

Lawrence Public Library Board of Trustees Regular Meeting
Monday, February 21, 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 January
- Approve Treasurer's report for January
- Approve bills for January 17 to February 20
- Receive statistical report for January

Library Director's report

Friends & Foundation report

New Business

- Compensation Study Report – Victoria McGrath, McGrath Human Resources Group
- NEKLS Library Development Grant Application – ACTION ITEM
- Appoint Budget Committee – ACTION ITEM

Old Business

- Strategic Plan Review – tabled until March

Future Agenda Item

- Board Composition Discussion – March

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting

January 17, 2022

4:30 p.m.

Venue: The meeting was held via Zoom.

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Khiana Harris, Tricia Karlin.

Friends and Foundation Members Present:

Rachel Rademacher.

Member of the public:

J.T. Thornburg

Call to order:

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

Sarah welcomed the Library's IMLS Intern, Khiana Harris.

Consent Agenda

David Vance moved the consent agenda be approved, with the treasurer's report removed. Ursula Minor seconded. The motion to approve the consent agenda without the treasurer's report passed.

Brad presented the revised Treasurer's report, which accurately reported NEKLS revenue of \$107,953 and total 2021 revenue of \$5,182,018.87.

Kevan Vick moved to approve the treasurer's report; Judy Keller seconded the motion. The motion passed.

Library Director's Report

- New offices on the lower level are nearing completion and looking good. The Public Technology Coordinator's office (carved out of the supplies room) is also nearly finished.
- A report on the McGrath Human Resources Group review of library compensation will be ready for the next board of trustees meeting

- Brad shared positive news about 2021 year-end finances. The library was able to put over \$31,396 of unspent tax revenues into the capital improvement fund. (Any unspent tax revenues must be allocated to this restricted fund.) Of the \$38,282 non-tax revenues collected in 2021, all \$38,282 were unspent and able to be added to the unrestricted cash reserves fund. So we are ending up the 2021 year in good shape.
- The Library remained open for service today, Martin Luther King Jr. Day. Ordinarily the library would have special programming to mark the holiday, but COVID has prevented gathering in person this year again. Full-time and regular part-time staff will receive compensating time off for the holiday.

Friends and Foundation Director's Report

- Rachel Rademacher presented the Friends and Foundation Report.
 - The board did not meet in December, so she presented some highlights of the past year:
 - Friends and Foundation gave over \$436,000 to the library in 2021
 - Booksale proceeds were just under \$150,000 up 37% from last year
 - Unrestricted gifts in 2021 totalled just over \$194,000
 - The year- end fundraising campaign raised \$104,000
 - The special campaign to raise funds for Dottie brought in \$60,000, exceeding the goal by \$10,000
 - The annual fundraiser will be virtual on February 10. Starting January 29, people will be able to sign up for tickets. County Commissioner Patrick Kelly will co host the event with Deja Brooks. 19 baskets have been donated that people can buy chances on.
 - Friends and Foundation are one of four beneficiaries of the annual St. Patrick's Day Parade. There are a lot of additional events related to the parade that people can participate in, including a 5K run.
- Kathleen added that 2021 was a great year and thanked everyone for their support.
- The Board will repeat last year's practice of preparing a donated basket for the fundraiser. Board members can deliver donated items for the basket (a bottle of wine with a tag attached, noting a book recommendation) to the library to Kathleen's attention. Friends and Foundation will prepare the basket. Deadline for baskets is January 24th.

New Business

- Strategic plan review:
 - The board considered whether they would keep the current one-page plan or change it in some way. (See page 52 in the board packet PDF document for the one-page plan: Mission, Vision, Values, and Strategic Initiatives).
 - The board agreed that the statement was very close, but needed some new elements, especially addressing growth, outreach and equity. There may be consideration of lessons learned from the pandemic. It would be helpful for staff to add some quantifiable measures so it's possible to evaluate how initiatives are met.
 - After some discussion, board members agreed to think about this one-page version and dig deeper into it in the next meeting or two, with a focus on addressing library values as re: equity and strategic initiatives for growth. The value of equity is implied

already but perhaps it could be explicitly stated and defined. There is no rush to finalize the strategic plan.

- The board asked staff to prepare wording to address the library's value of equity. Possibly add to any statement about equity a reference to inclusion and belonging. These go hand-in-hand.
 - The other charge is to craft a strategic initiative statement that addresses growth.
 - Brad noted how key events will fall in the coming months that will have an impact on the strategic plan. The report from the McGrath compensation study will be ready soon, with implications for library funding requirements; and the certification of the 2023 library budget will be complete in August. The library may thus have pieces in place to sketch out an action plan for 2023-2025 by the beginning of the fall.
- Review organizational calendar
 - Brad walked the group through the Annual Organizational Calendar and trustees agreed that it stands as is. No vote is required to approve it.

Old Business

- Sarah updated the Board of Trustees to let them know she sent a letter in response to the patron who had expressed concerns about the library's new hours of operation. The patron repeated their original statement of concern and did not address the points Sarah presented. No further correspondence has taken place.

Adjournment

There being no other business, the meeting adjourned at 5:38 pm

The next regular Board meeting will be held Monday, February 21, 2022 via Zoom.

Respectfully submitted,
Tricia Karlin

Revised Budget Reports
for
December 2021

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		\$ 107,953.00	\$ 95,000.00	113.63%	\$ -	\$ 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	
Total Revenues	\$ 5,756.20	\$ 5,171,847.04	\$ 5,170,000.00	100.04%	\$ 2,165.33	\$ 4,935,778.35	
EXPENSES							
Salaries & Wages	\$ 251,492.71	\$ 2,825,514.22	\$ 2,865,000.00	98.62%	\$ 230,998.50	\$ 2,699,976.74	
Employee Benefits	\$ 37,252.63	\$ 441,050.36	\$ 460,000.00	95.88%	\$ 31,619.14	\$ 340,534.68	
Payroll Taxes	\$ 37,998.79	\$ 471,801.76	\$ 500,000.00	94.36%	\$ 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	\$ 80,287.42	\$ 662,094.55	\$ 710,000.00	93.25%	\$ 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	
Equipment		\$ 27,287.03	\$ 10,000.00	272.87%	\$ 11,948.82	\$ 63,753.46	
Software and Licenses	\$ 1,184.78	\$ 7,743.65			\$ -	\$ 5,183.85	
Copiers	\$ 1,422.11	\$ 10,930.66			\$ 953.66	\$ 8,942.04	
Supplies		\$ 29,079.56	\$ 30,000.00		\$ 19,257.53	\$ 31,188.88	
Hardware		\$ 426.88			\$ -	\$ -	
Telephone Maintenance		\$ 3,136.46			\$ -	\$ 2,606.00	
Collections	\$ 5,700.49	\$ 107,324.69			\$ 7,828.74	\$ 112,926.35	
Internet and Phone	\$ 529.33	\$ 14,199.91			\$ 66.82	\$ 12,927.72	
Public Access		\$ 84,379.55			\$ 1,047.00	\$ 119,037.85	
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	
Total Expenses	\$ 457,639.48	\$ 5,097,253.89	\$ 5,170,000.00	98.59%	\$ 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	<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>Remaining</u>	
FRIENDS & FOUNDATION											
			Month Total	\$ 458.96	\$ 22,136.48	\$ 38,510.07	\$ 75,889.52	\$ 139,804.56	\$ 53,000.17	YTD Income	\$ 523,869.03
										YTD Expense	\$ 396,769.93
							YTD:	\$ 523,869.03	\$ 396,769.93		

LAWRENCE PUBLIC LIBRARY				
Year End Capital Improvement & Cash Reserve Statement				
December 2021				
REVENUES		Year to Date	Capital Improvement	Cash Reserve
Tax Fund	\$	4,978,000.00	\$ 4,978,000.00	
CARES Funding	\$	25,000.00	\$ 25,000.00	
CARES Return of Funds	\$	(5,571.18)	\$ (5,571.18)	
Overdues	\$	22,150.69		\$ 22,150.69
NEKLS	\$	107,953.00	\$ 107,953.00	
State Aid	\$	28,182.75	\$ 28,182.75	
Photo Copies	\$	10,152.04		\$ 10,152.04
Coffee Shop Rent	\$	-		
Meeting Room Fees	\$	950.00		\$ 950.00
Interest	\$	288.16		\$ 288.16
Transfer from Cash Reserves	\$	-		
Miscellaneous	\$	4,741.58		\$ 4,741.58
Total Revenues	\$	5,171,847.04	\$ 5,133,564.57	\$ 38,282.47
EXPENSES				
Salaries & Wages	\$	2,825,514.22	2,825,514.22	
Employee Benefits	\$	441,050.36	441,050.36	
Payroll Taxes	\$	471,801.76	471,801.76	
Utilities	\$	99,222.08	99,222.08	
Building Supplies	\$	16,298.09	16,298.09	
Building Repairs & Maintenance	\$	60,242.57	60,242.57	
Library Supplies	\$	26,951.64	26,951.64	
Books & Materials	\$	662,094.55	662,094.55	
Processing Supplies	\$	38,267.92	38,267.92	
Equipment	\$	27,287.03	27,287.03	
Software and Licenses	\$	7,743.65	7,743.65	
Copiers	\$	10,930.66	10,930.66	
Supplies	\$	29,079.56	29,079.56	
Hardware	\$	426.88	426.88	
Telephone Maintenance	\$	3,136.46	3,136.46	
Collections	\$	107,324.69	107,324.69	
Internet and Phone	\$	14,199.91	14,199.91	
Public Access	\$	84,379.55	84,379.55	
Technology	\$	257,221.36	257,221.36	
Insurance	\$	13,556.50	13,556.50	
Shipping	\$	18,782.91	18,782.91	
Professional Development	\$	29,305.84	29,305.84	
Book Van & Mileage	\$	2,271.94	2,271.94	
Professional Fees	\$	32,811.44	32,811.44	
Advertising & Marketing	\$	28,389.06	28,389.06	
Capital Improvements	\$	45,283.12	45,283.12	
Miscellaneous	\$	901.50	901.50	
Total Expenses	\$	5,097,253.89	\$ 5,097,253.89	\$ -
Capital Improvement Fund Transfer			\$ 36,310.68	
Cash Reserve Balance Transfer				\$ 38,282.47
CASH BALANCES		Prior to Transfers		
Cash Reserves	\$	88,320.52		
Checking	\$	1,081,215.38		
Capital Improvement	\$	774,275.84		

Budget Reports
for
January 2022

2022 Regular Budget Report

	<u>January</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES					
Tax Fund		-	\$5,022,000.00	0.00%	\$4,978,000.00
Lost and Repl Fees	2,059.53	2,059.53	\$30,000.00	6.87%	\$15,000.00
NEKLS		-	\$96,000.00	0.00%	\$95,000.00
State Aid		-	\$25,000.00	0.00%	\$25,000.00
Photo Copies	1,028.45	1,028.45	\$10,000.00	10.28%	\$5,000.00
Meeting Room Fees	97.30	97.30	\$5,000.00	1.95%	\$ -
Interest	3.44	3.44	\$2,000.00	0.17%	\$2,000.00
Transfer from Cash Reserves		-	\$47,000.00	0.00%	\$50,000.00
Total Revenues	3,188.72	3,188.72	\$5,237,000.00	\$0.00	\$5,170,000.00
EXPENSES					
		-			
		-			
		-			
Salaries & Wages	228,420.40	228,420.40	\$2,910,000.00	7.85%	\$2,865,000.00
Employee Benefits	37,283.99	37,283.99	\$490,000.00	7.61%	\$460,000.00
Payroll Taxes	39,615.37	39,615.37	\$516,000.00	7.68%	\$500,000.00
Utilities	39.64	39.64	\$100,000.00	0.04%	\$100,000.00
Building Supplies	1,670.90	1,670.90	\$20,000.00	8.35%	\$20,000.00
Building Repairs & Maintenance	15,353.77	15,353.77	\$55,000.00	27.92%	\$55,000.00
Library Supplies	1,408.85	1,408.85	\$25,000.00	5.64%	\$25,000.00
Books & Materials	25,030.72	25,030.72	\$710,000.00	3.53%	\$710,000.00
Processing Supplies	2,987.86	2,987.86	\$45,000.00	6.64%	\$54,000.00
Equipment	12,598.03	12,598.03	\$10,000.00	125.98%	\$10,000.00
Technology	70,169.17	70,169.17	\$250,000.00	28.07%	\$250,000.00
Insurance	-	-	\$16,000.00	0.00%	\$16,000.00
Shipping	2,777.86	2,777.86	\$18,000.00	15.43%	\$18,000.00
Professional Development	3,516.75	3,516.75	\$30,000.00	11.72%	\$30,000.00
Book Van & Mileage	315.23	315.23	\$2,000.00	15.76%	\$2,000.00
Professional Fees	12,383.97	12,383.97	\$20,000.00	61.92%	\$25,000.00
Advertising & Marketing	798.19	798.19	\$20,000.00	3.99%	\$30,000.00
Capital Improvements		-	\$ -		\$ -
Miscellaneous	15,127.53	15,127.53			
Total Expenses	469,498.23	469,498.23	\$5,237,000.00		\$5,170,000.00

