

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

Monday, June 17, 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 April Library Board meeting minutes
- Approve April Treasurer's report
- Receive April statistical report
- Approve May Treasurer's report
- Approve May bills
- Receive May statistical report

Library Director's report

Departmental reports

Library Foundation Executive Director's report

Library Friends report

Ongoing business

- Staff Recommendation for Performance-Based Pay System

New business

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
April 15, 2019
4:30 p.m.

Board Members Present: Kevan Vick (chair), Brady Flannery, Joan Golden, Judy Keller, Mayor Lisa Larsen, Sarah Goodwin Thiel (arrived 4:45), Ursula Minor. Absent: David Vance.

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

Call to Order

Kevan called the regular meeting to order at 4:32 p.m.

Public Comment

None.

Consent Agenda

Judy moved to approve the consent agenda; Brady seconded. All in favor; motion carried. Brad noted that an additional check to LMH is not listed in the list of checks.

Director's Report

Brad said that board members are all eligible for a trustee membership to KLA at no cost to them. He shared a letter from the Watkins Community Museum asking the library to sign on to a proposal for a research and digital history center project. The board was reluctant to commit to the proposal letter as written unless the library's role is more fully defined, but would be willing to send a separate letter from the library expressing support of the concept. Brad will follow up on the letter. Kathleen will look into whether such a project would create a conflict for the Foundation.

Brad said the library has purchased an HR system that will increase efficiencies in hiring, onboarding, and time tracking. Implementation is in process, and the system should be up and running soon. The library has had several visitors this month: NEH Chairman Jon Peede, staff from the Skokie Public Library, and a Central Kansas Library System bus tour. Brad noted that a realignment of duties in Materials Handling has created an opening for a Materials Handling Coordinator. That search will begin soon.

Departmental Report

There were no questions or comments about the departmental report.

Library Foundation Executive Director's Report

At its March meeting the Foundation Board voted unanimously to merge the Friends and Foundation. The steering committee will meet tomorrow to continue planning. There were a number of activities during National Library Week. Brad attended the City Commission meeting to speak in support of the National Library Week proclamation and to distribute the library's annual report. A highlight of the fundraising events during the week was the "Get Inked for the Library" initiative. This newsworthy event was the brainchild of foundation assistant Logan Isaman and brought in about \$3800 for the library. Drag Bingo

with Deja Brooks on Saturday night made an additional \$1800 and drew in 50 new Friends members. Tomorrow night is Bill Colby's session on Advance Directives. Planning is underway for the "Keep Retirement Weird Festival" in the fall to help people learn about unique and cost effective things they can do in retirement. This event is being planned in partnership with the Douglas County Senior Resource Center.

Friends Report

The book sale brought in a record \$29,800 (approximately) in sales.

(Lisa left at 5:08)

Ongoing Business

Paid Parental Leave

Brad highlighted a few changes made to the parental leave policy since the last revision presented to the board. Joan moved to adopt the new parental leave policy as revised; Judy seconded. All in favor; motion carried.

New Business

New Officers

Kevin presented the slate of officers for the upcoming year: Chair: Judy Keller; Vice Chair: Ursula Minor; Secretary-Treasurer: Sarah Goodwin Theil. Brady moved to approve the slate of officers as presented; Joan seconded. All in favor; motion carried. Officers will begin their terms with the May meeting.

2020 Budget Proposal

Brad said that the budget committee has met and looked at several revisions of the budget proposal. One of the budget goals is to address salary compression and another is to eliminate overdue fees on children's materials. Additionally, the proposal addresses a few staffing needs: a part-time position in Facilities; moving a position from part-time to a full-time in Tech; and adding 20 hours in Materials Handling. Small increases to collections, professional fees, and professional development make up the balance. The budgetary impact should result in an approximately 5.5% tax increase overall. Without the reduction in revenue from eliminating children's fees, it would be a 4% budget increase. The budget was created with the intent of not raising the mill. Brady moved that the budget be submitted as proposed; Joan seconded. All in favor; motion carried.

Board Training Facilitation Update

Judy presented background on the two proposals for board training that were distributed in the board packet. She said she also contacted NEKLS, but has not yet received a proposal from them. The board decided to accept the proposal from the KU Public Management Center and will aim to schedule the training for the September 16 board meeting but starting at 3:30. City Attorney Toni Wheeler will meet with the board in June.

Adjournment

There being no other business, the meeting adjourned at 5:40 p.m.

The next Board meeting will be Monday, May 20 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
April 2019									
REVENUES		This Month	Year to Date	Annual Budget	33% of Year		Apr-18		YTD 2018
Tax Fund		\$ 115,518.73	\$ 2,523,166.73	\$ 4,457,000.00	56.61%		\$ 114,742.00		\$ 2,454,165.36
Overdues		\$ 14,579.66	\$ 50,551.50	\$ 150,000.00	33.70%		\$ 12,358.06		\$ 50,927.71
NEKLS		\$ -	\$ 22,625.00	\$ 93,000.00	24.33%		\$ -		\$ 24,500.00
State Aid		\$ -	\$ 27,594.52	\$ 25,000.00	110.38%		\$ -		\$ 27,367.85
Photo Copies		\$ 2,127.08	\$ 7,186.94	\$ 20,000.00	35.93%		\$ 1,779.87		\$ 6,768.64
Coffee Shop Rent		\$ 750.00	\$ 3,000.00	\$ 9,000.00	33.33%		\$ -		\$ 3,000.00
Meeting Room Fees		\$ 825.00	\$ 2,525.00	\$ 5,000.00	50.50%		\$ 350.00		\$ 2,150.00
Interest		\$ 2,605.13	\$ 10,057.89	\$ 16,000.00	62.86%		\$ 1,397.51		\$ 3,572.97
Miscellaneous		\$ 3,565.28	\$ 3,663.06	\$ -			\$ -		\$ 266.48
Total Revenues		\$139,970.88	\$2,650,370.64	\$4,775,000.00	55.51%		\$130,627.44		\$2,572,719.01
EXPENSES									
Salaries & Wages		\$ 214,311.36	\$ 869,119.23	\$ 2,670,000.00	32.55%		\$ 204,542.62		\$ 824,045.04
Employee Benefits		\$ 26,303.13	\$ 105,603.35	\$ 330,000.00	32.00%		\$ 25,938.37		\$ 97,814.15
Payroll Taxes		\$ 36,964.83	\$ 148,616.40	\$ 465,000.00	31.96%		\$ 33,949.69		\$ 136,475.85
Utilities		\$ 7,029.25	\$ 35,373.89	\$ 96,000.00	36.85%		\$ 7,396.39		\$ 35,738.15
Building Supplies		\$ 1,391.97	\$ 4,645.86	\$ 20,000.00	23.23%		\$ 2,228.22		\$ 6,606.84
Building Repairs & Maintenance		\$ 7,119.71	\$ 17,117.95	\$ 55,000.00	31.12%		\$ 7,315.00		\$ 17,315.03
Library Supplies		\$ 890.63	\$ 4,763.24	\$ 25,000.00	19.05%		\$ 1,730.53		\$ 6,188.16
Books & Materials		\$ 68,345.95	\$ 209,520.91	\$ 670,000.00	31.27%		\$ 67,101.54		\$ 196,977.67
Processing Supplies		\$ 3,762.64	\$ 19,912.20	\$ 50,000.00	39.82%		\$ 3,990.54		\$ 16,041.67
Equipment		\$ 3,618.06	\$ (1,402.97)	\$ 10,000.00	-14.03%		\$ -		\$ 5,567.49
Technology		\$ 65,433.34	\$ 102,543.38	\$ 245,000.00	41.85%		\$ 63,316.64		\$ 108,943.82
Insurance		\$ 335.00	\$ 335.00	\$ 17,000.00	1.97%		\$ 335.00		\$ 1,461.00
Shipping		\$ 1,075.60	\$ 5,142.97	\$ 16,000.00	32.14%		\$ 1,353.69		\$ 4,918.85
Professional Development		\$ 5,605.01	\$ 11,912.14	\$ 30,000.00	39.71%		\$ 4,914.33		\$ 14,584.81
Book Van & Mileage		\$ 179.36	\$ 440.00	\$ 2,000.00	22.00%		\$ 224.70		\$ 518.78
Programs		\$ 1,757.67	\$ 6,015.45	\$ 20,000.00	30.08%		\$ 1,347.72		\$ 6,279.29
Professional Fees		\$ 8,500.52	\$ 17,859.73	\$ 20,000.00	89.30%		\$ 1,106.52		\$ 18,622.75
Advertising & Marketing		\$ 2,024.69	\$ 6,560.67	\$ 30,000.00	21.87%		\$ 900.59		\$ 6,192.01
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ 15,593.60
Miscellaneous		\$ (375.83)	\$ 1,761.80	\$ -			\$ 284.18		\$ 2,992.52
Total Expenses		\$ 454,272.89	\$ 1,565,841.20	\$ 4,775,000.00	32.79%		\$ 427,976.27		\$ 1,522,877.48
CASH BALANCES									
	Checking	\$ 1,738,700.72							
	Capital Improvement	\$ 668,401.67							

Lawrence Public Library											
2019 Outside Funding Report											
		1/1/2019		February	February	March	March	April	April		
		AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS											
	KPR-Advertising	\$ 2,590.91			\$ 629.82		\$ 500.95		\$ 90.13	\$ (0.00)	
	Summer Reading - ALL	\$ 4,628.83			\$ 400.00		\$ 8,583.48	\$ 20,000.00	\$ 9,770.80	\$ 29,674.55	
	Aquarium	\$ 872.21			\$ 300.00		\$ 577.92	\$ 3,000.00	\$ 300.00	\$ 2,394.29	
	Volunteers	\$ 346.62			\$ 309.24		\$ -			\$ 37.38	
	Read Across Lawrence 2019	\$ (12,190.60)			\$ 5,460.47		\$ 1,306.80	\$ 16,921.00	\$ 819.27	\$ 1,956.55	
	Salaries/Taxes - Hyde	\$ (11.62)			\$ 4,055.50		\$ 4,055.50		\$ 4,055.50	\$ (16,233.62)	
	Block Grant	\$ 93,780.52			\$ 122.48		\$ 47.53	\$ (3,000.00)	\$ 1,350.07	\$ 59,470.44	
		\$ 90,016.87		\$ -	\$ 11,277.51	\$ -	\$ 15,072.18	\$ 36,921.00	\$ 16,385.77	\$ 77,299.59	
FOUNDATION											
	Kansas Health Foundation	\$ 2,134.96			\$ 224.25		\$ 25.00		\$ 25.00	\$ 1,860.71	
	Salaries/Taxes - Isaman	\$ -			\$ 3,023.55		\$ 3,023.53	\$ 9,070.61	\$ 3,023.53	\$ (3,023.53)	
	Foundation Expenses to be reimbursed	\$ -			\$ 156.90		\$ 888.74	\$ 1,545.64	\$ 171.73	\$ (171.73)	
	Mary Winter for BCIAB	\$ 4,873.53			\$ 401.08				\$ 784.44	\$ 2,182.81	
	Salkind for E-books	\$ 2.11								\$ 2.11	
	Harry Potter	\$ 490.91								\$ 490.91	
	Weinberg YS/YA	\$ 8,550.25			\$ 550.00		\$ 672.00		\$ 405.00	\$ 5,708.45	
	Milliken Fund	\$ 2,300.21			\$ 20.00		\$ 472.62	\$ 2,800.00		\$ 4,342.73	
	Sound & Vision	\$ -						\$ 1,400.00	\$ 86.47	\$ 1,313.53	
	Peterson - Technology/Gage Tech	\$ 5,073.09			\$ 5,073.09					\$ -	
	Camin Memorial	\$ 242.79								\$ 242.79	
	Storytime @Home/Juanita Marsh	\$ 886.55								\$ 886.55	
	Sound & Vision	\$ -								\$ -	
	Harrison	\$ -								\$ -	
	Dr. Bob	\$ -								\$ -	
	Seed Library	\$ 1,804.49		\$ 30.00						\$ 1,804.49	
	Crowe Fund	\$ 1,332.70					\$ 120.00			\$ 1,212.70	
	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	\$ 220.00		\$ 1,225.83	
		\$ 107,839.85		\$ 30.00	\$ 19,502.85		\$ 5,615.89	\$ 15,036.25	\$ 4,496.17	\$ 86,717.66	
OTHER											
	Memorials/Honor with Books/Bauleke	\$ 1,722.07					\$ 10.51	\$ 347.05	\$ 42.70	\$ 2,015.91	
	ALA Teen Intern	\$ 80.37								\$ 80.37	
	ALA Strengthening Communities			\$ 5,000.00	\$ 628.43		\$ 1,129.49		\$ 63.49	\$ 3,178.59	
	Landsberg Bequest	\$ 1,272.10			\$ 415.91		\$ 310.08		\$ 197.02	\$ (13.18)	
	Lawrence Give Back	\$ 2,626.32								\$ 2,626.32	
	Wurfy	\$ 120.99							\$ 86.83	\$ 34.16	
	Bibliocommons	\$ 1,000.00								\$ 1,000.00	
	Merchandise Sales	\$ 833.75		\$ 418.00		\$ 524.85		\$ 281.00		\$ 741.70	
		\$ 7,655.60		\$ 5,418.00	\$ 1,044.34	\$ 524.85	\$ 1,450.08	\$ 628.05	\$ 390.04	\$ 9,663.87	
		\$ 205,512.32									
	Month Total			\$ 5,448.00	\$ 31,824.70	\$ 524.85	\$ 22,138.15	\$ 52,585.30	\$ 21,271.98	YTD Income \$ 57,242.25	
										YTD Expense \$ 89,073.45	

