

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

Monday, January 21, 2019 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 Plan Update – see attachment

New business

- Audit Conflict of Interest Forms
- Budget and Finance Policy Revision – see attachment
- NEKLS Library Development Grant Application Review – see attachment
- Review of Annual Organizational Calendar – see attachment
- Board Development Review for 2019 – see attachment

Adjournment

DRAFT

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

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

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

Friends of the Library: Maclyn Pettengill.

Guests: None.

Call to Order

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

Public Comment

None.

Consent Agenda

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

Director's Report

Brad reported on how staff bonuses were distributed and shared a few of the many thank you notes he received from staff. Despite the bonuses he said he still expects revenues to exceed expenditures. Some of the balance will be used for needed furniture purchases.

Library Foundation Executive Director's Report

Kathleen reported on recent gifts and grants. She said that 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. Crown Automotive has committed to a signature sponsorship of \$5000 for the After Hours fundraiser on March 2. The Chamber has provided a \$6000 grant to continue the Mergent Intellect business database. The Douglas County Community Foundation has provided a \$2,500 grant to support the Foundation Center database at the library. 27 donors have joined or renewed their New Chapter Society membership.

Conversations about the Friends/Foundation merger continue to go well. Subcommittees are working on rebranding, finance, legal governance, and membership issues. The treasurers of each group, the library's accounting specialist, and Kathleen met with representatives from Mize Houser, our audit firm. Mize Houser strongly suggests that the merger take effect in January to avoid the need for a mid-year audit. The Friends will vote on the merger proposal at their March 9 annual meeting. Then the Foundation board will be asked to formally approve. If both votes are affirmative, the merger will be authorized with a goal to become effective January 1, 2020.

At their November meeting the Foundation discussed potential distributions from the endowment based on 3rd quarter estimates. The final decision will be made after 4th quarter returns are in and will be reported at the February library board meeting. A 4.5% distribution from NEH funds is anticipated, but no distribution from unrestricted funds. The library has unspent funds available to them from previous distributions. Brady added that with the merger talks, he and Joan are serving on the governance committee and will recommend that there be two library board members on the new merged organization's board.

Friends Report

Maclyn said that the prospective merger is going smoothly from the Friends perspective. In 2018, Friends gave the library \$100,000, up from the \$76,000 originally authorized. The Season's Readings sale brought in \$2300 in their weekend sale. The next sale will be in conjunction with Harry Potter Book Night on February 7.

Ongoing Business

Report: End of Year Budget

Brad said at this point he estimates that revenues will be about \$125,000 over expenses. Any funds remaining after making year-end purchases will be invested in the Capital Improvement Fund.

New Business

Discussion: Proposed Homeless Drop-in Center Downtown

Brad led a discussion about the proposed downtown homeless drop-in center. No action recommended at this time.

Executive Session: Director Evaluation Discussion

Joan moved to go into executive session at 5:13 to discuss the director's evaluation; Stuart seconded. All in favor. The meeting moved to executive session.

Adjournment

Meeting adjourned at 6:30 p.m.

The next Board meeting will be Monday, January 21 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Regular Budget Report									
December 2018									
REVENUES		This Month	Year to Date	Annual Budget	100% of Year		Dec-17	YTD 2017	
Tax Fund		\$ -	\$ 4,345,247.49	\$ 4,233,000.00	102.65%		\$ -	\$ 4,111,719.19	
Overdues		\$ 11,327.58	\$ 155,141.89	\$ 148,400.00	104.54%		\$ 15,694.96	\$ 1,638,099.70	
NEKLS		\$ -	\$ 93,350.00	\$ 90,000.00	103.72%		\$ -	\$ 68,124.00	
State Aid		\$ -	\$ 27,595.64	\$ 25,000.00	110.38%		\$ -	\$ 28,578.08	
Photo Copies		\$ 1,366.49	\$ 20,383.04	\$ 20,000.00	101.92%		\$ 1,494.04	\$ 20,271.00	
Coffee Shop Rent		\$ -	\$ 9,000.00	\$ 9,000.00	100.00%		\$ 750.00	\$ 8,250.00	
Meeting Room Fees		\$ 700.00	\$ 7,025.00	\$ 3,000.00	234.17%		\$ 375.00	\$ 7,125.00	
Interest		\$ 2,136.34	\$ 25,554.67	\$ 1,600.00	1597.17%		\$ 1,094.29	\$ 9,436.53	
Miscellaneous		\$ -	\$ 685.93	\$ -			\$ 2,293.70	\$ 3,121.86	
Total Revenues		\$15,530.41	\$4,683,983.66	\$4,530,000.00	103.40%		\$21,701.99	\$5,894,725.36	
EXPENSES									
Salaries & Wages		\$ 221,868.69	\$ 2,525,426.98	\$ 2,500,000.00	101.02%		\$ 226,957.46	\$ 2,457,797.12	
Employee Benefits		\$ 26,303.69	\$ 310,455.20	\$ 275,000.00	112.89%		\$ 23,971.38	\$ 258,037.39	
Payroll Taxes		\$ 36,872.73	\$ 419,567.94	\$ 420,000.00	99.90%		\$ 37,653.12	\$ 388,631.98	
Utilities		\$ 5,303.16	\$ 88,740.96	\$ 96,000.00	92.44%		\$ 6,439.95	\$ 87,607.48	
Building Supplies		\$ 5,516.35	\$ 23,073.26	\$ 20,000.00	115.37%		\$ 1,497.86	\$ 17,607.04	
Building Repairs & Maintenance		\$ 5,435.10	\$ 50,905.26	\$ 55,000.00	92.56%		\$ 1,275.54	\$ 41,134.94	
Library Supplies		\$ 2,218.94	\$ 21,223.37	\$ 25,000.00	84.89%		\$ 1,502.54	\$ 23,121.95	
Books & Materials		\$ 95,143.49	\$ 653,492.63	\$ 650,000.00	100.54%		\$ 97,713.75	\$ 600,725.16	
Processing Supplies		\$ 3,037.64	\$ 51,873.04	\$ 65,000.00	79.80%		\$ 2,022.39	\$ 36,760.28	
Equipment		\$ 24,430.77	\$ 43,163.27	\$ 10,000.00	431.63%		\$ 17,807.34	\$ 71,931.01	
Technology		\$ 10,602.87	\$ 217,972.08	\$ 210,000.00	103.80%		\$ 8,183.39	\$ 205,262.70	
Insurance		\$ -	\$ 13,968.00	\$ 15,000.00	93.12%		\$ -	\$ 14,366.00	
Shipping		\$ 919.18	\$ 15,334.79	\$ 19,000.00	80.71%		\$ 938.55	\$ 15,847.60	
Professional Development		\$ 5,254.94	\$ 36,836.60	\$ 30,000.00	122.79%		\$ (534.78)	\$ 24,634.85	
Book Van & Mileage		\$ 244.30	\$ 1,915.64	\$ 2,000.00	95.78%		\$ 322.29	\$ 1,688.54	
Programs		\$ 1,751.50	\$ 18,958.27	\$ 20,000.00	94.79%		\$ 3,201.43	\$ 17,230.56	
Professional Fees		\$ 40,985.76	\$ 80,593.89	\$ 40,000.00	201.48%		\$ 3,825.81	\$ 38,421.90	
Advertising & Marketing		\$ 2,321.72	\$ 29,791.17	\$ 30,000.00	99.30%		\$ 633.65	\$ 29,463.29	
Capital Improvements		\$ -	\$ 15,593.60	\$ 48,000.00	32.49%		\$ 34,848.40	\$ 56,280.40	
Miscellaneous		\$ 8,431.73	\$ 10,220.35	\$ -			\$ 6,328.79	\$ 9,283.32	
Total Expenses		\$ 496,642.56	\$ 4,629,106.30	\$ 4,530,000.00	102.19%		\$ 474,588.86	\$ 4,395,833.51	
Amount over budget		\$ 99,106.30							
Amount under revenues			\$54,877.36	To Capital Improvement					
CASH BALANCES									
Checking		\$ 757,254.17							
Capital Improvement		\$ 612,684.72							