	<u>1/1/2022</u> <u>AMOUNT</u>	<u>January</u> <u>Income</u>	<u>January</u> <u>Spending</u>	<u>Remaining</u>		
2022 Outside Funding						
FRIENDS & FOUNDATION		\$ 62,012.29	\$ 139,093.73	\$ 397,663.10		
				\$ -		
OTHER		\$ 7,025.04	\$ 3,245.09	\$ 12,918.67		
Totals		\$ 69,037.33	\$ 142,338.82	\$ 410,581.77	YTD Income	\$ 69,037.33
					YTD Expense	\$ 142,338.82

Lawrence Public Library
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	126,565.28
Checking	445,538.78
Capital Improvement at MIP	<u>774,275.84</u>
Total Checking/Savings	<u>1,346,379.90</u>
Total Current Assets	1,346,379.90
Other Assets	
Petty Cash	<u>605.48</u>
Total Other Assets	<u>605.48</u>
TOTAL ASSETS	<u><u>1,346,985.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>147,073.58</u>
Total Accounts Payable	147,073.58
Other Current Liabilities	
Payroll Liabilities	<u>-2,399.64</u>
Total Other Current Liabilities	<u>-2,399.64</u>
Total Current Liabilities	<u>144,673.94</u>
Total Liabilities	144,673.94
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,287.22
Net Income	<u>-539,611.00</u>
Total Equity	<u>1,202,311.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,346,985.38</u></u>

Lawrence Public Library
Revenues & Expenses
January 2022

	<u>Jan 22</u>	<u>Jan 22</u>
Ordinary Income/Expense		
Income		
Lost and Replacement Fees	2,059.53	2,059.53
Photocopies & Printing	1,028.45	1,028.45
Meeting Room Rentals	97.30	97.30
Interest	3.44	3.44
Outside&Private Funding Income	7,537.33	7,537.33
Total Income	<u>10,726.05</u>	<u>10,726.05</u>
Gross Profit	10,726.05	10,726.05
Expense		
Payroll Expenses	267,832.17	267,832.17
Payroll Taxes	40,934.54	40,934.54
Utilities - Electric	39.64	39.64
Building Supplies	1,670.90	1,670.90
Building Repairs & Maintenance	15,353.77	15,353.77
Library & Office Supplies	1,408.85	1,408.85
Books & Materials	25,030.72	25,030.72
Processing Supplies	2,987.86	2,987.86
Equipment	12,598.03	12,598.03
Technology	70,169.17	70,169.17
Postage & Mailing	2,777.86	2,777.86
Professional Development	3,516.75	3,516.75
Vehicles, Mileage, Maintenance	315.23	315.23
Professional Fees	12,383.97	12,383.97
Marketing-General	798.19	798.19
Miscellaneous	15,127.53	15,127.53
Outside & Private Funding	77,391.87	77,391.87
Total Expense	<u>550,337.05</u>	<u>550,337.05</u>
Net Ordinary Income	<u>-539,611.00</u>	<u>-539,611.00</u>
Net Income	<u><u>-539,611.00</u></u>	<u><u>-539,611.00</u></u>

Lawrence Public Library
Vendor Balance Summary
As of February 20, 2022

	<u>Feb 20, 22</u>
Advance Insurance Company	784.44
Amazon	5,209.57
ASI	50.00
Baker & Taylor, Inc.	191.53
Blackstone Publishing	55.50
Brodart Co.	763.83
Bug Hounds, LLC	250.00
Center Point Large Print	352.53
Century Business Technologies	1,013.17
Demco, Inc.	1,107.52
Downtown Lawrence Inc.	202.50
EBSCO	455.48
Employers Preferred	2,898.00
Emporia State University	1,754.76
Estelle King	27.58
Evergy	9,067.02
Filmtools	580.79
Gale/Cengage Learning	486.30
Ingram Library Services	21,251.75
Jayhawk Trophy Co., Inc.	13.39
Jayhawk Tropical Fish	310.00
Journal-World Media	193.60
Kanopy LLC	3,311.00
Kansas City Star	982.40
KU School of Architecture & Design	46,267.76
Lawrence Sign Up LLC	95.00
Lebestky, Dean	16.00
LFK Press, LLC	1,720.00
Matthew Lord	75.00
MCC-Penn Valley Library	53.99
McGrath Human Resources Group	10,045.00
Middlebury College Library	22.46
Midwest Tape	16,414.83
MSM Systems Inc.	2,519.61
NEKLS	1,261.42
OverDrive	22,374.65
P1 Group, Inc.	5,498.00
Paperboys, Ltd.	1,119.70
Pepperdine, Vicki	68.83
Preferred Lawn Service	510.00
Pro Print Inc.	593.93
Pur-O-Zone, Inc.	1,311.82
Snap Promotions	127.24
Susan Goldberg	250.00
The Chamber	310.00
U.S. Bank - Mastercard	26,075.13
Unique Management Services	412.65
United Parcel Service	2,777.86
VenMill Industries, Inc.	240.00
World Book School and Library	999.00
Y.N.F.W.C.	14,300.00
Yoder, Faith	19.50
TOTAL	<u>206,792.04</u>

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		02/22/2022	Encumbrances	Checking	
General Journal	4642BP	12/31/2021	Encumbrances	Accounts Payable	0.00
General Journal	4645BPR	01/01/2022	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	Electronic	02/21/2022	Advance Insurance Company	Checking	
Bill	March	02/15/2022		Group Life Insurance	-784.44
TOTAL					-784.44
Bill Pmt -Check	Electronic	02/21/2022	Evergy	Checking	
Bill	395301554...	01/31/2022		Utilities - Electric	-9,067.02
TOTAL					-9,067.02
Bill Pmt -Check	Electronic	02/21/2022	U.S. Bank - Mastercard	Checking	
Bill	January	01/31/2022		Miscellaneous	-237.95
				Professional Develop...	-326.63
				Professional Fees	-641.04
				Teen Services Progra...	-806.73
				Professional Develop...	-75.94
				Library & Office Suppli...	-184.03
				Books & Materials	-410.08
				Telephone	-117.79
				Discretionary Costs	-97.98
				Fixed Costs	-9.89
				Discretionary Costs	-53.45
				Discretionary Costs	-493.93
				Vehicles, Mileage, Mai...	-69.21
				Children Services Pro...	-49.16
				Children Services Pro...	-359.70
				Seed Library	-224.99
				Building Supplies	-52.44
				Marketing-General	-264.46
				Marketing-General	-79.18
				Marketing-General	-350.42
				Marketing	-266.02
				Marketing	-4,014.67
				Marketing-General	-1.97
				Professional Develop...	-1,364.18
				Fixed Costs	-19.78
				Professional Fees	-642.39
				Professional Develop...	-1,153.12
				Professional Fees	-19.79
				Teen Services Progra...	-67.39
				Children Services Pro...	-58.36
				Library & Office Suppli...	-76.97
				Books & Materials	-49.44
				Books & Materials	-54.80
				Books & Materials	-44.53
				Library & Office Suppli...	-58.06
				Library & Office Suppli...	-25.71
				Building Supplies	-39.36
				Building Repairs & Mai...	-22.32

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
				Building Repairs & Mai...	-8.69
				Building Supplies	-98.96
				Building Supplies	-103.91
				Building Supplies	-217.76
				Vehicles, Mileage, Mai...	-30.74
				Library & Office Suppli...	-948.96
				IMLS Interns	-471.34
				IMLS Interns	-471.34
				Professional Develop...	-147.09
				Teen Services Progra...	-9.89
				Outreach/Coggins Fund	-2,587.43
				Outreach/Coggins Fund	-578.78
				Professional Develop...	-413.94
				Readers Across Lawre...	-3,502.18
				Children Services Pro...	-41.71
				Telephone	-406.14
				Professional Fees	-271.88
				Professional Fees	-97.99
				Books & Materials	-1,981.60
				Professional Fees	-17.81
				Professional Fees	-21.58
				Professional Fees	-643.39
Bill	Feb	02/01/2022		Books & Materials	-49.75
				Books & Materials	-44.45
				Books & Materials	-14.96
				Books & Materials	-9.00
TOTAL					-26,075.13
Bill Pmt -Check	Electronic	02/21/2022	United Parcel Service	Checking	
Bill	0000506A...	01/31/2022		Postage & Mailing	-2,777.86
TOTAL					-2,777.86
Bill Pmt -Check	Electronic	02/22/2022	ASI	Checking	
Bill		02/01/2022		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	9298	02/22/2022	Blackstone Publishing	Checking	
Bill	2018539	01/20/2022		Books & Materials	-40.51
Bill	2020490	02/01/2022		Books & Materials	-14.99
TOTAL					-55.50
Bill Pmt -Check	9299	02/22/2022	Brodart Co.	Checking	
Bill	595412	01/19/2022		Processing Supplies	-203.83
Bill	3300152	02/15/2022		Processing Supplies	-560.00
TOTAL					-763.83

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9300	02/22/2022	Bug Hounds, LLC	Checking	
Bill	450	01/20/2022		Building Repairs & Mai...	-250.00
TOTAL					-250.00
Bill Pmt -Check	9301	02/22/2022	Center Point Large Print	Checking	
Bill	1905116	01/18/2022		Books & Materials	-128.55
Bill	1911429	02/11/2022		Books & Materials	-223.98
TOTAL					-352.53
Bill Pmt -Check	9302	02/22/2022	Century Business Technologies	Checking	
Bill	612134	01/07/2022		Copying	-235.88
Bill	614844	02/03/2022		Copying	-486.84
Bill	615213	02/15/2022		Copying	-290.45
TOTAL					-1,013.17
Bill Pmt -Check	9303	02/22/2022	Demco, Inc.	Checking	
Bill	7065744	01/14/2022		Processing Supplies	-360.98
Bill	7077501	02/15/2022		Processing Supplies	-746.54
TOTAL					-1,107.52
Bill Pmt -Check	9304	02/22/2022	EBSCO	Checking	
Bill	100017471...	01/19/2022		Books & Materials	-455.48
TOTAL					-455.48
Bill Pmt -Check	9305	02/22/2022	Estelle King	Checking	
Bill	Refund	01/22/2022		Lost and Replacement...	-27.58
TOTAL					-27.58
Bill Pmt -Check	9306	02/22/2022	Filmtools	Checking	
Bill	SI-8277887	01/07/2022		Processing Supplies	-300.79
Bill	SI-8279267	02/03/2022		Processing Supplies	-280.00
TOTAL					-580.79
Bill Pmt -Check	9307	02/22/2022	Jayhawk Trophy Co., Inc.	Checking	
Bill	70752	01/31/2022		Miscellaneous	-13.39
TOTAL					-13.39

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9308	02/22/2022	Jayhawk Tropical Fish	Checking	
Bill	233135	02/03/2022		Aquarium Maintenance	-310.00
TOTAL					-310.00
Bill Pmt -Check	9309	02/22/2022	Journal-World Media	Checking	
Bill	0022631	01/19/2022		Books & Materials	-193.60
TOTAL					-193.60
Bill Pmt -Check	9310	02/22/2022	Kanopy LLC	Checking	
Bill	283358-PPU	02/01/2022		Kanopy	-3,311.00
TOTAL					-3,311.00
Bill Pmt -Check	9311	02/22/2022	Kansas City Star	Checking	
Bill	KCM-4000...	01/07/2022		Books & Materials Professional Fees	-979.17 -3.23
TOTAL					-982.40
Bill Pmt -Check	9312	02/22/2022	Lawrence Sign Up LLC	Checking	
Bill	15876	01/27/2022		Marketing-General	-95.00
TOTAL					-95.00
Bill Pmt -Check	9313	02/22/2022	Leanna Henning	Checking	
Bill	Jan Yoga	03/01/2022		Kansas Health Found...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9314	02/22/2022	Lebestky, Dean	Checking	
Bill	013050539...	02/15/2022		Lost and Replacement...	-16.00
TOTAL					-16.00
Bill Pmt -Check	9315	02/22/2022	LFK Press, LLC	Checking	
Bill	22021101	02/11/2022		Marketing	-1,720.00
TOTAL					-1,720.00
Bill Pmt -Check	9316	02/22/2022	Matthew Lord	Checking	
Bill	Feb	02/15/2022		Children Services Pro...	-75.00
TOTAL					-75.00

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9317	02/22/2022	MCC-Penn Valley Library	Checking	
Bill	202201	01/12/2022		Lost and Replacement...	-53.99
TOTAL					-53.99
Bill Pmt -Check	9318	02/22/2022	McGrath Human Resources G...	Checking	
Bill	1496	01/22/2022		Professional Fees	-10,045.00
TOTAL					-10,045.00
Bill Pmt -Check	9319	02/22/2022	Middlebury College Library	Checking	
Bill	013050773...	02/15/2022		Lost and Replacement...	-22.46
TOTAL					-22.46
Bill Pmt -Check	9320	02/22/2022	P1 Group, Inc.	Checking	
Bill	000115180	02/03/2022		Building Repairs & Mai...	-5,498.00
TOTAL					-5,498.00
Bill Pmt -Check	9321	02/22/2022	Paperboys, Ltd.	Checking	
Bill	2022	02/15/2022		Periodicals	-1,119.70
TOTAL					-1,119.70
Bill Pmt -Check	9322	02/22/2022	Pepperdine, Vicki	Checking	
Bill	Refund	02/15/2022		Lost and Replacement...	-68.83
TOTAL					-68.83
Bill Pmt -Check	9323	02/22/2022	Preferred Lawn Service	Checking	
Bill	41039	01/15/2022		Building Repairs & Mai...	-255.00
Bill	41106	02/02/2022		Building Repairs & Mai...	-255.00
TOTAL					-510.00
Bill Pmt -Check	9324	02/22/2022	Pro Print Inc.	Checking	
Bill	105343	01/21/2022		Outreach/Coggins Fund	-593.93
TOTAL					-593.93
Bill Pmt -Check	9325	02/22/2022	Snap Promotions	Checking	
Bill	21122101	02/03/2022		Miscellaneous	-127.24
TOTAL					-127.24

