

**Lawrence Public Library Board of Trustees Regular Meeting
Monday, January 20, 2020 at 4:30 PM
Lawrence Public Library - Meeting Room A
707 Vermont Street, Lawrence, KS 66044**

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

Friends and Foundation report

Ongoing business

- Strategic Plan update

New business

- Review Annual Organizational Calendar
- Kids' Activity Area enhancements

Adjournment

DRAFT

Lawrence Public Library

Board of Trustees

Regular Board Meeting

December 17, 2019 (Revised meeting date due to weather.)

4:30 p.m.

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

Library Staff Present: Brad Allen (Executive Director), Kathleen Morgan, Sherri Turner, Jeff Bergeron, Heather Kearns, Kim Fletcher, Kate Gramlich, Tricia Karlin, Aaron Brumley, Kristin Soper (arrived 5:00).

Guests: Rochelle Valverde (Lawrence Journal-World), Chris Burger, Michael Austin.

Call to Order

Judy called the meeting to order at 4:30 p.m. Introductions were made.

Public Comment

Chris Burger and Michael Austin spoke in opposition to the proposed policy change recommending elimination of overdue fees. Jeff briefly clarified how the current and proposed policies differ.

Consent Agenda

Brady asked to have the minutes removed from the consent agenda for further discussion. Joan moved for approval of the consent agenda with the exception of the board minutes; Ursula seconded. All in favor; motion carried. Brady requested that his comment that the proposed policy change on fines reflects a change in current business practice be added to the minutes. He moved for approval of the November minutes with the addition of the phrase "and a comment that this fits with how business practices are changing" at the end of the first sentence of the second paragraph; Joan seconded. All in favor; motion carried.

Director's Report

Brad said that budget projections for year-end look good. He met with Douglas County Administrator Sarah Plinsky. He said the library's work around community resources seems to align well with what the county does. The Peer Support Fellows program, an experimental partnership with the county and Bert Nash, has started at the library and seems to be going well. He met with librarians from Baldwin City and Eudora. The community visioning event planning committee is working with Shannon Polly to find a date for the session and will report back to the board in January. He said it will likely be a one-day event. Judy asked about the cancellation of Lynda.com. Brad said that Lynda.com was changing to a new platform, LinkedIn Learning, whose terms create privacy concerns. Because of this, the library, along with many other libraries, decided not to adopt the new product. LinkedIn is looking into other options, but has not yet proposed an acceptable alternative.

Departmental Report

There were no comments regarding the departmental reports.

Library Foundation Executive Director's Report

Kathleen said the total gifts resulting from the October New Chapter Society mailing are now up to 22 for a total of \$24,000. With help from an article in the newspaper, gifts in response to the Friends & Foundation annual fundraising letter have raised \$8500. These gifts are being generously matched by an anonymous donor (up to \$10,000). The Trust Company of Kansas has signed on as an additional sponsor of the After Hours fundraiser. Paperwork for the merger has been completed and the merger of the Friends and Foundation is on track to go into effect January 1. The Friends & Foundation will celebrate with a party on January 19.

Friends Report

Ongoing Business

Staff Recommendation for Going Fines Free

Brad asked Jeff to give a short recap of his November presentation on the elimination of overdue fines. Brad asked the board if they had any questions about the presentation or the recommendation that was included in the board packet. There were none. The board would like a report back after the first full year. After discussion, Joan moved to adopt the staff recommendation for the elimination of overdue fees, adopt the proposed changes to the circulation policy reflecting this change (see board packet), and directed staff to report back to the board in March 2021; Brady seconded. Brad read the statement from the American Library Association ALA resolution on library fines. All in favor; motion carried.

New Business

Executive Session

Ursula moved that the board go into executive session for 30 minutes for the purpose of discussing the director's performance review; Brady seconded. All in favor; motion carried.

Adjournment

There being no other business, Judy adjourned the meeting at 6:00 p.m.

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

Respectfully submitted,

Sherri Turner

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
December 2019									
REVENUES		This Month	Year to Date	Annual Budget	100% of Year		Dec-18		YTD 2018
Tax Fund		\$ -	\$ 4,460,752.51	\$ 4,457,000.00	100.08%		\$ -		\$ 4,345,247.49
Overdues		\$ 10,100.39	\$ 145,685.23	\$ 150,000.00	97.12%		\$ 11,327.58		\$ 155,141.89
NEKLS		\$ -	\$ 91,850.00	\$ 93,000.00	98.76%		\$ -		\$ 93,350.00
State Aid		\$ -	\$ 27,818.52	\$ 25,000.00	111.27%		\$ -		\$ 27,595.64
Photo Copies		\$ 1,436.23	\$ 23,225.97	\$ 20,000.00	116.13%		\$ 1,366.49		\$ 20,383.04
Coffee Shop Rent		\$ 1,500.00	\$ 9,750.00	\$ 9,000.00	108.33%		\$ -		\$ 9,000.00
Meeting Room Fees		\$ 575.00	\$ 7,975.00	\$ 5,000.00	159.50%		\$ 700.00		\$ 7,025.00
Interest		\$ 3,884.20	\$ 37,026.32	\$ 16,000.00	231.41%		\$ 2,136.34		\$ 25,554.67
Miscellaneous		\$ 32.30	\$ 5,115.95	\$ -			\$ -		\$ 685.93
Total Revenues		\$17,528.12	\$4,809,199.50	\$4,775,000.00	100.72%		\$15,530.41		\$4,683,983.66
EXPENSES									
Salaries & Wages		\$ 232,006.51	\$ 2,645,819.02	\$ 2,670,000.00	99.09%		\$ 221,868.69		\$ 2,525,426.98
Employee Benefits		\$ 27,740.34	\$ 323,489.94	\$ 330,000.00	98.03%		\$ 26,303.69		\$ 310,455.20
Payroll Taxes		\$ 40,250.95	\$ 453,076.34	\$ 465,000.00	97.44%		\$ 36,872.73		\$ 419,567.94
Utilities		\$ 8,502.50	\$ 89,944.06	\$ 96,000.00	93.69%		\$ 5,303.16		\$ 88,740.96
Building Supplies		\$ 2,666.44	\$ 18,445.47	\$ 20,000.00	92.23%		\$ 5,516.35		\$ 23,073.26
Building Repairs & Maintenance		\$ 3,941.24	\$ 55,505.54	\$ 55,000.00	100.92%		\$ 5,435.10		\$ 50,905.26
Library Supplies		\$ 1,006.21	\$ 18,399.43	\$ 25,000.00	73.60%		\$ 2,218.94		\$ 21,223.37
Books & Materials		\$ 88,911.37	\$ 666,656.42	\$ 670,000.00	99.50%		\$ 95,143.49		\$ 653,492.63
Processing Supplies		\$ 3,470.59	\$ 54,708.34	\$ 50,000.00	109.42%		\$ 3,037.64		\$ 51,873.04
Equipment		\$ -	\$ 9,819.90	\$ 10,000.00	98.20%		\$ 24,430.77		\$ 43,163.27
Technology		\$ 11,706.67	\$ 245,611.21	\$ 245,000.00	100.25%		\$ 10,602.87		\$ 217,972.08
Insurance		\$ -	\$ 12,551.00	\$ 17,000.00	73.83%		\$ -		\$ 13,968.00
Shipping		\$ 843.01	\$ 17,514.79	\$ 16,000.00	109.47%		\$ 919.18		\$ 15,334.79
Professional Development		\$ 8,303.72	\$ 35,223.10	\$ 30,000.00	117.41%		\$ 5,254.94		\$ 36,836.60
Book Van & Mileage		\$ 231.94	\$ 2,373.57	\$ 2,000.00	118.68%		\$ 244.30		\$ 1,915.64
Programs		\$ 2,245.21	\$ 19,989.82	\$ 20,000.00	99.95%		\$ 1,751.50		\$ 18,958.27
Professional Fees		\$ 1,991.96	\$ 50,276.26	\$ 20,000.00	251.38%		\$ 40,985.76		\$ 80,593.89
Advertising & Marketing		\$ 185.98	\$ 30,135.66	\$ 30,000.00	100.45%		\$ 2,321.72		\$ 29,791.17
Capital Improvements		\$ -	\$ -	\$ 4,000.00	0.00%		\$ -		\$ 15,593.60
Miscellaneous		\$ 8,091.58	\$ 9,422.07	\$ -			\$ 8,431.73		\$ 10,220.35
Total Expenses		\$ 442,096.22	\$ 4,758,961.94	\$ 4,775,000.00	99.66%		\$ 496,642.56		\$ 4,629,106.30
CASH BALANCES									
	Checking	\$ 718,451.19		Actual Expenditures under budget			\$ 16,038.06		
	Capital Improvement	\$ 681,473.20		Actual Expenditures under income			\$50,237.56		