Lawrence Public Library 2018 Outside Funding Report													
		1/1/2018	September	September	October	October	November	November	December	December			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS													
	KPR-Advertising	\$ 425.87		\$ 287.50		\$ 287.50		\$ 287.50		\$ 633.24	\$ 2,590.91		
	Summer Reading - ALL	\$ -		\$ 31.88		\$ 103.00			\$ 103.00	\$ -	\$ 4,628.83		
	Aquarium	\$ 256.77		\$ 300.00				\$ 300.00	\$ 455.70	\$ 300.00	\$ 872.21		
	Volunteers	\$ 743.55		\$ 103.93						\$ 78.00	\$ 346.62		
	Read Across Lawrence 2018	\$ 1,548.82		\$ 102.00	\$ 102.00	\$ 4,033.60				\$ 8,157.00	\$ (12,190.60)		
	Salaries/Taxes	\$ 16.79		\$ 3,920.46		\$ 3,920.46		\$ 3,920.46	\$ 23,513.41	\$ 3,932.08	\$ (11.62)		
	Block Grant	\$ 39,734.07	\$ 50,000.00	\$ 1,098.56		\$ 1,928.66		\$ 1,725.59	\$ 50,000.00	\$ 5,263.08	\$ 92,921.68		
		\$ 43,584.71	\$ 50,000.00	\$ 5,844.33	\$ 102.00	\$ 10,273.22	\$ -	\$ 6,233.55	\$ 74,072.11	\$ 18,363.40	\$ 90,016.87		
FOUNDATION													
	Kansas Health Foundation	\$ 2,484.89									\$ 2,134.96		
	Salaries/Taxes - Isaman	\$ -		\$ 3,306.78	\$ 10,004.71	\$ 3,306.78		\$ 3,374.16	\$ 15,925.79	\$ 9,244.85	\$ -		
	Foundation Expenses to be reimbursed	\$ -		\$ 379.18	\$ 948.34	\$ 1,483.33		\$ 1,185.16	\$ 3,604.67	\$ 936.18	\$ -		
	Mary Winter for BCIAB							\$ 742.82	\$ 5,998.85	\$ 382.50	\$ 4,873.53		
	Salkind for E-books	\$ 382.88		\$ 3,784.43		\$ 14,992.25					\$ 2.11		
	Harry Potter	\$ 1,000.00									\$ 490.91		
	Weinberg YS/YA	\$ 1,734.36		\$ 3,013.69		\$ 88.19					\$ 8,550.25		
	Milliken Fund	\$ 827.33		\$ 174.94		\$ 408.09				\$ 484.10	\$ 2,300.21		
	Sound & Vision	\$ 935.62		\$ 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		\$ 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				\$ 10.60		\$ 33.52			\$ 4,927.45		
	MIDCO	\$ 2,366.78			\$ 30,000.00	\$ 7,788.00		\$ 5,370.00		\$ 1,917.42	\$ 17,291.36		
	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	\$ -	\$ 10,866.60	\$ 57,663.25	\$ 28,927.01	\$ -	\$ 11,114.02	\$ 25,529.31	\$ 12,965.05	\$ 124,839.85		
OTHER													
	Memorials/Honor with Books/Bauleke	\$ 131.07			\$ 1,428.95				\$ 154.00	\$ 57.47	\$ 1,722.07		
	ALA Teen Intern	\$ -		\$ 417.64		\$ 504.90		\$ 37.41			\$ 80.37		
	Landsberg Bequest	\$ 6,996.11		\$ 690.09		\$ 723.13		\$ 577.31		\$ 230.84	\$ 1,272.10		
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
	Wurfy	\$ 39.69							\$ 100.00		\$ 120.99		
	Bibliocommons										\$ 1,000.00		
	Merchandise Sales	\$ 993.82	\$ (780.40)		\$ 256.00		\$ 353.50		\$ 362.65		\$ 833.75		
		\$ 10,787.01	\$ (780.40)	\$ 1,107.73	\$ 1,684.95	\$ 1,228.03	\$ 353.50	\$ 614.72	\$ 616.65	\$ 288.31	\$ 7,655.60		
		\$ 105,073.36											
	Month Total		\$ 49,219.60	\$ 17,818.66	\$ 59,450.20	\$ 40,428.26	\$ 353.50	\$ 17,962.29	\$ 100,218.07	\$ 31,616.76			
								YTD:	\$ 362,431.29	\$ 244,992.33			

Lawrence Public Library
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>	<u>Dec 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	0.00	1,205.20	-1,205.20	-100.0%
MIP Operating Funds	544,217.20	651,473.12	-107,255.92	-16.5%
Checking	213,036.97	580,868.21	-367,831.24	-63.3%
Capital Improvement at MIP	612,684.72	0.00	612,684.72	100.0%
Total Checking/Savings	<u>1,369,938.89</u>	<u>1,233,546.53</u>	<u>136,392.36</u>	<u>11.1%</u>
Total Current Assets	<u>1,369,938.89</u>	<u>1,233,546.53</u>	<u>136,392.36</u>	<u>11.1%</u>
Other Assets				
Petty Cash	1,240.75	1,230.70	10.05	0.8%
Total Other Assets	<u>1,240.75</u>	<u>1,230.70</u>	<u>10.05</u>	<u>0.8%</u>
TOTAL ASSETS	<u>1,371,179.64</u>	<u>1,234,777.23</u>	<u>136,402.41</u>	<u>11.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	148,783.69	184,963.78	-36,180.09	-19.6%
Total Accounts Payable	<u>148,783.69</u>	<u>184,963.78</u>	<u>-36,180.09</u>	<u>-19.6%</u>
Other Current Liabilities				
Payroll Liabilities	3,627.27	3,361.09	266.18	7.9%
Total Other Current Liabilities	<u>3,627.27</u>	<u>3,361.09</u>	<u>266.18</u>	<u>7.9%</u>
Total Current Liabilities	<u>152,410.96</u>	<u>188,324.87</u>	<u>-35,913.91</u>	<u>-19.1%</u>
Total Liabilities	<u>152,410.96</u>	<u>188,324.87</u>	<u>-35,913.91</u>	<u>-19.1%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	745,817.14	730,000.79	15,816.35	2.2%
Net Income	172,316.32	15,816.35	156,499.97	989.5%
Total Equity	<u>1,218,768.68</u>	<u>1,046,452.36</u>	<u>172,316.32</u>	<u>16.5%</u>
TOTAL LIABILITIES & EQUITY	<u>1,371,179.64</u>	<u>1,234,777.23</u>	<u>136,402.41</u>	<u>11.1%</u>

**Lawrence Public Library
Revenues & Expenses**

December 2018

	Dec 18
Ordinary Income/Expense	
Income	
Gifts-Friends	73,513.41
Gifts-Other	26,342.01
Interest	2,136.34
Meeting Room Fees	700.00
Merchandise Sales	362.65
Overdues	11,327.58
Photo Copies	1,366.49
Total Income	115,748.48
Gross Profit	115,748.48
Expense	
Payroll Expenses	253,245.92
Payroll Taxes	38,732.01
Utilities - Electric	5,303.16
Building Supplies	5,516.35
Building Repairs & Maintenance	5,435.10
Library & Office Supplies	2,218.94
Books & Materials	95,143.49
Processing Supplies	3,037.64
Equipment	24,430.77
Technology	10,602.87
Shipping	919.18
Professional Development	5,254.94
Bookvan & Mileage	244.30
Program Expense	1,751.50
Professional Fees	40,985.76
Advertising	2,321.72
Miscellaneous	8,431.73
FOUNDATION FUNDING	6,604.82
FRIENDS FUNDING	18,079.12
Total Expense	528,259.32
Net Ordinary Income	-412,510.84
Net Income	-412,510.84

Lawrence Public Library Vendor Balance Summary

All Transactions

	Jan 18, 19
Advance Insurance Company	612.05
Amazon	3,987.19
ASI	50.00
Baker & Taylor, Inc.	224.31
Bibliotheca	13,559.76
Bob's Janitorial Service	3,575.00
Center Point Large Print	44.34
Century Business Technologies	1,243.24
City of Lawrence	362.00
Demco, Inc.	1,143.71
Downtown Lawrence Inc.	202.50
EBSCO	15,206.32
Gale/Cengage Learning	636.74
Genesis Health Clubs	1,872.00
Ingram Library Services	17,924.48
Intuit	29.85
JanWay Company	710.00
Jayhawk Trophy Co., Inc.	16.50
Jayhawk Tropical Fish	300.00
Kanopy LLC	996.00
Kansas City Public Library	23.95
Kansas Public Radio	287.50
Katie Aldritt	120.00
Kaw Valley Seed Fair	30.00
Lawrence Rotary Club	207.00
Lawrence Sign Up LLC	439.77
LFK Press, LLC	1,350.00
Maria Dolores Jimenez	20.69
Midwest Tape	16,360.77
NEKLS	490.00
Niche Academy	2,800.00
OCLC, Inc.	5,382.42
OverDrive	7,076.44
Pan Asian Publications Inc.	304.19
Paperboys, Ltd.	1,107.62
ProQuest LLC	7,550.40
Pur-O-Zone, Inc.	2,906.15
QuickBooks Payroll Service	62.98
Quill Corporation	961.06
Random House, Inc.	26.25
Salvation Army	50.00
Schendel Services	99.75
School Specialty II	1,214.80
Snap Promotions	1,620.42
Sneegas Plumbing, Inc.	733.00
St. Louis Public Library	16.34
Tech Logic	39,510.00
The Chamber	310.00
The New York Times	1,606.80
Unique Management Services	722.33
United Parcel Service	581.42
Vantiv	200.54
VISA 5372	16,571.98
Westar	9,710.17
Withers	231.90
TOTAL	183,382.63

12:32 PM
01/17/19

Lawrence Public Library
Check Detail
January 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	01/21/2019	Advance Insurance Company	Checking	
Bill	February 2...	01/14/2019		Group Life Insurance	-612.05
TOTAL					-612.05
Bill Pmt -Check	Electronic	01/21/2019	ASI	Checking	
Bill	January Fe...	01/02/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	01/21/2019	Intuit	Checking	
Bill	Bill Pay	01/10/2019		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	01/21/2019	United Parcel Service	Checking	
Bill	1019	01/10/2019		Shipping	-581.42
TOTAL					-581.42
Bill Pmt -Check	Electronic	01/21/2019	Vantiv	Checking	
Bill	December	01/10/2019		Credit Card Processing	-200.54
TOTAL					-200.54
Bill Pmt -Check	Electronic	01/21/2019	VISA 5372	Checking	
Bill		01/14/2019		Admin. Dept.	-84.00
				ALA	-341.10
				Bookvan & Mileage	-115.87
				Adult Programming	-305.48
				Children's Programming	-133.50
				Children's Programming	-320.88
				Children's Programming	-10.71
				Children's Programming	-84.00
				Children's Programming	-53.54
				Children's Programming	-56.80
				Young Adult Program...	-102.43
				Read Across Lawrence	-8,157.00
				Shipping	-315.99
				Library & Office Suppli...	-921.12
				Miscellaneous	-20.00
				Miscellaneous	-203.42
				Membership & Dues	-320.00
				Building Supplies	-717.45
				Advertising	-227.96
				Advertising Gift Fund	-407.83
				Merchandise Sales	-117.60
				Telephone	-42.28
				Telephone	-276.14
				Supplies	-108.99
				Software & Licenses	-719.76

