

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

Monday, February 18, 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

- Executive Director Development Goals – update

New business

- Form Budget Committee
- Board Governance Training Options – update
- Paid Parental Leave Recommendation – discussion

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
January 21, 2019
4:30 p.m.

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

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

Friends of the Library: None

Guests: None

Call to Order

Kevan called the regular meeting to order at 4:30 p.m. and welcomed Mayor Lisa Larsen to her first meeting with the library board.

Public Comment

None.

Consent Agenda

Kevan noted an error in the 2017 YTD total for overdues. Brad noted that there is an additional check in the amount of \$500 for petty cash which will be used for community conversation participants. Judy moved to approve the consent agenda with the noted corrections to the financials; Joan seconded. All in favor; motion carried.

Director's Report

Brad said that despite year-end purchases, the Library was able to buy a 5-year maintenance contract on the sorter which reduces the per year cost significantly. He noted that 2019 salaries were adjusted to address compression issues as described in his written report. Brad announced that Amanda will be leaving the library on February 13 to take a job at the Wolfner Talking Book and Braille Library in Jefferson City. He and the board thanked her for 10 years of service. Brad said that hiring for the United Way Executive Director has been time intensive, but is nearly complete. The top three candidates will give public presentations at the library later this month to which he invited board members to attend.

Library Foundation Executive Director's Report

Kathleen said that the Read Across Lawrence book handout was today. She and Youth Services Coordinator Karen Allen described the books and activities that are planned for this year's RAL. Three books were selected for this year's read: *Sourdough* by Robin Sloan for adults, *A Tangle of Knots* by Lisa Graff for children, and *The Doughnut Fix* by Jessie Janowitz for teens. Copies of the books, funded by

Capitol Federal, were distributed to board members. The After Hours fundraiser on March 2 will tie in to *Sourdough* with a market theme. An art installation featuring Capitol Federal jar openers and words from all three books will be on display in the circulation lobby. Crown Automotive and Burlington Northern Santa Fe are signature sponsors.

Total year-end fundraising for the Foundation totaled \$47,386. There were a total of thirteen new New Chapter Society members added this year. As a way to build recurring members, the foundation has started a "Ten on the Tenth" campaign.

Friends/Foundation merger talks are continuing after taking a holiday hiatus. A group is beginning to work on the governance piece with a goal to have everything available well in front of the Friends Annual meeting in March.

Cathy Hamilton is the new legacy giving coordinator. She started by presenting two Before You Check classes on telling your own story which were full to capacity. The class offered an option to record the story in the Sound+Vision studio. The foundation gave the library \$236,000 last year. They have just received their year-end earnings reports and will report back details next month.

Friends Report

Friends will donate one or two baskets to the library's After Hours fundraiser. Overall, it has been a good fundraising year. The Friends gave the library \$100,000 in 2019 for a total of \$290,000 over the last 3 years.

Ongoing Business

Merit Pay Plan Update

Brad referenced the performance review timeline and copy of the new evaluation form that were distributed in the packet. He will report back in April on how ratings will be assigned and address any remaining concerns about maintaining library culture in a merit pay structure.

New Business

Audit Conflict of Interest Forms

Brad distributed the conflict of interest forms that are to be returned to the auditor.

Budget and Finance Policy Revision

Brad said that since the city has changed auditors and will be using a large multi-national auditing firm he is proposing a change to the Budget and Finance Policy. Joan moved that the sentence directing the library to use the same auditor as the city be removed, and that the following phrase be inserted at the end of the first sentence of paragraph three under the section Expenditure of Library Funds (beginning "The library maintains all banking services at one institution..."): "except when the library chooses to invest excess funds in the Municipal Investment Pool governed by the State of Kansas Pooled Money Investment Board." David seconded. All in favor; motion carried.

NEKLS Library Development Grant Application Review

Every year the Board is required to certify that the library complies with the NEKLS grant requirements in order to receive the NEKLS Development Grant. This year's grant is for \$90,500, a \$500 increase from last year. Judy moved to certify that the Library complies with the requirements of the NEKLS grant application; David seconded. All in favor; motion carried.

Review of Annual Organizational Calendar

Ursula's and David's terms on the board will expire this year, but both have agreed to serve second terms. Approval from the mayor is pending. Next month is when the budget committee will be formed. Brad will add a review of the Strategic Plan to the calendar for September.

Board Development Review for 2019

The board wants to spend some time this year working on their own development. They asked Brad to look into what options for training are available from NEKLS. Brad said he was aware of other options that could also be good. He will present his findings at next month's board meeting.

Brad has identified an executive coach to work with on his own development and who could conduct the 360-degree review that the board is interested in. Brad has reviewed her resume and statement of work and feels that she would be a good fit. The Board asked Brad to review the proposal with Kevan prior to the next meeting and bring back a proposal to the board next month.

Adjournment

David moved to adjourn the meeting; Ursula seconded. All in favor; motion carried. The meeting adjourned at 5:45.

The next Board meeting will be Monday, February 18 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Regular Budget Report									
January 2019									
REVENUES		This Month	Year to Date	Annual Budget	8% of Year		January 2018		YTD 2018
Tax Fund		\$ 406,389.72	\$ 406,389.72	\$ 4,457,000.00	9.12%		\$ 385,378.17		\$ 385,378.17
Overdues		\$ 12,437.48	\$ 12,437.48	\$ 150,000.00	8.29%		\$ 12,313.61		\$ 12,313.61
NEKLS		\$ -	\$ -	\$ 93,000.00	0.00%		\$ 2,000.00		\$ 2,000.00
State Aid		\$ -	\$ -	\$ 25,000.00	0.00%		\$ -		\$ -
Photo Copies		\$ 2,005.06	\$ 2,005.06	\$ 20,000.00	10.03%		\$ 1,447.13		\$ 1,447.13
Coffee Shop Rent		\$ 750.00	\$ 750.00	\$ 9,000.00	8.33%		\$ 750.00		\$ 750.00
Meeting Room Fees		\$ 650.00	\$ 650.00	\$ 5,000.00	13.00%		\$ 850.00		\$ 850.00
Interest		\$ 1,867.25	\$ 1,867.25	\$ 16,000.00	11.67%		\$ 311.90		\$ 311.90
Miscellaneous		\$ -	\$ -	\$ -			\$ (11.99)		\$ (11.99)
Total Revenues		\$424,099.51	\$424,099.51	\$4,775,000.00	8.88%		\$403,038.82		\$403,038.82
EXPENSES									
Salaries & Wages		\$ 214,897.64	\$ 214,897.64	\$ 2,670,000.00	8.05%		\$ 209,493.22		\$ 209,493.22
Employee Benefits		\$ 26,715.64	\$ 26,715.64	\$ 330,000.00	8.10%		\$ 23,511.87		\$ 23,511.87
Payroll Taxes		\$ 37,139.74	\$ 37,139.74	\$ 465,000.00	7.99%		\$ 34,834.19		\$ 34,834.19
Utilities		\$ 9,710.17	\$ 9,710.17	\$ 96,000.00	10.11%		\$ 10,549.72		\$ 10,549.72
Building Supplies		\$ 78.96	\$ 78.96	\$ 20,000.00	0.39%		\$ 1,322.71		\$ 1,322.71
Building Repairs & Maintenance		\$ 5,773.29	\$ 5,773.29	\$ 55,000.00	10.50%		\$ 6,377.47		\$ 6,377.47
Library Supplies		\$ 1,622.51	\$ 1,622.51	\$ 25,000.00	6.49%		\$ 1,076.27		\$ 1,076.27
Books & Materials		\$ 33,690.62	\$ 33,690.62	\$ 670,000.00	5.03%		\$ 16,086.56		\$ 16,086.56
Processing Supplies		\$ 4,556.92	\$ 4,556.92	\$ 50,000.00	9.11%		\$ 4,101.58		\$ 4,101.58
Equipment		\$ (22,132.87)	\$ (22,132.87)	\$ 10,000.00	-221.33%		\$ 1,299.00		\$ 1,299.00
Technology		\$ 20,425.46	\$ 20,425.46	\$ 245,000.00	8.34%		\$ 7,433.56		\$ 7,433.56
Insurance		\$ -	\$ -	\$ 17,000.00	0.00%		\$ -		\$ -
Shipping		\$ 781.42	\$ 781.42	\$ 16,000.00	4.88%		\$ 585.15		\$ 585.15
Professional Development		\$ 101.25	\$ 101.25	\$ 30,000.00	0.34%		\$ 280.00		\$ 280.00
Book Van & Mileage		\$ 38.65	\$ 38.65	\$ 2,000.00	1.93%		\$ 43.24		\$ 43.24
Programs		\$ 552.62	\$ 552.62	\$ 20,000.00	2.76%		\$ 732.86		\$ 732.86
Professional Fees		\$ 2,376.34	\$ 2,376.34	\$ 20,000.00	11.88%		\$ 10,770.02		\$ 10,770.02
Advertising & Marketing		\$ 1,252.17	\$ 1,252.17	\$ 30,000.00	4.17%		\$ 1,341.65		\$ 1,341.65
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ -
Miscellaneous		\$ 2,632.10	\$ 2,632.10	\$ -			\$ 2,205.87		\$ 2,205.87
Total Expenses		\$ 340,212.63	\$ 340,212.63	\$ 4,775,000.00	7.12%		\$ 332,044.94		\$ 332,044.94
CASH BALANCES									
Checking		\$ 655,491.56							
Capital Improvement		\$ 668,401.67							

