

Lawrence Public Library Board of Trustees Regular Meeting
Monday, September 21, 2020 at 4:30 PM
COVID-19 Zoom Meeting
<https://lplks.zoom.us/j/99389244275>

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 August
- Approve Treasurer's report for August
- Approve bills for August 17 to September 20
- Receive statistical report for August

Library Director's report

Friends and Foundation report

Ongoing business

New business

- Election Day Library Closure – potential **ACTION ITEM** (see memo)

Adjournment

Lawrence Public Library

Board of Trustees Meeting Minutes

August 17, 2020

Attending: Jennifer Bonilla-Scotten, Brady Flannery, Sarah Goodwin-Thiel, Judy Keller, Ursula Minor, and Kevan Vick

Staff Attending: Brad Allen, Heather Kearns, Kathleen Morgan, Erica Segraves, and Kristin Soper

Call to Order

Ursula called the meeting to order at 4:31 pm. She welcomed new board member, Jennifer Bonilla-Scotten.

Public Comment

There were no public comments

Consent Agenda

The consent agenda was approved (Kevan Vick/Judy Keller)

Library Director's Report

Brad reported that the "LPL Express" model is going well. Visits to the library are steady and the number of checkouts are slowly moving higher. The library's budget process is just about complete with the City. We are requesting a flat mill rate. Brad does not anticipate any issues with its approval.

Among the highlights of the month is that city manager Craig Owen has invited Brad to join the City's leadership team. It is a wonderful opportunity to get to know the City's senior staff. Both Craig and Brad believe it's great for both the City and the library.

Brad also is participating in regular conference calls with the larger Kansas City area library systems (Mid Continent, Johnson County, Kansas City Public Library, etc.) The discussions provide great information for navigating library service during a pandemic. It has been helpful to get the support and advice of other area library directors.

Brad also reported that the library's digital equity request is included in the \$25 million Douglas County CARES Act package that has been submitted to the state. In addition, the library submitted a request for COVID-related reimbursements. It was combined with the City's request, so it is unclear how much of those expenses will be paid.

Friends & Foundation Report

Kathleen provided an addendum to Brad's CARES Act report. She reported that the library's request was for \$51,000 and would fund 50 laptops, 50 hotspots and a 1-year subscription for Lifeline internet service for 200 households. Once state funding is approved, the library will move forward with its plan to help low income residents in Lawrence get access to devices and internet service.

Friends & Foundation volunteers are hard at work in the book sale garage. Donations are now accepted by appointment and personal shopping sessions are continuing. The Book Sale Committee plans to offer additional Facebook Live sales. Plans are underway to offer regular outdoor sales in the fall that are limited to 10-20 shoppers at a time. We are very excited to have the volunteers back!

The Lawrence Green Spaces Art Project has provided welcome revenue to the Friends and Foundation. To date, it has raised more than \$17,000. This diversification in fundraising illustrates the importance of the Friends and Foundation merger. Together, our volunteers and donors are helping the library through this unprecedented time.

The Retirement Boot Camp program, funded by the Kansas Health Foundation, is going strong. Cathy Hamilton is hosting two weekly coffee and "Fun and Games" sessions with a regular group of retirees. In addition, the Friends & Foundation have hosted larger programs on downsizing, fraud against older adults, and "20 Minute Travelogues." Kathleen and Cathy will make a presentation at the virtual Kansas Library Association meeting in October to share ideas with other Kansas libraries.

Ongoing Business

There was no ongoing business

New Business

Amendment to Library Board By-Laws. Brad asked the Trustees to consider an amendment to the by-laws to reflect the library's current practice of using electronic signatures. This change has been reviewed and approved by Sean Gordon, the library's current auditor. Judy moved to approve the amendment and Sarah seconded the motion. The amendment to the library board by-laws was approved.

Virtual Appreciative Inquiry Summit

Brad requested feedback from board members about the possibility of hosting a virtual appreciative inquiry summit. A plan for a summit was nearly ready right before the

library was shut down due to COVID. Approximately 100 people had been invited to attend. Together with his executive coach, Shannon Polly, Brad is interested in reconvening the planning team to explore a virtual event. While no specific date is set, he is thinking of possibly hosting it in the fall.

Board members were generally supportive and provided comments and questions. Ursula suggested hiring a technical person to oversee logistics. Brady recommended that the summit have a clear purpose to help keep discussions focused. Sarah advised to not hurry the planning process and suggested that the library could wait to host it in 2021. Judy said that the summit sends a great message to the community that the library is moving forward.

Brad will get the team together and update the board.

Other

Sarah asked about the NEKLS online training for Trustees. She is having difficulty finding the information on their website. Brad will send the link to board members.

Adjournment

Ursula adjourned the meeting at 5:01 pm

Respectfully submitted by Kathleen Morgan, Secretary

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
August 2020									
REVENUES		This Month	Year to Date	Annual Budget	67% of Year		Aug-19	YTD 2019	
Tax Fund		\$ -	\$ 4,454,851.50	\$ 4,782,000.00	93.16%		\$ -	\$ 4,260,114.04	
Fees		\$ 2,343.40	\$ 10,244.77	\$ 35,000.00	29.27%		\$ 12,136.07	\$ 101,372.32	
NEKLS		\$ -	\$ 46,000.00	\$ 95,000.00	48.42%		\$ -	\$ 45,250.00	
State Aid		\$ 1,000.00	\$ 28,991.57	\$ 25,000.00	115.97%		\$ -	\$ 27,594.52	
Photo Copies		\$ 243.60	\$ 5,197.64	\$ 20,000.00	25.99%		\$ 3,848.39	\$ 16,648.93	
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00	16.67%		\$ 1,500.00	\$ 6,750.00	
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00	-0.50%		\$ 1,750.00	\$ 5,925.00	
Interest		\$ 9.29	\$ 6,796.48	\$ 25,000.00	27.19%		\$ 3,840.65	\$ 28,675.76	
Miscellaneous		\$ -	\$ 374.85	\$ -			\$ -	\$ 4,983.50	
Total Revenues		\$3,596.29	\$4,553,931.81	\$4,996,000.00	91.15%		\$23,075.11	\$4,497,314.07	
EXPENSES									
Salaries & Wages		\$ 222,065.67	\$ 1,803,744.88	\$ 2,820,000.00	63.96%		\$ 221,894.60	\$ 1,741,911.82	
Employee Benefits		\$ 56,662.02	\$ 218,075.33	\$ 340,000.00	64.14%		\$ 27,758.58	\$ 214,387.16	
Payroll Taxes		\$ 34,988.64	\$ 301,531.59	\$ 490,000.00	61.54%		\$ 37,861.30	\$ 297,689.32	
Utilities		\$ 6,485.22	\$ 54,361.59	\$ 96,000.00	56.63%		\$ 7,131.84	\$ 60,612.54	
Building Supplies		\$ 881.72	\$ 11,493.12	\$ 20,000.00	57.47%		\$ 2,297.71	\$ 11,464.10	
Building Repairs & Maintenance		\$ 1,218.19	\$ 62,259.56	\$ 55,000.00	113.20%		\$ 546.47	\$ 35,446.09	
Library Supplies		\$ 261.87	\$ 11,966.09	\$ 25,000.00	47.86%		\$ 3,131.66	\$ 11,307.23	
Books & Materials		\$ 48,159.19	\$ 403,675.12	\$ 700,000.00	57.67%		\$ 60,000.21	\$ 405,736.24	
Processing Supplies		\$ 2,217.46	\$ 23,051.96	\$ 50,000.00	46.10%		\$ 3,960.25	\$ 35,630.97	
Equipment		\$ -	\$ 11,153.99	\$ 10,000.00	111.54%		\$ 356.42	\$ 9,819.90	
Technology		\$ 44,183.80	\$ 193,475.09	\$ 250,000.00	77.39%		\$ 71,940.16	\$ 204,975.79	
Insurance		\$ -	\$ 11,547.50	\$ 17,000.00	67.93%		\$ -	\$ 11,343.00	
Shipping		\$ 484.77	\$ 11,678.79	\$ 16,000.00	72.99%		\$ 899.76	\$ 13,435.75	
Professional Development		\$ 442.00	\$ 8,043.16	\$ 30,000.00	26.81%		\$ 2,498.67	\$ 18,124.41	
Book Van & Mileage		\$ 108.59	\$ 971.97	\$ 2,000.00	48.60%		\$ 181.92	\$ 1,522.48	
Programs		\$ 637.67	\$ 5,097.68	\$ 20,000.00	25.49%		\$ 1,499.60	\$ 12,352.44	
Professional Fees		\$ 986.29	\$ 16,420.13	\$ 25,000.00	65.68%		\$ 2,412.15	\$ 33,998.09	
Advertising & Marketing		\$ 207.47	\$ 10,448.11	\$ 30,000.00	34.83%		\$ 6,132.34	\$ 24,472.03	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	
Miscellaneous		\$ 511.42	\$ 828.51	\$ -			\$ (118.73)	\$ 2,401.53	
Total Expenses		\$ 420,501.99	\$ 3,159,824.17	\$ 4,996,000.00	63.25%		\$ 450,384.91	\$ 3,146,630.89	
CASH BALANCES									
	Cash Reserves	\$ 50,237.56	Included in checking						
	Checking	\$ 2,057,974.43							
	Capital Improvement	\$ 685,976.52							

