

Lawrence Public Library Board of Trustees Regular Meeting
Monday, July 20, 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 June
- Approve Treasurer's report for June
- Approve bills for June 15 to July 19
- Receive statistical report for June

Library Director's report

Friends and Foundation report

Ongoing business

- Board vacancy
- 2021 budget update and recommendation – **ACTION ITEM**

New business

Adjournment

DRAFT

2020 06-15

Lawrence Public Library

Regular Board Meeting

June 15, 2020

4:30 p.m.

Venue: Due to the library's closure to the public, the meeting was held via Zoom. June Zoom link : <https://lplks.zoom.us/j/92091428413>

Board Members Present: Ursula Minor (Chair), Sarah Goodwin-Thiel, Brady Flannery, Jennifer Ananda, Kevan Vick, Judy Keller, David Vance.

Staff Members Present: Brad Allen, Kathleen Morgan, Erica Seagraves, Heather Kearns, Tricia Karlin, Logan Isaman

Friends and Foundation Members Present: Craig Penzler.

Call to order:

Ursula called the meeting to order at 4:30 p.m.

Consent Agenda

Judy moved the consent agenda be approved, Jennifer seconded. Consent agenda passed.

Library Director's Report

Brad reports that the library's holds pickup operation is going well.

- Most people are happy to be back in the building.
- Brady asks about restroom availability; Brad confirms they are open and cleaned regularly

Working towards Phase 3 on June 22

- Providing basic internet access on public computers
- Possibly allowing access to the books
- Plexi shields are installed on public service desks

Projects done on the library during closure

- Damaged wood floors redone
- Cabinets in business center moved to staff space to open up the public space

Friends and Foundation Director's Report

Craig reports on the financials

- Despite bad first quarter, the budget is in good shape.
- Endowment investments are down 17%
- Facebook Live book sales are going well
- Amazon sales going well
- Received a bequest from the Eggert estate - \$178,000

- Lawrence Parks Project sales are going well

Angela has hired a new VISTA to help with processing donations

Ongoing Business

Phased Reopening Update

- Brad shares “LPL Express” public messaging regarding what will and won’t be available starting on June 22
- City Attorney has been asked if the library can require masks in the building
- Map shows which areas are publically available
- The stacks may be open for browsing

New board member applicants

- Jennifer has received two applications
- Judy recommends applicant Susan Kang based on her profession as an attorney and experience as a volunteer
- Sarah asks if the board might consider a Black candidate given the recent statement in solidarity with Black Lives Matter
 - Jennifer confirms that both applicants identify as minorities
 - Ursula confirms that any minority would be welcome

New Business

Trustee Training Online Edition

- NEKLS has canceled in person Trustee Trainings
- Need a quorum to have completed this training by September 1

Brad reports on the library’s actions taken in solidarity with Black Lives Matter

- Brad is working with SLIM to find a diverse candidate to create an internship of 25 hours a week and the library will pay for a year of their library school
 - Funded with Foundation money
- Task force dedicated to becoming an antiracist institution
- HR/Diversity Officer/Trainer position being developed

Adjournment

5:30 PM

Respectfully submitted,
Logan Isaman

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
June 2020									
REVENUES		This Month	Year to Date	Annual Budget	50% of Year		Jun-19	YTD 2019	
Tax Fund		\$ 1,734,128.01	\$ 4,454,851.50	\$ 4,782,000.00	93.16%		\$ 1,736,947.31	\$ 4,260,114.04	
Fees		\$ 670.34	\$ 7,606.33	\$ 35,000.00	21.73%		\$ 12,898.74	\$ 76,828.57	
NEKLS		\$ 23,000.00	\$ 48,000.00	\$ 95,000.00	50.53%		\$ 22,625.00	\$ 45,250.00	
State Aid		\$ -	\$ 27,991.57	\$ 25,000.00	111.97%		\$ -	\$ 27,594.52	
Photo Copies		\$ 6.75	\$ 4,779.54	\$ 20,000.00	23.90%		\$ 1,930.72	\$ 10,805.53	
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00	16.67%		\$ -	\$ 4,500.00	
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00	-0.50%		\$ 725.00	\$ 3,950.00	
Interest		\$ 12.18	\$ 2,271.24	\$ 25,000.00	9.08%		\$ 1,618.70	\$ 13,554.28	
Miscellaneous		\$ -	\$ 374.85	\$ -			\$ 1,281.82	\$ 4,983.50	
Total Revenues		\$1,757,817.28	\$4,547,350.03	\$4,996,000.00	91.02%		\$1,778,027.29	\$4,447,580.44	
EXPENSES									
Salaries & Wages		\$ 222,967.59	\$ 1,369,637.43	\$ 2,820,000.00	48.57%		\$ 217,670.19	\$ 1,299,819.85	
Employee Benefits		\$ 26,300.04	\$ 161,249.95	\$ 340,000.00	47.43%		\$ 27,247.98	\$ 160,046.29	
Payroll Taxes		\$ 37,315.38	\$ 230,750.17	\$ 490,000.00	47.09%		\$ 37,072.41	\$ 222,227.30	
Utilities		\$ 5,714.49	\$ 41,610.77	\$ 96,000.00	43.34%		\$ 5,919.41	\$ 46,918.47	
Building Supplies		\$ 1,588.46	\$ 9,518.00	\$ 20,000.00	47.59%		\$ 1,162.27	\$ 7,996.96	
Building Repairs & Maintenance		\$ 8,773.36	\$ 46,916.64	\$ 55,000.00	85.30%		\$ 2,074.44	\$ 27,688.20	
Library Supplies		\$ 4,227.12	\$ 10,627.60	\$ 25,000.00	42.51%		\$ 770.53	\$ 5,876.80	
Books & Materials		\$ 42,626.15	\$ 300,492.17	\$ 700,000.00	42.93%		\$ 41,832.88	\$ 299,581.85	
Processing Supplies		\$ 1,295.13	\$ 18,173.85	\$ 50,000.00	36.35%		\$ 4,301.13	\$ 29,402.74	
Equipment		\$ -	\$ 11,153.99	\$ 10,000.00	111.54%		\$ -	\$ 9,737.63	
Software and Licenses		\$ 1,502.20	\$ 1,862.20				\$ -	\$ 2,629.21	
Copiers		\$ 640.14	\$ 4,382.29				\$ 719.26	\$ 3,660.29	
Supplies		\$ 195.71	\$ 2,011.61	\$ 30,000.00			\$ 439.28	\$ 3,581.50	
Hardware		\$ -	\$ -				\$ -	\$ -	
Telephone Maintenance		\$ -	\$ -				\$ -	\$ -	
Collections		\$ 11,177.48	\$ 40,475.11				\$ 5,382.42	\$ 35,512.41	
Internet and Phone		\$ 66.16	\$ 1,932.50				\$ 592.26	\$ 1,911.74	
Public Access		\$ 71.80	\$ 19,658.80				\$ -	\$ 71,791.76	
Technology		\$ 13,653.49	\$ 70,322.51	\$ 250,000.00	28.13%		\$ 7,133.22	\$ 119,086.91	
Insurance		\$ -	\$ 11,547.50	\$ 17,000.00	67.93%		\$ -	\$ 11,343.00	
Shipping		\$ 5,016.10	\$ 10,826.23	\$ 16,000.00	67.66%		\$ 5,401.92	\$ 11,463.43	
Professional Development		\$ 1,800.00	\$ 7,556.16	\$ 30,000.00	25.19%		\$ (878.34)	\$ 12,015.67	
Book Van & Mileage		\$ 97.76	\$ 707.39	\$ 2,000.00	35.37%		\$ 691.95	\$ 1,242.90	
Programs		\$ 537.98	\$ 4,191.02	\$ 20,000.00	20.96%		\$ 2,184.45	\$ 9,587.80	
Professional Fees		\$ 845.41	\$ 14,491.52	\$ 25,000.00	57.97%		\$ 5,767.44	\$ 27,661.22	
Advertising & Marketing		\$ 627.43	\$ 8,987.79	\$ 30,000.00	29.96%		\$ 3,716.39	\$ 16,287.33	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	
Miscellaneous		\$ (523.85)	\$ 727.82	\$ -			\$ 1,180.70	\$ 2,582.12	
Total Expenses		\$ 372,862.04	\$ 2,329,488.51	\$ 4,996,000.00	46.63%		\$ 363,248.97	\$2,320,566.47	
CASH BALANCES									
Cash Reserves		\$ 50,237.56	included in checking						
Checking		\$ 2,871,890.33							
Capital Improvement		\$ 681,473.20							

