

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

Monday, December 16, 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 these 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

- Staff Recommendation for Going Fines Free – ACTION ITEM

New business

Executive Session

Adjournment

DRAFT

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

Board Members Present: Judy Keller (Chair), Joan Golden, David Vance, Kevan Vick, Brady Flannery, Mayor Lisa Larsen.

Absent: Ursula Minor, Sarah Goodwin Thiel.

Library staff present: Brad Allen, Kathleen Morgan, Karen Allen, Erica Segraves, Kim Fletcher, Jeff Bergeron, Heather Kearns, Aaron Brumley, Kate Gramlich, Karen Allen, Tricia Karlin

Friends of the Library: Jan Conard

Guests: None

Call to Order

Judy called the regular meeting to order at 4:29 p.m.

Consent Agenda

Joan Golden moved to approve the consent agenda; Mayor Lisa Larsen seconded. All in favor; motion carried.

Director's Report

Brad submitted his report as written.

Departmental Reports

Judy congratulated Centi Clogston and Lauren Taylor for winning first place with their poster presentation at the KLA annual conference.

Library Foundation Executive Director's report

Fundraising: Kathleen reported on year-end fundraising activities, noting that the annual letter goes out this week. The online campaign will be launched with a long-time donor agreeing to match contributions up to \$10,000. The campaign is designed to emphasize that the Friends & Foundation support both the immediate and long-term needs of the library.

Merger update: A total of twenty-five people showed up to the two public meetings about the merger, which signals that most people are not concerned about the merging of the organizations. Those who attended were friendly to the idea of the merger.

The next step is to have the necessary paperwork signed and send it to the State. The merger will be effective on January 1st, 2020.

The board for the merged organization will include thirteen members. Existing members of each board were canvassed for their interest in continuing their service for the new organization. One-half of the board will include Friends of Library representatives; one-half will represent the Library Foundation. Mary Burchill will serve as chair, which is fitting, as Mary was a founding member of the Friends of the Library and has also served on the Foundation Board. There are two at-large slots which will be filled by Brandon Eisman and Imani Wadid. Joan Golden will serve as treasurer. The Friends of the Library has approved the slate of officers; the Foundation will vote at their upcoming meeting.

The vice chair of the new board is Craig Penzler. This position is considered to be a training position with the office holder moving up to chair in their second year. During the vice chair's first year, they will serve as liaison to the Library Board of Trustees.

The Library Board of Trustees will also have a representative on the board of the merged organization; a current member of the board who is interested in the position should let Judy know. The regular meeting time for the board of the new organization will be the fourth Monday of the month.

After hours at the library 2020: Kathleen reported that planning for the after-hours fundraiser has commenced. The library has already secured one new sponsor: Security Benefit, who is contributing \$2,500.

Friends Report

Jan Conard gave the report for the Friends of the Library. The Friends disbursed their final \$25,000 contribution to the library to complete their pledged gift for the year. However, they are able to give more, so an additional \$20,000 will be granted before the end of the year. They also fulfilled their commitment to pay the library \$50,000 to cover salary expenses.

Amazon sales are going well. A Seasons Greeting book sale is coming up. The fall sale broke a new record for sales. Jan noted that there is a much more positive dynamic on the Friends board now compared to when she first joined, and credited Brad's work and leadership for the improvement.

Ongoing Business

None noted.

New Business

Appoint Executive Director Annual Evaluation Committee

The committee is traditionally composed of the incoming chair and the outgoing chair, so Sarah Goodwin Thiel and Judy Keller will serve.

Staff recommendation for Going Fines Free

Jeff Bergeron, Accounts Coordinator, presented information about why the library was recommending we eliminate overdue fines at the library, and how we would implement this change. Judy congratulated Jeff on an excellent presentation, and the room applauded in agreement.

Discussion followed, including a question as to how eliminating already accrued fines would affect the library's balance sheet. Brad noted there would be no effect because unpaid fines are not included in the library's accounts receivable line item.

Brad answered a question about how the library could accommodate the cut in revenues if we implement an overdue fine free policy in 2020. He noted that the budget already reflects the loss of overdue fine revenue. Crafting a budget without these funds was largely possible due to the increase in tax revenue receipts. We thus have an ideal opportunity to do this in 2020.

Jeff noted that the optimal rollout for the policy would be January 1, 2020, but if there is no vote by the board until the December meeting, it would be difficult to implement the policy in the limited time remaining in the year.

David Vance moved to approve the elimination of overdue fines in 2020, and to forgive overdue fines currently on the books. Mayor Larsen seconded.

Mayor Larsen then noted that there was no action item for a vote on the published November meeting agenda, so the public would not have been made aware of a potential policy vote. For that reason, a vote should not be taken. David withdrew his motion.

Board members were unanimous in their support of the initiative, so they agreed that library staff could proceed with planning for going fine free on January 1, 2020, understanding that there would be some (minimal) risk that the Board might not vote in favor at the December meeting.

Brad noted that the library will also implement automatic renewals for items that have no active holds. Automatic renewals should help prevent a glut of materials coming back all at once and creating shelving capacity issues at the library.

Some discussion followed as to if we should reconsider sending accounts to a collection agency. There was no suggestion to pursue this. However, Brad noted that the library may raise the amount for which we flag accounts to be sent for collection. We currently report accounts that owe the library \$25.00 or more.

New Auditor

Brad notified the Library Board that an RFP had been sent out for a new auditor. The Library will hire Gordon CPA.

Future agenda items:

Vote on going fines free

Adjournment

There being no other business, Judy adjourned the meeting at 5:50 p.m.

The next Board meeting will be Monday, December 16th at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
November 2019									
REVENUES		This Month	Year to Date	Annual Budget	92% of Year		Nov-18		YTD 2018
Tax Fund		\$ -	\$ 4,460,752.51	\$ 4,457,000.00	100.08%		\$ 36,751.55		\$ 4,345,247.49
Overdues		\$ 11,248.52	\$ 135,584.84	\$ 150,000.00	90.39%		\$ 12,704.76		\$ 143,814.31
NEKLS		\$ 22,625.00	\$ 91,850.00	\$ 93,000.00	98.76%		\$ 22,500.00		\$ 93,350.00
State Aid		\$ -	\$ 27,818.52	\$ 25,000.00	111.27%		\$ -		\$ 27,595.64
Photo Copies		\$ 1,745.40	\$ 21,789.74	\$ 20,000.00	108.95%		\$ 1,588.76		\$ 19,016.55
Coffee Shop Rent		\$ 750.00	\$ 8,250.00	\$ 9,000.00	91.67%		\$ 1,500.00		\$ 9,000.00
Meeting Room Fees		\$ 725.00	\$ 7,400.00	\$ 5,000.00	148.00%		\$ 425.00		\$ 6,325.00
Interest		\$ 837.56	\$ 33,142.12	\$ 16,000.00	207.14%		\$ 2,632.71		\$ 23,418.33
Miscellaneous		\$ 31.45	\$ 5,083.65	\$ -			\$ 70.70		\$ 685.93
Total Revenues		\$37,962.93	\$4,791,671.38	\$4,775,000.00	100.35%		\$78,173.48		\$4,668,453.25
EXPENSES									
Salaries & Wages		\$ 243,000.19	\$ 2,413,812.51	\$ 2,670,000.00	90.40%		\$ 236,901.85		\$ 2,303,558.29
Employee Benefits		\$ 28,021.56	\$ 295,749.60	\$ 330,000.00	89.62%		\$ 26,303.69		\$ 284,151.51
Payroll Taxes		\$ 41,659.93	\$ 412,825.39	\$ 465,000.00	88.78%		\$ 39,479.33		\$ 382,695.21
Utilities		\$ 6,940.43	\$ 81,441.56	\$ 96,000.00	84.83%		\$ 5,798.97		\$ 73,437.80
Building Supplies		\$ 989.85	\$ 15,779.03	\$ 20,000.00	78.90%		\$ 1,591.24		\$ 17,556.91
Building Repairs & Maintenance		\$ 729.55	\$ 51,564.30	\$ 55,000.00	93.75%		\$ 1,112.03		\$ 45,470.16
Library Supplies		\$ 4,170.96	\$ 17,393.22	\$ 25,000.00	69.57%		\$ 1,010.27		\$ 19,004.43
Books & Materials		\$ 57,288.43	\$ 577,745.05	\$ 670,000.00	86.23%		\$ 48,781.65		\$ 558,349.14
Processing Supplies		\$ 4,753.27	\$ 51,237.75	\$ 50,000.00	102.48%		\$ 3,815.68		\$ 48,835.40
Equipment		\$ -	\$ 9,819.90	\$ 10,000.00	98.20%		\$ -		\$ 18,732.50
Technology		\$ 10,333.98	\$ 233,904.54	\$ 245,000.00	95.47%		\$ 6,565.11		\$ 207,369.21
Insurance		\$ -	\$ 12,551.00	\$ 17,000.00	73.83%		\$ 728.00		\$ 13,968.00
Shipping		\$ 1,002.84	\$ 16,671.78	\$ 16,000.00	104.20%		\$ 754.34		\$ 14,415.61
Professional Development		\$ 2,932.57	\$ 26,919.38	\$ 30,000.00	89.73%		\$ 3,886.95		\$ 31,581.66
Book Van & Mileage		\$ 291.63	\$ 2,141.63	\$ 2,000.00	107.08%		\$ 120.77		\$ 1,671.34
Programs		\$ 2,386.35	\$ 17,744.61	\$ 20,000.00	88.72%		\$ 1,975.66		\$ 17,206.77
Professional Fees		\$ 2,646.39	\$ 48,284.30	\$ 20,000.00	241.42%		\$ 1,731.99		\$ 39,608.13
Advertising & Marketing		\$ 2,054.65	\$ 29,949.68	\$ 30,000.00	99.83%		\$ 9,954.13		\$ 27,469.45
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ 15,593.60
Miscellaneous		\$ (205.97)	\$ 1,330.49	\$ -			\$ (383.66)		\$ 1,788.62
Total Expenses		\$ 408,996.61	\$ 4,316,865.72	\$ 4,775,000.00	90.41%		\$ 390,128.00		\$ 4,122,463.74
CASH BALANCES									
	Checking	\$ 1,115,750.34							
	Capital Improvement	\$ 678,376.49							

