

**Lawrence Public Library Board of Trustees Regular Meeting  
Monday, June 15, 2020 at 4:30 PM  
COVID-19 Zoom Meeting**

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 May
- Approve Treasurer's report for May
- Approve bills for May 18 to June 14
- Receive statistical report for May

Library Director's report

Friends and Foundation report

Ongoing business

- Phased reopening update

New business

- Trustee training – Online edition

Adjournment

**Lawrence Public Library  
Board of Trustees  
Regular Board Meeting  
May 18, 2020**

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**Venue:** Due to the library's closure to the public, the meeting was held via Zoom Meeting. May meeting Zoom link: <https://lplks.zoom.us/j/97650122837>

**Board Members Present:** David Vance, Brady Flannery, Heather Kearns, Sarah Goodwin-Thiel, Kristin Soper, Judy Keller, Ursula Minor, Jennifer Ananda

**Staff members Present:** Brad Allen, Kathleen Morgan, Erica Segraves, Tricia Karlin, Logan Isaman

**Friends and Foundation member present:** Craig Penzler

**Call to order:** Ursula called the meeting to order at 4:30 PM.

**Public comment:** There was no public comment.

**Consent Agenda:** David moved the consent agenda be approved, Judy seconded. Consent agenda passed.

**Library Director's Report**

Brad updated the Trustees on the library's reopening phases

- Phase One began today with holds pickups and book returns
- Phase Two begins on June 1 and allows patrons to pick up holds inside the building
- Taking a slow approach for later phases

- Computer lab is considered too high-contact to provide to the public at this time

Brad has been attending team meetings

- Frontline staff are doing well and happy to come back to the building
- Building projects and maintenance have been undertaken during the shutdown, including fixing the damaged wood floors

Brady asked if we've received pushback regarding Phase One

- There has been little to no pushback; people understand the phasing
- Directives from the Health Dept support this plan
- Some discussion of the requirement for patrons wearing face masks in the library
  - Brad is checking with the Health Dept about this
- Heather reports that the feedback she has received has been overwhelmingly positive and has been collecting said feedback for review

Sarah asked if Brad has identified any other organizations offering computer access right now

- Kansas Workforce Center and Independence, Inc. have limited access available as of today
- Library staff spent a lot of time trying to figure out a safe way to offer this service but could not determine a workable solution
- Brad confirmed that public wifi access is available outside of the building from 7 AM to 10 PM

## **Friends and Foundation Report**

Craig reported on the end of the first quarter

- DCCF reports are delayed due to the shutdown
  - Expecting a decrease of 10-13%; hoping to have this by next week
- \$42,000 unrestricted block grant sent to the library
- Budget versus actual shows F&F on target budget-wise for now
- The audit is complete and looks good
- 990 wrapping up

Craig reported on fundraising efforts

- Online book sale was a big success! Nearly everything sold
- National Library Week raised approx. \$3,000 for digital materials
- Payroll Protection Plan funding received for F&F staff salary
- Hiring a VISTA to help Angela in the Friends area since the volunteer force can't come in
  - Kathleen added that they are expecting a massive influx of donations as soon as they allow it; since they can't hold a normal book sale, they are exploring alternative sales methods

Kathleen reported on Humanities grant for operating money

- Trying to cover F&F staff salary while available
- Pursuing as many opportunities for funding as available
  - Sarah added that KU Libraries is interested in collaborative partnerships for grant opportunities when possible

Kathleen reported on collaboration with

- WPA-style Lawrence parks posters made by local artists have been created
- Profits go to the artists and to the F&F

## **Board Vacancy**

Ursula and Jennifer met to discuss candidates. No new candidate has been identified yet. Jennifer discussed the City's process for approval. Trustees will encourage interested candidates to apply.

## **Phased Reopening Update**

Brad reiterated some of his above report on phase two

- Limited holds pickups have resumed outside the building
- June 1 patrons can request new holds and pick them up inside the building
- All information on the phase is available online
- Later phases will be determined by time and safety conditions
  - Phase Three likely to include limited building and computer access

- Phase Four may include meeting room access
- High ceilings and ability to manipulate direct air flow should serve us well from a safety standpoint
  - Brady asked if a library-scale map for social distancing has been developed
  - Staff will be removing furniture, lowering occupancy, and take other measures to ensure a safe environment

Brady asked if using the library lawn and moving outside is viable

- Kathleen reported that the lawn is not good in the heat of summer; shade possibilities have been explored
- Consensus that there is great opportunity there

Adjourned 5:27 PM

Respectfully submitted,  
Logan Isaman

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
May 2020									
REVENUES		This Month	Year to Date	Annual Budget	42% of Year		May-19	YTD 2019	
Tax Fund		\$ -	\$ 2,720,723.49	\$ 4,782,000.00	56.90%		\$ -	\$ 2,523,166.73	
Fees		\$ -	\$ 6,935.99	\$ 35,000.00	19.82%		\$ 13,378.33	\$ 63,929.83	
NEKLS		\$ -	\$ 25,000.00	\$ 95,000.00	26.32%		\$ -	\$ 22,625.00	
State Aid		\$ -	\$ 27,991.57	\$ 25,000.00	111.97%		\$ -	\$ 27,594.52	
Photo Copies		\$ -	\$ 4,772.79	\$ 20,000.00	23.86%		\$ 1,687.87	\$ 8,874.81	
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00	16.67%		\$ 1,500.00	\$ 4,500.00	
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00	-0.50%		\$ 700.00	\$ 3,225.00	
Interest		\$ 4.20	\$ 2,259.06	\$ 25,000.00	9.04%		\$ 1,877.69	\$ 11,935.58	
Miscellaneous		\$ 22.00	\$ 374.85	\$ -			\$ 38.62	\$ 3,701.68	
Total Revenues		\$26.20	\$2,789,532.75	\$4,996,000.00	55.84%		\$19,182.51	\$2,669,553.15	
EXPENSES									
Salaries & Wages		\$ 220,716.22	\$ 1,146,669.84	\$ 2,820,000.00	40.66%		\$ 213,030.43	\$ 1,082,149.66	
Employee Benefits		\$ 26,322.15	\$ 134,949.91	\$ 340,000.00	39.69%		\$ 27,194.96	\$ 132,798.31	
Payroll Taxes		\$ 37,221.95	\$ 193,434.79	\$ 490,000.00	39.48%		\$ 36,538.49	\$ 185,154.89	
Utilities		\$ 4,832.47	\$ 35,896.28	\$ 96,000.00	37.39%		\$ 5,625.17	\$ 40,999.06	
Building Supplies		\$ 2,002.76	\$ 7,929.54	\$ 20,000.00	39.65%		\$ 2,188.83	\$ 6,834.69	
Building Repairs & Maintenance		\$ 8,338.49	\$ 42,443.28	\$ 55,000.00	77.17%		\$ 8,495.81	\$ 25,613.76	
Library Supplies		\$ 1,312.02	\$ 6,400.48	\$ 25,000.00	25.60%		\$ 343.03	\$ 5,106.27	
Books & Materials		\$ 61,526.33	\$ 257,866.02	\$ 700,000.00	36.84%		\$ 48,228.06	\$ 257,748.97	
Processing Supplies		\$ 6,978.19	\$ 16,878.72	\$ 50,000.00	33.76%		\$ 5,189.41	\$ 25,101.61	
Equipment		\$ -	\$ 11,153.99	\$ 10,000.00	111.54%		\$ 11,140.60	\$ 9,737.63	
Technology		\$ 6,928.90	\$ 56,669.02	\$ 250,000.00	22.67%		\$ 9,410.31	\$ 111,953.69	
Insurance		\$ 10,895.00	\$ 11,547.50	\$ 17,000.00	67.93%		\$ 11,008.00	\$ 11,343.00	
Shipping		\$ 151.85	\$ 5,810.13	\$ 16,000.00	36.31%		\$ 918.54	\$ 6,061.51	
Professional Development		\$ -	\$ 5,756.16	\$ 30,000.00	19.19%		\$ 981.87	\$ 12,894.01	
Book Van & Mileage		\$ -	\$ 609.63	\$ 2,000.00	30.48%		\$ 110.95	\$ 550.95	
Programs		\$ 895.58	\$ 3,653.04	\$ 20,000.00	18.27%		\$ 1,387.90	\$ 7,403.35	
Professional Fees		\$ 1,666.34	\$ 13,646.11	\$ 25,000.00	54.58%		\$ 4,034.05	\$ 21,893.78	
Advertising & Marketing		\$ 2,460.92	\$ 8,360.36	\$ 30,000.00	27.87%		\$ 6,010.27	\$ 12,570.94	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -		
Miscellaneous		\$ (146.20)	\$ 1,251.67	\$ -			\$ (360.38)	\$ 1,401.42	
Total Expenses		\$ 392,102.97	\$ 1,960,926.47	\$ 4,996,000.00	39.25%		\$ 391,476.30	\$ 1,957,317.50	
CASH BALANCES									
	Cash Reserves	\$ 50,237.56	Included in checking						
	Checking	\$ 1,521,558.44							
	Capital Improvement	\$ 681,473.20							

