

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

Monday, August 20, 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

- Progress report on Diversity, Equity, and Inclusion at LPL – Brad Allen, see Director's Report

New business

- Progress Report on Merit Pay Plan Implementation – Sherri Turner, see attachment
- Library Mural Update and Future Considerations – Kathleen Morgan, see attachment
- Friends and Foundation Merger – see attachment
- Revision of Library Board By-Laws, Article III – **ACTION ITEM**, see attachment

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
June 18, 2018
4:30 p.m.

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

Library staff present: Brad Allen, Kathleen Morgan, Amanda McConnell, Tricia Karlin

Friends of the Library: Stan Ring, Jenny Lattimore

Guests: None

Call to Order

Kevan called the regular meeting to order at 4:34 p.m.

Consent Agenda

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

Director's Report

The biggest thing going on right now is summer reading. A lot of children are leaving the library with big stacks of books in their arms, summer finisher forms are already coming in, and there are also many finishers for the *Name that Tune* contest.

Brad noted that he adjusted the 2019 budget slightly to accommodate updated property valuation numbers. Full discussion will follow in a regular agenda item.

Brad noted that he forwarded the City of Lawrence Historic Resource Commission's (HRC) meeting packet for their upcoming meeting that will address the proposed mural for the library wall. He also spoke with Lynne Zollner, Historic Resources Administrator at the City, for clarification on the technical report that described the effect the mural will have on the foundation of the library building. The proposed mural meets all the formal requirements that the HRC is charged to address in their review. City staff added information regarding the potential vulnerability of the library building's foundation to paint due to the porousness of board-formed concrete.

Foundation Director's report

The next Beach author, Nnedi Okorafor, will speak at the Liberty Hall event on November 8 at 7 p.m. There will be a reception in the Library auditorium before the event.

The Biblio Friends Foundation (BFF) group will hold an open house brunch this Sunday. Attendees have an opportunity to get behind the scenes at the library.

The Foundation received a \$1200 grant from Douglas County Community Foundation for the “Name that Tune” summer program. They also received a \$5,000 grant from the Kansas Creative Arts Industries Commission for the Lawrence Songbook Project.

Kathleen attended the International Public Library Fundraising Conference in Denver. One-hundred attendees from public libraries large and small from across the country were there. Kathleen said it was a fantastic conference and that one of several positive outcomes is that attendees will be able to continue to exchange information in a listserv and a Facebook page.

Just today, Kathleen received the trademark certificate for the phrase “Before You Check Out.” Margie Coggins, Mark Emert, and Kathleen worked on the application. Other libraries can use the trademark via a Creative Commons license, but the Lawrence Library Foundation will get credit.

Kathleen reported that her term as President of the Lawrence Rotary Club ends today when she delivers a speech at their annual dinner this evening.

Friends Report

Jenny Lattimore, the Friends of the Library Amazon Specialist and Committee Chair, reported that the summer Tuesday Book Market sales are strong. Friends are preparing for the big summer sale from July 12 through 15. Amazon sales are steady; they have earned \$30,000 so far this year. Summer is also a very busy donation season.

The Friends capital improvements committee is exploring ways to improve efficiency of and overall improvements to their space. The summer print newsletter will be released later this month. Bookmarks for the book sale were distributed to all present.

Ongoing Business

2019 Budget update

Brad presented the adjusted 2019 budget to show changes reflecting updated property valuations. The 2019 budget is \$4,775,000 total.

The revised budget reflects a drop in the salary and wages line from \$2,665,000 to \$2,650,000. Books and materials budget dropped from \$680,000 to \$670,000. Brad noted that there will not be a drop in FTEs with the revised salary budget. The budget will accommodate pay raises with an allowance for merit pay increases.

Brad noted that gifts and grants have supplemented our materials budget, so adjusting that downward is tolerable. The materials budget has received hefty increases in recent years. It was noted that it is \$120,00 higher than the 2016 allocation.

Joan moved that Brad will send the revised budget as is to the Finance Director at the City of Lawrence, Bryan Kidney. Ursula seconded the motion. All in favor; motion carried.

New Business

Receive copy of Audit report

Brad distributed the audit report to all Library Board members present. The library passed the audit and everything is in good shape. Judy noted that best practice for boards is for the auditor to meet with the library Board of Trustees without staff present. Brad will contact Mize Houser to set up a meeting in the near future for the Board members to review the report. Judy noted it is fine to just meet with the staff who conducted the audit (not necessarily the firm's principal).

Trustee training

Joan, David, and Ursula attended the trustee training sponsored by NEKLS and said it was helpful. Joan noted there was a lot of training on policy, especially determining what qualifies as policy and what is procedure. The library is supposed to have a quorum of the board attend training to get accredited and ensure NEKLS funding. To this end, Brad will share a link from a NEKLS email so that board members who could not attend the event can get the training online.

Report on Hiring of Minorities at LPL

Brad distributed his report to the Board of Trustees. (Copy of report is attached to minutes.)

Judy asked for context for the report. Kevan noted he had asked for a report since library was called out twice in public recently for not having a diverse staff.

Brad noted that there are systemic problems with hiring minorities in the library field generally. American Library Association has attempted many initiatives to diversify staff in public libraries but so far the needle has not really moved. Lawrence Public Library is not an outlier in this sense.

Discussion followed as to ways the library could increase diversity in its staff. Some ideas included

- Determine what the percentage of minority representation on staff is at other large employers in the city, e.g. the hospital, the City, the school district. It would be helpful for the board and library leaders to understand what is happening in the community overall.
- Set up a process for ongoing tracking of staff composition.
- Be intentional about posting job openings where diverse groups will be likely to find them. Brad noted the library has already made efforts in this area.
- Staff a library table at community job fairs to boost our visibility and connect with potential applicants, even if we have limited job openings at any given time.
- As per the library's strategic plan, an outreach position is in the development phase. This outreach staffer would be bilingual and target diverse and also low-income populations.

July Board meeting

Only three board members are available for the July board meeting, so, lacking a quorum, the Board will not meet again until August.

Future agenda items

The list of future agenda items outlined in the May meeting minutes was reviewed.

- Discuss whether we need guidelines about using the studio for profit-making projects.
- Process for mural requests: Brad will talk to City Manager Tom Markus for a debriefing on what is the best way to proceed if the library is asked for support for a mural on the building (a City-owned property) in the future. Kevan noted the need for clarity on what the Library Board of Trustees' role is going forward.
- Merit pay: Brad will present our plan for merit pay to the Board at the August meeting. Board members noted that they are interested in learning how peer libraries are awarding merit pay.

Adjournment

Joan moved to adjourn; Judy seconded.

Meeting adjourned at 5:47 p.m.

The next Board meeting will be Monday, August 20, in Meeting Room A at the library.

Respectfully submitted,

Tricia Karlin

Report on the Diversity of Employees at Lawrence Public Library

Public libraries, really from their inception in the mid-19th century, have been dominated by a white female workforce. More recently, the percentage of men has increased a bit, but *libraries still struggle to hire people of color in proportions that reflect their communities.*

In 2017, the most recent statistics available from the Bureau of Labor Statistics, 80 percent of librarians are women, 86 percent are white. The numbers for library assistants and other library staff are slightly more diverse with 80 percent white employees. For our nation on the whole, 61 percent of Americans identify as white. As you can see, public library staff have not and currently do not proportionally reflect the communities they serve.

Recently, community activists expressed concerns that our library is not adequately representing people of color in Lawrence in its staffing. We take this community concern seriously and have begun investigating our past hiring history, the makeup of our current staff, and future practices that ensure hiring practices that encourage a diverse pool of applicants for any open positions at the library.

The Past, From the Data We Have

Our library does not keep demographic data on our staff. It is not required by law, and it simply hasn't been something we have tracked. Given this lack of hard data, our bookkeeper, Denise Berkley, was able to provide some data she pulled from her employee information cards (3 x 5 index cards!) as well as her memory as the person who has onboarded all new staff in the past twenty years.

Going back approximately twenty years, library records indicate (to our best ability to discern) that we have hired 32 people of color. We estimate that the library has hired 450 people during that same time frame. This data suggests that in the last twenty years, about 7% of library hires were people of color. According to current census data, people of color represent approximately 14% of Lawrence citizens.

Despite mirroring similar national trends of underrepresentation of people of color in libraries seen in the statistics at the beginning of this document, Lawrence Public Library, like the vast majority of public libraries in the United States, needs to do better.

The Present

The library currently employs seven* people of color of a staff of 85, approximately 8% of our workforce. This is about average based on historical data.

The Future

Our library has begun and will continue to research hiring practices that promote creating a more diverse workplace. Our staff is fully committed to creating and maintaining a welcoming and inclusive space for our community, and we are doing a great job centering and celebrating stories about people of color. Our Book Squad is deliberate in providing diverse reading recommendations for our entire community. With our events, we intentionally develop opportunities for our community to discuss our intersections as human beings.

Yet despite our library's deliberate commitment to inclusivity, *we must work diligently and with intention to build a staff where everyone in this community sees themselves in the people who serve them.*

Additionally, to continue to reach as many underserved people in our community as we can, our library is currently developing a new youth outreach position. We expect to advertise this position in the near future.

Submitted by Brad Allen, June 18, 2018

**Lawrence Public Library
Board of Trustees
Special Meeting by Conference Call
June 28, 2018**

Attending: Brady Flannery, Joan Golden, Sarah Goodwin-Thiel, Judy Keller, Ursula Minor, David Vance, Kevan Vick

Staff: Brad Allen, Sherri Turner, Kathleen Morgan

Kevan Vick called meeting to order at 12:20 pm

Kevan thanked the board for getting together via conference call to discuss sending a letter to the city commission regarding the WOC mural being placed on panels.

Brad reported on a conversation he had with the executive assistant to the director of the Philadelphia Mural Arts group. He asked to be sent a written confirmation of their conversation but has not yet received it.

The board discussed and revised the draft letter. Joan moved adoption of the letter as revised. Brady seconded. Kevan polled the Trustees; motion carried (letter attached.)

David Vance: yes

Ursula Minor: yes

Joan Golden: yes

Brady Flannery: yes

Sarah Goodwin Thiel: yes

Judy Keller: yes

Kevan Vick: yes

Brad said that he will send the letter by July 2nd. He has contacted the muralists to see if they would meet before then to talk about technical aspects and if panels will work for them. The letter will also be shared with the Friends of the Library and the Foundation to keep everyone informed. Joan will work with Kathleen and Brad to coordinate calls and visits with Commissioners.

Kevan said he appreciated everyone stepping up and meeting. He will attend the July 10th City Commission meeting to represent the Trustees.

Meeting adjourned at 12:57.