Lawrence Public Library
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>	<u>Apr 30, 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	1,098,516.08	1,351,001.17	-252,485.09	-18.7%
Checking	610,184.64	302,889.41	307,295.23	101.5%
Capital Improvement at MIP	668,401.67	604,006.45	64,395.22	10.7%
Total Checking/Savings	<u>2,377,102.39</u>	<u>2,257,927.54</u>	<u>119,174.85</u>	<u>5.3%</u>
Total Current Assets	<u>2,377,102.39</u>	<u>2,257,927.54</u>	<u>119,174.85</u>	<u>5.3%</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>2,378,343.14</u>	<u>2,259,058.24</u>	<u>119,284.90</u>	<u>5.3%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	104,661.04	101,322.96	3,338.08	3.3%
Total Accounts Payable	<u>104,661.04</u>	<u>101,322.96</u>	<u>3,338.08</u>	<u>3.3%</u>
Other Current Liabilities				
Payroll Liabilities	260.98	847.48	-586.50	-69.2%
Total Other Current Liabilities	<u>260.98</u>	<u>847.48</u>	<u>-586.50</u>	<u>-69.2%</u>
Total Current Liabilities	<u>104,922.02</u>	<u>102,170.44</u>	<u>2,751.58</u>	<u>2.7%</u>
Total Liabilities	<u>104,922.02</u>	<u>102,170.44</u>	<u>2,751.58</u>	<u>2.7%</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	1,052,698.24	1,110,435.44	-57,737.20	-5.2%
Total Equity	<u>2,273,421.12</u>	<u>2,156,887.80</u>	<u>116,533.32</u>	<u>5.4%</u>
TOTAL LIABILITIES & EQUITY	<u>2,378,343.14</u>	<u>2,259,058.24</u>	<u>119,284.90</u>	<u>5.3%</u>

**Lawrence Public Library
Revenues & Expenses**

April 2019

	<u>Apr 19</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Other	52,304.30
Interest	2,605.13
Meeting Room Fees	825.00
Merchandise Sales	281.00
Overdues	14,579.66
Photo Copies	2,127.08
Repairs & Equipment	3,565.28
Tax Fund	115,518.73
Total Income	<u>192,556.18</u>
Gross Profit	192,556.18
Expense	
Payroll Expenses	240,614.49
Payroll Taxes	38,012.02
Utilities - Electric	7,029.25
Building Supplies	1,391.97
Building Repairs & Maintenance	7,119.71
Library & Office Supplies	890.63
Books & Materials	68,345.95
Processing Supplies	3,762.64
Equipment	3,618.06
Technology	65,433.34
Insurance	335.00
Shipping	1,075.60
Professional Development	5,605.01
Bookvan & Mileage	179.36
Program Expense	1,757.67
Professional Fees	8,500.52
Advertising	2,024.69
Miscellaneous	-375.83
FOUNDATION FUNDING	4,044.21
FRIENDS FUNDING	16,180.58
Total Expense	<u>475,544.87</u>
Net Ordinary Income	<u>-282,988.69</u>

Lawrence Public Library
Revenues & Expenses
April 2019

	Apr 19
Net Income	-282,988.69

9:17 AM

05/17/19

Lawrence Public Library Vendor Balance Summary

As of May 17, 2019

	May 17, 19
Advance Insurance Company	611.49
Air Filter Plus	447.61
Amazon	2,154.83
ASI	50.00
Baker & Taylor, Inc.	319.72
Bibliocommons Inc.	56,750.00
Bibliotheca	499.00
Bob's Janitorial Service	200.00
Center Point Large Print	339.75
Century Business Technologies	347.12
Christopher A. Wycoff	32.02
Copy Co Inc.	3,100.00
DH Pace Door Servies Group	3,463.50
Employers Preferred	6,973.00
eRate Solutions, L.L.C.	944.78
Erin Bennett	25.00
Filmtools	2,266.98
Gale/Cengage Learning	403.03
Hartford	4,035.00
infoUSA Marketing	285.00
Ingram Library Services	28,942.27
Intuit	29.85
Jayhawk Power	667.21
Jayhawk Trophy Co., Inc.	9.70
Jayhawk Tropical Fish	300.00
Jeannie L. Merritt	50.00
Jeffrey Sikora	600.00
John Svoboda	150.00
Kanopy LLC	822.00
Kansas Public Radio	278.75
Kent Smith	100.00
Kingsley	8,922.95
Laser Logic, Inc.	69.00
Lawrence Sign Up LLC	284.00
LFK Press, LLC	4,552.60
Maceli's	162.50
Mesner Puppet Theater	750.00
Mid-America Library Alliance	1,000.00
Midwest Tape	17,637.29
OCLC, Inc.	6,100.75
OverDrive	9,357.20
Overhead Door Company	294.00
P1 Group, Inc.	5,083.00
Priscilla Howe, Storyteller	450.00
Pur-O-Zone, Inc.	918.59
Quill Corporation	553.85
Random House, Inc.	138.75
Recorded Books	599.64
Reginald L. Robinson	59.99
Scholastic Inc.	9,701.24
Science Tellers	700.00
Snap Promotions	1,757.58
Tech Electronics	865.00
Tech Logic	540.50
Topeka Zoo	340.00
Unique Management Services	664.19
United Parcel Service	800.55
United Way of Douglas County	1,166.66
University of Dallas Library	60.00
VISA 5372	14,423.07
Westar	5,625.17

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05/17/19

Lawrence Public Library
Vendor Balance Summary
As of May 17, 2019

	May 17, 19
Withers	241.45
Worldpay Integrated Payments	172.75
TOTAL	209,189.88

Lawrence Public Library

Monthly Statistical Summary--April 2019

INDICATOR	April		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	6.36	-3%			
Reference Transactions per Capita	1.16	1.28	-9%			
Program Attendance per Capita	0.62	0.66	-6%			
Circulation per Capita	11.35	11.80	-4%			
Circulation per Visit	1.85	1.86	-1%			
Total Holdings per Capita	2.04	2.03	0%			
% of Lawrence Residents Registered	57%	66%	-14%			

Circulation--Adult Total	66,357	67,743	-2%	279,946	272,672	3%
Circulation--Young Adult Total	3,458	3,183	9%	14,763	13,112	13%
Circulation--Youth Total	25,442	26,871	-5%	110,347	107,598	3%
Circulation--Total	95,257	97,403	-2%	405,056	393,382	3%

Reference Transactions	9,731	10,598	-8%	42,731	45,023	-5%
User Visits	51,589	52,700	-2%	206,651	210,167	-2%
LPL Web Site Visits	18,543	20,705	-10%	78,976	81,558	-3%

Holdings--Added	3,191	2,928	9%	12,169	12,576	-3%
Holdings--Withdrawn	3,333	4,077	-18%	12,091	10,976	10%
Holdings--Total	205,639	201,985	2%			

Registered Borrowers--Added	470	580	-19%	2,371	2,348	1%
Registered Borrowers--Total	70,942	67,269	5%			

Adult Programs	27	42	-36%	90	139	-35%
Young Adult Programs	18	15	20%	64	56	14%
Youth Programs	86	73	18%	314	266	18%
Total Programs	131	130	1%	468	461	2%
Total Program Attendance	5,182	5,508	-6%	15,717	21,049	-25%
Public Uses of Meeting Rooms	881	955	-8%	3,452	4,035	-14%

Total Paid Staff (FTE)	65.04	63.35	3%			
Total Number of Employees	83	83	0%			

Lawrence Public Library

Monthly Statistical Report--April 2019

	April		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	6.36	-3%				
Reference Transactions per Capita	1.16	1.28	-9%				
Program Attendance per Capita	0.62	0.66	-7%				
Circulation per Capita	11.35	11.80	-4%				
Total Holdings per Capita	2.04	2.03	1%				
Collection Turnover--Total	5.63	5.89	-4%				
Collection Turnover--Adult	6.20	6.41	-3%				
Collection Turnover--Young Adult	3.38	3.41	-1%				
Collection Turnover--Youth	4.90	5.25	-7%				
Collection Turnover--Audiovisual	10.53	10.94	-4%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31226	32128	-3%		132128	129374	2%
Circulation--Adult Periodicals	935	756	24%		4156	3392	23%
Circulation--Adult Feature Films & TV Shows	21704	22810	-5%		94135	92378	2%
Circulation--Electronic Games	1503	1673	-10%		6226	6732	-8%
Circulation--Adult Music CDs	3892	4687	-17%		15786	19113	-17%
Circulation--Adult Audio Books and Books on CD	7005	5671	24%		27089	21568	26%
Circulation--eReaders	1	8	-88%		5	32	-84%
Circulation--Other New	91	10	810%		421	83	407%
Circulation--Adult Total	66357	67743	-2%		279946	272672	3%
Circulation--YA Books and Videos	2918	2829	3%		12575	11754	7%
Circulation--YA Periodicals	3	3	0%		12	22	-45%
Circulation--YA Audio Books and Books on CD	537	351	53%		2176	1336	63%
Circulation--YA Total	3458	3183	9%		14763	13112	13%
Circulation--Youth Books and Videos	23520	24957	-6%		101538	99916	2%
Circulation--Youth Periodicals	55	131	-58%		322	370	-13%
Circulation--Youth Music CDs	309	369	-16%		1385	1517	-9%
Circulation--Youth Audio Books and Books on CD	1558	1414	10%		7102	5795	23%
Circulation--Youth Total	25442	26871	-5%		110347	107598	3%

Lawrence Public Library	April		Percent		YTD	YTD
Monthly Statistical Report	2019	2018	Change		2019	2018
			2018-2019			2018-2019
Circulation--Bookmobile	1171	896	31%		4146	3176
Circulation--Book Lockers	1033	967	7%		4001	3576
Circulation--Total Books	57664	59914	-4%		246241	241044
Circulation--Total Periodicals	993	890	12%		4490	3784
Circulation--Total Audiovisual + Digital	38077	39228	-3%		161304	157553
Circulation Total	95257	97797	-3%		405056	393382
Staff Assisted Circulation	4306	3954	9%		16943	14716
Self Check Circulation	62750	69100	-9%		277729	283260
Percent Self Check	94%	95%	-1%		94%	95%
Online Renewals	15691	15623	0%		59433	58901
Other Staff Checkouts	157	167	-6%		575	493
Requests Placed	18622	18621	0%		81046	76898
Requests Filled	18324	17366	6%		73157	69807
Requests Unclaimed	2488	2465	1%		10700	10132
Interlibrary Loan Items Borrowed for LPL Patrons	305	447	-32%		1509	1874
Interlibrary Loan Items Loaned from LPL Collection	531	595	-11%		2220	2046
OTHER LIBRARY SERVICES						
User Visits	51589	52700	-2%		206651	210167
Public Computer Usage	6932	7347	-6%		27610	29810