Lawrence Public Library 2020 Outside Funding Report													
		1/1/2020		February	February	March	March	April	April	May	May		
		AMOUNT		Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
<b>FRIENDS</b>													
	KPR-Advertising	\$ -		\$ 5,000.00	\$ 390.00		\$ 38.75		\$ 240.00		\$ 477.50	\$ 3,853.75	
	Summer Reading - ALL	\$ 7,521.27						\$ 15,000.00	\$ 3,120.00		\$ 11,146.99	\$ 8,254.28	
	Aquarium	\$ (5.71)			\$ 600.00		\$ 300.00				\$ 600.00	\$ 1,794.29	
	Kanopy 2020	\$ 20,000.00			\$ 1,277.00		\$ 1,209.00		\$ 1,670.00		\$ 2,925.00	\$ 12,919.00	
	Volunteers	\$ 705.63										\$ 705.63	
	Read Across Lawrence 2020	\$ 2,212.56			\$ 209.00		\$ 321.79					\$ (6,175.37)	
	Block Grant	\$ 119,842.96		\$ (5,000.00)				\$ (15,000.00)			\$ 650.00	\$ 93,916.58	
		\$ 151,591.69		\$ -	\$ 2,476.00	\$ -	\$ 1,869.54	\$ -	\$ 5,030.00	\$ -	\$ 15,799.49	\$ 115,268.16	
<b>FOUNDATION</b>													
	Kansas Health Foundation	\$ 1,735.71			\$ 25.00							\$ 1,685.71	
	Salaries/Taxes - Isaman/Hyde	\$ (12,043.88)			\$ 8,500.96		\$ 8,500.96	\$ 25,502.88	\$ 8,500.95		\$ 8,500.95	\$ (15,686.92)	
	Foundation Expenses to be reimbursed	\$ (4,655.92)			\$ 949.86		\$ 1,449.99	\$ 3,833.56				\$ (0.00)	
	Census - Winter Family				\$ 2,913.60			\$ 2,913.60				\$ -	
	Salkind for E-books	\$ 8.60										\$ 58.60	
	Patsy Cotte for YS	\$ 1,107.93										\$ 1,107.93	
	Harry Potter	\$ 490.91			\$ 300.00		\$ 26.01					\$ 164.90	
	Weinberg/Jedel YS/YA	\$ 17,642.91										\$ 18,868.74	
	Milliken Fund	\$ 1,465.49			\$ 365.86		\$ 65.99		\$ 25.28		\$ 25.00	\$ 983.36	
	Sound & Vision	\$ -										\$ -	
	Camin Memorial	\$ 242.79										\$ 242.79	
	Storytime @Home/Juanita Marsh	\$ 851.41			\$ 47.99							\$ 803.42	
	Harrison Music Storytellers	\$ (853.59)										\$ -	
	Dr. Bob	\$ (356.62)										\$ -	
	Seed Library	\$ 1,393.88										\$ 957.44	
	Crowe Fund	\$ 622.95			\$ 57.03		\$ 28.06		\$ 40.95			\$ 351.72	
	Local History/Coan	\$ 4,806.65									\$ 1,500.00	\$ 3,306.65	
	MIDCO	\$ 34,920.13							\$ 16,339.51		\$ 486.75	\$ 18,093.87	
	General Endowment	\$ 43,079.97				\$ 42,000.00						\$ 81,885.12	
	Simpson Grant	\$ 3,502.92										\$ 3,502.92	
	Dean Owens - YA College & Career	\$ -										\$ 2,920.00	
		\$ 94,604.46		\$ -	\$ 13,160.30	\$ 42,000.00	\$ 10,071.01	\$ 32,250.04	\$ 24,906.69	\$ -	\$ 10,512.70	\$ 119,246.25	
<b>OTHER</b>													
	Memorials/Honor with Books/Bauleke	\$ 2,035.72			\$ 150.51							\$ 1,890.60	
	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		\$ 199.25		\$ (37.29)				\$ (519.19)		\$ 1,150.75	
		\$ 7,537.30		\$ 199.25	\$ 150.51	\$ (37.29)	\$ -	\$ -	\$ -	\$ (519.19)	\$ -	\$ 7,382.20	
		\$ 253,733.45											
	Month Total			\$ 199.25	\$ 15,786.81	\$ 41,962.71	\$ 11,940.55	\$ 32,250.04	\$ 29,936.69	\$ (519.19)	\$ 26,312.19	YTD Income	\$ 98,904.07
												YTD Expense	\$ 110,740.91

**Lawrence Public Library**  
**Balance Sheet**  
As of May 31, 2020

	<u>May 31, 20</u>	<u>May 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
MIP Operating Funds	1,264,573.49	1,100,381.97	164,191.52	14.9%
Checking	256,984.95	138,246.31	118,738.64	85.9%
Capital Improvement at MIP	681,473.20	668,401.67	13,071.53	2.0%
<b>Total Checking/Savings</b>	<u>2,203,031.64</u>	<u>1,907,029.95</u>	<u>296,001.69</u>	<u>15.5%</u>
<b>Total Current Assets</b>	<u>2,203,031.64</u>	<u>1,907,029.95</u>	<u>296,001.69</u>	<u>15.5%</u>
<b>Other Assets</b>				
Petty Cash	700.00	1,240.75	-540.75	-43.6%
<b>Total Other Assets</b>	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
<b>TOTAL ASSETS</b>	<u><b>2,203,731.64</b></u>	<u><b>1,908,270.70</b></u>	<u><b>295,460.94</b></u>	<u><b>15.5%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	67,799.01	35,003.64	32,795.37	93.7%
<b>Total Accounts Payable</b>	<u>67,799.01</u>	<u>35,003.64</u>	<u>32,795.37</u>	<u>93.7%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	-121.65	-380.98	259.33	68.1%
<b>Total Other Current Liabilities</b>	<u>-121.65</u>	<u>-380.98</u>	<u>259.33</u>	<u>68.1%</u>
<b>Total Current Liabilities</b>	<u>67,677.36</u>	<u>34,622.66</u>	<u>33,054.70</u>	<u>95.5%</u>
<b>Total Liabilities</b>	<u>67,677.36</u>	<u>34,622.66</u>	<u>33,054.70</u>	<u>95.5%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,018,649.62	920,087.66	98,561.96	10.7%
Net Income	816,769.44	652,925.16	163,844.28	25.1%
<b>Total Equity</b>	<u>2,136,054.28</u>	<u>1,873,648.04</u>	<u>262,406.24</u>	<u>14.0%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,203,731.64</b></u>	<u><b>1,908,270.70</b></u>	<u><b>295,460.94</b></u>	<u><b>15.5%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
May 2020

