

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, January 17, 2022 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 December
- Approve Treasurer's report for December
- Approve bills for December 20 to January 16
- Receive statistical report for December

Library Director's report

Friends & Foundation report

New Business

- Strategic Plan Review – DISCUSSION
- Review Annual Organizational Calendar – ACTION ITEM

Old Business

Adjournment

## **DRAFT**

### **Lawrence Public Library Regular Board Meeting**

December 20, 2021

4:30 p.m.

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

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

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

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

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

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

Rachel Rademacher

#### **Member of the Public:**

J.T. Thornburg

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

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

#### **Welcome:**

Sarah introduced and welcomed new Board Member Ex-Officio, Mayor Courtney Shipley.

#### **Consent Agenda**

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

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

- Building projects that the library had submitted for approval have been cleared by the City and construction has begun. B.A. Green is the contractor working on the project of new offices. Another big project, the new picture book room redesign, is nearing completion and it's looking great.
- A new non-profit formed by a group of volunteers embarked on the project to provide local children access to the Dolly Parton Imagination Library. The non-profit group approached the library to be a potential partner. The library pledged \$15,000 of a block grant from the Friends and Foundation to help the group in the next few months until they can transition to the State of Kansas funding that will be available next year. The library will plan to provide \$10,000 of Friends and Foundation funding per year as a sustaining member to help this great initiative. The Dolly Parton Imagination Library offers children from birth to age 5 a free book delivered to

their house once a month. The program requires some local funding and the Dollywood Foundation covers the rest.

- The library implemented a different idea for staff bonuses this year: all staff who worked more than 10 hours a week received a full \$500 bonus. A few folks who work 5-6 hours a week or are substitutes will receive \$100 bonus.
- Two new service desks were delivered to the library. One will be placed in the lobby in the next couple of months as part of that space's redesign project. The other new desk is already installed in the Teen Zone.

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

- Kathleen answered questions about delays in the supply chain and if they are continuing to have an effect on finishing work on Dottie. Kathleen reported that the delivery date of hydraulics for the door and windows of Dottie is still uncertain. Nils Gore did say that Dottie should be ready in time to be in the St. Patrick's Day Parade in March.
- Rachel presented the full report:
  - Kathleen and Joan Golden worked on raising funding for some necessities for Dottie's operation. They set a goal of \$50,000, then surpassed it by raising \$55,000! These funds will help meet needs that will inevitably arise as this brand new service is launched.
  - The Friends and Foundation awarded a block grant to the library of \$100,000. They also contributed \$8,000 to support year-end staff bonuses.
  - The Friends and Foundation are planning the March fundraiser. The theme is a "Library Lovefest" and it will be co hosted by Douglas County Commissioner Patrick Kelly with Deja Brooks. It will be a virtual event again in 2022. The virtual platform worked well last year and seems appropriate now that Covid cases are going up again. The special fundraising appeal will be for the Teen Zone.
  - Last Saturday's Seasons Readings book sale was a great success.
  - End of year donations are going well. Kathleen gave an up-to-the moment accounting, reporting 375 individual gifts for a total of \$56,000.
  - Friends and Foundation reached their goal of raising \$5,000 for Dottie and earned a matching gift from the DCCF Giving for Good campaign.

### **Ongoing business**

- Board members received an email expressing concern about the current library hours of operation. Sarah and Brad will confer, then Sarah, as Chair, will write a response and copy all board members. The board may wish to create a formal process for responding to community inquiries at the January meeting.

### **Executive Session**

The group decided on the process for breaking into an executive session on Zoom. The main Zoom room will be public and remain open while board members move into a Zoom breakout room for the executive session.

At 5:00 p.m., David moved for the board to go into executive session to address the executive director evaluation for 30 minutes. The motion was seconded by Ursula and carried.

At 5:30 p.m. the group returned and moved to return to executive session for 15 minutes.

At 5:45 p.m. the group returned and moved to return to executive session for 10 minutes.

### **Adjournment**

There being no other business, the meeting adjourned at 5:55 p.m.

The next regular Board meeting will be held Monday, January 17th, 2022 via Zoom.

Respectfully submitted,  
Tricia Karlin

LAWRENCE PUBLIC LIBRARY							
Regular Budget Report							
December 2021							
REVENUES	This Month	Year to Date	Annual Budget	100% of Year	Dec-20	YTD 2020	
Tax Fund		\$ 4,978,000.00	\$ 4,978,000.00	100.00%	\$ -	\$ 4,782,000.00	
CARES Funding		\$ 25,000.00					
CARES Return of Funds		\$ (5,571.18)					
Overdues	\$ 3,885.53	\$ 22,150.69	\$ 15,000.00	147.67%	\$ 1,783.06	\$ 17,574.06	
NEKLS			\$ 95,000.00	#VALUE!	\$ -	\$ 92,000.00	
State Aid		\$ 28,182.75	\$ 25,000.00	112.73%	\$ -	\$ 28,991.57	
Photo Copies	\$ 1,220.06	\$ 10,152.04	\$ 5,000.00	203.04%	\$ 360.42	\$ 6,446.31	
Coffee Shop Rent		\$ -	\$ -	#DIV/0!	\$ -	\$ 1,500.00	
Meeting Room Fees	\$ 550.00	\$ 950.00	\$ -	#DIV/0!	\$ -	\$ (25.00)	
Interest	\$ 4.05	\$ 288.16	\$ 2,000.00	14.41%	\$ 15.50	\$ 6,855.42	
Transfer from Cash Reserves		\$ -	\$ 50,000.00		\$ -	\$ -	
Miscellaneous	\$ 96.56	\$ 4,741.58	\$ -		\$ 6.35	\$ 435.99	
IMLS Grant	\$ 5,171.83	\$ 5,171.83					
KLA Grant	\$ 5,000.00	\$ 5,000.00					
Total Revenues	\$ 15,928.03	\$ 5,074,065.87	\$5,170,000.00	98.14%	\$2,165.33	\$4,935,778.35	
EXPENSES							
Salaries & Wages	\$ 236,522.89	\$ 2,810,544.40	\$ 2,865,000.00	98.10%	\$ 230,998.50	\$ 2,699,976.74	
Employee Benefits	\$ 37,252.63	\$ 442,194.81	\$ 460,000.00	96.13%	\$ 31,619.14	\$ 340,534.68	
Payroll Taxes	\$ 37,874.89	\$ 471,677.86	\$ 500,000.00	94.34%	\$ 39,651.04	\$ 454,102.38	
Utilities	\$ 26,017.83	\$ 99,222.08	\$ 100,000.00	99.22%	\$ 15,055.86	\$ 87,598.32	
Building Supplies	\$ 484.59	\$ 16,298.09	\$ 20,000.00	81.49%	\$ 1,588.81	\$ 19,454.05	
Building Repairs & Maintenance	\$ 1,681.89	\$ 60,242.57	\$ 55,000.00	109.53%	\$ 966.60	\$ 75,078.12	
Library Supplies	\$ 1,767.69	\$ 26,951.64	\$ 25,000.00	107.81%	\$ 2,469.17	\$ 20,582.94	
Books & Materials	\$ 99,149.90	\$ 680,958.02	\$ 710,000.00	95.91%	\$ 143,272.85	\$ 711,318.36	
Processing Supplies	\$ 2,149.55	\$ 38,267.92	\$ 54,000.00	70.87%	\$ 3,445.98	\$ 35,324.88	
Technology	\$ 8,836.71	\$ 257,221.36	\$ 250,000.00	102.89%	\$ 29,153.75	\$ 292,812.69	
Insurance		\$ 13,556.50	\$ 16,000.00	84.73%	\$ -	\$ 13,231.50	
Shipping	\$ 3,191.03	\$ 18,782.91	\$ 18,000.00	104.35%	\$ 1,464.49	\$ 15,745.85	
Professional Development	\$ 2,888.60	\$ 29,305.84	\$ 30,000.00	97.69%	\$ 414.00	\$ 7,970.16	
Book Van & Mileage	\$ 305.01	\$ 2,271.94	\$ 2,000.00	113.60%	\$ 103.17	\$ 1,314.47	
Professional Fees	\$ 1,943.34	\$ 32,811.44	\$ 25,000.00	131.25%	\$ 1,182.25	\$ 23,586.82	
Advertising & Marketing	\$ 529.77	\$ 28,389.06	\$ 30,000.00	94.63%	\$ 4,199.20	\$ 24,489.30	
Capital Improvements		\$ 45,283.12	\$ -		\$ -	\$ -	
Miscellaneous	\$ 811.92	\$ 901.50	\$ -		\$ 10,272.47	\$ 15,386.46	
IMLS Interns	6009.84	\$ 9,060.09					
Total Expenses	\$ 467,418.08	\$ 5,111,228.18	\$ 5,170,000.00	98.86%	\$ 527,806.10	\$ 4,902,261.18	
CASH BALANCES							
Cash Reserves	\$ 88,320.52	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020)					
Checking	\$ 1,081,215.38						
Capital Improvement	\$ 774,275.84						

Lawrence Public Library											
2021 Outside Funding Report											
			1/1/2021	October	October	November	November	December	December		
			AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining	
FRIENDS & FOUNDATION											
				\$ 458.96	\$ 22,136.48	\$ 38,510.07	\$ 72,839.27	\$ 129,632.73	\$ 46,315.78	YTD Income	\$ 513,697.20
										YTD Expense	\$ 387,035.29
							YTD:	\$ 513,697.20	\$ 387,035.29		

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

	<u>Dec 31, 21</u>	<u>Dec 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
MIP Operating Funds	626,564.71	564,608.72	61,955.99	11.0%
Checking	454,645.18	443,196.19	11,448.99	2.6%
Capital Improvement at MIP	774,275.84	685,996.63	88,279.21	12.9%
<b>Total Checking/Savings</b>	<u>1,855,485.73</u>	<u>1,693,801.54</u>	<u>161,684.19</u>	<u>9.6%</u>
<b>Total Current Assets</b>	<u>1,855,485.73</u>	<u>1,693,801.54</u>	<u>161,684.19</u>	<u>9.6%</u>
<b>Other Assets</b>				
Petty Cash	605.48	700.00	-94.52	-13.5%
<b>Total Other Assets</b>	<u>605.48</u>	<u>700.00</u>	<u>-94.52</u>	<u>-13.5%</u>
<b>TOTAL ASSETS</b>	<u><b>1,856,091.21</b></u>	<u><b>1,694,501.54</b></u>	<u><b>161,589.67</b></u>	<u><b>9.5%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	112,872.95	144,059.81	-31,186.86	-21.7%
<b>Total Accounts Payable</b>	<u>112,872.95</u>	<u>144,059.81</u>	<u>-31,186.86</u>	<u>-21.7%</u>
<b>Other Current Liabilities</b>				
FFCRA Disallowed	0.00	9,473.01	-9,473.01	-100.0%
Payroll Liabilities	5,946.26	3,240.52	2,705.74	83.5%
<b>Total Other Current Liabilities</b>	<u>5,946.26</u>	<u>12,713.53</u>	<u>-6,767.27</u>	<u>-53.2%</u>
<b>Total Current Liabilities</b>	<u>118,819.21</u>	<u>156,773.34</u>	<u>-37,954.13</u>	<u>-24.2%</u>
<b>Total Liabilities</b>	<u>118,819.21</u>	<u>156,773.34</u>	<u>-37,954.13</u>	<u>-24.2%</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	199,543.80	218,508.00	-18,964.20	-8.7%
<b>Total Equity</b>	<u>1,737,272.00</u>	<u>1,537,728.20</u>	<u>199,543.80</u>	<u>13.0%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,856,091.21</b></u>	<u><b>1,694,501.54</b></u>	<u><b>161,589.67</b></u>	<u><b>9.5%</b></u>

# Lawrence Public Library Revenues & Expenses

December 2021

	<u>Dec 21</u>	<u>Jan - Dec 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>CARES Funding</b>	0.00	19,428.82
<b>Miscellaneous Income</b>	96.56	4,716.47
<b>Private Funding</b>	128,817.98	511,881.63
<b>Grants</b>	10,171.83	146,307.58
<b>Interest</b>	4.05	294.52
<b>Rental Space Fees</b>	550.00	950.00
<b>Merchandise Sales</b>	814.75	1,815.57
<b>Fines and Replacement Fees</b>	3,885.53	22,150.69
<b>Photocopies &amp; Printing</b>	1,220.06	10,152.04
<b>Tax Fund</b>	0.00	4,978,000.00
<b>Utilities Income</b>	0.00	18.75
<b>Total Income</b>	<u>145,560.76</u>	<u>5,695,716.07</u>
<b>Gross Profit</b>	145,560.76	5,695,716.07
<b>Expense</b>		
<b>IMLS Grant Expense</b>	1,984.80	2,534.80
<b>Payroll Expenses</b>	277,511.05	3,275,612.25
<b>Payroll Taxes</b>	39,358.10	486,537.71
<b>Utilities - Electric</b>	26,017.73	99,221.98
<b>Building Supplies</b>	484.59	16,298.09
<b>Building Repairs &amp; Maintenance</b>	1,681.89	60,242.57
<b>Library &amp; Office Supplies</b>	1,767.79	27,057.28
<b>Books &amp; Materials</b>	99,149.90	680,957.03
<b>Processing Supplies</b>	2,149.55	38,267.92
<b>Equipment</b>	0.00	27,287.03
<b>Technology</b>	8,836.71	257,221.36
<b>Insurance</b>	0.00	13,556.50
<b>Postage &amp; Mailing</b>	3,191.03	18,782.91
<b>Professional Development</b>	2,888.60	28,340.39
<b>LPL Vehicles &amp; Mileage</b>	305.01	2,271.94
<b>Professional Fees</b>	1,943.34	32,811.44
<b>Marketing</b>	529.77	28,389.06
<b>Capital Improvement Expenditure</b>	0.00	92,072.12
<b>Miscellaneous</b>	811.92	1,762.37
<b>Reconciliation Discrepancies</b>	-2,091.20	-2,091.20
<b>FRIENDS &amp; FOUNDATION FUNDING</b>	45,122.08	308,088.72



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

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	<u>Dec 21</u>	<u>Jan - Dec 21</u>
<b>FRIENDS FUNDING</b>	0.00	950.00
<b>Total Expense</b>	<u>511,642.66</u>	<u>5,496,172.27</u>
<b>Net Ordinary Income</b>	-366,081.90	199,543.80
<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>-366,081.90</u></u>	<u><u>199,543.80</u></u>

Lawrence Public Library  
**Vendor Balance Summary**  
As of January 16, 2022

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	Jan 16, 22
Advance Insurance Company	743.52
Amazon	1,158.86
ASI	50.00
Baker & Taylor, Inc.	85.98
Carey S. Thomas Library	10.00
Center Point Large Print	27.12
Century Business Technologies	486.84
Douglas County Treasurer	214.25
EBSCO	4,424.00
Evergy	9,027.38
Findaway World LLC	2,247.28
Gale/Cengage Learning	193.82
Ingram Library Services	17,039.56
Interstate Elevator, Inc.	201.43
Jayhawk Tropical Fish	310.00
Kanopy LLC	3,141.00
Kaw Valley Seed Fair	30.00
Lawrence Rotary Club	207.00
Midwest Tape	14,059.26
MSM Systems Inc.	10,078.42
OCLC, Inc.	68,235.16
OverDrive	7,667.93
Preferred Lawn Service	110.00
Pro Print Inc.	42.00
ProQuest LLC	8,087.98
Pur-O-Zone, Inc.	381.56
St. Louis Public Library	6.00
U.S. Bank - Mastercard	19,459.27
Unique Management Services	599.88
United Parcel Service	2,056.33
United States Treasury	26.66
Wichita Public Library	23.00
<b>TOTAL</b>	<b>170,431.49</b>

**Lawrence Public Library**  
**Check Detail**  
**January 2022**

TOTAL

9:22 AM  
01/13/22

Lawrence Public Library  
**Check Detail**  
January 2022

Type	Num	Date	Name
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/17/2022</b>	<b>Evergy</b>
Bill	December	12/31/2021	
TOTAL			
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/17/2022</b>	<b>United Parcel Service</b>
Bill	506AE1012	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>Electronic</b>	<b>01/17/2022</b>	<b>ASI</b>
Bill	December	01/10/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9279</b>	<b>01/18/2022</b>	<b>Baker &amp; Taylor, Inc.</b>
Bill	2036346825	01/04/2022	
Bill	2036346826	01/04/2022	
Bill	2036391478	01/11/2022	
Bill	2036391479	01/11/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9280</b>	<b>01/18/2022</b>	<b>Center Point Large Print</b>
Bill	1904008	12/27/2021	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9281</b>	<b>01/18/2022</b>	<b>Century Business Technologies</b>
Bill	611909	01/10/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9282</b>	<b>01/18/2022</b>	<b>EBSCO</b>
Bill	100017109...	01/05/2022	
TOTAL			

9:22 AM  
01/13/22

Lawrence Public Library  
Check Detail  
January 2022

Type	Num	Date	Name
Bill Pmt -Check	9283	01/18/2022	Findaway World LLC
Bill	371979	12/16/2021	
Bill	371950	12/16/2021	
Bill	372372	12/20/2021	
Bill	373113	12/23/2021	
Bill	373103	12/23/2021	
TOTAL			
Bill Pmt -Check	9284	01/18/2022	Gale/Cengage Learning
Bill	76318327	12/28/2021	
Bill	76325603	01/03/2022	
TOTAL			
Bill Pmt -Check	9285	01/18/2022	Ingram Library Services
Bill	56573546	12/17/2021	
Bill	56526406	12/17/2021	
Bill	56526408	12/17/2021	
Bill	56526404	12/17/2021	
Bill	56560859	12/17/2021	
Bill	56586775	12/20/2021	
Bill	56560857	12/20/2021	
Bill	56586776	12/20/2021	
Bill	56560855	12/20/2021	
Bill	56645980	12/22/2021	
Bill	56668760	12/22/2021	
Bill	56716415	12/22/2021	
Bill	56696667	12/23/2021	
Bill	56696665	12/23/2021	
Bill	56696661	12/23/2021	
Bill	56696663	12/23/2021	
Bill	56729436	12/23/2021	
Bill	56729440	12/27/2021	
Bill	56729438	12/27/2021	
Bill	56729439	12/28/2021	
Bill	56729441	12/28/2021	
Bill	56729437	12/28/2021	
Bill	56696664	12/28/2021	
Bill	56696662	12/28/2021	
Bill	56696666	12/28/2021	
Bill	56696668	12/28/2021	
Bill	56661440	12/28/2021	
Bill	56661439	12/28/2021	
Bill	56716416	12/28/2021	
Bill	56668761	12/28/2021	
Bill	56645981	12/28/2021	
Bill	56560856	12/28/2021	
Bill	56586777	12/28/2021	

9:22 AM  
01/13/22

Lawrence Public Library  
Check Detail  
January 2022

Type	Num	Date	Name
Bill	56560858	12/28/2021	
Bill	56560860	12/28/2021	
Bill	56526405	12/28/2021	
Bill	56573547	12/28/2021	
Bill	56526409	12/28/2021	
Bill	56526407	12/28/2021	
Bill	56802354	01/03/2022	
Bill	56819405	01/03/2022	
Bill	56846054	01/03/2022	
Bill	56802352	01/03/2022	
Bill	56846052	01/03/2022	
Bill	56872832	01/03/2022	
Bill	56835490	01/03/2022	
Bill	56872830	01/03/2022	
Bill	56835492	01/03/2022	
Bill	5682355	01/03/2022	
Bill	56846055	01/03/2022	
Bill	56802353	01/03/2022	
Bill	56846053	01/03/2022	
Bill	56872833	01/03/2022	
Bill	56835491	01/03/2022	
Bill	56872831	01/03/2022	
Bill	56835493	01/03/2022	
Bill	56856767	01/03/2022	
Bill	56932644	01/03/2022	
Bill	56893464	01/03/2022	
Bill	56948457	01/03/2022	
Bill	57005890	01/03/2022	
Bill	56913080	01/04/2022	
Bill	56835489	01/04/2022	
Bill	56856766	01/04/2022	
Bill	56932643	01/05/2022	
Bill	56893463	01/05/2022	
Bill	56948456	01/11/2022	
Bill	57005889	01/11/2022	
Bill	57005888	01/11/2022	

TOTAL

**Bill Pmt -Check      9286      01/18/2022      Interstate Elevator, Inc.**

Bill      22062      01/05/2022

TOTAL

**Bill Pmt -Check      9287      01/18/2022      Jayhawk Tropical Fish**

Bill      December      12/31/2021

TOTAL

9:22 AM  
01/13/22

Lawrence Public Library  
Check Detail  
January 2022

Type	Num	Date	Name
<b>Bill Pmt -Check</b>	<b>9288</b>	<b>01/18/2022</b>	<b>Kanopy LLC</b>
Bill	278164-PPU	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9289</b>	<b>01/18/2022</b>	<b>Midwest Tape</b>
Bill	501418021	12/20/2021	
Bill	501422690	12/20/2021	
Bill	501449794	12/28/2021	
Bill	501449792	12/28/2021	
Bill	501449795	12/28/2021	
Bill	501454568	12/28/2021	
Bill	501454567	12/28/2021	
Bill	501497248	01/04/2022	
Bill	501491564	01/04/2022	
Bill	501486721	01/05/2022	
Bill	501483305	01/05/2022	
Bill	501483304	01/05/2022	
Bill	501483302	01/05/2022	
Bill	501486722	01/05/2022	
Bill	501514051	01/11/2022	
Bill	501514008	01/11/2022	
Bill	501514009	01/11/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9290</b>	<b>01/18/2022</b>	<b>MSM Systems Inc.</b>
Bill	205766	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9291</b>	<b>01/18/2022</b>	<b>OCLC, Inc.</b>
Bill	38758-2022	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9292</b>	<b>01/18/2022</b>	<b>OverDrive</b>
Bill	06809DA21...	12/16/2021	OverDrive
Bill	06809co21...	12/19/2021	
Bill	06809co21...	12/19/2021	
Bill	06809co21...	12/19/2021	
Bill	06809CO21...	12/19/2021	
Bill	06809CO21...	12/19/2021	
Bill	06809co21...	12/20/2021	

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Type	Num	Date	Name
Bill	06809CO21...	12/20/2021	
Bill	06809CO21...	12/20/2021	
Bill	06809DA21...	12/22/2021	
Bill	06809DA21...	12/23/2021	
Bill	06809DA21...	12/28/2021	
Bill	06809DA21...	01/04/2022	
Bill	06809DA21...	01/04/2022	
Bill	06809CO22...	01/11/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9293</b>	<b>01/18/2022</b>	<b>Preferred Lawn Service</b>
Bill	40919	01/10/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9294</b>	<b>01/18/2022</b>	<b>Pro Print Inc.</b>
Bill	105156	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9295</b>	<b>01/18/2022</b>	<b>ProQuest LLC</b>
Bill	70698151	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9296</b>	<b>01/18/2022</b>	<b>Pur-O-Zone, Inc.</b>
Bill	844848	01/04/2022	
TOTAL			
<b>Bill Pmt -Check</b>	<b>9297</b>	<b>01/18/2022</b>	<b>Unique Management Services</b>
Bill	609281	01/10/2022	
Bill	609282	01/10/2022	
TOTAL			



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Type	Num	Date	Name
Bill Pmt -Check	29107	01/18/2022	Amazon
Bill	112221amaz	12/17/2021	
Bill	120221amaz	12/17/2021	
Bill	120921amaz	12/17/2021	
Bill	120921ama...	12/17/2021	
Bill	120921ama...	12/17/2021	
Bill	121621amaz	12/20/2021	
Bill	121621ama...	12/20/2021	
Bill	121621ama...	12/20/2021	
Bill	121621ama...	12/22/2021	
Bill	121621ama...	12/22/2021	
Bill	121621ama...	12/23/2021	
Bill	121621ama...	12/23/2021	
Bill	121621ama...	12/27/2021	
Bill	121621ama...	12/27/2021	
Bill	120221ama...	12/27/2021	
Bill	120221AM...	12/27/2021	
Bill	120221ama...	12/27/2021	
Bill	112921amaz	12/27/2021	
Bill	jb122121	12/30/2021	
Bill	jb122112ill	12/30/2021	
Bill	120921ama...	01/03/2022	
Bill	121621ama...	01/03/2022	
Bill	pk122821s...	01/04/2022	
Bill	bp010422s...	01/05/2022	
Bill	9077054	01/10/2022	
Bill	ss010421tz...	01/10/2022	
Bill	ss010421tz...	01/10/2022	
Bill	ss010421ts...	01/10/2022	
Bill	010222amaz	01/12/2022	

TOTAL

Bill Pmt -Check	29108	01/18/2022	Carey S. Thomas Library
Bill	ILL2088844...	01/04/2022	
Bill	ILL2088869...	01/04/2022	

TOTAL

Bill Pmt -Check	29109	01/18/2022	Douglas County Treasurer
Bill	Renewal	01/05/2022	

TOTAL

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Type	Num	Date	Name
Bill Pmt -Check	29110	01/18/2022	Kaw Valley Seed Fair
Bill	TableFee	01/10/2022	
TOTAL			
Bill Pmt -Check	29111	01/18/2022	Lawrence Rotary Club
Bill	129964	01/11/2022	
TOTAL			
Bill Pmt -Check	29112	01/18/2022	St. Louis Public Library
Bill	210960514	01/10/2022	
TOTAL			
Bill Pmt -Check	29113	01/18/2022	United States Treasury
Bill	CP160	01/04/2022	
TOTAL			
Bill Pmt -Check	29114	01/18/2022	Wichita Public Library
Bill	15-094	01/04/2022	
TOTAL			

