Lawrence Public Library Board of Trustees Regular Meeting
Monday, February 17, 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 for January
- Approve Treasurer's report for January
- Approve bills for January 21 to February 16
- Receive statistical report for January

Library Director's report

Friends and Foundation report

Ongoing business
- Library visioning event external stakeholder invite list – **SEE ATTACHMENT**

New business
- Accreditation Application Review for NEKLS Development Grant – **SEE ATTACHMENT**
- NEKLS Development Grant Application Discussion and Approval – **ACTION ITEM**
- Form 2021 Budget Committee – **ACTION ITEM**
- New Board Member Recruitment – **DISCUSSION**

Adjournment

DRAFT

Lawrence Public Library
Board of Trustees
Regular Board Meeting
January 20, 2020
4:30 p.m.

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

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

Call to Order
Judy called the meeting to order at 4:30 p.m. Judy welcomed Mayor Ananda to the board and recognized her for her service to the community. Introductions to the board and staff present were made. Judy congratulated Sherri on her retirement.

Public Comment
There was no public comment.

Consent Agenda
Brad noted that there is an additional check for the Mergent database that wasn't included in the list of checks. Joan moved to approve the consent agenda with the addition of the check to Mergent; Ursula seconded. All in favor. Motion carried.

Director's Report
Brad said that the 2019 budget came in $50,000 underspent. He explained a change to the representation of the budget that the board will begin seeing next month. He also explained a change in how the city is giving us our disbursements. Brad explained the reorganization plan that will follow Sherri's retirement. Since many of her responsibilities have fallen within the area of HR, the library will hire an HR professional rather than an assistant director. Other of her duties will be redistributed among existing staff. Of those, the most significant changes are that Tricia will step up to take on additional supervision and leadership responsibilities, and Brad will take on additional direct supervisory responsibilities. The planning committee for the visioning event has selected the date of Friday, April 3, from 9-4. The city manager plans to attend, and other city staff and external stakeholders will be invited. The working title is: *Imagine 2023: Amplifying Our Strengths to Deepen Connection*. More information will be provided nearer the date of the event. He said he hopes that all board members will be able to attend. Brad referenced the document he gave to board regarding the Harwood Community Conversations.

Library Friends & Foundation Executive Director's Report
Kathleen reported that together the Friends and the Foundation provided the library with over $316,000 in support in 2019. This included a block grant of $100,000 from the Friends, more than $111,000 that the Foundation spent on behalf of the library, and approximately $104,000 that the Foundation gave directly to the library. Kathleen said she will have a more complete year-end report next month. Planning for the fundraiser on February 29 is well underway, and invitations will go out the end of the week. Last night was the Better Together merger

celebration. There were about 70 in attendance. Mary Burchill is the chair for the merged organization. Craig Penzler is vice-chair and will be the official liaison to the Library Board of Trustees. Joan expressed gratitude to Kathleen for her work in making the transition happen smoothly.

Ongoing Business
Strategic Plan Update
Brad referred to the strategic update that was included in the packet and asked if the board had any questions. He said it was built off of the 2017 strategic plan and the strategic initiatives the board had set. He said that next steps may come out of the visioning plan in April. There was some discussion about how the visioning session would feed into the strategic plan. In response to a question about outcomes-based evaluation, Brad said that there is a task force working on this. They have recently begun working with Professor Alfred Ho at KU. His spring semester measurements class will use the library as a case study for their work. The outreach committee is also working with representatives from OrangeBoy in an effort to help the library better target outreach audiences.

New Business
Review Annual Organizational Calendar
The board reviewed the calendar for the year. Brad noted that Joan Golden's term will expire this year leaving one position to fill. It might be good to include an introduction to the library to new board member orientations. Brad said we might also want to consider having a short training for the new board chair on Robert's Rules. He said that he is surveying other libraries to find out whether board or staff typically take board minutes. There were no changes needed to the calendar.

Kids' Activity Area enhancement
Brad said the library has received a $50,000 gift from Don Marquis to enhance our children's activity area. Brad's vision is to make it a more immersive environment where the books and activities are more integrated. The overall project will likely cost more than $50,000 and the goal is to have it completed by the end of the year. Brad says he has an RFP for the project ready to go with the goal of having it done by the end of the year. It will primarily involve furnishings and interiors. He said that unrestricted foundation money is available to be used if additional funds are needed. Discussion followed regarding the benefit of soliciting community input. It was suggested that there could be a review committee composed of staff and community members, parents and grandparents. Brad asked if someone on the board is interested in being involved. Brady said he is. Brad said that part of the vision is to make it complement the 1,000 Books Before Kindergarten program. The board said they did not need to review the RFP Brad has created.

Agenda item for next month: Review the NEKLS grant.

Adjournment
Ursula moved to adjourn; Joan seconded. All in favor; meeting adjourned at 5:45 p.m.

The next regular Board meeting will be Monday, February 17 at 4:30 p.m. in Meeting Room A at the library.

Respectfully submitted,

Sherri Turner

Regular Budget Report

January 2020

REVENUES		This Month		Year to Date		Annual Budget		8% of Year		January 2019		YTD 2019
Tax Fund		$ 498,379.57	$	498,379.57	$	4,782,000.00		10.42%	$	406,389.72	$	406,389.72
Fees		$ 2,980.81	$	2,980.81	$	35,000.00		8.52%	$	12,437.48	$	12,437.48
NEKLS		$ -	$	-	$	95,000.00		0.00%	$	-	$	-
State Aid		$ -	$	-	$	25,000.00		0.00%	$	-	$	-
Photo Copies		$ 1,876.11	$	1,876.11	$	20,000.00		9.38%	$	2,005.06	$	2,005.06
Coffee Shop Rent		$ 750.00	$	750.00	$	9,000.00		8.33%	$	750.00	$	750.00
Meeting Room Fees		$ 300.00	$	300.00	$	5,000.00		6.00%	$	650.00	$	650.00
Interest		$ 600.85	$	600.85	$	25,000.00		2.40%	$	1,867.25	$	1,867.25
Miscellaneous		$ 14.90	$	14.90	$	-						
Total Revenues		$504,902.24		$504,902.24		$4,996,000.00		10.11%		$424,099.51		$424,099.51

EXPENSES		This Month		Year to Date		Annual Budget		8% of Year		January 2019		YTD 2019
Salaries & Wages		$ 228,243.45	$	228,243.45	$	2,820,000.00		8.09%	$	214,897.64	$	214,897.64
Employee Benefits		$ 27,778.86	$	27,778.86	$	340,000.00		8.17%	$	26,715.64	$	26,715.64
Payroll Taxes		$ 38,486.82	$	38,486.82	$	490,000.00		7.85%	$	37,139.74	$	37,139.74
Utilities		$ 8,818.86	$	8,818.86	$	96,000.00		9.19%	$	9,710.17	$	9,710.17
Building Supplies		$ 2,942.85	$	2,942.85	$	20,000.00		14.71%	$	78.96	$	78.96
Building Repairs & Maintenance		$ 11,186.66	$	11,186.66	$	55,000.00		20.34%	$	5,773.29	$	5,773.29
Library Supplies		$ 1,172.90	$	1,172.90	$	25,000.00		4.69%	$	1,622.51	$	1,622.51
Books & Materials		$ 31,062.88	$	31,062.88	$	700,000.00		4.44%	$	33,690.62	$	33,690.62
Processing Supplies		$ 4,015.43	$	4,015.43	$	50,000.00		8.03%	$	4,556.92	$	4,556.92
Equipment		$ 8,315.75	$	8,315.75	$	10,000.00		83.16%	$	(22,132.87)	$	(22,132.87)
Technology		$ 20,607.32	$	20,607.32	$	250,000.00		8.24%	$	20,425.46	$	20,425.46
Insurance		$ -			$	17,000.00		0.00%	$	-	$	-
Shipping		$ 928.87	$	928.87	$	16,000.00		5.81%	$	781.42	$	781.42
Professional Development		$ 2,754.33	$	2,754.33	$	30,000.00		9.18%	$	101.25	$	101.25
Book Van & Mileage		$ 179.71	$	179.71	$	2,000.00		8.99%	$	38.65	$	38.65
Programs		$ 515.23	$	515.23	$	20,000.00		2.58%	$	552.62	$	552.62
Professional Fees		$ 1,909.10	$	1,909.10	$	25,000.00		7.64%	$	2,376.34	$	2,376.34
Advertising & Marketing		$ 1,485.73	$	1,485.73	$	30,000.00		4.95%	$	1,252.17	$	1,252.17
Capital Improvements		$ -	$	-	$	-						
Miscellaneous		$ 2,119.57	$	2,119.57	$	-			$	2,632.10	$	2,632.10
Total Expenses		$ 392,524.32	$	392,524.32	$	4,996,000.00		7.86%	$	340,212.63	$	340,212.63

CASH BALANCES

	Cash Reserves	$ 50,237.56	Included in Checking Amount
	Checking	$ 830,913.12	
	Capital Improvement	$ 681,473.20	

Lawrence Public Library
2020 Outside Funding Report

	1/1/2020 AMOUNT	January Income	January Spending	February Income	February Spending	March Income	March Spending	Remaining
FRIENDS								
Summer Reading - ALL	$ 7,521.27							$ 7,521.27
Aquarium	$ (5.71)	$ 3,600.00	$ 300.00					$ 3,294.29
Kanopy 2020	$ 20,000.00							$ 20,000.00
Volunteers	$ 705.63							$ 705.63
Read Across Lawrence 2019	$ 2,212.56		$ 7,857.14					$ (5,644.58)
Block Grant	$ 119,842.96	$ (3,600.00)	$ 1,676.38					$ 114,566.58
	$ 151,591.69	$ (1,314.98)	$ 9,833.52	$ -	$ -	$ -	$ -	$ 140,443.19
FOUNDATION								
Kansas Health Foundation	$ 1,735.71		$ 25.00					$ 1,710.71
Salaries/Taxes - Isaman/Hyde	$ (12,043.88)	$ 13,358.86	$ 8,500.96					$ (7,185.98)
Foundation Expenses to be reimbursed	$ (4,655.92)	$ 4,655.92	$ 1,433.71					$ (1,433.71)
Salkind for E-books	$ 8.60	$ 50.00						$ 58.60
Patsy Cotte for YS	$ 1,107.93							$ 1,107.93
Harry Potter	$ 490.91							$ 490.91
Weinberg/Jedel YS/YA	$ 17,642.91	$ 1,225.83						$ 18,868.74
Milliken Fund	$ 1,465.49							$ 1,465.49
Sound & Vision	$ -							$ -
Camin Memorial	$ 242.79							$ 242.79
Storytime @Home/Juanita Marsh	$ 851.41							$ 851.41
Harrison Music Storytellers	$ (853.59)	$ 853.59						$ -
Dr. Bob	$ (356.62)	$ 356.62						$ -
Seed Library	$ 1,393.88		$ 436.44					$ 957.44
Crowe Fund	$ 622.95		$ 145.19					$ 477.76
Local History/Coan	$ 4,806.65							$ 4,806.65
MIDCO	$ 34,920.13							$ 34,920.13
General Endowment	$ 43,079.97	$ 3,195.00	$ 6,389.85					$ 39,885.12
Simpson Grant	$ 3,502.92							$ 3,502.92
Dean Owens - YA College & Career	$ -	$ 2,920.00						$ 2,920.00
	$ 94,604.46	$ 25,973.60	$ 16,931.15	$ -	$ -		$ -	$ 103,646.91
OTHER								
Memorials/Honor with Books/Bauleke	$ 2,035.72	$ 5.39						$ 2,041.11
ALA Teen Intern	$ 80.37							$ 80.37
Health Spot - U of K Center for Research	$ 1,500.00							$ 1,500.00
Lawrence Give Back	$ 2,626.32							$ 2,626.32
Wurfy	$ 134.16							$ 134.16
Merchandise Sales	$ 1,246.73	$ 261.25						$ 1,507.98
	$ 7,537.30	$ 352.64	$ -	$ -	$ -	$ -	$ -	$ 7,889.94
	$ 253,733.45							
Month Total		$ 25,011.26	$ 26,764.67	$ -	$ -	$ -	$ -	YTD Income $ 25,011.26
								YTD Expense $ 26,764.67

