

**Lawrence Public Library Board of Trustees Regular Meeting**

**Monday, December 21, 2020 at 4:30 PM**

**COVID-19 Zoom Meeting**

<https://lplks.zoom.us/j/95489409882>

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 November
- Approve Treasurer's report for November
- Approve bills for November 16 to December 20
- Receive statistical report for November

Library Director's report

Friends and Foundation report

Ongoing business

New business

- Employee Handbook Revision – **ACTION ITEM**

Executive Session

Adjournment

**Lawrence Public Library  
Regular Board Meeting  
November 16, 2020, 4:30 p.m.**

**Venue:** The meeting was held via Zoom: <https://lplks.zoom.us/j/91410361602>

**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, Heather Kearns

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

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**Call to order:**

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

**Consent Agenda**

Judy Keller moved the consent agenda be approved, David Vance seconded. Consent agenda passed.

**Library Director's Report**

- Brad reported that Frankie Haynes will be our new Diversity, Equity and Inclusion Coordinator and her start date will be November 30th. The hiring team was pleased that we received such good applicants; out of this very competitive pool, Frankie rose to the top.
- The library has hired Erica Segraves as its new Employee Engagement Coordinator. Brad is very excited that she and Frankie will be starting their new positions at nearly the same time. An internal search will be initiated soon to find a replacement for Erica's current position as Materials Handling Coordinator.
- Brad has been busy with City Leadership meetings, attending two four-hour retreats as part of their strategic planning process. He appreciates the opportunity to be a participant in these discussions.
- He was happy to be able to attend (for free) a series of excellent trainings on racial equity that used a lens of structural- and institutional-level discrimination.
- We are nearly at the year's end and the budget is in good shape. Brad anticipates that we will be able to allocate some unspent funds into our cash reserve. This is possible even with a significant drop in the library's non-tax revenues.

**Friends and Foundation Director's Report**

- Craig Penzler reported on year-end fundraising efforts. The Get Inked for the Library Fundraiser garnered \$4,000 in revenue. The New Chapter Society mailing went out in October and so far thirteen gifts of \$1,000 or more have been received. In addition, the Harrison Family awarded a \$20,000 grant to the Friends and Foundation.
- Holiday gift giving presents an opportunity for more fundraising. The "Seasons Readings" virtual book sale will be one such event (December 4th), and Lawrence Parks postcards and

posters can be purchased for holiday gifting through the end of the year. Giving Tuesday is slated for December 1st, and Logan is planning to send a solicitation email out to potential donors.

- The finance committee met last week and will make a recommendation to the Friends and Foundation Board on November 23rd regarding the granting of unrestricted block grant funds to the library. Kathleen noted that the November meeting is the last meeting of the Friends and Foundation year. It is exciting that they have the funds to be able to award the library a significant amount this year. This is due to the hard work and dedication of volunteers, board members, and library staff.

### **Ongoing Business**

- **Executive Director Annual Evaluation:** Brad noted that it's time to appoint a committee to evaluate the Executive Director. Sarah and Judy served on the committee last year. Judy noted that it makes sense for the current chair and vice chair to undertake this task. Ursula and Sarah will take it on, and will let Brad know if they need the form template or not.

### **New Business**

- **Circulation Policy Update:** William Ottens, Cataloging and Collection Development Coordinator, presented information on the library's new laptop and hotspot lending collection. It will require an update to the circulation policy.

The Library received funding from the CARES act for 50 laptops (Chromebooks) & 50 hotspots. 20 of the laptops and 24 of the hotspots will be lent directly to library patrons; the remainder will be distributed to United Way direct service agencies who will make devices available to their clients.

The pertinent sections of the circulation policy were updated to include lending rules for the devices that will be available for checkout by library patrons. The loan period will be 14 days, with an automatic renewal option for another 14 days. The devices will be available to users with adult level privileges (must be 18 or older). They will be checked out at the technology service desk. The laptops are engraved with the library's ownership information and security software has been installed so that they will become unusable if they are not returned.

Another change to the circulation policy involves allowing patrons to place reserves on the magazine collection to improve access to specific issues.

David moved to approve the updates to the circulation policy as presented. Judy seconded the motion. The motion was approved.

### **Adjournment**

The meeting adjourned at 4:49 pm

Respectfully submitted,  
Tricia Karlin

| LAWRENCE PUBLIC LIBRARY        |  |                 |                      |                 |  |             |  |               |                 |
|--------------------------------|--|-----------------|----------------------|-----------------|--|-------------|--|---------------|-----------------|
| Regular Budget Report          |  |                 |                      |                 |  |             |  |               |                 |
| November 2020                  |  |                 |                      |                 |  |             |  |               |                 |
|                                |  |                 |                      |                 |  |             |  |               |                 |
| REVENUES                       |  | This Month      | Year to Date         | Annual Budget   |  | 92% of Year |  | Nov-19        | YTD 2019        |
| Tax Fund                       |  | \$ 29,233.91    | \$ 4,782,000.00      | \$ 4,782,000.00 |  | 100.00%     |  | \$ -          | \$ 4,460,752.51 |
| CARES Funding                  |  | \$ 12,109.50    | \$ 66,901.50         |                 |  |             |  |               |                 |
| Fees                           |  | \$ 1,530.49     | \$ 15,791.00         | \$ 35,000.00    |  | 45.12%      |  | \$ 11,248.52  | \$ 135,584.84   |
| NEKLS                          |  | \$ 23,000.00    | \$ 92,000.00         | \$ 95,000.00    |  | 96.84%      |  | \$ 22,625.00  | \$ 91,850.00    |
| State Aid                      |  | \$ -            | \$ 28,991.57         | \$ 25,000.00    |  | 115.97%     |  | \$ -          | \$ 27,818.52    |
| Photo Copies                   |  | \$ 227.80       | \$ 6,085.89          | \$ 20,000.00    |  | 30.43%      |  | \$ 1,745.40   | \$ 21,789.74    |
| Coffee Shop Rent               |  | \$ -            | \$ 1,500.00          | \$ 9,000.00     |  | 16.67%      |  | \$ 750.00     | \$ 8,250.00     |
| Meeting Room Fees              |  | \$ -            | \$ (25.00)           | \$ 5,000.00     |  | -0.50%      |  | \$ 725.00     | \$ 7,400.00     |
| Interest                       |  | \$ 16.01        | \$ 6,839.92          | \$ 25,000.00    |  | 27.36%      |  | \$ 837.56     | \$ 33,142.12    |
| Miscellaneous                  |  | \$ 6.10         | \$ 429.64            | \$ -            |  |             |  | \$ 31.45      | \$ 5,083.65     |
| Total Revenues                 |  | \$66,123.81     | \$5,000,514.52       | \$4,996,000.00  |  | 100.09%     |  | \$37,962.93   | \$4,791,671.38  |
| EXPENSES                       |  |                 |                      |                 |  |             |  |               |                 |
| Salaries & Wages               |  | \$ 240,857.88   | \$ 2,468,978.24      | \$ 2,820,000.00 |  | 87.55%      |  | \$ 243,000.19 | \$ 2,413,812.51 |
| Employee Benefits              |  | \$ 32,129.96    | \$ 308,915.54        | \$ 340,000.00   |  | 90.86%      |  | \$ 28,021.56  | \$ 295,749.60   |
| Payroll Taxes                  |  | \$ 41,122.97    | \$ 414,451.34        | \$ 490,000.00   |  | 84.58%      |  | \$ 41,659.93  | \$ 412,825.39   |
| Utilities                      |  | \$ 5,848.89     | \$ 72,542.46         | \$ 96,000.00    |  | 75.57%      |  | \$ 6,940.43   | \$ 81,441.56    |
| Building Supplies              |  | \$ 1,921.04     | \$ 17,865.24         | \$ 20,000.00    |  | 89.33%      |  | \$ 989.85     | \$ 15,779.03    |
| Building Repairs & Maintenance |  | \$ 735.43       | \$ 74,111.52         | \$ 55,000.00    |  | 134.75%     |  | \$ 729.55     | \$ 51,564.30    |
| Library Supplies               |  | \$ 320.90       | \$ 17,113.77         | \$ 25,000.00    |  | 68.46%      |  | \$ 4,170.96   | \$ 17,393.22    |
| Books & Materials              |  | \$ 46,320.65    | \$ 568,045.51        | \$ 700,000.00   |  | 81.15%      |  | \$ 57,288.43  | \$ 577,745.05   |
| Processing Supplies            |  | \$ 2,952.96     | \$ 31,878.90         | \$ 50,000.00    |  | 63.76%      |  | \$ 4,753.27   | \$ 51,237.75    |
| Equipment                      |  | \$ -            | \$ 51,804.64         | \$ 10,000.00    |  | 518.05%     |  | \$ -          | \$ 9,819.90     |
| Technology                     |  | \$ 54,511.33    | \$ 263,658.94        | \$ 250,000.00   |  | 105.46%     |  | \$ 10,333.98  | \$ 233,904.54   |
| Insurance                      |  | \$ -            | \$ 13,231.50         | \$ 17,000.00    |  | 77.83%      |  | \$ -          | \$ 12,551.00    |
| Shipping                       |  | \$ 841.59       | \$ 14,281.36         | \$ 16,000.00    |  | 89.26%      |  | \$ 1,002.84   | \$ 16,671.78    |
| Professional Development       |  | \$ 244.00       | \$ 7,556.16          | \$ 30,000.00    |  | 25.19%      |  | \$ 2,932.57   | \$ 26,919.38    |
| Book Van & Mileage             |  | \$ 71.74        | \$ 1,211.30          | \$ 2,000.00     |  | 60.57%      |  | \$ 291.63     | \$ 2,141.63     |
| Programs                       |  | \$ 880.18       | \$ 8,698.86          | \$ 20,000.00    |  | 43.49%      |  | \$ 2,386.35   | \$ 17,744.61    |
| Professional Fees              |  | \$ 1,425.95     | \$ 22,404.57         | \$ 25,000.00    |  | 89.62%      |  | \$ 2,646.39   | \$ 48,284.30    |
| Advertising & Marketing        |  | \$ 2,134.38     | \$ 20,290.10         | \$ 30,000.00    |  | 67.63%      |  | \$ 2,054.65   | \$ 29,949.68    |
| Capital Improvements           |  | \$ -            | \$ -                 | \$ -            |  | #DIV/0!     |  | \$ -          | \$ -            |
| Miscellaneous                  |  | \$ 4,376.86     | \$ 5,113.99          | \$ -            |  |             |  | \$ (205.97)   | \$ 1,330.49     |
| Total Expenses                 |  | \$ 436,696.71   | \$ 4,382,153.94      | \$ 4,996,000.00 |  | 87.71%      |  | \$ 408,996.61 | \$ 4,316,865.72 |
| CASH BALANCES                  |  |                 |                      |                 |  |             |  |               |                 |
| Cash Reserves                  |  | \$ 50,237.56    | Included in checking |                 |  |             |  |               |                 |
| Checking                       |  | \$ 1,409,695.50 |                      |                 |  |             |  |               |                 |
| Capital Improvement            |  | \$ 685,990.62   |                      |                 |  |             |  |               |                 |

| Lawrence Public Library<br>2020 Outside Funding Report |  |                |               |              |              |              |               |              |               |               |                |               |  |
|--|--|----------------|---------------|--------------|--------------|--------------|---------------|--------------|---------------|---------------|----------------|---------------|--|
|  |  | 1/1/2020       | September     | September    | October      | October      | November      | November     | December      | December      |                |               |  |
|  |  | AMOUNT         | Income        | Spending     | Income       | Spending     | Income        | Spending     | Income        | Spending      | Remaining      |               |  |
| <b>FRIENDS &amp; FOUNDATION</b>                        |  |                |               |              |              |              |               |              |               |               |                |               |  |
|  | KPR-Advertising                          | \$ -           |               | \$ 1,932.50  |              |              |               |              |               |               | \$ 1,102.50    |               |  |
|  | Summer Reading - ALL                     | \$ 7,521.27    |               | \$ 1,082.63  | \$ 525.00    | \$ 53.00     |               | \$ 100.00    |               |               | \$ 894.63      |               |  |
|  | Aquarium                                 | \$ (5.71)      |               |              |              | \$ 600.00    |               | \$ 300.00    |               |               | \$ 418.01      |               |  |
|  | Kanopy 2020                              | \$ 20,000.00   |               | \$ 2,579.00  |              | \$ 2,366.00  |               | \$ 2,484.00  |               |               | \$ (2,281.00)  |               |  |
|  | Volunteers                               | \$ 705.63      |               |              |              |              |               |              |               |               | \$ 705.63      |               |  |
|  | Read Across Lawrence 2020                | \$ 2,212.56    |               |              |              |              |               |              |               |               | \$ -           |               |  |
|  | 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) |               | \$ 8,059.84  | \$ 24,062.76 | \$ 8,059.86  |               | \$ 9,116.09  |               |               | \$ (17,175.95) |               |  |
|  | Foundation Expenses to be reimbursed     | \$ (4,655.92)  | \$ 96.80      | \$ 115.56    | \$ 382.04    | \$ 37.20     | \$ 511.27     | \$ 288.61    |               |               | \$ 394.17      |               |  |
|  | 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   |               |              |              |              |               |              |               |               | \$ 18,414.04   |               |  |
|  | Milliken Fund                            | \$ 1,465.49    |               |              |              |              |               |              |               |               | \$ 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    |               |              |              |              |               |              |               |               | \$ 809.34      |               |  |
|  | Crowe Fund                               | \$ 622.95      |               |              |              |              |               | \$ 32.79     |               |               | \$ 318.93      |               |  |
|  | 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    |               |              |              |              |               | \$ 500.00    |               |               | \$ 3,002.92    |               |  |
|  | Dean Owens - YA College & Career         | \$ -           |               |              |              |              |               |              |               |               | \$ 2,920.00    |               |  |
|  | Coggins - Outreach                       |                |               | \$ 2,607.13  | \$ 8,444.12  |              |               |              |               |               | \$ 5,449.07    |               |  |
|  | Digital Resources- NEKLS/Jedel/F&F       |                |               |              |              |              |               |              |               |               | \$ 12,000.00   |               |  |
|  | Eggert Bequest for Bonuses               |                |               |              |              |              |               |              |               |               | \$ 8,138.99    |               |  |
|  | Jedel for The Reader                     |                |               |              |              |              |               |              |               |               | \$ 1,881.71    |               |  |
|  |  | \$ 246,196.15  | \$ 96.80      | \$ 18,356.66 | \$ 33,413.92 | \$ 11,116.06 | \$ 511.27     | \$ 12,821.49 | \$ -          | \$ -          | \$ 234,593.54  |               |  |
| <b>OTHER</b>   |  |                |               |              |              |              |               |              |               |               |                |               |  |
|  | Memorials/Honor with Books/Bauleke       | \$ 2,035.72    |               | \$ 232.92    | \$ 550.00    |              |               | \$ 34.32     |               |               | \$ 2,130.82    |               |  |
|  | Diversity Kits                           |                |               | \$ 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      |               | \$ 91.83     |              |              |               |              |               |               | \$ 32.65       |               |  |
|  | Merchandise Sales                        | \$ 1,246.73    | \$ (1,554.76) |              | \$ 150.50    |              | \$ (1,554.00) |              |               |               | \$ (1,064.20)  |               |  |
|  |  | \$ 7,537.30    | \$ (1,554.76) | \$ 399.69    | \$ 700.50    | \$ -         | \$ (1,554.00) | \$ 34.32     | \$ -          | \$ -          | \$ 5,305.96    |               |  |
|  |  | \$ 253,733.45  |               |              |              |              |               |              |               |               |                |               |  |
|  |  |                |               |              |              |              |               |              |               |               |                |               |  |
|  |  | Month Total    | \$ (1,457.96) | \$ 18,756.35 | \$ 34,114.42 | \$ 11,116.06 | \$ (1,042.73) | \$ 12,855.81 | \$ -          | \$ -          | YTD Income     | \$ 186,916.90 |  |
|  |  |                |               |              |              |              |               |              |               |               | YTD Expense    | \$ 200,750.85 |  |
|  |  |                |               |              |              |              |               | YTD:         | \$ 186,916.90 | \$ 200,750.85 |                |               |  |

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

|  | <u>Nov 30, 20</u>          | <u>Nov 30, 19</u>          | <u>\$ Change</u>         | <u>% Change</u>     |
|--|----------------------------|----------------------------|--------------------------|---------------------|
| <b>ASSETS</b>                          |                            |                            |                          |                     |
| <b>Current Assets</b>                  |                            |                            |                          |                     |
| <b>Checking/Savings</b>                |                            |                            |                          |                     |
| MIP Operating Funds                    | 964,602.59                 | 811,558.66                 | 153,043.93               | 18.9%               |
| Checking                               | 445,092.91                 | 307,470.46                 | 137,622.45               | 44.8%               |
| Capital Improvement at MIP             | 685,990.62                 | 678,376.49                 | 7,614.13                 | 1.1%                |
| <b>Total Checking/Savings</b>          | <u>2,095,686.12</u>        | <u>1,797,405.61</u>        | <u>298,280.51</u>        | <u>16.6%</u>        |
| <b>Total Current Assets</b>            | <u>2,095,686.12</u>        | <u>1,797,405.61</u>        | <u>298,280.51</u>        | <u>16.6%</u>        |
| <b>Other Assets</b>                    |                            |                            |                          |                     |
| Petty Cash                             | 700.00                     | 1,240.75                   | -540.75                  | -43.6%              |
| <b>Total Other Assets</b>              | <u>700.00</u>              | <u>1,240.75</u>            | <u>-540.75</u>           | <u>-43.6%</u>       |
| <b>TOTAL ASSETS</b>                    | <u><b>2,096,386.12</b></u> | <u><b>1,798,646.36</b></u> | <u><b>297,739.76</b></u> | <u><b>16.6%</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>        |                            |                            |                          |                     |
| <b>Liabilities</b>                     |                            |                            |                          |                     |
| <b>Current Liabilities</b>             |                            |                            |                          |                     |
| Accounts Payable                       |                            |                            |                          |                     |
| Accounts Payable                       | 70,497.65                  | 56,406.81                  | 14,090.84                | 25.0%               |
| <b>Total Accounts Payable</b>          | <u>70,497.65</u>           | <u>56,406.81</u>           | <u>14,090.84</u>         | <u>25.0%</u>        |
| <b>Other Current Liabilities</b>       |                            |                            |                          |                     |
| Payroll Liabilities                    | 102,077.00                 | 3,966.42                   | 98,110.58                | 2,473.5%            |
| <b>Total Other Current Liabilities</b> | <u>102,077.00</u>          | <u>3,966.42</u>            | <u>98,110.58</u>         | <u>2,473.5%</u>     |
| <b>Total Current Liabilities</b>       | <u>172,574.65</u>          | <u>60,373.23</u>           | <u>112,201.42</u>        | <u>185.9%</u>       |
| <b>Total Liabilities</b>               | <u>172,574.65</u>          | <u>60,373.23</u>           | <u>112,201.42</u>        | <u>185.9%</u>       |
| <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                             | 604,526.63                 | 517,550.25                 | 86,976.38                | 16.8%               |
| <b>Total Equity</b>                    | <u>1,923,811.47</u>        | <u>1,738,273.13</u>        | <u>185,538.34</u>        | <u>10.7%</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <u><b>2,096,386.12</b></u> | <u><b>1,798,646.36</b></u> | <u><b>297,739.76</b></u> | <u><b>16.6%</b></u> |