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Lawrence Public Library
Check Detail
January 2019

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDI...	-200.00
				FOUNDATION FUNDI...	-450.00
				FOUNDATION FUNDI...	-53.42
				FOUNDATION FUNDI...	-90.00
				FOUNDATION FUNDI...	-103.00
				MIDCO	-332.02
				Sound & Vision	-320.50
				Volunteer Recognition	-78.00
				Block Grant	-437.00
				Books & Materials	-23.98
				Books & Materials	-70.48
				Periodicals	-49.75
				GMARY	-199.98
TOTAL					-16,571.98
Bill Pmt -Check	Electronic	01/21/2019	Westar	Checking	
Bill		01/14/2019		Utilities - Electric	-9,710.17
TOTAL					-9,710.17
Bill Pmt -Check	REVERSE	01/21/2019	Encumbrances	Checking	
General Journal	4548	12/31/2018	Encumbrances	Accounts Payable	0.00
General Journal	4549	12/31/2018	Encumbrances	Accounts Payable	0.00
General Journal	4550	12/31/2018	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	8448	01/24/2019	Baker & Taylor, Inc.	Checking	
Bill	5015292295	12/20/2018		Books & Materials	-70.31
Bill	5015324149	01/16/2019		Processing Supplies	-0.05
Bill	5015324148	01/16/2019		Books & Materials	-23.03
Bill	2034256376	01/16/2019		Processing Supplies	-0.25
Bill	2034256375	01/16/2019		Books & Materials	-70.82
Bill	2034239108	01/16/2019		Books & Materials	-28.24
Bill	2034239109	01/16/2019		Processing Supplies	-1.95
Bill	5015295556	01/16/2019		Processing Supplies	-0.05
Bill	5015295555	01/16/2019		Books & Materials	-29.61
TOTAL					-224.31
Bill Pmt -Check	8449	01/24/2019	Bibliotheca	Checking	
Bill	SI0047377...	01/10/2019		Public Access	-1,469.76
Bill	SI0047291...	01/10/2019		Public Access	-12,090.00
TOTAL					-13,559.76
Bill Pmt -Check	8450	01/24/2019	Bob's Janitorial Service	Checking	
Bill	307752	12/21/2018		Building Repairs & Mai...	-3,350.00
Bill	307584	12/31/2018		Professional Fees	-225.00
TOTAL					-3,575.00

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Lawrence Public Library
Check Detail
January 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8451	01/24/2019	Center Point Large Print	Checking	
Bill	1650738	01/16/2019		Books & Materials	-23.37
Bill	1646412	01/16/2019		Books & Materials	-20.97
TOTAL					-44.34
Bill Pmt -Check	8452	01/24/2019	Century Business Technologies	Checking	
Bill	509086	12/20/2018		Copying	-347.80
Bill	509058	12/20/2018		Copying	-15.00
Bill	508996	12/20/2018		Copying	-327.11
Bill	511260	01/14/2019		Copying	-206.95
Bill	511640	01/17/2019		Copying	-346.38
TOTAL					-1,243.24
Bill Pmt -Check	8453	01/24/2019	Demco, Inc.	Checking	
Bill	6514331	12/21/2018		Library & Office Suppli...	-114.99
				Processing Supplies	-33.66
Bill	6526600	01/16/2019		Processing Supplies	-995.06
TOTAL					-1,143.71
Bill Pmt -Check	8454	01/24/2019	Downtown Lawrence Inc.	Checking	
Bill	2019-140	01/10/2019		Membership & Dues	-202.50
TOTAL					-202.50
Bill Pmt -Check	8455	01/24/2019	EBSCO	Checking	
Bill	1575792	01/10/2019		Periodicals	-300.00
Bill	1575418	01/10/2019		Periodicals	-9,996.39
				Library & Office Suppli...	-898.93
Bill	100009243...	01/14/2019		Books & Materials	-4,011.00
TOTAL					-15,206.32
Bill Pmt -Check	8456	01/24/2019	Gale/Cengage Learning	Checking	
Bill	65676127	12/20/2018		Books & Materials	-23.09
Bill	65682388	12/20/2018		Books & Materials	-155.34
Bill	65681946	12/20/2018		Books & Materials	-45.48
Bill	65836334	01/16/2019		Books & Materials	-27.29
Bill	65836887	01/16/2019		Books & Materials	-228.11
Bill	65787013	01/16/2019		Books & Materials	-91.66
Bill	65727341	01/16/2019		Books & Materials	-43.38
Bill	65734451	01/16/2019		Books & Materials	-22.39
TOTAL					-636.74

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8457	01/24/2019	Ingram Library Services	Checking	
Bill	37828601	12/20/2018		GMARY	-9.84
				Landsberg Gift	-9.35
				GGIFT	-1.79
Bill	37828600	12/20/2018		GMARY	-222.36
Bill	37828603	12/20/2018		Landsberg Gift	-172.03
Bill	37828602	12/20/2018		GGIFT	-31.30
Bill	37837580	12/20/2018		Landsberg Gift	-21.21
Bill	37837579	12/20/2018		GGIFT	-22.74
Bill	37837581	12/20/2018		GGIFT	-1.64
				Landsberg Gift	-1.97
Bill	37911345	12/20/2018		Processing Supplies	-5.40
Bill	37890876	12/20/2018		Processing Supplies	-22.21
Bill	37850033	12/20/2018		Processing Supplies	-22.40
Bill	37890878	12/20/2018		Processing Supplies	-19.68
Bill	37828599	12/20/2018		Processing Supplies	-178.86
Bill	37804788	12/20/2018		Processing Supplies	-20.68
Bill	37837578	12/20/2018		Processing Supplies	-47.70
Bill	37778760	12/20/2018		Processing Supplies	-23.64
Bill	37778758	12/20/2018		Processing Supplies	-9.16
Bill	37911344	12/20/2018		Books & Materials	-85.56
Bill	37890875	12/20/2018		Books & Materials	-173.33
Bill	37850032	12/20/2018		Books & Materials	-245.63
Bill	37890877	12/20/2018		Books & Materials	-156.89
Bill	37828598	12/20/2018		Books & Materials	-1,636.87
Bill	37804787	12/20/2018		Books & Materials	-164.99
Bill	37837577	12/20/2018		Books & Materials	-421.45
Bill	37778759	12/20/2018		GMARY	-122.40
Bill	37778757	12/20/2018		Books & Materials	-116.05
Bill	37784639	12/20/2018		Library & Office Suppli...	-61.20
Bill	38310368	01/16/2019		GMARY	-29.52
Bill	38310367	01/16/2019		GMARY	-533.40
Bill	38310370	01/16/2019		Landsberg Gift	-0.82
Bill	38310369	01/16/2019		Landsberg Gift	-15.39
Bill	38186848	01/16/2019		Landsberg Gift	-15.96
Bill	38186847	01/16/2019		Landsberg Gift	-15.39
Bill	38186849	01/16/2019		Landsberg Gift	-2.46
Bill	38186850	01/16/2019		Landsberg Gift	-15.38
Bill	38096915	01/16/2019		Landsberg Gift	-4.10
Bill	38096913	01/16/2019		Landsberg Gift	-15.95
Bill	38096914	01/16/2019		Landsberg Gift	-67.20
Bill	37955428	01/16/2019		Landsberg Gift	-71.25
Bill	37955429	01/16/2019		GMARY	-177.48
Bill	37955430	01/16/2019		GMARY	-9.84
				Landsberg Gift	-2.46
Bill	38186846	01/16/2019		Processing Supplies	-27.24
Bill	38186844	01/16/2019		Processing Supplies	-16.24
Bill	38310360	01/16/2019		Processing Supplies	-63.02
Bill	38276794	01/16/2019		Processing Supplies	-18.80
Bill	38304219	01/16/2019		Processing Supplies	-116.96
Bill	38248939	01/16/2019		Processing Supplies	-293.91
Bill	38227254	01/16/2019		Processing Supplies	-33.76
Bill	38116510	01/16/2019		Processing Supplies	-24.25
Bill	38155561	01/16/2019		Processing Supplies	-10.98
Bill	38116512	01/16/2019		Processing Supplies	-0.15
Bill	38108341	01/16/2019		Processing Supplies	-8.37
Bill	38096908	01/16/2019		Processing Supplies	-32.97
Bill	38096910	01/16/2019		Processing Supplies	-22.12
Bill	38096912	01/16/2019		Processing Supplies	-40.16
Bill	38064796	01/16/2019		Processing Supplies	-21.21

