

Lawrence Public Library Board of Trustees Regular Meeting
Monday, May 17, 2021 at 4:30 PM
COVID-19 Zoom Meeting
[Zoom meeting link](#)

Call to Order – Ursula Minor

Induction of New Board Officers – Ursula Minor

Recognition of Past Board Chair – Brad Allen

Introductions – Sarah Goodwin Thiel

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 April
- Approve Treasurer's report for April
- Approve bills for April 19 to May 16
- Receive statistical report for April

Library Director's report

Friends & Foundation report

Trustee Training

- How mill levies work – Brad

Ongoing business

New business

- Board orientation update – Sarah

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

April 19th, 2021 4:30 P.M.

Venue: The meeting was held via Zoom

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Jeff Bergeron, Tricia Karlin, Kristin Soper

Friends and Foundation Members Present:

Craig Penzler

Members of the Public

John Thornburg

Susan Kang (begins term as library board trustee on May 1)

Call to order:

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

Consent Agenda

David Vance moved the consent agenda be approved, Brady Flannery seconded. Consent agenda passed.

Library Director's Report

- Library Visioning Day went well and Brad appreciated all the board members who turned out. It was great to have everyone, including our Mayor, participate! Library staff have started to set up teams to follow up on strategic priorities. The Appreciative Inquiry approach was appropriate - there was a lot of energy in the room and it contributed towards the event having such good outcomes.
- Brad is working with Kristin on the outreach vehicle project and was able to visit the KU Architecture class at work in their studio. They have created some cool mockups of the 18-foot operating space in the step van. It's exciting to see what they are designing. Friends and Foundation are paying for the outreach vehicle so some of their board members were there, as well as various library staff.
- Next month Brad will have served as director of the library for nine years. He is very much enjoying being able to meet new staff one-on-one so that they know Brad better. Brad is grateful to Erica for setting those meetings up as part of onboarding newly hired staff.

Friends and Foundation Director's Report

- At the next board meeting, new officers will be voted in. After the board meeting, they will continue the Friends' tradition of hosting an annual meeting - the only difference is that it will be a meeting via Zoom with all the members of the merged Friends and Foundation group.
- Book sales are staying strong.
- The Board voted unanimously to fund the new Outreach vehicle - this was a great use of the funds available in their capital reserve account. Friends and Foundation are also open to requests to explore additional funding if more money is needed for the outreach vehicle
- This Saturday at 10:00 a.m. the Friends and Foundation are hosting a thank-you event: a 0.5K Walk (route in Watson Park). They will give away some swag and share messages of *thank you!* to show their gratitude for all the volunteers who have helped with the book sales operations during the pandemic. Everyone attending this meeting is welcome to attend.
- A Naming Policy Committee was formed: Judy Keller, Mary Burchill, and Joan Golden will assist in drafting a policy for named spaces in the library building. This draft policy will be shared with the Library Board of Trustees, who will then review this recommendation and act as they deem appropriate. The Naming Committee is looking at quite a few other library models to help inform their process.
- The Friends and Foundation held an online mini-fundraiser to help support the Library's Summer Reading Program. Matt and Alice Neuman offered to match donations up to \$5,000; with their help, the \$10,000 goal is within reach.
- The Friends & Foundation is building on last year's wildly successful Parks Poster fundraiser. This year, they are partnering with the Douglas County Visitors Guide and will commission eight more posters that will comprise a new Parks Poster collection to be displayed in the Library in July. The posters will also be featured in the new Visitors Guide that will be published that month.
- The Friends and Foundation yearly audit was completed. Hats off to Logan, Kathleen and Denise for making the first year of a combined report go so well!

Ongoing Business

- **Officer Nominations**
 - After discussion, Ursula presented a slate of officers as follows:
 - Sarah Goodwin-Thiel: Chair
 - David Vance: Vice-Chair
 - Jennifer Bonnilla-Scott: Treasurer
 - Mayor Brad Finkeldei moved to accept the slate of officers; Brady seconded. The motion passed.
 - Officers begin their terms at the May meeting
 - Brad will assist with setting up Jennifer to sign checks as Treasurer

New Business

- **Approve 2022 Budget**
 - Brad presented his recommended budget based on a property valuation increase of 6.1% to the trustees. (Included in the board packet.) Most of the increase in the budget request is for salary and compensation-related budget lines. The funding is necessary to keep staff compensation competitive.

- Regarding other budget lines:
 - The technology budget will need additional funding for computer replacement since the existing Midco sponsorship of the computer lab will have expired. The Library also needs to upgrade the Google Suite subscription so staff have adequate office software.
 - The Library is also estimating a 10% increase this August in health insurance costs.
 - There is a slight increase in the books and materials budget; the library anticipates a drop in estimated book processing supplies expenses.
 - Utilities expenses are proving stable.
- Current estimates show a big drop in commercial property valuations that would result in a revenue amount lower than that projected in the budget. Since the City Commission rejected a very small mill increase request last year, Brad does not recommend we ask for an increase if the property tax revenues do not reach the projected level of income. Mayor Finkeldei agreed that it is unlikely the current commission would approve a mill increase, especially because the City and County are due to receive \$18 million in Federal money from the most recent pandemic relief package. There was agreement that any shortfall in property tax revenue for the 2022 budget year could be shored up by federal funding and by dipping into library cash reserves.
- Even if the Library finds alternative means to fully fund the 2022 budget, Brad noted that the Library needs a long-term plan and additional funding to set up a payment plan that supports staff moving through their pay range in a reasonable period of time (10 to 12 years). Library staff are currently paid at a lower level than City staff and the salary budget would have to increase by drastic amounts to bring the library to parity. Brad recommends we hold off on that request for now - work on our strategic plan and develop a proposed salary plan to support the strategic plan's services and initiatives.
- Brad also shared a budget plan that estimated much lower property valuation increase (2.7%). However, he argued it was important to present a budget based on actual library needs and not a scaled-back budget, because the library needs all of the requested budget of \$5,450,000.
- Kevan asked what the City's budget timeline was and if the Library Board would have time to amend the budget request before the City's deadline for submission if adjustments need to be made. Brad reported that there would be time to amend the budget as late as the June board of trustees meeting and still meet the City's deadlines. Property valuation reports will be available by the June Board meeting to inform the final budget.
- David moved to approve the 6.1% version of the budget that requests \$5,450,000. Ursula seconded. The motion passed. Brad will send the budget to the City tomorrow.

- **Report on Fine-Free Policy - Jeff Bergeron, Accounts Coordinator**

- Jeff presented a report on the effect of eliminating late fees (overdue fees ended December 31, 2019).
- 2020 was an unusual year with some once-in-a-lifetime factors at play, and so it is hard to draw definitive conclusions. Keep in mind that at the same time that we eliminated fines, the Library set up new, related policies that also affected circulation activity:
 - On January 1, 2020, set up computer-generated automatic renewals of any loans that qualified (e.g. no outstanding holds on the item, etc.)
 - Accounts were frozen for any users who had borrowed an item and hadn't returned it within 14 days after the due date
 - Accounts were sent to collection agencies for recovery at a higher threshold: \$50.00 account balance instead of a \$25.00 account balance
- Pandemic complications:
 - The shut-down and then subsequent quarantine of materials due to concerns about surface transmission of the virus affected library account procedures and likely affected materials returns behavior
 - The freezing of accounts was suspended and just reinstated two months ago (February 2021)
 - Materials recovery actions were put on pause (e.g. billing, sending overdue notices)
 - Checkout of physical materials has decreased due to the pandemic. [2020 physical circulation dropped 30% from 2019]
- Based on a snapshot at 15 months out, outcomes are as follows:
 - *Did eliminating overdue fees increase or decrease access to the collection?*
 - Indications are that access to collection has improved
 - Number of blocked accounts is lower
 - Snapshot comparing checkouts of April 2021 to Sept 2019 seems to indicate that access to collection in lower income households has increased
 - *Did removing overdue fees result in materials being returned late?*
 - Ontime return rate is better in 2021 - the most likely explanation for this is auto-renewal
 - Return rate hasn't gotten worse
 - *Did it take longer for holds to be filled?*
 - Hold wait times were reviewed for 2018 through March 2021.
 - The average time to fill a hold increased when the library was in shut-down and during early phases of reopening. Otherwise, the time to fill holds has not changed significantly.
 - Average wait times varied based on collection and format.
 - Collection-wide average: 17 days
 - New Adult books: 35 days
 - New TV shows & movies: 45 days
 - New Youth collection: 9 days
 - Hold wait times in general: just-released blockbuster titles, such as Michelle Obama's *Becoming* may take more than 50 days to fill a hold

- Keep in mind that many factors affect time to fill holds, including factors outside the library's control (e.g. were the items returned on time? Was the item damaged and now requires replacement?)
- *Are more items not being returned by patrons due to overdue fine elimination?*
 - As of now, no. Trends *post-fine-elimination* hold steady with the trend before fines were eliminated.
- *What is the effect of overdue fine elimination on staff and users?*
 - Library staff have significantly reduced the amount of time spent researching due dates and responding to patron queries about small fines. Accounts staff have some additional time to assist with new Outreach initiatives.
 - Staff report that patrons are "happy, thankful, and appreciative" Parents are happy to be able to not have to worry about overdue fines for their children's materials.
 - During quarantine, "it eased an already difficult situation". If we hadn't eliminated overdue fees at the beginning of 2020, we likely would have had to suspend them during the pandemic.
- *Bottom line:*
 - So far so good! Data suggests that things are going well; ontime return rates are better. Hold wait times are holding steady; the Library is not losing more materials.
- **Thank you for 8 years of service, Brady Flannery!**
 - Brad thanked Brady for his years of service. Brady unwrapped his gold library card and said the framed card would sit atop his desk. He noted it had been a true privilege to be on the library board through all big changes in its recent history and is proud that the library has made great progress. Tougher times may be ahead and it's good that the library has strengthened its connection with the Friends and Foundation. Even when we have challenges, we have the structure in place to see us through them so we can support staff & get the community the services they need.

Adjournment

There being no other business, the meeting adjourned at 6:05 pm

The next regular Board meeting will be held Monday, May 17th at 4:30 p.m. on Zoom.

Respectfully submitted,
Tricia Karlin

LAWRENCE PUBLIC LIBRARY								
Regular Budget Report								
April 2021								
REVENUES		This Month	Year to Date	Annual Budget	33% of Year	Apr-20	YTD 2020	
Tax Fund		\$ -	\$ 2,667,159.71	\$ 4,978,000.00	53.58%	\$ 166,565.89	\$ 2,720,723.49	
Overdues		\$ 1,944.45	\$ 7,122.98	\$ 15,000.00	47.49%	\$ -	\$ 6,935.99	
NEKLS		\$ -	\$ 23,250.25	\$ 95,000.00	24.47%	\$ -	\$ 25,000.00	
State Aid		\$ -	\$ 27,911.86	\$ 25,000.00	111.65%	\$ -	\$ 27,991.57	
Photo Copies		\$ 401.80	\$ 1,739.77	\$ 5,000.00	34.80%	\$ -	\$ 4,772.79	
Coffee Shop Rent		\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ 1,500.00	
Meeting Room Fees		\$ -	\$ -	\$ -	#DIV/0!	\$ (300.00)	\$ (25.00)	
Interest		\$ 9.72	\$ 69.23	\$ 2,000.00	3.46%	\$ 4.18	\$ 2,254.86	
Transfer from Cash Reserves		\$ -	\$ -	\$ 50,000.00				
Miscellaneous		\$ 59.95	\$ 3,442.57	\$ -		\$ -	\$ 352.85	
Total Revenues		\$2,415.92	\$2,730,696.37	\$5,170,000.00	52.82%	\$166,270.07	\$2,789,506.55	
EXPENSES								
Salaries & Wages		\$ 239,485.90	\$ 919,674.59	\$ 2,865,000.00	32.10%	\$ 224,638.76	\$ 925,953.62	
Employee Benefits		\$ 37,057.72	\$ 142,041.05	\$ 460,000.00	30.88%	\$ 25,660.66	\$ 108,627.76	
Payroll Taxes		\$ 41,089.47	\$ 157,592.16	\$ 500,000.00	31.52%	\$ 37,882.00	\$ 156,212.84	
Utilities		\$ 7,353.75	\$ 27,091.50	\$ 100,000.00	27.09%	\$ 5,238.44	\$ 31,063.81	
Building Supplies		\$ 1,020.41	\$ 4,780.21	\$ 20,000.00	23.90%	\$ 1,175.29	\$ 5,926.78	
Building Repairs & Maintenance		\$ 5,790.62	\$ 30,570.98	\$ 55,000.00	55.58%	\$ 17,171.50	\$ 34,104.79	
Library Supplies		\$ 2,691.82	\$ 9,258.12	\$ 25,000.00	37.03%	\$ (29.79)	\$ 5,088.46	
Books & Materials		\$ 79,075.20	\$ 197,370.46	\$ 710,000.00	27.80%	\$ 55,148.69	\$ 196,339.69	
Processing Supplies		\$ 2,876.81	\$ 12,102.79	\$ 54,000.00	22.41%	\$ -	\$ 9,900.53	
Equipment		\$ -	\$ 8,454.00	\$ 10,000.00	84.54%	\$ -	\$ 11,153.99	
Software and Licenses		\$ -	\$ 786.70			\$ 360.00	\$ 360.00	
Copiers		\$ 766.36	\$ 3,231.73			\$ 661.26	\$ 3,113.09	
Supplies		\$ 16,408.34	\$ 17,014.62	\$ 30,000.00		\$ (53.66)	\$ 1,663.80	
Hardware		\$ -	\$ -				\$ -	
Telephone Maintenance		\$ -	\$ -				\$ -	
Collections		\$ 6,334.69	\$ 24,358.89			\$ 6,334.69	\$ 23,709.89	
Internet and Phone		\$ 494.72	\$ 1,107.31			\$ 356.61	\$ 1,307.34	
Public Access		\$ 3,451.74	\$ 23,309.57			\$ -	\$ 19,587.00	
Technology		\$ 27,455.85	\$ 69,808.82	\$ 250,000.00	27.92%	\$ 7,658.90	\$ 49,740.12	
Insurance		\$ -	\$ 552.50	\$ 16,000.00	3.45%	\$ 135.00	\$ 652.50	
Shipping		\$ 6,866.43	\$ 9,043.27	\$ 18,000.00	50.24%	\$ 287.70	\$ 5,658.28	
Professional Development		\$ 3,016.55	\$ 5,725.55	\$ 30,000.00	19.09%	\$ (1,347.95)	\$ 5,756.16	
Book Van & Mileage		\$ 147.78	\$ 436.11	\$ 2,000.00	21.81%	\$ -	\$ 609.63	
Professional Fees		\$ 4,170.92	\$ 13,434.88	\$ 25,000.00	53.74%	\$ 3,666.47	\$ 11,979.77	
Advertising & Marketing		\$ 6,250.65	\$ 14,104.13	\$ 30,000.00	47.01%	\$ 2,423.99	\$ 5,899.44	
Capital Improvements		\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	
Miscellaneous		\$ 472.23	\$ (596.63)	\$ -		\$ (4,116.70)	\$ 1,397.87	
Total Expenses		\$ 464,822.11	\$ 1,621,444.49	\$ 5,170,000.00	31.36%	\$ 375,592.96	\$ 1,566,066.04	
CASH BALANCES								
Cash Reserves		\$ 88,320.52	Included in Checking Amount (\$50,237.56 from 2019; \$33,382.96 from 2020)					
Checking		\$ 1,944,676.59						
Capital Improvement		\$ 774,115.71						