Lawrence Public Library
Balance Sheet
As of January 31, 2020

	Jan 31, 20	Jan 31, 19	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	362,937.87	240,355.26	122,582.61	51.0%
Checking	467,975.25	455,086.07	12,889.18	2.8%
Capital Improvement at MIP	681,473.20	668,401.67	13,071.53	2.0%
Total Checking/Savings	1,512,386.32	1,363,843.00	148,543.32	10.9%
Total Current Assets	1,512,386.32	1,363,843.00	148,543.32	10.9%
Other Assets				
Petty Cash	700.00	1,240.75	-540.75	-43.6%
Total Other Assets	700.00	1,240.75	-540.75	-43.6%
TOTAL ASSETS	**1,513,086.32**	**1,365,083.75**	**148,002.57**	**10.8%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	82,296.68	75,081.38	7,215.30	9.6%
Total Accounts Payable	82,296.68	75,081.38	7,215.30	9.6%
Other Current Liabilities				
Payroll Liabilities	580.29	547.13	33.16	6.1%
Total Other Current Liabilities	580.29	547.13	33.16	6.1%
Total Current Liabilities	82,876.97	75,628.51	7,248.46	9.6%
Total Liabilities	82,876.97	75,628.51	7,248.46	9.6%
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,018,949.62	920,087.66	98,861.96	10.7%
Net Income	110,624.51	68,732.36	41,892.15	61.0%
Total Equity	1,430,209.35	1,289,455.24	140,754.11	10.9%
TOTAL LIABILITIES & EQUITY	**1,513,086.32**	**1,365,083.75**	**148,002.57**	**10.8%**

Lawrence Public Library
Revenues & Expenses
January 2020

	Jan 20
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Other	24,750.01
Interest	600.85
Meeting Room Fees	300.00
Merchandise Sales	261.25
Fees	2,980.81
Photo Copies	1,876.11
Repairs & Equipment	14.90
Tax Fund	498,379.57
Total Income	529,913.50
Gross Profit	529,913.50
Expense	
Payroll Expenses	256,022.31
Payroll Taxes	39,728.33
Utilities - Electric	8,818.86
Building Supplies	2,942.85
Building Repairs & Maintenance	11,186.66
Library & Office Supplies	1,172.90
Books & Materials	31,062.88
Processing Supplies	4,015.43
Equipment	8,315.75
Technology	20,607.32
Shipping	928.87
Professional Development	2,754.33
Bookvan & Mileage	179.71
Program Expense	515.23
Professional Fees	1,909.10
Advertising	1,485.73
Miscellaneous	2,119.57
FOUNDATION FUNDING	15,689.64
FRIENDS FUNDING	9,833.52
Total Expense	419,288.99
Net Ordinary Income	110,624.51
Net Income	**110,624.51**

Lawrence Public Library
Vendor Balance Summary
As of February 13, 2020

	Feb 13, 20
Advance Insurance Company	634.26
Air Filter Plus	468.84
Amazon	2,373.80
ASI	50.00
Baker & Taylor, Inc.	261.62
Barry Barnes	50.00
Bayscan Technologies	369.69
Bibliotheca	19,587.00
Blackstone Publishing	41.79
Century Business Technologies	457.76
Demco, Inc.	640.13
Designed Business Interiors	1,239.75
EBSCO	11,097.51
Evergy	9,186.98
Gale/Cengage Learning	446.41
Ingram Library Services	22,239.07
Jarred Morris	-150.00
Jayhawk Trophy Co., Inc.	348.80
Jayhawk Tropical Fish	300.00
Jen Young	50.00
Jerry Ohlmann	50.00
John Lamonica	150.00
Joseph W. Wilson	22.99
Journal-World	193.60
Kanopy LLC	1,277.00
Kansas Public Radio	252.50
Laura Pennock	250.00
Mickey Levey	250.00
Midwest Tape	16,903.49
NEKLS	367.50
OverDrive	22,175.12
P. Allen Macfarlane	75.00
P1 Group, Inc.	5,455.00
Pan Asian Publications Inc.	710.60
Preferred Lawn Service	440.00
Pro Print Inc.	13.82
Pur-O-Zone, Inc.	689.12
Schendel Services	99.75
Southwest Solutions Group	7,076.00
Spencer Raymond	-150.00
U.S. Bank - Mastercard	19,934.99
Unique Management Services	359.96
Worldpay Integrated Payments	63.21
TOTAL	146,353.06

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**Electronic**	**02/17/2020**	**Advance Insurance Company**	**Checking**	
Bill	March 2020	02/13/2020		Group Life Insurance	-634.26
TOTAL					-634.26
Bill Pmt -Check	**Electronic**	**02/17/2020**	**ASI**	**Checking**	
Bill	January 2020	02/02/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	**Electronic**	**02/17/2020**	**Evergy**	**Checking**	
Bill		02/12/2020		Utilities - Electric	-9,186.98
TOTAL					-9,186.98
Bill Pmt -Check	**Electronic**	**02/17/2020**	**U.S. Bank - Mastercard**	**Checking**	
Bill	January 2020	01/31/2020		Technology	-1,349.71
				PLA	-934.80
				Circulation	-49.98
				Youth Services Dept.	-64.99
				ALA	-283.49
				In-Service Day	-14.84
				Bookvan & Mileage	-179.67
				Adult Programming	-49.02
				Adult Programming	-60.46
				Children's Programming	-54.19
				Children's Programming	-7.20
				Children's Programming	-87.09
				Children's Programming	-24.29
				Children's Programming	-21.40
				Young Adult Programming	-7.01
				Young Adult Programming	-14.86
				Young Adult Programming	-7.96
				Young Adult Programming	-43.34
				Young Adult Programming	-12.85
				Young Adult Programming	-221.70
				Young Adult Programming	-27.99
				Seed Library	-406.36
				Read Across Lawrence	-7,855.51
				Professional Fees	-687.10
				Professional Fees	-19.20
				Shipping	-117.97
				Processing Supplies	-838.65
				Library & Office Supplies	-1,302.23
				Miscellaneous	-49.99
				Miscellaneous	-59.99
				Membership & Dues	-224.95
				Advertising	-856.83
				Printing	-74.95
				Building Supplies	-1,295.64
				Building Repairs & Main...	-91.89
				Supplies	-78.37
				Supplies	-21.99
				Telephone	-298.91
				FOUNDATION FUNDING	-1,243.94
				Crowe Fund	-109.98
				Block Grant	-676.24
				Books & Materials	-23.75
Bill	Winsky Charges	02/04/2020		Periodicals	-49.75

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-23.98
				Books & Materials	-9.98
TOTAL					-19,934.99
Bill Pmt -Check	**Electronic**	**02/17/2020**	**Worldpay Integrated Payments**	**Checking**	
Bill	January 2020	02/11/2020		Credit Card Processing	-63.21
TOTAL					-63.21
Bill Pmt -Check	**28680**	**02/17/2020**	**Air Filter Plus**	**Checking**	
Bill	381204	01/31/2020		Building Supplies	-468.84
TOTAL					-468.84
Bill Pmt -Check	**28681**	**02/17/2020**	**Amazon**	**Checking**	
Bill	9535459	01/31/2020		Books & Materials	-59.68
				Books & Materials	-66.88
				Books & Materials	-90.72
Bill	1434667	01/31/2020		Books & Materials	-17.78
Bill	8320237	01/31/2020		Books & Materials	-69.99
Bill	9535459	01/31/2020		Books & Materials	-134.89
Bill	8620242	01/31/2020		Books & Materials	-38.99
				Books & Materials	-31.77
Bill	8620242	01/31/2020		Books & Materials	-61.61
				Books & Materials	-64.96
				Books & Materials	-29.99
Bill	6639401	01/31/2020		Books & Materials	-107.79
Bill	7881826	01/31/2020		Books & Materials	-12.97
Bill	1478649	01/31/2020		Books & Materials	-12.54
Bill	1009806	01/31/2020		Books & Materials	-10.39
Bill	0697856	01/31/2020		Books & Materials	-49.99
Bill	0697856	01/31/2020		Books & Materials	-24.99
Bill	4790634	01/31/2020		Books & Materials	-54.71
Bill	5925840	01/31/2020		Books & Materials	-12.98
Bill	8860214	01/31/2020		Books & Materials	-22.28
Bill	2791411	01/31/2020		Books & Materials	-11.44
Bill	6378649	01/31/2020		Books & Materials	-19.47
Bill	3853054	01/31/2020		Books & Materials	-17.60
Bill	6639401	01/31/2020		Books & Materials	-89.29
Bill	0697856	01/31/2020		Books & Materials	-100.00
Bill	9192232	01/31/2020		Books & Materials	-59.99
Bill	3145850	01/31/2020		Books & Materials	-37.47
				Books & Materials	-31.32
				Books & Materials	-9.99
Bill	1843408	01/31/2020		Building Supplies	-39.80
Bill	4202645	01/31/2020		Young Adult Programming	-15.00
Bill	8588228	01/31/2020		Processing Supplies	-65.80
Bill	8728231	01/31/2020		Processing Supplies	-99.00
Bill	6766659	01/31/2020		Library & Office Supplies	-85.90
Bill	8340220	01/31/2020		Processing Supplies	-16.86
Bill	1843408	01/31/2020		Building Supplies	-39.99
Bill	1843408	01/31/2020		Building Supplies	-24.54
Bill	2575424	02/11/2020		Children's Programming	-26.99
Bill	1226669	02/13/2020		Books & Materials	-29.88
Bill	9945004	02/13/2020		Books & Materials	-10.07
Bill	0709042	02/13/2020		Books & Materials	-29.90
				Books & Materials	-44.18
				Books & Materials	-9.99
Bill	1226669	02/13/2020		Books & Materials	-29.99
Bill	2222670	02/13/2020		Books & Materials	-12.00
Bill	7676257	02/13/2020		Books & Materials	-18.45
				Books & Materials	-44.99
				Books & Materials	-19.99