Lawrence Public Library 2019 Outside Funding Report														
		1/1/2019		September	September	October	October	November	November	December	December			
		AMOUNT		Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS														
	KPR-Advertising	\$ 2,590.91										\$ (0.00)		
	Summer Reading - ALL	\$ 4,525.83					\$ (208.61)		\$ 22.38			\$ 7,521.27		
	Aquarium	\$ 872.21			\$ 600.00				\$ 300.00			\$ 294.29		
	Kanopy 2020			\$ 20,000.00								\$ 20,000.00		
	Volunteers	\$ 346.62										\$ 705.63		
	Read Across Lawrence 2019	\$ (12,190.60)			\$ 183.77				\$ 11,560.22			\$ (9,787.44)		
	Salaries/Taxes - Hyde	\$ (11.62)			\$ 4,054.19		\$ 4,054.18	\$ 25,000.00	\$ 4,054.19			\$ 5,383.12		
	Block Grant	\$ 93,780.52		\$ (20,000.00)	\$ 5.44			\$ 80,000.00	\$ 1,964.00			\$ 112,436.96		
		\$ 89,913.87		\$ -	\$ 4,843.40	\$ -	\$ 3,845.57	\$ 105,000.00	\$ 17,900.79	\$ -	\$ -	\$ 136,553.83		
FOUNDATION														
	Kansas Health Foundation	\$ 2,134.96			\$ 25.00		\$ 25.00		\$ 25.00			\$ 1,760.71		
	Salaries/Taxes - Isaman	\$ -			\$ 3,023.58	\$ 9,070.69	\$ 3,023.57		\$ 3,494.14			\$ (6,517.71)		
	Foundation Expenses to be reimbursed	\$ -			\$ 394.96	\$ 2,210.66	\$ 894.97		\$ 1,553.17			\$ (2,448.14)		
	Mary Winter for BCIAB	\$ 4,873.53			\$ 999.36		\$ 145.92		\$ 207.84			\$ (121.01)		
	Salkind for E-books	\$ 2.11			\$ 1,248.11		\$ 1,262.89					\$ 28.06		
	Patsy Cotte for YS				\$ 1,090.10	\$ 2,630.00	\$ (425.00)					\$ 1,107.93		
	Harry Potter	\$ 490.91										\$ 490.91		
	Weinberg/Jedel YS/YA	\$ 8,550.25			\$ 83.25		\$ 265.00					\$ 17,642.91		
	Milliken Fund	\$ 2,300.21			\$ 1,422.41				\$ 10.00			\$ 2,910.32		
	Sound & Vision	\$ -			\$ 210.13							\$ (0.00)		
	Peterson - Technology/Gage Tech	\$ 5,073.09										\$ -		
	Camin Memorial	\$ 242.79										\$ 242.79		
	Storytime @Home/Juanita Marsh	\$ 886.55										\$ 851.41		
	Harrison Music Storytellers	\$ -			\$ 439.61		\$ 142.00					\$ (853.59)		
	Dr. Bob	\$ -					\$ 130.15		\$ 226.47			\$ (356.62)		
	Seed Library	\$ 1,804.49					\$ 440.61					\$ 1,363.88		
	Crowe Fund	\$ 1,332.70			\$ 56.66				\$ 112.23			\$ 805.96		
	Local History/Coan	\$ 4,927.45										\$ 4,806.65		
	MIDCO	\$ 17,291.36			\$ 6,329.19							\$ 34,920.13		
	General Endowment	\$ 43,079.97										\$ 43,079.97		
	Simpson Grant	\$ 13,429.65										\$ 3,502.92		
	Youth Services	\$ 1,419.83										\$ 1,225.83		
		\$ 107,839.85		\$ -	\$ 15,322.36	\$ 13,911.35	\$ 5,905.11	\$ -	\$ 5,628.85	\$ -	\$ -	\$ 104,443.31		
OTHER														
	Memorials/Honor with Books/Bauleke	\$ 1,722.07			\$ 11.07				\$ 31.97			\$ 2,035.72		
	ALA Teen Intern	\$ 80.37										\$ 80.37		
	ALA Strengthening Communities						\$ 533.01					\$ 0.00		
	Health Spot							\$ 1,500.00						
	Landsberg Bequest	\$ 1,272.10										\$ (86.00)		
	Lawrence Give Back	\$ 2,626.32										\$ 2,626.32		
	Wurfy	\$ 120.99										\$ 34.16		
	Bibliocommons	\$ 1,000.00										\$ -		
	Merchandise Sales	\$ 833.75		\$ (245.75)		\$ 362.00		\$ 313.75				\$ 966.20		
		\$ 7,655.60		\$ (245.75)	\$ 11.07	\$ 362.00	\$ 533.01	\$ 1,813.75	\$ 31.97	\$ -	\$ -	\$ 5,656.77		
		\$ 205,409.32												
	Month Total			\$ (245.75)	\$ 20,176.83	\$ 14,273.35	\$ 10,283.69	\$ 106,813.75	\$ 23,561.61	\$ -	\$ -	YTD Income	\$ 287,145.92	
									YTD:	\$ 287,145.92	\$ 244,401.33	YTD Expense	\$ 244,401.33	

