

Lawrence Public Library Board of Trustees Regular Meeting
Monday, June 21, 2021 at 4:30 PM
COVID-19 Zoom Meeting
[Zoom meeting link](#)

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 May
- Approve Treasurer's report for May
- Approve bills for May 18 to June 20
- Receive statistical report for May

Library Director's report

Friends & Foundation report

New Business

- 2022 Budget Update and Recommendation (see attached memo) – Brad
- Classification and Compensation Study (see attached memo) – Brad
- Board orientation (see attachment) – Sarah and David

Old Business

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

May 17, 2021

Venue: The meeting was held via Zoom.

Board Members Present: Ursula Minor (Outgoing Chair), Mayor Mayor Brad Finkeldei, Sarah Goodwin Thiel (Incoming Chair), Jennifer Bonilla-Scotten (Treasurer), Judy Keller, David Vance (Incoming Vice Chair). Absent: Susan Kang, Kevan Vick

Staff Members Present: Brad Allen (Executive Director), Kathleen Morgan (Director of Development and Community Partnerships), Erica Segraves (Employee Engagement Coordinator), Aaron Brumley (IT Coordinator), Jon Ratzlaff (Facilities Manager), Tricia Karlin (Collections & Technology Manager), Kristin Soper (Outreach & Events Coordinator), Heather Kearns (Marketing Coordinator).

Friends and Foundation Members Present:

Rachael Rademacher (F&F Vice Chair)

Call to order:

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

Presentation of new officers:

Ursula presented the new officers:

Sarah Goodwin-Thiel (Chair), David Vance (incoming Vice-Chair), Jennifer Bonilla-Scotten (Treasurer).

Brad thanked Ursula for her work as Chair: leading us so effectively during the past year during the pandemic and other challenges.

Public Comment:

No public comment.

Consent Agenda

Brad Finkeldei moved the consent agenda to be approved, Judy Keller seconded. Consent agenda passed.

Library Director's Report

- New teams at the library:
 - Public Service Coordinator Team: Brad has set up a regular meeting with public services coordinators so they can share information and ensure consistency in service to the public.
 - Library User Experience Group: The library doesn't have anyone who studies the overall library experience across all our service points: website, social media, and in-building user experience. Initial thoughts are that the team (convened by Brad) will

eventually be led by Heather and the group will address how we can create positive messages and experiences for patrons.

- Library funding:
 - Brad met with the directors of the Salina and Hays libraries as all three are concerned that a lot of funding leaves their communities to support their respective regional library systems. It seems that a disproportionately small amount of that regional library system funding is returned to these larger libraries. The directors exchanged information about their shared situation.
 - Brad and Kathleen spoke with Assistant County Administrator Jill Jolicoeur and the directors of the Eudora and Baldwin libraries to talk about how they could come together to best serve the county. It's a challenge to keep their mills flat but still provide adequate funding for library services. All are investigating other funding sources that could be available to libraries.
 - No updates yet from the County about property valuation reports that would inform the library's 2022 budget plan.

Friends and Foundation Report

- Rachael Rademacher is the new Vice Chair for the Friends and Foundation and will take Craig Penzler's place as representative to the library board. Her report:
 - In addition to its regular April meeting, the Friends & Foundation board hosted its first ever Annual Meeting as a merged organization on April 26th.
 - The board approved the 2020 Annual Report and celebrated the many accomplishments for that year. In all, the Friends & Foundation provided nearly \$227,000 to the library in 2020. The Annual Report is available on the Friends & Foundation webpage: [2020-Annual-Report-1.pdf \(lplks.org\)](https://lplks.org/2020-Annual-Report-1.pdf)
 - The board also approved its 2021 officers: Craig Penzler, Chair; Rachel Rademacher, Vice Chair and Trustees Representative; Joan Golden, Treasurer; and 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.
 - Friends & Foundation board members were excited to learn of the purchase and arrival of the new outreach vehicle. The step van currently is at the KU Architectural School's warehouse space and will be retrofitted this summer into LPL's new mobile library. The big launch happens this fall!
 - The Friends & Foundation has received a \$32,000 grant from Jeff and Mary Weinberg, and the Jedel Family Foundation. The funds will be used to support the library's Kanopy streaming service for an entire year.
 - The Friends & Foundation recently honored four of its super star volunteers with special awards: Julie Trowbridge as the VIP (Volunteer in Pandemic) Cashier; Jane Marples as the VIP (Volunteer in Pandemic) poster; Cristi Hansen as the 2021 Mary Dalton Murphy Volunteer of the Year and Stan Ring as the 2020 Mary Dalton Murphy Volunteer of the Year.
 - The Friends & Foundation have applied for a \$25,000 Kansas Health Foundation grant to continue its Retirement Boot Camp program for the next two years. We should receive an answer about whether we'll be funded by mid-June.

- Finally, in person book sales are back! The Friends & Foundation hosted a "mini" book sale on Saturday, May 8th. It earned \$3,000 and went so smoothly that the Book Sale Committee voted to host monthly Second Saturday Book Sales through the summer.
- **Trustee Training: How Mill levies work**
 - Brad A. shared a powerpoint presentation with the attendees to explain this obscure taxing mechanism that is the building block for library funding (attached below).
 - The presentation noted all the different contingencies that go into trying to create an estimate for revenue and how that might affect the budget we create.
 - Question: what is a flat mill?
 - Brad A.: A flat mill means the library board has not increased the library's mill rate. The mill rate for the library has remained at 4.045 for several years now. The board could opt to raise the rate. In other words, we could be more aggressive and build the budget we believe we need to support our services - then levy a higher rate to fund that budget. But we are trying to be good stewards and keeping the mill rate steady appears to be the correct strategy at this time.
 - Question: can you explain the cap on our mill and the authority the library has in regard to setting the budget?
 - Brad A: We operate under Charter Ordinance 16¹ : the library board has authority to levy a mill up to 4 mills and another.5 for employee benefits. The City has never required us to split the mills for operations and employee benefits.
 - So, since we are so close to our maximum rate, we have to be careful not to max it out. We have been relying on annual raises in property valuations to fund budget increases. There is a need to consider that the library should reserve the tool of raising the mill rate for years when property valuations *do not* increase.
 - Brad F. noted that the Kansas Senate has gotten rid of the property tax lid legislation, but there's a new, somewhat related law: Senate Bill 13. This requires every taxing entity to notify via letter all taxpayers that the taxing agency's expenditures are increasing. They are addressing a concern over "hidden" tax increases - i.e. a taxpayer may have a higher tax bill even if the *tax rate* was not raised: a hidden tax increase could result simply due to property valuations going up. The letter must make clear that the taxing entity is not going to lower its mill rate to keep revenue flat.

¹ Post-meeting addition: Under City Charter Ordinance No. 16, "The Governing Body of the City of Lawrence, shall annually levy a tax for the equipping, operating and maintaining of the Free Public Library of the City of Lawrence, Kansas, in such sum as the Library Board shall determine not to exceed 4.0 mills on each dollar of the assessed tangible valuation of the City and an additional sum not to exceed .5 mills on each dollar of the assessed tangible valuation of the City for the purpose of paying both the Library's social security tax and contributions to the Kansas Public Employees Retirement System (KPERS). Any future increase or decrease to the tax levy provisions of this Section may be made by ordinary ordinance passed by the Governing Body of the City of Lawrence ."

- The law does allow area taxing agencies to send one letter to note every taxing agency's action - e.g. a letter to a Lawrence resident would include tax information for the City, County, USD 497, library, etc. So the Library does not need to send its own letter out.
- Brad F. also noted that the City is not asking for a mill increase, but it's not revenue neutral. So the City Commission will hear a presentation from City staff on why revenue needs to be increased.
- Brad A. recommends that we wait and maybe in 2022 look to see if we need to increase the mill levy for the 2023 budget year. We've been lucky to have property valuations rise so we didn't have to resort to raising our mill rate. However, we probably can't count on that forever. He said we need to examine strategies we can pursue so that we can pay library staff at market levels. That's why he is investigating other funding strategies, including private funding sources. At some point, we need to start talking with the community about what kind of library they want to see and talk about what that might cost.
- Brad A. noted that if, in a given year, we took the mill rate to the maximum level allowed, we would get a large influx of revenue to bump up the budget and pay staff at a higher rate - but then how would that bump be sustained?
- Judy K. asked if we could inch up the mill so as to not create an unsustainable situation.
 - Brad A. replied that he and Erica (the library's new Employee Engagement Coordinator) will be working with the City to review staff compensation vis a vis City compensation. The idea is to tag library compensation to City compensation. Brad estimates that in this comparison, library staff at some levels could be underpaid by anywhere from 10% to 25%. However, he notes that the library is still competitive - people still want to work at the library. The staff are also following up on Visioning Day to nail down what we want to do. At that point, with those two initiatives in place, we could build our budget for 2023 to support that.
- Sarah suggested that Board members feel free to ask questions about any of this. These are complicated matters.

Ongoing Business

- None

New Business

- **Board Orientation Update:**
 - David and Sarah are working on a board orientation packet for new members so they can be prepared for their work on the board. They will have that ready for next board meeting
 - Brad A. noted what NEKLS is offering for Trustee Training and added that these are generally very good sessions. If 5 board members attend this presentation then the library would meet the NEKLS accreditation standard.

- [Annual Trustee Training with Becky Heil \(nekls.org\)](https://www.nekls.org) (Saturday, June 5, 10:30 - noon via Zoom)

Adjournment

There being no other business, the meeting adjourned at 5:18 p.m.

The next regular Board meeting will be held Monday, June 22, 2021 via Zoom.

Respectfully submitted,
Tricia Karlin

Library Funding 101

...

How Our Library is Funded (roughly, adopted 2021 budget)

1. Library mill levy	\$4,978,000
2. Lost item fees	\$15,000
3. NEKLS and State Aid	\$120,000
4. Miscellaneous	\$57,000
5. Friends and Foundation	\$225,000

What is a mill, anyway?

A mill is technically $1/1000$ of a dollar.

Governments tax property based on mill rates on assessed property values.

What is a mill, anyway?

In Lawrence, to figure out assessed value of a property...

Take the appraised value of a property
and multiply by type of property.

For residential property it is 11.5%,
commercial property is 25%,
and state assessed properties are 33.0%*

* Note: I don't know what state assessed properties are.

What is a mill, anyway?

So, say your house is appraised at \$200,000,
you multiply by 11.5%
to determine your **assessed value of \$23,000.**

Assessed value x Mill levy = Your tax payment

What is a mill, anyway?

The library's current mill levy is 4.045.

If you own a house worth \$200,000, you would pay \$93.05 in taxes to fund the library ($\$23,000 * .004045$).

What is a mill, anyway?

So how do you determine how much money in the upcoming year so you can guess your next year's budget?

Great question!

What is a mill worth?

Total assessed property value

1000

What is a mill worth?

For the 2021 Budget, the City estimated total assessed property value at \$1,137,478,625.

Divide by 1000
and you get...

\$1,137,479!

What is a mill worth?

But wait! Not everyone pays their taxes on time
(or at all)!

Don't forget the delinquency factor!
(usually between 2 and 3% – for 2021 it was
considerably higher)

More taxes, too

We also receive about 10% more money
from motor vehicle tax revenue
(as well as boats and RVs)

More taxes, too

Additionally...

If the County disburses more money
to the City than the Library's budget request,
the City passes along that money
at the beginning of the next fiscal year.

Putting it all together

Our 2021 budget was built that way.

Despite a 4.1% increase in assessed valuation, we only received a 2.5% increase in tax dollars with a flat mill. The City increased the delinquency factor for 2021 tax collections when computing incoming tax dollars.

Our adopted budget was \$4,978,000: \$4,903,000 was tax revenue and \$75,000 was carryover money from 2020.

Questions?

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
May 2021									
REVENUES		This Month	Year to Date	Annual Budget	42% of Year		May-20		YTD 2020
Tax Fund			\$ 2,667,159.71	\$ 4,978,000.00	53.58%		\$ -		\$ 2,720,723.49
Overdues			\$ 7,122.98	\$ 15,000.00	47.49%		\$ -		\$ 6,935.99
NEKLS			\$ 23,250.25	\$ 95,000.00	24.47%		\$ -		\$ 23,000.00
State Aid			\$ 27,911.86	\$ 25,000.00	111.65%		\$ -		\$ 27,991.57
Photo Copies			\$ 1,739.77	\$ 5,000.00	34.80%		\$ -		\$ 4,772.79
Coffee Shop Rent			\$ -	\$ -	#DIV/0!		\$ -		\$ 1,500.00
Meeting Room Fees			\$ -	\$ -	#DIV/0!		\$ -		\$ (25.00)
Interest			\$ 69.23	\$ 2,000.00	3.46%		\$ 4.20		\$ 2,259.06
Transfer from Cash Reserves			\$ -	\$ 50,000.00					
Miscellaneous			\$ 3,442.57	\$ -			\$ 22.00		\$ 374.85
Total Revenues		\$0.00	\$2,730,696.37	\$5,170,000.00	52.82%		\$26.20		\$ 2,787,532.75
EXPENSES									
Salaries & Wages			\$ 919,674.59	\$ 2,865,000.00	32.10%		\$ 220,716.22		\$ 1,146,669.84
Employee Benefits			\$ 142,041.05	\$ 460,000.00	30.88%		\$ 26,322.15		\$ 134,949.91
Payroll Taxes			\$ 157,592.16	\$ 500,000.00	31.52%		\$ 37,221.95		\$ 193,434.79
Utilities			\$ 27,091.50	\$ 100,000.00	27.09%		\$ 4,832.47		\$ 35,896.28
Building Supplies			\$ 4,780.21	\$ 20,000.00	23.90%		\$ 2,002.76		\$ 7,929.54
Building Repairs & Maintenance			\$ 30,570.98	\$ 55,000.00	55.58%		\$ 4,038.49		\$ 42,443.28
Library Supplies			\$ 9,258.12	\$ 25,000.00	37.03%		\$ 1,312.02		\$ 6,400.48
Books & Materials			\$ 197,370.46	\$ 710,000.00	27.80%		\$ 61,526.33		\$ 257,866.02
Processing Supplies			\$ 12,102.79	\$ 54,000.00	22.41%		\$ 6,978.19		\$ 16,878.72
Equipment			\$ 8,454.00	\$ 10,000.00	84.54%		\$ -		\$ 11,153.99
Software and Licenses			\$ 786.70				\$ -		\$ 360.00
Copiers			\$ 3,231.73				\$ 629.06		\$ 3,742.15
Supplies			\$ 17,014.62	\$ 30,000.00			\$ 152.10		\$ 1,815.90
Hardware			\$ -				\$ -		\$ -
Telephone Maintenance			\$ -				\$ -		\$ -
Collections			\$ 24,358.89				\$ 5,588.74		\$ 29,297.63
Internet and Phone			\$ 1,107.31				\$ 559.00		\$ 1,866.34
Public Access			\$ 23,309.57				\$ -		\$ 19,587.00
Technology			\$ 69,808.82	\$ 250,000.00	27.92%		\$ 6,928.90		\$ 56,669.02
Insurance			\$ 552.50	\$ 16,000.00	3.45%		\$ 10,895.00		\$ 11,547.50
Shipping			\$ 9,043.27	\$ 18,000.00	50.24%		\$ 151.85		\$ 5,810.13
Professional Development			\$ 5,725.55	\$ 30,000.00	19.09%		\$ -		\$ 5,756.16
Book Van & Mileage			\$ 436.11	\$ 2,000.00	21.81%		\$ -		\$ 609.63
Professional Fees			\$ 13,434.88	\$ 25,000.00	53.74%		\$ 1,666.34		\$ 13,646.11
Advertising & Marketing			\$ 14,104.13	\$ 30,000.00	47.01%		\$ 2,460.92		\$ 8,360.36
Capital Improvements			\$ -	\$ -	#DIV/0!		\$ -		\$ -
Miscellaneous			\$ (596.63)	\$ -			\$ (146.20)		\$ 1,251.67
Total Expenses		\$ -	\$ 1,621,444.49	\$ 5,170,000.00	31.36%		\$ 386,907.39		\$ 1,957,273.43
CASH BALANCES									
	Checking								
	Capital Improvement								