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	5123408	02/13/2020		Books & Materials	-19.74
Bill	7116200	02/13/2020		Books & Materials	-20.09
Bill	7676257	02/13/2020		Books & Materials	-10.84
Bill	9584223	02/13/2020		Books & Materials	-22.78
Bill	9584223	02/13/2020		Books & Materials	-16.98
				Books & Materials	-116.69
				Books & Materials	-24.99
				Books & Materials	-49.99
				Books & Materials	-18.99
Bill	6422651	02/13/2020		Books & Materials	-8.72
Bill	0785857	02/13/2020		Books & Materials	-38.99
Bill	7658666	02/13/2020		Books & Materials	-9.21
TOTAL					-2,373.80
Bill Pmt -Check	**28682**	**02/17/2020**	**Baker & Taylor, Inc.**	**Checking**	
Bill	5015982198	01/31/2020		Books & Materials	-30.74
Bill	5015982199	01/31/2020		Processing Supplies	-3.80
Bill	2035056794	01/31/2020		Books & Materials	-60.02
Bill	2035056795	01/31/2020		Processing Supplies	-2.10
Bill	2035043097	01/31/2020		Processing Supplies	-4.10
Bill	2035043096	01/31/2020		Books & Materials	-101.73
Bill	5015954439	01/31/2020		Books & Materials	-15.26
Bill	5015954440	01/31/2020		Processing Supplies	-1.90
Bill	2035034153	01/31/2020		Processing Supplies	-1.90
Bill	2035034152	01/31/2020		Books & Materials	-9.08
Bill	2035086627	02/13/2020		Books & Materials	-12.69
Bill	2035071540	02/13/2020		Books & Materials	-14.50
Bill	2035071541	02/13/2020		Processing Supplies	-3.80
TOTAL					-261.62
Bill Pmt -Check	**28683**	**02/17/2020**	**Barry Barnes**	**Checking**	
Bill	2-21-20	02/11/2020		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	**28684**	**02/17/2020**	**Bayscan Technologies**	**Checking**	
Bill	63704	02/11/2020		Processing Supplies	-369.69
TOTAL					-369.69
Bill Pmt -Check	**28685**	**02/17/2020**	**Bibliotheca**	**Checking**	
Bill	INV-US28946	01/31/2020		Public Access	-19,587.00
TOTAL					-19,587.00
Bill Pmt -Check	**28686**	**02/17/2020**	**Blackstone Publishing**	**Checking**	
Bill	1161139	02/13/2020		Books & Materials	-41.79
TOTAL					-41.79
Bill Pmt -Check	**28687**	**02/17/2020**	**Century Business Technologies**	**Checking**	
Bill	549967	02/12/2020		Copying	-457.76
TOTAL					-457.76

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**28688**	**02/17/2020**	**Demco, Inc.**	**Checking**	
Bill	6751219	01/31/2020		Processing Supplies	-640.13
TOTAL					-640.13
Bill Pmt -Check	**28689**	**02/17/2020**	**Designed Business Interiors**	**Checking**	
Bill	17115	01/31/2020		Equipment	-1,239.75
TOTAL					-1,239.75
Bill Pmt -Check	**28690**	**02/17/2020**	**EBSCO**	**Checking**	
Bill	1592600	02/11/2020		Periodicals	-9,989.09
				Library & Office Supplies	-1,073.47
Bill	1593362	02/11/2020		Periodicals	-34.95
TOTAL					-11,097.51
Bill Pmt -Check	**28691**	**02/17/2020**	**Gale/Cengage Learning**	**Checking**	
Bill	69486961	01/31/2020		Books & Materials	-41.28
Bill	69453384	01/31/2020		Books & Materials	-21.69
Bill	69200585	01/31/2020		Books & Materials	-67.87
Bill	69201320	01/31/2020		Books & Materials	-22.39
Bill	69788041	02/13/2020		Books & Materials	-220.41
Bill	69809351	02/13/2020		Books & Materials	-47.58
Bill	69605732	02/13/2020		Books & Materials	-25.19
TOTAL					-446.41
Bill Pmt -Check	**28692**	**02/17/2020**	**Ingram Library Services**	**Checking**	
Bill	43751707	01/31/2020		Processing Supplies	-48.84
Bill	43760090	01/31/2020		Processing Supplies	-39.20
Bill	43731188	01/31/2020		Processing Supplies	-101.34
Bill	43711683	01/31/2020		Processing Supplies	-10.14
Bill	43711685	01/31/2020		Processing Supplies	-3.61
Bill	43687646	01/31/2020		Processing Supplies	-193.16
Bill	43666688	01/31/2020		Processing Supplies	-31.84
Bill	43643868	01/31/2020		Processing Supplies	-0.15
Bill	43677684	01/31/2020		Processing Supplies	-57.00
Bill	43643866	01/31/2020		Processing Supplies	-51.64
Bill	43615856	01/31/2020		Processing Supplies	-62.45
Bill	43586244	01/31/2020		Processing Supplies	-0.15
Bill	43586240	01/31/2020		Processing Supplies	-1.64
Bill	43586242	01/31/2020		Processing Supplies	-0.75
Bill	43586238	01/31/2020		Processing Supplies	-21.29
Bill	43607857	01/31/2020		Processing Supplies	-18.04
Bill	43566443	01/31/2020		Processing Supplies	-175.92
Bill	43596468	01/31/2020		Processing Supplies	-83.58
Bill	43542285	01/31/2020		Processing Supplies	-33.58
Bill	43518630	01/31/2020		Processing Supplies	-27.87
Bill	43501300	01/31/2020		Processing Supplies	-123.51
Bill	43531057	01/31/2020		Processing Supplies	-51.46
Bill	43751706	01/31/2020		Books & Materials	-644.43
Bill	43780450	01/31/2020		Books & Materials	-14.22
Bill	43731186	01/31/2020		Books & Materials	-159.34
Bill	43760089	01/31/2020		Books & Materials	-307.91
Bill	43731187	01/31/2020		Books & Materials	-1,013.29
Bill	43711682	01/31/2020		Books & Materials	-208.21
Bill	43711684	01/31/2020		Books & Materials	-35.27
Bill	43687645	01/31/2020		Books & Materials	-1,960.10
Bill	43666687	01/31/2020		Books & Materials	-273.25

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	43643867	01/31/2020		Books & Materials	-8.40
Bill	43677683	01/31/2020		Books & Materials	-540.80
Bill	43643865	01/31/2020		Books & Materials	-490.16
Bill	43615855	01/31/2020		Books & Materials	-695.28
Bill	43586243	01/31/2020		Books & Materials	-8.40
Bill	43586239	01/31/2020		Books & Materials	-25.02
Bill	43586241	01/31/2020		Books & Materials	-65.98
Bill	43586237	01/31/2020		Books & Materials	-238.94
Bill	43607856	01/31/2020		Books & Materials	-167.20
Bill	43586236	01/31/2020		Books & Materials	-175.11
Bill	43566442	01/31/2020		Books & Materials	-1,597.96
Bill	43596467	01/31/2020		Books & Materials	-681.81
Bill	43596466	01/31/2020		Books & Materials	-7.19
Bill	43542284	01/31/2020		Books & Materials	-480.92
Bill	43518629	01/31/2020		Books & Materials	-293.08
Bill	43501299	01/31/2020		Books & Materials	-1,443.18
Bill	43531056	01/31/2020		Books & Materials	-421.62
Bill	43865264	02/13/2020		GGIFT	-0.82
Bill	43865263	02/13/2020		GGIFT	-15.96
Bill	43894312	02/13/2020		Processing Supplies	-66.25
Bill	43899023	02/13/2020		Processing Supplies	-78.13
Bill	43881362	02/13/2020		Processing Supplies	-34.79
Bill	43881360	02/13/2020		Processing Supplies	-191.16
Bill	43865260	02/13/2020		Processing Supplies	-36.34
Bill	43865262	02/13/2020		Processing Supplies	-0.15
Bill	43847643	02/13/2020		Processing Supplies	-41.16
Bill	43828229	02/13/2020		Processing Supplies	-36.23
Bill	43828233	02/13/2020		Processing Supplies	-53.21
Bill	43828231	02/13/2020		Processing Supplies	-1.97
Bill	43811976	02/13/2020		Processing Supplies	-106.85
Bill	43806613	02/13/2020		Processing Supplies	-47.58
Bill	43806615	02/13/2020		Processing Supplies	-14.58
Bill	43798322	02/13/2020		Processing Supplies	-3.94
Bill	43894311	02/13/2020		Books & Materials	-479.03
Bill	43899022	02/13/2020		Books & Materials	-1,001.34
Bill	43881361	02/13/2020		Books & Materials	-346.60
Bill	43881358	02/13/2020		Books & Materials	-51.20
Bill	43881359	02/13/2020		Books & Materials	-2,152.03
Bill	43865259	02/13/2020		Books & Materials	-494.27
Bill	43865258	02/13/2020		Books & Materials	-15.36
Bill	43865261	02/13/2020		Books & Materials	-15.00
Bill	43847642	02/13/2020		Books & Materials	-440.40
Bill	43828228	02/13/2020		Books & Materials	-566.88
Bill	43828232	02/13/2020		Books & Materials	-572.78
Bill	43828230	02/13/2020		Books & Materials	-10.19
Bill	43811975	02/13/2020		Books & Materials	-1,166.77
Bill	43806612	02/13/2020		Books & Materials	-306.40
Bill	43806614	02/13/2020		Books & Materials	-710.78
Bill	43806611	02/13/2020		Books & Materials	-58.24
Bill	43798321	02/13/2020		Books & Materials	-28.45
TOTAL					-22,239.07

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**28693**	**02/17/2020**	**Jayhawk Trophy Co., Inc.**	**Checking**	
Bill	66151	02/11/2020		Miscellaneous	-188.00
Bill	66164	02/11/2020		Miscellaneous	-160.80
TOTAL					-348.80

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**28694**	**02/17/2020**	**Jayhawk Tropical Fish**	**Checking**	
Bill	303399	02/11/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**28695**	**02/17/2020**	**Jen Young**	**Checking**	
Bill	HPBN	02/11/2020		Harry Potter Book Night	-50.00
TOTAL					-50.00
Bill Pmt -Check	**28696**	**02/17/2020**	**Jerry Ohlmann**	**Checking**	
Bill	2-21-20	02/11/2020		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	**28697**	**02/17/2020**	**John Lamonica**	**Checking**	
Bill	2-16-20	02/11/2020		Sound & Vision	-150.00
TOTAL					-150.00
Bill Pmt -Check	**28698**	**02/17/2020**	**Joseph W. Wilson**	**Checking**	
Bill	REFUND	01/31/2020		Fees	-22.99
TOTAL					-22.99
Bill Pmt -Check	**28699**	**02/17/2020**	**Journal-World**	**Checking**	
Bill	Through 2-21-21	02/11/2020		Periodicals	-193.60
TOTAL					-193.60
Bill Pmt -Check	**28700**	**02/17/2020**	**Kanopy LLC**	**Checking**	
Bill	182548-PPU	02/13/2020		Books & Materials	-1,277.00
TOTAL					-1,277.00
Bill Pmt -Check	**28701**	**02/17/2020**	**Kansas Public Radio**	**Checking**	
Bill	145399	01/31/2020		Advertising	-252.50
TOTAL					-252.50
Bill Pmt -Check	**28702**	**02/17/2020**	**Laura Pennock**	**Checking**	
Bill	2-13-20	02/11/2020		Children's Programming	-250.00
TOTAL					-250.00
Bill Pmt -Check	**28703**	**02/17/2020**	**Mickey Levey**	**Checking**	
Bill	HPBN	02/11/2020		Harry Potter Book Night	-250.00
TOTAL					-250.00