Lawrence Public Library	April		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
PATRON INQUIRIES							
Adult Reference Transactions	1096	1408	-22%		4980	5673	-12%
Young Adult Reference Transactions	821	558	47%		3506	2628	33%
Youth Reference Transactions	946	912	4%		4735	4032	17%
IT Desk	1120	1208	-7%		5058	5758	-12%
Welcome Desk	1199	1957	-39%		4979	7996	-38%
Phone Calls	1604	3228	-50%		8507	7818	9%
Accounts Desk	2945	1327	122%		10966	11118	-1%
Total Reference Transactions	9731	10598	-8%		42731	45023	-5%
Public-Sponsored Uses of Meeting Rooms	881	955	-8%		3452	4035	-14%
LPL Web Site Visits	18543	20705	-10%		78976	81558	-3%
RESOURCES							
Holdings--Total	205639	201985	2%				
Holdings--Adult	130121	128546	1%				
Holdings--Young Adult	12309	11240	10%				
Holdings--Youth	63209	62199	2%				
Holdings--Audiovisual + Digital	43406	43016	1%				
Holdings--eReaders	1	10	-90%				
Holdings Added	3191	2928	9%		12169	12576	-3%
Holdings Withdrawn (Weeded)	3333	4077	-18%		12091	10976	10%
Holdings Net Change	-431	-804	-46%		1493	3726	-60%
LIBRARY PATRONS							
Total Active Cardholders	70942	67269	5%				
Cardholders Added	470	580	-19%		2371	2348	1%
Cardholders Transacting	14114	13507	4%		56776	54238	5%
Percent of Cardholders Transacting	20%	20%	-1%				
Total Number of Lawrence Residents Registered	57855	54999	5%				
Percent of Lawrence Residents Registered	57%	55%	4%				

Lawrence Public Library	April		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2019-2018				2018-2019
PROGRAMMING							
Number of Adult Programs	27	42	-36%		90	139	-35%
Number of Young Adult Programs	18	15	20%		64	56	14%
Number of Youth Programs	86	73	18%		314	266	18%
Total Programs	131	130	1%		468	461	2%
Adult Program Attendance	743	2185	-66%		2431	6094	-60%
Young Adult Program Attendance	561	428	31%		1721	3322	-48%
Youth Program Attendance	3878	2895	34%		11565	11633	-1%
Total Program Attendance	5182	5508	-6%		15717	21049	-25%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	65.04	63.35	3%				
ALA-MLS Librarians, in Full-Time Equivalents	16.9	17.37	-3%				
Number of Employees--Total	83	83	0%				
Number of Employees--Full-Time	45	44	2%				
Number of Employees--Part-Time	38	39	-3%				
Terminations	0	0	#DIV/0!		5	5	0%
Hirings	0	0	N/A		5	6	-17%
Volunteer Hours	742.8	697.2	7%		3056.6	2737.8	12%

Select Online Statistics April 2019

Kanopy:

Visits 2909

Pages 3435

Plays 647

User Accounts 890

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

Active Users 2357

New Users 23

Users Who Logged In 135

Total Logins 522

Hours Viewed 175.64

Hours Viewed per User Who Logged In 1.3

Hours Viewed per Login .34

Library Director's Report for May 2019

NEKLS Directors Institute

The semiannual NEKLS Directors Institute was held here at LPL on April 25. After starting the morning with a lovely session of 'deskside yoga,' we spent the day meeting and learning from NEKLS new on-call architectural firm, Sabatini Architects. NEKLS has budgeted money for NEKLS members to schedule time to meet with Sabatini for design ideas and NEKLS will pay for up to \$2500 of their fees. I have submitted a request to investigate ideas for improving our main and lower level open office areas. It has proved difficult for staff to concentrate in these spaces, and I would like to eventually ameliorate some of those issues.

Paper Plains Literary Festival

I don't think we have mentioned this elsewhere, but the library is partnering with The Raven Book Store, KU Commons, Watkins Museum, the Hall Center for Humanities, eXplore Lawrence, and others to launch an annual literary festival. The inaugural festival is planned for April 2020. Our group received a \$5,000 Cultural Arts Grant towards creating the festival. It has been exciting to work with all these partners gearing up for what should and hopefully continue to be a great new addition to Lawrence's annual calendar of events. Stay tuned for more details as this develops.

Meeting with Bob Tryanski

I met with Douglas County Director of Behavioral Health Projects Bob Tryanski on April 19 to discuss a behavioral health initiative the county is currently developing. They are working to place peer navigators in locations around town to connect with people needing behavioral health interventions. We discussed the library serving a potential site for the rollout of pilot program for this initiative. I'm looking forward to more discussion about partnering with the county to build our community's behavioral health safety net.

Respectfully submitted by Brad Allen, May 16, 2019

Monthly Departmental Reports

May 2019

New Staff

- **Accounts:** Darla Sieg has transferred into the Accounts department. She has joined the rest of the department in rotating through the Accounts desk and Phone Room. She is also taking the lead on billing for items returned with damage and items returned missing parts. Her addition to the department has also allowed us to adjust our overall schedule to lend more support to our book van assistant on a daily basis.
- **Facilities Department** - has hired Andrew Prue and Mike Oatis as custodians.
- **Materials Handling Department:** We have filled a vacant Assistant I position with former volunteer Zarina Alfars. She will start on June 3. We also hired two part-time temporary staff for the summer: Hannah Parks and Mary Gomer. The hiring process has begun for a new Materials Handling Coordinator.
- **Technology:** We are accepting applications for a new PT person to replace Ross Williams, who has submitted his resignation with a plan to spend more time teaching guitar and pursuing other personal ventures. We are accepting internal applications to transform one of our PT positions into FT. The new position will support studio functions, assist with programming, and provide general tech support.
- **Youth Services:** We have filled our 3 teen intern positions for the summer as well as our summer VISTA position:
 - Children's interns: Lorenzo Arnone and Addeline Garcia
 - Teen intern: Jasmine (Jazzy) Najafizadeh
 - Summer VISTA: Pete Fey

We will soon be posting a part-time position to replace Matt Seidel, who will be leaving us in July.

Our KU Intern, Kevin Mboma, will have his last day at LPL on Friday 5/24. It's been great having him as part of the YS team.

New Volunteers

- **Materials Handling:** Christina Wood will take over an open volunteer position on

Monday. Mike Akins has signed on as an emergency substitute volunteer for shelving patron holds.

- **Technology:** Steve Peszat has been enthusiastically assisting us with the Tech Drop-In for a number of weeks now. This allows us to be more flexible with supporting varied numbers of people who attend this program week to week.
- **Youth Services:** We have a couple of vacancies due to KU's summer break that we will be filling. Constance Whiston will be starting next week to help us pull holds and Madeline Fines will also be starting next week to help shelve books. We also will be taking on a couple dozen teen volunteers for our summer volunteer program. Training for this group will begin on Friday May 24.

New Services

- **Accounts:** We have added two new [book van stops](#). We will now be visiting Monterey Village (3901 Peterson Rd) at 10:30 am every Tuesday, and Pioneer Ridge Assisted (4851 Harvard Road) every Thursday at 10:30 am. This brings our total number of weekly book van stops to thirteen.

New Software/Hardware

- **Technology:** The new HP Gen10 servers are finally in use in the server room. Aaron has been migrating servers from old hardware to new. Currently seven out of eight servers are migrated. Six of these were existing virtual machines. The seventh was converted from physical to virtual. The eighth machine will be converted from physical to virtual and put on the new hardware soon. A major benefit of the new servers is fault tolerance. In addition to the redundant hardware in each system, replication of all virtual machines to a second identical virtual machine host is now taking place every fifteen minutes. If we have a problem with the first machine, we can be up and running on the second with a current replica within a few minutes.

New Programs/Series

- **Readers' Services:** We are taking the lead on creating an annual Adult Summer Reading kickoff to promote the concept that summer reading is for everyone and to increase adult involvement. The inaugural program will be Thursday June 6th from

7-9pm at Happy Shirt in North Lawrence.

Reports on Signature Events

- The Beach Committee convened on April 30th to talk about possible authors. We're pursuing our first option and hope to have an author picked selected in the next couple of months.
- **Readers' Services:** Book Club Speed Dating on April 24th had another capacity crowd at Maceli's.
- **Info Services:** The LPL Seed Library closed up shop for the 2019 season on April 30th. We distributed 7,321 seed packets to over 1,000 people, including 1,200 packets distributed by Just Food and the Watkins Health Center on the KU campus.
- **Youth Services**
 - Kids: We had several fantastic STEAM programs on Wednesdays in April in which we showcased new programming items purchased with our ALSC grant. Program topics were: Coding, Muggle Magic, Amazing DNA, and Microscopic Worlds.
 - Teen: TZ Expanded on Wednesdays continues to be a fun program that engages our large teen population. This past month the program featured: music bingo, all things doughnuts, wind tunnel challenge (wind tunnel built by our very own Erica Segaves), microscopic wonders, watercolor coasters, and retro cartoons and pancakes.
 - Outreach: We have been very busy visiting all of the public schools and attending community events to spread the word of summer reading and the library! We will finish our visits on Tuesday May 21.
 - Fifth grade visits: We invited all 5th grade classes to visit the library this spring to learn about the Teen Zone. We weren't successful in getting EVERY school here, but we have had most of the elementary schools visit. We hope to educated these students about our services as well as prep them hanging out in the library without their parents/ guardians.

Continuing Education/Professional Organization Participation

- Polli Kenn will be attending BookExpo from May 29-June 2nd to assist with two author panels and attend the LibraryReads advisory board meeting.
- Kate Gramlich and Ian Stepp will be participating in a ALA created program to teach librarians basic American Sign Language that will benefit our patrons. The program runs May 20th to the end of June.
- Karen Allen coordinated the MALA Spring Children's Workshop which featured Jamie Campbell Naidoo, the current president of ALSC. Jamie presented on diversity in children's literature, programming, and children's services. Held here at the library, the workshop had 55 attendees from around the KC Metro area.
- On May 16th, the Info Services team will join forces with the KU Libraries reference staff for a field trip to the Watkins Community Museum. Our biannual joint field trips are a continuation of one of the Libraries Love Lawrence initiatives to maintain stronger ties between our two institutions.
- The May Department of the Month programs were led by William and the Cataloging and Collection Development Department. This month's bonus learning session focused on collection maintenance.

Task Force Reports/Task Force Requests

- Since March, we've held four Community Conversations: One at the Sunrise Project, one at the Ballard Center, one at S & S Coffeehouse, and one at The Merc. We're currently assessing what we've learned from these conversations and determining our next steps.

All Staff Initiatives

- **Summer Reading** is right around the corner! This year's theme is **A Universe of Stories**.

Foundation Director's Report – May 3, 2019

Greetings! You'll note that my report is written a little earlier than usual. I am leaving on vacation today and will be back on the day of the board meeting. Here is a summary of what has been going on with the Library Foundation for the last few weeks. I will supplement this when the board meets on May 20.

- **Friends/Foundation Merger.** The Friends and Foundation merger steering committee met on April 16th to regroup and chart a game plan, now that both organizations have officially voted in favor of a merger.
 - Subcommittees. Members identified subcommittees and asked that they meet and report back on June 19th. The subcommittees are: Governance and Legal; Finances; PR/Marketing and Kick-Off Celebration; and Fundraising & Membership.
 - Board Composition. The make-up of the new, merged board was also discussed. Angela and I will canvas existing board members and gauge their interest in serving, and bring that information to the next meeting. Brad has provided a board matrix to the committee that United Way uses to identify skills and talents needed for an effective non-profit board.
 - Logo. The steering committee looked at logo options. Kathleen has sent ideas for tweaking them back to Billy. We also are working with him on other deliverables, including a webpage template and brochure.
 - URL. URLs have been purchased for the website for the merged organizations: LPLFF.org/com; and LPLFriendsFoundation.org/com.
- **Returning Board Members and New Officers.** The Foundation held its Annual Meeting on April 22. We are delighted that John Catlin, Jenny Gorup and Kim Rack have chosen to stay on the board for another term. Kate Campbell and Fred Atchison completed their service, and due to the merger, the board decided not to recruit additional new members. Officers for 2019 are Craig Penzler, Chair; John Catlin, Treasurer; and Jenny Gorup, Secretary.
- **Tony Horwitz Book Talk and Reception.** Tony Horwitz is coming back to Lawrence to talk about his new book, *Spying on the South*. The event is scheduled for Thursday, May 23rd at 7 pm at Liberty Hall. Prior to his program, the Library Foundation will host a joint reception for Tony with Watkins Museum and Freedom's Frontier National Heritage Area. The reception starts at 5:30 pm and will be held at Watkins Museum. You should have received an email invitation. We hope you'll join us.

