

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

Monday, December 17, 2018 at 4:30 PM
Meeting Room A, Lawrence Public Library, 707 Vermont Street

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes
- Approve Treasurer's report
- Approve bills
- Receive statistical report

Library Director's report

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- End of fiscal year wrap up – brief report from Brad

New business

- Potential homeless drop-in center in Downtown Lawrence – board discussion about the library's stance on this issue

Executive Session – Director Annual Evaluation discussion

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
November 19, 2018
4:30 p.m.

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

Library Staff Present: Brad Allen (Executive Director), Kate Gramlich, Tricia Karlin (arrived 4:45). Amanda McConnell (arrived 4:50), Kathleen Morgan, Sherri Turner.

Friends of the Library: Jan Conard

Guests: There were no guests.

Call to Order

Brady called the regular meeting to order at 4:30 p.m. Judy arrived at 4:33 and took over as chair.

Public Comment

None.

Consent Agenda

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

Director's Report

Brad said that work on merit pay continues. The conversations with staff at the department level have been useful. One department meeting remains. The main comments from these departmental meetings have been about why merit pay is being implemented and concern that it might introduce competition that would affect staff camaraderie and cohesion.

The library may be able to bring as many as 5 students of color from KU in for the spring semester as part of a partnership with KU's Office of Diversity and Equity.

The IMLS grant proposal for the inclusive internship was denied due to a technicality related to the grant being made by the Foundation rather than the Library. We will try again next year. Other options for funding the program may be explored.

Library Foundation Executive Director's Report

Kathleen said that the Foundation received a \$3500 grant from the Elizabeth Schultz Environmental Fund which will be used to support a program with an environmentalist next year. Mary and Wint Winter have given a \$5000 grant to be used for book club programs. The funds will be used to support the Book Club in a Bag program, including updating the Kindle bags.

Kathleen expressed thanks to everyone who attended the Beach author series with Nnedi Okorafor. She also spoke the next day at the Hall Center. 90 people attended Web Golden's class on estate planning which is part of the Before You Check Out series. Margie and Kathleen have been meeting with potential planned giving donors. Margie will be stepping down from her position. Cathy Hamilton will assume those responsibilities.

Friends Report

Jan said that the Seasons Readings sale will be held December 8-9 in the library lobby. The Friends Board approved the 2019 budget and are looking for 2 board members for 2019. Kathleen added that several subcommittees related to the proposed merger of Friends and Foundation have been meeting and will reconvene December 5. They will work with Billy Pilgrim to rebrand for the new launch.

Ongoing Business

Merit Pay Update

Sherri reported that the committee to develop a new performance evaluation form has begun meeting and is on track to complete the form by the end of the year. Development of the financial aspects of merit will not be ready until later in 2019.

New Business

End of Year Budget Estimates

Brad said that the estimate for the year-end budget shows overall revenue over expenditures. Receipts for the city have all come in and are about \$112,000 over the projection. Photocopies and interest income are both coming in higher than expected. Brad said he would be looking at how to manage the balance of funds. Staff bonuses were discussed. Judy moved that up to \$25,000 of year-end funds be allocated to show appreciation to staff; David seconded. All in favor; motion carried.

Judy inquired about the philosophy regarding fine amnesty. Brad said we are considering some sort of amnesty, and that he has been looking at the budgetary impact it would have. From an equity standpoint, fines create a barrier to library use. We will no longer be doing a Black Friday promotion since the library is closed on that day, but we are considering doing something during National Library Week. The goal would be to balance tax stewardship with equity.

Director Evaluation Committee

Joan and Sarah were appointed to the Director Evaluation Committee. The full board will be involved in the process but Sarah and Joan will lead it.

Adjournment

David moved to adjourn the meeting; Brady seconded. All in favor; motion carried. Meeting adjourned at 5:13 p.m.

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

Respectfully submitted,

Sherri Turner

Regular Budget Report									
November 2018									
REVENUES		This Month	Year to Date	Annual Budget	92% of Year		Nov-17		YTD 2017
Tax Fund		\$ 36,751.55	\$ 4,345,247.49	\$ 4,233,000.00	102.65%		\$ 33,457.85		\$ 4,111,719.19
Overdues		\$ 12,704.76	\$ 143,814.31	\$ 148,400.00	96.91%		\$ 12,272.87		\$ 152,404.74
NEKLS		\$ 22,500.00	\$ 93,350.00	\$ 90,000.00	103.72%		\$ 16,901.00		\$ 68,124.00
State Aid		\$ -	\$ 27,595.64	\$ 25,000.00	110.38%		\$ -		\$ 28,578.08
Photo Copies		\$ 1,588.76	\$ 19,016.55	\$ 20,000.00	95.08%		\$ 1,516.67		\$ 18,776.96
Coffee Shop Rent		\$ 1,500.00	\$ 9,000.00	\$ 9,000.00	100.00%		\$ 750.00		\$ 7,500.00
Meeting Room Fees		\$ 425.00	\$ 6,325.00	\$ 3,000.00	210.83%		\$ 325.00		\$ 6,750.00
Interest		\$ 2,632.71	\$ 23,418.33	\$ 1,600.00	1463.65%		\$ 1,118.98		\$ 8,342.24
Miscellaneous		\$ 70.70	\$ 685.93	\$ -			\$ 326.69		\$ 828.16
Total Revenues		\$78,173.48	\$4,668,453.25	\$4,530,000.00	103.06%		\$66,669.06		\$4,403,023.37
EXPENSES									
Salaries & Wages		\$ 236,901.85	\$ 2,303,558.29	\$ 2,500,000.00	92.14%		\$ 204,028.28		\$ 2,230,839.66
Employee Benefits		\$ 26,303.69	\$ 284,151.51	\$ 275,000.00	103.33%		\$ 24,202.89		\$ 234,066.01
Payroll Taxes		\$ 39,479.33	\$ 382,695.21	\$ 420,000.00	91.12%		\$ 33,797.71		\$ 350,978.86
Utilities		\$ 5,798.97	\$ 83,437.80	\$ 96,000.00	86.91%		\$ 5,929.38		\$ 81,167.53
Building Supplies		\$ 1,591.24	\$ 17,556.91	\$ 20,000.00	87.78%		\$ 717.58		\$ 16,092.19
Building Repairs & Maintenance		\$ 1,112.03	\$ 45,470.16	\$ 55,000.00	82.67%		\$ 2,135.56		\$ 39,859.40
Library Supplies		\$ 1,010.27	\$ 19,004.43	\$ 25,000.00	76.02%		\$ 1,278.09		\$ 21,619.41
Books & Materials		\$ 48,781.65	\$ 558,349.14	\$ 650,000.00	85.90%		\$ 53,482.55		\$ 504,858.21
Processing Supplies		\$ 3,815.68	\$ 48,835.40	\$ 65,000.00	75.13%		\$ 4,205.99		\$ 34,737.89
Equipment		\$ -	\$ 18,732.50	\$ 10,000.00	187.33%		\$ 4,744.33		\$ 54,123.67
Technology		\$ 6,565.11	\$ 207,369.21	\$ 210,000.00	98.75%		\$ 16,570.76		\$ 197,079.31
Insurance		\$ 728.00	\$ 13,968.00	\$ 15,000.00	93.12%		\$ -		\$ 14,366.00
Shipping		\$ 754.34	\$ 14,415.61	\$ 19,000.00	75.87%		\$ 870.05		\$ 14,909.05
Professional Development		\$ 3,886.95	\$ 31,581.66	\$ 30,000.00	105.27%		\$ 6,178.80		\$ 25,169.63
Book Van & Mileage		\$ 120.77	\$ 1,671.34	\$ 2,000.00	83.57%		\$ 116.54		\$ 1,366.25
Programs		\$ 1,975.66	\$ 17,206.77	\$ 20,000.00	86.03%		\$ 1,552.13		\$ 14,029.13
Professional Fees		\$ 1,731.99	\$ 39,608.13	\$ 40,000.00	99.02%		\$ 1,395.57		\$ 34,596.09
Advertising & Marketing		\$ 9,954.13	\$ 27,469.45	\$ 30,000.00	91.56%		\$ 1,278.37		\$ 28,829.64
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%		\$ -		\$ 21,432.00
Miscellaneous		\$ (383.66)	\$ 1,788.62	\$ -			\$ (231.06)		\$ 2,954.53
Total Expenses		\$ 390,128.00	\$ 4,132,463.74	\$ 4,530,000.00	91.22%		\$ 362,253.52		\$ 3,923,074.46
CASH BALANCES									
Checking		\$ 1,062,039.09							
Capital Improvement		\$ 611,634.05							