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**28704**	**02/17/2020**	**Midwest Tape**	**Checking**	
Bill	98516900	01/31/2020		Books & Materials	-1.13
Bill	98515537	01/31/2020		Books & Materials	-100.11
Bill	98513960	01/31/2020		Books & Materials	-314.92
Bill	98513869	01/31/2020		Books & Materials	-273.70
Bill	98515539	01/31/2020		Books & Materials	-59.99
Bill	98479529	01/31/2020		Books & Materials	-1,391.25
Bill	98507754	01/31/2020		Books & Materials	-1,099.71
Bill	98506088	01/31/2020		Books & Materials	-176.42
Bill	98506110	01/31/2020		Books & Materials	-52.48
Bill	98484119	01/31/2020		Books & Materials	-191.17
Bill	98481568	01/31/2020		Books & Materials	-365.90
Bill	98484116	01/31/2020		Books & Materials	-97.57
Bill	98484118	01/31/2020		Books & Materials	-14.99
Bill	98480911	01/31/2020		Books & Materials	-11.24
Bill	98475299	01/31/2020		Books & Materials	-50.98
Bill	98475297	01/31/2020		Books & Materials	-53.05
Bill	98468106	01/31/2020		Books & Materials	-649.70
Bill	98468108	01/31/2020		Books & Materials	-59.98
Bill	98578315	02/13/2020		Books & Materials	-99.97
Bill	98578314	02/13/2020		Books & Materials	-1,030.72
Bill	98569744	02/13/2020		Books & Materials	-80.78
Bill	98569746	02/13/2020		Books & Materials	-70.48
Bill	98554947	02/13/2020		Books & Materials	-8,922.41
Bill	98543930	02/13/2020		Books & Materials	-113.20
Bill	98548100	02/13/2020		Books & Materials	-99.71
Bill	98547925	02/13/2020		Books & Materials	-79.98
Bill	98548018	02/13/2020		Books & Materials	-235.58
Bill	98547924	02/13/2020		Books & Materials	-740.09
				Books & Materials	-104.99
Bill	98539219	02/13/2020		Books & Materials	-197.92
Bill	98540705	02/13/2020		Books & Materials	-14.99
Bill	98539217	02/13/2020		Books & Materials	-148.38
TOTAL					-16,903.49
Bill Pmt -Check	**28705**	**02/17/2020**	**NEKLS**	**Checking**	
Bill	1-13-2020	01/31/2020		Processing Supplies	-367.50
TOTAL					-367.50
Bill Pmt -Check	**28706**	**02/17/2020**	**OverDrive**	**Checking**	
Bill	06809DA20017909	01/31/2020		Books & Materials	-273.47
Bill	06809CO20016166	01/31/2020		Books & Materials	-734.95
Bill	06809CO20012039	01/31/2020		Books & Materials	-725.45
Bill	06809CO20010026	01/31/2020		Books & Materials	-430.70
Bill	06809CO20010024	01/31/2020		Books & Materials	-826.91
Bill	06809CO20010027	01/31/2020		Books & Materials	-176.92
Bill	06809CO20010025	01/31/2020		Books & Materials	-434.89
Bill	06809CO20012038	01/31/2020		Books & Materials	-455.95
Bill	06809DA20013030	01/31/2020		Books & Materials	-448.97
Bill	06809CO20016167	01/31/2020		Books & Materials	-756.44
Bill	06809DA20008862	01/31/2020		Books & Materials	-86.00
Bill	H-0064657	02/11/2020		Books & Materials	-12,000.00
Bill	06809CO20022604	02/13/2020		Books & Materials	-866.95
Bill	06809CO20022607	02/13/2020		Books & Materials	-386.96
Bill	06809DA20024601	02/13/2020		Books & Materials	-434.99
Bill	06809CO20022609	02/13/2020		Books & Materials	-903.44
Bill	06809CO20022608	02/13/2020		Books & Materials	-1,116.87
Bill	06809CO20019122	02/13/2020		Books & Materials	-463.41
Bill	06809CO20019117	02/13/2020		Books & Materials	-651.85
TOTAL					-22,175.12

Lawrence Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**28707**	**02/17/2020**	**P. Allen Macfarlane**	**Checking**	
Bill	REFUND	01/31/2020		Meeting Room Fees	-75.00
TOTAL					-75.00
Bill Pmt -Check	**28708**	**02/17/2020**	**P1 Group, Inc.**	**Checking**	
Bill	73628	01/31/2020		Building Repairs & Main...	-5,455.00
TOTAL					-5,455.00
Bill Pmt -Check	**28709**	**02/17/2020**	**Pan Asian Publications Inc.**	**Checking**	
Bill	U-16332	01/31/2020		Books & Materials	-433.20
Bill	U-16333	01/31/2020		Books & Materials	-277.40
TOTAL					-710.60
Bill Pmt -Check	**28710**	**02/17/2020**	**Preferred Lawn Service**	**Checking**	
Bill	37623	01/31/2020		Building Repairs & Main...	-110.00
Bill	37659	01/31/2020		Building Repairs & Main...	-110.00
Bill	37714	01/31/2020		Building Repairs & Main...	-110.00
Bill	37740	01/31/2020		Building Repairs & Main...	-110.00
TOTAL					-440.00
Bill Pmt -Check	**28711**	**02/17/2020**	**Pro Print Inc.**	**Checking**	
Bill	101529	02/13/2020		Processing Supplies	-13.82
TOTAL					-13.82
Bill Pmt -Check	**28712**	**02/17/2020**	**Pur-O-Zone, Inc.**	**Checking**	
Bill	796431	01/31/2020		Building Supplies	-449.72
Bill	79732	01/31/2020		Building Supplies	-239.40
TOTAL					-689.12
Bill Pmt -Check	**28713**	**02/17/2020**	**Schendel Services**	**Checking**	
Bill	30289138	01/31/2020		Building Repairs & Main...	-99.75
TOTAL					-99.75
Bill Pmt -Check	**28714**	**02/17/2020**	**Southwest Solutions Group**	**Checking**	
Bill	95372-1	01/31/2020		Equipment	-7,076.00
TOTAL					-7,076.00
Bill Pmt -Check	**28715**	**02/17/2020**	**Unique Management Services**	**Checking**	
Bill	590993	02/11/2020		Professional Fees	-205.85
Bill	590994	02/11/2020		Professional Fees	-154.11
TOTAL					-359.96

Lawrence Public Library
Monthly Statistical Summary--January 2020

INDICATOR	January		Percent	YTD	YTD	Percent
	2020	2019	Change	2020	2019	Change
			2019-2020			2019-2020
SUMMARY RATIOS						
Service Area Population	**100,736**	**100,736**	**0%**			
User Visits per Capita	**6.13**	**6.15**	**0%**			
Reference Transactions per Capita	**1.23**	**1.34**	**-8%**			
Program Attendance per Capita	**0.38**	**0.36**	**6%**			
Circulation per Capita	**13.16**	**12.53**	**5%**			
Circulation per Visit	**2.15**	**2.04**	**5%**			
Total Holdings per Capita	**2.03**	**2.03**	**0%**			
% of Lawrence Residents Registered	**45%**	**57%**	**-21%**			
Circulation--Adult Total	78,070	73,695	6%	78,070	73,695	6%
Circulation--Young Adult Total	3,948	3,788	4%	3,948	3,788	4%
Circulation--Youth Total	28,463	27,718	3%	28,463	27,718	3%
Circulation--Bookmobile	1,450	1,080	34%	1,450	1,080	34%
Circulation--Book Lockers	1,102	1,074	3%	1,102	1,074	3%
Circulation--Audiovisual Total	43,527	42,519	2%	43,527	42,519	2%
Circulation--Total	110,481	105,201	5%	110,481	105,201	5%
Reference Transactions	10,315	11,288	-9%	10,315	11,288	-9%
User Visits	51,467	51,625	0%	51,467	51,625	0%
LPL Web Site Visits	21,968	21,168	4%	21,968	21,168	4%
Holdings--Added	3,561	3,119	14%	3,561	3,119	14%
Holdings--Withdrawn	3,223	2,960	9%	3,223	2,960	9%
Holdings--Total	204,714	204,943	0%			
Active Cardholders--Added	629	677	-7%			
Active Cardholders--Total	54,923	70,042	-22%			
Adult Programs	22	20	10%	22	20	10%
Young Adult Programs	20	13	54%	20	13	54%
Youth Programs	81	66	23%	81	66	23%
Total Programs	123	99	24%	123	99	24%
Total Program Attendance	3,212	2,987	8%	3,212	2,987	8%
Public Uses of Meeting Rooms	1,105	858	29%	1,105	858	29%
Total Paid Staff (FTE)	66.90	65.80	2%			
Total Number of Employees	92	84	10%			

Lawrence Public Library
Monthly Statistical Report--January 2020

	January		Percent		YTD	YTD	Percent
	2020	**2019**	Change		**2020**	**2019**	Change
			2019-2020				2019-2020
OUTPUT MEASURES							
Service Area Population	100,736	100,736	0%				
User Visits per Capita	6.13	6.15	0%				
Reference Transactions per Capita	1.23	1.34	-9%				
Program Attendance per Capita	0.38	0.36	8%				
Circulation per Capita	13.16	12.53	5%				
Total Holdings per Capita	2.03	2.03	0%				
Collection Turnover--Total	6.56	6.24	5%				
Collection Turnover--Adult	7.34	6.91	6%				
Collection Turnover--Young Adult	3.90	3.71	5%				
Collection Turnover--Youth	5.50	5.35	3%				
Collection Turnover--Audiovisual	11.59	11.81	-2%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	38117	34613	10%		38117	34613	10%
Circulation--Adult Periodicals	1157	1047	11%		1157	1047	11%
Circulation--Adult Feature Films & TV Shows	25021	25328	-1%		25021	25328	-1%
Circulation--Electronic Games	1718	1577	9%		1718	1577	9%
Circulation--Adult Music CDs	3562	4247	-16%		3562	4247	-16%
Circulation--Adult Audio Books and Books on CD	8355	6773	23%		8355	6773	23%
Circulation--eReaders	0	3	-100%		0	3	-100%
Circulation--Other New	140	107	31%		140	107	31%
Circulation--Adult Total	78070	73695	6%		78070	73695	6%
Circulation--YA Books and NF Videos	3359	3215	4%		3359	3215	4%
Circulation--YA Periodicals	7	1	600%		7	1	600%
Circulation--YA Audio Books and Books on CD	582	572	2%		582	572	2%
Circulation--YA Total	3948	3788	4%		3948	3788	4%
Circulation--Youth Books and NF Videos	26428	25507	4%		26428	25507	4%
Circulation--Youth Periodicals	61	100	-39%		61	100	-39%
Circulation--Youth Music CDs	350	358	-2%		350	358	-2%
Circulation--Youth Audio Books and Books on CD	1624	1753	-7%		1624	1753	-7%
Circulation--Youth Total	28463	27718	3%		28463	27718	3%

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Circulation--Bookmobile	1450	1080	34%		1450	1080	34%
Circulation--Book Lockers	1102	1074	3%		1102	1074	3%
Circulation--Total Books	67904	63692	7%		67904	63335	7%
Circulation--Total Periodicals	1225	1148	7%		1225	1148	7%
Circulation--Total Audiovisual	43527	42519	2%		43527	42519	2%
Circulation Total	110481	105201	5%		110481	105201	5%
Accounts & Welcome Desk Circulation	3856	4727	-18%		3856	4727	-18%
Self Check Circulation	68666	73309	-6%		68666	73309	-6%
Percent Self Check	95%	94%	1%		95%	94%	1%
Web Site & Telephone Renewals	21273	14399	48%		21273	14399	48%
Other Staff Checkouts	145	143	1%		145	143	1%
Requests Placed	23529	22743	3%		23529	22743	3%
Requests Filled	19721	19350	2%		19721	19350	2%
Requests Unclaimed	2794	2666	5%		2794	2666	5%
Interlibrary Loan Items Borrowed for LPL Patrons	599	402	49%		599	402	49%
Interlibrary Loan Items Loaned from LPL Collection	687	634	8%		687	634	8%
OTHER LIBRARY SERVICES							
User Visits	51467	51625	0%		51467	51625	0%
Public Computer Usage	6497	7024	-8%		6497	7024	-8%

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	**2020**	**2019**	**Change**		**2020**	**2019**	**Change**
			2019-2020				**2019-2020**
PATRON INQUIRIES							
Ask Desk	1521	1237	23%		1521	1237	23%
Teen Zone	842	924	-9%		842	924	-9%
Children's Desk	882	1284	-31%		882	1284	-31%
IT Desk	1273	1240	3%		1273	1240	3%
Welcome Desk	1219	1401	-13%		1219	1401	-13%
Phone Calls	1553	1795	-13%		1553	1795	-13%
Accounts Desk	2984	3407	-12%		2984	3407	-12%
Materials Handling	41				41		
Total Reference Transactions	10315	11288	-9%		10315	11288	-9%
Public-Sponsored Uses of Meeting Rooms	1105	858	29%		1105	858	29%
Website Users	21968	21168	4%		21968	21168	4%
Website Sessions	52257	52873	-1%		52257	52873	-1%
RESOURCES							
Holdings--Total	204714	204943	0%				
Holdings--Adult	129511	129676	0%				
Holdings--Young Adult	12184	12299	-1%				
Holdings--Youth	63019	62968	0%				
Holdings--Audiovisual	45058	43213	4%				
Holdings--eReaders	1	1	0%				
Holdings Added	3561	3119	14%		3561	3119	14%
Holdings Withdrawn (Weeded)	3223	2960	9%		3223	2960	9%
Holdings Net Change	1311	797	64%		1311	1667	
LIBRARY PATRONS							
Total Active Cardholders	54923	70042	-22%				
Cardholders Added	629	677	-7%		629	677	-7%
Cardholders Transacting	15032	14233	6%		15032	14233	6%
Percent of Cardholders Transacting	27%	20%	35%				
Total Number of Lawrence Residents Registered	45233	57106	-21%				
Percent of Lawrence Residents Registered	45%	57%	-21%				

Lawrence Public Library	January		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
PROGRAMMING							
Number of Adult Programs	22	20	10%		22	20	10%
Number of Young Adult Programs	20	13	54%		20	13	54%
Number of Youth Programs	81	66	23%		81	66	23%
Total Programs	123	99	24%		123	99	24%
Adult Program Attendance	401	411	-2%		401	411	-2%
Young Adult Program Attendance	451	349	29%		451	349	29%
Youth Program Attendance	2360	2227	6%		2360	2227	6%
Total Program Attendance	3212	2987	8%		3212	2987	8%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	66.9	65.8	2%				
ALA-MLS Librarians, in Full-Time Equivalents	20.9	17.9	17%				
Number of Employees--Total	92	84	10%				
Number of Employees--Full-Time	47	46	2%				
Number of Employees--Part-Time	45	38	18%				
Terminations	1	2	-50%		1	2	-50%
Hirings	2	2	0%		2	2	0%
Volunteer Hours	496.8	791.95	-37%		496.8	791.95	-37%

Selected Online Statistics

January 2020

lynda.com:

Active Users - 2664
New Users - 33
Users Who Logged In - 132
Total Log Ins - 594
Total Views - 2248
Hours Viewed - 144.95
Hours Viewed Per User Who Logged In - 1.1
Hours Viewed Per Log In - .24

Kanopy:

Users - 697
Visits - 7065
Pages - 8421
Plays - 1198

Library Director's Report for February 2020

Library Visioning Event Update

The visioning event planning committee has been continuing its work for our April 3 all-day visioning event. Again, it will be held at the Carnegie Library. The committee met on Wednesday to create our list of external stakeholders to invite to the event. A list of invitees will be included in the board packet. I encourage the board to suggest any other people you would like to see at the event that staff may have missed.

Good-bye to Sherri Turner

Sherri Turner will retire effective March 1. Her last day of work will be February 14. I wanted to take a moment to express my sincere gratitude to Sherri for her 35 years at Lawrence Public Library. She has been a great person to work my entire tenure. I value her experience, clear thinking, and thoughtfulness. She has been a critical component of our success. I will miss her greatly here at LPL and wish her well in her retirement.

All Staff Meetings

Last year, in response to feedback from staff, we instituted a year-long series of monthly meetings featuring a "Department of the Month." Each department introduced their staff and provided an overview of the work they do. Our goals were two-fold--educational and social.

These all-staff meetings were well received, so we have decided to continue our monthly format and this year will be presenting on topics that are important for everyone in the organization. In January, our new peer support fellows told staff about the work they are doing at the library. In February, Kathleen Morgan discussed the Friends and Foundation merger. In March, we will have a refresher on active shooter situations. The list goes on for the remainder of 2020.

Respectfully submitted by Brad Allen, February 13, 2019

Monthly Departmental Reports
February 2020

New Staff

- After 32 candidates and 5 interviews, we have officially hired Mary Gomer as the new 20 hour part-time Materials Handling Assistant I. Mary has four years of library experience and has worked at LPL as a temporary summer employee and as a substitute for the last year. She also is a manager at Books-A-Million and is halfway through her MLS.

New Programs/Series

- Vanessa Reynaga has been regularly doing outreach at ECKAN Head Start as well as the Ballard Center's Early Childhood Education program.

Continuing Education/Professional Organization Participation

- Margo Moore attended ALA Midwinter as part of the SLIM program at ESU, and William Ottens attended as a member of the Rainbow Roundtable's Stonewall Book Award for Children and Young Adults committee.
- Vanessa Reynaga, Matt Lord, and Marilyn Kearney attended MALA's RA workshop in Kansas City.
- Erica Segraves completed a 3-hour training on BlueCloud Analytics Reports
- Kim Fletcher and Emily McDonald have completed 24 hours of training on Symphony API, learning how to create queries, extract information, and edit data in the library database.
- Heather Kearns recently presented a webinar called "Maximizing Small Advertising Budgets at Nonprofits" for InterHab, the state association for providers of community services to Kansans with developmental disabilities.

Task Force Reports/Task Force Requests

- Outcomes Evaluation Task Force members Melissa Fisher Isaacs and Tricia Karlin, along with Kathleen and Brad, are working on a project in coordination with Professor Alfred Ho at KU's School of Public Affairs & Administration. One of Professor Ho's classes this

semester is reviewing the library's current performance measures. They will offer feedback on these measures as well as proposing new, alternative ones. Part of the project will include a survey of library stakeholders on the value of the proposed alternative measures.

Friends & Foundation Director's Report – February 14, 2020

Harry Potter Book Night Sale
The Friends & Foundation held a special sale at Harry Potter Book Night on Thursday, February 13th which earned $300 for our organization. It was a high energy night, attended by hundreds of wizards, large and small, who came out in force to enjoy all things Harry Potter.

After Hours at the Library 2020. We are two weeks away from the Friends & Foundation's annual After Hours fundraiser. This event requires a huge community lift and so many people have stepped up to help: 20 event sponsors; food and drink from 12 local restaurants and Farmers' Market vendors; baskets from 20 local businesses, book clubs, and non-profit organizations; scores of gift cards and coupons from individuals and businesses from all corners of Lawrence. In addition, our musicians include a Lawrence jazz pianist and a "hot club" jazz quartet. Finally, 50+ volunteers have signed up to help sell basket tickets and work at the party. It's going to be an incredible evening that supports the "above and beyond" programs and services at the library. Make your reservations today!

Friends & Foundation Board. The Friends & Foundation combined board held its first meeting on Monday, January 20th. Members introduced themselves and attended to numerous "housekeeping" items, including approving the by-laws, policies, procedures, and budget. It's a wonderful group that is excited to provide fundraising, volunteers, and advocacy for the library.

Endowment Distributions and Audit. The Friends & Foundation Finance Committee will meet this afternoon to finalize the distributions from the endowment accounts held at DCCF. We anticipate that approximately $85,000 will be approved for the library. In addition, the Foundation's annual audit is scheduled for Tuesday, February 25th. Sean Gordon CPA will conduct it.

What did the Friends & Foundation fund in 2019? A whole lot! The two organizations provided well over $300,000 to the library last year. Of this total, $100,000 was in the form of an unrestricted block grant from the Friends. Here are a few highlights:

Summer Reading Program	Read Across Lawrence	Lego Tabletop
Storytime at Home kits	New Kindles	Book Club in a Bags
534 eBooks and audiobooks!	Seed Library support	Dr. Bob Reader books
Grandparent boot camp	New public computers	Keep Retirement Weird
Yoga classes	Harry Potter Book Night	Local history digitization
ACT/SAT practice tests	Rakim visit	Mavis Staples visit
Weave A Tale	Library staff scholarships	Hall Center intern
Paper Plains support	KS Reads to Preschoolers	Teen Interns
Walk KS for staff	Retirement Boot Camp	Summer parks game
Book Tarot	Library collections	Robin DiAngelo
Aquarium maintenance	Sing and Rhyme Storytime	Studio support
Book Squad Goals prizes	Harry and the Potters concert	Bill Callahan support
Robin Sloan visit	1,000 Books Before Kindergarten	….and a lot more!

Invitees for Imagine 2023: Amplifying our Strengths and Deepening Connection

<u>Community Partners</u>

Craig Owens	(City Manager)
Margaret Morris	(Lawrence Arts Center)
Sarah Plinsky	(County Administrator)
Megan Poindexter	(Senior Resource Center)
Steve Novak	(Watkins Museum)
Renee Kuhl	(Lawrence Community Shelter)
Anthony Lewis	(USD 497 Superintendent)
Chip Blaser	(DCCF)
Patrick Schmitz	(Bert Nash)
Russ Johnson	(LMH Health)
Tiara Floyd	(KU Student Senate President)
William Wilkinson	(Haskell Student Govt Assoc)

Library Board members
Friends and Foundation Board members

Library patrons   (students, parents, non-parent adults)

Derek, Theresa, Isabelle   (Peer support fellows)

2020 Library Development Grant Application
submission deadline: March 2, 2020

We hereby apply for a Northeast Kansas Library System Library Development Grant for the year 2020 at the accreditation level indicated below.

_____Gateway Library	_____Major Service Center Level I
_____Linking Library	_____Major Service Center Level II
_____Service Center Level I	_____Major Service Center Level III
_____Service Center Level II	_____Major Resource Library

We certify that:

1. The library is a legally established, tax supported city or township public library located in a taxing county of the Northeast Kansas Library System.

2. The library meets requirements for receipt of State of Kansas grant-in-aid funds.

3. The library is a member of the Northeast Kansas Library System and provides service without charge to all system residents.

4. The library is accredited by the Northeast Kansas Library System at the level indicated in this application, and continues to meet all applicable Library Development standards, except where a waiver has been approved by the Northeast Kansas Library System.

5. The library board will complete a written library plan, or review an existing plan, during 2020.

6. This Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.

7. The library has a good faith intent to meet, during the agreed time, any standard that has been waived by the Northeast Kansas Library System for 2020.

CERTIFIED BY:

_____   _____
Library Board President   Library Director

_____
Library Name

LIBRARY DEVELOPMENT GRANT SERVICE LEVELS

The goal of the Library Development Grant program is to strengthen library service by:

1. Recognizing attainment of the standards for service in the Library Development Accreditation program of the Northeast Kansas Library System.
2. Providing extended tax support from rural areas to municipal public libraries serving those areas.

Libraries that are accredited by the Northeast Kansas Library System and meet other eligibility requirements may qualify for the grant amount corresponding to the level of accreditation attained by the library. Therefore a library's grant may increase or decrease in any given year. The accreditation and standards program will be reviewed regularly by the Executive Board of the Northeast Kansas Library System and revised as needed. The eight accreditation levels are:

Grant (For an accredited library in a City or Township, located **in a taxing county**)

Library Development Accreditation Level	2020
Gateway Library	$ 8,640
Linking Library	$12,600
Service Center I	$17,400
Service Center II	$21,460
Major Service Center I	$25,704
Major Service Center II	$33,949
Major Service Center III	$56,000
Major Resource Library	$91,000

Grant (For an accredited district library or an accredited library **in a non-taxing county**)

All Levels	$500

** NOTICE **

Standard #9 – The library board participates in at least one continuing education activity annually.

- 3rd and 4th quarter grant distributions to an accredited library in a City or Township located in a taxing county will not be released until a quorum of the library board has satisfied this standard.
- The $500 grant distribution to an accredited district library or an accredited library in a non-taxing county will not be released until a quorum of the library board has satisfied this standard.

Accreditation Application
Northeast Kansas Library System
Library Development Accreditation Program

Library Name_____
`
Accreditation Service Level_____

The Library Development Accreditation Program is intended to encourage and recognize attainment of the standards for public library service in the Northeast Kansas Library System. All public libraries are encouraged to participate in the accreditation program, and accreditation certificates will be awarded to libraries upon approval of accreditation applications.

The Accreditation Program is a *requirement* for those eligible libraries applying for a Library Development grant.

Accreditation will remain valid through the end of the three-year accreditation period; however, quantifiable standards will be verified annually using the library's most recent annual statistical report to the State Library of Kansas. Continued achievement of those standards within the accreditation period is required for yearly grant eligibility.

The library may choose to apply for accreditation at the level of service that the library determines to be appropriate for its community. Standards are intended to apply to the main or central library location in libraries operating multiple branch libraries.

Libraries may request a waiver of any standard. The System Director will consider requests for waivers and decisions may be appealed to the Executive Board of the Northeast Kansas Library System. *NEKLS may grant a waiver in order to provide libraries sufficient time to achieve a standard that is "in process." When requesting a waiver, libraries must provide a proposed timeline for achieving the standard.*

LIBRARY SERVICE LEVELS

The library service levels in the Library Development Accreditation program of the Northeast Kansas Library System are adapted from those contained in *2016 Standards for Kansas Public Libraries*:

Gateway Library	Major Service Center I
Linking Library	Major Service Center II
Service Center I	Major Service Center III
Service Center II	Major Resource Library

Standards listed apply to all service levels unless specified otherwise. Some standards (numbers 22, 23, 32, 33, 34, 38 and 39) only apply to specific service levels. For those standards with multiple choices, select the applicable choice for the accreditation level for which you are applying. If your service level is not listed, it does not apply.

CERTIFICATION

We hereby apply for Library Development Accreditation from the Northeast Kansas Library System.

We certify that:

1. The library is a legally established, tax-supported public library, and is a member of the Northeast Kansas Library System.
2. This Library Development accreditation application was discussed and approved at a library board meeting with a quorum of board members present.
3. Copies of the library's current bylaws, policies and strategic or long-range plan have been provided to the Northeast Kansas Library System in printed or electronic form as part of this application.
4. The library meets all Library Development Standards for the service level specified, except where waivers have been approved by the Northeast Kansas Library System.
5. The library intends to remain in compliance with Library Development standards throughout the period of accreditation.
6. The library has a good-faith intent to meet any agreement with the Northeast Kansas Library System to implement during the agreed time any standard that has been waived.

CERTIFIED BY:

_____   _____
Library Board President   Library Director

_____   _____
Date   Date

_____
Library Name

Structure and Governance

___ ___   1. The library is governed by an appointed or elected library board exercising the authorities provided in state statutes, including but not limited to: (a) maintain the library board's legal status as a body corporate and politic with authority to adopt library policies and regulations; (b) employ and set compensation of a librarian; (c) accept and administer, and invest grants and gifts received; (d) pay out funds collected for operation of the library; and (f) other board authorities as provided in statutes.

___ ___   2. The library board operates under appropriate budget and financial procedures:

- The treasurer of the board is bonded as required by KSA 12-1226.
- Financial reports are provided to the board at each board meeting.
- Statutory requirements for auditing of library accounts are followed.
- Appropriate procedures for internal financial controls are implemented. Such procedures require that at least two persons examine and approve payments from library funds.

See Appendix D for details

___ ___   3. The library board employs a paid library director, and delegates management of the library to the library director within the policies and budget approved by the library board. The director acts as the library's chief executive officer, and is responsible for hiring, firing and evaluating employees.

___ ___   4. The library board approves and implements a written personnel policy. The library director implements and manages personnel policies and procedures.

___ ___   5. Liability insurance for the library is maintained by the library board or the library's parent government body (city, township or county), and a copy of the current insurance policy is on file at the library. *See Appendix D for details.*

___ ___   6. Library financial records are maintained on file at the library and are available in accord with Kansas Open Records Act requirements.

Yes No

___ ___   7. The library board has adopted written bylaws and policies that explicitly address the following topics. (Note: These need not be individual policies; "like" topics may be addressed together.)

Library will provide copies of all policies to NEKLS in electronic format.

- ❑ Appropriate Use of Online Services & Internet Safety
- ❑ Budget and Finance
- ❑ Building/Meeting Room Use
- ❑ Capital Improvements
- ❑ Children's Internet Protection Act (CIPA)
- ❑ Confidentiality of Patron & Library Records
- ❑ Continuing Education
- ❑ Emergency Preparedness & Disaster Recovery
- ❑ Equipment Use
- ❑ Gifts

- ❑ Intellectual Freedom
- ❑ Internet Privacy
- ❑ Patron Behavior
- ❑ Personnel
- ❑ Public Services
- ❑ Selection/Collection Management
- ❑ Surplus Property
- ❑ Trustee Bylaws
- ❑ Use of Personal Devices in Library
- ❑ KORA – Freedom of Information Officer Appointment

___ ___   8. Copies of bylaws and policies are provided to every member of the library board, the library director, and library staff. The library board and director reviews the bylaws and each policy at least once in a three-year cycle.

___ ___   9. The library board participates in at least one continuing education activity annually. This activity may be:

- Part of a regularly scheduled board meeting with materials and/or a presentation provided by the library system or other resource.
- Attendance at continuing education activities provided by the library system and/or other continuing education providers.
- Other continuing education activities including viewing and discussion of online or recorded presentations.

___ ___   10. New library trustees participate in an orientation upon appointment to the library board. *See Appendix D for details.*

___ ___   11. Each library designates a System Representative. This individual – or an alternate – attends the Annual Assembly of the Northeast Kansas Library System.

Planning, Marketing and Community Engagement

Yes No

___ ___ 12. The library board has a current written strategic plan, updated at least every three years and developed with input from members of the community in addition to the library staff and library board. Assistance with library planning is available from the Northeast Kansas Library System. *See Appendix D for details.*

The process to determine a strategic plan includes: (1) assessment of community demographics and needs; (2) vision and/or mission statements; (3) goals and objectives; action steps; and (4) a process to monitor implementation of the plan.

Library will provide a copy of the strategic plan to NEKLS in electronic format.

___ ___ 13. The library board annually reviews the strategic plan.

___ ___ 14. The library evaluates the needs of their community and then offers services to meet those needs through community engagement, events, or programs that acquaint citizens with library services, staff and facilities. Examples include educational and cultural programs, small business resources, or homebound delivery.

Library Funding and Budget

___ ___ 15. The library board annually reviews the types of funds used by the library before beginning budget preparation. These include the general tax fund, grants, donations, endowments, and various types of miscellaneous income. Libraries could also utilize a separate employee benefit tax fund, and may create and use a legally established capital improvement fund. Contact NEKLS for sample resolution wording for creation of an employee benefit fund or a capital improvement fund.

___ ___ 16. The library director develops and presents a budget to the library board for discussion and approval. An adequately funded public library meets the following funding levels:
- Salaries and Benefits – a minimum of 65% of its annual budget for library personnel compensation. (*See #44 for additional details*.)
- Materials and Electronic Resources minimum – 12% of total operating expenditures from all income sources (excluding capital fund expenditures).
- Technology – Varies; see appendices B & C
- Library Operations – Varies

___ ___ 17. The library board presents tax budget information to the local governing body. This budget should be reflected on the municipal budgets as a separate library fund rather than as a line item in the municipal budget. Municipal governments are charged with funding operational budgets created and approved by local library boards (K.S.A. 12-1220).

___ ___ 18. The library board and library director review all portions of the local official budget related to the library, which may be found at: https://admin.ks.gov/offices/chief-financial-officer/municipal-services/municipal-budgets

___ ___ 19. All checks issued by the library require two signatures – the president and the secretary of the library board. Any additional signatures are optional. The statutory basis for this is K.S.A. 10-803. See also "Facsimile Signatures" in Appendix D.

___ ___ 20. The library board treasurer and the library director develop monthly financial documents for the library board. The monthly financial documents and all financial motions are included in the library board minutes. (K.S.A. 79-2927). The monthly financial documents include:
- a list of current monthly expenditures
- year-to-date, expenditure-to-budget comparison
- a list of current monthly income
- year-to-date income to budget comparison

___ ___ 21. The library board and library director comply with the audit requirements for their size of library budget. K.S.A. 75-1122 requires a library to have:
- an annual **examination and audit** performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are in excess of $500,000 or general obligation or revenue bonds are in excess of $500,000.
- an annual **examination** performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are in excess of $275,000, but not more than $500,000 or general obligation or revenue bonds are in excess of $275,000, but not more than $500,000. *(See Appendix D for additional details.)*
- an annual **financial review** when library "aggregate gross receipts" are less than $275,000 or general obligation or revenue bonds are less than $275,000. (*See Appendix D for additional details*.)

