

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

Monday, November 19, 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

- End of Year Budget Estimates
- Form Director Evaluation Committee

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
October 15, 2018
4:30 p.m.

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

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

Guests: None

Call to Order

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

Public Comment

None.

Consent Agenda

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

Director's Report

Brad said he has attended several trainings since the last meeting. He and Kathleen attended *Your Leadership Edge* training from the Kansas Leadership Center. He also attended the NEKLS Director's Institute, a day-long training on board governance presented by the Kansas Health Foundation, and, along with Karen and Sherri, the school district's 2-day *Beyond Diversity* training that is required for all school district staff. He is considering sending other leaders to this training, but may work with school district staff to develop a short version for all library staff. He said he has been working with the KU Office of Diversity on a potential work study program to employ students of color at the library for the spring semester. This is still in development. He and Kathleen have developed an IMLS grant proposal for an inclusion internship pilot program to fund a library school student of color. If the program is successful, the foundation might consider funding future internships from unrestricted funds. The 3-year program proposal would fund a year of library school plus providing a part-time work experience here. They plan to work with NEKLS and the School of Information Management at Emporia State University. This project is in the very early stages of development. He said other information is included in the monthly departmental report included in the packet. The board said it was helpful to receive this report.

Library Foundation Executive Director's Report

Kathleen said the next class in the Foundation's *Before You Check Out* series, Estate Planning 101, will be presented by Web Golden. There was another successful BFF (Biblio Friends Foundation) event on September 29 featuring Deja Brooks as the guest storyteller. About 90 people attended this after-hours

event with a gain of 70 new Friends members. The Foundation is beginning work on its year end fundraising efforts, including the joint Friends/Foundation letter. The Foundation has received Midco's 2018 computer lab sponsorship of \$15,000 which will be used to update teen computers; the Foundation will provide matching funds this year. Capitol Federal has pledged \$12,000 in support of Read Across Lawrence. The Lawrence Journal-World carried an article about the SMART recovery meetings that are being held at the library to provide support to those coping with addictions. The program will be re-evaluated in 6 months.

Friends Report

David said that the fall sale is coming up at end of the month. Last month the Friends gave the library a \$50,000 payment. The Friends are looking into options for providing reusable bags for patrons of the sale.

Ongoing Business

Merit Pay Update

Sherri reported on progress on developing a merit pay structure. The board ask that the revised evaluation form be brought back to board by December or January.

Diversity and Equity Update

Brad said he had covered this in his Director's report. There were no additional questions.

New Business

Review of Kansas Children's Internet Protection Act Compliance

Every 3 years the board is required to review and approve the library's policy regarding CIPA (Children's Internet Protection Act). This is covered by the library's Internet Access policy, a copy of which was included in the board's packet. Judy moved to approve the policy; Joan seconded. All in favor; motion carried. Brad will report back on how our internet filtering software is updated.

Brady asked if a future agenda item might be to begin looking at longer-term options for library service, such as a city-county system similar to Topeka.

Adjournment

Brady moved to adjourn the meeting; Joan seconded. All in favor; motion carried. Meeting adjourned at 5:39 p.m.

The next Board meeting will be Monday, November 19 at 4:30 p.m. at the library in Meeting Room A.

Respectfully submitted,

Sherri Turner

Regular Budget Report									
October 2018									
REVENUES		This Month	Year to Date	Annual Budget	83% of Year		Oct-17		YTD 2017
Tax Fund		\$ 212,486.31	\$ 4,308,495.94	\$ 4,233,000.00	101.78%		\$ 207,820.47		\$ 4,078,261.34
Overdues		\$ 12,768.75	\$ 131,109.55	\$ 148,400.00	88.35%		\$ 11,658.18		\$ 140,131.87
NEKLS		\$ -	\$ 70,850.00	\$ 90,000.00	78.72%		\$ 600.00		\$ 51,223.00
State Aid		\$ -	\$ 27,595.64	\$ 25,000.00	110.38%		\$ -		\$ 28,578.08
Photo Copies		\$ 1,840.73	\$ 17,427.79	\$ 20,000.00	87.14%		\$ 1,549.65		\$ 17,260.29
Coffee Shop Rent		\$ 750.00	\$ 7,500.00	\$ 9,000.00	83.33%		\$ -		\$ 6,750.00
Meeting Room Fees		\$ 1,350.00	\$ 5,900.00	\$ 3,000.00	196.67%		\$ 525.00		\$ 6,425.00
Interest		\$ 4,562.52	\$ 20,785.62	\$ 1,600.00	1299.10%		\$ 4,481.60		\$ 7,223.26
Miscellaneous		\$ -	\$ 615.23	\$ -			\$ (9.68)		\$ 501.47
Total Revenues		\$233,758.31	\$4,590,279.77	\$4,530,000.00	101.33%		\$226,625.22		\$4,336,354.31
EXPENSES									
Salaries & Wages		\$ 209,116.33	\$ 2,066,656.44	\$ 2,500,000.00	82.67%		\$ 198,982.55		\$ 2,026,811.38
Employee Benefits		\$ 26,715.35	\$ 257,847.82	\$ 275,000.00	93.76%		\$ 22,478.74		\$ 209,863.12
Payroll Taxes		\$ 34,995.07	\$ 343,215.88	\$ 420,000.00	81.72%		\$ 32,983.17		\$ 317,181.15
Utilities		\$ 6,421.67	\$ 77,638.83	\$ 96,000.00	80.87%		\$ 6,878.12		\$ 75,238.15
Building Supplies		\$ 2,434.03	\$ 15,965.67	\$ 20,000.00	79.83%		\$ 1,998.34		\$ 15,374.61
Building Repairs & Maintenance		\$ 6,238.10	\$ 44,358.13	\$ 55,000.00	80.65%		\$ 6,765.04		\$ 37,723.84
Library Supplies		\$ 1,566.55	\$ 17,994.16	\$ 25,000.00	71.98%		\$ 1,485.38		\$ 20,341.32
Books & Materials		\$ 68,600.86	\$ 509,567.49	\$ 650,000.00	78.39%		\$ 46,320.78		\$ 451,375.66
Processing Supplies		\$ 5,599.17	\$ 45,019.72	\$ 65,000.00	69.26%		\$ 2,896.77		\$ 30,531.90
Equipment		\$ -	\$ 18,732.50	\$ 10,000.00	187.33%		\$ 5,097.18		\$ 49,379.34
Technology		\$ 7,558.00	\$ 200,804.10	\$ 210,000.00	95.62%		\$ 10,720.40		\$ 180,508.55
Insurance		\$ -	\$ 13,240.00	\$ 15,000.00	88.27%		\$ 1,067.00		\$ 14,366.00
Shipping		\$ 1,150.70	\$ 13,661.27	\$ 19,000.00	71.90%		\$ 1,001.25		\$ 14,039.00
Professional Development		\$ 3,695.41	\$ 27,694.71	\$ 30,000.00	92.32%		\$ 1,420.84		\$ 18,990.83
Book Van & Mileage		\$ 197.01	\$ 1,550.57	\$ 2,000.00	77.53%		\$ 131.14		\$ 1,249.71
Programs		\$ 1,426.82	\$ 15,231.11	\$ 20,000.00	76.16%		\$ 1,245.72		\$ 12,477.00
Professional Fees		\$ 1,386.34	\$ 37,876.14	\$ 40,000.00	94.69%		\$ 3,576.24		\$ 33,200.52
Advertising & Marketing		\$ 2,097.93	\$ 17,515.32	\$ 30,000.00	58.38%		\$ 3,864.25		\$ 27,551.27
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%		\$ -		\$ 21,432.00
Miscellaneous		\$ 304.52	\$ 2,172.28	\$ -			\$ 152.27		\$ 3,185.59
Total Expenses		\$ 379,503.86	\$ 3,742,335.74	\$ 4,530,000.00	82.61%		\$ 349,065.18		\$ 3,560,820.94
CASH BALANCES									
Checking		\$ 1,501,967.08							
Capital Improvement		\$ 610,620.25							