Lawrence Public Library											
2019 Outside Funding Report											
		1/1/2019		October	October	November	November	December	December		
		AMOUNT		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					\$ 300.00		\$ 300.00	\$ (5.71)	
	Kanopy 2020									\$ 20,000.00	
	Volunteers	\$ 346.62								\$ 705.63	
	Read Across Lawrence 2019	\$ (12,190.60)					\$ 11,560.22	\$ 12,000.00		\$ 2,212.56	
	Salaries/Taxes - Hyde	\$ (11.62)			\$ 4,054.18	\$ 25,000.00	\$ 4,054.19		\$ 4,068.14	\$ 1,314.98	
	Block Grant	\$ 93,780.52				\$ 80,000.00	\$ 1,964.00	\$ 8,000.00	\$ 594.00	\$ 119,842.96	
		\$ 89,913.87		\$ -	\$ 3,845.57	\$ 105,000.00	\$ 17,900.79	\$ 20,000.00	\$ 4,962.14	\$ 151,591.69	
FOUNDATION											
	Kansas Health Foundation	\$ 2,134.96			\$ 25.00		\$ 25.00		\$ 25.00	\$ 1,735.71	
	Salaries/Taxes - Isaman	\$ -		\$ 9,070.69	\$ 3,023.57		\$ 3,494.14		\$ 5,526.17	\$ (12,043.88)	
	Foundation Expenses to be reimbursed	\$ -		\$ 2,210.66	\$ 894.97		\$ 1,553.17		\$ 2,207.78	\$ (4,655.92)	
	Mary Winter for BCIAB	\$ 4,873.53			\$ 145.92		\$ 207.84		\$ 462.60	\$ (583.61)	
	Salkind for E-books	\$ 2.11			\$ 1,262.89				\$ 19.46	\$ 8.60	
	Patsy Cotte for YS			\$ 2,630.00	\$ (425.00)					\$ 1,107.93	
	Harry Potter	\$ 490.91								\$ 490.91	
	Weinberg/Jedel YS/YA	\$ 8,550.25			\$ 265.00					\$ 17,642.91	
	Milliken Fund	\$ 2,300.21					\$ 10.00		\$ 1,444.83	\$ 1,465.49	
	Sound & Vision	\$ -								\$ (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	\$ -			\$ 142.00					\$ (853.59)	
	Dr. Bob	\$ -			\$ 130.15		\$ 226.47			\$ (356.62)	
	Seed Library	\$ 1,804.49			\$ 440.61			\$ 30.00		\$ 1,393.88	
	Crowe Fund	\$ 1,332.70					\$ 112.23		\$ 183.01	\$ 622.95	
	Local History/Coan	\$ 4,927.45								\$ 4,806.65	
	MIDCO	\$ 17,291.36								\$ 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		\$ 13,911.35	\$ 5,905.11	\$ -	\$ 5,628.85	\$ 30.00	\$ 9,868.85	\$ 94,604.46	
OTHER											
	Memorials/Honor with Books/Bauleke	\$ 1,722.07					\$ 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						\$ 100.00		\$ 134.16	
	Bibliocommons	\$ 1,000.00								\$ -	
	Merchandise Sales	\$ 833.75		\$ 362.00		\$ 313.75		\$ 280.53		\$ 1,246.73	
		\$ 7,655.60		\$ 362.00	\$ 533.01	\$ 1,813.75	\$ 31.97	\$ 380.53	\$ -	\$ 6,037.30	
		\$ 205,409.32									
	Month Total			\$ 14,273.35	\$ 10,283.69	\$ 106,813.75	\$ 23,561.61	\$ 20,410.53	\$ 14,830.99	YTD Income	\$ 307,556.45
							YTD:	\$ 307,556.45	\$ 259,232.32	YTD Expense	\$ 259,232.32

Lawrence Public Library
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	362,343.10	544,217.20	-181,874.10	-33.4%
Checking	356,108.09	213,036.97	143,071.12	67.2%
Capital Improvement at MIP	681,473.20	612,684.72	68,788.48	11.2%
Total Checking/Savings	<u>1,399,924.39</u>	<u>1,369,938.89</u>	<u>29,985.50</u>	<u>2.2%</u>
Total Current Assets	<u>1,399,924.39</u>	<u>1,369,938.89</u>	<u>29,985.50</u>	<u>2.2%</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>1,401,165.14</u>	<u>1,371,179.64</u>	<u>29,985.50</u>	<u>2.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	<u>79,466.64</u>	<u>148,783.69</u>	<u>-69,317.05</u>	<u>-46.6%</u>
Total Accounts Payable	<u>79,466.64</u>	<u>148,783.69</u>	<u>-69,317.05</u>	<u>-46.6%</u>
Other Current Liabilities				
Payroll Liabilities	<u>2,413.93</u>	<u>1,673.07</u>	<u>740.86</u>	<u>44.3%</u>
Total Other Current Liabilities	<u>2,413.93</u>	<u>1,673.07</u>	<u>740.86</u>	<u>44.3%</u>
Total Current Liabilities	<u>81,880.57</u>	<u>150,456.76</u>	<u>-68,576.19</u>	<u>-45.6%</u>
Total Liabilities	<u>81,880.57</u>	<u>150,456.76</u>	<u>-68,576.19</u>	<u>-45.6%</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>98,561.69</u>	<u>174,270.52</u>	<u>-75,708.83</u>	<u>-43.4%</u>
Total Equity	<u>1,319,284.57</u>	<u>1,220,722.88</u>	<u>98,561.69</u>	<u>8.1%</u>
TOTAL LIABILITIES & EQUITY	<u>1,401,165.14</u>	<u>1,371,179.64</u>	<u>29,985.50</u>	<u>2.2%</u>

Lawrence Public Library
Revenues & Expenses
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	9,750.00
Gifts-Friends	150,000.00
Gifts-Other	155,693.47
Grants	121,168.52
Interest	37,026.32
Meeting Room Fees	7,975.00
Merchandise Sales	412.98
Fees	145,685.23
Photo Copies	23,225.97
Repairs & Equipment	4,979.55
Tax Fund	4,460,752.51
Utilities Income	86.40
Total Income	<u>5,116,755.95</u>
Gross Profit	5,116,755.95
Expense	
Payroll Expenses	2,974,837.76
Payroll Taxes	465,924.39
Utilities - Electric	89,944.06
Building Supplies	18,445.47
Building Repairs & Maintenance	55,505.54
Library & Office Supplies	18,399.43
Books & Materials	666,656.42
Processing Supplies	54,708.34
Equipment	9,819.90
Technology	245,611.21
Insurance	12,551.00
Shipping	17,514.79
Professional Development	35,223.10
Bookvan & Mileage	2,373.57
Program Expense	19,989.82
Professional Fees	50,276.26
Advertising	30,135.66
Miscellaneous	9,422.23
Reconciliation Discrepancies	-0.16
FOUNDATION FUNDING	115,044.89

Lawrence Public Library
Revenues & Expenses
January through December 2019

	Jan - Dec 19
FRIENDS FUNDING	<u>125,810.58</u>
Total Expense	<u>5,018,194.26</u>
Net Ordinary Income	<u>98,561.69</u>
Net Income	<u>98,561.69</u>

