

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

Monday, September 17, 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

- Merit Pay Update

New business

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
August 20, 2018
4:30 p.m.

Board Members Present: Kevan Vick, Chair; Brady Flannery (until 6:00), Joan Golden, Judy Keller (by phone), Ursula Minor, Sarah Goodwin Thiel, David Vance.

Library Staff Present: Brad Allen (Executive Director), Tricia Karlin, Amanda McConnell, Kathleen Morgan, Sherri Turner.

Friends of the Library: Annamarie Hill

Guests: none

Call to Order

Kevan called the regular meeting to order at 4:30 p.m.

Public Comment

None.

Consent Agenda

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

Director's Report

Brad said about 700 people attended the Summer Reading Last Bash on Saturday. He said he would report the number of finishers at the next meeting. The mural received final approval and the muralists got to work right away by priming the wall on Sunday.

Library Foundation Executive Director's Report

Kathleen said the Foundation Board didn't meet in July. She said that Logan has started moving donor records to a new database and should be done by the end of the week. Margie and Kathleen have revised the planned giving packet and have begun meeting with donors. Recent gifts include \$5000 from Nancy Peterson for technology and a \$10,000 unrestricted gift from the Simpson Foundation. This Friday, Kathleen is meeting with NEKLS staff and with several development directors from nearby libraries.

Friends Report

Annamarie Hill distributed the monthly Friends report. She said that the big summer sale raised \$22,300, the biggest summer sale yet. The Friends have been exploring ways to address space concerns. Plans for expansion have been tabled for the time being. The board has discussed a potential merger with the Foundation and is largely in favor; they plan to discuss it with daily operations volunteers on September 22. A combined Friends and Foundation benefit will take place on September 29.

Ongoing Business

Progress Report: Diversity Equity & Inclusion

Brad said he has begun meeting with other organizations who are working on diversity issues. One outcome from his meeting with Anna Stubblefield is that the school district offered library staff some spots in the *Beyond Diversity Training* they give to new staff. Brad and Sherri plan to attend this two-day training in October to assess its effectiveness for library staff. He has upcoming meetings scheduled with Verdell Taylor, Erica Hill (LMH), and with KU's Office of Diversity and Equity. He said he is considering closing the library for a day in the fall to conduct staff diversity training. The board would be invited to attend. The board expressed some reluctance to close the library, but left the option open. Brad is also researching best practices for hiring. For recent hires the library tried a couple of new things: using Indeed.com to broaden our reach and experimenting with distributing print ads to targeted locations. Brad will report on progress as he continues to work on this issue.

New Business

Report on Merit Pay Plan

Sherri presented the staff report on merit pay. The board said their main goal for merit pay is for pay to reflect performance rather than time in job, ensuring that poor performance is not rewarded. As far as a timeline, the goal is to be ready for implementation in January 2020, allowing time for further staff discussion, development of a plan, review/revision of performance evaluation forms, and training. Having a revised form ready to use for 2019, prior to implementing merit, will give staff time to adjust to it. Ideas for further assistance if needed included creation of a board committee, hiring an outside consultant, or additional discussion with other libraries. Staff will work to develop a plan that works to maintain the largely high performing, cohesive environment present in the library. In order for raises to be effective in early 2020, a new timeline will need to be developed so that reviews are completed in enough time to allow salaries to be calculated. Brad will report progress in his monthly reports. Before implementation, Brad will evaluate and address compression in existing pay rates. He will be assessing the financial impact of this and will report back to the board at the October meeting.

Library Mural Update and Future Considerations

Kathleen reported on a meeting she had with Porter Arneill, Director of Arts and Culture for the city, and Kate Dineen of the Cultural Arts Commission, to discuss how to make the process for any future mural requests for the exterior of the building more transparent. One recommendation was to clarify the city's role regarding changes to the library's exterior. To this end, Kathleen presented a revision to the Library's Art Collection Policy (renamed the Art Donation Policy) which references the City's Donated Art Guidelines and Mural Review Criteria for exterior artwork. Joan moved that the revised Art Donation Policy be approved; Ursula seconded. All in favor; motion carried. Kathleen agreed to put together a task force to further explore the issue. Joan volunteered to participate in the task force.

Friends and Foundation Merger

Kathleen reported on a recent discussion between representatives from the Friends, Foundation, and Trustees boards regarding a potential merger of the Friends and the Foundation. Merging would provide streamlined administration and would be less confusing to donors. The merger would not be difficult from a legal standpoint, but logistical, financial, and political implications would also need to be considered. Representatives of the boards were generally in favor of the merger, and agreed to discuss it with their individual groups and report back to the joint committee. At their August meeting, the Friends board responded positively to the idea of a merger, and agreed to continue exploration. A vote by the

Friends membership will be necessary for the merger to go forward.

Revision of Library Board Bylaws, Article III

Brad said it had been brought to his attention that the Library Board bylaws do not specify that the mayor is an ex-officio and voting member of the board. This makes the board's quorum five. He presented a revision to Article III of the bylaws to make this correction. David moved to accept the proposed revision; Joan seconded. All in favor; motion carried.

Adjournment

David moved to adjourn the meeting; Ursula seconded. All in favor; motion carried. Meeting adjourned at 6:30 p.m.

The next Board meeting will be Monday, September 17 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
August 2018									
REVENUES		This Month	Year to Date	Annual Budget	67% of Year		Aug-17		YTD 2017
Tax Fund		\$ -	\$ 4,096,009.63	\$ 4,233,000.00	96.76%		\$ -		\$ 3,870,440.87
Overdues		\$ 13,506.80	\$ 105,607.50	\$ 148,400.00	71.16%		\$ 17,804.88		\$ 115,515.06
NEKLS		\$ -	\$ 47,000.00	\$ 90,000.00	52.22%		\$ 100.00		\$ 33,782.00
State Aid		\$ 227.79	\$ 27,595.64	\$ 25,000.00	110.38%		\$ -		\$ 28,578.08
Photo Copies		\$ 2,190.61	\$ 14,448.14	\$ 20,000.00	72.24%		\$ 2,083.65		\$ 13,818.11
Coffee Shop Rent		\$ 1,500.00	\$ 6,750.00	\$ 9,000.00	75.00%		\$ 750.00		\$ 5,250.00
Meeting Room Fees		\$ 400.00	\$ 4,250.00	\$ 3,000.00	141.67%		\$ 250.00		\$ 5,150.00
Interest		\$ 2,120.22	\$ 14,321.58	\$ 1,600.00	895.10%		\$ 310.93		\$ 2,443.46
Miscellaneous		\$ 49.45	\$ 365.23	\$ -			\$ (23.88)		\$ 470.38
Total Revenues		\$19,994.87	\$4,316,347.72	\$4,530,000.00	95.28%		\$21,275.58		\$4,075,447.96
EXPENSES									
Salaries & Wages		\$ 208,876.42	\$ 1,647,499.70	\$ 2,500,000.00	65.90%		\$ 209,391.69		\$ 1,620,043.39
Employee Benefits		\$ 25,837.00	\$ 204,074.94	\$ 275,000.00	74.21%		\$ 21,993.15		\$ 165,828.29
Payroll Taxes		\$ 34,680.64	\$ 273,120.37	\$ 420,000.00	65.03%		\$ 32,410.99		\$ 252,281.18
Utilities		\$ 7,993.13	\$ 64,157.98	\$ 96,000.00	66.83%		\$ 8,975.58		\$ 61,052.39
Building Supplies		\$ 1,197.97	\$ 11,792.97	\$ 20,000.00	58.96%		\$ 1,329.35		\$ 11,679.73
Building Repairs & Maintenance		\$ 3,695.00	\$ 33,416.61	\$ 55,000.00	60.76%		\$ 1,148.01		\$ 28,202.49
Library Supplies		\$ 5,319.73	\$ 14,909.92	\$ 25,000.00	59.64%		\$ 6,451.39		\$ 18,268.20
Books & Materials		\$ 54,741.67	\$ 399,516.18	\$ 650,000.00	61.46%		\$ 45,149.61		\$ 354,633.39
Processing Supplies		\$ 3,631.24	\$ 35,703.85	\$ 65,000.00	54.93%		\$ 2,510.02		\$ 22,641.48
Equipment		\$ -	\$ 13,415.16	\$ 10,000.00	134.15%		\$ 36,682.00		\$ 39,566.16
Technology		\$ 9,037.49	\$ 152,883.27	\$ 210,000.00	72.80%		\$ 50,371.38		\$ 158,116.22
Insurance		\$ 198.00	\$ 12,496.00	\$ 15,000.00	83.31%		\$ -		\$ 10,558.00
Shipping		\$ 882.59	\$ 11,769.29	\$ 19,000.00	61.94%		\$ 840.31		\$ 12,119.04
Professional Development		\$ -	\$ 23,134.26	\$ 30,000.00	77.11%		\$ 1,106.92		\$ 14,138.58
Book Van & Mileage		\$ 210.08	\$ 1,179.05	\$ 2,000.00	58.95%		\$ 101.45		\$ 930.82
Programs		\$ 1,088.95	\$ 12,808.89	\$ 20,000.00	64.04%		\$ 841.20		\$ 9,433.21
Professional Fees		\$ 1,310.01	\$ 35,353.49	\$ 40,000.00	88.38%		\$ 5,502.43		\$ 26,529.61
Advertising & Marketing		\$ 1,871.96	\$ 14,600.38	\$ 30,000.00	48.67%		\$ 3,985.07		\$ 19,430.80
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%		\$ 6,597.00		\$ 15,013.60
Miscellaneous		\$ 179.12	\$ 2,292.75	\$ -			\$ 156.68		\$ 3,459.35
Total Expenses		\$ 360,751.00	\$ 2,979,718.66	\$ 4,530,000.00	65.78%		\$ 435,544.23		\$ 2,843,925.93
CASH BALANCES									
	Checking	\$ 1,834,839.20							
	Capital Improvement	\$ 607,997.86							

