	1474	4%		7210	7279	-1%
Young Adult Reference Transactions	990	999	-1%		3618	4219	-14%
Youth Reference Transactions	1456	1481	-2%		5488	6505	-16%
IT Desk	1334	1826	-27%		7092	9154	-23%
Welcome Desk	1904	2010	-5%		9900	11256	-12%
Phone Calls	1395	1733	-20%		9213	11188	-18%
Accounts Desk	3346	4094	-18%		14464	14955	-3%
Total Reference Transactions	11962	13617	-12%		56985	64556	-12%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	990	1001	-1%		5025	4322	16%
LPL Web Site Visits (New Web Site 4-10-18)	17503	18149	-4%		99061	92633	7%
RESOURCES							
Holdings--Total	202184	198167	2%				
Holdings--Adult	128889	125379	3%				
Holdings--Young Adult	11252	11071	2%				
Holdings--Youth	62043	61717	1%				
Holdings--Audiovisual + Digital	43031	43390	-1%				
Holdings--eReaders	10	11	-9%				
Holdings Added	3086	3518	-12%		15662	16101	-3%
Holdings Withdrawn (Weeded)	3802	4612	-18%		14778	21166	-30%
Holdings Net Change	199	-1094			3925	-5065	
LIBRARY PATRONS							
Total Active Cardholders	66649	80831	-18%				
Cardholders Added	640	830	-23%		2988	3456	-14%
Cardholders Transacting	14139	13832	2%		68377	64526	6%
Percent of Cardholders Transacting	21%	17%	24%				
Total Number of Lawrence Residents Registered	54466	65377	-17%				
Percent of Lawrence Residents Registered	55%	67%	-18%				

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2018-2017				2018-2017
PROGRAMMING							
Number of Adult Programs	32	29	10%		171	191	-10%
Number of Young Adult Programs	12	13	-8%		68	77	-12%
Number of Youth Programs	50	52	-4%		316	306	3%
Number of Senior Programs (With Adult)							
Total Programs	94	94	0%		555	574	-3%
Adult Program Attendance	887	795	12%		6981	4420	58%
Young Adult Program Attendance	381	481	-21%		3703	2211	67%
Youth Program Attendance	5680	6643	-14%		17313	17834	-3%
Senior Program Attendance (With Adult)							
Total Program Attendance	6948	7919	-12%		27997	24465	14%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	63.82	62.1	3%				
ALA-MLS Librarians, in Full-Time Equivalents	17.37	18.94	-8%				
Number of Employees--Total	82	88	-7%				
Number of Employees--Full-Time	44	39	13%				
Number of Employees--Part-Time	38	49	-22%				
Terminations	0	2	-100%		5	2	150%
Hirings	0	0	#DIV/0!		6	1	500%
Volunteer Hours	605.6	342.4	77%		3343.4	2841.9	18%

Select Online Statistics
May 2018

lynda.com

Active users 1961
New users 18
Users who logged in 120
Total logins 522
Hours viewed 261.74
Hours viewed per user who logged in 2.18
Hours viewed per login .5

Kanopy

Visits 1305
Pages 1677
Plays 252
Minutes 8814
Pages/Visit 1.29
Plays/Visit .019

Library Director's Report for June 2018

Summer Reading Has Begun

Summer Reading kicked off on May 23. Summer has definitely arrived at the library. It is always so fun to see kids taking out stacks of books from as low as they can reach their arms to the bottoms of their chins. Adorbs! The kickoff party was an all day affair concluding with over 500 in attendance at the movie on the lawn (Moana). More details as the summer progresses.

2019 Budget Update

I attended the June 12 City Commission meeting where the City Manager presented his recommended 2019 budget. At that meeting, the City announced that it had received the official valuation increase numbers from the county a little early. It is 5.3%. Since we submitted a flat mill budget based on a 6% increase, I will adjust our budget based on a 5.3% increase instead. More discussion on this in old business at the meeting.

Another Update on Wak'ó Mujeres Phụ nữ Womxn Mural

The mural project continues to wind its way through the city approval process. The Cultural Arts Commission tentatively approved the mural at their June 13 meeting. The Historic Resources Board will review their application on June 21.

Respectfully submitted by Brad Allen, June 14, 2018

Foundation Director's Report – June 14, 2018

Beach Author Series selection committee is delighted to report that Nnedi Okorafor, award-winning Nigerian-American writer of fantasy and science fiction for both children and adults, has agreed to visit Lawrence on November 8th. The program will take place at Liberty Hall. She has earned a number of major accolades for her writing, including the Hugo and Nebula Awards. This program is made possible through the Beach Author fund of our NEH Greatest Expectations endowment. We are thrilled to make this opportunity available to the community.