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Account	Paid Amount
<b>Checking</b>	
Professional Developm...	-250.00
Professional Developm...	-1,309.20
Professional Fees	-657.61
Membership & Dues	-228.00
Library & Office Supplies	-561.54
Adult Programming	-9.82
LPL Vehicles & Mileage	-122.45
Children Services Progr...	-144.87
Children Services Progr...	-750.00
Children Services Progr...	-44.42
Children Services Progr...	-147.52
Teen Services Program...	-545.41
Teen Services Program...	-30.17
Teen Services Program...	-53.60
Teen Services Program...	-457.20
Professional Fees	-17.99
Professional Developm...	-420.40
Professional Developm...	-859.00
Professional Developm...	-50.00
Postage & Mailing	-100.00
Processing Supplies	-59.34
Library & Office Supplies	-676.99
Miscellaneous	-3,264.90
Marketing	-289.77
Building Repairs & Main...	-504.39
Library & Office Supplies	-591.26
Telephone	-119.00
Fixed Costs	-100.78
Internet	-410.33
Software & Licenses	-1,084.00
Seed Library	-44.16
Sound & Vision	-5,070.21
Adult Programming	-83.00
Summer Reading - ALL	-25.00
Block Grant	-8.19
Books & Materials	-11.91
Books & Materials	-25.00
Books & Materials	-126.97
Books & Materials	-131.14
Books & Materials	-11.99
Books & Materials	-11.99
Periodicals	-49.75
	-19,459.27
<b>Checking</b>	
Group Life Insurance	-743.52
	-743.52

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Account	Paid Amount
<b>Checking</b>	
Utilities - Electric	-9,027.38
	-9,027.38
<b>Checking</b>	
Postage & Mailing	-2,056.33
	-2,056.33
<b>Checking</b>	
Professional Fees	-50.00
	-50.00
<b>Checking</b>	
Books & Materials	-16.15
Processing Supplies	-0.20
Books & Materials	-68.63
Processing Supplies	-1.00
	-85.98
<b>Checking</b>	
Books & Materials	-27.12
	-27.12
<b>Checking</b>	
Copying	-486.84
	-486.84
<b>Checking</b>	
Books & Materials	-4,424.00
	-4,424.00

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**Check Detail**  
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Account	Paid Amount
<b>Checking</b>	
Books & Materials	-47.49
Books & Materials	-965.96
Books & Materials	-816.85
Books & Materials	-119.68
Books & Materials	-297.30
	<hr/>
	-2,247.28

<b>Checking</b>	
Books & Materials	-107.76
Books & Materials	-86.06
	<hr/>
	-193.82

<b>Checking</b>	
Books & Materials	-178.76
Books & Materials	-134.60
Books & Materials	-8.99
Books & Materials	-227.14
Books & Materials	-19.61
Books & Materials	-10.81
Books & Materials	-133.79
Books & Materials	-382.90
Books & Materials	-657.47
Books & Materials	-451.95
Books & Materials	-425.53
Books & Materials	-744.32
Books & Materials	-11.99
Books & Materials	-18.23
Books & Materials	-1,372.52
Books & Materials	-497.28
Books & Materials	-125.77
Books & Materials	-8.99
Books & Materials	-795.24
Processing Supplies	-87.77
Processing Supplies	-0.20
Processing Supplies	-13.72
Processing Supplies	-44.21
Processing Supplies	-148.21
Processing Supplies	-0.92
Processing Supplies	-0.20
Processing Supplies	-12.49
Books & Materials	-110.64
Processing Supplies	-77.73
Processing Supplies	-42.46
Processing Supplies	-29.94
Processing Supplies	-72.49
Processing Supplies	-43.61

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Account	Paid Amount
Processing Supplies	-18.03
Processing Supplies	-2.97
Processing Supplies	-17.28
Processing Supplies	-17.50
Processing Supplies	-0.20
Processing Supplies	-11.67
Books & Materials	-14.99
Books & Materials	-9.10
Books & Materials	-100.14
Books & Materials	-673.89
Books & Materials	-965.29
Books & Materials	-16.79
Books & Materials	-468.39
Books & Materials	-497.12
Books & Materials	-542.53
Processing Supplies	-0.20
Processing Supplies	-11.16
Processing Supplies	-51.25
Processing Supplies	-98.29
Processing Supplies	-0.20
Books & Materials	-37.14
Processing Supplies	-66.77
Processing Supplies	-44.21
Processing Supplies	-17.10
Processing Supplies	-20.88
Processing Supplies	-37.85
Processing Supplies	-55.84
Processing Supplies	-31.82
FRIENDS & FOUNDATI...	-4,200.00
Children Services Progr...	-41.90
Books & Materials	-9.10
Books & Materials	-131.74
Books & Materials	-237.59
Books & Materials	-533.99
Books & Materials	-788.22
Books & Materials	-372.82
Books & Materials	-5.12
	-17,039.56

**Checking**

Building Repairs & Main...	-201.43
	-201.43

**Checking**

Aquarium Maintenance	-310.00
	-310.00

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**Check Detail**  
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Account	Paid Amount
<b>Checking</b>	
Kanopy	-3,141.00
	-3,141.00

**Checking**

Books & Materials	-716.64
Books & Materials	-212.92
Books & Materials	-22.49
Books & Materials	-311.43
Books & Materials	-392.09
Books & Materials	-84.98
Books & Materials	-590.20
Processing Supplies	-392.70
Books & Materials	-10,166.80
Books & Materials	-419.63
Books & Materials	-225.65
Books & Materials	-66.73
Books & Materials	-185.69
Books & Materials	-114.97
Books & Materials	-44.23
Books & Materials	-96.37
Books & Materials	-15.74
	-14,059.26

**Checking**

Equipment	-10,078.42
	-10,078.42

**Checking**

Collections	-68,235.16
	-68,235.16

**Checking**

Accounts Payable	0.00
Hoopla	-15.10
Digital Resources (GDR)	-1,009.72
Digital Resources (GDR)	-2,084.90
Hoopla	-530.65
Hoopla	-154.98
Hoopla	-419.93
Hoopla	-360.69
Salkind Gift	-1,098.44

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Account	Paid Amount
Salkind Gift	-101.36
Hoopla	-0.06
Salkind Gift	-78.51
Salkind Gift	-65.00
Hoopla	-28.00
GGIFT	-249.17
Digital Resources (GDR)	-9.99
Digital Resources (GDR)	-149.19
Hoopla	-98.48
Digital Resources (GDR)	-52.50
Books & Materials	-1,161.26
	-7,667.93

**Checking**

Building Repairs & Main...	-110.00
	-110.00

**Checking**

Processing Supplies	-42.00
	-42.00

**Checking**

Books & Materials	-8,087.98
	-8,087.98

**Checking**

Building Supplies	-381.56
	-381.56

**Checking**

Professional Fees	-474.35
Professional Fees	-125.53
	-599.88



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**Check Detail**  
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Account	Paid Amount
<b>Checking</b>	
Books & Materials	-15.11
Books & Materials	-21.40
Books & Materials	-7.75
Books & Materials	-11.99
Books & Materials	-6.73
Books & Materials	-222.95
Books & Materials	-14.48
Books & Materials	-25.18
Books & Materials	-11.55
Books & Materials	-28.98
Books & Materials	-18.43
Books & Materials	-14.98
Books & Materials	-8.99
Books & Materials	-9.98
Books & Materials	-19.66
Books & Materials	-9.76
Books & Materials	-79.93
Books & Materials	-16.81
Fines and Replacement...	-20.58
Fines and Replacement...	-41.75
Books & Materials	-36.25
Books & Materials	-19.68
Library & Office Supplies	-30.96
Library & Office Supplies	-37.23
Children Services Progr...	-32.99
Teen Services Program...	-138.00
Teen Services Program...	-74.00
Teen Services Program...	-94.35
Books & Materials	-88.41
	<hr/>
	-1,158.86

**Checking**

Fines and Replacement...	-5.00
Fines and Replacement...	-5.00
	<hr/>
	-10.00

**Checking**

LPL Vehicles & Mileage	-214.25
	<hr/>
	-214.25

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Lawrence Public Library  
**Check Detail**  
January 2022

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Account	Paid Amount
<b>Checking</b>	
Seed Library	-30.00
	-30.00
<b>Checking</b>	
Membership & Dues	-207.00
	-207.00
<b>Checking</b>	
Fines and Replacement...	-6.00
	-6.00
<b>Checking</b>	
Miscellaneous	-26.66
	-26.66
<b>Checking</b>	
Fines and Replacement...	-23.00
	-23.00

# Lawrence Public Library

## Statistical Summary - December 2021

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits	25,403							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>							
<b>Total Cardholders transacting in last 3 years</b>	<b>48,518</b>							
<b>Cardholders transacting - current month</b>	<b>13,135</b>							
<b>Cardholders added - current month</b>	<b>425</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)	7,311	46,429	41,892		53%	47%	100%	
<b>Website + Social Media</b>	<b>Users (if available)</b>			<b>Activity</b>				
Website - includes Catalog (Sessions)	26,827			52,019				
Website - Kaw Valley Jukebox	152			176				
Website - Digital Douglas County (Sessions)	297			333				
Social Media Interactions (Facebook & Twitter)	not available			5,248				
Social Media Reach (Facebook & Twitter)	not available			161,337				
<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>25,523</b>	<b>13,501</b>	<b>39,024</b>		<b>29%</b>	<b>15%</b>	<b>44%</b>	
<b>Teen Total</b>	<b>2,518</b>	<b>1,502</b>	<b>13,113</b>		<b>3%</b>	<b>2%</b>	<b>15%</b>	
<b>Childrens Total</b>	<b>22,150</b>	<b>2,663</b>	<b>62,958</b>		<b>25%</b>	<b>3%</b>	<b>71%</b>	
<b>Total AV Media Room</b>	<b>17,739</b>	<b>2,523</b>	<b>20,262</b>		<b>20%</b>	<b>3%</b>	<b>23%</b>	
<b>Total Library of Things</b>	<b>203</b>	<b>0</b>	<b>203</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>68,133</b>	<b>20,189</b>	<b>88,322</b>		<b>77%</b>	<b>23%</b>	<b>100%</b>	
<b>Collection Holdings</b>	<b>Physical Holdings</b>	<b>Digital (Overdrive Holdings only)</b>	<b>Total All Holdings</b>		<b>% Physical Holdings</b>	<b>% Digital Holdings</b>	<b>Total Holdings</b>	

# Lawrence Public Library

## Statistical Summary - December 2021

<b>Total All Holdings</b>	<b>190,910</b>	<b>20,021</b>	<b>210,931</b>			<b>91%</b>	<b>9%</b>	<b>100%</b>	
Added	1,973	426	2,399			82%	18%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,644	146	2,790			95%	5%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>573</b>	<b>186</b>	<b>759</b>						
<b>Service Interactions + Consultations</b>		<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>		<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
<b>Total Service Interactions</b>		<b>5,133</b>	<b>1,236</b>	<b>6,369</b>		<b>81%</b>	<b>19%</b>	<b>100%</b>	
<b>Holds Service - Physical collection only</b>	<b>Unique Users</b>	<b>Total Holds</b>		<b>Avg.Holds Per User</b>					
Holds Filled	3,505	14,391		4					
<b>Other Public Services</b>				<b>Total sessions</b>					
Public Computer Usage				2079					
<b>PROGRAMMING (see also graphs)</b>	<b>No. of Passive Programs</b>	<b>No. Of In Person Programs</b>	<b>No. Of Live Online Programs</b>	<b>No. of Virtual On-Demand viewing-Recorded Video Programs</b>		<b>Passive Attendance</b>	<b>In Person Attendance</b>	<b>Live Online Attendance</b>	<b>Virtual On-Demand viewing-Recorded Video Views</b>
<b>Total Programs</b>	<b>6</b>	<b>23</b>	<b>20</b>	<b>6</b>		<b>434</b>	<b>674</b>	<b>387</b>	<b>69</b>
<b>STAFFING</b>	<b>Current Month</b>	<b>Current Month</b>	<b>% Change</b>						
	<b>2021</b>	<b>2020</b>	<b>2021 v 2020</b>						
Total Paid Staff, in Full-Time Equivalents	65.33	63.68	3%						

# Lawrence Public Library

## Full Statistical Report - DECEMBER 2021

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	25,403							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.76							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>	<b>% of cardholders per region</b>						
Lawrence resident cardholders transacting in last 3 years	40,311	83%						
Douglas County residents (excluding Lawrence residents)	2,058	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,157	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,992	4%						
<b>Total Cardholders transacting in last 3 years</b>	<b>48,518</b>	<b>100%</b>						
<b>Cardholders transacting - current month</b>	<b>13,135</b>							
<b>% of Cardholders transacting - current month</b>	<b>27%</b>							
<b>Cardholders added - current month</b>	<b>425</b>							
Checkouts & Renewals								
<b>Borrowing Service Points (Checkouts + Renewals unless otherwise noted)</b>	<b>Unique Users</b>	<b>In Person Checkouts + Renewals</b>	<b>Online or Automatic Checkouts+ Renewals</b>	<b>Avg. Checkouts + Renewals Per User</b>	<b>% Checkouts + Renewals In Person</b>	<b>% Checkouts + Renewals Online</b>	<b>% Total Checkouts + Renewals</b>	
<b>Service Point Activity</b>								
Bookmobile / Home Delivery	109	726		7				
Book Lockers	189	883		5				
Outreach	0	0		#DIV/0!				
Main Library Checkouts + Renewals	5,364	44820		8				
Digital Collections	Not available		20,189	Not available				
Online renewals - patron-initiated	1,397		6,135	4				
Automatic renewals (no patron action)	3,404		15,568	5				
<b>Unique Users &amp; Transactions at all service points (Some users may conduct transactions at multiple service points)</b>	<b>7,311</b>	<b>46,429</b>	<b>41,892</b>	<b>N/A</b>	<b>53%</b>	<b>47%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - DECEMBER 2021

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	26,827			52,019					
Website - Kaw Valley Jukebox	152			176					
Website - Digital Douglas County (Sessions)	297			333					
Social Media Interactions (Facebook & Twitter)	not available			5,248					
Social Media Reach (Facebook & Twitter)	not available			161,337					
	Borrowing Digital vs. Physical			Per Audience		Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital	% of Usage		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Book, & Other Print Formats (including Book Club in a	23,004	5,585	28,589	73%		26%	6%	32%	
Adult Graphic Novels	1,034	50	1,084	3%		1%	0%	1%	
Adult Magazines	599	412	1,011	3%		1%	0%	1%	
Adult Audiobooks (including language instruction)	886	7,454	8,340	21%		1%	8%	9%	
<b>Adult Total</b>	<b>25,523</b>	<b>13,501</b>	<b>39,024</b>	<b>100%</b>		<b>29%</b>	<b>15%</b>	<b>44%</b>	
Teen Books	1,438	641	2,079	52%		2%	1%	2%	
Teen Graphic Novels and Manga	1,061	154	1,215	30%		0%	0%	1%	
Teen Magazines	7	0	7	0%		0%	0%	0%	
Teen Audiobooks	12	707	719	18%		0%	1%	1%	
<b>Teen Total</b>	<b>2,518</b>	<b>1,502</b>	<b>4,020</b>	<b>100%</b>		<b>3%</b>	<b>2%</b>	<b>5%</b>	
Children's Books, NF Videos & Kits	18,413	1,128	19,541	79%		21%	1%	22%	
Children's Graphic Novels	2,783	43	2,826	11%		3%	0%	3%	
Children's Magazines	61	0	61	0%		0%	0%	0%	
Children's Music CDs	165	0	165	1%		0%	0%	0%	
Children's Audiobooks & Readalongs	728	1,492	2,220	9%		1%	2%	3%	
<b>Childrens Total</b>	<b>22,150</b>	<b>2,663</b>	<b>24,813</b>	<b>100%</b>		<b>25%</b>	<b>3%</b>	<b>28%</b>	
AV Media Room - Feature Films (Adult and Family) and All	9,581	2,523	12,104	60%		11%	3%	14%	
AV Media Room - TV Shows	3,480	0	3,480	17%		4%	0%	4%	
AV Media Room - Non-Fiction DVDs	774	0	774	4%		1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,337	0	1,337	7%		2%	0%	2%	
AV Media Room - Adult Music CDs	2,567	0	2,567	13%		3%	0%	3%	
<b>Total AV Media Room</b>	<b>17,739</b>	<b>2,523</b>	<b>20,262</b>	<b>100%</b>		<b>20%</b>	<b>3%</b>	<b>23%</b>	
Library of Things - Boardgames and Game Guides	139	0	139	68%		0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	35	0	35	17%		0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	29	0	29	14%		0%	0%	0%	
<b>Total Library of Things</b>	<b>203</b>	<b>0</b>	<b>203</b>	<b>100%</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>68,133</b>	<b>20,189</b>	<b>88,322</b>	<b>100%</b>		<b>77%</b>	<b>23%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - DECEMBER 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)	89,355	6,796	96,151		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,174	4,598	10,772		3%	2%	5%	
<b>Total Adult Collection</b>	<b>95,529</b>	<b>11,394</b>	<b>106,923</b>		<b>45%</b>	<b>5%</b>	<b>51%</b>	
Teen Book & Other Print Formats	9,697	2,091	11,788		5%	1%	6%	
Teen Audiobooks	290	1,035	1,325		0%	0%	1%	
<b>Total Teen Collection</b>	<b>9,987</b>	<b>3,126</b>	<b>13,113</b>		<b>5%</b>	<b>1%</b>	<b>6%</b>	
Children's Book & Other Print Formats	53,724	3,889	57,613		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,938	1,612	3,550		1%	1%	2%	
Children's Video and Music	1,795	0	1,795		1%	0%	1%	
<b>Total Children's Collection</b>	<b>57,457</b>	<b>5,501</b>	<b>62,958</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>	<b>27,797</b>	<b>0</b>	<b>27,797</b>		<b>13%</b>	<b>0%</b>	<b>13%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>	<b>140</b>	<b>0</b>	<b>140</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>	<b>190,910</b>	<b>20,021</b>	<b>210,931</b>		<b>91%</b>	<b>9%</b>	<b>100%</b>	
Added	1,973	426	2,399		82%	18%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,644	146	2,790		95%	5%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>573</b>	<b>186</b>	<b>759</b>					
<b>Interactions + Consultations</b>								
<b>Service Interactions + Consultations</b>		<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>	<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
Accounts Interactions		1,738	1,111	2,849	27%	17%	45%	
Info Services Interactions		1,174	68	1,242	18%	1%	20%	
Readers Services Interactions		424	0	424	7%	0%	7%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		13	12	25	0%	0%	0%	
Teen Interactions <i>not available</i>		0	0	0	0%	0%	0%	
Children's Interactions		539	0	539	8%	0%	8%	
Public Technology Interactions		1,181	45	1,226	19%	1%	19%	
Website - Contact Us Forms + Social Media		64	0	64	1%	0%	1%	
<b>Total Service Interactions</b>		<b>5,133</b>	<b>1,236</b>	<b>6,369</b>	<b>81%</b>	<b>19%</b>	<b>100%</b>	

## Full Statistical Report - DECEMBER 2021

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,035	14,775		5				
Holds Filled	3,505	14,391		4				
Holds Unclaimed	1,178	2,182		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		26.11%						
Other Public Services				Total sessions				
Public Computer Usage				2079				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms (incl. Auditorium)	58	81		63%				
Public-Sponsored Uses of Study Rooms	181	290		43%				
Public-Sponsored Uses of S+V Studios	53	76		21%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	162	305		1.9				
Interlibrary Loan Items Loaned from LPL Collection	216	486		2.3				
	# 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	8	9	4	0	78	229	43
Teen Programs (12-17)	1	5	3	0	21	34	7	0
Children Programs (birth-5)	1	6	6	2	25	251	134	26
Children Programs (6-11)	4	4	2	0	388	311	17	0
Total By Type	6	23	20	6	434	674	387	69
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	0	0	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	6	23	20	6	434	674	387	69
Total By Event	6	23	20	6	434	674	387	69
Total Programs Offered				55				
Total Program Attendance								1564



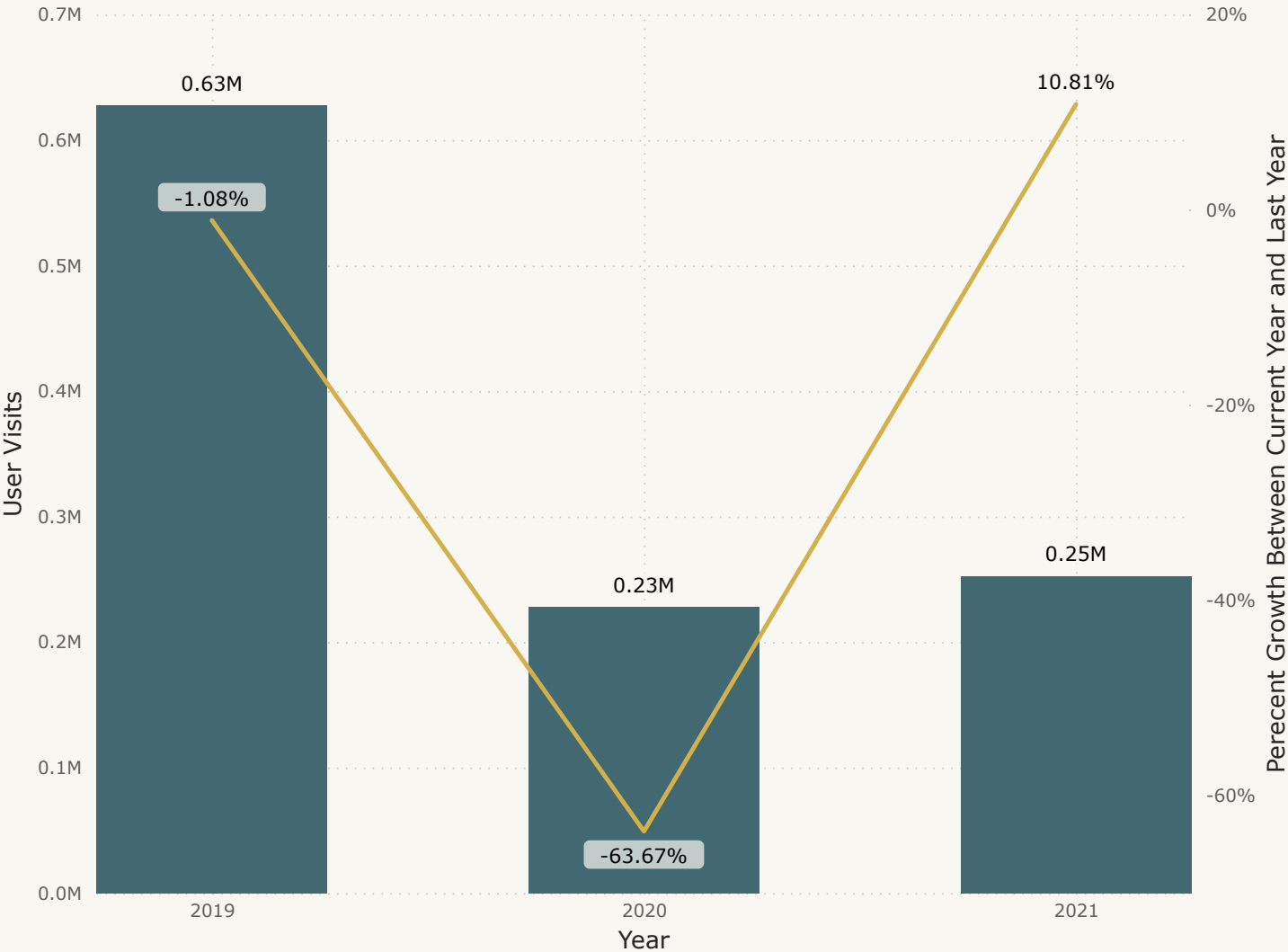
# Lawrence Public Library

## Full Statistical Report - DECEMBER 2021

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2021	2020	2021 v 2020			2021	2020		
Total Paid Staff, in Full-Time Equivalents	65.33	63.68	3%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.65	1%						
Number of Employees--Total	85	81	5%						
Number of Employees--Full-Time	43	46	-7%						
Number of Employees--Part-Time	42	35	20%						
Terminations	2	1	100%			14	12	17%	
Hirings	2	1	100%			15	6	150%	
Volunteer Hours	336	35.3	852%			2,055	1,317.8	56%	