Lawrence Public Library
2021 Outside Funding Report

			1/1/2021	March	March	April	April	May	May		
			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		\$ 6,478.64			\$ (8,774.01)	
	Aquarium		\$ 418.01		\$ 300.00		\$ 600.00			\$ 2,518.01	
	Kanopy 2020		\$ (4,673.00)		\$ 2,835.00		\$ 2,400.00			\$ 4,578.00	
	Volunteers		\$ 705.63							\$ 705.63	
	Read Across Lawrence 2020		\$ -							\$ -	
	Block Grant & General Endowment		\$ 270,866.70		\$ 2,180.00	\$ 42,000.00	\$ 64,700.00			\$ 195,996.85	
	Programming		\$ -		\$ 1,361.79		\$ 1,225.12			\$ 15,430.33	
	Kansas Health Foundation		\$ 1,685.71							\$ 1,685.71	
	Salaries/Taxes - Isaman/Hyde		\$ -		\$ 8,074.85	\$ 23,322.51	\$ 8,393.49			\$ (8,393.49)	
	Foundation Expenses to be reimbursed		\$ -		\$ 8.73	\$ 8.73				\$ -	
	Parks Posters Income/Expenses		\$ -	\$ 39.74		\$ (233.25)				\$ 23.18	
	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		\$ 50.00					\$ 18,208.40	
	Milliken Fund		\$ 524.98				\$ 8.73			\$ 459.41	
	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		\$ 61.74					\$ 98.85	
	Local History/Coan		\$ 3,306.65							\$ 3,306.65	
	MIDCO/Peterson		\$ 18,093.87			\$ 9,000.00				\$ 27,093.87	
	Simpson Grant		\$ 3,002.92			\$ 4,000.00				\$ 3,602.92	
	Dean Owens - YA College & Career		\$ 2,920.00							\$ 2,920.00	
	Coggins - Outreach		\$ 6,449.07		\$ 175.00		\$ 2,014.61			\$ 4,224.46	
	Digital Resources- NEKLS/Jedel/F&F		\$ 12,000.00							\$ 12,000.00	
	Eggert Bequest for Bonuses		\$ 8,138.99							\$ 8,138.99	
	Picture Book Room					\$ 50,000.00					
	Jedel for The Reader		\$ 1,881.71							\$ 1,881.71	
			\$ 349,185.88	\$ 39.74	\$ 18,281.54	\$ 128,097.99	\$ 85,820.59	\$ -	\$ -	\$ 289,950.52	
OTHER											
	Memorials/Honor with Books/Bauleke		\$ 2,130.82		\$ 173.40	\$ 827.52	\$ 34.28			\$ 2,750.66	
	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		\$ 72.00		\$ 37.17			\$ 23.48	
	Merchandise Sales		\$ (326.70)	\$ (1,706.29)		\$ 583.25				\$ (1,583.78)	
			\$ 6,043.46	\$ (1,706.29)	\$ 245.40	\$ 1,410.77	\$ 71.45	\$ -	\$ -	\$ 5,397.05	
			\$ 355,229.34								
			Month Total	\$ (1,666.55)	\$ 18,526.94	\$ 129,508.76	\$ 85,892.04	\$ -	\$ -	YTD Income	\$ 128,110.11
										YTD Expense	\$ 137,991.88

Lawrence Public Library
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,476,536.17	1,864,572.29	-388,036.12	-20.8%
Checking	468,140.42	142,590.89	325,549.53	228.3%
Capital Improvement at MIP	774,115.71	681,473.20	92,642.51	13.6%
Total Checking/Savings	<u>2,718,792.30</u>	<u>2,688,636.38</u>	<u>30,155.92</u>	<u>1.1%</u>
Total Current Assets	<u>2,718,792.30</u>	<u>2,688,636.38</u>	<u>30,155.92</u>	<u>1.1%</u>
Other Assets				
Petty Cash	685.00	700.00	-15.00	-2.1%
Total Other Assets	<u>685.00</u>	<u>700.00</u>	<u>-15.00</u>	<u>-2.1%</u>
TOTAL ASSETS	<u>2,719,477.30</u>	<u>2,689,336.38</u>	<u>30,140.92</u>	<u>1.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	67,176.38	41,055.44	26,120.94	63.6%
Total Accounts Payable	<u>67,176.38</u>	<u>41,055.44</u>	<u>26,120.94</u>	<u>63.6%</u>
Other Current Liabilities				
FFCRA Disallowed	7,135.40	0.00	7,135.40	100.0%
Payroll Liabilities	8,067.21	93,383.15	-85,315.94	-91.4%
Total Other Current Liabilities	<u>15,202.61</u>	<u>93,383.15</u>	<u>-78,180.54</u>	<u>-83.7%</u>
Total Current Liabilities	<u>82,378.99</u>	<u>134,438.59</u>	<u>-52,059.60</u>	<u>-38.7%</u>
Total Liabilities	<u>82,378.99</u>	<u>134,438.59</u>	<u>-52,059.60</u>	<u>-38.7%</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	1,099,370.11	1,235,677.59	-136,307.48	-11.0%
Total Equity	<u>2,637,098.31</u>	<u>2,554,897.79</u>	<u>82,200.52</u>	<u>3.2%</u>
TOTAL LIABILITIES & EQUITY	<u>2,719,477.30</u>	<u>2,689,336.38</u>	<u>30,140.92</u>	<u>1.1%</u>

Lawrence Public Library
Revenues & Expenses
April 2021

	<u>Apr 21</u>	<u>Jan - Apr 21</u>
Ordinary Income/Expense		
Income		
Miscellaneous Income	58.20	3,423.82
Gifts-Other	128,925.51	129,367.19
Grants	0.00	51,162.11
Interest	9.72	69.23
Merchandise Sales	583.25	-1,257.08
Lost and Replacement Fees	1,944.45	7,122.98
Photo Copies	401.80	1,739.77
Tax Fund	0.00	2,667,159.71
Utilities Income	1.75	18.75
Total Income	<u>131,924.68</u>	<u>2,858,806.48</u>
Gross Profit	131,924.68	2,858,806.48
Expense		
Payroll Expenses	276,543.62	1,061,715.64
Payroll Taxes	42,327.61	162,270.91
Utilities - Electric	7,353.75	27,091.50
Building Supplies	1,020.41	4,780.21
Building Repairs & Maintenance	5,790.62	30,570.98
Library & Office Supplies	2,691.82	9,258.12
Books & Materials	79,075.20	197,370.46
Processing Supplies	2,876.81	12,102.79
Equipment	0.00	8,454.00
Technology	27,455.85	69,808.82
Insurance	0.00	552.50
Shipping	6,866.43	9,043.27
Professional Development	3,016.55	5,725.55
Bookvan & Mileage	147.78	436.11
Professional Fees	4,170.92	13,434.88
Advertising	6,250.65	14,104.13
Miscellaneous	472.23	-596.63
FRIENDS & FOUNDATION FUNDING	<u>84,653.90</u>	<u>133,313.13</u>
Total Expense	<u>550,714.15</u>	<u>1,759,436.37</u>
Net Ordinary Income	-418,789.47	1,099,370.11
Other Income/Expense		
Other Expense		

Lawrence Public Library
Revenues & Expenses
April 2021

	Apr 21	Jan - Apr 21
COVID-19 Expenses	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-418,789.47	1,099,370.11

Lawrence Public Library Vendor Balance Summary

All Transactions

	May 13, 21
Advance Insurance Company	795.16
Amazon	3,544.95
ASI	50.00
Baker & Taylor, Inc.	30.38
Blackstone Publishing	142.64
Celia Perez	400.00
Center Point Large Print	25.32
Century Business Technologies	757.67
CNA Surety	100.00
Demco, Inc.	362.73
EBSCO	5.50
Employers Preferred	6,741.00
Filmtools	51.00
Gale/Cengage Learning	573.61
Gordon CPA	2,855.00
GovConnection, Inc.	714.11
Grayslake Area Public Library	39.99
Hartford	6,163.00
infoUSA Marketing	285.00
Ingram Library Services	21,372.38
Jayhawk Tropical Fish	300.00
John Lamonica	200.00
Johnson County Community College	29.00
Kanopy LLC	2,389.00
Lawrence Arts Center	325.00
Lawrence Sign Up LLC	20.00
Lectus Produktion	1,271.00
Mad Science of Greater Kansas City	325.00
Mid-America Library Alliance	4,962.00
Midwest Tape	14,453.94
Monoprice, Inc.	47.48
OCLC, Inc.	5,588.74
OverDrive	14,379.46
Pur-O-Zone, Inc.	507.16
Scholastic Inc.	1,998.50
SHLB Coalition	500.00
Snap Promotions	101.88
Soper, Kristin	63.20
Tech Electronics	138.00
TFMComm Inc.	3,765.00
U.S. Bank - Mastercard	21,003.06
Unique Management Services	231.77
United Parcel Service	889.63
TOTAL	118,498.26

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	05/17/2021	Advance Insurance Company	Checking	
Bill	June 2021	05/13/2021		Group Life Insurance	-795.16
TOTAL					-795.16
Bill Pmt -Check	Electronic	05/17/2021	ASI	Checking	
Bill	April	05/03/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	05/17/2021	U.S. Bank - Mastercard	Checking	
Bill		04/30/2021		Books & Materials	-26.45
				Books & Materials	-18.50
				Books & Materials	-42.95
				Adult Services	-630.00
				Admin. Dept.	-1,095.00
				In-Service Day	-117.78
				Admin. Dept.	-35.00
				Collection Development	-38.77
				Adult Programming	-160.89
				Bookvan & Mileage	-129.78
				Children's Programming	-19.00
				Children's Programming	-80.78
				Children's Programming	-34.58
				Children's Programming	-35.00
				Children's Programming	-20.00
				Children's Programming	-18.96
				Young Adult Program...	-330.05
				Professional Fees	-650.35
				Shipping	-131.99
				Processing Supplies	-179.12
				Library & Office Suppli...	-649.44
				Miscellaneous	-36.98
				Advertising	-5,605.65
				Building Supplies	-81.80
				Building Repairs & Mai...	-504.62
				Supplies	-1,726.90
				Public Access	-170.82
				Telephone	-518.54
				Equipment	-2,000.00
				Sound & Vision	-8.73
				Outreach/Coggins Fund	-16.16
				Summer Reading - ALL	-5,753.64
Bill		05/05/2021		Books & Materials	-26.94
				Periodicals	-49.75
				Books & Materials	-42.89
				Books & Materials	-15.25
TOTAL					-21,003.06
Bill Pmt -Check	Electronic	05/17/2021	United Parcel Service	Checking	
Bill	1181	04/30/2021		Shipping	-889.63
TOTAL					-889.63