This statute applies to public libraries in cities of the first and second class and some third class cities, townships and library districts. Library boards of libraries not required to have an annual audit must approve a GAAP waiver annually.

Library Services and Resources

Yes No

___ ___ 22a. [Gateway] The library is open 14-20 hours each week including some hours after 5:00 p.m., <u>or</u> hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ ___ 22b. [Linking] The library is open 18-30 hours each week including some hours after 5:00 p.m., <u>and</u> hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ ___ 22c. [Service Center I] The library is open 32-50 hours each week including some hours after 5:00 p.m., and hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ ___ 22d. [Service Center II] The library is open 45-60 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ ___ 22e. [Major Service Center I, II] The library is open 55-65 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ ___ 22f. [Major Service Center III] The library is open 65-70 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday.

___ ___ 22g. [Major Resource Library] The library is open 65-75 hours each week including at least five weekday hours after 5:00 p.m., and at least six weekend hours including both Saturday and Sunday hours.

___ ___ 23a. [Major Service Centers I, II, III] The library has a meeting room available for use by community groups. This may be a multipurpose room used for meetings and other activities or functions.

___ ___ 23b. [Major Resource Library] The library has a variety of meeting and/or multipurpose rooms available for community use.

___ ___ 24. The library participates directly in the statewide interlibrary loan system.

___ ___ 25. The library has a continuous weeding program. A minimum of 3% of the physical materials in the collection is withdrawn annually.

___ ___ 26. The library annually expends not less than 12% of its total operating expenditures from all income sources (excluding capital fund expenditures) on purchase of library materials or access to electronic content.

Yes No

  ___ ___   27. The library annually adds physical items to its collection equal to not less than 4% of the total collection.

  ___ ___   28. The library purchases access to electronic content as part of its collection. Content purchased should best address local community needs and might include eBooks, video, etc. Libraries are encouraged to participate in regional system and/or statewide electronic content cooperative arrangements in order to purchase such materials.

  ___ ___   29. The library provides materials and programming to children and teens. (*See Appendix D for additional details*.)

Automation and Technology

  ___ ___   30. The library has a telephone, telephone answering machine or service, and provides public FAX or scanning service.

  ___ ___   31. The library provides a wireless Internet access point 24/7.

  ___ ___   32a. [Gateway] The library provides free public access to at least 3 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 10 mbps.

  ___ ___   32b. [Linking] The library provides free public access to at least 4 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 10 mbps.

  ___ ___   32c. [Service Center I] The library provides free public access to at least 6 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 15 mbps.

  ___ ___   32d. [Service Center II] The library provides free public access to at least 8 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 15 mbps.

  ___ ___   32e. [Major Service Center I] The library provides free public access to at least 12 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 20 mbps.

  ___ ___   32f. [Major Service Center II] The library provides free public access to at least 18 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 35 mbps.

Yes No

___ ___ 32g. [Major Service Center III] The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.

___ ___ 32h. [Major Resource Library] The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.

___ ___ 33a. [Major Service Center I] The library provides local technical support for its library network, hardware and software, and has a minimum of 0.5 FTE dedicated to technology development, services and support.

___ ___ 33b. [Major Service Center II] The library provides local technical support for its library network, hardware and software, and has a minimum of 1.0 FTE dedicated to technology development, services and support.

___ ___ 33c. [Major Service Center III] The library provides local technical support for its library network, hardware and software, and has a minimum of 1.5 FTE dedicated to technology development, services and support.

___ ___ 33d. [Major Resource Library] The library provides local technical support for its library network, hardware and software, and has a minimum of 2.0 FTE dedicated to technology development, services and support.

___ ___ 34. The library is either a NExpress member library or has an integrated library automation system that at a minimum provides circulation control and online public access catalog (OPAC) functions, with patron remote Internet access to the OPAC. The system must be able to import and export records in full US MARC format, and meets standards for interoperability with the statewide resource sharing network. Those standards include z39.50 server and client compatibility, and NCIP and/or SIP2 patron authentication compatibility.

___ ___ 35. The library has an up-to-date website (static or dynamic) and a social media site that is actively maintained and that contains current information about library services and programs.

___ ___ 36. The library has a current three-year technology plan including a 3-5 year computer replacement schedule and planning for new technologies. *Library will provide a copy of the technology plan to NEKLS in electronic format.*

Yes No

___ ___   37. The library provides assistance and instruction for community members on use of library computer applications and the Internet.

Library Personnel

___ ___   38a. [Gateway] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 16 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

___ ___   38b. [Linking] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 20 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

___ ___   38c. [Service Center I] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 34 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

___ ___   38d. [Service Center II] The library employs sufficient staff to meet service needs, including a full-time (40 hours per week) paid library director. The library has a minimum of 80 hours per week of paid library staff.

___ ___   38e. [Major Service Center I] The library employs sufficient staff to meet service needs, including a minimum of 150 hours per week (3.75 FTE) of paid library staff.

___ ___   38f. [Major Service Center II] The library employs sufficient staff to meet service needs, including a minimum of 400 hours per week (10.0 FTE) of paid library staff.

___ ___   38g. [Major Service Center III] The library employs sufficient staff to meet service needs, including a minimum of 720 hours per week (18.0 FTE) of paid library staff.

___ ___   38h. [Major Resource Library] The library employs sufficient staff to meet service needs, including a minimum of 2000 hours per week (50.0 FTE) of paid library staff.

Yes No

___ ___   39a. [Service Center II] The library employs a full-time (40 hours per week) paid library director who has a Bachelor's degree from an accredited college or university. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

___ ___   39b. [Major Service Center I] The library director has an MLS degree from an ALA accredited library school. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

___ ___   39c. [Major Service Center II] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 1.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

___ ___   39d. [Major Service Center III] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 2.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

___ ___   39e. [Major Resource Library] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 8.0 FTE additional staff with MLS degrees.

___ ___   40. All library personnel pursue an ongoing program of continuing education activities, including technology training as discussed in the WebJunction Core Competencies Resource Page. Visit webjunction.org to learn more.

The library board provides appropriate monetary or other incentives and recognition for completion of approved continuing education goals.

___ ___   41. The library maintains and pays for a personal membership for the library director in the Kansas Library Association. The library pays for individual membership in a national or regional library association – such as the American Library Association (ALA), the Public Library Association (PLA), the Mountain Plains Library Association (MPLA), or the Association for Rural & Small Libraries (ARSL) – upon request by the director. In addition, the library pays for a membership in the local Chamber of Commerce and/or other civic organizations.

Yes No

___ ___   42. The library director has completed the system-approved ApPlied Public Library Education (APPLE) program after appointment.

___ ___   43. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act, and the library complies with other provisions of the FLSA. The library pays employees for all hours worked; failure to do so is a violation of federal law and may result in fines.

___ ___   44. The library expends a minimum of 65% of its annual budget for library personnel compensation. Compensation includes salaries and wages as well as employee benefits that will include Social Security and Medicare, and may include KPERS or other retirement programs, medical, dental, life, disability, workers compensation insurance, Kansas unemployment compensation, and other employee benefits.

___ ___   45. The base (starting) salary for the library director is at or above the minimum salary level identified for the appropriate service level and educational background. Minimum salary rates are provided as Appendix A of these standards. Library boards should consider the following factors:
- These are entry level salaries; library boards are urged to consider prior experience, education, and skills in setting actual salaries.
- In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

Please check the salary level (see Appendix A) that applies to your library director:

❑ Minimum Entry Level
❑ APPLE Certification
❑ APPLE Certification *and* a Bachelor's degree
❑ MLS (Master's Degree, Library Science)

___ ___   46. The library board annually conducts a written evaluation of the library director's performance.

___ ___   47. An annual salary increase is provided to the library director, subject to the annual performance evaluation. Factors that library boards are encouraged to consider in setting salary increases include but are not limited to:
- The quality of the library director's performance.
- Success in meeting goals established by the library board.
- The library director's length of service in the position.
- Attainment of major continuing education goals and accomplishments.
- Increases in the cost of living.

Yes No

___ ___ 48. The library director or appropriate administrative staff annually conducts a written evaluation of the performance of all other library employees. The library director annually recommends to the library board salary increases for other library employees.

Physical Facilities

___ ___ 49. Safety is a primary consideration for every public building and physical grounds. Every two years, the librarian, a board member and a city representative conduct a maintenance review of the library building and physical grounds. Repairs should be completed within 6 months of the review. If the local government (city, township or county) provides building maintenance services, the library informs local government of maintenance needs. A helpful maintenance checklist is available on the NEKLS Reports and Forms page at: http://nekls.org/nekls-reports-and-forms/

___ ___ 50. The librarian and board periodically, i.e., every 3 to 5 years, compare the community's current and future needs with the current building to determine needs for refreshing or renovation of the current building or construction of a new building. A significant expansion of the library building should include a meeting room, if the library does not already have one. When planning for renovation or construction, the library should utilize the advice of a professional architect and provide adequate space for future library services and staff. Contact NEKLS for more information.

___ ___ 51. The library facility, if constructed or renovated after January 1, 2002, must meet the requirements of the Americans with Disabilities Act (ADA) and the accreditation standards of the Northeast Kansas Library System.

Appendix A

2018-2020 Library Director Base Salary Ranges

This schedule of minimum salaries for library directors provides for a 2% increase over the previous year in the accreditation cycle. Increases are to be applied annually, for a total of 6% at the end of the accreditation period. These are *minimum* compensation levels; library boards are urged to consider prior experience, education, and skills in setting actual starting salaries. In applying these rates to current library directors, library boards should also consider the library director's length of service and past performance.

The minimum salary scale will be reviewed by the Executive Board of the Northeast Kansas Library System at each accreditation period, and adjusted to reflect cost of living increases.

Service Level	Minimum Entry Level Pay Rate			APPLE Certification			APPLE Certification *and* Bachelor's Degree			MLS with or without APPLE Certification (Master's Degree, Library Science)		
(2% ann. increase)	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Gateway Library	$10.12	$10.32	$10.52	$11.15	$11.37	$11.59	$12.23	$12.47	$12.72			
Linking Library	$11.58	$11.81	$12.04	$12.72	$12.97	$13.23	$13.96	$14.24	$14.52			
Service Center I	$12.93	$13.19	$13.45	$14.29	$14.57	$14.86	$15.70	$16.01	$16.33	*	*	*
Service Center II	$14.39	$14.67	$14.96	$15.80	$16.11	$16.43	$17.43	$17.78	$18.13	$20.35	$20.75	$21.16
Major Service Center I										$21.92	$22.36	$22.81
Major Service Center II										$23.92	$24.40	$24.89

* Entry level salaries for Library Directors in categories not specified in this chart should be at levels appropriate to their responsibilities and qualifications. See Appendix D for additional information.

Appendix B

Recommended Internet Bandwidth

Internet Computers	Minimum Bandwidth	Preferred Bandwidth
1-5	10	20
6-10	15	25
11-15	20	30
16-25	35	60
26-40	45	80
41-55	60	100
56-100	75	150
101-150	150	300
151-200	200	350
>200	250	400

Note: download speeds in Megabytes per Second (Mbps)

Upload speeds should be a minimum of 3 Mbps or 33% of download speed, whichever is faster.