Lawrence Public Library 2018 Outside Funding Report															
		1/1/2018	August	August	September	September	October	October	November	November	December	December			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS															
	KPR-Advertising	\$ 425.87		\$ 287.50		\$ 287.50		\$ 287.50					\$ 3,511.65		
	Summer Reading - ALL	\$ -		\$ 153.95		\$ 31.88		\$ 103.00					\$ 4,525.83		
	Aquarium	\$ 256.77		\$ 300.00		\$ 300.00							\$ 1,016.51		
	Volunteers	\$ 743.55				\$ 103.93							\$ 424.62		
	Read Across Lawrence 2018	\$ 1,548.82				\$ 102.00	\$ 102.00	\$ 4,033.60					\$ (4,033.60)		
	Salaries/Taxes	\$ 16.79		\$ 3,920.46		\$ 3,920.46		\$ 3,920.46					\$ (15,672.49)		
	Block Grant	\$ 39,734.07		\$ 3,874.96	\$ 50,000.00	\$ 1,098.56		\$ 1,928.66					\$ 49,910.35		
		\$ 43,584.71	\$ -	\$ 8,536.87	\$ 50,000.00	\$ 5,844.33	\$ 102.00	\$ 10,273.22	\$ -	\$ -	\$ -	\$ -	\$ 40,541.71		
FOUNDATION															
	Kansas Health Foundation	\$ 2,484.89											\$ 2,134.96		
	Salaries/Taxes - Isaman	\$ -		\$ 3,306.78		\$ 3,306.78	\$ 10,004.71	\$ 3,306.78					\$ (3,306.78)		
	Foundation Expenses to be reimbursed	\$ -		\$ 430.84		\$ 379.18	\$ 948.34	\$ 1,493.93					\$ (1,493.93)		
	Salkind for E-books	\$ 382.88		\$ 2,690.44		\$ 3,784.43		\$ 14,992.25					\$ 2.11		
	Harry Potter	\$ 1,000.00											\$ 490.91		
	Weinberg YS/YA	\$ 1,734.36		\$ 227.90		\$ 3,013.69		\$ 88.19					\$ 8,550.25		
	Milliken Fund	\$ 827.33		\$ 150.00		\$ 174.94		\$ 408.09					\$ 2,784.31		
	Sound & Vision	\$ 935.62		\$ 12.24		\$ 79.29							\$ -		
	Peterson - Technology/Gage Tech	\$ 73.09					\$ 5,000.00						\$ 5,073.09		
	Camin Memorial						\$ 1,130.20	\$ 479.05					\$ 651.15		
	Storytime @Home/Juanita Marsh	\$ 502.66		\$ 67.82		\$ 128.29	\$ 580.00						\$ 886.55		
	Seed Library	\$ 2,929.29						\$ 370.72					\$ 1,804.49		
	Crowe Fund	\$ 1,385.06											\$ 1,332.70		
	Local History/Coan	\$ 1,475.06											\$ 4,971.57		
	MIDCO	\$ 2,366.78					\$ 30,000.00	\$ 7,788.00					\$ 24,578.78		
	General Endowment	\$ 2,222.72											\$ 43,079.97		
	Simpson Grant	\$ 13,962.07					\$ 10,000.00						\$ 13,429.65		
	Youth Services	\$ 1,419.83											\$ 1,419.83		
		\$ 50,701.64	\$ -	\$ 6,886.02	\$ -	\$ 10,866.60	\$ 57,663.25	\$ 28,927.01	\$ -	\$ -	\$ -	\$ -	\$ 123,389.61		
OTHER															
	Memorials/Honor with Books/Bauleke	\$ 131.07					\$ 1,428.95						\$ 1,625.54		
	ALA Teen Intern	\$ -		\$ 764.20		\$ 417.64		\$ 504.90					\$ 117.78		
	Landsberg Bequest	\$ 6,996.11		\$ 474.25		\$ 690.09		\$ 723.13					\$ 2,080.25		
	Lawrence Give Back	\$ 2,626.32											\$ 2,626.32		
	Wurfy	\$ 39.69											\$ 20.99		
	Bibliocommons														
	Merchandise Sales	\$ 993.82	\$ (1,100.14)		\$ (780.40)		\$ 256.00						\$ 117.60		
		\$ 10,787.01	\$ (1,100.14)	\$ 1,238.45	\$ (780.40)	\$ 1,107.73	\$ 1,684.95	\$ 1,228.03	\$ -	\$ -	\$ -	\$ -	\$ 6,588.48		
		\$ 105,073.36													
	Month Total		\$ (1,100.14)	\$ 16,661.34	\$ 49,219.60	\$ 17,818.66	\$ 59,450.20	\$ 40,428.26	\$ -	\$ -	\$ -	\$ -			
										YTD:	\$ 261,859.72	\$ 195,413.28			

Lawrence Public Library
Balance Sheet
As of October 31, 2018

	<u>Oct 31, 18</u>	<u>Oct 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,301,525.20	729,092.68	572,432.52	78.5%
Checking	200,441.88	602,222.48	-401,780.60	-66.7%
Capital Improvement at MIP	610,620.25	574,175.09	36,445.16	6.4%
Total Checking/Savings	<u>2,112,587.33</u>	<u>1,905,490.25</u>	<u>207,097.08</u>	<u>10.9%</u>
Total Current Assets	<u>2,112,587.33</u>	<u>1,905,490.25</u>	<u>207,097.08</u>	<u>10.9%</u>
Other Assets				
Bitcoin Investment	0.00	193.65	-193.65	-100.0%
Petty Cash	1,240.75	1,230.70	10.05	0.8%
Total Other Assets	<u>1,240.75</u>	<u>1,424.35</u>	<u>-183.60</u>	<u>-12.9%</u>
TOTAL ASSETS	<u>2,113,828.08</u>	<u>1,906,914.60</u>	<u>206,913.48</u>	<u>10.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	60,779.46	51,355.49	9,423.97	18.4%
Total Accounts Payable	<u>60,779.46</u>	<u>51,355.49</u>	<u>9,423.97</u>	<u>18.4%</u>
Other Current Liabilities				
Payroll Liabilities	92,205.79	50,712.98	41,492.81	81.8%
Total Other Current Liabilities	<u>92,205.79</u>	<u>50,712.98</u>	<u>41,492.81</u>	<u>81.8%</u>
Total Current Liabilities	<u>152,985.25</u>	<u>102,068.47</u>	<u>50,916.78</u>	<u>49.9%</u>
Total Liabilities	<u>152,985.25</u>	<u>102,068.47</u>	<u>50,916.78</u>	<u>49.9%</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	914,390.47	774,210.12	140,180.35	18.1%
Total Equity	<u>1,960,842.83</u>	<u>1,804,846.13</u>	<u>155,996.70</u>	<u>8.6%</u>
TOTAL LIABILITIES & EQUITY	<u>2,113,828.08</u>	<u>1,906,914.60</u>	<u>206,913.48</u>	<u>10.9%</u>

**Lawrence Public Library
Revenues & Expenses
October 2018**

	Oct 18
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Other	59,194.20
Interest	4,562.52
Meeting Room Fees	1,350.00
Merchandise Sales	256.00
Overdues	12,768.75
Photo Copies	1,840.73
Tax Fund	212,486.31
Total Income	293,208.51
Gross Profit	293,208.51
Expense	
Payroll Expenses	236,300.27
Payroll Taxes	36,014.51
Utilities - Electric	6,421.67
Building Supplies	2,434.03
Building Repairs & Maintenance	6,238.10
Library & Office Supplies	1,566.55
Books & Materials	68,600.86
Processing Supplies	5,599.17
Technology	7,558.00
Shipping	1,150.70
Professional Development	3,695.41
Bookvan & Mileage	197.01
Program Expense	1,426.82
Professional Fees	1,386.34
Advertising	2,097.93
Miscellaneous	304.52
FOUNDATION FUNDING	28,504.85
FRIENDS FUNDING	10,435.38
Total Expense	419,932.12
Net Ordinary Income	-126,723.61
Net Income	-126,723.61

11:25 AM

11/14/18

Lawrence Public Library Vendor Balance Summary

All Transactions

	Nov 15, 18
Advance Insurance Company	612.05
Amazon	5,929.28
ASI	50.00
Baker & Taylor, Inc.	1,169.21
Bob's Janitorial Service	895.00
Body Boutique	434.50
Cassidy Q. Pettie	8.98
Center Point Large Print	44.94
Century Business Technologies	361.38
City of Lawrence	19.20
Copy Co Inc.	2,325.00
Dave Snyder	25.00
Demco, Inc.	920.25
Gale/Cengage Learning	1,349.23
GovConnection, Inc.	12,299.01
Hamco Kansas City, Inc.	669.50
Ingram Library Services	27,929.80
Intuit	29.85
Jayhawk Trophy Co., Inc.	8.00
Jayhawk Tropical Fish	300.00
Kanopy LLC	930.00
Kansas Public Radio	287.50
Kring's Interior Fashion Center	100.00
Lawrence Sign Up LLC	112.00
Margaret Burke	89.43
Mercedes Lucero	25.00
Mid-Continent Public Library	16.95
Midwest Tape	17,380.26
OCLC, Inc.	5,382.42
OverDrive	16,638.44
P1 Group, Inc.	5,083.00
Pur-O-Zone, Inc.	1,101.34
Quill Corporation	525.00
Random House, Inc.	321.00
Recorded Books	927.17
Schendel Services	99.75
Step 'N Wash, Inc.	1,430.85
Tara L. Smith	14.90
The Rohr Chabad Center	100.00
Thomas M. Worker-Braddock	14.45
Unique Management Services	829.78
United Parcel Service	588.35
Vantiv	203.44
VISA 5372	12,208.01
Westar	5,798.97
Withers	408.20
TOTAL	125,996.39

11:37 AM
11/14/18

Lawrence Public Library
Check Detail
November 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electraonic	11/19/2018	ASI	Checking	
Bill		11/02/2018		Professional Fees	-50.00
TOTAL					-50.00
Liability Check	Electronic	11/01/2018	Great West	Checking	
				ING Deferrend Comp	-4,238.00
TOTAL					-4,238.00
Liability Check	Electronic	11/01/2018	Kansas Public Employees Ret...	Checking	
				Employee	-5,563.07
				Company	-17,481.09
				Employee	-3,331.55
				Company	-2,083.51
				Employee	-3,606.75
TOTAL					-32,065.97
Liability Check	Electronic	11/01/2018	Kansas Public Employees Ret...	Checking	
				Retirees	-126.91
TOTAL					-126.91
Liability Check	Electronic	11/01/2018	Kansas Withholding Tax	Checking	
				State Withholding KS	-6,857.00
TOTAL					-6,857.00
Bill Pmt -Check	Electronic	11/19/2018	Advance Insurance Company	Checking	
Bill	December ...	11/14/2018		Group Life Insurance	-612.05
TOTAL					-612.05
Bill Pmt -Check	Electronic	11/19/2018	Intuit	Checking	
Bill	Bill Pay	11/12/2018		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	11/19/2018	United Parcel Service	Checking	
Bill	1448	11/12/2018		Shipping	-588.35
TOTAL					-588.35