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9088	05/17/2021	Baker & Taylor, Inc.	Checking	
Bill	2035773257	05/13/2021		Books & Materials	-30.28
Bill	2035773258	05/13/2021		Processing Supplies	-0.10
TOTAL					-30.38
Bill Pmt -Check	9089	05/17/2021	Blackstone Publishing	Checking	
Bill	1218059	04/30/2021		Books & Materials	-142.64
TOTAL					-142.64
Bill Pmt -Check	9090	05/17/2021	Center Point Large Print	Checking	
Bill	1841845	04/30/2021		Books & Materials	-25.32
TOTAL					-25.32
Bill Pmt -Check	9091	05/17/2021	Century Business Technologies	Checking	
Bill	589467	05/13/2021		Copying	-474.31
Bill	589740	05/13/2021		Copying	-283.36
TOTAL					-757.67
Bill Pmt -Check	9092	05/17/2021	Demco, Inc.	Checking	
Bill	6935711	04/30/2021		Processing Supplies	-362.73
TOTAL					-362.73
Bill Pmt -Check	9093	05/17/2021	EBSCO	Checking	
Bill	2106315	04/30/2021		Periodicals	-5.50
TOTAL					-5.50
Bill Pmt -Check	9094	05/17/2021	Filmtools	Checking	
Bill	SI8255586...	04/30/2021		Processing Supplies	-51.00
TOTAL					-51.00
Bill Pmt -Check	9095	05/17/2021	Gale/Cengage Learning	Checking	
Bill	74184654	04/30/2021		Books & Materials	-18.89
Bill	74180671	04/30/2021		Books & Materials	-23.09
Bill	74141507	04/30/2021		Books & Materials	-67.87
Bill	74125025	04/30/2021		Books & Materials	-180.73
Bill	74243896	05/13/2021		Books & Materials	-79.07
Bill	74238586	05/13/2021		Books & Materials	-155.38
Bill	74222514	05/13/2021		Books & Materials	-24.79
Bill	74218650	05/13/2021		Books & Materials	-23.79

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-573.61
Bill Pmt -Check	9096	05/17/2021	Gordon CPA	Checking	
Bill	359-20-2	04/30/2021		Accounting	-2,855.00
TOTAL					-2,855.00
Bill Pmt -Check	9097	05/17/2021	GovConnection, Inc.	Checking	
Bill	71229209	04/30/2021		Supplies	-714.11
TOTAL					-714.11
Bill Pmt -Check	9098	05/17/2021	infoUSA Marketing	Checking	
Bill	83532473	04/30/2021		Books & Materials	-285.00
TOTAL					-285.00
Bill Pmt -Check	9099	05/17/2021	Ingram Library Services	Checking	
Bill	52693649	04/30/2021	Ingram Library Services	Accounts Payable	0.00
Bill	52655379	04/30/2021		Processing Supplies	-19.34
Bill	52634313	04/30/2021		Processing Supplies	-60.27
Bill	52634315	04/30/2021		Processing Supplies	-0.45
Bill	52615684	04/30/2021		Processing Supplies	-89.91
Bill	52615686	04/30/2021		Processing Supplies	-0.30
Bill	52586380	04/30/2021		Processing Supplies	-0.82
Bill	52586378	04/30/2021		Processing Supplies	-9.68
Bill	52606963	04/30/2021		Processing Supplies	-25.93
Bill	52566107	04/30/2021		Processing Supplies	-188.18
Bill	52554361	04/30/2021		Processing Supplies	-41.35
Bill	52576881	04/30/2021		Processing Supplies	-0.15
Bill	52544290	04/30/2021		Processing Supplies	-22.94
Bill	52517997	04/30/2021		Processing Supplies	-117.76
Bill	52517999	04/30/2021		Processing Supplies	-63.77
Bill	52499437	04/30/2021		Processing Supplies	-7.88
Bill	52499435	04/30/2021		Processing Supplies	-44.28
Bill	52470633	04/30/2021		Processing Supplies	-167.61
Bill	52470635	04/30/2021		Processing Supplies	-0.15
Bill	52481302	04/30/2021		Processing Supplies	-27.40
Bill	52450272	04/30/2021		Processing Supplies	-19.50
Bill	52450274	04/30/2021		Processing Supplies	-0.15
Bill	52430219	04/30/2021		Processing Supplies	-60.43
Bill	52402148	04/30/2021		Processing Supplies	-12.29
Bill	52430217	04/30/2021		Processing Supplies	-57.38
Bill	52402146	04/30/2021		Processing Supplies	-90.50
Bill	52693648	04/30/2021		Books & Materials	-310.02
Bill	52655378	04/30/2021		Books & Materials	-488.25
Bill	52634312	04/30/2021		Books & Materials	-796.46
Bill	52634314	04/30/2021		Books & Materials	-38.37
Bill	52615683	04/30/2021		Books & Materials	-1,059.87
Bill	52615685	04/30/2021		Books & Materials	-31.78
Bill	52586379	04/30/2021		Books & Materials	-18.23
Bill	52586377	04/30/2021		Books & Materials	-119.76
Bill	52606962	04/30/2021		Books & Materials	-282.91
Bill	52566106	04/30/2021		Books & Materials	-2,561.31
Bill	52554360	04/30/2021		Books & Materials	-385.61

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	52576880	04/30/2021		Books & Materials	-10.77
Bill	52544289	04/30/2021		Books & Materials	-323.34
Bill	52517996	04/30/2021		Books & Materials	-707.35
Bill	52517998	04/30/2021		Books & Materials	-822.80
Bill	52499436	04/30/2021		Books & Materials	-29.92
Bill	52499434	04/30/2021		Books & Materials	-421.07
Bill	52470632	04/30/2021		Books & Materials	-1,411.91
Bill	52470634	04/30/2021		Books & Materials	-17.99
Bill	52450270	04/30/2021		Books & Materials	-4.55
				Children's Programming	-125.86
Bill	52481301	04/30/2021		Books & Materials	-211.32
Bill	52450271	04/30/2021		Books & Materials	-254.12
Bill	52450273	04/30/2021		Books & Materials	-11.99
Bill	52430218	04/30/2021		Books & Materials	-941.43
Bill	52402147	04/30/2021		Books & Materials	-192.08
Bill	52430216	04/30/2021		Books & Materials	-611.59
Bill	52402145	04/30/2021		Books & Materials	-1,063.77
Bill	51945407A	04/30/2021		Books & Materials	-15.96
Bill	52840149	05/13/2021		Books & Materials	-98.37
Bill	52833046	05/13/2021		Books & Materials	-154.52
Bill	52805461	05/13/2021		Books & Materials	-38.48
Bill	52793597	05/13/2021		Books & Materials	-382.91
Bill	52815528	05/13/2021		Books & Materials	-1,615.80
Bill	52773970	05/13/2021		Books & Materials	-992.99
Bill	52782769	05/13/2021		Books & Materials	-172.31
Bill	52750627	05/13/2021		Books & Materials	-10.24
				Summer Reading - ALL	-19.12
Bill	52731905	05/13/2021		Books & Materials	-700.59
Bill	52704690	05/13/2021		Books & Materials	-227.72
Bill	52683129	05/13/2021		Books & Materials	-41.08
Bill	52704692	05/13/2021		Books & Materials	-24.96
Bill	52713568	05/13/2021		Books & Materials	-161.76
Bill	52713570	05/13/2021		Books & Materials	-26.15
Bill	52683130	05/13/2021		Books & Materials	-1,753.96
Bill	52840150	05/13/2021		Processing Supplies	-4.88
Bill	52833047	05/13/2021		Processing Supplies	-18.18
Bill	52805462	05/13/2021		Processing Supplies	-4.09
Bill	52793598	05/13/2021		Processing Supplies	-28.33
Bill	52815529	05/13/2021		Processing Supplies	-125.15
Bill	52773971	05/13/2021		Processing Supplies	-73.24
Bill	52782770	05/13/2021		Processing Supplies	-24.61
Bill	52731906	05/13/2021		Processing Supplies	-63.25
Bill	52704691	05/13/2021		Processing Supplies	-13.44
Bill	52704693	05/13/2021		Processing Supplies	-2.12
Bill	52713569	05/13/2021		Processing Supplies	-14.58
Bill	52713571	05/13/2021		Processing Supplies	-2.79
Bill	52683131	05/13/2021		Processing Supplies	-177.95
TOTAL					-21,372.38
Bill Pmt -Check	9100	05/17/2021	Jayhawk Tropical Fish	Checking	
Bill	985639	04/30/2021		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	9101	05/17/2021	Kanopy LLC	Checking	
Bill	246124-PPU	05/13/2021		Kanopy	-2,389.00

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-2,389.00
Bill Pmt -Check	9102	05/17/2021	Lawrence Sign Up LLC	Checking	
Bill	14669	04/30/2021		Advertising	-20.00
TOTAL					-20.00
Bill Pmt -Check	9103	05/17/2021	Midwest Tape	Checking	
Bill	500356700	04/30/2021		Books & Materials	-120.05
Bill	500356368	04/30/2021		Books & Materials	-110.02
Bill	500357094	04/30/2021		Books & Materials	-108.70
Bill	500341947	04/30/2021		Books & Materials	-335.92
Bill	500341946	04/30/2021		Books & Materials	-277.34
Bill	500336333	04/30/2021		Books & Materials	-125.94
Bill	500336331	04/30/2021		Books & Materials	-196.78
Bill	500313405	04/30/2021		Books & Materials	-314.92
Bill	500313404	04/30/2021		Books & Materials	-741.28
Bill	500299270	04/30/2021		Books & Materials	-106.45
Bill	500298948	04/30/2021		Books & Materials	-15.74
Bill	500298947	04/30/2021		Books & Materials	-205.46
Bill	500384141	04/30/2021		Processing Supplies	-239.05
Bill	500378837	05/13/2021		Books & Materials	-9,938.40
Bill	500373841	05/13/2021		Books & Materials	-179.96
Bill	500390583	05/13/2021		Books & Materials	-133.43
Bill	500390581	05/13/2021		Books & Materials	-191.08
Bill	500390206	05/13/2021		Books & Materials	-44.98
Bill	500373840	05/13/2021		Books & Materials	-583.19
Bill	500407207	05/13/2021		Books & Materials	-485.25
TOTAL					-14,453.94
Bill Pmt -Check	9104	05/17/2021	Monoprice, Inc.	Checking	
Bill	21556771	05/13/2021		Supplies	-47.48
TOTAL					-47.48
Bill Pmt -Check	9105	05/17/2021	OCLC, Inc.	Checking	
Bill	1000118169	05/13/2021		Collections	-5,588.74
TOTAL					-5,588.74
Bill Pmt -Check	9106	05/17/2021	OverDrive	Checking	
Bill	06809CO2...	04/30/2021		Books & Materials	-300.84
Bill	06809CO2...	04/30/2021		Books & Materials	-120.83
Bill	06809CO2...	04/30/2021		Books & Materials	-224.95
Bill	06809CO2...	04/30/2021		Books & Materials	-169.50
Bill	06809CO2...	04/30/2021		Books & Materials	-542.49
Bill	06809CO2...	04/30/2021		Books & Materials	-639.28
Bill	06809CO2...	04/30/2021		Books & Materials	-38.98
Bill	06809CO2...	04/30/2021		Books & Materials	-935.88
Bill	06809CO2...	04/30/2021		Books & Materials	-821.41
Bill	06809DA2...	04/30/2021		Books & Materials	-569.50
Bill	06809CO2...	04/30/2021		Books & Materials	-792.87

Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	04/30/2021		Books & Materials	-673.91
Bill	06809DA2...	04/30/2021		Books & Materials	-317.98
Bill	06809CO2...	04/30/2021		Books & Materials	-564.84
Bill	06809CO2...	05/13/2021		Books & Materials	-1,113.60
Bill	06809CO2...	05/13/2021		Books & Materials	-676.92
Bill	06809DA2...	05/13/2021		Books & Materials	-1,092.93
Bill	06809DA2...	05/13/2021		Books & Materials	-195.00
Bill	06809CO2...	05/13/2021		Books & Materials	-315.97
Bill	06809CO2...	05/13/2021		Books & Materials	-140.00
Bill	06809CO2...	05/13/2021		Books & Materials	-754.43
Bill	06809CO2...	05/13/2021		Books & Materials	-1,027.91
Bill	06809CO2...	05/13/2021		Books & Materials	-259.96
Bill	06809CO2...	05/13/2021		Books & Materials	-117.46
Bill	06809CO2...	05/13/2021		Books & Materials	-142.38
Bill	06809CO2...	05/13/2021		Books & Materials	-422.98
Bill	06809CO2...	05/13/2021		Books & Materials	-539.70
Bill	06809CO2...	05/13/2021		Books & Materials	-474.47
Bill	06809DA2...	05/13/2021		Books & Materials	-392.49
TOTAL					-14,379.46
Bill Pmt -Check	9107	05/17/2021	Pur-O-Zone, Inc.	Checking	
Bill	829126	04/30/2021		Building Supplies	-178.05
Bill	829906	04/30/2021		Building Supplies	-329.11
TOTAL					-507.16
Bill Pmt -Check	9108	05/17/2021	Scholastic Inc.	Checking	
Bill	29124554	04/30/2021		Outreach/Coggins Fund	-1,998.50
TOTAL					-1,998.50
Bill Pmt -Check	9109	05/17/2021	Snap Promotions	Checking	
Bill	21032504	04/30/2021		Library & Office Suppli...	-101.88
TOTAL					-101.88
Bill Pmt -Check	9110	05/17/2021	Tech Electronics	Checking	
Bill	N000079532	05/13/2021		Building Repairs & Mai...	-138.00
TOTAL					-138.00
Bill Pmt -Check	9111	05/17/2021	TFMComm Inc.	Checking	
Bill	213491	04/30/2021		Supplies	-3,765.00
TOTAL					-3,765.00
Bill Pmt -Check	9112	05/17/2021	Unique Management Services	Checking	
Bill	601642	05/13/2021		Professional Fees	-106.47
Bill	601641	05/13/2021		Professional Fees	-125.30