There is a strong correlation between the number of Internet computers in a library and that library's size, population served and staff. Number of computers is used here as a simplified proxy for those factors.

While the speed that is advertised is often not the speed that is seen at the library, it should be reasonably close. You can check your actual speed by going to www.speedof.me to find out exactly what bandwidth you are seeing in real conditions in your library. If that speed is several Mbps less than what you are paying for, work with your ISP to get it closer to advertised speed!

Libraries, as community institutions which foster entrepreneurship, must include upstream bandwidth in their planning to promote the creation, as well as the consumption, of information. The National Broadband Initiative suggested a minimum speed for libraries.

For more information on technology in libraries, explore *Edge*, a management and leadership tool supporting libraries in making strategic decisions and identifying areas for improvement. The *Edge Toolkit* is based on a national set of benchmarks for public libraries to evaluate their technology services, and includes resources, recommendations, and tools for strategic planning and community engagement. These useful, scalable tools help libraries by creating a pathway to work directly with local leaders and align technology services with community priorities. Visit http://www.libraryedge.org/about-edge to learn more.

Chart of Library Standards by Service Level

Standards Category	Gateway Library	Linking Library	Service Center I	Service Center II	Major Service Center I	Major Service Center II	Major Service Center III	Major Resource Center
Total Hours Open [#22]	14-20	18-30	32-50	46-60	55-65	55-65	65-70	65-75
Hours after 5 pm	some combination			At least 5 hours per week				
Weekend Hours				At least 4 hours Saturday or Sunday				
Director paid 2 hrs/week for administrative duties [#38]	YES	YES	YES	YES	YES	YES	YES	YES
Public Computers, including laptops (minimum number) [#32]	3	4	6	8	12	18	XX*	XX**
Internet Bandwidth (minimum megabits per second) [#32]	10 mbps	10 mbps	15 mbps	15 mbps	20 mbps	35 mbps	45 mbps	75 mbps
Wireless Internet 24/7 [#31]	YES	YES	YES	YES	YES	YES	YES	YES
Automation -- ILS / OPAC [#34]	YES	YES	YES	YES	YES	YES	YES	YES
KLA Membership [#41]	YES	YES	YES	YES	YES	YES	YES	YES
ALA and Other Memberships [#41]	YES	YES	YES	YES	YES	YES	YES	YES
Paid Staff Hours [#38]	16	20	34	80	150	400	720	2000
Education of Director (minimum) [#39 and #43]	APPLE training	APPLE training	APPLE training	Bachelor's degree & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training
Education of Other Staff [#39]						BA/BS ("key personnel")	MLS (2+ FTE)	MLS (8+ FTE)
Meeting Room(s) [#23]					YES	YES	YES	YES
Technology Staff (minimum) [#33]					0.5 FTE	1.0 FTE	1.5 FTE	2.0 FTE
Computer Instruction and/or classes [#37]	YES	YES	YES	YES	YES	YES	YES	YES

* -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.

** -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.

Appendix D

2018-2020 NEKLS Accreditation Standards: Best Practices

Some management and operational practices are not included in the required accreditation standards, or are not fully defined in those standards. NEKLS recommends that libraries implement the following items as best practices to support the best possible library service.

1. Directors and Officers (D&O) **liability insurance** for the library board is recommended. This insurance provides indemnification for board members and library director, or the library itself, against losses in the event a board member or director is sued for alleged wrongful acts in their official capacity. (see standard #5)

2. In addition to the statutory requirement that the board treasurer be **bonded**, **fidelity bonding** for other board officers, the director and key staff who are involved in money matters is recommended. (see standard #2)

The board determines the bond amount, subject to approval by the municipal governing board. Some municipalities and companies require a bond equivalent to at least 10 percent of the liquid assets the treasurer is responsible for handling.

Kansas Statute 12-1226 states "...the treasurer of the library board shall give bond, in an amount fixed by the board and approved by the governing body of the municipality, for the safekeeping and due disbursement of all funds that may come into the treasurer's hands...the treasurer of the library board shall pay out the funds on orders of the board signed by the secretary and chairperson thereof."

Kansas Statute 75-4103 states "[an] officer or employee shall be deemed to have furnished surety if he or she is covered by a blanket bond..."

Kansas Statute 10-803, which addresses **signatures on warrants and warrant checks**, states "Warrants and warrant checks shall be signed by the chairman, mayor, president, trustee, director or other chief official, or in the absence of such officer, by the officer authorized by law to act in such officer's stead, and by the clerk, secretary or auditor or like officer, and the seal, if any, of the municipality need not be attached or impressed or shown by facsimile: Provided, That in manager cities the manager and director of finance, or similar officer, if there be one, shall sign the warrants or warrant checks: Provided further, That a facsimile signature may be used when authorized by the official or officer as provided by article 40 of chapter 75 of the Kansas Statutes Annotated." (see standard #19)

3. **New trustee orientation** is essential to the effective functioning of a library board. At a minimum, orientation should consist of:
- Statutory Power and Duties of the Library Board
- Board Meetings
- Kansas Open Meeting and Open Record Requirements
- Board and Director Roles
- Conflict of Interest
- Key Planning and Goal Documents

(see standard #10)

4. Each member of the library board *should* join the **Kansas Library Association** (KLA) and the Kansas Library Trustee Association (KLTA). The Northeast Kansas Library System will reimburse a portion of the membership cost for trustees from accredited libraries. NEKLS will provide a partial reimbursement. Contact NEKLS for more information.

5. A **written planning document** of some sort is crucial to decision-making and resource allocation. This planning document is sometimes called a strategic or long-range plan. The plan should include some or all of the actions below:

- The library will gather and evaluate community-level data, including poverty and unemployment rates, household income, education levels, English proficiency and other population demographics.
- The library will develop Mission and/or Vision statements.
- The library will seek out partnerships with community businesses and/or civic organizations that connect people to the library as a resource.
- The library will create goals and objectives in such areas as digital literacy, economic and workforce development, civic engagement, educational support, health information and sustainable public access to the Internet.
- The library will put in place a process to monitor implementation of the plan. (see standard #12)

Libraries are required to file a copy of the current plan (preferably in electronic format) with the Northeast Kansas Library System.

6. While the components described above are important, a library may choose to conduct a streamlined planning process that uses a reduced level of effort to determine the library's vision and priorities. NEKLS staff are available to assist and facilitate **library planning** efforts. Regardless of the process used, the plan should be revised no less than every three years. (see standard #12)

7. Boards are strongly urged to seek **professional architectural consulting** whenever they embark on a repair or renovation project for the library. NEKLS system staff are available to provide basic consulting service on space utilization, compliance with the Americans with Disabilities Act (ADA) and other issues. NEKLS also makes available the services of an experienced library architect to provide consulting on such issues as analysis of sites and existing buildings, utilization of existing library space, and criteria for selection of building program consultants and architects. **Networking assessment and design** is often specialized; libraries should consult a networking specialist. When appropriate, NEKLS will provide a referral to the architect for consulting services. Libraries should seek architectural consulting advice at the earliest possible stage in building projects in order to consider all building options and obtain the maximum benefit from this service. (see standard #50)

8. Although the **technology support** standard of 0.5 FTE to 2.0 FTE, depending on library Service Level, may be met by a combination or library staff and outsourcing, quality technology support is best seen as an integrated staff function rather than as a contractual or outsourced function. A piecemeal approach to technology support is less likely to provide the kind of seamless library technology integration and innovation that is the intent of the standard. The NEKLS technology staff will develop a set of best practices for library technology support and will work with libraries to implement them. (see standard #33)

9. As online services continue to develop, and library users increasingly connect their personal devices to the library's network, libraries need to continuously evaluate and improve their **connectivity speed**. When Internet Service Providers do not supply adequate business level connectivity, libraries should pursue projects to bring fiber and other high speed Internet service to their communities. NEKLS will work with libraries to pursue connectivity improvement projects. (see standard #32 and Appendix B)

10. The American Library Association has collected information on various aspects of **Intellectual Freedom** and assembled it at the website below. "ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community." http://www.ala.org/advocacy/intfreedom
(see standard #7)

11. The **Kansas Open Records Act** (KORA) is addressed in K.S.A. 45-215 through 45-223. Public records are records made, maintained, created or possessed by a public agency. They may be in any form, including electronic storage. The content of records varies widely; some track the routine activities of government while others contain personal information about citizens and businesses. For additional information, visit: http://ag.ks.gov/open-government/kora-faq

As part of KORA, each library must designate a **local Freedom of Information Officer**. Many library boards designate the library director to serve this role. Kansas Statute 45-226 states, "(a) The governing body of every public agency in Kansas which maintains public records shall designate a local freedom of information officer.

(b)   The local freedom of information officer or the local freedom of information officer's designee shall:

(1)   Prepare and provide educational materials and information concerning the open records act;

(2)   be available to assist the public agency and members of the general public to resolve disputes relating to the open records act;

(3)   respond to inquiries relating to the open records act;

(4)   establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the open records act. In establishing such requirements for the content of the brochure, the local freedom of information officer shall include plainly written basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting and obtaining a copy of public records under the open records act."

(see standard #7)

12. Library board officers with signature authority may choose to use **facsimile signatures** as a means to expedite the processing of checks. Kansas Statute 75-4001 through 75-4007 addresses the use of facsimile signatures. (see standard #19)

Kansas Statute 75-4002 states, "Any authorized officer, after filing with the secretary of state his or her manual signature certified by him or her under oath, may execute or cause to be executed with a facsimile signature in lieu of his or her manual signature: (a) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed, and (b) any instrument of payment. Upon compliance with this act by the authorized officer, his or her facsimile signature has the same legal effect as his or her manual signature."

13. Kansas Statute 75-1122 requires certain financial procedures for libraries with budgets between $275k and $500k. NEKLS has developed financial review best practices for budgets under $275k (see standard #21)

14. The *Kansas Public Library Youth Services Guidelines* are intended to help libraries measure their current level of library services to children and youth, and to help them improve program, collection and information access to children and youth in their local libraries. The latest version of the Kansas Public Library Youth Services Guidelines was developed by the Kansas Library Consultants for Youth (KLCY), coordinating with the State Library of Kansas. (see standard #29)

View the guidelines at: http://systems.mykansaslibrary.org/youth-services-guidelines/

15. Appendix A illustrates **minimum salary ranges for directors**. Increasingly, Service Center I libraries have an opportunity to hire a director possessing a Master's degree in Library Science (MLS). While the standards *do not require* a Service Center I director to possess an MLS, library boards may wish to consider such candidates. NEKLS encourages library boards to consider a salary range that is appropriate to the director's responsibilities and qualifications. To this end, NEKLS recommends starting new hires with an MLS at a rate above the 3rd year level for those with Bachelor's degrees and APPLE completion. The salary range for Service Center II directors with APPLE certification and a Bachelor's degree would be a good range to consider. (see standards #45 and #47, and Appendix A)

Appendix E

Summary of Documents to share with NEKLS in electronic format

Standard #	Document(s)	Timeline
7	Bylaws and library policies	At time of creation and whenever an updated version exists.
12	Strategic Plan	At time of creation and whenever an updated version exists.
36	Technology Plan	At time of creation and whenever an updated version exists.