11:05 AM

01/16/20

Lawrence Public Library Vendor Balance Summary

All Transactions

	Jan 17, 20
Advance Insurance Company	634.26
Amazon	3,990.39
Anthony Mlynarski	7.99
ASI	50.00
Baker & Taylor, Inc.	155.25
Bibliotheca	3,649.00
Bob's Janitorial Service	3,350.00
Bug Hounds, LLC	762.50
Center Point Large Print	346.68
Century Business Technologies	679.93
Cynthia L. Mast	5.00
Demco, Inc.	143.11
Downtown Lawrence Inc.	225.00
EBSCO	4,251.70
Evergy	8,818.86
Gale/Cengage Learning	245.60
Gayle M. Stuber	10.00
Genesis Health Clubs	1,638.00
Haley E. Daye	13.40
Ingram Library Services	18,500.35
Jared B. Johanning	12.39
Jayhawk Tropical Fish	300.00
Kanopy LLC	1,223.00
Kansas Public Radio	301.25
Kaw Valley Seed Fair	30.00
Keith A. White	12.74
Lauralyn Bodle	100.00
Lawrence-DCHD	97.50
Lawrence Rotary Club	235.00
Midwest Tape	16,614.72
Omega Door & Hardware	287.50
OverDrive	9,529.28
Paperboys, Ltd.	1,135.97
Preferred Lawn Service	730.00
Pur-O-Zone, Inc.	1,443.83
Quill Corporation	351.72
Sally McVey	50.00
The New York Times	1,606.80
U.S. Bank - Mastercard	18,468.06
Unique Management Services	785.99
United Parcel Service	810.88
Wendy E. Barsotti	17.10
Withers	735.50
World Book School and Library	899.00
Worldpay Integrated Payments	199.05
Y.N.F.W.C.	3,575.00
Yvonne G. Perdue	44.57
TOTAL	107,073.87

11:21 AM
01/16/20

Lawrence Public Library
Check Detail
January 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		01/20/2020	Encumbrances	Checking	
General Journal	4583	12/31/2019	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	Electronic	01/20/2020	Advance Insurance Company	Checking	
Bill	February 2...	01/14/2020		Group Life Insurance	-634.26
TOTAL					-634.26
Bill Pmt -Check	Electronic	01/20/2020	ASI	Checking	
Bill	December ...	01/07/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	01/20/2020	Everg	Checking	
Bill		01/14/2020		Utilities - Electric	-8,818.86
TOTAL					-8,818.86
Bill Pmt -Check	Electronic	01/20/2020	United Parcel Service	Checking	
Bill	1010	01/14/2020		Shipping	-810.88
TOTAL					-810.88
Bill Pmt -Check	Electronic	01/20/2020	Worldpay Integrated Payments	Checking	
Bill	December ...	01/14/2020		Credit Card Processing	-199.05
TOTAL					-199.05
Bill Pmt -Check	28637	01/20/2020	Amazon	Checking	
Bill	7144207	12/30/2019		Books & Materials	-26.39
				Books & Materials	-18.99
Bill	457463484...	12/30/2019		Books & Materials	-15.46
Bill	638985583...	12/30/2019		Books & Materials	-14.78
Bill	784689333...	12/30/2019		Books & Materials	-12.83
Bill	859578496...	12/30/2019		Books & Materials	-19.99
Bill	2347415	12/30/2019		Books & Materials	-31.99
				Books & Materials	-97.50
				Books & Materials	-9.99
Bill	0601011	12/30/2019		Books & Materials	-299.90
				Books & Materials	-307.80
				Books & Materials	-99.99
				Books & Materials	-21.98
				Books & Materials	-419.96
				Books & Materials	-351.94
				Books & Materials	-100.00
Bill	3273045	12/30/2019		Books & Materials	-39.99
Bill	2347415	12/30/2019		Books & Materials	-29.99

11:21 AM
01/16/20

Lawrence Public Library
Check Detail
January 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	3273045	12/30/2019		Books & Materials	-33.88
Bill	7068234	12/30/2019		Books & Materials	-15.36
Bill	0395409	12/30/2019		Books & Materials	-13.30
Bill	3273045	12/30/2019		Books & Materials	-9.59
Bill	4889041	12/30/2019		Books & Materials	-14.98
Bill	7269816	12/30/2019		Books & Materials	-29.49
Bill	3643413	12/30/2019		Young Adult Program...	-9.99
Bill	8205810	12/30/2019		Young Adult Program...	-64.99
Bill	9937029	12/30/2019		Young Adult Program...	-11.83
Bill	1058655	12/30/2019		Young Adult Program...	-12.40
Bill	1058655	12/30/2019		Young Adult Program...	-18.99
Bill	3643413	12/30/2019		Young Adult Program...	-81.42
Bill	3643413	12/30/2019		Young Adult Program...	-121.53
Bill	3883427	12/30/2019		Young Adult Program...	-43.96
Bill	1658668	12/30/2019		Block Grant	-44.00
Bill	3317811	01/14/2020		Children's Programming	-38.35
Bill	3893009	01/14/2020		FOUNDATION FUNDI...	-21.99
Bill	6893046	01/14/2020		Supplies	-55.99
Bill	3940252	01/14/2020		Young Adult Program...	-38.16
Bill	786987696...	01/14/2020		Books & Materials	-15.39
Bill	0761046	01/14/2020		Children's Programming	-20.95
Bill	2377827	01/15/2020		Books & Materials	-59.98
				Books & Materials	-33.02
				Books & Materials	-42.76
				Books & Materials	-52.88
				Books & Materials	-55.69
				Books & Materials	-17.00
Bill	4469031	01/15/2020		Books & Materials	-14.75
Bill	8335447	01/15/2020		Books & Materials	-19.37
Bill	1281853	01/15/2020		Books & Materials	-23.38
Bill	8601814	01/15/2020		Books & Materials	-16.75
Bill	0386610	01/15/2020		Books & Materials	-9.84
Bill	0697856	01/15/2020		Books & Materials	-31.90
Bill	2377827	01/15/2020		Books & Materials	-431.59
Bill	9192232	01/15/2020		Books & Materials	-39.99
Bill	0369822	01/15/2020		Books & Materials	-57.60
Bill	3819419	01/15/2020		Books & Materials	-123.48
				Books & Materials	-30.93
				Books & Materials	-15.55
Bill	3273045	01/15/2020		Books & Materials	-9.49
Bill	1389019	01/15/2020		Books & Materials	-116.66
Bill	0369822	01/15/2020		Books & Materials	-28.78
				Books & Materials	-14.00
				Books & Materials	-26.20
Bill	4469031	01/15/2020		Books & Materials	-46.80
Bill	3341868	01/15/2020		Books & Materials	-35.99
TOTAL					-3,990.39
Bill Pmt -Check	28638	01/20/2020	Anthony Mlynarski	Checking	
Bill	REFUND	01/14/2020		Fees	-7.99
TOTAL					-7.99

