

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, March 16, 2020 at 4:30 PM**  
**Lawrence Public Library - Meeting Room A**  
**707 Vermont Street, Lawrence, KS 66044**

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 February
- Approve Treasurer's report for February
- Approve bills for February 17 to March 15
- Receive statistical report for February

Library Director's report

Friends and Foundation report

Ongoing business

- 2021 Budget Update

New business

- Form Officer Nominating Committee – **ACTION ITEM**
- Coronavirus Update

Adjournment

Draft

Lawrence Public Library  
Board of Trustees  
Regular Board Meeting  
February 17, 2020  
4:30 p.m.

**Board Members Present:** Judy Keller, Brady Flannery, Sarah Goodwin-Thiel, David Vance, Mayor Jennifer Ananda, Ursula Minor, Kevan Vick, Joan Golden

**Library Staff Present:** Brad Allen (Library Director), Erica Segraves (LPL Materials Handling Coordinator), Kathleen Morgan (LPL Development and Community Partnerships Director), Heather Kearns (LPL Marketing Coordinator)

**Friends and Foundation:** Craig Penzler

**Guests:** none

---

### **Call to order**

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

### **Public comments**

None

### **Consent agenda**

Joan Golden moved to approve. Kevin seconded. All: aye.

### **Director's Report**

Brad Allen presented the Director's Report:

- Visioning event update
- Sherri has retired. Great party. Excited to be moving forward.
- Update on all Staff Meetings
  - Update on what it was, how it's changed, going well

### **Friends and Foundation Report**

Kathleen Morgan presented her report:

- Craig Penzler is the new F+F Board liaison at the trustees meeting
- Great first meeting, approved by-laws, policies, procedures

- Working on LEAP fundraiser; huge community lift, incredible sponsorships, fun activities, full-page feature in the LJW tomorrow (Library Page)
- Audit on 2/25/20. Sean Gordon is conducting that. Finance committee met and will discuss at the next FF board meeting. They've approved an \$85K distribution to the library.
- Joan Golden is the treasurer now and will go off trustees board in April. We need a new rep from the trustees to be appointed. Effective in the May meeting.
- Craig: there is a formal ask annually to be the FF rep at the trustees meeting.
- Trustees vice chair will be Ursula Minor

### **Library Visioning Event External Stakeholder Invite List**

Current invite list reviewed:

- Brady: Noticed no Chamber representation.
- Brad: Business community is absent at this point. More focused on community partners.
- Sarah will represent KU and KU libraries
- Mayor Ananda: What about someone from Haskell?
- Brad: Carrie Cornelius is our main contact with Haskell

### **Annual NEKLS development grant application**

Judy asked for a motion to approve the application. David Vance moved. Seconded by Ursula. All voted aye.

### **Formation of the 2021 Budget Committee**

Kevan Vick and Ursula Minor were nominated to serve on the Budget Committee.

### **Nominating Committee**

Judy mentioned that the Board should think about who the nominating committee will be. Need at least two people.

### **Liaison to Friends and Foundation Board**

David Vance volunteered to serve as the liaison to the Friends and Foundation board.

### **New Board Member Recruitment**

Joan: Mayor has asked in the past for recommendations. Let's look at skill sets we might be missing. Mayor Ananda is open to that.

- Skill set and representation missing discussion:
  - Brady: it's been a while since we've had an attorney. We should have one.
  - Judy: Variation in age or ethnicity?
  - Craig: Friends and Foundation looked to try to find a younger constituent or two.
  - Judy: Marketing or finance? Someone from Haskell?
  - Send ideas to Judy.

Meeting adjourned at 5:15 pm

Respectfully submitted,  
Heather Kearns

Regular Budget Report									
February 2020									
REVENUES		This Month	Year to Date	Annual Budget	16% of Year		February 2019		YTD 2019
Tax Fund		\$ 2,055,778.03	\$ 2,554,157.60	\$ 4,782,000.00	53.41%		\$ 2,001,258.28		\$ 2,407,648.00
Fees		\$ 713.35	\$ 3,694.16	\$ 35,000.00	10.55%		\$ 11,758.75		\$ 24,196.23
NEKLS		\$ -	\$ -	\$ 95,000.00	0.00%		\$ -		\$ -
State Aid		\$ 27,991.57	\$ 27,991.57	\$ 25,000.00	111.97%		\$ 27,594.52		\$ 27,594.52
Photo Copies		\$ 1,815.23	\$ 3,691.34	\$ 20,000.00	18.46%		\$ 937.65		\$ 2,942.71
Coffee Shop Rent		\$ -	\$ 750.00	\$ 9,000.00	8.33%		\$ 750.00		\$ 1,500.00
Meeting Room Fees		\$ 800.00	\$ 1,100.00	\$ 5,000.00	22.00%		\$ 175.00		\$ 825.00
Interest		\$ 988.87	\$ 1,589.72	\$ 25,000.00	6.36%		\$ 2,452.31		\$ 4,319.56
Miscellaneous		\$ 325.50	\$ 340.40	\$ -			\$ 47.78		\$ 47.78
Total Revenues		\$2,088,412.55	\$2,593,314.79	\$4,996,000.00	51.91%		\$2,044,974.29		\$2,469,073.80
EXPENSES									
Salaries & Wages		\$ 248,670.35	\$ 476,913.80	\$ 2,820,000.00	16.91%		\$ 229,474.49		\$ 444,372.13
Employee Benefits		\$ 27,421.20	\$ 55,200.06	\$ 340,000.00	16.24%		\$ 26,265.51		\$ 52,981.15
Payroll Taxes		\$ 41,939.79	\$ 80,426.61	\$ 490,000.00	16.41%		\$ 38,348.83		\$ 75,488.57
Utilities		\$ 8,803.06	\$ 17,621.92	\$ 96,000.00	18.36%		\$ 8,867.64		\$ 18,577.81
Building Supplies		\$ 849.39	\$ 3,792.24	\$ 20,000.00	18.96%		\$ 1,801.45		\$ 1,880.41
Building Repairs & Maintenance		\$ 1,626.08	\$ 12,812.74	\$ 55,000.00	23.30%		\$ 3,167.95		\$ 8,941.24
Library Supplies		\$ 3,516.47	\$ 4,699.76	\$ 25,000.00	18.80%		\$ 1,511.55		\$ 3,134.06
Books & Materials		\$ 67,342.84	\$ 98,395.33	\$ 700,000.00	14.06%		\$ 58,775.37		\$ 92,465.99
Processing Supplies		\$ 3,455.88	\$ 7,471.31	\$ 50,000.00	14.94%		\$ 3,921.90		\$ 8,478.82
Equipment		\$ -	\$ 8,315.75	\$ 10,000.00	83.16%		\$ 1,572.91		\$ (20,559.96)
Technology		\$ 7,524.44	\$ 28,131.76	\$ 250,000.00	11.25%		\$ 7,608.16		\$ 28,033.62
Insurance		\$ -	\$ -	\$ 17,000.00	0.00%		\$ -		\$ -
Shipping		\$ 3,080.23	\$ 4,009.10	\$ 16,000.00	25.06%		\$ 781.87		\$ 1,563.29
Professional Development		\$ 3,117.50	\$ 5,871.83	\$ 30,000.00	19.57%		\$ 5,437.92		\$ 5,539.17
Book Van & Mileage		\$ 168.90	\$ 348.61	\$ 2,000.00	17.43%		\$ 106.62		\$ 145.27
Programs		\$ 1,104.06	\$ 1,919.29	\$ 20,000.00	9.60%		\$ 1,542.09		\$ 2,094.71
Professional Fees		\$ 3,955.66	\$ 5,864.76	\$ 25,000.00	23.46%		\$ 1,789.89		\$ 4,166.23
Advertising & Marketing		\$ 550.82	\$ 2,036.55	\$ 30,000.00	6.79%		\$ 1,225.07		\$ 2,477.24
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -		
Miscellaneous		\$ (108.18)	\$ 2,011.39	\$ -			\$ (571.86)		\$ 2,060.24
Total Expenses		\$ 423,018.49	\$ 815,842.81	\$ 4,996,000.00	16.33%		\$ 391,627.36		\$ 731,839.99
CASH BALANCES									
Cash Reserves		\$ 50,237.56	Included in Checking Amount						
Checking		\$ 2,447,307.16							
Capital Improvement		\$ 681,473.20							