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

User Visits    Percent Growth Between Current Year and Last Year

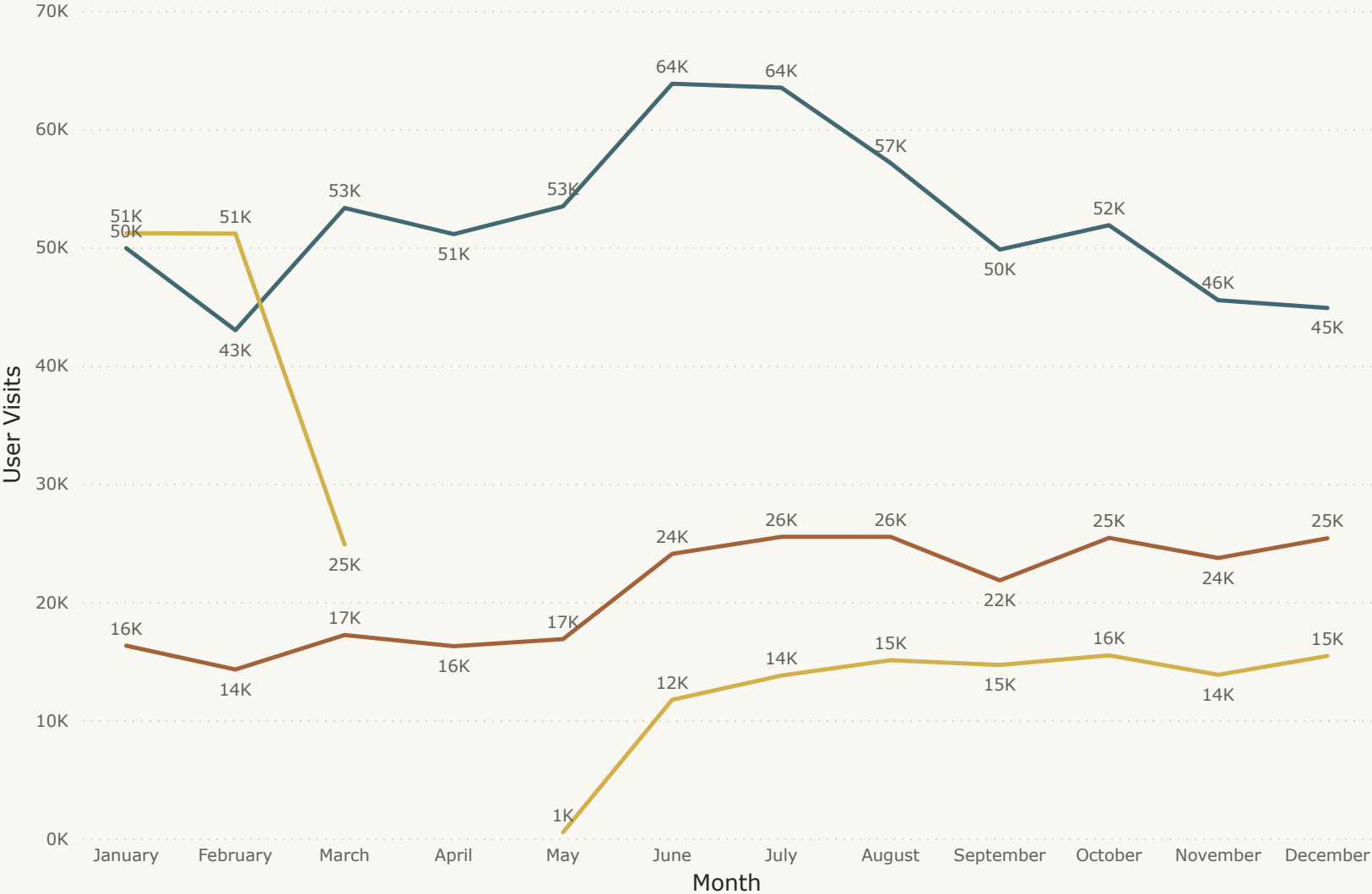


10.81%

Percent Growth Between Current Year  
and Last Year

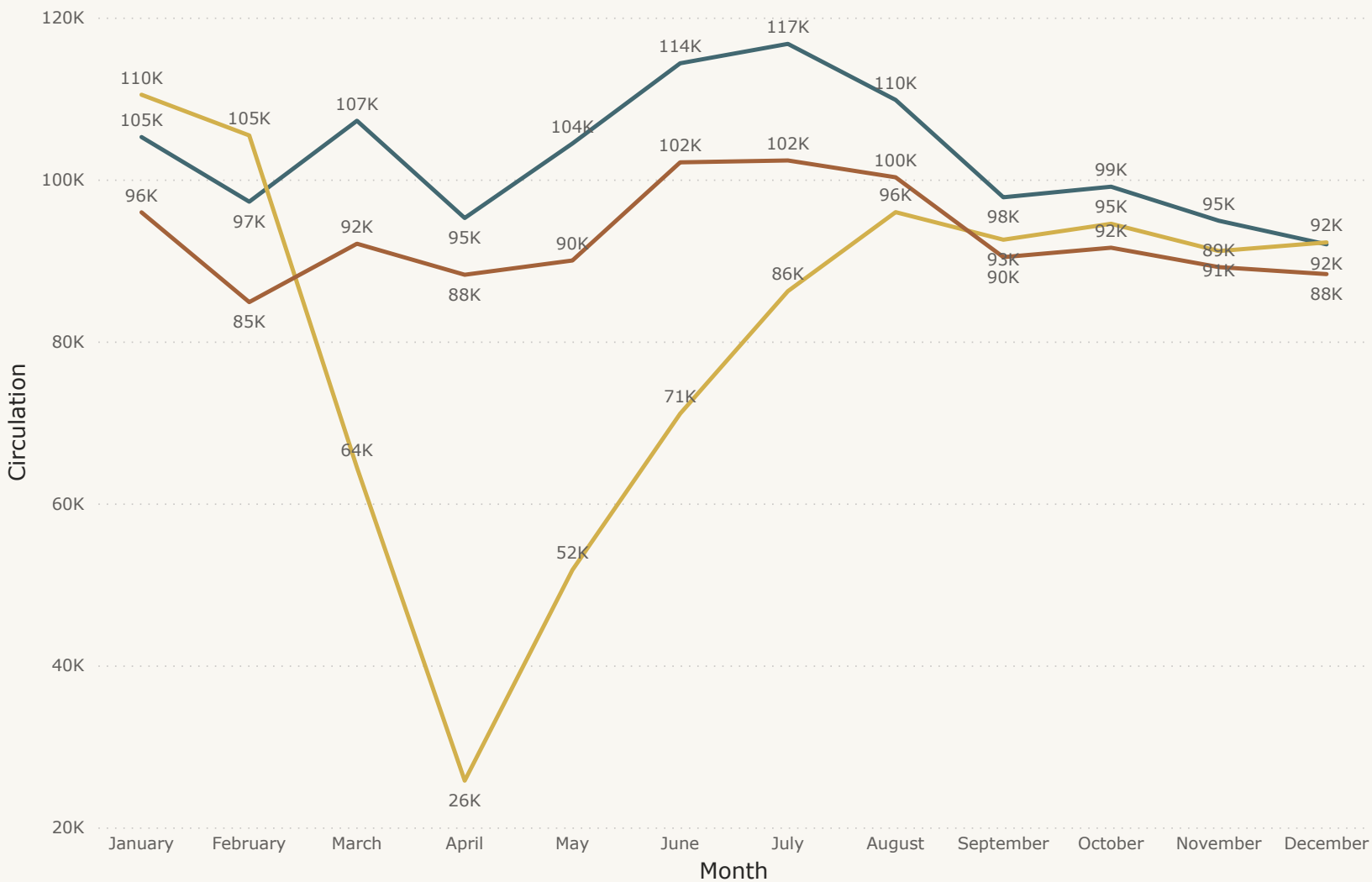
# Total User Visits: 3 Year Comparison

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

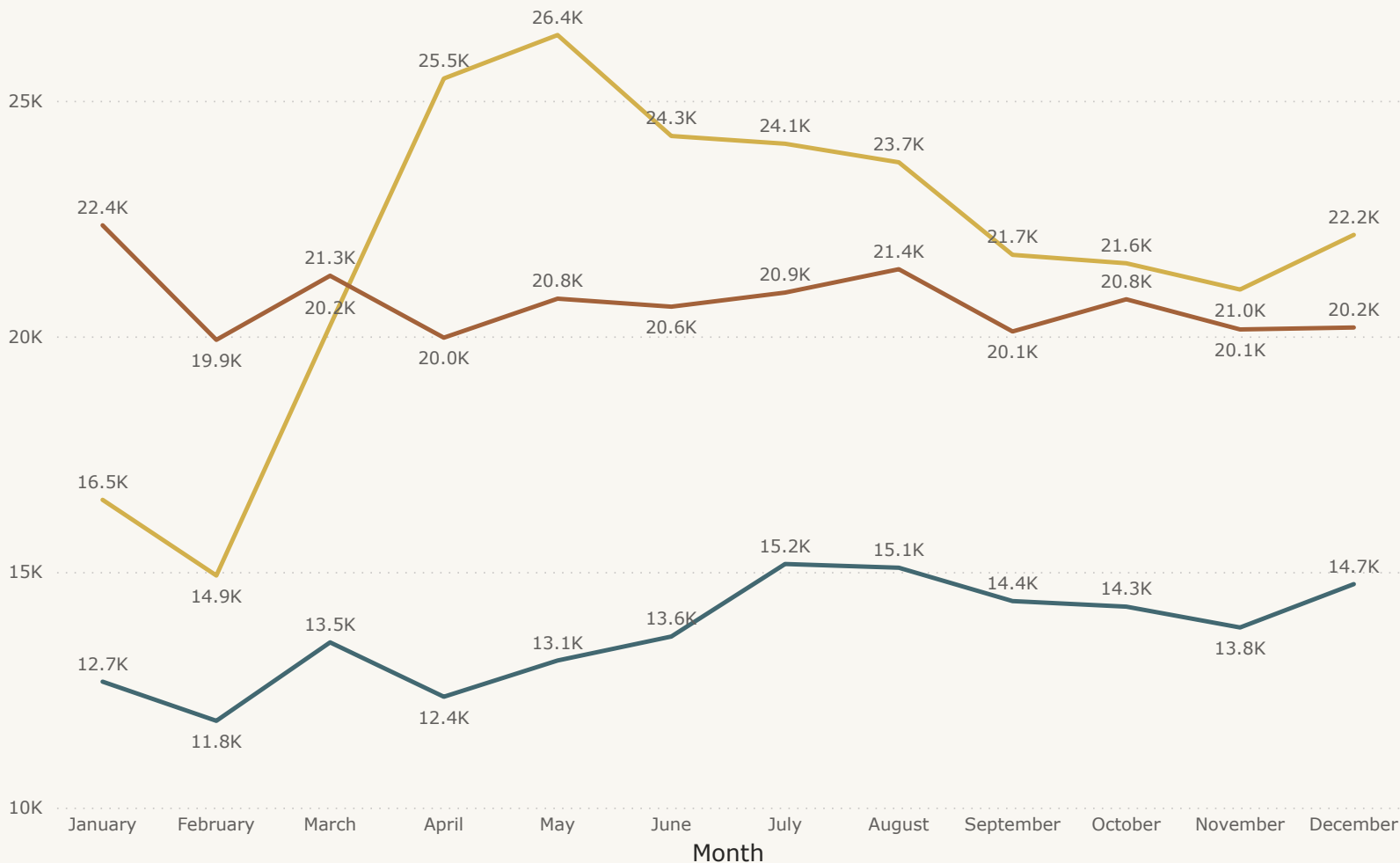
Filter by Format: Digital, Physical, or Both

Digital

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

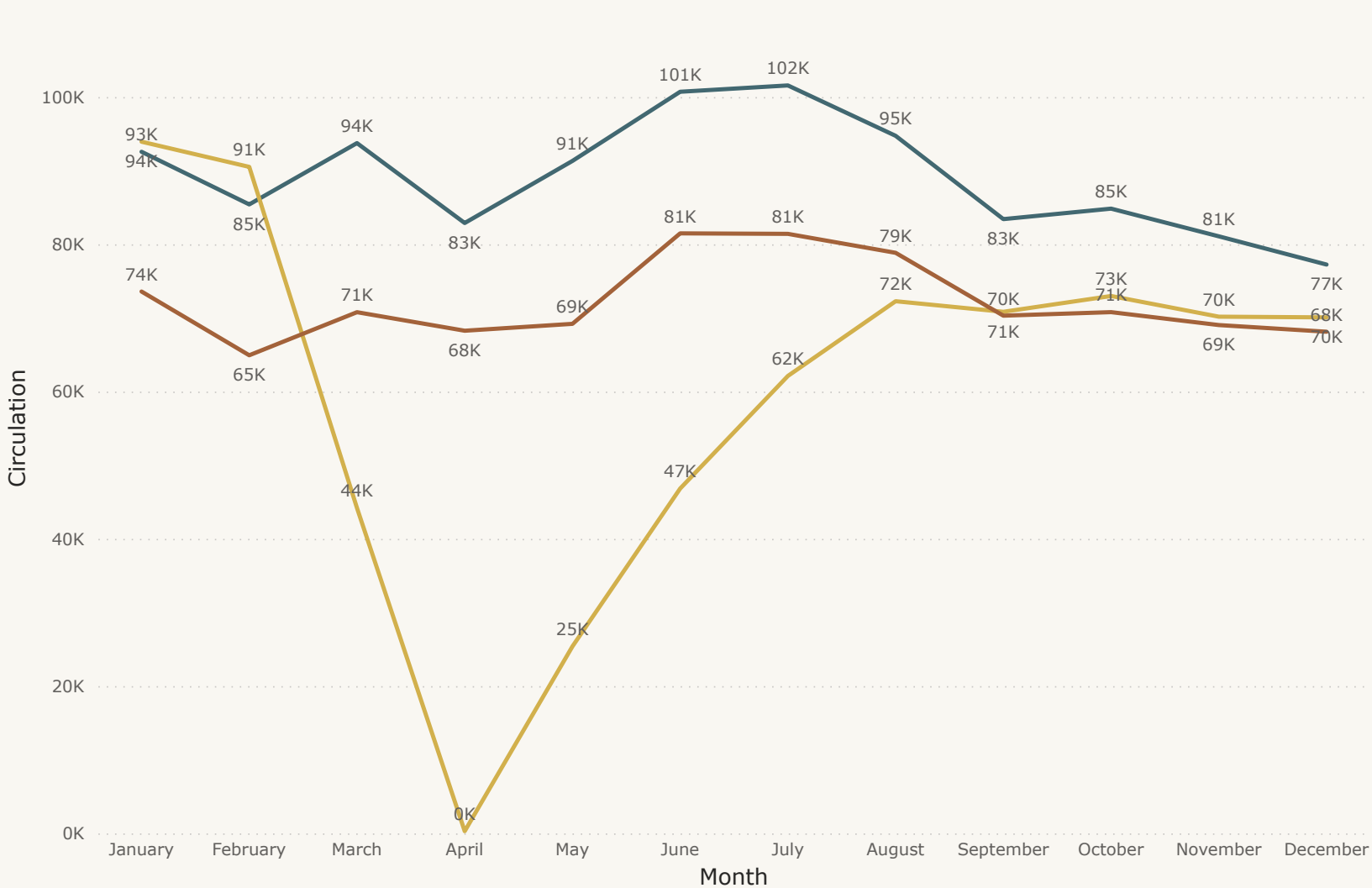
All

Circulation



# Physical Circulation Trend: 3 YR Comparison

Year ● 2019 ● 2020 ● 2021



Filter by Format: Digital, Physical, or Both

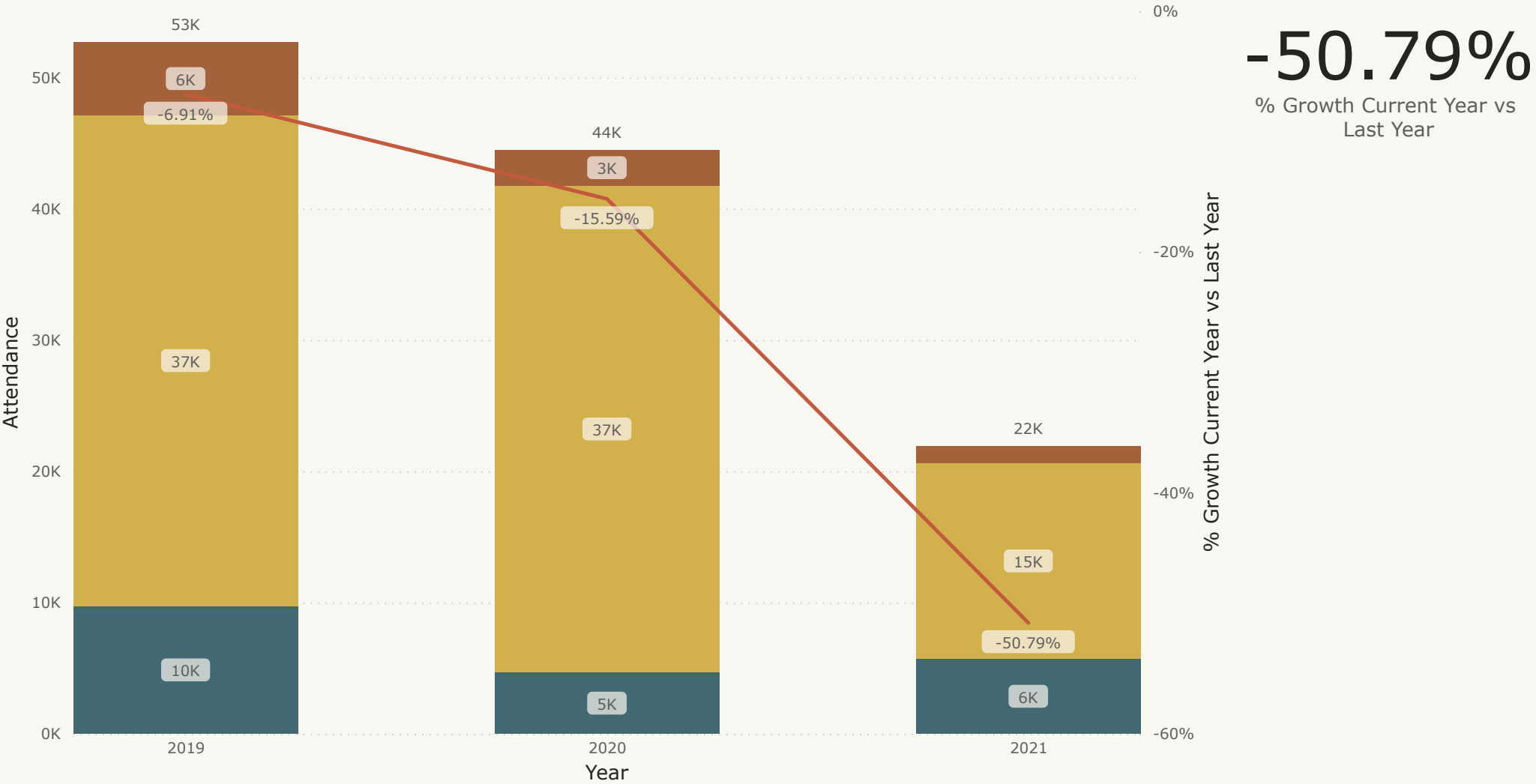
Physical

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

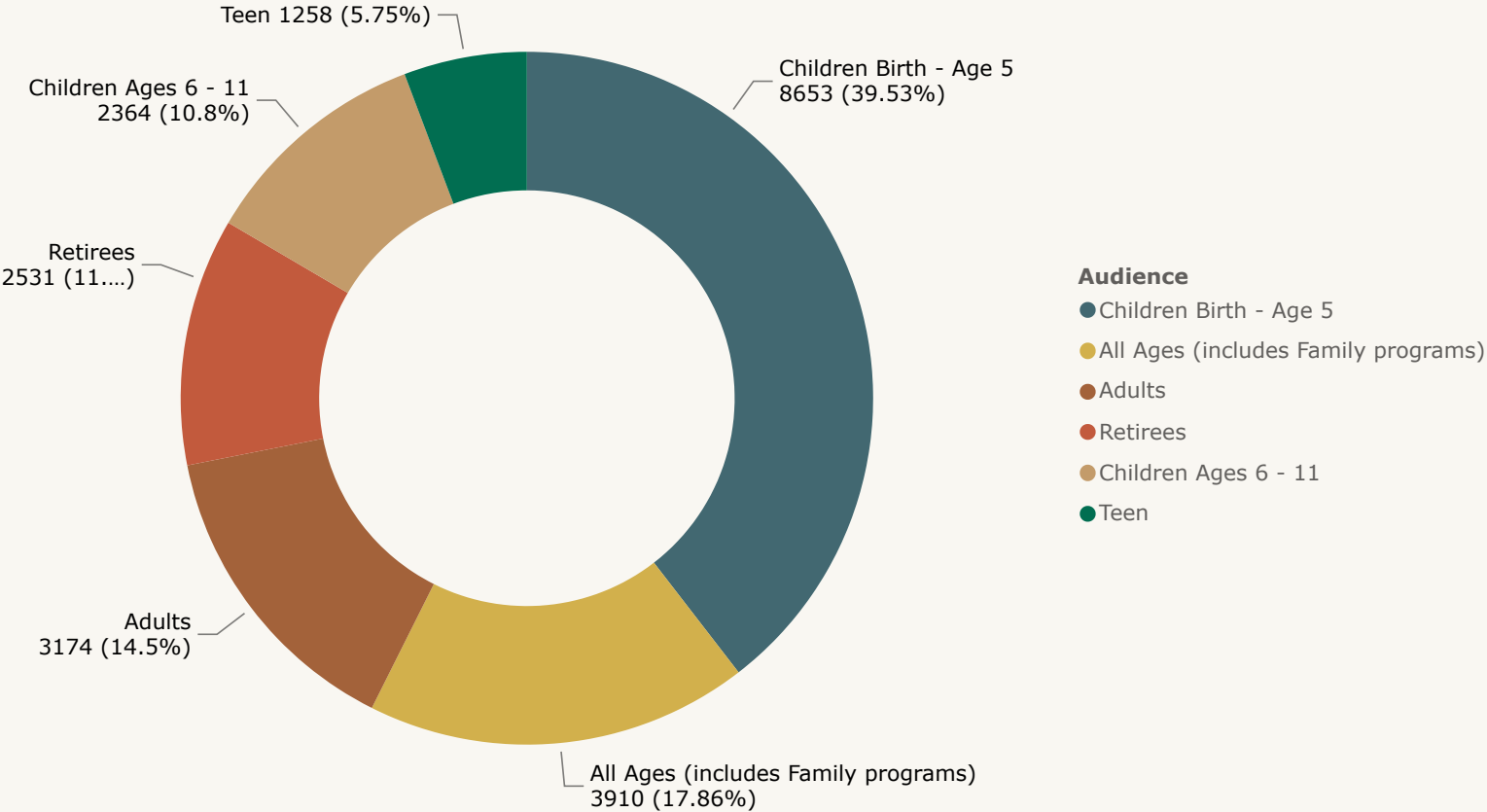
All

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

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



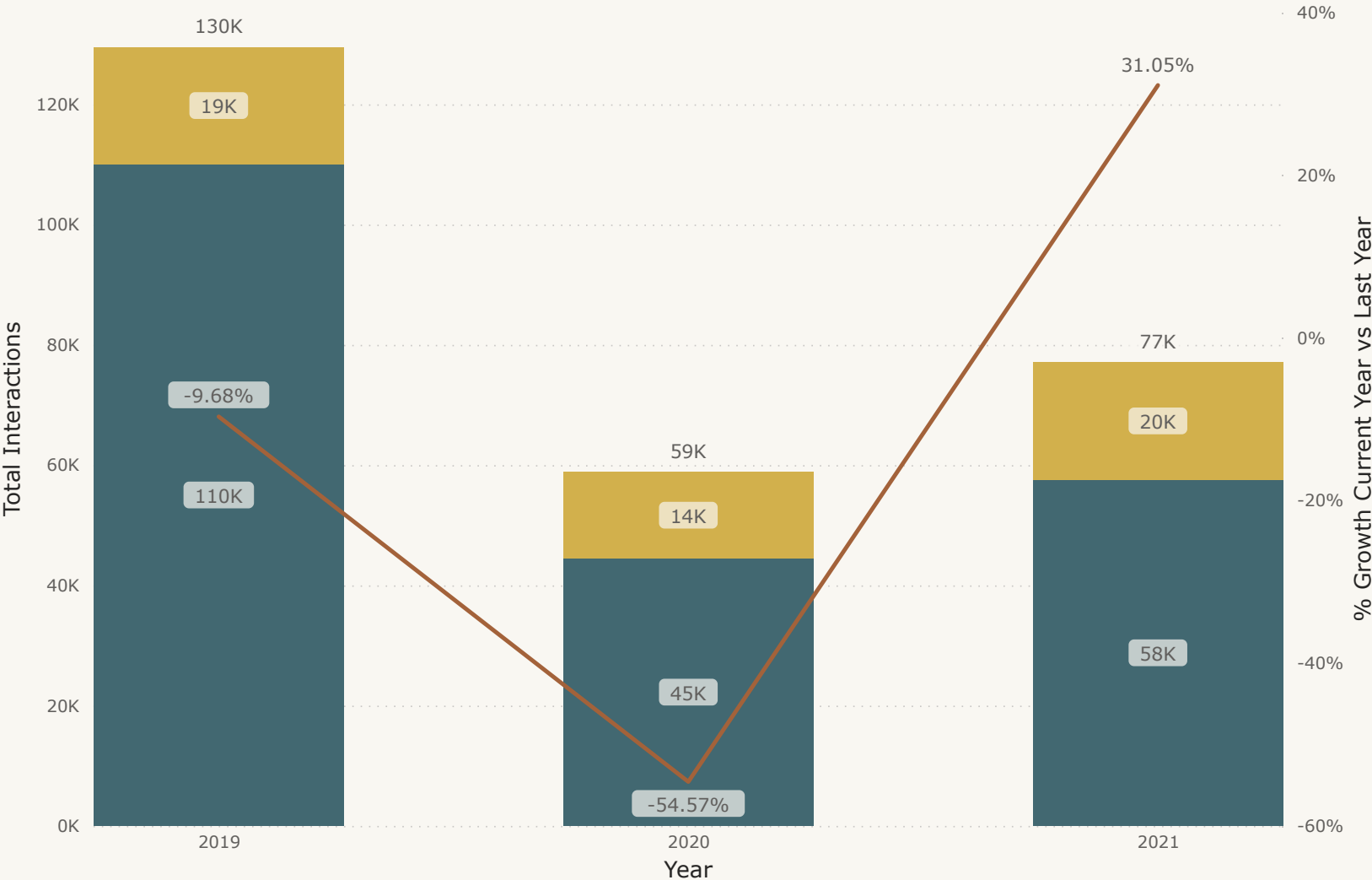
Total Attendance By Target Audience 2021 YTD (Jan - Dec)





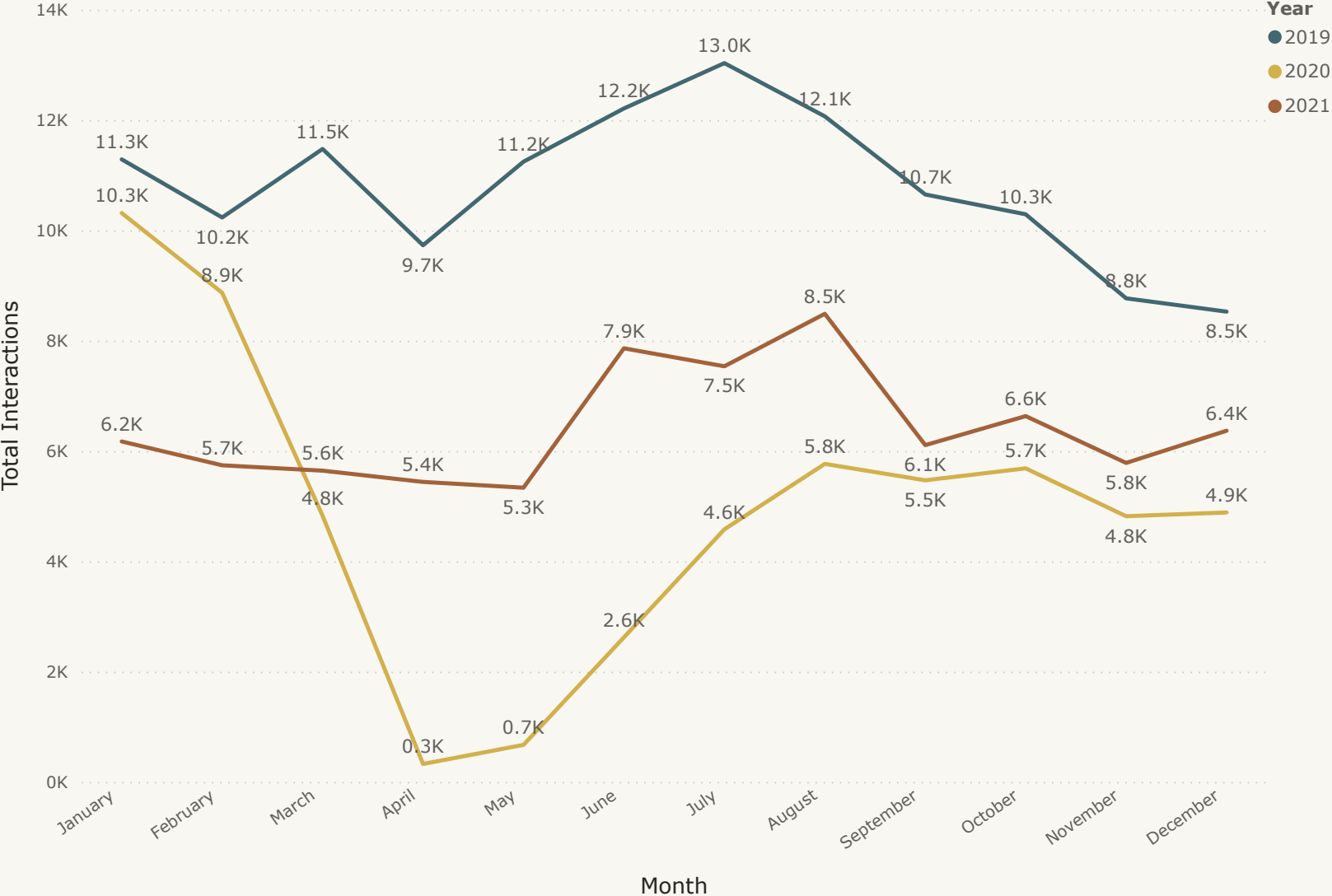
# Service Interactions: In Person vs. Online/Phone: 3 YR Comparison YTD (Jan - Dec)

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 January 2022**

2022 sounds like the future, not the actual current year we are living in. Wow. 2021 is in the books and overall, we were able to continue to make progress despite the many delays COVID created with supply chain issues. I am happy to see our new lower level offices nearing completion. We are also about halfway done with our picture book room project. The shelves look great and the furniture I think will make a huge impact on the feel of the room. I can't wait to get this project completed. It's been a long road!

I spent the past month closing out last year and planning for this year. You will see in the financial report that expenses came in lower than revenues. Additionally, the good news is that we did well enough that we didn't have to dip into the \$50,000 we added to the budget from our cash reserves. We should be able to add a small amount of money to that reserve from non-tax dollars collected in 2021. I am happy we made it through a tight year.

My primary focus right now is finishing up our compensation study and figuring out how to approach our 2023 budget. As we've discussed on several occasions already, 2023 will be the year we will make the argument for correcting the pay equity gap between our library staff and city employees (and peer libraries around the country). We will have good data to make our argument. I look forward to the conversations we will have about our best plan to make this happen.

Respectfully submitted by Brad Allen, January 14, 2022

## Monthly Departmental Reports

### January 2022

#### Collections & Technology:

Staff are developing workflows and selecting materials for a new branch collection - something that is completely new to the library! Kristin, Ian, Kevin, and Emily are working out materials handling routines and collection management processes.

Kevin and Emily are developing a plan for reviewing and correcting data reported by SIRSI in the annual bibliographic quality assessment. They are also excited about the upcoming database upgrade - the catalog will move from MARC-8 encoding to Unicode to better support character sets of non-English languages.

Dan Winsky in Acquisitions successfully closed out the 2021 fiscal year, and has taken on a project to clean up serials order records.

Leah has been onboarded to SIRSI's BlueCloudAnalytics platform.

Brad requested we create a tool that made it easier for desk staff to record service transitions. So, Jeff came up with a simplified interface embedded in a Google sheet so desk staff can simply click a button to record the type of in-person service transaction. A timestamp is collected in the background and we will 'wrangle' that data to come up with hourly activity summaries to help us determine workload on desks at different days and times. Additional service category 'buttons' will be developed in the future, based on data needs and the suggestions of staff. Here's an example of a current interface:

Teen Zone 2022			
Reference	Directional	Games/Crafts	Tech Checkout
73	3	25	73

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

We're continuing to hash out Joy Harjo contingency and marketing plans in the time of Covid with Humanities Kansas, the Hall Center for Humanities, and Haskell. Kristin, Hazlett, and Evan met with Megan Kaminsky, Nicole Reiz who are working on a KU Big Ideas project that draws from interdisciplinary fields and applies them to real-world situations. The project they are working on is a community food map of Lawrence that (depending on grant funding) will include a community cookbook with recipes, stories, and poetry tied to food and the land of northeast Kansas. Our hope is to tie the recipe and story collection to the seed library and the launch of Dottie. We've set up a way to divide the Adult Programming budget so each adult-focused department (DCP, RS, IS, and PTS) can have their own budget to work with. We'll also work on a system of compensation for presenters so folks who contribute to library programming are paid in an equitable way.

## Monthly Departmental Reports

### January 2022

**Diversity, Equity, and Inclusion:** Currently, I am working with the IDEAA committee to review policies and make sure they are rooted in equity. Our next meeting is on the 20th of this month. Our interns, Khiana and Kayla, have selected their classes for their first semester at Emporia, and school begins on January 17th. At this time, Kayla is interning in IS, and Khiana started in RS yesterday. They have both settled in well. Additionally, I have been chosen to join a national cohort of EDI library leaders. This is a grant funded project that Denver Public Library is heading, and will allow me to gain knowledge from and network with other experts doing this work. I will also have access to special professional development opportunities while working in one of these cohorts. They are called the Building an Inclusive Organizational Culture in Libraries, or BIOCL, cohorts.

**Employee Engagement:** There are three job opportunities for our library to hire new staff in the new year. We have part time openings for a Security Officer and a Teen Services Assistant and a full time opening for a Community Resource Librarian for which we'll be conducting a national search. I have also been working with Bree Pfannenstiel as we update our employee handbook and with Jon Ratzlaff as we update our safety and emergency policies. Frankie Haynes and I are finalizing the trainings that will be offered in 2022 as well as the theme for our annual all-staff day. Victoria McGrath continues work with Brad Allen and I on the compensation study after a slight delay, but feels we are still on target for our deadlines. Finally the last touches for the new year are complete in our BambooHR software.

### **Facilities:**

Assisted with changes in the library by moving and removing shelving from the Picturebook room as well as helping with the Information Services workspace reconfiguration.

### **Information Services:**

Besides our regular programs, much of our energy right now (as is perhaps appropriate for the winter season!) is focused towards preparing for spring—for Info Services, our big spring initiative is the launch of the seed library in February. We've also continued to connect patrons with community resources, but are excited to have posted the opening for Community Resources Librarian and look forward to hiring for that position.

## Monthly Departmental Reports

### January 2022

#### Information Technology:

Laptops were purchased, configured and assigned to IMLS grant recipients. The grant stipulated that these laptops would be theirs to keep. They will be treated as LPL staff devices for the duration of the internship, then wiped and deaccessioned from our equipment list. Our new FortiRecorder security NVR (Network Video Recorder) is installed and working with our existing cameras. Security staff are able to monitor the system on a new 4k monitor in the security office. This represents the first stage of our update to the security camera system. The second stage will be adding needed cameras in uncovered or undercovered areas such as the studio, building exterior, media collections, study rooms, etc. This will get started in Q1, 2022. Staff reviews have been completed. Kim Fletcher is on leave due to shoulder surgery and will work from home while unable to drive starting on Monday, January 17.

#### Marketing

**Hello Desk update:** Vinyl is ordered and a draft of new guidelines has been written and is ready for review at our next BLT meeting. Heather is working on a simple resource guide for staff and volunteers that includes FAQs, paper maps, and other tools for making this a successful spot where patrons can start their day at the library. **Teamwork:** Helped Melissa and Brad evolve the Community Resource Librarian position description by using design thinking. Completed bilingual (English/Spanish) materials for Outreach/Evan's Community Needs Assessment (currently being triple checked by Somos for accuracy) and will order soon. Working with Hazlett (Info Services) on getting a landing page for the new LPL Zine Collection and application process. Working with the LUX Team to divide and conquer existing policies and policy gaps and have teamed up with Kathleen to develop a Library Advocacy Policy with help from Shelley O'Brien, NEKLS new Fundraising and Public Relations Consultant — we've set our completion date as 2/28/22. Working with Leadership to gather departmental success stories and fun facts for the 2021 Annual Report which will run in the Spring issue of the *Reader* which goes to press Feb 1. The library's social media platforms now have team leaders — Sahara Scott (TikTok), Sarah Mathews (Twitter), Christina James (Instagram), and Leah Newton (Facebook) — we're now (finally!) meeting monthly to plan content strategy and support each other and our library-wide content creators better. **New productivity tools:** Exploring [Yearly](#), a free site that converts annual reports into infographics and presentations for web and print; signed up for Miro Board (2 boards with the free version) and Marketing is using it for two large projects: (1) Library Future Team and (2) our website revamp over the next 12-18-24 months. It's like a gigantic, boundaryless whiteboard / bulletin board that can be zoomed into and out of to make a multi-media mind map for projects. [Check it out here](#). **Looking ahead:** Gearing up for three major undertakings in 2022 with the website, Dottie's needs, and Summer Reading. We're sticking with Biblioweb (it's really fantastic and worth every penny), but this spring will mark 4 years with our website and it's time to assess where we're at, invest in streamlining user experience, and make necessary changes. Marketing is currently crafting a roadmap to

## Monthly Departmental Reports

### January 2022

completion and working with Erica Reynolds at Biblioweb to make a case study of our work for other libraries to see. **Kudos from Erica shared during a recent work lunch:** *“I wanted to let you know that we’re featuring this fantastic LPL blog post this month in our partner newsletter to encourage all BiblioCommons libraries to share their light-hearted blog posts and lists to ring in the new year with laughter and library goodness: [Tater Texts by Dan Coleman](#) — Priceless! You should know that the LPL website is one of the BiblioCommons’ team favorites, and our team features your site as an example of best practices to share with other libraries all the time, and I heard from some of our partnership development leads that libraries on the west coast often reference your website as one of their favorites, so well done!”*

### Materials Handling:

The most exciting development this month is Kate Delaney’s transition to full time replacing the wonderful Mary Gomer who is moving downstairs to join the cataloging folks. We’ll miss ya, Mary. In addition to surviving a busy holiday season, we’re continually working on improving the layout of the media room. This month we moved our video games to what we hope will be a more visible location by our board games. Brad, Tricia, Bree, and I have also been in contact with our new remote drop host and hopefully we’ll have that finalized by sometime this month.

### Outreach:

Somos has translated a Spanish version of our outreach community needs assessment. Evan has created a digital version of it via survey monkey and Heather has created posters, flyers, and postcards. Kristin and Evan are meeting with local printers on printing and mailing costs to select demographics in Lawrence. Evan has done really good work developing different QR codes based on location so we know where folks are accessing the survey. Kristin has been watching some really great webinars produced by High Plains Library District on the basics of creating a successful outreach program from creating emergency procedures, to programming and partnerships, to vehicle maintenance. She continues to plan the Dottie Launch in conjunction with Summer Reading and the St. Patrick’s day parade (with none other than Deja Brooks!). Work has started on creating materials handling guidelines for Dottie with Kevin, Ian, Emily, and Tricia. The Collection Development Team (Ransom and Dan) have great ideas on how to achieve a popular and attractive outreach collection with a limited budget. Kristin is working on developing a route and we have the green light to team up with Just Food’s Cruising Cupboard on 2 stops-Dad Perry Park and Holcom Park for April and May.

## Monthly Departmental Reports

### January 2022

#### **Public Technology Services:**

Public Technology Services has been busy training our 2 new department members (Jake Little part-time, and Brian Schulz substitute) as well as entering the final stages of several big projects. Despite a slowdown over the holidays, our new hybrid meeting camera systems in the Auditorium and in Meeting Room A are essentially complete. Our Public Technology Coordinator office is nearing completion, and we are in the process of testing equipment and ordering sound insulation for the new video podcast studio. There were considerations to expand access to the SOUND+VISION Studio, but that has been delayed by the latest COVID wave. As a department, we are looking forward to offering more consistent and capable service to the public in 2022.

**Readers Services:** We are continuing to provide in person readers' advisory services, including our book clubs. Some are meeting in person, some are still meeting on Zoom and some are doing hybrid, based on the preferences of the members. We also still run BYOBB which will always be a Zoom program. This month, Khiana Harris joins us as part of her Internship with LPL to first shadow and then take on some of the work of Readers' Services through the month of April. We have had two new volunteers join us on Sundays as well, which has been a real boon for our staff on that day. We are deep in planning for Read Across Lawrence, which will take place during the month of April. And as always, January sees the launch of our [Book Squad Reading Challenge](#).

#### **Security:**

Jake Little is transitioning to Public Technology Services, so we are looking for a new Security Officer to join the Library. Our first attempt right before the holidays was a bust, so we are trying again at the first of the year.

Beyond that, we continue to backup staff and help out Front Door volunteers.

#### **Youth Services:**

Picture book room: the books have all been moved to the new shelves and some of the older shelves have been relocated and filled with books as well. In the future, these older shelves will be replaced with new free-standing shelving to give our collection plenty of room. I hope we can say that the remaining furniture has been ordered by the next board meeting.

We don't have much to report on the programming front since we've been on break from those over the holidays. Storytimes start back up this week. We were going to start to do them



## **Monthly Departmental Reports**

### **January 2022**

all in person, but with the rise in Covid numbers, we're back to virtual or take and make crafts. Jenny and the Kids Action Club did have some great success with their community service project. They made art kits for kids and families that were then distributed to CASA, the Community Shelter, and Family Promise. We handed some out at the kids' desk as well.

One last note, Kristin Abbey, Teen Services Assistant, will be leaving the library towards the end of January. They're moving to Iowa and then on to Georgia. We're sorry to see them go and wish them well! We have posted their position. I hope to have good news on a replacement for them by the next report.

## Friends & Foundation Director's Report – January 14, 2022

**2021: A Great Year.** The Friends & Foundation's ended 2021 in a big way. Book sale proceeds topped expectations for this second pandemic year, and our incredibly generous donors stepped up to support Lawrence Public Library. Here are a few year-end highlights:

- The Friends & Foundation gave just over \$436,000 to the library in 2021, a new record (other than the capital campaign)! The largest portion of this gift was a \$100,000 unrestricted grant. The Dottie project was a close second, with approximately \$90,000 dedicated to date to this new outreach program.
- Online and onsite book sale proceeds for 2021 totaled \$149,227, up 37% from \$109,034 in 2020.
- Unrestricted gifts rose \$2,200 from 2020 levels, for a total of \$194,677. Of this amount, 41% was given in December.
- The year-end fundraising campaign, launched in mid-October, brought in \$104,000 in New Chapter Society and other unrestricted gifts.
- Pledges and gifts for the Dottie equipment campaign now stands at \$60,000, which is \$10,000 over our original goal. Amazingly, 100% of the donors we reached out to made a gift to the project.

**Virtual Fundraiser Update.** The Friends & Foundation's fundraising committee is in high gear for the February 10<sup>th</sup> virtual fundraiser. Douglas County Commissioner Patrick Kelly will co-host the evening with Deja Brooks. The event will have a Valentine's Day "Library Lovefest" theme that will feature award-winning bartender Tyson Buhler and his wife Shel creating a Library Love Potion, a special fundraising appeal for the Teen Zone, and "Win A Basket" drawings by Brad and the LPL Kids Action Committee.

We are pleased to report that we have raised nearly \$28,000 in sponsorships to date, with BNSF and Crown Automotive leading the way as Signature Sponsors. In addition, we'll be hosting our annual basket raffle. Local book clubs, businesses and organizations have created 19 amazing baskets full of gift cards, gourmet food, wine, gardening supplies, books and more. Registration opens Saturday, January 29<sup>th</sup>. You can register for the online event for just \$10 and buy your chances to win one of the fabulous baskets, all in one fell swoop! Check it out at [LPLAfterHours.com](https://www.lplafterhours.com) and join us from your living room on Feb 10<sup>th</sup>.

**St. Patrick's Day Parade.** It has begun! Weekly planning meetings for the 2022 St. Patrick's Day parade are underway every Tuesday evening. The LPL Friends & Foundation are one of four beneficiaries of this year's parade and its related festivities. We hope that you'll participate in one of the many special events that are planned during February and March. There is something for everyone – bowling, trivia, a 5K/10K race, an auction, the queen coronation (Ms. Deja O'Brooks is the Friends & Foundation candidate) and Irish road bowling. [The full list of fun is here.](#)

**Regional Library Development Group.** On December 21<sup>st</sup>, I connected with my development colleagues from the Topeka and Johnson County libraries, as well as NEKLS. We met for lunch at the newly renovated Millenium Café at the Topeka Public Library to compare notes and get caught up. In March, we will convene at the Johnson County Central Library to see the results of their year-long building renovation. Development leaders from the Kansas City, MO and Mid Continent Public Libraries will also join us. This regional peer group has been a wonderful source of ideas and support for me.

## MEMO

To: Lawrence Public Library Board of Trustees  
From: Brad Allen, Library Director  
Date: January 17, 2022  
Subject: Strategic Plan Review

The library adopted our most recent strategic plan in early 2017. It was created to be a flexible document that could exist for a longer period of time and be adapted as necessary. This higher level document exists to guide shorter term action plans. Library staff took the adopted strategic plan and built a three year work plan for 2018 to 2020. As we prepared to develop a new action plan for 2021 to 2023, COVID hit and threw pretty much the entire world (including LPL) into disarray.

It is time for staff to begin work on a new action plan. It seems prudent to have the Board take a look at our current strategic planning document and reaffirm or modify it. I have attached our strategic plan as well as the 2018-2020 action plan to this memo for review.

Once staff has confirmation from the Board that the strategic plan is sound, we will use it and our approved 2023 budget (to be determined this July/August) to begin building a 2023 to 2025 action plan in late summer/early fall of this year.

# Mission

**Imagine more: A place to learn, connect, create, and grow.**

# Vision

**Our community thrives through learning, innovation, and opportunity.**

## Values

### **Respect for people**

We treat everyone, and each other, as valued individuals.

### **Access to information**

We ensure access to information for people of all ages, abilities, and means.

### **Freedom of information**

We protect the freedom to read and view all library information.

### **Community engagement**

We embrace our role as a community anchor.

### **Quality**

We strive to deliver the highest quality services possible, pledge to be friendly, approachable, and knowledgeable.

### **Core services without charge**

We provide basic library services free of charge.

### **Stewardship**

We hold ourselves accountable for the efficient and effective use of all resources — people, time, assets, and funds.

## Strategic Initiatives

### **Learning**

The Library is a learning organization for staff.

The Library will continually rethink traditional library services.

### **Innovation**

The Library will establish a process for outcomes evaluation.

The Library will inspire people to connect more deeply as a community.

### **Opportunity**

The Library will empower residents to connect with the opportunities in their community.

The Library will explore public/private collaborations in order to strengthen its organizational structure.

# **Lawrence Public Library Strategic Plan**

(Revised March 2017)

## **Mission:**

Imagine more: a place to learn, connect, create, and grow.

## **Vision:**

Our community thrives through learning, innovation, and opportunity.

## **Strategic Initiatives:**

### **Learning**

**The Library is a place where people learn together.**

- **Create communities of learning.**
  - **Continued library-driven MOOCs.**
  - 1-3 more book clubs (currently have 6).
- **Support communities of learning.**
  - Supporting learning groups already in existence.
  - Supporting online connections for like minded people creating learning groups.
  - Continue with book club centered programming.
  - Up to date collection that accommodates the needs of learning communities (importance of varied formats, etc.).
  - Better connections to homeschooling.
- **Environmental scan of current state of communities of learning.**
  - Surveying current meeting room use and offering assistance.  
(Create meeting room/study room task force)

- Calendar for meeting room use/public calendar.
- Consider test proctoring for free (potential for volunteers)
- Raising awareness in the community of resources we can offer.
- **Ensure a great building user experience.**
  - Create more comfy collaborative environments (“unconference rooms”)
  - Create designated quiet zones.

## **The Library is a learning organization for staff.**

### **Documentation**

- Staff orientation documentation.
- Employee Handbook redo.
- Centralized training documentation (intranet? Google Sites?)
- Update certificate for continuing ed.
- More in-depth new hire tours.

### **Communication**

- Redesigning intranet.
- More staff meetings that are interactive.
- Know about more continuing ed opportunities (LPL certificate track?).

### **External expertise**

- Field trips to other organizations (libraries and other organizations).
- Job switching opportunities with other libraries (JCL, Olathe, etc.).
- KU class auditing (leverage Libraries Love Lawrence?)
- More training on Symphony from SirsiDynix.
- CPR Training (health and safety training).

### **Internal expertise/cross training**

- Brown Bag learning lunches.
- Designated continuing ed/professional development time for staff.
- Staff training for early literacy and reading instruction.
- Staff Book Club
- Promote and curate the Professional Collection better.
- Readers Advisory series for all staff (RA 101, RS in a nutshell, monthly?)
- Open up form based RA to a larger group of staff (training needed)
- Open up Book Squad beyond the department

- "Film Buffs" training (discussion in CPIP)
- Recurring (qtrly?) e-resource training (which are the most important)
- Task Force on managing and supporting electronic resources?
- Time in other departments

## **Innovation**

### **The Library will continually rethink traditional library services.**

- **Continuous environmental scanning of other libraries and customer needs.**
  - Exchanging information and ideas with other libraries. (scanning/networking)
  - Keeping track of what is going on in the community (environmental scan)
  - GIS data for providing service.
  - Community Information needs.
- **Expanded outreach.**

**Focus: Family-oriented community engagement.**

  - Library card sign up drive.
  - Book bike.
  - Airstream (mobile library service/outreach)
  - Drone technology for book delivery!
  - Small storefront locations.
  - Book van service expansion.
  - Promote in-home book club visits.
  - Expanding smart locker locations.
  - Online series of video booktalks from RS.
  - Expanding podcast to include community member interviews.
  - Parent/Teacher conference nights
  - Staff Training: RA, Storytime, Info Services, etc. where we could optimize staff outside the particular department to share the load
  - "Inreach" – invite organizations to use us as their own satellite outreach location (ex. Bert Nash stationing)
- **Partnerships.**
  - Partnerships/mental health issues.

- School partnerships and services.
- Work with NEKLS to develop Book Group Leaders discussion group.
- **Programming.**
  - Community conversations/civil conversations.
  - How do we support local authors?
  - More RS and YS collaboration to meet the needs of both kids and *parents* of those kids
- **Collections and Resources.**
  - Library of Things task force.
  - E-Readers and their future (digital collection and physical readers).
  - Continued evolution of SOUND+VISION.
  - Improved signage.

## **The Library will establish a process for outcomes evaluation.**

### **Evaluate outcome evaluation tools.**

- PLA Project Outcome?
- Outcome Evaluation Task Force.

### **Data aggregation repository.**

- Redoing board stats (what is meaningful information?) - infographics!
- Redoing internal reporting.
- GIS research to determine success.
- Bookmarks (how did you use this book?)
- What are meaningful outcomes to us? (mission statement focused)
- Survey of form based RA users.
- Collecting RA user data--best interaction of the week
- More online analytics about interactions with us online.
- Keep better display stats (is it working?).
- Evaluating effort put into cataloging (what do people really need?)
- Effective ways to calculate ROI for various services, programs, etc.
- Better information from partners on how they are using resources we give them.
- Efficiency of staff time for certain programs. (What is worth doing?)
- Review effectiveness of current stat collecting at public service desks.



## **Opportunity**

**The Library will inspire people to connect more deeply as a community.**

### **Programming**

- Connect to community experts, embed into MOOCs.
- Retro gaming programs, bringing people together
- Board game programming?
- Action Book Club (book tied to service activity)
- Kids Advisory board (reading ARCs, non-fiction especially)
- Creating community among "New Adults"

### **Library space/Collections**

- Reorienting picture books to create a friendlier, more comfy space to connect.

### **Online communities**

- Review potential of Library's online platforms as a way to create community (e.g. investigate Community Credit program on Bibliocommons to engage patrons in book-related culture )

### **Outreach**

- Outreach to neighborhood associations.
- International families
- Serving grad student populations

### **Volunteerism**

- Library BFFs
- Create richer volunteer experiences (book club leaders, more Bibliocommons reviews, form based RA?) use their brains! Online too!

**The Library will empower residents to connect with the opportunities in their community.**

- Community involvement opportunities (Advisory Board Meet and Greet)?
- Club and organization fair
- Political organizing programming
- Revisit how bulletin board works
- Book Club Registry and book club meetups
- Hobby club fairs (US Dept of Arts and Culture, local group)
- Local author fair - what resources are available to writers?

**The Library will explore public/private collaborations in order to strengthen its organizational structure.**

- All programs privately funded
- Naming opportunities for smart lockers?

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## **ANNUAL ORGANIZATIONAL CALENDAR**

January - Annual Organizational Meeting

February - Form Budget Committee

March - Form Officer Nominating Committee

April - Approve Budget Recommendation & Budget Resolution  
Officer Nominations  
NEKLS Annual Meeting Representative Nomination

May - New Board Members Begin -- Schedule Library Orientations

June - Trustee Training Workshops  
City Commission Budget Hearings

July - City Commission Budget Hearings

August - Budget Approved by City Commission

September - Strategic Plan Review

October -

November - Form Director Evaluation Committee

December - Director Evaluation