Lawrence Public Library 2020 Outside Funding Report													
		1/1/2020	March	March	April	April	May	May	June	June			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS													
	KPR-Advertising	\$ -		\$ 38.75		\$ 240.00		\$ 477.50		\$ 242.50	\$ 3,611.25		
	Summer Reading - ALL	\$ 7,521.27			\$ 15,000.00	\$ 3,120.00		\$ 11,146.99		\$ 3,672.29	\$ 4,581.99		
	Aquarium	\$ (5.71)		\$ 300.00				\$ 600.00	\$ 475.72	\$ 300.00	\$ 1,970.01		
	Kanopy 2020	\$ 20,000.00		\$ 1,209.00		\$ 1,670.00		\$ 2,925.00		\$ 2,722.00	\$ 10,197.00		
	Volunteers	\$ 705.63									\$ 705.63		
	Read Across Lawrence 2020	\$ 2,212.56		\$ 321.79							\$ (6,175.37)		
	Block Grant	\$ 119,842.96			\$ (15,000.00)			\$ 650.00		\$ 2,230.00	\$ 91,686.58		
		\$ 151,591.69	\$ -	\$ 1,869.54	\$ -	\$ 5,030.00	\$ -	\$ 15,799.49	\$ 475.72	\$ 9,166.79	\$ 106,577.09		
FOUNDATION													
	Kansas Health Foundation	\$ 1,735.71									\$ 1,685.71		
	Salaries/Taxes - Isaman/Hyde	\$ (12,043.88)		\$ 8,500.96	\$ 25,502.88	\$ 8,500.95		\$ 8,500.95		\$ 8,500.96	\$ (24,187.88)		
	Foundation Expenses to be reimbursed	\$ (4,655.92)		\$ 1,449.99	\$ 3,833.56					\$ 57.50	\$ (57.50)		
	Census - Winter Family				\$ 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		\$ 26.01							\$ 164.90		
	Weinberg/Jedel YS/YA	\$ 17,642.91									\$ 18,868.74		
	Milliken Fund	\$ 1,465.49		\$ 65.99		\$ 25.28		\$ 25.00			\$ 983.36		
	Sound & Vision	\$ -									\$ -		
	Camin Memorial	\$ 242.79									\$ 242.79		
	Storytime @Home/Juanita Marsh	\$ 851.41									\$ 803.42		
	Harrison Music Storytellers	\$ (853.59)									\$ -		
	Dr. Bob	\$ (356.62)									\$ -		
	Seed Library	\$ 1,393.88									\$ 957.44		
	Crowe Fund	\$ 622.95		\$ 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	\$ 42,000.00	\$ 10,071.01	\$ 32,250.04	\$ 24,906.69	\$ -	\$ 10,512.70	\$ -	\$ 8,558.46	\$ 110,687.79		
OTHER													
	Memorials/Honor with Books/Bauleke	\$ 2,035.72								\$ 51.42	\$ 1,839.18		
	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	\$ (37.29)				\$ (519.19)		\$ 104.75		\$ 1,255.50		
		\$ 7,537.30	\$ (37.29)	\$ -	\$ -	\$ -	\$ (519.19)	\$ -	\$ 104.75	\$ 51.42	\$ 7,435.53		
		\$ 253,733.45											
	Month Total		\$ 41,962.71	\$ 11,940.55	\$ 32,250.04	\$ 29,936.69	\$ (519.19)	\$ 26,312.19	\$ 580.47	\$ 17,776.67	YTD Income	\$ 99,484.54	
											YTD Expense	\$ 128,517.58	

Lawrence Public Library
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,264,574.39	901,982.62	362,591.77	40.2%
Checking	1,607,315.94	1,843,091.11	-235,775.17	-12.8%
Capital Improvement at MIP	681,473.20	668,401.67	13,071.53	2.0%
Total Checking/Savings	<u>3,553,363.53</u>	<u>3,413,475.40</u>	<u>139,888.13</u>	<u>4.1%</u>
Total Current Assets	<u>3,553,363.53</u>	<u>3,413,475.40</u>	<u>139,888.13</u>	<u>4.1%</u>
Other Assets				
Petty Cash	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
Total Other Assets	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
TOTAL ASSETS	<u>3,554,063.53</u>	<u>3,414,716.15</u>	<u>139,347.38</u>	<u>4.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	<u>45,875.22</u>	<u>46,274.28</u>	<u>-399.06</u>	<u>-0.9%</u>
Total Accounts Payable	<u>45,875.22</u>	<u>46,274.28</u>	<u>-399.06</u>	<u>-0.9%</u>
Other Current Liabilities				
Payroll Liabilities	<u>74.99</u>	<u>-122.55</u>	<u>197.54</u>	<u>161.2%</u>
Total Other Current Liabilities	<u>74.99</u>	<u>-122.55</u>	<u>197.54</u>	<u>161.2%</u>
Total Current Liabilities	<u>45,950.21</u>	<u>46,151.73</u>	<u>-201.52</u>	<u>-0.4%</u>
Total Liabilities	<u>45,950.21</u>	<u>46,151.73</u>	<u>-201.52</u>	<u>-0.4%</u>
Equity				
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	<u>2,188,828.48</u>	<u>2,147,841.54</u>	<u>40,986.94</u>	<u>1.9%</u>

Lawrence Public Library
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
Total Equity	3,508,113.32	3,368,564.42	139,548.90	4.1%
TOTAL LIABILITIES & EQUITY	<u>3,554,063.53</u>	<u>3,414,716.15</u>	<u>139,347.38</u>	<u>4.1%</u>

Lawrence Public Library
Revenues & Expenses
June 2020

	<u>Jun 20</u>
Ordinary Income/Expense	
Income	
Gifts-Other	475.72
Grants	23,000.00
Interest	12.18
Merchandise Sales	104.75
Fees	670.34
Photo Copies	6.75
Tax Fund	1,734,128.01
	<hr/>
Total Income	1,758,397.75
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Gross Profit	1,758,397.75
Expense	
Payroll Expenses	249,267.63
Payroll Taxes	38,556.89
Utilities - Electric	5,714.49
Building Supplies	1,588.46
Building Repairs & Maintenance	8,773.36
Library & Office Supplies	4,227.12
Books & Materials	42,626.15
Processing Supplies	1,295.13
Technology	13,653.49
Shipping	5,016.10
Professional Development	1,800.00
Bookvan & Mileage	97.76
Program Expense	537.98

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

	<u>Jun 20</u>
Professional Fees	845.41
Advertising	627.43
Miscellaneous	-523.85
FOUNDATION FUNDING	7,316.95
FRIENDS FUNDING	9,218.21
Total Expense	<u>390,638.71</u>
Net Ordinary Income	<u>1,367,759.04</u>
Net Income	<u><u>1,367,759.04</u></u>