Lawrence Public Library												
2019 Outside Funding Report												
			1/1/2019		January	January	February	February	March	March		
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS												
	KPR-Advertising		\$ 2,590.91			\$ 1,370.01					\$ 1,220.90	
	Summer Reading - ALL		\$ 4,628.83		\$ 23,800.00						\$ 28,428.83	
	Aquarium		\$ 872.21			\$ 300.00					\$ 572.21	
	Volunteers		\$ 346.62								\$ 346.62	
	Read Across Lawrence 2019		\$ (12,190.60)		\$ 5,000.00	\$ 187.31					\$ (7,377.91)	
	Salaries/Taxes - Hyde		\$ (11.62)			\$ 4,055.50					\$ (4,067.12)	
	Block Grant		\$ 93,780.52		\$ (28,800.00)	\$ 990.00					\$ 63,990.52	
			\$ 90,016.87		\$ -	\$ 6,902.82	\$ -	\$ -	\$ -	\$ -	\$ 83,114.05	
FOUNDATION												
	Kansas Health Foundation		\$ 2,134.96								\$ 2,134.96	
	Salaries/Taxes - Isaman		\$ -			\$ 3,023.53					\$ (3,023.53)	
	Foundation Expenses to be reimbursed		\$ -			\$ 500.00					\$ (500.00)	
	Mary Winter for BCIAAB		\$ 4,873.53			\$ 1,505.20					\$ 3,368.33	
	Salkind for E-books		\$ 2.11								\$ 2.11	
	Harry Potter		\$ 490.91								\$ 490.91	
	Weinberg YS/YA		\$ 8,550.25			\$ 1,214.80					\$ 7,335.45	
	Milliken Fund		\$ 2,300.21			\$ 264.86					\$ 2,035.35	
	Sound & Vision		\$ -								\$ -	
	Peterson - Technology/Gage Tech		\$ 5,073.09								\$ 5,073.09	
	Camin Memorial		\$ 242.79								\$ 242.79	
	Storytime @Home/Juanita Marsh		\$ 886.55			\$ 35.14					\$ 851.41	
	Sound & Vision		\$ -								\$ -	
	Harrison		\$ -								\$ -	
	After Hours		\$ -								\$ -	
	Dr. Bob		\$ -								\$ -	
	Seed Library		\$ 1,804.49			\$ 30.00					\$ 1,774.49	
	Crowe Fund		\$ 1,332.70								\$ 1,332.70	
	Local History/Coan		\$ 4,927.45								\$ 4,927.45	
	MIDCO		\$ 17,291.36								\$ 17,291.36	
	General Endowment		\$ 43,079.97								\$ 43,079.97	
	Simpson Grant		\$ 13,429.65								\$ 13,429.65	
	Youth Services		\$ 1,419.83								\$ 1,419.83	
			\$ 107,839.85		\$ -	\$ 6,573.53	\$ -	\$ -		\$ -	\$ 101,266.32	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 1,722.07								\$ 1,722.07	
	ALA Teen Intern		\$ 80.37								\$ 80.37	
	Landsberg Bequest		\$ 1,272.10			\$ 362.27					\$ 909.83	
	Lawrence Give Back		\$ 2,626.32								\$ 2,626.32	
	Wurfy		\$ 120.99								\$ 120.99	
	Bibliocommons		\$ 1,000.00								\$ 1,000.00	
	Merchandise Sales		\$ 833.75		\$ (1,315.90)	\$ -					\$ (482.15)	
			\$ 7,655.60		\$ (1,315.90)	\$ 362.27	\$ -	\$ -	\$ -	\$ -	\$ 5,977.43	
			\$ 205,512.32									
			Month Total		\$ (1,315.90)	\$ 13,838.62	\$ -	\$ -	\$ -	\$ -		

Lawrence Public Library
Balance Sheet
As of January 31, 2019

	Jan 31, 19	Jan 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	0.00	240.67	-240.67	-100.0%
MIP Operating Funds	240,355.26	47,771.77	192,583.49	403.1%
Checking	415,136.30	580,063.22	-164,926.92	-28.4%
Capital Improvement at MIP	668,401.67	604,006.45	64,395.22	10.7%
Total Checking/Savings	<u>1,323,893.23</u>	<u>1,232,082.11</u>	<u>91,811.12</u>	<u>7.5%</u>
Total Current Assets	<u>1,323,893.23</u>	<u>1,232,082.11</u>	<u>91,811.12</u>	<u>7.5%</u>
Other Assets				
Petty Cash	1,240.75	1,130.70	110.05	9.7%
Total Other Assets	<u>1,240.75</u>	<u>1,130.70</u>	<u>110.05</u>	<u>9.7%</u>
TOTAL ASSETS	<u>1,325,133.98</u>	<u>1,233,212.81</u>	<u>91,921.17</u>	<u>7.5%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	35,131.61	84,873.87	-49,742.26	-58.6%
Total Accounts Payable	<u>35,131.61</u>	<u>84,873.87</u>	<u>-49,742.26</u>	<u>-58.6%</u>
Other Current Liabilities				
Payroll Liabilities	2,501.33	49,026.51	-46,525.18	-94.9%
Total Other Current Liabilities	<u>2,501.33</u>	<u>49,026.51</u>	<u>-46,525.18</u>	<u>-94.9%</u>
Total Current Liabilities	<u>37,632.94</u>	<u>133,900.38</u>	<u>-96,267.44</u>	<u>-71.9%</u>
Total Liabilities	<u>37,632.94</u>	<u>133,900.38</u>	<u>-96,267.44</u>	<u>-71.9%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	918,133.46	745,817.14	172,316.32	23.1%
Net Income	68,732.36	52,860.07	15,872.29	30.0%
Total Equity	<u>1,287,501.04</u>	<u>1,099,312.43</u>	<u>188,188.61</u>	<u>17.1%</u>
TOTAL LIABILITIES & EQUITY	<u>1,325,133.98</u>	<u>1,233,212.81</u>	<u>91,921.17</u>	<u>7.5%</u>