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28639	01/20/2020	Baker & Taylor, Inc.	Checking	
Bill	2034991128	12/30/2019		Processing Supplies	-0.15
Bill	2034991127	12/30/2019		Books & Materials	-51.48
Bill	2034914905	12/30/2019		Processing Supplies	-0.15
Bill	2034914904	12/30/2019		Books & Materials	-50.32
Bill	2035027593	01/15/2020		Processing Supplies	-0.05
Bill	2035027592	01/15/2020		Books & Materials	-14.13
Bill	2035011525	01/15/2020		Processing Supplies	-0.84
Bill	2035011524	01/15/2020		Books & Materials	-38.13
TOTAL					-155.25
Bill Pmt -Check	28640	01/20/2020	Bibliotheca	Checking	
Bill	INV-US280...	12/31/2019		Public Access	-3,649.00
TOTAL					-3,649.00
Bill Pmt -Check	28641	01/20/2020	Bob's Janitorial Service	Checking	
Bill	8683	12/27/2019		Building Repairs & Mai...	-3,150.00
Bill	9060	12/30/2019		Building Repairs & Mai...	-200.00
TOTAL					-3,350.00
Bill Pmt -Check	28642	01/20/2020	Bug Hounds, LLC	Checking	
Bill	199	01/14/2020		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	28643	01/20/2020	Center Point Large Print	Checking	
Bill	1748870	12/30/2019		Books & Materials	-25.32
Bill	1748978	12/30/2019		Books & Materials	-25.32
Bill	1747574	12/30/2019		Books & Materials	-172.04
Bill	1753185	01/15/2020		Books & Materials	-124.00
TOTAL					-346.68
Bill Pmt -Check	28644	01/20/2020	Century Business Technologies	Checking	
Bill	547178	01/14/2020		Copying	-222.17
Bill	546766	01/16/2020		Copying	-457.76
TOTAL					-679.93
Bill Pmt -Check	28645	01/20/2020	Cynthia L. Mast	Checking	
Bill	REFUND	01/14/2020		Fees	-5.00
TOTAL					-5.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28646	01/20/2020	Demco, Inc.	Checking	
Bill	6736881	12/30/2019		Processing Supplies	-143.11
TOTAL					-143.11
Bill Pmt -Check	28647	01/20/2020	Downtown Lawrence Inc.	Checking	
Bill	2020-103	01/14/2020		Membership & Dues	-225.00
TOTAL					-225.00
Bill Pmt -Check	28648	01/20/2020	EBSCO	Checking	
Bill	2003400	12/30/2019		Periodicals	-40.70
Bill	100011580...	01/14/2020		Periodicals	-4,211.00
TOTAL					-4,251.70
Bill Pmt -Check	28649	01/20/2020	Gale/Cengage Learning	Checking	
Bill	69061506	12/30/2019		Books & Materials	-23.79
Bill	69031782	12/30/2019		Books & Materials	-43.38
Bill	69169937	01/15/2020		Books & Materials	-153.24
Bill	69087472	01/15/2020		Books & Materials	-25.19
TOTAL					-245.60
Bill Pmt -Check	28650	01/20/2020	Gayle M. Stuber	Checking	
Bill	REFUND	12/30/2019		Fees	-10.00
TOTAL					-10.00
Bill Pmt -Check	28651	01/20/2020	Genesis Health Clubs	Checking	
Bill	12-30-19	01/14/2020		Membership & Dues	-1,638.00
TOTAL					-1,638.00
Bill Pmt -Check	28652	01/20/2020	Haley E. Daye	Checking	
Bill	REFUND	01/14/2020		Fees	-13.40
TOTAL					-13.40

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28653	01/20/2020	Ingram Library Services	Checking	
Bill	43255593	12/30/2019		Processing Supplies	-154.05
Bill	43255595	12/30/2019		Processing Supplies	-1.05
Bill	43233056	12/30/2019		Processing Supplies	-10.34
Bill	43233052	12/30/2019		Processing Supplies	-9.94
Bill	43233054	12/30/2019		Processing Supplies	-23.92
Bill	43239938	12/30/2019		Processing Supplies	-82.59
Bill	43213309	12/30/2019		Processing Supplies	-153.12
Bill	43194034	12/30/2019		Processing Supplies	-8.04
Bill	43168980	12/30/2019		Processing Supplies	-2.94
Bill	43146334	12/30/2019		Processing Supplies	-172.91
Bill	43146340	12/30/2019		Processing Supplies	-42.41
Bill	43146344	12/30/2019		Processing Supplies	-0.15
Bill	43146346	12/30/2019		Processing Supplies	-0.45
Bill	43146338	12/30/2019		Processing Supplies	-19.67
Bill	43146336	12/30/2019		Processing Supplies	-10.91
Bill	43178636	12/30/2019		Processing Supplies	-22.49
Bill	43146342	12/30/2019		Processing Supplies	-0.90
Bill	43138433	12/30/2019		Processing Supplies	-63.35
Bill	43082432	12/30/2019		Processing Supplies	-0.82
Bill	43082434	12/30/2019		Processing Supplies	-0.15
Bill	43091699	12/30/2019		Processing Supplies	-7.03
Bill	43068552	12/30/2019		Processing Supplies	-0.45
Bill	43039664	12/30/2019		Processing Supplies	-0.82
Bill	43039662	12/30/2019		Processing Supplies	-11.12
Bill	43255592	12/30/2019		Books & Materials	-1,724.87
Bill	43255594	12/30/2019		Books & Materials	-85.74
Bill	43233055	12/30/2019		Books & Materials	-85.90
Bill	43233051	12/30/2019		Books & Materials	-131.71
Bill	43233053	12/30/2019		Books & Materials	-242.83
Bill	43239936	12/30/2019		Books & Materials	-7.40
Bill	43213307	12/30/2019		Books & Materials	-11.95
Bill	43239937	12/30/2019		Books & Materials	-669.74
Bill	43213308	12/30/2019		Books & Materials	-1,182.92
Bill	43194033	12/30/2019		Books & Materials	-100.66
Bill	43168979	12/30/2019		Books & Materials	-38.85
Bill	43146333	12/30/2019		Books & Materials	-1,822.83
Bill	43146339	12/30/2019		Books & Materials	-514.79
Bill	43146343	12/30/2019		Books & Materials	-8.40
Bill	43146345	12/30/2019		Books & Materials	-25.20
Bill	43146337	12/30/2019		Books & Materials	-166.19
Bill	43146335	12/30/2019		Books & Materials	-152.66
Bill	43178635	12/30/2019		Books & Materials	-165.82
Bill	43146341	12/30/2019		Books & Materials	-107.31
Bill	43138432	12/30/2019		Books & Materials	-422.57
Bill	43082431	12/30/2019		Books & Materials	-12.51
Bill	43082433	12/30/2019		Books & Materials	-16.19
Bill	43091698	12/30/2019		Books & Materials	-86.93
Bill	43039660	12/30/2019		Books & Materials	-17.08
Bill	43068551	12/30/2019		Books & Materials	-48.59
Bill	43039663	12/30/2019		Books & Materials	-15.96
Bill	43039661	12/30/2019		Books & Materials	-144.65
Bill	43501302	01/15/2020		FOUNDATION FUNDI...	-23.64
Bill	43501301	01/15/2020		FOUNDATION FUNDI...	-143.88
Bill	43476402	01/15/2020		Processing Supplies	-18.05
Bill	43476400	01/15/2020		Processing Supplies	-8.68
Bill	43457698	01/15/2020		Processing Supplies	-218.60
Bill	43457700	01/15/2020		Processing Supplies	-1.50
Bill	43484270	01/15/2020		Processing Supplies	-108.52
Bill	43416393	01/15/2020		Processing Supplies	-56.24