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Jul 16, 20
Advance Insurance Company	627.85
Amazon	2,828.16
ASI	50.00
Bibliocommons Inc.	57,250.00
Century Business Technologies	640.14
Deluxe Corporation	30.00
Ed Skoog	500.00
EnvisionWare Inc.	1,502.20
Erin Urich	50.00
Everygy	6,265.60
Findaway World LLC	536.63
Gale/Cengage Learning	237.91
Ingram Library Services	15,728.34
Jayhawk Power	235.93
Jayhawk Tropical Fish	300.00
Kanopy LLC	2,457.00
KanREN	8,606.40
Kansas Public Radio	285.00
Kennedy Glass	375.00
Lawrence Sign Up LLC	1,168.00
Mark Pagano	675.00
Matt Seidel	50.00
Midwest Tape	18,717.37
NEKLS	122.50
OCLC, Inc.	11,177.48
Omega Door & Hardware	120.00
OverDrive	14,583.33
P1 Group, Inc.	5,455.00
Peter Wright	50.00
Pur-O-Zone, Inc.	1,160.00
Quill Corporation	255.89
Scott's Quality Plastering & Stucco LLC	7,200.00
Shannon Polly & Associates	1,800.00
U.S. Bank - Mastercard	5,462.92
United Parcel Service	249.80
VenMill Industries, Inc.	1,368.73
Withers	174.40
World Archives	5,545.00
TOTAL	173,841.58

1:16 PM
07/16/20

Lawrence Public Library
Check Detail
July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	07/20/2020	Advance Insurance Company	Checking	
Bill	August 2020	07/14/2020		Group Life Insurance	-627.85
TOTAL					-627.85
Bill Pmt -Check	Electronic	07/20/2020	ASI	Checking	
Bill	June 2020	06/30/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	07/20/2020	Deluxe Corporation	Checking	
Bill	E-checks	07/15/2020		Library & Office Suppli...	-30.00
TOTAL					-30.00
Bill Pmt -Check	Electronic	07/20/2020	Evergy	Checking	
Bill		07/14/2020		Utilities - Electric	-6,265.60
TOTAL					-6,265.60
Bill Pmt -Check	Electronic	07/20/2020	U.S. Bank - Mastercard	Checking	
Bill		06/29/2020		Bookvan & Mileage	-69.65
				Adult Programming	-37.98
				Summer Reading - ALL	-8.00
				Summer Reading - ALL	-318.62
				Professional Fees	-665.10
				Shipping	-135.08
				Library & Office Suppli...	-1,988.71
				Miscellaneous	-99.00
				Advertising	-465.43
				Building Supplies	-585.24
				Building Repairs & Mai...	-541.95
				Supplies	-195.71
				Public Access	-71.80
				Telephone	-66.16
				FOUNDATION FUNDI...	-57.50
				Books & Materials	-16.95
				Books & Materials	-16.42
				Books & Materials	-19.95
				Books & Materials	-29.98
				Books & Materials	-23.94
				Periodicals	-49.75
TOTAL					-5,462.92
Bill Pmt -Check	Electronic	07/20/2020	United Parcel Service	Checking	
Bill	1270	07/14/2020		Shipping	-249.80
TOTAL					-249.80

1:16 PM
07/16/20

Lawrence Public Library
Check Detail
July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28874	07/20/2020	Amazon	Checking	
Bill	8688261	06/29/2020		Books & Materials	-259.80
Bill	8688261	06/29/2020		Books & Materials	-29.95
Bill	2923413	06/29/2020		Books & Materials	-57.48
Bill	2923413	06/29/2020		Books & Materials	-40.84
Bill	8095413	06/30/2020		Library & Office Suppli...	-172.00
Bill	0147411	06/30/2020		Summer Reading - ALL	-29.98
Bill	2088206	06/30/2020		Building Supplies	-34.75
Bill	5705056	06/30/2020		Building Supplies	-36.16
Bill	9242623	06/30/2020		Building Supplies	-24.80
Bill	2088206	06/30/2020		Building Supplies	-24.99
Bill	5705056	06/30/2020		Building Supplies	-191.64
Bill	6575440	06/30/2020		Books & Materials	-293.00
				Books & Materials	-283.74
				Books & Materials	-29.99
				Books & Materials	-49.98
Bill	9416252	06/30/2020		Books & Materials	-19.99
Bill	3493037	06/30/2020		Books & Materials	-49.94
Bill	9416252	06/30/2020		Books & Materials	-30.50
Bill	6155464	06/30/2020		Books & Materials	-14.23
Bill	7529855	06/30/2020		Books & Materials	-17.21
Bill	3493037	06/30/2020		Books & Materials	-89.64
Bill	6222621	06/30/2020		Books & Materials	-13.50
Bill	1244230	06/30/2020		Books & Materials	-59.32
				Books & Materials	-19.95
Bill	4349865	06/30/2020		Books & Materials	-16.94
Bill	6654616	06/30/2020		Books & Materials	-59.88
Bill	3493037	06/30/2020		Books & Materials	-14.02
Bill	0531403	06/30/2020		Books & Materials	-20.71
Bill	1674605	07/15/2020		Books & Materials	-269.10
				Books & Materials	-13.51
				Books & Materials	-11.49
				Books & Materials	-133.30
Bill	9416252	07/15/2020		Books & Materials	-14.99
Bill	7013810	07/15/2020		Books & Materials	-18.23
Bill	6400201	07/15/2020		Books & Materials	-17.41
Bill	1645049	07/15/2020		Books & Materials	-10.99
Bill	1645049	07/15/2020		Books & Materials	-11.66
Bill	7178644	07/15/2020		Books & Materials	-28.22
Bill	0833845	07/15/2020		Books & Materials	-19.57
Bill	9718610	07/15/2020		Books & Materials	-11.99
Bill	5654608	07/15/2020		Books & Materials	-19.92
Bill	6779462	07/15/2020		Books & Materials	-13.18
Bill	8108257	07/15/2020		Books & Materials	-7.97
Bill	5200202	07/15/2020		Books & Materials	-21.26
Bill	9196259	07/15/2020		Books & Materials	-16.56
				Books & Materials	-51.96
				Books & Materials	-79.68
Bill	5200202	07/15/2020		Books & Materials	-12.49
Bill	4574642	07/15/2020		Books & Materials	-12.98
Bill	9079410	07/15/2020		Books & Materials	-8.95
Bill	9416252	07/15/2020		Books & Materials	-21.84
TOTAL					-2,812.18

1:16 PM
07/16/20

Lawrence Public Library
Check Detail
July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28875	07/20/2020	Bibliocommons Inc.	Checking	
Bill	1508	07/14/2020		Public Access	-57,250.00
TOTAL					-57,250.00
Bill Pmt -Check	28876	07/20/2020	Century Business Technologies	Checking	
Bill	560024	06/30/2020		Copying	-171.30
Bill	561567	07/14/2020		Copying	-468.84
TOTAL					-640.14
Bill Pmt -Check	28877	07/20/2020	Ed Skoog	Checking	
Bill	Book Talk	06/30/2020		Adult Programming	-500.00
TOTAL					-500.00
Bill Pmt -Check	28878	07/20/2020	EnvisionWare Inc.	Checking	
Bill	INV-US-48...	06/30/2020		Software & Licenses	-1,502.20
TOTAL					-1,502.20
Bill Pmt -Check	28879	07/20/2020	Erin Urich	Checking	
Bill	8-7-20	07/14/2020		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28880	07/20/2020	Findaway World LLC	Checking	
Bill	322405	06/30/2020		Books & Materials	-536.63
TOTAL					-536.63
Bill Pmt -Check	28881	07/20/2020	Gale/Cengage Learning	Checking	
Bill	70760029	06/30/2020		Books & Materials	-26.59
Bill	70709852	06/30/2020		Books & Materials	-26.59
Bill	70640211	06/30/2020		Books & Materials	-26.59
Bill	70640361	06/30/2020		Books & Materials	-53.18
Bill	70911390	07/15/2020		Books & Materials	-104.96
TOTAL					-237.91

