

Lawrence Public Library Board of Trustees Regular Meeting

Monday, January 18, 2021 at 4:30 PM

COVID-19 Zoom Meeting

<https://lplks.zoom.us/j/91262480521>

Passcode: 507898

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 December
- Approve Treasurer's report for December
- Approve bills for December 21 to January 17
- Receive statistical report for December

Library Director's report

Friends and Foundation report

Ongoing business

- 2020 Budget review

New business

- Annual Organizational Calendar – See enclosed calendar
- 2021 Budget revision – See enclosed budget document

Adjournment

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

Venue: The meeting was held via Zoom:

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

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

Friends and Foundation Members Present: Craig Penzler

Members of the public: John Thornburg

Call to order:

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

Consent Agenda

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

Library Director's Report

- Since it's the end of the year, Brad reflected on the extraordinary year that 2020 was. Brad was pleased at the impressive job staff did handling the unprecedented situation the pandemic year presented. The library took a middle position on adjusting services, with priorities of keeping staff safe while providing meaningful services to the community. The staff did a good job and we can be proud of that.
- End of year budget report: the library ended the year a good bit under budget on expenses. Non-tax revenues (lower than usual this year with no meeting room revenue, little copying revenue, etc.) will be deposited into cash reserves; tax revenue funds will be deposited into capital reserves. We expect to end the year at least \$100,000 under budget. The CARES Act funding really helped out, especially for things like the digital equity project. We received over \$90,000 of CARES Act funding. Staff are now planning for 2021 staffing and how to bring the library back online when the pandemic abates.

Friends and Foundation Director's Report

- Craig Penzler reported that the investment portfolio was affected by market swings but all are optimistic that there will be a strong finish by year's end.
- At its November meeting the Friends & Foundation board approved a 2021 budget with operating expenses of \$146,000. It was an amazing year for donations and fundraising, and volunteers and staff did a great job. Friends and Foundation were able to give an unrestricted cash block grant to the library of \$100,000. \$38,000 was allocated to designated committed areas including the Dr. Bob program, the Milliken Fund, and the Sound+Vision Studio. \$25,000 was allocated to endowed funds.

- Craig reiterated that Kathleen and everyone did an unbelievable job in daunting conditions to keep the Friends & Foundation commitments on track. He noted that the annual fundraiser will be held March 4th. It will be virtual, with Kathleen Sebilieus and Deja Brooks co-hosting. There will be a class on how to make cocktails led by Ty Buhler, a native Lawrencian who was the US winner of the World Class Bartending Competition. There will be drawings for baskets and all the rest of the usual offerings. Everyone is looking forward to the event!
- Kathleen gave an overview of the year in her submitted report, commenting that this year turned out way better than she thought it would. The lovely bequest from Florence Eggert of \$178,000 is tucked away at DCCF to be used for staff bonuses for years to come. Ms. Eggert was so enamored with library reference department staff that she left that generous gift. The parks poster project was another highlight. Just today, Kathleen, Brad, and Mary Gage presented the City Parks & Recreation staff with framed posters. They also gave Carrie Cornelius, Haskell University Librarian, a poster depicting the Haskell Medicine Wheel. This project filled in a big gap, clearing \$23,000 - which is phenomenal! Kathleen gives a big shoutout to volunteers for their herculean efforts to keep book sales going. They offer weekend shopping sessions (limit of 4 customers at a time) in the Friends garage, sales on Facebook Live, Amazon and eBay. It's a scrappy bunch of folks who really stepped up to make things happen. Ursula thanked Kathleen and her group for their great work.
- Craig added that if anyone asks, Friends *are* accepting book donations.

Ongoing Business

- No ongoing business

New Business

- **Employee handbook revision - ACTION ITEM**

Brad explained that the library has created .8 FTE positions (32 hrs/week) + insurance. This helps more of our part-time staff out of underemployment. It is also available for staff who had worked 40 hrs/week, would like fewer hours, but retain health insurance. This has required some changes to the employee handbook

Erica noted that a detailed explanation of the change is in her memo in the board packet. Part-time staff are bumping up their hours over 30 per week and full-time staff are bumping down from 40 to 32. This created 2 different types of positions: .8 part-time and .8 full-time, so that needed to be rectified for clarity and simplifying payroll and benefit eligibility. So we created a .8 full-time position. This position accrues vacation leave at a prorated amount based on their pay grade and has a cap of 240 hours. The sick leave cap is still at a max of 720 hrs/yr. Personal day allocation is 6.5 hours. The .8 full time staff are not eligible for holiday pay unless they are regularly scheduled to work that day. They are paid on the same pay schedule as regular part-time employees.

Another change to the handbook is that Erica, as the new employee engagement coordinator, will have access to personnel files.

The last change is that employees with serious or life-threatening illness in their immediate family will no longer have an 80-hour cap on how much of their personal sick leave they are allowed to use.

Judy Keller moved to accept the revisions to the employee handbook as proposed. Sarah Goodwin-Thiel seconded the motion. The motion passed.

Jennifer Bonnilla-Scotten logged into the meeting.

Executive Session

At 4:49 p.m, Ursula called an executive session of 20 minutes for the purpose of discussing the executive director's performance review. It was extended by 15 minutes.

Public Meeting

The performance review having been discussed, the public meeting reconvened at 5:25 p.m. Judy moved to approve the proposed compensation for the executive director. David seconded. The motion passed.

Adjournment

The meeting adjourned at 5:40 p.m.

The next regular Board meeting will be Monday, January 18, 2021 via Zoom.

Respectfully submitted,

Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
December 2020									
REVENUES		This Month	Year to Date	Annual Budget	100% of Year		Dec-19		YTD 2019
Tax Fund		\$ -	\$ 4,782,000.00	\$ 4,782,000.00	100.00%		\$ -		\$ 4,460,752.51
CARES Funding		\$ 43,039.45	\$ 109,940.95						
Fees		\$ 1,783.06	\$ 17,574.06	\$ 35,000.00	50.21%		\$ 12,407.68		\$ 145,685.23
NEKLS		\$ -	\$ 92,000.00	\$ 95,000.00	96.84%		\$ -		\$ 91,850.00
State Aid		\$ -	\$ 28,991.57	\$ 25,000.00	115.97%		\$ -		\$ 27,818.52
Photo Copies		\$ 360.42	\$ 6,446.31	\$ 20,000.00	32.23%		\$ 1,995.01		\$ 23,225.97
Coffee Shop Rent		\$ -	\$ 1,500.00	\$ 9,000.00	16.67%		\$ 750.00		\$ 9,750.00
Meeting Room Fees		\$ -	\$ (25.00)	\$ 5,000.00	-0.50%		\$ 225.00		\$ 7,975.00
Interest		\$ 15.50	\$ 6,855.42	\$ 25,000.00	27.42%		\$ 11,280.83		\$ 37,026.32
Miscellaneous		\$ 6.35	\$ 435.99	\$ -			\$ -		\$ 5,115.95
Total Revenues		\$ 45,204.78	\$ 5,045,719.30	\$ 4,996,000.00	101.00%		\$ 26,658.52		\$ 4,809,199.50
EXPENSES									
Salaries & Wages		\$ 230,998.50	\$ 2,699,976.74	\$ 2,820,000.00	95.74%		\$ 220,197.37		\$ 2,645,819.02
Employee Benefits		\$ 31,619.14	\$ 340,534.68	\$ 340,000.00	100.16%		\$ 26,582.29		\$ 323,489.94
Payroll Taxes		\$ 39,651.04	\$ 454,102.38	\$ 490,000.00	92.67%		\$ 37,600.72		\$ 453,076.34
Utilities		\$ 15,055.86	\$ 87,598.32	\$ 96,000.00	91.25%		\$ 6,562.23		\$ 89,944.06
Building Supplies		\$ 1,588.81	\$ 19,454.05	\$ 20,000.00	97.27%		\$ 1,169.43		\$ 18,445.47
Building Repairs & Maintenance		\$ 966.60	\$ 75,078.12	\$ 55,000.00	136.51%		\$ 7,211.42		\$ 55,505.54
Library Supplies		\$ 2,469.17	\$ 20,582.94	\$ 25,000.00	82.33%		\$ 2,298.77		\$ 18,399.43
Books & Materials		\$ 143,272.85	\$ 711,318.36	\$ 700,000.00	101.62%		\$ 46,154.18		\$ 666,656.42
Processing Supplies		\$ 3,445.98	\$ 35,324.88	\$ 50,000.00	70.65%		\$ 2,267.98		\$ 54,708.34
Equipment		\$ 11,948.82	\$ 63,753.46	\$ 10,000.00	637.53%		\$ -		\$ 9,819.90
Technology		\$ 29,153.75	\$ 292,812.69	\$ 250,000.00	117.13%		\$ 13,948.72		\$ 245,611.21
Insurance		\$ -	\$ 13,231.50	\$ 17,000.00	77.83%		\$ -		\$ 12,551.00
Shipping		\$ 1,464.49	\$ 15,745.85	\$ 16,000.00	98.41%		\$ 1,072.56		\$ 17,514.79
Professional Development		\$ 414.00	\$ 7,970.16	\$ 30,000.00	26.57%		\$ 3,610.07		\$ 35,223.10
Book Van & Mileage		\$ 103.17	\$ 1,314.47	\$ 2,000.00	65.72%		\$ 97.66		\$ 2,373.57
Programs		\$ 8,274.14	\$ 16,973.00	\$ 20,000.00	84.87%		\$ 1,265.04		\$ 19,989.82
Professional Fees		\$ 1,182.25	\$ 23,586.82	\$ 25,000.00	94.35%		\$ 3,924.72		\$ 50,276.26
Advertising & Marketing		\$ 4,199.20	\$ 24,489.30	\$ 30,000.00	81.63%		\$ 1,778.21		\$ 30,135.66
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -		\$ -
Miscellaneous		\$ 10,272.47	\$ 15,386.46	\$ -			\$ (61.86)		\$ 9,422.07
Total Expenses		\$ 536,080.24	\$ 4,919,234.18	\$ 4,996,000.00	98.46%		\$ 375,679.51		\$ 4,758,961.94
CASH BALANCES									
Cash Reserves		\$ 50,237.56	Included in checking		Revenues less Expenses		\$ 126,485.12		
Checking		\$ 1,007,685.20			Budget less Expenses		\$ 76,765.82		
Capital Improvement		\$ 685,996.63			To cash reserves:		\$ 38,382.96		
					To capital improvement		\$ 88,102.16		