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
May 2019									
REVENUES		This Month	Year to Date	Annual Budget	42% of Year		May-18		YTD 2018
Tax Fund		\$ -	\$ 2,523,166.73	\$ 4,457,000.00	56.61%		\$ -		\$ 2,454,165.36
Overdues		\$ 13,378.33	\$ 63,929.83	\$ 150,000.00	42.62%		\$ 12,588.00		\$ 63,515.71
NEKLS		\$ -	\$ 22,625.00	\$ 93,000.00	24.33%		\$ -		\$ 24,500.00
State Aid		\$ -	\$ 27,594.52	\$ 25,000.00	110.38%		\$ -		\$ 27,367.85
Photo Copies		\$ 1,687.87	\$ 8,874.81	\$ 20,000.00	44.37%		\$ 1,307.09		\$ 8,075.73
Coffee Shop Rent		\$ 1,500.00	\$ 4,500.00	\$ 9,000.00	50.00%		\$ 750.00		\$ 3,750.00
Meeting Room Fees		\$ 700.00	\$ 3,225.00	\$ 5,000.00	64.50%		\$ 550.00		\$ 2,700.00
Interest		\$ 1,877.69	\$ 11,935.58	\$ 16,000.00	74.60%		\$ 1,228.42		\$ 4,801.39
Miscellaneous		\$ 38.62	\$ 3,701.68	\$ -			\$ 49.30		\$ 315.78
Total Revenues		\$19,182.51	\$2,669,553.15	\$4,775,000.00	55.91%		\$16,472.81		\$2,589,191.82
EXPENSES									
Salaries & Wages		\$ 213,030.43	\$ 1,082,149.66	\$ 2,670,000.00	40.53%		\$ 205,128.37		\$ 1,029,173.41
Employee Benefits		\$ 27,194.96	\$ 132,798.31	\$ 330,000.00	40.24%		\$ 27,865.63		\$ 125,679.78
Payroll Taxes		\$ 36,538.49	\$ 185,154.89	\$ 465,000.00	39.82%		\$ 33,970.31		\$ 170,446.16
Utilities		\$ 5,625.17	\$ 40,999.06	\$ 96,000.00	42.71%		\$ 6,067.35		\$ 41,805.50
Building Supplies		\$ 2,188.83	\$ 6,834.69	\$ 20,000.00	34.17%		\$ 836.23		\$ 7,443.07
Building Repairs & Maintenance		\$ 8,495.81	\$ 25,613.76	\$ 55,000.00	46.57%		\$ 2,866.91		\$ 20,181.94
Library Supplies		\$ 343.03	\$ 5,106.27	\$ 25,000.00	20.43%		\$ 1,264.26		\$ 7,452.42
Books & Materials		\$ 48,228.06	\$ 257,748.97	\$ 670,000.00	38.47%		\$ 53,463.05		\$ 250,440.72
Processing Supplies		\$ 5,189.41	\$ 25,101.61	\$ 50,000.00	50.20%		\$ 7,457.56		\$ 23,499.23
Equipment		\$ 11,140.60	\$ 9,737.63	\$ 10,000.00	97.38%		\$ 2,530.33		\$ 8,097.82
Technology		\$ 9,410.31	\$ 111,953.69	\$ 245,000.00	45.70%		\$ 10,377.91		\$ 119,321.73
Insurance		\$ 11,008.00	\$ 11,343.00	\$ 17,000.00	66.72%		\$ 10,111.80		\$ 11,572.80
Shipping		\$ 918.54	\$ 6,061.51	\$ 16,000.00	37.88%		\$ 703.91		\$ 5,622.76
Professional Development		\$ 981.87	\$ 12,894.01	\$ 30,000.00	42.98%		\$ 3,179.46		\$ 17,764.27
Book Van & Mileage		\$ 110.95	\$ 550.95	\$ 2,000.00	27.55%		\$ 101.01		\$ 619.79
Programs		\$ 1,387.90	\$ 7,403.35	\$ 20,000.00	37.02%		\$ 2,022.02		\$ 8,301.31
Professional Fees		\$ 4,034.05	\$ 21,893.78	\$ 20,000.00	109.47%		\$ 3,051.57		\$ 21,674.32
Advertising & Marketing		\$ 6,010.27	\$ 12,570.94	\$ 30,000.00	41.90%		\$ 2,372.51		\$ 8,564.52
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ 15,593.60
Miscellaneous		\$ (360.38)	\$ 1,401.42	\$ -			\$ (319.62)		\$ 2,672.90
Total Expenses		\$ 391,476.30	\$ 1,957,317.50	\$ 4,775,000.00	40.99%		\$ 373,050.57		\$ 1,895,928.05
CASH BALANCES									
	Checking	\$ 1,238,628.28							
	Capital Improvement	\$ 668,401.67							

2019 Outside Funding Report

		1/1/2019	March	March	April	April	May	May	June	June			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS													
	KPR-Advertising	\$ 2,590.91		\$ 500.95		\$ 90.13					\$ (0.00)		
	Summer Reading - ALL	\$ 4,525.83		\$ 8,583.48	\$ 20,000.00	\$ 9,770.80		\$ 15,617.17			\$ 13,954.38		
	Aquarium	\$ 872.21		\$ 577.92	\$ 3,000.00	\$ 300.00		\$ 600.00			\$ 1,794.29		
	Volunteers	\$ 346.62		\$ -			\$ 1,000.00				\$ 1,037.38		
	Read Across Lawrence 2019	\$ (12,190.60)		\$ 1,306.80	\$ 16,921.00	\$ 819.27					\$ 1,956.55		
	Salaries/Taxes - Hyde	\$ (11.62)		\$ 4,055.50		\$ 4,055.50		\$ 4,055.50			\$ (20,289.12)		
	Block Grant	\$ 93,780.52		\$ 47.53	\$ (3,000.00)	\$ 1,350.07	\$ (1,000.00)	\$ 1,025.14			\$ 57,445.30		
		\$ 89,913.87	\$ -	\$ 15,072.18	\$ 36,921.00	\$ 16,385.77	\$ -	\$ 21,297.81	\$ -	\$ -	\$ 55,898.78		
FOUNDATION													
	Kansas Health Foundation	\$ 2,134.96		\$ 25.00		\$ 25.00					\$ 1,860.71		
	Salaries/Taxes - Isaman	\$ -		\$ 3,023.53	\$ 9,070.61	\$ 3,023.53		\$ 3,023.55			\$ (6,047.08)		
	Foundation Expenses to be reimbursed	\$ -		\$ 888.74	\$ 1,545.64	\$ 171.73		\$ 940.84			\$ (1,112.57)		
	Mary Winter for BCIAB	\$ 4,873.53				\$ 784.44					\$ 2,182.81		
	Salkind for E-books	\$ 2.11						\$ 686.26			\$ (684.15)		
	Harry Potter	\$ 490.91									\$ 490.91		
	Weinberg YS/YA	\$ 8,550.25		\$ 672.00		\$ 405.00					\$ 5,708.45		
	Milliken Fund	\$ 2,300.21		\$ 472.62	\$ 2,800.00						\$ 4,342.73		
	Sound & Vision	\$ -			\$ 1,400.00	\$ 86.47		\$ 65.64			\$ 1,247.89		
	Peterson - Technology/Gage Tech	\$ 5,073.09									\$ -		
	Camin Memorial	\$ 242.79									\$ 242.79		
	Storytime @Home/Juanita Marsh	\$ 886.55									\$ 851.41		
	Sound & Vision	\$ -									\$ -		
	Harrison	\$ -									\$ -		
	Dr. Bob	\$ -									\$ -		
	Seed Library	\$ 1,804.49									\$ 1,804.49		
	Crowe Fund	\$ 1,332.70		\$ 120.00							\$ 1,212.70		
	Local History/Coan	\$ 4,927.45									\$ 4,927.45		
	MIDCO	\$ 17,291.36						\$ 158.94			\$ 17,005.17		
	General Endowment	\$ 43,079.97									\$ 43,079.97		
	Simpson Grant	\$ 13,429.65									\$ 3,502.92		
	Youth Services	\$ 1,419.83	Youth Services	\$ 414.00	\$ 220.00						\$ 1,225.83		
		\$ 107,839.85		\$ 5,615.89	\$ 15,036.25	\$ 4,496.17	\$ -	\$ 4,875.23	\$ -	\$ -	\$ 81,842.43		
OTHER													
	Memorials/Honor with Books/Bauleke	\$ 1,722.07		\$ 10.51	\$ 347.05	\$ 42.70		\$ 38.93			\$ 1,976.98		
	ALA Teen Intern	\$ 80.37									\$ 80.37		
	ALA Strengthening Communities			\$ 1,129.49		\$ 63.49					\$ 3,178.59		
	Landsberg Bequest	\$ 1,272.10		\$ 310.08		\$ 197.02		\$ 72.82			\$ (86.00)		
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32		
	Wurfy	\$ 120.99				\$ 86.83					\$ 34.16		
	Bibliocommons	\$ 1,000.00						\$ 1,000.00			\$ -		
	Merchandise Sales	\$ 833.75	\$ 524.85		\$ 281.00		\$ (194.50)				\$ 547.20		
		\$ 7,655.60	\$ 524.85	\$ 1,450.08	\$ 628.05	\$ 390.04	\$ (194.50)	\$ 1,111.75	\$ -	\$ -	\$ 8,357.62		
		\$ 205,409.32											
		Month Total	\$ 524.85	\$ 22,138.15	\$ 52,585.30	\$ 21,271.98	\$ (194.50)	\$ 27,284.79	\$ -	\$ -	YTD Income	\$ 57,047.75	
											YTD Expense	\$ 116,358.24	

Lawrence Public Library
Balance Sheet
As of May 31, 2019

	May 31, 19	May 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Gift Certificates	0.00	30.51	-30.51	-100.0%
MIP Operating Funds	1,100,381.97	652,219.72	448,162.25	68.7%
Checking	138,246.31	569,754.57	-431,508.26	-75.7%
Capital Improvement at MIP	668,401.67	604,006.45	64,395.22	10.7%
Total Checking/Savings	<u>1,907,029.95</u>	<u>1,826,011.25</u>	<u>81,018.70</u>	<u>4.4%</u>
Total Current Assets	<u>1,907,029.95</u>	<u>1,826,011.25</u>	<u>81,018.70</u>	<u>4.4%</u>
Other Assets				
Petty Cash	1,240.75	1,240.75	0.00	0.0%
Total Other Assets	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,908,270.70</u>	<u>1,827,252.00</u>	<u>81,018.70</u>	<u>4.4%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	35,003.64	46,415.37	-11,411.73	-24.6%
Total Accounts Payable	<u>35,003.64</u>	<u>46,415.37</u>	<u>-11,411.73</u>	<u>-24.6%</u>
Other Current Liabilities				
Payroll Liabilities	-380.98	1,918.68	-2,299.66	-119.9%
Total Other Current Liabilities	<u>-380.98</u>	<u>1,918.68</u>	<u>-2,299.66</u>	<u>-119.9%</u>
Total Current Liabilities	<u>34,622.66</u>	<u>48,334.05</u>	<u>-13,711.39</u>	<u>-28.4%</u>
Total Liabilities	<u>34,622.66</u>	<u>48,334.05</u>	<u>-13,711.39</u>	<u>-28.4%</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	652,925.16	732,465.59	-79,540.43	-10.9%
Total Equity	<u>1,873,648.04</u>	<u>1,778,917.95</u>	<u>94,730.09</u>	<u>5.3%</u>
TOTAL LIABILITIES & EQUITY	<u>1,908,270.70</u>	<u>1,827,252.00</u>	<u>81,018.70</u>	<u>4.4%</u>