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Lawrence Public Library
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July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28882	07/20/2020	Ingram Library Services	Checking	
Bill	46677690	06/29/2020		Books & Materials	-317.09
Bill	46637396	06/29/2020		Books & Materials	-30.06
Bill	46637394	06/29/2020		Books & Materials	-157.99
Bill	46588428	06/29/2020		Books & Materials	-828.24
Bill	46541262	06/29/2020		Books & Materials	-154.08
Bill	46475608	06/29/2020		Books & Materials	-288.50
Bill	46497158	06/29/2020		Books & Materials	-306.71
Bill	46468525	06/29/2020		Books & Materials	-102.10
Bill	46442946	06/29/2020		Books & Materials	-103.29
Bill	46442948	06/29/2020		Books & Materials	-39.42
Bill	46456783	06/29/2020		Books & Materials	-179.26
Bill	46389760	06/29/2020		Books & Materials	-1,482.44
Bill	46389758	06/29/2020		Books & Materials	-157.88
Bill	46357783	06/29/2020		Books & Materials	-92.65
Bill	46357781	06/29/2020		Books & Materials	-114.07
Bill	46341797	06/29/2020		Books & Materials	-184.12
Bill	46286764	06/29/2020		Books & Materials	-800.32
Bill	46335807	06/29/2020		Books & Materials	-28.52
Bill	46308879	06/29/2020		Books & Materials	-18.13
Bill	46296588	06/29/2020		Books & Materials	-207.93
Bill	46261604	06/29/2020		Books & Materials	-165.37
Bill	46273473	06/29/2020		Books & Materials	-67.70
Bill	46427148	06/29/2020		GGIFT	-15.93
Bill	46427149	06/29/2020		GGIFT	-0.82
Bill	46389762	06/29/2020		GGIFT	-33.03
Bill	46389763	06/29/2020		GGIFT	-1.64
Bill	46677691	06/29/2020		Processing Supplies	-51.19
Bill	46637397	06/29/2020		Processing Supplies	-3.61
Bill	46637395	06/29/2020		Processing Supplies	-15.74
Bill	46588429	06/29/2020		Processing Supplies	-68.06
Bill	46541263	06/29/2020		Processing Supplies	-14.92
Bill	46475609	06/29/2020		Processing Supplies	-34.61
Bill	46497159	06/29/2020		Processing Supplies	-34.78
Bill	46468526	06/29/2020		Processing Supplies	-12.61
Bill	46442947	06/29/2020		Processing Supplies	-10.01
Bill	46442949	06/29/2020		Processing Supplies	-4.76
Bill	46456784	06/29/2020		Processing Supplies	-22.79
Bill	46389761	06/29/2020		Processing Supplies	-143.15
Bill	46389759	06/29/2020		Processing Supplies	-16.41
Bill	46357784	06/29/2020		Processing Supplies	-4.10
Bill	46357782	06/29/2020		Processing Supplies	-9.01
Bill	46341798	06/29/2020		Processing Supplies	-12.11
Bill	46286765	06/29/2020		Processing Supplies	-79.36
Bill	46335808	06/29/2020		Processing Supplies	-4.91
Bill	46308880	06/29/2020		Processing Supplies	-2.12
Bill	46296589	06/29/2020		Processing Supplies	-26.25
Bill	46261605	06/29/2020		Processing Supplies	-11.47
Bill	46273474	06/29/2020		Processing Supplies	-17.88
Bill	46923425	07/14/2020		YA/YS Programs-Wei...	-271.53
Bill	47021146	07/15/2020		YA/YS Programs-Wei...	-10.79
Bill	46949346	07/15/2020		Processing Supplies	-230.06
Bill	46949350	07/15/2020		Processing Supplies	-1.20
Bill	46949348	07/15/2020		Processing Supplies	-7.04
Bill	46961665	07/15/2020		Processing Supplies	-48.38
Bill	46897992	07/15/2020		Processing Supplies	-13.62
Bill	46836529	07/15/2020		Processing Supplies	-31.60
Bill	46891583	07/15/2020		Processing Supplies	-35.49
Bill	46891585	07/15/2020		Processing Supplies	-0.82
Bill	46880390	07/15/2020		Processing Supplies	-11.42

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Type	Num	Date	Name	Account	Paid Amount
Bill	46791545	07/15/2020		Processing Supplies	-151.00
Bill	46753980	07/15/2020		Processing Supplies	-23.62
Bill	46791547	07/15/2020		Processing Supplies	-31.99
Bill	46791549	07/15/2020		Processing Supplies	-30.34
Bill	46824856	07/15/2020		Processing Supplies	-35.73
Bill	46791551	07/15/2020		Processing Supplies	-6.00
Bill	46726994	07/15/2020		Processing Supplies	-85.46
Bill	46688334	07/15/2020		Processing Supplies	-16.72
Bill	46741176	07/15/2020		Processing Supplies	-18.82
Bill	46772919	07/15/2020		Processing Supplies	-0.30
Bill	46949345	07/15/2020		Books & Materials	-2,195.93
Bill	46949349	07/15/2020		Books & Materials	-98.85
Bill	46949347	07/15/2020		Books & Materials	-116.75
Bill	46961664	07/15/2020		Books & Materials	-350.00
Bill	46897991	07/15/2020		Books & Materials	-140.17
Bill	46836528	07/15/2020		Books & Materials	-314.91
Bill	46891582	07/15/2020		Books & Materials	-524.98
Bill	46891584	07/15/2020		Books & Materials	-15.96
Bill	46880389	07/15/2020		Books & Materials	-132.06
Bill	46791544	07/15/2020		Books & Materials	-1,259.20
Bill	46753979	07/15/2020		Books & Materials	-348.61
Bill	46791546	07/15/2020		Books & Materials	-282.26
Bill	46791548	07/15/2020		Books & Materials	-363.34
Bill	46824855	07/15/2020		Books & Materials	-268.70
Bill	46791550	07/15/2020		Books & Materials	-547.53
Bill	46726993	07/15/2020		Books & Materials	-846.38
Bill	46688333	07/15/2020		Books & Materials	-220.27
Bill	46741175	07/15/2020		Books & Materials	-139.39
Bill	46772918	07/15/2020		Books & Materials	-23.98
TOTAL					-15,728.34
Bill Pmt -Check	28883	07/20/2020	Jayhawk Power	Checking	
Bill	0051-1	07/14/2020		Building Repairs & Mai...	-235.93
TOTAL					-235.93
Bill Pmt -Check	28884	07/20/2020	Jayhawk Tropical Fish	Checking	
Bill	780760	06/30/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	28885	07/20/2020	Kanopy LLC	Checking	
Bill	203536-PPU	07/15/2020		Kanopy	-2,457.00
TOTAL					-2,457.00
Bill Pmt -Check	28886	07/20/2020	KanREN	Checking	
Bill	200713010...	07/14/2020		Internet	-8,606.40
TOTAL					-8,606.40

