

Lawrence Public Library Board of Trustees Regular Meeting
Monday, August 16, 2021 at 4:30 PM
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 July
- Approve Treasurer's report for July
- Approve bills for July 19 to August 15
- Receive statistical report for July

Library Director's report

Friends & Foundation report

New Business

- Update on Library Outreach
Kristin Soper, Events and Outreach Coordinator
Trevin Garcia, Youth Services Outreach Assistant

Old Business

- Strategic Planning Update
Brad Allen, Director

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

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

Venue: The meeting was held via Zoom:

<https://lplks.zoom.us/j/95630681368?pwd=UlpMUjZRc05lSFJFaFxE9wc0N3QT09>

Board Members Present:

Sarah Goodwin-Thiel, Chair; Mayor Brad Finkeldei, Kevan Vick, Ursula Minor, Jennifer Bonilla-Scotten, Susan Kang, David Vance, Judy Keller.

Staff Members Present:

Brad Allen, Kathleen Morgan, Kristin Soper, Evan Lott, Aaron Brumley, Jon Ratzlaff, Tricia Karlin, Heather Kearns.

Friends and Foundation Members Present:

Rachel Rademacher

Members of the Public Present:

John Thornburg

Call to order:

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

Consent Agenda

Ursula moved the consent agenda be approved, Brad Finkeldei seconded. Consent agenda passed.

Library Director's Report

- The library's bookkeeper, Denise Berkley, has announced her retirement effective September 30. Today the open position was posted. It is a 32-hour-per-week, benefitted position. Brad and the hiring team plan to start reviewing applications by mid-week next week. The library is eager to hire someone soon so Denise has as much time as possible to train her replacement.
- The library is getting closer to the outreach vehicle launch. The name for the vehicle will be announced Sept. 1. Kathleen alerted the board that she had sent an invitation to them for a visit this Friday at 10 to the East Hills Business Park to check out the progress made on the outreach vehicle. Members of Friends and Foundation board will also be in attendance. If any of the Trustees want to make a field trip there but can't make that date work, she will be setting up an alternative date for a visit. Billy Pilgrim is designing a wrap for the vehicle.
- Brad added that he is looking for any opportunity to augment our budget (as the City is) with ARPA funds. But he notes the library should be cautious about spending money that would only be available for one budget year.

Friends and Foundation Report: Rachel Rademacher

- The July Book Sale took place on Friday and Saturday, July 9th and 10th, and raised \$4,200. To date, these monthly book sales have raised more than \$11,000 for the library! A huge thank you goes to the volunteers who make this possible. The next monthly sale will be held on August 14.
- The regular Book Sale is scheduled for October 21-24.
- *Rainbow Strings of Lawrence* has a fundraiser going on in the Library's Reading Garden where they hang colorful strands from the library trees in exchange for a donation to the Friends & Foundation. There are quite a few! Last year, this fundraiser raised \$500.
- The Friends & Foundation continue to work on building its number of monthly donors. They have used eblasts, social media posts and soon will send out a postcard to our library "super users" asking them to give a monthly gift. A local family has pledged \$10,000 to match these gifts.
- The Friends & Foundation board reviewed an initial draft of a library naming policy. The policy will provide guidelines for named spaces in the library. The Friends & Foundation will look at it again at its August meeting with hopes of presenting it to the Board of Trustees in September.
- The Friends & Foundation board also discussed moving forward with creating a new standing committee for library advocacy. The organization's mission has three components: fundraising, volunteerism and advocacy. The fundraising and volunteer functions are well established, but the board needs to better define the advocacy component. By-laws direct that the chair of the Friends & Foundation board will serve as the chair of the Advocacy Committee. Accordingly, Craig Penzler, the current chair, together with board member Imani Wadud will lead this effort for the Friends & Foundation.
- The Friends & Foundation Board does not meet in July. Board members instead are calling our New Chapter Society donors and uber-volunteers to say "THANK YOU!" They will reconvene on August 23rd.
- Sarah asked for clarification on the work of the Friends & Foundation Advocacy initiative. Rachel explained that the advocacy group would maintain awareness of library issues that may arise and, as needed, organize to reach out to the community to share information and act to support the library.

Friends and Foundation Director's Report

- Kathleen reported that the library submitted a \$25,000 request to the State Library of Kansas for APRA funding (federal monies distributed for COVID-18 relief via the Institute of Library and Museum Services). The proposed project would purchase and install hybrid meeting equipment for one of the library's meeting rooms so that online & in-person attendees can interact seamlessly. The request would also fund equipment and installation to support live streaming of events in the auditorium in a turnkey way. The goal is to have a setup that staff and community partners can operate easily and allow for upload of events to YouTube or another streaming platform. The submission deadline was today. The State Library anticipates a quick turnaround on the approval process - they hope to have contracts signed by the end of the month. This project would be of great benefit to community members who can't yet comfortably or safely rejoin in-person events, e.g. retirees or children too young to be vaccinated yet.

New Business

- **Return to In-person Board meetings:**

The group discussed how, when, and where to resume in-person meetings. Jon Ratzlaff noted that the auditorium could easily accommodate all meeting attendees and comply with current county health occupancy guidelines. By September, the library is expecting meeting rooms to be back to normal occupancy levels.

Brad F. added that if the board wants to continue meeting online, that they should see whether or not Zoom meetings will continue to meet the requirements of the Kansas Open Meetings Act. During the COVID-19 pandemic, the Kansas Attorney General said virtual meetings complied with the act.

Board members decided to meet in person starting with the August 16th meeting, but also ensure that the meeting will be accessible via Zoom. Staff will set up a webcam and a microphone to provide a very basic hybrid experience. Brad will indicate whether the meeting will be in Meeting Room A or the Auditorium in the meeting invitation he will send out next month.

Ongoing Business:

No ongoing business to report.

Announcements:

- Brad announced that the library is excited to have hired two new teen librarians: Margo Moore is a current library employee and Saraha Scott will be moving to LPL from St. Louis Public Library.
- Brad introduced Evan Lott, the library's new AmeriCorps VISTA staffer. Evan will help the library undertake a community needs assessment to guide the outreach initiative.
- Brad noted that a quorum of the library board of trustees has completed trustee training. The library has now met all requirements for NEKLS accreditation.

Adjournment

There being no other business, the meeting adjourned at 5:08 p.m.

The next regular Board meeting will be held Monday, August 16th at 4:30 p.m. at the library.

Respectfully submitted,
Tricia Karlin

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
July 2021							
REVENUES	This Month	Year to Date	Annual Budget	58% of Year	Jul-20	YTD 2020	
Tax Fund	\$ -	\$ 4,712,674.39	\$ 4,978,000.00	94.67%	\$ -	\$ 4,454,851.50	
Overdues	\$ 2,042.65	\$ 11,963.49	\$ 15,000.00	79.76%	\$ 295.04	\$ 7,901.37	
NEKLS	\$ 7,952.00	\$ 54,452.50	\$ 95,000.00	57.32%	\$ -	\$ 48,000.00	
State Aid	\$ -	\$ 27,911.86	\$ 25,000.00	111.65%	\$ -	\$ 27,991.57	
Photo Copies	\$ 1,126.28	\$ 4,421.55	\$ 5,000.00	88.43%	\$ 174.50	\$ 4,954.04	
Coffee Shop Rent	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ 1,500.00	
Meeting Room Fees	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ (25.00)	
Interest	\$ 8.75	\$ 94.75	\$ 2,000.00	4.74%	\$ 4,515.95	\$ 6,787.19	
Transfer from Cash Reserves	\$ -	\$ -	\$ 50,000.00			\$ -	
Miscellaneous	\$ 124.93	\$ 4,170.19	\$ -		\$ -	\$ 374.85	
Total Revenues	\$11,254.61	\$4,815,688.73	\$5,170,000.00	93.15%	\$4,985.49	\$4,552,335.52	
EXPENSES							
Salaries & Wages	\$ 227,319.89	\$ 1,608,188.93	\$ 2,865,000.00	56.13%	\$ 212,041.78	\$ 1,581,679.21	
Employee Benefits	\$ 38,738.74	\$ 254,382.04	\$ 460,000.00	55.30%	\$ 163.36	\$ 161,413.31	
Payroll Taxes	\$ 36,769.48	\$ 274,943.00	\$ 500,000.00	54.99%	\$ 35,792.78	\$ 266,542.95	
Utilities	\$ 6,675.44	\$ 47,038.72	\$ 100,000.00	47.04%	\$ 6,265.60	\$ 47,876.37	
Building Supplies	\$ 1,588.20	\$ 10,742.02	\$ 20,000.00	53.71%	\$ 1,093.40	\$ 10,611.40	
Building Repairs & Maintenance	\$ 6,215.96	\$ 46,131.95	\$ 55,000.00	83.88%	\$ 14,124.73	\$ 61,041.37	
Library Supplies	\$ 795.98	\$ 17,661.74	\$ 25,000.00	70.65%	\$ 1,092.60	\$ 11,704.22	
Books & Materials	\$ 54,208.09	\$ 366,297.54	\$ 710,000.00	51.59%	\$ 55,023.76	\$ 355,515.93	
Processing Supplies	\$ 3,453.03	\$ 23,855.79	\$ 54,000.00	44.18%	\$ 2,660.65	\$ 20,834.50	
Equipment	\$ -	\$ 14,090.00	\$ 10,000.00	140.90%	\$ -	\$ 11,153.99	
Technology	\$ 22,713.25	\$ 169,650.18	\$ 250,000.00	67.86%	\$ 78,968.78	\$ 149,291.29	
Insurance	\$ -	\$ 13,556.50	\$ 16,000.00	84.73%	\$ -	\$ 11,547.50	
Shipping	\$ 1,095.22	\$ 11,164.83	\$ 18,000.00	62.03%	\$ 367.79	\$ 11,194.02	
Professional Development	\$ 39.00	\$ 7,947.12	\$ 30,000.00	26.49%	\$ 45.00	\$ 7,601.16	
Book Van & Mileage	\$ 138.19	\$ 1,009.23	\$ 2,000.00	50.46%	\$ 155.99	\$ 863.38	
Professional Fees	\$ 2,759.40	\$ 22,352.86	\$ 25,000.00	89.41%	\$ 942.32	\$ 15,433.84	
Advertising & Marketing	\$ 2,915.23	\$ 21,868.45	\$ 30,000.00	72.89%	\$ 1,252.85	\$ 10,240.64	
Capital Improvements	\$ -	\$ 19,368.24	\$ -	#DIV/0!	\$ -		
Miscellaneous	\$ 678.82	\$ (33.03)	\$ -		\$ (410.73)	\$ 317.09	
Total Expenses	\$ 406,103.92	\$ 2,930,216.11	\$ 5,170,000.00	56.68%	\$ 409,580.66	\$ 2,734,862.17	
CASH BALANCES							
Cash Reserves	\$ 88,320.52	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020)					
Checking	\$ 2,800,473.07						
Capital Improvement	\$ 774,115.71						

Lawrence Public Library													
2021 Outside Funding Report													
			1/1/2021	April	April	May	May	June	June	July	July		
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS & FOUNDATION													
			\$ 349,185.88	\$ 128,097.99	\$ 85,820.59	\$ -	\$ 23,778.60	\$ 177,491.12	\$ 34,609.65	\$ 2,131.82	\$ 10,679.61	\$ 450,505.60	
OTHER													
			\$ 6,043.46	\$ 1,410.77	\$ 71.45	\$ 4,582.75	\$ -	\$ 585.25	\$ 4,990.68	\$ 284.80	\$ 60.16	\$ 5,799.01	
			\$ 355,229.34										
			Month Total	\$ 129,508.76	\$ 85,892.04	\$ 4,582.75	\$ 23,778.60	\$ 178,076.37	\$ 39,600.33	\$ 2,416.62	\$ 10,739.77	YTD Income	\$ 313,185.85
												YTD Expense	\$ 212,110.58

Lawrence Public Library
Balance Sheet
As of July 31, 2021

	<u>Jul 31, 21</u>	<u>Jul 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,476,545.45	1,864,578.42	-388,032.97	-20.8%
Checking	1,323,927.62	698,249.60	625,678.02	89.6%
Capital Improvement at MIP	774,115.71	685,976.52	88,139.19	12.9%
Total Checking/Savings	<u>3,574,588.78</u>	<u>3,248,804.54</u>	<u>325,784.24</u>	<u>10.0%</u>
Total Current Assets	<u>3,574,588.78</u>	<u>3,248,804.54</u>	<u>325,784.24</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>3,575,273.78</u>	<u>3,249,504.54</u>	<u>325,769.24</u>	<u>10.0%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	43,561.78	44,121.23	-559.45	-1.3%
Total Accounts Payable	<u>43,561.78</u>	<u>44,121.23</u>	<u>-559.45</u>	<u>-1.3%</u>
Other Current Liabilities				
Payroll Liabilities	7,435.91	91,960.99	-84,525.08	-91.9%
Total Other Current Liabilities	<u>7,435.91</u>	<u>91,960.99</u>	<u>-84,525.08</u>	<u>-91.9%</u>
Total Current Liabilities	<u>50,997.69</u>	<u>136,082.22</u>	<u>-85,084.53</u>	<u>-62.5%</u>
Total Liabilities	<u>50,997.69</u>	<u>136,082.22</u>	<u>-85,084.53</u>	<u>-62.5%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,237,092.98	1,018,584.98	218,508.00	21.5%
Net Income	1,986,547.89	1,794,202.12	192,345.77	10.7%
Total Equity	<u>3,524,276.09</u>	<u>3,113,422.32</u>	<u>410,853.77</u>	<u>13.2%</u>
TOTAL LIABILITIES & EQUITY	<u>3,575,273.78</u>	<u>3,249,504.54</u>	<u>325,769.24</u>	<u>10.0%</u>

Lawrence Public Library Revenues & Expenses

July 2021

	Jul 21	Jan - Jul 21
Ordinary Income/Expense		
Income		
Miscellaneous Income	124.93	4,151.44
Gifts-Other	2,131.82	312,990.13
Grants	7,952.00	82,364.36
Interest	8.75	94.75
Merchandise Sales	284.80	195.72
Lost and Replacement Fees	2,042.65	11,963.49
Photo Copies	1,126.28	4,421.55
Tax Fund	0.00	4,712,674.39
Utilities Income	0.00	18.75
Total Income	13,671.23	5,128,874.58
Gross Profit	13,671.23	5,128,874.58
Expense		
Payroll Expenses	266,058.63	1,862,570.97
Payroll Taxes	37,892.69	283,205.75
Utilities - Electric	6,675.44	47,038.72
Building Supplies	1,588.20	10,742.02
Building Repairs & Maintenance	6,215.96	46,131.95
Library & Office Supplies	795.98	17,661.74
Books & Materials	54,208.09	366,297.54
Processing Supplies	3,453.03	23,855.79
Equipment	0.00	14,090.00
Technology	22,713.25	169,650.18
Insurance	0.00	13,556.50
Shipping	1,095.22	11,164.83
Professional Development	39.00	7,947.12
Bookvan & Mileage	138.19	1,009.23
Professional Fees	2,759.40	22,352.86
Advertising	2,915.23	21,868.45
Capital Improvement Expenditure	0.00	27,107.24
Miscellaneous	678.82	-33.03
FRIENDS & FOUNDATION FUNDING	9,616.56	195,658.83
FRIENDS FUNDING	0.00	450.00
Total Expense	416,843.69	3,142,326.69
Net Ordinary Income	-403,172.46	1,986,547.89
Other Income/Expense		
Other Expense		
COVID-19 Expenses	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-403,172.46	1,986,547.89

11:49 AM

08/12/21

Lawrence Public Library
Vendor Balance Summary

All Transactions

	Aug 12, 21
Advance Insurance Company	718.93
Amazon	3,417.63
ASI	50.00
Baker & Taylor, Inc.	192.24
Bayscan Technologies	370.00
Blackstone Publishing	34.91
Brodart Co.	202.34
Center Point Large Print	24.02
Century Business Technologies	774.07
Demco, Inc.	604.54
EBSCO	2,660.00
Evergy	6,725.89
Filmtools	119.60
Findaway World LLC	52.24
Fuzzy's Taco Shop	1,000.00
Gale/Cengage Learning	305.81
Ingram Library Services	17,612.64
Jayhawk Tropical Fish	354.10
Journal-World Media	200.00
Kanopy LLC	2,500.00
Lawrence Sign Up LLC	201.60
Loretta B. Lauinger	10.00
Midwest Tape	15,919.45
Nicole Hime	6.59
OCLC, Inc.	5,700.52
OverDrive	13,615.38
Pro Print Inc.	326.00
Pur-O-Zone, Inc.	896.89
Schendel Services	99.75
SirsiDynix	2,230.00
The University of Iowa	15.00
U.S. Bank - Mastercard	11,706.69
Unique Management Services	251.85
United Parcel Service	1,149.78
TOTAL	90,048.46

12:12 PM
08/12/21

Lawrence Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	08/16/2021	Advance Insurance Company	Checking	
Bill	September...	08/12/2021		Group Life Insurance	-718.93
TOTAL					-718.93
Bill Pmt -Check	Electronic	08/16/2021	ASI	Checking	
Bill	July 2021	08/10/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	08/16/2021	Evergry	Checking	
Bill		08/10/2021		Utilities - Electric	-6,725.89
TOTAL					-6,725.89
Bill Pmt -Check	Electronic	08/16/2021	U.S. Bank - Mastercard	Checking	
Bill	July	07/30/2021		Books & Materials	-5.95
				Technical Services	-39.00
				Adult Programming	-172.68
				Bookvan & Mileage	-138.19
				Children's Programming	-31.96
				Children's Programming	-13.99
				Children's Programming	-15.76
				Children's Programming	-102.92
				Children's Programming	-95.00
				Children's Programming	-26.72
				Young Adult Program...	-93.39
				Summer Reading - ALL	-650.39
				Professional Fees	-621.65
				Credit Card Processing	-99.95
				Shipping	-227.99
				Processing Supplies	-113.37
				Library & Office Suppli...	-939.77
				Miscellaneous	-60.96
				Miscellaneous	-40.00
				Miscellaneous	-301.19
				Membership & Dues	-20.00
				Advertising	-2,713.63
				Building Supplies	-383.46
				Building Repairs & Mai...	-90.21
				Software & Licenses	-144.00
				Software & Licenses	-240.00
				Software & Licenses	-560.00
				Software & Licenses	-2,449.42
				Public Access	-237.02
				Telephone	-531.13
				Seed Library	-173.90
				Crowe Fund	-373.09
TOTAL					-11,706.69

12:12 PM
08/12/21

Lawrence Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	08/16/2021	United Parcel Service	Checking	
Bill	1321	08/10/2021		Shipping	-1,149.78
TOTAL					-1,149.78
Bill Pmt -Check	9170	08/16/2021	Baker & Taylor, Inc.	Checking	
Bill	2036070583	07/30/2021		Books & Materials	-14.13
Bill	2036070584	07/30/2021		Processing Supplies	-0.20
Bill	2036028412	07/30/2021		Books & Materials	-81.15
Bill	2036028413	07/30/2021		Processing Supplies	-1.99
Bill	2036053636	07/30/2021		Books & Materials	-41.99
Bill	2036053637	07/30/2021		Processing Supplies	-1.59
Bill	2036010683	07/30/2021		Books & Materials	-33.31
Bill	2036010684	07/30/2021		Processing Supplies	-0.40
Bill	5017052013	07/30/2021		Books & Materials	-15.19
Bill	5017052014	07/30/2021		Processing Supplies	-2.29
TOTAL					-192.24
Bill Pmt -Check	9171	08/16/2021	Bayscan Technologies	Checking	
Bill	68481	08/10/2021		Processing Supplies	-370.00
TOTAL					-370.00
Bill Pmt -Check	9172	08/16/2021	Blackstone Publishing	Checking	
Bill	1232441	07/30/2021		Books & Materials	-34.91
TOTAL					-34.91
Bill Pmt -Check	9173	08/16/2021	Brodart Co.	Checking	
Bill	584129	07/30/2021		Processing Supplies	-202.34
TOTAL					-202.34
Bill Pmt -Check	9174	08/16/2021	Center Point Large Print	Checking	
Bill	1870658	07/30/2021		Books & Materials	-24.02
TOTAL					-24.02
Bill Pmt -Check	9175	08/16/2021	Century Business Technologies	Checking	
Bill	597961	08/12/2021		Copying	-287.23
				Copying	-486.84
TOTAL					-774.07

12:12 PM
08/12/21

Lawrence Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9176	08/16/2021	Demco, Inc.	Checking	
Bill	6982117	07/30/2021		Processing Supplies	-604.54
TOTAL					-604.54
Bill Pmt -Check	9177	08/16/2021	EBSCO	Checking	
Bill	100016201...	07/30/2021		Public Access	-2,660.00
TOTAL					-2,660.00
Bill Pmt -Check	9178	08/16/2021	Filmtools	Checking	
Bill	SI-825999...	07/30/2021		Processing Supplies	-119.60
TOTAL					-119.60
Bill Pmt -Check	9179	08/16/2021	Findaway World LLC	Checking	
Bill	356812	07/30/2021		Books & Materials	-52.24
TOTAL					-52.24
Bill Pmt -Check	9180	08/16/2021	Gale/Cengage Learning	Checking	
Bill	74728929	07/30/2021		Books & Materials	-20.99
Bill	74724590	07/30/2021		Books & Materials	-41.98
Bill	74669635	07/30/2021		Books & Materials	-73.51
Bill	74794111	08/12/2021		Books & Materials	-52.48
Bill	74787273	08/12/2021		Books & Materials	-116.85
TOTAL					-305.81
Bill Pmt -Check	9181	08/16/2021	Ingram Library Services	Checking	
Bill	54021764	07/30/2021		Books & Materials	-356.73
Bill	54050856	07/30/2021		GGIFT	-29.59
				Books & Materials	-345.29
Bill	53994610	07/30/2021		Library & Office Suppli...	-15.96
				Books & Materials	-354.12
Bill	53978570	07/30/2021		Books & Materials	-658.25
Bill	54007609	07/30/2021		Books & Materials	-380.47
Bill	53932574	07/30/2021		Books & Materials	-38.97
Bill	53952367	07/30/2021		Books & Materials	-105.77
Bill	53932572	07/30/2021		Books & Materials	-1,091.95
Bill	53890665	07/30/2021		Books & Materials	-565.04
Bill	53942264	07/30/2021		Books & Materials	-651.61
Bill	53912522	07/30/2021		Books & Materials	-112.12
Bill	53872801	07/30/2021		Books & Materials	-647.08
Bill	53890667	07/30/2021		GGIFT	-7.79
Bill	53901666	07/30/2021		Books & Materials	-543.86
Bill	53844057	07/30/2021		Books & Materials	-64.40
Bill	53844055	07/30/2021		Books & Materials	-134.73
Bill	53821959	07/30/2021		Books & Materials	-2,977.09
Bill	53800841	07/30/2021		Books & Materials	-121.60
Bill	53832018	07/30/2021		Books & Materials	-69.32

Lawrence Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	53800843	07/30/2021		GGIFT	-22.78
Bill	53774418	07/30/2021		Books & Materials	-395.86
Bill	53809819	07/30/2021		Books & Materials	-8.53
Bill	54021765	07/30/2021		Processing Supplies	-34.90
Bill	54050857	07/30/2021		Processing Supplies	-47.41
Bill	53994611	07/30/2021		Processing Supplies	-27.55
Bill	53978571	07/30/2021		Processing Supplies	-69.88
Bill	54007610	07/30/2021		Processing Supplies	-22.52
Bill	53932575	07/30/2021		Processing Supplies	-0.45
Bill	53952368	07/30/2021		Processing Supplies	-16.40
Bill	53932573	07/30/2021		Processing Supplies	-123.94
Bill	53890666	07/30/2021		Processing Supplies	-51.13
Bill	53942265	07/30/2021		Processing Supplies	-68.04
Bill	53912523	07/30/2021		Processing Supplies	-13.13
Bill	53872802	07/30/2021		Processing Supplies	-75.07
Bill	53890668	07/30/2021		Processing Supplies	-1.97
Bill	53901667	07/30/2021		Processing Supplies	-62.40
Bill	53844058	07/30/2021		Processing Supplies	-3.28
Bill	53844056	07/30/2021		Processing Supplies	-10.50
Bill	53821960	07/30/2021		Processing Supplies	-312.23
Bill	53800842	07/30/2021		Processing Supplies	-9.98
Bill	53832019	07/30/2021		Processing Supplies	-7.70
Bill	53800844	07/30/2021		Processing Supplies	-3.94
Bill	53774419	07/30/2021		Processing Supplies	-28.37
Bill	54198979	08/12/2021		Books & Materials	-723.16
Bill	54227544	08/12/2021		Books & Materials	-297.53
Bill	54169962	08/12/2021		Books & Materials	-395.65
Bill	54169964	08/12/2021		Books & Materials	-134.14
Bill	54169966	08/12/2021		Books & Materials	-29.98
Bill	54178929	08/12/2021		Books & Materials	-7.19
Bill	54148426	08/12/2021		Books & Materials	-854.64
Bill	54128040	08/12/2021		Books & Materials	-227.48
Bill	54159246	08/12/2021		Books & Materials	-177.42
Bill	54102096	08/12/2021		Books & Materials	-429.08
Bill	54138428	08/12/2021		Books & Materials	-359.88
Bill	54102098	08/12/2021		Books & Materials	-11.99
Bill	54088030	08/12/2021		Books & Materials	-343.47
Bill	54059935	08/12/2021		Books & Materials	-267.37
Bill	54079585	08/12/2021		Books & Materials	-63.27
Bill	54079583	08/12/2021		Books & Materials	-84.50
Bill	54059937	08/12/2021		Books & Materials	-242.03
Bill	54040317	08/12/2021		Books & Materials	-1,564.44
Bill	54068868	08/12/2021		Books & Materials	-64.61
Bill	54040316	08/12/2021		Books & Materials	-29.38
Bill	54198980	08/12/2021		Processing Supplies	-86.18
Bill	54227545	08/12/2021		Processing Supplies	-6.45
Bill	54169963	08/12/2021		Processing Supplies	-30.01
Bill	54169965	08/12/2021		Processing Supplies	-13.95
Bill	54169967	08/12/2021		Processing Supplies	-0.30
Bill	54148427	08/12/2021		Processing Supplies	-103.75
Bill	54128041	08/12/2021		Processing Supplies	-23.62
Bill	54159247	08/12/2021		Processing Supplies	-22.79
Bill	54102097	08/12/2021		Processing Supplies	-30.68
Bill	54138429	08/12/2021		Processing Supplies	-35.89
Bill	54102099	08/12/2021		Processing Supplies	-0.15
Bill	54088031	08/12/2021		Processing Supplies	-39.69
Bill	54059936	08/12/2021		Processing Supplies	-20.62
Bill	54079586	08/12/2021		Processing Supplies	-4.91
Bill	54079584	08/12/2021		Processing Supplies	-13.79
Bill	54059938	08/12/2021		Processing Supplies	-27.08

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Type	Num	Date	Name	Account	Paid Amount
Bill	54040318	08/12/2021		Processing Supplies	-152.78
Bill	54068869	08/12/2021		Processing Supplies	-3.09
TOTAL					-17,612.64
Bill Pmt -Check	9182	08/16/2021	Jayhawk Tropical Fish	Checking	
Bill	3772	07/30/2021		Aquarium Maintenance	-354.10
TOTAL					-354.10
Bill Pmt -Check	9183	08/16/2021	Kanopy LLC	Checking	
Bill	256135-PPU	08/12/2021		Kanopy	-2,500.00
TOTAL					-2,500.00
Bill Pmt -Check	9184	08/16/2021	Lawrence Sign Up LLC	Checking	
Bill	15189	07/30/2021		Advertising	-201.60
TOTAL					-201.60
Bill Pmt -Check	9185	08/16/2021	Midwest Tape	Checking	
Bill	500792381	07/30/2021		Processing Supplies	-266.35
Bill	500762764	07/30/2021		Books & Materials	-72.73
Bill	500762761	07/30/2021		Books & Materials	-105.35
Bill	500762762	07/30/2021		Books & Materials	-20.24
Bill	500755991	07/30/2021		Books & Materials	-34.99
Bill	500755990	07/30/2021		Books & Materials	-224.15
Bill	500748808	07/30/2021		Books & Materials	-191.89
Bill	500748809	07/30/2021		Books & Materials	-255.94
Bill	500734991	07/30/2021		Books & Materials	-195.41
Bill	500734399	07/30/2021		Books & Materials	-192.58
Bill	500739159	07/30/2021		Books & Materials	-75.24
Bill	500720180	07/30/2021		Books & Materials	-422.78
				Books & Materials	-29.99
Bill	500720183	07/30/2021		Books & Materials	-16.49
Bill	500720181	07/30/2021		Books & Materials	-194.94
Bill	500711467	07/30/2021		Books & Materials	-92.62
Bill	500711469	07/30/2021		Books & Materials	-392.10
Bill	500812618	08/12/2021		Books & Materials	-539.68
Bill	500812619	08/12/2021		Books & Materials	-29.99
Bill	500796877	08/12/2021		Books & Materials	-304.39
Bill	500796875	08/12/2021		Books & Materials	-109.41
Bill	500781538	08/12/2021		Books & Materials	-114.97
Bill	500781537	08/12/2021		Books & Materials	-685.10
Bill	500789792	08/12/2021		Books & Materials	-11,352.12
TOTAL					-15,919.45
Bill Pmt -Check	9186	08/16/2021	OCLC, Inc.	Checking	
Bill	1000149950	08/10/2021		Collections	-5,700.52
TOTAL					-5,700.52

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9187	08/16/2021	OverDrive	Checking	
Bill	06809CO2...	07/30/2021		Books & Materials	-212.46
Bill	06809CO2...	07/30/2021		Books & Materials	-521.66
Bill	06809DA2...	07/30/2021		Books & Materials	-296.47
Bill	06809CO2...	07/30/2021		Books & Materials	-859.60
Bill	06809CO2...	07/30/2021		Books & Materials	-939.87
Bill	06809CO2...	07/30/2021		Books & Materials	-20.00
Bill	06809CO2...	07/30/2021		Books & Materials	-99.99
Bill	06809CO2...	07/30/2021		Books & Materials	-59.99
Bill	06809CO2...	07/30/2021		Books & Materials	-69.87
Bill	06809CO2...	07/30/2021		Books & Materials	-390.00
Bill	06809CO2...	07/30/2021		Books & Materials	-1,818.79
Bill	06809CO2...	07/30/2021		Books & Materials	-1,207.38
Bill	06809DA2...	07/30/2021		Books & Materials	-461.95
Bill	06809DA2...	07/30/2021		Books & Materials	-628.22
Bill	06809CO2...	08/12/2021		Books & Materials	-22.50
Bill	06809CO2...	08/12/2021		Books & Materials	-63.00
Bill	06809CO2...	08/12/2021		Books & Materials	-622.49
Bill	06809CO2...	08/12/2021		Books & Materials	-667.17
Bill	06809CO2...	08/12/2021		Books & Materials	-828.15
Bill	06809CO2...	08/12/2021		Books & Materials	-180.88
Bill	06809CO2...	08/12/2021		Books & Materials	-298.91
Bill	06809CO2...	08/12/2021		Books & Materials	-194.94
Bill	06809CO2...	08/12/2021		Books & Materials	-129.50
Bill	06809DA2...	08/12/2021		Books & Materials	-65.00
Bill	06809DA2...	08/12/2021		Books & Materials	-454.97
Bill	06809CO2...	08/12/2021		Books & Materials	-932.12
Bill	06809CO2...	08/12/2021		Books & Materials	-710.94
Bill	06809CO2...	08/12/2021		Books & Materials	-316.41
Bill	06809CO2...	08/12/2021		Books & Materials	-154.93
Bill	06809CO2...	08/12/2021		Books & Materials	-82.99
Bill	06809CO2...	08/12/2021		Salkind Gift	-202.39
Bill	06809DA2...	08/12/2021		Books & Materials	-101.84
TOTAL					-13,615.38
Bill Pmt -Check	9188	08/16/2021	Pro Print Inc.	Checking	
Bill	104064	07/30/2021		Processing Supplies	-326.00
TOTAL					-326.00
Bill Pmt -Check	9189	08/16/2021	Pur-O-Zone, Inc.	Checking	
Bill	834501	07/30/2021		Building Supplies	-396.82
Bill	834934	07/30/2021		Building Supplies	-123.50
Bill	835387	07/30/2021		Building Supplies	-376.57
TOTAL					-896.89
Bill Pmt -Check	9190	08/16/2021	Schendel Services	Checking	
Bill	30343452	07/30/2021		Building Repairs & Mai...	-99.75
TOTAL					-99.75

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9191	08/16/2021	SirsiDynix	Checking	
Bill	INV07783	07/30/2021		Block Grant	-2,230.00
TOTAL					-2,230.00
Bill Pmt -Check	9192	08/16/2021	Unique Management Services	Checking	
Bill	604226	08/10/2021		Professional Fees	-117.60
Bill	604225	08/10/2021		Professional Fees	-134.25
TOTAL					-251.85
Bill Pmt -Check	29045	08/16/2021	Amazon	Checking	
Bill	6204252	07/30/2021	Amazon	Accounts Payable	0.00
Bill	4567428	07/30/2021	Amazon	Accounts Payable	0.00
Bill	6213043	07/30/2021		Supplies	-114.14
Bill	4571469	07/30/2021		Supplies	-245.98
Bill	2411431	07/30/2021		Supplies	-30.78
Bill	9998669	07/30/2021		Building Supplies	-11.97
Bill	2736241	07/30/2021		Building Supplies	-41.59
Bill	4138603	07/30/2021		Books & Materials	-86.74
				Books & Materials	-27.50
				Books & Materials	-104.45
				Books & Materials	-79.87
Bill	2409868	07/30/2021		Books & Materials	-28.80
Bill	1046647	07/30/2021		Books & Materials	-13.98
Bill	4258642	07/30/2021		Books & Materials	-17.95
				Books & Materials	-20.00
				Books & Materials	-14.95
				Books & Materials	-14.98
				Books & Materials	-10.99
				Books & Materials	-42.75
Bill	3866628	07/30/2021		Books & Materials	-45.86
Bill	2648260	07/30/2021		Books & Materials	-59.93
				Books & Materials	-19.95
				Books & Materials	-19.99
				Books & Materials	-64.83
Bill	0646630	07/30/2021		Books & Materials	-160.80
				Books & Materials	-16.95
				Books & Materials	-72.29
				Books & Materials	-119.90
				Books & Materials	-81.02
Bill	8104218	07/30/2021		Books & Materials	-17.47
Bill	9325009	07/30/2021		Books & Materials	-11.29
Bill	2409868	07/30/2021		Books & Materials	-41.88
Bill	6018651	07/30/2021		Books & Materials	-49.94
Bill	8198601	07/30/2021		Books & Materials	-8.74
Bill	7605001	07/30/2021		Books & Materials	-48.93
Bill	9994667	07/30/2021		Books & Materials	-29.39
Bill	3108258	07/30/2021		Books & Materials	-54.03
Bill	9157046	07/30/2021		Books & Materials	-219.96
Bill	9010618	07/30/2021		Books & Materials	-19.29
Bill	2453022	07/30/2021		Books & Materials	-38.61
				Books & Materials	-13.99
				Books & Materials	-19.95
				Books & Materials	-12.99
				Books & Materials	-37.97