**Lawrence Public Library  
Revenues & Expenses**

November 2020

|                                | <u>Nov 20</u>     |
|--------------------------------|-------------------|
| <b>Ordinary Income/Expense</b> |                   |
| <b>Income</b>                  |                   |
| CARES Funding                  | 12,109.50         |
| Gifts-Other                    | 511.27            |
| Grants                         | 23,000.00         |
| Interest                       | 16.01             |
| Merchandise Sales              | -1,554.00         |
| Fees                           | 1,530.49          |
| Photo Copies                   | 227.80            |
| Tax Fund                       | 29,233.91         |
| Utilities Income               | 6.10              |
| <b>Total Income</b>            | <u>65,081.08</u>  |
| <b>Gross Profit</b>            | 65,081.08         |
| <b>Expense</b>                 |                   |
| Payroll Expenses               | 273,887.84        |
| Payroll Taxes                  | 42,452.96         |
| Utilities - Electric           | 5,848.89          |
| Building Supplies              | 1,921.04          |
| Building Repairs & Maintenance | 735.43            |
| Library & Office Supplies      | 320.90            |
| Books & Materials              | 46,320.65         |
| Processing Supplies            | 2,952.96          |
| Technology                     | 54,511.33         |
| Shipping                       | 841.59            |
| Professional Development       | 244.00            |
| Bookvan & Mileage              | 71.74             |
| Program Expense                | 880.18            |
| Professional Fees              | 1,425.95          |
| Advertising                    | 2,134.38          |
| Miscellaneous                  | -444.34           |
| FOUNDATION FUNDING             | 7,707.50          |
| FRIENDS FUNDING                | 2,918.32          |
| <b>Total Expense</b>           | <u>444,731.32</u> |
| <b>Net Ordinary Income</b>     | -379,650.24       |
| <b>Other Income/Expense</b>    |                   |
| Other Expense                  |                   |

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

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|                            | <b>Nov 20</b>      |
|----------------------------|--------------------|
| <b>COVID-19 Expenses</b>   | 4,821.20           |
| <b>Total Other Expense</b> | 4,821.20           |
| <b>Net Other Income</b>    | -4,821.20          |
| <b>Net Income</b>          | <b>-384,471.44</b> |



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Lawrence Public Library  
Vendor Balance Summary

As of December 18, 2020

|                               | Dec 18, 20 |
|-------------------------------|------------|
| Advance Insurance Company     | 685.27     |
| Allen Press                   | 1,458.85   |
| Amazon                        | 7,372.33   |
| Andy Morton                   | 150.00     |
| Artisan Floor Company         | 425.00     |
| ASI                           | 50.00      |
| Baker & Taylor, Inc.          | 268.07     |
| Center Point Large Print      | 441.46     |
| Century Business Technologies | 953.66     |
| Christian County Library      | 20.99      |
| City of Lawrence              | 10,080.00  |
| Demco, Inc.                   | 908.53     |
| Evergy                        | 7,555.86   |
| Gale/Cengage Learning         | 352.66     |
| Great Plains Media            | 1,341.90   |
| Ingram Library Services       | 22,089.58  |
| Jayhawk Trophy Co., Inc.      | 322.45     |
| Jayhawk Tropical Fish         | 300.00     |
| Johnson County Library        | 22.95      |
| Kanopy LLC                    | 2,392.00   |
| Lawrence Massage              | 300.00     |
| LFK Press, LLC                | 2,220.00   |
| Mar'Quis Wright               | 100.00     |
| Midcontinent Communications   | 20,160.00  |
| Midwest Tape                  | 19,711.19  |
| NEKLS                         | 413.60     |
| OCLC, Inc.                    | 5,588.74   |
| OverDrive                     | 16,042.50  |
| Petty Cash                    | 143.13     |
| Pro Print Inc.                | 450.06     |
| Pur-O-Zone, Inc.              | 1,422.31   |
| R&R Communications, Inc.      | 5,173.79   |
| Rebecca Johnson               | 17.95      |
| Schendel Services             | 99.75      |
| Springshare LLC               | 1,047.00   |
| T-Mobile                      | 17,850.00  |
| U.S. Bank - Mastercard        | 7,375.55   |
| Unique Management Services    | 387.53     |
| United Parcel Service         | 738.95     |
| United Way of Douglas County  | 500.00     |
| Virtual Graffiti Inc.         | 6,775.03   |
| TOTAL                         | 163,708.64 |

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Lawrence Public Library  
**Check Detail**  
December 2020

| Type                   | Num               | Date              | Name                             | Account                    | Paid Amount |
|------------------------|-------------------|-------------------|----------------------------------|----------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>12/21/2020</b> | <b>Advance Insurance Company</b> | <b>Checking</b>            |             |
| Bill                   | January 20...     | 12/14/2020        |                                  | Group Life Insurance       | -685.27     |
| TOTAL                  |                   |                   |                                  |                            | -685.27     |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>12/21/2020</b> | <b>ASI</b>                       | <b>Checking</b>            |             |
| Bill                   | November ...      | 12/03/2020        |                                  | Professional Fees          | -50.00      |
| TOTAL                  |                   |                   |                                  |                            | -50.00      |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>12/21/2020</b> | <b>U.S. Bank - Mastercard</b>    | <b>Checking</b>            |             |
| Bill                   |                   | 11/30/2020        |                                  | Books & Materials          | -32.55      |
|                        |                   |                   |                                  | Youth Services Dept.       | -189.00     |
|                        |                   |                   |                                  | Collection Development     | -55.00      |
|                        |                   |                   |                                  | Adult Programming          | -130.95     |
|                        |                   |                   |                                  | Bookvan & Mileage          | -71.74      |
|                        |                   |                   |                                  | Children's Programming     | -19.00      |
|                        |                   |                   |                                  | Children's Programming     | -27.20      |
|                        |                   |                   |                                  | Children's Programming     | -28.00      |
|                        |                   |                   |                                  | Children's Programming     | -22.38      |
|                        |                   |                   |                                  | Young Adult Program...     | -69.53      |
|                        |                   |                   |                                  | Young Adult Program...     | -9.99       |
|                        |                   |                   |                                  | Young Adult Program...     | -50.75      |
|                        |                   |                   |                                  | Professional Fees          | -742.95     |
|                        |                   |                   |                                  | Shipping                   | -117.99     |
|                        |                   |                   |                                  | Library & Office Suppli... | -329.90     |
|                        |                   |                   |                                  | Advertising                | -792.48     |
|                        |                   |                   |                                  | Building Supplies          | -1,106.71   |
|                        |                   |                   |                                  | Building Repairs & Mai...  | -210.68     |
|                        |                   |                   |                                  | Supplies                   | -172.55     |
|                        |                   |                   |                                  | Software & Licenses        | -786.70     |
|                        |                   |                   |                                  | Public Access              | -30.32      |
|                        |                   |                   |                                  | Telephone                  | -1,035.09   |
|                        |                   |                   |                                  | FOUNDATION FUNDI...        | -162.02     |
|                        |                   |                   |                                  | Crowe Fund                 | -32.79      |
| Bill                   |                   | 12/03/2020        |                                  | Books & Materials          | -185.78     |
|                        |                   |                   |                                  | Books & Materials          | -185.78     |
|                        |                   |                   |                                  | Books & Materials          | -667.42     |
|                        |                   |                   |                                  | Periodicals                | -49.75      |
|                        |                   |                   |                                  | Books & Materials          | -23.98      |
|                        |                   |                   |                                  | Books & Materials          | -13.00      |
|                        |                   |                   |                                  | Book Bag Sales             | -23.57      |
| TOTAL                  |                   |                   |                                  |                            | -7,375.55   |
| <b>Bill Pmt -Check</b> | <b>Electronic</b> | <b>12/21/2020</b> | <b>United Parcel Service</b>     | <b>Checking</b>            |             |
| Bill                   | 1490              | 12/14/2020        |                                  | Shipping                   | -738.95     |
| TOTAL                  |                   |                   |                                  |                            | -738.95     |

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Lawrence Public Library  
**Check Detail**  
December 2020

| Type                   | Num               | Date              | Name                                 | Account                            | Paid Amount          |
|------------------------|-------------------|-------------------|--------------------------------------|------------------------------------|----------------------|
| <b>Bill Pmt -Check</b> | <b>ELECTRONIC</b> | <b>12/21/2020</b> | <b>Evergy</b>                        | <b>Checking</b>                    |                      |
| Bill                   |                   | 12/14/2020        |                                      | Utilities - Electric               | -7,555.86            |
| TOTAL                  |                   |                   |                                      |                                    | -7,555.86            |
| <b>Bill Pmt -Check</b> | <b>8922</b>       | <b>12/21/2020</b> | <b>Allen Press</b>                   | <b>Checking</b>                    |                      |
| Bill                   | 25552             | 12/14/2020        |                                      | FOUNDATION FUNDI...<br>Advertising | -167.58<br>-1,291.27 |
| TOTAL                  |                   |                   |                                      |                                    | -1,458.85            |
| <b>Bill Pmt -Check</b> | <b>8923</b>       | <b>12/21/2020</b> | <b>Baker &amp; Taylor, Inc.</b>      | <b>Checking</b>                    |                      |
| Bill                   | 5016561462        | 11/30/2020        |                                      | Books & Materials                  | -23.31               |
| Bill                   | 5016561463        | 11/30/2020        |                                      | Processing Supplies                | -0.05                |
| Bill                   | 2035454996        | 11/30/2020        |                                      | Processing Supplies                | -0.10                |
| Bill                   | 2035454995        | 11/30/2020        |                                      | GGIFT                              | -34.32               |
| Bill                   | 2035487912        | 12/16/2020        |                                      | Books & Materials                  | -28.26               |
| Bill                   | 2035487913        | 12/16/2020        |                                      | Processing Supplies                | -0.10                |
| Bill                   | 2035487906        | 12/16/2020        |                                      | Books & Materials                  | -16.15               |
| Bill                   | 2035487907        | 12/16/2020        |                                      | Processing Supplies                | -0.05                |
| Bill                   | 2035487910        | 12/16/2020        |                                      | Books & Materials                  | -16.15               |
| Bill                   | 2035487908        | 12/16/2020        |                                      | Books & Materials                  | -16.15               |
| Bill                   | 2035487904        | 12/16/2020        |                                      | Books & Materials                  | -132.19              |
| Bill                   | 2035487905        | 12/16/2020        |                                      | Processing Supplies                | -1.14                |
| Bill                   | 2035487909        | 12/16/2020        |                                      | Processing Supplies                | -0.05                |
| Bill                   | 2035487911        | 12/16/2020        |                                      | Processing Supplies                | -0.05                |
| TOTAL                  |                   |                   |                                      |                                    | -268.07              |
| <b>Bill Pmt -Check</b> | <b>8924</b>       | <b>12/21/2020</b> | <b>Center Point Large Print</b>      | <b>Checking</b>                    |                      |
| Bill                   | 1805878           | 11/30/2020        |                                      | Books & Materials                  | -218.78              |
| Bill                   | 1812972           | 12/16/2020        |                                      | Books & Materials                  | -222.68              |
| TOTAL                  |                   |                   |                                      |                                    | -441.46              |
| <b>Bill Pmt -Check</b> | <b>8925</b>       | <b>12/21/2020</b> | <b>Century Business Technologies</b> | <b>Checking</b>                    |                      |
| Bill                   | 575838            | 12/16/2020        |                                      | Copying                            | -953.66              |
| TOTAL                  |                   |                   |                                      |                                    | -953.66              |
| <b>Bill Pmt -Check</b> | <b>8926</b>       | <b>12/21/2020</b> | <b>Christian County Library</b>      | <b>Checking</b>                    |                      |
| Bill                   | 327064            | 11/30/2020        |                                      | Fees                               | -20.99               |
| TOTAL                  |                   |                   |                                      |                                    | -20.99               |
| <b>Bill Pmt -Check</b> | <b>8927</b>       | <b>12/21/2020</b> | <b>Demco, Inc.</b>                   | <b>Checking</b>                    |                      |
| Bill                   | 6870639           | 11/30/2020        |                                      | Processing Supplies                | -908.53              |
| TOTAL                  |                   |                   |                                      |                                    | -908.53              |

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**Check Detail**  
December 2020

| Type                   | Num         | Date              | Name                           | Account             | Paid Amount |
|------------------------|-------------|-------------------|--------------------------------|---------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>8928</b> | <b>12/21/2020</b> | <b>Gale/Cengage Learning</b>   | <b>Checking</b>     |             |
| Bill                   | 72611864    | 11/30/2020        |                                | Books & Materials   | -23.79      |
| Bill                   | 72612100    | 11/30/2020        |                                | Books & Materials   | -46.18      |
| Bill                   | 72715139    | 12/16/2020        |                                | Books & Materials   | -48.98      |
| Bill                   | 72704155    | 12/16/2020        |                                | Books & Materials   | -27.29      |
| Bill                   | 72721473    | 12/16/2020        |                                | Books & Materials   | -25.19      |
| Bill                   | 72721339    | 12/16/2020        |                                | Books & Materials   | -23.09      |
| Bill                   | 72700132    | 12/16/2020        |                                | Books & Materials   | -26.59      |
| Bill                   | 72699943    | 12/16/2020        |                                | Books & Materials   | -54.58      |
| Bill                   | 72700594    | 12/16/2020        |                                | Books & Materials   | -54.58      |
| Bill                   | 72688406    | 12/16/2020        |                                | Books & Materials   | -22.39      |
| TOTAL                  |             |                   |                                |                     | -352.66     |
| <b>Bill Pmt -Check</b> | <b>8929</b> | <b>12/21/2020</b> | <b>Great Plains Media</b>      | <b>Checking</b>     |             |
| Bill                   | 16732-1     | 11/30/2020        |                                | Advertising         | -760.50     |
| Bill                   | 16733-1     | 11/30/2020        |                                | Advertising         | -581.40     |
| TOTAL                  |             |                   |                                |                     | -1,341.90   |
| <b>Bill Pmt -Check</b> | <b>8930</b> | <b>12/21/2020</b> | <b>Ingram Library Services</b> | <b>Checking</b>     |             |
| Bill                   | 49558957    | 11/30/2020        |                                | Books & Materials   | -286.55     |
| Bill                   | 49525379    | 11/30/2020        |                                | Books & Materials   | -19.94      |
| Bill                   | 49549920    | 11/30/2020        |                                | Books & Materials   | -80.72      |
| Bill                   | 49549922    | 11/30/2020        |                                | Books & Materials   | -48.48      |
| Bill                   | 49525377    | 11/30/2020        |                                | Books & Materials   | -210.95     |
| Bill                   | 49500907    | 11/30/2020        |                                | Books & Materials   | -2,187.21   |
| Bill                   | 49513543    | 11/30/2020        |                                | Books & Materials   | -612.92     |
| Bill                   | 49472454    | 11/30/2020        |                                | Books & Materials   | -215.62     |
| Bill                   | 49437723    | 11/30/2020        |                                | Books & Materials   | -29.36      |
| Bill                   | 49513545    | 11/30/2020        |                                | Books & Materials   | -47.51      |
| Bill                   | 49437721    | 11/30/2020        |                                | Books & Materials   | -533.40     |
| Bill                   | 49450426    | 11/30/2020        |                                | Books & Materials   | -341.25     |
| Bill                   | 49422305    | 11/30/2020        |                                | Books & Materials   | -819.95     |
| Bill                   | 49422307    | 11/30/2020        |                                | Books & Materials   | -66.27      |
| Bill                   | 49389536    | 11/30/2020        |                                | Books & Materials   | -72.19      |
| Bill                   | 49389534    | 11/30/2020        |                                | Books & Materials   | -126.18     |
| Bill                   | 49368221    | 11/30/2020        |                                | Books & Materials   | -1,409.50   |
| Bill                   | 49339927    | 11/30/2020        |                                | Books & Materials   | -509.59     |
| Bill                   | 49379262    | 11/30/2020        |                                | Books & Materials   | -376.02     |
| Bill                   | 49339931    | 11/30/2020        |                                | Books & Materials   | -38.97      |
| Bill                   | 49379260    | 11/30/2020        |                                | Books & Materials   | -314.56     |
| Bill                   | 49339929    | 11/30/2020        |                                | Books & Materials   | -307.80     |
| Bill                   | 49309918    | 11/30/2020        |                                | Books & Materials   | -706.27     |
| Bill                   | 49558958    | 11/30/2020        |                                | Processing Supplies | -25.82      |
| Bill                   | 49525380    | 11/30/2020        |                                | Processing Supplies | -0.97       |
| Bill                   | 49549921    | 11/30/2020        |                                | Processing Supplies | -9.67       |
| Bill                   | 49549923    | 11/30/2020        |                                | Processing Supplies | -0.45       |
| Bill                   | 49525378    | 11/30/2020        |                                | Processing Supplies | -21.13      |
| Bill                   | 49500908    | 11/30/2020        |                                | Processing Supplies | -186.72     |
| Bill                   | 49513544    | 11/30/2020        |                                | Processing Supplies | -45.54      |
| Bill                   | 49472455    | 11/30/2020        |                                | Processing Supplies | -22.99      |
| Bill                   | 49500910    | 11/30/2020        |                                | Processing Supplies | -0.15       |
| Bill                   | 49437724    | 11/30/2020        |                                | Processing Supplies | -0.30       |
| Bill                   | 49513546    | 11/30/2020        |                                | Processing Supplies | -5.58       |
| Bill                   | 49437722    | 11/30/2020        |                                | Processing Supplies | -35.53      |

