

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

Introductions – Welcome Mayor Courtney Shipley!

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 November
- Approve Treasurer's report for November
- Approve bills for November 15 to December 19
- Receive statistical report for November

Library Director's report

Friends & Foundation report

New Business

Old Business

Executive Session – Executive Director Evaluation

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting

November 15, 2021

4:30 p.m.

Venue: The meeting was held via Zoom

Board Members Present:

Sarah Goodwin-Thiel (Chair), Judy Keller, David Vance, Susan Kang, Ursula Minor, Kevan Vick.

Absent: Jennifer Bonilla-Scotten, Mayor Brad Finkeldei

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Heather Kearns, Bree Pfannenstiel, Tricia Karlin

Friends and Foundation Members Present: Rachel Rademacher

Members of the Public Present: J. Thornburg

Call to order:

Sarah called the meeting to order at 4:35 p.m.

Consent Agenda

Susan Kang moved the consent agenda be approved; Judy Keller seconded. Consent agenda passed.

Library Director's Report

- Things are looking good budget-wise as we near the end of the year. We are still determining what to do with staff bonuses for the end of the year. Approximately \$16,000 of the Eggert funds should be available to put towards this purpose. Last year the library offered a bonus of \$500 (pro-rated for part-time staff).
- Raises for staff for 2022 will be around 2% - better than the anticipated 0%.
- Brad shared highlights from his monthly report. He was able to attend some fun children's events in October. There is a new Kid President: Reese; Dottie is the new Vice President. The Jerry Craft program was wonderful - the author had a lot of interaction with kids, and Dr. Lewis was the moderator for the event.
- Brad was on the executive interview panel for the new Lawrence Chief of Police hiring process. The candidate will be here at the library this week for a meet and greet event with members of the public.
- Craig Owens met with library staff a week ago so staff could meet him and he could present information and answer questions about the City's Strategic Plan.

- Humanities Kansas - Brad is enjoying serving on the Board of Directors of this group; they are still meeting virtually.

Friends and Foundation Director's Report

- Rachel Rademacher presented the report.
- There is fantastic news to report first: the Friends and Foundation Retirement Boot Camp program series got a sponsor! Capitol Federal Foundation awarded us \$26,000 for the next 2 years. It's a very popular program: this month's wine program has 50 people signed up with a waiting list! The "Gray Anatomy" programs with medical staff from LMH Health have also been really popular.
- The October book sale made more than \$17,000. It's the first sale in more than 2 years and people were excited to be there. Appointments were full but there was also an option to shop outside without an appointment. The revenue was just a few thousands under pre-pandemic book sale earnings. In-person shopping appointments continue to be offered on an ongoing basis, so all the sales are not concentrated in one event.
- This year to date we have earned \$62,000 in online book sales with Amazon
- \$1,000/yr memberships for the New Chapter Society are rolling in: so far we have raised \$9,500.
- The general fundraising started off well with a \$30,000 matching contribution to motivate people to donate.
- Kathleen and Joan have launched a campaign to raise money for Dottie, the library's new outreach vehicle. The funds will help outfit the outreach setup. It will be used to buy tables, chairs, and other equipment.
 - The actuators (a key component of the outreach vehicle have not arrived yet. The anticipated delivery date is sometime in January 2022. The library is currently planning on a spring 2022 launch.
- Thursday February 10th is set for the After Hours event next year. The timing of this event allows us to still use the software on the same subscription purchased last year.
- Susan congratulated the Friends and Foundation for making such great progress on fundraising, the new grant, and the successful programming.

Ongoing Business

- Executive Director Annual Evaluation
 - Sarah will send a blank form for evaluation responses to Library Board of Trustees members by the end of this week. It is to be returned to the evaluation committee (Sarah and David) by Dec 6. The Committee will compile comments and have a draft ready for a meeting with the board. They will go into executive session to make their decisions and meet with Brad after that.
- December Board meeting date and time
 - Sarah noted that the December Board meeting was scheduled close to the Christmas holiday. All board members present reported that 4:30 on December 20th worked okay for them.

• Donor Recognition Policy – ACTION ITEM

Kathleen Morgan, Director of Development and Community Partnerships

An earlier version of this policy was presented at the Board meeting of September 19. The Board expressed concern about language surrounding donor eligibility. Some of those sections were redrafted. Kathleen thanked Susan and Judy for their assistance in drafting and refining the policy. The revised policy was reviewed by Judy, Mary Burchill, and Joan Golden. The Friends and Foundation Board reviewed the revised draft at their meeting last month and voted to send it forward to the Library board of Trustees for their review and decision.

David Vance moved to approve policy as edited. Ursula seconded the motion. The Donor Recognition Policy with proposed edits was approved.

● **Employee Handbook revision – ACTION ITEM**

Erica Segraves, Employee Engagement Coordinator

Erica explained the rationale for requesting a change to compensation for staff who work on weekend days that the library is closed due to a holiday, but are currently designated as unpaid. She explained that weekend staffing used to be based on rotating staff through the less-desirable weekend shifts and so the effect of this on staff was shared more widely. However, the current practice is that staff are scheduled to work specific days of the week, including weekend days. Therefore the current compensation policy that designates some Saturdays and Sundays as unpaid closed days are hurting a limited number of staff very significantly. They have to take vacation time to cover several unpaid holidays or else suffer a cut to their paycheck. These staff, who are regularly scheduled to work a specific weekend day, would be eligible for holiday compensatory pay for closed days that they are normally scheduled to work. This policy change would currently affect twenty-one employees.

David moved to accept the revised employee handbook policy for holiday pay as edited and presented by Erica. Kevan seconded the motion. The handbook revision was approved by the board of trustees.

Announcement:

Brad announced that, per a board discussion a couple of months ago, that the small leadership team would get together to review library policies. They will see what needs to be updated and determine which, if any, policies need to be rescinded. NEKLS has a good list of policy areas to be covered for accreditation. The Library may align library policy names with NEKLS policy naming to ease this process.

Adjournment

There being no other business, the meeting adjourned at 5:04 pm

The next regular Board meeting will be held Monday, December 20 at a location to be determined.

Respectfully submitted,
Tricia Karlin

Lawrence Public Library														
2021 Outside Funding Report														
			1/1/2021	September	September	October	<i>October</i>	November	<i>November</i>	December	<i>December</i>			
			<u>AMOUNT</u>	<u>Income</u>	<u>Spending</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	\$ 76.19	\$ 17,866.13	\$ 12.46	\$ 22,047.57	\$ 36,552.31	\$ 72,791.00	\$ -	\$ -	\$ 392,150.32		

Lawrence Public Library
Balance Sheet
As of November 30, 2021

	<u>Nov 30, 21</u>	<u>Nov 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	626,563.78	964,602.59	-338,038.81	-35.0%
Checking	763,893.66	445,212.62	318,681.04	71.6%
Capital Improvement at MIP	774,269.48	685,990.62	88,278.86	12.9%
Total Checking/Savings	<u>2,164,726.92</u>	<u>2,095,805.83</u>	<u>68,921.09</u>	<u>3.3%</u>
Total Current Assets	<u>2,164,726.92</u>	<u>2,095,805.83</u>	<u>68,921.09</u>	<u>3.3%</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>2,165,411.92</u>	<u>2,096,505.83</u>	<u>68,906.09</u>	<u>3.3%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	51,216.34	70,617.36	-19,401.02	-27.5%
Total Accounts Payable	<u>51,216.34</u>	<u>70,617.36</u>	<u>-19,401.02</u>	<u>-27.5%</u>
Other Current Liabilities				
Direct Deposit Liabilities	-1,379.39	0.00	-1,379.39	-100.0%
Payroll Liabilities	12,242.43	102,141.64	-89,899.21	-88.0%
Total Other Current Liabilities	<u>10,863.04</u>	<u>102,141.64</u>	<u>-91,278.60</u>	<u>-89.4%</u>
Total Current Liabilities	<u>62,079.38</u>	<u>172,759.00</u>	<u>-110,679.62</u>	<u>-64.1%</u>
Total Liabilities	<u>62,079.38</u>	<u>172,759.00</u>	<u>-110,679.62</u>	<u>-64.1%</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	565,604.34	604,526.63	-38,922.29	-6.4%
Total Equity	<u>2,103,332.54</u>	<u>1,923,746.83</u>	<u>179,585.71</u>	<u>9.3%</u>
TOTAL LIABILITIES & EQUITY	<u>2,165,411.92</u>	<u>2,096,505.83</u>	<u>68,906.09</u>	<u>3.3%</u>

Lawrence Public Library Revenues & Expenses

November 2021

	Nov 21	Jan - Nov 21
Ordinary Income/Expense		
Income		
CARES Funding	0.00	19,428.82
Miscellaneous Income	3.27	4,619.91
Gifts-Other	36,992.31	383,063.65
Grants	23,250.25	136,135.75
Interest	5.71	284.11
Rental Space Fees	25.00	400.00
Merchandise Sales	1,517.76	1,000.82
Fines and Replacement Fees	267.26	18,265.16
Photocopies & Printing	930.98	8,931.98
Tax Fund	6,466.53	4,978,000.00
Utilities Income	0.00	18.75
Total Income	69,459.07	5,550,148.95
Gross Profit	69,459.07	5,550,148.95
Expense		
IMLS Grant Expense	550.00	550.00
Payroll Expenses	311,752.72	2,998,101.20
Payroll Taxes	45,845.49	447,179.61
Utilities - Electric	6,234.28	73,204.25
Building Supplies	1,992.65	15,813.50
Building Repairs & Maintenance	1,909.85	58,560.68
Library & Office Supplies	1,434.17	25,289.49
Books & Materials	49,103.26	581,807.13
Processing Supplies	3,243.06	36,118.37
Equipment	0.00	27,287.03
Technology	11,389.85	248,384.65
Insurance	0.00	13,556.50
Postage & Mailing	1,103.62	15,591.88
Professional Development	318.35	25,451.79
LPL Vehicles & Mileage	531.55	1,966.93
Professional Fees	1,081.35	30,868.10
Marketing	2,848.22	27,859.29
Capital Improvement Expenditure	56,248.00	92,072.12
Miscellaneous	875.87	965.45
FRIENDS & FOUNDATION FUNDING	15,011.04	262,966.64
FRIENDS FUNDING	500.00	950.00

Lawrence Public Library
Revenues & Expenses
November 2021

	<u>Nov 21</u>	<u>Jan - Nov 21</u>
Total Expense	511,973.33	4,984,544.61
Net Ordinary Income	-442,514.26	565,604.34
Other Income/Expense		
Other Expense		
COVID-19 Expenses	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	<u><u>-442,514.26</u></u>	<u><u>565,604.34</u></u>

Lawrence Public Library
Vendor Balance Summary
 As of December 19, 2021

	<u>Dec 19, 21</u>
Abigail Harrison	13.20
Advance Insurance Company	752.92
Allen Press	1,012.39
Amazon	4,831.11
Araceli Masterson	100.00
Arsenal	2,606.00
ASI	50.00
Baker & Taylor, Inc.	28.23
Blackstone Publishing	34.94
Brandon Eisman	50.00
Bug Hounds, LLC	762.50
Center Point Large Print	301.89
Century Business Technologies	1,714.73
Conley Sprinkler, Inc.	380.00
DHE Computer Systems, LLC	1,984.80
EBSCO	5,455.40
Evan Lott	500.00
Evergy	7,962.97
Farai Harreld	100.00
Filmtools	1,346.00
Findaway World LLC	646.83
Gale/Cengage Learning	468.11
Hamco Kansas City, Inc.	30.00
Ingram Library Services	24,658.72
Jayhawk Tropical Fish	310.00
Kanopy LLC	2,951.00
Lawrence Farmers Market	250.00
Lawrence Sign Up LLC	25.00
Leanna Henning	25.00
Libraries, Access & Discovery	60.00
Midwest Tape	18,450.77
OCLC, Inc.	5,700.49
OverDrive	27,588.87
Pur-O-Zone, Inc.	1,266.26
Rode Microphones LLC	960.37
Schendel Services	103.74
Scholastic Inc.	298.69
Shannon Poell	13.12
U.S. Bank - Mastercard	10,046.89
Unique Management Services	433.51
United Parcel Service	1,018.18
Virtual Graffiti Inc.	6,465.00
TOTAL	<u>131,757.63</u>

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Lawrence Public Library

Check Detail

December 2021

Type	Num	Date	Name
Bill Pmt -Check	Electronic	12/20/2021	Advance Insurance Company
Bill	January 2022	12/01/2021	
TOTAL			
Bill Pmt -Check	Electronic	12/20/2021	ASI
Bill	50.00	12/14/2021	
TOTAL			
Bill Pmt -Check	Electronic	12/20/2021	Evergy
Bill	December	12/01/2021	
TOTAL			
Bill Pmt -Check	Electronic	12/20/2021	U.S. Bank - Mastercard
Bill	November	11/30/2021	
Bill	December	12/01/2021	
TOTAL			

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Lawrence Public Library
Check Detail
December 2021