Lawrence Public Library
Balance Sheet
As of November 30, 2019

	Nov 30, 19	Nov 30, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	811,558.66	943,138.30	-131,579.64	-14.0%
Checking	304,264.68	118,900.79	185,363.89	155.9%
Capital Improvement at MIP	678,376.49	611,634.05	66,742.44	10.9%
Total Checking/Savings	<u>1,794,199.83</u>	<u>1,673,673.14</u>	<u>120,526.69</u>	<u>7.2%</u>
Total Current Assets	<u>1,794,199.83</u>	<u>1,673,673.14</u>	<u>120,526.69</u>	<u>7.2%</u>
Other Assets				
Petty Cash	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Assets	<u>1,240.75</u>	<u>1,240.75</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,795,440.58</u>	<u>1,674,913.89</u>	<u>120,526.69</u>	<u>7.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	<u>53,201.03</u>	<u>33,731.31</u>	<u>19,469.72</u>	<u>57.7%</u>
Total Accounts Payable	<u>53,201.03</u>	<u>33,731.31</u>	<u>19,469.72</u>	<u>57.7%</u>
Other Current Liabilities				
Payroll Liabilities	<u>3,966.42</u>	<u>9,903.06</u>	<u>-5,936.64</u>	<u>-60.0%</u>
Total Other Current Liabilities	<u>3,966.42</u>	<u>9,903.06</u>	<u>-5,936.64</u>	<u>-60.0%</u>
Total Current Liabilities	<u>57,167.45</u>	<u>43,634.37</u>	<u>13,533.08</u>	<u>31.0%</u>
Total Liabilities	<u>57,167.45</u>	<u>43,634.37</u>	<u>13,533.08</u>	<u>31.0%</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	<u>517,550.25</u>	<u>584,827.16</u>	<u>-67,276.91</u>	<u>-11.5%</u>
Total Equity	<u>1,738,273.13</u>	<u>1,631,279.52</u>	<u>106,993.61</u>	<u>6.6%</u>
TOTAL LIABILITIES & EQUITY	<u>1,795,440.58</u>	<u>1,674,913.89</u>	<u>120,526.69</u>	<u>7.2%</u>

**Lawrence Public Library
Revenues & Expenses**

November 2019

	<u>Nov 19</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Friends	105,000.00
Grants	24,125.00
Interest	837.56
Meeting Room Fees	725.00
Merchandise Sales	313.75
Overdues	11,248.52
Photo Copies	1,745.40
Repairs & Equipment	31.45
Total Income	<u>144,776.68</u>
Gross Profit	144,776.68
Expense	
Payroll Expenses	271,421.75
Payroll Taxes	42,776.42
Utilities - Electric	6,940.43
Building Supplies	989.85
Building Repairs & Maintenance	729.55
Library & Office Supplies	4,170.96
Books & Materials	57,288.43
Processing Supplies	4,753.27
Technology	10,333.98
Shipping	1,002.84
Professional Development	2,932.57
Bookvan & Mileage	291.63
Program Expense	2,386.35
Professional Fees	2,646.39
Advertising	2,054.65
Miscellaneous	-205.97
FOUNDATION FUNDING	4,594.05
FRIENDS FUNDING	17,451.07
Total Expense	<u>432,558.22</u>
Net Ordinary Income	<u>-287,781.54</u>
Net Income	<u><u>-287,781.54</u></u>

11:44 AM

12/12/19

Lawrence Public Library Vendor Balance Summary

As of December 13, 2019

	Dec 13, 19
Allen Press	1,380.92
Amazon	4,299.34
ASI	50.00
Baker & Taylor, Inc.	524.81
Century Business Technologies	1,107.28
City of Lawrence	9,024.00
Demco, Inc.	974.72
Diana E. Dyal	71.77
EBSCO	6,377.33
Gale/Cengage Learning	801.17
Harry Miller Piano Service	130.00
Ingram Library Services	29,510.18
Interstate Elevator, Inc.	191.84
Jayhawk Tropical Fish	300.00
Kanopy LLC	1,085.00
Maceli's	320.00
Midwest Tape	18,540.84
OCLC, Inc.	5,588.74
OmTree Shala	150.00
OverDrive	11,689.98
ProQuest LLC	6,131.22
Quill Corporation	470.60
Rabble LLC	6,640.00
Recorded Books	61.65
Springshare LLC	1,012.00
U.S. Bank - Mastercard	4,697.55
Unique Management Services	766.46
Weatherford College	23.77
Westar	8,502.50
Worldpay Integrated Payments	235.07
TOTAL	120,658.74

11:54 AM
12/12/19

Lawrence Public Library
Check Detail
December 7 - 31, 2019

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	12/16/2019	ASI	Checking	
Bill	November	12/03/2019		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	12/16/2019	Westar	Checking	
Bill		12/11/2019		Utilities - Electric	-8,502.50
TOTAL					-8,502.50
Bill Pmt -Check	Electronic	12/16/2019	Worldpay Integrated Payments	Checking	
Bill	November	12/10/2019		Credit Card Processing	-235.07
TOTAL					-235.07
Bill Pmt -Check	28609	12/16/2019	Allen Press	Checking	
Bill	21411	11/13/2019		Advertising	-1,380.92
TOTAL					-1,380.92
Bill Pmt -Check	28610	12/16/2019	Amazon	Checking	
Bill	3029048	11/27/2019	Amazon	Accounts Payable	0.00
Bill	4071409	11/27/2019	Amazon	Accounts Payable	0.00
Bill	1389019	11/27/2019		Books & Materials	-110.88
				Books & Materials	-28.97
				Books & Materials	-53.04
Bill	1389019	11/27/2019		Books & Materials	-29.15
Bill	1389019	11/27/2019		Books & Materials	-49.48
Bill	1389019	11/27/2019		Books & Materials	-31.92
Bill	1389019	11/27/2019		Books & Materials	-148.56
Bill	1389019	11/27/2019		Books & Materials	-90.05
				Books & Materials	-132.88
Bill	1389019	11/27/2019		Books & Materials	-6.75
Bill	4813812	11/27/2019		Books & Materials	-59.98
				Books & Materials	-34.99
Bill	7104225	11/27/2019		Books & Materials	-20.88
				Books & Materials	-11.99
				Books & Materials	-27.63
Bill	7001043	11/27/2019		Books & Materials	-129.22
				Books & Materials	-50.58
				Books & Materials	-124.55
Bill	5861041	11/27/2019		Books & Materials	-24.67
Bill	2133003	11/27/2019		Books & Materials	-36.97
Bill	5765814	11/27/2019		Books & Materials	-16.83
Bill	8133822	11/27/2019		Books & Materials	-15.94
Bill	6910635	11/27/2019		Books & Materials	-21.54
Bill	7365813	11/27/2019		Books & Materials	-178.32
Bill	7365813	11/27/2019		Books & Materials	-119.98
Bill	6989800	11/27/2019		Books & Materials	-107.60
				Books & Materials	-262.81
Bill	6989800	11/27/2019		Books & Materials	-171.67
				Books & Materials	-39.31
Bill	7104225	11/27/2019		Books & Materials	-53.29