**Lawrence Public Library
Revenues & Expenses
January 2019**

	<u>Jan 19</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Interest	1,867.25
Meeting Room Fees	650.00
Merchandise Sales	-1,315.90
Overdues	12,437.48
Photo Copies	2,005.06
Tax Fund	406,389.72
Total Income	<u>422,783.61</u>
Gross Profit	422,783.61
Expense	
Payroll Expenses	241,613.28
Payroll Taxes	38,186.93
Utilities - Electric	9,710.17
Building Supplies	78.96
Building Repairs & Maintenance	5,773.29
Library & Office Supplies	1,622.51
Books & Materials	33,690.62
Processing Supplies	4,556.92
Equipment	-22,132.87
Technology	20,425.46
Shipping	781.42
Professional Development	101.25
Bookvan & Mileage	38.65
Program Expense	552.62
Professional Fees	2,376.34
Advertising	1,252.17
Miscellaneous	2,632.10
FOUNDATION FUNDING	6,121.57
FRIENDS FUNDING	6,669.86
Total Expense	<u>354,051.25</u>
Net Ordinary Income	<u>68,732.36</u>
Net Income	<u><u>68,732.36</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Feb 15, 19
Advance Insurance Company	595.55
Air Filter Plus	465.63
Alison Berger	50.00
Amazon	3,531.27
ASI	50.00
Baker & Taylor, Inc.	297.11
Barry-Lawrence Regional Library	22.95
Bayscan Technologies	375.00
Blackstone Publishing	27.91
Bob's Janitorial Service	380.00
Brodart Co.	111.48
Bug Hounds, LLC	762.50
Candice Townsend	50.00
Century Business Technologies	15.00
Gale/Cengage Learning	708.82
Ingram Library Services	16,739.07
Intuit	29.85
Isaac Mitchell	100.00
Jayhawk Trophy Co., Inc.	72.00
Jayhawk Tropical Fish	300.00
Journal-World	193.60
Kanopy LLC	920.00
Kansas Public Radio	287.50
Kaplan	550.00
Laura Pennock	150.00
Lawrence Sign Up LLC	418.00
Lisa Graff	250.00
Midwest Tape	16,336.85
Mikaila Morgan	50.00
OCLC, Inc.	5,382.42
OverDrive	22,788.37
P1 Group, Inc.	5,083.00
Pan Asian Publications Inc.	116.28
Preferred Lawn Service	585.00
ProQuest LLC	3,442.40
Pur-O-Zone, Inc.	443.30
Quill Corporation	346.38
Random House, Inc.	316.50
Recorded Books	566.40
Snap Promotions	625.85
Source Books	4,790.01
Springshare LLC	983.00
Tech Logic	39,510.00
Trisha R. Nordstrom	9.23
Unique Management Services	600.80
United Parcel Service	665.88
United Way of Douglas County	583.33
VISA 5372	9,242.81
Westar	9,257.16
Western District Library	35.00
Withers	152.05
Worldpay Integrated Payments	241.41
TOTAL	149,606.67

12:19 PM
02/14/19

Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	02/18/2019	Advance Insurance Company	Checking	
Bill	March 2019	02/08/2019		Group Life Insurance	-595.55
TOTAL					-595.55
Bill Pmt -Check	Electronic	02/18/2019	ASI	Checking	
Bill	February 2...	02/02/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	02/18/2019	Intuit	Checking	
Bill	January Bil...	02/11/2019		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	02/18/2019	United Parcel Service	Checking	
Bill	1059	02/11/2019		Shipping	-665.88
TOTAL					-665.88
Bill Pmt -Check	Electronic	02/18/2019	VISA 5372	Checking	
Bill		02/14/2019		Technology	-1,326.58
				Admin. Dept.	-21.25
				ALA	-1,466.96
				In-Service Day	-206.06
				Bookvan & Mileage	-106.62
				Adult Programming	-66.01
				Children's Programming	-10.35
				Children's Programming	-156.17
				Children's Programming	-20.97
				Children's Programming	-527.12
				Children's Programming	-40.89
				Children's Programming	-139.03
				Children's Programming	-105.61
				Young Adult Program...	-143.94
				Read Across Lawrence	-71.66
				Shipping	-115.99
				Professional Fees	-399.00
				Summer Reading - ALL	-400.00
				Library & Office Suppli...	-650.00
				Library & Office Suppli...	-203.97
				Library & Office Suppli...	-169.84
				Library & Office Suppli...	-39.13
				Miscellaneous	-15.27
				Building Supplies	-190.57
				Building Repairs & Mai...	-58.40
				Advertising	-1,225.07
				Advertising Gift Fund	-342.32
				Telephone	-42.28
				Telephone	-278.91
				Supplies	-249.98
				Software & Licenses	-59.00
				FOUNDATION FUNDI...	-3.79

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02/14/19

Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
				FOUNDATION FUNDI...	-36.53
				FOUNDATION FUNDI...	-73.20
				FOUNDATION FUNDI...	-19.99
				FOUNDATION FUNDI...	-23.39
				MIDCO	-127.25
				Sound & Vision	-20.00
				Books & Materials	-39.96
				Periodicals	-49.75
TOTAL					-9,242.81
Bill Pmt -Check	Electronic	02/18/2019	Westar	Checking	
Bill		02/11/2019		Utilities - Electric	-9,257.16
TOTAL					-9,257.16
Bill Pmt -Check	Electronic	02/18/2019	Worldpay Integrated Payments	Checking	
Bill	January	02/11/2019		Credit Card Processing	-241.41
TOTAL					-241.41
Bill Pmt -Check	8486	02/21/2019	Air Filter Plus	Checking	
Bill	368256	02/08/2019		Building Supplies	-465.63
TOTAL					-465.63
Bill Pmt -Check	8487	02/21/2019	Baker & Taylor, Inc.	Checking	
Bill	2034298811	01/30/2019		Processing Supplies	-0.20
Bill	2034298810	01/30/2019		Books & Materials	-58.54
Bill	5015334850	01/30/2019		Books & Materials	-23.03
Bill	5015334851	01/30/2019		Processing Supplies	-0.05
Bill	2034273168	01/30/2019		Processing Supplies	-0.89
Bill	2034273167	01/30/2019		Books & Materials	-60.16
Bill	2034319820	02/13/2019		Books & Materials	-140.83
Bill	2034319821	02/13/2019		Processing Supplies	-2.35
Bill	2034303672	02/13/2019		Books & Materials	-11.01
Bill	2034303673	02/13/2019		Processing Supplies	-0.05
TOTAL					-297.11
Bill Pmt -Check	8488	02/21/2019	Barry-Lawrence Regional Libr...	Checking	
Bill	188884329	01/30/2019		Overdues	-22.95
TOTAL					-22.95
Bill Pmt -Check	8489	02/21/2019	Bayscan Technologies	Checking	
Bill	59551	02/11/2019		Processing Supplies	-375.00
TOTAL					-375.00

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02/14/19

Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8490	02/21/2019	Blackstone Publishing	Checking	
Bill	1086324	01/30/2019		Books & Materials	-27.91
TOTAL					-27.91
Bill Pmt -Check	8491	02/21/2019	Bob's Janitorial Service	Checking	
Bill	1972	01/30/2019		Building Repairs & Mai...	-200.00
Bill	2333	02/14/2019		Professional Fees	-90.00
Bill	2332	02/14/2019		Professional Fees	-90.00
TOTAL					-380.00
Bill Pmt -Check	8492	02/21/2019	Brodart Co.	Checking	
Bill	521471	02/11/2019		Processing Supplies	-111.48
TOTAL					-111.48
Bill Pmt -Check	8493	02/21/2019	Bug Hounds, LLC	Checking	
Bill	124	02/13/2019		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	8494	02/21/2019	Century Business Technologies	Checking	
Bill	512116	01/30/2019		Copying	-15.00
TOTAL					-15.00
Bill Pmt -Check	8495	02/21/2019	Gale/Cengage Learning	Checking	
Bill	66043829	01/30/2019		Books & Materials	-18.89
Bill	66025120	01/30/2019		Books & Materials	-40.58
Bill	65934686	01/30/2019		Books & Materials	-53.19
Bill	65935565	01/30/2019		Books & Materials	-18.89
Bill	65898096	01/30/2019		Books & Materials	-234.40
Bill	65965056	01/30/2019		Books & Materials	-72.08
Bill	66457866	02/13/2019		Books & Materials	-199.42
Bill	66284872	02/13/2019		Books & Materials	-71.37
TOTAL					-708.82

