

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, September 20, 2021 at 4:30 PM**  
**Zoom Meeting**  
[Link to Meeting](#)

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 August
- Approve Treasurer's report for August
- Approve bills for August 16 to September 19
- Receive statistical report for August

Library Director's report

Friends & Foundation report

New Business

- Donor Recognition Policy – **ACTION ITEM**  
Kathleen Morgan, Director of Development and Community Partnerships
- Capital Improvement Project – **ACTION ITEM**  
Brad Allen, Director
- Update on Hours of Operation  
Brad Allen, Director  
Tricia Karlin, Collections and Technology Manager  
Jeff Bergeron, Accounts Coordinator

Old Business

Adjournment

## **DRAFT**

### **Lawrence Public Library Regular Board Meeting August 16, 2021 4:30 p.m.**

**Venue:** The meeting was held via Zoom.

**Board Members Present:**

Sarah Goodwin-Thiel (Chair), Mayor Brad Finkeldei, Kevan Vick, Judy Keller, and David Vance

**Staff Members Present:**

Brad Allen, Kathleen Morgan, Jon Ratzlaff, Heather Kearns, Kristin Soper, Trevin Garcia and Evan Lott

**Friends and Foundation Members Present:**

Rachel Rademacher

**Members of the public Present:** J. Thornburg

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**Call to order:**

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

**Consent Agenda:**

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

**Library Director's Report:**

- The library has several new staff members beginning work at the library this week:
  - Bree Pfannenstiel is our new accounting specialist. She will work with Denise for the next six weeks to learn all of the many responsibilities of that job.
  - Four new staff members will join our Youth Services department. Two of them are in the Teen Zone and two in the children's department. For the first time, we will have two teen librarians, Saraha Scott and Margo Moore, working together.
- The library was awarded a Laura Bush 21st Century Librarian grant from the IMLS totaling nearly \$100,000 to create a pipeline program to welcome historically underrepresented individuals to the library profession. Only 39 grants were awarded nationwide, most of which were to large academic libraries. LPL was one of three public libraries to receive a grant.
- Our outreach truck is coming along. We are looking at designs with Billy Pilgrim for the outside and creating service plans. Additional information will be shared later on in the meeting.
- The book drop at the old HyVee store on 6th Street will move to Dillons at 6th and Wakarusa next month. The HyVee store has closed and a church has purchased the property.
- Two construction projects are underway: BA Green is preparing the walls in the children's picture book area so that new shelving can be installed later this month. In addition, the Merc counter was removed today. We are working on reconfiguring the lobby space.

## **Friends and Foundation (F&F) Report**

- Rachel Rademacher presented the report:
  - The Friends & Foundation Board did not meet in July, but there is still a lot going on.
  - The August Second Saturday Book Sale was a great success! The one-day sale earned more than \$4,300. This brings the grand total for summer on-site book sales to more than \$15,000.
  - The Summer Reading Last Bash is happening this Saturday evening, August 21st. There will be free tacos from Fuzzy's, a vaccination clinic with Douglas County Health, and lots of giveaways from our sponsor, McGrew Real Estate.
  - The Friends & Foundation submitted an application to be a beneficiary for the 2022 St. Patrick's Day Parade. If we are chosen, the board and volunteers will work with the planning committee from September through March on numerous events and the parade. We hope to know their decision by the end of this month.
- Kathleen added that she has been meeting with Friends & Foundation board members throughout the month of July and into August. Common themes from the conversations include improving communication with volunteers about library events, ideas for the end of year fundraising campaign, plans for launching the outreach vehicle, and checking in about how the merger has been going.
- Kathleen also gave a follow up to her report from last month regarding the library's application for an ARPA grant. The library has received \$25,000 from IMLS to install hybrid meeting equipment that will allow the library to easily livestream programs in the auditorium and to conduct interactive meetings in Meeting Room A. Installation should be completed by the end of the year.

## **New Business**

- **Outreach Vehicle Update**
  - Kristin Soper, Trevin Garcia, and Evan Lott gave a presentation to the board regarding the library's new outreach program and the launch of the new outreach vehicle.
  - They provided a summary of the current outreach activities taking place at Checkers, Just Food and on Mass Street. The infrastructure for this pilot program was made possible by a DCCF grant. Services include library card sign ups, checking out books and movies, and distributing free books and library swag.
  - Evan shared a series of heat maps showing population density and low income areas around the city. He also is working to incorporate information from the library's database so that we can see where non-library card holders are located in Lawrence. These data will inform where we will concentrate our outreach vehicle efforts.
  - Evan also talked about his work on creating a new community needs assessment that is specifically targeted to outreach. It will take the form of a survey that seeks information on what the community wants in the library's outreach services.
  - Judy asked if the outreach vehicle will serve as a location for holds pick up. Kristin said that while it would not happen immediately, the library hopes to offer holds pick up service eventually. There are operational pieces we need to organize first.
  - Sarah asked if the scope of services will target areas based on population density or underserved populations. There are areas of Lawrence that encounter obstacles

because they are far from the downtown library. Kristin suggested adding a question to the community needs assessment that asks that information.

- Kristin shared recent photos of the outreach truck. The launch date is now mid-October. It will be unveiled with great fanfare through a “Tour of Lawrence”.
- Trevin provided information on the youth outreach component of the program. He envisions using the outreach vehicle to visit schools, summer lunch locations, Boys and Girls Clubs, and LPRD summer camps in the area parks. He also is building relationships with numerous community partners that serve children, so that these organizations will be incorporated into the outreach plan.
- Kristin reported that the plan is to have the outreach vehicle make stops 1-2 times per day, every day, Monday through Saturday. She hopes it will be a fixture at large community events, such as Final Fridays, City Band Concerts, etc.

## **Old Business**

### **• Strategic Plan**

- Brad provided a follow up to the activities of the library’s Visioning Day. He and Sarah are proposing the creation of a Futures Task Force to think through the library’s short term and long term goals, and present a report to the board.
- Task force members will include members of the Trustees and Friends & Foundation boards, library staff, and community members.
- Brad’s highest short term priority is ensuring that the library staff is paid at market rate. The library has hired McGrath to conduct a salary study that will analyze the library’s pay vs the City’s and other peer public libraries. The results of that study will be available in January 2022.
- In the event that the McGrath study shows a pay equity gap for library staff, the task force will recommend options to the board for solving it and creating a sustainable long term pay structure. In addition, the task force will recommend ideas for how to share this information with the community.
- Any recommendations and decisions will be considered in the framework of the library’s long term goals.

## **Adjournment**

There being no other business, Sarah adjourned the meeting at 5:26 p.m.

The next regular Board meeting will be held Monday, September 20, 2021. Location to be determined.

Respectfully submitted,  
Kathleen Morgan

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
August 2021									
REVENUES		This Month	Year to Date	Annual Budget	67% of Year	Aug-20	YTD 2020		
Tax Fund			\$ 4,712,674.39	\$ 4,978,000.00	94.67%	\$ -	\$ 4,454,851.50		
CARES Funding		\$ 25,000.00	\$ 25,000.00						
CARES Return of Funds		\$ (5,571.18)	\$ (5,571.18)						
Lost & Replacement Fees		\$ 2,117.70	\$ 14,081.19	\$ 15,000.00	93.87%	\$ 2,343.40	\$ 10,244.77		
NEKLS			\$ 54,452.50	\$ 95,000.00	57.32%	\$ -	\$ 46,000.00		
State Aid		\$ 270.89	\$ 28,182.75	\$ 25,000.00	112.73%	\$ 1,000.00	\$ 28,991.57		
Photo Copies		\$ 1,161.90	\$ 5,583.45	\$ 5,000.00	111.67%	\$ 243.60	\$ 5,197.64		
Coffee Shop Rent			\$ -	\$ -	#DIV/0!	\$ -	\$ 1,500.00		
Meeting Room Fees			\$ -	\$ -	#DIV/0!	\$ -	\$ (25.00)		
Interest		\$ 133.29	\$ 228.04	\$ 2,000.00	11.40%	\$ 9.29	\$ 6,796.48		
Transfer from Cash Reserves			\$ -	\$ 50,000.00		\$ -	\$ -		
Miscellaneous		\$ 99.84	\$ 4,270.03	\$ -		\$ -	\$ 374.85		
Total Revenues		\$23,212.44	\$4,838,901.17	\$5,170,000.00	93.60%	\$3,596.29	\$4,553,931.81		
EXPENSES									
Salaries & Wages		\$ 232,826.17	\$ 1,841,015.10	\$ 2,865,000.00	64.26%	\$ 222,065.67	\$ 1,803,744.88		
Employee Benefits		\$ 37,657.64	\$ 292,039.68	\$ 460,000.00	63.49%	\$ 56,662.02	\$ 218,075.33		
Payroll Taxes		\$ 37,723.04	\$ 312,666.04	\$ 500,000.00	62.53%	\$ 34,988.64	\$ 301,531.59		
Utilities		\$ 6,725.89	\$ 53,764.61	\$ 100,000.00	53.76%	\$ 6,485.22	\$ 54,361.59		
Building Supplies		\$ 952.13	\$ 11,694.15	\$ 20,000.00	58.47%	\$ 881.72	\$ 11,493.12		
Building Repairs & Maintenance		\$ 532.43	\$ 46,664.38	\$ 55,000.00	84.84%	\$ 1,218.19	\$ 62,259.56		
Library Supplies		\$ 2,950.86	\$ 20,612.60	\$ 25,000.00	82.45%	\$ 261.87	\$ 11,966.09		
Books & Materials		\$ 48,333.37	\$ 414,630.91	\$ 710,000.00	58.40%	\$ 48,159.19	\$ 403,675.12		
Processing Supplies		\$ 2,351.92	\$ 26,207.71	\$ 54,000.00	48.53%	\$ 2,075.20	\$ 23,051.96		
Equipment			\$ 14,090.00	\$ 10,000.00	140.90%	\$ -	\$ 11,153.99		
Software and Licenses		\$ 61.69	\$ 6,063.01			\$ -	\$ 3,062.20		
Copiers		\$ 774.07	\$ 6,785.91			\$ 720.71	\$ 5,746.08		
Supplies		\$ 249.00	\$ 22,440.14	\$ 30,000.00		\$ 1,748.74	\$ 6,245.59		
Hardware			\$ -			\$ -	\$ -		
Telephone Maintenance		\$ 530.46	\$ 530.46			\$ -	\$ -		
Collections		\$ 43,285.75	\$ 84,522.64			\$ 41,617.54	\$ 87,681.39		
Internet and Phone			\$ 11,667.10			\$ 68.49	\$ 11,194.71		
Public Access		\$ 38.31	\$ 82,580.20			\$ 28.32	\$ 79,545.12		
Technology		\$ 44,939.28	\$ 214,589.46	\$ 250,000.00	85.84%	\$ 44,183.80	\$ 193,475.09		
Insurance			\$ 13,556.50	\$ 16,000.00	84.73%	\$ -	\$ 11,547.50		
Shipping		\$ 1,367.77	\$ 12,532.60	\$ 18,000.00	69.63%	\$ 484.77	\$ 11,678.79		
Professional Development		\$ 36.15	\$ 7,983.27	\$ 30,000.00	26.61%	\$ 442.00	\$ 8,043.16		
Book Van & Mileage		\$ 141.82	\$ 1,151.05	\$ 2,000.00	57.55%	\$ 108.59	\$ 971.97		
Professional Fees		\$ 731.84	\$ 23,084.70	\$ 25,000.00	92.34%	\$ 986.29	\$ 16,420.13		
Advertising & Marketing		\$ 2,106.08	\$ 23,974.53	\$ 30,000.00	79.92%	\$ 207.47	\$ 10,448.11		
Capital Improvements			\$ 19,368.24	\$ -	#DIV/0!	\$ -	\$ -		
Miscellaneous		\$ 362.47	\$ 329.44	\$ -		\$ 511.42	\$ 828.51		
Total Expenses		\$ 419,738.86	\$ 3,349,954.97	\$ 5,170,000.00	64.80%	\$ 419,722.06	\$ 3,154,726.49		
CASH BALANCES									
Cash Reserves		\$ 88,320.52	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020)						
Checking		\$ 2,539,634.37							
Capital Improvement		\$ 774,230.87							