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Lawrence Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	3377804	07/30/2021		Books & Materials	-22.92
Bill	6595458	07/30/2021		Books & Materials	-23.99
Bill	5228252	07/30/2021		Books & Materials	-54.98
Bill	1198602	07/30/2021		Books & Materials	-43.98
Bill	1569051	07/30/2021		Books & Materials	-18.98
Bill	3366667	07/30/2021		Books & Materials	-56.69
Bill	8705023	07/30/2021		Books & Materials	-59.88
Bill	9157046	07/30/2021		Books & Materials	-149.97
Bill	3503415	07/30/2021		Books & Materials	-19.29
Bill	0474620	08/10/2021		Block Grant	-249.00
Bill	0157823	08/10/2021		Summer Reading - ALL	-10.99
Bill	4138603	08/12/2021		Books & Materials	-9.97
				Books & Materials	-38.11
				Books & Materials	-65.97
				Books & Materials	-15.37
				Books & Materials	-31.19
Bill	2354	08/12/2021		Books & Materials	-23.54
Bill	6655434	08/12/2021		Books & Materials	-39.65
Bill	2813863	08/12/2021		Books & Materials	-22.23
Bill	4573059	08/12/2021		Books & Materials	-13.89
Bill	1939457	08/12/2021		Books & Materials	-19.99
Bill	4573059	08/12/2021		Books & Materials	-19.99
Bill	0196263	08/12/2021		Books & Materials	-32.40
Bill	1892232	08/12/2021		Books & Materials	-26.99
Bill	1939457	08/12/2021		Books & Materials	-24.98
				Books & Materials	-49.62
				Books & Materials	-12.99
				Books & Materials	-56.72
				Books & Materials	-9.99
TOTAL					-3,417.63
Bill Pmt -Check	29046	08/16/2021	Fuzzy's Taco Shop	Checking	
Bill	8-21-21	08/12/2021		Summer Reading - ALL	-1,000.00
TOTAL					-1,000.00
Bill Pmt -Check	29047	08/16/2021	Journal-World Media	Checking	
Bill	10647824	08/12/2021		Advertising	-200.00
TOTAL					-200.00
Bill Pmt -Check	29048	08/16/2021	Loretta B. Lauinger	Checking	
Bill	REFUND	07/30/2021		Lost and Replacement...	-10.00
TOTAL					-10.00
Bill Pmt -Check	29049	08/16/2021	Nicole Hime	Checking	
Bill	REFUND	07/30/2021		Lost and Replacement...	-6.59
TOTAL					-6.59

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Lawrence Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29050	08/16/2021	The University of Iowa	Checking	
Bill	20528	08/10/2021		Lost and Replacement...	-15.00
TOTAL					-15.00

Lawrence Public Library

Statistical Summary - JULY 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	26,614							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	41,028							
Cardholders transacting - current month	13,880							
Cardholders added - current month	614							
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)	8,156	58,012	44,426		57%	43%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - Catalog (Sessions)	31,021			57,321				
Website - Kaw Valley Jukebox	67			83				
Website - Digital Douglas County (Sessions)	not available			not available				
All other web site visits (Sessions)	20,792			44,139				
Social Media Interactions (Facebook & Twitter)	not available			6,203				
Social Media Reach (Facebook & Twitter)	not available			171,256				
Borrowing Digital vs. Physical								
		Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)	Total Physical + Digital		Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical				Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	28,294	14,068	42,362		28%	14%	41%	
Teen Total	3,557	1,681	5,238		3%	2%	5%	
Childrens Total	30,704	3,187	33,891		30%	3%	33%	
Total AV Media Room	18,651	2,077	20,728		18%	2%	20%	
Total Library of Things	219	0	219		0%	0%	0%	
Total all collections	81,425	21,013	102,438		79%	21%	100%	

Lawrence Public Library

Statistical Summary - JULY 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	191,624	19,348	210,972		91%	9%	100%	
Added	2,379	358	2,737		87%	13%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,408	101	2,509		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-824	192	-632					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		5,861	1,676	7,537	78%	22%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,806	15,885		4				
Other Public Services				Total sessions				
Public Computer Usage				2105				
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	12	5	25	22	427	277	369	726
STAFFING	Current Month	Current Month	% Change					
	2021	2020	2021 v 2020					
Total Paid Staff, in Full-Time Equivalents	64.59	62.1	4%					

Lawrence Public Library

Full Statistical Report - JULY 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	26,614							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	41,028	83%						
Douglas County residents (excluding Lawrence residents)	2,111	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,282	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,976	4%						
Total Cardholders transacting in last 3 years	49,397	100%						
Cardholders transacting - current month	13,880							
% of Cardholders transacting - current month	28%							
Cardholders added - current month	614							
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	90	808		9				
Book Lockers	229	1009		4				
Outreach	11	50		5				
Main Library Checkouts + Renewals	6,297	56145		9				
Digital Collections	Not available		21,013	Not available				
Online renewals - patron-initiated	1,801		8,687	5				
Automatic renewals (no patron action)	3,364		14,726	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	8,156	58,012	44,426	N/A	57%	43%	100%	

Lawrence Public Library

Full Statistical Report - JULY 2021

Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	31,021			57,321				
Website - Kaw Valley Jukebox	67			83				
Website - Digital Douglas County (Sessions)	not available			not available				
All other web site visits (Sessions)	20,792			44,139				
Social Media Interactions (Facebook & Twitter)	not available			6,203				
Social Media Reach (Facebook & Twitter)	not available			171,256				
	Borrowing Digital vs. Physical			Per Audience	Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital	% of Usage	Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Book, & Other Print Formats (including Book Club in a	25,325	5,927	31,252	74%	25%	6%	31%	
Adult Graphic Novels	1,117	80	1,197	3%	1%	0%	1%	
Adult Magazines	637	387	1,024	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	1,215	7,674	8,889	21%	1%	7%	9%	
Adult Total	28,294	14,068	42,362	100%	28%	14%	41%	
Teen Books	2,079	697	2,776	53%	2%	1%	3%	
Teen Graphic Novels and Manga	1,384	128	1,512	29%	0%	0%	1%	
Teen Magazines	25	0	25	0%	0%	0%	0%	
Teen Audiobooks	69	856	925	18%	0%	1%	1%	
Teen Total	3,557	1,681	5,238	100%	3%	2%	5%	
Children's Books, NF Videos & Kits	25,595	1,421	27,016	80%	25%	1%	26%	
Children's Graphic Novels	3,582	66	3,648	11%	3%	0%	4%	
Children's Magazines	165	0	165	0%	0%	0%	0%	
Children's Music CDs	239	0	239	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	1,123	1,700	2,823	8%	1%	2%	3%	
Childrens Total	30,704	3,187	33,891	100%	30%	3%	33%	
AV Media Room - Feature Films (Adult and Family) and All	9,967	2,077	12,044	58%	10%	2%	12%	
AV Media Room - TV Shows	3,808	0	3,808	18%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	889	0	889	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,313	0	1,313	6%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,674	0	2,674	13%	3%	0%	3%	
Total AV Media Room	18,651	2,077	20,728	100%	18%	2%	20%	
Library of Things - Boardgames and Game Guides	157	0	157	72%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	39	0	39	18%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	23	0	23	11%	0%	0%	0%	
Total Library of Things	219	0	219	100%	0%	0%	0%	
Total all collections	81,425	21,013	102,438	100%	79%	21%	100%	

Lawrence Public Library

Full Statistical Report - JULY 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)	89,794	6,914	96,708		43%	3%	46%	
Adult Audiobooks & Language Instruction	6,128	4,222	10,350		3%	2%	5%	
Total Adult Collection	95,922	11,136	107,058		45%	5%	51%	
Teen Book	9,843	2,111	11,954		5%	1%	6%	
Teen Audiobooks	558	969	1,527		0%	0%	1%	
Total Teen Collection	10,401	3,080	13,481		5%	1%	6%	
Children's Book & Other Print Formats	53,969	3,710	57,679		26%	2%	27%	
Children's Audiobooks & Language Instruction	1,958	1,422	3,380		1%	1%	2%	
Children's Video and Music	1,811	0	1,811		1%	0%	1%	
Total Children's Collection	57,738	5,132	62,870		27%	2%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,386	0	27,386		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	177	0	177		0%	0%	0%	
Total All Holdings	191,624	19,348	210,972		91%	9%	100%	
Added	2,379	358	2,737		87%	13%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,408	101	2,509		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-824	192	-632					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,716	1,465	3,181	23%	19%	42%	
Info Services Interactions		1,214	51	1,265	16%	1%	17%	
Readers Services Interactions		774		774	10%	0%	10%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		20	24	44	0%	0%	1%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		1,464	0	1,464	19%	0%	19%	
Public Technology Interactions		673	54	727	9%	1%	10%	
Website - Contact Us Forms + Social Media		0	82	82	0%	1%	1%	
Total Service Interactions		5,861	1,676	7,537	78%	22%	100%	

Full Statistical Report - JULY 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,375	16,804		5				
Holds Filled	3,806	15,885		4				
Holds Unclaimed	1,376	2,556		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		23.61%						
Other Public Services				Total sessions				
Public Computer Usage				2105				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms	55	85		40%				
Public-Sponsored Uses of Study Rooms	197	304		39%				
Public-Sponsored Uses of S+V Studios	24	65		47%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	192	337		1.8				
Interlibrary Loan Items Loaned from LPL Collection	253	614		2.4				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
PROGRAMMING (see also graphs)	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video
Audience								
Adult Programs (18+)	1	2	7	1	70	52	64	173
Teen Programs (12-17)	8	0	5	0	91	0	27	0
Children Programs (birth-5)	0	2	1	21	0	125	11	553
Children Programs (6-11)	3	1	12	0	266	100	267	0
Total By Type	12	5	25	22	427	277	369	726
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	12	2	18	21	427	125	305	553
Signature Events	0	0	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	0	3	7	1	0	152	64	173
Total By Event	12	5	25	22	427	277	369	726
Total Programs Offered				64				
Total Program Attendance								1799

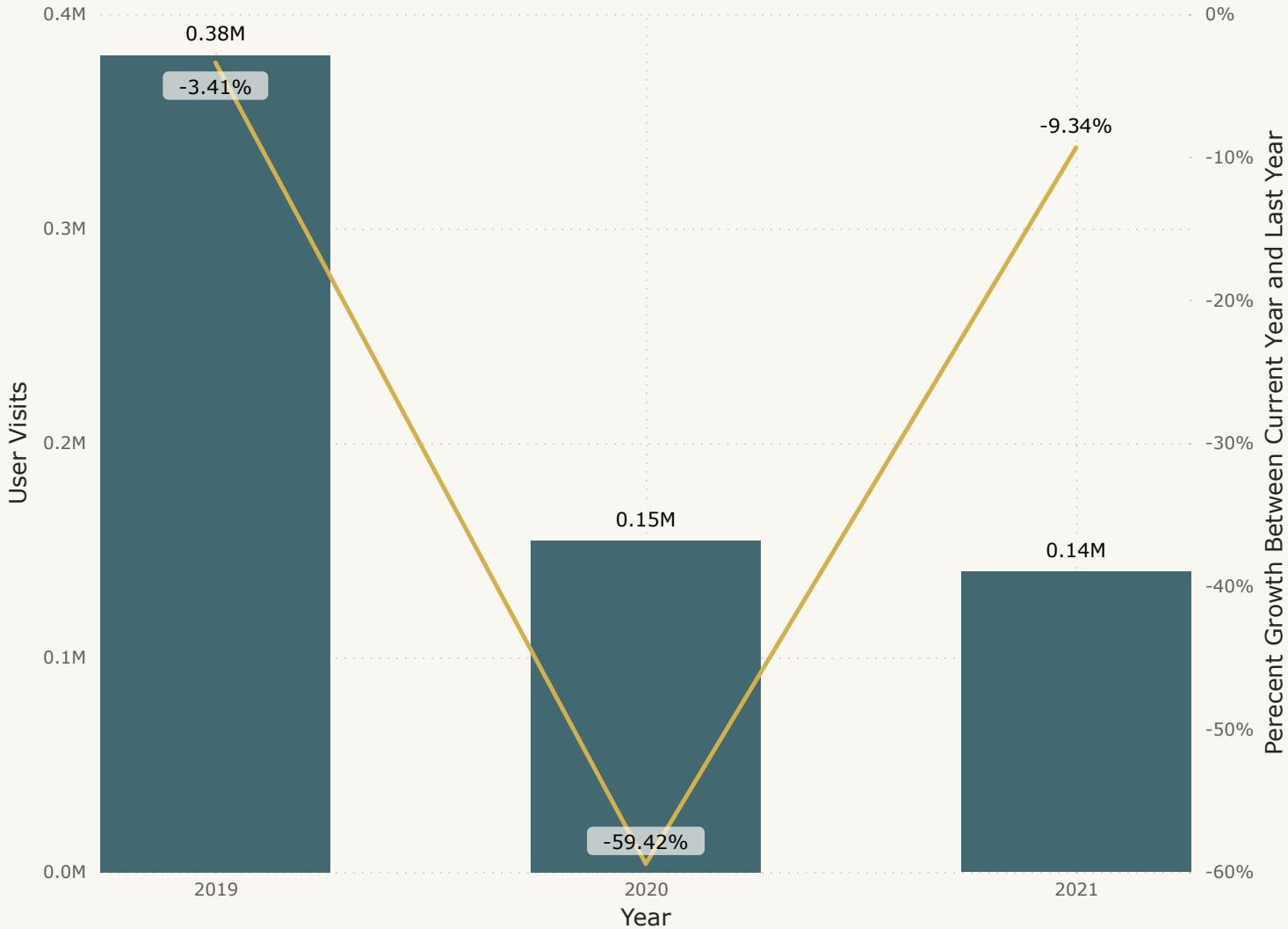
Lawrence Public Library

Full Statistical Report - JULY 2021

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2021	2020	2021 v 2020			2021	2020		
Total Paid Staff, in Full-Time Equivalents	64.59	62.1	4%						
ALA-MLS Librarians, in Full-Time Equivalents	18.45	18.9	-2%						
Number of Employees--Total	79	80	-1%						
Number of Employees--Full-Time	40	44	-9%						
Number of Employees--Part-Time	39	36	8%						
Terminations	1	1	0%			8	9	-11%	
Hirings	0	1	-100%			5	4	25%	
Volunteer Hours	184.75	50.1	269%			79	1,035.7	-92%	

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

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

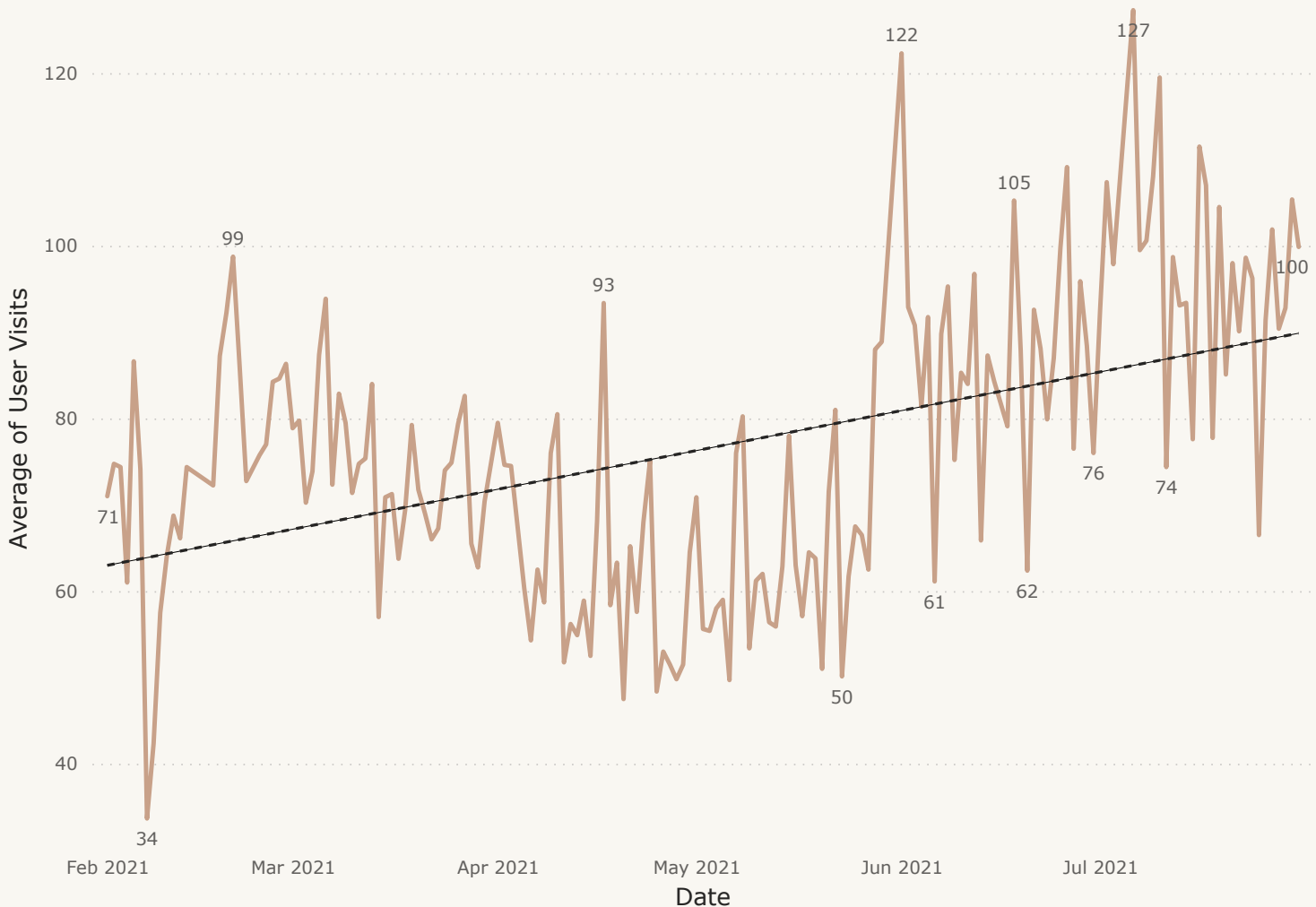


-9.34%

Percent Growth Between Current Year
and Last Year

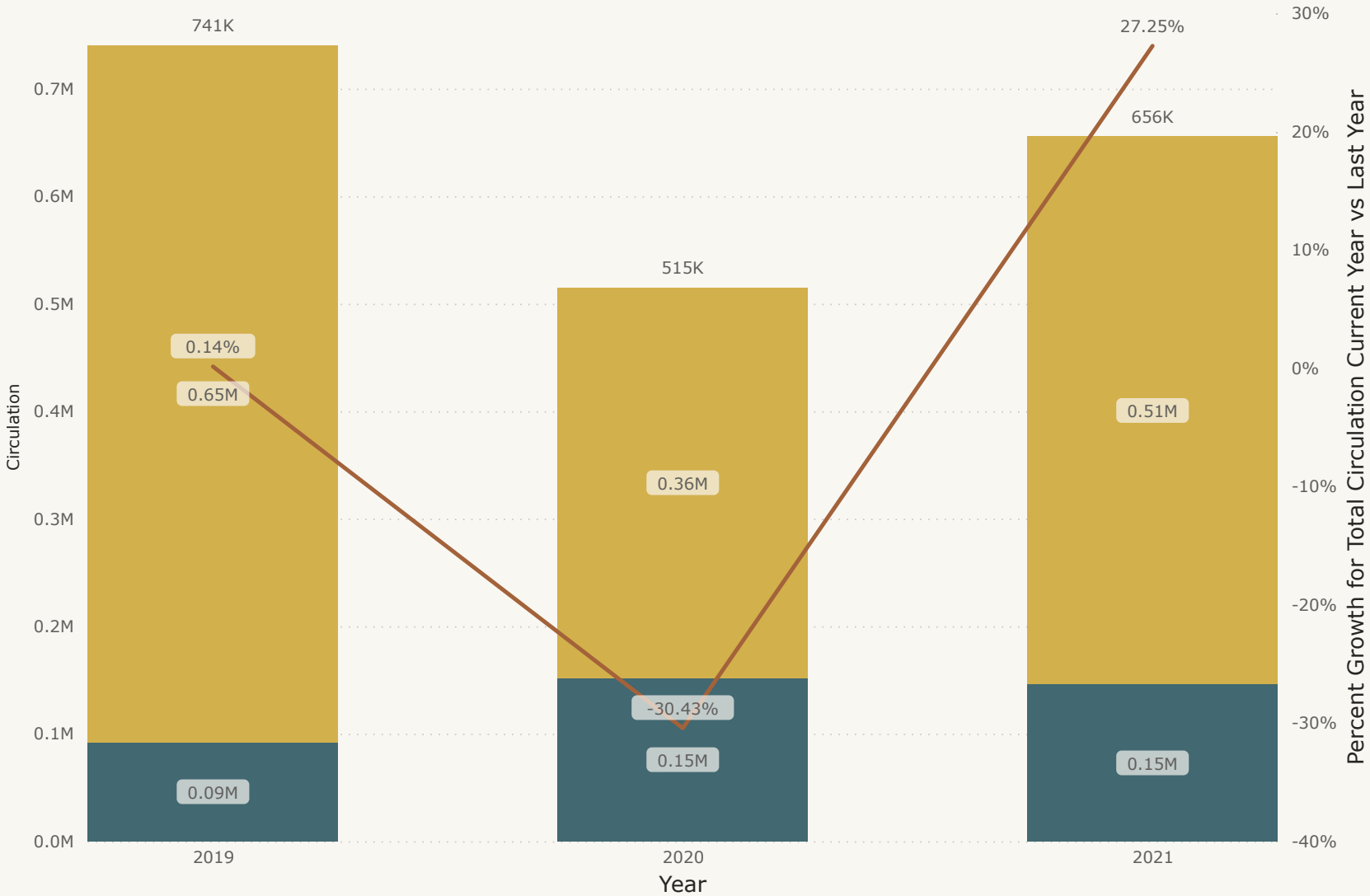


Average Hourly Gate Count Per Day - Last 6 Months (excludes dates closed)



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

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

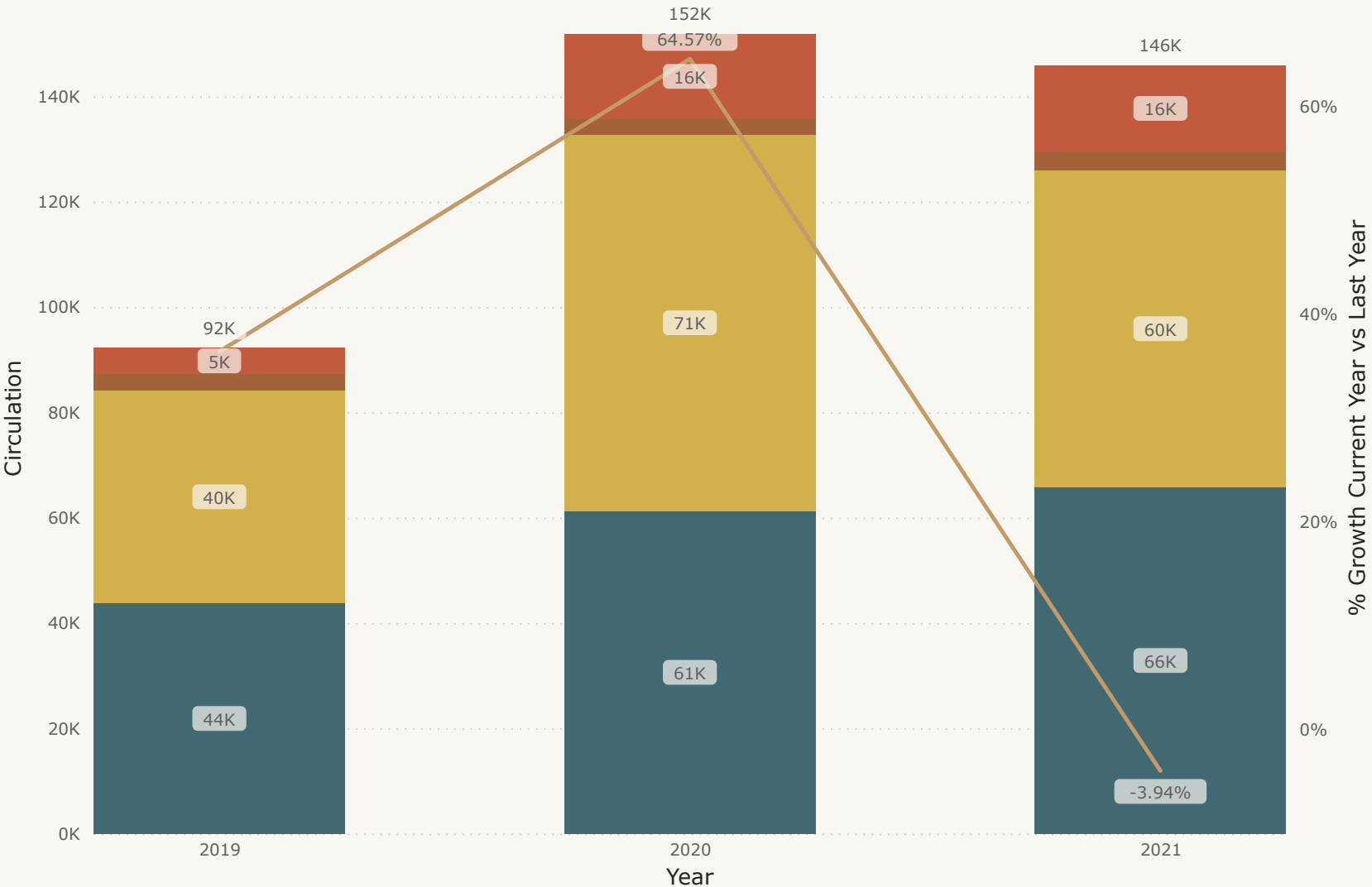


27.25%

Percent Growth Current
Year vs Last Year

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

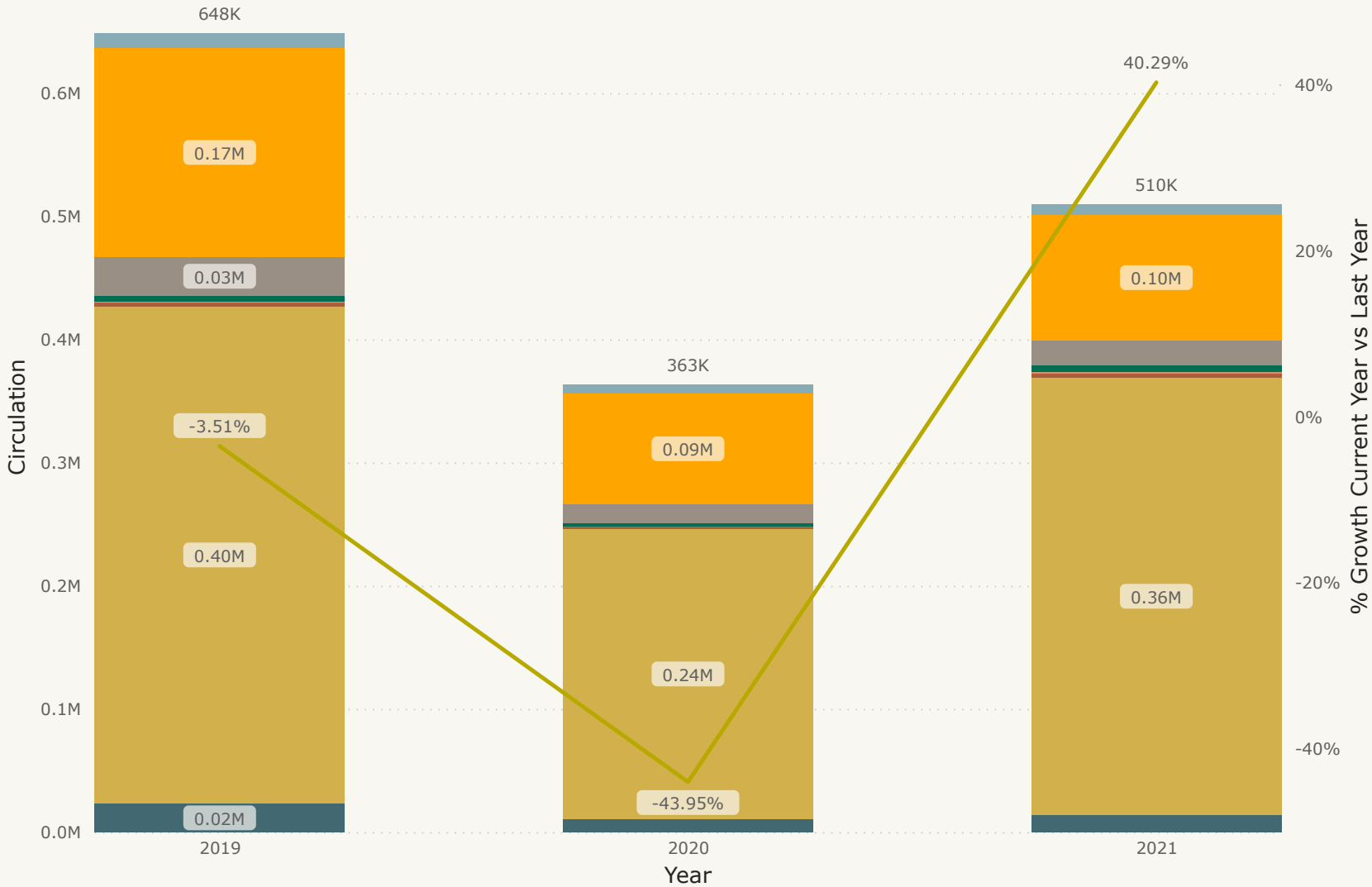
Broad Format Category ●Audio ●Book ●Magazines ●Video ●% Growth Current Year vs Last Year



-3.94%
% Growth Current Year vs Last Year

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

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

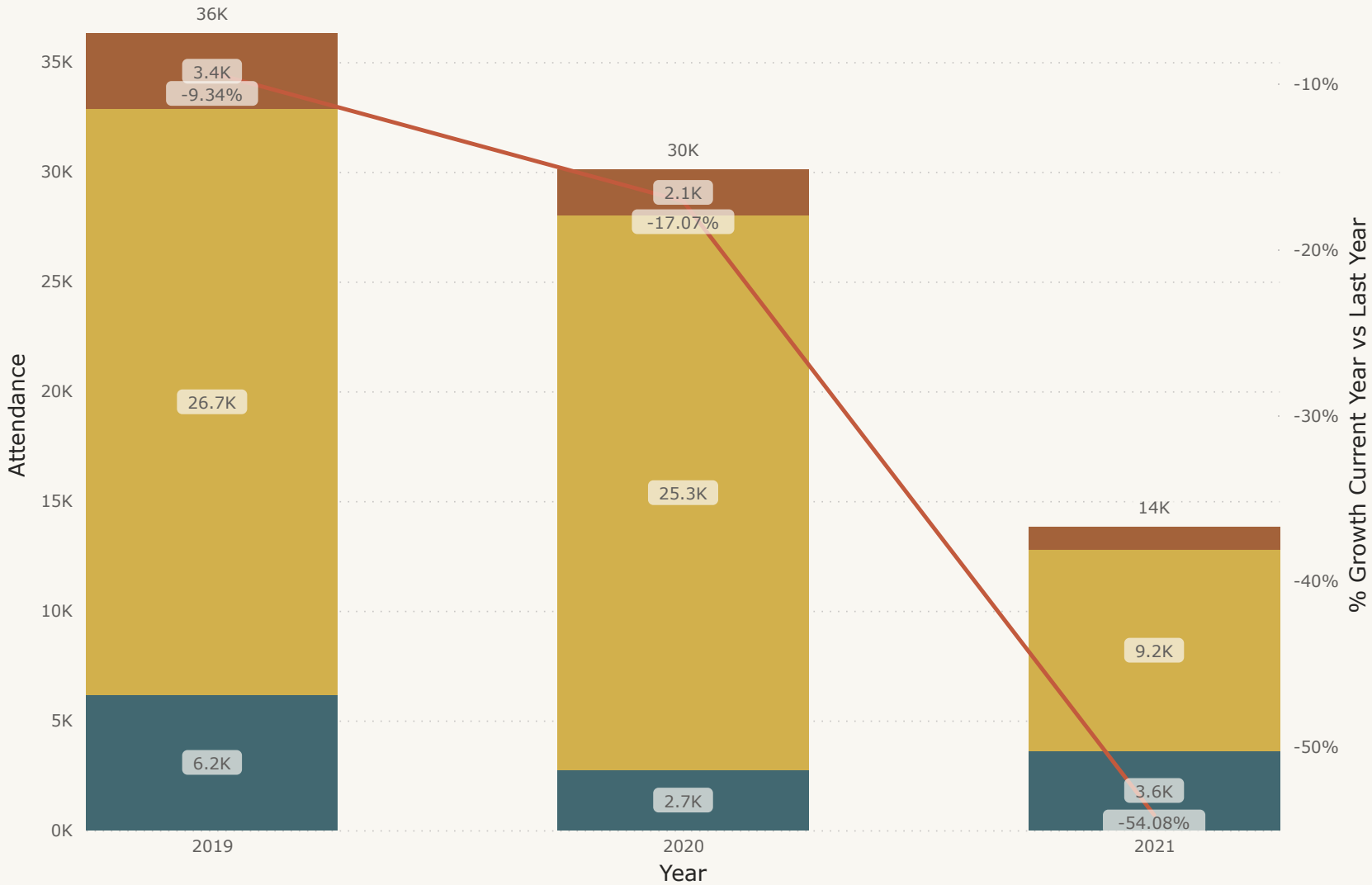


40.29%

% Growth Current Year vs Last Year

Programs: Total Attendance: 3 YR Comparison YTD (Jan - Jul)

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

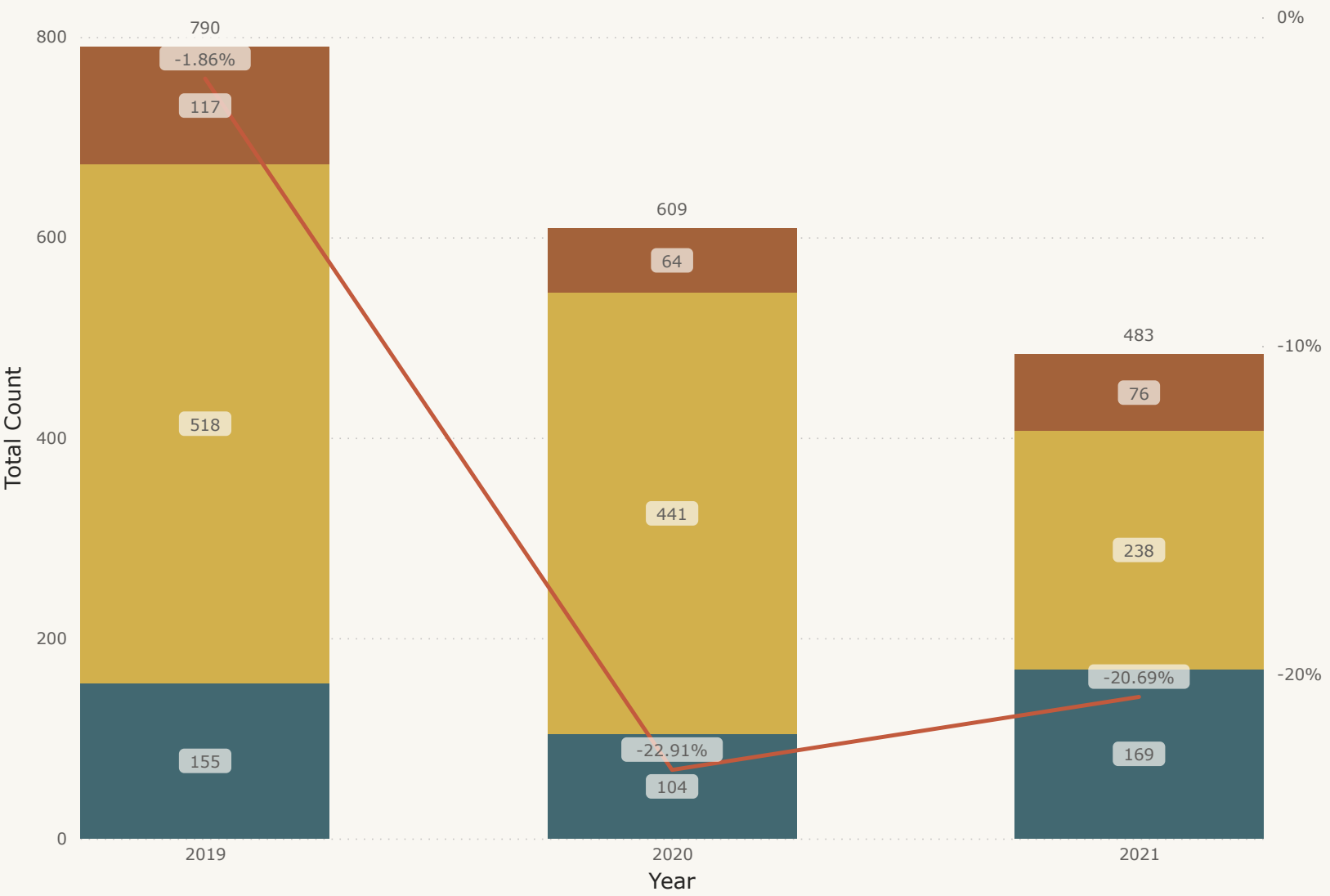


-54.08%

% Growth Current Year vs Last Year

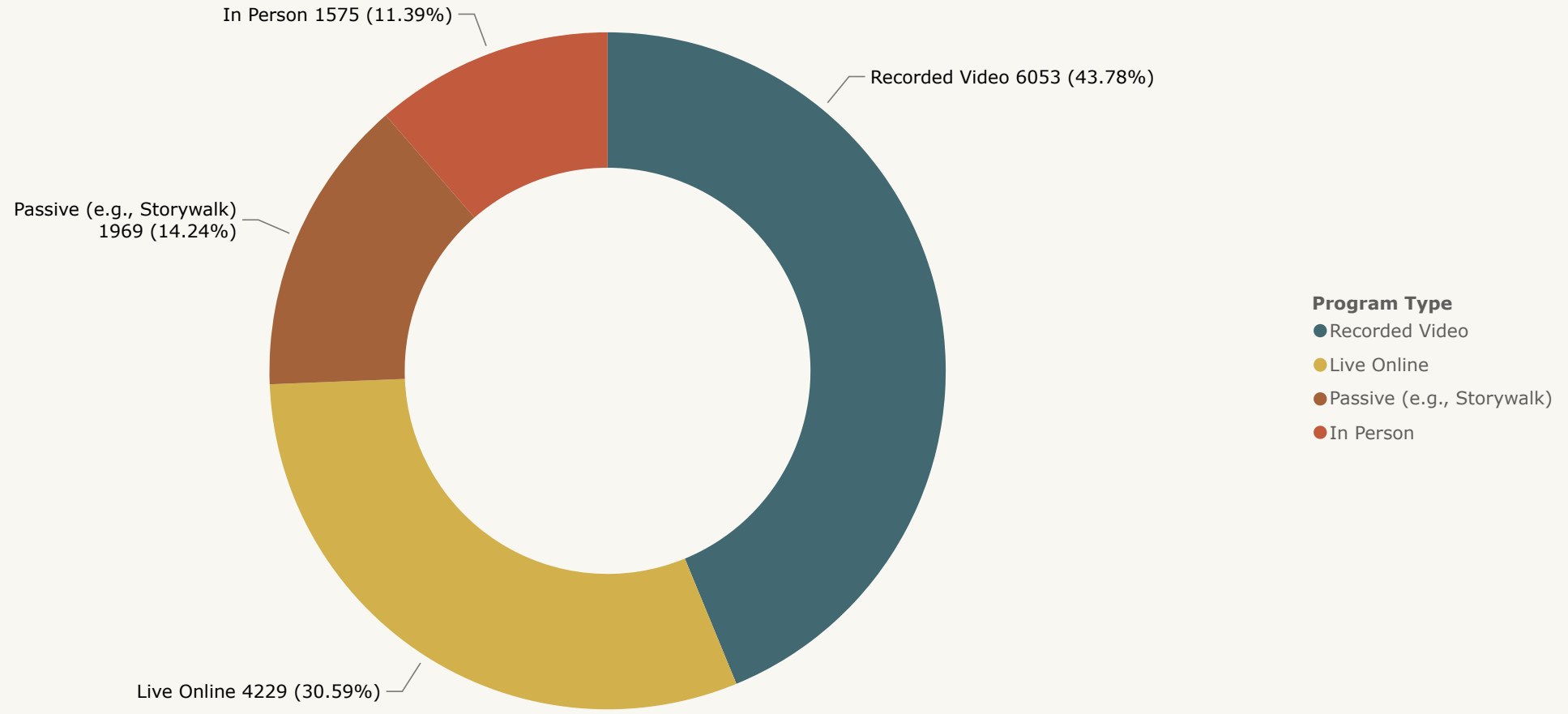
Total Programs Presented: 3 YR Comparison YTD (Jan - Jul)

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



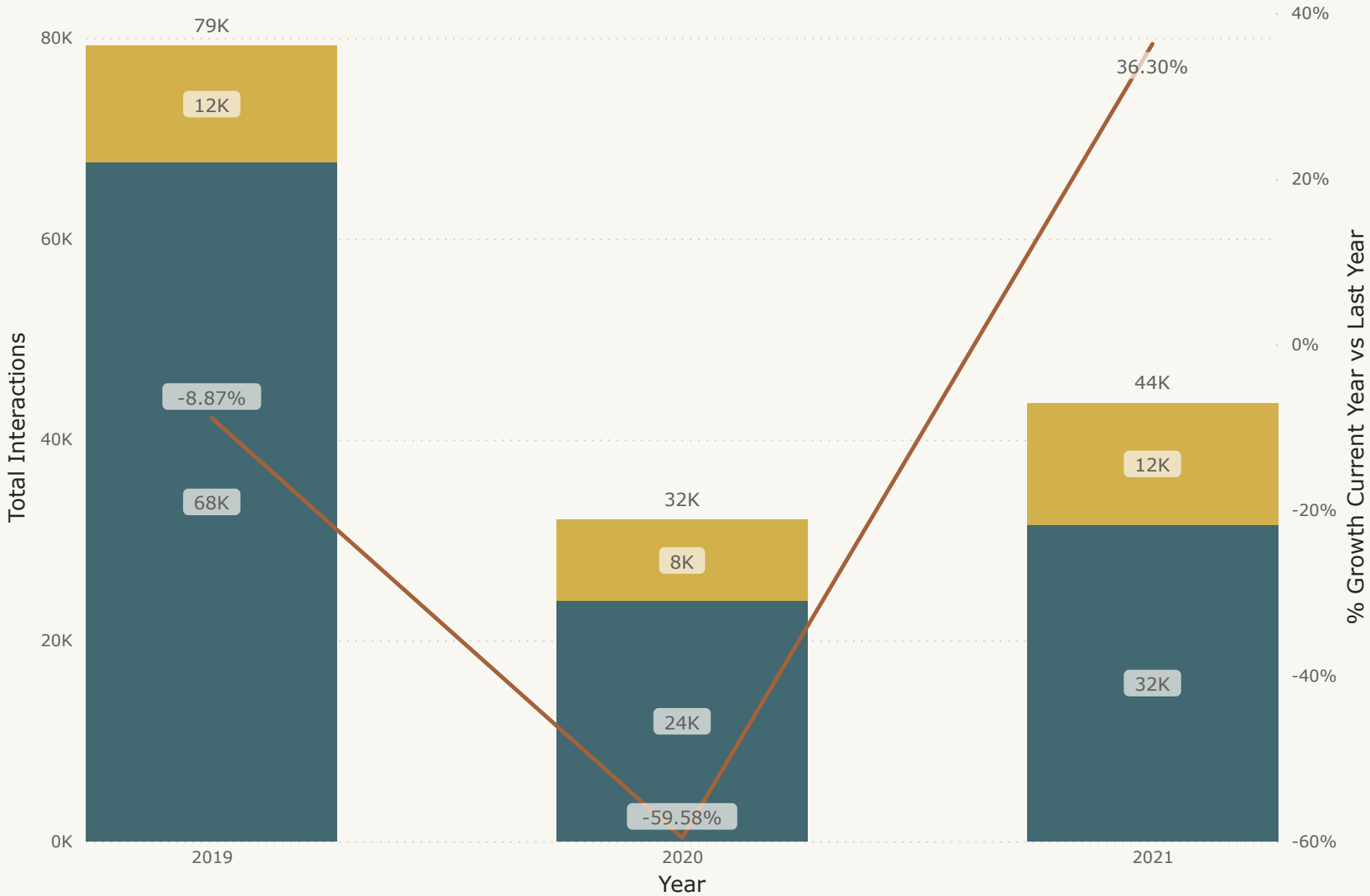
-20.69%
% Growth No Programs
Current Year vs Last Year

Total Attendance By Program Type: Jan - Jul 2021



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

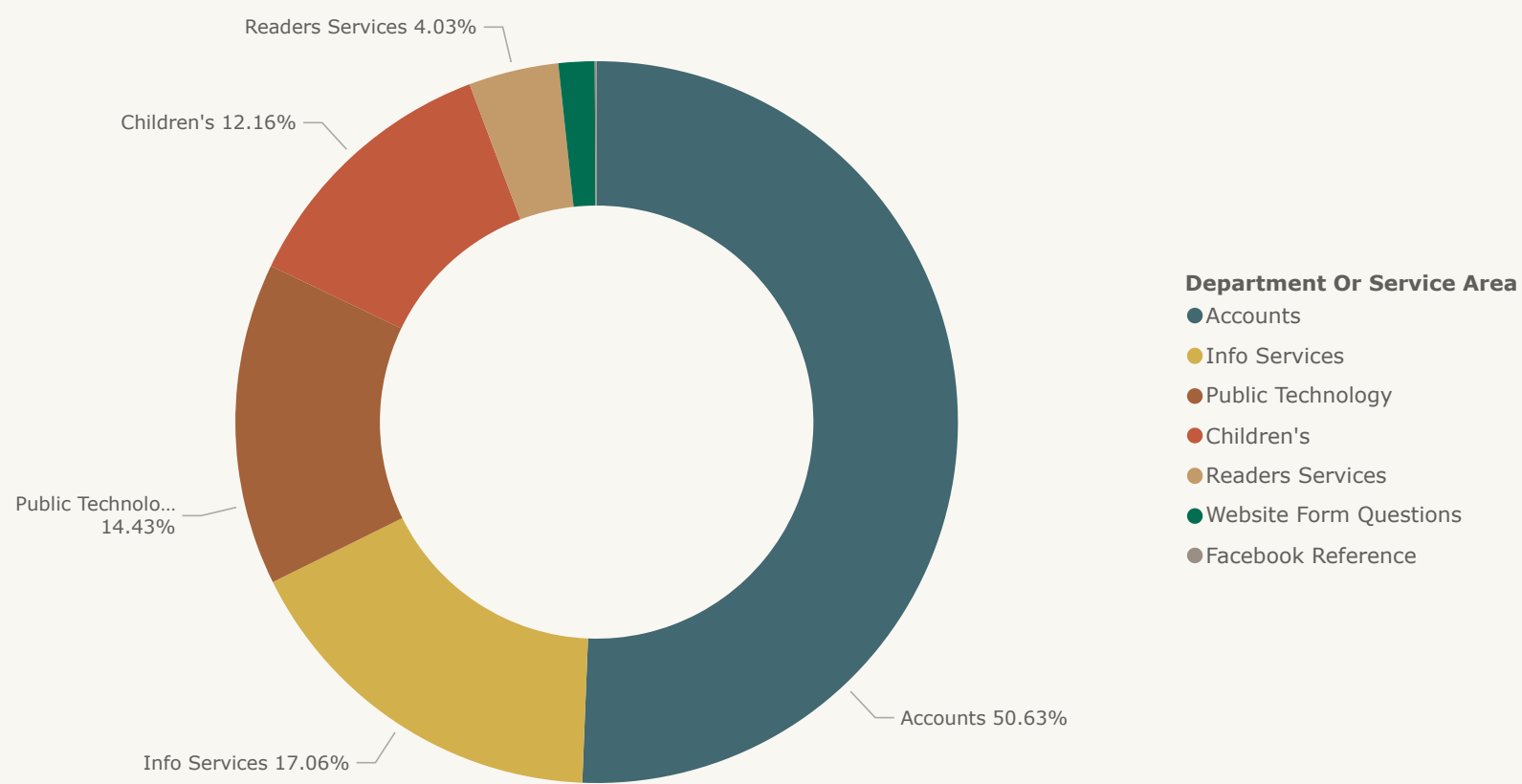
In Person or Online + Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year



36.30%

% Growth Current Year vs Last Year

Service Interactions By Service Point: YTD (Jan - Jul 2021)



Library Director's Report for August 2021

I am excited to announce that we have hired a new bookkeeper, Bree Pfannenstiel. The hiring team (including our current, soon-to-retire bookkeeper Denise Berkley) was very impressed with Bree. She has a deep knowledge of QuickBooks and will be a quick study. We are excited that she and Denise will have about six weeks to work together before Denise's retirement.

We were thrilled to learn that we were awarded almost \$100,000 by the Institute for Museum and Library Services (IMLS) for our diversity internship program. We have begun work developing an application process and look to have interns in place later this year. The interns will start library school in January. I can't wait to see this project come to fruition.

Progress continues on the construction of our outreach vehicle. You will hear an update from some of our outreach folks at this month's meeting, but I can say it's getting very exciting seeing this truck get closer to completion. Professor Nils Gore and his team have been fantastic to work with. We are currently working with Billy Pilgrim to develop the branding for the vehicle. I can't wait for our community to see this thing when it's finished. It will be glorious!

One last highlight to mention is that I attended a day-long event hosted by the Kansas Creative Arts Industry Commission called the "Kansas Music Industry Ecosystem Convening." I was invited because of the importance of our recording studio to local music production. It was an interesting day of discussion and visioning how to create and sustain a vibrant and successful music ecosystem in our state. I look forward to seeing outcomes from this first discussion.

Respectfully submitted by Brad Allen, August 11, 2021

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Accounts:

Presbyterian Manor has asked that we resume book van service starting next week. This will be the last book van stop to restart since the closure in March of 2020, bringing us back up to 11 weekly stops.

Cataloging & Collection Development:

Collection Development Staff are developing a collection plan for the new Outreach vehicle. The estimate is that the collection will include about 400 or so volumes - this is very rough as we don't yet know exact shelving length (shelf length may be 30" or 36"). The audience we are expecting is families, with no emphasis on specific subject matter. A very rough allocation of space per age group will be 50% adult print; 30% children's print; 15% popular movies; 5% teen print.

The adult print collection will include some newly published popular items ("Lucky Day" collection-type-titles), but will also include titles published in the last year that we ordered multiple copies of and are still of general interest. Juvenile titles will include books for all ages and reading levels and primarily include duplicates of popular titles in the main building. \$10,000 in funding for starting off the collection will come from Friends and Foundation.

Emily is monitoring professional cataloging email lists and webinars to stay abreast of new applicable developments in linked data - an international effort to get library data out of library catalog silos and into the internet. The good news is that LPL has a product that helps surface our holdings when patrons 'google titles' - for an example click [here](#)

Catalogers are also working on developing a mission statement for their department.

Kevin and Ransom just finished OverDrive's Digipalooza (the three half-day virtual conference where they heard "from panels of [our] peers as they share best practices and lessons learned while providing digital content for their communities"). One of the more interesting sessions focused on issues of patron privacy, urging libraries to think deeply before embarking on initiatives that employ big data.

Collection Services:

Jeff, Heather, Melissa, Kim, and Tricia met to discuss how we can create and share data to help inform library operations. Here's how the division of work is shaping up:

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Jeff is the resource for any statistics having to do with counting the number of patrons, checkouts, renewals, holds, new cards issued - anything to do with physical collection use.

Kim is learning how to use Google Analytics so she can set up reports on how the website is used. She will also be able to help catalogers determine how the catalog is searched and shed light on possible cataloging decisions. This will be helpful to Heather as she assigns content placement on the website.

Tricia gathers and compiles statistics on physical and digital collection use, meeting, study room, and auditorium usage, gate count, program attendance, and service desk transactions. She compiles information for the monthly board statistical report.

Jeff and Tricia are currently developing a proposal to collect statistics on service loads in the building so we can add to anecdotal information on the level of service needs at any hour we are open. We'll compare pre-pandemic activity levels to post-pandemic patterns.

Community Partnerships:

We're hosting our Last Bash/Vaccine Clinic on August 21st from 7:30-11 pm. Partners include, DCCF, Kansas Leadership Center, Downtown Lawrence Inc., MSM Systems, Lawrence & Douglas County Public Health, and McGrew Real Estate. We'll have free tacos provided by Fuzzy's Tacos, show the movie Shazam, and provide \$25 grocery gift cards to folks who get vaccinated. Our opening act will be local band LK Ultra. It should be a great evening so please spread the word and bring you friends and family!

Diversity, Equity, and Inclusion:

At the end of July, we were informed that our grant proposal, Strengthening Smaller Public Libraries Through Staff Diversity, was selected to receive \$93,950 in IMLS grant funds. This money, along with cost sharing from our partners, will fund library school at Emporia State in full for two people. It also covers a part time internship at LPL for the duration of school. Currently, I am writing the application that we will share with the public, and determining the best process for selection. I will work with Heather to create a page on our website devoted to this pipeline project. Later this month I will have my second meeting with my committee, which will give me an opportunity to get a variety of opinions on how we move forward with this project. This week I visited Haskell to discuss preliminary grant details with Carrie Cornelius and her student workers, and I hope to do the same with the other grant partners to see what questions or suggestions they may have, and any clarification they may need.

Erica and I also have more trainings coming up in the fall, so I am beginning preparations for those. By the end of August, we will have a large number of new staff, and I

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will do a DEI Basics session with them sometime in early fall.

Facilities:

Carpet cleaning is on the agenda for the week of August 9th. We are working hard to continue to keep the building clean and safe.

Toward the end of July there was a significant uptick in the amount of litter and abandoned property on the Library Lawn we had to take care of, but interestingly it has decreased dramatically in August. We've been asking around to try and find out what might have caused the change but haven't found anything we can definitively point to.

We moved the remote book drop from 6th & Monterey into F&F storage (more on that in MH). With cases of COVID-19 rising in July we were already bagging and handing out more masks than we had for a while, but with the recent updated guidance we are now bagging 100+ masks a day.

Information Technology:

- Grant funding was approved for AV improvements to the Auditorium and Meeting Room A to facilitate hybrid meetings and programming. Public Technology and IT are working with MSM to finalize the plan for equipment purchasing and installation.
- In partnership with HR and Marketing we have launched the new staff intranet site, dubbed "Zeno" after Zenodotus the first librarian of Alexandria. Initial staff response seems good with participation and posting evident.
- We sent to surplus a full van load of unused equipment which had been cluttering up the IT office. The plan for surplus going forward will be to get on a regular schedule of deaccessioning inventoried items and sending off a load approximately every 6 months.
- We are working with a new vendor (Source Inc.) to complete the initial setup of 5G compatible cellular modem / Wi-Fi router + external antenna equipment on the new outreach vehicle.
- Kim continues to work through Google Analytics training as time permits with a target completion date of September 1.
- Aaron evaluated a potential use of federal Emergency Connectivity Funding to provide GrandPad senior focused tablets in conjunction with the Senior Resource Center. We were unable to make the project work as the available funding would not have provided the resources necessary to administer the program. We like the product and will keep it in mind for future funding opportunities.
- Public Tech, IT, and DSP met with representatives of the Senior Resource Center and Parks and Rec. We agreed to seek opportunities for partnership on technology related programming under the possible banner of "Vermont Street: Senior Tech Corridor".

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- Security Camera System improvements are coming into focus. Josh and Aaron reviewed the FortiRecorder product as a possible NVR solution. A quote has been received and is being evaluated against an alternative Synology solution. New monitoring equipment for the security office is also under consideration. Once the NVR and monitoring changes are complete, we will pursue additional cameras with installation to be completed by a vendor.

Materials Handling:

We're in the process of finding a new home for the remote book drop that used to be located at the old Hyvee on 6th. More news on that soon.

We've been busily weeding and shifting the CD collection with the hopes that making it easier to browse will improve patron experience.

I touched base with every member of the team to see how their goals from last year's annual evals were coming along and to see how this year has been treating them. Led to some good ideas and discussion.

Outreach:

Evan Lott, our AmeriCorps VISTA outreach member, has started compiling ARCGIS maps from the city to look at population density and demographics. He's paired those with Just Food service maps to look at potential stops for our outreach truck. We're really eager to see 2020 census results that we'll have in hand in mid-September.

The outreach truck will be ready by mid-October barring any other delays in supplies (keep your fingers crossed!). We're continuing to work with Billy Pilgrim on a design for the wrap. We're investigating solar power funding opportunities and equipment for powering the lights and possibly a small AC unit on the truck to make it more functional during the summer.

Our current outreach has stalled a bit because of the heat, but we're still managing to get to Just Food on the first and third Tuesdays of the month.

Public Technology Services:

Public Tech spent July consistently serving patrons and preparing to increase services in August and September. Now, those plans are in a bit of a holding pattern, but there is still work to be done. The S+V renovation which will add an additional space for podcasts and videos is coming along, and we are monitoring the public health situation with an eye to opening the studio a bit more. Joel Bonner will now be heading up our public programming and we are working together to solidify a public technology/digital literacy core curriculum,

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hopefully in partnership with the Senior Resource Center and Parks and Recreation. Additionally, we are continuing to evaluate alternatives to our current public computer management and printing systems with the goal of providing a more user friendly experience for patrons and staff.

Readers Services:

In-library services picked up in the last month as the mask mandate fell away, but with its reinstatement, we'll see if increased traffic continues. August 23rd will be the Read Across Lawrence committee meeting that determines the three books all of Lawrence will vote for during Booktoberfest (Oct 3-Nov 10).

Youth Services:

We have hired 4 new staff members to replace team members that have left LPL. They are:

Sahara Scott, Teen Librarian (to join forces with Margo Moore, Teen Librarian)
Hannah Parks, Youth Services Assistant (focusing on the children's side)
Juliana Hacker, Youth Services Assistant (focusing on the children's side)
Kristin Abbey, Youth Services Assistant (focusing on the teen's side)

We will welcome them all on August 17. We can't wait for them to join our team and LPL.

As of 8/3/2021, our summer reading challenge is trucking along, though our summer programs have come to a close for the year. We've had a fun month with a variety of programs including D&D, pet crafts, painting and drawing together, learning about Hawaii, fun storytimes, and more. We're on a programming break until 8/22 and will use this time to take vacations, give out prizes for our summer reading finishers, and gear up for the fall.

We'll share summer reading totals in next month's report after the challenge ends on August 21.

Friends & Foundation Director's Report – August 12, 2021

The Friends & Foundation board does not meet until August 23rd, so there is no board news to share this month. But never fear! There is still a lot going on...

August Book Sale. The Friends & Foundation will host another Second Saturday Sale on Saturday, August 14th. We hope you'll swing by and pick up a book (or 10!). Currently, all the pre-scheduled shopping slots for the garage are full. However, you can shop the outdoor shelves and there are walk up time slots available for garage shopping. We will provide a sales report at Monday's board meeting. To date, these monthly sales have earned a total of \$11,190 for the library. Our book sale volunteers are truly AMAZING!

Summer Reading Last Bash. Thanks to the generosity of McGrew Real Estate and the Douglas County Community Foundation, the library will host its Summer Reading Last Bash on Saturday, August 21st. This family-friendly evening will feature an outdoor movie – [Shazam!](#) – along with live music from LK Ultra, free Fuzzy's Tacos, popcorn and all sorts of giveaways from McGrew. In addition, we will host an on-site vaccination clinic with the Douglas County Health Department. Anyone getting a Covid shot will receive a \$25 grocery gift card. The pre-movie events start at 7:30 pm and the movie starts at 9 pm. Registration is required and limited to 300 people. [Sign up today!](#)

St. Patrick's Day Parade. The Friends & Foundation were contacted by volunteers with the annual St. Patrick's Day Parade committee, suggesting that we apply to be a beneficiary for the 2022 parade. Their purpose is to raise funds for organizations that support children. After many email exchanges with board members, we decided to submit our application. It is quite a process. If our application is approved, we will need to make a 10-minute presentation to their selection committee, and if we are chosen as a beneficiary, we will work with the committee from September through March on numerous events as well as the parade. We are fortunate to have a large, reliable volunteer force to help us meet these requirements. And, best of all, we would earn a nice grant to support the library's outreach programs for kids. We will keep you posted.

Meetings with Board Members. Since the Friends & Foundation Board did not meet in July, I took the opportunity to meet with each board member individually. These were fabulous opportunities to check in and get ideas about how we can improve our operations. Common themes were improving communication about library news with volunteers, strategizing about the end of year fundraising campaign, launching the new outreach vehicle, and making sure that everyone is feeling good about the way the merger has gone. As we move into the busy fall fundraising season, these conversations provide a great foundation for upcoming projects.

ARPA Grant Follow Up. We are pleased to report that the library has earned a \$25,000 American Rescue Plan Act grant through the Kansas State Library. The funds will support installing equipment in the auditorium and meeting room A that will enable the library and its patrons to conduct hybrid meetings. Currently our Tech team is working with MSM Systems on the planning. We hope to have everything up and running this fall.