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Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8496	02/21/2019	Ingram Library Services	Checking	
Bill	38550954	01/30/2019	Ingram Library Services	Accounts Payable	0.00
Bill	38550952	01/30/2019		Landsberg Gift	-2.09
Bill	38550953	01/30/2019		Landsberg Gift	-2.46
Bill	38376962	01/30/2019		Landsberg Gift	-16.50
Bill	38376963	01/30/2019		Landsberg Gift	-0.82
Bill	38348106	01/30/2019		Landsberg Gift	-47.88
Bill	38348104	01/30/2019		Landsberg Gift	-15.96
Bill	38348105	01/30/2019		Landsberg Gift	-3.28
Bill	38590869	01/30/2019		Library & Office Suppli...	-4.52
Bill	38626219	01/30/2019		Processing Supplies	-49.09
Bill	38569697	01/30/2019		Processing Supplies	-2.40
Bill	38569695	01/30/2019		Processing Supplies	-26.84
Bill	38563176	01/30/2019		Processing Supplies	-0.45
Bill	38563174	01/30/2019		Processing Supplies	-36.55
Bill	38550951	01/30/2019		Processing Supplies	-43.94
Bill	38515280	01/30/2019		Processing Supplies	-150.05
Bill	38515278	01/30/2019		Processing Supplies	-24.61
Bill	38526541	01/30/2019		Processing Supplies	-59.41
Bill	38491946	01/30/2019		Processing Supplies	-38.56
Bill	38447524	01/30/2019		Processing Supplies	-20.52
Bill	38434950	01/30/2019		Processing Supplies	-59.69
Bill	38401796	01/30/2019		Processing Supplies	-31.00
Bill	38376961	01/30/2019		Processing Supplies	-193.00
Bill	38413378	01/30/2019		Processing Supplies	-64.11
Bill	38389384	01/30/2019		Processing Supplies	-41.04
Bill	38348103	01/30/2019		Processing Supplies	-26.38
Bill	38310362	01/30/2019		Processing Supplies	-21.65
Bill	38626218	01/30/2019		Books & Materials	-430.25
Bill	38569696	01/30/2019		Books & Materials	-220.09
Bill	38569694	01/30/2019		Books & Materials	-371.52
Bill	38563175	01/30/2019		Books & Materials	-43.78
Bill	38563173	01/30/2019		Books & Materials	-332.05
Bill	38550950	01/30/2019		Books & Materials	-569.71
Bill	38515279	01/30/2019		Books & Materials	-1,210.23
Bill	38515277	01/30/2019		Books & Materials	-294.54
Bill	38526540	01/30/2019		Books & Materials	-367.30
Bill	38491945	01/30/2019		Books & Materials	-408.15
Bill	38447523	01/30/2019		Books & Materials	-108.55
Bill	38434949	01/30/2019		Books & Materials	-460.35
Bill	38401795	01/30/2019		Books & Materials	-299.25
Bill	38376960	01/30/2019		Books & Materials	-1,933.95
Bill	38413377	01/30/2019		Books & Materials	-591.18
Bill	38389383	01/30/2019		Books & Materials	-274.26
Bill	38348102	01/30/2019		Books & Materials	-288.14
Bill	38310361	01/30/2019		Books & Materials	-365.07
Bill	38748860	02/13/2019		Landsberg Gift	-0.82
Bill	38748859	02/13/2019		Landsberg Gift	-15.96
Bill	38758954	02/13/2019		Landsberg Gift	-3.94
Bill	38758953	02/13/2019		Landsberg Gift	-24.54
Bill	38730027	02/13/2019		Landsberg Gift	-1.64
Bill	38730026	02/13/2019		Landsberg Gift	-19.95
Bill	38730028	02/13/2019		Landsberg Gift	-15.96
Bill	38615738	02/13/2019		Landsberg Gift	-1.64
Bill	38615737	02/13/2019		Landsberg Gift	-34.20
Bill	38775672	02/13/2019		Processing Supplies	-12.14
Bill	38748858	02/13/2019		Processing Supplies	-118.40
Bill	38758950	02/13/2019		Processing Supplies	-23.73
Bill	38730025	02/13/2019		Processing Supplies	-7.22
Bill	38758952	02/13/2019		Processing Supplies	-42.83

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Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	38704986	02/13/2019		Processing Supplies	-74.15
Bill	38704988	02/13/2019		Processing Supplies	-38.16
Bill	38687419	02/13/2019		Processing Supplies	-28.70
Bill	36\8687421	02/13/2019		Processing Supplies	-5.91
Bill	38642304	02/13/2019		Processing Supplies	-182.88
Bill	38615734	02/13/2019		Processing Supplies	-60.01
Bill	38615736	02/13/2019		Processing Supplies	-0.30
Bill	38665360	02/13/2019		Processing Supplies	-10.00
Bill	38590871	02/13/2019		Processing Supplies	-31.98
Bill	38775671	02/13/2019		Books & Materials	-200.38
Bill	38748857	02/13/2019		Books & Materials	-1,152.11
Bill	38758949	02/13/2019		Books & Materials	-210.60
Bill	38730024	02/13/2019		Books & Materials	-97.24
Bill	38758951	02/13/2019		Books & Materials	-263.60
Bill	38704985	02/13/2019		Books & Materials	-601.60
Bill	38704987	02/13/2019		Books & Materials	-478.15
Bill	38687418	02/13/2019		Books & Materials	-354.79
Bill	38687420	02/13/2019		Books & Materials	-28.74
Bill	38642303	02/13/2019		Books & Materials	-1,685.45
Bill	386681156	02/13/2019		Books & Materials	-4.55
Bill	38670066	02/13/2019		Books & Materials	-64.81
Bill	38615733	02/13/2019		Books & Materials	-757.09
Bill	38615735	02/13/2019		Books & Materials	-27.58
Bill	38665359	02/13/2019		Books & Materials	-88.67
Bill	38590870	02/13/2019		Books & Materials	-396.98
Bill	38819965	02/13/2019		Books & Materials	-20.50
TOTAL					-16,739.07
Bill Pmt -Check	8497	02/21/2019	Jayhawk Trophy Co., Inc.	Checking	
Bill	63234	02/13/2019		Miscellaneous	-72.00
TOTAL					-72.00
Bill Pmt -Check	8498	02/21/2019	Jayhawk Tropical Fish	Checking	
Bill	816937	02/13/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8499	02/21/2019	Kanopy LLC	Checking	
Bill	146086-PPU	02/13/2019		Books & Materials	-920.00
TOTAL					-920.00
Bill Pmt -Check	8500	02/21/2019	Kansas Public Radio	Checking	
Bill	143826	02/14/2019		Advertising Gift Fund	-287.50
TOTAL					-287.50

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Lawrence Public Library
Check Detail
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8501	02/21/2019	Lawrence Sign Up LLC	Checking	
Bill	11979	01/30/2019		Advertising	-209.00
Bill	12048	02/14/2019		Read Across Lawrence	-209.00
TOTAL					-418.00
Bill Pmt -Check	8502	02/21/2019	Midwest Tape	Checking	
Bill	96896048	01/30/2019		Books & Materials	-502.20
Bill	96911095	01/30/2019		Books & Materials	-23.83
Bill	96911097	01/30/2019		Books & Materials	-7.49
Bill	96911007	01/30/2019		Books & Materials	-640.20
Bill	96896049	01/30/2019		Books & Materials	-507.87
Bill	96895049	01/30/2019		Books & Materials	-229.91
Bill	96895046	01/30/2019		Books & Materials	-279.39
Bill	96895048	01/30/2019		Books & Materials	-26.24
Bill	96889862	01/30/2019		Books & Materials	-82.48
Bill	96889860	01/30/2019		Books & Materials	-42.27
Bill	96881993	01/30/2019		Books & Materials	-50.06
Bill	96881995	01/30/2019		Books & Materials	-157.45
Bill	96865904	01/30/2019		Books & Materials	-15.73
Bill	96865906	01/30/2019		Books & Materials	-198.68
Bill	96866066	01/30/2019		Books & Materials	-25.99
Bill	96866065	01/30/2019		Books & Materials	-446.88
Bill	96866064	01/30/2019		Books & Materials	-1,543.36
Bill	96859497	01/30/2019		Books & Materials	-113.95
Bill	96859495	01/30/2019		Books & Materials	-34.33
Bill	96836562	01/30/2019		Books & Materials	-13.49
Bill	96836883	01/30/2019		Books & Materials	-285.91
Bill	96836882	01/30/2019		Books & Materials	-450.46
Bill	96926559	02/11/2019		Processing Supplies	-418.75
Bill	96931106	02/13/2019		Books & Materials	-82.47
Bill	96931104	02/13/2019		Books & Materials	-11.24
Bill	96928246	02/13/2019		Books & Materials	-898.01
Bill	96922050	02/13/2019		Books & Materials	-93.72
Bill	96921428	02/13/2019		Books & Materials	-10.49
Bill	96928315	02/13/2019		Books & Materials	-159.95
Bill	96925488	02/13/2019		Books & Materials	-104.77
Bill	96925510	02/13/2019		Books & Materials	-297.62
Bill	96948946	02/13/2019		Books & Materials	-29.98
Bill	96955179	02/13/2019		Books & Materials	-22.49
Bill	96955177	02/13/2019		Books & Materials	-32.97
Bill	96940687	02/13/2019		Books & Materials	-8,496.22
TOTAL					-16,336.85
Bill Pmt -Check	8503	02/21/2019	OCLC, Inc.	Checking	
Bill	642297	02/11/2019		Collections	-5,382.42
TOTAL					-5,382.42