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-231.77
Bill Pmt -Check	29001	05/17/2021	Amazon	Checking	
Bill	5432212	04/30/2021		Books & Materials	-112.88
				Books & Materials	-7.37
				Books & Materials	-49.88
				Books & Materials	-59.79
				Books & Materials	-67.32
Bill	7449826	04/30/2021		Books & Materials	-29.28
Bill	9289026	04/30/2021		Books & Materials	-67.15
Bill	8501011	04/30/2021		Books & Materials	-59.88
Bill	2901825	04/30/2021		Books & Materials	-104.97
				Books & Materials	-12.85
Bill	5147453	04/30/2021		Books & Materials	-33.49
Bill	8989847	04/30/2021		Books & Materials	-21.53
				Books & Materials	-172.51
Bill	3786629	04/30/2021		Books & Materials	-42.96
Bill	8623464	04/30/2021		Books & Materials	-28.00
Bill	7552251	04/30/2021		Books & Materials	-20.57
Bill	3586615	04/30/2021		Books & Materials	-119.98
Bill	3815453	04/30/2021		Books & Materials	-11.99
Bill	2308258	04/30/2021		Books & Materials	-13.32
Bill	0434617	04/30/2021		Books & Materials	-18.98
Bill	9217026	04/30/2021		Books & Materials	-18.98
Bill	1921002	04/30/2021		Books & Materials	-21.18
Bill	9747432	04/30/2021		Books & Materials	-35.02
Bill	2727432	04/30/2021		Books & Materials	-116.34
				Books & Materials	-12.99
Bill	3448251	04/30/2021		Books & Materials	-20.39
Bill	0193005	04/30/2021		Books & Materials	-17.99
				Books & Materials	-53.32
Bill	4661833	04/30/2021		Books & Materials	-13.19
Bill	7302614	04/30/2021		Books & Materials	-19.16
Bill	4119422	04/30/2021		Books & Materials	-23.55
Bill	473873384...	04/30/2021		Books & Materials	-179.00
Bill	1430603	04/30/2021		Supplies	-12.18
Bill	5672269	04/30/2021		Supplies	-33.94
Bill	4672269	04/30/2021		Supplies	-44.95
Bill	4733851	04/30/2021		Building Supplies	-2.99
Bill	0322657	04/30/2021		Building Supplies	-142.23
Bill	4356219	04/30/2021		Supplies	-65.98
Bill	7782644	04/30/2021		Supplies	-244.31
Bill	9757000	05/13/2021		Children's Programming	-134.93
				Summer Reading - ALL	-134.92
Bill	8451433	05/13/2021		Books & Materials	-10.50
				Books & Materials	-12.99
Bill	6867461	05/13/2021		Books & Materials	-27.99
Bill	0254656	05/13/2021		Books & Materials	-11.94
				Books & Materials	-37.17
				Books & Materials	-66.03
				Books & Materials	-32.94
				Books & Materials	-35.57
Bill	6141020	05/13/2021		Books & Materials	-20.26
Bill	6581850	05/13/2021		Books & Materials	-30.91
				Books & Materials	-9.99
				Books & Materials	-21.34
				Books & Materials	-21.99
				Books & Materials	-21.38
				Books & Materials	-11.39
				Books & Materials	-11.39

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Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	8035436	05/13/2021		Books & Materials	-20.03
Bill	9687422	05/13/2021		Books & Materials	-20.74
Bill	8789858	05/13/2021		Books & Materials	-15.57
Bill	2405848	05/13/2021		Books & Materials	-18.97
Bill	5432212	05/13/2021		Books & Materials	-179.97
Bill	4237845	05/13/2021		Books & Materials	-39.00
Bill	4412219	05/13/2021		Books & Materials	-16.86
Bill	9025855	05/13/2021		Books & Materials	-41.95
				Books & Materials	-83.47
				Books & Materials	-122.79
				Books & Materials	-85.59
Bill	7685819	05/13/2021		Books & Materials	-36.50
Bill	6481063	05/13/2021		Books & Materials	-16.97
Bill	9101028	05/13/2021		Books & Materials	-46.54
Bill	5432212	05/13/2021		Books & Materials	-13.98
TOTAL					-3,544.95
Bill Pmt -Check	29002	05/17/2021	Celia Perez	Checking	
Bill	6-7-21	04/30/2021		Summer Reading - ALL	-400.00
TOTAL					-400.00
Bill Pmt -Check	29003	05/17/2021	CNA Surety	Checking	
Bill	71277635	05/13/2021		Liability Insurance	-100.00
TOTAL					-100.00
Bill Pmt -Check	29004	05/17/2021	Employers Preferred	Checking	
Bill	Work Comp	05/13/2021		Liability Insurance	-6,741.00
TOTAL					-6,741.00
Bill Pmt -Check	29005	05/17/2021	Grayslake Area Public Library	Checking	
Bill	ILL	04/30/2021		Lost and Replacement...	-39.99
TOTAL					-39.99
Bill Pmt -Check	29006	05/17/2021	Hartford	Checking	
Bill	Liability/Auto	05/13/2021		Liability Insurance	-4,922.00
				Liability Insurance	-1,241.00
TOTAL					-6,163.00
Bill Pmt -Check	29007	05/17/2021	John Lamonica	Checking	
Bill	S&V	05/13/2021		Sound & Vision	-200.00
TOTAL					-200.00
Bill Pmt -Check	29008	05/17/2021	Johnson County Community ...	Checking	

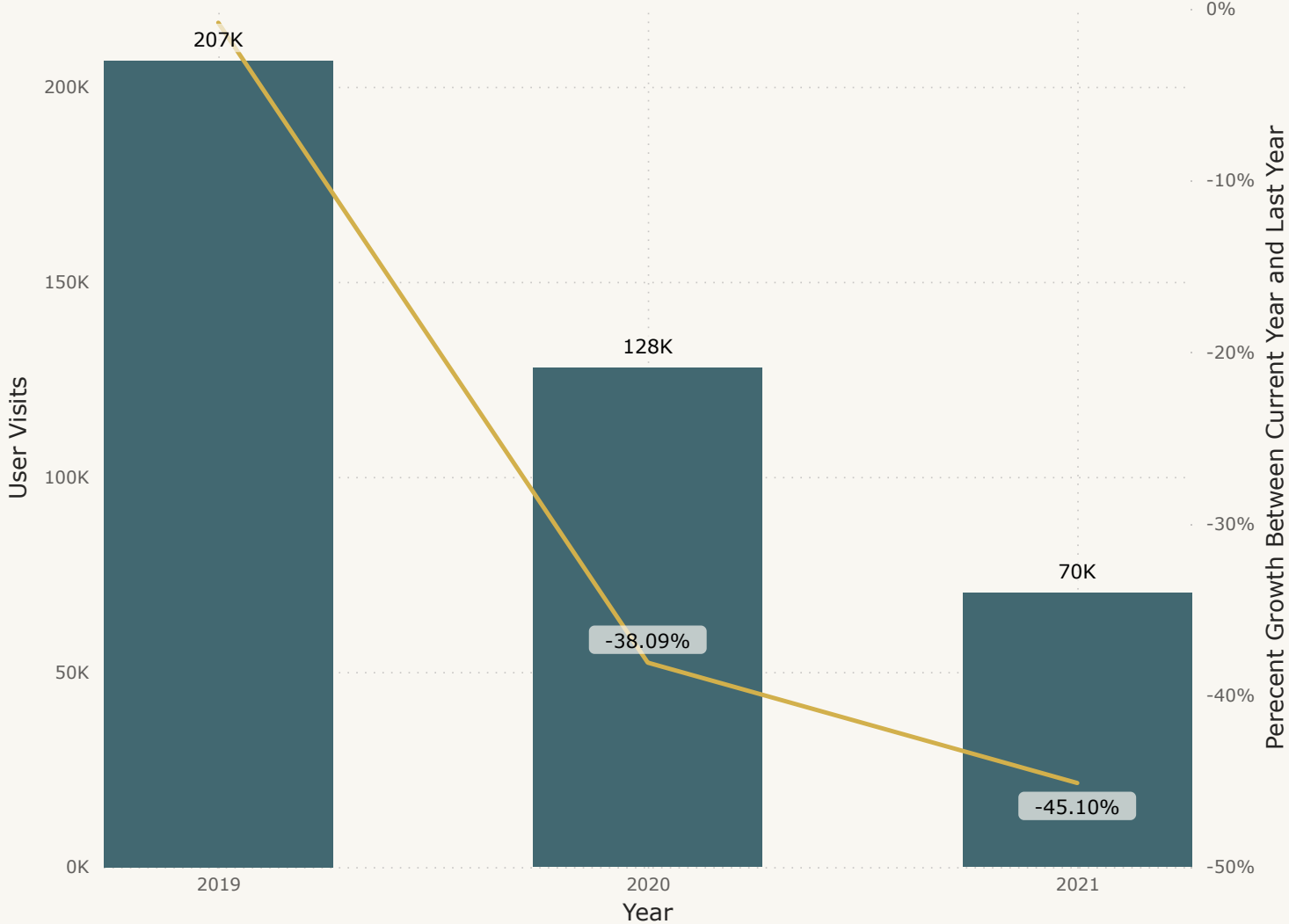
12:21 PM
05/13/21

Lawrence Public Library
Check Detail
May 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	ILL 206795...	04/30/2021		Lost and Replacement...	-29.00
TOTAL					-29.00
Bill Pmt -Check	29009	05/17/2021	Lawrence Arts Center	Checking	
Bill	230	04/30/2021		Advertising	-325.00
TOTAL					-325.00
Bill Pmt -Check	29010	05/17/2021	Lectus Produktion	Checking	
Bill	20082	04/30/2021		Library & Office Suppli...	-1,271.00
TOTAL					-1,271.00
Bill Pmt -Check	29011	05/17/2021	Mad Science of Greater Kansa...	Checking	
Bill	WREG-14...	04/30/2021		Summer Reading - ALL	-325.00
TOTAL					-325.00
Bill Pmt -Check	29012	05/17/2021	Mid-America Library Alliance	Checking	
Bill	M2022-014	04/30/2021		Shipping	-4,962.00
TOTAL					-4,962.00
Bill Pmt -Check	29013	05/17/2021	SHLB Coalition	Checking	
Bill	300000962	04/30/2021		Membership & Dues	-500.00
TOTAL					-500.00
Bill Pmt -Check	29014	05/17/2021	Soper, Kristin	Checking	
Bill	Outreach	05/13/2021		Outreach/Coggins Fund	-63.20
TOTAL					-63.20

Total User Visits: 3 Yr Comparison: YTD through current month

● User Visits ● Percent Growth Between Current Year and Last Year

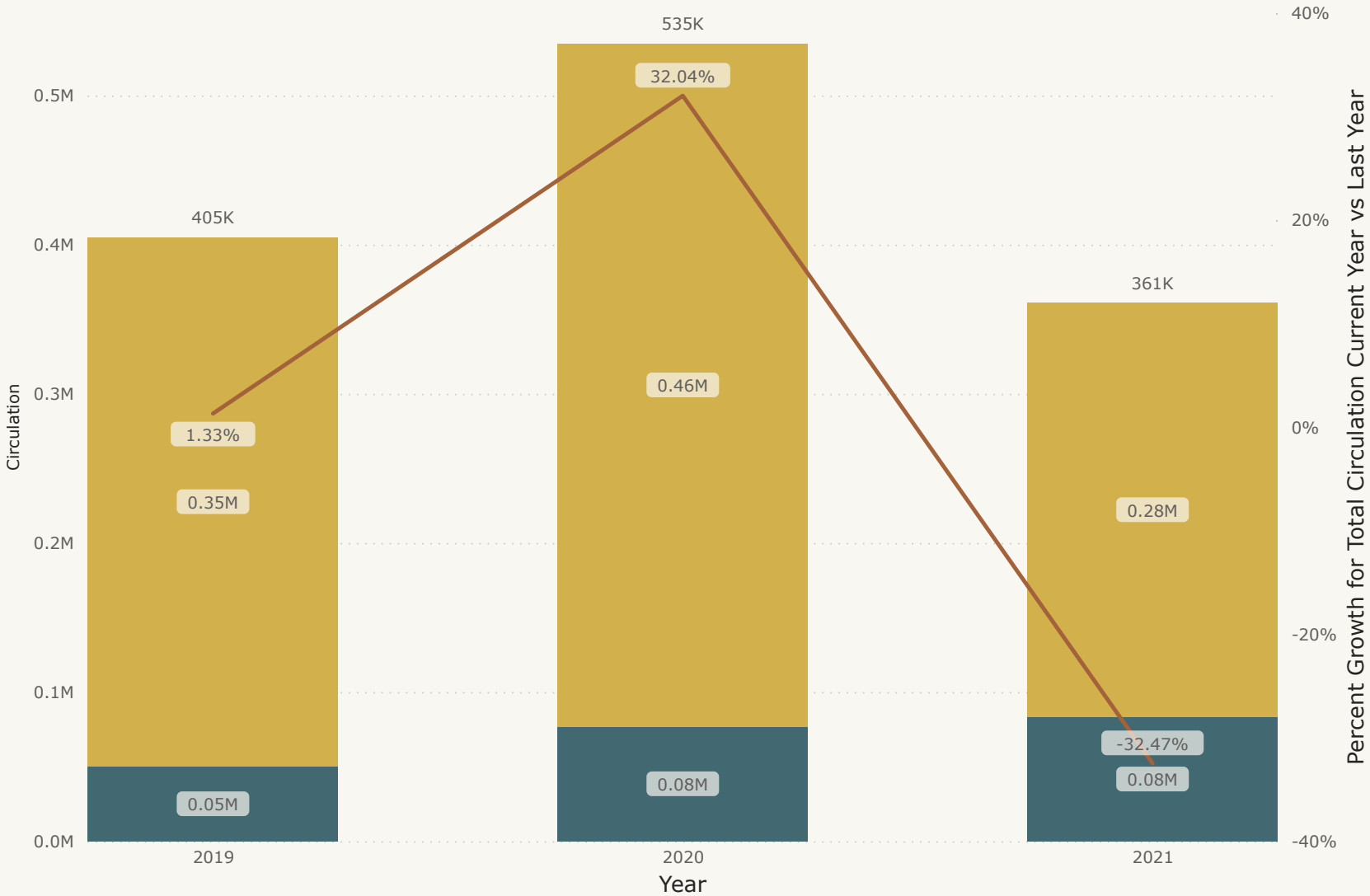


-45.10%

Percent Growth YTD Between Current Year and Last Year

Total Circulation: 3 YR Comparison : YTD (Jan - Apr)

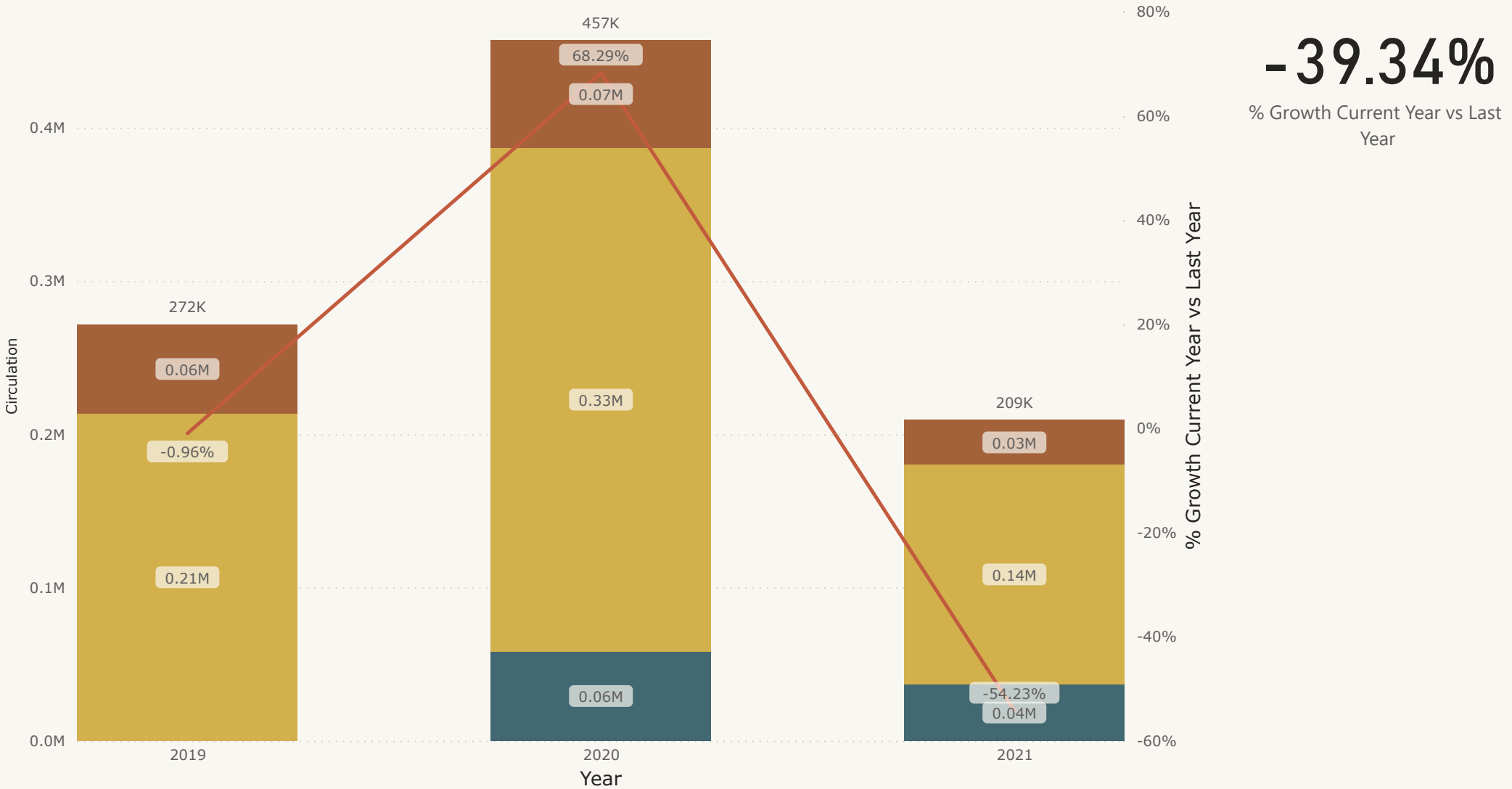
Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year



-32.47%
Percent Growth for Total
Circulation Current Year vs Last
Year

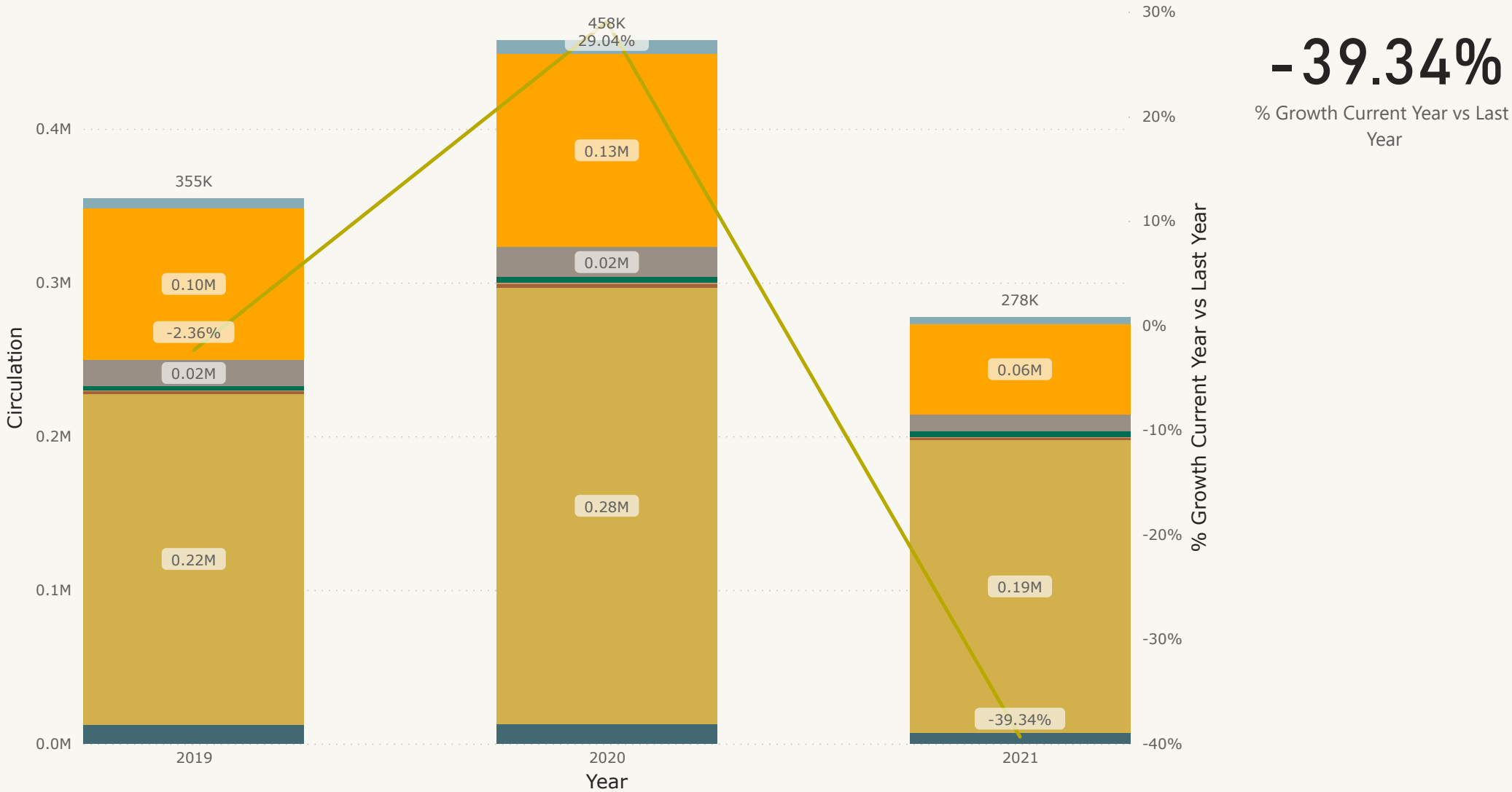
Physical Circulation: Renewals vs. Checkouts: 3 YR Comparison YTD (Jan -Apr)

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



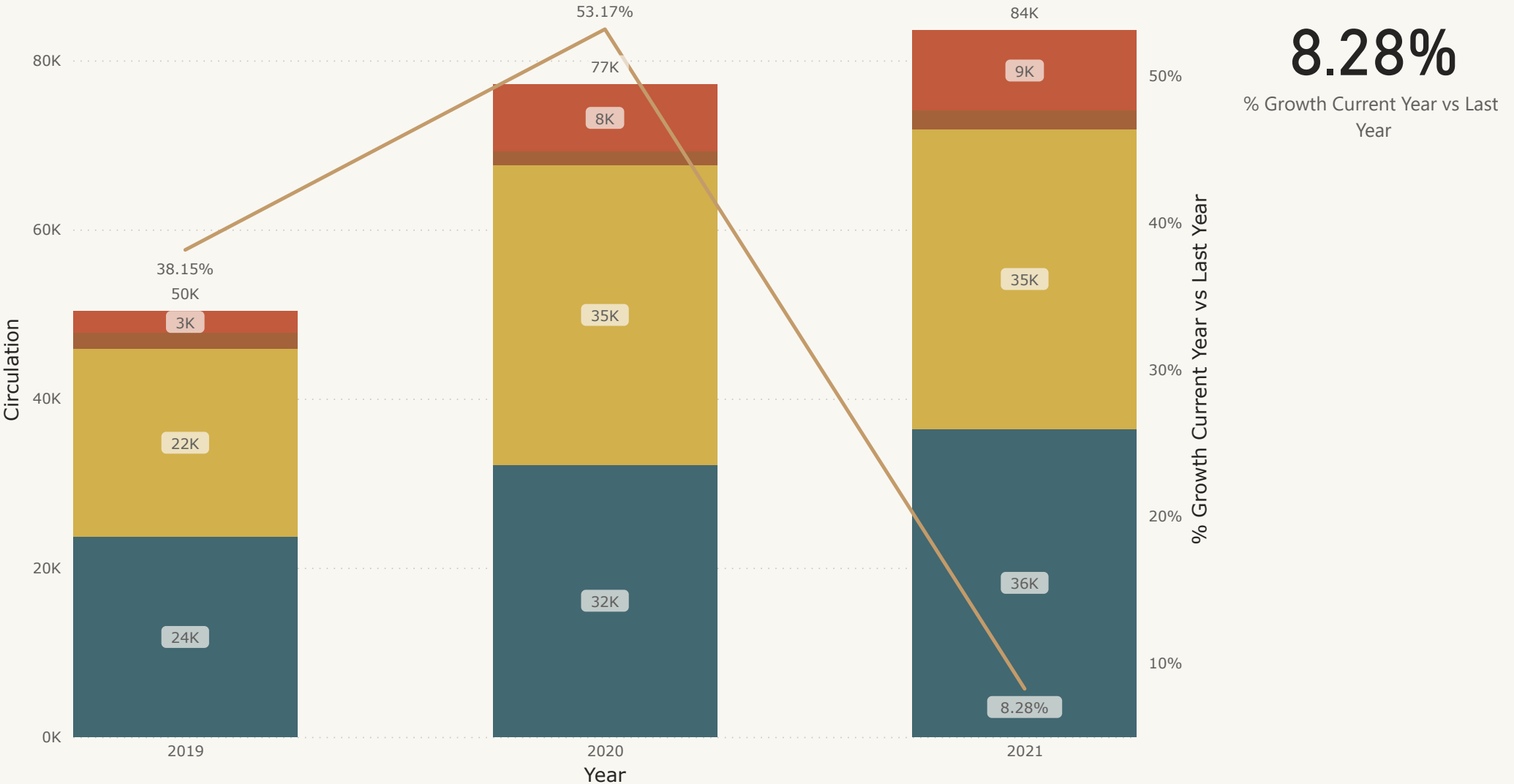
Physical Circulation (Checkouts + Renewals): 3 YR Comparison YTD (Jan - Apr)