Regular Budget Report

May 2021

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Equipment		\$	8,454.00	\$	10,000.00	84.54%	\$ -	\$ 11,153.99
Software and Licenses		\$	786.70				\$ -	\$ 360.00
Copiers		\$	3,231.73				\$ 629.06	\$ 3,742.15
Supplies		\$	17,014.62	\$	30,000.00		\$ 152.10	\$ 1,815.90
Hardware		\$	-				\$ -	\$ -
Telephone Maintenance		\$	-				\$ -	\$ -
Collections		\$	24,358.89				\$ 5,588.74	\$ 29,297.63
Internet and Phone		\$	1,107.31				\$ 559.00	\$ 1,866.34
Public Access		\$	23,309.57				\$ -	\$ 19,587.00
Technology		\$	69,808.82	\$	250,000.00	27.92%	\$ 6,928.90	\$ 56,669.02
Insurance		\$	552.50	\$	16,000.00	3.45%	\$ 10,895.00	\$ 11,547.50
Shipping		\$	9,043.27	\$	18,000.00	50.24%	\$ 151.85	\$ 5,810.13
Professional Development		\$	5,725.55	\$	30,000.00	19.09%	\$ -	\$ 5,756.16
Book Van & Mileage		\$	436.11	\$	2,000.00	21.81%	\$ -	\$ 609.63
Professional Fees		\$	13,434.88	\$	25,000.00	53.74%	\$ 1,666.34	\$ 13,646.11
Advertising & Marketing		\$	14,104.13	\$	30,000.00	47.01%	\$ 2,460.92	\$ 8,360.36
Capital Improvements		\$	-	\$	-	#DIV/0!	\$ -	\$ -
Miscellaneous		\$	(596.63)	\$	-		\$ (146.20)	\$ 1,251.67
Total Expenses		\$ -	\$ 1,621,444.49	\$ 5,170,000.00	31.36%	\$ 386,907.39		\$ 1,957,273.43
CASH BALANCES								
Checking								
Capital Improvement								

Lawrence Public Library												
2021 Outside Funding Report												
			1/1/2021	March	March	April	April	May	May			
			<u>AMOUNT</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>		
FRIENDS & FOUNDATION												
			\$ 349,185.88	\$ 39.74	\$ 18,281.54	\$ 128,097.99	\$ 85,820.59	\$ -	\$ 23,778.60	\$ 316,171.92		
OTHER												
			\$ 6,043.46	\$ (1,706.29)	\$ 245.40	\$ 1,410.77	\$ 71.45	\$ 4,582.75	\$ -	\$ 9,979.80		
			\$ 355,229.34									
			Month Total	\$ (1,666.55)	\$ 18,526.94	\$ 129,508.76	\$ 85,892.04	\$ 4,582.75	\$ 23,778.60	YTD Income	\$ 132,692.86	
										YTD Expense	\$ 161,770.48	

Lawrence Public Library
Balance Sheet
As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,476,541.53	1,264,573.49	211,968.04	16.8%
Checking	175,865.34	260,210.69	-84,345.35	-32.4%
Capital Improvement at MIP	774,115.71	681,473.20	92,642.51	13.6%
Total Checking/Savings	<u>2,426,522.58</u>	<u>2,206,257.38</u>	<u>220,265.20</u>	<u>10.0%</u>
Total Current Assets	<u>2,426,522.58</u>	<u>2,206,257.38</u>	<u>220,265.20</u>	<u>10.0%</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>2,427,207.58</u>	<u>2,206,957.38</u>	<u>220,250.20</u>	<u>10.0%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	59,668.32	66,724.75	-7,056.43	-10.6%
Total Accounts Payable	<u>59,668.32</u>	<u>66,724.75</u>	<u>-7,056.43</u>	<u>-10.6%</u>
Other Current Liabilities				
FFCRA Disallowed	7,135.40	0.00	7,135.40	100.0%
Payroll Liabilities	-364.32	-57.01	-307.31	-539.1%
Total Other Current Liabilities	<u>6,771.08</u>	<u>-57.01</u>	<u>6,828.09</u>	<u>11,977.0%</u>
Total Current Liabilities	<u>66,439.40</u>	<u>66,667.74</u>	<u>-228.34</u>	<u>-0.3%</u>
Total Liabilities	<u>66,439.40</u>	<u>66,667.74</u>	<u>-228.34</u>	<u>-0.3%</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	823,039.98	821,069.44	1,970.54	0.2%
Total Equity	<u>2,360,768.18</u>	<u>2,140,289.64</u>	<u>220,478.54</u>	<u>10.3%</u>
TOTAL LIABILITIES & EQUITY	<u>2,427,207.58</u>	<u>2,206,957.38</u>	<u>220,250.20</u>	<u>10.0%</u>

Lawrence Public Library
Revenues & Expenses
May 2021

	<u>May 21</u>	<u>Jan - May 21</u>
Ordinary Income/Expense		
Income		
Miscellaneous Income	547.78	3,971.60
Gifts-Other	4,000.00	133,367.19
Grants	0.00	51,162.11
Interest	7.64	76.87
Merchandise Sales	582.75	-674.33
Lost and Replacement Fees	1,291.95	8,414.93
Photo Copies	361.50	2,101.27
Tax Fund	138,276.72	2,805,436.43
Utilities Income	0.00	18.75
Total Income	<u>145,068.34</u>	<u>3,003,874.82</u>
Gross Profit	145,068.34	3,003,874.82
Expense		
Payroll Expenses	256,473.45	1,318,189.09
Payroll Taxes	41,221.35	203,492.26
Utilities - Electric	6,992.51	34,084.01
Building Supplies	2,639.59	7,419.80
Building Repairs & Maintenance	1,979.02	32,550.00
Library & Office Supplies	1,279.21	10,537.33
Books & Materials	54,879.26	252,249.72
Processing Supplies	2,315.02	14,417.81
Equipment	5,636.00	14,090.00
Technology	9,721.43	79,530.25
Insurance	13,004.00	13,556.50
Shipping	117.99	9,161.26
Professional Development	487.41	6,212.96
Bookvan & Mileage	120.53	556.64
Professional Fees	1,017.05	14,451.93
Advertising	897.56	15,001.69
Miscellaneous	37.25	-559.38
FRIENDS & FOUNDATION FUNDING	<u>22,579.84</u>	<u>155,892.97</u>
Total Expense	<u>421,398.47</u>	<u>2,180,834.84</u>
Net Ordinary Income	-276,330.13	823,039.98
Other Income/Expense		
Other Expense		

Lawrence Public Library
Revenues & Expenses
May 2021

	<u>May 21</u>	<u>Jan - May 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>-276,330.13</u></u>	<u><u>823,039.98</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Jun 17, 21
Advance Insurance Company	739.39
Allen Press	2,007.49
Amazon	5,307.04
ASI	50.00
B.A. Green Construction	19,672.00
Baker & Taylor, Inc.	143.78
Bibliocommons Inc.	56,101.64
Blackstone Publishing	42.94
Bug Hounds, LLC	762.50
Center Point Large Print	373.30
Century Business Technologies	1,277.21
Demco, Inc.	2,373.93
EBSCO	424.31
EnvisionWare Inc.	1,502.20
Eric Boyack	17.69
Everyy	6,279.27
Gale/Cengage Learning	326.46
GovConnection, Inc.	3,282.76
Great Plains Media	3,200.00
Hamco Kansas City, Inc.	113.90
Ingram Library Services	22,731.66
Jacob Olson	14.51
Jayhawk Power	710.48
Jayhawk Trophy Co., Inc.	31.50
Jayhawk Tropical Fish	330.99
John A. Marshall Co.	7,435.24
John T. Webb	47.50
Journal-World	400.00
Kanopy LLC	2,666.00
Kansas Public Radio	627.50
Kantola Training Solutions	1,636.16
Katie Aldritt	75.00
Kyle's Cartoon Platoon	250.00
LFK Press, LLC	788.75
Lisa Cron	500.00
Matthew Lord	75.00
Mid-Continent Public Library	17.01
Midwest Tape	16,549.79
OverDrive	18,225.54
Palm Springs Public Library	25.95
Peter Wright	50.00
Pro Print Inc.	560.00
Puali'i Rossi-Fukino	100.00
Pur-O-Zone, Inc.	1,756.40
Quill Corporation	312.91
Reliance Barcode Solutions	2,448.86
Schendel Services	99.75
Scholastic Inc.	9,123.47
Scott Rice Office Works	5,636.00
Snap Promotions	1,219.60
Tech Electronics	3,123.00
U.S. Bank - Mastercard	12,915.82
Unique Management Services	350.04
United Parcel Service	890.36
World Archives	5,822.00
Y.N.F.W.C.	3,500.00
TOTAL	225,044.60

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	06/21/2021	Advance Insurance Company	Checking	
Bill	July 2021	06/14/2021		Group Life Insurance	-739.39
TOTAL					-739.39
Bill Pmt -Check	Electronic	06/21/2021	ASI	Checking	
Bill	May 2021	06/08/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	06/21/2021	Evergy	Checking	
Bill		06/16/2021		Utilities - Electric	-6,279.27
TOTAL					-6,279.27
Bill Pmt -Check	Electronic	06/21/2021	U.S. Bank - Mastercard	Checking	
Bill		05/05/2021		Books & Materials	-26.94
				Periodicals	-49.75
				Books & Materials	-42.89
				Books & Materials	-15.25
Bill		05/30/2021		Books & Materials	-20.00
				Books & Materials	-49.00
				Block Grant	-649.00
				Youth Services Dept.	-71.10
				Collection Development	-77.54
				Admin. Dept.	-38.77
				Admin. Dept.	-300.00
				Adult Programming	-26.78
				Adult Programming	-595.20
				Bookvan & Mileage	-117.59
				Children's Programming	-52.38
				Children's Programming	-49.00
				Children's Programming	-414.00
				Children's Programming	-8.78
				Young Adult Program...	-9.99
				Summer Reading - ALL	-3,119.11
				Professional Fees	-649.00
				Shipping	-117.99
				Processing Supplies	-116.67
				Library & Office Suppli...	-1,383.18
				Membership & Dues	-379.00
				Miscellaneous	-20.00
				Advertising	-594.28
				Building Supplies	-1,404.30
				Building Repairs & Mai...	-62.29
				Supplies	-1,226.75
				Software & Licenses	-360.00
				Public Access	-59.66
				Telephone	-531.13
Bill		06/04/2021		Books & Materials	-19.98
				Books & Materials	-120.00
				Books & Materials	-44.99
				Books & Materials	-18.44

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-25.34
				Periodicals	-49.75
TOTAL					-12,915.82
Bill Pmt -Check	EElectronic	06/21/2021	United Parcel Service	Checking	
Bill	1231	06/08/2021		Shipping	-890.36
TOTAL					-890.36
Bill Pmt -Check	9113	06/21/2021	Allen Press	Checking	
Bill	27420	05/24/2021		Grants	-1,881.71
				Advertising	-125.78
TOTAL					-2,007.49
Bill Pmt -Check	9114	06/21/2021	Baker & Taylor, Inc.	Checking	
Bill	2035797760	05/30/2021		Books & Materials	-16.15
Bill	2035797761	05/30/2021		Processing Supplies	-0.05
Bill	2035900071	06/17/2021		Books & Materials	-30.28
Bill	2035865931	06/17/2021		Books & Materials	-80.71
Bill	2035838104	06/17/2021		Books & Materials	-15.14
Bill	2035838105	06/17/2021		Processing Supplies	-0.05
Bill	2035865932	06/17/2021		Processing Supplies	-1.00
Bill	2035900072	06/17/2021		Processing Supplies	-0.40
TOTAL					-143.78
Bill Pmt -Check	9115	06/21/2021	Blackstone Publishing	Checking	
Bill	1223443	05/30/2021		Books & Materials	-42.94
TOTAL					-42.94
Bill Pmt -Check	9116	06/21/2021	Bug Hounds, LLC	Checking	
Bill	299	05/24/2021		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	9117	06/21/2021	Center Point Large Print	Checking	
Bill	1853769	05/30/2021		Books & Materials	-25.32
Bill	1849967	05/30/2021		Books & Materials	-149.32
Bill	1855567	06/17/2021		Books & Materials	-198.66
TOTAL					-373.30

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9118	06/21/2021	Century Business Technologies	Checking	
Bill	592182	06/10/2021		Copying	-1,011.52
Bill	592353	06/14/2021		Copying	-265.69
TOTAL					-1,277.21
Bill Pmt -Check	9119	06/21/2021	Demco, Inc.	Checking	
Bill	6953021	05/24/2021		Cotte Gift	-1,107.93
				Harry Potter Book Night	-164.90
				YA/YS Programs-Wei...	-486.95
Bill	6962033	06/14/2021		Processing Supplies	-614.15
TOTAL					-2,373.93
Bill Pmt -Check	9120	06/21/2021	EBSCO	Checking	
Bill	2106854	05/30/2021		Periodicals	-424.31
TOTAL					-424.31
Bill Pmt -Check	9121	06/21/2021	EnvisionWare Inc.	Checking	
Bill	INV-US-53...	06/08/2021		Software & Licenses	-1,502.20
TOTAL					-1,502.20
Bill Pmt -Check	9122	06/21/2021	Gale/Cengage Learning	Checking	
Bill	74312252	05/30/2021		Books & Materials	-59.87
Bill	74259056	05/30/2021		Books & Materials	-44.08
Bill	74473385	06/17/2021		Books & Materials	-93.06
Bill	74463952	06/17/2021		Books & Materials	-129.45
TOTAL					-326.46
Bill Pmt -Check	9123	06/21/2021	GovConnection, Inc.	Checking	
Bill	71354027	05/30/2021		Supplies	-1,150.00
Bill	71384834	06/08/2021		Supplies	-1,290.00
Bill	7147418	06/14/2021		Supplies	-842.76
TOTAL					-3,282.76
Bill Pmt -Check	9124	06/21/2021	Great Plains Media	Checking	
Bill	17333,173...	06/10/2021		Advertising	-1,600.00
				Summer Reading - ALL	-1,600.00
TOTAL					-3,200.00

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9125	06/21/2021	Hamco Kansas City, Inc.	Checking	
Bill	127376	06/14/2021		Library & Office Suppli...	-113.90
TOTAL					-113.90
Bill Pmt -Check	9126	06/21/2021	Ingram Library Services	Checking	
Bill	53079141	05/30/2021	Ingram Library Services	Accounts Payable	0.00
Bill	53111318	05/30/2021	Ingram Library Services	Accounts Payable	0.00
Bill	53060666	05/30/2021		Processing Supplies	-49.81
Bill	53034044	05/30/2021		Processing Supplies	-20.98
Bill	53041849	05/30/2021		Processing Supplies	-3.91
Bill	53013285	05/30/2021		Processing Supplies	-193.97
Bill	52994459	05/30/2021		Processing Supplies	-27.22
Bill	53023732	05/30/2021		Processing Supplies	-35.89
Bill	52967947	05/30/2021		Processing Supplies	-50.48
Bill	52967949	05/30/2021		Processing Supplies	-0.15
Bill	52951113	05/30/2021		Processing Supplies	-79.37
Bill	52924265	05/30/2021		Processing Supplies	-178.44
Bill	52904017	05/30/2021		Processing Supplies	-0.45
Bill	52904015	05/30/2021		Processing Supplies	-28.87
Bill	52944059	05/30/2021		Processing Supplies	-20.19
Bill	52924269	05/30/2021		Processing Supplies	-10.67
Bill	52924267	05/30/2021		Processing Supplies	-26.26
Bill	52882578	05/30/2021		Processing Supplies	-48.97
Bill	52891942	05/30/2021		Processing Supplies	-27.15
Bill	52856971	05/30/2021		Processing Supplies	-70.45
Bill	53079140	05/30/2021		Books & Materials	-348.26
Bill	53111317	05/30/2021		Books & Materials	-8.99
Bill	53060665	05/30/2021		Books & Materials	-855.61
Bill	53034043	05/30/2021		Books & Materials	-203.61
Bill	53041848	05/30/2021		Books & Materials	-71.58
Bill	53013284	05/30/2021		Books & Materials	-2,346.89
Bill	52994458	05/30/2021		Books & Materials	-372.99
Bill	53023731	05/30/2021		Books & Materials	-315.38
Bill	52967946	05/30/2021		Books & Materials	-646.70
Bill	52967948	05/30/2021		Books & Materials	-14.99
Bill	52951112	05/30/2021		Books & Materials	-656.83
Bill	52924264	05/30/2021		Books & Materials	-1,603.30
Bill	52904016	05/30/2021		Books & Materials	-38.97
Bill	52904014	05/30/2021		Books & Materials	-308.54
Bill	52944058	05/30/2021		Books & Materials	-209.81
Bill	52924268	05/30/2021		Books & Materials	-55.13
Bill	52924266	05/30/2021		Books & Materials	-207.42
Bill	52882577	05/30/2021		Books & Materials	-736.11
Bill	52891941	05/30/2021		Books & Materials	-322.73
Bill	52856970	05/30/2021		Books & Materials	-868.80
Bill	53366411	06/17/2021		Books & Materials	-499.22
Bill	43366413	06/17/2021		Books & Materials	-301.38
Bill	53348688	06/17/2021		Books & Materials	-43.75
Bill	53327817	06/17/2021		Books & Materials	-10.22
Bill	53327818	06/17/2021		Books & Materials	-2,003.75
Bill	53309985	06/17/2021		Books & Materials	-14.82
Bill	53309983	06/17/2021		Books & Materials	-348.13
Bill	53286479	06/17/2021		Books & Materials	-422.09
Bill	43242987	06/17/2021		Books & Materials	-1,874.65
Bill	53271029	06/17/2021		Books & Materials	-189.31
Bill	53271031	06/17/2021		Books & Materials	-58.63
Bill	53298420	06/17/2021		Books & Materials	-40.88

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	53263369	06/17/2021		Books & Materials	-445.87
Bill	53242986	06/17/2021		Books & Materials	-72.46
Bill	53242989	06/17/2021		Books & Materials	-37.15
Bill	53221877	06/17/2021		Books & Materials	-10.19
Bill	53190391	06/17/2021		Books & Materials	-27.84
Bill	53190389	06/17/2021		Books & Materials	-769.64
Bill	53221875	06/17/2021		Books & Materials	-496.26
Bill	53242991	06/17/2021		Books & Materials	-14.24
Bill	53190385	06/17/2021		Books & Materials	-786.78
Bill	53190387	06/17/2021		Books & Materials	-618.96
Bill	53141535	06/17/2021		Books & Materials	-68.10
Bill	53141533	06/17/2021		Books & Materials	-234.72
Bill	53153577	06/17/2021		Books & Materials	-414.68
Bill	53122704	06/17/2021		Books & Materials	-191.19
Bill	53153581	06/17/2021		Books & Materials	-67.02
Bill	53153579	06/17/2021		Books & Materials	-107.64
Bill	53101823	06/17/2021		Books & Materials	-522.73
Bill	53366412	06/17/2021		Processing Supplies	-65.81
Bill	53366414	06/17/2021		Processing Supplies	-29.86
Bill	53348689	06/17/2021		Processing Supplies	-5.91
Bill	53327819	06/17/2021		Processing Supplies	-245.05
Bill	53309986	06/17/2021		Processing Supplies	-0.82
Bill	53309984	06/17/2021		Processing Supplies	-25.21
Bill	53286477	06/17/2021		Processing Supplies	-29.34
Bill	53242988	06/17/2021		Processing Supplies	-145.90
Bill	53271030	06/17/2021		Processing Supplies	-20.98
Bill	53271032	06/17/2021		Processing Supplies	-4.43
Bill	53263370	06/17/2021		Processing Supplies	-42.80
Bill	53242990	06/17/2021		Processing Supplies	-0.45
Bill	53221878	06/17/2021		Processing Supplies	-1.97
Bill	53190392	06/17/2021		Processing Supplies	-2.79
Bill	53190390	06/17/2021		Processing Supplies	-80.39
Bill	53221876	06/17/2021		Processing Supplies	-30.58
Bill	53242992	06/17/2021		Processing Supplies	-0.15
Bill	53190386	06/17/2021		Processing Supplies	-61.12
Bill	53190388	06/17/2021		Processing Supplies	-43.30
Bill	53141536	06/17/2021		Processing Supplies	-4.58
Bill	53141534	06/17/2021		Processing Supplies	-26.41
Bill	53153578	06/17/2021		Processing Supplies	-43.92
Bill	53122705	06/17/2021		Processing Supplies	-2.55
Bill	53153582	06/17/2021		Processing Supplies	-9.85
Bill	53153580	06/17/2021		Processing Supplies	-9.97
Bill	53101824	06/17/2021		Processing Supplies	-39.35
TOTAL					-22,731.66
Bill Pmt -Check	9127	06/21/2021	Jacob Olson	Checking	
Bill	REFUND	05/24/2021		Lost and Replacement...	-14.51
TOTAL					-14.51
Bill Pmt -Check	9128	06/21/2021	Jayhawk Power	Checking	
Bill	1002-1	05/30/2021		Building Repairs & Mai...	-710.48
TOTAL					-710.48

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9129	06/21/2021	Jayhawk Trophy Co., Inc.	Checking	
Bill	68924	06/08/2021		Library & Office Suppli...	-31.50
TOTAL					-31.50
Bill Pmt -Check	9130	06/21/2021	Jayhawk Tropical Fish	Checking	
Bill	975669	06/08/2021		Aquarium Maintenance	-310.00
Bill	975686	06/08/2021		Aquarium Maintenance	-20.99
TOTAL					-330.99
Bill Pmt -Check	9131	06/21/2021	Kanopy LLC	Checking	
Bill	249570-PPU	06/17/2021		Kanopy	-2,666.00
TOTAL					-2,666.00
Bill Pmt -Check	9132	06/21/2021	Kansas Public Radio	Checking	
Bill	146685	05/24/2021		Advertising	-177.50
Bill	146845	06/08/2021		Advertising Gift Fund	-226.25
Bill	146795	06/08/2021		Advertising Gift Fund	-223.75
TOTAL					-627.50
Bill Pmt -Check	9134	06/21/2021	Kantola Training Solutions	Checking	
Bill	250897	06/16/2021		Other Training	-1,636.16
TOTAL					-1,636.16
Bill Pmt -Check	9135	06/21/2021	LFK Press, LLC	Checking	
Bill	21052701	06/08/2021		Merchandise Sales	-88.00
				Summer Reading - ALL	-700.75
TOTAL					-788.75
Bill Pmt -Check	9136	06/21/2021	Midwest Tape	Checking	
Bill	500464795	05/24/2021		Processing Supplies	-425.99
Bill	500487680	05/30/2021		Books & Materials	-328.29
Bill	500487378	05/30/2021		Books & Materials	-40.17
Bill	500476434	05/30/2021		Books & Materials	-738.66
Bill	500476435	05/30/2021		Books & Materials	-172.96
Bill	500461482	05/30/2021		Books & Materials	-199.41
Bill	500461480	05/30/2021		Books & Materials	-182.11
Bill	500445060	05/30/2021		Books & Materials	-104.97
Bill	500445062	05/30/2021		Books & Materials	-11.24
Bill	500442969	05/30/2021		Books & Materials	-543.31
				Books & Materials	-22.49
Bill	500426076	05/30/2021		Books & Materials	-176.85
Bill	500426077	05/30/2021		Books & Materials	-26.99
Bill	500426079	05/30/2021		Books & Materials	-143.20

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	500424620	05/30/2021		Books & Materials	-133.43
Bill	500517427	05/30/2021		Processing Supplies	-229.95
Bill	500560746	06/17/2021		Books & Materials	-115.97
Bill	500560745	06/17/2021		Books & Materials	-674.86
Bill	500533481	06/17/2021		Books & Materials	-431.01
				Books & Materials	-38.99
Bill	500533482	06/17/2021		Books & Materials	-95.97
Bill	500522673	06/17/2021		Books & Materials	-182.66
Bill	500522671	06/17/2021		Books & Materials	-110.75
Bill	500503733	06/17/2021		Books & Materials	-327.92
Bill	500503732	06/17/2021		Books & Materials	-641.63
Bill	500518730	06/17/2021		Books & Materials	-10,450.01
TOTAL					-16,549.79

Bill Pmt -Check	9137	06/21/2021	OverDrive	Checking	
Bill	06809DA2...	05/30/2021		Books & Materials	-701.46
Bill	06809CO2...	05/30/2021		Books & Materials	-338.98
Bill	06809CO2...	05/30/2021		Books & Materials	-202.46
Bill	06809CO2...	05/30/2021		Books & Materials	-331.48
Bill	06809DA2...	05/30/2021		Books & Materials	-660.45
Bill	06809CO2...	05/30/2021		Books & Materials	-976.68
Bill	06809CO2...	05/30/2021		Books & Materials	-1,204.15
Bill	06809CO2...	05/30/2021		Books & Materials	-286.00
Bill	06809DA2...	05/30/2021		Books & Materials	-213.00
Bill	06809DA2...	05/30/2021		Books & Materials	-76.00
Bill	06809CO2...	05/30/2021		Books & Materials	-288.99
Bill	06809CO2...	05/30/2021		Books & Materials	-261.03
Bill	06808CO2...	05/30/2021		Books & Materials	-186.75
Bill	06809CO2...	05/30/2021		Books & Materials	-163.98
Bill	06809CO2...	06/17/2021		Books & Materials	-1,079.19
Bill	06809CO2...	06/17/2021		Books & Materials	-1,029.47
Bill	06809DA2...	06/17/2021		Books & Materials	-195.00
Bill	06809DA2...	06/17/2021		Books & Materials	-727.13
Bill	06809CO2...	06/17/2021		Books & Materials	-260.96
Bill	06809CO2...	06/17/2021		Books & Materials	-298.72
Bill	06809CO2...	06/17/2021		Books & Materials	-755.51
Bill	06809CO2...	06/17/2021		Books & Materials	-774.31
Bill	06809CO2...	06/17/2021		Books & Materials	-343.94
Bill	06809CO2...	06/17/2021		Books & Materials	-117.48
Bill	06809CO2...	06/17/2021		Books & Materials	-330.45
Bill	06809CO2...	06/17/2021		Books & Materials	-225.29
Bill	06809CO2...	06/17/2021		Books & Materials	-871.44
Bill	06809CO2...	06/17/2021		Books & Materials	-819.94
Bill	06809DA2...	06/17/2021		Books & Materials	-1,758.82
Bill	06809CO2...	06/17/2021		Books & Materials	-1,061.91
Bill	06809CO2...	06/17/2021		Books & Materials	-1,095.36
Bill	06809CO2...	06/17/2021		Books & Materials	-319.22
Bill	06809CO2...	06/17/2021		Books & Materials	-192.00
Bill	06809CO2...	06/17/2021		Books & Materials	-77.99
TOTAL					-18,225.54

Bill Pmt -Check	9138	06/21/2021	Pro Print Inc.	Checking	
Bill	103757	05/30/2021		Summer Reading - ALL	-560.00
TOTAL					-560.00

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9139	06/21/2021	Pur-O-Zone, Inc.	Checking	
Bill	830584	05/24/2021		Building Supplies	-81.16
Bill	830616	05/24/2021		Building Supplies	-338.62
Bill	830852	05/24/2021		Building Repairs & Mai...	-59.00
Bill	830855	05/24/2021		Building Repairs & Mai...	-39.00
Bill	830854	05/24/2021		Building Repairs & Mai...	-49.00
Bill	830853	05/24/2021		Building Repairs & Mai...	-59.00
Bill	831238	05/30/2021		Building Supplies	-280.54
Bill	831332	05/30/2021		Building Supplies	-227.68
Bill	831366	05/30/2021		Building Supplies	-72.03
Bill	832207	06/14/2021		Building Supplies	-478.34
Bill	831987	06/16/2021		Building Supplies	-72.03
TOTAL					-1,756.40
Bill Pmt -Check	9140	06/21/2021	Quill Corporation	Checking	
Bill	16894790	06/08/2021		Library & Office Suppli...	-62.02
				Summer Reading - ALL	-38.07
Bill	17070400	06/08/2021		Summer Reading - ALL	-58.15
Bill	17175152	06/10/2021		Library & Office Suppli...	-125.60
Bill	17179848	06/10/2021		Library & Office Suppli...	-29.07
TOTAL					-312.91
Bill Pmt -Check	9141	06/21/2021	Reliance Barcode Solutions	Checking	
Bill	11222	06/14/2021		Processing Supplies	-1,275.37
Bill	11223	06/14/2021		Processing Supplies	-1,173.49
TOTAL					-2,448.86
Bill Pmt -Check	9142	06/21/2021	Schendel Services	Checking	
Bill	30335898	05/30/2021		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	9143	06/21/2021	Scholastic Inc.	Checking	
Bill	29975921	06/10/2021		Summer Reading - ALL	-34.14
Bill	29928449	06/10/2021		Summer Reading - ALL	-5,098.37
Bill	30184329	06/10/2021		Misc - Gifts Funded	-10.17
Bill	30293175	06/10/2021		Misc - Gifts Funded	-314.90
Bill	30053689	06/10/2021		Misc - Gifts Funded	-3,665.89
TOTAL					-9,123.47
Bill Pmt -Check	9144	06/21/2021	Snap Promotions	Checking	
Bill	21050201	05/24/2021		Summer Reading - ALL	-1,219.60
TOTAL					-1,219.60

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June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9145	06/21/2021	Tech Electronics	Checking	
Bill	N000083849	06/14/2021		Building Repairs & Mai...	-720.00
Bill	N000083941	06/17/2021		Building Repairs & Mai...	-2,403.00
TOTAL					-3,123.00
Bill Pmt -Check	9146	06/21/2021	Unique Management Services	Checking	
Bill	602452	06/08/2021		Professional Fees	-108.39
Bill	602451	06/08/2021		Professional Fees	-241.65
TOTAL					-350.04
Bill Pmt -Check	9147	06/21/2021	World Archives	Checking	
Bill	267462	05/30/2021		Periodicals	-5,822.00
TOTAL					-5,822.00
Bill Pmt -Check	29015	06/21/2021	Amazon	Checking	
Bill	6897805	05/24/2021		Children's Programming	-88.67
				Summer Reading - ALL	-116.07
Bill	0917812	05/24/2021		Summer Reading - ALL	-72.00
Bill	6367404	05/24/2021		Summer Reading - ALL	-11.89
Bill	1231416	05/24/2021		Processing Supplies	-48.18
Bill	6648253	05/24/2021		Processing Supplies	-9.98
Bill	3178663	05/24/2021		Summer Reading - ALL	-113.87
Bill	5277850	05/24/2021		Children's Programming	-98.35
Bill	5297935	05/24/2021		Building Supplies	-235.26
Bill	7499431	05/30/2021		Books & Materials	-20.95
Bill	3493063	05/30/2021		Books & Materials	-189.95
Bill	3493063	05/30/2021		Books & Materials	-49.88
Bill	2376243	05/30/2021		Books & Materials	-52.40
Bill	0365849	05/30/2021		Books & Materials	-29.95
Bill	5747447	05/30/2021		Books & Materials	-12.79
				Books & Materials	-65.38
				Books & Materials	-90.04
				Books & Materials	-81.99
Bill	7144233	05/30/2021		Books & Materials	-119.98
Bill	3586615	05/30/2021		Books & Materials	-99.98
Bill	3816260	05/30/2021		Books & Materials	-10.50
Bill	8529805	05/30/2021		Books & Materials	-6.97
Bill	6829022	05/30/2021		Books & Materials	-57.56
Bill	1191425	05/30/2021		Books & Materials	-19.79
Bill	4181813	05/30/2021		Books & Materials	-21.93
Bill	7669810	05/30/2021		Books & Materials	-9.98
				Books & Materials	-116.98
				Books & Materials	-16.00
				Books & Materials	-14.99
				Books & Materials	-49.67
				Books & Materials	-34.97
				Books & Materials	-93.98
Bill	3459424	05/30/2021		Books & Materials	-13.49
Bill	5809044	05/30/2021		Books & Materials	-96.34
				Books & Materials	-22.48
				Books & Materials	-93.68
				Books & Materials	-17.99

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-39.00
				Books & Materials	-15.95
				Books & Materials	-19.98
				Books & Materials	-25.63
				Books & Materials	-73.97
Bill	8109822	05/30/2021		Books & Materials	-9.99
Bill	7946651	05/30/2021		Books & Materials	-35.97
Bill	8642641	05/30/2021		Books & Materials	-24.99
Bill	8149814	05/30/2021		Books & Materials	-31.47
Bill	5713817	05/30/2021		Books & Materials	-11.99
Bill	0254656	05/30/2021		Books & Materials	-119.97
Bill	4658669	05/30/2021		Books & Materials	-18.38
Bill	3377838	05/30/2021		Books & Materials	-26.32
Bill	7144233	05/30/2021		Books & Materials	-110.82
Bill	3302606	05/30/2021		Books & Materials	-20.95
Bill	4994637	05/30/2021		Summer Reading - ALL	-20.97
Bill	3698609	06/08/2021		Block Grant	-1,234.90
Bill	9638669	06/08/2021		Summer Reading - ALL	-11.52
Bill	8054611	06/08/2021		Children's Programming	-10.57
Bill	3905861	06/08/2021		Summer Reading - ALL	-42.94
Bill	9083629	06/14/2021		Library & Office Suppli...	-33.16
Bill	5046660	06/16/2021		Books & Materials	-22.45
Bill	4829067	06/16/2021		Books & Materials	-18.08
Bill	7638658	06/17/2021		Books & Materials	-13.98
Bill	7144233	06/17/2021		Books & Materials	-19.99
Bill	6670630	06/17/2021		Books & Materials	-23.94
Bill	5317036	06/17/2021		Books & Materials	-33.95
Bill	5369014	06/17/2021		Books & Materials	-43.00
Bill	5369014	06/17/2021		Books & Materials	-58.97
				Books & Materials	-13.49
				Books & Materials	-28.76
Bill	7378620	06/17/2021		Books & Materials	-30.98
Bill	6717848	06/17/2021		Books & Materials	-16.90
Bill	0138637	06/17/2021		Books & Materials	-20.99
Bill	9580258	06/17/2021		Books & Materials	-31.98
Bill	9580258	06/17/2021		Books & Materials	-19.94
Bill	1129847	06/17/2021		Books & Materials	-25.97
Bill	5676250	06/17/2021		Books & Materials	-18.97
Bill	7437856	06/17/2021		Books & Materials	-38.90
Bill	8627426	06/17/2021		Books & Materials	-6.77
Bill	7499431	06/17/2021		Books & Materials	-69.00
Bill	9939431	06/17/2021		Books & Materials	-42.99
Bill	1362640	06/17/2021		Books & Materials	-31.01
Bill	8722665	06/17/2021		Books & Materials	-10.33
Bill	8705023	06/17/2021		Books & Materials	-29.00
Bill	9118643	06/17/2021		Books & Materials	-11.39
Bill	6038635	06/17/2021		Books & Materials	-41.56
Bill	8829067	06/17/2021		Books & Materials	-64.14
Bill	9005802	06/17/2021		Books & Materials	-51.74
				Books & Materials	-39.99
				Books & Materials	-88.48
				Books & Materials	-35.03
				Books & Materials	-31.90
Bill	9010618	06/17/2021		Books & Materials	-28.17
TOTAL					-5,307.04

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Lawrence Public Library
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29016	06/21/2021	B.A. Green Construction	Checking	
Bill	Studio	06/08/2021		Capital Improvement ...	-11,933.00
Bill	Picture Bo...	06/08/2021		Capital Improvement ...	-7,739.00
TOTAL					-19,672.00
Bill Pmt -Check	29017	06/21/2021	Bibliocommons Inc.	Checking	
Bill	1672	06/14/2021		Public Access	-56,101.64
TOTAL					-56,101.64
Bill Pmt -Check	29018	06/21/2021	Eric Boyack	Checking	
Bill	REFUND	05/30/2021		Lost and Replacement...	-17.69
TOTAL					-17.69
Bill Pmt -Check	29019	06/21/2021	John A. Marshall Co.	Checking	
Bill	370562	06/14/2021		Capital Improvement ...	-7,435.24
TOTAL					-7,435.24
Bill Pmt -Check	29020	06/21/2021	John T. Webb	Checking	
Bill	REFUND	05/30/2021		Lost and Replacement...	-47.50
TOTAL					-47.50
Bill Pmt -Check	29021	06/21/2021	Journal-World	Checking	
Bill	10647823	06/16/2021		Advertising	-400.00
TOTAL					-400.00
Bill Pmt -Check	29022	06/21/2021	Katie Aldritt	Checking	
Bill	7-21-21	05/24/2021		Summer Reading - ALL	-75.00
TOTAL					-75.00
Bill Pmt -Check	29023	06/21/2021	Kyle's Cartoon Platoon	Checking	
Bill	7-12-21	06/10/2021		Summer Reading - ALL	-250.00
TOTAL					-250.00
Bill Pmt -Check	29024	06/21/2021	Lisa Cron	Checking	
Bill	6-15-21	06/08/2021		Summer Reading - ALL	-500.00
TOTAL					-500.00

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Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29025	06/21/2021	Matthew Lord	Checking	
Bill	6-30-21	05/24/2021		Summer Reading - ALL	-75.00
TOTAL					-75.00
Bill Pmt -Check	29026	06/21/2021	Mid-Continent Public Library	Checking	
Bill	REFUND	06/08/2021		Lost and Replacement...	-17.01
TOTAL					-17.01
Bill Pmt -Check	29027	06/21/2021	Palm Springs Public Library	Checking	
Bill	ILL 207635...	06/10/2021		Lost and Replacement...	-25.95
TOTAL					-25.95
Bill Pmt -Check	29028	06/21/2021	Peter Wright	Checking	
Bill	Poetry	05/24/2021		Children's Programming	-50.00
TOTAL					-50.00
Bill Pmt -Check	29029	06/21/2021	Puali'i Rossi-Fukino	Checking	
Bill	6-30-21	05/24/2021		Summer Reading - ALL	-100.00
TOTAL					-100.00
Bill Pmt -Check	29030	06/21/2021	Scott Rice Office Works	Checking	
Bill	351193	05/20/2021		Equipment	-5,636.00
TOTAL					-5,636.00
Bill Pmt -Check	29031	06/21/2021	Y.N.F.W.C.	Checking	
Bill	2016	06/14/2021		Building Repairs & Mai...	-3,500.00
TOTAL					-3,500.00

Lawrence Public Library

Statistical Summary - May 2021

OUTPUT MEASURES								
Service Area Population	102,980							
User Visits	18,337							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	49,783							
Cardholders transacting - current month	12,576							
Cardholders added - current month	446							
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)	6,990	50,055	40,023		56%	44%	100%	
Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	31,878			57,002				
Website - Kaw Valley Jukebox	62			68				
Website - Digital Douglas County (Sessions)	121			181				
All other web site visits (Sessions)	20,103			43,333				
Social Media Interactions (Facebook & Twitter)				6,273				
Social Media Reach (Facebook & Twitter)				212,112				
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	24,812	13,535	38,347		28%	15%	43%	
Teen Total	2,716	1,642	4,358		3%	2%	5%	
Childrens Total	23,930	3,247	27,177		27%	4%	30%	
Total AV Media Room	17,556	2,452	20,008		19%	3%	22%	
Total Library of Things	165	0	165		0%	0%	0%	
Total all collections	69,179	20,876	90,055		77%	23%	100%	

Lawrence Public Library

Statistical Summary - May 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	190,440	18,920	209,360		91%	9%	100%	
Added	2,457	270	2,727		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,729	128	2,857		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-253	87	-166					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		3,764	1,572	5,336	71%	29%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,630	16,257		4				
Other Public Services				Total sessions				
Public Computer Usage				1883				
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	5	3	21	2	111	60	224	101
STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2021	2020	2021 v 2020		2021	2020		
Total Paid Staff, in Full-Time Equivalents	67.2	66.18	2%					

Lawrence Public Library

Full Statistical Report - May 2021

OUTPUT MEASURES								
Service Area Population	102,980							
User Visits	18,337							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	41,407	83%						
Douglas County residents (excluding Lawrence residents)	2,160	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,262	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,954	4%						
Total Cardholders transacting in last 3 years	49,783	100%						
Cardholders transacting - current month	12,576							
% of Cardholders transacting - current month	25%							
Cardholders added - current month	446							
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	76	532		7				
Book Lockers	228	1,145		5				
Outreach	2	2		1				
Main Library Checkouts + Renewals	5,362	48376		9				
Digital Collections	Not available		20,876	Not available				
Online renewals - patron-initiated	1,679		7,547	4				
Automatic renewals (no patron action)	2,885		11,600	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	6,990	50,055	40,023	N/A	56%	44%	100%	

Lawrence Public Library

Full Statistical Report - May 2021

Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	31,878			57,002				
Website - Kaw Valley Jukebox	62			68				
Website - Digital Douglas County (Sessions)	121			181				
All other web site visits (Sessions)	20,103			43,333				
Social Media Interactions (Facebook & Twitter)				6,273				
Social Media Reach (Facebook & Twitter)				212,112				
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	22,171	5,742	27,913	73%	25%	6%	31%	
Adult Graphic Novels	950	102	1,052	3%	1%	0%	1%	
Adult Magazines	688	465	1,153	3%	1%	1%	1%	
Adult Audiobooks (including language instruction)	1,003	7,226	8,229	21%	1%	8%	9%	
Adult Total	24,812	13,535	38,347	100%	28%	15%	43%	
Teen Books	1,557	814	2,371	54%	2%	1%	3%	
Teen Graphic Novels and Manga	1,118	129	1,247	29%	0%	0%	1%	
Teen Magazines	6	0	6	0%	0%	0%	0%	
Teen Audiobooks	35	699	734	17%	0%	1%	1%	
Teen Total	2,716	1,642	4,358	100%	3%	2%	5%	
Children's Books, NF Videos & Kits	19,787	1,647	21,434	79%	22%	2%	24%	
Children's Graphic Novels	2,867	64	2,931	11%	3%	0%	3%	
Children's Magazines	115	0	115	0%	0%	0%	0%	
Children's Music CDs	270	0	270	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	891	1,536	2,427	9%	1%	2%	3%	
Childrens Total	23,930	3,247	27,177	100%	27%	4%	30%	
AV Media Room - Feature Films (Adult and Family) and All	9,256	2,452	11,708	59%	10%	3%	13%	
AV Media Room - TV Shows	3,656	0	3,656	18%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	805	0	805	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,206	0	1,206	6%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,633	0	2,633	13%	3%	0%	3%	
Total AV Media Room	17,556	2,452	20,008	100%	19%	3%	22%	
Library of Things - Boardgames	105	0	105	64%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	41	0	41	25%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	19	0	19	12%	0%	0%	0%	
Total Library of Things	165	0	165	100%	0%	0%	0%	
Total all collections	69,179	20,876	90,055	100%	77%	23%	100%	

Lawrence Public Library

Full Statistical Report - May 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)	88,559	6,825	95,384		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,090	4,069	10,159		3%	2%	5%	
Total Adult Collection	94,649	10,894	105,543		45%	5%	50%	
Teen Book	9,715	2,087	11,802		5%	1%	6%	
Teen Audiobooks	557	957	1,514		0%	0%	1%	
Total Teen Collection	10,272	3,044	13,316		5%	1%	6%	
Children's Book & Other Print Formats	53,398	3,607	57,005		26%	2%	27%	
Children's Audiobooks & Language Instruction	1,950	1,375	3,325		1%	1%	2%	
Children's Video and Music	1,803	0	1,803		1%	0%	1%	
Total Children's Collection	57,151	4,982	62,133		27%	2%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	28,175	0	28,175		13%	0%	13%	
Total Other (Boardgames, Devices, Hotspots, Laptops)	193	0	193		0%	0%	0%	
Total All Holdings	190,440	18,920	209,360		91%	9%	100%	
Added	2,457	270	2,727		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,729	128	2,857		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-253	87	-166					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,601	1,232	2,833	30%	23%	53%	
Info Services Interactions		777	175	952	15%	3%	18%	
Readers Services Interactions		193	39	232	4%	1%	4%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		0	0	0	0%	0%	0%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		433	0	433	8%	0%	8%	
Materials Handling Interactions		0	0	0	0%	0%	0%	
Public Technology Interactions		760	30	790	14%	1%	15%	
Website - Contact Us Forms + Social Media		0	96	96	0%	2%	2%	
Total Service Interactions		3,764	1,572	5,336	71%	29%	100%	

Lawrence Public Library

Full Statistical Report - May 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,365	18,671		6				
Holds Filled	3,630	16,257		4				
Holds Unclaimed	1,227	2,293		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		28.44%						
Other Public Services				Total sessions				
Public Computer Usage				1883				
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	211	356		1.7				
Interlibrary Loan Items Loaned from LPL Collection	214	462		2.2				
	# 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	3	12	2	0	60	181	101
Teen Programs (12-17)	4	0	4	0	81	0	17	0
Children Programs (birth-5)	0	0	0	0	0	0	0	0
Children Programs (6-11)	1	0	5	0	30	0	26	0
Total Programs	5	3	21	2	111	60	224	101
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	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	5	3	21	2	111	60	224	101

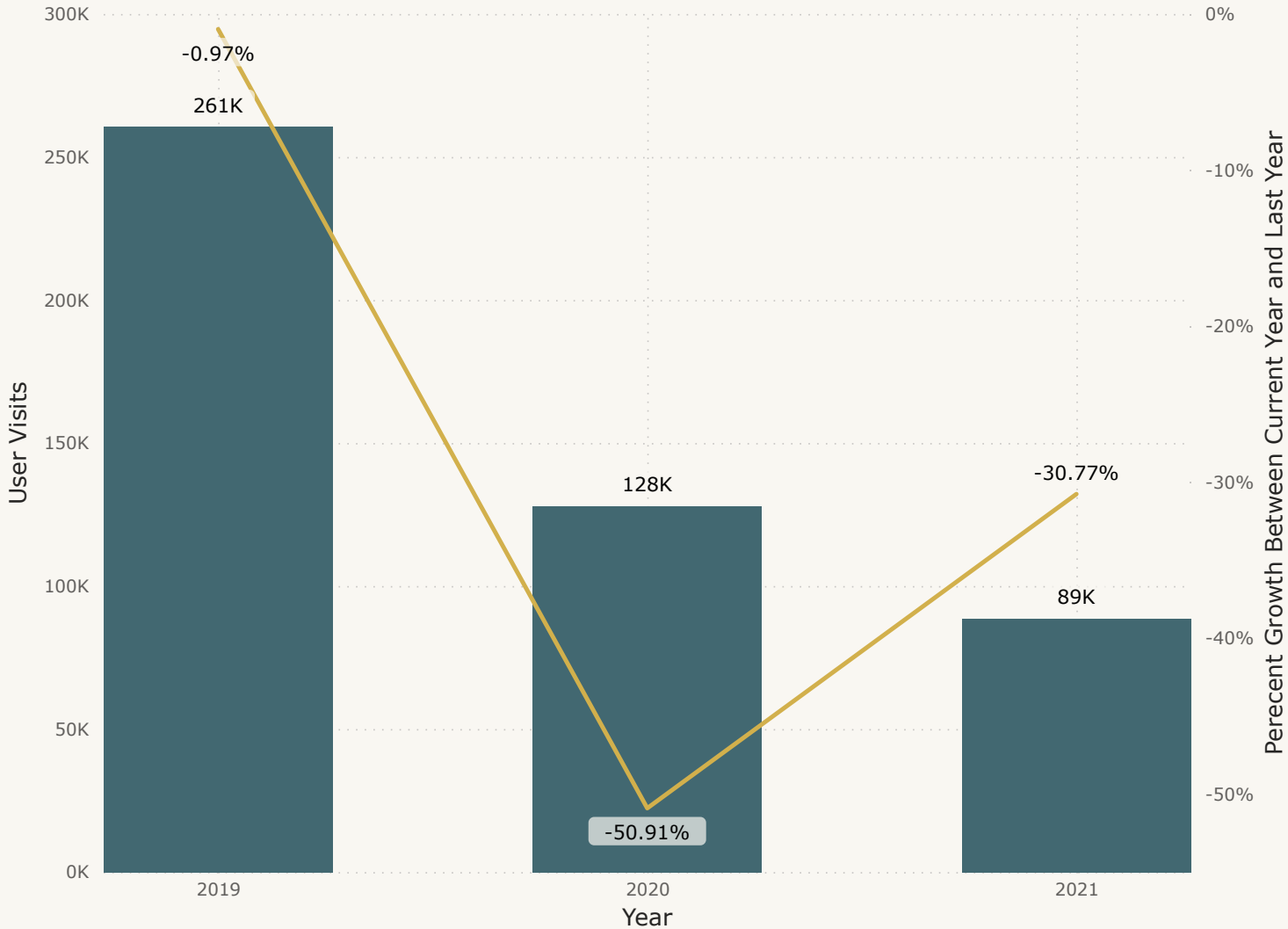
Lawrence Public Library

Full Statistical Report - May 2021

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2021	2020	2021 v 2020			2021	2020		
Total Paid Staff, in Full-Time Equivalents	67.2	66.18	2%						
ALA-MLS Librarians, in Full-Time Equivalents	18.45	18.9	-2%						
Number of Employees--Total	83	83	0%						
Number of Employees--Full-Time	43	45	-4%						
Number of Employees--Part-Time	40	38	5%						
Terminations	2	2	0%			4	6	-33%	
Hirings	0	0	#DIV/0!			4	3	33%	
Volunteer Hours	80.6	64.8	24%			79	1,100.5	-93%	

Total User Visits: 3 Yr Comparison: YTD (Jan - May)

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

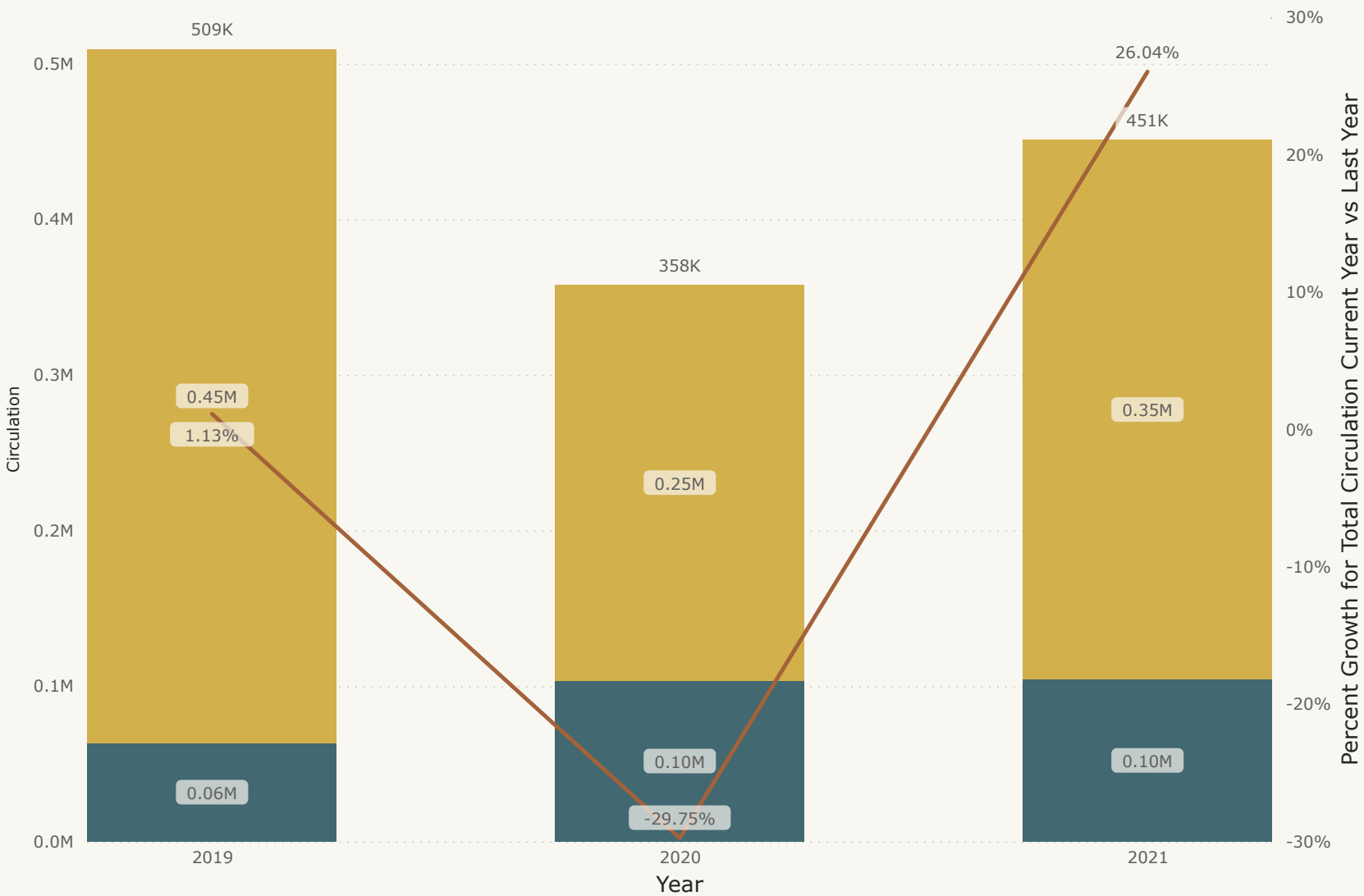


-30.77%

Percent Growth Between Current Year and Last Year

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

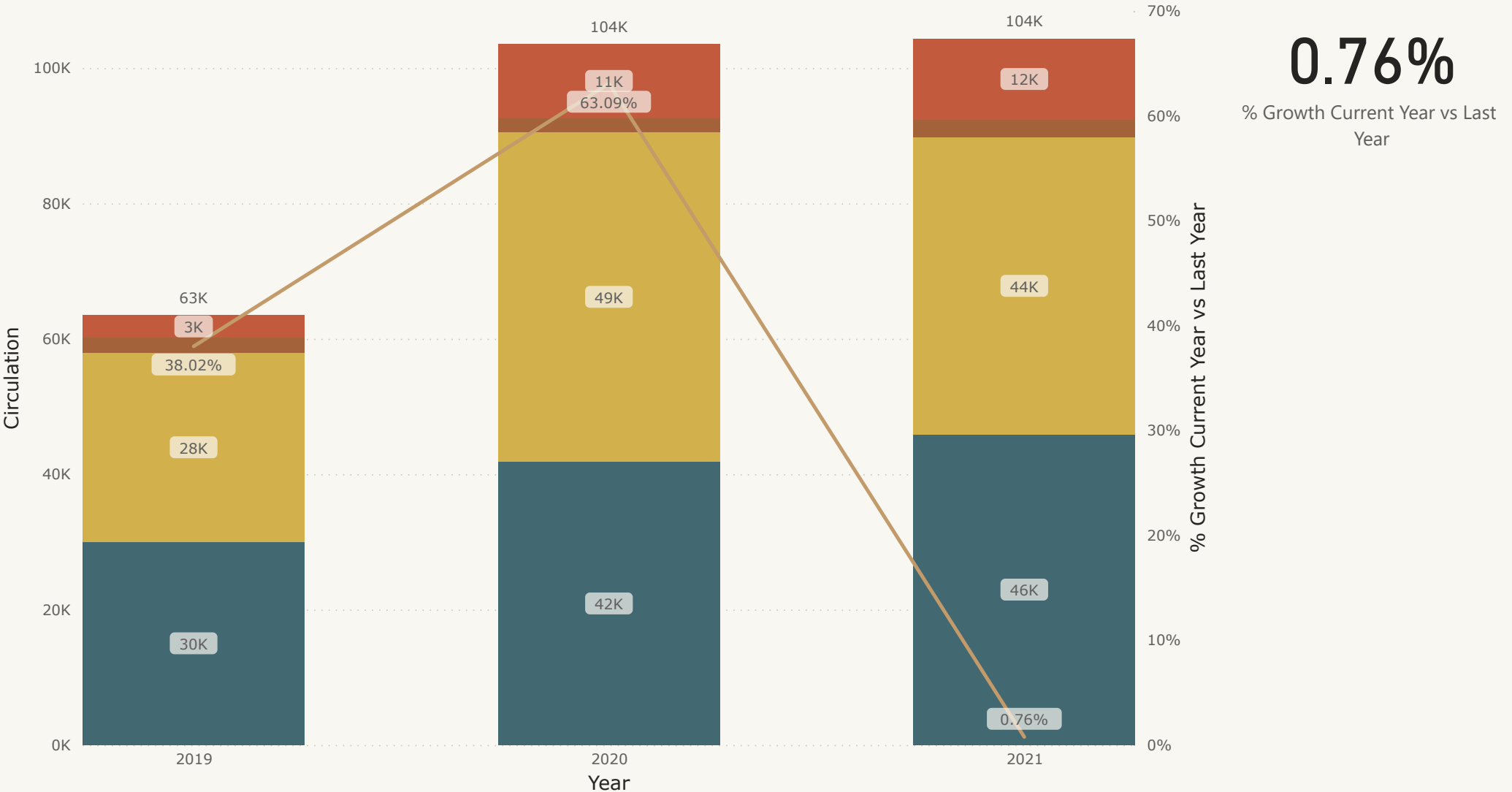
Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year



26.04%
Percent Growth Current
Year vs Last Year

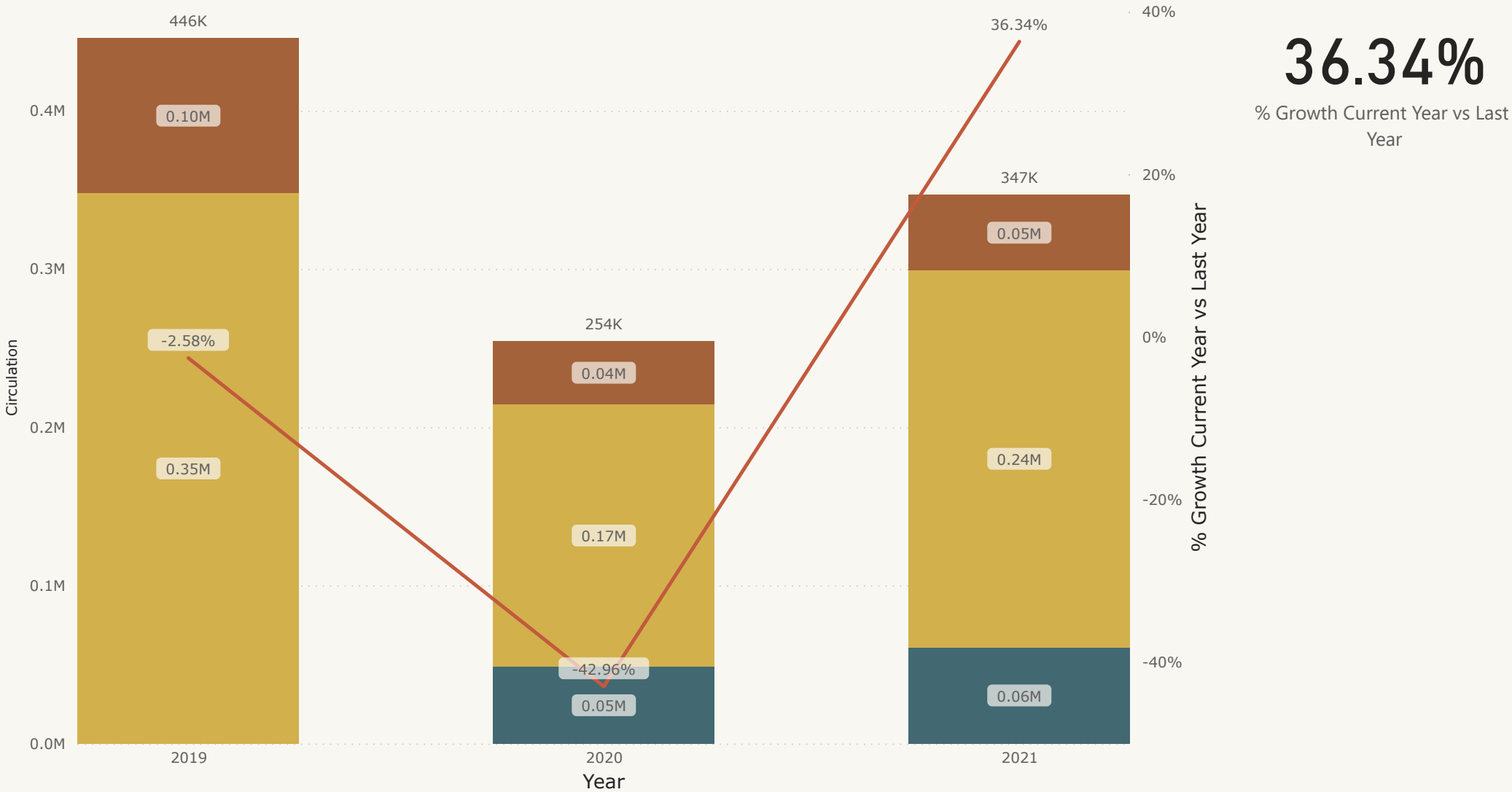
Digital Circulation (Checkouts + Renewals) : 3 YR Comparison YTD (Jan- May)

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



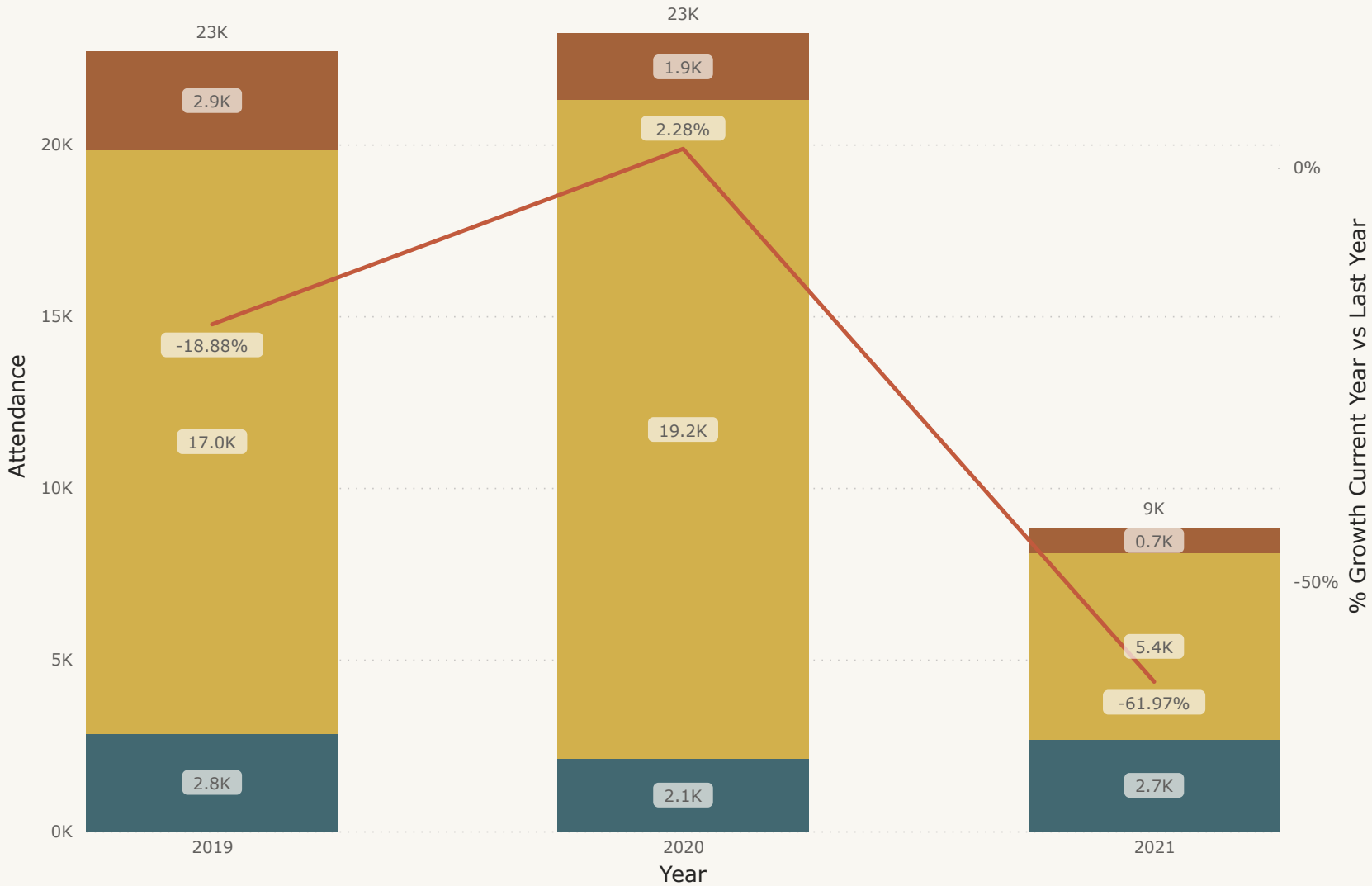
Physical Circulation: Renewals vs. Checkouts: 3 YR Comparison YTD (Jan -May)