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February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8504	02/21/2019	OverDrive	Checking	
Bill	06809CO1...	01/30/2019		Books & Materials	-1,093.45
Bill	06809CO1...	01/30/2019		Books & Materials	-1,775.05
Bill	06809CO1...	01/30/2019		Books & Materials	-708.93
Bill	06809DA1...	01/30/2019		Books & Materials	-28.99
Bill	06809CO1...	01/30/2019		Books & Materials	-434.97
Bill	06809DA1...	01/30/2019		Books & Materials	-74.98
Bill	06809CO1...	01/30/2019		Books & Materials	-198.94
Bill	06809CO1...	01/30/2019		Books & Materials	-432.97
Bill	06809CO1...	01/30/2019		Books & Materials	-650.43
Bill	06809CO1...	01/30/2019		Books & Materials	-424.93
Bill	06809CO1...	01/30/2019		Books & Materials	-179.83
Bill	06809DA1...	01/30/2019		Books & Materials	-540.97
Bill	06809DA1...	01/30/2019		Books & Materials	-131.99
Bill	06809CO1...	01/30/2019		Books & Materials	-189.99
Bill	06809CO1...	01/30/2019		Books & Materials	-510.47
Bill	06809DA1...	01/30/2019		Books & Materials	-47.99
Bill	06809CO1...	01/30/2019		Books & Materials	-609.44
Bill	06809CO1...	01/30/2019		Books & Materials	-856.93
Bill	H-0056781	02/11/2019		Books & Materials	-12,000.00
Bill	06809CO1...	02/13/2019		Books & Materials	-179.92
Bill	06809CO1...	02/13/2019		Books & Materials	-180.47
Bill	06809CO1...	02/13/2019		Books & Materials	-305.92
Bill	06809CO1...	02/13/2019		Books & Materials	-370.99
Bill	06809DA1...	02/13/2019		Books & Materials	-400.92
Bill	06809DA1...	02/13/2019		Books & Materials	-458.90
TOTAL					-22,788.37
Bill Pmt -Check	8505	02/21/2019	P1 Group, Inc.	Checking	
Bill	54941	01/30/2019		Building Repairs & Mai...	-5,083.00
TOTAL					-5,083.00
Bill Pmt -Check	8506	02/21/2019	Pan Asian Publications Inc.	Checking	
Bill	U-15907	02/13/2019		Books & Materials	-116.28
TOTAL					-116.28
Bill Pmt -Check	8507	02/21/2019	Preferred Lawn Service	Checking	
Bill	35633	01/30/2019		Building Repairs & Mai...	-110.00
Bill	35694	01/30/2019		Building Repairs & Mai...	-255.00
Bill	35805	02/11/2019		Building Repairs & Mai...	-110.00
Bill	35819	02/13/2019		Building Repairs & Mai...	-110.00
TOTAL					-585.00
Bill Pmt -Check	8508	02/21/2019	ProQuest LLC	Checking	
Bill	70542962	02/11/2019		Books & Materials	-3,442.40
TOTAL					-3,442.40

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Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8509	02/21/2019	Pur-O-Zone, Inc.	Checking	
Bill	772694	02/11/2019		Building Supplies	-20.69
Bill	772393	02/11/2019		Building Supplies	-219.61
Bill	772259	02/11/2019		Building Repairs & Mai...	-203.00
TOTAL					-443.30
Bill Pmt -Check	8510	02/21/2019	Quill Corporation	Checking	
Bill	4430213	01/30/2019		Library & Office Suppli...	-346.38
TOTAL					-346.38
Bill Pmt -Check	8511	02/21/2019	Random House, Inc.	Checking	
Bill	1086194242	01/30/2019		Books & Materials	-59.25
Bill	1086086682	01/30/2019		Books & Materials	-60.00
Bill	1086128496	01/30/2019		Books & Materials	-73.50
Bill	1086619519	02/13/2019		Books & Materials	-30.00
Bill	1186619519	02/13/2019		Books & Materials	-67.50
Bill	1086415616	02/13/2019		Books & Materials	-26.25
TOTAL					-316.50
Bill Pmt -Check	8512	02/21/2019	Recorded Books	Checking	
Bill	76171131	01/30/2019		Books & Materials	-299.85
Bill	76171939	01/30/2019		Books & Materials	-74.25
Bill	76181854	02/13/2019		Books & Materials	-74.25
Bill	76178719	02/13/2019		Books & Materials	-43.80
Bill	76174898	02/13/2019		Books & Materials	-74.25
TOTAL					-566.40
Bill Pmt -Check	8513	02/21/2019	Snap Promotions	Checking	
Bill	19011501	01/30/2019		Advertising	-625.85
TOTAL					-625.85
Bill Pmt -Check	8514	02/21/2019	Source Books	Checking	
Bill	6242183	02/11/2019		Read Across Lawrence	-4,790.01
TOTAL					-4,790.01
Bill Pmt -Check	8515	02/21/2019	Springshare LLC	Checking	
Bill	18-R5360	02/13/2019		Public Access	-983.00
TOTAL					-983.00

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Lawrence Public Library
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February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8516	02/21/2019	Unique Management Services	Checking	
Bill	495391	02/11/2019		Professional Fees	-153.30
Bill	495390	02/11/2019		Professional Fees	-447.50
TOTAL					-600.80
Bill Pmt -Check	8517	02/21/2019	Western District Library	Checking	
Bill	Youtz Book	01/30/2019		Overdues	-35.00
TOTAL					-35.00
Bill Pmt -Check	8518	02/21/2019	Withers	Checking	
Bill	200262	02/11/2019		Building Supplies	-152.05
TOTAL					-152.05
Bill Pmt -Check	28493	02/18/2019	Alison Berger	Checking	
Bill	2-9-19	01/30/2019		Read Across Lawrence	-50.00
TOTAL					-50.00
Bill Pmt -Check	28494	02/18/2019	Amazon	Checking	
Bill	7741036	01/30/2019	Amazon	Accounts Payable	0.00
Bill	5017862	01/30/2019	Amazon	Accounts Payable	0.00
Bill	7281830	01/30/2019	Amazon	Accounts Payable	0.00
Bill	6298606	01/30/2019	Amazon	Accounts Payable	0.00
Bill	8173061	01/30/2019		Read Across Lawrence	-1.49
				Read Across Lawrence	-2.71
Bill	7818629	01/30/2019		Supplies	-83.18
Bill	8218635	01/30/2019		Supplies	-13.02
Bill	4853037	01/30/2019		Supplies	-16.76
Bill	9617001	01/30/2019		Building Repairs & Mai...	-25.54
Bill	6655445	01/30/2019		Children's Programming	-25.00
Bill	1913837	01/30/2019		Processing Supplies	-18.98
Bill	9986664	01/30/2019		Books & Materials	-2.98
Bill	8369028	01/30/2019		Library & Office Suppli...	-65.08
Bill	5100266	01/30/2019		Books & Materials	-10.47
				Books & Materials	-19.50
				Books & Materials	-159.11
				Books & Materials	-242.11
Bill	7193044	01/30/2019		Books & Materials	-41.97
				Books & Materials	-59.61
Bill	7336227	01/30/2019		Books & Materials	-18.89
Bill	4861047	01/30/2019		Books & Materials	-115.22
Bill	4861047	01/30/2019		Books & Materials	-10.52
Bill	6850618	01/30/2019		Books & Materials	-25.26
Bill	3678626	01/30/2019		Books & Materials	-21.26
Bill	4815442	01/30/2019		Books & Materials	-17.69
Bill	5084258	01/30/2019		Books & Materials	-106.65
Bill	1021006	01/30/2019		Books & Materials	-22.65
				Books & Materials	-119.23
				Books & Materials	-608.77
Bill	2649056	01/30/2019		Books & Materials	-21.95