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Type	Num	Date	Name	Account	Paid Amount
Bill	43378354	01/15/2020		Processing Supplies	-51.94
Bill	43340778	01/15/2020		Processing Supplies	-24.85
Bill	43366012	01/15/2020		Processing Supplies	-42.47
Bill	43340780	01/15/2020		Processing Supplies	-29.74
Bill	43366014	01/15/2020		Processing Supplies	-15.26
Bill	43305860	01/15/2020		Processing Supplies	-21.13
Bill	43305862	01/15/2020		Processing Supplies	-14.90
Bill	43305864	01/15/2020		Processing Supplies	-15.62
Bill	43291851	01/15/2020		Processing Supplies	-122.22
Bill	43291853	01/15/2020		Processing Supplies	-0.30
Bill	43278897	01/15/2020		Processing Supplies	-85.45
Bill	43476401	01/15/2020		Books & Materials	-204.59
Bill	43476399	01/15/2020		Books & Materials	-123.33
Bill	43457697	01/15/2020		Books & Materials	-1,850.27
Bill	43457699	01/15/2020		Books & Materials	-159.50
Bill	43484269	01/15/2020		Books & Materials	-1,074.00
Bill	43457696	01/15/2020		Books & Materials	-71.98
Bill	43484268	01/15/2020		Books & Materials	-35.99
Bill	43416392	01/15/2020		Books & Materials	-644.74
Bill	43399955	01/15/2020		Books & Materials	-29.01
Bill	43378353	01/15/2020		Books & Materials	-696.72
Bill	43340777	01/15/2020		Books & Materials	-405.87
Bill	43366011	01/15/2020		Books & Materials	-510.94
Bill	43340779	01/15/2020		Books & Materials	-329.74
Bill	43366013	01/15/2020		Books & Materials	-175.39
Bill	43305859	01/15/2020		Books & Materials	-244.50
Bill	43305861	01/15/2020		Books & Materials	-241.38
Bill	43305863	01/15/2020		Books & Materials	-322.71
Bill	43291850	01/15/2020		Books & Materials	-667.25
Bill	43291852	01/15/2020		Books & Materials	-29.99
Bill	43278896	01/15/2020		Books & Materials	-869.59
TOTAL					-18,500.35
Bill Pmt -Check	28654	01/20/2020	Jared B. Johanning	Checking	
Bill	REFUND	12/30/2019		Fees	-12.39
TOTAL					-12.39
Bill Pmt -Check	28655	01/20/2020	Jayhawk Tropical Fish	Checking	
Bill	303429	01/14/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	28656	01/20/2020	Kanopy LLC	Checking	
Bill	178495-PPU	01/15/2020		Books & Materials	-1,223.00
TOTAL					-1,223.00
Bill Pmt -Check	28657	01/20/2020	Kansas Public Radio	Checking	
Bill	145251	01/14/2020		Advertising	-301.25
TOTAL					-301.25

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28658	01/20/2020	Kaw Valley Seed Fair	Checking	
Bill	1-7-2020	01/14/2020		Seed Library	-30.00
TOTAL					-30.00
Bill Pmt -Check	28659	01/20/2020	Keith A. White	Checking	
Bill	REFUND	12/27/2019		Fees	-12.74
TOTAL					-12.74
Bill Pmt -Check	28660	01/20/2020	Lauralyn Bodle	Checking	
Bill	1-29-2020	01/16/2020		Children's Programming	-100.00
TOTAL					-100.00
Bill Pmt -Check	28661	01/20/2020	Lawrence-DCHD	Checking	
Bill	10.22.19	12/27/2019		Miscellaneous	-97.50
TOTAL					-97.50
Bill Pmt -Check	28662	01/20/2020	Lawrence Rotary Club	Checking	
Bill	128753	01/14/2020		Membership & Dues	-235.00
TOTAL					-235.00
Bill Pmt -Check	28663	01/20/2020	Midwest Tape	Checking	
Bill	98364122	12/30/2019		Books & Materials	-736.06
Bill	98362728	12/30/2019		Books & Materials	-44.99
Bill	98327604	12/30/2019		Books & Materials	-79.98
Bill	98327276	12/30/2019		Books & Materials	-20.24
Bill	98364123	12/30/2019		Books & Materials	-21.73
Bill	98362754	12/30/2019		Books & Materials	-116.96
Bill	98357142	12/30/2019		Books & Materials	-400.26
Bill	98357144	12/30/2019		Books & Materials	-118.09
Bill	98332904	12/30/2019		Books & Materials	-23.99
Bill	98332902	12/30/2019		Books & Materials	-82.47
Bill	98330275	12/30/2019		Books & Materials	-412.45
Bill	98331504	12/30/2019		Books & Materials	-63.73
Bill	98330272	12/30/2019		Books & Materials	-788.14
Bill				Books & Materials	-544.87
Bill				Books & Materials	-27.74
Bill	98330273	12/30/2019		Books & Materials	-221.94
Bill	98304553	12/30/2019		Books & Materials	-90.52
Bill	98304555	12/30/2019		Books & Materials	-271.41
Bill	98424627	12/30/2019		Processing Supplies	-746.50
Bill	98449646	01/15/2020		Books & Materials	-667.12
Bill	98449647	01/15/2020		Books & Materials	-309.92
Bill	98447534	01/15/2020		Books & Materials	-83.96
Bill	98443396	01/15/2020		Books & Materials	-28.62
Bill	98443398	01/15/2020		Books & Materials	-148.95
Bill	98437500	01/15/2020		Books & Materials	-36.87

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Type	Num	Date	Name	Account	Paid Amount
Bill	98437502	01/15/2020		Books & Materials	-67.47
Bill	98427769	01/15/2020		Books & Materials	-301.83
Bill	98428131	01/15/2020		Books & Materials	-37.49
Bill	98415683	01/15/2020		Books & Materials	-420.55
				Books & Materials	-18.74
Bill	98415684	01/15/2020		Books & Materials	-131.95
Bill	98419395	01/15/2020		Books & Materials	-8,374.13
Bill	98388907	01/15/2020		Books & Materials	-183.68
Bill	98389937	01/15/2020		Books & Materials	-99.96
Bill	98392598	01/15/2020		Books & Materials	-35.23
Bill	98388905	01/15/2020		Books & Materials	-116.44
Bill	98392596	01/15/2020		Books & Materials	-140.88
Bill	98389936	01/15/2020		Books & Materials	-349.31
Bill	98381012	01/15/2020		Books & Materials	-18.74
Bill	98381010	01/15/2020		Books & Materials	-230.81
TOTAL					-16,614.72

Bill Pmt -Check	28664	01/20/2020	Omega Door & Hardware	Checking	
Bill	26800	01/14/2020		Building Repairs & Mai...	-287.50
TOTAL					-287.50

Bill Pmt -Check	28665	01/20/2020	OverDrive	Checking	
Bill	06809DA1...	12/30/2019		Books & Materials	-17.99
Bill	06809DA1...	12/30/2019		Salkind Gift	-19.46
Bill	06809CO1...	12/30/2019		Books & Materials	-403.15
Bill	06809CO1...	12/30/2019		Books & Materials	-75.00
Bill	06809CO1...	12/30/2019		Books & Materials	-431.98
Bill	06809CO1...	12/30/2019		Books & Materials	-540.47
Bill	06809CO1...	12/30/2019		Books & Materials	-3,533.98
Bill	06809DA1...	12/30/2019		Books & Materials	-243.42
Bill	06809DA2...	01/15/2020		Books & Materials	-407.03
Bill	06809CO2...	01/15/2020		Books & Materials	-167.59
Bill	06809CO2...	01/15/2020		Books & Materials	-154.99
Bill	06809CO2...	01/15/2020		Books & Materials	-1,158.82
Bill	06809CO2...	01/15/2020		Books & Materials	-592.07
Bill	06809CO2...	01/15/2020		Books & Materials	-636.21
Bill	06809CO2...	01/15/2020		Books & Materials	-1,147.12
TOTAL					-9,529.28

Bill Pmt -Check	28666	01/20/2020	Paperboys, Ltd.	Checking	
Bill	2020	01/14/2020		Periodicals	-1,135.97
TOTAL					-1,135.97

Bill Pmt -Check	28667	01/20/2020	Preferred Lawn Service	Checking	
Bill	37442	12/30/2019		Building Repairs & Mai...	-255.00
Bill	37535	01/15/2020		Building Repairs & Mai...	-110.00
Bill	37557	01/15/2020		Building Repairs & Mai...	-365.00
TOTAL					-730.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28668	01/20/2020	Pur-O-Zone, Inc.	Checking	
Bill	795240	12/27/2019		Building Supplies	-749.45
Bill	795178	12/27/2019		Building Supplies	-74.32
Bill	795055	12/30/2019		Building Supplies	-395.79
Bill	794105	12/30/2019		Building Supplies	-224.27
TOTAL					-1,443.83
Bill Pmt -Check	28669	01/20/2020	Y.N.F.W.C.	Checking	
Bill	1032	01/15/2020		Building Repairs & Mai...	-3,575.00
TOTAL					-3,575.00
Bill Pmt -Check	28670	01/20/2020	Yvonne G. Perdue	Checking	
Bill	REFUND	12/30/2019		Fees	-44.57
TOTAL					-44.57
Bill Pmt -Check	28672	01/20/2020	Quill Corporation	Checking	
Bill	3300357	12/30/2019		Library & Office Suppli...	-8.29
Bill	3278458	12/30/2019		Library & Office Suppli...	-343.43
TOTAL					-351.72
Bill Pmt -Check	28673	01/20/2020	Sally McVey	Checking	
Bill	12-11-19	12/30/2019		KHF Grant Expenses	-25.00
Bill		01/14/2020		KHF Grant Expenses	-25.00
TOTAL					-50.00
Bill Pmt -Check	28674	01/20/2020	The New York Times	Checking	
Bill	902671726	01/14/2020		Periodicals	-1,606.80
TOTAL					-1,606.80
Bill Pmt -Check	28675	01/20/2020	U.S. Bank - Mastercard	Checking	
Bill	December ...	12/30/2019		PLA	-6,873.92
				ALA	-988.90
				Admin. Dept.	-379.00
				Bookvan & Mileage	-231.94
				Adult Programming	-194.80
				Children's Programming	-494.28
				Children's Programming	-36.08
				Children's Programming	-4.98
				Children's Programming	-18.74
				Children's Programming	-106.55
				Young Adult Program...	-78.00
				Young Adult Program...	-22.90
				Young Adult Program...	-270.64

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Type	Num	Date	Name	Account	Paid Amount
				Young Adult Program...	-54.99
				Young Adult Program...	-329.98
				Young Adult Program...	-50.98
				Professional Fees	-683.90
				Shipping	-117.99
				Library & Office Suppli...	-820.49
				Miscellaneous	-42.49
				Membership & Dues	-40.00
				Advertising	-185.98
				Merchandise Sales	-200.22
				Building Supplies	-871.76
				Building Repairs & Mai...	-144.40
				Supplies	-932.73
				Telephone	-313.97
				FOUNDATION FUNDI...	-12.16
				FOUNDATION FUNDI...	-72.51
				FOUNDATION FUNDI...	-99.00
				FOUNDATION FUNDI...	-2,024.11
				FOUNDATION FUNDI...	-183.01
Bill		01/03/2020		Sound & Vision	-1,444.83
				Books & Materials	-57.96
				Periodicals	-49.75
				Periodicals	-34.12
TOTAL					-18,468.06
Bill Pmt -Check	28677	01/20/2020	Wendy E. Barsotti	Checking	
Bill	REFUND	12/30/2019		Fees	-17.10
TOTAL					-17.10
Bill Pmt -Check	28678	01/20/2020	Withers	Checking	
Bill	209804	12/27/2019		Building Supplies	-42.30
Bill	209517	12/30/2019		Building Supplies	-308.55
Bill	210124	01/15/2020		Building Supplies	-384.65
TOTAL					-735.50
Bill Pmt -Check	28679	01/20/2020	World Book School and Library	Checking	
Bill	12019WO...	12/30/2019		Books & Materials	-899.00
TOTAL					-899.00
Bill Pmt -Check	58676	01/20/2020	Unique Management Services	Checking	
Bill	575916	01/14/2020		Professional Fees	-608.60
Bill	575917	01/14/2020		Professional Fees	-177.39
TOTAL					-785.99

Lawrence Public Library

Monthly Statistical Summary--December 2019

INDICATOR	December		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	5.41	5.72	-5%			
Reference Transactions per Capita	1.02	1.22	-16%			
Program Attendance per Capita	0.28	0.28	0%			
Circulation per Capita	10.96	11.34	-3%			
Circulation per Visit	2.03	1.98	2%			
Total Holdings per Capita	2.02	2.05	-1%			
% of Lawrence Residents Registered	45%	57%	-21%			

Circulation--Adult Total	65,584	66,608	-2%	839,688	842,785	0%
Circulation--Young Adult Total	3,256	3,853	-15%	46,626	45,885	2%
Circulation--Youth Total	23,163	23,572	-2%	347,980	348,547	0%
Circulation--Bookmobile	1,187	840	41%	15,033	11,955	26%
Circulation--Book Lockers	803	790	2%	11,566	11,377	2%
Circulation--Audiovisual Total	36,551	39,161	-7%	476,781	482,004	-1%
Circulation--Total	92,003	94,033	-2%	1,234,294	1,237,217	0%

Reference Transactions	8,528	10,150	-16%	129,530	143,418	-10%
User Visits	45,386	47,399	-4%	639,430	652,830	-2%
LPL Web Site Visits	20,530	16,927	21%	236,686	224,862	5%

Holdings--Added	2,155	2,207	-2%	35,530	37,198	-4%
Holdings--Withdrawn	3,476	2,137	63%	43,918	38,532	14%
Holdings--Total	203,403	204,146	0%			

Cardholders--Added	420	453	-7%	7,260	7,666	-5%
Active Cardholders--Total	54,756	68,089	-20%			

Adult Programs	16	18	-11%	272	337	-19%
Young Adult Programs	16	13	N/A	203	180	13%
Youth Programs	41	34	21%	841	753	12%
Total Programs	73	65	12%	1,316	1,270	4%
Total Program Attendance	2,371	2,318	2%	52,704	56,616	-7%
Public Uses of Meeting Rooms	889	850	5%	11,560	10,940	6%

Total Paid Staff (FTE)	67.44	66.40	2%			
Total Number of Employees	90	84	7%			

Lawrence Public Library

Monthly Statistical Report--December 2019

	December		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	5.41	5.72	-5%				
Reference Transactions per Capita	1.02	1.22	-17%				
Program Attendance per Capita	0.28	0.28	1%				
Circulation per Capita	10.96	11.34	-3%				
Total Holdings per Capita	2.02	2.05	-2%				
Collection Turnover--Total	5.50	5.60	-2%				
Collection Turnover--Adult	6.23	6.28	-1%				
Collection Turnover--Young Adult	3.19	3.82	-17%				
Collection Turnover--Youth	4.48	4.56	-2%				
Collection Turnover--Audiovisual	10.78	10.88	-1%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31722	30292	5%		402963	398479	1%
Circulation--Adult Periodicals	976	1170	-17%		12223	12226	0%
Circulation--Adult Feature Films & TV Shows	20346	22962	-11%		268705	282232	-5%
Circulation--Electronic Games	1401	1487	-6%		18867	20448	-8%
Circulation--Adult Music CDs	3410	4235	-19%		47418	55281	-14%
Circulation--Adult Audio Books and Books on CD	7608	6330	20%		88125	73151	20%
Circulation--eReaders	0	7	-100%		7	92	-92%
Circulation--Other	121	125	-3%		1380	876	58%
Circulation--Adult Total	65584	66608	-2%		839688	842785	0%
Circulation--YA Books and Videos	2727	3236	-16%		39862	40830	-2%
Circulation--YA Periodicals	10	5	100%		77	88	-13%
Circulation--YA Audio Books and Books on CD	519	612	-15%		6687	4967	35%
Circulation--YA Total	3256	3853	-15%		46626	45885	2%
Circulation--Youth Books and Videos	21512	21796	-1%		321572	322243	0%
Circulation--Youth Periodicals	59	67	-12%		1006	1347	-25%
Circulation--Youth Music CDs	275	301	-9%		5149	5066	2%
Circulation--Youth Audio Books and Books on CD	1317	1408	-6%		20253	19891	2%
Circulation--Youth Total	23163	23572	-2%		347980	348547	0%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Circulation--Bookmobile	1187	840	41%		15033	11955	26%
Circulation--Book Lockers	803	790	2%		11566	11377	2%
Circulation--Total Books	55961	58519	-4%		764397	831649	-8%
Circulation--Total Periodicals	1045	1242	-16%		13306	13661	-3%
Circulation--Total Audiovisual	36551	39161	-7%		476781	482004	-1%
Circulation Total	92003	94033	-2%		1234294	1237217	0%
Staff Assisted Circulation	3719	3649	2%		50592	48449	4%
Self Check Circulation	58709	63362	-7%		833406	880181	-5%
Percent Self Check	94%	95%	-1%		94%	95%	-1%
Online Renewals	14742	15469	-5%		184197	185198	-1%
Other Staff Checkouts	90	127	-29%		1495	1478	1%
Requests Placed	17984	18017	0%		239797	237121	1%
Requests Filled	16727	16571	1%		220072	215632	2%
Requests Unclaimed	2595	2532	2%		32252	31721	2%
Interlibrary Loan Items Borrowed for LPL Patrons	305	360	-15%		4887	5353	-9%
Interlibrary Loan Items Loaned from LPL Collection	467	478	-2%		6772	6675	1%
OTHER LIBRARY SERVICES							
User Visits	45386	47399	-4%		639430	652830	-2%
Public Computer Usage	5704	6703	-15%		85845	96870	-11%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
Adult Reference Transactions	1348	1154	17%		16661	17220	-3%
Young Adult Reference Transactions	815	776	5%		11245	12171	-8%
Youth Reference Transactions	890	1058	-16%		15646	16502	-5%
IT Desk	901	1412	-36%		14359	16714	-14%
Welcome Desk	761	1313	-42%		13760	23153	-41%
Phone Calls	1406	1347	4%		21614	18947	14%
Accounts Desk	2407	3090	-22%		36245	38711	-6%
Total Reference Transactions	8528	10150	-16%		129530	143418	-10%
Public-Sponsored Uses of Meeting Rooms	889	850	5%		11560	10940	6%
LPL Web Site Visits	20530	16927	21%		236686	224862	5%
Web Site Sessions	45721				572316		
RESOURCES							
Holdings--Total	203403	204146	0%				
Holdings--Adult	128114	129084	-1%				
Holdings--Young Adult	12301	12141	1%				
Holdings--Youth	62988	62921	0%				
Holdings--Audiovisual	40693	43186	-6%				
Holdings--eReaders	1	10	-90%				
Holdings Added	2155	2207	-2%		35530	37198	-4%
Holdings Withdrawn (Weeded)	3476	2137	63%		43918	38532	14%
Holdings Net Change	-428	424	-201%		-686	5887	-112%