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9326	02/22/2022	Unique Management Services	Checking	
Bill	6097850	02/01/2022		Professional Fees	-126.25
Bill	6097849	02/01/2022		Professional Fees	-286.40
TOTAL					-412.65
Bill Pmt -Check	9327	02/22/2022	VenMill Industries, Inc.	Checking	
Bill	15463	02/15/2022		Equipment	-240.00
TOTAL					-240.00
Bill Pmt -Check	9328	02/22/2022	World Book School and Library	Checking	
Bill	0001630882	01/18/2022		Books & Materials	-999.00
TOTAL					-999.00
Bill Pmt -Check	9329	02/22/2022	Yoder, Faith	Checking	
Bill	Refund	02/15/2022		Lost and Replacement...	-19.50
TOTAL					-19.50
Check	29115	02/04/2022	Kansas Municipal Investment ...	Checking	
				MIP Operating Funds	-2,000,000.00
TOTAL					-2,000,000.00
Bill Pmt -Check	29116	02/22/2022	Amazon	Checking	
Bill	695864847...	01/03/2022		Books & Materials	-2.34
Bill	889497863...	01/12/2022		Library & Office Suppli...	-19.99
Bill	48794376...	01/15/2022		Books & Materials	-85.13
Bill	886973498...	01/19/2022		Sound & Vision	-183.98
				Sound & Vision	-136.30
				Sound & Vision	-251.99
				Sound & Vision	-589.00
Bill	964336947...	01/19/2022		Library & Office Suppli...	-103.92
Bill	487943766...	01/19/2022		Books & Materials	-46.94
Bill	734435635...	01/19/2022		Books & Materials	-100.64
Bill	456776488...	01/19/2022		Books & Materials	-12.99
Bill	645569873...	01/19/2022		Books & Materials	-16.00
Bill	799799437...	01/19/2022		Books & Materials	-9.96
Bill	463487646...	01/19/2022		Books & Materials	-44.99
Bill	876734568...	01/19/2022		Books & Materials	-42.98
Bill	834458498...	01/19/2022		Books & Materials	-39.29
Bill	895587934...	01/19/2022		Books & Materials	-28.98
Bill	937344559...	01/19/2022		Books & Materials	-277.54
Bill	547796968...	01/19/2022		Books & Materials	-277.52
Bill	563573465...	01/24/2022		Children Services Pro...	-71.18
Bill	695883497...	01/25/2022		Children Services Pro...	-82.96
Bill	467746844...	01/25/2022		Books & Materials	-23.71
Bill	567977637...	01/25/2022		Books & Materials	-19.74
Bill	444638879...	01/25/2022		Books & Materials	-12.72

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	873945456...	01/25/2022		Books & Materials	-24.97
Bill	884736874...	01/25/2022		Books & Materials	-12.92
Bill	658977956...	01/25/2022		Books & Materials	-16.97
Bill	466597533...	01/25/2022		Books & Materials	-101.76
Bill	945955877...	01/25/2022		Books & Materials	-18.71
Bill	633654745...	01/25/2022		Books & Materials	-20.49
Bill	466885977...	01/25/2022		Books & Materials	-125.09
Bill	439933943...	01/25/2022		Books & Materials	-218.10
Bill	693879673...	01/25/2022		Books & Materials	-39.75
Bill	893969758...	01/26/2022		Processing Supplies	-189.80
Bill	435463355...	01/27/2022		Processing Supplies	-133.20
Bill	973889958...	01/27/2022		Building Supplies	-72.96
Bill	464384943...	01/27/2022		Children Services Pro...	-110.00
Bill	497985583...	01/31/2022		Processing Supplies	-11.95
Bill	433789536...	02/01/2022		Library & Office Suppli...	-249.98
Bill	869944777...	02/01/2022		Books & Materials	-19.99
Bill	557379594...	02/01/2022		Books & Materials	-29.09
Bill	473379978...	02/08/2022		Books & Materials	-24.85
Bill	867649788...	02/08/2022		Books & Materials	-114.90
Bill	536938476...	02/08/2022		Books & Materials	-179.97
Bill	468548846...	02/08/2022		Books & Materials	-23.91
Bill	549788387...	02/08/2022		Books & Materials	-20.25
Bill	879886563...	02/08/2022		Books & Materials	-119.52
Bill	539858545...	02/08/2022		Books & Materials	-15.98
Bill	547378354...	02/08/2022		Books & Materials	-12.35
Bill	979874699...	02/08/2022		Books & Materials	-11.99
Bill	646839765...	02/08/2022		Books & Materials	-9.35
Bill	464983463...	02/08/2022		Books & Materials	-21.54
Bill	633675953...	02/08/2022		Books & Materials	-34.41
Bill	863373785...	02/08/2022		Books & Materials	-20.39
Bill	987693394...	02/08/2022		Books & Materials	-38.90
Bill	448483497...	02/08/2022		Books & Materials	-40.65
Bill	536587843...	02/08/2022		Books & Materials	-54.99
Bill	439584573...	02/09/2022		Marketing-General	-25.99
Bill	948794335...	02/10/2022		Miscellaneous	-9.98
Bill	657789799...	02/10/2022		Miscellaneous	-117.43
Bill	799547699...	02/10/2022		Miscellaneous	-11.55
Bill	596396574...	02/10/2022		Miscellaneous	-26.46
Bill	634484879...	02/11/2022		Books & Materials	-22.69
Bill	459534645...	02/11/2022		Books & Materials	-52.98
				Books & Materials	-108.86
				Books & Materials	-49.00
				Books & Materials	-30.98
Bill	494558584...	02/11/2022		Books & Materials	-20.00
Bill	796665888...	02/11/2022		Books & Materials	-25.31
Bill	673989467...	02/11/2022		Books & Materials	-15.99
Bill	689956939...	02/11/2022		Books & Materials	-11.89
Bill	947579583...	02/11/2022		Books & Materials	-59.99
TOTAL					-5,209.57

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29117	02/22/2022	Baker & Taylor, Inc.	Checking	
Bill	2036361380	01/18/2022		Books & Materials	-65.61
Bill	2036361381	01/18/2022		Processing Supplies	-0.80
Bill	2036420628	01/27/2022		Books & Materials	-28.66
Bill	2036420629	01/27/2022		Processing Supplies	-1.39
Bill	2036474247	02/09/2022		Books & Materials	-60.56
Bill	2036474298	02/09/2022		Processing Supplies	-0.80
Bill	2036495009	02/11/2022		Books & Materials	-33.31
Bill	2036495010	02/11/2022		Processing Supplies	-0.40
TOTAL					-191.53
Bill Pmt -Check	29118	02/22/2022	Downtown Lawrence Inc.	Checking	
Bill	2021-623	01/04/2022		Membership & Dues	-202.50
TOTAL					-202.50
Bill Pmt -Check	29119	02/22/2022	Employers Preferred	Checking	
Bill	EIG 22351...	02/01/2022		Liability Insurance	-2,898.00
TOTAL					-2,898.00
Bill Pmt -Check	29120	02/22/2022	Emporia State University	Checking	
Bill	S0066128	02/15/2022		IMLS Interns	-675.64
Bill	S0066128	02/15/2022		IMLS Interns	-1,079.12
TOTAL					-1,754.76
Bill Pmt -Check	29121	02/22/2022	Gale/Cengage Learning	Checking	
Bill	76515785	01/19/2022		Books & Materials	-27.29
Bill	76481744	01/19/2022		Books & Materials	-25.89
Bill	76649928	01/25/2022		Books & Materials	-69.97
Bill	76737488	01/26/2022		Books & Materials	-72.77
Bill	76694289	01/26/2022		Books & Materials	-169.33
Bill	76766513	02/01/2022		Books & Materials	-26.59
Bill	77120932	02/11/2022		Books & Materials	-94.46
TOTAL					-486.30
Bill Pmt -Check	29122	02/22/2022	Ingram Library Services	Checking	
Bill	57081573	01/18/2022		Books & Materials	-14.78
Bill	57150555	01/18/2022		Books & Materials	-132.49
Bill	57178020	01/18/2022		Books & Materials	-380.05
Bill	57178018	01/18/2022		Books & Materials	-419.44
Bill	57097874	01/18/2022		Books & Materials	-91.72
Bill	57124436	01/18/2022		Books & Materials	-871.56
Bill	57055838	01/18/2022		Books & Materials	-386.85
Bill	57023191	01/18/2022		Books & Materials	-246.60
Bill	57055840	01/18/2022		Books & Materials	-51.08
Bill	57055841	01/18/2022		Processing Supplies	-5.94
Bill	57023192	01/18/2022		Processing Supplies	-27.65

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	57055839	01/18/2022		Processing Supplies	-27.72
Bill	57124437	01/18/2022		Processing Supplies	-101.70
Bill	57097875	01/18/2022		Processing Supplies	-1.20
Bill	57178019	01/18/2022		Processing Supplies	-28.95
Bill	57178021	01/18/2022		Processing Supplies	-49.75
Bill	57150556	01/18/2022		Processing Supplies	-15.05
Bill	57150554	01/18/2022		Readers Across Lawre...	-71.75
				Books & Materials	-14.79
Bill	57150565	01/18/2022		Memorials/Honor w/ B...	-13.79
Bill	57150566	01/18/2022		Memorials/Honor w/ B...	-2.05
Bill	57150557	01/19/2022		Books & Materials	-759.81
Bill	57150563	01/19/2022		Books & Materials	-14.99
Bill	57150561	01/19/2022		Books & Materials	-14.99
Bill	57150559	01/19/2022		Books & Materials	-763.44
Bill	57150562	01/19/2022		Processing Supplies	-0.20
Bill	57150564	01/19/2022		Processing Supplies	-0.20
Bill	57150560	01/19/2022		Processing Supplies	-58.21
Bill	57150558	01/19/2022		Processing Supplies	-65.79
Bill	57266798	01/24/2022		Books & Materials	-71.04
Bill	57208496	01/24/2022		Books & Materials	-348.38
Bill	57299605	01/24/2022		Books & Materials	-10.17
Bill	57299606	01/24/2022		Processing Supplies	-2.05
Bill	57208497	01/24/2022		Processing Supplies	-32.04
Bill	57266799	01/24/2022		Processing Supplies	-9.52
Bill	57313261	01/25/2022		Children Services Pro...	-47.90
Bill	57285401	01/25/2022		Books & Materials	-350.92
Bill	57285403	01/25/2022		Books & Materials	-231.92
Bill	57252179	01/25/2022		Books & Materials	-2,659.22
Bill	57252180	01/25/2022		Processing Supplies	-238.92
Bill	57285404	01/25/2022		Processing Supplies	-23.55
Bill	57285402	01/25/2022		Processing Supplies	-24.14
Bill	57366424	01/26/2022		Books & Materials	-187.47
Bill	57345100	01/26/2022		Books & Materials	-658.47
Bill	57345101	01/26/2022		Processing Supplies	-70.85
Bill	57366425	01/26/2022		Processing Supplies	-21.61
Bill	57399857	01/27/2022		Books & Materials	-1,075.82
Bill	57345102	01/27/2022		Books & Materials	-325.63
Bill	57345103	01/27/2022		Processing Supplies	-21.15
Bill	57399859	01/27/2022		Processing Supplies	-135.62
Bill	57386469	01/31/2022		Books & Materials	-1,427.31
Bill	57386470	01/31/2022		Processing Supplies	-169.65
Bill	57473270	02/01/2022		Books & Materials	-811.83
Bill	57442683	02/01/2022		Books & Materials	-743.53
Bill	57415562	02/01/2022		Books & Materials	-60.56
Bill	57428226	02/01/2022		Books & Materials	-102.05
Bill	57415558	02/01/2022		Books & Materials	-296.59
Bill	57415557	02/01/2022		Books & Materials	-5.12
Bill	57415560	02/01/2022		Books & Materials	-46.71
Bill	57442684	02/01/2022		Processing Supplies	-72.17
Bill	57415561	02/01/2022		Processing Supplies	-2.76
Bill	57415559	02/01/2022		Processing Supplies	-20.56
Bill	57428227	02/01/2022		Processing Supplies	-20.70
Bill	57415563	02/01/2022		Processing Supplies	-0.80
Bill	57483231	02/04/2022		Books & Materials	-175.16
Bill	57526043	02/04/2022		Books & Materials	-138.38
Bill	57526045	02/04/2022		Books & Materials	-92.62
Bill	57483232	02/04/2022		Processing Supplies	-18.94
Bill	57526044	02/04/2022		Processing Supplies	-20.28
Bill	57526046	02/04/2022		Processing Supplies	-8.80
Bill	57473271	02/04/2022		Processing Supplies	-105.90
Bill	57508340	02/07/2022		Books & Materials	-401.45
Bill	57508341	02/07/2022		Processing Supplies	-27.93