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Type	Num	Date	Name	Account	Paid Amount
Bill	38011444	01/16/2019		Processing Supplies	-59.95
Bill	38028093	01/16/2019		Processing Supplies	-19.84
Bill	38028091	01/16/2019		Processing Supplies	-32.47
Bill	38023209	01/16/2019		Processing Supplies	-41.31
Bill	38005086	01/16/2019		Processing Supplies	-92.96
Bill	37929672	01/16/2019		Processing Supplies	-9.31
Bill	37981693	01/16/2019		Processing Supplies	-19.36
Bill	37955427	01/16/2019		Processing Supplies	-163.78
Bill	38011446	01/16/2019		Processing Supplies	-1.50
Bill	38011442	01/16/2019		Processing Supplies	-3.61
Bill	38186845	01/16/2019		Books & Materials	-293.51
Bill	38186843	01/16/2019		Books & Materials	-218.11
Bill	38310359	01/16/2019		Books & Materials	-730.19
Bill	38276793	01/16/2019		Books & Materials	-286.84
Bill	38304218	01/16/2019		Books & Materials	-716.40
Bill	38248938	01/16/2019		Books & Materials	-2,483.77
Bill	38227253	01/16/2019		Books & Materials	-377.90
Bill	38155559	01/16/2019		Books & Materials	-11.92
Bill	38116509	01/16/2019		Books & Materials	-312.13
Bill	38155560	01/16/2019		Books & Materials	-148.37
Bill	38116511	01/16/2019		Books & Materials	-16.17
Bill	38108340	01/16/2019		Books & Materials	-76.19
Bill	38096907	01/16/2019		Books & Materials	-562.51
Bill	38096909	01/16/2019		Books & Materials	-315.33
Bill	38096911	01/16/2019		Books & Materials	-478.75
Bill	38064795	01/16/2019		Books & Materials	-441.85
Bill	38011443	01/16/2019		Books & Materials	-665.36
Bill	38028092	01/16/2019		Books & Materials	-242.47
Bill	38028090	01/16/2019		Books & Materials	-366.06
Bill	38023208	01/16/2019		Books & Materials	-349.96
Bill	38005085	01/16/2019		Books & Materials	-738.23
Bill	37929671	01/16/2019		Books & Materials	-141.24
Bill	37981692	01/16/2019		Books & Materials	-258.81
Bill	37955426	01/16/2019		Books & Materials	-1,307.56
Bill	38011445	01/16/2019		Books & Materials	-132.48
Bill	38011441	01/16/2019		Books & Materials	-58.41
Bill	37981691	01/16/2019		Books & Materials	-14.80
TOTAL					-17,924.48

Bill Pmt -Check	8458	01/24/2019	JanWay Company	Checking	
Bill	131191	01/10/2019		Processing Supplies	-355.00
				GMARY	-355.00
TOTAL					-710.00

Bill Pmt -Check	8459	01/24/2019	Jayhawk Trophy Co., Inc.	Checking	
Bill	62918	01/10/2019		Miscellaneous	-16.50
TOTAL					-16.50

Bill Pmt -Check	8460	01/24/2019	Jayhawk Tropical Fish	Checking	
Bill	716880	01/10/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8461	01/24/2019	Kanopy LLC	Checking	
Bill	143145-PPU	01/16/2019		Books & Materials	-996.00
TOTAL					-996.00
Bill Pmt -Check	8462	01/24/2019	Kansas City Public Library	Checking	
Bill	500870	12/21/2018		Overdues	-23.95
TOTAL					-23.95
Bill Pmt -Check	8463	01/24/2019	Kansas Public Radio	Checking	
Bill	143754	01/16/2019		Advertising Gift Fund	-287.50
TOTAL					-287.50
Bill Pmt -Check	8464	01/24/2019	Lawrence Rotary Club	Checking	
Bill	127911	01/10/2019		Membership & Dues	-207.00
TOTAL					-207.00
Bill Pmt -Check	8465	01/24/2019	Lawrence Sign Up LLC	Checking	
Bill	11879	01/16/2019		Advertising	-439.77
TOTAL					-439.77
Bill Pmt -Check	8466	01/24/2019	LFK Press, LLC	Checking	
Bill	19010701	01/10/2019		Merchandise Sales	-1,350.00
TOTAL					-1,350.00
Bill Pmt -Check	8467	01/24/2019	Midwest Tape	Checking	
Bill	96722798	12/20/2018		Books & Materials	-260.94
Bill	96723023	12/20/2018		Books & Materials	-109.87
Bill	96723025	12/20/2018		Books & Materials	-29.99
Bill	96723026	12/20/2018		Books & Materials	-66.73
Bill	96722830	12/20/2018		Books & Materials	-14.99
Bill	96722797	12/20/2018		Books & Materials	-753.26
				Books & Materials	-22.49
Bill	96719674	12/20/2018		Books & Materials	-18.74
Bill	96719948	12/20/2018		Books & Materials	-291.63
Bill	96716319	12/20/2018		Books & Materials	-143.20
Bill	96719672	12/20/2018		Books & Materials	-91.41
Bill	96716317	12/20/2018		Books & Materials	-88.28
Bill	96704091	12/20/2018		Books & Materials	-186.66
Bill	96705267	12/20/2018		Books & Materials	-93.71
Bill	96705265	12/20/2018		Books & Materials	-107.77
Bill	96805213	01/10/2019		Processing Supplies	-596.80
Bill	96834642	01/16/2019		Books & Materials	-31.47
Bill	96834644	01/16/2019		Books & Materials	-122.20

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Type	Num	Date	Name	Account	Paid Amount
Bill	96827785	01/16/2019		Books & Materials	-18.74
Bill	96827783	01/16/2019		Books & Materials	-132.78
Bill	96827786	01/16/2019		Books & Materials	-303.11
Bill	96828637	01/16/2019		Books & Materials	-31.77
Bill	96828639	01/16/2019		Books & Materials	-59.98
Bill	96804362	01/16/2019		Books & Materials	-11.24
Bill	96812747	01/16/2019		Books & Materials	-67.47
Bill	96804364	01/16/2019		Books & Materials	-26.24
Bill	96809536	01/16/2019		Books & Materials	-82.98
Bill	96809535	01/16/2019		Books & Materials	-855.22
Bill	96821500	01/16/2019		Books & Materials	-63.73
Bill	96812458	01/16/2019		Books & Materials	-22.48
Bill	96804251	01/16/2019		Books & Materials	-104.30
Bill	96804253	01/16/2019		Books & Materials	-233.14
Bill	96782984	01/16/2019		Books & Materials	-82.13
Bill	96782986	01/16/2019		Books & Materials	-29.99
Bill	96778518	01/16/2019		Books & Materials	-260.94
Bill	96778517	01/16/2019		Books & Materials	-291.58
Bill	96800239	01/16/2019		Books & Materials	-7,451.38
Bill	96771477	01/16/2019		Books & Materials	-448.33
Bill	96771474	01/16/2019		Books & Materials	-225.55
Bill	96768618	01/16/2019		Books & Materials	-107.20
Bill	96768616	01/16/2019		Books & Materials	-68.20
Bill	96771476	01/16/2019		Books & Materials	-26.24
Bill	96751641	01/16/2019		Books & Materials	-1,579.20
Bill	96751642	01/16/2019		Books & Materials	-462.90
Bill	96751644	01/16/2019		Books & Materials	-52.49
Bill	96744919	01/16/2019		Books & Materials	-103.46
Bill	96744917	01/16/2019		Books & Materials	-127.86
TOTAL					-16,360.77
Bill Pmt -Check	8468	01/24/2019	NEKLS	Checking	
Bill	10819	01/10/2019		Processing Supplies	-490.00
TOTAL					-490.00
Bill Pmt -Check	8469	01/24/2019	Niche Academy	Checking	
Bill	1990	12/31/2018		Other Training	-2,800.00
TOTAL					-2,800.00
Bill Pmt -Check	8470	01/24/2019	OCLC, Inc.	Checking	
Bill	637444	01/10/2019		Collections	-5,382.42
TOTAL					-5,382.42

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8471	01/24/2019	OverDrive	Checking	
Bill	06809DA1...	12/20/2018		Books & Materials	-222.98
Bill	06809DA1...	12/20/2018		Books & Materials	-23.23
Bill	06809CO1...	12/20/2018		Books & Materials	-124.98
Bill	06809CO1...	12/20/2018		Books & Materials	-55.99
Bill	06809DA1...	12/20/2018		Books & Materials	-150.00
Bill	16809CO1...	12/20/2018		Books & Materials	-995.92
Bill	06809CO1...	12/20/2018		Books & Materials	-1,687.14
Bill	06809CO1...	12/20/2018		Books & Materials	-1,179.63
Bill	06809CO1...	12/20/2018		Books & Materials	-388.09
Bill	06809CO1...	01/16/2019		Books & Materials	-188.70
Bill	06809CO1...	01/16/2019		Books & Materials	-175.41
Bill	06809CO1...	01/16/2019		Books & Materials	-288.96
Bill	06809CO1...	01/16/2019		Books & Materials	-1,268.95
Bill	06809CO1...	01/16/2019		Books & Materials	-257.48
Bill	06809DA1...	01/16/2019		Books & Materials	-8.99
Bill	06809DA1...	01/16/2019		Books & Materials	-59.99
TOTAL					-7,076.44
Bill Pmt -Check	8472	01/24/2019	Pan Asian Publications Inc.	Checking	
Bill	U-15866	01/16/2019		Books & Materials	-304.19
TOTAL					-304.19
Bill Pmt -Check	8473	01/24/2019	ProQuest LLC	Checking	
Bill	1733947	12/20/2018		Books & Materials	-7,550.40
TOTAL					-7,550.40
Bill Pmt -Check	8474	01/24/2019	Pur-O-Zone, Inc.	Checking	
Bill	770087	12/30/2018		Building Supplies	-794.80
Bill	769818	12/31/2018		Building Supplies	-733.39
Bill	769831	12/31/2018		Building Supplies	-1,299.00
Bill	770669	01/14/2019		Building Supplies	-78.96
TOTAL					-2,906.15
Bill Pmt -Check	8475	01/24/2019	Quill Corporation	Checking	
Bill	3413086	12/20/2018		Processing Supplies	-38.97
Bill	3367728	12/20/2018		Processing Supplies	-318.13
				Library & Office Suppli...	-131.37
Bill	3489304	12/21/2018		Processing Supplies	-48.48
				Library & Office Suppli...	-137.44
				Children's Programming	-233.71
Bill	3639573	12/31/2018		Adult Programming	-62.98
Bill	3883686	01/14/2019		Library & Office Suppli...	-52.96
TOTAL					-1,024.04

