

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

Monday, April 15, 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

Departmental reports

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Paid parental leave – ACTION ITEM

New business

- Approve Officers – ACTION ITEM
- 2020 budget – ACTION ITEM
- Board training facilitation update

Adjournment

DRAFT

**Lawrence Public Library
Board of Trustees
Regular Board Meeting
March 18, 2019
4:30 p.m.**

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

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

Friends of the Library: Julie Trowbridge-Alford

Guests: Julie Trowbridge-Alford and staff member Lauren Taylor were introduced.

Call to Order

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

Public Comment

None.

Consent Agenda

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

Director's Report

Brad said that staff performance reviews have been written and have been reviewed by Brad and Sherri. Supervisors are currently in the process of meeting with their staff. Brad, Denise, Jeff, and Sherri have continued the review of applicant tracking and HR software. Marketing staff members have been looking at a product called Savannah from Orange Boy which will allow the library to do market segmentation with a library focus. Implementation will take about three months. Three interns from KU's Office of Diversity and Equity have started work in the library and the fourth will start soon.

Departmental Report

There were no questions.

Library Foundation Executive Director's Report

Kathleen said that about 300 people attended the highly successful After Hours fundraiser which raised approximately \$42,000. Next year's fundraiser will be Caddy Stacks. At the February Foundation Board meeting, the board voted to distribute \$54,000 in unrestricted funds to the library. During National Library Week next month, the Friends and Foundation have planned several events including a dine-in at the Blue Moose, an opportunity to get book-themed tattoos at Standard Electric, the Friends Spring Book Sale, and Drag Bingo with Deja Brooks. The Foundation Board will vote on the merger at their meeting later this month. Once that happens, the two groups will work together to finalize the process of creating a single organization. The effective date will be January 1, 2020. As currently written, there

will be two Library Board members on the new Friends/Foundation board.

Friends Report

Julie reported that the Spring Book Sale will be during National Library Week in April, and invited board members to volunteer. At the Friends annual meeting, the Friends/Foundation merger was approved with 73 votes for and 8 opposed. Sales from the DownHall bookstore continue to be steady.

Ongoing Business

Paid Parental Leave

Brad presented the proposed changes to the Employee Handbook that would be needed to implement paid parental leave. He invited Lauren of our Children's Department to speak about the importance of parental leave to employees. The board generally approved the policy as written. They suggested adding language regarding multiple birth or placements in the same 12-month period. They also discussed the feasibility of including foster children in the policy, especially without additional guidelines. Brad said he would bring a final version of the policy back to the board next month with a recommended implementation date.

Board Governance Training

Brad presented a proposal from Sage Consulting for either a one-day in person or three-part web training for board governance. After discussion about their goals for the training session, the board agreed that finding a trainer should be their responsibility. They said they are particularly interested in clarifying their role as a governing board of an organization that is considered a component unit of the city. Vice Chair Judy will solicit proposals from NEKLS and other sources properly scaled for this board. Lisa will provide her with an appropriate contact at the city.

2020 Budget Update

Brad said the budget proposal is due to the city on April 26. He has been working on several budget scenarios, with collections and staff accounting for the biggest increases in each. The county has not yet determined what the appraisal will be. The budget committee will meet before the April meeting in order to get the budget proposal to the board before the board meeting.

(Brady left the meeting at 6:00.)

New Business

Meeting Room Policy

Kathleen said the meeting room policy revisions were made in order to clarify some points and to consolidate information in an easier to understand format. She thanked staff member Kristin Soper for her work in preparing the revised policy. Judy moved to approve the proposed revisions to the meeting room policy; David seconded. All in favor; motion carried.

Adjournment

There being no other business, the meeting adjourned at 6:08 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
March 2019									
REVENUES		This Month	Year to Date	Annual Budget	25% of Year		Mar-18		YTD 2018
Tax Fund		\$ -	\$ 2,407,648.00	\$ 4,457,000.00	54.02%		\$ -		\$ 2,339,423.36
Overdues		\$ 11,775.61	\$ 35,971.84	\$ 150,000.00	23.98%		\$ 14,309.02		\$ 38,569.65
NEKLS		\$ 22,625.00	\$ 22,625.00	\$ 93,000.00	24.33%		\$ 22,500.00		\$ 24,500.00
State Aid		\$ -	\$ 27,594.52	\$ 25,000.00	110.38%		\$ -		\$ 27,367.85
Photo Copies		\$ 2,117.15	\$ 5,059.86	\$ 20,000.00	25.30%		\$ 2,068.18		\$ 4,988.77
Coffee Shop Rent		\$ 750.00	\$ 2,250.00	\$ 9,000.00	25.00%		\$ 1,500.00		\$ 3,000.00
Meeting Room Fees		\$ 875.00	\$ 1,700.00	\$ 5,000.00	34.00%		\$ 600.00		\$ 1,800.00
Interest		\$ 3,133.20	\$ 7,452.76	\$ 16,000.00	46.58%		\$ 1,207.04		\$ 2,175.46
Miscellaneous		\$ 50.00	\$ 97.78	\$ -			\$ 250.00		\$ 266.48
Total Revenues		\$41,325.96	\$2,510,399.76	\$4,775,000.00	52.57%		\$42,434.24		\$2,442,091.57
EXPENSES									
Salaries & Wages		\$ 210,435.74	\$ 654,807.87	\$ 2,670,000.00	24.52%		\$ 203,376.82		\$ 619,502.42
Employee Benefits		\$ 26,319.07	\$ 79,300.22	\$ 330,000.00	24.03%		\$ 23,902.39		\$ 71,875.78
Payroll Taxes		\$ 36,163.00	\$ 111,651.57	\$ 465,000.00	24.01%		\$ 33,528.11		\$ 102,526.16
Utilities		\$ 9,766.83	\$ 28,344.64	\$ 96,000.00	29.53%		\$ 8,429.54		\$ 28,341.76
Building Supplies		\$ 1,373.48	\$ 3,253.89	\$ 20,000.00	16.27%		\$ 1,622.59		\$ 4,378.62
Building Repairs & Maintenance		\$ 1,057.00	\$ 9,998.24	\$ 55,000.00	18.18%		\$ 3,422.55		\$ 10,000.03
Library Supplies		\$ 738.55	\$ 3,872.61	\$ 25,000.00	15.49%		\$ 724.08		\$ 4,457.63
Books & Materials		\$ 48,708.97	\$ 141,174.96	\$ 670,000.00	21.07%		\$ 58,226.66		\$ 129,876.13
Processing Supplies		\$ 7,670.74	\$ 16,149.56	\$ 50,000.00	32.30%		\$ 5,308.50		\$ 12,051.13
Equipment		\$ 15,538.93	\$ (5,021.03)	\$ 10,000.00	-50.21%		\$ 999.99		\$ 5,567.49
Technology		\$ 9,076.42	\$ 37,110.04	\$ 245,000.00	15.15%		\$ 18,119.64		\$ 45,627.18
Insurance		\$ -	\$ -	\$ 17,000.00	0.00%		\$ -		\$ 1,126.00
Shipping		\$ 2,504.08	\$ 4,067.37	\$ 16,000.00	25.42%		\$ 2,514.96		\$ 3,565.16
Professional Development		\$ 767.96	\$ 6,307.13	\$ 30,000.00	21.02%		\$ 3,649.14		\$ 9,670.48
Book Van & Mileage		\$ 115.37	\$ 260.64	\$ 2,000.00	13.03%		\$ 94.29		\$ 294.08
Programs		\$ 2,163.07	\$ 4,257.78	\$ 20,000.00	21.29%		\$ 2,955.69		\$ 4,931.57
Professional Fees		\$ 5,192.98	\$ 9,359.21	\$ 20,000.00	46.80%		\$ 3,317.73		\$ 17,516.23
Advertising & Marketing		\$ 2,058.74	\$ 4,535.98	\$ 30,000.00	15.12%		\$ 2,338.93		\$ 5,291.42
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ 6,593.60		\$ 15,593.60
Miscellaneous		\$ 77.39	\$ 2,137.63	\$ -			\$ 247.15		\$ 2,708.34
Total Expenses		\$ 379,728.32	\$ 1,111,568.31	\$ 4,775,000.00	23.28%		\$ 379,372.36		\$ 1,094,901.21
CASH BALANCES									
	Checking	\$ 1,934,730.57							
	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	\$	629.82	\$	500.95	\$	90.13			
	Summer Reading - ALL	\$	4,628.83		\$	23,800.00		\$	400.00	\$	8,583.48	\$	19,445.35			
	Aquarium	\$	872.21			\$	300.00	\$	300.00	\$	577.92	\$	(305.71)			
	Volunteers	\$	346.62					\$	309.24	\$	-	\$	37.38			
	Read Across Lawrence 2019	\$	(12,190.60)		\$	5,000.00	\$	187.31	\$	5,460.47	\$	1,306.80	\$	(14,145.18)		
	Salaries/Taxes - Hyde	\$	(11.62)			\$	4,055.50	\$	4,055.50	\$	4,055.50	\$	(12,178.12)			
	Block Grant	\$	93,780.52		\$	(28,800.00)	\$	990.00	\$	122.48	\$	47.53	\$	63,820.51		
		\$	90,016.87		\$	-	\$	6,902.82	\$	-	\$	15,072.18	\$	56,764.36		
FOUNDATION																
	Kansas Health Foundation	\$	2,134.96					\$	224.25	\$	25.00	\$	1,885.71			
	Salaries/Taxes - Isaman	\$	-			\$	3,023.53	\$	3,023.55	\$	3,023.53	\$	(9,070.61)			
	Foundation Expenses to be reimbursed	\$	-			\$	500.00	\$	156.90	\$	1,008.74	\$	(1,665.64)			
	Mary Winter for BCIAB	\$	4,873.53			\$	1,505.20	\$	401.08			\$	2,967.25			
	Salkind for E-books	\$	2.11									\$	2.11			
	Harry Potter	\$	490.91									\$	490.91			
	Weinberg YS/YA	\$	8,550.25			\$	1,214.80	\$	550.00	\$	672.00	\$	6,113.45			
	Milliken Fund	\$	2,300.21			\$	264.86	\$	20.00	\$	472.62	\$	1,542.73			
	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	\$	-									\$	-			
	Dr. Bob	\$	-									\$	-			
	Seed Library	\$	1,804.49			\$	30.00	\$	30.00			\$	1,804.49			
	Crowe Fund	\$	1,332.70									\$	1,332.70			
	Local History/Coan	\$	4,927.45									\$	4,927.45			
	MIDCO	\$	17,291.36					\$	127.25			\$	17,164.11			
	General Endowment	\$	43,079.97									\$	43,079.97			
	Simpson Grant	\$	13,429.65					\$	9,926.73			\$	3,502.92			
	Youth Services	\$	1,419.83							\$	414.00	\$	1,005.83			
		\$	107,839.85		\$	-	\$	6,573.53	\$	30.00	\$	19,502.85	\$	5,615.89	\$	76,177.58
OTHER																
	Memorials/Honor with Books/Bauleke	\$	1,722.07							\$	10.51	\$	1,711.56			
	ALA Teen Intern	\$	80.37									\$	80.37			
	ALA Strengthening Communities						\$	5,000.00	\$	628.43	\$	1,129.49	\$	3,242.08		
	Landsberg Bequest	\$	1,272.10			\$	362.27		\$	415.91	\$	310				