Lawrence Public Library
2020 Outside Funding Report

			1/1/2020	May	May	June	June	July	July	August	August			
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS & FOUNDATION														
	KPR-Advertising		\$ -		\$ 477.50		\$ 242.50		\$ 285.00		\$ 291.25	\$ 3,035.00		
	Summer Reading - ALL		\$ 7,521.27		\$ 11,146.99		\$ 3,672.29		\$ 804.99		\$ 2,171.74	\$ 1,605.26		
	Aquarium		\$ (5.71)		\$ 600.00	\$ 475.72	\$ 300.00		\$ 352.00		\$ 300.00	\$ 1,318.01		
	Kanopy 2020		\$ 20,000.00		\$ 2,925.00		\$ 2,722.00		\$ 2,457.00		\$ 2,592.00	\$ 5,148.00		
	Volunteers		\$ 705.63									\$ 705.63		
	Read Across Lawrence 2020		\$ 2,212.56							\$ 6,175.37		\$ -		
	Block Grant		\$ 119,842.96		\$ 650.00		\$ 2,230.00					\$ 91,686.58		
	Kansas Health Foundation		\$ 1,735.71									\$ 1,685.71		
	Salaries/Taxes - Isaman/Hyde		\$ (12,043.88)		\$ 8,500.95		\$ 8,500.96	\$ 24,187.88	\$ 8,500.96		\$ 7,501.96	\$ (16,002.92)		
	Foundation Expenses to be reimbursed		\$ (4,655.92)				\$ 57.50	\$ 116.38	\$ 769.58	\$ 465.26		\$ (245.44)		
	Census - Winter Family											\$ -		
	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		\$ 25.00				\$ 238.38		\$ 200.00	\$ 544.98		
	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									\$ 351.72		
	Local History/Coan		\$ 4,806.65		\$ 1,500.00							\$ 3,306.65		
	MIDCO		\$ 34,920.13		\$ 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		
	Coggins - Outreach										\$ 297.05	\$ (297.05)		
	Digital Resources- NEKLS/Jedel/F&F									\$ 10,000.00		\$ 12,000.00		
	Eggert Bequest for Bonuses									\$ 8,138.99		\$ 8,138.99		
	Jedel for The Reader									\$ 3,000.00	\$ 1,118.29	\$ 1,881.71		
			\$ 246,196.15	\$ -	\$ 26,312.19	\$ 475.72	\$ 17,725.25	\$ 24,304.26	\$ 14,010.71	\$ 27,779.62	\$ 14,472.29	\$ 117,643.63		
OTHER														
	Memorials/Honor with Books/Bauleke		\$ 2,035.72				\$ 51.42		\$ 52.62	\$ 96.19	\$ 33.87	\$ 1,848.88		
	Diversity Kits								\$ 182.86	\$ 1,000.00	\$ 600.76	\$ 216.38		
	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								\$ 9.68	\$ 124.48		
	Merchandise Sales		\$ 1,246.73	\$ (519.19)		\$ 104.75		\$ 163.75		\$ 474.81		\$ 1,894.06		
			\$ 7,537.30	\$ (519.19)	\$ -	\$ 104.75	\$ 51.42	\$ 163.75	\$ 235.48	\$ 1,571.00	\$ 644.31	\$ 8,290.49		
			\$ 253,733.45											
			Month Total	\$ (519.19)	\$ 26,312.19	\$ 580.47	\$ 17,776.67	\$ 24,468.01	\$ 14,246.19	\$ 29,350.62	\$ 15,116.60	YTD Income	\$ 155,303.17	
												YTD Expense	\$ 157,880.37	

Lawrence Public Library
Balance Sheet
As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,864,583.07
Checking	193,391.36
Capital Improvement at MIP	685,976.52
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Total Checking/Savings	2,743,950.95
	<hr/>
Total Current Assets	2,743,950.95
Other Assets	
Petty Cash	700.00
	<hr/>
Total Other Assets	700.00
	<hr/>
TOTAL ASSETS	<u><u>2,744,650.95</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	29,317.66
	<hr/>
Total Accounts Payable	29,317.66
Other Current Liabilities	
Payroll Liabilities	4,518.01
	<hr/>
Total Other Current Liabilities	4,518.01
	<hr/>
Total Current Liabilities	33,835.67
	<hr/>
Total Liabilities	33,835.67
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,018,649.62
Net Income	1,391,530.44
	<hr/>
Total Equity	2,710,815.28
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>2,744,650.95</u></u>

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

	<u>Aug 20</u>
Ordinary Income/Expense	
Income	
Gifts-Other	28,875.81
Grants	1,000.00
Interest	9.29
Merchandise Sales	474.81
Fees	2,343.40
Photo Copies	243.60
Total Income	<u>32,946.91</u>
Gross Profit	32,946.91
Expense	
Payroll Expenses	278,727.69
Payroll Taxes	37,441.62
Utilities - Electric	6,485.22
Building Supplies	881.72
Building Repairs & Maintenance	1,218.19
Library & Office Supplies	261.87
Books & Materials	48,159.19
Processing Supplies	2,217.46
Technology	44,183.80
Shipping	484.77
Professional Development	442.00
Bookvan & Mileage	108.59
Program Expense	637.67
Professional Fees	986.29
Advertising	207.47
Miscellaneous	511.42
FOUNDATION FUNDING	6,907.78
FRIENDS FUNDING	<u>7,117.59</u>
Total Expense	<u>436,980.34</u>
Net Ordinary Income	-404,033.43
Other Income/Expense	
Other Expense	
COVID-19 Expenses	<u>-1,361.75</u>
Total Other Expense	<u>-1,361.75</u>

Lawrence Public Library
Revenues & Expenses
August 2020

	Aug 20
Net Other Income	<u>1,361.75</u>
Net Income	<u><u>-402,671.68</u></u>

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09/17/20

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Sep 17, 20
Advance Insurance Company	627.85
Allen Press	1,118.29
Amazon	1,700.73
Artisan Floor Company	425.00
ASI	50.00
B.A. Green Construction	1,160.00
Center Point Large Print	126.60
Century Business Technologies	1,060.12
Dallas Public Library	48.00
Evergy	6,368.10
Gale/Cengage Learning	220.41
Ingram Library Services	26,128.84
Interstate Elevator, Inc.	201.43
JanWay Company	337.00
Jayhawk Trophy Co., Inc.	105.25
Jayhawk Tropical Fish	300.00
Kanopy LLC	2,579.00
Kansas Library Association	500.00
Kansas Public Radio	382.50
Kennedy Glass	1,600.00
KONE Inc.	2,712.72
Lawrence Sign Up LLC	1,157.00
Levi Timothy Buerk	51.42
Meghan Michelle Morsches	40.50
Midwest Tape	17,242.48
OCLC, Inc.	5,588.74
OrangeBoy Inc.	4,800.00
OverDrive	9,102.69
Pro Print Inc.	326.00
Pur-O-Zone, Inc.	706.02
Snap Promotions	2,012.34
U.S. Bank - Mastercard	3,875.53
Unique Management Services	872.33
United Parcel Service	739.35
TOTAL	94,266.24

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09/17/20

Lawrence Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	09/21/2020	Advance Insurance Company	Checking	
Bill	October 20...	09/16/2020		Group Life Insurance	-627.85
TOTAL					-627.85
Bill Pmt -Check	Electronic	09/21/2020	ASI	Checking	
Bill	August 2020	09/03/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	09/21/2020	Everg	Checking	
Bill		09/16/2020		Utilities - Electric	-6,368.10
TOTAL					-6,368.10
Bill Pmt -Check	Electronic	09/21/2020	U.S. Bank - Mastercard	Checking	
Bill		08/30/2020		Youth Services Dept.	-69.00
				Adult Services	-25.00
				Admin. Dept.	-200.00
				Adult Services	-148.00
				Books & Materials	-12.80
				Building Supplies	-219.54
				Building Repairs & Mai...	-58.19
				FOUNDATION FUNDI...	-297.05
				Adult Programming	-73.63
				Bookvan & Mileage	-108.59
				Children's Programming	-419.35
				Children's Programming	-7.94
				Children's Programming	-39.62
				Young Adult Program...	-70.25
				Summer Reading - ALL	-221.99
				Professional Fees	-655.33
				Shipping	-117.99
				Processing Supplies	-489.66
				Library & Office Suppli...	-263.87
				Advertising	-95.47
				Supplies	-9.99
				Public Access	-28.32
				Telephone	-68.49
Bill		09/02/2020		Periodicals	-49.75
				Books & Materials	-37.86
				Books & Materials	-43.89
				Books & Materials	-43.96
TOTAL					-3,875.53
Bill Pmt -Check	Electronic	09/21/2020	United Parcel Service	Checking	
Bill	1360	09/16/2020		Shipping	-739.35
TOTAL					-739.35

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09/17/20

Lawrence Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8856	09/21/2020	Allen Press	Checking	
Bill	24580	08/31/2020		Advertising Gift Fund	-1,118.29
TOTAL					-1,118.29
Bill Pmt -Check	8857	09/21/2020	B.A. Green Construction	Checking	
Bill	1	08/31/2020		Building Repairs & Mai...	-1,160.00
TOTAL					-1,160.00
Bill Pmt -Check	8858	09/21/2020	Center Point Large Print	Checking	
Bill	1788908	09/17/2020		Books & Materials	-25.32
Bill	1782295	09/17/2020		Books & Materials	-101.28
TOTAL					-126.60
Bill Pmt -Check	8859	09/21/2020	Century Business Technologies	Checking	
Bill	565157	08/31/2020		Copying	-251.87
Bill	566767	09/16/2020		Copying	-593.59
Bill	566920	09/16/2020		Copying	-214.66
TOTAL					-1,060.12
Bill Pmt -Check	8860	09/21/2020	Dallas Public Library	Checking	
Bill	ILL194143...	08/31/2020		Fees	-48.00
TOTAL					-48.00
Bill Pmt -Check	8861	09/21/2020	Gale/Cengage Learning	Checking	
Bill	71261180	08/31/2020		Books & Materials	-26.59
Bill	71213399	08/31/2020		Books & Materials	-18.89
Bill	71102169	08/31/2020		Books & Materials	-67.87
Bill	71076072	08/31/2020		Books & Materials	-53.18
Bill	71075667	08/31/2020		Books & Materials	-27.29
Bill	71075915	08/31/2020		Books & Materials	-26.59
TOTAL					-220.41
Bill Pmt -Check	8862	09/21/2020	Interstate Elevator, Inc.	Checking	
Bill	20712	09/16/2020		Building Repairs & Mai...	-201.43
TOTAL					-201.43
Bill Pmt -Check	8863	09/21/2020	JanWay Company	Checking	
Bill	136374	08/31/2020		Processing Supplies	-337.00
TOTAL					-337.00

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Lawrence Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8864	09/21/2020	Jayhawk Trophy Co., Inc.	Checking	
Bill	67126	08/28/2020		Miscellaneous	-105.25
TOTAL					-105.25
Bill Pmt -Check	8865	09/21/2020	Jayhawk Tropical Fish	Checking	
Bill	787349	08/30/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8866	09/21/2020	Kanopy LLC	Checking	
Bill	211910-PPU	09/17/2020		Kanopy	-2,579.00
TOTAL					-2,579.00
Bill Pmt -Check	8867	09/21/2020	Kansas Public Radio	Checking	
Bill	146336	09/16/2020		Advertising Gift Fund	-382.50
TOTAL					-382.50
Bill Pmt -Check	8868	09/21/2020	Kennedy Glass	Checking	
Bill	I016801	09/16/2020		Library & Office Suppli...	-1,600.00
TOTAL					-1,600.00
Bill Pmt -Check	8869	09/21/2020	KONE Inc.	Checking	
Bill	959652954	09/16/2020		Building Repairs & Mai...	-2,712.72
TOTAL					-2,712.72
Bill Pmt -Check	8870	09/21/2020	Lawrence Sign Up LLC	Checking	
Bill	13819	08/31/2020		Advertising	-112.00
Bill	13978	09/16/2020		Advertising	-1,045.00
TOTAL					-1,157.00
Bill Pmt -Check	8871	09/21/2020	OCLC, Inc.	Checking	
Bill	1000067110	09/16/2020		Collections	-5,588.74
TOTAL					-5,588.74

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09/17/20

Lawrence Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8872	09/21/2020	OrangeBoy Inc.	Checking	
Bill	3154	09/16/2020		Advertising FOUNDATION FUNDI...	-3,250.00 -1,550.00
TOTAL					-4,800.00
Bill Pmt -Check	8873	09/21/2020	Pro Print Inc.	Checking	
Bill	102394	08/31/2020		Processing Supplies	-326.00
TOTAL					-326.00
Bill Pmt -Check	8874	09/21/2020	Pur-O-Zone, Inc.	Checking	
Bill	809998	08/02/2020		Building Supplies	-192.13
Bill	812044	08/31/2020		Building Supplies	-28.96
Bill	812880	09/16/2020		Building Supplies	-481.35
Bill	813856	09/17/2020		Building Supplies	-3.58
TOTAL					-706.02
Bill Pmt -Check	8875	09/21/2020	Snap Promotions	Checking	
Bill	20081101	08/31/2020		Processing Supplies	-142.26
Bill	20081702	09/17/2020		Merchandise Sales	-1,724.76
Bill	20081203	09/17/2020		Library & Office Suppli...	-145.32
TOTAL					-2,012.34
Bill Pmt -Check	8876	09/21/2020	Unique Management Services	Checking	
Bill	595519	08/31/2020		Professional Fees	-170.40
Bill	595891	09/16/2020		Professional Fees	-554.90
Bill	595892	09/16/2020		Professional Fees	-147.03
TOTAL					-872.33
Bill Pmt -Check	28921	09/21/2020	Amazon	Checking	
Bill	9328231	08/31/2020		Books & Materials	-15.99
Bill	2272256	08/31/2020		Books & Materials	-158.40
Bill	7376250	08/31/2020		Children's Programming	-26.88
Bill	6073025	08/31/2020		Building Supplies	-107.92
Bill	1617033	08/31/2020		Books & Materials	-211.80
Bill	9351404	08/31/2020		Books & Materials	-9.96
Bill	1617033	08/31/2020		Books & Materials	-74.98
Bill	7741822	08/31/2020		Books & Materials	-28.87
Bill	9056239	08/31/2020		Books & Materials	-59.99
Bill	0216246	08/31/2020		Books & Materials	-15.36
Bill	4774665	08/31/2020		Books & Materials	-24.00
Bill	2874620	08/31/2020		Books & Materials	-30.98
				Books & Materials	-9.99
				Books & Materials	-16.95
Bill	3723461	08/31/2020		Books & Materials	-9.76
Bill	2272256	08/31/2020		Books & Materials	-12.29
Bill	6126621	08/31/2020		Books & Materials	-31.74

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Lawrence Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	1617033	08/31/2020		Books & Materials	-48.88
Bill	2499434	09/16/2020		Children's Programming	-45.99
				Young Adult Program...	-137.83
Bill	4418659	09/16/2020		Library & Office Suppli...	-9.99
Bill	2728221	09/16/2020		Processing Supplies	-104.20
Bill	2570654	09/16/2020		Young Adult Program...	-11.99
				Children's Programming	-23.98
Bill	1617033	09/17/2020		Books & Materials	-49.94
Bill	1009859	09/17/2020		Books & Materials	-179.97
Bill	9040204	09/17/2020		Books & Materials	-33.20
Bill	9818664	09/17/2020		Books & Materials	-13.99
Bill	8297034	09/17/2020		Books & Materials	-63.36
Bill	7367435	09/17/2020		Books & Materials	-37.33
Bill	9818664	09/17/2020		Books & Materials	-24.55
				Books & Materials	-49.94
Bill	9177009	09/17/2020		Books & Materials	-19.73
TOTAL					-1,700.73
Bill Pmt -Check	28922	09/21/2020	Artisan Floor Company	Checking	
Bill	83120	09/17/2020		Building Repairs & Mai...	-425.00
TOTAL					-425.00
Bill Pmt -Check	28923	09/21/2020	Ingram Library Services	Checking	
Bill	47688833	08/31/2020		GGIFT	-98.80
Bill	47711600	08/31/2020		GGIFT	-21.64
Bill	47904488	08/31/2020		GGIFT	-20.50
Bill	47972779	08/31/2020		Wurfy	-9.68
Bill	47919194	08/31/2020		Processing Supplies	-58.36
Bill	47850515	08/31/2020		Processing Supplies	-71.60
Bill	47838996	08/31/2020		Processing Supplies	-35.58
Bill	47850517	08/31/2020		Processing Supplies	-0.60
Bill	47824035	08/31/2020		Processing Supplies	-59.53
Bill	47779594	08/31/2020		Processing Supplies	-159.05
Bill	47779598	08/31/2020		Processing Supplies	-36.76
Bill	47779596	08/31/2020		Processing Supplies	-31.46
Bill	47747659	08/31/2020		Processing Supplies	-54.94
Bill	47747663	08/31/2020		Processing Supplies	-24.91
Bill	47747661	08/31/2020		Processing Supplies	-0.82
Bill	47688830	08/31/2020		Processing Supplies	-32.61
Bill	47688832	08/31/2020		Processing Supplies	-24.42
Bill	47733671	08/31/2020		Processing Supplies	-38.39
Bill	47711599	08/31/2020		Processing Supplies	-113.39
Bill	47651769	08/31/2020		Processing Supplies	-171.00
Bill	47628221	08/31/2020		Processing Supplies	-28.67
Bill	47598706	08/31/2020		Processing Supplies	-23.76
Bill	47639476	08/31/2020		Processing Supplies	-52.66
Bill	47583694	08/31/2020		Processing Supplies	-0.82
Bill	47565285	08/31/2020		Processing Supplies	-22.63
Bill	47919193	08/31/2020		Books & Materials	-636.67
Bill	47850514	08/31/2020		Books & Materials	-757.54
Bill	47838995	08/31/2020		Books & Materials	-180.48
Bill	47850516	08/31/2020		Books & Materials	-50.96
Bill	47824034	08/31/2020		Books & Materials	-477.38
Bill	47779593	08/31/2020		Books & Materials	-1,228.72
Bill	47779597	08/31/2020		Books & Materials	-375.00
Bill	47779595	08/31/2020		Books & Materials	-396.67
Bill	47747658	08/31/2020		Books & Materials	-656.19

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Lawrence Public Library
Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	47747662	08/31/2020		Books & Materials	-309.98
Bill	47747660	08/31/2020		Books & Materials	-15.96
Bill	47688829	08/31/2020		Books & Materials	-421.64
Bill	47688831	08/31/2020		Books & Materials	-308.46
Bill	47688828	08/31/2020		Books & Materials	-46.08
Bill	47733670	08/31/2020		Books & Materials	-477.45
Bill	47711598	08/31/2020		Books & Materials	-1,027.80
Bill	47733669	08/31/2020		Books & Materials	-12.55
Bill	47651768	08/31/2020		Books & Materials	-1,612.55
Bill	47628220	08/31/2020		Books & Materials	-405.52
Bill	47598705	08/31/2020		Books & Materials	-334.23
Bill	47639475	08/31/2020		Books & Materials	-462.42
Bill	47583693	08/31/2020		Books & Materials	-23.79
Bill	47565284	08/31/2020		Books & Materials	-257.10
Bill	48320540	09/17/2020		Books & Materials	-2,343.19
Bill	48320538	09/17/2020		Books & Materials	-430.51
Bill	48298500	09/17/2020		Books & Materials	-455.49
Bill	78259861	09/17/2020		Books & Materials	-891.22
Bill	78221094	09/17/2020		Books & Materials	-898.18
Bill	48259860	09/17/2020		Books & Materials	-122.31
Bill	78221090	09/17/2020		Books & Materials	-566.59
Bill	48221092	09/17/2020		Books & Materials	-205.50
Bill	48221096	09/17/2020		Books & Materials	-17.10
Bill	48156423	09/17/2020		Books & Materials	-1,385.76
Bill	48185376	09/17/2020		Books & Materials	-247.76
Bill	48126937	09/17/2020		Books & Materials	-135.61
Bill	48185374	09/17/2020		Books & Materials	-194.90
Bill	48095458	09/17/2020		Books & Materials	-719.80
Bill	48126936	09/17/2020		Books & Materials	-8.52
Bill	48143904	09/17/2020		Books & Materials	-102.15
Bill	48054281	09/17/2020		Books & Materials	-506.99
Bill	48035422	09/17/2020		Books & Materials	-362.39
Bill	48035424	09/17/2020		Books & Materials	-230.65
Bill	47988483	09/17/2020		Books & Materials	-1,762.70
Bill	48054279	09/17/2020		Books & Materials	-37.00
Bill	48022117	09/17/2020		Books & Materials	-439.81
Bill	48022119	09/17/2020		Books & Materials	-65.92
Bill	47954561	09/17/2020		Books & Materials	-541.06
Bill	48320541	09/17/2020		Processing Supplies	-235.66
Bill	48320539	09/17/2020		Processing Supplies	-35.07
Bill	48298501	09/17/2020		Processing Supplies	-43.23
Bill	48259862	09/17/2020		Processing Supplies	-61.60
Bill	48221095	09/17/2020		Processing Supplies	-94.64
Bill	48221091	09/17/2020		Processing Supplies	-33.98
Bill	48221093	09/17/2020		Processing Supplies	-19.20
Bill	48221097	09/17/2020		Processing Supplies	-0.82
Bill	48156424	09/17/2020		Processing Supplies	-147.62
Bill	48185377	09/17/2020		Processing Supplies	-32.01
Bill	48126938	09/17/2020		Processing Supplies	-17.07
Bill	48185375	09/17/2020		Processing Supplies	-23.54
Bill	48095459	09/17/2020		Processing Supplies	-54.09
Bill	48143905	09/17/2020		Processing Supplies	-10.97
Bill	48054282	09/17/2020		Processing Supplies	-43.10
Bill	48035423	09/17/2020		Processing Supplies	-22.46
Bill	48035425	09/17/2020		Processing Supplies	-14.27
Bill	47988484	09/17/2020		Processing Supplies	-199.37
Bill	48054280	09/17/2020		Processing Supplies	-0.75
Bill	48022118	09/17/2020		Processing Supplies	-45.49
Bill	48022120	09/17/2020		Processing Supplies	-10.67
Bill	47954562	09/17/2020		Processing Supplies	-40.44
Bill	48221100	09/17/2020		GGIFT	-30.52
Bill	48221101	09/17/2020		GGIFT	-1.64

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September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	48221098	09/17/2020		GGIFT	-21.64
Bill	48221099	09/17/2020		GGIFT	-0.30
Bill	48054284	09/17/2020		Wurfy	-4.25
Bill	48054283	09/17/2020		Wurfy	-67.95
Bill	47988486	09/17/2020		GGIFT	-165.20
Bill	47988487	09/17/2020		GGIFT	-8.20
				Summer Reading - ALL	-20.50
Bill	47988485	09/17/2020		Summer Reading - ALL	-270.50
Bill	47972780	09/17/2020		Wurfy	-0.82
Bill	476888324	09/17/2020		GGIFT	-9.16
Bill	47711601	09/17/2020		GGIFT	-1.64
Bill	47904489	09/17/2020		GGIFT	-1.64
TOTAL					-26,128.84
Bill Pmt -Check	28924	09/21/2020	Kansas Library Association	Checking	
Bill	Dues	09/16/2020		Membership & Dues	-500.00
TOTAL					-500.00
Bill Pmt -Check	28925	09/21/2020	Levi Timothy Buerk	Checking	
Bill	REFUND	08/31/2020		Fees	-51.42
TOTAL					-51.42
Bill Pmt -Check	28926	09/21/2020	Meghan Michelle Morsches	Checking	
Bill	REFUND	08/31/2020		Fees	-40.50
TOTAL					-40.50
Bill Pmt -Check	28927	09/21/2020	Midwest Tape	Checking	
Bill	99295809	08/31/2020		Books & Materials	-98.19
Bill	99295807	08/31/2020		Books & Materials	-118.85
Bill	99289234	08/31/2020		Books & Materials	-164.40
Bill	99289237	08/31/2020		Books & Materials	-16.49
Bill	99289235	08/31/2020		Books & Materials	-195.95
Bill	99269437	08/31/2020		Books & Materials	-202.62
Bill	99269439	08/31/2020		Books & Materials	-172.44
Bill	99258005	08/31/2020		Books & Materials	-303.92
Bill	99258004	08/31/2020		Books & Materials	-416.01
Bill	99231750	08/31/2020		Books & Materials	-288.57
				Books & Materials	-50.24
Bill	99233964	08/31/2020		Books & Materials	-121.46
Bill	99233962	08/31/2020		Books & Materials	-175.50
Bill	99327793	09/16/2020		Processing Supplies	-258.65
Bill	99332884	09/17/2020		Books & Materials	-11,767.52
Bill	99363324	09/17/2020		Books & Materials	-415.35
Bill	99363322	09/17/2020		Books & Materials	-72.68
Bill	99341625	09/17/2020		Books & Materials	-18.74
				Books & Materials	-692.36
Bill	99341626	09/17/2020		Books & Materials	-239.94
Bill	99316926	09/17/2020		Books & Materials	-977.43
				Books & Materials	-23.24
Bill	99316927	09/17/2020		Books & Materials	-145.96

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Check Detail
September 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	99328599	09/17/2020		Books & Materials	-213.65
Bill	99328597	09/17/2020		Books & Materials	-92.32
TOTAL					-17,242.48

Bill Pmt -Check	28928	09/21/2020	OverDrive	Checking	
Bill	06809CO2...	08/31/2020		Summer Reading - ALL	-74.75
Bill	06809DA2...	08/31/2020		Books & Materials	-374.00
Bill	06809CO2...	08/31/2020		Books & Materials	-713.27
Bill	06809CO2...	08/31/2020		Books & Materials	-102.73
Bill	06809CO2...	08/31/2020		Books & Materials	-304.88
Bill	06809CO2...	08/31/2020		Books & Materials	-309.41
Bill	06809DA2...	08/31/2020		Books & Materials	-232.49
Bill	06809CO2...	08/31/2020		Books & Materials	-1,004.40
Bill	06809CO2...	08/31/2020		Books & Materials	-1,509.15
Bill	06809CO2...	08/31/2020		Books & Materials	-468.14
Bill	06809CO2...	08/31/2020		Books & Materials	-572.28
Bill	06809DA2...	08/31/2020		Books & Materials	-395.50
Bill	06809DA2...	08/31/2020		Books & Materials	-65.00
Bill	06809CO2...	09/17/2020		Books & Materials	-218.98
Bill	06809CO2...	09/17/2020		Books & Materials	-870.95
Bill	06809CO2...	09/17/2020		Books & Materials	-841.43
Bill	06809CO2...	09/17/2020		Books & Materials	-230.48
Bill	06809CO2...	09/17/2020		Books & Materials	-195.47
Bill	06809CO2...	09/17/2020		Books & Materials	-172.43
Bill	06809CO2...	09/17/2020		Books & Materials	-152.51
Bill	06809CO2...	09/17/2020		Books & Materials	-294.44
TOTAL					-9,102.69

Lawrence Public Library

Monthly Statistical Summary--August 2020

INDICATOR	August		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	1.91	6.83	-72%			
Reference Transactions per Capita	0.67	1.44	-53%			
Program Attendance per Capita	0.13	0.30	-57%			
Circulation per Capita	10.88	13.08	-17%			
Circulation per Visit	5.70	1.92	197%			
Total Holdings per Capita	2.02	2.03	0%			
% of Lawrence Residents Registered	42%	45%	-7%			

Circulation--Adult Total	61,081	74,419	-18%	421,098	575,093	-27%
Circulation--Young Adult Total	3,666	4,286	-14%	25,461	33,052	-23%
Circulation--Youth Total	28,585	31,126	-8%	162,098	242,307	-33%
Circulation--Total	93,332	109,831	-15%	608,657	850,452	-28%

Reference Transactions	5,768	12,068	-52%	37,986	91,289	-58%
Public Computer Usage	1,644	8,161	-80%	18,584	60,694	-69%
User Visits	16,358	57,310	-71%	171,535	445,859	-62%
LPL Web Site Visits	20,912	19,806	6%	152,652	158,087	-3%

Holdings--Added	2,453	3,019	-19%	18,507	24,135	-23%
Holdings--Withdrawn	2,180	3,569	-39%	16,192	27,396	-41%
Holdings--Total	207,709	203,994	2%			

Cardholders--Added	497	672	-26%	3,465	5,242	-34%
Active Cardholders--Total	53,173	55,360	-4%			

Total Programs	88	64	38%	483	854	-43%
Total Program Attendance	1,128	2,541	-56%	31,235	38,845	-20%
Public Uses of Meeting Rooms	0	1,077	-100%	2,317	7,295	-68%

Total Paid Staff (FTE)	63.73	68.66	-7%			
Total Number of Employees	80	95	-16%			

Lawrence Public Library

Monthly Statistical Report--August 2020

	August		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	1.91	6.83	-72%				
Reference Transactions per Capita	0.67	1.44	-53%				
Program Attendance per Capita	0.13	0.30	-57%				
Circulation per Capita	10.88	13.08	-17%				
Total Holdings per Capita	2.02	2.03	0%				
Collection Turnover--Total	5.46	6.55	-17%				
Collection Turnover--Adult	5.64	7.04	-20%				
Collection Turnover--Young Adult	3.49	4.22	-17%				
Collection Turnover--Youth	5.48	5.99	-9%				
Collection Turnover--Audiovisual	3.35	12.26	-73%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30145	36228	-17%		207566	275674	-25%
Circulation--Adult Periodicals	1151	1065	8%		6570	8185	-20%
Circulation--Adult Feature Films & TV Shows	17683	23523	-25%		117452	185746	-37%
Circulation--Electronic Games	1260	1630	-23%		8050	13338	-40%
Circulation--Adult Music CDs	2163	3803	-43%		15779	32914	-52%
Circulation--Adult Audio Books	8475	8062	5%		65011	58310	11%
Circulation--eReaders	0	0	#DIV/0!		0	7	-100%
Circulation--Other New	204	108	89%		670	919	-27%
Circulation--Adult Total	61081	74419	-18%		421098	575093	-27%
Circulation--YA Books and NF Videos	2993	3700	-19%		20582	28474	-28%
Circulation--YA Periodicals	15	22	-32%		102	49	108%
Circulation--YA Audio Books	658	564	17%		4777	4529	5%
Circulation--YA Total	3666	4286	-14%		25461	33052	-23%
Circulation--Youth Books and NF Videos	25757	28720	-10%		146505	223776	-35%
Circulation--Youth Periodicals	57	112	-49%		244	748	-67%
Circulation--Youth Music CDs	231	496	-53%		1572	3164	-50%
Circulation--Youth Audio Books	2540	1798	41%		13777	14619	-6%
Circulation--Youth Total	28585	31126	-8%		162098	242307	-33%

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Circulation--Bookmobile	703	1593	-56%		5287	9904	-47%
Circulation--Book Lockers	1614	1034	56%		7213	8183	-12%
Circulation--Total Books	58895	67556	-13%		374653	527896	-29%
Circulation--Total Periodicals	1223	1199	2%		6916	11296	-39%
Circulation--Total Audiovisual	12302	41950	-71%		212364	327272	-35%
Circulation Total	93332	109831	-15%		608657	850452	-28%
Staff Assisted Circulation	2792	4905	-43%		17544	34921	-50%
Self Check Circulation	43757	73542	-41%		269187	584327	-54%
Percent Self Check	94%	94%	0%		94%	94%	-1%
Online Renewals	23017	16198	42%		145486	122807	18%
Other Staff Checkouts	71	95	-25%		748	1007	-26%
Requests Placed	21134	21851	-3%		122835	165605	-26%
Requests Filled	18333	19450	-6%		108506	150073	-28%
Requests Unclaimed	2439	2769	-12%		15796	21694	-27%
Interlibrary Loan Items Borrowed for LPL Patrons	574	554	4%		2035	3395	-40%
Interlibrary Loan Items Loaned from LPL Collection	275	553	-50%		2400	4660	-48%
OTHER LIBRARY SERVICES							
User Visits	16358	57310	-71%		171535	445859	-62%
Public Computer Usage	1644	8161	-80%		18584	60694	-69%

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Adult Reference Transactions	686	1652	-58%		4471	10806	-59%
Young Adult Reference Transactions	0	1027	-100%		1894	8055	-76%
Youth Reference Transactions	624	1793	-65%		3318	11498	-71%
IT Desk	1147	1233	-7%		4789	10283	-53%
Welcome Desk	0	1211	-100%		2859	9975	-71%
Phone Calls	1503	1804	-17%		8861	15596	-43%
Accounts Desk	1797	3348	-46%		11585	25076	-54%
Materials Handling	11				209		
Total Transactions	5768	12068	-52%		37986	91289	-58%
Public-Sponsored Uses of Meeting Rooms	0	1077	-100%		2317	7295	-68%
Website Users	20912	19806	6%		152652	158087	-3%
Website Sessions	46228	48078	-4%		355594	391381	-9%
RESOURCES							
Holdings--Total	207709	203994	2%				
Holdings--Adult	131607	128578	2%				
Holdings--Young Adult	12657	12245	3%				
Holdings--Youth	63445	63171	0%				
Holdings--Audiovisual	44004	41066	7%				
Holdings--eReaders	0	0	#DIV/0!				
Holdings Added	2453	3019	-19%		18507	24135	-23%
Holdings Withdrawn (Weeded)	2180	3569	-39%		16192	27396	-41%
Holdings Net Change	35	-392	-109%		4306	-152	-2933%
LIBRARY PATRONS							
Total Active Cardholders	53173	55360	-4%				
Cardholders Added	497	672	-26%		3465	5242	-34%
Cardholders Transacting	12373	15526	-20%		99138	118302	-16%
Percent of Cardholders Transacting	23%	28%	-17%				
Total Number of Lawrence Residents Registered	43242	45354	-5%				
Percent of Lawrence Residents Registered	42%	45%	-7%				

Lawrence Public Library	August		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
PROGRAMMING							
Number of Adult Programs	8	17	-53%		112	172	-35%
Number of Young Adult Programs	3	9	-67%		67	126	-47%
Number of Youth Programs	77	38	103%		304	556	-45%
Total Programs	88	64	38%		483	854	-43%
Adult Program Attendance	238	1002	-76%		2985	7183	-58%
Young Adult Program Attendance	140	276	-49%		2231	3720	-40%
Youth Program Attendance	750	1263	-41%		26019	27942	-7%
Total Program Attendance	1128	2541	-56%		31235	38845	-20%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	63.73	68.66	-7%				
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.55	8%				
Number of Employees--Total	80	95	-16%				
Number of Employees--Full-Time	44	47	-6%				
Number of Employees--Part-Time	36	48	-25%				
Terminations	1	5	-80%		10	19	-47%
Hirings	0	2	-100%		4	22	-82%
Volunteer Hours	43.3	657.6	-93%		238.2	6408.5	-96%

Select Online Statistics August 2020

Kanopy:

Total User Accounts - 882

Visits - 9942

Pages - 12527

Plays - 2559

lynda.com:

New Users - 28

Total Active Users - 2923

Users Who Logged In - 111

Total Logins - 414

Hours Viewed - 159.62

Hours viewed/user who logged in - 1.44

Hours viewed/login - .39

Library Director's Report for September 2020

I am excited to announce a new member of our leadership team. We have decided to make our long-time security officer Josh Lyles our new Safety and Security Coordinator. Josh will report directly to me. I am excited for Josh to step into more of a leadership role at the library. Josh has been at the library for over 8 years. His experience and intuition make our security team great ambassadors for our library, and I look forward to what new ideas he will bring to his new role.

I have spent a good amount of time this month connecting with our frontline staff during their team meetings and in all staff Zoom sessions. I am still learning how to engage with folks in this online/WFH environment. It is always great to be present at our team meetings. Our staff is so thoughtful and caring about their work. Having some direct time to answer questions and hear what everyone is thinking helps inform my work considerably.

In addition to attending meetings, our leadership team sent out a survey to gauge how staff are feeling about their safety and the general direction of the library now and in its future. We aren't finished analyzing the data, but it was good to see that the vast majority of staff feel like the library is doing its best to keep staff and visitors safe inside the library. I should have more detailed information to report once our team is done parsing the survey results.

We hosted a Zoom session for staff with Dr. Christopher Penn, an infectious disease doctor at LMH Health, on September 2. I think what we all heard with regards to safety and public health aligned well with our current practices. My hope is that hearing from a local medical expert engenders further confidence from staff that we are doing our very best when it comes to maintaining a safe work environment.

It has been challenging wrangling schedules to get our first Virtual Community Visioning Event planning committee together, but we will finally convene on Monday, September 21. I look forward to getting the ball rolling on planning and putting on this event. I think now is a great time to think critically about our current mission, vision, and values as we move forward during a pandemic and beyond. I don't really see the world going back to 'normal,' so we should be thinking about who we are and what we do during and after this pandemic.

Lastly, our search for a Diversity Coordinator has begun. We are getting quite a few applications. I look forward to putting together our hiring team and finding a great candidate for the position.

Respectfully submitted by Brad Allen, September 18, 2020

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Accounts: .

We've continued normal Phase 3 operations. Kennedy Glass was able to install a permanent window at the Accounts desk. We're looking at intercom options to make communicating with patrons easier when the sorter is running and ambient noise levels are high. We've continued to assist with the library's outreach efforts, providing a staff member for library card sign up. We are starting to experiment with a computer based phone system interface. If we can get it up and running we'll have the option of staffing the phone room from home in the case of staff needing to self quarantine, the library is forced to close again, or even just as part of a normal WFH option.

Cataloging & Collection Development:

Catalogers are preparing to work on relabeling projects in Youth Services, including a reorganization of the j Graphic Novels and the world language collections. Cataloging Librarian Emily McDonald and former Cataloging Assistant Kate Ray were recently mentioned in American Libraries for their work updating inclusive language in the library's catalog, and Emily also contributed a blog post on the official Dewey blog about the [reorganization of the Dewey 200's](#). Collection Development Librarian Kevin is working with cataloging and technology on finalizing a collection of digitization tools, including VHS and cassette to digital converters and video cameras, which we aim to launch within the next month. Collection Development Librarian Ransom has joined the Communications Hub Task Force, which is exploring options to improve the staff intranet.

Department of Community Partnerships (DCP):

Outreach continues to be the primary focus of our department in the last several weeks. With fewer people currently visiting the library, our goal is to take the library directly to the community. With the support of colleagues throughout the library, outreach events happen three times each week. On Mondays, the Dr. Bob Book Bike goes to Massachusetts Street, on Thursdays, we set up at the Cottins Farmers Market, and on Saturdays, the library is at Makers, Bakers & Acres in north Lawrence. We hand out free books (advanced readers copies from publishers and Friends & Foundation books), library swag, bookmarks, and other items. We also get people signed up for library cards. The long range plan is to take our collection to areas of Lawrence that do not have easy access to the library. The Friends & Foundation have applied for a grant from the Douglas County Community Foundation for carts and other infrastructure to make these future pop up libraries possible.

In addition to outreach, DCP is working with Youth Services to plan the Summer Reading Last Bash. This is scheduled for Friday and Saturday, October 2nd and 3rd. We will host a drive-in

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movie (The Curse of the Were-Rabbit) at Theater Lawrence. McGrew Real Estate has graciously agreed to sponsor the event.

The Big Read/Read Across Lawrence program for adults will kick off on September 25th with a book giveaway. *The Round House* by Louise Erdrich is the selected title. Throughout October, the library will host virtual book discussions and other events surrounding the book. Look for details on the library's website.

Facilities:

All the same works we have been doing and taken on continue in our efforts to support our coworkers and patrons. One small change is the number of cloth masks given out at the front door has increased from an average of 16 a day to 22 a day, with a daily high of 46 on Thursday the 10th. At the end of August we worked with BLT to submit an anonymous survey to library staff in order to help us identify problems and address areas of concern. We had 67 responses and now Karen (Youth Services) and Jon (Facilities) are working on distilling those responses to themes of concerns and creating action items that BLT will help us implement. We are working with DCP on outfitting the Big Red van for safely transporting carts of books, as well as helping new drivers become familiar with Big Red and the safety issues that can occur with a larger vehicle. We have also begun a review of procedural documents checking that the links and information presented are still current and correct in preparation for Tricia's informational site.

Information Services:

September has been a fruitful month for collaborating with community partners on virtual events! Together with the League of Women Voters, Kate has co-hosted a "Civic Engagement 101" series which will continue through October. So far, around 50 people attended the events live and an additional 70 viewers have watched the recorded videos on YouTube. It's been exciting to see those viewerships grow, since those wouldn't be possible with non-recorded in person events. There is a "Lunch & Learn About Death" series with LMH Health, Midland Care, and Visiting Nurses under the "Before You Check Out" umbrella that just launched and generated some great questions. Another event with LMH Health drew attention to the opioid crisis and pain management strategies. Ruby and Hazlett have assumed the Mindful Crafting mantle; their first session featured both an in-person, socially distanced foraging opportunity, and a virtual session on dyeing with natural materials. In addition to virtual events, Kate will be joining Kristin downtown for Final Friday to promote the census and voter registration as a part of the Read Across Lawrence book giveaway. Peer support on the lawn continues to see a good amount of traffic. We continue to participate in local community resource conversations, particularly around support programs that are coming online due to CARES Act funding.

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Melissa is co-leading a workgroup to develop specific strategies related to jobs for the Anti-poverty (formerly Jobs & Poverty) plank of the Douglas County Community Health Plan.

Marketing:

The *Reader* magazine is back with a focus on using LPL Express and what to expect when you visit. We have a distribution plan started with organizational partners in town. Currently, the *Reader* also lives at the Adult Learning Center, Bert Nash, and the Sunrise Project. A donor was so impressed with this issue that she gave \$500 to the library! Also, the Marketing internship job posting is live. This partnership with KU's Hawklark program hopes to create a pipeline into the library profession for students who self-identify as first-generation college students and/or LGBTQ, BIPOC, and undocumented. We will begin reviewing applications as they roll in. Our recent Library Page — the full-page ad that we run in the Lawrence Journal-World — published on September 17 and focused on resources for parents, guardians, and grandparents who are responsible for their child's distant learning this school year: Library tutoring, online educational resources, and exploring the green spaces in town on "recess". Signage is an on-going project and Heather is working with various departments to refine messaging in the library and off-site. The library's homepage got a fresh look and Heather is gradually working her way through the site and tightening up the look overall. While in-house art exhibits are still on hold, Heather is working with a KU professor to help plan and host a small walking-tour of tiny art along Mass Street to be viewed through windows. Dates and more info are forthcoming. Heather is also in talks with Great Plains Media to start working on some radio advertising through 30-second commercials to run within a local show rather than as a commercial break (read by the host and a little less formal). Talks just started this week, so hopefully there will be more to share next month.

Readers' Services:

Services continue much as they have as Summer Reading winds down. LPL Book Clubs continue on Zoom, BYOB will now take place on the 1st and 3rd Tuesday of the month at 7pm, Facebook Reader's Advisory will take place live on Saturdays from 12-2pm. We are exploring using Facebook Live as a way to have a more interactive experience with the Book Squad. We will work with Heather on creating a template for a targeted email through OrangeBoy that will focus on our patrons who meet several criteria that would identify them as "bookish" - content will be centered around book reviews, staff picks, lists, book club news, book-related blog posts, reading-related articles, and programming that highlights books and authors. We are also working with Heather on signage for the front of the Readers desk, and with Jon on getting the desk moved to be more visible to patrons entering the library.