11:54 AM
12/12/19

Lawrence Public Library
Check Detail
December 7 - 31, 2019

Type	Num	Date	Name	Account	Paid Amount
Bill	3201067	11/27/2019		Books & Materials	-36.97
Bill	6431432	11/27/2019		Books & Materials	-42.29
Bill	7104225	11/27/2019		Books & Materials	-121.71
Bill	0597810	11/27/2019		Books & Materials	-49.94
Bill	1804214	11/27/2019		Books & Materials	-23.94
Bill	5469818	11/27/2019		Books & Materials	-15.54
Bill	0597810	11/27/2019		Books & Materials	-110.93
Bill	3682663	11/27/2019		Books & Materials	-20.31
Bill	7125061	11/27/2019		Books & Materials	-201.85
Bill	7692244	11/27/2019		Books & Materials	-29.15
Bill	0597810	11/27/2019		Books & Materials	-6.99
Bill	9698642	11/27/2019		Books & Materials	-27.88
Bill	5349843	12/06/2019		Block Grant	-50.00
Bill	5666601	12/10/2019		Supplies	-34.98
Bill	5765814	12/11/2019		Books & Materials	-10.99
Bill	5744256	12/11/2019		Books & Materials	-48.96
Bill	6984262	12/11/2019		Books & Materials	-149.97
Bill	2385835	12/11/2019		Books & Materials	-11.94
Bill	0597810	12/11/2019		Books & Materials	-29.99
Bill	7789000	12/11/2019		Books & Materials	-5.88
Bill	6984262	12/11/2019		Books & Materials	-17.98
Bill	0786645	12/11/2019		Books & Materials	-19.85
Bill	5349843	12/11/2019		Books & Materials	-12.99
Bill	7369047	12/11/2019		Books & Materials	-13.41
Bill	7609800	12/11/2019		Books & Materials	-39.98
Bill	5349843	12/11/2019		Books & Materials	-14.99
				Books & Materials	-15.32
Bill	3501050	12/11/2019		Books & Materials	-54.61
				Books & Materials	-40.96
				Books & Materials	-48.20
				Books & Materials	-58.25
Bill	3501050	12/11/2019		Books & Materials	-295.61
				Books & Materials	-113.41
Bill	3605869	12/11/2019		Books & Materials	-32.97
				Books & Materials	-74.61
				Books & Materials	-62.31
				Books & Materials	-101.89
				Books & Materials	-37.98
				Books & Materials	-23.38
TOTAL					-4,299.34
Bill Pmt -Check	28611	12/16/2019	Baker & Taylor, Inc.	Checking	
Bill	2034841266	11/27/2019		Books & Materials	-336.09
Bill	2034841267	11/27/2019		Processing Supplies	-3.05
Bill	2034962558	12/11/2019		Books & Materials	-107.94
Bill	2034962559	12/11/2019		Processing Supplies	-1.78
Bill	2034937822	12/11/2019		Books & Materials	-75.70
Bill	2034937823	12/11/2019		Processing Supplies	-0.25
TOTAL					-524.81
Bill Pmt -Check	28612	12/16/2019	Century Business Technologies	Checking	
Bill	544079	12/10/2019		Copying	-843.28
Bill	544501	12/12/2019		Copying	-264.00
TOTAL					-1,107.28

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28613	12/16/2019	City of Lawrence	Checking	
Bill	2020 Parking	12/10/2019		Miscellaneous	-9,024.00
TOTAL					-9,024.00
Bill Pmt -Check	28614	12/16/2019	Demco, Inc.	Checking	
Bill	6729313	11/27/2019		Processing Supplies Library & Office Suppli...	-267.10 -707.62
TOTAL					-974.72
Bill Pmt -Check	28615	12/16/2019	Diana E. Dyal	Checking	
Bill	REFUND	12/10/2019		Overdues	-71.77
TOTAL					-71.77
Bill Pmt -Check	28616	12/16/2019	Gale/Cengage Learning	Checking	
Bill	68918562	11/27/2019		Books & Materials	-35.68
Bill	68912156	11/27/2019		Books & Materials	-111.95
Bill	68868964	11/27/2019		Books & Materials	-23.79
Bill	68860518	11/27/2019		Books & Materials	-327.47
Bill	68860021	11/27/2019		Books & Materials	-26.59
Bill	69027077	12/11/2019		Books & Materials	-97.96
Bill	69020789	12/11/2019		Books & Materials	-51.78
Bill	69021119	12/11/2019		Books & Materials	-125.95
TOTAL					-801.17
Bill Pmt -Check	28617	12/16/2019	Harry Miller Piano Service	Checking	
Bill	11-15-19	11/27/2019		Building Repairs & Mai...	-130.00
TOTAL					-130.00
Bill Pmt -Check	28618	12/16/2019	Ingram Library Services	Checking	
Bill	42826608	11/27/2019		Read Across Lawrence Read Across Lawrence Children's Programming Books & Materials	-4,598.40 -6,484.56 -38.32 -22.91
Bill	42860921	11/27/2019		Adult Programming Books & Materials	-75.00 -148.23
Bill	42719844	11/27/2019		Read Across Lawrence	-105.44
Bill	42860922	11/27/2019		Processing Supplies	-21.82
Bill	42868276	11/27/2019		Processing Supplies	-46.55
Bill	42845396	11/27/2019		Processing Supplies	-24.09
Bill	42826610	11/27/2019		Processing Supplies	-111.05
Bill	42826616	11/27/2019		GGIFT	-1.79
Bill	42826612	11/27/2019		Processing Supplies	-1.97
Bill	42826614	11/27/2019		Processing Supplies	-0.30
Bill	42787573	11/27/2019		Processing Supplies	-0.15
Bill	42805936	11/27/2019		Processing Supplies	-0.60
Bill	42805934	11/27/2019		Processing Supplies	-18.35
Bill	42787571	11/27/2019		Processing Supplies	-46.73

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Type	Num	Date	Name	Account	Paid Amount
Bill	42811897	11/27/2019		Processing Supplies	-42.50
Bill	42770931	11/27/2019		Processing Supplies	-130.56
Bill	42764792	11/27/2019		Processing Supplies	-57.38
Bill	42749727	11/27/2019		Processing Supplies	-21.26
Bill	42749725	11/27/2019		Processing Supplies	-37.41
Bill	42770929	11/27/2019		Processing Supplies	-138.34
Bill	42770933	11/27/2019		Processing Supplies	-1.50
Bill	42756667	11/27/2019		Processing Supplies	-0.90
Bill	42756665	11/27/2019		Processing Supplies	-31.82
Bill	42719846	11/27/2019		Processing Supplies	-18.54
Bill	42719848	11/27/2019		Processing Supplies	-14.76
Bill	42697395	11/27/2019		Processing Supplies	-90.81
Bill	42707120	11/27/2019		Processing Supplies	-34.13
Bill	42697391	11/27/2019		Processing Supplies	-8.70
Bill	42697393	11/27/2019		Processing Supplies	-10.83
Bill	42868275	11/27/2019		Books & Materials	-530.36
Bill	42845395	11/27/2019		Books & Materials	-320.43
Bill	42826609	11/27/2019		Books & Materials	-1,004.11
Bill	42852169	11/27/2019		Books & Materials	-5.12
Bill	42826615	11/27/2019		GGIFT	-30.18
Bill	42826611	11/27/2019		Books & Materials	-5.39
Bill	42826613	11/27/2019		Books & Materials	-26.39
Bill	42787572	11/27/2019		Books & Materials	-16.79
Bill	42805935	11/27/2019		Books & Materials	-40.19
Bill	42805933	11/27/2019		Books & Materials	-213.43
Bill	42787570	11/27/2019		Books & Materials	-488.19
Bill	42811896	11/27/2019		Books & Materials	-327.25
Bill	42770930	11/27/2019		Books & Materials	-1,106.99
Bill	42764790	11/27/2019		Books & Materials	-26.11
Bill	42764791	11/27/2019		Books & Materials	-383.41
Bill	42749726	11/27/2019		Books & Materials	-229.92
Bill	42749724	11/27/2019		Books & Materials	-470.77
Bill	42770928	11/27/2019		Books & Materials	-1,701.21
Bill	42770927	11/27/2019		Books & Materials	-7.96
Bill	42770932	11/27/2019		Books & Materials	-123.72
Bill	42756666	11/27/2019		Books & Materials	-83.30
Bill	42756664	11/27/2019		Books & Materials	-235.14
Bill	42719845	11/27/2019		Books & Materials	-241.21
Bill	42719847	11/27/2019		Books & Materials	-127.22
Bill	42697394	11/27/2019		Books & Materials	-960.07
Bill	42707119	11/27/2019		Books & Materials	-238.56
Bill	42697390	11/27/2019		Books & Materials	-63.41
Bill	42697392	11/27/2019		Books & Materials	-107.34
Bill	43013565	12/11/2019		Processing Supplies	-819.70
Bill	43013567	12/11/2019		Processing Supplies	-1.97
Bill	43013569	12/11/2019		Processing Supplies	-1.97
Bill	43013563	12/11/2019		Processing Supplies	-36.43
Bill	43003916	12/11/2019		Processing Supplies	-84.80
Bill	42977685	12/11/2019		Processing Supplies	-16.71
Bill	42922749	12/11/2019		Processing Supplies	-221.86
Bill	42936222	12/11/2019		Processing Supplies	-93.95
Bill	42885387	12/11/2019		Processing Supplies	-36.82
Bill	42906492	12/11/2019		Processing Supplies	-7.71
Bill	43013564	12/11/2019		Processing Supplies	-2,425.70
Bill	43013566	12/11/2019		Processing Supplies	-13.77
Bill	43013568	12/11/2019		Processing Supplies	-13.19
Bill	43013562	12/11/2019		Processing Supplies	-358.23
Bill	43003915	12/11/2019		Processing Supplies	-616.06
Bill	42977684	12/11/2019		Processing Supplies	-190.37
Bill	42922748	12/11/2019		Processing Supplies	-1,950.65
Bill	42936221	12/11/2019		Processing Supplies	-675.62
Bill	42885386	12/11/2019		Processing Supplies	-304.99