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	<u>May 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Miscellaneous Income	22.00
Interest	4.20
Merchandise Sales	-519.19
<b>Total Income</b>	<u>-492.99</u>
<b>Gross Profit</b>	-492.99
<b>Expense</b>	
Payroll Expenses	247,038.37
Payroll Taxes	38,463.45
Utilities - Electric	4,832.47
Building Supplies	2,002.76
Building Repairs & Maintenance	8,338.49
Library & Office Supplies	1,312.02
Books & Materials	61,526.33
Processing Supplies	6,978.19
Technology	6,928.90
Insurance	10,895.00
Shipping	151.85
Program Expense	895.58
Professional Fees	1,666.34
Advertising	2,460.92
Miscellaneous	-146.20
FOUNDATION FUNDING	9,271.20
FRIENDS FUNDING	15,799.49
<b>Total Expense</b>	<u>418,415.16</u>
<b>Net Ordinary Income</b>	<u>-418,908.15</u>
<b>Net Income</b>	<u><u>-418,908.15</u></u>

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Jun 11, 20
Advance Insurance Company	616.63
Amazon	812.90
Anderson Rentals, Inc.	48.00
ASI	50.00
Barry Barnes	50.00
Bibliotheca	4,306.67
Bob's Janitorial Service	200.00
Brodart Co.	520.98
Brookfield Public Library	165.00
Century Business Technologies	640.14
Coronado Public Library	24.95
D'Vaude Entertainment LLC	400.00
Demco, Inc.	438.99
Douglas County Treasurer	28.50
EBSCO	467.25
eRate Solutions, L.L.C.	944.78
Erin Urich	100.00
Everygy	5,714.49
Gale/Cengage Learning	130.85
Hi-Tech Interiors, Inc.	1,450.00
Hiccup Productions, Inc.	200.00
Hurst Public Library	24.18
Ingram Library Services	21,942.95
Interstate Elevator, Inc.	201.43
Iris Cliff	300.00
Jayhawk Power	4,775.94
Jayhawk Tropical Fish	300.00
Jeff Quinn	125.00
Kanopy LLC	2,722.00
KanREN	67.00
Kansas Public Radio	242.50
Lawrence Sign Up LLC	175.02
Lorenzo Arnone	50.00
Mad Science of Greater Kansas City	575.00
Matt Seidel	50.00
Mesner Puppet Theater	650.00
Mid-America Library Alliance	4,823.00
Midwest Tape	17,873.30
OCLC, Inc.	5,588.74
Omega Door & Hardware	480.00
OverDrive	18,172.31
Pur-O-Zone, Inc.	206.00
Schendel Services	99.75
Scholastic Inc.	10,726.36
Science Tellers	700.00
Scott Rice Office Works	282.80
St. Louis Public Library	13.81
Tech Electronics	720.00
The Chamber	310.00
Topeka Zoo	75.00
U.S. Bank - Mastercard	7,671.67
Unique Management Services	17.70
United Parcel Service	58.02
University of Kansas	1,500.00
Withers	307.45
<b>TOTAL</b>	<b>119,137.06</b>

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06/11/20

Lawrence Public Library  
Check Detail  
June 2020

Type	Num	Date	Name
Bill Pmt -Check	Electronic	06/15/2020	Advance Insurance Company
Bill	July 2020	06/11/2020	
TOTAL			
Bill Pmt -Check	Electronic	06/15/2020	ASI
Bill	May 2020	06/02/2020	
TOTAL			
Bill Pmt -Check	Electronic	06/15/2020	Evergy
Bill		06/11/2020	
TOTAL			
Bill Pmt -Check	Electronic	06/15/2020	U.S. Bank - Mastercard
Bill		05/29/2020	
Bill	LJ World	06/03/2020	
TOTAL			
Bill Pmt -Check	Electronic	06/15/2020	United Parcel Service
Bill	1230	06/11/2020	
TOTAL			

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Lawrence Public Library  
Check Detail  
June 2020

Type	Num	Date	Name
Bill Pmt -Check	28821	06/15/2020	Amazon
Bill	5937057	05/29/2020	
Bill	7329038	05/29/2020	
Bill	5334615	05/29/2020	
Bill	9718610	06/10/2020	
Bill	9718610	06/10/2020	
Bill	5509813	06/10/2020	
Bill	2572201	06/10/2020	
Bill	5551409	06/10/2020	
Bill	7070602	06/11/2020	
TOTAL			
Bill Pmt -Check	28822	06/15/2020	Anderson Rentals, Inc.
Bill	2100	05/29/2020	
TOTAL			
Bill Pmt -Check	28823	06/15/2020	Barry Barnes
Bill	6-22-20	06/10/2020	
TOTAL			
Bill Pmt -Check	28824	06/15/2020	Bibliotheca
Bill	INV-US32610	05/29/2020	
TOTAL			
Bill Pmt -Check	28825	06/15/2020	Bob's Janitorial Service
Bill	9651	06/11/2020	
TOTAL			
Bill Pmt -Check	28826	06/15/2020	Brodart Co.
Bill	556347	05/29/2020	
TOTAL			

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Lawrence Public Library  
**Check Detail**  
June 2020

Type	Num	Date	Name
Bill Pmt -Check	28827	06/15/2020	Brookfield Public Library
Bill	723	06/08/2020	
TOTAL			
Bill Pmt -Check	28828	06/15/2020	Century Business Technologies
Bill	557701	05/29/2020	
Bill	559180	06/08/2020	
TOTAL			
Bill Pmt -Check	28829	06/15/2020	Coronado Public Library
Bill	ILL1974473...	06/08/2020	
TOTAL			
Bill Pmt -Check	28830	06/15/2020	D'Vaude Entertainment LLC
Bill	2347	06/08/2020	
TOTAL			
Bill Pmt -Check	28831	06/15/2020	Demco, Inc.
Bill	6800947	05/29/2020	
TOTAL			
Bill Pmt -Check	28832	06/15/2020	Douglas County Treasurer
Bill		06/11/2020	
TOTAL			
Bill Pmt -Check	28833	06/15/2020	EBSCO
Bill	2007514	05/29/2020	
TOTAL			
Bill Pmt -Check	28834	06/15/2020	eRate Solutions, L.L.C.
Bill	2240	05/29/2020	
TOTAL			

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Lawrence Public Library  
Check Detail  
June 2020