Lawrence Public Library											
2020 Outside Funding Report											
		1/1/2020	October	October	November	November	December	December			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS & FOUNDATION											
	KPR-Advertising	\$ -							\$ 1,102.50		
	Summer Reading - ALL	\$ 7,521.27	\$ 525.00	\$ 53.00		\$ 100.00			\$ 894.63		
	Aquarium	\$ (5.71)		\$ 600.00		\$ 300.00			\$ 418.01		
	Kanopy 2020	\$ 20,000.00		\$ 2,366.00		\$ 2,484.00		\$ 2,392.00	\$ (4,673.00)		
	Volunteers	\$ 705.63							\$ 705.63		
	Read Across Lawrence 2020	\$ 2,212.56							\$ -		
	Block Grant	\$ 119,842.96					\$ 100,000.00	\$ 725.00	\$ 188,981.58		
	Kansas Health Foundation	\$ 1,735.71							\$ 1,685.71		
	Salaries/Taxes - Isaman/Hyde	\$ (12,043.88)	\$ 24,062.76	\$ 8,059.86		\$ 9,116.09	\$ 28,201.11	\$ 11,025.16	\$ -		
	Foundation Expenses to be reimbursed	\$ (4,655.92)	\$ 382.04	\$ 37.20	\$ 511.27	\$ 288.61	\$ (394.17)		\$ (0.00)		
	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						\$ 20.00	\$ 524.98		
	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		\$ 52.44	\$ 266.49		
	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		\$ 8,444.12						\$ 6,449.07		
	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	\$ 33,413.92	\$ 11,116.06	\$ 511.27	\$ 12,821.49	\$ 127,806.94	\$ 14,214.60	\$ 349,185.88		
OTHER											
	Memorials/Honor with Books/Bauleke	\$ 2,035.72	\$ 550.00			\$ 34.32			\$ 2,130.82		
	Diversity Kits								\$ (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							\$ 32.65		
	Merchandise Sales	\$ 1,246.73	\$ 150.50		\$ (1,554.00)		\$ 737.50		\$ (326.70)		
		\$ 7,537.30	\$ 700.50	\$ -	\$ (1,554.00)	\$ 34.32	\$ 737.50	\$ -	\$ 6,043.46		
		\$ 253,733.45									
	Month Total		\$ 34,114.42	\$ 11,116.06	\$ (1,042.73)	\$ 12,855.81	\$ 128,544.44	\$ 14,214.60	YTD Income	\$ 315,461.34	
						YTD:	\$ 315,461.34	\$ 213,965.45	YTD Expense	\$ 213,965.45	

Lawrence Public Library
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	564,608.72	362,343.10	202,265.62	55.8%
Checking	443,076.48	359,314.14	83,762.34	23.3%
Capital Improvement at MIP	685,996.63	681,473.20	4,523.43	0.7%
Total Checking/Savings	<u>1,693,681.83</u>	<u>1,403,130.44</u>	<u>290,551.39</u>	<u>20.7%</u>
Total Current Assets	<u>1,693,681.83</u>	<u>1,403,130.44</u>	<u>290,551.39</u>	<u>20.7%</u>
Other Assets				
Petty Cash	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
Total Other Assets	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
TOTAL ASSETS	<u>1,694,381.83</u>	<u>1,404,371.19</u>	<u>290,010.64</u>	<u>20.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	<u>143,940.10</u>	<u>82,672.42</u>	<u>61,267.68</u>	<u>74.1%</u>
Total Accounts Payable	<u>143,940.10</u>	<u>82,672.42</u>	<u>61,267.68</u>	<u>74.1%</u>
Other Current Liabilities				
Payroll Liabilities	<u>3,175.88</u>	<u>2,413.93</u>	<u>761.95</u>	<u>31.6%</u>
Total Other Current Liabilities	<u>3,175.88</u>	<u>2,413.93</u>	<u>761.95</u>	<u>31.6%</u>
Total Current Liabilities	<u>147,115.98</u>	<u>85,086.35</u>	<u>62,029.63</u>	<u>72.9%</u>
Total Liabilities	<u>147,115.98</u>	<u>85,086.35</u>	<u>62,029.63</u>	<u>72.9%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,018,649.62	920,087.66	98,561.96	10.7%
Net Income	<u>227,981.01</u>	<u>98,561.96</u>	<u>129,419.05</u>	<u>131.3%</u>
Total Equity	<u>1,547,265.85</u>	<u>1,319,284.84</u>	<u>227,981.01</u>	<u>17.3%</u>
TOTAL LIABILITIES & EQUITY	<u>1,694,381.83</u>	<u>1,404,371.19</u>	<u>290,010.64</u>	<u>20.7%</u>

**Lawrence Public Library
Revenues & Expenses**

December 2020

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
CARES Funding	43,039.45
Gifts-Other	127,806.94
Interest	15.50
Merchandise Sales	737.50
Fees	1,783.06
Photo Copies	360.42
Utilities Income	6.35
Total Income	<u>173,749.22</u>
Gross Profit	173,749.22
Expense	
Payroll Expenses	270,022.26
Payroll Taxes	41,282.88
Utilities - Electric	15,055.86
Building Supplies	1,588.81
Building Repairs & Maintenance	966.60
Library & Office Supplies	2,469.17
Books & Materials	143,272.85
Processing Supplies	3,445.98
Equipment	11,948.82
Technology	29,153.75
Shipping	1,464.49
Professional Development	414.00
Bookvan & Mileage	103.17
Program Expense	8,274.14
Professional Fees	1,182.25
Advertising	4,199.20
Miscellaneous	10,272.47
FOUNDATION FUNDING	6,958.54
FRIENDS FUNDING	3,117.00
Total Expense	<u>555,192.24</u>
Net Ordinary Income	-381,443.02
Other Income/Expense	
Other Expense	
COVID-19 Expenses	<u>-4,897.40</u>

Lawrence Public Library
Revenues & Expenses
December 2020

	Dec 20
Total Other Expense	<u>-4,897.40</u>
Net Other Income	<u>4,897.40</u>
Net Income	<u><u>-376,545.62</u></u>