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Type	Num	Date	Name	Account	Paid Amount
Bill	42936220	12/11/2019		Processing Supplies	-7.39
Bill	42922747	12/11/2019		Processing Supplies	-8.53
Bill	42906491	12/11/2019		Processing Supplies	-123.89
TOTAL					-29,510.18
Bill Pmt -Check	28619	12/16/2019	Interstate Elevator, Inc.	Checking	
Bill	19814	12/10/2019		Building Repairs & Mai...	-191.84
TOTAL					-191.84
Bill Pmt -Check	28620	12/16/2019	Jayhawk Tropical Fish	Checking	
Bill	898498	12/10/2019		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	28621	12/16/2019	Kanopy LLC	Checking	
Bill	176088-PPU	12/11/2019		Books & Materials	-1,085.00
TOTAL					-1,085.00
Bill Pmt -Check	28622	12/16/2019	Maceli's	Checking	
Bill	11-19-19	11/27/2019		Adult Programming	-320.00
TOTAL					-320.00
Bill Pmt -Check	28623	12/16/2019	Midwest Tape	Checking	
Bill	98238957	11/27/2019		Books & Materials	-119.97
Bill	98239292	11/27/2019		Books & Materials	-1,570.91
				Books & Materials	-24.73
Bill	98235762	11/27/2019		Books & Materials	-514.26
Bill	98228435	11/27/2019		Books & Materials	-257.14
Bill	98231374	11/27/2019		Books & Materials	-53.20
Bill	98228433	11/27/2019		Books & Materials	-157.22
Bill	98231376	11/27/2019		Books & Materials	-33.74
Bill	98206796	11/27/2019		Books & Materials	-99.97
Bill	98206798	11/27/2019		Books & Materials	-22.49
Bill	98206795	11/27/2019		Books & Materials	-1,550.61
				Books & Materials	-167.95
Bill	98205589	11/27/2019		Books & Materials	-215.90
Bill	98204730	11/27/2019		Books & Materials	-20.24
Bill	98204732	11/27/2019		Books & Materials	-12.74
Bill	98201186	11/27/2019		Books & Materials	-241.42
Bill	98201184	11/27/2019		Books & Materials	-11.24
Bill	98193639	11/27/2019		Books & Materials	-46.46
Bill	98194891	11/27/2019		Books & Materials	-97.46
Bill	98175401	11/27/2019		Books & Materials	-201.62
Bill	98175402	11/27/2019		Books & Materials	-249.93
Bill	98170885	11/27/2019		Books & Materials	-9.74
Bill	98286971	12/10/2019		Processing Supplies	-446.15
Bill	98301473	12/11/2019		Books & Materials	-12.74
Bill	98301471	12/11/2019		Books & Materials	-99.97
Bill	98269053	12/11/2019		Books & Materials	-11.24

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Type	Num	Date	Name	Account	Paid Amount
Bill	98301470	12/11/2019		Books & Materials	-1,420.33
				Books & Materials	-14.99
Bill	98297835	12/11/2019		Books & Materials	-12.74
Bill	98297837	12/11/2019		Books & Materials	-198.68
Bill	98296363	12/11/2019		Books & Materials	-218.85
Bill	98293272	12/11/2019		Books & Materials	-119.18
Bill	98291733	12/11/2019		Books & Materials	-233.92
Bill	98291731	12/11/2019		Books & Materials	-96.67
Bill	98286580	12/11/2019		Books & Materials	-495.50
Bill	98268709	12/11/2019		Books & Materials	-43.48
Bill	98265587	12/11/2019		Books & Materials	-788.54
Bill	98260605	12/11/2019		Books & Materials	-427.40
Bill	98259832	12/11/2019		Books & Materials	-220.42
Bill	98265588	12/11/2019		Books & Materials	-240.95
Bill	98259831	12/11/2019		Books & Materials	-86.92
Bill	98284466	12/11/2019		Books & Materials	-7,673.23
TOTAL					-18,540.84
Bill Pmt -Check	28624	12/16/2019	OCLC, Inc.	Checking	
Bill	694182	12/10/2019		Collections	-5,588.74
TOTAL					-5,588.74
Bill Pmt -Check	28625	12/16/2019	OmTree Shala	Checking	
Bill	Mindful Yoga	12/10/2019		Young Adult Program...	-150.00
TOTAL					-150.00
Bill Pmt -Check	28626	12/16/2019	OverDrive	Checking	
Bill	06809DA1...	11/27/2019		Books & Materials	-312.95
Bill	06809CO1...	11/27/2019		Books & Materials	-82.29
Bill	06809DA1...	11/27/2019		Books & Materials	-456.00
Bill	06809CO1...	11/27/2019		Books & Materials	-559.23
Bill	06809CO1...	11/27/2019		Books & Materials	-598.98
Bill	06809CO1...	11/27/2019		Books & Materials	-1,228.91
Bill	06809CO1...	11/27/2019		Books & Materials	-1,183.93
Bill	06809CO1...	11/27/2019		Books & Materials	-161.95
Bill	06809CO1...	11/27/2019		Books & Materials	-387.39
Bill	06809CO1...	12/11/2019		Books & Materials	-972.92
Bill	06809DA1...	12/11/2019		Books & Materials	-16.99
Bill	06809CO1...	12/11/2019		Books & Materials	-567.96
Bill	06809CO1...	12/11/2019		Books & Materials	-165.66
Bill	06809CO1...	12/11/2019		Books & Materials	-796.12
Bill	06809CO1...	12/11/2019		Books & Materials	-1,241.89
Bill	06809DA1...	12/11/2019		Books & Materials	-165.99
Bill	06809CO1...	12/11/2019		Books & Materials	-273.91
Bill	06809CO1...	12/11/2019		Books & Materials	-817.39
Bill	06809CO1...	12/11/2019		Books & Materials	-393.35
Bill	06809CO1...	12/11/2019		Books & Materials	-666.96
Bill	06809CO1...	12/11/2019		Books & Materials	-581.22
Bill	06809DA1...	12/11/2019		Books & Materials	-57.99
TOTAL					-11,689.98
Bill Pmt -Check	28627	12/16/2019	ProQuest LLC	Checking	

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Type	Num	Date	Name	Account	Paid Amount
Bill	Q00361514	11/27/2019		Books & Materials	-6,131.22
TOTAL					-6,131.22
Bill Pmt -Check	28628	12/16/2019	Quill Corporation	Checking	
Bill	2516375	11/27/2019		Children's Programming	-27.68
Bill	2492999	11/27/2019		Children's Programming	-175.86
				Library & Office Suppli...	-267.06
TOTAL					-470.60
Bill Pmt -Check	28629	12/16/2019	Rabble LLC	Checking	
Bill	1064	12/11/2019		Books & Materials	-6,640.00
TOTAL					-6,640.00
Bill Pmt -Check	28630	12/16/2019	Recorded Books	Checking	
Bill	76584193	12/11/2019		Books & Materials	-61.65
TOTAL					-61.65
Bill Pmt -Check	28631	12/16/2019	Springshare LLC	Checking	
Bill	19-R5575	11/27/2019		Public Access	-1,012.00
TOTAL					-1,012.00
Bill Pmt -Check	28632	12/16/2019	U.S. Bank - Mastercard	Checking	
Bill		11/28/2019		Admin. Dept.	-45.78
				Admin. Dept.	-36.35
				Collection Development	-398.83
				Admin. Dept.	-860.69
				Bookvan & Mileage	-169.38
				Adult Programming	-34.39
				Children's Programming	-56.76
				Children's Programming	-3.81
				Children's Programming	-13.24
				Children's Programming	-10.61
				Children's Programming	-140.55
				Children's Programming	-3.34
				Children's Programming	-86.73
				Young Adult Program...	-7.92
				Young Adult Program...	-5.46
				Young Adult Program...	-41.97
				Read Across Lawrence	-165.04
				Professional Fees	-620.95
				Shipping	-108.05
				Library & Office Suppli...	-90.66
				Library & Office Suppli...	-37.57
				Miscellaneous	-29.29
				Miscellaneous	-13.84
				Advertising	-135.51
				Building Supplies	-351.79