Lawrence Public Library
2020 Outside Funding Report

			1/1/2020		January	January	February	February	March	March			
			AMOUNT		Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS													
	KPR-Advertising		\$ -				\$ 5,000.00	\$ 390.00			\$ 4,610.00		
	Summer Reading - ALL		\$ 7,521.27								\$ 7,521.27		
	Aquarium		\$ (5.71)		\$ 3,600.00	\$ 300.00		\$ 600.00			\$ 2,694.29		
	Kanopy 2020		\$ 20,000.00					\$ 1,277.00			\$ 18,723.00		
	Volunteers		\$ 705.63								\$ 705.63		
	Read Across Lawrence 2020		\$ 2,212.56			\$ 7,857.14		\$ 209.00			\$ (5,853.58)		
	Block Grant		\$ 119,842.96		\$ (3,600.00)	\$ 1,676.38	\$ (5,000.00)				\$ 109,566.58		
			\$ 151,591.69		\$ (1,314.98)	\$ 9,833.52	\$ -	\$ 2,476.00	\$ -	\$ -	\$ 137,967.19		
FOUNDATION													
	Kansas Health Foundation		\$ 1,735.71			\$ 25.00		\$ 25.00			\$ 1,685.71		
	Salaries/Taxes - Isaman/Hyde		\$ (12,043.88)		\$ 13,358.86	\$ 8,500.96		\$ 8,500.96			\$ (15,686.94)		
	Foundation Expenses to be reimbursed		\$ (4,655.92)		\$ 4,655.92	\$ 1,433.71		\$ 949.86			\$ (2,383.57)		
	Census - Winter Family							\$ 2,913.60			\$ (2,913.60)		
	Salkind for E-books		\$ 8.60		\$ 50.00						\$ 58.60		
	Patsy Cotte for YS		\$ 1,107.93								\$ 1,107.93		
	Harry Potter		\$ 490.91					\$ 300.00			\$ 190.91		
	Weinberg/Jedel YS/YA		\$ 17,642.91		\$ 1,225.83						\$ 18,868.74		
	Milliken Fund		\$ 1,465.49					\$ 365.86			\$ 1,099.63		
	Sound & Vision		\$ -								\$ -		
	Camin Memorial		\$ 242.79								\$ 242.79		
	Storytime @Home/Juanita Marsh		\$ 851.41					\$ 47.99			\$ 803.42		
	Harrison Music Storytellers		\$ (853.59)		\$ 853.59						\$ -		
	Dr. Bob		\$ (356.62)		\$ 356.62						\$ -		
	Seed Library		\$ 1,393.88			\$ 436.44					\$ 957.44		
	Crowe Fund		\$ 622.95			\$ 145.19		\$ 57.03			\$ 420.73		
	Local History/Coan		\$ 4,806.65								\$ 4,806.65		
	MIDCO		\$ 34,920.13								\$ 34,920.13		
	General Endowment		\$ 43,079.97		\$ 3,195.00	\$ 6,389.85					\$ 39,885.12		
	Simpson Grant		\$ 3,502.92								\$ 3,502.92		
	Dean Owens - YA College & Career		\$ -		\$ 2,920.00						\$ 2,920.00		
			\$ 94,604.46		\$ 25,973.60	\$ 16,931.15	\$ -	\$ 13,160.30		\$ -	\$ 90,486.61		
OTHER													
	Memorials/Honor with Books/Bauleke		\$ 2,035.72		\$ 5.39			\$ 150.51			\$ 1,890.60		
	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								\$ 134.16		
	Merchandise Sales		\$ 1,246.73		\$ 261.25		\$ 199.25				\$ 1,707.23		
			\$ 7,537.30		\$ 352.64	\$ -	\$ 199.25	\$ 150.51	\$ -	\$ -	\$ 7,938.68		</