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		\$ 287.50			\$ 3,224.15		
	Summer Reading - ALL	\$ -		\$ 153.95		\$ 31.88		\$ 103.00					\$ 4,525.83		
	Aquarium	\$ 256.77		\$ 300.00		\$ 300.00				\$ 300.00			\$ 716.51		
	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		\$ 3,920.46			\$ (19,592.95)		
	Block Grant	\$ 39,734.07		\$ 3,874.96	\$ 50,000.00	\$ 1,098.56		\$ 1,928.66		\$ 1,725.59			\$ 48,184.76		
		\$ 43,584.71	\$ -	\$ 8,536.87	\$ 50,000.00	\$ 5,844.33	\$ 102.00	\$ 10,273.22	\$ -	\$ 6,233.55	\$ -	\$ -	\$ 34,308.16		
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		\$ 3,374.16			\$ (6,680.94)		
	Foundation Expenses to be reimbursed	\$ -		\$ 430.84		\$ 379.18	\$ 948.34	\$ 1,493.93		\$ 1,185.16			\$ (2,679.09)		
	Mary Winter for BCIAB									\$ 742.82			\$ (742.82)		
	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		\$ 408.36			\$ 242.79		
	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								\$ 33.52			\$ 4,938.05		
	MIDCO	\$ 2,366.78					\$ 30,000.00	\$ 7,788.00		\$ 5,370.00			\$ 19,208.78		
	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	\$ -	\$ 11,114.02	\$ -	\$ -	\$ 112,275.59		
OTHER															
	Memorials/Honor with Books/Bauleke	\$ 131.07					\$ 1,428.95						\$ 1,625.54		
	ALA Teen Intern	\$ -		\$ 764.20		\$ 417.64		\$ 504.90		\$ 37.41			\$ 80.37		
	Landsberg Bequest	\$ 6,996.11		\$ 474.25		\$ 690.09		\$ 723.13		\$ 577.31			\$ 1,502.94		
	Lawrence Give Back	\$ 2,626.32											\$ 2,626.32		
	Wurfy	\$ 39.69											\$ 20.99		
	Bibliocommons												\$ 1,000.00		
	Merchandise Sales	\$ 993.82	\$ (1,100.14)		\$ (780.40)		\$ 256.00		\$ 353.50				\$ 471.10		
		\$ 10,787.01	\$ (1,100.14)	\$ 1,238.45	\$ (780.40)	\$ 1,107.73	\$ 1,684.95	\$ 1,228.03	\$ 353.50	\$ 614.72	\$ -	\$ -	\$ 7,327.26		
		\$ 105,073.36													
		Month Total	\$ (1,100.14)	\$ 16,661.34	\$ 49,219.60	\$ 17,818.66	\$ 59,450.20	\$ 40,428.26	\$ 353.50	\$ 17,962.29	\$ -	\$ -			
										YTD:	\$ 262,213.22	\$ 213,375.57			

Lawrence Public Library
Balance Sheet
As of November 30, 2018

	Nov 30, 18	Nov 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	943,138.30	729,758.59	213,379.71	29.2%
Checking	118,900.79	274,888.39	-155,987.60	-56.8%
Capital Improvement at MIP	611,634.05	574,623.42	37,010.63	6.4%
Total Checking/Savings	<u>1,673,673.14</u>	<u>1,579,270.40</u>	<u>94,402.74</u>	<u>6.0%</u>
Total Current Assets	<u>1,673,673.14</u>	<u>1,579,270.40</u>	<u>94,402.74</u>	<u>6.0%</u>
Other Assets				
Bitcoin Investment	0.00	193.65	-193.65	-100.0%
Petty Cash	1,240.75	1,230.70	10.05	0.8%
Total Other Assets	<u>1,240.75</u>	<u>1,424.35</u>	<u>-183.60</u>	<u>-12.9%</u>
TOTAL ASSETS	<u>1,674,913.89</u>	<u>1,580,694.75</u>	<u>94,219.14</u>	<u>6.0%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	33,731.31	39,207.25	-5,475.94	-14.0%
Total Accounts Payable	<u>33,731.31</u>	<u>39,207.25</u>	<u>-5,475.94</u>	<u>-14.0%</u>
Other Current Liabilities				
Payroll Liabilities	9,903.06	5,113.79	4,789.27	93.7%
Total Other Current Liabilities	<u>9,903.06</u>	<u>5,113.79</u>	<u>4,789.27</u>	<u>93.7%</u>
Total Current Liabilities	<u>43,634.37</u>	<u>44,321.04</u>	<u>-686.67</u>	<u>-1.6%</u>
Total Liabilities	<u>43,634.37</u>	<u>44,321.04</u>	<u>-686.67</u>	<u>-1.6%</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	584,827.16	505,737.70	79,089.46	15.6%
Total Equity	<u>1,631,279.52</u>	<u>1,536,373.71</u>	<u>94,905.81</u>	<u>6.2%</u>
TOTAL LIABILITIES & EQUITY	<u>1,674,913.89</u>	<u>1,580,694.75</u>	<u>94,219.14</u>	<u>6.0%</u>

**Lawrence Public Library
Revenues & Expenses**

November 2018

	<u>Nov 18</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,500.00
Grants	22,500.00
Interest	2,632.71
Meeting Room Fees	425.00
Merchandise Sales	353.50
Overdues	12,704.76
Photo Copies	1,588.76
Tax Fund	36,751.55
Utilities Income	70.70
Total Income	<u>78,526.98</u>
Gross Profit	78,526.98
Expense	
Payroll Expenses	263,640.25
Payroll Taxes	40,475.02
Utilities - Electric	5,798.97
Building Supplies	1,591.24
Building Repairs & Maintenance	1,112.03
Library & Office Supplies	1,010.27
Books & Materials	48,781.65
Processing Supplies	3,815.68
Technology	6,565.11
Insurance	728.00
Shipping	754.34
Professional Development	3,886.95
Bookvan & Mileage	120.77
Program Expense	1,975.66
Professional Fees	1,731.99
Advertising	9,954.13
Miscellaneous	-383.66
FOUNDATION FUNDING	10,282.00
FRIENDS FUNDING	6,249.89
Total Expense	<u>408,090.29</u>
Net Ordinary Income	<u>-329,563.31</u>

Lawrence Public Library
Revenues & Expenses
November 2018

	Nov 18
Net Income	<u><u>-329,563.31</u></u>

11:26 AM

12/13/18

Lawrence Public Library Vendor Balance Summary

All Transactions

	Dec 14, 18
Acco Brands	63.44
Advance Insurance Company	612.05
All Signs	280.00
Amazon	3,928.63
Arsenal	2,606.00
ASI	50.00
Baker & Taylor, Inc.	1,124.98
Brandon Eisman	100.00
Brilliance Publishing, Inc.	5.00
Bug Hounds, LLC	450.00
Center Point Large Print	384.09
Century Business Technologies	568.36
City of Lawrence	8,448.00
Cook, Jennifer	122.00
Copy Co Inc.	775.00
Demco, Inc.	347.93
EBSCO	6,418.16
Gale/Cengage Learning	354.48
GovConnection, Inc.	649.00
Ingram Library Services	17,237.84
Intuit	22.90
Jayhawk Power	462.28
Jayhawk Tropical Fish	300.00
Kanopy LLC	698.00
Kansas Public Radio	287.50
Laser Logic, Inc.	276.00
Lawrence Sign Up LLC	5,760.95
Linda L. Richlinski	45.00
Linda S. Deeds	18.00
Maceli's	157.50
Midwest Tape	18,695.78
NEKLS	579.00
OCLC, Inc.	5,382.42
OverDrive	12,020.72
Petty Cash	194.09
Pur-O-Zone, Inc.	501.79
Random House, Inc.	197.25
Recorded Books	46.65
Snap Promotions	171.28
Theatre Lawrence	50.00
Unique Management Services	707.38
United Parcel Service	687.20
Vantiv	205.15
VenMill Industries, Inc.	2,067.97
VISA 5372	15,915.03
Westar	5,303.16
Wichita Public Library	29.95
Withers	295.35
World Book School and Library	999.00
TOTAL	116,602.26