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Type	Num	Date	Name	Account	Paid Amount
				Telephone	-266.32
				Supplies	-186.73
				Software & Licenses	-13.88
				FOUNDATION FUNDI...	-16.57
				FOUNDATION FUNDI...	-365.42
				FOUNDATION FUNDI...	-33.22
				FOUNDATION FUNDI...	-52.38
				Dr. Bob Program	-106.85
				Staff Incentives	-102.78
				Sound & Vision	-9.16
Bill		12/03/2019		Periodicals	-49.75
				Books & Materials	-25.98
TOTAL					-4,697.55
Bill Pmt -Check	28633	12/16/2019	Unique Management Services	Checking	
Bill	569885	12/10/2019		Professional Fees	-131.01
Bill	569884	12/10/2019		Professional Fees	-635.45
TOTAL					-766.46
Bill Pmt -Check	28634	12/16/2019	Weatherford College	Checking	
Bill	ILL 199178...	11/27/2019		Overdues	-23.77
TOTAL					-23.77
Bill Pmt -Check	28635	12/16/2019	EBSCO	Checking	
Bill	100011558...	12/12/2019		Periodicals	-6,377.33
TOTAL					-6,377.33

Lawrence Public Library

Monthly Statistical Summary--November 2019

INDICATOR	November		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	5.45	5.74	-5%			
Reference Transactions per Capita	1.04	1.23	-15%			
Program Attendance per Capita	0.37	0.41	-10%			
Circulation per Capita	11.31	11.72	-3%			
Circulation per Visit	2.08	2.04	2%			
Total Holdings per Capita	2.02	2.05	-1%			
% of Lawrence Residents Registered	45%	57%	-21%			

Circulation--Adult Total	64,473	66,498	-3%	774,104	776,177	0%
Circulation--Young Adult Total	3,222	3,574	-10%	43,370	42,032	3%
Circulation--Youth Total	27,220	27,100	0%	324,817	324,975	0%
Circulation--Bookmobile	1,147	952	20%	13,846	11,115	25%
Circulation--Book Lockers	790	961	-18%	10,763	10,587	2%
Circulation--Audiovisual Total	37,135	39,461	-6%	440,230	442,843	-1%
Circulation--Total	94,915	97,172	-2%	1,142,291	1,143,184	0%

Reference Transactions	8,769	10,188	-14%	121,002	138,268	-12%
User Visits	45,782	47,568	-4%	594,044	605,431	-2%
LPL Web Site Visits	18,994	16,927	12%	216,156	207,935	4%

Holdings--Added	2,530	3,069	-18%	33,375	34,991	-5%
Holdings--Withdrawn	4,496	3,414	32%	40,442	36,395	11%
Holdings--Total	203,831	203,722	0%			

Cardholders Added	397	421	-6%			
Active Cardholders--Total	54,906	69,261	-21%			

Adult Programs	23	19	21%	256	319	-20%
Young Adult Programs	18	14	29%	187	167	12%
Youth Programs	79	70	13%	800	719	11%
Total Programs	120	103	17%	1,243	1,205	3%
Total Program Attendance	3,140	3,375	-7%	50,333	54,298	-7%
Public Uses of Meeting Rooms	1,024	845	21%	10,671	10,090	6%

Total Paid Staff (FTE)	68.29	67.20	2%			
Total Number of Employees	91	86	6%			

Lawrence Public Library							
Monthly Statistical Report--November 2019							
	November		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	5.45	5.74	-5%				
Reference Transactions per Capita	1.04	1.23	-15%				
Program Attendance per Capita	0.37	0.41	-8%				
Circulation per Capita	11.31	11.72	-4%				
Total Holdings per Capita	2.02	2.05	-1%				
Collection Turnover--Total	5.66	5.80	-2%				
Collection Turnover--Adult	6.12	6.28	-3%				
Collection Turnover--Young Adult	3.15	3.59	-12%				
Collection Turnover--Youth	5.23	5.23	0%				
Collection Turnover--Audiovisual	10.97	11.02	0%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30476	30259	1%		371241	368187	1%
Circulation--Adult Periodicals	960	1115	-14%		11247	11056	2%
Circulation--Adult Feature Films & TV Shows	20773	23199	-10%		248359	259270	-4%
Circulation--Electronic Games	1366	1547	-12%		17466	18961	-8%
Circulation--Adult Music CDs	3746	4258	-12%		44008	51046	-14%
Circulation--Adult Audio Books and Books on CD	7030	6001	17%		80517	66821	20%
Circulation--eReaders	0	5	-100%		7	85	-92%
Circulation--Other	122	114	7%		1259	751	68%
Circulation--Adult Total	64473	66498	-3%		774104	776177	0%
Circulation--YA Books and Videos	2708	3153	-14%		37135	37594	-1%
Circulation--YA Periodicals	5	4	25%		67	83	-19%
Circulation--YA Audio Books and Books on CD	509	417	22%		6168	4355	42%
Circulation--YA Total	3222	3574	-10%		43370	42032	3%
Circulation--Youth Books and Videos	25108	24945	1%		300060	300447	0%
Circulation--Youth Periodicals	52	80	-35%		947	1280	-26%
Circulation--Youth Music CDs	365	391	-7%		4874	4765	2%
Circulation--Youth Audio Books and Books on CD	1695	1684	1%		18936	18483	2%
Circulation--Youth Total	27220	27100	0%		324817	324975	0%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
		2018-2019				2018-2019	
Circulation--Bookmobile	1147	952	20%		13846	11115	25%
Circulation--Book Lockers	790	961	-18%		10763	10587	2%
Circulation--Total Books	58292	58357	0%		708436	706228	0%
Circulation--Total Periodicals	1017	1199	-15%		12261	12419	-1%
Circulation--Total Audiovisual	37135	39461	-6%		440230	442843	-1%
Circulation Total	94915	97172	-2%		1,142,291	1,143,184	0%
Staff Assisted Circulation	3677	4386	-16%		46873	44800	5%
Self Check Circulation	62049	66228	-6%		774697	816819	-5%
Percent Self Check	94%	94%	1%		94%	95%	-1%
Online Renewals	15271	15542	-2%		169455	169729	0%
Other Staff Checkouts	95	126	-25%		1405	1351	4%
Requests Placed	17651	18743	-6%		221813	219104	1%
Requests Filled	16656	17241	-3%		203345	199061	2%
Requests Unclaimed	2452	2548	-4%		29657	29189	2%
Interlibrary Loan Items Borrowed for LPL Patrons	336	385	-13%		4582	4993	-8%
Interlibrary Loan Items Loaned from LPL Collection	468	562	-17%		6305	6197	2%
OTHER LIBRARY SERVICES							
User Visits	45782	47568	-4%		594044	605431	-2%
Public Computer Usage	5775	7168	-19%		80141	90167	-11%