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Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	6192231	01/30/2019		Books & Materials	-43.53
				Books & Materials	-12.79
				Young Adult Program...	-10.30
Bill	9050669	01/30/2019		Books & Materials	-14.21
Bill	8507422	01/30/2019		Books & Materials	-13.99
Bill	2294649	01/30/2019		Books & Materials	-20.31
Bill	4861047	01/30/2019		Books & Materials	-11.50
Bill	4861047	01/30/2019		Books & Materials	-38.39
Bill	4216207	02/11/2019		Miscellaneous	-32.37
Bill	9091424	02/11/2019		ALSC Grant	-37.95
Bill	8042657	02/11/2019		ALSC Grant	-199.17
Bill	4830604	02/11/2019		Children's Programming	-24.79
Bill	8108252	02/11/2019		ALSC Grant	-199.00
Bill	7839429	02/11/2019		Read Across Lawrence	-19.63
Bill	7839429	02/11/2019		Read Across Lawrence	-9.27
Bill	4257040	02/13/2019		ALSC Grant	-192.31
Bill	9821031	02/13/2019		Books & Materials	-24.47
				Books & Materials	-87.28
				Books & Materials	-46.49
				Books & Materials	-27.21
				Books & Materials	-8.33
				Books & Materials	-117.76
				Block Grant	-17.51
Bill	3179433	02/13/2019		Books & Materials	-11.39
				Books & Materials	-73.24
Bill	5841831	02/13/2019		Books & Materials	-27.98
Bill	0219465	02/13/2019		Books & Materials	-13.95
Bill	6573011	02/13/2019		Books & Materials	-58.14
				Books & Materials	-15.86
				Books & Materials	-100.37
				Books & Materials	-9.99
Bill	1053801	02/13/2019		Books & Materials	-19.19
Bill	2489815	02/13/2019		Books & Materials	-11.56
Bill	9798619	02/13/2019		Books & Materials	-13.26
Bill	4854630	02/13/2019		Books & Materials	-20.49
Bill	7605837	02/13/2019		Books & Materials	-35.63
Bill	5721005	02/13/2019		Books & Materials	-23.98
Bill	2420250	02/13/2019		Books & Materials	-12.08
TOTAL					-3,531.27
Bill Pmt -Check	28495	02/18/2019	Candice Townsend	Checking	
Bill	3-6-19	01/30/2019		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28496	02/18/2019	Isaac Mitchell	Checking	
Bill	2-22-19	02/11/2019		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28497	02/18/2019	Journal-World	Checking	
Bill	22631	02/11/2019		Periodicals	-193.60
TOTAL					-193.60

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Lawrence Public Library
Check Detail
February 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28498	02/18/2019	Kaplan	Checking	
Bill		02/11/2019		YA/YS Programs-Wei...	-550.00
TOTAL					-550.00
Bill Pmt -Check	28499	02/18/2019	Laura Pennock	Checking	
Bill	2-7-19	01/30/2019		Young Adult Program...	-150.00
TOTAL					-150.00
Bill Pmt -Check	28500	02/18/2019	Lisa Graff	Checking	
Bill	2-21-19	02/11/2019		Read Across Lawrence	-250.00
TOTAL					-250.00
Bill Pmt -Check	28501	02/18/2019	Mikaila Morgan	Checking	
Bill	3-6-19	01/30/2019		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28502	02/18/2019	Tech Logic	Checking	
Bill	15005507...	01/10/2019		Professional Fees	-39,510.00
TOTAL					-39,510.00
Bill Pmt -Check	28503	02/18/2019	Trisha R. Nordstrom	Checking	
Bill	REFUND	01/30/2019		Overdues	-9.23
TOTAL					-9.23
Bill Pmt -Check	28504	02/18/2019	United Way of Douglas County	Checking	
Bill	4347	01/30/2019		Professional Fees	-583.33
TOTAL					-583.33

Lawrence Public Library

Monthly Statistical Summary--January 2019

INDICATOR	January		Percent	YTD	YTD	Percent
	2019	2018	Change	2019	2018	Change
			2018-2019			2018-2019

SUMMARY RATIOS

Service Area Population	100,736	99,496	1%			
User Visits per Capita	6.15	6.46	-5%			
Reference Transactions per Capita	1.34	1.49	-10%			
Program Attendance per Capita	0.36	0.40	-10%			
Circulation per Capita	12.53	12.56	0%			
Circulation per Visit	2.04	1.94	5%			
Total Holdings per Capita	2.03	2.01	1%			
% of Lawrence Residents Registered	57%	55%	4%			

Circulation--Adult Total	73,695	72,706	1%	73,695	72,706	1%
Circulation--Young Adult Total	3,788	3,504	8%	3,788	3,504	8%
Circulation--Youth Total	27,718	27,894	-1%	27,718	27,894	-1%
Circulation--Bookmobile	1,080	860	26%	1,080	860	26%
Circulation--Book Lockers	1,074	993	8%	1,074	993	8%
Circulation--Audiovisual Total	42,519	41,716	2%	42,519	41,716	2%
Circulation--Total	105,201	104,104	1%	105,201	104,104	1%

Reference Transactions	11,288	12,380	-9%	11,288	12,380	-9%
User Visits	51,625	53,597	-4%	51,625	53,597	-4%
LPL Web Site Visits	21,168	21,502	-2%	21,168	21,502	-2%

Holdings--Added	3,119	3,256	-4%	3,119	3,256	-4%
Holdings--Withdrawn	2,960	2,303	29%	2,960	2,303	29%
Holdings--Total	204,943	199,926	3%	204,943		

0

Active Cardholders--Added	677	711	-5%			
Active Cardholders--Total	70,042	66,426	5%			

Adult Programs	20	34	-41%	20	34	-41%
Young Adult Programs	13	11	18%	13	11	18%
Youth Programs	66	51	29%	66	51	29%
Total Programs	99	96	3%	99	96	3%
Total Program Attendance	2,987	3,282	-9%	2,987	3,282	-9%
Public Uses of Meeting Rooms	858	995	-14%	858	995	-14%
(w/study rooms)						
Total Paid Staff (FTE)	65.80	62.65	5%			
Total Number of Employees	84	83	1%			

Lawrence Public Library

Monthly Statistical Report--January 2019

	January		Percent		YTD	YTD	Percent
	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
OUTPUT MEASURES							
Service Area Population	100,736	99,496	1%				
User Visits per Capita	6.15	6.46	-5%				
Reference Transactions per Capita	1.34	1.49	-10%				
Program Attendance per Capita	0.36	0.40	-10%				
Circulation per Capita	12.53	12.56	0%				
Total Holdings per Capita	2.03	2.01	1%				
Collection Turnover--Total	6.24	6.33	-1%				
Collection Turnover--Adult	6.91	6.96	-1%				
Collection Turnover--Young Adult	3.71	3.85	-4%				
Collection Turnover--Youth	5.35	5.49	-3%				
Collection Turnover--Audiovisual	11.81	11.69	1%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	34613	34592	0%		34613	34592	0%
Circulation--Adult Periodicals	1047	942	11%		1047	942	11%
Circulation--Adult Feature Films & TV Shows	25328	24832	2%		25328	24832	2%
Circulation--Electronic Games	1577	1740	-9%		1577	1740	-9%
Circulation--Adult Music CDs	4247	5193	-18%		4247	5193	-18%
Circulation--Adult Audio Books and Books on CD	6773	5366	26%		6773	5366	26%
Circulation--eReaders	3	11	-73%		3	11	-73%
Circulation--Other New	107	30	257%		107	30	257%
Circulation--Adult Total	73695	72706	1%		73695	72706	1%
Circulation--YA Books and NF Videos	3215	3169	1%		3215	3169	1%
Circulation--YA Periodicals	1	8	-88%		1	8	-88%
Circulation--YA Audio Books and Books on CD	572	327	75%		572	327	75%
Circulation--YA Total	3788	3504	8%		3788	3504	8%
Circulation--Youth Books and NF Videos	25507	25931	-2%		25507	25931	-2%
Circulation--Youth Periodicals	100	86	16%		100	86	16%
Circulation--Youth Music CDs	358	417	-14%		358	417	-14%
Circulation--Youth Audio Books and Books on CD	1753	1460	20%		1753	1460	20%
Circulation--Youth Total	27718	27894	-1%		27718	27894	-1%

