

Lawrence Public Library Board of Trustees Regular Meeting
Monday, April 20, 2020 at 4:30 PM
COVID-19 Zoom Meeting

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 March
- Approve Treasurer's report for March
- Approve bills for March 16 to April 20
- Receive statistical report for March

Library Director's report

Friends and Foundation report

Ongoing business

- Approve 2021 Budget – **ACTION ITEM**
- Nominate 2020-2021 Officers – **ACTION ITEM**

New business

Adjournment

Draft

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

Venue: Due to the library's closure to the public by Lawrence-Douglas County Health, the meeting was held at S&S Artisan Pub & Coffee House

Board Members Present: Judy Keller (chair), Brady Flannery, Sarah Goodwin-Thiel, David Vance, Ursula Minor, Kevan Vick, Joan Golden.

Staff Members Present: Brad Allen, Kathleen Morgan, Heather Kearns, Shirley Braunlich, Tricia Karlin

Friends and Foundation Board Member Present: Craig Penzler

Call to order

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

Public Comment:

There was no public comment

Consent Agenda

Joan moved the consent agenda be approved and David seconded. Consent agenda passed.

Director's Report

Brad shared that the library visioning event will be postponed. He also noted that Lawrence-Douglas County Health closed the library for at least two weeks. When he receives any new information from them he will update the library board members.

The Louise Erdrich event at Haskell Indian Nations University was excellent
Several library staff attended the Public Library Association Conference in Nashville.

Library Friends and Foundation Executive Director's Report

The After Hours at the Library Leap Day fundraiser was a successful event. As noted in the written report, there are still some outstanding sponsorship payments to come in, but the current estimate is for gross revenues of \$42,000 and net revenue of \$36,000. Last year's total amount was higher, but that was due to a gift from BNSF. BNSF provided funding for Susan Orleans so no sponsorship was requested of them for the After Hours event.

The Friends and Foundation board approved distributions of more than \$80,000 from its endowed funds at DCCF. Included in this amount is a \$42,000 unrestricted grant paid to the library. The balance of the funds are earmarked for specific purposes. Details are available in the written report.

Programming is in a huge state of flux, due to uncertainty about the novel coronavirus. Programming for summer reading is now upended. Read Across Lawrence for adult readers will probably be postponed. Now that the CDC has issued a regulation for eight weeks limiting gatherings to no more than 10 people, the Susan Orleans event will probably be rescheduled for the fall or sometime later in the year, but partners will need to be consulted before a decision is made.

The Paper Plains Festival will not be able to proceed as planned. A message will be sent out to all partners tomorrow that the event will be cancelled and the group will try again next year. In the meantime, arrangements will be made for Colson Whitehead to speak at a separate community event in the fall.

Since the library is closed by health officials, the Foundation board meeting will hold their meeting online.

It is likely that the upcoming Friends book sale will be postponed.

Ongoing business

2021 Budget update

Brad created a budget spreadsheet with increases of 4 to 5%. He budgeted a 3.5% pay increase for the staffing budget line, explaining that if we increase the base salary by 1% to keep up with market levels, a 3.5% pay raise enables current staff to keep pace. The budget assumes that the mill will remain flat. If valuations increase substantially, funds may be allocated to the capital improvements fund. If funding drops, the budget line with the most flexibility is the collections expenditures line.

Brad will forward his current draft to the budget committee. The full board will review it at the April meeting. It will need to be approved at the April library board meeting to meet the City's submission deadline.

New Business

Form Officer Nominating Committee

Kevan moved for Joan and Brady to form the officer nominating committee. Sarah seconded the motion. The motion passed.

There will be a vacant position on the library board with Joan's term ending on April 30. There is some flexibility in the timeline for filling the approaching vacancy..

Coronavirus Update

Leadership team met today to plan the response to the health department's closure of the library to the public. The library's immediate response is to promote digital resources heavily, and create an online community hub on the library's website to reduce the feeling of social isolation. Specific plans to date:

- Library phones will be staffed for patron queries on a limited schedule
- Email inquiries will be addressed by staff
- Payroll will continue and all staff will be paid during the closure
- Coordinators are working with their staff to determine availability and functions that can be performed from home
- Leadership team will continue basic functions such as receiving deliveries, conducting regular building checks, and checking in materials. General staff presence in the building will be limited to support social distancing guidelines.
- Programming will be cancelled for April due to the CDC's limit of 10 people in any public gathering.

Brady asked if the library is working on a plan for reopening. At this time there is no word from the health department as to when that might be. Brad noted that there will be bottlenecks when we reopen, for example, the receipt and processing of new accessions. Challenges will include supporting social distancing when the library does reopen. Brad expressed confidence that the staff will have good ideas for negotiating the new environment. Library staff will also review responses of other libraries. He asked the library board members to forward any suggestions or questions to him. Kevan asked if the Community Mercantile will get contractual relief for not having their service open.

Judy noted that the library staff's response was excellent and appropriately informed by the directives of county health officials.

Brad noted that he spoke with the Lawrence City attorney, Toni Wheeler about appropriate locations for the April meeting. He will try to get a location that meets all the requirements of the City for a public meeting.

Adjournment

The meeting was adjourned at 5:11 p.m.