LIBRARY PATRONS							
Total Active Cardholders	54756	68089	-20%				
Cardholders Added	420	453	-7%		7260	7666	-5%
Cardholders Transacting	13767	13484	2%		174985	168339	4%
Percent of Borrowers Transacting	25%	20%	27%				
Total Number of Lawrence Residents Registered	44828	56713	-21%				
Percent of Lawrence Residents Registered	45%	57%	-22%				

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2019	2018	Change		2019	2018	Change
			2018-2019				2018-2019
PROGRAMMING							
Number of Adult Programs	16	18	-11%		272	337	-19%
Number of Young Adult Programs	16	13	23%		203	180	13%
Number of Youth Programs	41	34	21%		841	753	12%
Total Programs	73	65	12%		1316	1270	4%
Adult Program Attendance	382	493	-23%		9727	12563	-23%
Young Adult Program Attendance	328	404	-19%		5560	6995	-21%
Youth Program Attendance	1661	1421	17%		37417	37058	1%
Total Program Attendance	2371	2318	2%		52704	56616	-7%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	67.44	66.4	2%				
ALA-MLS Librarians, in Full-Time Equivalents	20.9	17.7	18%				
Number of Employees--Total	90	84	7%				
Number of Employees--Full-Time	47	46	2%				
Number of Employees--Part-Time	43	38	13%				
Terminations	0	2	-100%		22	15	47%
Hirings	2	1	100%		28	19	47%
Volunteer Hours	459.7	662.8	-31%		8622.8	9300.3	-7%

Selected Online Statistics December 2019

Lynda.com (Last one)

Active Users - 2631

New Users - 26

Users Who Logged In - 112

Total Logins - 588

Hours viewed per user who logged in - 1.3

Hours viewed per log in - .25

Kanopy

User Accounts - 790

Visits - 5970

Pages - 6987

Plays - 979

Library Director's Report for January 2020

2019 Budget Report

Library expenses for 2019 came in \$50,237.56 under revenue. Our non-tax revenue exceeded that total. Discussing the budget with our bookkeeper, she and I realized that we don't have to spend, encumber, or put into capital improvement our non-tax revenues at the end of the year. Therefore, we have decided to create a new reserve fund with that non-tax revenue. You will see the \$50,237.56 at the bottom of the Regular Budget Report page of board packet, right next to our checking and capital improvement fund. This fund will essentially be a more flexible spending line should we have to handle any non-capital improvement emergency expenses.

Staff Reorganization Set for Spring 2020

I emailed the board on January 9 to confirm that our long-time Assistant Director Sherri Turner will be retiring March 1. This will be a big change for our library. We will be reorganizing to create a flatter organization. We also plan to hire an HR professional, a new position for us.

Library Visioning Event update

The library visioning event planning committee met on January 14. We confirmed the event's date for Friday, April 3, at the Carnegie Library. The working title for the event is "Imagine 2023: Amplifying Our Strengths to Deepen Connection." Our recommendation is to have all staff, our board, and 30 or so external stakeholders on hand for the event.

Respectfully submitted by Brad Allen, January 16, 2019

Monthly Departmental Reports

January 2020

New Staff

- Logann Merritt and Katherine Brauer have joined the Info Services team as substitute Public Service Assistants.

New Volunteers

- Youth Services: We have a new batch of teen shelving volunteers starting for the spring semester this month.

New Programs/Series

- Kate Gramlich, in her new role as Community Resource Specialist, launched a reboot of the Community Resource Drop-In this month. The drop-in features representatives from a variety of service agencies, and provides a one-stop shop for people seeking assistance. The drop-ins are off to a great start, with very positive responses from both agencies and patrons.

Reports on Signature Events

- **Youth Services**
 - We debuted a couple new programs this past month: Noon Year's Eve and a Winter Reading PJ party. The Noon Year's Eve party was overwhelmingly successful and the PJ party was good. We'll repeat these next year with some tweaks.

Continuing Education/Professional Organization Participation

- Brad, Kristin, and Tricia attended a Mid-America Library Alliance workshop in Olathe entitled "What do your policies say about you?" It was an overview of how to develop library policies that reflect the organization's values, but was focused primarily on personnel issues.

Policy and Procedures

- **Collection Services** - Two new statuses have been created to improve the accuracy of locations and visibility of items in the catalog. A REPAIR status will be used for items that have been sent to cataloging and collection development for selectors to review. ON SEARCH will be used for items that aren't located on the shelves. Both will allow items to remain visible in the public catalog until we confirm they are non-viable, and will be implemented in February.
- **Fine Free** - Implementation of the new fine free policy has gone smoothly. \$300,942.56 in unpaid late fines spanning 36,367 patron accounts were waived. The new system settings in Symphony regarding fees have thus far worked as expected. Auto-renewal began on New Years Day and has been working without issue. All new notices are now up and running correctly. We've been working with SirsiDynix to make sure we are able to track any changes in numbers of items being billed for loss, lost items being returned, overdue rates, time to hold shelf, and patron referral to collection.

Friends & Foundation Director's Report – January 16, 2020

We are pleased to present the inaugural report of the newly merged Lawrence Public Library Friends & Foundation. Our new organization is excited about the possibilities of a stronger, more cohesive way forward that will maximize support for the library through fundraising, volunteers, and advocacy. The first meeting of the new board is on Monday, January 27.

2019 Friends & Foundation Highlights

- The Library Friends & Foundation provided a total of \$316,156 to the library in 2019. Of this total, \$100,000 was in the form of an unrestricted block grant from Friends Book Sales. In addition, the Foundation spent \$111,566 on behalf of the library and transferred \$104,590 to the library directly.
- The year-end joint Friends & Foundation fundraising campaign raised \$18,611. The end-of-year New Chapter Society campaign brought in \$36,545 (reflecting gifts received from Oct 1 to Dec 31.) Overall, total year-end fundraising was up 17%.
- Total New Chapter Society gifts for all of 2019 were \$57,403.
- The Friends & Foundation contributed a total of \$40,000 to the 2019 Summer Reading program and \$22,000 to the 2019 Read Across Lawrence program (gifts and grants).