BFF Event. The Biblio Friends Foundation (BFF) will host another get together on Sunday, June 24 from 10 am to noon. Food, drinks and competitive library sports are on tap for attendees at this pre-opening, behind the scenes event. Experience the SOUND+VISION Studio, play sorter roulette, and enjoy brunchy foods and adulty drinks. BFF is a new group that encourages young adults to support the library Friends and Foundation. All that is required is a Friends membership to join. Current members of the Friends are invited as well.

DCCF Grant. The Foundation has received a \$1,200 from Douglas County Community Foundation for the "Name That Tune" summer program. It encourages families to get outside and explore Lawrence's parks.

KCAIC Grant. The Foundation has received a \$5,000 grant from the Kansas Creative Arts Industries Commission for the Lawrence Songbook Project. The Foundation served as the financial agent for the project and these funds will reimburse us for expenditures. There is a small amount left over that will go to the Songbook Project group that will be used for the second volume.

Fundraising Conference. I was fortunate to travel to the International Public Library Fundraising Conference in Denver from June 2-5. It was without a doubt the best library conference I have ever attended. There were 100 attendees from public libraries of all sizes, ranging from the Boston Public Library to the Henderson, TX Public Library. The agenda includes sessions on engaging millennial audiences, corporate sponsorships, marketing and fundraising plans. I look forward to implementing some of the ideas.

J Drew Lanham Visit. The "Birding While Black" program on May 24 was a huge success! Dr. J. Drew Lanham, an ornithologist/poet/author from Clemson University delighted an audience of 500 people at Liberty Hall. We continue to get many positive comments about the evening. It was funded by the Foundation's Greatest Expectations fund made possible by our NEH Challenge Grant. Kudos to Shirley Braunlich who was the brains behind the evening. Shirley recruited 14 community partners and tirelessly worked to make it a hugely successful program.

Before You Check Out. Margie Coggins and I continue our work on building the Foundation's Legacy Giving program. We met this week with Cathy Hamilton about recording oral histories and life stories for community members. Margie is working on a plan to implement this and other programs. In addition, we are nearing the end of the approval period for the Before You Check Out trademark process. To date, there have been no objections so we should be receiving our official trademark certificate soon.

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2016-2019						
Revised 6/15/2018						
REVENUES		2016	2017	2018	2019	Difference
Tax Fund		\$ 3,750,000.00	\$ 4,033,737.00	\$ 4,233,000.00	\$ 4,457,000.00	\$ 224,000.00
Overdues		\$ 180,000.00	\$ 170,000.00	\$ 148,400.00	\$ 150,000.00	\$ 1,600.00
NEKLS		\$ 65,000.00	\$ 68,000.00	\$ 90,000.00	\$ 93,000.00	\$ 3,000.00
State Aid		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
Photo Copies		\$ 13,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Coffee Shop Rent		\$ 8,400.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	
Meeting Room Fees		\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 2,000.00
Interest		\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 16,000.00	\$ 14,400.00
Total Revenues		\$ 4,044,000.00	\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 245,000.00
EXPENSES						
Salaries & Wages		\$ 2,277,171.00	\$ 2,450,000.00	\$ 2,500,000.00	\$ 2,650,000.00	\$ 150,000.00
Employee Benefits		\$ 260,000.00	\$ 275,000.00	\$ 275,000.00	\$ 310,000.00	\$ 35,000.00
Payroll Taxes		\$ 420,329.00	\$ 400,000.00	\$ 420,000.00	\$ 441,000.00	\$ 21,000.00
Utilities		\$ 108,000.00	\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	
Building Supplies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Building Repairs & Maintenance		\$ 25,000.00	\$ 35,000.00	\$ 55,000.00	\$ 55,000.00	
Library Supplies		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
Books & Materials		\$ 550,000.00	\$ 600,000.00	\$ 650,000.00	\$ 670,000.00	\$ 20,000.00
Books & Materials Supplies		\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ (15,000.00)
Equipment		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Technology		\$ 150,000.00	\$ 170,000.00	\$ 210,000.00	\$ 245,000.00	\$ 35,000.00
Insurance		\$ 10,000.00	\$ 12,000.00	\$ 15,000.00	\$ 17,000.00	\$ 2,000.00
Shipping		\$ 17,000.00	\$ 22,000.00	\$ 19,000.00	\$ 16,000.00	\$ (3,000.00)
Professional Development		\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 5,000.00
Book Van & Mileage		\$ 1,500.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	
Programs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Professional Fees		\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00	
Advertising & Marketing		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
Capital Improvements			\$ 38,537.00	\$ 48,000.00	\$ 43,000.00	\$ (5,000.00)
Miscellaneous						
Total Expenses		\$ 4,044,000.00	\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 245,000.00