

Lawrence Public Library Board of Trustees Regular Meeting
Monday, October 18, 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 September
- Approve Treasurer's report for September
- Approve bills for September 20 to October 17
- Receive statistical report for September

Library Director's report

Friends & Foundation report

New Business

- Purchasing Policy – **ACTION ITEM**
David Vance, Vice Chair

Old Business

- 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

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting

September 20, 2021

4:30 p.m.

Venue: The meeting was held via Zoom.

Board Members Present:

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

Friends and Foundation Members Present:

Rachel Rademacher

Members of the public Present: None.

Staff Members Present: Brad Allen, Kathleen Morgan, Jon Ratzlaff, Jeff Bergeron, Erica Segraves, Aaron Brumley, Heather Kearns, Tricia Karlin.

Call to order:

David called the meeting to order at 4:34 p.m.

Consent Agenda

Ursula moved the consent agenda be approved; Kevan seconded. Consent agenda passed.

Library Director's Report - Brad Allen

- Starting in February of this year Brad started having one-on-one information meetings with newly hired staff. The library hired several new staff in the last 30 days, so there have been quite a few meetings on his calendar. He is really enjoying getting to know these great people.
- The library has also resumed all-staff quarterly meetings, starting this month.
- Brad and Erica met with and had good discussions about the compensation study project with Victoria McGrath. Staff are working on filling out position questionnaires for the study this month.
- Brad met with and gave a tour to the Director of Mahomet Public Library in Illinois. He was Interested in our mission statement and was curious to see how we followed through on that statement. Brad enjoyed showing him around.
- Brad spoke to the local Kiwanis Club - it was nice to get back into participating in that kind of event.
- Brad is trying to connect with folks in the community and recently had lunch with Richard Godbeer, the Director of Hall Center for the Humanities. He also reached out

to Vice Mayor Courtney Shipley to begin to get to know her better and to keep her informed about the library.

- Kathleen and Brad have been discussing setting up a meeting with our U.S. House Representative, Jake LaTurner. Brad asked him to co-sponsor [Build America's Libraries Act](#), and at a recent NEKLS meeting, Brad suggested other NEKLS library directors reach out to Representative LaTurner as well. The Act would benefit area libraries in small towns in his district which have facilities in need of improvement. Federal monies spent on area libraries would have an overall positive impact on local economic development.

Friends and Foundation Director's Report

- Rachel Rademacher presented the report to the Board.
- Rachel reported that there were two successful book sales in September. One was a pop-up event, the other was the Second Saturday sale on 9/11. It raised \$3,700! The book sale total for the summer is now over \$19,000. The success is due to the great work of the volunteers.
- The Friends and Foundation are planning a full out book sale on Oct 21st - 24th. It will take an army of volunteers to carry it off.
- The library is a finalist in the Lawrence St. Patrick's Day Parade beneficiary competition. The outcome is still pending. David Vance commented that the library contingent at the meeting was notably enthusiastic!
- The Friends and Foundation are sponsoring a live author talk on October 3rd at Liberty Hall. Susan Orleans will speak. Liberty Hall requires masks and proof of vaccination to use their facility. The event will also be live-streamed if folks cannot attend in person.
- The end of the year is a busy time for fundraising. The New Chapter Fundraising letter will go out in October, followed in November by the annual fundraising letter that goes out to all donors. In December, Friends and Foundation will participate in the Douglas County Community Foundation "Giving for Good" campaign.
- The annual fundraiser event for 2022 will be virtual again and is scheduled for Thursday, February 17th.
- Kathleen reports that the new Monthly Giving Campaign is going slowly but steadily. Most monthly contributions are in the \$10-20 range. It has been very successful and they have learned a lot from this effort.

Ongoing Business

- None.

New Business

- **Donor Recognition Policy - ACTION ITEM**
 - Kathleen noted that the LPL Friends and Foundation does not have a formal donor recognition policy. The Foundation's original gift policy is very broad and has not been updated since the 2011 capital campaign. Now that library spaces might get moved around (or not), it seemed like a good time to update the setup for naming and donor recognition.
 - A committee consisting of Joan Golden (Friends and Foundation, former Library Board of Trustees), Mary Burchill (former Friends and Foundation, former Library Board of

Trustees), and Judy Keller (Library Board of Trustees) met to review policies from other libraries.

- Kathleen provided context as follows:
 - The draft policy is a recommendation only: the policy must be a library policy that is approved by the Library Board of Trustees.
 - The policy provides guidelines for naming spaces for honorees, donors and sponsors.
 - As opportunities come forward for naming spaces or changing names, the Friends and Foundation will bring those to the Library Board of Trustees for their decision.
 - The proposed policy specifies eligibility for naming rights, which would depend on considerations such as the history of support for the library, the significance of the gift, alignment with the library's vision, and the reputation and integrity of the donor
- Discussion ensued about the clarity of the language in the policy in regard to
 - Denoting eligibility for naming based on "reputation and integrity" of the donor and
 - When naming decisions may be revoked in the event the name has a significant negative effect on the library's reputation.
- Staff will add language clarifying the process by which the library would evaluate a donor's reputation or integrity and thus render them eligible or ineligible for a naming opportunity. A revised draft will be presented at the October Library Board of Trustees meeting.
- **Capital improvement Project - ACTION ITEM**
 - In the process of discussing two proposed remodeling projects, it was determined that the purchasing policy may require updating.
 - The action item was tabled pending review of the purchasing policy.
 - David appointed a subcommittee to draft a revised purchasing policy to bring to the board of trustees next month. Members include: David Vance, Kevan Vick, Susan Kang, Brad Allen, Jon Ratzlaff.
 - Judy requested that a list of all policies that have not been reviewed in the last five years be provided to the trustees
 - Brad recommends we review what constitutes policy and what constitutes procedure
- **Update on Hours of Operation**
 - Given the late hour, this discussion was deferred until the October meeting.

Adjournment

There being no other business, the meeting adjourned at 5:46 pm

The next regular Board meeting will be held Monday, October 18th. Venue of meeting to be determined.

Respectfully submitted,
Tricia Karlin

LAWRENCE PUBLIC LIBRARY									
Regular Budget Report									
September 2021									
REVENUES		This Month	Year to Date	Annual Budget	75% of Year		Sep-20		YTD 2020
Tax Fund			\$ 4,712,674.39	\$ 4,978,000.00	94.67%		\$ -		\$ 4,454,851.50
CARES Funding			\$ 25,000.00						
CARES Return of Funds			\$ (5,571.18)						
Lost & Replacement Fees	\$ 2,167.92	\$ 16,297.30	\$ 15,000.00	108.65%	\$ 2,343.40		\$ 10,244.77		
NEKLS	\$ 23,250.25	\$ 77,702.75	\$ 95,000.00	81.79%	\$ -		\$ 46,000.00		
State Aid		\$ 28,182.75	\$ 25,000.00	112.73%	\$ -		\$ 28,991.57		
Photo Copies	\$ 882.65	\$ 6,466.10	\$ 5,000.00	129.32%	\$ 415.10		\$ 5,612.74		
Coffee Shop Rent		\$ -	\$ -		\$ -		\$ 1,500.00		
Meeting Room Fees		\$ -	\$ -		\$ -		\$ (25.00)		
Interest	\$ 6.32	\$ 234.36	\$ 2,000.00	11.72%	\$ 6.18		\$ 6,802.66		
Transfer from Cash Reserves		\$ -	\$ 50,000.00				\$ -		
Miscellaneous	\$ 132.91	\$ 4,402.94	\$ -		\$ 15.84		\$ 390.69		
Total Revenues	\$26,440.05	\$ 4,865,389.41	\$5,170,000.00	94.11%	\$2,780.52		\$4,554,368.93		
EXPENSES									
Salary & Wages	\$ 240,058.35	\$ 2,081,073.45	\$ 2,865,000.00	72.64%	\$ 211,985.60		\$ 2,015,730.48		
Employee Benefits	\$ 37,235.30	\$ 329,274.98	\$ 460,000.00	71.58%	\$ 28,001.04		\$ 246,076.37		
Payroll Taxes	\$ 38,904.76	\$ 351,570.80	\$ 500,000.00	70.31%	\$ 35,809.80		\$ 337,341.39		
Utilities	\$ 6,690.23	\$ 60,454.84	\$ 100,000.00	60.45%	\$ 6,368.10		\$ 60,729.69		
Building Supplies	\$ 952.83	\$ 12,646.98	\$ 20,000.00	63.23%	\$ 2,127.79		\$ 13,620.91		
Building Repairs & Maintenance	\$ 4,358.56	\$ 51,022.94	\$ 55,000.00	92.77%	\$ 3,622.77		\$ 65,882.33		
Library Supplies	\$ 1,103.16	\$ 21,715.76	\$ 25,000.00	86.86%	\$ 3,673.28		\$ 14,639.37		
Books & Materials	\$ 55,842.97	\$ 470,473.88	\$ 710,000.00	66.26%	\$ 55,775.80		\$ 459,450.92		
Processing Supplies	\$ 3,965.16	\$ 30,172.87	\$ 54,000.00	55.88%	\$ 3,549.62		\$ 26,459.32		
Technology	\$ 20,678.63	\$ 235,268.09	\$ 250,000.00	94.11%	\$ 7,780.36		\$ 201,255.45		
Insurance		\$ 13,556.50	\$ 16,000.00	84.73%	\$ 898.00		\$ 12,445.50		
Shipping	\$ 1,855.66	\$ 14,388.26	\$ 18,000.00	79.93%	\$ 857.34		\$ 12,536.13		
Professional Development	\$ 1,695.97	\$ 9,679.24	\$ 30,000.00	32.26%	\$ (926.00)		\$ 7,117.16		
Book Van & Mileage	\$ 153.47	\$ 1,304.52	\$ 2,000.00	65.23%	\$ 94.02		\$ 1,065.99		
Professional Fees	\$ 4,071.73	\$ 27,156.43	\$ 25,000.00	108.63%	\$ 1,466.80		\$ 17,886.93		
Advertising & Marketing	\$ 280.63	\$ 24,255.16	\$ 30,000.00	80.85%	\$ 5,740.61		\$ 16,188.72		
Capital Improvements	\$ 8,716.88	\$ 28,085.12	\$ -		\$ -		\$ -		
Miscellaneous	\$ (283.24)	\$ 46.20	\$ -		\$ (327.28)		\$ 501.23		
Total Expenses	\$ 426,281.05	\$ 3,788,834.05	\$ 5,170,000.00	73.28%	\$ 366,497.65		\$ 3,520,081.88		
CASH BALANCES									
Cash Reserves	\$ 88,320.52	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020)							
Checking	\$ 2,130,387.15								
Capital Improvement	\$ 774,230.87								

Lawrence Public Library												
2021 Outside Funding Report												
			1/1/2021	July	July	August	August	September	September			
			<u>AMOUNT</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>		
FRIENDS & FOUNDATION												
			\$ 349,185.88	\$ 2,131.82	\$ 10,679.61	\$ 32,992.56	\$ 15,284.10	\$ 76.19	\$ 17,866.13	\$ 450,424.12		
OTHER												
			\$ 6,043.46	\$ 284.80	\$ 60.16	\$ 381.75	\$ 427.76	\$ (1,540.91)	\$ 55.19	\$ 4,156.90		
			\$ 355,229.34									
			Month Total	\$ 2,416.62	\$ 10,739.77	\$ 33,374.31	\$ 15,711.86	\$ (1,464.72)	\$ 17,921.32	YTD Income	\$ 345,095.44	
										YTD Expense	\$ 245,743.76	

Lawrence Public Library
Balance Sheet
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	1,476,560.40	1,364,587.29	111,973.11	8.2%
Checking	593,286.99	386,152.81	207,134.18	53.6%
Capital Improvement at MIP	774,230.87	685,976.52	88,254.35	12.9%
Total Checking/Savings	<u>2,844,078.26</u>	<u>2,436,716.62</u>	<u>407,361.64</u>	<u>16.7%</u>
Total Current Assets	<u>2,844,078.26</u>	<u>2,436,716.62</u>	<u>407,361.64</u>	<u>16.7%</u>
Other Assets				
Petty Cash	685.00	700.00	-15.00	-2.1%
Total Other Assets	<u>685.00</u>	<u>700.00</u>	<u>-15.00</u>	<u>-2.1%</u>
TOTAL ASSETS	<u>2,844,763.26</u>	<u>2,437,416.62</u>	<u>407,346.64</u>	<u>16.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	63,764.02	42,909.22	20,854.80	48.6%
Total Accounts Payable	<u>63,764.02</u>	<u>42,909.22</u>	<u>20,854.80</u>	<u>48.6%</u>
Other Current Liabilities				
Payroll Liabilities	54,765.97	45,379.93	9,386.04	20.7%
Total Other Current Liabilities	<u>54,765.97</u>	<u>45,379.93</u>	<u>9,386.04</u>	<u>20.7%</u>
Total Current Liabilities	<u>118,529.99</u>	<u>88,289.15</u>	<u>30,240.84</u>	<u>34.3%</u>
Total Liabilities	<u>118,529.99</u>	<u>88,289.15</u>	<u>30,240.84</u>	<u>34.3%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,237,092.98	1,018,584.98	218,508.00	21.5%
Net Income	1,188,505.07	1,029,907.27	158,597.80	15.4%
Total Equity	<u>2,726,233.27</u>	<u>2,349,127.47</u>	<u>377,105.80</u>	<u>16.1%</u>
TOTAL LIABILITIES & EQUITY	<u>2,844,763.26</u>	<u>2,437,416.62</u>	<u>407,346.64</u>	<u>16.7%</u>