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**Check Detail**  
December 2020

| Type | Num      | Date       | Name | Account             | Paid Amount |
|------|----------|------------|------|---------------------|-------------|
| Bill | 49450427 | 11/30/2020 |      | Processing Supplies | -30.95      |
| Bill | 49422306 | 11/30/2020 |      | Processing Supplies | -71.21      |
| Bill | 49422308 | 11/30/2020 |      | Processing Supplies | -3.61       |
| Bill | 49389537 | 11/30/2020 |      | Processing Supplies | -4.58       |
| Bill | 49389535 | 11/30/2020 |      | Processing Supplies | -15.40      |
| Bill | 49368222 | 11/30/2020 |      | Processing Supplies | -131.74     |
| Bill | 49339928 | 11/30/2020 |      | Processing Supplies | -35.36      |
| Bill | 49379263 | 11/30/2020 |      | Processing Supplies | -34.05      |
| Bill | 49339932 | 11/30/2020 |      | Processing Supplies | -0.45       |
| Bill | 49379261 | 11/30/2020 |      | Processing Supplies | -29.97      |
| Bill | 49339930 | 11/30/2020 |      | Processing Supplies | -9.84       |
| Bill | 49309919 | 11/30/2020 |      | Processing Supplies | -44.10      |
| Bill | 49500909 | 11/30/2020 |      | Books & Materials   | -14.99      |
| Bill | 49997084 | 12/16/2020 |      | Books & Materials   | -1,982.36   |
| Bill | 50028534 | 12/16/2020 |      | Books & Materials   | -146.73     |
| Bill | 50046304 | 12/16/2020 |      | Books & Materials   | -535.69     |
| Bill | 49964115 | 12/16/2020 |      | Books & Materials   | -65.98      |
| Bill | 49917053 | 12/16/2020 |      | Books & Materials   | -162.92     |
| Bill | 49942408 | 12/16/2020 |      | Books & Materials   | -482.53     |
| Bill | 49871231 | 12/16/2020 |      | Books & Materials   | -1,119.97   |
| Bill | 49843085 | 12/16/2020 |      | Books & Materials   | -107.53     |
| Bill | 49843087 | 12/16/2020 |      | Books & Materials   | -9.60       |
| Bill | 49775461 | 12/16/2020 |      | Books & Materials   | -271.41     |
| Bill | 49825977 | 12/16/2020 |      | Books & Materials   | -311.94     |
| Bill | 49775463 | 12/16/2020 |      | Books & Materials   | -52.16      |
| Bill | 49775459 | 12/16/2020 |      | Books & Materials   | -338.31     |
| Bill | 49679641 | 12/16/2020 |      | Books & Materials   | -62.80      |
| Bill | 49705893 | 12/16/2020 |      | Books & Materials   | -782.94     |
| Bill | 49627472 | 12/16/2020 |      | Books & Materials   | -2,592.39   |
| Bill | 49667674 | 12/16/2020 |      | Books & Materials   | -609.03     |
| Bill | 49585550 | 12/16/2020 |      | Books & Materials   | -14.39      |
| Bill | 49585548 | 12/16/2020 |      | Books & Materials   | -836.77     |
| Bill | 49627474 | 12/16/2020 |      | Books & Materials   | -41.97      |
| Bill | 49655324 | 12/16/2020 |      | Books & Materials   | -3.96       |
| Bill | 49655325 | 12/16/2020 |      | Books & Materials   | -163.86     |
| Bill | 49627470 | 12/16/2020 |      | Books & Materials   | -190.74     |
| Bill | 49997085 | 12/16/2020 |      | Processing Supplies | -175.27     |
| Bill | 50028535 | 12/16/2020 |      | Processing Supplies | -14.40      |
| Bill | 50046305 | 12/16/2020 |      | Processing Supplies | -65.41      |
| Bill | 49964116 | 12/16/2020 |      | Processing Supplies | -4.06       |
| Bill | 49917054 | 12/16/2020 |      | Processing Supplies | -9.65       |
| Bill | 49942409 | 12/16/2020 |      | Processing Supplies | -49.65      |
| Bill | 49871232 | 12/16/2020 |      | Processing Supplies | -124.48     |
| Bill | 49843086 | 12/16/2020 |      | Processing Supplies | -13.28      |
| Bill | 49843088 | 12/16/2020 |      | Processing Supplies | -1.97       |
| Bill | 49775462 | 12/16/2020 |      | Processing Supplies | -18.66      |
| Bill | 49825978 | 12/16/2020 |      | Processing Supplies | -33.25      |
| Bill | 49775464 | 12/16/2020 |      | Processing Supplies | -5.73       |
| Bill | 49775460 | 12/16/2020 |      | Processing Supplies | -43.00      |
| Bill | 49679642 | 12/16/2020 |      | Processing Supplies | -11.49      |
| Bill | 49705894 | 12/16/2020 |      | Processing Supplies | -86.28      |
| Bill | 49627473 | 12/16/2020 |      | Processing Supplies | -238.08     |
| Bill | 49667675 | 12/16/2020 |      | Processing Supplies | -61.93      |
| Bill | 49585551 | 12/16/2020 |      | Processing Supplies | -0.15       |
| Bill | 49585549 | 12/16/2020 |      | Processing Supplies | -77.90      |
| Bill | 49627475 | 12/16/2020 |      | Processing Supplies | -0.45       |
| Bill | 49655326 | 12/16/2020 |      | Processing Supplies | -10.79      |
| Bill | 49627471 | 12/16/2020 |      | Processing Supplies | -15.41      |

TOTAL

-22,089.58

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Lawrence Public Library  
**Check Detail**  
December 2020

| Type                   | Num           | Date              | Name                          | Account              | Paid Amount |
|------------------------|---------------|-------------------|-------------------------------|----------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>8931</b>   | <b>12/21/2020</b> | <b>Jayhawk Tropical Fish</b>  | <b>Checking</b>      |             |
| Bill                   | 886173        | 11/25/2020        |                               | Aquarium Maintenance | -300.00     |
| TOTAL                  |               |                   |                               |                      | -300.00     |
| <b>Bill Pmt -Check</b> | <b>8932</b>   | <b>12/21/2020</b> | <b>Johnson County Library</b> | <b>Checking</b>      |             |
| Bill                   | ILL 204165... | 11/30/2020        |                               | Fees                 | -22.95      |
| TOTAL                  |               |                   |                               |                      | -22.95      |
| <b>Bill Pmt -Check</b> | <b>8933</b>   | <b>12/21/2020</b> | <b>Kanopy LLC</b>             | <b>Checking</b>      |             |
| Bill                   | 225096-PPU    | 12/16/2020        |                               | Kanopy               | -2,392.00   |
| TOTAL                  |               |                   |                               |                      | -2,392.00   |
| <b>Bill Pmt -Check</b> | <b>8934</b>   | <b>12/21/2020</b> | <b>LFK Press, LLC</b>         | <b>Checking</b>      |             |
| Bill                   | 20111701      | 11/30/2020        |                               | Merchandise Sales    | -2,220.00   |
| TOTAL                  |               |                   |                               |                      | -2,220.00   |
| <b>Bill Pmt -Check</b> | <b>8935</b>   | <b>12/21/2020</b> | <b>Midwest Tape</b>           | <b>Checking</b>      |             |
| Bill                   | 99704869      | 11/25/2020        |                               | Processing Supplies  | -535.30     |
| Bill                   | 99663028      | 11/30/2020        |                               | Books & Materials    | -16.49      |
| Bill                   | 99663026      | 11/30/2020        |                               | Books & Materials    | -237.94     |
| Bill                   | 99663025      | 11/30/2020        |                               | Books & Materials    | -1,011.13   |
| Bill                   | 99658043      | 11/30/2020        |                               | Books & Materials    | -793.93     |
| Bill                   | 99658040      | 11/30/2020        |                               | Books & Materials    | -296.32     |
| Bill                   | 99633184      | 11/30/2020        |                               | Books & Materials    | -1,405.06   |
|                        |               |                   |                               | Books & Materials    | -194.98     |
| Bill                   | 99626642      | 11/30/2020        |                               | Books & Materials    | -388.55     |
| Bill                   | 99626644      | 11/30/2020        |                               | Books & Materials    | -403.33     |
| Bill                   | 99633187      | 11/30/2020        |                               | Books & Materials    | -147.71     |
| Bill                   | 99633185      | 11/30/2020        |                               | Books & Materials    | -496.87     |
| Bill                   | 99706707      | 12/16/2020        |                               | Books & Materials    | -10,725.67  |
| Bill                   | 99684693      | 12/16/2020        |                               | Books & Materials    | -567.55     |
| Bill                   | 99658042      | 12/16/2020        |                               | Books & Materials    | -37.48      |
| Bill                   | 99684691      | 12/16/2020        |                               | Books & Materials    | -180.74     |
| Bill                   | 99698849      | 12/16/2020        |                               | Books & Materials    | -39.99      |
| Bill                   | 99699421      | 12/16/2020        |                               | Books & Materials    | -97.49      |
| Bill                   | 99698848      | 12/16/2020        |                               | Books & Materials    | -429.48     |
| Bill                   | 99709674      | 12/16/2020        |                               | Books & Materials    | -149.93     |
| Bill                   | 99717539      | 12/16/2020        |                               | Books & Materials    | -209.94     |
| Bill                   | 99717538      | 12/16/2020        |                               | Books & Materials    | -1,156.46   |
| Bill                   | 99710792      | 12/16/2020        |                               | Books & Materials    | -188.85     |
| TOTAL                  |               |                   |                               |                      | -19,711.19  |

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| Type                   | Num         | Date              | Name                  | Account                    | Paid Amount |
|------------------------|-------------|-------------------|-----------------------|----------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>8936</b> | <b>12/21/2020</b> | <b>NEKLS</b>          | <b>Checking</b>            |             |
| Bill                   | 11-20-20    | 11/25/2020        |                       | Software & Licenses        | -413.60     |
| TOTAL                  |             |                   |                       |                            | -413.60     |
| <b>Bill Pmt -Check</b> | <b>8937</b> | <b>12/21/2020</b> | <b>OCLC, Inc.</b>     | <b>Checking</b>            |             |
| Bill                   | 1000086431  | 12/14/2020        |                       | Collections                | -5,588.74   |
| TOTAL                  |             |                   |                       |                            | -5,588.74   |
| <b>Bill Pmt -Check</b> | <b>8938</b> | <b>12/21/2020</b> | <b>OverDrive</b>      | <b>Checking</b>            |             |
| Bill                   | 06809DA2... | 11/30/2020        |                       | Books & Materials          | -608.03     |
| Bill                   | 06809CO2... | 11/30/2020        |                       | Books & Materials          | -505.22     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -25.50      |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -239.98     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -176.48     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -433.82     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -159.88     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -234.73     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -354.99     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -2,174.13   |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -1,737.87   |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -77.45      |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -1,319.61   |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -927.90     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -368.46     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -201.45     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -49.48      |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -586.74     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -468.99     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -339.65     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -229.11     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -560.46     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -954.88     |
| Bill                   | 06809CO2... | 12/16/2020        |                       | Books & Materials          | -1,492.03   |
| Bill                   | 06809DA2... | 12/16/2020        |                       | Books & Materials          | -45.50      |
| Bill                   | 06809DA2... | 12/16/2020        |                       | Books & Materials          | -110.50     |
| Bill                   | 06809DA2... | 12/16/2020        |                       | Books & Materials          | -792.97     |
| Bill                   | 06809DA2... | 12/16/2020        |                       | Books & Materials          | -866.69     |
| TOTAL                  |             |                   |                       |                            | -16,042.50  |
| <b>Bill Pmt -Check</b> | <b>8939</b> | <b>12/21/2020</b> | <b>Pro Print Inc.</b> | <b>Checking</b>            |             |
| Bill                   | 102956      | 12/14/2020        |                       | Library & Office Suppli... | -320.00     |
| Bill                   | 102972      | 12/14/2020        |                       | Library & Office Suppli... | -130.06     |
| TOTAL                  |             |                   |                       |                            | -450.06     |

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| Type                   | Num          | Date              | Name                                | Account                   | Paid Amount |
|------------------------|--------------|-------------------|-------------------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>8940</b>  | <b>12/21/2020</b> | <b>Pur-O-Zone, Inc.</b>             | <b>Checking</b>           |             |
| Bill                   | 819789       | 11/30/2020        |                                     | Building Supplies         | -157.88     |
| Bill                   | 819203       | 11/30/2020        |                                     | Building Supplies         | -292.56     |
| Bill                   | 820317       | 12/14/2020        |                                     | Building Supplies         | -656.11     |
| Bill                   | 820507       | 12/14/2020        |                                     | Building Supplies         | -315.76     |
| TOTAL                  |              |                   |                                     |                           | -1,422.31   |
| <b>Bill Pmt -Check</b> | <b>8941</b>  | <b>12/21/2020</b> | <b>R&amp;R Communications, Inc.</b> | <b>Checking</b>           |             |
| Bill                   | 2020462      | 12/14/2020        |                                     | Equipment                 | -5,173.79   |
| TOTAL                  |              |                   |                                     |                           | -5,173.79   |
| <b>Bill Pmt -Check</b> | <b>8942</b>  | <b>12/21/2020</b> | <b>Schendel Services</b>            | <b>Checking</b>           |             |
| Bill                   | 30316772     | 11/30/2020        |                                     | Building Repairs & Mai... | -99.75      |
| TOTAL                  |              |                   |                                     |                           | -99.75      |
| <b>Bill Pmt -Check</b> | <b>8943</b>  | <b>12/21/2020</b> | <b>Springshare LLC</b>              | <b>Checking</b>           |             |
| Bill                   | 20-R5751     | 12/14/2020        |                                     | Public Access             | -1,047.00   |
| TOTAL                  |              |                   |                                     |                           | -1,047.00   |
| <b>Bill Pmt -Check</b> | <b>8944</b>  | <b>12/21/2020</b> | <b>Unique Management Services</b>   | <b>Checking</b>           |             |
| Bill                   | 597969       | 12/14/2020        |                                     | Professional Fees         | -101.13     |
| Bill                   | 597968       | 12/14/2020        |                                     | Professional Fees         | -286.40     |
| TOTAL                  |              |                   |                                     |                           | -387.53     |
| <b>Bill Pmt -Check</b> | <b>8945</b>  | <b>12/21/2020</b> | <b>Virtual Graffiti Inc.</b>        | <b>Checking</b>           |             |
| Bill                   | 982978       | 12/14/2020        |                                     | Equipment                 | -3,635.00   |
| Bill                   | 983015       | 12/14/2020        |                                     | Equipment                 | -2,620.00   |
| Bill                   | 982979       | 12/14/2020        |                                     | Equipment                 | -520.03     |
| TOTAL                  |              |                   |                                     |                           | -6,775.03   |
| <b>Bill Pmt -Check</b> | <b>28948</b> | <b>12/21/2020</b> | <b>Midcontinent Communications</b>  | <b>Checking</b>           |             |
| Bill                   | CARES        | 11/25/2020        |                                     | Public Access             | -13,680.00  |
| TOTAL                  |              |                   |                                     |                           | -13,680.00  |
| <b>Bill Pmt -Check</b> | <b>28949</b> | <b>12/21/2020</b> | <b>T-Mobile</b>                     | <b>Checking</b>           |             |
| Bill                   | 201911151... | 11/25/2020        |                                     | Public Access             | -17,850.00  |
| TOTAL                  |              |                   |                                     |                           | -17,850.00  |



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| Type            | Num     | Date       | Name                     | Account                | Paid Amount |
|-----------------|---------|------------|--------------------------|------------------------|-------------|
| Bill Pmt -Check | 28950   | 12/21/2020 | Jayhawk Trophy Co., Inc. | Checking               |             |
| Bill            | 67789   | 11/30/2020 |                          | Public Access          | -322.45     |
| TOTAL           |         |            |                          |                        | -322.45     |
| Bill Pmt -Check | 28951   | 12/21/2020 | Amazon                   | Checking               |             |
| Bill            | 6264230 | 11/30/2020 |                          | Supplies               | -13.94      |
| Bill            | 1936239 | 11/30/2020 |                          | Books & Materials      | -16.84      |
| Bill            | 3598640 | 11/30/2020 |                          | Books & Materials      | -13.89      |
| Bill            | 4246643 | 11/30/2020 |                          | Books & Materials      | -45.00      |
| Bill            | 7515855 | 11/30/2020 |                          | Books & Materials      | -31.98      |
|                 |         |            |                          | Books & Materials      | -17.99      |
|                 |         |            |                          | Books & Materials      | -258.90     |
| Bill            | 0937851 | 11/30/2020 |                          | Books & Materials      | -49.99      |
| Bill            | 5139432 | 11/30/2020 |                          | Books & Materials      | -59.88      |
| Bill            | 7237010 | 11/30/2020 |                          | Books & Materials      | -15.60      |
| Bill            | 3476248 | 11/30/2020 |                          | Books & Materials      | -119.98     |
| Bill            | 9655437 | 11/30/2020 |                          | Books & Materials      | -59.88      |
| Bill            | 3239425 | 11/30/2020 |                          | Books & Materials      | -29.33      |
| Bill            | 1275411 | 11/30/2020 |                          | Books & Materials      | -125.64     |
| Bill            | 6022627 | 11/30/2020 |                          | Books & Materials      | -59.88      |
| Bill            | 6540228 | 11/30/2020 |                          | Books & Materials      | -34.67      |
| Bill            | 3811467 | 11/30/2020 |                          | Books & Materials      | -13.60      |
| Bill            | 3993044 | 11/30/2020 |                          | FOUNDATION FUNDI...    | -103.34     |
| Bill            | 2949818 | 11/30/2020 |                          | Supplies               | -79.00      |
| Bill            | 4222614 | 11/30/2020 |                          | Children's Programming | -21.99      |
| Bill            | 5098659 | 11/30/2020 |                          | Processing Supplies    | -17.18      |
|                 |         |            |                          | Books & Materials      | -33.96      |
| Bill            | 5393833 | 11/30/2020 |                          | Young Adult Program... | -83.16      |
| Bill            | 3693054 | 11/30/2020 |                          | Young Adult Program... | -22.50      |
|                 |         |            |                          | Children's Programming | -30.00      |
| Bill            | 3182603 | 11/30/2020 |                          | Children's Programming | -21.34      |
| Bill            | 0900251 | 11/30/2020 |                          | Children's Programming | -24.69      |
| Bill            | 6619427 | 11/30/2020 |                          | Children's Programming | -12.61      |
| Bill            | 0900251 | 11/30/2020 |                          | Children's Programming | -19.38      |
| Bill            | 8143412 | 11/30/2020 |                          | Children's Programming | -241.98     |
| Bill            | 7915465 | 12/14/2020 |                          | Books & Materials      | -169.98     |
| Bill            | 0902361 | 12/14/2020 |                          | Supplies               | -398.50     |
| Bill            | 0577051 | 12/14/2020 |                          | Supplies               | -59.88      |
| Bill            | 3158645 | 12/14/2020 |                          | Supplies               | -382.40     |
| Bill            | 3444221 | 12/14/2020 |                          | Young Adult Program... | -15.99      |
| Bill            | 5345024 | 12/14/2020 |                          | Building Supplies      | -24.02      |
| Bill            | 7526669 | 12/16/2020 |                          | Books & Materials      | -135.78     |
|                 |         |            |                          | Books & Materials      | -10.78      |
|                 |         |            |                          | Books & Materials      | -29.88      |
|                 |         |            |                          | Books & Materials      | -7.99       |
|                 |         |            |                          | Books & Materials      | -9.99       |
|                 |         |            |                          | Books & Materials      | -55.48      |
|                 |         |            |                          | Books & Materials      | -14.66      |
|                 |         |            |                          | Books & Materials      | -34.95      |
|                 |         |            |                          | Books & Materials      | -7.99       |
| Bill            | 6523453 | 12/16/2020 |                          | Books & Materials      | -66.58      |
|                 |         |            |                          | Books & Materials      | -122.28     |
|                 |         |            |                          | Books & Materials      | -29.99      |
|                 |         |            |                          | Books & Materials      | -116.37     |
|                 |         |            |                          | Books & Materials      | -79.95      |
|                 |         |            |                          | Books & Materials      | -7.99       |
| Bill            | 8856256 | 12/16/2020 |                          | Books & Materials      | -24.99      |

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| Type  | Num      | Date       | Name | Account           | Paid Amount |
|-------|----------|------------|------|-------------------|-------------|
|       |          |            |      | Books & Materials | -29.99      |
|       |          |            |      | Books & Materials | -22.99      |
|       |          |            |      | Books & Materials | -312.37     |
|       |          |            |      | Books & Materials | -277.26     |
|       |          |            |      | Books & Materials | -8.49       |
|       |          |            |      | Books & Materials | -25.83      |
|       |          |            |      | Books & Materials | -59.99      |
|       |          |            |      | Books & Materials | -11.68      |
|       |          |            |      | Books & Materials | -98.75      |
|       |          |            |      | Books & Materials | -9.99       |
| Bill  | 1430623  | 12/16/2020 |      | Books & Materials | -105.09     |
|       |          |            |      | Books & Materials | -45.74      |
|       |          |            |      | Books & Materials | -159.87     |
| Bill  | 7348207  | 12/16/2020 |      | Books & Materials | -219.72     |
| Bill  | 7090607  | 12/16/2020 |      | Books & Materials | -39.99      |
|       |          |            |      | Books & Materials | -12.99      |
|       |          |            |      | Books & Materials | -39.99      |
|       |          |            |      | Books & Materials | -129.92     |
|       |          |            |      | Books & Materials | -175.17     |
|       |          |            |      | Books & Materials | -192.83     |
| Bill  | 3008222  | 12/16/2020 |      | Books & Materials | -66.03      |
| Bill  | 3008222  | 12/16/2020 |      | Books & Materials | -61.94      |
| Bill  | 7781014  | 12/16/2020 |      | Books & Materials | -29.50      |
| Bill  | 1534636  | 12/16/2020 |      | Books & Materials | -89.93      |
| Bill  | 1534636  | 12/16/2020 |      | Books & Materials | -34.99      |
| Bill  | 1534636  | 12/16/2020 |      | Books & Materials | -17.98      |
|       |          |            |      | Books & Materials | -109.98     |
| Bill  | 7348207  | 12/16/2020 |      | Books & Materials | -79.87      |
| Bill  | 7526639  | 12/16/2020 |      | Books & Materials | -10.57      |
| Bill  | 0249013  | 12/16/2020 |      | Books & Materials | -36.94      |
| Bill  | 7815428  | 12/16/2020 |      | Books & Materials | -22.11      |
| Bill  | 8268264  | 12/16/2020 |      | Books & Materials | -20.25      |
| Bill  | 7348207  | 12/16/2020 |      | Books & Materials | -109.75     |
| Bill  | 8229014  | 12/16/2020 |      | Books & Materials | -26.30      |
| Bill  | 8908220  | 12/16/2020 |      | Books & Materials | -96.07      |
| Bill  | 3476248  | 12/16/2020 |      | Books & Materials | -49.94      |
| Bill  | 8977008  | 12/16/2020 |      | Books & Materials | -99.88      |
| Bill  | 7615449  | 12/16/2020 |      | Books & Materials | -110.17     |
|       |          |            |      | Books & Materials | -84.39      |
|       |          |            |      | Books & Materials | -155.45     |
| Bill  | 7148204  | 12/16/2020 |      | Books & Materials | -55.00      |
| Bill  | 3197023  | 12/16/2020 |      | Books & Materials | -149.82     |
| Bill  | 7925005  | 12/16/2020 |      | Books & Materials | -15.84      |
| Bill  | 6973033  | 12/16/2020 |      | Books & Materials | -24.52      |
| Bill  | 3179023  | 12/16/2020 |      | Books & Materials | -10.19      |
| Bill  | 3197023  | 12/16/2020 |      | Books & Materials | -14.98      |
| Bill  | 99002663 | 12/16/2020 |      | Books & Materials | -14.98      |
| Bill  | 3150609  | 12/16/2020 |      | Books & Materials | -21.00      |
| Bill  | 2507456  | 12/16/2020 |      | Books & Materials | -16.72      |
| Bill  | 6760200  | 12/16/2020 |      | Books & Materials | -20.00      |
| Bill  | 9353811  | 12/16/2020 |      | Books & Materials | -65.97      |
| Bill  | 4778628  | 12/16/2020 |      | Books & Materials | -22.99      |
| Bill  | 2794627  | 12/16/2020 |      | Books & Materials | -67.17      |
| Bill  | 0937851  | 12/16/2020 |      | Books & Materials | -13.98      |
| Bill  | 4816256  | 12/17/2020 |      | Supplies          | -83.94      |
| TOTAL |          |            |      |                   | -7,372.33   |

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| Type                   | Num           | Date              | Name                               | Account                   | Paid Amount |
|------------------------|---------------|-------------------|------------------------------------|---------------------------|-------------|
| <b>Bill Pmt -Check</b> | <b>28952</b>  | <b>12/21/2020</b> | <b>Andy Morton</b>                 | <b>Checking</b>           |             |
| Bill                   | Trivia        | 12/16/2020        |                                    | Adult Programming         | -150.00     |
| TOTAL                  |               |                   |                                    |                           | -150.00     |
| <b>Bill Pmt -Check</b> | <b>28953</b>  | <b>12/21/2020</b> | <b>Artisan Floor Company</b>       | <b>Checking</b>           |             |
| Bill                   | 83120-2       | 11/30/2020        |                                    | Building Repairs & Mai... | -425.00     |
| TOTAL                  |               |                   |                                    |                           | -425.00     |
| <b>Bill Pmt -Check</b> | <b>28954</b>  | <b>12/21/2020</b> | <b>City of Lawrence</b>            | <b>Checking</b>           |             |
| Bill                   | 2021 Parking  | 12/14/2020        |                                    | Miscellaneous             | -10,080.00  |
| TOTAL                  |               |                   |                                    |                           | -10,080.00  |
| <b>Bill Pmt -Check</b> | <b>28955</b>  | <b>12/21/2020</b> | <b>Lawrence Massage</b>            | <b>Checking</b>           |             |
| Bill                   | 12-8-20       | 12/14/2020        |                                    | Adult Programming         | -300.00     |
| TOTAL                  |               |                   |                                    |                           | -300.00     |
| <b>Bill Pmt -Check</b> | <b>28956</b>  | <b>12/21/2020</b> | <b>Mar'Quis Wright</b>             | <b>Checking</b>           |             |
| Bill                   | Honorarium    | 12/16/2020        |                                    | Block Grant               | -100.00     |
| TOTAL                  |               |                   |                                    |                           | -100.00     |
| <b>Bill Pmt -Check</b> | <b>28957</b>  | <b>12/21/2020</b> | <b>Midcontinent Communications</b> | <b>Checking</b>           |             |
| Bill                   | 157407601     | 11/30/2020        |                                    | Public Access             | -6,480.00   |
| TOTAL                  |               |                   |                                    |                           | -6,480.00   |
| <b>Bill Pmt -Check</b> | <b>28958</b>  | <b>12/21/2020</b> | <b>Petty Cash</b>                  | <b>Checking</b>           |             |
| Bill                   | 2020 Trans... | 12/10/2020        |                                    | Adult Programming         | -47.90      |
|                        |               |                   |                                    | Adult Programming         | -4.75       |
|                        |               |                   |                                    | Bookvan & Mileage         | -8.10       |
|                        |               |                   |                                    | Shipping                  | -41.25      |
|                        |               |                   |                                    | Children's Programming    | -7.77       |
|                        |               |                   |                                    | Crowe Fund                | -33.36      |
| TOTAL                  |               |                   |                                    |                           | -143.13     |
| <b>Bill Pmt -Check</b> | <b>28959</b>  | <b>12/21/2020</b> | <b>Rebecca Johnson</b>             | <b>Checking</b>           |             |
| Bill                   | REFUND        | 11/30/2020        |                                    | Fees                      | -17.95      |
| TOTAL                  |               |                   |                                    |                           | -17.95      |

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| Type            | Num   | Date       | Name                         | Account       | Paid Amount |
|-----------------|-------|------------|------------------------------|---------------|-------------|
| Bill Pmt -Check | 28960 | 12/21/2020 | United Way of Douglas County | Checking      |             |
| Bill            | 4596  | 11/30/2020 |                              | Simpson Grant | -500.00     |
| TOTAL           |       |            |                              |               | -500.00     |

# Lawrence Public Library

## Monthly Statistical Summary--November 2020

| INDICATOR | November |      | 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             | 1.76    | 5.45    | -68% |  |  |  |
| Reference Transactions per Capita  | 0.56    | 1.04    | -46% |  |  |  |
| Program Attendance per Capita      | 0.41    | 0.37    | 11%  |  |  |  |
| Circulation per Capita             | 10.62   | 11.31   | -6%  |  |  |  |
| Circulation per Visit              | 6.03    | 2.08    | 191% |  |  |  |
| Total Holdings per Capita          | 2.05    | 2.02    | 1%   |  |  |  |
| % of Lawrence Residents Registered | 40%     | 45%     | -11% |  |  |  |

|                                |        |        |      |         |           |      |
|--------------------------------|--------|--------|------|---------|-----------|------|
| Circulation--Adult Total       | 59,301 | 64,473 | -8%  | 601,494 | 774,104   | -22% |
| Circulation--Young Adult Total | 3,721  | 3,222  | 15%  | 36,145  | 43,370    | -17% |
| Circulation--Youth Total       | 28,148 | 27,220 | 3%   | 249,206 | 324,817   | -23% |
| Circulation--Bookmobile        | 760    | 1,147  | -34% | 7,408   | 13,846    | -46% |
| Circulation--Book Lockers      | 1,653  | 790    | 109% | 11,989  | 10,763    | 11%  |
| Circulation--Audiovisual Total | 31,728 | 37,135 | -15% | 332,938 | 440,230   | -24% |
| Circulation--Total             | 91,170 | 94,915 | -4%  | 886,845 | 1,142,291 | -22% |

|                        |        |        |      |         |         |      |
|------------------------|--------|--------|------|---------|---------|------|
| Reference Transactions | 4,819  | 8,769  | -45% | 53,962  | 121,002 | -55% |
| User Visits            | 15,138 | 45,782 | -67% | 219,421 | 594,044 | -63% |
| LPL Web Site Visits    | 16,132 | 18,994 | -15% | 205,814 | 216,156 | -5%  |

|                     |         |         |      |        |        |      |
|---------------------|---------|---------|------|--------|--------|------|
| Holdings--Added     | 2,559   | 2,530   | 1%   | 26,672 | 33,375 | -20% |
| Holdings--Withdrawn | 1,659   | 4,496   | -63% | 21,908 | 40,442 | -46% |
| Holdings--Total     | 211,027 | 203,831 | 4%   |        |        |      |

|                           |        |        |     |      |      |      |
|---------------------------|--------|--------|-----|------|------|------|
| Cardholders Added         | 389    | 397    | -2% | 4789 | 6840 | -30% |
| Active Cardholders--Total | 51,129 | 54,906 | -7% |      |      |      |

|                              |       |       |       |        |        |       |
|------------------------------|-------|-------|-------|--------|--------|-------|
| Adult Programs               | 10    | 23    | -57%  | 158    | 256    | -38%  |
| Young Adult Programs         | 7     | 18    | -61%  | 88     | 187    | -53%  |
| Youth Programs               | 88    | 79    | 11%   | 583    | 800    | -27%  |
| Total Programs               | 105   | 120   | -13%  | 819    | 1,243  | -34%  |
| Total Program Attendance     | 3,529 | 3,140 | 12%   | 42,821 | 50,333 | -15%  |
| Public Uses of Meeting Rooms | 0     | 1,024 | -100% |        | 10,671 | -100% |

|                           |       |       |      |  |  |  |
|---------------------------|-------|-------|------|--|--|--|
| Total Paid Staff (FTE)    | 63.09 | 68.29 | -8%  |  |  |  |
| Total Number of Employees | 80    | 91    | -12% |  |  |  |

| Lawrence Public Library                        |          |         |           |  |        |        |           |
|--|----------|---------|-----------|--|--------|--------|-----------|
| Monthly Statistical Report--November 2020      |          |         |           |  |        |        |           |
|  | November |         | 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                         | 1.76     | 5.45    | -68%      |  |        |        |           |
| Reference Transactions per Capita              | 0.56     | 1.04    | -46%      |  |        |        |           |
| Program Attendance per Capita                  | 0.41     | 0.37    | 10%       |  |        |        |           |
| Circulation per Capita                         | 10.62    | 11.31   | -6%       |  |        |        |           |
| Total Holdings per Capita                      | 2.05     | 2.02    | 1%        |  |        |        |           |
|  |          |         |           |  |        |        |           |
| Collection Turnover--Total                     | 5.25     | 5.66    | -7%       |  |        |        |           |
| Collection Turnover--Adult                     | 5.35     | 6.12    | -13%      |  |        |        |           |
| Collection Turnover--Young Adult               | 3.45     | 3.15    | 10%       |  |        |        |           |
| Collection Turnover--Youth                     | 5.40     | 5.23    | 3%        |  |        |        |           |
| Collection Turnover--Audiovisual               | 8.55     | 10.97   | -22%      |  |        |        |           |
|  |          |         |           |  |        |        |           |
| CIRCULATION OF LIBRARY MATERIALS               |          |         |           |  |        |        |           |
|  |          |         |           |  |        |        |           |
| Circulation--Adult Books and NF Videos         | 30473    | 30476   | 0%        |  | 298832 | 371241 | -20%      |
| Circulation--Adult Periodicals                 | 1053     | 960     | 10%       |  | 9861   | 11247  | -12%      |
| Circulation--Adult Feature Films & TV Shows    | 16257    | 20773   | -22%      |  | 168165 | 248359 | -32%      |
| Circulation--Electronic Games                  | 1315     | 1366    | -4%       |  | 11861  | 17466  | -32%      |
| Circulation--Adult Music CDs                   | 2155     | 3746    | -42%      |  | 22279  | 44008  | -49%      |
| Circulation--Adult Audio Books and Books on CD | 7776     | 7030    | 11%       |  | 89074  | 80517  | 11%       |
| Circulation--eReaders                          | 0        | 0       | #DIV/0!   |  | 0      | 7      | -100%     |
| Circulation--Other                             | 272      | 122     | 123%      |  | 1422   | 1259   | 13%       |
| Circulation--Adult Total                       | 59301    | 64473   | -8%       |  | 601494 | 774104 | -22%      |
|  |          |         |           |  |        |        |           |
| Circulation--YA Books and Videos               | 3109     | 2708    | 15%       |  | 29461  | 37135  | -21%      |
| Circulation--YA Periodicals                    | 37       | 5       | 640%      |  | 173    | 67     | 158%      |
| Circulation--YA Audio Books and Books on CD    | 575      | 509     | 13%       |  | 6511   | 6168   | 6%        |
| Circulation--YA Total                          | 3721     | 3222    | 15%       |  | 36145  | 43370  | -17%      |
|  |          |         |           |  |        |        |           |
| Circulation--Youth Books and Videos            | 25563    | 25108   | 2%        |  | 225785 | 300060 | -25%      |
| Circulation--Youth Periodicals                 | 129      | 52      | 148%      |  | 586    | 947    | -38%      |
| Circulation--Youth Music CDs                   | 239      | 365     | -35%      |  | 2302   | 4874   | -53%      |
| Circulation--Youth Audio Books and Books on CD | 2217     | 1695    | 31%       |  | 20533  | 18936  | 8%        |
| Circulation--Youth Total                       | 28148    | 27220   | 3%        |  | 249206 | 324817 | -23%      |
|  |          |         |           |  |        |        |           |

| Lawrence Public Library                            | November |           | Percent |  | YTD     | YTD       | Percent |
|--|----------|-----------|---------|--|---------|-----------|---------|
| Monthly Statistical Report                         | 2020     | 2019      | Change  |  | 2020    | 2019      | Change  |
|  |          | 2019-2020 |         |  |         | 2019-2020 |         |
|  |          |           |         |  |         |           |         |
| Circulation--Bookmobile                            | 760      | 1147      | -34%    |  | 7408    | 13846     | -46%    |
| Circulation--Book Lockers                          | 1653     | 790       | 109%    |  | 11989   | 10763     | 11%     |
|  |          |           |         |  |         |           |         |
| Circulation--Total Books                           | 59145    | 58292     | 1%      |  | 554078  | 708436    | -22%    |
|  |          |           |         |  |         |           |         |
| Circulation--Total Periodicals                     | 1219     | 1017      | 20%     |  | 10620   | 12261     | -13%    |
|  |          |           |         |  |         |           |         |
| Circulation--Total Audiovisual                     | 31728    | 37135     | -15%    |  | 332938  | 440230    | -24%    |
|  |          |           |         |  |         |           |         |
| Circulation Total                                  | 91170    | 94915     | -4%     |  | 886,845 | 1,142,291 | -22%    |
|  |          |           |         |  |         |           |         |
| Staff Assisted Circulation                         | 2531     | 3677      | -31%    |  | 25420   | 46873     | -46%    |
| Self Check Circulation                             | 42092    | 62049     | -32%    |  | 396559  | 774697    | -49%    |
| Percent Self Check                                 | 94%      | 94%       | 0%      |  | 94%     | 94%       | 0%      |
| Online Renewals                                    | 25464    | 15271     | 67%     |  | 223944  | 169455    | 32%     |
| Other Staff Checkouts                              | 90       | 95        | -5%     |  | 1044    | 1405      | -26%    |
|  |          |           |         |  |         |           |         |
| Requests Placed                                    | 19139    | 17651     | 8%      |  | 180841  | 221813    | -18%    |
| Requests Filled                                    | 17499    | 16656     | 5%      |  | 160809  | 203345    | -21%    |
| Requests Unclaimed                                 | 2291     | 2452      | -7%     |  | 23197   | 29657     | -22%    |
|  |          |           |         |  |         |           |         |
| Interlibrary Loan Items Borrowed for LPL Patrons   | 284      | 336       | -15%    |  | 2923    | 4582      | -36%    |
| Interlibrary Loan Items Loaned from LPL Collection | 448      | 468       | -4%     |  | 3779    | 6305      | -40%    |
|  |          |           |         |  |         |           |         |
| <b>OTHER LIBRARY SERVICES</b>                      |          |           |         |  |         |           |         |
| User Visits  | 15138    | 45782     | -67%    |  | 219421  | 594044    | -63%    |
|  |          |           |         |  |         |           |         |
| Public Computer Usage                              | 1486     | 5775      | -74%    |  | 23536   | 80141     | -71%    |
|  |          |           |         |  |         |           |         |

| Lawrence Public Library                       | November |           | Percent |  | YTD    | YTD       | Percent |
|---|----------|-----------|---------|--|--------|-----------|---------|
| Monthly Statistical Report                    | 2020     | 2019      | Change  |  | 2020   | 2019      | Change  |
|   |          | 2019-2020 |         |  |        | 2019-2020 |         |
|   |          |           |         |  |        |           |         |
| Adult Reference Transactions                  | 709      | 1338      | -47%    |  | 6789   | 15313     | -56%    |
| Young Adult Reference Transactions            | 0        | 683       | -100%   |  | 1894   | 10430     | -82%    |
| Youth Reference Transactions                  | 383      | 1184      | -68%    |  | 4655   | 14756     | -68%    |
| IT Desk                                       | 1034     | 685       | 51%     |  | 8365   | 13458     | -38%    |
| Welcome Desk                                  | 0        | 868       | -100%   |  | 2859   | 12999     | -78%    |
| Phone Calls                                   | 1072     | 1393      | -23%    |  | 12396  | 20208     | -39%    |
| Accounts Desk                                 | 1610     | 2618      | -39%    |  | 16769  | 33838     | -50%    |
| Mataerials Handling                           | 11       |           |         |  | 235    |           |         |
| Total Reference Transactions                  | 4819     | 8769      | -45%    |  | 53962  | 121002    | -55%    |
|   |          |           |         |  |        |           |         |
| Public-Sponsored Uses of Meeting Rooms        | 0        | 1024      | -100%   |  | 2317   | 10671     | -78%    |
|   |          |           |         |  |        |           |         |
| LPL Web Site Visits                           | 16132    | 18994     | -15%    |  | 205814 | 216156    | -5%     |
| Web Site Sessions                             | 37609    | 43262     | -13%    |  | 478583 | 526595    | -9%     |
| <b>RESOURCES</b>                              |          |           |         |  |        |           |         |
|   |          |           |         |  |        |           |         |
| Holdings--Total                               | 211027   | 203831    | 4%      |  |        |           |         |
| Holdings--Adult                               | 134621   | 128188    | 5%      |  |        |           |         |
| Holdings--Young Adult                         | 12985    | 12321     | 5%      |  |        |           |         |
| Holdings--Youth                               | 63421    | 63322     | 0%      |  |        |           |         |
| Holdings--Audiovisual                         | 44515    | 40625     | 10%     |  |        |           |         |
| Holdings--eReaders                            | 0        | 1         | -100%   |  |        |           |         |
| Holdings Added                                | 2559     | 2530      | 1%      |  | 26672  | 33375     | -20%    |
| Holdings Withdrawn                            | 1659     | 4496      | -63%    |  | 21908  | 40442     | -46%    |
| Holdings Net Change                           | 1201     | -371      |         |  | 7624   | -315      |         |
|   |          |           |         |  |        |           |         |
| <b>LIBRARY PATRONS</b>                        |          |           |         |  |        |           |         |
|   |          |           |         |  |        |           |         |
| Total Active Cardholders                      | 51129    | 54906     | -7%     |  |        |           |         |
| Cardholders Added                             | 389      | 397       | -2%     |  | 4789   | 6840      | -30%    |
| Cardholders Transacting                       | 11840    | 13941     | -15%    |  | 135444 | 161518    | -16%    |
| Percent of Cardholders Transacting            | 23%      | 25%       | -9%     |  |        |           |         |
|   |          |           |         |  |        |           |         |
| Total Number of Lawrence Residents Registered | 41669    | 44966     | -7%     |  |        |           |         |
| Percent of Lawrence Residents Registered      | 40%      | 45%       | -9%     |  |        |           |         |
|   |          |           |         |  |        |           |         |
|   |          |           |         |  |        |           |         |



| Lawrence Public Library                      | November |           | Percent |  | YTD    | YTD       | Percent |
|--|----------|-----------|---------|--|--------|-----------|---------|
| Monthly Statistical Report                   | 2020     | 2019      | Change  |  | 2020   | 2019      | Change  |
|  |          | 2019-2020 |         |  |        | 2019-2020 |         |
| <b>PROGRAMMING</b>                           |          |           |         |  |        |           |         |
| Number of Adult Programs                     | 10       | 23        | -57%    |  | 158    | 256       | -38%    |
| Number of Young Adult Programs               | 7        | 18        | -61%    |  | 88     | 187       | -53%    |
| Number of Youth Programs                     | 88       | 79        | 11%     |  | 583    | 800       | -27%    |
| Total Programs                               | 105      | 120       | -13%    |  | 829    | 1243      | -33%    |
| Adult Program Attendance                     | 291      | 411       | -29%    |  | 4387   | 9345      | -53%    |
| Young Adult Program Attendance               | 93       | 435       | -79%    |  | 2642   | 5232      | -50%    |
| Youth Program Attendance                     | 3145     | 2294      | 37%     |  | 35792  | 35756     | 0%      |
| Total Program Attendance                     | 3529     | 3140      | 12%     |  | 42821  | 50333     | -15%    |
| <b>STAFFING</b>                              |          |           |         |  |        |           |         |
| Total Paid Staff, in Full-Time Equivalents   | 63.09    | 68.29     | -8%     |  |        |           |         |
| ALA-MLS Librarians, in Full-Time Equivalents | 18.9     | 18.05     | 5%      |  |        |           |         |
| Number of Employees--Total                   | 80       | 91        | -12%    |  |        |           |         |
| Number of Employees--Full-Time               | 45       | 47        | -4%     |  |        |           |         |
| Number of Employees--Part-Time               | 35       | 44        | -20%    |  |        |           |         |
| Terminations                                 | 0        | 1         | -100%   |  | 11     | 22        | -50%    |
| Hirings                                      | 0        | 4         | -100%   |  | 5      | 26        | -81%    |
| Volunteer Hours                              | 0        | 566.4     | -100%   |  | 1282.3 | 8163.1    | -84%    |
|  |          |           |         |  |        |           |         |

# Select Online Statistics

## **Kanopy:**

Users - 904

Visits - 9614

Pages - 11990

Plays - 2139

## **Lynda.com:**

Active users - 2991

New users - 26

Users who logged in - 80

Total logins - 360

Hours viewed - 121.11

Hours viewed/user who logged in - 1.51

Hours viewed per login - .34

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

This is my last report of this unprecedented year. As I look back at the past several months, I am proud of how our library has weathered a global pandemic. Forced to close on March 13, we hunkered down and kept staff safe in a scary world full of unknowns about a mysterious virus. We moved swiftly to push digital content to our community. We increased access to our digital resources like Hoopla and Kanopy. Storytime went online. Staff meetings switched to Zoom.

By mid-May, we were allowed to reopen and began our experiments with getting physical materials back into people's hands. We delivered them in our circle drive for a few weeks until we reopened the building to allow people to pick up holds inside. Seeing people walk back into the building for the first time in months was a joy. I witnessed in our front lobby people finding small pleasures they could experience safely.

After much deliberation and careful planning, in late June we allowed more access to our collections. People could browse our shelves and choose their own books, pick up their holds themselves. We stood up a small computer lab in our auditorium. Shields and PPE kept (and keep) our staff safe.

We have continued since late June in this conservative yet I think successful operational mode. We are providing basic services and our exceptional customer service in the midst of a global pandemic and doing it safely. I celebrate the hard work and commitment to library services our staff has shown through these stressful and unsure times. We should be proud of the job we have done to this point.

Additionally, while we have been hunkered down, we have been charting our course for the future of the library as we emerge from this pandemic. We have reorganized our leadership team and added new positions (see the attached updated organizational chart). We have broken our tech team into two teams—one to serve the public, the other to better address our core technology infrastructures. I am excited about the changes we have made and look forward to how our Diversity Coordinator and Employee Engagement Coordinator will support our staff.

I look forward to 2021 and watching how our library evolves in the coming months. I am hopeful and optimistic about our future.

Respectfully submitted by Brad Allen, December 17, 2020

## **Monthly Departmental Reports**

### **December 2020**

#### **Accounts: .**

We continue staffing the desk and phone room following Phase 3 guidelines. The lobby drop has been replaced with a closed and locked return bin borrowed from FLPL. Though the smaller bin requires more frequent emptying, a locked bin is a more secure option for patron returns. Curbside pick up for patrons in high risk COVID categories continues. We are researching software packages for handling a more extensive curbside service in the event the library is forced to close again. Several pieces of software designed specifically for scheduling curbside pick up and communicating with patrons via SMS have come on the market in the last several months.

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

Cataloging was down one full time staff member on medical leave and our volunteer through most of November and the first two weeks of December, but with the help of Accounts staff, were able to keep up with processing demands. We launched two new collections: the laptops and hotspots as part of the Digital Equity Project, and collection of AV tool kits. The AV tools collection includes VHS and cassette tape to digital converters, video cameras, and disc drives that patrons can check out for two weeks.

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

We wrapped up our Big Read/Read Across Lawrence programming on December 9th and submitted the final report. We should receive \$1870 for the remaining costs of the \$10,990 grant. Because of COVID we were about \$400 short of our initial grant ask. Our total attendance for programs was 660 folks. This includes the Louise Erdrich program in March.

Kathleen and Kristin met with Chapel Hill Public Library Director Susan Brown about their outreach program and in particular their vehicle, The Circulator. They chose to create a "closet on wheels" for optimum flexibility. Brad and Kathleen and Kristin talked about creating a more specialized vehicle, but we want to make sure that we don't paint ourselves in a corner regarding its use. Brad, Kathleen, and Kristin met with KU Architecture Professor Nils Gore to talk about KU students designing and building a vehicle. Right now we're looking at step trucks that don't require a commercial driver's license. Kristin is working on an inter-departmental plan that will resume our outreach efforts in March.

We've also been working on upcycling our old banners to make book bags that marketing can sell in the spring. Keep an eye out in February!

## Monthly Departmental Reports

### December 2020

#### Facilities:

Our department continues to perform all tasks required to keep the building, patrons, and staff as safe from germs as possible. Needlepoint bipolar ionization technology was installed in our HVAC systems as an additional improvement to building health. Working with the "What's Next? Planning Team", we've helped with a few small improvements to the public work spaces such as additional stanchions to prevent "leaners" and adding marking tape and signage to discourage "close talkers".

#### Information Services:

The CARES Act-funded digital equity project officially launched at the beginning of this month, and we've been working to help community members apply for Lifeline and get connected with Midco to get set up for a year of free internet service, as well as to get laptops and hotspots out to partner agencies. As the healthcare marketplace open enrollment wraps up (we've been helping to facilitate remote access to marketplace navigators), we've been in conversation with additional community partners about being a site where community members can access remote meeting technology to receive services, such as tax return preparation through the VITA program, that assist low-income individuals. Theresa Bird gave a presentation to city and county staff about the MyStrength app, a mental health resource which is free to Douglas County residents.

#### Marketing:

Welcome our two new marketing interns — Precious Santana and Kevin Mboma — to the library! Both will begin their internships in info-gathering mode and shadowing me in various department meetings. Next, we'll identify their interests and strengths and match those with special projects that we'll build and design together that help promote the collections, resources, services, and programs the library offers and identify communities we aren't reaching. Precious and Kevin will also assist Tech Staff in the Computer Lab. They come to us through KU's Office of Multicultural Affairs [Hawklark Program](#). Both are paid positions using Federal work-study funds. Continuing work on the What's Next Team (our COVID-19 response team) and Outcomes/Evaluations Task Force. Heather has started providing back-up assistance to Tech Staff in the Computer Lab on MON, THU, and FRI each week from 4-5 PM and continues working in-house for a Front Door shift on Tuesdays. Our winter issue of [The Reader](#) is on desks and rolling out into the community. We've heard "I heard you on the radio!" feedback about library radio ads on KLWN and KISS FM! Assisted with our [Digital Equity Project](#) to coordinate a media release (thanks, Kathleen!) and webpage, social media, emails, and in-house messaging. Helped set up the new [Audio-Visual Tools browse page](#) and continued work with Polli Kenn in Readers' Services planning weekly content for their Book Blasts. Soon, Leah Newton, Readers' Services Assistant, will get training in Orange Boy and then inherit the

## Monthly Departmental Reports

### December 2020

weekly newsletters that go out to all adult readers. A new [LJW Library Page](#) published on 12/2 with holiday gift ideas that support the Library Friends & Foundation and a call to participate in the 2021 Book Squad Reading Challenge which yielded an increase in people wanting to participate as well as more requests to get personalized reading recommendations — cool! Heather is also in process of completing the library's homelessness training before the end of the year.

**Materials Handling:** We are pleased to announce that Ian Stepp will take on the position of Materials Handling Coordinator. Ian has continually pursued new opportunities in library service during his five years working at the Lawrence Public Library and will now add a third department to build on his exceptional work in Info Services and Readers Services. Ian also brings with him experience supervising teams in a previous leadership position and developed excellent technical skills working for Verizon. Ian will be training with Erica Segraves for his new role in the next two weeks before she transitions to her new role as Employee Engagement Coordinator.

**Readers Services:** Regular services have been ongoing, with all programming on Zoom and social media engagement weekly. Our staff is onsite a number of hours, so we are also able to provide in-person (distanced) readers' advisory. Leah Newton will be overseeing the weekly RS Newsletter, transitioning it from Heather as soon as she is able. The newsletters have had a positive effect, and we've all seen an increase in interest in book clubs and an influx of patrons requesting Personalized Reading Recommendations.

Ian Stepp will be leaving his role in Readers' for the MH coordinator starting December 21st. Hiring has been put on hold indefinitely until some details about the position have been worked out, so Kimberly, Ilka and Polli will cover those hours for the foreseeable future.

### Technology:

Technology Department is working through the process of being split into two new departments: an IT Department and a new Public Technology Services Department. The IT Department will be led by Aaron in the role of IT Coordinator. We are pleased to announce that Jim Barnes, previously the Sound+Vision Studio Specialist, was selected as the new Public Technology Services Coordinator. Jim and Aaron are meeting regularly and working on transitioning leadership of the public services operation to Jim.

Technology staff have been working closely with Cataloging and Collection Development and Info Services on the launch of the Digital Equity project, preparing laptops and hotspots for checkout to patrons and distribution to partner agencies. All the laptops were checked out

## **Monthly Departmental Reports**

### **December 2020**

within days - this will be a popular collection!

The BPAG grant funded outdoor Wi-Fi deployment is complete. Early indications are that the coverage is excellent. The SSID to look for is "Lawrence Public Library". Wi-Fi access hours are currently limited to 7am-10pm.

## **Friends & Foundation Director's Report – December 18, 2020**

The November 23<sup>rd</sup> meeting was the final meeting for the Friends & Foundation board in 2020. Our first year as unified organization was certainly unforgettable. Despite the unprecedented events of 2020, what clearly emerged is that the Friends & Foundation are, without a doubt, better together. Our board, volunteers, and staff rolled up their collective sleeves and rethought how we can help the library weather the COVID storm. And we were pretty darn successful! Here is a quick recap of 2020 highlights.

### ***It started really well...***

**Merger Celebration.** On January 19, Friends & Foundation volunteers and supporters gathered to officially launch the newly merged organization. We enjoyed live music from the Beer Bellies, scored a pair of really cool socks, and celebrated the new board led by Mary Burchill, our stellar chair who has served as a library volunteer for nearly 50 years.

**After Hours at the Library.** We hosted another successful After Hours at the Library party for Leap Day. This huge community lift came together with the help of 21 sponsors, 12 local restaurants, 18 basket donors, 80+ volunteers, and hundreds of attendees and supporters. In all, this event raised \$37,000 for the library.

### ***Then March arrived and it all changed...***

**Book Sales.** Angela and the book sale volunteers put together an incredible plan to keep our book sale operations going. They pioneered Facebook Live book sales, kept the Amazon and eBay operations thriving, and developed an impressive safety protocol that allowed volunteers to continue accepting and processing book donations. By the end of October, book sales had raised more than \$92,000 for the library.

**Online Fundraisers.** Thanks to the ingenuity of the Friends & Foundation's fundraising committee and the support of our good friend Deja Brooks, we hosted Anti-Viral BINGO and a special Drag BINGO for Banned Books Week. These two events raised \$2,200 for the library. Together with Jeff and Mary Weinberg, Deja stepped up again, this time for Summer Reading. The Party in Place raised \$10,000 to help the library meet the community's demand for digital resources.

**CARES Act Assistance.** The Friends & Foundation was fortunate to receive a total of \$28,700 in operating support through the federal CARES Act. Its application for a Payroll Protection Program loan provided \$21,200 in relief. In addition, a special CARES Act grant through Kansas Humanities added \$7,500 to support our staff.

**Parks Project.** One of the bright spots of 2020 was the Lawrence Parks Project. To date, this effort has raised more than \$28,000 for the library through sales of postcards and posters. A huge "thank you!" goes to Mary Gage for her creative thinking and unrelenting work to help make this project a success. In addition, Logan's logistical brilliance made it all happen: she created an online store, set up a distribution system



with the library's Accounts department, and drove to Topeka nearly every Friday to pick up posters.

**Florence Eggert.** The Friends & Foundation were honored to receive a \$178,000 bequest from longtime library patron Florence Eggert. She was so impressed with the service she received from the library that she directed that her gift be used for staff bonuses. It is a wonderful tribute.

**Retirement Boot Camp.** The Friends & Foundation's Retirement Boot Camp program has officially completed its first year. Weekly and monthly events, including BINGO, Coffee Break, Downsizer's Club, Dessert and a Movie, and Wine Around the World, have been enthusiastically received. Most importantly, our retirees report that these programs have kept them engaged and feeling less isolated during the pandemic. "Drill Sergeant" Cathy Hamilton is the brains and energy behind this program and deserves all the credit for its success.

***And there's more to come...***

Our most recent financial reports show that the Friends & Foundation have received direct public support of \$583,000 as of November 30th. Amazing! This includes proceeds from book sales, fundraising events, restricted and unrestricted donations. Our success is reflective of a community that loves and trusts its public library.

Our year-end campaign has been phenomenal. We received a \$30,000 matching grant from the Harrison Family Fund and another generous Lawrence family. I'm happy to report that we've met the challenge! We currently have a second \$2,000 matching challenge going on through the Douglas County Community Foundation to support free books for kids as part of the library's outreach effort. That campaign is 50% funded. With about two weeks to go until the end of the year, I am optimistic we will successfully meet this challenge as well.