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
		2018-2019				2018-2019	
Adult Reference Transactions	1338	1175	14%		15313	16066	-5%
Young Adult Reference Transactions	683	1150	-41%		10430	11395	-8%
Youth Reference Transactions	1184	1037	14%		14756	15444	-4%
IT Desk	685	1088	-37%		13458	15302	-12%
Welcome Desk	868	1424	-39%		12999	21840	-40%
Phone Calls	1393	1221	14%		20208	17600	15%
Accounts Desk	2618	3093	-15%		33838	35621	-5%
Total Reference Transactions	8769	10188	-14%		121002	133268	-9%
Public-Sponsored Uses of Meeting Rooms	1024	845	21%		10671	10090	6%
LPL Web Site Visits	18994	16927	12%		216156	207935	4%
Web Site Sessions	43262				526595		
RESOURCES							
Holdings--Total	203831	203722	0%				
Holdings--Adult	128188	128717	0%				
Holdings--Young Adult	12321	11978	3%				
Holdings--Youth	63322	63027	0%				
Holdings--Audiovisual	40625	42975	-5%				
Holdings--eReaders	1	9	-89%				
Holdings Added	2530	3069	-18%		33375	34991	-5%
Holdings Withdrawn	4496	3414	32%		40442	36395	11%
Holdings Net Change	-371	118	-414%		-315	5463	
LIBRARY PATRONS							
Total Active Cardholders	54906	69261	-21%				
Cardholders Added	397	421	-6%		6840	7213	-5%
Cardholders Transacting	13941	13484	3%		161518	154855	4%
Percent of Cardholders Transacting	25%	19%	30%				
Total Number of Lawrence Residents Registered	44966	53772	-16%				
Percent of Lawrence Residents Registered	45%	54%	-17%				

Lawrence Public Library	November		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
		2018-2019				2018-2019	
PROGRAMMING							
Number of Adult Programs	23	19	21%		256	319	-20%
Number of Young Adult Programs	18	14	29%		187	167	12%
Number of Youth Programs	79	70	13%		800	719	11%
Total Programs	120	103	17%		1243	1205	3%
Adult Program Attendance	411	743	-45%		9345	12070	-23%
Young Adult Program Attendance	435	466	-7%		5232	6591	-21%
Youth Program Attendance	2294	2166	6%		35756	35637	0%
Total Program Attendance	3140	3375	-7%		50333	54298	-7%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	68.29	67.2	2%				
ALA-MLS Librarians, in Full-Time Equivalents	18.05	17.7	2%				
Number of Employees--Total	91	86	6%				
Number of Employees--Full-Time	47	46	2%				
Number of Employees--Part-Time	44	40	10%				
Terminations	1	1	0%		22	13	69%
Hirings	4	1	300%		26	18	44%
Volunteer Hours	566.4	683.7	-17%		8163.1	8637.5	-5%

Select Online Statistics November 2019

Kanopy:

Visits - 5283
Pages - 6423
Plays - 871
Users - 840

Lynda.com

Active Users - 2606
New Users - 28
Users Who Logged In - 128
Total Log-ins - 416
Total Views - 2151
Hours Viewed - 143.23
Hours Viewed Per User Who Logged In - 1.12
Hours Viewed Per Log-in - .34

Library Director's Report for December 2019

End of Year Finances

The budget is looking good headed into the end of the year as you can see from the financial reports in the board packet. We will have a report at January's meeting on exact numbers.

Meeting with Sarah Plinsky

I met with Douglas County Administrator Sarah Plinsky on December 11. We hadn't ever had an official meeting, so I reached out to connect with her. We had a good conversation learning about each others organizations and discussed ways we could collaborate more in the future. Overall, it was a very encouraging first meeting.

Peer Support Fellows at Lawrence Public Library

Our Information Services Coordinator Melissa Fisher Issacs reported in last month's departmental reports about the new peer support fellows at the library. This partnership with Douglas County and Bert Nash has been an exciting one to see begin to take off. The peer support fellows have been meeting with people in the library over the past month or so. They are off to a great start. I look forward to learning more about the connections they are making with people in our community who seek their support.

Meeting with new Baldwin City Library Director

I met with Wendy Conover, the new director for Baldwin City Library. Eudora director Carol Wohlford joined us. It was nice to have the occasion for all three Douglas County library directors to meet. I don't think we've accomplished that before!

Community Visioning Event Planning Committee

The committee is working towards identifying potential dates and a venue for our community visioning event. I should have more definitive information for the board by January's meeting.

Respectfully submitted by Brad Allen, December 12, 2019

Monthly Departmental Reports

December 2019

New Staff

- Facilities has hired Suz Morado as our newest Custodian and hopes to hire one more in the near future.

New Collections

- Youth Services recently changed the non-fiction YA collection back to Dewey from its previous subject/bookstore style arrangement.

New Partnerships

- Adult and Youth programming are working with the Sustainability Office from the City and County to provide programs on climate change and sustainability in 2020.

Continuing Education/Professional Organization Participation

- Kansas Library Association Annual Conference (omitted from last month's report)
 - Kate Gramlich in Information Services gave a presentation at KLA called, "Feeling S.A.D.? Come to Your Library!" which focused on the Seasonal Affective Disorder lamps that have been available to patrons over the past 3 years. This program has also been featured in past publications of Library Journal, PLA Online, and the Associated Press.

Task Force Reports/Task Force Requests

- Collection Services Committee is researching inventory features and processes for possible implementation at LPL.
- The Pest management team (Erica, Jeff, Jon, and Tricia) researched best practices for containment of bed bug introductions at libraries. LPL procedures and the related toolkit have been updated accordingly.

Foundation Director's Report – December 13, 2019

- **Major Gifts.** We are delighted to report that the Library Foundation has received a \$50,000 gift from longtime donor Don Marquis. The funds will be used for improvements to the children's picture book room. The gift was given in memory of Don's late son-in-law. In addition, Beth Cigler has made an \$8,000 gift to the children's department. Her donation will support programs including Harry Potter Book Night and Sing and Rhyme Storytime.
- **Year End Fundraising.** We are making good progress on our year end fundraising campaign:
 - Our October New Chapter Society mailing has resulted in 18 gifts totaling \$19,500. Year to date, the Foundation has raised \$40,000 in New Chapter gifts.
 - The Friends & Foundation annual letter landed in mailboxes on late November. To date, we have received gifts totaling approximately \$7,000. We are pleased to report that one of our long time donors has agreed to match contributions for the immediate needs of the library with a gift to the endowment, up to \$10,000! This campaign is designed to emphasize that the newly merged Friends & Foundation will support both the "now and later" needs of the library.
- **Merger Update.** The paperwork to merge the library Friends and Foundation has been signed and submitted to the Kansas Secretary of State's office. This means that, barring any snags, the merger will happen by the January 1, 2020 deadline. **Please mark your calendar for our "Better Together" celebration on Sunday, January 19 at 6:30 pm in the library auditorium.** It will be a fun and casual party, with drinks, snacks, and live music.
- **After Hours at the Library 2020.** Planning continues for the February 29th After Hours at the Library fundraiser. This is the first time the event has been jointly hosted by the Friends & Foundation. We are pleased to report that we have received \$10,000 in sponsorship pledges to date. Crown Automotive will once again serve as our signature sponsor. In addition, Security Benefit, Fagan & Emert, Fairway Independent Mortgage, and Stephens Real Estate have pledged their support. If you know of a person, business, or organization who might be interested, please let me know. A huge thank you goes to Margie Coggins, Jan Conard, Brandon Eisman, Logan Isaman, Mary Gage, Angela Hyde, Kassie Nieters, Julia Schnur-Laughlin, Dan Storey and Annette Wertzberger for serving on the committee.
- **Looking ahead to 2020.** In addition to the Better Together celebration and After Hours at the library fundraiser, the Friends and Foundation have hit the ground running in 2020:
 - Retirement Boot Camp resumes on January 10th with our first ever Bilingual Lunch Bunch event at the Mad Greek. On January 14, weekly Wii Golf in the Teen Zone begins. The Kansas Workforce Center will offer a "Job Success After 50" session on January 25. Finally, we'll host Volunteer Speed Dating on February 13 to match attendees with non-profits that need volunteers. Happy hour follows, as always!
 - BFF Sip and Spell happens on Wednesday, March 25th at Maceli's.
 - Susan Orlean, author of *The Library Book*, kicks off National Library Week with a visit on Sunday, April 19th.
 - Our 2020 Beach Author, Colson Whitehead, will give a presentation on Friday, April 24th at Liberty Memorial Middle School as part of the new Paper Plains Literary Festival.
 - The Friends & Foundation will host its spring book sale Thursday through Sunday, April 23-26.

