

Lawrence Public Library Board of Trustees Regular Meeting
Monday, November 16, 2020 at 4:30 PM
COVID-19 Zoom Meeting
<https://lplks.zoom.us/j/91410361602>

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 October
- Approve Treasurer's report for October
- Approve bills for October 19 to November 15
- Receive statistical report for October

Library Director's report

Friends and Foundation report

Ongoing business

New business

- Circulation policy update - William Ottens, Cataloging and Collection Development Coordinator

Adjournment

**Lawrence Public Library
Regular Board Meeting
October 19, 2020, 4:30 p.m.**

Venue: The meeting was held via Zoom: <https://lplks.zoom.us/j/93988383832>

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

Staff Members Present: Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Tricia Karlin, Polli Kenn, Heather Kearns

Friends and Foundation Members Present: Craig Penzler

City of Lawrence Staff Present: Casey Toomay and Derek Rogers

Call to order:

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

Consent Agenda

Judy Keller moved the consent agenda be approved, Brady Flannery seconded. Consent agenda passed.

Library Director's Report

- Brad reported that he and his family have been quarantined since October 3rd. Brad has tested negative and is feeling good. He is working from home as best he can with a 2-year-old in the house! He expects to be able to return to the library on October 27th.
- Phone interviews with 12 applicants for the library's new Diversity, Equity and Inclusion coordinator are underway. Brad is pleased with the quality and experience of the candidates.
- The library is creating a new Employee Engagement Coordinator position. This person will oversee the human resources work for the library. This will be open to internal library candidates only.

Friends and Foundation Director's Report

- Kathleen reported 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.
- Drag Bingo was held on Saturday, October 3rd at 7 pm in celebration of Banned Books Week. Deja Brooks charmed the crowd and raised \$500 for the Friends & Foundation. We were excited to see Mayor Ananda in the audience!
- Kathleen reported that a new end of year fundraiser was added to the Friends & Foundation plans. Standard Electric Tattooing will host the second annual "Get Inked for the Library" fundraiser. Owners Jarod and Holly Hackney will donate 40 literary-based tattoos at \$100 each. They will contribute 100% of the proceeds to the library. Every time slot is currently full. They intend to make this wonderful event, which raises \$4,000 for the library, an annual tradition.

- The library's major author events for 2020 have been rescheduled for 2021 and 2022: Susan Orlean: October 3, 2021 at Liberty Hall; Joy Harjo: November 2021 at Haskell; Colson Whitehead: April 8, 2022.

Ongoing Business

There was no ongoing business.

New Business

Library Lawn Update

Jon Ratlaff provided an update of activity on the Library Lawn. While the space falls under the jurisdiction of the Lawrence Parks and Recreation department (LPRD), library staff is working with them to keep the area safe and clean. Jon described the problems that the library has encountered with the individuals who have moved onto the Lawn. While most of them are respectful and helpful, others leave huge messes behind, openly drink and take drugs, and generally make the area feel unsafe for patrons, staff and others campers.

In order to improve the environment on the Lawn, Jon is working with LRPD to establish rules and guidelines for the space, has introduced daily clean ups, and lost and found. The library's new PEER Support staff person is working to help connect the campers with community services. In addition, the Lawrence Police Department is increasing its presence at the parking garage and Lawn areas.

Jon outlined measure that would help to improve the situation: (1) the authority to ban from the Lawn area those who have been banned from the library; (2) the ability to post signage outlining guidelines and expectations; (3) a definition for "trash" so we understand what can and cannot be thrown out; (4) help from Parks and Rec with daily cleaning; and (5) where to refer patrons who have complaints about the activity on the Lawn.

Brady Flannery asked several questions: If the Community Shelter is not full, is it not OK to camp? How is the Library Lawn defined? Is the Library Lawn in the Central Business District?

Derek Rogers explained that due to COVID, the waiting list at the shelter currently is 70 people. While he thinks of the Library Lawn as a park, it has not been officially designated as one by the City. He confirmed that the camping ordinance applies to the Central Business District and the Library Lawn is not a part of the CBD. Parks and Rec's primary concern is the safety issues created by the situation on the Lawn. He added that the new City campground will open in the first week of November. That space will accommodate 25 people and will have showers, water, tents, warm sleeping bags, etc.

Casey Toomay shared the City's perspective that connecting the campers with services is the best solution. They have heard from the public that the City should be doing more about this issue. She said that she, Brad and Derek have been in communication about the situation.

Brady noted that this is not a new problem for Downtown. However, the open drinking and hard drug usage is very concerning. Downtown business owners need clarity on what is and isn't OK under the city's ordinances. He said that Downtown retailers are making a point of calling the police so that

these problems become higher priorities. He noted that the downtown parking garages are also problematic. He agreed that we need compassionate solutions.

Derek agreed that the lack of clarity surrounding how the Lawn is defined is contributing to the problem. He would like for it to become a small park so that it will have official hours and more definitive requirements.

Jennifer Bonilla-Scotten asked the City to support the library staff in addressing these issues. Judy Keller suggested reaching out to peer libraries, such as the Madison, Wisconsin Public Library, to find out how they are handling these kinds of issues.

Sarah Goodwin-Thiel asked whether there is a protocol to ensure staff safety. Several libraries have procedures that staff follow (walking to cars together, etc.) to keep everyone safe. Jon said that he does not allow his staff to work alone on the Lawn.

Brad noted that the library needs a protocol for staff for reporting incidents and said that the library is taking this issue seriously. All library staff are required to take Ryan Dowd's online training, an empathy-based training for interacting with homeless patrons.

Partnership with Watkins Museum and the Hall Center for the Humanities

Brad updated the board on a proposal with Watkins Museum and the Hall Center. For several months, the library and Watkins Museum have been discussing the possibility of creating a local history and genealogy center at the Grover Barn, located on Lawrence Avenue. Steve Nowak will be sending a letter to the City Commission in the near future, asking them to consider allowing the Barn to be used for this purpose. Meanwhile, Dave Tell and Richard Godbeer at the Hall Center are working to secure funding from the Mellon Foundation for a digital storytelling center. The vision is for the library, Watkins Museum and Hall Center to meld their ideas together to create the digital storytelling center at the Grover Barn. Brad stressed that at this time, the current plan does not require funding or significant library staff time. The primary role of LPL is to help promote the project's mission of getting public humanities out to the local community. The board was very supportive of the plan. Brad will keep board members up to date as things progress.

Adjournment

The meeting adjourned at 5:15 pm

Respectfully submitted,
Kathleen Morgan

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
October 2020									
REVENUES		This Month	Year to Date	Annual Budget		83% of Year		Oct-19	YTD 2019
Tax Fund		\$ 297,914.59	\$ 4,752,766.09	\$ 4,782,000.00		99.39%		\$ 200,638.47	\$ 4,460,752.51
CARES Funding		\$ 54,792.00	\$ 54,792.00						
Fees		\$ 2,213.60	\$ 14,260.51	\$ 35,000.00		40.74%		\$ 11,145.74	\$ 124,336.32
NEKLS		\$ -	\$ 69,000.00	\$ 95,000.00		72.63%		\$ 22,625.00	\$ 69,225.00
State Aid		\$ -	\$ 28,991.57	\$ 25,000.00		115.97%		\$ 224.00	\$ 27,818.52
Photo Copies		\$ 245.35	\$ 5,858.09	\$ 20,000.00		29.29%		\$ 1,701.93	\$ 20,044.34
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00		16.67%		\$ 750.00	\$ 7,500.00
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00		-0.50%		\$ 375.00	\$ 6,675.00
Interest		\$ 21.25	\$ 6,823.91	\$ 25,000.00		27.30%		\$ 1,033.72	\$ 32,304.56
Miscellaneous		\$ 32.85	\$ 423.54	\$ -				\$ 49.70	\$ 5,052.20
Total Revenues		\$355,219.64	\$4,934,390.71	\$4,996,000.00		98.77%		\$238,543.56	\$4,753,708.45
EXPENSES									
Salaries & Wages		\$ 212,389.88	\$ 2,228,120.36	\$ 2,820,000.00		79.01%		\$ 214,822.11	\$ 2,170,812.32
Employee Benefits		\$ 30,709.21	\$ 276,785.58	\$ 340,000.00		81.41%		\$ 26,670.44	\$ 267,728.04
Payroll Taxes		\$ 35,986.98	\$ 373,328.37	\$ 490,000.00		76.19%		\$ 36,838.91	\$ 371,165.46
Utilities		\$ 5,963.88	\$ 66,693.57	\$ 96,000.00		69.47%		\$ 6,700.16	\$ 74,501.13
Building Supplies		\$ 2,323.29	\$ 15,944.20	\$ 20,000.00		79.72%		\$ 2,265.97	\$ 14,789.18
Building Repairs & Maintenance		\$ 7,493.76	\$ 73,376.09	\$ 55,000.00		133.41%		\$ 11,841.75	\$ 50,834.75
Library Supplies		\$ 2,153.50	\$ 16,792.87	\$ 25,000.00		67.17%		\$ 83.63	\$ 13,222.26
Books & Materials		\$ 62,273.94	\$ 521,724.86	\$ 700,000.00		74.53%		\$ 56,724.00	\$ 520,456.62
Processing Supplies		\$ 2,466.62	\$ 28,925.94	\$ 50,000.00		57.85%		\$ 4,355.07	\$ 46,484.48
Equipment		\$ 40,650.65	\$ 51,804.64	\$ 10,000.00		518.05%		\$ -	\$ 9,819.90
Technology		\$ 7,892.16	\$ 209,147.61	\$ 250,000.00		83.66%		\$ 11,250.62	\$ 223,570.56
Insurance		\$ 786.00	\$ 13,231.50	\$ 17,000.00		77.83%		\$ 1,208.00	\$ 12,551.00
Shipping		\$ 903.64	\$ 13,439.77	\$ 16,000.00		84.00%		\$ 1,117.87	\$ 15,668.94
Professional Development		\$ 195.00	\$ 7,312.16	\$ 30,000.00		24.37%		\$ 4,197.48	\$ 23,986.81
Book Van & Mileage		\$ 73.57	\$ 1,139.56	\$ 2,000.00		56.98%		\$ 181.02	\$ 1,850.00
Programs		\$ 1,570.53	\$ 7,818.68	\$ 20,000.00		39.09%		\$ 1,303.35	\$ 15,358.26
Professional Fees		\$ 3,091.69	\$ 20,978.62	\$ 25,000.00		83.91%		\$ 4,041.12	\$ 45,637.91
Advertising & Marketing		\$ 1,967.00	\$ 18,155.72	\$ 30,000.00		60.52%		\$ 798.17	\$ 27,895.03
Capital Improvements		\$ -	\$ -	\$ -		#DIV/0!		\$ -	\$ -
Miscellaneous		\$ 235.90	\$ 737.13	\$ -				\$ (200.99)	\$ 1,536.46
Total Expenses		\$ 419,127.20	\$ 3,945,457.23	\$ 4,996,000.00		78.97%		\$ 384,198.68	\$ 3,907,869.11
CASH BALANCES									
Cash Reserves		\$ 50,237.56	Included in checking						
Checking		\$ 1,670,093.79							
Capital Improvement		\$ 685,984.98							

Lawrence Public Library
2020 Outside Funding Report

			1/1/2020	July	July	August	August	September	September	October	October			
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS & FOUNDATION														
		KPR-Advertising	\$ -		\$ 285.00		\$ 291.25		\$ 1,932.50			\$ 1,102.50		
		Summer Reading - ALL	\$ 7,521.27		\$ 804.99		\$ 2,171.74		\$ 1,082.63	\$ 525.00	\$ 53.00	\$ 994.63		
		Aquarium	\$ (5.71)		\$ 352.00		\$ 300.00				\$ 600.00	\$ 718.01		
		Kanopy 2020	\$ 20,000.00		\$ 2,457.00		\$ 2,592.00		\$ 2,579.00		\$ 2,366.00	\$ 203.00		
		Volunteers	\$ 705.63									\$ 705.63		
		Read Across Lawrence 2020	\$ 2,212.56			\$ 6,175.37						\$ -		
		Block Grant	\$ 119,842.96						\$ 1,980.00			\$ 89,706.58		
		Kansas Health Foundation	\$ 1,735.71									\$ 1,685.71		
		Salaries/Taxes - Isaman/Hyde	\$ (12,043.88)	\$ 24,187.88	\$ 8,500.96		\$ 7,501.96		\$ 8,059.84	\$ 24,062.76	\$ 8,059.86	\$ (8,059.86)		
		Foundation Expenses to be reimbursed	\$ (4,655.92)	\$ 116.38	\$ 678.71	\$ 465.26		\$ 96.80	\$ 115.56	\$ 382.04	\$ 37.20	\$ 171.51		
		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			\$ 90.87		\$ 297.05		\$ 2,607.13	\$ 8,444.12		\$ 5,449.07		
		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	\$ 24,304.26	\$ 14,010.71	\$ 27,779.62	\$ 14,472.29	\$ 96.80	\$ 18,356.66	\$ 33,413.92	\$ 11,116.06	\$ 246,903.76		
OTHER														
		Memorials/Honor with Books/Bauleke	\$ 2,035.72		\$ 52.62	\$ 96.19	\$ 34.69		\$ 232.92	\$ 550.00		\$ 2,165.14		
		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	\$ 163.75		\$ 474.81		\$ (1,554.76)		\$ 150.50		\$ 489.80		
			\$ 7,537.30	\$ 163.75	\$ 235.48	\$ 1,571.00	\$ 786.57	\$ (1,554.76)	\$ 399.69	\$ 700.50	\$ -	\$ 6,894.28		
			\$ 253,733.45											
			Month Total	\$ 24,468.01	\$ 14,246.19	\$ 29,350.62	\$ 15,258.86	\$ (1,457.96)	\$ 18,756.35	\$ 34,114.42	\$ 11,116.06	YTD Income	\$ 187,959.63	
												YTD Expense	\$ 187,895.04	

Lawrence Public Library
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>	<u>Oct 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,364,595.35	810,725.86	553,869.49	68.3%
Checking	305,498.44	572,049.42	-266,550.98	-46.6%
Capital Improvement at MIP	685,984.98	678,376.49	7,608.49	1.1%
Total Checking/Savings	<u>2,356,078.77</u>	<u>2,061,151.77</u>	<u>294,927.00</u>	<u>14.3%</u>
Total Current Assets	<u>2,356,078.77</u>	<u>2,061,151.77</u>	<u>294,927.00</u>	<u>14.3%</u>
Other Assets				
Petty Cash	700.00	1,240.75	-540.75	-43.6%
Total Other Assets	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
TOTAL ASSETS	<u>2,356,778.77</u>	<u>2,062,392.52</u>	<u>294,386.25</u>	<u>14.3%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	43,824.07	33,790.96	10,033.11	29.7%
Total Accounts Payable	<u>43,824.07</u>	<u>33,790.96</u>	<u>10,033.11</u>	<u>29.7%</u>
Other Current Liabilities				
Payroll Liabilities	4,671.79	2,546.89	2,124.90	83.4%
Total Other Current Liabilities	<u>4,671.79</u>	<u>2,546.89</u>	<u>2,124.90</u>	<u>83.4%</u>
Total Current Liabilities	<u>48,495.86</u>	<u>36,337.85</u>	<u>12,158.01</u>	<u>33.5%</u>
Total Liabilities	<u>48,495.86</u>	<u>36,337.85</u>	<u>12,158.01</u>	<u>33.5%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,018,649.62	920,087.66	98,561.96	10.7%
Net Income	988,998.07	805,331.79	183,666.28	22.8%
Total Equity	<u>2,308,282.91</u>	<u>2,026,054.67</u>	<u>282,228.24</u>	<u>13.9%</u>
TOTAL LIABILITIES & EQUITY	<u>2,356,778.77</u>	<u>2,062,392.52</u>	<u>294,386.25</u>	<u>14.3%</u>

Lawrence Public Library
Revenues & Expenses
October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
CARES Funding	54,792.00
Miscellaneous Income	31.35
Gifts-Other	33,963.92
Interest	21.25
Merchandise Sales	150.50
Fees	2,213.60
Photo Copies	245.35
Tax Fund	297,914.59
Utilities Income	1.50
Total Income	<u>389,334.06</u>
Gross Profit	389,334.06
Expense	
Payroll Expenses	243,099.09
Payroll Taxes	37,160.74
Utilities - Electric	5,963.88
Building Supplies	2,323.29
Building Repairs & Maintenance	7,493.76
Library & Office Supplies	2,153.50
Books & Materials	62,273.94
Processing Supplies	2,466.62
Equipment	40,650.65
Technology	7,892.16
Insurance	786.00
Shipping	903.64
Professional Development	195.00
Bookvan & Mileage	73.57
Program Expense	1,570.53
Professional Fees	3,091.69
Advertising	1,967.00
Miscellaneous	254.65
FOUNDATION FUNDING	6,923.30
FRIENDS FUNDING	<u>3,019.00</u>
Total Expense	<u>430,262.01</u>
Net Ordinary Income	-40,927.95

Lawrence Public Library
Revenues & Expenses
October 2020

	<u>Oct 20</u>
Other Income/Expense	
Other Expense	
COVID-19 Expenses	-18.75
	<u>-18.75</u>
Total Other Expense	<u>-18.75</u>
Net Other Income	<u>18.75</u>
Net Income	<u><u>-40,909.20</u></u>