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

	<u>May 19</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	1,500.00
Interest	1,877.69
Meeting Room Fees	700.00
Merchandise Sales	-194.50
Overdues	13,378.33
Photo Copies	1,687.87
Utilities Income	38.62
Total Income	<u>18,988.01</u>
Gross Profit	18,988.01
Expense	
Payroll Expenses	240,225.39
Payroll Taxes	37,585.70
Utilities - Electric	5,625.17
Building Supplies	2,188.83
Building Repairs & Maintenance	8,495.81
Library & Office Supplies	343.03
Books & Materials	48,228.06
Processing Supplies	5,189.41
Equipment	11,140.60
Technology	9,410.31
Insurance	11,008.00
Shipping	918.54
Professional Development	981.87
Bookvan & Mileage	110.95
Program Expense	1,387.90
Professional Fees	4,034.05
Advertising	6,010.27
Miscellaneous	-360.38
FOUNDATION FUNDING	4,423.25
FRIENDS FUNDING	21,814.33
Total Expense	<u>418,761.09</u>
Net Ordinary Income	<u>-399,773.08</u>
Net Income	<u><u>-399,773.08</u></u>

9:19 AM
06/13/19

Lawrence Public Library
Vendor Balance Summary

As of June 14, 2019

	Jun 14, 19
Amazon	2,774.95
Andy Morton	100.00
ASI	50.00
Baker & Taylor, Inc.	249.24
Betsaida Reyes	232.64
Blackstone Publishing	20.90
Bob's Janitorial Service	3,845.00
Brilliance Publishing, Inc.	5.00
Century Business Technologies	719.26
Chris Mayo	150.00
Demco, Inc.	495.47
DH Pace Company	204.20
Dino O'Dell	800.00
EBSCO	-514.60
EnvisionWare Inc.	725.00
Gale/Cengage Learning	90.96
Genesis Health Clubs	1,872.00
Ground Control Touring	1,500.00
Ingram Library Services	17,953.38
Interstate Elevator, Inc.	191.84
Intuit	29.85
Jayhawk Tropical Fish	300.00
Kanopy LLC	974.00
Kansas Public Radio	327.50
Kyle Tiernan	600.00
Lawrence Sign Up LLC	2,326.92
Lawson Products	188.32
Meredith Wiggins	100.00
Midwest Tape	13,394.90
NEKLS	490.00
OCLC, Inc.	5,382.42
OFCFO	175.00
OverDrive	13,977.94
Pan Asian Publications Inc.	224.95
Pro Print Inc.	130.06
Pur-O-Zone, Inc.	260.52
Quill Corporation	487.31
Random House, Inc.	516.75
Recorded Books	477.37
Sarah Trowbridge-Alford	50.00
Schendel Services	99.75
Southwest Solutions Group	1,302.00
StoneLion Puppet Theater	1,150.00
Tech Electronics	89.00
Unique Management Services	532.09
United Parcel Service	684.05
VISA 5372	10,803.78
Westar	5,919.41
Withers	198.00
Worldpay Integrated Payments	259.29
TOTAL	92,916.42

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	06/17/2019	ASI	Checking	
Bill	May 2019	06/02/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	06/17/2019	Intuit	Checking	
Bill	May 2019	06/11/2019		Professional Fees	-29.85
TOTAL					-29.85
Bill Pmt -Check	Electronic	06/17/2019	United Parcel Service	Checking	
Bill	1229	06/11/2019		Shipping	-684.05
TOTAL					-684.05
Bill Pmt -Check	Electronic	06/17/2019	VISA 5372	Checking	
Bill		06/12/2019		Adult Services	-173.23
				Adult Programming	-25.83
				Bookvan & Mileage	-583.13
				Children's Programming	-12.22
				Children's Programming	-6.06
				Children's Programming	-9.22
				Children's Programming	-115.32
				Children's Programming	-183.34
				Children's Programming	-24.71
				Young Adult Program...	-141.66
				Summer Reading - ALL	-2,040.00
				Professional Fees	-590.44
				Shipping	-111.83
				Processing Supplies	-545.19
				Library & Office Suppli...	-232.71
				Advertising	-1,372.36
				Building Supplies	-634.80
				Building Repairs & Mai...	-514.68
				Supplies	-19.53
				Sound & Vision	-763.06
				Telephone	-526.10
				FOUNDATION FUNDI...	-63.78
				FOUNDATION FUNDI...	-46.54
				Greatest Expectations-...	-74.13
				Greatest Expectations-...	-888.30
				MIDCO	-1,015.28
				Books & Materials	-46.14
				Periodicals	-44.19
TOTAL					-10,803.78
Bill Pmt -Check	Electronic	06/17/2019	Westar	Checking	
Bill		06/11/2019		Utilities - Electric	-5,919.41
TOTAL					-5,919.41

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	06/17/2019	Worldpay Integrated Payments	Checking	
Bill	May 2019	06/11/2019		Credit Card Processing	-259.29
TOTAL					-259.29
Bill Pmt -Check	Pd W/Credit	06/17/2019	EBSCO	Checking	
Bill	1907196	05/30/2019	EBSCO	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	8632	06/19/2019	Baker & Taylor, Inc.	Checking	
Bill	2034551621	05/30/2019		Processing Supplies	-1.14
Bill	2034551620	05/30/2019		Books & Materials	-109.46
Bill	2034543158	05/30/2019		Books & Materials	-48.45
Bill	2034543159	05/30/2019		Processing Supplies	-0.15
Bill	2034573173	06/12/2019		Processing Supplies	-2.20
Bill	2034573172	06/12/2019		Books & Materials	-87.84
TOTAL					-249.24
Bill Pmt -Check	8633	06/19/2019	Blackstone Publishing	Checking	
Bill	1117910	06/12/2019		Books & Materials	-20.90
TOTAL					-20.90
Bill Pmt -Check	8634	06/19/2019	Bob's Janitorial Service	Checking	
Bill	4245	05/23/2019		Building Repairs & Mai...	-695.00
Bill	4000-1	05/23/2019		Building Repairs & Mai...	-3,150.00
TOTAL					-3,845.00
Bill Pmt -Check	8635	06/19/2019	Brilliance Publishing, Inc.	Checking	
Bill	IN1353718	06/12/2019		Books & Materials	-5.00
TOTAL					-5.00
Bill Pmt -Check	8636	06/19/2019	Century Business Technologies	Checking	
Bill	523750	05/23/2019		Copying	-15.00
Bill	525856	06/11/2019		Copying	-246.50
Bill	525911	06/12/2019		Copying	-457.76
TOTAL					-719.26
Bill Pmt -Check	8637	06/19/2019	Demco, Inc.	Checking	
Bill	6617160	05/30/2019		Processing Supplies	-495.47
TOTAL					-495.47

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8638	06/19/2019	DH Pace Company	Checking	
Bill	SVC/230466	06/11/2019		Building Repairs & Mai...	-204.20
TOTAL					-204.20
Bill Pmt -Check	8639	06/19/2019	EnvisionWare Inc.	Checking	
Bill	INV-US-42...	05/23/2019		Software & Licenses	-725.00
TOTAL					-725.00
Bill Pmt -Check	8640	06/19/2019	Gale/Cengage Learning	Checking	
Bill	67114809	05/30/2019		Books & Materials	-90.96
TOTAL					-90.96
Bill Pmt -Check	8641	06/19/2019	Ingram Library Services	Checking	
Bill	40306141	05/30/2019		GGIFT	-10.35
Bill	40306142	05/30/2019		GGIFT	-0.82
Bill	40219565	05/30/2019		GGIFT	-16.19
Bill	40219566	05/30/2019		GGIFT	-1.97
Bill	40325235	05/30/2019		Books & Materials	-511.67
Bill	40306139	05/30/2019		Books & Materials	-655.68
Bill	40338243	05/30/2019		Books & Materials	-14.97
Bill	40288410	05/30/2019		Books & Materials	-951.40
Bill	40299470	05/30/2019		Books & Materials	-167.93
Bill	40283859	05/30/2019		Books & Materials	-351.25
Bill	40262197	05/30/2019		Books & Materials	-23.32
Bill	40262200	05/30/2019		Books & Materials	-60.95
Bill	40262198	05/30/2019		Books & Materials	-182.44
Bill	40241331	05/30/2019		Books & Materials	-1,026.42
Bill	39804157	05/30/2019		Books & Materials	-28.18
Bill	40219563	05/30/2019		Books & Materials	-364.19
Bill	40219561	05/30/2019		Books & Materials	-479.69
Bill	40230093	05/30/2019		Books & Materials	-206.90
Bill	40194924	05/30/2019		Books & Materials	-21.52
Bill	40184604	05/30/2019		Books & Materials	-747.73
Bill	40184600	05/30/2019		Books & Materials	-358.89
Bill	40184602	05/30/2019		Books & Materials	-103.67
Bill	40184606	05/30/2019		Books & Materials	-101.31
Bill	40161024	05/30/2019		Books & Materials	-1,957.02
Bill	40143490	05/30/2019		Books & Materials	-8.40
Bill	40143488	05/30/2019		Books & Materials	-200.79
Bill	40168733	05/30/2019		Books & Materials	-381.92
Bill	40116844	05/30/2019		Books & Materials	-78.60
Bill	40116842	05/30/2019		Books & Materials	-314.61
Bill	40101763	05/30/2019		Books & Materials	-501.42
Bill	40325236	05/30/2019		Processing Supplies	-37.39
Bill	40306140	05/30/2019		Processing Supplies	-49.52
Bill	40338244	05/30/2019		Processing Supplies	-0.15
Bill	40288411	05/30/2019		Processing Supplies	-80.77
Bill	40299471	05/30/2019		Processing Supplies	-14.54
Bill	40283860	05/30/2019		Processing Supplies	-58.04
Bill	40262201	05/30/2019		Processing Supplies	-3.28
Bill	40262199	05/30/2019		Processing Supplies	-10.17
Bill	40241332	05/30/2019		Processing Supplies	-104.44

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	39804158	05/30/2019		Processing Supplies	-0.30
Bill	40219564	05/30/2019		Processing Supplies	-27.88
Bill	40219562	05/30/2019		Processing Supplies	-41.02
Bill	40230094	05/30/2019		Processing Supplies	-30.52
Bill	40184605	05/30/2019		Processing Supplies	-75.08
Bill	40184601	05/30/2019		Processing Supplies	-34.75
Bill	40184603	05/30/2019		Processing Supplies	-12.46
Bill	40184607	05/30/2019		Processing Supplies	-1.05
Bill	40161025	05/30/2019		Processing Supplies	-191.81
Bill	40143491	05/30/2019		Processing Supplies	-0.15
Bill	40143489	05/30/2019		Processing Supplies	-18.05
Bill	40168734	05/30/2019		Processing Supplies	-38.49
Bill	40116845	05/30/2019		Processing Supplies	-0.90
Bill	40116843	05/30/2019		Processing Supplies	-28.18
Bill	40101764	05/30/2019		Processing Supplies	-44.54
Bill	40395560	06/12/2019		GGIFT	-0.15
Bill	40395559	06/12/2019		GGIFT	-14.25
Bill	40395558	06/12/2019		Processing Supplies	-3.76
Bill	40478442	06/12/2019		Processing Supplies	-106.62
Bill	40453491	06/12/2019		Processing Supplies	-97.11
Bill	40453497	06/12/2019		Processing Supplies	-19.02
Bill	40453495	06/12/2019		Processing Supplies	-6.07
Bill	40453499	06/12/2019		Processing Supplies	-0.30
Bill	40435168	06/12/2019		Processing Supplies	-25.56
Bill	40411746	06/12/2019		Processing Supplies	-71.00
Bill	40443083	06/12/2019		Processing Supplies	-20.52
Bill	40381349	06/12/2019		Processing Supplies	-32.62
Bill	40352212	06/12/2019		Processing Supplies	-225.99
Bill	40376951	06/12/2019		Processing Supplies	-70.31
Bill	40352214	06/12/2019		Processing Supplies	-1.50
Bill	40395557	06/12/2019		Books & Materials	-47.40
Bill	40478441	06/12/2019		Books & Materials	-953.04
Bill	40453490	06/12/2019		Books & Materials	-802.67
Bill	40453496	06/12/2019		Books & Materials	-207.16
Bill	40453494	06/12/2019		Books & Materials	-86.11
Bill	40453498	06/12/2019		Books & Materials	-26.38
Bill	40462623	06/12/2019		Books & Materials	-9.67
Bill	40435167	06/12/2019		Books & Materials	-228.70
Bill	40411745	06/12/2019		Books & Materials	-801.27
Bill	40443082	06/12/2019		Books & Materials	-137.55
Bill	40411744	06/12/2019		Books & Materials	-67.67
Bill	40381348	06/12/2019		Books & Materials	-403.42
Bill	40352211	06/12/2019		Books & Materials	-2,156.79
Bill	40376950	06/12/2019		Books & Materials	-465.21
Bill	40352213	06/12/2019		Books & Materials	-131.88
TOTAL					-17,953.38

Bill Pmt -Check 8642 06/19/2019 Interstate Elevator, Inc.