11:43 AM

01/14/21

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Jan 14, 21
Advance Insurance Company	719.59
Amazon	5,221.01
Andy Morton	300.00
ASI	50.00
Baker & Taylor, Inc.	212.57
Bayscan Technologies	381.15
Central Kansas Library System	14.39
Century Business Technologies	468.84
Conley Sprinkler, Inc.	966.60
Demco, Inc.	365.39
DHE Computer Systems, LLC	6,264.33
EBSCO	10,711.51
Everygy	8,777.40
Fast Signs	50.00
Filmtools	701.80
Findaway World LLC	636.37
Gale/Cengage Learning	141.34
GovConnection, Inc.	2,240.08
Ingram Library Services	17,356.50
Jayhawk Tropical Fish	300.00
Journal-World Media	400.00
KA Productions	3,000.00
Kanopy LLC	2,567.00
KanREN	720.00
Kansas Public Radio	608.75
Lawrence Rotary Club	53.00
Midwest Tape	21,499.90
OCLC, Inc.	5,588.74
OverDrive	15,434.94
Preferred Lawn Service	405.00
ProQuest LLC	7,852.41
Pur-O-Zone, Inc.	402.47
Snap Promotions	605.24
Tech Logic	6,060.00
The New York Times	2,002.00
Todd Soden	300.00
U.S. Bank - Mastercard	10,230.76
Unique Management Services	372.90
United Parcel Service	566.30
World Book School and Library	999.00
TOTAL	135,547.28

12:04 PM
01/14/21

Lawrence Public Library
Check Detail
January 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	electronic	01/18/2021	U.S. Bank - Mastercard	Checking	
Bill	DECEMBER	12/31/2020		Books & Materials	-39.76
				Books & Materials	-312.57
				Books & Materials	-49.98
				Periodicals	-60.38
				Youth Services Dept.	-365.00
				Admin. Dept.	-49.00
				Adult Programming	-330.65
				Bookvan & Mileage	-95.07
				Children's Programming	-14.83
				Children's Programming	-267.16
				Children's Programming	-5.02
				Children's Programming	-9.79
				Children's Programming	-86.88
				Children's Programming	-8.77
				Young Adult Program...	-30.95
				Young Adult Program...	-9.99
				Young Adult Program...	-29.85
				Young Adult Program...	-9.99
				Young Adult Program...	-54.99
				Young Adult Program...	-89.33
				Professional Fees	-640.20
				Shipping	-117.99
				Library & Office Suppli...	-1,821.07
				Membership & Dues	-300.00
				Membership & Dues	-219.00
				Advertising	-1,498.00
				Advertising	-328.98
				Building Supplies	-114.67
				Supplies	-3,129.40
				Sound & Vision	-20.00
				Crowe Fund	-4.92
				Telephone	-66.82
Bill		01/04/2021		Periodicals	-49.75
TOTAL					-10,230.76
Bill Pmt -Check	Electronic	01/18/2021	Advance Insurance Company	Checking	
Bill	February 2...	01/04/2021		Group Life Insurance	-719.59
TOTAL					-719.59
Bill Pmt -Check	Electronic	01/18/2021	ASI	Checking	
Bill	December ...	01/04/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	01/18/2021	Evergry	Checking	
Bill		01/04/2021		Utilities - Electric	-8,777.40
TOTAL					-8,777.40

12:04 PM
01/14/21

Lawrence Public Library
Check Detail
January 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	01/18/2021	United Parcel Service	Checking	
Bill	1011	12/31/2020		Shipping	-566.30
TOTAL					-566.30
Bill Pmt -Check	JE	01/18/2021	Encumbrances	Checking	
General Journal	4617	12/31/2020	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	8946	01/18/2021	Baker & Taylor, Inc.	Checking	
Bill	2035518268	01/14/2021		Books & Materials	-46.66
Bill	2035518269	01/14/2021		Processing Supplies	-0.15
Bill	2035556169	01/14/2021		Books & Materials	-14.53
Bill	2035556170	01/14/2021		Processing Supplies	-0.74
Bill	2035573021	01/14/2021		Books & Materials	-149.99
Bill	2035573022	01/14/2021		Processing Supplies	-0.50
TOTAL					-212.57
Bill Pmt -Check	8947	01/18/2021	Bayscan Technologies	Checking	
Bill	66457	01/04/2021		Processing Supplies	-381.15
TOTAL					-381.15
Bill Pmt -Check	8948	01/18/2021	Central Kansas Library System	Checking	
Bill	REFUND	12/28/2020		Fees	-14.39
TOTAL					-14.39
Bill Pmt -Check	8949	01/18/2021	Century Business Technologies	Checking	
Bill	578186	01/04/2021		Copying	-468.84
TOTAL					-468.84
Bill Pmt -Check	8950	01/18/2021	Conley Sprinkler, Inc.	Checking	
Bill	12262	12/28/2020		Building Repairs & Mai...	-266.00
Bill	12307	12/31/2020		Building Repairs & Mai...	-700.60
TOTAL					-966.60
Bill Pmt -Check	8951	01/18/2021	Demco, Inc.	Checking	
Bill	6891148	01/04/2021		Processing Supplies	-365.39
TOTAL					-365.39

12:04 PM
01/14/21

Lawrence Public Library
Check Detail
January 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8952	01/18/2021	EBSCO	Checking	
Bill	100014336...	12/31/2020		Periodicals	-6,416.51
Bill	100014204...	01/04/2021		Periodicals	-4,295.00
TOTAL					-10,711.51
Bill Pmt -Check	8953	01/18/2021	Fast Signs	Checking	
Bill	2139-6219	12/31/2020		Building Supplies	-50.00
TOTAL					-50.00
Bill Pmt -Check	8954	01/18/2021	Filmtools	Checking	
Bill	SI82555855	01/04/2021		Processing Supplies	-650.80
Bill	SI8255462...	01/14/2021		Processing Supplies	-51.00
TOTAL					-701.80
Bill Pmt -Check	8955	01/18/2021	Findaway World LLC	Checking	
Bill	336739	12/31/2020		Books & Materials	-436.91
Bill	338818	01/14/2021		Books & Materials	-94.98
Bill	337563	01/14/2021		Books & Materials	-104.48
TOTAL					-636.37
Bill Pmt -Check	8956	01/18/2021	Gale/Cengage Learning	Checking	
Bill	72722064	12/28/2020		Books & Materials	-69.97
Bill	72746289	12/31/2020		Books & Materials	-22.39
Bill	72787235	01/14/2021		Books & Materials	-27.29
Bill	72845590	01/14/2021		Books & Materials	-21.69
TOTAL					-141.34
Bill Pmt -Check	8957	01/18/2021	GovConnection, Inc.	Checking	
Bill	70811306	01/04/2021		Supplies	-598.00
Bill	70814963	01/04/2021		Supplies	-1,642.08
TOTAL					-2,240.08
Bill Pmt -Check	8958	01/18/2021	Ingram Library Services	Checking	
Bill	50056743	12/28/2020		Books & Materials	-857.75
Bill	50164345	12/28/2020		Books & Materials	-346.39
Bill	50111093	12/28/2020		Books & Materials	-140.10
Bill	50111095	12/28/2020		Books & Materials	-204.05
Bill	50028532	12/28/2020		Books & Materials	-102.84
Bill	50065429	12/28/2020		Books & Materials	-216.71
Bill	50056744	12/28/2020		Processing Supplies	-73.75
Bill	50164346	12/28/2020		Processing Supplies	-47.40
Bill	50111094	12/28/2020		Processing Supplies	-15.25
Bill	50111096	12/28/2020		Processing Supplies	-14.41

