

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, November 15, 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 October
- Approve Treasurer's report for October
- Approve bills for October 18 to November 14
- Receive statistical report for October

Library Director's report

Friends & Foundation report

New Business

- Executive Director Annual Evaluation Team  
Sarah Goodwin Thiel, Board Chair
- Donor Recognition Policy – **ACTION ITEM**  
Kathleen Morgan, Director of Development and Community Partnerships
- Employee Handbook revision – **ACTION ITEM**  
Erica Segraves, Employee Engagement Coordinator

Old Business

Adjournment

## **DRAFT**

### **Lawrence Public Library**

### **Regular Board Meeting**

October 18, 2021

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

#### **Board Members Present:**

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

#### **Staff Members Present:**

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Bree Pfannenstiel, Jeff Bergeron, Tricia Karlin.

#### **Friends and Foundation Members Present:**

Rachel Rademacher

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#### **Call to order:**

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

#### **Consent Agenda**

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

#### **Library Director's Report**

- Brad is very excited that the library has selected the interns for the IMLS-funded diversity internship program.
- The privately-funded Picture Book area renovation is close to being finished. Soon Youth Services staff will be moving books from the stacks and getting them shelved in the new bookcases. The Library will have some of the current furniture in place to hold us until new furniture comes in.
- The lobby redesign project continues as well. A new desk from the 3Branch company has been purchased to replace the small podium currently in use. The new desk can adjust to various heights. Brad recently saw this model in use at two new Johnson County Library locations.
- Brad had a great time last month at the Kansas Book Festival in Topeka where he moderated a discussion panel that included other Lawrence community members.
- Brad was joined by Heather Kearns in the tour of eight new or redesigned Mid-Continent Library System branch buildings. They got some good ideas for things we might want to do here at LPL.
- The Susan Orlean event was great. It's been awhile since the library has hosted a live event and interview, so folks were a little rusty. But overall it went very well.
- The library had a positive experience with hosting a town hall meeting for Jake LaTurner, a local representative in the U. S. House of Representatives. With the exception of a disruption caused by one anti-mask attendee, the event went well.

- Karen Allen and Brad met with Esther Kottwitz and Kim Polson to discuss how the library could partner with the Early Childhood Education Center.

### **Friends and Foundation Director's Report**

- Rachel Rademacher provided the monthly report for the Friends and Foundation (F&F):
  - The F&F are excited about the upcoming book sale starting this weekend.
  - Rachel is pleased to report that they received a \$3,400 DCCF grant from Douglas County Community Foundation to help outfit Dottie, the library's new outreach van.
  - F&F are one of four beneficiaries for the Lawrence St. Patrick's Day Parade. Everyone can participate in the fundraiser by forming a team to play Irish Road Bowling. The Parade operation has very low overhead - all funds go to the beneficiaries. Next February is when [events](#) pick up - there will be trivia nights, pub crawls, and the Shamrock Shuffle run.
  - The second annual fundraiser planning meeting is tomorrow. February 17th is the tentative date for the event.
- Kathleen echoed Brad's report on the Susan Orlean event. There was good turnout and the event was a success
- Kathleen provided an update on the Donor Recognition Policy that the Library Board of Trustees had reviewed at the last meeting. Kathleen and Susan Kang redrafted it and will run it by the original committee, and then refer it to the F&F board. Kathleen estimates that the policy will be ready for review by the Board of Trustees to review at next month's meeting..

### **Ongoing Business**

- No ongoing business.

### **New Business**

- **Purchasing Policy - ACTION ITEM**
  - David updated the Board of Trustees on the work of the subcommittee that drafted a revision to the policy. He noted the previous policy hadn't been updated since 2011. At the last meeting, the Board of Trustees had asked the working group to modify the policy to add a new exception to the requirement to solicit multiple bids for purchases \$30,000 and above. A draft of the revised policy was presented to the Board of Trustees, with the added language (in italics) as follows:
  - "The Director is not required to solicit responsive quotes from more than one potential vendor in the following circumstances:
    - *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.*"
  - The policy was also updated to remove procedural guidelines, for example, the previous policy included specific instructions on how to reimburse purchases \$25.00 and below from petty cash. This type of procedural detail is more suited to procedures than policy.
  - The subcommittee considered raising the purchasing threshold to an amount higher than \$30,000, but decided that the current limit is appropriate and provides the board with good oversight.

- Judy moved to approve the revised policy as presented. Kevan seconded the motion. The motion was carried.

- **Capital improvement project - ACTION ITEM**

- Brad presented his recommendation to approve a quote from B.A. Green to create new office spaces for coordinator level staff. It will also create an airlock entry at the northwest staff entrance.
  - Brad noted that more spaces will require updating in the near future on the upper level.
- Judy moved to approve the quote; David seconded the motion. The motion passed
  - Brad expressed thanks to the board for their work to review and revise the purchasing policy and their care in attending to policy.

- **Update on Hours of Operation**

- Brad presented his memo providing an update on the change in library hours of operation. The library hours are now Mon-Thu 10 a.m. to 8 p.m.; Fri- Sun 10 a.m. to 6. (64 hours open). This represents a change from pre-pandemic hours: Mon-Thu 9 a.m. to 9 p.m.; Fri 9 a.m. to 7 p.m. Sat 9 a.m. to 6 p.m.; Sun noon - 6 p.m. (73 hours open).
- The interruption in operations caused by the pandemic provided an opportunity to rethink how the library can provide the best service possible given the limitations of its current funding.
- A statistical report was presented to graph hourly library activities under the old, pre-pandemic schedule compared to hourly library activities in the last few months of operation under the new schedule. Some of the hourly activities measured and reported on included circulation transaction numbers, new card application counts, gate count, and number of unique users booking meeting rooms. The data shows that although the 9 a.m. hour was an especially popular time for meeting room use in the pre-pandemic schedule, the highest levels of overall library activity generally occurred in the early to mid-afternoon. Service usage and general traffic dropped off significantly after 6 p.m.
- Attendance at the library is down significantly from pre-pandemic levels. It is difficult to know how much attendance levels will bounce back in the near future, when all services and programs are fully resumed.
- The previous schedule stretched library staff thin, and it was difficult to add on outreach services. With reduced operational hours, and the new truck, Dottie, the library is better positioned to go out and meet the community where they are.
- Our current location in the northeast corner of Lawrence doesn't provide easy access from all areas of the city
- Our new McGrath Consultant compensation study is coming down the pike. There is concern that we won't be able to pay staff at market salaries, so we probably don't want to expand operations when we'll be facing a budget crunch.
- Opening one hour later and closing one hour earlier is not a significant change and probably something that most users could adjust around.
- There was some discussion about closing some service desks and keeping staffing minimal in low-traffic hours. Could the library just have enough staff to open meeting

rooms and monitor the space? Brad noted that is somewhat unprecedented in the way libraries do business. But these are good questions to continue considering.

- The board discussed whether they would like to table the conversation and discuss it more at next month's meeting. However, they concluded that they would support Brad's recommendation to keep the library at its current schedule. The library is remaining true to its mission and using resources to expand outreach services. The board can revisit the topic later if needed.

### **Adjournment**

There being no other business, the meeting adjourned at 5:42 pm

The next regular Board meeting will be held Monday, November 15 via Zoom.

Respectfully submitted,

Tricia Karlin

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
October 2021							
REVENUES	This Month	Year to Date	Annual Budget	83% of Year	Oct-20	YTD 2020	
Tax Fund	\$ 258,859.08	\$ 4,971,533.47	\$ 4,978,000.00	99.87%	\$ 297,914.59	\$ 4,752,766.09	
CARES Funding		\$ 25,000.00					
CARES Return of Funds		\$ (5,571.18)					
Overdues	\$ 1,700.60	\$ 17,997.90	\$ 15,000.00	119.99%	\$ 54,792.00	\$ 14,260.51	
NEKLS & Grants	\$ 7,000.00	\$ 84,702.75	\$ 95,000.00	89.16%	\$ 2,213.60	\$ 69,000.00	
State Aid		\$ 28,182.75	\$ 25,000.00	112.73%	\$ -	\$ 28,991.57	
Photo Copies	\$ 1,534.90	\$ 8,001.00	\$ 5,000.00	160.02%	\$ -	\$ 5,858.09	
Coffee Shop Rent		\$ -	\$ -		\$ 245.35	\$ 1,500.00	
Meeting Room Fees	\$ 375.00	\$ 375.00	\$ -		\$ -	\$ (25.00)	
Interest	\$ 5.43	\$ 239.79	\$ 2,000.00	11.99%	\$ -	\$ 6,823.91	
Transfer from Cash Reserves	\$ -	\$ -	\$ 50,000.00		\$ 21.25		
Miscellaneous	\$ 244.91	\$ 4,635.39	\$ -		\$ 32.85	\$ 423.54	
Total Revenues	\$269,719.92	\$ 5,135,096.87	\$5,170,000.00	99.32%	\$355,219.64	\$4,879,598.71	
EXPENSES							
Salaries & Wages	\$ 237,585.48	\$ 2,318,658.93	\$ 2,865,000.00	80.93%	\$ 212,389.88	\$ 2,228,120.36	
Employee Benefits	\$ 38,414.57	\$ 367,689.55	\$ 460,000.00	79.93%	\$ 30,709.21	\$ 276,785.58	
Payroll Taxes	\$ 38,027.68	\$ 389,598.48	\$ 500,000.00	77.92%	\$ 35,986.98	\$ 373,328.37	
Utilities	\$ 6,515.13	\$ 66,969.97	\$ 100,000.00	66.97%	\$ 5,963.88	\$ 66,693.57	
Building Supplies	\$ 1,173.87	\$ 13,820.85	\$ 20,000.00	69.10%	\$ 2,323.29	\$ 15,944.20	
Building Repairs & Maintenance	\$ 5,627.89	\$ 56,650.83	\$ 55,000.00	103.00%	\$ 7,493.76	\$ 73,376.09	
Library Supplies	\$ 2,212.14	\$ 23,927.90	\$ 25,000.00	95.71%	\$ 2,153.50	\$ 16,792.87	
Books & Materials	\$ 62,230.98	\$ 532,703.87	\$ 710,000.00	75.03%	\$ 62,273.94	\$ 521,724.86	
Processing Supplies	\$ 2,702.44	\$ 32,875.31	\$ 54,000.00	60.88%	\$ 2,466.62	\$ 28,925.94	
Equipment	\$ 599.00	\$ 27,287.03	\$ 10,000.00	272.87%	\$ 40,650.65	\$ 51,804.64	
Technology	\$ 14,324.74	\$ 236,994.80	\$ 250,000.00	94.80%	\$ 7,892.16	\$ 209,147.61	
Insurance		\$ 13,556.50	\$ 16,000.00	84.73%	\$ 786.00	\$ 13,231.50	
Shipping	\$ 100.00	\$ 14,488.26	\$ 18,000.00	80.49%	\$ 903.64	\$ 13,439.77	
Professional Development	\$ 15,454.20	\$ 25,133.44	\$ 30,000.00	83.78%	\$ 195.00	\$ 7,312.16	
Book Van & Mileage	\$ 130.86	\$ 1,435.38	\$ 2,000.00	71.77%	\$ 73.57	\$ 1,139.56	
Professional Fees	\$ 2,630.32	\$ 29,786.75	\$ 25,000.00	119.15%	\$ 3,091.69	\$ 20,978.62	
Advertising & Marketing	\$ 755.91	\$ 25,011.07	\$ 30,000.00	83.37%	\$ 1,967.00	\$ 18,155.72	
Capital Improvements		\$ 28,085.12	\$ -		\$ -	\$ -	
Miscellaneous	\$ 43.38	\$ 89.58	\$ -		\$ 235.90	\$ 737.13	
Total Expenses	\$ 428,528.59	\$ 4,204,763.62	\$ 5,170,000.00	81.33%	\$ 417,556.67	\$ 3,937,638.55	
CASH BALANCES							
Cash Reserves	\$ 88,320.52	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020)					
Checking	\$ 379,864.99						
Capital Improvement	\$ 774,230.87						

Lawrence Public Library  
2021 Outside Funding Report

			1/1/2021	August	August	September	September	October	October	November	November	December	December			
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS & FOUNDATION																
		Coggins - Outreach	\$ 6,449.07		\$ 111.42		\$ 75.75							\$ 3,864.84		
		Outreach Vehicle Collection Materials			\$ 44.28				\$ 28.65					\$ 9,927.07		
		Summer Reading - ALL	\$ 894.63		\$ 1,970.29				\$ (15,384.96)					\$ (0.00)		
		Programming	\$ -		\$ 1,494.84		\$ 1,184.58		\$ 1,560.30					\$ 8,354.00		
		Aquarium	\$ 418.01		\$ 409.25		\$ 310.00		\$ 310.00					\$ 427.50		
		Kanopy	\$ (4,673.00)		\$ 2,500.00		\$ 2,592.00		\$ 3,068.00					\$ 912.00		
		Crowe Fund	\$ 266.49		\$ 25.66				\$ 78.44					\$ 1,375.96		
		Storytime @Home/Juanita Marsh	\$ 803.42		\$ (26.44)									\$ 785.43		
		Salkind for E-books	\$ 58.60		\$ 202.39		\$ 21.98							\$ 10,201.77		
		Harry Potter	\$ 164.90											\$ -		
		Sound & Vision	\$ -				\$ 541.04		\$ (102.02)					\$ 811.98		
		MIDCO/Peterson	\$ 18,093.87				\$ 1,199.02		\$ 1,263.92					\$ 31,688.98		
		Seed Library	\$ 809.34											\$ 396.51		
		Salaries/Taxes - Isaman/Hyde	\$ -	\$ 33,094.44	\$ 8,238.44		\$ 8,436.76		\$ 8,047.35					\$ (24,722.55)		
		Weinberg/Jedel YS/YA	\$ 18,414.04						\$ 3,639.35					\$ 14,082.10		
		Camin Memorial	\$ 242.79											\$ 242.79		
		Harrison Music Storytellers	\$ -											\$ -		
		Dr. Bob	\$ -			\$ 48.60								\$ 48.60		
		Local History/Coan	\$ 3,306.65											\$ 3,306.65		
		Kansas Health Foundation	\$ 1,685.71				\$ 25.00		\$ 25.00					\$ 1,522.74		
		Simpson Grant	\$ 3,002.92											\$ 3,602.92		
		Block Grant & General Endowment	\$ 270,866.70		\$ 313.97		\$ 3,480.00		\$ 19,513.54					\$ 261,681.83		
		Volunteers	\$ 705.63											\$ 705.63		
		Foundation- to be reimbursed	\$ -			\$ 27.59		\$ 12.46						\$ 71.02		
		Parks Posters Income/Expenses	\$ -	\$ (101.88)										\$ 169.34		
		Patsy Cotte for YS	\$ 1,107.93											\$ -		
		Milliken Fund	\$ 524.98											\$ 2,959.41		
		Dean Owens - YA College & Career	\$ 2,920.00											\$ 2,920.00		
		KPR-Advertising	\$ 1,102.50											\$ 652.50		
		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		
		Picture Book Room												\$ 42,261.00		
		Jedel for The Reader	\$ 1,881.71											\$ -		
		Census - Winter Family	\$ -											\$ -		
		Read Across Lawrence 2020	\$ -											\$ -		
			\$ 349,185.88	\$ 32,992.56	\$ 15,284.10	\$ 76.19	\$ 17,866.13	\$ 12.46	\$ 22,047.57	\$ -	\$ -	\$ -	\$ -	\$ 428,389.01		
OTHER																
		Memorials/Honor with Books-GGIFT	\$ 2,130.82		\$ 427.76		\$ 55.19		\$ 88.91					\$ 1,118.92		
		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												\$ 9.04		
		Wurfy												\$ (9.17)		
		Merchandise Sales	\$ (326.70)	\$ 381.75		\$ (1,540.91)		\$ 446.50						\$ (843.64)		
			\$ 6,010.81	\$ 381.75	\$ 427.76	\$ (1,540.91)	\$ 55.19	\$ 446.50	\$ 88.91	\$ -	\$ -	\$ -	\$ -	\$ 4,481.84		
			\$ 355,196.69													
		Month Total		\$ 33,374.31	\$ 15,711.86	\$ (1,464.72)	\$ 17,921.32	\$ 458.96	\$ 22,136.48	\$ -	\$ -	\$ -	\$ -	YTD Income	\$ 345,554.40	
											YTD:	\$ 345,554.40	\$ 267,880.24	YTD Expense	\$ 267,880.24	

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

	<u>Oct 31, 21</u>	<u>Oct 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
MIP Operating Funds	1,476,562.88	1,364,595.35	111,967.53	8.2%
Checking	366,533.63	305,618.15	60,915.48	19.9%
Capital Improvement at MIP	774,230.87	685,984.98	88,245.89	12.9%
<b>Total Checking/Savings</b>	<u>2,617,327.38</u>	<u>2,356,198.48</u>	<u>261,128.90</u>	<u>11.1%</u>
<b>Total Current Assets</b>	<u>2,617,327.38</u>	<u>2,356,198.48</u>	<u>261,128.90</u>	<u>11.1%</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>2,618,012.38</b></u>	<u><b>2,356,898.48</b></u>	<u><b>261,113.90</b></u>	<u><b>11.1%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	69,865.66	43,943.78	25,921.88	59.0%
<b>Total Accounts Payable</b>	<u>69,865.66</u>	<u>43,943.78</u>	<u>25,921.88</u>	<u>59.0%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	2,411.11	4,736.43	-2,325.32	-49.1%
<b>Total Other Current Liabilities</b>	<u>2,411.11</u>	<u>4,736.43</u>	<u>-2,325.32</u>	<u>-49.1%</u>
<b>Total Current Liabilities</b>	<u>72,276.77</u>	<u>48,680.21</u>	<u>23,596.56</u>	<u>48.5%</u>
<b>Total Liabilities</b>	<u>72,276.77</u>	<u>48,680.21</u>	<u>23,596.56</u>	<u>48.5%</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	1,008,007.41	988,998.07	19,009.34	1.9%
<b>Total Equity</b>	<u>2,545,735.61</u>	<u>2,308,218.27</u>	<u>237,517.34</u>	<u>10.3%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,618,012.38</b></u>	<u><b>2,356,898.48</b></u>	<u><b>261,113.90</b></u>	<u><b>11.1%</b></u>



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

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	<u>Oct 21</u>	<u>Jan - Oct 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>CARES Funding</b>	0.00	19,428.82
<b>Miscellaneous Income</b>	232.45	4,616.64
<b>Gifts-Other</b>	12.46	346,071.34
<b>Grants</b>	7,000.00	112,885.50
<b>Interest</b>	5.43	239.79
<b>Meeting Room Fees</b>	375.00	375.00
<b>Merchandise Sales</b>	446.50	-516.94
<b>Lost and Replacement Fees</b>	1,700.60	17,997.90
<b>Photocopies &amp; Printing</b>	1,534.90	8,001.00
<b>Tax Fund</b>	258,859.08	4,971,533.47
<b>Utilities Income</b>	0.00	18.75
<b>Total Income</b>	<u>270,166.42</u>	<u>5,480,651.27</u>
<b>Gross Profit</b>	270,166.42	5,480,651.27
<b>Expense</b>		
<b>Payroll Expenses</b>	276,000.05	2,686,348.48
<b>Payroll Taxes</b>	39,157.73	401,334.12
<b>Utilities - Electric</b>	6,515.13	66,969.97
<b>Building Supplies</b>	1,173.87	13,820.85
<b>Building Repairs &amp; Maintenance</b>	5,627.89	56,650.83
<b>Library &amp; Office Supplies</b>	2,212.14	23,927.90
<b>Books &amp; Materials</b>	62,230.98	532,703.87
<b>Processing Supplies</b>	2,702.44	32,875.31
<b>Equipment</b>	599.00	27,287.03
<b>Technology</b>	14,324.74	236,994.80
<b>Insurance</b>	0.00	13,556.50
<b>Postage &amp; Mailing</b>	100.00	14,488.26
<b>Professional Development</b>	15,454.20	25,133.44
<b>Bookvan &amp; Mileage</b>	130.86	1,435.38
<b>Professional Fees</b>	2,630.32	29,786.75
<b>Marketing</b>	755.91	25,011.07
<b>Capital Improvement Expenditure</b>	0.00	35,824.12
<b>Miscellaneous</b>	43.38	89.58
<b>FRIENDS &amp; FOUNDATION FUNDING</b>	21,006.43	247,955.60
<b>FRIENDS FUNDING</b>	<u>0.00</u>	<u>450.00</u>

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

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	<u>Oct 21</u>	<u>Jan - Oct 21</u>
<b>Total Expense</b>	450,665.07	4,472,643.86
<b>Net Ordinary Income</b>	-180,498.65	1,008,007.41
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
<b>COVID-19 Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-180,498.65</u></u>	<u><u>1,008,007.41</u></u>

**Lawrence Public Library**  
**Vendor Balance Summary**  
All Transactions

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	<u>Nov 10, 21</u>
Advance Insurance Company	752.92
Amazon	2,623.12
Andy Morton	200.00
Ann Dean	225.00
ASI	50.00
B.A. Green Construction	1,720.00
Baker & Taylor, Inc.	58.42
Cameo Bond	18.49
Center Point Large Print	324.61
Century Business Technologies	486.84
Demco, Inc.	675.25
Douglas County Historical Society	220.00
EBSCO	11.82
Evergy	6,234.28
Gale/Cengage Learning	433.84
Hamco Kansas City, Inc.	669.50
Ingram Library Services	20,398.74
Jayhawk Tropical Fish	310.00
Kaite Stover	150.00
Kanopy LLC	3,414.00
Lawrence Sign Up LLC	2,175.58
Leanna Henning	25.00
Midcontinent Communications	411.78
Midwest Tape	17,286.51
OCLC, Inc.	5,700.52
OverDrive	10,545.84
P1 Group, Inc.	5,498.00
Pur-O-Zone, Inc.	1,306.45
Rabbi Zalman Tiechtel	150.00
Ryan Joregenson	9.76
Scholastic Inc.	106.75
U.S. Bank - Mastercard	25,455.48
Unique Management Services	379.30
United Parcel Service	887.62
<b>TOTAL</b>	<b><u>108,915.42</u></b>

8:16 AM  
11/12/21

Lawrence Public Library  
**Check Detail**  
November 2021

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/11/2021</b>	<b>Advance Insurance Company</b>	<b>Checking</b>	
Bill	00025315	11/10/2021		Group Life Insurance	-752.92
TOTAL					-752.92
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/11/2021</b>	<b>ASI</b>	<b>Checking</b>	
Bill	October	10/26/2021		Professional Fees	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/11/2021</b>	<b>Evergy</b>	<b>Checking</b>	
Bill	Electronic	11/04/2021		Utilities - Electric	-6,234.28
TOTAL					-6,234.28
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/11/2021</b>	<b>Midcontinent Communications</b>	<b>Checking</b>	
Bill	157407601...	10/18/2021		Telephone	-411.78
TOTAL					-411.78
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>11/11/2021</b>	<b>U.S. Bank - Mastercard</b>	<b>Checking</b>	
Bill	October	10/31/2021		Professional Developm...	-10,049.83
				Professional Fees	-647.07
				Children Services Progr...	-45.13
				Children Services Progr...	-97.06
				Professional Developm...	-326.74
				Library & Office Supplies	-178.87
				Fixed Costs	-80.95
				Fixed Costs	-19.43
				Professional Developm...	-296.05

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Type	Num	Date	Name	Account	Paid Amount
				Professional Developm...	-49.51
				Fixed Costs	-682.56
				Telephone	-117.83
				MIDCO	-990.05
				MIDCO	-251.48
				Supplies	-419.24
				Professional Developm...	-23.12
				Professional Developm...	-145.18
				Block Grant	-1,152.51
				LPL Vehicles & Mileage	-70.61
				Children Services Progr...	-46.01
				Professional Developm...	-371.30
				Children Services Progr...	-138.50
				Professional Developm...	-109.67
				Adult Programming	-32.40
				Library & Office Supplies	-47.29
				Marketing	-79.20
				Professional Developm...	-227.73
				Marketing	-1.97
				Adult Programming	-308.82
				Professional Developm...	-242.58
				Professional Developm...	-608.93
				Professional Developm...	-92.56
				Membership & Dues	-19.80
				Professional Developm...	-478.23
				Children Services Progr...	-68.41
				Professional Developm...	-322.84
				Professional Developm...	-355.91
				Library & Office Supplies	-519.72
				Children Services Progr...	-75.98
				Books & Materials	-510.78
				Books & Materials	-19.75
				Books & Materials	-28.65
				Processing Supplies	-69.98
				Library & Office Supplies	-46.47
				Library & Office Supplies	-388.49
				Building Supplies	-293.40
				Building Repairs & Main...	-25.89
				LPL Vehicles & Mileage	-58.96

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**Check Detail**  
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Type	Num	Date	Name	Account	Paid Amount
Bill	November	11/04/2021		Professional Developm...	-478.23
				Miscellaneous	-49.51
				Teen Services Program...	-9.89
				Teen Services Program...	-8.83
				Crowe Fund	-50.75
				Professional Developm...	-142.50
				Professional Developm...	-336.11
				Adult Programming	-88.40
				Block Grant	-781.21
				Professional Developm...	-151.49
				Marketing	-48.45
				Professional Developm...	-326.74
				Professional Developm...	-166.42
				Telephone	-407.40
				Postage & Mailing	-99.01
				Miscellaneous	-88.50
				Professional Fees	-17.81
				Equipment	-593.09
				Periodicals	-49.75
				Books & Materials	-57.96
				Books & Materials	-269.99
TOTAL					-25,455.48
Bill Pmt -Check	Electronic	11/11/2021	United Parcel Service	Checking	
Bill	506AE1451	11/04/2021		Postage & Mailing	-887.62
TOTAL					-887.62
Bill Pmt -Check	9231	11/11/2021	Baker & Taylor, Inc.	Checking	
Bill	5017178632	10/18/2021		Processing Supplies	-0.20
Bill	2036245755	10/25/2021		Processing Supplies	-0.40
Bill	2036245755a	10/25/2021		Books & Materials	-30.28
TOTAL					-30.88

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9232</b>	<b>11/11/2021</b>	<b>Cameo Bond</b>	<b>Checking</b>	
Bill	Refund	11/04/2021		Fines and Replacement...	-18.49
TOTAL					-18.49
<b>Bill Pmt -Check</b>	<b>9233</b>	<b>11/11/2021</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	1876987	10/13/2021		Books & Materials	-146.72
Bill	1884001	10/13/2021		Books & Materials	-177.89
TOTAL					-324.61
<b>Bill Pmt -Check</b>	<b>9234</b>	<b>11/11/2021</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	606467	11/04/2021		Copying	-486.84
TOTAL					-486.84
<b>Bill Pmt -Check</b>	<b>9235</b>	<b>11/11/2021</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7022739	10/18/2021		Processing Supplies	-675.25
TOTAL					-675.25
<b>Bill Pmt -Check</b>	<b>9236</b>	<b>11/11/2021</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	2201649	10/15/2021		Books & Materials	-11.82
TOTAL					-11.82
<b>Bill Pmt -Check</b>	<b>9237</b>	<b>11/11/2021</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	75980102	10/13/2021		Books & Materials	-66.47

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Type	Num	Date	Name	Account	Paid Amount
Bill	76035621	10/25/2021		Books & Materials	-27.29
Bill	76043828	10/26/2021		Books & Materials	-123.85
Bill	76052453	10/26/2021		Books & Materials	-53.18
Bill	76059609	10/27/2021		Books & Materials	-42.00
Bill	76068522	10/27/2021		Books & Materials	-93.76
Bill	76080702	10/29/2021		Books & Materials	-27.29
TOTAL					-433.84
<b>Bill Pmt -Check</b>	<b>9238</b>	<b>11/11/2021</b>	<b>Hamco Kansas City, Inc.</b>	<b>Checking</b>	
Bill	127064x	11/09/2021		Library & Office Supplies	-669.50
TOTAL					-669.50
<b>Bill Pmt -Check</b>	<b>9239</b>	<b>11/11/2021</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	55307402	10/13/2021		YA/YS Programs-Weinb...	-512.10
Bill	55354664	10/13/2021		YA/YS Programs-Weinb...	-20.50
Bill	55263023	10/13/2021		GGIFT	-22.77
Bill	55263024	10/13/2021		GGIFT	-0.82
Bill	55263017	10/13/2021		Books & Materials	-404.88
Bill	55263019	10/13/2021		Books & Materials	-529.67
Bill	55263018	10/13/2021		Processing Supplies	-31.79
Bill	55282292	10/14/2021		GGIFT	-17.07
Bill	55282293	10/14/2021		GGIFT	-0.15
Bill	55263021	10/14/2021		Books & Materials	-446.73
Bill	55282290	10/14/2021		Books & Materials	-621.81
Bill	55307403	10/14/2021		Books & Materials	-496.21
Bill	55282291	10/14/2021		Processing Supplies	-45.89
Bill	55263022	10/14/2021		Processing Supplies	-38.37
Bill	55263020	10/14/2021		Processing Supplies	-38.68
Bill	55338326	10/15/2021		Books & Materials	-89.78
Bill	55338327	10/15/2021		Processing Supplies	-5.06
Bill	55307404	10/15/2021		Processing Supplies	-38.68
Bill	55326859	10/18/2021		Books & Materials	-2,838.50
Bill	55326861	10/18/2021		Books & Materials	-25.18
Bill	55326862	10/18/2021		Processing Supplies	-0.30