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8476	01/24/2019	Random House, Inc.	Checking	
Bill	1085519729	01/16/2019		Books & Materials	-26.25
TOTAL					-26.25
Bill Pmt -Check	8477	01/24/2019	Schendel Services	Checking	
Bill	30272892	01/14/2019		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8478	01/24/2019	School Specialty II	Checking	
Bill	208122242...	01/14/2019		YA/YS Programs-Wei...	-1,214.80
TOTAL					-1,214.80
Bill Pmt -Check	8479	01/24/2019	Snap Promotions	Checking	
Bill	18120401	01/10/2019		Merchandise Sales Advertising Gift Fund	-600.00 -1,020.42
TOTAL					-1,620.42
Bill Pmt -Check	8480	01/24/2019	Sneegas Plumbing, Inc.	Checking	
Bill	584730	12/20/2018		Building Repairs & Mai...	-733.00
TOTAL					-733.00
Bill Pmt -Check	8481	01/24/2019	St. Louis Public Library	Checking	
Bill	191223913	01/10/2019		Overdues	-16.34
TOTAL					-16.34
Bill Pmt -Check	8482	01/24/2019	Tech Logic	Checking	
Bill	15005507...	01/10/2019		Professional Fees	-39,510.00
TOTAL					-39,510.00
Bill Pmt -Check	8483	01/24/2019	The Chamber	Checking	
Bill	511322	01/16/2019		Membership & Dues	-310.00
TOTAL					-310.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8484	01/24/2019	Unique Management Services	Checking	
Bill	493669	01/10/2019		Professional Fees	-140.58
Bill	493668	01/10/2019		Professional Fees	-581.75
TOTAL					-722.33
Bill Pmt -Check	8485	01/24/2019	Withers	Checking	
Bill	199312	12/31/2018		Building Supplies	-231.90
TOTAL					-231.90
Bill Pmt -Check	28483	01/21/2019	Amazon	Checking	
Bill	2187415	12/20/2018		Miscellaneous	-5.88
Bill	9277044	12/20/2018		Children's Programming	-66.21
Bill	1292203	12/20/2018		Children's Programming	-39.98
Bill	3737851	12/20/2018		Adult Programming	-69.99
Bill	7969000	12/20/2018		Supplies	-59.95
Bill	537948486...	12/20/2018		Books & Materials	-111.64
Bill	585389688...	12/20/2018		Books & Materials	-27.98
				Books & Materials	-86.62
				Books & Materials	-103.87
				Books & Materials	-117.45
				Books & Materials	-119.76
Bill	1516230	12/20/2018		Books & Materials	-54.95
Bill	9798619	12/20/2018		Books & Materials	-75.01
				Books & Materials	-58.26
				Books & Materials	-44.16
				Books & Materials	-14.00
				Books & Materials	-83.49
				Books & Materials	-6.22
Bill	1516230	12/20/2018		Books & Materials	-14.98
Bill	9165864	12/20/2018		Books & Materials	-9.25
Bill	7282645	12/20/2018		Books & Materials	-29.88
Bill	0018626	12/20/2018		Books & Materials	-74.91
Bill	1032217	12/20/2018		Books & Materials	-25.04
Bill	1007428	12/20/2018		Block Grant	-38.85
Bill	6201848	01/10/2019		GMARY	-199.98
Bill	1850665	01/14/2019		Supplies	-473.58
				Sound & Vision	-250.86
				Library & Office Suppli...	-324.66
Bill	3244240	01/14/2019		Processing Supplies	-34.12
Bill	1516230	01/16/2019		Books & Materials	-13.98
Bill	2541018	01/16/2019		Books & Materials	-31.40
				Books & Materials	-33.74
				Books & Materials	-46.81
Bill	0438636	01/16/2019		Books & Materials	-18.99
Bill	0867455	01/16/2019		Books & Materials	-7.99
Bill	8421056	01/16/2019		Books & Materials	-23.98
Bill	0981016	01/16/2019		Books & Materials	-11.24
Bill	9254635	01/16/2019		Books & Materials	-14.68
Bill	0384219	01/16/2019		Books & Materials	-19.94
Bill	7098606	01/16/2019		Books & Materials	-9.56
Bill	9804207	01/16/2019		Books & Materials	-38.30
Bill	4861047	01/16/2019		Books & Materials	-57.61
Bill	9798619	01/16/2019		Books & Materials	-11.99
Bill	5084258	01/16/2019		Books & Materials	-3.30

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Type	Num	Date	Name	Account	Paid Amount
Bill	9855407	01/16/2019		Books & Materials	-18.99
Bill	1516230	01/16/2019		Books & Materials	-36.70
Bill	3789035	01/16/2019		Books & Materials	-86.96
Bill	4861047	01/16/2019		Books & Materials	-14.38
				Books & Materials	-49.89
Bill	4861047	01/16/2019		Books & Materials	-33.08
				Books & Materials	-30.20
				Books & Materials	-15.77
				Books & Materials	-34.37
				Books & Materials	-37.19
Bill	9050669	01/16/2019		Books & Materials	-28.87
Bill	9050669	01/16/2019		Books & Materials	-16.35
Bill	4383459	01/16/2019		Books & Materials	-29.95
Bill	7282645	01/16/2019		Books & Materials	-11.55
Bill	9050669	01/16/2019		Books & Materials	-224.95
Bill	9050669	01/16/2019		Books & Materials	-224.95
Bill	9050669	01/16/2019		Books & Materials	-128.00
TOTAL					-3,987.19
Bill Pmt -Check	28484	01/21/2019	City of Lawrence	Checking	
Bill	Parking	01/16/2019		Miscellaneous	-362.00
TOTAL					-362.00
Bill Pmt -Check	28485	01/21/2019	Genesis Health Clubs	Checking	
Bill	66530	01/10/2019		Membership & Dues	-1,872.00
TOTAL					-1,872.00
Bill Pmt -Check	28486	01/21/2019	Katie Aldritt	Checking	
Bill	1-2-19	01/10/2019		Young Adult Program...	-120.00
TOTAL					-120.00
Bill Pmt -Check	28487	01/21/2019	Kaw Valley Seed Fair	Checking	
Bill	Seed Fair	01/10/2019		Seed Library	-30.00
TOTAL					-30.00
Bill Pmt -Check	28488	01/21/2019	Maria Dolores Jimenez	Checking	
Bill	REFUND	12/20/2018		Overdues	-20.69
TOTAL					-20.69
Bill Pmt -Check	28489	01/21/2019	Paperboys, Ltd.	Checking	
Bill		01/10/2019		Periodicals	-1,107.62
TOTAL					-1,107.62

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January 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28490	01/21/2019	Salvation Army	Checking	
Bill	12119	01/10/2019		Miscellaneous	-50.00
TOTAL					-50.00
Bill Pmt -Check	28491	01/21/2019	The New York Times	Checking	
Bill	902671726	01/10/2019		Periodicals	-1,606.80
TOTAL					-1,606.80

Lawrence Public Library

Monthly Statistical Summary--December 2018

INDICATOR	December		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	5.72	5.87	-3%			
Reference Transactions per Capita	1.22	1.33	-8%			
Program Attendance per Capita	0.28	0.30	-7%			
Circulation per Capita	11.34	11.27	1%			
Circulation per Visit	1.98	1.92	3%			
Total Holdings per Capita	2.05	2.02	1%			
% of Lawrence Residents Registered	57%	55%	4%			

Circulation--Adult Total	66,608	65,598	2%	842,785	849,110	-1%
Circulation--Young Adult Total	3,853	3,192	21%	45,885	42,772	7%
Circulation--Youth Total	23,572	23,235	1%	348,547	353,164	-1%
Circulation--Bookmobile	840	705	19%	11,955	10,823	10%
Circulation--Book Lockers	790	946	-16%	11,377	7,232	57%
Circulation--Audiovisual Total	39,161	33,925	15%	482,004	462,370	4%
Circulation--Total	94,033	92,025	2%	1,237,217	1,245,046	-1%

Reference Transactions	10,150	10,889	-7%	143,418	160,545	-11%
User Visits	47,399	47,940	-1%	652,830	668,412	-2%
LPL Web Site Visits	16,927	17,490	-3%	224,862	223,912	0%

Holdings--Added	2,207	2,642	-16%	37,198	36,644	2%
Holdings--Withdrawn	2,137	2,835	-25%	38,532	52,040	-26%
Holdings--Total	204,146	198,259	3%			

Cardholders--Added	453	423	7%	7,666	8,373	-8%
Active Cardholders--Total	68,089	65,901	3%			

Adult Programs	18	26	-31%	337	454	-26%
Young Adult Programs	13	10	N/A	180	174	3%
Youth Programs	34	33	3%	753	730	3%
Total Programs	65	69	-6%	1,270	1,358	-6%
Total Program Attendance	2,318	2,425	-4%	56,616	53,617	6%
Public Uses of Meeting Rooms	850	875	-3%	10,940	10,467	5%