After Hours at the Library 2020. We continue to make progress on the February 29th After Hours at the Library fundraiser. This is the first time the event has been jointly hosted by the Friends & Foundation. Our sponsorship total now stands at \$14,000, which is 70% of the way to our \$20,000 sponsorship fundraising goal. We have lined up Mire Pral, a local jazz quartet for entertainment. In addition, we are in the process of lining up multiple local restaurants and farmer's market vendors to offer appetizers and desserts. Billy Pilgrim designed invitation and Printing Solutions has graciously offered to print it for us. City Wine Market is sponsoring the Card Catalog Wine Pull. Finally, several local businesses and book clubs are donating themed baskets and gift certificates as well.

Better Together Merger Celebration. You won't want to miss our Better Together Friends & Foundation merger party on Sunday, January 19th at 6:30pm at the library. It will be very casual, with beer and wine, light snacks, and music from the Beer Bellies (led by former Foundation board member Martin Moore!)

Retirement Boot Camp is back in action after a holiday hiatus. Wii Golfing is happening every Tuesday morning in the Teen Zone. In addition, we had a very successful Bilingual Lunch Bunch event on Friday, January 10th. Mad Greek owner Theo Tagtalianidis delighted the group with stories of growing up in Greece. He taught some basic Greek words and phrases and even read a few attendees' coffee grounds! Next up is Job Success after 50 with the Kansas Department of Commerce on January 25th. Our February 13th program will be Volunteer Speed Dating which matches retirees' talents to local non-profit volunteer opportunities.

Club Presentations. Angela and I had speaking gigs on the same day, at the same time -- but to two different groups! On January 15th, Angela spoke to the Lawrence chapter of the National Association of Retired Federal Employees. She provided them with information about library volunteer opportunities. Simultaneously across town, I spoke to the Lawrence Welcome Club, which is a group of retired women, many of whom recently moved to Lawrence. Both were great opportunities to talk about all the wonderful programs and services that the library offers to the community.

Lawrence Public Library

Strategic Plan Update

January 2020

It has been some time since staff has given a substantive strategic plan update to the Board of Trustees (late 2017, we think!). It is long past due for a report. Most of this work came through creation and deployment of new task forces. Some task forces have completed their work, others continue to work on projects that will reach completion in 2020 and beyond.

What follows is a list of programs and partnerships the library has done working towards achieving our strategic plan, organized by strategic initiative and subcategory.

Strategic Initiatives:

Learning

The Library is a place where people learn together.

Create communities of learning

Developed and created the following programs:

AUMI (Adaptive Use Musical Instrument) Jam - *Inclusive music creation for people with limited mobility*

Comic Book Club

Cornerstones of Creativity MOOC

Junior Author Club

Mindful Crafting

Off the Page and Onto the Screen Teen Book Club

Retirement Boot Camp events

Short Story, Paint the Town Read, Queer Book Clubs coming in 2020

STEAM programming for children - *funded by a grant from the Association for Library Service to Children (ALSC)*

Support communities of learning

Developed and created the following programs:

How-To Festival

Book Club for Homeschoolers
Teen Zone Homeschool Hangout
Grandparent Boot Camp - *"Beyond Goodnight Moon"*
1000 Books Before Kindergarten initiative

Ensure a great building user experience

Purchased mobility scooter - *supported by DCCF grant*
Overhauled library meeting room use and reservation methods
Installed public pay phone
Improved building wayfinding
Updated end cap catalog stations with iPad Pro tablets
Public computer replacements - *supported by MIDCO grant*
Instituted use of Stabilized Aqueous Ozone (SAO) for improved 'green cleaning'

The Library is a learning organization for staff.

Documentation

Updated LPL Employee Handbook
Updated Collection Development manual
Updated Emergency Handbook
Created a New Staff Orientation website
Created new employee performance review process
Instituted more in-depth new hire tours and orientation

Communication

Facilitated Harwood "community conversations" for staff
Created Department of the Month staff meetings
Cleanup of current staff intranet
Establishment of Fun Committee to support staff camaraderie

Continuing Education and Professional Development

American Library Association Conferences - *Annual & Midwinter*
Public Library Association Conference
Kansas Library Association Conference
Active Shooter training - *provided by LKPD*
Beyond Diversity training - *USD 497 diversity training*
BiblioCon - first ever conference by BiblioCommons
BookExpo America - *North American book trade conference*
Conference on Higher Education Computing in Kansas

COSUGI Conference - *SirsiDynix training*
Digital Directions Conference - *digital preservation*
Diversity Training - *provided by KU Office of Diversity and Equity*
International Public Library Fundraising Conference
Kansas Leadership Center trainings - *Your Leadership Edge & Lead for Change*
Library Journal Day of Dialogue
Library Marketing & Communications Conference
Library Reads “unconferences”
Mid-America Library Alliance trainings and webinars - *various topics*
Mental Health First Aid for Youth training
National Association of Music Merchants - *for SOUND+VISION research*
NEKLS trainings - *various topics*
Social Media Club of Lawrence
Transforming Teen Services - *train the trainer session at YALSA*
Weave a Tale storytelling workshop
Young Adult Library Services Organization conference

Innovation

The Library will continually rethink traditional library services.

Continuous environmental scanning of other libraries and customer needs

Elimination of library late fees

Initiated new services:

Free Public Notary service

Free Public Fax

Launch of *The Reader* - *new quarterly library magazine and event calendar*

Improved pest management procedures - *including bed bug sniffing dog*

Expand outreach

Created Outreach Task Force

Created Youth Services Outreach Assistant position

Created Community Resource Specialist position

Added two Book Van stops

Deposit Collection sites at assisted living facilities

Outreach to local book clubs

Partnerships

Bert Nash & Douglas County

- Peer Support Fellows pilot

- SMART Recovery group meetings

KU Office of Diversity & Equity

- Diversity Internships

- LGBTQIA Club for middle and high school students

KU Work Study Students

- Reading and Math Tutoring for K to 9

USD497

- Temporary site for Parents as Teachers

- Author visits for Teen Read Across Lawrence

- School kickoff for Kids Read Across Lawrence

- Spring 5th grade visits to the Teen Zone

Drop-in office hours for these local non-profits:

- The Willow Domestic Violence Center

- Sexual Trauma and Abuse Care Center

- Hawks for Health--*Health Marketplace Assistance during open enrollment*

Douglas County Human Services Coalition

Programming

Conducted five Harwood Community Conversations around Lawrence

Established new Adult Summer Reading "Book Nerd Party"

Collections and Resources

Library of Things:

- Board Games, SAD Lamps, SOUND+VISION A/V equipment

Created Collections Diversity & Inclusion Task Force

- Audited collections for diverse titles

- Improved labeling for world movies and picture books

- Reclassified the 200s non-fiction (Religion)

- Updated outdated and problematic Subject Headings

Community Webs--*initiative to archive local websites supported by grant funding from the Kahle/Austin Foundation*

The Library will establish a process for outcomes evaluation.

Evaluate outcome evaluation tools

Purchased OrangeBoy - data-driven, decision-making tool
Created Outcome Evaluation Task Force
Simplified public desk statistics collection.
Working with KU Professor Dr. Alfred Ho to identify meaningful statistics
and data analysis.

Opportunity

The Library will inspire people to connect more deeply as a community.

Programming

Kids Advisory Board - *works to create an annual program just for kids by kids*
Chess Club for kids and teens
Teen Dungeons & Dragons Club
Noon Year's Eve Party for preschoolers
Friday the 13th Society for teens
[Future Perfect Project for teens](#)

Outreach

St. Patrick's Day Parade, staff and patron collaboration
Developed plan for storytime outreach to low income early childhood centers

Volunteerism

Increased volunteer opportunities with Volunteer Coordinator position

The Library will empower residents to connect with the opportunities in their community.

Partnership with US Census
Partnership with League of Women Voters for voter registration
Preschool Fair
Community Resource Drop-In

The Library will explore public/private collaborations in order to strengthen its organizational structure.

Library Friends and Foundation merger