**Lawrence Public Library**  
**Balance Sheet**  
As of February 29, 2020

	<u>Feb 29, 20</u>	<u>Feb 28, 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
MIP Operating Funds	1,863,914.78	2,042,795.25	-178,880.47	-8.8%
Checking	583,392.38	252,987.95	330,404.43	130.6%
Capital Improvement at MIP	681,473.20	668,401.67	13,071.53	2.0%
<b>Total Checking/Savings</b>	<u>3,128,780.36</u>	<u>2,964,184.87</u>	<u>164,595.49</u>	<u>5.6%</u>
<b>Total Current Assets</b>	<u>3,128,780.36</u>	<u>2,964,184.87</u>	<u>164,595.49</u>	<u>5.6%</u>
<b>Other Assets</b>				
Petty Cash	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
<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>3,129,480.36</b></u>	<u><b>2,965,425.62</b></u>	<u><b>164,054.74</b></u>	<u><b>5.5%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	<u>48,955.47</u>	<u>48,827.57</u>	<u>127.90</u>	<u>0.3%</u>
<b>Total Accounts Payable</b>	<u>48,955.47</u>	<u>48,827.57</u>	<u>127.90</u>	<u>0.3%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	<u>809.04</u>	<u>172.58</u>	<u>636.46</u>	<u>368.8%</u>
<b>Total Other Current Liabilities</b>	<u>809.04</u>	<u>172.58</u>	<u>636.46</u>	<u>368.8%</u>
<b>Total Current Liabilities</b>	<u>49,764.51</u>	<u>49,000.15</u>	<u>764.36</u>	<u>1.6%</u>
<b>Total Liabilities</b>	<u>49,764.51</u>	<u>49,000.15</u>	<u>764.36</u>	<u>1.6%</u>
<b>Equity</b>				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,018,949.62	920,087.66	98,861.96	10.7%
Net Income	<u>1,760,131.01</u>	<u>1,695,702.59</u>	<u>64,428.42</u>	<u>3.8%</u>
<b>Total Equity</b>	<u>3,079,715.85</u>	<u>2,916,425.47</u>	<u>163,290.38</u>	<u>5.6%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>3,129,480.36</b></u>	<u><b>2,965,425.62</b></u>	<u><b>164,054.74</b></u>	<u><b>5.5%</b></u>

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

---

	<b>Feb 20</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Grants	27,991.57
Interest	988.87
Library Supplies	300.00
Meeting Room Fees	800.00
Merchandise Sales	199.25
Fees	713.35
Photo Copies	1,815.23
Repairs & Equipment	25.50
Tax Fund	2,055,778.03
<b>Total Income</b>	<b>2,088,611.80</b>
<b>Gross Profit</b>	<b>2,088,611.80</b>
<b>Expense</b>	
Payroll Expenses	276,091.55
Payroll Taxes	43,181.30
Utilities - Electric	8,803.06
Building Supplies	849.39
Building Repairs & Maintenance	1,626.08
Library & Office Supplies	3,516.47
Books & Materials	67,342.84
Processing Supplies	3,455.88
Technology	7,524.44
Shipping	3,080.23
Professional Development	3,117.50
Bookvan & Mileage	168.90
Program Expense	1,104.06
Professional Fees	3,955.66
Advertising	550.82
Miscellaneous	-108.18
FOUNDATION FUNDING	11,918.79
FRIENDS FUNDING	2,626.51
<b>Total Expense</b>	<b>438,805.30</b>
<b>Net Ordinary Income</b>	<b>1,649,806.50</b>
<b>Net Income</b>	<b>1,649,806.50</b>



11:58 AM

03/12/20

# Lawrence Public Library Vendor Balance Summary

All Transactions

	Mar 12, 20
Advance Insurance Company	601.26
Amanda Walters	26.74
Amazon	2,459.17
ASI	50.00
Baker & Taylor, Inc.	421.85
Baldwin City Library	9.60
Body Boutique	434.50
Center Point Large Print	148.02
Century Business Technologies	302.34
Conley Sprinkler, Inc.	890.00
Demco, Inc.	377.40
EBSCO	5.50
eRate Solutions, L.L.C.	977.90
Evergy	8,203.45
Findaway World LLC	1,942.32
Gale/Cengage Learning	273.28
Gordon CPA	2,785.00
Hamco Kansas City, Inc.	669.50
Ingram Library Services	17,861.17
Jayhawk Tropical Fish	300.00
Kaitlin Stanley	130.60
Kanopy LLC	1,209.00
Kansas Public Radio	390.00
Lawrence Sign Up LLC	249.00
Midwest Tape	14,996.54
MSM Systems Inc.	67.50
Nate D. Burghart	18.82
NEKLS	2,000.00
OCLC, Inc.	11,177.48
OverDrive	2,233.63
Preferred Lawn Service	330.00
Pur-O-Zone, Inc.	386.36
Quill Corporation	68.17
Sally McVey	25.00
Snap Promotions	128.84
TFMComm Inc.	29.80
U.S. Bank - Mastercard	13,051.40
Unique Management Services	345.60
Withers	333.15
TOTAL	<u>85,909.89</u>

12:08 PM  
03/12/20

Lawrence Public Library  
**Check Detail**  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/16/2020	Advance Insurance Company	Checking	
Bill	April 2020	03/12/2020		Group Life Insurance	-601.26
TOTAL					-601.26
Bill Pmt -Check	Electronic	03/16/2020	ASI	Checking	
Bill	February 2...	03/02/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	03/16/2020	Evergy	Checking	
Bill		03/11/2020		Utilities - Electric	-8,203.45
TOTAL					-8,203.45
Bill Pmt -Check	Electronic	03/16/2020	U.S. Bank - Mastercard	Checking	
Bill	February	02/28/2020		Books & Materials	-8.99
				Books & Materials	-34.94
				Books & Materials	-23.00
				Books & Materials	-55.92
				Books & Materials	-28.36
				Sound & Vision	-148.36
				Crowe Fund	-57.03
				Census	-2,913.60
				FOUNDATION FUNDI...	-99.00
				FOUNDATION FUNDI...	-119.95
				FOUNDATION FUNDI...	-7.50
				FOUNDATION FUNDI...	-156.40
				FOUNDATION FUNDI...	-186.54
				FOUNDATION FUNDI...	-61.05
				FOUNDATION FUNDI...	-319.42
				Telephone	-340.28
				Supplies	-57.16
				Supplies	-454.74
				Supplies	-239.98
				Supplies	-29.98
				Supplies	-12.00
				Supplies	-11.66
				Building Repairs & Mai...	-406.08
				Building Supplies	-129.88
				Advertising	-510.82
				Miscellaneous	-45.63
				Library & Office Suppli...	-1,415.26
				Processing Supplies	-361.23
				Shipping	-117.99
				Professional Fees	-674.63
				Young Adult Program...	-9.00
				Young Adult Program...	-148.62
				Young Adult Program...	-10.00
				Young Adult Program...	-29.99
				Young Adult Program...	-34.10
				Young Adult Program...	-23.91
				Children's Programming	-2.99
				Children's Programming	-8.00
				Children's Programming	-25.59