Total Paid Staff (FTE)	66.40	63.93	4%			
Total Number of Employees	84	84	0%			

Lawrence Public Library						
Monthly Statistical Report--December 2018						
	December		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	5.72	5.87	-3%			
Reference Transactions per Capita	1.22	1.29	-5%			
Program Attendance per Capita	0.28	0.30	-6%			
Circulation per Capita	11.34	11.27	1%			
Total Holdings per Capita	2.05	2.02	1%			
Collection Turnover--Total	5.60	5.65	-1%			
Collection Turnover--Adult	6.28	6.35	-1%			
Collection Turnover--Young Adult	3.82	3.54	8%			
Collection Turnover--Youth	4.56	4.59	-1%			
Collection Turnover--Audiovisual	10.88	9.61	13%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	30292	31236	-3%		398479	397032
Circulation--Adult Periodicals	1170	790	48%		12226	11308
Circulation--Adult Feature Films & TV Shows	22962	21744	6%		282232	288882
Circulation--Electronic Games	1487	1544	-4%		20448	21295
Circulation--Adult Music CDs	4235	5022	-16%		55281	67059
Circulation--Adult Audio Books and Books on CD	6330	5230	21%		73151	63394
Circulation--eReaders	7	13	-46%		92	109
Circulation--Other	125	19	558%		876	31
Circulation--Adult Total	66608	65598	2%		842785	849110
Circulation--YA Books and Videos	3236	2908	11%		40830	39338
Circulation--YA Periodicals	5	7	-29%		88	168
Circulation--YA Audio Books and Books on CD	612	277	121%		4967	3266
Circulation--YA Total	3853	3192	21%		45885	42772
Circulation--Youth Books and Videos	21796	21477	1%		322243	328795
Circulation--Youth Periodicals	67	69	-3%		1347	1113
Circulation--Youth Music CDs	301	363	-17%		5066	4588
Circulation--Youth Audio Books and Books on CD	1408	1326	6%		19891	18668
Circulation--Youth Total	23572	23235	1%		348547	353164

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Circulation--Bookmobile	840	705	19%		11955	10823	10%
Circulation--Book Lockers	790	946	-16%		11377	7232	57%
Circulation--Total Books	55324	58519	-5%		761552	831649	-8%
Circulation--Total Periodicals	1242	866	43%		13661	12589	9%
Circulation--Total Audiovisual	39161	33925	15%		482004	462370	4%
Circulation Total	94033	92025	2%		1237217	1245046	-1%
Staff Assisted Circulation	3649	3471	5%		48449	53292	-9%
Self Check Circulation	63362	64845	-2%		880181	915900	-4%
Percent Self Check	95%	95%	0%		95%	95%	0%
Online Renewals	15469	15417	0%		185198	188367	-2%
Other Staff Checkouts	127	94	35%		1478	1194	24%
Requests Placed	18017	17592	2%		237121	225604	5%
Requests Filled	16571	15754	5%		215632	204755	5%
Requests Unclaimed	2532	2299	10%		31721	30426	4%
Interlibrary Loan Items Borrowed for LPL Patrons	360	386	-7%		5353	4289	25%
Interlibrary Loan Items Loaned from LPL Collection	478	419	14%		6675	6730	-1%
OTHER LIBRARY SERVICES							
User Visits	47399	47940	-1%		652830	668412	-2%
Public Computer Usage	6703	7049	-5%		96870	105552	-8%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
Adult Reference Transactions	1154	1175	-2%		17220	17024	1%
Young Adult Reference Transactions	776	719	8%		12171	11267	8%
Youth Reference Transactions	1058	977	8%		16502	16861	-2%
IT Desk	1412	1367	3%		16714	20239	-17%
Welcome Desk	1313	1851	-29%		23153	28199	-18%
Phone Calls	1347	1602	-16%		18947	22039	-14%
Accounts Desk	3090	2872	8%		38711	44590	-13%
Total Reference Transactions	10150	10563	-4%		143418	160219	-10%
Public-Sponsored Uses of Meeting Rooms	850	875	-3%		10940	10467	5%
LPL Web Site Visits	16927	17490	-3%		224862	223912	0%
RESOURCES							
Holdings--Total	204146	198259	3%				
Holdings--Adult	129084	125803	3%				
Holdings--Young Adult	12141	10871	12%				
Holdings--Youth	62921	61585	2%				
Holdings--Audiovisual	43186	42380	2%				
Holdings--eReaders	10	10	0%				
Holdings Added	2207	2642	-16%		37198	36644	2%
Holdings Withdrawn (Weeded)	2137	2835	-25%		38532	52040	-26%
Holdings Net Change	424	29	1362%		5887	-9272	

LIBRARY PATRONS							
Total Active Cardholders	68089	65901	3%				
Cardholders Added	453	423	7%		7666	8373	-8%
Cardholders Transacting	13484	12207	10%		168339	159664	5%
Percent of Borrowers Transacting	20%	19%	7%				
Total Number of Lawrence Residents Registered	56713	54030	5%				
Percent of Lawrence Residents Registered	57%	55%	3%				

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2018	2017	Change		2018	2017	Change
			2017-2018				2017-2018
PROGRAMMING							
Number of Adult Programs	18	26	-31%		337	454	-26%
Number of Young Adult Programs	13	10	30%		180	174	3%
Number of Youth Programs	34	33	3%		753	730	3%
Total Programs	65	69	-6%		1270	1358	-6%
Adult Program Attendance	493	489	1%		12563	10575	19%
Young Adult Program Attendance	404	354	14%		6995	4771	47%
Youth Program Attendance	1421	1582	-10%		37058	38271	-3%
Total Program Attendance	2318	2425	-4%		56616	53617	6%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	66.4	63.93	4%				
ALA-MLS Librarians, in Full-Time Equivalents	17.7	18.9	-6%				
Number of Employees--Total	84	84	0%				
Number of Employees--Full-Time	46	42	10%				
Number of Employees--Part-Time	38	42	-10%				
Terminations	2	2	0%		15	19	-21%
Hirings	1	0	#DIV/0!		19	15	27%
Volunteer Hours	662.8	606	9%		9300.3	8240.2	13%

Select Online Statistics December 2018

Kanopy:

Visits: 4582

Pages: 5296

Plays: 732

[lynda.com](https://www.lynda.com)

New Users: 28

Total Users: 2227

Users Who Logged In: 124

Log ins: 652

Hours Viewed: 296.36

Hours viewed per user who logged in: 2.39

Hours viewed per log in: .45

Library Director's Report for January 2019

End of Year Budget Report

We finished 2018 in a strong financial position. In addition to the bonuses we provided to staff and end of year furniture and equipment purchases, we were also able to purchase a 5 year service agreement for our TechLogic Automated Materials Handler* as well as put \$54,877.36 into our capital improvement fund boosting it to \$667,562.08. Overall, a very fortunate year for the library from a financial standpoint.

* Purchasing a 5 year service agreement dropped the annual cost from \$9200 a year to \$7900 a year, saving us \$6500 over the next 5 years.

2019 Staff Pay Increases

We discussed this briefly at a previous board meeting, but we will be providing pay increases this year based on seniority to reduce compression in our salary schedule. Staff who have worked in their current position more than 5 years will receive a 5% pay increase. Those having worked 2 to 5 years in their position will receive 4% and those having worked less than 2 years will receive 3%. This isn't a huge help fixing compression in our salaries, but it's the best we could do with our 2019 budget.

Public Services Manager Has Resigned

Our Public Services Manager Amanda McConnell has resigned to take a job closer to home in Missouri. Her last day will be February 13. Amanda has worked at LPL for 10 years. She has been a fantastic employee and will be greatly missed. We wish her the best in her new job.

United Way CEO Update

As you all know, I currently serve on the United Way Board of Directors as part of my external community leadership development goal. We recently lost our CEO Janette Taylor and are conducting a search for a new CEO. I am on the search committee which has been consuming a considerable amount of my time over the past month or so. We will be bringing in our finalists at the end of January. If you are interested in seeing them, they will be doing their public presentation in the library auditorium on January 29, 30, and 31.

Respectfully submitted by Brad Allen, January 18, 2019

Monthly Departmental Reports

January 2019

New Staff

- **Accounts** - Martha Gronniger has rejoined Accounts filling the position left vacant by Randi Hacker. She was initially forced to leave LPL due to KPERS rules involving KPERS employment when she retired from her position at TSCPL. She started back on 1-6-19.
- **Teens** - William Gross joined the Teen Services staff on 1-4-19. Will has a background as a counselor and developer of the outdoor education program at a YMCA camp and has spent some time assisting with disaster relief with Americorps. The teens like him quite a bit and he's off and running on his own in the Teen Zone.

New Volunteers

- **Youth Services**- we have a new batch of volunteers this semester that are all trained up!

New Services

- **Readers**- A new book club, Comic Book Club, launched on January 12 run by Ilka Iwanczuk, Centennial Clogston, and Margo Moore.
- **Youth Services**- Starting on Sunday, we will have two KU Work Study students offering tutoring at the library on Sundays from 12:30-6:00 and Mondays from 5:30-9:00. They will be offering tutoring in reading for kids PreK-6th grade and math for kids K-9th. This is completed funded by KU and federal dollars.

New Software/Hardware

- We're getting started with Niche Academy. Amanda is working on set up and transferring our New Employee Orientation into a tutorial on the site. Hope to introduce it to staff next month.

New Partnerships

- **Youth Services**- Vanessa Reynaga, our new Youth Services Outreach Assistant, has completed her meetings with our beginning organizations for outreach storytime. We'll

be working on a schedule of how often she'll be heading out and start that process soon!

New Programs/Series

- **Youth Services-** We showcased a new performer at the library on 1/16 for kids at the library: Professor Whaat?. The professor belongs to a local improv group and was inspired by the recent Mr. Rogers' Neighborhood documentary to start a "talk show" for kids where they find out about all kinds of interesting topics together. January's show featured information about cold weather. Next month: Cake! He's been funded by a grant to start this project, so it is free for us!

Reports on Signature Events

- **Youth Services-** We're gearing up for Harry Potter Book Night (2/7), Read Across Lawrence (book giveaway 1/21), and Summer Reading! School librarians and teachers have been picking up their classroom sets of *The Donut Fix* for teens and *A Tangle of Knots* for kids. All of our content for the summer reading booklet is due in early February, so we're meeting with many partners to get our programs planned.