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Liability Check	Electronic	12/03/2018	Kansas Withholding Tax	Checking	
				State Withholding KS	-6,997.00
TOTAL					-6,997.00
Bill Pmt -Check	Electronic	12/17/2018	Advance Insurance Company	Checking	
Bill	January 20...	12/10/2018		Group Life Insurance	-612.05
TOTAL					-612.05
Bill Pmt -Check	Electronic	12/17/2018	ASI	Checking	
Bill	November ...	12/06/2018		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	12/17/2018	Intuit	Checking	
Bill	November ...	12/10/2018		Professional Fees	-22.90
TOTAL					-22.90
Bill Pmt -Check	Electronic	12/17/2018	United Parcel Service	Checking	
Bill	1488	12/10/2018		Shipping	-687.20
TOTAL					-687.20
Bill Pmt -Check	Electronic	12/17/2018	Vantiv	Checking	
Bill	November ...	12/10/2018		Credit Card Processing	-205.15
TOTAL					-205.15
Bill Pmt -Check	Electronic	12/17/2018	VISA 5372	Checking	
Bill		12/11/2018		Admin. Dept.	-1,202.21
				Youth Services Dept.	-733.75
				Bookvan & Mileage	-133.92
				Adult Programming	-133.22
				Children's Programming	-17.56
				Children's Programming	-87.74
				Children's Programming	-47.23
				Children's Programming	-90.86
				Young Adult Program...	-161.15
				Shipping	-115.99
				Library & Office Suppli...	-126.98
				Processing Supplies	-1,098.47
				Miscellaneous	-34.87
				Miscellaneous	-20.00
				Advertising	-1,372.63
				Building Supplies	-1,195.00
				Building Repairs & Mai...	-1,352.10
				Telephone	-57.28

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
				Telephone	-278.11
				Supplies	-21.99
				Software & Licenses	-15.16
				FOUNDATION FUNDI...	-206.91
				FOUNDATION FUNDI...	-69.85
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-13.08
				MIDCO	-265.44
				MIDCO	-1,319.96
				Sound & Vision	-177.60
				Block Grant	-1,737.00
				Books & Materials	-18.95
				Books & Materials	-17.50
				Periodicals	-49.75
				Equipment	-499.90
				Beach Author Event	-159.92
				Block Grant	-1,998.00
				Block Grant	-994.95
TOTAL					-15,915.03
Bill Pmt -Check	Electronic	12/17/2018	Westar	Checking	
Bill		12/12/2018		Utilities - Electric	-5,303.16
TOTAL					-5,303.16
Bill Pmt -Check	8413	12/19/2018	Acco Brands	Checking	
Bill	2789156	12/10/2018		Library & Office Suppli...	-63.44
TOTAL					-63.44
Bill Pmt -Check	8414	12/19/2018	All Signs	Checking	
Bill	218409	11/30/2018		Professional Fees	-280.00
TOTAL					-280.00
Bill Pmt -Check	8415	12/19/2018	Arsenal	Checking	
Bill	63526	12/10/2018		Telephone Maintenance	-2,606.00
TOTAL					-2,606.00
Bill Pmt -Check	8416	12/19/2018	Baker & Taylor, Inc.	Checking	
Bill	5015240684	11/30/2018		Books & Materials	-58.45
Bill	5015250860	11/30/2018		Books & Materials	-541.51
Bill	2034121463	11/30/2018		Books & Materials	-263.31
Bill	2034121464	11/30/2018		Processing Supplies	-12.73
Bill	2034151789	11/30/2018		Processing Supplies	-0.99
Bill	2034151788	11/30/2018		Books & Materials	-92.21
Bill	5015260918	11/30/2018		Books & Materials	-30.18
Bill	5015269636	11/30/2018		Books & Materials	-41.46
Bill	5015279658	12/12/2018		Books & Materials	-84.14
TOTAL					-1,124.98

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8417	12/19/2018	Brilliance Publishing, Inc.	Checking	
Bill	IN1310844	12/12/2018		Books & Materials	-5.00
TOTAL					-5.00
Bill Pmt -Check	8418	12/19/2018	Bug Hounds, LLC	Checking	
Bill	115	11/30/2018		Building Repairs & Mai...	-450.00
TOTAL					-450.00
Bill Pmt -Check	8419	12/19/2018	Center Point Large Print	Checking	
Bill	1639862	11/30/2018		Books & Materials	-91.68
Bill	1639524	11/30/2018		Books & Materials	-292.41
TOTAL					-384.09
Bill Pmt -Check	8420	12/19/2018	Century Business Technologies	Checking	
Bill	506276	11/30/2018		Copying	-385.24
Bill	506700	11/30/2018		Copying	-15.00
Bill	505756	11/30/2018		Copying	-168.12
TOTAL					-568.36
Bill Pmt -Check	8421	12/19/2018	Copy Co Inc.	Checking	
Bill	85137	12/14/2018		Printing	-775.00
TOTAL					-775.00
Bill Pmt -Check	8422	12/19/2018	Demco, Inc.	Checking	
Bill	6503594	12/10/2018		Library & Office Suppli...	-347.93
TOTAL					-347.93
Bill Pmt -Check	8423	12/19/2018	EBSCO	Checking	
Bill	100009311...	12/12/2018		Periodicals	-6,418.16
TOTAL					-6,418.16
Bill Pmt -Check	8424	12/19/2018	Gale/Cengage Learning	Checking	
Bill	65618329	11/30/2018		Books & Materials	-86.06
Bill	65573373	11/30/2018		Books & Materials	-44.08
Bill	65567899	11/30/2018		Books & Materials	-23.79
Bill	65670178	12/12/2018		Books & Materials	-98.66
Bill	65658586	12/12/2018		Books & Materials	-38.92
Bill	65630415	12/12/2018		Books & Materials	-62.97
TOTAL					-354.48