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RS staff participated in some training sessions, including the [LibraryReads In Conversation: Actively Antiracist Readers Advisory](#) webinar. The shelves continue to be tight with reduced checkouts and we have worked with Ransom on a weeding rotation to help keep things manageable. We have also adjusted our display schedule to reflect our current circumstances.

Technology:

Technology staff are staying busy providing excellent customer service to patrons in the modified lab in the auditorium. The number of lab sessions has increased so that patrons may have to wait for an open computer, especially right at open. It's definitely the busiest spot in the library these days. Staff are also preparing for implementation of the digital equity project - see the CARES Act update below for more information.

Materials Handling:

After studying locker usage, we realized that the Hyvee lockers could be filled once a day instead of twice a day. MH staff load an average of 17 lockers a day and are now able to do a remote loading of expired lockers so we don't have to do a second trip in the afternoon. This saves on gas money, staff time, and allows the van to be used for our library's budding outreach endeavors. Our department is also celebrating new 32 hour a week work schedules for Liza, our Interlibrary Loan Assistant II, and Traci, our Materials Handling Assistant II.

Youth Services:

Summer Reading has officially ended! We do have some stragglers picking up prizes and we will continue to give prizes out the rest of the week. Fall programs have started and we are offering craft activities for some of our programs (select storytimes, Tween Club, teen programs). Patrons can pick up these supplies in the Readers' Theater. It's so nice to still use this space for some sort of interaction with the public. Some projects we have prepared for this month: book hedgehogs, mini succulents, science journals, mini paintings, and owl crafts are just a few!

One of the weekly supply pick-ups has been for Kitchen Explorers, a cooking and food collaboration with Vanessa Reynaga and The Merc. Patrons have been learning how to make healthy snacks and use food in unique ways to create art.

A reimagined book club for ages 5-7 started this month: Young Fiction Book Club. We had a book club for this age group before that was solely focused on the Magic Tree House series. With this new club, Margo Moore and Mary Wahlmeier-Bracciano are picking early chapter book titles that are available on Hoopla, include more diverse characters, and are written by

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BIPOC authors.

We started a Discord channel for the Teen Zone to recreate some sort of social interaction with our regular teen patrons. It's been going really well! We tested it out with our Teen Advisory Board and have since opened it up to any teen patron on 9/1. Teens do have to fill out a form and agree to our rules before we invite them to join. Check out [this page](#) for more info.

Centi, Karen, Kathleen, and William have worked together with a local teacher to create a small community reading of the books *Stamped: Racism, Antiracism, and You* by Ibram X. Kendi and Jason Reynolds and *This Book is Anti-Racist* by Tiffany Jewel. Additional copies of these books were purchased and a reading challenge in Beanstack has been created. Be on the lookout for an announcement about this reading challenge for teens coming soon.

Jenny Cook and Vanessa Reynaga have been working with patron Kay Emerson to put together book kits centered on talking about race with children called "Let's Talk: Big Topics for Young People". The kits have been generously sponsored by Third Planet. We are still putting the finishing touches on the physical kits, but also have digital copies of the items that will be included in the bags. Jenny has started making lists of those digital items. You can check out the first list [here](#).

We are busy preparing for upcoming fall programs: Star Wars Reads Day on 10/3, Kid President during the month of October, a virtual murder mystery for teens, and a spooky mad lib scavenger hunt in Lawrence parks. It's going to be a fun month!

Task force and Library-wide initiative Reports:

Communication Hub Task Force:

The Task Force made the following recommendation for the library's new intranet: continue using the WordPress platform, but update it as follows:

- Install a theme that works for mobile phone use
- Implement Single sign on with Google
- Accessible remotely
- Content will be largely created in Google Drive
- IT staff will manage and regularly update WordPress software so that it incorporates newly developed functionality.

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- Content currency will be a responsibility distributed to departments and/or project teams
- A system of shared drives on Google Drive will be implemented to improve document findability
- Investigate security reporting capability in Savannah (OrangeBoy product)

CARES Act Funding through Douglas County:

We are pleased to report that the state has approved the library's CARES Act application. With this final approval, the library will receive a \$22,500 reimbursement for its COVID-related expenses. In addition, LPL was awarded a Direct Aid grant of \$51,500 to launch a new Digital Equity program. This will enable LPL to lend laptops and hotspots, as well as help our local low income residents gain internet access in their homes. Specifically, the grant will fund 50 laptops, 50 hotspots and Lifeline internet subscriptions for 200 households. An interdepartmental task force is working on establishing lending criteria and other procedures for the program.

Friends & Foundation Director's Report – September 18, 2020

Book Sales Update. Volunteers and scheduled shoppers are back in action in the Friends & Foundation garage. Here are the details:

- Volunteers are scheduled to come in every week day and are busy accepting donations (taken by appointment) and posting books to the Friends & Foundation Amazon and eBay sites.
- The Book Sale Committee agreed to start a new partnership with [Thrift Books](#). The plan is to send them book store quality books that subject specialists don't have room to keep. This partnership is very much like our former partnership with Better World Books. Books will be collected in a large cardboard box and sent to Thrift Books when the box is full.
- Book sales will look different for a while. Our current book sale options include virtual browsing on the Friends & Foundation Square Store, in-person shopping appointments (limited to 4 people per session), Facebook mini sales, Amazon and eBay.
- Angela Hyde has transitioned to a 32-hour work week to help manage her children's homeschooling. Logan Isaman has taken on the duties of managing the library's volunteer program.

Florence Eggert Bequest. At its August meeting, the Friends & Foundation board formally voted to endow \$170,000 of the bequest it received from Florence Eggert's estate. The new fund at Douglas County Community Foundation honors Ms. Eggert's wishes to provide annual bonuses for library staff.

Fundraising Plans. The Friends & Foundation Membership and Fundraising Committee met to discuss its future fundraising plans:

- **Drag Bingo** is back! In honor of Banned Books Week, the Friends & Foundation will host another round of Drag Bingo with Deja Brooks on Saturday, October 3rd at 7 pm. The fundraising focus of this event will be encouraging attendees to become regular, monthly donors.
- **Year End Fundraising.** The committee formulated a plan for its end of year fundraising campaign. New Chapter Society letters will be mailed in October, the annual letter will go out in November, and an online campaign will launch in December.
- **Feb/Mar Fundraiser.** Committee members began discussions about what the annual fundraising event might look like in 2021. The consensus was that it most likely will be a virtual event. The committee currently is collecting ideas and will reconvene to discuss them.

Before You Check Out and Retirement Boot Camp. A new season of programs was launched in September for the Before You Check Out and Retirement Boot Camp Series. The line-up includes a monthly Downsizers Club meeting, Dessert and a Movie Night, and Wine Around the World. Together with the library's Information Services department, we also have launched a new Lunch and Learn session on end of life planning. The first session was held on September 16th and focused health care directives and estate planning.

MEMORANDUM

To: Lawrence Public Library Board of Trustees

From: Brad Allen, Library Director

Subject: Election Day Library Closure

Date: September 18, 2020

There is a growing movement to make Election Day a work holiday. Given that our federal government has made no moves to declare a national holiday, thousands of businesses from banks to apparel companies to breweries are giving their employees the day off in a non-partisan movement called "Time to Vote." The State of Illinois also is closing all government offices on November 3 to give employees time to vote.

I believe that closing the library in solidarity with other employers demonstrates our commitment to the sacred practice of voting in a democracy. Elections are the primary means for citizens to express how they want their government to be run.

I am recommending that the Library Board of Trustees declare Tuesday, November 3, 2020, a library holiday. The library as an institution will also continue to champion the important duty of voting in this election.

Thank you for considering my recommendation.