Type	Num	Date	Name
Bill Pmt -Check	Electronic	12/20/2021	United Parcel Service
Bill	December	12/06/2021	
TOTAL			
Bill Pmt -Check	9251	12/20/2021	Abigail Harrison
Bill	REFUND	11/23/2021	
TOTAL			
Bill Pmt -Check	9252	12/20/2021	Arsenal
Bill	64773	11/23/2021	
TOTAL			
Bill Pmt -Check	9253	12/20/2021	Baker & Taylor, Inc.
Bill	2036270963	11/16/2021	
Bill	2036270964	11/16/2021	
Bill	2036277642	11/16/2021	
Bill	2036277643	11/16/2021	
TOTAL			
Bill Pmt -Check	9254	12/20/2021	Blackstone Publishing
Bill	INV2012224	12/14/2021	
TOTAL			
Bill Pmt -Check	9255	12/20/2021	Bug Hounds, LLC
Bill	401	12/14/2021	
TOTAL			
Bill Pmt -Check	9256	12/20/2021	Center Point Large Print
Bill	1892152	11/16/2021	
Bill	1899324	12/14/2021	
TOTAL			

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Lawrence Public Library
Check Detail
December 2021

Type	Num	Date	Name
Bill Pmt -Check	9257	12/20/2021	Century Business Technologies
Bill	606735	11/23/2021	
Bill	609193	12/06/2021	
Bill	609601	12/14/2021	
TOTAL			
Bill Pmt -Check	9258	12/20/2021	Conley Sprinkler, Inc.
Bill	12725	12/14/2021	
TOTAL			
Bill Pmt -Check	9259	12/20/2021	DHE Computer Systems, LLC
Bill	55527	12/01/2021	
TOTAL			
Bill Pmt -Check	9260	12/20/2021	EBSCO
Bill	100017079...	12/04/2021	
TOTAL			
Bill Pmt -Check	9261	12/20/2021	Filmtools
Bill	8273437	11/30/2021	
TOTAL			
Bill Pmt -Check	9262	12/20/2021	Findaway World LLC
Bill	370221	12/02/2021	
Bill	371652	12/14/2021	
TOTAL			
Bill Pmt -Check	9263	12/20/2021	Gale/Cengage Learning
Bill	76161897	11/16/2021	
Bill	76137462	11/16/2021	
Bill	76148710	11/16/2021	
Bill	76143431	11/16/2021	
Bill	76137968	11/16/2021	
Bill	76175865	11/18/2021	
Bill	76175850	11/18/2021	
Bill	76198507	11/23/2021	

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Lawrence Public Library

Check Detail

December 2021

Type	Num	Date	Name
Bill	76204076	11/30/2021	
Bill	76246452	12/08/2021	
Bill	76268094	12/09/2021	
TOTAL			
Bill Pmt -Check	9264	12/20/2021	Hamco Kansas City, Inc.
Bill	127996	11/29/2021	
TOTAL			
Bill Pmt -Check	9265	12/20/2021	Ingram Library Services
Bill	55802267	11/11/2021	
Bill	55744297	11/11/2021	
Bill	55762756	11/12/2021	
Bill	55791957	11/12/2021	
Bill	55829259	11/12/2021	
Bill	55744298	11/12/2021	
Bill	55829260	11/12/2021	
Bill	55791958	11/12/2021	
Bill	55762757	11/12/2021	
Bill	55744299	11/12/2021	
Bill	55791960	11/15/2021	
Bill	55791959	11/15/2021	
Bill	55816049	11/15/2021	
Bill	55816050	11/15/2021	
Bill	55864927	11/16/2021	
Bill	55864928	11/16/2021	
Bill	55841608	11/17/2021	
Bill	55872943	11/17/2021	
Bill	55912199	11/17/2021	
Bill	55912200	11/17/2021	
Bill	55872944	11/17/2021	
Bill	55841609	11/17/2021	
Bill	55894958	11/18/2021	
Bill	55938467	11/18/2021	
Bill	55872941	11/18/2021	
Bill	55872942	11/18/2021	
Bill	55938468	11/18/2021	
Bill	55894959	11/18/2021	
Bill	55925261	11/22/2021	
Bill	55925260	11/22/2021	
Bill	55925256	11/22/2021	
Bill	55925258	11/22/2021	
Bill	55952934	11/22/2021	
Bill	55952935	11/22/2021	
Bill	55952933	11/22/2021	
Bill	55925259	11/22/2021	
Bill	55925257	11/22/2021	
Bill	55982628	11/23/2021	

Lawrence Public Library

Check Detail

December 2021

Type	Num	Date	Name
Bill	55982627	11/23/2021	
Bill	55982625	11/23/2021	
Bill	55982622	11/23/2021	
Bill	55982623	11/23/2021	
Bill	55982626	11/23/2021	
Bill	55982624	11/23/2021	
Bill	56110050	11/29/2021	
Bill	56051265	11/29/2021	
Bill	56051266	11/29/2021	
Bill	56110051	11/29/2021	
Bill	56110048	11/30/2021	
Bill	56144132	11/30/2021	
Bill	56038128	11/30/2021	
Bill	56051263	11/30/2021	
Bill	56127422	11/30/2021	
Bill	56019903	11/30/2021	
Bill	56019905	11/30/2021	
Bill	56038126	11/30/2021	
Bill	56110049	11/30/2021	
Bill	56019906	11/30/2021	
Bill	56019904	11/30/2021	
Bill	56127423	11/30/2021	
Bill	56051264	11/30/2021	
Bill	56019907	12/01/2021	
Bill	561554939	12/01/2021	
Bill	56155442	12/01/2021	
Bill	56155440	12/01/2021	
Bill	56232774	12/02/2021	
Bill	56181672	12/02/2021	
Bill	56181670	12/02/2021	
Bill	56232775	12/02/2021	
Bill	56181668	12/02/2021	
Bill	56261708	12/02/2021	
Bill	56217769	12/02/2021	
Bill	56181671	12/02/2021	
Bill	56181673	12/02/2021	
Bill	56155441	12/02/2021	
Bill	56155443	12/02/2021	
Bill	56019908	12/02/2021	
Bill	56277720	12/06/2021	
Bill	56246245	12/06/2021	
Bill	56315365	12/08/2021	
Bill	56315366	12/08/2021	
Bill	56277726	12/08/2021	
Bill	56277727	12/08/2021	
Bill	55674384	12/08/2021	
Bill	56277724	12/08/2021	
Bill	56277722	12/08/2021	
Bill	56315361	12/08/2021	
Bill	56315360	12/09/2021	
Bill	56384813	12/10/2021	
Bill	56348581	12/10/2021	
Bill	56384811	12/10/2021	
Bill	56391761	12/10/2021	

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Lawrence Public Library
Check Detail
December 2021

Type	Num	Date	Name
Bill	56348577	12/10/2021	
Bill	56348579	12/10/2021	
Bill	56315363	12/10/2021	
Bill	56384814	12/10/2021	
Bill	56348582	12/10/2021	
Bill	56384812	12/10/2021	
Bill	56391762	12/10/2021	
Bill	56348578	12/10/2021	
Bill	56348580	12/10/2021	
Bill	56315364	12/10/2021	
Bill	55674385	12/10/2021	
Bill	56277725	12/10/2021	
Bill	56277723	12/10/2021	
Bill	56315362	12/10/2021	
Bill	56246246	12/10/2021	
Bill	56277721	12/10/2021	
Bill	56217770	12/10/2021	
Bill	56261709	12/10/2021	
Bill	56181669	12/10/2021	
Bill	56232776	12/10/2021	
Bill	56411263	12/14/2021	
Bill	56411267	12/14/2021	
Bill	56411269	12/14/2021	
Bill	56411265	12/14/2021	
Bill	56441943	12/14/2021	
Bill	56480417	12/14/2021	
Bill	56544837	12/15/2021	
Bill	56544838	12/15/2021	
Bill	56480418	12/15/2021	
Bill	56441944	12/15/2021	
Bill	56411266	12/15/2021	
Bill	56411270	12/15/2021	
Bill	56411268	12/15/2021	
Bill	56411264	12/15/2021	

TOTAL

Bill Pmt -Check 9266 12/20/2021 Jayhawk Tropical Fish

Bill 519779 11/24/2021

TOTAL

Bill Pmt -Check 9267 12/20/2021 Kanopy LLC

Bill 274548-PPU 12/01/2021

TOTAL

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Lawrence Public Library
Check Detail
December 2021

Type	Num	Date	Name
Bill Pmt -Check	9268	12/20/2021	Lawrence Farmers Market
Bill	FHM	12/14/2021	
TOTAL			
Bill Pmt -Check	9269	12/20/2021	Lawrence Sign Up LLC
Bill	15788	12/15/2021	
TOTAL			
Bill Pmt -Check	9270	12/20/2021	Libraries, Access & Discovery
Bill	3161	11/23/2021	
TOTAL			
Bill Pmt -Check	9271	12/20/2021	Midwest Tape
Bill	501230269	11/11/2021	
Bill	501230268	11/11/2021	
Bill	501351145	11/11/2021	
Bill	501257514	11/16/2021	
Bill	501257516	11/16/2021	
Bill	501259032	11/16/2021	
Bill	501257513	11/16/2021	
Bill	501259034	11/16/2021	
Bill	501245780	11/16/2021	
Bill	501291034	11/22/2021	
Bill	501291032	11/22/2021	
Bill	501296581	11/29/2021	
Bill	501319392	11/29/2021	
Bill	501300829	11/29/2021	
Bill	501066682	11/30/2021	
Bill	501325985	11/30/2021	
Bill	501325984	11/30/2021	
Bill	501352943	12/01/2021	
Bill	501361160	12/06/2021	
Bill	501361161	12/06/2021	
Bill	501356734	12/07/2021	
Bill	501356732	12/07/2021	
Bill	501374663	12/14/2021	
Bill	501393454	12/14/2021	
Bill	501393452	12/14/2021	
TOTAL			

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Lawrence Public Library
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December 2021

Type	Num	Date	Name
Bill Pmt -Check	9272	12/20/2021	OCLC, Inc.
Bill	38758	12/01/2021	
TOTAL			
Bill Pmt -Check	9273	12/20/2021	OverDrive
Bill	06809CO21...	11/10/2021	
Bill	06809CO21...	11/10/2021	
Bill	06809CO21...	11/10/2021	
Bill	06809CO21...	11/10/2021	
Bill	06809DA21...	11/10/2021	
Bill	06809DA21...	11/10/2021	
Bill	06809CO21...	11/10/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809DA21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	11/17/2021	
Bill	06809CO21...	12/04/2021	
Bill	06809CO21...	12/04/2021	
Bill	06809CO21...	12/04/2021	
Bill	06809CO21...	12/04/2021	
Bill	06809CO21...	12/04/2021	
Bill	06809CO21...	12/04/2021	
Bill	06809DA21...	12/06/2021	
Bill	06809DA21...	12/06/2021	
Bill	06809CO21...	12/06/2021	
Bill	06809CO21...	12/06/2021	
Bill	06809DA21...	12/06/2021	
Bill	06809DA21...	12/06/2021	
Bill	06809CO21...	12/07/2021	
Bill	06809CO21...	12/07/2021	
Bill	06809CO21...	12/07/2021	
Bill	06809CO21...	12/07/2021	
Bill	06809CO21...	12/07/2021	
Bill	06809DA21...	12/07/2021	
Bill	06809CO21...	12/07/2021	
Bill	06809CO21...	12/08/2021	
Bill	06809DA21...	12/09/2021	
Bill	06809CO21...	12/15/2021	
Bill	06809DA21...	12/15/2021	

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Lawrence Public Library
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December 2021

Type	Num	Date	Name
Bill	06809CO21...	12/15/2021	
Bill	06809CO21...	12/15/2021	
Bill	06809CO21...	12/15/2021	
Bill	06809CO21...	12/15/2021	
Bill	06809CO21...	12/15/2021	
Bill	06809CO21...	12/15/2021	

TOTAL

Bill Pmt -Check 9274 12/20/2021 Pur-O-Zone, Inc.

Bill	842994	11/23/2021
Bill	842179	11/23/2021
Bill	843730	12/14/2021

TOTAL

Bill Pmt -Check 9275 12/20/2021 Rode Microphones LLC

Bill	186475	12/06/2021
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TOTAL

Bill Pmt -Check 9276 12/20/2021 Schendel Services

Bill	30357368	11/23/2021
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TOTAL

Bill Pmt -Check 9277 12/20/2021 Shannon Poell

Bill	Berenstain ...	12/14/2021
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TOTAL

Bill Pmt -Check 9278 12/20/2021 Unique Management Services

Bill	608236	12/01/2021
Bill	608235	12/01/2021

TOTAL

Bill Pmt -Check 29097 12/20/2021 Allen Press

Bill	29240	11/23/2021
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TOTAL

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Lawrence Public Library

Check Detail

December 2021

Type	Num	Date	Name
Bill Pmt -Check	29098	12/20/2021	Amazon
Bill	mm110921...	11/10/2021	
Bill	53135635	11/10/2021	
Bill	1517823xxx	11/10/2021	
Bill	5617834	11/10/2021	
Bill	2693000	11/10/2021	
Bill	2717030	11/10/2021	
Bill	0546627	11/10/2021	
Bill	3205807	11/10/2021	
Bill	9225833	11/10/2021	
Bill	6236200xxx	11/10/2021	
Bill	0485068	11/10/2021	
Bill	4856226	11/10/2021	
Bill	7202632	11/16/2021	
Bill	53192613	11/16/2021	
Bill	53171508	11/16/2021	
Bill	4681019	11/16/2021	
Bill	5313555	11/16/2021	
Bill	1410655	11/16/2021	
Bill	0001048x	11/16/2021	
Bill	6048215xx	11/16/2021	
Bill	111821amaz	11/23/2021	
Bill	53375963	11/23/2021	
Bill	53311792	11/23/2021	
Bill	2478661	11/23/2021	
Bill	53255432	11/23/2021	
Bill	0618618	11/23/2021	
Bill	9373813	11/23/2021	
Bill	3460224	11/23/2021	
Bill	1517823	11/23/2021	
Bill	5299420	11/23/2021	
Bill	4573059xx	11/23/2021	
Bill	4573059xxx	11/23/2021	
Bill	5700252	11/23/2021	
Bill	KS112921p...	12/01/2021	
Bill	1449008	12/01/2021	
Bill	ks112921pr...	12/02/2021	
Bill	444664645...	12/02/2021	
Bill	0927434	12/03/2021	
Bill	53498989	12/03/2021	
Bill	2065021	12/03/2021	
Bill	3197842	12/03/2021	
Bill	6572262	12/03/2021	
Bill	8287428	12/03/2021	
Bill	1265069	12/03/2021	
Bill	8088266	12/03/2021	
Bill	3142631	12/03/2021	
Bill	5840253	12/03/2021	
Bill	6530654	12/03/2021	
Bill	8321853	12/03/2021	
Bill	9382602	12/03/2021	
Bill	738534939...	12/03/2021	
Bill	6484206	12/03/2021	

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Type	Num	Date	Name
Bill	7701860	12/06/2021	
Bill	53522175	12/06/2021	
Bill	53571504	12/06/2021	
Bill	53522235	12/06/2021	
Bill	6236265	12/07/2021	
Bill	473588674...	12/08/2021	
Bill	438776379...	12/08/2021	
Bill	4824208	12/09/2021	
Bill	9586608	12/09/2021	
Bill	7800221	12/09/2021	
Bill	6585851	12/10/2021	
Bill	7741819	12/14/2021	
Bill	1674640	12/14/2021	
Bill	9565818	12/15/2021	
Bill	8321856	12/15/2021	
Bill	8321856x	12/15/2021	
Bill	8321856xx	12/15/2021	
Bill	6307434	12/15/2021	
Bill	847945556...	12/15/2021	

TOTAL

Bill Pmt -Check 29099 12/20/2021 Araceli Masterson

Bill Translation 11/30/2021

TOTAL

Bill Pmt -Check 29100 12/20/2021 Brandon Eisman

Bill Rainbow 12/14/2021

TOTAL

Bill Pmt -Check 29101 12/20/2021 Evan Lott

Bill Bonus 12/01/2021

TOTAL

Bill Pmt -Check 29102 12/20/2021 Farai Harreld

Bill Teaching Pr... 12/01/2021

TOTAL

Bill Pmt -Check 29103 12/20/2021 Leanna Henning

Bill November 11/24/2021

TOTAL

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Lawrence Public Library
Check Detail
December 2021

Type	Num	Date	Name
Bill Pmt -Check	29104	12/20/2021	Scholastic Inc.
Bill	35272829	12/14/2021	
TOTAL			
Bill Pmt -Check	29105	12/20/2021	Virtual Graffiti Inc.
Bill	1129181	11/23/2021	
TOTAL			

Check Detail

December 2021

Account	Paid Amount
Checking	
Group Life Insurance	-752.92
	-752.92
Checking	
Professional Fees	-50.00
	-50.00
Checking	
Utilities - Electric	-7,962.97
	-7,962.97
Checking	
Adult Programming	-323.41
LPL Vehicles & Mileage	-155.63
Children Services Progr...	-354.51
Teen Services Program...	-294.46
Professional Fees	-668.41
Professional Developm...	-649.15
Postage & Mailing	-216.00
Library & Office Supplies	-296.76
Miscellaneous	-120.00
Miscellaneous	-39.27
Membership & Dues	-702.90
IMLS Grant Expense	-550.00
Marketing	-665.07
Building Supplies	-708.45
Building Repairs & Main...	-86.11
Library & Office Supplies	-544.91
Fixed Costs	-1,008.61
Telephone	-530.78
Seed Library	-280.42
Outreach/Coggins Fund	-437.58
Crowe Fund	-36.40
Block Grant	-999.99
Books & Materials	-17.00
Block Grant	-260.00
Books & Materials	-31.32
Books & Materials	-49.75
Books & Materials	-20.00
	-10,046.89

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Lawrence Public Library
Check Detail
December 2021

Account	Paid Amount
Checking	
Postage & Mailing	-1,018.18
	-1,018.18
Checking	
Fines and Replacement...	-13.20
	-13.20
Checking	
Telephone Maintenance	-2,606.00
	-2,606.00
Checking	
Books & Materials	-13.70
Processing Supplies	-0.20
Books & Materials	-14.13
Processing Supplies	-0.20
	-28.23
Checking	
Books & Materials	-34.94
	-34.94
Checking	
Building Repairs & Main...	-762.50
	-762.50
Checking	
Books & Materials	-153.22
Books & Materials	-148.67
	-301.89

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Lawrence Public Library
Check Detail
December 2021

Account	Paid Amount
Checking	
Copying	-292.62
Copying	-1,166.17
Copying	-255.94
	<hr/>
	-1,714.73
Checking	
Building Repairs & Main...	-380.00
	<hr/>
	-380.00
Checking	
IMLS Grant Expense	-1,984.80
	<hr/>
	-1,984.80
Checking	
Books & Materials	-5,455.40
	<hr/>
	-5,455.40
Checking	
Processing Supplies	-1,346.00
	<hr/>
	-1,346.00
Checking	
Books & Materials	-52.24
Books & Materials	-594.59
	<hr/>
	-646.83
Checking	
Books & Materials	-53.88
Books & Materials	-25.89
Books & Materials	-50.38
Books & Materials	-25.89
Books & Materials	-25.19
Books & Materials	-26.59
Books & Materials	-26.59
Books & Materials	-116.15

Lawrence Public Library

Check Detail

December 2021

Account	Paid Amount
Books & Materials	-26.59
Books & Materials	-21.69
Books & Materials	-69.27
	<hr/>
	-468.11

Checking

Library & Office Supplies	-30.00
	<hr/>
	-30.00

Checking

YA/YS Programs-Weinb...	-79.60
Books & Materials	-4.55
YA/YS Programs-Weinb...	-170.70
Books & Materials	-41.54
Books & Materials	-449.58
Books & Materials	-511.75
Books & Materials	-80.39
Books & Materials	-477.43
Processing Supplies	-11.97
Processing Supplies	-35.25
Processing Supplies	-30.27
Processing Supplies	-45.75
GGIFT	-0.15
GGIFT	-14.22
Books & Materials	-371.42
Processing Supplies	-32.45
Books & Materials	-231.91
Processing Supplies	-18.76
Books & Materials	-1,348.32
Books & Materials	-10.25
Books & Materials	-12.73
Processing Supplies	-2.12
Processing Supplies	-0.82
Processing Supplies	-105.28
Books & Materials	-810.58
Books & Materials	-345.59
Books & Materials	-301.62
Processing Supplies	-31.47
Processing Supplies	-41.49
Processing Supplies	-70.48
GGIFT	-1.97
GGIFT	-14.99
Books & Materials	-717.33
Books & Materials	-86.34
Books & Materials	-483.38
Processing Supplies	-29.49
Books & Materials	-10.24
Processing Supplies	-0.90
Processing Supplies	-49.21
GGIFT	-1.97

Lawrence Public Library

Check Detail

December 2021

Account	Paid Amount
GGIFT	-14.97
Books & Materials	-26.98
Books & Materials	-3.98
Books & Materials	-1,927.25
Processing Supplies	-0.30
Processing Supplies	-155.23
Books & Materials	-16.79
Books & Materials	-17.99
Processing Supplies	-0.15
Processing Supplies	-0.15
Books & Materials	-320.20
Books & Materials	-20.06
Books & Materials	-648.68
Books & Materials	-495.30
Books & Materials	-149.55
Books & Materials	-667.02
Books & Materials	-94.15
Processing Supplies	-72.74
Processing Supplies	-22.37
Processing Supplies	-4.73
Processing Supplies	-44.49
Processing Supplies	-15.21
Processing Supplies	-39.19
Books & Materials	-777.58
Books & Materials	-36.39
Books & Materials	-38.37
Books & Materials	-2,625.00
Books & Materials	-15.36
Books & Materials	-34.78
Books & Materials	-221.20
Books & Materials	-724.92
Books & Materials	-484.25
Books & Materials	-211.59
Books & Materials	-1,540.02
Processing Supplies	-20.17
Processing Supplies	-0.30
Processing Supplies	-214.80
Processing Supplies	-0.45
Processing Supplies	-62.07
Books & Materials	-542.14
Books & Materials	-481.71
GGIFT	-10.82
GGIFT	-0.82
GGIFT	-14.99
GGIFT	-1.97
Books & Materials	-13.79
Books & Materials	-58.76
Books & Materials	-11.99
Books & Materials	-72.08
Books & Materials	-5.12
Children Services Progr...	-41.90
Books & Materials	-16.79
Books & Materials	-8.99
Books & Materials	-1,233.50
Books & Materials	-310.52

Lawrence Public Library

Check Detail

December 2021

Account	Paid Amount
Books & Materials	-226.38
Books & Materials	-33.56
Books & Materials	-531.86
Processing Supplies	-0.20
Processing Supplies	-0.15
Processing Supplies	-92.99
Processing Supplies	-22.21
Processing Supplies	-19.01
Processing Supplies	-6.15
Processing Supplies	-40.57
Processing Supplies	-0.15
Processing Supplies	-0.60
Processing Supplies	-1.97
Processing Supplies	-4.58
Processing Supplies	-49.36
Processing Supplies	-39.60
Processing Supplies	-192.70
Processing Supplies	-21.61
Processing Supplies	-31.57
Processing Supplies	-85.56
Books & Materials	-354.24
Books & Materials	-38.97
Books & Materials	-26.38
Books & Materials	-178.77
Books & Materials	-327.31
Books & Materials	-323.60
Books & Materials	-184.65
Processing Supplies	-27.77
Processing Supplies	-32.97
Processing Supplies	-34.70
Processing Supplies	-25.30
Processing Supplies	-0.40
Processing Supplies	-0.60
Processing Supplies	-27.40
	-24,658.72

Checking

Aquarium Maintenance	-310.00
	-310.00

Checking

Kanopy	-2,951.00
	-2,951.00

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Lawrence Public Library
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December 2021

Account	Paid Amount
Checking	
Outreach/Coggins Fund	-250.00
	-250.00
Checking	
Marketing	-25.00
	-25.00
Checking	
Fines and Replacement...	-60.00
	-60.00
Checking	
Books & Materials	-190.95
Books & Materials	-985.97
Processing Supplies	-255.60
Books & Materials	-159.95
Books & Materials	-59.99
Books & Materials	-193.21
Books & Materials	-632.43
Books & Materials	-200.18
Books & Materials	-71.22
Books & Materials	-284.15
Books & Materials	-71.94
Books & Materials	-199.95
Books & Materials	-340.42
Books & Materials	-1,323.56
Processing Supplies	-222.75
Books & Materials	-79.98
Books & Materials	-649.63
Books & Materials	-10,007.71
Books & Materials	-775.67
Books & Materials	-164.96
Books & Materials	-202.99
Books & Materials	-343.21
Books & Materials	-460.21
Books & Materials	-453.61
Books & Materials	-120.53
	-18,450.77

Account	Paid Amount
Checking	
Collections	-5,700.49
	-5,700.49

Checking

Books & Materials	-193.32
Books & Materials	-65.00
Books & Materials	-133.50
Books & Materials	-397.65
Books & Materials	-69.99
Books & Materials	-645.90
Salkind Gift	-439.96
Books & Materials	-112.50
Books & Materials	-47.44
Books & Materials	-699.46
Books & Materials	-1,769.27
Books & Materials	-863.64
Books & Materials	-892.91
Books & Materials	-502.84
Books & Materials	-191.92
Books & Materials	-403.85
Books & Materials	-469.58
Books & Materials	-57.39
Hoopla	-237.44
Hoopla	-268.99
GGIFT	-573.83
Hoopla	-1,121.42
Hoopla	-993.05
Hoopla	-856.95
Hoopla	-207.00
Books & Materials	-109.25
Salkind Gift	-17.49
Books & Materials	-79.99
Digital Resources (GDR)	-1,521.92
Digital Resources (GDR)	-672.28
Books & Materials	-333.04
Books & Materials	-130.00
Salkind Gift	-988.00
Hoopla	-190.70
Hoopla	-229.98
Hoopla	-465.36
Hoopla	-549.19
Hoopla	-102.97
GGIFT	-728.16
Books & Materials	-225.34
Salkind Gift	-4,598.19
Salkind Gift	-265.20
Hoopla	-28.00
Books & Materials	-176.46
Hoopla	-67.00