12:08 PM  
03/12/20

Lawrence Public Library  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
				Children's Programming	-187.80
				Children's Programming	-60.97
				Children's Programming	-3.80
				Children's Programming	-26.69
				Adult Programming	-25.00
				Adult Programming	-41.45
				Bookvan & Mileage	-168.90
				PLA	-1,880.84
				Technology	-1,070.40
				Youth Services Dept.	-50.00
				Adult Services	-116.26
Bill		03/04/2020		Books & Materials	-25.98
				Books & Materials	-23.98
				Periodicals	-49.75
TOTAL					-13,051.40
Bill Pmt -Check	28717	03/16/2020	Amanda Walters	Checking	
Bill	REFUND	02/28/2020		Fees	-26.74
TOTAL					-26.74
Bill Pmt -Check	28718	03/16/2020	Amazon	Checking	
Bill	1248248	02/28/2020		Children's Programming	-20.99
Bill	8217042	02/28/2020		Books & Materials	-15.55
Bill	4348250	02/28/2020		Books & Materials	-39.80
				Books & Materials	-79.98
				Books & Materials	-78.27
				Books & Materials	-23.49
Bill	7986624	02/28/2020		Books & Materials	-33.88
Bill	1387455	02/28/2020		Books & Materials	-9.99
Bill	9823439	02/28/2020		Books & Materials	-40.00
Bill	0951422	02/28/2020		Books & Materials	-20.36
Bill	3145850	02/28/2020		Books & Materials	-12.39
Bill	9919415	02/28/2020		Books & Materials	-39.99
Bill	4581029	02/28/2020		Books & Materials	-20.56
Bill	4801835	02/28/2020		Books & Materials	-11.99
Bill	4801835	02/28/2020		Books & Materials	-5.00
Bill	0658651	02/28/2020		Books & Materials	-32.79
Bill	3754654	02/28/2020		Books & Materials	-40.98
Bill	1790645	02/28/2020		Books & Materials	-11.84
Bill	8369836	02/28/2020		Books & Materials	-11.51
Bill	8551415	02/28/2020		Books & Materials	-13.15
Bill	2291445	02/28/2020		Books & Materials	-8.69
				Books & Materials	-222.86
Bill	6879424	02/28/2020		Books & Materials	-19.93
				Books & Materials	-14.98
				Books & Materials	-17.99
Bill	9823439	02/28/2020		Books & Materials	-42.89
				Books & Materials	-177.02
				Books & Materials	-12.86
Bill	7453845	02/28/2020		Processing Supplies	-329.78
Bill	5689822	02/28/2020		Processing Supplies	-36.99
Bill	7986624	02/28/2020		Books & Materials	-119.98
Bill	5138630	02/28/2020		Books & Materials	-14.82
Bill	4738619	03/10/2020		Supplies	-129.99
Bill	8504246	03/10/2020		Supplies	-340.86
Bill	0756233	03/11/2020		Books & Materials	-49.93
				Books & Materials	-19.41

12:08 PM  
03/12/20

Lawrence Public Library  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	7853024	03/11/2020		Books & Materials	-74.84
Bill	9372268	03/11/2020		Books & Materials	-11.98
Bill	3197818	03/11/2020		Books & Materials	-12.98
				Books & Materials	-44.48
				Books & Materials	-102.92
				Books & Materials	-13.50
				Books & Materials	-13.27
Bill	7853024	03/11/2020		Books & Materials	-29.83
Bill	7986624	03/11/2020		Books & Materials	-33.88
TOTAL					-2,459.17
<b>Bill Pmt -Check</b>	<b>28719</b>	<b>03/16/2020</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2035107703	02/28/2020		Books & Materials	-305.62
Bill	2035107704	02/28/2020		Processing Supplies	-4.75
Bill	2035118012	02/28/2020		Books & Materials	-20.30
Bill	2035118013	02/28/2020		Processing Supplies	-0.05
Bill	2035086628	03/10/2020		Processing Supplies	-3.80
Bill	2035128575	03/11/2020		Books & Materials	-87.03
Bill	2035128576	03/11/2020		Processing Supplies	-0.30
TOTAL					-421.85
<b>Bill Pmt -Check</b>	<b>28720</b>	<b>03/16/2020</b>	<b>Baldwin City Library</b>	<b>Checking</b>	
Bill	REFUND	02/28/2020		Fees	-9.60
TOTAL					-9.60
<b>Bill Pmt -Check</b>	<b>28721</b>	<b>03/16/2020</b>	<b>Body Boutique</b>	<b>Checking</b>	
Bill	Gym Mem...	03/11/2020		Membership & Dues	-434.50
TOTAL					-434.50
<b>Bill Pmt -Check</b>	<b>28722</b>	<b>03/16/2020</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1760422	02/28/2020		Books & Materials	-148.02
TOTAL					-148.02
<b>Bill Pmt -Check</b>	<b>28723</b>	<b>03/16/2020</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	550428	02/28/2020		Copying	-302.34
TOTAL					-302.34
<b>Bill Pmt -Check</b>	<b>28724</b>	<b>03/16/2020</b>	<b>Conley Sprinkler, Inc.</b>	<b>Checking</b>	
Bill	11933	02/28/2020		Building Repairs & Mai...	-890.00
TOTAL					-890.00

12:08 PM  
03/12/20

Lawrence Public Library  
**Check Detail**  
March 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28725</b>	<b>03/16/2020</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	6769264	02/28/2020		Library & Office Suppli...	-377.40
TOTAL					-377.40
<b>Bill Pmt -Check</b>	<b>28726</b>	<b>03/16/2020</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	2005408	02/28/2020		Periodicals	-5.50
TOTAL					-5.50
<b>Bill Pmt -Check</b>	<b>28727</b>	<b>03/16/2020</b>	<b>eRate Solutions, L.L.C.</b>	<b>Checking</b>	
Bill	2165	03/12/2020		Professional Fees	-977.90
TOTAL					-977.90
<b>Bill Pmt -Check</b>	<b>28728</b>	<b>03/16/2020</b>	<b>Findaway World LLC</b>	<b>Checking</b>	
Bill	314947	02/28/2020		Books & Materials	-1,847.34
Bill	316421	03/11/2020		Books & Materials	-94.98
TOTAL					-1,942.32
<b>Bill Pmt -Check</b>	<b>28729</b>	<b>03/16/2020</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	69977196	02/28/2020	Gale/Cengage Learning	Accounts Payable	0.00
Bill	70079132	03/11/2020		Books & Materials	-162.83
Bill	70087068	03/11/2020		Books & Materials	-110.45
TOTAL					-273.28
<b>Bill Pmt -Check</b>	<b>28730</b>	<b>03/16/2020</b>	<b>Gordon CPA</b>	<b>Checking</b>	
Bill	12-31-19	02/28/2020		Accounting	-2,785.00
TOTAL					-2,785.00
<b>Bill Pmt -Check</b>	<b>28731</b>	<b>03/16/2020</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	124976	02/28/2020		Library & Office Suppli...	-669.50
TOTAL					-669.50