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



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

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

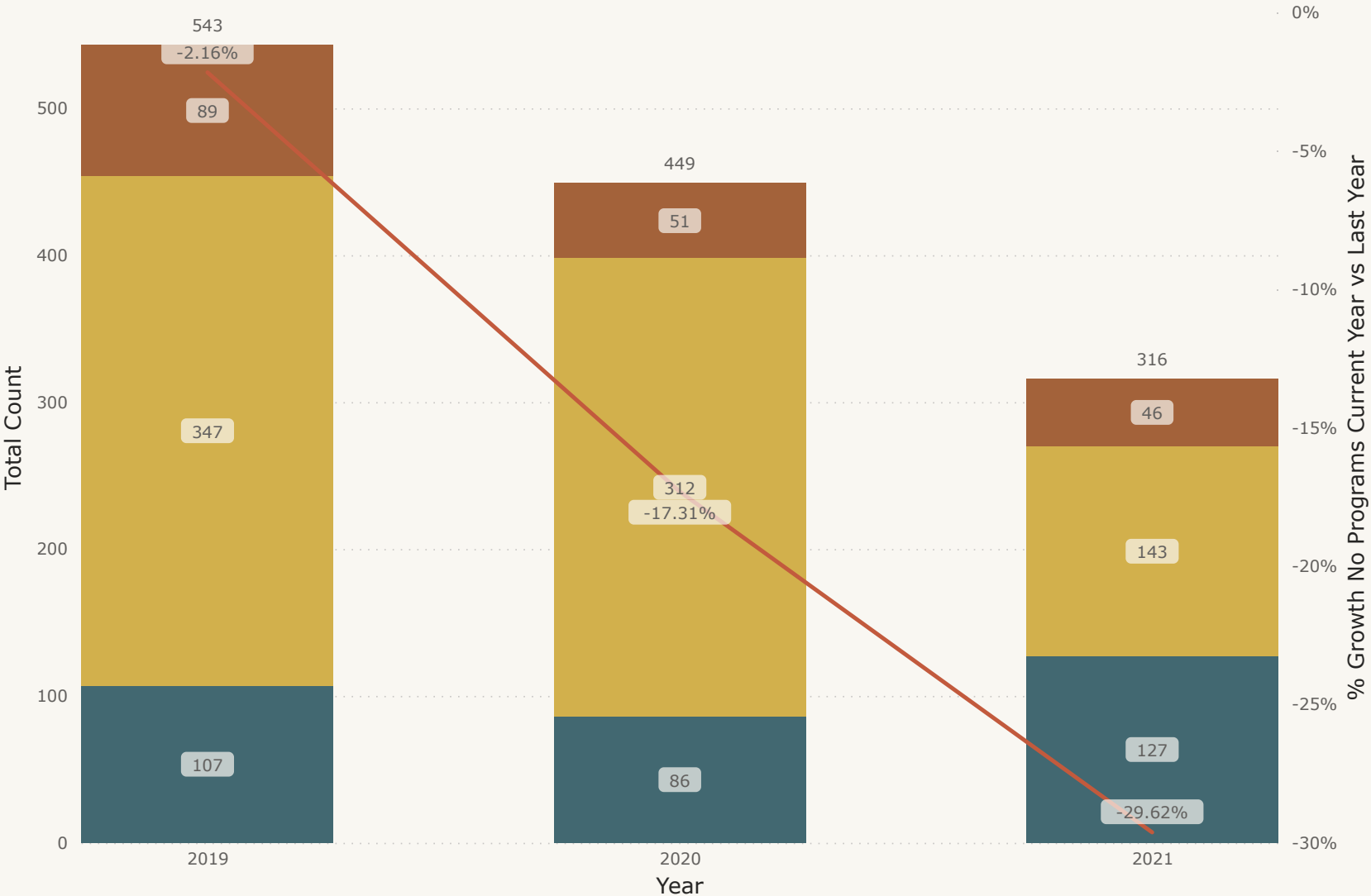


-61.97%

% Growth Current Year vs Last Year

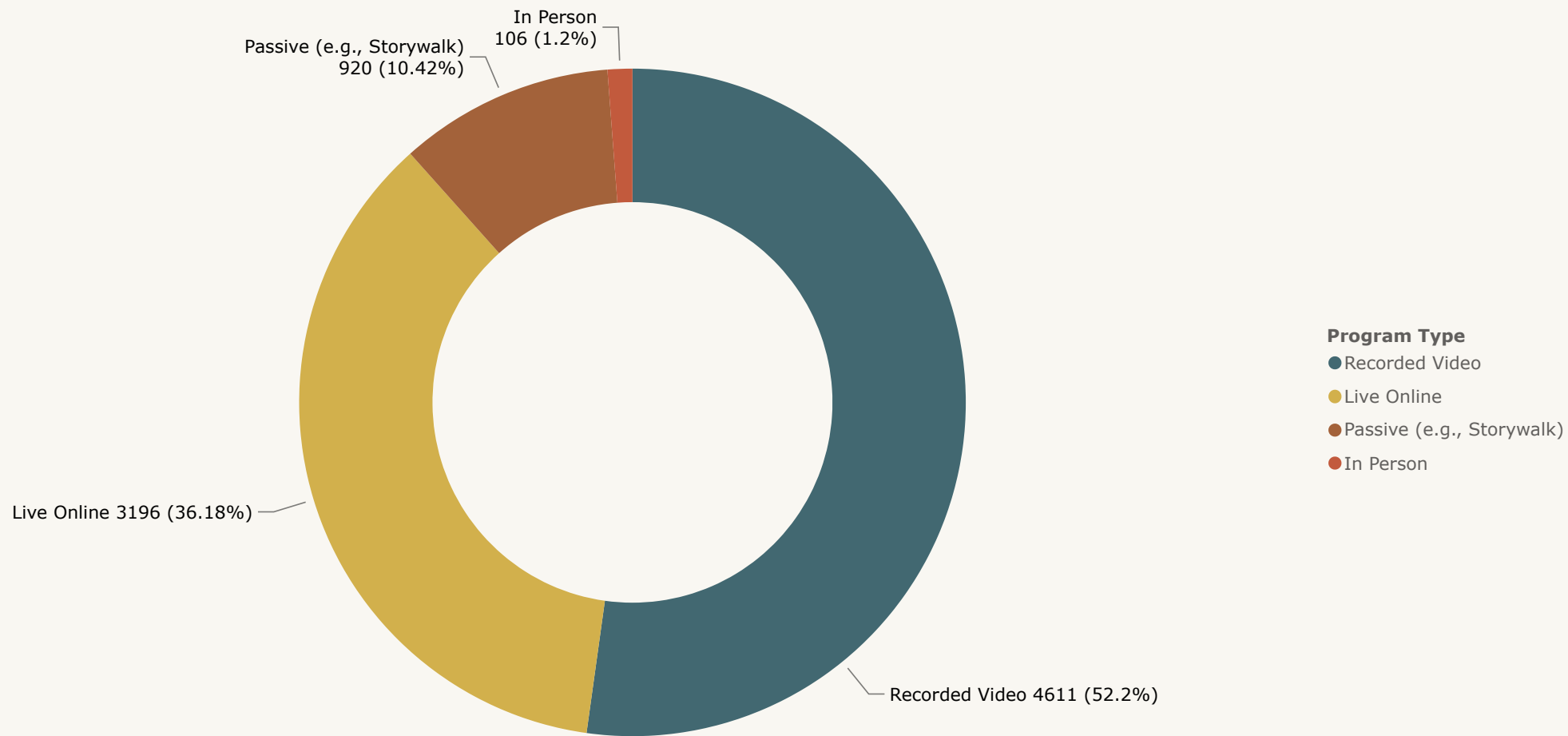
Number of Programs: 3 YR Comparison YTD (Jan - May)

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



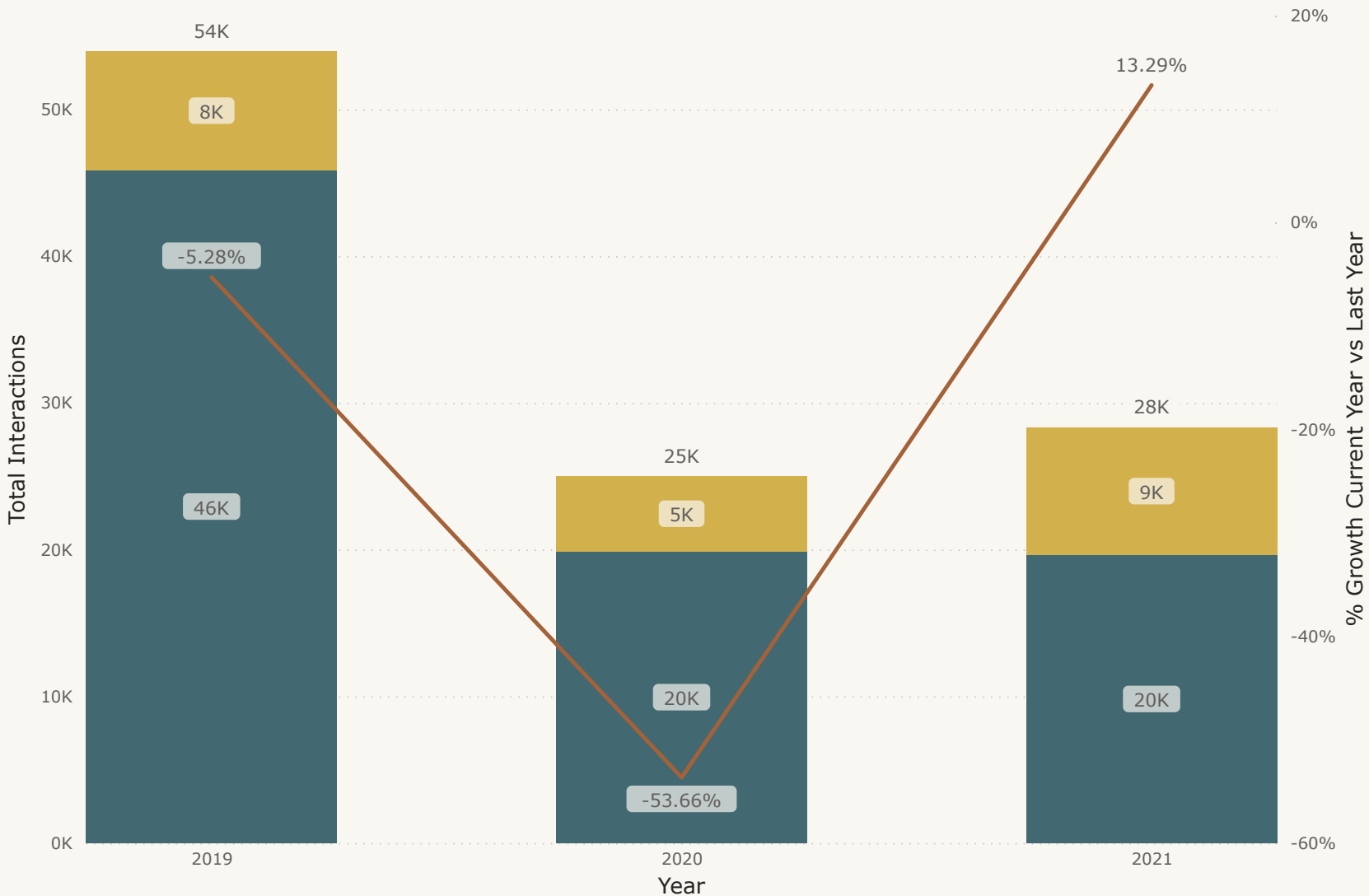
-29.62%
% Growth No Programs
Current Year vs Last Year

Total Attendance By Program Type: Jan - May 2021



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

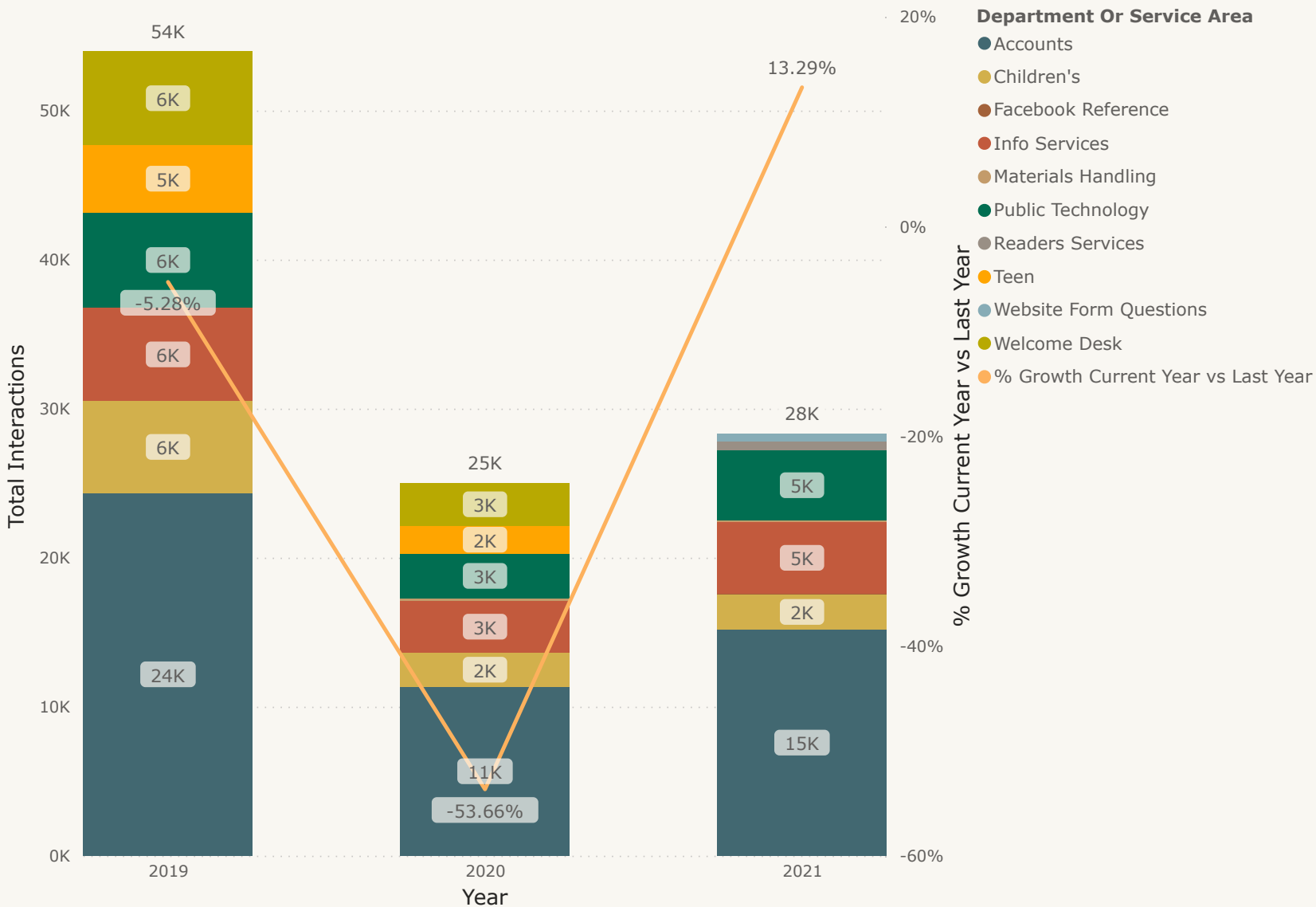
In Person or Online + Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year



13.29%

% Growth Current Year vs Last Year

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



13.29%

% Growth Current Year vs Last Year

Library Director's Report for June 2021

Tuesday, June 1 was a big day for our library. We moved to our "Blue" phase in our reopening process. Time restrictions on library visits were removed, limited tables and chairs returned to the floor, study rooms reopened, and more. While it isn't as busy as summer in the 'old days,' it is good to see more activity and more people coming back to the library. June 1 saw our biggest daily checkout number since July 2019. Starting Friday, June 18, masks will be recommended for unvaccinated people and not a requirement for all visitors. It will be nice to see people's faces again.

This week the County announced that property valuation will be a 2.4% increase. This coupled with a \$0 fund balance at the City will result in a very small increase in our 2022 tax distributions compared to last year—only a \$44,000 increase. This is the smallest increase in my tenure at LPL. I have supplied an amended budget and accompanying memo for the Board to discuss.

Respectfully submitted by Brad Allen, June 18, 2021

Monthly Departmental Reports

June 2021

Accounts:

More and more stops are coming back online! Of the 11 weekly stops that were running prior to the closure in March of 2020, we'll have 8 back in service before the end of June: Vermont Towers, Brandon Woods, Arbor Court, Pioneer Ridge, Babcock Place, Clinton Place, Wyndam Place, and Bethel Estates. Gregor Brune anticipates most of the rest coming back this Summer. We're ready and willing to get back to normal, and are only awaiting approval from the various sites.

Cataloging & Collection Development:

After receiving a suggestion from a patron, we will be adding a World Language collection to the Teen Zone. We have had language collections in Adult and Children's for some time, and we agreed it was long overdue.

Ransom and Kevin suggested moving roleplaying guide books to the Board Game collection to increase visibility. Catalogers are finalizing labeling, and they will be shelved on the same Ikea display units.

And some staffing news: William has accepted a position with the Mid-Continent Public Library and his last day will be June 11.

Department of Community Partnerships (DCP):

Nils Gore (KU Architecture) and his students have begun construction on our book truck. Brad and Kristin picked out cabinetry materials and finishings. We've begun working with Billy Pilgrim on designing the vehicle wrap and Heather Kearns is working on a social media campaign to name the truck. We know someone out there has the perfect name floating around in their head, and it's a great opportunity to get folks excited about our outreach program! Kristin is also in the process of hiring an AmeriCorps VISTA volunteer who will conduct an outreach-focused community needs assessment. We've had three really wonderful candidates and should have someone selected in the next week.

Diversity, Equity, and Inclusion:

Currently, I am preparing for a panel discussion with the League of Women Voters, where we will be discussing two documentaries (Freedom Summer and Fannie Lou Hamer), both available on Kanopy. I am working on panel questions. I am also on the hiring team for our open Teen Services Librarian position, and candidate review begins tomorrow. At the end of last month, I had a successful DEI Basics training at LAC. The first meeting of LPL's antiracism team should be held by the end of June, and I am preparing the agenda for our first meeting.

Monthly Departmental Reports

June 2021

LPL recently became a member of GARE through the City of Lawrence, and I am utilizing this resource to connect with other folks doing similar work, and to take advantage of available training (I have a webinar coming up on Friday). Last week, I was lucky to be a guest at Kid's Action Club, and had the opportunity to talk about my position and how it fits within the library. We also discussed the importance of diverse representation in literature, and overall it was wonderful to see how incredibly intelligent and willing to help those kids are!

Employee Engagement:

Aside from hiring and onboarding wonderful new employees like Anita Patel in Youth Services and saying goodbye to a few staff venturing to new parts of the United States, my biggest focus this month was working on the new intranet along with Kim Fletcher, Aaron Brumley, and Heather Kearns. This new intranet, officially named Zeno, aims to amplify our communication library-wide. This site serves as a tool to broadcast anything from urgent messages to fun topics. It also houses important files and links to departmental sites. User testing by the Coordinators will begin June 21. I'm also looking forward to attending SHRM Jayhawk Chapter meetings in person instead of through Zoom and have signed up to attend a virtual national SHRM conference on September 9-12 and an in-person Kansas SHRM conference on September 22-23

Facilities:

Tuesday June 1st we moved a lot of stuff around so we could expand into our BLUE level of services. Things went smoothly and now we're able to offer limited seating, work spaces, a meeting room, and the study rooms again. HUGE thanks to Phillip and his custodial team for all their hard work moving so much furniture. They have also quickly re-adjusted to keeping all these extra spaces clean and tidy. Monday June 14th will be the next move as we rearrange parts of Youth Services so the Reading Cubbies can return to service! It's exciting to see the library looking more like its old self and getting to see our patrons enjoy it like they used to.

Information Services:

This month saw some restructuring of the Info Services team: Theresa Bird transitioned from her role as Peer Support Assistant into an Info Services Assistant II position, and Hazlett Henderson moved from a 25-hour Info Services Assistant II into a 32-hour Assistant III position. Hazlett has already taken on projects that went above and beyond her role as an Assistant II, including managing the technical side of our web archiving initiative and developing our adult Arabic collection from scratch, so this change recognizes her excellent track record and will allow the department to better absorb the additional programming responsibilities that come our way with the changes to Kristin's position. We also wrapped up

Monthly Departmental Reports

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the CARES Act-funded initiative (in partnership with Midco) to sign up local households for a year of free internet access. We successfully connected 46 households with free internet!

Information Technology:

New Software/Hardware - Development of a revised intranet site is nearing completion. The site has been given the friendly name of Zeno as a reference to the first librarian of Alexandria Zenodotus. A draft version will be shared with Coordinators for feedback this month. New FortiAP U431F Wi-Fi 6 access points have been installed throughout the interior of the library. These devices replace our old Meraki devices and are fully integrated into our FortiOS network management platform. A separate software product (FortiAuthenticator) has been acquired to allow better management of our Wi-Fi network including individual authentication of staff when using the staff wireless network. Configuration is ongoing.

New Partnerships - We are collaborating with the city, Lawrence Public Schools, Douglas County, the Senior Resource Center, Lawrence Memorial Hospital, Peaslee Tech, the Chamber of Commerce, the United Way of Douglas County, the Douglas County Community Foundation, and the Lawrence-Douglas County Housing Authority to apply for a [Kansas Digital Equity and Inclusion Collaborative Initiative grant](#). This initiative blends into the Digital Equity group spearheaded by Assistant County Administrator Jill Jolicouer at Douglas County.

Continuing Education/Professional Organization Participation - The library has become a member of the [Schools, Health & Libraries Broadband \(SHLB\) Coalition](#). Membership in this organization provides us with improved resources and networking opportunities with fellow member institutions to keep abreast of changes to federal funding opportunities for community broadband development initiatives and longer term E-Rate funding knowledge. Aaron will attend an SHLB workshop on June 9th to learn more about our funding opportunities under the Emergency Connectivity Fund provision of the American Rescue Plan.

Marketing:

Summer Reading roll-out: finalizing the website, Kansas Public Radio ads, two full-page spreads for the LJW, distribution of the summer issue of the *Reader* magazine, designed and ordered finisher forms, school handouts, coupons, jumbo digital display slides, and a "follow-the pawprints" vinyl installation — a path — that runs from the lobby all the way to Youth Services that includes "This way to Summer Reading". Launched Senior Resource Center monthly ads in their magazine, and prepared the library communications for the Blue Phase on June 1 (newsletters, signage, website, social media). Attended an introductory meeting

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June 2021

with the new *Lawrence Times* paper and staff writers, and launched new fold-out seating with the help of Hazlett Henderson (sewing RFID tags into the stools' fabric) and William Ottens (cataloging the stools) — available on June 1. New library card design competition will roll out in the next couple of weeks. Hit a road bump after KU's Hawlink Intern program was cancelled without notice and marketing lost their intern, Kevin Mboma. Kevin was helping with this project and Heather is very sad to see them go. New 8-week radio ad campaign with KISS FM and KLWN promoting both Summer Reading sign-up and health benefits of Summer Reading to run 6/14–8/23 with the goal of beating our 2015-2019 finisher numbers. Working with Erica and Kim on the new intranet (Zeno) and creating universal guidelines for when to email, staff blog, or Google chat in hopes of communicating library-wide with greater clarity and less noise and duplication. Current team participation includes Lobby Rethink with Brad, YS renovation project design and UX advisory, What's Next, Programming Club, Outreach vehicle branding and design.

Materials Handling:

The department is working hard as ever fulfilling holds, locker pick ups, ILL requests, and more! It's been great to welcome back some of our familiar volunteers. Once again, I want to thank the team for holding down the fort while I was away on vacation.

Outreach:

See DCP report above

Public Technology Services:

For the month of May, Public Technology focused much of our attention on preparing to reopen the library's lower level. We're now excited to offer patrons access to the lower level computer lab, Meeting Room C, and SOUND+VISION Creative Suites B and C for Adobe and digitization projects. Things are going smoothly, room bookings are coming in, and patrons often remark about how thankful they are to be back in our beautiful downstairs spaces. This is just the first step as we prepare to expand services even more with additional tech 1-on-1 appointments, more meeting room access, and hopefully more public computer access in the near future. We are also turning our attention to completing a SOUND+VISION Studio renovation by building out a new video/podcast studio to offer a dedicated space for recording sensitive spoken word projects like podcasts, audiobooks, and video interviews.

Readers Services:

Readers' is happy to be inching toward "normal" in many ways, and most of the staff is in the

Monthly Departmental Reports

June 2021

building all or nearly all of their regularly scheduled hours.

We are currently working on a few projects:

Christina is working on revamping our Personalized Recommendation services by streamlining the process, collecting better data and creating a follow-up process.

Creating our first adult “take and make” project of BookNooks, sponsored by McGrew. All of the material has been purchased and we are working on securing volunteers and making a video to both create public interest and to educate folks on how to make the BookNooks. This program will launch soon after July 4th.

Our BookBundles were a huge success and Kimbely is planning on future events, the next for early August.

Planning is ongoing for a (hopefully) new Signature Event, BooktoberFest, to run during the month of October. Currently, we are planning as if we will be holding the program in person at a partner venue. Book Club Speed Dating (usually held mid November) may be moved to October to be the “wrap up” event for the month.

Planning is ongoing for Read Across Lawrence, to take place in February 2022.

I’m currently working with Kay McIntyre to partner with KPR book club, in terms of providing support and a small 7 day checkout collection.

Security:

Everything is good on our team. Have not received as much resistance about the mask mandate as originally thought. There have been a few though.

Youth Services:

Summer Reading is here! Here are the stats as of 6/8/2021:

- 2,019 people registered
- 1,169 people actively reading (logging their time)
- 350,516 minutes read
- 19 people have completed their challenges

We had a fabulous drive-thru kick-off party at the Lied Center on Saturday June 5, with 815 people rolling through to pick up their summer reading materials, extra prizes, and sweet treats. It was fun and so exciting to see many familiar families in the span of one afternoon. Big thanks to McGrew Real Estate for sponsoring this event and to the YS staff, LPL staff, and volunteers that helped make the event a great day. If you haven’t signed up for summer reading just yet, you can sign up and find out all you need to know at lpls.org/summer-reading

We have had some big staffing changes in YS the last month. Firstly, Anita Patel started on June 1 as part-time assistant on the children’s side of Youth Services. She has a background of

Monthly Departmental Reports

June 2021

working with kids at the Boys and Girls Club as a Kidz Lit Coordinator and will be leading our Multicultural Storytime when we are back to in-house programming. We have had a couple of departures and have one pending departure from the teen side of Youth Services. Centi Clogston and Will Gross have left the library and Sage Schubert will be leaving the library at the end of June. We are reviewing applications for the Teen Services Librarian position and will conduct interviews next week. We will be posting the part-time positions for Sage and Will's replacements soon. We're so sad to lose these employees, but know they are going on to do great things.

The picture book room renovation is at a bit of standstill, though we should have the glass partition that will go on top of the wall separating the kid and teen areas in place soon. There has been a holdup on getting some materials for the wood shelving. Hopefully, we'll have some progress on that front by the next board meeting.

Karen has been asked to join the Early Care and Education Workgroup that is examining what to do with Kennedy Elementary as it is slated to become an early childhood education center. We're hoping we can have a great partnership with this space in the future.

This past week, we celebrated our 5 year anniversary of Deja's Reading Rainbow with a fantastic turnout on the library lawn. The event was also streamed for those not able to attend in person.

For Covid-related concerns, we will be opening up more seating on the children's side next week. The Teen Zone reopening is TBD as we fill our vacated positions.

Friends & Foundation Director's Report – June 18, 2021

Second Saturday Book Sale. The Friends & Foundation hosted another successful book sale on Saturday, June 8th. It earned nearly \$4,000, a \$1,000 increase from the May sale. Our plan is to continue these Second Saturday sales in July and August and (hopefully) return to the larger multi-day sales this fall. A huge THANK YOU goes to Angela Hyde and the incredible book sale volunteers who make these events possible. They are hard-working entrepreneurs who are making great things happen for the library.

Retirement Boot Camp Reboot. We recently learned that the Friends & Foundation's application to the Kansas Health Foundation to expand and continue the Retirement Boot Camp program was not approved. Our plan is to stretch the remaining grant dollars to the end of 2020 (KHF is OK with this) and in the meantime seek out alternative funding opportunities. This program has become very popular and our older patrons, and our list of "regulars" now stands at more than 300 people. We constantly hear how grateful our boot campers are for the connections and opportunities the program has made possible. Both Cathy Hamilton and I are on a mission to keep the momentum going.

Recurring Giving Campaign. The Friends & Foundation have launched a new matching challenge for the summer to encourage more people to become recurring givers. These are individuals who give \$10 a month or more to the library. Research shows that these donors have a high rate of retention and are the most likely to remain as loyal givers. A generous local family has pledged \$10,000 to match these subscription gifts. We will need about 80 donors giving \$10/month to meet the challenge.

Outreach Vehicle Update. Nils Gore and the KU Architecture students have begun the retrofit of the library's outreach vehicle. Currently they are designing the interior and exterior cabinets and soon will start cutting into the truck. The Friends & Foundation board will take a field trip to the Architecture facility in the East Hills Business Park sometime in July. I will let you know the date in case you would like to join us.

Regional Library Foundation Directors Get-Together. On June 1st I was fortunate to meet with the Topeka, Johnson County and KCMO library foundation directors. We have been hosting these get-togethers virtually and this was the first time in months that we have seen each other in person. These are wonderful opportunities to compare notes and borrow each other's great ideas.

International Public Library Fundraising Conference. On June 8 and 9, Logan Isaman and I attended the virtual International Public Library Fundraising Conference. Sessions included information on how to incorporate diversity, equity and inclusion practices in your library foundation, successful virtual events, and a fascinating deep dive into library fundraising statistics. We are still digesting all the information from the conference and plan to incorporate some of these ideas into our fundraising plans.

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: June 17, 2021
Subject: 2022 Amended Budget Recommendation

Douglas County has provided updated budget information to the City concerning property valuation increases of 2.4%. In order to submit a budget request to the City with no mill increase, we need to reduce our budget request to \$5,022,000.

This amount is only a \$44,000 increase compared to the 2021 budget. Here's why. The 2021 budget of \$4,978,000 included \$75,000 of fund balance transfer. The tax collection amount was estimated at \$4,903,000. So the \$5,022,000 is based on a 2.4% increase on the tax collection amount.

The implications of this historically small increase are significant. We will hold steady on all line items and use this \$44,000 to do what we can for staff pay increases. Staff will likely see little to no pay increase in 2022.

Please find attached my amended 2022 budget.

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2018-2022						
	2018	2019	2020	2021	2022	Difference
REVENUES						
Tax Fund	\$ 4,233,000.00	\$ 4,457,000.00	\$ 4,782,000.00	\$ 4,978,000.00	\$ 5,022,000.00	\$ 44,000.00
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	\$ 96,000.00	\$ 1,000.00
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	\$ 47,000.00	\$ (3,000.00)
Total Revenues	\$4,530,000.00	\$4,775,000.00	\$4,996,000.00	\$5,170,000.00	\$ 5,237,000.00	\$ 67,000.00
EXPENSES						
Salaries & Wages	\$ 2,500,000.00	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,865,000.00	\$ 2,900,000.00	\$ 35,000.00
Employee Benefits	\$ 275,000.00	\$ 330,000.00	\$ 340,000.00	\$ 460,000.00	\$ 490,000.00	\$ 30,000.00
Payroll Taxes	\$ 420,000.00	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 516,000.00	\$ 16,000.00
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	\$ 710,000.00	\$ -
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	\$ 250,000.00	\$ -
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	\$ 2,000.00	\$ -
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	\$ 5,237,000.00	\$ 67,000.00

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: June 17, 2021
Subject: Classification and Compensation Study

Lawrence Public Library conducted our last classification and compensation study back in 2013-2014. It was a great study and has guided our work for a number of years now. It is time for a new examination of our job classifications and where we stand in comparison with both public libraries and equivalent jobs at the City of Lawrence.

We have selected McGrath Human Resources Group to conduct our study. While generally we would submit an RFP for a project like this, we have a unique opportunity by working with McGrath. The City has agreed to provide access to the work McGrath has done on their classification and compensation systems to use for comparison purposes to address pay equity between library employees and city employees. I am pleased with the City's offer to share information.

The project costs will be \$19,045 and should take about five months to complete.

Board of Trustees Orientation Packet

- ✚ Board roster
- ✚ Board of Trustees member responsibilities
- ✚ Confidentiality statement
- ✚ Lawrence Public Library timeline
- ✚ By-laws of the Board of Trustees
- ✚ Online resources

2021/2022 Board of Trustees Roster

The Lawrence Public Library is governed by a seven-member Board of Trustees.

Trustees are appointed by the Mayor for four-year terms, with possibility of reappointment for a second term. The Library Board of Trustees meetings are open to the public and staff. The board typically meets the third Monday of each month at 4:30 PM.

Name	Role	Email	Term
Sarah Goodwin Thiel	Chair	sgthiel@ku.edu	Second Term - expires 2024
David Vance	Vice Chair	dvance@clarkhuesemann.com	Second Term - expires 2023
Jennifer Bonilla-Scotten	Treasurer	jenniferlyn.bonilla@gmail.com	First Term - expires 2024
Judy Keller	Trustee	jkeller@sunflower.com	Second Term - expires 2022
Kevan Vick	Trustee	kevanvick@gmail.com	Second Term - expires 2022
Ursula Minor	Trustee	ursyjane@gmail.com	Second Term - expires 2023
Susan Kang	Trustee	skang24@gmail.com	First Term - expires 2025
Brad Finkeldei	Mayor	bfinkeldei@lawrenceks.org	
Brad Allen	LPL Director	brad@lplks.org	

Qualifications of Board of Trustee Members

Acceptance of a position on the Board of Trustees constitutes a public trust; therefore, care should be taken in appointment or election of trustees. Board members should represent a diversity of interests, have experience or knowledge in a variety of fields, and represent a cross-section of the community in the areas of age and socio-economic levels.

A good trustee will have the following qualities:

- + commitment to the health and safety of LPL staff members
- + dedicated to serve as dynamic advocates for staff growth and well-being
- + understanding of the community and of its needs and resources
- + knowledge of the community's leaders and organizations
- + interest in the library, its service, and its capacity for growth and improvement
- + knowledge of the board's legal responsibility and authority
- + ability to devote time and effort to board meetings and activities
- + ability to work cooperatively with other board members
- + willingness to represent the library at meetings and public functions
- + commitment to the principle that *access to library materials and information should be unrestricted by policies or practices regarding the type, subject, or nature of the information*
- + commitment to the confidentiality of all information used by the library's patrons
- + knowledge of public library laws and federal, state, and local laws and regulations which concern libraries
- + enthusiasm for carrying out new programs, including securing new funding sources for the library
- + imagination, dedication, and vision

As a group, the library board will strive to have:

- + rapport with the entire community
- + political acumen and influence
- + basic business and financial skills
- + understanding of legal requirements
- + diversity in age, race, gender, and occupation
- + varied personal backgrounds

Trustees of the library board must have compatibility of office; that is, they must not already hold an elected office in the relevant municipality.

Officers:

The Board of Trustees will annually elect a Chair, Vice Chair, and Treasurer.

- + Chair, with assistance of the library director, draws up an agenda for BOT meetings. Chair presides at BOT meetings, ensuring coverage of selected topics. Chair leads the annual evaluation of the Library Director. Chair annually updates BOT Orientation Packet and shares with members.
- + Vice Chair of the board assists the Chair as needed and serves in the role of chair when the board chair is absent. Vice Chair serves as the Board of Trustees Liaison to the LPL Friends and Foundation Board.
- + Treasurer will, each month, review and sign all contracts and checks, provided by the LPL Accountant.

Secretarial duties of recording, preserving, sharing, and signing approved proceedings of each BOT meeting are undertaken by an appointed LPL staff member.

Qualifications courtesy of the [Kansas Public Library Trustee Manual](#), 2020

Lawrence Public Library Board of Trustees Ethics and Confidentiality Statement

Lawrence Public Library Trustees are accountable for the resources of the library and to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- ✚ Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- ✚ Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- ✚ Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- ✚ Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- ✚ Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- ✚ Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- ✚ Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- ✚ A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- ✚ Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- ✚ Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- ✚ Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Lawrence Public Library Historical Timeline

1854 – Lawrence is founded in September. By October, a subscription library is planned in connection with the Kansas Atheneum. Membership is \$1 per year or a lifetime membership for \$25.

1855 – Library is enhanced by a flatboat load of books donated by Mr. Amos Lawrence, namesake of the town. Bylaws of library states that two books could be borrowed at a time for two weeks. Overdue charges are \$.25 a week.

1863 – The library is destroyed in William Quantrill's raid of Lawrence.

1865 – J. S. Boughton restarts a circulating library at 735 Massachusetts Street. Books were loaned for a fee of \$.10 per week or a yearly ticket could be purchased for \$5.

1866 – Library association organized. Purchases the lease of the building, the fixtures and the books from Mr. Boughton.

1867 – Helen Griswold hired as first permanent librarian. Operating budget is augmented by donations and lectures by such noteworthies as Ralph Waldo Emerson and Horace Greeley.

1871 – Library collection totals 1500 volumes, 40 newspapers and magazines subscriptions and one donated chess set. City council votes to place library under the city's jurisdiction.

1902 – Library holdings now total over 6000 items, including an excellent collection in German. Building is insufficient for entire holdings. Peter Emery leads a successful effort to obtain a grant from Mr. Andrew Carnegie to build an exclusive structure for the library, pending voter approval of criteria. City must agree to guarantee that the library will be a free public library and provide yearly maintenance. A grant of \$27,500 is awarded.

1903 – Voters overwhelmingly approve library proposal.

1904 – Two lots on the corner of 9th & Vermont Streets donated by Mrs. C. P. Grovener for site of library. Building is completed and opened to the public on December 26th in the midst of a winter storm.

1919 – Miss Lillian Constant appointed librarian.

1936 – Registrations show that 40% of Lawrence has a library card. The building reaches its capacity for new materials.

1937 – Addition to building is approved which doubles stack space, provides staff office and work areas and a separate newspaper/periodical room. Children's room is remodeled, also. Registration increases to 60% of the city's population.

1942 – In cooperation with the Lawrence Parent – Teacher Association, a children's summer reading program is initiated. The library also participates in the national "Victory Books for

Soldiers and Sailors” drive. Over 800 books are collected for distribution to the armed services.

1947 – Miss Constant retires as librarian. She has served as head librarian for 28 years.

1951 – Circulation totals over 100,000 per year. New public relations methods include a radio program and adult and children’s books list in both local newspapers. Paperbacks are added to the collection.

1953 – A record collection is begun with LP and 45rpm records. Collection is primarily classical works.

1955 – Circulation hits a high of 141,329 items. Young adult collection is expanded.

1957 – Improvements to the library include adding air conditioning, a second entrance and parking spaces at the rear of the building.

1960 – Douglas County Committee for Library Services is formed with the intention of expanding library services into the rural areas of the county, with Lawrence and Baldwin City to be the main bases. County Commissioners do not support the idea. Plan is placed on countywide election ballot but is soundly defeated.

1963 – Wayne Mayo hired as the head librarian. He will serve until his death in 1994.

1965 – Home delivery for patrons who are unable to come to the library due to age or physical disability is initiated. Interlibrary loan is made available to Lawrence patrons.

1966 – The nucleus of the Northeast Kansas Library System (NEKLS) is formed. 30 libraries in the designated NE Kansas area join, with the main office in Lawrence.

1968 – 8mm films are added to the collection.

1970 – Due to space considerations and needed building improvements, a bond issue is placed on a city – wide ballot for a new library building and is approved by the voters.

1972 – New library is opened in August, at the corner of 7th and Vermont streets. Carnegie Association of Lawrence Library is formed as the initial Friends of the Lawrence Public Library group.

1973 – Sunday hours are added to the library schedule. Statistics show a circulation increase of 25% since the opening of the new library.

1978 – Several physical changes are made to the building, such as replacing window panels and lighting fixtures, in response to energy costs.

1983 – Friends of the Library purchases first computer for public use.

1984 – After much discussion, videotape movies are added to the collection.

1988 – Books on audiotape are newest addition to collection.

1991 – Library expands to the lower level. An additional reference desk is added as the periodicals, fiction, local history and genealogy material are moved to the new area. Security system is installed in lobby.

1994 – Unexpected death of longtime director, Wayne Mayo. He had been library director for 31 years. Bruce Flanders is hired as new director. Though hired from the Kansas State Library where he had been the computer consultant, Bruce had worked at LPL while in high school and college.

1996 – LPL initiates new computerized card catalog and circulation system.

2004 – Lawrence Public Library celebrates its 100th anniversary.

2006 – LPL circulates over 1,000,000 items this year.

2010 – Voters approve an \$18 million bond to expand and renovate the library building at 7th and Vermont Streets.

2011 – Library Foundation successfully completes its “New Stories” capital campaign, raising \$1.2 million for the new building.

2012 – Brad Allen hired as library director.

2013 – LPL wins grant from the National Endowment for the Humanities to build a \$1.1 million humanities programming endowment for the library.

2013 - Library moves to temporary quarters at the former Border’s Bookstore at 7th and New Hampshire Streets while new library is built.

2014 – Newly expanded and renovated library re-opens on July 26. Approximately 12,000 people visited on opening day.

2020 – LPL Friends & Foundation officially merge.

Bylaws of the Lawrence Public Library Board of Trustees

Adopted by the Lawrence Public Library Board of Trustees, October 20, 1997. Revised November 17, 2003, July 18, 2005, October 13, 2015, August 20, 2018, and August 17, 2020.

Article I – Name and Authorization

This organization shall be called The Board of Trustees of the Lawrence Public Library (the “Board”), existing by the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the Laws of the State of Kansas, and Lawrence Charter Ordinance #16 and any revisions thereof.

Article II – Meetings

Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board. An agenda shall be prepared by the Library Director and distributed, along with minutes of the previous meeting, to Board members not less than three days in advance of each meeting. Such information shall also be sent to the Mayor and the City Manager.

Special meetings may be called by the Chair or upon written request of a majority of the members of the Board. Written notice, stating the time and place of any special meeting and the purpose for which it was called, shall, unless waived, be given to each member of the Board at least two days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting (K.S.A. 12-1224 and K.S.A. 12-1243).

All meetings of the Board shall be subject to and in conformity with the Kansas Open Meeting Act (K.S.A. 75-4317 et seq.).

The order of business at regular Board meetings shall be:

- A. Call to order
- B. Consent agenda
 - 1. Approve Library Board meeting minutes
 - 2. Approve Treasurer’s report
 - 3. Approve bills
 - 4. Receive statistical report
- C. Library Director’s report
- D. Library Foundation Director’s report
- E. Friends of the Library report
- F. Report of committees, if any
- G. Ongoing business
- H. New business
- I. Adjournment

This order of business may be changed at any meeting with the consent of the Board.

The unexcused absence of a member of the Board from two (2) consecutive meetings shall be cause for the Chair to prepare and transmit to such member a letter of reprimand. Three such absences shall be construed as a resignation from the Board.

Article III – The Board

There shall be seven (7) Board members, appointed by the Mayor, with the approval of the City Commission (K.S.A. 12-1222). In addition to the appointed members of the Board, the Mayor shall be ex-officio a member of the library board with the same powers as appointed members. Terms of Board members shall be staggered. Members will be appointed for a term of four (4) years. Upon the April 30th expiration of each term, successors shall be appointed in a like manner to fill the vacancies created, and each member will serve a term of four (4) years. Board members shall be eligible for not more than two (2) successive terms. A person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term.

A quorum for the transaction of business shall consist of five (5) members of the Board. Lacking a quorum, bills for the month may be approved with the consent of the members present, plus telephone or electronic consent from enough other members not present to constitute a quorum. If there is no monthly board meeting, a simple majority may approve the bills via electronic communication.

Vacancies on the Board occasioned by removal from the municipality, resignation or otherwise shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222.

Article IV – Officers and Duties

Board officers shall be elected by the majority vote of Board members present at the annual April meeting. Board officers shall be as follows: Chair, Vice-Chair, and Secretary/Treasurer. Officers shall serve a term of one year from May 1 to April 30 or until their successors are duly elected or appointed. The Chair and Vice-Chair shall serve no more than two consecutive terms in the same office.

The Chair shall preside at all meetings, appoint all committees, and authorize calls for special meetings.

The Vice-Chair presides at meetings in the absence of the Chair. In the event the office of Chair becomes vacant, the Vice-Chair succeeds to that office for the duration of the unexpired term.

The Secretary/Treasurer is responsible for seeing that a complete and accurate record of minutes of all Board meetings is kept. The minutes shall be distributed in writing at the next meeting, corrected if necessary, and approved. The Secretary/Treasurer shall sign the minutes of each meeting after they are approved.

The minutes shall include:

1. The purpose of the meeting (whether regular or special), the time, the place, and those attending.

2. A complete record of actions taken by the Board. All motions shall be recorded exactly as stated and show whether adopted or rejected.
3. A record of adjournment.

The Secretary/Treasurer shall keep a note of when members arrive and leave during the meeting in order to prove the existence of a quorum during the entire meeting.

The Secretary/Treasurer shall have charge of all funds collected for the maintenance of the Library and shall pay out said funds on orders of the Board. Checks shall be signed by the Chair and the Secretary/Treasurer, or by such other designated Board members in the absence of either of the above officers. At least one original signature shall appear on all checks. Whenever these Bylaws require a signature, an electronic signature satisfies that requirement if the Board has approved the payment and the document has not been modified since the signature was affixed. An electronic signature is defined as a signature created, transmitted, received, or stored by electronic means. The Secretary/Treasurer shall see that an accurate record is kept of all moneys received and dispersed. Monthly financial reports shall be made to the Board. In addition, an annual report shall be presented to the Board. An audit by a Licensed Municipal Accountant shall be made each year. The treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the municipality (K.S.A. 12-1226).

Article V – System Representative

The board shall appoint a representative to the Northeast Kansas Library System Board at the annual April meeting. The representative shall be responsible for attending the annual System Assembly, and shall act as a liaison between the System and the Board.

Article VI – Committees

Standing and special committees, as appropriate, made up of Board and non-Board members, may be appointed by the Chair with the approval of the Board, for the study and investigation of special problems, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225.

Article VII – Board Responsibility

The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the Laws of the State of Kansas. Its responsibilities include promotion of library interests, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

Article VIII – Trustee, Library Director, and Staff Relationships

The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. Such person, once selected and having served an introductory period of 12 months, shall be continued in employment. Such employment may be terminated by a majority vote of the full membership of the Board. The Library Director may request a statement of any charges and an open meeting in any dismissal action.

The Library Director shall be responsible for the employment and direction of the staff, for the operation of the Library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the Library Director by the Board. The Library Director shall attend all regular and special Board meetings.

Article IX – Amendment of Bylaws

These bylaws may be amended by a majority vote of the entire Board at any regular meeting of the Board, provided that such proposed amendment shall first be submitted in writing at a previous regular meeting of the Board and sent to those not present.

Article X – Parliamentary Procedure

Robert's Rules of Order (Newly Revised) shall govern the proceedings of the Board, except when those rules may be in conflict with these bylaws. The rules of order, rather than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.













Article XI – Political Activity

The Lawrence Public Library obtains its funding in large part from the City of Lawrence, Kansas, see Charter Ordinance No. 16 of the City of Lawrence, Kansas. Members of the Lawrence Public Library Board of Trustees must be sensitive to the possibility that their political activity may jeopardize this funding. Accordingly, the Trustees should abide by the following Political Activity Policy.

Although a Board member may, in his or her individual capacity, publicly endorse candidates for public office or ballot measures, no board member should use the name of the Lawrence Public Library in conjunction with such an endorsement, nor otherwise intentionally imply that the Lawrence Public Library supports a given candidate for public office or ballot measure.

No Board member should become a candidate for city elective office or hold city elective office without first resigning from the Board. A Board member is considered to be a candidate for city elective office once he or she meets all statutory requirements to qualify as a candidate.

Additional Online Resources

-  [Lawrence Public Library](#)
 - [About the Library](#)
 - [Mission & Vision](#)
 - [Hours & Location](#)
 - [Library Map](#)
 - [Library History](#)
 - [Board of Trustees](#)
-  [LPL Friends & Foundation](#)
-  [Current LPL Annual Report](#)
-  [Current LPL Budget](#)
-  [Current LPL Audit](#)
-  [Northeast Kansas Library System \(NEKLS\)](#)
-  [Kansas Library Association \(KLA\)](#)
-  [Kansas Statutes Annotated](#)
 - [City, county and township libraries; board; appointment; terms; eligibility; vacancies; expenses](#)
 - [Powers and duties of board](#)
-  [Kansas Public Library Trustees Manual](#)
-  [Kansas Public Library Handbook](#)
-  [Trustee Online Discussion Forum](#)
-  [Leadership Roles for Library Trustees](#)

“Library trustees are powerful advocates for libraries. Through the coordination, hard work, and determination of trustees, new libraries have been built, budgets have been restored and increased, and new respect has been generated for the powerful role libraries play in communities.”

American Library Association