

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

Library Director's report

Friends and Foundation report

Ongoing business

New business

- Welcome new board member Jennifer Bonilla-Scotten!
- Amendment to Library Board Bylaws – **ACTION ITEM**
- Virtual Appreciative Inquiry Summit consideration – Brad

Adjournment

Lawrence Public Library

Board of Trustees Meeting Minutes

July 20, 2020

Attending: Brady Flannery, Sarah Goodwin-Thiel, Judy Keller, Ursula Minor, David Vance, Kevan Vick, Jennifer Ananda, Craig Penzler

Staff Attending: Brad Allen, Aaron Brumley, Tricia Karlin, Kathleen Morgan, Erica Segraves

Call to Order

Ursula called the meeting to order at 4:32 pm

Public Comment

There were no public comments

Consent Agenda

The consent agenda was approved (David Vance/Judy Keller)

Library Director's Report

Phase 3 Launch. Brad reported that Phase 3 was launched on Monday, June 29th at the library. While the original launch date was June 22, the extra week allowed the library to get the appropriate PPE in place for staff and patrons. This new phase allows patrons to browse the stacks, pick up their own holds, and use a computer for a one hour session. A modified computer lab is set up in the auditorium so that only the main floor of the library is open. The lower level is being used to quarantine returned books for 72 hours. We have had a consistent, steady stream of visitors, approximately 400-600 people each day. The library is much quieter than it normally is in the summer, but the set up is safe for people to visit and many are very appreciative.

Diversity, Equity and Inclusion. Brad continues working on diversity, equity and inclusion for the library. His goal is to introduce African American college students to a possible career in public libraries. He has been talking to the dean of SLIM, Emporia State's library school, about partnering on this project. Brad also has reached out to KU's Office of Diversity and Equity about hiring work-study students at the library. Jannette Taylor, the former CEO of United Way in Douglas County, is helping Brad write a job description for a new diversity, equity and inclusion leadership position at the library. In addition, Brad met with Dr. Lewis, superintendent of Lawrence schools, about

the possibility of providing jobs and internships to high school students of color as a way to get them interested in libraries. Ursula commented that this is a great way to encourage students to explore a library career.

Friends & Foundation Report

Craig Penzler gave the report for the Friends & Foundation:

- At its June meeting, the F&F board approved the 2019 Form 990s for both the Friends and Foundation.
- We received a \$7500 CARES Act grant through Humanities Kansas to support operating expenses.
- The Friends & Foundation received a \$10,000 unrestricted gift from Rick Stein and Mary Howe.
- Our onsite book sale operation is slowly restarting. A limited number of volunteers are coming in each morning to organize their sections. Scheduled shopping sessions happen in the afternoons. Book donations will start again once we clear out some space. Our summer VISTA member has been extremely helpful.
- We received a \$2,000 community grant from Walmart. This gift, along with proceeds from the Party in Place and Jeff and Mary Weinberg, helped raise a total of \$10,000 for the library's Summer Reading program.
- Postcard and poster sales from the Lawrence Green Spaces art project continue to be strong. To date, we have raised well over \$10,000 for the Friends & Foundation. The sales will continue through the end of August. We recently learned that the Kansas Alumni magazine will feature a story about the project in its upcoming issue.

Old Business

Board Vacancy. Jennifer Ananda reported that the City Commission will consider the nomination of Jennifer Bonilla-Scotten for the library board at its July 21st meeting. She is a Native American school media specialist at the Billy Mills Middle School library who practices “radical librarian” work.

2021 Budget Update and Recommendations. Brad provided board members with a history of the library's budget request to the City (see board packet for his memo). The City issued revised property tax revenue estimates that were lower than original levels, making it necessary for the library to adjust its 2021 budget. In addition, \$75,000 will be carried over from 2020 to 2021, making the total tax revenue for the library \$4,978,000.

Together with additional non-tax revenues and a transfer of \$50,000 from the cash reserves, the final 2021 budget totals \$5,175,000. Among the goals for 2021 is to retain one of the Peer Support navigators at the library. Brad is confident the budget will be sufficient and will not require raising the mill. Brady said that it is critical to not raise the mill this year. Ursula said she is very supportive of retaining a Peer Support person at the library. Jennifer asked if the library had realized any savings from COVID. Brad said that utilities were lower during the shutdown, no one is attending out of town conferences, and a number of staff have left and are not being rehired for now.

Judy made a motion to approve the revised budget that does not include an increase in the mill. David seconded the motion and it was approved. Jennifer Ananda abstained.

New Business

There was no new business

Adjournment

Ursula adjourned the meeting at 5:07 pm

Respectfully submitted by Kathleen Morgan, Secretary

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
July 2020									
REVENUES		This Month	Year to Date	Annual Budget	58% of Year		Jul-19	YTD 2019	
Tax Fund		\$ -	\$ 4,454,851.50	\$ 4,782,000.00	93.16%		\$ -	\$ 4,260,114.04	
Fees		\$ 295.04	\$ 7,901.37	\$ 35,000.00	22.58%		\$ 12,407.68	\$ 89,236.25	
NEKLS		\$ -	\$ 48,000.00	\$ 95,000.00	50.53%		\$ -	\$ 45,250.00	
State Aid		\$ -	\$ 27,991.57	\$ 25,000.00	111.97%		\$ -	\$ 27,594.52	
Photo Copies		\$ 174.50	\$ 4,954.04	\$ 20,000.00	24.77%		\$ 1,995.01	\$ 12,800.54	
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00	16.67%		\$ 750.00	\$ 5,250.00	
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00	-0.50%		\$ 225.00	\$ 4,175.00	
Interest		\$ 4,515.95	\$ 6,787.19	\$ 25,000.00	27.15%		\$ 11,280.83	\$ 24,835.11	
Miscellaneous		\$ -	\$ 374.85	\$ -			\$ -	\$ 4,983.50	
Total Revenues		\$4,985.49	\$4,552,335.52	\$4,996,000.00	91.12%		\$26,658.52	\$4,474,238.96	
EXPENSES									
Salaries & Wages		\$ 212,041.78	\$ 1,581,679.21	\$ 2,820,000.00	56.09%		\$ 220,197.37	\$ 1,520,017.22	
Employee Benefits		\$ 163.36	\$ 161,413.31	\$ 340,000.00	47.47%		\$ 26,582.29	\$ 186,628.58	
Payroll Taxes		\$ 35,792.78	\$ 266,542.95	\$ 490,000.00	54.40%		\$ 37,600.72	\$ 259,828.02	
Utilities		\$ 6,265.60	\$ 47,876.37	\$ 96,000.00	49.87%		\$ 6,562.23	\$ 53,480.70	
Building Supplies		\$ 1,093.40	\$ 10,611.40	\$ 20,000.00	53.06%		\$ 1,169.43	\$ 9,166.39	
Building Repairs & Maintenance		\$ 14,124.73	\$ 61,041.37	\$ 55,000.00	110.98%		\$ 7,211.42	\$ 34,899.62	
Library Supplies		\$ 1,092.60	\$ 11,704.22	\$ 25,000.00	46.82%		\$ 2,298.77	\$ 8,175.57	
Books & Materials		\$ 55,023.76	\$ 355,515.93	\$ 700,000.00	50.79%		\$ 46,154.18	\$ 345,736.03	
Processing Supplies		\$ 2,660.65	\$ 20,834.50	\$ 50,000.00	41.67%		\$ 2,267.98	\$ 31,670.72	
Equipment		\$ -	\$ 11,153.99	\$ 10,000.00	111.54%			\$ 9,737.63	
Technology		\$ 78,968.78	\$ 149,291.29	\$ 250,000.00	59.72%		\$ 13,948.72	\$ 133,035.63	
Insurance		\$ -	\$ 11,547.50	\$ 17,000.00	67.93%		\$ -	\$ 11,343.00	
Shipping		\$ 367.79	\$ 11,194.02	\$ 16,000.00	69.96%		\$ 1,072.56	\$ 12,535.99	
Professional Development		\$ 45.00	\$ 7,601.16	\$ 30,000.00	25.34%		\$ 3,610.07	\$ 15,625.74	
Book Van & Mileage		\$ 155.99	\$ 863.38	\$ 2,000.00	43.17%		\$ 97.66	\$ 1,340.56	
Programs		\$ 268.99	\$ 4,460.01	\$ 20,000.00	22.30%		\$ 1,265.04	\$ 10,852.84	
Professional Fees		\$ 942.32	\$ 15,433.84	\$ 25,000.00	61.74%		\$ 3,924.72	\$ 31,585.94	
Advertising & Marketing		\$ 1,252.85	\$ 10,240.64	\$ 30,000.00	34.14%		\$ 1,778.21	\$ 18,065.54	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!			\$ -	
Miscellaneous		\$ (410.73)	\$ 317.09	\$ -				\$ 2,520.26	
Total Expenses		\$ 409,849.65	\$ 2,739,322.18	\$ 4,996,000.00	54.83%		\$ 375,741.37	\$ 2,696,245.98	
CASH BALANCES									
Cash Reserves		\$ 50,237.56	included in checking						
Checking		\$ 2,559,602.28							
Capital Improvement		\$ 685,976.52							