12:08 PM  
03/12/20

Lawrence Public Library  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28732	03/16/2020	Ingram Library Services	Checking	
Bill	43912145	02/28/2020		GGIFT	-18.53
Bill	43912146	02/28/2020		GGIFT	-0.82
Bill	44110321	02/28/2020		Books & Materials	-1,165.43
Bill	44110323	02/28/2020		Books & Materials	-29.98
Bill	44071062	02/28/2020		Books & Materials	-638.72
				GGIFT	-115.20
Bill	44066153	02/28/2020		Books & Materials	-24.33
Bill	44047547	02/28/2020		Books & Materials	-8.97
Bill	44047543	02/28/2020		Books & Materials	-509.89
Bill	44031142	02/28/2020		Books & Materials	-9.06
Bill	44031143	02/28/2020		Books & Materials	-1,748.29
Bill	44052220	02/28/2020		Books & Materials	-54.81
Bill	44016045	02/28/2020		Books & Materials	-39.58
Bill	44016043	02/28/2020		Books & Materials	-337.65
Bill	44024436	02/28/2020		Books & Materials	-107.59
Bill	43996449	02/28/2020		Books & Materials	-684.47
Bill	44024438	02/28/2020		Books & Materials	-304.79
Bill	44004965	02/28/2020		Books & Materials	-377.34
Bill	43983588	02/28/2020		Books & Materials	-1,454.87
Bill	43964540	02/28/2020		Books & Materials	-266.14
Bill	43949082	02/28/2020		Books & Materials	-1,675.86
Bill	43934705	02/28/2020		Books & Materials	-473.19
Bill	43970603	02/28/2020		Books & Materials	-671.94
Bill	43912141	02/28/2020		Books & Materials	-507.42
Bill	43921079	02/28/2020		Books & Materials	-232.62
Bill	43934707	02/28/2020		Books & Materials	-45.00
Bill	43912143	02/28/2020		Books & Materials	-30.60
Bill	43940971	02/28/2020		Books & Materials	-3.98
Bill	44110322	02/28/2020		Processing Supplies	-86.03
Bill	44110324	02/28/2020		Processing Supplies	-0.30
Bill	44071063	02/28/2020		Processing Supplies	-80.85
Bill	44047548	02/28/2020		Processing Supplies	-1.97
Bill	44047544	02/28/2020		Processing Supplies	-31.96
Bill	44031144	02/28/2020		Processing Supplies	-171.50
Bill	44052221	02/28/2020		Processing Supplies	-9.00
Bill	44016046	02/28/2020		Processing Supplies	-0.45
Bill	44016044	02/28/2020		Processing Supplies	-25.10
Bill	44024437	02/28/2020		Processing Supplies	-12.64
Bill	43996450	02/28/2020		Processing Supplies	-51.90
Bill	44024439	02/28/2020		Processing Supplies	-40.16
Bill	44004966	02/28/2020		Processing Supplies	-39.82
Bill	43983589	02/28/2020		Processing Supplies	-136.91
Bill	43964541	02/28/2020		Processing Supplies	-19.84
Bill	43949083	02/28/2020		Processing Supplies	-193.33
Bill	43934706	02/28/2020		Processing Supplies	-38.17
Bill	43970604	02/28/2020		Processing Supplies	-67.98
Bill	43912142	02/28/2020		Processing Supplies	-38.86
Bill	43921080	02/28/2020		Processing Supplies	-23.09
Bill	43934708	02/28/2020		Processing Supplies	-0.45
Bill	43912144	02/28/2020		Processing Supplies	-0.45
Bill	44052219	03/10/2020		Processing Supplies	-2.94
Bill	44052218	03/10/2020		Books & Materials	-24.87
				Books & Materials	-17.99
Bill	44234563	03/11/2020		Processing Supplies	-51.47
Bill	44248253	03/11/2020		Processing Supplies	-61.20
Bill	44223852	03/11/2020		Processing Supplies	-33.74
Bill	44197443	03/11/2020		Processing Supplies	-48.02
Bill	44174783	03/11/2020		Processing Supplies	-42.14
Bill	44160828	03/11/2020		Processing Supplies	-20.98

12:08 PM  
03/12/20

Lawrence Public Library  
**Check Detail**  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	44160830	03/11/2020		Processing Supplies	-1.97
Bill	44140505	03/11/2020		Processing Supplies	-152.88
Bill	44125931	03/11/2020		Processing Supplies	-12.31
Bill	44148590	03/11/2020		Processing Supplies	-75.62
Bill	44234562	03/11/2020		Books & Materials	-641.95
Bill	44248252	03/11/2020		Books & Materials	-478.39
Bill	44223851	03/11/2020		Books & Materials	-349.16
Bill	44197442	03/11/2020		Books & Materials	-554.18
Bill	44174782	03/11/2020		Books & Materials	-542.54
Bill	44160827	03/11/2020		Books & Materials	-193.12
Bill	44160829	03/11/2020		Books & Materials	-13.19
Bill	44140504	03/11/2020		Books & Materials	-1,308.71
Bill	44125929	03/11/2020		Books & Materials	-21.02
Bill	44125930	03/11/2020		Books & Materials	-85.27
Bill	44148589	03/11/2020		Books & Materials	-519.68
TOTAL					-17,861.17
<b>Bill Pmt -Check</b>	<b>28733</b>	<b>03/16/2020</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	887591	02/28/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>28734</b>	<b>03/16/2020</b>	<b>Kaitlin Stanley</b>	<b>Checking</b>	
Bill	PLA	03/09/2020		PLA	-130.60
TOTAL					-130.60
<b>Bill Pmt -Check</b>	<b>28735</b>	<b>03/16/2020</b>	<b>Kanopy LLC</b>	<b>Checking</b>	
Bill	186185-PPU	03/11/2020		Kanopy	-1,209.00
TOTAL					-1,209.00
<b>Bill Pmt -Check</b>	<b>28736</b>	<b>03/16/2020</b>	<b>Kansas Public Radio</b>	<b>Checking</b>	
Bill	145553	02/28/2020		Advertising Gift Fund	-390.00
TOTAL					-390.00
<b>Bill Pmt -Check</b>	<b>28737</b>	<b>03/16/2020</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	13202	02/28/2020		Advertising	-40.00
Bill	13348	02/28/2020		Read Across Lawrence	-209.00
TOTAL					-249.00