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Lawrence Public Library
Check Detail
November 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	11/19/2018	Vantiv	Checking	
Bill	October 20...	11/12/2018		Credit Card Processing	-203.44
TOTAL					-203.44
Bill Pmt -Check	Electronic	11/19/2018	VISA 5372	Checking	
Bill		11/14/2018		In-Service Day	-82.42
				KLA	-3,000.47
				Adult Services	-103.65
				Technical Services	-149.00
				Admin. Dept.	-75.00
				Adult Services	-20.00
				Adult Services	-245.00
				Bookvan & Mileage	-120.77
				Children's Programming	-22.48
				Children's Programming	-60.73
				Children's Programming	-171.85
				Children's Programming	-17.05
				Children's Programming	-82.59
				Children's Programming	-30.67
				Young Adult Program...	-138.47
				Adult Programming	-774.95
				Adult Programming	-116.46
				Shipping	-165.99
				Library & Office Suppli...	-465.70
				Processing Supplies	-316.43
				Liability Insurance	-728.00
				Miscellaneous	-45.98
				Advertising	-2,634.89
				Building Supplies	-682.93
				Telephone	-42.28
				Telephone	-276.14
				Supplies	-71.17
				Software & Licenses	-80.62
				FOUNDATION FUNDI...	-179.69
				FOUNDATION FUNDI...	-107.85
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-74.00
				FOUNDATION FUNDI...	-79.97
				FOUNDATION FUNDI...	-100.00
				Local History	-33.52
				Camin Memorial	-167.96
				Books & Materials	-29.98
				Books & Materials	-19.95
				Periodicals	-49.75
				Steiner Storytelling W...	-553.65
TOTAL					-12,208.01
Bill Pmt -Check	Electronic	11/19/2018	Westar	Checking	
Bill		11/12/2018		Utilities - Electric	-5,798.97
TOTAL					-5,798.97

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11/14/18

Lawrence Public Library
Check Detail
November 2018

Type	Num	Date	Name	Account	Paid Amount
Liability Check	E-pay	11/01/2018	IRS	Checking	
				Federal Withholding	-14,075.00
				Company	-13,054.42
				Employee	-13,054.42
				Company	-3,053.06
				Employee	-3,053.06
TOTAL					-46,289.96
Bill Pmt -Check	8384	11/20/2018	Baker & Taylor, Inc.	Checking	
Bill	2034060449	10/30/2018		Books & Materials	-76.81
Bill	2034060450	10/30/2018		Processing Supplies	-5.90
Bill	5015211962	10/30/2018		Books & Materials	-33.18
Bill	2034031891	10/30/2018		Processing Supplies	-36.91
Bill	2034031890	10/30/2018		Books & Materials	-497.20
Bill	5015202357	10/30/2018		Books & Materials	-104.69
Bill	5015194433	10/30/2018		Books & Materials	-42.65
Bill	5015194434	10/30/2018		Processing Supplies	-3.38
Bill	5015184232	10/30/2018		Books & Materials	-182.13
Bill	2034100205	11/14/2018		Processing Supplies	-1.83
Bill	2034100204	11/14/2018		Books & Materials	-145.69
Bill	5015231561	11/14/2018		Books & Materials	-24.66
Bill	2034073895	11/14/2018		Processing Supplies	-0.05
Bill	2034073894	11/14/2018		Books & Materials	-14.13
TOTAL					-1,169.21
Bill Pmt -Check	8385	11/20/2018	Bob's Janitorial Service	Checking	
Bill	307057	10/30/2018		Building Repairs & Mai...	-200.00
Bill	193246	10/30/2018		Building Repairs & Mai...	-695.00
TOTAL					-895.00
Bill Pmt -Check	8386	11/20/2018	Center Point Large Print	Checking	
Bill	1641458	11/14/2018		Books & Materials	-44.94
TOTAL					-44.94
Bill Pmt -Check	8387	11/20/2018	Century Business Technologies	Checking	
Bill	502575	10/18/2018		Copying	-346.38
Bill	503071	10/25/2018		Copying	-15.00
TOTAL					-361.38
Bill Pmt -Check	8388	11/20/2018	Copy Co Inc.	Checking	
Bill	85059	10/18/2018		Printing	-775.00
Bill	85090	11/12/2018		Printing	-775.00
Bill	85007	11/12/2018		Printing	-775.00
TOTAL					-2,325.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8389	11/20/2018	Demco, Inc.	Checking	
Bill	6488159	11/14/2018		Processing Supplies	-920.25
TOTAL					-920.25
Bill Pmt -Check	8390	11/20/2018	Gale/Cengage Learning	Checking	
Bill	65461169	10/30/2018		Books & Materials	-8.98
Bill	65452183	10/30/2018		Books & Materials	-90.96
Bill	65443823	10/30/2018		Books & Materials	-48.98
Bill	65388438	10/30/2018		Books & Materials	-79.77
Bill	65332709	10/30/2018		Books & Materials	-38.92
Bill	65342660	10/30/2018		Books & Materials	-153.94
Bill	65353915	10/30/2018		Books & Materials	-37.99
Bill	65353187	10/30/2018		Books & Materials	-187.52
Bill	65361770	10/30/2018		Books & Materials	-44.08
Bill	65362300	10/30/2018		Books & Materials	-30.99
Bill	65377057	10/30/2018		Books & Materials	-26.99
Bill	65561719	11/14/2018		Books & Materials	-25.89
Bill	65560552	11/14/2018		Books & Materials	-406.54
Bill	65539285	11/14/2018		Books & Materials	-38.92
Bill	65549252	11/14/2018		Books & Materials	-128.76
TOTAL					-1,349.23
Bill Pmt -Check	8391	11/20/2018	GovConnection, Inc.	Checking	
Bill	56234009	10/25/2018		MIDCO	-1,737.01
Bill	56230467	10/25/2018		MIDCO	-2,596.00
Bill	56234990	10/25/2018		MIDCO	-3,245.00
Bill	56272851	11/12/2018		MIDCO	-1,476.00
Bill	56299467	11/14/2018		MIDCO	-3,245.00
TOTAL					-12,299.01
Bill Pmt -Check	8392	11/20/2018	Hamco Kansas City, Inc.	Checking	
Bill	121516	10/30/2018		Library & Office Suppli...	-669.50
TOTAL					-669.50
Bill Pmt -Check	8393	11/20/2018	Ingram Library Services	Checking	
Bill	37090600	10/30/2018		YA/YS Programs-Wei...	-30.27
Bill	36815417	10/30/2018		Landsberg Gift	-1.64
Bill	36815420	10/30/2018		Landsberg Gift	-1.79
Bill	36916271	10/30/2018		Landsberg Gift	-15.96
Bill	36916272	10/30/2018		Landsberg Gift	-1.64
Bill	36916273	10/30/2018		Landsberg Gift	-15.39
Bill	37051144	10/30/2018		Landsberg Gift	-23.76
Bill	37051145	10/30/2018		Landsberg Gift	-0.82
Bill	37051141	10/30/2018		Landsberg Gift	-3.28
Bill	37051142	10/30/2018		Landsberg Gift	-15.96
Bill	37051143	10/30/2018		Landsberg Gift	-60.42
Bill	36993607	10/30/2018		Landsberg Gift	-29.75
Bill	36993608	10/30/2018		Landsberg Gift	-0.82
Bill	36993604	10/30/2018		Landsberg Gift	-39.32

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Type	Num	Date	Name	Account	Paid Amount
Bill	36993606	10/30/2018		Landsberg Gift	-18.24
Bill	36993605	10/30/2018		Landsberg Gift	-2.46
Bill	36931308	10/30/2018		Landsberg Gift	-72.93
Bill	36931309	10/30/2018		Landsberg Gift	-3.28
Bill	36916269	10/30/2018		Landsberg Gift	-67.01
Bill	36916270	10/30/2018		Landsberg Gift	-3.28
Bill	36931310	10/30/2018		Landsberg Gift	-22.80
Bill	36900366	10/30/2018		Landsberg Gift	-29.71
Bill	36900367	10/30/2018		Landsberg Gift	-1.97
Bill	36868242	10/30/2018		Landsberg Gift	-3.28
Bill	36868241	10/30/2018		Landsberg Gift	-79.81
Bill	37130281	10/30/2018		Processing Supplies	-93.16
Bill	37115342	10/30/2018		Processing Supplies	-26.84
Bill	37115344	10/30/2018		Processing Supplies	-0.30
Bill	37090603	10/30/2018		Processing Supplies	-111.30
Bill	37090605	10/30/2018		Processing Supplies	-1.50
Bill	37111624	10/30/2018		Processing Supplies	-30.98
Bill	37111626	10/30/2018		Processing Supplies	-6.21
Bill	37090607	10/30/2018		Processing Supplies	-0.45
Bill	37070564	10/30/2018		Processing Supplies	-41.60
Bill	37051140	10/30/2018		Processing Supplies	-28.12
Bill	37033413	10/30/2018		Processing Supplies	-41.20
Bill	37060176	10/30/2018		Processing Supplies	-44.98
Bill	37019061	10/30/2018		Processing Supplies	-36.73
Bill	37019063	10/30/2018		Processing Supplies	-21.99
Bill	36993603	10/30/2018		Processing Supplies	-311.27
Bill	37002265	10/30/2018		Processing Supplies	-95.37
Bill	36970202	10/30/2018		Processing Supplies	-26.68
Bill	36949459	10/30/2018		Processing Supplies	-31.54
Bill	36931307	10/30/2018		Processing Supplies	-0.15
Bill	36931305	10/30/2018		Processing Supplies	-77.50
Bill	36916268	10/30/2018		Processing Supplies	-25.72
Bill	36925395	10/30/2018		Processing Supplies	-134.78
Bill	36911559	10/30/2018		Processing Supplies	-68.57
Bill	36890576	10/30/2018		Processing Supplies	-205.31
Bill	36868238	10/30/2018		Processing Supplies	-9.19
Bill	36868240	10/30/2018		Processing Supplies	-23.27
Bill	26846646	10/30/2018		Processing Supplies	-2.10
Bill	36846644	10/30/2018		Processing Supplies	-51.52
Bill	37090601	10/30/2018		Books & Materials	-102.52
Bill	37130280	10/30/2018		Books & Materials	-738.23
Bill	37115341	10/30/2018		Books & Materials	-332.54
Bill	37115343	10/30/2018		Books & Materials	-26.98
Bill	37123841	10/30/2018		Books & Materials	-29.34
Bill	37090602	10/30/2018		Books & Materials	-1,182.18
Bill	37090604	10/30/2018		Books & Materials	-79.50
Bill	37111623	10/30/2018		Books & Materials	-283.77
Bill	37111625	10/30/2018		Books & Materials	-54.47
Bill	37090606	10/30/2018		Books & Materials	-50.35
Bill	37070563	10/30/2018		Books & Materials	-476.78
Bill	37051139	10/30/2018		Books & Materials	-508.45
Bill	37033412	10/30/2018		Books & Materials	-329.52
Bill	37060175	10/30/2018		Books & Materials	-277.41
Bill	37019060	10/30/2018		Books & Materials	-372.06
Bill	37019062	10/30/2018		Books & Materials	-225.86
Bill	36993602	10/30/2018		Books & Materials	-10.25
				Books & Materials	-2,923.34
Bill	37002264	10/30/2018		Books & Materials	-759.06
Bill	36970201	10/30/2018		Books & Materials	-367.50
Bill	36949458	10/30/2018		Books & Materials	-505.42
Bill	36931306	10/30/2018		Books & Materials	-13.19
Bill	36931304	10/30/2018		Books & Materials	-968.38

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Type	Num	Date	Name	Account	Paid Amount
Bill	36916267	10/30/2018		Books & Materials	-260.72
Bill	36925394	10/30/2018		Books & Materials	-468.45
Bill	36911558	10/30/2018		Books & Materials	-376.09
				Books & Materials	-137.32
Bill	36890575	10/30/2018		Books & Materials	-292.59
				Books & Materials	-1,539.11
Bill	36868237	10/30/2018		Books & Materials	-87.15
Bill	36868239	10/30/2018		Books & Materials	-269.97
Bill	36846645	10/30/2018		Books & Materials	-209.32
Bill	36846643	10/30/2018		Books & Materials	-700.38
Bill	36931311	10/30/2018		Landsberg Gift	-0.82
Bill	36846646	11/12/2018		Processing Supplies	-2.10
Bill	37321607	11/14/2018		Landsberg Gift	-25.46
Bill	37321608	11/14/2018		Landsberg Gift	-0.82
Bill	37293408	11/14/2018		Landsberg Gift	-1.64
Bill	37293407	11/14/2018		Landsberg Gift	-36.45
Bill	37273466	11/14/2018		Landsberg Gift	-49.65
Bill	37273467	11/14/2018		Landsberg Gift	-2.61
Bill	37252862	11/14/2018		Landsberg Gift	-19.95
Bill	37252863	11/14/2018		Landsberg Gift	-0.82
Bill	37191502	11/14/2018		Landsberg Gift	-55.83
Bill	37191500	11/14/2018		Landsberg Gift	-35.88
Bill	37191501	11/14/2018		Landsberg Gift	-4.10
Bill	37174523	11/14/2018		Landsberg Gift	-8.35
Bill	37174524	11/14/2018		Landsberg Gift	-167.52
Bill	37174525	11/14/2018		Landsberg Gift	-33.00
Bill	37218978	11/14/2018		Landsberg Gift	-17.09
Bill	37218976	11/14/2018		Landsberg Gift	-34.20
Bill	37218977	11/14/2018		Landsberg Gift	-2.46
Bill	37315099	11/14/2018		Books & Materials	-500.40
Bill	37328083	11/14/2018		Books & Materials	-12.50
Bill	37321605	11/14/2018		Books & Materials	-23.94
Bill	37321603	11/14/2018		Books & Materials	-461.50
Bill	37293403	11/14/2018		Books & Materials	-1,820.44
Bill	37293402	11/14/2018		Books & Materials	-16.50
Bill	37293405	11/14/2018		Books & Materials	-100.12
Bill	37174521	11/14/2018		Books & Materials	-23.94
Bill	37273464	11/14/2018		Books & Materials	-668.71
Bill	37252858	11/14/2018		Books & Materials	-617.14
Bill	37232767	11/14/2018		Books & Materials	-577.59
Bill	37232765	11/14/2018		Books & Materials	-216.07
Bill	37218974	11/14/2018		Books & Materials	-445.36
Bill	37226360	11/14/2018		Books & Materials	-109.76
Bill	37191498	11/14/2018		Books & Materials	-1,783.99
Bill	37174519	11/14/2018		Books & Materials	-831.48
Bill	37147414	11/14/2018		Books & Materials	-561.31
Bill	37158122	11/14/2018		Books & Materials	-357.68
Bill	37158124	11/14/2018		Books & Materials	-368.07
Bill	37315100	11/14/2018		Processing Supplies	-99.96
Bill	37321606	11/14/2018		Processing Supplies	-0.30
Bill	37321604	11/14/2018		Processing Supplies	-32.77
Bill	37293404	11/14/2018		Processing Supplies	-229.84
Bill	37293406	11/14/2018		Processing Supplies	-1.05
Bill	37174522	11/14/2018		Processing Supplies	-0.30
Bill	37273465	11/14/2018		Processing Supplies	-43.79
Bill	37252859	11/14/2018		Processing Supplies	-54.86
Bill	37232768	11/14/2018		Processing Supplies	-38.36
Bill	37232766	11/14/2018		Processing Supplies	-17.53
Bill	37218975	11/14/2018		Processing Supplies	-28.04
Bill	37226361	11/14/2018		Processing Supplies	-15.91
Bill	37191499	11/14/2018		Processing Supplies	-167.04
Bill	37174520	11/14/2018		Processing Supplies	-31.44

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Type	Num	Date	Name	Account	Paid Amount
Bill	37147415	11/14/2018		Processing Supplies	-39.17
Bill	37158123	11/14/2018		Processing Supplies	-47.92
Bill	37158125	11/14/2018		Processing Supplies	-34.15
TOTAL					-27,929.80
Bill Pmt -Check	8394	11/20/2018	Jayhawk Trophy Co., Inc.	Checking	
Bill	62448	11/12/2018		Miscellaneous	-8.00
TOTAL					-8.00
Bill Pmt -Check	8395	11/20/2018	Jayhawk Tropical Fish	Checking	
Bill	160080	11/12/2018		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8396	11/20/2018	Kanopy LLC	Checking	
Bill	120206-PPU	10/25/2018		Books & Materials	-346.00
Bill	138767 - P...	11/14/2018		Books & Materials	-584.00
TOTAL					-930.00
Bill Pmt -Check	8397	11/20/2018	Kansas Public Radio	Checking	
Bill	143430	11/12/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8398	11/20/2018	Kring's Interior Fashion Center	Checking	
Bill	CG803461	11/12/2018		Building Repairs & Mai...	-100.00
TOTAL					-100.00
Bill Pmt -Check	8399	11/20/2018	Lawrence Sign Up LLC	Checking	
Bill	11716	10/18/2018		Advertising	-112.00
TOTAL					-112.00
Bill Pmt -Check	8400	11/20/2018	Mid-Continent Public Library	Checking	
Bill	ILL# 19065...	11/12/2018		Overdues	-16.95
TOTAL					-16.95

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8401	11/20/2018	Midwest Tape	Checking	
Bill	96562404	10/30/2018		Books & Materials	-404.89
Bill	96562403	10/30/2018		Books & Materials	-1,176.08
Bill	96555131	10/30/2018		Books & Materials	-23.98
Bill	96552449	10/30/2018		Books & Materials	-190.80
Bill	96544024	10/30/2018		Books & Materials	-59.05
Bill	96544855	10/30/2018		Books & Materials	-31.47
Bill	96544026	10/30/2018		Books & Materials	-22.49
Bill	96544027	10/30/2018		Books & Materials	-51.73
Bill	96544857	10/30/2018		Books & Materials	-128.20
Bill	96533799	10/30/2018		Books & Materials	-123.71
Bill	96533797	10/30/2018		Books & Materials	-197.08
Bill	96540914	10/30/2018		Books & Materials	-329.91
Bill	96540913	10/30/2018		Books & Materials	-962.48
				Books & Materials	-37.49
Bill	96524016	10/30/2018		Books & Materials	-23.39
Bill	96524015	10/30/2018		Books & Materials	-71.34
Bill	96522918	10/30/2018		Books & Materials	-134.29
Bill	96525110	10/30/2018		Books & Materials	-93.07
Bill	96522421	10/30/2018		Books & Materials	-179.92
Bill	96525112	10/30/2018		Books & Materials	-226.36
Bill	96522806	10/30/2018		Books & Materials	-86.22
Bill	96524018	10/30/2018		Books & Materials	-119.94
Bill	96518036	10/30/2018		Books & Materials	-483.45
				Books & Materials	-9.74
Bill	96518039	10/30/2018		Books & Materials	-14.99
Bill	96518037	10/30/2018		Books & Materials	-649.81
Bill	96513480	10/30/2018		Books & Materials	-72.69
Bill	96511238	10/30/2018		Books & Materials	-74.64
Bill	96513482	10/30/2018		Books & Materials	-28.49
Bill	96511990	10/30/2018		Books & Materials	-92.96
Bill	96486257	10/30/2018		Books & Materials	-89.21
Bill	96486255	10/30/2018		Books & Materials	-118.71
Bill	96580915	11/12/2018		Processing Supplies	-556.50
Bill	96606204	11/14/2018		Books & Materials	-253.43
Bill	96606202	11/14/2018		Books & Materials	-32.07
Bill	96589594	11/14/2018		Books & Materials	-148.89
Bill	96591108	11/14/2018		Books & Materials	-89.96
Bill	96590475	11/14/2018		Books & Materials	-150.70
Bill	96589592	11/14/2018		Books & Materials	-179.11
Bill	96590473	11/14/2018		Books & Materials	-38.97
Bill	96588086	11/14/2018		Books & Materials	-639.32
Bill	96588087	11/14/2018		Books & Materials	-347.91
Bill	96584333	11/14/2018		Books & Materials	-122.94
Bill	96584331	11/14/2018		Books & Materials	-77.33
Bill	96577696	11/14/2018		Books & Materials	-117.35
Bill	96577698	11/14/2018		Books & Materials	-85.47
Bill	96568459	11/14/2018		Books & Materials	-88.47
Bill	96567799	11/14/2018		Books & Materials	-84.68
Bill	96582618	11/14/2018		Books & Materials	-8,058.58
TOTAL					-17,380.26
Bill Pmt -Check	8402	11/20/2018	OCLC, Inc.	Checking	
Bill	627544	11/12/2018		Collections	-5,382.42
TOTAL					-5,382.42

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8403	11/20/2018	OverDrive	Checking	
Bill	06809CO1...	10/30/2018		Books & Materials	-536.41
Bill	06809CO1...	10/30/2018		Books & Materials	-624.01
Bill	06809CO1...	10/30/2018		Books & Materials	-444.96
Bill	06809DA1...	10/30/2018		Books & Materials	-435.00
Bill	06809CO1...	10/30/2018		Books & Materials	-7.99
Bill	06809DA1...	10/30/2018		Books & Materials	-23.99
Bill	06809CO1...	10/30/2018		Books & Materials	-1,201.86
Bill	06809DA1...	10/30/2018		Books & Materials	-515.90
Bill	06809DA1...	10/30/2018		Books & Materials	-319.96
Bill	06809DA1...	10/30/2018		Books & Materials	-253.49
Bill	06809CO1...	10/30/2018		Books & Materials	-379.83
Bill	06809CO1...	10/30/2018		Books & Materials	-1,209.45
Bill	06809CO1...	10/30/2018		Books & Materials	-859.92
Bill	06809CO1...	10/30/2018		Books & Materials	-260.78
Bill	06809CO1...	10/30/2018		Books & Materials	-366.94
Bill	06809CO1...	10/30/2018		Books & Materials	-470.94
Bill	06809CO1...	10/30/2018		Books & Materials	-684.95
Bill	06809CO1...	10/30/2018		Books & Materials	-388.32
Bill	06809CO1...	10/30/2018		Books & Materials	-101.92
Bill	06809CO1...	10/30/2018		Books & Materials	-899.83
Bill	06809DA1...	10/30/2018		Books & Materials	-1,048.36
Bill	06809CO1...	10/30/2018		Books & Materials	-228.00
Bill	06809DA1...	10/30/2018		Books & Materials	-1,104.13
				Salkind Gift	-68.80
Bill	06809CO1...	11/14/2018		Books & Materials	-174.98
Bill	06809CO1...	11/14/2018		Books & Materials	-481.96
Bill	06809CO1...	11/14/2018		Books & Materials	-817.85
Bill	06809DA1...	11/14/2018		Books & Materials	-59.99
Bill	06809CO1...	11/14/2018		Books & Materials	-856.52
Bill	06809CO1...	11/14/2018		Books & Materials	-491.98
Bill	06809DA1...	11/14/2018		Books & Materials	-314.99
Bill	06809DA1...	11/14/2018		Books & Materials	-300.00
Bill	06809DA1...	11/14/2018		Books & Materials	-704.43
TOTAL					-16,638.44
Bill Pmt -Check	8404	11/20/2018	P1 Group, Inc.	Checking	
Bill	49749	10/18/2018		Building Repairs & Mai...	-5,083.00
TOTAL					-5,083.00
Bill Pmt -Check	8405	11/20/2018	Pur-O-Zone, Inc.	Checking	
Bill	765258	10/25/2018		Building Supplies	-170.17
Bill	765582	10/30/2018		Building Supplies	-232.99
Bill	766011	10/30/2018		Building Supplies	-276.86
Bill	766523	11/12/2018		Building Supplies	-421.32
TOTAL					-1,101.34

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8406	11/20/2018	Quill Corporation	Checking	
Bill	1985850	10/25/2018		Library & Office Suppli...	-88.65
Bill	2332379	11/12/2018		Building Supplies	-45.29
Bill	2244427	11/12/2018		Building Supplies	-21.18
				Adult Programming	-32.94
				Library & Office Suppli...	-17.97
Bill	2562445	11/14/2018		Library & Office Suppli...	-318.97
TOTAL					-525.00
Bill Pmt -Check	8407	11/20/2018	Random House, Inc.	Checking	
Bill	1082089958	10/18/2018	Random House, Inc.	Accounts Payable	0.00
Bill	1083198192	10/18/2018		Books & Materials	-22.50
Bill	1083687527	10/30/2018		Books & Materials	-60.00
Bill	1083689421	10/30/2018		Books & Materials	-18.75
Bill	1083115938	10/30/2018		Books & Materials	-28.50
Bill	1083150576	10/30/2018		Books & Materials	-26.25
Bill	1083451760	10/30/2018		Books & Materials	-30.00
Bill	1183451760	10/30/2018		Books & Materials	-33.75
Bill	1084066321	11/14/2018		Books & Materials	-33.75
Bill	1084333076	11/14/2018		Books & Materials	-67.50
TOTAL					-321.00
Bill Pmt -Check	8408	11/20/2018	Recorded Books	Checking	
Bill	76018511	10/30/2018		Books & Materials	-223.48
Bill	76019701	10/30/2018		Books & Materials	-39.99
Bill	76020079	10/30/2018		Books & Materials	-34.05
Bill	76019440	10/30/2018		Books & Materials	-155.89
Bill	76013125	10/30/2018		Books & Materials	-176.62
Bill	76014024	10/30/2018		Books & Materials	-74.25
Bill	76013365	10/30/2018		Books & Materials	-55.65
Bill	76022339	10/30/2018		Books & Materials	-87.30
Bill	76023552	11/14/2018		Books & Materials	-79.94
TOTAL					-927.17
Bill Pmt -Check	8409	11/20/2018	Schendel Services	Checking	
Bill	30270299	11/14/2018		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8410	11/20/2018	Step 'N Wash, Inc.	Checking	
Bill	4361	11/12/2018		Block Grant	-1,430.85
TOTAL					-1,430.85

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8411	11/20/2018	Unique Management Services	Checking	
Bill	475862	11/12/2018		Professional Fees	-149.58
Bill	475861	11/12/2018		Professional Fees	-680.20
TOTAL					-829.78
Bill Pmt -Check	8412	11/20/2018	Withers	Checking	
Bill	197551	10/30/2018		Building Supplies	-408.20
TOTAL					-408.20
Bill Pmt -Check	28465	11/19/2018	Amazon	Checking	
Bill	983454544...	10/18/2018	Amazon	Accounts Payable	0.00
Bill	5069806	10/18/2018		Block Grant	-58.66
Bill	5054608	10/18/2018		Supplies	-59.98
Bill	4824234	10/18/2018		Supplies	-24.99
Bill	3995465	10/18/2018		Children's Programming	-64.00
Bill	693666479...	10/18/2018		Books & Materials	-234.52
				Books & Materials	-29.88
Bill	989759799...	10/18/2018		Books & Materials	-59.99
Bill	747858645...	10/18/2018		Books & Materials	-131.67
				Books & Materials	-120.63
Bill	433954793...	10/18/2018		Books & Materials	-47.99
Bill	484597584...	10/18/2018		Books & Materials	-71.97
Bill	677655663...	10/18/2018		Books & Materials	-119.98
Bill	795494573...	10/18/2018		Books & Materials	-14.28
Bill	433966439...	10/18/2018		Books & Materials	-11.88
Bill	635555336...	10/18/2018		Books & Materials	-16.35
Bill	7211406	10/18/2018		Young Adult Program...	-19.98
Bill	3995465	10/18/2018		Children's Programming	-12.65
Bill	6317817	10/18/2018		Building Supplies	-177.84
Bill	3446601	10/25/2018		Library & Office Suppli...	-9.99
Bill	6941034	10/25/2018		Young Adult Program...	-9.99
Bill	6941034	10/25/2018		Young Adult Program...	-21.14
				Children's Programming	-26.66
Bill	5581828	10/25/2018		Camin Memorial	-192.80
Bill	5904228	10/30/2018		Books & Materials	-15.98
				Books & Materials	-59.96
Bill	7158652	10/30/2018		Books & Materials	-17.44
Bill	7920257	10/30/2018		Books & Materials	-11.33
Bill	6495400	10/30/2018		Books & Materials	-17.49
				Books & Materials	-54.62
				Books & Materials	-59.23
				Books & Materials	-16.95
				Books & Materials	-27.99
				Books & Materials	-55.09
Bill	1562642	10/30/2018		Books & Materials	-119.90
Bill	1562642	10/30/2018		Books & Materials	-9.99
Bill	3969834	10/30/2018		Books & Materials	-59.96
Bill	0397823	10/30/2018		Books & Materials	-119.92
Bill	9928222	10/30/2018		Books & Materials	-77.28
				Books & Materials	-15.00
Bill	7843460	10/30/2018		Books & Materials	-43.93
Bill	7221007	10/30/2018		Books & Materials	-208.92
				Books & Materials	-9.11
				Books & Materials	-26.81

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11/14/18

Lawrence Public Library
Check Detail
November 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	0821852	10/30/2018		Books & Materials	-12.74
Bill	5904228	10/30/2018		Books & Materials	-39.99
Bill	1063432	10/30/2018		Books & Materials	-48.59
Bill	8735424	10/30/2018		Books & Materials	-119.97
Bill	1562642	10/30/2018		Books & Materials	-16.41
Bill	5904228	10/30/2018		Books & Materials	-119.98
Bill	2170632	10/30/2018		Books & Materials	-10.69
Bill	6178643	10/30/2018		Books & Materials	-29.49
Bill	9090628	10/30/2018		Books & Materials	-29.49
Bill	3982618	10/30/2018		Books & Materials	-12.30
				Books & Materials	-61.08
				Books & Materials	-197.39
				Books & Materials	-201.37
				Books & Materials	-33.96
				Books & Materials	-7.99
Bill	9895451	10/30/2018		Books & Materials	-23.88
Bill	3642615	10/30/2018		Books & Materials	-28.68
Bill	5669847	10/30/2018		Books & Materials	-37.98
Bill	3934661	10/30/2018		Books & Materials	-119.98
Bill	0481055	10/30/2018		Building Supplies	-9.50
Bill	8445805	10/30/2018		Advertising	-397.06
Bill	3053853	10/30/2018		Building Supplies	-156.91
Bill	0199434	10/30/2018		Young Adult Program...	-45.00
Bill	7437857	10/30/2018		Camin Memorial	-21.59
Bill	1042607	10/30/2018		Camin Memorial	-264.66
				Young Adult Program...	-7.95
Bill	0199434	11/02/2018		Young Adult Program...	-29.99
Bill	4418617	11/02/2018		Camin Memorial	-240.40
Bill	5609816	11/12/2018		Library & Office Suppli...	-85.90
Bill	9449835	11/12/2018		Supplies	-144.12
Bill	8561002	11/12/2018		Children's Programming	-38.29
Bill	3541854	11/14/2018		Books & Materials	-141.08
				Books & Materials	-13.49
				Books & Materials	-204.17
				Block Grant	-29.95
Bill	2801003	11/14/2018		Books & Materials	-14.49
Bill	2770663	11/14/2018		Books & Materials	-11.27
Bill	2770663	11/14/2018		Books & Materials	-79.76
Bill	4795437	11/14/2018		Books & Materials	-25.58
Bill	0273825	11/14/2018		Books & Materials	-33.94
Bill	3781828	11/14/2018		Books & Materials	-34.23
Bill	5678628	11/14/2018		Books & Materials	-54.99
Bill	7560218	11/14/2018		Books & Materials	-11.15
Bill	8735424	11/14/2018		Books & Materials	-50.98
Bill	5904228	11/14/2018		Books & Materials	-10.35
Bill	6810627	11/14/2018		Books & Materials	-24.49
Bill	5340241	11/14/2018		Library & Office Suppli...	-31.31
TOTAL					-5,929.28
Bill Pmt -Check	28466	11/19/2018	Body Boutique	Checking	
Bill	M.Moore	10/18/2018		Membership & Dues	-434.50
TOTAL					-434.50

11:37 AM
11/14/18

Lawrence Public Library
Check Detail
November 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28467	11/19/2018	Cassidy Q. Pettie	Checking	
Bill	REFUND	10/30/2018		Overdues	-8.98
TOTAL					-8.98
Bill Pmt -Check	28468	11/19/2018	City of Lawrence	Checking	
Bill	Parking-J....	11/12/2018		Miscellaneous	-19.20
TOTAL					-19.20
Bill Pmt -Check	28469	11/19/2018	Margaret Burke	Checking	
Bill	KLA Expen...	10/30/2018		KLA	-89.43
TOTAL					-89.43
Bill Pmt -Check	28470	11/19/2018	Mercedes Lucero	Checking	
Bill	12-5-18	11/12/2018		Children's Programming	-25.00
TOTAL					-25.00
Bill Pmt -Check	28471	11/19/2018	Tara L. Smith	Checking	
Bill	REFUND	11/12/2018		Overdues	-14.90
TOTAL					-14.90
Bill Pmt -Check	28472	11/19/2018	The Rohr Chabad Center	Checking	
Bill	12-7-18	11/12/2018		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28473	11/19/2018	Thomas M. Worker-Braddock	Checking	
Bill	REFUND	11/12/2018		Overdues	-14.45
TOTAL					-14.45
Bill Pmt -Check	28474	11/19/2018	Dave Snyder	Checking	
Bill	12-5-18	11/12/2018		Children's Programming	-25.00
TOTAL					-25.00

Lawrence Public Library

Monthly Statistical Summary--October 2018

INDICATOR	October		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	6.45	6.47	0%			
Reference Transactions per Capita	1.36	1.45	-6%			
Program Attendance per Capita	0.53	0.60	-12%			
Circulation per Capita	12.43	11.94	4%			
Circulation per Visit	1.93	1.85	4%			
Total Holdings per Capita	2.05	2.04	0%			
% of Lawrence Residents Registered	57%	55%	4%			

Circulation--Adult Total	70,172	66,872	5%	709,679	718,144	-1%
Circulation--Young Adult Total	3,927	3,116	26%	38,458	36,523	5%
Circulation--Youth Total	29,002	27,509	5%	297,875	301,450	-1%
Circulation--Bookmobile	1,134	875	30%	10,163	9,393	8%
Circulation--Book Lockers	901	952	-5%	9,626	5,469	76%
Circulation--Audiovisual Total	41,166	34,903	18%	403,382	393,934	2%
Circulation--Total	103,101	97,497	6%	1,046,012	1,056,117	-1%

Reference Transactions	11,317	11,852	-5%	128,081	137,081	-7%
User Visits	53,487	52,789	1%	557,863	569,671	-2%
LPL Web Site Visits	18,055	17,964	1%	191,008	187,940	2%

Holdings--Added	3,721	3,477	7%	31,922	31,145	2%
Holdings--Withdrawn	4,020	3,967	1%	32,981	44,908	-27%
Holdings--Total	203,604	199,600	2%			

Cardholders--Added	641	524	22%			
Active Cardholders--Total	69,030	65,445	5%			

Adult Programs	21	50	-58%	300	391	-23%
Young Adult Programs	23	23	0%	153	150	2%
Youth Programs	74	71	4%	649	630	3%
Total Programs	118	144	-18%	1,102	1,171	-6%
Total Program Attendance	4,356	4,882	-11%	50,923	47,860	6%
Public Uses of Meeting Rooms	894	858	4%	9,245	8,689	6%

Total Paid Staff (FTE)	66.29	63.48	4%			
Total Number of Employees	85	86	-1%			

Lawrence Public Library						
Monthly Statistical Report--October 2018						
	October		Percent		YTD	YTD
	2018	2017	Change		2018	2017
			2017-2018			2017-2018
OUTPUT MEASURES						
Service Area Population	99,496	97,948	2%			
User Visits per Capita	6.45	6.47	0%			
Reference Transactions per Capita	1.36	1.45	-6%			
Program Attendance per Capita	0.53	0.60	-12%			
Circulation per Capita	12.43	11.94	4%			
Total Holdings per Capita	2.05	2.04	0%			
Collection Turnover--Total	6.16	5.94	4%			
Collection Turnover--Adult	6.63	6.43	3%			
Collection Turnover--Young Adult	3.99	3.32	20%			
Collection Turnover--Youth	5.61	5.41	4%			
Collection Turnover--Audiovisual	11.49	9.86	17%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	32458	32260	1%	337928	334944	1%
Circulation--Adult Periodicals	1114	849	31%	9941	9754	2%
Circulation--Adult Feature Films & TV Shows	23624	21612	9%	236071	245503	-4%
Circulation--Electronic Games	1665	1515	10%	17414	18128	-4%
Circulation--Adult Music CDs	4685	5353	-12%	46788	56820	-18%
Circulation--Adult Audio Books	6523	5276	24%	60820	52911	15%
Circulation--eReaders	7	7	0%	80	84	-5%
Circulation--Other New	96			637		
Circulation--Adult Total	70172	66872	5%	709679	718144	-1%
Circulation--YA Books and NF Videos	3450	2824	22%	34441	33659	2%
Circulation--YA Periodicals	1	7	-86%	79	157	-50%
Circulation--YA Audio Books	476	285	67%	3938	2707	45%
Circulation--YA Total	3927	3116	26%	38458	36523	5%
Circulation--Youth Books and NF Videos	26694	25640	4%	275502	280762	-2%
Circulation--Youth Periodicals	91	91	0%	1200	926	30%
Circulation--Youth Music CDs	440	353	25%	4374	3890	12%
Circulation--Youth Audio Books	1777	1425	25%	16799	15872	6%
Circulation--Youth Total	29002	27509	5%	297875	301450	-1%

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2017-2018			2017-2018
Circulation--Bookmobile	1134	875	30%		10163	9393
Circulation--Book Lockers	901	952	-5%		9626	5469
Circulation--Total Books	62602	61944	1%		647871	681328
Circulation--Total Periodicals	1206	947	27%		11220	10837
Circulation--Total Audiovisual	41166	34903	18%		403382	393934
Circulation Total	103101	97497	6%		1046012	1056117
Staff Assisted Circulation	4585	4011	14%		40414	46095
Self Check Circulation	71206	70962	0%		750591	779740
Percent Self Check	94%	95%	-1%		95%	94%
Online Renewals	15931	15123	5%		154187	158492
Other Staff Checkouts	148	94	57%		1225	977
Requests Placed	19532	18387	6%		200361	190244
Requests Filled	18272	17091	7%		181820	172488
Requests Unclaimed	2774	2570	8%		26641	25535
Interlibrary Loan Items Borrowed for LPL Patrons	422	394	7%		4608	3662
Interlibrary Loan Items Loaned from LPL Collection	650	555	17%		5635	5951
OTHER LIBRARY SERVICES						
User Visits	53487	52789	1%		557863	569671
Public Computer Usage	7566	8588	-12%		82999	90761

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2017-2018			2017-2018
Adult Reference Transactions	1417	1265	12%		14891	14588
Young Adult Reference Transactions	1095	763	44%		10245	9867
Youth Reference Transactions	1130	1136	-1%		14407	14787
IT Desk	963	1319	-27%		19215	17361
Welcome Desk	1845	2257	-18%		20416	24373
Phone Calls	1575	1778	-11%		16379	18702
Accounts Desk	3292	3334	-1%		32528	37403
Total Reference Transactions	11317	11852	-5%		128081	137081
Public-Sponsored Uses of Meeting Rooms	894	858	4%		9245	8689
LPL Web Site Visits	18055	17964	1%		191008	187940
RESOURCES						
Holdings--Total	203604	199600	2%			
Holdings--Adult	128857	126513	2%			
Holdings--Young Adult	11844	11299	5%			
Holdings--Youth	62903	61788	2%			
Holdings--Audiovisual	43005	42496	1%			
Holdings--eReaders	9	10	-10%			
Holdings Added	3721	3477	7%		31922	31145
Holdings Withdrawn	4020	3967	1%		32981	44908
Holdings Net Change	596	1691	-65%		5345	-7931
LIBRARY PATRONS						
Total Active Cardholders	69030	65445	5%			
Cardholders Added	641	524	22%		6792	7434
Cardholders Transacting	14146	13747	3%		141371	133955
Percent of Cardholders Transacting	20%	21%	-2%			
Total Number of Lawrence Residents Registered	56407	53596	5%			
Percent of Lawrence Residents Registered	57%	55%	4%			

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2018	2017	Change		2018	2017
			2018-2017			2018-2017
PROGRAMMING						
Number of Adult Programs	21	50	-58%		300	391
Number of Young Adult Programs	23	23	0%		153	150
Number of Youth Programs	74	71	4%		649	630
Number of Senior Programs (With Adult)						
Total Programs	118	144	-18%		1102	1171
Adult Program Attendance	720	1467	-51%		11327	9447
Young Adult Program Attendance	690	458	51%		6125	4107
Youth Program Attendance	2946	2957	0%		33471	34306
Senior Program Attendance (With Adult)						
Total Program Attendance	4356	4882	-11%		50923	47860
STAFFING						
Total Paid Staff, in Full-Time Equivalents	66.29	63.48	4%			
ALA-MLS Librarians, in Full-Time Equivalents	17.37	17.9	-3%			
Number of Employees--Total	85	86	-1%			
Number of Employees--Full-Time	46	40	15%			
Number of Employees--Part-Time	39	46	-15%			
Terminations	0	1	-100%		12	15
Hirings	0	1	N/A		17	14
Volunteer Hours	817.8	677.7	21%		7953.8	6729.7

Select Online Statistics October 2018

Kanopy:

Plays - 2,147

Pages - 2,767

Plays - 454

Minutes - 15,053

Pages/Visit - 1.29

Plays/Visit - 0.2

Lynda.com:

Active Users - 2173

New Users - 29

Users who logged in - 56

Total log ins - 194

Hours viewed - 343.63

Hours viewed per user who logged in - 6.14

Hours viewed per log in - 1.77

Library Director's Report for November 2018

Meetings About Merit Pay

Sherri and I attended several departmental meetings to share our progress on exploring a merit pay system as well as field any questions or concerns people might have. The most frequently asked question was, "Why are we doing this?" Additionally, many people felt that merit could potentially introduce unnecessary competition and hard feelings among a pretty tight knit, collegial staff. We assured staff that should we move forward with implementation of a merit pay plan, we could do our best to insure fair standards and clear expectations on how to meet standards to qualify for merit pay. Overall, these were very good discussions with staff.

Another Update on Diversity, Equity, and Inclusion at LPL

We are moving closer to initiating a paid internship program for KU students of color at Lawrence Public Library. Staff at the KU Office of Diversity and Equity are getting everything in order on their end and recruiting potential interns. I will continue to update you as this moves forward in the next couple months. We should be able to achieve internship placements for the spring semester.

Last month, I mentioned that Kathleen submitted a grant application to Institute for Museum and Library Services (IMLS) to seek funding for a pilot project for our inclusive internship idea. Sadly, our application was denied due to a technicality. We filed under the Library Foundation because we already had a grants.gov account for the Foundation, but apparently the library has to make the grant application itself. Despite our appeal for reconsideration, they reaffirmed their denial. Not sure where this leaves us for potential implementation of this project. We plan to submit an application again next year.

Respectfully submitted by Brad Allen, November 14, 2018

Monthly Departmental Reports

November 2018

New Staff

- Accounts: Jacob Cockerill started in a 20-hour regular part time position in Accounts on 10-28-18.
- Info Services: Currently interviewing candidates to fill the position vacated by Liz Steuwe
- Youth Services: Will start interviews for Pete's position on Friday.

New Volunteers

- 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

- Readers Services: Through a generous donation from Mary Winter, our Book Club services and collections will be getting a boost. We will be replacing old Kindles and purchasing more for additional Kindle bags, using money to buy NEW titles, and creating a special Mary's Reads collection that will feature selections chosen by Mary, an avid readers and book club member.
- Cataloging & Collection Development: We are now adding Blu-ray movies and TV shows to the media collection. They have the same check out periods and limits as the DVDs.

New Software/Hardware

- Marketing: New website report--we just passed the 6-month mark with our new website and the Webteam is currently evaluating the effectiveness of how it's organized based on staff and user feedback. Marketing is also working with a data-savvy volunteer, Xian Li, to use Google Analytics to gain insight into how the webpage is performing.
- Teen / Technology: The Teen Zone will be getting some new computers next week! These will replace the machines we started with in the new building that have slowly

been failing. All 18 computers will be replaced. Tiny-in-One stands will allow us to re-use the monitors and clean up the tables.

New Partnerships

- Info Services: Coordinating with the Jayhawk Health Initiative to provide drop-in Healthcare Marketplace assistance during open enrollment.
- Youth Services: Vanessa has been working with the Edgewood community. She attended their Zombie 5K and has visited their preschool, Positive Bright Start. This will be one of the centers she will be visiting on a regular basis. They also have a youth center in their neighborhood that she is going to check out.

New Programs/Series

- Technology: We are starting a new series of Lynda.com based public programs this month. We plan to feature one Lynda.com training course each month through 2019. Each program will be loosely based on a Lynda.com course and will feature some basic training or course highlights followed by Q&A. The first program will be led by Sean and is based on Gmail Essential Training.