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



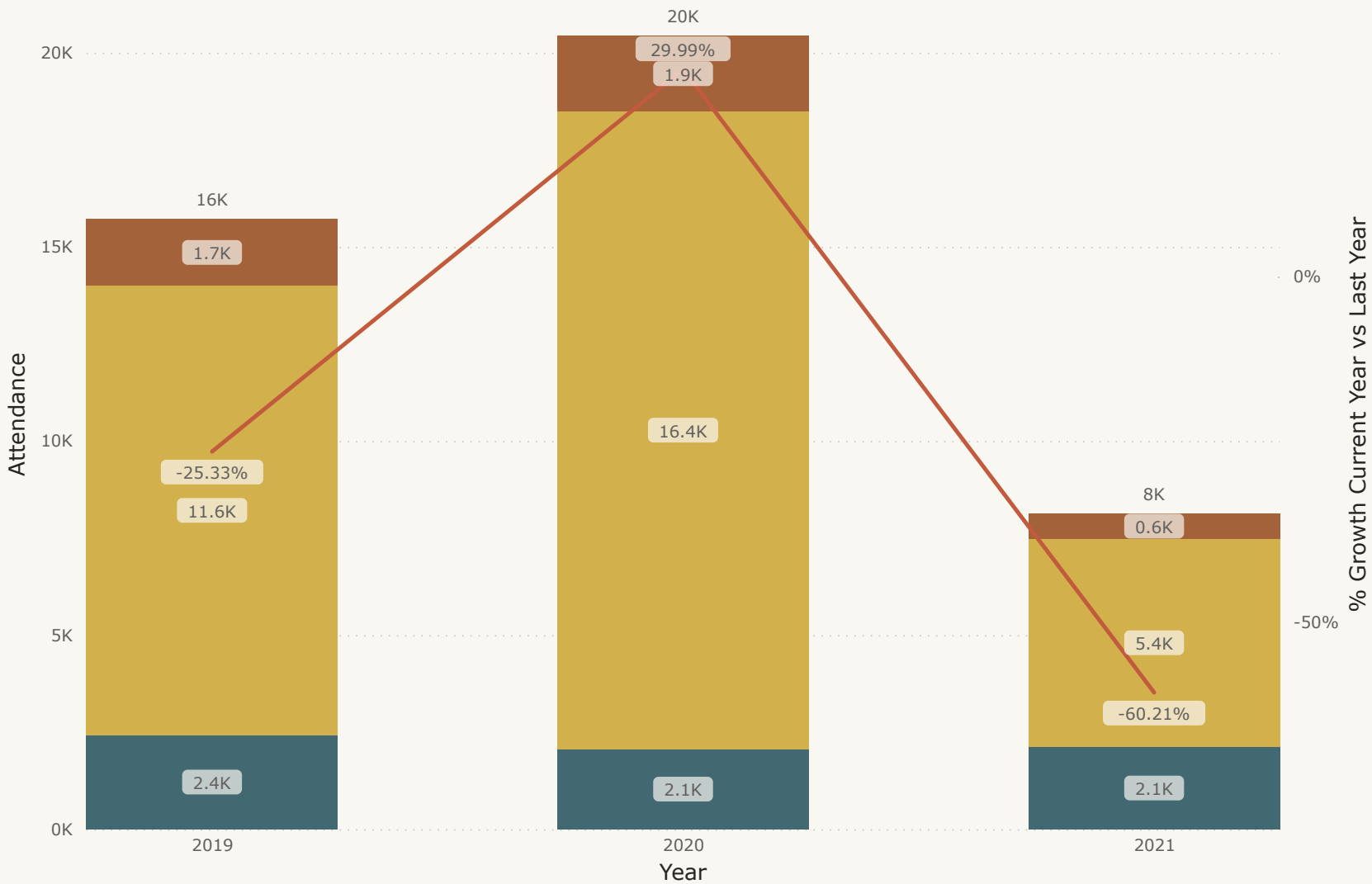
Digital Circulation (Checkouts + Renewals) : 3 YR Comparison YTD (Jan- Apr)

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



Program Attendance: 3 YR Comparison YTD (Jan - Apr)

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

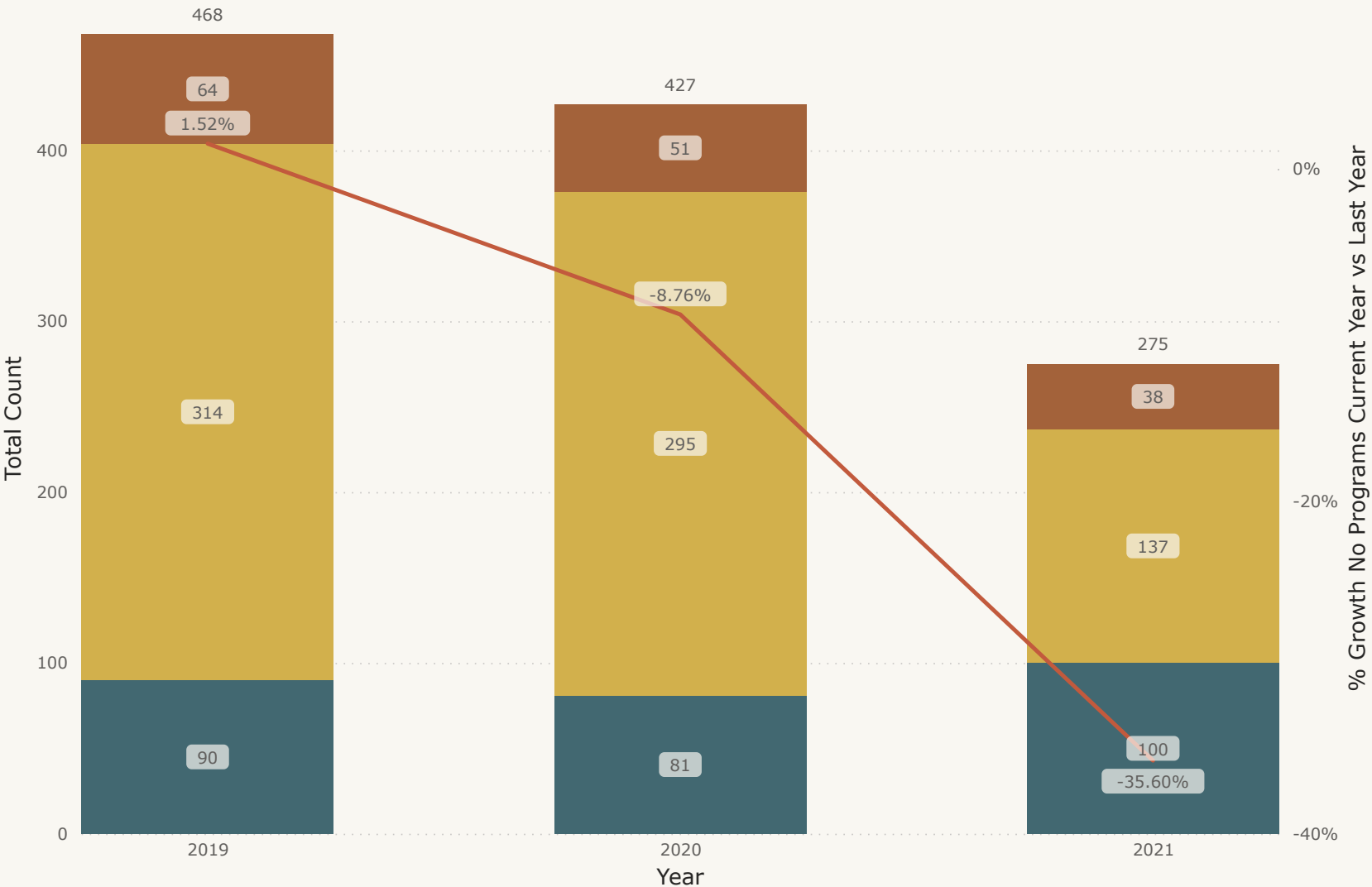


-60.21%

% Growth Current Year vs Last Year

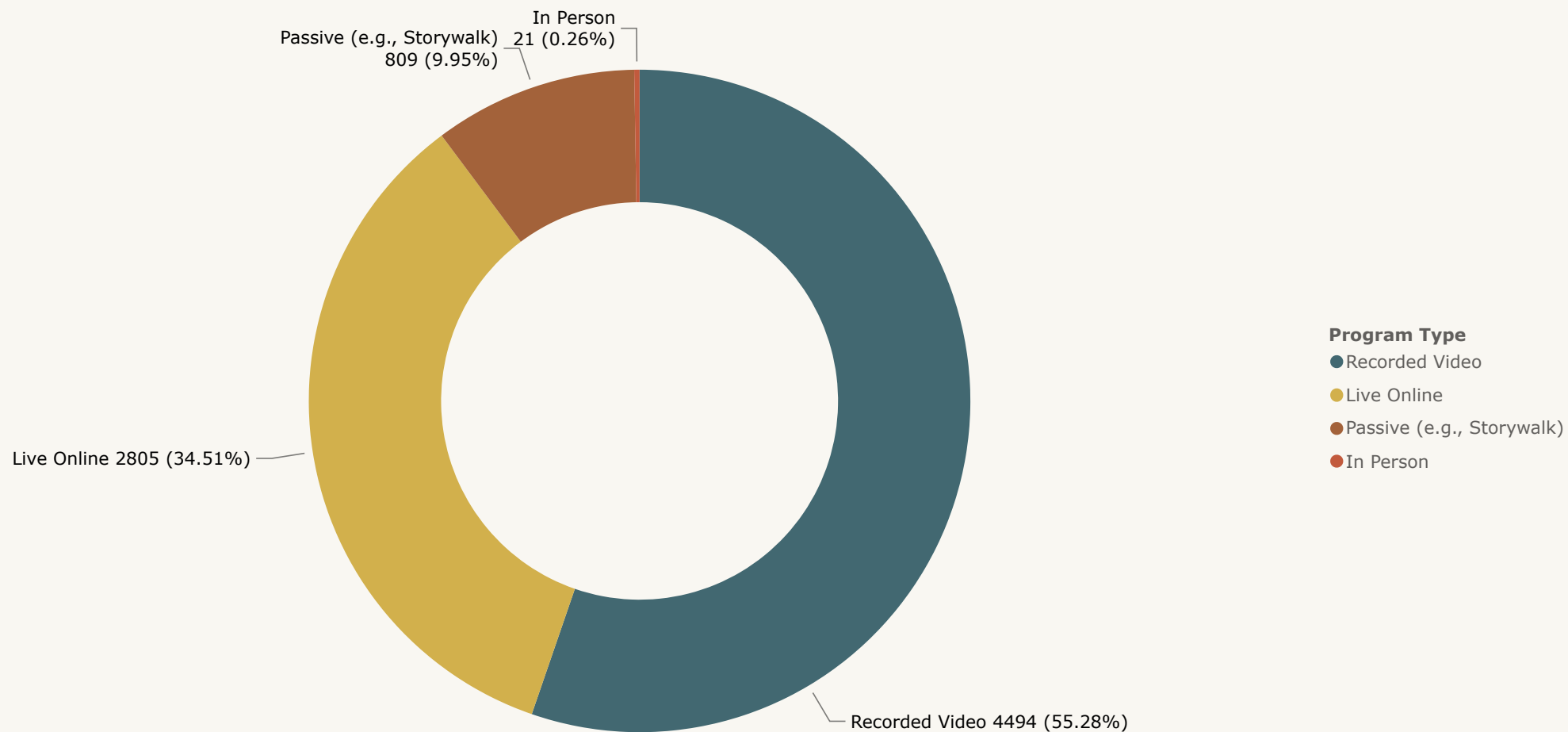
Number of Programs: 3 YR Comparison YTD (Jan - Apr)

Audience Type ● Adult ● Children ● Teen ● % Growth No Programs Current Year vs Last Year