Lawrence Public Library													
2020 Outside Funding Report													
			1/1/2020	April	April	May	May	June	June	July	July		
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS													
	KPR-Advertising		\$ -		\$ 240.00		\$ 477.50		\$ 242.50		\$ 285.00	\$ 3,326.25	
	Summer Reading - ALL		\$ 7,521.27	\$ 15,000.00	\$ 3,120.00		\$ 11,146.99		\$ 3,672.29		\$ 804.99	\$ 3,777.00	
	Aquarium		\$ (5.71)				\$ 600.00	\$ 475.72	\$ 300.00		\$ 352.00	\$ 1,618.01	
	Kanopy 2020		\$ 20,000.00		\$ 1,670.00		\$ 2,925.00		\$ 2,722.00		\$ 2,457.00	\$ 7,740.00	
	Volunteers		\$ 705.63									\$ 705.63	
	Read Across Lawrence 2020		\$ 2,212.56									\$ (6,175.37)	
	Block Grant		\$ 119,842.96	\$ (15,000.00)			\$ 650.00		\$ 2,230.00			\$ 91,686.58	
			\$ 151,591.69	\$ -	\$ 5,030.00	\$ -	\$ 15,799.49	\$ 475.72	\$ 9,166.79	\$ -	\$ 3,898.99	\$ 102,678.10	
FOUNDATION													
	Kansas Health Foundation		\$ 1,735.71									\$ 1,685.71	
	Salaries/Taxes - Isaman/Hyde		\$ (12,043.88)	\$ 25,502.88	\$ 8,500.95		\$ 8,500.95		\$ 8,500.96	\$ 24,187.88	\$ 8,500.96	\$ (8,500.96)	
	Foundation Expenses to be reimbursed		\$ (4,655.92)	\$ 3,833.56					\$ 57.50	\$ 116.38	\$ 769.58	\$ (710.70)	
	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									\$ 164.90	
	Weinberg/Jedel YS/YA		\$ 17,642.91								\$ 454.70	\$ 18,414.04	
	Milliken Fund		\$ 1,465.49		\$ 25.28		\$ 25.00				\$ 238.38	\$ 744.98	
	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								\$ 148.10	\$ 809.34	
	Crowe Fund		\$ 622.95		\$ 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									\$ 81,885.12	
	Simpson Grant		\$ 3,502.92									\$ 3,502.92	
	Dean Owens - YA College & Career		\$ -									\$ 2,920.00	
			\$ 94,604.46	\$ 32,250.04	\$ 24,906.69	\$ -	\$ 10,512.70	\$ -	\$ 8,558.46	\$ 24,304.26	\$ 10,111.72	\$ 124,880.33	
OTHER													
	Memorials/Honor with Books/Bauleke		\$ 2,035.72						\$ 51.42		\$ 52.62	\$ 1,786.56	
	Diversity Kits										\$ 182.86	\$ (182.86)	
	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			\$ (519.19)		\$ 104.75		\$ 163.75		\$ 1,419.25	
			\$ 7,537.30	\$ -	\$ -	\$ (519.19)	\$ -	\$ 104.75	\$ 51.42	\$ 163.75	\$ 235.48	\$ 7,363.80	
			\$ 253,733.45										
			Month Total	\$ 32,250.04	\$ 29,936.69	\$ (519.19)	\$ 26,312.19	\$ 580.47	\$ 17,776.67	\$ 24,468.01	\$ 14,246.19	YTD Income	\$ 123,952.55
												YTD Expense	\$ 142,763.77

Lawrence Public Library
Balance Sheet
As of July 31, 2020

	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,864,578.42
Checking	696,181.86
Capital Improvement at MIP	685,976.52
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Total Checking/Savings	3,246,736.80
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Total Current Assets	3,246,736.80
Other Assets	
Petty Cash	700.00
	<hr/>
Total Other Assets	700.00
	<hr/>
TOTAL ASSETS	3,247,436.80
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	42,053.49
	<hr/>
Total Accounts Payable	42,053.49
Other Current Liabilities	
Payroll Liabilities	91,896.35
	<hr/>
Total Other Current Liabilities	91,896.35
	<hr/>
Total Current Liabilities	133,949.84
	<hr/>
Total Liabilities	133,949.84
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,018,649.62
Net Income	1,794,202.12
	<hr/>
Total Equity	3,113,486.96
	<hr/>
TOTAL LIABILITIES & EQUITY	3,247,436.80
	<hr/> <hr/>

Lawrence Public Library
Revenues & Expenses
July 2020

	<u>Jul 20</u>
Ordinary Income/Expense	
Income	
Gifts-Other	24,304.26
Interest	4,515.95
Merchandise Sales	163.75
Fees	295.04
Photo Copies	174.50
Total Income	<u>29,453.50</u>
Gross Profit	29,453.50
Expense	
Payroll Expenses	210,862.85
Payroll Taxes	37,034.29
COVID-19 Expenses	1,342.29
Utilities - Electric	6,265.60
Building Supplies	1,093.40
Building Repairs & Maintenance	14,124.73
Library & Office Supplies	1,092.60
Books & Materials	55,023.76
Processing Supplies	2,660.65
Technology	78,968.78
Shipping	367.79
Professional Development	45.00
Bookvan & Mileage	155.99
Program Expense	268.99
Professional Fees	942.32
Advertising	1,252.85
Miscellaneous	-410.73
FOUNDATION FUNDING	8,870.21
FRIENDS FUNDING	4,134.47
Total Expense	<u>424,095.84</u>
Net Ordinary Income	<u>-394,642.34</u>
Net Income	<u><u>-394,642.34</u></u>