Respectfully submitted,

Sherri Turner



July 2, 2018

On April 23, 2018, the Lawrence Public Library Board of Trustees wrote a letter in support of the Wak'ó Mujeres Phũ nũ Womxn Mural. That letter expressed support of the project, openness to the location on the south wall, and acknowledgement that as a city building, the approval of the location of the mural is ultimately the City's decision.

Recently, the city staff recommendation to the Historic Resources Commission and City Commission noted that "the proposed application method for the project has the potential to irreversibly damage the character defining board formed concrete element for the city owned library building." This statement from city staff causes concern for the Library Board with the direct application of the mural to the concrete.

To learn more about how other cities have handled situations similar to ours here in Lawrence, library staff reached out to Mural Arts, the city department in Philadelphia in charge of developing and maintaining over 4,000 public murals throughout Philadelphia. Staff learned about Mural Arts from the presentations given by the Womxn of Color mural team at the library. Given our community's specific situation of a new city building and the various architectural awards it has won, their recommendation is for the mural to be painted on panels, recognizing minimal damage from anchoring to the building will be necessary.

Therefore, the Library Board of Trustees writes this letter to express continued support for this mural project but with the recommendation that the mural must be painted on panels if the City Commission determines that the location of the mural will be the south wall of the library. We are hopeful that the mural team and city commissioners can strike a compromise that works for all concerned parties.

Kevan Vick
Chair, Library Board of Trustees

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
July 2018									
REVENUES		This Month	Year to Date	Annual Budget	58% of Year		Jul-17		YTD 2017
Tax Fund		\$ -	\$ 4,096,009.63	\$ 4,233,000.00	96.76%		\$ -		\$ 3,870,440.87
Overdues		\$ 14,032.10	\$ 92,100.70	\$ 148,400.00	62.06%		\$ 12,526.06		\$ 97,710.18
NEKLS		\$ -	\$ 47,000.00	\$ 90,000.00	52.22%		\$ -		\$ 33,682.00
State Aid		\$ -	\$ 27,367.85	\$ 25,000.00	109.47%		\$ 257.64		\$ 28,578.08
Photo Copies		\$ 1,917.89	\$ 12,257.53	\$ 20,000.00	61.29%		\$ 1,253.34		\$ 11,734.46
Coffee Shop Rent		\$ -	\$ 5,250.00	\$ 9,000.00	58.33%		\$ -		\$ 4,500.00
Meeting Room Fees		\$ 750.00	\$ 3,850.00	\$ 3,000.00	128.33%		\$ 1,025.00		\$ 4,900.00
Interest		\$ 6,116.28	\$ 12,201.36	\$ 1,600.00	762.59%		\$ 363.94		\$ 2,132.53
Miscellaneous		\$ -	\$ 315.78	\$ -			\$ 70.74		\$ 494.26
Total Revenues		\$22,816.27	\$4,296,352.85	\$4,530,000.00	94.84%		\$15,496.72		\$4,054,172.38
EXPENSES									
Salaries & Wages		\$ 205,066.39	\$ 1,438,623.28	\$ 2,500,000.00	57.54%		\$ 202,559.73		\$ 1,410,651.70
Employee Benefits		\$ 25,326.57	\$ 178,237.94	\$ 275,000.00	64.81%		\$ 22,510.61		\$ 143,835.14
Payroll Taxes		\$ 34,005.25	\$ 238,439.73	\$ 420,000.00	56.77%		\$ 31,637.07		\$ 219,870.19
Utilities		\$ 7,825.22	\$ 56,164.85	\$ 96,000.00	58.51%		\$ 8,210.27		\$ 52,076.81
Building Supplies		\$ 2,498.58	\$ 10,595.00	\$ 20,000.00	52.98%		\$ 943.35		\$ 10,351.26
Building Repairs & Maintenance		\$ 5,411.75	\$ 29,721.61	\$ 55,000.00	54.04%		\$ 6,317.86		\$ 27,054.48
Library Supplies		\$ 804.18	\$ 9,590.19	\$ 25,000.00	38.36%		\$ 777.01		\$ 11,816.81
Books & Materials		\$ 48,186.02	\$ 344,774.51	\$ 650,000.00	53.04%		\$ 36,706.59		\$ 309,483.78
Processing Supplies		\$ 4,646.97	\$ 32,072.61	\$ 65,000.00	49.34%		\$ 2,126.86		\$ 20,131.46
Equipment		\$ 5,317.34	\$ 13,415.16	\$ 10,000.00	134.15%		\$ -		\$ 2,884.16
Technology		\$ 18,280.56	\$ 143,845.78	\$ 210,000.00	68.50%		\$ 51,583.47		\$ 107,811.51
Insurance		\$ -	\$ 12,298.00	\$ 15,000.00	81.99%		\$ -		\$ 10,558.00
Shipping		\$ 505.69	\$ 10,886.70	\$ 19,000.00	57.30%		\$ (2,023.08)		\$ 11,278.73
Professional Development		\$ 3,348.40	\$ 23,134.26	\$ 30,000.00	77.11%		\$ 637.85		\$ 13,031.66
Book Van & Mileage		\$ 139.76	\$ 968.97	\$ 2,000.00	48.45%		\$ 171.41		\$ 829.37
Programs		\$ 1,867.01	\$ 11,719.94	\$ 20,000.00	58.60%		\$ 586.15		\$ 8,592.01
Professional Fees		\$ 7,207.83	\$ 34,043.48	\$ 40,000.00	85.11%		\$ 8,405.64		\$ 21,027.18
Advertising & Marketing		\$ 2,396.49	\$ 12,728.42	\$ 30,000.00	42.43%		\$ 5,421.66		\$ 15,445.73
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%		\$ -		\$ 8,416.60
Miscellaneous		\$ (138.79)	\$ 2,113.63	\$ -			\$ (125.43)		\$ 3,302.67
Total Expenses		\$ 372,695.22	\$ 2,618,967.66	\$ 4,530,000.00	57.81%		\$ 376,447.02		\$ 2,408,449.25
CASH BALANCES									
Checking		\$ 2,221,111.40							
Capital Improvement		\$ 607,997.86							

Lawrence Public Library
2018 Outside Funding Report

			1/1/2018	April	May	May	June	June	July	July	December			
			AMOUNT	Spending	Income	Spending	Income	Spending	Income	Spending	Spending	Remaining		
FRIENDS														
		KPR-Advertising	\$ 425.87	\$ 287.50		\$ 287.50		\$ 287.50		\$ 327.50		\$ 4,374.15		
		Summer Reading - ALL	\$ -	\$ 8,535.92		\$ 12,452.98		\$ 7,780.06	\$ 1,200.00	\$ 5,102.12		\$ 4,814.66		
		Aquarium	\$ 256.77	\$ 612.98				\$ 300.00		\$ 600.00		\$ 1,616.51		
		Volunteers	\$ 743.55			\$ 215.00						\$ 528.55		
		Read Across Lawrence 2018	\$ 1,548.82	\$ 633.00					\$ 807.80			\$ (0.00)		
		Salaries/Taxes	\$ 16.79	\$ 3,919.98		\$ 3,919.99		\$ 3,919.98		\$ 3,919.99		\$ (3,911.11)		
		Block Grant	\$ 39,734.07	\$ 339.40		\$ 1,609.43		\$ 172.71				\$ 6,812.53		
			\$ 43,584.71	\$ 14,328.78	\$ -	\$ 18,484.90	\$ -	\$ 12,460.25	\$ 2,007.80	\$ 9,949.61	\$ -	\$ 15,094.13		
FOUNDATION														
		Kansas Health Foundation	\$ 2,484.89									\$ 2,134.96		
		Salaries/Taxes - Bukaty/Isaman	\$ -	\$ 703.43		\$ 716.30		\$ 1,804.20	\$ 3,223.93	\$ 3,391.15		\$ (3,391.15)		
		Foundation Expenses to be reimbursed	\$ -	\$ 324.12		\$ 1,609.37		\$ 853.94	\$ 2,787.43	\$ 138.32		\$ (138.32)		
		Salkind for E-books	\$ 382.88					\$ 412.06	\$ 25,200.00	\$ 3,320.82		\$ 21,469.23		
		Harry Potter	\$ 1,000.00									\$ 490.91		
		Weinberg YS/YA	\$ 1,734.36					\$ 1,423.38		\$ 930.95		\$ 11,880.03		
		Milliken Fund	\$ 827.33									\$ 4,027.33		
		Sound & Vision	\$ 935.62	\$ 15.08		\$ 207.86		\$ 32.98		\$ 88.19		\$ 91.53		
		Juanita Marsh	\$ 502.66									\$ 502.66		
		Seed Library	\$ 2,929.29	\$ 159.09								\$ 2,175.21		
		Crowe Fund	\$ 1,385.06									\$ 1,332.70		
		Tech Desk - Gage	\$ 73.09									\$ 73.09		
		Local History/Coan	\$ 1,475.06	\$ 1,500.00		\$ 268.50		\$ 430.63				\$ 4,971.57		
		MIDCO	\$ 2,366.78									\$ 2,366.78		
		General Endowment	\$ 2,222.72					\$ 3,942.75				\$ 43,079.97		
		Simpson Grant	\$ 13,962.07	\$ 92.07								\$ 3,429.65		
		Youth Services	\$ 1,419.83									\$ 1,419.83		
			\$ 50,701.64	\$ 2,793.79	\$ -	\$ 2,802.03	\$ -	\$ 8,899.94	\$ 31,211.36	\$ 7,869.43	\$ -	\$ 112,915.98		
OTHER														
		Memorials/Honor with Books/Bauleke	\$ 131.07					\$ 55.99				\$ 196.59		
		ALA Teen Intern	\$ -				\$ 3,500.00	\$ 685.67		\$ 1,009.81		\$ 1,804.52		
		Landsberg Bequest	\$ 6,996.11	\$ 593.57		\$ 480.41		\$ 413.50		\$ 285.97		\$ 3,967.72		
		Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
		Wurfy	\$ 39.69	\$ 15.54				\$ 9.68				\$ 20.99		
		Bibliocommons												
		Merchandise Sales	\$ 993.82		\$ 375.25		\$ (1,076.50)		\$ 1,140.40			\$ 1,742.14		
			\$ 10,787.01	\$ 609.11	\$ 375.25	\$ 480.41	\$ 2,423.50	\$ 1,164.84	\$ 1,140.40	\$ 1,295.78	\$ -	\$ 10,358.28		
			\$ 105,073.36											
			Month Total	\$ 17,731.68	\$ 375.25	\$ 21,767.34	\$ 2,423.50	\$ 22,525.03	\$ 34,359.56	\$ 19,114.82	\$ -			
											\$ 119,995.03			