Respectfully submitted,
Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
March 2020									
REVENUES		This Month	Year to Date	Annual Budget	25% of Year		Mar-19		YTD 2019
Tax Fund		\$ -	\$ 2,554,157.60	\$ 4,782,000.00	53.41%		\$ -		\$ 2,407,648.00
Fees		\$ 3,241.83	\$ 6,935.99	\$ 35,000.00	19.82%		\$ 11,775.61		\$ 35,971.84
NEKLS		\$ 25,000.00	\$ 25,000.00	\$ 95,000.00	26.32%		\$ 22,625.00		\$ 22,625.00
State Aid		\$ -	\$ 27,991.57	\$ 25,000.00	111.97%		\$ -		\$ 27,594.52
Photo Copies		\$ 1,081.45	\$ 4,772.79	\$ 20,000.00	23.86%		\$ 2,117.15		\$ 5,059.86
Coffee Shop Rent		\$ 750.00	\$ 1,500.00	\$ 9,000.00	16.67%		\$ 750.00		\$ 2,250.00
Meeting Room Fees		\$ (825.00)	\$ 275.00	\$ 5,000.00	5.50%		\$ 875.00		\$ 1,700.00
Interest		\$ 660.96	\$ 2,250.68	\$ 25,000.00	9.00%		\$ 3,133.20		\$ 7,452.76
Miscellaneous		\$ 12.45	\$ 352.85	\$ -			\$ 50.00		\$ 97.78
Total Revenues		\$29,921.69	\$2,623,236.48	\$4,996,000.00	52.51%		\$41,325.96		\$2,510,399.76
EXPENSES									
Salaries & Wages		\$ 224,401.06	\$ 701,314.86	\$ 2,820,000.00	24.87%		\$ 210,435.74		\$ 654,807.87
Employee Benefits		\$ 27,767.04	\$ 82,967.10	\$ 340,000.00	24.40%		\$ 26,319.07		\$ 79,300.22
Payroll Taxes		\$ 37,904.23	\$ 118,330.84	\$ 490,000.00	24.15%		\$ 36,163.00		\$ 111,651.57
Utilities		\$ 8,203.45	\$ 25,825.37	\$ 96,000.00	26.90%		\$ 9,766.83		\$ 28,344.64
Building Supplies		\$ 959.25	\$ 4,751.49	\$ 20,000.00	23.76%		\$ 1,373.48		\$ 3,253.89
Building Repairs & Maintenance		\$ 4,120.55	\$ 16,933.29	\$ 55,000.00	30.79%		\$ 1,057.00		\$ 9,998.24
Library Supplies		\$ 418.49	\$ 5,118.25	\$ 25,000.00	20.47%		\$ 738.55		\$ 3,872.61
Books & Materials		\$ 42,795.67	\$ 141,191.00	\$ 700,000.00	20.17%		\$ 48,708.97		\$ 141,174.96
Processing Supplies		\$ 2,429.22	\$ 9,900.53	\$ 50,000.00	19.80%		\$ 7,670.74		\$ 16,149.56
Equipment		\$ 2,838.24	\$ 11,153.99	\$ 10,000.00	111.54%		\$ 15,538.93		\$ (5,021.03)
Software and Licenses		\$ -	\$ -				\$ -		\$ 59.00
Copiers		\$ 1,011.80	\$ 2,451.83				\$ 588.10		\$ 1,769.00
Supplies		\$ 840.72	\$ 1,717.46	\$ 30,000.00			\$ 837.53		\$ 1,684.04
Hardware		\$ -	\$ -				\$ -		\$ -
Telephone Maintenance		\$ -	\$ -				\$ -		\$ -
Collections		\$ 11,785.46	\$ 17,374.20				\$ 7,332.42		\$ 18,097.26
Internet and Phone		\$ 311.48	\$ 950.73				\$ 318.37		\$ 957.98
Public Access		\$ -	\$ 19,587.00						\$ 14,542.76
Technology		\$ 13,949.46	\$ 42,081.22	\$ 250,000.00	16.83%		\$ 9,076.42		\$ 37,110.04
Insurance		\$ 517.50	\$ 517.50	\$ 17,000.00	3.04%		\$ -		\$ -
Shipping		\$ 1,361.48	\$ 5,370.58	\$ 16,000.00	33.57%		\$ 2,504.08		\$ 4,067.37
Professional Development		\$ 1,232.28	\$ 7,104.11	\$ 30,000.00	23.68%		\$ 767.96		\$ 6,307.13
Book Van & Mileage		\$ 261.02	\$ 609.63	\$ 2,000.00	30.48%		\$ 115.37		\$ 260.64
Programs		\$ 458.18	\$ 2,377.47	\$ 20,000.00	11.89%		\$ 2,163.07		\$ 4,257.78
Professional Fees		\$ 2,448.54	\$ 8,313.30	\$ 25,000.00	33.25%		\$ 5,192.98		\$ 9,359.21
Advertising & Marketing		\$ 1,438.90	\$ 3,475.45	\$ 30,000.00	11.58%		\$ 2,058.74		\$ 4,535.98
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -		\$ -
Miscellaneous		\$ 3,503.18	\$ 5,514.57	\$ -			\$ 77.39		\$ 2,137.63
Total Expenses		\$ 377,007.74	\$ 1,192,850.55	\$ 4,996,000.00	23.88%		\$ 379,728.32		\$ 1,111,568.31
CASH BALANCES									
Cash Reserves		\$ 50,237.56	Included in checking amount						
Checking		\$ 2,186,463.46							
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		\$ 38.75	\$ 4,571.25	
	Summer Reading - ALL		\$ 7,521.27								\$ 7,521.27	
	Aquarium		\$ (5.71)		\$ 3,600.00	\$ 300.00		\$ 600.00		\$ 300.00	\$ 2,394.29	
	Kanopy 2020		\$ 20,000.00					\$ 1,277.00		\$ 1,209.00	\$ 17,514.00	
	Volunteers		\$ 705.63								\$ 705.63	
	Read Across Lawrence 2020		\$ 2,212.56			\$ 7,857.14		\$ 209.00		\$ 321.79	\$ (6,175.37)	
	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	\$ -	\$ 1,869.54	\$ 136,097.65	
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		\$ 8,500.96	\$ (24,187.90)	
	Foundation Expenses to be reimbursed		\$ (4,655.92)		\$ 4,655.92	\$ 1,433.71		\$ 949.86		\$ 1,449.99	\$ (3,833.56)	
	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		\$ 26.01	\$ 164.90	
	Weinberg/Jedel YS/YA		\$ 17,642.91		\$ 1,225.83						\$ 18,868.74	
	Milliken Fund		\$ 1,465.49					\$ 365.86		\$ 65.99	\$ 1,033.64	
	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		\$ 28.06	\$ 392.67	
	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			\$ 42,000.00		\$ 81,885.12	
	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	\$ 42,000.00	\$ 10,071.01	\$ 122,415.60	
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		\$ (37.29)		\$ 1,669.94	
			\$ 7,537.30		\$ 352.64	\$ -	\$ 199.25	\$ 150.51	\$ (37.29)	\$ -	\$ 7,901.39	
			\$ 253,733.45									
	Month Total				\$ 25,011.26	\$ 26,764.67	\$ 199.25	\$ 15,786.81	\$ 41,962.71	\$ 11,940.55	YTD Income \$ 67,173.22	
											YTD Expense \$ 54,492.03	

Lawrence Public Library
Balance Sheet
As of March 31, 2020

	Mar 31, 20	Mar 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,864,570.79	1,595,919.98	268,650.81	16.8%
Checking	321,892.67	340,292.93	-18,400.26	-5.4%
Capital Improvement at MIP	681,473.20	668,401.67	13,071.53	2.0%
Total Checking/Savings	<u>2,867,936.66</u>	<u>2,604,614.58</u>	<u>263,322.08</u>	<u>10.1%</u>
Total Current Assets	<u>2,867,936.66</u>	<u>2,604,614.58</u>	<u>263,322.08</u>	<u>10.1%</u>
Other Assets				
Petty Cash	700.00	1,240.75	-540.75	-43.6%
Total Other Assets	<u>700.00</u>	<u>1,240.75</u>	<u>-540.75</u>	<u>-43.6%</u>
TOTAL ASSETS	<u>2,868,636.66</u>	<u>2,605,855.33</u>	<u>262,781.33</u>	<u>10.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	46,653.53	50,479.49	-3,825.96	-7.6%
Total Accounts Payable	<u>46,653.53</u>	<u>50,479.49</u>	<u>-3,825.96</u>	<u>-7.6%</u>
Other Current Liabilities				
Payroll Liabilities	59,631.17	-1,033.97	60,665.14	5,867.2%
Total Other Current Liabilities	<u>59,631.17</u>	<u>-1,033.97</u>	<u>60,665.14</u>	<u>5,867.2%</u>
Total Current Liabilities	<u>106,284.70</u>	<u>49,445.52</u>	<u>56,839.18</u>	<u>115.0%</u>
Total Liabilities	<u>106,284.70</u>	<u>49,445.52</u>	<u>56,839.18</u>	<u>115.0%</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	1,443,067.12	1,335,686.93	107,380.19	8.0%
Total Equity	<u>2,762,351.96</u>	<u>2,556,409.81</u>	<u>205,942.15</u>	<u>8.1%</u>
TOTAL LIABILITIES & EQUITY	<u>2,868,636.66</u>	<u>2,605,855.33</u>	<u>262,781.33</u>	<u>10.1%</u>

Lawrence Public Library Revenues & Expenses

March 2020

	<u>Mar 20</u>
Ordinary Income/Expense	
Income	
Coffee Shop Rent	750.00
Gifts-Other	42,000.00
Grants	25,000.00
Interest	660.96
Meeting Room Fees	-825.00
Merchandise Sales	-37.29
Fees	3,241.83
Photo Copies	1,081.45
Repairs & Equipment	12.45
Total Income	<u>71,884.40</u>
Gross Profit	71,884.40
Expense	
Payroll Expenses	252,168.10
Payroll Taxes	39,145.74
Utilities - Electric	8,203.45
Building Supplies	959.25
Building Repairs & Maintenance	4,120.55
Library & Office Supplies	418.49
Books & Materials	42,795.67
Processing Supplies	2,429.22
Equipment	2,838.24
Technology	13,949.46
Insurance	517.50
Shipping	1,361.48
Professional Development	1,232.28
Bookvan & Mileage	261.02
Program Expense	458.18
Professional Fees	2,448.54
Advertising	1,438.90
Miscellaneous	3,503.28
Reconciliation Discrepancies	-0.10
FOUNDATION FUNDING	8,829.50
FRIENDS FUNDING	1,869.54
Total Expense	<u>388,948.29</u>

Lawrence Public Library
Revenues & Expenses
March 2020

	Mar 20
Net Ordinary Income	-317,063.89
Net Income	<u>-317,063.89</u>

12:10 PM

04/14/20

Lawrence Public Library Vendor Balance Summary

As of April 14, 2020

	Apr 14, 20
Advance Insurance Company	682.16
Amazon	677.64
Artisan Floor Company	9,385.00
ASI	50.00
Baker & Taylor, Inc.	11.60
Bug Hounds, LLC	762.50
Center Point Large Print	99.98
Century Business Technologies	1,469.56
CNA Surety	100.00
Demco, Inc.	372.57
Edie Insurance Group LLC	552.50
Evergy	5,238.44
Findaway World LLC	750.34
Gale/Cengage Learning	236.51
Ingram Library Services	10,492.66
Jayhawk Tropical Fish	300.00
John Svoboda	300.00
Kanopy LLC	1,670.00
KanREN	75.00
Kansas City Star	457.60
Kansas Public Radio	278.75
Lawrence-DCHD	62.00
Lawrence Rotary Club	123.00
LinkedIn Corporation	13,125.00
Midwest Tape	14,368.07
OCLC, Inc.	12,531.41
OverDrive	29,736.73
P1 Group, Inc.	5,455.00
Pur-O-Zone, Inc.	240.25
Recorded Books	55.65
Schendel Services	99.75
Shred-it	258.37
U.S. Bank - Mastercard	11,714.47
Unique Management Services	161.14
United Parcel Service	265.11
Withers	248.50
Zoobean Inc.	2,975.00
TOTAL	125,382.26

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/20/2020	Advance Insurance Company	Checking	
Bill	May 2020	04/14/2020		Group Life Insurance	-682.16
TOTAL					-682.16
Bill Pmt -Check	Electronic	04/20/2020	ASI	Checking	
Bill	March 2020	04/02/2020		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	04/20/2020	Evergry	Checking	
Bill		04/14/2020		Utilities - Electric	-5,238.44
TOTAL					-5,238.44
Bill Pmt -Check	Electronic	04/20/2020	U.S. Bank - Mastercard	Checking	
Bill	February	02/28/2020	U.S. Bank - Mastercard	Accounts Payable	0.00
Bill		03/30/2020		Admin. Dept.	-35.00
				Adult Services	-859.00
				Youth Services Dept.	-10.25
				PLA	-191.48
				Bookvan & Mileage	-261.02
				Adult Programming	-97.56
				Children's Programming	-2.39
				Children's Programming	-13.49
				Children's Programming	-17.64
				Children's Programming	-69.88
				Children's Programming	-31.07
				Children's Programming	-84.17
				Young Adult Program...	-44.59
				Young Adult Program...	-30.00
				Read Across Lawrence	-321.79
				Professional Fees	-674.63
				Shipping	-227.99
				Processing Supplies	-241.60
				Library & Office Suppli...	-393.58
				Advertising	-1,438.90
				Merchandise Sales	-203.04
				Building Supplies	-122.84
				Building Repairs & Mai...	-244.37
				Supplies	-369.87
				Telephone	-311.48
				Sound & Vision	-65.99
				FOUNDATION FUNDI...	-393.35
				FOUNDATION FUNDI...	-56.64
				FOUNDATION FUNDI...	-1,000.00
				Crowe Fund	-28.06
				Miscellaneous	-3,704.05
Bill		04/02/2020		Books & Materials	-119.00
				Periodicals	-49.75
TOTAL					-11,714.47

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/20/2020	United Parcel Service	Checking	
Bill	1140	04/14/2020		Shipping	-265.11
TOTAL					-265.11
Bill Pmt -Check	28759	04/20/2020	Amazon	Checking	
Bill	463447886...	03/20/2020		Books & Materials	-27.97
Bill	644485883...	03/20/2020		Books & Materials	-49.99
Bill	734674785...	03/20/2020		Books & Materials	-12.95
Bill	947465575...	03/20/2020		Books & Materials	-97.08
Bill	744363358...	03/20/2020		Books & Materials	-132.22
Bill	465573976...	03/20/2020		Books & Materials	-10.95
Bill	633584937...	03/20/2020		Books & Materials	-9.49
Bill	8478639	03/20/2020		Children's Programming	-93.40
Bill	9037810	03/30/2020		Books & Materials	-13.60
Bill	3004257	03/30/2020		Books & Materials	-17.40
Bill	5753027	03/30/2020		Books & Materials	-17.73
Bill	1417818	03/30/2020		Books & Materials	-7.39
Bill	6357812	03/30/2020		Books & Materials	-93.64
Bill	6357812	03/30/2020		Books & Materials	-59.88
Bill	1101848	04/03/2020		Books & Materials	-33.95
TOTAL					-677.64
Bill Pmt -Check	28760	04/20/2020	Artisan Floor Company	Checking	
Bill	4-12-20	04/14/2020		Building Repairs & Mai...	-4,692.50
TOTAL					-4,692.50
Bill Pmt -Check	28761	04/20/2020	Baker & Taylor, Inc.	Checking	
Bill	2035135113	03/30/2020		Processing Supplies	-1.90
Bill	2035135112	03/30/2020		Books & Materials	-9.70
TOTAL					-11.60
Bill Pmt -Check	28762	04/20/2020	Bug Hounds, LLC	Checking	
Bill	218	04/14/2020		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	28763	04/20/2020	Center Point Large Print	Checking	
Bill	1767390	03/30/2020		Books & Materials	-25.32
Bill	1766874	03/30/2020		Books & Materials	-74.66
TOTAL					-99.98

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28764	04/20/2020	Century Business Technologies	Checking	
Bill	552816	03/20/2020		Copying	-1,011.80
Bill	555091	04/14/2020		Copying	-457.76
TOTAL					-1,469.56
Bill Pmt -Check	28765	04/20/2020	CNA Surety	Checking	
Bill	71277635	04/14/2020		Liability Insurance	-100.00
TOTAL					-100.00
Bill Pmt -Check	28766	04/20/2020	Demco, Inc.	Checking	
Bill	6788558	03/30/2020		Processing Supplies	-372.57
TOTAL					-372.57
Bill Pmt -Check	28767	04/20/2020	Edie Insurance Group LLC	Checking	
Bill	098793	03/30/2020		Liability Insurance	-517.50
Bill		04/14/2020		Liability Insurance	-35.00
TOTAL					-552.50
Bill Pmt -Check	28768	04/20/2020	Findaway World LLC	Checking	
Bill	317433	03/30/2020		Books & Materials	-132.97
Bill	317679	03/30/2020		Books & Materials	-42.74
Bill	317075	03/30/2020		Books & Materials	-574.63
TOTAL					-750.34
Bill Pmt -Check	28769	04/20/2020	Gale/Cengage Learning	Checking	
Bill	70108436	03/30/2020		Books & Materials	-128.76
Bill	70114834	03/30/2020		Books & Materials	-25.89
Bill	70094316	03/30/2020		Books & Materials	-81.86
TOTAL					-236.51
Bill Pmt -Check	28770	04/20/2020	Ingram Library Services	Checking	
Bill	44304384	03/30/2020		Processing Supplies	-420.90
Bill	44338826	03/30/2020		Processing Supplies	-94.60
Bill	44355918	03/30/2020		Processing Supplies	-17.49
Bill	44338828	03/30/2020		Processing Supplies	-0.30
Bill	44304388	03/30/2020		Processing Supplies	-0.15
Bill	44304386	03/30/2020		Processing Supplies	-0.15
Bill	44318773	03/30/2020		Processing Supplies	-0.15
Bill	44318771	03/30/2020		Processing Supplies	-0.30
Bill	44318769	03/30/2020		Processing Supplies	-3.61
Bill	44318767	03/30/2020		Processing Supplies	-28.83
Bill	44304382	03/30/2020		Processing Supplies	-18.99
Bill	44326588	03/30/2020		Processing Supplies	-69.84

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill	44288254	03/30/2020		Processing Supplies	-21.60
Bill	44288256	03/30/2020		Processing Supplies	-0.30
Bill	44308612	03/30/2020		Processing Supplies	-19.64
Bill	44267371	03/30/2020		Processing Supplies	-103.85
Bill	44267367	03/30/2020		Processing Supplies	-5.40
Bill	44267369	03/30/2020		Processing Supplies	-4.25
Bill	44253631	03/30/2020		Processing Supplies	-48.53
Bill	44304383	03/30/2020		Books & Materials	-4,296.80
Bill	44338825	03/30/2020		Books & Materials	-908.23
Bill	44355917	03/30/2020		Books & Materials	-228.69
Bill	44338827	03/30/2020		Books & Materials	-23.40
Bill	44304387	03/30/2020		Books & Materials	-8.40
Bill	44304385	03/30/2020		Books & Materials	-15.00
Bill	44318772	03/30/2020		Books & Materials	-8.40
Bill	44318770	03/30/2020		Books & Materials	-23.40
Bill	44318768	03/30/2020		Books & Materials	-38.21
Bill	44318766	03/30/2020		Books & Materials	-470.62
Bill	44304381	03/30/2020		Books & Materials	-313.12
Bill	44326587	03/30/2020		Books & Materials	-553.50
				Books & Materials	-11.37
Bill	44288253	03/30/2020		Books & Materials	-307.16
Bill	44288255	03/30/2020		Books & Materials	-27.58
Bill	44308611	03/30/2020		Books & Materials	-187.89
Bill	44267370	03/30/2020		Books & Materials	-1,305.62
Bill	44267366	03/30/2020		Books & Materials	-88.60
Bill	44267368	03/30/2020		Books & Materials	-92.87
Bill	44253630	03/30/2020		Books & Materials	-724.92
TOTAL					-10,492.66
Bill Pmt -Check	28771	04/20/2020	Jayhawk Tropical Fish	Checking	
Bill	687256	03/30/2020		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	28772	04/20/2020	John Svoboda	Checking	
Bill	4-7-20	04/14/2020		Adult Programming	-300.00
TOTAL					-300.00
Bill Pmt -Check	28773	04/20/2020	Kanopy LLC	Checking	
Bill	191920-PPU	04/14/2020		Kanopy	-1,670.00
TOTAL					-1,670.00
Bill Pmt -Check	28774	04/20/2020	KanREN	Checking	
Bill	200409010...	04/14/2020		Supplies	-75.00
TOTAL					-75.00

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28775	04/20/2020	Kansas City Star	Checking	
Bill	Thru 4-21-21	04/14/2020		Periodicals	-457.60
TOTAL					-457.60
Bill Pmt -Check	28776	04/20/2020	Kansas Public Radio	Checking	
Bill	145688	03/30/2020		Advertising Gift Fund	-12.50
Bill	145689	03/30/2020		Advertising Gift Fund	-26.25
Bill	145823	04/14/2020		Advertising Gift Fund	-240.00
TOTAL					-278.75
Bill Pmt -Check	28777	04/20/2020	Lawrence-DCHD	Checking	
Bill	1.31.20	03/20/2020		Miscellaneous	-62.00
TOTAL					-62.00
Bill Pmt -Check	28778	04/20/2020	Lawrence Rotary Club	Checking	
Bill	128942	04/14/2020		Membership & Dues	-123.00
TOTAL					-123.00
Bill Pmt -Check	28779	04/20/2020	LinkedIn Corporation	Checking	
Bill	101109292...	04/14/2020		Books & Materials	-13,125.00
TOTAL					-13,125.00
Bill Pmt -Check	28780	04/20/2020	Midwest Tape	Checking	
Bill	98737094	03/30/2020		Books & Materials	-268.91
Bill	98733980	03/30/2020		Books & Materials	-28.49
Bill	98733978	03/30/2020		Books & Materials	-54.40
Bill	98737093	03/30/2020		Books & Materials	-879.68
Bill	98724599	03/30/2020		Books & Materials	-26.24
Bill	98724597	03/30/2020		Books & Materials	-194.09
Bill	98710022	03/30/2020		Books & Materials	-71.21
Bill	98709445	03/30/2020		Books & Materials	-134.97
Bill	98709444	03/30/2020		Books & Materials	-1,095.98
Bill	98786990	03/30/2020		Processing Supplies	-123.55
Bill	98790695	04/14/2020		Books & Materials	-11,490.55
TOTAL					-14,368.07
Bill Pmt -Check	28781	04/20/2020	OCLC, Inc.	Checking	
Bill	1000023229	03/17/2020		Collections	-607.98
Bill	1000020162	03/17/2020		Collections	-5,588.74
Bill	1000030393	04/03/2020		Collections	-745.95
Bill	1000027271	04/03/2020		Collections	-5,588.74
TOTAL					-12,531.41

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28782	04/20/2020	OverDrive	Checking	
Bill	06809DA2...	03/30/2020		Books & Materials	-65.00
Bill	06809CO2...	03/30/2020		Books & Materials	-1,122.92
Bill	06809CO2...	03/30/2020		Books & Materials	-1,047.94
Bill	06809CO2...	03/30/2020		Books & Materials	-610.41
Bill	06809DA2...	03/30/2020		Books & Materials	-889.45
Bill	06809CO2...	03/30/2020		Books & Materials	-575.42
Bill	06809CO2...	03/30/2020		Books & Materials	-3,425.28
Bill	06809CO2...	03/30/2020		Books & Materials	-1,363.92
Bill	06809DA2...	03/30/2020		Books & Materials	-44.98
Bill	06809CO2...	03/30/2020		Books & Materials	-637.92
Bill	06809CO2...	03/30/2020		Books & Materials	-810.41
Bill	06809CO2...	04/14/2020		Books & Materials	-407.36
Bill	06809CO2...	04/14/2020		Books & Materials	-2,200.06
Bill	06809CO2...	04/14/2020		Books & Materials	-837.65
Bill	06809CO2...	04/14/2020		Books & Materials	-2,255.36
Bill	06809DA2...	04/14/2020		Books & Materials	-278.00
Bill	06809CO2...	04/14/2020		Books & Materials	-1,980.35
Bill	06809CO2...	04/14/2020		Books & Materials	-1,553.75
Bill	06809CO2...	04/14/2020		Books & Materials	-894.07
Bill	06809CO2...	04/14/2020		Books & Materials	-1,553.08
Bill	06809DA2...	04/14/2020		Books & Materials	-480.47
Bill	06809CO2...	04/14/2020		Books & Materials	-307.61
Bill	06809DA2...	04/14/2020		Books & Materials	-130.00
Bill	06809CO2...	04/14/2020		Books & Materials	-3,278.28
Bill	06809CO2...	04/14/2020		Books & Materials	-2,987.04
TOTAL					-29,736.73
Bill Pmt -Check	28783	04/20/2020	P1 Group, Inc.	Checking	
Bill	77146	04/14/2020		Building Repairs & Mai...	-5,455.00
TOTAL					-5,455.00
Bill Pmt -Check	28784	04/20/2020	Pur-O-Zone, Inc.	Checking	
Bill	800654	03/13/2020		Building Supplies	-155.19
Bill	801648	03/25/2020		Building Supplies	-85.06
TOTAL					-240.25
Bill Pmt -Check	28785	04/20/2020	Recorded Books	Checking	
Bill	76626024	03/30/2020		Books & Materials	-55.65
TOTAL					-55.65
Bill Pmt -Check	28786	04/20/2020	Schendel Services	Checking	
Bill	30291500	03/30/2020		Building Repairs & Mai...	-99.75
TOTAL					-99.75

12:22 PM
04/14/20

Lawrence Public Library
Check Detail
April 2020

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28787	04/20/2020	Shred-it	Checking	
Bill	8129436904	03/30/2020		Professional Fees	-258.37
TOTAL					-258.37
Bill Pmt -Check	28788	04/20/2020	Unique Management Services	Checking	
Bill	594146	04/14/2020		Professional Fees	-71.64
Bill	594145	04/14/2020		Professional Fees	-89.50
TOTAL					-161.14
Bill Pmt -Check	28789	04/20/2020	Withers	Checking	
Bill	212479	03/30/2020		Building Supplies	-248.50
TOTAL					-248.50
Bill Pmt -Check	28791	04/20/2020	Artisan Floor Company	Checking	
Bill	4-26-20	04/14/2020		Building Repairs & Mai...	-4,692.50
TOTAL					-4,692.50
Bill Pmt -Check	28792	04/20/2020	Zoobean Inc.	Checking	
Bill	16240	04/14/2020		Summer Reading - ALL	-2,975.00
TOTAL					-2,975.00

Lawrence Public Library

Monthly Statistical Summary--March 2020

INDICATOR	March		Percent	YTD	YTD	Percent
	2020	2019	Change	2020	2019	Change
			2019-2020			2019-2020

SUMMARY RATIOS

Service Area Population	102,980	99,496	4%			
User Visits per Capita	2.91	6.83	-57%			
Reference Transactions per Capita	0.52	1.39	-63%			
Program Attendance per Capita	0.21	1.04	-80%			
Circulation per Capita	7.51	11.98	-37%			
Circulation per Day	2078	3203	-35%			
Circulation per Visit	2.58	1.75	47%			
Total Holdings per Capita	2.01	2.04	-1%			
% of Lawrence Residents Registered	43%	55%	-22%			

Circulation--Adult Total	45,785	67,948	-33%	197,145	213,589	-8%
Circulation--Young Adult Total	2,684	3,415	-21%	10,440	11,305	-8%
Circulation--Youth Total	15,962	27,937	-43%	72,862	84,905	-14%
Circulation--Total	64,431	99,300	-35%	280,447	309,799	-9%

Reference Transactions	4,432	11,499	-61%	22,128	33,000	-33%
User Visits	24,968	56,620	-56%	127,932	155,062	-17%
LPL Web Site Visits	19,817	19,636	1%	61,413	60,433	2%

Holdings--Added	2,009	3,288	-39%	8,357	8,978	-7%
Holdings--Withdrawn	1,387	2,429	-43%	6,981	8,758	-20%
Holdings--Total	207,342	202,789	2%			

Registered Cardholders--Added	473	553	-14%	1,631	1,901	-14%
Registered Cardholders--Total	54,801	66,935	-18%			

Adult Programs	14	32	-56%	70	63	11%
Young Adult Programs	9	18	-50%	50	46	9%
Youth Programs	91	74	23%	264	228	16%
Total Programs	105	124	-15%	334	337	-1%
Total Program Attendance	2,161	8,625	-75%	10,264	10,535	-3%
Public Uses of Meeting Rooms	0	949	-100%		2,571	-100%
Total Paid Staff (FTE)	66.70	63.66	5%			
Total Number of Employees	86	85	1%			

Lawrence Public Library						
Monthly Statistical Report--March 2020						
	March		Percent		YTD	YTD
	2020	2019	Change		2020	2019
			2019-2020			2019-2020
OUTPUT MEASURES						
Service Area Population	102,980	100,736	2%			
User Visits per Capita	2.91	6.62	-56%			
Reference Transactions per Capita	0.56	1.37	-59%			
Program Attendance per Capita	0.25	0.41	-38%			
Circulation per Capita	7.51	12.78	-41%			
Circulation per Day	2078	3460	-40%			
Total Holdings per Capita	2.01	2.05	-2%			
Collection Turnover--Total	3.81	6.33	-40%			
Collection Turnover--Adult	4.25	6.80	-37%			
Collection Turnover--Young Adult	2.62	3.91	-33%			
Collection Turnover--Youth	3.12	5.83	-46%			
Collection Turnover--Audiovisual	6.93	11.78	-41%			
CIRCULATION OF LIBRARY MATERIALS						
Circulation--Adult Books and NF Videos	21594	34258	-37%		94799	100902
Circulation--Adult Periodicals	744	1163	-36%		2840	3221
Circulation--Adult Feature Films & TV Shows	13144	24492	-46%		62249	72431
Circulation--Electronic Games	836	1693	-51%		4285	4723
Circulation--Adult Music CDs	1786	4155	-57%		8804	11894
Circulation--Adult Audio Books and Books on CD	7620	7118	7%		23842	20084
Circulation--eReaders	0	0	#DIV/0!		0	4
Circulation--Other New	61	119	-49%		326	330
Circulation--Adult Total	45785	72998	-37%		197145	213589
Circulation--YA Books and NF Videos	2123	3441	-38%		8663	9657
Circulation--YA Periodicals	1	8	-88%		79	9
Circulation--YA Audio Books and Books on CD	560	586	-4%		1698	1639
Circulation--YA Total	2684	4035	-33%		10440	11305
Circulation--Youth Books and NF Videos	14398	27657	-48%		67427	78018
Circulation--Youth Periodicals	42	67	-37%		111	267
Circulation--Youth Music CDs	200	332	-40%		895	1076
Circulation--Youth Audio Books and Books on CD	1322	2175	-39%		4429	5544
Circulation--Youth Total	15962	30231	-47%		72862	84905

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
Circulation--Bookmobile	575	983	-42%		3296	2975	11%
Circulation--Book Lockers	444	986	-55%		2499	2968	-16%
Circulation--Total Books	38115	65356	-42%		170889	188577	-9%
Circulation--Total Periodicals	787	1238	-36%		3030	3497	-13%
Circulation--Total Audiovisual	26392	42611	-38%		110980	123227	-10%
Circulation Total	64431	107264	-40%		280447	309799	-9%
Staff Assisted Circulation	1775	4056	-56%		8836	12637	-30%
Self Check Circulation	31234	74096	-58%		163458	214979	-24%
Percent Self Check	95%	95%	0%		95%	94%	0%
Website & Telephone Renewals	11125	15468	-28%		56027	43742	28%
Other Staff Checkouts	68	137	-50%		340	418	-19%
Requests Placed	8907	20336	-56%		51948	62424	-17%
Requests Filled	8275	18995	-56%		45823	54833	-16%
Requests Unclaimed	1247	2734	-54%		6839	8212	-17%
Interlibrary Loan Items Borrowed for LPL Patrons	245	446	-45%		1247	1201	4%
Interlibrary Loan Items Loaned from LPL Collection	277	552	-50%		1629	1689	-4%
OTHER LIBRARY SERVICES							
User Visits	24968	55554	-55%		127932	155062	-17%
Public Computer Usage	2793	7214	-61%		15612	20678	-24%

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
PATRON INQUIRIES							
Adult Reference Transactions	663	1336	-50%		3228	3884	-17%
Young Adult Reference Transactions	395	907	-56%		1884	2685	-30%
Youth Reference Transactions	508	1347	-62%		2289	3789	-40%
IT Desk	498	1422	-65%		2966	3938	-25%
Welcome Desk	502	1261	-60%		2859	3780	-24%
Accounts Desk	736	3682	-80%		3636	6903	-47%
Phone Calls	1494	1522	-2%		6969	8021	-13%
Materials Handling	31				181		
Total Reference Transactions	4827	11477	-58%		24012	33000	-27%
Public-Sponsored Uses of Meeting Rooms		871	-100%			2571	-100%
Website Users	19817	20723	-4%		61413	60433	2%
Website Sessions	40565	50774	-20%		138310	150314	-8%
RESOURCES							
Holdings--Total	207342	206070	1%				
Holdings--Adult	130989	130569	0%				
Holdings--Young Adult	12324	12435	-1%				
Holdings--Youth	64029	63066	2%				
Holdings--Audiovisual	45729	43389	5%				
Holdings--eReaders	0	0	#DIV/0!				
Holdings Added	2009	2957	-32%		8357	8978	-7%
Holdings Withdrawn (Weeded)	1387	2766	-50%		6981	8758	-20%
Holdings Net Change	1919	812	136%		3939	1924	105%
LIBRARY PATRONS							
Total Active Cardholders	54801	70728	-23%				
Cardholders Added	473	620	-24%		1631	1901	-14%
Cardholders Transacting	13279	14496	-8%		42938	42662	1%
Percent of Cardholders Transacting	24%	20%	18%				
Total Number of Lawrence Residents Registered	44762	57662	-22%				
Percent of Lawrence Residents Registered	43%	57%	-24%				

Lawrence Public Library	March		Percent		YTD	YTD	Percent
Monthly Statistical Report	2020	2019	Change		2020	2019	Change
			2019-2020				2019-2020
PROGRAMMING							
Number of Adult Programs	14	25	-44%		70	63	11%
Number of Young Adult Programs	9	17	-47%		50	46	9%
Number of Youth Programs	91	78	17%		264	228	16%
Total Programs	114	120	-5%		384	337	14%
Adult Program Attendance	651	570	14%		1917	1688	14%
Young Adult Program Attendance	324	484	-33%		1938	1160	67%
Youth Program Attendance	1186	2382	-50%		6409	7687	-17%
Total Program Attendance	2161	3436	-37%		10264	10535	-3%
STAFFING							
Total Paid Staff, in Full-Time Equivalents	66.7	66.54	0%				
ALA-MLS Librarians, in Full-Time Equivalents	19.9	17	17%				
Number of Employees--Total	86	84	2%				
Number of Employees--Full-Time	46	45	2%				
Number of Employees--Part-Time	40	39	3%				
Terminations	1	1	0%		3	5	-40%
Hirings	0	3	-100%		3	5	-40%
Volunteer Hours	136	805.65	-83%		1035.7	2313.8	-55%

Select Online Statistics

Kanopy:

User Accounts - 804

Plays - 2,131

Visits - 11,046

Pages - 13,224

Lynda:

New Users - 82

Active Users - 2776

Users who logged in - 209

Total log ins - 702

Hours viewed per user who logged in - 1.48

Hours viewed per log in - .44

Library Director's Report for April 2020 – WFH Edition

I have never experienced anything quite like this past month. I am sure anyone reading this feels the same. I learned quickly like most what WFH was when reading about a 'WFH mullet' (had to look it up—business on the top, sweatpants on the bottom). What follows is what I've been doing since we closed the library building on March 13.

The leadership team has been meeting weekly via Zoom. It has been working surprisingly well, and I enjoy seeing everyone's home setups (and virtual backgrounds!). This month's departmental reports will take a different approach than normal. I've asked our coordinators to update you on how their teams have adapted to our current work from home reality.

I am very proud of the way our coordinators and their teams have jumped right into a new style of work, doing the best we can remotely. I hope you've seen one of our storytimes or followed us on social media this past month. Our Marketing Coordinator Heather Kearns has put together some great looking new landing pages describing our services during our closure.

In addition to weekly leadership meetings, I have been meeting regularly with Kathleen, Tricia, Karen, Melissa, Polli, and Jon. I am so impressed with our leadership team and feel fortunate to have such great people with which to work. They are doing a great job!

One thing I have been surprised and humbled by are requests from partners to participate in their worlds. Lawrence Arts Center asked me to introduce one of their [Doodle of the Day videos](#). It was fun to film doodling with my wife and daughter. Also, the KU Honors Program asked me as a former alumnus to submit some thoughts on reading during COVID-19 for their Take Care Tuesdays for their students. And finally, Emporia State University School of Library and Information Management lecturer Brenda Hough invited me to discuss how LPL is dealing with the pandemic.

It has been very odd working from home, balancing my work, my wife's work, and taking care of our daughter full time. It's like the weekend all the time, but with work!

Respectfully submitted by Brad Allen, April 14, 2020

Monthly Departmental Reports

April 2020

Development and Community Partnerships (marketing, adult programs, volunteers, and fundraising)

Marketing

- **Molly | Marketing Assistant**

- **BLT Minute-taker:** coordinates proofing and sends out to staff. People say this weekly update keeps them feeling connected and happy.
- **Social Media:** monitors our inbox, comments, and feedback.
- **Zoom Meetings:** attends weekly DCP, Marketing, Programming Club, and Internal Communications task force
- **Website:** fields inquiries through our website feedback form; answers or forwards on to staff as needed; currently updating image information to make our page ADA compliant
- **Online / On Call:** knows to check email several times a day; orders supplies, communicates with artists about exhibit questions, and various other small tasks.
- **Internal Marketing Website:** this is ongoing and Molly continues to organize it and build its resources as needed

- **Heather | Marketing Coordinator**

[Read what people are saying](#) about the Library!

- Created a one-stop-shop for “How to Use the Library without Leaving Home” [landing page](#) on the website that organizes new social opportunities, ways to talk to us remotely, school tools for parents and teachers, immediate COVID-19 assistance resources, and library closure Q&A. It is assessed and updated about once a week as needed
- Coordinated a 24-page slide show to run in the windows facing outward. Graphics and messaging are updated remotely as needed and it’s easily seen from the street or walking by. It is assessed and updated once a week as needed.
- Attending Zoom planning meetings that include BLT, DCP, Youth Services, Readers’ Services, Programming Club, and various one-on-ones with individual staff

- Maintaining/creating content for social media, Orange Boy eNewsletters, media releases, website, etc. focused primarily on promoting our online services, resources, the LJW Library Page, and new live/digital events and programs.
- Satisfying staff needs for signage, graphics, and ideas for marketing their digital efforts on projects like Kaw Valley Jukebox, Facebook Live storytimes, book return notices, etc.

Adult Programming

- **Kristin | Adult Programs Coordinator**

- Working to reschedule postponed signature programs, Read Across Lawrence and Paper Plains Literary Festival.
- Working with Kansas Humanities to take over coordination of the November Joy Harjo event in partnership with Haskell and the Hall Center for the Humanities.
- Working with Brad and community partners to launch a regular “in conversation” series with Brad. Our first guest will be with Mayor Jennifer Ananda on Thursday April 23rd.
- Had our first Facebook Live concert with John and Myra Svoboda of No Bow Tie on Friday April 10th. About 50 people tuned in and comments were very positive!

Friends & Foundation: See separate report

Materials Handling

- **Returns:** remote drops remain closed, but the drive-through drop at the library has a few items trickling in daily. Due dates for 48,000 items that are currently checked out have been pushed back to May 20 - June 8.
- **Holds:** holds are still paused for our patrons at the library and at the lockers. The hold button for physical items at the library no longer shows on our website so hold lists don't build to an unmanageable size while we are closed.
- **Interlibrary Loan:** requests for renewals and extensions on our due dates are granted to all libraries across the United States that currently have our materials.
- **Suggestions for Resuming Circulation of Physical Materials:** the Collection Services committee mapped out a plan for phased resumption of services and circulation of physical items based on expected recommendations from the local health department. Each phase will be explained to the public with clear messaging from the Marketing department and social media. Highlights of the phased plan include:
 - Quarantining, checking in, and shelving all items that are currently checked out and returned through the drive-through drop at the library
 - Potentially offering curbside pickup for all current holds once the staff is cleared to be back in the building and before the building is open to the public

- Resuming delivery to the lockers for current holds
- Social distancing staff from staff and staff from patrons
- Workflow for quarantining, checking in, and shelving all items returned by patrons once the library is open to the public
- Reinstatement of holds with an initial limit of 10 holds and 10 items check out per card instead of the current 25 holds and 50 check outs

Readers' Services

Staff meets weekly from 10-11 every Monday.

- Social Media:
 - Leah and Kaitlin are currently creating posts for FB and Instagram, generally around pointing our community to great digital books that are available. Making an effort to spotlight metered access books Libby and bonus picks from Hoopla to mitigate costs of increased use. Looking into using FB Premiere to do recorded "Book Bites", as the lists don't get much traction on FB.
 - Working on two social media campaigns: Leah and Kaitlin will work to: 1) highlight staff from all over the library, using our digital resources to get things done during the quarantine. Things like cooking from cookbooks and cooking magazines, gardening books, crafting books, doing home repairs or decoration using all digital resources. 2) Highlighting library staff and their new furry "coworkers". Staff should be receiving requests to participate shortly!
 - Thursday mornings 11am-1pm are live FB Readers' Advisory sessions. We've done two so far, giving about 120 recommendations.
 - Setting up meeting with William to discuss how we can provide more RA on Twitter, possibly by participating more in the #askalibrarian threads on Fridays.
 - Creating FB events for all of our online programs.
- Programming:
 - At this time, all books clubs have been shifted from in person to online using Hoopla picks. Some have met already or will be meeting in the next week, so we'll have more data next time.
 - We hosted two Zoom sessions on April 15th for folks who are unfamiliar with Zoom to practice getting in and using the tech, prior to book club meetings.
 - Weekly hosting Bring Your Own Book & Beverage book chats on Tuesdays from 4-5pm. The third one was hosted on 4/14. We generate a Bibliocommons list for each meeting and post it on the FB events page. [An example.](#)
 - Shifting from Book Club Speed Dating model to Book Club (not at your) House Calls for April 28th 7pm. After exploring logistics for doing BCSD using Zoom rooms, etc, we think simpler is better. Limit to 25 participants, staff will pitch two books each and open the floor for clubs to visit. Will host multiple events if we reach capacity and have requests for more.
 - Working with Danny to support the online Book Club Parade on April 25th.
- Services

- Ian is reaching out individually to all BCIAB users to help them shift their current checkouts to later in the year, and to offer either digital versions of the book they requested, or give readers' advisory for other digital book club suggestions.
 - Creating personalized recommendation lists for patrons when requested.
- Content creation:
 - Again, pointing folks to digital books through lists. At this time we've created about 20 lists, with concepts for about 10 more. We've been publishing them through social media platforms and on the website during our allotted posting times.
 - Continuing to do reviews on Bibliocommons
 - Kate and Polli will continue podcasting over Zoom
 - Leah continues to work with staff to keep the blog published twice a week.
- Other: Polli participated on a webinar panel for Bibliocommons on 4/7 to help librarians do RA through the catalog and our websites right now

Information Services

- **Chat and eReference:** The Information Services team staffs live chat from 12-6pm, Monday through Friday, and responds to reference questions submitted through email anytime of the week. Melissa also has Google Voice and is able to return voicemails left on the main phone line. Melissa worked with Aaron and Kim to set up remote access to databases that were previously available only within the library building.
- **Social media:** Ruby is our liaison with the LPL Social Media team, and has been regularly contributing to the library's Facebook page. We are primarily promoting content related to community resources, fact checking, library resources available remotely, and the 2020 U.S. Census.
- **Programming:** We are currently soliciting applications for this summer's How-To Festival, which showcases community know-how. Scheduled for June 20, 2020, we are anticipating that this year's festival will be an online event and are currently researching strategies for hosting a large, multi-faceted online event. Jill is planning to reboot her popular Mindful Crafting series in a digital space, and several members of the team are working on coordinating virtual garden tours with community members as a digital extension of our Seed Library programming. Before the stay-at-home order was announced, Kate, Ruby and Hazlett distributed seed packets from our Seed Library to Little Free Libraries around town so that they would be available outside the library.
- **Peer Support:** Derek, Theresa and Isabelle are offering appointments for peer support sessions via Zoom or phone.
- **Local History:** LPL has been participating in the Community Webs project since 2017. Community Webs is a collaboration between the Internet Archive and IMLS to provide public libraries with the tools to create locally curated web archives. We are currently working to capture web resources, including websites and social media, to build an archive of the local response to the coronavirus pandemic. Towards this end, we are

currently collecting with an emphasis on local businesses, as well as other local resources related to the pandemic. Hazlett is our technical lead on this initiative.

- **Community Resources:** Kate has compiled a spreadsheet of community resources that we've shared on the LPL Covid-19 page and through social media; we are also sharing resources through social media. Kate is also keeping tabs on local free tax preparation services and has updated our 2020 Tax Information web page accordingly. After the library closed but before the stay-at-home order was announced, Melissa delivered a supply of tax forms to the Douglas County Courthouse so that they would be accessible to those who needed them. Kate and Melissa are attending weekly meetings of the Douglas County Human Services Coalition to keep tabs on changes in local resources and to share library resources with direct service providers.

Accounts

- **Worked with the Technology Department to prep ILS for closure:** Once it was clear that we'd be closed for an extended period of time we made several changes to the ILS. All notices, billing for lost items, and collection submissions have been paused. Due dates have been pushed back into May and the hold shelf has been put in stasis. Library cards that were set to expire in April and May have had their expiration dates pushed back to later in the year. Provisional cards created through online registration will now remain valid for three months, rather than the standard one month. All of our digital library platforms have had restrictions loosened up to allow greater access to patrons who typically would have been blocked for fees or expired cards.
- **Monitoring Accounts email and website Customer Service form:** Patrons are being directed by messaging on the website and chat reference to contact Accounts via email with any questions regarding their library cards. We have been monitoring the email throughout the day 7 days a week. We assist patrons with retrieving library card numbers, PINs, locating old accounts, and renewing accounts that have expired. We've helped many patrons begin using our digital library for the first time, and many others regain access. Our goal has been to remove as many barriers as possible to accessing our digital resources.
- **Monitoring phone messages:** Patrons are invited to leave a voice message if they call the library. We're alerted via email whenever a message is left and have been returning calls via Google Voice. We've been answering many of the same questions we receive via email, as well as passing messages relevant to other departments onto the correct destination.

Facilities

- **Daily:** Partnering with Tricia to be available for deliveries, check the building, feed the fish, empty the drop, etc... [Basic Morning Checklist](#)
- **Projects:** [Working for Jon in the Library](#)
 - Acoustical Plaster repair to Entryway Lobby

- Lower Level open office reconfiguration
- Wood flooring repair, resurfacing, and re-coating
- Restroom tiles addition and repairs
- West drive restriping
- EIFS repair
- **Bed Bug Inspection:** Went very well with only 1 hit!
- **Going forward:**
 - Gloves, masks, and sanitizer are still scarce so we may have to spend extra money to ship supplies in from outside our usual supply chains.
 - Reworking our procedures for daily pre-open and open cleaning.
 - Very much appreciate the thoughtfulness of the **“Suggestions for Resuming Circulation of Physical Materials”**.

Technology

- Rapid shift to several new work from home tools
 - Zoom licenses acquired through KanREN and deployed with Single Sign-On authentication and integration into our G Suite platform.
 - Web based remote desktop access enabled through SSL-VPN connections on our Fortigate Firewall for any staff who need access to desktop resources like Workflows or OCLC Clients.
 - Introduced and promoted testing of Google Chat and Google Meet for rapid team communication.
 - Enabled Google Voice and assigned numbers to several staff who need phone access.
- Department work from home status:
 - Digital services specialist, Kim Fletcher regularly available and assisting with various tasks primarily in support of the ILS, website, and other library specific systems.
 - Technology coordinator, Aaron Brumley regularly available and working to support general IT, work from home needs, and continuing project work.
 - Part time public service staff are not currently expected to perform work from home tasks.
 - Other full time department staff are largely occupied with family obligations, but some online program development and preparation for future programs continues.
- Projects:
 - Upgrade Linux based virtual machines to Ubuntu 18.04 LTS. Complete.
 - Migrate internal staff Intranet site to a new server and make available from off site: In progress.
 - Move wireless access points to improve outdoor signal strength: Complete.
 - Introduce splash page requirement for Wi-Fi access with LPL and COVID-19 info: Complete

- Complete annual E-Rate cycle purchasing of new network equipment (6 Fortiswitch gigabit network switches and additional hardware for installation): Complete.
- Replace existing network switches with new Fortiswitch units: In progress.
- Replace catalog computers: Yet to be started.

Cataloging & Collection Development

- **Catalogers**

- Emily and Kate are focusing on database cleanup projects, including adding descriptive subject headings to DVD movies and making sure digital titles are matching with physical in Bibliocommons.
- Brett is loading Hoopla, OverDrive and Kanopy records on a weekly basis.

- **Collection Development**

- Ransom and Dan are focusing on ordering for OverDrive, and are continuing to build carts for physical orders when we are able to be back in the building.
- Kevin is working with Heather and MusiCat to get the Kaw Valley Jukebox local music archive up and running.
- Dan W. is processing orders and invoices.
- To meet the digital needs during the stay at home order, we have increased the monthly Hoopla checkout limit to 8 and the monthly Kanopy credit limit to 10. Usage is up significantly. NEKLS has offered a grant of \$2,000 to help.

Youth Services

- **Weekly staff meetings**

- We've been meeting weekly to keep in touch to make sure everyone is doing okay / what we've all been up to, talk about programming, and summer reading

- **Beanstack**

- We have purchased a 3 year subscription to the online reading challenge software, Beanstack. We will use this for a digital summer reading program and will be investigating it for other uses such as 1000 Books Before Kindergarten, Winter Reading, or even fundraising. Karen is working with Centi, Lauren, Jenny, Aaron, Kristin, Polli, and Heather to get the program up and running by our summer reading start date of 5/21.

- **Teen**

- Teen services staff have been programming 3 times a week
 - Mondays, online gaming
 - Wednesdays, Teen Zone Expanded crafts
 - Fridays, Teen Zone Virtual Cafe hangout
- Working on putting together a book order for summer reading prize books and planning what a full slate of virtual programming will look like for the summer.