11:26 AM

08/13/20

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Aug 13, 20
Advance Insurance Company	627.85
Amazon	1,811.44
Andy Morton	150.00
Arsenal	1,738.75
ASI	50.00
Bug Hounds, LLC	762.50
Center Point Large Print	147.37
Century Business Technologies	643.08
Demco, Inc.	46.24
EBSCO	2,608.00
EnvisionWare Inc.	725.00
Evergy	6,485.22
Findaway World LLC	175.71
Gale/Cengage Learning	240.01
Genesis Health Clubs	702.00
Ingram Library Services	16,654.77
Jayhawk Trophy Co., Inc.	93.00
Jayhawk Tropical Fish	352.00
John Lamonica	200.00
Kanopy LLC	3,750.00
Kansas Public Radio	291.25
LFK Press, LLC	2,220.25
Midwest Tape	17,026.19
OCLC, Inc.	5,588.74
OverDrive	12,484.72
Pur-O-Zone, Inc.	43.50
Schendel Services	99.75
SirsiDynix	36,028.80
Todd Soden	300.00
U.S. Bank - Mastercard	8,123.65
Unique Management Services	164.43
United Parcel Service	366.78
Withers	341.25
Y.N.F.W.C.	7,150.00
TOTAL	128,192.25

1:01 PM
08/13/20

Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	08/17/2020	Advance Insurance Company	Checking	
Bill	Spetember...	08/13/2020		Group Life Insurance	-627.85
TOTAL					-627.85
Bill Pmt -Check	Electronic	08/17/2020	ASI	Checking	
Bill	July 2020	08/03/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	08/17/2020	Evergy	Checking	
Bill		08/12/2020		Utilities - Electric	-6,485.22
TOTAL					-6,485.22
Bill Pmt -Check	Electronic	08/17/2020	U.S. Bank - Mastercard	Checking	
Bill		07/31/2020		Books & Materials	-30.00
				Adult Services	-25.00
				Youth Services Dept.	-20.00
				Bookvan & Mileage	-155.99
				Children's Programming	-78.00
				Children's Programming	-40.99
				Summer Reading - ALL	-166.74
				Professional Fees	-660.25
				Shipping	-117.99
				Credit Card Processing	-99.95
				Library & Office Suppli...	-806.81
				Advertising	-246.85
				Building Supplies	-545.38
				Building Repairs & Mai...	-301.55
				Supplies	-77.35
				Supplies	-2,407.89
				Internet	-28.32
				Software & Licenses	-475.00
				Sound & Vision	-238.38
				Telephone	-559.00
				Seed Library	-148.10
				FOUNDATION FUNDI...	-90.87
				FOUNDATION FUNDI...	-626.61
				YA/YS Programs-Wei...	-32.99
				Adult Programming	-50.00
Bill		08/02/2020		GGIFT	-43.89
				Periodicals	-49.75
TOTAL					-8,123.65
Bill Pmt -Check	Electronic	08/17/2020	United Parcel Service	Checking	
Bill	1310	08/12/2020		Shipping	-366.78
TOTAL					-366.78

1:01 PM
08/13/20

Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8842	08/17/2020	Arsenal	Checking	
Bill	64205	08/12/2020		Supplies	-1,738.75
TOTAL					-1,738.75
Bill Pmt -Check	8843	08/17/2020	Bug Hounds, LLC	Checking	
Bill	232	07/31/2020		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	8844	08/17/2020	Center Point Large Print	Checking	
Bill	1774946	07/31/2020		Books & Materials	-147.37
TOTAL					-147.37
Bill Pmt -Check	8845	08/17/2020	EBSCO	Checking	
Bill	100013365...	07/31/2020		Public Access	-2,608.00
TOTAL					-2,608.00
Bill Pmt -Check	8846	08/17/2020	EnvisionWare Inc.	Checking	
Bill	INV-US-48...	07/31/2020		Software & Licenses	-725.00
TOTAL					-725.00
Bill Pmt -Check	8847	08/17/2020	Jayhawk Tropical Fish	Checking	
Bill	787305	07/31/2020		Aquarium Maintenance	-352.00
TOTAL					-352.00
Bill Pmt -Check	8848	08/17/2020	Kansas Public Radio	Checking	
Bill	146245	08/12/2020		Advertising Gift Fund	-291.25
TOTAL					-291.25
Bill Pmt -Check	8849	08/17/2020	Pur-O-Zone, Inc.	Checking	
Bill	809103	07/31/2020		Building Supplies	-43.50
TOTAL					-43.50
Bill Pmt -Check	8850	08/17/2020	Schendel Services	Checking	
Bill	30303063	07/31/2020		Building Repairs & Mai...	-99.75
TOTAL					-99.75

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Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8851	08/17/2020	SirsiDynix	Checking	
Bill	INV03835	08/12/2020		Collections	-36,028.80
TOTAL					-36,028.80
Bill Pmt -Check	8852	08/17/2020	Unique Management Services	Checking	
Bill	595254	07/31/2020		Professional Fees	-164.43
TOTAL					-164.43
Bill Pmt -Check	8853	08/17/2020	Withers	Checking	
Bill	216234	08/12/2020		Building Supplies	-341.25
TOTAL					-341.25
Bill Pmt -Check	8854	08/17/2020	Y.N.F.W.C.	Checking	
Bill	1057	07/31/2020		Building Repairs & Mai...	-7,150.00
TOTAL					-7,150.00
Bill Pmt -Check	8855	08/17/2020	OCLC, Inc.	Checking	
Bill	1000060637	08/12/2020		Collections	-5,588.74
TOTAL					-5,588.74
Bill Pmt -Check	28906	08/17/2020	Amazon	Checking	
Bill	9685861	07/31/2020		Books & Materials	-114.50
Bill	9685861	07/31/2020		Books & Materials	-12.98
Bill	1678626	07/31/2020		Books & Materials	-34.33
Bill	2070612	07/31/2020		Books & Materials	-5.99
Bill	9718610	07/31/2020		Books & Materials	-118.05
Bill	9685861	07/31/2020		Books & Materials	-11.79
Bill	9208233	07/31/2020		Books & Materials	-59.99
Bill	5597039	07/31/2020		Books & Materials	-6.10
Bill	3194635	07/31/2020		Books & Materials	-19.99
				Books & Materials	-16.99
Bill	5158629	07/31/2020		Books & Materials	-15.03
Bill	7889013	07/31/2020		Books & Materials	-19.99
Bill	3184635	07/31/2020		Books & Materials	-27.10
Bill	5117841	07/31/2020		Books & Materials	-25.00
Bill	0360243	07/31/2020		Books & Materials	-14.90
Bill	2019441	07/31/2020		Books & Materials	-25.94
Bill	9685861	07/31/2020		Books & Materials	-49.49
Bill	9685861	07/31/2020		Books & Materials	-27.98
Bill	1817021	07/31/2020		Books & Materials	-26.50
Bill	9685861	07/31/2020		Books & Materials	-169.97
Bill	4503452	07/31/2020		Books & Materials	-59.99
				Books & Materials	-100.38
				Books & Materials	-48.99
				Books & Materials	-359.84
Bill	8598647	07/31/2020		Books & Materials	-27.78