Lawrence Public Library
Balance Sheet
As of July 31, 2018

	<u>Jul 31, 18</u>	<u>Jul 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,655,588.65	1,226,543.48	429,045.17	35.0%
Checking	565,522.75	889,135.04	-323,612.29	-36.4%
Capital Improvement at MIP	607,997.86	571,652.15	36,345.71	6.4%
Total Checking/Savings	<u>2,829,109.26</u>	<u>2,687,330.67</u>	<u>141,778.59</u>	<u>5.3%</u>
Total Current Assets	<u>2,829,109.26</u>	<u>2,687,330.67</u>	<u>141,778.59</u>	<u>5.3%</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>2,830,350.01</u>	<u>2,688,755.02</u>	<u>141,594.99</u>	<u>5.3%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	63,443.27	46,282.49	17,160.78	37.1%
Total Accounts Payable	<u>63,443.27</u>	<u>46,282.49</u>	<u>17,160.78</u>	<u>37.1%</u>
Other Current Liabilities				
Payroll Liabilities	8,774.16	2,290.11	6,484.05	283.1%
Total Other Current Liabilities	<u>8,774.16</u>	<u>2,290.11</u>	<u>6,484.05</u>	<u>283.1%</u>
Total Current Liabilities	<u>72,217.43</u>	<u>48,572.60</u>	<u>23,644.83</u>	<u>48.7%</u>
Total Liabilities	<u>72,217.43</u>	<u>48,572.60</u>	<u>23,644.83</u>	<u>48.7%</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	1,711,680.22	1,609,546.41	102,133.81	6.4%
Total Equity	<u>2,758,132.58</u>	<u>2,640,182.42</u>	<u>117,950.16</u>	<u>4.5%</u>
TOTAL LIABILITIES & EQUITY	<u>2,830,350.01</u>	<u>2,688,755.02</u>	<u>141,594.99</u>	<u>5.3%</u>

Lawrence Public Library
Revenues & Expenses
July 2018

	<u>Jul 18</u>
Ordinary Income/Expense	
Income	
Gifts-Other	33,219.16
Interest	6,116.28
Meeting Room Fees	750.00
Merchandise Sales	1,140.40
Overdues	14,032.10
Photo Copies	1,917.89
	<hr/>
Total Income	57,175.83
Expense	
Payroll Expenses	232,194.13
Payroll Taxes	35,078.60
Utilities - Electric	7,825.22
Building Supplies	2,498.58
Building Repairs & Maintenance	5,411.75
Library & Office Supplies	804.18
Books & Materials	48,186.02
Processing Supplies	4,646.97
Equipment	5,317.34
Technology	18,280.56
Shipping	505.69
Professional Development	3,348.40
Bookvan & Mileage	139.76
Program Expense	1,867.01
Professional Fees	7,207.83
Advertising	2,396.49
Miscellaneous	-138.79
FOUNDATION FUNDING	6,565.22
FRIENDS FUNDING	9,675.08
	<hr/>
Total Expense	391,810.04
Net Ordinary Income	<hr/> -334,634.21
Net Income	<hr/> -334,634.21 <hr/>

9:41 AM

08/16/18

Lawrence Public Library Vendor Balance Summary

All Transactions

	Aug 17, 18
Advance Insurance Company	600.50
Air Filter Plus	447.61
Amazon	3,780.81
ASI	50.00
Baker & Taylor, Inc.	276.02
Billy Skorupski	150.00
Bob's Janitorial Service	200.00
Bodhi O. Sartin	50.00
BookPage	1,800.00
Brodart Co.	107.28
Center Point Large Print	205.53
Century Business Technologies	589.02
Chansam Moon	6.32
Christopher Luxem	150.00
City Wide Maintenance	269.35
Cody Case	150.00
Copy Co Inc.	775.00
Daniel Glasscock	150.00
Demco, Inc.	1,006.06
Denver Public Library	10.00
EBSCO	2,366.00
Forsyth Library	40.00
Gale/Cengage Learning	585.13
Ingram Library Services	24,248.94
Intuit	22.90
J Webb	390.00
Jayhawk Trophy Co., Inc.	16.30
Jayhawk Tropical Fish	300.00
John Svoboda	50.00
Kanopy LLC	646.00
KanREN	9,252.00
Kansas City Public Library	24.95
Kansas Public Radio	287.50
Laser Logic, Inc.	204.94
Lawrence Sign Up LLC	1,013.27
Lawson Products	175.81
Maggie Allen	50.00
Midwest Tape	16,079.14
Mize Houser	5,488.00
OCLC, Inc.	5,382.42
OverDrive	21,190.04
P1 Group, Inc.	4,935.00
Pan Asian Publications Inc.	116.45
Petty Cash	123.79
Polyline Corporation	904.56
Pro Print Inc.	10.00
Pur-O-Zone, Inc.	536.82
Quill Corporation	257.01
Random House, Inc.	366.00
Recorded Books	1,189.93
Reggie Gray	600.00
Schendel Services	99.75
Scott Rice Office Works	510.00
SirsiDynix	332.05
Snap Promotions	155.80
Susan K. Jordan	13.44
TSCPL	14.95
Unique Management Services	713.12
United Parcel Service	666.60
Vantiv	282.47
VISA 5372	3,119.92
Westar	7,993.13

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Lawrence Public Library
Vendor Balance Summary
All Transactions

	Aug 17, 18
Wichita Public Library	14.99
Withers	266.55
TOTAL	121,809.17

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Liability Check	Electronic	08/01/2018	Kansas Withholding Tax	Checking	
				State Withholding KS	-6,806.00
TOTAL					-6,806.00
Bill Pmt -Check	Electronic	08/01/2018	Advance Insurance Company	Checking	
Bill	August 2018	07/23/2018		Group Life Insurance	-600.50
TOTAL					-600.50
Bill Pmt -Check	Electronic	08/20/2018	Advance Insurance Company	Checking	
Bill	September...	08/15/2018		Group Life Insurance	-600.50
TOTAL					-600.50
Bill Pmt -Check	Electronic	08/20/2018	ASI	Checking	
Bill		08/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	08/20/2018	Intuit	Checking	
Bill	Bill Pay	08/15/2018		Professional Fees	-22.90
TOTAL					-22.90
Bill Pmt -Check	Electronic	08/20/2018	United Parcel Service	Checking	
Bill	1318	08/15/2018		Shipping	-666.60
TOTAL					-666.60
Bill Pmt -Check	Electronic	08/20/2018	Vantiv	Checking	
Bill	July 2018	08/15/2018		Credit Card Processing	-282.47
TOTAL					-282.47
Bill Pmt -Check	Electronic	08/20/2018	VISA 5372	Checking	
Bill		08/15/2018		Bookvan & Mileage	-210.08
				Children's Programming	-8.58
				Children's Programming	-78.59
				Children's Programming	-46.91
				Children's Programming	-18.86
				Young Adult Program...	-96.55
				Adult Programming	-33.01
				Summer Reading - ALL	-153.95
				Shipping	-215.99
				Professional Fees	-50.00
				Miscellaneous	-20.28
				Miscellaneous	-45.08

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
				Advertising	-617.88
				Merchandise Sales	-140.00
				Building Supplies	-368.27
				Supplies	-42.28
				Sound & Vision	-12.24
				Supplies	-21.99
				Supplies	-28.32
				FOUNDATION FUNDI...	-40.00
				FOUNDATION FUNDI...	-51.21
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-41.91
				Greatest Expectations-...	-56.76
				Books & Materials	-27.98
				Library & Office Suppli...	-603.20
TOTAL					-3,119.92
Bill Pmt -Check	Electronic	08/20/2018	Westar	Checking	
Bill		08/15/2018		Utilities - Electric	-7,993.13
TOTAL					-7,993.13
Bill Pmt -Check	8271	08/22/2018	Air Filter Plus	Checking	
Bill	360725	07/20/2018		Building Supplies	-447.61
TOTAL					-447.61
Bill Pmt -Check	8272	08/22/2018	Baker & Taylor, Inc.	Checking	
Bill	2033869752	07/31/2018		Books & Materials	-40.37
Bill	2033869753	07/31/2018		Processing Supplies	-0.15
Bill	5015089679	07/31/2018		Books & Materials	-22.61
Bill	5015089680	07/31/2018		Processing Supplies	-0.05
Bill	2033897522	08/15/2018		Processing Supplies	-0.05
Bill	2033897521	08/15/2018		Books & Materials	-8.88
Bill	5015109828	08/15/2018		Books & Materials	-203.91
TOTAL					-276.02
Bill Pmt -Check	8273	08/22/2018	Bob's Janitorial Service	Checking	
Bill	305566	07/30/2018		Building Repairs & Mai...	-200.00
TOTAL					-200.00
Bill Pmt -Check	8274	08/22/2018	BookPage	Checking	
Bill	S37492	08/15/2018		Block Grant	-1,800.00
TOTAL					-1,800.00

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8275	08/22/2018	Brodart Co.	Checking	
Bill	507498	08/15/2018		Processing Supplies	-107.28
TOTAL					-107.28
Bill Pmt -Check	8276	08/22/2018	Center Point Large Print	Checking	
Bill	1604957	07/31/2018		Books & Materials	-23.37
Bill	1605577	07/31/2018		Books & Materials	-46.74
Bill	1610546	08/15/2018		Books & Materials	-135.42
TOTAL					-205.53
Bill Pmt -Check	8277	08/22/2018	Century Business Technologies	Checking	
Bill	494268	07/30/2018	Century Business Technologies	Accounts Payable	0.00
Bill	494083	07/30/2018		Copying	-316.75
Bill	495188	08/15/2018		Copying	-55.68
Bill	495221	08/15/2018		Copying	-63.89
Bill	496388	08/15/2018		Copying	-152.70
TOTAL					-589.02
Bill Pmt -Check	8278	08/22/2018	City Wide Maintenance	Checking	
Bill	CON072534	07/30/2018		Professional Fees	-269.35
TOTAL					-269.35
Bill Pmt -Check	8279	08/22/2018	Copy Co Inc.	Checking	
Bill	84978	08/15/2018		Printing	-775.00
TOTAL					-775.00
Bill Pmt -Check	8280	08/22/2018	Demco, Inc.	Checking	
Bill	6395318	07/20/2018		Processing Supplies	-127.71
Bill	6408963	07/20/2018		Processing Supplies	-878.35
TOTAL					-1,006.06
Bill Pmt -Check	8281	08/22/2018	Denver Public Library	Checking	
Bill	7457	07/20/2018		Overdues	-10.00
TOTAL					-10.00
Bill Pmt -Check	8282	08/22/2018	EBSCO	Checking	
Bill	100008445...	08/15/2018		Public Access	-2,366.00
TOTAL					-2,366.00

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8283	08/22/2018	Forsyth Library	Checking	
Bill	001 ILL#18...	07/20/2018		Overdues	-40.00
TOTAL					-40.00
Bill Pmt -Check	8284	08/22/2018	Gale/Cengage Learning	Checking	
Bill	64058528	07/31/2018		Books & Materials	-18.89
Bill	64058455	07/31/2018		Books & Materials	-48.98
Bill	64012444	07/31/2018		Books & Materials	-38.92
Bill	64038599	07/31/2018		Books & Materials	-21.69
Bill	64038471	07/31/2018		Books & Materials	-23.79
Bill	64025883	07/31/2018		Books & Materials	-25.89
Bill	64209431	08/15/2018		Books & Materials	-22.39
Bill	64209219	08/15/2018		Books & Materials	-100.76
Bill	64191753	08/15/2018		Books & Materials	-38.92
Bill	64177700	08/15/2018		Books & Materials	-22.39
Bill	64200040	08/15/2018		Books & Materials	-23.79
Bill	64199748	08/15/2018		Books & Materials	-176.33
Bill	64112992	08/15/2018		Books & Materials	-22.39
TOTAL					-585.13
Bill Pmt -Check	8285	08/22/2018	Ingram Library Services	Checking	
Bill	35647105	07/31/2018	Ingram Library Services	Accounts Payable	0.00
Bill	35647106	07/31/2018	Ingram Library Services	Accounts Payable	0.00
Bill	35425495	07/31/2018	Ingram Library Services	Accounts Payable	0.00
Bill	35425494	07/31/2018		Landsberg Gift	-9.62
Bill	35473140	07/31/2018		Landsberg Gift	-0.82
Bill	35473139	07/31/2018		Landsberg Gift	-17.09
Bill	35359878	07/31/2018		Landsberg Gift	-6.89
Bill	35647104	07/31/2018		Processing Supplies	-11.80
Bill	35657940	07/31/2018		Processing Supplies	-2.12
Bill	35623168	07/31/2018		Processing Supplies	-269.34
Bill	35605341	07/31/2018		Processing Supplies	-31.43
Bill	35605343	07/31/2018		Processing Supplies	-0.15
Bill	35613040	07/31/2018		Processing Supplies	-55.39
Bill	35582047	07/31/2018		Processing Supplies	-30.13
Bill	35582049	07/31/2018		Processing Supplies	-0.60
Bill	35549313	07/31/2018		Processing Supplies	-43.53
Bill	35509991	07/31/2018		Processing Supplies	-177.77
Bill	35526112	07/31/2018		Processing Supplies	-23.77
Bill	35545614	07/31/2018		Processing Supplies	-21.79
Bill	35509993	07/31/2018		Processing Supplies	-0.75
Bill	35526116	07/31/2018		Processing Supplies	-0.15
Bill	35526114	07/31/2018		Processing Supplies	-0.82
Bill	35534390	07/31/2018		Processing Supplies	-59.64
Bill	35534392	07/31/2018		Processing Supplies	-2.94
Bill	35487244	07/31/2018		Processing Supplies	-47.06
Bill	35518065	07/31/2018		Processing Supplies	-53.25
Bill	35487246	07/31/2018		Processing Supplies	-0.45
Bill	35473138	07/31/2018		Processing Supplies	-19.02
Bill	35456561	07/31/2018		Processing Supplies	-112.30
Bill	35434241	07/31/2018		Processing Supplies	-106.23
Bill	35452622	07/31/2018		Processing Supplies	-44.09
Bill	35434243	07/31/2018		Processing Supplies	-15.47
Bill	35416902	07/31/2018		Processing Supplies	-43.00

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Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	35394754	07/31/2018		Processing Supplies	-85.83
Bill	35381179	07/31/2018		Processing Supplies	-36.74
Bill	35647103	07/31/2018		Books & Materials	-150.43
Bill	35657939	07/31/2018		Books & Materials	-31.30
Bill	35647102	07/31/2018		Books & Materials	-134.17
Bill	35623167	07/31/2018		Books & Materials	-1,997.51
Bill	35605340	07/31/2018		Books & Materials	-400.84
Bill	35605342	07/31/2018		Books & Materials	-14.99
Bill	35613039	07/31/2018		Books & Materials	-505.74
Bill	35582046	07/31/2018		Books & Materials	-268.81
Bill	35582048	07/31/2018		Books & Materials	-69.56
Bill	35549312	07/31/2018		Books & Materials	-429.39
Bill	35509990	07/31/2018		Books & Materials	-1,575.52
Bill	35526111	07/31/2018		Books & Materials	-371.12
Bill	35545613	07/31/2018		Books & Materials	-191.88
Bill	35509992	07/31/2018		Books & Materials	-55.20
Bill	35526115	07/31/2018		Books & Materials	-8.40
Bill	35526113	07/31/2018		Books & Materials	-9.68
Bill	35534389	07/31/2018		Books & Materials	-418.22
Bill	35534391	07/31/2018		Books & Materials	-38.09
Bill	35487243	07/31/2018		Books & Materials	-477.79
Bill	35518064	07/31/2018		Books & Materials	-419.21
Bill	35487245	07/31/2018		Books & Materials	-45.00
Bill	35473137	07/31/2018		Books & Materials	-213.41
Bill	35456560	07/31/2018		Books & Materials	-1,442.77
Bill	35434240	07/31/2018		Books & Materials	-828.27
Bill	35452621	07/31/2018		Books & Materials	-492.84
Bill	35434242	07/31/2018		Books & Materials	-247.20
Bill	35416901	07/31/2018		Books & Materials	-358.02
Bill	35394753	07/31/2018		Books & Materials	-700.04
Bill	35381178	07/31/2018		Books & Materials	-442.84
Bill	35683193	08/15/2018		Landsberg Gift	-16.50
Bill	35683194	08/15/2018		Landsberg Gift	-0.82
Bill	35753490	08/15/2018		Landsberg Gift	-148.09
Bill	35785577	08/15/2018		Landsberg Gift	-1.64
Bill	35808374	08/15/2018		Landsberg Gift	-0.82
Bill	35808373	08/15/2018		Landsberg Gift	-17.10
Bill	35785579	08/15/2018		Landsberg Gift	-15.96
Bill	35785578	08/15/2018		Landsberg Gift	-15.96
Bill	35664513	08/15/2018		Processing Supplies	-27.39
Bill	35829731	08/15/2018		Processing Supplies	-2.46
Bill	35856256	08/15/2018		Processing Supplies	-28.54
Bill	35829729	08/15/2018		Processing Supplies	-249.63
Bill	35851802	08/15/2018		Processing Supplies	-75.68
Bill	35808372	08/15/2018		Processing Supplies	-59.20
Bill	35785576	08/15/2018		Processing Supplies	-45.05
Bill	35753487	08/15/2018		Processing Supplies	-98.59
Bill	35753485	08/15/2018		Processing Supplies	-18.54
Bill	35753489	08/15/2018		Processing Supplies	-0.45
Bill	35763319	08/15/2018		Processing Supplies	-32.34
Bill	35763317	08/15/2018		Processing Supplies	-59.20
Bill	35726175	08/15/2018		Processing Supplies	-174.86
Bill	35705732	08/15/2018		Processing Supplies	-64.97
Bill	35683192	08/15/2018		Processing Supplies	-41.62
Bill	35829730	08/15/2018		Books & Materials	-47.88
Bill	35856255	08/15/2018		Books & Materials	-302.31
Bill	35829728	08/15/2018		Books & Materials	-2,307.26
Bill	35851801	08/15/2018		Books & Materials	-623.43
Bill	35808371	08/15/2018		Books & Materials	-520.39
Bill	35785575	08/15/2018		Books & Materials	-548.55
Bill	35753486	08/15/2018		Books & Materials	-889.86
Bill	35753484	08/15/2018		Books & Materials	-244.22

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	35753488	08/15/2018		Books & Materials	-44.97
Bill	35763318	08/15/2018		Books & Materials	-180.97
Bill	35763316	08/15/2018		Books & Materials	-542.10
Bill	35726174	08/15/2018		Books & Materials	-1,716.25
Bill	35705731	08/15/2018		Books & Materials	-601.73
Bill	35683191	08/15/2018		Books & Materials	-510.23
Bill	35694023	08/15/2018		Books & Materials	-21.54
Bill	35664512	08/15/2018		Books & Materials	-283.62
TOTAL					-24,248.94
Bill Pmt -Check	8286	08/22/2018	J Webb	Checking	
Bill	5042	07/31/2018		Supplies	-390.00
TOTAL					-390.00
Bill Pmt -Check	8287	08/22/2018	Jayhawk Trophy Co., Inc.	Checking	
Bill	60762	08/15/2018		Miscellaneous	-16.30
TOTAL					-16.30
Bill Pmt -Check	8288	08/22/2018	Jayhawk Tropical Fish	Checking	
Bill	860098	07/31/2018		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8289	08/22/2018	Kanopy LLC	Checking	
Bill	132207 - P...	08/15/2018		Books & Materials	-646.00
TOTAL					-646.00
Bill Pmt -Check	8290	08/22/2018	KanREN	Checking	
Bill	180716010...	07/30/2018		Internet	-9,252.00
TOTAL					-9,252.00
Bill Pmt -Check	8291	08/22/2018	Kansas City Public Library	Checking	
Bill	500846	07/20/2018		Overdues	-24.95
TOTAL					-24.95
Bill Pmt -Check	8292	08/22/2018	Kansas Public Radio	Checking	
Bill	143037	08/15/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8293	08/22/2018	Laser Logic, Inc.	Checking	
Bill	281706	08/15/2018		Library & Office Suppli...	-204.94
TOTAL					-204.94
Bill Pmt -Check	8294	08/22/2018	Lawrence Sign Up LLC	Checking	
Bill	11401	07/20/2018		Advertising	-112.00
Bill	11322	07/31/2018		Advertising	-901.27
TOTAL					-1,013.27
Bill Pmt -Check	8295	08/22/2018	Lawson Products	Checking	
Bill	9305971783	07/20/2018		Building Supplies	-175.81
TOTAL					-175.81
Bill Pmt -Check	8296	08/22/2018	Midwest Tape	Checking	
Bill	96304071	07/31/2018		Books & Materials	-970.74
Bill	96304074	07/31/2018		Books & Materials	-44.99
Bill	96304072	07/31/2018		Books & Materials	-329.90
Bill	96250589	07/31/2018		Books & Materials	-710.58
Bill	96295596	07/31/2018		Books & Materials	-68.22
Bill	96299726	07/31/2018		Books & Materials	-11.24
Bill	96295594	07/31/2018		Books & Materials	-193.80
Bill	96299724	07/31/2018		Books & Materials	-48.71
Bill	96267792	07/31/2018		Books & Materials	-130.68
Bill	96291258	07/31/2018		Books & Materials	-10.49
Bill	96280727	07/31/2018		Books & Materials	-59.79
Bill	96280729	07/31/2018		Books & Materials	-146.19
Bill	96278164	07/31/2018		Books & Materials	-84.09
Bill	96275165	07/31/2018		Books & Materials	-68.05
Bill	96275167	07/31/2018		Books & Materials	-31.49
Bill	96267044	07/31/2018		Books & Materials	-198.94
Bill	96267322	07/31/2018		Books & Materials	-730.04
Bill	96262065	07/31/2018		Books & Materials	-67.48
Bill	96262063	07/31/2018		Books & Materials	-12.59
Bill	96254877	07/31/2018		Books & Materials	-14.39
Bill	96254879	07/31/2018		Books & Materials	-79.47
Bill	96255716	07/31/2018		Books & Materials	-120.68
Bill	96249925	07/31/2018		Books & Materials	-114.97
Bill	96284975	07/31/2018		Books & Materials	-538.85
Bill	96284977	07/31/2018		Books & Materials	-507.44
Bill	96314996	08/15/2018		Processing Supplies	-314.95
Bill	96316873	08/15/2018		Books & Materials	-8,391.20
Bill	96333966	08/15/2018		Books & Materials	-10.49
Bill	96337639	08/15/2018		Books & Materials	-95.61
Bill	96337851	08/15/2018		Books & Materials	-113.19
Bill	96324015	08/15/2018		Books & Materials	-114.97
Bill	96324014	08/15/2018		Books & Materials	-802.77
Bill	96328131	08/15/2018		Books & Materials	-36.57
Bill	96328133	08/15/2018		Books & Materials	-276.65
Bill	96322708	08/15/2018		Books & Materials	-138.70
Bill	96322706	08/15/2018		Books & Materials	-40.91
Bill	96318309	08/15/2018		Books & Materials	-113.95
Bill	96318307	08/15/2018		Books & Materials	-88.43

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	96309390	08/15/2018		Books & Materials	-173.20
Bill	96304208	08/15/2018		Books & Materials	-73.74
TOTAL					-16,079.14
Bill Pmt -Check	8297	08/22/2018	OCLC, Inc.	Checking	
Bill	610395	08/15/2018		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8298	08/22/2018	OverDrive	Checking	
Bill	06809DA1...	07/31/2018		Books & Materials	-264.99
				Salkind Gift	-149.00
Bill	06809CO1...	07/31/2018		Salkind Gift	-438.82
Bill	06809DA1...	07/31/2018		Salkind Gift	-130.00
				Books & Materials	-280.99
Bill	06809CO1...	07/31/2018		Salkind Gift	-402.44
Bill	06809CO1...	07/31/2018		Salkind Gift	-692.79
Bill	06809DA1...	07/31/2018		Salkind Gift	-14.99
				Books & Materials	-301.00
Bill	06809CO1...	07/31/2018		Salkind Gift	-1,492.78
Bill	06809CO1...	07/31/2018		Books & Materials	-2,011.77
Bill	06809CO1...	07/31/2018		Books & Materials	-453.92
Bill	06809CO1...	07/31/2018		Books & Materials	-79.99
Bill	06809DA1...	07/31/2018		Books & Materials	-68.99
Bill	16809DA1...	07/31/2018		Books & Materials	-284.95
Bill	06809CO1...	07/31/2018		Books & Materials	-847.71
Bill	06809CO1...	07/31/2018		Books & Materials	-409.99
Bill	06809CO1...	07/31/2018		Books & Materials	-275.93
Bill	06809CO1...	07/31/2018		Books & Materials	-158.91
Bill	06809CO1...	07/31/2018		Books & Materials	-384.97
Bill	06809CO1...	07/31/2018		Books & Materials	-158.89
Bill	06809CO1...	07/31/2018		Books & Materials	-19.98
Bill	06809CO1...	07/31/2018		Books & Materials	-75.00
Bill	06809CO1...	07/31/2018		Books & Materials	-924.44
Bill	06809CO1...	07/31/2018		Books & Materials	-295.95
Bill	06809CO1...	07/31/2018		Books & Materials	-946.12
Bill	06809CO1...	07/31/2018		Books & Materials	-1,032.36
Bill	06809CO1...	07/31/2018		Books & Materials	-180.91
Bill	06809CO1...	07/31/2018		Books & Materials	-789.39
Bill	06809CO1...	08/15/2018		Books & Materials	-165.89
Bill	06809CO1...	08/15/2018		Books & Materials	-324.95
Bill	06809CO1...	08/15/2018		Books & Materials	-698.63
Bill	06809CO1...	08/15/2018		Books & Materials	-167.00
Bill	06809DA1...	08/15/2018		Books & Materials	-484.47
Bill	06809CO1...	08/15/2018		Books & Materials	-352.82
Bill	06809CO1...	08/15/2018		Books & Materials	-345.87
Bill	06809CO1...	08/15/2018		Books & Materials	-593.96
Bill	06809CO1...	08/15/2018		Books & Materials	-433.80
Bill	06809CO1...	08/15/2018		Books & Materials	-972.72
Bill	06809CO1...	08/15/2018		Books & Materials	-643.49
Bill	06809CO1...	08/15/2018		Books & Materials	-285.49
Bill	06809CO1...	08/15/2018		Books & Materials	-510.94
Bill	06809DA1...	08/15/2018		Books & Materials	-160.00
Bill	06809CO1...	08/15/2018		Books & Materials	-120.97
Bill	06809CO1...	08/15/2018		Books & Materials	-310.08
Bill	06809CO1...	08/15/2018		Books & Materials	-302.21

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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO1...	08/15/2018		Books & Materials	-49.90
Bill	06809CO1...	08/15/2018		Books & Materials	-698.88
TOTAL					-21,190.04
Bill Pmt -Check	8299	08/22/2018	P1 Group, Inc.	Checking	
Bill	45055	07/20/2018		Building Repairs & Mai...	-4,935.00
TOTAL					-4,935.00
Bill Pmt -Check	8300	08/22/2018	Pan Asian Publications Inc.	Checking	
Bill	U-15684	07/31/2018		Books & Materials	-116.45
TOTAL					-116.45
Bill Pmt -Check	8301	08/22/2018	Polyline Corporation	Checking	
Bill	SI80076090	07/20/2018		Processing Supplies	-904.56
TOTAL					-904.56
Bill Pmt -Check	8302	08/22/2018	Pro Print Inc.	Checking	
Bill	97318	07/30/2018		Processing Supplies	-10.00
TOTAL					-10.00
Bill Pmt -Check	8303	08/22/2018	Pur-O-Zone, Inc.	Checking	
Bill	758112	07/30/2018		Building Supplies	-241.43
Bill	755573	07/30/2018		Building Supplies	-295.39
TOTAL					-536.82
Bill Pmt -Check	8304	08/22/2018	Quill Corporation	Checking	
Bill	8354938	07/20/2018		Library & Office Suppli...	-184.02
Bill	9187494	08/15/2018		Library & Office Suppli...	-72.99
TOTAL					-257.01
Bill Pmt -Check	8305	08/22/2018	Random House, Inc.	Checking	
Bill	1080242023	07/31/2018		Books & Materials	-30.00
Bill	1089531475	07/31/2018		Books & Materials	-28.50
Bill	1280061376	07/31/2018		Books & Materials	-67.50
Bill	1080061376	07/31/2018		Books & Materials	-22.50
Bill	1180061376	07/31/2018		Books & Materials	-30.00
Bill	1080907227	08/15/2018		Books & Materials	-26.25
Bill	1080776602	08/15/2018		Books & Materials	-71.25
Bill	1080451202	08/15/2018		Books & Materials	-60.00
Bill	1080628206	08/15/2018		Books & Materials	-30.00
TOTAL					-366.00

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8306	08/22/2018	Recorded Books	Checking	
Bill	75923142	07/31/2018		Books & Materials	-487.39
Bill	75923887	07/31/2018		Books & Materials	-74.25
Bill	75923712	07/31/2018		Books & Materials	-55.65
Bill	75923147	07/31/2018		Books & Materials	-46.65
Bill	75926966	08/15/2018		Books & Materials	-46.65
Bill	75926834	08/15/2018		Books & Materials	-18.45
Bill	75926604	08/15/2018		Books & Materials	-98.55
Bill	75927346	08/15/2018		Books & Materials	-65.25
Bill	75929105	08/15/2018		Books & Materials	-74.25
Bill	75930988	08/15/2018		Books & Materials	-46.65
Bill	75932958	08/15/2018		Books & Materials	-55.65
Bill	75930370	08/15/2018		Books & Materials	-9.45
Bill	75929971	08/15/2018		Books & Materials	-9.45
Bill	75927689	08/15/2018		Books & Materials	-39.99
Bill	75934970	08/15/2018		Books & Materials	-61.65
TOTAL					-1,189.93
Bill Pmt -Check	8307	08/22/2018	Schendel Services	Checking	
Bill	30264813	07/20/2018		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8308	08/22/2018	Scott Rice Office Works	Checking	
Bill	334358	07/20/2018		Library & Office Suppli...	-510.00
TOTAL					-510.00
Bill Pmt -Check	8309	08/22/2018	SirsiDynix	Checking	
Bill	INVIS0263...	07/30/2018		Collections	-332.05
TOTAL					-332.05
Bill Pmt -Check	8310	08/22/2018	Snap Promotions	Checking	
Bill	18072201	08/15/2018		Library & Office Suppli...	-155.80
TOTAL					-155.80
Bill Pmt -Check	8311	08/22/2018	TSCPL	Checking	
Bill	ILL# 18817...	07/30/2018		Overdues	-14.95
TOTAL					-14.95
Bill Pmt -Check	8312	08/22/2018	Unique Management Services	Checking	
Bill	466292	08/15/2018		Professional Fees	-185.07
Bill	466291	08/15/2018		Professional Fees	-528.05
TOTAL					-713.12

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8313	08/22/2018	Wichita Public Library	Checking	
Bill	186682850	08/15/2018		Overdues	-14.99
TOTAL					-14.99
Bill Pmt -Check	8314	08/22/2018	Withers	Checking	
Bill	195052	07/30/2018		Building Supplies	-266.55
TOTAL					-266.55
Bill Pmt -Check	28442	08/20/2018	Amazon	Checking	
Bill	6665859	07/20/2018	Amazon	Accounts Payable	0.00
Bill	6442630	07/20/2018		Books & Materials	-14.78
				Books & Materials	-0.89
				Books & Materials	-12.07
Bill	4901852	07/20/2018		Books & Materials	-96.32
				Books & Materials	-8.99
				Books & Materials	-14.60
Bill	466876833...	07/20/2018		Books & Materials	-24.72
Bill	873348389...	07/20/2018		Books & Materials	-56.56
Bill	7505827	07/20/2018		Books & Materials	-64.87
				Books & Materials	-283.02
Bill	2551448	07/20/2018		Books & Materials	-95.98
Bill	2551448	07/20/2018		Books & Materials	-18.00
Bill	2551448	07/20/2018		Books & Materials	-63.98
Bill	934998335...	07/20/2018		Books & Materials	-10.78
Bill	4872234	07/20/2018		Summer Reading - ALL	-50.06
Bill	3001060	07/20/2018		Building Supplies	-54.72
Bill	5048233	07/30/2018		Building Supplies	-47.94
Bill	4830663	07/30/2018		Young Adult Program...	-36.99
Bill	8548217	07/31/2018		Books & Materials	-82.90
				Books & Materials	-11.77
				Books & Materials	-30.40
Bill	3581017	07/31/2018		Books & Materials	-24.99
Bill	5079460	07/31/2018		Books & Materials	-95.97
Bill	2551448	07/31/2018		Books & Materials	-71.97
Bill	6356204	07/31/2018		Books & Materials	-9.98
Bill	8108232	07/31/2018		Books & Materials	-152.00
Bill	1649005	07/31/2018		Books & Materials	-29.95
Bill	2430644	08/15/2018		Building Supplies	-6.99
Bill	0851434	08/15/2018		Young Adult Program...	-11.99
Bill	0961040	08/15/2018		Processing Supplies	-93.50
Bill	5301868	08/15/2018		Block Grant	-20.00
Bill	6250645	08/15/2018		Advertising	-12.97
Bill	5269825	08/15/2018		Books & Materials	-126.38
				Books & Materials	-35.87
Bill	2796210	08/15/2018		Books & Materials	-75.84
Bill	0681008	08/15/2018		Books & Materials	-95.98
Bill	5717846	08/15/2018		Books & Materials	-47.99
Bill	5717846	08/15/2018		Books & Materials	-47.99
Bill	5601024	08/15/2018		Books & Materials	-11.33
Bill	8108232	08/15/2018		Books & Materials	-183.12
Bill	2595434	08/15/2018		Books & Materials	-85.98
Bill	0681008	08/15/2018		Books & Materials	-6.26
Bill	6529840	08/15/2018		Books & Materials	-113.08
				Books & Materials	-80.73

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Lawrence Public Library
Check Detail
August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	0681008	08/15/2018		Books & Materials	-18.99
Bill	1125067	08/15/2018		Books & Materials	-93.97
Bill	9485846	08/15/2018		Books & Materials	-174.45
				Books & Materials	-75.63
				Books & Materials	-8.66
				Books & Materials	-27.61
Bill	8792242	08/15/2018		Books & Materials	-29.58
Bill	6001828	08/15/2018		Books & Materials	-180.19
				Books & Materials	-12.95
Bill	0121043	08/15/2018		Books & Materials	-11.08
Bill	7090651	08/15/2018		Books & Materials	-11.47
Bill	6962663	08/15/2018		Books & Materials	-342.56
				Books & Materials	-42.19
Bill	1410656	08/15/2018		Books & Materials	-20.98
Bill	1410656	08/15/2018		Books & Materials	-59.35
Bill	1410656	08/15/2018		Books & Materials	-13.98
Bill	7767435	08/15/2018		Books & Materials	-75.99
Bill	0409069	08/16/2018		Advertising	-59.98
TOTAL					-3,780.81
Bill Pmt -Check	28443	08/20/2018	Billy Skorupski	Checking	
Bill	S&V	08/15/2018		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	28444	08/20/2018	Bodhi O. Sartin	Checking	
Bill	D & D	08/15/2018		Young Adult Program...	-50.00
TOTAL					-50.00
Bill Pmt -Check	28445	08/20/2018	Chansam Moon	Checking	
Bill	REFUND	07/30/2018		Overdues	-6.32
TOTAL					-6.32
Bill Pmt -Check	28446	08/20/2018	Christopher Luxem	Checking	
Bill	9-21-18	08/15/2018		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	28447	08/20/2018	Cody Case	Checking	
Bill	9-18-18	08/15/2018		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	28448	08/20/2018	Daniel Glasscock	Checking	
Bill	9-21-18	08/15/2018		Adult Programming	-150.00
TOTAL					-150.00

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August 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28449	08/20/2018	John Svoboda	Checking	
Bill	7-25-18	07/30/2018		Summer Reading - ALL	-50.00
TOTAL					-50.00
Bill Pmt -Check	28450	08/20/2018	Mize Houser	Checking	
Bill		07/30/2018		Accounting	-5,488.00
TOTAL					-5,488.00
Bill Pmt -Check	28451	08/20/2018	Petty Cash	Checking	
Bill	1939-1949	07/31/2018		Bookvan & Mileage	-27.35
				ALA	-15.48
				Children's Programming	-5.98
				Adult Programming	-10.00
				Adult Programming	-28.14
				Miscellaneous	-3.84
				Library & Office Suppli...	-8.00
				Young Adult Program...	-25.00
TOTAL					-123.79
Bill Pmt -Check	28452	08/20/2018	Reggie Gray	Checking	
Bill	7-30-18	07/31/2018		Summer Reading - ALL	-600.00
TOTAL					-600.00
Bill Pmt -Check	28453	08/20/2018	Susan K. Jordan	Checking	
Bill	REFUND	08/15/2018		Overdues	-13.44
TOTAL					-13.44
Bill Pmt -Check	28454	08/20/2018	Maggie Allen	Checking	
Bill	10-19-18	08/15/2018		Young Adult Program...	-50.00
TOTAL					-50.00

Lawrence Public Library

Monthly Statistical Summary--July 2018

INDICATOR	July		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	7.79	8.13	-4%			
Reference Transactions per Capita	1.76	1.97	-11%			
Program Attendance per Capita	0.62	0.68	-9%			
Circulation per Capita	14.14	14.28	-1%			
Circulation per Visit	1.82	1.76	3%			
Total Holdings per Capita	2.04	2.03	0%			
% of Lawrence Residents Registered	56%	54%	4%			

(Active Cardholders Only)

Circulation--Adult Total	77,074	76,275	1%	497,248	511,370	-3%
Circulation--Young Adult Total	5,043	4,707	7%	26,980	26,318	3%
Circulation--Youth Total	35,160	35,573	-1%	209,009	215,130	-3%
Circulation--Total	117,277	116,555	1%	733,237	752,818	-3%

Reference Transactions	14,609	16,055	-9%	86,930	98,211	-11%
Public Computer Usage	10,188	10,908	-7%	58,189	64,183	-9%
User Visits	64,550	66,365	-3%	396,432	403,776	-2%
LPL Web Site Visits	19,937	19,004	5%	136,470	132,009	3%

Holdings--Added	2,868	2,464	16%	21,348	21,513	-1%
Holdings--Withdrawn	3,241	4,114	-21%	21,420	32,551	-34%
Holdings--Total	202,865	198,458	2%			

Cardholders Added	707	787	-10%			
Active Cardholders--Total	67,684	64,057	6%			

Total Programs	122	121	1%	805	826	-3%
Total Program Attendance	5,164	5,649	-9%	40,042	37,008	8%
Public Uses of Meeting Rooms	817	986	-17%	6,774	6,038	12%

Total Paid Staff (FTE)	65.31	64.38	1%			
Total Number of Employees	86	90	-4%			

Lawrence Public Library						
Monthly Statistical Report--July 2018						
	July		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	7.79	8.13	-4%			
Reference Transactions per Capita	1.76	1.97	-10%			
Program Attendance per Capita	0.62	0.69	-10%			
Circulation per Capita	14.14	14.28	-1%			
Total Holdings per Capita	2.04	2.03	1%			
Collection Turnover--Total	7.03	7.14	-2%			
Collection Turnover--Adult	7.25	7.39	-2%			
Collection Turnover--Young Adult	5.29	5.06	5%			
Collection Turnover--Youth	6.89	7.03	-2%			
Collection Turnover--Audiovisual	12.25	10.97	12%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	37089	36094	3%		237669	235530
Circulation--Adult Periodicals	1079	933	16%		6489	7204
Circulation--Adult Feature Films & TV Shows	25555	25146	2%		165294	177610
Circulation--Electronic Games	1971	1982	-1%		12518	13085
Circulation--Adult Music CDs	4373	6160	-29%		33626	40822
Circulation--Adult Audio Books and Books on CD	6892	5954	16%		41226	37063
Circulation--eReaders	9	6	50%		60	56
Circulation--Other New	106				366	
Circulation--Adult Total	77074	76275	1%		497248	511370
Circulation--YA Books and Videos	4535	4378	4%		24286	24392
Circulation--YA Periodicals	26	28	-7%		67	125
Circulation--YA Audio Books and Books on CD	482	301	60%		2627	1801
Circulation--YA Total	5043	4707	7%		26980	26318
Circulation--Youth Books and Videos	32468	32870	-1%		193840	200418
Circulation--Youth Periodicals	131	102	28%		863	658
Circulation--Youth Music CDs	441	514	-14%		2865	2744
Circulation--Youth Audio Books and Books on CD	2120	2087	2%		11441	11310
Circulation--Youth Total	35160	35573	-1%		209009	215130

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Circulation--Bookmobile	1108	1017	9%		6729	6595	2%
Circulation--Book Lockers	1093	775	41%		6788	2907	134%
Circulation--Total Books	74092	73342	1%		455795	460340	-1%
Circulation--Total Periodicals	1236	1063	16%		7419	7987	-7%
Circulation--Total Audiovisual	44073	37887	16%		280484	282097	-1%
Circulation Total	117277	116555	1%		733237	752818	-3%
Staff Assisted Circulation	4337	4398	-1%		27950	30675	-9%
Self Check Circulation	84794	88416	-4%		531188	558236	-5%
Percent Self Check	95%	95%	0%		95%	95%	0%
Online Renewals	16760	15586	8%		106090	112419	-6%
Other Staff Checkouts	102	111	-8%		802	661	21%
Requests Placed	21252	19817	7%		140298	133623	5%
Requests Filled	19925	18072	10%		126850	120050	6%
Requests Unclaimed	2942	2834	4%		18354	17454	5%
Interlibrary Loan Items Borrowed for LPL Patrons	464	330	41%		3200	2586	24%
Interlibrary Loan Items Loaned from LPL Collection	621	482	29%		3803	4070	-7%
OTHER LIBRARY SERVICES							
User Visits	64550	66365	-3%		396432	403776	-2%
Public Computer Usage	10188	10908	-7%		58189	64183	-9%

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Adult Reference Transactions	1525	1566	-3%		10553	10425	1%
Young Adult Reference Transactions	1536	1463	5%		6702	7360	-9%
Youth Reference Transactions	2320	2224	4%		10368	11203	-7%
IT Desk	1610	2110	-24%		10274	12901	-20%
Welcome Desk	2332	2723	-14%		14574	16766	-13%
Phone Calls	1545	1843	-16%		12069	15271	-21%
Accounts Desk	3741	4126	-9%		22390	24285	-8%
Total Reference Transactions	14609	16055	-9%		86930	98211	-11%
Public-Sponsored Uses of Meeting Rooms (Includes Study Rooms)	817	986	-17%		6774	6038	12%
LPL Web Site Visits	19937	19004	5%		136470	132009	3%
RESOURCES							
Holdings--Total	202865	198458	2%				
Holdings--Adult	129324	125722	3%				
Holdings--Young Adult	11481	11211	2%				
Holdings--Youth	62060	61525	1%				
Holdings--Audiovisual	43166	41457	4%				
Holdings--eReaders	10	11	-9%				
Holdings Added	2868	2464	16%		21348	21513	-1%
Holdings Withdrawn (Weeded)	3241	4114	-21%		21420	32551	-34%
Holdings Net Change	590	140	321%		4606	-4774	
LIBRARY PATRONS							
Total Active Cardholders	67684	64057	6%				
Cardholders Added	707	787	-10%		4609	5208	-12%
Cardholders Transacting	15578	15141	3%		97472	91981	6%
Percent of Cardholders Transacting	23%	24%	-3%				
Total Number of Lawrence Residents Registered	55319	52503	5%				
Percent of Lawrence Residents Registered	56%	54%	4%				

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PROGRAMMING							
Number of Adult Programs	27	36	-25%		230	260	-12%
Number of Young Adult Programs	16	10	60%		98	102	-4%
Number of Youth Programs	79	75	5%		477	464	3%
Number of Senior Programs (With Adult)							
Total Programs	122	121	1%		805	826	-3%
Adult Program Attendance	324	672	-52%		9043	6095	48%
Young Adult Program Attendance	236	261	-10%		4257	2851	49%
Youth Program Attendance	4604	4716	-2%		26742	28062	-5%
Senior Program Attendance (With Adult)							
Total Program Attendance	5164	5649	-9%		40042	37008	8%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	65.31	64.38	1%				
ALA-MLS Librarians, in Full-Time Equivalents	17.37	18.94	-8%				
Number of Employees--Total	86	90	-4%				
Number of Employees--Full-Time	45	39	15%				
Number of Employees--Part-Time	41	51	-20%				
Terminations	3	3	0%		8	8	0%
Hirings	1	4	-75%		10	11	-9%
Volunteer Hours	1096.1	824.4	33%		5514.4	4649.3	19%

Select Online Statistics July 2018

Kanopy:

Visits - 2,699
Pages - 3,809
Plays - 457
Minutes - 17,892
Pages/Visit - 1.41
Plays/Visit - 0.1

Lynda:

Active users - 2040
New users - 40
Users who logged in - 155
Total log ins - 617
Hours viewed - 282.11
Hours viewed per user who logged in - 1.82
Hours viewed per log in - .46

Library Director's Report for August 2018

Summer Reading Ends August 18

We will wrap up summer reading on Saturday, August 18, with our Last Bash which will include food, a talent show, music from library party regulars, The Beerbellies, and finishing off with the movie "Coco." It should be a great night of fun. It has been a fun summer of "unplugged" activities at the library. I will report to the board in September our final summer reading numbers.

Update on Wak'ó Mujeres Phụ nữ Womxn Mural

The mural project was approved at the August 7 City Commission meeting. Cleaning and priming of the wall begins the weekend of August 17 and painting will commence shortly thereafter.

Update on Diversity, Equity, and Inclusion at LPL

I reported to the Board in June about workplace diversity at LPL. Perhaps the most crucial component of that report concerns the future of diversity, equity, and inclusion (DEI) at our library. On August 6, I met with Anna Stubblefield at Lawrence Public Schools to discuss their diversity training. She graciously invited Sherri and I to attend their two day Beyond Diversity training in October, the diversity training all school staff are required to attend, to get a sense of what they do. If we like the training, they have offered to allow us to send a couple people through the training each time they do it.

On August 21, I will meet with Erica Hill at Lawrence Memorial Hospital to learn about the imminent rollout of their diversity plan. On August 22, I will meet with Dr. Jennifer Hamer at the KU Office of Diversity and Equity as well. I have also begun researching best practices in diversity training for staff as we decide the best way forward to meaningful and impactful training for our staff.

Lastly, once we determine what training we want to provide, I would like to close the library for a day sometime this fall to dedicate to diversity training. I think it would send a strong message to our community about our dedication to equity and inclusion at our library.

Library Director's Report for August 2018

Respectfully submitted by Brad Allen, August 16, 2018

Foundation Director's Report – August 17, 2018

The Library Foundation board did not meet in July. However, Logan, Margie and I have been tackling a number of key Foundation Projects:

- **Database.** The Foundation and Friends are changing donor databases. After a significant amount of research, we made the decision to move from GiftWorks to Little Green Light. Logan has transferred the donor records and is tirelessly going through each one to ensure that everything is in place. Little Green Light offers a number of advantages: it is cloud based and can be accessed simultaneously by multiple users, it has a volunteer management component, and it is less expensive than GiftWorks. This is a huge undertaking that would not be possible without Logan's help!
- **Friends and Foundation Merger.** On July 23, representatives from the Friends, Foundation and Trustees boards met to consider the possibility of merging the Friends and Foundation. The group discussed the legal, financial, logistical and political implications of combining the two organizations. The consensus was to move forward and allow each board discuss the idea. At its August 13th meeting, the Friends board unanimously agreed to further explore a merger and recommended that it be presented at its upcoming volunteer meeting in September. Joan and I will provide more details to you at Monday's Trustees meeting. The Foundation board discussion will take place on August 27.
- **Planned Giving Packet and Visits.** Margie and I have revised the packet of materials for the Library Foundation's Before You Check Out planned giving program. We started our visits this week with some of our most engaged donors. Our goal is to meet with 20 individuals/families before the end of the year.
- **Before You Check Out Website.** We continue to make improvements on the Before You Check Out microsite. You'll find this at www.beforeyoucheckout.org or by clicking on "Planned Giving" on the Library Foundation website.
- **Digitization of Foundation Records.** Thanks to Logan, we have digitized and uploaded Foundation board minutes, board packets, policies, and by-laws onto a password protected area of the Foundation website. Visit lawrencepubliclibraryfoundation.org, pull down the menu on the "More" tab at the top, click on "Board Member login". This will allow board members to easily access Foundation information.
- **Constant Givers.** We have sent letters of appreciation with special "Constant Givers Club" bookmarks to the Foundation's most faithful donors. These individuals and families have given to the Library Foundation for at least 10 consecutive years. The Constant Givers Club is named in honor of Lillian Constant, who served as LPL librarian from 1920 to 1947.
- **DCCF Statements.** The Foundation received its second quarter 2018 statement from the Douglas County Community Foundation. Our endowed funds now top \$2.2 million.

Progress Report on the Consideration of Merit Pay

As we began to discuss the Library Board's request to implement merit pay at the library, we realized that we had a number of questions and needed to know more about best practices and other considerations. We are still working, but wanted to share our progress to date. The main things we have done so far are look into what peer libraries do, review the literature, and discuss with supervisors.

What Do Other Public Libraries Do?

When Springsted did our compensation study in 2014, 4 of the 12 libraries responding had some sort of performance pay; 4 of 10 reported using bonuses and/or supplemental pay. We followed up with 7 of the libraries from that same peer group for additional information. Most of these 7 use a merit system (2 have implemented it since the 2014 Springsted survey). They provided information on how they assign ratings and provided copies of their evaluation tools. Only 2 of the 7 did not have merit pay. In both cases, the HR Director said their libraries had determined that merit was not an effective path for them. A third gives everyone the same merit increase unless they score below a certain threshold. The HR Director at this third library said that they used to have a more tiered system. She said the move to a 2-level merit system increased the number of times supervisors ask employees to "step it up" or improve some aspect of their performance. She said they have seen improved communication between the employee and supervisor with more of a positive coach/player relationship than it was before.

What Does the Literature Say?

The use of some sort of merit pay system is fairly widespread, particularly in the for-profit sector, but has been steadily increasing in civil service and non-profit workplaces. As we began to read articles, it soon became apparent that there are well-reasoned arguments both for and against. Proponents say it creates a fair system that rewards high performers with more pay. They believe it motivates better performance, helps attract and retain high performers, increases engagement, and increases profits. Those on the other side say that while the idea of better pay for higher performance seems like a good idea, implementing it well is not easily done because performance is often difficult to measure. They say that merit pay is most effective when clearly linked to the organization's goals in a clearly defined and measurable way, like sales. In certain types of work, such as that done by knowledge workers, that link is less clear and internal motivation can be a stronger driver of performance than pay. A good illustration of the pro/con debate is a [2016 Point/Counterpoint article](#) in *HR Magazine* where two HR experts debate the question of whether merit pay results in sustained performance improvement.

Among the articles that we reviewed was a report written by the U.S. Merit Systems Protection Board entitled [Designing an Effective Pay for Performance Compensation System](#). It presents a number of guidelines and questions for agencies to consider prior to implementing a merit pay system. Rather than provide answers to the questions, it suggests that every organization should tailor their pay system to their own mission and environment. It says that in order for a merit pay system to be successful, the organization needs to have these things in place:

- A culture that supports merit pay
- Fair and effective supervisors
- A rigorous performance evaluation system
- Adequate funding (to ensure a meaningful differential)
- Checks and balances to ensure fairness
- Appropriate training for supervisors
- Ongoing system evaluation

Our Small Leadership Team has done an initial review of this 43-page report and think that it is a good starting place for us as we consider our best path forward. We plan to use it to help us assess our readiness for merit pay and to guide our further discussions.

How Do Our Supervisors Feel About Merit Pay?

I'm in the progress of meeting with each of our supervisors one-on-one to discuss merit pay. Those I've spoken to so far are open to the idea, but have some hesitation based on concerns and questions, most of which are mentioned in the MSPB Report. These are the most common:

- How can we ensure that the ratings are equitable not only within a department, but also across departments and disparate jobs?
- Some supervisors "grade harder" than others; how can we even this out?
- What are the goals of a merit system for us? How will we know if it is successful? Is merit pay the only or best way to reach that goal? How does this mesh with the library's strategic goals?
- Would there be limits to how many people could receive the highest rating (bell curve or other)? Would employees see the highest rating as attainable, something to aim for?
- Could an individually-based performance system inadvertently undermine team-building and cohesiveness?
- Our current form would need work: to make the differences between ratings clearer, more objective, and more directly related to specific job descriptions and goals.
- The idea of no raises for very low performers was generally acceptable as it's easier to determine; the variance between really good employees and stars is harder to determine and often fairly subjective.
- Will there be a big enough pay differential between ratings to make it worthwhile?
- If we do it, we need to take our time and do it well, or run the risk of doing more harm than good. We would need some time to bring staff along in order for it to be a success.

Next Steps

Our basic plan forward is to use the MSPB Report to guide our decision making. In addition, we want to analyze current salaries for compression to determine if there are adjustments that we need to make outside of any merit plan. Ideally this would happen before introducing merit. At this point we would request feedback and additional direction from the Board. It would be particularly helpful for us to have a clearer understanding of the Board's goals for merit pay.



LAWRENCE PUBLIC
LIBRARY

Library Mural Update and Future Considerations

Recommendations/Options/Action Requested

With the recent approval of the Womxn of Color mural, the City and library must determine how to best proceed with future mural requests for the exterior of the library building. Staff recommends the following as a starting point:

- (1) Review and revise Lawrence Public Library's art donation and approval policy, making reference to the City's Donated Art Guidelines and Mural Review Criteria for exterior artwork.
- (2) Meet with the City staff and chair of the Cultural Arts Committee to discuss how best to move forward with possible future library murals.

Executive Summary

On August 7th, the Lawrence City Commission gave final approval to the Womxn of Color mural to be installed on the southwest corner of the library. Preparatory work on the mural starts August 17th and community paint days start August 19th. The new mural sends a powerful and symbolic message that stories are the foundation of the library.

Building on the inspiration of the Womxn of Color mural project, the library must thoughtfully look to the future and determine how best to address additional mural requests. Should the remaining library "canvas" be completed to depict other compelling Lawrence stories around the base of the library? This is uncharted territory that needs structure and a process. The WOC mural is the first to be painted on a municipal building and the City's mural guidelines are intended for projects on private property. The library and the City must work together to determine how to best proceed with future requests. A well crafted, inclusive and thoughtful plan is essential for moving forward.

In addition, we recommend that the Library Board review and update the library's Art Collection Policy (renamed the "Art Donation Policy") to reflect the existing requirement that art donors complete LPL's Art Donation Application and Agreement. In addition, the revised policy should require any donated exterior artwork comply with the City's Donated Art Guidelines and Mural Review Criteria. (Draft of revised policy attached)

[LPL Art Donation Application](#)

[LPL Art Donation Agreement](#)

[City of Lawrence Donated Art Guidelines](#)

[City of Lawrence Mural Review Criteria](#)

Staff contact: Kathleen Morgan, Director of Development and Community Partnerships
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DRAFT: Art Donation Policy (Formerly “Art Collection Policy”)

Revised by the Lawrence Public Library Board of Trustees, (date).

Lawrence Public Library encourages donated gifts of works of art. Such gifts are accepted by the library to broaden the resources of the library for the citizens of Lawrence.

The library's Art Donation Committee (“Committee”) considers all proposed gifts and will have sole and absolute authority for accepting or declining any proposed gift and for disposing of any such gift after its acceptance. The Committee shall consist of three members appointed by the Library Director. At least one person on the Committee shall be a community member. This Committee may, at its sole discretion, seek professional advice regarding the worth, origin, artistic value, and appropriateness of considered proffered items. Acceptance, approval, and disposal of such gifts are subject to approval by the majority vote of this Committee.

To be considered, art donors must complete the library's [Art Donation Application](#). Should the Committee select the donor's artwork, the donor will enter into an agreement with the library using the parameters and requirements of Lawrence Public Library's [Art Donation Agreement](#).

Works of art such as exterior murals, require City of Lawrence approval. These artworks must comply with the City's [Donated Art Guidelines](#) and [Mural Review Criteria](#). The library's Art Donation Committee has full authority to refer projects to the City for review.

In addition to the requirements outlined in the Art Donation Agreement, proposed gifts must meet the following standards:

1. **Nature of Proposed Gift.** Gifts to be considered for acceptance include two dimensional and three-dimensional works of art, artifacts, and collectibles not intended for general loan to library borrowers. Gifts must be owned by the donor and free of liens or claims.
2. **Quality.** The proposed gift must be, in the judgment of the Committee, of high quality with respect to execution and artistic merit. The Committee may solicit expert opinion to aid in evaluation of the proposed gift.
3. **Safety.** The proposed gift must not, in the sole and absolute judgment of the Committee, pose an unreasonable hazard or risk to the health or safety of persons or property.
4. **General Appropriateness.** The proposed gift must be, in the opinion of the Committee, appropriate to its proposed setting.
5. **Maintenance.** The proposed gift must be easily maintained and conserved.
6. **Appraisal.** A written appraisal prepared and signed by an independent, certified appraiser must accompany all gifts. All appraisals of value, including the cost thereof, are the sole responsibility of the donor.

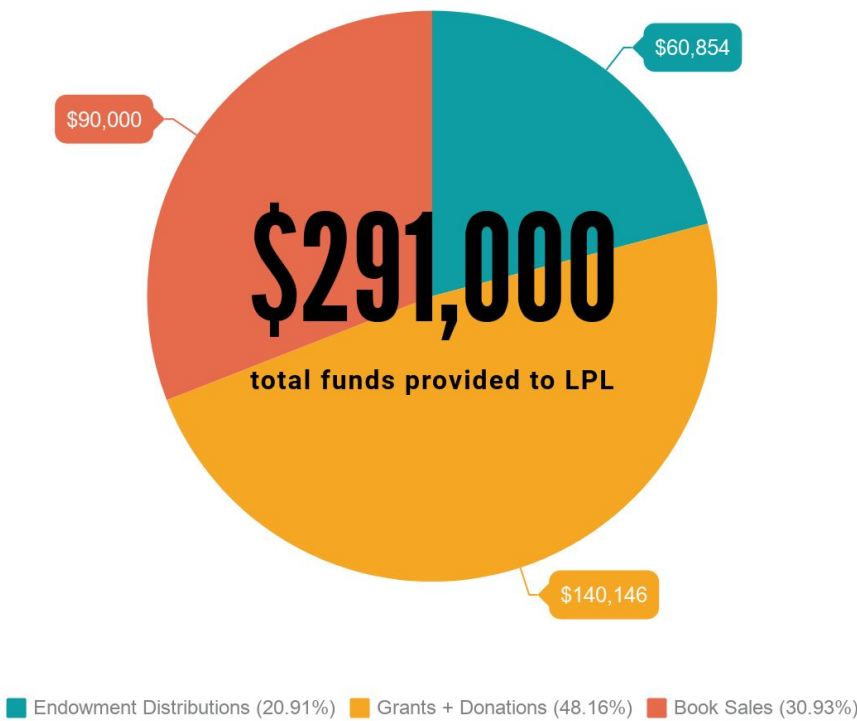
The Committee may apply additional criteria as may be deemed appropriate in individual cases in deciding whether to accept or decline a proposed gift.

In the event that the Committee recommends that donated art be sold or disposed of, such sales and/or dispositions shall be reviewed and approved, in advance, by the Lawrence Public Library Board of Trustees.

Friends/Foundation Merger Information

- The Lawrence Public Library Friends and Foundation currently are exploring the possibility of merging the two organizations. As a part of this process, board members of the Trustees, Friends, and Foundation are reaching out to stakeholders to collect feedback regarding the possibility of merging and reimagining a united fundraising and advocacy arm of the library.
- For the last several years, the Friends and Foundation have forged a close relationship through joint support of the library's Summer Reading and Read Across Lawrence programs, a shared donor database, and distributing an annual fundraising mailing and quarterly newsletter. This collaboration has worked very well and has sparked the question of whether to create a more official joint structure.
- Both the Friends and Foundation are highly successful at their missions. A merger will not change the day to day operating procedures for either group, but instead will consolidate much of the administrative overlap.
- Possible benefits of merging include:
 - **Alleviate donor confusion.** Most individuals who are not part of the inside group of library supporters may not understand the distinction between a library Friends group and a library Foundation. Having just one organization makes it very clear where an individual's financial and volunteer support should go.
 - **More efficient administration.** Operating one organization reduces administrative requirements. There would be just one annual audit, one Form 990 tax return, one state annual report, one board to recruit members for, and a reduction in the time spent by the library director and key staff to support the organization.
 - **Allows volunteers to engage in a wider variety of library support activities.** A merged organization will create more opportunities for board members and other volunteers. Not only can volunteers organize and implement book sales, but also can plan fundraising parties, help with grant writing, seek out planned gifts, and conduct advocacy campaigns for the library.
 - **Bring together advocacy and fundraising.** The key functions of advocacy and fundraising are natural, interconnected activities for a merged Friends and Foundation. Having private dollars available to use as matching funds often helps to leverage new public dollars requested through advocacy efforts.
 - **Transform and strengthen support for LPL.** A thoughtful, well planned merger will provide a unique opportunity to reinvigorate and reimagine a new Friends and Foundation support organization.
- The #1 goal in this project is to make the decision that is best for the library. Our intent is to create a strong and vital organization that provides additional support for library programs and continues to build a long term endowment. The combined Friends and Foundation will supplement and strengthen the public's investment in the library.

Friends & Foundation Revenue to the Library 2017



Proposed revision to Library Board of Trustees By-Laws

August 20, 2018

Article III - The Board

There shall be seven (7) Board members, appointed by the Mayor, with the approval of the City Commission (K.S.A. 12-1222). ***In addition to the appointed members of the Board, the Mayor shall be ex-officio a member of the library board with the same powers as appointed members.*** Terms of Board members shall be staggered. Members will be appointed for a term of four (4) years. Upon the April 30th expiration of each term, successors shall be appointed in a like manner to fill the vacancies created, and each member will serve a term of four (4) years. Board members shall be eligible for not more than two (2) successive terms. A person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term. A quorum for the transaction of business shall consist of ~~four~~ **five (5)** members of the Board. Lacking a quorum, bills for the month may be approved with the consent of the members present, plus telephone consent from enough other members not present to constitute a quorum. Vacancies on the Board occasioned by removal from the municipality, resignation or otherwise shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222.