Lawrence Public Library
2018 Outside Funding Report

				1/1/2018	June	June	July	July	August	August	September	September		
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS														
	KPR-Advertising		\$ 425.87		\$ 287.50		\$ 327.50		\$ 287.50			\$ 4,086.65		
	Summer Reading - ALL		\$ -		\$ 7,780.06	\$ 1,200.00	\$ 5,102.12		\$ 153.95			\$ 4,660.71		
	Aquarium		\$ 256.77		\$ 300.00		\$ 600.00		\$ 300.00			\$ 1,316.51		
	Volunteers		\$ 743.55									\$ 528.55		
	Read Across Lawrence 2018		\$ 1,548.82			\$ 807.80						\$ (0.00)		
	Salaries/Taxes		\$ 16.79		\$ 3,919.98		\$ 3,919.99		\$ 3,920.46			\$ (7,831.57)		
	Block Grant		\$ 39,734.07		\$ 172.71				\$ 3,874.96			\$ 2,937.57		
			\$ 43,584.71	\$ -	\$ 12,460.25	\$ 2,007.80	\$ 9,949.61	\$ -	\$ 8,536.87		\$ -	\$ 6,557.26		
FOUNDATION														
	Kansas Health Foundation		\$ 2,484.89									\$ 2,134.96		
	Salaries/Taxes - Isaman		\$ -		\$ 1,804.20	\$ 3,223.93	\$ 3,391.15		\$ 3,306.78			\$ (6,697.93)		
	Foundation Expenses to be reimbursed		\$ -		\$ 853.94	\$ 2,787.43	\$ 138.32		\$ 430.84			\$ (569.16)		
	Salkind for E-books		\$ 382.88		\$ 412.06	\$ 25,200.00	\$ 3,320.82		\$ 2,690.44			\$ 18,778.79		
	Harry Potter		\$ 1,000.00									\$ 490.91		
	Weinberg YS/YA		\$ 1,734.36		\$ 1,423.38		\$ 930.95		\$ 281.73			\$ 11,598.30		
	Milliken Fund		\$ 827.33									\$ 4,027.33		
	Sound & Vision		\$ 935.62		\$ 32.98		\$ 88.19		\$ 12.24			\$ 79.29		
	Juanita Marsh		\$ 502.66									\$ 502.66		
	Seed Library		\$ 2,929.29									\$ 2,175.21		
	CroWE Fund		\$ 1,385.06									\$ 1,332.70		
	Tech Desk - Gage		\$ 73.09									\$ 73.09		
	Local History/Coan		\$ 1,475.06		\$ 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									\$ 3,429.65		
	Youth Services		\$ 1,419.83									\$ 1,419.83		
			\$ 50,701.64	\$ -	\$ 8,899.94	\$ 31,211.36	\$ 7,869.43	\$ -	\$ 6,722.03	\$ -	\$ -	\$ 106,193.95		
OTHER														
	Memorials/Honor with Books/Bauleke		\$ 131.07		\$ 55.99							\$ 196.59		
	ALA Teen Intern		\$ -	\$ 3,500.00	\$ 685.67		\$ 1,009.81		\$ 764.20			\$ 1,040.32		
	Landsberg Bequest		\$ 6,996.11		\$ 413.50		\$ 285.97		\$ 474.25			\$ 3,493.47		
	Lawrence Give Back		\$ 2,626.32									\$ 2,626.32		
	Wurfy		\$ 39.69		\$ 9.68							\$ 20.99		
	Bibliocommons													
	Merchandise Sales		\$ 993.82	\$ (1,076.50)		\$ 1,140.40		\$ (1,100.14)				\$ 642.00		
			\$ 10,787.01	\$ 2,423.50	\$ 1,164.84	\$ 1,140.40	\$ 1,295.78	\$ (1,100.14)	\$ 1,238.45	\$ -	\$ -	\$ 8,019.69		
			\$ 105,073.36											
			Month Total	\$ 2,423.50	\$ 22,525.03	\$ 34,359.56	\$ 19,114.82	\$ (1,100.14)	\$ 16,497.35	\$ -	\$ -			

Lawrence Public Library
Balance Sheet
As of August 31, 2018

	<u>Aug 31, 18</u>	<u>Aug 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,657,697.89	1,226,846.97	430,850.92	35.1%
Checking	177,141.31	533,004.80	-355,863.49	-66.8%
Capital Improvement at MIP	607,997.86	571,652.15	36,345.71	6.4%
Total Checking/Savings	<u>2,442,837.06</u>	<u>2,331,503.92</u>	<u>111,333.14</u>	<u>4.8%</u>
Total Current Assets	<u>2,442,837.06</u>	<u>2,331,503.92</u>	<u>111,333.14</u>	<u>4.8%</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>2,444,077.81</u>	<u>2,332,928.27</u>	<u>111,149.54</u>	<u>4.8%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	41,431.01	37,748.75	3,682.26	9.8%
Total Accounts Payable	<u>41,431.01</u>	<u>37,748.75</u>	<u>3,682.26</u>	<u>9.8%</u>
Other Current Liabilities				
Payroll Liabilities	2,867.84	3,626.21	-758.37	-20.9%
Total Other Current Liabilities	<u>2,867.84</u>	<u>3,626.21</u>	<u>-758.37</u>	<u>-20.9%</u>
Total Current Liabilities	<u>44,298.85</u>	<u>41,374.96</u>	<u>2,923.89</u>	<u>7.1%</u>
Total Liabilities	<u>44,298.85</u>	<u>41,374.96</u>	<u>2,923.89</u>	<u>7.1%</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	1,353,326.60	1,260,917.30	92,409.30	7.3%
Total Equity	<u>2,399,778.96</u>	<u>2,291,553.31</u>	<u>108,225.65</u>	<u>4.7%</u>
TOTAL LIABILITIES & EQUITY	<u>2,444,077.81</u>	<u>2,332,928.27</u>	<u>111,149.54</u>	<u>4.8%</u>