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8425	12/19/2018	GovConnection, Inc.	Checking	
Bill	56307366	11/30/2018		MIDCO	-649.00
TOTAL					-649.00
Bill Pmt -Check	8426	12/19/2018	Ingram Library Services	Checking	
Bill	37333890	11/30/2018		Processing Supplies	-1.64
Bill	37333892	11/30/2018		Processing Supplies	-17.23
Bill	37349379	11/30/2018		Processing Supplies	-23.30
Bill	37369984	11/30/2018		Processing Supplies	-37.39
Bill	37400638	11/30/2018		Processing Supplies	-87.86
Bill	37391048	11/30/2018		Processing Supplies	-261.82
Bill	37416137	11/30/2018		Processing Supplies	-12.14
Bill	37453102	11/30/2018		Processing Supplies	-0.30
Bill	37434897	11/30/2018		Processing Supplies	-7.52
Bill	37434895	11/30/2018		Processing Supplies	-6.07
Bill	37505572	11/30/2018		Processing Supplies	-10.34
Bill	37453100	11/30/2018		Processing Supplies	-0.60
Bill	37474603	11/30/2018		Processing Supplies	-0.15
Bill	37474599	11/30/2018		Processing Supplies	-55.09
Bill	37474601	11/30/2018		Processing Supplies	-276.21
Bill	37514734	11/30/2018		Processing Supplies	-35.55
Bill	37483888	11/30/2018		Processing Supplies	-53.49
Bill	37453098	11/30/2018		Processing Supplies	-16.07
Bill	37555290	11/30/2018		Processing Supplies	-2.12
Bill	37524837	11/30/2018		Processing Supplies	-18.59
Bill	37578946	11/30/2018		Processing Supplies	-33.58
Bill	37567452	11/30/2018		Processing Supplies	-117.92
Bill	37567454	11/30/2018		Processing Supplies	-3.76
Bill	37567450	11/30/2018		Processing Supplies	-27.24
Bill	37391050	11/30/2018		Landsberg Gift	-0.82
Bill	37391049	11/30/2018		Landsberg Gift	-19.95
Bill	37369991	11/30/2018		Landsberg Gift	-14.82
Bill	37369992	11/30/2018		Landsberg Gift	-0.82
Bill	37349381	11/30/2018		Landsberg Gift	-0.82
Bill	37349380	11/30/2018		Landsberg Gift	-14.25
Bill	37567449	11/30/2018		Books & Materials	-297.77
Bill	37567453	11/30/2018		Books & Materials	-41.89
Bill	37567451	11/30/2018		Books & Materials	-1,552.10
Bill	37578945	11/30/2018		Books & Materials	-259.51
Bill	37524836	11/30/2018		Books & Materials	-419.38
Bill	37555289	11/30/2018		Books & Materials	-31.39
Bill	37453097	11/30/2018		Books & Materials	-175.76
Bill	37483887	11/30/2018		Books & Materials	-285.02
Bill	37514733	11/30/2018		Books & Materials	-297.89
Bill	37474600	11/30/2018		Books & Materials	-1,638.86
Bill	37474598	11/30/2018		Books & Materials	-539.99
Bill	37474602	11/30/2018		Books & Materials	-17.99
Bill	37453099	11/30/2018		Books & Materials	-37.17
Bill	37505571	11/30/2018		Books & Materials	-66.23
Bill	37434894	11/30/2018		Books & Materials	-78.21
Bill	37434896	11/30/2018		Books & Materials	-94.73
Bill	37453101	11/30/2018		Books & Materials	-28.76
Bill	37474604	11/30/2018		Block Grant	-244.80
				GMARY	-266.80
Bill	37416136	11/30/2018		Books & Materials	-187.34
Bill	37391047	11/30/2018		Books & Materials	-2,985.50
Bill	37400637	11/30/2018		Books & Materials	-721.19

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	37369983	11/30/2018		Books & Materials	-623.78
Bill	37349378	11/30/2018		Books & Materials	-269.15
Bill	37333891	11/30/2018		Books & Materials	-188.43
Bill	37333889	11/30/2018		Books & Materials	-25.64
Bill	37273466	11/30/2018		Landsberg Gift	-30.00
Bill	37474605	12/10/2018		Block Grant	-47.28
				GMARY	-27.90
Bill	37649340	12/12/2018		Landsberg Gift	-25.46
Bill	37649341	12/12/2018		Landsberg Gift	-0.82
Bill	37756006	12/12/2018		Processing Supplies	-43.95
Bill	37769926	12/12/2018		Processing Supplies	-44.46
Bill	37756008	12/12/2018		Processing Supplies	-1.97
Bill	37701900	12/12/2018		Processing Supplies	-19.16
Bill	37701898	12/12/2018		Processing Supplies	-20.44
Bill	37734535	12/12/2018		Processing Supplies	-38.79
Bill	37676657	12/12/2018		Processing Supplies	-180.64
Bill	37649339	12/12/2018		Processing Supplies	-0.30
Bill	37686937	12/12/2018		Processing Supplies	-8.70
Bill	37649335	12/12/2018		Processing Supplies	-9.85
Bill	37649337	12/12/2018		Processing Supplies	-18.21
Bill	37630291	12/12/2018		Processing Supplies	-44.45
Bill	37630289	12/12/2018		Processing Supplies	-8.37
Bill	37593240	12/12/2018		Processing Supplies	-8.86
Bill	37756005	12/12/2018		Books & Materials	-354.11
Bill	37769925	12/12/2018		Books & Materials	-309.78
Bill	37756007	12/12/2018		Books & Materials	-7.80
Bill	37701899	12/12/2018		Books & Materials	-176.18
Bill	37701897	12/12/2018		Books & Materials	-217.63
Bill	37734534	12/12/2018		Books & Materials	-368.37
Bill	37676655	12/12/2018		Books & Materials	-3.98
Bill	37676656	12/12/2018		Books & Materials	-1,625.39
Bill	37649338	12/12/2018		Books & Materials	-28.74
Bill	37686936	12/12/2018		Books & Materials	-56.41
Bill	37649334	12/12/2018		Books & Materials	-78.22
Bill	37649336	12/12/2018		Books & Materials	-248.12
Bill	37630290	12/12/2018		Books & Materials	-395.32
Bill	37630288	12/12/2018		Books & Materials	-83.91
Bill	37630287	12/12/2018		Books & Materials	-13.08
Bill	37642446	12/12/2018		Books & Materials	-16.18
Bill	37593239	12/12/2018		Books & Materials	-124.08
Bill	37593238	12/12/2018		Books & Materials	-18.19
TOTAL					-17,237.84
Bill Pmt -Check	8427	12/19/2018	Jayhawk Power	Checking	
Bill	8089-1	11/30/2018		Building Repairs & Mai...	-462.28
TOTAL					-462.28
Bill Pmt -Check	8428	12/19/2018	Jayhawk Tropical Fish	Checking	
Bill	14955	12/10/2018		Aquarium Maintenance	-300.00
TOTAL					-300.00

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8429	12/19/2018	Kanopy LLC	Checking	
Bill	141083-PPU	12/12/2018		Books & Materials	-698.00
TOTAL					-698.00
Bill Pmt -Check	8430	12/19/2018	Kansas Public Radio	Checking	
Bill	143597	12/12/2018		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8431	12/19/2018	Laser Logic, Inc.	Checking	
Bill	285466	11/30/2018		Library & Office Suppli...	-276.00
TOTAL					-276.00
Bill Pmt -Check	8432	12/19/2018	Lawrence Sign Up LLC	Checking	
Bill	11761	11/30/2018		Advertising	-2,910.80
Bill	11722	11/30/2018		Advertising	-2,850.15
TOTAL					-5,760.95
Bill Pmt -Check	8433	12/19/2018	Maceli's	Checking	
Bill	11-15-18	11/30/2018		Adult Programming	-157.50
TOTAL					-157.50
Bill Pmt -Check	8434	12/19/2018	Midwest Tape	Checking	
Bill	96657453	11/30/2018		Books & Materials	-607.91
Bill	96657454	11/30/2018		Books & Materials	-219.94
Bill	96657791	11/30/2018		Books & Materials	-139.52
Bill	96657793	11/30/2018		Books & Materials	-179.92
Bill	96651775	11/30/2018		Books & Materials	-59.98
Bill	96651773	11/30/2018		Books & Materials	-70.44
Bill	96636511	11/30/2018		Books & Materials	-12.74
Bill	96635989	11/30/2018		Books & Materials	-1,024.56
Bill	96636510	11/30/2018		Books & Materials	-736.80
Bill	96639953	11/30/2018		Books & Materials	-97.42
Bill	96639955	11/30/2018		Books & Materials	-169.44
Bill	96630208	11/30/2018		Books & Materials	-23.39
Bill	96630206	11/30/2018		Books & Materials	-55.29
Bill	96630209	11/30/2018		Books & Materials	-149.93
Bill	96628839	11/30/2018		Books & Materials	-14.24
Bill	96628861	11/30/2018		Books & Materials	-90.72
Bill	96624160	11/30/2018		Books & Materials	-41.23
Bill	96623478	11/30/2018		Books & Materials	-39.42
Bill	96614334	11/30/2018		Books & Materials	-28.48
Bill	96614336	11/30/2018		Books & Materials	-154.44
Bill	96612288	11/30/2018		Books & Materials	-419.88
Bill	96612287	11/30/2018		Books & Materials	-712.05
Bill	96679462	12/10/2018		Processing Supplies	-457.05
Bill	96676472	12/12/2018		Books & Materials	-7,603.07