			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		\$ 629.82		\$ 500.95	\$ 90.13	
	Summer Reading - ALL		\$ 4,628.83		\$ 23,800.00			\$ 400.00		\$ 8,583.48	\$ 19,445.35	
	Aquarium		\$ 872.21			\$ 300.00		\$ 300.00		\$ 577.92	\$ (305.71)	
	Volunteers		\$ 346.62					\$ 309.24		\$ -	\$ 37.38	
	Read Across Lawrence 2019		\$ (12,190.60)		\$ 5,000.00	\$ 187.31		\$ 5,460.47		\$ 1,306.80	\$ (14,145.18)	
	Salaries/Taxes - Hyde		\$ (11.62)			\$ 4,055.50		\$ 4,055.50		\$ 4,055.50	\$ (12,178.12)	
	Block Grant		\$ 93,780.52		\$ (28,800.00)	\$ 990.00		\$ 122.48		\$ 47.53	\$ 63,820.51	
			\$ 90,016.87		\$ -	\$ 6,902.82	\$ -	\$ 11,277.51	\$ -	\$ 15,072.18	\$ 56,764.36	
FOUNDATION												
	Kansas Health Foundation		\$ 2,134.96					\$ 224.25		\$ 25.00	\$ 1,885.71	
	Salaries/Taxes - Isaman		\$ -			\$ 3,023.53		\$ 3,023.55		\$ 3,023.53	\$ (9,070.61)	
	Foundation Expenses to be reimbursed		\$ -			\$ 500.00		\$ 156.90		\$ 1,008.74	\$ (1,665.64)	
	Mary Winter for BCIAB		\$ 4,873.53			\$ 1,505.20		\$ 401.08			\$ 2,967.25	
	Salkind for E-books		\$ 2.11								\$ 2.11	
	Harry Potter		\$ 490.91								\$ 490.91	
	Weinberg YS/YA		\$ 8,550.25			\$ 1,214.80		\$ 550.00		\$ 672.00	\$ 6,113.45	
	Milliken Fund		\$ 2,300.21			\$ 264.86		\$ 20.00		\$ 472.62	\$ 1,542.73	
	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		\$ -								\$ -	
	Dr. Bob		\$ -								\$ -	
	Seed Library		\$ 1,804.49			\$ 30.00	\$ 30.00				\$ 1,804.49	
	Crowe Fund		\$ 1,332.70								\$ 1,332.70	
	Local History/Coan		\$ 4,927.45								\$ 4,927.45	
	MIDCO		\$ 17,291.36					\$ 127.25			\$ 17,164.11	
	General Endowment		\$ 43,079.97								\$ 43,079.97	
	Simpson Grant		\$ 13,429.65					\$ 9,926.73			\$ 3,502.92	
	Youth Services		\$ 1,419.83							\$ 414.00	\$ 1,005.83	
			\$ 107,839.85		\$ -	\$ 6,573.53	\$ 30.00	\$ 19,502.85		\$ 5,615.89	\$ 76,177.58	
OTHER												
	Memorials/Honor with Books/Bauleke		\$ 1,722.07							\$ 10.51	\$ 1,711.56	
	ALA Teen Intern		\$ 80.37								\$ 80.37	
	ALA Strengthening Communities						\$ 5,000.00	\$ 628.43		\$ 1,129.49	\$ 3,242.08	
	Landsberg Bequest		\$ 1,272.10			\$ 362.27		\$ 415.91		\$ 310.08	\$ 183.84	
	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)	\$ -	\$ 418.00		\$ 524.85		\$ 460.70	
			\$ 7,655.60		\$ (1,315.90)	\$ 362.27	\$ 5,418.00	\$ 1,044.34	\$ 524.85	\$ 1,450.08	\$ 9,425.86	
			\$ 205,512.32									
			Month Total		\$ (1,315.90)	\$ 13,838.62	\$ 5,448.00	\$ 31,824.70	\$ 524.85	\$ 22,138.15	YTD Income	\$ 4,656.95
											YTD Expense	\$ 67,801.47

Lawrence Public Library
Balance Sheet
As of March 31, 2019

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	0.00	30.51	-30.51	-100.0%
MIP Operating Funds	1,595,919.98	1,349,614.57	246,305.41	18.3%
Checking	339,423.16	452,565.64	-113,142.48	-25.0%
Capital Improvement at MIP	668,401.67	604,006.45	64,395.22	10.7%
Total Checking/Savings	<u>2,603,744.81</u>	<u>2,406,217.17</u>	<u>197,527.64</u>	<u>8.2%</u>
Total Current Assets	<u>2,603,744.81</u>	<u>2,406,217.17</u>	<u>197,527.64</u>	<u>8.2%</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>2,604,985.56</u>	<u>2,407,347.87</u>	<u>197,637.69</u>	<u>8.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	49,609.72	49,548.16	61.56	0.1%
Total Accounts Payable	<u>49,609.72</u>	<u>49,548.16</u>	<u>61.56</u>	<u>0.1%</u>
Other Current Liabilities				
Payroll Liabilities	-1,033.97	935.78	-1,969.75	-210.5%
Total Other Current Liabilities	<u>-1,033.97</u>	<u>935.78</u>	<u>-1,969.75</u>	<u>-210.5%</u>
Total Current Liabilities	<u>48,575.75</u>	<u>50,483.94</u>	<u>-1,908.19</u>	<u>-3.8%</u>
Total Liabilities	<u>48,575.75</u>	<u>50,483.94</u>	<u>-1,908.19</u>	<u>-3.8%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	920,087.66	745,817.14	174,270.52	23.4%
Net Income	1,335,686.93	1,310,411.57	25,275.36	1.9%
Total Equity	<u>2,556,409.81</u>	<u>2,356,863.93</u>	<u>199,545.88</u>	<u>8.5%</u>
TOTAL LIABILITIES & EQUITY	<u>2,604,985.56</u>	<u>2,407,347.87</u>	<u>197,637.69</u>	<u>8.2%</u>

**Lawrence Public Library
Revenues & Expenses**

March 2019

	<u>Mar 19</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Other	50.00
Grants	22,625.00
Interest	3,133.20
Meeting Room Fees	875.00
Merchandise Sales	524.85
Overdues	11,775.61
Photo Copies	2,117.15
Total Income	<u>41,850.81</u>
Gross Profit	41,850.81
Expense	
Payroll Expenses	236,754.81
Payroll Taxes	37,210.19
Utilities - Electric	9,766.83
Building Supplies	1,373.48
Building Repairs & Maintenance	1,057.00
Library & Office Supplies	738.55
Books & Materials	48,708.97
Processing Supplies	7,670.74
Equipment	15,538.93
Technology	9,076.42
Shipping	2,504.08
Professional Development	767.96
Bookvan & Mileage	115.37
Program Expense	2,163.07
Professional Fees	5,192.98
Advertising	2,058.74
Miscellaneous	77.39
FOUNDATION FUNDING	5,163.93
FRIENDS FUNDING	15,927.03
Total Expense	<u>401,866.47</u>
Net Ordinary Income	<u>-360,015.66</u>
Net Income	<u><u>-360,015.66</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Apr 12, 19
Amazon	4,060.68
ASI	50.00
Baker & Taylor, Inc.	245.40
Benjamin James Rumbach	10.00
Bob's Janitorial Service	200.00
Cabin Creek Films	100.00
Center Point Large Print	23.37
Century Business Technologies	1,398.01
CNA Surety	100.00
Demco, Inc.	791.49
Designed Business Interiors	3,077.56
DH Pace Door Servies Group	818.00
EBSCO	21.66
Edie Insurance Group LLC	235.00
Everett Public Library	16.00
Gale/Cengage Learning	906.85
Hamco Kansas City, Inc.	669.50
Ingram Library Services	20,976.24
Intuit	29.85
Inyo Entertainment	250.00
Jayhawk Tropical Fish	300.00
Kanopy LLC	896.00
Kansas City Star	465.92
Kansas Public Radio	311.25
Kathryn Harpstrite	25.00
KU Endowment Association	2,500.00
Laura Pennock	50.00
Lawrence Arts Center	450.00
Lawrence Rotary Club	221.00
Lawrence Sign Up LLC	284.00
Lawrence Transit System	1,000.00
LinkedIn Corporation	13,125.00
Midwest Tape	17,618.38
Milliman, Inc.	2,800.00
Neon Rated LLC	520.00
Nick Carswell	150.00
Norman W. Patterson	58.23
OCLC, Inc.	5,931.98
OverDrive	14,216.27
Pan Asian Publications Inc.	284.05
Petty Cash	500.00
Plymouth Rocket, Inc.	1,950.00
Pur-O-Zone, Inc.	408.96
Quill Corporation	657.19
Random House, Inc.	262.50
Recorded Books	399.10
Sarah Hays	1,000.00
Scholastic Inc.	2,900.44
Sean Mawhirter	150.00
Shred-it	250.88
Snap Promotions	5,683.04
Sunrise Packaging	283.84
Unique Management Services	467.72
United Parcel Service	959.61
United Way of Douglas County	583.33
VISA 5372	15,375.22
Westar	7,029.25
Wichita Public Library	4.00
Withers	263.65
Worldpay Integrated Payments	222.60

11:53 AM

04/11/19

Lawrence Public Library
Vendor Balance Summary

All Transactions

TOTAL

Apr 12, 19

134,538.02

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/15/2019	ASI	Checking	
Bill	March 2019	04/02/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	04/15/2019	Intuit	Checking	
Bill	March Bill ...	04/08/2019		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	04/15/2019	United Parcel Service	Checking	
Bill	1149	04/10/2019		Shipping	-959.61
TOTAL					-959.61
Bill Pmt -Check	Electronic	04/15/2019	VISA 5372	Checking	
Bill	2295465	03/28/2019		Sound & Vision	-9.99
Bill	5885036	03/28/2019		Sound & Vision	-59.99
Bill	2295465	03/28/2019		Sound & Vision	-183.67
Bill	2541039	03/28/2019		Sound & Vision	-22.00
Bill	0549038	03/28/2019		Sound & Vision	-14.98
Bill		04/10/2019		ALA	-3,073.37
				Circulation	-645.96
				Youth Services Dept.	-330.00
				Adult Services	-399.50
				Adult Services	-1,156.18
				Adult Programming	-241.44
				Bookvan & Mileage	-179.36
				Children's Programming	-21.52
				Children's Programming	-16.02
				Children's Programming	-52.11
				Children's Programming	-10.00
				Program Expense	-67.00
				Children's Programming	-46.30
				Children's Programming	-68.15
				Children's Programming	-15.71
				Young Adult Program...	-306.78
				Read Across Lawrence	-535.27
				Professional Fees	-2,354.88
				Postage	-115.99
				Processing Supplies	-57.98
				Miscellaneous	-25.67
				Miscellaneous	-136.65
				Advertising	-1,625.53
				Advertising Gift Fund	-90.13
				Building Supplies	-483.94
				Supplies	-447.72
				Sound & Vision	-42.50
				Software & Licenses	-752.33
				Telephone	-319.22
				FOUNDATION FUNDI...	-171.73
				Books & Materials	-25.98
				Periodicals	-49.75

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
				Periodicals	-30.00
				Block Grant	-1,189.92
TOTAL					-15,375.22
Bill Pmt -Check	Electronic	04/15/2019	Westar	Checking	
Bill		04/10/2019		Utilities - Electric	-7,029.25
TOTAL					-7,029.25
Bill Pmt -Check	Electronic	04/15/2019	Worldpay Integrated Payments	Checking	
Bill	March 2019	04/08/2019		Credit Card Processing	-222.60
TOTAL					-222.60
Bill Pmt -Check	8557	04/17/2019	Baker & Taylor, Inc.	Checking	
Bill	2034428903	03/29/2019		Processing Supplies	-0.05
Bill	2034428902	03/29/2019		Books & Materials	-17.12
Bill	5015436654	03/29/2019		Processing Supplies	-0.05
Bill	5015436653	03/29/2019		Books & Materials	-31.07
Bill	2034390075	03/29/2019		Processing Supplies	-1.14
Bill	2034390074	03/29/2019		Books & Materials	-117.64
Bill	2034445872	04/10/2019		Processing Supplies	-0.94
Bill	2034445871	04/10/2019		Books & Materials	-77.39
TOTAL					-245.40
Bill Pmt -Check	8558	04/17/2019	Bob's Janitorial Service	Checking	
Bill	3313	04/08/2019		Building Repairs & Mai...	-200.00
TOTAL					-200.00
Bill Pmt -Check	8559	04/17/2019	Center Point Large Print	Checking	
Bill	1676879	04/10/2019		Books & Materials	-23.37
TOTAL					-23.37
Bill Pmt -Check	8560	04/17/2019	Century Business Technologies	Checking	
Bill	514339	02/27/2019		Copying	-189.47
Bill	514776	02/27/2019		Copying	-352.42
Bill	514881	02/27/2019		Copying	-15.00
Bill	518074	03/28/2019		Copying	-15.00
Bill	517326	03/28/2019		Copying	-222.11
Bill	517638	03/28/2019		Copying	-350.99
Bill	520274	04/10/2019		Copying	-253.02
TOTAL					-1,398.01

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8561	04/17/2019	Demco, Inc.	Checking	
Bill	6566663	03/28/2019		Processing Supplies	-455.97
Bill	6580037	04/08/2019		Processing Supplies	-247.34
				Library & Office Suppli...	-88.18
TOTAL					-791.49
Bill Pmt -Check	8562	04/17/2019	Designed Business Interiors	Checking	
Bill	16515	04/10/2019		Equipment	-3,077.56
TOTAL					-3,077.56
Bill Pmt -Check	8563	04/17/2019	DH Pace Door Servies Group	Checking	
Bill	ACR/32243	04/08/2019		Building Repairs & Mai...	-818.00
TOTAL					-818.00
Bill Pmt -Check	8564	04/17/2019	EBSCO	Checking	
Bill	1904949	03/29/2019		Periodicals	-5.10
Bill	1905831	03/29/2019		Periodicals	-16.56
TOTAL					-21.66
Bill Pmt -Check	8565	04/17/2019	Edie Insurance Group LLC	Checking	
Bill	040420190...	04/08/2019		Liability Insurance	-235.00
TOTAL					-235.00
Bill Pmt -Check	8566	04/17/2019	Everett Public Library	Checking	
Bill	ILL193925...	04/08/2019		Overdues	-16.00
TOTAL					-16.00
Bill Pmt -Check	8567	04/17/2019	Gale/Cengage Learning	Checking	
Bill	66754579	03/29/2019		Books & Materials	-120.35
Bill	66754339	03/29/2019		Books & Materials	-43.38
Bill	66824871	03/29/2019		Books & Materials	-44.79
Bill	66801117	03/29/2019		Books & Materials	-27.29
Bill	66740044	03/29/2019		Books & Materials	-22.39
Bill	66835429	04/10/2019		Books & Materials	-282.70
Bill	66801979	04/10/2019		Books & Materials	-46.88
Bill	66884718	04/10/2019		Books & Materials	-244.20
Bill	66884543	04/10/2019		Books & Materials	-25.19
Bill	66870463	04/10/2019		Books & Materials	-27.29
Bill	66824748	04/10/2019		Books & Materials	-22.39
TOTAL					-906.85

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8568	04/17/2019	Hamco Kansas City, Inc.	Checking	
Bill	122732	04/08/2019		Library & Office Suppli...	-669.50
TOTAL					-669.50
Bill Pmt -Check	8569	04/17/2019	Ingram Library Services	Checking	
Bill	39254140	03/29/2019		Landsberg Gift	-15.38
Bill	39254139	03/29/2019		Landsberg Gift	-1.64
Bill	39254138	03/29/2019		Landsberg Gift	-17.10
Bill	39438733	03/29/2019		Landsberg Gift	-0.82
				GGIFT	-0.82
				GGIFT	-9.69
Bill	39438734	03/29/2019		Landsberg Gift	-17.10
Bill	39438732	03/29/2019		Landsberg Gift	-56.22
Bill	39382241	03/29/2019		Landsberg Gift	-16.52
Bill	39382243	03/29/2019		Landsberg Gift	-3.28
Bill	39382242	03/29/2019		Landsberg Gift	-10.20
Bill	39310558	03/29/2019		Landsberg Gift	-14.82
Bill	39310560	03/29/2019		Landsberg Gift	-2.79
Bill	39310559	03/29/2019		Landsberg Gift	-0.15
Bill	39296101	03/29/2019		Landsberg Gift	-14.22
Bill	39296100	03/29/2019		Landsberg Gift	-0.82
Bill	39280042	03/29/2019		Landsberg Gift	-18.24
Bill	39280041	03/29/2019		Landsberg Gift	-0.82
Bill	39209471	03/29/2019		Landsberg Gift	-15.96
Bill	39209470	03/29/2019		Landsberg Gift	-146.04
Bill	39254135	03/29/2019		Processing Supplies	-0.75
Bill	39254137	03/29/2019		Processing Supplies	-115.05
Bill	39263009	03/29/2019		Processing Supplies	-0.15
Bill	39233310	03/29/2019		Processing Supplies	-32.64
Bill	39233308	03/29/2019		Processing Supplies	-31.58
Bill	39209467	03/29/2019		Processing Supplies	-3.61
Bill	39178573	03/29/2019		Processing Supplies	-0.15
Bill	39152403	03/29/2019		Processing Supplies	-23.58
Bill	39178571	03/29/2019		Processing Supplies	-12.64
Bill	39174743	03/29/2019		Processing Supplies	-73.68
Bill	39152401	03/29/2019		Processing Supplies	-66.25
Bill	39178575	03/29/2019		Processing Supplies	-0.45
Bill	39280040	03/29/2019		Processing Supplies	-2.09
Bill	39280038	03/29/2019		Processing Supplies	-15.56
Bill	39280036	03/29/2019		Processing Supplies	-30.80
Bill	39296099	03/29/2019		Processing Supplies	-0.75
Bill	39310557	03/29/2019		Processing Supplies	-28.28
Bill	39310555	03/29/2019		Processing Supplies	-76.56
Bill	39343568	03/29/2019		Processing Supplies	-125.88
Bill	39356322	03/29/2019		Processing Supplies	-29.30
Bill	39378101	03/29/2019		Processing Supplies	-14.69
Bill	39382238	03/29/2019		Processing Supplies	-34.61
Bill	39335203	03/29/2019		Processing Supplies	-5.58
Bill	39392576	03/29/2019		Processing Supplies	-4.58
Bill	39382240	03/29/2019		Processing Supplies	-71.46
Bill	39398082	03/29/2019		Processing Supplies	-33.06
Bill	39426491	03/29/2019		Processing Supplies	-50.83
Bill	39438731	03/29/2019		Processing Supplies	-49.65
Bill	39467034	03/29/2019		Books & Materials	-1,560.40
Bill	39254134	03/29/2019		Books & Materials	-82.44
Bill	39254131	03/29/2019		Books & Materials	-61.80
Bill	39254136	03/29/2019		Books & Materials	-855.80
Bill	39263008	03/29/2019		Books & Materials	

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	39233309	03/29/2019		Books & Materials	-8.40
Bill	39233307	03/29/2019		Books & Materials	-349.16
Bill	39209466	03/29/2019		Books & Materials	-486.11
Bill	39178572	03/29/2019		Books & Materials	-36.36
Bill	39152402	03/29/2019		Books & Materials	-14.97
Bill	39178570	03/29/2019		Books & Materials	-386.92
Bill	39174742	03/29/2019		Books & Materials	-90.35
Bill	39152400	03/29/2019		Books & Materials	-701.08
Bill	39178574	03/29/2019		Books & Materials	-612.15
Bill	39280039	03/29/2019		Books & Materials	-41.99
Bill	39280037	03/29/2019		Books & Materials	-47.84
Bill	39280035	03/29/2019		Books & Materials	-167.10
Bill	39290423	03/29/2019		Books & Materials	-35.82
Bill	39296098	03/29/2019		Books & Materials	-447.62
Bill	39310556	03/29/2019		Books & Materials	-69.55
Bill	39310554	03/29/2019		Books & Materials	-479.08
Bill	39343567	03/29/2019		Books & Materials	-644.70
Bill	39356321	03/29/2019		Books & Materials	-1,255.15
Bill	39356320	03/29/2019		Books & Materials	-7.40
Bill	39356319	03/29/2019		Books & Materials	-3.98
Bill	39378100	03/29/2019		Books & Materials	-266.13
Bill	39382237	03/29/2019		Books & Materials	-312.16
Bill	39335202	03/29/2019		Books & Materials	-318.22
Bill	39392575	03/29/2019		Books & Materials	-35.11
Bill	39382239	03/29/2019		Books & Materials	-66.35
Bill	39398081	03/29/2019		Books & Materials	-756.55
Bill	39426490	03/29/2019		Books & Materials	-550.59
Bill	39438730	03/29/2019		Books & Materials	-521.59
				Miscellaneous	-15.68
Bill	39467033	03/29/2019		Books & Materials	-497.24
Bill	39586347	04/10/2019		Books & Materials	-214.37
Bill	39586346	04/10/2019		Books & Materials	-27.10
Bill	39586349	04/10/2019		Books & Materials	-69.95
Bill	39558274	04/10/2019		Books & Materials	-1,158.44
Bill	39582460	04/10/2019		Books & Materials	-174.18
Bill	39558276	04/10/2019		Books & Materials	-63.76
Bill	39457415	04/10/2019		Books & Materials	-30.72
Bill	39538209	04/10/2019		Books & Materials	-306.61
Bill	39516230	04/10/2019		Books & Materials	-371.40
Bill	39516229	04/10/2019		Books & Materials	-16.51
Bill	39547256	04/10/2019		Books & Materials	-293.80
Bill	39500073	04/10/2019		Books & Materials	-1,096.09
Bill	39483445	04/10/2019		Books & Materials	-337.62
Bill	39494609	04/10/2019		Books & Materials	-353.57
Bill	39457416	04/10/2019		Books & Materials	-2,658.56
Bill	39586348	04/10/2019		Processing Supplies	-19.02
Bill	39586350	04/10/2019		Processing Supplies	-7.22
Bill	39558275	04/10/2019		Processing Supplies	-113.97
Bill	39582461	04/10/2019		Processing Supplies	-23.91
Bill	39558277	04/10/2019		Processing Supplies	-1.20
Bill	39538210	04/10/2019		Processing Supplies	-26.57
Bill	39516231	04/10/2019		Processing Supplies	-30.01
Bill	39547257	04/10/2019		Processing Supplies	-40.34
Bill	39500074	04/10/2019		Processing Supplies	-114.29
Bill	39483446	04/10/2019		Processing Supplies	-20.00
Bill	39494610	04/10/2019		Processing Supplies	-66.40
Bill	39457417	04/10/2019		Processing Supplies	-225.62
Bill	39558279	04/10/2019		Landsberg Gift	-0.82
Bill	39558278	04/10/2019		Landsberg Gift	-15.38

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	39483448	04/10/2019		Landsberg Gift	-0.82
Bill	39483447	04/10/2019		Landsberg Gift	-15.36
TOTAL					-20,976.24
Bill Pmt -Check	8570	04/17/2019	Jayhawk Tropical Fish	Checking	
Bill	716967	04/08/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8571	04/17/2019	Kanopy LLC	Checking	
Bill	152008-PPU	04/10/2019		Books & Materials	-896.00
TOTAL					-896.00
Bill Pmt -Check	8572	04/17/2019	Kansas Public Radio	Checking	
Bill	144113	04/10/2019		Advertising	-311.25
TOTAL					-311.25
Bill Pmt -Check	8573	04/17/2019	Lawrence Arts Center	Checking	
Bill	9733	04/08/2019		Summer Reading - ALL	-450.00
TOTAL					-450.00
Bill Pmt -Check	8574	04/17/2019	Lawrence Rotary Club	Checking	
Bill	128123	04/08/2019		Membership & Dues	-221.00
TOTAL					-221.00
Bill Pmt -Check	8575	04/17/2019	Lawrence Sign Up LLC	Checking	
Bill	12028	04/08/2019		Read Across Lawrence	-284.00
TOTAL					-284.00
Bill Pmt -Check	8576	04/17/2019	Midwest Tape	Checking	
Bill	97112658	03/29/2019		Books & Materials	-118.99
Bill	97109795	03/29/2019		Books & Materials	-9.74
Bill	97109797	03/29/2019		Books & Materials	-64.47
Bill	97151006	03/29/2019		Books & Materials	-44.98
Bill	97151004	03/29/2019		Books & Materials	-82.28
Bill	97147958	03/29/2019		Books & Materials	-10.49
Bill	97149196	03/29/2019		Books & Materials	-339.91
Bill	97148647	03/29/2019		Books & Materials	-870.93
				Books & Materials	-17.24
Bill	97144092	03/29/2019		Books & Materials	-179.15
Bill	97144090	03/29/2019		Books & Materials	-34.17
Bill	97141529	03/29/2019		Books & Materials	-74.98
Bill	97141527	03/29/2019		Books & Materials	-20.98
Bill	97117462	03/29/2019		Books & Materials	-287.91

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	97119163	03/29/2019		Books & Materials	-29.99
Bill	97119161	03/29/2019		Books & Materials	-54.70
Bill	97117461	03/29/2019		Books & Materials	-1,188.11
				Books & Materials	-33.74
Bill	97112659	03/29/2019		Books & Materials	-23.39
Bill	97115318	03/29/2019		Books & Materials	-101.20
Bill	97112991	03/29/2019		Books & Materials	-144.70
Bill	97084478	03/29/2019		Books & Materials	-323.89
Bill	97084477	03/29/2019		Books & Materials	-1,334.98
				Books & Materials	-33.74
Bill	97082334	03/29/2019		Books & Materials	-116.21
Bill	97082332	03/29/2019		Books & Materials	-89.47
Bill	97211383	04/10/2019		Books & Materials	-187.93
Bill	97211385	04/10/2019		Books & Materials	-488.79
Bill	97184194	04/10/2019		Books & Materials	-119.95
Bill	97184192	04/10/2019		Books & Materials	-44.21
Bill	97181893	04/10/2019		Books & Materials	-17.99
Bill	97181834	04/10/2019		Books & Materials	-1,366.38
				Books & Materials	-26.24
Bill	97201926	04/10/2019		Books & Materials	-8,510.42
Bill	97175973	04/10/2019		Books & Materials	-92.76
Bill	97175975	04/10/2019		Books & Materials	-266.90
Bill	97201407	04/10/2019		Processing Supplies	-370.60
Bill	97181891	04/10/2019		Books & Materials	-495.87
TOTAL					-17,618.38

Bill Pmt -Check	8577	04/17/2019	OCLC, Inc.	Checking	
Bill	652151	04/08/2019		Collections	-5,381.98
				Collections	-550.00
TOTAL					-5,931.98

Bill Pmt -Check	8578	04/17/2019	OverDrive	Checking	
Bill	06809DA1...	03/29/2019		Books & Materials	-215.55
Bill	06809DA1...	03/29/2019		Books & Materials	-59.99
Bill	06809CO1...	03/29/2019		Books & Materials	-567.91
Bill	06809CO1...	03/29/2019		Books & Materials	-769.96
Bill	06809CO1...	03/29/2019		Books & Materials	-311.91
Bill	06809CO1...	03/29/2019		Books & Materials	-816.96
Bill	06809CO1...	03/29/2019		Books & Materials	-1,082.92
Bill	06809DA1...	03/29/2019		Books & Materials	-570.48
Bill	06809CO1...	03/29/2019		Books & Materials	-590.47
Bill	06809CO1...	03/29/2019		Books & Materials	-722.93
Bill	06809CO1...	03/29/2019		Books & Materials	-1,116.47
Bill	06809CO1...	03/29/2019		Books & Materials	-353.02
Bill	06809CO1...	03/29/2019		Books & Materials	-579.60
Bill	06809CO1...	03/29/2019		Books & Materials	-1,312.81
Bill	06809CO1...	03/29/2019		Books & Materials	-1,085.50
Bill	06809CO1...	03/29/2019		Books & Materials	-356.95
Bill	06809CO1...	04/10/2019		Books & Materials	-1,053.97
Bill	06809CO1...	04/10/2019		Books & Materials	-871.08
Bill	09809CO1...	04/10/2019		Books & Materials	-794.89
Bill	06809CO1...	04/10/2019		Books & Materials	-952.92
Bill	06809DA1...	04/10/2019		Books & Materials	-11.99
Bill	06809DA1...	04/10/2019		Books & Materials	-17.99
TOTAL					-14,216.27