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28887	07/20/2020	Kansas Public Radio	Checking	
Bill	146156	07/14/2020		Advertising Gift Fund	-285.00
TOTAL					-285.00
Bill Pmt -Check	28888	07/20/2020	Kennedy Glass	Checking	
Bill	IO15533	06/30/2020		Library & Office Suppli...	-375.00
TOTAL					-375.00
Bill Pmt -Check	28889	07/20/2020	Lawrence Sign Up LLC	Checking	
Bill	13736	06/30/2020		Advertising	-162.00
Bill	13414	07/14/2020		Advertising	-80.00
Bill	13625	07/15/2020		Advertising	-926.00
TOTAL					-1,168.00
Bill Pmt -Check	28890	07/20/2020	Mark Pagano	Checking	
Bill	6-11-20	06/30/2020		Summer Reading - ALL	-675.00
TOTAL					-675.00
Bill Pmt -Check	28891	07/20/2020	Matt Seidel	Checking	
Bill	6-19-20	06/30/2020		Summer Reading - ALL	-50.00
TOTAL					-50.00
Bill Pmt -Check	28892	07/20/2020	Midwest Tape	Checking	
Bill	98979202	06/30/2020		Books & Materials	-239.12
Bill	98979203	06/30/2020		Books & Materials	-80.23
Bill	98992818	06/30/2020		Books & Materials	-44.99
Bill	98992816	06/30/2020		Books & Materials	-362.87
Bill	99018731	06/30/2020		Books & Materials	-145.22
Bill	99018732	06/30/2020		Books & Materials	-204.60
Bill	99021130	06/30/2020		Books & Materials	-74.98
Bill	99019958	06/30/2020		Books & Materials	-234.66
Bill	99019958	06/30/2020		Books & Materials	-115.85
Bill	99051871	06/30/2020		Books & Materials	-38.24
Bill	99051849	06/30/2020		Books & Materials	-304.92
Bill	99051848	06/30/2020		Books & Materials	-434.79
Bill	99055910	06/30/2020		Books & Materials	-54.74
Bill	99053598	06/30/2020		Books & Materials	-237.69
Bill	99084395	06/30/2020		Books & Materials	-22.48
Bill	99113455	07/15/2020		Processing Supplies	-197.90
Bill	99113453	07/15/2020		Books & Materials	-170.94
Bill	99103639	07/15/2020		Books & Materials	-45.71
Bill	99108239	07/15/2020		Books & Materials	-167.95
Bill	99120950	07/15/2020		Books & Materials	-691.13
Bill	99090216	07/15/2020		Books & Materials	-154.96
Bill	99090214	07/15/2020		Books & Materials	-315.64
Bill				Books & Materials	-138.78

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Type	Num	Date	Name	Account	Paid Amount
Bill	99080125	07/15/2020		Books & Materials	-161.19
Bill	99080122	07/15/2020		Books & Materials	-64.15
Bill	99080123	07/15/2020		Books & Materials	-19.49
Bill	99069893	07/15/2020		Books & Materials	-309.58
Bill	99069894	07/15/2020		Books & Materials	-233.94
Bill	99086119	07/15/2020		Books & Materials	-13,450.63
TOTAL					-18,717.37
Bill Pmt -Check	28893	07/20/2020	NEKLS	Checking	
Bill	52920	06/30/2020		Processing Supplies	-122.50
TOTAL					-122.50
Bill Pmt -Check	28894	07/20/2020	OCLC, Inc.	Checking	
Bill	1000000295	06/30/2020		Collections	-5,588.74
Bill	1000049736	07/14/2020		Collections	-5,588.74
TOTAL					-11,177.48
Bill Pmt -Check	28895	07/20/2020	Omega Door & Hardware	Checking	
Bill	29868	07/14/2020		Building Repairs & Mai...	-120.00
TOTAL					-120.00
Bill Pmt -Check	28896	07/20/2020	OverDrive	Checking	
Bill	06809DA2...	06/30/2020		Books & Materials	-622.72
Bill	06809DA2...	06/30/2020		Books & Materials	-103.50
Bill	06809CO2...	06/30/2020		Books & Materials	-233.84
Bill	06809CO2...	06/30/2020		Books & Materials	-783.60
Bill	06809CO2...	06/30/2020		Books & Materials	-725.62
Bill	06809CO2...	06/30/2020		Books & Materials	-188.87
Bill	06809CO2...	06/30/2020		Books & Materials	-501.26
Bill	06809CO2...	06/30/2020		Books & Materials	-1,143.30
Bill	06809CO2...	06/30/2020		Books & Materials	-1,277.11
Bill	06809CP2...	06/30/2020		Books & Materials	-296.89
Bill	06809CO2...	06/30/2020		Books & Materials	-325.96
Bill	06809CO2...	06/30/2020		Books & Materials	-90.00
Bill	06809CO2...	06/30/2020		Books & Materials	-377.43
Bill	06809DA2...	06/30/2020		Books & Materials	-17.99
Bill	06809DA2...	06/30/2020		Books & Materials	-132.30
Bill	06809DA2...	06/30/2020		Books & Materials	-1,114.35
Bill	06809DA2...	06/30/2020		Books & Materials	-83.97
Bill	06809CO2...	07/15/2020		Books & Materials	-204.95
Bill	06809CO2...	07/15/2020		Books & Materials	-352.76
Bill	06809CO2...	07/15/2020		Books & Materials	-593.98
Bill	06809CO2...	07/15/2020		Books & Materials	-543.33
Bill	06809CO2...	07/15/2020		Books & Materials	-333.24
Bill	06809CO2...	07/15/2020		Books & Materials	-415.37
Bill	06809CO2...	07/15/2020		Books & Materials	-505.43
Bill	06809CO2...	07/15/2020		Books & Materials	-915.41
Bill	06809CO2...	07/15/2020		Books & Materials	-312.19
Bill	06809CO2...	07/15/2020		Books & Materials	-314.44
Bill	06809DA2...	07/15/2020		Books & Materials	-355.44
Bill	06809DA2...	07/15/2020		Books & Materials	-85.50

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Check Detail
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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	07/15/2020		Books & Materials	-481.24
Bill	06809DA2...	07/15/2020		Books & Materials	-622.95
Bill	06809CO2...	07/15/2020		Books & Materials	-528.39
TOTAL					-14,583.33
Bill Pmt -Check	28897	07/20/2020	P1 Group, Inc.	Checking	
Bill	81681	07/14/2020		Building Repairs & Mai...	-5,455.00
TOTAL					-5,455.00
Bill Pmt -Check	28898	07/20/2020	Peter Wright	Checking	
Bill	7-27-20	07/14/2020		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28899	07/20/2020	Pur-O-Zone, Inc.	Checking	
Bill	806210	06/30/2020		Building Supplies	-311.54
Bill	806387	06/30/2020		Building Supplies	-15.68
Bill	806372	06/30/2020		Building Supplies	-140.58
Bill	806720	06/30/2020		Building Supplies	-48.68
Bill	807935	07/14/2020		Building Supplies	-429.12
Bill	808119	07/14/2020		Building Supplies	-214.40
TOTAL					-1,160.00
Bill Pmt -Check	28900	07/20/2020	Quill Corporation	Checking	
Bill	8048333	07/14/2020		Library & Office Suppli...	-255.89
TOTAL					-255.89
Bill Pmt -Check	28901	07/20/2020	Scott's Quality Plastering & St...	Checking	
Bill	387	06/30/2020		Building Repairs & Mai...	-7,200.00
TOTAL					-7,200.00
Bill Pmt -Check	28902	07/20/2020	Shannon Polly & Associates	Checking	
Bill	1347	06/30/2020		Admin. Dept.	-1,800.00
TOTAL					-1,800.00
Bill Pmt -Check	28903	07/20/2020	VenMill Industries, Inc.	Checking	
Bill	11832	06/30/2020		Library & Office Suppli...	-1,368.73
TOTAL					-1,368.73

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July 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28904	07/20/2020	Withers	Checking	
Bill	214655	06/30/2020		Building Supplies	-174.40
TOTAL					-174.40
Bill Pmt -Check	28905	07/20/2020	World Archives	Checking	
Bill	265713	07/15/2020		Periodicals	-5,545.00
TOTAL					-5,545.00

Lawrence Public Library

Monthly Statistical Summary--June 2020

INDICATOR	June		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	1.40	7.63	-82%			
Reference Transactions per Capita	0.31	1.45	-79%			
Program Attendance per Capita	0.45	0.92	-51%			
Circulation per Capita	8.28	13.62	-39%			
Circulation per Visit	5.91	1.79	231%			
Total Holdings per Capita	2.03	2.04	0%			
% of Lawrence Residents Registered	43%	58%	-26%			