12:08 PM  
03/12/20

Lawrence Public Library  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28738	03/16/2020	Midwest Tape	Checking	
Bill	98660579	02/28/2020		Books & Materials	-66.47
Bill	98660577	02/28/2020		Books & Materials	-80.17
Bill	98642029	02/28/2020		Books & Materials	-951.31
Bill	98641506	02/28/2020		Books & Materials	-272.93
Bill	98641508	02/28/2020		Books & Materials	-22.49
Bill	98641458	02/28/2020		Books & Materials	-227.16
Bill	98635589	02/28/2020		Books & Materials	-145.37
Bill	98636091	02/28/2020		Books & Materials	-22.49
Bill	98636092	02/28/2020		Books & Materials	-22.49
Bill	98626467	02/28/2020		Books & Materials	-288.83
Bill	98626469	02/28/2020		Books & Materials	-46.48
Bill	98610022	02/28/2020		Books & Materials	-98.20
Bill	98609385	02/28/2020		Books & Materials	-33.74
Bill	98609383	02/28/2020		Books & Materials	-442.86
Bill	98608613	02/28/2020		Books & Materials	-834.33
Bill	98603380	02/28/2020		Books & Materials	-26.98
Bill	98603382	02/28/2020		Books & Materials	-217.64
Bill	98594694	02/28/2020		Books & Materials	-135.18
Bill	98564330	02/28/2020		Processing Supplies	-551.85
Bill	98692775	03/10/2020		Processing Supplies	-323.35
Bill	98701748	03/11/2020		Books & Materials	-69.25
Bill	98702850	03/11/2020		Books & Materials	-48.73
Bill	98693718	03/11/2020		Books & Materials	-44.98
Bill	98670554	03/11/2020		Books & Materials	-48.71
Bill	98673922	03/11/2020		Books & Materials	-1,090.67
				Books & Materials	-44.99
Bill	98675518	03/11/2020		Books & Materials	-18.74
Bill	98675516	03/11/2020		Books & Materials	-109.86
Bill	98673923	03/11/2020		Books & Materials	-272.93
Bill	98670556	03/11/2020		Books & Materials	-14.99
Bill	98691247	03/11/2020		Books & Materials	-8,422.37
TOTAL					-14,996.54
Bill Pmt -Check	28739	03/16/2020	MSM Systems Inc.	Checking	
Bill	64195	02/28/2020		Sound & Vision	-67.50
TOTAL					-67.50
Bill Pmt -Check	28740	03/16/2020	Nate D. Burghart	Checking	
Bill	REFUND	02/28/2020		Fees	-18.82
TOTAL					-18.82
Bill Pmt -Check	28741	03/16/2020	NEKLS	Checking	
Bill	2-12-20	02/28/2020		Shipping	-2,000.00
TOTAL					-2,000.00



12:08 PM  
03/12/20

Lawrence Public Library  
Check Detail  
March 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28742</b>	<b>03/16/2020</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	1000006720	02/28/2020		Collections	-5,588.74
Bill	1000013824	03/12/2020		Collections	-5,588.74
TOTAL					-11,177.48
<b>Bill Pmt -Check</b>	<b>28743</b>	<b>03/16/2020</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO2...	03/11/2020		Books & Materials	-347.96
Bill	06809CO2...	03/11/2020		Books & Materials	-420.46
Bill	06809CO2...	03/11/2020		Books & Materials	-1,381.87
Bill	06809CO2...	03/11/2020		Books & Materials	-83.34
TOTAL					-2,233.63
<b>Bill Pmt -Check</b>	<b>28744</b>	<b>03/16/2020</b>	<b>Preferred Lawn Service</b>	<b>Checking</b>	
Bill	37853	02/28/2020		Building Repairs & Mai...	-110.00
Bill	37789	02/28/2020		Building Repairs & Mai...	-110.00
Bill	37819	02/28/2020		Building Repairs & Mai...	-110.00
TOTAL					-330.00
<b>Bill Pmt -Check</b>	<b>28745</b>	<b>03/16/2020</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	799418	02/28/2020		Building Supplies	-386.36
TOTAL					-386.36
<b>Bill Pmt -Check</b>	<b>28746</b>	<b>03/16/2020</b>	<b>Quill Corporation</b>	<b>Checking</b>	
Bill	4670060	02/28/2020		Children's Programming	-15.99
Bill	4682095	02/28/2020		Children's Programming	-25.19
Bill	4716947	02/28/2020		Children's Programming	-26.99
TOTAL					-68.17
<b>Bill Pmt -Check</b>	<b>28747</b>	<b>03/16/2020</b>	<b>Sally McVey</b>	<b>Checking</b>	
Bill	February	02/28/2020		KHF Grant Expenses	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>28748</b>	<b>03/16/2020</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	20011402	02/28/2020		Library & Office Suppli...	-128.84
TOTAL					-128.84
<b>Bill Pmt -Check</b>	<b>28749</b>	<b>03/16/2020</b>	<b>TFMComm Inc.</b>	<b>Checking</b>	
Bill	206829	02/28/2020		Supplies	-29.80
TOTAL					-29.80

12:08 PM  
03/12/20

Lawrence Public Library  
**Check Detail**  
March 2020

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>28750</b>	<b>03/16/2020</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	592849	03/10/2020		Professional Fees	-130.80
Bill	592848	03/10/2020		Professional Fees	-214.80
TOTAL					-345.60
<b>Bill Pmt -Check</b>	<b>28751</b>	<b>03/16/2020</b>	<b>Withers</b>	<b>Checking</b>	
Bill	211433	02/28/2020		Building Supplies	-333.15
TOTAL					-333.15

# Lawrence Public Library

## Monthly Statistical Summary--February 2020

INDICATOR	February		Percent	YTD	YTD	Percent
	2020	2019	Change	2020	2019	Change
			2019-2020			2019-2020

### SUMMARY RATIOS

Service Area Population	100,736	100,736	0%			
User Visits per Capita	6.13	5.70	8%			
Reference Transactions per Capita	1.06	1.22	-13%			
Program Attendance per Capita	0.58	0.49	18%			
Circulation per Capita	12.56	11.59	8%			
Circulation per Visit	2.05	2.03	1%			
Total Holdings per Capita	2.04	2.04	0%			
% of Lawrence Residents Registered	45%	57%	-21%			

Circulation--Adult Total	73,290	66,896	10%	151,360	140,591	8%
Circulation--Young Adult Total	3,718	3,482	7%	7,666	7,270	5%
Circulation--Youth Total	28,437	26,956	5%	56,900	54,674	4%
Circulation--Bookmobile	1,271	912	39%	2,721	1,992	37%
Circulation--Book Lockers	953	908	5%	2,055	1,982	4%
Circulation--Audiovisual Total	41,061	38,097	8%	84,588	80,616	5%
Circulation--Total	105,445	97,334	8%	215,926	202,535	7%

Reference Transactions	8,870	10,235	-13%	19,185	21,523	-11%
User Visits	51,497	47,883	8%	102,964	99,508	3%
LPL Web Site Visits	19,628	18,542	6%	41,596	39,710	5%

Holdings--Added	2,371	2,902	-18%	6,348	6,021	5%
Holdings--Withdrawn	709	3,032	-77%	5,594	5,992	-7%
Holdings--Total	205,423	205,258	0%			