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8579	04/17/2019	Pan Asian Publications Inc.	Checking	
Bill	U-15970	04/10/2019		Books & Materials	-284.05
TOTAL					-284.05
Bill Pmt -Check	8580	04/17/2019	Plymouth Rocket, Inc.	Checking	
Bill	20190304-...	03/29/2019		Collections	-650.00
Bill	20180305-...	03/29/2019		Collections	-650.00
Bill	20170919-...	03/29/2019		Collections	-650.00
TOTAL					-1,950.00
Bill Pmt -Check	8581	04/17/2019	Pur-O-Zone, Inc.	Checking	
Bill	775274	03/28/2019		Building Supplies	-77.48
Bill	776638	04/10/2019		Building Supplies	-71.20
Bill	777215	04/10/2019		Building Supplies	-260.28
TOTAL					-408.96
Bill Pmt -Check	8582	04/17/2019	Quill Corporation	Checking	
Bill	5828243	03/28/2019		Library & Office Suppli...	-20.98
				Children's Programming	-114.50
Bill	5720601	03/28/2019		Library & Office Suppli...	-189.20
				Processing Supplies	-87.23
Bill	6070804	03/29/2019		Library & Office Suppli...	-60.32
				Children's Programming	-184.96
TOTAL					-657.19
Bill Pmt -Check	8583	04/17/2019	Random House, Inc.	Checking	
Bill	1087575970	03/29/2019		Books & Materials	-56.25
Bill	1087618722	03/29/2019		Books & Materials	-33.75
Bill	1087408135	03/29/2019		Books & Materials	-33.75
Bill	1187408135	03/29/2019		Books & Materials	-11.25
Bill	1087926893	04/10/2019		Books & Materials	-97.50
Bill	1087754306	04/10/2019		Books & Materials	-30.00
TOTAL					-262.50
Bill Pmt -Check	8584	04/17/2019	Recorded Books	Checking	
Bill	76205419	04/10/2019		Books & Materials	-149.23
Bill	76203917	04/10/2019		Books & Materials	-55.65
Bill	76206399	04/10/2019		Books & Materials	-154.23
Bill	76205990	04/10/2019		Books & Materials	-39.99
TOTAL					-399.10

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8585	04/17/2019	Scholastic Inc.	Checking	
Bill	18988226	03/28/2019		Summer Reading - ALL	-2,900.44
TOTAL					-2,900.44
Bill Pmt -Check	8586	04/17/2019	Shred-it	Checking	
Bill	8126866850	03/28/2019		Professional Fees	-250.88
TOTAL					-250.88
Bill Pmt -Check	8587	04/17/2019	Snap Promotions	Checking	
Bill	19030304	03/29/2019		Summer Reading - ALL	-5,683.04
TOTAL					-5,683.04
Bill Pmt -Check	8588	04/17/2019	Sunrise Packaging	Checking	
Bill	12413	03/29/2019		Processing Supplies	-283.84
TOTAL					-283.84
Bill Pmt -Check	8589	04/17/2019	Unique Management Services	Checking	
Bill	550851	04/08/2019		Professional Fees	-154.47
Bill	550850	04/08/2019		Professional Fees	-313.25
TOTAL					-467.72
Bill Pmt -Check	8590	04/17/2019	United Way of Douglas County	Checking	
Bill	4403	04/08/2019		Professional Fees	-583.33
TOTAL					-583.33
Bill Pmt -Check	8591	04/17/2019	Wichita Public Library	Checking	
Bill	193098624	03/28/2019		Overdues	-4.00
TOTAL					-4.00
Bill Pmt -Check	8592	04/17/2019	Withers	Checking	
Bill	201606	03/29/2019		Building Supplies	-263.65
TOTAL					-263.65

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28513	04/15/2019	Amazon	Checking	
Bill	468646879...	03/28/2019		Processing Supplies	-5.00
Bill	6367424	03/28/2019		ALSC Grant	-597.00
Bill	2837043	03/28/2019		Block Grant	-47.53
Bill	3868244	03/28/2019		Building Supplies	-10.78
Bill	3868244	03/28/2019		Building Supplies	-27.88
				Processing Supplies	-8.49
				Building Supplies	-40.16
Bill	2406602	03/28/2019		Supplies	-139.99
Bill	1835406	03/28/2019		Supplies	-209.70
Bill	1835406	03/28/2019		Supplies	-165.23
Bill	1835406	03/28/2019		Supplies	-126.39
Bill	1431462	03/29/2019		Library & Office Suppli...	-27.66
Bill	1416265	03/29/2019		Children's Programming	-17.99
Bill	9029831	03/29/2019		Books & Materials	-65.37
Bill	0059410	03/29/2019		Books & Materials	-9.99
				Books & Materials	-223.37
				Books & Materials	-6.86
Bill	9673843	03/29/2019		Books & Materials	-14.33
Bill	9393834	03/29/2019		Books & Materials	-26.72
Bill	7101845	03/29/2019		Books & Materials	-218.23
				Books & Materials	-37.81
				Books & Materials	-66.22
Bill	1541067	03/29/2019		Books & Materials	-32.88
Bill	7026645	03/29/2019		Books & Materials	-11.97
Bill	2828203	03/29/2019		Books & Materials	-15.58
Bill	2203452	03/29/2019		Books & Materials	-12.98
Bill	3173813	03/29/2019		Books & Materials	-7.83
				Books & Materials	-6.63
				Books & Materials	-7.99
				Books & Materials	-15.63
				Books & Materials	-28.96
Bill	7568267	03/29/2019		Books & Materials	-72.46
				Books & Materials	-29.96
				Books & Materials	-16.50
Bill	7568267	03/29/2019		Books & Materials	-45.11
Bill	1541067	03/29/2019		Books & Materials	-13.51
Bill	7101845	03/29/2019		Books & Materials	-116.98
Bill	2431449	03/29/2019		Books & Materials	-59.99
Bill	4861047	03/29/2019		Books & Materials	-53.60
Bill	2783412	04/08/2019		Children's Programming	-71.06
Bill	2783412	04/08/2019		Children's Programming	-82.75
Bill	2552234	04/08/2019		Children's Programming	-9.99
Bill	6524213	04/08/2019		Block Grant	-54.99
Bill	4245037	04/10/2019		ALSC Grant	-63.49
				Children's Programming	-44.91
Bill	5884211	04/10/2019		YA/YS Programs-Wei...	-405.00
Bill	5518656	04/10/2019		Children's Programming	-42.00
Bill	9826642	04/10/2019		Children's Programming	-4.30
Bill	2354617	04/10/2019		Block Grant	-50.00
Bill	9965833	04/10/2019		Books & Materials	-19.99
Bill	9029831	04/10/2019		Books & Materials	-72.32
Bill	9029831	04/10/2019		Books & Materials	-19.00
Bill	8825822	04/10/2019		Books & Materials	-10.46
Bill	5676239	04/10/2019		Books & Materials	-11.64
Bill	7445000	04/10/2019		Books & Materials	-39.15
Bill	7365815	04/10/2019		Books & Materials	-57.73
Bill	7101845	04/10/2019		Books & Materials	-14.91
Bill	7445000	04/10/2019		Books & Materials	-16.50
				Books & Materials	-34.77

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	9316231	04/10/2019		Books & Materials	-23.83
Bill	6571416	04/10/2019		Books & Materials	-22.09
Bill	5796257	04/10/2019		Books & Materials	-48.66
Bill	5796257	04/10/2019		Books & Materials	-14.99
Bill	7365815	04/10/2019		Books & Materials	-12.99
Bill	7365815	04/10/2019		Books & Materials	-59.78
				Books & Materials	-77.13
Bill	7365815	04/10/2019		Books & Materials	-34.99
TOTAL					-4,060.68
Bill Pmt -Check	28514	04/15/2019	Benjamin James Rumbach	Checking	
Bill	REFUND	04/08/2019		Overdues	-10.00
TOTAL					-10.00
Bill Pmt -Check	28515	04/15/2019	Cabin Creek Films	Checking	
Bill	4819	04/10/2019		Adult Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28516	04/15/2019	CNA Surety	Checking	
Bill	6-1-19	04/08/2019		Liability Insurance	-100.00
TOTAL					-100.00
Bill Pmt -Check	28517	04/15/2019	Inyo Entertainment	Checking	
Bill	4-17-19	04/08/2019		Adult Programming	-250.00
TOTAL					-250.00
Bill Pmt -Check	28518	04/15/2019	Kansas City Star	Checking	
Bill	4-22-19	04/08/2019		Periodicals	-465.92
TOTAL					-465.92
Bill Pmt -Check	28519	04/15/2019	Kathryn Harpstrite	Checking	
Bill	3-13-19	03/28/2019		KHF Grant Expenses	-25.00
TOTAL					-25.00
Bill Pmt -Check	28520	04/15/2019	KU Endowment Association	Checking	
Bill	INTERNS	04/10/2019		Professional Fees	-2,500.00
TOTAL					-2,500.00

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28521	04/15/2019	Laura Pennock	Checking	
Bill	4-13-19	04/08/2019		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28522	04/15/2019	Lawrence Transit System	Checking	
Bill	5-1-19	04/08/2019		Summer Reading - ALL	-1,000.00
TOTAL					-1,000.00
Bill Pmt -Check	28523	04/15/2019	Milliman, Inc.	Checking	
Bill	GASB 75	03/28/2019		Accounting	-2,800.00
TOTAL					-2,800.00
Bill Pmt -Check	28524	04/15/2019	Neon Rated LLC	Checking	
Bill	4-17-19	04/08/2019		Summer Reading - ALL	-520.00
TOTAL					-520.00
Bill Pmt -Check	28525	04/15/2019	Nick Carswell	Checking	
Bill	4-16-19	03/28/2019		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	28526	04/15/2019	Norman W. Patterson	Checking	
Bill	REFUND	04/10/2019		Overdues	-58.23
TOTAL					-58.23
Bill Pmt -Check	28527	04/15/2019	Petty Cash	Checking	
Bill	Community...	04/08/2019		Professional Fees	-500.00
TOTAL					-500.00
Bill Pmt -Check	28528	04/15/2019	Sarah Hays	Checking	
Bill	#1	04/08/2019		Summer Reading - ALL	-1,000.00
TOTAL					-1,000.00
Bill Pmt -Check	28529	04/15/2019	Sean Mawhirter	Checking	
Bill	4-16-19	03/28/2019		Sound & Vision	-150.00
TOTAL					-150.00

12:18 PM
04/11/19

Lawrence Public Library
Check Detail
April 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28530	04/15/2019	LinkedIn Corporation	Checking	
Bill	101107067...	04/08/2019		Books & Materials	-13,125.00
TOTAL					-13,125.00

Lawrence Public Library

Monthly Statistical Summary--March 2019

INDICATOR	March		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	6.62	6.83	-3%			
Reference Transactions per Capita	1.37	1.39	-1%			
Program Attendance per Capita	0.41	1.04	-61%			
Circulation per Capita	12.78	11.98	7%			
Circulation per Day	3460	3203	8%			
Circulation per Visit	1.93	1.75	10%			
Total Holdings per Capita	2.05	2.04	0%			
% of Lawrence Residents Registered		55%	-100%			

Circulation--Adult Total	72,998	67,948	7%	213,589	204,929	4%
Circulation--Young Adult Total	4,035	3,415	18%	11,305	9,929	14%
Circulation--Youth Total	30,231	27,937	8%	84,905	80,727	5%
Circulation--Total	107,264	99,300	8%	309,799	295,585	5%

Reference Transactions	11,477	11,499	0%	33,000	34,425	-4%
User Visits	55,554	56,620	-2%	155,062	157,467	-2%
LPL Web Site Visits	20,723	19,636	6%	60,433	60,853	-1%

Holdings--Added	812	3,288	-75%	8,978	9,648	-7%
Holdings--Withdrawn	2,766	2,429	14%	8,758	6,899	27%
Holdings--Total	206,070	202,789	2%			

Registered Cardholders--Added	620	553	12%			
Registered Cardholders--Total	70,728	66,935	6%			

Adult Programs	25	32	-22%	63	97	-35%
Young Adult Programs	17	18	-6%	46	41	12%
Youth Programs	78	74	5%	228	193	18%
Total Programs	120	124	-3%	337	331	2%
Total Program Attendance	3,436	8,625	-60%	10,535	15,541	-32%
Public Uses of Meeting Rooms	871	949	-8%	2,571	3,080	-17%
Total Paid Staff (FTE)	66.54	63.66	5%			
Total Number of Employees	84	85	-1%			

Lawrence Public Library						
Monthly Statistical Report--March 2019						
	March		Percent		YTD	YTD
	2019	2018	Change		2019	2018
			2018-2019			2018-2019
OUTPUT MEASURES						
Service Area Population	100,736	99,496	1%			
User Visits per Capita	6.62	6.83	-3%			
Reference Transactions per Capita	1.37	1.39	-1%			
Program Attendance per Capita	0.41	1.04	-61%			
Circulation per Capita	12.78	11.98	7%			
Circulation per Day	3460	3203	8%			
Total Holdings per Capita	2.05	2.04	0%			
Collection Turnover--Total	6.33	5.95	6%			
Collection Turnover--Adult	6.80	6.39	6%			
Collection Turnover--Young Adult	3.91	3.64	8%			
Collection Turnover--Youth	5.83	5.46	7%			
Collection Turnover--Audiovisual	11.78	10.90	8%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	34258	31955	7%	100902	97246	4%
Circulation--Adult Periodicals	1163	877	33%	3221	2636	22%
Circulation--Adult Feature Films & TV Shows	24492	22783	8%	72431	69568	4%
Circulation--Electronic Games	1693	1700	0%	4723	5059	-7%
Circulation--Adult Music CDs	4155	5026	-17%	11894	14426	-18%
Circulation--Adult Audio Books and Books on CD	7118	5587	27%	20084	15897	26%
Circulation--eReaders	0	6	-100%	4	24	-83%
Circulation--Other New	119	14	750%	330	73	352%
Circulation--Adult Total	72998	67948	7%	213589	204929	4%
Circulation--YA Books and NF Videos	3441	3060	12%	9657	8925	8%
Circulation--YA Periodicals	8	7	14%	9	19	-53%
Circulation--YA Audio Books and Books on CD	586	348	68%	1639	985	66%
Circulation--YA Total	4035	3415	18%	11305	9929	14%
Circulation--Youth Books and NF Videos	27657	25914	7%	78018	74959	4%
Circulation--Youth Periodicals	67	87	-23%	267	239	12%
Circulation--Youth Music CDs	332	364	-9%	1076	1148	-6%
Circulation--Youth Audio Books and Books on CD	2175	1572	38%	5544	4381	27%
Circulation--Youth Total	30231	27937	8%	84905	80727	5%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Circulation--Bookmobile	983	759	30%		2975	2280	30%
Circulation--Book Lockers	986	729	35%		2968	2609	14%
Circulation--Total Books	65356	60929	7%		188577	181130	4%
Circulation--Total Periodicals	1238	971	27%		3497	2894	21%
Circulation--Total Audiovisual	42611	39588	8%		123227	118325	4%
Circulation Total	107264	99300	8%		309799	295585	5%
Staff Assisted Circulation	4056	3999	1%		12637	10762	17%
Self Check Circulation	74096	71209	4%		214979	214160	0%
Percent Self Check	95%	95%	0%		94%	95%	-1%
Online Renewals	15468	14710	5%		43742	43278	1%
Other Staff Checkouts	137	104	32%		418	326	28%
Requests Placed	20336	18630	9%		62424	58277	7%
Requests Filled	18995	16798	13%		54833	52441	5%
Requests Unclaimed	2734	2562	7%		8212	7667	7%
Interlibrary Loan Items Borrowed for LPL Patrons	446	570	-22%		1201	1427	-16%
Interlibrary Loan Items Loaned from LPL Collection	552	561	-2%		1689	1451	16%
OTHER LIBRARY SERVICES							
User Visits	55554	56620	-2%		155062	157467	-2%
Public Computer Usage	7214	8100	-11%		20678	22463	-8%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
PATRON INQUIRIES							
Adult Reference Transactions	1336	1466	-9%		3884	4265	-9%
Young Adult Reference Transactions	907	801	13%		2685	2070	30%
Youth Reference Transactions	1347	1103	22%		3789	3121	21%
IT Desk	1422	1460	-3%		3938	4550	-13%
Welcome Desk	1261	2073	-39%		3780	6039	-37%
Accounts Desk	3682	1452	154%		6903	4590	50%
Phone Calls	1522	3144	-52%		8021	9791	-18%
Total Reference Transactions	11477	11499	0%		33000	34426	-4%
Public-Sponsored Uses of Meeting Rooms	871	949	-8%		2571	3080	-17%
LPL Web Site Visits	20723	19636	6%		60433	60853	-1%
RESOURCES							
Holdings--Total	206070	202789	2%				
Holdings--Adult	130569	129299	1%				
Holdings--Young Adult	12435	11315	10%				
Holdings--Youth	63066	62175	1%				
Holdings--Audiovisual	43389	43600	0%				
Holdings--eReaders	0	10	-100%				
Holdings Added	2957	3288	-10%		8978	9648	-7%
Holdings Withdrawn (Weeded)	2766	2429	14%		8758	6899	27%
Holdings Net Change	812	1464	-45%		1924	4530	-58%
LIBRARY PATRONS							
Total Active Cardholders	70728	66935	6%				
Cardholders Added	620	553	12%		1901	1768	8%
Cardholders Transacting	14496	13659	6%		42662	40731	5%
Percent of Cardholders Transacting	20%	20%	0%				
Total Number of Lawrence Residents Registered	57662	54761	5%				
Percent of Lawrence Residents Registered	57%	55%	4%				

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
PROGRAMMING							
Number of Adult Programs	25	32	-22%		63	97	-35%
Number of Young Adult Programs	17	18	-6%		46	41	12%
Number of Youth Programs	78	74	5%		228	193	18%
Total Programs	120	124	-3%		337	331	2%
Adult Program Attendance	570	1811	-69%		1688	3909	-57%
Young Adult Program Attendance	484	1879	-74%		1160	2894	-60%
Youth Program Attendance	2382	4935	-52%		7687	8738	-12%
Total Program Attendance	3436	8625	-60%		10535	15541	-32%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	66.54	63.66	5%				
ALA-MLS Librarians, in Full-Time Equivalents	17	18	-6%				
Number of Employees--Total	84	85	-1%				
Number of Employees--Full-Time	45	43	5%				
Number of Employees--Part-Time	39	42	-7%				
Terminations	1	0	#DIV/0!		5	5	0%
Hirings	3	4	-25%		5	6	-17%
Volunteer Hours	805.65	565.7	42%		2313.8	2040.6	13%

Select Online Statistics
March 2019

Kanopy

Visits - 4212

Pages - 5013

Plays - 681

Users - 862

Lynda.com

Users - 2331

New Users - 20

Users who logged in - 140

Total log ins - 578

Hours viewed - 238.9

Hours viewed per user who logged in - 1.71

Hours viewed per log in - .41

Library Director's Report for April 2019

BambooHR

The library is currently in the implementation process of launching a new HR Software as a Service product called BambooHR. We are very excited about how much more efficient this will make us when it comes to hiring, onboarding, and keeping track of employee information. We additionally will have a brand new time tracking system that will allow us to eventually sunset our current homegrown product. Ease of use will increase significantly for staff as the product is cloud-based and also has an app. We aim to go live sometime in May.

Library Visitors

On April 11, National Endowment of the Humanities Chairman Jon Peede visited our library during a trip to Lawrence coordinated by Humanities Kansas. It was an honor to spend some time showing him the building and discussing the NEH Challenge Grant we received a few years back.

We have had a couple other special visits to the library since my last report as well. Director Richard Kong and Deputy Director Laura McGrath of Skokie (IL) Public Library visited us on March 20. Skokie PL is preparing to undergo a significant renovation of their library, Richard told me our building was at the top of his list to see. Richard shared this complement with me in a thank you email: "You and your staff are some of the friendliest, warmest people I've met in libraries. I came to see the beautiful building but I came way even more impressed by the people and the culture you obviously have done an awesome job of building." His kind words meant a great deal to me; he and his team at Skokie do great, cutting-edge work. It felt nice to be considered a peer institution. I hope to visit Skokie once their renovation is complete.

On March 25, the annual Central Kansas Library System (CKLS) bus tour stopped through Lawrence. About 40 librarians toured the library for about an hour.

Staffing Change

One last thing to report is a recent staffing change. Effective April 9, we are moving Materials Handling Coordinator Darla Sieg to our Accounts team. We have been studying how Materials Handling functions over the past several months, and realized that a good bit of work done there should really live in Accounts. Darla is our expert in that area, so we have elected to transfer her to Accounts to do that work. We will soon begin our search for a new Materials Handling Coordinator. Tricia Karlin will serve as interim coordinator until we have a replacement onboard.

Respectfully submitted by Brad Allen, April 11, 2019

Monthly Departmental Reports

April 2019

New Staff

- **RS:** Sh'Kaiya Hutchens started as the new intern from KU. She's been helping with tagging books in Bibliocommons, shelf reading, shelving, and will help with the Diversity Audit.
- **YS:** Kevin Mboma has started as the new intern from KU in Teen Services. He's helping out with TZ Cafe on Fridays as well as general services on Sundays and Mondays.

New Programs/Series

- **RS:** Planning is underway for the First Annual Adults Only Summer Reading Kick-off. (We're going to need a shorter name.) On Thursday, June 6th from 7-9 pm there will be a big ol' Nerd Party at [Happy Shirt](#) in north Lawrence. Bookish and bibliophile activities may include shirt making, button making, "challenge the Director" activities, temporary tats, making cootie catchers, book title creation, poetry wall, library card sign up, book trivia, and (hopefully) bookish tarot readings. There will be a beer cart there from Lawrence Beer Co., a cotton candy vendor, a popcorn machine, possibly a hot dog vendor, and possibly some music.

Reports on Signature Events

- **RS:** Our 6th Book Club Speed Dating will be at 7pm on April 24th at Maceli's. Registration filled up within days and there is currently a wait list.

Continuing Education/Professional Organization Participation

- **Jeff Bergeron** - Attended COSUGI (Customers of SirsiDynix User Group, Inc) in Minneapolis from March 25-27. This conference involves three days of presentations and breakout sessions from SirsiDynix staff and other experts on the ILS. Topics ranged from development of current and future software modules from SD staff and executives, to presentations from experts on different ways to apply the software, and talks from libraries around the world on specific use cases.
- **Materials Handling** - presented the Department of the Month programs. The first

session was an introduction to the department and the staff. The second training session was presented in conjunction with Collection Development (William Ottens) and Accounts (Jeff Bergeron). It provided training on Interlibrary Loan services to LPL patrons.

Task Force Reports/Task Force Requests

- **Collection Services Task force:** initiated a study to measure turnaround time for holds. This will study turnaround for holds placed on items available on the shelves. Results will be evaluated and reported in April.

Highlight of the Month

- 04/07/19 Bed Bug Inspection yielded 17 Picture Books. This was 1 picture book from 1 section they were able to narrow down to the single book and the other 16 were from another section where it was too difficult to narrow down so the whole section was pulled to be safe.
 - The 17 books were bagged, baked, and then inspected by Jon and Darla. None of the books showed any damage from bugs and no bugs were found in the books so they were returned to circulation.
 - Despite the larger number of books collected, we still consider this inspection a success.

Foundation Director's Report – April 12, 2019

- **Friends and Foundation Merger.** It's on! At its March 25th board meeting, the Library Foundation board voted unanimously to merge with the Friends of the Library. The steering committee will meet on April 16th to start its work to finalize the by-laws and other governing documents, create a new board, determine how to merge finances, establish membership levels, brand the new organization, and launch it all in a great big positive way. The goal remains to make the change effective January 1, 2020.
- **National Library Week.** National Library Week has brought a whirlwind of activity. On the fundraising side, the Friends held its spring book sale, the Foundation hosted dine-ins at Jeffersons and Blue Moose, National Library Giving Day, a "Get Inked for the Library" tattoo event, and another BFF event -- Drag Bingo with Deja Brooks. The tattooing event was wildly successful. On Tuesday, April 9th, Standard Electric Tattoo owners Jerod and Holly Hackney worked nonstop for 10 hours applying tattoos to dozens of library fans. Their efforts earned \$3,800 in donations for the Library Foundation! In addition, the *Journal World* covered the event and its story was picked up by the Associated Press as well as a few library publications, so word of this unique fundraiser was heard far and wide. None of this would have happened without Foundation Assistant Logan Isaman. She took the idea and ran with it, planning every detail and implementing it beautifully. Stay tuned for a full report on the Friends Book Sale and Drag Bingo (Saturday, April 13) at Monday's board meeting.
- **Advance Directives.** National Healthcare Decisions Day happens April 16th. We are pleased to have attorney Bill Colby presenting, "Nancy Cruzan and the Right To Die: 30 Years Later" that evening at 7 pm in the library auditorium. His work arguing this landmark case before the Supreme Court resulted in a nationwide effort to emphasize the importance of advance care planning. LMH Health and the Douglas County Senior Resource Center are partnering with the library on this program. Preceding this event, a discussion of Colby's book, *The Long Goodbye* with LMH palliative care nurse Nicole Apprill was held at the library on April 11th. These events are presented as part of our Before You Check Out® program.
- **Keep Retirement Weird.** Looking ahead to the fall, planning is underway for the "Keep Retirement Weird Festival" on September 15th. This event will serve as the kick-off for our Retirement Boot Camp series, promoting a holistic approach to retirement success in five areas: health and wellness, self-identity and purpose, personal relationships, social life, and financial security. Retirement Boot Camp is a new addition to the Before You Check Out® program. Designed for the pre- and newly retired (and anyone wanting to enhance their post-career lives,) the event will offer relevant programming in the library and fun activities and entertainment on the Library Lawn. The day will culminate with an evening concert by the Grammy-winning [Brave Combo](#) with an epic audience-participatory kazoo finale. Attendees will come away with a fresh, optimistic outlook on retirement - not as "an end" to fear, but as an exciting beginning with unlimited possibilities in a community of new friends. Presented in partnership with the Douglas County Senior Resource Center.

Employee Handbook changes related to new Parental Leave Policy

Sick Leave

Full-time employees accrue 8 hours of sick leave per month; this amount is pro-rated for regular part-time employees.

Accrued sick leave may be used for these purposes:

- Personal illness, injury, accident or other physical incapacity, occurring either on or off the job;
- Medical, dental, and vision appointments and treatments;
- Childbirth, recovery, or related complications;
- Illness in the immediate family (up to a maximum of 80 hours leave per calendar year, pro-rated for part-time employees);
- ~~Parental leave for either parent for up to 12 weeks to care for and bond with a newborn or a newly adopted or newly placed foster child.~~

Sick leave may also be used to cover parental leave as per the Parental Leave Policy.

Parental Leave

Full-time or regular part-time employees who have worked for the library for at least 12 consecutive months are eligible for up to 8 work weeks of paid parental leave to care for and bond with a newborn or a newly adopted child. Parental leave must be taken within the first 12 months after the birth or placement of the child; any leave not used during this time is forfeited. The amount of paid parental leave does not increase with multiple births or adopted children. Paid parental leave may be taken intermittently by prior arrangement with the supervisor and in consideration of the needs of the library. If both parents are eligible employees, each is entitled to parental leave.

Accrued sick, vacation, or compensatory leave may be used to supplement paid parental leave for a combined total of no more than 12 weeks. Employees who have not yet worked for 12 months may use any accrued sick, vacation, or compensatory leave for parental leave.

An employee is expected to give their supervisor at least 30 days' notice when they plan to take parental leave, or, if this is not possible, as much notice as is practical.

Paid parental leave does not run concurrently with FMLA leave, if applicable. During an approved paid parental leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed.

FMLA

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are those employees who have been employed for at least 12 months (need not be consecutive), and have been employed at least 1,250 hours of service during the 12-month period preceding the commencement of the leave.

All eligible Library employees are entitled to a total of 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons. The 12-month period is measured forward from the date the employee first uses FMLA leave.

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of their job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

FMLA also includes a special leave entitlement that allows eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The most common serious health conditions that qualify for FMLA leave are:

- conditions requiring an overnight stay in a hospital or other medical care facility;
- conditions that incapacitate the employee or family member for more than three consecutive days and have ongoing medical treatment;
- chronic conditions that cause occasional periods when the employee or family member is incapacitated and requires treatment by a health care provider at least twice a year;
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

The employee may be required to provide a doctor's certification of the serious health condition.

The Library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than a continued serious health condition, the Library may reserve the right to recover from the employee premiums that the Library paid for the employee's health coverage.

Under the act, an employee can take up to 12 weeks of unpaid leave intermittently when it is medically necessary (take a day periodically when needed, or use the leave to reduce the workweek or workday). The employee and their supervisor must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

Employees are required to utilize all eligible sick ~~sick~~ paid leave before unpaid leave described in this section can be approved. Paid leave and FMLA leave do not run concurrently.

An employee is expected to give their supervisor 30 days' notice when they plan to take leave under FMLA, or, if this is not possible, as much notice as is practical.



TO: Tom Markus, City Manager; City of Lawrence, Kansas
FROM: Brad Allen, Director; Lawrence Public Library
DATE: April 16, 2019
RE: Lawrence Public Library 2020 Budget Submittal

Please find attached to this memo the proposed FY 2020 line item budget for Lawrence Public Library. The total amount of funds requested to be levied by City of Lawrence on behalf of the Library is \$4,700,000.00, an increase of \$243,000. We determined this amount assuming a 5.5% increase in property valuation and no mill increase.

Service level impacts/Anticipated Program Improvements:

- The library plans to eliminate late fees on library materials for children to create more equitable access to our collections for families living below the poverty line. We anticipate a decrease of revenue of approximately \$40,000 with the elimination of these fees.
- An increase in our books and materials budget will allow us to better meet increased demand for digital content like e-books and e-audiobooks
- An increase in our employee wages, benefits, and payroll tax lines allows the library to reduce compression in employee salaries.

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2017-2020						
Revised 3/28/2019						
REVENUES		2017	2018	2019	2020	Difference
Tax Fund		\$ 4,033,737.00	\$ 4,233,000.00	\$ 4,457,000.00	\$ 4,700,000.00	\$ 243,000.00
Overdues		\$ 170,000.00	\$ 148,400.00	\$ 150,000.00	\$ 115,000.00	\$ (35,000.00)
NEKLS		\$ 68,000.00	\$ 90,000.00	\$ 93,000.00	\$ 96,000.00	\$ 3,000.00
State Aid		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Coffee Shop Rent		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -
Meeting Room Fees		\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
Interest		\$ 1,600.00	\$ 1,600.00	\$ 16,000.00	\$ 25,000.00	\$ 9,000.00
Total Revenues		\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 4,995,000.00	\$ 220,000.00
EXPENSES						
Salaries & Wages		\$ 2,450,000.00	\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,805,000.00	\$ 135,000.00
Employee Benefits		\$ 275,000.00	\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 10,000.00
Payroll Taxes		\$ 400,000.00	\$ 420,000.00	\$ 465,000.00	\$ 488,000.00	\$ 23,000.00
Utilities		\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ -
Building Supplies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance		\$ 35,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Library Supplies		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials		\$ 600,000.00	\$ 650,000.00	\$ 670,000.00	\$ 700,000.00	\$ 30,000.00
Books & Materials Supplies		\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ -
Equipment		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology		\$ 170,000.00	\$ 210,000.00	\$ 245,000.00	\$ 245,000.00	\$ -
Insurance		\$ 12,000.00	\$ 15,000.00	\$ 17,000.00	\$ 18,000.00	\$ 1,000.00
Shipping		\$ 22,000.00	\$ 19,000.00	\$ 16,000.00	\$ 16,000.00	\$ -
Professional Development		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00
Book Van & Mileage		\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Programs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Professional Fees		\$ 30,000.00	\$ 40,000.00	\$ 20,000.00	\$ 28,000.00	\$ 8,000.00
Advertising & Marketing		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Capital Improvements		\$ 38,537.00	\$ 48,000.00	\$ 4,000.00	\$ 7,000.00	\$ 3,000.00
Miscellaneous						\$ -
Total Expenses		\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 4,995,000.00	\$ 220,000.00

A case for eliminating fines on children's and teen materials

According to a 2017 *Library Journal* survey, 92% of public libraries charge overdue fines. In the past few years, however, many public libraries have begun eliminating fines for overdue library materials. Many articles and opinion pieces have championed going "fine free" in order to remove a barrier for low-income people libraries serve. Additionally, eliminating fines is also an racial equity issue as a disproportionate amount of low-income people are people of color.

Lawrence Public Library is currently investigating our path to being a "fine free" library. We have created a task force to examine our methodology for moving forward and have created a budget for 2020 anticipating reducing revenue in our overdues budget line. Below, you will find a list of resources about how and why libraries around the county are eliminating fines.

Articles/opinion pieces on why libraries should eliminating fines

<https://slate.com/culture/2017/02/librarians-are-realizing-that-overdue-fines-undercut-libraries-missions.html>

<https://americanlibrariesmagazine.org/blogs/the-scoop/imagining-fine-free-future/>

https://www.washingtonpost.com/opinions/2018/06/15/7ad6f80e-709d-11e8-afd5-778aca903bbe_story.html

<https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/>

<https://www.usnews.com/news/best-states/ohio/articles/2018-07-08/library-that-eliminated-late-fees-says-borrowers-return-more>

<https://www.ebsco.com/blog/article/not-so-fine-with-library-fines-a-look-at-the-overdue-debate>

Research on impact of library fines

<http://spellproject.weebly.com/uploads/1/5/3/3/15331602/spellwhitepaperfinal.pdf>

Examples of Fine Free Libraries

<https://www.denverlibrary.org/fine-free>

<https://sppl.org/about-fine-free/>

<https://www.evpl.org/discover/initiatives/evpl-eliminates-fines/>

<https://www.albanypubliclibrary.org/blog/apl-to-eliminate-late-fines-for-books-media/>

<https://library.nashville.org/faqs-about-overdue-fine-elimination>

<http://www.daytonmetrolibrary.org/news/3099-dayton-metro-library-eliminates-overdue-fines>

<http://www.toledolibrary.org/policies/nofines>

<https://www.berkeleypubliclibrary.org/library/faqs/home>

<http://ccclib.org/pressroom/pressreleases/2018/Fine%20Elimination.pdf>

<https://www.urbanlibraries.org/member-resources/fine-free-map>

<https://www.statesman.com/news/20181001/austin-public-library-ends-overdue-fines-on-childrens-books>

<https://www.provlib.org/providence-public-library-goes-fine-free-children-teen-materials/>

Methodology for addressing salary compression

Prepared by Brad Allen

The library continues to deal with salary compression for veteran staff. Having veteran staff compressed at the bottom of their salary grades puts us at risk for retaining high performing veteran employees, especially in leadership positions. Rehiring these positions is costly and disrupts organizational continuity. While we are somewhat competitive in our base salary grades, we are not competitive when it comes to salaries for veteran staff when compared to their peers.

According to the Bureau of Labor Statistics, the median pay for a librarian in the United States in 2017 was \$58,520. Currently, four library employees earn more than that – the director, assistant director, director of development and partnerships, and our collection services manager. No other employee at the library makes above \$52,000.

We addressed salary compression the tiniest bit in 2019, and we need to continue on that path. The following is my recommendation for what to do in 2020 which I think gets closer to solving our salary compression problem.

- Starting in January 2020, we will adjust every employee's salary to the base salary plus 2% a year for total time in current position. We will calculate that rate down to years, months, and days of time worked in current position.
- If this calculation results in an increase of less than 3% or more than 10%, we will give the employee a 3% increase or cap them at a 10% increase.¹
- Based on my calculations, 3 employees are already at the maximum in their pay grade, 12 would need adjusted up to 3%, and 21 employees would be capped at 10%.

¹ Example: Employee A is an Assistant II who has worked at the library for 4.3 years. They currently make \$15.04/hr. The 2020 base salary will be \$15.03. Multiply 4.3 by 2% and then add to \$15.03. The new hourly rate is \$16.33, a 8.6% increase.



March 26, 2019

Judy Keller
Vice Chair
Lawrence Public Library Board of Trustees

Dear Judy:

The KU Public Management Center (PMC) is pleased to present this proposal to facilitate a workshop for the Lawrence Public Library Board of Trustees and executive director.

About the KU Public Management Center

The University of Kansas Public Management Center (PMC) is the professional development division of KU's School of Public Affairs and Administration. We offer training and consulting services focused on skills enhancement for leaders, managers, staff, and teams and to support organizational development in public organizations. We have worked with thousands of individuals and hundreds of entities in local, state and federal government as well as nonprofit organization.

Our philosophy: Our work is rooted in the belief that public service is at the heart of democracy. As part of KU's School of Public Affairs and Administration, our content is informed by research in the field and best practices in facilitation. Rather than adapt general content for a public service audience, we build programs and agendas specifically aimed to speak to the unique opportunities and challenges that are inherent to public service organizations.

Our expertise: Our instructors have backgrounds working as practitioners in government, public service organizations and/or serving as public officials. We bring this experience into each engagement, adapting content to speak to the unique needs of each client.

Our approach: Our processes and classes are highly interactive. We encourage individuals to bring their experiences with the topics into the conversation, allowing the entire group to learn from one another's areas of expertise. In this way we model the inclusive, supportive and collaborative approach to leadership and public service that we see as crucial to confronting today's challenges.

Project Understanding/Services to Be Provided

The Library board comprises seven trustees and is served by an executive director. The board is a public body, and therefore is subject to open meetings laws. At the same time, the Lawrence community is very active, involved and has multiple voices and constituencies. To enhance the operations among board members and between the board and the executive director, a two-hour workshop designed to consider the implications of working in the public realm and to establish norms for their operating relationship, a two-hour workshop is proposed.

The workshop will draw on some of the work of Dr. John Nalbandian, identifying the characteristics of effective governing bodies, and will guide the board and the executive director through a process to identify mutual commitments to one another.

Relevant Qualifications

Patty Gentrup, open enrollment and consulting services manager, will be the primary Public Management Center personnel associated with the project. Patty has worked in direct service to local government, including six years as Liberty's city administrator, as well as a consultant to city, county, regional and nonprofit agencies.

She has facilitated goal-setting sessions with numerous governing bodies and other entities, including the Johnson County Public Library, North Kansas City, Mo.; Parkville, Mo: the Mid-America Regional Council; Johnson County, Kansas; the Unified Government of Wyandotte County/Kansas City, Kansas; and the City of Kansas City, Missouri. In addition, she has managed community processes for Platte County, Missouri; Wamego, Kansas; Columbus, Kansas; the Kansas Department of Transportation; and Shawnee, Kansas.

Fee

The fee for the two-hour workshop will be \$900.

Should you have any questions regarding this letter proposal, please don't hesitate to contact me at 816.217.9397 or patty.gentrup@ku.edu. I look forward to the opportunity to serve the Library board on this project.

Sincerely,

Patty Gentrup
Interim Director

Dear Judy and the Lawrence Public Library Board,

On behalf of SS&C Solutions, I am excited to present this proposal for consulting services to the Lawrence Public Library Board. Based on your request this letter outlines the framework for a two hour training and defines the training outcomes. This training will occur on a date to be determined sometime in the summer of 2019 and is designed to take a high performing board to the next level.

I would serve as the exclusive trainer for this session. I have over 15 years of experience working with boards as a staff member and serving on boards. More recently I have consulted with a wide array of Boards to strengthen their capacity in meaningful ways. My framework is always focused on building relationships within the context of an organization's culture. Our time would be spent within a structured and interactive session with defined outcomes so we will know when we are successful.

Hour One: Board and Staff Partnership

The partnership between the staff leadership and the Board in any organization is a critical driver of success. While there are some unique elements to the quasi-governmental nature of the Library Board, spending time discussing shared expectations across people and their roles is a good use of time. We will share some best practices, but also work through some mocked-up scenarios and how people might address different opportunities.

Hour Two: Qualitative Metric Development

We always know success when we see it, but how do we assure across a team of board and staff that success is understood with some common language? Building upon the partnership discussion, we will begin the discussion around identifying qualitative metrics moving ahead with some examples that other Library boards consider.

At the conclusion of the two hours, the goal would be that the Board has more information about the expectations of other Board members and staff members and some tools for communicating around those expectations moving ahead.

This training and associated preparation would be delivered at a fixed fee of \$600. We would provide all of the learning materials with the expectation that the Library Board would provide the gathering space and any refreshments. Feel free to call (785-856-5478) or email (e.dvorske@ssccpas.com) if you have any further questions.

Sincerely,



Erika Dvorske
Chief Operating Officer