Lawrence Public Library 2021 Outside Funding Report												
		1/1/2021	May	May	June	June	July	July	August	August		
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining	
<b>FRIENDS &amp; FOUNDATION</b>												
	KPR-Advertising	\$ 1,102.50				\$ 450.00					\$ 652.50	
	Summer Reading - ALL	\$ 894.63		\$ 5,690.48	\$ 14,502.14	\$ 11,308.19		\$ 2,144.13		\$ 1,970.29	\$ (15,384.96)	
	Aquarium	\$ 418.01				\$ 397.16		\$ 664.10		\$ 409.25	\$ 1,047.50	
	Kanopy	\$ (4,673.00)		\$ 2,389.00	\$ 12,000.00	\$ 2,666.00		\$ 2,451.00		\$ 2,500.00	\$ 6,572.00	
	Volunteers	\$ 705.63									\$ 705.63	
	Outreach Vehicle Collection Materials						\$ 10,000.00			\$ 44.28	\$ 9,955.72	
	Block Grant & General Endowment	\$ 270,866.70		\$ 2,074.00	\$ 105,802.39	\$ 2,505.90	\$ (10,000.00)	\$ 2,230.00		\$ 313.97	\$ 284,675.37	
	Programming	\$ -		\$ 1,568.52		\$ 341.72		\$ 926.37		\$ 1,494.84	\$ 11,098.88	
	Kansas Health Foundation	\$ 1,685.71				\$ 112.97					\$ 1,572.74	
	Salaries/Taxes - Isaman/Hyde	\$ -		\$ 8,130.51		\$ 8,552.83		\$ 8,017.61	\$ 33,094.44	\$ 8,238.44	\$ (8,238.44)	
	Foundation Expenses to be reimbursed	\$ -					\$ 19.38				\$ 30.97	
	Parks Posters Income/Expenses	\$ -			\$ 11.59		\$ 248.04		\$ (101.88)		\$ 169.34	
	Census - Winter Family	\$ -									\$ -	
	Salkind for E-books	\$ 58.60			\$ 11,125.00			\$ 757.46		\$ 202.39	\$ 10,223.75	
	Weinberg/Jedel YS/YA	\$ 18,414.04		\$ 486.95							\$ 17,721.45	
	Milliken Fund	\$ 524.98		\$ 200.00	\$ 2,700.00						\$ 2,959.41	
	Sound & Vision	\$ -			\$ 1,350.00	\$ 99.00					\$ 1,251.00	
	Camin Memorial	\$ 242.79									\$ 242.79	
	Storytime @Home/Juanita Marsh	\$ 803.42								\$ (26.44)	\$ 785.43	
	Seed Library	\$ 809.34				\$ 238.93		\$ 173.90			\$ 396.51	
	Crowe Fund	\$ 266.49		\$ 21.40		\$ 88.70	\$ 1,864.40	\$ 373.09		\$ 25.66	\$ 1,454.40	
	Local History/Coan	\$ 3,306.65									\$ 3,306.65	
	MIDCO/Peterson	\$ 18,093.87						\$ (7,058.05)			\$ 34,151.92	
	Simpson Grant	\$ 3,002.92									\$ 3,602.92	
	Dean Owens - YA College & Career	\$ 2,920.00									\$ 2,920.00	
	Coggins - Outreach	\$ 6,449.07		\$ 63.20		\$ 109.25				\$ 111.42	\$ 3,940.59	
	Digital Resources- NEKLS/Jedel/F&F	\$ 12,000.00									\$ 12,000.00	
	Eggert Bequest for Bonuses	\$ 8,138.99									\$ 8,138.99	
	Hoopla	\$ -			\$ 30,000.00						\$ 30,000.00	
	Picture Book Room					\$ 7,739.00					\$ 42,261.00	
	Jedel for The Reader	\$ 1,881.71		\$ 1,881.71							\$ -	
		\$ 349,185.88	\$ -	\$ 23,778.60	\$ 177,491.12	\$ 34,609.65	\$ 2,131.82	\$ 10,679.61	\$ 32,992.56	\$ 15,284.10	\$ 468,214.06	
<b>OTHER</b>												
	Memorials/Honor with Books	\$ 2,130.82				\$ 999.72		\$ 60.16		\$ 427.76	\$ 1,263.02	
	ALA Teen Intern	\$ 80.37									\$ 80.37	
	Health Spot - U of K Center for Research	\$ 1,500.00									\$ 1,500.00	
	Lawrence Give Back	\$ 2,626.32									\$ 2,626.32	
	Success by Six		\$ 4,000.00			\$ 3,990.96					\$ 9.04	
	Wurfy	\$ 32.65									\$ 23.48	
	Merchandise Sales	\$ (326.70)	\$ 582.75		\$ 585.25		\$ 284.80		\$ 381.75		\$ 250.77	
		\$ 6,043.46	\$ 4,582.75	\$ -	\$ 585.25	\$ 4,990.68	\$ 284.80	\$ 60.16	\$ 381.75	\$ 427.76	\$ 5,753.00	
		\$ 355,229.34										
	Month Total		\$ 4,582.75	\$ 23,778.60	\$ 178,076.37	\$ 39,600.33	\$ 2,416.62	\$ 10,739.77	\$ 33,374.31	\$ 15,711.86	YTD Income	\$ 346,560.16
											YTD Expense	\$ 227,822.44

**Lawrence Public Library**  
**Balance Sheet**  
As of August 31, 2021

	<u>Aug 31, 21</u>	<u>Aug 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
MIP Operating Funds	1,476,558.00	1,864,583.07	-388,025.07	-20.8%
Checking	1,063,076.37	195,558.85	867,517.52	443.6%
Capital Improvement at MIP	774,230.87	685,976.52	88,254.35	12.9%
<b>Total Checking/Savings</b>	<u>3,313,865.24</u>	<u>2,746,118.44</u>	<u>567,746.80</u>	<u>20.7%</u>
<b>Total Current Assets</b>	<u>3,313,865.24</u>	<u>2,746,118.44</u>	<u>567,746.80</u>	<u>20.7%</u>
<b>Other Assets</b>				
Petty Cash	685.00	700.00	-15.00	-2.1%
<b>Total Other Assets</b>	<u>685.00</u>	<u>700.00</u>	<u>-15.00</u>	<u>-2.1%</u>
<b>TOTAL ASSETS</b>	<u><b>3,314,550.24</b></u>	<u><b>2,746,818.44</b></u>	<u><b>567,731.80</b></u>	<u><b>20.7%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	74,157.68	31,485.15	42,672.53	135.5%
<b>Total Accounts Payable</b>	<u>74,157.68</u>	<u>31,485.15</u>	<u>42,672.53</u>	<u>135.5%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	94,980.44	4,582.65	90,397.79	1,972.6%
<b>Total Other Current Liabilities</b>	<u>94,980.44</u>	<u>4,582.65</u>	<u>90,397.79</u>	<u>1,972.6%</u>
<b>Total Current Liabilities</b>	<u>169,138.12</u>	<u>36,067.80</u>	<u>133,070.32</u>	<u>368.9%</u>
<b>Total Liabilities</b>	<u>169,138.12</u>	<u>36,067.80</u>	<u>133,070.32</u>	<u>368.9%</u>
<b>Equity</b>				
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	1,607,683.92	1,391,530.44	216,153.48	15.5%
<b>Total Equity</b>	<u>3,145,412.12</u>	<u>2,710,750.64</u>	<u>434,661.48</u>	<u>16.0%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>3,314,550.24</b></u>	<u><b>2,746,818.44</b></u>	<u><b>567,731.80</b></u>	<u><b>20.7%</b></u>

**Lawrence Public Library**  
**Revenues & Expenses**  
August 2021

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	<u>Aug 21</u>	<u>Jan - Aug 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>CARES Funding</b>	19,428.82	19,428.82
<b>Miscellaneous Income</b>	99.84	4,251.28
<b>Gifts-Other</b>	32,992.56	345,982.69
<b>Grants</b>	270.89	82,635.25
<b>Interest</b>	133.29	228.04
<b>Merchandise Sales</b>	381.75	577.47
<b>Lost and Replacement Fees</b>	2,117.70	14,081.19
<b>Photocopies &amp; Printing</b>	1,161.90	5,583.45
<b>Tax Fund</b>	0.00	4,712,674.39
<b>Utilities Income</b>	0.00	18.75
<b>Total Income</b>	<u>56,586.75</u>	<u>5,185,461.33</u>
<b>Gross Profit</b>	56,586.75	5,185,461.33
<b>Expense</b>		
<b>Payroll Expenses</b>	270,483.81	2,133,054.78
<b>Payroll Taxes</b>	38,880.33	322,086.08
<b>Utilities - Electric</b>	6,725.89	53,764.61
<b>Building Supplies</b>	952.13	11,694.15
<b>Building Repairs &amp; Maintenance</b>	532.43	46,664.38
<b>Library &amp; Office Supplies</b>	2,950.86	20,612.60
<b>Books &amp; Materials</b>	48,333.37	414,630.91
<b>Processing Supplies</b>	2,351.92	26,207.71
<b>Equipment</b>	0.00	14,090.00
<b>Technology</b>	44,939.28	214,589.46
<b>Insurance</b>	0.00	13,556.50
<b>Shipping</b>	1,367.77	12,532.60
<b>Professional Development</b>	36.15	7,983.27
<b>Bookvan &amp; Mileage</b>	141.82	1,151.05
<b>Professional Fees</b>	731.84	23,084.70
<b>Marketing</b>	2,106.08	23,974.53
<b>Capital Improvement Expenditure</b>	0.00	27,107.24
<b>Miscellaneous</b>	362.47	329.44
<b>FRIENDS &amp; FOUNDATION FUNDING</b>	14,554.57	210,213.40
<b>FRIENDS FUNDING</b>	0.00	450.00
<b>Total Expense</b>	<u>435,450.72</u>	<u>3,577,777.41</u>



**Lawrence Public Library**  
**Revenues & Expenses**  
August 2021

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	<u>Aug 21</u>	<u>Jan - Aug 21</u>
Net Ordinary Income	-378,863.97	1,607,683.92
Other Income/Expense		
Other Expense		
COVID-19 Expenses	<u>0.00</u>	<u>0.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>-378,863.97</u></u>	<u><u>1,607,683.92</u></u>

9:40 AM

09/16/21

Lawrence Public Library  
Vendor Balance Summary

All Transactions

	Sep 16, 21
Acco Brands	87.74
Advance Insurance Company	776.35
Allen Press	1,467.03
Amazon	3,339.79
Ann Dean	300.00
ASI	50.00
Baker & Taylor, Inc.	63.38
Billy Pilgrim, LLC	1,500.00
Blackstone Publishing	34.95
Boone Brothers Roofing	392.63
Carolyn V Margheim	28.73
Center Point Large Print	171.39
Century Business Technologies	1,175.88
Derby Public Library	48.19
Douglas County Treasurer	45.50
Evergy	6,690.23
Filmtools	68.20
Gale/Cengage Learning	179.13
Harry Miller Piano Service	130.00
Ingram Library Services	19,266.01
Jayhawk Tropical Fish	409.25
Kanopy LLC	2,592.00
Megan Feighny	50.00
Mid-Continent Public Library	12.60
Midwest Tape	17,492.83
MSM Systems Inc.	12,598.03
OCLC, Inc.	5,700.52
OverDrive	9,909.47
Pur-O-Zone, Inc.	952.13
Rick Stromoski	250.00
Salt Lake County Library System	60.99
SirsiDynix	37,585.23
Snap Promotions	1,153.46
Teachers of Nature, LLC	149.00
U.S. Bank - Mastercard	6,699.18
Unique Management Services	248.10
United Parcel Service	1,023.18
Y.N.F.W.C.	700.00
TOTAL	133,401.10

10:01 AM  
09/16/21

Lawrence Public Library  
**Check Detail**  
September 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	09/20/2021	Advance Insurance Company	Checking	
Bill	212500000...	09/15/2021		Group Life Insurance	-776.35
TOTAL					-776.35
Bill Pmt -Check	Electronic	09/20/2021	ASI	Checking	
Bill	August Fee	09/10/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	09/20/2021	Evergry	Checking	
Bill	3953015546	09/10/2021		Utilities - Electric	-6,690.23
TOTAL					-6,690.23
Bill Pmt -Check	Electronic	09/20/2021	U.S. Bank - Mastercard	Checking	
Bill	August	08/31/2021		Admin. Dept.	-36.15
				Adult Programming	-861.34
				Bookvan & Mileage	-141.82
				Youth Services Progra...	-19.00
				Youth Services Progra...	-48.56
				Youth Services Progra...	-55.25
				Young Adult Program...	-9.99
				Professional Fees	-643.95
				Shipping	-217.99
				Processing Supplies	-185.22
				Library & Office Suppli...	-1,181.80
				Miscellaneous	-73.96
				Miscellaneous	-40.00
				Miscellaneous	-282.38
				Membership & Dues	-275.00
				Marketing	-171.34
				Building Repairs & Mai...	-9.80
				Supplies	-249.00
				Software & Licenses	-475.00
				Public Access	-28.32
				Public Access	-9.99
				Telephone	-530.46
				Outreach/Coggins Fund	-111.42
				Summer Reading - ALL	-769.48
				Block Grant	-19.47
				Books & Materials	-18.82
				Books & Materials	-72.95
				Periodicals	-49.75
				Books & Materials	-26.59
				Books & Materials	-21.98
				Books & Materials	-62.40
TOTAL					-6,699.18

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Lawrence Public Library  
**Check Detail**  
September 2021

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>09/20/2021</b>	<b>United Parcel Service</b>	<b>Checking</b>	
Bill	1361	09/10/2021		Shipping	-1,023.18
TOTAL					-1,023.18
<b>Bill Pmt -Check</b>	<b>9193</b>	<b>09/20/2021</b>	<b>Acco Brands</b>	<b>Checking</b>	
Bill	4717501640	09/15/2021		Library & Office Suppli...	-87.74
TOTAL					-87.74
<b>Bill Pmt -Check</b>	<b>9194</b>	<b>09/20/2021</b>	<b>Baker &amp; Taylor, Inc.</b>	<b>Checking</b>	
Bill	2036133507	08/30/2021		Books & Materials	-14.13
Bill	2036133508	08/30/2021		Processing Supplies	-0.20
Bill	2036090877	08/31/2021		Books & Materials	-18.17
Bill	2036090878	08/31/2021		Processing Supplies	-0.20
Bill	2036151293	09/15/2021		Books & Materials	-30.28
Bill	2036151294	09/15/2021		Processing Supplies	-0.40
TOTAL					-63.38
<b>Bill Pmt -Check</b>	<b>9195</b>	<b>09/20/2021</b>	<b>Billy Pilgrim, LLC</b>	<b>Checking</b>	
Bill	83036	09/10/2021		Block Grant	-1,500.00
TOTAL					-1,500.00
<b>Bill Pmt -Check</b>	<b>9196</b>	<b>09/20/2021</b>	<b>Blackstone Publishing</b>	<b>Checking</b>	
Bill	1242686	09/15/2021		Books & Materials	-34.95
TOTAL					-34.95
<b>Bill Pmt -Check</b>	<b>9197</b>	<b>09/20/2021</b>	<b>Boone Brothers Roofing</b>	<b>Checking</b>	
Bill	21.6367.12	08/23/2021		Building Repairs & Mai...	-392.63
TOTAL					-392.63
<b>Bill Pmt -Check</b>	<b>9198</b>	<b>09/20/2021</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1871573	08/30/2021		Books & Materials	-171.39
TOTAL					-171.39
<b>Bill Pmt -Check</b>	<b>9199</b>	<b>09/20/2021</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	600133	09/10/2021		Copying	-903.17
Bill	600485	09/15/2021		Copying	-272.71
TOTAL					-1,175.88

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Lawrence Public Library  
Check Detail  
September 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9200	09/20/2021	Filmtools	Checking	
Bill	SI-8264425	09/15/2021		Processing Supplies	-68.20
TOTAL					-68.20
Bill Pmt -Check	9201	09/20/2021	Gale/Cengage Learning	Checking	
Bill	74855469	08/30/2021		Books & Materials	-23.79
Bill	74894398	08/30/2021		Books & Materials	-47.58
Bill	74800323	08/30/2021		Books & Materials	-48.98
Bill	74872987	08/31/2021		Books & Materials	-13.29
Bill	75103022	09/15/2021		Books & Materials	-23.79
Bill	75331385	09/15/2021		Books & Materials	-21.70
TOTAL					-179.13
Bill Pmt -Check	9202	09/20/2021	Ingram Library Services	Checking	
Bill	54148426-...	08/12/2021		Books & Materials	-99.90
Bill	54520429	08/30/2021		Books & Materials	-210.86
Bill	54497853	08/30/2021		Books & Materials	-78.49
Bill	54541773	08/30/2021		Books & Materials	-13.08
Bill	54474265	08/30/2021		Books & Materials	-677.90
Bill	54508271	08/30/2021		Books & Materials	-473.28
Bill	54447235	08/30/2021		Books & Materials	-758.53
Bill	54460420	08/30/2021		Books & Materials	-178.14
Bill	54373239	08/30/2021		Books & Materials	-41.37
Bill	54324725	08/30/2021		Books & Materials	-26.98
Bill	54349090	08/30/2021		Books & Materials	-293.35
Bill	54324723	08/30/2021		Books & Materials	-319.68
Bill	54306260	08/30/2021		Books & Materials	-807.71
Bill	54278153	08/30/2021		Books & Materials	-149.48
Bill	54278155	08/30/2021		Books & Materials	-32.44
Bill	54497856	08/31/2021		GGIFT	-101.90
Bill	54497857	08/31/2021		GGIFT	-19.70
Bill	54373241	08/31/2021		Outreach Collection	-41.00
Bill	54373242	08/31/2021		Outreach Collection	-3.28
Bill	54299340	08/31/2021		Books & Materials	-233.60
				GGIFT	-5.39
Bill	54395134	08/31/2021		Books & Materials	-640.09
				GGIFT	-4.19
Bill	54417097	08/31/2021		Books & Materials	-582.82
				GGIFT	-14.39
Bill	54373235	08/31/2021		Books & Materials	-1,642.85
				GGIFT	-4.19
Bill	54373237	08/31/2021		Books & Materials	-63.60
				GGIFT	-2.99
Bill	54520431	08/31/2021		Books & Materials	-434.88
Bill	54258383	08/31/2021		Books & Materials	-1,225.01
Bill	54238862	08/31/2021		Books & Materials	-441.36
Bill	54258382	08/31/2021		Books & Materials	-14.79
Bill	54268474	08/31/2021		Books & Materials	-312.52
Bill	54214561	08/31/2021		Books & Materials	-586.74
Bill	54520432	08/31/2021		Processing Supplies	-36.22
Bill	54520430	08/31/2021		Processing Supplies	-15.89
Bill	54474266	08/31/2021		Processing Supplies	-58.88
Bill	54508272	08/31/2021		Processing Supplies	-55.43
Bill	54447236	08/31/2021		Processing Supplies	-67.56

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Lawrence Public Library  
**Check Detail**  
September 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	54460421	08/31/2021		Processing Supplies	-21.46
Bill	54395135	08/31/2021		Processing Supplies	-80.81
Bill	54417098	08/31/2021		Processing Supplies	-64.28
Bill	54373236	08/31/2021		Processing Supplies	-123.48
Bill	54373238	08/31/2021		Processing Supplies	-8.37
Bill	54373240	08/31/2021		Processing Supplies	-0.45
Bill	54324726	08/31/2021		Processing Supplies	-0.30
Bill	54349091	08/31/2021		Processing Supplies	-22.30
Bill	54324724	08/31/2021		Processing Supplies	-28.99
Bill	54306261	08/31/2021		Processing Supplies	-84.82
Bill	54278154	08/31/2021		Processing Supplies	-19.67
Bill	54278156	08/31/2021		Processing Supplies	-2.79
Bill	54299341	08/31/2021		Processing Supplies	-18.79
Bill	54258384	08/31/2021		Processing Supplies	-88.93
Bill	54238863	08/31/2021		Processing Supplies	-36.88
Bill	54268475	08/31/2021		Processing Supplies	-38.71
Bill	54214562	08/31/2021		Processing Supplies	-42.96
Bill	54700393	09/10/2021		Books & Materials	-233.70
Bill	54775507	09/15/2021		Books & Materials	-10.24
Bill	54754960	09/15/2021		Books & Materials	-439.36
Bill	54754959	09/15/2021		Books & Materials	-43.91
Bill	54700394	09/15/2021		Books & Materials	-816.88
Bill	54743964	09/15/2021		Books & Materials	-274.99
Bill	54679214	09/15/2021		Books & Materials	-584.16
Bill	54645113	09/15/2021		Books & Materials	-345.29
Bill	54645115	09/15/2021		Books & Materials	-105.79
Bill	54645117	09/15/2021		Books & Materials	-8.39
Bill	54621684	09/15/2021		Books & Materials	-1,103.36
Bill	54652134	09/15/2021		Books & Materials	-398.99
Bill	54601239	09/15/2021		Books & Materials	-331.11
Bill	54610775	09/15/2021		Books & Materials	-105.90
Bill	54610773	09/15/2021		Books & Materials	-229.74
Bill	54573946	09/15/2021		Books & Materials	-515.74
Bill	54588090	09/15/2021		Books & Materials	-141.09
Bill	54553003	09/15/2021		Books & Materials	-486.35
Bill	54497854	09/15/2021		Books & Materials	-1,007.95
Bill	54754961	09/15/2021		Processing Supplies	-25.37
Bill	54700395	09/15/2021		Processing Supplies	-68.90
Bill	54743965	09/15/2021		Processing Supplies	-33.73
Bill	54679215	09/15/2021		Processing Supplies	-41.29
Bill	54645114	09/15/2021		Processing Supplies	-19.29
Bill	54645116	09/15/2021		Processing Supplies	-9.34
Bill	54645118	09/15/2021		Processing Supplies	-0.15
Bill	54621685	09/15/2021		Processing Supplies	-112.29
Bill	54652135	09/15/2021		Processing Supplies	-40.88
Bill	54601240	09/15/2021		Processing Supplies	-24.12
Bill	54610776	09/15/2021		Processing Supplies	-6.36
Bill	54610774	09/15/2021		Processing Supplies	-28.03
Bill	54573947	09/15/2021		Processing Supplies	-43.10
Bill	54588091	09/15/2021		Processing Supplies	-11.64
Bill	54553004	09/15/2021		Processing Supplies	-58.53
Bill	54497855	09/15/2021		Processing Supplies	-105.60

TOTAL					-19,266.01
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Bill Pmt -Check	9203	09/20/2021	Jayhawk Tropical Fish	Checking	
Bill	03793	08/23/2021		Aquarium Maintenance	-99.25
Bill	03807	08/25/2021		Aquarium Maintenance	-310.00

TOTAL					-409.25
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September 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9204	09/20/2021	Kanopy LLC	Checking	
Bill	260976-ppu	09/15/2021		Kanopy	-2,592.00
TOTAL					-2,592.00
Bill Pmt -Check	9205	09/20/2021	Midwest Tape	Checking	
Bill	500903560	08/30/2021		Books & Materials	-18.99
Bill	500893072	08/30/2021		Books & Materials	-242.17
Bill	500893070	08/30/2021		Books & Materials	-86.33
Bill	500862160	08/30/2021		Books & Materials	-217.39
Bill	500873130	08/30/2021		Books & Materials	-1,170.81
Bill	500873131	08/30/2021		Books & Materials	-234.94
Bill	500925336	08/31/2021		Processing Supplies	-262.60
Bill	500898449	08/31/2021		Books & Materials	-671.41
				Books & Materials	-108.73
Bill	500862057	08/31/2021		Books & Materials	-82.73
Bill	500862058	08/31/2021		Books & Materials	-53.98
Bill	500843488	08/31/2021		Books & Materials	-551.65
				Books & Materials	-59.23
Bill	500843489	08/31/2021		Books & Materials	-234.94
Bill	500816879	08/31/2021		Books & Materials	-180.33
Bill	500816877	08/31/2021		Books & Materials	-217.17
Bill	500935686	09/15/2021		Books & Materials	-10.79
Bill	500960907	09/15/2021		Books & Materials	-425.12
Bill	500960905	09/15/2021		Books & Materials	-73.59
Bill	500965120	09/15/2021		Books & Materials	-390.03
Bill	500935685	09/15/2021		Books & Materials	-299.92
Bill	500935684	09/15/2021		Books & Materials	-512.28
Bill	500923452	09/15/2021		Books & Materials	-39.73
Bill	500923450	09/15/2021		Books & Materials	-115.11
Bill	500927247	09/15/2021		Books & Materials	-11,232.86
TOTAL					-17,492.83
Bill Pmt -Check	9206	09/20/2021	MSM Systems Inc.	Checking	
Bill	205651	09/10/2021		Equipment	-12,598.03
TOTAL					-12,598.03
Bill Pmt -Check	9207	09/20/2021	OCLC, Inc.	Checking	
Bill	1000159498	09/10/2021		Collections	-5,700.52
TOTAL					-5,700.52

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Lawrence Public Library  
Check Detail  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9208</b>	<b>09/20/2021</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO2...	08/30/2021		Books & Materials	-371.39
Bill	06809CO2...	08/30/2021		Books & Materials	-303.60
Bill	06809CO2...	08/30/2021		Books & Materials	-229.41
Bill	06809CO2...	08/30/2021		Books & Materials	-143.55
Bill	06809CO2...	08/30/2021		Books & Materials	-1,075.33
Bill	06809CO2...	08/30/2021		Books & Materials	-861.93
Bill	06809CO2...	08/30/2021		Books & Materials	-69.50
Bill	06809CO2...	08/30/2021		Books & Materials	-120.13
Bill	06809DA2...	08/31/2021		Books & Materials	-768.93
Bill	06809CO2...	08/31/2021		Books & Materials	-370.16
Bill	06809DA2...	08/31/2021		Books & Materials	-119.98
Bill	06809CO2...	08/31/2021		Books & Materials	-884.62
Bill	06809CO2...	08/31/2021		Books & Materials	-1,018.25
Bill	06809DA2...	09/15/2021		Books & Materials	-512.98
Bill	06809CO2...	09/15/2021		Books & Materials	-433.63
Bill	06809CO2...	09/15/2021		Books & Materials	-1,211.03
Bill	06809CO2...	09/15/2021		Books & Materials	-1,415.05
TOTAL					-9,909.47
<b>Bill Pmt -Check</b>	<b>9209</b>	<b>09/20/2021</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	836413	08/23/2021		Building Supplies	-415.77
Bill	837009	08/30/2021		Building Supplies	-524.90
Bill	837054	08/30/2021		Building Supplies	-11.46
TOTAL					-952.13
<b>Bill Pmt -Check</b>	<b>9210</b>	<b>09/20/2021</b>	<b>SirsiDynix</b>	<b>Checking</b>	
Bill	INV08047	08/31/2021		Collections	-37,585.23
TOTAL					-37,585.23
<b>Bill Pmt -Check</b>	<b>9211</b>	<b>09/20/2021</b>	<b>Snap Promotions</b>	<b>Checking</b>	
Bill	21081803	08/30/2021		Library & Office Suppli...	-621.93
Bill	21070199	08/31/2021		Library & Office Suppli...	-531.53
TOTAL					-1,153.46
<b>Bill Pmt -Check</b>	<b>9212</b>	<b>09/20/2021</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	605250	09/10/2021		Professional Fees	-134.25
Bill	605251	09/10/2021		Professional Fees	-113.85
TOTAL					-248.10
<b>Bill Pmt -Check</b>	<b>9213</b>	<b>09/20/2021</b>	<b>Y.N.F.W.C.</b>	<b>Checking</b>	
Bill	2024	09/10/2021		Building Repairs & Mai...	-700.00
TOTAL					-700.00



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Check Detail  
September 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29053	09/20/2021	Allen Press	Checking	
Bill	28318	08/23/2021		Marketing	-1,467.03
TOTAL					-1,467.03
Bill Pmt -Check	29054	09/20/2021	Amazon	Checking	
Bill	5855461	08/23/2021		Library & Office Suppli...	-488.00
Bill	9774617	08/23/2021		Library & Office Suppli...	-155.88
Bill	1304230	08/23/2021		Books & Materials	-59.95
Bill	3105036	08/23/2021		Books & Materials	-15.99
Bill	1688245	08/23/2021		Summer Reading - ALL	-24.95
Bill	6353059	08/23/2021		Summer Reading - ALL	-17.00
Bill	3748245	08/23/2021		Adult Programming	-45.97
Bill	7669054	08/30/2021		Books & Materials	-17.21
				Books & Materials	-14.49
Bill	6063447	08/30/2021		Books & Materials	-9.44
Bill	6848207	08/30/2021		Books & Materials	-59.05
Bill	6848207a	08/30/2021		Books & Materials	-56.68
				Books & Materials	-15.86
Bill	0867432	08/30/2021		Books & Materials	-21.65
				Books & Materials	-45.18
Bill	2492207	08/30/2021		Books & Materials	-13.16
Bill	6638652	08/30/2021		Books & Materials	-15.05
Bill	2005827	08/30/2021		Books & Materials	-75.68
Bill	4573059a	08/30/2021		Books & Materials	-129.98
Bill	4573059b	08/30/2021		Books & Materials	-189.64
Bill	3421827	08/30/2021		Books & Materials	-45.79
Bill	0099438	08/31/2021		Library & Office Suppli...	-26.21
Bill	2005827-a	08/31/2021		Books & Materials	-7.99
				Books & Materials	-114.87
				Books & Materials	-123.97
				Books & Materials	-113.27
Bill	0168208	08/31/2021		Books & Materials	-12.16
Bill	8316255	08/31/2021		Books & Materials	-35.19
Bill	0325034	08/31/2021		Books & Materials	-23.16
				Books & Materials	-26.12
Bill	2573832	08/31/2021		Books & Materials	-26.03
Bill	1016259	08/31/2021		Books & Materials	-12.34
Bill	2837849	09/10/2021		Youth Services Progra...	-29.98
Bill	1053820	09/10/2021		Books & Materials	-113.86
Bill	2791407	09/15/2021		Books & Materials	-14.99
				Books & Materials	-253.83
				Books & Materials	-173.14
Bill	1905008	09/15/2021		Books & Materials	-47.91
				Books & Materials	-36.11
				Books & Materials	-35.09
				Books & Materials	-37.40
				Books & Materials	-58.93
				Books & Materials	-13.49
				Books & Materials	-44.54
Bill	1905008a	09/15/2021		Books & Materials	-30.98
Bill	1905008b	09/15/2021		Books & Materials	-15.00
Bill	6897856	09/15/2021		Books & Materials	-25.98
Bill	2791407a	09/15/2021		Books & Materials	-12.99
Bill	2569825	09/15/2021		Books & Materials	-12.97
Bill	1101834	09/15/2021		Books & Materials	-23.67
Bill	3063436	09/15/2021		Books & Materials	-59.99
Bill	9814603	09/15/2021		Books & Materials	-31.90

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Lawrence Public Library  
**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	3063436a	09/15/2021		Books & Materials	-9.99
Bill	6160255	09/15/2021		Books & Materials	-18.99
Bill	7383453	09/15/2021		Books & Materials	-12.13
Bill	7866616	09/15/2021		Books & Materials	-28.81
Bill	4393841	09/15/2021		Books & Materials	-13.31
Bill	5248212	09/15/2021		Books & Materials	-34.99
Bill	774768853...	09/15/2021		Miscellaneous	-4.49
Bill	2701024	09/15/2021		Miscellaneous	-29.98
Bill	3494648	09/16/2021		Adult Programming	-76.44
TOTAL					-3,339.79
<b>Bill Pmt -Check</b>	<b>29055</b>	<b>09/20/2021</b>	<b>Ann Dean</b>	<b>Checking</b>	
Bill	Mobile Out...	08/31/2021		Marketing	-300.00
TOTAL					-300.00
<b>Bill Pmt -Check</b>	<b>29056</b>	<b>09/20/2021</b>	<b>Carolyn V Margheim</b>	<b>Checking</b>	
Bill	REFUND	08/17/2021		Lost and Replacement...	-28.73
TOTAL					-28.73
<b>Bill Pmt -Check</b>	<b>29057</b>	<b>09/20/2021</b>	<b>Derby Public Library</b>	<b>Checking</b>	
Bill	REFUND	08/16/2021		Lost and Replacement...	-48.19
TOTAL					-48.19
<b>Bill Pmt -Check</b>	<b>29058</b>	<b>09/20/2021</b>	<b>Douglas County Treasurer</b>	<b>Checking</b>	
Bill	Outreach V...	08/31/2021		Block Grant	-45.50
TOTAL					-45.50
<b>Bill Pmt -Check</b>	<b>29059</b>	<b>09/20/2021</b>	<b>Harry Miller Piano Service</b>	<b>Checking</b>	
Bill	07/29/2021	08/31/2021		Building Repairs & Mai...	-130.00
TOTAL					-130.00
<b>Bill Pmt -Check</b>	<b>29060</b>	<b>09/20/2021</b>	<b>Megan Feighny</b>	<b>Checking</b>	
Bill	9-17-21	08/30/2021		Youth Services Progra...	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>29061</b>	<b>09/20/2021</b>	<b>Mid-Continent Public Library</b>	<b>Checking</b>	
Bill	REFUND	08/22/2021		Lost and Replacement...	-12.60
TOTAL					-12.60

10:01 AM  
09/16/21

Lawrence Public Library  
**Check Detail**  
September 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29062	09/20/2021	Rick Stromoski	Checking	
Bill	102121	08/31/2021		Youth Services Progra...	-250.00
TOTAL					-250.00
Bill Pmt -Check	29063	09/20/2021	Salt Lake County Library Syst...	Checking	
Bill	ILL: 20183...	08/31/2021		Lost and Replacement...	-60.99
TOTAL					-60.99
Bill Pmt -Check	29064	09/20/2021	Teachers of Nature, LLC	Checking	
Bill	097	08/31/2021		Youth Services Progra...	-149.00
TOTAL					-149.00

# Lawrence Public Library

## Statistical Summary - AUGUST 2021

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits	26,419							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>							
<b>Total Cardholders transacting in last 3 years</b>	<b>40,916</b>							
<b>Cardholders transacting - current month</b>	<b>14,176</b>							
<b>Cardholders added - current month</b>	<b>720</b>							
<b>Checkouts &amp; Renewals</b>								
<b>Borrowing Service Points (Checkouts + Renewals unless otherwise noted)</b>	<b>Unique Users</b>	<b>In Person Checkouts + Renewals</b>	<b>Online or Automatic Checkouts+ Renewals</b>		<b>% Checkouts + Renewals In Person</b>	<b>% Checkouts + Renewals Online</b>	<b>% Total Checkouts + Renewals</b>	
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	8,070	55,677	44,678		55%	45%	100%	
<b>Website + Social Media</b>								
	<b>Users (if available)</b>			<b>Activity</b>				
Website - Catalog (Sessions)	29,652			56,466				
Website - Kaw Valley Jukebox	74			85				
Website - Digital Douglas County (Sessions)	154			167				
All other web site visits (Sessions)	20,766			43,651				
Social Media Interactions (Facebook & Twitter)	not available			5,834				
Social Media Reach (Facebook & Twitter)	not available			168,695				
<b>Borrowing Digital vs. Physical</b>								
		<b>Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)</b>	<b>Total Physical + Digital</b>		<b>Across All Audiences</b>			
<b>Borrowing by Audience (incl. Checkouts + Renewals)</b>	<b>Physical</b>				<b>Physical % of Usage</b>	<b>Digital % of Usage</b>	<b>Total All Audiences</b>	
<b>Adult Total</b>	<b>28,558</b>	<b>14,386</b>	<b>42,944</b>		<b>28%</b>	<b>14%</b>	<b>43%</b>	
<b>Teen Total</b>	<b>2,983</b>	<b>1,681</b>	<b>4,664</b>		<b>3%</b>	<b>2%</b>	<b>5%</b>	
<b>Childrens Total</b>	<b>27,952</b>	<b>3,101</b>	<b>31,053</b>		<b>28%</b>	<b>3%</b>	<b>31%</b>	
<b>Total AV Media Room</b>	<b>19,155</b>	<b>2,337</b>	<b>21,492</b>		<b>19%</b>	<b>2%</b>	<b>21%</b>	
<b>Total Library of Things</b>	<b>202</b>	<b>0</b>	<b>202</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>78,850</b>	<b>21,505</b>	<b>100,355</b>		<b>79%</b>	<b>21%</b>	<b>100%</b>	

# Lawrence Public Library

## Statistical Summary - AUGUST 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
<b>Total All Holdings</b>	<b>191,453</b>	<b>19,366</b>	<b>210,819</b>		<b>91%</b>	<b>9%</b>	<b>100%</b>	
Added	2,281	373	2,654		86%	14%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	3,602	148	3,750		96%	4%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>-171</b>	<b>18</b>	<b>-153</b>					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
<b>Total Service Interactions</b>		<b>6,799</b>	<b>1,590</b>	<b>8,389</b>	<b>81%</b>	<b>19%</b>	<b>100%</b>	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,805	16,338		4				
Other Public Services				Total sessions				
Public Computer Usage				2346				
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
<b>Total Programs</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>29</b>	<b>297</b>	<b>73</b>	<b>306</b>
STAFFING	Current Month	Current Month	% Change					
	<b>2021</b>	<b>2020</b>	<b>2021 v 2020</b>					
Total Paid Staff, in Full-Time Equivalents	65.49	63.73	3%					

# Lawrence Public Library

## Full Statistical Report - AUGUST 2021

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits	26,419							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>	<b>% of cardholders per region</b>						
Lawrence resident cardholders transacting in last 3 years	40,916	83%						
Douglas County residents (excluding Lawrence residents)	2,094	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,255	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,986	4%						
<b>Total Cardholders transacting in last 3 years</b>	<b>49,251</b>	<b>100%</b>						
<b>Cardholders transacting - current month</b>	<b>14,176</b>							
% of Cardholders transacting - current month	29%							
<b>Cardholders added - current month</b>	<b>720</b>							
<b>Checkouts &amp; Renewals</b>								
<b>Borrowing Service Points (Checkouts + Renewals unless otherwise noted)</b>	<b>Unique Users</b>	<b>In Person Checkouts + Renewals</b>	<b>Online or Automatic Checkouts+ Renewals</b>	<b>Avg. Checkouts + Renewals Per User</b>	<b>% Checkouts + Renewals In Person</b>	<b>% Checkouts + Renewals Online</b>	<b>% Total Checkouts + Renewals</b>	
<b>Service Point Activity</b>								
Bookmobile / Home Delivery	109	862		8				
Book Lockers	227	1120		5				
Outreach	1	5		5				
Main Library Checkouts + Renewals	6,129	53690		9				
Digital Collections	Not available		21,505	Not available				
Online renewals - patron-initiated	1,773		8,140	5				
Automatic renewals (no patron action)	3,481		15,033	4				
<b>Unique Users &amp; Transactions at all service points (Some users may conduct transactions at multiple service points)</b>	<b>8,070</b>	<b>55,677</b>	<b>44,678</b>	<b>N/A</b>	<b>55%</b>	<b>45%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - AUGUST 2021

Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	29,652			56,466				
Website - Kaw Valley Jukebox	74			85				
Website - Digital Douglas County (Sessions)	154			167				
All other web site visits (Sessions)	20,766			43,651				
Social Media Interactions (Facebook & Twitter)	not available			5,834				
Social Media Reach (Facebook & Twitter)	not available			168,695				
	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	25,491	5,922	31,413	73%	25%	6%	31%	
Adult Graphic Novels	1,316	71	1,387	3%	1%	0%	1%	
Adult Magazines	670	414	1,084	3%	1%	0%	1%	
Adult Audiobooks (including language instruction)	1,081	7,979	9,060	21%	1%	8%	9%	
<b>Adult Total</b>	<b>28,558</b>	<b>14,386</b>	<b>42,944</b>	<b>100%</b>	<b>28%</b>	<b>14%</b>	<b>43%</b>	
Teen Books	1,810	699	2,509	54%	2%	1%	3%	
Teen Graphic Novels and Manga	1,128	178	1,306	28%	0%	0%	1%	
Teen Magazines	9	0	9	0%	0%	0%	0%	
Teen Audiobooks	36	804	840	18%	0%	1%	1%	
<b>Teen Total</b>	<b>2,983</b>	<b>1,681</b>	<b>4,664</b>	<b>100%</b>	<b>3%</b>	<b>2%</b>	<b>5%</b>	
Children's Books, NF Videos & Kits	23,271	1,404	24,675	79%	23%	1%	25%	
Children's Graphic Novels	3,281	94	3,375	11%	3%	0%	3%	
Children's Magazines	147	0	147	0%	0%	0%	0%	
Children's Music CDs	346	0	346	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	907	1,603	2,510	8%	1%	2%	3%	
<b>Childrens Total</b>	<b>27,952</b>	<b>3,101</b>	<b>31,053</b>	<b>100%</b>	<b>28%</b>	<b>3%</b>	<b>31%</b>	
AV Media Room - Feature Films (Adult and Family) and All	10,438	2,337	12,775	59%	10%	2%	13%	
AV Media Room - TV Shows	3,816	0	3,816	18%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	963	0	963	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,312	0	1,312	6%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,626	0	2,626	12%	3%	0%	3%	
<b>Total AV Media Room</b>	<b>19,155</b>	<b>2,337</b>	<b>21,492</b>	<b>100%</b>	<b>19%</b>	<b>2%</b>	<b>21%</b>	
Library of Things - Boardgames and Game Guides	143	0	143	71%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	28	0	28	14%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	31	0	31	15%	0%	0%	0%	
<b>Total Library of Things</b>	<b>202</b>	<b>0</b>	<b>202</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>78,850</b>	<b>21,505</b>	<b>100,355</b>	<b>100%</b>	<b>79%</b>	<b>21%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - AUGUST 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)	89,282	6,920	96,202		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,140	4,281	10,421		3%	2%	5%	
<b>Total Adult Collection</b>	<b>95,422</b>	<b>11,201</b>	<b>106,623</b>		<b>45%</b>	<b>5%</b>	<b>51%</b>	
Teen Book	9,784	2,068	11,852		5%	1%	6%	
Teen Audiobooks	558	966	1,524		0%	0%	1%	
<b>Total Teen Collection</b>	<b>10,342</b>	<b>3,034</b>	<b>13,376</b>		<b>5%</b>	<b>1%</b>	<b>6%</b>	
Children's Book & Other Print Formats	52,994	3,692	56,686		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,951	1,439	3,390		1%	1%	2%	
Children's Video and Music	2,710	0	2,710		1%	0%	1%	
<b>Total Children's Collection</b>	<b>57,655</b>	<b>5,131</b>	<b>62,786</b>		<b>27%</b>	<b>2%</b>	<b>30%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>	<b>27,886</b>	<b>0</b>	<b>27,886</b>		<b>13%</b>	<b>0%</b>	<b>13%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>	<b>148</b>	<b>0</b>	<b>148</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>	<b>191,453</b>	<b>19,366</b>	<b>210,819</b>		<b>91%</b>	<b>9%</b>	<b>100%</b>	
Added	2,281	373	2,654		86%	14%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	3,602	148	3,750		96%	4%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>-171</b>	<b>18</b>	<b>-153</b>					
<b>Interactions + Consultations</b>								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,378	1,342	3,720	28%	16%	44%	
Info Services Interactions		1,447	82	1,529	17%	1%	18%	
Readers Services Interactions		765	83	848	9%	1%	10%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		18	0	18	0%	0%	0%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		1,388	0	1,388	17%	0%	17%	
Materials Handling Interactions		0	0	0	0%	0%	0%	
Public Technology Interactions		803	0	803	10%	0%	10%	
Website - Contact Us Forms + Social Media		0	83	83	0%	1%	1%	
<b>Total Service Interactions</b>		<b>6,799</b>	<b>1,590</b>	<b>8,389</b>	<b>81%</b>	<b>19%</b>	<b>100%</b>	



# Lawrence Public Library

## Full Statistical Report - AUGUST 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,452	17,552		5				
Holds Filled	3,805	16,338		4				
Holds Unclaimed	1,371	2,618		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		24.79%						
Other Public Services				Total sessions				
Public Computer Usage				2346				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms		75		38%				
Public-Sponsored Uses of Study Rooms		405		35%				
Public-Sponsored Uses of S+V Studios		26		100%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	174	341		2.0				
Interlibrary Loan Items Loaned from LPL Collection	290	691		2.4				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video
PROGRAMMING (see also graphs)								
Audience								
Adult Programs (18+)	0	2	2	0	0	25	22	0
Teen Programs (12-17)	0	0	1	0	0	0	0	7
Children Programs (birth-5)	0	0	0	7	0	0	0	299
Children Programs (6-11)	1	2	4	0	29	272	51	0
Total By Type	1	4	7	7	29	297	73	306
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	1	1	2	0	29	200	41	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	0	3	5	7	0	97	32	306
Total By Event	1	4	7	7	29	297	73	306
Total Programs Offered				19				
Total Program Attendance								705

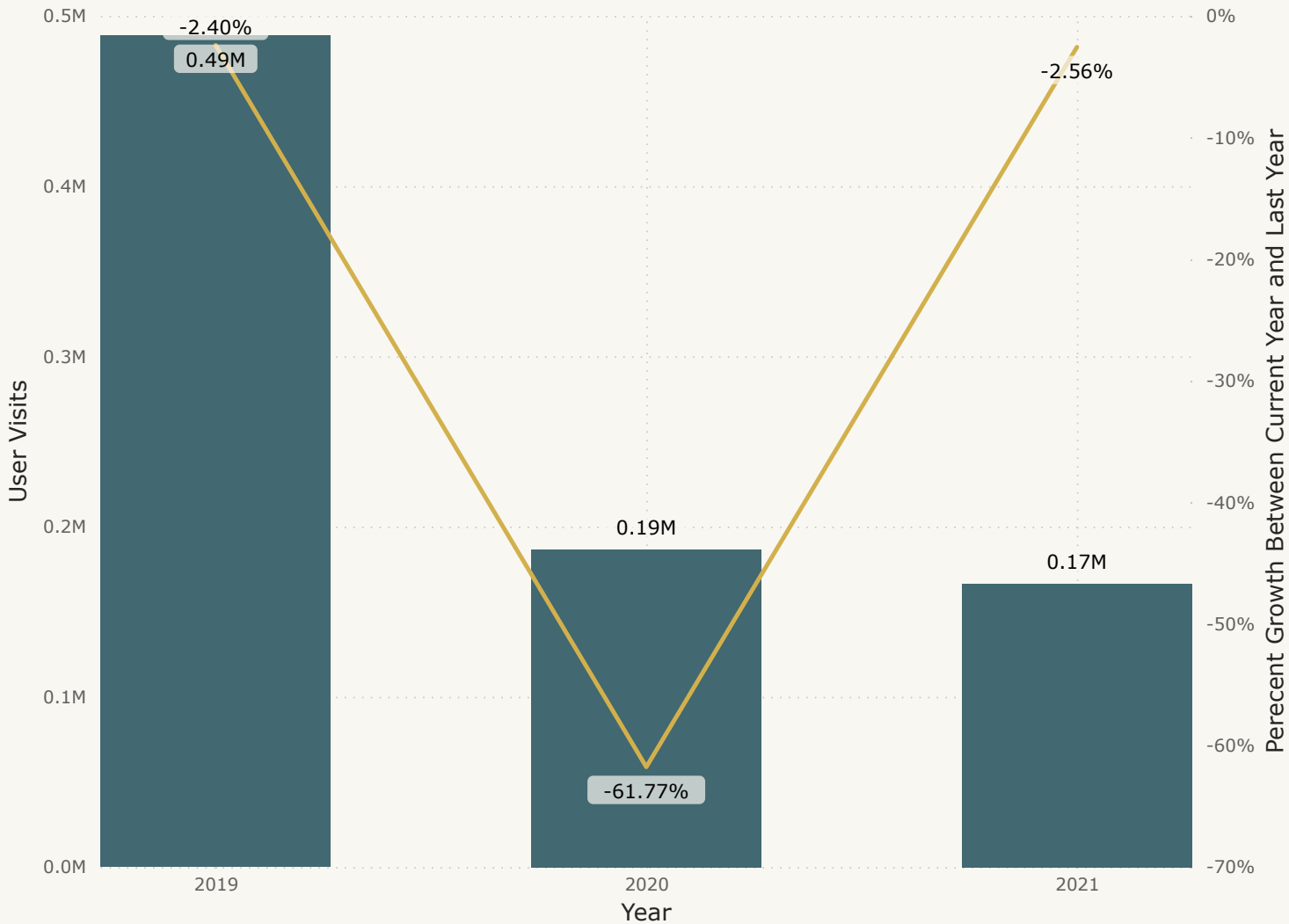
# Lawrence Public Library

## Full Statistical Report - AUGUST 2021

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2021	2020	2021 v 2020			2021	2020		
Total Paid Staff, in Full-Time Equivalents	65.49	63.73	3%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.9	0%						
Number of Employees--Total	83	80	4%						
Number of Employees--Full-Time	41	44	-7%						
Number of Employees--Part-Time	42	36	17%						
Terminations	1	1	0%			9	10	-10%	
Hirings	5	0	#DIV/0!			10	4	150%	
Volunteer Hours	283.5	43.3	555%			702	238.2	195%	

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

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

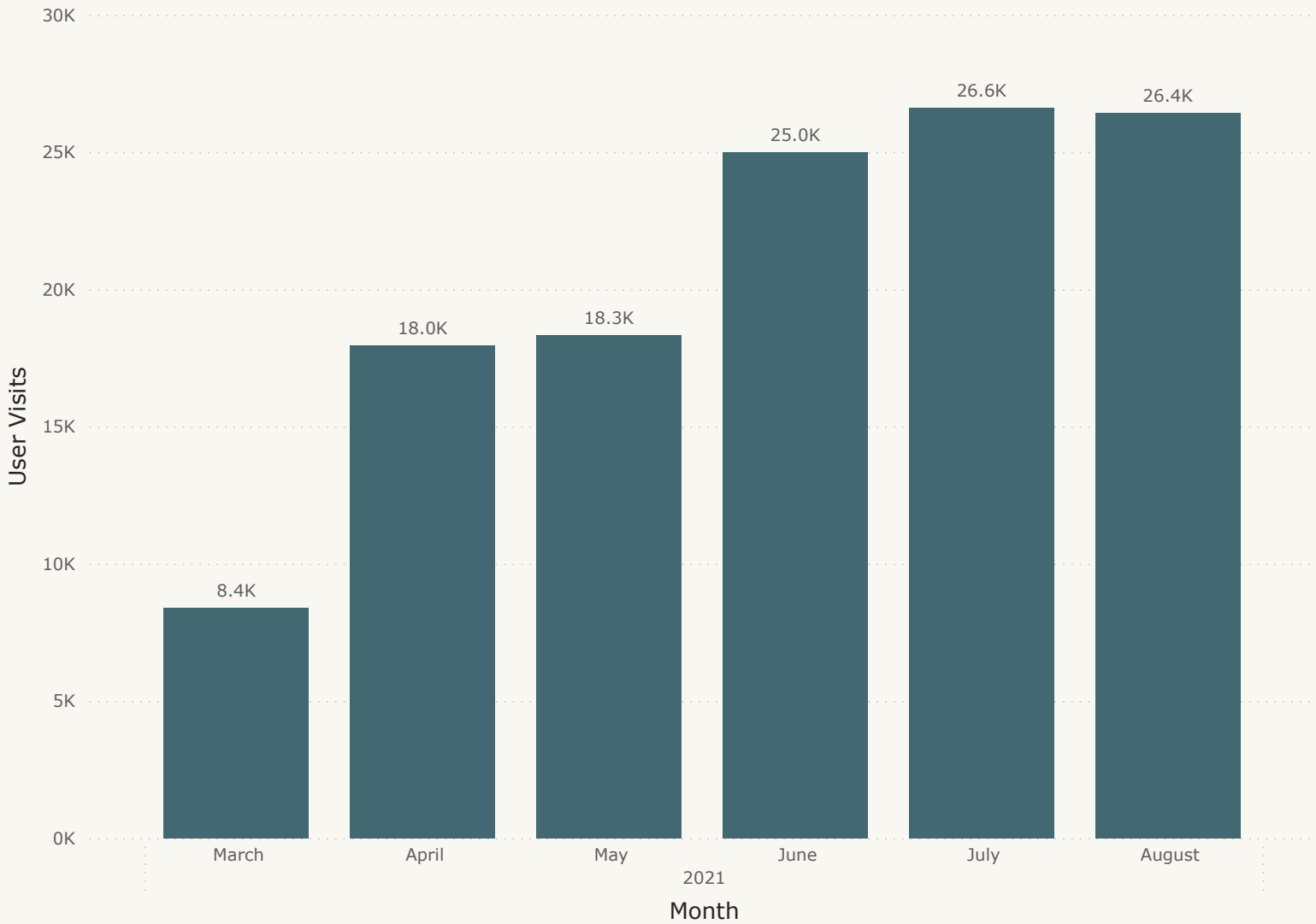


## -2.56%

Percent Growth Between Current Year  
and Last Year

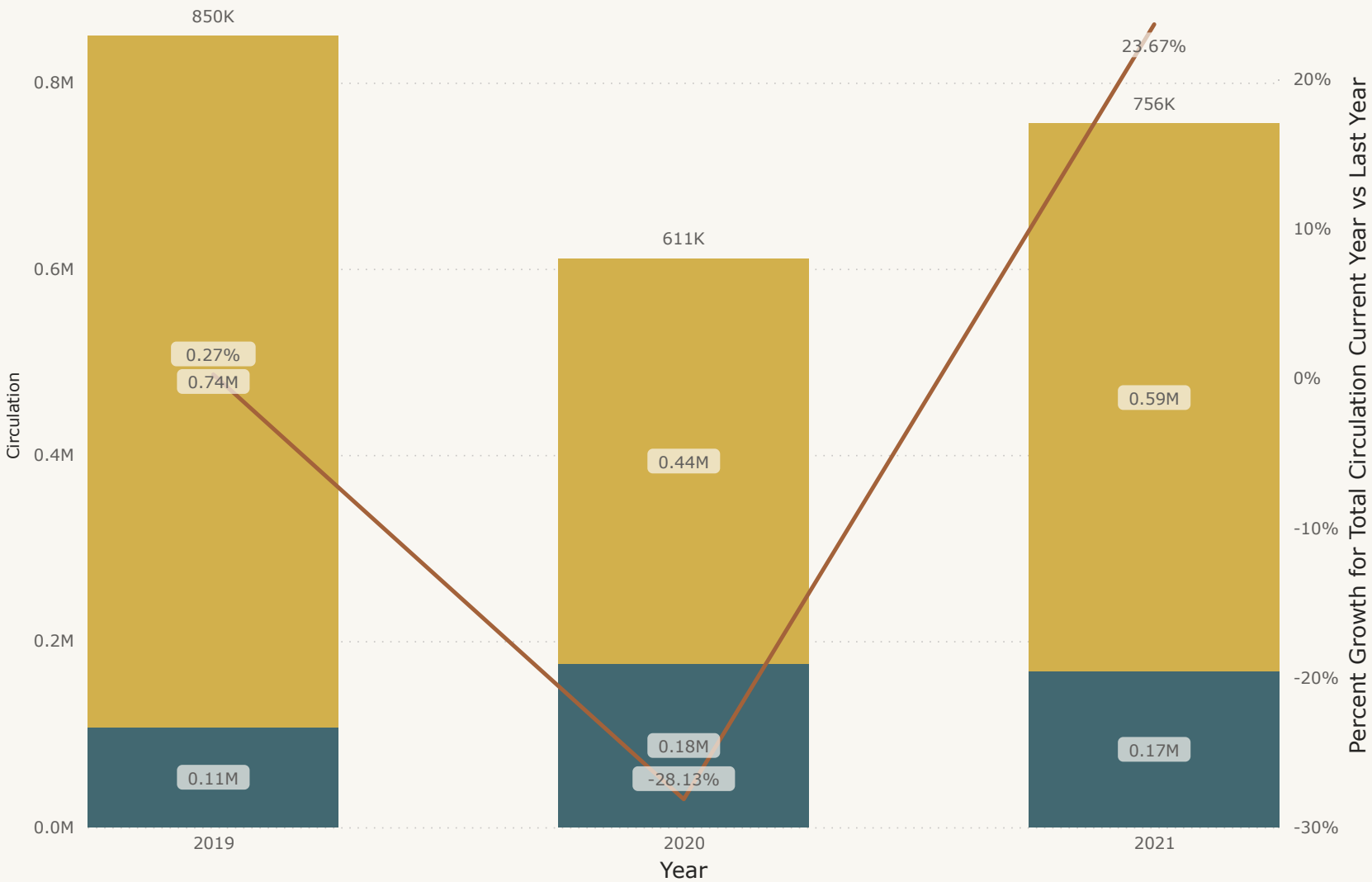
# Total Monthly User Visits: Last 6 Months

Year ● 2021



# Total Circulation: 3 YR Comparison : YTD (Jan - Aug)

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

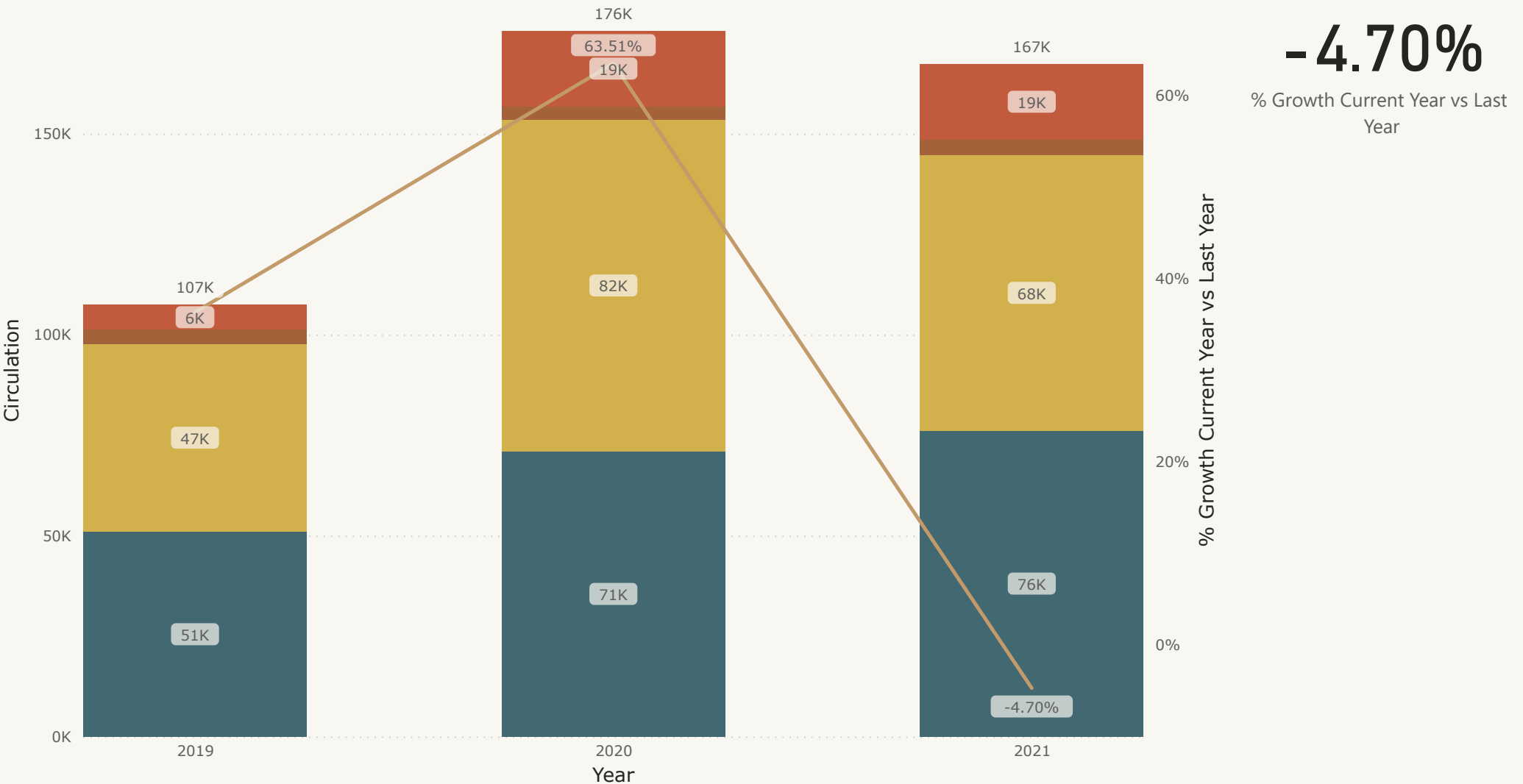


## 23.67%

Percent Growth Current  
Year vs Last Year

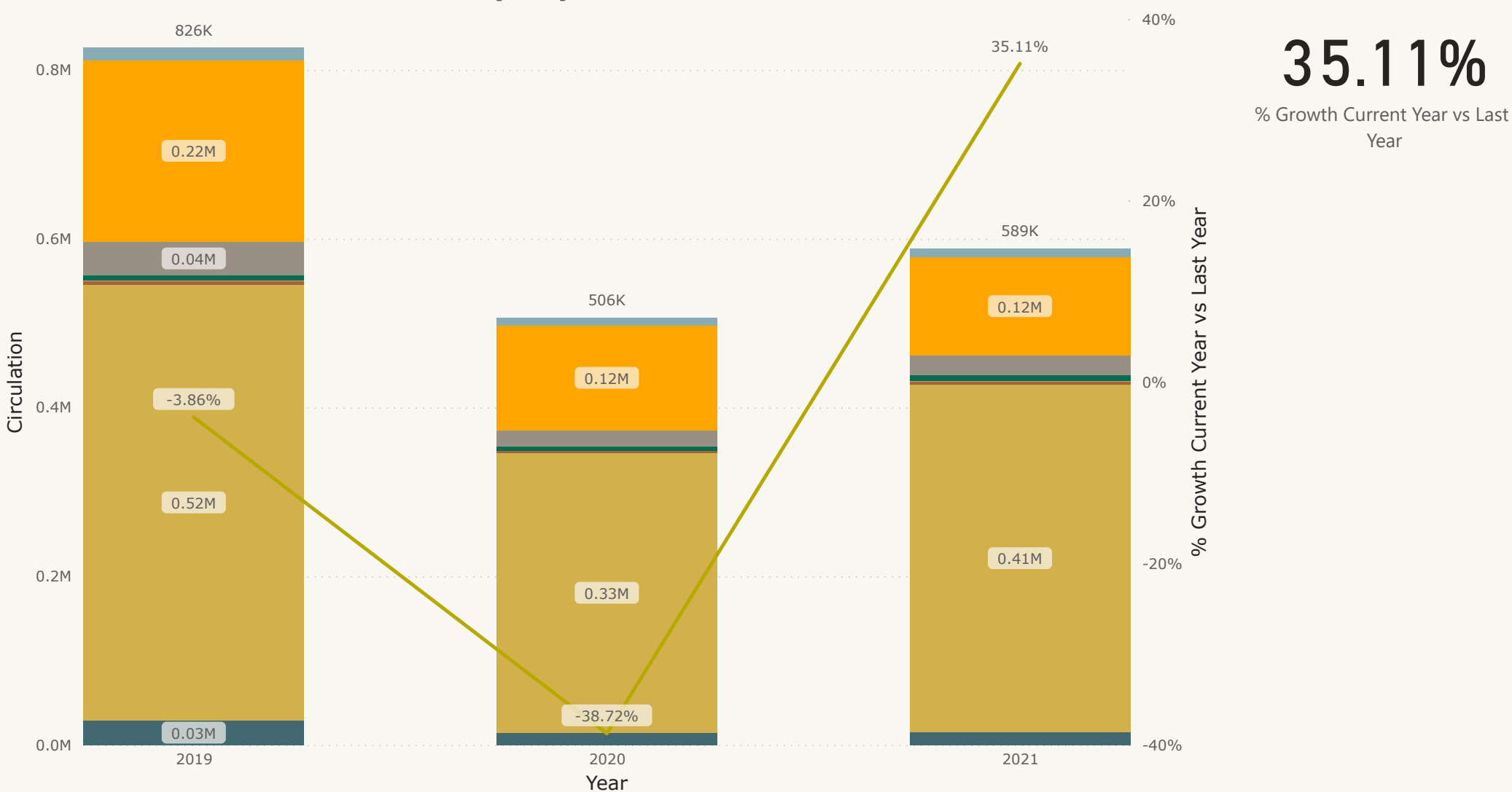
Digital Circulation (Checkouts + Renewals) : 3 YR Comparison YTD (Jan- Aug)

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



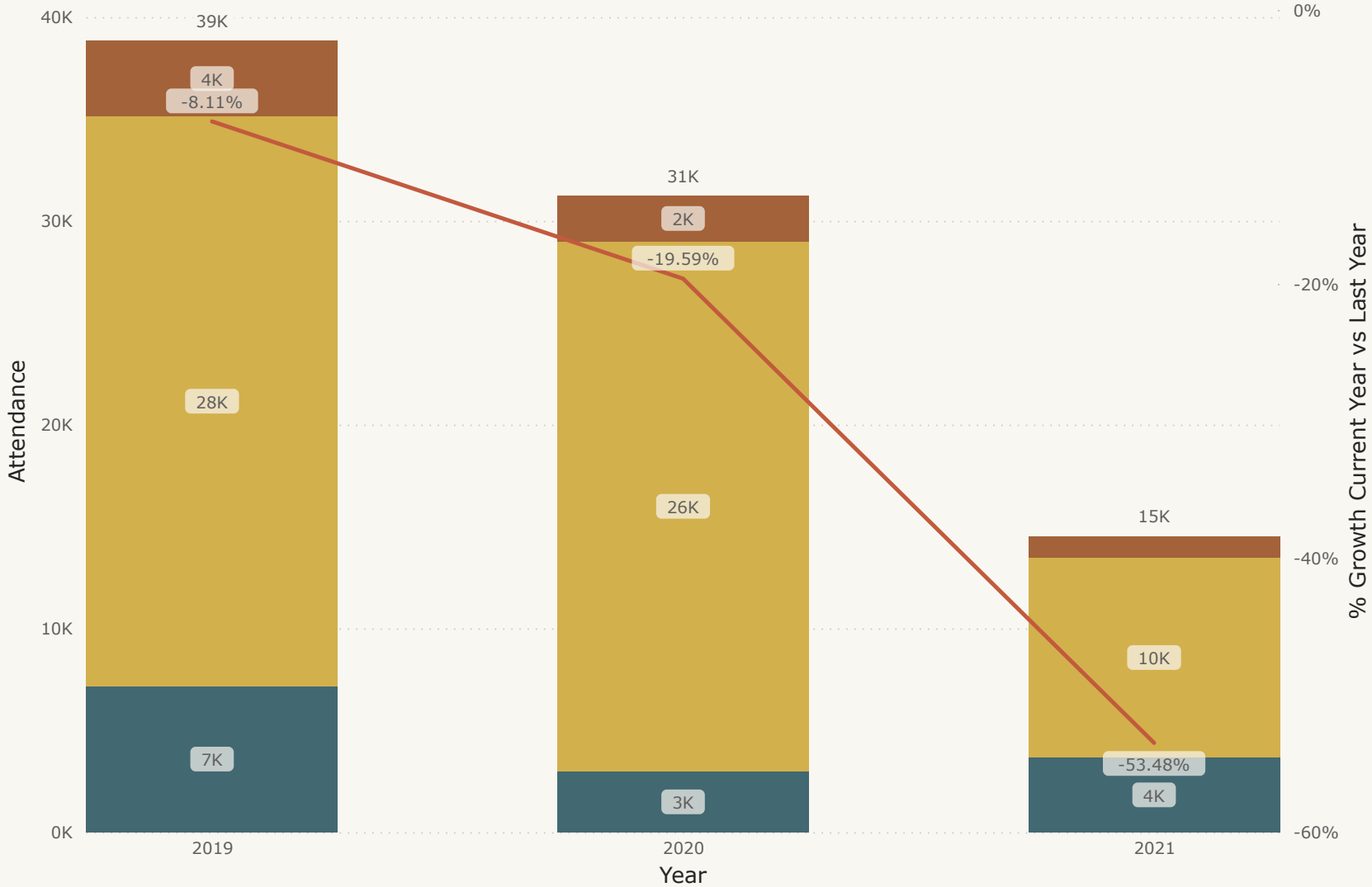
# Physical Circulation (Checkouts + Renewals): 3 YR Comparison YTD (Jan - Aug)

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



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

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



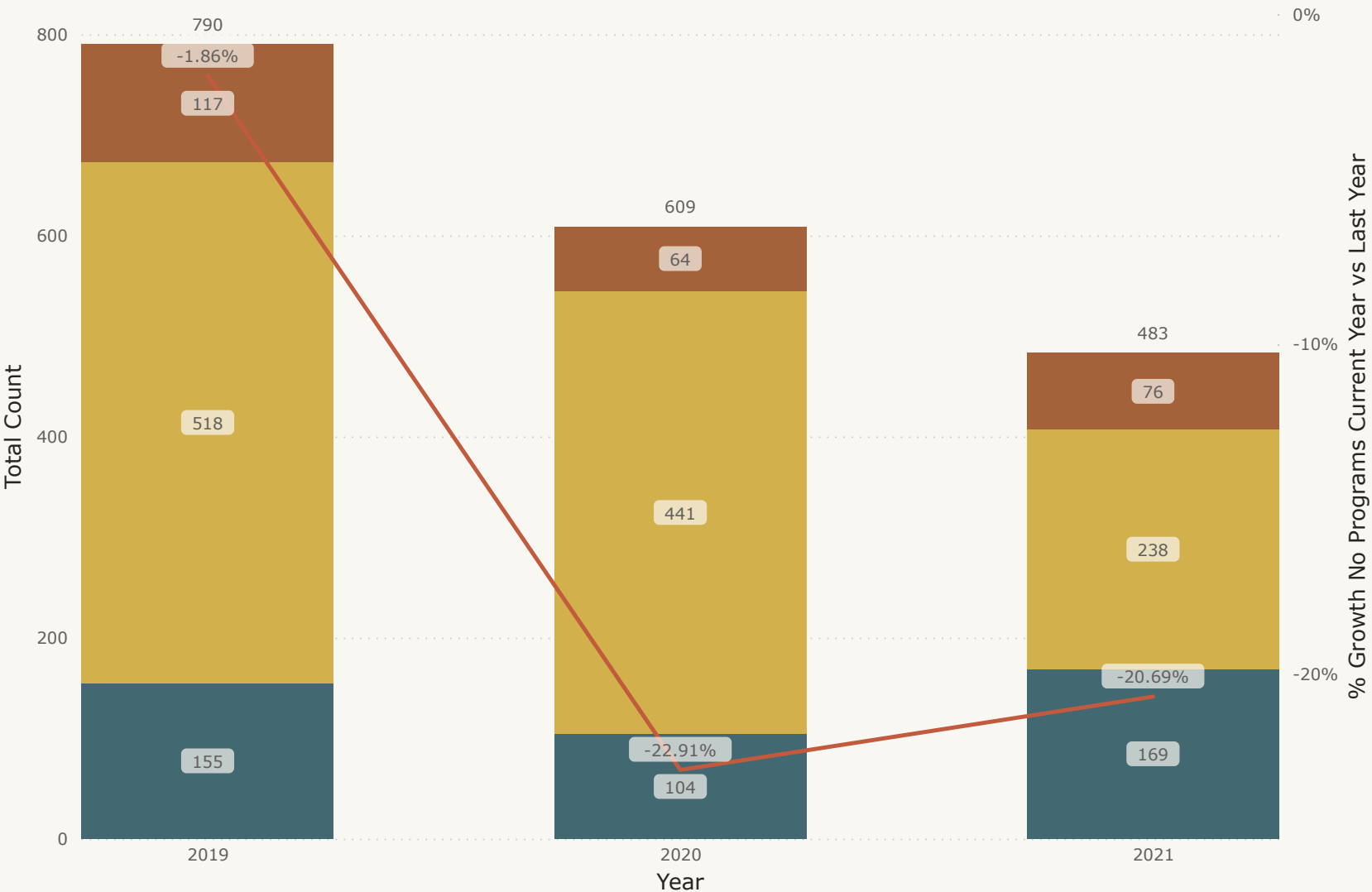
# -53.48%

% Growth Current Year vs Last Year



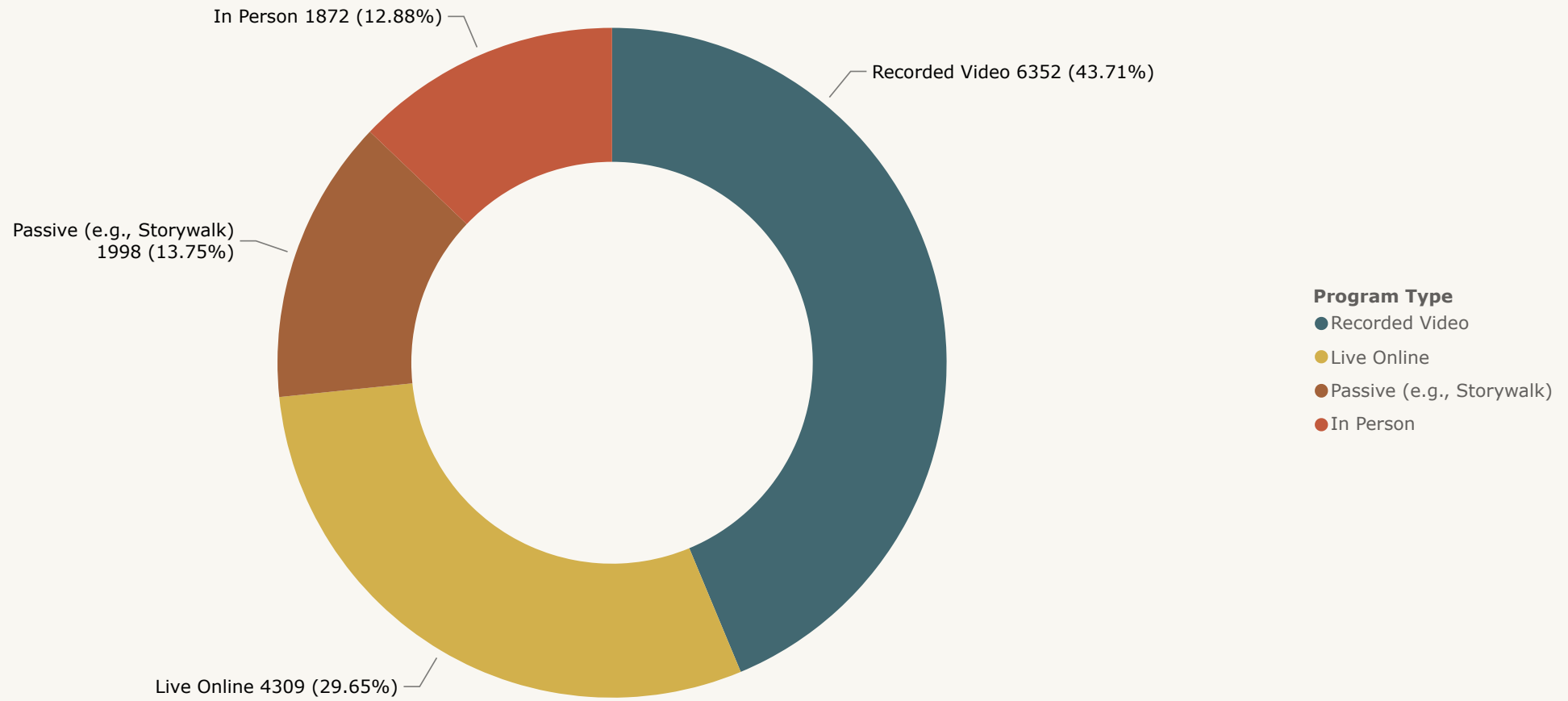
Total Programs Presented: 3 YR Comparison YTD (Jan - Aug)

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



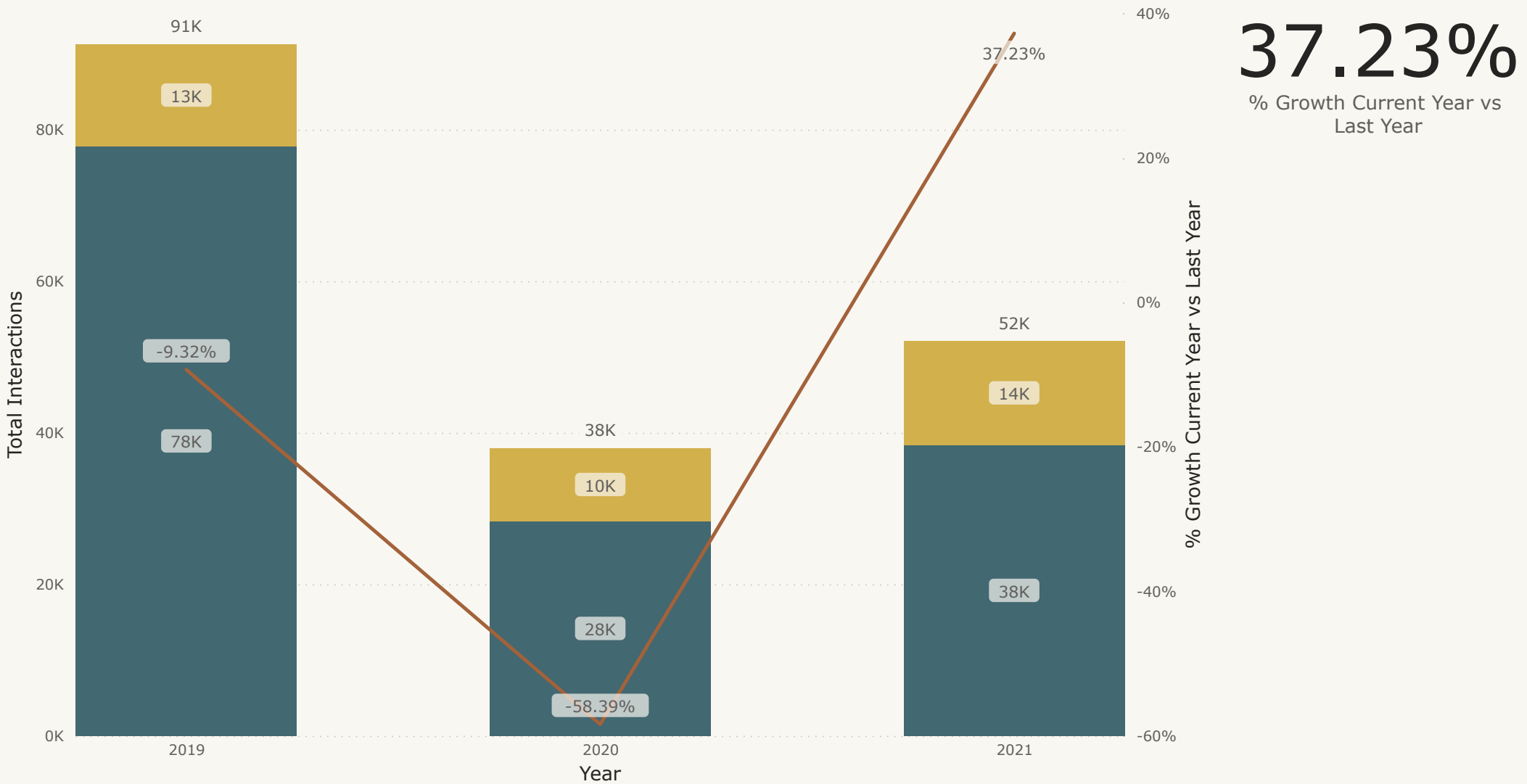
-27.98%  
% Growth No Programs  
Current Year vs Last Year

# Total Attendance By Program Type: Jan - Aug 2021

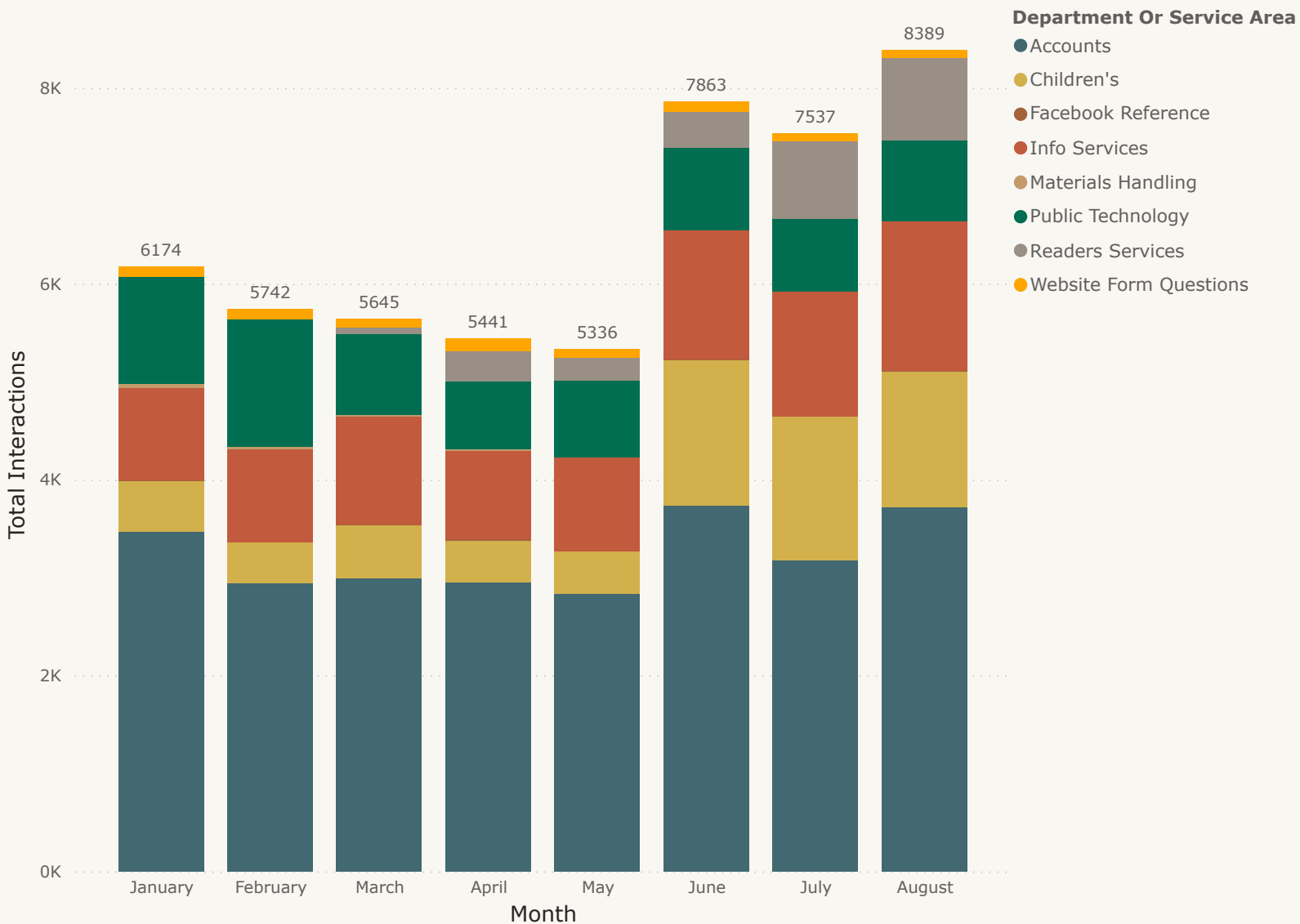


# Service Interactions: In Person vs. Online + Phone Interactions: 3 YR Comparison YTD (Jan - Aug)

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



# Service Interactions By Service Point: YTD (Jan - Aug 2021)



## **Library Director's Report for September 2021**

This month I spent a lot of time connecting with other people, both internally and externally.

Five new people started work at the library in mid-August, our new Accounting Specialist and four new staff in Youth Services. Finally(!) we have filled all the vacancies on the Youth Services team. I'm not sure if I have mentioned in previous reports that earlier this year, I began scheduling short one-on-one meetings with new staff as a welcome and a time to have an informal get-to-know-you chat. So I've been busy this month meeting all our new people! These chats have been a highlight of my year. Our staff, from veterans to our newest are such great and interesting people. I'm so glad I started doing this.

Additionally, after a couple years' hiatus, we have restarted our All Staff Quarterly meetings. They are currently on Zoom and optional for staff to attend. We had good attendance at both meetings. I look forward to having these meetings in person again once it's safer to do so.

Concerning external meetings I've had, Victoria McGrath visited the library on August 23 and 24. Erica and I had some great initial conversations about this project. She also met with several departmental coordinators and other staff to begin learning about all the different roles people play in our organization.

Also on August 24, John Howard, Director of Mahomet (IL) Public Library visited the library to talk with me about our mission statement and strategic plan. His team back in Illinois have been researching mission statements and really liked ours. He happened to be in Lawrence for another obligation and asked if we could meet. It is humbling to see other libraries take notice of our work and see ways what we have done can forward the work they are doing.

I also had the pleasure to speak to our local Kiwanis Club about the library's experience navigating the COVID epidemic. I thought my talk went over pretty well. They gave me a jar of M&Ms. I don't think I've spoken at any kind of club meeting like this since pre-COVID.

Now that it's (relatively) safe to eat lunch with other people, I've recently initiated a few new monthly lunch meetings. One is with Richard Godbeer, Director of the Hall Center for the Humanities and the other is with Vice Mayor Courtney Shipley.

## **Library Director's Report for September 2021**

One last thing that seems worth mentioning is that I recently emailed Representative Jake LaTurner's office to encourage him to be a co-sponsor of the Build America's Library Act, a \$5 billion infrastructure plan to shore up public libraries around the country. While the general infrastructure bills in Congress are bipartisan, very few Republicans have supported BALA. We noticed that Representative LaTurner does many of his visits around the district at public libraries and perhaps he would see the value in rebuilding libraries in our district. I was happy to receive a response from Representative LaTurner's Legislative Director Jake Middlebrooks. He wanted to talk in more detail with me about BALA. He told me that when constituents call out particular legislation, they flag it to learn more. We spoke on the phone for about 30 minutes. I have no idea if Representative LaTurner will support this important piece of legislation that could be a huge boon for public libraries, but I was happy to be heard and hopeful that perhaps Representative LaTurner might advocate for library infrastructure at the federal level.

Respectfully submitted by Brad Allen, September 17, 2021

## **Monthly Departmental Reports**

### **September 2021**

#### **Cataloging & Collection Development:**

Starting on September 13th, Kevin will take the role of Cataloging & Collection Development Coordinator. He's in the process of writing down every single thing he can related to the position so he can organize things and get into a good flow. He'll be in Supervisory Leadership Training for the first few days and then start arranging meetings with the C&CD team. On the horizon, Collection Development will be looking at the Recommended Materials Budget for 2021 and submitting it to the Collection Management team.

#### **Department of Community Partnerships (DCP):**

We are working on the Susan Orlean event in October. If you cast your mind back to 2020, you might remember that her appearance was going to be the big celebration for the Friends and Foundation merger. 18 months later, it's finally happening! We will limit attendance, and Liberty Hall is requiring proof of vaccination for attendees so we feel the in-person event will be safe. We are also working on a streaming element for folks who are not comfortable attending in-person.

#### **Diversity, Equity, and Inclusion:**

The deadline to apply for our internship program is fast approaching, so I am beginning the review of candidates. Our Mission team, formed out of folks who showed interest in reassessing our mission on Visioning Day, had its first meeting at the end of August. All coordinators just completed KU's SDI training, which gave us new and useful tools for supervision and leadership. As Erica has mentioned below, We have coordinated with Kimberly Lopez and Margo Moore who will be giving their Supporting Trans Identities training at the end of this month. This training will provide important information regarding allyship and equity for trans folks in the workplace. Currently, I am preparing for my training on antiracism coming up in October.

**Employee Engagement:** After onboarding five new employees last month, this month's main focus has been training. We kicked off the month with our quarterly All-Staff Meeting which Brad led. He updated staff on projects and held an open q&a. I am attending two Society for Human Resource Management conferences this month - one at the national level and one offered by Kansas SHRM. I also contracted KU's Public Management Center to facilitate a two and a half day supervisory training based on the Core Strengths SDI 2.0 assessment for all of our Coordinators. By October 1, everyone on staff is set to complete an online Harassment Prevention training purchased through Kantola. Finally, at the end of this month, Frankie and I have coordinated a mandatory all-staff training called Supporting Trans Identities in the Workplace that will be led by our very own Margo Moore and Kimberly Lopez. Apart from

## **Monthly Departmental Reports**

### **September 2021**

training, other endeavors include KPERS open enrollment, submitting an employee wellness grant to KLA, and assisting our employees with the McGrath position questionnaire.

#### **Facilities:**

We're hopeful that the new shelving for the Picture Book Room will be finished and in place by the beginning of October. The old coffee stand has been removed with locations of electrical conduits and plumbing documented in case we need them for the future.

Maintenance & Custodial are a little short staffed and soon to be shorter staffed as we lose one of our .8FT Custodians to a new opportunity for her and her family. We'll be looking over our scheduling to figure out the most efficient way to move forward while still completing our core duties and supporting staff.

#### **Information Services:**

We are continuing to toggle between in-person and online programming; on September 1 we kicked off the return of the auditorium to use for public in-person programming by welcoming 1 Million Cups Lawrence back into the library. Hazlett and Ruby have officially launched their new podcast, Oranges & Peaches, which seeks to demystify reference work by offering listeners a glimpse into the process of answering actual patron questions. After receiving suggestions and feedback from local social service providers, Erin created the [Lawrence Resource Guide](#) to help community members locate and navigate local resources. And, we were excited to learn that KU's Stories for All initiative has been funded; our Digital Douglas County History portal is one of the projects that will be part of that initiative.

#### **Information Technology:**

There are not many updates to share from IT this month. We are ready to proceed with an order of the FortiRecorder option to replace our current security NVR. Awaiting a final quote revision to complete the order. Jim and Aaron met with Kirk from MSM to nail down all the details of the equipment to be ordered for auditorium and meeting room AV improvements to support hybrid in person / online events and meetings. Brad signed off on the final equipment to be ordered. We expect it will take two or more months before all equipment arrives and installation can take place. No new staff, volunteers, services, collection, software or hardware, partnerships, programs/series, or signature events to report. Kim has continued to work on Google Analytics training. Aaron attended our three day leadership training.



## Monthly Departmental Reports

### September 2021

#### Marketing:

Highlights this month include Heather attending Supervisory Training (SEP 13-15), moving the Lobby Rethink project forward by choosing a new Welcome Desk and meeting with Jungle House to start a plant relationship with them for getting greenery in our entryways. Heather is currently working on mockups for creating the best experience possible for visitors, from the sidewalk to the security gates. Heather is also working with Brad on several new initiatives including how to prioritize and advocate for user experience (UX) in strategic planning, and assisting him from a communications and user experience standpoint with determining the future of the library. Heather and Kim Fletcher worked with Orange Boy to get the Events module activated which we'll launch at Susan Orlean on October 3. This allows library cardholders to scan their cards at events and for us to begin building a sense of who mostly uses the library *just* to attend events and how to specifically reach these users. Heather also worked a shift at the recent Sidewalk Sale and loved hearing so many passersby exclaim, "I LOVE THE LIBRARY!" and meeting some of the folks who volunteer with the LPLFF. Thanks to the Art Team's Traci Bunkers and Angela Longhurst we have a new show up this month from Kim Webster; both were flexible and accommodating as usual in light of unseen changes. Heather feels so lucky to work with them. Work on the winter issue of *The Reader* is underway and both the Instagram and Twitter teams is gearing up to write charters this month and use our successes to define next steps for both platforms.

#### Materials Handling:

Work continues in materials handling, but without one of our team.

Rami Safadi, a kind, diligent, hard worker, who has consistently been flexible and willing to help out however and whenever he could, has decided to step into a substitute position. Rami's schedule has changed up a couple of times this year and ultimately he's decided that working here regularly might not be the best fit for him.

The team and I wish him all the best in whatever new endeavors follow this one.

Looks like we'll be hiring his replacement soon. I'll have more to report next month.

#### Outreach:

Unfortunately we are looking at more supply chain issues with the part that will raise and lower the awning on the truck. There's a 120 day lead time for this part, so Dottie will not be completed until January or February of 2022. We are still hoping to get everything but this particular part done by mid-October so we can have a Dottie sneak peak at the Reader's Services Haunted Stacks event on October 22nd.

## **Monthly Departmental Reports**

### **September 2021**

Evan Lott is continuing to reach out to community partners for input on the outreach community needs assessment. He is also researching new census data.

We continue to table at Just Food and Checkers. Leah Newton and Ruth Hite recently took the book bike to the Farmer's Market and folks loved chatting with them about the library.

### **Public Technology Services:**

The past month has seen further increases in the use of the library's lower level. Computer use is rising, meeting room bookings are picking up, and we are expanding technology 1-on-1 appointments to serve those in need of computer help. Over the next month, we plan to shift our focus to reopening the audio portions of the SOUND+VISION Studio in a safe way.

### **Youth Services:**

We have wrapped up another successful year of summer programming. We're not quite back to our pre-covid numbers, but we're definitely better than last year! Here are the finishers for this year: Adults, 343; Teens, 308; Kids, 1029. All told, that's a 142% increase from last year. Our new staff members are getting to know our collections, procedures, and our patrons. They're doing a fantastic job. The YS team will be hosting a library student intern starting 9/16 through mid-November. Sarah Den Harder is an MLS student with the University of Denver, though lives in Leavenworth. She'll be helping out on some special projects and learning the basics of working in a youth services department. In general, we're working on getting the Teen Zone up and ready to reopen sometime this fall, getting all of the various summer reading bits and pieces put away, and prepping for a bit more programming next month with the return of Kid President and Teen Zone Expanded on Wednesdays.

## Friends & Foundation Director's Report – September 10, 2021

I am writing my report a little early this month. I will be on vacation from September 13-17, but will see you on Monday the 20<sup>th</sup> for the board meeting.

**September Book Sales.** The Friends & Foundation hosted not just one, but two book sales in September! The first was held in conjunction with the Downtown Lawrence sidewalk sale. Volunteers were stationed on Mass Street to direct shoppers to the book sale garage. A "Second Saturday Sale" followed two days later, on September 11<sup>th</sup>. I will provide you with a full report at the board meeting. Our volunteers deserve a huge high five for their consistent work on behalf of the library.

**St. Patrick's Day Parade Finalist.** On September 14<sup>th</sup>, Brad gave a pitch to the 2022 St. Patrick's Day Committee on behalf of the library and the Friends & Foundation. If we are chosen as a beneficiary, the library's youth services department will receive a portion of the funds from the parade and its related activities. We will report the results at the meeting.

**Susan Orlean.** Yes! Our author talk with Susan Orlean will happen at last on Sunday, October 3<sup>rd</sup>, 7 pm at Liberty Hall. She will discuss *The Library Book*, which chronicles the 1986 Los Angeles Public Library fire and its aftermath to showcase the larger, crucial role that libraries play in our lives. Brad will serve as moderator for the conversation. Doors open at 6 pm and all attendees must wear a mask and show proof of vaccination (a Liberty Hall policy.) The event also will be livestreamed. Many thanks to the BNSF Foundation for supporting this program.

**Year End Fundraising Plans.** The Friends & Foundation's Membership and Fundraising Committee met on September 7<sup>th</sup> to discuss the year end fundraising plans. In October, we will send letters to our New Chapter Society members and in November, the annual fundraising letter is mailed to all donors. In addition, the Douglas County Community Foundation will once again offer its "Giving for Good" campaign in December. We will identify a special funding need and DCCF donors will match any gifts that are received for the project up to \$5,000. The committee also began discussing the 2022 fundraising event. We have tentatively set Thursday, February 17 as the date. The event will be virtual.

**Monthly Giving Campaign.** Throughout the summer, the Friends & Foundation conducted a campaign to increase its number of monthly givers. A generous local family offered to match these gifts up to \$10,000. From June through August, we nearly doubled our number of monthly donors. We also learned that encouraging people to give on a recurring basis (monthly or quarterly) is a gradual process. The huge benefit is that these donors are more likely to continue to support the library. The other happy by-product is that we did get several one-time gifts as a result of our eblasts and other campaign advertisements.

- Current annual value of monthly and quarterly recurring gifts: \$6,979
- Total gifts received from June 1 to Aug 31: \$15,618. The matching gift arrived in September, making the grand total \$25,618.

## **Donor Recognition Policy Summary**

### **August 20, 2021**

#### **Background Information**

The LPL Friends & Foundation does not have a formal donor recognition policy. The Foundation's original gift policy (now the Friends & Foundation's gift policy) addresses components of donor recognition, but has not been updated since the 2011 capital campaign.

Given that the new library building has been open for several years, some of the named space could change as the library's needs and priorities change. The Friends & Foundation board recommended drafting a more comprehensive donor recognition policy to provide clarity.

A committee consisting of Joan Golden (Friends & Foundation), Judy Keller (Trustees) and Mary Burchill (former Friends & Foundation) reviewed donor recognition policies from other public libraries and made recommendations for a new LPL policy.

The first draft of the policy was presented at the June 28<sup>th</sup> Friends & Foundation board meeting. Board members revisited the policy at its August 23<sup>rd</sup> meeting and voted to recommend the policy for adoption by the library.

#### **Key Components**

- The proposed Donor Recognition Policy will be a *library* policy that the Friends & Foundation are recommending to the board of Trustees.
- The policy provides guidelines for naming spaces for honorees, donors and sponsors.
- The policy outlines eligibility criteria for naming rights, procedures for determining the duration of the naming opportunity, and financial guidelines for plaques and other forms of recognition.
- The library and Trustees have the right to make changes to LPL facilities. The Friends & Foundation will work with honorees, donors and sponsors in the event that spaces or plaques are changed.
- The policy provides guidance on gifts paid in installments or through a bequest.
- Donors, honorees or sponsors do not have the right to manage or control library facilities, programs, service, staff or volunteers.
- The policy is applicable to Kansas and federal statutes.

## **Donor Recognition Policy**

### ***Draft – June 23, 2021***

The Lawrence Public Library Board of Trustees, in consultation with the board of the Lawrence Public Library Friends & Foundation, supports providing naming rights to honorees, donors, and sponsors for library spaces, programs, and tangible assets, when such relationships are mutually beneficial and consistent with this policy.

#### **Eligibility**

Naming rights for honorees, donors and sponsors will be determined based on the following considerations:

- Alignment with the library's vision, mission and values
- The significance of the gift or sponsorship in relation to the project
- The reputation and integrity of the honoree, donor or sponsor
- The history of support for the library by the honoree, donor, or sponsor

#### **Procedure for Named Recognition**

The Trustees, upon the recommendation of the Friends & Foundation Board, shall consider the naming of facilities, programs and assets. The duration of the named recognition for honorees, donors and sponsors shall be specified by the Trustees, either in perpetuity, for a stated number of years, for the lifetime of the donor(s), or for the existence of the facility, program or asset.

The library shall bear the expense of and determine the propriety of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the library shall not bear the expense to change the display. The Friends & Foundation shall maintain an inventory of named spaces in the library.

#### **Effect of Recognition**

The Board of Trustees retains the right to modify, change, renovate or dispose of any LPL facility, program or asset. Honorees, donors and sponsors will be notified when a change is considered.

In the event that a named space is changed, the library will work with honorees, donors and/or their families to recognize the original name on a plaque or through other means.

The Trustees recognize that gifts and sponsorships often are made in installments. Naming recognition will not commence until a significant installment of the gift or sponsorship associated with the naming is received.

For recognition made as a bequest, naming will not commence until the bequest is realized, except in extraordinary circumstances and with Trustee board approval.

The Trustees reserve the right to revoke a naming decision if it constitutes a significant and continuing impairment to the library's reputation or if the agreed-upon contributions or sponsorship payments are significantly reduced.

The library will not relinquish to an honoree, donor or sponsor any aspect of the library's right to manage and control any of its assets, facilities, programs, services, staff or volunteers.

**Applicable Law**

This policy is subject to applicable Kansas and federal statutes, and as they may be amended from time to time.

## MEMO

To: Lawrence Public Library Board of Trustees  
From: Brad Allen, Library Director  
Date: September 15, 2021  
Subject: Capital Improvement Projects Recommendation

### RECOMMENDATION:

The library is creating new office spaces for coordinator level staff. I recommend approval of two quotes from BA Green for completion of this work.

Public Technology Coordinator Office: \$28,691.

West Lower Level Offices: \$60,676.

### BACKGROUND:

Per our Purchasing Policy, all purchases above \$30,000 require approval by the Board of Trustees. The Purchasing Policy also states that we should request bids from three vendors on projects of this size. Given our history with BA Green as original construction manager with considerable knowledge of the building, we recommend them as a single source vendor.

Since opening our building in 2014, the library has significantly increased the number of coordinator level positions and we have had inadequate work spaces for these folks for years. Many of these coordinators need a private space to meet confidentially with staff and others need somewhere they can close a door for deep concentration work.

## MEMO

To: Lawrence Public Library Board of Trustees  
From: Brad Allen, Library Director  
Date: September 15, 2021  
Subject: Update on Library Hours of Operation

### RECOMMENDATION:

I recommend that we maintain the library's current hours of operation, 10-8 Monday to Thursday and 10-6 Friday to Sunday, as our ongoing operating schedule.

### BACKGROUND:

The COVID-19 global pandemic forced the closure of our library building for two months, something I would never have imagined possible in my library career. As the library cautiously reopened, we did so with reduced hours. Over the past months, we have continued to increase hours of operation and are currently open 10-8 Monday to Thursday and 10-6 Friday to Sunday.

To date, we have not seen our gate count or checkout of physical library materials (books, movies, music, etc.) return to their pre-COVID levels. It is uncertain that they ever will. (What we have seen is significant growth in digital use.) Keeping our hours as they are will decrease hours we need staff on desks keeping the building open, making our building operations more efficient. Additionally, we will also achieve a decrease in utility costs.

### OUTREACH INITIATIVES:

Another thing we learned during the COVID-19 pandemic is that it was safer to serve our community outdoors than indoors. This reality forced us to revisit how we connect our community with library resources. Spending as much time as we do keeping our desks staffed, our library has struggled to get out into the community and serve our community beyond our library's walls.

We have a great building that serves many people exceptionally well here at 707 Vermont Street. Our library, situated in the northeast corner of our city, does not serve our community equitably. It is time for us to shift resources to reach out more intentionally to our community where they are, especially for folks with the most barriers to access to library services.



Keeping our hours of operation as they are allows us to redirect time spent on desks to getting our people out in the community. Our new outreach truck, Dottie, will help us accomplish this much better than we previously could.

#### OTHER CONSIDERATIONS:

In addition to our commitment to expanded outreach, we are currently conducting a classification and compensation study. It is no secret that our compensation continues to lag the market, especially when compared to similar positions at the City of Lawrence. The library will need to figure out how to increase pay for staff in the very near future. Keeping our current hours of operation reduces the pressure of staffing desks at hours when we are less busy.

#### SUMMARY:

Given the reality of our current financial resources, we need to look closely at what we do and why we do it. I concede that reducing our hours of operation will create inconveniences for people used to our old schedule. That said, from all we've learned since March 2020, moving into our "new normal," I believe we will have more impact on our community with expanded outreach efforts and slightly reduced building hours.