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	96696696	12/12/2018		Books & Materials	-1,513.51
Bill	96696697	12/12/2018		Books & Materials	-144.96
Bill	96690597	12/12/2018		Books & Materials	-56.23
Bill	96693486	12/12/2018		Books & Materials	-97.46
Bill	96690595	12/12/2018		Books & Materials	-159.93
Bill	96693483	12/12/2018		Books & Materials	-36.27
Bill	96693485	12/12/2018		Books & Materials	-18.74
Bill	96680740	12/12/2018		Books & Materials	-107.94
Bill	96674885	12/12/2018		Books & Materials	-51.11
Bill	96675244	12/12/2018		Books & Materials	-121.40
Bill	96680298	12/12/2018		Books & Materials	-452.07
Bill	96675246	12/12/2018		Books & Materials	-431.84
Bill	96671719	12/12/2018		Books & Materials	-1,508.19
Bill	96672668	12/12/2018		Books & Materials	-368.90
Bill	96665745	12/12/2018		Books & Materials	-136.24
Bill	96665747	12/12/2018		Books & Materials	-383.13
TOTAL					-18,695.78
Bill Pmt -Check	8435	12/19/2018	NEKLS	Checking	
Bill	11-29-18	12/10/2018		Processing Supplies	-245.00
Bill	11-20-18	12/10/2018		Software & Licenses	-334.00
TOTAL					-579.00
Bill Pmt -Check	8436	12/19/2018	OCLC, Inc.	Checking	
Bill	632570	12/10/2018		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8437	12/19/2018	OverDrive	Checking	
Bill	06809CO1...	11/30/2018		Books & Materials	-637.69
Bill	06809DA1...	11/30/2018		Books & Materials	-182.98
Bill	06809CO1...	11/30/2018		Books & Materials	-1,258.54
Bill	06809CO1...	11/30/2018		Books & Materials	-19.73
Bill	06809DA1...	11/30/2018		Books & Materials	-201.99
Bill	06809CO1...	11/30/2018		Books & Materials	-621.25
Bill	06809CO1...	12/12/2018		Books & Materials	-376.25
Bill	06809CO1...	12/12/2018		Books & Materials	-634.19
Bill	06809CO1...	12/12/2018		Books & Materials	-867.55
Bill	06809CO1...	12/12/2018		Books & Materials	-1,132.68
Bill	06809CO1...	12/12/2018		Books & Materials	-851.05
Bill	06809CO1...	12/12/2018		Books & Materials	-720.12
Bill	06809CO1...	12/12/2018		Books & Materials	-486.57
Bill	06809CO1...	12/12/2018		Books & Materials	-404.97
Bill	06809CO1...	12/12/2018		Books & Materials	-859.48
Bill	06809CO1...	12/12/2018		Books & Materials	-1,183.49
Bill	06809DA1...	12/12/2018		Books & Materials	-47.95
Bill	06809CO1...	12/12/2018		Books & Materials	-998.78
Bill	06809CO1...	12/12/2018		Books & Materials	-535.46
TOTAL					-12,020.72

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8438	12/19/2018	Pur-O-Zone, Inc.	Checking	
Bill	767756	11/30/2018		Building Supplies	-243.42
Bill	768675	12/10/2018		Building Supplies	-258.37
TOTAL					-501.79
Bill Pmt -Check	8439	12/19/2018	Random House, Inc.	Checking	
Bill	1084309725	11/30/2018		Books & Materials	-70.50
Bill	1084492294	11/30/2018		Books & Materials	-18.00
Bill	1084516237	11/30/2018		Books & Materials	-45.00
Bill	1084618032	11/30/2018		Books & Materials	-63.75
TOTAL					-197.25
Bill Pmt -Check	8440	12/19/2018	Recorded Books	Checking	
Bill	76038912	12/12/2018		Books & Materials	-46.65
TOTAL					-46.65
Bill Pmt -Check	8441	12/19/2018	Snap Promotions	Checking	
Bill	18103002	12/10/2018		Library & Office Suppli...	-171.28
TOTAL					-171.28
Bill Pmt -Check	8442	12/19/2018	Theatre Lawrence	Checking	
Bill	18	11/30/2018		Adult Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	8443	12/19/2018	Unique Management Services	Checking	
Bill	480884	12/10/2018		Professional Fees	-134.58
Bill	480883	12/10/2018		Professional Fees	-572.80
TOTAL					-707.38
Bill Pmt -Check	8444	12/19/2018	VenMill Industries, Inc.	Checking	
Bill	7368	12/10/2018		Library & Office Suppli...	-269.97
				Equipment	-1,798.00
TOTAL					-2,067.97
Bill Pmt -Check	8445	12/19/2018	Wichita Public Library	Checking	
Bill	11-16-18	11/30/2018		Overdues	-29.95
TOTAL					-29.95

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8446	12/19/2018	Withers	Checking	
Bill	198545	12/10/2018		Building Supplies	-295.35
TOTAL					-295.35
Bill Pmt -Check	8447	12/19/2018	World Book School and Library	Checking	
Bill	1586344	12/12/2018		Books & Materials	-999.00
TOTAL					-999.00
Bill Pmt -Check	28475	12/17/2018	Amazon	Checking	
Bill	6928228	11/30/2018		Books & Materials	-14.44
				Books & Materials	-66.87
				Books & Materials	-136.76
				Books & Materials	-55.01
				Books & Materials	-59.80
				Books & Materials	-72.31
Bill	6230603	11/30/2018		Books & Materials	-58.31
Bill	6230603	11/30/2018		Books & Materials	-23.88
Bill	6230603	11/30/2018		Books & Materials	-124.47
Bill	6230603	11/30/2018		Books & Materials	-21.44
Bill	0279441	11/30/2018		Books & Materials	-59.90
Bill	0260243	11/30/2018		Books & Materials	-9.23
Bill	7525016	11/30/2018		Books & Materials	-9.97
Bill	9745829	11/30/2018		Books & Materials	-6.27
				Books & Materials	-10.28
				Books & Materials	-32.56
				Books & Materials	-44.64
Bill	9641026	11/30/2018		Books & Materials	-18.94
Bill	0421007	11/30/2018		Books & Materials	-19.45
				Books & Materials	-355.62
				Books & Materials	-71.85
				Books & Materials	-34.00
				Books & Materials	-22.31
				Books & Materials	-12.61
Bill	6150650	11/30/2018		Books & Materials	-23.99
Bill	6230603	11/30/2018		Books & Materials	-8.83
Bill	7606669	11/30/2018		Books & Materials	-23.94
Bill	1895410	11/30/2018		Books & Materials	-11.19
Bill	2770663	11/30/2018		Books & Materials	-16.47
Bill	3285043	11/30/2018		Books & Materials	-17.25
Bill	8688238	11/30/2018		Books & Materials	-18.39
Bill	6230603	11/30/2018		Books & Materials	-48.87
Bill	1562642	11/30/2018		Books & Materials	-59.88
Bill	6150650	11/30/2018		Books & Materials	-15.00
Bill	9213036	11/30/2018		Building Supplies	-26.53
Bill	1102662	11/30/2018		Building Supplies	-55.70
Bill	9009852	11/30/2018		Building Supplies	-43.75
Bill	82779448	11/30/2018		GMARY	-159.98
Bill	4687403	11/30/2018		GMARY	-189.96
Bill	4687403	11/30/2018		GMARY	-126.08
Bill	0451464	11/30/2018		Building Supplies	-8.91
Bill	0366600	11/30/2018		Building Supplies	-42.21
Bill	8361025	11/30/2018		Children's Programming	-25.96
Bill	8547443	11/30/2018		Young Adult Program...	-13.99
Bill	7669819	11/30/2018		Young Adult Program...	-31.75

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill	0885866	11/30/2018		Advertising	-8.29
Bill	5439407	11/30/2018		Processing Supplies	-17.59
Bill	4576233	11/30/2018		Library & Office Suppli...	-30.26
Bill	6115434	11/30/2018		Block Grant	-19.99
Bill	2894639	11/30/2018		Young Adult Program...	-29.99
Bill	1782602	11/30/2018		Books & Materials	-7.50
Bill	4878639	12/10/2018		Children's Programming	-14.99
Bill	1117003	12/12/2018		Supplies	-288.44
Bill	7969000	12/12/2018		Supplies	-16.95
Bill	7969000	12/12/2018		Supplies	-33.90
Bill	4235442	12/12/2018		Books & Materials	-44.99
Bill	7282645	12/12/2018		Books & Materials	-33.94
				Books & Materials	-54.94
				Books & Materials	-188.50
				Books & Materials	-14.35
				Books & Materials	-57.97
				Books & Materials	-5.69
				Books & Materials	-42.40
Bill	0279441	12/12/2018		Books & Materials	-119.98
Bill	8512249	12/12/2018		Books & Materials	-32.40
Bill	0377068	12/12/2018		Books & Materials	-14.90
Bill	9804207	12/12/2018		Books & Materials	-55.22
				Books & Materials	-14.99
				Books & Materials	-12.19
Bill	3437829	12/12/2018		Books & Materials	-166.46
Bill	6150650	12/12/2018		Books & Materials	-39.99
Bill	1153067	12/12/2018		Books & Materials	-31.99
Bill	0279441	12/12/2018		Books & Materials	-59.88
Bill	9804207	12/12/2018		Books & Materials	-29.99
Bill	5084258	12/12/2018		Books & Materials	-6.00
Bill	0704265	12/12/2018		Books & Materials	-18.58
Bill	9804207	12/12/2018		Books & Materials	-65.84
				Books & Materials	-39.99
TOTAL					-3,928.63
Bill Pmt -Check	28476	12/17/2018	Brandon Eisman	Checking	
Bill	Reading R...	12/10/2018		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28477	12/17/2018	City of Lawrence	Checking	
Bill	2019 Parking	12/12/2018		Miscellaneous	-8,448.00
TOTAL					-8,448.00
Bill Pmt -Check	28478	12/17/2018	Cook, Jennifer	Checking	
Bill	ALA Memb...	12/10/2018		Youth Services Dept.	-122.00
TOTAL					-122.00

12:57 PM
12/13/18

Lawrence Public Library
Check Detail
December 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28479	12/17/2018	Linda L. Richlinski	Checking	
Bill	REFUND	11/30/2018		Overdues	-45.00
TOTAL					-45.00
Bill Pmt -Check	28480	12/17/2018	Linda S. Deeds	Checking	
Bill	REFUND	11/30/2018		Overdues	-18.00
TOTAL					-18.00
Bill Pmt -Check	28481	12/17/2018	Petty Cash	Checking	
Bill	1950-1963	12/12/2018		Bookvan & Mileage	-33.16
				Adult Programming	-62.25
				Miscellaneous	-20.00
				Young Adult Program...	-3.58
				Library & Office Suppli...	-19.22
				Adult Services	-55.88
TOTAL					-194.09

Lawrence Public Library

Monthly Statistical Summary--November 2018

INDICATOR	November		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	5.74	6.22	-8%			
Reference Transactions per Capita	1.23	1.54	-20%			
Program Attendance per Capita	0.41	0.41	0%			
Circulation per Capita	11.72	11.87	-1%			
Circulation per Visit	2.04	1.91	7%			
Total Holdings per Capita	2.05	2.02	1%			
% of Lawrence Residents Registered	57%	55%	4%			

Circulation--Adult Total	66,498	65,368	2%	776,177	783,512	-1%
Circulation--Young Adult Total	3,574	3,057	17%	42,032	39,580	6%
Circulation--Youth Total	27,100	28,479	-5%	324,975	329,929	-2%
Circulation--Bookmobile	952	725	31%	11,115	10,118	10%
Circulation--Book Lockers	961	817	18%	10,587	6,286	68%
Circulation--Audiovisual Total	39,461	34,511	14%	442,843	428,445	3%
Circulation--Total	97,172	96,904	0%	1,143,184	1,153,021	-1%

Reference Transactions	10,188	12,575	-19%	138,268	149,656	-8%
User Visits	47,568	50,801	-6%	605,431	620,472	-2%
LPL Web Site Visits	16,927	18,482	-8%	207,935	206,422	1%

Holdings--Added	3,069	2,857	7%	34,991	34,002	3%
Holdings--Withdrawn	3,414	4,297	-21%	36,395	49,205	-26%
Holdings--Total	203,722	198,230	3%			

Cardholders Added	421	516	-18%			
Active Cardholders--Total	69,261	65,677	5%			

Adult Programs	19	37	-49%	319	428	-25%
Young Adult Programs	14	14	0%	167	164	2%
Youth Programs	70	67	4%	719	697	3%
Total Programs	103	118	-13%	1,205	1,289	-7%
Total Program Attendance	3,375	3,332	1%	54,298	51,192	6%
Public Uses of Meeting Rooms	845	903	-6%	10,090	9,592	5%

Total Paid Staff (FTE)	67.20	62.44	8%			
Total Number of Employees	86	85	1%			

Lawrence Public Library							
Monthly Statistical Report--November 2018							
	November		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	5.74	6.22	-8%				
Reference Transactions per Capita	1.23	1.54	-20%				
Program Attendance per Capita	0.41	0.41	0%				
Circulation per Capita	11.72	11.87	-1%				
Total Holdings per Capita	2.05	2.02	1%				
Collection Turnover--Total	5.80	5.95	-2%				
Collection Turnover--Adult	6.28	6.34	-1%				
Collection Turnover--Young Adult	3.59	3.34	8%				
Collection Turnover--Youth	5.23	5.62	-7%				
Collection Turnover--Audiovisual	11.02	9.81	12%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30259	30852	-2%		368187	365796	1%
Circulation--Adult Periodicals	1115	764	46%		11056	10518	5%
Circulation--Adult Feature Films & TV Shows	23199	21635	7%		259270	267138	-3%
Circulation--Electronic Games	1547	1623	-5%		18961	19751	-4%
Circulation--Adult Music CDs	4258	5217	-18%		51046	62037	-18%
Circulation--Adult Audio Books and Books on CD	6001	5253	14%		66821	58164	15%
Circulation--eReaders	5	12	-58%		85	96	-11%
Circulation--Other	114	12	850%		751	12	6158%
Circulation--Adult Total	66498	65368	2%		776177	783512	-1%
Circulation--YA Books and Videos	3153	2771	14%		37594	36430	3%
Circulation--YA Periodicals	4	4	0%		83	161	-48%
Circulation--YA Audio Books and Books on CD	417	282	48%		4355	2989	46%
Circulation--YA Total	3574	3057	17%		42032	39580	6%
Circulation--Youth Books and Videos	24945	26556	-6%		300447	307318	-2%
Circulation--Youth Periodicals	80	118	-32%		1280	1044	23%
Circulation--Youth Music CDs	391	335	17%		4765	4225	13%
Circulation--Youth Audio Books and Books on CD	1684	1470	15%		18483	17342	7%
Circulation--Youth Total	27100	28479	-5%		324975	329929	-2%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
		2017-2018				2017-2018	
Circulation--Bookmobile	952	725	31%		11115	10118	10%
Circulation--Book Lockers	961	817	18%		10587	6286	68%
Circulation--Total Books	58357	60179	-3%		706228	709544	0%
Circulation--Total Periodicals	1199	886	35%		12419	11723	6%
Circulation--Total Audiovisual	39461	34511	14%		442843	428445	3%
Circulation Total	97172	96904	0%		1143184	1153021	-1%
Staff Assisted Circulation	4386	3726	18%		44800	49821	-10%
Self Check Circulation	66228	71315	-7%		816819	851055	-4%
Percent Self Check	94%	95%	-1%		95%	94%	0%
Online Renewals	15542	14458	7%		169729	172950	-2%
Other Staff Checkouts	126	123	2%		1351	1100	23%
Requests Placed	18743	17768	5%		219104	208012	5%
Requests Filled	17241	16513	4%		199061	189001	5%
Requests Unclaimed	2548	2592	-2%		29189	28127	4%
Interlibrary Loan Items Borrowed for LPL Patrons	385	241	60%		4993	3903	28%
Interlibrary Loan Items Loaned from LPL Collection	562	360	56%		6197	6311	-2%
OTHER LIBRARY SERVICES							
User Visits	47568	50801	-6%		605431	620472	-2%
Public Computer Usage	7168	7742	-7%		90167	98503	-8%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
		2017-2018				2017-2018	
Adult Reference Transactions	1175	1261	-7%		16066	15849	1%
Young Adult Reference Transactions	1150	681	69%		11395	10548	8%
Youth Reference Transactions	1037	1097	-5%		15444	15884	-3%
IT Desk	1088	1511	-28%		20303	18872	8%
Welcome Desk	1424	1975	-28%		21840	26348	-17%
Phone Calls	1221	1735	-30%		17600	20437	-14%
Accounts Desk	3093	4315	-28%		35620	41718	-15%
Total Reference Transactions	10188	12575	-19%		138268	149656	-8%
Public-Sponsored Uses of Meeting Rooms	845	903	-6%		10090	9592	5%
LPL Web Site Visits	16927	18482	-8%		207935	206422	1%
RESOURCES							
Holdings--Total	203722	198230	3%				
Holdings--Adult	128717	125565	3%				
Holdings--Young Adult	11978	11026	9%				
Holdings--Youth	63027	61639	2%				
Holdings--Audiovisual	42975	42228	2%				
Holdings--eReaders	9	10	-10%				
Holdings Added	3069	2857	7%		34991	34002	3%
Holdings Withdrawn	3414	4297	-21%		36395	49205	-26%
Holdings Net Change	118	-492	-124%		5463	-8423	
LIBRARY PATRONS							
Total Active Cardholders	69261	65677	5%				
Cardholders Added	421	516	-18%		7213	7950	-9%
Cardholders Transacting	13484	13502	0%		154855	147457	5%
Percent of Cardholders Transacting	19%	21%	-5%				
Total Number of Lawrence Residents Registered	56532	53772	5%				
Percent of Lawrence Residents Registered	57%	55%	3%				

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
		2017-2018				2017-2018	
PROGRAMMING							
Number of Adult Programs	19	37	-49%		319	428	-25%
Number of Young Adult Programs	14	14	0%		167	164	2%
Number of Youth Programs	70	67	4%		719	697	3%
Number of Senior Programs (With Adult)							
Total Programs	103	118	-13%		1205	1289	-7%
Adult Program Attendance	743	639	16%		12070	10086	20%
Young Adult Program Attendance	466	310	50%		6591	4417	49%
Youth Program Attendance	2166	2383	-9%		35637	36689	-3%
Senior Program Attendance (With Adult)							
Total Program Attendance	3375	3332	1%		54298	51192	6%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	67.2	62.44	8%				
ALA-MLS Librarians, in Full-Time Equivalents	17.7	18.9	-6%				
Number of Employees--Total	86	85	1%				
Number of Employees--Full-Time	46	41	12%				
Number of Employees--Part-Time	40	44	-9%				
Terminations	1	2	-50%		13	17	-24%
Hirings	1	1	0%		18	15	20%
Volunteer Hours	683.7	904.5	-24%		8637.5	7634.2	13%

Select Online Statistics November 2018

Kanopy:

Visits - 3,140

Pages - 3,724

Plays - 474

Minutes - 20,586

Pages/Visit - 1.19

Plays/Visit - 0.15

lynda.com

Active Users - 2200

New Users - 25

Users Who Logged In - 135

Total Log Ins - 657

Hours Viewed - 241.68

Hours Viewed per User Who Logged In - 1.79

Hours Viewed per Log In - .37

Library Director's Report for December 2018

Staff Bonuses

As you will recall from last month's board meeting, the board approved \$25,000 for end of year bonuses for staff. These bonuses were given in November staff pay checks. Each full time staff person received \$400 and all part-time staff received a percentage of that amount based on their FTE. For example, a .5 FTE staff member received a \$200 bonus, a .625 FTE received \$250. This seemed more equitable than the across the board amounts we have given to part-time staff in the past.

I will share with you some of the incredibly thankful emails I received from staff when announcing the bonuses. It was not lost on staff that we could have chosen to spend this money differently. Their responses were a reminder to me how important investing in staff is to the success of an organization.

End of Year is Nigh

As you will see in the financial report for November, we are still doing quite well revenues to expenses. We intend to put some money into capital improvement and spend (and encumber) some funds on end of year requests. Some of these include new study tables and chairs for the lower level, new chairs in the main level adult readings areas to replace the old Herman Miller plywood chairs we kept from the previous iteration of the building, new shelving to relocate the new non-fiction books nearer to the non-fiction collections as well as new disc buffing machines to keep our CD and DVD collections looking good.

Womxn of Color Mural Ribbon Cutting

The ribbon cutting ceremony for the Womxn of Color mural scheduled for November 25 was delayed due to a blizzard. It will occur on Saturday, December 15. Weather should be a good bit better. I hope to see some of you in attendance.

Respectfully submitted by Brad Allen, December 13, 2018

Monthly Departmental Reports

December 2018

New Staff

- **Youth Services:** Centi Clogston will be moving from the teen side of youth services to the children's side to fill Pete Fey's position. We have posted Centi's job and will start reviewing applications on 12/7.
- **Information Services:** Hazlett Henderson has joined Info Services.
- **Accounts:** Randi Hacker is leaving LPL. Her last official day is 12-28-18. We are currently reviewing applications for her replacement and hope to have someone hired by the end of the month.

New Volunteers

- **Youth Services:** We are currently taking applications for teen volunteers for the spring. This will close on 12/9.
- **Materials Handling** has several new volunteers: Adrian Brothers, Pam McKean, and Steve Peszat. One of the tasks that they are assisting with is cleaning children's picture books, which we are really excited about! This collection is well-used, and keeping them clean and attractive is a challenge.

New Collections

- **Youth Services:** We will start circulating [Starlings](#) the week of 12/10. These are wearable word counters, similar to a pedometer. Parents can attach the cute star to their baby and see what how many words they are speaking to their child each day.

New Software/Hardware

- The Teen Zone has new computers thanks to Aaron! The Teen Zone computers were replaced with 18 new Lenovo M715 Tiny computers with 8GB RAM, 256GB SSD, and AMD Ryzen 2400GE processors with Vega 11 graphics. These systems are significantly higher performance and come with far superior reliability and support than the

Gigabyte Brix kits which they replaced. The monitors were not replaced, but were reused. The 6 outside the TZ are housed in Tiny-in-One monitors while the 12 inside the lab are now using Tiny-in-One stands which allow the old monitors to be used while mounting the new computers in an attractive all-in-one style package.

- Public service desks throughout the library are being updated. Front and back Children's desks and the Teen Zone desk have been replaced with new computers matching those in use by the public in the Children's Area (Lenovo M700 Tiny). Accounts desk computers and Ask desk computers are being upgraded to 8GB RAM and solid state hard drives. The Welcome desk and Technology desk computers have been replaced by new computers matching the newest generation of staff computers (Lenovo M710q Tiny). The Ask desk computer will be replaced with this model in January.
- New equipment has been purchased for the studio and will be in use soon including: replacement audio interfaces (Apogee) and mixing board (PreSonus) for the main studio, Simple 4K Camera (Zoom). The new audio interfaces and mixing board will improve recording quality and simplify use and troubleshooting. They allow fully digital presets which can't be undermined by incorrect settings on the mixing board as the board will now be completely software controlled.
- We have purchased 4 new iPads and mounting hardware for use in the Children's area. These devices will be permanently stationed at a table, secured and permanently plugged in, mounted on adjustable stands. Karen and I elected to go with these iPads as a replacement for 4 of the 6 AWE Early Literacy Stations. The AWE devices have been in need of replacement. However, we no longer believe they offer enough value to be worth their high asking price under their current pricing model. New keyboards, mice, and stands have been purchased to keep 2 of the AWE Stations operational for as long as they last (with 3 remaining functional units available as spares).
- We have purchased 3 iPad Pro 12.9" units as well as mounting hardware to replace the three end panel catalogs in use in the non-fiction stacks.
- We'll be purchasing Niche Academy this month. We'll start our subscription before the end of the year. We'll use this for training materials and CE tracking for employees as

well as tutorials for the public.

- The Cloud Library beta initial testing is complete. We are now offering it for public use. This software provides a handy app version of checkout receipts and stored barcode information. We expect it to be of interest only to a limited number of patrons.

New Partnerships

- **Youth Services:** Vanessa has been meeting with community partners to establish relationships for outreach storytimes. She's met with Positive Bright Start, Parents as Teachers, Huppe House at Edgewood, Early Education Center at Kennedy Elementary, and The Ballard Center. She has a pending meeting with Head Start.
- **Information Services:**
 - Ian and Melissa visited the Adult Learning Center, and will be coordinating library information sessions as part of the ALC's spring orientation.
 - We'll be co-promoting the Senior Resource Center's monthly Welcome to Medicare class, which has been moved from our meeting rooms to the auditorium.
- **Marketing:** Heather is working with Vanessa, the Youth Services Outreach Coordinator, on a partnership with Lawrence Laundromat that brings the library to the the location (creating a small space inside with free books and library information for kids/adults) and library card sign-up tabling schedule that includes entry into a drawing for a free \$20 laundry card when you sign up. The project is in its infancy, but Ross, the owner, is on board with free laundry cards and helping the library be present there any way he can.
- **Events:** In the past we have partnered with the KU office of first year experience surrounding programming for the KU Common Book. This year Kristin Soper is serving on the selection committee for their 2019 selection.
- **Readers' Services:**
 - Polli visited Vermont Towers to present on our digital services and help

residents get connected on their devices.

- Kate visited Presbyterian Manor to assist residents with starting a book club at that location.

New Programs/Series

- **Readers' Services:** We are working with Professor Randy Fuller and the KU English Dept. to host a new book club, "The Bucket List Book Club". Dr. Fuller will choose the books, focusing on "book you have always thought you should read" and lead the discussion, and we will promote the meetings. There may be grant funding opportunities to purchase some books, in addition to using our book club bags.

Reports on Signature Events

- **Youth Services:** We had over 100 attendees for the Olive Press Workshop on 12/7 and we're looking forward to Candy Construction on 12/19. We're gearing up for Read Across Lawrence AND starting our Summer Reading planning.
- Despite a dark, cold, and stormy night, we had 300 attendees at our 2018 Beach Author event *An Evening with Nnedi Okorafor*. Okorafor said she loved Lawrence and having a crossover author (writes for children, teens, and adults) led to a wide age range at the event.

Continuing Education/Professional Organization Participation

- Kelsey Hunter, Prevention Specialist with the Sexual Trauma & Abuse Care Center in Lawrence, will present two in-house sessions for staff. "Dealing with Harassment" covers boundary setting with the public as well as resources to help others in need.
- Vanessa completed a Youth Services 101 online course from iSchool at UW-Madison.
- Materials Handling, Accounts, and Cataloging staff attended a course on Holds Management offered by our catalog vendor, SIRSI
- Lorri Hoelscher in Materials Handling attended a SIRSI workshop on inventory processes.

Task Force Reports/Task Force Requests

- CPIP (continuous process improvement) is regrouping into a smaller core group that will include Collection Services staff: Tricia Karlin, William Ottens, Darla Sieg, Emily McDonald, and Lorri Hoelscher. We redefined the scope of the group:
 - Determining services for which we wish to create goals
Reviewing processes that support key service goals.
Defining metrics so we can measure achievement of service goals
Creating an interdepartmental team that will focus on how we can achieve definable service goals
 - We will bring in additional departments depending on the service goal being reviewed. In an upcoming Collection Management Committee, we will be asking members for guidance on which service goals to prioritize. Some sample service goals could include
 - 99% of available items will be found on the shelf in the location designated in the online catalog.
 - 99% of available items placed on hold before 7:30 a.m. will be available for patron pickup within 4 hours of the library opening.
 - 98% of items on library shelves will be in good condition

All Staff Initiatives

- William Ottens coordinated a committee to organize a holiday breakfast for library staff on Wednesday, December 12. There was a great turnout, a splendid feast, and excellent door prizes courtesy of the Friends and Foundation. Staff donated many boxes of food to take to Just Food.

Foundation Director's Report – December 14, 2018

- **Major Gifts.** The Library Foundation has received these recent major gifts:
 - Beth Cigler has made a generous gift of \$9,200 to the Library Foundation. She directed \$1,000 to the New Chapter Society and the remainder to the 2019 Sing and Rhyme Storytime, Harry Potter Book Night and other youth programs.
 - The Blaser Family Fund of the Douglas County Community Foundation has provided a gift of \$10,000 to the Library Foundation's unrestricted endowment account. Since 2014, the Blasers have contributed a total of \$40,000 to the Foundation's unrestricted endowment held at DCCF.
- **Ranjbar Orthodontics Sponsorships.** We are pleased to report that Dan Ranjbar sponsored the December 13th Dinner and a Movie event. In addition, he will underwrite a performance by Harry and the Potters for the library's Harry Potter Book Night on Thursday, February 7th. The total sponsorship is \$2,600.
- **After Hours at the Library.** Planning for the annual fundraiser, set for Saturday, March 2nd is in full swing. The committee has sent out approximately 50 letters to businesses and library vendors regarding sponsorship opportunities. In addition, I recently visited with Miles Schnaer at Crown Automotive, who has committed to a signature sponsorship for the event. Committee members have lined up musicians, contacted local book clubs regarding donating themed baskets, and are asking local restaurants to provide appetizers and desserts for the party.
- **Walmart Foundation Grant.** The Walmart Foundation has provided a \$1,000 grant to the Library Foundation. The funds will be used for a new Kindle Book Club in a Bag.
- **Database Grants.** We have received two grants from local organizations to support databases at the library. These databases are available through the library website.
 - The Chamber has provided a \$6,000 grant for Mergent Intellect. This database offers business news, industry profiles and thousands of facts and figures that can be used by local businesses and individuals for research and planning.
 - Douglas County Community Foundation provided a \$2,500 grant to support the Foundation Center database at the library. This searchable database of more than 100,000 grantmakers is invaluable to local non-profits and individuals seeking funding for their projects.
- **Year End Fundraising.** Our year end fundraising is making good progress:
 - Twenty-five donors have joined or renewed their membership in the New Chapter Society since our invitation a letter was mailed in October. These donors give a minimum gift of \$1,000 to the library. To date in 2018, the Foundation has raised a total of \$35,000 through this program.
 - The annual joint Friends/Foundation letter has raised \$2,500 to date; \$1,400 for the Foundation and \$1,100 for the Friends. These gifts continue to arrive on a daily basis.
 - The Foundation has launched an online recurring giving campaign, allowing donors to give a monthly gift to the library. We have received three recurring gifts to date. We hope to grow this program, which is popular with younger donors.