Continuing Education/Professional Organization Participation

- William Ottens has been asked to serve on a Stonewall Book Awards Committee for the ALA GLBTRT. This is a 2-year appointment.
- Polli Kenn will be attending ALA Midwinter January 25-29 as a part of her duties as a member of the ALA Booklist Advisory Board.
- Kelsey Hunter and Rachel Gadd-Nelson of Lawrence's Sexual Trauma & Abuse Care Center presented two informational sessions for staff on "Dealing with Harassment".
- Karen Allen is working with MALA on a spring workshop for children's librarians to be held at Lawrence Public Library. The tentative date is 4/26.
- Jim Barnes and Joel Bonner from our Technology team will be attending NAMM (National Association of Music Merchants) in Anaheim at the end of this month.

Task Force Reports/Task Force Requests

- New task force: Collections Diversity and Inclusion. The task force will gauge how

diverse and inclusive the collections are currently, review possible problematic collections/access points and develop improvement plans, and provide direction for student interns who will be working with the collections to help with this initiative.

William, Polli, Karen, Ransom, Ian, Vanessa, and Tricia will be on the task force.

- The task force to review our performance evaluation committee completed their work after receiving feedback from the leadership team. Self evaluation forms were distributed January 11.

Policy and Procedures

- Brad and Sherri met with a student in the Emergency and Disaster Management program at Northwest Missouri State University. As a spring semester independent study project, she will be reviewing our disaster and emergency plans and making recommendations to ensure we have clear and comprehensive plans.

All Staff Initiatives

- December Department of the Month featured both the Facilities & Security teams. One of the top-rated staff favorites was the 'Nacho Machine' in the snack line-up.

Foundation Director's Report – January 18, 2019

- **Year End Fundraising.** 2018 closed with a flurry of fundraising activity:
 - The joint Friends-Foundation mailer raised a total of \$17,491. Of that total, \$7,685 was for the Friends and \$9,806 was for the Foundation.
 - Our New Chapter Society memberships totaled \$47,180 in 2018, of which \$37,580 was given from October 1st on (this date corresponds to our invitation mailing.) The Foundation now has 41 New Chapter society member families and 11 of those are new in 2018.
 - Total year end fundraising for the Foundation from the joint letter and New Chapter Society mailing totaled \$47,386.
 - As of January 1, 2019, there are three additional New Chapter Society members who have set up recurring monthly gifts, bringing the total New Chapter Society member families to 44, of which 13 are new!
- **Ten on the Tenth Campaign.** As a way to build our recurring givers, we have launched a new “Ten on the Tenth” online fundraising campaign. This is an email that goes out to all Friends and Foundation donors on the 10th of each month. The message centers around an inspirational library story and asks recipients to consider a recurring gift of \$10 a month to the library. So far, we've received three recurring gifts (\$360 annual) and six one-time gifts (\$145). Recurring monthly giving is a popular among younger donors. We hope to build this program in 2019.
- **After Hours at the Library.** We are pleased to report that we now have two signature sponsors lined up for the After Hours at the Library, coming up on March 2. Crown Automotive and BNSF once again have stepped up to support the Foundation annual fundraising event. In addition, Billy Pilgrim and Printing Solutions have donated their services to create and print the invitation. These will be mailed in late January. Several local book clubs are busy creating themed baskets. It will be a wonderful evening and we hope you will attend.
- **Friends and Foundation Merger.** After a holiday hiatus, the Friends and Foundation steering committee's work is once again moving forward. The two projects currently underway are combining by-laws and policies, and working with Billy Pilgrim on proposed branding. On March 9th, the Friends membership will vote on whether to approve the merger concept and if it is positive, the Foundation board will consider the concept at its March meeting. The merger would become effective January 1, 2020.
- **Before You Check Out.** Cathy Hamilton began her position as the Foundation's Legacy Coordinator on January 1st and jumped right in. On January 15th, we held two sessions of “Who Will Tell Your Story,” a workshop to help attendees focus on and write about special moments in their lives. Both workshops were full (total of 44 participants) with waiting lists. Attendees were given the option of a videotaped interview with Cathy in the SOUND+VISION Studio. About half signed up for a time slot. Those interviews will happen on January 23 and 26.

Timeline for Performance Reviews for 2018

- January 14, 2019 - Self Evaluation forms and Supervisor Appraisal Feedback distributed.
- January 28, 2019 - All employees turn in completed Self Evaluations (required) to Supervisors and complete Supervisor Appraisal Feedback response form (strongly encouraged).
- January 31, 2019 - January paychecks issued. They will include the 2019 raise (Brad will explain approach to 2019 raises in a separate message.)
- February 25, 2019 - Supervisors turn in written draft of Performance Evaluation to Asst. Director (this happens before supervisors meet one-on-one with staff)
- February 26/27, 2019 - Director & Asst. Director meet to calibrate evaluations (check for consistency across departments). Supervisors will make adjustments if needed.
- March 2019 - Supervisors will hold one-on-one meetings with employees to review and discuss evaluation.
- April 1, 2019 - Supervisors turn in written, signed evaluations to Asst. Director.
- Performance-Based Pay Effective Date - none for 2019. Raises were received in January paycheck.
- Supervisors will schedule at least one mid-year meeting with employees one-on-one to discuss progress - June - August 2019
- Ongoing coaching & goal setting happens all year long.

Timeline for Performance Reviews for 2019

- October 21, 2019 - Self Evaluation forms and Supervisor Appraisal Feedback distributed.
- November 1, 2019 - All employees turn in completed Self Evaluations (required) to Supervisors and complete Supervisor Appraisal Feedback response form (strongly encouraged).
- November 27, 2019 - Supervisors turn in written draft of Performance Evaluation to Asst. Director (this happens before supervisors meet one-on-one with staff)
- December 3/4, 2019 - Director & Asst. Director meet to calibrate evaluations (check for consistency across departments). Supervisors will make adjustments if needed.
- December 9 - January 13, 2020 - Supervisors will hold one-on-one meetings with employees to review and discuss evaluation.
- January 13, 2020 - Supervisors turn in written, signed evaluations to Asst. Director.
- Performance-Based Pay Effective Date – January 1, 2020 (issued with January 31, 2020 paycheck).
- Supervisors will schedule at least one mid-year meeting with employees one-on-one to discuss progress - June - August 2020
- Ongoing coaching & goal setting happens all year long.
- October 2020 – Set the calendar for the 2020 review cycle.

Employee

Department

Job Title

Customer Service*	Fully Meets	Mostly Meets	Does Not Meet
Makes eye contact, smiles, and greets customers with hospitality, kindness, open-mindedness, and a willingness to help.			
Recognizes everyone's right to access and never exhibits a value judgment on a customer.			
Demonstrates customers as the number one priority; promptly pauses other tasks to assist customers.			
Attempts to resolve customer requests at first contact; offers alternatives or referrals when appropriate; follows up as needed to make sure request is resolved.			
Maintains an awareness of library services and events in order to provide accurate information and to serve as an effective library advocate.			
Comments:			

*This section applies both to working with the public and/or working with staff, vendors, etc.

Teamwork	Fully Meets	Mostly Meets	Does Not Meet
Uses diplomacy and tact to maintain harmonious and effective work relationships with co-workers.			
Shows flexibility and adapts to changing priorities and demands.			
Proactively communicates information and resources with others to promote positive and collaborative relationships.			
Works toward department success and is willing to compromise in order to accomplish department goals.			
Supports co-workers' success by offering assistance, sharing expertise, leading by example, and working together collaboratively.			
Comments:			

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Job Knowledge	Fully Meets	Mostly Meets	Does Not Meet
Shows mastery of the core skills required by job description.			
Uses technology and equipment required by the job effectively and efficiently.			
Takes full advantage of relevant training opportunities; acquires and applies new skills.			
Learns from successes and mistakes; comfortable taking calculated risks.			
Takes responsibility for learning updated internal procedures and processes required of the job.			
Comments:			

Professionalism	Fully Meets	Mostly Meets	Does Not Meet
Prioritizes tasks and completes work efficiently and to the department's advantage; maintains an appropriate balance between quality/impact of work and task completion.			
Tackles problems head-on and is solution-oriented; follows through to address causes and coordinates solutions with others.			
Supports service delivery through punctuality, regular attendance, and staying on task.			
Understands and follows library policy and procedures (Employee Handbook, Emergency Procedures, Confidentiality Policy, etc.).			
Is self-motivated; identifies what needs to be done and does it with appropriate supervisory input.			
Comments:			

Library Culture	Fully Meets	Mostly Meets	Does Not Meet
Shows an awareness of and commitment to the library's role, mission, and values.			

Interacts respectfully with people of different cultures and different socioeconomic backgrounds; demonstrates understanding of the impact of work and behavior on individuals and groups.			
Actively listens to community and patron feedback; shows discernment in relaying information to appropriate channels or incorporating it into library work.			
Is accountable for the efficient, effective, and environmentally responsible use of all resources: people, supplies, tools and equipment, time, and funds.			
Ensures access to information for people of all ages, abilities, and means.			
Comments:			

For supervisory staff:

Supervision and Leadership	Fully Meets	Mostly Meets	Does Not Meet
Coordinates and assigns work effectively; assigns work fairly and in a way that maximizes productivity and efficiency; delegates effectively.			
Works with staff to develop new services and improvements in services and activities.			
Maintains a positive work atmosphere and provides a positive role model; is approachable and responsive.			
Sees that department employees are effectively trained and supports the ongoing development of staff.			
Provides effective feedback, coaching, and recognition on an ongoing basis.			
Comments:			

OVERALL RATING			
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I have met with the employee to discuss this evaluation.

Supervisor's Signature

Date

My supervisor discussed this evaluation with me and I have received a copy (if desired). My signature does not necessarily indicate agreement with the evaluation.