MEMO**TO:** Library Board of Trustees

December 13, 2019

FROM: Brad Allen, Executive Director**RE:** Elimination of Late Fines

Staff recommends that the Lawrence Public Library Board of Trustees eliminate the billing and collection of late fines for all materials returned or renewed late. Library staff will continue to block library cards and bill for lost and damaged materials on a reasonable and regular schedule. Following this change, we also recommend that all current late fees be waived from all patron accounts. All other charges relating to lost or damaged items will remain in place.

Attached to this memo are the circulation policy changes we recommend in order to eliminate late fines.

Circulation Policies

Library Card Registration

Any resident of Northeastern Kansas is eligible to obtain a library card with no charge. Anyone 18 years and older may apply online through the library's website. Parents or legal guardians of children under 18 may apply for their child. To complete the registration process, the applicant must bring in person:

- A valid photo ID: This ID can be in the form of any state driver's license, state ID, passport, military ID, or student ID.
- Proof of address: This may include an ID with the current address, a piece of postmarked mail such as a bill, a lease agreement, a check, a pay stub, a change of address letter from the post office, or an e-bill (if you can show it on your smartphone). The applicant's or applicant's guardian's name must appear on the proof of address.
- Parents or guardians applying for a child must bring the child to the library when picking up the card

Unverified Cards.

- If an applicant meets other requirements, but is unable to verify his/her local address, an unverified library card may be issued. This cardholder may borrow up to three items at a time until proof of address is provided.
- A youth ages 12-17, is also eligible for an unverified library card until a parent or legal guardian can provide approval.
- If an applicant does not have an address or lives in temporary housing such as a shelter, campground, etc., he or she is eligible for a three-item card whether or not verification can be provided.

Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

Service to Teachers & Organizations

Teachers

An additional teacher card is available to teachers at:

- USD 497
- preschools in Lawrence
- daycare centers in Lawrence
- private schools in Lawrence
- a district in the Northeast Kansas Library System region not already served by a public library

Teacher loans are intended to supply materials for student use in the classroom and allow a teacher to keep professional use materials separate from personal use. All other borrowing privileges, including loan periods, renewals, and ~~fine and~~ fee amounts, are the same. To obtain a teacher card and yearly renewal:

- USD 497 teachers need to show a current school ID at the Accounts desk
- Current documentation that they are employed by at one of the above listed institutions

Organizations

An organization card is available to organizations and businesses:

- located within Lawrence
- whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with ~~items returned late,~~ items returned with damage, and items never returned

Organization loans are intended to supply materials for organization use where it is more appropriate for an organization to assume responsibility for items rather than an individual. All borrowing privileges, including loan periods, renewals ~~and fine~~ and fee amounts, are the same. To obtain an organization card and yearly renewal:

- Owner or administrator must present a signed letter on official letterhead indicating that the organization accepts financial responsibility.
- Present a photo ID and complete application with contact information.
- List staff members authorized to use the account.

Loan Period and Limits

- A patron may check out a maximum of 50 items at any given time.
- Up to 3 items may be borrowed by a patron with an unverified card.

Material Type	Loan Period	Renewals	Item Limits
Reference/Local History	Lib Use Only	na	na
Laptops	2 hours 8 hours	1	1
New Movie DVDs & Blu-rays	7 days	1	10
Movie DVDs & Blu-rays	14 days	4	na
New DVDs – NonFiction Collection	7 days	1	na
DVDs – NonFiction Collection	14 days	4	na
Lucky Day DVDs	7 days	0	10
New Adult Fiction	14 days	1	na
Lucky Day Books	14 days	0	na
Video Games	14 days	4	3
New TV Shows	14 days	1	10
TV Shows	14 days	4	na
Magazines	14 days	1	na
Ereaders	14 days	1	1
Book Club in a Bag Sets	6 weeks	0	2
Music CDs	28 days	4	na
Audiobooks	28 days	4	na
Kits	28 days	4	na
Celebrations Picture Books	14 days	1	na
All Other Print Books	28 days	4	na
Digital Materials	Varies by platform		

- Loan periods of shortened duration and checkout limits may be temporarily placed on classes of heavily used or seasonal materials with the prior approval of the Library Director.
- When an item reaches 2 weeks overdue further checkout of materials is prohibited. Return of the overdue item will immediately restore access.

Holds or Requests

- A hold is a request placed for an item which is checked out, on order, or unavailable.
- For items with multiple requests, a queue is established and each request will be filled in the order in which it was received.
- Holds may be placed on any circulating item except for magazines & board books.
- A maximum of 25 holds may be active for a patron at any given time.

- A maximum of 3 holds may be active for a patron with an unverified borrower card.

Interlibrary Loan

The library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Library. Items eligible for request are based on reciprocal interlibrary loan service to other institutions.

- A maximum of 10 Interlibrary Loan requests may be active for a patron at any given time with a verified library account in good standing.
- Materials borrowed from other libraries for Library patrons are subject to the rules and regulations of the loaning libraries, and any charges for obtaining the item in addition to fees from overdue, damaged, or lost materials will be charged to the patron.

Fees for ~~Overdue~~, ~~Lost~~, or Damaged Materials

Patrons have the responsibility of returning materials they have checked out on or before the date due. ~~Extended use or overdue fees encourage the timely return of materials.~~ Notices are provided as a courtesy only; patrons are responsible for keeping track of due dates whether or not a notice is received.

Material Type	Overdue Charge	Maximum Overdue Charge	Billed for Replacement
Laptops	\$1 per hour	\$50	50 hours overdue
All Other Materials	.15 per day	\$4.50	30 days overdue

When unpaid fees total \$10.00 or more, further checkout of materials is prohibited.

Lost or Damaged Item Replacement Fees

- If the item is returned after being billed as lost, the fee is ~~reduced to the maximum overdue charge.~~ **automatically waived.**
- If a multiple item set has been returned without all its parts, the bill will be reduced only if all parts are returned within 3 months of notification.
- If a lost item is found and returned in acceptable condition within 3 months after payment as lost, the Library will refund cost of item **and** **minus** the processing fee. Regarding materials borrowed from other libraries, payments for lost materials will be non-refundable after the invoice is paid to the lending institution.
- The fee for lost, damaged, or non-returned materials is the cost of replacement plus \$4.00 processing fee.

- If a patron independently purchases a replacement copy, item will be accepted only if the item is in new condition and an exact ISBN match. \$4.00 processing fee will still apply.
- The cost of a replacement is the actual cost of the item as recorded in the catalog record. If an actual cost is not available, a default charge is incurred.
- The List of Default Prices (~~see attached~~ maintained in the ILS by Collection Services), based on the average cost of similar items, may be updated from time to time by the Library Director without further action or approval by the Lawrence Public Library Board of Trustees. Otherwise, only the Library Board may adopt or change overdue fees.
- Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused with documentation. Billing information will be provided for insurance purposes where applicable.
- Theft does not exempt the borrower from payment for the loss of library materials.
- The library may forgive charges against a customer account in unusual circumstances not covered above.

Use of Collection Agency

- Accounts with non-returned or damaged items with unpaid balances of ~~\$25.00~~ \$50.00 or more are submitted to a collection agency 45 days after the balance is incurred.
- Accounts that reach this status are assessed a non-refundable ~~\$15.00~~ \$10.00 collection fee.
- Collection agency blocks are removed (and borrowing privileges restored) only after the balance is paid in full.

Pest Infestation

Any time staff recognizes signs of pest infestation in any library item, immediate steps will be taken to quarantine exposed materials and protect the rest of the collection and facility.

- Items returned by patrons with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items.
- Depending on the severity of the situation, the library reserves rights to suspend borrowing privileges until a patron can produce a letter or a receipt from a licensed pest control company documenting treatment or inspection for bed bugs or other pests at his or her place of residence.

Damage to Equipment

The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials.