

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, October 19, 2020 at 4:30 PM**  
**COVID-19 Zoom Meeting**  
<https://lplks.zoom.us/j/93988383832>

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 September
- Approve Treasurer's report for September
- Approve bills for September 21 to October 18
- Receive statistical report for September

Library Director's report

Friends and Foundation report

Ongoing business

New business

- Safety concerns on Library Lawn  
Jon Ratzlaff, Facilities Coordinator
- Partnership opportunity with Watkins Museum and Hall Center for Humanities  
Brad Allen, Executive Director

Adjournment

**Lawrence Public Library  
Regular Board Meeting  
September 21, 2020  
4:30 p.m.**

**Venue:** Due to the library's closure to the public, the meeting was held via Zoom.

September meeting Zoom link : <https://lplks.zoom.us/j/99389244275>

**Board Members Present:** Ursula Minor (Chair), Brady Flannery, Mayor Jennifer Ananda, Kevan Vick, Sarah Goodwin-Thiel, Jennifer Bonilla-Scotten, Judy Keller

**Board Members Absent:** David Vance

**Staff Members Present:** Brad Allen, Kathleen Morgan, Erica Seagraves, Aaron Brumley, Jon Ratzlaff, Tricia Karlin

**Friends and Foundation Members Present:** Craig Penzler

---

**Call to order:**

Ursula called the meeting to order at 4:31 p.m.

**Consent Agenda**

Mayor Ananda moved the consent agenda be approved, Sarah Goodwin-Thiel seconded. Consent agenda passed.

**Library Director's Report**

- Created a new leadership team position: Josh Lyles, the library's longtime security officer, is now the Safety and Security Coordinator. Josh has worked here over eight years and been a staple of the security team. He will have conversations about keeping the building safe and help us bring forward a discussion on social justice and serving the community in an equitable way.
- Brad has been attending department meetings, taking advantage of opportunities to connect with staff directly. He also held some all-library staff meetings on Zoom. Attendance at live meetings wasn't all that high, but many have viewed the recordings.
- Dr. Christopher Penn was the guest at a library staff Q&A session via Zoom. He reaffirmed for us that a lot of what we were doing was to ensure safety of staff and patrons was appropriate. We hope that staff have confidence knowing that he was supportive of our operation protocols.
- Visioning session planning is moving forward; Brad envisions he will have more specific information ready for the October board meeting. A session is tentatively planned for the late fall.
- Deadline for applications for the Diversity, Equity and Inclusion Coordinator is today. We have a good number of candidates that have good experience but may not have the precise educational credentials and proven experience recommended by our consultant,

Jannette Taylor, former CEO of the United Way of Douglas County, and Dr. Jennifer Hamer (formerly of KU). However, Brad is excited to talk to our candidates who have compelling letters of application and he is organizing the hiring committee now. Sarah suggested that it may be helpful to have someone from the community participate, especially since it's a new position at the library. Jennifer Bonilla-Scotten and Ursula agreed that it would be helpful to have a community member involved in the interview and hiring process. Mayor Jennifer Ananda said that when you have a more public hiring process, it's a tricky balance; applicants may not want to let their current employer know that they are applying for a new job. Brady suggested that Brad lean on a member of the business community for advice too. Sarah noted that it's fine if the search process is different for this position; this position is unprecedented in the library and thus may require a different process.

### **Friends and Foundation Director's Report**

- Book sale - volunteers scheduled to come in to accept donations & and posting books to the Amazon and eBay sites, working 3-4 at a time so they are socially distanced and they are of course masking. The book donation time slots are fully scheduled through the end of the month.
- In person sales: continuing to allow personal shopping sessions, up to four customers at a time.
- Originally the Friends & Foundation were considering an in-person larger-scale sale, but decided to keep the current setup.
- Gift from Florence Eggert was received in August with the request that it be used for staff salary bonuses. The board agreed to give \$8,000 to the library for current use and put the rest of it in the endowment. Ms. Eggert received excellent customer service from staff many years ago, so she wanted to recognize that and support staff with annual bonuses for years to come.
- The Fundraising Committee of the board met to start end of year fundraising campaigns. The offerings begin in October with Drag Bingo during Banned Books Week. The New Chapter Society letters will be mailed mid-October. The annual letter will be mailed in November, and in December they will move to online fundraising and again encourage donors to support the library with monthly giving. They are checking with major donors to provide a matching gift during fundraising.
- Fundraising plans for 2021 will include an event - likely virtual in February or March. The committee has some new ideas - details to come.

### **Ongoing Business**

- Election Day closure: Since it's an unprecedented election (the COVID-19 pandemic creating new voting processes) should the library close to emphasize the importance of voting and also provide staff with ample opportunity to vote and/or work at the polls? Brad noted this would show solidarity with the many businesses and corporations that are closing. Unlike previous years, the library is not a polling place, as the auditorium is being used for a computer lab. We have requested a ballot box from the County. While

there are no decisions on that yet, the County has told us that any ballot box at the library would be located outside the building.

- Discussion followed. Concern was voiced about not being open to support library services to the community. Suggestions were brought forth noting that if we close, the crafting of the message is as important as the actual closing: closing the library is a symbolic statement about the importance of voting. Jennifer Ananda moved that we close the library on Election Day, Tuesday, November 3rd, 2020. Jennifer Bonilla-Scotten seconded. Motion passed 4 to 3. Brad noted that this closure will be messaged in a way that speaks to the value of voting and civic engagement.

### **New Business**

- There was no new business.

### **Adjournment**

5:17 PM

Respectfully submitted,  
Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
September 2020									
REVENUES		This Month	Year to Date	Annual Budget	75% of Year		Sep-19	YTD 2019	
Tax Fund		\$ -	\$ 4,454,851.50	\$ 4,782,000.00	93.16%		\$ -	\$ 4,260,114.04	
Fees		\$ 1,802.14	\$ 12,046.91	\$ 35,000.00	34.42%		\$ 11,818.26	\$ 113,190.58	
NEKLS		\$ 23,000.00	\$ 69,000.00	\$ 95,000.00	72.63%		\$ 1,350.00	\$ 46,600.00	
State Aid		\$ -	\$ 28,991.57	\$ 25,000.00	115.97%		\$ -	\$ 27,594.52	
Photo Copies		\$ 415.10	\$ 5,612.74	\$ 20,000.00	28.06%		\$ 1,693.48	\$ 18,342.41	
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00	16.67%		\$ -	\$ 6,750.00	
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00	-0.50%		\$ 375.00	\$ 6,300.00	
Interest		\$ 6.18	\$ 6,802.66	\$ 25,000.00	27.21%		\$ 2,595.08	\$ 31,270.84	
Miscellaneous		\$ 15.84	\$ 390.69	\$ -			\$ 19.00	\$ 5,002.50	
Total Revenues		\$25,239.26	\$4,579,171.07	\$4,996,000.00	91.66%		\$17,850.82	\$4,515,164.89	
EXPENSES									
Salaries & Wages		\$ 211,985.60	\$ 2,015,730.48	\$ 2,820,000.00	71.48%		\$ 214,078.39	\$ 1,955,990.21	
Employee Benefits		\$ 28,001.04	\$ 246,076.37	\$ 340,000.00	72.38%		\$ 26,670.44	\$ 241,057.60	
Payroll Taxes		\$ 35,809.80	\$ 337,341.39	\$ 490,000.00	68.85%		\$ 36,637.23	\$ 334,326.55	
Utilities		\$ 6,368.10	\$ 60,729.69	\$ 96,000.00	63.26%		\$ 7,188.43	\$ 67,800.97	
Building Supplies		\$ 2,127.79	\$ 13,620.91	\$ 20,000.00	68.10%		\$ 1,059.11	\$ 12,523.21	
Building Repairs & Maintenance		\$ 3,622.77	\$ 65,882.33	\$ 55,000.00	119.79%		\$ 3,546.91	\$ 38,993.00	
Library Supplies		\$ 2,673.28	\$ 14,639.37	\$ 25,000.00	58.56%		\$ 1,831.40	\$ 13,138.63	
Books & Materials		\$ 55,775.80	\$ 459,450.92	\$ 700,000.00	65.64%		\$ 57,996.38	\$ 463,732.62	
Processing Supplies		\$ 3,549.62	\$ 26,459.32	\$ 50,000.00	52.92%		\$ 6,498.44	\$ 42,129.41	
Equipment		\$ -	\$ 11,153.99	\$ 10,000.00	111.54%		\$ -	\$ 9,819.90	
Technology		\$ 7,780.36	\$ 201,255.45	\$ 250,000.00	80.50%		\$ 7,344.15	\$ 212,319.94	
Insurance		\$ 898.00	\$ 12,445.50	\$ 17,000.00	73.21%		\$ -	\$ 11,343.00	
Shipping		\$ 857.34	\$ 12,536.13	\$ 16,000.00	78.35%		\$ 1,115.32	\$ 14,551.07	
Professional Development		\$ (926.00)	\$ 7,117.16	\$ 30,000.00	23.72%		\$ 1,664.92	\$ 19,789.33	
Book Van & Mileage		\$ 94.02	\$ 1,065.99	\$ 2,000.00	53.30%		\$ 146.50	\$ 1,668.98	
Programs		\$ 1,150.47	\$ 6,248.15	\$ 20,000.00	31.24%		\$ 1,702.47	\$ 14,054.91	
Professional Fees		\$ 1,466.80	\$ 17,886.93	\$ 25,000.00	71.55%		\$ 7,598.70	\$ 41,596.79	
Advertising & Marketing		\$ 5,740.61	\$ 16,188.72	\$ 30,000.00	53.96%		\$ 2,624.83	\$ 27,096.86	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	
Miscellaneous		\$ (327.28)	\$ 501.23	\$ -			\$ (664.08)	\$ 1,737.45	
Total Expenses		\$ 366,648.12	\$ 3,526,330.03	\$ 4,996,000.00	70.58%		\$ 377,039.54	\$ 3,523,670.43	
CASH BALANCES									
	Cash Reserves	\$ 50,237.56	Included in Checking						
	Checking	\$ 1,748,670.39							
	Capital Improvement	\$ 685,976.52							

Lawrence Public Library													
2020 Outside Funding Report													
			1/1/2020	June	June	July	July	August	August	September	September		
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
<b>FRIENDS &amp; FOUNDATION</b>													
	KPR-Advertising		\$ -		\$ 242.50		\$ 285.00		\$ 291.25		\$ 1,932.50	\$ 1,102.50	
	Summer Reading - ALL		\$ 7,521.27		\$ 3,672.29		\$ 804.99		\$ 2,171.74		\$ 557.63	\$ 1,047.63	
	Aquarium		\$ (5.71)	\$ 475.72	\$ 300.00		\$ 352.00		\$ 300.00			\$ 1,318.01	
	Kanopy 2020		\$ 20,000.00		\$ 2,722.00		\$ 2,457.00		\$ 2,592.00		\$ 2,579.00	\$ 2,569.00	
	Volunteers		\$ 705.63									\$ 705.63	
	Read Across Lawrence 2020		\$ 2,212.56					\$ 6,175.37				\$ -	
	Block Grant		\$ 119,842.96		\$ 2,230.00						\$ 1,980.00	\$ 89,706.58	
	Kansas Health Foundation		\$ 1,735.71									\$ 1,685.71	
	Salaries/Taxes - Isaman/Hyde		\$ (12,043.88)		\$ 8,500.96	\$ 24,187.88	\$ 8,500.96		\$ 7,501.96		\$ 8,059.84	\$ (24,062.76)	
	Foundation Expenses to be reimbursed		\$ (4,655.92)		\$ 57.50	\$ 116.38	\$ 769.58	\$ 465.26		\$ 96.80	\$ 640.56	\$ (789.20)	
	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				\$ 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									\$ 3,306.65	
	MIDCO		\$ 34,920.13									\$ 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		\$ 2,607.13	\$ (2,904.18)	
	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	\$ 475.72	\$ 17,725.25	\$ 24,304.26	\$ 14,010.71	\$ 27,779.62	\$ 14,472.29	\$ 96.80	\$ 18,356.66	\$ 109,040.03	
<b>OTHER</b>													
	Memorials/Honor with Books/Bauleke		\$ 2,035.72		\$ 51.42		\$ 52.62	\$ 96.19	\$ 34.69		\$ 232.92	\$ 1,615.14	
	Diversity Kits						\$ 182.86	\$ 1,000.00	\$ 742.20		\$ 74.94	\$ (0.00)	
	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		\$ 91.83	\$ 32.65	
	Merchandise Sales		\$ 1,246.73	\$ 104.75		\$ 163.75		\$ 474.81		\$ (1,554.76)		\$ 339.30	
			\$ 7,537.30	\$ 104.75	\$ 51.42	\$ 163.75	\$ 235.48	\$ 1,571.00	\$ 786.57	\$ (1,554.76)	\$ 399.69	\$ 6,193.78	
			\$ 253,733.45										
			Month Total	\$ 580.47	\$ 17,776.67	\$ 24,468.01	\$ 14,246.19	\$ 29,350.62	\$ 15,258.86	\$ (1,457.96)	\$ 18,756.35	YTD Income	\$ 153,845.21
												YTD Expense	\$ 176,778.98

**Lawrence Public Library**  
**Balance Sheet**  
As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
MIP Operating Funds	1,364,587.29	809,699.73	554,887.56	68.5%
Checking	384,083.10	729,566.96	-345,483.86	-47.4%
Capital Improvement at MIP	685,976.52	678,376.49	7,600.03	1.1%
<b>Total Checking/Savings</b>	2,434,646.91	2,217,643.18	217,003.73	9.8%
<b>Total Current Assets</b>	2,434,646.91	2,217,643.18	217,003.73	9.8%
<b>Other Assets</b>				
Petty Cash	700.00	1,240.75	-540.75	-43.6%
<b>Total Other Assets</b>	700.00	1,240.75	-540.75	-43.6%
<b>TOTAL ASSETS</b>	<b>2,435,346.91</b>	<b>2,218,883.93</b>	<b>216,462.98</b>	<b>9.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	40,839.51	48,161.98	-7,322.47	-15.2%
<b>Total Accounts Payable</b>	40,839.51	48,161.98	-7,322.47	-15.2%
<b>Other Current Liabilities</b>				
Payroll Liabilities	45,315.29	2,701.82	42,613.47	1,577.2%
<b>Total Other Current Liabilities</b>	45,315.29	2,701.82	42,613.47	1,577.2%
<b>Total Current Liabilities</b>	86,154.80	50,863.80	35,291.00	69.4%
<b>Total Liabilities</b>	86,154.80	50,863.80	35,291.00	69.4%
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,018,649.62	920,087.66	98,561.96	10.7%
Net Income	1,029,907.27	947,297.25	82,610.02	8.7%
<b>Total Equity</b>	2,349,192.11	2,168,020.13	181,171.98	8.4%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,435,346.91</b>	<b>2,218,883.93</b>	<b>216,462.98</b>	<b>9.8%</b>

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

---

	<u>Sep 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Gifts-Other	96.80
Grants	23,000.00
Interest	6.18
Merchandise Sales	-1,554.76
Fees	1,802.14
Photo Copies	415.10
Utilities Income	15.84
	<hr/>
<b>Total Income</b>	23,781.30
	<hr/>
<b>Gross Profit</b>	23,781.30
<b>Expense</b>	
Payroll Expenses	239,986.64
Payroll Taxes	36,997.12
Utilities - Electric	6,368.10
Building Supplies	2,127.79
Building Repairs & Maintenance	3,622.77
Library & Office Supplies	2,673.28
Books & Materials	55,775.80
Processing Supplies	3,549.62
Technology	7,780.36
Insurance	898.00
Shipping	857.34
Professional Development	-926.00
Bookvan & Mileage	94.02
Program Expense	1,150.47
Professional Fees	1,466.80
Advertising	5,740.61
Miscellaneous	-327.28
FOUNDATION FUNDING	11,683.79
FRIENDS FUNDING	5,898.82
	<hr/>
<b>Total Expense</b>	385,418.05
	<hr/>
<b>Net Ordinary Income</b>	-361,636.75
<b>Other Income/Expense</b>	
Other Expense	



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

---

	<b>Sep 20</b>
COVID-19 Expenses	-13.58
Total Other Expense	-13.58
Net Other Income	13.58
Net Income	<b>-361,623.17</b>

11:54 AM

10/15/20

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Oct 15, 20
Advance Insurance Company	681.64
Amazon	4,373.90
Ann Braden	400.00
ASI	50.00
Baker & Taylor, Inc.	63.94
Ben Guterson	50.00
BookPage	1,980.00
Bug Hounds, LLC	762.50
Center Point Large Print	172.04
Century Business Technologies	705.61
Demco, Inc.	372.57
Elaine N. Floor	5.00
Employers Preferred	1,684.00
Evergy	5,963.88
Findaway World LLC	726.60
Gale/Cengage Learning	155.33
Hamco Kansas City, Inc.	669.50
Ingram Library Services	23,299.66
Jayhawk Tropical Fish	300.00
Journal-World Media	400.00
Kanopy LLC	2,366.00
Krysta M. Brueggemann	133.25
Lawrence Rotary Club	36.00
Midwest Tape	18,506.83
Natalie Parker	300.00
New Directions	1,600.00
OCLC, Inc.	5,588.74
OverDrive	16,833.31
Overhead Door Company	294.00
P1 Group, Inc.	5,286.00
Plymouth Rocket, Inc.	2,600.00
Pur-O-Zone, Inc.	1,457.26
Schendel Services	99.75
U.S. Bank - Mastercard	9,579.73
Unique Management Services	690.59
United Parcel Service	785.65
University of Dallas Library	60.00
Wichita Public Library	37.78
Will Averill	50.00
Withers	458.75
TOTAL	109,579.81

12:16 PM  
10/15/20

Lawrence Public Library  
**Check Detail**  
October 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	10/19/2020	Advance Insurance Company	Checking	
Bill	November ...	10/13/2020		Group Life Insurance	-681.64
TOTAL					-681.64
Bill Pmt -Check	Electronic	10/19/2020	ASI	Checking	
Bill	September...	10/03/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	10/19/2020	Evergry	Checking	
Bill		10/13/2020		Utilities - Electric	-5,963.88
TOTAL					-5,963.88
Bill Pmt -Check	Electronic	10/19/2020	U.S. Bank - Mastercard	Checking	
Bill		09/30/2020		Books & Materials	-14.00
				Books & Materials	-76.00
				Adult Services	-35.00
				Admin. Dept.	-164.00
				Adult Programming	-104.10
				Bookvan & Mileage	-94.02
				Children's Programming	-22.99
				Children's Programming	-87.88
				Children's Programming	-37.18
				Children's Programming	-88.23
				Children's Programming	-28.97
				Children's Programming	-37.16
				Young Adult Program...	-89.76
				Young Adult Program...	-9.99
				Summer Reading - ALL	-261.00
				Professional Fees	-645.31
				Shipping	-117.99
				Processing Supplies	-130.31
				Library & Office Suppli...	-700.22
				Advertising	-1,432.61
				Building Supplies	-559.58
				Building Repairs & Mai...	-36.87
				Supplies	-146.47
				Software & Licenses	-528.00
				Software & Licenses	-393.35
				Telephone	-315.55
				FOUNDATION FUNDI...	-525.00
				FOUNDATION FUNDI...	-2.26
				FOUNDATION FUNDI...	-13.00
				FOUNDATION FUNDI...	-2,728.71
Bill		10/02/2020		Books & Materials	-23.98
				Books & Materials	-24.99
				Books & Materials	-25.50
				Books & Materials	-30.00
				Periodicals	-49.75
TOTAL					-9,579.73

12:16 PM  
10/15/20

Lawrence Public Library  
**Check Detail**  
October 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>10/19/2020</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1400	10/13/2020		Shipping	-785.65
TOTAL					-785.65
<b>Bill Pmt -Check</b>	<b>8877</b>	<b>10/19/2020</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	5016418120	09/30/2020		Books & Materials	-24.34
Bill	5016418121	09/30/2020		Processing Supplies	-0.05
Bill	5016449436	10/14/2020		Books & Materials	-39.45
Bill	5016449437	10/14/2020		Processing Supplies	-0.10
TOTAL					-63.94
<b>Bill Pmt -Check</b>	<b>8878</b>	<b>10/19/2020</b>	<b>Ben Guterson</b>	<b>Checking</b>	
Bill	11-4-20	09/30/2020		Children's Programming	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>8879</b>	<b>10/19/2020</b>	<b>BookPage</b>	<b>Checking</b>	
Bill	S48908	09/30/2020		Block Grant	-1,980.00
TOTAL					-1,980.00
<b>Bill Pmt -Check</b>	<b>8880</b>	<b>10/19/2020</b>	<b>Bug Hounds, LLC</b>	<b>Checking</b>	
Bill	252	10/13/2020		Building Repairs & Mai...	-762.50
TOTAL					-762.50
<b>Bill Pmt -Check</b>	<b>8881</b>	<b>10/19/2020</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1790369	09/30/2020		Books & Materials	-172.04
TOTAL					-172.04
<b>Bill Pmt -Check</b>	<b>8882</b>	<b>10/19/2020</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	569415	10/13/2020		Copying	-468.84
Bill	569913	10/13/2020		Copying	-236.77
TOTAL					-705.61
<b>Bill Pmt -Check</b>	<b>8883</b>	<b>10/19/2020</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	6847073	09/30/2020		Processing Supplies	-372.57
TOTAL					-372.57

12:16 PM  
10/15/20

Lawrence Public Library  
Check Detail  
October 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8884	10/19/2020	Findaway World LLC	Checking	
Bill	328997	09/30/2020		Books & Materials	-679.11
Bill	329679	10/14/2020		Books & Materials	-47.49
TOTAL					-726.60
Bill Pmt -Check	8885	10/19/2020	Gale/Cengage Learning	Checking	
Bill	72287996	09/30/2020		Books & Materials	-25.89
Bill	72258675	09/30/2020		Books & Materials	-18.89
Bill	72187096	09/30/2020		Books & Materials	-18.89
Bill	72165767	09/30/2020		Books & Materials	-23.79
Bill	71778957	09/30/2020		Books & Materials	-25.89
Bill	71999506	09/30/2020		Books & Materials	-23.09
Bill	72035689	09/30/2020		Books & Materials	-18.89
TOTAL					-155.33
Bill Pmt -Check	8886	10/19/2020	Hamco Kansas City, Inc.	Checking	
Bill	126098	10/13/2020		Library & Office Suppli...	-669.50
TOTAL					-669.50
Bill Pmt -Check	8887	10/19/2020	Ingram Library Services	Checking	
Bill	48578857	09/30/2020		Processing Supplies	-41.54
Bill	48551218	09/30/2020		Processing Supplies	-211.60
Bill	48551220	09/30/2020		Processing Supplies	-11.76
Bill	48527612	09/30/2020		Processing Supplies	-34.89
Bill	48473384	09/30/2020		Processing Supplies	-50.51
Bill	48473386	09/30/2020		Processing Supplies	-118.31
Bill	48504914	09/30/2020		Processing Supplies	-36.07
Bill	48539603	09/30/2020		Processing Supplies	-42.17
Bill	48492113	09/30/2020		Processing Supplies	-42.31
Bill	48455148	09/30/2020		Processing Supplies	-24.75
Bill	48423015	09/30/2020		Processing Supplies	-184.20
Bill	48455150	09/30/2020		Processing Supplies	-5.91
Bill	48435591	09/30/2020		Processing Supplies	-48.31
Bill	48400848	09/30/2020		Processing Supplies	-0.30
Bill	48400846	09/30/2020		Processing Supplies	-34.75
Bill	48377760	09/30/2020		Processing Supplies	-53.40
Bill	48344484	09/30/2020		Processing Supplies	-23.61
Bill	48320543	09/30/2020		Processing Supplies	-4.92
Bill	48578856	09/30/2020		Books & Materials	-674.81
Bill	48551217	09/30/2020		Books & Materials	-2,351.98
Bill	48551219	09/30/2020		Books & Materials	-162.85
Bill	48527611	09/30/2020		Books & Materials	-413.04
Bill	48551216	09/30/2020		Books & Materials	-3.98
Bill	48473383	09/30/2020		Books & Materials	-564.67
Bill	48473385	09/30/2020		Books & Materials	-1,087.55
Bill	48539602	09/30/2020		Books & Materials	-351.98
Bill	48492112	09/30/2020		Books & Materials	-384.08
Bill	48455147	09/30/2020		Books & Materials	-287.15
Bill	48455146	09/30/2020		Books & Materials	-43.81
Bill	48423014	09/30/2020		Books & Materials	-1,668.97
Bill	48455149	09/30/2020		Books & Materials	-28.19
Bill	48435590	09/30/2020		Books & Materials	-503.74

12:16 PM  
10/15/20

Lawrence Public Library  
Check Detail  
October 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	48400844	09/30/2020		Books & Materials	-4.55
Bill	48492111	09/30/2020		Books & Materials	-4.55
Bill	48400847	09/30/2020		Books & Materials	-26.98
Bill	48400845	09/30/2020		Books & Materials	-569.28
Bill	48377759	09/30/2020		Books & Materials	-804.97
Bill	48344483	09/30/2020		Books & Materials	-313.42
Bill	48320542	09/30/2020		Books & Materials	-102.60
Bill	48447390	09/30/2020		Wurfy	-17.99
Bill	48447391	09/30/2020		Wurfy	-0.82
Bill	48377761	09/30/2020		GGIFT	-64.64
Bill	48377762	09/30/2020		GGIFT	-3.28
Bill	48504913	09/30/2020		Books & Materials	-384.49
Bill	48802527	10/14/2020		Processing Supplies	-110.44
Bill	48808799	10/14/2020		Processing Supplies	-86.50
Bill	48795667	10/14/2020		Processing Supplies	-41.68
Bill	48766198	10/14/2020		Processing Supplies	-11.14
Bill	48766196	10/14/2020		Processing Supplies	-10.31
Bill	48744813	10/14/2020		Processing Supplies	-0.45
Bill	48744811	10/14/2020		Processing Supplies	-195.94
Bill	48714368	10/14/2020		Processing Supplies	-55.91
Bill	48699071	10/14/2020		Processing Supplies	-30.52
Bill	48648616	10/14/2020		Processing Supplies	-34.76
Bill	48680553	10/14/2020		Processing Supplies	-8.85
Bill	48648618	10/14/2020		Processing Supplies	-5.25
Bill	48691988	10/14/2020		Processing Supplies	-65.53
Bill	48670477	10/14/2020		Processing Supplies	-28.74
Bill	48627279	10/14/2020		Processing Supplies	-190.75
Bill	48638562	10/14/2020		Processing Supplies	-0.15
Bill	48627277	10/14/2020		Processing Supplies	-13.40
Bill	48638560	10/14/2020		Processing Supplies	-11.79
Bill	48596828	10/14/2020		Processing Supplies	-66.81
Bill	48802526	10/14/2020		Books & Materials	-1,078.56
Bill	48808798	10/14/2020		Books & Materials	-752.87
Bill	48795666	10/14/2020		Books & Materials	-271.95
Bill	48766197	10/14/2020		Books & Materials	-140.01
Bill	48766195	10/14/2020		Books & Materials	-140.91
Bill	48766194	10/14/2020		Books & Materials	-28.43
Bill	48744812	10/14/2020		Books & Materials	-38.97
Bill	48744810	10/14/2020		Books & Materials	-2,731.87
Bill	48714367	10/14/2020		Books & Materials	-642.72
Bill	48699070	10/14/2020		Books & Materials	-365.20
Bill	48648615	10/14/2020		Books & Materials	-397.55
Bill	48680552	10/14/2020		Books & Materials	-70.35
Bill	48648617	10/14/2020		Books & Materials	-56.15
Bill	48691987	10/14/2020		Books & Materials	-568.14
Bill	48670476	10/14/2020		Books & Materials	-386.25
Bill	48627278	10/14/2020		Books & Materials	-1,651.76
Bill	48638561	10/14/2020		Books & Materials	-16.16
Bill	48849674	10/14/2020		Books & Materials	-7.96
				Children's Programming	-21.56
Bill	48613503	10/14/2020		Books & Materials	-14.38
Bill	48627276	10/14/2020		Books & Materials	-171.11
Bill	48638559	10/14/2020		Books & Materials	-164.87
Bill	48596827	10/14/2020		Books & Materials	-819.33
TOTAL					-23,299.66

12:16 PM  
10/15/20

Lawrence Public Library  
**Check Detail**  
October 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>8888</b>	<b>10/19/2020</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	780645	10/13/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>8889</b>	<b>10/19/2020</b>	<b>Journal-World Media</b>	<b>Checking</b>	
Bill	10641298	10/13/2020		Advertising	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>8890</b>	<b>10/19/2020</b>	<b>Kanopy LLC</b>	<b>Checking</b>	
Bill	216490-PPU	10/14/2020		Kanopy	-2,366.00
TOTAL					-2,366.00
<b>Bill Pmt -Check</b>	<b>8891</b>	<b>10/19/2020</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	129137	10/13/2020		Membership & Dues	-36.00
TOTAL					-36.00
<b>Bill Pmt -Check</b>	<b>8892</b>	<b>10/19/2020</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	99407106	09/30/2020		Books & Materials	-802.20
Bill	99407104	09/30/2020		Books & Materials	-331.98
Bill	99400446	09/30/2020		Books & Materials	-672.88
Bill	99369367	09/30/2020		Books & Materials	-278.57
Bill	99383503	09/30/2020		Books & Materials	-140.29
Bill	99383505	09/30/2020		Books & Materials	-398.10
Bill	99369368	09/30/2020		Books & Materials	-177.94
Bill	99400447	09/30/2020		Books & Materials	-264.92
Bill	99452349	09/30/2020		Processing Supplies	-472.75
Bill	99453677	10/14/2020		Books & Materials	-11,327.57
Bill	99484931	10/14/2020		Books & Materials	-281.07
Bill	99484932	10/14/2020		Books & Materials	-475.87
Bill	99476774	10/14/2020		Books & Materials	-448.35
Bill	99476772	10/14/2020		Books & Materials	-126.34
Bill	99456142	10/14/2020		Books & Materials	-628.84
Bill	99456141	10/14/2020		Books & Materials	-586.14
				Books & Materials	-18.74
Bill	99445245	10/14/2020		Books & Materials	-245.17
Bill	99445243	10/14/2020		Books & Materials	-252.99
Bill	99436516	10/14/2020		Books & Materials	-311.19
Bill	99436517	10/14/2020		Books & Materials	-264.93
TOTAL					-18,506.83
<b>Bill Pmt -Check</b>	<b>8893</b>	<b>10/19/2020</b>	<b>New Directions</b>	<b>Checking</b>	
Bill	INV-9521	10/13/2020		Professional Fees	-1,600.00
TOTAL					-1,600.00

12:16 PM  
10/15/20

Lawrence Public Library  
Check Detail  
October 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>8894</b>	<b>10/19/2020</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	72462	10/13/2020		Collections	-5,588.74
TOTAL					-5,588.74
<b>Bill Pmt -Check</b>	<b>8895</b>	<b>10/19/2020</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO2...	09/30/2020		Books & Materials	-481.08
Bill	06809CO2...	09/30/2020		Books & Materials	-274.08
Bill	06809CO2...	09/30/2020		Books & Materials	-858.52
Bill	06809CO2...	09/30/2020		Books & Materials	-799.42
Bill	06809DA2...	09/30/2020		Books & Materials	-312.94
Bill	06809DA2...	09/30/2020		Books & Materials	-236.43
Bill	06809CO2...	09/30/2020		Books & Materials	-1,627.09
Bill	06809CO2...	09/30/2020		Books & Materials	-1,690.70
Bill	06809CO2...	09/30/2020		Books & Materials	-350.94
Bill	06809CO2...	10/14/2020		Books & Materials	-280.87
Bill	06809CO2...	10/14/2020		Books & Materials	-347.06
Bill	06809CO2...	10/14/2020		Books & Materials	-197.47
Bill	06809DA2...	10/14/2020		Books & Materials	-226.00
Bill	06809CO2...	10/14/2020		Books & Materials	-212.90
Bill	06809CO2...	10/14/2020		Books & Materials	-192.55
Bill	06809CO2...	10/14/2020		Books & Materials	-261.43
Bill	06809CO2...	10/14/2020		Books & Materials	-59.99
Bill	06809DA2...	10/14/2020		Books & Materials	-1,036.94
Bill	06809DA2...	10/14/2020		Books & Materials	-511.46
Bill	06809CO2...	10/14/2020		Books & Materials	-547.96
Bill	06809CO2...	10/14/2020		Books & Materials	-464.80
Bill	06809CO2...	10/14/2020		Books & Materials	-829.91
Bill	06809CO2...	10/14/2020		Books & Materials	-851.79
Bill	06809CO2...	10/14/2020		Books & Materials	-604.93
Bill	06809CO2...	10/14/2020		Books & Materials	-146.73
Bill	06809CO2...	10/14/2020		Books & Materials	-203.79
Bill	06809CO2...	10/14/2020		Books & Materials	-389.53
Bill	06809CO2...	10/14/2020		Books & Materials	-715.94
Bill	06809CO2...	10/14/2020		Books & Materials	-734.64
Bill	06809DA2...	10/14/2020		Books & Materials	-1,385.42
TOTAL					-16,833.31
<b>Bill Pmt -Check</b>	<b>8896</b>	<b>10/19/2020</b>	<b>Overhead Door Company</b>	<b>Checking</b>	
Bill	SVC/263774	10/14/2020		Building Repairs & Mai...	-294.00
TOTAL					-294.00
<b>Bill Pmt -Check</b>	<b>8897</b>	<b>10/19/2020</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	86627	10/14/2020		Building Repairs & Mai...	-5,286.00
TOTAL					-5,286.00



12:16 PM  
10/15/20

Lawrence Public Library  
Check Detail  
October 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8898	10/19/2020	Plymouth Rocket, Inc.	Checking	
Bill	20190304-...	03/29/2019		Collections	-650.00
Bill	20180305-...	03/29/2019		Collections	-650.00
Bill	20170919-...	03/29/2019		Collections	-650.00
Bill	110908	10/14/2020		Collections	-650.00
TOTAL					-2,600.00
Bill Pmt -Check	8899	10/19/2020	Pur-O-Zone, Inc.	Checking	
Bill	814197	09/23/2020		Building Repairs & Mai...	-39.00
Bill	814196	09/23/2020		Building Repairs & Mai...	-49.00
Bill	814194	09/23/2020		Building Repairs & Mai...	-59.00
Bill	815094	09/30/2020		Building Supplies	-624.53
Bill	815424	10/13/2020		Building Repairs & Mai...	-125.73
Bill	815425	10/13/2020		Building Repairs & Mai...	-310.10
Bill	815426	10/13/2020		Building Repairs & Mai...	-249.90
TOTAL					-1,457.26
Bill Pmt -Check	8900	10/19/2020	Schendel Services	Checking	
Bill	30309847	09/23/2020		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8901	10/19/2020	Unique Management Services	Checking	
Bill	496385	10/13/2020		Professional Fees	-135.69
Bill	596384	10/13/2020		Professional Fees	-554.90
TOTAL					-690.59
Bill Pmt -Check	8902	10/19/2020	Withers	Checking	
Bill	217663	09/30/2020		Building Supplies	-390.05
Bill	217532	09/30/2020		Building Supplies	-68.70
TOTAL					-458.75
Bill Pmt -Check	28930	10/19/2020	Amazon	Checking	
Bill	2729814	09/23/2020		Library & Office Suppli...	-50.96
Bill	449475458...	09/23/2020		Processing Supplies	-48.16
Bill	9818664	09/23/2020		Books & Materials	-13.32
Bill	7839468	09/23/2020		Books & Materials	-24.57
Bill	7549859	09/23/2020		Books & Materials	-11.65
Bill	4969802	09/23/2020		Books & Materials	-21.02
Bill	6835437	09/23/2020		Books & Materials	-17.00
Bill	8625065	09/23/2020		Books & Materials	-11.28
Bill	2237814	09/23/2020		Books & Materials	-86.30
				Books & Materials	-263.62
				Books & Materials	-35.99
				Books & Materials	-26.48
Bill	1617033	09/23/2020		Books & Materials	-59.99
				Books & Materials	-33.88

12:16 PM  
10/15/20

Lawrence Public Library  
Check Detail  
October 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	4756233	09/23/2020		Books & Materials	-39.99
				Books & Materials	-239.96
				Books & Materials	-12.00
Bill	6022627	09/30/2020		Books & Materials	-15.57
Bill	6748200	09/30/2020		Books & Materials	-139.69
				Books & Materials	-183.01
				Books & Materials	-49.90
Bill	6022627	09/30/2020		Books & Materials	-10.99
Bill	9235461	09/30/2020		Books & Materials	-17.64
Bill	6356255	09/30/2020		Books & Materials	-84.99
Bill	8425054	09/30/2020		Books & Materials	-79.35
Bill	7136225	09/30/2020		Books & Materials	-32.87
Bill	4303437	09/30/2020		Books & Materials	-29.99
Bill	3914666	09/30/2020		Books & Materials	-73.64
				Books & Materials	-106.65
				Books & Materials	-169.48
Bill	6356255	09/30/2020		Books & Materials	-16.98
				Books & Materials	-68.93
				Books & Materials	-21.12
Bill	0954624	09/30/2020		Books & Materials	-79.98
Bill	1617033	09/30/2020		Books & Materials	-64.87
Bill	1617033	09/30/2020		Books & Materials	-13.99
Bill	0610647	09/30/2020		Books & Materials	-20.39
Bill	6358603	09/30/2020		Books & Materials	-16.96
Bill	9442619	09/30/2020		Books & Materials	-65.93
				Books & Materials	-24.99
				Books & Materials	-269.82
Bill	7922632	09/30/2020		Books & Materials	-76.75
				Books & Materials	-15.96
				Books & Materials	-20.00
Bill	0610647	09/30/2020		Books & Materials	-49.15
Bill	3541019	09/30/2020		Books & Materials	-217.61
Bill	2025811	09/30/2020		Books & Materials	-125.27
Bill	1617033	09/30/2020		Books & Materials	-49.99
				Books & Materials	-11.99
				Books & Materials	-29.98
Bill	9056239	09/30/2020		Books & Materials	-13.55
Bill	1902638	09/30/2020		Children's Programming	-25.98
Bill	9385005	09/30/2020		Children's Programming	-10.99
Bill	4531433	09/30/2020		Children's Programming	-106.38
Bill	4649827	10/13/2020		Children's Programming	-10.26
Bill	9139446	10/13/2020		Children's Programming	-9.96
Bill	2765024	10/14/2020		Children's Programming	-49.25
Bill	5010615	10/14/2020		Books & Materials	-53.83
				Books & Materials	-216.14
				Books & Materials	-27.98
Bill	2513863	10/14/2020		Books & Materials	-14.95
				Books & Materials	-40.39
				Books & Materials	-42.93
Bill	1538642	10/14/2020		Books & Materials	-12.06
Bill	1933869	10/14/2020		Books & Materials	-24.95
Bill	1933869	10/14/2020		Books & Materials	-21.31
Bill	7939445	10/14/2020		Books & Materials	-25.94
Bill	2513863	10/14/2020		Books & Materials	-15.69
Bill	6356255	10/14/2020		Books & Materials	-169.97
Bill	6356255	10/14/2020		Books & Materials	-199.85
Bill	1266627	10/14/2020		Books & Materials	-30.94
TOTAL					-4,373.90

Lawrence Public Library  
**Check Detail**  
October 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28931</b>	<b>10/19/2020</b>	<b>Ann Braden</b>	<b>Checking</b>	
Bill	11-8-20	09/23/2020		Children's Programming	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>28932</b>	<b>10/19/2020</b>	<b>Elaine N. Floor</b>	<b>Checking</b>	
Bill	REFUND	10/13/2020		Fees	-5.00
TOTAL					-5.00
<b>Bill Pmt -Check</b>	<b>28933</b>	<b>10/19/2020</b>	<b>Employers Preferred</b>	<b>Checking</b>	
Bill		09/30/2020		Liability Insurance	-898.00
Bill	2235147	10/13/2020		Liability Insurance	-786.00
TOTAL					-1,684.00
<b>Bill Pmt -Check</b>	<b>28934</b>	<b>10/19/2020</b>	<b>Krysta M. Brueggemann</b>	<b>Checking</b>	
Bill	REFUND	10/13/2020		Fees	-133.25
TOTAL					-133.25
<b>Bill Pmt -Check</b>	<b>28935</b>	<b>10/19/2020</b>	<b>Natalie Parker</b>	<b>Checking</b>	
Bill	Mad Libs	10/13/2020		Adult Programming	-150.00
				Children's Programming	-150.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>28936</b>	<b>10/19/2020</b>	<b>University of Dallas Library</b>	<b>Checking</b>	
Bill	1017	04/22/2019		Fees	-60.00
TOTAL					-60.00
<b>Bill Pmt -Check</b>	<b>28937</b>	<b>10/19/2020</b>	<b>Wichita Public Library</b>	<b>Checking</b>	
Bill	REFUND	08/29/2019		Fees	-37.78
TOTAL					-37.78
<b>Bill Pmt -Check</b>	<b>28938</b>	<b>10/19/2020</b>	<b>Will Averill</b>	<b>Checking</b>	
Bill	10-30-20	10/13/2020		Children's Programming	-50.00
TOTAL					-50.00

# Lawrence Public Library

## Monthly Statistical Summary--September 2020

INDICATOR	September		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	1.85	5.98	-69%			
Reference Transactions per Capita	0.64	1.35	-53%			
Program Attendance per Capita	0.36	0.46	-22%			
Circulation per Capita	10.79	11.65	-7%			
Circulation per Visit	5.83	1.95	199%			
Total Holdings per Capita	2.02	2.02	0%			
% of Lawrence Residents Registered	42%	45%	-7%			

Circulation--Adult Total	60,092	66,316	-9%	481,190	641,409	-25%
Circulation--Young Adult Total	3,549	3,574	-1%	29,010	36,626	-21%
Circulation--Youth Total	28,929	27,919	4%	191,027	270,226	-29%
Circulation--Bookmobile	630	1,332	-53%	5,917	11,236	-47%
Circulation--Book Lockers	1,557	1,163	34%	8,770	9,346	-6%
Circulation--Audiovisual Total	33,093	37,309	-11%	267,362	364,581	-27%
Circulation--Total	92,570	97,809	-5%	701,227	948,261	-26%

Reference Transactions	5,470	11,324	-52%	43,456	102,613	-58%
User Visits	15,840	50,241	-68%	187,375	496,100	-62%
LPL Web Site Visits	18,872	18,926	0%	171,524	177,013	-3%

Holdings--Added	2,320	3,219	-28%	20,827	27,354	-24%
Holdings--Withdrawn	2,186	4,589	-52%	18,378	31,985	-43%
Holdings--Total	207,574	203,981	2%			

Cardholders--Added	476	653	-27%			
Active Cardholders--Total	52,740	55,205	-4%			

Adult Programs	24	27	-11%	136	199	-32%
Young Adult Programs	5	21	-76%	72	147	-51%
Youth Programs	99	77	29%	403	633	-36%
Total Programs	128	125	2%	611	979	-38%
Total Program Attendance	3,091	3,829	-19%	34,326	42,674	-20%
Public Uses of Meeting Rooms	0	1,021	-100%		8,316	-100%

Total Paid Staff (FTE)	60.71	66.79	-9%			
Total Number of Employees	79	89	-11%			

Lawrence Public Library							
Monthly Statistical Report--September 2020							
	September		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	1.85	5.98	-69%				
Reference Transactions per Capita	0.64	1.27	-50%				
Program Attendance per Capita	0.36	0.46	-21%				
Circulation per Capita	10.79	11.65	-7%				
Total Holdings per Capita	2.02	2.02	0%				
Collection Turnover--Total	5.42	5.83	-7%				
Collection Turnover--Adult	5.54	6.28	-12%				
Collection Turnover--Young Adult	3.35	3.49	-4%				
Collection Turnover--Youth	5.59	5.38	4%				
Collection Turnover--Audiovisual	9.03	10.84	-17%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	30060	32290	-7%		237626	307964	-23%
Circulation--Adult Periodicals	1144	950	20%		7714	9135	-16%
Circulation--Adult Feature Films & TV Shows	17161	20593	-17%		134613	206339	-35%
Circulation--Electronic Games	1241	1405	-12%		9291	14743	-37%
Circulation--Adult Music CDs	2102	3409	-38%		17881	36323	-51%
Circulation--Adult Audio Books	8146	7566	8%		73157	65876	11%
Circulation--eReaders	0	0	#DIV/0!		0	7	-100%
Circulation--Other New	238	103	131%		908	1022	-11%
Circulation--Adult Total	60092	66316	-9%		481190	641409	-25%
Circulation--YA Books and NF Videos	2937	3043	-3%		23519	31517	-25%
Circulation--YA Periodicals	15	2	650%		117	51	129%
Circulation--YA Audio Books	597	529	13%		5374	5058	6%
Circulation--YA Total	3549	3574	-1%		29010	36626	-21%
Circulation--Youth Books and NF Videos	26357	25791	2%		172862	249567	-31%
Circulation--Youth Periodicals	75	69	9%		319	817	-61%
Circulation--Youth Music CDs	232	1044	-78%		1804	4208	-57%
Circulation--Youth Audio Books	2265	1015	123%		16042	15634	3%
Circulation--Youth Total	28929	27919	4%		191027	270226	-29%

<b>Lawrence Public Library</b>	<b>September</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>		<b>2020</b>	<b>2019</b>
			<b>2019-2020</b>			<b>2019-2020</b>
Circulation--Bookmobile	630	1332	-53%		5917	11236
Circulation--Book Lockers	1557	1163	34%		8770	9346
Circulation--Total Books	59354	61124	-3%		434007	589048
Circulation--Total Periodicals	1234	1021	21%		8150	10003
Circulation--Total Audiovisual	33093	37309	-11%		267362	364581
Circulation Total	92570	97809	-5%		701227	948261
Staff Assisted Circulation	2618	4029	-35%		20162	38950
Self Check Circulation	42213	63796	-34%		311400	648123
Percent Self Check	94%	94%	0%		94%	94%
Online Renewals	25919	15441	68%		171405	138248
Other Staff Checkouts	89	160	-44%		837	1167
Requests Placed	20408	19271	6%		143243	184876
Requests Filled	17438	17998	-3%		125944	168071
Requests Unclaimed	2397	2639	-9%		18193	24330
Interlibrary Loan Items Borrowed for LPL Patrons	330	420	-21%		2365	3815
Interlibrary Loan Items Loaned from LPL Collection	484	575	-16%		2884	5235
<b>OTHER LIBRARY SERVICES</b>						
User Visits	15840	50241	-68%		187375	496100
Public Computer Usage	1678	6774	-75%		20262	67468

<b>Lawrence Public Library</b>	<b>September</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>	<b>Percent</b>
<b>Monthly Statistical Report</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>		<b>2020</b>	<b>2019</b>	<b>Change</b>
			<b>2019-2020</b>				<b>2019-2020</b>
Adult Reference Transactions	788	1623	-51%		5259	12429	-58%
Young Adult Reference Transactions	0	815	-100%		1894	9542	-80%
Youth Reference Transactions	531	1095	-52%		3849	12593	-69%
IT Desk	1159	1382	-16%		5948	11665	-49%
Welcome Desk	0	1037	-100%		2859	11012	-74%
Phone Calls	1236	1516	-18%		10097	17112	-41%
Accounts Desk	1746	3184	-45%		13331	28260	-53%
Materials Handling	10				219		
Total Reference Transactions	5470	10652	-49%		43456	102613	-58%
Public-Sponsored Uses of Meeting Rooms	0	1021	-100%		2317	8316	-72%
LPL Web Site Visits	18872	18926	0%		171524	177013	-3%
Website Sessions	43769	45253	-3%		399363	436634	-9%
<b>RESOURCES</b>							
Holdings--Total	207574	203981	2%				
Holdings--Adult	131801	128479	3%				
Holdings--Young Adult	12744	12328	3%				
Holdings--Youth	63029	63174	0%				
Holdings--Audiovisual	43971	41283	7%				
Holdings--eReaders	0	1	-100%				
Holdings Added	2320	3219	-28%		20827	27354	-24%
Holdings Withdrawn	2186	4589	-52%		18378	31985	-43%
Holdings Net Change	-135	-13			4171	-165	
<b>LIBRARY PATRONS</b>							
Total Active Cardholders	52740	55205	-4%				
Cardholders Added	476	653	-27%		3941	5895	-33%
Cardholders Transacting	12262	14901	-18%		111400	133203	-16%
Percent of Cardholders Transacting	23%	27%	-14%				
Total Number of Lawrence Residents Registered	42879	45245	-5%				
Percent of Lawrence Residents Registered	42%	45%	-7%				

Lawrence Public Library						
Monthly Statistical Report	September		Percent		YTD	YTD
	2020	2019	Change		2020	2019
			2019-2020			
PROGRAMMING						
Number of Adult Programs	24	27	-11%		136	199
Number of Young Adult Programs	5	21	-76%		72	147
Number of Youth Programs	99	77	29%		403	633
Total Programs	128	125	2%		611	979
Adult Program Attendance	624	716	-13%		3609	7899
Young Adult Program Attendance	89	570	-84%		2320	4290
Youth Program Attendance	2378	2543	-6%		28397	30485
Total Program Attendance	3091	3829	-19%		34326	42674
STAFFING						
Total Paid Staff, in Full-Time Equivalents	60.71	66.79	-9%			
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.55	8%			
Number of Employees--Total	79	89	-11%			
Number of Employees--Full-Time	43	46	-7%			
Number of Employees--Part-Time	36	43	-16%			
Terminations	1	0	#DIV/0!		11	19
Hirings	0	0	#DIV/0!		4	22
Volunteer Hours	32.7	594.9	-95%		271	7003



## Select Online Statistics: September 2020

### **Lynda.com**

Active users - 2940

New users - 17

Users who logged in - 94

Total logins - 350

Hours viewed - 118.07

Hours viewed per user who logged in - 1.26

Hours viewed per login - .34

### **Kanopy**

Total users - 895

Visits - 9528

Pages - 11426

Plays - 2060

## **Library Director's Report for October 2020**

So this has been a challenging month. Early in October, my wife got sick. She works in schools, so she went to get a COVID test. To our surprise, she tested positive. Thankfully, her symptoms were mild, but this set off contact with Lawrence Douglas County Public Health and the Kansas Department of Health and Environment concerning family quarantines. We still don't have an exact date that my daughter and I are cleared from quarantine, but my hope is that I am able to report back to the office by October 26 at the very latest. While I can do much of my work from home, a family quarantine has considerably decreased my ability to get much done. Nevertheless, the library moves forward and I have some exciting news to report to you.

We begin the first round of telephone interviews for our Diversity Coordinator job search next week. We received almost 50 applications in all and have narrowed it down to 12. Our hiring team of Josh Lyles, Sarah Mathews, Vanessa Reynaga, Erica Segraves, Jannette Taylor, and myself look forward to meeting our first round of candidates next week. We will winnow down to our finalists and plan to have a candidate selected by the end of the month.

In addition to our new Diversity Coordinator position, our leadership team has decided to forge ahead with adding a human resources component to our team. We will be doing an internal search for a current employee to become the library's Employee Engagement Coordinator. We see adding this position as a compliment to our Diversity Coordinator hire and that these two will work closely together. I anticipate that we will have this position filled shortly after the Diversity Coordinator hire.

I had a great meeting this month with Watkins Museum Director Steve Novak, Hall Center for Humanities Director Richard Godbeer, and Co-Director of KU's Institute for Digital Research in the Humanities Dave Tell about a potential partnership to create a local history and digital storytelling center in Lawrence. I will discuss this in greater detail at our meeting. I look forward to telling you more about this opportunity and am hopeful that the Board would like the library to move forward with the partnership I've discussed with them.

Respectfully submitted by Brad Allen, October 16, 2020

## **Monthly Departmental Reports**

### **October 2020**

#### **Accounts: .**

In building Phase 3 operations continue as usual. Outreach continues to expand. Accounts staff helped with the first attempt at bringing a collection of materials to Checkers for checkout by patrons off site. By all accounts the experience went well and we're adjusting logistical plans for future outings based on what we learned. We are developing methods for tracking outreach through the ILS in terms of total cards created, number of items borrowed, holds place, etc. We're hoping to track future behaviour of patrons that obtain library cards at outreach events to see if they remain active, are encouraged to come into the library itself, or only interact with the library during outreach.

#### **Cataloging & Collection Development:**

No Updates

#### **Department of Community Partnerships (DCP):**

##### **Outreach**

Our outreach efforts are continuing with a combination of taking the book bike out, tabling at Cottin's weekly, and taking the collection out to Checkers bi-weekly. We have had a few library card sign ups, but the majority of our interactions are letting people know that we are open, or that folks can get their library materials through curbside pickup. We're getting better signage for more visibility and marketing our efforts through our library newsletter. In addition, we have ironed out the logistics as far as what materials we need to serve patrons out of house, and how to circulate the collection. Our focus is reaching lower income residents in Lawrence.

##### **Big Read/Read Across Lawrence**

We've hosted our first three Big Read/Read Across Lawrence events for adults which centers around Louise Erdrich's *The Round House*. Kate Gramlich from Information Services and Kristin Soper from DCP handed out copies and talked to folks about the book and programming on Final Fridays in September using the book bike on Massachusetts St. We talked to about 70 folks and handed out 40 copies of the book. KU Libraries received 100 copies of the book to distribute to their students and Carrie Cornelius, the librarian at Haskell's Tommaney Library, has given away 200 copies to students and staff who are in the area and she and her staff have also mailed copies to students who are attending Haskell remotely. We've given out most of the other copies in the library.

Monday evening, October 12, we hosted KU Distinguished Professor and Indigenous activist Sarah Deer who talked about the stories and legal frameworks around Missing and Murdered Indigenous Women which is the crux of Erdrich's book. We had about 40 folks tune in for an

## Monthly Departmental Reports

### October 2020

amazing presentation. On Thursday, October 15, Melissa Fisher-Isaacs of Information Services hosted Lee and K Miesel of Leeways Franks and Butcher about running a business in these challenging times. The talk also focused on ways Indigenous and other marginalized people can build relationships within those business communities to make their business ventures a success. We had about 12 people attend the live broadcast. Both programs are available on the library's YouTube channel. Programming continues the week of October 19th with Bring Your Own Book Club with the Spencer Museum of Art and an evening with Rachel Louise Snyder in partnership with the Willow and the Raven where she will talk about her book *No Visible Bruises*. Information about our Big Read/Read Across Lawrence can be found at [lpls.org/ral](http://lpls.org/ral) and all of our programming and book purchases are supported by a Big Read Grant and our fantastic community partners: KU Libraries, Haskell Indian Nations University, LPL Friends and Foundation, The Willow Domestic Violence Center, The Raven Book Store, and the Spencer Museum of Art.

**Facilities:** LPL had it's 4th quarter Bed Bug inspection and passed with Zero Alerts thanks to the hard work of staff and volunteers who carefully check all of the materials that come into our building. LPL is also on the list of buildings that the City of Lawrence will spend CARES Act funding for the installation of needlepoint bipolar ionization technology installed in the HVAC system to further help keep the building healthy.

**Information Services:** Info Services continues its Phase 3 operations as usual. We've continued to participate in library outreach, including a Final Friday distribution of RAL copies and helping with tabling at Checkers. We also continue to experiment with outdoor in-person programming, this month with a guided birdwatching walk led by Roger Boyd and Jake Vail at the Baker Wetlands. On the virtual programming front, Kate's well-received Civics 101 series in partnership with the League of Women continued with a session highlighting two lesser-known concepts: write-in candidates, and the elected position of precinct committee chairperson, and Hazlett launched a new virtual "Mend 'n Mingle" program. Mindful Crafting continues to be a solid program under Ruby's care. The LPL seed fairies--aka Kate, Yilan, Ruby, and Hazlett--delivered seeds from our Seed Library stock appropriate for fall planting to little free libraries across town. Jake and Yilan are working on creating indexes of obituaries we've captured through our web archiving initiative, and Hazlett and Becky are digitizing selected materials from the Osma Room. Following the approval of the Collections Management committee to add materials in Arabic to the adult World Language collection (Arabic is the third most commonly spoken foreign language in Lawrence), Hazlett is selecting titles to begin building that collection. We continue to keep tabs on developments in community resources through our participation in RSF 3, the Human Services Coalition, and community conversations around homelessness and digital equity.

## Monthly Departmental Reports

### October 2020

#### Marketing:

Hawklark Marketing intern application reviews are in process, finally! We have three candidates! It has taken a while as KU students and faculty needed to adjust to the unusual nature of this semester. I am working on getting email communications through our Savannah/Orange Boy database back on track and finding the sweet-spot in balancing regularity and as-needed news and information. In addition, I am working with Great Plains Media to experiment with a 10-week series of radio ads and regular guest spots on KLWN's Radio for Grown-ups with a focus on getting a library card (aiming for a Nov 1 start-date). Other projects include creating new outreach signage and table display needs, the DEC-FEB Reader Magazine available DEC 1, the next LJW Library Page ad, and exploring ways to get a regular library presence in area neighborhood newsletters / e-newsletters. Continuing education projects include watching Ryan Dowd's [Librarian's Guide to Homelessness](#) and Orange Boy's [Public Libraries Beyond the Crisis: Letting Go of the Past and Embracing a New Future](#) recorded webinar. I also am reading this [white paper](#) report about national library customer tracking survey by Orange Boy to seek input about the attitudes, awareness and satisfaction of library customers from March 15-June 15, 2020 when nearly all public libraries' facilities were closed and library services to a digital format. The results are based on 23,610 responses collected from 20 public libraries in North America. Various odds-n-ends, meetings, planning what's next, and front door and PIC shifts round out this marketing update.

#### Readers Services:

Readers' Services is continuing services as we have been this last month, and we're currently working on some increased services as we settle into the Fall, and our book clubs plus BYOB and social media based RA continues as usual. Ian and Shirley will host online book discussions for the Read Across Lawrence book in October and November. It is likely we'll revisit some more bookclub specific online programming, such as virtual Book Club Speed Dating again, perhaps early December. On November 13 Polli was a panelist for Booklist on running a virtual book club. Shirley attended a MALA workshop on virtual books clubs to learn more about bringing in authors. Polli and Heather met to work on creating a weekly newsletter targeted to our heaviest readers, in all formats, and are currently developing the scope of the weekly content.

#### Technology:

Work on the Digital Equity project continues. Our plan is to make 50 laptops, 50 hotspots and Lifeline internet service available through community partners and directly from the library. This initiative is funded through federal CARES Act money through Douglas County. The 50 laptops have arrived and we are in the process of ordering the hotspots and working out logistics for the Lifeline program with MIDCO. When the library shut down, access to the

## **Monthly Departmental Reports**

### **October 2020**

internet and devices became a huge problem for residents needing to apply for assistance. This new program will address that need.

In addition, the library received a second CARES Act "SPARKS" grant to permanently install wireless internet around the outside perimeter of the building. The installation company has surveyed the building and surrounding areas and hopes to get started soon. This is another need that appeared as a result of the pandemic. The funding for both projects needs to be spent by December 30th.

### **Materials Handling:**

As part of our library's ongoing effort to find innovative solutions to reimagine working from home, we have moved our Interlibrary Loan Department off-site. With our Interlibrary Loan Assistant Liza MacKinnon's house being serendipitously on the same route as our daily remote run, it made sense to enable one more staffer to work from home and lighten the number of people in the physical library building. We are proud to continue excellent interlibrary loan services in this new capacity.