Active Cardholders--Added	529	604	-12%			
Active Cardholders--Total	54,897	70,373	-22%			

Adult Programs	34	18	89%	56	38	47%
Young Adult Programs	21	16	31%	41	29	41%
Youth Programs	92	84	10%	173	150	15%
Total Programs	147	118	25%	270	217	24%
Total Program Attendance	4,891	4,112	19%	8,103	7,099	14%
Public Uses of Meeting Rooms	1,095	842	30%	2,200	1,700	29%

Total Paid Staff (FTE)	69.55	67.54	3%			
Total Number of Employees	90	84	7%			

# Lawrence Public Library

## Monthly Statistical Report--February 2020

	February		Percent		YTD	YTD	Percent
	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
<b>OUTPUT MEASURES</b>							
Service Area Population	100,736	100,736	0%				
User Visits per Capita	6.13	5.70	8%				
Reference Transactions per Capita	1.06	1.22	-13%				
Program Attendance per Capita	0.58	0.49	19%				
Circulation per Capita	12.56	11.59	8%				
Total Holdings per Capita	2.04	2.04	0%				
Collection Turnover--Total	6.24	5.76	8%				
Collection Turnover--Adult	6.87	6.27	10%				
Collection Turnover--Young Adult	3.66	3.40	8%				
Collection Turnover--Youth	5.46	5.19	5%				
Collection Turnover--Audiovisual	10.91	10.61	3%				
<b>CIRCULATION OF LIBRARY MATERIALS</b>							
Circulation--Adult Books and NF Videos	35088	32031	10%		73205	66644	10%
Circulation--Adult Periodicals	939	1011	-7%		2096	2058	2%
Circulation--Adult Feature Films & TV Shows	24084	22611	7%		49105	47939	2%
Circulation--Electronic Games	1731	1453	19%		3449	3030	14%
Circulation--Adult Music CDs	3456	3492	-1%		7018	7739	-9%
Circulation--Adult Audio Books and Books on CD	7867	6193	27%		16222	12966	25%
Circulation--eReaders	0	1	-100%		0	4	-100%
Circulation--Other New	125	104	20%		265	211	26%
Circulation--Adult Total	73290	66896	10%		151360	140591	8%
Circulation--YA Books and NF Videos	3091	3001	3%		6450	6216	4%
Circulation--YA Periodicals	71	0	#DIV/0!		78	1	7700%
Circulation--YA Audio Books and Books on CD	556	481	16%		1138	1053	8%
Circulation--YA Total	3718	3482	7%		7666	7270	5%
Circulation--Youth Books and NF Videos	26601	24854	7%		53029	50361	5%
Circulation--Youth Periodicals	8	100	-92%		69	200	-66%
Circulation--Youth Music CDs	345	386	-11%		695	744	-7%
Circulation--Youth Audio Books and Books on CD	1483	1616	-8%		3107	3369	-8%
Circulation--Youth Total	28437	26956	5%		56900	54674	4%

<b>Lawrence Public Library</b>	<b>February</b>		<b>Percent</b>		<b>YTD</b>	<b>YTD</b>
<b>Monthly Statistical Report</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>		<b>2020</b>	<b>2019</b>
			<b>2019-2020</b>			<b>2019-2020</b>
Circulation--Bookmobile	1271	912	39%		2721	1992
Circulation--Book Lockers	953	908	5%		2055	1982
Circulation--Total Books	64780	58126	11%		132684	123221
Circulation--Total Periodicals	1018	1111	-8%		2243	2259
Circulation--Total Audiovisual	41061	38097	8%		84588	80616
Circulation Total	105445	97334	8%		215926	202535
Accounts & Welcome Desk Circulation	3205	3854	-17%		7061	8581
Self Check Circulation	63558	67574	-6%		132224	140883
Percent Self Check	95%	95%	1%		95%	94%
Web Site & Telephone Renewals	23629	13875	70%		44902	28274
Other Staff Checkouts	127	138	-8%		272	281
Requests Placed	19512	19345	1%		43041	42088
Requests Filled	17827	16488	8%		37548	35838
Requests Unclaimed	2798	2812	0%		5592	5478
Interlibrary Loan Items Borrowed for LPL Patrons	403	353	14%		1002	755
Interlibrary Loan Items Loaned from LPL Collection	665	503	32%		1352	1137
<b>OTHER LIBRARY SERVICES</b>						
User Visits	51497	47883	8%		102964	99508
Public Computer Usage	6322	6440	-2%		12819	13464

Lawrence Public Library						
Monthly Statistical Report	February		Percent		YTD	YTD
	2020	2019	Change		2020	2019
			2019-2020			2019-2020
<b>PATRON INQUIRIES</b>						
Ask Desk	1044	1311	-20%		2565	2548
Teen Zone	647	854	-24%		1489	1778
Children's Desk	899	1158	-22%		1781	2442
IT Desk	1195	1276	-6%		2468	2516
Welcome Desk	1138	1118	2%		2357	2519
Phone Calls	1347	1426	-6%		2900	3221
Account Desk	2491	3092	-19%		5475	6499
Materials Handling	109				150	
Total Reference Transactions	8870	10235	-13%		19185	21523
Public-Sponsored Uses of Meeting Rooms	1095	842	30%		2200	1700
Website Users	19628	18542	6%		41596	39710
Website Sessions	45488	46667	-3%		97745	99540
<b>RESOURCES</b>						
Holdings--Total	205423	205258	0%			
Holdings--Adult	129742	129747	0%			
Holdings--Young Adult	12239	12324	-1%			
Holdings--Youth	63442	63187	0%			
Holdings--Audiovisual	45170	43094	5%			
Holdings--eReaders	0	1	-100%			
Holdings Added	2787	2902	-4%		6348	6021
Holdings Withdrawn (Weeded)	2371	3032	-22%		5594	5992
Holdings Net Change	709	315	125%		2020	1112
<b>LIBRARY PATRONS</b>						
Total Active Cardholders	54897	70373	-22%			
Cardholders Added	529	604	-12%		1158	1281
Cardholders Transacting	14627	13933	5%		29659	28166
Percent of Cardholders Transacting	27%	20%	35%			
Total Number of Lawrence Residents Registered	44875	57392	-22%			
Percent of Lawrence Residents Registered	45%	57%	-22%			

Lawrence Public Library						
Monthly Statistical Report	February		Percent		YTD	YTD
	2020	2019	Change		2020	2019
			2019-2020			2019-2020
<b>PROGRAMMING</b>						
Number of Adult Programs	34	18	89%		56	38
Number of Young Adult Programs	21	16	31%		41	29
Number of Youth Programs	92	84	10%		173	150
Total Programs	147	118	25%		270	217
Adult Program Attendance	865	707	22%		1266	1118
Young Adult Program Attendance	1163	327	256%		1614	676
Youth Program Attendance	2863	3078	-7%		5223	5305
Total Program Attendance	4891	4112	19%		8103	7099
<b>STAFFING</b>						
Total Paid Staff, in Full-Time Equivalents	69.55	67.54	3%			
ALA-MLS Librarians, in Full-Time Equivalents	20.9	16.9	24%			
Number of Employees--Total	90	84	7%			
Number of Employees--Full-Time	47	46	2%			
Number of Employees--Part-Time	43	38	13%			
Terminations	1	2	-50%		2	4
Hirings	1	0	#DIV/0!		3	2
Volunteer Hours	402.9	716.2	-44%		899.7	1508.15
	.					