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Type	Num	Date	Name	Account	Paid Amount
Bill	50028533	12/28/2020		Processing Supplies	-7.71
Bill	50065430	12/28/2020		Processing Supplies	-22.98
Bill	50341454	12/31/2020		Library & Office Suppli...	-65.00
				Books & Materials	-969.17
Bill	50312569	12/31/2020		Books & Materials	-553.61
Bill	50151689	12/31/2020		Books & Materials	-11.99
Bill	50278080	12/31/2020		Books & Materials	-13.79
Bill	50312571	12/31/2020		Books & Materials	-246.17
Bill	50354011	12/31/2020		Books & Materials	-287.08
Bill	50251073	12/31/2020		Books & Materials	-365.28
Bill	50298382	12/31/2020		Books & Materials	-306.05
Bill	50251075	12/31/2020		Books & Materials	-2,386.19
Bill	50205480	12/31/2020		Books & Materials	-846.17
Bill	50151687	12/31/2020		Books & Materials	-1,018.11
Bill	50179633	12/31/2020		Books & Materials	-277.32
Bill	50179635	12/31/2020		Books & Materials	-199.19
Bill	50205482	12/31/2020		Books & Materials	-378.73
Bill	50205479	12/31/2020		Books & Materials	-18.16
Bill	50341455	12/31/2020		Processing Supplies	-106.04
Bill	50312570	12/31/2020		Processing Supplies	-63.12
Bill	50151690	12/31/2020		Processing Supplies	-0.15
Bill	50278081	12/31/2020		Processing Supplies	-0.15
Bill	50312572	12/31/2020		Processing Supplies	-24.11
Bill	50354012	12/31/2020		Processing Supplies	-26.53
Bill	50251074	12/31/2020		Processing Supplies	-42.14
Bill	50298383	12/31/2020		Processing Supplies	-46.59
Bill	50251076	12/31/2020		Processing Supplies	-250.89
Bill	50205481	12/31/2020		Processing Supplies	-101.42
Bill	50151688	12/31/2020		Processing Supplies	-120.50
Bill	50179634	12/31/2020		Processing Supplies	-28.35
Bill	50179636	12/31/2020		Processing Supplies	-21.17
Bill	50205483	12/31/2020		Processing Supplies	-37.69
Bill	50326976	01/14/2021		Library & Office Suppli...	-31.49
Bill	50251072	01/14/2021		Library & Office Suppli...	-10.19
Bill	50602786	01/14/2021		Processing Supplies	-0.75
Bill	50602784	01/14/2021		Processing Supplies	-202.74
Bill	50576565	01/14/2021		Processing Supplies	-14.44
Bill	50602782	01/14/2021		Processing Supplies	-7.22
Bill	50544128	01/14/2021		Processing Supplies	-48.54
Bill	50591333	01/14/2021		Processing Supplies	-12.76
Bill	50449060	01/14/2021		Processing Supplies	-28.03
Bill	50497092	01/14/2021		Processing Supplies	-51.19
Bill	50378036	01/14/2021		Processing Supplies	-62.57
Bill	50414128	01/14/2021		Processing Supplies	-22.06
Bill	50400718	01/14/2021		Processing Supplies	-13.61
Bill	50414126	01/14/2021		Processing Supplies	-50.31
Bill	50602785	01/14/2021		Books & Materials	-71.95
Bill	50602783	01/14/2021		Books & Materials	-1,918.43
Bill	50576564	01/14/2021		Books & Materials	-157.48
Bill	50602781	01/14/2021		Books & Materials	-86.31
Bill	50602780	01/14/2021		Books & Materials	-227.42
Bill	50627415	01/14/2021		Books & Materials	-7.55
Bill	50576563	01/14/2021		Books & Materials	-15.36
Bill	50544127	01/14/2021		Books & Materials	-624.44
Bill	50591332	01/14/2021		Books & Materials	-167.47
Bill	50449059	01/14/2021		Books & Materials	-342.70
Bill	50497091	01/14/2021		Books & Materials	-657.08
Bill	50378035	01/14/2021		Books & Materials	-764.98
Bill	50414127	01/14/2021		Books & Materials	-185.81

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Type	Num	Date	Name	Account	Paid Amount
Bill	50400717	01/14/2021		Books & Materials	-145.60
Bill	50414125	01/14/2021		Books & Materials	-567.82
TOTAL					-17,356.50
Bill Pmt -Check	8959	01/18/2021	Jayhawk Tropical Fish	Checking	
Bill	580799	01/04/2021		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8960	01/18/2021	Journal-World Media	Checking	
Bill	10642540	01/14/2021		Advertising	-400.00
TOTAL					-400.00
Bill Pmt -Check	8961	01/18/2021	Kanopy LLC	Checking	
Bill	228634-PPU	01/14/2021		Kanopy	-2,567.00
TOTAL					-2,567.00
Bill Pmt -Check	8962	01/18/2021	Kansas Public Radio	Checking	
Bill	146617	12/28/2020		Advertising	-275.00
Bill	146557	12/29/2020		Advertising	-333.75
TOTAL					-608.75
Bill Pmt -Check	8963	01/18/2021	Midwest Tape	Checking	
Bill	99773880	12/28/2020		Books & Materials	-368.09
Bill	99743669	12/28/2020		Books & Materials	-123.04
Bill	99743711	12/28/2020		Books & Materials	-22.49
Bill	99752462	12/28/2020		Books & Materials	-717.84
Bill	99743712	12/28/2020		Books & Materials	-846.36
Bill	99752461	12/28/2020		Books & Materials	-1,353.45
				Books & Materials	-48.74
Bill	99778532	12/31/2020		Books & Materials	-1,113.36
				Books & Materials	-174.72
Bill	99778533	12/31/2020		Books & Materials	-189.95
Bill	99847671	12/31/2020		Processing Supplies	-517.90
Bill	99861378	01/14/2021		Books & Materials	-78.73
Bill	99861376	01/14/2021		Books & Materials	-437.04
Bill	99861379	01/14/2021		Books & Materials	-131.21
Bill	99865020	01/14/2021		Books & Materials	-289.92
Bill	99861559	01/14/2021		Books & Materials	-768.32
				Books & Materials	-37.49
Bill	99834688	01/14/2021		Books & Materials	-241.38
Bill	99832420	01/14/2021		Books & Materials	-12.74
Bill	99804580	01/14/2021		Books & Materials	-403.00
Bill	99804581	01/14/2021		Books & Materials	-804.27
Bill	99808224	01/14/2021		Books & Materials	-701.30
Bill	99808893	01/14/2021		Books & Materials	-248.93
Bill	99840394	01/14/2021		Books & Materials	-11,869.63
TOTAL					-21,499.90

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8964	01/18/2021	OCLC, Inc.	Checking	
Bill	1000092471	01/04/2021		Collections	-5,588.74
TOTAL					-5,588.74
Bill Pmt -Check	8965	01/18/2021	OverDrive	Checking	
Bill	06809CO2...	12/28/2020		Books & Materials	-5,886.19
Bill	06809CO2...	12/28/2020		Books & Materials	-59.99
Bill	06809CO2...	12/28/2020		Books & Materials	-374.47
Bill	06809CO2...	12/28/2020		Books & Materials	-14.99
Bill	06809CO2...	12/28/2020		Books & Materials	-328.37
Bill	06809CO2...	12/28/2020		Books & Materials	-2,633.49
Bill	06809DA2...	12/28/2020		Books & Materials	-65.00
Bill	06809DA2...	12/31/2020		Books & Materials	-27.50
Bill	06809DA2...	01/14/2021		Books & Materials	-94.00
Bill	06809CO2...	01/14/2021		Books & Materials	-955.32
Bill	06809CO2...	01/14/2021		Books & Materials	-65.00
Bill	06809CO2...	01/14/2021		Books & Materials	-171.49
Bill	06809CO2...	01/14/2021		Books & Materials	-302.99
Bill	06809CO2...	01/14/2021		Books & Materials	-450.92
Bill	06809DA2...	01/14/2021		Books & Materials	-27.50
Bill	06809CO2...	01/14/2021		Books & Materials	-445.48
Bill	06809CO2...	01/14/2021		Books & Materials	-67.48
Bill	06809DA2...	01/14/2021		Books & Materials	-1,425.32
Bill	06809CO2...	01/14/2021		Books & Materials	-984.56
Bill	06809CO2...	01/14/2021		Books & Materials	-1,054.88
TOTAL					-15,434.94
Bill Pmt -Check	8966	01/18/2021	Preferred Lawn Service	Checking	
Bill	30200	01/04/2021		Building Repairs & Mai...	-295.00
Bill	39158	01/04/2021		Building Repairs & Mai...	-110.00
TOTAL					-405.00
Bill Pmt -Check	8967	01/18/2021	ProQuest LLC	Checking	
Bill		12/28/2020		Books & Materials	-7,852.41
TOTAL					-7,852.41
Bill Pmt -Check	8968	01/18/2021	Pur-O-Zone, Inc.	Checking	
Bill	821447	12/28/2020		Building Supplies	-402.47
TOTAL					-402.47
Bill Pmt -Check	8969	01/18/2021	Snap Promotions	Checking	
Bill	20111205	12/28/2020		Advertising	-472.20
Bill	20121802	12/29/2020		Library & Office Suppli...	-133.04
TOTAL					-605.24