### **Youth Services:**

Youth Services is still trucking along well in phase 3. Our Take and Make crafts for what would be our typical in-house programs are going well. We have many families and teens coming in to pick up their supplies. We held our first virtual Star Wars Reads day on 10/3 with crafts, a virtual escape room, an interview with cosplayers, a virtual costume contest, and zoom trivia. The trivia was so fun that we're hoping to hold monthly family trivia sessions starting in December. We kicked off our first ever Kid President series two weeks ago. Kids are learning how to create a campaign and a platform for a service project they would like to see happen in Lawrence. The public will be voting on who has the best platform soon. We also kicked off our Mysterious Spooky Scavenger Hunt on 10/1. All month long you can search for little ghosts and clues in Lawrence parks. Check out the details [here](#). For CE, YS staff have been watching the Ryan Down Homelessness training and other free webinars; Jenny, Karen, and Lauren virtually attended this year's Association for Library Services for Children Institute; and Lauren Taylor and Karen Allen are working with the Mid American Library Alliance to put on a virtual summer reading sharing session in January. On a final note, we are sad to report that Marilyn Kearney, part-time youth services assistant, has left us for a full-time librarian position in Tillamook, Oregon. We're so happy for them and hoping they'll send us a nice care package full of cheese. :)

### **Task force and Library-wide initiative Reports:**

No Updates

**Monthly Departmental Reports**  
**October 2020**

**Communication Hub Task Force:**

No Updates

**CARES Act Funding through Douglas County:**

See Technology report for an update on the Digital Equity project, which is being funded by the federal CARES Act. We are in regular contact with the City, County and State to file the necessary paperwork to receive our grants and reimbursements. In all, the library will receive \$97,200 for technology support and COVID-related expenditures.

## Friends & Foundation Director's Report – October 16, 2020

**DCCF Community Grant.** We are delighted to report that the Friends & Foundation were awarded a \$3,200 grant from DCCF. The funds will support infrastructure for the library's outreach program, such as book carts, signage, and other equipment.

**Read Across Lawrence.** Our annual community-wide reading program for adults is happening throughout the month of October. Friends & Foundation board members hand delivered copies of *The Round House* to all New Chapter Society members and Trustees. We hope you received yours! [Check out all the programs here.](#)

**Drag Bingo** was held on Saturday, October 3<sup>rd</sup> at 7 pm in celebration of Banned Books Week. Deja Brooks was as charming as ever! The hour-long event raised \$500 for the Friends & Foundation.

**Year End Fundraising** is official underway:

- **New Chapter Society.** Letters to our New Chapter Society donors were mailed today. They highlight the assistance that the Friends & Foundation have provided to the library during the pandemic. New Chapter donors give an annual gift of \$1,000 or more to the Friends & Foundation or have included the library in their estate plan. Their support is essential to the library's mission.
- **Get Inked for the Library.** Jaron and Holly Hackney of Standard Electric Tattooing have stepped up to host another fundraiser for the library. On November 4<sup>th</sup> and 5<sup>th</sup>, they will provide literary-based tattoos to library fans (on arms and legs only!) for \$100. They are donating a total of 40 slots, and will contribute 100% of the proceeds to the Friends & Foundation. Every time slot is full without any advertising. This is an amazing gift from the Hackneys that they want to make an annual tradition.
- **General Year End Fundraising Letter and Online Campaign.** The Friends & Foundation are preparing to mail its annual fundraising letter to general donors. These will hit mailboxes in mid-November. The theme will echo the message in the New Chapter Society letter. In December, the campaign moves online, and will encourage donors to consider a small recurring monthly gift to the Friends & Foundation.
- **Holiday Gifts.** The Friends & Foundation have lots great holiday gift ideas that also raise funds for the library: a "Seasons Readings" virtual book sale, Parks posters and postcards, and Deja Brooks cross stitch kits. Be sure to add these to your gift giving lists.

**Rescheduled Author Events.** Our major author events keep getting postponed. Here is the latest schedule (see below) Here's hoping it all holds!

- Susan Orlean: October 3, 2021 (part of Booktoberfest)
- Joy Harjo: November 2021 (with Haskell, Humanities KS and Hall Center)
- Colson Whitehead: April 8, 2022 (part of Paper Plains)





LAWRENCE PUBLIC  
LIBRARY

TO: Lawrence Public Library Board of Trustees

FROM: Jon Ratzlaff, Facilities Coordinator; Lawrence Public Library

DATE: October 15, 2020

RE: Update on status of the Library Lawn

For this report, I will refer to the space between the south exterior wall of the Lawrence Public Library and the sidewalk north of the parking garage as the Library Lawn. It is important to know that this property, as well as the garden area north of the main entrance, is not part of the Lawrence Public Library but in fact under the jurisdiction of the Parks and Recreation Department.

What has been consistent these past six months:

- Folks living and leaving their belongings on the Library Lawn.
  - The northeast most area is the most popular as it is sheltered.
  - The majority of these folks are quiet, respectful, and frequently do what they can to help me clean up the Lawn.

What has *never* been consistent:

- The random drunken fighting, yelling, and general disorderly conduct
- The gigantic messes made overnight
- The cat-calling and inappropriate comments to passers by
  - These incidents are caused by folks who randomly come in and cause problems.
    - Sometimes they stick around for a few days, and sometimes it's just the afternoon.
    - Some of these folk are semi-regular in their disruptions, and some are brand new.

What are the repercussions:

- Having the Library Lawn seen as a safe space to stay means that the general public has to witness Lawrence's homelessness problem, and for some it is a lot closer than they like.
- The yelling, fighting, etc... has led many patrons to declare that they will not return to the library and urged others to stay away.
  - Related: multiple patrons have asked to be escorted back to their vehicles in the parking garage by library staff.
- Josh and the Security Team often have to go outside of the library to de-escalate situations, which leaves library staff unsupported inside.

- Jon and the custodial staff are expending more and more time in the mornings, seven days a week, trying to tidy up the Lawn when they could be improving things inside.

What is happening to improve things:

- Working with Parks and Recreation on establishing rules and guidelines for the Library Lawn
  - We know that it is not illegal to stay on the Library Lawn, but a bit of structure will help everyone keep it looking nicer.
- Daily Cleanups
  - Custodial staff are out there seven days a week cleaning up what they're allowed to. It may be less "improving things" and more "keeping it from getting too bad".
- Lawn Lost & Found
  - Parks and Recreation has allowed us to utilize the storage room on the north side of the parking garage to store items that appear to be abandoned on the Lawn for 30 days.
    - There are not many items in the Lawn Lost & Found since these items must be moved to a central location for 24 hours first, and they tend not to stay there long enough.
    - We have only been asked twice to retrieve an item from Lawn Lost & Found.
- Library Staff keeping us informed (Melissa, Kate, Theresa)
  - There aren't many options for folks experiencing homelessness in Lawrence right now, but we have staff keeping us informed about what *is* available so we can share that information.
- Theresa Bird: LPL Peer Support
  - While helping folks find housing is not her primary role, Theresa Bird (formerly Bert Nash) knows what resources are available for folks and is frequently out on the Lawn talking to anyone who wants to talk.
- Increased police presence and support
  - We have recently been approached by Lawrence Police Officers letting us know that they are increasing their presence at the parking garage and on the Lawn.
  - They also reaffirmed that overtly illegal activities are still illegal, and we should feel comfortable calling them.

What would improve things further:

- The authority to have folks who are banned from the Library be banned from the Library Lawn.
  - This will help us be more proactive, opposed to just reactive, with folks who have shown an extremely high probability of causing problems for others.
- The ability to post signage with expectations for the Lawn.
  - We understand that direct enforcement of *all* expectations isn't possible, but simply being able to point to a written post frequently has the desired effect.
- Improvements to rules and guidelines for the Lawn.
  - Here is what we've been told so far:
    - Camping is allowed, therefore "park hours" do not apply to Library Lawn.
    - As the Library Lawn has no set hours, any person and/or their property can stay at any given area on the Library Lawn for as long as they wish.
    - Hammocks are allowed.
  - Here is what we still need to know:

- A clear definition of the space, including what is and isn't allowed.
  - A definition for "trash"
    - Without it, we must err on the side of "abandoned" and save everything (including the carpet rolls, mattresses, etc...) for 30 days.
- Here are specific changes we would like:
  - A protocol that is not overly burdensome for property that appears abandoned but is heavily soiled.
    - The current recommendation is to photograph and document items in this category.
  - Limits to the amounts and/or size of items that can be brought to the Lawn without permission.
    - Currently there is nothing that prevents folks from bringing mattresses, carpet rolls, wire spools, broken chairs, etc... and leaving it on the Lawn indefinitely.
- Help with the daily cleaning.
  - Parks and Recreation has committed to help, but we are still working out the details.
- Where to refer patron complaints regarding the Lawn.
  - It's hard for staff to not take these complaints personally when the response "we're working with the City to try and improve things" sounds very hollow.