Type	Num	Date	Name
Bill Pmt -Check	28835	06/15/2020	Erin Urich
Bill	Yoga 5-29-20	05/29/2020	
TOTAL			
Bill Pmt -Check	28836	06/15/2020	Gale/Cengage Learning
Bill	70533256	06/11/2020	
TOTAL			
Bill Pmt -Check	28837	06/15/2020	Hi-Tech Interiors, Inc.
Bill	5380-OT	05/29/2020	
TOTAL			
Bill Pmt -Check	28838	06/15/2020	Hiccup Productions, Inc.
Bill	273172	06/08/2020	
TOTAL			
Bill Pmt -Check	28839	06/15/2020	Hurst Public Library
Bill	ILL 198664...	06/08/2020	
TOTAL			
Bill Pmt -Check	28840	06/15/2020	Ingram Library Services
Bill	45928708	05/29/2020	
Bill	45667316	05/29/2020	
Bill	45928712	05/29/2020	
Bill	45983662	05/29/2020	
Bill	45711595	05/29/2020	
Bill	45711597	05/29/2020	
Bill	45711591	05/29/2020	
Bill	45711593	05/29/2020	
Bill	45711589	05/29/2020	
Bill	45770051	05/29/2020	
Bill	45741944	05/29/2020	
Bill	45787141	05/29/2020	
Bill	45787139	05/29/2020	
Bill	45806186	05/29/2020	
Bill	45833323	05/29/2020	
Bill	45916659	05/29/2020	
Bill	45899809	05/29/2020	
Bill	45928710	05/29/2020	

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Lawrence Public Library  
Check Detail  
June 2020

Type	Num	Date	Name
Bill	45928714	05/29/2020	
Bill	45959916	05/29/2020	
Bill	45928711	05/29/2020	
Bill	45983661	05/29/2020	
Bill	45711594	05/29/2020	
Bill	45711596	05/29/2020	
Bill	45711590	05/29/2020	
Bill	45711592	05/29/2020	
Bill	45711588	05/29/2020	
Bill	45770050	05/29/2020	
Bill	45741943	05/29/2020	
Bill	45787140	05/29/2020	
Bill	45787138	05/29/2020	
Bill	45806185	05/29/2020	
Bill	45833322	05/29/2020	
Bill	45916658	05/29/2020	
Bill	45899808	05/29/2020	
Bill	45928709	05/29/2020	
Bill	45928713	05/29/2020	
Bill	45959915	05/29/2020	
Bill	46205343	06/10/2020	
Bill	46205341	06/10/2020	
Bill	46120949	06/10/2020	
Bill	46127798	06/10/2020	
Bill	46165047	06/10/2020	
Bill	46120951	06/10/2020	
Bill	46115887	06/10/2020	
Bill	46077978	06/10/2020	
Bill	46077976	06/10/2020	
Bill	46008456	06/10/2020	
Bill	46205344	06/10/2020	
Bill	46205342	06/10/2020	
Bill	46120950	06/10/2020	
Bill	46127799	06/10/2020	
Bill	46165048	06/10/2020	
Bill	46120952	06/10/2020	
Bill	46115888	06/10/2020	
Bill	46077979	06/10/2020	
Bill	46077977	06/10/2020	
Bill	46008457	06/10/2020	

TOTAL

Bill Pmt -Check	28841	06/15/2020	Interstate Elevator, Inc.
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Bill	20366	06/08/2020	
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TOTAL

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Lawrence Public Library  
Check Detail  
June 2020

Type	Num	Date	Name
Bill Pmt -Check	28842	06/15/2020	Iris Cliff
Bill	5-13-20	05/29/2020	
TOTAL			
Bill Pmt -Check	28843	06/15/2020	Jayhawk Power
Bill	0026-1	05/29/2020	
TOTAL			
Bill Pmt -Check	28844	06/15/2020	Jayhawk Tropical Fish
Bill	680729	05/29/2020	
TOTAL			
Bill Pmt -Check	28845	06/15/2020	Jeff Quinn
Bill	5-16-20	05/29/2020	
TOTAL			
Bill Pmt -Check	28846	06/15/2020	Kanopy LLC
Bill	199805-PPU	06/10/2020	
TOTAL			
Bill Pmt -Check	28847	06/15/2020	KanREN
Bill	200527010...	05/29/2020	
TOTAL			
Bill Pmt -Check	28848	06/15/2020	Kansas Public Radio
Bill	146060	06/08/2020	
TOTAL			
Bill Pmt -Check	28849	06/15/2020	Lawrence Sign Up LLC
Bill	13568	05/29/2020	
TOTAL			

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Type	Num	Date	Name
Bill Pmt -Check	28850	06/15/2020	Lorenzo Arnone
Bill	6-27-20	06/10/2020	
TOTAL			
Bill Pmt -Check	28851	06/15/2020	Mad Science of Greater Kansas ...
Bill	WREG-141...	06/08/2020	
TOTAL			
Bill Pmt -Check	28852	06/15/2020	Matt Seidel
Bill	6-8-20	06/10/2020	
TOTAL			
Bill Pmt -Check	28853	06/15/2020	Mesner Puppet Theater
Bill	7-26-20	06/08/2020	
TOTAL			
Bill Pmt -Check	28854	06/15/2020	Mid-America Library Alliance
Bill	M2021-014	06/08/2020	
TOTAL			
Bill Pmt -Check	28855	06/15/2020	Midwest Tape
Bill	98916877	05/29/2020	
Bill	98916879	05/29/2020	
Bill	98918860	05/29/2020	
Bill	98896288	05/29/2020	
Bill	98892871	05/29/2020	
Bill	98892873	05/29/2020	
Bill	98965649	05/29/2020	
Bill	98947981	06/10/2020	
Bill	98947982	06/10/2020	
Bill	98943252	06/10/2020	
Bill	98939826	06/10/2020	
Bill	98943250	06/10/2020	
Bill	98939824	06/10/2020	
Bill	98943429	06/10/2020	
Bill	98943428	06/10/2020	
Bill	98968292	06/10/2020	
TOTAL			

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Lawrence Public Library  
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Type	Num	Date	Name
Bill Pmt -Check	28856	06/15/2020	OCLC, Inc.
Bill	1000040375	06/08/2020	
TOTAL			
Bill Pmt -Check	28857	06/15/2020	Omega Door & Hardware
Bill	29316	05/29/2020	
TOTAL			
Bill Pmt -Check	28858	06/15/2020	OverDrive
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809DA20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809DA20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809CO20...	05/29/2020	
Bill	06809DA20...	05/29/2020	
Bill	06809CO20...	06/10/2020	
Bill	06809CO20...	06/10/2020	
Bill	06809CO20...	06/10/2020	
Bill	06809CO20...	06/10/2020	
Bill	06809CO20...	06/10/2020	
Bill	06809DA20...	06/10/2020	
Bill	06809CO20...	06/10/2020	
Bill	06809DA20...	06/10/2020	
Bill	06809CO20...	06/11/2020	
Bill	06809CO20...	06/11/2020	
Bill	06809CO20...	06/11/2020	
Bill	06809CO20...	06/11/2020	
Bill	06809CO20...	06/11/2020	
TOTAL			

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Lawrence Public Library  
Check Detail  
June 2020

Type	Num	Date	Name
<b>Bill Pmt -Check</b>	<b>28859</b>	<b>06/15/2020</b>	<b>Pur-O-Zone, Inc.</b>
Bill	803869	05/29/2020	
Bill	803870	05/29/2020	
Bill	803868	05/29/2020	
Bill	803867	05/29/2020	
TOTAL			
<b>Bill Pmt -Check</b>	<b>28860</b>	<b>06/15/2020</b>	<b>Schendel Services</b>
Bill	30295699	05/29/2020	
TOTAL			
<b>Bill Pmt -Check</b>	<b>28861</b>	<b>06/15/2020</b>	<b>Scholastic Inc.</b>
Bill	21995042	05/29/2020	
Bill	22100714	05/29/2020	
TOTAL			
<b>Bill Pmt -Check</b>	<b>28862</b>	<b>06/15/2020</b>	<b>Science Tellers</b>
Bill	11150	06/08/2020	
TOTAL			
<b>Bill Pmt -Check</b>	<b>28863</b>	<b>06/15/2020</b>	<b>Scott Rice Office Works</b>
Bill	346155	06/08/2020	
TOTAL			
<b>Bill Pmt -Check</b>	<b>28864</b>	<b>06/15/2020</b>	<b>St. Louis Public Library</b>
Bill	197317218	06/08/2020	
TOTAL			
<b>Bill Pmt -Check</b>	<b>28865</b>	<b>06/15/2020</b>	<b>Tech Electronics</b>
Bill	N000026110	06/11/2020	
TOTAL			