	January		Percent		YTD	YTD	Percent
Lawrence Public Library	2019	2018	Change		2019	2018	Change
Monthly Statistical Report			2018-2019				2018-2019
Circulation--Bookmobile	1080	860	26%		1080	860	26%
Circulation--Book Lockers	1074	993	8%		1074	993	8%
Circulation--Total Books	63335	63692	-1%		63335	63692	-1%
Circulation--Total Periodicals	1148	1036	11%		1148	1036	11%
Circulation--Total Audiovisual	42519	41716	2%		42519	41716	2%
Circulation Total	105201	104104	1%		105201	104104	1%
Accounts & Welcome Desk Circulation	4727	3590	32%		4727	3590	32%
Self Check Circulation	73309	76712	-4%		73309	76712	-4%
Percent Self Check	94%	96%	-2%		94%	96%	-2%
Web Site & Telephone Renewals	14399	14571	-1%		14399	14571	-1%
Other Staff Checkouts	143	104	38%		143	104	38%
Requests Placed	22743	21712	5%		22743	21712	5%
Requests Filled	19350	19155	1%		19350	19155	1%
Requests Unclaimed	2666	2653	0%		2666	2653	0%
Interlibrary Loan Items Borrowed for LPL Patrons	402	440	-9%		402	440	-9%
Interlibrary Loan Items Loaned from LPL Collection	634	433	46%		634	433	46%
OTHER LIBRARY SERVICES							
User Visits	51625	53597	-4%		51625	53597	-4%
Public Computer Usage	7024	7633	-8%		7024	7633	-8%

Lawrence Public Library	January		Percent		YTD	YTD
Monthly Statistical Report	2019	2018	Change		2019	2018
			2018-2019			2018-2019
PATRON INQUIRIES						
Ask Desk	1237	1446	-14%		1237	1446
Teen Zone	924	671	38%		924	671
Children's Desk	1284	1139	13%		1284	1139
IT Desk	1240	1570	-21%		1240	1570
Welcome Desk	1401	2116	-34%		1401	2116
Phone Calls	1795	1732	4%		1795	1732
Accounts Desk	3407	3706	-8%		3407	3706
Total Reference Transactions	11288	12380	-9%		11288	12380
Public-Sponsored Uses of Meeting Rooms	858	995	-14%		858	995
LPL Web Site Visits	21168	21502	-2%		21168	21502
RESOURCES						
Holdings--Total	204943	199926	3%			
Holdings--Adult	129676	127208	2%			
Holdings--Young Adult	12299	10963	12%			
Holdings--Youth	62968	61755	2%			
Holdings--Audiovisual	43213	42811	1%			
Holdings--eReaders	1	10	-90%			
Holdings Added	3119	3256	-4%		3119	3256
Holdings Withdrawn (Weeded)	2960	2303	29%		2960	2303
Holdings Net Change	797	1667	-52%		797	1667
LIBRARY PATRONS						
Total Active Cardholders	70042	66426	5%			
Cardholders Added	677	711	-5%		677	711
Cardholders Transacting	14233	13759	3%		14233	13759
Percent of Cardholders Transacting	20%	21%	-2%			
Total Number of Lawrence Residents Registered	57106	54403	5%			
Percent of Lawrence Residents Registered	57%	55%	4%			

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
PROGRAMMING							
Number of Adult Programs	20	34	-41%		20	34	-41%
Number of Young Adult Programs	13	11	18%		13	11	18%
Number of Youth Programs	66	51	29%		66	51	29%
Total Programs	99	96	3%		99	96	3%
Adult Program Attendance	411	1398	-71%		411	1398	-71%
Young Adult Program Attendance	349	433	-19%		349	433	-19%
Youth Program Attendance	2227	1451	53%		2227	1451	53%
Total Program Attendance	2987	3282	-9%		2987	3282	-9%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	65.8	62.65	5%				
ALA-MLS Librarians, in Full-Time Equivalents	17.9	18.5	-3%				
Number of Employees--Total	84	83	1%				
Number of Employees--Full-Time	46	42	10%				
Number of Employees--Part-Time	38	41	-7%				
Terminations	2	2	0%		2	2	0%
Hirings	2	2	0%		2	2	0%
Volunteer Hours	791.95	786.4	1%		791.95	786.4	1%

Select Online Statistics January 2019

Lynda.com

Active Users 2273

New Users 47

Users who logged in 159

Total log ins 445

Hours viewed 184.52

Hours viewed per user who logged in 1.16

Hours viewed per log in .41

Kanopy

Visits 4172

Pages 4980

Plays 641

Users 809

Library Director's Report for February 2019

Read Across Lawrence is in Full Swing

Read Across Lawrence has begun. We have handed out all of the copies of all three books – 1,000 of each book. Events will be held for kids, teens, and adults all month, including visits by two of the authors and a Skype talk with the third. Our culminating event with *Sourdough* author Robin Sloan will be held Sunday, March 3, at 2 pm at Liberty Hall. I hope to see you there!

Researching a More Modern Approach to Recruitment

Sherri, Denise, and I have been investigating options to move our job application process online. We have currently seen demos of three solutions, each with different merits. Our decision at this point will be based on whether we want a simple applicant tracking system or a larger HR suite, complete with time sheet tracking and other options. It has been a valuable introduction to cloud-based solutions to HR. I anticipate deciding the solution we want to implement to occur in the next few months.

Public Services Manager Has Resigned

I reported the fact that Amanda McConnell is leaving the library to pursue a new job back home in Missouri. Our plan for now is to leave the position open for a bit to take time to determine how we plan to move forward. I do not anticipate rehiring this position as is. In the interim, Director of Library Operations Sherri Turner will oversee Amanda's duties. I will update the board about how we intend to move forward in the next few months.

Mavis Staples is Coming to Lawrence!

You may recall that we had to cancel our 780s Series event with legendary soul and gospel singer Mavis Staples last April. We struggled to find a date to reschedule for months and assumed that wasn't going to happen. Much to our surprise, her people reached out to us a few weeks about rescheduling the event this August 21st. I am very excited that we were able to make this happen. We will hold the event at Liberty Hall and plan to make our big public announcement next month.

Respectfully submitted by Brad Allen, February 14, 2019

Monthly Departmental Reports

February 2019

New Staff

- The Facilities Department has hired Brandi Buzzard as a custodian.
- Readers' Services has completed interviews for the p/t assistant position and will be extending an offer this week.

New Software/Hardware

- **Materials Handling:** Aaron from IT installed a new app so that Materials Handling staff has a virtual window to the Hy-Vee lockers. We can see if they are currently working and patrons can transact there successfully.
- **Materials Handling** has submitted custom report requests from SIRSI so that we can extend patron's 7-day hold limit and send notices to patrons of the extension of their hold pickup time. This will enable us to adjust hold periods for locker breakdowns or unexpected library closings.
- **Marketing** is investigating a new product called Savannah, a powerful platform to help libraries manage, measure, and market their organizations. We've been doing peer research with other libraries who are using it, have met a few times with the developer, CEO, and various LPL leadership folks, and will watch a presentation to BLT from the company (Orange Boy) at our next BLT meeting. Here's a great [overview](#). We're pretty excited about it and it is super affordable (starting quote is \$4900/year.)
- **Technology:** 12.9" iPad Pro catalogs are in place in the non-fiction stacks. Four standard iPads are now available in the Children's area with a complement of fun and educational apps selected by YS staff and set up by Sean. We have ordered new HP ProLiant Gen10 servers as well as Veeam backup software with 5 years of support for both the servers and Veeam.

