

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

Monday, October 15, 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
- Diversity and Equity Update

New business

- Review of Kansas Children's Internet Protection Act Compliance

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
September 17, 2018
4:30 p.m.**

Board Members Present: Kevan Vick, Chair; Brady Flannery, Judy Keller, Ursula Minor, Sarah Goodwin Thiel (arrived 4:45), David Vance (arrived 4:45); absent: Joan Golden.

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

Friends of the Library: Annamarie Hill

Guests: Dylan Lysen, Lawrence Journal World.

Call to Order

Kevan called the regular meeting to order at 4:39 p.m.

Public Comment

None.

Consent Agenda

Kevin delayed approval of the consent agenda until later in the meeting when there would be a quorum.

Director's Report

Brad said he had included a new monthly departmental report in the packet this month. He gave talks at both the New Generation Society and the Zodiac Club on September 11, and was honored to be invited to emcee the United Way kickoff. He has continued his meetings with other community organizations who are working on diversity, equity, and inclusion issues. He met with Erica Hill and Verdell Taylor at Lawrence Memorial who are finishing up a plan for LMH that they will share upon completion. He has also been working with Dr. Hamer at KU's Office of Diversity and Equity who is very interested in working with us. He has learned that there is a plan in the works to try to create a diversity training for cultural organization sector institutions which could be a good fit for us. (Sarah and David arrived at 4:45.)

Consent Agenda Approval

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

Library Foundation Executive Director's Report

Kathleen said that the 1000 Books Before Kindergarten program launched on September 9 with support from Jeff and Mary Weinberg and the Jedel Family Foundation. Book clubs are also contributing. Work continues on the merger of the Friends and Foundation groups. All three boards are in favor of exploring the merger concept further. Friends will be meeting with volunteers this Saturday to discuss. Quarterly

newsletters will go out soon. Assuming no major objections, planning will go back to the steering committee. This is a long-term project that will likely not be done until January 2020. Planning is underway for the After Hours fundraiser that will coincide with Read Across Lawrence in March. Recent major gifts include \$14,500 from the Margie Hildenbrand estate (unrestricted) and \$10,000 from the Simpson Foundation (unrestricted). The Foundation has received Midco's 2018 computer lab sponsorship of \$15,000 which will be used primarily to update teen computers. This amount will be matched by the Foundation this year.

Friends Report

The Friends approved a \$50,000 donation to the library. They also authorized spending up to \$700 for another computer for their Amazon room. They are busy planning for the fall sale. DownHall Books and the Tuesday Book Market are both doing well.

Ongoing Business

Merit Pay Update

Brad said the smaller leadership team is working through the USMPB document. He has been studying the compression issue in preparation for the 2019 budget. We've been reaching out to other libraries to see if they used a consultant, but nothing to report yet. Judy said that we're not committed to a merit pay schedule yet, but are exploring options.

New Business

There was no new business. Brad noted that tomorrow through Thursday, he and Kathleen will be attending the Kansas Leadership Center's "Leadership Edge" training in Kansas City courtesy of a Rotary grant.

Adjournment

Judy moved to adjourn the meeting; Brady seconded. All in favor; motion carried. Meeting adjourned at 5:03 p.m.

The next Board meeting will be Monday, October 15 at 4:30 p.m. at the Library in Meeting Room A.

Respectfully submitted,

Sherri Turner

Regular Budget Report									
September 2018									
REVENUES		This Month	Year to Date	Annual Budget	75% of Year		Sep-17	YTD 2017	
Tax Fund		\$ -	\$ 4,096,009.63	\$ 4,233,000.00	96.76%		\$ -	\$ 3,870,440.87	
Overdues		\$ 12,733.30	\$ 118,340.80	\$ 148,400.00	79.74%		\$ 12,958.63	\$ 128,473.69	
NEKLS		\$ 23,850.00	\$ 70,850.00	\$ 90,000.00	78.72%		\$ 16,841.00	\$ 50,623.00	
State Aid		\$ -	\$ 27,595.64	\$ 25,000.00	110.38%		\$ -	\$ 28,578.08	
Photo Copies		\$ 1,138.92	\$ 15,587.06	\$ 20,000.00	77.94%		\$ 1,892.53	\$ 15,710.64	
Coffee Shop Rent		\$ -	\$ 6,750.00	\$ 9,000.00	75.00%		\$ 1,500.00	\$ 6,750.00	
Meeting Room Fees		\$ 300.00	\$ 4,550.00	\$ 3,000.00	151.67%		\$ 750.00	\$ 5,900.00	
Interest		\$ 1,901.52	\$ 16,223.10	\$ 1,600.00	1013.94%		\$ 298.20	\$ 2,741.66	
Miscellaneous		\$ 250.00	\$ 615.23	\$ -			\$ 40.77	\$ 511.15	
Total Revenues		\$40,173.74	\$4,356,521.46	\$4,530,000.00	96.17%		\$34,281.13	\$4,109,729.09	
EXPENSES									
Salaries & Wages		\$ 210,040.41	\$ 1,857,540.11	\$ 2,500,000.00	74.30%		\$ 207,785.44	\$ 1,827,828.83	
Employee Benefits		\$ 27,057.53	\$ 231,132.47	\$ 275,000.00	84.05%		\$ 21,556.09	\$ 187,384.38	
Payroll Taxes		\$ 35,100.44	\$ 308,220.81	\$ 420,000.00	73.39%		\$ 31,916.80	\$ 284,197.98	
Utilities		\$ 7,059.18	\$ 71,217.16	\$ 96,000.00	74.18%		\$ 7,307.64	\$ 68,360.03	
Building Supplies		\$ 1,738.67	\$ 13,531.64	\$ 20,000.00	67.66%		\$ 1,696.54	\$ 13,376.27	
Building Repairs & Maintenance		\$ 4,703.42	\$ 38,120.03	\$ 55,000.00	69.31%		\$ 2,756.31	\$ 30,958.80	
Library Supplies		\$ 1,517.69	\$ 16,427.61	\$ 25,000.00	65.71%		\$ 587.74	\$ 18,855.94	
Books & Materials		\$ 41,464.44	\$ 440,966.63	\$ 650,000.00	67.84%		\$ 50,421.49	\$ 405,054.88	
Processing Supplies		\$ 3,716.70	\$ 39,420.55	\$ 65,000.00	60.65%		\$ 4,993.65	\$ 27,635.13	
Equipment		\$ 5,317.34	\$ 18,732.50	\$ 10,000.00	187.33%		\$ 4,716.00	\$ 44,282.16	
Technology		\$ 40,572.82	\$ 193,456.09	\$ 210,000.00	92.12%		\$ 11,671.93	\$ 169,788.15	
Insurance		\$ 744.00	\$ 13,240.00	\$ 15,000.00	88.27%		\$ 2,741.00	\$ 13,299.00	
Shipping		\$ 741.28	\$ 12,510.57	\$ 19,000.00	65.85%		\$ 918.71	\$ 13,037.75	
Professional Development		\$ 865.04	\$ 23,999.30	\$ 30,000.00	80.00%		\$ 3,431.41	\$ 17,569.99	
Book Van & Mileage		\$ 174.51	\$ 1,353.56	\$ 2,000.00	67.68%		\$ 187.75	\$ 1,118.57	
Programs		\$ 1,445.40	\$ 13,804.29	\$ 20,000.00	69.02%		\$ 1,800.07	\$ 11,231.28	
Professional Fees		\$ 1,136.31	\$ 36,489.80	\$ 40,000.00	91.22%		\$ 3,094.67	\$ 29,624.28	
Advertising & Marketing		\$ 817.01	\$ 15,417.39	\$ 30,000.00	51.39%		\$ 4,256.22	\$ 23,687.02	
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%		\$ 6,418.40	\$ 21,432.00	
Miscellaneous		\$ (424.99)	\$ 1,867.76	\$ -			\$ (426.03)	\$ 3,033.32	
Total Expenses		\$ 383,787.20	\$ 3,363,041.87	\$ 4,530,000.00	74.24%		\$ 367,831.83	\$ 3,211,755.76	
CASH BALANCES									
	Checking	\$ 1,561,923.40							
	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		\$ 287.50	\$ 3,799.15		
	Summer Reading - ALL		\$ -		\$ 7,780.06	\$ 1,200.00	\$ 5,102.12		\$ 153.95		\$ 31.88	\$ 4,628.83		
	Aquarium		\$ 256.77		\$ 300.00		\$ 600.00		\$ 300.00		\$ 300.00	\$ 1,016.51		
	Volunteers		\$ 743.55								\$ 103.93	\$ 424.62		
	Read Across Lawrence 2018		\$ 1,548.82			\$ 807.80					\$ 102.00	\$ (102.00)		
	Salaries/Taxes		\$ 16.79		\$ 3,919.98		\$ 3,919.99		\$ 3,920.46		\$ 3,920.46	\$ (11,752.03)		
	Block Grant		\$ 39,734.07		\$ 172.71				\$ 3,874.96	\$ 50,000.00	\$ 1,098.56	\$ 51,839.01		
			\$ 43,584.71	\$ -	\$ 12,460.25	\$ 2,007.80	\$ 9,949.61	\$ -	\$ 8,536.87	\$ 50,000.00	\$ 5,844.33	\$ 50,712.93		
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		\$ 3,306.78	\$ (10,004.71)		
	Foundation Expenses to be reimbursed		\$ -		\$ 853.94	\$ 2,787.43	\$ 138.32		\$ 430.84		\$ 379.18	\$ (948.34)		
	Salkind for E-books		\$ 382.88		\$ 412.06	\$ 25,200.00	\$ 3,320.82		\$ 2,690.44		\$ 3,784.43	\$ 14,994.36		
	Harry Potter		\$ 1,000.00									\$ 490.91		
	Weinberg YS/YA		\$ 1,734.36		\$ 1,423.38		\$ 930.95		\$ 295.72		\$ 3,141.98	\$ 8,442.33		
	Milliken Fund		\$ 827.33				\$ 300.00		\$ 150.00		\$ 174.94	\$ 3,402.39		
	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	\$ 8,169.43	\$ -	\$ 6,886.02	\$ -	\$ 10,866.60	\$ 94,863.36		
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		\$ 417.64	\$ 622.68		
	Landsberg Bequest		\$ 6,996.11		\$ 413.50		\$ 285.97		\$ 474.25		\$ 690.09	\$ 2,803.38		
	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)		\$ (780.40)		\$ (138.40)		
			\$ 10,787.01	\$ 2,423.50	\$ 1,164.84	\$ 1,140.40	\$ 1,295.78	\$ (1,100.14)	\$ 1,238.45	\$ (780.40)	\$ 1,107.73	\$ 6,131.56		
			\$ 105,073.36											
			Month Total	\$ 2,423.50	\$ 22,525.03	\$ 34,359.56	\$ 19,414.82	\$ (1,100.14)	\$ 16,661.34	\$ 49,219.60	\$ 17,818.66			