Lawrence Public Library
Revenues & Expenses
August 2018

	<u>Aug 18</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,500.00
Grants	227.79
Interest	2,120.22
Meeting Room Fees	400.00
Merchandise Sales	-1,100.14
Overdues	13,506.80
Photo Copies	2,190.61
Utilities Income	49.45
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Total Income	18,894.73
Expense	
Payroll Expenses	236,046.11
Payroll Taxes	35,735.13
Utilities - Electric	7,993.13
Building Supplies	1,197.97
Building Repairs & Maintenance	3,695.00
Library & Office Supplies	5,319.73
Books & Materials	54,741.67
Processing Supplies	3,631.24
Technology	9,037.49
Insurance	198.00
Shipping	882.59
Bookvan & Mileage	210.08
Program Expense	1,088.95
Professional Fees	1,310.01
Advertising	1,871.96
Miscellaneous	179.12
FOUNDATION FUNDING	5,660.02
FRIENDS FUNDING	8,450.15
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Total Expense	377,248.35
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Net Ordinary Income	-358,353.62
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Net Income	-358,353.62

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Lawrence Public Library Vendor Balance Summary

All Transactions

	Sep 14, 18
3Branch	1,529.17
Advance Insurance Company	612.05
Amazon	2,248.75
ASI	50.00
Baker & Taylor, Inc.	112.96
Bob's Janitorial Service	2,560.00
Brilliance Publishing, Inc.	5.00
Center Point Large Print	23.37
Century Business Technologies	361.38
Conley Sprinkler, Inc.	225.00
Demco, Inc.	486.51
Forte KC, LLC	1,989.92
Gale/Cengage Learning	365.25
Ingram Library Services	19,939.00
Interstate Elevator, Inc.	707.70
Intuit	36.80
Jayhawk Tropical Fish	300.00
Kanopy LLC	664.00
Kansas Library Association	500.00
Kansas Public Radio	287.50
KONE Inc.	2,557.08
Laser Logic, Inc.	721.68
Lawrence Community Orchestra	155.00
LFK Press, LLC	385.00
Midwest Tape	14,895.20
NEKLS	230.00
Nick Demopoulos	250.00
OCLC, Inc.	5,382.42
OverDrive	7,511.17
Prompt Care	198.00
Pur-O-Zone, Inc.	284.71
Quill Corporation	1,362.22
Random House, Inc.	99.00
Recorded Books	139.20
Schendel Services	99.75
Snap Promotions	1,127.64
Tech Electronics	720.00
TFMComm Inc.	189.46
Unique Management Services	540.82
United Parcel Service	575.29
Vantiv	226.86
VenMill Industries, Inc.	899.88
VISA 5372	6,713.14
Westar	7,059.18
Withers	525.05
TOTAL	85,852.11

10:04 AM
09/13/18

Lawrence Public Library
Check Detail
September 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	09/17/2018	Advance Insurance Company	Checking	
Bill	October 29...	09/14/2018		Group Life Insurance	-612.05
TOTAL					-612.05
Bill Pmt -Check	Electronic	09/17/2018	ASI	Checking	
Bill		09/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	09/17/2018	Intuit	Checking	
Bill	August Bill ...	09/10/2018		Professional Fees	-36.80
TOTAL					-36.80
Bill Pmt -Check	Electronic	09/17/2018	United Parcel Service	Checking	
Bill	1358	09/10/2018		Shipping	-575.29
TOTAL					-575.29
Bill Pmt -Check	Electronic	09/17/2018	Vantiv	Checking	
Bill	August	09/10/2018		Credit Card Processing	-226.86
TOTAL					-226.86
Bill Pmt -Check	Electronic	09/17/2018	VISA 5372	Checking	
Bill		09/11/2018		In-Service Day	-76.34
				KLA	-550.00
				Admin. Dept.	-65.79
				Bookvan & Mileage	-116.40
				Children's Programming	-1.76
				Children's Programming	-471.83
				Children's Programming	-86.34
				Children's Programming	-8.89
				Children's Programming	-48.05
				Young Adult Program...	-165.36
				Adult Programming	-96.93
				Summer Reading - ALL	-31.88
				Shipping	-165.99
				Library & Office Suppli...	-323.04
				Advertising	-355.92
				Building Supplies	-828.35
				Supplies	-42.28
				Sound & Vision	-4.23
				Supplies	-21.99
				Supplies	-8.09
				Telephone	-556.50
				FOUNDATION FUNDI...	-57.45
				FOUNDATION FUNDI...	-10.29
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-43.60

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Lawrence Public Library
Check Detail
September 2018

Type	Num	Date	Name	Account	Paid Amount
				Volunteer Recognition	-103.93
				Books & Materials	-23.98
				Books & Materials	-34.95
				Books & Materials	-28.50
				Books & Materials	-19.95
				YA/YS Programs-Wei...	-1,215.20
				Block Grant	-1,022.30
				Block Grant	-37.03
TOTAL					-6,713.14
Bill Pmt -Check	Electronic	09/17/2018	Westar	Checking	
Bill		09/12/2018		Utilities - Electric	-7,059.18
TOTAL					-7,059.18
Bill Pmt -Check	8315	09/19/2018	3Branch	Checking	
Bill	2350	08/24/2018		Library & Office Suppli...	-1,529.17
TOTAL					-1,529.17
Bill Pmt -Check	8316	09/19/2018	Baker & Taylor, Inc.	Checking	
Bill	5015137628	08/31/2018		Books & Materials	-15.58
Bill	2033932500	08/31/2018		Processing Supplies	-1.90
Bill	2033932499	08/31/2018		Books & Materials	-3.02
Bill	5015119299	08/31/2018		Books & Materials	-36.14
Bill	5015128022	08/31/2018		Books & Materials	-56.32
TOTAL					-112.96
Bill Pmt -Check	8317	09/19/2018	Bob's Janitorial Service	Checking	
Bill	3061650	08/24/2018		Building Repairs & Mai...	-2,450.00
Bill	306160	09/10/2018		Building Repairs & Mai...	-110.00
TOTAL					-2,560.00
Bill Pmt -Check	8318	09/19/2018	Brilliance Publishing, Inc.	Checking	
Bill	IN1281578	08/31/2018		Books & Materials	-5.00
TOTAL					-5.00
Bill Pmt -Check	8319	09/19/2018	Center Point Large Print	Checking	
Bill	1613043	08/31/2018		Books & Materials	-23.37
TOTAL					-23.37