## Select Online Statistics – February 2020

Kanopy:

Visits - 5922

Pages - 7189

Plays - 1057

Users - 649

[lynda.com](https://www.lynda.com):

Total Users - 2693

New Users - 28

Users Who Logged In - 152

Total Log Ins - 483

Hours Viewed - 132.56

Hours Viewed Per User - 0.87

Hours Viewed Per Log In - 0.27



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

### **Library Visioning Event Update**

Given the forecast for increased coronavirus spread, we are postponing the visioning event for now. I will work with Shannon on rescheduling for sometime this summer or fall. I'm disappointed to have to reschedule but it makes most sense to take an abundance of precaution right now.

### **Coronavirus Update**

Library leadership made the decision to cancel all library events for the remainder of March. We are committed to "flattening the curve" of the spread of this virus and see this as good prevention for limiting public exposure to coronavirus.

We are in direct contact with Lawrence-Douglas County Public Health and will use their guidance for continued decision-making about library operations as things develop.

### **Louise Erdrich Event at Haskell**

The library partnered with Raven Book Store and Haskell Indian Nations University for a fantastic author talk by Louise Erdrich at Haskell's historic auditorium on March 11. Hundreds of community members were in attendance. It was great to be on the Haskell campus. Haskell staff and students were gracious hosts. I look forward to more events happening on the Haskell campus.

### **Public Library Association Conference in Nashville**

The library sent eight staff to the PLA conference in Nashville. It was a great conference and staff brought back a lot of good ideas. We got out of town just in time to miss the serious tornado that hit Nashville the day after we left.

Respectfully submitted by Brad Allen, March 12, 2020

## **Monthly Departmental Reports**

### **March 2020**

#### **New Staff**

- YS- The call for summer teen interns will post on 3/6. We'll be looking for three 15-18 year olds to be assistants for our weekly youth programs. These positions are funded by the Jedel Family fund.
- Facilities - Chris Singleton has joined our Team as Custodian.

#### **New Services**

- Technology: This isn't exactly a new service, but we have revised service standards and relaunched the Help Desk ticket tracking system for addressing staff service requests.

#### **New Collections**

- YS: We have acquired, but not yet put out for circulation, some Wonderbooks. These are picture book read-alongs that have a player and speaker built in to the book

#### **Continuing Education/Professional Organization Participation**

- Heather Kearns attended PLA 2020 in Nashville, TN and returned inspired all over again by what libraries do and got fresh ideas for: ADA compliance, visual merchandising, 2020 Census messaging, marketing to diverse populations, identifying barriers to library access and ways to remove them, leadership and coaching tips, tips for managing from the middle, data-driven strategic planning, re-thinking library org charts with a customer-centered focus, better service for bilingual patrons, and understanding the darker parts of the web (4chan, incels, hate groups, alt-right covert messaging, etc.)
- Other PLA attendees, also inspired: Brad Allen, Centi Clogston, Polli Kenn, Erica Segraves, Kaitlyn Stanley, Kate Ray, and Karen Allen
- Brad, Karen, and Polli also attended a webinar hosted at NEKSL by Jamie LaRue on How to Create Your Dream Team: a Holistic Look at Library Personnel Management.
- Centi Clogston presented Child & Youth Development: Learn to Create Age-Appropriate Programs for MALA with Anna Foote from NEKLS. This is one of several workshops they were trained to present last November. Marilyn Kearney was in attendance.

- Jenny Cook attended the NEKLS Summer Reading Workshop held at LPL.

### **Task Force Reports/Task Force Requests**

- A task force charged with reviewing the current intranet and devising a new communication hub infrastructure met on March 10th. Goals for the project were developed and various platform structures were discussed. The task force will meet on

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

**Distributions to Library.** At the Library Friends & Foundation meeting on February 24, board members approved the Finance Committee's recommendations to make a total of \$85,200 in grants and distributions for library programs and services:

\$42,000: Unrestricted block grant to the library

\$ 3,300: Milliken fund (music)

\$ 2,500: Dr Bob fund (books for first library cards)

\$ 1,500: Steiner fund (Weave A Tale librarian workshop)

\$ 1,400: Max Perez Creativity fund (for SOUND+VISION Studio needs)

\$33,100: General Greatest Expectations NEH fund (for literacy programs, local history)

\$ 1,400: Rebecca Coan Local History NEH fund (for Hall Center intern, digitization)

**After Hours at the Library 2020.** The After Hours at the Library Leap Day fundraiser is was quite an evening! Thanks so much to those who attended and pitched in to help and make it a great success. Approximately 300 people came to support the library. We still have a few outstanding sponsorship payments, but we estimate that our gross revenue totaled \$42,000. Expenses should come in between \$5,000 and \$6,000. This is our second highest total for the seven years that we have hosted the After Hours event.

The planning committee met on March 11 to debrief on the event and make suggestions on how to improve it for next year. We also surveyed our restaurants and food vendors and they overwhelmingly agreed it was a worthwhile event for them and expressed interest in participating again next year.

A huge "THANK YOU" goes to the planning committee for its great work on organizing such a wonderful evening for the library: Rachel Rademacher, Julia Schnur-Laughlin, Dan Storey, Logan Isaman, Angela Hyde, Brandon Eisman, Margie Coggins, Mary Gage, Kassie Nieters, Jan Conard, and Annette Wertzberger.

### **Surprise Book Sale**

The Friends & Foundation Surprise Book Sale on February 22 raised \$3,924 for the library. This is a \$500 increase from 2019's total.

**Read Across Lawrence for Adults.** *The Round House* by Louise Erdrich is the 2020 Read Across Lawrence selection for adults. We have planned a wonderful line up of programs that we hope to offer in the month of April. Copies of the *Round House* will be distributed to donors and patrons later this month.