Lawrence Public Library
Balance Sheet
As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,299,593.59	1,227,140.97	72,452.62	5.9%
Checking	262,329.81	211,358.24	50,971.57	24.1%
Capital Improvement at MIP	607,997.86	571,652.15	36,345.71	6.4%
Total Checking/Savings	2,169,921.26	2,010,151.36	159,769.90	8.0%
Total Current Assets	2,169,921.26	2,010,151.36	159,769.90	8.0%
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	1,240.75	1,424.35	-183.60	-12.9%
TOTAL ASSETS	2,171,162.01	2,011,575.71	159,586.30	7.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	81,413.46	61,395.81	20,017.65	32.6%
Total Accounts Payable	81,413.46	61,395.81	20,017.65	32.6%
Other Current Liabilities				
Payroll Liabilities	2,182.11	2,643.42	-461.31	-17.5%
Total Other Current Liabilities	2,182.11	2,643.42	-461.31	-17.5%
Total Current Liabilities	83,595.57	64,039.23	19,556.34	30.5%
Total Liabilities	83,595.57	64,039.23	19,556.34	30.5%
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	1,041,114.08	916,900.47	124,213.61	13.6%
Total Equity	2,087,566.44	1,947,536.48	140,029.96	7.2%
TOTAL LIABILITIES & EQUITY	2,171,162.01	2,011,575.71	159,586.30	7.9%

Lawrence Public Library
Revenues & Expenses
September 2018

	<u>Sep 18</u>
Ordinary Income/Expense	
Income	
Gifts-Friends	50,000.00
Grants	23,850.00
Interest	1,901.52
Library Materials	250.00
Meeting Room Fees	300.00
Merchandise Sales	-780.40
Overdues	12,733.30
Photo Copies	1,138.92
Total Income	<u>89,393.34</u>
Gross Profit	89,393.34
Expense	
Payroll Expenses	237,897.49
Payroll Taxes	36,113.61
Utilities - Electric	7,059.18
Building Supplies	1,738.67
Building Repairs & Maintenance	4,703.42
Library & Office Supplies	1,517.69
Books & Materials	41,464.44
Processing Supplies	3,716.70
Equipment	5,317.34
Technology	40,572.82
Insurance	744.00
Shipping	741.28
Professional Development	865.04
Bookvan & Mileage	174.51
Program Expense	1,445.40
Professional Fees	1,136.31
Advertising	817.01
Miscellaneous	-424.99
FOUNDATION FUNDING	10,032.49
FRIENDS FUNDING	<u>5,973.45</u>
Total Expense	<u>401,605.86</u>
Net Ordinary Income	<u>-312,212.52</u>

Lawrence Public Library
Revenues & Expenses
September 2018

	Sep 18
Net Income	<u>-312,212.52</u>

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10/11/18

Lawrence Public Library Vendor Balance Summary

All Transactions

	Oct 12, 18
Air Filter Plus	457.29
Amazon	3,838.32
Anna-Marie N. Turner	19.50
ASI	50.00
Baker & Taylor, Inc.	809.68
Bayscan Technologies	372.00
Bibliotheca	778.99
Bob's Janitorial Service	200.00
Brad Allen	223.94
Center Point Large Print	159.99
Century Business Technologies	829.68
Diamond Everly Roofing	260.10
Employers Preferred	744.00
Gale/Cengage Learning	376.87
Imagine Video Productions	54.00
Ingram Library Services	25,399.91
Intuit	29.85
Jayhawk Power	1,328.89
Jayhawk Tropical Fish	300.00
Johnson County Library	24.95
Kanopy LLC	676.00
Kansas City Public Library	15.99
Kansas Public Radio	287.50
Lawrence Rotary Club	221.00
Lawrence Sign Up LLC	306.09
LFK Press, LLC	1,500.00
Mid-America Library Alliance	75.00
Midwest Tape	16,596.21
OCLC, Inc.	5,382.42
OverDrive	29,462.21
Polyline Corporation	2,326.11
Pro Print Inc.	269.25
Pur-O-Zone, Inc.	910.32
Quill Corporation	468.20
Random House, Inc.	3,833.00
Recorded Books	114.30
SirsiDynix	36,098.30
Snap Promotions	1,138.90
Southwest Solutions Group	5,317.34
Sunfire Ceramics	200.00
Unique Management Services	770.07
University of Wyoming Libraries	152.95
Vantiv	203.53
VISA 5372	12,326.90
Westar	6,421.67
TOTAL	161,331.22

12:56 PM
10/11/18

Lawrence Public Library
Check Detail
October 3 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/15/2018	ASI	Checking	
Bill		10/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	10/15/2018	Intuit	Checking	
Bill	September	10/10/2018		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	10/15/2018	Vantiv	Checking	
Bill	September	10/10/2018		Credit Card Processing	-203.53
TOTAL					-203.53
Bill Pmt -Check	Electronic	10/15/2018	VISA 5372	Checking	
Bill		10/11/2018		In-Service Day	-8.27
				KLA	-1,905.00
				Youth Services Dept.	-295.00
				Adult Services	-775.74
				Technical Services	-209.94
				Bookvan & Mileage	-197.01
				Children's Programming	-32.81
				Children's Programming	-103.01
				Children's Programming	-22.45
				Children's Programming	-30.69
				Children's Programming	-54.80
				Children's Programming	-282.85
				Children's Programming	-128.45
				Young Adult Program...	-113.80
				Adult Programming	-118.98
				Summer Reading - ALL	-103.00
				Read Across Lawrence	-437.60
				Shipping	-215.99
				Library & Office Suppli...	-135.75
				Miscellaneous	-67.33
				Advertising	-813.87
				Building Supplies	-544.27
				Software & Licenses	-42.28
				Sound & Vision	-408.09
				Software & Licenses	-21.99
				Software & Licenses	-528.00
				Software & Licenses	-169.00
				Software & Licenses	-392.45
				Telephone	-275.16
				FOUNDATION FUNDI...	-212.16
				FOUNDATION FUNDI...	-190.67
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-113.62
				FOUNDATION FUNDI...	-116.67
				FOUNDATION FUNDI...	-100.00
				Greatest Expectations-...	-262.32
				Greatest Expectations-...	-371.00
				Greatest Expectations-...	-26.89
				Seed Library	-370.72