New Partnerships

- Karen Allen and Kathleen Morgan met with USD 497 Superintendent Anthony Lewis and his staff to discuss partnership opportunities. Dr. Lewis is interested in strengthening the partnership with schools for Read Across Lawrence. In addition, he would like to explore the possibility of allowing students to use their student IDs as library cards. Karen and Kathleen will meet with school district staff on February 22 to begin these discussions.
- Ian Stepp, Vanessa Reynaga, Angela Longhurst, and Melissa Fisher Isaacs gave presentations on library services to the Adult Basic Education and ESL classes at USD 497's Adult Learning Center, and signed several students up for library cards. Bill DeWitt, principal of the ALC, is very interested in developing a strong partnership with

the library.

New Programs/Series

- Readers' Services launched Comic Book Book Club in January to focus on Graphic Novels and Comic Books. The books used for the club will all be on Hoopla.
- Readers' Services is working with Dr. Randy Fuller from KU to offer a more classics-based, academic discussion of literature, The Bucket List Book Club, of books that "you meant to read and never got around to". LPL is just acting as support in this book club, Dr. Fuller will choose materials and lead discussions.

Reports on Signature Events

- Read Across Lawrence is in full swing. In addition to offering scores of special programs and activities, the library will host the authors of the three selected books in the coming weeks:
 - Sun, Feb 17: Skype with *Tangle of Knots* author, Lisa Graff, 1:30 pm auditorium
 - Sun, Feb 24: Author talk with Jessie Janowitz, author of *The Doughnut Fix*, 1pm, auditorium
 - Sun, Mar 3: Robin Sloan, author of *Sourdough*, 2 pm, Liberty Hall
- The LPL Seed Library will launch for its 5th season on February 16th. We're pairing the launch with a CSA Meet and Greet, which aims to connect community members with local farmers.
- Our Read Across Lawrence recipe exchange encourages people to share their favorite recipes online or in-house. One woman saw Erica's (our Teen Librarian) recipe for sweet dumplings on social media and shared progress with us in pictures on Instagram. She made them on a day that schools were closed last week and absolutely loved them!

Task Force Reports/Task Force Requests

- The Collections Diversity & Inclusion task force met and is planning to test the diversity auditing process by auditing the picture books and adult general fiction collections. KU work study students will help with this initiative if hired.
- Collection Services task force is developing a study to measure turnaround on holds service. This study will track turnaround for holds that are available on the shelves.

Highlight of the Month

- The catalogers are coming to the end of a months-long relabeling project in the media collection to increase accessibility. All DVD movies now have title spine labels, and the Foreign Films collection has more inclusive labeling for languages.
- HARRY POTTER BOOK NIGHT!

Foundation Director's Report – February 15, 2019

- **Audit.** Mize Houser accountants conducted the annual audit for the Foundation and library on Friday, February 8. It all seemed to go smoothly. The final audit report will be completed in March or April.
- **After Hours at the Library.** We are on the homestretch as After Hours at the Library approaches! The annual Library Foundation fundraiser is scheduled for Saturday, March 2nd at 7 pm. This casual farmers market-themed event will top off the 2019 read Across Lawrence program. Please be sure to visit www.lplafterhours.com and make your reservations. Some of the highlights:
 - Robin Sloan, author of *Sourdough*, will be our special guest.
 - To date, we have \$20,500 in sponsorships pledged for the event.
 - A total of 14 local restaurants and Farmer's Market vendors will appetizers and desserts. (see complete list at lplafterhours.com.)
 - Music will feature jazz pianist Harry Miller in the auditorium, Kuglers Midwestern Bluegrass in the atrium, and Stephanie and Friends flutes and drums in the lobby.
 - Lawrence artist and LPL children's assistant Matt Lord will sketch caricatures of party guests throughout the evening.
 - Our wildly popular basket fundraiser will feature 20 themed baskets donated by local book clubs, businesses and other library supporters. Each basket is valued at \$100 or more and include an autographed Patrick Mahomes jersey, gift certificates from local stores and restaurants, children's books, and a "Cocktail Chemistry Class" from Merchant's. Themed baskets will be on display in the library lobby from Saturday, February 23 through Saturday, March 2 so that members of the public may buy chances to win. Basket tickets are \$2 each or 3 for \$5. Drawings will be held at the After Hours party on the evening of March 2nd. Participants do not have to attend the party to win.
 - The newest addition to the event is our card catalog wine/prize pull. For a \$25 donation, attendees can choose a drawer and win a bottle of wine. Cork and Barrel's "Grape Geek," Jana Curtiss has chosen the wine for us, one of which is a \$50 bottle called "Acumen".
- **Friends and Foundation Merger.** After a holiday hiatus, the Friends and Foundation merger steering committee's work is once again moving forward. We continue to work on the draft governing documents and hope to move forward with a vote of the Friends membership on Saturday, March 9th. If that vote is affirmative, the Foundation Board will consider the merger proposal at its March 25 meeting.
- **Before You Check Out.** The next Before You Check Out program is scheduled for April 16th. Attorney Bill Colby, general counsel for Truman Medical Center, will speak about his experience arguing the first ever "right to die" case heard by the Supreme Court. *Cruzan v. Director, Missouri Department of Health* was a landmark case decided in 1990 that underscored the importance of advance directives, a document that outlines a person's wishes regarding medical treatment should the person be unable to communicate them to a doctor. The program will be held as part of National Healthcare Decisions Day in partnership with LMH and the Senior Resource Center. LMH will have advance directives and notaries available at the program.

An Argument for Paid Parental Leave

Last November, Governor Jeff Colyer issued an Executive Order on Paid Parental Leave for State of Kansas employees. Under this executive order, primary caregivers receive six weeks and secondary caregivers receive three weeks of paid leave.

“I think this is an important initiative for all Kansans,” said Governor Colyer. “It shows how important our children are to us and how much we value family here in Kansas. I want state employees to have the same type of benefits that you see in private businesses across our state and nation; and I encourage all other statewide elected officials and agencies to adopt comparable policies for their employees.”¹

In the spirit of this executive order, I recommend that Lawrence Public Library offer paid parental leave to our staff. In addition to the State of Kansas, several states, counties, and municipalities provide this type of leave.² A recent article in Bloomberg stated that all of the 20 largest companies in the United States provide some type of paid parental leave.³

Benefits like time off for major life events such as having a child help us retain staff, especially in a public library where pay is modest compared to other occupations. Paid parental leave would send a strong message to our staff that their lives matter to the leaders of this library.

Figuring out an exact annual cost estimate for providing this benefit is somewhat difficult since the number of new parents we have each year is unpredictable. But to provide an estimate, if a full-time Assistant II employee received paid parental leave as a primary caregiver, and the library needed to replace their hours in their entirety, the cost would be roughly \$5,000. I suggest we set aside funding in the salary and wages budget line each year in anticipation of potential costs associated with providing this benefit. It is crucial that we make sure that we do not place undue burden on other staff during the new parent’s absence.

My recommendation is to provide **eight weeks of paid parental leave** following the birth or adoption of a child. This leave would run concurrently with FMLA leave. Employees would receive 100 percent of their regular salary during their leave. To implement this change, we would need to revise the Time Off Benefits of our current Employee Handbook.

Respectfully submitted by Brad Allen, Library Director

References

1. https://admin.ks.gov/docs/default-source/office-of-public-affairs/executive-order-18-19-paid-parental-leave.pdf?sfvrsn=f9038ec7_2
2. <http://www.nationalpartnership.org/our-work/resources/workplace/paid-sick-days/paid-family-leave-policies-for-municipal-employees.pdf>
3. <https://www.bloomberg.com/news/articles/2018-06-28/more-companies-than-ever-offer-paid-parental-leave>

MEMO

TO: Library Board of Trustees

February 15, 2019

FROM: Brad Allen, Executive Director

RE: Executive Coaching Contract

Amount Requested: \$3800 from Professional Fees

Partnering Business: Shannon Polly and Associates

- Based in Washington, DC
- Virtual coaching sessions and 360 evaluation of library director

Description of Project and Need for Funds:

Per the library board's direction at the library director's annual performance evaluation, the recommendation is for the library to contract with Shannon Polly for executive coaching services and completion of a 360 evaluation of the director. The statement of work proposes six months of coaching sessions for the library director.