Reports on Signature Events

- Youth Services
 - The Weave a Tale Workshop with Saroj Ghoting at KLA was great. She presented about Supercharged Storytimes which covered intentionality with early literacy in storytimes as well as how to evaluate and reflect on your work. This is the workshop we present annually at KLA with an outside speaker, funded in memory of Joyce Steiner.
 - We celebrated Kansas Reads to Preschoolers last week with a special Deja storytime, a dance party for littles, and gave copies of the book *Ten Pigs* by Derek Anderson away at all of our storytimes. There is also a storywalk up in downtown Lawrence that will run through Nov 18.
 - Erica had some fabulous teen programs this month:
 - After hours Clue: Murder on the Airship
 - Absolute Brightness of Leonard Pelkey and [Future Perfect Project](#).
 - Pumpkin Sculpting

- Teen Fines Read-Off: \$240.65 total reduction in teen fines.
- Readers Services
 - November 15th is our fifth Book Club Speed Dating, held at Maceli's. The program filled up within days using mainly word of mouth advertising. We're excited to continue this program and our partnership with The Raven and Maceli's.

Continuing Education/Professional Organization Participation

- Marketing: (Heather and Leah) is headed to Saint Louis for LMCC, an annual Library Marketing and Communications Conference, from Nov. 13–16.
- Marketing: Heather attended KLA in Wichita, KS.
- Melissa went to Columbus, Ohio, for a meeting of the Community Webs Project cohort.
- Youth Services
 - Linda, Lauren, and Matt attended a sensory storytime workshop held at NEKLS.
 - Karen, Linda, Lauren, Vanessa, Matt, Jenny, and Margo attended KLA. Our Storytelling workshop, Weave A Tale, was a great success with Saroj Ghoting as the speaker.
 - Lauren and Matt presented at KLA on storytimes.
 - Lauren, Jenny, and Margo presented at KLA on different kinds of clubs for kids.
- Readers Services
 - Polli helped organize and present at The Great Midwestern Readers Advisory Unconference with LibraryReads members from around the country. The event was held at the Johnson County library and hosted 100 library staff from the region.
- Materials Handling
 - Materials Handling hosted a visit from the KC MO Public Library Circulation department so they could take another look at our AMH. KC MO will be implementing a TechLogic sorter with a setup very similar to ours.

Task Force Reports/Task Force Requests

- Internal Communications Task Force will resume with a core group of staff starting in early December. We will take the notes and suggestions from the larger group meeting

that occurred this spring to chart a course and offer suggestions.

- Liz and Melissa (with Amanda observing) conducted a Community Conversation with a group of international students at KU.
- December Potluck is being planned for 7:30 a.m. on Wednesday, December 12. We'll hold a food drive for Just Food, donations will earn an entry into a drawing. Library staff, friends, foundation and library board members are welcome to join!

Highlight of the Month

- Readers Services: At our two year anniversary for podcasting, we can report the following data:
 - All Time (last two years)
 - 4,166 plays
 - 130 play per ep, average
 - 173 plays per month, average
 - Last 12 months
 - 2729 plays
 - 170 plays per episode, average
 - 227 plays per month, average
 - Best month was last month at roughly 350 plays.
 - Trends: with each podcast the immediate listens seems to be getting higher each time, and the number of listens trends higher episode. People are also still going back to previous tracks, so those numbers continue to grow.

Foundation Director's Report – November 15, 2018

- **Elizabeth Schultz Environmental Fund Grant.** The Library Foundation has received a \$3,500 grant from Douglas County Community Foundation's Elizabeth Schultz Environmental Fund. The grant will support a visit from award-winning author and environmentalist, Lauret Savoy, author of *Trace: Memory, History, Race and the American Landscape*. The plan is to have her visit Lawrence in mid-2019. A huge "thank you" goes to Foundation Assistant Logan Isaman who researched, wrote, and submitted the grant to DCCF.
- **Book Club Grant.** We are delighted to report that Mary and Wint Winter have given the Library Foundation a \$5,000 grant for book club programs at the library. Mary is an avid reader and member of five (yes, you read that correctly!) book clubs. The funds will support expanding the Book Club in a Bag program, including more Kindle bags and "hot" new titles.
- **Beach Author Series.** The fifth annual Beach Author Series, held on Thursday, November 8th with Nnedi Okorafor, was a great success. Approximately 300 people came out to Liberty Hall on a snowy night for a presentation that focused on her work in comics, as well as writing children's, young adult and adult books. The following morning, Nnedi was in conversation with KU Associate Professor of English Giselle Anatol at the Hall Center to discuss her writing process with students.
- **Before You Check Out Class.** The Library Foundation hosted "Estate Planning 101" with Web Golden on October 25th. This newest class in the Before You Check Out series was a huge success. Approximately 90 people attended this excellent session that provided a clear and understandable outline of what to consider in your estate planning. A special thanks goes to Joan Golden, who was pressed into service setting up chairs and distributing handouts.
- **Weave A Tale Workshop.** The eighth annual Weave A Tale workshop for librarians took place in Wichita on Wednesday, October 24th. The session was held in conjunction with the 2018 Kansas Library Association conference. This annual event is supported by the Library Foundation's Steiner Fund. This year's guest storyteller was Saroj Ghoting, one of the founders of the ALA Every Child Ready to Read program. She gave a wonderful a hands-on session with librarians in the morning and a special storytime for kids and parents at the new Wichita Public Library. NEKLS also provided a grant for this program.
- **Kansas Reads to Preschoolers.** The Kansas State Library's program, Kansas Reads to Preschoolers, happens November 11-17. Kansas Reads to Preschoolers is an annual event that promotes reading to all Kansas children from birth through age five. The selected book for 2018 is *Ten Pigs: An Epic Bath Adventure* by Derek Anderson. The Library Foundation's Dr. Bob Fund supported the purchase of 400 copies of the book to give away throughout the week.

Regular Budget Report
End of Year Estimate

REVENUES	Nov. and Dec.	End of Year	Annual Budget	100% of Year
Tax Fund	\$ 36,749.00	\$ 4,345,245.00	\$ 4,233,000.00	102.65%
Overdues	\$ 26,222.00	\$ 157,332.00	\$ 148,400.00	106.02%
NEKLS	\$ 22,500.00	\$ 93,350.00	\$ 90,000.00	103.72%
State Aid	\$ -	\$ 27,596.00	\$ 25,000.00	110.38%
Photo Copies	\$ 3,550.00	\$ 31,146.00	\$ 20,000.00	155.73%
Coffee Shop Rent	\$ 1,500.00	\$ 9,000.00	\$ 9,000.00	100.00%
Meeting Room Fees	\$ 1,000.00	\$ 6,900.00	\$ 3,000.00	230.00%
Interest	\$ 4,200.00	\$ 24,986.00	\$ 1,600.00	1561.63%
Miscellaneous	\$ -	\$ 615.00	\$ -	
Total Revenues	\$95,721.00	\$4,696,170.00	\$4,530,000.00	103.67%
EXPENSES				
Salaries & Wages	\$ 432,650.00	\$ 2,499,306.00	\$ 2,500,000.00	99.97%
Employee Benefits	\$ 53,430.00	\$ 311,278.00	\$ 275,000.00	113.19%
Payroll Taxes	\$ 72,100.00	\$ 415,316.00	\$ 420,000.00	98.88%
Utilities	\$ 13,000.00	\$ 90,639.00	\$ 96,000.00	94.42%
Building Supplies	\$ 2,700.00	\$ 18,666.00	\$ 20,000.00	93.33%
Building Repairs & Maintenance	\$ 3,500.00	\$ 47,858.00	\$ 55,000.00	87.01%
Library Supplies	\$ 3,600.00	\$ 21,594.00	\$ 25,000.00	86.38%
Books & Materials	\$ 146,433.00	\$ 656,000.00	\$ 650,000.00	100.92%
Processing Supplies	\$ 13,505.00	\$ 58,525.00	\$ 65,000.00	90.04%
Equipment	\$ 2,500.00	\$ 21,232.00	\$ 10,000.00	212.32%
Technology	\$ 40,160.00	\$ 240,961.00	\$ 210,000.00	114.74%
Insurance	\$ 744.00	\$ 13,984.00	\$ 15,000.00	93.23%
Shipping	\$ 2,750.00	\$ 16,411.00	\$ 19,000.00	86.37%
Professional Development	\$ 2,306.00	\$ 30,001.00	\$ 30,000.00	100.00%
Book Van & Mileage	\$ 310.00	\$ 1,861.00	\$ 2,000.00	93.05%
Programs	\$ 4,769.00	\$ 20,000.00	\$ 20,000.00	100.00%
Professional Fees	\$ 2,215.00	\$ 40,061.00	\$ 40,000.00	100.15%
Advertising & Marketing	\$ 4,000.00	\$ 21,515.00	\$ 30,000.00	71.72%
Capital Improvements	\$ -	\$ 15,594.00	\$ 48,000.00	32.49%
Miscellaneous	\$ 7,000.00	\$ 9,172.00	\$ -	
Total Expenses	\$ 807,672.00	\$ 4,549,974.00	\$ 4,530,000.00	100.44%
Amount over Budget		\$ 19,974.00		
Amount under Revenues		\$146,196.00		