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Lawrence Public Library  
**Check Detail**  
June 2020

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Type	Num	Date	Name
Bill Pmt -Check	28866	06/15/2020	The Chamber
Bill	514225	05/29/2020	
TOTAL			
Bill Pmt -Check	28867	06/15/2020	Topeka Zoo
Bill	6-25-20	06/08/2020	
TOTAL			
Bill Pmt -Check	28868	06/15/2020	Unique Management Services
Bill	595078	06/09/2020	
TOTAL			
Bill Pmt -Check	28869	06/15/2020	University of Kansas
Bill	2027175	05/29/2020	
TOTAL			
Bill Pmt -Check	28870	06/15/2020	Withers
Bill	214829	05/29/2020	
TOTAL			
Bill Pmt -Check	28871	06/15/2020	Erin Urich
Bill	Yoga 7-13-20	05/29/2020	
TOTAL			

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Group Life Insurance	-616.63
	-616.63
<b>Checking</b>	
Professional Fees	-50.00
	-50.00
<b>Checking</b>	
Utilities - Electric	-5,714.49
	-5,714.49
<b>Checking</b>	
Adult Programming	-838.99
Children's Programming	-5.40
Summer Reading - ALL	-295.63
Professional Fees	-665.10
Shipping	-131.48
Library & Office Supplies	-1,019.22
Miscellaneous	-36.55
Advertising	-1,482.32
Merchandise Sales	-519.19
Building Supplies	-1,295.30
Building Repairs & Main...	-650.80
Supplies	-97.94
Telephone	-559.00
Sound & Vision	-25.00
Periodicals	-49.75
	-7,671.67
<b>Checking</b>	
Shipping	-58.02
	-58.02

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Books & Materials	-29.24
Children's Programming	-99.99
Building Supplies	-26.86
Books & Materials	-11.99
Books & Materials	-47.68
Books & Materials	-15.99
Books & Materials	-12.10
Books & Materials	-24.95
Books & Materials	-11.98
Books & Materials	-176.35
Books & Materials	-76.95
Books & Materials	-18.66
Books & Materials	-159.87
Books & Materials	-88.31
Books & Materials	-11.98
	<hr/>
	-812.90
<b>Checking</b>	
Building Repairs & Main...	-48.00
	<hr/>
	-48.00
<b>Checking</b>	
Summer Reading - ALL	-50.00
	<hr/>
	-50.00
<b>Checking</b>	
Processing Supplies	-4,306.67
	<hr/>
	-4,306.67
<b>Checking</b>	
Building Repairs & Main...	-200.00
	<hr/>
	-200.00
<b>Checking</b>	
Processing Supplies	-520.98
	<hr/>
	-520.98

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Fees	-165.00
	-165.00
<b>Checking</b>	
Copying	-171.30
Copying	-468.84
	-640.14
<b>Checking</b>	
Fees	-24.95
	-24.95
<b>Checking</b>	
Summer Reading - ALL	-400.00
	-400.00
<b>Checking</b>	
Library & Office Supplies	-438.99
	-438.99
<b>Checking</b>	
Bookvan & Mileage	-28.50
	-28.50
<b>Checking</b>	
Periodicals	-467.25
	-467.25
<b>Checking</b>	
Professional Fees	-944.78
	-944.78

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Children's Programming	-50.00
	-50.00
<b>Checking</b>	
Books & Materials	-130.85
	-130.85
<b>Checking</b>	
Building Repairs & Main...	-1,450.00
	-1,450.00
<b>Checking</b>	
Summer Reading - ALL	-200.00
	-200.00
<b>Checking</b>	
Fees	-24.18
	-24.18
<b>Checking</b>	
Books & Materials	-9.68
Books & Materials	-19.93
Processing Supplies	-6.21
Processing Supplies	-18.86
Processing Supplies	-3.28
Processing Supplies	-1.50
Processing Supplies	-17.06
Processing Supplies	-331.05
Processing Supplies	-638.30
Processing Supplies	-27.55
Processing Supplies	-6.73
Processing Supplies	-39.04
Processing Supplies	-25.45
Processing Supplies	-13.28
Processing Supplies	-0.82
Processing Supplies	-23.13
Processing Supplies	-121.08
Processing Supplies	-36.36

## Lawrence Public Library

## Check Detail

June 2020

Account	Paid Amount
Processing Supplies	-1.97
Processing Supplies	-31.01
Books & Materials	-58.64
Books & Materials	-193.24
Books & Materials	-63.80
Books & Materials	-130.06
Books & Materials	-286.69
Books & Materials	-3,889.79
Books & Materials	-8,342.75
Books & Materials	-365.03
Books & Materials	-44.78
Books & Materials	-375.93
Books & Materials	-347.32
Books & Materials	-117.22
Books & Materials	-17.10
Books & Materials	-169.40
Books & Materials	-1,338.72
Books & Materials	-442.95
Books & Materials	-9.57
Books & Materials	-426.00
Books & Materials	-231.97
Books & Materials	-79.67
Books & Materials	-266.45
Books & Materials	-79.37
Books & Materials	-88.19
Books & Materials	-1,071.78
Books & Materials	-131.21
Books & Materials	-219.44
Books & Materials	-82.63
Books & Materials	-1,326.08
Processing Supplies	-37.53
Processing Supplies	-6.22
Processing Supplies	-21.66
Processing Supplies	-10.01
Processing Supplies	-11.49
Processing Supplies	-96.15
Processing Supplies	-15.58
Processing Supplies	-16.38
Processing Supplies	-4.92
Processing Supplies	-154.94
	-21,942.95

## Checking

Building Repairs & Main...	-201.43
	-201.43

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Advertising	-300.00
	-300.00
<b>Checking</b>	
Building Repairs & Main...	-4,775.94
	-4,775.94
<b>Checking</b>	
Aquarium Maintenance	-300.00
	-300.00
<b>Checking</b>	
Summer Reading - ALL	-125.00
	-125.00
<b>Checking</b>	
Kanopy	-2,722.00
	-2,722.00
<b>Checking</b>	
Supplies	-67.00
	-67.00
<b>Checking</b>	
Advertising Gift Fund	-242.50
	-242.50
<b>Checking</b>	
Advertising	-175.02
	-175.02

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Summer Reading - ALL	-50.00
	-50.00
<b>Checking</b>	
Summer Reading - ALL	-575.00
	-575.00
<b>Checking</b>	
Summer Reading - ALL	-50.00
	-50.00
<b>Checking</b>	
Summer Reading - ALL	-650.00
	-650.00
<b>Checking</b>	
Shipping	-4,823.00
	-4,823.00
<b>Checking</b>	
Books & Materials	-1,236.85
Books & Materials	-895.80
Books & Materials	-194.95
Books & Materials	-524.87
Books & Materials	-479.58
Books & Materials	-608.76
Processing Supplies	-298.80
Books & Materials	-175.40
Books & Materials	-154.96
Books & Materials	-108.71
Books & Materials	-157.43
Books & Materials	-123.06
Books & Materials	-61.30
Books & Materials	-119.97
Books & Materials	-538.95
Books & Materials	-12,193.91
	-17,873.30