12:47 PM

11/12/20

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Nov 12, 20
Amazon	5,225.25
Arsenal	2,606.00
ASI	50.00
Baker & Taylor, Inc.	24.36
Barry Barnes	50.00
Brodart Co.	109.02
Center Point Large Print	174.64
Century Business Technologies	728.44
Everygy	5,848.89
Gale/Cengage Learning	416.33
GovConnection, Inc.	4,714.50
Ingram Library Services	20,303.01
Jayhawk Power	180.22
Jayhawk Tropical Fish	300.00
John A. Marshall Co.	7,083.27
Kanopy LLC	2,484.00
Kelly L. Brantley	13.93
Lawrence Sign Up LLC	916.00
Mason Shields	13.68
Midwest Tape	17,181.47
OCLC, Inc.	5,588.74
OverDrive	13,773.95
Peter Wright	50.00
Pur-O-Zone, Inc.	1,410.90
Quill Corporation	1,256.89
U.S. Bank - Mastercard	5,446.41
Unique Management Services	503.65
Y.N.F.W.C.	250.00
TOTAL	96,703.55

12:58 PM
11/12/20

Lawrence Public Library
Check Detail
November 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	11/16/2020	ASI	Checking	
Bill	October 20...	11/05/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	11/16/2020	Everg	Checking	
Bill		11/12/2020		Utilities - Electric	-5,848.89
TOTAL					-5,848.89
Bill Pmt -Check	Electronic	11/16/2020	U.S. Bank - Mastercard	Checking	
Bill		10/30/2020		KLA	-195.00
				Adult Programming	-75.54
				Adult Programming	-35.95
				Children's Programming	-19.00
				Children's Programming	-46.16
				Children's Programming	-71.88
				Children's Programming	-69.00
				Children's Programming	-67.66
				Children's Programming	-14.96
				Young Adult Program...	-136.59
				Young Adult Program...	-9.99
				Young Adult Program...	-50.00
				Young Adult Program...	-134.23
				Summer Reading - ALL	-53.00
				Professional Fees	-643.95
				Shipping	-117.99
				Processing Supplies	-20.78
				Library & Office Suppli...	-227.11
				Membership & Dues	-573.00
				Advertising	-672.85
				Building Supplies	-1,182.28
				Building Repairs & Mai...	-35.31
				Public Access	-82.96
				Supplies	-22.66
				Telephone	-315.55
				Books & Materials	-24.84
				Books & Materials	-28.55
				Books & Materials	-269.72
				Books & Materials	-46.99
				Bookvan & Mileage	-73.57
Bill		11/02/2020		Books & Materials	-25.98
				Books & Materials	-14.98
				Books & Materials	-18.68
				Periodicals	-19.95
				Periodicals	-49.75
TOTAL					-5,446.41
Bill Pmt -Check	8903	11/16/2020	Arsenal	Checking	
Bill	64420	11/12/2020		Telephone Maintenance	-2,606.00
TOTAL					-2,606.00

12:58 PM
11/12/20

Lawrence Public Library
Check Detail
November 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8904	11/16/2020	Baker & Taylor, Inc.	Checking	
Bill	5016517090	11/12/2020		Books & Materials	-24.31
Bill	5016517091	11/12/2020		Processing Supplies	-0.05
TOTAL					-24.36
Bill Pmt -Check	8905	11/16/2020	Brodart Co.	Checking	
Bill	567399	11/12/2020		Processing Supplies	-109.02
TOTAL					-109.02
Bill Pmt -Check	8906	11/16/2020	Center Point Large Print	Checking	
Bill	1798924	10/30/2020		Books & Materials	-174.64
TOTAL					-174.64
Bill Pmt -Check	8907	11/16/2020	Century Business Technologies	Checking	
Bill	572963	11/12/2020		Copying	-728.44
TOTAL					-728.44
Bill Pmt -Check	8908	11/16/2020	Gale/Cengage Learning	Checking	
Bill	72510405	10/30/2020		Books & Materials	-39.18
Bill	72510054	10/30/2020		Books & Materials	-41.98
Bill	72474979	10/30/2020		Books & Materials	-51.08
Bill	72516235	10/30/2020		Books & Materials	-25.19
Bill	72438155	10/30/2020		Books & Materials	-23.79
Bill	72597449	11/12/2020		Books & Materials	-157.44
Bill	72597008	11/12/2020		Books & Materials	-53.88
Bill	72596855	11/12/2020		Books & Materials	-23.79
TOTAL					-416.33
Bill Pmt -Check	8909	11/16/2020	Ingram Library Services	Checking	
Bill	49099955	10/30/2020		Books & Materials	-1,200.22
Bill	49135928	10/30/2020		Books & Materials	-368.19
Bill	49099953	10/30/2020		Books & Materials	-446.31
Bill	49070351	10/30/2020		Books & Materials	-454.69
Bill	49088059	10/30/2020		Books & Materials	-290.06
Bill	49053093	10/30/2020		Books & Materials	-786.56
Bill	49027776	10/30/2020		Books & Materials	-2,079.07
Bill	48997957	10/30/2020		Books & Materials	-119.07
Bill	48997955	10/30/2020		Books & Materials	-85.40
Bill	48975645	10/30/2020		Books & Materials	-330.97
Bill	49017236	10/30/2020		Books & Materials	-482.95
Bill	48944984	10/30/2020		Books & Materials	-568.74
Bill	48944982	10/30/2020		Books & Materials	-761.97
Bill	48882507	10/30/2020		Books & Materials	-1,229.93
Bill	48904860	10/30/2020		Books & Materials	-206.87
Bill	48904858	10/30/2020		Books & Materials	-168.02
Bill	48861711	10/30/2020		Books & Materials	-311.67

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Type	Num	Date	Name	Account	Paid Amount
Bill	48894681	10/30/2020		Books & Materials	-680.89
Bill	48894683	10/30/2020		Books & Materials	-125.92
Bill	48832506	10/30/2020		Books & Materials	-793.20
Bill	49099956	10/30/2020		Processing Supplies	-154.07
Bill	49135929	10/30/2020		Processing Supplies	-48.22
Bill	49099954	10/30/2020		Processing Supplies	-37.18
Bill	49070352	10/30/2020		Processing Supplies	-32.95
Bill	49088060	10/30/2020		Processing Supplies	-44.77
Bill	49053094	10/30/2020		Processing Supplies	-76.19
Bill	49027777	10/30/2020		Processing Supplies	-198.39
Bill	48997958	10/30/2020		Processing Supplies	-6.04
Bill	48997956	10/30/2020		Processing Supplies	-1.50
Bill	48975646	10/30/2020		Processing Supplies	-27.69
Bill	49017237	10/30/2020		Processing Supplies	-51.06
Bill	48944985	10/30/2020		Processing Supplies	-51.57
Bill	48944983	10/30/2020		Processing Supplies	-57.47
Bill	48882508	10/30/2020		Processing Supplies	-137.07
Bill	48904861	10/30/2020		Processing Supplies	-17.52
Bill	48904859	10/30/2020		Processing Supplies	-14.59
Bill	48861712	10/30/2020		Processing Supplies	-17.99
Bill	48894682	10/30/2020		Processing Supplies	-62.63
Bill	48894684	10/30/2020		Processing Supplies	-6.36
Bill	48832507	10/30/2020		Processing Supplies	-48.61
Bill	49265826	11/12/2020		Processing Supplies	-2.94
Bill	49265824	11/12/2020		Processing Supplies	-9.67
Bill	49265828	11/12/2020		Processing Supplies	-34.77
Bill	49222327	11/12/2020		Processing Supplies	-262.53
Bill	49233001	11/12/2020		Processing Supplies	-63.08
Bill	49232999	11/12/2020		Processing Supplies	-5.21
Bill	49222325	11/12/2020		Processing Supplies	-25.53
Bill	49210193	11/12/2020		Processing Supplies	-22.64
Bill	49191477	11/12/2020		Processing Supplies	-69.99
Bill	49145998	11/12/2020		Processing Supplies	-100.08
Bill	49122654	11/12/2020		Processing Supplies	-20.18
Bill	49265822	11/12/2020		Books & Materials	-191.77
Bill	49287085	11/12/2020		Books & Materials	-23.08
Bill	49265825	11/12/2020		Books & Materials	-35.22
Bill	49265823	11/12/2020		Books & Materials	-66.87
Bill	49265827	11/12/2020		Books & Materials	-416.97
Bill	49222326	11/12/2020		Books & Materials	-3,054.85
Bill	49233000	11/12/2020		Books & Materials	-578.24
Bill	49232998	11/12/2020		Books & Materials	-86.92
Bill	49222324	11/12/2020		Books & Materials	-352.34
Bill	49210192	11/12/2020		Books & Materials	-141.96
Bill	49191476	11/12/2020		Books & Materials	-744.98
Bill	49145997	11/12/2020		Books & Materials	-1,123.58
Bill	49122653	11/12/2020		Books & Materials	-287.04
TOTAL					-20,303.01

Bill Pmt -Check	8910	11/16/2020	Jayhawk Power	Checking	
Bill	0083-1	10/30/2020		Building Repairs & Mai...	-180.22
TOTAL					-180.22

Lawrence Public Library
Check Detail
November 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8911	11/16/2020	Jayhawk Tropical Fish	Checking	
Bill	880903	10/30/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8912	11/16/2020	John A. Marshall Co.	Checking	
Bill	351206	10/30/2020		Equipment	-7,083.27
TOTAL					-7,083.27
Bill Pmt -Check	8913	11/16/2020	Kanopy LLC	Checking	
Bill	220580-PPU	11/12/2020		Kanopy	-2,484.00
TOTAL					-2,484.00
Bill Pmt -Check	8914	11/16/2020	Lawrence Sign Up LLC	Checking	
Bill	14092	10/30/2020		Advertising	-916.00
TOTAL					-916.00
Bill Pmt -Check	8915	11/16/2020	Midwest Tape	Checking	
Bill	99541683	10/30/2020		Books & Materials	-189.95
Bill	99541682	10/30/2020		Books & Materials	-478.35
Bill	99532452	10/30/2020		Books & Materials	-147.02
Bill	99532454	10/30/2020		Books & Materials	-307.38
Bill	99517164	10/30/2020		Books & Materials	-295.91
Bill	99517163	10/30/2020		Books & Materials	-234.59
Bill	99508442	10/30/2020		Books & Materials	-285.06
Bill	99508444	10/30/2020		Books & Materials	-499.33
Bill	99581769	10/30/2020		Processing Supplies	-360.20
Bill	99579426	11/12/2020		Books & Materials	-11,177.81
Bill	99601405	11/12/2020		Books & Materials	-99.97
Bill	99601404	11/12/2020		Books & Materials	-1,183.57
				Books & Materials	-44.99
Bill	99591713	11/12/2020		Books & Materials	-164.94
Bill	99596228	11/12/2020		Books & Materials	-231.41
Bill	99575233	11/12/2020		Books & Materials	-780.83
Bill	99575234	11/12/2020		Books & Materials	-263.93
Bill	99566119	11/12/2020		Books & Materials	-269.13
Bill	99566117	11/12/2020		Books & Materials	-167.10
TOTAL					-17,181.47
Bill Pmt -Check	8916	11/16/2020	OCLC, Inc.	Checking	
Bill	1000079719	11/12/2020		Collections	-5,588.74
TOTAL					-5,588.74

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8917	11/16/2020	OverDrive	Checking	
Bill	06809DA2...	10/30/2020		Books & Materials	-571.47
Bill	06809DA2...	10/30/2020		Books & Materials	-96.47
Bill	06809CO2...	10/30/2020		Books & Materials	-1,159.81
Bill	06809CO2...	10/30/2020		Books & Materials	-733.87
Bill	06809CO2...	10/30/2020		Books & Materials	-239.04
Bill	06809CO2...	10/30/2020		Books & Materials	-370.56
Bill	06809CO2...	10/30/2020		Books & Materials	-1,191.27
Bill	06809CO2...	10/30/2020		Books & Materials	-149.96
Bill	06809CO2...	10/30/2020		Books & Materials	-47.99
Bill	06809DA2...	10/30/2020		Books & Materials	-65.00
Bill	06809CO2...	10/30/2020		Books & Materials	-831.42
Bill	06809CO2...	10/30/2020		Books & Materials	-702.22
Bill	06809CO2...	10/30/2020		Books & Materials	-261.33
Bill	06809CO2...	10/30/2020		Books & Materials	-1,295.64
Bill	06809CO2...	10/30/2020		Books & Materials	-698.93
Bill	06809CO2...	10/30/2020		Books & Materials	-300.33
Bill	06809CO2...	11/12/2020		Books & Materials	-574.45
Bill	06809CO2...	11/12/2020		Books & Materials	-298.89
Bill	06809CO2...	11/12/2020		Books & Materials	-213.08
Bill	06809CO2...	11/12/2020		Books & Materials	-227.55
Bill	06809CO2...	11/12/2020		Books & Materials	-768.68
Bill	06809CO2...	11/12/2020		Books & Materials	-853.38
Bill	06809CO2...	11/12/2020		Books & Materials	-474.10
Bill	06809CO2...	11/12/2020		Books & Materials	-357.43
Bill	06809CO2...	11/12/2020		Books & Materials	-209.35
Bill	06809CO2...	11/12/2020		Books & Materials	-345.48
Bill	06809CO2...	11/12/2020		Books & Materials	-180.85
Bill	06809CO2...	11/12/2020		Books & Materials	-130.46
Bill	06809DA2...	11/12/2020		Books & Materials	-65.00
Bill	06809DA2...	11/12/2020		Books & Materials	-359.94
TOTAL					-13,773.95
Bill Pmt -Check	8918	11/16/2020	Pur-O-Zone, Inc.	Checking	
Bill	816577	10/30/2020		Building Supplies	-237.00
Bill	816921	10/30/2020		Building Supplies	-462.11
Bill	817629	10/30/2020		Building Supplies	-234.40
Bill	817561	10/30/2020		Building Supplies	-113.50
Bill	818497	11/12/2020		Building Supplies	-363.89
TOTAL					-1,410.90
Bill Pmt -Check	8919	11/16/2020	Quill Corporation	Checking	
Bill	11541887	10/30/2020		Library & Office Suppli...	-1,256.89
TOTAL					-1,256.89
Bill Pmt -Check	8920	11/16/2020	Unique Management Services	Checking	
Bill	597364	11/12/2020		Professional Fees	-384.85
Bill	597365	11/12/2020		Professional Fees	-118.80
TOTAL					-503.65

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8921	11/16/2020	Y.N.F.W.C.	Checking	
Bill	1047	10/30/2020		Building Repairs & Mai...	-250.00
TOTAL					-250.00
Bill Pmt -Check	28941	11/16/2020	Amazon	Checking	
Bill	9413825	10/30/2020		Children's Programming	-177.45
Bill	6348229	10/30/2020		Supplies	-149.95
Bill	6348229	10/30/2020		Supplies	-376.69
Bill	1661061	10/30/2020		Processing Supplies	-24.75
Bill	7311452	10/30/2020		Children's Programming	-19.98
Bill	2237814	10/30/2020		Books & Materials	-2.46
Bill	5284246	10/30/2020		Building Supplies	-94.00
				Children's Programming	-32.99
Bill	5403465	10/30/2020		Books & Materials	-41.24
				Books & Materials	-105.15
				Books & Materials	-118.98
Bill	7334652	10/30/2020		Books & Materials	-16.20
Bill	3112225	10/30/2020		Books & Materials	-8.87
Bill	0610647	10/30/2020		Books & Materials	-12.79
Bill	4110624	10/30/2020		Books & Materials	-77.82
Bill	2560242	10/30/2020		Books & Materials	-33.90
Bill	3474649	10/30/2020		Books & Materials	-218.66
				Books & Materials	-9.89
Bill	3474649	10/30/2020		Books & Materials	-59.98
				Books & Materials	-29.88
Bill	3476248	10/30/2020		Books & Materials	-129.87
Bill	3476248	10/30/2020		Books & Materials	-11.98
Bill	1488250	10/30/2020		Books & Materials	-18.99
Bill	7671410	10/30/2020		Books & Materials	-25.84
Bill	5112237	10/30/2020		Books & Materials	-11.23
Bill	3476248	10/30/2020		Books & Materials	-15.98
Bill	3690655	10/30/2020		Books & Materials	-24.95
Bill	9655437	10/30/2020		Books & Materials	-39.99
Bill	9655437	10/30/2020		Books & Materials	-39.88
Bill	5403465	10/30/2020		Books & Materials	-165.02
Bill	3775400	10/30/2020		Books & Materials	-51.91
Bill	7110621	10/30/2020		Books & Materials	-26.03
Bill	6643440	10/30/2020		Books & Materials	-14.94
Bill	0864212	10/30/2020		Books & Materials	-89.81
				Books & Materials	-27.86
Bill	0723428	10/30/2020		Books & Materials	-19.27
Bill	1275411	10/30/2020		Books & Materials	-15.95
Bill	4948241	10/30/2020		Books & Materials	-20.39
Bill	6356255	10/30/2020		Books & Materials	-29.99
Bill	6356255	10/30/2020		Books & Materials	-59.98
Bill	6356255	10/30/2020		Books & Materials	-12.79
Bill	1617033	10/30/2020		Books & Materials	-39.99
Bill	5961020	10/30/2020		Books & Materials	-26.94
Bill	8985848	10/30/2020		Books & Materials	-31.10
Bill	1275411	10/30/2020		Books & Materials	-59.80
Bill	5724252	10/30/2020		Books & Materials	-14.99
				Books & Materials	-18.25
Bill	5724252	10/30/2020		Books & Materials	-181.41
Bill	8771464	10/30/2020		Books & Materials	-25.00
Bill	8977008	10/30/2020		Books & Materials	-14.99
Bill	7961047	10/30/2020		Books & Materials	-11.45
Bill	2712230	10/30/2020		Books & Materials	-19.95