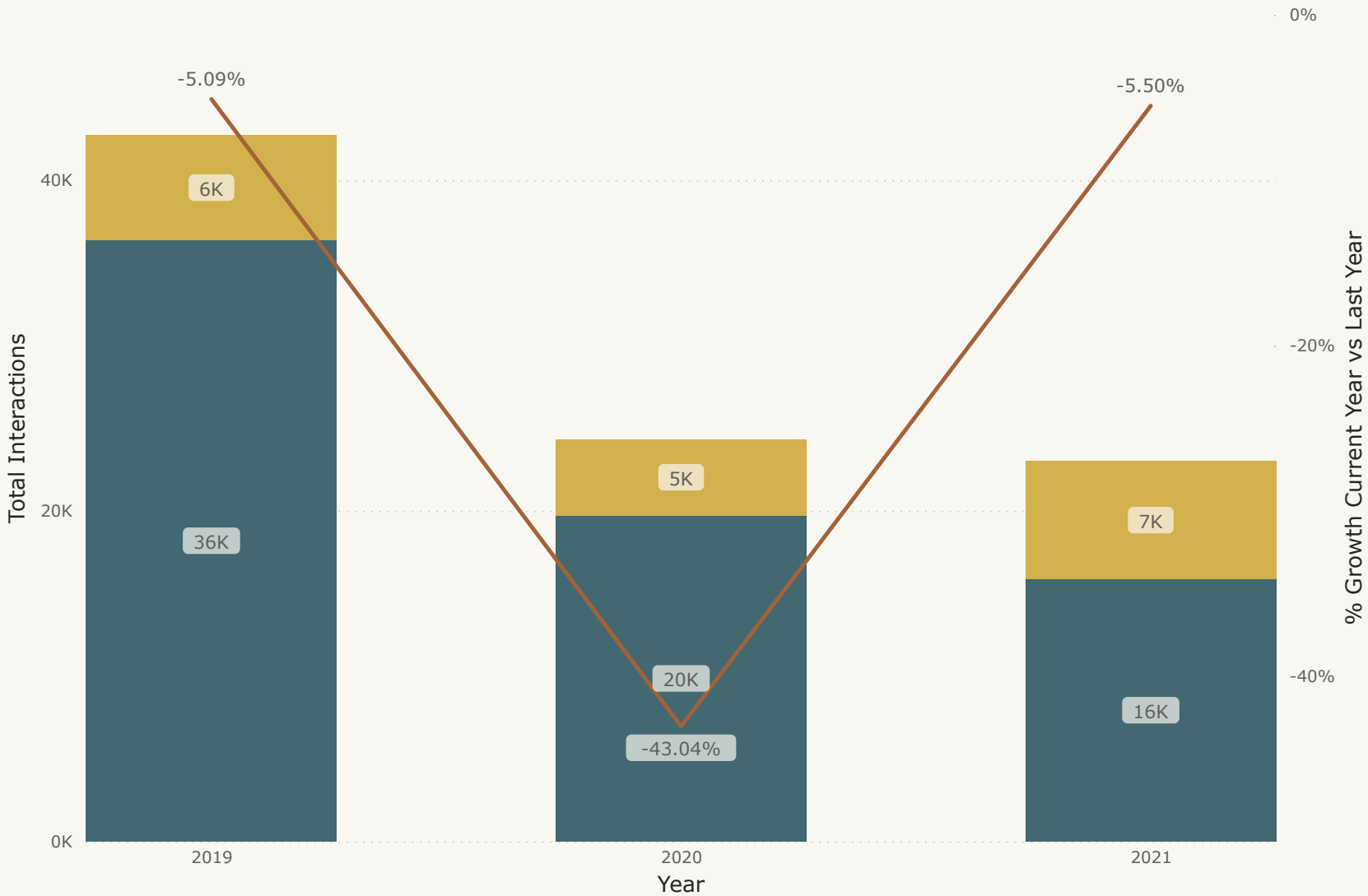
-35.60%
% Growth No Programs
Current Year vs Last Year

Total Attendance By Program Type: Jan - Apr 2021



Service Interactions: In Person vs. Online + Phone Interactions: 3 YR Comparison YTD (Jan - Apr)

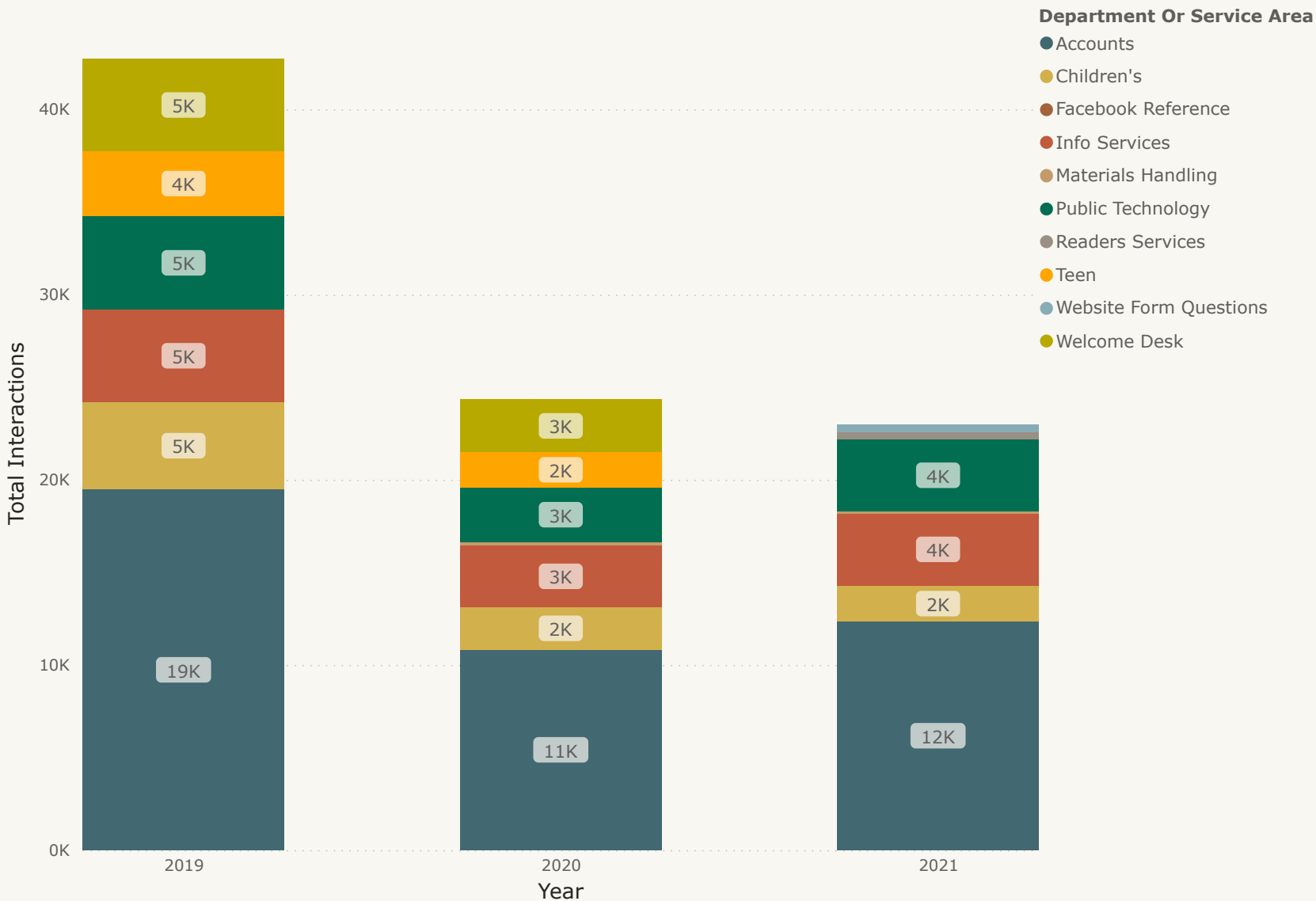
In Person or Online + Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year



-5.50%

% Growth Current Year vs Last Year

Service Interactions by Service Point: 3 YR Comparison YTD (Jan - Apr)



-5.50%
% Growth Current Year vs
Last Year

Lawrence Public Library

Statistical Summary - April 2021

OUTPUT MEASURES								
Service Area Population	102,980							
User Visits	17,960							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	41,637							
Cardholders transacting - current month	12,322							
Cardholders added - current month	454							
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)	6,531	48,412	39,836		55%	45%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - Catalog (Sessions)	29,787			55,430				
Website - Kaw Valley Jukebox	138			156				
Website - Digital Douglas County (Sessions)	473			543				
All other web site visits (Sessions)	16,998			38,609				
Social Media Interactions (Facebook & Twitter)	Not Available			6,487				
Social Media Reach (Facebook & Twitter)	Not Available			254,577				
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	24,672	12,967	37,639		28%	15%	43%	
Teen Total	2,482	1,548	4,030		3%	2%	5%	
Childrens Total	23,347	3,195	26,542		26%	4%	30%	
Total AV Media Room	17,571	2,269	19,840		20%	3%	22%	
Total Library of Things	181	0	181		0%	0%	0%	
Total all collections	68,253	19,979	88,232		77%	23%	100%	

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	190,693	18,833	209,526		91%	9%	100%	
Added	197	330	527		37%	63%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,604	134	2,738		95%	5%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-3,560	135	-3,425					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		3,776	1,665	5,441	69%	31%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,736	17,075		5				
Other Public Services				Total sessions				
Public Computer Usage				1898				
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	9	1	29	26	240	21	415	923
STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2021	2020	2021 v 2020		2021	2020		
Total Paid Staff, in Full-Time Equivalent	67.99	65.07	4%					

Lawrence Public Library

Full Statistical Report - April 2021

OUTPUT MEASURES									
Service Area Population	102,980								
User Visits	17,960								
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	2.60								
Cardholders transacting	# of Cardholders transacting	% of cardholders per region							
Lawrence resident cardholders transacting in last 3 years	41,637	83%							
Douglas County residents (excluding Lawrence residents)	2,176	4%							
NEKLS service areas (excluding Lawrence/Douglas County)	4,288	9%							
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,952	4%							
Total Cardholders transacting in last 3 years	50,053	100%							
Cardholders transacting - current month	12,322								
% of Cardholders transacting - current month	25%								
Cardholders added - current month	454								

			Checkouts & Renewals					
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals	Avg. Checkouts + Renewals Per User	% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Service Point Activity								
Bookmobile / Home Delivery	61	428		7				
Book Lockers	232	1242		5				
Outreach	15	27		2				
Main Library Checkouts + Renewals	5,170	46715		9				
Digital Collections	Not available		19,979	Not available				
Online renewals - patron-initiated	1,700		7,528	4				
Automatic renewals (no patron action)	2,914		12,329	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	6,531	48,412	39,836	N/A	55%	45%	100%	
Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	29,787			55,430				
Website - Kaw Valley Jukebox	138			156				
Website - Digital Douglas County (Sessions)	473			543				
All other web site visits (Sessions)	16,998			38,609				
Social Media Interactions (Facebook & Twitter)				6,487				
Social Media Reach (Facebook & Twitter)				254,577				

	Borrowing Digital vs. Physical			Per Audience		Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, Lynda)	Total Physical + Digital	% of Usage		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Book, & Other Print Formats (including Book Club in a Bag)	22,238	5,428	27,666	74%		25%	6%	31%	
Adult Graphic Novels	893	102	995	3%		1%	0%	1%	
Adult Magazines	663	533	1,196	3%		1%	1%	1%	
Adult Audiobooks (including language instruction)	878	6,904	7,782	21%		1%	8%	9%	
Adult Total	24,672	12,967	37,639	100%		28%	15%	43%	
Teen Books	1,460	680	2,140	53%		2%	1%	2%	
Teen Graphic Novels and Manga	980	164	1,144	28%		0%	0%	1%	
Teen Magazines	4	0	4	0%		0%	0%	0%	
Teen Audiobooks	38	704	742	18%		0%	1%	1%	
Teen Total	2,482	1,548	4,030	100%		3%	2%	5%	
Children's Books, NF Videos & Kits	19,672	1,651	21,323	80%		22%	2%	24%	
Children's Graphic Novels	2,458	78	2,536	10%		3%	0%	3%	
Children's Magazines	81	0	81	0%		0%	0%	0%	
Children's Music CDs	327	0	327	1%		0%	0%	0%	
Children's Audiobooks & Readalongs	809	1,466	2,275	9%		1%	2%	3%	
Childrens Total	23,347	3,195	26,542	100%		26%	4%	30%	
AV Media Room - Feature Films (Adult and Family) and All Streaming Video	9,380	2,269	11,649	59%		11%	3%	13%	
AV Media Room - TV Shows	3,553	0	3,553	18%		4%	0%	4%	
AV Media Room - Non-Fiction DVDs	913	0	913	5%		1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,148	0	1,148	6%		1%	0%	1%	
AV Media Room - Adult Music CDs	2,577	0	2,577	13%		3%	0%	3%	
Total AV Media Room	17,571	2,269	19,840	100%		20%	3%	22%	
Library of Things - Boardgames	106	0	106	59%		0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot lending program)	57	0	57	31%		0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button maker, etc.	18	0	18	10%		0%	0%	0%	
Total Library of Things	181	0	181	100%		0%	0%	0%	
Total all collections	68,253	19,979	88,232	100%		77%	23%	100%	

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)	88,939	6,841	95,780		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,084	4,008	10,092		3%	2%	5%	
Total Adult Collection	95,023	10,849	105,872		45%	5%	51%	
Teen Book	9,669	2,073	11,742		5%	1%	6%	
Teen Audiobooks	556	946	1,502		0%	0%	1%	
Total Teen Collection	10,225	3,019	13,244		5%	1%	6%	
Children's Book & Other Print Formats	53,366	3,594	56,960		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,949	1,371	3,320		1%	1%	2%	
Children's Video and Music	1,797	0	1,797		1%	0%	1%	
Total Children's Collection	57,112	4,965	62,077		27%	2%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	28,136	0	28,136		13%	0%	13%	
Total Other (Boardgames, Devices, Hotspots, Laptops)	197	0	197		0%	0%	0%	
Total All Holdings	190,693	18,833	209,526		91%	9%	100%	
Added	2,691	330	3,021		89%	11%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,604	134	2,738		95%	5%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-3,560	135	-3,425					

	Interactions + Consultations							
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,652	1,298	2,950	30%	24%	54%	
Info Services Interactions		775	130	905	14%	2%	17%	
Readers Services Interactions		240	72	312	4%	1%	6%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		0	126	126	0%	2%	2%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		430	0	430	8%	0%	8%	
Materials Handling Interactions		17	0	17	0%	0%	0%	
Public Technology Interactions		662	28	690	12%	1%	13%	
Website - Contact Us Forms + Social Media		0	11	11	0%	0%	0%	
Total Service Interactions		3,776	1,665	5,441	69%	31%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,234	17,097		5				
Holds Filled	3,736	17,075		5				
Holds Unclaimed	1,275	2,527		2				
Holds checked out as a % of Checkouts (checkouts only - not incl. renewals; not incl. lending to other libraries)		30.09%						
Other Public Services				Total sessions				
Public Computer Usage				1898				
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	158	322		2.0				
Interlibrary Loan Items Loaned from LPL Collection	217	452		2.1				

	# 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	1	16	4	0	21	296	129
Teen Programs (12-17)	6	0	7	0	161	0	43	0
Children Programs (birth-5)	0	0	0	21	0	0	0	766
Children Programs (6-11)	3	0	6	1	79	0	76	28
Total Programs	9	1	29	26	240	21	415	923
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 (Paper Plains Digital 2021 Festival)	0	0	1	1	0	0	73	43
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	9	1	28	26	240	21	342	923
STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2021	2020	2021 v 2020		2021	2020		
Total Paid Staff, in Full-Time Equivalents	67.99	65.07	4%					
ALA-MLS Librarians, in Full-Time Equivalents	18.65	19.9	-6%					
Number of Employees--Total	83	84	-1%					
Number of Employees--Full-Time	43	46	-7%					
Number of Employees--Part-Time	40	38	5%					
Terminations	0	1	-100%		2	3	-33%	
Hirings	2	0	#DIV/0!		2	3	-33%	
Volunteer Hours	75	0	#DIV/0!		79	1,035.7	-92%	

Library Director's Report for May 2021

This month, in my attempt to build on ideas from our visioning day, I created two new teams: a Public Services Coordinator team and a Library User Experience team. The new Public Services Coordinator team consists of our coordinators who have staff that work our public service floor (Jeff - Accounts, Jim - Public Technology, Josh - Security, Karen - Youth Services, Melissa - Info Services, and Polli - Readers Services). The purpose of this team is to create a consistent user experience throughout the library. Also, a goal is have this group of coordinators share information and learn from each other to improve the job they do on all of their teams. I look forward to developing this team and seeing what comes from it.

Additionally, the Library User Experience (LUX) team consists of our small leadership team (Kathleen, Tricia, and Jon) and our Diversity, Employee Engagement, and Marketing Coordinators (Frankie, Erica, and Heather). As we have surveyed gaps in oversight within the organization, we don't have a point person or team that guides overall user experience. Our purpose is to provide high level guidance to the user experience throughout the library (the look and feel of our building, our website, etc.). Heather will lead the team as we begin to reimagine 'marketing' as a more holistic user experience.

Also this month I had two meetings with directors of other libraries to discuss future library funding. As I believe I have mentioned to the board previously, I do not think our library gets sufficient funding from Northeast Kansas Library System given the amount of money they received from taxpayers in unincorporated areas of Douglas County who we generally serve. A similar situation is occurring west of us in Salina and Hays. I talked with those directors about their conversations with their regional system, Central Kansas Library System.

My other meeting was further exploration into how best to serve residents of Douglas County equitably. Kathleen and I met with Assistant County Administrator Jill Jolicoeur, Eudora library director Carol Wohlford, and Baldwin City library director Wendy Conover. There are many different ways our libraries could work together to serve people in our county. This meeting was the beginning of a longer conversation about sustainable funding models for public library service.

Respectfully submitted by Brad Allen, May 13, 2021

Monthly Departmental Reports

May 2021

Accounts:

Accounts continues normal Phase 3 operations at the desk and in the phone room. We've provided support for outreach efforts on the Book Bike on Mass Street every Monday, at Just Foods every other Tuesday, and Checkers every other Thursday. We've been working with Bibliotheca to correct an ongoing glitch with the self checks and hope to have a resolution soon. The book van will start going out to Arbor Court again starting the second week in May. We're in the process of contacting the remaining stops to see if anyone else is ready to resume service.

Cataloging & Collection Development:

Major news on the collection front this month is the upgrade from Lynda.com to LinkedIn Learning, the library's platform for online learning focused on everything from software to management and leadership. The upgraded platform was available at the same cost of Lynda.com, but provides access to more updated learning content. The Youth Collection Management Committee met and reviewed the progress with the children's picture book room, received updates on cataloging projects that were recently completed, and discussed adding a World Language collection to the teen zone. The full Collection Management Committee has been on hiatus while collection services and department staff have been supporting planning for outreach and other initiatives.

Department of Community Partnerships (DCP)

We continue to table at Checkers, Just Food, and on Massachusetts Street with the book bike. The free children's books are very popular, especially the Spanish language books. Huge thanks to the Douglas County Community Foundation and the LPL Friends and Foundation for providing these!

We've posted the Outreach Community Needs Assessment AmeriCorps VISTA job on our website. This person will help us research, develop, and distribute an outreach-focused community needs assessment so we can reach underserved populations with our upcoming bookmobile.

KU Architecture professor Nils Gore will be working on finalizing a design for our bookmobile. He and two students (Hannah Froehle and Bryan Bencomo) will start

Monthly Departmental Reports

May 2021

construction on June 1st. It's very exciting to see all the plans and ideas come to fruition!

We're ready to launch summer reading this year with story coach Lisa Cron. She's written several books on the craft of writing and she's worked as a producer at Showtime and Court TV. We're very excited to host her on June 2nd via Crowdcast. Big thanks to McGrew for sponsoring this event! Other summer reading events include Melissa Homestead talking about her book, *The Only Wonderful Things* which is about Willa Cather's relationship with her editor Edith Lewis, a virtual movie screening of *Freedom Summer* and *Fannie Lou Hamer* and panel discussion co-sponsored by the League of Women Voters to celebrate Juneteenth, and a screening of John Water's *Hairspray* with Theatre Lawrence and the Lawrence Arts Center as part of the 2021 Free State Festival.

Diversity, Equity, and Inclusion:

I will be facilitating follow up talkback sessions to the DEI Basics training which was held in April. I am attending a couple of trainings this month, and a handful of recurring meetings, new and old. I just assisted in the hiring of a new part time Assistant II in Youth Services. Very excited for her to start! Will be giving a DEI presentation to LAC at the end of the month. Brainstorming gender neutral bathroom ideas/other ways to be gender affirming at LPL.

Employee Engagement:

We're welcoming another new employee this month in the Youth Services department. We were very impressed by the caliber of candidates that spoke multiple languages and conducted amazing example storytimes and consider ourselves very lucky to be adding such a talented person to our LPL team. The other major endeavor for the Employee Engagement department this month has been rewriting our Work from Home Guidelines. After surveying and hearing from 66% of our staff, I led a small task force to rethink our pandemic guidelines and turn them into longer lasting specifications. LPL's greatest asset is its staff, and ideally, we'd all work together physically within the walls of Lawrence Public Library. That being said, the pandemic has shown us the value of flexibility and the importance of supporting each team member as a whole person. Occasionally, that may involve working remotely when deemed appropriate. To protect our organizational sense of camaraderie, working from home will total no more than 25% of an employee's total hours per week. Employees must work with their direct supervisor to set work from home hours. I've

Monthly Departmental Reports

May 2021

also been arranging two training opportunities: a Peer Navigators informational presentation for all staff offered by Bruce Liese and another training for all library Coordinators to develop their supervisory skills.

Facilities:

Continuing to prepare for moving into our **BLUE** level of services on June 1st. We'll start early that morning with lots of furniture moving and a bit of floor taping. Huge thanks to Erica for organizing information for staff plus setting up a Q&A session to make sure staff is prepared for this next step toward our "new normal". Sunday the 16th LPL will have it's second quarterly bed bug inspection of the year and I have high hopes that we'll have another report with "zero hits". LPL is so very lucky to have such dedicated staff in Materials Handling plus amazing volunteers in Friends & Foundation who tirelessly inspect all materials coming into the building to keep those pests out!

Information Services:

Another year of the Seed Library is in the books, and it was another huge success! Nearly 1,200 community members (including 72 Head Start preschoolers!) received seeds through this year's Seed Library. The whole Info Services team contributed to this year's effort, but I wanted to give a special thanks to Yilan Zhao for all of her work to get the seed packets prepared and organized. Thank you, Yilan!

We continue our work to connect local households with free internet through our CARES Act-funded initiative. Thanks to a couple of extra marketing bumps from local businesses and our own Heather Kearns, we've continued to reach more community members and learn more about the barriers that prevent them from having internet access in their homes.

In addition to our regular monthly programs, Hazlett Henderson coordinated a well-attended session on Moving and Living Abroad featuring first-hand advice from several Americans living internationally, and Jake Vail led a bird walk at the Baker Wetlands in honor of the spring migration.

Monthly Departmental Reports

May 2021

Marketing:

Since our last report, Marketing has been focused on getting our next issue of the [Reader](#) magazine finished and sent to press. Paper copies should arrive in-house on or slightly after THU, May 20, but it is live [online](#) now to download. We increased the size to 20 pages and the focus is on Summer Reading (kick-off is May 27). YS Coordinator Karen Allen wrote a wonderful editorial about why it matters *this* summer in particular and the LPLFF are celebrating their 202-2021 Award winners. Our collective effort this summer is to hit the following finisher goals, and everyone can help make this happen by sharing the magazine, talking up the all-ages challenge to friends, family, neighbors, and patrons: **1500** kids, **500** teens, and **800** adults. It's the biggest thing we do every year for good reason: stopping the "summer slide". A big thanks to the LPLFF for providing Summer Reading themed tees for staff again this year! Tees are being printed for staff and the tee design file has been sent to ACME for anyone (staff, public) wishing to order extras. Additionally in the works are: A community art competition to design new library cards for launch SEP 2021, getting the Summer Reading [landing page](#) and printed matter in order, two LJW Library Pages laid out for MAY and JULY, new paid advertising relationship with the Senior Resource Center, and making new signage for the library's next reopening phase (BLUE) beginning JUN 1 with a few updated guidelines. We have a wonderful new art exhibit featuring LPL's Liza MacKinnon's paper dresses this month and I encourage everyone to check it out. The Art Team is fully trained and Heather is grateful to Jeff Bergeron and Ian Stepp for sharing their staff (Angela L and Traci) to help field requests and install and promote exhibits — they're both a HUGE help. Liza's show is the first exhibit in our reopened space and we are now booked through mid-2023 with art exhibits after announcing last month. Heather continues to work two weekly Tech Desk shifts and a Front door shift, serve on the What's Next team and various other teams, assist Leah Newton with four monthly Readers' Services newsletters, and 1 bi-monthly all cardholder general newsletter.

Youth Services:

We're still in the process of getting ready for summer reading. We have our programs planned, our online reading software is ready to go, we've made videos for schools to share with students, and we're putting the finishing touches on everything. We're mostly on a programming break to refresh and prep for the summer.

Monthly Departmental Reports

May 2021

In staffing news, we have hired Anita Patel to replace Marilyn Kearney who left us for Oregon last fall. Anita will start on June 1. On a sad note, Centennial Clogston, our Teen Services Librarian has resigned. We will soon start a job search to fill her position.

Work has started on the picture book renovation, but it's at a bit of a standstill as we are waiting for materials to be manufactured. The room will soon have an old-fashioned reading room feel, with all of the books lining the walls, leaving room for seating, fun storage for board books, and educational manipulatives in the middle of the room. We'll share an updated sketch when we have one from the architects.

Friends & Foundation Director's Report – May 13, 2021

New Friends & Foundation Board Officers and Member. The Friends & Foundation held its annual meeting on April 26th. The board elected its 2021 officers:

- Craig Penzler, Chair
- Rachel Rademacher, Vice Chair (and Trustees representative)
- Joan Golden, Treasurer
- Jane Medina, Secretary

In addition, the board welcomed Nancy Hambleton as its newest member. Nancy replaces Mary Burchill, who stepped down from the board. Annamarie Hill, Joan Golden and Kassie Nieters elected to serve another term.

Jedel Family Fund Gift. Jeff and Mary Weinberg and the Jedel Family Fund awarded a \$32,000 grant to the Friends & Foundation. The funds will be used to support the library's Kanopy streaming service for an entire year.

Second Saturday Book Sale. The Friends & Foundation hosted a "mini" book sale on Saturday, May 8th. It was a great success, earning nearly \$3,000! Most of the books were carted outside to the parking lot near the garage to ensure everyone's safety. Individuals who wanted to browse inside reserved time slots. All reports were that it went very smoothly and that our volunteers were happy to be back in action. The Onsite Book Sale Committee has decided to host these sales monthly throughout the summer.

Volunteer Appreciation. The Friends & Foundation gathered in Watson Park on Saturday, April 24 to celebrate the work of our volunteers. Attendees took a .5K walk around the perimeter of the park, got t-shirts and won door prizes. While all of our volunteers are award-winning, these individuals earned special recognition:

- Julie Trowbridge-Alford: VIP (Volunteer in the Pandemic) Cashier Award
- Janie Marples: VIP (Volunteer in the Pandemic) Poster Award
- Cristi Hansen: 2021 Mary Dalton Murphy Volunteer Award

A special award was presented to Stan Ring at the Friends & Foundation Annual Meeting. Stan is the go-to person to solve logistical problems in the book sale garage. He has built rolling carts, mobile bookshelves, and so much more to make the book sale operations run smoothly. Since Stan has always been a board member and thus not eligible to receive an award, his fellow board members voted to temporarily kick him off – and then reinstate him -- so that they could present him with the 2020 Mary Dalton Murphy Award.

Kansas Health Foundation Grant Application. The Friends & Foundation have applied for a \$25,000 grant to expand the Retirement Boot Camp program. If awarded, the grant will support another two years of the program. This "2.0" version will focus on helping older adults maintain independence through improved digital literacy and access to technology.