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Collections	-5,588.74
	-5,588.74
<b>Checking</b>	
Building Repairs & Main...	-480.00
	-480.00
<b>Checking</b>	
Books & Materials	-499.41
Books & Materials	-654.44
Books & Materials	-118.35
Books & Materials	-446.87
Books & Materials	-431.92
Books & Materials	-421.90
Books & Materials	-163.51
Books & Materials	-432.06
Books & Materials	-421.42
Books & Materials	-543.75
Books & Materials	-803.88
Books & Materials	-83.48
Books & Materials	-100.42
Books & Materials	-67.48
Books & Materials	-1,228.38
Books & Materials	-449.75
Books & Materials	-475.49
Books & Materials	-2,206.93
Books & Materials	-420.18
Books & Materials	-1,041.27
Books & Materials	-797.56
Books & Materials	-454.12
Books & Materials	-502.22
Books & Materials	-156.44
Books & Materials	-230.47
Books & Materials	-329.45
Books & Materials	-66.50
Books & Materials	-354.41
Books & Materials	-460.81
Books & Materials	-728.81
Books & Materials	-850.63
Block Grant	-2,230.00
	-18,172.31

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Lawrence Public Library  
**Check Detail**  
June 2020

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Account	Paid Amount
<b>Checking</b>	
Building Repairs & Main...	-39.00
Building Repairs & Main...	-59.00
Building Repairs & Main...	-59.00
Building Repairs & Main...	-49.00
	<hr/>
	-206.00

<b>Checking</b>	
Building Repairs & Main...	-99.75
	<hr/>
	-99.75

<b>Checking</b>	
Summer Reading - ALL	-7,198.09
Summer Reading - ALL	-3,528.27
	<hr/>
	-10,726.36

<b>Checking</b>	
Summer Reading - ALL	-700.00
	<hr/>
	-700.00

<b>Checking</b>	
Library & Office Supplies	-282.80
	<hr/>
	-282.80

<b>Checking</b>	
Fees	-13.81
	<hr/>
	-13.81

<b>Checking</b>	
Building Repairs & Main...	-720.00
	<hr/>
	-720.00

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Lawrence Public Library  
**Check Detail**  
June 2020

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<u>Account</u>	<u>Paid Amount</u>
<b>Checking</b>	
Membership & Dues	<u>-310.00</u>
	-310.00
<b>Checking</b>	
Summer Reading - ALL	<u>-75.00</u>
	-75.00
<b>Checking</b>	
Professional Fees	<u>-17.70</u>
	-17.70
<b>Checking</b>	
Local History	<u>-1,500.00</u>
	-1,500.00
<b>Checking</b>	
Building Supplies	<u>-307.45</u>
	-307.45
<b>Checking</b>	
Children's Programming	<u>-50.00</u>
	-50.00

# Lawrence Public Library

## Monthly Statistical Summary--May 2020

INDICATOR	May		Percent	YTD	YTD	Percent
	2020	2019	Change	2020	2019	Change
			2019-2020			2019-2020

### SUMMARY RATIOS

Service Area Population	102,980	100,736	2%			
User Visits per Capita	0.06	6.43	-99%			
Reference Transactions per Capita	0.08	1.34	-94%			
Program Attendance per Capita	0.33	0.83	-60%			
Circulation per Capita	6.04	12.44	-51%			
Total Holdings per Capita	2.04	2.04	0%			
% of Lawrence Residents Registered	43%	58%	-26%			

Circulation--Adult Total	37,128	70,001	-47%	252,927	349,947	-28%
Circulation--Young Adult Total	3,069	4,177	-27%	15,082	18,940	-20%
Circulation--Youth Total	11,597	30,274	-62%	90,009	140,621	-36%
Circulation--Total	51,794	104,452	-50%	358,018	509,508	-30%

Reference Transactions	674	11,246	-94%	25,014	53,977	-54%
User Visits	543	53,940	-99%	128,475	260,591	-51%
LPL Web Site Visits	17,638	18,749	-6%	91,403	97,725	-6%

Holdings--Added	1,992	2,912	-32%	10,959	15,081	-27%
Holdings--Withdrawn	238	3,349	-93%	7,266	15,440	-53%
Holdings--Total	210,232	205,540	2%			

Active Cardholders--Added	229	645	-64%	2,178	3,016	-28%
Active Cardholders--Total	54,162	71,435	-24%			

Adult Programs	5	17	-71%	86	107	-20%
Young Adult Programs	0	25	-100%	51	89	-43%
Youth Programs	17	33	-48%	98	347	-72%
Total Programs	22	75	-71%	235	543	-57%
Total Program Attendance	2,797	6,993	-60%	23,227	22,710	2%
Public Uses of Meeting Rooms	0	888	-100%		4,340	-100%

Total Paid Staff (FTE)	66.18	65.27	1%			
Total Number of Employees	83	88	-6%			

Lawrence Public Library						
Monthly Statistical Report--May 2020						
	May		Percent		YTD	YTD
	2020	2019	Change		2020	2019
			2019-2020			2019-2020
<b>OUTPUT MEASURES</b>						
Service Area Population	102,980	100,736	2%			
User Visits per Capita	0.06	6.43	-99%			
Reference Transactions per Capita	0.08	1.34	-94%			
Program Attendance per Capita	0.33	0.83	-60.9%			
Circulation per Capita	6.04	12.44	-51%			
Total Holdings per Capita	2.04	2.04	0%			
Collection Turnover--Total	3.00	6.18	-52%			
Collection Turnover--Adult	3.40	6.55	-48%			
Collection Turnover--Young Adult	2.96	4.04	-27%			
Collection Turnover--Youth	2.18	5.84	-63%			
Collection Turnover--Audiovisual	5.04	11.01	-54%			
<b>CIRCULATION OF LIBRARY MATERIALS</b>						
Circulation--Adult Books and NF Videos	19769	33656	-41%		122637	165784
Circulation--Adult Periodicals	464	956	-51%		3782	5112
Circulation--Adult Feature Films & TV Shows	6474	21829	-70%		72284	115964
Circulation--Electronic Games	598	1645	-64%		4894	7871
Circulation--Adult Music CDs	1585	4504	-65%		10409	20290
Circulation--Adult Audio Books and Books on CD	8210	7301	12%		38567	34390
Circulation--eReaders	0	1	-100%		0	6
Circulation--Other New	28	109			354	530
Circulation--Adult Total	37128	70001	-47%		252927	349947
Circulation--YA Books and Videos	2481	3592	-31%		12188	16167
Circulation--YA Periodicals	0	2	-100%		79	14
Circulation--YA Audio Books and Books on CD	588	583	1%		2815	2759
Circulation--YA Total	3069	4177	-27%		15082	18940
Circulation--Youth Books and Videos	9911	28033	-65%		81168	129571
Circulation--Youth Periodicals	1	72	-99%		112	394
Circulation--Youth Music CDs	42	354	-88%		937	1739
Circulation--Youth Audio Books and Books on CD	1643	1815	-9%		7792	8917
Circulation--Youth Total	11597	30274	-62%		90009	140621

<b>Lawrence Public Library</b>	<b>May</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>		<b>2020</b>	<b>2019</b>	<b>Change</b>
			<b>2019-2020</b>				<b>2019-2020</b>
Circulation--Bookmobile	308	1317	-77%		3604	5463	-34%
Circulation--Book Lockers	395	1009	-61%		2894	5010	-42%
Circulation--Total Books	32161	65281	-51%		215993	311522	-31%
Circulation--Total Periodicals	465	1030	-55%		3973	5520	-28%
Circulation--Total Audiovisual + Digital	19386	39629	-51%		142722	200933	-29%
Circulation Total	51794	104452	-50%		358018	509508	-30%
Staff Assisted Circulation	1695	4373	-61%		10531	21316	-51%
Self Check Circulation	244	71960	-100%		163702	349689	-53%
Percent Self Check	13%	94%	-87%		94%	94%	0%
Online Renewals	23403	14875	57%		79626	74308	7%
Other Staff Checkouts	56	122	-54%		504	697	-28%
Requests Placed	5162	20030	-74%		57110	101076	-43%
Requests Filled	3784	18546	-80%		49620	91703	-46%
Requests Unclaimed	0	2496	-100%		7088	13196	-46%
Interlibrary Loan Items Borrowed for LPL Patrons	93	438	-79%		1340	1947	-31%
Interlibrary Loan Items Loaned from LPL Collection	0	582	-100%		1629	2802	-42%
<b>OTHER LIBRARY SERVICES</b>							
User Visits (Walk up holds pick ups in May)	543	53940	-99%		128475	260591	-51%
Public Computer Usage	0	7627	-100%		15612	35237	-56%

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Adult Reference Transactions	156	1268	-88%		3485	6248	-44%
Young Adult Reference Transactions	10	996	-99%		1894	4502	-58%
Youth Reference Transactions	0	1433	-100%		2289	6168	-63%
IT Desk	0	1358	-100%		2966	6416	-54%
Welcome Desk	0	1315	-100%		2859	6294	-55%
Phone Calls	508	1756	-71%		4371	10263	-57%
Accounts Desk	0	3120	-100%		6969	14086	-51%
Materials Handling	0				181		
Total Reference Transactions	674	11246	-94%		25014	53977	-54%
Public-Sponsored Uses of Meeting Rooms	0	888	-100%		2317	4340	-47%
Website Users	17638	18749	-6%		91403	97725	-6%
Website Sessions	36946	46570	-21%		214183	242940	-12%
<b>RESOURCES</b>							
Holdings--Total	210232	205540	2%				
Holdings--Adult	133016	130051	2%				
Holdings--Young Adult	12491	12446	0%				
Holdings--Youth	64725	63043	3%				
Holdings--Audiovisual + Digital	46121	43186	7%				
Holdings--eReaders	0	1	-100%				
Holdings Added	1992	2912	-32%		10959	15081	-27%
Holdings Withdrawn (Weeded)	238	3349	-93%		7266	15440	-53%
Holdings Net Change	2041	-99	-2162%		6829	1394	390%
<b>LIBRARY PATRONS</b>							
Total Active Cardholders	54162	71435	-24%				
Cardholders Added	229	645	-64%		2178	3016	-28%
Cardholders Transacting	11544	14601	-21%		61338	71377	-14%
Percent of Cardholders Transacting	21%	20%	4%				
Total Number of Lawrence Residents Registered	44130	58211	-24%				
Percent of Lawrence Residents Registered	43%	58%	-26%				

Lawrence Public Library	May		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2020-2019				2020-2019
<b>PROGRAMMING</b>							
Number of Adult Programs	5	17	-71%		86	107	-20%
Number of Young Adult Programs	0	25	-100%		51	89	-43%
Number of Youth Programs	17	33	-48%		98	347	-72%
Total Programs	22	75	-71%		235	543	-57%
Adult Program Attendance	39	412	-91%		2107	2843	-26%
Young Adult Program Attendance	0	1147	-100%		1939	2868	-32%
Youth Program Attendance	2758	5434	-49%		19181	16999	13%
Total Program Attendance	2797	6993	-60%		23227	22710	2%
<b>STAFFING</b>							
Total Paid Staff, in Full-Time Equivalents	66.18	65.67	1%				
ALA-MLS Librarians, in Full-Time Equivalents	18.9	16.9	12%				
Number of Employees--Total	83	88	-6%				
Number of Employees--Full-Time	45	45	0%				
Number of Employees--Part-Time	38	43	-12%				
Terminations	2	5	-60%		6	10	-40%
Hirings	0	4	-100%		3	9	-67%
Volunteer Hours	64.8	776.7	-92%		1100.5	3833.3	-71%

# Select Online Statistics May 2020

## Lynda.com

New users - 26

Total users - 2842

Users who logged in - 138

Total log ins - 632

Hours viewed - 214.91

Hours viewed per user who logged in - 1.56

Hours viewed per log in - .34

## Kanopy

Visits - 13683

Pages - 16530

Plays - 3017

User accounts - 895

## **Library Director's Report for June 2020 – WFH Edition, Episode 3**

The day of our last board meeting, May 18, we began Phase 1 of our gradual reopening with Walkup Holds Pick Up service and reopening our book return. Business was slower than we anticipated, so we began letting people place new holds on items on May 26.

Phase 2 began June 1. We opened the building for the first time since March 13. People can now pick up their holds in the building. We also reopened our remote book drops and restarted our remote locker service.

We plan to begin Phase 3 on June 22, adding quick browsing of our collections and limited public computer access. The emphasis is on quick visits and no hanging out. Not being a gathering place for our community is still so odd, but based on current health guidelines, we do not believe we are ready to have people staying in the building for long periods of time.

Phase 4 is still to be determined.

I have spent considerable time at our front door and in our front lobby the past two weeks welcoming people back to the library. It has been lovely to see so many people I haven't seen in months. They are so excited to be back in the building, even in our very limited capacity. The vast majority of feedback I have received has been supportive of our cautious approach to reopening. I think our approach aligns very well with how our community is responding to this pandemic in general.

As Jon mentions in his Facilities report, we have taken great advantage of the building's closure, repainting walls, refinishing our wood floors, repairing acoustic plaster in the front lobby. He and his team have done considerable work on the building.

I am so impressed with our staff's willingness and ability to work through the uncertainty we are living in right now. We are making it up as we go along most of the time, and staff is hanging in there. Who would have thought we would be working in the new ways we have been forced to do during this pandemic? Staff has adapted to every challenge and stepped up and done jobs outside their normal work because it is what needed to be done that day. We have a dedicated team here at Lawrence Public Library.

Respectfully submitted by Brad Allen, June 12, 2020

## Monthly Departmental Reports

### June 2020

**Cataloging & Collection Development:** Cataloging staff have continued to make progress on the backlog of items to be processed, and selectors have resumed ordering at normal capacity. Both catalogers and selectors have been helping out in Materials Handling and with the holds desk operations. Cataloging Assistant Kate Ray is leaving the library to move with her family to Colorado. Her last day was June 11.

**Accounts:** From May 18th through June 5th we helped run the Walk-Up Holds Pick-Up service. We received a lot of positive feedback from patrons and overall the service was a success. Beginning June 1st we began staffing the Accounts desk and Phone room between 12-6 PM daily for in building hold pick up. As the Walk-Up service has ended we will continue to make case by case appointments for pick up outside the building for patrons in high risk categories. All of our book van stops have asked that we continue to suspend regular visits. However, several have agreed to allow us to deliver holds and receive returns. We are also resuming our home delivery service for patrons that are comfortable with deliveries.