Bill	19143	06/11/2019		Building Repairs & Mai...	-191.84
TOTAL					-191.84

Bill Pmt -Check 8643 06/19/2019 Jayhawk Tropical Fish

Bill	817338	05/30/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8644	06/19/2019	Kanopy LLC	Checking	
Bill	157582-PPU	06/12/2019		Books & Materials	-974.00
TOTAL					-974.00
Bill Pmt -Check	8645	06/19/2019	Kansas Public Radio	Checking	
Bill	14434	06/11/2019		Advertising	-327.50
TOTAL					-327.50
Bill Pmt -Check	8646	06/19/2019	Lawrence Sign Up LLC	Checking	
Bill	11879	01/16/2019		Advertising	-439.77
Bill	12416	05/30/2019		Summer Reading - ALL	-627.00
				Advertising	-284.00
Bill	12292	05/30/2019		Equipment	-274.15
Bill	12493	06/12/2019		Advertising	-702.00
TOTAL					-2,326.92
Bill Pmt -Check	8647	06/19/2019	Lawson Products	Checking	
Bill	9306743782	05/30/2019		Building Supplies	-188.32
TOTAL					-188.32
Bill Pmt -Check	8648	06/19/2019	Midwest Tape	Checking	
Bill	97445831	05/30/2019		Books & Materials	-21.73
Bill	97429293	05/30/2019		Books & Materials	-174.95
Bill	97429292	05/30/2019		Books & Materials	-1,005.16
Bill	97429295	05/30/2019		Books & Materials	-19.98
Bill	97424798	05/30/2019		Books & Materials	-32.97
Bill	97426090	05/30/2019		Books & Materials	-204.69
Bill	97423471	05/30/2019		Books & Materials	-44.98
Bill	97423389	05/30/2019		Books & Materials	-66.69
Bill	97399587	05/30/2019		Books & Materials	-275.94
Bill	97399586	05/30/2019		Books & Materials	-287.77
Bill	97400728	05/30/2019		Books & Materials	-92.46
Bill	97400840	05/30/2019		Books & Materials	-164.18
Bill	97402055	05/30/2019		Books & Materials	-80.22
Bill	97402053	05/30/2019		Books & Materials	-10.79
Bill	97396137	05/30/2019		Books & Materials	-34.49
Bill	97396135	05/30/2019		Books & Materials	-101.60
Bill	97386828	05/30/2019		Books & Materials	-86.22
Bill	97386792	05/30/2019		Books & Materials	-142.08
Bill	97474924	05/30/2019		Processing Supplies	-394.85
Bill	97445833	05/31/2019		Books & Materials	-71.23
Bill	97484568	06/12/2019		Books & Materials	-155.92
Bill	97483732	06/12/2019		Books & Materials	-138.69
Bill	97484566	06/12/2019		Books & Materials	-11.98
Bill	97475640	06/12/2019		Books & Materials	-137.96
Bill	97475638	06/12/2019		Books & Materials	-52.31
Bill	97459047	06/12/2019		Books & Materials	-390.54
Bill	97458324	06/12/2019		Books & Materials	-194.94
Bill	97459048	06/12/2019		Books & Materials	-234.94

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	97458322	06/12/2019		Books & Materials	-68.50
Bill	97466840	06/12/2019		Books & Materials	-8,696.14
TOTAL					-13,394.90
Bill Pmt -Check	8649	06/19/2019	NEKLS	Checking	
Bill	6-4-19	06/11/2019		Processing Supplies	-490.00
TOTAL					-490.00
Bill Pmt -Check	8650	06/19/2019	OCLC, Inc.	Checking	
Bill	662725	06/11/2019		Collections	-5,382.42
TOTAL					-5,382.42
Bill Pmt -Check	8651	06/19/2019	OverDrive	Checking	
Bill	06809DA1...	05/30/2019		Books & Materials	-309.98
Bill	06809DA1...	05/30/2019		Books & Materials	-79.99
Bill	06809CO1...	05/30/2019		Books & Materials	-1,025.94
Bill	06809CO1...	05/30/2019		Books & Materials	-558.96
Bill	06809CO1...	05/30/2019		Books & Materials	-632.12
Bill	06809DA1...	05/30/2019		Books & Materials	-388.47
Bill	06809CO1...	05/30/2019		Salkind Gift	-370.03
Bill	06809CO1...	05/30/2019		Salkind Gift	-316.23
Bill	06809CO1...	05/30/2019		Books & Materials	-354.12
Bill	06809CO1...	05/30/2019		Books & Materials	-397.94
Bill	06809CO1...	05/30/2019		Books & Materials	-854.10
Bill	06809CO1...	05/30/2019		Books & Materials	-802.91
Bill	06809CO1...	05/30/2019		Books & Materials	-891.95
Bill	06809CO1...	06/12/2019		Books & Materials	-470.49
Bill	06809CO1...	06/12/2019		Books & Materials	-458.21
Bill	06809CO1...	06/12/2019		Salkind Gift	-174.99
Bill	06809CO1...	06/12/2019		Salkind Gift	-518.32
Bill	06809CO1...	06/12/2019		Salkind Gift	-533.78
Bill	06809CO1...	06/12/2019		Books & Materials	-819.91
Bill	06809CO1...	06/12/2019		Books & Materials	-605.89
Bill	06809DA1...	06/12/2019		Books & Materials	-394.47
Bill	06809CO1...	06/12/2019		Salkind Gift	-693.00
Bill	06809CO1...	06/12/2019		Books & Materials	-295.61
Bill	06809CO1...	06/12/2019		Books & Materials	-267.63
Bill	06809CO1...	06/12/2019		Books & Materials	-456.49
Bill	06809CO1...	06/12/2019		Books & Materials	-829.97
Bill	06809DA1...	06/12/2019		Books & Materials	-448.45
Bill	06809DA1...	06/12/2019		Books & Materials	-27.99
TOTAL					-13,977.94
Bill Pmt -Check	8652	06/19/2019	Pan Asian Publications Inc.	Checking	
Bill	U-16068	05/30/2019		Books & Materials	-224.95
TOTAL					-224.95

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8653	06/19/2019	Pro Print Inc.	Checking	
Bill	99612	05/23/2019		Library & Office Suppli...	-130.06
TOTAL					-130.06
Bill Pmt -Check	8654	06/19/2019	Pur-O-Zone, Inc.	Checking	
Bill	780427	05/30/2019		Building Supplies	-211.38
Bill	780650	05/30/2019		Building Supplies	-49.14
TOTAL					-260.52
Bill Pmt -Check	8655	06/19/2019	Quill Corporation	Checking	
Bill	7475424	05/30/2019		Advertising	-107.97
Bill	7643221	06/11/2019		Library & Office Suppli...	-131.32
				Children's Programming	-227.39
Bill	7641543	06/11/2019		Children's Programming	-20.63
TOTAL					-487.31
Bill Pmt -Check	8656	06/19/2019	Random House, Inc.	Checking	
Bill	1088728073	05/30/2019		Books & Materials	-37.50
Bill	1088670038	05/30/2019		Books & Materials	-33.75
Bill	1088603783	05/30/2019		Books & Materials	-51.75
Bill	1088532500	05/30/2019		Books & Materials	-63.75
Bill	1188532500	05/30/2019		Books & Materials	-26.25
Bill	1088673132	05/30/2019		Books & Materials	-63.75
Bill	1088863362	06/12/2019		Books & Materials	-97.50
Bill	1088795466	06/12/2019		Books & Materials	-93.75
Bill	1088836908	06/12/2019		Books & Materials	-26.25
Bill	1088826403	06/12/2019		Books & Materials	-22.50
TOTAL					-516.75
Bill Pmt -Check	8657	06/19/2019	Recorded Books	Checking	
Bill	76229642	05/30/2019		Books & Materials	-139.20
Bill	76233431	05/30/2019		Books & Materials	-34.99
Bill	76234996	06/12/2019		Books & Materials	-61.65
Bill	76236138	06/12/2019		Books & Materials	-74.25
Bill	76237205	06/12/2019		Books & Materials	-34.99
Bill	76236747	06/12/2019		Books & Materials	-132.29
TOTAL					-477.37
Bill Pmt -Check	8658	06/19/2019	Schendel Services	Checking	
Bill	30278148	05/30/2019		Building Repairs & Mai...	-99.75
TOTAL					-99.75

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8659	06/19/2019	Southwest Solutions Group	Checking	
Bill	89870-1	05/30/2019		Equipment	-1,302.00
TOTAL					-1,302.00
Bill Pmt -Check	8660	06/19/2019	Tech Electronics	Checking	
Bill	1190531083	06/11/2019		Building Repairs & Mai...	-89.00
TOTAL					-89.00
Bill Pmt -Check	8661	06/19/2019	Unique Management Services	Checking	
Bill	554238	06/11/2019		Professional Fees	-384.55
Bill	554239	06/11/2019		Professional Fees	-147.54
TOTAL					-532.09
Bill Pmt -Check	8662	06/19/2019	Withers	Checking	
Bill	203278	05/30/2019		Building Supplies	-198.00
TOTAL					-198.00
Check	28551	06/06/2019	Andrew M. Prue	Checking	
				Direct Deposit Liabilities	-277.30
TOTAL					-277.30
Bill Pmt -Check	28552	06/17/2019	Amazon	Checking	
Bill	5993805	05/23/2019		Young Adult Program...	-82.29
Bill	3869808	05/23/2019		Children's Programming	-37.94
				Summer Reading - ALL	-22.97
Bill	6474661	05/23/2019		Summer Reading - ALL	-13.99
Bill	1339457	05/23/2019		MIDCO	-158.94
Bill	5873838	05/23/2019		Adult Programming	-49.35
Bill	1539428	05/23/2019		Building Supplies	-105.51
Bill	4078643	05/30/2019		Children's Programming	-33.85
				Summer Reading - ALL	-180.75
Bill	6684210	05/30/2019		Summer Reading - ALL	-49.50
Bill	4393056	05/30/2019		Building Supplies	-24.80
Bill	0819441	05/30/2019		Children's Programming	-10.99
Bill	0819441	05/30/2019		Children's Programming	-13.98
Bill	1058633	05/30/2019		Summer Reading - ALL	-35.98
Bill	8283419	05/30/2019		Building Supplies	-15.23
Bill	5765019	05/30/2019		Children's Programming	-14.07
Bill	1854645	05/30/2019		Children's Programming	-22.84
Bill	1854645	05/30/2019		Children's Programming	-12.95
Bill	3294600	05/30/2019		Children's Programming	-8.59
Bill	5006663	05/30/2019		Books & Materials	-49.81
				Books & Materials	-7.99
				Books & Materials	-41.86
				Books & Materials	-113.05
Bill	7101845	05/30/2019		Books & Materials	-13.59