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08/13/20

Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	7781036	07/31/2020		Books & Materials	-35.76
Bill	6153832	07/31/2020		Books & Materials	-19.28
Bill	0042669	07/31/2020		Books & Materials	-16.87
Bill	8935413	07/31/2020		Books & Materials	-10.63
Bill	5220249	07/31/2020		Books & Materials	-31.44
Bill	4297006	08/13/2020		Books & Materials	-22.95
Bill	1894603	08/13/2020		Books & Materials	-32.97
Bill	0985829	08/13/2020		Books & Materials	-14.99
Bill	9265052	08/13/2020		Books & Materials	-15.42
Bill	9180255	08/13/2020		Books & Materials	-23.94
Bill	4741045	08/13/2020		Books & Materials	-117.23
Bill	2804262	08/13/2020		Books & Materials	-33.41
Bill	9824230	08/13/2020		Books & Materials	-16.98
Bill	5317830	08/13/2020		Books & Materials	-19.98
TOTAL					-1,811.44
Bill Pmt -Check	28907	08/17/2020	Andy Morton	Checking	
Bill	8-19-20	08/12/2020		Summer Reading - ALL	-150.00
TOTAL					-150.00
Bill Pmt -Check	28908	08/17/2020	Century Business Technologies	Checking	
Bill	562371	07/31/2020		Copying	-174.24
Bill	564006	08/12/2020		Copying	-468.84
TOTAL					-643.08
Bill Pmt -Check	28909	08/17/2020	Demco, Inc.	Checking	
Bill	6816460	07/31/2020		Processing Supplies	-46.24
TOTAL					-46.24
Bill Pmt -Check	28910	08/17/2020	Findaway World LLC	Checking	
Bill	324335	07/31/2020		Books & Materials	-80.73
Bill	325000	07/31/2020		Books & Materials	-52.24
Bill	323990	07/31/2020		Books & Materials	-42.74
TOTAL					-175.71
Bill Pmt -Check	28911	08/17/2020	Gale/Cengage Learning	Checking	
Bill	70979424	07/31/2020		Books & Materials	-19.60
Bill	70979632	07/31/2020		Books & Materials	-75.57
Bill	70932781	07/31/2020		Books & Materials	-26.59
Bill	71069233	08/13/2020		Books & Materials	-118.25
TOTAL					-240.01

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Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28912	08/17/2020	Genesis Health Clubs	Checking	
Bill	7-28-20	08/12/2020		Membership & Dues	-702.00
TOTAL					-702.00
Bill Pmt -Check	28913	08/17/2020	Ingram Library Services	Checking	
Bill	47204318	07/31/2020		GGIFT	-0.82
Bill	47204317	07/31/2020		GGIFT	-17.10
Bill	47176642	07/31/2020		GGIFT	-0.82
				GGIFT	-7.46
Bill	47176641	07/31/2020		GGIFT	-17.10
Bill	47176640	07/31/2020		GGIFT	-143.24
Bill	47232491	07/31/2020		GGIFT	-1.64
Bill	47232490	07/31/2020		GGIFT	-30.52
Bill	47322006	07/31/2020		Processing Supplies	-0.30
Bill	47322002	07/31/2020		Processing Supplies	-1.50
Bill	47322004	07/31/2020		Processing Supplies	-22.48
Bill	47359003	07/31/2020		Processing Supplies	-41.95
Bill	47266517	07/31/2020		Processing Supplies	-33.96
Bill	47258960	07/31/2020		Processing Supplies	-57.38
Bill	47258962	07/31/2020		Processing Supplies	-16.88
Bill	47232487	07/31/2020		Processing Supplies	-41.68
Bill	47232489	07/31/2020		Processing Supplies	-8.52
Bill	47232485	07/31/2020		Processing Supplies	-148.55
Bill	47176639	07/31/2020		Processing Supplies	-70.85
Bill	47204316	07/31/2020		Processing Supplies	-30.59
Bill	47125335	07/31/2020		Processing Supplies	-19.20
Bill	47163792	07/31/2020		Processing Supplies	-25.36
Bill	47086973	07/31/2020		Processing Supplies	-83.29
Bill	47109302	07/31/2020		Processing Supplies	-32.28
Bill	47125337	07/31/2020		Processing Supplies	-0.45
Bill	47109304	07/31/2020		Processing Supplies	-1.97
Bill	47034528	07/31/2020		Processing Supplies	-12.96
Bill	47071800	07/31/2020		Processing Supplies	-47.77
Bill	46980721	07/31/2020		Processing Supplies	-36.36
Bill	47008829	07/31/2020		Processing Supplies	-51.29
Bill	47021148	07/31/2020		Processing Supplies	-10.00
Bill	47322005	07/31/2020		Books & Materials	-26.98
Bill	47322001	07/31/2020		Books & Materials	-85.40
Bill	47322003	07/31/2020		Books & Materials	-251.62
Bill	47359002	07/31/2020		Books & Materials	-408.32
Bill	47266516	07/31/2020		Books & Materials	-482.57
Bill	47258959	07/31/2020		Books & Materials	-463.25
Bill	47258961	07/31/2020		Books & Materials	-189.18
Bill	47232486	07/31/2020		Books & Materials	-294.63
Bill	47258958	07/31/2020		Books & Materials	-10.84
				YA/YS Programs-Wei...	-53.95
Bill	47232488	07/31/2020		Books & Materials	-76.44
Bill	47232484	07/31/2020		Books & Materials	-1,642.45
Bill	47232483	07/31/2020		Books & Materials	-92.23
				YA/YS Programs-Wei...	-85.44
Bill	47176638	07/31/2020		Books & Materials	-927.77
Bill	47204315	07/31/2020		Books & Materials	-547.81
Bill	47125334	07/31/2020		Books & Materials	-177.78
Bill	47163791	07/31/2020		Books & Materials	-329.08
Bill	47086972	07/31/2020		Books & Materials	-862.17
Bill	47109301	07/31/2020		Books & Materials	-476.88
Bill	47125336	07/31/2020		Books & Materials	-44.97

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Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	47109303	07/31/2020		Books & Materials	-4.19
Bill	47034527	07/31/2020		Books & Materials	-185.91
Bill	47071799	07/31/2020		Books & Materials	-357.51
Bill	46980720	07/31/2020		Books & Materials	-357.16
Bill	47008828	07/31/2020		Books & Materials	-598.00
Bill	47021147	07/31/2020		Books & Materials	-65.44
Bill	47347603	08/13/2020		GGIFT	-10.24
Bill	47347604	08/13/2020		GGIFT	-15.96
Bill	47347605	08/13/2020		GGIFT	-0.82
Bill	47402983	08/13/2020		GGIFT	-0.82
Bill	47402982	08/13/2020		GGIFT	-17.09
Bill	47583692	08/13/2020		Processing Supplies	-8.03
Bill	47523112	08/13/2020		Processing Supplies	-47.55
Bill	47451880	08/13/2020		Processing Supplies	-109.21
Bill	47481450	08/13/2020		Processing Supplies	-25.93
Bill	47481452	08/13/2020		Processing Supplies	-15.59
Bill	47422197	08/13/2020		Processing Supplies	-52.97
Bill	47402981	08/13/2020		Processing Supplies	-66.84
Bill	47439549	08/13/2020		Processing Supplies	-9.52
Bill	47372891	08/13/2020		Processing Supplies	-13.76
Bill	47372893	08/13/2020		Processing Supplies	-40.02
Bill	47347602	08/13/2020		Processing Supplies	-152.31
Bill	47322000	08/13/2020		Processing Supplies	-39.85
Bill	47481448	08/13/2020		Books & Materials	-19.30
Bill	47583691	08/13/2020		Books & Materials	-81.82
Bill	47523111	08/13/2020		Books & Materials	-312.99
Bill	47451879	08/13/2020		Books & Materials	-914.01
Bill	47481449	08/13/2020		Books & Materials	-235.42
Bill	47481451	08/13/2020		Books & Materials	-157.95
Bill	47422196	08/13/2020		Books & Materials	-652.85
Bill	47402980	08/13/2020		Books & Materials	-924.64
Bill	47439548	08/13/2020		Books & Materials	-88.52
Bill	47372890	08/13/2020		Books & Materials	-123.44
Bill	47372892	08/13/2020		Books & Materials	-489.36
Bill	47347601	08/13/2020		Books & Materials	-1,469.42
Bill	47321999	08/13/2020		Books & Materials	-446.30
TOTAL					-16,654.77
Bill Pmt -Check	28914	08/17/2020	Jayhawk Trophy Co., Inc.	Checking	
Bill	66691	08/12/2020		Miscellaneous	-12.00
Bill	67000	08/12/2020		Miscellaneous	-81.00
TOTAL					-93.00
Bill Pmt -Check	28915	08/17/2020	John Lamonica	Checking	
Bill		08/12/2020		Sound & Vision	-200.00
TOTAL					-200.00
Bill Pmt -Check	28916	08/17/2020	Kanopy LLC	Checking	
Bill	169041-PPU	10/16/2019		Books & Materials	-1,158.00
Bill	206982-PPU	08/13/2020		Kanopy	-2,592.00
TOTAL					-3,750.00