**Marketing:** Heather has been primarily split between getting Summer Reading and Library Phased Reopening communication and visuals in place, from the planning and discussion phase to coordinating messaging, graphics, signage, wayfinding, t-shirt designs, new merchandise, and all the bits and pieces too numerous to count. She also helped coordinate an exhibit with Mary Gage/Lawrence Magazine to run in the library windows to be viewed from the lawn and run JUN-JUL this summer, has been working the front door shift during Phase 2. Worked on cleaning up, building, and redesigning some essential pages on lplks.org, and attending webinars (Orange Boy's "Taking it to The Streets: Using Savannah for Outreach", "Support SR 2020 Online w/ BiblioWeb", and Bibliocommons' "Planning and Promoting Your Library's Digital Events"). She is currently planning the next LJW Library Page full-page ad and return of the library's 32-page *The Reader* magazine, Fall 2020 edition, which was paused for summer publication when all library events moved online and the library closed. Heather has also assisted Angela throughout all LPLFF Facebook Live book sales by logging in as LPL to answer incoming questions and connect bidders with links to library resources, services, and collections during the sales.

**Information Services:** Info Services staff have continued to provide eRef and chat coverage, and as we've moved through our reopening phases have been pitching in to assist with both front-of-house and collections-related tasks. We have several collections maintenance projects in the works to get the stacks in tiptop shape for when we reopen for browsing. We are gearing up to hold a virtual version of the How-To Festival on June 19-20, and have Mindful Crafting and genealogy programming scheduled into the summer. This summer's Hall Center intern, Ariel LaGue, has come on board and is working remotely to process a collection of videos of oral histories with local World War II veterans for inclusion on the Digital Douglas County History portal.

**Facilities:** We lost one of our Team in May who had to move west to help with family, but the rest of the Facilities Team is back in the building. We assisted with setup for the first phase of allowing patrons in the building by arranging furniture, setting up partitions, and taping off the floor for social distancing. Beyond hourly cleaning of restrooms and high-touch points, we've been painting, carpet cleaning, cleaning shelves, laundering & bagging donated cloth masks, and keeping the rest of the staff supplied with fresh SAO and clean cloths.

## Monthly Departmental Reports

### June 2020

**Youth Services:** YS has gotten summer reading up and running with Beanstack. If you haven't created your own account, I encourage you to do so today! We have started storytimes up again as well as summer reading programming for kids and teens. We are back in the building as well to help with the holds pick-up service, quarantined books, and shelving. As of now, we are not distributing summer reading prizes, but will have a plan for that soon after we open up the building a bit more. We are also thinking about ways to make sure we are antiracist and more trans-inclusive in our work with youth. We have some curated book lists, are working on kits families can check out that will help parents talk about race (similar to our storytime at home kits), and are changing up some of our programs.

**Technology:** Technology staff have begun to return to work in the building starting with some front-of-house shift duties. Some staff have continued to work from home responding to requests for assistance remotely. Preparations are underway for re-opening of the computer lab for public access when building access is expanded. Studio services and one-on-one technology assistance will not resume until a later date.

As of May 18 Tanner Spreer, one of our 25 hour per week part time staff has resigned to allow him to move to Connecticut. We have no immediate plans to rehire for the position, but will need to replace the hours when we return to full services.

Major improvements to the network infrastructure were completed in the first week of May. 10 network switches, most of which had been in use for a decade were [removed and replaced with six new 48 port FortiSwitch network switches \(5 x FS-448D-POE and 1 x FS-448D-FPOE\) from Fortinet](#) which are fully integrated with unified management through our existing Fortinet brand FortiGate firewall. Network management has been virtualized and simplified with the transition from network segments defined by physically separate devices to a virtual local area network (VLAN) topology with network segments defined in software.

The new equipment supports power over ethernet preparing us for a future transition to VOIP phones. 10Gbps connections between the switches combine them into a switch stack with redundant paths eliminating bottlenecks due to high traffic devices like continuously recording high definition security camera devices. Software defined networking has also finally allowed us to begin using a separate staff only Wi-Fi network. This is especially helpful for running staff workstations in new locations where wiring may not be accessible.

**Readers' Services:** The bulk of the RS staff has returned to the building starting June 1 to take up various positions in the front of the house, helping with our collection, and continuing scaled back RS duties in the building. Staff has also been continuing their weekly RA programming - BYOBB on Tuesdays at 4pm, Twitter RA on Thursdays from 11-12, and now doing FaceBook RA on the 2nd and 4th Saturdays of the month. We are continuing to make reading lists, and are not including our physical collection again, as we have opened to hold again on May 26. Our team is working on a social media campaign called "To Have and to Hold" to share great picks with patrons while they are unable to browse the collection, in addition to our regular social media contributions. We continue to create personalized reading lists for readers [who submit a form](#) to the Book Squad.

## **Monthly Departmental Reports**

**June 2020**

**Materials Handling:** On Tuesday, May 26 we resumed allowing patrons to place holds on items. The first few days saw holds soar to more than 1200, but we are starting to see daily holds around 400-600. Other departments have chipped in to help with the heavy load and we loved being able to get items into our patrons hands again. Returned items continue to be quarantined for three days before check in. We also opened the remote drops at Hy-Vee and Checkers.

## Friends & Foundation Director's Report – May 22, 2020

**Virtual Party In Place.** Sunday, June 14<sup>th</sup> marks the start of a week-long virtual adult Summer Reading kick-off. It all starts with a program featuring NPR book reviewer Nancy Pearl who will be in conversation with LPL's Book Squad leader Polli Kenn. Then on June 18 and 19, we'll host another action-packed book sale via Facebook Live. The week culminates with a Party in Place at 6 pm on June 20<sup>th</sup>. Paige Turner, librarian cousin of Lawrence's favorite queen Deja Brooks, will dish out clever chitchat and prizes for best attire, best virtual background and other fabulous feats. Join us by registering at LPLFF.org! Admission is free, but any donation for the Summer Reading Program will be matched up to \$5,000 through a grant from Jeff and Mary Weinberg.

**Eggert Bequest.** Last year, we were notified that Florence Eggert had included the Library Foundation in her will. Ms. Eggert died in August of 2019 and was a longtime LPL patron and home delivery customer. Her estate is now settled and the Foundation received \$178,139. At Ms. Eggert's request, the funds are to be used for library staff bonuses. We are so grateful and humbled by this amazingly generous gift to the library.

**International Public Library Fundraising Conference (IPLFC).** Logan, Angela and I are slated to speak about the LPL Friends & Foundation's merger at the virtual IPLFC on June 16<sup>th</sup>. It is a great honor for us. The conference features presentations from library fundraisers from the US and Canada. The conference's keynote speakers are Crosby Kemper, Director of IMLS, and Marcellus Turner, Executive Director of the Seattle Public Library.

### Grant Awards.

- **Humanities Kansas.** The Friends & Foundation have received the first installment of a \$22,000 grant from Humanities Kansas to support a program with US Poet Laureate Joy Harjo. The event is scheduled for November 2-3 and will be presented in partnership with Humanities Kansas, Haskell University and the Hall Center for the Humanities.
- **Kansas Library Association.** The Friends & Foundation have received a \$1,000 grant for summer reading from KLA. The funds will support summer reading technology and marketing needs and are made possible through a grant to KLA from the Kansas Health Foundation.
- **DCCF.** The Friends & Foundation have received \$1,500 for the Summer Reading Parks Project. This annual program encourages families to explore Lawrence's green spaces. This year, we are partnering with the Kansas Land Trust and *Lawrence Magazine* for a "Naturalist in Training" program. It blends nature, art and exercise, and also offers a fundraising opportunity for the library.

### Pending Grants:

**Humanities CARES Act Relief Grant:** We have submitted a grant application for \$15,000 to Humanities Kansas to help support the Friends & Foundation's July and August payroll expenses. These are federal funds distributed to state humanities councils by the National Endowment for the Humanities from the CARES Act. We hope to know soon whether we will receive the award.