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8970	01/18/2021	Tech Logic	Checking	
Bill	15009273PP	12/31/2020		Supplies	-6,060.00
TOTAL					-6,060.00
Bill Pmt -Check	8971	01/18/2021	Unique Management Services	Checking	
Bill	598583	01/04/2021		Professional Fees	-104.40
Bill	598582	01/04/2021		Professional Fees	-268.50
TOTAL					-372.90
Bill Pmt -Check	8972	01/18/2021	World Book School and Library	Checking	
Bill	1619512	12/31/2020		Books & Materials	-999.00
TOTAL					-999.00
Bill Pmt -Check	28962	01/18/2021	Amazon	Checking	
Bill	5379404	12/28/2020	Amazon	Accounts Payable	0.00
Bill	0200253	12/28/2020	Amazon	Accounts Payable	0.00
Bill	2373040	12/28/2020		Books & Materials	-9.50
Bill	6237841	12/28/2020		Books & Materials	-100.09
				Books & Materials	-60.20
Bill	0200253	12/28/2020		Books & Materials	-87.99
Bill	6753838	12/28/2020		Books & Materials	-338.00
Bill	9045049	12/28/2020		Books & Materials	-65.54
Bill	0200253	12/28/2020		Books & Materials	-141.99
				Books & Materials	-230.97
Bill	6017055	12/28/2020		Books & Materials	-147.34
Bill	8577069	12/28/2020		Building Supplies	-25.78
Bill	3197023	12/31/2020		Books & Materials	-26.27
Bill	0029000	12/31/2020		Books & Materials	-35.00
Bill	1534636	12/31/2020		Books & Materials	-59.99
Bill	6792257	12/31/2020		Books & Materials	-21.78
Bill	5340220	12/31/2020		Books & Materials	-8.55
Bill	1376244	12/31/2020		Books & Materials	-30.82
Bill	1534636	12/31/2020		Books & Materials	-41.88
Bill	3793020	12/31/2020		Books & Materials	-18.24
Bill	4172242	12/31/2020		Books & Materials	-28.99
Bill	3197023	12/31/2020		Books & Materials	-19.95
Bill	1534636	12/31/2020		Books & Materials	-114.97
Bill	7202620	12/31/2020		Books & Materials	-39.99
Bill	4297833	12/31/2020		Books & Materials	-48.99
Bill	2681809	12/31/2020		Books & Materials	-61.99
Bill	8472200	12/31/2020		Books & Materials	-12.58
Bill	4556237	12/31/2020		Books & Materials	-20.27
Bill	9045049	12/31/2020		Books & Materials	-259.98
Bill	0027449	12/31/2020		Books & Materials	-34.98
Bill	0913863	01/04/2021		Young Adult Program...	-2,124.95
				Young Adult Program...	-22.96
				Young Adult Program...	-31.62
Bill	5877059	01/04/2021		Children's Programming	-9.98
Bill	5912261	01/04/2021		Crowe Fund	-48.48
Bill	4092238	01/14/2021		Books & Materials	-12.77
Bill	4279460	01/14/2021		Books & Materials	-47.05
				Books & Materials	-47.93

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Type	Num	Date	Name	Account	Paid Amount
Bill	9007427	01/14/2021		Books & Materials	-50.94
Bill	9007427	01/14/2021		Books & Materials	-12.99
				Books & Materials	-13.15
				Books & Materials	-28.98
Bill	4279460	01/14/2021		Books & Materials	-29.99
Bill	9007427	01/14/2021		Books & Materials	-11.98
Bill	8424239	01/14/2021		Books & Materials	-23.78
Bill	6364204	01/14/2021		Books & Materials	-35.98
Bill	5819400	01/14/2021		Books & Materials	-27.58
Bill	3603426	01/14/2021		Books & Materials	-17.31
Bill	5935432	01/14/2021		Books & Materials	-22.98
Bill	5741819	01/14/2021		Books & Materials	-24.99
Bill	9573843	01/14/2021		Books & Materials	-12.86
				Books & Materials	-14.99
				Books & Materials	-98.33
				Books & Materials	-16.49
				Books & Materials	-73.83
Bill	9573843	01/14/2021		Books & Materials	-39.97
				Books & Materials	-7.99
				Books & Materials	-39.66
				Books & Materials	-48.54
				Books & Materials	-28.99
				Books & Materials	-28.68
Bill	2882607	01/14/2021		Books & Materials	-7.43
Bill	4637848	01/14/2021		Books & Materials	-31.97
Bill	4445067	01/14/2021		Books & Materials	-32.27
TOTAL					-5,221.01
Bill Pmt -Check	28963	01/18/2021	Andy Morton	Checking	
Bill	12/16/20	12/28/2020		Adult Programming	-300.00
TOTAL					-300.00
Bill Pmt -Check	28964	01/18/2021	DHE Computer Systems, LLC	Checking	
Bill	45889	12/31/2020		Supplies	-6,264.33
TOTAL					-6,264.33
Bill Pmt -Check	28965	01/18/2021	KA Productions	Checking	
Bill	Author Visit	12/28/2020		Children's Programming	-3,000.00
TOTAL					-3,000.00
Bill Pmt -Check	28966	01/18/2021	KanREN	Checking	
Bill	210105010...	01/04/2021		Adult Programming	-720.00
TOTAL					-720.00
Bill Pmt -Check	28967	01/18/2021	Lawrence Rotary Club	Checking	
Bill	129306	01/04/2021		Membership & Dues	-53.00
TOTAL					-53.00

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Lawrence Public Library
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28968	01/18/2021	The New York Times	Checking	
Bill	2021	01/04/2021		Periodicals	-2,002.00
TOTAL					-2,002.00
Bill Pmt -Check	28969	01/18/2021	Todd Soden	Checking	
Bill	D&D	12/28/2020		Adult Programming	-300.00
TOTAL					-300.00

Lawrence Public Library

Monthly Statistical Summary--December 2020

INDICATOR	December		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	1.93	5.41	-64%			
Reference Transactions per Capita	0.57	1.02	-44%			
Program Attendance per Capita	0.19	0.28	-32%			
Circulation per Capita	10.88	10.96	-1%			
Circulation per Visit	5.64	2.03	178%			
Total Holdings per Capita	2.06	2.02	2%			
% of Lawrence Residents Registered	40%	45%	-11%			

Circulation--Adult Total	62,061	65,584	-5%	663,555	839,688	-21%
Circulation--Young Adult Total	5,039	3,256	55%	41,184	46,626	-12%
Circulation--Youth Total	26,286	23,163	13%	275,492	347,980	-21%
Circulation--Bookmobile	594	1,187	-50%	8,002	15,033	-47%
Circulation--Book Lockers	1,579	803	97%	13,568	11,566	17%
Circulation--Audiovisual Total	34,013	36,551	-7%	366,951	476,781	-23%
Circulation--Total	93,386	92,003	2%	980,231	1,234,294	-21%

Reference Transactions	4,887	8,528	-43%	58,849	129,530	-55%
User Visits	16,522	45,386	-64%	235,943	639,430	-63%
LPL Web Site Visits	17,322	20,530	-16%	223,136	236,686	-6%

Holdings--Added	2,803	2,155	30%	29,475	35,530	-17%
Holdings--Withdrawn	1,853	3,476	-47%	23,761	43,918	-46%
Holdings--Total	212,176	203,403	4%			

Cardholders--Added	356	420	-15%	5,145	7,260	-29%
Active Cardholders--Total	50,868	54,756	-7%			

Adult Programs	12	16	-25%	170	272	-38%
Young Adult Programs	7	16	N/A	95	203	-53%
Youth Programs	56	41	37%	639	841	-24%
Total Programs	75	73	3%	904	1,316	-31%
Total Program Attendance	1,665	2,371	-30%	44,486	52,704	-16%
Public Uses of Meeting Rooms	0	889	-100%	2,317	11,560	-80%

Total Paid Staff (FTE)	63.68	67.44	-6%			
Total Number of Employees	81	90	-10%			

Lawrence Public Library							
Monthly Statistical Report--December 2020							
	December		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	1.93	5.41	-64%				
Reference Transactions per Capita	0.57	1.02	-44%				
Program Attendance per Capita	0.19	0.28	-31%				
Circulation per Capita	10.88	10.96	-1%				
Total Holdings per Capita	2.06	2.02	2%				
Collection Turnover--Total	5.35	5.50	-3%				
Collection Turnover--Adult	5.56	6.23	-11%				
Collection Turnover--Young Adult	4.64	3.19	45%				
Collection Turnover--Youth	5.04	4.48	13%				
Collection Turnover--Audiovisual	9.04	10.64	-15%				
CIRCULATION OF LIBRARY MATERIALS							
Circulation--Adult Books and NF Videos	31204	31722	-2%		330036	402963	-18%
Circulation--Adult Periodicals	1094	976	12%		10955	12223	-10%
Circulation--Adult Feature Films & TV Shows	17359	20346	-15%		185524	268705	-31%
Circulation--Electronic Games	1247	1401	-11%		13108	18867	-31%
Circulation--Adult Music CDs	2428	3410	-29%		24707	47418	-48%
Circulation--Adult Audio Books and Books on CD	8530	7608	12%		97604	88125	11%
Circulation--eReaders	0	0	#DIV/0!		0	7	-100%
Circulation--Other	199	121	64%		1621	1380	17%
Circulation--Adult Total	62061	65584	-5%		663555	839688	-21%
Circulation--YA Books and Videos	3092	2727	13%		32553	39862	-18%
Circulation--YA Periodicals	610	473	29%		783	540	45%
Circulation--YA Audio Books and Books on CD	1337	56	2288%		7848	6224	26%
Circulation--YA Total	5039	3256	55%		41184	46626	-12%
Circulation--Youth Books and Videos	23502	21512	9%		249287	321572	-22%
Circulation--Youth Periodicals	140	59	137%		726	1006	-28%
Circulation--Youth Music CDs	228	275	-17%		2530	5149	-51%
Circulation--Youth Audio Books and Books on CD	2416	1317	83%		22949	20253	13%
Circulation--Youth Total	26286	23163	13%		275492	347980	-21%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Circulation--Bookmobile	594	1187	-50%		8002	15033	-47%
Circulation--Book Lockers	1579	803	97%		13568	11566	17%
Circulation--Total Books	57798	58519	-1%		611876	831649	-26%
Circulation--Total Periodicals	1844	1508	22%		12464	13769	-9%
Circulation--Total Audiovisual	34013	36088	-6%		366951	476781	-23%
Circulation Total	93386	92003	2%		980231	1234294	-21%
Staff Assisted Circulation	2399	3719	-35%		27819	50592	-45%
Self Check Circulation	43063	58709	-27%		439622	833406	-47%
Percent Self Check	95%	94%	1%		94%	94%	0%
Online Renewals	24519	14742	66%		248463	184197	35%
Other Staff Checkouts	101	90	12%		1145	1495	-23%
Requests Placed	18661	17984	4%		199502	239797	-17%
Requests Filled	17525	16727	5%		178334	220072	-19%
Requests Unclaimed	2536	2595	-2%		25733	32252	-20%
Interlibrary Loan Items Borrowed for LPL Patrons	599	305	96%		3522	4887	-28%
Interlibrary Loan Items Loaned from LPL Collection	687	467	47%		4466	6772	-34%
OTHER LIBRARY SERVICES							
User Visits	16522	45386	-64%		235943	639430	-63%
Public Computer Usage	1722	5704	-70%		25258	85845	-71%

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Adult Reference Transactions	718	1348	-47%		7507	16661	-55%
Young Adult Reference Transactions	0	815	-100%		1894	11245	-83%
Youth Reference Transactions	365	890	-59%		5020	15646	-68%
IT Desk	1089	901	21%		9454	14359	-34%
Welcome Desk	0	761	-100%		2859	13760	-79%
Phone Calls	1189	1406	-15%		13585	21614	-37%
Accounts Desk	1519	2407	-37%		18288	36245	-50%
Materials Handling	7				242		
Total Reference Transactions	4887	8528	-43%		58849	129530	-55%
Public-Sponsored Uses of Meeting Rooms	0	889	-100%		2317	11560	-80%
LPL Web Site Visits	17322	20530	-16%		223136	236686	-6%
Web Site Sessions	39516	45721	-14%		518099	572316	-9%
RESOURCES							
Holdings--Total	212176	203403	4%				
Holdings--Adult	135665	128114	6%				
Holdings--Young Adult	13089	12301	6%				
Holdings--Youth	63422	62988	1%				
Holdings--Audiovisual	45133	40693	11%				
Holdings--eReaders	0	1	-100%				
Holdings Added	2803	2155	30%		29475	35530	-17%
Holdings Withdrawn (Weeded)	1853	3476	-47%		23761	43918	-46%
Holdings Net Change	1149	-428	-368%		8773	-686	
LIBRARY PATRONS							
Total Active Cardholders	50868	54756	-7%				
Cardholders Added	356	420	-15%		5145	7260	-29%
Cardholders Transacting	11926	13767	-13%		147370	174985	-16%
Percent of Borrowers Transacting	23%	25%	-7%				
Total Number of Lawrence Residents Registered	41438	44828	-8%				
Percent of Lawrence Residents Registered	40%	45%	-10%				

Lawrence Public Library	December		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
PROGRAMMING							
Number of Adult Programs	12	16	-25%		170	272	-38%
Number of Young Adult Programs	7	16	-56%		95	203	-53%
Number of Youth Programs	56	41	37%		639	841	-24%
Total Programs	75	73	3%		904	1316	-31%
Adult Program Attendance	274	382	-28%		4661	9727	-52%
Young Adult Program Attendance	63	328	-81%		2705	5560	-51%
Youth Program Attendance	1328	1661	-20%		37120	37417	-1%
Total Program Attendance	1665	2371	-30%		44486	52704	-16%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	63.68	67.44	-6%				
ALA-MLS Librarians, in Full-Time Equivalents	18.65	20.9	-11%				
Number of Employees--Total	81	90	-10%				
Number of Employees--Full-Time	46	47	-2%				
Number of Employees--Part-Time	35	43	-19%				
Terminations	1	0	#DIV/0!		12	22	-45%
Hirings	1	2	-50%		6	28	-79%
Volunteer Hours	35.3	459.7	-92%		1317.6	8622.8	-85%

Select Online Statistics December 2020

Lynda.com

Active users - 3012

New users - 20

Users who logged in - 89

Total logins - 397

Hours viewed - 165.58

Hours viewed per user who logged in - 1.86

Hours viewed per login - .42

Kanopy

Total Users - 918

Visits - 11663

Pages - 14450

Plays - 2320

Library Director's Report for January 2021

2020 is in the books. It's 2021. Time flies, even during a global pandemic. Last month, I reflected on last year how we navigated through a global pandemic. We did a pretty good job, I'd say. The pandemic rages on but as more people get vaccinated for COVID-19, most likely restrictions on gatherings will relax, and we will start to reorient our library to some kind of post-COVID world.

As we prepare for this, our leadership team has been reorganizing as I've mentioned in previous reports. In addition to the changes we have made to our organizational structure, we are making a concerted effort to get more staff to full time positions by creating new 0.8 FTE positions that include health insurance benefits.

Since last March, we have created seven of these new 0.8 FTE positions. Three other employees have shifted from 40 hour per week positions to 0.8 FTE. Providing health insurance to our employees is a huge financial benefit, and something many of us take for granted. I believe quite a few current and future staff are interested in the work life balance of a 32 hour work week knowing they have health insurance. If you are paying \$400 a month out of your own pocket for health insurance each month, that's almost \$5,000 per year.

Let's take the example of one of our employees to show the financial impact of this shift in how we staff the library. An employee was working 25 hours a week and paying for her own health insurance at about \$400 per month. Increasing that person's hours to 32 per week and providing her health insurance put \$10,000 back into her pocket (\$5,400 of income and \$4,800 of health insurance payment savings). That is a life altering change in financial security and stability. I take the time to write this to you because to me, that is incredibly powerful and the right thing to do when it comes to thinking about how we staff our library.

I'm proud of the work we are doing to support our staff. We have spent too many years contributing to underemployment in our community. We must do what's right for the people that work at the library and this new initiative as well as the creation of our new Employee Engagement and Diversity Coordinators will go a long way towards accomplishing that goal.

One last important thing to note, you will see in the December financial report that we closed out the year in good financial condition. We ended the year with \$126,485.12 more revenue than expenses. We will move \$38,382.96 to our cash reserves and \$88,102.16 into our capital improvement fund. This means our capital improvement fund will have reached almost \$775,000. We have grown that fund from \$533,000 since I arrived in May 2012.

Happy New Year! Let's make 2021 a great one.

Respectfully submitted by Brad Allen, January 14, 2021

Monthly Departmental Reports

January 2021

Accounts:

Accounts has continued to staff the desk and phone room, as well as provide curbside services for patrons in high risk COVID categories. We've also continued to provide some assistance in other departments including Materials Handling and Cataloging and Collection Development. We're preparing for the end of the returned item quarantine in the near future. Staff are looking forward to moving back toward normal circulation procedures and the faster and better customer service that will entail.

Cataloging & Collection Development:

End of year closing out of funds resulted in a bit of a rush of materials for cataloging, but with staff and volunteers back and the help of Darla and Gregor, it's full steam ahead. Yilan in Info Services will begin working a few hours a day in cataloging for further support. With the ending of quarantine, catalogers will resume sole responsibility for sending returns and new materials up with the dumbwaiter. Starting January 1, we reverted authentication settings for OverDrive and Hoopla so that unverified online registered and barred users will not have access until they verify or settle their accounts. The checkout limit for Hoopla was also reduced to 5 (from 8) in order to meet the restraints of 2021's materials budget.

Department of Community Partnerships (DCP):

Our partnership with the Paper Plains Literary Festival will continue this spring with disability advocate Rebekah Taussig. The program will be virtual and she will talk about her book *Sitting Pretty*. We are continuing our Meet KU Authors program partnership with the Hall Center for Humanities on January 27th with KU Professor Tony Bolden. He will talk about his book, *Groove Theory*. We are also commemorating Martin Luther King Jr. Day on January 20th with the Langston Hughes Center and the KU Department of African and African American Studies with a conversation on Dr. King's book *Where Do We Go From Here: Chaos or Community*.

Our outreach efforts will continue this spring and we will take the collection to both Checkers and Just Food. Kristin is working on coordinating library staff and volunteers to work events where we take the collection out, and where we have a simple tabling opportunity to give away books, library goodies, and sign folks up for library cards. We are continuing our talks with the KU Architecture Department on purchasing a stepvan which the architecture students will turn into an outreach vehicle. It's very exciting to move forward on this project!

Monthly Departmental Reports

January 2021

Diversity, Equity, and Inclusion:

This month, I had an all staff Q&A to give everyone an opportunity to ask me anything - from my plans for the department, all the way to my favorite books. It was a great opportunity to get acquainted with staff I haven't been able to meet yet, and staff shared a lot of excellent ideas. I have been working closely with our Employee Engagement Coordinator, Erica Segraves, to improve hiring practices. Specifically, we have been working on ways to make the hiring process as equitable as possible - we are working to post jobs in more places to reach a wider audience, provide helpful tips to applicants on how to best present themselves as a candidate, and we had a chat with LinkedIn to see what suggestions they may have. Next on my agenda is forming the antiracism task force by working with department coordinators to see who from their team will be joining.

Employee Engagement:

Work in this new department is currently being focused on hiring, training, and building the foundation of our Employee Engagement services. I am helping three department Coordinators with upcoming hires and working in conjunction with our Diversity Coordinator, Frankie Haynes, to make sure job ads are inclusive and do not set barriers from the start. I'm also starting to create new workflows for hiring, on-boarding, orientation, and making sure we are accurately supporting employees throughout their job lifecycle. The reviving of our Fun Committee, co-lead with Sean Wilson in Information Technology and Lauren Taylor in Youth Services, has also offered our staff new ways of virtually connecting outside of work each month.

Facilities:

Our department continues to perform all tasks required to keep the building, patrons, and staff as safe from germs as possible. December saw a surge in the number of masks folks were picking up from the entrance bringing our year end total to just over 8,000 masks given out. The United Way continues to supply us with cloth masks for giving out, and that supply is supplemented by homemade patron donations and LPL purchased disposable masks. December also brought a very noticeable decrease in folks staying long term on the Library Lawn, which coincided with a large decrease in litter to be gathered and eased the workload of our morning crew.

Information Services:

Info Services staff continue to work on getting community members connected to Lifeline internet through our CARES Act-funded digital equity project, as well as to distribute laptops and hotspots to local social service agencies. Info staff also continue to digitize materials from

Monthly Departmental Reports

January 2021

the local history collection in the Osma Room to allow access through our Digital Douglas County History portal. We're also gearing up for the launch of the Seed Library in February.

Information Technology:

The newly defined IT Department continues to work with the Public Technology Services Department to transition to full separation into two distinct departments. During the transition, Sean continues to serve split time between serving patrons at the Tech Desk and working to resolve incoming IT help requests. We recently acquired the new Data Control feature for Symphony. Kim is working to get a handle on how to use it with work on the test server. A replacement computer has been ordered and has arrived for the AMH. The current plan is to complete installation on Sunday, January 24. Aaron is working with Marketing to set up a new information kiosk in the area near the self-checks. The display has arrived and the kiosk hardware has shipped and is expected to arrive on January 19. On January 4 Aaron sent an email to staff recommitting to service level expectations with Help Desk requests. Renewed attention to resolving tickets in a timely manner is the first fruit of our separation from the Public Technology Services Department.

Marketing:

This month I welcomed Precious Santana and Kevin Mboma, KU Hawklink interns, however Precious had some life changes and unfortunately had to back out. With holidays behind us, Kevin (they/them) and I will be working together on individual projects to help with marketing workload and allow them an opportunity to explore their interests and flex their abilities. Worked with ELNA (East Lawrence Neighborhood Association) to getting library questions onto their Community Needs Assessment (newsletter and Google survey), signed up for a lifetime membership to their newsletter, and got discounted ad space for the library. Thanks to Kristin, Vanessa, and Melissa for making survey question suggestions! Work with the What's Next focus group includes creating the "[Good Vibes Vouchers](#)", a series of coupons staff can download and give to colleagues. There are five categories and Heather and Erica are working together to roll these out to staff in late January, early February. Marketing will be spending 2021 working monthly with each department to address specific needs. I'm currently focused on Readers' Services (January) to help refresh the Book Squad logo, develop new and better signage for the Readers' Services desk, create some inserts for books on the holds shelf, etc. Aaron and I worked together to get a new digital information kiosk ordered for placement in the Self-Check Lobby. This will be an exciting new tool for announcements, library services / events / collections / resources promo — a first floor map — and more. What I used to make a poster or banner for will likely live here exclusively until we're past the pandemic. It's going to be a fun experiment. Working on the Spring issue of the Reader which will highlight Information Services, serving on What's Next focus group, Front Door shifts, and computer lab back up three days a week. I'm also back in the building full-time and have stopped working from home.

Monthly Departmental Reports

January 2021

Materials Handling:

Due to last year's retirement of long time MH staffer Lorri Hoelscher, Rami Safadi and Mary Gomer have been able to increase their weekly hours and workload. With these additional hours, the Materials Handling department aims to have a greater presence in the library's Media Room. This month we alphabetized all of our DVDs, Blu Rays, and video games and plan to work with the Look Play Listen team to increase promotion for the entire AV collection. We'll be balancing our new role in the Media Room with returning to more normal return procedure now that the library will no longer be placing returned items in quarantine.

Public Technology Services:

We are continuing work to separate our single Technology Department into 2 departments - the IT Department which will handle all internal technology needs (staff IT requests, equipment, network, servers), and the Public Technology Services Department which will handle all public facing technology needs. This includes the customer service based work of assisting patrons in the public computer lab, S+V Studio and meeting rooms, answering patrons' technology related questions, and providing related programming. Jim Barnes (former S+V Studio manager) has been promoted to the position of Public Technology Services Coordinator and will oversee this department. The Big Leadership Team has recognized that the computer lab is a crucial centerpiece of the library's services during this time. Starting this week, we've increased staffing in the computer lab with the help of staff from multiple departments working small numbers of short shifts throughout the week. This is a largely temporary measure until we hire 2 new part time technology assistants by the end of January. These two new hires will help us provide better, more effective customer service to users of our public access computers (and beyond once the lower level is reopened to the public).

Readers Services:

Services continue steadily, with a bit more patron interaction at the desk, as more people come into the library these days. We are working with Heather this month for some refreshed branding of Readers' Services/The Book Squad. We hope to have a more attractive and better advertised desk/services in the near future.

Online programming remains the same as it has been the last few months.

The biggest news from our department is that all three of our part time staff members have been made .8 time employees, putting them all at 32+ hours and giving them healthcare, and wonderful perk for these three very loyal employees who have been with us for 4 and 5 years.

Security:

Continuing to keep the building safe and secure.

Monthly Departmental Reports

January 2021

Youth Services:

Since the last board meeting, Youth Services has had some great engagements with patrons. We started a new service for kids and teens: subscription boxes! Patrons fill out what is essentially a reader's advisory form and we supply them with a surprise library book from the collection, a book from the Friends of the library to keep, a snack, and a craft. All of this goes into a box, picked up by patrons, and checked out. Registration is limited for kids and teens and they've been full for the last two rounds. Kids are excited to find out what we've included in their boxes every month. We started a monthly Family Fun Night where we meet on Zoom and play games. In December we played Lotería and had literary trivia in January. We continued our ever popular Candy Construction program this year by creating take and make kits for youth and families to create their own gingerbread houses at home. I believe this is the 8th year we've had this program. We had a break from storytimes in December and have just started back up this week. We're continuing to offer take and make kits for a variety of programs (storytimes, tween club, young fiction club, teen programs), D&D for teens, virtual teen murder mystery parties, and teen cook-alongs and paint-alongs bi-monthly. We're planning our next round of programs for the spring and will be starting on summer reading soon. In staffing news I'm sad to say that Vanessa Reynaga is leaving LPL. She is moving back to California. She will be greatly missed! We will post her Youth Service Outreach position very soon.

Outcomes Evaluation Task Force:

On behalf of the task force, Melissa conducted a survey of staff and library board members to determine which output measures they are most interested in. The survey results revealed that circulation of the collection and user visit counts were most compelling data points. This information assisted in developing an updated version of the monthly statistical report that is included in the monthly board packet. The updated version of the statistical report will be implemented beginning in January, and will be presented to the Library Board at the February meeting.

Friends & Foundation Director's Report – January 15, 2021

Unrestricted Block Grant to Library. The Friend & Foundation are pleased to report that the library received a \$100,000 unrestricted block grant in December. We are delighted to be able to make this gift the library in a year that was fraught with uncertainty. A huge thanks goes to our volunteers and donors who worked tirelessly and gave so generously to the library in 2020. Accomplishing this goal points to the benefit of a merged organization. We were able to weather this year through collective smarts and resources. This grant is in addition to the \$42,000 unrestricted grant from the Friends & Foundation endowment fund provided to the library in March of 2020.

Annual Campaign. I am pleased to report that our end-of-the-year fundraising campaign was a great success. From October 15 to December 31, the Friends & Foundation received \$132,000 in donations and parks poster revenue. Of that total, \$71,000 were New Chapter Society gifts (donations of \$1,000 or more). As you may recall, we issued a \$30,000 matching challenge thanks to the generosity of two major donors for the annual campaign. It really worked! We significantly exceeded our goal.

DCCF Giving for Good Campaign. The Douglas County Community Foundation simultaneously conducted this campaign from December 1st to the 31st. Non-profits throughout Douglas County created special projects and DCCF donors matched any gifts received for them. The Friends & Foundation's project was creating a fund for free paperback books to distribute to kids as part of our outreach efforts. Together with the match, we will receive a check for \$2,000 to purchase these books. In addition, DCCF deposited \$1,010 in additional matching funds into our unrestricted endowment account.

After Hours at the Library 2021. Mark your calendars! The Friends & Foundation's biggest party of the year will go on! This year, After Hours at the Library will be held virtually on Thursday evening, March 4th. We are delighted that Kathleen Sebelius and Deja Brooks will serve as our co-hosts. Our goal is three-fold: (1) make it fun; (2) make it fast (one hour or less) and (3) raise lots of money for the library! The evening will feature a literary cocktail class from US World Class Bartender Ty Buhler, a "fund-a-need" lightening round for virtual resources, and themed basket drawings by Brad and Zofia Garcia, LPL's Kid President. A huge "THANK YOU" goes to our planning committee: Rachel Rademacher, Jan Conard, Kassie Nieters, Dan Storey, Brandon Eisman, Margie Coggins, Mary Gage, Angela Hyde, Logan Isaman and Cathy Hamilton.

Reconnecting with JOCO and Topeka Library Foundations. In late November, I met via Zoom with the Executive Directors of the Johnson County and Topeka and Shawnee County Public Libraries. It was my first time meeting Erin Aldridge, the new TSCPL Foundation Director who started her job in October. These conversations are so valuable in getting new ideas and advice for library fundraising projects. We have agreed to meet every other month.

Year-End Friends & Foundation Financials are coming soon. I will give you a full report at February's meeting.

ANNUAL ORGANIZATIONAL CALENDAR

January - Annual Organizational Meeting

February - Form Budget Committee

March - Form Officer Nominating Committee

April - Approve Budget Recommendation & Budget Resolution
Officer Nominations
NEKLS Annual Meeting Representative Nomination

May - New Board Members Begin -- Schedule Library Orientations

June - Trustee Training Workshops
City Commission Budget Hearings

July - City Commission Budget Hearings

August - Budget Approved by City Commission

September - Strategic Plan Review

October -

November - Form Director Evaluation Committee

December - Director Evaluation

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2017-2021							
REVENUES		2017	2018	2019	2020	2021	Difference
Tax Fund		\$ 4,033,737.00	\$ 4,233,000.00	\$ 4,457,000.00	\$ 4,782,000.00	\$ 4,978,000.00	\$ 196,000.00
Lost and Repl Fees		\$ 170,000.00	\$ 148,400.00	\$ 150,000.00	\$ 35,000.00	\$ 15,000.00	\$ (20,000.00)
NEKLS		\$ 68,000.00	\$ 90,000.00	\$ 93,000.00	\$ 95,000.00	\$ 95,000.00	\$ -
State Aid		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ (15,000.00)
Coffee Shop Rent		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -	\$ (9,000.00)
Meeting Room Fees		\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ (5,000.00)
Interest		\$ 1,600.00	\$ 1,600.00	\$ 16,000.00	\$ 25,000.00	\$ 2,000.00	\$ (23,000.00)
Transfer from Cash Reserves						\$ 50,000.00	\$ 50,000.00
Total Revenues		\$4,330,337.00	\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,170,000.00	\$ 174,000.00
							\$ -
EXPENSES							\$ -
							\$ -
Salaries & Wages		\$ 2,450,000.00	\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,865,000.00	\$ 45,000.00
Employee Benefits		\$ 275,000.00	\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 460,000.00	\$ 120,000.00
Payroll Taxes		\$ 400,000.00	\$ 420,000.00	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 10,000.00
Utilities		\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 100,000.00	\$ 4,000.00
Building Supplies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance		\$ 35,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Library Supplies		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials		\$ 600,000.00	\$ 650,000.00	\$ 670,000.00	\$ 700,000.00	\$ 710,000.00	\$ 10,000.00
Books & Materials Supplies		\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 4,000.00
Equipment		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology		\$ 170,000.00	\$ 210,000.00	\$ 245,000.00	\$ 250,000.00	\$ 250,000.00	\$ -
Insurance		\$ 12,000.00	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 16,000.00	\$ (1,000.00)
Shipping		\$ 22,000.00	\$ 19,000.00	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 2,000.00
Professional Development		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Book Van & Mileage		\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Programs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00		\$ (20,000.00)
Professional Fees		\$ 30,000.00	\$ 40,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Advertising & Marketing		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Capital Improvements		\$ 38,537.00	\$ 48,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
Miscellaneous							\$ -
							\$ -
Total Expenses		\$4,330,337.00	\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,170,000.00	\$ 174,000.00