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Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28917	08/17/2020	LFK Press, LLC	Checking	
Bill	20072801	07/31/2020		Merchandise Sales	-157.00
Bill	20080401	08/12/2020		Summer Reading - ALL	-638.25
				Summer Reading - ALL	-1,425.00
TOTAL					-2,220.25
Bill Pmt -Check	28918	08/17/2020	Midwest Tape	Checking	
Bill	99177193	07/31/2020		Books & Materials	-879.26
Bill	99177194	07/31/2020		Books & Materials	-215.95
Bill	99165199	07/31/2020		Books & Materials	-218.16
Bill	99165197	07/31/2020		Books & Materials	-159.16
Bill	99149218	07/31/2020		Books & Materials	-353.54
Bill	99149219	07/31/2020		Books & Materials	-169.95
Bill	99142443	07/31/2020		Books & Materials	-239.89
Bill	99142441	07/31/2020		Books & Materials	-125.13
Bill	99120239	07/31/2020		Books & Materials	-339.53
Bill	99209984	07/31/2020		Processing Supplies	-339.05
Bill	99206219	08/13/2020		Books & Materials	-12,262.17
Bill	99231751	08/13/2020		Books & Materials	-139.96
Bill	99218899	08/13/2020		Books & Materials	-293.15
Bill	99218897	08/13/2020		Books & Materials	-223.75
Bill	99200174	08/13/2020		Books & Materials	-412.27
Bill	99200175	08/13/2020		Books & Materials	-59.98
Bill	99195766	08/13/2020		Books & Materials	-336.62
Bill	99195763	08/13/2020		Books & Materials	-246.68
Bill	99195765	08/13/2020		Books & Materials	-11.99
TOTAL					-17,026.19
Bill Pmt -Check	28919	08/17/2020	OverDrive	Checking	
Bill	06809CO1...	07/31/2020		Books & Materials	-240.83
Bill	06809CO2...	07/31/2020		Books & Materials	-257.46
Bill	06809DA2...	07/31/2020		Books & Materials	-5.00
Bill	06809CO2...	07/31/2020		Books & Materials	-1,091.54
Bill	06809CO2...	07/31/2020		Books & Materials	-1,303.15
Bill	06809CO2...	07/31/2020		Books & Materials	-165.89
Bill	06809CO2...	07/31/2020		Books & Materials	-144.98
Bill	06809CO2...	07/31/2020		Books & Materials	-160.09
Bill	06809DA2...	07/31/2020		Books & Materials	-140.48
Bill	06809DA2...	07/31/2020		Books & Materials	-379.95
Bill	06809CO2...	07/31/2020		Books & Materials	-243.93
Bill	06809CO2...	08/13/2020		GGIFT	-404.87
Bill	06809CO2...	08/13/2020		Books & Materials	-1,206.70
Bill	06809CO2...	08/13/2020		Books & Materials	-480.46
Bill	06809DA2...	08/13/2020		Books & Materials	-133.49
Bill	06809CO2...	08/13/2020		Books & Materials	-1,016.90
Bill	06809CO2...	08/13/2020		Books & Materials	-868.92
Bill	06809CO2...	08/13/2020		Books & Materials	-465.82
Bill	06809CO2...	08/13/2020		Books & Materials	-151.48
Bill	06809DA2...	08/13/2020		Books & Materials	-66.50
Bill	06809CO2...	08/13/2020		Books & Materials	-107.46
Bill	06809CO2...	08/13/2020		Books & Materials	-324.38
Bill	06809CO2...	08/13/2020		Books & Materials	-247.44
Bill	06809CO2...	08/13/2020		Books & Materials	-309.98
Bill	06809CO2...	08/13/2020		Books & Materials	-1,279.68

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Lawrence Public Library
Check Detail
August 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	06809DA2...	08/13/2020		Books & Materials	-95.00
Bill	06809CO2...	08/13/2020		Books & Materials	-980.90
Bill	06809DA2...	08/13/2020		Books & Materials	-211.44
TOTAL					-12,484.72
Bill Pmt -Check	28920	08/17/2020	Todd Soden	Checking	
Bill	8-19-20	08/12/2020		Summer Reading - ALL	-300.00
TOTAL					-300.00

Lawrence Public Library

Monthly Statistical Summary--July 2020

INDICATOR	July		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	1.72	7.61	-77%			
Reference Transactions per Capita	0.53	1.55	-66%			
Program Attendance per Capita	0.35	0.70	-50%			
Circulation per Capita	10.05	13.91	-28%			
Circulation per Visit	5.84	1.83	220%			
Total Holdings per Capita	2.02	2.03	0%			
% of Lawrence Residents Registered	42%	58%	-28%			

(Active Cardholders Only)

Circulation--Adult Total	58,364	77,212	-24%	360,017	500,674	-28%
Circulation--Young Adult Total	3,710	4,814	-23%	21,795	28,766	-24%
Circulation--Youth Total	24,142	34,730	-30%	133,513	211,181	-37%
Circulation--Total	86,216	116,756	-26%	515,325	740,621	-30%

Reference Transactions	4,581	13,033	-65%	32,218	79,221	-59%
Public Computer Usage	1,262	8,865	-86%	16,940	52,533	-68%
User Visits	14,726	63,881	-77%	155,177	388,549	-60%
LPL Web Site Visits	18,432	20,842	-12%	131,740	138,281	-5%

Holdings--Added	2,350	3,046	-23%	16,054	21,116	-24%
Holdings--Withdrawn	3,239	5,568	-42%	14,012	23,827	-41%
Holdings--Total	207,674	204,386	2%			

Cardholders Added	434	699	-38%			
Active Cardholders--Total	53,499	71,947	-26%			

Total Programs	102	122	-16%	395	790	-50%
Total Program Attendance	3,002	5,843	-49%	30,107	36,304	-17%
Public Uses of Meeting Rooms	0	1,106	-100%		6,218	-100%

Total Paid Staff (FTE)	62.10	68.69	-10%			
Total Number of Employees	80	94	-15%			

Lawrence Public Library

Monthly Statistical Report--July 2020

	July		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	1.72	7.61	-77%				
Reference Transactions per Capita	0.53	1.55	-66%				
Program Attendance per Capita	0.35	0.70	-50%				
Circulation per Capita	10.05	13.91	-28%				
Total Holdings per Capita	2.02	2.03	-1%				
Collection Turnover--Total	5.05	6.95	-27%				
Collection Turnover--Adult	5.40	7.31	-26%				
Collection Turnover--Young Adult	3.56	4.65	-24%				
Collection Turnover--Youth	4.61	6.67	-31%				
Collection Turnover--Audiovisual	8.58	12.48	-31%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	29579	37964	-22%		177421	239446	-26%
Circulation--Adult Periodicals	1064	1060	0%		5419	7120	-24%
Circulation--Adult Feature Films & TV Shows	15605	23717	-34%		99769	162223	-38%
Circulation--Electronic Games	978	1905	-49%		6790	11708	-42%
Circulation--Adult Music CDs	2093	4158	-50%		13616	29111	-53%
Circulation--Adult Audio Books and Books on CD	8949	8263	8%		56536	50248	13%
Circulation--eReaders	0	0	#DIV/0!		0	7	-100%
Circulation--Other New	96	145	-34%		466	811	-43%
Circulation--Adult Total	58364	77212	-24%		360017	500674	-28%
Circulation--YA Books and Videos	3018	4188	-28%		17589	24774	-29%
Circulation--YA Periodicals	6	10	-40%		87	27	222%
Circulation--YA Audio Books and Books on CD	686	616	11%		4119	3965	4%
Circulation--YA Total	3710	4814	-23%		21795	28766	-24%
Circulation--Youth Books and Videos	21998	32227	-32%		120748	195056	-38%
Circulation--Youth Periodicals	54	102	-47%		187	636	-71%
Circulation--Youth Music CDs	211	468	-55%		1341	2668	-50%
Circulation--Youth Audio Books and Books on CD	1879	1933	-3%		11237	12821	-12%
Circulation--Youth Total	24142	34730	-30%		133513	211181	-37%

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Circulation--Bookmobile	505	1489	-66%		4584	8311	-45%
Circulation--Book Lockers	1410	1110	27%		5599	7149	-22%
Circulation--Total Books	54595	74379	-27%		315758	459276	-31%
Circulation--Total Periodicals	1124	1172	-4%		5693	7783	-27%
Circulation--Total Audiovisual + Digital	31369	42921	-27%		200062	285322	-30%
Circulation Total	86216	116756	-26%		515325	740621	-30%
Staff Assisted Circulation	2336	4612	-49%		14752	30016	-51%
Self Check Circulation	40891	80063	-49%		225430	510785	-56%
Percent Self Check	95%	95%	0%		94%	94%	-1%
Online Renewals	18818	16785	12%		122469	106609	15%
Other Staff Checkouts	82	126	-35%		677	912	-26%
Requests Placed	20683	21245	-3%		101701	143754	-29%
Requests Filled	18185	19664	-8%		90173	130623	-31%
Requests Unclaimed	2638	2856	-8%		13357	18925	-29%
Interlibrary Loan Items Borrowed for LPL Patrons	118	513	-77%		1461	2841	-49%
Interlibrary Loan Items Loaned from LPL Collection	455	671	-32%		2125	4107	-48%
OTHER LIBRARY SERVICES							
User Visits	14726	63881	-77%		155177	388549	-60%
Public Computer Usage	1262	8865	-86%		16940	52533	-68%

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Adult Reference Transactions	107	1446	-93%		3785	9154	-59%
Young Adult Reference Transactions	0	1296	-100%		1894	7028	-73%
Youth Reference Transactions	373	1897	-80%		2694	9705	-72%
IT Desk	676	1329	-49%		3642	9050	-60%
Welcome Desk	0	1333	-100%		2859	8764	-67%
Phone Calls	1545	1856	-17%		7358	13792	-47%
Accounts Desk	1863	3876	-52%		9788	21728	-55%
Materials Handling	17				198		
Total Reference Transactions	4581	13033	-65%		32218	79221	-59%
Public-Sponsored Uses of Meeting Rooms	0	1106	-100%		2317	6218	-63%
Website Users	18432	20842	-12%		131740	138281	-5%
Website Sessions	44500	51351	-13%		309366	343303	-10%
RESOURCES							
Holdings--Total	207674	204386	2%				
Holdings--Adult	131395	128584	2%				
Holdings--Young Adult	12568	12463	1%				
Holdings--Youth	63711	63339	1%				
Holdings--Audiovisual	43897	41273	6%				
Holdings--eReaders	0	1	-100%				
Holdings Added	2350	3046	-23%		16054	21116	-24%
Holdings Withdrawn (Weeded)	3239	5568	-42%		14012	23827	-41%
Holdings Net Change	-1169	-1488	-21%		4271	240	1680%
LIBRARY PATRONS							
Total Active Cardholders	53499	71947	-26%				
Cardholders Added	434	699	-38%		2968	4570	-35%
Cardholders Transacting	12396	15891	-22%		86765	102776	-16%
Percent of Cardholders Transacting	23%	22%	5%				
Total Number of Lawrence Residents Registered	43493	58596	-26%				
Percent of Lawrence Residents Registered	42%	58%	-27%				

Lawrence Public Library	July		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
PROGRAMMING							
Number of Adult Programs	7	22	-68%		104	155	-33%
Number of Young Adult Programs	6	12	-50%		64	117	-45%
Number of Youth Programs	89	88	1%		227	518	-56%
Total Programs	102	122	-16%		395	790	-50%
Adult Program Attendance	162	1142	-86%		2747	6181	-56%
Young Adult Program Attendance	124	308	-60%		2091	3444	-39%
Youth Program Attendance	2716	4393	-38%		25269	26679	-5%
Total Program Attendance	3002	5843	-49%		30107	36304	-17%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	62.10	68.69	-10%				
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.55	8%				
Number of Employees--Total	80	94	-15%				
Number of Employees--Full-Time	44	47	-6%				
Number of Employees--Part-Time	36	47	-23%				
Terminations	1	3	-67%		9	14	-36%
Hirings	1	2	-50%		4	20	-80%
Volunteer Hours	50.1	1020.4	-95%		194.9	5750.9	-97%

August 2020 Select Online Statistics

Kanopy:

User accounts - 908

Visits - 10,477

Pages - 13,209

Plays - 2,809

[lynda.com](https://www.lynda.com):

New users - 23

Total users - 2895

Users who logged in - 114

Total log ins - 436

Hours viewed - 157.85

Hours viewed per user who logged in - 1.38

Hours viewed per log in - 0.36

Library Director's Report for August 2020

We continue to find our groove in Phase 3 of our reopening. I imagine we will be in this phase for some time given how the pandemic continues to play out. All in all, things are going quite well. As you can see from our statistical report, visits are way down but checkout of materials is relatively decent for our limited hours and lack of summer reading programming.

The 2021 budget process continues to move along with lack of controversy. The public budget hearing was conducted on August 11 and will be adopted on August 18. As previously stated, the library has been able to adopt a budget with no mill increase.

In other City news, I am pleased to report that City Manager Craig Owens invited me to join the City's executive team staff meetings. My first meeting was July 29. I am very excited to be welcomed onto this team. Craig has told me he is impressed with the way the library connects with our community and that having me at their leadership team meetings could be of benefit to both the City and the Library. I agree. I very much look forward to getting to know city staff better and build a stronger partnership with the City.

In the past month or so, I have also been invited to join the MO-KAN library directors' weekly call. This group is an outcropping of the regular meeting of the Missouri Directors of Large Library Systems (DOLLS!)—libraries including Mid-Continent, Kansas City, St. Louis, St. Louis County, Springfield-Greene County, and Daniel Boone Regional in Columbia. The directors of Kansas City Kansas, Topeka and Shawnee County, and Johnson County libraries also have joined. It is a great opportunity to hear what other libraries are doing and the challenges we all face.

Kathleen may discuss this in her report as well, but the library has submitted funding requests from the CARES Act money the County will be distributing. We are seeking to bridge the digital equity gap in our county by working with county nonprofits to connect people with laptops and mobile hotspots to provide internet access in people's homes during the pandemic. Our request has received a recommendation, but it has not been officially approved. More details next month.

Respectfully submitted by Brad Allen, August 13, 2020

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Accounts: Accounts continues to provide normal services at the desk and phone room. Outside of open hours we assist with holds filing, condition checking of items coming out of quarantine, and inventory. As outreach ramps up we are providing staff for remote library card sign up 2-4 times a week. Most book van stops continue to remain closed. Gregor Brune has taken the lead on curbside pick up for patrons falling into high risk COVID categories. In June we had 48 curbside appointments and in July we had 43. So far 10 curbside patrons have elected to take advantage of home delivery on a regular schedule.

Cataloging & Collection Development:

At the end of July and into the first week of August, catalogers completed two projects, a reorganization/relabeling of the YA graphic novels and the Shakespeare titles in the adult nonfiction 800s. Emily is also helping Accounts, Materials Handling, and Youth Services with an inventory project to help discover missing items and items on the shelves in bad statuses. The selectors and Dano (acquisitions) continue to work half time from home, preparing and placing orders, and half time in building completing collection maintenance and helping catalogers with the book drop. The selectors and the Collection Management Committee have determined that funds need to be moved from physical line items to digital, and \$25,000 has been moved from adult physical materials funds to OverDrive, and \$4,500 will be moved from children's physical funds. More funds may be sought to support keeping the Hoopla cap where it is.

Department of Community Partnerships:

We've been beta-testing our nascent outreach program this month by tabling at the Cottin's Hardware farmer's market, Makers, Bakers, and Acres farmer's market, and taking the book bike out on Massachusetts street. We distribute free books, library freebies, library information, and we sign folks up for library cards. We've talked to around 15 people per event about how they can use the library. We've only signed a couple of folks up for library cards, but we're hoping that number will go up when we start to circulate library materials out-of-house. Our long term plan is to work with the KU School of Architecture to build an outreach vehicle that can accommodate social distancing and get books, music, movies, and community support out to folks who may not be able to come to the library. Using demographic information from LPL's Orange Boy software, we'll target neighborhoods that have more vulnerable populations and low library-usage. This is an all-staff initiative where every department can showcase their strengths and devise a plan to be more visible and serve our community.

Facilities: We've been much more proactive with cleaning the lawn and sidewalk between the library and parking garage since Parks n' Rec power washed the area directly south of the library; it has made a positive difference and I think we can continue to improve (time permitting). Peer Support on the Lawn (please see Information Services) has begun and we bring out the supplies every day, assist with setup, later with the tear down, and put everything away. We also assisted Aaron (Technology) with moving the payphone upstairs, getting it reinstalled, and ready for use (of course we clean it every hour too). Thanks to Brad and Kate Gramlich, who reached out to the United Way, we have a good supply of cloth masks to have available for patrons who need them. These supplies are sporadically supplemented by donations

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from the community, but without the United Way's support we would have days without any cloth masks available. We average giving out 16 cloth masks and 18 disposable masks a day.

Information Services:

Info Services continues to staff the Ask Desk and to assist Accounts with staffing the phone room and chat. Kate Gramlich has been working with the League of Women Voters to coordinate a well-received series of Civic Engagement 101 programs via Zoom, and our team is also working to encourage community participation in the 2020 Census through a variety of channels, including social media and outreach. Derek Mecca and Theresa Bird have resumed offering in-person peer support with a socially-distanced set up on the library lawn; they continue to offer peer support virtually and by phone as well. Hall Center intern Ariel LaGue nears completion on her project to make a collection of oral histories with local WWII veterans available through the Digital Douglas County History website. Through our engagement with the Douglas County Human Services Coalition, we are working to stay on top of the changing landscape of social service supports available in our community, and to communicate information about library services to those organizations.

Marketing:

Heather has worked with various departments to meet unique messaging needs as well as SLT to communicate overall library messaging with accuracy and precision during the first full month in Phase 3 reopening. [The Reader](#) magazine is back as a tighter, 16-page publication with a focus on how to use the library from home, planning a visit in-person, and how to connect to our virtual programming like a pro. As we anticipate operating in Phase 3 of our reopening plan for a while, the Reader will serve as a more evergreen publication so it remains relevant even when things change quickly. Copies will be available in the library, at library outreach events, and at select local organizations before September 1. Heather is working to get a KU marketing intern for the Fall through Hawklink, a program with the Office of Diversity and Equity. She also worked with Karen Allen to create a promotional video "picture book" for the Kansas Health Foundation about how Lawrence Public Library is working hard to meet reader and community needs during the COVID-19 pandemic (watch it [here!](#)) Heather is currently planning the next Library Page for the Lawrence Journal-World with a focus on library resources for parents and caregivers facing new and unexpected challenges of an unusual back-to-school season. She is also working her usual Front Door shift on Tuesdays from 12-2, filling in as needed in-house, and knocking out an ongoing list of 15-minute to-dos too numerous to list.

Collection Services:

A software upgrade to Symphony has been installed and is close to implementation. Accounts Coordinator Jeff is working with Kim in IT to fully test the functionality before it goes live. The upgrade will automatically lead applicants for new library cards to register for an account in our online catalog, Bibliocommons. This feature will improve service to library users by introducing them immediately to the user-friendly self service options that the online account provides: placing holds, monitoring checkouts, renewing items, and reviewing their checkout history.

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Checkouts of physical items are trending upwards but still overall at a lower level (about 55% of last July's checkouts). However, new autorenewal functionality combined with no overdue fines may be contributing to items being returned by patrons at a noticeably slower pace. Total items checked in in July are at about 40% of July 2019's checked in totals.

The IMLS research initiative, [REALM](#) reported that the SARS-CoV-2 virus has been detected on materials for longer than 3 days. Collection Management Committee voted to extend the library's quarantining of new materials from 72 to 96 hours.

Staff continue to inventory the collection as a fill-in project, as well as assist with library outreach efforts.

Readers' Services:

Services continue as usual in the RS department, and the RS service desk has been a great addition and way to have safe conversations with patrons. We are working with Jon to plan a shift of the mystery stacks so the desk can face the front of the library to be more visible to patrons as they enter. Polli will work with Heather on creating some desk-specific signage. Most of the RS staff is in the building the majority of their work hours, at this point. Two book clubs have gone on hiatus due to declining attendance via Zoom, but the plans are to resume if/when we have in person meetings OR we can relaunch them on Zoom and find a new audience this fall. BYOBB continues every other Tuesday evening, #AskALibrarian and FB Readers' Advisory continue on social media.

Technology:

Public service in the Technology department continues to serve 8 stations in the auditorium. We recently added two stations with seating and power strips, but without computers for personal device use. Computer use traffic volume has leveled off, but we are regularly hitting max capacity with short wait lists on weekday mornings.

Licenses have been purchased for a software upgrade to our Mitel phone system called Mitel Phone Manager. This software allows calls to be placed and received using our phone system from licensed desktops and smartphones. This software better prepares us to field and place calls remotely during a work from home scenario. Outdoor Wi-Fi access points are being researched to improve outdoor and parking area coverage near the building.

Youth Services:

Youth Services has wrapped up Summer Reading programming and is on a programming break except for a few clubs, family yoga, and the Teen Advisory Board meeting. We started distributing summer reading prizes for both kids and teens from the Readers Theater. It's so lovely to have some sort of

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everyday summer activity happening in the library. YS staff did a great job turning the doorway into a castle to match our summer reading theme, Imagine Your Story. We have extended the end of summer reading to September 12 to keep youth engaged until school starts on September 8. We started offering virtual tutoring sessions with a KU work-study student in July. This is a continuation of the services we have offered in the past, but we're using LibCal to book sessions and Zoom for the meetings. This service will continue in the fall, but we are expanding to 3 or 4 tutors. This is always a popular program, but we feel it will be needed more than ever as we enter a school year that will certainly be like no other.

We continue to offer services in the library from the one desk located on the kids' side. The staff has been filling their time in the evenings and mornings before we open with shelving, picking holds, conducting inventory, as well as helping unload drop boxes and condition checking returned materials on the weekends.

In collection news, our book bundles continue to be a big hit with people looking for materials to grab quickly to check out. It's so satisfying to see a bundle you made in the arms of a kiddo. Our teen graphic novels have been relabeled and are now organized by author instead of title. We have a new collection of read-along books called Wonderbooks. These are picture books that have an audio player built-in (no need for a CD player)! Kids can plug headphones right into the player, each book comes with simple narration and a learning mode for building comprehension, and there are also Spanish and non-fiction titles. We started circulating this on 8/10 and they're flying off the shelves.

In CE news, Karen attended the Workplace and Racial Equity Symposium from the Denver Library, the School Library Journal Teen Live Day, an OCLC/IMLS/Battelle webinar on their study of Covid-19 and library materials, and a product overview webinar of Brainfuse. Mary attended a LibraryReads webinar on anti-racist readers' advisory.

Task force and Library-wide initiative Reports

Communication Hub Task Force:

The Task Force reconvened on Thursday, August 6 to resume work on developing an updated intranet or staff communication platform for the library. Members (Aaron, Centi, Jeff, Ruth, Tricia) previewed and discussed a new Google initiative to provide a "Home for Work" that creates a workspace and communication center for G-Suite users (highlights are available in a video [here](#); more info available [here](#)). A necessary first step in implementing that new functionality is to establish Google Chat as the library-wide chat platform (and retire Classic Hangouts Chat). This will take place on 8/17. The Google "Home for Work" should be available within a few weeks, so the group will see what tools might be available here before resuming investigations of WordPress or turnkey intranet options.

Jeff and Aaron discovered existing library software to track security incidents (included in the OrangeBoy software package). Aaron will follow up with Brad and Security staff to investigate potential applications at LPL.

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CARES Act Funding through Douglas County:

The library has submitted two applications for CARES Act Funding through Douglas County. The first is a request for reimbursement for COVID-related expenditures for PPE, safety equipment, plexiglass barriers, signage, floor decals, etc. Our total request for these items was \$22,500. In addition, LPL submitted a Direct Aid application to address digital inequity. One of the huge problems that surfaced during the pandemic is the lack of access to devices and internet access. The library has requested \$51,000 for 50 laptops, 50 hot spots and funds for Lifeline internet service for 200 households. The County will make its final recommendations at a special meeting on Friday, August 15. These recommendations will move forward to the state where final decisions will be made on September 15.

Friends & Foundation Director's Report – August 13, 2020

While the Friends & Foundation board does not meet in July, there is still plenty to report. We took time to reach out to our major donors and submit 2019 final Form 990s for each of the two separate Friends and Foundation organizations. Book sales, the Lawrence Green Spaces Art Project, and Retirement Boot Camp kept us busy.

Book Sale Update. Work on online and on-site book sales continues to progress in as safe a manner as possible. All volunteers and shoppers are required to wear masks and practice proper social distancing.

- Friends & Foundation volunteers continue to work on a scheduled basis. A maximum of four volunteers are allowed to work in the garage space at a time.
- Personal shopping appointments continue. Book Sale Committee members agreed to increase the allowable number of shoppers per appointment time from one to four.
- Donations now are taken by appointment. All donated books are quarantined for four days before being processed. There is a large container outside of the book sale garage to hold donations.
- Upcoming plans include offering regular outdoor sales that are limited to 10-20 shoppers, exploring a partnership with Thrift Books, and posting any book valued at \$7 or more online (previous threshold was \$8).

Lawrence Green Spaces Art Project. The Lawrence Green Spaces Art Project continues to be successful. The project has received fantastic publicity, including stories in the *Journal World* and *Kansas Alumni Magazine*. Net proceeds to the Friends & Foundation from the sales of posters and postcards now exceed \$17,000. Given our limited ability to hold book sales and a decline in donations, this has been a lifeline for our organization. Sales of postcards and posters were set to wrap up at the end of August, however board member Mary Gage is exploring the possibility of extending the fundraiser until the end of the year.

Retirement Boot Camp. Our program aimed at engaging retirees is still going strong this summer. Two regular weekly get togethers, hosted by Cathy Hamilton, are held via Zoom: Fun and Games (usually BINGO) on Tuesdays and Coffee Break on Fridays. In addition, we offer one major program each month. In June, KU sociology professor Dave Eckerdt talked about his new book, *Downsizing: Confronting Our Possessions in Later Life*. This program inspired our retirees to start a downsizing club that will launch in September. In July, we hosted a program with AARP Kansas, the Senior Resource Center and Community Villages Lawrence on fraud. Scams involving older adults have risen sharply during the pandemic and the program provided advice on how to spot scams and what to do if it happens to you. In August, we hosted "Twenty Minute Travelogues", featuring stories from local Lawrence travelers. While few of our retirees are traveling these days, they still have dreams of hitting the road in the future! Finally, Cathy Hamilton and I were selected to make a presentation about Retirement Boot Camp at the virtual Kansas Library Association meeting in October. We are excited to share our experiences with other Kansas libraries.

MEMORANDUM

To: Lawrence Public Library Board of Trustees

From: Brad Allen, Library Director

Subject: Amendment to Library Board Bylaws

Date: August 17, 2020

I would like to propose amending the bylaws to reflect our current practice of using electronic signatures. This change has been reviewed and approved by Sean Gordon, the library's current auditor. The additional language I propose adding appears in bold in the paragraph below.

Page 3, Second Full paragraph

The Secretary/Treasurer shall have charge of all funds collected for the maintenance of the Library and shall pay out said funds on orders of the Board. Checks shall be signed by the Chair and the Secretary/Treasurer, or by such other designated Board members in the absence of either of the above officers. At least one original signature shall appear on all checks.

Whenever these Bylaws require a signature, an electronic signature satisfies that requirement if the Board has approved the payment and the document has not been modified since the signature was affixed. An electronic signature is defined as a signature created, transmitted, received, or stored by electronic means. The Secretary/Treasurer shall see that an accurate record is kept of all moneys received and dispersed. Monthly financial reports shall be made to the Board. In addition, an annual report shall be presented to the Board. An audit by a Licensed Municipal Accountant shall be made each year. The treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the municipality (K.S.A. 12-1226).