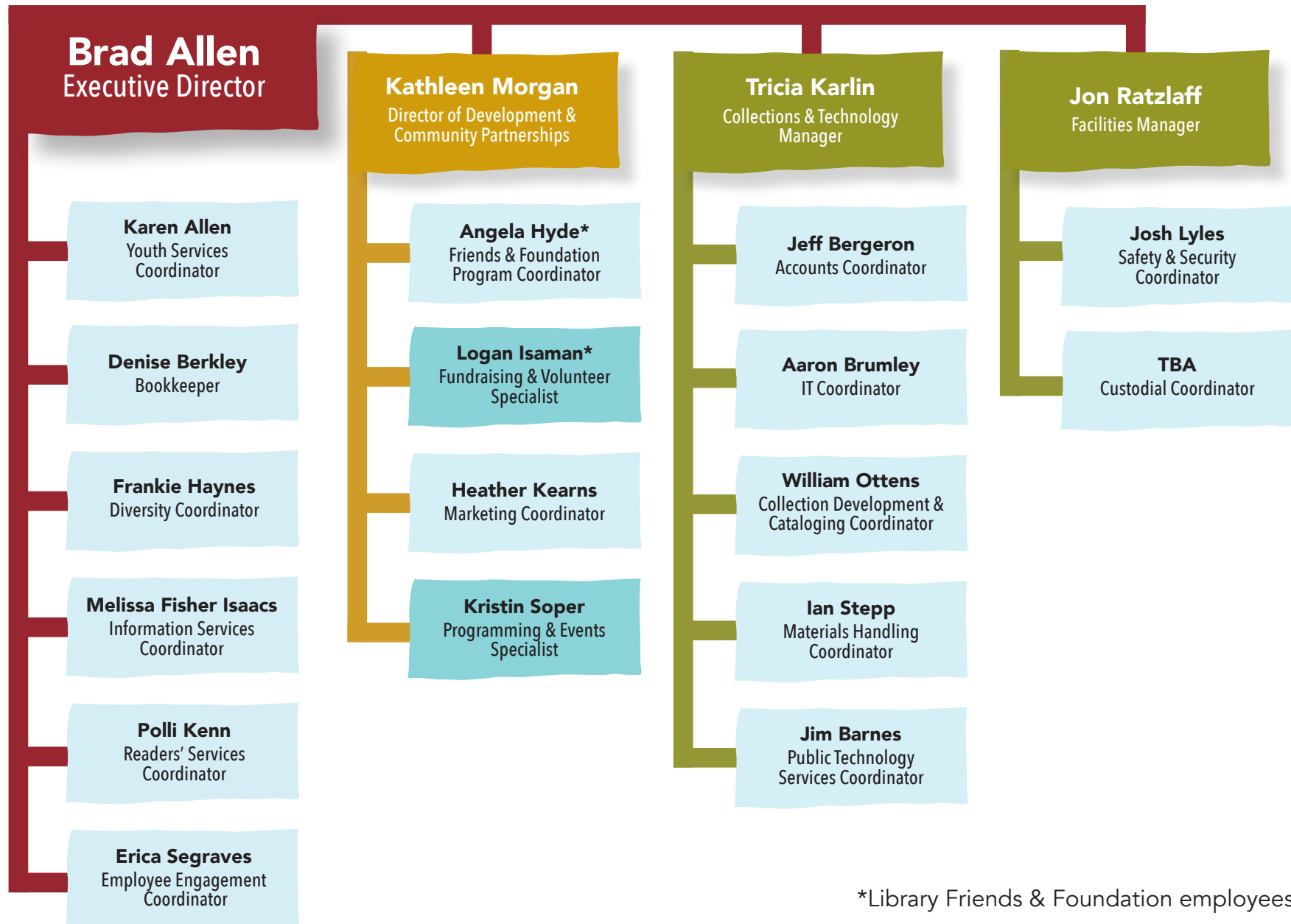
We are so fortunate to have board members, volunteers and community members who stepped up and helped us get through 2020. A huge, over-the-top shout out goes to Logan, Angela, and Cathy for their incredible work. Their commitment to the library, positive attitude, perseverance, and excellent organizational and management skills have made the Friends & Foundation stronger than ever.

Here's to a big finish for 2020. Here's to bluer skies (and a vaccine!) in 2021. Here's to YOU. Thanks so much.

A handwritten signature in blue ink that reads "Kathleen".

# Organizational Chart

Effective November 2020



## MEMORANDUM

To: Lawrence Public Library Board of Trustees

From: Erica Segraves, Employee Engagement Coordinator

Subject: Revisions to the Employee Handbook

Date: December 18, 2020

I would like to propose edits to the Employee Handbook so the following updates are included:

- adding a line allowing the Employee Engagement Coordinator access to personnel files.
- creating a new 80% Full-time employee status so that timesheets, holidays, and benefits are constant for our employees that work 30-39 hours per week.
- allowing employees with serious or life-threatening illnesses in their immediate family to no longer have an 80 hour cap on how much of their personal sick leave they are allowed to use.

Edits/additions are shown in blue font and can be found on pages 9, 11, 13, 14, 15, 16, and 18.

To provide a little more insight into the new employee status, we have recently had part-time employees bump up past the 30 hour mark and full-time employees drop down to 32 hours. That created an inconsistency for accounting and benefits. The newly proposed 80% Full-time person is defined as someone working between 30-39 hours and is eligible for the library's benefit package, subject to terms, conditions, and limitations of each benefit program as is the Regular Full-time employee. The 80% Full-time employee will:

- accrue vacation at a prorated amount based on their grade (grades 16 and up will get 128 hours a year and grade 1-15 will get 78 hours a year) and have a cap of 240 vacation hours.
- accrue sick leave at a prorated amount and have a cap of 720 hours
- receive a personal day of 6.5 hours to be used by the end of the year it was given.
- not be eligible for holiday pay unless they normally work that holiday.
- be paid on the same pay schedule as the Regular Part-time employee.

# Lawrence Public Library Employee Handbook

The Library Employee Handbook, and the policies contained therein, was first approved by the Library Board of Trustees (the Library Board) on July 17, 1995. This revised edition of the Handbook was adopted by the Library Board on January 15, 2018. The Library Board may amend this Handbook and its provisions at any time; the new or revised provisions shall apply to all Library employees. Revised April 15, 2019.

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## **ABOUT THE LIBRARY**

### **Mission Statement**

Imagine more: a place to learn, connect, create, and grow.

### **Vision Statement**

Our community thrives through learning, innovation, and opportunity.

### **Strategic Initiatives**

#### **Learning**

- The Library is a place where people can learn together.
- The Library is a learning organization for staff.

#### **Innovation**

- The Library will continually rethink traditional library services.
- The Library will establish a process for outcomes evaluation.

#### **Opportunity**

- The Library will inspire people to connect more deeply as a community.
- The Library will empower residents to connect with the opportunities in their community.
- The Library will explore public/private collaborations in order to strengthen its organizational structure.

### **Values**

- Respect for people. We treat everyone, and each other, as valued individuals.
- Access to information. We ensure access to information for people of all ages, abilities, and means.
- Freedom of information. We protect the freedom to read and view all library information.
- Community Engagement. We embrace our role as a community anchor.
- Quality. We strive to deliver the highest quality services possible and pledge to be friendly, approachable, and knowledgeable.
- Core services without charge. We provide basic library services free of charge.
- Stewardship. We hold ourselves accountable for the efficient and effective use of all resources — people, time, assets, and funds.

### **Governance**

Established in 1904, the Library provides library service to the community and to residents within the boundaries of the Northeast Kansas Library System. The Library is governed by a volunteer Library Board of Trustees consisting of seven members, each of whom is appointed by the Mayor. The Mayor is an ex-officio member of the Library Board.



The Library Board is responsible for approving and overseeing the annual budget, ensuring that adequate funds are available for operations, hiring and evaluating the Executive Director, advocating for the Library, setting the strategic direction of the Library, and creating and approving policies.

The Library Board typically meets monthly on the third Monday of the month. Library Board meetings are public meetings and are open to the public and staff.

### **Financial Support**

The Library receives a majority of its funding from property taxes levied within the City of Lawrence. Additional funds are received from overdue fees, State Aid, grants, and proceeds from endowment funds. The Library's fiscal year is a calendar year.

## **EMPLOYMENT**

### **At Will Employment**

The Library is an at-will employer and Library employees are at-will employees. An employee may resign at any time, and the Library may terminate employment at any time for any legal reason, with or without notice. Nothing in this handbook or any other document provided to the employee should be considered a contract or promise of continued employment.

### **Equal Employment Opportunity**

The Library provides equal employment opportunity to all employees and applicants for employment without regard to race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, veteran status, or any other reason prohibited by law. This policy applies to all aspects of employment including hiring, promotion, demotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Library expressly prohibits any form of unlawful employee harassment or discrimination based on any of these characteristics.

### **Disability Accommodation**

To ensure equal employment opportunities to qualified individuals with disabilities, the Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the Library. This policy governs all aspects of employment, including application, selection, job assignment, compensation, discipline, termination, and access to benefits and training. An employee or applicant who may require reasonable accommodation should contact a supervisor or the Executive Director.

### **Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who

are rehired must also complete the form if they have not completed an I-9 with the Library within the past three years, or if their previous I-9 is no longer retained or valid. Employees may contact the Accounting Specialist for more information.

## **Recruitment and Hiring**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library will be based on qualifications for the job. Only applicants who meet the minimum qualifications will be considered.

The Library will advertise openly for most positions, but may on occasion and with the approval of the Executive Director, open a position to internal candidates only.

All job openings (except for those limited to internal candidates) will be advertised on the Library website. To attract the most diverse pool of applicants, openings may also be advertised by other means. Depending on the position, openings may be advertised at state, regional, or national levels.

Current employees may apply for open positions for which they meet the required qualifications without advance approval from their current supervisor. If hired for a different position, they are asked to give adequate notice as described below under Resignation.

The Executive Director may transfer or reassign employees to positions of the same classification in response to the needs of the organization and the abilities of staff members.

## **Child Labor**

The Library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas statutes. As a general practice, the Library hires persons aged 16 and older.

## **Immediate Family**

Immediate family is defined as: parent, spouse or domestic partner, sibling, child (either natural, by marriage, adopted, or foster), grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, brother-in-law, son-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, aunt or uncle, or any other person residing in the same household.

## **Hiring of Relatives**

Members of an employee's immediate family who meet job qualifications may be considered for employment provided that employment creates no supervisory relationship between the two family members.

Two employees who marry or otherwise become members of each other's immediate family will be treated according to these guidelines.

## **Employment Reference Checks**

Hiring supervisors should make every effort to check employment references of potential employees to verify their application information and determine suitability for the job. An applicant who is found to have knowingly falsified credentials or supplied misleading information will not be offered a position.

A criminal background check will be conducted for any potential employee who will be working primarily with children, providing security service, or having access to Library bank accounts. Only job-related convictions will be considered.

Potential employees shall be required to execute a written "Authorization and Release" in which they authorize the Library to obtain the criminal background check referenced above and to also conduct a thorough investigation of the potential employee's educational, employment, and work history records and transcripts.

## **PAYROLL AND COMPENSATION**

### **Compensation Philosophy**

The Library's policy, subject to budgetary constraints, is to pay wages and salaries that are competitive with those paid for like jobs at regional public libraries of similar size and at comparable positions within the city of Lawrence, and to maintain internal equity among positions. "Internal equity" for purposes of the policies described in this Handbook, refers to how jobs compare to one another within the Library, as opposed to how those jobs might compare to similar jobs outside the Library. Salary increases are based on budget allocations, market conditions, length of service, and job performance. Increases normally take effect at the beginning of the calendar year. Pay increases are not routine or automatic.

The salary schedule is reviewed periodically to ensure that pay grades correspond to general market conditions. The current classification system and pay scale is available on the staff Intranet.

Compensation for new hires is usually the minimum base rate of pay for the position for which the employee is hired. The Executive Director may approve starting salaries up to the midpoint to compensate for an employee's prior experience or advanced training as long as internal equity is maintained.

### **Classification of Positions**

All positions are classified for compensation purposes according to standard criteria, including education level and experience required, complexity of work, working conditions, impact of end results, and the consequences of error. Positions are assigned to a pay grade based upon the classification. When a substantial change in the assigned functions of a position occurs, it may be reviewed for potential reclassification. The *Lawrence Public Library Pay Plan*, showing the classification of positions and paygrades, is posted on the staff Intranet.

## **Employment Categories**

Each position is assigned to an employment category:

REGULAR FULL-TIME employees are regularly scheduled to work 40 hours per week on a continuing basis. They are eligible for the Library's benefit package, subject to the terms, conditions and limitations of each benefit program.

REGULAR 80% FULL-TIME employees are regularly scheduled to work 30-39 hours per week on a continuing basis. They are eligible for the Library's benefit package, subject to the terms, conditions and limitations of each benefit program.

REGULAR PART-TIME employees are regularly scheduled to work at least 20 hours per week, but less than 30. Regular part-time employees are eligible for some of the benefits sponsored by the Library, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are regularly scheduled to work less than 20 hours per week. They receive all legally mandated benefits (such as Social Security and worker's compensation insurance), but are ineligible for the Library's other benefit programs, except as expressly stated in this document.

SUBSTITUTE employees are former employees who work on an as needed basis to fill critical short-term gaps in staffing. There is no regular schedule or expected minimum number of hours associated with this position; substitute employees may work no more than 19 hours in any workweek. They receive all legally mandated benefits (such as worker's compensation insurance and Social Security), but are ineligible for the Library's other benefit programs, except as expressly stated in this document. They are paid at the base rate for a Library Assistant II. A substitute who is not scheduled during a 12-month cycle may be removed from the payroll.

TEMPORARY employees are hired for a period of 6 months or less as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Temporary employees retain that status unless and until notified of a change. Temporary employees receive all legally mandated benefits (such as worker's compensation insurance and Social Security), but are ineligible for the Library's other benefit programs, except as expressly stated in this document.

ACTING employees may be assigned or hired in an interim capacity to fill a position at the level of Coordinator or above. Such an assignment is generally for a period of 6 months or less. While assigned to an "Acting" position, the employee will be paid at the minimum rate of the assigned salary range (or at their current rate if it is higher) and will receive corresponding benefits. The Library Board may make other agreements if hiring an Acting Director.

## **Work Week Defined**

The Library's work week begins Sunday and ends Saturday. The work week for a regular full-time employee is 40 hours per week.

## **Breaks**

Employees are allowed a 15-minute paid break during each continuous 4-hour shift. Breaks may not be accumulated, added to lunch hours, or used to compensate for late arrivals or early departures from work. Supervisors may assign break schedules or allow employees to self-schedule. In order to maintain proper service levels, there may be times when breaks cannot be taken.

In addition, nursing mothers are allowed reasonable time to express breast milk for their nursing children for up to one year following a child's birth. Additional breaks taken for nursing are not paid work time.

## **Meal Periods**

Employees who work more than 6 hours in a single shift are expected to take an unpaid meal break of 30 minutes to an hour. Within these guidelines, supervisors may set the time and length of meal breaks for their staff. Employees are considered to be released from duty during their lunch period unless otherwise instructed. If a supervisor requires an employee to work or remain on call through a meal break, it is considered work time.

## **Timekeeping**

Employees are responsible for recording time worked and leave used in the Library's timesheet system. Time worked is all time spent performing assigned duties, not including meal times. Arrival and departure times should be recorded within the nearest 5 minutes. All absences from work schedules should be accounted for. Employees may not volunteer to perform additional work on an unpaid voluntary basis.

Timesheets are to be completed and approved by the employee and by the supervisor before each monthly deadline set by the Executive Director. Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Overtime work must be approved before it is performed, except in emergency situations, in the manner set forth in the immediately following section on "Overtime."

## **Overtime**

Overtime occurs when a nonexempt employee works in excess of 40 hours in a single workweek. Only hours actually worked that week are counted when calculating hours for overtime. Paid leave, such as sick, holiday, or vacation leave, does not count as time worked.

It is the Library's policy to keep overtime to a minimum. Except in emergency situations, all work performed in excess of 40 hours a week by nonexempt employees must first be authorized by the supervisor and the Executive Director. Employees working overtime without approval may be subject to disciplinary action.

Full-time nonexempt employees will normally receive compensatory time off at a rate of 1.5 hours off for each overtime hour worked. In exceptional instances, they may instead be compensated at 1.5 times their regular hourly pay for overtime work. 80% Full-time employees and Part-time staff are paid at a rate of 1.5 times their regular hourly pay if they work overtime.

Employees may ask to use overtime compensatory time at any time that does not unduly disrupt Library operations, provided they provide adequate notice to their supervisor. Using compensatory time promptly is recommended.

Upon termination, the employee will be paid for unused overtime compensatory time at their final rate of pay.

Certain positions are classed as exempt based on their professional, administrative, or executive duties as defined by the Fair Labor Standards Act. Exempt positions are not compensated for work beyond 40 hours per week. Each job description specifies whether a job is classified as exempt or nonexempt from the FLSA overtime pay provisions.

### **Holiday Premium Pay**

Nonexempt employees who are assigned to work when the Library is closed for a holiday will receive premium pay at one and one-half (1.5) times their regular hourly rate for all hours actually worked. In addition, they receive any holiday pay they are eligible for according to holiday pay provisions of the Employee Handbook.

Premium pay for holiday work will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments. Supervisors will determine which holidays and closed days require coverage. Schedules will be set by supervisors.

### **Inclement Weather**

When the Library is officially closed due to inclement weather or other emergency conditions, the time off from scheduled work will be paid.

If the Library remains open during inclement weather, anyone unable to report to work due to weather conditions will be charged annual leave time (not including sick leave). If a staff member has no annual leave time, the time must be counted as leave without pay and cannot be considered sick leave.

### **Paychecks**

Library employees are paid by direct deposit once monthly on or before the last banking day of the month. If a payday falls on a holiday observed by the Library, deposits will be made on the last business day prior to the holiday. Employees who are unable to use direct deposit will be paid via a pay card. On each payday, employees will receive a statement showing gross pay, deductions, and net amount deposited.

## **Payroll Deductions**

Income withholding taxes, social security and Medicare taxes, and state retirement (KPERS) contributions are withheld from each employee's paycheck as required by law. Authorized health insurance premiums are also withheld at the request of the employee. Other voluntary deductions may be withheld at the employee's request.

## **Administrative Pay Corrections**

Employees should review each pay statement and immediately report any errors to the Accounting Specialist. If an error is discovered, the Library will make adjustment on the next paycheck.

## **PERSONNEL RECORDS**

### **Changes in Personnel Information**

Employees are responsible for keeping their personnel information current and accurate. Employees should promptly notify the Accounting Specialist of any change in personal data, such as change of name, address or telephone number; emergency contact; beneficiary designation; military status; educational accomplishment; or other change in benefits or exemptions.

### **Personnel Files**

The Library maintains an official personnel file on each employee in the Accounting Specialist's office. The personnel file contains records related to performance and training as well as other records used for hiring, promotion and disciplinary decisions. It will not include reference checks, medical records or investigation files.

Personnel files are the property of the Library, and access to the information they contain is restricted. With reasonable advance notice, employees may review their own personnel files in the presence of the Executive Director or their designee. Other than the employee, access to an employee's personnel file is limited to the Executive Director, [the Employee Engagement Coordinator](#), the employee's supervisor or prospective Library supervisor. The file may not be removed from the Accounting Specialist's office, but copies may be requested in writing by the employee and provided only to that employee. Employees who wish to review a personnel file should contact the Executive Director.

### **Medical Confidentiality**

Medical information on individual employees is treated confidentially. The Library will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

## TIME OFF BENEFITS

Please note that a chart entitled *Eligibility for Time Off and Other Benefits* that summarizes eligibility for the benefits described in this section of the Handbook may be found on the staff Intranet.

### Holidays

*Paid Holidays:* The Library recognizes the following days as paid holidays:

New Year's Day, January 1  
Easter Sunday  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, first Monday in September  
Thanksgiving Day, fourth Thursday in November  
Day after Thanksgiving  
Christmas Eve Day, December 24  
Christmas Day, December 25

Regular full-time employees are paid for these holidays. [Regular 80% full-time employees and regular part-time employees are paid for the hours they would normally work on the day of the holiday.](#) Holiday pay is equal to an employee's regular rate of pay rate.

*Holiday Compensatory Time:* In addition to paid holidays, full-time, [80% full-time](#), and regular part-time employees also receive a holiday compensatory day for Martin Luther King Day, President's Day and Veterans Day (pro-rated for [80% full-time and part-time staff](#)).

Full-time staff who would not normally work the day of a paid holiday are granted equivalent time off as holiday compensatory time.

No holiday compensatory time is given in advance of its being earned. Holiday compensatory time earned through November must be used prior to the end of the calendar year in which it is earned. Holiday compensatory time earned in December may be carried over into the next calendar year. Unused holiday compensatory time will be forfeited.

*Additional Closed Days:* When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. Employees are not compensated for these additional closed days, except that Monday may be designated as the paid holiday when the holiday falls on Sunday.

From time to time and for certain special occasions, the Library Board may designate other days as special holidays or closings.

*Working on a Holiday. See Holiday Premium Pay above.*



## **Vacation Leave**

The Library provides paid vacation leave to full-time and regular part-time employees. Employees are encouraged to take this time away from work to relax and refresh, to pursue outside interests, or to take care of personal matters.

Vacation leave accrual rates are as follows (please refer to the "Lawrence Public Library Pay Plan" posted on the staff Intranet for a listing of pay grades):

Full-time:

Grade 16 and higher: 160 working hours (20 days) vacation per year.

Grades 1-15: 96 working hours (12 days) vacation per year, plus 8 additional working hours (1 day) per year to be accumulated starting the sixth year of service, to a maximum cumulative total of 160 working hours (20 days).

80% Full-time:

Grade 16 and higher: 128 working hours (16 days) vacation per year.

Grades 1-15: 78 working hours (9.75 days) vacation per year.

Regular part-time:

All grades: Leave accrues on a pro-rated basis using a full-time rate of 96 working hours (12 days) vacation per year as the base. There is no increase based on years of service.

Vacation leave begins accruing on the employee's date of hire or transfer to a vacation-eligible position. Accruals are posted to an employee's account at the end of each payroll period. If an employee is paid for any portion of the pay period, accrual is earned.

Vacation leave may not be used before it is accrued and posted. No vacation time may be taken during the first 6 months of service.

Full-time and 80% full-time employees may accumulate vacation time to a maximum of 240 hours (30 days); part-time employees to 150 hours. No additional leave will be earned after reaching the maximum until leave time is used and the balance falls below the maximum.

When a staff person moves from a part-time position to a full-time position, their vacation rate will accrue at the base rate for the new classification. Vacation accruals will not be adjusted based on the number of years of part-time employment.

When a staff person moves from a full-time position to a part-time position, the employee will be paid for any vacation accrued in excess of the maximum accumulation permitted in the new position.

No vacation time is accrued by an employee while on leave of absence without pay.

Employees are asked to give adequate notice of at least two weeks when requesting vacation. Leave may be requested in units of not less than one hour. Supervisors will approve or deny requests based on department needs and requests received.

If an employee becomes ill while on vacation, they may not refund vacation for sick leave. Library-recognized holidays which occur during an employee's vacation leave will be counted as a holiday, not a day of vacation.

To allow for a smooth transition of duties, vacation leave is not usually approved during the final 2 weeks of employment. Vacation leave cannot be used as the last day of work.

Employees with at least 6 months of service will be paid for any accrued but unused vacation when their employment ends.

### **Sick Leave**

Full-time employees accrue 8 hours of sick leave per month; this amount is pro-rated for 80% full-time and regular part-time employees.

Accrued sick leave may be used for these purposes:

- Personal illness, injury, accident or other physical incapacity, occurring either on or off the job;
- Medical, dental, and vision appointments and treatments;
- Childbirth, recovery, or related complications;
- Illness in the immediate family (up to a maximum of 80 hours leave per calendar year, pro-rated for part-time employees).
- Serious or life-threatening illness in the immediate family (without a maximum amount of hours per calendar year).

Sick leave may also be used to cover parental leave as per the Parental Leave Policy.

Employees should request sick leave with as much advance notice as possible. When they are unable to report to work due to personal or a family member's illness or injury, employees should notify their supervisor at least an hour prior to the start of a scheduled shift if at all possible. The Library may require that a statement from a physician be provided by an employee as verification of an illness. Sick leave may be requested in 1-hour increments.

Sick leave may not be used before it is earned. No sick leave is accumulated while on leave of absence, but may be reinstated upon return to work.

Unused sick leave time may be accumulated to a maximum of 720 hours (pro-rated for regular part-time employees). Upon separation with at least 6 months of service to the Library, the employee will have one-quarter of the accumulated sick leave converted to vacation and receive payment for that leave.

When a staff person moves from a full-time position to a part-time position, the employee will be paid for one-quarter of the hours accrued in excess of the maximum accumulation permitted in the new position.

If an employee is receiving payments from Workers Compensation due to a work-related disability, sick leave payments will be made in an amount which will bring the combined payments of both sick leave and Workers Compensation to a maximum of 100 percent of the employee's regular salary. In such cases, only the actual percentage of sick leave time used will be deducted from the employee's accumulated sick leave time.

### **Sick Leave Pool**

Sick leave hours may be available from a sick leave pool to employees who are suffering from a serious, extreme or life-threatening disease or injury requiring hospital care or home health care, therapy or recuperation under a doctor's care, and who are unable to return to work. Such hours are also available to employees to care for a member of their immediate family (as defined in Section Hiring Relatives) who is suffering from a serious, extreme or life-threatening disease or injury. In order to qualify for use of sick leave hours from the sick leave pool, employees must have a minimum of six months' service, must have used all other paid leave, and must not be receiving payments from Worker's Compensation. An employee may not use more than 33% of the available pool hours. A maximum of six months leave may be used from the pool by each employee during the duration of their employment at the Library. Contribution of hours to the sick leave pool may be made only by employees who have at least 480 hours of accrued sick leave. No more than 80 hours of sick leave may be contributed by each eligible employee to the sick leave pool each year. The contribution of sick leave hours to the sick leave pool is voluntary.

### **Personal Day**

Each full-time employee is allowed one personal day to be used within the calendar year it is given. [80% full-time employees receive a pro-rated 6.5 hour personal day to be used within the calendar year it is given.](#)

### **Parental Leave (adopted April 15, 2019)**

Full-time or regular part-time employees who have worked for the library for at least 12 consecutive months are eligible for up to 8 work weeks of paid parental leave to care for and bond with a newborn or a newly adopted child. Parental leave must be taken within the first 12 months after the birth or placement of the child; any leave not used during this time is forfeited. The amount of paid parental leave does not increase with multiple births or adopted children. Paid parental leave may be taken intermittently by prior arrangement with the supervisor and in consideration of the needs of the library. If both parents are eligible employees, each is entitled to parental leave.

Accrued sick, vacation, or compensatory leave may be used to supplement paid parental leave for a combined total of no more than 12 weeks. Employees who have not yet worked for 12 months may use any accrued sick, vacation, or compensatory leave for parental leave.

An employee is expected to give their supervisor at least 30 days' notice when they plan to take parental leave, or, if this is not possible, as much notice as is practical.

Paid parental leave does not run concurrently with FMLA leave, if applicable. During an approved paid parental leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed.

### **Jury/Court Leave**

Full-time and part-time employees will be granted leave with pay when called to perform jury duty or when subpoenaed as a court witness, except when the case is a personal matter. When employees are called to testify on behalf of the library it is considered paid work time.

The employee is responsible for providing a copy of the summons to their supervisor and the Accounting Specialist as soon as possible as a means of notification. Employees released from jury duty during their regularly scheduled work hours should report back to work. Any fees paid for such service may be retained by the employee.

Jury/court leave may not be used when the employee is called to court on a personal matter.

### **Bereavement Leave**

Up to 6 days of paid bereavement leave per year may be provided to full-time employees to attend to the death or imminent death of an immediate family member; regular part-time employees receive this benefit on a pro-rated basis. Approval of bereavement leave will occur in the absence of unusual operating requirements. With their supervisor's approval, employees may use other available paid leave for additional time off as necessary.

### **Military Duty**

Employees called to active duty should notify the supervisor immediately. Up to ten days of paid military leave may be approved. Military leave will not be charged against vacation or sick leave.

### **Leave of Absence**

With the approval of the Executive Director, an employee may be granted a leave of absence for a period not to exceed 6 months. Such leave may be granted only when it is in the best interest of the Library and when it will cause no undue hardship to the Library. No such leave will be granted primarily in the interest of an employee except in the case of one whose record of service shows it is desirable to retain even at such sacrifice.

Employees must have completed at least one year of service to be eligible for a leave of absence. A leave of absence may be paid or unpaid. Employees must use accumulated vacation or other applicable leave before using unpaid leave. The total combined time of paid and unpaid leave may not exceed 6 months. Vacation and sick leave does not accrue while an employee is on leave. Employees requesting leave should make an appointment with the Accounting Specialist to explain its effect on other benefits.

## FMLA

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are those employees who have been employed for at least 12 months (need not be consecutive), and have been employed at least 1,250 hours of service during the 12-month period preceding the commencement of the leave.

All eligible Library employees are entitled to a total of 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons. The 12-month period is measured forward from the date the employee first uses FMLA leave.

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of their job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

FMLA also includes a special leave entitlement that allows eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The most common serious health conditions that qualify for FMLA leave are:

- conditions requiring an overnight stay in a hospital or other medical care facility;
- conditions that incapacitate the employee or family member for more than three consecutive days and have ongoing medical treatment;
- chronic conditions that cause occasional periods when the employee or family member is incapacitated and requires treatment by a health care provider at least twice a year;
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

The employee may be required to provide a doctor's certification of the serious health condition.

The Library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than a continued serious health condition, the Library may reserve the right to recover from the employee premiums that the Library paid for the employee's health coverage.

Under the act, an employee can take up to 12 weeks of unpaid leave intermittently when it is medically necessary (take a day periodically when needed, or use the leave to reduce the workweek or workday). The employee and their supervisor must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

Employees are required to utilize all eligible paid leave before unpaid leave described in this section can be approved. Paid leave and FMLA leave do not run concurrently.

An employee is expected to give their supervisor 30 days' notice when they plan to take leave under FMLA, or, if this is not possible, as much notice as is practical

### **Domestic Violence/Sexual Assault Leave**

The Library will provide up to 8 days per calendar year of unpaid job-protected leave to employees who are victims of domestic violence or sexual assault to:

- obtain or attempt to obtain relief, such as restraining orders to help ensure the health, safety, or welfare of the employee or the employee's child or children,
- seek medical attention for resulting injuries,
- obtain services from a domestic violence shelter, domestic violence program, or rape crisis center, or
- appear in court in the aftermath of domestic violence or sexual assault.

The employee should give the supervisor reasonable notice of the need to take such leave if possible. Within 48 hours of returning from requested time off, the employee must provide supporting documentation to the supervisor. If the employee has been unable to give adequate notice, appropriate documentation should be provided to the supervisor within 48 hours after the beginning of the unscheduled absence.

Documentation may include a police report, a court order or other evidence from the court, documentation from a health professional or victim advocate.

The Library will maintain the confidentiality of any employee requesting leave under this policy, as well as the confidentiality of any supporting documentation provided.

An employee may use any accrued paid leave for this purpose.

### **OTHER BENEFITS**

Please note that a chart entitled *Eligibility for Time Off and Other Benefits* that summarizes eligibility for the benefits described in this section of the Handbook may be found on the staff Intranet.

### **Retirement**

The Library participates in the Kansas Public Employees Retirement System (KPERS), a state-administered defined benefit retirement plan for employees of state and local governments. The system provides retirement, long-term disability, life insurance and survivor's benefits. All

employees who regularly work 1,000 hours or more per year are required to participate in the program. An employee is fully vested after 5 years participation in the plan.

Both the employee and the employer make contributions as required by Kansas law. The employee's contribution is paid monthly through payroll deduction. This contribution is excluded from gross income for federal income tax purposes.

Active KPERS members may enroll in Optional Life Insurance to provide additional coverage beyond KPERS basic life insurance for themselves and their spouse and/or children. They may also participate in a voluntary KPERS 457 Savings Plan. Premiums for optional plans are paid through payroll deduction.

Employees are also covered under the Social Security and Medicare systems. For more details on the retirement plan, contact the Accounting Specialist.

### **Health Insurance**

Full-time employees are eligible to enroll in the Library's group health insurance plan on the first of the month following their first day of employment. The employee's share of the cost of single coverage is 5%. An employee may alternately choose to provide coverage for their spouse and/or children. The employee's share for dependent coverage is 30% of the additional cost of the plan.

### **Flexible Spending Account**

Full-time employees have the option to establish a Flexible Spending Account. This allows employees to establish an annual fund through pre-tax paycheck deductions to cover qualifying medical expenses not covered by insurance. The amount in the flexible spending account must be spent within the tax year.

### **Life Insurance**

In addition to life insurance provided for KPERS participants, each full-time employee is enrolled in the Library's group life insurance policy. The Library pays an amount equal to the employee's annual salary, with a maximum of \$50,000.

### **Workers Compensation Insurance**

In compliance with Kansas law, the Library provides a comprehensive workers compensation insurance program at no cost to employees. This program pays employee benefits for job-related injuries, disability, or death that arise out of and in the course of employment. When any work-related injury or illness occurs, even if it appears to be minor, an Injury Report form is to be completed. Both the Accounting Specialist and the Executive Director should be informed within 24 hours.

Neither the Library nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Library.

## **Unemployment Compensation**

The Library is covered by the Kansas Employment Security law. Circumstances pertaining to the separation of employment are determining factors in an employee's eligibility for unemployment compensation.

## **Educational Assistance Program**

The Library offers an Educational Assistance Program funded by the Friends of the Library to reimburse full-time and part-time employees for a portion of the cost of tuition, books, and/or fees for college classes taken for credit from accredited institutions. Coursework is not considered work time. This Program shall be available only so long as the Friends of the Library organization is providing the funds necessary to support it.

Eligible employees may apply for up to a maximum of \$1,000 per calendar year for educational assistance (pro-rated for part-time employees). There is no guarantee that applications will be approved or funded in any particular amount. Funding is contingent upon the availability of funds and number of applications.

Completion of eligible coursework does not entitle the employee to automatic advancement, a different job assignment, or pay increases.

The following eligibility factors apply:

1. Employees must have been employed by the Library for at least 6 months.
2. The course must show direct relationship to the employee's present position, improve job related skills or enhance their ability to compete for reasonably attainable jobs within the Library. General education coursework is not eligible.
3. At least a 2.0 grade on a 4.0 scale must be maintained in all approved undergraduate courses, and at least a 3.0 grade on a 4.0 scale must be maintained in all graduate courses.
4. Application must be received by the following deadlines: May 15 for summer semester, July 15 for fall semester, and December 15 for spring semester.

At the completion of the approved class, the employee is responsible for submitting a copy of the pre-approved *Educational Assistance Program Application* with required attachments to the Accounting Specialist to receive reimbursement.

## **Parking Pass**

All employees are eligible to purchase a calendar year parking pass at half price through payroll deduction. Passes may be used at 10-hour meters and parking garages downtown.



## **Health Club Membership**

All employees are eligible to purchase a discounted membership in a participating local health club through the library. The employee will reimburse the Library over time through payroll deduction for the entire cost of the discounted membership. Employees may also purchase a membership through the Library for their spouse or domestic partner and/or children.

## **EMPLOYEE CONDUCT AND RESPONSIBILITIES**

### **Standards of Conduct**

The success of the Library and its ability to provide quality library services depends upon the service provided by its employees. All employees are expected to:

1. Give friendly, courteous, and accurate service.
2. Treat all people with respect.
3. Use Library equipment and supplies with care.
4. Perform all duties, assignments and responsibilities diligently.
5. Be honest and cooperative.
6. Accept and follow instruction and direction.
7. Present a professional appearance.
8. Comply with Library rules and policies.

### **Attendance**

Regular, punctual attendance is the responsibility of every employee. Unscheduled absences, late arrivals, and early departures are disruptive to the work environment. When employees cannot avoid being late or absent, they should notify their supervisor as soon as possible prior to their next scheduled shift; exceptions will be made for emergency situations. It is generally inappropriate to call a co-worker to cover the schedule unless the supervisor has given such authorization.

Misrepresenting the reason for taking sick leave, or chronic, persistent, or patterned use of sick leave may be considered sick leave abuse. The following may be indicators of abuse of sick leave:

- Regularly using sick days before or after scheduled vacations or holiday;
- Regularly using sick days on the same day of the week or month;
- Using most or all of accrued sick leave, absent mitigating circumstances;
- Being seen participating in activities that are inconsistent with the use of sick leave.

Frequent or excessive absence or tardiness may affect performance reviews, lessen chances for advancement, and may result in disciplinary action up to and including termination of employment. Employees will not be disciplined for taking legally protected absences, nor will such absences be considered in determining whether an employee has taken too much time off.

An employee who is absent for three consecutive workdays or shifts without notifying their supervisor will be considered to have voluntarily resigned. The Executive Director may modify the above policy where extenuating circumstances are found to have existed.

### **Personal Appearance**

Although the Library is a relatively casual work environment, employees are expected to present a professional appearance. All employees should be well-groomed and wear neat and clean clothing appropriate to the workplace and their job responsibilities. Staff badges should be worn while on duty. Clothing should be free of inappropriate words or images, including political messaging. Outfits that might be worn to the beach, to do yard work, to exercise, or to go to a nightclub are not generally work-appropriate. Employees may not wear earphones in the public areas of the library. Supervisors may set additional guidelines for their staff.

The immediate supervisor is responsible for ensuring that employee attire is appropriate to the individual's work activities and may ask employees who do not meet appearance standards to take corrective action. Employees sent home to change will not be compensated for the time away from work. Reasonable accommodations will be made when needed.

### **Use of Technology**

Staff computers, software, email accounts, and other technology tools are either Library property or are licensed to the Library for business use only. Although the Library will not routinely monitor online activity, it reserves the right to access and review messages or documents created, sent, or received using the Library's resources. Records created, including email communications, are property of the Library and may be subject to the Kansas Open Records Act or subject to discovery in the event of litigation.

To help ensure the security of the network, employees may not install additional hardware or software without authorization from the Technology Coordinator. Software is subject to copyright and may not be duplicated, except as allowed by the vendor and with approval of the Technology Coordinator. Passwords are to be kept secure and not shared with others, either inside or outside the Library.

Any unethical, inappropriate, or illegal use of the Library computer systems and network is prohibited.

### **Use of Social Media**

The Library uses social media to actively engage with the community and to promote our services. The Marketing Coordinator is responsible for coordinating the Library's social media activity and will determine appropriate social media outlets for Library participation. Library-authorized social media activity will be consistent with the Library's mission and will be conducted with honesty, respect, and courtesy. All posts will adhere to the Library's policies. Confidential information about patrons, other Library employees, or Library business may not be shared via social media.

## **Personal Use of Library Equipment**

Library telephones, copiers, fax machines, computers, and other office equipment are intended for Library business. Brief use of this equipment for personal reasons is allowed on a limited basis.

Employees are responsible for any associated fees, such as copy or postage charges. Such personal use should not occur in a public service area. Personal mail and packages may be delivered to the Library on an occasional basis.