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Lawrence Public Library
Check Detail
October 3 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-31.98
				Books & Materials	-55.00
				Periodicals	-54.70
				YA/YS Programs-Wei...	-16.99
				Block Grant	-1,870.00
				FOUNDATION FUNDI...	-10.60
TOTAL					-12,326.90
Bill Pmt -Check	Electronic	10/15/2018	Westar	Checking	
Bill		10/10/2018		Utilities - Electric	-6,421.67
TOTAL					-6,421.67
Bill Pmt -Check	8348	10/17/2018	Air Filter Plus	Checking	
Bill	363781	10/10/2018		Building Supplies	-457.29
TOTAL					-457.29
Bill Pmt -Check	8349	10/17/2018	Baker & Taylor, Inc.	Checking	
Bill	2033989679	09/28/2018		Processing Supplies	-0.25
Bill	2033989678	09/28/2018		Books & Materials	-63.68
Bill	5015170903	09/28/2018		Books & Materials	-46.43
Bill	5015170904	09/28/2018		Processing Supplies	-0.15
Bill	2033977858	09/28/2018		Books & Materials	-13.12
Bill	2033977859	09/28/2018		Processing Supplies	-0.05
Bill	5015165691	09/28/2018		Books & Materials	-140.99
Bill	5015156225	09/28/2018		Books & Materials	-190.37
Bill	5015147590	09/28/2018		Books & Materials	-80.03
Bill	2033850794	10/10/2018		Books & Materials	-68.63
Bill	2033850795	10/10/2018		Processing Supplies	-2.10
Bill	2034023056	10/10/2018		Processing Supplies	-0.55
Bill	2034023055	10/10/2018		Books & Materials	-140.44
Bill	5015175338	10/10/2018		Books & Materials	-62.89
TOTAL					-809.68
Bill Pmt -Check	8350	10/17/2018	Bayscan Technologies	Checking	
Bill	58179	10/10/2018		Processing Supplies	-372.00
TOTAL					-372.00
Bill Pmt -Check	8351	10/17/2018	Bibliotheca	Checking	
Bill	SI0044300...	09/28/2018		Processing Supplies	-778.99
TOTAL					-778.99
Bill Pmt -Check	8352	10/17/2018	Bob's Janitorial Service	Checking	
Bill	305936	09/28/2018		Building Repairs & Mai...	-200.00
TOTAL					-200.00

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10/11/18

Lawrence Public Library
Check Detail
October 3 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8353	10/17/2018	Center Point Large Print	Checking	
Bill	1622177	09/28/2018		Books & Materials	-159.99
TOTAL					-159.99
Bill Pmt -Check	8354	10/17/2018	Century Business Technologies	Checking	
Bill	500175	09/28/2018		Copying	-15.00
Bill	499061	09/28/2018		Copying	-227.49
Bill	499594	09/28/2018		Copying	-346.38
Bill	502067	10/10/2018		Copying	-240.81
TOTAL					-829.68
Bill Pmt -Check	8355	10/17/2018	Diamond Everly Roofing	Checking	
Bill	1813141	10/10/2018		Building Repairs & Mai...	-260.10
TOTAL					-260.10
Bill Pmt -Check	8356	10/17/2018	Employers Preferred	Checking	
Bill	9-20-18	09/28/2018		Liability Insurance	-744.00
TOTAL					-744.00
Bill Pmt -Check	8357	10/17/2018	Gale/Cengage Learning	Checking	
Bill	65167523	09/28/2018		Books & Materials	-88.16
Bill	65169243	09/28/2018		Books & Materials	-18.89
Bill	65019954	09/28/2018		Books & Materials	-18.89
Bill	64941783	09/28/2018		Books & Materials	-44.08
Bill	64840521	09/28/2018		Books & Materials	-48.28
Bill	64871345	09/28/2018		Books & Materials	-44.08
Bill	64839748	09/28/2018		Books & Materials	-22.39
Bill	64754970	10/10/2018		Books & Materials	-38.92
Bill	65250203	10/10/2018		Books & Materials	-26.59
Bill	65202019	10/10/2018		Books & Materials	-26.59
TOTAL					-376.87
Bill Pmt -Check	8358	10/17/2018	Imagine Video Productions	Checking	
Bill	3900	09/28/2018		Books & Materials	-54.00
TOTAL					-54.00

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Lawrence Public Library
Check Detail
October 3 - 31, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8359	10/17/2018	Ingram Library Services	Checking	
Bill	36692129	09/28/2018		YA/YS Programs-Wei...	-48.40
				Books & Materials	-4.53
Bill	36660025	09/28/2018		YA/YS Programs-Wei...	-242.10
				Read Across Lawrence	-102.00
Bill	36638714	09/28/2018		Landsberg Gift	-34.20
Bill	36638715	09/28/2018		Landsberg Gift	-1.64
Bill	36602412	09/28/2018		Landsberg Gift	-48.78
Bill	36602413	09/28/2018		Landsberg Gift	-1.64
Bill	36598354	09/28/2018		Landsberg Gift	-38.74
Bill	36598355	09/28/2018		Landsberg Gift	-2.79
Bill	36545200	09/28/2018		Landsberg Gift	-19.95
Bill	36545197	09/28/2018		Landsberg Gift	-66.06
Bill	36545199	09/28/2018		Landsberg Gift	-12.51
Bill	36545202	09/28/2018		Landsberg Gift	-19.95
Bill	36545201	09/28/2018		Landsberg Gift	-1.64
Bill	36545198	09/28/2018		Landsberg Gift	-4.10
Bill	36489730	09/28/2018		Landsberg Gift	-34.73
Bill	36489731	09/28/2018		Landsberg Gift	-1.64
Bill	36455837	09/28/2018		Landsberg Gift	-15.96
Bill	36455839	09/28/2018		Landsberg Gift	-52.41
Bill	36455840	09/28/2018		Landsberg Gift	-15.96
Bill	36455838	09/28/2018		Landsberg Gift	-3.28
Bill	36455841	09/28/2018		Landsberg Gift	-0.82
Bill	36432070	09/28/2018		Landsberg Gift	-80.90
Bill	36432068	09/28/2018		Landsberg Gift	-22.77
Bill	36441678	09/28/2018		Landsberg Gift	-17.10
Bill	36382899	09/28/2018		Landsberg Gift	-4.10
Bill	36382898	09/28/2018		Landsberg Gift	-83.19
Bill	36455832	09/28/2018		Books & Materials	-3.80
Bill	36660026	09/28/2018		Books & Materials	-310.56
Bill	36692130	09/28/2018		Books & Materials	-694.51
Bill	36638712	09/28/2018		Books & Materials	-34.78
Bill	36638710	09/28/2018		Books & Materials	-551.71
Bill	36617945	09/28/2018		Books & Materials	-920.20
Bill	36611759	09/28/2018		Books & Materials	-308.23
Bill	36602410	09/28/2018		Books & Materials	-394.65
Bill	36568579	09/28/2018		Books & Materials	-1,620.17
				Library & Office Suppli...	-59.00
Bill	36580048	09/28/2018		Books & Materials	-595.70
Bill	36545195	09/28/2018		Books & Materials	-381.06
Bill	36524746	09/28/2018		Books & Materials	-23.98
Bill	36534590	09/28/2018		Books & Materials	-33.06
Bill	36534588	09/28/2018		Books & Materials	-277.42
Bill	36504075	09/28/2018		Books & Materials	-559.68
Bill	36497296	09/28/2018		Books & Materials	-36.68
Bill	36489728	09/28/2018		Books & Materials	-374.15
Bill	36455826	09/28/2018		Books & Materials	-2,953.77
				Greatest Expectations-...	-177.84
Bill	36455825	09/28/2018		Books & Materials	-75.07
Bill	36455835	09/28/2018		Books & Materials	-37.19
Bill	36455833	09/28/2018		Books & Materials	-16.79
Bill	36455830	09/28/2018		Books & Materials	-548.21
Bill	36481872	09/28/2018		Books & Materials	-642.37
Bill	36432064	09/28/2018		Books & Materials	-754.07
Bill	36432066	09/28/2018		Books & Materials	-225.46
Bill	36406233	09/28/2018		Books & Materials	-100.62
Bill	36382896	09/28/2018		Books & Materials	-8.40
Bill	36382894	09/28/2018		Books & Materials	-633.31
				Miscellaneous	-8.97

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Type	Num	Date	Name	Account	Paid Amount
Bill	36660027	09/28/2018		Processing Supplies	-23.76
Bill	36692131	09/28/2018		Processing Supplies	-101.76
Bill	36638713	09/28/2018		Processing Supplies	-0.30
Bill	36638711	09/28/2018		Processing Supplies	-36.39
Bill	36617946	09/28/2018		Processing Supplies	-117.83
Bill	36611760	09/28/2018		Processing Supplies	-39.71
Bill	36602411	09/28/2018		Processing Supplies	-32.43
Bill	36568580	09/28/2018		Processing Supplies	-211.87
Bill	36580049	09/28/2018		Processing Supplies	-87.78
Bill	36545196	09/28/2018		Processing Supplies	-27.51
Bill	36524747	09/28/2018		Processing Supplies	-0.30
Bill	36534591	09/28/2018		Processing Supplies	-1.12
Bill	36534589	09/28/2018		Processing Supplies	-36.25
Bill	36504076	09/28/2018		Processing Supplies	-40.55
Bill	36489729	09/28/2018		Processing Supplies	-37.73
Bill	36455827	09/28/2018		Processing Supplies	-280.19
Bill	36455836	09/28/2018		Processing Supplies	-0.60
Bill	36455834	09/28/2018		Processing Supplies	-0.15
Bill	36455831	09/28/2018		Processing Supplies	-54.77
Bill	36481873	09/28/2018		Processing Supplies	-86.57
Bill	36432065	09/28/2018		Processing Supplies	-55.68
Bill	36432067	09/28/2018		Processing Supplies	-14.42
Bill	36406234	09/28/2018		Processing Supplies	-12.61
Bill	36382897	09/28/2018		Processing Supplies	-0.15
Bill	36382895	09/28/2018		Processing Supplies	-49.46
Bill	36815418	10/10/2018		Landsberg Gift	-14.25
Bill	36815416	10/10/2018		Landsberg Gift	-18.24
Bill	36815419	10/10/2018		Landsberg Gift	-58.43
Bill	36441679	10/10/2018		Landsberg Gift	-0.82
Bill	36432069	10/10/2018		Landsberg Gift	-4.92
Bill	36712803	10/10/2018		Landsberg Gift	-37.05
Bill	36712804	10/10/2018		Landsberg Gift	-1.64
Bill	36712801	10/10/2018		Landsberg Gift	-3.28
Bill	36712802	10/10/2018		Landsberg Gift	-18.24
Bill	36712800	10/10/2018		Landsberg Gift	-50.12
Bill	36826823	10/10/2018		Processing Supplies	-10.34
Bill	36815413	10/10/2018		Processing Supplies	-23.68
Bill	36815411	10/10/2018		Processing Supplies	-34.56
Bill	36791437	10/10/2018		Processing Supplies	-240.02
Bill	36811737	10/10/2018		Processing Supplies	-101.69
Bill	36772524	10/10/2018		Processing Supplies	-41.34
Bill	36744314	10/10/2018		Processing Supplies	-54.16
Bill	36727867	10/10/2018		Processing Supplies	-16.72
Bill	36712799	10/10/2018		Processing Supplies	-34.52
Bill	36712797	10/10/2018		Processing Supplies	-48.37
Bill	36682594	10/10/2018		Processing Supplies	-194.36
Bill	36682596	10/10/2018		Processing Supplies	-0.30
Bill	36707870	10/10/2018		Processing Supplies	-2.12
Bill	36707868	10/10/2018		Processing Supplies	-3.76
Bill	36826822	10/10/2018		Books & Materials	-96.52
Bill	36815412	10/10/2018		Books & Materials	-392.49
Bill	36815410	10/10/2018		Books & Materials	-533.36
Bill	36791436	10/10/2018		Books & Materials	-1,994.78
Bill	36811736	10/10/2018		Books & Materials	-743.23
Bill	36772523	10/10/2018		Books & Materials	-418.99
Bill	36744313	10/10/2018		Books & Materials	-864.12
Bill	36727866	10/10/2018		Books & Materials	-244.78
Bill	36712798	10/10/2018		Books & Materials	-456.70
Bill	36712796	10/10/2018		Books & Materials	-690.05
Bill	36682593	10/10/2018		Books & Materials	-2,154.99
Bill	36682595	10/10/2018		Books & Materials	-19.78

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Type	Num	Date	Name	Account	Paid Amount
Bill	36707869	10/10/2018		Books & Materials	-23.27
Bill	36707867	10/10/2018		Books & Materials	-60.73
TOTAL					-25,399.91
Bill Pmt -Check	8360	10/17/2018	Jayhawk Power	Checking	
Bill	8079-1	09/28/2018		Building Repairs & Mai...	-1,328.89
TOTAL					-1,328.89
Bill Pmt -Check	8361	10/17/2018	Jayhawk Tropical Fish	Checking	
Bill	860927	09/28/2018		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8362	10/17/2018	Johnson County Library	Checking	
Bill	ILL 190241...	10/10/2018		Overdues	-24.95
TOTAL					-24.95
Bill Pmt -Check	8363	10/17/2018	Kanopy LLC	Checking	
Bill	136351-PPU	10/10/2018		Books & Materials	-676.00
TOTAL					-676.00
Bill Pmt -Check	8364	10/17/2018	Kansas City Public Library	Checking	
Bill	500857	10/10/2018		Overdues	-15.99
TOTAL					-15.99
Bill Pmt -Check	8365	10/17/2018	Kansas Public Radio	Checking	
Bill	143307	10/11/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8366	10/17/2018	Lawrence Rotary Club	Checking	
Bill	127709	10/10/2018		Membership & Dues	-221.00
TOTAL					-221.00
Bill Pmt -Check	8367	10/17/2018	Lawrence Sign Up LLC	Checking	
Bill	11542	09/28/2018		Advertising	-306.09
TOTAL					-306.09

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8368	10/17/2018	LFK Press, LLC	Checking	
Bill	Prize Bags	09/28/2018		YA/YS Programs-Wei...	-1,500.00
TOTAL					-1,500.00
Bill Pmt -Check	8369	10/17/2018	Mid-America Library Alliance	Checking	
Bill	201819-YA...	09/28/2018		Youth Services Dept.	-75.00
TOTAL					-75.00
Bill Pmt -Check	8370	10/17/2018	Midwest Tape	Checking	
Bill	96458148	09/28/2018		Books & Materials	-97.46
Bill	96458146	09/28/2018		Books & Materials	-50.21
Bill	96454058	09/28/2018		Books & Materials	-58.90
Bill	96455363	09/28/2018		Books & Materials	-583.15
Bill	96455364	09/28/2018		Books & Materials	-366.90
Bill	96457050	09/28/2018		Books & Materials	-193.41
Bill	96449604	09/28/2018		Books & Materials	-82.73
Bill	96449606	09/28/2018		Books & Materials	-37.48
Bill	96439007	09/28/2018		Books & Materials	-83.18
Bill	96439020	09/28/2018		Books & Materials	-281.13
Bill	96435323	09/28/2018		Books & Materials	-9.99
Bill	96435321	09/28/2018		Books & Materials	-149.95
Bill	96435320	09/28/2018		Books & Materials	-932.43
Bill	96429854	09/28/2018		Books & Materials	-43.02
Bill	96429856	09/28/2018		Books & Materials	-42.72
Bill	96427170	09/28/2018		Books & Materials	-296.89
Bill	96426018	09/28/2018		Books & Materials	-99.82
Bill	96421953	09/28/2018		Books & Materials	-84.23
Bill	96421955	09/28/2018		Books & Materials	-203.19
Bill	96414665	09/28/2018		Books & Materials	-199.95
Bill	96414263	09/28/2018		Books & Materials	-87.82
Bill	96414265	09/28/2018		Books & Materials	-162.67
Bill	96414667	09/28/2018		Books & Materials	-9.99
Bill	96414664	09/28/2018		Books & Materials	-563.70
Bill	96482145	10/10/2018		Processing Supplies	-389.65
Bill	96483308	10/10/2018		Books & Materials	-7,828.76
Bill	96499456	10/10/2018		Books & Materials	-37.48
Bill	96499437	10/10/2018		Books & Materials	-29.99
Bill	96499435	10/10/2018		Books & Materials	-507.85
Bill	96493142	10/10/2018		Books & Materials	-157.53
Bill	96493144	10/10/2018		Books & Materials	-185.17
Bill	96479076	10/10/2018		Books & Materials	-117.19
Bill	96479078	10/10/2018		Books & Materials	-116.94
Bill	96499434	10/10/2018		Books & Materials	-704.58
				Books & Materials	-101.98
Bill	96469918	10/10/2018		Books & Materials	-200.16
Bill	96469916	10/10/2018		Books & Materials	-66.54
Bill	96476573	10/10/2018		Books & Materials	-119.92
Bill	96476572	10/10/2018		Books & Materials	-349.92
Bill	96474918	10/10/2018		Books & Materials	-922.65
Bill	96474950	10/10/2018		Books & Materials	-38.98
TOTAL					-16,596.21

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8371	10/17/2018	OCLC, Inc.	Checking	
Bill	622636	10/10/2018		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8372	10/17/2018	OverDrive	Checking	
Bill	06809DA1...	09/28/2018		Books & Materials	-24.99
Bill	06809CO1...	09/28/2018		Salkind Gift	-1,418.53
Bill	06809CO1...	09/28/2018		Salkind Gift	-941.23
Bill	06809CO1...	09/28/2018		Salkind Gift	-1,154.67
Bill	06809DA1...	09/28/2018		Salkind Gift	-84.00
Bill	06809CO1...	09/28/2018		Books & Materials	-421.16
Bill	06809CO1...	09/28/2018		Books & Materials	-1,481.85
Bill	06809CO1...	09/28/2018		Books & Materials	-167.90
Bill	06809CO1...	09/28/2018		Books & Materials	-267.99
Bill	06809DO1...	09/28/2018		Books & Materials	-1,411.19
Bill	06809DA1...	09/28/2018		Books & Materials	-31.99
Bill	06809CO1...	09/28/2018		Books & Materials	-554.65
Bill	06809DA1...	09/28/2018		Books & Materials	-50.00
Bill	06809DA1...	09/28/2018		Books & Materials	-593.93
				Salkind Gift	-156.00
Bill	06809CO1...	10/10/2018		Salkind Gift	-1,050.12
Bill	06809CO1...	10/10/2018		Books & Materials	-2,747.11
Bill	06809CO1...	10/10/2018		Salkind Gift	-129.99
Bill	06809CO1...	10/10/2018		Books & Materials	-1,537.14
Bill	06810CO1...	10/10/2018		Books & Materials	-17.97
Bill	06809CO1...	10/10/2018		Salkind Gift	-772.71
Bill	06809CO1...	10/10/2018		Salkind Gift	-1,405.15
Bill	06809CO1...	10/10/2018		Salkind Gift	-1,017.69
Bill	06809CO1...	10/10/2018		Salkind Gift	-1,009.31
Bill	06809CO1...	10/10/2018		Books & Materials	-519.77
Bill	06809CO1...	10/10/2018		Salkind Gift	-1,407.25
Bill	06809CO1...	10/10/2018		Books & Materials	-931.19
Bill	06809CO1...	10/10/2018		Books & Materials	-25.50
Bill	06809CO1...	10/10/2018		Salkind Gift	-8,131.23
TOTAL					-29,462.21
Bill Pmt -Check	8373	10/17/2018	Polyline Corporation	Checking	
Bill	SI8202703	10/10/2018		Processing Supplies	-2,326.11
TOTAL					-2,326.11
Bill Pmt -Check	8374	10/17/2018	Pro Print Inc.	Checking	
Bill	97832	09/28/2018		Library & Office Suppli...	-130.06
Bill	97722	09/28/2018		Library & Office Suppli...	-13.19
Bill	97760	09/28/2018		Processing Supplies	-11.00
Bill	97945	10/10/2018		Processing Supplies	-115.00
TOTAL					-269.25

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8375	10/17/2018	Pur-O-Zone, Inc.	Checking	
Bill	763477	09/28/2018		Building Supplies	-315.17
Bill	762150	09/28/2018		Building Supplies	-595.15
TOTAL					-910.32
Bill Pmt -Check	8376	10/17/2018	Quill Corporation	Checking	
Bill	1035369	09/28/2018		Library & Office Suppli...	-24.57
Bill	1048840	09/28/2018		Library & Office Suppli...	-1.26
Bill	9992540	09/28/2018		Processing Supplies	-6.36
				Library & Office Suppli...	-74.52
Bill	1609865	10/10/2018		Children's Programming	-27.98
Bill	1589472	10/10/2018		Children's Programming	-13.36
Bill	1592750	10/10/2018		Children's Programming	-6.49
Bill	1519117	10/10/2018		Library & Office Suppli...	-313.66
TOTAL					-468.20
Bill Pmt -Check	8377	10/17/2018	Random House, Inc.	Checking	
Bill	1081860969	09/28/2018		Books & Materials	-18.00
Bill	1081869901	09/28/2018		Books & Materials	-33.75
Bill	1082844614	10/10/2018		Read Across Lawrence	-3,596.00
Bill	1082682082	10/10/2018		Books & Materials	-48.75
Bill	1182682082	10/10/2018		Books & Materials	-69.00
Bill	1082314373	10/10/2018		Books & Materials	-56.25
Bill	1182314373	10/10/2018		Books & Materials	-11.25
TOTAL					-3,833.00
Bill Pmt -Check	8378	10/17/2018	Recorded Books	Checking	
Bill	75998188	09/28/2018		Books & Materials	-40.05
Bill	76004977	10/10/2018		Books & Materials	-74.25
TOTAL					-114.30
Bill Pmt -Check	8379	10/17/2018	SirsiDynix	Checking	
Bill	INVMT032...	09/28/2018		Collections	-36,098.30
TOTAL					-36,098.30
Bill Pmt -Check	8380	10/17/2018	Snap Promotions	Checking	
Bill	18082702	09/28/2018		Merchandise Sales	-1,138.90
TOTAL					-1,138.90
Bill Pmt -Check	8381	10/17/2018	Southwest Solutions Group	Checking	
Bill	83655-2	09/25/2018		Equipment	-5,317.34
TOTAL					-5,317.34

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8382	10/17/2018	Unique Management Services	Checking	
Bill	469042	10/10/2018		Professional Fees	-152.52
Bill	469041	10/10/2018		Professional Fees	-617.55
TOTAL					-770.07
Bill Pmt -Check	8383	10/17/2018	University of Wyoming Libraries	Checking	
Bill	4839	10/11/2018		Overdues	-152.95
TOTAL					-152.95
Bill Pmt -Check	28461	10/15/2018	Amazon	Checking	
Bill	4891429	09/28/2018		Children's Programming	-51.36
Bill	8311445	09/28/2018		Children's Programming	-15.97
				Young Adult Program...	-14.48
Bill	5260240	09/28/2018		Overdues	-17.67
Bill	2629825	09/28/2018		Library & Office Suppli...	-19.99
Bill	7761828	09/28/2018		Storytime at Home	-34.90
Bill	3437039	09/28/2018		Block Grant	-14.23
Bill	5453048	09/28/2018		Children's Programming	-30.33
Bill	1310625	09/28/2018		Books & Materials	-5.95
Bill	5641023	09/28/2018		Books & Materials	-17.44
Bill	4161048	09/28/2018		Books & Materials	-160.01
				Books & Materials	-40.96
				Books & Materials	-144.86
				Books & Materials	-16.99
				Books & Materials	-28.72
				Books & Materials	-10.69
				Books & Materials	-91.94
Bill	5013822	09/28/2018		Books & Materials	-13.57
Bill	0397823	09/28/2018		Books & Materials	-94.87
				Books & Materials	-85.30
				Books & Materials	-14.95
				Books & Materials	-29.83
Bill	1063432	09/28/2018		Books & Materials	-59.96
Bill	8601867	09/28/2018		Books & Materials	-13.98
Bill	1063432	09/28/2018		Books & Materials	-82.95
Bill	1821065	09/28/2018		Books & Materials	-25.62
Bill	8450630	09/28/2018		Books & Materials	-95.98
Bill	0397823	09/28/2018		Books & Materials	-59.99
Bill	2279431	09/28/2018		Books & Materials	-16.23
Bill	6955411	09/28/2018		Books & Materials	-7.90
Bill	4614621	09/30/2018		In-Service Day	-18.25
Bill	3880230	09/30/2018		In-Service Day	-7.28
Bill	2200256	09/30/2018		In-Service Day	-10.40
Bill	4475402	10/10/2018		Books & Materials	-13.74
Bill	3761864	10/10/2018		Young Adult Program...	-21.75
Bill	7789043	10/10/2018		Supplies	-196.57
				Supplies	-72.96
Bill	6501864	10/10/2018		Children's Programming	-119.98
Bill	1192220	10/10/2018		Children's Programming	-58.02
				Children's Programming	-70.04
				Children's Programming	-13.99
Bill	8137057	10/10/2018		Books & Materials	-49.70
				Books & Materials	-207.46
Bill	8873846	10/10/2018		Books & Materials	-16.48

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Type	Num	Date	Name	Account	Paid Amount
Bill	6345037	10/10/2018		Books & Materials	-10.98
Bill	3934661	10/10/2018		Books & Materials	-22.99
Bill	8338609	10/10/2018		Books & Materials	-147.38
				Books & Materials	-54.43
Bill	6593046	10/10/2018		Books & Materials	-18.85
Bill	4296247	10/10/2018		Books & Materials	-19.79
Bill	5907415	10/10/2018		Books & Materials	-17.47
Bill	2796210	10/10/2018		Books & Materials	-23.99
Bill	2148200	10/10/2018		Books & Materials	-16.58
Bill	5098632	10/10/2018		Books & Materials	-14.13
Bill	5477044	10/10/2018		Books & Materials	-15.44
Bill	0805018	10/10/2018		Books & Materials	-145.19
				Books & Materials	-20.73
Bill	0805018	10/10/2018		Books & Materials	-31.94
				Books & Materials	-25.19
Bill	7531413	10/10/2018		Books & Materials	-10.79
Bill	7408215	10/10/2018		Books & Materials	-119.09
				Books & Materials	-15.27
				Books & Materials	-29.88
Bill	0805018	10/10/2018		Books & Materials	-15.98
Bill	7643448	10/10/2018		Books & Materials	-23.93
Bill	3740208	10/10/2018		Books & Materials	-25.01
Bill	0397823	10/10/2018		Books & Materials	-179.97
Bill	5540257	10/10/2018		Books & Materials	-17.85
Bill	6709839	10/10/2018		Books & Materials	-21.36
Bill	8450630	10/10/2018		Books & Materials	-39.95
Bill	5728222	10/10/2018		Books & Materials	-20.59
Bill	9907438	10/10/2018		Books & Materials	-51.33
Bill	3802619	10/11/2018		Library & Office Suppli...	-488.00
TOTAL					-3,838.32
Bill Pmt -Check	28462	10/15/2018	Anna-Marie N. Turner	Checking	
Bill	REFUND	10/10/2018		Overdues	-19.50
TOTAL					-19.50
Bill Pmt -Check	28463	10/15/2018	Brad Allen	Checking	
Bill	KHF Training	10/03/2018		Admin. Dept.	-223.94
TOTAL					-223.94
Bill Pmt -Check	28464	10/15/2018	Sunfire Ceramics	Checking	
Bill	11-11-18	09/28/2018		Young Adult Program...	-200.00
TOTAL					-200.00

Lawrence Public Library

Monthly Statistical Summary--September 2018

INDICATOR	September		Percent	YTD	YTD	Percent
	2018	2017	Change	2018	2017	Change
			2017-2018			2017-2018
SUMMARY RATIOS						
Service Area Population	99,496	97,948	2%			
User Visits per Capita	6.01	6.26	-4%			
Reference Transactions per Capita	1.34	1.43	-6%			
Program Attendance per Capita	0.52	0.44	18%			
Circulation per Capita	12.17	11.96	2%			
Circulation per Visit	2.03	1.91	6%			
Total Holdings per Capita	2.04	2.02	1%			
% of Lawrence Residents Registered	56%	55%	2%			
Circulation--Adult Total	67,947	67,179	1%	639,507	651,272	-2%
Circulation--Young Adult Total	3,586	3,051	18%	34,531	33,407	3%
Circulation--Youth Total	29,385	27,422	7%	268,873	273,941	-2%
Circulation--Bookmobile	1,016	973	4%	9,029	8,518	6%
Circulation--Book Lockers	914	865	6%	8,725	4,517	93%
Circulation--Audiovisual Total	39,719	34,929	14%	362,216	359,031	1%
Circulation--Total	100,918	97,652	3%	942,911	958,620	-2%
Reference Transactions	11,095	11,691	-5%	116,764	125,229	-7%
User Visits	49,818	51,100	-3%	504,376	516,882	-2%
LPL Web Site Visits	17,251	18,316	-6%	172,953	169,976	2%
Holdings--Added	3,353	3,152	6%	28,201	27,668	2%
Holdings--Withdrawn	3,058	4,403	-31%	28,961	40,941	-29%
Holdings--Total	203,008	197,909	3%			
Cardholders--Added	675	711	-5%			
Active Cardholders--Total	68,655	65,209	5%			
Adult Programs	27	52	-48%	279	341	-18%
Young Adult Programs	20	16	25%	130	127	2%
Youth Programs	69	64	8%	575	559	3%
Senior Programs (With Adult)						
Total Programs	116	132	-12%	984	1,027	-4%
Total Program Attendance	4,292	3,612	19%	46,567	42,978	8%
Public Uses of Meeting Rooms	653	900	-27%	8,351	7,831	7%
Total Paid Staff (FTE)	67.58	63.59	6%			
Total Number of Employees	86	87	-1%			

Lawrence Public Library

Monthly Statistical Report--September 2018

	September		Percent		YTD	YTD	Percent
	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
OUTPUT MEASURES							
Service Area Population	99,496	97,948	2%				
User Visits per Capita	6.01	6.26	-4%				
Reference Transactions per Capita	1.34	1.43	-7%				
Program Attendance per Capita	0.52	0.44	17%				
Circulation per Capita	12.17	11.96	2%				
Total Holdings per Capita	2.04	2.02	1%				
Collection Turnover--Total	6.04	6.00	1%				
Collection Turnover--Adult	6.42	6.52	-2%				
Collection Turnover--Young Adult	3.67	3.33	10%				
Collection Turnover--Youth	5.72	5.43	5%				
Collection Turnover--Audiovisual	11.14	9.79	14%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31932	32340	-1%		305470	302684	1%
Circulation--Adult Periodicals	1022	791	29%		8827	8905	-1%
Circulation--Adult Feature Films & TV Shows	22976	22075	4%		212447	223891	-5%
Circulation--Electronic Games	1520	1628	-7%		15749	16613	-5%
Circulation--Adult Music CDs	4050	5181	-22%		42103	51467	-18%
Circulation--Adult Audio Books	6366	5151	24%		54297	47635	14%
Circulation--eReaders	4	13	-69%		73	77	-5%
Circulation--Other New	77				541		
Circulation--Adult Total	67947	67179	1%		639507	651272	-2%
Circulation--YA Books and NF Videos	3153	2750	15%		30991	30835	1%
Circulation--YA Periodicals	5	2	150%		78	150	-48%
Circulation--YA Audio Books	428	299	43%		3462	2422	43%
Circulation--YA Total	3586	3051	18%		34531	33407	3%
Circulation--Youth Books and NF Videos	27012	25655	5%		248808	255122	-2%
Circulation--Youth Periodicals	110	89	24%		1109	835	33%
Circulation--Youth Music CDs	538	330	63%		3934	3537	11%
Circulation--Youth Audio Books	1725	1348	28%		15022	14447	4%
Circulation--Youth Total	29385	27422	7%		268873	273941	-2%

Lawrence Public Library						
Monthly Statistical Report	September	September	Percent	YTD	YTD	Percent
	2018	2017	Change	2018	2017	Change
			2017-2018			2017-2018
Circulation--Bookmobile	1016	973	4%	9029	8518	6%
Circulation--Book Lockers	914	865	6%	8725	4517	93%
Circulation--Total Books	62097	60745	2%	585269	588641	-1%
Circulation--Total Periodicals	1137	882	29%	10014	9890	1%
Circulation--Total Audiovisual	39719	34929	14%	362216	359031	1%
Circulation Total	100918	97652	3%	942911	958620	-2%
Staff Assisted Circulation	3684	4035	-9%	35829	42084	-15%
Self Check Circulation	70830	71033	0%	679385	709048	-4%
Percent Self Check	95%	95%	0%	95%	94%	1%
Online Renewals	15565	15239	2%	138256	143369	-4%
Other Staff Checkouts	127	130	-2%	1077	883	22%
Requests Placed	19682	18388	7%	180829	171857	5%
Requests Filled	17503	16899	4%	163548	155397	5%
Requests Unclaimed	2557	2531	1%	23867	22965	4%
Interlibrary Loan Items Borrowed for LPL Patrons	468	364	29%	4186	3268	28%
Interlibrary Loan Items Loaned from LPL Collection	591	608	-3%	4985	5396	-8%
OTHER LIBRARY SERVICES						
User Visits	49818	51100	-3%	504376	516882	-2%
Public Computer Usage	7653	7828	-2%	75433	82173	-8%

Lawrence Public Library	September		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2017-2018			2017-2018
Adult Reference Transactions	1459	1283	14%		13474	13323
Young Adult Reference Transactions	1083	661	64%		9150	9104
Youth Reference Transactions	1176	1042	13%		13277	13651
IT Desk	1387	1368	1%		18252	16042
Welcome Desk	1706	2241	-24%		18571	22116
Phone Calls	1331	1760	-24%		14804	19233
Accounts Desk	2953	3336	-11%		29236	31760
Total Reference Transactions	11095	11691	-5%		116764	125229
Public-Sponsored Uses of Meeting Rooms	653	900	-27%		8351	7831
LPL Web Site Visits	17251	18316	-6%		172953	169976
RESOURCES						
Holdings--Total	203008	197909	3%			
Holdings--Adult	128798	125416	3%			
Holdings--Young Adult	11755	11021	7%			
Holdings--Youth	62455	61472	2%			
Holdings--Audiovisual	42796	42812	0%			
Holdings--eReaders	9	10	-10%			
Holdings Added	3353	3152	6%		28201	27668
Holdings Withdrawn	3058	4403	-31%		28961	40941
Holdings Net Change	829	-798	-204%		4749	-9622
LIBRARY PATRONS						
Total Active Cardholders	68655	65209	5%			
Cardholders Added	675	711	-5%		6151	6910
Cardholders Transacting	14345	12884	11%		127225	120208
Percent of Cardholders Transacting	21%	20%	6%			
Total Number of Lawrence Residents Registered	56103	53415	5%			
Percent of Lawrence Residents Registered	56%	55%	3%			

Lawrence Public Library						
Monthly Statistical Report	September		Percent		YTD	YTD
	2018	2017	Change		2018	2017
			2017-2018			
PROGRAMMING						
Number of Adult Programs	27	52	-48%		279	341
Number of Young Adult Programs	20	16	25%		130	127
Number of Youth Programs	69	64	8%		575	559
Number of Senior Programs (With Adult)						
Total Programs	116	132	-12%		984	1027
Adult Program Attendance	1050	730	44%		10607	7980
Young Adult Program Attendance	671	484	39%		5435	3649
Youth Program Attendance	2571	2186	18%		30525	31349
Senior Program Attendance (With Adult)		212	-100%			
Total Program Attendance	4292	3612	19%		46567	42978
STAFFING						
Total Paid Staff, in Full-Time Equivalents	67.58	63.59	6%			
ALA-MLS Librarians, in Full-Time Equivalents	17.37	18.3	-5%			
Number of Employees--Total	86	87	-1%			
Number of Employees--Full-Time	46	39	18%			
Number of Employees--Part-Time	40	48	-17%			
Terminations	1	2	-50%		12	14
Hirings	4	0	#DIV/0!		17	13
Volunteer Hours	983.6	781.5	26%		7136	6052

Select Online Statistics
September 2018

Kanopy:

Visits - 2,589

Pages - 3,536

Plays - 477

Minutes - 17,910

Pages/Visit - 1.37

Plays/Visit - 0.18

Lynda.com:

Active users - 2144

New users - 45

Users who logged in - 60

Total log ins - 179

Hours viewed - 296.07

Hours viewed per user who logged in - 4.93

Hours viewed per log in – 1.65

Library Director's Report for October 2018

A Month of Trainings

I was away from the library a considerable amount this month attending some excellent training and workshops. On September 18-20, Kathleen and I attended the Kansas Leadership Center Your Leadership Edge training. It was two and a half days of intensive work on the leadership framework KLC has developed centered on adaptive leadership. The training was excellent, and I intend to send more of our coordinators to future training sessions. The takeaway materials are also excellent. Very excited to dig in deeper and get better at the practices of leadership they recommend.

On September 28, I attended the NEKLS Directors Institute. It was a solid day of training highlighted by a good presentation on time management. On October 1, I attended a training provided by Kansas Health Foundation on board governance. I attended this free training thanks to my membership on the United Way board. It was by far the best board governance training I have ever seen. We definitely need to discuss some of these things at a future board meeting or perhaps even a small retreat. I think the board would benefit greatly from some of the things I learned.

Lastly, on October 3 and 4, Karen, Sherri, and I attended a Beyond Diversity training provided by Lawrence Public Schools. This is the required training for all school staff. It was pretty fantastic and gave me a lot to think about when it comes to racial equity. We attended to get a feel for whether this would be good training for our staff as we will have the opportunity to send more staff thanks to the generosity of the school district. I think it would be advisable to send some of our leadership team, but for our own training, I think we could do something more like a half day workshop that would be effective. I plan to talk to the Beyond Diversity trainers and school district administration about whether they would be interested in some kind of four hour workshop for us.

Update on Diversity, Equity, and Inclusion at LPL

My conversation with the KU Office of Diversity and Equity continues. I met with staff there to discuss a potential work study collaboration that would employ students of color at the library. It has some great potential and am excited to see whether we will be able to implement something by Spring 2019 semester.

Additionally, Kathleen and I submitted a grant application to Institute for Museum and Library Services (IMLS) to seek funding for a pilot project for our inclusive internship idea. More information when we hear back about our initial application.

Respectfully submitted by Brad Allen, October 11, 2018

Monthly Departmental Reports

October 2018

Reports from Coordinators

- **New Staff**

- Accounts - Jeffrey Bergeron
 - We're currently working to fill the position left vacant by Martha. By shifting a few things around we're going to be able to increase the position's hours from 14 to 20. We've had 26 applications turned in and have interviews scheduled this week.

- **New Volunteers**

- Marketing - Heather Kearns
 - Xian is returning to help out with Google Analytics. She'll help me and Leah go deeper into how the new website is doing and produce reports that will help determine next steps to take in evaluating where we're at and where we need to go. She'll work closely with Leah to get started and then be here a couple days a week for about 4-5 hours total.
- Materials Handling
 - New volunteers are coming on board to assist with shelving holds & other tasks: William D. and Ginny H.
- Youth Services
 - Working with Angela to start a family volunteer project of adopting shelves in youth services to shelf read and keep in shape. We plan on promoting this at the National Family Volunteer Day on November 17.

- **New Collections**

- Button Makers for Public Use
 - Two button makers were purchased with Friends Block Grant Funds to make available for use by the public. The details are still being ironed out, but patrons will be able to check them out at the Tech Desk for use in house. Button supplies will be available for purchase too.
- Starlings- Karen Allen
 - We're ALMOST there for Starling Launch. Just need some marketing and we'll be good to go. I'll send an email out to all staff once we're rolling.

- **New Software/Hardware**

- Beta Test - Jeffrey Bergeron & Heather Kearns

- We've started the Cloud Library Assist and Checkout app beta test with a limited number of staff. There were some significant problems with the way the app was working with our system, so Kim decided to delay pushing the app out to the whole staff. Some of those issues have been corrected and hopefully we'll be asking all LPL staff to take a look at the app soon. Tentatively the app will be released to our patrons for testing later this month.
 - Leah is working closely with Kim to ensure everything is ready to go before we deploy any messaging to staff and our public. We have a lot of it already in place, but are waiting to make sure bibliotheca is ready before we ask people to jump in.

- IT

- 18 new computers for the Teen Zone have been ordered. They will replace computers which have been in use since the library opened.
 - Transition to the new Fortigate 200E firewall is complete. All four old Mikrotik routers previously in use have been removed. The new equipment adds extensive functionality and support, especially with regard to security via our subscription to their UTM (unified threat management) service. Further improvements to the network will be ongoing as the configuration is refined. The first target is to establish a staff Wi-Fi network allowing wireless connection to staff network resources.

- **New Partnerships**

- Youth Services

- Site Council: Karen Allen has started attending the Site Council meetings for West Middle School and our Teen Librarian Erica Segraves will be attending the meetings for Central. We both have personal interests in these schools, but the majority of our TZ patrons attend these two schools and we thought it would be beneficial to attend.
 - Erica and Karen worked with LMCMS and the Lawrence Police Department to have some Intro to hanging out at the Library field trips for 6th graders from LMCMS this past month. Our goal was to introduce these students to what the library has to offer, some ground rules for hanging out at the library, and a talk with LPD and library staff about how to be safe when you're on your own at the library and downtown. We thought it was great and would like to extend this program to all 5th graders in the spring with some work with the schools.

- **New Programs/Series**

- Youth Services

- We kicked off the 1000 Books Before Kindergarten program sponsored by the Jedel Family Fund on September 9. We had a great party and have 252 families signed up and 21 of those families have already completed their first 100 books.
 - We had two new programs for kids this month: Homeschool Book Club and Kids Advisory Board
 - Homeschool Book Club was a request from our homeschool families for a program that helped them build community within their school structures in a neutral place that welcomes all homeschool families. We had 24 at our first meeting and discussed our favorite banned/challenged books, and spoke about the importance of libraries, the freedom of information, and how books are chosen for the library. We're discussing spooky books at our next meeting on 10/12.
 - Kids Advisory Board is a program we put on our strategic plan under the **Opportunity** heading with this initiative **The Library will inspire people to connect more deeply as a community**. We had initially thought we would have kids read Advanced Reader Copies of non-fiction for some feedback, but we're having the kids meet monthly to plan a program that they will be putting on themselves as our long term goal in order to give them some more influence to what kinds of activities happen at the library. This also helps us meet our initiative better by having kids work together and connect with the public that will be attending this event. And, this is similar to the way we have conducted our Teen Advisory Board in place, which will prep these kids as they graduate to the Teen Zone.

- Readers' Services

- KCPT (a potential new partner for LPL) and KU Libraries have partnered with us to put on the Great American Read programming that runs from September 11th through October 23rd. KCPT has awarded us up to \$1000 to purchase prizes, decorations and snacks for the Grand Finale episode on October 23rd, which KCPT staff will be attending for the reveal of the America's Best-Loved book.

- Info Services

- The KU School of Public Administration graciously offered to film our Action Civics series, which focused on the roles and responsibilities of local, state, and

federal government, as well as the role of activists and advocacy in shaping government, and ways that citizens can be involved at all levels of government. The series will be posted on the School's YouTube channel following the Kathleen Sebelius event in October.

- **Reports on Signature Events**

- Kristin Soper - While not a signature event, Sarah Smarsh filled up Liberty Hall on September 25th. You can see her (plus cameos from Kathleen, Mary Klayder, and Brad) on C-SPAN Book TV. Her book *Heartland*, at the time of the event, was long listed for the NBA. It has officially also made the short list! This was also the beginning of a great partnership with C-SPAN Book TV. We've already recommended a slew of local authors and locales for them when they come to town later this month. It has been encouraging to send along future author events that they may want to record.
- Youth Services -Hobbit Party and Star Wars Reads Day
 - We had great attendance at these two fandom parties, bringing together community members that love to celebrate libraries, fantasy, and science fiction.

- **Continuing Education/Professional Organization Participation**

- Marketing - Heather + Leah
 - A reminder that we're headed to St. Louis NOV 13-15 for [LMCC](#) (Library Marketing and Communications Conference)
- Youth Services
 - Karen met with the new MALA director and is working on a spring workshop for children's librarians.
 - Many staff members will be attending the Weave a Tale Workshop with Saroj Ghoting (one of the author's of Every Child Ready to Read) and KLA later this month.
 - Karen attended the Beyond Diversity workshop facilitated by USD497 with Sherri and Brad last week. It was fantastic.
- Readers' Services
 - Polli will be helping to put on the LibraryReads Great Midwest Readers' Advisory Unconference in JoCo and will be gone after lunch on Thursday October 18th and October 19th. So far we have two library staff attending.

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

- Collection Services - Pest containment policy and procedure review
 - Brad, Sherri, Amanda, Heather, Jeff, Jon, and Tricia met to review policies and procedures for pest infestations in the library and/or collections. Our current

procedures are working well; looking at expanding our process to include inspection of facilities by trained bedbug sniffing dogs. Also reviewing messaging protocols.

- **All Staff Initiatives**

- Department of the Month - Social Hours went well and were well received overall. Interesting to note, people attending Tuesday morning seemed to have a better experience than those attending Thursday afternoon. Thursday there were far fewer people (not as good for socializing), and maybe it was just a busier time (folks took off immediately and did not ask questions or stick around). We may have to experiment with alternative times or work out a better distribution.

- **Highlight of the Month**

- Teen presentations: Erica and Karen presented a lot this past month! Four department of the month presentations, nine presentations for LMCMS 6th graders, and three presentations for the 7th and 8th grade AVID conference at the College and Career Center. We also hosted a visit from some Olathe Public Librarians who are planning a new teen zone. It was a busy month!
- The Great American Read has been an interesting test for getting the community to rally around reading. The programs have had modest attendance, although we've had enough for rousing conversations with our KU facilitators. Our facilitators have loved the events. Our display is always being looked at and folks are taking the reading lists. We are laying groundwork for continued reading conversations with the community, which ties in with Readers Services departmental goals.

Foundation Director's Report – October 11, 2018

- **Before You Check Out Class.** The Library Foundation will host “Estate Planning 101”, the newest class in the Before You Check Out series. It is scheduled for Thursday, October 25th at 10 am in the library auditorium. Web Golden has graciously agreed to present this informative session on avoiding the perils and pitfalls of estate planning. He promises that it will not be another dry narrative!
- **BFF.** The Foundation and Friends hosted an after hours “Banned Books, Boas and Deja” program on Saturday evening, September 29th. Approximately 90 adults attended, and 70 of them became Friends members! The mission of the Biblio Friends Foundation (BFF) group is to encourage new people to become engaged with the Friends and Foundation.
- **Margie Hildenbrand bequest.** At its September 24th meeting, the Foundation board voted to endow the \$14,440.01 bequest received from Margie Hildenbrand's estate. The funds will be deposited into the unrestricted endowment account at the Douglas County Community Foundation.
- **After Hours at the Library.** The Foundation's special events committee met on Monday, September 17th to start planning for the After Hours at the Library fundraiser. The party will take place on Saturday, March 2nd as part of the Read Across Lawrence Program. The committee will meet again on Monday, October 29th.
- **Year End Fundraising.** On September 20th, members of the Foundation's Fundraising Committee met to outline the end of year fundraising plan. Committee members agreed on a theme of “You Belong Here” that emphasizes the library as an inclusive, educational community center. The recommended schedule is as follows:
 - Week of October 15: Board members email prospective New Chapter Society members to let them know that invitations are in the mail.
 - October 19: New Chapter Society invitations mailed
 - November 13: Annual Friends/Foundation letter mailed
 - December 11: Email reminder to donors who have not responded with link to online fundraising.
- **Building Blocks Planned Giving Conference.** Margie Coggins and I attended the Mid America Planned Giving Council's “Building Blocks Planned Giving Conference at the Kauffman Foundation on Friday, September 28th. The sessions addressed what motivates donors to make a planned gift, best approaches for making “asks,” marketing planned giving programs, and managing your work/life balance.
- **Midco Grant.** The Library Foundation received MIDCO's 2018 sponsorship payment for the computer lab. The \$15,000 gift will be used to update the teen computers.

Internet Access and Safety Policy

Approved by the Lawrence Public Library Board of Trustees, September 20, 1999.

Revised September 21, 2000; August 15, 2001; September 16, 2002; November 18, 2002; November 15, 2004; November 21, 2005; January 20, 2009; and October 13, 2015.

General Statement on Internet Access

Lawrence Public Library (Library) provides public access to the Internet in support of its [mission](#) and to affirm its commitment to the principles of intellectual freedom as expressed in the [Library Bill of Rights](#). Public access to the Internet is a fundamental service of the Library and is provided equally to all patrons.

Patron Responsibility

Patrons who use the Library's computers or wireless network to access the Internet will respect the privacy of other users, abide by United States and Kansas laws, particularly those ensuring the safety of minors, and follow the policies of the Library.

Parents and guardians, not Library staff, are responsible for Internet use by their own minor children, including those who visit the Library without a parent or guardian. Children age 9 and under must be accompanied by an adult.

Use of the Library's computers or wireless network to access the Internet constitutes agreement with this policy.

Unacceptable use includes, but is not limited to:

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act. (K.S.A. Supp. 2013 75-2589)
- Violating individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors
- Sending harassing messages to other computer users
- Accessing or attempting to access secure data in an unauthorized manner
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity, or security
- Violating copyright laws and software licensing agreements

A patron who is observed using a workstation in an unacceptable manner may be subject to:

- Immediate termination of the Internet session
- Suspension of computer use or other Library use privileges
- Notification of appropriate law enforcement officials
- Prosecution

Internet Safety Policy

In compliance with CIPA and the Kansas Children's Internet Protection Act, the Library implements and enforces technology protection measures in an effort to ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene, and to ensure that no

person has access to visual depictions that are child pornography or obscene while using a public access computer.

A Library employee may disable a technology protection measure if

- Requested to do so by a library patron who is not a minor, and
- The requested access is for legitimate research or other lawful purpose

Library staff monitor usage of the online computer network through Internet filtering software, observations of Library staff and other users, and other means.

Patrons who are prevented from accessing web sites which they believe should not be blocked may request they be unblocked via the online form available through the Library's Internet filtering software. Staff will examine the site and determine whether it should be unblocked.

Patrons who encounter web sites which they believe should be blocked, but which are not, may submit a request in writing to the Library Director. Requests must include the URL of the site.

Concerns about enforcement of this policy or observed patron behavior which violate this policy will also be submitted in writing to the Library Director, providing as much detail as possible.

The library will inform patrons of the provisions of this policy by making the policy available on the library's website.

Library Rights and Responsibilities

Library staff will not disclose patrons' use of the Library with respect to information sought or received via the Internet except pursuant to a valid court order or subpoena authorized under federal, state or local law, or as a result of unacceptable use as described herein.

Library staff may establish limits on the length and number of sessions allowed and may reserve some Internet workstations for specific uses.

The Library is not responsible for any unauthorized or illegal activity conducted over the Internet using Library equipment.

The Library is not responsible for loss of data, damage or liability that may occur from files or programs downloaded from the Internet.

The Library cannot guarantee that Internet filters will block offensive and/or illegal materials.

Policy review

This policy will be reviewed at least once every three years by the Library Board of Trustees.