Account	Paid Amount
Hoopla	-91.50
Hoopla	-380.17
Hoopla	-77.51
Digital Resources (GDR)	-1,875.38
Digital Resources (GDR)	-1,181.75
Digital Resources (GDR)	-289.24
	<hr/>
	-27,588.87

Checking

Building Supplies	-191.84
Building Supplies	-579.90
Building Supplies	-494.52
	<hr/>
	-1,266.26

Checking

Sound & Vision	-960.37
	<hr/>
	-960.37

Checking

Building Repairs & Main...	-103.74
	<hr/>
	-103.74

Checking

Fines and Replacement...	-13.12
	<hr/>
	-13.12

Checking

Professional Fees	-156.06
Professional Fees	-277.45
	<hr/>
	-433.51

Checking

Marketing	-1,012.39
	<hr/>
	-1,012.39

Account	Paid Amount
Checking	
Teen Services Program...	-65.85
Books & Materials	-270.57
Books & Materials	-189.97
Books & Materials	-16.44
Books & Materials	-15.99
Books & Materials	-19.53
Books & Materials	-20.48
Books & Materials	-49.99
Books & Materials	-49.99
Books & Materials	-29.99
Books & Materials	-56.26
Books & Materials	-22.18
Books & Materials	-15.55
Books & Materials	-157.01
Books & Materials	-14.99
Books & Materials	-33.98
Books & Materials	-9.98
Books & Materials	-11.55
Books & Materials	-55.99
Books & Materials	-59.99
Books & Materials	-6.02
Books & Materials	-56.42
Books & Materials	-141.16
Books & Materials	-13.67
Books & Materials	-98.33
Books & Materials	-12.59
Books & Materials	-27.64
Books & Materials	-28.40
Books & Materials	-7.34
Books & Materials	-99.98
Books & Materials	-129.76
Books & Materials	-59.88
Books & Materials	-9.02
Adult Programming	-16.97
GGIFT	-15.19
Adult Programming	-24.96
Books & Materials	-96.37
Adult Programming	-5.86
Children Services Progr...	-134.74
Books & Materials	-18.48
Books & Materials	-33.98
Books & Materials	-19.90
Books & Materials	-12.29
Books & Materials	-15.98
Books & Materials	-16.95
Books & Materials	-25.76
Books & Materials	-15.49
Books & Materials	-16.48
Books & Materials	-12.98
Books & Materials	-51.59
Books & Materials	-324.82
Books & Materials	-45.95

Lawrence Public Library

Check Detail

December 2021

Account	Paid Amount
Children Services Progr...	-74.53
Children Services Progr...	-191.21
Children Services Progr...	-201.03
Program Expense	-340.24
Books & Materials	-10.78
Books & Materials	-4.99
Books & Materials	-362.23
Books & Materials	-59.99
Books & Materials	-26.39
Books & Materials	-28.94
Books & Materials	-39.26
Children Services Progr...	-29.73
Books & Materials	-119.98
Books & Materials	-22.25
Books & Materials	-109.98
Books & Materials	-14.39
Books & Materials	-118.20
Books & Materials	-13.99
Books & Materials	-301.77
	-4,831.11

Checking

Outreach/Coggins Fund	-100.00
	-100.00

Checking

Summer Reading - ALL	-50.00
	-50.00

Checking

Miscellaneous	-500.00
	-500.00

Checking

Adult Programming	-100.00
	-100.00

Checking

KHF Grant Expenses	-25.00
	-25.00

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Lawrence Public Library
Check Detail
December 2021

<u>Account</u>	<u>Paid Amount</u>
Checking	
Read Across Lawrence	-298.69
	-298.69
Checking	
Discretionary Costs	-6,465.00
	-6,465.00

Lawrence Public Library

Statistical Summary - NOVEMBER 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	23,740							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	48,737							
Cardholders transacting - current month	13,196							
Cardholders added - current month	479							
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)	7,437	69,039	20,148		77%	23%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	19,159			44,125				
Website - Kaw Valley Jukebox	72			86				
Website - Digital Douglas County (Sessions)	278			334				
Social Media Interactions (Facebook & Twitter)				6,869				
Social Media Reach (Facebook & Twitter)				171,302				
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	25,157	13,079	38,236		28%	15%	43%	
Teen Total	2,449	1,712	4,161		3%	2%	5%	
Childrens Total	24,265	2,826	27,091		27%	3%	30%	
Total AV Media Room	16,981	2,531	19,512		19%	3%	22%	
Total Library of Things	187	0	187		0%	0%	0%	
Total all collections	69,039	20,148	89,187		77%	23%	100%	
Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	

Lawrence Public Library

Statistical Summary - NOVEMBER 2021

Total All Holdings	190,337	19,835	210,172		91%	9%	100%	
Added	2,100	245	2,345		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,095	117	2,212		95%	5%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-826	75	-751					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		4,501	1,285	5,786	78%	22%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,442	14,437		4				
Other Public Services				Total sessions				
Public Computer Usage				1901				
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	1	27	15	13	10	778	374	263
STAFFING	Current Month	Current Month	% Change					
	2021	2020	2021 v 2020					
Total Paid Staff, in Full-Time Equivalents	68.02	63.68	7%					

Lawrence Public Library

Full Statistical Report - NOVEMBER 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	23,740							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.96							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	40,493	83%						
Douglas County residents (excluding Lawrence residents)	2,071	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,182	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,991	4%						
Total Cardholders transacting in last 3 years	48,737	100%						
Cardholders transacting - current month	13,196							
% of Cardholders transacting - current month	27%							
Cardholders added - current month	479							
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	113	739		7				
Book Lockers	192	949		5				
Outreach	0	0		#DIV/0!				
Main Library Checkouts + Renewals	5,485	46,469		8				
Digital Collections	Not available		20,148	Not available				
Online renewals - patron-initiated	1,576	7,139	0	5				
Automatic renewals (no patron action)	3,238	13,743	0	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	7,437	69,039	20,148	N/A	77%	23%	100%	

Lawrence Public Library

Full Statistical Report - NOVEMBER 2021

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	19,159			44,125				
Website - Kaw Valley Jukebox	72			86				
Website - Digital Douglas County (Sessions)	278			334				
Social Media Interactions (Facebook & Twitter)				6,869				
Social Media Reach (Facebook & Twitter)				171,302				
	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)	22,779	5,163	27,942	73%	26%	6%	31%	
Adult Graphic Novels	841	61	902	2%	1%	0%	1%	
Adult Magazines	572	457	1,029	3%	1%	1%	1%	
Adult Audiobooks (including language instruction)	965	7,398	8,363	22%	1%	8%	9%	
Adult Total	25,157	13,079	38,236	100%	28%	15%	43%	
Teen Books	1,379	784	2,163	52%	2%	1%	2%	
Teen Graphic Novels and Manga	1,040	147	1,187	29%	0%	0%	1%	
Teen Magazines	20	0	20	0%	0%	0%	0%	
Teen Audiobooks	10	781	791	19%	0%	1%	1%	
Teen Total	2,449	1,712	4,161	100%	3%	2%	5%	
Children's Books, NF Videos & Kits	20,248	1,262	21,510	79%	23%	1%	24%	
Children's Graphic Novels	2,821	64	2,885	11%	3%	0%	3%	
Children's Magazines	54	0	54	0%	0%	0%	0%	
Children's Music CDs	263	0	263	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	879	1,500	2,379	9%	1%	2%	3%	
Childrens Total	24,265	2,826	27,091	100%	27%	3%	30%	
AV Media Room - Feature Films (Adult and Family) and All	8,704	2,531	11,235	58%	10%	3%	13%	
AV Media Room - TV Shows	3,480	0	3,480	18%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	736	0	736	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,293	0	1,293	7%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,768	0	2,768	14%	3%	0%	3%	
Total AV Media Room	16,981	2,531	19,512	100%	19%	3%	22%	
Library of Things - Boardgames and Game Guides	130	0	130	70%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot lending program)	20	0	20	11%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	37	0	37	20%	0%	0%	0%	
Total Library of Things	187	0	187	100%	0%	0%	0%	
Total all collections	69,039	20,148	89,187	100%	77%	23%	100%	

Lawrence Public Library

Full Statistical Report - NOVEMBER 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)	89,414	6,909	96,323		43%	3%	46%	
Adult Audiobooks & Language Instruction	6,170	4,460	10,630		3%	2%	5%	
Total Adult Collection	95,584	11,369	106,953		45%	5%	51%	
Teen Book & Other Print Formats	9,687	2,082	11,769		5%	1%	6%	
Teen Audiobooks	262	998	1,260		0%	0%	1%	
Total Teen Collection	9,949	3,080	13,029		5%	1%	6%	
Children's Book & Other Print Formats	53,454	3,823	57,277		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,925	1,563	3,488		1%	1%	2%	
Children's Video and Music	1,807	0	1,807		1%	0%	1%	
Total Children's Collection	57,186	5,386	62,572		27%	3%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,478	0	27,478		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	140	0	140		0%	0%	0%	
Total All Holdings	190,337	19,835	210,172		91%	9%	100%	
Added	2,100	245	2,345		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,095	117	2,212		95%	5%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-826	75	-751					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,769	1,154	2,923	31%	20%	51%	
Info Services Interactions		1,019	41	1,060	18%	1%	18%	
Readers Services Interactions		431	0	431	7%	0%	7%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		77	21	98	1%	0%	2%	
Teen Interactions		36	0	36	1%	0%	1%	
Children's Interactions		411	0	411	7%	0%	7%	
Public Technology Interactions		758	0	758	13%	0%	13%	
Website - Contact Us Forms + Social Media		0	69	69	0%	1%	1%	
Total Service Interactions		4,501	1,285	5,786	78%	22%	100%	

Lawrence Public Library

Full Statistical Report - NOVEMBER 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User					
Holds Placed	3,098	15,811		5					
Holds Filled	3,442	14,437		4					
Holds Unclaimed	1,195	2,251		2					
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		25.29%							
Other Public Services				Total sessions					
Public Computer Usage				1901					
	Unique Users	Total Bookings		Occupancy Ratio					
Public-Sponsored Uses of Meeting Rooms (incl. Auditorium)	70	109		63%					
Public-Sponsored Uses of Study Rooms	175	273		43%					
Public-Sponsored Uses of S+V Studios	10	20		26%					
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User					
Interlibrary Loan Items Borrowed for LPL Patrons	174	327		1.9					
Interlibrary Loan Items Loaned from LPL Collection	279	581		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+)	0	10	5	1	0	118	140	13	
Teen Programs (12-17)	0	1	5	0	0	3	16	0	
Children Programs (birth-5)	0	10	0	12	0	411	0	250	
Children Programs (6-11)	1	6	5	0	10	246	218	0	
Total By Type	1	27	15	13	10	778	374	263	
Type of Event									
Kansas Reads to Preschoolers	1	2	0	3	10	58	54	0	
Summer Reading (all ages)	0	0	0	0	0	0	0	0	
Signature Events	0	0	0	0	0	0	0	0	
Read Across Lawrence	0	0	0	0	0	0	0	0	
All other programs	0	25	15	10	0	720	320	263	
Total By Event	1	27	15	13	10	778	374	263	
Total Programs Offered				56					
Total Program Attendance								1425	

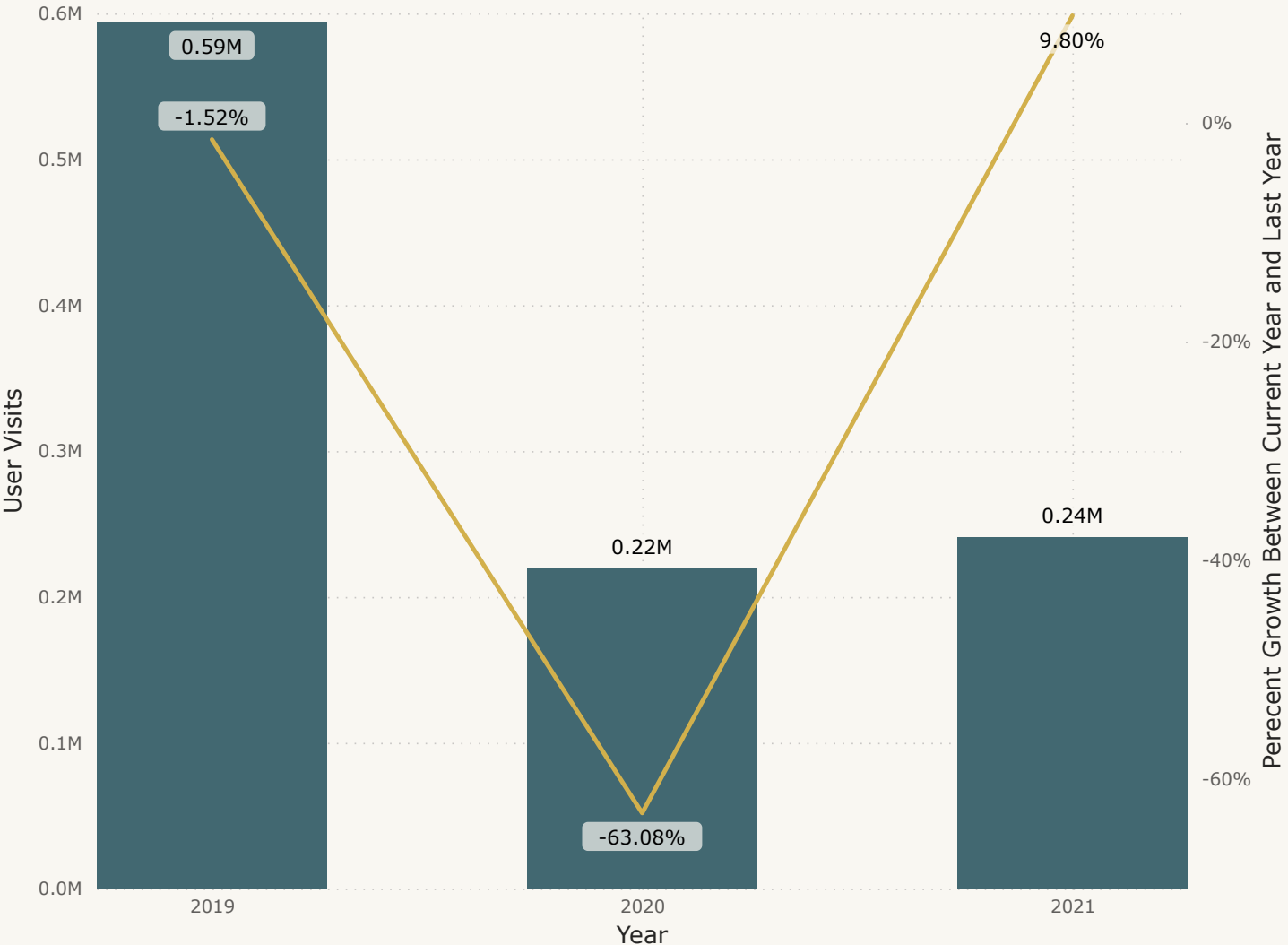
Lawrence Public Library

Full Statistical Report - NOVEMBER 2021

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2021	2020	2021 v 2020		2021	2020		
Total Paid Staff, in Full-Time Equivalents	68.02	63.68	7%					
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.65	1%					
Number of Employees--Total	83	81	2%					
Number of Employees--Full-Time	43	46	-7%					
Number of Employees--Part-Time	40	35	14%					
Terminations	0	0	#DIV/0!		12	11	9%	
Hirings	2	0	#DIV/0!		13	5	160%	
Volunteer Hours	339	0	#DIV/0!		1,719	1,282	34%	

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

User Visits Percent Growth Between Current Year and Last Year

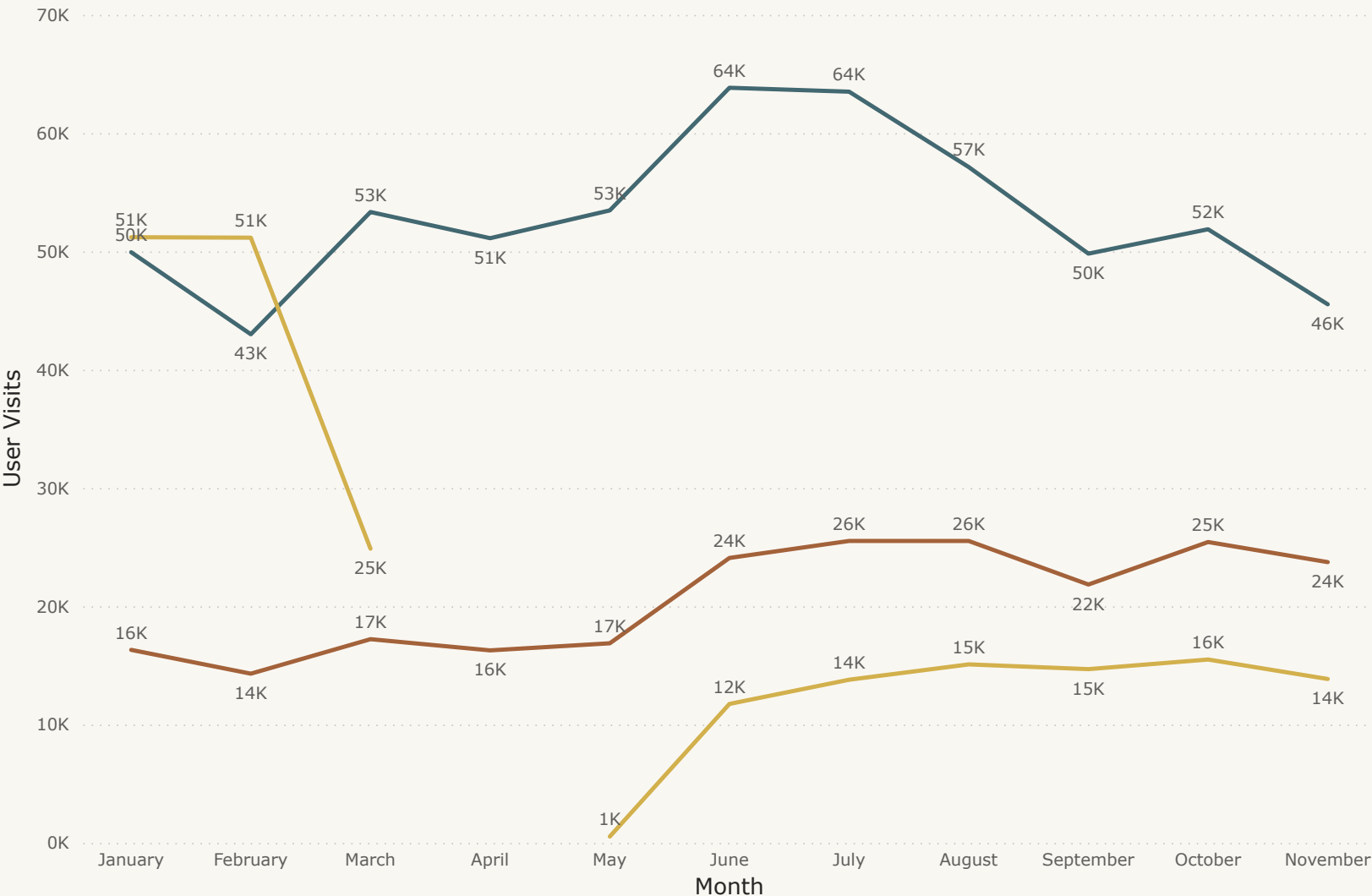


2.10%

Percent Growth Between Current Year and Last Year

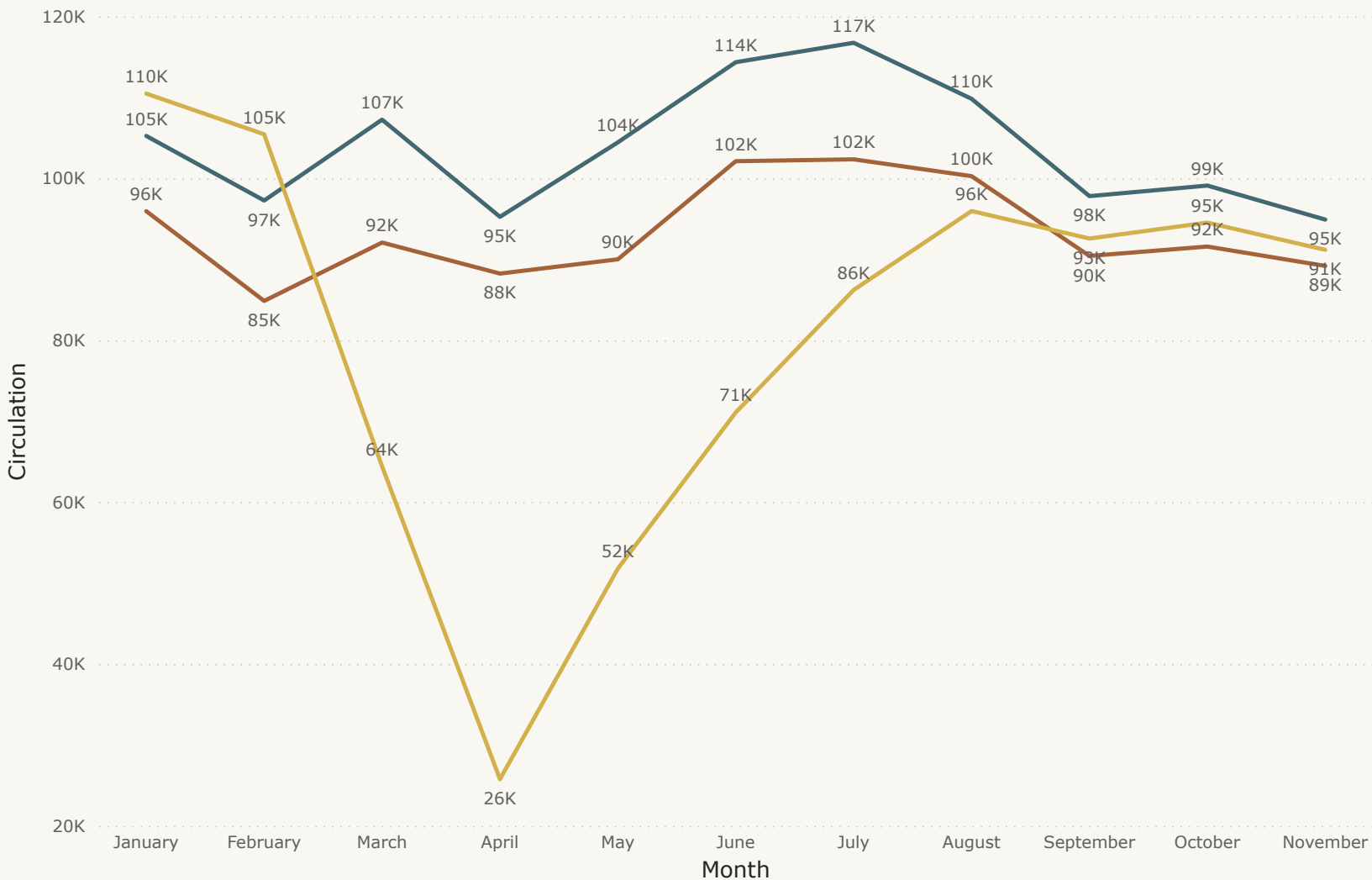
Total User Visits: 3 Year Comparison

Year ● 2019 ● 2020 ● 2021



Total Circulation Trend: 3 YR Comparison

Year ● 2019 ● 2020 ● 2021



Filter by Format: Digital, Physical, or Both

Multiple selections

Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

All

Digital Circulation Trend: 3 YR Comparison

Year ● 2019 ● 2020 ● 2021

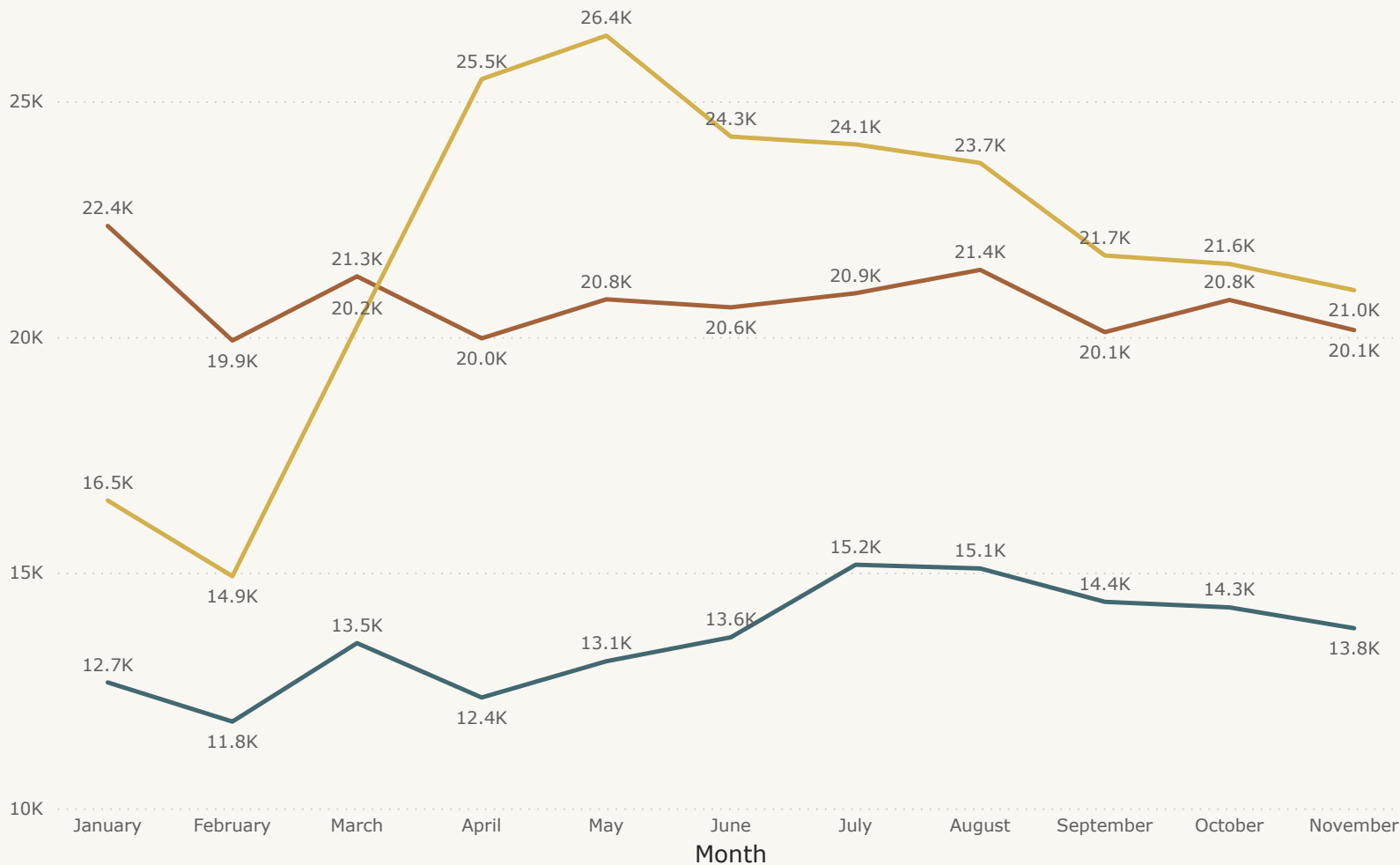
Filter by Format: Digital, Physical, or Both

Digital

Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

All

Circulation



Physical Circulation Trend: 3 YR Comparison

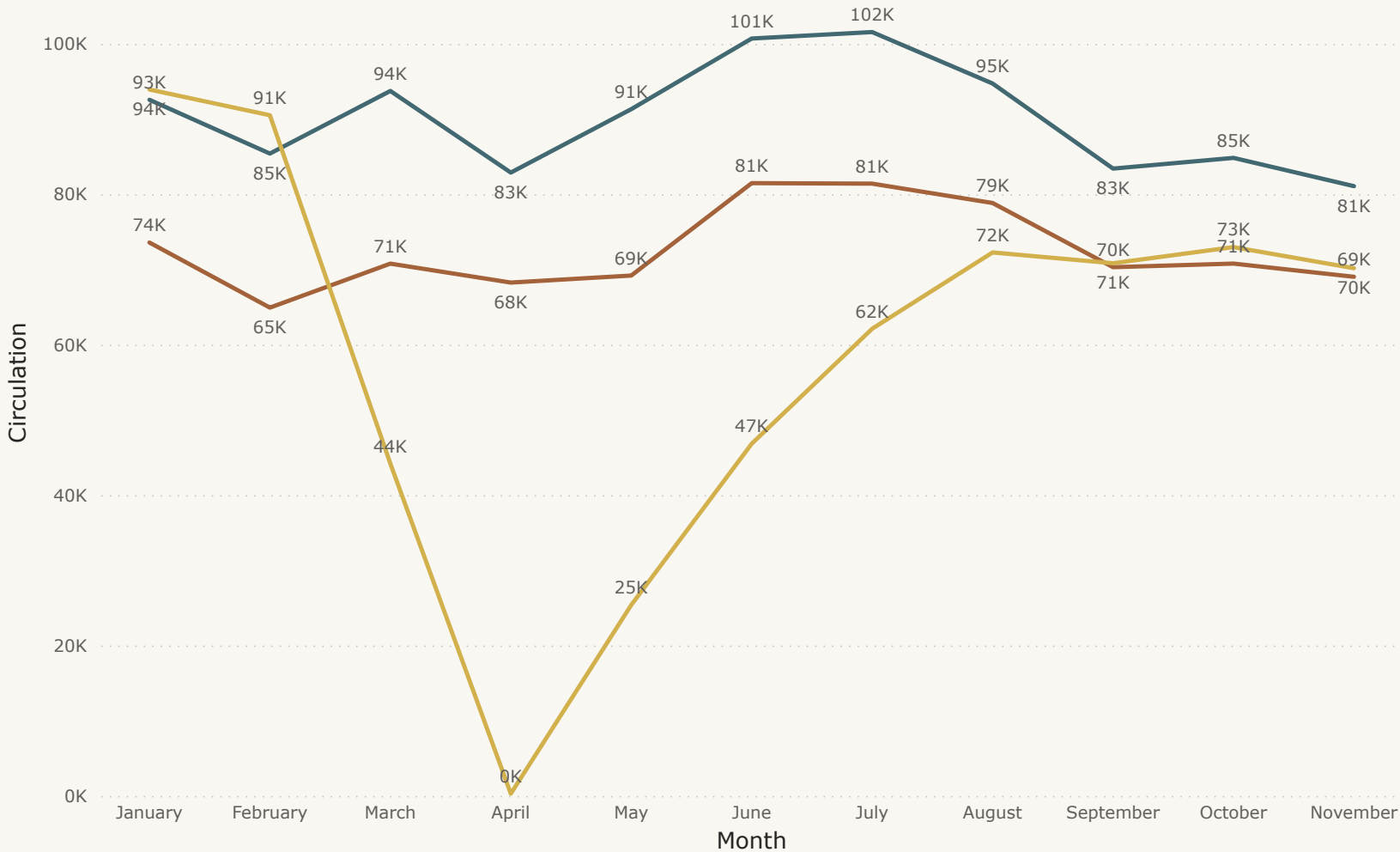
Year ● 2019 ● 2020 ● 2021

Filter by Format: Digital, Physical, or Both

Physical

Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

All

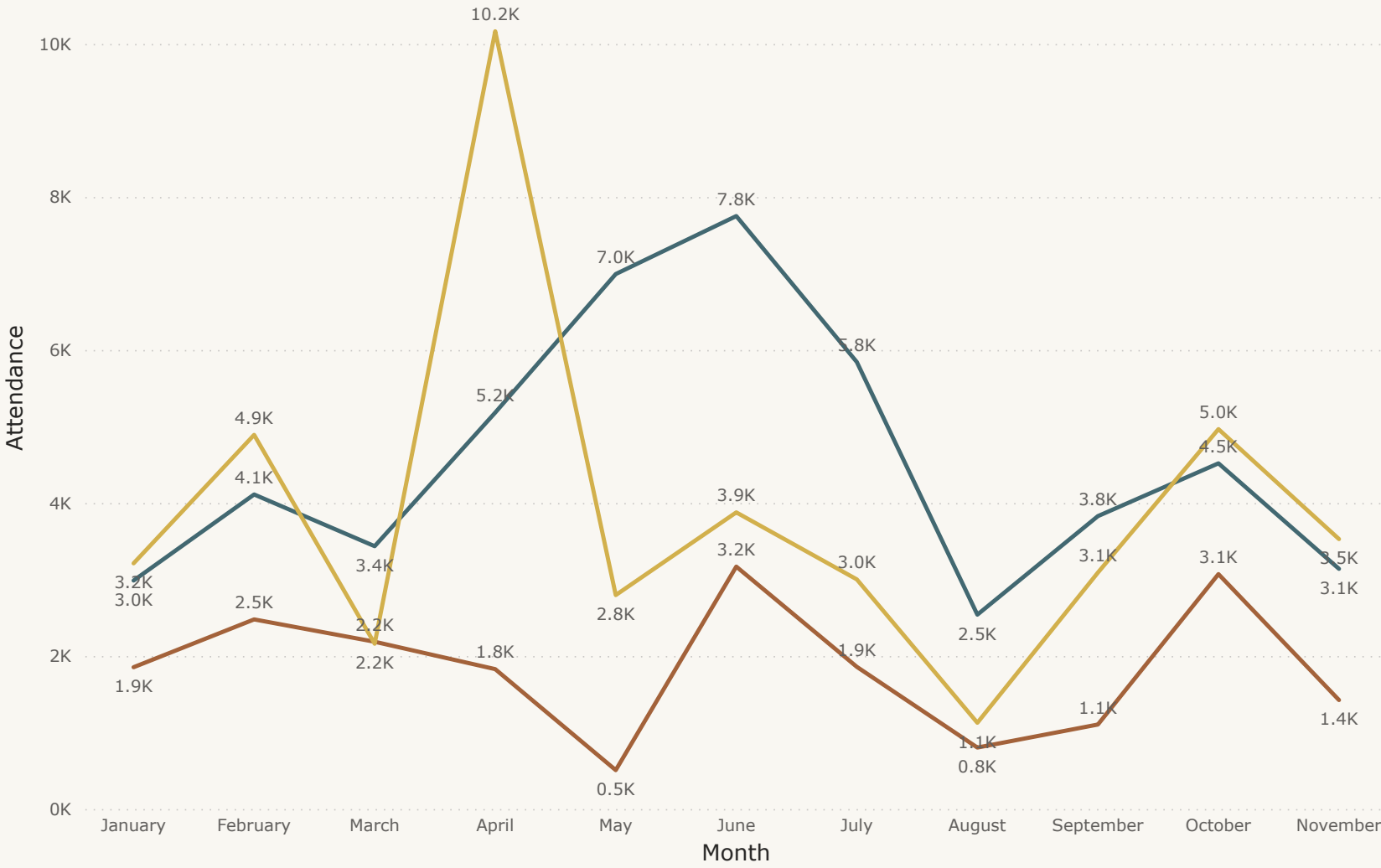


Total Program Attendance: 3 YR Trends

Year 2019 2020 2021

Filter by Audience Age Category

Multiple selections

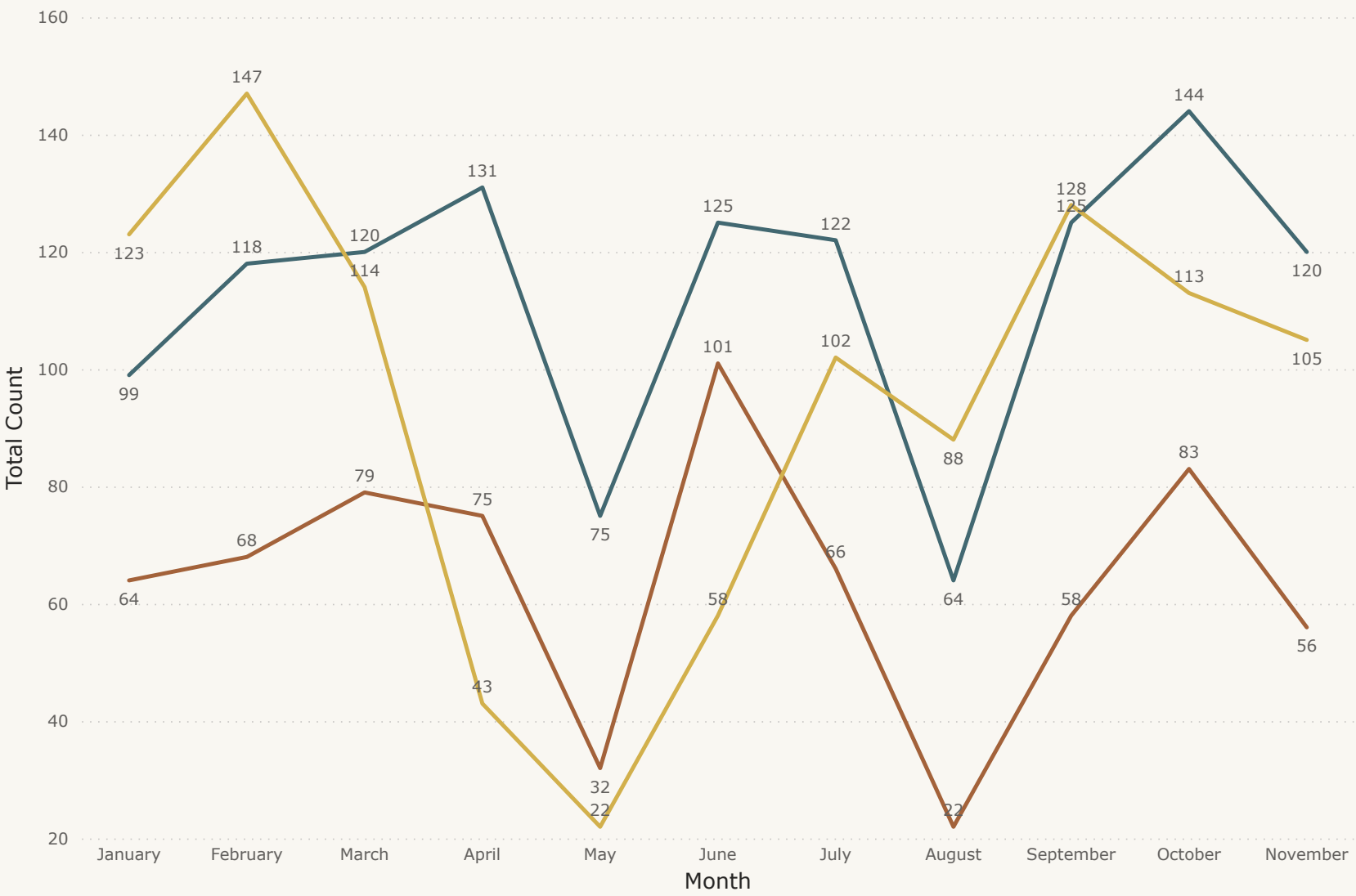


Total Programs Presented: 3 YR Trends

Year ● 2019 ● 2020 ● 2021

Filter by Audience Age Category

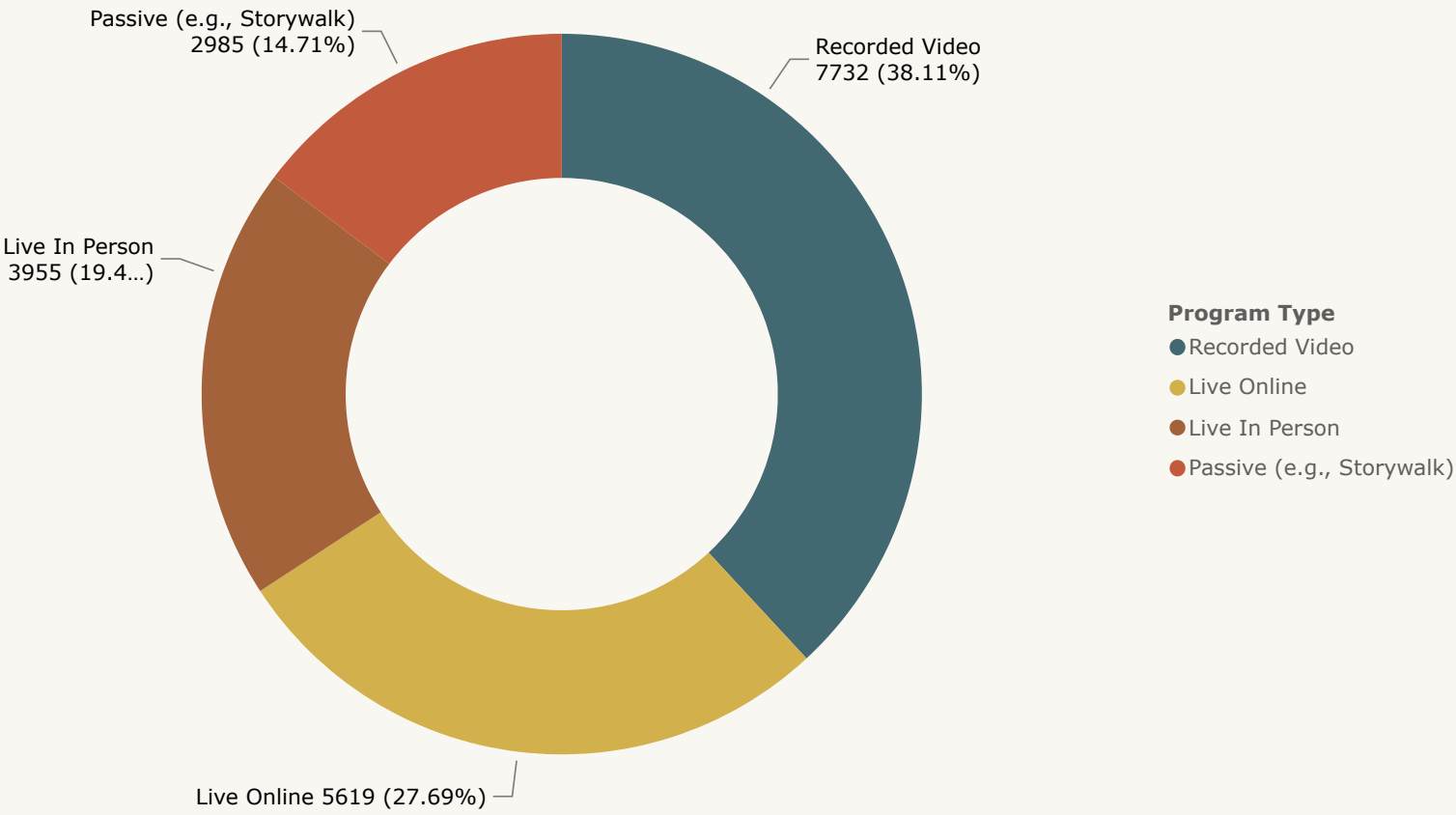
Multiple selections ▼



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

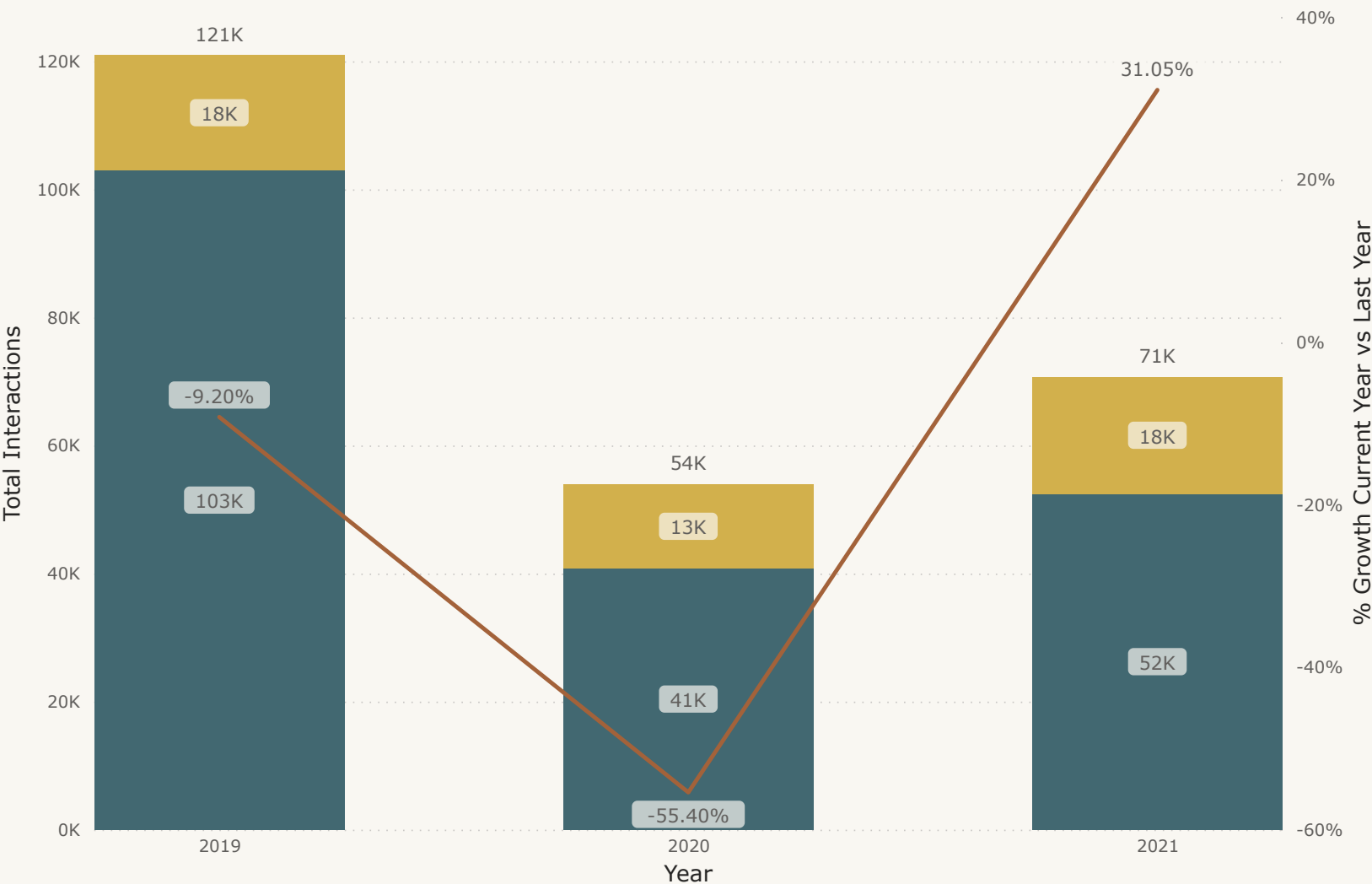
Filter by Audience Age Category

- Select all
- Adult
- Children
- Teen



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

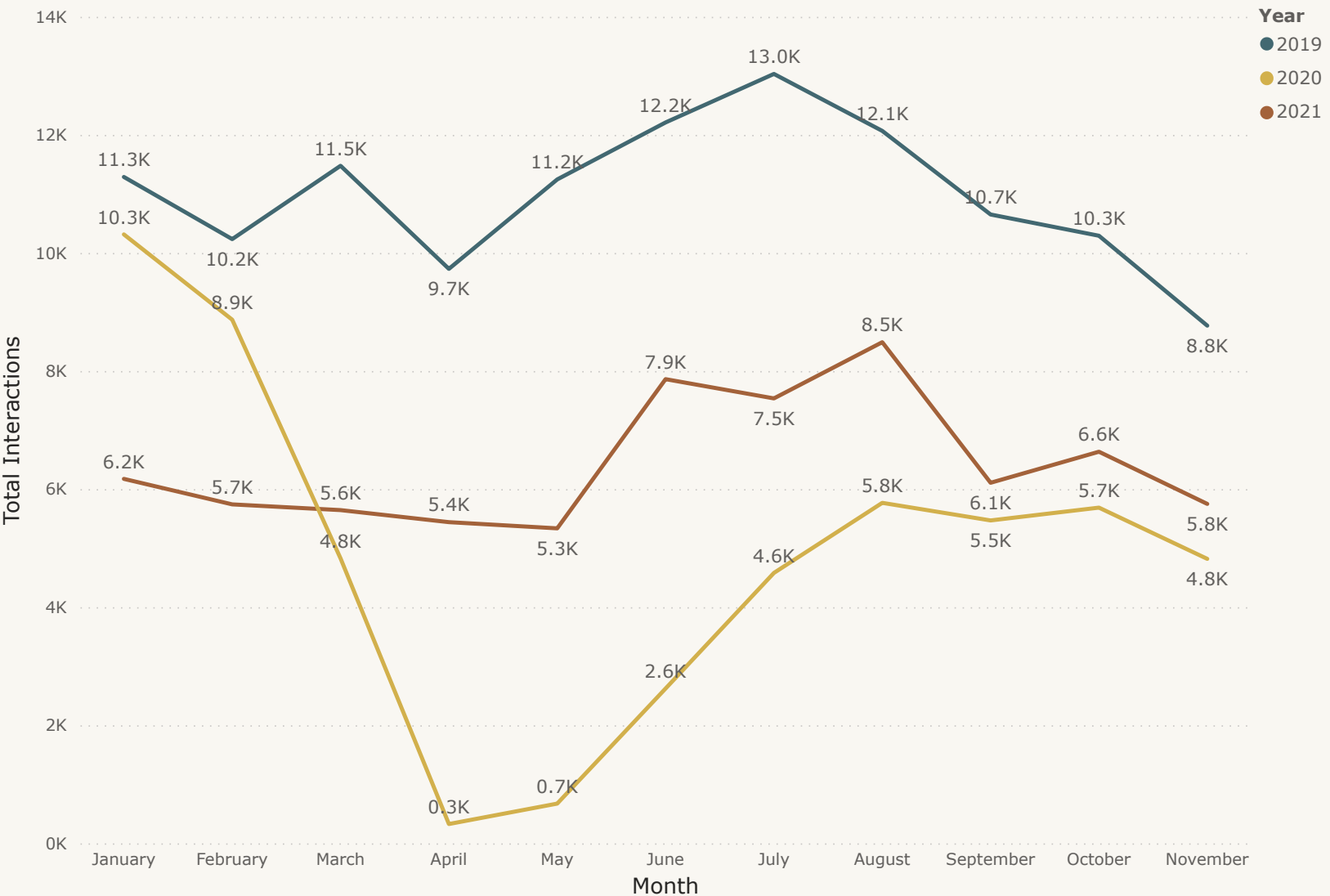
In Person or Online + Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year



31.05%

% Growth Current Year vs Last Year

Service Interactions: 3 YR Comparison



Department Or Service A...

All

Library Director's Report for December 2021

How has 2021 already come and gone? Incredible. Lots of things going in this past month. If you haven't read the departmental reports, I strongly recommend it.

After so many delays, it is exciting to see some projects coming together. Two new public service desks are set to arrive at the library today – one for the front lobby (our new "Hello Desk") and one for the Teen Zone. Additionally, as Jon mentioned in his report, BA Green has begun work on our new offices on the lower level. The metal framing is in. If all goes well, the project should be completed in six to eight weeks.

As reported by Karen, we are getting close to revealing the new Picture Books shelving in the Children's Area. The collection has been weeded and will migrate to the new shelves anytime. I cannot wait for our community to see them.

To continue with news from the world of kids' books, the library along with the Friends and Foundation have chosen to become "champions" of our county's Dolly Parton Imagination Library initiative. We are contributing \$15,000 of current Friends & Foundation block grant funds as a start and then planning to be a \$10,000 per year contributor with the hopes of encouraging participation from other community organizations. I'm really excited about this partnership.

We elected to do something a little different with end of year bonuses for 2021. All staff who work 10 hours a week or more received a flat \$500 bonus. All subs and folks who work less than 10 hours a week received \$100. We used \$16k from our Eggert fund and general revenue for the reminder. The budget could support it, and frankly, our lowest paid employees need the bonus more than anyone. I think it's a gesture our staff broadly supports as we do the best we can for everyone.

Overall, the 2021 budget numbers are looking good. We should have a report ready for the January meeting with the particulars.

Respectfully submitted by Brad Allen, December 15, 2021

Monthly Departmental Reports

December 2021

Cataloging & Collection Development:

Collection Development placed the final purchase orders on Thursday, December 16th and the books should be balanced early the following week. Per Brad's request, we've focused on exhausting as much of our gift money as possible. For the first time in years we'll wind up underspent by approximately \$30,000.00

A diversity audit was approved by Brad. Ransom and Emily are working on scraping ISBNs from our collection to be sent in by the end of the year. Ingram should have a report for us by mid January 2022 that will be looked at by the IDEAA committee.

Kevin and Emily interviewed Cataloging Assistant applicants and have been working on selecting a candidate. An announcement should be made soon.

Collections & Technology:

Kristin, Jeff, and Tricia met to determine if there were any synergies between Outreach and bookvan services to Retirement Communities. At this point, all present determined that the two operations are substantially different and it's optimal to continue these as separate operations.

With the CARES Act funding for the Digital Equity Collection nearly fully spent, the team set up a process for phasing out and communicating the end of the laptop and hotspot lending program. The program will end in late January. Laptops will be redeployed in a new service, likely lent to patrons for in-building use.

Facilities, Tech, and Accounts met with Karen and Margo to discuss the proposal to bring RFID gates to the Teen Zone to facilitate opening up the exit door for regular use by Teens. Concerns were expressed about the current physical space (e.g. no airlock for the exit) and that monitoring security gates could divert Teen Staff attention from their other services. The proposal is on hold until we have a few months of observation of current use of the Teen Zone.

Current RFID pads are not supported by bibliotheca and this creates usage issues. Quotes are being obtained for new RFID pads to be purchased and deployed throughout the library.

Department of Community Partnerships (DCP):

We continue to work with Humanities Kansas, Haskell, and the Hall Center on planning the Joy

Monthly Departmental Reports

December 2021

Harjo Event. Kristin has been working with community partners on holiday programming such as the Menorah Lighting on November 28th, and the City Band concert on Saturday the 15th of December. Kristin is also working with Reader's Services on planning Read Across Lawrence. She's also continuing to work with the Paper Plains board on the festival in early April.

Diversity, Equity, and Inclusion: Our interns have gotten settled, and really started to catch their stride. Kayla is currently working in the Info Services Department, and Khiana recently began working in Accounts. Soon, they will begin their MLS studies at Emporia State, and have already begun choosing classes. Erica and I are actively working on plans for training next year, as well as ideas for Staff Day. Last month, the LUX committee met to discuss current library policies, and the IDEAA committee will be tasked with reviewing certain policies to ensure that they are all equitable, antiracist, and so on. IDEAA's next meeting will be on December 16th, where we will begin this policy review.

Employee Engagement: The last month has been filled with hiring and welcoming new staff to the library. New staffers like Kate Delaney in Materials Handling and Zach Wormsley in Facilities and Maintenance have already started and we'll onboard a new Public Technology Services Assistant and a Cataloging Assistant soon. Brad, Melissa, and I also led two training sessions on Library Culture with information on the types of public libraries in the United States, the history of the Lawrence Public Library, and how we receive funding. The Employee Engagement Committee has been discussing how to have healthy boundaries to ensure a work life balance. The OOFun committee hosted an all-staff taco party to end the year in gratitude to our fabulous employees.

Facilities:

We finally got another Custodian on board! Zach will be working mostly weekends, but since his other job is at Free State High School he'll be able to help us more when school is out.

Construction of lower level offices is underway, and to accommodate the construction we've been doing more moving around. We carefully stacked and moved a couple dozen computers to make room for the new PTS Coordinator office and were able to find places to move four workstations and accompanying furniture to make space for the new Admin & DCP Coordinator offices. Accounts, PTS, and especially Cataloging & Collection Development have been extremely accommodating by letting us take some of their space for these temporary moves.

We had our last Bed Bug inspection of the year, with the exciting results of only 1 "hit"! This is hugely due to the inspections by our ever vigilant Materials Handling and our Friends'

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December 2021

Volunteers for tirelessly checking all the materials for these and other pests.

Information Services:

We're sad to announce that Erin Reazin, our Community Resource Specialist, is leaving us to return to her social worker roots with a new role at the Bert Nash Treatment and Recovery Center. We've learned a ton from Erin while she's been here, and wish her all the best moving forward!

Our first Community Resource Fair, coordinated by Erin, Hazlett, and Theresa, was a huge success, with about 60 patrons stopping by and many sharing positive comments about the services offered and gratitude for free haircuts! Our social work intern, Marc Veloz, has also been having a lot of success assisting patrons with filing applications for Kansas Emergency Rental Assistance (KERA), which helps to prevent folks from losing their housing.

The Community Quarantine initiative, coordinated by Hazlett and Jenny from YS, generated a huge response with lots of heartfelt submissions, and was written up in the ESU SLIM newsletter as well as the LJ World!

Theresa has been hard at work developing her health literacy reference skills, and recently completed the MLA Consumer Health Information Specialist certificate. Congratulations, Theresa!

Kayla Cook, one of our IMLS interns, has been doing a rotation in Info Services. She's a great addition to our department, and we're enjoying having her (even if only temporarily!) on our team.

LUX

LUX met to initiate a project to review library policies and procedures. The initial steps of inventorying existing policies is complete. The group also identified new policies to be created as recommended by NEKLS and internal needs.

Marketing:

Launched the library on Tik Tok and at the helm is our new Teen Librarian, Sahara Scott, who has a formidable following of her own there — watch for library services, collections, and resources cloaked in dance moves and trending filters. Working with Brad to develop fresh, new Hello Desk guidelines and responsibilities as the desk is almost done and soon to arrive! The new workspace, signage, and guidelines will roll out hopefully in January 2022-ish; working with Angela Hyde to design a space in the lobby for DownHall Books “annex” (better name forthcoming) with curved bookshelves ([example 1](#), [example 2](#)) for overflow books and an honor-system cash box; working with Youth Services Children's Reading Room renovation to

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develop a [palette](#) for cairns (soft, climbby things) and carpet; working with Outreach on a bilingual Community Needs Assessment brochure and marketing materials in Spanish and English. Hosted a photo shoot with County Commissioner Patrick Kelly and Deja Brooks (LPLFF Board member Brandon Eisman) for the LPLFF After Hours Fundraiser promo. Reviewing the Library Future Team's meeting minutes and sorting thoughts for our January meeting; working with the LUX Team to review library policies and guidelines, and meeting with Bibliocommons' Erica Reynolds on Friday 12/17 to touch base about the website and Kim's and my plans to evaluate its current iteration in 2022 to improve user experience for both staff and patrons. Coordinated the new Burkhead-Paley photo and collage exhibit which captures two Lawrencians' pandemic experiences in 2020. *About the exhibit:* Local photographer Jeff Burkhead hit the streets with his camera to document a year of friends, neighbors, and local responses from lockdown and quarantine through the presidential election. Longtime library supporter Judy Paley felt inundated by health and political information and responded by cutting out text from magazines and newspapers and reassembling them into word collages that succinctly capture the feelings many of us felt. Includes an interactive area that asks visitors to record their own memories for addition into the library's Zine Collection. The exhibit will be on display through December 31, 2021 on the library's Art Wall.

Materials Handling:

Kate Delaney has started as a part time assistant here in Materials Handling. They're already doing a great job learning the ropes and I'm very excited to have them on the team.

I'm also pleased that OCLC's auto rejection feature for interlibrary loan lending requests is up and running. It spares Liza, our ILL assistant, from having to manually search for and reject lending requests for items already on loan.

The Look Play Listen team is also putting together several "best of 2021" media lists for our website and blog.

Outreach:

We tabled at the Holiday Market on December 11th at the Fairgrounds and showed off Dottie and gave out copies of our community needs assessment. We're currently working with Somos on translating the survey and accompanying marketing materials in Spanish. We'll plan to distribute the survey at the Sunrise Project's community meal on 12/15. Evan has worked really hard to develop a system of distribution using community partners. We'll start planning our St. Patrick's Day Dottie Debut as a recipient of the St. Patrick's Day Parade funding. The \$10,000 ALA grant to fund the Dottie launch was submitted earlier this month and we'll hear the result by February 1, 2022.

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Public Technology Services:

It has been a busy month for Public Technology Services. Andrew Magleby, our wonderful Technology Assistant, left LPL to travel to France and we've been busy hiring a new department member. I'm happy to announce that Jake Little will be moving over from the Security Department to join us at the Tech Desk! He already has lots of relevant library experience and will be a great addition to the team. Many other projects are in full swing. Installation of new camera/streaming systems in the Auditorium and Meeting Room A is nearing completion. When finished, patrons and staff will be able to easily stream meetings and events without the need for external equipment. Speaking of equipment, we have begun ordering AV equipment as we continue to build out the new "videocast" addition to the SOUND+VISION Studio. Also, if you've been into the library, you may have noticed a construction zone at the bottom of the stairs behind the Tech Desk. Work crews have been transforming this area into a Public Tech Coordinator office. Work should hopefully be completed in the coming weeks. As a new department, we are excited to have a bit of space to call our own. Amidst all this, we continue to assist library users and staff with their Technology needs day in and day out.

Readers Services: Our final Booktoberfest events, Smackdown Trivia - Literary Edition and Book Club Speed Dating, were fully attended and a successful end to the six weeks of programming. In the last few weeks Readers' has been recapping the programs and started planning for next year. Current projects include purchasing new bags for Book Club in a Bag, creating the Book Squad 2022 Reading Challenge, and starting to plan programming for Read Across Lawrence in April of 2022.

Youth Services:

The Teen Zone is open! We've rearranged some things and looked over our practices to really set our teens up for success. We've had many regulars come back to visit us and it's great to see their faces again. Sahara and Margo are enjoying their time being teen librarians with teens in person. In other fun news, we should have our new Teen Zone service desk up and in use by the time of your board meeting. We're also working with the LPLFF on their February fundraising campaign in order to raise money for new Teen Zone furniture. Exciting things are happening!

We're wrapping up our fall programming and we've had some success and some foul balls. Determining in-person vs virtual or take-make programs still proves to be a guessing game on attendance for some events, but we're used to the ebb and flow of pandemic programming now. We're all looking forward to a break from programs over the holidays, but have enjoyed

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so many things this fall, especially storytimes in person.

The new picture book shelving should soon be full of books. We've finished weeding some collections and are now ready to move things over after a lot of math. After shifting, the next step for this room is ordering new furniture, carpet, and educational learning stations/toys.

Friends & Foundation Director's Report – December 16, 2021

Drumroll, please: Dottie Fundraising Campaign. We are pleased to report that the Friends & Foundation have exceeded its fundraising goal to help get Dottie in shape for her spring launch. Our goal was to raise \$50,000, and total gifts and pledges now stand at \$55,418! A huge "Thank You!" goes to Joan Golden for her help with contacting and visiting with donors. We are delighted with the results.

Library Block Grant. The Friends & Foundation's final board meeting of 2021 took place on November 22. At that meeting, board members approved a \$100,000 unrestricted block grant to the library, along with an \$8,000 grant to support year-end staff bonuses. The board also approved the Friends & Foundation's 2022 operating budget and conducted a preliminary discussion about upcoming distributions from the endowment. These distributions will be made in early 2022.

Virtual Fundraiser Preparations. The Friends & Foundation's fundraising committee has begun to plan the February 10th virtual fundraiser. We are excited that Douglas County Commissioner Patrick Kelly has agreed to serve as a co-host with Deja Brooks. The event will have a Valentine's Day "Library Lovefest" theme that will feature award-winning bartender Tyson Buhler, a special fundraising appeal for the Teen Zone, and "Win A Basket" drawings by Brad and the LPL Kids Action Committee. Please mark your calendars and plan to attend!

Year End Fundraising updates:

- Seasons Readings Book Sale. The last book sale of the year is almost here! Join us at the library to do some holiday book shopping on Saturday, December 18th from 10 am to 4 pm. As an added treat, the City Band will present its holiday concert at noon in the auditorium.
- End of Year Donations. Letters to our New Chapter Society members were mailed October 20th and a general mailer to all donors was sent out in mid-November. To date, we have received 290 gifts totaling nearly \$48,000 from these mailings. In addition, our wonderful donors have given \$27,000 in restricted donations that are earmarked for specific projects such as library outreach and the Teen Zone.
- Giving for Good with DCCF. As reported last month, the Friends & Foundation is participating in Douglas County Community Foundation's "Giving for Good" campaign during the month of December. Our goal was to raise \$5,000 to help equip Dottie. We are pleased to report that we have reached the goal, and as a result will earn a matching grant from DCCF.

A Great Year. The Friends & Foundation are so grateful to the community for its continued generous support for the library. We have accomplished so much together! The book sales are back in action, online book sales are stronger than ever, our first ever virtual fundraising event was a great success, monthly donors have increased, Retirement Boot Camp is thriving, and we're about to help the library launch Dottie, the coolest and best equipped library outreach vehicle around. We are in awe of this town.