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Type	Num	Date	Name	Account	Paid Amount
Bill	1275411	11/12/2020		Books & Materials	-99.88
Bill	7994652	11/12/2020		Books & Materials	-126.42
				Books & Materials	-156.03
				Books & Materials	-55.40
				Books & Materials	-41.98
Bill	9429802	11/12/2020		Books & Materials	-47.97
Bill	2876252	11/12/2020		Books & Materials	-43.98
Bill	7764264	11/12/2020		Books & Materials	-59.00
Bill	3476248	11/12/2020		Books & Materials	-79.98
Bill	2513863	11/12/2020		Books & Materials	-99.88
Bill	6856258	11/12/2020		Books & Materials	-26.96
Bill	1783422	11/12/2020		Books & Materials	-32.37
Bill	4205851	11/12/2020		Books & Materials	-25.33
Bill	0333858	11/12/2020		Books & Materials	-28.81
Bill	9216205	11/12/2020		Books & Materials	-35.01
Bill	1633041	11/12/2020		Books & Materials	-28.98
Bill	8480218	11/12/2020		Books & Materials	-19.98
Bill	9802607	11/12/2020		Books & Materials	-27.99
Bill	5709029	11/12/2020		Books & Materials	-29.31
Bill	0233815	11/12/2020		Books & Materials	-20.62
Bill	0233815	11/12/2020		Books & Materials	-59.88
				Books & Materials	-11.98
Bill	8452236	11/12/2020		Books & Materials	-32.90
Bill	1489866	11/12/2020		Books & Materials	-24.98
Bill	9216205	11/12/2020		Books & Materials	-9.38
				Books & Materials	-136.87
				Books & Materials	-247.99
				Books & Materials	-34.93
				Books & Materials	-138.68
				Books & Materials	-97.32
				Books & Materials	-33.07
				Books & Materials	-184.93
Bill	8186644	11/12/2020		Books & Materials	-26.00
Bill	0234605	11/12/2020		Books & Materials	-37.98
Bill	5461802	11/12/2020		Books & Materials	-9.60
Bill	5481824	11/12/2020		Young Adult Program...	-11.90
Bill	6869017	11/12/2020		Young Adult Program...	-132.83
TOTAL					-5,225.25
Bill Pmt -Check	28942	11/16/2020	Barry Barnes	Checking	
Bill	12-5-20	10/30/2020		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	28943	11/16/2020	GovConnection, Inc.	Checking	
Bill	70573619	11/12/2020		Supplies	-1,465.00
Bill	70569292	11/12/2020		Supplies	-3,249.50
TOTAL					-4,714.50
Bill Pmt -Check	28944	11/16/2020	Kelly L. Brantley	Checking	
Bill	REFUND	10/30/2020		Fees	-13.93
TOTAL					-13.93

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28945	11/16/2020	Mason Shields	Checking	
Bill	REFUND	11/12/2020		Fees	-13.68
TOTAL					-13.68
Bill Pmt -Check	28946	11/16/2020	Peter Wright	Checking	
Bill	12-5-20	10/30/2020		Children's Programming	-50.00
TOTAL					-50.00

Lawrence Public Library

Monthly Statistical Summary--October 2020

INDICATOR	October		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	1.97	6.21	-68%			
Reference Transactions per Capita	0.66	1.23	-46%			
Program Attendance per Capita	0.58	0.54	7%			
Circulation per Capita	11.02	11.81	-7%			
Circulation per Visit	5.59	1.90	194%			
Total Holdings per Capita	2.04	2.03	0%			
% of Lawrence Residents Registered	41%	45%	-9%			

Circulation--Adult Total	61,003	68,222	-11%	542,193	709,631	-24%
Circulation--Young Adult Total	3,504	3,522	-1%	32,424	40,148	-19%
Circulation--Youth Total	30,031	27,371	10%	221,058	297,597	-26%
Circulation--Bookmobile	731	1,463	-50%	6,648	12,699	-48%
Circulation--Book Lockers	1,566	627	150%	10,336	9,973	4%
Circulation--Audiovisual Total	33,308	38,514	-14%	301,210	403,095	-25%
Circulation--Total	94,538	99,115	-5%	795,675	1,047,376	-24%

Reference Transactions	5,687	10,292	-45%	49,143	112,233	-56%
User Visits	16,908	52,162	-68%	204,283	548,262	-63%
LPL Web Site Visits	18,158	20,149	-10%	189,682	197,162	-4%

Holdings--Added	3,286	3,491	-6%	24,113	30,845	-22%
Holdings--Withdrawn	1,871	3,961	-53%	20,249	35,946	-44%
Holdings--Total	209,826	204,202	3%			

Cardholders--Added	459	548	-16%			
Active Cardholders--Total	51,523	55,086	-6%			

Adult Programs	12	34	-65%	148	233	-36%
Young Adult Programs	9	22	-59%	81	169	-52%
Youth Programs	92	88	5%	495	721	-31%
Total Programs	113	144	-22%	724	1,123	-36%
Total Program Attendance	4,966	4,519	10%	39,292	47,193	-17%
Public Uses of Meeting Rooms	0	1,331	-100%	2,317	9,647	-76%

Total Paid Staff (FTE)	63.41	66.73	-5%			
Total Number of Employees	79	87	-9%			

Lawrence Public Library						
Monthly Statistical Report--October 2020						
	October		Percent		YTD	YTD
	2020	2019	Change		2020	2019
			2019-2020			2019-2020
OUTPUT MEASURES						
Service Area Population	102,980	100,736	2%			
User Visits per Capita	1.97	6.21	-68%			
Reference Transactions per Capita	0.66	1.23	-46%			
Program Attendance per Capita	0.58	0.54	7%			
Circulation per Capita	11.02	11.81	-7%			
Total Holdings per Capita	2.04	2.03	1%			
Collection Turnover--Total	5.48	5.90	-7%			
Collection Turnover--Adult	5.56	6.46	-14%			
Collection Turnover--Young Adult	3.27	3.42	-4%			
Collection Turnover--Youth	5.76	5.27	9%			
Collection Turnover--Audiovisual	9.08	11.18	-19%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	30733	32801	-6%	268359	340765	-21%
Circulation--Adult Periodicals	1094	1152	-5%	8808	10287	-14%
Circulation--Adult Feature Films & TV Shows	17295	21247	-19%	151908	227586	-33%
Circulation--Electronic Games	1255	1357	-8%	10546	16100	-34%
Circulation--Adult Music CDs	2243	3939	-43%	20124	40262	-50%
Circulation--Adult Audio Books	8141	7611	7%	81298	73487	11%
Circulation--eReaders	0	0	#DIV/0!	0	7	-100%
Circulation--Other New	242	115	110%	1150	1137	1%
Circulation--Adult Total	61003	68222	-11%	542193	709631	-24%
Circulation--YA Books and NF Videos	2923	2910	0%	26352	34427	-23%
Circulation--YA Periodicals	19	11	73%	136	62	119%
Circulation--YA Audio Books	562	601	-6%	5936	5659	5%
Circulation--YA Total	3504	3522	-1%	32424	40148	-19%
Circulation--Youth Books and NF Videos	27360	25385	8%	200222	274952	-27%
Circulation--Youth Periodicals	138	78	77%	457	895	-49%
Circulation--Youth Music CDs	259	301	-14%	2063	4509	-54%
Circulation--Youth Audio Books	2274	1607	42%	18316	17241	6%
Circulation--Youth Total	30031	27371	10%	221058	297597	-26%

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2020	2019	Change		2020	2019
			2019-2020			2019-2020
Circulation--Bookmobile	731	1463	-50%		6648	12699
Circulation--Book Lockers	1566	627	150%		10336	9973
Circulation--Total Books	61016	61096	0%		494933	650144
Circulation--Total Periodicals	1251	1241	1%		9401	11244
Circulation--Total Audiovisual	33308	38514	-14%		301210	403095
Circulation Total	94538	99115	-5%		795675	1047376
Staff Assisted Circulation	2727	4246	-36%		22889	43196
Self Check Circulation	43067	64525	-33%		354467	712648
Percent Self Check	94%	94%	0%		94%	94%
Online Renewals	27075	15936	70%		198480	154184
Other Staff Checkouts	117	143	-18%		954	1310
Requests Placed	18459	19286	-4%		161702	204162
Requests Filled	17366	18618	-7%		143310	186689
Requests Unclaimed	2713	2875	-6%		20906	27205
Interlibrary Loan Items Borrowed for LPL Patrons	274	431	-36%		2639	4246
Interlibrary Loan Items Loaned from LPL Collection	447	602	-26%		3331	5837
OTHER LIBRARY SERVICES						
User Visits	16908	52162	-68%		204283	548262
Public Computer Usage	1788	6898	-74%		22050	74366

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2020	2019	Change		2020	2019
			2019-2020			2019-2020
Adult Reference Transactions	821	1546	-47%		6080	13975
Young Adult Reference Transactions	0	877	-100%		1894	9747
Youth Reference Transactions	423	979	-57%		4272	13572
IT Desk	1383	1108	25%		7331	12773
Welcome Desk	0	1119	-100%		2859	12131
Phone Calls	1227	1703	-28%		11324	18815
Accounts Desk	1828	2960	-38%		15159	31220
Materials Handling	5				224	
Total Reference Transactions	5687	10292	-45%		49143	112233
Public-Sponsored Uses of Meeting Rooms	0	1331	-100%		2317	9647
LPL Web Site Visits	18158	20149	-10%		189682	197162
Web Site Sessions	41611	46699	-11%		440974	483333
RESOURCES						
Holdings--Total	209826	204202	3%			
Holdings--Adult	133461	128551	4%			
Holdings--Young Adult	12897	12410	4%			
Holdings--Youth	63468	63241	0%			
Holdings--Audiovisual	44035	41335	7%			
Holdings--eReaders	0	1	-100%			
Holdings Added	3286	3491	-6%		24113	30845
Holdings Withdrawn	1871	3961	-53%		20249	35946
Holdings Net Change	2252	221			6423	56
LIBRARY PATRONS						
Total Active Cardholders	51523	55086	-6%			
Cardholders Added	459	548	-16%		4400	6443
Cardholders Transacting	12204	14374	-15%		123604	147577
Percent of Cardholders Transacting	24%	26%	-9%			
Total Number of Lawrence Residents Registered	42007	45128	-7%			
Percent of Lawrence Residents Registered	41%	45%	-9%			

Lawrence Public Library	October		Percent		YTD	YTD
Monthly Statistical Report	2020	2019	Change		2020	2019
			2020-2019			2020-2019
PROGRAMMING						
Number of Adult Programs	12	34	-65%		148	233
Number of Young Adult Programs	9	22	-59%		81	169
Number of Youth Programs	92	88	5%		495	721
Total Programs	113	144	-22%		724	1123
Adult Program Attendance	487	1035	-53%		4096	8934
Young Adult Program Attendance	229	507	-55%		2549	4797
Youth Program Attendance	4250	2977	43%		32647	33462
Total Program Attendance	4966	4519	10%		39292	47193
STAFFING						
Total Paid Staff, in Full-Time Equivalents	63.41	66.73	-5%			
ALA-MLS Librarians, in Full-Time Equivalents	18.9	17.55	8%			
Number of Employees--Total	79	87	-9%			
Number of Employees--Full-Time	45	46	-2%			
Number of Employees--Part-Time	34	41	-17%			
Terminations	0	2	-100%		11	21
Hirings	1	0	N/A		5	22
Volunteer Hours	11.3	593.7	-98%		1282.3	7596.7

Select Online Statistics

Kanopy:

Total User Accounts - 882

Visits - 9942

Pages - 12527

Plays - 2559

[lynda.com](https://www.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 November 2020

This has been a month of interviews and meetings.

We spoke with 12 candidates in a first round of quick interviews, narrowed the search to three finalists for more in-depth interviews, and selected **Frankie Haynes** as the library's first ever Diversity Coordinator. I cannot wait for the Board to meet Frankie and see the work she will do. She is an impressive person and so excited to begin her work at LPL.

We also held an internal search for a new Employee Engagement Coordinator position on our leadership team. Four people applied and were interviewed, and we are excited to announce that our current Materials Handling Coordinator **Erica Segraves** will assume this role for the library. Erica has nearly 20 years of experience as a trainer and over 10 years as a supervisor in public libraries. Her vision for what we can do with this new position is exciting and will be a great way to continue to keep our great staff engaged in doing excellent work for our community.

In addition to these new positions, we will be doing a bit more reorganizing of the library's organizational chart which I will be able to share with you in more detail next month.

In my role on the city executive team, I have been part of the creation and implementation of the City's development of its new [strategic plan](#). This week, we have had two four-hour retreats concentrating on dreaming the future of City government and charting a path for the five outcomes and six commitments the City is using to move forward their strategic plan. I continue to be grateful to our City Manager Craig Owens for a seat at the table while our city executive team does this important work.

Lastly, I wanted to mention that I attended a very good two-day online workshop conducted by the [Racial Equity Institute](#). Their examination and articulation of how systemic and institutional racial inequities work was extremely informative.

Respectfully submitted by Brad Allen, November 13, 2020

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Accounts: .

We've begun assisting C&CD with a few tasks throughout the week including unboxing new materials and checking their contents against their packing slips, preprocessing the mending cart, helping with the processing of new magazines, preprocessing media, and adding Kapco/mylar coverings to books. We will soon be taking over the removal of new stickers from media.

Cataloging & Collection Development:

With the cataloging assistant position frozen, one cataloger out for six weeks, and our longtime volunteer out indefinitely, Accounts staff have been helping keep cataloging and receiving caught up (see above). Catalogers are finalizing processing of the digitization tools and will be working on preparing laptops for circulation as well. The selectors are preparing their recommendations for the 2021 materials budget, which will be reviewed by the Collection Management Committee on Wednesday, November 18. Final orders for 2020 will be placed on November 17.

Department of Community Partnerships (DCP):

Outreach

Since our last report, we've been winding down our outreach "beta test" and we had a really great, enthusiastic response from the community at our Checkers outreach on October 30th. We ran out of children's books, which was really exciting and one patron shared the event in her neighborhood facebook group. So far we've had 16 patrons check out 71 items and we continue to have one or two card sign ups per outreach event. We also have received our new outreach carts that were funded by DCCF. They will make a big difference in the efficiency of our operations.

Big Read/Read Across Lawrence

As mentioned last month, we had a great kickoff to our RAL/Big Read programming with Sarah Deer and Lee and K. Miesel of Leeway Franks. Later in the month we hosted Bring Your Own Book Club with Adina Duke and Dee Ann DeRoin of the Spencer Museum of Art where we discussed pieces from the Spencer's collection that resonated with the themes of Erdrich's *The Round House*. We had 27 people attend and take part in a really wonderful discussion about Indigenous history and identity. We ended our major programming hosting Rachel Louise Snyder in partnership with the Willow and the Raven. Snyder talked about her book *No Visible Bruises* which is an investigative look and domestic violence in the US. We had 33 people tune in for a really meaningful program. The silver lining to all of the online events is that folks can

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join from anywhere and we've had people watch our Read Across Lawrence programs from all over the United States and even one participant from Berlin.

Facilities:

Our department continues to perform all tasks required to keep the building, patrons, and staff as safe as possible. We have also helped with facilitating the distribution of 5,394 masks in the past four months by washing homemade donated masks, individually bagging all masks received/purchased, and making sure there is always a supply available at the Library Entrance.

Information Services:

The Info Services department is excited to officially welcome Theresa Bird, Peer Support Specialist, to our team! Theresa has been providing peer support services and community resource navigation at the library in a part-time capacity since last fall through a partnership between LPL, Bert Nash, and Douglas County, but is now coming on board in a full-time role, and we are delighted to have her! Kate Gramlich has been working with Hawks 4 Health, a KU student organization, to coordinate virtual Health Marketplace navigation assistance for the open enrollment period. Info also continues to work with partners within and outside of the library to finalize a game plan to check out CARES Act-funded laptops/hotspots and to facilitate Lifeline internet signups.

Marketing:



Merchandise: Heather designed new library logo tees and onesies; currently being printed. She shamelessly stole the design from the NYPL and will be turning them into a mini LPL history lesson. Each tee will come with a summary of our story by former Hall Center intern, Gibette Encarnacion, and a link to our [local history portal](#). Patrons can battle it out — 1854 vs. 1904 — as it's all a matter of opinion.

Readers' Services: Designed Book Squad prizes for goal finishers (mugs) and a targeted; developed ongoing email series for Adult Readers on Orange Boy; so far, the response has been positive — the highest percentage of clicks (631) per audience size (4861) since we

announced the library was closing for the pandemic. Tailoring info to patrons' interests works!

Outreach: Created new, large signage and fresh, branded tablecloths. **KU Hawklink**

Marketing Intern: We had two applicants, so we'd like to hire both as they each bring two different skill sets. One is *for sure*, while the second still needs to finish a bit of paperwork. Look for an announcement next month — fingers crossed.

Youth Services: KRP maps and news tees for the Kids Action Club members. **Info Services:** met with the World Languages team about raising visibility of this collection through a campaign in 2021 (ongoing, in

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process). **Communications:** on-going targeted emails to various patron clusters; started conversation with East Lawrence Neighborhood Association about getting into their newsletter and social media on a recurring basis. Launched our first-ever Top 40 and AM radio ads through Great Plains Media ([listen here](#)). Three different ads focused on getting library cards will run for 10 weeks (NOV 5–JAN 14) on KLWN and KISS FM. One is in Spanish and features our own Vanessa Reynaga (YS Outreach Specialist) for airtime on KISS FM. Coordinating department team leaders to appear as guests on KLWN's *Radio for Grownups* once a week as well with the goal of increasing library card sign-up and introducing new audiences to library services and resources. **On-going:** participation in department meetings, Front Door shifts, and the Phase 4 Planning focus group. Here's the new tee design:

Materials Handling:

Our department has a new Gold Star Challenge to reward staff for finding the most holds each week. Thanks to Cale Miller for creating this new friendly competition and thanks to the Crowe fund for allowing us to sweeten the deal with little chocolate treats for the winners.

Readers Services: Regularly scheduled programming taking place as planned.

In October, Polli presented on a "Fall Book Club Picks" webinar for ALA Booklist on October 13th.

RS staff member Kimberly Lopez and YS staff member Margo Moore presented at KLA on October 29th on the topic of serving transgender patrons. Their presentation was full and requests have come in for them to make a video and to do a training next year for MALA. This was Kimberley's first professional presentation and I'm so proud of the work they are doing!

Working with Heather, we have launched the new Book Squad weekly newsletters, targeting a variety of patrons who identify as heavy readers and LPL users. The feedback from the first two newsletters has been positive. A sample rave:

to Heather ▼

Thank you so much for the Book Squad Book Report.
It is a great addition to the LZPL services.



...

Security:

Technology:

The temporary lab space continues to serve patrons well. We have added more backup staff

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coverage with several staff members from other departments serving at the desk during busier times of day. Two additional 15 minute express use stations will be added on 11/15.

Planning continues for our BPAG grant funded outdoor Wi-Fi deployment. Eight Fortinet FortiAP-224E outdoor access points have been ordered. R&R Communications has provided an acceptable estimate for installation costs. We are on track to begin installation before the end of November.

The Douglas County CARES Act funded Digital Equity project is on track. We still plan to launch on December 1. Laptop devices are being engraved with library logos. Checkout policies are in place. T-Mobile hotspots have been ordered and should arrive soon. Most questions about how to administer the Lifeline gap funding in partnership with MidCo have been answered. We are still ironing out a few details, but we're nearly ready to begin enrollment of applicants.

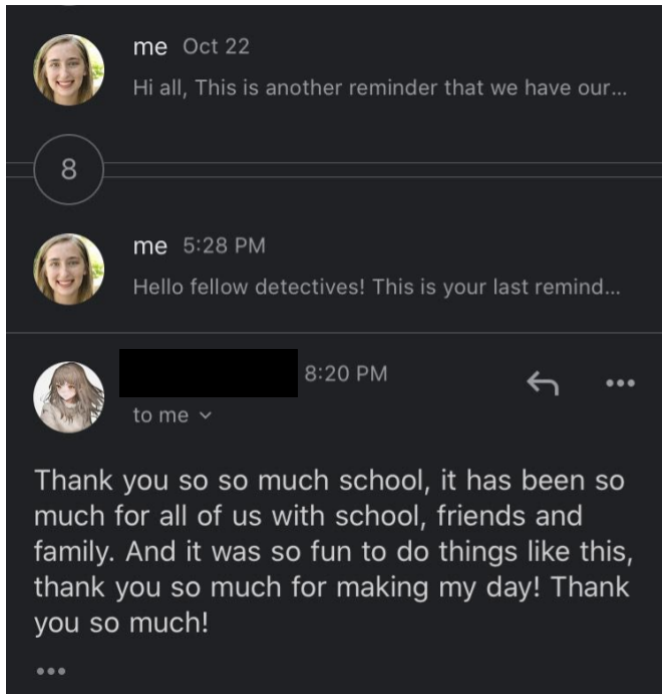
Fifty webcams and USB headsets were purchased and deployed to staff workstations on 11/1 to facilitate use of Google Meet, Zoom, and other online communication platforms.

Seven additional laptops for staff use have been ordered to support work from home needs and for general purpose staff use. They will be available to borrow as soon as they are received and configured.

Youth Services:

The most exciting news out of YS in the past month is the election of our first Kid President, Zofia Garcia. We had so many great candidates, but Zofia had a great campaign. Check out her video [here](#). Jenny Cook really put on a fabulous program for Lawrence youth. Centi also had a fabulous Murder Mystery program. She even received the following email from a grateful patron:

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We've been busy preparing for the next round of programs for The Reader and for this month's Kansas Reads to Preschoolers programs and reading challenge as well as Junior Author Camp.

Task force and Library-wide initiative Reports:

Communication Hub Task Force:

No Updates

CARES Act Funding through Douglas County:

See Technology section for updates to the Digital Equity and Outdoor Wireless projects.

Outcomes Evaluation Task Force:

The task force will be updating the monthly statistics report presented to the library board of trustees. The goal is to update the report to reflect changes in library collections and initiatives. New categories of statistics will be collected, including a delineation of monthly circulation totals of digital materials (ebooks, digital audiobooks, streaming films) vs. physical

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materials (print books, DVDs, etc.). Another new category will be recording total monthly social media interactions on the library's Twitter, Instagram, and Facebook accounts. A plan is in place to add visualizations of 3-year trends for key output metrics.

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

Year End Fundraising is official underway and we have a strong plan ready to roll. Here is an update of our progress:

- **Get Inked for the Library** raised \$4,000 for the Friends & Foundation. On November 4th and 5th, Jarod and Holly Hackney of Standard Electric Tattooing donated \$100 literary-based tattoos to 40 library fans. This is the second year in a row that the Hackneys have hosted this generous fundraiser for the library.
- **New Chapter Society Gifts.** We mailed our New Chapter Society letters in mid-October. To date we have received 10 responses/pledges for annual gifts of \$1,000. In addition, the Harrison Family Fund awarded the Friends & Foundation a \$20,000 grant to use as a matching incentive for end-of-year fundraising.
- **Annual Fundraising Letter.** The Friends & Foundation's annual fundraising letter gets mailed today to 2,000 donors. In addition to the Harrison Family gift, we also received a pledge for \$10,000 from a generous Lawrence family that will be added to the matching incentive. We are cautiously optimistic that we will meet that fundraising challenge.
- **Holiday Gifts.** We are offering several holiday gift opportunities, all of which will raise funds for the library. Our special "Seasons Readings" virtual book sale takes place on December 4th. The last chance to order Lawrence Parks posters and postcards is from now until December 31st, and if you are a cross stitch fan, limited edition Deja Brooks cross stitch kits are available as well. Wow!
- **Online Fundraising.** Giving Tuesday falls on December 1st this year. We will be emailing our donors and supporters weekly throughout the month of December asking them to help meet our matching challenge.

Kansas Library Association Presentation. On Thursday, October 29th, Cathy Hamilton and I presented, "Far Out Ideas to Cultivate Relationships with Baby Boomers" at the Kansas Library Association's virtual annual meeting. This session shared the story of the LPL Friends & Foundation's Retirement Boot Camp program. The presentation focused on the five key areas of retirement success: Health & Nutrition, Self-Identity and Purpose, Social Life, Personal Relationships and Financial Security. More than 50 Kansas libraries attended to hear the rationale and motivation behind the development of Retirement Boot Camp, learn about various programs offered in the first year of the program, plans for our second year, and how to implement similar programs in their libraries – no matter what the size – by leveraging strategic community partnerships. Representatives from the Kansas Health Foundation also attended and were very pleased with our progress to date.

Kansas Reads to Preschoolers happens throughout November. This year, we're switching things up a bit. The state library's featured book for 2020 is [Groovy Joe: Ice Cream and Dinosaurs](#) by Eric Litwin (of Pete the Cat). Our Youth Services Department has decided to not only will feature that book, but also will spotlight three other books – one each week – in its storytimes. Thanks to the generosity of the Bob Frederick family and the Dr. Bob Reader Fund, the Friends & Foundation will provide free copies of each book to LPL's storytime families.

Proposed revisions to circulation policy 11-16-2020

Digital equity collection

The Library received CARES Act funding to purchase laptops and hotspots to lend to partnering organizations and individuals. This new lending collection will support digital equity in our community by providing devices to those who do not have the necessary technology to access the internet at home.

Equipment collection

The library has also added a small circulating collection of digitization and audio visual recording tools that are popular with patrons of the Sound + Vision studio, but which could be better utilized outside of the library. The purpose of the collection is to allow patrons to utilize time consuming recording and digitization equipment at their own pace, in the comfort of their own homes. Allowing patrons to use these tools outside of the Sound + Vision studio, which has limited availability, will open time slots for patrons whose projects require the use of the studio.

Seasonal Affective Disorder (SAD) light therapy lamps comprise our other special equipment category. SAD lamps are light boxes with an on/off switch and timer that patrons can use to help alleviate Seasonal Affective Disorder.

Magazine collection available for holds pickup service

The library's magazine collection has previously not been reserverable online for our holds pickup service. This change gives patrons better access to the collection by allowing them to place holds on specific issues of magazines they would like to read .

The proposed revisions to the circulation policy are noted in red text in the policy document (attached).

Circulation Policies

Was previously part of Patron Services Policy adopted by the Lawrence Public Library Board of Trustees, effective 10-21-96 with subsequent revisions. Current policy adopted by the Lawrence Public Library Board of Trustees on 8-15-2016. Revised 6-19-2017, and 12-16-2019 (effective 01-01-2020).

Library Card Registration

Any resident of Northeastern Kansas is eligible to obtain a library card with no charge. Anyone 18 years and older may apply online through the library's website. Parents or legal guardians of children under 18 may apply for their child. To complete the registration process, the applicant must bring in person:

- A valid photo ID: This ID can be in the form of any state driver's license, state ID, passport, military ID, or student ID.
- Proof of address: This may include an ID with the current address, a piece of postmarked mail such as a bill, a lease agreement, a check, a pay stub, a change of address letter from the post office, or an e-bill (if you can show it on your smartphone). The applicant's or applicant's guardian's name must appear on the proof of address.
- Parents or guardians applying for a child must bring the child to the library when picking up the card

Unverified Cards.

- If an applicant meets other requirements, but is unable to verify his/her local address, an unverified library card may be issued. This cardholder may borrow up to three items at a time until proof of address is provided.
- A youth ages 12-17, is also eligible for an unverified library card until a parent or legal guardian can provide approval.
- If an applicant does not have an address or lives in temporary housing such as a shelter, campground, etc., he or she is eligible for a three-item card whether or not verification can be provided.

Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

Service to Teachers & Organizations

Teachers

An additional teacher card is available to teachers at:

- USD 497
- preschools in Lawrence

- daycare centers in Lawrence
- private schools in Lawrence
- a district in the Northeast Kansas Library System region not already served by a public library

Teacher loans are intended to supply materials for student use in the classroom and allow a teacher to keep professional use materials separate from personal use. All other borrowing privileges, including loan periods, renewals, and fee amounts, are the same. To obtain a teacher card and yearly renewal:

- USD 497 teachers need to show a current school ID at the Accounts desk
- Current documentation that they are employed by at one of the above listed institutions

Organizations

An organization card is available to organizations and businesses:

- located within Lawrence
- whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned with damage, and items never returned

Organization loans are intended to supply materials for organization use where it is more appropriate for an organization to assume responsibility for items rather than an individual. All borrowing privileges, including loan periods, renewals and fee amounts, are the same. To obtain an organization card and yearly renewal:

- Owner or administrator must present a signed letter on official letterhead indicating that the organization accepts financial responsibility.
- Present a photo ID and complete application with contact information.
- List staff members authorized to use the account.

Loan Period and Limits

- A patron may check out a maximum of 50 items at any given time.
- Up to 3 items may be borrowed by a patron with an unverified card.

Material Type	Loan Period	Renewals	Item Limits
Reference/Local History	Lib Use Only	na	na
Laptops (In-house use only)	8 hours	1	1
New Movie DVDs & Blu-rays	7 days	1	10
Movie DVDs & Blu-rays	14 days	4	na
New DVDs – NonFiction Collection	7 days	1	na
DVDs – NonFiction Collection	14 days	4	na
Lucky Day DVDs	7 days	0	10
Laptops (Circulating)	14 days	1	1
Hotspots	14 days	1	1
Equipment (Digitization tools, SAD lamps, etc.)	14 days	1	1
New Adult Fiction	14 days	1	na
Lucky Day Books	14 days	0	na
Video Games	14 days	4	3
New TV Shows	14 days	1	10
TV Shows	14 days	4	na
Magazines	14 days	1	na
Book Club in a Bag Sets	6 weeks	0	2
Music CDs	28 days	4	na
Audiobooks	28 days	4	na
Kits	28 days	4	na
Celebrations Picture Books	14 days	1	na
All Other Print Books	28 days	4	na
Digital Materials	Varies by platform		

- Loan periods of shortened duration and checkout limits may be temporarily placed on classes of heavily used or seasonal materials with the prior approval of the Library Director.
- When an item reaches 2 weeks overdue further checkout of materials is prohibited. Return of the overdue item will immediately restore access.

Holds or Requests

- A hold is a request placed for an item which is checked out, on order, or unavailable.
- For items with multiple requests, a queue is established and each request will be filled in the order in which it was received.

- Holds may be placed on any circulating item except for ~~magazines &~~ board books.
- A maximum of 25 holds may be active for a patron at any given time.
- A maximum of 3 holds may be active for a patron with an unverified borrower card.

Interlibrary Loan

The library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Library. Items eligible for request are based on reciprocal interlibrary loan service to other institutions.

- A maximum of 10 Interlibrary Loan requests may be active for a patron at any given time with a verified library account in good standing.
- Materials borrowed from other libraries for Library patrons are subject to the rules and regulations of the loaning libraries, and any charges for obtaining the item in addition to fees from overdue, damaged, or lost materials will be charged to the patron.

Fees for ~~Lost~~ or Damaged Materials

Patrons have the responsibility of returning materials they have checked out on or before the date due. Notices are provided as a courtesy only; patrons are responsible for keeping track of due dates whether or not a notice is received.

Material Type	Billed for Replacement
Laptops (In-house use only)	50 hours overdue
All Other Materials	30 days overdue

When unpaid fees total \$10.00 or more, further checkout of materials is prohibited.

Lost or Damaged Item Replacement Fees

- If the item is returned after being billed as lost, the fee is automatically waived.
- If a multiple item set has been returned without all its parts, the bill will be reduced only if all parts are returned within 3 months of notification.
- If a lost item is found and returned in acceptable condition within 3 months after payment as lost, the Library will refund cost of item minus the processing fee. Regarding materials borrowed from other libraries, payments for lost materials will be non-refundable after the invoice is paid to the lending institution.
- The fee for lost, damaged, or non-returned materials is the cost of replacement plus \$4.00 processing fee.

- If a patron independently purchases a replacement copy, item will be accepted only if the item is in new condition and an exact ISBN match. \$4.00 processing fee will still apply.
- The cost of a replacement is the actual cost of the item as recorded in the catalog record. If an actual cost is not available, a default charge is incurred.
- The List of Default Prices (maintained in the ILS by Collection Services), based on the average cost of similar items, may be updated from time to time by the Library Director without further action or approval by the Lawrence Public Library Board of Trustees. Otherwise, only the Library Board may adopt or change overdue fees.
- Material lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused with documentation. Billing information will be provided for insurance purposes where applicable.
- Theft does not exempt the borrower from payment for the loss of library materials.
- The library may forgive charges against a customer account in unusual circumstances not covered above.

Use of Collection Agency

- Accounts with non-returned or damaged items with unpaid balances of \$50.00 or more are submitted to a collection agency 45 days after the balance is incurred.
- Accounts that reach this status are assessed a non-refundable \$10.00 collection fee.
- Collection agency blocks are removed (and borrowing privileges restored) only after the balance is paid in full.

Pest Infestation

Any time staff recognizes signs of pest infestation in any library item, immediate steps will be taken to quarantine exposed materials and protect the rest of the collection and facility.

- Items returned by patrons with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items.
- Depending on the severity of the situation, the library reserves rights to suspend borrowing privileges until a patron can produce a letter or a receipt from a licensed pest control company documenting treatment or inspection for bed bugs or other pests at his or her place of residence.

Damage to Equipment

The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials.