

Lawrence Public Library Board of Trustees Regular Meeting

Monday, April 19, 2021 at 4:30 PM

COVID-19 Zoom Meeting

<https://lplks.zoom.us/j/98586830974>

Passcode: 280429

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 15 to April 18
- Receive statistical report for March

Library Director's report

Friends & Foundation report

Ongoing business

- Officer nominations – Nominating Committee – **ACTION ITEM**

New business

- Approve 2022 Budget – **ACTION ITEM**
- Report on Fine-Free Policy - Jeff Bergeron
- Thank you for 8 years of service, Brady Flannery!

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting March 15, 2021

Venue: The meeting was held via Zoom: ([link](#))

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Jon Ratzlaff, Heather Kearns, Tricia Karlin.

Friends and Foundation Members Present:

Craig Penzler

Members of the Public:

John Thornburg

Call to order:

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

Consent Agenda

David moved to approve the consent agenda; Jennifer seconded. Consent agenda passed.

Library Director's Report

The library's online fundraiser was a great success - hats off to all involved! Big thanks to Judy for sharing her expertise on putting on a virtual event as well as suggesting a fundraising model that would be effective for an online venue. Her help was key to the event's success. Also, thanks are due to Cathy Hamilton for her know-how on producing live events, Logan Isaman for her organizational talents, and also the library's outstanding IT staff. President Zofia Garcia made a splash - all are wowed by this impressive young person. Delivered cocktails were a big hit. The online version went so well there are discussions about considering whether or not to use a similar format in the future. A hybrid fundraiser might be an option: pair a virtual fundraiser with a subsequent in-person, informal "thank you" party later.

Brad is working with the library's leadership team on the 2022 budget. He will soon be ready to meet with the board budget committee.

Several staff have enrolled in the equity-in-action course and look forward to implementing what they have learned.

Library staff are collaborating on the newly proposed outreach vehicle with Nils Gore and his team of students from the KU School of Architecture. The group has worked on the KU mobile lab, MoCOLAB, and thus bring excellent experience to the library's project of converting a step van into an outreach vehicle. The team presented their work to date to the Friends and Foundation board, as the latter are considering being the sole sponsor for the outreach vehicle.

Friends & Foundation Director's Report

Craig Penzler announced that the Friends & Foundation reached the important milestone of a \$3-million dollar endowment for the first time. No one expected to reach that goal so quickly, but the excellent leadership of Kathleen, along with her team's contributions made it a reality.

Other notes::

- The Friends & Foundation voted to give the library a \$42,000 distribution from its unrestricted endowment fund.
- The Friends & Foundation Board voted to move forward with an application for the second round of PPP loans. The SBA approved the application and funds are expected soon.
- Online book sales earned over \$8,000 in the last month; on-site sales (private appointments) earned \$2,500. The team managing the sales have honed this so that the bookselling is now a well-oiled machine.
- Kathleen noted that the book sales committee is considering a bigger onsite sale this summer depending on the health of the community and the state of vaccinations. No sale is anticipated for the spring; possible events would be in the summer and/or fall.
- The online fundraiser was great and all enjoyed the synergy and energy of the night, and being able to donate \$30,000 to the library's digital collections. The online event's earnings of \$70,000 plus surpassed previous in-person fundraising numbers.
- The library's outreach initiative has been well-received by the Friends & Foundation board members; early indications are that they will support a request to serve as the primary funder of the vehicle. A vote on funding for the vehicle will take place at the Friends & Foundation board meeting next week.

Ongoing Business

Staff update:

Two key roles have been filled with exceptional candidates: Trevin Garcia is the new Outreach Assistant III in Youth Services and Erin Reazin is the new Community Resource Specialist. Having a consistent, expert hiring team of Erica Segraves and Frankie Haynes has proved invaluable to these hiring efforts.

New Business

NEKLS accreditation:

Brad presented the NEKLS accreditation form, which must be completed and submitted every three years. The library needs to meet a certain percentage of requirements to receive the full funding it is eligible for.

One of the requirements is that all new library trustees participate in a formal orientation upon appointment to the library board. Brad noted that we do not have an updated plan in place and he will write up a new process. When it's complete, Brad can offer it to both Jennifer and the new trustee member who will join the board in May (Brady's last meeting is next month). (Brad has notified the director of NEKLS, Mike McDonald, of the current status of the orientation document.)

NEKLS funding update:

Brady asked for an update on funding for the library from NEKLS. Brad noted that he has advocated for more funding from NEKLS than they currently offer libraries at our "major resource" service level. Lawrence Public Library is currently the only library in the NEKLS region at that service level. As part of his advocacy effort, he is researching how many current users reside outside of the city (especially in unincorporated areas) and determining what services they use. It seems that a library of our size would be eligible for additional funding, especially if we are providing non-Lawrencians with very expensive electronic resources. The NEKLS Director is open to this discussion and is researching the issue as well. For now, Brad budgeted \$150,000 from NEKLS, but that is likely overly optimistic.

New trustee recruitment:

Mayor Finkeldei noted that the application process for a new board member is open and any interested applicants are encouraged to go online to apply. They may also send him an email or call him. Any library board member is encouraged to forward names of possible candidates to him for consideration.

Officer nominating committee formed:

Jennifer, Ursula, Judy, Brady will constitute the committee. Brad will review bylaws to verify who is eligible to serve on the officer nominating committee. The vice chair should serve as the library board of trustee's representative on the Friends and Foundation Board (similar to the Friends and Foundation Board's vice chair serving as the representative to the library board of trustees).

Visioning session

The library will host a visioning session to help guide the development of its strategic plan. Board members are invited and encouraged to attend and participate in the discussion. If a quorum (5 members) of the board is present and discusses library issues in the visioning session, that could present a conflict with the open meetings act. Since it's important that the board participate in the discussion, and also that the public has access to board members' deliberations, Brad will investigate how the visioning session may be made available to the public without opening participation in the Zoom to the world at large. At present, the library estimates 100 or more of the invited stakeholders will participate.

To prepare for the meeting, Brad suggested that board members think about what Lawrence Public Library is at its best: i.e., come with your hopes and dreams for the library. The event will include articulating the dream of the library, designing it, and then working to operationalize it. Breakout rooms will be set up based on ideas that have been identified so they can be discussed in further detail. Library staff are looking forward to stakeholders - internal and external - to be part of the process as we dream about what we could be. By day's end, we'll have ideas that will shape the

development of the strategic plan, which is ready to be updated. Brady asked if at some point in the visioning session there could there be an explanation of funding sources for the ideas generated.

Adjournment

There being no other business, the meeting adjourned at 5:21 pm

The next regular Board meeting will be held Monday, April 19th, 2021 via Zoom

Respectfully submitted,
Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
March 2021									
REVENUES		This Month	Year to Date	Annual Budget	25% of Year		Mar-20	YTD 2020	
Tax Fund		\$ -	\$ 2,667,159.71	\$ 4,978,000.00	53.58%		\$ -	\$ 2,554,157.60	
Overdues		\$ 1,539.81	\$ 5,178.53	\$ 15,000.00	34.52%		\$ 3,241.83	\$ 6,935.99	
NEKLS		\$ 23,250.25	\$ 23,250.25	\$ 95,000.00	24.47%		\$ 23,000.00	\$ 23,000.00	
State Aid		\$ 27,911.86	\$ 27,911.86	\$ 25,000.00	111.65%		\$ -	\$ 27,991.57	
Photo Copies		\$ 473.87	\$ 1,337.97	\$ 5,000.00	26.76%		\$ 1,081.45	\$ 4,772.79	
Coffee Shop Rent		\$ -	\$ -	\$ -	#DIV/0!		\$ 750.00	\$ 1,500.00	
Meeting Room Fees		\$ -	\$ -	\$ -	#DIV/0!		\$ (825.00)	\$ 275.00	
Interest		\$ 14.14	\$ 59.51	\$ 2,000.00	2.98%		\$ 660.96	\$ 2,250.68	
Transfer from Cash Reserves			\$ -	\$ 50,000.00					
Miscellaneous		\$ 70.51	\$ 3,382.62	\$ -			\$ 12.45	\$ 352.85	
Total Revenues		\$53,260.44	\$2,728,280.45	\$5,170,000.00	52.77%		\$27,921.69	\$2,621,236.48	
EXPENSES									
Salaries & Wages		\$ 225,925.71	\$ 680,188.69	\$ 2,865,000.00	23.74%		\$ 224,401.06	\$ 701,314.86	
Employee Benefits		\$ 36,684.61	\$ 104,983.33	\$ 460,000.00	22.82%		\$ 27,767.04	\$ 82,967.10	
Payroll Taxes		\$ 39,026.98	\$ 116,502.69	\$ 500,000.00	23.30%		\$ 37,904.23	\$ 118,330.84	
Utilities		\$ 9,936.57	\$ 19,737.75	\$ 100,000.00	19.74%		\$ 8,203.45	\$ 25,825.37	
Building Supplies		\$ 1,332.81	\$ 3,759.80	\$ 20,000.00	18.80%		\$ 959.25	\$ 4,751.49	
Building Repairs & Maintenance		\$ 1,970.40	\$ 24,780.36	\$ 55,000.00	45.06%		\$ 4,120.55	\$ 16,933.29	
Library Supplies		\$ 1,640.45	\$ 6,566.30	\$ 25,000.00	26.27%		\$ 418.49	\$ 5,118.25	
Books & Materials		\$ 53,086.33	\$ 118,295.26	\$ 710,000.00	16.66%		\$ 42,795.67	\$ 141,191.00	
Processing Supplies		\$ 3,645.90	\$ 9,225.98	\$ 54,000.00	17.09%		\$ 2,429.22	\$ 9,900.53	
Equipment		\$ -	\$ 8,454.00	\$ 10,000.00	84.54%		\$ 2,838.24	\$ 11,153.99	
Technology		\$ 8,871.22	\$ 42,352.97	\$ 250,000.00	16.94%		\$ 13,949.46	\$ 42,081.22	
Insurance		\$ 552.50	\$ 552.50	\$ 16,000.00	3.45%		\$ 517.50	\$ 517.50	
Shipping		\$ 775.79	\$ 2,176.84	\$ 18,000.00	12.09%		\$ 1,361.48	\$ 5,370.58	
Professional Development		\$ 145.00	\$ 2,709.00	\$ 30,000.00	9.03%		\$ 1,232.28	\$ 7,104.11	
Book Van & Mileage		\$ 111.11	\$ 288.33	\$ 2,000.00	14.42%		\$ 261.02	\$ 609.63	
Professional Fees		\$ 4,203.28	\$ 9,263.96	\$ 25,000.00	37.06%		\$ 2,448.54	\$ 8,313.30	
Advertising & Marketing		\$ 2,218.15	\$ 7,853.48	\$ 30,000.00	26.18%		\$ 1,438.90	\$ 3,475.45	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!		\$ -	\$ -	
Miscellaneous		\$ (78.27)	\$ (1,068.86)	\$ -			\$ 3,503.18	\$ 5,514.57	
Total Expenses		\$ 390,048.54	\$ 1,156,622.38	\$ 5,170,000.00	22.37%		\$ 376,549.56	\$ 1,190,473.08	
CASH BALANCES									
	Cash Reserves	\$ 88,320.52	Included in Checking Amount (\$50,237.56 from 2019; \$38,382.96 from 2020)						
	Checking	\$ 2,396,664.18							
	Capital Improvement	\$ 774,115.71							

Lawrence Public Library											
2021 Outside Funding Report											
		1/1/2021	January	January	February	February	March	March			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS & FOUNDATION											
	KPR-Advertising	\$ 1,102.50							\$ 1,102.50		
	Summer Reading - ALL	\$ 894.63						\$ 3,190.00	\$ (2,295.37)		
	Aquarium	\$ 418.01	\$ 3,600.00	\$ 600.00				\$ 300.00	\$ 3,118.01		
	Kanopy 2020	\$ (4,673.00)	\$ 20,000.00	\$ 2,567.00		\$ 2,947.00		\$ 2,835.00	\$ 6,978.00		
	Volunteers	\$ 705.63							\$ 705.63		
	Read Across Lawrence 2020	\$ -							\$ -		
	Block Grant	\$ 188,981.58	\$ (43,600.00)					\$ 2,180.00	\$ 143,201.58		
	Programming	\$ -	\$ 20,000.00	\$ 975.82		\$ 1,006.94		\$ 1,361.79	\$ 16,655.45		
	Kansas Health Foundation	\$ 1,685.71							\$ 1,685.71		
	Salaries/Taxes - Isaman/Hyde	\$ -		\$ 6,989.16		\$ 8,258.50		\$ 8,074.85	\$ (23,322.51)		
	Foundation Expenses to be reimbursed	\$ -						\$ 8.73	\$ (8.73)		
	Parks Posters Income/Expenses	\$ -	\$ 278.76	\$ 85.25	\$ 23.18		\$ 39.74		\$ 256.43		
	Census - Winter Family	\$ -							\$ -		
	Salkind for E-books	\$ 58.60							\$ 58.60		
	Patsy Cotte for YS	\$ 1,107.93							\$ 1,107.93		
	Harry Potter	\$ 164.90							\$ 164.90		
	Weinberg/Jedel YS/YA	\$ 18,414.04				\$ 155.64		\$ 50.00	\$ 18,208.40		
	Milliken Fund	\$ 524.98				\$ 56.84			\$ 468.14		
	Sound & Vision	\$ -							\$ -		
	Camin Memorial	\$ 242.79							\$ 242.79		
	Storytime @Home/Juanita Marsh	\$ 803.42						\$ 44.43	\$ 758.99		
	Harrison Music Storytellers	\$ -							\$ -		
	Dr. Bob	\$ -							\$ -		
	Seed Library	\$ 809.34							\$ 809.34		
	Crowe Fund	\$ 266.49		\$ 48.48		\$ 57.42		\$ 61.74	\$ 98.85		
	Local History/Coan	\$ 3,306.65							\$ 3,306.65		
	MIDCO	\$ 18,093.87							\$ 18,093.87		
	General Endowment	\$ 81,885.12		\$ 6,389.85					\$ 75,495.27		
	Simpson Grant	\$ 3,002.92				\$ 3,400.00			\$ (397.08)		
	Dean Owens - YA College & Career	\$ 2,920.00							\$ 2,920.00		
	Coggins - Outreach	\$ 6,449.07				\$ 35.00		\$ 175.00	\$ 6,239.07		
	Digital Resources- NEKLS/Jedel/F&F	\$ 12,000.00							\$ 12,000.00		
	Eggert Bequest for Bonuses	\$ 8,138.99							\$ 8,138.99		
	Jedel for The Reader	\$ 1,881.71							\$ 1,881.71		
		\$ 349,185.88	\$ 278.76	\$ 17,655.56	\$ 23.18	\$ 15,917.34	\$ 39.74	\$ 18,281.54	\$ 297,673.12		
OTHER											
	Memorials/Honor with Books/Bauleke	\$ 2,130.82						\$ 173.40	\$ 1,957.42		
	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	\$ 32.65	\$ 100.00					\$ 72.00	\$ 60.65		
	Merchandise Sales	\$ (326.70)	\$ 241.75		\$ (375.79)		\$ (1,706.29)		\$ (2,167.03)		
		\$ 6,043.46	\$ 341.75	\$ -	\$ (375.79)	\$ -	\$ (1,706.29)	\$ 245.40	\$ 4,057.73		
		\$ 355,229.34									
		Month Total	\$ 620.51	\$ 17,655.56	\$ (352.61)	\$ 15,917.34	\$ (1,666.55)	\$ 18,526.94	YTD Income	\$ (1,398.65)	
									YTD Expense	\$ 52,099.84	

Lawrence Public Library
Balance Sheet
As of March 31, 2021

	Mar 31, 21	Mar 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,476,530.17	1,864,570.79	-388,040.62	-20.8%
Checking	920,134.01	325,118.41	595,015.60	183.0%
Capital Improvement at MIP	774,115.71	681,473.20	92,642.51	13.6%
Total Checking/Savings	<u>3,170,779.89</u>	<u>2,871,162.40</u>	<u>299,617.49</u>	<u>10.4%</u>
Total Current Assets	<u>3,170,779.89</u>	<u>2,871,162.40</u>	<u>299,617.49</u>	<u>10.4%</u>
Other Assets				
Petty Cash	700.00	700.00	0.00	0.0%
Total Other Assets	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>3,171,479.89</u>	<u>2,871,862.40</u>	<u>299,617.49</u>	<u>10.4%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	46,977.01	49,879.27	-2,902.26	-5.8%
Total Accounts Payable	<u>46,977.01</u>	<u>49,879.27</u>	<u>-2,902.26</u>	<u>-5.8%</u>
Other Current Liabilities				
FFCRA Disallowed	9,473.01	0.00	9,473.01	100.0%
Payroll Liabilities	59,142.09	59,695.81	-553.72	-0.9%
Total Other Current Liabilities	<u>68,615.10</u>	<u>59,695.81</u>	<u>8,919.29</u>	<u>14.9%</u>
Total Current Liabilities	<u>115,592.11</u>	<u>109,575.08</u>	<u>6,017.03</u>	<u>5.5%</u>
Total Liabilities	<u>115,592.11</u>	<u>109,575.08</u>	<u>6,017.03</u>	<u>5.5%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,237,092.98	1,018,584.98	218,508.00	21.5%
Net Income	1,518,159.58	1,443,067.12	75,092.46	5.2%
Total Equity	<u>3,055,887.78</u>	<u>2,762,287.32</u>	<u>293,600.46</u>	<u>10.6%</u>
TOTAL LIABILITIES & EQUITY	<u>3,171,479.89</u>	<u>2,871,862.40</u>	<u>299,617.49</u>	<u>10.4%</u>

Lawrence Public Library Revenues & Expenses

March 2021

	<u>Mar 21</u>	<u>Jan - Mar 21</u>
Ordinary Income/Expense		
Income		
Miscellaneous Income	66.01	3,365.62
Gifts-Other	39.74	441.68
Grants	51,162.11	51,162.11
Interest	14.14	59.51
Merchandise Sales	-1,706.29	-1,840.33
Lost and Replacement Fees	1,539.81	5,178.53
Photo Copies	473.87	1,337.97
Tax Fund	0.00	2,667,159.71
Utilities Income	4.50	17.00
Total Income	<u>51,593.89</u>	<u>2,726,881.80</u>
Gross Profit	51,593.89	2,726,881.80
Expense		
Payroll Expenses	262,610.32	785,172.02
Payroll Taxes	40,221.88	119,943.30
Utilities - Electric	9,936.57	19,737.75
Building Supplies	1,332.81	3,759.80
Building Repairs & Maintenance	1,970.40	24,780.36
Library & Office Supplies	1,640.45	6,566.30
Books & Materials	53,086.33	118,295.26
Processing Supplies	3,645.90	9,225.98
Equipment	0.00	8,454.00
Technology	8,871.22	42,352.97
Insurance	552.50	552.50
Shipping	775.79	2,176.84
Professional Development	145.00	2,709.00
Bookvan & Mileage	111.11	288.33
Professional Fees	4,203.28	9,263.96
Advertising	2,218.15	7,853.48
Miscellaneous	-78.27	-1,068.86
FRIENDS & FOUNDATION FUNDING	<u>17,332.04</u>	<u>48,659.23</u>
Total Expense	<u>408,575.48</u>	<u>1,208,722.22</u>
Net Ordinary Income	-356,981.59	1,518,159.58
Other Income/Expense		
Other Expense		

Lawrence Public Library
Revenues & Expenses
March 2021

	<u>Mar 21</u>	<u>Jan - Mar 21</u>
COVID-19 Expenses	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	<u><u>-356,981.59</u></u>	<u><u>1,518,159.58</u></u>

11:28 AM

04/15/21

Lawrence Public Library Vendor Balance Summary

All Transactions

	Apr 15, 21
Advance Insurance Company	754.24
Amazon	4,495.99
ASI	50.00
Blackstone Publishing	82.73
Brodart Co.	272.72
Brooklee Management Group, LLC	75.00
Center Point Large Print	396.67
Century Business Technologies	1,042.91
City of Lawrence	168.00
Edie Insurance Group LLC	552.50
Evergy	7,171.76
Filmtools	673.60
Findaway World LLC	698.10
Gale/Cengage Learning	346.95
Gordon CPA	2,860.00
GovConnection, Inc.	9,796.05
Great Plains Media	300.00
Hamco Kansas City, Inc.	669.50
Hannah Soyer	250.00
Ingram Library Services	27,239.19
Jayhawk Tropical Fish	300.00
Kanopy LLC	2,400.00
Kansas City Star	588.12
Lauren Wolk	400.00
Lawrence Rotary Club	53.00
LFK Press, LLC	605.75
LinkedIn Corporation	13,125.00
Midwest Tape	18,324.34
NEKLS	122.50
OCLC, Inc.	6,334.69
OFCFO	175.00
OverDrive	16,058.17
P1 Group, Inc.	5,286.00
Patricia O. Beedles	23.38
Plymouth Rocket, Inc.	650.00
Pro Print Inc.	13.82
Pur-O-Zone, Inc.	2,140.71
Quill Corporation	283.24
Rebekah Taussig	500.00
Schendel Services	99.75
Shannon Polly & Associates	1,000.00
Shred-it	269.55
Snap Promotions	1,920.58
Sul Ross State University	50.00
Tech Logic	3,280.92
U.S. Bank - Mastercard	6,097.81
Unique Management Services	263.35
United Parcel Service	882.81
WP Company LLC	3,417.40
TOTAL	142,561.80

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	04/19/2021	Advance Insurance Company	Checking	
Bill	May 2021	04/13/2021		Group Life Insurance	-754.24
TOTAL					-754.24
Bill Pmt -Check	Electronic	04/19/2021	ASI	Checking	
Bill	March 2021	04/05/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	04/19/2021	Evergry	Checking	
Bill		04/13/2021		Utilities - Electric	-7,171.76
TOTAL					-7,171.76
Bill Pmt -Check	Electronic	04/19/2021	U.S. Bank - Mastercard	Checking	
Bill		03/30/2021		Adult Services	-145.00
				Outreach/Coggins Fund	-135.00
				Bookvan & Mileage	-111.11
				Children's Programming	-19.00
				Children's Programming	-137.67
				Children's Programming	-23.07
				Children's Programming	-66.59
				Children's Programming	-20.52
				Young Adult Program...	-29.21
				Young Adult Program...	-9.99
				Young Adult Program...	-23.97
				Young Adult Program...	-86.90
				Professional Fees	-647.64
				Shipping	-122.94
				Processing Supplies	-15.99
				Library & Office Suppli...	-1,012.77
				Miscellaneous	-27.98
				Advertising	-165.45
				Merchandise Sales	-61.96
				Building Supplies	-480.92
				Building Repairs & Mai...	-666.63
				Software & Licenses	-786.70
				Public Access	-66.63
				Telephone	-74.01
				FRIENDS & FOUNDA...	-8.73
				Outreach/Coggins Fund	-40.00
				Summer Reading - ALL	-395.00
				Block Grant	-465.00
				Books & Materials	-39.99
				Books & Materials	-45.03
				Books & Materials	-17.85
				Books & Materials	-31.45
Bill		04/05/2021		Books & Materials	-3.98
				Books & Materials	-15.50
				Books & Materials	-27.98

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-19.90
				Periodicals	-49.75
TOTAL					-6,097.81
Bill Pmt -Check	Electronic	04/19/2021	United Parcel Service	Checking	
Bill	1141	04/13/2021		Shipping	-882.81
TOTAL					-882.81
Bill Pmt -Check	9025	04/19/2021	Blackstone Publishing	Checking	
Bill	1213130	03/30/2021		Books & Materials	-82.73
TOTAL					-82.73
Bill Pmt -Check	9026	04/19/2021	Brodart Co.	Checking	
Bill	575598	03/22/2021		Processing Supplies	-272.72
TOTAL					-272.72
Bill Pmt -Check	9027	04/19/2021	Brooklee Management Group, ...	Checking	
Bill	413	04/13/2021		Professional Fees	-75.00
TOTAL					-75.00
Bill Pmt -Check	9028	04/19/2021	Center Point Large Print	Checking	
Bill	1832935	03/30/2021		Books & Materials	-249.30
Bill	1840652	04/15/2021		Books & Materials	-147.37
TOTAL					-396.67
Bill Pmt -Check	9029	04/19/2021	Century Business Technologies	Checking	
Bill	584003	03/22/2021		Copying	-276.55
Bill	586989	04/13/2021		Copying	-297.52
Bill	586728	04/13/2021		Copying	-468.84
TOTAL					-1,042.91
Bill Pmt -Check	9030	04/19/2021	Filmtools	Checking	
Bill	SI8255529...	03/22/2021		Processing Supplies	-622.60
Bill	SI8255545...	03/30/2021		Processing Supplies	-51.00
TOTAL					-673.60

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9031	04/19/2021	Findaway World LLC	Checking	
Bill	344515	04/15/2021		Books & Materials	-698.10
TOTAL					-698.10
Bill Pmt -Check	9032	04/19/2021	Gale/Cengage Learning	Checking	
Bill	73919777	03/30/2021		Books & Materials	-45.48
Bill	73725728	03/30/2021		Books & Materials	-24.04
Bill	73911423	03/30/2021		Books & Materials	-68.87
Bill	74064012	04/15/2021		Books & Materials	-24.04
Bill	73971561	04/15/2021		Books & Materials	-24.04
Bill	73954912	04/15/2021		Books & Materials	-45.48
Bill	74021266	04/15/2021		Books & Materials	-25.34
Bill	74001313	04/15/2021		Books & Materials	-24.04
Bill	73995822	04/15/2021		Books & Materials	-17.54
Bill	73987789	04/15/2021		Books & Materials	-48.08
TOTAL					-346.95
Bill Pmt -Check	9033	04/19/2021	GovConnection, Inc.	Checking	
Bill	71158459	04/13/2021		Supplies	-502.92
Bill	71172958	04/13/2021		Supplies	-9,293.13
TOTAL					-9,796.05
Bill Pmt -Check	9034	04/19/2021	Great Plains Media	Checking	
Bill	17181	04/13/2021		Advertising	-300.00
TOTAL					-300.00
Bill Pmt -Check	9035	04/19/2021	Hamco Kansas City, Inc.	Checking	
Bill	127064	04/14/2021		Library & Office Suppli...	-669.50
TOTAL					-669.50
Bill Pmt -Check	9036	04/19/2021	Ingram Library Services	Checking	
Bill	51708567	03/30/2021		GGIFT	-156.21
Bill	51708566	03/30/2021		Wurfy	-45.37
Bill	51708568	03/30/2021		Wurfy	-4.58
				GGIFT	-8.20
Bill	52090788	03/30/2021		Wurfy	-1.97
Bill	52090787	03/30/2021		Wurfy	-4.79
Bill	51834067	03/30/2021		Processing Supplies	-236.42
Bill	52136544	03/30/2021		Processing Supplies	-10.28
Bill	52115984	03/30/2021		Processing Supplies	-0.15
Bill	52090786	03/30/2021		Processing Supplies	-1.05
Bill	52125690	03/30/2021		Processing Supplies	-43.13
Bill	52090784	03/30/2021		Processing Supplies	-29.68
Bill	52040392	03/30/2021		Processing Supplies	-136.80
Bill	52068465	03/30/2021		Processing Supplies	-57.25
Bill	51990699	03/30/2021		Processing Supplies	-26.25

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	51979788	03/30/2021		Processing Supplies	-48.89
Bill	51990701	03/30/2021		Processing Supplies	-8.37
Bill	52014176	03/30/2021		Processing Supplies	-33.95
Bill	51969568	03/30/2021		Processing Supplies	-172.93
Bill	51915763	03/30/2021		Processing Supplies	-89.95
Bill	51915765	03/30/2021		Processing Supplies	-36.49
Bill	51896383	03/30/2021		Processing Supplies	-7.82
Bill	51875469	03/30/2021		Processing Supplies	-20.91
Bill	51812258	03/30/2021		Processing Supplies	-0.45
Bill	51812256	03/30/2021		Processing Supplies	-22.11
Bill	51853974	03/30/2021		Processing Supplies	-80.54
Bill	51781687	03/30/2021		Processing Supplies	-46.86
Bill	51781689	03/30/2021		Processing Supplies	-1.50
Bill	51762613	03/30/2021		Processing Supplies	-18.54
Bill	51744106	03/30/2021		Processing Supplies	-37.56
Bill	51732884	03/30/2021		Processing Supplies	-8.00
Bill	51708565	03/30/2021		Processing Supplies	-156.81
Bill	51834066	03/30/2021		Books & Materials	-2,355.55
Bill	52136543	03/30/2021		Books & Materials	-176.18
Bill	52115983	03/30/2021		Books & Materials	-13.19
Bill	52090785	03/30/2021		Books & Materials	-87.53
Bill	52125689	03/30/2021		Books & Materials	-379.34
Bill	52090783	03/30/2021		Books & Materials	-421.73
Bill	52040391	03/30/2021		Books & Materials	-1,301.65
Bill	52068464	03/30/2021		Books & Materials	-716.97
Bill	51990698	03/30/2021		Books & Materials	-299.59
Bill	51979787	03/30/2021		Books & Materials	-404.10
Bill	51990700	03/30/2021		Books & Materials	-81.48
Bill	52014175	03/30/2021		Books & Materials	-317.33
Bill	51969567	03/30/2021		Books & Materials	-2,206.23
Bill	52002524	03/30/2021		Wurfy	-15.29
Bill	52002526	03/30/2021		Storytime at Home	-26.44
Bill	51915762	03/30/2021		Books & Materials	-818.37
Bill	51915764	03/30/2021		Books & Materials	-542.61
Bill	51896382	03/30/2021		Books & Materials	-112.94
Bill	51834065	03/30/2021		Books & Materials	-5.12
Bill	51889486	03/30/2021		Books & Materials	-58.30
Bill	51875468	03/30/2021		Books & Materials	-225.86
Bill	51812257	03/30/2021		Books & Materials	-40.17
Bill	51812255	03/30/2021		Books & Materials	-268.95
Bill	51853973	03/30/2021		Books & Materials	-697.34
Bill	51781686	03/30/2021		Books & Materials	-800.96
Bill	51781688	03/30/2021		Books & Materials	-85.40
Bill	51762612	03/30/2021		Books & Materials	-264.81
Bill	51732882	03/30/2021		Books & Materials	-23.31
Bill	51744105	03/30/2021		Books & Materials	-399.70
Bill	51732883	03/30/2021		Books & Materials	-115.62
Bill	51708564	03/30/2021		Books & Materials	-1,532.22
Bill	51945407	03/30/2021		Books & Materials	-663.18
Bill	51945408	03/30/2021		Processing Supplies	-49.55
Bill	52002525	04/13/2021		GGIFT	-1.64
				Wurfy	-0.82
Bill	52332548	04/15/2021		Wurfy	-10.82
Bill	52332549	04/15/2021		Wurfy	-0.82
Bill	52259967	04/15/2021		Wurfy	-0.15
Bill	52259966	04/15/2021		Wurfy	-13.49
Bill	52040393	04/15/2021		Wurfy	-10.25
Bill	52040395	04/15/2021		GGIFT	-30.18
Bill	52040394	04/15/2021		GGIFT	-2.46
				Wurfy	-0.82
Bill	52417961	04/15/2021		Books & Materials	-299.84
Bill	524179859	04/15/2021		Books & Materials	-330.31

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	52356711	04/15/2021		Books & Materials	-210.67
Bill	52367626	04/15/2021		Books & Materials	-231.88
Bill	52332540	04/15/2021		Books & Materials	-574.18
Bill	52286787	04/15/2021		Books & Materials	-432.95
Bill	52286789	04/15/2021		Books & Materials	-113.69
Bill	52267541	04/15/2021		Books & Materials	-334.32
Bill	52267543	04/15/2021		Books & Materials	-274.56
Bill	52267539	04/15/2021		Books & Materials	-2,254.92
Bill	52259964	04/15/2021		Books & Materials	-398.27
Bill	52240472	04/15/2021		Books & Materials	-808.04
Bill	52216852	04/15/2021		Books & Materials	-1,208.33
Bill	52259963	04/15/2021		Books & Materials	-3.98
Bill	52216851	04/15/2021		Books & Materials	-152.40
Bill	52229311	04/15/2021		Books & Materials	-92.37
Bill	52165800	04/15/2021		Books & Materials	-286.22
Bill	52165796	04/15/2021		Books & Materials	-198.55
Bill	52136542	04/15/2021		Books & Materials	-5.69
Bill	52115981	04/15/2021		Books & Materials	-1,046.47
Bill	52417962	04/15/2021		Processing Supplies	-36.37
Bill	52417960	04/15/2021		Processing Supplies	-37.89
Bill	52356712	04/15/2021		Processing Supplies	-18.87
Bill	52367627	04/15/2021		Processing Supplies	-24.62
Bill	52332541	04/15/2021		Processing Supplies	-57.41
Bill	52286788	04/15/2021		Processing Supplies	-46.38
Bill	52286790	04/15/2021		Processing Supplies	-1.65
Bill	52267542	04/15/2021		Processing Supplies	-28.88
Bill	52267544	04/15/2021		Processing Supplies	-22.15
Bill	52267540	04/15/2021		Processing Supplies	-207.02
Bill	52259965	04/15/2021		Processing Supplies	-43.13
Bill	52240473	04/15/2021		Processing Supplies	-75.13
Bill	52216853	04/15/2021		Processing Supplies	-98.56
Bill	52229312	04/15/2021		Processing Supplies	-8.33
Bill	52165801	04/15/2021		Processing Supplies	-26.87
Bill	52165797	04/15/2021		Processing Supplies	-13.10
Bill	52115982	04/15/2021		Processing Supplies	-102.92
TOTAL					-27,239.19
Bill Pmt -Check	9037	04/19/2021	Jayhawk Tropical Fish	Checking	
Bill	995653	04/13/2021		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	9038	04/19/2021	Kanopy LLC	Checking	
Bill	242089-PPU	04/15/2021		Kanopy	-2,400.00
TOTAL					-2,400.00
Bill Pmt -Check	9039	04/19/2021	Lauren Wolk	Checking	
Bill	4-14-21	04/13/2021		Children's Programming	-400.00
TOTAL					-400.00

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9040	04/19/2021	Lawrence Rotary Club	Checking	
Bill	129470	04/13/2021		Membership & Dues	-53.00
TOTAL					-53.00
Bill Pmt -Check	9041	04/19/2021	LFK Press, LLC	Checking	
Bill	21031202	03/22/2021		Merchandise Sales	-605.75
TOTAL					-605.75
Bill Pmt -Check	9042	04/19/2021	LinkedIn Corporation	Checking	
Bill	101111718...	04/15/2021		Books & Materials	-13,125.00
TOTAL					-13,125.00
Bill Pmt -Check	9043	04/19/2021	Midwest Tape	Checking	
Bill	500173474	03/30/2021		Books & Materials	-71.22
Bill	500188933	03/30/2021		Books & Materials	-269.93
Bill	500208794	03/30/2021		Books & Materials	-256.40
Bill	500208792	03/30/2021		Books & Materials	-352.53
Bill	500188932	03/30/2021		Books & Materials	-744.22
				Books & Materials	-22.49
Bill	500174926	03/30/2021		Books & Materials	-163.97
Bill	500174928	03/30/2021		Books & Materials	-346.38
Bill	500154335	03/30/2021		Books & Materials	-836.07
Bill	500154336	03/30/2021		Books & Materials	-103.97
Bill	500125906	03/30/2021		Books & Materials	-331.38
Bill	500125903	03/30/2021		Books & Materials	-117.34
Bill	500125905	03/30/2021		Books & Materials	-20.99
Bill	500105940	03/30/2021		Books & Materials	-509.77
Bill	500105941	03/30/2021		Books & Materials	-133.96
Bill	500249008	03/30/2021		Processing Supplies	-385.05
Bill	500250759	04/15/2021		Books & Materials	-10,617.34
Bill	500269413	04/15/2021		Books & Materials	-64.48
Bill	500269412	04/15/2021		Books & Materials	-169.51
Bill	500269415	04/15/2021		Books & Materials	-187.39
Bill	500253544	04/15/2021		Books & Materials	-163.96
Bill	500253546	04/15/2021		Books & Materials	-53.23
Bill	500253543	04/15/2021		Books & Materials	-747.26
Bill	500221165	04/15/2021		Books & Materials	-353.35
Bill	500221166	04/15/2021		Books & Materials	-89.97
Bill	500237410	04/15/2021		Books & Materials	-407.83
Bill	500282863	04/15/2021		Books & Materials	-79.98
Bill	500282865	04/15/2021		Books & Materials	-26.23
Bill	500282862	04/15/2021		Books & Materials	-443.04
Bill	500231648	04/15/2021		Books & Materials	-255.10
TOTAL					-18,324.34

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9044	04/19/2021	NEKLS	Checking	
Bill	3-17-21	03/30/2021		Processing Supplies	-122.50
TOTAL					-122.50
Bill Pmt -Check	9045	04/19/2021	OCLC, Inc.	Checking	
Bill	1000111194	04/13/2021		Collections	-5,588.74
Bill	1000113897	04/13/2021		Collections	-745.95
TOTAL					-6,334.69
Bill Pmt -Check	9046	04/19/2021	OverDrive	Checking	
Bill	06809CO2...	03/30/2021		Books & Materials	-505.41
Bill	06809DA2...	03/30/2021		Books & Materials	-125.95
Bill	06809CO2...	03/30/2021		Books & Materials	-95.87
Bill	06809CO2...	03/30/2021		Books & Materials	-90.46
Bill	06809CO2...	03/30/2021		Books & Materials	-148.99
Bill	06809CO2...	03/30/2021		Books & Materials	-426.72
Bill	06809CO2...	03/30/2021		Books & Materials	-821.94
Bill	06809CO2...	03/30/2021		Books & Materials	-775.56
Bill	06809CO2...	03/30/2021		Books & Materials	-341.48
Bill	06809CO2...	03/30/2021		Books & Materials	-108.47
Bill	06809CO2...	03/30/2021		Books & Materials	-326.90
Bill	06809CO2...	03/30/2021		Books & Materials	-226.60
Bill	06809CO2...	04/15/2021		Books & Materials	-162.95
Bill	06809CO2...	04/15/2021		Books & Materials	-503.45
Bill	06809CO2...	04/15/2021		Books & Materials	-285.00
Bill	06809CO2...	04/15/2021		Books & Materials	-49.99
Bill	06809CO2...	04/15/2021		Books & Materials	-744.44
Bill	06809DA2...	04/15/2021		Books & Materials	-234.46
Bill	06809CO2...	04/15/2021		Books & Materials	-715.72
Bill	06809CO2...	04/15/2021		Books & Materials	-59.99
Bill	06809CO2...	04/15/2021		Books & Materials	-150.96
Bill	06809CO2...	04/15/2021		Books & Materials	-79.95
Bill	06809DA2...	04/15/2021		Books & Materials	-239.98
Bill	06809DA2...	04/15/2021		Books & Materials	-391.95
Bill	06809DA2...	04/15/2021		Books & Materials	-23.00
Bill	06809DA2...	04/15/2021		Books & Materials	-87.99
Bill	06809DA2...	04/15/2021		Books & Materials	-367.99
Bill	06809CO2...	04/15/2021		Books & Materials	-971.40
Bill	06809CO2...	04/15/2021		Books & Materials	-142.98
Bill	06809CO2...	04/15/2021		Books & Materials	-33.00
Bill	06809CO2...	04/15/2021		Books & Materials	-334.00
Bill	06809CO2...	04/15/2021		Books & Materials	-332.94
Bill	06809CO2...	04/15/2021		Books & Materials	-722.92
Bill	06809CO2...	04/15/2021		Books & Materials	-944.97
Bill	06809CO2...	04/15/2021		Books & Materials	-165.97
Bill	06809CO2...	04/15/2021		Books & Materials	-337.44
Bill	06809CO2...	04/15/2021		Books & Materials	-242.95
Bill	06809CO2...	04/15/2021		Books & Materials	-345.36
Bill	06809CO2...	04/15/2021		Books & Materials	-877.39
Bill	06809CO2...	04/15/2021		Books & Materials	-1,394.05
Bill	06809CO2...	04/15/2021		Books & Materials	-1,120.63
TOTAL					-16,058.17

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9047	04/19/2021	P1 Group, Inc.	Checking	
Bill	96770	04/14/2021		Building Repairs & Mai...	-5,286.00
TOTAL					-5,286.00
Bill Pmt -Check	9048	04/19/2021	Plymouth Rocket, Inc.	Checking	
Bill	20210317-...	03/22/2021		Collections	-650.00
TOTAL					-650.00
Bill Pmt -Check	9049	04/19/2021	Pro Print Inc.	Checking	
Bill	103504	04/13/2021		Processing Supplies	-13.82
TOTAL					-13.82
Bill Pmt -Check	9050	04/19/2021	Pur-O-Zone, Inc.	Checking	
Bill	827016	03/22/2021		Building Repairs & Mai...	-86.10
Bill	825955	03/22/2021		Building Supplies	-309.11
Bill	826598	03/22/2021		Building Repairs & Mai...	-864.24
Bill	827529	03/30/2021		Building Repairs & Mai...	-52.25
Bill	827501	03/30/2021		Building Supplies	-236.82
Bill	827308	03/30/2021		Building Supplies	-305.96
Bill	828455	04/14/2021		Building Supplies	-242.23
Bill	828047	04/14/2021		Building Supplies	-44.00
TOTAL					-2,140.71
Bill Pmt -Check	9051	04/19/2021	Quill Corporation	Checking	
Bill	15201845	03/22/2021		Library & Office Suppli...	-84.49
Bill	15217958	03/22/2021		Library & Office Suppli...	-124.19
				Processing Supplies	-74.56
TOTAL					-283.24
Bill Pmt -Check	9052	04/19/2021	Schendel Services	Checking	
Bill	30330174	03/30/2021		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	9053	04/19/2021	Shannon Polly & Associates	Checking	
Bill	1397	04/13/2021		In-Service Day	-1,000.00
TOTAL					-1,000.00

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9054	04/19/2021	Snap Promotions	Checking	
Bill	21030903	03/30/2021		Merchandise Sales	-1,498.58
Bill	21031701	03/30/2021		Library & Office Suppli...	-422.00
TOTAL					-1,920.58
Bill Pmt -Check	9055	04/19/2021	Tech Logic	Checking	
Bill	15009409	04/14/2021		Public Access	-3,280.92
TOTAL					-3,280.92
Bill Pmt -Check	9056	04/19/2021	Unique Management Services	Checking	
Bill	600821	04/13/2021		Professional Fees	-120.15
Bill	600820	04/13/2021		Professional Fees	-143.20
TOTAL					-263.35
Bill Pmt -Check	28988	04/19/2021	Amazon	Checking	
Bill	6212245	03/22/2021		Storytime at Home	-7.94
Bill	5644224	03/22/2021		Processing Supplies	-231.38
				Processing Supplies	-11.29
				Books & Materials	-13.98
				Books & Materials	-143.11
				Books & Materials	-40.77
				Books & Materials	-123.38
				Books & Materials	-63.97
				Books & Materials	-89.89
				Books & Materials	-86.85
				Books & Materials	-153.91
				Books & Materials	-71.16
Bill	3815453	03/30/2021		Books & Materials	-18.20
Bill	5895428	03/30/2021		Books & Materials	-19.26
Bill	7453802	03/30/2021		Books & Materials	-26.66
				Books & Materials	-19.41
				Books & Materials	-41.80
				Books & Materials	-72.76
Bill	6029866	03/30/2021		Books & Materials	-21.70
Bill	7965839	03/30/2021		Books & Materials	-24.92
Bill	9222638	03/30/2021		Books & Materials	-14.54
Bill	6429868	03/30/2021		Books & Materials	-8.66
Bill	5914642	03/30/2021		Books & Materials	-9.49
Bill	2081034	03/30/2021		Books & Materials	-15.92
Bill	9854613	03/30/2021		Books & Materials	-8.48
Bill	8501011	03/30/2021		Books & Materials	-59.99
Bill	6143420	03/30/2021		Books & Materials	-14.99
Bill	2044209	03/30/2021		Books & Materials	-79.98
Bill	0485011	03/30/2021		Books & Materials	-79.98
Bill	2044209	03/30/2021		Books & Materials	-99.98
Bill	3861029	03/30/2021		Books & Materials	-22.92
Bill	8501011	03/30/2021		Books & Materials	-60.00
Bill	8589851	03/30/2021		Books & Materials	-51.99
				Books & Materials	-54.92
				Books & Materials	-15.95
Bill	8501011	03/30/2021		Books & Materials	-39.99
Bill	1939403	03/30/2021		Books & Materials	-69.63

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	0908212	03/30/2021		Books & Materials	-37.00
Bill	9143420	03/30/2021		Books & Materials	-59.99
Bill	3267451	03/30/2021		Books & Materials	-20.98
Bill	8136217	03/30/2021		Books & Materials	-271.30
Bill	5441839	03/30/2021		Books & Materials	-39.58
Bill	3053807	03/30/2021		Books & Materials	-33.61
Bill	3185812	03/30/2021		Books & Materials	-19.95
Bill	436673388...	03/30/2021		Books & Materials	-52.46
Bill	7329058	03/30/2021		Processing Supplies	-56.77
Bill	7766617	03/30/2021		Adult Programming	-31.12
Bill	1853022	03/30/2021		Supplies	-25.90
Bill	6169043	03/30/2021		Supplies	-138.97
Bill	1198668	03/30/2021		Young Adult Program...	-176.95
Bill	4413868	04/13/2021		Outreach/Coggins Fund	-5.95
Bill	9201041	04/13/2021		Supplies	-29.88
Bill	1745030	04/15/2021		Books & Materials	-23.32
				Books & Materials	-196.96
Bill	3815453	04/15/2021		Books & Materials	-41.49
Bill	3815453	04/15/2021		Books & Materials	-13.47
Bill	3586615	04/15/2021		Books & Materials	-14.99
Bill	3213046	04/15/2021		Books & Materials	-22.87
				Books & Materials	-79.50
Bill	1805016	04/15/2021		Books & Materials	-58.94
Bill	7833019	04/15/2021		Books & Materials	-59.99
Bill	8343453	04/15/2021		Books & Materials	-13.85
Bill	8073053	04/15/2021		Books & Materials	-10.40
Bill	5068267	04/15/2021		Books & Materials	-25.35
Bill	8501011	04/15/2021		Books & Materials	-99.93
Bill	1489862	04/15/2021		Books & Materials	-14.95
				Books & Materials	-58.93
Bill	5068267	04/15/2021		Books & Materials	-25.00
Bill	3045823	04/15/2021		Books & Materials	-17.02
Bill	4279451	04/15/2021		Books & Materials	-71.90
Bill	3578622	04/15/2021		Books & Materials	-8.53
Bill	5476247	04/15/2021		Books & Materials	-19.70
Bill	2330644	04/15/2021		Books & Materials	-39.68
Bill	0486645	04/15/2021		Books & Materials	-28.49
Bill	6693037	04/15/2021		Books & Materials	-16.97
Bill	3290624	04/15/2021		Books & Materials	-27.15
Bill	7781025	04/15/2021		Books & Materials	-33.67
Bill	9289026	04/15/2021		Books & Materials	-29.19
Bill	8501011	04/15/2021		Books & Materials	-59.99
				Books & Materials	-59.99
				Books & Materials	-59.99
Bill	3586615	04/15/2021		Books & Materials	-31.99
				Books & Materials	-105.90
				Books & Materials	-14.59
				Books & Materials	-64.88
				Books & Materials	-56.26
TOTAL					-4,495.99
Bill Pmt -Check	28989	04/19/2021	City of Lawrence	Checking	
Bill	Parking	04/13/2021		Miscellaneous	-168.00
TOTAL					-168.00

11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28990	04/19/2021	Edie Insurance Group LLC	Checking	
Bill	SMIC Acci...	03/22/2021		Liability Insurance	-552.50
TOTAL					-552.50
Bill Pmt -Check	28991	04/19/2021	Gordon CPA	Checking	
Bill	3-15-21	03/22/2021		Accounting	-2,860.00
TOTAL					-2,860.00
Bill Pmt -Check	28992	04/19/2021	Hannah Soyer	Checking	
Bill	4-21-21	03/22/2021		Adult Programming	-250.00
TOTAL					-250.00
Bill Pmt -Check	28993	04/19/2021	Kansas City Star	Checking	
Bill	YE 4/19/20...	03/30/2021		Periodicals	-588.12
TOTAL					-588.12
Bill Pmt -Check	28994	04/19/2021	OFCFO	Checking	
Bill	2020 Audit	03/24/2021		Miscellaneous	-175.00
TOTAL					-175.00
Bill Pmt -Check	28995	04/19/2021	Patricia O. Beedles	Checking	
Bill	REFUND	03/30/2021		Lost and Replacement...	-23.38
TOTAL					-23.38
Bill Pmt -Check	28996	04/19/2021	Rebekah Taussig	Checking	
Bill	4-21-21	03/22/2021		Adult Programming	-500.00
TOTAL					-500.00
Bill Pmt -Check	28997	04/19/2021	Shred-it	Checking	
Bill	818169605...	03/30/2021	Shred-it	Accounts Payable	0.00
Bill	8181710938	04/13/2021		Professional Fees	-269.55
TOTAL					-269.55
Bill Pmt -Check	28998	04/19/2021	Sul Ross State University	Checking	
Bill	ILL #20129...	03/25/2021		Lost and Replacement...	-50.00
TOTAL					-50.00

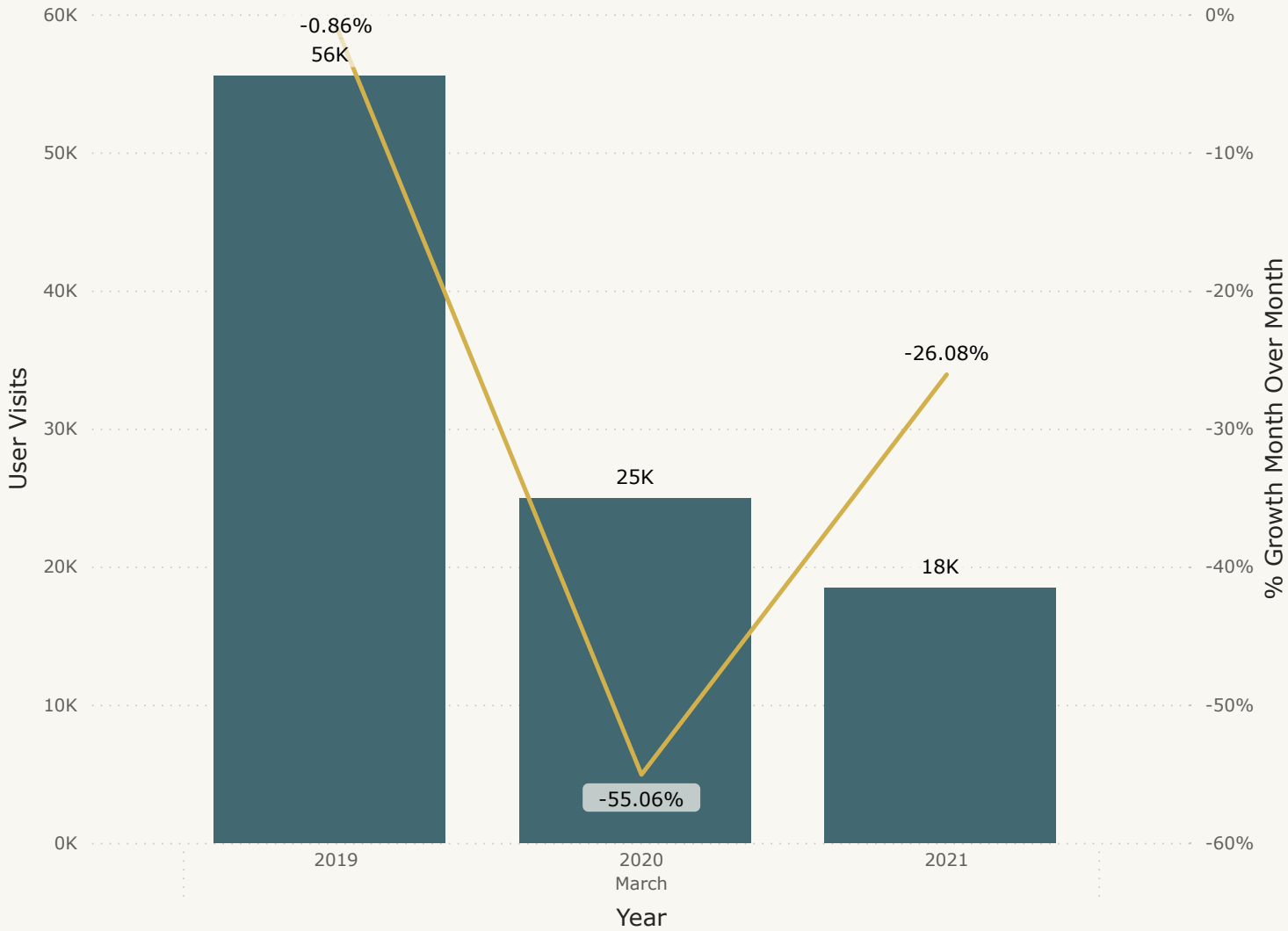
11:50 AM
04/15/21

Lawrence Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28999	04/19/2021	WP Company LLC	Checking	
Bill	2010303033	04/15/2021		Periodicals	-3,417.40
TOTAL					-3,417.40

Total User Visit: 3 Year Comparison: Month on Month for Current Month

● User Visits ● % Growth Month Over Month



Saturday, Mar 13, 2 p.m.

117

Highest total gate count per hour in March

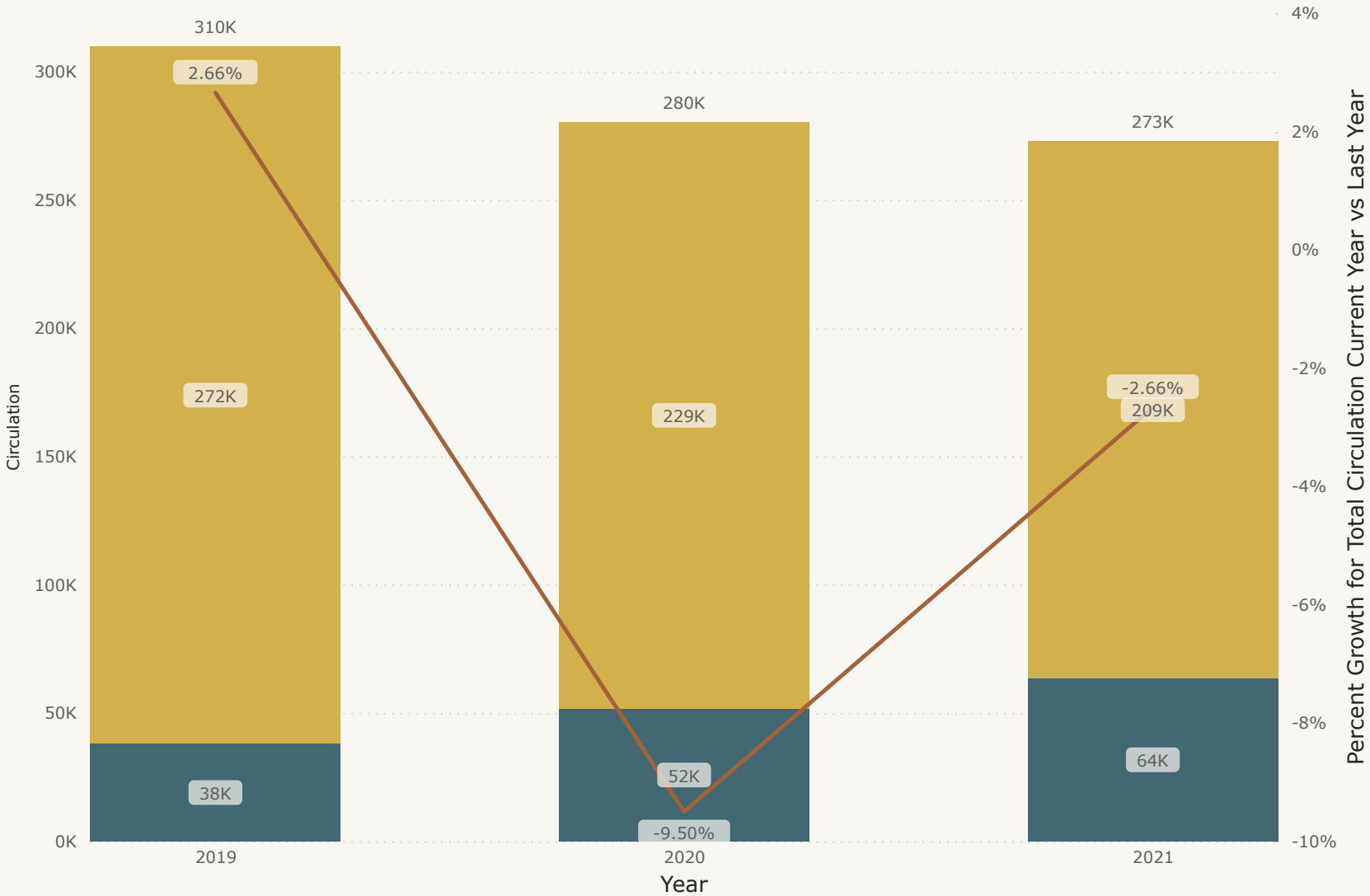
Sunday, Mar 14, 5 p.m.

37

Lowest total gate count per hour in March

Total Circulation: 3 Year Comparison : YTD

Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year

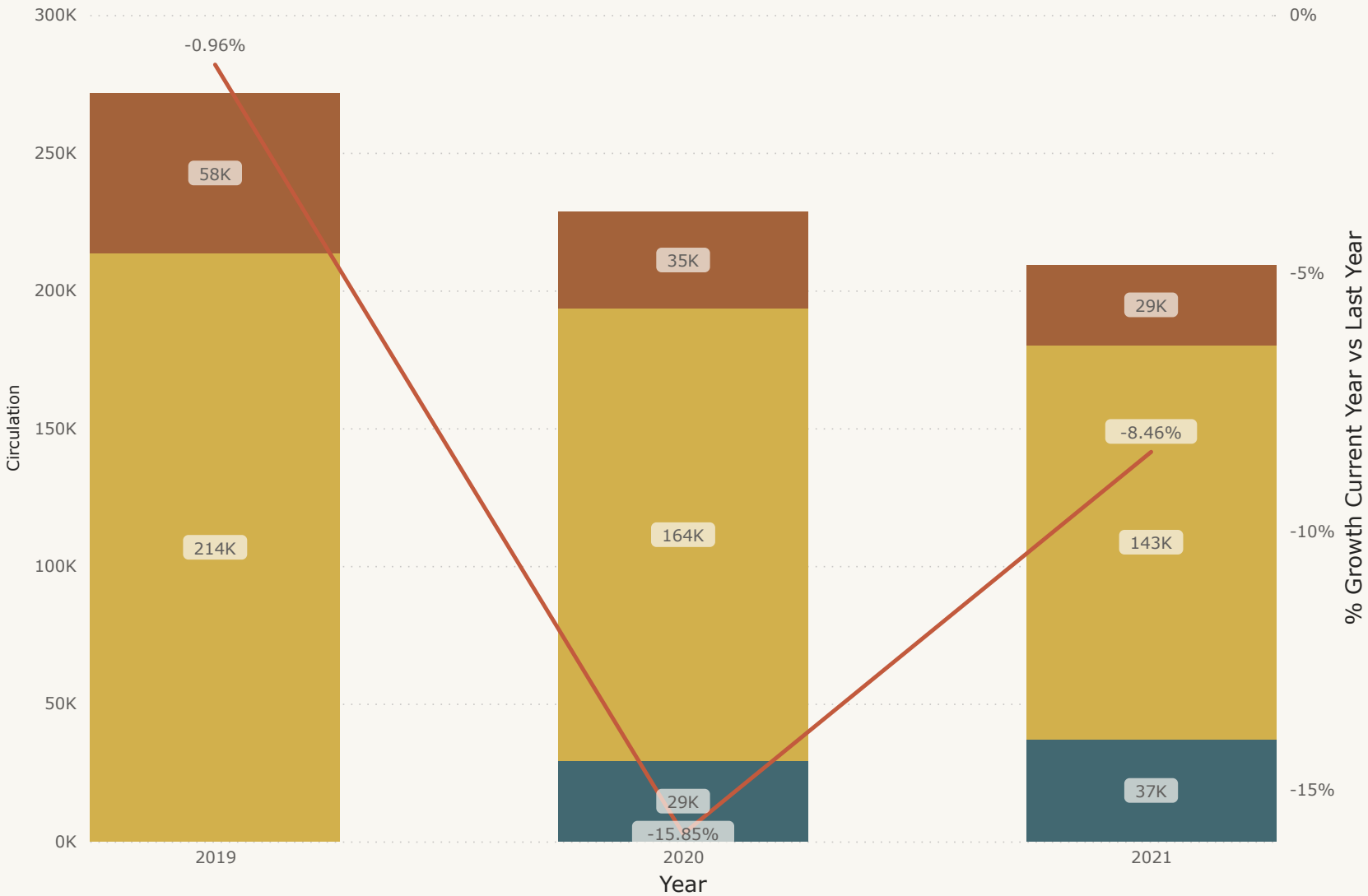


-2.66%

Percent Growth for Total Circulation Current Year vs Last Year

Physical Circulation: Renewals vs. Checkouts: 3 Year Comparison : YTD

Circ Type ● Auto Renewal ● Checkout ● Renewal ● % Growth Current Year vs Last Year

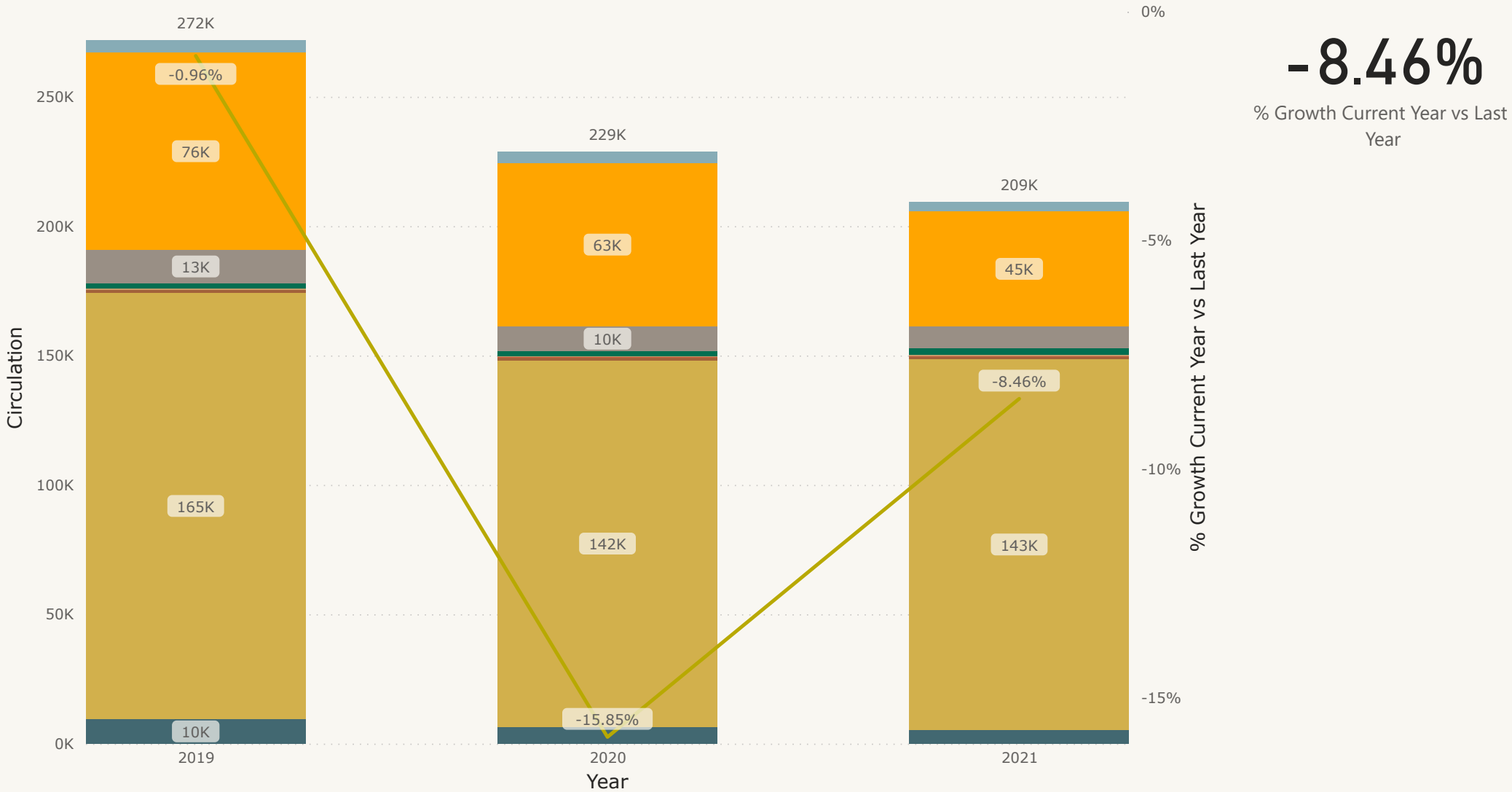


-8.46%

% Growth Current Year vs Last Year

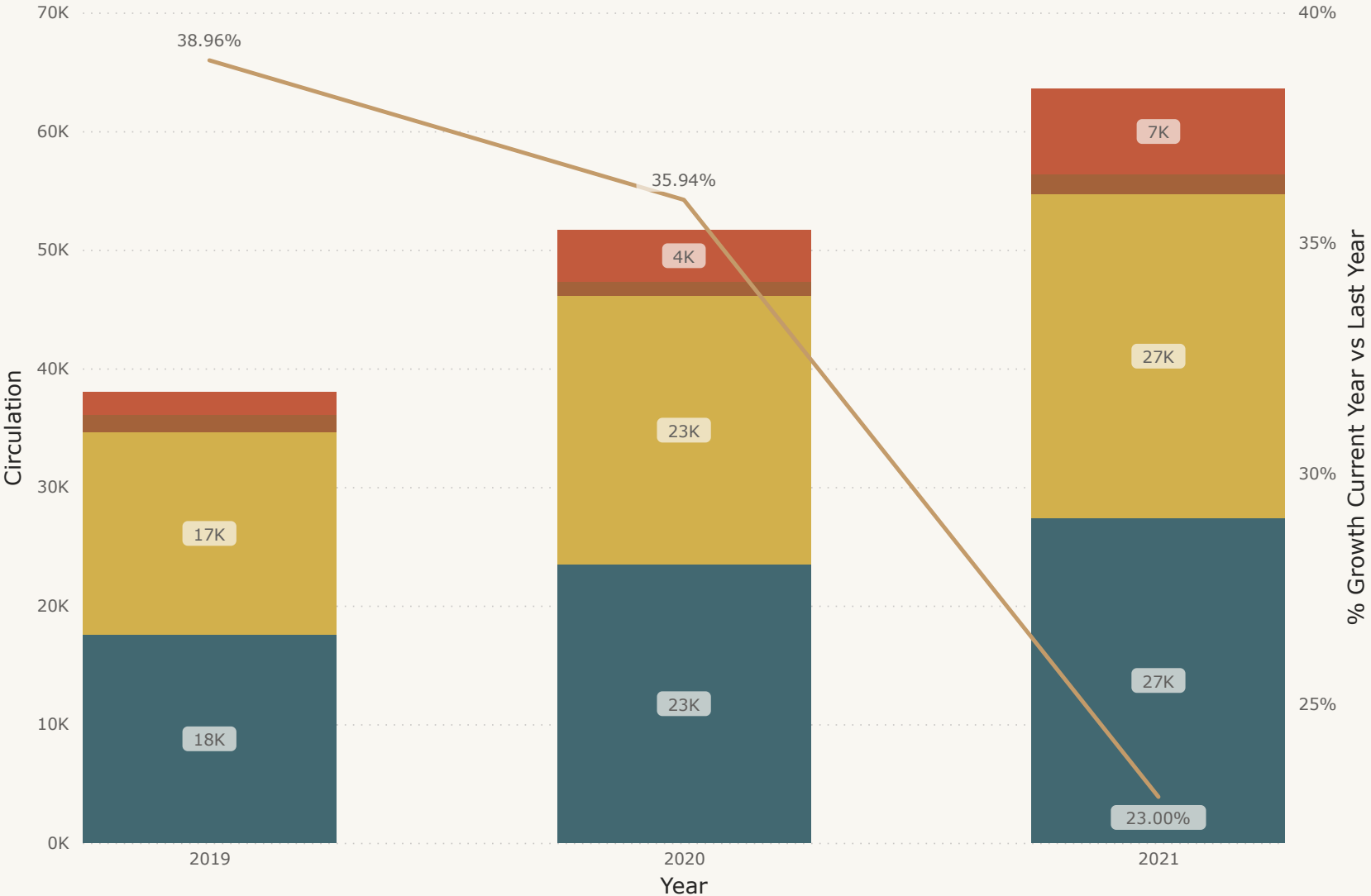
Physical Circulation (Checkouts + Renewals) Year to Date

MetaFormat ● Audio ● Book ● ILL Items ● Kits ● LibOfThings ● Magazines ● Music ● Video ● Video Games ● % Growth Current Year vs Last Year



Digital Circulation (Checkouts + Renewals) Year to Date

Broad Format Category ● Audio ● Book ● Magazines ● Video ● % Growth Current Year vs Last Year

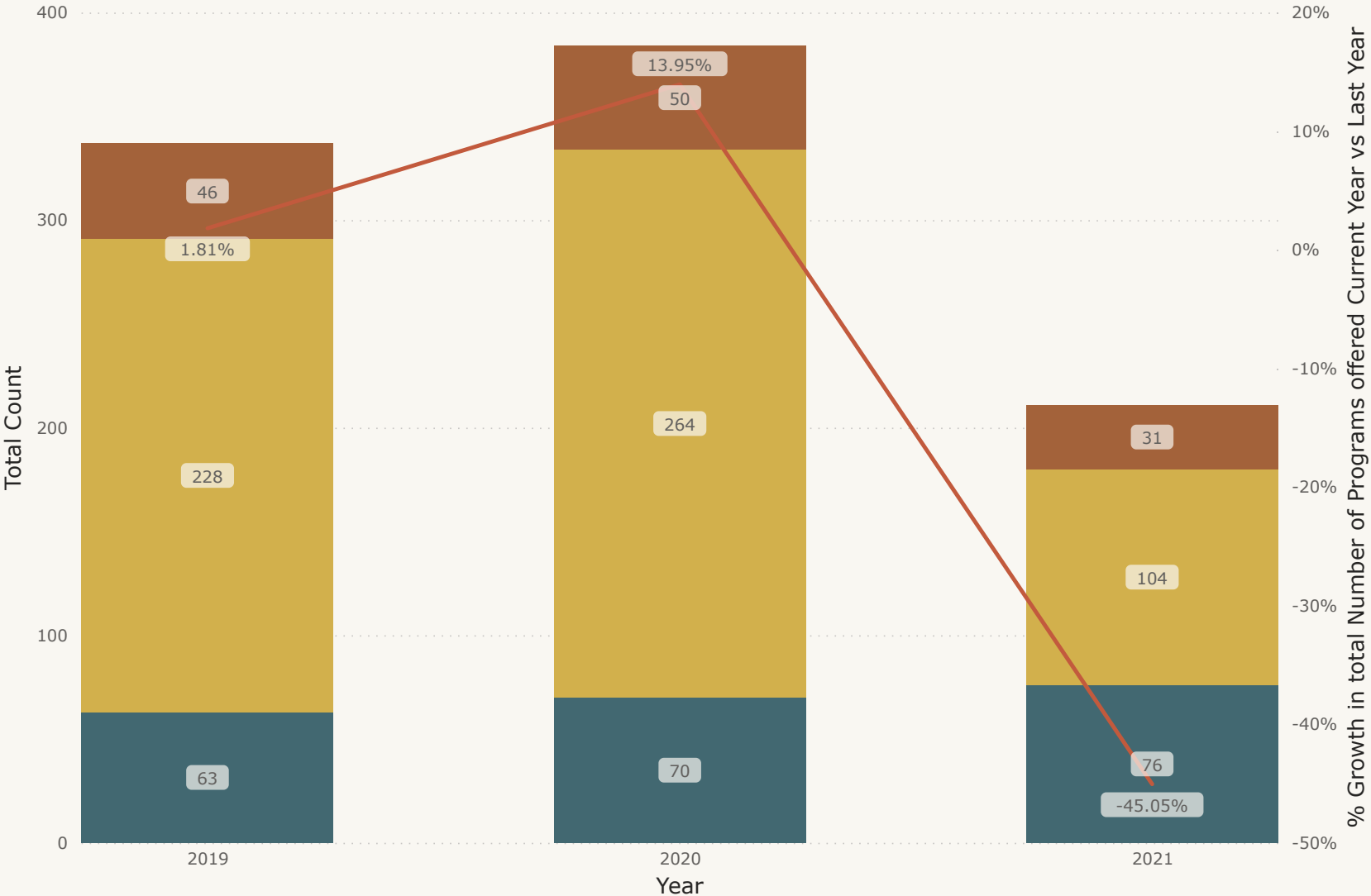


23.00%

% Growth Current Year vs Last Year

Number of Programs: YTD

Audience Type ● Adult ● Children ● Teen ● % Growth in total Number of Programs offered Current Year vs Last Year

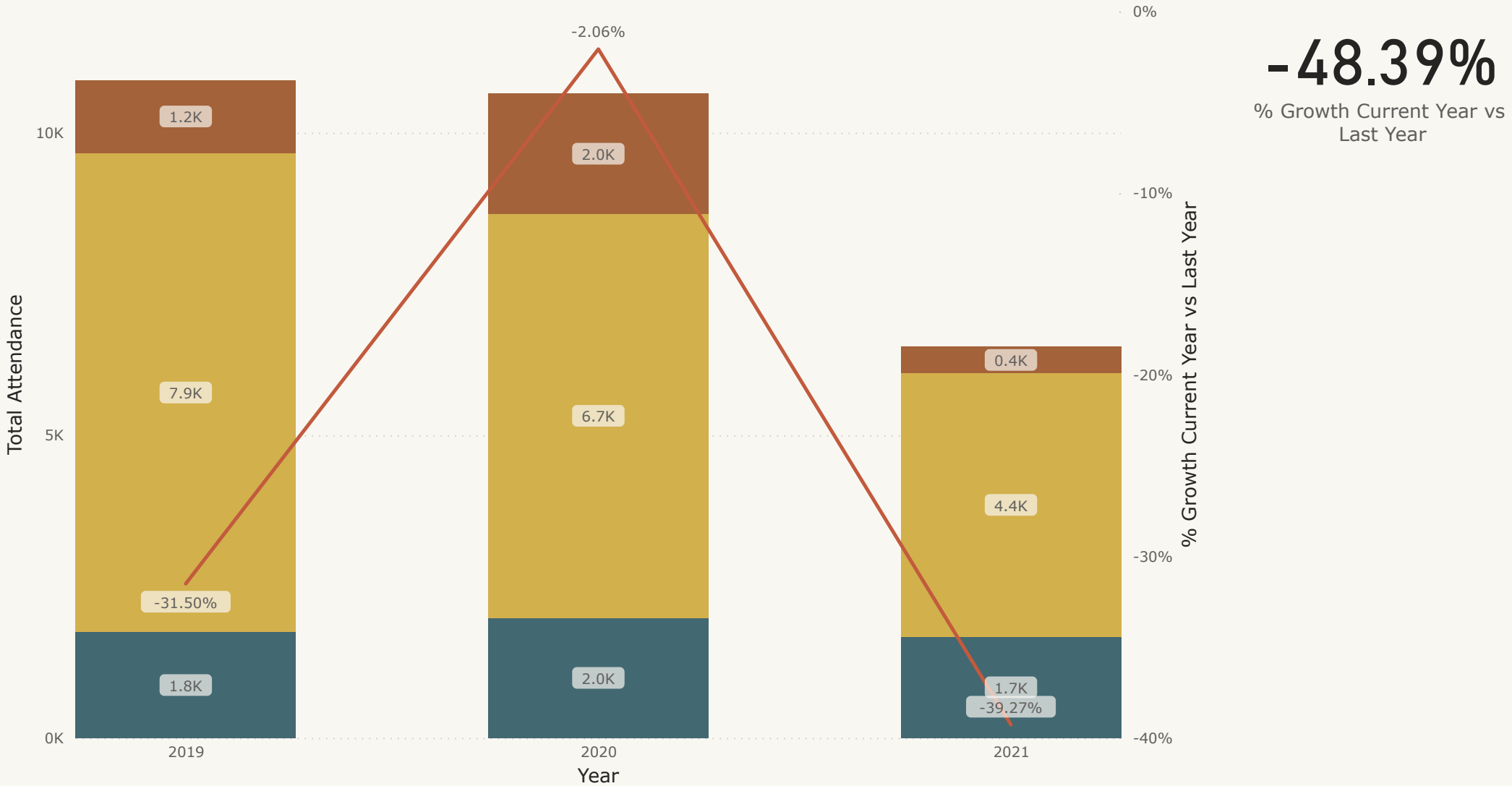


-49.18%

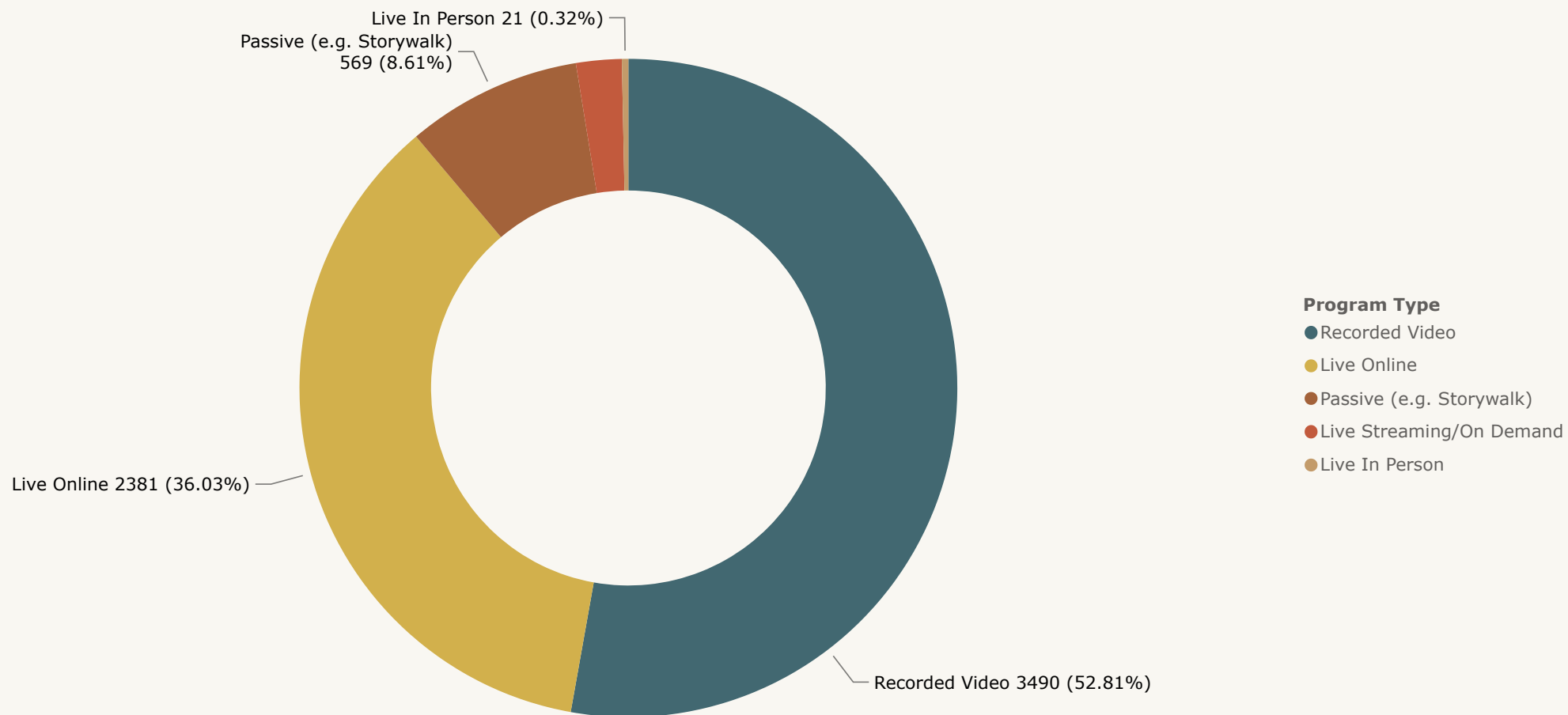
% Growth in total number of programs offered Current Year vs Last Year

Program Attendance: YTD

Broad Audience ● Adult ● Children ● Teen ● % Growth Current Year vs Last Year

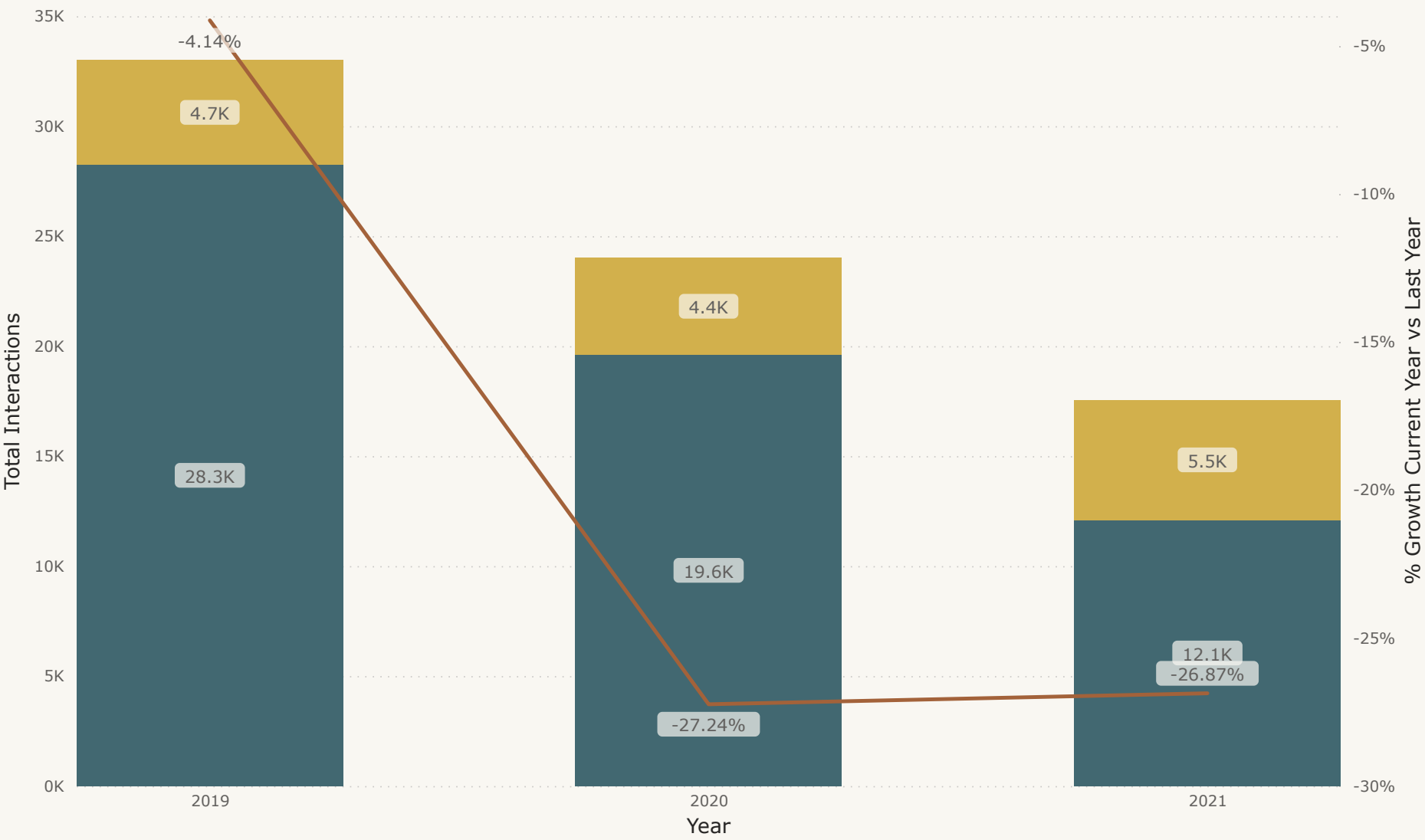


Total Attendance By Program Type: YTD

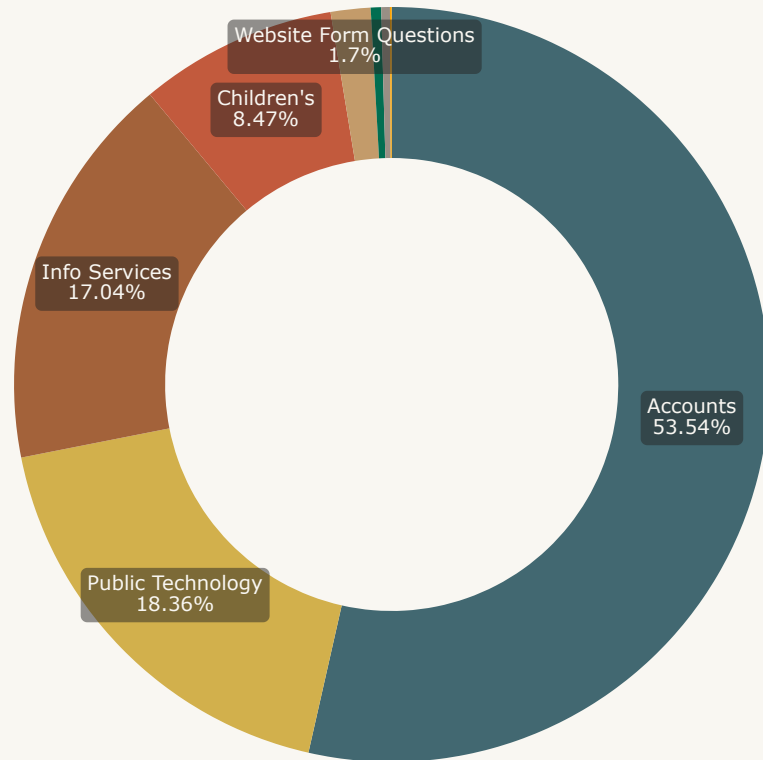


In Person vs. Online + Phone Interactions: YTD

In Person or Online + Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year



Service Interactions By Service Point: YTD



Department Or Service Area

- Accounts
- Public Technology
- Info Services
- Children's
- Website Form Questions
- Materials Handling
- Readers Services
- Facebook Reference

Lawrence Public Library

Statistical Summary - March 2021

OUTPUT MEASURES								
Service Area Population	102,980							
User Visits	18,456							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Total Cardholders transacting in last 3 years	50,337	100%						
Cardholders transacting - current month	13,440							
Cardholders added - current month	461							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals		% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	6,769	51,050	19,731		72%	28%	100%	
Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	32,789			61,017				
Website - Kaw Valley Jukebox	127			145				
Website - Digital Douglas County (Sessions)	460			516				
All other web site visits (Sessions)	18,888			42,830				
Social Media Interactions (Facebook & Twitter)				13,560				
Social Media Reach (Facebook & Twitter)				299,251				
Borrowing Digital vs. Physical					Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, Lynda)	Total Physical + Digital		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	25,541	13,734	39,275		28%	15%	43%	
Teen Total	2,763	1,724	4,487		3%	2%	5%	
Childrens Total	24,054	3,728	27,782		26%	4%	30%	
Total AV Media Room	18,237	2,102	20,339		20%	2%	22%	
Total Library of Things	189	0	189		0%	0%	0%	
Total all collections	70,784	21,288	92,072		77%	23%	100%	

Lawrence Public Library

Statistical Summary - March 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	190,461	18,698	209,159		91%	9%	100%	
Added	2,434	442	2,876		85%	15%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,748	99	2,847		97%	3%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-3,792	188	-3,604					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		3,603	2,042	5,645	64%	36%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,863	17,910		5				
Other Public Services				Total sessions				
Public Computer Usage				1986				
PROGRAMMING (see also graphs)	No. of Passive Programs	No. Of In Person Programs	No. Of Live Online Programs	No. of Virtual On-Demand viewing-Recorded Video Programs	Passive Attendance	In Person Attendance	Live Online Attendance	Virtual On-Demand viewing-Recorded Video Views
Total Programs	8	0	45	24	274	0	851	1021
STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2021	2020	2021 v 2020		2021	2020		
Total Paid Staff, in Full-Time Equivalents	64.29	66.7	-4%					

Full Statistical Report - March 2021

[illegible]

Lawrence Public Library

Full Statistical Report - March 2021

Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	32,789			61,017				
Website - Kaw Valley Jukebox	127			145				
Website - Digital Douglas County (Sessions)	460			516				
All other web site visits (Sessions)	18,888			42,830				
Social Media Interactions (Facebook & Twitter)				13,560				
Social Media Reach (Facebook & Twitter)				299,251				
	Borrowing Digital vs. Physical			Per Audience	Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla,	Total Physical +	% of Usage	Physical %	Digital % of	Total All	
Adult Book, & Other Print Formats (including Book Club in a	22,738	5,892	28,630	73%	25%	6%	31%	
Adult Graphic Novels	1,027	83	1,110	3%	1%	0%	1%	
Adult Magazines	756	643	1,399	4%	1%	1%	2%	
Adult Audiobooks (including language instruction)	1,020	7,116	8,136	21%	1%	8%	9%	
Adult Total	25,541	13,734	39,275	100%	28%	15%	43%	
Teen Books	1,564	717	2,281	51%	2%	1%	2%	
Teen Graphic Novels and Manga	1,142	203	1,345	30%	0%	0%	1%	
Teen Magazines	22	0	22	0%	0%	0%	0%	
Teen Audiobooks	35	804	839	19%	0%	1%	1%	
Teen Total	2,763	1,724	4,487	100%	3%	2%	5%	
Children's Books, NF Videos & Kits	20,529	2,050	22,579	81%	22%	2%	25%	
Children's Graphic Novels	2,305	80	2,385	9%	3%	0%	3%	
Children's Magazines	100	0	100	0%	0%	0%	0%	
Children's Music CDs	269	0	269	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	851	1,598	2,449	9%	1%	2%	3%	
Childrens Total	24,054	3,728	27,782	100%	26%	4%	30%	
AV Media Room - Feature Films (Adult and Family) and All	9,658	2,102	11,760	58%	10%	2%	13%	
AV Media Room - TV Shows	3,843	0	3,843	19%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	1,050	0	1,050	5%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,147	0	1,147	6%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,539	0	2,539	12%	3%	0%	3%	
Total AV Media Room	18,237	2,102	20,339	100%	20%	2%	22%	
Library of Things - Boardgames	104	0	104	55%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	61	0	61	32%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	24	0	24	13%	0%	0%	0%	
Total Library of Things	189	0	189	100%	0%	0%	0%	
Total all collections	70,784	21,288	92,072	100%	77%	23%	100%	

Lawrence Public Library

Full Statistical Report - March 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Adult Book & Other Print Formats (includes Non-Circulating Items, Magazines)	88,283	6,883	95,166		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,055	3,969	10,024		3%	2%	5%	
Total Adult Collection	94,338	10,852	105,190		45%	5%	50%	
Teen Book	9,555	2,047	11,602		5%	1%	6%	
Teen Audiobooks	558	944	1,502		0%	0%	1%	
Total Teen Collection	10,113	2,991	13,104		5%	1%	6%	
Children's Book & Other Print Formats	53,534	3,515	57,049		26%	2%	27%	
Children's Audiobooks & Language Instruction	1,942	1,340	3,282		1%	1%	2%	
Children's Video and Music	1,793	0	1,793		1%	0%	1%	
Total Children's Collection	57,269	4,855	62,124		27%	2%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	28,554	0	28,554		14%	0%	14%	
Total Other (Boardgames, Devices, Hotspots, Laptops)	187	0	187		0%	0%	0%	
Total All Holdings	190,461	18,698	209,159		91%	9%	100%	
Added	2,434	442	2,876		85%	15%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,748	99	2,847		97%	3%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	190,394	18,698	209,092					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,700	1,294	2,994	30%	23%	53%	
Info Services Interactions		987	109	1,096	17%	2%	19%	
Readers Services Interactions		0	65	65	0%	1%	1%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		9	8	17	0%	0%	0%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		117	426	543	2%	8%	10%	
Materials Handling Interactions		5	11	16	0%	0%	0%	
Public Technology Interactions		785	30	815	14%	1%	14%	
Website - Contact Us Forms + Social Media		0	99	99	0%	2%	2%	
Total Service Interactions		3,603	2,042	5,645	64%	36%	100%	

Full Statistical Report - March 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,482	19,013		5				
Holds Filled	3,863	17,910		5				
Holds Unclaimed	1,330	2,547		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		30.80%						
Other Public Services				Total sessions				
Public Computer Usage				1986				
Public-Sponsored Uses of Meeting Rooms (Meetings room currently closed)				0				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	197	354		1.8				
Interlibrary Loan Items Loaned from LPL Collection	276	668		2.4				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
PROGRAMMING (see also graphs)	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video
Audience								
Adult Programs (18+)		0	26	0	0	0	648	0
Teen Programs (12-17)	5	0	8	0	165	0	54	0
Children Programs (birth-5)	0	0	1	24	0	0	9	1021
Children Programs (6-11)	3	0	10	0	109	0	140	0
Total Programs	8	0	45	24	274	0	851	1021
Type of program								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	0	0	0	0	0	0	0
Signature Events (Library After Hours)	0	0	1	0	0	0	200	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	8	0	44	24	274	0	651	1021

Lawrence Public Library

Full Statistical Report - March 2021

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
Total Paid Staff, in Full-Time Equivalents	64.29	66.7	-4%					
ALA-MLS Librarians, in Full-Time Equivalents	18.65	19.9	-6%					
Number of Employees--Total	81	86	-6%					
Number of Employees--Full-Time	42	46	-9%					
Number of Employees--Part-Time	39	40	-3%					
Terminations	0	1	-100%		2	3	-33%	
Hirings	0	0	#DIV/0!		2	3	-33%	
Volunteer Hours	23	136	-83%		79	1,035.7	-92%	

Library Director's Report for April 2021

First thing, I want to take a moment to thank Brady Flannery on his eight years of service on our library board. Brady has been on the board almost as long as I've been at LPL. His contributions to our board have been so valuable. I appreciate his insight as a Downtown Lawrence businessperson, and his insistence of thinking outside the box. He has been a great advocate for our library. Thank you, Brady! We will miss you.

The biggest thing to happen since my last report was (finally!) our Library Visioning Day. I was so happy to see so many board members—including our Mayor!--in attendance. We started our work preparing for this day back in Fall 2019. It's been a journey, and it was great to finally have our event. Overall, I thought the day was a great success, and I look forward to the work ahead of us that will come from ideas discussed that day. Our leadership team has already begun discussing our path forward. I am thankful to everyone who helped make this day possible.

In addition to the considerable amount of preparation for the visioning event, I have spent a good bit of time this month working with Kristin Soper, Nils Gore, and Nils's KU Architecture class on the concepts for our new outreach vehicle. We have officially put a deposit down on a vehicle and should have it delivered to Lawrence in a week or two. The work Nils's class has done to this point has been great. I can't wait to see the final product!

On May 1, I will celebrate my 9th anniversary at LPL. It is unreal to me that I have been a library director for almost a decade. This is the longest I've worked anywhere, and it's indicative to how important LPL is to me. I'm not the new guy anymore, and recently, I've begun to feel like I don't know our new employees as well as folks I've worked with for years now.

I believe our organization is stronger when our staff knows me and I know them. Back in February, I began scheduling one-on-one meetings with each of our new people as a meet and greet, so I know them and they know me. These meetings with our newest employees have been a highlight of these past few months. We hire such fantastic and multidimensional human beings, getting to know them is a delight. I also plan to start working backwards and meeting with folks that have joined the library in the past few years to expand my efforts in building stronger relationships with our frontline staff.

Respectfully submitted by Brad Allen, April 16, 2021

Monthly Departmental Reports

April 2021

Diversity, Equity, and Inclusion:

I am currently working on the DEI Basics training for the end of this month. Also assisting with the hiring process for a part time assistant I position in youth services. Continuing to have meetings with community partners and discuss opportunities for collaboration. The roster for the antiracism/DEI committee had been finalized, and our first meeting will be in April or May.

Employee Engagement:

We've welcomed two new employees this month: Christina James, our new Readers' Services Assistant II, and Erin Reazin, our new Community Resource Specialist. Onboarding new staff gives me a chance to examine our current orientation practices and adjust them to ensure maximum retention of all the information disseminated to new employees. Between hiring, onboarding, and working on the planning committee for the Vision Day, I've also been researching HR best practices through the Society of Human Resource Management (SHRM) to align our voluntary COVID vaccination procedures to state and federal regulations.

Facilities:

Working with the "What's Next?" taskforce plus all of leadership to create our next level of services: [BLUE](#)! Greater than 90% of staff will be fully vaccinated by May 17th, so as long as key indicators of community spread stay low we are hoping to add limited and distanced seating with increased patron time in the building (estimated date: June 1st). Final plan to be shared with all staff on April 22nd. We are also prepping the Children's Picture Book room for its upcoming revamp, which means moving shelves and a lot of picture books: it'll be awesome!

Information Services:

We're excited to have Erin Reazin, our new Community Resource Specialist, on board; she's hit the ground running and is hard at work getting up to speed on all things LPL! Erin is a licensed social worker, and brings a wealth of experience with direct social service work, and so will be a tremendous asset to our efforts to build relationships with social service agencies and understand how the library can best serve low income and at-risk community members. Our signature spring program, the Seed Library, continues to be a focus of our efforts this month; the Seed Library will wrap up at the end of April.

Information Technology:

Remote monitoring of the gate software has been set up via an iPad kiosk stationed at the front door staff station. 11 new indoor Wi-Fi 6 access points (FortiAP U-431F) have been received. These will soon be used to replace our aging fleet of Meraki devices. An actuator on the AMH has been replaced to address a persistent squeaking noise. Batteries have been replaced in our

Monthly Departmental Reports

April 2021

uninterruptible power supply (UPS). The UPS will support servers, network equipment, and self checks for approximately 15 minutes during a power outage. The system is now over 10 years old and we will look at replacing it next year with a system which can sustain operations for closer to 60 minutes. Work is proceeding on a new staff intranet site in collaboration with our Employee Engagement Coordinator. The new site will replace the old “Staff Blog”.

Marketing:

Major projects include Summer Reading (graphics, website, tee-shirt design, printed matter, etc.), coordinating editorial content for the Summer issue of the Reader magazine, a Summer Reading full-page spread in the Lawrence Journal-World. We have an official Art Team now that includes Angela Longhurst (Accounts) and Traci Bunkers (MH) to assist with exhibitions; sent a call for submissions starting May 2021 and got a big response — space is booked partially into 2023! Marketing's department focus in March was on Info Services (ideas for Ruby and Hazlett's podcast foundation; a way to connect people with Theresa for Peer Support when she's busy: new, locked comment box in the vestibule.) Working on an artist call for new library card designs with the goal to offer them for National Library Card Month (SEP). We rolled out our new library bags for National Library Week — made from repurposed vinyl event banners (Kristin Soper's idea!) — and got a solid response with the help of our Marketing intern Kevin Mboma and Molly Washatka (IS) modeling the bags for social media and our eNewsletter. If you're a KLWN listener, keep an ear out for the library on Rock Chalk Sports Talk where we're pushing free library cards as prizes for their Trivia Bracket challenge players. Additionally, I continue to meet weekly with the What's Next Team, work the Tech Desk and Front Door for two hours each week, and am working with Brad to imagine more for the Library Lobby as the constraints of the pandemic loosen; buying a set of these [lightweight chairs](#) (5 + rolling stand) to provide seating solutions that align with our quick visit guidelines (current) and longer-term browsing / short “take-a-load-off” needs (future). The Nelson-Atkins uses these and has great success with them — may add more depending on reception.

Materials Handling:

Materials Handling is happy to welcome Molly Washatka back to the library as a weekly part time employee. She'll be here every Monday and helping out as a substitute as well. In addition to the good news about Molly, three of our staff have recently joined interdepartmental committees. Cale joined the What's Next Task Force early in March and Rami and I are joining the DEI and staff engagement committees after attending some productive breakout sessions on the same topics at our visioning event. As Heather mentioned above, Traci is going to work on the Art Team. She, Mary and I also are helping to promote our media collection on the interdepartmental Look Play Listen team. That's in addition to the great work the team does distributing returns throughout the library, dealing with holds, and the media room. We like to keep busy :)

Monthly Departmental Reports

April 2021

Outreach:

We've started our outreach efforts this spring and so far we average about 1-2 library card sign-ups per outing and 15-20 interactions with community members. We've begun experimenting giving away free books courtesy of the Friends and Foundation and those have been very popular. Heather put together a page (<https://lplks.org/outreach/>) for us that has the schedule and is an easy link to share with the public.

We're continuing to work with Nils Gore and the KU Architecture Students on vehicle design and we visited Friday morning to check out a life-size mock-up of the vehicle. It was very exciting to see something full size. We're still working with the students on how to get the most amount of materials on a truck with the least of effort for library staff and the students are very enthusiastic and creative on ways to weatherproof a vehicle so a collection can live on it, incorporating solar power options, and the best storage solutions for crafts, tech programs, and storytimes.

We also purchased an 18 foot food-truck-spec vehicle from Mag Trucks and will hopefully receive it in a couple of weeks. We're currently investigating the best way to train staff to drive it with ease around the community.

Readers Services:

We are pleased to announce that we are fully staffed in Readers' Services as of March 29th with the hiring of Christina James. She comes to us with a deep social media presence and has run a popular Bookstagram account for five years. She also brings book selling knowledge, as she is also employed at the Raven. April 14th is the next Book Club (Not at Your) House Calls program and we have a full registration. While we look forward to the return of our beloved Book Club Speed Dating (hopefully in November 2021) we're glad to be able to serve our patrons this way. Our regular book club and BYOBB programming continues as usual. In March,

Leah Newton presented to a KU women's group on the best upcoming books of Spring and Summer and has been asked to present to another group on a similar topic later this year as part of her outreach efforts. Kimberly Lopez created a new service at the library, Book Bundles for adults, and it was met with great enthusiasm from the community - 62 patrons signed up quickly after it was announced on social media. (We had planned for 25.) The department rallied and got all 62 patrons their bundles within days - we plan to continue the program as a pop-up during the year.

Monthly Departmental Reports

April 2021

Youth Services:

YS is in the midst of gearing up for Summer Reading. This year's theme is Tails and Tales, combining two things that many of us love: animals and stories! It's shaping up to be a fun summer, though we will still be providing programs virtually. Some highlights for programming for the last month would be partnering with the Lawrence Arts Center and the Dole Institute of Politics for some special storytimes with Linda Clay and having Lauren Wolk, author of *Wolf Hollow*, join our Junior Author Club meeting. We've also had a super nice comment about our teen D&D sessions (see below). Big thanks to Will and Margo for running this program and to William Ottens for sharing this with us from Twitter. YS also has a current job posting up to fill one of our part-time positions that has gone un-filled from last year. We hope to have someone new on board to share with you by your next meeting.

I want to thank [@lawrencelibrary](#). Among their many fine services during the pandemic: Hosting a biweekly D&D game on Zoom. It's something my son loves, and that has probably kept him relatively sane during a year of relative isolation.

Friends & Foundation Director's Report – April 16, 2021

Outreach Vehicle Support. At its March meeting, the Friends & Foundation board unanimously voted to support the library's new outreach vehicle. Library staff has been working with students at KU's Architecture school to plan and create a UPS van-sized vehicle that will bring library programs and services to underserved areas of Lawrence. The funds used for this project were set aside by the Friends from their book sales before the merger. They specifically instructed that the money be used for a library special project and board members agreed that the outreach vehicle is a perfect choice. The new vehicle has been purchased and will be delivered to the Architecture School's facility in the East Hills Business Park next week. Plans are to have the retrofitted book van ready to roll by late summer or early fall.

Summer Reading Fundraising Challenge. In honor of National Library Week (April 4 – 10) the Friends & Foundation held an online fundraising campaign to support the library's Summer Reading Program. Super library supporters Matt and Alice Neuman issued a challenge, offering to match any Summer Reading gift up to \$5,000. To date, we have raised \$4,660 in matching funds, so we are oh-so-close to achieving the \$10,000 goal! The Summer Reading program is the largest annual literacy program that the library offers. It is a \$40,000 initiative that is 100% funded by the Friends & Foundation.

Naming Policy Committee. Among the Friends & Foundation's 2021 housekeeping goals is to clarify the library's policies for named spaces in the building. With the capital campaign for the new building in 2011, we worked with the Board of Trustees to identify named spaces, but kept the policy on donor recognition policy fairly broad. Now that we're approaching our 7th year in the building, the Friends & Foundation want to ensure that there are policies in place in the event there are changes to existing named spaces. Judy Keller, Mary Burchill and Joan Golden have graciously agreed to help think through a draft policy. The Friends & Foundation will bring a recommendation to the Trustees in May or June.

Volunteer Appreciation. Mark your calendars and join us in Watson Park on Saturday, April 24th at 10 am for the Friends & Foundation's Volunteer Appreciation Celebratory .5K walk. It has been so long since we could get together, so please come out to Watson park on what is hopefully a beautiful spring day. Grab a "race" packet and walk the .5K loop, stick around to get a volunteer t-shirt and maybe even win a door prize. Let us know you're coming by [filling out this form](#).

Parks Posters 2.0. We are pleased to report that the Friends & Foundation will sponsor another "See Lawrence: Parks and Green Spaces" exhibit. In partnership with Douglas County Visitors Guide, we will commission eight new posters. These will be displayed on the library's art wall throughout the month of July and also will be featured in the new Visitors Guide that will be published the same month. Proceeds from sales of the posters will support the LPL Friends & Foundation. Thanks to board member Mary Gage for making this possible.



TO: Craig Owens, City Manager; City of Lawrence, Kansas
FROM: Brad Allen, Director; Lawrence Public Library
DATE: April 19, 2021
RE: Lawrence Public Library 2022 Budget Submittal

Please find attached to this memo the proposed FY 2022 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 \$5,283,000.00, an increase of \$305,000. We determined this amount assuming a 6.1% increase in property valuation and no mill increase.

Service level impacts/Anticipated Program Improvements:

- An increase in our technology budget accounts for increased costs for computer replacement as well as a scheduled upgrade to our Google G Suite services.
- 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.

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
2018-2022							
REVENUES		2018	2019	2020	2021	2022	Difference
Tax Fund		\$ 4,233,000.00	\$ 4,457,000.00	\$ 4,782,000.00	\$ 4,978,000.00	\$ 5,283,000.00	\$ 305,000.00
Lost and Repl Fees		\$ 148,400.00	\$ 150,000.00	\$ 35,000.00	\$ 15,000.00	\$ 30,000.00	\$ 15,000.00
NEKLS		\$ 90,000.00	\$ 93,000.00	\$ 95,000.00	\$ 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	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
Coffee Shop Rent		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -		\$ -
Meeting Room Fees		\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
Interest		\$ 1,600.00	\$ 16,000.00	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Transfer from Cash Reserves					\$ 50,000.00		\$ (50,000.00)
Total Revenues		\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,170,000.00	\$ 5,450,000.00	\$ 280,000.00
EXPENSES							
Salaries & Wages		\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,865,000.00	\$ 3,000,000.00	\$ 135,000.00
Employee Benefits		\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 460,000.00	\$ 520,000.00	\$ 60,000.00
Payroll Taxes		\$ 420,000.00	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 530,000.00	\$ 30,000.00
Utilities		\$ 96,000.00	\$ 96,000.00	\$ 96,000.00	\$ 100,000.00	\$ 100,000.00	\$ -
Building Supplies		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance		\$ 55,000.00	\$ 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		\$ 650,000.00	\$ 670,000.00	\$ 700,000.00	\$ 710,000.00	\$ 725,000.00	\$ 15,000.00
Books & Materials Supplies		\$ 65,000.00	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 45,000.00	\$ (9,000.00)
Equipment		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology		\$ 210,000.00	\$ 245,000.00	\$ 250,000.00	\$ 250,000.00	\$ 300,000.00	\$ 50,000.00
Insurance		\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 16,000.00	\$ 16,000.00	\$ -
Shipping		\$ 19,000.00	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ -
Professional Development		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Book Van & Mileage		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 4,000.00
Programs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00			\$ -
Professional Fees		\$ 40,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ (5,000.00)
Advertising & Marketing		\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Capital Improvements		\$ 48,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -
Miscellaneous							\$ -
Total Expenses		\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,170,000.00	\$ 5,450,000.00	\$ 280,000.00

Fine Elimination at LPL

After almost 15 Months Out

Elimination of Late Fines

- Late 2019 library board voted to discontinue late fines.
- Goal of increasing access
- Existing late fines waived - all other charges remained.
- Autorenewal started
- Cards frozen when items hit 2 weeks late.
- Collection threshold increased to \$50

Results?

Brief Overview

- Context
- Blocked?
- On-time vs Overdue
- Holds
- Lost Items
- Anecdotal

Ongoing
examination...

Context

January 2020–Today

Fine elimination was not
the only change.

Autorenewal

Evening of due date

All normal renewal rules

2 Week Freeze

14 Days Overdue

Blocked

Collection
referral threshold

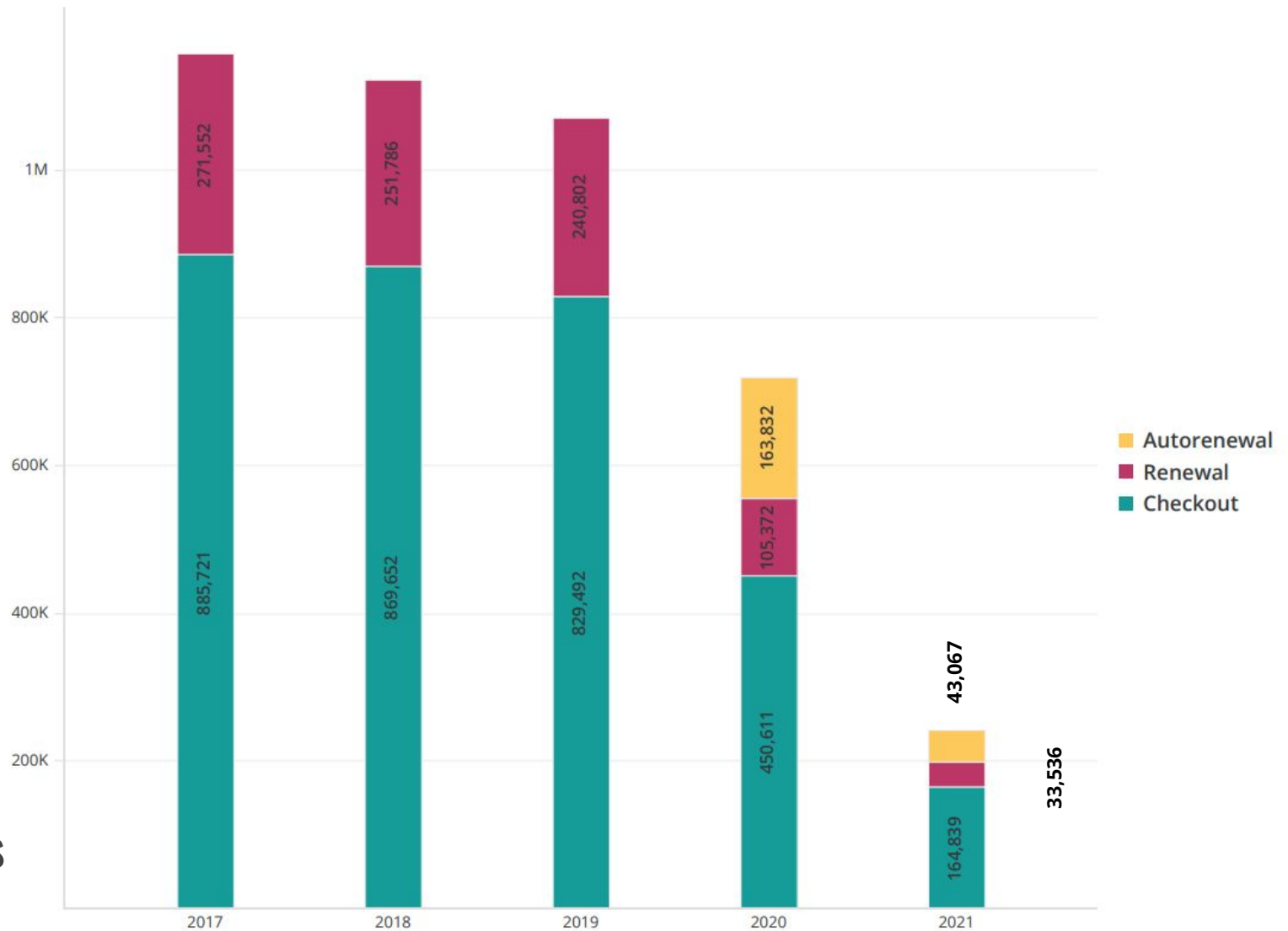
\$25 → \$50

2020

Library Closure & Time Since

- Manual extension of due dates
- No billing for loss
- No collection referrals
- Hold shelf frozen
- No new holds placed or filled
- Hold limits changed
- Quarantine
- No new orders
- Limited access to the collection
- Lower circulation

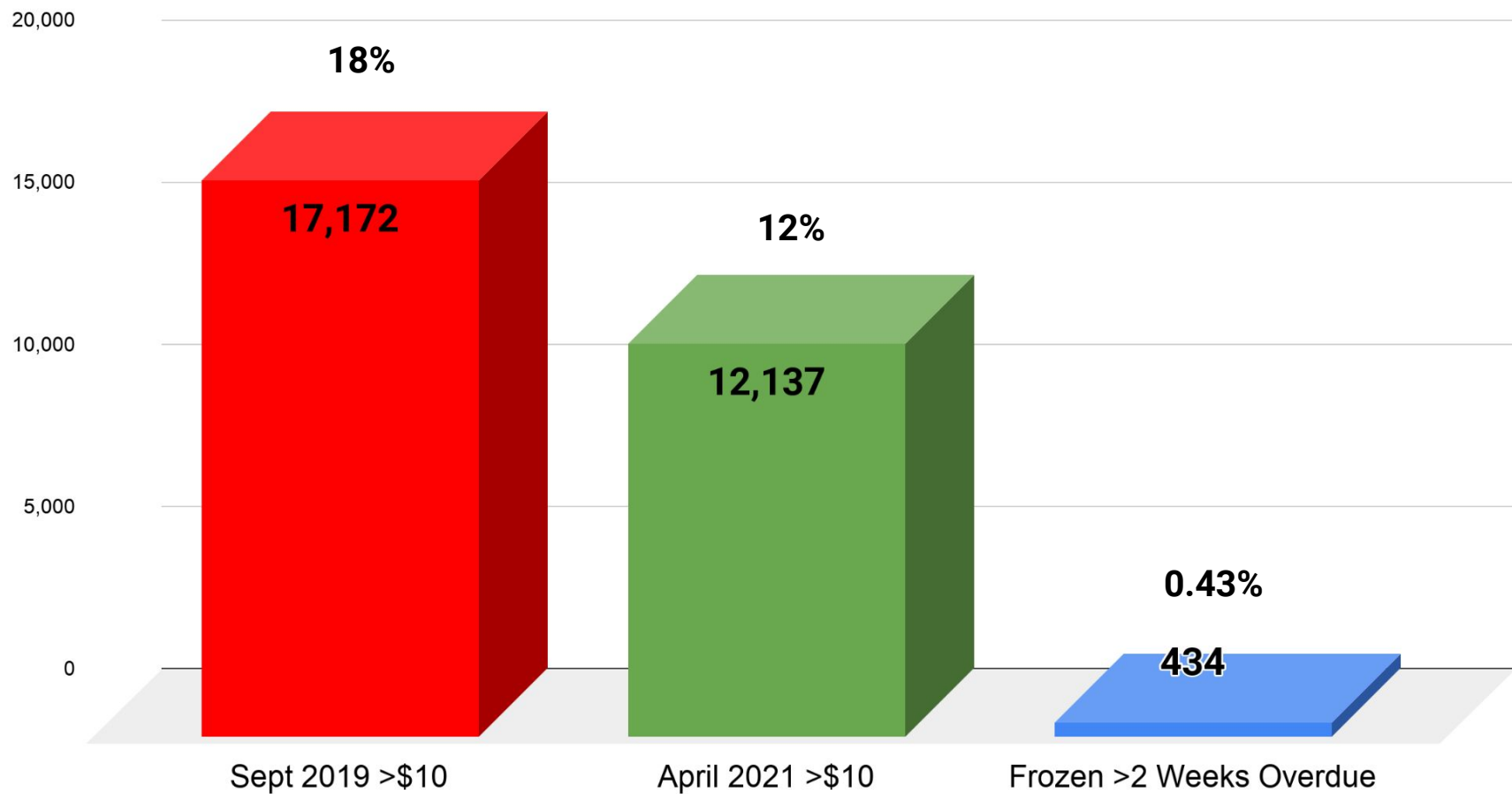
Circulation rates



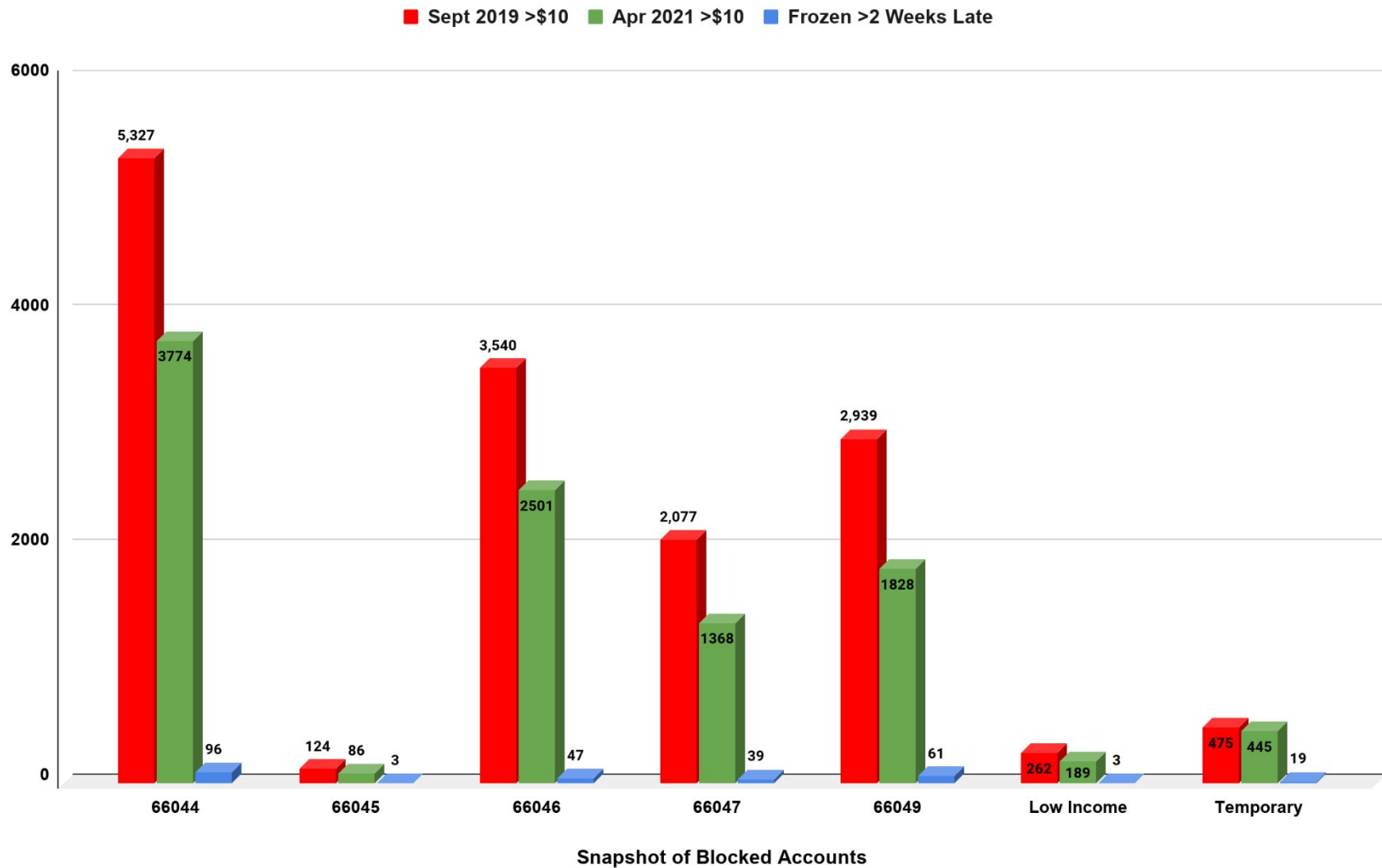
Access

Blocked from Borrowing?

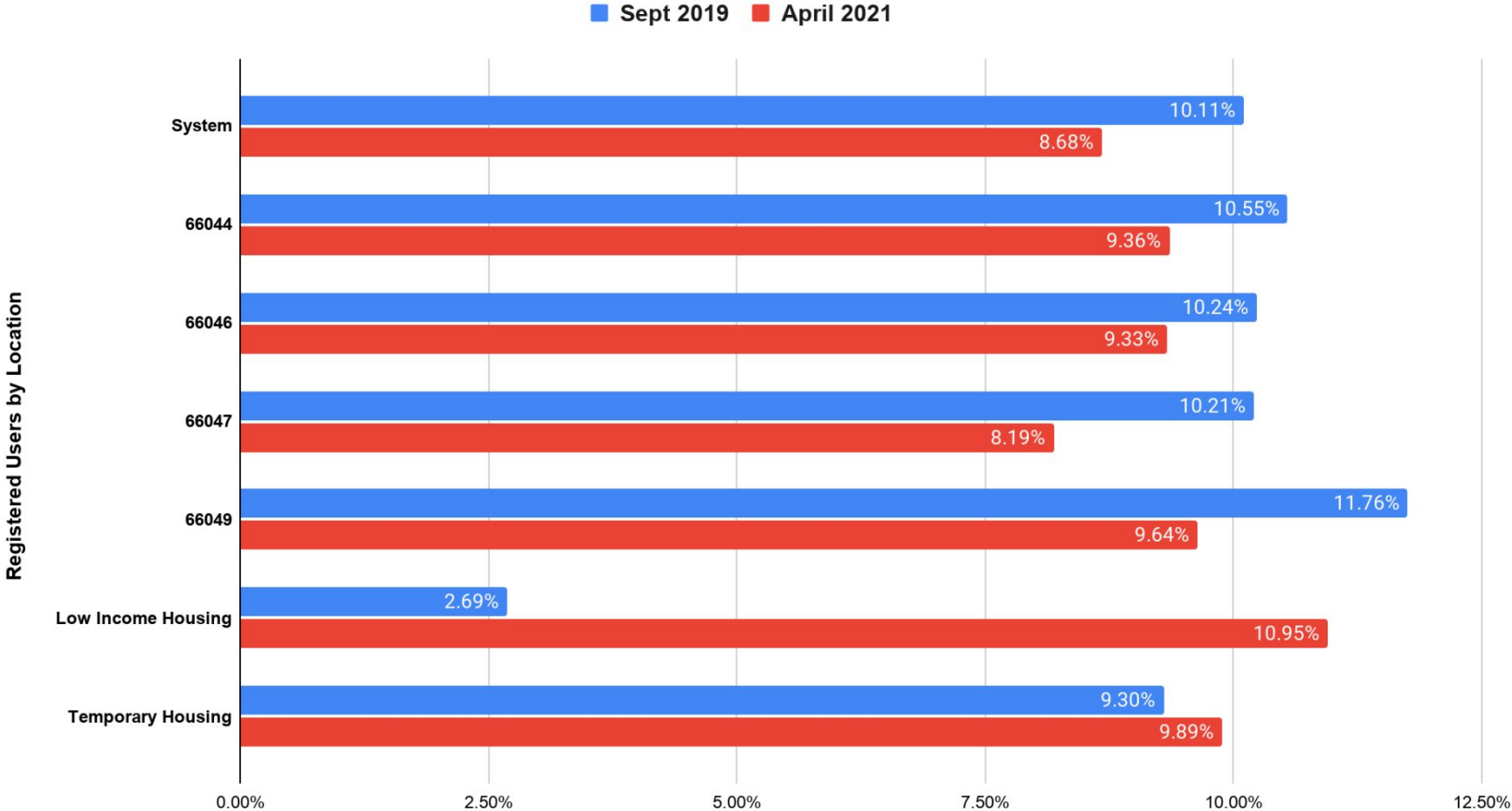
Has there been an increase
or decrease?



Snapshot of Blocked Accounts



Snapshot of Borrowing by Location



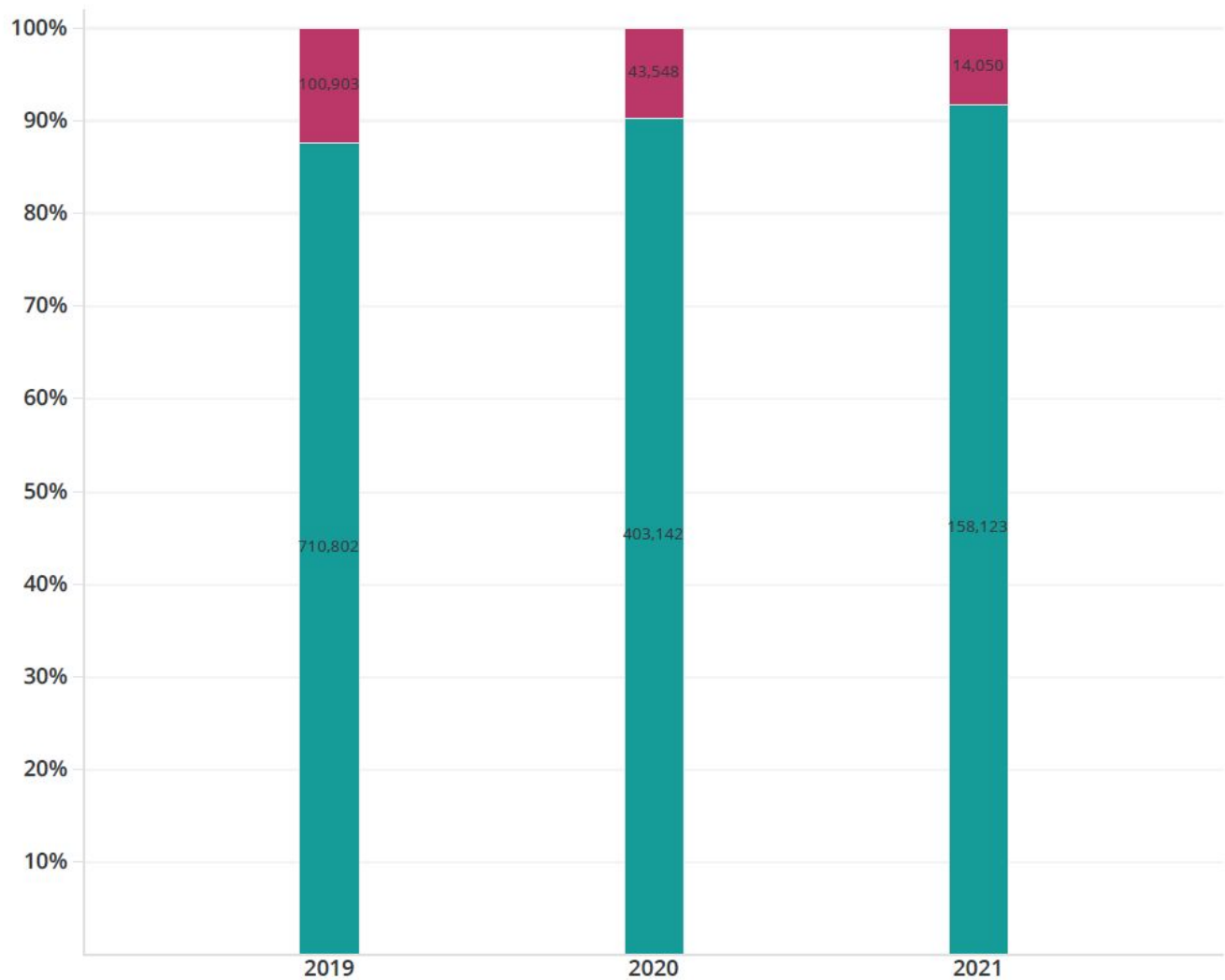
Access to collection conclusions so far?

- Number of blocked accounts are down.
- Overall circulation is down.

On-time vs Overdue

Return of materials

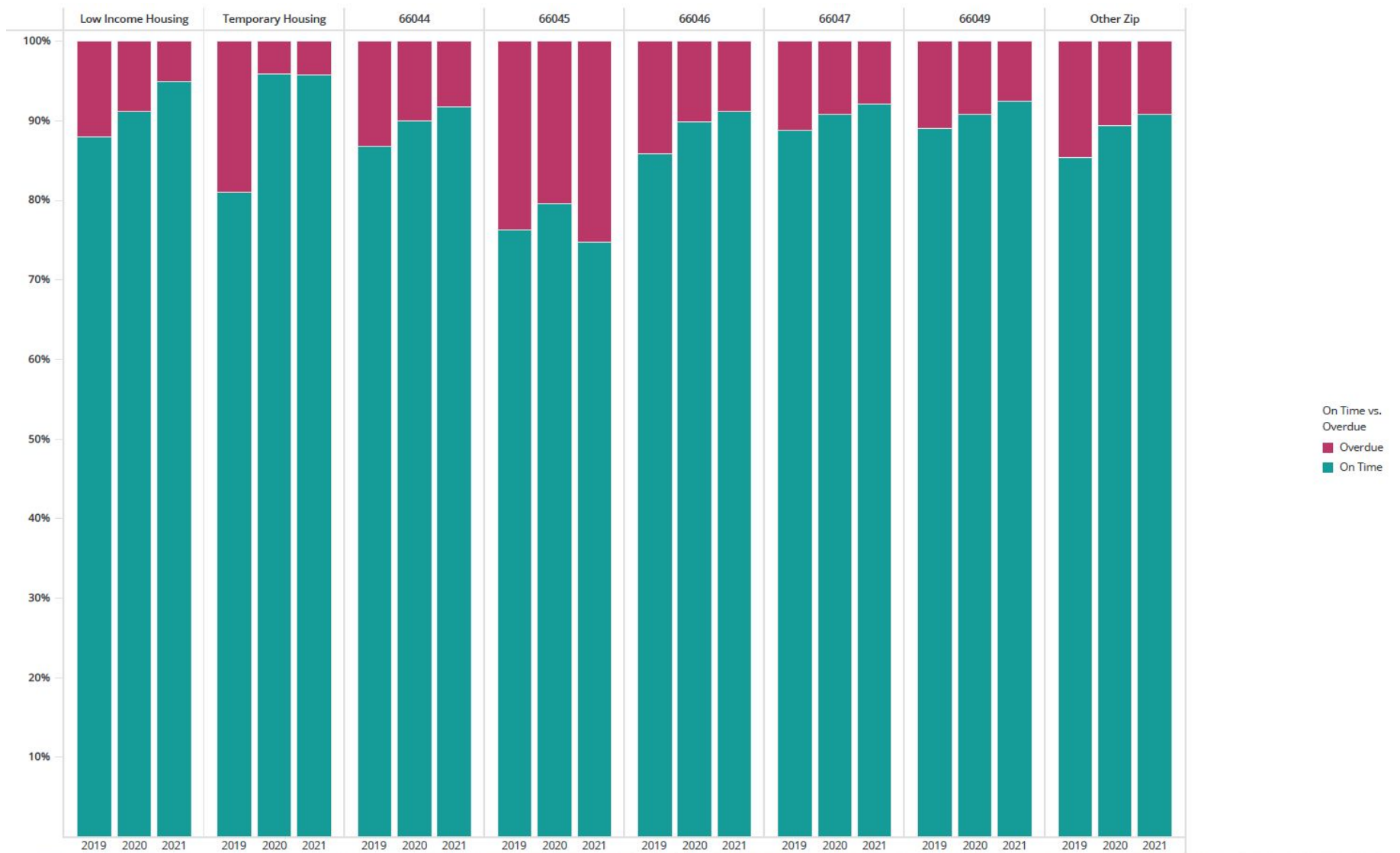
Are more items coming back
late?

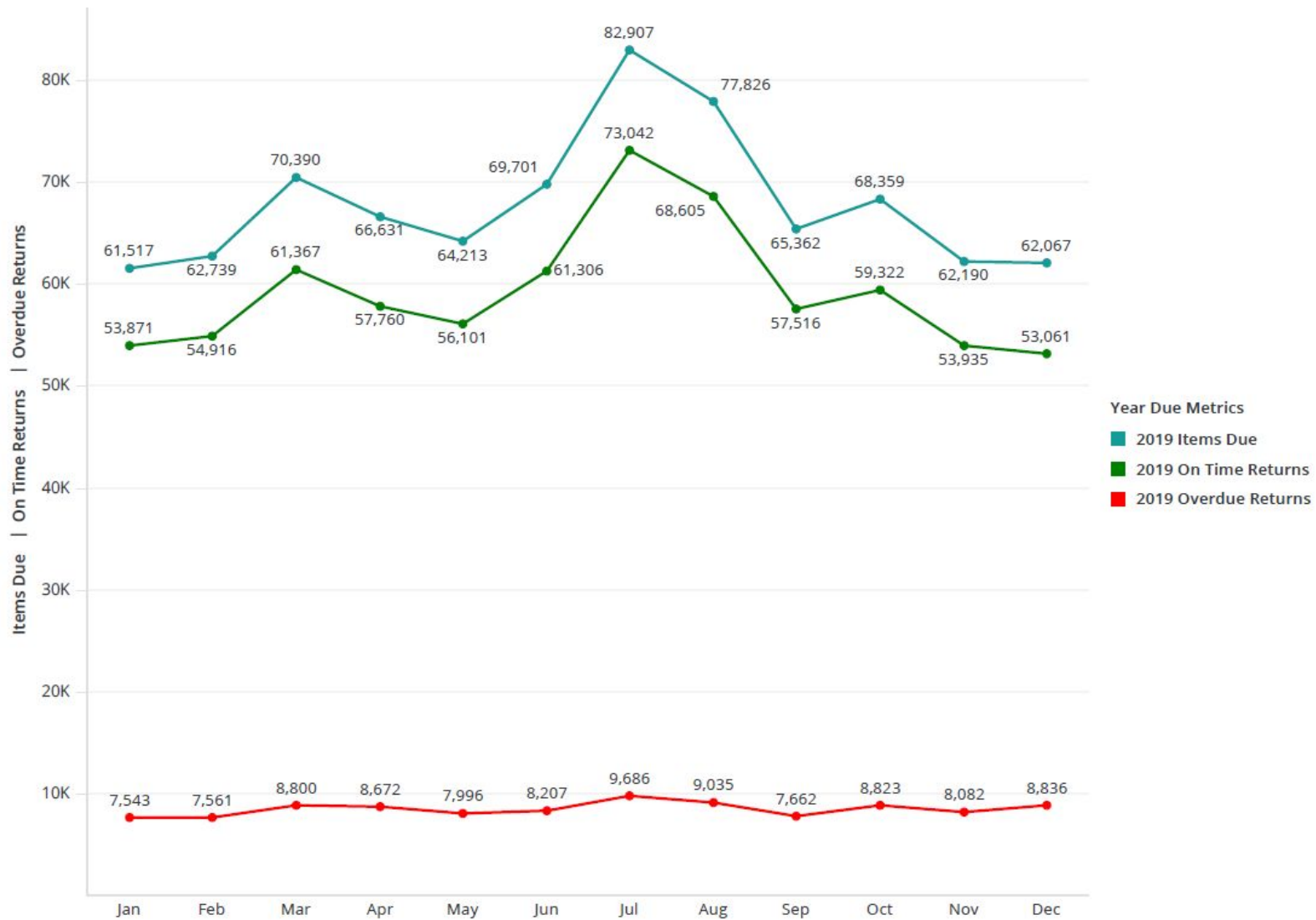


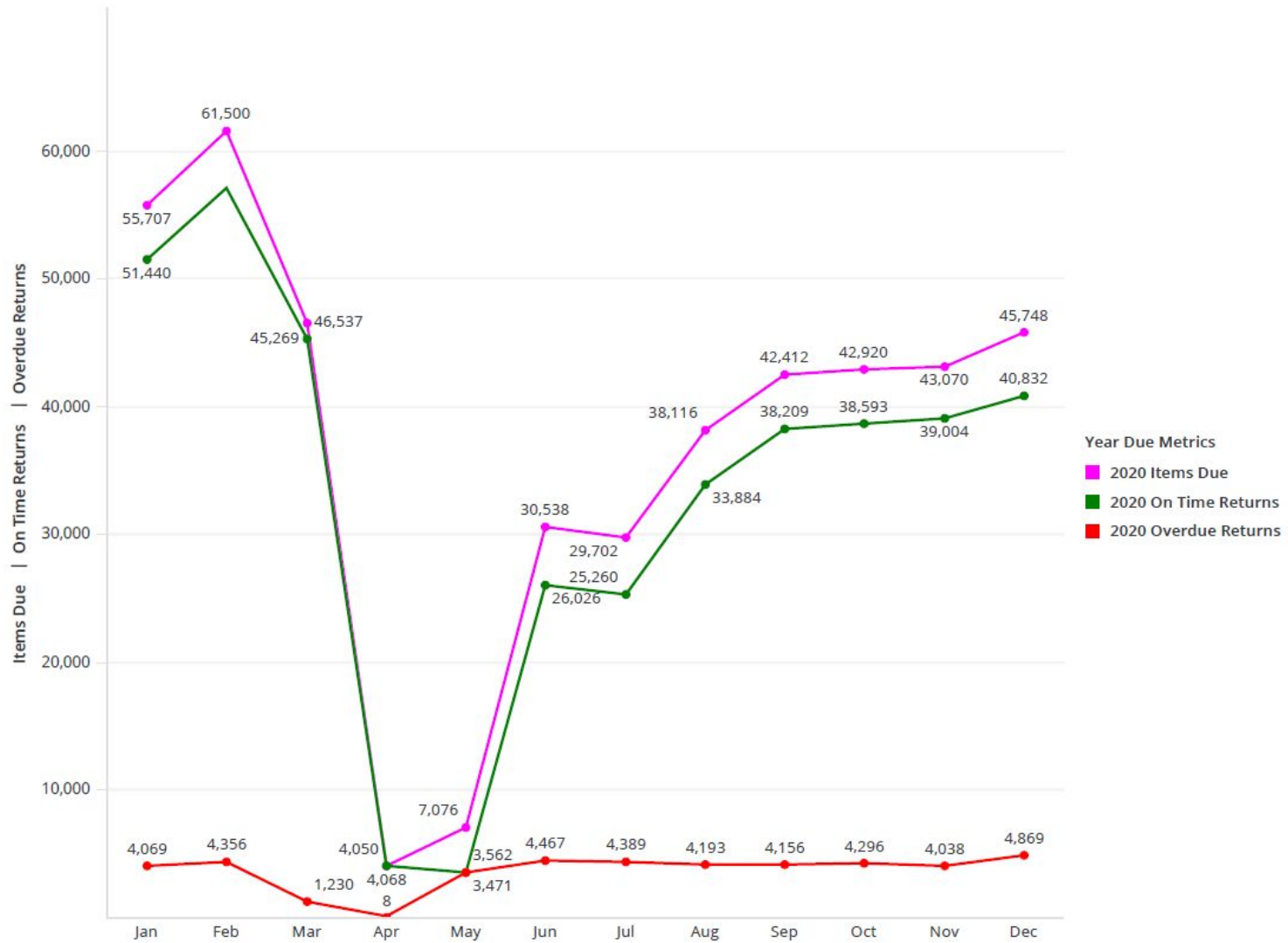
2017-2019
87% On-time

2020
90% On-time

2021 YTD
91% On-time









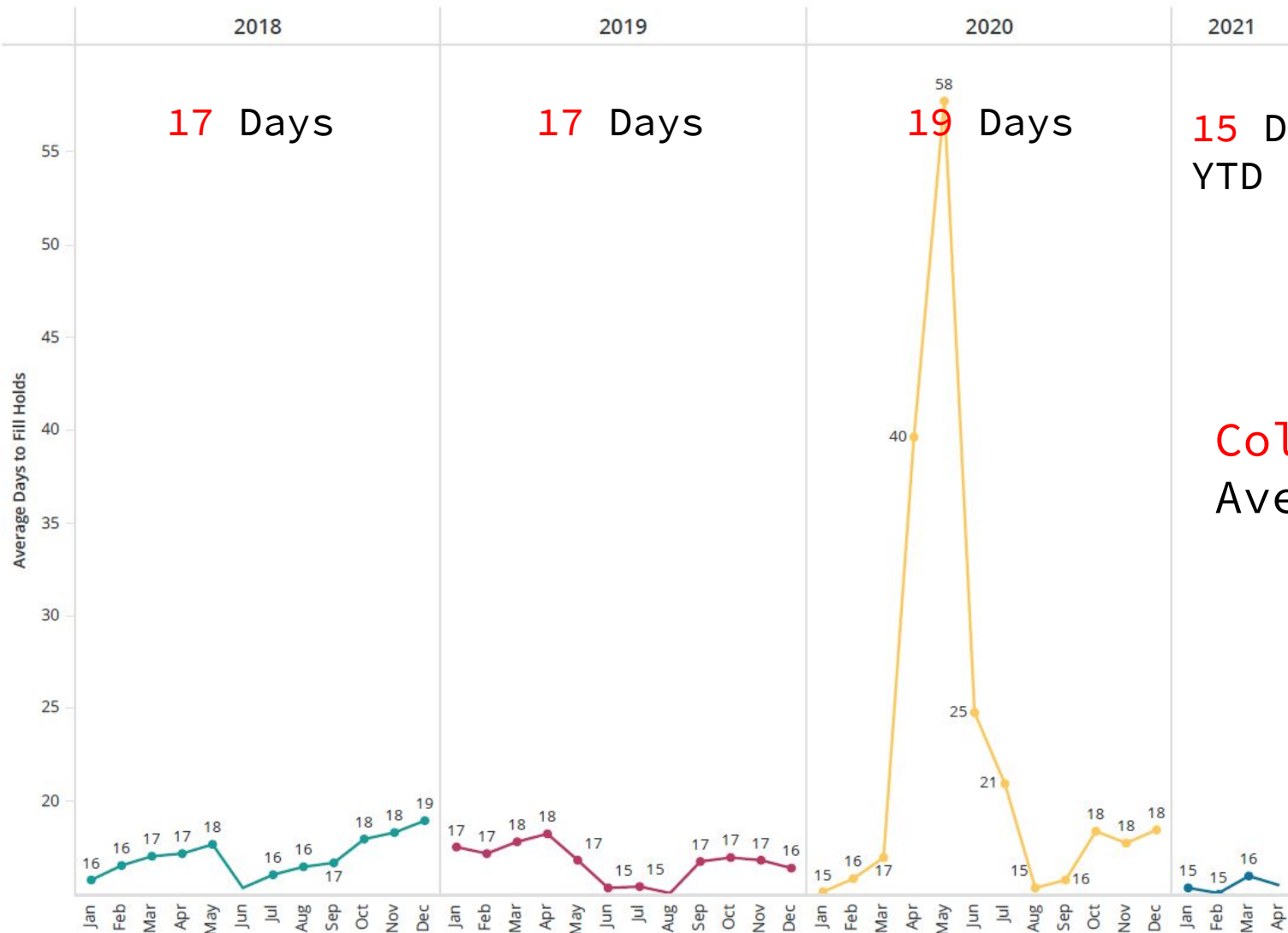
Return rate conclusions so far?

- It hasn't gotten worse.
- There was no immediate increase in overdue returns.
- The trend seems to remain with on-time returns.
- Autorenewal is almost certainly helping.

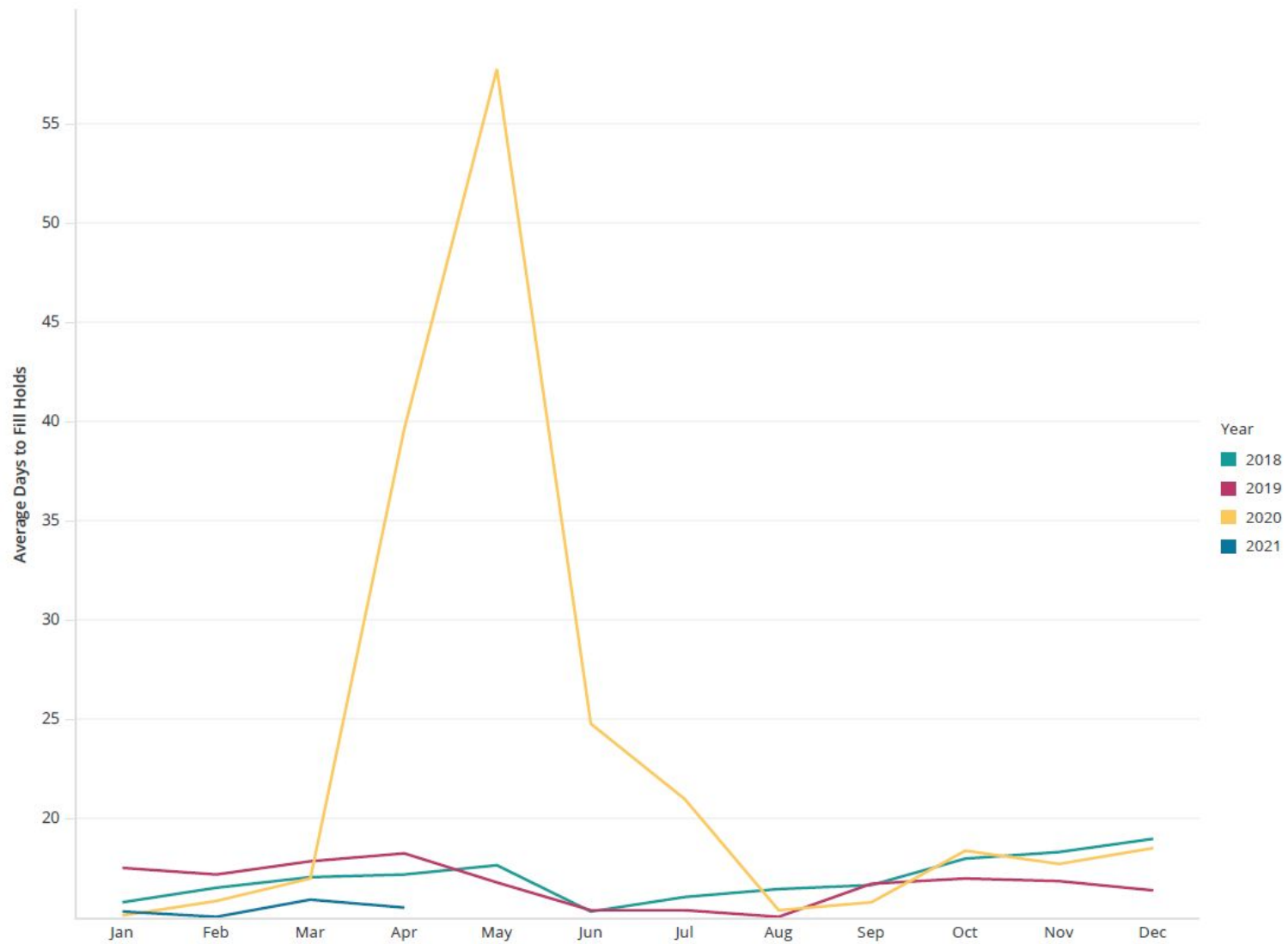
Holds

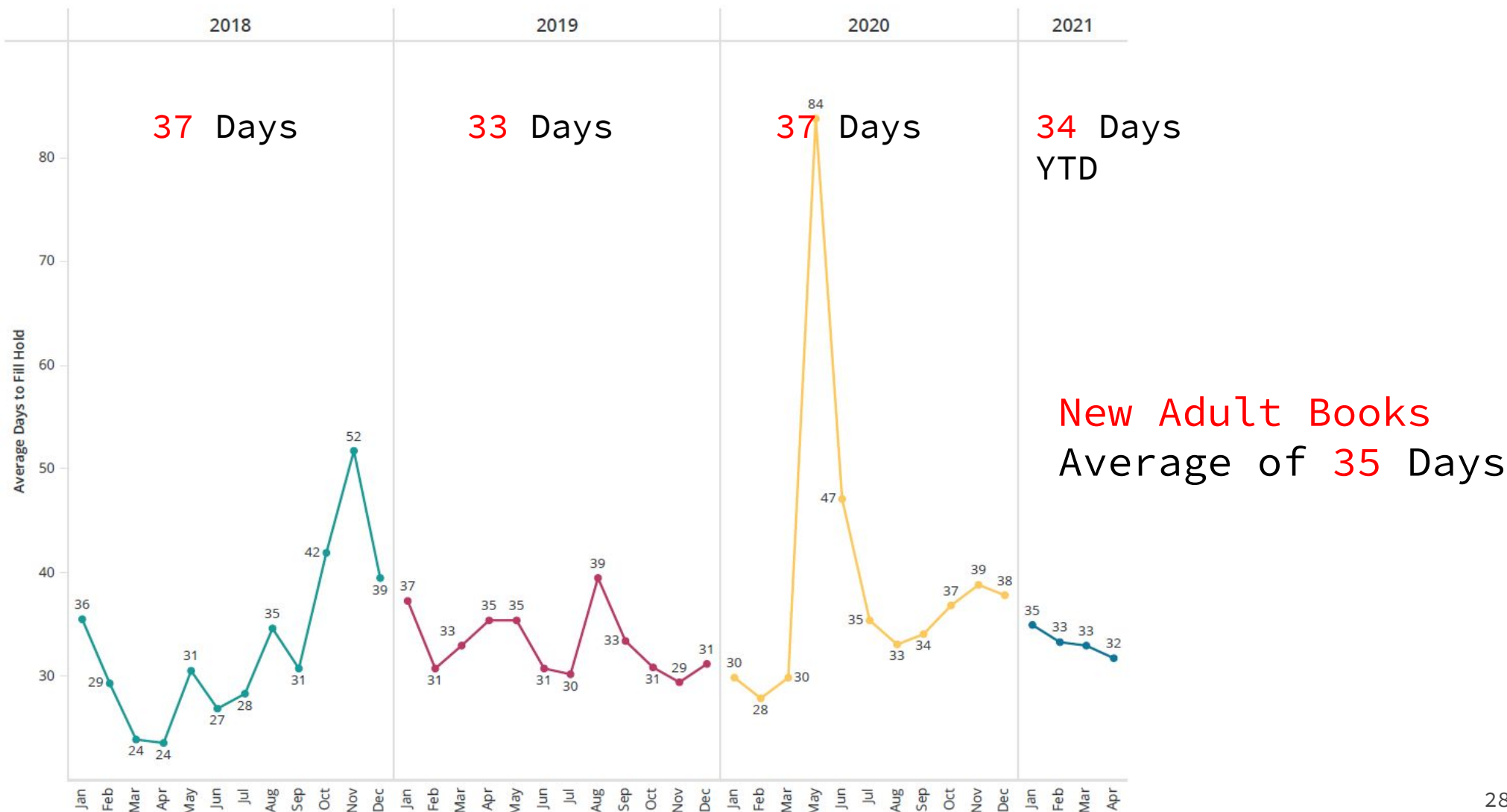
Average times

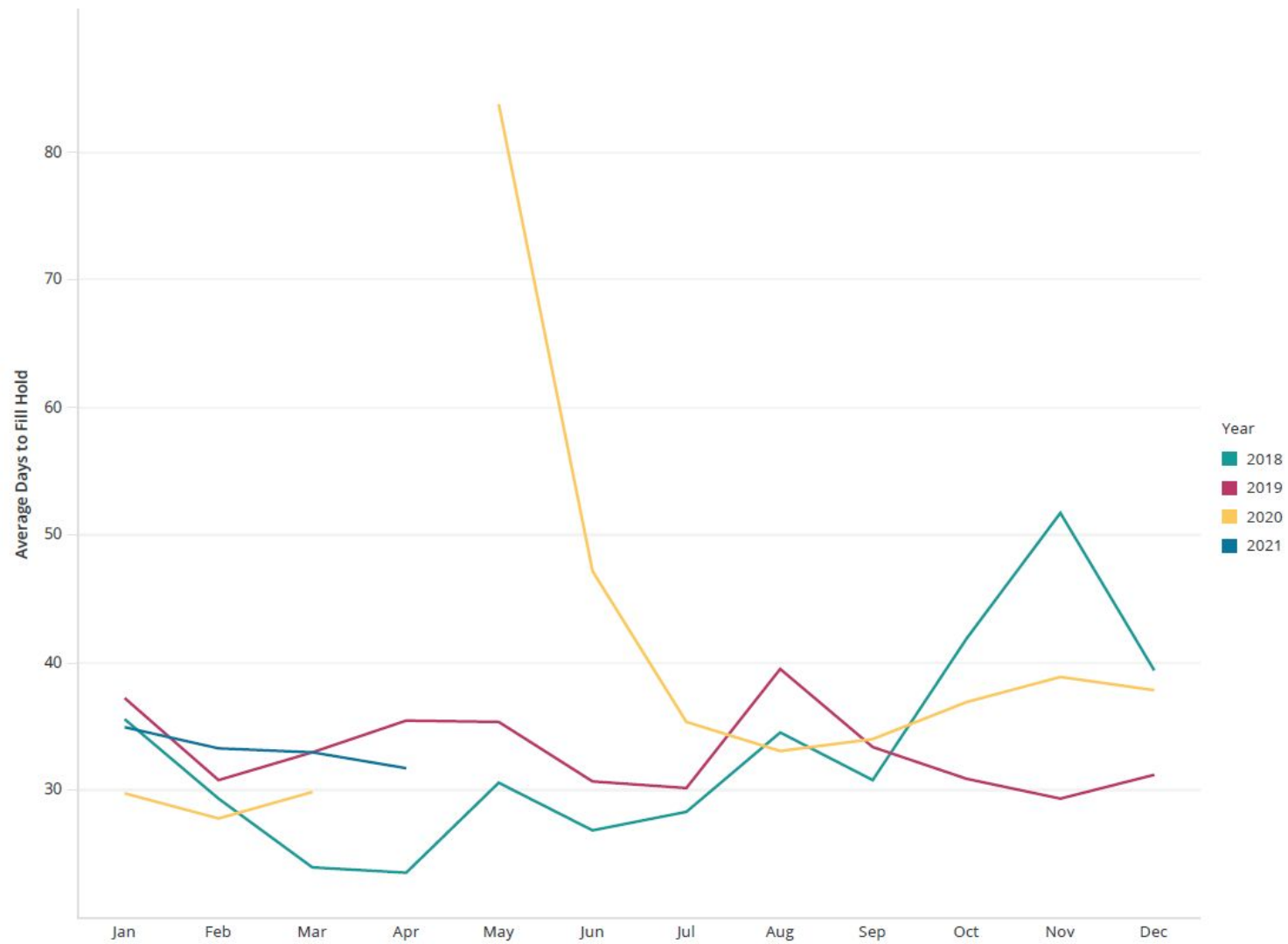
Does it take longer for
holds to be filled?

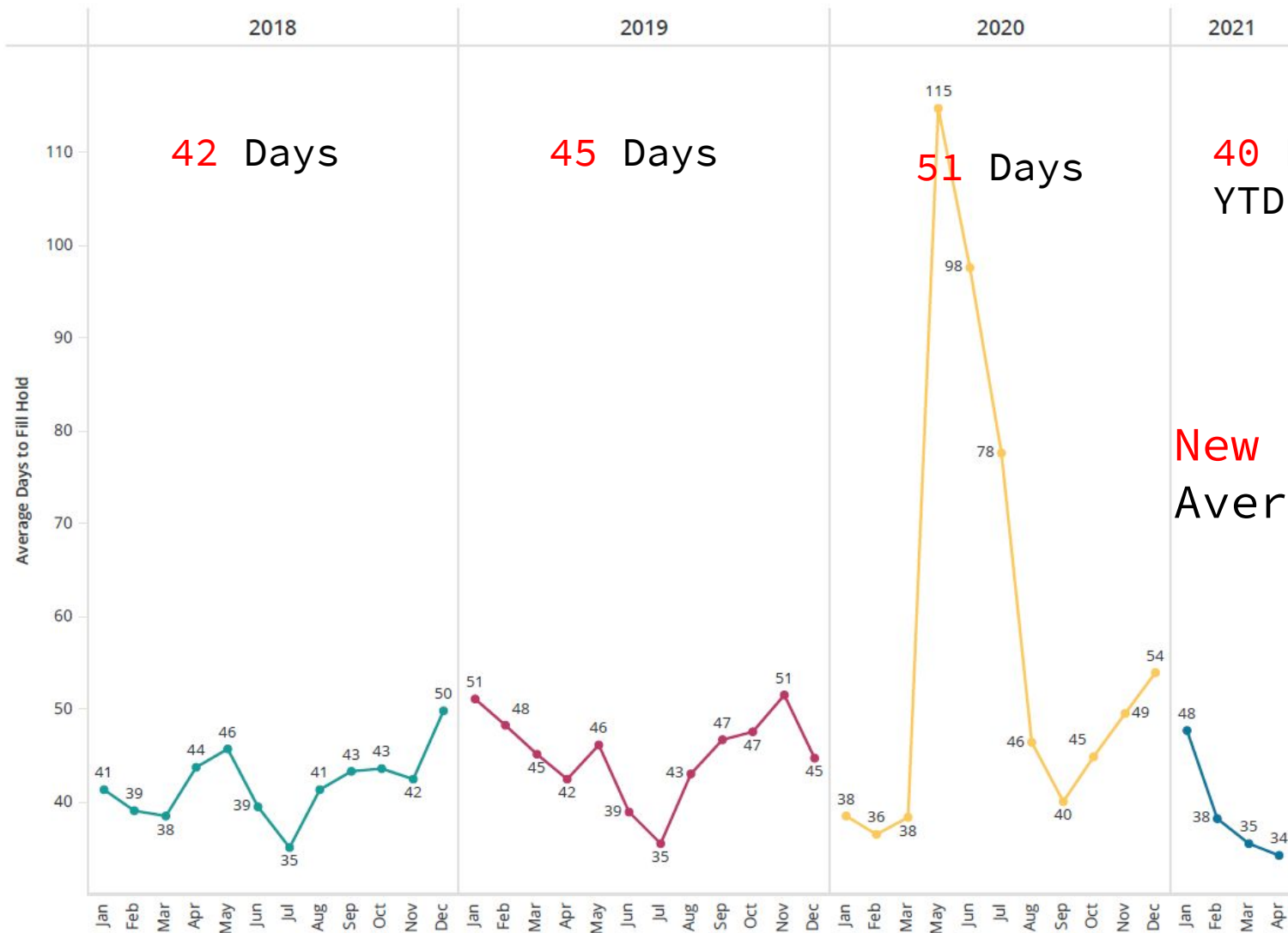


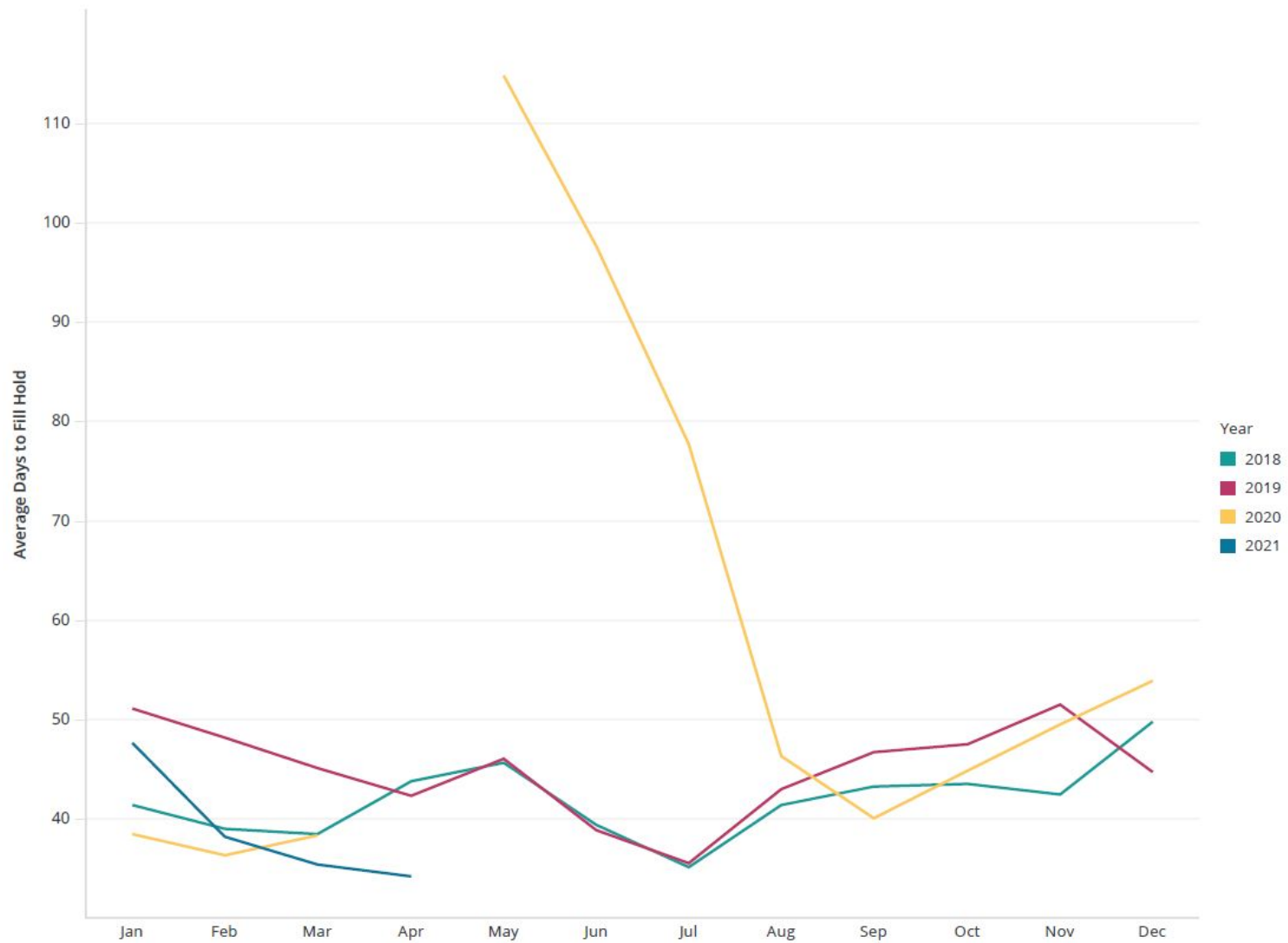
Collection wide
Average of 17 Days

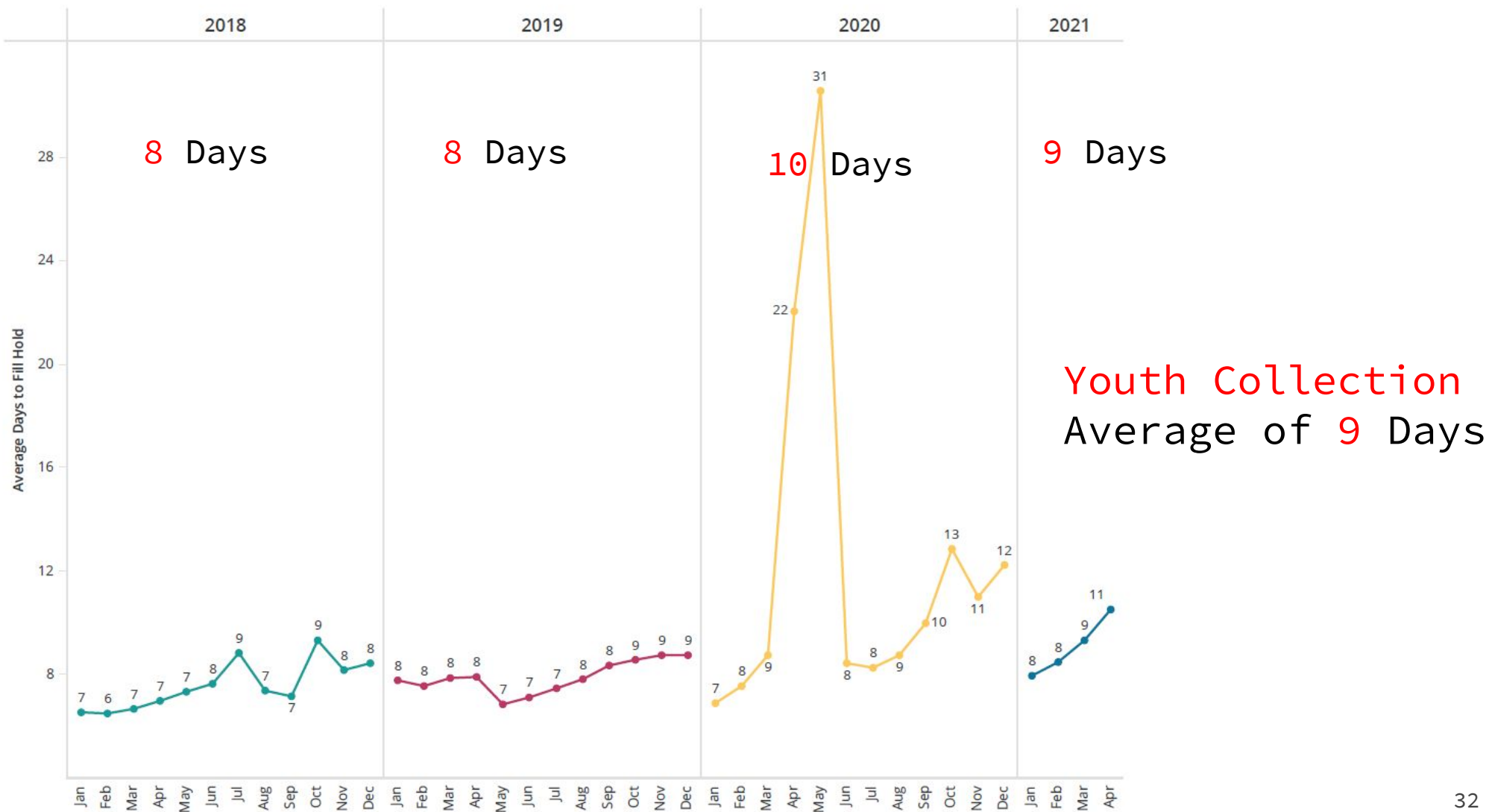


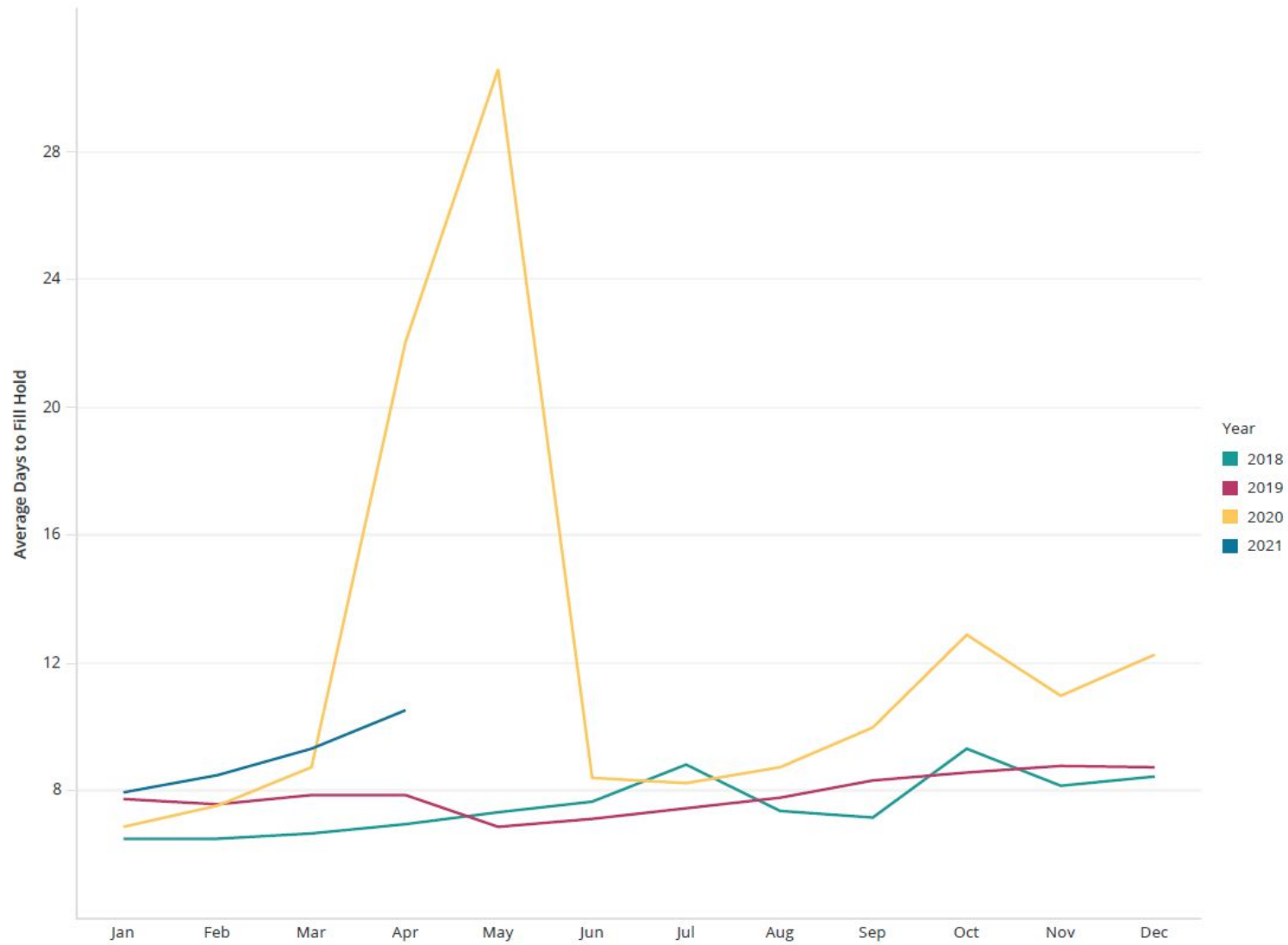


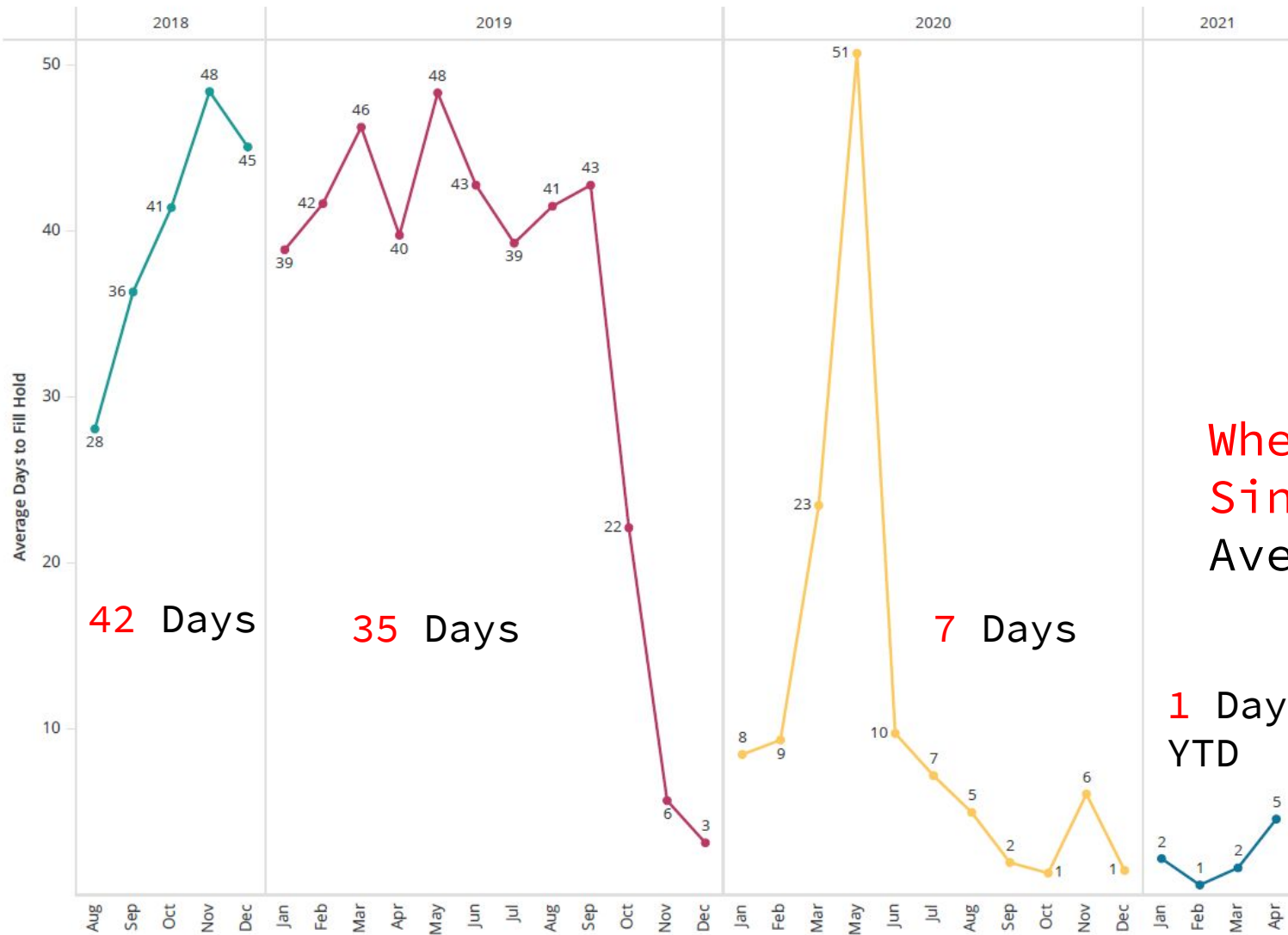




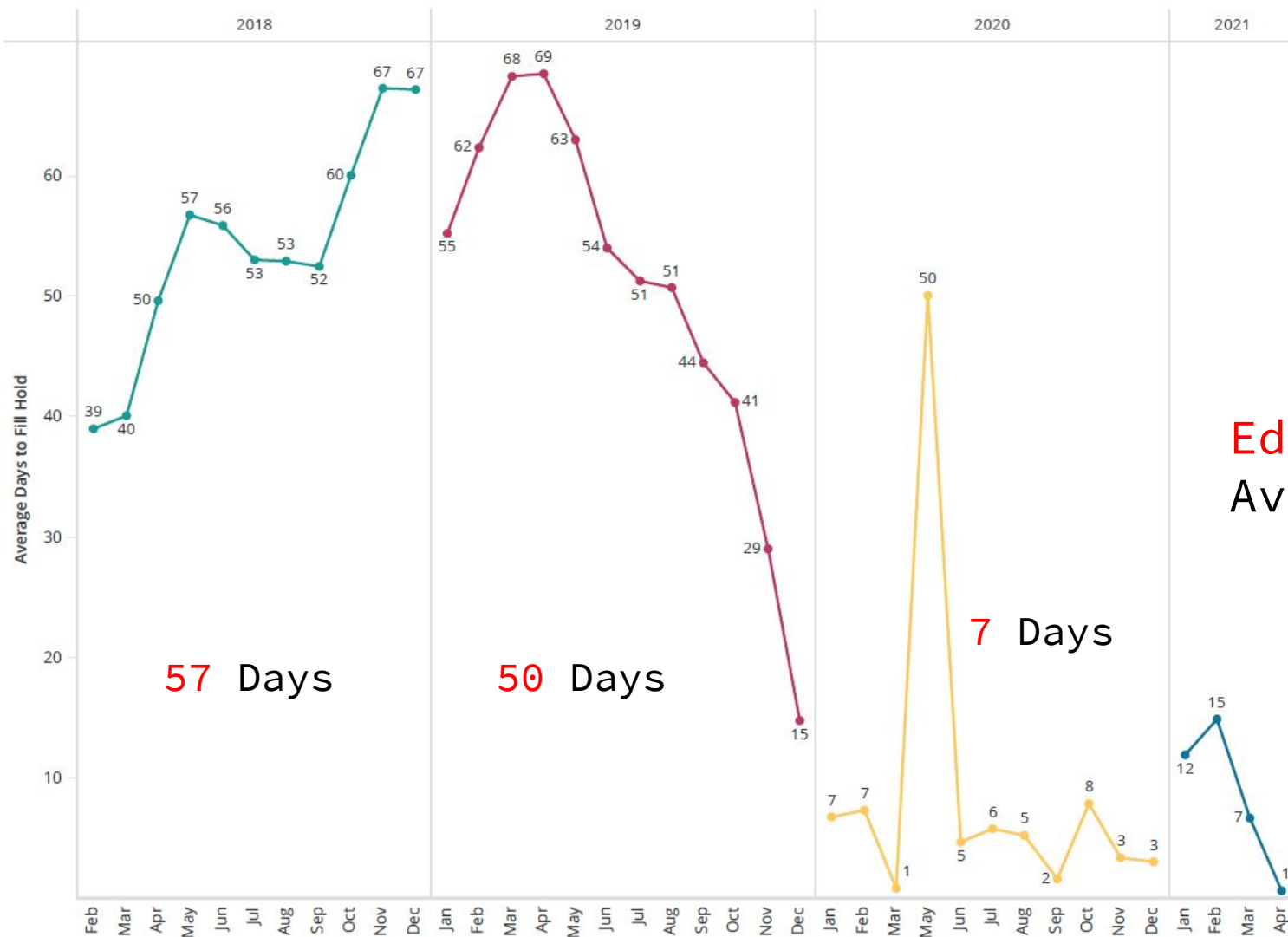




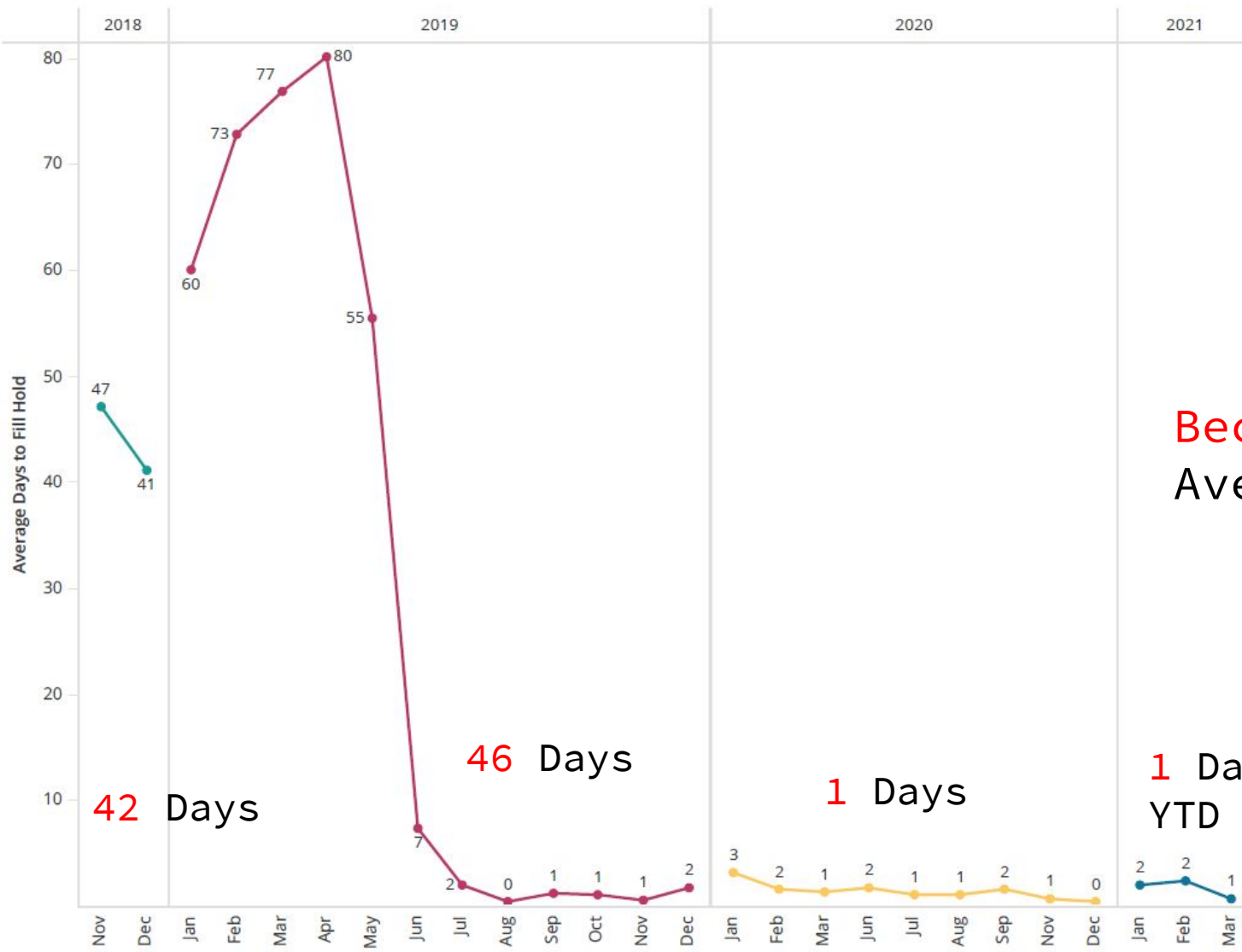




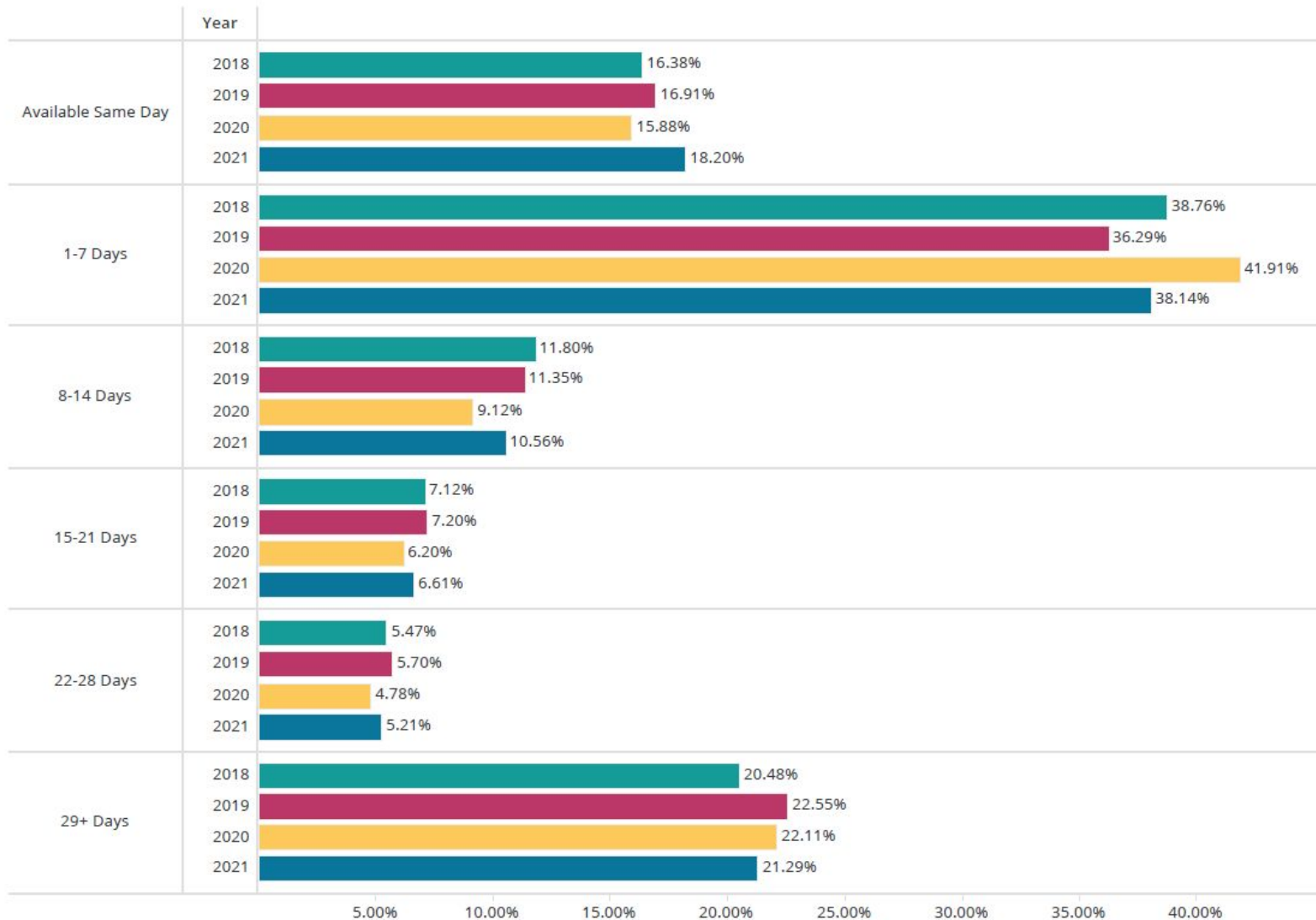
Where the Crawdads
Sing
Average of 26 Days



Educated
Average of 43 Days



Becoming
Average of 38 Days



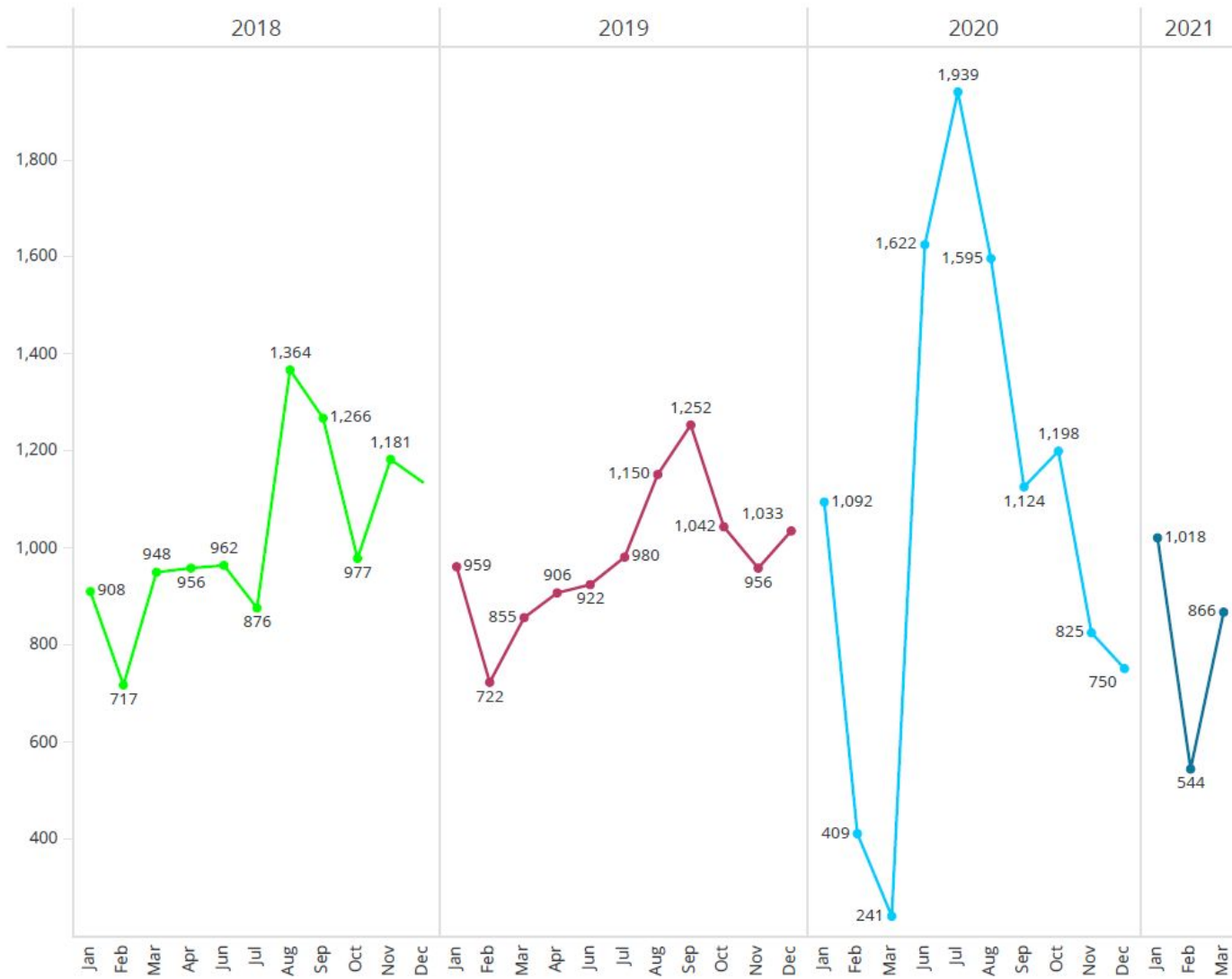
Hold fulfillment conclusions so far?

- Average time to fill a hold has not changed significantly.
- It's better for some parts of the collection than others.
- There are many factors involved in hold fill time.

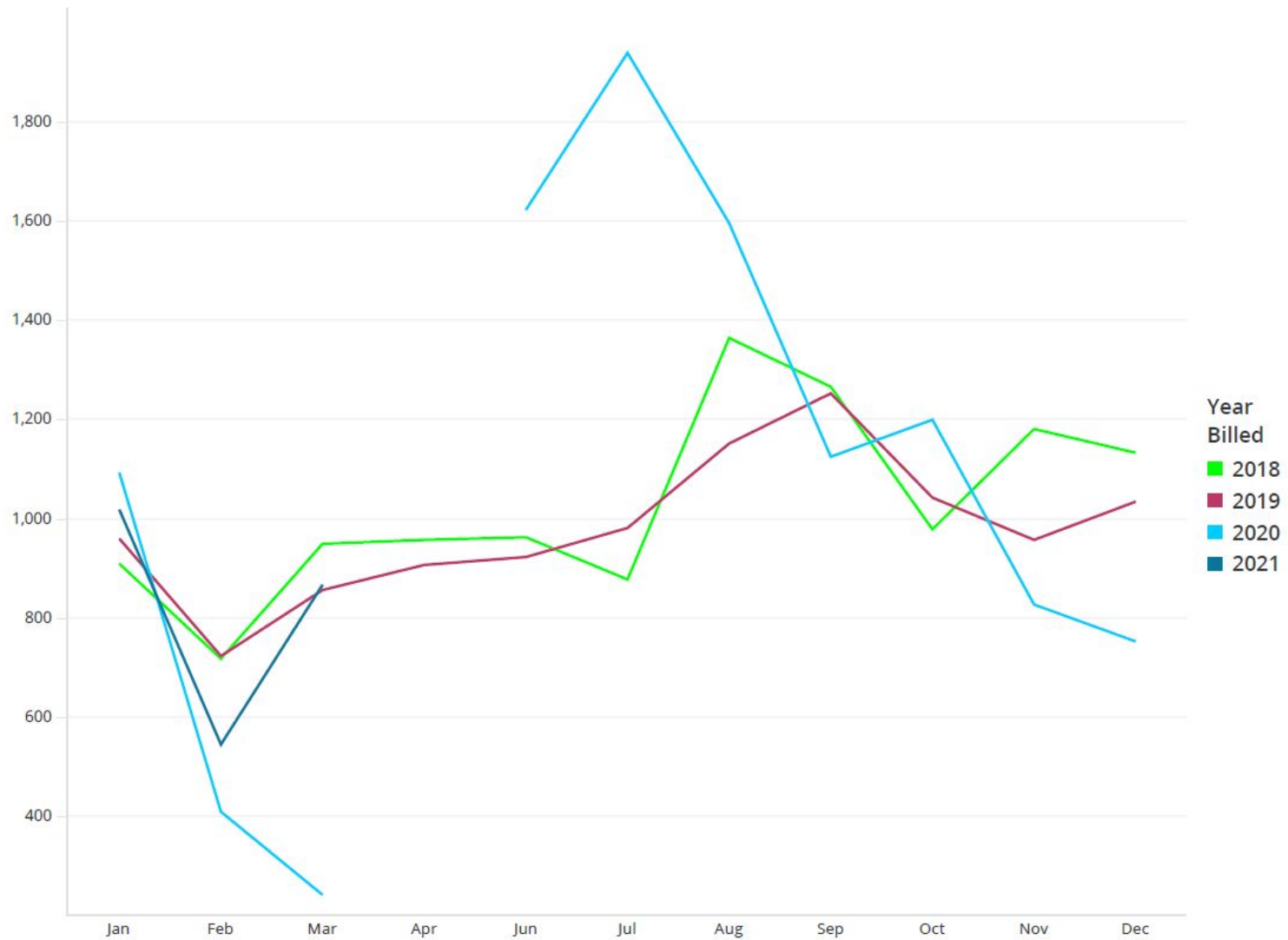
Lost

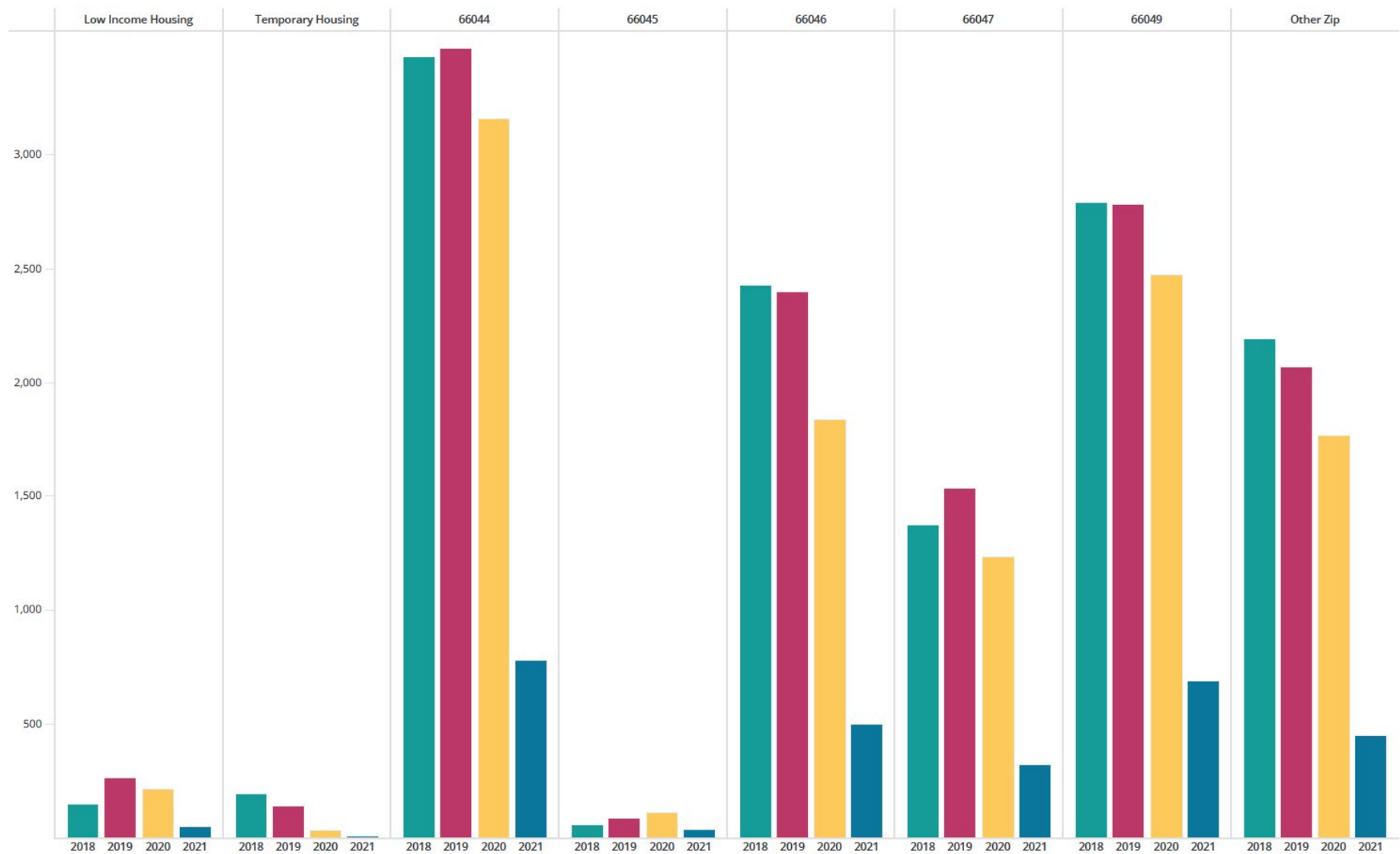
30 + Days late

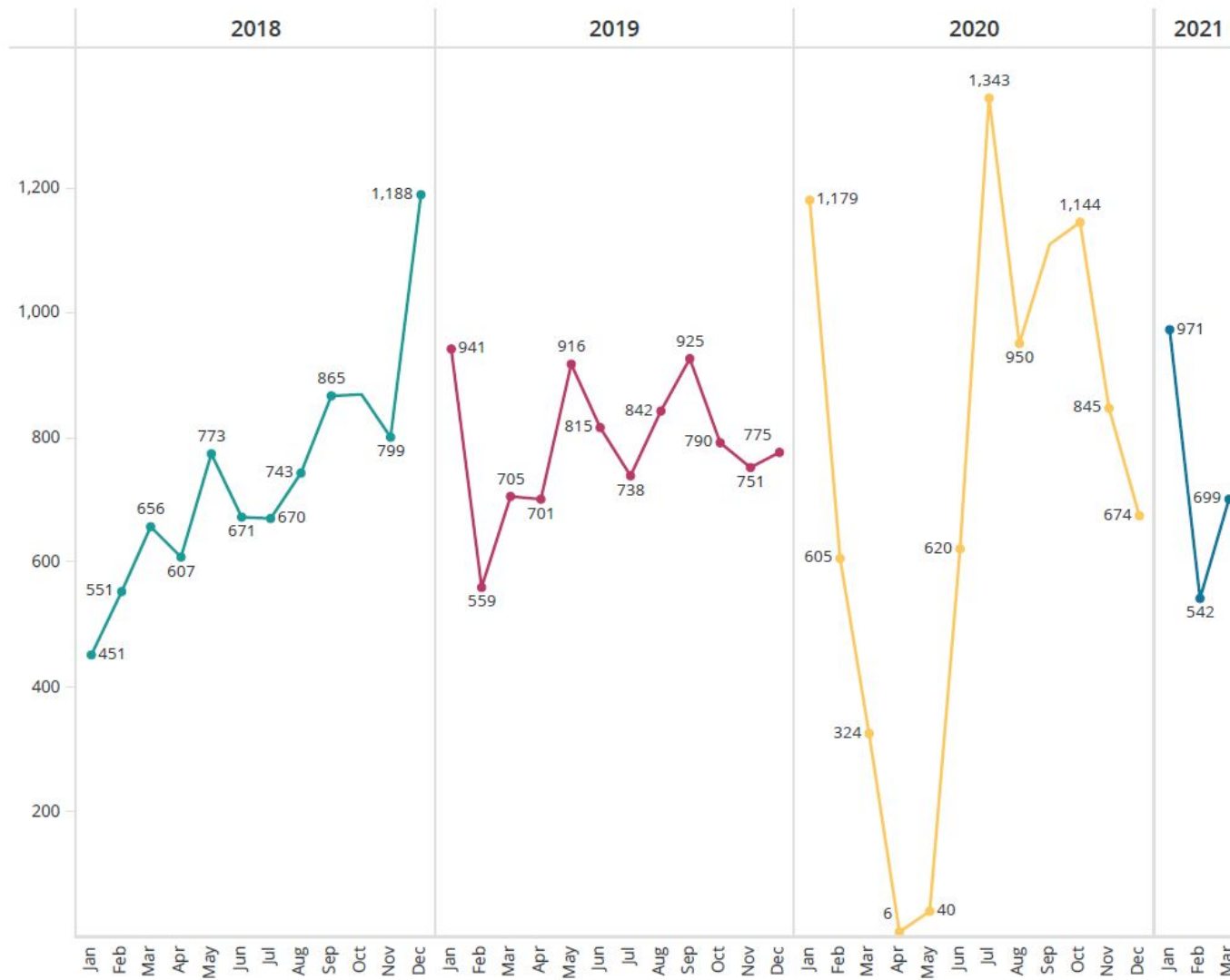
Are more items being
assumed lost?



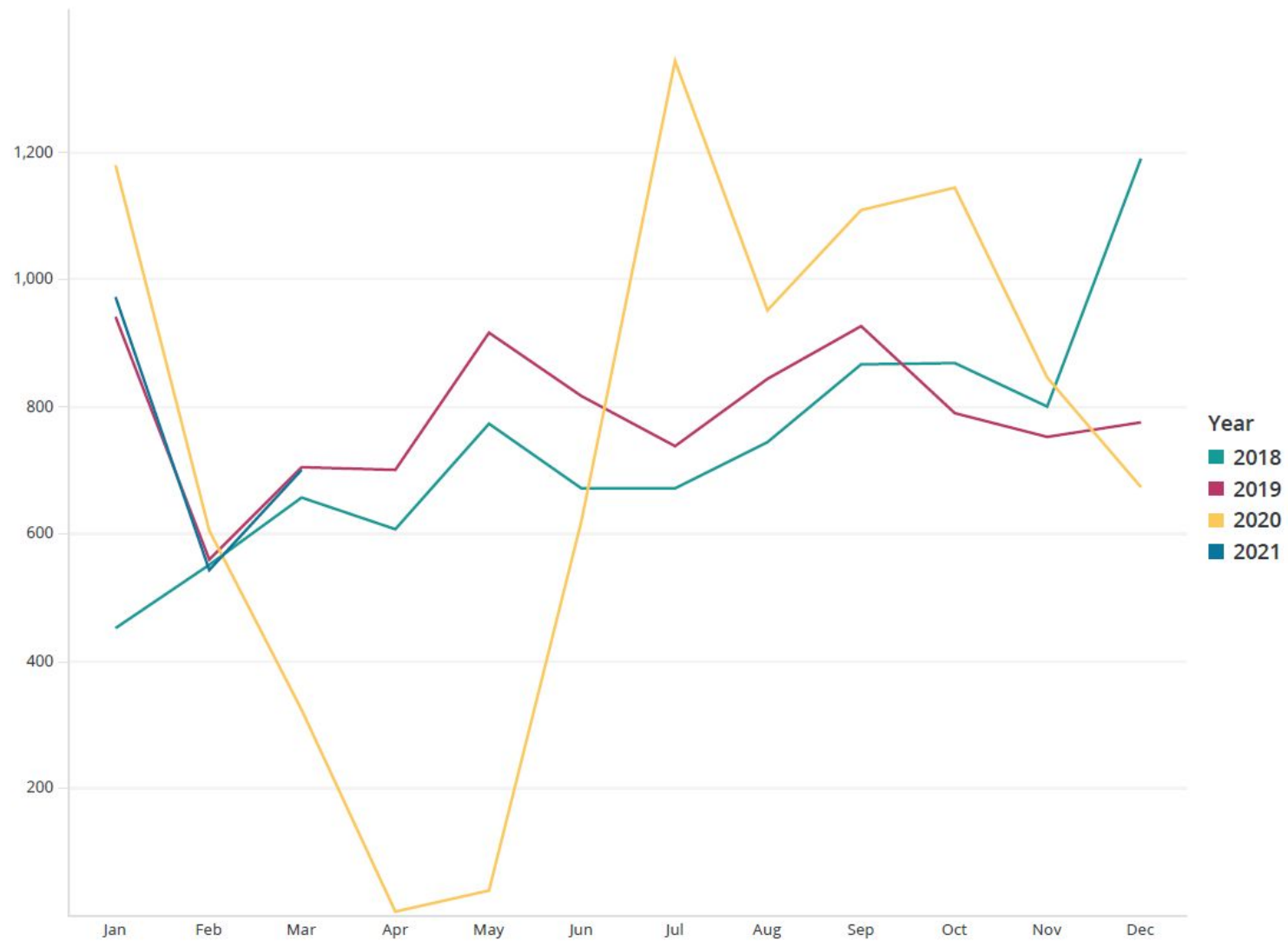
Assumed lost
30 + days
late



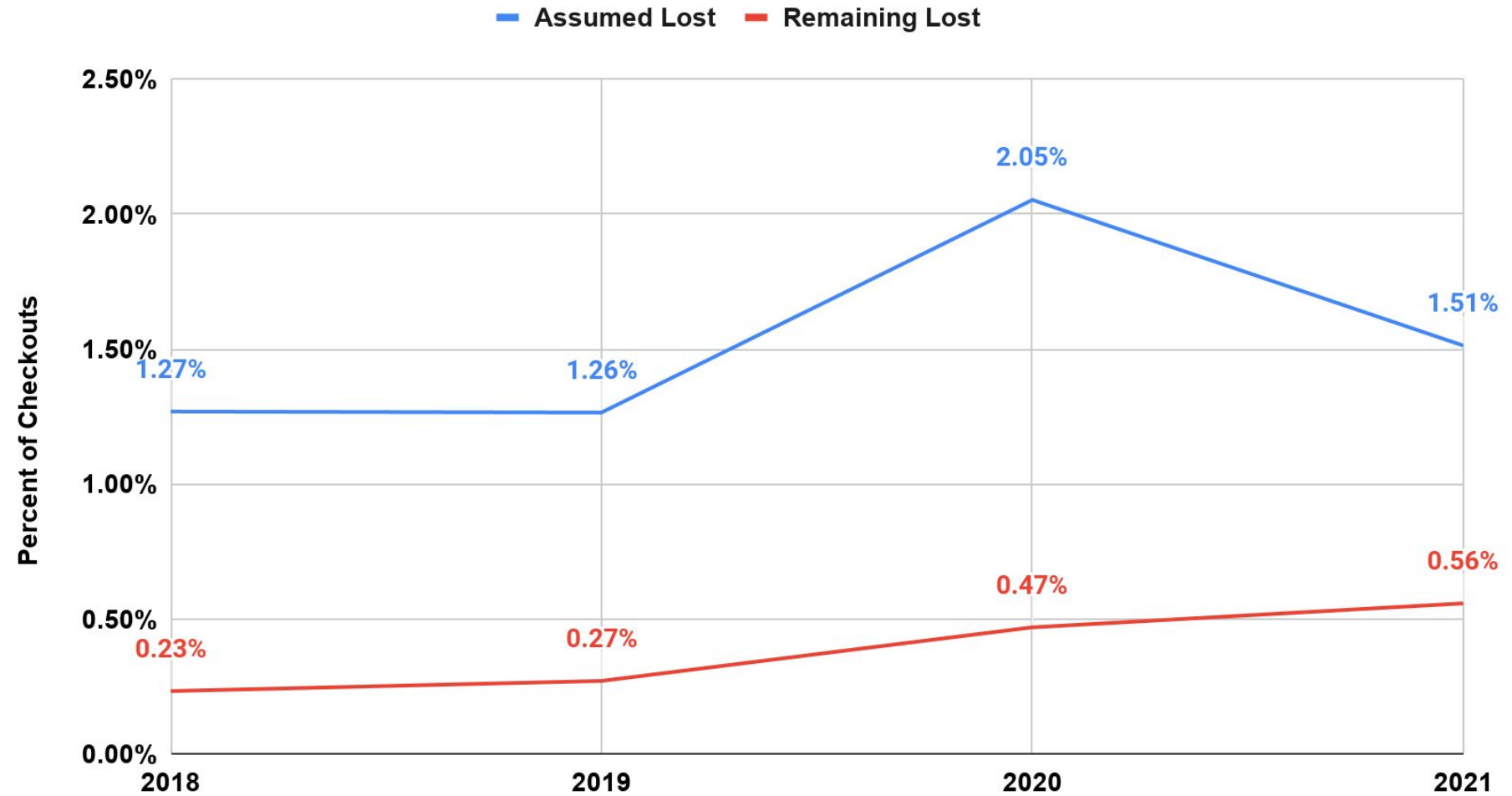




Lost items
returned or
paid



Assumed Lost and Remaining Lost



Items assumed lost conclusions so far

- Outside of the closure and re-start of billing, 2020 seems to follow similar trends to past years.
- February of 2020, December of 2020, and the new year may be seeing the impact of autorenewal on the number of items assumed lost.
- Lower circulation may be impacting later months as well.

Anecdotal

Not numbers

How have staff perceived
the change?

Can you describe how your interactions with patrons have changed since the elimination of fines?

- “Overall, it is a much more positive experience. People are typically thrilled to know they don't owe anything.”
- “Wonderful! There are so many less conflicts about money owed on the accounts.”
- “Much more positive. It eliminates all the noise around due dates and what's overdue "blah, blah, blah". All the focus in talking to patrons is on returning items in good condition. It's quite simple and works so much better than punishing late returns with fines.”

How would you describe patron response to fine elimination?

- “Happy, thankful and appreciative. Several parents have been visibly relieved and excited to be able to continue to check out children's items for their family. ”
- “The first few months I was questioned about it but after the conversation, 95% were OK and understood why we did it.”
- “Disbelief and appreciation”

How did fine elimination impact the library and our patrons during quarantine of items?

- “I think it put a lot of people's minds more at ease. ”
- “It made for much smoother process, if we hadn't already eliminated fines we would have had to or we would have been overwhelmed with patron's questioning fees.”
- “It eased an already difficult situation.”

Overall would you describe fine elimination as a success, failure, or somewhere in between? If it was up to you, would you choose to eliminate fines again?

— — —

- “Definitely a success! ”
- “Personally, I think that it’s a success. I would like to see the effect during a non-Covid-19/quarantine year to see if it still has an impact. I hope that we keep the elimination of fines permanently unless patrons are abusing the system, I know that I haven’t run into that problem so far.”
- “A huge success. 100% I would choose to do it again. It's cast a very positive glow on LPL.”

So far, so good!

Questions?