Employee's Signature

Date

Budget and Finance Policy

Approved by the Lawrence Public Library Board of Trustees on January 17, 2001. Revised November 18, 2002, August 21, 2006, November 20, 2007, and February 24, 2011.

Budget Preparation

The Lawrence Public Library budget will be based on the current and future needs of the Library as defined in its vision and mission statements, and strategic plan.

At the March Library Board meeting each year, the Chair, with the Board's approval, will appoint a Budget Committee. This committee is comprised of two members of the Library Board (typically the Chair and the Treasurer), and the Library Director. The Budget Committee typically meets once to review a draft budget prepared by the Library Director. Any suggested revisions are incorporated into the draft budget, which is presented at the April Library Board meeting each year. It may be further revised at the April Library Board meeting; it is then approved by a majority vote.

After the April Library Board meeting each year, the Library Director will present the approved budget to the City Manager and Assistant City Manager for their review and comment. The Library Director shall attend, and a budget committee member should attend, all City Commission meetings in which the library budget will be discussed, and will advocate for the budget proposed by the Library Board.

Budget Resolution of Intent

Libraries are taxing subdivisions and every Kansas public library board is required to adopt a resolution in order to make any increase over the preceding year's tax income. At the April Library Board meeting each year, the Lawrence Public Library Board of Trustees will pass a resolution of intent to increase tax income and submit that resolution to the City of Lawrence along with the library's budget proposal. The levy rate resulting from the budget proposal must fall within the limit set by the local charter ordinance (see Appendix).

Allocation of Library Funds by the City of Lawrence

Once the Library budget is approved and filed with the County Clerk, the appropriation shall not be used by the municipality for any other purpose.

Source of Funds for the Library Budget

Although the total income of the Lawrence Public Library is derived from a variety of sources, such as grants and memorials, the basic budget depends on revenue from the City's mill levy designated for the Library. In order to be eligible for state aid each year, the Lawrence Public Library must receive the same amount or more in City revenue as it did the preceding year.

Once a year, the Library's auditors will obtain information from the County Treasurer's office regarding the dollar amount sent to the City on behalf of the Library. The amount will be reported to the Library Board.

Additional funding for operations or special projects may be given by the Friends of the Lawrence Public Library or the Lawrence Public Library Foundation. These organizations are separate charitable organizations and are not under the umbrella of the municipality.

Expenditure of Library Funds

The Library Director has a responsibility to provide effective control and accountability for all funds, property and assets, with assurances that they are used solely for authorized purposes. This position is also responsible to provide an accurate, current and complete disclosure of the Library's financial records in a manner that fully identifies the source and use of funds. The Library Bookkeeper conducts the day-to-day maintenance of all financial functions and provides the Library Board with monthly financial reports.

Supporting documentation, such as all bank records, paid bills, payroll, and contract and grant award documentation will be maintained in accordance with recommendations from the accounting firm conducting the library audit.

All banking is done with banks with full service locations within the city limits of Lawrence. Request for proposals will be issued and reviewed periodically to obtain the necessary depository and banking services for the Library's operating accounts from a qualified and responsive financial institution at a competitive price. The Library maintains all banking services at one institution in order to maximize cash flow and minimize administrative costs.

When feasible, local vendors will be used for purchases. Payment to vendors is made monthly. Normally, vendors are paid 30-45 days from the invoice date. Patron refund checks will not be written for less than \$5.00.

Effective control and accountability for the petty cash fund will be maintained by the Library Bookkeeper.

In accordance with the "cash basis law," the Library Board will not incur indebtedness in excess of money on hand or budgeted (K.S.A. 10-1113).

Returned Checks or Electronic Transaction Chargebacks

Library patrons who submit a worthless check (insufficient funds, account closed, or refer to maker) or whose electronic transaction is charged back to the Library, will be sent a certified letter via U.S. Mail to provide notification that the transaction has been returned to the Library. Any payments made with the returned transaction and credited to the patron's library account will be added back to the account. A \$30.00 service charge, as provided for by Kansas law, will also be added to the patron's account. If

complete restitution is not made within 14 days of the mailing of the certified letter notification, the Library may pursue prosecution with the Douglas County District Attorney's office.

Capital Improvements Fund

The Library Board may approve the transfer of funds to the Library's Capital Improvement Fund each year in accordance with K.S.A. 12-1258. The amount of funds transferred to the Capital Improvement Fund may not exceed 10 percent of the certified operating tax budget.

Financial Audits

Each year, a financial audit will be performed. Library financial records and minutes of Library Board meetings will be made available as part of the audit. The Bookkeeper will provide financial records and assistance as requested to the accounting firm conducting the library audit. A copy of the resulting audit report will be provided to the City Finance Department, and will be presented at a regular meeting of the Library Board.

~~All financial audits will be performed by the accounting firm that performs the City of Lawrence audit.~~

Appendix

CHARTER ORDINANCE No. 16

A CHARTER ORDINANCE RELATING TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY OF THE CITY OF LAWRENCE, KANSAS, BY REPEALING CHARTER ORDINANCE NOS. 2, 7, 8, AND CHARTER ORDINANCE NO. 10, OF THE CITY OF LAWRENCE, KANSAS, AND PROVIDING SUBSTITUTE PROVISIONS ON THE SAME SUBJECT.

Section 1. That pursuant to the provisions of Section 5(c) of Article 12, of the Constitution of the State of Kansas, the City of Lawrence, Kansas, hereby elects the following provisions shall establish the maximum allowable mill levy limit of the Lawrence Free Public Library:

"The Governing Body of the City of Lawrence, shall annually levy a tax for the equipping, operating and maintaining of the Free Public Library of the City of Lawrence, Kansas, in such sum as the Library Board shall determine not to exceed 4.0 mills on each dollar of the assessed tangible valuation of the City and an additional sum not to exceed .5 mills on each dollar of the assessed tangible valuation of the City for the purpose of paying both the Library's social security tax and contributions to the Kansas Public Employees Retirement System (KPRS). Any future increase or decrease to the tax levy provisions of this Section may be made by ordinary ordinance by the Governing Body of the City of Lawrence."

Section 4. That Charter Ordinance no. 2, Charter Ordinance No. 7, Charter Ordinance No. 8, and Charter Ordinance No. 10, of the City of Lawrence, Kansas, are hereby repealed and of no further force and effect.
(11-3-81)

2019 Library Development Grant Application
submission deadline: March 1, 2019

We hereby apply for a Northeast Kansas Library System Library Development Grant for the year 2019 at the accreditation level indicated below.

_____ Gateway Library
_____ Linking Library
_____ Service Center Level I
_____ Service Center Level II

_____ Major Service Center Level I
_____ Major Service Center Level II
_____ Major Service Center Level III
_____ Major Resource Library

We certify that:

1. The library is a legally established, tax supported city or township public library located in a taxing county of the Northeast Kansas Library System.
2. The library meets requirements for receipt of State of Kansas grant-in-aid funds.
3. The library is a member of the Northeast Kansas Library System and provides service without charge to all system residents.
4. The library is accredited by the Northeast Kansas Library System at the level indicated in this application, and continues to meet all applicable Library Development standards, except where a waiver has been approved by the Northeast Kansas Library System.
5. The library board will complete a written library plan, or review an existing plan, during 2019.
6. This Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.
7. The library has a good faith intent to meet, during the agreed time, any standard that has been waived by the Northeast Kansas Library System for 2019.

CERTIFIED BY:

Library Board President

Library Director

Library Name

LIBRARY DEVELOPMENT GRANT SERVICE LEVELS

The goal of the Library Development Grant program is to strengthen library service by:

1. Recognizing attainment of the standards for service in the Library Development Accreditation program of the Northeast Kansas Library System.
2. Providing extended tax support from rural areas to municipal public libraries serving those areas.

Libraries that are accredited by the Northeast Kansas Library System and meet other eligibility requirements may qualify for the grant amount corresponding to the level of accreditation attained by the library. Therefore a library's grant may increase or decrease in any given year. The accreditation and standards program will be reviewed regularly by the Executive Board of the Northeast Kansas Library System and revised as needed. The eight accreditation levels are:

Grant (For an accredited library in a City or Township, located **in a taxing county**)

<u>Library Development Accreditation Level</u>	<u>2019</u>
Gateway Library	\$ 8,388
Linking Library	\$12,233
Service Center I	\$16,892
Service Center II	\$20,835
Major Service Center I	\$24,955
Major Service Center II	\$32,960
Major Service Center III	\$55,500
Major Resource Library	\$90,500

Grant (For an accredited district library or an accredited library **in a non-taxing county**)

All Levels	\$500
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ANNUAL ORGANIZATIONAL CALENDAR

January - Annual Organizational Meeting

February - Form Budget Committee

March - Form Officer Nominating Committee

April - Approve Budget Recommendation & Budget Resolution
Officer Nominations
NEKLS Annual Meeting Representative Nomination

May - New Board Members Begin -- Schedule Orientations

June - Trustee Training Workshops
City Commission Budget Hearings

July - City Commission Budget Hearings

August - Budget Approved by City Commission

September -

October -

November - Form Director Evaluation Committee

December - Director Evaluation

LPL Board of Trustees Development Recommendations, 2019.

1. Consider 360 review of Library Director in 2019
2. Work to strengthen Director/Board communication and relations
 1. Increase communication between Board Chair and Director
 2. Board Chair and Director meet monthly to review meeting agenda and calendar prior to monthly meetings with Board of Trustees
3. Review Roberts Rules of Order to provide guidance for general meeting management as well as potentially contentious issues
4. Pursue specialized Board of Trustees/Board Member training from NEKLS
 - a. Consider:
 - i. Best Practices
 - ii. Board and Board Member Evaluation