- **Kids**

- Providing 6 storytimes a week on Facebook Live and Youtube. All of these can be found on our Facebook page. We are also working on putting these all on a landing page on our website. You can also check out our Youtube Storytime [playlist](#).
 - Sunday: Sunday Storytime with Matt Lord 3:30
 - Mondays: Toddler Storytime 10:30 AM with Lauren Taylor and Sing and Rhyme Storytime 6:30 PM with Sarah Nilekseka
 - Tuesdays: Stories From the Far with Ms. Linda 10:30 AM
 - Wednesdays: Books and Babies with Jenny Cook 9:30 AM
 - Saturdays: CuentaCuentos with Vanessa Reynaga 10:30 AM
 - On Sunday April 19, we will offer Deja's Reading Rainbow instead of Sunday Storytime.
- Other programming
 - 4/8 Junior Author Writing Club / Zoom
 - 4/19 Mysterious Mustache Book Club / Zoom
 - Discussing *Front Desk* by Kelly Yang, our Read Across Lawrence book for kids
 - 4/29 Art Party with the Spencer / Zoom
 - Arts and crafts with the Spencer Museum of Art around the book *Front Desk*.
 - Book Bites
 - Starting a new program that will happen twice a week: Tuesdays and Fridays at 2pm.
 - YS staff will share a bit of reading from a book that is available or booktalk a book that is available digitally. This will be uploaded to our Youtube page in this playlist, featured on our Facebook page, and uploaded as a video review in our catalog for the specific items.
 - We're trying this out as a way to still provide Readers' Advisory to our patrons while we're apart.
 - Dance Party for Littles
 - 5/8 , time TBD.
 - Jenny and Lauren will be zooming with former Youth Services employees, Matt Seidel and Pete Fey, to bring the ultimate dance party to patrons in their homes.

- **Other projects**

- Vanessa and Margo are working on a diversity audit for new picture books
- Website work being done to add descriptions to pictures for ADA compliance
- Blogs, book reviews, and book lists continue.

Task Force Reports

Communication Hub Task Force

At the request of the leadership team, the Communication Hub Task Force met, tested and evaluated a possible work from home communication tool, Google Chat. The task force recommended to the leadership team that the tool not be rolled out and promoted library-wide at this time. However, the task force found that it can be useful for certain types of work-related communication and collaboration, especially one-on-one discussions or small groups working intensively on an issue or project where real time communication is helpful (and a video meeting is not required). With that in mind, the task force recommended a flexible approach to implementation at this time. Coordinators and administrators may determine that it's a tool that is appropriate for their team, and, if so make it mandatory for their team.

As part of this effort, Aaron has submitted a request to Google to put LPL on the accelerated track to switch from Classic Google Hangouts Chat to the new version, Google Chat.

The task force will continue its work to investigate a new intranet structure for the library.

Performance Evaluation Task Force

Work continues on review and revision of the library's performance measures. Members of the task force, additional library staff, and library stakeholders from the community filled out surveys to evaluate library performance measures developed by Alfred Ho's KU Public Administration Class. On March 24, Melissa, Brad, Kathleen and Tricia met on Zoom with Professor Ho and his class to discuss the class project. All agreed that it is a challenge to develop outcome measures for many of the services the library provides. Professor Ho will share the survey responses with the task force and survey participants.

Friends & Foundation Director's Report – April 17, 2020

Despite the physical library being closed, the Friends & Foundation staff have continued their work from home. Our goal is to actively seek ways to continue our fundraising efforts and help the library through this uncertain time.

Friends Book Sale Update. Angela Hyde, our program coordinator, has been in regular communication with book sale volunteers. She reports that they are eager to return as soon as the library building reopens. With the onsite book sale scheduled for April 23-26 postponed, Angela has been experimenting with posting “hot” fiction in the Friends Amazon store. Sales are good! Meanwhile the onsite book sales committee is making plans for restarting its operations. They anticipate a tsunami of donations so they are exploring ways to process these books in a safe and efficient way. Our volunteers are brilliant, so there is no doubt they will find a solution.

Donor Relations and Fundraising. Logan Isaman, our fundraising and advocacy assistant, has been working to address issues with our recurring donation system. Building our group of monthly donors is a high priority and our current platform is not meeting our needs. In addition, she is keeping up with donor acknowledgements and receipts, creating online newsletters, and working on an application with our Youth Services Department for a Dollar General Youth Literacy Grant. Logan also is enrolled in the KU Public Management Center's Emerging Leaders Academy.

I have been calling our New Chapter Society donors to check in on them. Many live alone and appreciate the conversation. Universally, our donors appreciate the services that the library is offering to the community as we all navigate this new world of social distancing and stay at home orders.

Professional Development. The Friends & Foundation staff have used their stay-at-home time to find opportunities to improve their knowledge of library advocacy and fundraising. Each of us has participated in webinars that provide information for building monthly giving programs, donor relations and fundraising during a pandemic, using better data analysis to inform fundraising efforts, building a library advocacy team and engaging supporters, and preparing for Library Giving Day (coming up on April 23!)

Anti-Viral Bingo with Deja Brooks. In celebration of National Library Week, the Friends & Foundation will host another round of our wildly popular drag bingo on Tuesday, April 21st with Lawrence's favorite queen Deja Brooks (aka Brandon Eisman, Friends & Foundation board member extraordinaire). This time, we're taking the leap to host a “social distancing edition” through Zoom. The response has been great! We have reached our maximum capacity of 125 people and are expecting a fun evening in support of the library. While the event is free, Deja will use her charm to encourage attendees to give to the library's digital collections and services.

Retirement Boot Camp. Cathy Hamilton has moved our Retirement Boot Camp Programs to an online format. We now are offering two coffee hours each week, one on

Monday called “Fun and Games” that will feature various group activities, and a second on Fridays called “Virtual Coffee Break” that is focused on making new friends and socializing. In addition, at the suggestion of John Nalbandian, our regular Wii Sports group decided to write and share short essays on their thoughts and feelings during the pandemic. Wow, we have some incredibly insightful writers! Given the historical significance of these memories, our plan is to post the essays on the Digital Douglas County History Portal.

Grants. We are pleased to report that the Friends & Foundation has received a \$9,120 grant from the National Endowment for the Arts for our Big Read (adult Read Across Lawrence) program, now scheduled for October. A huge “thank you!” goes to Kristin Soper, the library’s adult programming coordinator, who helped make this possible.

Other pending grant applications include:

Douglas County Community Foundation: \$1,500 for Summer Parks program

Walmart Foundation: \$10,000 for summer reading support

Jedel Family Foundation: \$15,000 for summer reading, digital collections, and marketing support

Rescheduled Programs:

Susan Orlean: Monday, October 12 at 7pm Liberty Hall

Colson Whitehead, Beach Author: Sunday, April 11, 2021



TO: Craig Owens, City Manager; City of Lawrence, Kansas

FROM: Brad Allen, Director; Lawrence Public Library

DATE: April 20, 2020

RE: Lawrence Public Library 2021 Budget Submittal

Please find attached to this memo the proposed FY 2021 line item budget for Lawrence Public Library. The total amount of funds requested to be levied by the City of Lawrence on behalf of the Library is \$5,045,000.00, an increase of \$263,000. We determined this amount assuming a 5.5% increase in property valuation and no mill increase.

Service level impacts/Anticipated Program Improvements:

- An increase in our books and materials budget will allow us to better meet increased demand for digital content like e-books and e-audiobooks
- An increase in our employee wages, benefits, and payroll tax lines allows the library to continue to move towards being more competitive in our pay compared to peer libraries.
- An increase in our capital improvement savings in anticipation of building expenses as our building ages.

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2017-2021							
Revised 3/3/2020							
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	\$ 5,045,000.00	\$ 263,000.00	5.50%
Overdues	\$ 170,000.00	\$ 148,400.00	\$ 150,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	
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	\$ 20,000.00	\$ -	
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	\$ 25,000.00	\$ -	
						\$ -	
Total Revenues	\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 4,996,000.00	\$ 5,259,000.00	\$ 263,000.00	
						\$ -	
EXPENSES						\$ -	
						\$ -	
Salaries & Wages	\$ 2,450,000.00	\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,950,000.00	\$ 130,000.00	
Employee Benefits	\$ 275,000.00	\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 370,000.00	\$ 30,000.00	
Payroll Taxes	\$ 400,000.00	\$ 420,000.00	\$ 465,000.00	\$ 490,000.00	\$ 510,000.00	\$ 20,000.00	
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	\$ 725,000.00	\$ 25,000.00	
Books & Materials Supplies	\$ 65,000.00	\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 5,000.00	
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	\$ 18,000.00	\$ 1,000.00	
Shipping	\$ 22,000.00	\$ 19,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -	
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	\$ 35,000.00	\$ 10,000.00	
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	\$ -	\$ 38,000.00	\$ 38,000.00	
Miscellaneous						\$ -	
						\$ -	
Total Expenses	\$ 4,330,337.00	\$ 4,530,000.00	\$ 4,775,000.00	\$ 4,996,000.00	\$ 5,259,000.00	\$ 263,000.00	