Circulation--Adult Total	48,726	73,515	-34%	301,653	423,462	-29%
Circulation--Young Adult Total	3,003	5,012	-40%	18,085	23,592	-23%
Circulation--Youth Total	19,362	35,830	-46%	109,371	176,451	-38%
Circulation--Total	71,091	114,357	-38%	429,109	623,865	-31%

Reference Transactions	2,623	12,211	-79%	27,637	66,188	-58%
User Visits	11,976	64,077	-81%	140,451	324,668	-57%
LPL Web Site Visits	21,905	19,714	11%	113,308	117,439	-4%

Holdings--Added	2,745	2,989	-8%	13,704	18,070	-24%
Holdings--Withdrawn	3,507	2,819	24%	10,773	18,259	-41%
Holdings--Total	208,843	205,874	1%			

Active Cardholders--Added	356	855	-58%			
Active Cardholders--Total	53,749	71,538	-25%			

Adult Programs	11	26	-58%	97	133	-27%
Young Adult Programs	7	16	-56%	58	105	-45%
Youth Programs	40	83	-52%	138	430	-68%
Total Programs	58	125	-54%	293	668	-56%
Total Program Attendance	3,878	7,751	-50%	27,105	30,461	-11%
Public Uses of Meeting Rooms	0	772	-100%	2,317	5,112	-55%

Total Paid Staff (FTE)	64.23	68.36	-6%			
Total Number of Employees	81	93	-13%			

Lawrence Public Library

Monthly Statistical Report--June 2020

	June		Percent		YTD	YTD	Percent
	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
OUTPUT MEASURES							
Service Area Population	102,980	100,736	2%				
User Visits per Capita	1.40	7.63	-82%				
Reference Transactions per Capita	0.31	1.45	-79%				
Program Attendance per Capita	0.45	0.92	-51%				
Circulation per Capita	8.28	13.62	-39%				
Total Holdings per Capita	2.03	2.04	-1%				
Collection Turnover--Total	4.14	6.75	-39%				
Collection Turnover--Adult	4.50	6.88	-35%				
Collection Turnover--Young Adult	2.85	4.84	-41%				
Collection Turnover--Youth	3.66	6.88	-47%				
Collection Turnover--Audiovisual	6.95	11.52	-40%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	25205	35698	-29%		147842	201482	-27%
Circulation--Adult Periodicals	573	948	-40%		4355	6060	-28%
Circulation--Adult Feature Films & TV Shows	11880	22542	-47%		84164	138506	-39%
Circulation--Electronic Games	918	1932	-52%		5812	9803	-41%
Circulation--Adult Music CDs	1114	4663	-76%		11523	24953	-54%
Circulation--Adult Audio Books and Books on CD	9020	7595	19%		47587	41985	13%
Circulation--eReaders	0	1	-100%		0	7	-100%
Circulation--Other New	16	136	-88%		370	666	-44%
Circulation--Adult Total	48726	73515	-34%		301653	423462	-29%
Circulation--YA Books and Videos	2383	4419	-46%		14571	20586	-29%
Circulation--YA Periodicals	2	3	-33%		81	17	376%
Circulation--YA Audio Books and Books on CD	618	590	5%		3433	3349	3%
Circulation--YA Total	3003	5012	-40%		18085	23952	-24%
Circulation--Youth Books and Videos	17582	33258	-47%		98750	162829	-39%
Circulation--Youth Periodicals	21	140	-85%		133	534	-75%
Circulation--Youth Music CDs	193	461	-58%		1130	2200	-49%
Circulation--Youth Audio Books and Books on CD	1566	1971	-21%		9358	10888	-14%
Circulation--Youth Total	19362	35830	-46%		109371	176451	-38%

Lawrence Public Library	June		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Circulation--Bookmobile	475	1359	-65%		4079	6822	-40%
Circulation--Book Lockers	1295	1029	26%		4189	6039	-31%
Circulation--Total Books	45170	73375	-38%		261163	384897	-32%
Circulation--Total Periodicals	596	1091	-45%		4569	6611	-31%
Circulation--Total Audiovisual + Digital	25971	41468	-37%		168693	242401	-30%
Circulation Total	71091	114357	-38%		429109	623865	-31%
Staff Assisted Circulation	1885	4088	-54%		12416	25404	-51%
Self Check Circulation	20837	81033	-74%		184539	430722	-57%
Percent Self Check	92%	95%	-4%		94%	94%	-1%
Online Renewals	24025	15516	55%		103651	89824	15%
Other Staff Checkouts	91	89	2%		595	786	-24%
Requests Placed	23908	21433	12%		81018	122509	-34%
Requests Filled	22368	19256	16%		71988	110959	-35%
Requests Unclaimed	3631	2873	26%		10719	16069	-33%
Interlibrary Loan Items Borrowed for LPL Patrons	3	381	-99%		1343	2328	-42%
Interlibrary Loan Items Loaned from LPL Collection	41	634	-94%		1670	3436	-51%
OTHER LIBRARY SERVICES							
User Visits	11976	64077	-81%		140451	324668	-57%
Public Computer Usage	66	8431	-99%		15678	43668	-64%

Lawrence Public Library	June		Percent		YTD	YTD
Monthly Statistical Report	2020	2019	Change		2020	2019
			2019-2020			2019-2020
Adult Reference Transactions	193	1460	-87%		3678	7708
Young Adult Reference Transactions	0	1230	-100%		1894	5732
Youth Reference Transactions	32	1640	-98%		2321	7808
IT Desk	0	1305	-100%		2966	7721
Welcome Desk	0	1137	-100%		2859	7431
Phone Calls	1442	1673	-14%		5813	11936
Accounts Desk	956	3766	-75%		7925	17852
Materials Handling	0				181	
Total Reference Transactions	2623	12211	-79%		27637	66188
Public-Sponsored Uses of Meeting Rooms	0	772	-100%		2317	5112
Website Users	21905	19714	11%		113308	117439
Website Sessions	50683	49012	3%		264866	291952
RESOURCES						
Holdings--Total	208843	205874	1%			
Holdings--Adult	131767	130061	1%			
Holdings--Young Adult	12684	12466	2%			
Holdings--Youth	64392	63347	2%			
Holdings--Audiovisual	44859	43182	4%			
Holdings--eReaders	0	1	-100%			
Holdings Added	2745	2989	-8%		13704	18070
Holdings Withdrawn (Weeded)	3507	2819	24%		10773	18259
Holdings Net Change	-1389	334	-516%		5440	1728
LIBRARY PATRONS						
Total Active Cardholders	53749	71538	-25%			
Cardholders Added	356	855	-58%		2534	3871
Cardholders Transacting	13031	15508	-16%		74369	86885
Percent of Cardholders Transacting	24%	22%	12%			
Total Number of Lawrence Residents Registered	43773	58307	-25%			
Percent of Lawrence Residents Registered	43%	58%	-27%			

Lawrence Public Library							
Monthly Statistical Report	June		Percent		YTD	YTD	Percent
	2020	2019	Change		2020	2019	Change
			2020-2019				2020-2019
PROGRAMMING							
Number of Adult Programs	11	26	-58%		97	133	-27%
Number of Young Adult Programs	7	16	-56%		58	105	-45%
Number of Youth Programs	40	83	-52%		138	430	-68%
Total Programs	58	125	-54%		293	668	-56%
Adult Program Attendance	478	2196	-78%		2585	5039	-49%
Young Adult Program Attendance	28	268	-90%		1967	3136	-37%
Youth Program Attendance	3372	5287	-36%		22553	22286	1%
Total Program Attendance	3878	7751	-50%		27105	30461	-11%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	64.23	68.36	-6%				
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.55	8%				
Number of Employees--Total	81	93	-13%				
Number of Employees--Full-Time	45	46	-2%				
Number of Employees--Part-Time	36	47	-23%				
Terminations	2	1	100%		8	11	-27%
Hirings	0	9	-100%		3	18	-83%
Volunteer Hours	44.25	897.2	-95%		144.75	4730.5	-97%

Select Online Statistics

Kanopy:

Visits - 10,085

Pages - 12,258

Plays - 2,437

Total User Accounts - 906

lynda.com

Active users - 2872

New users - 31

Users who logged in - 120

Total log-ins - 609

Hours viewed - 214.88

Hours viewed per user who logged in - 1.79

Hours viewed per log-in - .35

Library Director's Report for July 2020 – WFH Edition, Episode 4

Phase 3 of the library's reopening began June 29. This was a week later than we initially planned to allow for additional time to get the building prepared and create better procedural documents for staff. To the services previously offered, we added quick browsing of our collections and limited public computer access in the auditorium.

The emphasis is on quick visits and no hanging out. Not being a gathering place for our community is jarring, 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.

Traffic in the building has been steady, with about 400 to 600 people visiting a day. We have yet to reach our building limit of 50 visitors. You can see from our checkout numbers in the board packet we aren't anywhere near our pre-COVID numbers, but people are returning to the library and checking things out again.

I continue to spend a fair amount of time at our front door and in our front lobby. Welcoming back regulars as well as newcomers getting their first library card with us, it is lovely to see people in the building again. We receive considerable comments about the safety precautions we have put in place. Folks have told us they feel safe when they come in and applaud the way we are working to keep our staff safe as well. I feel very good about our current model.

Other than the time I'm spending on the floor, I have been working on some of our Diversity, Equity, and Inclusion (DEI) efforts. I am currently developing a job description for a DEI Coordinator position that would join our leadership team. I am consulting with Jannette Taylor, former CEO of the United Way of Douglas County, on building the position description. She has considerable experience working in the area of DEI and is an excellent consultant.

Additionally, I have begun conversations with Wooseob Jeong, the Dean of Emporia State's School of Library and Information Management, and his team about launching our internship program to recruit new Black librarians into our profession. They sound very excited about this opportunity to partner with us. Looking forward to getting something off the ground. I anticipate having something ready to go for the winter semester. More updates as this develops.

Lastly, you will find a memo from me in the board packet with an update to our 2021 budget. Revenue projections from the City were lower than we expected, and we decreased some of our non-tax revenue lines as well. Despite decreased revenue, I believe we can keep the mill flat and accomplish our goals for the upcoming year.

Respectfully submitted by Brad Allen, July 16, 2020

Monthly Departmental Reports

July 2020

Accounts: The entire Accounts staff is back working their normal hours. During hours open to the public we continue to staff the Accounts desk and Phone room, assisting patrons with all normal circulation issues. In the hours before we open to the public we assist with filing holds. In the evening after we close to the public, Accounts staff have been condition checking items coming out of quarantine. We continue to offer curbside pick up of holds for patrons in high risk categories for COVID-19. The book van is currently only visiting one full stop right now, though several are allowing us to drop off holds without coming into their facilities. We are planning on expanding our home delivery service to include patrons in high risk categories for COVID-19.

Cataloging & Collection Development: Catalogers and selectors have taken over the book drop responsibilities, moving items to quarantine. Catalogers are now working full days in the building and have caught up with their backlogs, and selectors are working half days in the building (for condition checking and weeding materials) and half days at home (responding to suggested purchases and ordering materials).

Facilities: We added one to our Team and increased the hours of another teammate to replace the one we lost in May plus a loss from the beginning of March. At the end of June, we assisted with setup for the current phase of allowing patrons into more of the building. We tucked away chairs and arranged partitions, tables and other furniture to prevent access to restricted areas. We helped setup barriers for the service desks (sneeze guards) and coordinated the installation of social distancing floor decals. Our Maintenance Lead (Phillip Howard) added much needed wall tile to several restrooms and continues to “freshen up” the walls wherever he can with fresh paint. Thanks to Brad and Parks & Rec the sidewalk directly south of the Library was power washed, so our Team will be taking a more active role in keeping it clean since we are back in full force. Beyond the morning deep cleaning of the building and then hourly cleaning of restrooms and high-touch points, we’ve been busy laundering & bagging donated cloth masks, bagging disposable masks, and keeping the rest of the staff supplied with fresh SAO and clean cloths (which means more laundry... so much laundry).

- Speaking of SAO: we’ve been using a lot lately, and it’s worth pointing out that utilizing Stabilized Aqueous Ozone is saving the Library almost \$8 a day!

Information Services: Info staff have resumed working their normal hours, and are staffing the Ask Desk and phone room, creating displays, and shelving nonfiction materials, with other projects underway off-desk and/or remotely. Our 3rd How-To Festival, held virtually this year, was another fun and well-received event. We had over 300 attendees tune in across 16 presentations, on topics ranging from birdwatching to yo-yos; viewers were both local and from other states. A parks & rec department in Florida even reached out to us to ask for advice on planning their own How-To Festival! We continue to work with partners to encourage 2020 Census participation and voter registration, and have put together an [Elections and Voting guide](#) to help voters find information on voting and candidates. Ariel LaGue, this summer’s Hall Center intern, is hard at work preparing videos of Douglas County WWII veterans’ oral histories to go online. One bittersweet note: Jill Mickel announced her decision to retire--we will miss her so! She will facilitate the July and August sessions of Mindful Crafting before she departs LPL.

Marketing: Worked with BLT and SLT to finalize the library’s reopening plan for Phase 3 (aka LPL Express) and get messaging in place (KPR, social media, website, media release, staff talking points,

Monthly Departmental Reports

July 2020

internal signage, banners, etc.) Worked with Kevin Corcoran and Joel Bonner to launch the [Kaw Valley Jukebox](#), the library's new regional music archive and streaming service on July 7 (branding, logo design, media release, social media) and will continue to assist as needed as we move to calls for submissions and merch like buttons, stickers, and even tees.) Transitioning away from MailChimp to Orange Boy direct email service full-time and will end MC subscription as soon as mailing list import is complete. Working on the Fall issue of the Reader magazine with a new focus on functionality as a "how to use the library from home" and making it an evergreen advocacy tool to augment our move to evolving our Outreach efforts. Currently working the Front Door shift (MON 10 AM-12 PM) and BLT Floater shift (TUE 12-2 PM) as well as being back in the library MON-TUE 9-6.

Materials Handling: Research from the REALM Project, a joint research project from the Online Computer Library Center (OCLC) and the Institute of Museum and Library Services (IMLS), showed that quarantining items for three days continues to be our best line of defense to ensure that all items circulated are free from the COVID virus. All departments continue to help serve patrons by pulling holds at least once a day and even twice a day Monday through Thursday. Patrons continue to utilize the lockers at Hy-Vee for easy access to their holds and now have access to the self-service holds shelves inside the library. Interlibrary Loan is again fully operational, though there are still many libraries nationwide that have not reopened their lending so fulfillment rates may be lower or slower than usual for our patrons.

Readers' Services: Most staff have resumed some sense of normal hours, with 2-3 staff being in the building at a time to staff the Readers' desk, shelve, pull holds, work door shifts, etc. There are a few content hours scheduled for in the building, but mostly I am having the staff work from home when they can. Most online programming continues - BYOB, Facebook Readers' Advisory, Twitter #AskALibrarian, and most of our book clubs. Short Story and Queer book club will be going on hiatus for a while. With the departure of Kaitlin Stanley, we are down to 6 in the department, but we feel right now that we are well covered and will work with Brad on when we might need to discuss rehiring the position. I did an interview with Jessie from NEKLS who was seeking help to plan and implement a Diversity, Equity, and Inclusion book club for the NEKLS librarians.