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Lawrence Public Library
Check Detail
September 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8320	09/19/2018	Century Business Technologies	Checking	
Bill	496932	08/24/2018		Copying	-346.38
Bill	497024	08/24/2018		Copying	-15.00
TOTAL					-361.38
Bill Pmt -Check	8321	09/19/2018	Conley Sprinkler, Inc.	Checking	
Bill	11273	09/10/2018		Building Repairs & Mai...	-225.00
TOTAL					-225.00
Bill Pmt -Check	8322	09/19/2018	Demco, Inc.	Checking	
Bill	6429111	08/24/2018		Processing Supplies	-132.35
Bill	6445698	09/12/2018		Processing Supplies	-354.16
TOTAL					-486.51
Bill Pmt -Check	8323	09/19/2018	Forte KC, LLC	Checking	
Bill	2897	08/24/2018		Library & Office Suppli...	-1,989.92
TOTAL					-1,989.92
Bill Pmt -Check	8324	09/19/2018	Gale/Cengage Learning	Checking	
Bill	64295233	08/31/2018		Books & Materials	-66.47
Bill	64295963	08/31/2018		Books & Materials	-18.89
Bill	64801355	09/12/2018		Books & Materials	-209.22
Bill	64536837	09/12/2018		Books & Materials	-26.59
Bill	64539893	09/12/2018		Books & Materials	-21.69
Bill	64710969	09/12/2018		Books & Materials	-22.39
TOTAL					-365.25
Bill Pmt -Check	8325	09/19/2018	Ingram Library Services	Checking	
Bill	35889682	08/31/2018	Ingram Library Services	Accounts Payable	0.00
Bill	35889684	08/31/2018		Landsberg Gift	-2.22
Bill	35889683	08/31/2018		Landsberg Gift	-2.46
Bill	35933899	08/31/2018		Landsberg Gift	-63.26
Bill	35933901	08/31/2018		Landsberg Gift	-15.96
Bill	35933900	08/31/2018		Landsberg Gift	-4.10
Bill	35986754	08/31/2018		Landsberg Gift	-25.46
Bill	35986756	08/31/2018		Landsberg Gift	-19.95
Bill	35986755	08/31/2018		Landsberg Gift	-1.64
Bill	36144469	08/31/2018		Landsberg Gift	-56.87
Bill	36144470	08/31/2018		Landsberg Gift	-4.43
Bill	35753491	08/31/2018		Landsberg Gift	-7.38
Bill	36104349	08/31/2018		Books & Materials	-25.19
Bill	36104350	08/31/2018		Processing Supplies	-7.88
Bill	35889681	08/31/2018		Processing Supplies	-43.68
Bill	36179526	08/31/2018		Processing Supplies	-161.01
Bill	36227606	08/31/2018		Processing Supplies	-44.55
Bill	36179528	08/31/2018		Processing Supplies	-0.30

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Type	Num	Date	Name	Account	Paid Amount
Bill	36227604	08/31/2018		Processing Supplies	-5.40
Bill	36179524	08/31/2018		Processing Supplies	-25.27
Bill	36144468	08/31/2018		Processing Supplies	-57.34
Bill	36124035	08/31/2018		Processing Supplies	-98.76
Bill	36166182	08/31/2018		Processing Supplies	-52.25
Bill	36166184	08/31/2018		Processing Supplies	-0.15
Bill	36091753	08/31/2018		Processing Supplies	-35.42
Bill	36062679	08/31/2018		Processing Supplies	-178.49
Bill	36104348	08/31/2018		Processing Supplies	-74.41
Bill	36036322	08/31/2018		Processing Supplies	-48.38
Bill	36078553	08/31/2018		Processing Supplies	-3.09
Bill	36003511	08/31/2018		Processing Supplies	-26.69
Bill	36003513	08/31/2018		Processing Supplies	-1.80
Bill	35986753	08/31/2018		Processing Supplies	-73.32
Bill	36022622	08/31/2018		Processing Supplies	-38.85
Bill	35966346	08/31/2018		Processing Supplies	-15.26
Bill	35933898	08/31/2018		Processing Supplies	-76.92
Bill	35914491	08/31/2018		Processing Supplies	-116.84
Bill	35924909	08/31/2018		Processing Supplies	-15.91
Bill	35924907	08/31/2018		Processing Supplies	-64.13
Bill	35874409	08/31/2018		Processing Supplies	-4.06
Bill	35889680	08/31/2018		Books & Materials	-576.29
Bill	36179525	08/31/2018		Books & Materials	-1,210.51
Bill	36227605	08/31/2018		Books & Materials	-389.33
Bill	36179527	08/31/2018		Books & Materials	-32.98
Bill	36227603	08/31/2018		Books & Materials	-82.82
Bill	36179523	08/31/2018		Books & Materials	-267.39
Bill	36144467	08/31/2018		Books & Materials	-839.04
Bill	36202689	08/31/2018		Books & Materials	-8.09
Bill	36124034	08/31/2018		Books & Materials	-869.26
Bill	36166181	08/31/2018		Books & Materials	-369.45
Bill	36166183	08/31/2018		Books & Materials	-10.77
Bill	36124033	08/31/2018		Books & Materials	-11.37
Bill	36091752	08/31/2018		Books & Materials	-491.69
				Storytime at Home	-22.78
Bill	36062678	08/31/2018		Books & Materials	-1,925.78
Bill	36062677	08/31/2018		Books & Materials	-17.85
Bill	36062676	08/31/2018		Books & Materials	-13.65
Bill	36104347	08/31/2018		Books & Materials	-701.27
Bill	36036321	08/31/2018		Books & Materials	-448.19
Bill	36078552	08/31/2018		Books & Materials	-36.08
				Storytime at Home	-19.36
Bill	36003510	08/31/2018		Books & Materials	-293.02
Bill	36003512	08/31/2018		Books & Materials	-133.76
Bill	35986752	08/31/2018		Books & Materials	-729.91
Bill	36022621	08/31/2018		Books & Materials	-405.14
Bill	35966345	08/31/2018		Books & Materials	-155.08
Bill	35933897	08/31/2018		Books & Materials	-579.55
Bill	35914490	08/31/2018		Books & Materials	-1,047.68
Bill	35924908	08/31/2018		Books & Materials	-105.87
Bill	35924906	08/31/2018		Books & Materials	-471.98
Bill	35874408	08/31/2018		Books & Materials	-76.81
Bill	36104349-a	09/12/2018		Books & Materials	-23.96
Bill	36210388	09/12/2018		Landsberg Gift	-1.64
Bill	36248465	09/12/2018		Landsberg Gift	-15.96
Bill	36210387	09/12/2018		Landsberg Gift	-31.92
Bill	36248466	09/12/2018		Landsberg Gift	-0.82
Bill	36298730	09/12/2018		Landsberg Gift	-1.64
Bill	36298729	09/12/2018		Landsberg Gift	-35.34
Bill	36364878	09/12/2018		Landsberg Gift	-17.09
Bill	36364879	09/12/2018		Landsberg Gift	-0.82
Bill	36316623	09/12/2018		Books & Materials	-231.20