Lawrence Public Library
Revenues & Expenses
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>
Ordinary Income/Expense		
Income		
CARES Funding	0.00	19,428.82
Miscellaneous Income	132.91	4,384.19
Gifts-Other	76.19	346,058.88
Grants	23,250.25	105,885.50
Interest	6.32	234.36
Merchandise Sales	-1,540.91	-963.44
Lost and Replacement Fees	2,167.92	16,297.30
Photocopies & Printing	882.65	6,466.10
Tax Fund	0.00	4,712,674.39
Utilities Income	0.00	18.75
Total Income	<u>24,975.33</u>	<u>5,210,484.85</u>
Gross Profit	24,975.33	5,210,484.85
Expense		
Payroll Expenses	277,293.65	2,410,348.43
Payroll Taxes	40,090.31	362,176.39
Utilities - Electric	6,690.23	60,454.84
Building Supplies	952.83	12,646.98
Building Repairs & Maintenance	4,358.56	51,022.94
Library & Office Supplies	1,103.16	21,715.76
Books & Materials	55,842.97	470,473.88
Processing Supplies	3,965.16	30,172.87
Equipment	12,598.03	26,688.03
Technology	8,080.60	222,670.06
Insurance	0.00	13,556.50
Postage & Mailing	1,855.66	14,388.26
Professional Development	1,695.97	9,679.24
Bookvan & Mileage	153.47	1,304.52
Professional Fees	4,071.73	27,156.43
Marketing	280.63	24,255.16
Capital Improvement Expenditure	8,716.88	35,824.12
Miscellaneous	-283.24	46.20
FRIENDS & FOUNDATION FUNDING	16,735.77	226,949.17
FRIENDS FUNDING	0.00	450.00
Total Expense	<u>444,202.37</u>	<u>4,021,979.78</u>

Lawrence Public Library
Revenues & Expenses
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>
Net Ordinary Income	-419,227.04	1,188,505.07
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>-419,227.04</u></u>	<u><u>1,188,505.07</u></u>

1:28 PM
10/13/21

Lawrence Public Library
Vendor Balance Summary
All Transactions

	<u>Oct 18, 21</u>
Advance Insurance Company	770.41
Amazon	4,113.76
ASI	50.00
Baker & Taylor, Inc.	29.67
BookPage	1,980.00
Brodart Co.	329.07
Bug Hounds, LLC	762.50
Century Business Technologies	767.30
Demco, Inc.	1,235.69
EBSCO	-27.78
Evergy	6,515.13
Filmtools	244.63
Findaway World LLC	717.11
Gale/Cengage Learning	479.37
HarperCollins Publishers, LLC	3,000.00
Ingram Library Services	21,611.67
Jayhawk Tropical Fish	310.00
Journal-World	400.00
Kanopy LLC	3,068.00
KONE Inc.	2,794.08
Lawrence Rotary Club	221.00
Leanna Henning	25.00
Midwest Tape	15,002.28
Milliman, Inc.	2,800.00
New Directions	1,600.00
OCLC, Inc.	5,700.52
OverDrive	25,783.55
Pur-O-Zone, Inc.	1,848.29
Schendel Services	103.74
Snap Promotions	2,165.23
Southeast Kansas Library System	48.19
St. Louis County Library	16.00
The Business Journals	90.00
U.S. Bank - Mastercard	18,248.91
Unique Management Services	211.37
United Parcel Service	807.11
TOTAL	<u>123,821.80</u>

2:03 PM
10/13/21

Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		10/18/2021	EBSCO	Checking	
Bill	2201178	09/20/2021	EBSCO	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	Electronic	10/18/2021	Advance Insurance Company	Checking	
Bill	November	10/13/2021		Group Life Insurance	-770.41
TOTAL					-770.41
Bill Pmt -Check	Electronic	10/18/2021	ASI	Checking	
Bill	September...	10/06/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	10/18/2021	Evergy	Checking	
Bill	3953015545	10/06/2021		Utilities - Electric	-6,515.13
TOTAL					-6,515.13
Bill Pmt -Check	Electronic	10/18/2021	U.S. Bank - Mastercard	Checking	
Bill	September	09/30/2021		Professional Develop...	-1,584.25
				Adult Programming	-172.76
				Bookvan & Mileage	-153.47
				Youth Services Progra...	-19.00
				Youth Services Progra...	-77.88
				Youth Services Progra...	-260.28
				Young Adult Program...	-212.99
				Young Adult Program...	-89.59
				Professional Fees	-861.42
				Professional Develop...	-111.72
				Postage & Mailing	-25.37
				Processing Supplies	-380.00
				Library & Office Suppli...	-741.47
				Miscellaneous	-133.30
				Miscellaneous	-49.22
				Marketing	-280.63
				Building Supplies	-340.39
				Building Repairs & Mai...	-13.98
				Capital Improvement ...	-8,716.88
				Software & Licenses	-495.86
				Discretionary Costs	-322.65
				Telephone	-530.46
				Sound & Vision	-541.04
				MIDCO	-1,199.02
				Outreach/Coggins Fund	-75.75
				Books & Materials	-20.67
				Books & Materials	-18.94
Bill	October	10/01/2021		Books & Materials	-25.00
				Books & Materials	-20.00
				Books & Materials	-11.21
				Books & Materials	-11.99
				Books & Materials	-11.99

2:03 PM
10/13/21

Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-689.98
				Periodicals	-49.75
TOTAL					-18,248.91
Bill Pmt -Check	Electronic	10/18/2021	United Parcel Service	Checking	
Bill	0000506A...	09/30/2021		Postage & Mailing	-807.11
TOTAL					-807.11
Bill Pmt -Check	9214	10/18/2021	BookPage	Checking	
Bill	S55123	09/01/2021		Block Grant	-1,980.00
TOTAL					-1,980.00
Bill Pmt -Check	9215	10/18/2021	Brodart Co.	Checking	
Bill	587545	09/23/2021		Processing Supplies	-329.07
TOTAL					-329.07
Bill Pmt -Check	9216	10/18/2021	Bug Hounds, LLC	Checking	
Bill	336	09/23/2021		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	9217	10/18/2021	Demco, Inc.	Checking	
Bill	11760233	09/22/2021		Processing Supplies	-676.30
Bill	7007571	09/23/2021		Processing Supplies	-559.39
TOTAL					-1,235.69
Bill Pmt -Check	9218	10/18/2021	Filmtools	Checking	
Bill	SI-8264588	09/13/2021		Processing Supplies	-182.93
Bill	SI-8265623	09/21/2021		Processing Supplies	-61.70
TOTAL					-244.63
Bill Pmt -Check	9219	10/18/2021	Findaway World LLC	Checking	
Bill	363955	10/05/2021		Books & Materials	-717.11
TOTAL					-717.11
Bill Pmt -Check	9220	10/18/2021	HarperCollins Publishers, LLC	Checking	
Bill	CR	10/18/2021		YA/YS Programs-Wei...	-3,000.00
TOTAL					-3,000.00

2:03 PM
10/13/21

Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9221	10/18/2021	Jayhawk Tropical Fish	Checking	
Bill	833127	09/29/2021		Aquarium Maintenance	-310.00
TOTAL					-310.00
Bill Pmt -Check	9222	10/18/2021	Journal-World	Checking	
Bill	10651461	10/13/2021		Marketing	-400.00
TOTAL					-400.00
Bill Pmt -Check	9223	10/18/2021	Kanopy LLC	Checking	
Bill	265655	10/01/2021		Kanopy	-3,068.00
TOTAL					-3,068.00
Bill Pmt -Check	9224	10/18/2021	KONE Inc.	Checking	
Bill	959964145	09/23/2021		Building Repairs & Mai...	-2,794.08
TOTAL					-2,794.08
Bill Pmt -Check	9225	10/18/2021	Leanna Henning	Checking	
Bill	YOGA	09/27/2021		KHF Grant Expenses	-25.00
TOTAL					-25.00
Bill Pmt -Check	9226	10/18/2021	New Directions	Checking	
Bill	INV-18700	10/18/2021		Professional Fees	-1,600.00
TOTAL					-1,600.00
Bill Pmt -Check	9227	10/18/2021	Pur-O-Zone, Inc.	Checking	
Bill	838162	09/23/2021		Building Repairs & Mai...	-39.00
Bill	838161	09/23/2021		Building Repairs & Mai...	-49.00
Bill	837962	09/23/2021		Building Supplies	-612.44
Bill	839551	10/11/2021		Building Supplies	-32.76
Bill	839253	10/11/2021		Building Supplies	-166.23
Bill	839026	10/11/2021		Building Supplies	-678.56
Bill	839906	10/11/2021		Library Supplies	-270.30
TOTAL					-1,848.29
Bill Pmt -Check	9228	10/18/2021	Schendel Services	Checking	
Bill	30350308	10/11/2021		Building Repairs & Mai...	-103.74
TOTAL					-103.74

2:03 PM
10/13/21

Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9229	10/18/2021	Snap Promotions	Checking	
Bill	21081603	09/28/2021		Library & Office Suppli...	-213.73
Bill	21090701	09/28/2021		Merchandise Sales	-1,951.50
TOTAL					-2,165.23
Bill Pmt -Check	9230	10/18/2021	Unique Management Services	Checking	
Bill	606166	10/11/2021		Professional Fees	-121.87
Bill	606165	10/11/2021		Professional Fees	-89.50
TOTAL					-211.37
Bill Pmt -Check	29067	10/18/2021	Amazon	Checking	
Bill	8846662	09/13/2021	Amazon	Accounts Payable	0.00
Bill	4192248	09/17/2021	Amazon	Accounts Payable	0.00
Bill	4192248b	09/17/2021	Amazon	Accounts Payable	0.00
Bill	4192248c	09/17/2021	Amazon	Accounts Payable	0.00
Bill	4192248d	09/17/2021	Amazon	Accounts Payable	0.00
Bill	4192248e	09/17/2021	Amazon	Accounts Payable	0.00
Bill	4192248f	09/17/2021		Books & Materials	-43.56
Bill	5702642	09/17/2021		Books & Materials	-19.68
Bill	5702642a	09/17/2021		Books & Materials	-12.95
Bill	5702642b	09/17/2021		Books & Materials	-15.99
Bill	5702642c	09/17/2021		Books & Materials	-29.73
Bill	1304230a	09/17/2021		Books & Materials	-59.99
Bill	1304230b	09/17/2021		Books & Materials	-79.87
Bill	3063436b	09/17/2021		Books & Materials	-99.76
Bill	6377815	09/17/2021		Books & Materials	-17.81
Bill	2127447	09/17/2021		Books & Materials	-16.95
Bill	5567463	09/17/2021		Books & Materials	-12.68
Bill	4192248h	09/17/2021		Books & Materials	-28.44
Bill	3746650	09/17/2021		Books & Materials	-21.35
Bill	4885016	09/17/2021		Books & Materials	-20.28
Bill	7333820.0	09/17/2021		Books & Materials	-34.33
Bill	7961867	09/17/2021		Books & Materials	-29.54
Bill	1024218	09/22/2021		Books & Materials	-28.99
Bill	6385801	09/22/2021		Discretionary Costs	-80.84
				Discretionary Costs	-22.99
Bill	6068260	09/22/2021		Library & Office Suppli...	-155.52
Bill	5509041	09/23/2021		Books & Materials	-49.88
Bill	2426661	09/23/2021		Library & Office Suppli...	-22.59
Bill	2426661a	09/23/2021		Library & Office Suppli...	-16.86
Bill	3952263	09/23/2021		Books & Materials	-41.28
Bill	8498659	09/24/2021		Books & Materials	-33.98
Bill	8498659b	09/24/2021		Books & Materials	-106.87
Bill	1053820b	09/24/2021		Books & Materials	-119.97
Bill	5111444	09/24/2021		Books & Materials	-15.94
Bill	2922666	09/24/2021		Books & Materials	-39.07
Bill	9014666	09/24/2021		Books & Materials	-36.01
Bill	7576211	09/24/2021		Books & Materials	-14.95
Bill	6048215	09/24/2021		Books & Materials	-18.98
Bill	0106609	09/24/2021		Books & Materials	-12.98
Bill	6048215a	09/24/2021		Books & Materials	-21.52
Bill	4773822	09/24/2021		Books & Materials	-16.22
Bill	1956256	09/24/2021		Books & Materials	-17.00
Bill	1053820c	09/24/2021		Books & Materials	-49.99

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Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	9013813	09/28/2021		Books & Materials	-15.81
Bill	9013813a	09/28/2021		Books & Materials	-27.90
Bill	9013813b	09/28/2021		Books & Materials	-336.67
Bill	3557819	09/28/2021		Books & Materials	-8.59
Bill	4869810	09/28/2021		Books & Materials	-45.98
Bill	4869810a	09/28/2021		Books & Materials	-11.95
Bill	4133818	09/28/2021		Books & Materials	-12.98
Bill	0001048	09/28/2021		Books & Materials	-129.97
Bill	5362642	09/30/2021		Youth Services Progra...	-11.96
Bill	7885066	09/30/2021		Discretionary Costs	-219.00
Bill	1053820a	10/05/2021		Books & Materials	-59.99
Bill	3063436c	10/05/2021		Books & Materials	-34.99
Bill	3063436d	10/05/2021		Books & Materials	-39.99
Bill	0001048a	10/05/2021		Books & Materials	-59.99
Bill	7334658	10/05/2021		Books & Materials	-59.99
				Books & Materials	-69.99
Bill	3090660	10/05/2021		Books & Materials	-18.93
Bill	1053820d	10/05/2021		Books & Materials	-29.99
				Books & Materials	-29.99
Bill	6048215b	10/05/2021		Books & Materials	-15.79
Bill	0157011	10/05/2021		Books & Materials	-30.93
Bill	3900261	10/05/2021		Books & Materials	-21.44
Bill	9013813c	10/05/2021		Books & Materials	-13.99
Bill	2649854	10/05/2021		Books & Materials	-16.13
Bill	0001048b	10/05/2021		Books & Materials	-59.99
Bill	6924216	10/05/2021		Books & Materials	-11.98
Bill	8230602	10/05/2021		Books & Materials	-47.56
Bill	3356237	10/05/2021		Books & Materials	-17.26
Bill	6175420	10/05/2021		Books & Materials	-20.92
				Books & Materials	-33.99
Bill	6175420x	10/05/2021		Books & Materials	-26.19
				Books & Materials	-59.99
Bill	6175420xx	10/05/2021		Books & Materials	-56.93
Bill	6175420c	10/05/2021		Books & Materials	-19.99
				Books & Materials	-9.99
				Books & Materials	-12.21
Bill	6175420d	10/05/2021		Books & Materials	-39.90
				Books & Materials	-16.89
				Books & Materials	-34.99
				Books & Materials	-57.90
Bill	1053820x	10/05/2021		Books & Materials	-59.99
Bill	2385050	10/06/2021		Books & Materials	-29.99
Bill	2625048	10/06/2021		Books & Materials	-14.96
Bill	1712258	10/06/2021		Books & Materials	-12.99
Bill	4353837	10/06/2021		Books & Materials	-59.99
				Books & Materials	-12.00
Bill	4353837x	10/06/2021		Books & Materials	-93.72
Bill	1305828	10/06/2021		Books & Materials	-14.82
Bill	4310621	10/06/2021		Books & Materials	-9.88
Bill	7334658x	10/12/2021		Books & Materials	-59.99
Bill	4573059x	10/12/2021		Books & Materials	-179.97
Bill	8316255x	10/12/2021		Books & Materials	-179.64
Bill	1053820xx	10/12/2021		Books & Materials	-59.88
Bill	1173007	10/13/2021		Youth Services Progra...	-10.98
TOTAL					-4,113.76

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Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29068	10/18/2021	Baker & Taylor, Inc.	Checking	
Bill	2036173313	09/16/2021		Books & Materials	-13.12
Bill	2036173314	09/16/2021		Processing Supplies	-0.20
Bill	2036200823	09/29/2021		Books & Materials	-16.15
Bill	2036200824	09/29/2021		Processing Supplies	-0.20
TOTAL					-29.67
Bill Pmt -Check	29069	10/18/2021	Century Business Technologies	Checking	
Bill	602998	10/11/2021		Copying	-486.84
Bill	603418	10/13/2021		Copying	-280.46
TOTAL					-767.30
Bill Pmt -Check	29070	10/18/2021	Ingram Library Services	Checking	
Bill	54837416	09/16/2021		Books & Materials	-416.98
Bill	54818331	09/16/2021		Books & Materials	-273.21
Bill	54803480	09/16/2021		Books & Materials	-119.70
Bill	54803482	09/16/2021		Books & Materials	-61.75
Bill	54837414	09/16/2021		Books & Materials	-122.18
Bill	54803476	09/16/2021		Books & Materials	-271.85
Bill	54803478	09/16/2021		Books & Materials	-813.58
Bill	54837417	09/16/2021		Processing Supplies	-53.25
Bill	54818332	09/16/2021		Processing Supplies	-21.98
Bill	54803481	09/16/2021		Processing Supplies	-5.74
Bill	54803483	09/16/2021		Processing Supplies	-0.75
Bill	54837415	09/16/2021		Processing Supplies	-8.52
Bill	54803477	09/16/2021		Processing Supplies	-20.33
Bill	54803479	09/16/2021		Processing Supplies	-70.96
Bill	54785026	09/17/2021		Books & Materials	-932.90
Bill	54785027	09/17/2021		Processing Supplies	-97.63
Bill	54831245	09/20/2021		Books & Materials	-312.99
				GGIFT	-10.25
Bill	54886608	09/20/2021		Books & Materials	-172.18
Bill	54853115	09/20/2021		Books & Materials	-2,047.60
Bill	54831246	09/20/2021		Processing Supplies	-21.45
Bill	54886609	09/20/2021		Processing Supplies	-17.22
Bill	54853116	09/21/2021		Processing Supplies	-177.79
Bill	54907211	09/22/2021		Books & Materials	-538.43
Bill	54907209	09/22/2021		Books & Materials	-403.74
Bill	54907213	09/22/2021		Books & Materials	-308.03
Bill	54907212	09/22/2021		Processing Supplies	-43.58
Bill	54907210	09/22/2021		Processing Supplies	-41.94
Bill	54907214	09/22/2021		Processing Supplies	-20.30
Bill	54961395	09/24/2021		Books & Materials	-472.20
Bill	54928644	09/24/2021		Books & Materials	-919.15
Bill	54955867	09/24/2021		Books & Materials	-164.25
Bill	54961397	09/24/2021		GGIFT	-22.49
Bill	54961396	09/24/2021		Processing Supplies	-65.71
Bill	54928645	09/24/2021		Processing Supplies	-92.63
Bill	54955868	09/24/2021		Processing Supplies	-12.47
Bill	54961398	09/24/2021		GGIFT	-1.97
Bill	54977408	09/27/2021		Books & Materials	-85.50
Bill	54977407	09/27/2021		Books & Materials	-21.03
Bill	54977409	09/27/2021		Processing Supplies	-4.10
Bill	55022895	09/28/2021		Books & Materials	-68.06

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Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	55001312	09/28/2021		Books & Materials	-19.34
Bill	55022892	09/28/2021		Books & Materials	-10.23
Bill	55022893	09/28/2021		Books & Materials	-378.77
Bill	55001313	09/28/2021		Books & Materials	-1,583.36
Bill	55022896	09/28/2021		Processing Supplies	-7.55
Bill	55022894	09/28/2021		Processing Supplies	-21.51
Bill	55001314	09/28/2021		Processing Supplies	-160.79
Bill	55032671	09/29/2021		Books & Materials	-364.62
				GGIFT	-10.23
Bill	55032673	09/29/2021		Books & Materials	-130.14
Bill	55032675	09/29/2021		Books & Materials	-697.31
Bill	55032672	09/29/2021		Processing Supplies	-24.91
Bill	55032674	09/29/2021		Processing Supplies	-13.13
Bill	55032676	09/29/2021		Processing Supplies	-73.91
Bill	55052788	10/01/2021		Books & Materials	-674.33
Bill	55052789	10/01/2021		Processing Supplies	-54.46
Bill	55079545	10/01/2021		Books & Materials	-447.29
Bill	55079547	10/01/2021		Books & Materials	-11.99
Bill	55111159	10/01/2021		Books & Materials	-504.43
Bill	55079546	10/01/2021		Processing Supplies	-39.04
Bill	55079548	10/01/2021		Processing Supplies	-0.15
Bill	55111160	10/01/2021		Processing Supplies	-42.09
Bill	55099363	10/05/2021		Books & Materials	-14.22
Bill	55099366	10/05/2021		Books & Materials	-48.57
Bill	55141630	10/05/2021		GGIFT	-5.97
Bill	55099364	10/05/2021		Books & Materials	-2,025.50
Bill	55099367	10/05/2021		Processing Supplies	-0.45
Bill	55141631	10/05/2021		GGIFT	-1.97
Bill	55079546	10/05/2021		Processing Supplies	-163.48
Bill	55149036	10/06/2021		Books & Materials	-797.50
Bill	55149034	10/06/2021		Books & Materials	-477.64
Bill	55149032	10/06/2021		Books & Materials	-321.81
Bill	55180927	10/06/2021		Books & Materials	-240.09
Bill	55149035	10/06/2021		Processing Supplies	-31.47
Bill	55149033	10/06/2021		Processing Supplies	-37.24
Bill	55180928	10/06/2021		Processing Supplies	-15.03
Bill	55193277	10/07/2021		Books & Materials	-617.13
Bill	55149038	10/07/2021		Books & Materials	-14.99
Bill	55225309	10/07/2021		Books & Materials	-248.09
Bill	55168382	10/07/2021		Books & Materials	-340.10
Bill	55193278	10/07/2021		Processing Supplies	-45.86
Bill	55149039	10/07/2021		Processing Supplies	-0.15
Bill	55225310	10/07/2021		Processing Supplies	-32.98
Bill	55168383	10/07/2021		Processing Supplies	-18.96
Bill	55149037	10/07/2021		Processing Supplies	-79.47
Bill	55213557	10/12/2021		Books & Materials	-1,284.32
Bill	55213558	10/12/2021		Processing Supplies	-105.59
Bill	55213556	10/12/2021		Books & Materials	-14.22
Bill	55213559	10/12/2021		GGIFT	-22.77
Bill	55213560	10/12/2021		GGIFT	-0.15
TOTAL					-21,611.67

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Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29071	10/18/2021	Midwest Tape	Checking	
Bill	500988958	09/20/2021		Books & Materials	-115.45
Bill	500988956	09/20/2021		Books & Materials	-122.75
Bill	500999946	09/21/2021		Books & Materials	-131.20
Bill	500999947	09/21/2021		Books & Materials	-419.53
Bill	500999948	09/21/2021		Books & Materials	-292.93
Bill	501020192	09/24/2021		Books & Materials	-202.42
Bill	501020190	09/24/2021		Books & Materials	-141.93
Bill	201033020	09/29/2021		Books & Materials	-485.45
Bill	501033021	09/29/2021		Books & Materials	-374.90
Bill	501068611	10/01/2021		Books & Materials	-10,520.40
Bill	501051633	10/01/2021		Books & Materials	-294.63
Bill	501047090	10/01/2021		Books & Materials	-155.94
Bill	501051631	10/01/2021		Books & Materials	-120.36
Bill	501065416	10/05/2021		Books & Materials	-863.84
Bill	501065417	10/05/2021		Books & Materials	-299.93
Bill	501092330	10/11/2021		Books & Materials	-292.91
Bill	501088848	10/11/2021		Books & Materials	-167.71
TOTAL					-15,002.28

Bill Pmt -Check	29072	10/18/2021	OverDrive	Checking	
Bill	06809CO2...	09/21/2021		Books & Materials	-1,449.50
Bill	06809CO2...	09/22/2021		Books & Materials	-1,281.70
Bill	09809CO2...	09/22/2021		Books & Materials	-254.97
Bill	06809CO2...	09/22/2021		Books & Materials	-821.77
Bill	06809CO2...	09/22/2021		Books & Materials	-446.39
Bill	06809CO2...	09/22/2021		Books & Materials	-481.54
Bill	06809CO2...	09/22/2021		Books & Materials	-43.99
Bill	06809CO2...	09/23/2021		Books & Materials	-273.45
Bill	06809CO2...	09/28/2021		Books & Materials	-1,780.86
Bill	06809CO2...	09/28/2021		Books & Materials	-1,205.41
Bill	06809CO2...	09/28/2021		Books & Materials	-622.93
Bill	06809CO2...	09/29/2021		Books & Materials	-199.96
Bill	06809CO2...	09/29/2021		Books & Materials	-378.18
Bill	06809CO2...	09/29/2021		Books & Materials	-171.74
Bill	06809CO2...	09/29/2021		Books & Materials	-279.43
Bill	06809CO2...	09/29/2021		Books & Materials	-1,600.92
Bill	06809CO2...	09/29/2021		Books & Materials	-993.84
Bill	06809CO2...	09/29/2021		Books & Materials	-369.00
Bill	06809CO2...	09/29/2021		Books & Materials	-297.46
Bill	06809CO2...	09/30/2021		Books & Materials	-284.35
Bill	06809CO2...	09/30/2021		Books & Materials	-224.50
Bill	06809CO2...	09/30/2021		Books & Materials	-915.44
Bill	06809CO2...	10/01/2021		Books & Materials	-899.93
Bill	06809CO2...	10/01/2021		Books & Materials	-386.97
Bill	06809CO2...	10/01/2021		Books & Materials	-1,091.84
Bill	06809CO2...	10/01/2021		Books & Materials	-32.98
Bill	06809CO2...	10/01/2021		Books & Materials	-154.99
Bill	06809DA2...	10/01/2021		Books & Materials	-970.55
Bill	06809DA2...	10/01/2021		Books & Materials	-367.98
Bill	06809DA2...	10/01/2021		Books & Materials	-519.96
Bill	06809DA2...	10/01/2021		Books & Materials	-130.00
Bill	06809DA2...	10/01/2021		Books & Materials	-599.71
Bill	06809CO2...	10/01/2021		Books & Materials	-40.00
Bill	06809CO2...	10/01/2021		Books & Materials	-69.50
Bill	06809CO2...	10/01/2021		Books & Materials	-1,133.66
Bill	06809CO2...	10/01/2021		Books & Materials	-1,084.33

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Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	10/12/2021		Books & Materials	-595.44
Bill	06809CO2...	10/12/2021		Books & Materials	-339.91
Bill	06809CO2...	10/12/2021		Books & Materials	-237.08
Bill	06809CO2...	10/12/2021		Books & Materials	-716.21
Bill	06809CO2...	10/12/2021		Books & Materials	-661.73
Bill	06809DA2...	10/12/2021		Books & Materials	-1,373.45
TOTAL					-25,783.55
Bill Pmt -Check	29073	10/18/2021	Gale/Cengage Learning	Checking	
Bill	39529487SO	09/17/2021		Books & Materials	-41.98
Bill	39529487...	09/28/2021		Books & Materials	-53.18
Bill	38947309SO	09/28/2021		Books & Materials	-26.59
Bill	38947309...	09/28/2021		Books & Materials	-25.19
Bill	38947309...	09/28/2021		Books & Materials	-149.05
Bill	38947309...	09/28/2021		Books & Materials	-69.27
Bill	75854729	10/06/2021		Books & Materials	-71.42
Bill	75865711	10/06/2021		Books & Materials	-21.69
Bill	75899395	10/06/2021		Books & Materials	-21.00
TOTAL					-479.37
Bill Pmt -Check	29074	10/18/2021	Lawrence Rotary Club	Checking	
Bill	129809	10/01/2021		Membership & Dues	-221.00
TOTAL					-221.00
Bill Pmt -Check	29075	10/18/2021	OCLC, Inc.	Checking	
Bill	October	10/01/2021		Collections	-5,700.52
TOTAL					-5,700.52
Bill Pmt -Check	29076	10/18/2021	Southeast Kansas Library Sys...	Checking	
Bill	Refund	10/01/2021		Lost and Replacement...	-48.19
TOTAL					-48.19
Bill Pmt -Check	29077	10/18/2021	St. Louis County Library	Checking	
Bill	114410913	09/23/2021		Lost and Replacement...	-16.00
TOTAL					-16.00
Bill Pmt -Check	29078	10/18/2021	Milliman, Inc.	Checking	
Bill	0167GSB0...	09/23/2021		Accounting	-2,800.00
TOTAL					-2,800.00

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Lawrence Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29079	10/18/2021	The Business Journals	Checking	
Bill	KCBIZJOU...	10/13/2021		Periodicals	-90.00
TOTAL					-90.00

Lawrence Public Library

Statistical Summary - SEPT 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	22,736							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	49,054							
Cardholders transacting - current month	13,479							
Cardholders added - current month	550							
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)	7,674	47,660	42,836		53%	47%	100%	
Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	22,029			46,794				
Website - Kaw Valley Jukebox	95			106				
Website - Digital Douglas County (Sessions)	211			265				
All other web site visits (Sessions)	18,746			38,826				
Social Media Interactions (Facebook & Twitter)				6,915				
Social Media Reach (Facebook & Twitter)				188,220				
Borrowing Digital vs. Physical					Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)	Total Physical + Digital		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	25,599	13,631	27,667		28%	15%	31%	
Teen Total	2,486	1,414	3,900		3%	2%	4%	
Childrens Total	24,851	2,816	27,667		27%	3%	31%	
Total AV Media Room	17,184	2,321	19,505		19%	3%	22%	
Total Library of Things	194	0	194		0%	0%	0%	
Total all collections	70,314	20,182	90,496		78%	22%	100%	

Lawrence Public Library

Statistical Summary - SEPT 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	190,964	19,599	210,563		91%	9%	100%	
Added	2,173	428	2,601		84%	16%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,083	160	2,243		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-489	233	-256					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		5,590	1,617	7,207	78%	22%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,620	14,707		4				
Other Public Services				Total sessions				
Public Computer Usage				1931				
PROGRAMMING (see also graphs)	No. of Passive Programs	No. Of In Person Programs	No. Of Live Online Programs	No. of Virtual On-Demand viewing-Recorded Video Programs	Passive Attendance	In Person Attendance	Live Online Attendance	Virtual On-Demand viewing-Recorded Video Views
Total Programs	5	20	16	18	96	236	174	517
STAFFING	Current Month	Current Month	% Change					
	2021	2020	2021 v 2020					
Total Paid Staff, in Full-Time Equivalents	66.77	66.7	0%					

Lawrence Public Library

Full Statistical Report - SEPT 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	22,736							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	40,725	83%						
Douglas County residents (excluding Lawrence residents)	2,089	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,241	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,999	4%						
Total Cardholders transacting in last 3 years	49,054	100%						
Cardholders transacting - current month	13,479							
% of Cardholders transacting - current month	27%							
Cardholders added - current month	550							
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	122	967		8				
Book Lockers	224	1077		5				
Outreach	8	24		3				
Main Library Checkouts + Renewals	5,464	45592		8				
Digital Collections	Not available		20,182	Not available				
Online renewals - patron-initiated	1,635		7,694	5				
Automatic renewals (no patron action)	3,434		14,960	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	7,674	47,660	42,836	N/A	53%	47%	100%	

Lawrence Public Library

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Website + Social Media	Users (if available)			Activity				
Website - Catalog (Sessions)	22,029			46,794				
Website - Kaw Valley Jukebox	95			106				
Website - Digital Douglas County (Sessions)	211			265				
All other web site visits (Sessions)	18,746			38,826				
Social Media Interactions (Facebook & Twitter)	not available			6,915				
Social Media Reach (Facebook & Twitter)	not available			188,220				
	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	23,209	5,489	28,698	73%	26%	6%	32%	
Adult Graphic Novels	857	87	944	2%	1%	0%	1%	
Adult Magazines	592	436	1,028	3%	1%	0%	1%	
Adult Audiobooks (including language instruction)	941	7,619	8,560	22%	1%	8%	9%	
Adult Total	25,599	13,631	39,230	100%	28%	15%	43%	
Teen Books	1,543	631	2,174	56%	2%	1%	2%	
Teen Graphic Novels and Manga	910	125	1,035	27%	0%	0%	1%	
Teen Magazines	2	0	2	0%	0%	0%	0%	
Teen Audiobooks	31	658	689	18%	0%	1%	1%	
Teen Total	2,486	1,414	3,900	100%	3%	2%	4%	
Children's Books, NF Videos & Kits	20,746	1,259	22,005	80%	23%	1%	24%	
Children's Graphic Novels	2,845	76	2,921	11%	3%	0%	3%	
Children's Magazines	143	0	143	1%	0%	0%	0%	
Children's Music CDs	261	0	261	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	856	1,481	2,337	8%	1%	2%	3%	
Childrens Total	24,851	2,816	27,667	100%	27%	3%	31%	
AV Media Room - Feature Films (Adult and Family) and All	9,014	2,321	11,335	58%	10%	3%	13%	
AV Media Room - TV Shows	3,619	0	3,619	19%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	764	0	764	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,300	0	1,300	7%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,487	0	2,487	13%	3%	0%	3%	
Total AV Media Room	17,184	2,321	19,505	100%	19%	3%	22%	
Library of Things - Boardgames and Game Guides	134	0	134	69%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	27	0	27	14%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	33	0	33	17%	0%	0%	0%	
Total Library of Things	194	0	194	100%	0%	0%	0%	
Total all collections	70,314	20,182	90,496	100%	78%	22%	100%	

Lawrence Public Library

Full Statistical Report - SEPT 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, Bookclub Kits)	89,258	6,976	96,234		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,153	4,388	10,541		3%	2%	5%	
Total Adult Collection	95,411	11,364	106,775		45%	5%	51%	
Teen Book & Other Print Formats	9,774	2,096	11,870		5%	1%	6%	
Teen Audiobooks	557	977	1,534		0%	0%	1%	
Total Teen Collection	10,331	3,073	13,404		5%	1%	6%	
Children's Book & Other Print Formats	53,999	3,674	57,673		26%	2%	27%	
Children's Audiobooks & Language Instruction	1,937	1,488	3,425		1%	1%	2%	
Children's Video and Music	1,825	0	1,825		1%	0%	1%	
Total Children's Collection	57,761	5,162	62,923		27%	2%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,313	0	27,313		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	148	0	148		0%	0%	0%	
Total All Holdings	190,964	19,599	210,563		91%	9%	100%	
Added	2,173	428	2,601		84%	16%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,083	160	2,243		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-489	233	-256					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,748	1,207	2,955	24%	17%	41%	
Info Services Interactions		2,132	270	2,402	30%	4%	33%	
Readers Services Interactions		541	0	541	8%	0%	8%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		16	21	37	0%	0%	1%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		470	0	470	7%	0%	7%	
Public Technology Interactions		683	30	713	9%	0%	10%	
Website - Contact Us Forms + Social Media		0	89	89	0%	1%	1%	
Total Service Interactions		5,590	1,617	7,207	78%	22%	100%	

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Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,310	16,487		5				
Holds Filled	3,620	14,707		4				
Holds Unclaimed	1,291	1,309		1				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		26.28%						
Other Public Services				Total sessions				
Public Computer Usage				1931				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms (incl. Auditorium)	61	107		40%				
Public-Sponsored Uses of Study Rooms	205	385		46%				
Public-Sponsored Uses of S+V Studios	15	27		27%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	175	319		1.8				
Interlibrary Loan Items Loaned from LPL Collection	238	488		2.1				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
PROGRAMMING (see also graphs)	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video
Audience								
Adult Programs (18+)	2	17	6	2	41	202	85	51
Teen Programs (12-17)	1	2	3	0	20	27	13	0
Children Programs (birth-5)	2	0	0	16	35	0	0	466
Children Programs (6-11)	0	1	7	0	0	7	76	0
Total By Type	5	20	16	18	96	236	174	517
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	0	0	0	0	0	0	0
Signature Events (Library After Hours)	0	0	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	5	20	16	18	96	236	174	517
Total By Event	5	20	16	18	96	236	174	517
Total Programs Offered				59				
Total Program Attendance								1023

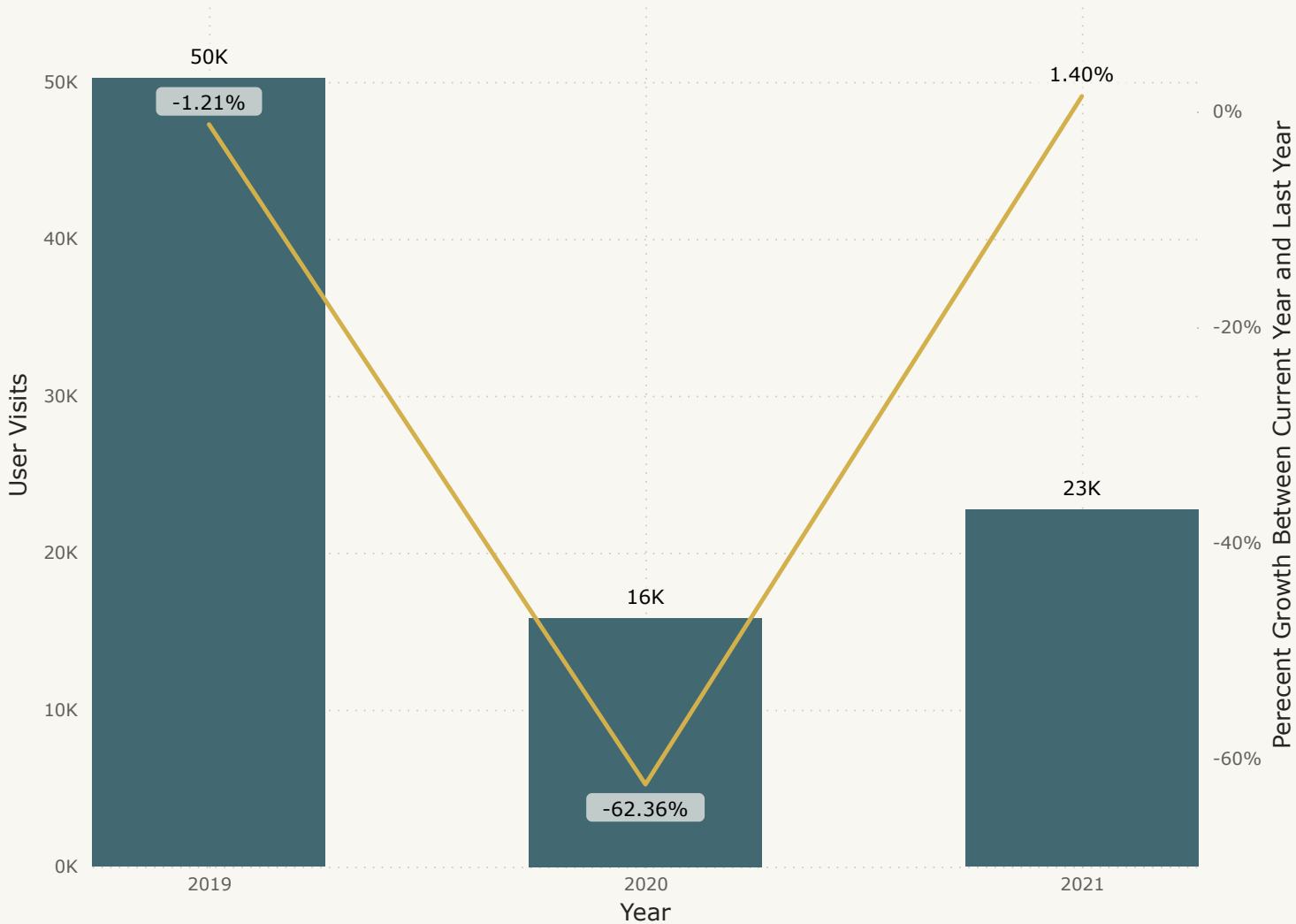
Lawrence Public Library

Full Statistical Report - SEPT 2021

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2021	2020	2021 v 2020			2021	2020		
Total Paid Staff, in Full-Time Equivalents	66.77	66.7	0%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	19.9	-5%						
Number of Employees--Total	82	86	-5%						
Number of Employees--Full-Time	43	46	-7%						
Number of Employees--Part-Time	39	40	-3%						
Terminations	2	1	100%			11	11	0%	
Hirings	0	0	#DIV/0!			10	4	150%	
Volunteer Hours	331.07	136	143%			1,033	374.2	176%	

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

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

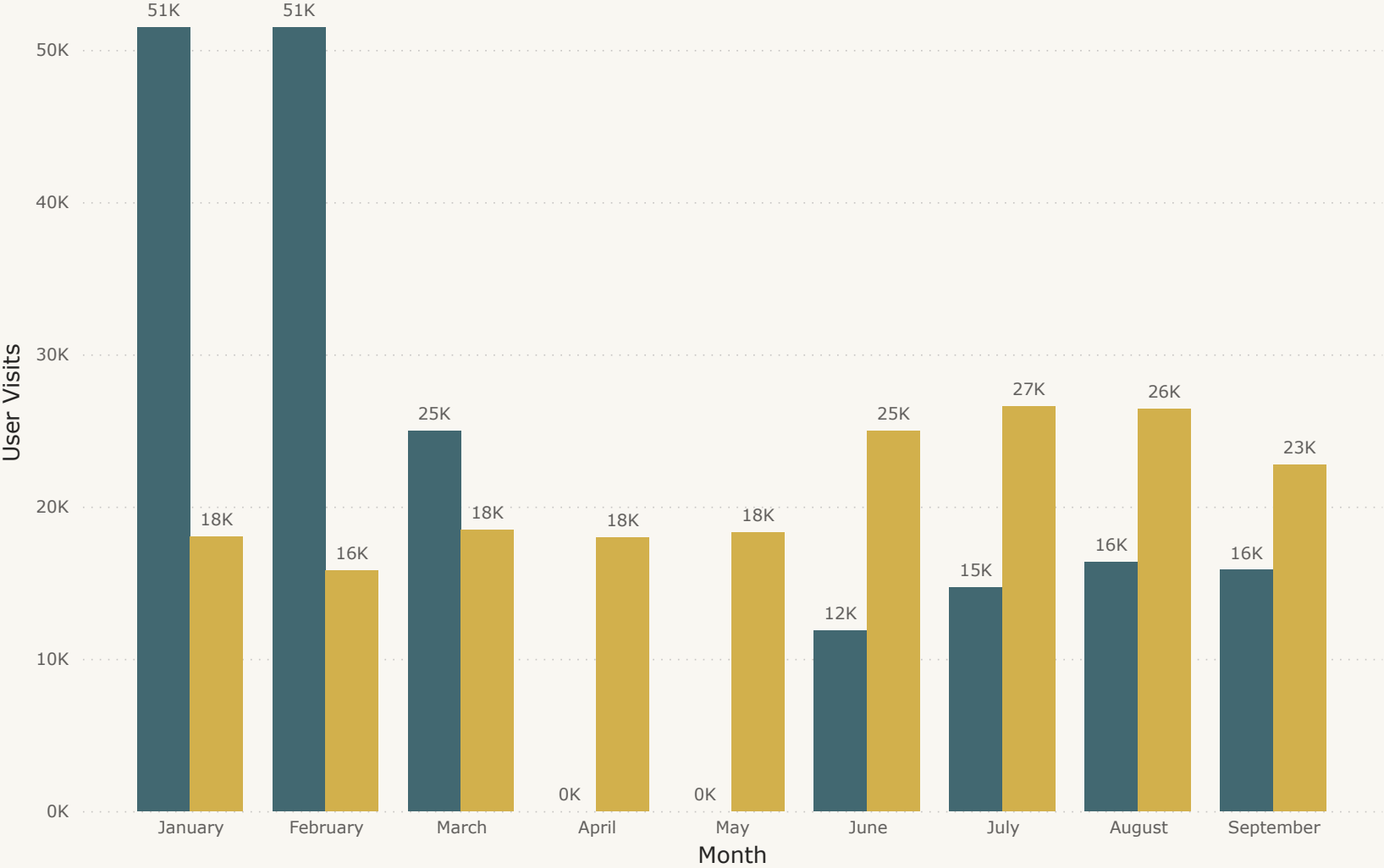


1.40%

Percent Growth Between Current Year
and Last Year

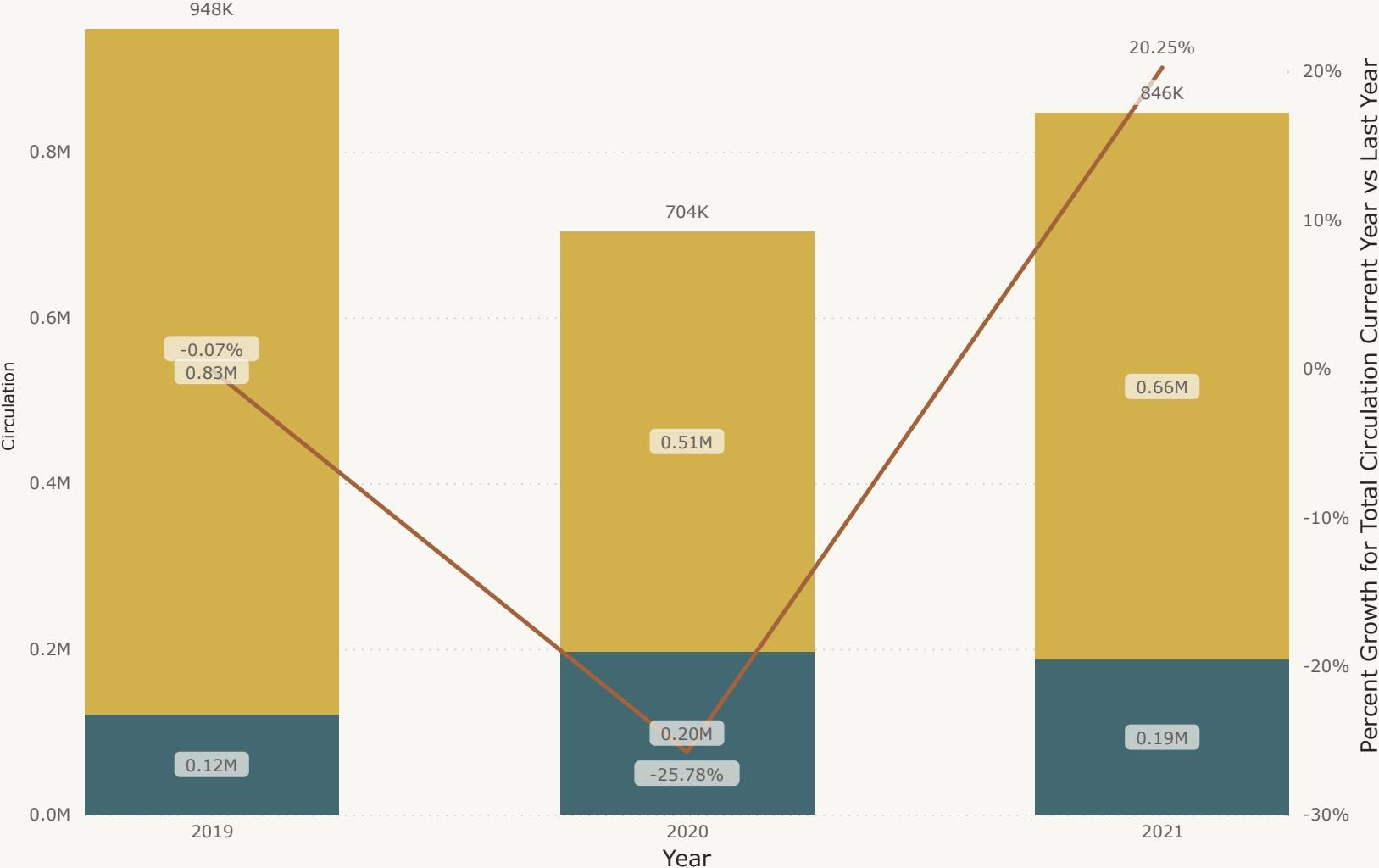
Total Monthly User Visits: 2020 v 2021 YTD

Year ● 2020 ● 2021



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

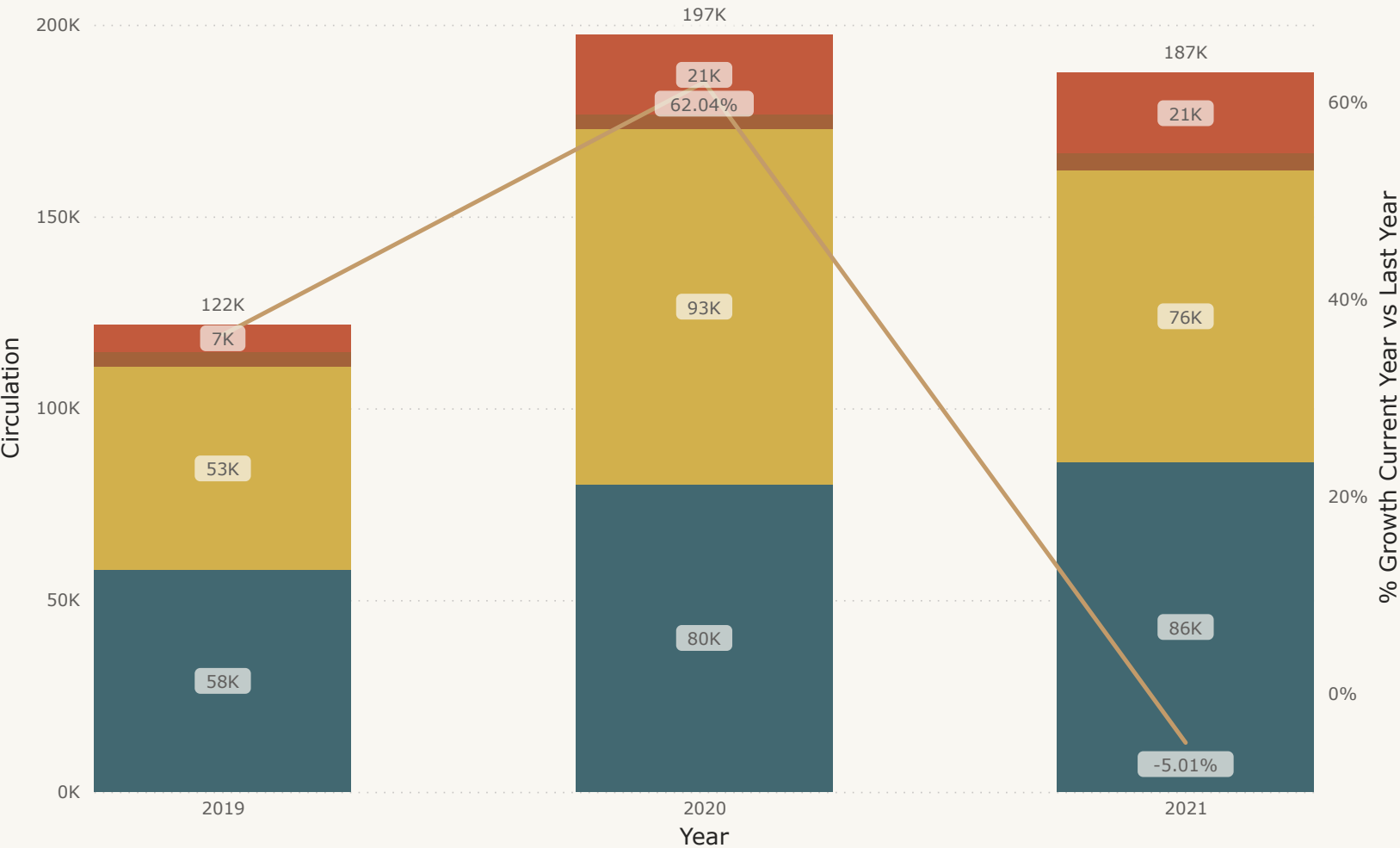
Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year



20.25%
Percent Growth Current
Year vs Last Year

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

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

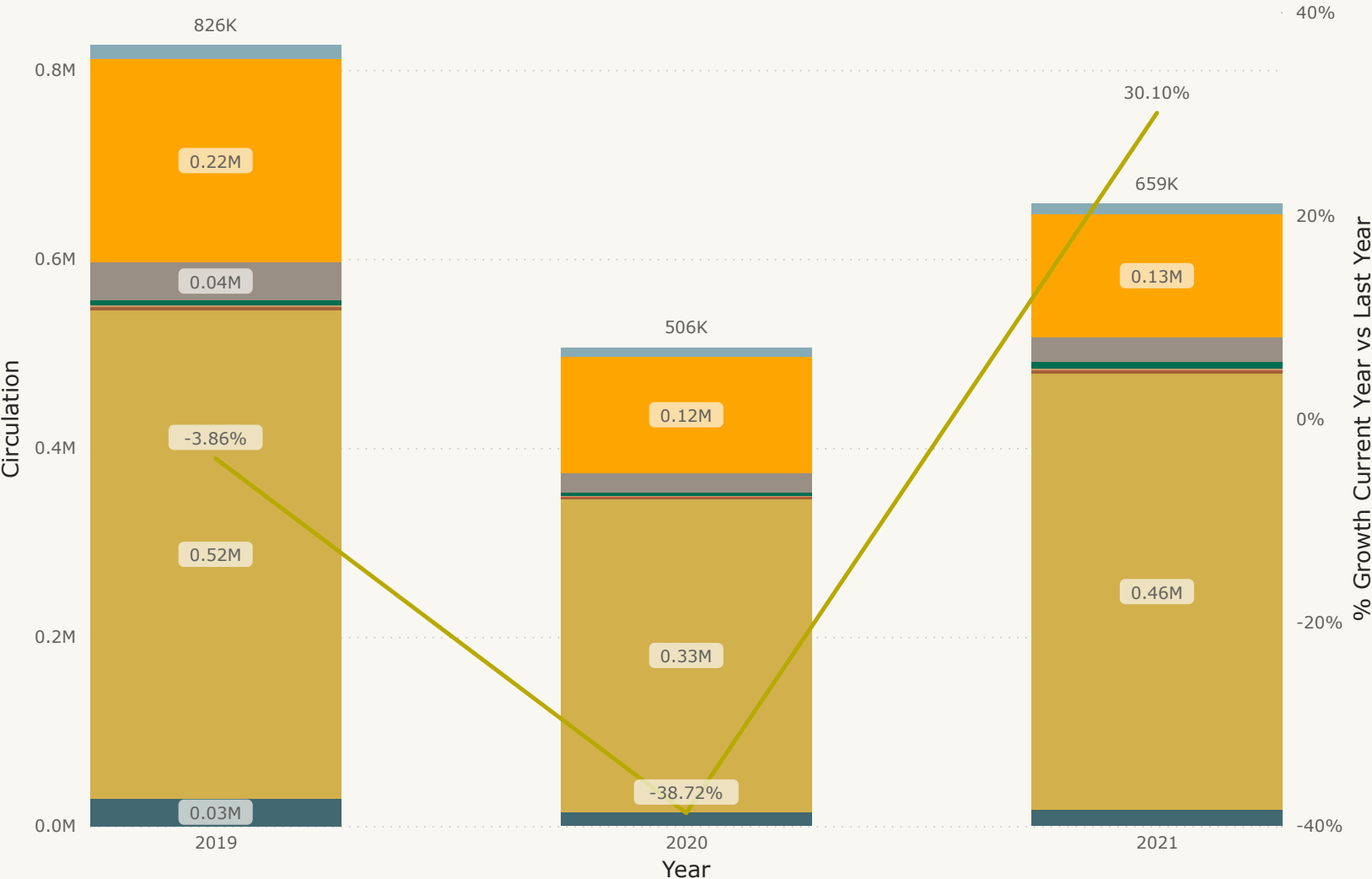


-5.01%

% Growth Current Year vs Last Year

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

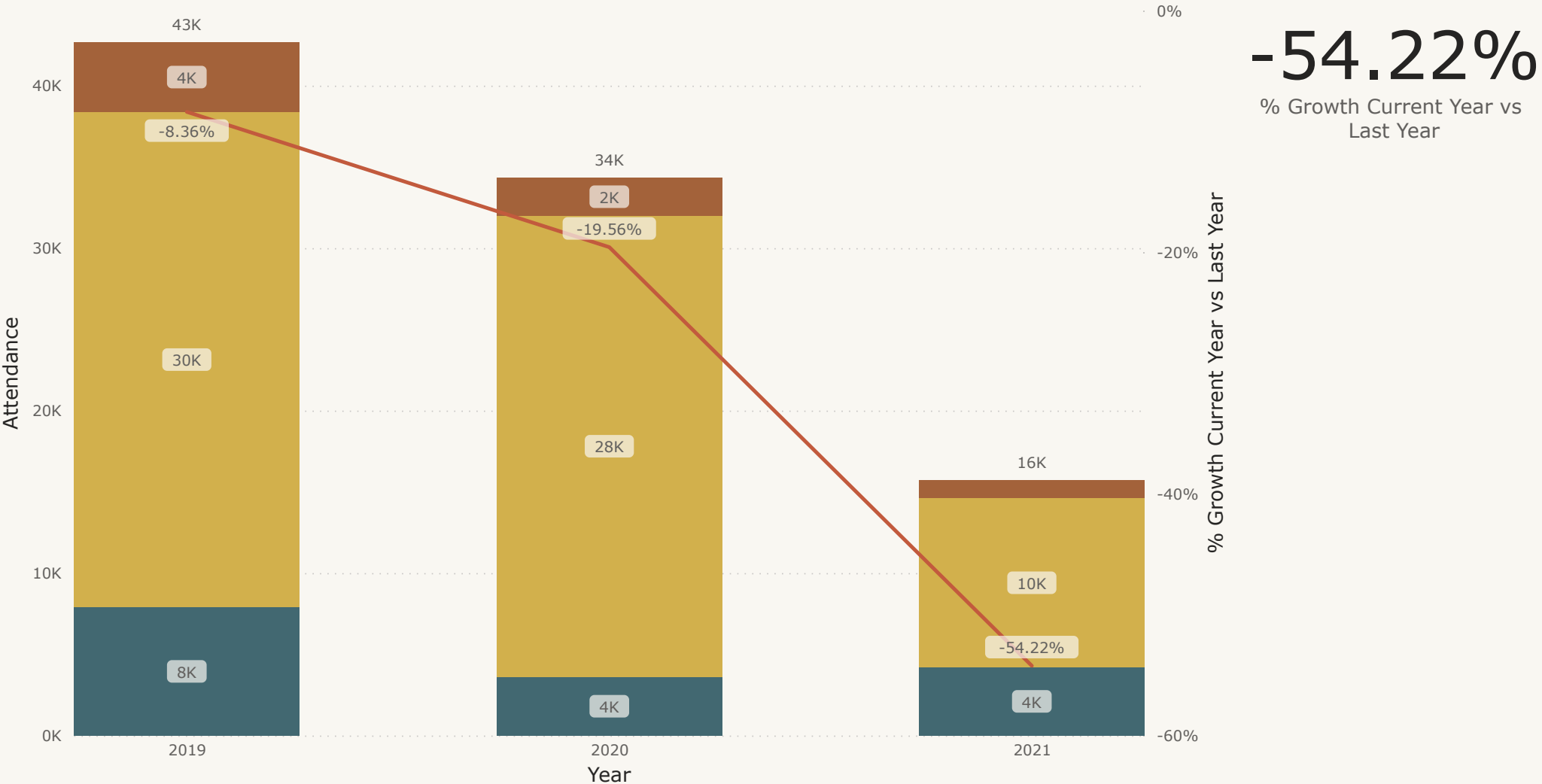
MetaFormat ● Audio ● Book ● ILL Items ● Kits ● LibOfThings ● Magazines ● Music ● Video ● Video Games ● % Growth Current Year vs Last Year



30.10%
% Growth Current Year vs Last Year

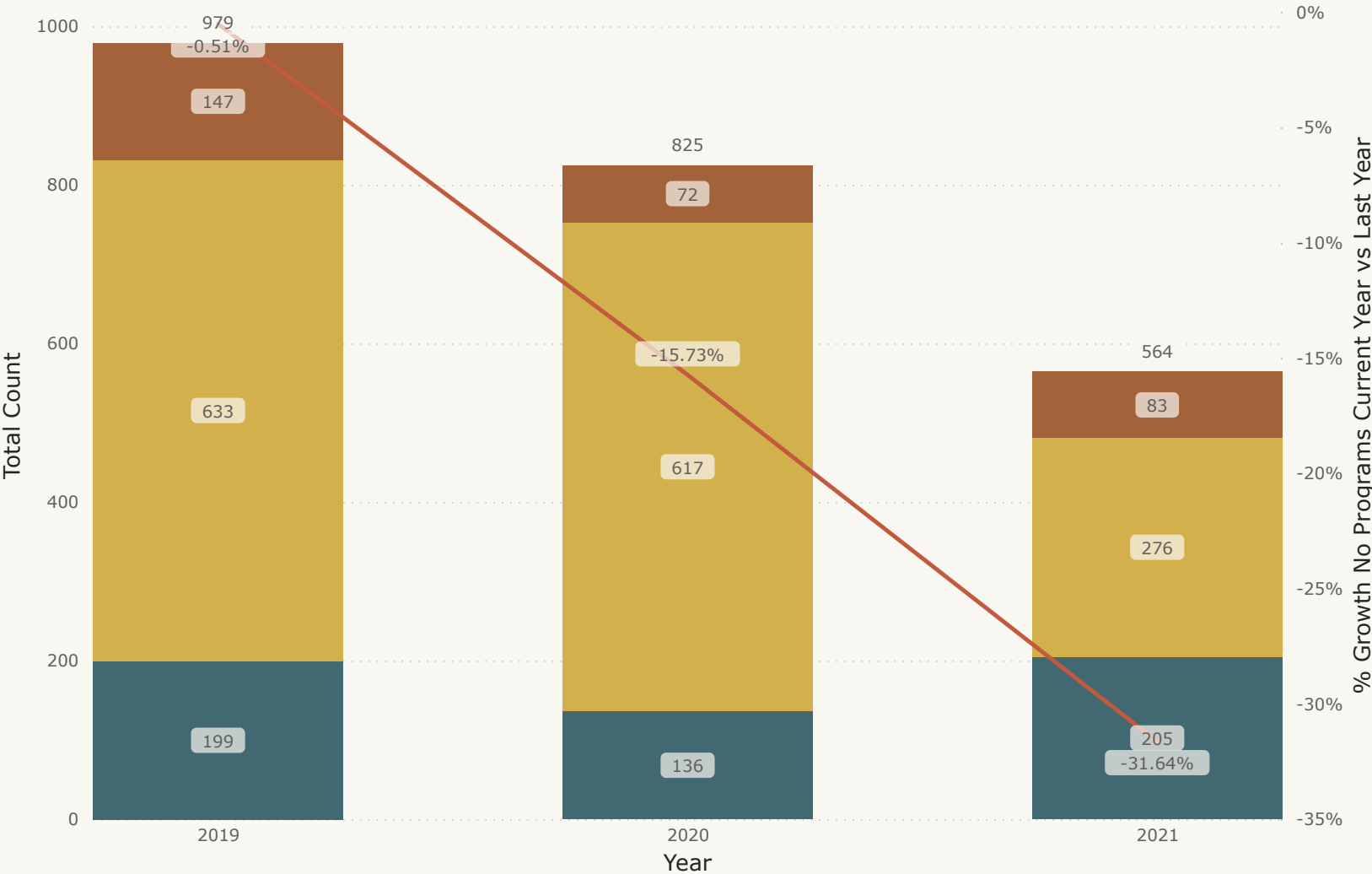
Programs: Total Attendance: 3 YR Comparison YTD (Jan - Sep)

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



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

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

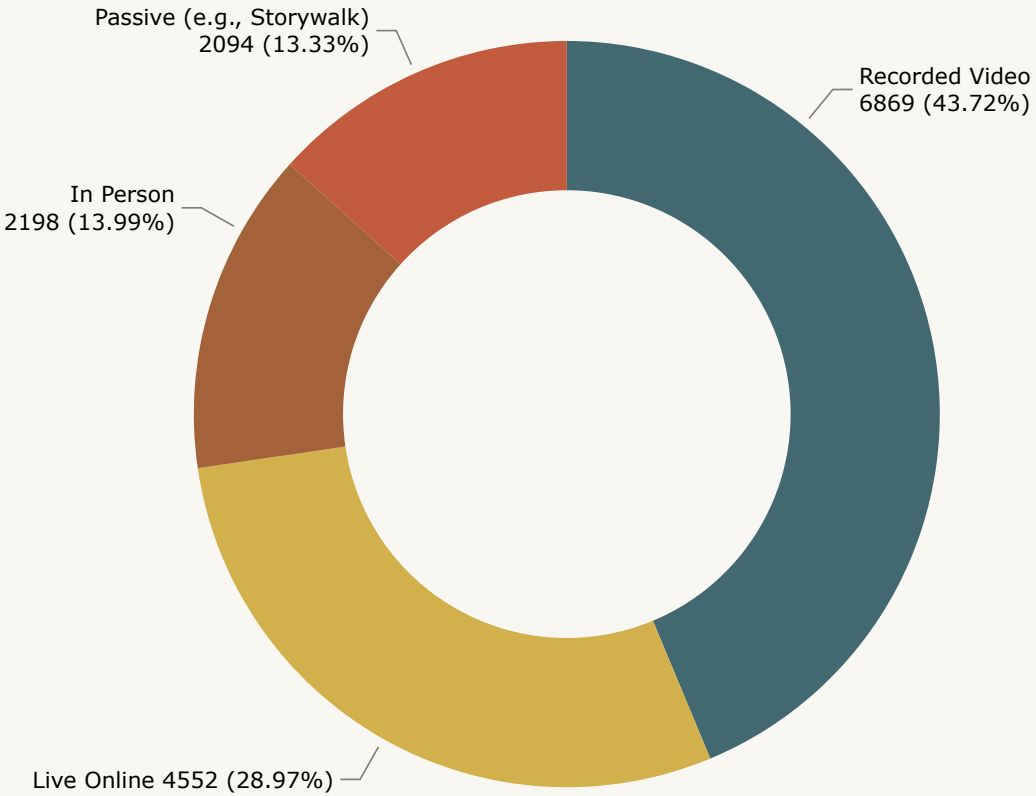


-31.64%
% Growth No Programs
Current Year vs Last Year

Total Attendance By Program Type: Jan - Sep 2021

Filter by Audience Age Category

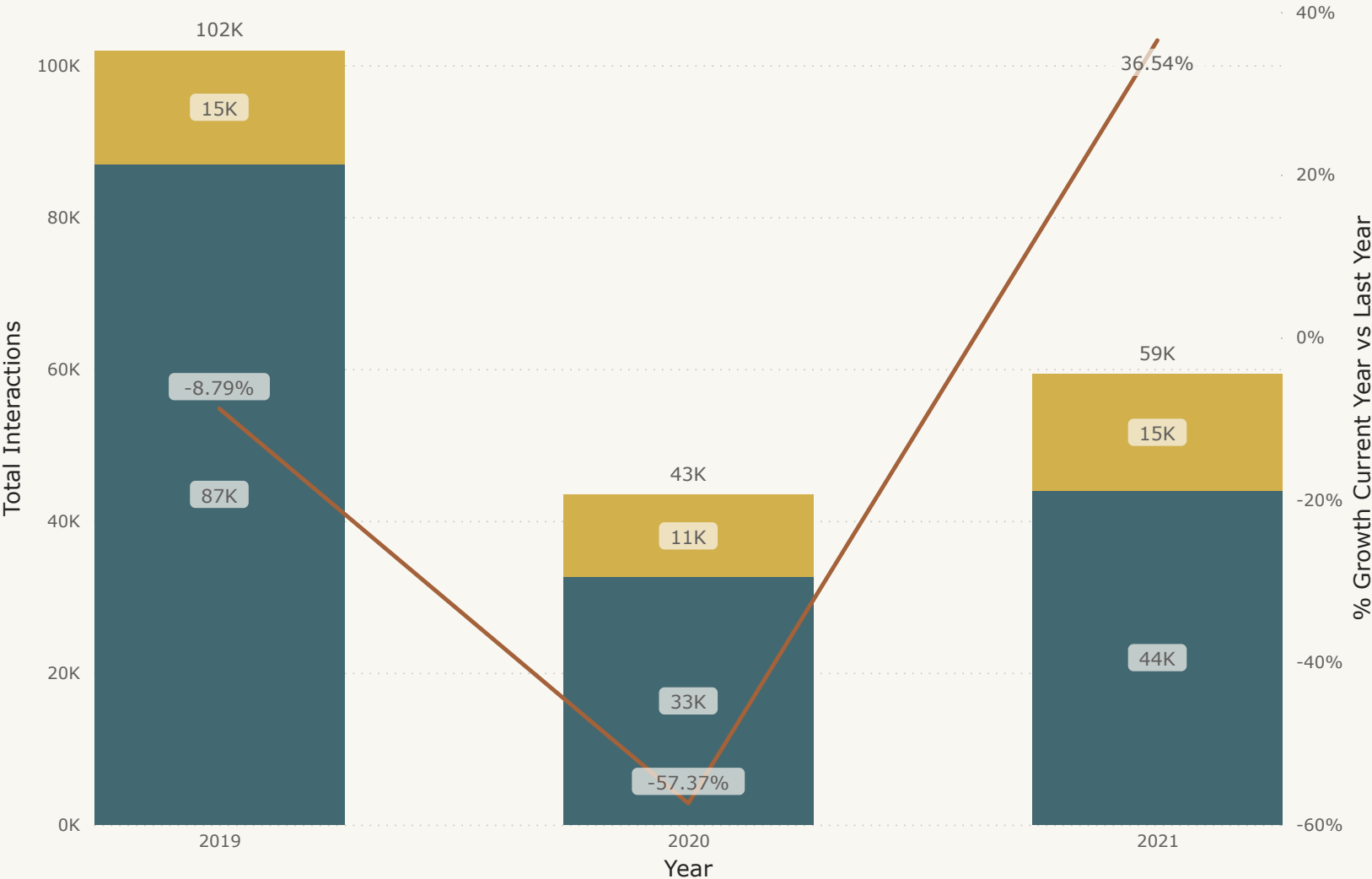
- Select all
- Adult
- Children
- Teen



- Program Type**
- Recorded Video
 - Live Online
 - In Person
 - Passive (e.g., Storywalk)

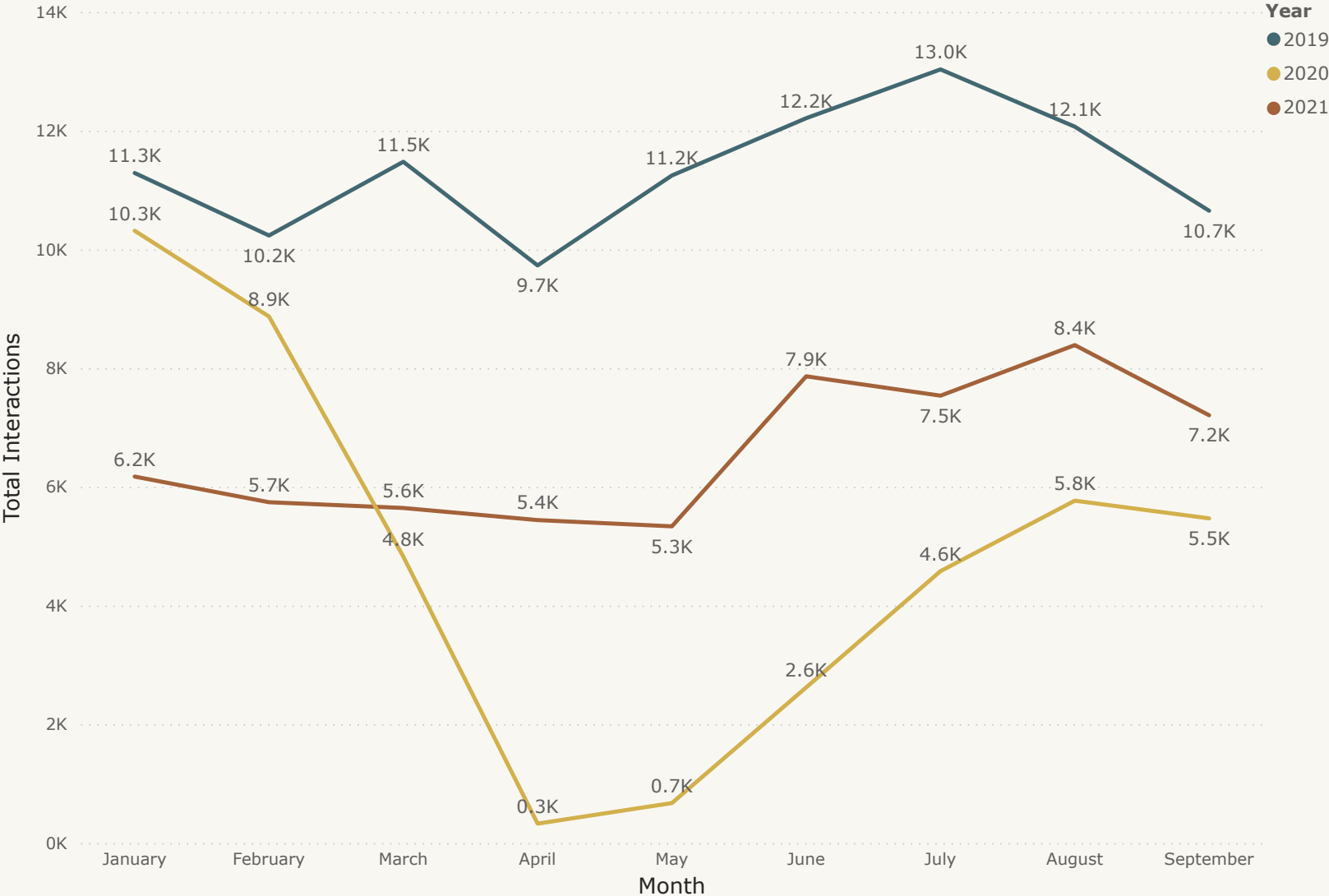
Service Interactions: In Person vs. Online + Phone Interactions: 3 YR Comparison YTD (Jan - Sep)

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



36.54%
% Growth Current Year vs Last Year

Service Interactions: 3 YR Comparison



Service Point

All

▼

Library Director's Report for October 2021

I am thrilled to report that we have selected the interns for our IMLS-funded diversity internship program. Khiana Harris and Kayla Cook will join our team on October 25 and be with us through the summer of 2023. Khiana and Kayla will gain valuable experience here at LPL as well as Haskell, KU, and NEKLS member libraries, and we will learn so much from them as they work with us and attend library school. Kudos to our Diversity and Equity Coordinator Frankie Haynes for coordinating a great search. I cannot wait for them to get started.

In addition to this exciting addition to our staff, we continue to work on upgrades to the building. The privately funded Picture Book area redesign is closer to completion. The built in bookshelves have been installed and staff will shift books to those new shelves soon. We are working with Gould Evans to select new furniture for the space as well. The new space will be much cozier than the previous iteration. I cannot wait for you to see it. Also, we have purchased two new desks, one for the front lobby area to replace our former Welcome Desk and a new desk for the soon-to-open Teen Zone. They should arrive sometime early next year (supply chain delays!).

On September 18, I had the opportunity to moderate a discussion panel at the Kansas Book Festival in Topeka. The topic was "Touching it with the 10 foot pole: Politics and Economics in Writing." The panelists were Danny Caine, owner of Raven Book Store; Meg Heriford, owner of Ladybird Diner; and Gretchen Eick, a history professor at Wichita State University. It was a great conversation, and I was pleased to be asked to moderate.

On September 24, Heather Kearns and I traveled to KC for a tour of eight newly built and/or renovated branches of Mid-Continent Public Library. Librarians from Kansas and Missouri hopped on a bus for the day-long tour. We were both impressed with much of what we saw, especially the newly constructed branches in Lee's Summit and Liberty. In addition to the always wonderful MCPL CEO Steve Potter, we were hosted by key members of the MCPL staff as well as folks from the architectural and interior design teams working with MCPL who were able to explain and answer questions. A truly fun and inspiring day visiting libraries through the KC metro area.

I imagine Kathleen will report on this as well, but I have to say, the Susan Orlean event on October 3 was a great success. She was fabulous, and I was honored to be our moderator for the evening. It was so much fun!

Library Director's Report for October 2021

Another event of interest, the library was host to a town hall by our U.S. House Representative Jake LaTurner. The event was well attended and aside from one disruptive attendee who had to be removed. I was happy to see our district's representative show up and hear what our community thinks.

Lastly, on October 8, Karen Allen and I met with Esther Kottwitz and Kim Polson to discuss developments at the Early Childhood Community Center at former Kennedy Elementary. Esther is in charge of Early Childhood Program Coordinator for Lawrence Public Schools. Kim Polson is the Executive Director of the Community Children's Center. We had a good talk about ways the library could partner with the Early Childhood Community Center. Lots of possibilities here from modest to bold. I'll be curious to see how this develops over the next months.

Respectfully submitted by Brad Allen, October 14, 2021

Monthly Departmental Reports

October 2021

Cataloging & Collection Development:

Bibliocommons had an issue with syncing records and from September 23rd-October 1st our new orders weren't showing up in the catalog. It was a bit of a pain, but the problem was eventually resolved. Emily had some sharp thinking and was able to track down the page for our new orders in Enterprise which caused us all to ponder if we should consider using them in the future as either backup or as our primary OPAC.

Cataloging is still feeling the pressure of being down one FT position. Materials are being processed alright, but slowly. Right now no one has complete ownership of the NF collections and they're being cataloged by anyone who has some free time.

A BLT discussion about our request for reconsideration of library material form has Collection Development wondering if the form should be easier to access for patrons and if the process should be more clearly outlined so as to relieve tense in-person situations that public staff may encounter.

Diversity, Equity, and Inclusion:

In October, we reviewed applications for our IMLS funded internship program. We had a total of 17 applicants, and interviewed a total of 6 candidates. The candidates we interviewed were all incredibly impressive, and it was difficult to narrow it down to two people. Our selected candidates accepted their offers Friday evening, and I will announce our decision to staff this week. Last month, the Inclusion, Diversity, Equity, and Antiracism Advisory committee, or IDEA, met and discussed the grant program, as well as our goals for the future. Currently, I am preparing for this week's anti-racism fundamentals training, as well as preparing for our interns to start in late October.

Employee Engagement: October priorities included attending several employment labor law virtual presentations to ensure LPL is updated on requirements for employment posters, personnel files, and other legal programs like FMLA. September's and October's Employee Engagement Committee meetings have a mental health and wellness focus so we have been researching, brainstorming, and envisioning the future of staff wellness. We added two new members to our OOFun subcommittee, Anita Patel and Bree Pfannenstiel, and are planning events through the fall and winter including the annual United Way campaign, a pumpkin carving contest, and social events for team building. I also met with our two new interns, Marc Veloz in Info Services and Sarah Den Harder in Youth Services, to onboard them and welcome them to the library. Finally, ASI open enrollment starts Oct. 25 so I've been readying the

Monthly Departmental Reports

October 2021

paperwork for that benefit.

Facilities:

We've been doing a lot of juggling lately as we're short one Custodian ("hoverboard" accident, but he's on the mend!) and we lost another Custodian (another opportunity she couldn't turn down), but we've completed some interviews and hope to have a shiny, new LPL Custodian on board before the end of October.

With the return of more in-person programming, we've been helping out more and more with the set up and tear down of various programs. We're a little rusty, but getting faster all the time.

The new shelving for the Picture Book Room is almost complete! Just some touchup work left to do and YS can start loading books onto them. Also working with YS to get the Teen Zone ready for teens. The prospect of reopening those spaces for patrons is very exciting!

Information Services:

We are excited to welcome Marc Veloz, our social work intern through the KU School of Social Welfare. Erin will be supervising his work, which will include assisting patrons with resource navigation and helping to coordinate programming like the weekly Community Resource Clinic. Speaking of the Community Resource Clinic: Social Service Office Hours, which connected patrons with individual social service agencies, will (mostly) be retired in favor of a return to the pre-pandemic CRC format on Tuesday afternoons. Melissa worked with Heather to create a quick survey to check the community's pulse on comfort with in-person vs. virtual programming and topics they'd like to see; the survey has gotten almost a 1,000 responses so far that we'll be parsing as we plan future programming. Hazlett and Becky have been working on digitizing the historic Lawrence phone books from the Osma Room collection, and have begun to post those to [Digital Douglas County History](#). This is part of our effort to identify and create digital preservation copies of fragile materials in the Osma Room.

Marketing:

Things completed since last month include new desks picked and ordered for the Lobby and Teen Zone; a conversation about Jungle House plants living (and being cared for by JH) in the Lobby is underway with a plant [zone](#) identified and a [mockup](#) awaiting conversation with the plant people; our social media platform team leaders are working on creating refreshed missions, visions, and strategies unique to Facebook, Twitter, Instagram, and ... soon to be TikTok (led by one of our new Teen librarians and veteran TikTok-er, Sahara) — we've also got Sarah in Accounts driving Twitter (here's one of her most popular [posts](#) to-date) and Christina in

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Readers' taking over Instagram (watch for a countdown to Halloween coming soon with this resident evil expert.) We're doubling down on making sure our social media content is *social* (gets engagement) and getting more creative with how to use it effectively and strategically. It's exciting and we have a fabulous, creative team! In-process highlights include finishing layout for our winter issue of the *Reader*, gathering feedback on an all-cardholder event email survey that Melissa (questions) and I (deployment) created last week that has 974 responses (and counting) and has already been eye-opening just at first glance. We'll follow up on what we learn in a future Board report. Brad and Heather got a chance to tour about 9 of Mid-Continent's branches last month with the architects, interior designer, the MCPL director and other library directors to see how they planned for and remodeled/built new library spaces. The results are wonderful and we came back with all sorts of ideas for how this library can evolve its user experience on-site and what to consider if and when we consider building a branch. Here are some of the [images Heather took](#) of MCPL's new (and lovely) spaces.

Materials Handling:

We've opened a Materials Handling Assistant I position to the public. Hopefully by the end of the month we'll have scheduled interviews and by early November we'll be fully staffed! We're also hoping to hear from our new book drop partner sooner rather than later. Other than that the good work continues.

Outreach:

Not a whole lot has changed on the outreach front, but we do hope to have Dottie ready for a sneak peek at the October 22nd Haunted Stacks Event. We'll have the vehicle wrap installed by then and the awning installed on the vehicle so folks can at least see what she looks like.

Public Technology Services:

The public computer lab is humming along and technology 1-on-1 appointments have picked up this month. Outside of that, this month and next will hopefully center around working towards fully reopening the S+V Studio. We are working through what it looks like to safely offer full audio/video services if and when Douglas County re enters a green phase of the pandemic. Continued work on our video podcast renovation/upgrade is also a big part of this plan. Public Tech has also been working with cataloging to expand our audio-visual tools collection available for check-out, acquiring a reel to reel movie digitizer among other items. Early in October, we hosted a Zoom program to answer community questions about the collection and there seemed to be a lot of excitement about these new pieces.

Monthly Departmental Reports

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Readers Services: In person programming has resumed with some book clubs currently meeting in person, and with the launch of Booktoberfest. The first RS run program was Hot Ghoul Bingo with Deja at Maceli's which was a resounding success with 70 people attending the event. Our coming events are Haunted Stacks on October 22nd, Smackdown Trivia - Book Nerd edition on November 4, and Book Club Speed Dating on November 10th, which will mark the conclusion of Booktoberfest 2021. In the coming week, we will also offer Lit Stitch, a take-and-make program of a book-themed cross stitch, teaching people a new skill while celebrating their love of the library and reading. We also participated in a partnership with LAC to provide a reading list for the Ghosts of Segregation and are planning a local author event on November 18 with Anam Cara press.

Youth Services:

Programming

We have started some in-person programs! We're holding Toddler Storytime on Mondays at 10:30 on the lower level of the Library lawn and Library Storytime on Tuesdays at 10:30 in the Auditorium. We're continuing Books and Babies, Sing and Rhyme, and CuentaCuentos online for the time being. We also started Teen Zone Expanded on Wednesdays in-person and we'll have an after-hours program in the auditorium Friday, 10/15/21 just for teens.

Kid President is back again this year. Be on the lookout for candidates later this month.

Spaces

We're making headway on getting the Teen Zone to open. Our IT team is reimaging computers and Facilities will start moving furniture around and cleaning. Our hope is to be open by the end of the month.

The shelving for the picture book room renovation is almost completed! We need to do some finishing touches and then we will start moving the collections onto the shelves. Furniture and carpeting are still being worked out with Gould Evans.

Partnerships

Karen Allen and Trevin Garcia have been meeting twice a month with a workgroup about the creation of an Early Childhood Education Community Center at Kennedy Elementary. Brad joined us on Friday 10/8/21 for a meeting about how the library could possibly partner with this exciting community development.

Monthly Departmental Reports October 2021

Task Force and Committee Reports:

Sirsi Users Group:

Security Gate product review

Staff are reviewing vendor products and prices for security gates, as the Library is considering adding a new gate to protect a proposed separate building exit in the Teen Zone.

Digital Equity Collection

The CARES Act funding for library collection circulating hotspots will end in early 2022. Due to the expiration of these federal government funds (linked to the pandemic) and the unusually high loss and damage rate for both hotspots and laptops, the SIRSI Users recommends that we discontinue this circulating collection and will instead resume offering laptops (Chromebooks) for in-library use. Devices lent to area agencies that are not being used are being recalled and will be deployed for this in-building use collection.

Database cleanup project

Jeff Bergeron, Accounts Coordinator, is getting all the reports and software in place so the library can undertake and set up a regular purging of inactive library patron records from the database.

Friends & Foundation Director's Report – October 14, 2021

October Book Sale. We're back and better than ever! The Friends & Foundation will host its large fall book sale from Friday, October 22nd to Sunday, October 24th. There will be lots of bargains on books, DVDs, CDs and audiobooks, all for \$2 or less. And if you come in costume, you get a free book! Outdoor shopping is open without an appointment, but you'll need to schedule a slot to shop in the garage. [Sign up here.](#)

DCCF Grant. We are pleased to report that the Friends & Foundation have received a Douglas County Community Foundation grant for \$3,418. The funds will be used to buy equipment for Dottie, the library's new outreach vehicle. Specifically, this includes tables, chairs, and a compact refrigerator/freezer. We will continue to seek out additional funding to get Dottie dressed up and ready to get out on the road.

St. Patrick's Day Parade. It's official! The Friends & Foundation is one of four community organizations that will be a beneficiary of the 2022 St. Patrick's Day Parade. While St. Patrick's Day is still months away, the fun starts now. The first event happens Saturday, October 23rd at Clinton Lake campground. Join us to play Irish Road Bowling -- part golf, part bocce, and part bowling -- all with food and beer. You'll learn a new "sport", meet new friends, and support your library. [Register your team of four here.](#)

Year End Fundraising is official underway. It's the most wonderful time of the Friends & Foundation year! Here is a rundown of our end-of-year fundraising efforts:

- New Chapter Society. Letters to our New Chapter Society donors will be mailed next week. They highlight the assistance that the Friends & Foundation have provided to the library during the pandemic. New Chapter donors give an annual gift of \$1,000 or more to the Friends & Foundation or have included the library in their estate plan. Their support is essential to supporting the library's mission.
- General Year End Fundraising Letter and Online Campaign. The Friends & Foundation are preparing to mail its annual fundraising letter to general donors. These will hit mailboxes in mid-November. The theme will echo the message in the New Chapter Society letter. In December, the campaign moves online, and will encourage donors to consider a small recurring monthly gift to the Friends & Foundation.
- Giving for Good with DCCF. The Friends & Foundation will also participate in a campaign to ask for gifts through Douglas County Community Foundation during the month of December. The funds will be used to purchase a large supply of children's and teen's paperback books. These free books will be distributed through the new outreach vehicle at stops all over town. DCCF will match each gift. Look for more details soon!
- Holiday Gift Books. The Friends & Foundation will offer lots great holiday gift ideas that also raise funds for the library: a "Seasons Readings" book sale is scheduled for Saturday, December 18th in the library lobby. As a bonus, the City Band will give a holiday concert in the auditorium that morning.

Purchasing Policy Lawrence Public Library

Approved by the Lawrence Public Library Board of Trustees, October 18, 2021.

The Library Board of Trustees and the Library Director are committed to operating and maintaining the library in a fiscally responsible manner. This includes the purchase of services, supplies, materials, and equipment for the library in a manner to obtain the best value for public and private funds, balanced with issues of quality, flexibility, delivery time, and the library's services and reputation.

The Library Board of Trustees' approval of an annual budget serves as the principal authority for the library to encumber and expend the funds necessary to operate.

All purchases must be made in compliance with this policy, budgetary limits, the *Budget and Finance Policy* and the *Employee Handbook Fraud Policy* (page 32).

All disbursements for purchases shall be approved by the Board. The Board Treasurer shall bring items \$30,000 and over to the Board's attention for review.

Any prospective purchase which is outside of available or budgeted funds or expected to cause the annual budget to be exceeded must be brought to the Board for approval as an over-budget item.

Purchases Under \$30,000

Approval is made by the Director or designee and can be approved only if such prospective purchase is within available and budgeted funds.

Purchases \$30,000 and Above

Any purchase exceeding \$30,000 shall be made only after the Director solicits responsive quotes from at least three potential vendors. The Director is not required to solicit responsive quotes from more than one potential vendor in the following circumstances:

- Emergencies – requires Director prior written approval;
- State of Kansas contracts – if the State has a negotiated contract for an item and the Library is allowed to use that contract;

- There is a sole source of supply and no acceptable comparables;
- Purchases for the library collection;
- Purchases that the Director has reason to believe will not benefit from solicitation for quotes from multiple vendors and are presented to and approved by the Board.

Quotes and negotiations may be rejected in whole or in part, and are not binding upon the library until final Board approval. The Board reserves the right to require competitive bidding on terms to be determined.

Purchasing Policy Lawrence Public Library

Approved by the Lawrence Public Library Board of Trustees, April 18, 2011.

The Library Board of Trustees and the Library Director are committed to operating and maintaining the library in a fiscally responsible manner. This includes the purchase of services, supplies, materials and equipment for the library in a manner to obtain the best value for public and private funds, balanced with issues of quality, flexibility, delivery time and the library's services and reputation.

The Library Board of Trustees' approval of an annual budget serves as the principal authority for the library to encumber and expend the funds necessary to operate.

All purchases must be made in compliance with this policy, budgetary limits, the *Budget and Finance Policy* and the *Employee Handbook Fraud Policy* (Section 10.8).

All checks and wire transfers for purchases shall be approved by the Board. The bookkeeper will match check drafts, approved purchase requisitions and check request forms with the applicable packing slips and invoices, and present them to the Board of Trustees for payment each month. All checks must be made payable to the proper corporate names of the vendors. The Board Treasurer shall bring items \$30,000 and over to the Board's attention for review.

Any prospective purchase which is outside of available or budgeted funds or expected to cause the annual budget to be exceeded must be brought to the Board for approval as an over-budget item.

Purchases Under \$30,000

All non-excepted purchases may be made only after receiving an approved purchase requisition or check request form. Approval is made by the Director or Assistant Director, and can be approved only if such prospective purchase is within available and budgeted funds.

Exceptions which do not require individually approved purchase requisitions must be within available and budgeted funds, and can only be paid upon presentation of an approved invoice. They are:

- Purchases \$25.00 and below may be reimbursed from petty cash with an appropriate receipt and bookkeeper approval;
- Purchases for the collection;
- Regular utility payments for the building;
- Building supplies for day-to-day operation;

- Budgeted payments for fixed costs within the budget approved by the Board (i.e., website hosting, PayPal, copier lease);
- Purchases in excess of \$30,000, subject to the policy below.

Purchases \$30,000 and Above

Any non-collection purchase exceeding \$30,000 shall be made only after the Director solicits responsive quotes from at least three potential vendors. The Director is not required to solicit responsive quotes from more than one potential vendor in the following circumstances:

- Emergencies – requires Director or Assistant Director prior written approval;
- State of Kansas contracts – if the State has a negotiated contract for an item and the Library is allowed to use that contract;
- There is a sole source of supply and no acceptable comparables;
- Purchases for the library collection.

Quotes and negotiations may be rejected in whole or in part, and are not binding upon the library until final Board approval. The Board reserves the right to require competitive bidding on terms to be determined.

Use of Library Credit Card

Staff members who have been issued a library credit card and have signed the credit card agreement (attached) may purchase items with their card and submit the receipt to the bookkeeper as documentation. Staff members shall adhere to all aspects of this policy, including budgetary and necessary approval processes. The bookkeeper is responsible for the administration of the library credit card system.

MEMO

To: Lawrence Public Library Board of Trustees
From: Brad Allen, Library Director
Date: October 14, 2021
Subject: Capital Improvement Project Recommendation

RECOMMENDATION:

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

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 proceeding without seeking additional bids.

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.