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	7997036	05/30/2019		Books & Materials	-123.26
				Books & Materials	-39.85
				Books & Materials	-128.56
				Books & Materials	-7.99
Bill	8192217	05/30/2019		Books & Materials	-17.40
Bill	9919406	05/30/2019		Books & Materials	-13.94
Bill	3973005	05/30/2019		Books & Materials	-26.96
Bill	5480204	05/30/2019		Books & Materials	-7.19
Bill	7873018	05/30/2019		Books & Materials	-13.02
Bill	3641803	05/30/2019		Books & Materials	-16.38
Bill	7291447	05/30/2019		Books & Materials	-13.58
Bill	1704222	05/30/2019		Books & Materials	-21.49
Bill	1704222	05/30/2019		Books & Materials	-14.14
Bill	1629009	05/30/2019		Books & Materials	-12.28
Bill	5480204	05/30/2019		Books & Materials	-10.87
Bill	2270607	05/30/2019		Books & Materials	-24.88
Bill	5581004	05/30/2019		Books & Materials	-16.06
Bill	5581004	05/30/2019		Books & Materials	-41.86
Bill	2901815	05/30/2019		Books & Materials	-13.99
Bill	2844220	05/30/2019		Books & Materials	-19.94
Bill	3165830	05/30/2019		Books & Materials	-15.39
Bill	5798638	05/30/2019		Library & Office Suppli...	-131.80
Bill	7801058	05/30/2019		Books & Materials	-89.91
				Books & Materials	-102.95
				Books & Materials	-39.30
Bill	3165830	05/30/2019		Books & Materials	-119.98
Bill	3709806	05/30/2019		Books & Materials	-22.77
				Books & Materials	-60.52
Bill	3709806	05/30/2019		Books & Materials	-62.75
Bill	3709806	05/30/2019		Books & Materials	-9.49
				Books & Materials	-65.67
Bill	2364229	05/30/2019		Books & Materials	-10.04
Bill	3813808	05/30/2019		Books & Materials	-7.56
Bill	8389841	05/30/2019		Books & Materials	-13.33
Bill	3813040	05/30/2019		Books & Materials	-15.74
Bill	1706631	06/11/2019		Block Grant	-9.99
Bill	3090667	06/11/2019		Block Grant	-26.99
Bill	9829831	06/11/2019		Children's Programming	-28.40
Bill	1525046	06/11/2019		Young Adult Program...	-11.24
Bill	1525046	06/11/2019		Young Adult Program...	-9.99
Bill	6772215	06/11/2019		Children's Programming	-11.05
Bill	3389845	06/12/2019		Books & Materials	-14.41
Bill	8664213	06/12/2019		Books & Materials	-15.98
Bill	7445046	06/12/2019		Books & Materials	-14.76
Bill	9014609	06/12/2019		Books & Materials	-31.44
				Books & Materials	-12.43
Bill	9014609	06/12/2019		Books & Materials	-25.51
				Books & Materials	-23.67
Bill	8700243	06/12/2019		Books & Materials	-22.99
Bill	7490609	06/12/2019		Books & Materials	-10.16
Bill	7997036	06/12/2019		Books & Materials	-34.28
TOTAL					-2,774.95
Bill Pmt -Check	28553	06/17/2019	Andy Morton	Checking	
Bill	6-18-19	06/11/2019		Summer Reading - ALL	-100.00
TOTAL					-100.00

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28554	06/17/2019	Betsaida Reyes	Checking	
Bill	26021	05/30/2019		Books & Materials	-232.64
TOTAL					-232.64
Bill Pmt -Check	28555	06/17/2019	Chris Mayo	Checking	
Bill	7-26-19	05/23/2019		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	28556	06/17/2019	Dino O'Dell	Checking	
Bill	7-25-19	05/23/2019		Summer Reading - ALL	-800.00
TOTAL					-800.00
Bill Pmt -Check	28557	06/17/2019	Genesis Health Clubs	Checking	
Bill		06/11/2019		Membership & Dues	-1,872.00
TOTAL					-1,872.00
Bill Pmt -Check	28558	06/17/2019	Kyle Tiernan	Checking	
Bill	5892	05/23/2019		Summer Reading - ALL	-600.00
TOTAL					-600.00
Bill Pmt -Check	28559	06/17/2019	Meredith Wiggins	Checking	
Bill	6-18-19	06/11/2019		Summer Reading - ALL	-100.00
TOTAL					-100.00
Bill Pmt -Check	28560	06/17/2019	OFCFO	Checking	
Bill	2018	05/23/2019		Miscellaneous	-175.00
TOTAL					-175.00
Bill Pmt -Check	28561	06/17/2019	Sarah Trowbridge-Alford	Checking	
Bill	7-2-19	05/23/2019		Summer Reading - ALL	-50.00
TOTAL					-50.00
Bill Pmt -Check	28562	06/17/2019	StoneLion Puppet Theater	Checking	
Bill	7-11-19	05/23/2019		Summer Reading - ALL	-1,150.00
TOTAL					-1,150.00

9:21 AM
06/13/19

Lawrence Public Library
Check Detail
June 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28563	06/17/2019	Ground Control Touring	Checking	
Bill	6-18-19	06/12/2019		Summer Reading - ALL	-1,500.00
TOTAL					-1,500.00

Lawrence Public Library

Monthly Statistical Summary--May 2019

INDICATOR	May		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	6.43	6.66	-3%			
Reference Transactions per Capita	1.34	1.44	-7%			
Program Attendance per Capita	0.83	0.84	-1%			
Circulation per Capita	12.44	12.55	-1%			
Circulation per Visit	1.93	1.88	3%			
Total Holdings per Capita	2.04	2.03	0%			
% of Lawrence Residents Registered	58%	55%	5%			

Circulation--Adult Total	70,001	70,474	-1%	349,947	343,146	2%
Circulation--Young Adult Total	4,177	4,062	3%	18,940	17,174	10%
Circulation--Youth Total	30,274	29,546	2%	140,621	137,144	3%
Circulation--Total	104,452	104,082	0%	509,508	497,464	2%

Reference Transactions	11,246	11,962	-6%	6,248	56,985	-89%
User Visits	53,940	55,185	-2%	260,591	263,352	-1%
LPL Web Site Visits	18,749	17,503	7%	97,725	99,061	-1%

Holdings--Added	2,912	3,086	-6%	15,081	15,662	-4%
Holdings--Withdrawn	3,349	3,802	-12%	15,440	14,778	4%
Holdings--Total	205,540	202,184	2%			

Active Cardholders--Added	645	640	1%	3,016	2,988	1%
Active Cardholders--Total	71,435	66,649	7%			

Adult Programs	17	32	-47%	107	171	-37%
Young Adult Programs	25	12	108%	89	68	31%
Youth Programs	33	50	-34%	347	316	10%
Total Programs	75	94	-20%	543	555	-2%
Total Program Attendance	6,993	6,948	1%	22,710	27,997	-19%
Public Uses of Meeting Rooms	888	990	-10%	4,340	5,025	-14%

Total Paid Staff (FTE)	65.27	63.82	2%			
Total Number of Employees	88	82	7%			

Lawrence Public Library						
Monthly Statistical Report--May 2019						
	May		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	6.43	6.66	-3%			
Reference Transactions per Capita	1.34	1.44	-7%			
Program Attendance per Capita	0.83	0.84	-0.6%			
Circulation per Capita	12.44	12.55	-1%			
Total Holdings per Capita	2.04	2.03	0%			
Collection Turnover--Total	6.18	6.26	-1%			
Collection Turnover--Adult	6.55	6.65	-2%			
Collection Turnover--Young Adult	4.04	4.35	-7%			
Collection Turnover--Youth	5.84	5.79	1%			
Collection Turnover--Audiovisual	11.01	11.09	-1%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	33656	34149	-1%		165784	163523
Circulation--Adult Periodicals	956	980	-2%		5112	4372
Circulation--Adult Feature Films & TV Shows	21829	22288	-2%		115964	114666
Circulation--Electronic Games	1645	1708	-4%		7871	8440
Circulation--Adult Music CDs	4504	5132	-12%		20290	24245
Circulation--Adult Audio Books and Books on CD	7301	6124	19%		34390	27692
Circulation--eReaders	1	11	-91%		6	43
Circulation--Other New	109	82			530	165
Circulation--Adult Total	70001	70474	-1%		349947	343146
Circulation--YA Books and Videos	3592	3684	-2%		16167	15438
Circulation--YA Periodicals	2	7	-71%		14	29
Circulation--YA Audio Books and Books on CD	583	371	57%		2759	1707
Circulation--YA Total	4177	4062	3%		18940	17174
Circulation--Youth Books and Videos	28033	27426	2%		129571	127342
Circulation--Youth Periodicals	72	178	-60%		394	548
Circulation--Youth Music CDs	354	417	-15%		1739	1934
Circulation--Youth Audio Books and Books on CD	1815	1525	19%		8917	7320
Circulation--Youth Total	30274	29546	2%		140621	137144

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Circulation--Bookmobile	1317	1072	23%		5463	4248	29%
Circulation--Book Lockers	1009	935	8%		5010	4511	11%
Circulation--Total Books	65281	65259	0%		311522	306303	2%
Circulation--Total Periodicals	1030	1165	-12%		5520	4949	12%
Circulation--Total Audiovisual + Digital	39629	39780	0%		200933	197333	2%
Circulation Total	104452	104082	0%		509508	497464	2%
Staff Assisted Circulation	4373	4245	3%		21316	18961	12%
Self Check Circulation	71960	75042	-4%		349689	358302	-2%
Percent Self Check	94%	95%	0%		94%	95%	-1%
Online Renewals	14875	15166	-2%		74308	74067	0%
Other Staff Checkouts	122	88	39%		697	581	20%
Requests Placed	20030	19677	2%		101076	96575	5%
Requests Filled	18546	17494	6%		91703	87301	5%
Requests Unclaimed	2496	2607	-4%		13196	12739	4%
Interlibrary Loan Items Borrowed for LPL Patrons	438	421	4%		1947	2295	-15%
Interlibrary Loan Items Loaned from LPL Collection	582	590	-1%		2802	2636	6%
OTHER LIBRARY SERVICES							
User Visits	53940	55185	-2%		260591	265352	-2%
Public Computer Usage	7627	8224	-7%		35237	38034	-7%

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Adult Reference Transactions	1268	1537	-18%		6248	7210	-13%
Young Adult Reference Transactions	996	990	1%		4502	3618	24%
Youth Reference Transactions	1433	1456	-2%		6168	5488	12%
IT Desk	1358	1334	2%		6416	7092	-10%
Welcome Desk	1315	1904	-31%		6294	9900	-36%
Phone Calls	1756	1395	26%		10263	9213	11%
Accounts Desk	3120	3346	-7%		14086	14464	-3%
Total Reference Transactions	11246	11962	-6%		53977	56985	-5%
Public-Sponsored Uses of Meeting Rooms	888	990	-10%		4340	5025	-14%
LPL Web Site Visits	18749	17503	7%		97725	99061	-1%
RESOURCES							
Holdings--Total	205540	202184	2%				
Holdings--Adult	130051	128889	1%				
Holdings--Young Adult	12446	11252	11%				
Holdings--Youth	63043	62043	2%				
Holdings--Audiovisual + Digital	43186	43031	0%				
Holdings--eReaders	1	10	-90%				
Holdings Added	2912	3086	-6%		15081	15662	-4%
Holdings Withdrawn (Weeded)	3349	3802	-12%		15440	14778	4%
Holdings Net Change	-99	199	-150%		1394	3925	
LIBRARY PATRONS							
Total Active Cardholders	71435	66649	7%				
Cardholders Added	645	640	1%		3016	2988	1%
Cardholders Transacting	14601	14139	3%		71377	68377	4%
Percent of Cardholders Transacting	20%	21%	-4%				
Total Number of Lawrence Residents Registered	58211	54466	7%				
Percent of Lawrence Residents Registered	58%	55%	6%				

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2019-2018				2019-2018
PROGRAMMING							
Number of Adult Programs	17	32	-47%		107	171	-37%
Number of Young Adult Programs	25	12	108%		89	68	31%
Number of Youth Programs	33	50	-34%		347	316	10%
Total Programs	75	94	-20%		543	555	-2%
Adult Program Attendance	412	887	-54%		2843	6981	-59%
Young Adult Program Attendance	1147	381	201%		2868	3703	-23%
Youth Program Attendance	5434	5680	-4%		16999	17313	-2%
Total Program Attendance	6993	6948	1%		22710	27997	-19%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	65.67	63.82	3%				
ALA-MLS Librarians, in Full-Time Equivalents	16.9	17.37	-3%				
Number of Employees--Total	88	82	7%				
Number of Employees--Full-Time	45	44	2%				
Number of Employees--Part-Time	43	38	13%				
Terminations	5	0	#DIV/0!		10	5	100%
Hirings	4	0	#DIV/0!		9	6	50%
Volunteer Hours	776.7	605.6	28%		3833.3	3343.4	15%

Select Online Statistics
May 2019

Kanopy:

User accounts - 901

Visits - 3637

Pages - 4347

Plays - 742

lynda.com:

Active users - 2396

New users - 37

Users who logged in - 141

Total log ins - 545

Hours viewed - 245.09

Hours viewed per user who logged in - 1.74

Hours viewed per log in - .45

Library Director's Report for June 2019

Southeast Kansas Library System Bus Tour

Over fifty librarians from Southeast Kansas descended upon our library on May 21. This was the second busload of librarians to visit us in the past couple months. It was great to tell them about our expansion and renovation and have them look around our library.

Summer Reading is Here!

Summer Reading is well underway. Our kickoff for families on June 1 was a great success with at least 300 people in attendance. Our youth services staff and volunteers did an outstanding job wowing kids and parents with wide-ranging activities. My wife Erin brought our little one Zadie who had a fantastic time playing with blocks.

Additionally, we had our first ever summer reading kickoff exclusively for adults, our LPL Book Nerd Party. The event took place at Happy Shirt Printing in North Lawrence. We estimated around 300 in attendance. It was a lovely, sweaty evening with beer from Lawrence Beer Company, barbecue from KB's Smokehouse, book tarot readings, button making, book trivia, and "challenge the director" where I competed with attendees in contests from cup stacking to thumb wrestling to book sorting by Dewey call number. My faith in the loveliness of human beings was reconfirmed with such a great evening with our community!

Meetings with Mayor Larsen and Commissioner Ananda

Kathleen and I sat down for lunch with Mayor Larsen on May 30. Our goal was to learn more about her vision for LPL and what part we play in her future vision of Lawrence. Overall, we had a great meeting and were pleased to hear that the public library is an important institution in her eyes. We hope to continue having conversations with city commissioners and other community members to get people to start thinking about what our library should be for our community in the coming decades and how that integrates into overall master planning at the city government level.

As part of our exploration of learning more about diversity, equity, and inclusion, I have been investigating a group called the Government Alliance on Race and Equity (GARE). After contacting GARE, I learned that the City of Lawrence recently joined, and City Commissioner Jennifer Ananda attended their annual conference in Albuquerque in May. We met on May 23 so I could learn more about her experience at the conference which was very positive. I think the library should consider joining GARE. I also asked her to think about what the future of our public library should like. I look forward to continuing that conversation with her and aligning with the City in our approach to DEI.

Respectfully submitted by Brad Allen, June 13, 2019

Monthly Departmental Reports

June 2019

New Staff

- **Technology**

- We have converted one 25 hr/w PT Technology Assistant II position to FT. The position was filled by Joel Bonner with an official start date of 5/25/2019.
- We have filled one available 25 hr/w PT Technology Assistant II position. Hieu Nguyen started on 6/7/2019.

- **YS**

- We are currently hiring for a new teen librarian and for a part-time position on the children's side. Both positions close this week.
- We have 3 teen interns this summer helping with our weekly kid and teen programs: Jazzy is helping with teen events, Adde is helping with Wednesday Wonders, and Lorenzo is helping with Imaginarium. These positions are paid and funded by Jeff and Mary Weinberg. We're so happy to be able to provide first job experience to Lawrence teens at LPL.

- **Facilities Department**

- Has hired Adam Engelken, Gayle Herschell, Brandon Kissinger, and Noah Kocour as PT Custodians

New Volunteers

- **YS**

- We have a new batch of teens volunteering with us this summer. They'll be helping us shelve books, provide program assistance, and other various workroom tasks for summer reading.
- We have just secured a tutor for the summer through the KU work study program. Julia Benson will start on Sunday 6/14 and will be offering tutoring in reading for kids PreK-6th grade and math for kids in PreK-9th grade on Sundays and Wednesday evenings. This is a continuation of a tutoring program we had in the spring, but we lost our tutors due to graduation.

New Partnerships

- Happy Shirt Printing in North Lawrence graciously offered us the space for the Adult Summer Reading Program and went out of their way to help make the program a success. Based on comments, I think the choice of location was a factor in people choosing to attend. Happy Shirt seems open to hosting more programs.

New Programs/Series

- **Readers' Services:**
 - We hosted the first annual Book Nerd Party as a summer reading kick-off exclusively for adults and it was a smashing success with 300 people in attendance. The most repeated comments were "this is so great" and "when can we do it again?". We are in planning for October's Booktoberfest programming and we hope to do something that echoes this event as a part of that month-long celebration of books.

Reports on Signature Events

- **Summer Reading** is off to a great start! We had about 350 at our kids kickoff party on the morning of 6/1 and have had great attendance at our summer programs.

Continuing Education/Professional Organization Participation

- Polli Kenn and William Ottens will be presenting on panel at ALA on June 22nd about Readers' Advisory/Collection Development collaborations and how we do things at LPL.

Task Force Reports/Task Force Requests

- **Collection Services Task force** : Emily McDonald completed an analysis of peak checkout times for items on the holdshelf. The results of our study reveal a peak in the number of items checked out from the holdshelf between 1 and 3 p.m. Based on this information, we have adjusted the scheduling of volunteers who assist in shelving held items on the holdshelf.

Foundation Director's Report – May 24, 2019

- **Salkind Gift.** The Salkind Family has provided a generous gift of \$25,000 to the Library Foundation. The funds will support additional acquisitions for the Neil J. Salkind Collection of digital books and audiobooks. This is the second consecutive year that Leni Salkind and her children have contributed funding for the collection, named in honor of longtime Friend and library volunteer Neil Salkind.
- **Jedel Family Foundation.** Jeff and Mary Weinberg and the Jedel Family Foundation have awarded a \$16,500 grant to the Library Foundation. The funds will support Youth Services programs, specifically the 1,000 Books Before Kindergarten project, teen interns, and SAT and ACT practice tests. This is the second grant installment for these popular library initiatives.
- **Merger Update.** The Friends and Foundation merger committee will meet on June 19th. We will discuss the legal steps necessary to make the merger official, the makeup of the new board, financial logistics for bringing the two organizations together, branding for the merged board and plans for a celebration in early 2020.
- **Library Night at the K.** Bring your whole family to the “K” to celebrate reading and the Royals. Lawrence Public Library is teaming up with libraries across the Kansas City region to cheer the Royals on as they beat the Toronto Blue Jays on Tuesday, July 30th at 7:15 pm. Brad even gets to be introduced on the field! A portion of the proceeds go to the Friends & Foundation to support Summer Reading, special storytimes, and other essential library programs. Tickets are available online at www.lawrencepubliclibraryfoundation.org.
- **Retirement Bootcamp Update.** Cathy Hamilton and I continue working on plans for the “Keep Retirement Weird” kick-off on September 15th as well as the first fall classes in the Retirement Bootcamp series. We have sponsorship requests out to Blue Cross Blue Shield of Kansas and US Bank to help underwrite our costs for the kick-off. I will give you a full report at Monday's meeting.
- **Grants and Pending Grants:**
 - DCCF has awarded the Foundation with a \$1,200 grant for the Star Treks parks program, held in conjunction with the 2019 Summer Reading Program. This is the third consecutive year that DCCF has provided grant funding for the park scavenger hunt portion of the library's Summer Reading Program.
 - The Library Foundation has applied for a \$1,000 grant from Hill's Pet Nutrition. The funds will support the monthly Tail Wagging Readers program that allows dogs to hear stories from young readers.
- **International Public Library Fundraising Conference.** In late July, Logan and I will travel to Calgary in Alberta Canada for the third annual International Public Library Fundraising Conference. This is the same conference I attended last year in Denver. It is a small gathering of public library directors and foundation staff from all over North America. It is an excellent opportunity to expand our knowledge of library fundraising and meet colleagues in the library fundraising world. The conference is free. The library has agreed to share transportation and hotel costs with the Foundation.

Pay for Performance at Lawrence Public Library

Staff Recommendation

June 2019

Executive Summary

Library staff have investigated the feasibility of introducing a performance-based pay system for our employees. Our methodology included studying why and how government agencies implement merit based pay systems as well as researching what methods other libraries use. We wanted to synthesize this information in order to determine what the most successful style of performance-based pay would look like at Lawrence Public Library.

Our recommendation is to implement a simple, two-tiered system of pay for performance. Based on an annual evaluation, employees will receive a performance-based pay increase if they meet the standards on the evaluation. If an employee does not meet standards, they will not receive the performance-based increase. Additionally, we intend to explore the idea of some kind of recognition for truly outstanding, project-based performance.

This investigation of how to pay our staff has been a useful endeavor. Preparing for how to implement a plan, we built a new and improved performance appraisal that staff and supervisors both are pleased with. We hope that our recommended plan fulfills the Board of Trustees' goals for rewarding staff performance.

Methodology

United States Merit Systems Protection Board Report

A resource we found valuable in our study of merit-based pay systems was a report, "Designing an Effective Pay for Performance Compensation System," written by the United States Merit Systems Protection Board. This report is built around a list of questions to help government agencies determine if and how they should implement a pay for performance plan.

The first question the report asks an organization to determine is "Is the agency ready for pay for performance?" Specifically, does "the organizational culture support pay for performance?"¹ Based on surveys of staff and library leadership, the answer was a resounding "no." 65% of staff who completed the survey were not in favor of pay for performance. When we asked leadership if they wanted to implement pay for performance, we received a unanimous no. Staff and leadership all felt that the library has a strong collaborative culture and pay for performance

¹ "Designing an Effective Pay for Performance Compensation System: A Report to the President and the Congress of the United States by the U.S. Merit Systems Protection Board," page x.

would introduce unneeded and unwanted competition into our culture that would lead to decreased morale and increased staff disengagement.

The considerable concerns of staff and leadership gave us pause when trying to determine how to implement a pay for performance system. To quote an email received by one employee: “I've worked in a lot of work environments, both non- and for-profit, and I have never worked with and for a group of individuals who are all so genuinely dedicated to working together for a common goal (hint: it's not money). It is truly amazing and, I believe, a merit increase system could seriously negatively affect this type of camaraderie and harmonious culture that is so unique to this organization.”

Surveying Peer Libraries

Additionally, we contacted seven public libraries to learn about their pay philosophies. How these libraries compensate their employees is varied, and we were unable to identify any specific best practice. As stated below in the information from the ALA, there is not a standard practice among libraries. One library had strong reservations about merit and another had gone from a granular merit scale to an “either/or” method of getting merit or not. The two most recent implementations were Olathe in 2016 and Fayetteville in 2017 of the seven libraries we surveyed.

Data Aggregated by the American Library Association

We wanted to locate some larger data sets beyond the libraries we contacted to get a sense of what kinds of pay philosophies most libraries use. The most recent data we could find from the American Library Association on [compensation strategies](#) used by public and academic libraries dates from 2011. It found that at 39%, merit pay was most common but closely followed by job or skill-based pay or cost of living adjustment types of models.²

2019 City of Lawrence Classification and Compensation Study

One last thing to note concerning current trends in implementation of merit based pay systems is the recent [Classification and Compensation Study](#) done for the City of Lawrence this year by McGrath Human Resources Group. McGrath recommended that the City suspend its performance-based system. Their basis for this recommendation had several facets, but perhaps the most germane to LPL is the lack of funds to provide a “distinguishable merit increase.” Our library would struggle with that criterion as well.

² A quick comment on that 39%. Libraries were asked to choose all types of compensation strategies that apply and some clearly use more than one method. If you look closely at the data, the aggregated percentage of all types of compensation strategies actually exceeds 100%.

Conclusion

Based on our research and discussions with staff, we feel confident that the simple, “yes or no” pay for performance model could work for our library. We believe it addresses the primary concern expressed by board members that staff who are not meeting performance standards should not receive the same pay increase as someone meeting standards. This system accomplishes that goal without introducing a level of competition that we think could harm our positive and collaborative team culture.

The most important thing to accomplish when it comes to compensation, however, is to ensure that our high performing team moves through their pay grades towards market salary in a reasonable amount of time. To achieve that, pay increases must be significantly above the amount we adjust our base pay each year while keeping our bases salaries continually competitive so as to keep pace with the market. The library has not done a compensation study since 2014. It is time to begin thinking about doing another one.