Technology: Technology staff have been mostly working full schedules in the building for the past several weeks. We are staffing a limited computer lab located in the auditorium. Most of our normal services are available including computer access, printing, copying, scanning, and faxing. Only eight public use computer stations are available with sessions limited to 60 minutes per patron per day. Usage of this service has climbed steadily week over week. Week two showed about 1.5x the usage as week one. Week three showed about 2x the usage as week one. There is still plenty of room to grow with the current arrangement. Week three usage so far represents about half of available computer hours. Other department functions continue with our studio manager Jim Barnes researching and working on improvements to the studio space as well as developing programming. Technology assistant Sean Wilson and coordinator Aaron Brumley have been working on a plan for remote patron assistance. Technology assistant Joel Bonner has been focused on the launch of the new local music repository, Kaw Valley Jukebox (music.lplks.org). Technology specialist Kim Fletcher continues to provide staff support remotely for ILS and other system administrative support.

Youth Services:

Monthly Departmental Reports

July 2020

YS staff are back in the building and working a combined desk for kids and teens. We have been busy weeding the collection, working on virtual programs, creating [book bundles](#) for people to check out quickly, and doing tasks we used to rely on volunteers for: shelving and pulling holds. Our summer reading software, Beanstack, has been a great tool to use for summer reading. We have 1600 registered users and about 1000 active readers. We're planning for fall programs to be totally virtual and reaching out to school librarians to see how we can be of help in the coming school year.

Friends & Foundation Director's Report – July 17, 2020

Book Sale Update. Thanks to meticulous planning on the part of Angela Hyde and the on-site and internet book sales committees, lots of activity is happening in the book sale garage:

- Volunteers are back! We've opened up our space in a very limited capacity to Friends volunteers. For now, volunteer hours are from 9 AM until 1 PM on weekdays. There is a limit of three volunteers in the space at a time and all volunteers need to stay masked while they are inside.
- Sales are back! We currently are trying out a personal shopping appointment system. Right now this option is open to Friends & Foundation members and we only allow one family group per appointment. If all goes well, we hope to open this up to everyone (non-members) on Monday, July 27.
- Donations are NOT back! We're taking things slow and easy for now. Most of our volunteers do not feel comfortable coming back until there is a vaccine or local cases decrease significantly. This means we are capacity limited, and we've got to clear out our shelves before we can bring in new books! When we do open for donations, it will be by appointment only.

Lawrence Green Spaces Art Project. The Friends & Foundation have partnered with Lawrence Magazine, Douglas County Community Foundation, the Kansas Land Trust and Mainline Printing on this incredible local parks project. Eleven local artists were commissioned to create WPA-style posters of Lawrence parks. Sales of these posters benefit the artists and the library. To date, the Friends & Foundation have earned more than \$10,000 by selling postcards and prints of the artwork. The artwork is currently on display in library lobby windows through the end of August. A huge THANK YOU goes to Friends & Foundation board member Mary Gage for spearheading this project.

Humanities CARES Act Relief Grant: Great news! The Friends & Foundation have received a grant for \$7,500 to help support the Friends & Foundation's payroll expenses. These are federal funds distributed to state humanities councils by the National Endowment for the Humanities from the CARES Act.

Walmart Grant. The Friends & Foundation have received a \$2,000 grant for the library's Summer Reading program from the Walmart Foundation. We are so grateful to the manager of the Walmart store at 6th and Congressional Drive for approving our application and making the grant possible.

Virtual Party In Place. Our week of bookish adult Summer Reading fun came to a big crescendo on Saturday, June 20th with the Party in Place. This virtual party featured Lawrence's new Librarian Party Girl, Paige Turner, who engaged our at-home audience with clever conversation and fabulous prizes. A huge shout-out goes to Friends & Foundation board members Brandon Eisman and Imani Wadud for putting themselves out there to celebrate and support the library's Summer Reading program. Thanks to donations from the Party in Place, the Walmart grant, and Jeff and Mary Weinberg, we were able to raise an additional \$10,000 for the library's Summer Reading program.

Event Rescheduling. We are working to reschedule our upcoming major author events:
Joy Harjo: Originally scheduled for November 2020; rescheduling for fall 2021
Susan Orlean: Originally scheduled for October 2020; rescheduling for spring 2021
Colson Whitehead: Originally scheduled for spring 2021; reschedule date pending.



TO: Lawrence Public Library Board of Trustees
FROM: Brad Allen, Director; Lawrence Public Library
DATE: July 16, 2020
RE: Lawrence Public Library 2021 Budget Update

On April 20, 2020, the Library submitted a request of \$5,045,000 to be levied by the City of Lawrence on behalf of the Library for our 2021 budget. You will remember that we determined this amount assuming a 5.5% increase in property valuation and no mill increase.

On Monday, July 6, 2020, I received our updated budget amount based on no mill increase. The number was \$4,903,000, or a 2.5% increase from our 2020 budget. This number is based on two factors: a 4.3% assessed valuation increase and an increase in the delinquency factor percentage. The City wisely is choosing a conservative approach to tax collection for 2021 by increasing the delinquency factor.

Additionally, I learned from the City that they expect to collect \$75,000 more this year than our adopted 2020 budget of \$4,782,000. We have two options on how that money could be dispersed: 1) an amended 2020 budget of \$4,857,000 or 2) carrying the money over to 2021. I asked that we receive the \$75,000 in our 2021 budget, making next year's budget request from the City to be \$4,978,000. Carryover is actually a simpler process for the City in that our budget does not need to be amended for 2020.

Lastly, our bookkeeper Denise Berkley and I examined our non-tax revenue lines and adjusted them downward given expected revenue losses in several revenue lines (see attached 2021 budget worksheet).

I recommend that the library board approve the attached budget that keeps our mill flat for 2021.

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2017-2021							
REVENUES		2017	2018	2019	2020	2021	Difference
Tax Fund		\$ 4,033,737.00	\$ 4,233,000.00	\$ 4,457,000.00	\$ 4,782,000.00	\$ 4,978,000.00	\$ 196,000.00
Lost and Repl Fees		\$ 170,000.00	\$ 148,400.00	\$ 150,000.00	\$ 35,000.00	\$ 15,000.00	\$ (20,000.00)
NEKLS		\$ 68,000.00	\$ 90,000.00	\$ 93,000.00	\$ 95,000.00	\$ 95,000.00	\$ -
State Aid		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ (10,000.00)
Coffee Shop Rent		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -	\$ (9,000.00)
Meeting Room Fees		\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ (5,000.00)
Interest		\$ 1,600.00	\$ 1,600.00	\$ 16,000.00	\$ 25,000.00	\$ 2,000.00	\$ (23,000.00)
Transfer from Cash Reserves						\$ 50,000.00	\$ 50,000.00
Total Revenues		\$4,330,337.00	\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,175,000.00	\$ 179,000.00
							\$ -
EXPENSES							\$ -
							\$ -
Salaries & Wages		\$ 2,450,000.00	\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,930,000.00	\$ 110,000.00
Employee Benefits		\$ 275,000.00	\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 380,000.00	\$ 40,000.00
Payroll Taxes		\$ 400,000.00	\$ 420,000.00	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 10,000.00
Utilities		\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 100,000.00	\$ 4,000.00
Building Supplies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance		\$ 35,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Library Supplies		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials		\$ 600,000.00	\$ 650,000.00	\$ 670,000.00	\$ 700,000.00	\$ 710,000.00	\$ 10,000.00
Books & Materials Supplies		\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 4,000.00
Equipment		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology		\$ 170,000.00	\$ 210,000.00	\$ 245,000.00	\$ 250,000.00	\$ 250,000.00	\$ -
Insurance		\$ 12,000.00	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 16,000.00	\$ (1,000.00)
Shipping		\$ 22,000.00	\$ 19,000.00	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 2,000.00
Professional Development		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Book Van & Mileage		\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Programs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Professional Fees		\$ 30,000.00	\$ 40,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Advertising & Marketing		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Capital Improvements		\$ 38,537.00	\$ 48,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
Miscellaneous							\$ -
							\$ -
Total Expenses		\$4,330,337.00	\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,175,000.00	\$ 179,000.00