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Type	Num	Date	Name	Account	Paid Amount
Bill	55326860	10/18/2021		Processing Supplies	-234.38
Bill	55366137	10/19/2021		Books & Materials	-53.32
Bill	55354665	10/19/2021		Books & Materials	-553.26
Bill	55354666	10/19/2021		Processing Supplies	-55.55
Bill	55366138	10/19/2021		Processing Supplies	-4.91
Bill	55376129	10/25/2021		Books & Materials	-215.48
Bill	55376133	10/25/2021		Books & Materials	-478.11
Bill	55390376	10/25/2021		Books & Materials	-733.99
Bill	55422201	10/25/2021		Books & Materials	-332.53
Bill	55474226	10/25/2021		Books & Materials	-560.40
Bill	55376131	10/25/2021		Books & Materials	-160.13
Bill	55376135	10/25/2021		Books & Materials	-13.19
Bill	55376136	10/25/2021		Processing Supplies	-0.15
Bill	55376132	10/25/2021		Processing Supplies	-8.01
Bill	55422204	10/25/2021		GGIFT	-0.15
Bill	55474227	10/25/2021		Processing Supplies	-54.92
Bill	55422202	10/25/2021		Processing Supplies	-21.45
Bill	55390377	10/25/2021		Processing Supplies	-57.59
Bill	55376134	10/25/2021		Processing Supplies	-45.91
Bill	55376130	10/25/2021		Processing Supplies	-17.49
Bill	55422203	10/25/2021		GGIFT	-17.09
Bill	55463125	10/26/2021		Books & Materials	-1,156.90
Bill	55486075	10/26/2021		Books & Materials	-127.88
Bill	55486077	10/26/2021		Books & Materials	-70.13
Bill	55463127	10/26/2021		Books & Materials	-379.44
Bill	55463128	10/26/2021		Processing Supplies	-11.81
Bill	55486078	10/26/2021		Processing Supplies	-4.76
Bill	55486076	10/26/2021		Processing Supplies	-15.73
Bill	55463126	10/26/2021		Processing Supplies	-114.17
Bill	55463129	10/27/2021		Outreach Collection	-28.50
Bill	55463130	10/27/2021		Outreach Collection	-0.15
Bill	55527122	10/27/2021		Books & Materials	-99.48
Bill	55494426	10/27/2021		Books & Materials	-388.66
Bill	55513579	10/27/2021		Books & Materials	-701.06
Bill	55541837	10/29/2021		Books & Materials	-215.67
Bill	55541838	10/29/2021		Processing Supplies	-19.35
Bill	55513580	10/29/2021		Processing Supplies	-46.57
Bill	55494427	10/29/2021		Processing Supplies	-41.63
Bill	55527123	10/29/2021		Processing Supplies	-13.79

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Type	Num	Date	Name	Account	Paid Amount
Bill	55563472	11/01/2021		Books & Materials	-468.08
Bill	55563474	11/01/2021		Books & Materials	-11.99
Bill	55584952	11/02/2021		Books & Materials	-95.08
Bill	55607192	11/02/2021		Books & Materials	-51.25
Bill	55607191	11/02/2021		Books & Materials	-13.68
Bill	55584950	11/02/2021		Books & Materials	-2,050.70
Bill	55653298	11/03/2021		Books & Materials	-597.18
Bill	55635173	11/08/2021		Books & Materials	-790.61
Bill	55674382	11/08/2021		Books & Materials	-587.40
Bill	55615517	11/08/2021		Books & Materials	-203.13
Bill	55686456	11/08/2021		Books & Materials	-504.39
Bill	55686458	11/08/2021		Books & Materials	-14.39
Bill	55734800	11/09/2021		Books & Materials	-49.20
Bill	55711649	11/09/2021		Books & Materials	-1,140.72
Bill	55711650	11/09/2021		Processing Supplies	-111.72
Bill	55734801	11/09/2021		Processing Supplies	-9.52
Bill	55686459	11/09/2021		Processing Supplies	-0.15
Bill	55686457	11/09/2021		Processing Supplies	-33.21
Bill	55615518	11/09/2021		Processing Supplies	-12.59
Bill	55674383	11/09/2021		Processing Supplies	-71.37
Bill	55635174	11/09/2021		Processing Supplies	-46.82
Bill	55653299	11/09/2021		Processing Supplies	-66.53
Bill	55584951	11/09/2021		Processing Supplies	-140.27
Bill	55607193	11/09/2021		Processing Supplies	-9.85
Bill	55584953	11/09/2021		Processing Supplies	-6.07
Bill	55563475	11/09/2021		Processing Supplies	-0.15
Bill	55563473	11/09/2021		Processing Supplies	-34.06
TOTAL					-20,398.74
Bill Pmt -Check	9240	11/11/2021	Jayhawk Tropical Fish	Checking	
Bill	942160	10/27/2021		Aquarium Maintenance	-310.00
TOTAL					-310.00
Bill Pmt -Check	9241	11/11/2021	Kanopy LLC	Checking	

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Type	Num	Date	Name	Account	Paid Amount
Bill	271513-PPU	11/09/2021		Kanopy	-3,414.00
TOTAL					-3,414.00
<b>Bill Pmt -Check</b>	<b>9242</b>	<b>11/11/2021</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	10950	10/18/2021		Block Grant	-2,175.58
TOTAL					-2,175.58
<b>Bill Pmt -Check</b>	<b>9243</b>	<b>11/11/2021</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	501099235	10/13/2021		Books & Materials	-580.17
Bill	501099238	10/13/2021		Books & Materials	-48.74
Bill	501099236	10/13/2021		Books & Materials	-154.95
Bill	501113953	10/14/2021		Books & Materials	-419.09
Bill	501113951	10/14/2021		Books & Materials	-184.81
Bill	501131458	10/22/2021		Books & Materials	-114.96
Bill	501131457	10/25/2021		Books & Materials	-1,202.80
Bill	501152689	10/25/2021		Books & Materials	-511.30
Bill	501152687	10/25/2021		Books & Materials	-147.65
Bill	501147023	10/26/2021		Books & Materials	-112.46
Bill	501167023	10/27/2021		Books & Materials	-664.85
Bill	501167026	10/27/2021		Books & Materials	-45.74
Bill	501167024	10/27/2021		Books & Materials	-39.99
Bill	501182396	10/29/2021		Books & Materials	-127.45
Bill	501182394	10/29/2021		Books & Materials	-242.64
Bill	501208966	10/31/2021		Processing Supplies	-322.55
Bill	501210247	11/01/2021		Books & Materials	-10,579.63
Bill	501197811	11/02/2021		Books & Materials	-664.68
Bill	501197814	11/02/2021		Books & Materials	-48.74
Bill	501197812	11/02/2021		Books & Materials	-257.93
Bill	501218951	11/08/2021		Books & Materials	-637.77
Bill	501214139	11/08/2021		Books & Materials	-177.61
TOTAL					-17,286.51

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9244</b>	<b>11/11/2021</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	1000173584	10/31/2021		Collections	-5,700.52
TOTAL					-5,700.52
<b>Bill Pmt -Check</b>	<b>9245</b>	<b>11/11/2021</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO21...	10/14/2021		Books & Materials	-242.17
Bill	06809CO21...	10/19/2021		Books & Materials	-392.47
Bill	06809CO21...	10/19/2021		Books & Materials	-151.19
Bill	06809CO21...	10/19/2021		Books & Materials	-395.65
Bill	06809CO21...	10/19/2021		Books & Materials	-1,673.90
Bill	06809CO21...	10/19/2021		Books & Materials	-790.71
Bill	06809DA21...	10/19/2021		Books & Materials	-362.96
Bill	06809CO21...	10/26/2021		Books & Materials	-169.04
Bill	06809CO21...	10/26/2021		Books & Materials	-145.39
Bill	06809CO21...	10/27/2021		Books & Materials	-138.00
Bill	06809CO21...	10/27/2021		Books & Materials	-162.91
Bill	06809CO21...	10/27/2021		Books & Materials	-1,195.94
Bill	06809CO21...	10/27/2021		Books & Materials	-1,055.18
Bill	06809CO21...	10/27/2021		Books & Materials	-358.55
Bill	06809CO21...	11/03/2021		Books & Materials	-1,163.87
Bill	06809CO21...	11/03/2021		Books & Materials	-932.45
Bill	06809CO21...	11/03/2021		Books & Materials	-382.49
Bill	06809CO21...	11/03/2021		Books & Materials	-113.00
Bill	06809DA21...	11/03/2021		Books & Materials	-427.49
Bill	06809DA21...	11/03/2021		Books & Materials	-272.49
Bill	06809DA21...	11/03/2021		Books & Materials	-19.99
TOTAL					-10,545.84
<b>Bill Pmt -Check</b>	<b>9246</b>	<b>11/11/2021</b>	<b>P1 Group, Inc.</b>	<b>Checking</b>	
Bill	000109289	10/18/2021		Building Repairs & Main...	-5,498.00
TOTAL					-5,498.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9247</b>	<b>11/11/2021</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	840605	10/18/2021		Library & Office Supplies	-793.99
Bill	841401	11/09/2021		Building Supplies	-370.96
Bill	841405	11/09/2021		Building Supplies	-141.50
TOTAL					-1,306.45
<b>Bill Pmt -Check</b>	<b>9248</b>	<b>11/11/2021</b>	<b>Ryan Joregenson</b>	<b>Checking</b>	
Bill		10/18/2021		Fines and Replacement...	-9.76
TOTAL					-9.76
<b>Bill Pmt -Check</b>	<b>9249</b>	<b>11/11/2021</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	33381181	10/26/2021		YA/YS Programs-Weinb...	-106.75
TOTAL					-106.75
<b>Bill Pmt -Check</b>	<b>9250</b>	<b>11/11/2021</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	607207	11/04/2021		Professional Fees	-196.90
Bill	607208	11/04/2021		Professional Fees	-182.40
TOTAL					-379.30
<b>Bill Pmt -Check</b>	<b>29069</b>	<b>11/09/2021</b>	<b>Amazon</b>	<b>Checking</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>29083</b>	<b>11/11/2021</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	6048215	09/24/2021	Amazon	Accounts Payable	0.00

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Type	Num	Date	Name	Account	Paid Amount
Bill	6048215a	09/24/2021	Amazon	Accounts Payable	0.00
Bill	1053820x	10/05/2021		Books & Materials	-40.50
Bill	1173007	10/13/2021		Children Services Progr...	-10.98
Bill	1173007a	10/13/2021		Children Services Progr...	-15.99
				Teen Services Program...	-32.05
				Children Services Progr...	-73.00
				Children Services Progr...	-10.99
				Teen Services Program...	-12.99
				Children Services Progr...	-35.89
Bill	8765838	10/13/2021		Books & Materials	-28.92
Bill	4717061	10/13/2021		Books & Materials	-32.98
Bill	6130616	10/13/2021		Books & Materials	-40.00
Bill	3265064d	10/13/2021		Books & Materials	-33.27
Bill	3265064e	10/13/2021		Books & Materials	-42.69
Bill	3265064f	10/13/2021		Books & Materials	-45.30
Bill	5916244	10/18/2021		Children Services Progr...	-6.99
Bill	9767408	10/18/2021		Teen Services Program...	-22.49
Bill	6127415	10/19/2021		Books & Materials	-9.48
Bill	6359463	10/19/2021		Books & Materials	-21.56
Bill	8721834	10/19/2021		Books & Materials	-12.68
Bill	3265064	10/19/2021		Books & Materials	-42.06
Bill	3265064a	10/19/2021		Books & Materials	-49.74
Bill	5293057	10/19/2021		Books & Materials	-33.98
Bill	3265064b	10/19/2021		Books & Materials	-75.63
Bill	8860246	10/19/2021		Books & Materials	-19.82
Bill	3265064c	10/19/2021		Books & Materials	-34.90
Bill	3265064g	10/19/2021		Books & Materials	-17.78
Bill	3265064h	10/19/2021		Books & Materials	-122.02
Bill	5077031	10/19/2021		Books & Materials	-23.35
Bill	6236200	10/19/2021		Books & Materials	-12.69
Bill	5617012	10/19/2021		Books & Materials	-16.97
Bill	6236200a	10/19/2021		Books & Materials	-119.98
Bill	6644224	10/19/2021		Books & Materials	-13.99
Bill	456466572...	10/19/2021		Books & Materials	-89.25
Bill	6878664	10/19/2021		Books & Materials	-17.99
Bill	6121845	10/26/2021		MIDCO	-259.99
Bill	3063436g	10/26/2021		Books & Materials	-27.34
Bill	6048215d	10/26/2021		Books & Materials	-179.97
Bill	6048215e	10/26/2021		Books & Materials	-23.51

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11/12/21

Lawrence Public Library  
**Check Detail**  
November 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	7075403	10/26/2021		Books & Materials	-12.37
Bill	5919404	10/29/2021		Books & Materials	-28.44
Bill	5453019	10/29/2021		Books & Materials	-14.19
Bill	2884240	10/29/2021		Books & Materials	-8.26
Bill	9741804	10/29/2021		Books & Materials	-29.91
Bill	5650601	10/29/2021		Books & Materials	-119.76
Bill	8875423	10/29/2021		Books & Materials	-19.95
Bill	5345821	10/29/2021		Books & Materials	-29.99
Bill	6737010	10/29/2021		Books & Materials	-10.99
Bill	2724230	10/29/2021		Books & Materials	-49.99
Bill	3480240	10/29/2021		Books & Materials	-14.95
Bill	1922632	10/29/2021		Books & Materials	-20.58
Bill	5725843	10/29/2021		Books & Materials	-31.99
Bill	7431403	10/29/2021		Books & Materials	-9.67
Bill	2894604	10/29/2021		Books & Materials	-11.39
Bill	5614619	11/01/2021		Books & Materials	-17.33
Bill	6236200x	11/01/2021		Books & Materials	-56.98
Bill	101421amaz	11/01/2021		Books & Materials	-28.67
Bill	102221amaz	11/01/2021		Books & Materials	-6.09
Bill	102821amaz	11/01/2021		Books & Materials	-44.99
Bill	102821ama...	11/01/2021		Books & Materials	-29.99
Bill	102821ama...	11/01/2021		Books & Materials	-29.05
Bill	102821ama...	11/01/2021		Books & Materials	-23.95
Bill	102821ama...	11/01/2021		Books & Materials	-12.95
Bill	102821ama...	11/01/2021		Books & Materials	-9.29
Bill	102821ama...	11/01/2021		Books & Materials	-59.94
Bill	102821ama...	11/01/2021		Books & Materials	-56.98
Bill	102821ama...	11/01/2021		Books & Materials	-49.99
Bill	102821ama...	11/01/2021		Books & Materials	-16.30
Bill	102821ama...	11/01/2021		Books & Materials	-23.98
Bill	093021amaz	11/03/2021		Books & Materials	-18.77
Bill	em102621s...	11/09/2021		Processing Supplies	-15.73
TOTAL					-2,623.12
Bill Pmt -Check	29084	11/11/2021	Andy Morton	Checking	
Bill	Trivia	10/18/2021		Adult Programming	-200.00

8:16 AM  
11/12/21

Lawrence Public Library  
**Check Detail**  
November 2021

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-200.00
Bill Pmt -Check	29085	11/11/2021	Ann Dean	Checking	
Bill	October	10/18/2021		Marketing	-225.00
TOTAL					-225.00
Bill Pmt -Check	29086	11/11/2021	B.A. Green Construction	Checking	
Bill	21-046--01	11/08/2021		Building Repairs & Main...	-1,720.00
Bill	20-064-03	11/08/2021		Capital Improvement Ex...	-17,198.00
				Capital Improvement Ex...	-39,050.00
TOTAL					-57,968.00
Bill Pmt -Check	29087	11/11/2021	Baker & Taylor, Inc.	Checking	
Bill	5017178631	10/18/2021		Books & Materials	-27.54
TOTAL					-27.54
Bill Pmt -Check	29088	11/11/2021	Douglas County Historical Soci...	Checking	
Bill	Exhibit Tick...	11/04/2021		Adult Programming	-220.00
TOTAL					-220.00
Bill Pmt -Check	29089	11/11/2021	Kaite Stover	Checking	
Bill	Haunted St...	10/18/2021		Adult Programming	-150.00
TOTAL					-150.00
Bill Pmt -Check	29090	11/11/2021	Leanna Henning	Checking	



8:16 AM  
11/12/21

Lawrence Public Library  
**Check Detail**  
November 2021

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Type	Num	Date	Name	Account	Paid Amount
Bill	October	10/18/2021		KHF Grant Expenses	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>29091</b>	<b>11/11/2021</b>	<b>Rabbi Zalman Tiechtel</b>	<b>Checking</b>	
Bill	Olive	11/09/2021		Children Services Progr...	-150.00
TOTAL					-150.00

# Lawrence Public Library

## Statistical Summary - OCTOBER 2021

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits	25,439							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>							
<b>Total Cardholders transacting in last 3 years</b>	<b>40,638</b>							
<b>Cardholders transacting - current month</b>	<b>13,462</b>							
<b>Cardholders added - current month</b>	<b>597</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)	7,615	49,631	42,036		54%	46%	100%	
<b>Website + Social Media</b>	<b>Users (if available)</b>			<b>Activity</b>				
Website - includes Catalog (Sessions)	24,120			50,181				
Website - Kaw Valley Jukebox	70			92				
Website - Digital Douglas County (Sessions)	444			537				
All other web site visits (Sessions)	74			92				
Social Media Interactions (Facebook & Twitter)				10,253				
Social Media Reach (Facebook & Twitter)				219,690				
<b>Borrowing Digital vs. Physical</b>					<b>Across All Audiences</b>			
<b>Borrowing by Audience (incl. Checkouts + Renewals)</b>	<b>Physical</b>	<b>Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)</b>	<b>Total Physical + Digital</b>		<b>Physical % of Usage</b>	<b>Digital % of Usage</b>	<b>Total All Audiences</b>	
<b>Adult Total</b>	<b>25,596</b>	<b>13,620</b>	<b>39,216</b>		<b>28%</b>	<b>15%</b>	<b>43%</b>	
<b>Teen Total</b>	<b>2,642</b>	<b>1,502</b>	<b>4,144</b>		<b>3%</b>	<b>2%</b>	<b>5%</b>	
<b>Childrens Total</b>	<b>25,097</b>	<b>2,931</b>	<b>28,028</b>		<b>27%</b>	<b>3%</b>	<b>31%</b>	
<b>Total AV Media Room</b>	<b>17,267</b>	<b>2,821</b>	<b>20,088</b>		<b>19%</b>	<b>3%</b>	<b>22%</b>	
<b>Total Library of Things</b>	<b>190</b>	<b>0</b>	<b>190</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>70,792</b>	<b>20,874</b>	<b>91,666</b>		<b>77%</b>	<b>23%</b>	<b>100%</b>	

# Lawrence Public Library

## Statistical Summary - OCTOBER 2021

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
<b>Total All Holdings</b>	<b>191,163</b>	<b>19,760</b>	<b>210,923</b>		<b>91%</b>	<b>9%</b>	<b>100%</b>	
Added	2,579	288	2,867		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,941	109	2,050		95%	5%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>-3,090</b>	<b>161</b>	<b>-2,929</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>5,089</b>	<b>1,545</b>	<b>6,634</b>	<b>77%</b>	<b>23%</b>	<b>100%</b>	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,307	15,019		5				
Other Public Services				Total sessions				
Public Computer Usage				2009				
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>3</b>	<b>34</b>	<b>52</b>	<b>18</b>	<b>881</b>	<b>979</b>	<b>611</b>	<b>600</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	65.01	63.41	3%					

# Lawrence Public Library

## Full Statistical Report - OCTOBER 2021

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits	25,439							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.88							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>	<b>% of cardholders per region</b>						
Lawrence resident cardholders transacting in last 3 years	40,638	83%						
Douglas County residents (excluding Lawrence residents)	2,082	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,186	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,994	4%						
<b>Total Cardholders transacting in last 3 years</b>	<b>48,900</b>	<b>100%</b>						
<b>Cardholders transacting - current month</b>	<b>13,462</b>							
% of Cardholders transacting - current month	28%							
<b>Cardholders added - current month</b>	<b>597</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	108	791		7				
Book Lockers	212	1102		5				
Outreach	8	26		3				
Main Library Checkouts + Renewals	5,701	47712		8				
Digital Collections	Not available		20,874	Not available				
Online renewals - patron-initiated	1,591		7,397	5				
Automatic renewals (no patron action)	3,141		13,765	4				
<b>Unique Users &amp; Transactions at all service points (Some users may conduct transactions at multiple service points)</b>	<b>7,615</b>	<b>49,631</b>	<b>42,036</b>	N/A	<b>54%</b>	<b>46%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - OCTOBER 2021

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	24,120			50,181				
Website - Kaw Valley Jukebox	70			92				
Website - Digital Douglas County (Sessions)	444			537				
Kaw Valley Jukebox Visits (if no 'plays' data is available)	74			92				
Social Media Interactions (Facebook & Twitter)	not available			10,253				
Social Media Reach (Facebook & Twitter)	not available			219,690				
	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 Bag)	23,299	5,526	28,825	74%	25%	6%	31%	
Adult Graphic Novels	884	64	948	2%	1%	0%	1%	
Adult Magazines	505	401	906	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	908	7,629	8,537	22%	1%	8%	9%	
<b>Adult Total</b>	<b>25,596</b>	<b>13,620</b>	<b>39,216</b>	<b>100%</b>	<b>28%</b>	<b>15%</b>	<b>43%</b>	
Teen Books	1,539	687	2,226	54%	2%	1%	2%	
Teen Graphic Novels and Manga	1,078	157	1,235	30%	0%	0%	1%	
Teen Magazines	1	0	1	0%	0%	0%	0%	
Teen Audiobooks	24	658	682	16%	0%	1%	1%	
<b>Teen Total</b>	<b>2,642</b>	<b>1,502</b>	<b>4,144</b>	<b>100%</b>	<b>3%</b>	<b>2%</b>	<b>5%</b>	
Children's Books, NF Videos & Kits	20,894	1,295	22,189	79%	23%	1%	24%	
Children's Graphic Novels	2,913	77	2,990	11%	3%	0%	3%	
Children's Magazines	115	0	115	0%	0%	0%	0%	
Children's Music CDs	288	0	288	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	887	1,559	2,446	9%	1%	2%	3%	
<b>Childrens Total</b>	<b>25,097</b>	<b>2,931</b>	<b>28,028</b>	<b>100%</b>	<b>27%</b>	<b>3%</b>	<b>31%</b>	
AV Media Room - Feature Films (Adult and Family) and All	8,951	2,821	11,772	59%	10%	3%	13%	
AV Media Room - TV Shows	3,396	0	3,396	17%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	864	0	864	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,390	0	1,390	7%	2%	0%	2%	
AV Media Room - Adult Music CDs	2,666	0	2,666	13%	3%	0%	3%	
<b>Total AV Media Room</b>	<b>17,267</b>	<b>2,821</b>	<b>20,088</b>	<b>100%</b>	<b>19%</b>	<b>3%</b>	<b>22%</b>	
Library of Things - Boardgames and Game Guides	137	0	137	72%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	0	0	0	0%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	53	0	53	28%	0%	0%	0%	
<b>Total Library of Things</b>	<b>190</b>	<b>0</b>	<b>190</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>70,792</b>	<b>20,874</b>	<b>91,666</b>	<b>100%</b>	<b>77%</b>	<b>23%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - OCTOBER 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)	89,507	6,943	96,450		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,169	4,431	10,600		3%	2%	5%	
<b>Total Adult Collection</b>	<b>95,676</b>	<b>11,374</b>	<b>107,050</b>		<b>45%</b>	<b>5%</b>	<b>51%</b>	
Teen Book & Other Print Formats	9,856	2,095	11,951		5%	1%	6%	
Teen Audiobooks	472	990	1,462		0%	0%	1%	
<b>Total Teen Collection</b>	<b>10,328</b>	<b>3,085</b>	<b>13,413</b>		<b>5%</b>	<b>1%</b>	<b>6%</b>	
Children's Book & Other Print Formats	53,649	3,785	57,434		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,946	1,516	3,462		1%	1%	2%	
Children's Video and Music	1,819	0	1,819		1%	0%	1%	
<b>Total Children's Collection</b>	<b>57,414</b>	<b>5,301</b>	<b>62,715</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>	<b>27,596</b>	<b>0</b>	<b>27,596</b>		<b>13%</b>	<b>0%</b>	<b>13%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>	<b>149</b>	<b>0</b>	<b>149</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>	<b>191,163</b>	<b>19,760</b>	<b>210,923</b>		<b>91%</b>	<b>9%</b>	<b>100%</b>	
Added	2,579	288	2,867		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,941	109	2,050		95%	5%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>-3,090</b>	<b>161</b>	<b>-2,929</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		1,956	1,308	3,264	29%	20%	49%	
Info Services Interactions		1,148	86	1,234	17%	1%	19%	
Readers Services Interactions		610	0	610	9%	0%	9%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		19	17	36	0%	0%	1%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		494	0	494	7%	0%	7%	
Public Technology Interactions		862	50	912	13%	1%	14%	
Website - Contact Us Forms + Social Media		0	84	84	0%	1%	1%	
<b>Total Service Interactions</b>		<b>5,089</b>	<b>1,545</b>	<b>6,634</b>	<b>77%</b>	<b>23%</b>	<b>100%</b>	

## Full Statistical Report - OCTOBER 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,225	16,000		5				
Holds Filled	3,307	15,019		5				
Holds Unclaimed	1,260	2,390		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		25.76%						
Other Public Services				Total sessions				
Public Computer Usage				2009				
	Unique Users	Total Bookings		Occupancy Ratio (all uses)				
Public-Sponsored Uses of Meeting Rooms (incl. Auditorium)	81	132		55%				
Public-Sponsored Uses of Study Rooms	196	333		42%				
Public-Sponsored Uses of S+V Studios	11	21		24%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	163	311		1.9				
Interlibrary Loan Items Loaned from LPL Collection	239	459		1.9				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
PROGRAMMING (see also graphs)	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video
Audience								
Adult Programs (18+)	0	13	14	2	0	277	437	65
Teen Programs (12-17)	0	5	5	0	0	48	18	0
Children Programs (birth-5)	0	8	0	16	881	470	0	535
Children Programs (6-11) (includes Family Programs)	3	8	33	0	0	184	156	0
Total By Type	3	34	52	18	881	979	611	600
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 An Evening with Susan Orlean	0	1	0	0	0	100	160	57
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs (includes Kids President + Booktoberfest)	3	33	52	18	881	879	451	543
Total By Event	3	34	52	18	881	979	611	600
Total Programs Offered				107				
Total Program Attendance								3071

# Lawrence Public Library

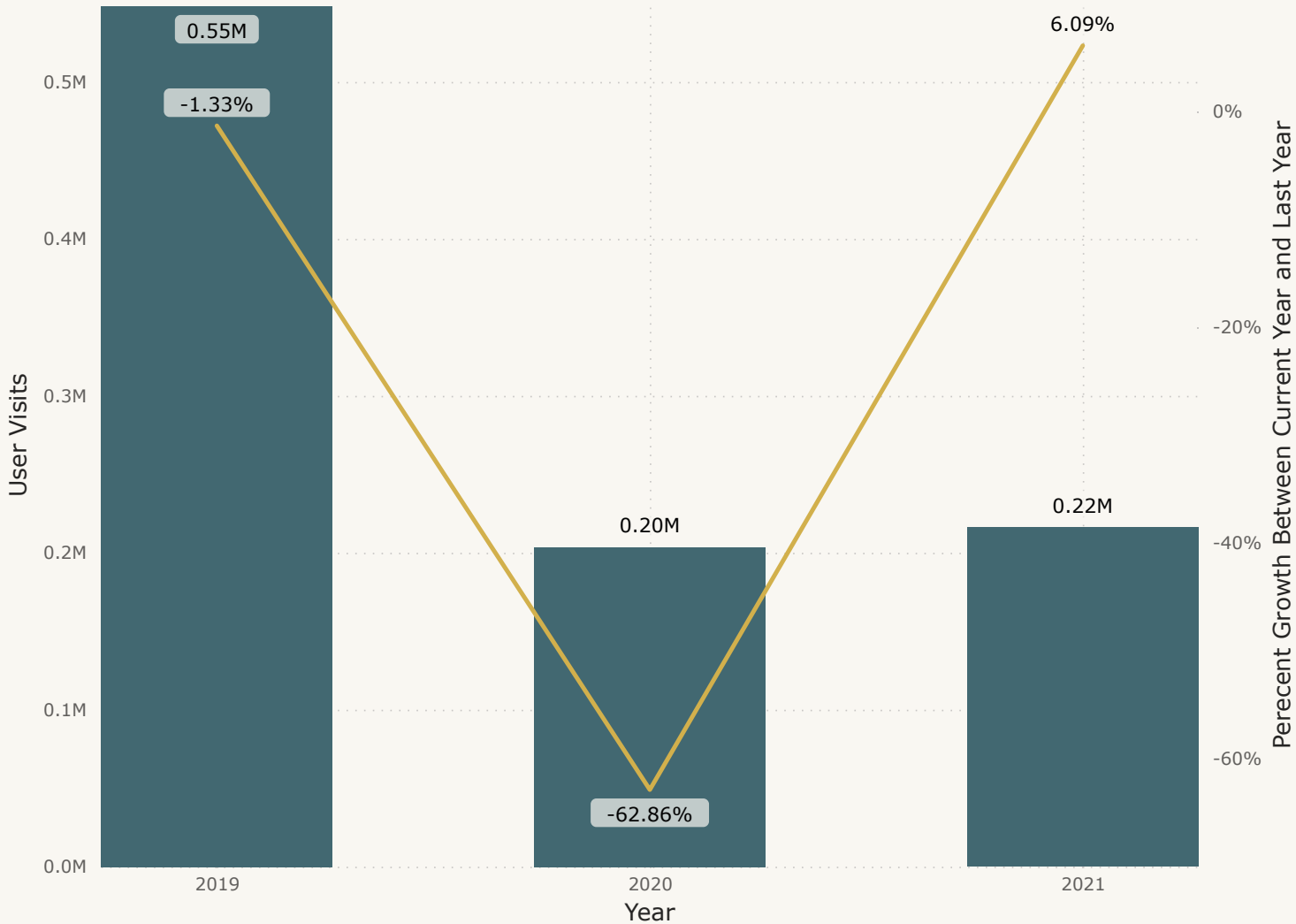
## Full Statistical Report - OCTOBER 2021

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2021	2020	2021 v 2020		2021	2020		
Total Paid Staff, in Full-Time Equivalents	65.01	63.41	3%					
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.9	0%					
Number of Employees--Total	81	79	3%					
Number of Employees--Full-Time	43	45	-4%					
Number of Employees--Part-Time	38	34	12%					
Terminations	1	0	#DIV/0!		12	11	9%	
Hirings	1	1	0%		11	5	120%	
Volunteer Hours	346.49	11.3	2966%		1,380	385.5	258%	



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

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

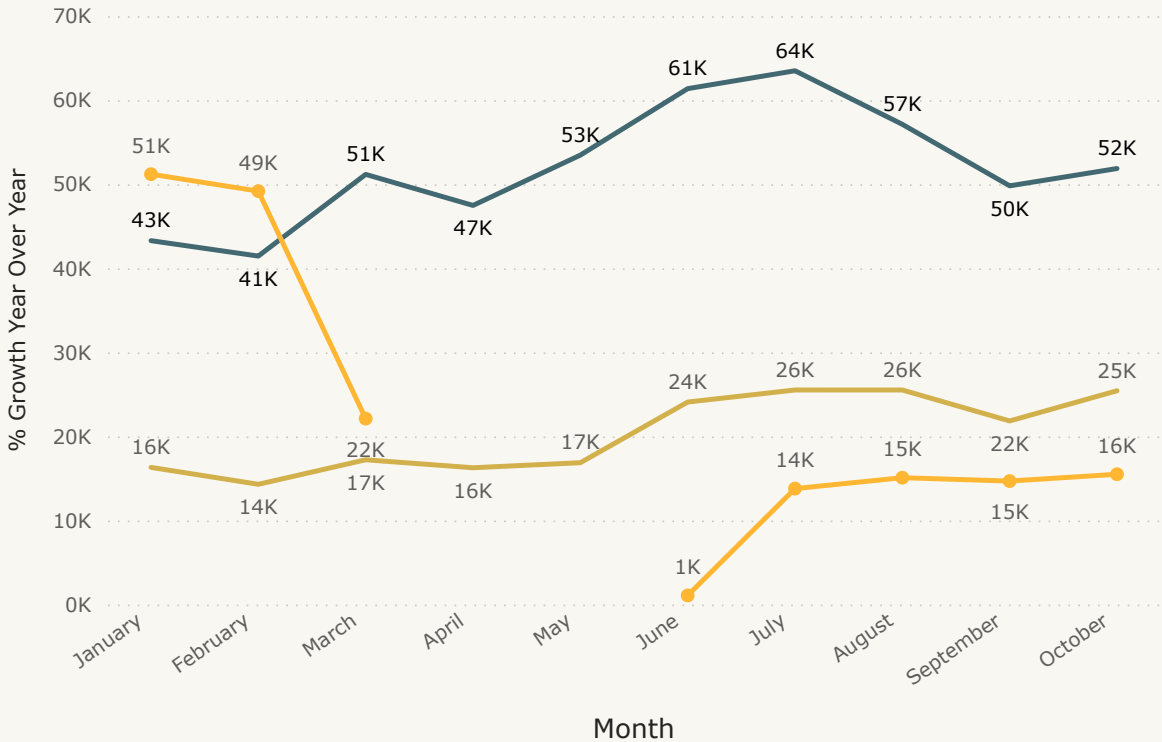


## 6.09%

Percent Growth Between Current Year  
and Last Year

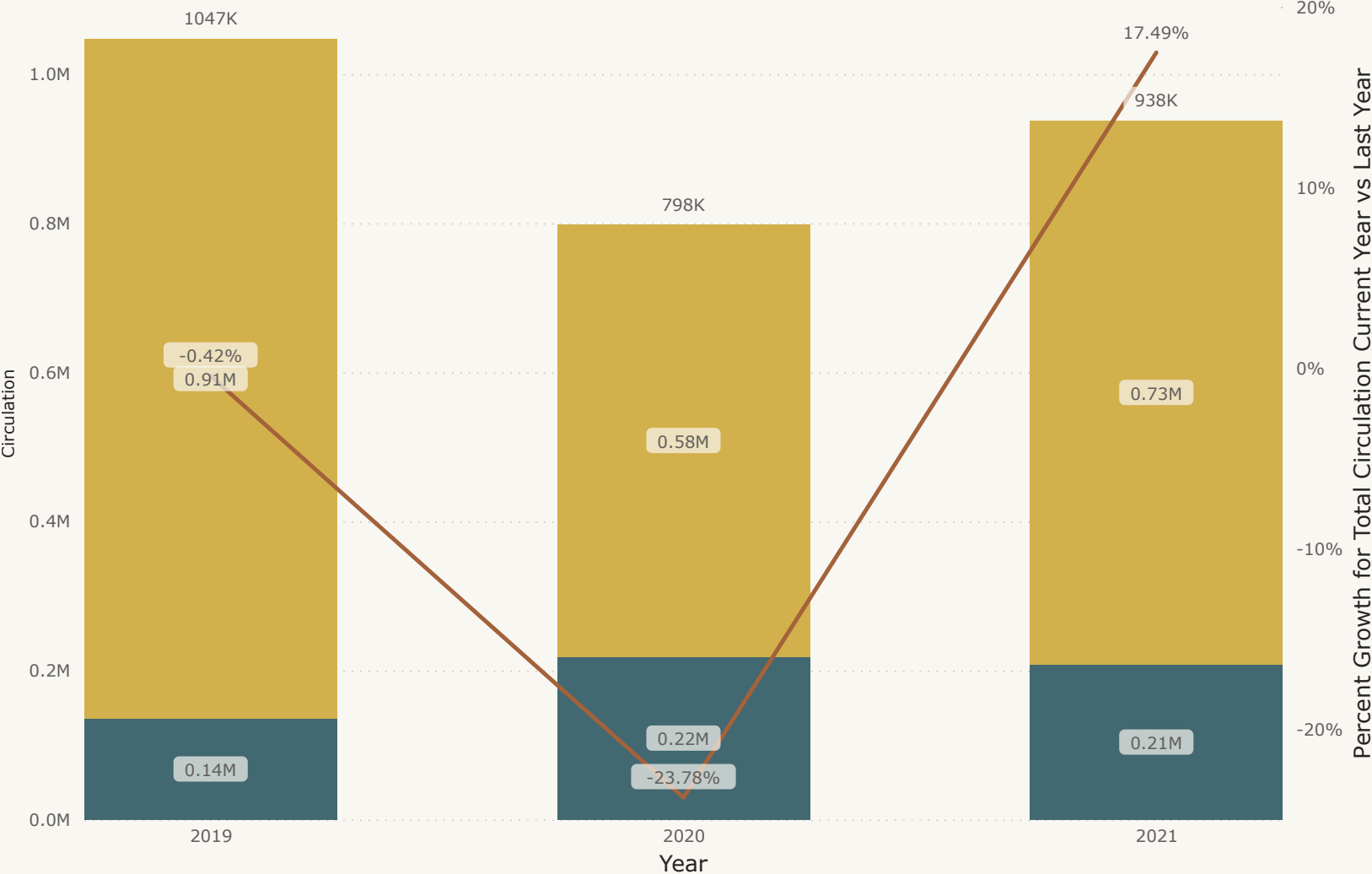
# Total User Visits: 3 Year Comparison

Year ● 2019 ● 2020 ● 2021



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

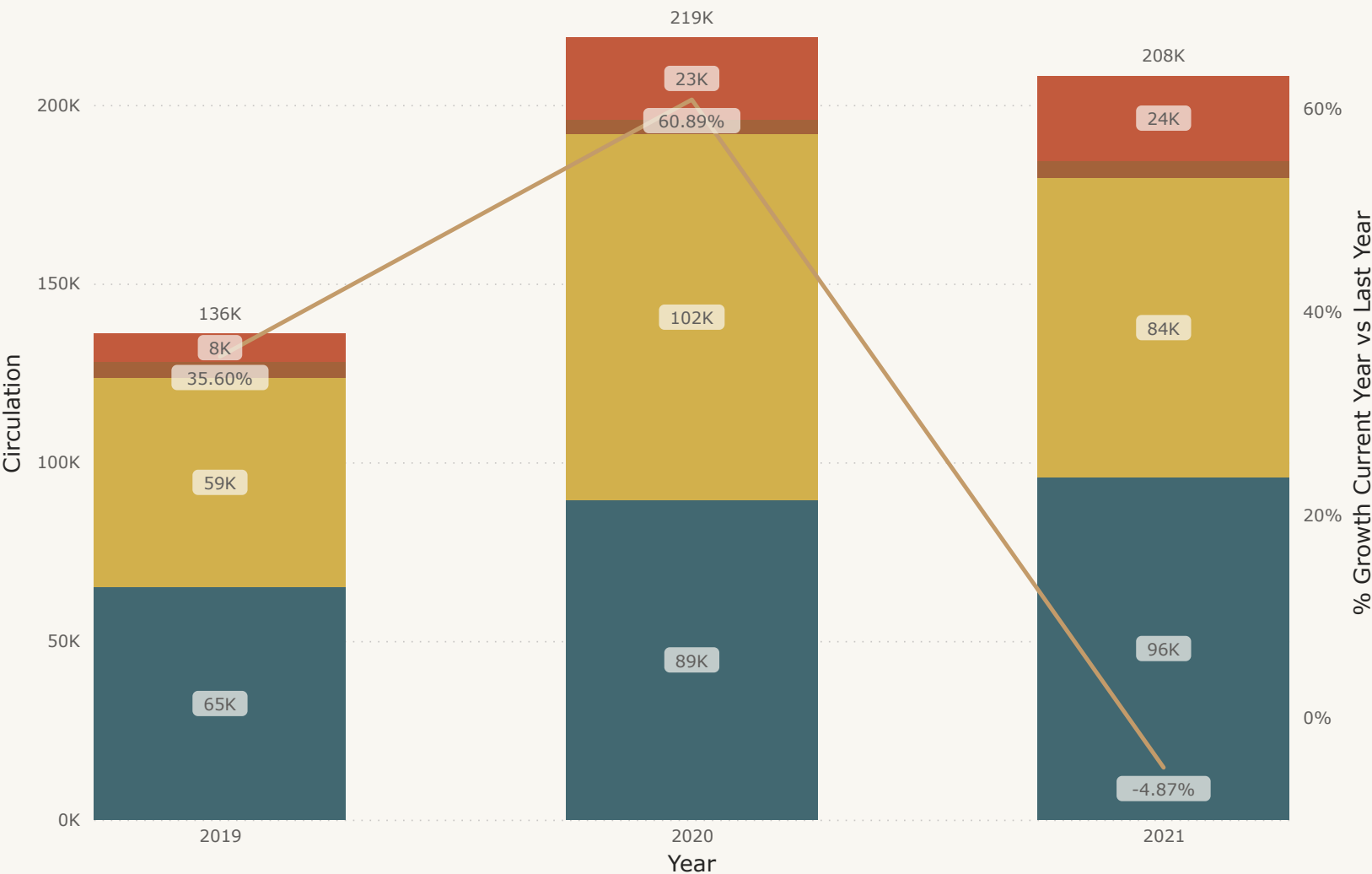
Digital Format vs Physical Format   ● Digital   ● Physical   ● Percent Growth for Total Circulation Current Year vs Last Year



**17.49%**  
Percent Growth Current  
Year vs Last Year

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

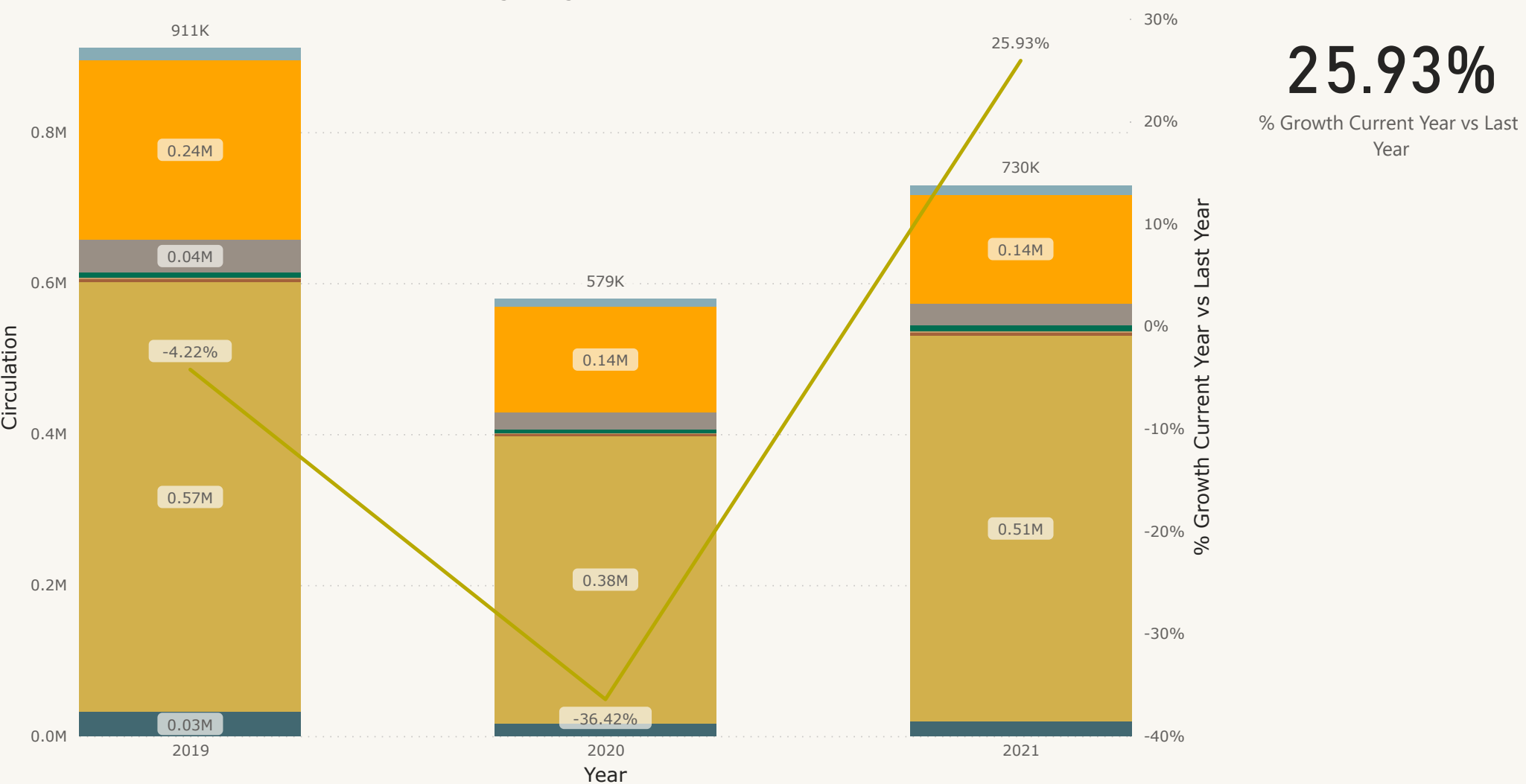
**Broad Format Category** ● Audio ● Book ● Magazines ● Video ● % Growth Current Year vs Last Year



**-4.87%**  
% Growth Current Year vs Last Year

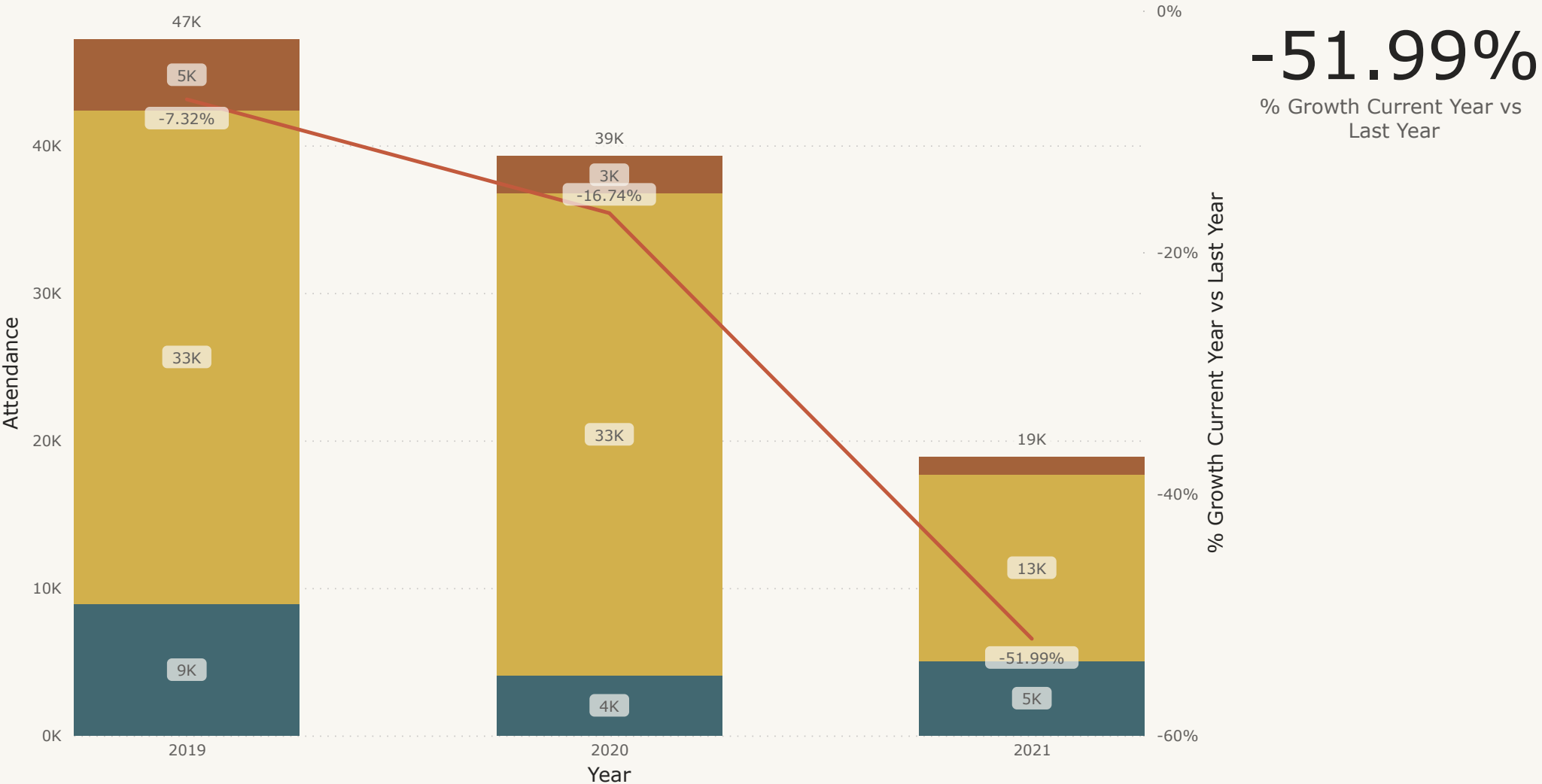
# Physical Circulation (Checkouts + Renewals): 3 YR Comparison YTD (Jan - Oct)

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



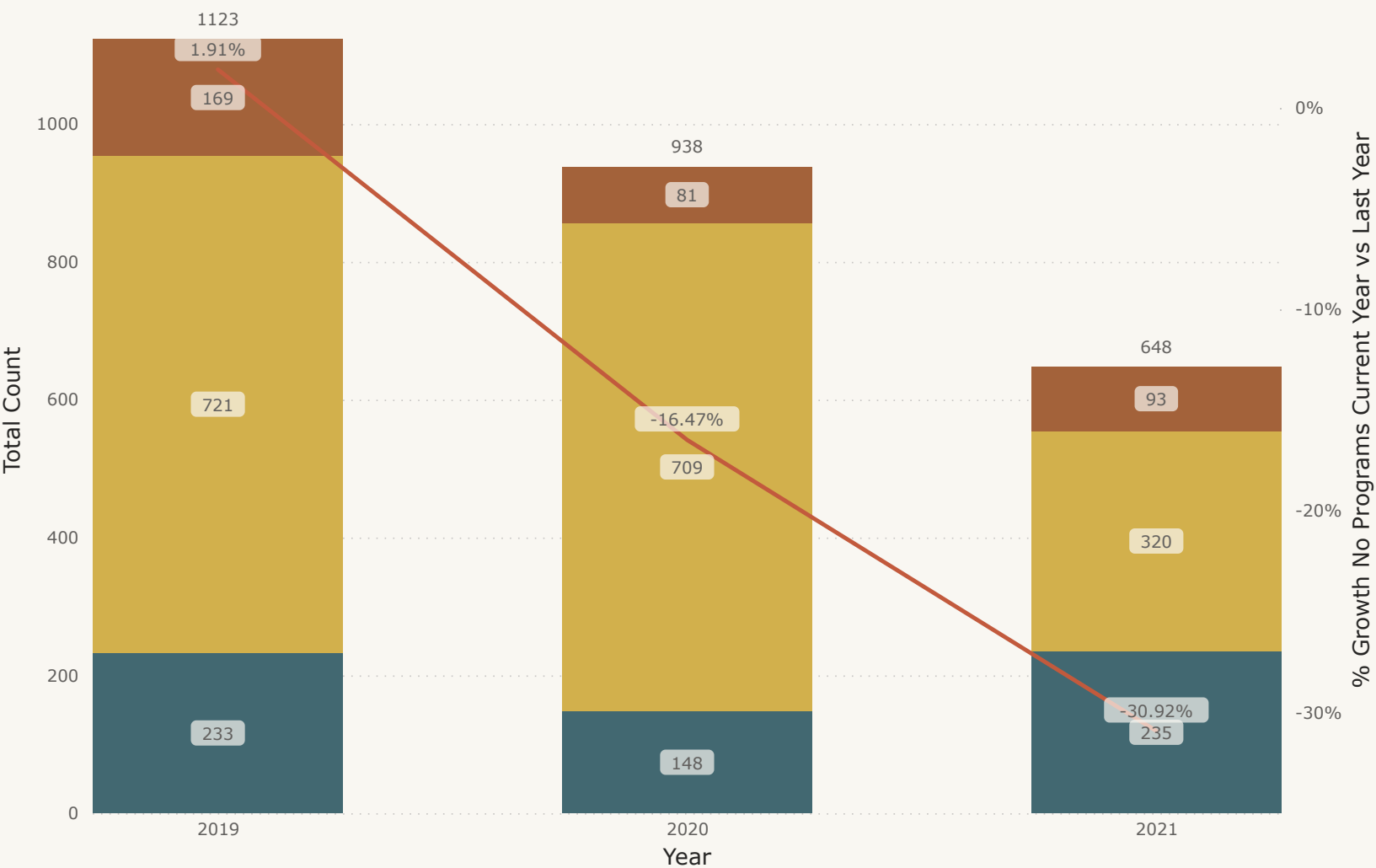
Programs: Total Attendance: 3 YR Comparison YTD (Jan - Oct)

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



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

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



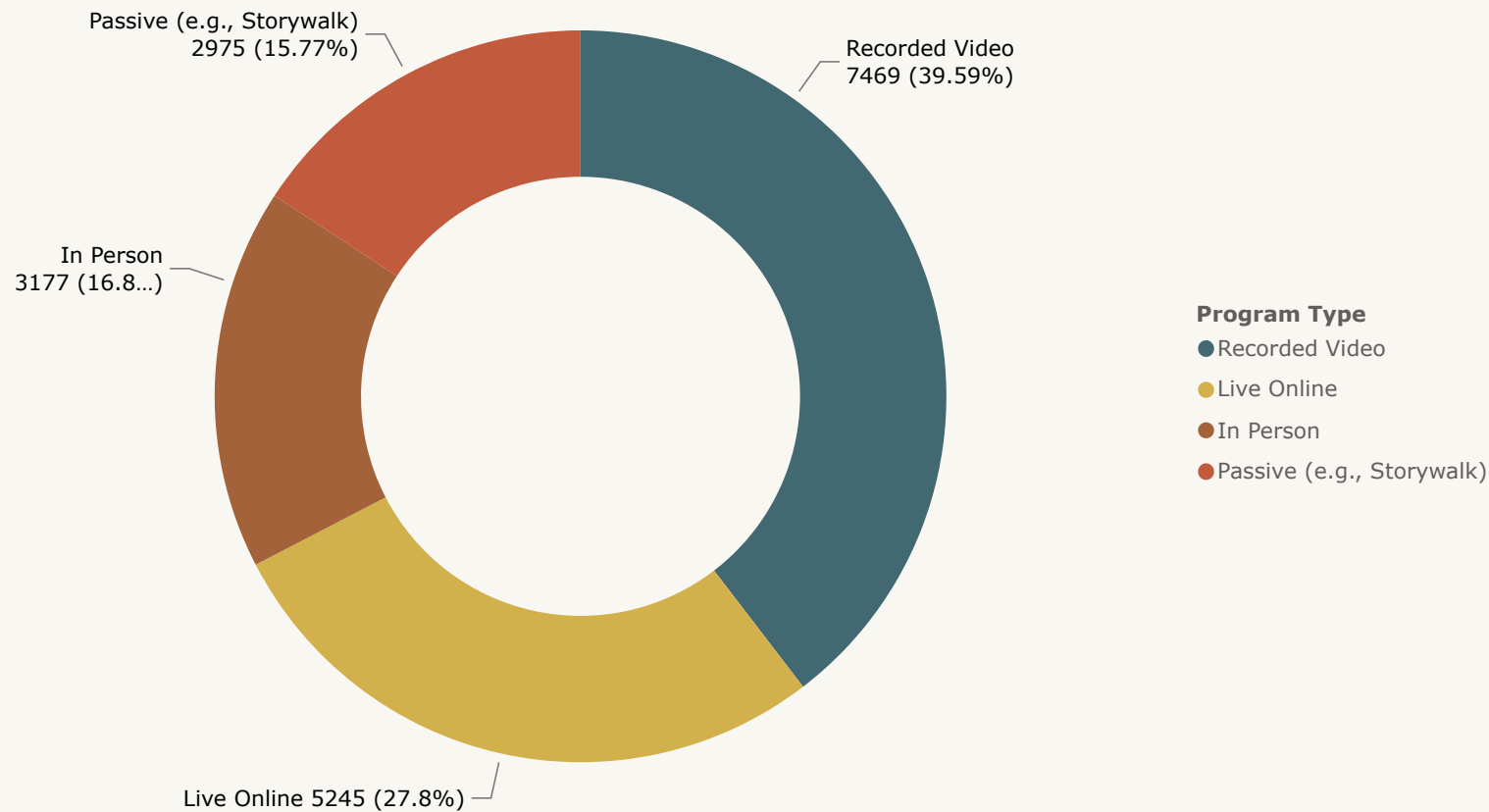
-30.92%

% Growth No Programs  
Current Year vs Last Year

Total Attendance By Program Type Current Year YTD (Jan - Oct)

Filter by Audience Age Category

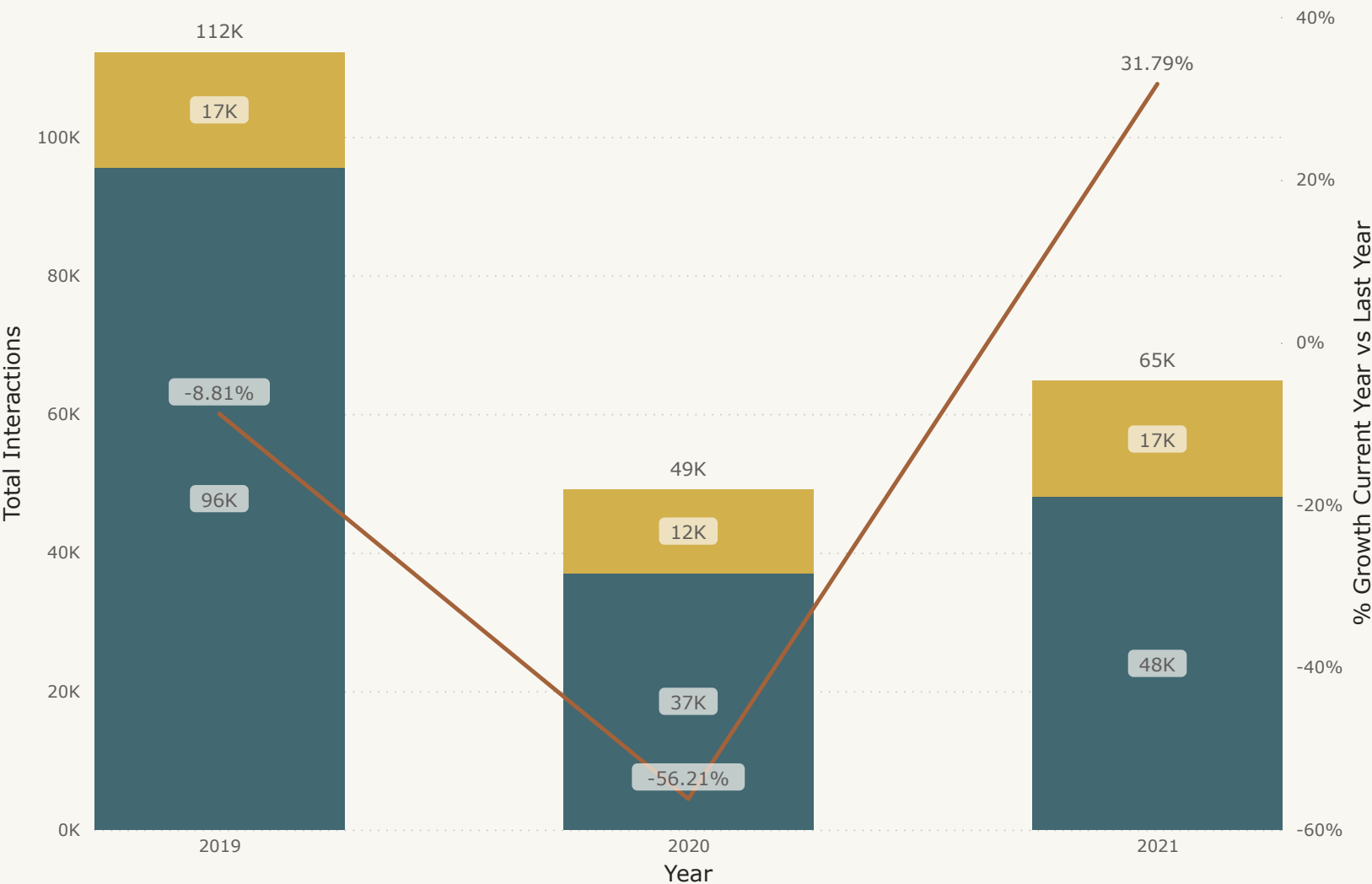
- Select all
- Adult
- Children
- Teen





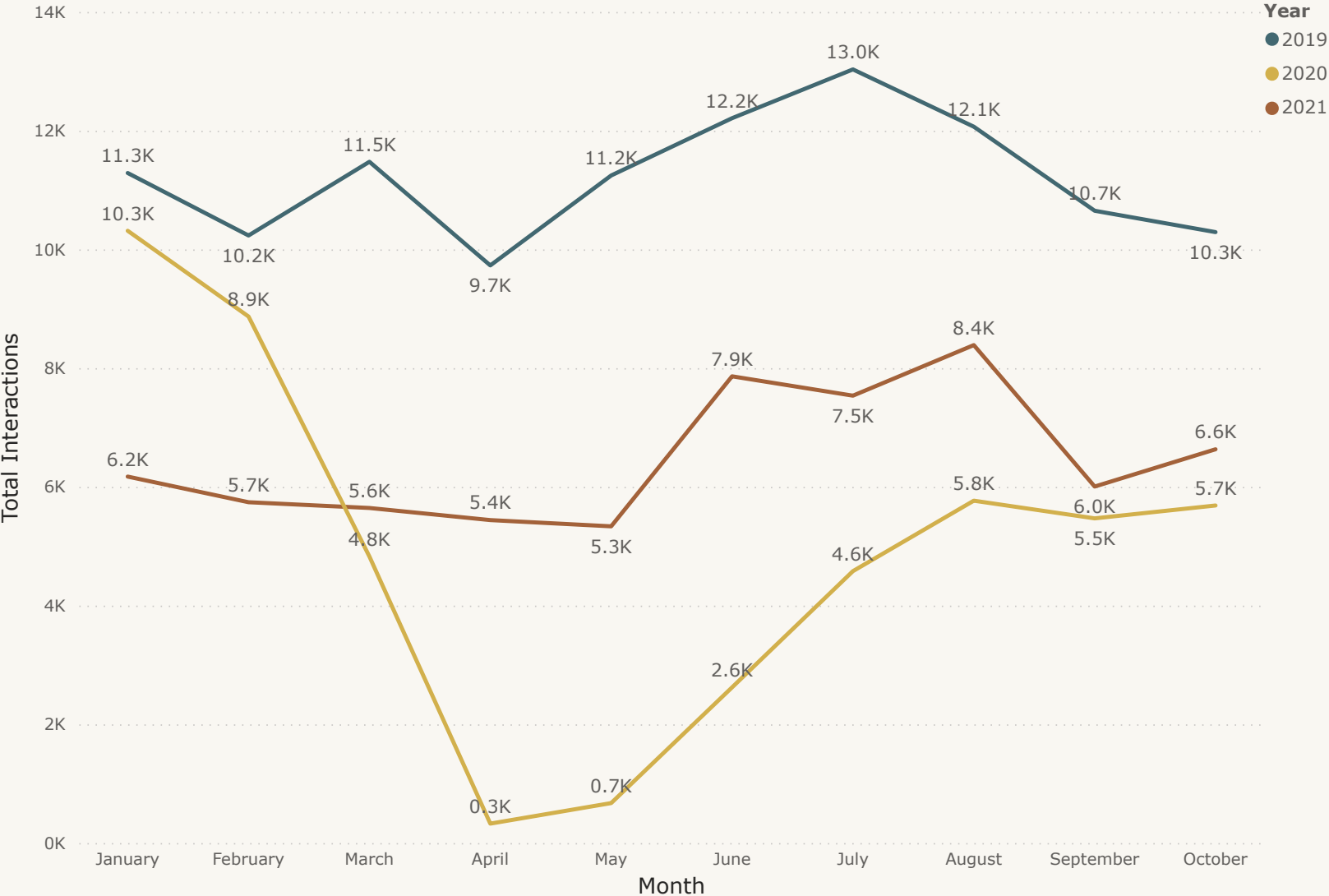
# Service Interactions: In Person vs. Online + Phone Interactions: 3 YR Comparison YTD (Jan - Oct)

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



31.79%  
% Growth Current Year vs Last Year

# Service Interactions: 3 YR Comparison



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

We are in the home stretch for 2021. As you will see from the budget report from October, we are in good condition heading into the end of our fiscal year. We are watching the numbers in order to determine how much money we will spend on end of year bonuses for staff. Given that we will not have a very significant pay increase in 2022 due to our constrained budget, I hope to provide a generous bonus to compensate for it. I plan to have the pay increase for 2022 figured out soon.

I had the opportunity to attend and participate in a few events for youth this past month. I met and answered questions at our Kid President event. I always enjoy engaging with kids at these events! Additionally, I attended our event with Newbery Award-winning author Jerry Craft. We were fortunate to have Superintendent Dr. Lewis introduce Mr. Craft. What a great opportunity for our local youth to hear from and engage with a great author.

As part of the city leadership team, I took part in the interview process for the new Lawrence Chief of Police. I value being at the table for decisions like this and am thankful to be part of the city leadership team. It really helps connect the library to the City Manager and all the departments in the city.

Speaking of the City Manager, Craig Owens visited the library on Friday, November 5, to meet with our staff to discuss the City's Strategic Plan and answer questions. He spent close to an hour and a half with us. I appreciate how much our City Manager values the library as an important community institution.

Lastly, I'll remind the board that I am a governor's appointee to the Humanities Kansas board. We had our most recent meeting on October 28-29. Sadly, we met online rather than in person in Manhattan. The next meeting is scheduled for February here at Lawrence Public Library. I look forward to showing off our facility to the rest of the board.

Respectfully submitted by Brad Allen, November 11, 2021

## **Monthly Departmental Reports November 2021**

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

Cataloging has been working on assessing the departmental needs so we can propose hiring the backfilled Assistant position. We're aiming to have a decision by mid November.

Collection development is still working on finalizing the 2022 materials budget. The biggest point of interest is weaning ourselves off Hoopla due to its unpredictable budgetary nature and focusing on developing a broader OverDrive collection.

We're also planning on having two external audits done on our collections. Ingram will audit our physical collection and OverDrive will audit our digital collection with them. Both reports will be shared with the IDEAA Committee.

### **Collection Services:**

Kristin, Ian, and Tricia met virtually with Adam Weigel, Manager of Lawrence Transit and Parking to discuss how the library might leverage available space in the new transit hub that will be constructed on Bob Billings Parkway. The current plan is to pilot low-friction provision of physical materials, in the form of a bookcase shelved with free or donations-only items from the Friends inventory (similar to DownHall Books on the library's lower level). Angela says the Friends Book Sale committee is on board for that effort - details to be worked out in the months ahead. Kristin will bring Dottie by the hub for outreach stops. We'll also plan to have marketing materials for library services and collections, and consider how to advertise the library's digital collections to transit customers.

SIRSI continues to upgrade their BlueCloud suite of products, including BlueCloud Circulation. It is still lacking important functionality that would cover what Accounts staff need to accomplish in their services to patrons. Jeff and Kim are monitoring new releases and developments so that we know when we have the option of switching to a less-dated user interface for circulation transactions.

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

We had a very successful Susan Orlean event on October 3rd. It was our first big event since the pandemic started and having a streaming option was very much appreciated by our patrons. We had 100 folks attend in person, 160 watch online, and 60 watch the recording. We continue to work with Humanities Kansas and Haskell to plan Joy Harjo's visit in February, and Kristin is working with the organizers of Paper Plains on planning that festival in early April, in particular the rescheduled Colson Whitehead talk which will be a festival headliner.

## Monthly Departmental Reports

### November 2021

**Diversity, Equity, and Inclusion:** In the beginning of October, I presented the Antiracism Fundamentals training to staff - this training gave a broad overview of doing antiracist work, specifically within the context of libraries/working at a library. Erica and I also finished preparation for a presentation being given in our Coordinator Peer Group meeting, and began discussing what training will look like next year. The week of the 18th, I attended the virtual Othering and Belonging conference, and got an opportunity to network and learn about equity practices in different professions and across the country. On October 25th, our two new IMLS funded interns started at LPL. They have spent their first two weeks doing general onboarding tasks, doing training, meeting staff, and generally getting acclimated to LPL. Soon, they will begin their first departmental internship placement. We have also made plans for Khiana and Kayla to attend PLA with us in the spring, as we had outlined in the grant.

**Employee Engagement:** A small task force of our Employee Engagement Committee composed of Kevin Corcoran, Sarah Mathews, and I wrote a Kansas Library Association Health and Wellness grant proposal and were awarded \$5,000! The grant project's theme is Engage, Thrive, Grow. Over the course of 2022, we'll focus on bringing experts in to help our staff understand their biometrics, attend cooking classes, and learn about plants to brighten up their workspaces. I attended the annual virtual BambooHR Summit. We also completed interviews for a Materials Handling Assistant I and a custodian and are finalizing getting the new staff hired. Work continues to progress on the McGrath compensation study and Victoria presented her first rough draft of the alignment between our positions and the city's positions so we have a sense of pay equity. We'll continue meeting with Victoria over the next few months to fine tune pay grades, talk about position descriptions, and more. Frankie Haynes and I arranged a training for our supervisors called *Brave Places and Supporting a Trauma Informed Workplace*. And finally, the OOFun Agents and I have been working on the annual United Way Fundraiser as well as team building, social events for winter.

### **Facilities:**

Our efforts to fill the part-time custodian position have not borne fruit, but we will keep trying and in the meantime continue to juggle schedules as best we can. On a positive note: Adam is back! He's had to sit out for the last couple of months due to a broken ankle and even though he's still on crutches he is eager to help in any way he can.

We've spent some of our "spare" time assisting with sprucing up and rearranging the Teen Zone and post-construction sprucing of the Picture Book room so it's ready for the great

## **Monthly Departmental Reports**

### **November 2021**

picture book migration. Being down a bit staffing wise has made it difficult to get ahead on projects, but we continue to prioritize and stay on top of daily tasks of keeping the Library clean and safe for patrons and staff.

#### **Information Services:**

This month, Info Services began a process of reevaluating our print and digital reference resources with a goal of streamlining the resources we offer to improve user accessibility. We started with the print reference collection, and identified the core resources that are essential to retain as non-circulating materials vs. materials that better serve patrons as part of our circulating collection. This has resulted in a much smaller reference collection, but one that will be easier for staff and patrons to utilize.

We've continued to offer a mix of in-person and online programming, and have been working with presenters on a case-by-case basis to determine the best approach for each program. Erin and Hazlett attended KLA, and all Info Services staff completed Foundation Directory Online Expert certification.

Brad and Melissa presented on our Digital Douglas County History project at the first Stories for All Forum, and Melissa participated in a panel discussion at the Kansas Museum Association's annual conference about LPL's potential role in the proposed Grover Barn local history center.

#### **Information Technology:**

- A new wildcard SSL certificate was purchased for \*.lplks.org and installed on our website. The certificate was renewed for 5 years, but will need to be reissued and replaced annually. It is currently in use on our public website, our locally hosted EZproxy site, the locally hosted Help Desk system, and our FortiGate firewall.
- Our new FortiRecorder 400F Network Video Recorder is in the process of being configured. When fully configured this will replace our aging and unsupported NVR system from LTS. A new 4k monitor and PTZ joystick controller will also be installed in the security office as part of this process.
- Aaron attended OzSec cybersecurity conference in Wichita on October 22.
- Aaron attended Internet Librarian 2021 virtual conference October 26-28.
- The Peplink Max Transit 5g cellular modem for use on the Dottie outreach vehicle has finally arrived. Testing and configuration are in progress. Aaron is coordinating with Nils Gore to schedule when the modem and exterior antenna will be installed on the vehicle.
- The Rich Solar (rebranded for resale from Bluetti) X1500 Lithium Portable Power Station has been ordered for use on the Dottie outreach vehicle. Aaron will coordinate with Nils Gore for testing.
- Symphony Production Server was updated to version 3.7.1.0J on October 31.

## Monthly Departmental Reports

### November 2021

- Sean has prepared Teen computers for the reopening of the Teen Zone space. Sean and Aaron are working with Karen and TZ staff to make sure staff and public computers are ready and in place for the space to reopen.
- Research on new gates continues to be collected to prepare for possible purchase and installation in the Teen Zone. Kim has been our primary vendor contact for this.

### **Outreach:**

We've wrapped up our outreach efforts for the season and will be developing a new schedule for the spring when we launch Dottie. Construction isn't quite complete with Dottie yet but SignUp installed the vinyl and we're taking her out to sneak peaks around the community to keep interest up. Evan Lott has completed the community needs survey questions for both a paper format and an online survey. We're working on graphic design and will begin distributing them in a couple of weeks. Kristin and Kathleen are working on a \$10,000 grant through ALA to help fund Dottie's opening tour of Lawrence. We'll take her around to different locations around town and this funding will help provide food, entertainment, and activities for her launch.

### **Public Technology Services:**

The Public Technology Services Department continues to serve patrons on a daily basis. Computer lab use is holding steady, 1-on-1 appointments are well utilized, and the limited S+V studio is lightly used. Interest in expanding S+V access has increased, and we are considering measures that might allow safe use of the studio's audio facilities. Also on the S+V front, the design of the new podcast video room is in the final phases and it's very exciting. Installation should hopefully begin soon. And that's not the only new equipment installation project we have going on - work has now begun on the installation of a camera/streaming system in the Auditorium and Meeting Room A. When completed, this system will allow library users and staff to easily stream programs and meetings to Zoom, Facebook, and other platforms. Lastly, on the topic of programming, we've been partnering with LPL's Retirement Bootcamp over the past several months to offer technology classes over Zoom. This partnership has been quite successful, with high attendance and appreciative attendees.

**Readers Services:** The month of October has been particularly busy for Readers' Services with the first annual Booktoberfest taking place. The generous support from the Friends and Foundation allowed for our programming to fully realized, with successful outcomes for each one held so far.

Our programs have all been held in person, here at LPL or at Maceli's, and we have met or

## Monthly Departmental Reports

### November 2021

exceeded our expected attendance, with glowing feedback from patrons at each event. Haunted Stacks in particular, with a scavenger hunt/murder mystery planned by Leah Newton, was lauded by attendees asking for another one, and soon! This was quite heartening to the staff to have worked so hard on this week's long adult reading celebration, not knowing what we might be facing as programmed during Covid and how the changes to our normal routines might affect things. Our signature event, Book Club Speed Dating, will also be the final event, and we have a full registration, plus a waiting list. We are excited to partner with the Raven again to share so many great selections with our local book club members.

This month, staff member Kimberly Lopez attended the Kansas Library Association and on Nov 19th, team member Shirley Braunlich will be presenting a Mystery Bookclub workshop through Zoom for MALA. MALA has also requested to continue the RA Book Chat program that Polli Kenn was a part of with two Kansas City librarians and will be a quarterly feature. Our regular services continue and we've had much grateful feedback from folks about being here for the community over the last 18 months.

### Youth Services:

- Events:
  - We had several great events this past month!
    - Kid President! The public has elected new officers for LPL:
      - President: Reese
      - VP: Dottie
      - Treasurer: Kingston
      - Environmental Sustainability Officer: Charlotte
      - This group will work with the Kids Action Club and Jenny Cook on a service project designed by Reese.
    - Baby Yoda Scavenger Hunt
      - Patrons had a great time helping find Baby Yoda in the library in a hunt designed by Lauren Taylor
    - In-person programs
      - Toddler (Lauren Taylor) and Library (Linda Clay) Storytimes have been meeting in person since early October. It's so great to see little faces and interact with actual people instead of a camera!
      - Tween Club with Lauren Taylor has restarted with fun crafts, but we continue to have Take and Make bags for this program and



## Monthly Departmental Reports

### November 2021

families not wanting to attend in person just yet.

- Librarians Margo Moore and Sahara Scott have restarted Teen Zone Expanded as we prepare to reopen the Teen Zone. We've had fluctuating attendance, but it's great to see those teen faces again, too!
- Margo put together a fun evening for fans of the game Among Us.
  - Multicultural Storytime
    - We've finally restarted this storytime, but online. Anita Patel has been getting this storytime off the ground and has had some great guest speakers from Russia and India.
- Continuing Education/Professional Organization Participation
  - Jenny Cook and Margo Moore both presented at KLA this past month. Lauren Taylor accompanied them to Wichita to attend the conference as well.
  - Karen Allen, Margo Moore, and Sahara Scott visited the Kansas City Digital Media Lab at the KC Southeast Branch on 11/5. This maker lab is solely used by teens and tweens to create. It has its own music studio just for teens! Very inspiring.
- Picture Book room
  - We're getting closer and closer to getting this room ready. The shelves are done, but we're working on a weeding project before we shift the books over. We should have them in place before the next board meeting.
  - We're still working on a furniture plan with Gould Evans. We'll have a meeting with them soon.
- Teen Zone reopening
  - The carpets have been cleaned, the furniture has been moved, and we're almost ready to reopen. We're just tweaking a bit of guidelines for teens, updating consoles, and getting computers in their final places. We should be back open before the next board meeting!

## Friends & Foundation Director's Report – November 12, 2021

**October Book Sale.** The Friends & Foundation's first big fall book sale in a couple of years was a great success. Thanks to Angela Hyde and many, many book sale volunteers, more than \$17,000 was raised for the library! And there's more to come: mark your calendars and plan to attend the Seasons Readings Book Sale in the library lobby on Saturday, December 18<sup>th</sup>. As an added treat, the City Band will host its holiday concert in the auditorium at noon. Hope to see you there!

**KLA Presentation.** Angela Hyde, our book sale program coordinator, traveled to Wichita October 27 – 29 to speak at the Kansas Library Association's annual meeting. She participated in a discussion as a member of the Friends of Kansas Libraries panel.

**Retirement Boot Camp grant.** The Friends & Foundation is very excited to announce that it has received a 2-year, \$26,000 grant from the Capitol Federal Foundation for its Retirement Boot Camp Program. Our retirees are delighted that this incredibly popular program will continue. Capitol Federal's sponsorship officially begins in January 2022.

**Dottie Fundraiser.** The Friends & Foundation have launched a campaign to outfit the library's new outreach vehicle with essential equipment and loads of giveaway books for kids. With the help of board member Joan Golden, we are working to raise \$50,000 for this project. We have reached out and visited with local donors, and are pleased to report that we're half way there! The plan is for Dottie to hit the road next spring in grand style.

**Year End Fundraising updates:** It's only November and the Friends & Foundation's annual fundraising campaign is off to a great start:

- New Chapter Society. Letters to our New Chapter Society members were mailed October 20<sup>th</sup>. 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. To date, we have received \$8,500 in gifts from this mailing.
- General Year End Fundraising Letter and Online Campaign. The Friends & Foundation's annual fundraising letter is at the printer and will hit mailboxes next week. Its message is "Find Your Community at LPL" and highlights that everyone is welcome at the library. We are delighted that three generous families have pledged a total of \$30,000 as a match to our year-end gifts. Our past matching challenges have resulted in an over-the-top response and we expect the same for this year! We will launch a complementary online campaign on November 30<sup>th</sup> for Giving Tuesday. This effort will continue to the end of the year.
- Giving for Good with DCCF. As reported last month, the Friends & Foundation will participate in Douglas County Community Foundation's "Giving for Good" campaign during the month of December. We are pleased to report that while this project does not officially open until November 30<sup>th</sup>, we already have donors standing by who have pledged a total of \$7,500 to support Dottie, the new mobile outreach vehicle. DCCF will provide a match for gifts up to \$5,000, so we already have achieved our goal! (Note: these gifts will be counted as part of our larger Dottie fundraising effort described above.)

## **Donor Recognition Policy Revision November 11, 2021**

### **Background**

At its September 19, 2021 board meeting, the Board of Trustees considered a new Donor Recognition policy recommended by the LPL Friends & Foundation board. In its review, Trustees expressed concern about language regarding donor eligibility, particularly requirements based on the “reputation and integrity” of the donor. Based on this feedback, staff offered to revise the policy and bring it back to the Board of Trustees for review.

Two versions of the revised policy are provided here, one showing specific edits, additions and reorganization of the draft policy; and a second providing a “clean” version showing all changes. Highlights of these revisions are outlined below.

### **Revisions**

- The eligibility requirement that considered the reputation and integrity of the donor was deleted.
- The structure of the policy was reworked into two new sections: (1) Name Recognition Process and (2) Rights Reserved by Trustees.
- A provision was added requiring a written agreement with the donor, sponsor, or honoree outlining the terms of the donation.
- Reference to applicable state and federal laws was removed.

### **Final Approval Process**

The revised Donor Recognition Policy was reviewed and approved by the original policy working group (Judy Keller, Joan Golden and Mary Burchill). In addition, the Friends & Foundation board reviewed and approved the revised policy at its October 25<sup>th</sup> meeting.

The final step in the approval process is for the LPL Board of Trustees to consider the adoption of the revised Donor Recognition Policy at its November 15<sup>th</sup> meeting.

Staff contact: Kathleen Morgan, [kmorgan@lplks.org](mailto:kmorgan@lplks.org)

## **Donor Recognition Policy**

### ***Draft – October 11, 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~~may be determined based on one or more of 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~~service to the library by the honoree, donor, or sponsor

#### **Procedure for Named Name Recognition Process**

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 draft an agreement with the donor, sponsor, or honoree outlining the terms of the donation as determined by its Board of Trustees.

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.

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.

### **Effect of Recognition Rights Reserved by Trustees**

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.~~

## **Donor Recognition Policy**

### ***Draft – October 12, 2021***

The Lawrence Public Library Board of Trustees (“Trustees”), in consultation with the board of the Lawrence Public Library Friends & Foundation (“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 may be determined based on one or more of 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 history of service to the library by the honoree, donor, or sponsor

#### **Name Recognition Process**

The Trustees, upon the recommendation of the Friends & Foundation, 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 draft an agreement with the donor, sponsor, or honoree outlining the terms of the donation as determined by the Trustees.

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.

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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 the Trustees' approval.

**Rights Reserved by Trustees**

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

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.

## MEMORANDUM

To: Lawrence Public Library Board of Trustees

From: Erica Segraves, Employee Engagement Coordinator

Subject: Revisions to the Employee Handbook

Date: October, 2021

I would like to propose an edit to the Employee Handbook to change the way we provide holiday compensation in order to better support our staff.

### **What is currently in the Employee Handbook on page 14:**

*Additional Closed Days:* When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. Employees are not compensated for these additional closed days, except that Monday may be designated as the paid holiday when the holiday falls on Sunday.

### **Proposed changes:**

*Additional Closed Days:* When any of the paid holidays listed above (other than Easter Sunday) falls on a Saturday or Sunday, the Library will also be closed the next day; when any of the above holidays falls on a Monday, the Library will also be closed on the Sunday before. When Christmas Eve/Christmas Day falls on Saturday/Sunday, the Library will be closed Saturday, Sunday, and Monday. The Library will close at 6:00 p.m. on New Year's Eve. [Staff at all levels that are normally scheduled to work on these additional closed days are eligible for holiday compensatory pay.](#)

The reasoning behind this is that If the library is physically closed and workers are unable to work their normal hours then they should not be penalized and have to use their own vacation hours in order to round out their paycheck. The handful of people this would affect should be paid for these closed days. This new rule would especially support our part time staff and all employees that regularly work the weekends too.

Two examples of the handful of staff we'd be supporting:

- Sarah in Accounts is a full-time employee that works every Sunday and used her own vacation to cover Sunday holiday closures in the past. Without this new rule in place, she'd need to use 48 hours of her own vacation in order to round out her paycheck. Full-time employees at her pay grade receive 96 hours per year.



- Adam in Facilities works every Saturday from 7-9:30 a.m. As a part time employee, he does not accrue any leave and therefore has to forfeit his pay on any Saturdays the library is closed.

**2022 Holidays,  
Compensating Days and Closings**

<b>Saturday, January 1</b>	<b>New Year's Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, January 2</b>	<b>----</b>	<b>Closed</b>	<b>----</b>
<b>Monday, January 17</b>	<b>MLK Day</b>	<b>Open</b>	<b>COMP Day</b>
<b>Monday, February 21</b>	<b>President's Day</b>	<b>Open</b>	<b>COMP Day</b>
<b>Sunday, April 17</b>	<b>Easter</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, May 29</b>	<b>----</b>	<b>Closed</b>	<b>----</b>
<b>Monday, May 30</b>	<b>Memorial Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, July 3</b>	<b>----</b>	<b>Closed</b>	<b>----</b>
<b>Monday, July 4</b>	<b>Independence Day</b>	<b>Closed</b>	<b>PAID Holiday (observed)</b>
<b>Sunday, September 4</b>	<b>----</b>	<b>Closed</b>	<b>----</b>
<b>Monday, September 5</b>	<b>Labor Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Thursday, November 11</b>	<b>Veteran's Day</b>	<b>Open</b>	<b>COMP Day</b>
<b>Thursday, November 24</b>	<b>Thanksgiving</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Friday, November 25</b>	<b>Thanksgiving</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Saturday, December 24</b>	<b>Christmas Eve</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Sunday, December 25</b>	<b>Christmas Day</b>	<b>Closed</b>	<b>PAID Holiday</b>
<b>Monday, December 26</b>	<b>----</b>	<b>Closed</b>	<b>----</b>

**Full-time salaried employees are paid for the days listed as PAID holidays. If full time employees would not normally work the day of the paid holiday, they will be granted compensating time, to be used before the end of the calendar year.**

**Regular Part-time employees (those regularly scheduled to work 20 hours a week or more) will be paid for hours that would normally be worked the day of the PAID holiday.**

**Full-time and regular part-time employees receive compensating time for Martin Luther King Day, President's Day and Veterans Day.**

**All levels of staff (including non-benefitted part time staff working under 20 hours each week) will receive pay similar to a "snow day" if the library is closed on a day they are regularly scheduled to work.**