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Type	Num	Date	Name	Account	Paid Amount
Bill	36330501	09/12/2018		Books & Materials	-1,844.39
				Storytime at Home	-53.52
Bill	36359618	09/12/2018		Books & Materials	-423.13
				Storytime at Home	-29.05
Bill	36364877	09/12/2018		Books & Materials	-18.17
Bill	36375730	09/12/2018		Books & Materials	-205.20
Bill	36375728	09/12/2018		Books & Materials	-35.05
Bill	36330503	09/12/2018		Books & Materials	-102.60
Bill	36298727	09/12/2018		Books & Materials	-13.19
Bill	36298725	09/12/2018		Books & Materials	-596.55
Bill	36271313	09/12/2018		Books & Materials	-463.00
Bill	36263578	09/12/2018		Books & Materials	-36.96
Bill	36263577	09/12/2018		Books & Materials	-8.53
Bill	36248463	09/12/2018		Books & Materials	-358.77
Bill	36210381	09/12/2018		Books & Materials	-561.36
Bill	36210383	09/12/2018		Books & Materials	-354.94
Bill	36210385	09/12/2018		Books & Materials	-13.19
Bill	36210380	09/12/2018		Books & Materials	-50.59
Bill	36316624	09/12/2018		Processing Supplies	-28.70
Bill	36375731	09/12/2018		Processing Supplies	-9.84
Bill	63675729	09/12/2018		Processing Supplies	-5.91
Bill	36359619	09/12/2018		Processing Supplies	-45.01
Bill	36330504	09/12/2018		Processing Supplies	-4.92
Bill	36330502	09/12/2018		Processing Supplies	-273.48
Bill	36298728	09/12/2018		Processing Supplies	-0.15
Bill	36298726	09/12/2018		Processing Supplies	-54.28
Bill	36271314	09/12/2018		Processing Supplies	-33.62
Bill	36263579	09/12/2018		Processing Supplies	-4.09
Bill	36248464	09/12/2018		Processing Supplies	-37.14
Bill	36210382	09/12/2018		Processing Supplies	-45.42
Bill	36210384	09/12/2018		Processing Supplies	-25.88
Bill	36210386	09/12/2018		Processing Supplies	-0.15
TOTAL					-19,939.00
Bill Pmt -Check	8326	09/19/2018	Interstate Elevator, Inc.	Checking	
Bill	18236	08/24/2018		Building Repairs & Mai...	-525.00
Bill	18254	09/10/2018		Building Repairs & Mai...	-182.70
TOTAL					-707.70
Bill Pmt -Check	8327	09/19/2018	Jayhawk Tropical Fish	Checking	
Bill	160950	08/31/2018		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8328	09/19/2018	Kanopy LLC	Checking	
Bill	134220-PPU	09/12/2018		Books & Materials	-664.00
TOTAL					-664.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8329	09/19/2018	Kansas Public Radio	Checking	
Bill	143166	09/10/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8330	09/19/2018	KONE Inc.	Checking	
Bill	959040419	09/12/2018		Building Repairs & Mai...	-2,557.08
TOTAL					-2,557.08
Bill Pmt -Check	8331	09/19/2018	Laser Logic, Inc.	Checking	
Bill	281812	08/24/2018		Supplies	-418.00
Bill	281941	08/31/2018		Library & Office Suppli...	-178.00
Bill	281902	09/10/2018		Library & Office Suppli...	-125.68
TOTAL					-721.68
Bill Pmt -Check	8332	09/19/2018	LFK Press, LLC	Checking	
Bill	18082801	08/31/2018		Merchandise Sales	-385.00
TOTAL					-385.00
Bill Pmt -Check	8333	09/19/2018	Midwest Tape	Checking	
Bill	96377988	08/31/2018		Books & Materials	-10.49
Bill	96382090	08/31/2018		Books & Materials	-194.92
Bill	96377231	08/31/2018		Books & Materials	-421.89
Bill	96377233	08/31/2018		Books & Materials	-39.96
Bill	96377230	08/31/2018		Books & Materials	-1,006.64
				Books & Materials	-37.49
Bill	96370735	08/31/2018		Books & Materials	-76.44
Bill	96370737	08/31/2018		Books & Materials	-413.88
Bill	96367072	08/31/2018		Books & Materials	-209.95
Bill	96367221	08/31/2018		Books & Materials	-26.53
Bill	96358772	08/31/2018		Books & Materials	-630.87
Bill	96358775	08/31/2018		Books & Materials	-18.74
Bill	96356618	08/31/2018		Books & Materials	-117.05
Bill	96358773	08/31/2018		Books & Materials	-236.93
Bill	96357640	08/31/2018		Books & Materials	-128.68
Bill	96352491	08/31/2018		Books & Materials	-46.31
Bill	96344495	08/31/2018		Books & Materials	-137.21
Bill	96344493	08/31/2018		Books & Materials	-20.98
Bill	96339982	08/31/2018		Books & Materials	-273.92
Bill	96339981	08/31/2018		Books & Materials	-708.30
Bill	96403157	09/12/2018		Processing Supplies	-418.40
Bill	96400379	09/12/2018		Books & Materials	-8,512.25
Bill	96405954	09/12/2018		Books & Materials	-142.45
Bill	96397534	09/12/2018		Books & Materials	-9.99
Bill	96397533	09/12/2018		Books & Materials	-386.74
Bill	96397909	09/12/2018		Books & Materials	-324.91

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Type	Num	Date	Name	Account	Paid Amount
Bill	96391512	09/12/2018		Books & Materials	-88.13
Bill	96391514	09/12/2018		Books & Materials	-255.15
TOTAL					-14,895.20
Bill Pmt -Check	8334	09/19/2018	NEKLS	Checking	
Bill	4-16-18	09/10/2018		Processing Supplies	-230.00
TOTAL					-230.00
Bill Pmt -Check	8335	09/19/2018	OCLC, Inc.	Checking	
Bill	617481	09/10/2018		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8336	09/19/2018	OverDrive	Checking	
Bill	06809CO1...	08/31/2018		Salkind Gift	-327.96
Bill	06809CO1...	08/31/2018		Books & Materials	-369.97
Bill	06809CO1...	08/31/2018		Books & Materials	-152.08
Bill	06809CO1...	08/31/2018		Books & Materials	-565.19
Bill	06809DA1...	08/31/2018		Books & Materials	-107.93
Bill	06809CO1...	08/31/2018		Books & Materials	-720.91
Bill	06809CO1...	08/31/2018		Books & Materials	-742.99
Bill	06809DA1...	08/31/2018		Books & Materials	-432.50
Bill	06809CO1...	08/31/2018		Books & Materials	-745.92
Bill	06809CO1...	08/31/2018		Books & Materials	-238.84
Bill	06809DA1...	08/31/2018		Books & Materials	-131.99
Bill	06809CO1...	08/31/2018		Books & Materials	-1,117.56
Bill	06809CO1...	08/31/2018		Books & Materials	-1,731.35
Bill	06809DA1...	08/31/2018		Books & Materials	-95.98
Bill	06809DA1...	09/12/2018		Salkind Gift	-30.00
TOTAL					-7,511.17
Bill Pmt -Check	8337	09/19/2018	Pur-O-Zone, Inc.	Checking	
Bill	761342	08/31/2018		Building Supplies	-284.71
TOTAL					-284.71
Bill Pmt -Check	8338	09/19/2018	Quill Corporation	Checking	
Bill	9542769	08/31/2018		Children's Programming	-44.45
Bill	9414382	08/31/2018		Library & Office Suppli...	-335.21
Bill	9646257	08/31/2018		Processing Supplies	-656.97
				Library & Office Suppli...	-19.29
Bill	9668056	08/31/2018		Processing Supplies	-76.18
Bill	9841359	09/12/2018		Children's Programming	-113.72
Bill	9860008	09/12/2018		Children's Programming	-116.40
TOTAL					-1,362.22

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8339	09/19/2018	Random House, Inc.	Checking	
Bill	1081390552	08/31/2018		Books & Materials	-20.25
Bill	1180776602	08/31/2018		Books & Materials	-56.25
Bill	1081590119	09/12/2018		Books & Materials	-22.50
TOTAL					-99.00
Bill Pmt -Check	8340	09/19/2018	Recorded Books	Checking	
Bill	75937399	08/31/2018		Books & Materials	-49.50
Bill	75940028	08/31/2018		Books & Materials	-15.45
Bill	75942225	08/31/2018		Books & Materials	-74.25
TOTAL					-139.20
Bill Pmt -Check	8341	09/19/2018	Schendel Services	Checking	
Bill	30267719	09/10/2018		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8342	09/19/2018	Snap Promotions	Checking	
Bill	18072406	08/24/2018		Merchandise Sales	-1,127.64
TOTAL					-1,127.64
Bill Pmt -Check	8343	09/19/2018	Tech Electronics	Checking	
Bill	1180815825	08/24/2018		Building Repairs & Mai...	-720.00
TOTAL					-720.00
Bill Pmt -Check	8344	09/19/2018	TFMComm Inc.	Checking	
Bill	195490	08/31/2018		Supplies	-189.46
TOTAL					-189.46
Bill Pmt -Check	8345	09/19/2018	Unique Management Services	Checking	
Bill	467665	09/10/2018		Professional Fees	-182.82
Bill	467664	09/10/2018		Professional Fees	-358.00
TOTAL					-540.82
Bill Pmt -Check	8346	09/19/2018	VenMill Industries, Inc.	Checking	
Bill	6438	09/10/2018		Library & Office Suppli...	-899.88
TOTAL					-899.88

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September 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8347	09/19/2018	Withers	Checking	
Bill	195690	08/24/2018		Building Supplies	-196.70
Bill	195860	08/24/2018		Building Supplies	-328.35
TOTAL					-525.05
Bill Pmt -Check	28455	09/17/2018	Amazon	Checking	
Bill	7548265	08/24/2018		Children's Programming	-37.03
				Storytime at Home	-11.69
Bill	5878623	08/24/2018		Young Adult Program...	-6.89
Bill	9578607	08/24/2018		Children's Programming	-8.99
Bill	5048233	08/24/2018		Building Supplies	-12.95
Bill	7212230	08/24/2018		Advertising	-9.07
Bill	1149856	08/24/2018		Block Grant	-9.97
Bill	4196246	08/31/2018		Library & Office Suppli...	-51.96
Bill	0228204	08/31/2018		Library & Office Suppli...	-448.50
Bill	3397834	08/31/2018		Block Grant	-44.99
Bill	0708262	08/31/2018		Young Adult Program...	-14.84
Bill	2431465	08/31/2018		Young Adult Program...	-7.25
Bill	4658607	08/31/2018		Advertising	-397.06
Bill	4441832	08/31/2018		Books & Materials	-23.47
Bill	5717846	08/31/2018		Books & Materials	-119.98
Bill	4768236	08/31/2018		Books & Materials	-67.87
				Books & Materials	-30.09
				Books & Materials	-19.65
Bill	8450630	08/31/2018		Books & Materials	-39.99
Bill	5717846	08/31/2018		Books & Materials	-95.98
Bill	4926638	08/31/2018		Books & Materials	-54.20
				Books & Materials	-16.95
Bill	0681008	08/31/2018		Books & Materials	-23.99
Bill	8450630	08/31/2018		Books & Materials	-56.92
				Books & Materials	-93.93
Bill	0677000	08/31/2018		Books & Materials	-13.99
Bill	5717846	08/31/2018		Books & Materials	-64.98
Bill	8779445	08/31/2018		Books & Materials	-12.28
Bill	7144209	08/31/2018		Books & Materials	-56.75
				Books & Materials	-15.98
				Books & Materials	-12.28
Bill	1116265	08/31/2018		Books & Materials	-17.28
Bill	6045018	08/31/2018		Books & Materials	-11.28
Bill	9968216	09/10/2018		Young Adult Program...	-13.99
				YA/YS Programs-Wei...	-7.99
Bill	7766619	09/10/2018		Young Adult Program...	-9.99
Bill	1924232	09/12/2018		Books & Materials	-15.00
Bill	5728222	09/12/2018		Books & Materials	-7.99
Bill	3658669	09/12/2018		Books & Materials	-22.41
Bill	1178609	09/12/2018		Books & Materials	-19.48
Bill	0681008	09/12/2018		Books & Materials	-29.99
Bill	7103417	09/12/2018		Books & Materials	-79.98
Bill	5717846	09/12/2018		Books & Materials	-47.99
Bill	1649005	09/12/2018		Books & Materials	-29.96
Bill	2259461	09/12/2018		Books & Materials	-29.95
Bill	2288251	09/12/2018		Block Grant	-25.00
TOTAL					-2,248.75

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September 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28456	09/17/2018	Kansas Library Association	Checking	
Bill		08/24/2018		Membership & Dues	-500.00
TOTAL					-500.00
Bill Pmt -Check	28457	09/17/2018	Lawrence Community Orchest...	Checking	
Bill	Print/On S...	09/10/2018		Advertising	-155.00
TOTAL					-155.00
Bill Pmt -Check	28458	09/17/2018	Nick Demopoulos	Checking	
Bill	Performance	09/12/2018		Sound & Vision	-250.00
TOTAL					-250.00
Bill Pmt -Check	28459	09/17/2018	Prompt Care	Checking	
Bill	08-23-18	08/31/2018		Insurance	-198.00
TOTAL					-198.00

Lawrence Public Library

Monthly Statistical Summary--August 2018

INDICATOR	August		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	7.01	7.60	-8%			
Reference Transactions per Capita	1.66	1.88	-12%			
Program Attendance per Capita	0.27	0.29	-7%			
Circulation per Capita	13.12	13.25	-1%			
Circulation per Visit	1.87	1.74	7%			
Total Holdings per Capita	2.03	2.03	0%			
% of Lawrence Residents Registered	56%	54%	4%			

Circulation--Adult Total	74,312	72,723	2%	571,560	584,093	-2%
Circulation--Young Adult Total	3,965	4,038	-2%	30,945	30,356	2%
Circulation--Youth Total	30,479	31,389	-3%	239,488	246,519	-3%
Circulation--Total	108,756	108,150	1%	841,993	860,968	-2%

Reference Transactions	13,738	15,327	-10%	100,668	113,538	-11%
Public Computer Usage	9,591	10,162	-6%	67,780	74,345	-9%
User Visits	58,126	62,006	-6%	454,558	465,782	-2%
LPL Web Site Visits	19,232	19,651	-2%	155,702	151,660	3%

Holdings--Added	3,500	3,003	17%	24,848	24,516	1%
Holdings--Withdrawn	4,483	3,987	12%	25,903	36,538	-29%
Holdings--Total	202,179	198,707	2%			

Cardholders--Added	867	991	-13%			
Active Cardholders--Total	68,290	64,785	5%			

Total Programs	63	69	-9%	868	895	-3%
Total Program Attendance	2,233	2,358	-5%	42,275	39,366	7%
Public Uses of Meeting Rooms	924	893	3%	7,698	6,931	11%

Total Paid Staff (FTE)	66.17	63.66	4%			
Total Number of Employees	88	94	-6%			

Lawrence Public Library

Monthly Statistical Report--August 2018

	August		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	7.01	7.60	-8%				
Reference Transactions per Capita	1.66	1.88	-12%				
Program Attendance per Capita	0.27	0.29	-7%				
Circulation per Capita	13.12	13.25	-1%				
Total Holdings per Capita	2.03	2.03	0%				
Collection Turnover--Total	6.54	6.62	-1%				
Collection Turnover--Adult	7.04	7.05	0%				
Collection Turnover--Young Adult	4.13	4.30	-4%				
Collection Turnover--Youth	5.96	6.18	-4%				
Collection Turnover--Audiovisual	11.77	11.65	1%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	35869	34814	3%		273538	270344	1%
Circulation--Adult Periodicals	1316	910	45%		7805	8114	-4%
Circulation--Adult Feature Films & TV Shows	24177	24206	0%		189471	201816	-6%
Circulation--Electronic Games	1711	1900	-10%		14229	14985	-5%
Circulation--Adult Music CDs	4427	5464	-19%		38053	46286	-18%
Circulation--Adult Audio Books	6705	5421	24%		47931	42484	13%
Circulation--eReaders	9	8	13%		69	64	8%
Circulation--Other New	98				464		
Circulation--Adult Total	74312	72723	2%		571560	584093	-2%
Circulation--YA Books and NF Videos	3552	3693	-4%		27838	28085	-1%
Circulation--YA Periodicals	6	23	-74%		73	148	-51%
Circulation--YA Audio Books	407	322	26%		3034	2123	43%
Circulation--YA Total	3965	4038	-2%		30945	30356	2%
Circulation--Youth Books and NF Videos	27956	29049	-4%		221796	229467	-3%
Circulation--Youth Periodicals	136	88	55%		999	746	34%
Circulation--Youth Music CDs	531	463	15%		3396	3207	6%
Circulation--Youth Audio Books	1856	1789	4%		13297	13099	2%
Circulation--Youth Total	30479	31389	-3%		239488	246519	-3%

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Circulation--Bookmobile	1284	950	35%		8013	7545	6%
Circulation--Book Lockers	1023	745	37%		7811	3652	114%
Circulation--Total Books	67377	67556	0%		523172	527896	-1%
Circulation--Total Periodicals	1458	1021	43%		8877	11296	-21%
Circulation--Total Audiovisual	42013	42005	0%		322497	324102	0%
Circulation Total	108756	108150	1%		841993	904339	-7%
Staff Assisted Circulation	4195	4374	-4%		32145	38049	-16%
Self Check Circulation	77367	79779	-3%		608555	638015	-5%
Percent Self Check	95%	95%	0%		95%	94%	1%
Online Renewals	15782	15711	0%		122691	128130	-4%
Other Staff Checkouts	148	92	61%		950	753	26%
Requests Placed	20849	19846	5%		161147	153469	5%
Requests Filled	19195	18448	4%		146045	138498	5%
Requests Unclaimed	2956	2980	-1%		21310	20434	4%
Interlibrary Loan Items Borrowed for LPL Patrons	518	318	63%		3718	2904	28%
Interlibrary Loan Items Loaned from LPL Collection	591	718	-18%		4394	4788	-8%
OTHER LIBRARY SERVICES							
User Visits	58126	62006	-6%		454558	465782	-2%
Public Computer Usage	9591	10162	-6%		67780	74345	-9%

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Adult Reference Transactions	1462	1615	-9%		12015	12040	0%
Young Adult Reference Transactions	1365	1083	26%		8067	8443	-4%
Youth Reference Transactions	1733	1406	23%		12101	12609	-4%
IT Desk	1590	1773	-10%		11864	14674	-19%
Welcome Desk	2291	3109	-26%		16865	19875	-15%
Phone Calls	1404	2202	-36%		13473	17473	-23%
Accounts Desk	3893	4139	-6%		26283	28424	-8%
Total Transactions	13738	15327	-10%		100668	113538	-11%
Public-Sponsored Uses of Meeting Rooms	924	893	3%		7698	6931	11%
LPL Web Site Visits	19232	19651	-2%		155702	151660	3%
RESOURCES							
Holdings--Total	202179	198707	2%				
Holdings--Adult	128370	125609	2%				
Holdings--Young Adult	11555	11321	2%				
Holdings--Youth	62254	61777	1%				
Holdings--Audiovisual	42822	43270	-1%				
Holdings--eReaders	10	10	0%				
Holdings Added	3500	3003	17%		24848	24516	1%
Holdings Withdrawn (Weeded)	4483	3987	12%		25903	36538	-29%
Holdings Net Change	-686	249			3920	-4525	
LIBRARY PATRONS							
Total Active Cardholders	68290	64785	5%				
Cardholders Added	867	991	-13%		5476	6199	-12%
Cardholders Transacting	15408	15343	0%		112880	107324	5%
Percent of Cardholders Transacting	23%	24%	-5%				
Total Number of Lawrence Residents Registered	55787	53093	5%				
Percent of Lawrence Residents Registered	56%	54%	3%				

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PROGRAMMING							
Number of Adult Programs	22	29	-24%		252	289	-13%
Number of Young Adult Programs	12	9	33%		110	111	-1%
Number of Youth Programs	29	31	-6%		506	495	2%
Number of Senior Programs (With Adult)							
Total Programs	63	69	-9%		868	895	-3%
Adult Program Attendance	514	943	-45%		9557	7038	36%
Young Adult Program Attendance	507	314	61%		4764	3165	51%
Youth Program Attendance	1212	1101	10%		27954	29163	-4%
Senior Program Attendance (With Adult)							
Total Program Attendance	2233	2358	-5%		42275	39366	7%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	66.17	63.66	4%				
ALA-MLS Librarians, in Full-Time Equivalents	17.37	18.94	-8%				
Number of Employees--Total	88	94	-6%				
Number of Employees--Full-Time	46	39	18%				
Number of Employees--Part-Time	42	55	-24%				
Terminations	3	4	-25%		11	12	-8%
Hirings	3	2	N/A		13	13	0%
Volunteer Hours	764.2	620.9	23%		6278.6	5270.2	19%

Select Online Statistics
August 2018

Kanopy:

Visits - 3,427
Pages - 4,504
Plays - 439
Minutes - 18,120
Pages/Visit - 1.31
Plays/Visit - 0.13

Lynda.com:

Active users - 2099
New users - 59
Users who logged in - 159
Total log ins - 669
Hours viewed - 328.31
Hours viewed per user who logged in - 2.06
Hours viewed per log in - .49

Library Director's Report for September 2018

New! Departmental Reports

For the past few years, the Big Leadership Team has been having monthly reporting meetings where we go around the room and report what has been going on. We decided to move to electronic reporting to have more time to work on different priorities at our meetings. Those reports will now be appended to my director's report for more detailed accounts of what is being reported at a departmental level each month.

The Lecture Circuit

Tuesday, September 11, I had the great pleasure to speak to the New Generation Society of Lawrence in the morning and the Zodiac Club in the afternoon. My topic was "Lawrence Public Library: Then, Now, and In the Future." Overall, I think my talk was well received by both groups. On Wednesday, I was the MC for the United Way Campaign Kickoff at The Oread. It meant a lot to be seen as someone fit for the job.

Update on Diversity, Equity, and Inclusion at LPL

I continued my deep dive to how other organizations are addressing DEI this past month. On August 21, I met with Erica Hill and Verdell Taylor at Lawrence Memorial Hospital to learn about the upcoming rollout of their inclusion and equity plan. Their approach—years in the making—is impressive. They have agreed to send me a copy once it's gone public so we have it as reference for our efforts.

On August 22, I met with Dr. Jennifer Hamer at the KU Office of Diversity and Equity. We had a very productive meeting discussing ways their office could support our efforts, including working on ways to bring KU students of color to the library through some kind of work study program. I see a valuable partnership developing.

I also mentioned previously that I our library needs to some in-depth diversity training for all staff. I saw Lawrence Arts Center CEO Margaret Morris today and she mentioned that she is working on building a large coalition of arts and cultural institutions to have a collective diversity training workshop, possibly in January. It could be a great opportunity for staff from many organizations to build a shared understanding of how we improve DEI efforts in Lawrence.

Respectfully submitted by Brad Allen, September 13, 2018

Monthly Departmental Reports

September 2018

Review of Last Month's Statistics

- Average daily checkouts in 2018 were square with average daily checkouts in 2017.
 - Average daily checkouts August 2018: 2,484
 - Average daily checkouts August 2017: 2,486
 - The drop in our total circulation stats seems to come mostly from lower renewal numbers:
 - Average daily renewals August 2018: 676
 - Average daily renewals August 2017: 714

Reports from Coordinators

- **New Staff**
 - Youth Services: Vanessa Reynaga started in her official library position as the Youth Services Outreach Assistant.
 - Accounts: Martha Gronniger will be retiring on 9-20-18. We'll be advertising to fill her position this week.
 - Materials Handling: Rami Safadi started his part time Assistant I position in August. Rami had been a volunteer shelve at the library.
 - Facilities: Susie Munn and John Oliver started at the end of August to round out our pre-open cleaning crew.
- **New Volunteers**
 - Youth Services: 29 new volunteers for the fall. Currently working on getting them trained on how to shelve and shelf read.
 - Info: Erin Birmingham, Monday holds; Simone Pinho Ribeiro, shelving; Christine Abragan, shelving
 - Public Services: We had about 20 volunteers from KU join us for Super Service Saturday. Of the group, very few had been to the library yet, so it was a good introduction to us & our services. The group helped us inventory our seed library & giveaway books from summer reading as well as helping with some basic shelving.
 - Public Services: Amanda McConnell will be supervising a Communication

Studies student who would like to learn more about the library as part of his class, Capstone in Communication & Organization Culture. The student, Emerson Kerston, will only be spending 10 hours here observing communication over the course of the semester observing and conducting 3 short interviews. We'll be starting out by taking him through our onboarding orientation & talking about confidentiality.

- **New Services**

- Technology: Meeting room schedules are now being posted daily at the doors to each of the large meeting rooms, A, B, and C. When not in scheduled use, the rooms are offered for quiet study.

- **New Collections**

- New shelving: three new ranges have been added to the DVD collection, 2 new ranges have been added to MYouth Servicestery

- **New Software/Hardware**

- Youth Services: new shelving! Added shelves to the YA Manga to give them more space. An additional shelving unit in picture books to give that collection more space. We will be working on reorienting the shelves to run north/south in order to give parents better sitelines when looking for books and their kids are playing.
- Iechnology: Library networks including Staff, Public, Wi-Fi, and Self-Check/Payment Terminal networks have been moved the old Mikrotik devices new network platform. The new device is a Fortigate 200e. It provides better support, a simpler management interface, and many new features. Most importantly, the Fortiguard Unified Threat Management (UTM) platform. This allows us to continuously scan and block or quarantine viruses or malicious software in staff and patron traffic and will eventually replace our current content filtering subscription with OpenDNS (Cisco Umbrella).

- **New Partnerships**

- Youth Services: upcoming visits to the library from Central Memorial 6th graders to learn how to use the library, how to be safe while hanging out downtown, and what the Teen Zone has to offer. Hoping to get SROs to give the safety presentation.
- Info: The emergency resources brochure we've been working on with the United

Way is finally finished and on its way to the printers.

- **New Programs/Series**

- Youth Services: Launched 1000 Books Before Kindergarten this Sunday, 9/9 at 3:30! First meeting of homeschool book club for kids will take place on 9/14 at 2pm

- **Reports on Signature Events**

- Youth Services:
 - Another successful summer reading program! Numbers were down a bit, but still very good! Kids: 2311 (down 1.3 %) Teens: 741 (down 8.5%)
 - Finalizing our book selections for Read Across Lawrence and working with publishers on pricing.
- Adult Summer Reading:
 - We had a total of 760 Adult Summer Reading finishers, which was down by a little over 9%.
 - Approx. 400 people participated in our summer scavenger hunt, name that tune.
- Read Across Lawrence: the adult title for 2019 is *Sourdough* by Robin Sloan.

- **Continuing Education/Professional Organization Participation**

- Youth Services
 - Erica watched SLJ Teen Live conference with William, Centi, and Margo.
 - Karen is working on a ½ workshop for MALA on diversity library programs and collections for youth services that will take place next spring.
 - First Department of the Month sessions--featuring the Teen department--have gone well. We'll have another round on teen development and behavior next week.

- **Task Force Reports/Task Force Requests**

- Collection Management: the Adult Collection Management subcommittee met to review progress and work on the revision of the fiction, nonfiction and media sections of the collection development manual.
- New signage was created and is in use for the lower level meeting rooms. The signage indicates the meeting room schedule for the current day.
- CPIP task force finalized procedures for handling damaged cases or artwork for

DVDs. This summer, a staffer in Materials Handling has also started to clean DVDs for approximately 15 hours a week.

- **Policy and Procedures**

- **All Staff Initiatives**

- Public Services: Our first Department of the Month Social Hours, with Teen Services, went well. Good reviews from those who filled out the evaluation as well as anecdotal reports of appreciation. Karen & Erica were great and they selected snacks that seemed to resonate with folks.

- **Highlight of the Month**

- Youth Services: We delivered a trophy to West Middle School for being the middle school with the most summer reading finishers. This challenge was started by the principal at Billy Mills last year and will continue with a traveling trophy. It was fun to see kids get excited to see their public librarians!
- Reader's Services: KCPT reports that Lawrence is far and away the top voter for the region, and to celebrate, they want to be present here at the live grand finale event, and even to bring us swag and snacks. Huzzah!

Foundation Director's Report – September 14, 2018

- **1,000 Books Before Kindergarten.** On Sunday, September 9th, the Youth Services Department launched its 1,000 Books Before Kindergarten program. A packed house of parents and toddlers came together for a special storytime to learn about the program. It challenges families to help their pre-schoolers read 1,000 before they get to kindergarten. (It is possible!) A huge “thank you” goes to Jeff and Mary Weinberg and the Jedel Family Foundation for making this wonderful program possible.
- **Friends and Foundation Merger.** At its August 27th meeting, the Foundation board unanimously voted to move forward with exploring a Friends and Foundation merger. Next steps include seeking comments from Friends members and Foundation donors. There is a piece in the upcoming Friends and Foundation newsletter that provides a link to a survey, and the Friends will discuss the merger at its September 22nd volunteer meeting. If there are no major concerns, we then will reconvene the original task force to agree on a plan of action. The merger would not be effective until January of 2020.
- **Development Lunch.** On August 24th, the Library Foundation hosted a luncheon at LPL with foundation directors from Topeka, Johnson County and KCMO public libraries as well as NEKLS. The goal is to compare notes and learn from each other's experiences. Our plan is to make this a quarterly event at each of our respective libraries. The next one is scheduled for January in Johnson County at its new Monticello branch library.
- **Baan Thai Fundraiser.** The August 14th “Dine In” at Baan Thai resulted in a donation of \$341.36 to the Friends and Foundation. Thanks to those of you who attended!
- **After Hours Planning.** The Foundation's special events committee will meet on Monday, September 17th to start planning for the After Hours at the Library fundraiser. The party will take place on Saturday, March 2 as part of the Read Across Lawrence Program. We are delighted that *Sourdough* author Robin Sloan will join us for both the fundraiser and a March 3rd public program.
- **Leadership Training Workshop.** Brad and I will be attending the Kansas Leadership Center's “Leadership Edge” training on September 18-20 in Kansas City. We are fortunate to attend this program free of charge, thanks to a Rotary grant.
- **Recent Major Gifts.** The Library Foundation has received three recent major gifts:
 - The estate of Margie Hildenbrand gave the Foundation an unrestricted gift of \$14,440.01. The Foundation Board will decide where to direct the funds.
 - Nancy Peterson gave \$5,000 to the Foundation through the Douglas County Community Foundation. She directed that the funds be used for technology.
 - The Simpson Foundation gave an additional \$10,000 to the Library Foundation. Sarah and Ray Dean have instructed that the funds be used for unrestricted purposes at the library. The Simpson Foundation has given gifts to the library annually since 2012, totaling \$91,000.

- The Foundation received MIDCO's 2018 sponsorship payment for the computer lab. The \$15,000 gift will be used to update the teen computers.