## **Gifts and Gratuities**

Employees may not accept personal gifts or gratuities for performing Library work. Employees who attend conferences or represent the Library at meetings or other business events may accept meals and other incidentals that are part of the meeting or event. Vendor giveaways, door prizes, or other similar items valued at less than \$50 may be accepted. Door prizes or other giveaways of significant value become the property of the Library. Employees may also accept reimbursement for food, travel, or registration expenses associated with an event if it is one that the Library would have paid for anyway.

With the approval of their supervisor and the Executive Director, an employee may be allowed to use work time, including preparation time, to speak as a library representative at community events, other libraries, or library-related meetings and conferences. If approved, employees may accept reimbursement for food, travel, or registration expenses associated with the event. Any honorarium given for an approved presentation becomes the property of the Library.

## **Purchases for the Library**

All purchases for the library must follow the separate Purchasing Policy.

## **Outside Employment**

The Library recognizes that some employees may need or want to hold additional jobs outside of the Library. Employees may hold another job as long as it:

- is not performed while on duty at the Library
- does not require the use of any Library resources other than those that are available to the general public
- does not create or appear to create a conflict of interest

Employees may not solicit outside work while on duty at the Library, except in the designated area of the Staff Lounge.

Employees may not use paid sick leave to perform outside work.

## **Solicitation and Fundraising**

Soliciting donations or fundraising in the Library or on Library grounds is generally not allowed, except for activities of the Library Foundation, Friends of the Library, or when part of an

approved Library program. As an exception, Library employees may place passive advertising for such things as fundraisers, local business information, or items for sale in the designated area of the Staff Lounge, provided it does not interfere with Library operations or job responsibilities. Follow-up activities associated with the posting should take place outside of work time.

## **TRAINING, PROFESSIONAL DEVELOPMENT, AND BUSINESS TRAVEL**

### **In-Service Training**

The Executive Director is authorized to close the Library on an infrequent basis for the purpose of in-service training for Library staff.

### **Meetings and Continuing Education**

The Library encourages the professional development of employees by allowing paid time to attend training, classes, conferences, and other work-related meetings. Registration, travel, and other expenses related to such attendance may be paid, subject to approval by the employee's supervisor and Executive Director. Time spent traveling from the Library to the meeting is considered paid work time.

Attendance at lectures, meetings, training programs, and similar activities is not counted as work time when all of the following four criteria are met:

- A. Attendance is outside of the employee's regular working hours;
- B. Attendance is in fact voluntary;
- C. The course, lecture, or meeting is not directly related to the employee's job; and
- D. The employee does not perform any productive work during such attendance.

Unless otherwise agreed upon, when the Library Board or Executive Director requests trustees, Friends or volunteers to participate in continuing education, these participants will be reimbursed at the same rate as Library staff.

### **Business Travel Expenses**

The Library will reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Library.

Employees are expected to make the most economical and practical choices regarding travel expenses and to take advantage of opportunities for sharing expenses when feasible, such as carpooling or sharing rooms. Expenses that generally will be reimbursed include the following:

- Conference registration
- Transportation, including ground transportation when traveling by air
- Parking
- Overnight accommodations when same day return is not feasible
- Meals for travel that includes an overnight stay
- Standard tip amounts

Expenses for extended travel, personal entertainment, alcoholic beverages, and expenses for anyone other than the employee are not authorized and will not be reimbursed.

With prior approval, employees may combine personal travel with business travel or be accompanied by a family member or friend. The presence of a companion must not interfere with the business purpose of the travel or result in increased cost to the Library. Any additional time away from work must be covered by approved leave. All additional expenses arising from such non-business travel are the responsibility of the employee.

Employees whose travel plans have been approved are responsible for making their own travel arrangements and are responsible for submitting completed travel expense reports, including receipts for all expenses, to the Accounting Specialist within ten days of return.

Abuse of this business travel expenses policy, including falsifying expense reports, can be grounds for disciplinary action, up to and including termination of employment.

### **Business Use of Vehicle**

Employees who drive a Library-owned vehicle must hold a valid Kansas driver's license and carry it whenever driving the vehicle. Seat belts must be used at all times while operating or riding in a Library vehicle. Employees may not operate a Library vehicle while under the influence of drugs or alcohol or while otherwise impaired. Texting or talking on cell phones while driving is not allowed. The Library vehicle is to be used only for Library business purposes; unauthorized passengers are not allowed.

If an employee has an accident in a Library-owned vehicle, they are expected to notify the Police Department immediately. Any accident involving vehicles used on Library business, regardless of extent of damage or injury, should be reported to their supervisor as soon as possible.

Fines for traffic violations or parking tickets are the personal responsibility of the operator.

With prior approval from their supervisor, an employee may use their personal vehicle for Library business. The employee will be reimbursed for gasoline usage at a standard rate based on average gasoline prices and MPG ratings. The Library's insurance plan provides liability coverage for an accident that occurs while an employee is using their vehicle for Library business. All other provisions of this policy apply when an employee uses their personal vehicle for Library business.

### **Professional Memberships**

Because the Library believes that such involvement provides professional growth to the employee and benefits to the Library, it encourages employees to participate in professional and civic organizations related to their work. A membership that is a requirement of a position may be paid by the Library. Otherwise, individual membership fees are usually the responsibility of the employee. The Library may purchase institutional memberships which may include

individual membership benefits. Prior to committing to a leadership role in an organization, the employee must have the approval of their immediate supervisor and the Executive Director.

## **OTHER EMPLOYEE POLICIES**

### **Official Statements**

Media inquiries regarding the library and its operations should be referred to the Executive Director or designee. Employees may communicate official statements to the media on behalf of the Library only when authorized to do so by the Executive Director. The Library's name may not be used to endorse any product, service, or program without prior authorization by the Executive Director or designee.

### **Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings. For the purpose of this policy, a relative is any person who is related to the employee as defined in the section on "Immediate Family", above.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have influence on transactions involving purchases, contracts or leases, they should disclose the relationship to the Executive Director as soon as possible.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any business dealings with the Library. It is strictly prohibited for an employee or relative of an employee to receive a kickback, bribe, substantial gift, or special consideration as a result of any business dealings with the Library.

Contact the Executive Director for more information or questions about conflicts of interest.

### **Political Activities**

As private citizens, every employee has the right to vote on political issues, to join political and civic organizations, and to participate in all political activities, except as restricted below.

Employees may not publicly endorse any ballot measure or candidate for public office on Library property or during on-duty hours (except as authorized by the Library Board). This includes wearing or displaying badges, buttons, signs, or clothing advocating for or against any candidate or ballot measure while on Library property or during on-duty hours. This restriction does not apply to bumper stickers on personal vehicles. Employees may not use the name of the Library in any such endorsement or otherwise imply that the Library endorses a given ballot measure or candidate.

Employees may not solicit donations for political campaigns, political action committees, or other political advocacy groups on Library property or during on-duty hours. No Library supervisor or other employee in a position of authority will solicit any other Library employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a ballot measure or candidate for elective office, or to engage in any specific political activity.

No Library equipment or other resources, such as computers, phones, printers, email accounts, etc., may be used for political activity.

Employees may campaign for and hold public office, whether appointed or elected, except where such campaigning or office otherwise violates this or any other Library policy or interferes with the employee's ability to perform their job.

### **Substance Abuse**

The Library is committed to providing a safe and productive work environment. Employees who abuse drugs or alcohol at work or who appear at work under the influence of alcohol or the illegal use of drugs, harm both themselves and the work environment. In that spirit and to comply with the federal laws and regulations related to the Drug-Free Workplace Act of 1988, the Library expects all employees to report to work free from the effects of alcohol, drugs, or other intoxicating substances. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the Library, in Library vehicles, or while performing Library duties off-site. This includes the misuse of otherwise legal prescription and over-the-counter drugs. Violations of this policy may result in disciplinary action up to and including termination. Employees are required to notify the Executive Director of their conviction for any violation of a criminal drug statute which occurred in the workplace.

The Library does not prohibit employees from consuming alcohol at a Library-sponsored function where alcohol is served. However, employees may not consume alcohol to the point of intoxication, nor may they consume alcohol if they are going to drive. Employees are expected to conduct themselves professionally and appropriately while on Library business.

Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Staff members covered under the Library's health insurance plan. Employees who are seeking assistance for a substance abuse problem are still expected to meet the same standards of performance, productivity, and conduct expected of all employees, including the prohibition on alcohol or illegal drug use at work. The Library reserves the right to discipline or terminate an employee for failing to meet those standards.

### **Smoking Policy**

Smoking is not allowed in the Library, in Library vehicles, or within 25 feet of Library entrances. Smoking includes the use of any tobacco products, e-cigarettes, and electronic smoking devices.

## **Anti-Harassment Policy**

The Library aims to provide an environment where people are treated with dignity, decency, and mutual respect. It does not tolerate discrimination or harassment toward a person because of race, gender, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, gender identity, veteran status, appearance, or any other protected status.

Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. It includes, offensive or unwelcome words and actions that ridicule, insult, intimidate, belittle, promote negative stereotypes, or otherwise single out a person based on any of these characteristics.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All employees are covered by this policy. An employee who experiences, or observes, an incident of harassment should report it immediately to their supervisor or other management staff person as per the Grievance Policy. A complaint against the Executive Director should be reported to the Library Board Chairperson. Complaints will be investigated promptly and as confidentially as possible, by the Executive Director, their designee, or, in the case of the Executive Director, by the Library Board.

Management will take prompt, remedial action to eliminate any harassing conduct that has occurred. Any employee found to be in violation of this policy is subject to discipline, up to and including termination.

The Library will not tolerate any form of retaliation against any employee for filing a complaint under this policy, or for participating in its investigation, in accordance with the law. Any employee who has knowingly filed a false complaint may be subject to disciplinary action.

Nothing in this policy prevents an employee from pursuing formal remedies or resolution through the legal system.

## **Fraud Policy**

Fraud is defined as a deception deliberately practiced in order to secure unfair or unlawful gain. Actions constituting fraud include, but are not limited to:



- Deliberate falsification of financial records to conceal the actual financial condition or operating results of the Library,
- Forgery or alteration of any document or account belonging to the Library,
- Forgery or alteration of a check, bank draft, or any other financial document,
- Misappropriation of funds, securities, supplies or other assets,
- Impropriety in the handling or reporting of money or financial transactions,
- Profiteering as a result of insider knowledge of Library activities,
- Any similar or related inappropriate conduct.

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination. Fraud or related misconduct may also be punishable as a civil or criminal misdeed.

Suspected dishonest or fraudulent activity should be reported immediately to the Executive Director. If the Executive Director is suspected of fraud, the report should go to the Library Board Chair. Reports of suspected fraud should be made in good faith and not for the purpose of raising malicious or unfounded allegations. Reports may be made anonymously.

The person who suspects fraud should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

The Executive Director (or Library Board Chair) will coordinate all investigations with legal counsel, if determined to be necessary or desirable, and Library staff members the Executive Director determines have necessity to know in order to address the issue. Any report made pursuant to this policy will be treated confidentially to the fullest extent possible, consistent with the need to conduct an adequate review.

The Library will not retaliate against any person ("whistleblower") based upon a good faith report made by such person pursuant to this policy. Nor will the Library retaliate against any person who refuses to follow a directive that he or she reasonably believes to be a fraudulent act as defined by this policy.

Employees should direct all inquiries from any individual who is under investigation for fraud or related misconduct, their representative, or their attorney, and all inquiries from the media to the Executive Director or Library Board Chair. Once the investigation is completed, the Executive Director and/or Library Board will take appropriate action and steps to minimize recurrence, consult with the City of Lawrence Director of Legal Services, and, whenever appropriate, report the result of the investigation to the Lawrence City Commission, or law enforcement.

## **Emergencies**

All employees are expected to be familiar with the separate *Emergency Policy and Procedures* and the *Disaster Preparedness and Recovery Preparedness Plan*.

## **PERSONNEL EVALUATION AND DISCIPLINE**

### **New Employee Evaluation**

Library supervisors are responsible for ensuring that new employees, or existing employees hired to a new position, receive appropriate training, resources, and coaching to be successful in their new role. The first 3 months of employment is a time for orientation, intensive training, and feedback. At the end of the new employee's first 3 months, the supervisor will provide a written evaluation of the employee's progress and performance.

### **Annual Performance Review**

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis, providing timely and appropriate feedback on a continuous basis. In addition, annual written performance evaluations are conducted to provide both supervisors and employees the opportunity to more formally discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss goals. Annual reviews are placed in the employee's personnel file. The Library Board will evaluate the performance of the Executive Director annually.

### **Corrective Counseling and Discipline**

When an employee is not successful in meeting the performance expectations of their job or exhibits inappropriate conduct, the supervisor may initiate corrective or disciplinary actions. These may include, but are not limited to, verbal counseling, verbal warning, written warning, probation, demotion, and dismissal. An employee may be suspended to allow time for an investigation into alleged serious misconduct.

The disciplinary steps may be taken in progression, but that is not required. The supervisor, in consultation with management staff, has discretion to determine the course of action best suited to the circumstances. The Executive Director will be consulted before an employee is dismissed. When implementing corrective counseling and discipline, supervisors will make every effort to be consistent, objective, and fair. They may consider a number of factors, such as:

- The nature and seriousness of the behavior
- Past history of performance problems or misconduct
- Overall performance record
- Employee's ability to correct the behavior
- Actions taken in similar situations
- Employee's attitude toward the behavior

To be clear and avoid misunderstanding, the supervisor will document disciplinary actions above verbal counseling. The documentation should be signed and dated by both the supervisor and employee before being placed in the employee's personnel file.

This policy does not change the fact that employment at the Library is at-will. The employee or the Library may end the employment relationship at-will, with or without cause or notice.

## **Grievance Procedures**

The Library's policy is to deal directly and honestly with all employees. The Library believes that the interests of both the Library and its employees are best served by maintaining communication between the individual employee and employer. Employees are encouraged to ask questions and discuss concerns with their immediate supervisor.

Misunderstanding or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves; however, should a situation persist that an employee believes is detrimental to him or her or to the Library, the Library has established the following procedures for regular full-time and regular part-time employees who have completed their first 180 days of employment with the Library to bring a complaint to the Library's attention. However, these grievance procedures shall not be used on matters pertaining to employee discipline or termination. These procedures will not prevent, limit, or delay the Library from taking disciplinary action against any individual, up to and including termination, in circumstances where the Library deems disciplinary action appropriate.

The employee shall first attempt to resolve the issue with their supervisor or other management team member. If they are unable to resolve the issue, they have the option to file a formal written complaint with the Executive Director. The Executive Director will respond promptly, investigating as appropriate. Any complaint alleging harassment, discrimination, or retaliation will be investigated promptly. The Executive Director will report his decision to the employee.

If an aggrieved employee is not satisfied with the Executive Director's response, or the Executive Director is the direct supervisor or the subject of the complaint, the employee may file or appeal the complaint to a Grievance Committee by providing notice to the Library Deputy Director. The Grievance Committee will be comprised of three Library management-level employees who are not involved in the employee complaint. The three committee members shall be appointed on a case-by-case basis by the Executive Director and selected on a random, rotating basis. If the employee complaint pertains to the Executive Director, then the Library Board Chairperson will appoint one Library Board member to be part of the Committee with two management-level employees selected on a random, rotating basis. The committee will meet with the employee and other interested parties within 14 days of receiving the appeal, and will issue a decision to the employee within 7 days thereafter.

Information concerning an employee grievance is to be handled with discretion by those investigating. They should discuss the grievance only with those individuals who have a need to know about it or who are needed to supply necessary background information.

The Library does not condone retaliation against an employee who uses the complaint/grievance procedure, or who participates in the complaint/grievance resolution process. Retaliation is cause for disciplinary action, up to and including termination.

## **LEAVING EMPLOYMENT**

### **Resignation**

Employees are asked to notify their supervisor in writing when they plan to resign. Part-time employees are asked to give at least two weeks' notice and full-time employees one month. The employee must be present on their last day of work. This date may not be extended by vacation, holiday, or sick time.

If the employee submits notice of resignation while on an approved Leave of Absence, the last day of work will be the date of resignation. If the employee does not return from a Leave of Absence, the last day of employment will be the last day of the approved Leave of Absence.

Before their last day of work, employees should schedule a meeting with the Accounting Specialist to review eligibility for benefit continuation and make sure that all required forms and notifications can be completed.

### **Termination**

Any notice of termination or dismissal should be in writing and state the reasons. Two weeks' termination pay may be granted to a dismissed employee at the discretion of the Executive Director.

### **Layoff**

Should a layoff of employees become necessary, temporary, part-time, and full-time non-supervisory employees will be laid off in the order named in accordance with seniority (50 percent weight in layoff formula), and job performance (50 percent weight in layoff formula).

### **Final Paycheck**

Final paychecks will be issued on the first regular payday following resignation or termination, absent unusual circumstances. Final paychecks will include payment for accrued vacation and overtime compensatory pay and 25 percent of unused sick leave.

### **Benefits Continuation**

**COBRA.** The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives covered employees and their qualified beneficiaries the opportunity to temporarily continue health insurance coverage under the Library's health plan when a "qualifying event" would normally result in the loss of eligibility. Common qualifying events include resignation, termination, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administrative fee.

**Retirement.** According to Kansas law, employees and their dependents covered by the Library's health insurance plan who retire before age 65 with 10 or more years of service may

continue to be included in the Library's group health plan. The full cost, which may include an administrative fee, is to be paid by the employee. This coverage will end when the retiree reaches age 65, fails to make the required payments on a timely basis, or becomes covered or eligible for coverage under another employer's plan.

Employees covered under KPERS should provide a minimum of 30 days' notice of their plans to retire. This will allow time for processing retirement forms to ensure that benefits will begin in a timely manner. The employee must be present on their last day of work. This date may not be extended by vacation, holiday, or sick time.

## **References**

All requests for employment verification should be referred to the Accounting Specialist, who has access to official personnel records and may release the following information: employee's name, dates of employment, job title, and compensation. This information is considered public record under the Kansas Open Records Act. Personally identifiable information, such as address, phone number, and date of birth, is not public information and will not be released unless requested in writing by the employee.

Supervisors who are asked to provide employment references may comment on the employee's job duties, dates of employment (unofficial), and performance, provided they have received a release from the former employee. References should be factual and based on easily documented information. Supervisors are the only employees who are authorized to provide employment references on behalf of the Library.

## **STATE OF KANSAS EMPLOYMENT OATH**

Employees shall execute the State of Kansas Employment Oath. A copy of the form of the Oath may be found on the staff Intranet.

## **EMPLOYEE ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have received access to a digital copy of the Library Employee Handbook. I understand that:

- the Handbook describes important information about the Library's personnel policies;
- I am expected to read and familiarize myself with its contents;
- the Handbook applies to me.

I understand that revisions to the Handbook may occur that will supersede existing policy. Changes to the Handbook must be approved by the Library Board.

I acknowledge that my employment is at will. I may resign at any time, and the Library may terminate my employment at any time for any legal reason, with or without notice. Nothing in this handbook or any other document provided to me should be considered a contract or promise of continued employment.

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Employee Signature Date

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Employee's Name (Typed or Printed)