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	57592994	02/09/2022		Books & Materials	-1,466.26
Bill	57637454	02/09/2022		Books & Materials	-611.00
Bill	57626163	02/09/2022		Books & Materials	-16.53
Bill	57637452	02/09/2022		Books & Materials	-273.32
Bill	57607591	02/09/2022		Books & Materials	-440.60
Bill	57592995	02/09/2022		Processing Supplies	-129.01
Bill	57637455	02/09/2022		Processing Supplies	-54.66
Bill	57637453	02/09/2022		Processing Supplies	-30.31
Bill	57607592	02/09/2022		Processing Supplies	-66.67
Bill	57696290	02/11/2022		Books & Materials	-52.17
Bill	57696288	02/11/2022		Books & Materials	-114.80
Bill	57660243	02/11/2022		Books & Materials	-712.24
Bill	57707795	02/11/2022		Books & Materials	-421.89
Bill	57696291	02/11/2022		Processing Supplies	-0.60
Bill	57696289	02/11/2022		Processing Supplies	-8.90
Bill	57660244	02/11/2022		Processing Supplies	-49.08
Bill	57707796	02/11/2022		Processing Supplies	-44.52
Bill	57719630	02/14/2022		Books & Materials	-731.10
Bill	57719631	02/14/2022		Processing Supplies	-79.36
TOTAL					-21,251.75
Bill Pmt -Check	29123	02/22/2022	KU School of Architecture & D...	Checking	
Bill	Dottie Retr...	01/22/2022		Block Grant	-46,267.76
TOTAL					-46,267.76
Bill Pmt -Check	29124	02/22/2022	Midwest Tape	Checking	
Bill	501518687	01/12/2022		Books & Materials	-1,092.97
Bill	501518688	01/12/2022		Books & Materials	-59.98
Bill	501545640	01/18/2022		Books & Materials	-409.63
Bill	501545641	01/18/2022		Books & Materials	-39.99
Bill	501545010	01/18/2022		Books & Materials	-218.17
Bill	501544498	01/18/2022		Books & Materials	-63.69
Bill	501572026	01/24/2022		Books & Materials	-48.73
Bill	501572023	01/24/2022		Books & Materials	-32.07
Bill	501572024	01/24/2022		Books & Materials	-11.99
Bill	501580326	01/26/2022		Books & Materials	-674.67
Bill	501580327	01/26/2022		Books & Materials	-99.98
Bill	501580328	01/26/2022		Books & Materials	-23.38
Bill	501626928	01/31/2022		Processing Supplies	-137.75
Bill	501629067	02/01/2022		Books & Materials	-10,836.00
Bill	501601578	02/01/2022		Books & Materials	-185.93
Bill	501610456	02/04/2022		Books & Materials	-553.54
Bill	501610457	02/04/2022		Books & Materials	-326.92
Bill	501632543	02/07/2022		Books & Materials	-157.44
Bill	501632541	02/07/2022		Books & Materials	-306.63
Bill	501646089	02/09/2022		Books & Materials	-623.65
Bill	501646100	02/09/2022		Books & Materials	-236.93
Bill	501667858	02/14/2022		Books & Materials	-156.70
Bill	501667856	02/14/2022		Books & Materials	-118.09
TOTAL					-16,414.83

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29125	02/22/2022	MSM Systems Inc.	Checking	
Bill	205767	01/20/2022		Equipment	-2,519.61
TOTAL					-2,519.61
Bill Pmt -Check	29126	02/22/2022	NEKLS	Checking	
Bill	November	02/15/2022		Software & Licenses	-1,261.42
TOTAL					-1,261.42
Bill Pmt -Check	29127	02/22/2022	OverDrive	Checking	
Bill	06809CO2...	01/12/2022		Books & Materials	-1,318.78
Bill	06809CO2...	01/12/2022		Books & Materials	-283.54
Bill	06809CO2...	01/12/2022		Books & Materials	-345.21
Bill	06809CO2...	01/12/2022		Books & Materials	-138.15
Bill	06809CO2...	01/12/2022		Books & Materials	-896.52
Bill	06809CO2...	01/12/2022		Books & Materials	-309.52
Bill	06809CO2...	01/12/2022		Books & Materials	-111.98
Bill	06809CO2...	01/12/2022		Books & Materials	-214.47
Bill	06809CO2...	01/12/2022		Books & Materials	-618.15
Bill	06809DA2...	01/12/2022		Books & Materials	-59.99
				Hoopla	-82.00
				Digital Resources (GDR)	-195.00
Bill	06809co22...	01/19/2022		Books & Materials	-142.93
Bill	06809CO2...	01/19/2022		Books & Materials	-139.47
Bill	06809CO2...	01/19/2022		Books & Materials	-170.48
Bill	06809CO2...	01/19/2022		Books & Materials	-221.99
Bill	06809CO2...	01/19/2022		Books & Materials	-1,556.85
Bill	06809CO2...	01/19/2022		Books & Materials	-1,938.59
Bill	06809DA2...	01/19/2022		Books & Materials	-127.49
				Digital Resources (GDR)	-122.50
Bill	06809DA2...	01/19/2022		Digital Resources (GDR)	-2.99
Bill	06809DA2...	01/20/2022		Books & Materials	-47.95
Bill	06809CO2...	01/26/2022		Books & Materials	-205.20
Bill	06809CO2...	01/26/2022		Books & Materials	-794.46
Bill	06809DA2...	01/26/2022		Books & Materials	-21.25
				Digital Resources (GDR)	-48.75
Bill	06809CO2...	02/02/2022		Books & Materials	-1,356.60
Bill	06809CO2...	02/03/2022		Books & Materials	-749.56
Bill	06809CO2...	02/03/2022		Books & Materials	-365.34
Bill	06809CO2...	02/03/2022		Books & Materials	-500.92
Bill	06809CO2...	02/03/2022		Books & Materials	-720.91
Bill	06809CO2...	02/03/2022		Books & Materials	-867.72
Bill	06809CO2...	02/09/2022		Books & Materials	-376.34
Bill	06809CO2...	02/09/2022		Books & Materials	-358.09
Bill	06809CO2...	02/09/2022		Books & Materials	-337.94
Bill	06809CO2...	02/09/2022		Books & Materials	-481.41
Bill	06809CO2...	02/09/2022		Books & Materials	-1,369.65
Bill	06809CO2...	02/09/2022		Books & Materials	-1,202.95
Bill	06809DA2...	02/09/2022		Books & Materials	-92.00
Bill	06809DA2...	02/09/2022		Books & Materials	-85.50
Bill	06809DA2...	02/09/2022		Books & Materials	-24.99
Bill	06809DA2...	02/09/2022		Books & Materials	-235.50

11:33 AM
02/16/22

Lawrence Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CP2...	02/09/2022		Books & Materials	-135.02
Bill	H-0083463	02/09/2022		Books & Materials	-3,000.00
TOTAL					-22,374.65
Bill Pmt -Check	29128	02/22/2022	Pur-O-Zone, Inc.	Checking	
Bill	845920	01/12/2022		Building Repairs & Mai...	-39.00
Bill	845919	01/12/2022		Building Repairs & Mai...	-49.00
Bill	845918	01/12/2022		Building Repairs & Mai...	-59.00
Bill	845917	01/12/2022		Building Repairs & Mai...	-59.00
Bill	846520	01/27/2022		Building Supplies	-698.68
Bill	847541	02/10/2022		Building Supplies	-407.14
TOTAL					-1,311.82
Bill Pmt -Check	29129	02/22/2022	Susan Goldberg	Checking	
Bill	February	02/20/2022		Adult Programming	-250.00
TOTAL					-250.00
Bill Pmt -Check	29130	02/22/2022	The Chamber	Checking	
Bill	518264	02/03/2022		Membership & Dues	-310.00
TOTAL					-310.00
Bill Pmt -Check	29131	02/22/2022	Y.N.F.W.C.	Checking	
Bill	2201	01/12/2022		Building Repairs & Mai...	-14,300.00
TOTAL					-14,300.00

Lawrence Public Library

Statistical Summary - JANUARY 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	24,620							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	48,522							
Cardholders transacting - <i>current month</i>	13,568							
Cardholders added - <i>current month</i>	633							
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 mutliple service points)	7,391	49,257	42,888		53%	47%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	23,789			54,193				
Website - Kaw Valley Jukebox	100			137				
Website - Digital Douglas County (Sessions)	331			405				
Social Media Interactions (Facebook & Twitter)				3,594				
Social Media Reach (Facebook & Twitter)				155,457				
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	26,873	15,122	41,995		29%	16%	46%	
Teen Total	2,519	1,731	4,250		3%	2%	5%	
Childrens Total	22,848	2,882	25,730		25%	3%	28%	
Total AV Media Room	17,129	2,687	19,816		19%	3%	22%	
Total Library of Things	192	0	192		0%	0%	0%	
Total all collections	69,561	22,422	91,983		76%	24%	100%	

Lawrence Public Library

Statistical Summary - JANUARY 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	189,594	20,226	209,820		90%	10%	100%	
Added	1,840	318	2,158		85%	15%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,803	126	2,929		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-1,316	205	-1,111					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		5,172	1,797	6,969	74%	26%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,741	16,558		4				
Other Public Services				Total sessions				
Public Computer Usage				2091				
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	2	14	29	12	25	81	558	357
Total Programs Offered				57				
Total Program Attendance								1021
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	66.16	65.13	2%					

Full Statistical Report - JANUARY 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	24,620							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	40,318	83%						
Douglas County residents (excluding Lawrence residents)	2,049	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4,143	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	2,012	4%						
Total Cardholders transacting in last 3 years	48,522	100%						
Cardholders transacting - current month	13,568							
% of Cardholders transacting - current month	28%							
Cardholders added - current month	633							
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	105	737		7				
Book Lockers	229	1272		6				
Outreach	0	0		#DIV/0!				
Main Library Checktouts + Renewals	5,500	47248		9				
Digital Collections	Not available		22,422	Not available				
Online renewals - patron-initiated	1,500		6,847	5				
Automatic renewals (no patron action)	3,217		13,619	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	7,391	49,257	42,888	N/A	53%	47%	100%	

Lawrence Public Library

Full Statistical Report - JANUARY 2022

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	23,789			54,193					
Website - Kaw Valley Jukebox	100			137					
Website - Digital Douglas County (Sessions)	331			405					
Social Media Interactions (Facebook & Twitter)				3,594					
Social Media Reach (Facebook & Twitter)				155,457					
	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	24,428	6,711	31,139	74%		27%	7%	34%	
Adult Graphic Novels	998	59	1,057	3%		1%	0%	1%	
Adult Magazines	601	372	973	2%		1%	0%	1%	
Adult Audiobooks (including language instruction)	846	7,980	8,826	21%		1%	9%	10%	
Adult Total	26,873	15,122	41,995	100%		29%	16%	46%	
Teen Books	1,469	735	2,204	52%		2%	1%	2%	
Teen Graphic Novels and Manga	1,029	162	1,191	28%		1%	0%	1%	
Teen Magazines	3	0	3	0%		1%	0%	0%	
Teen Audiobooks	18	834	852	20%		0%	1%	1%	
Teen Total	2,519	1,731	4,250	100%		3%	2%	5%	
Children's Books, NF Videos & Kits	18,825	1,280	20,105	78%		20%	1%	22%	
Children's Graphic Novels	2,905	53	2,958	11%		3%	0%	3%	
Children's Magazines	107	0	107	0%		0%	0%	0%	
Children's Music CDs	218	0	218	1%		0%	0%	0%	
Children's Audiobooks & Readalongs	793	1,549	2,342	9%		1%	2%	3%	
Childrens Total	22,848	2,882	25,730	100%		25%	3%	28%	
AV Media Room - Feature Films (Adult and Family) and All	9,265	2,687	11,952	60%		10%	3%	13%	
AV Media Room - TV Shows	3,349	0	3,349	17%		4%	0%	4%	
AV Media Room - Non-Fiction DVDs	867	0	867	4%		1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,226	0	1,226	6%		1%	0%	1%	
AV Media Room - Adult Music CDs	2,422	0	2,422	12%		3%	0%	3%	
Total AV Media Room	17,129	2,687	19,816	100%		19%	3%	22%	
Library of Things - Boardgames and Game Guides	147	0	147	77%		0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	7	0	7	4%		0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	38	0	38	20%		0%	0%	0%	
Total Library of Things	192	0	192	100%		0%	0%	0%	
Total all collections	69,561	22,422	91,983	100%		76%	24%	100%	

Lawrence Public Library

Full Statistical Report - JANUARY 2022

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)	88,771	6,810	95,581		42%	3%	46%	
Adult Audiobooks & Language Instruction	6,180	4,669	10,849		3%	2%	5%	
Total Adult Collection	94,951	11,479	106,430		45%	5%	51%	
Teen Book & Other Print Formats	9,450	2,135	11,585		5%	1%	6%	
Teen Audiobooks	291	1,046	1,337		0%	0%	1%	
Total Teen Collection	9,741	3,181	12,922		5%	2%	6%	
Children's Book & Other Print Formats	53,546	3,920	57,466		26%	2%	27%	
Children's Audiobooks & Language Instruction	1,800	1,646	3,446		1%	1%	2%	
Children's Video and Music	1,965	0	1,965		1%	0%	1%	
Total Children's Collection	57,311	5,566	62,877		27%	3%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,454	0	27,454		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	137	0	137		0%	0%	0%	
Total All Holdings	189,594	20,226	209,820		90%	10%	100%	
Added	1,840	318	2,158		85%	15%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,803	126	2,929		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-1,316	205	-1,111					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,289	1,658	3,947	33%	24%	57%	
Info Services Interactions		1,172	56	1,228	17%	1%	18%	
Readers Services Interactions		379	0	379	5%	0%	5%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		28	1	29	0%	0%	0%	
Teen Interactions		132	35	167	2%	1%	2%	
Children's Interactions		419	0	419	6%	0%	6%	
Public Technology Interactions		652	47	699	9%	1%	10%	
Website - Contact Us Forms + Social Media		101	0	101	1%	0%	1%	
Total Service Interactions		5,172	1,797	6,969	74%	26%	100%	

Full Statistical Report - JANUARY 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,582	19,432		5				
Holds Filled	3,741	16,558		4				
Holds Unclaimed	1,290	2,487		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		29.03%						
Other Public Services				Total sessions				
Public Computer Usage				2091				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms + Auditorium	49	83		52%				
Public-Sponsored Uses of Study Rooms	144	249		36%				
Public-Sponsored Uses of S+V Studios	16	24		24%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	193	399		2.1				
Interlibrary Loan Items Loaned from LPL Collection	242	552		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	9	18	2	0	57	304	15
Teen Programs (12-17)	0	5	3	0	0	24	10	0
Children Programs (birth-5)	0	0	3	9	0	0	145	252
Children Programs (6-11) (Includes family programs)	2	0	5	1	25	0	99	90
Total By Type	2	14	29	12	25	81	558	357
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	2	14	29	12	25	81	558	357
Total By Event	2	14	29	12	25	81	558	357
Total Programs Offered				57				
Total Program Attendance								1021

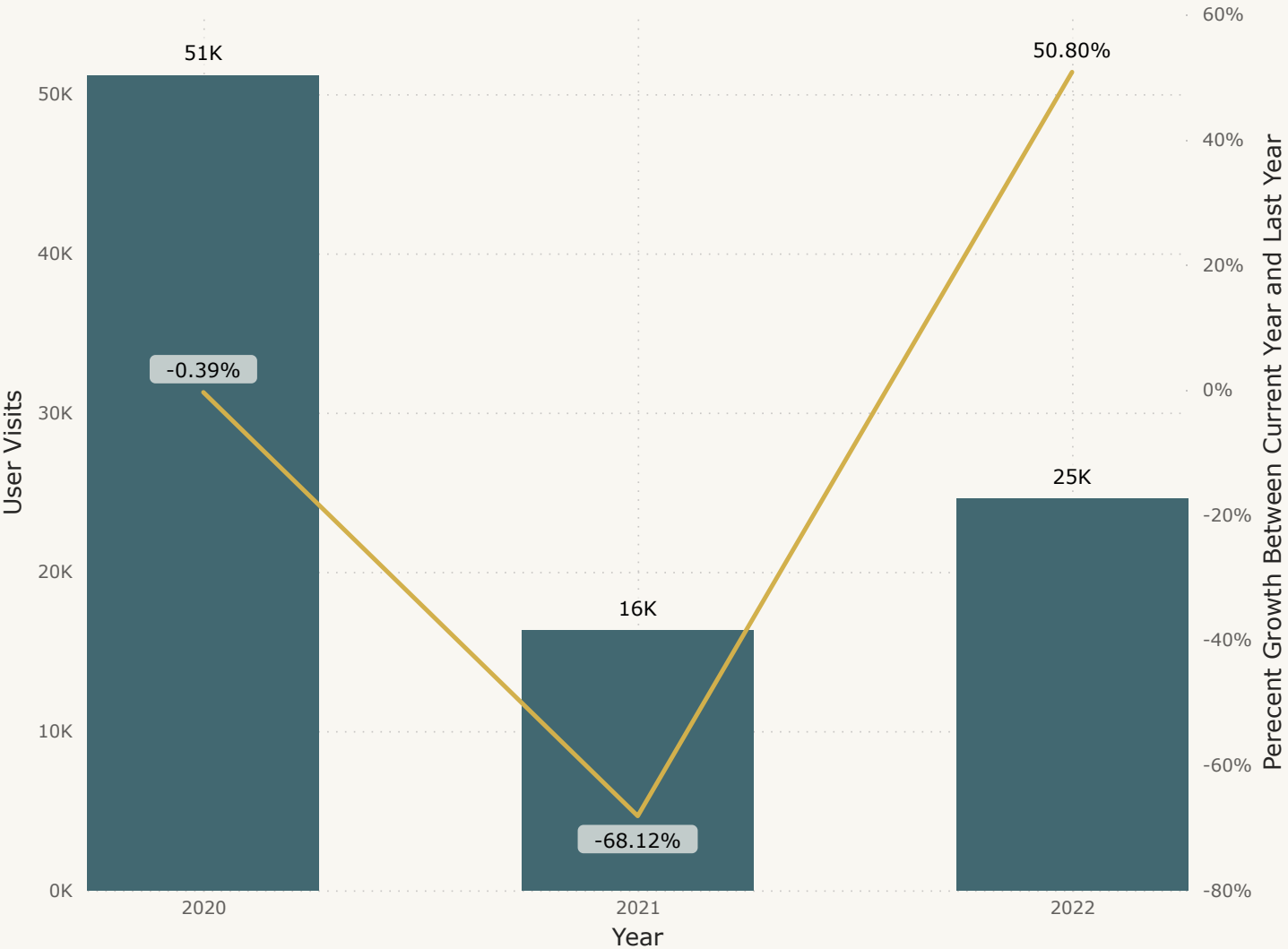
Lawrence Public Library

Full Statistical Report - JANUARY 2022

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2022	2021	2022 v 2021			2022	2021		
Total Paid Staff, in Full-Time Equivalents	66.16	65.13	2%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.65	1%						
Number of Employees--Total	83	80	4%						
Number of Employees--Full-Time	42	42	0%						
Number of Employees--Part-Time	41	38	8%						
Terminations	1	1	0%			1	1	0%	
Hirings	1	0				1	0	#DIV/0!	
Volunteer Hours	435	35	1143%			435	35.0	1143%	

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

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

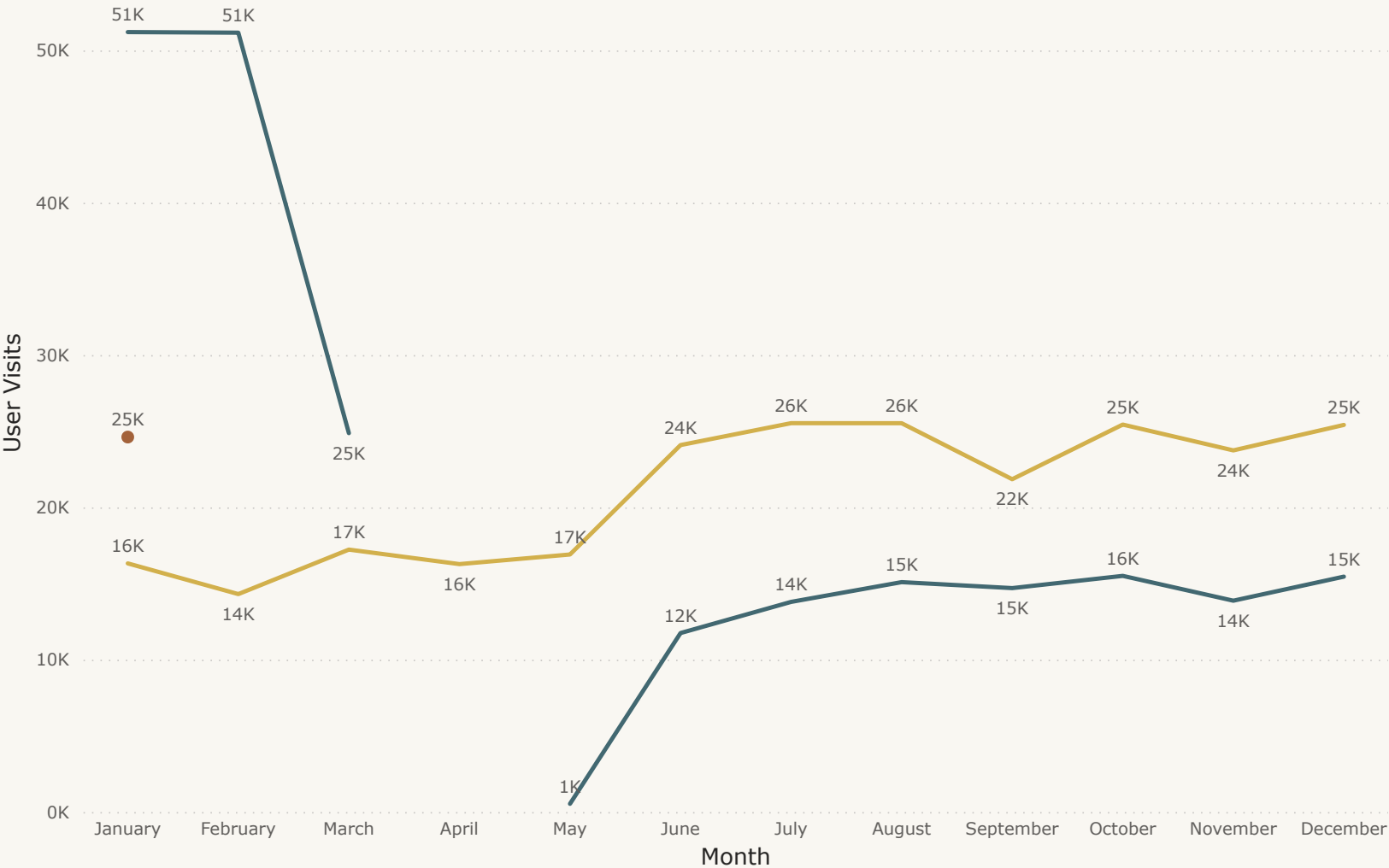


50.80%

Percent Growth Between Current Year and Last Year

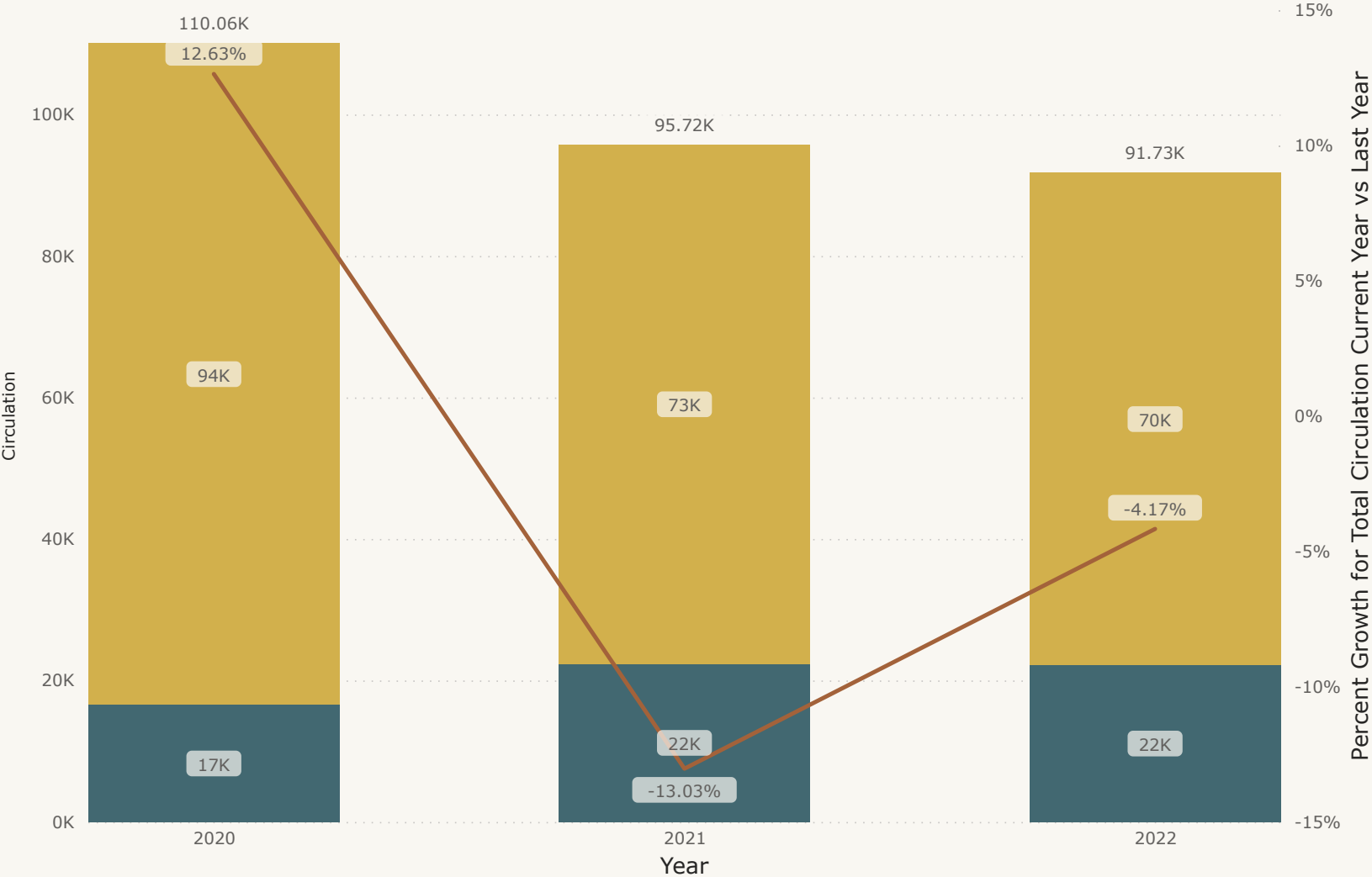
Total User Visits: 3 Year Comparison

Year ● 2020 ● 2021 ● 2022



Total Circulation: 3 YR Comparison : YTD (Jan)

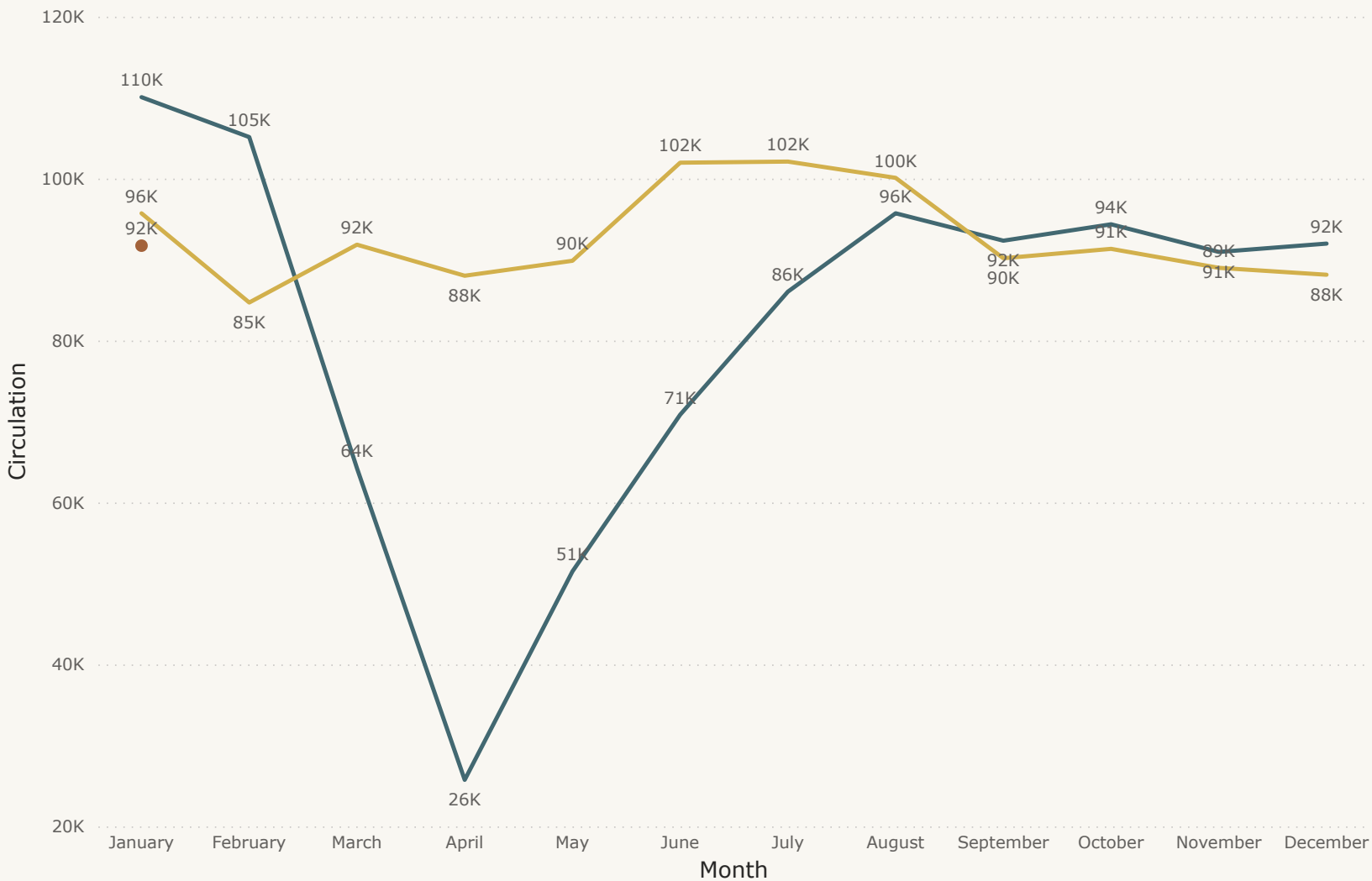
Digital Format vs Physical Format Digital Physical Percent Growth for Total Circulation Current Year vs Last Year



-4.17%
Percent Growth Current
Year vs Last Year

Total Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

Multiple selections



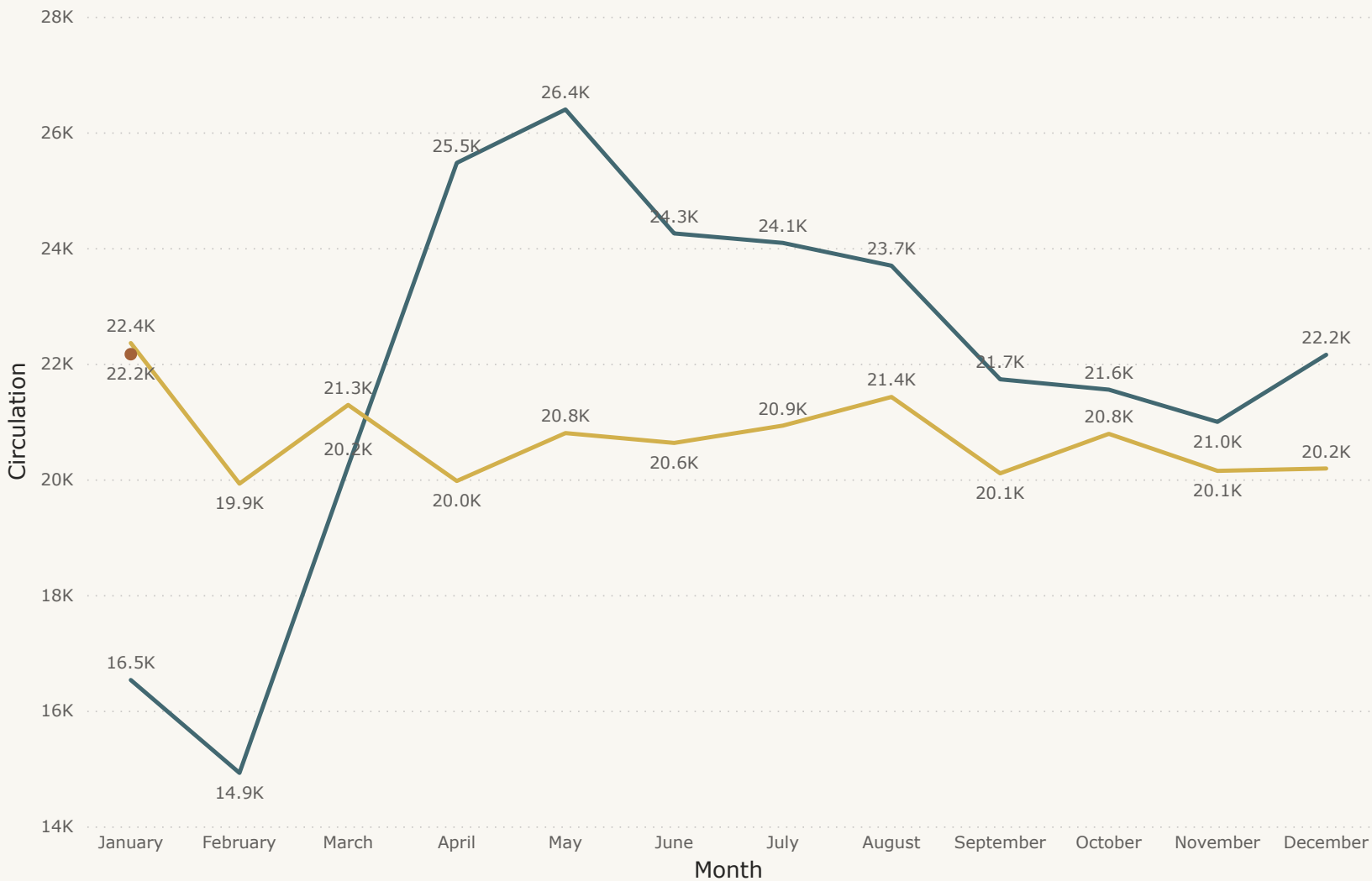
Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

All



Digital Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

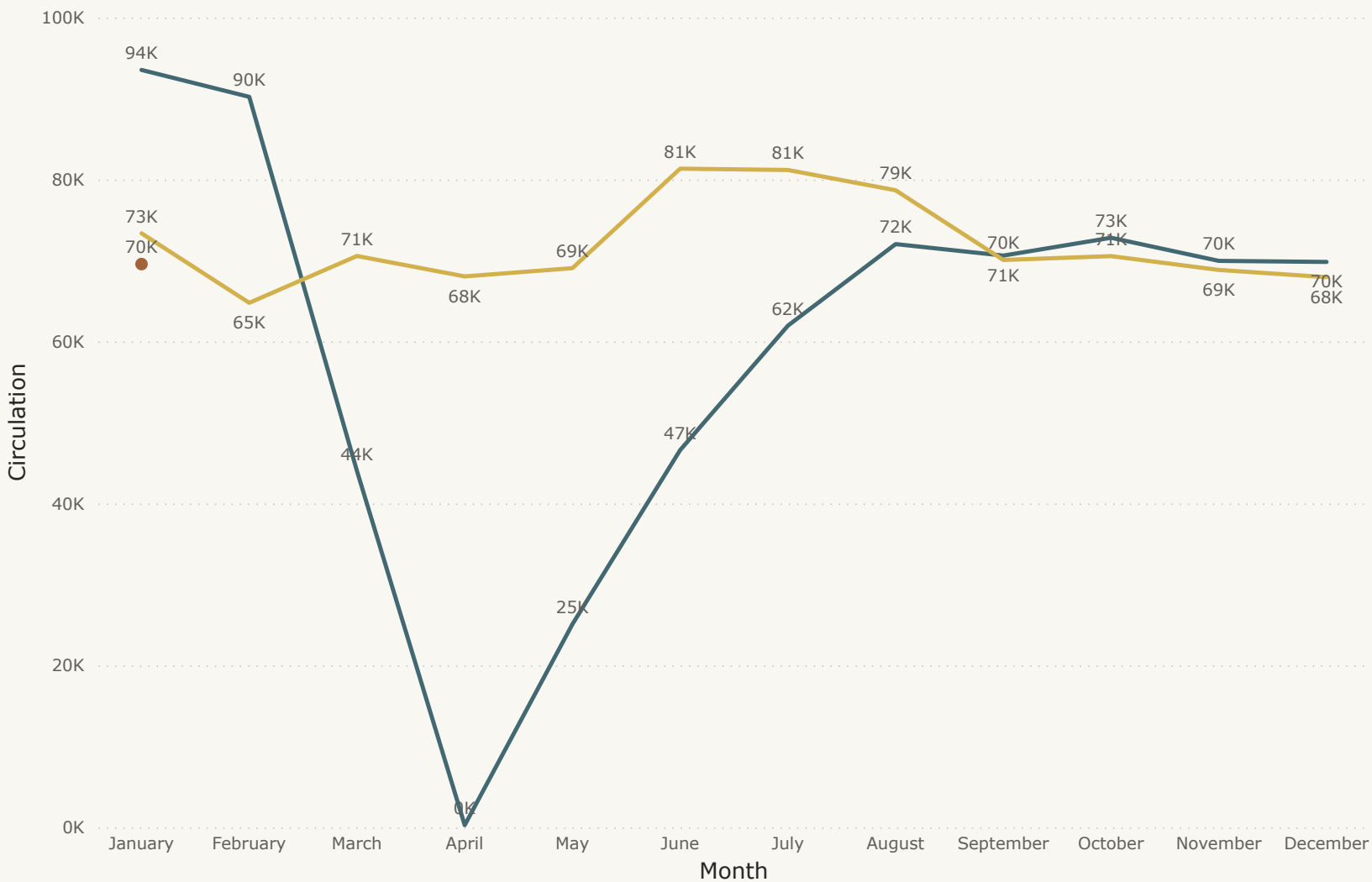
Digital

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

All

Physical Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

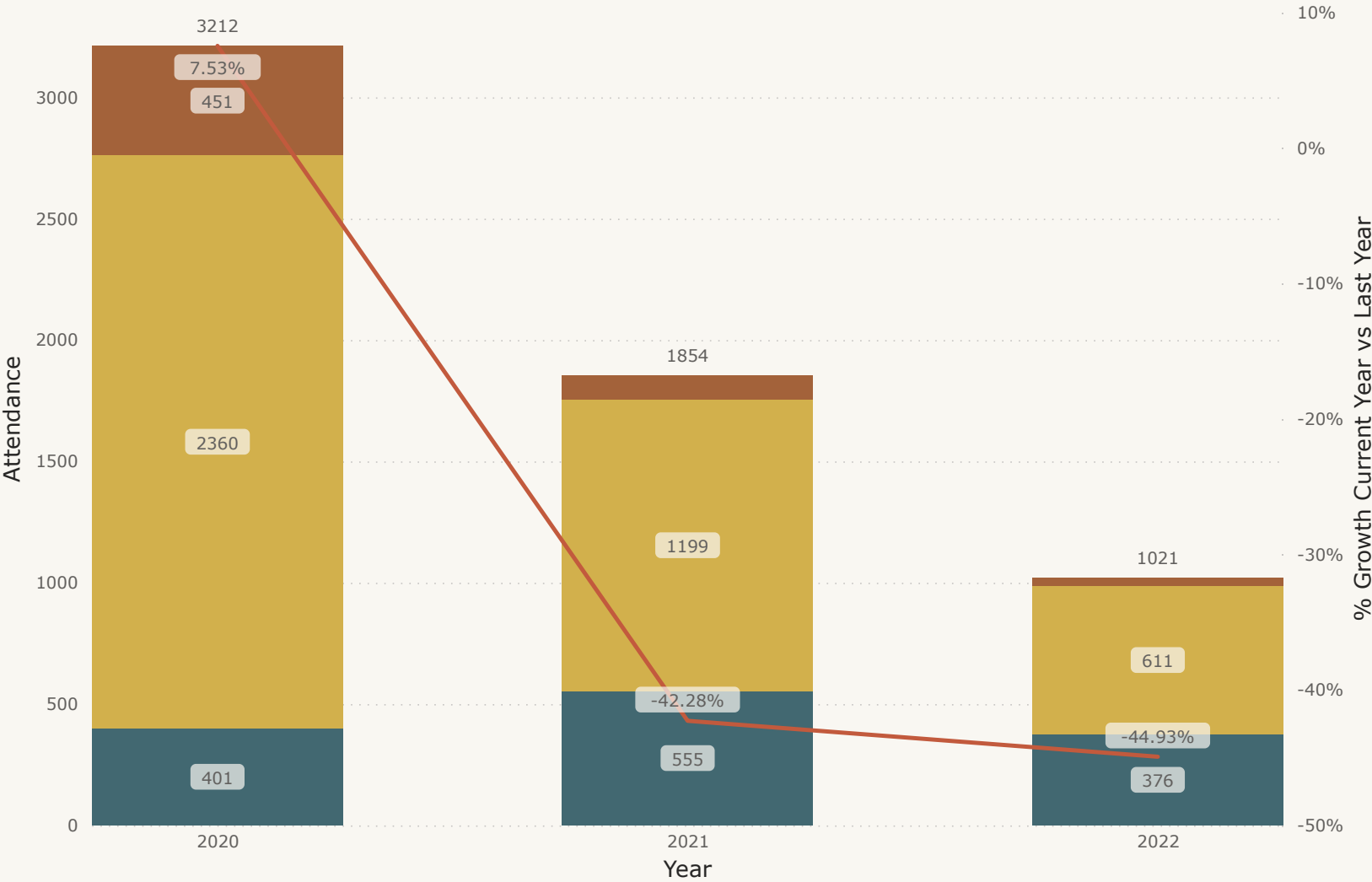
Physical

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

All

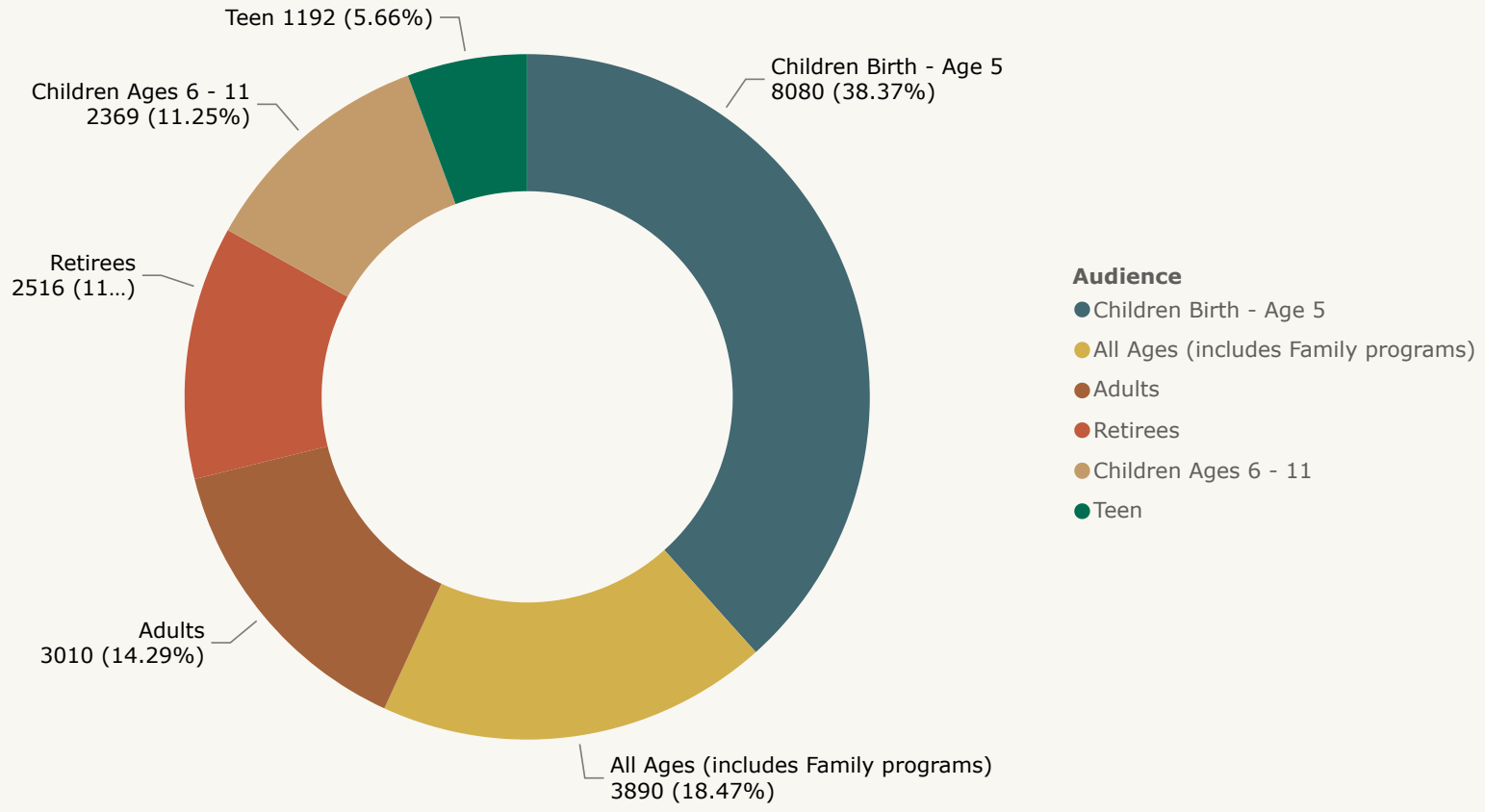
Programs: Total Attendance: 3 YR Comparison YTD (Jan)

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



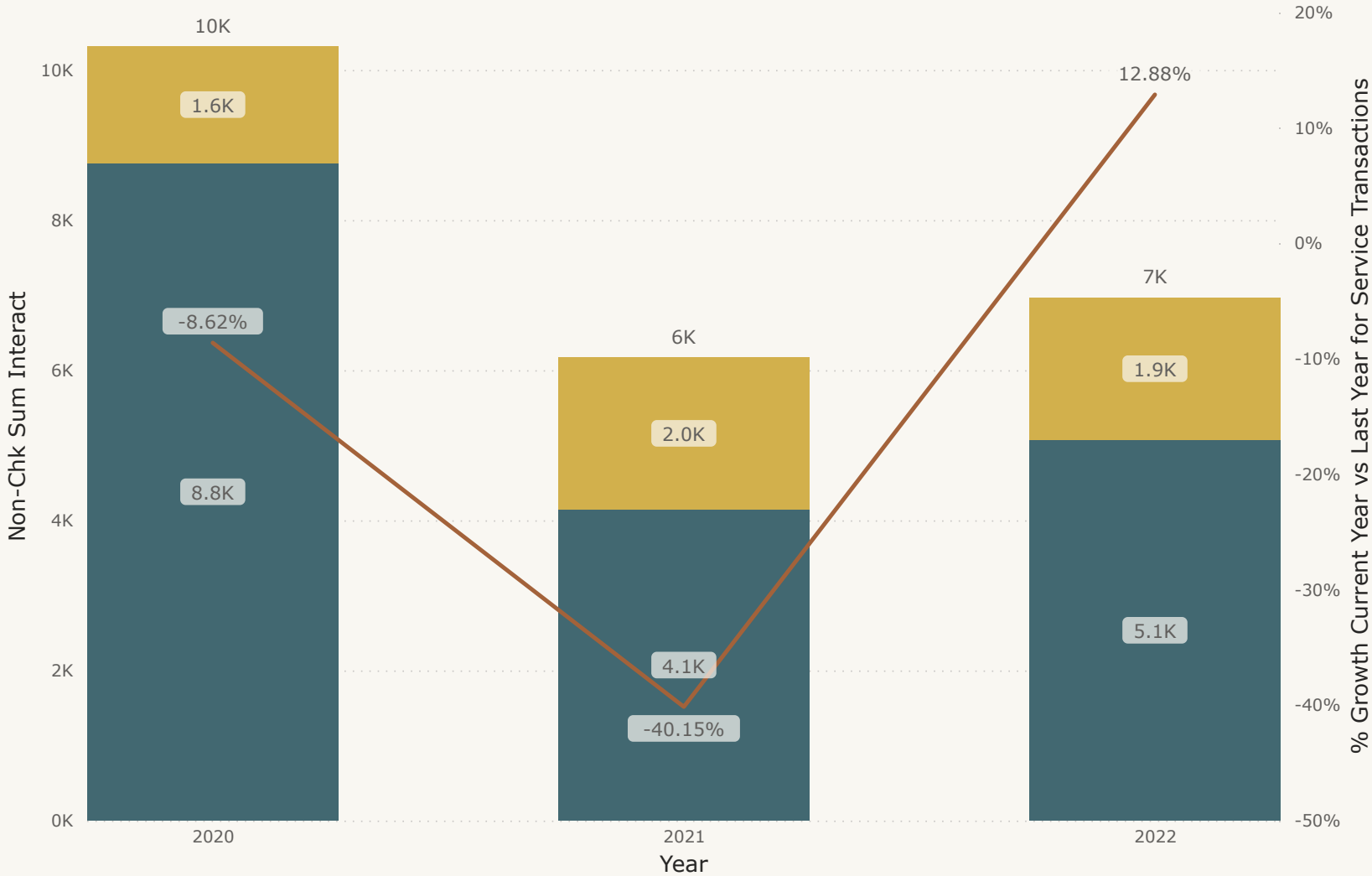
-44.93%
% Growth Current Year vs Last Year

Total Attendance By Target Audience : Last 12 months



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

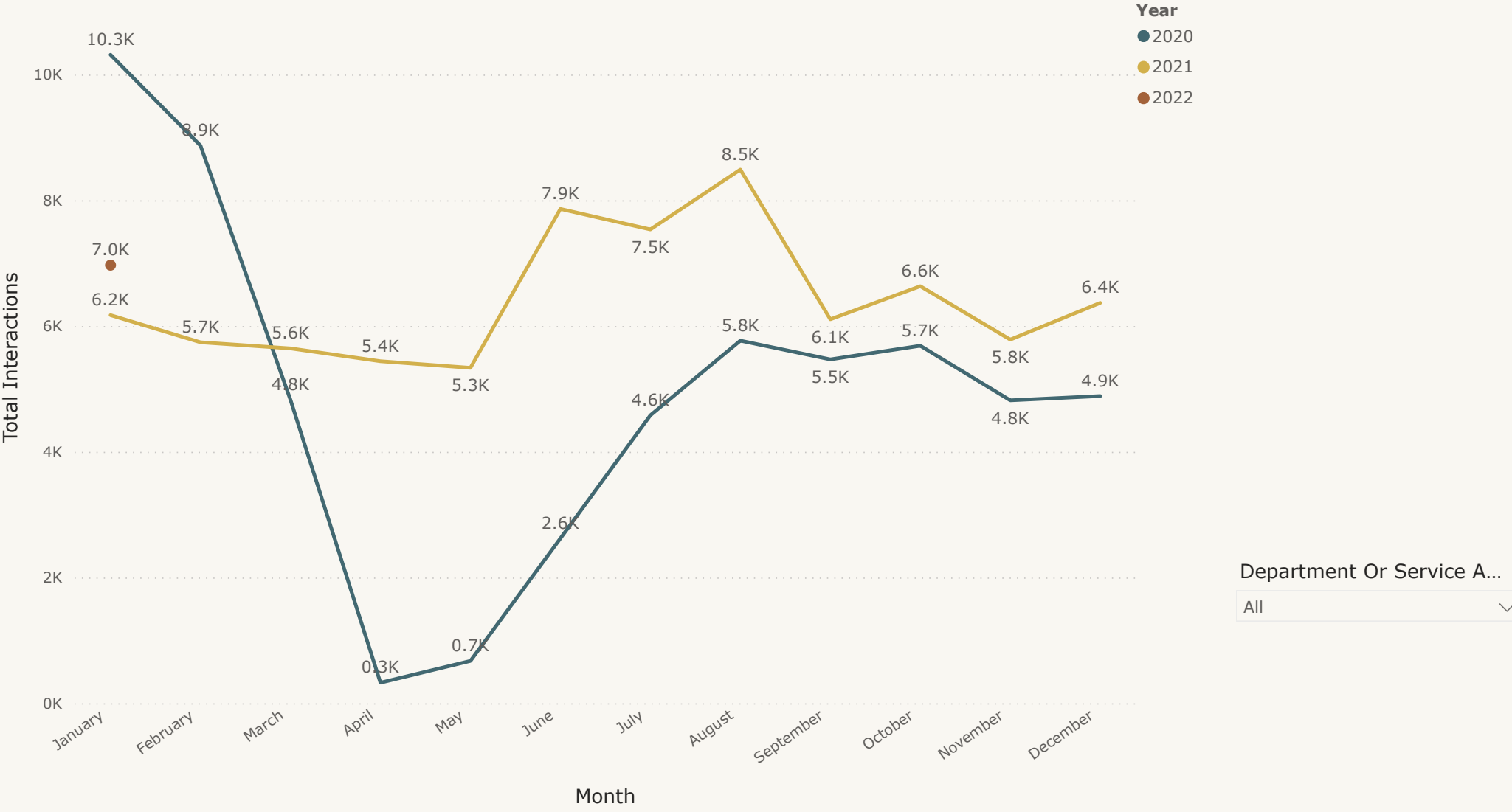
In Person or Online/Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transactions



12.88%

% Growth Current Year vs
Last Year for Service
Transactions

Service Interactions: 3 YR Comparison



Library Director's Report for February 2022

A lot of this month was working with our Employee Engagement Coordinator Erica Segraves and our compensation consultant Victoria McGrath on finishing up the compensation study that Victoria will present at this month's board meeting. I am very pleased with the study. What we implement may differ somewhat from the recommendation pay plan, but the compensation benchmarks are where we should be, and I think we will be able to achieve them or some very close. Everything will depend on our adopted 2023 budget which will won't be official until this August. I am excited to move this plan forward and for the first time in my career at LPL to say, we have achieved pay equity with both City of Lawrence employees and our peers in public libraries. What a thing we are close to accomplishing as I near my 10th anniversary at LPL!

In building news, we are SO close to having the lower level offices ready. We have begun to move some furniture into the offices and staff are moving in over the next few days and weeks. Next week we plan to rearrange the modular furniture across from the new offices for a better arrangement. Everything is looking great. Feel free to drop by sometime early in March if you are nearby.

Lastly, we have created a team that has been working on prioritizing the order in which we should bring policies to the board for review. The group is our Small Leadership Team (Kathleen, Tricia, Jon, and me) along with Heather Kearns, Frankie Haynes, and Erica Segraves. We also have been identifying policies no longer needed that can be rescinded by the board. We should have some policies ready for review by April or May.

Respectfully submitted by Brad Allen, February 18, 2022

Monthly Departmental Reports

February 2022

Accounts:

At the beginning of January we had a few book van stops (Babcock Place and Clinton Place) temporarily suspend regular service. Gregor is still delivering hold items out to these stops, but won't be going into the building for full checkout. All of our remaining stops are continuing regular service.

In February we plan on bringing in an occupational therapist to observe the physical procedures surrounding our book van service. We feel that there are probably ways to improve the efficiency and safety of moving materials back and forth from the library to our book van sites. Pending the report from the occupational therapist, we'll look at procedure and equipment improvements for staff involved.

Cataloging & Collection Development:

Our new Cataloging Assistant, Mary is settling in well and has made an instant impact on the workload that the department has faced. The implementation of Unicode to improve bibliographic records in the WorkFlows and to make non-english language materials more accessible in the Bibilocommons is being worked on by cataloging. We're hopeful that we'll have a timeline for the migration in the next month or so.

Collection Development is ramping up efforts to build the outreach collection as the maiden voyage of Dottie is quickly approaching. We'll also begin revising the Collection Development Policy and Manual in the late first or early second quarter of the year.

Collections & Technology:

The annual report for the State Library of Kansas was submitted early this month. There were some new questions this year, including a question about how many programs were offered offsite last year. Completion of the report ensures that the library will receive its allotment of state aid funding for libraries.

As reported last month, a new process for tracking in-person service transactions was implemented in January. This new process slightly lightens the load on departments to report service transactions: the new interface is easier to use than a google sheet, and they no longer need to manually report monthly totals for in-person desk transactions or chat transactions. That data is now downloaded from Google forms and input into Microsoft's Power BI analytics tool for monthly statistical reports.

Monthly Departmental Reports February 2022

Bree, Dan Winsky, and Tricia reviewed gift funds for the end of 2021 and reconciled balances across Quickbooks and Symphony.

Jeff, Kim, and Tricia are reviewing the current SIRSI product portfolio and beginning talks with the SIRSI sales rep regarding extending our current contract for service. Our current agreement will end in February 2023.

SIRSI Users group is developing a file management protocol for the BlueCloud Analytics platform. Also under review is an onboarding process for new Analytics users. We recently welcomed Leah Newton as a new BlueCloud user.

Collections and Technology Coordinators are also working on a project planning process to help set goals for project completion and see where work is backing up.

Department of Community Partnerships (DCP):

Kristin has been working with Reader's Services on Read Across Lawrence events during the month of April. Keep your eyes peeled for our big reveal of the book on February 28th! Kudos to Reader's Services Assistant Leah Newton for putting together some fantastic programming, and Emily and Ransom in Cataloging and Collection Development for figuring out how to hard launch our physical and electronic circulating copies! Kristin and Jon continue to work with Freddy Gipp of Lead Horse LLC on site logistics for the Native American Dancing and Singing competition that will take place on the lawn on July 19th and 20th. The Programming Club is working on revising our programming policy with a small, inter-departmental work group. This will be a great way for folks to learn about designing and implementing policy. We're also working on final details of Colson Whitehead's (hopefully in-person appearance) in April in conjunction with the Paper Plains Literary Festival. Kristin and Kathleen have been continuing to nail down details on Joy Harjo's virtual appearance that will take place Wednesday, February 23rd at 7 pm. Be sure to register and tune in at lplks.org!

Diversity, Equity, and Inclusion:

In the IDEAA committee, we are continuing our discussions on policy. I am working with Erica to plan training for the year, as well as get a head start on staff day activities. We are currently interviewing for our Community Resource Librarian position, and I am sitting on that hiring team. We've got some excellent candidates lined up, and our interview process goes smoother every time thanks to Erica's hard work. I am also working with a handful of others to record and roll out some training videos for our new Hello Desk. Khiana and Kayla have begun school and have hit the ground running. They are doing well and continue to increase their

Monthly Departmental Reports

February 2022

engagement across the library.

Employee Engagement: We're welcoming many new employees in the month of February, including a new Security Guard, Tristan Star; a new Materials Handling Assistant, Teagan Heinerikson; and a new Teen Services Assistant, Grace Pratt. Interviews for our new Community Resource Librarian begin soon and after a national search we've received many great applicants. Work continues on finalizing the McGrath compensation study. We received an update on usage of our confidential Employee Assistance Program (EAP). While most organizations see an average of 3-5% utilization rate, we are at 13.75%. It's good to know our employees are accessing this great benefit. February also begins a 16-week prep course for gaining my SHRM-CP certification and I will sit for my exam this summer.

Facilities:

We've had a few snowy, slushy days recently which leads to lots of drips and puddles to clean up and a **lot** of ice melt to clean up. The amount of extra mopping eats up a lot of time, but it comes with the territory and we're used to it. Now that the new spaces are completed in the Lower Level, we're getting folks moved into their new offices slowly but surely. Coming up is getting our PTS Coordinator moved into his new office behind the PTS desk, a slight reconfiguration to the remains of the Lower Level open office area, and organizing a bit more of our usable space in Storage. We're still bagging hundreds of masks a day and doing our best to keep the Library safe and clean.

Information Services:

We've been putting the finishing touches on our preparations for this year's Seed Library, which will launch with the CSA Meet and Greet on February 19th. As a teaser, we tabled at the Kaw Valley Seed Fair—always a fun and lively event! Tax season is also upon us; Hazlett and Becky have pulled together our annual [Tax Information](#) guide to help patrons find local tax help and related resources, and we have basic tax forms and instructions available in the building. Hazlett's monthly Repair Studio has seen a steadily growing turnout of folks bringing in items to repair, and we were excited to learn that LPL is [one of 100 public libraries](#) that will be receiving a Pro Tech Toolkit as part of a partnership between iFixit and Library Futures to support the public's right to repair. Marc, our social work intern, has successfully helped several patrons apply for rental and utility assistance. We also recently assisted the City of Lawrence with making paper copies of the Old West Lawrence traffic calming survey available. We're about to embark on interviews for the Community Resource Librarian position, and are looking forward to filling that role!

Information Technology:

Monthly Departmental Reports

February 2022

New sample RFID pads will arrive soon from a new vendor, FE Technology.

Kim is managing the SIRSI software enhancement voting process for the library. Staff in the SIRSI user group are giving Kim feedback for their top votes for functionality improvements that we would like SIRSI software developers to prioritize.

Phone access to the new Hello desk (coming soon) has been configured..

Aaron will soon be preparing a new configuration to enable library users to use SSO (Single Sign-On) for EZproxy.

When complete, this will change the way EZproxy works for our remote users. Instead of seeing the card number and PIN prompt, when already logged in to their Bibliocommons catalog account they will be automatically redirected to the resource. If they are not already logged in, they will be prompted to login with Bibliocommons. This will create a smoother user experience with our online products such as Digital New York Times and Consumer Reports Online.

Marketing:

Hello Desk update: We have vinyl, a desk, and a 14-page [Hello Desk Guide](#) ready to roll out for our new service point in the Lobby. Huge thanks to staff who helped identify service desk FAQs so Marketing could create a reference resource to help connect patrons to the right information desk. **Advertising update:** Working with KJHK to get on-air promotion of [Kaw Valley Jukebox](#) (our streaming local music archive) and S+V Studio. Our team (Kevin, Jim, Joel, Sean, Heather) is updating the archive site and planning promo items to go with it like tees, stickers, buttons, etc. Renewed our KPR contract for another year and increased our underwriting by 1 spot to focus solely on Dottie and Outreach efforts over the next year.

Summer Reading update: Working with Teen librarians Sahara and Margo to expand their annual t-shirt competition from just-for-teens tees to the official Summer Reading staff library tee and iterations of the design used in marketing and promotion of Summer Reading 2022. The winner's prize package has been amped up and the winning teen will get a 2-hour "mini internship" with Heather to partner on the design, ordering process, colors, etc. A call for art entries opens Feb 1. **Social Media update:** Our new Tik Tok team (led by Sahara) has launched with consistently hilarious and useful content; highlights include this [walkway](#) and why [libraries are not boring](#). Our Instagram (led by Christina) is already meeting its new goal for consistency and producing equally funny and reading-focused content. Highlights include the [slowest fall in history](#) and [a sunset](#) that's currently inching towards 1K likes. **Book Drops update:** With the rehoming of our third book drop to Dillons on Wakarusa, it was time to get some updated, identical [vinyl](#) signage for all of them that includes library contact info and

Monthly Departmental Reports

February 2022

website. **Community Needs Assessment update:** Layout and translation of our survey in Spanish is complete and being printed; a refresh of the [Outreach webpage](#) centers Dottie and the survey. **Marketing Admin update:** Worked with BLT to gather mission-driven highlights and data for a stand-alone publication for our 2021 Annual Report to the Community (aiming for March publication); Working with LUX Team to deep dive into existing library policies with each of us taking the lead on the ones that match our responsibilities; Marketing is working with Kathleen on Advocacy, Jon on Surplus Property Disposal Procedure, and taking the lead on the following: Art Donation Policy, Displays Exhibits Petitioning, Exhibit & Displays Guidelines, and Social Media Policy. **Looking ahead:** Heather and Kim continue to meet weekly to advance their 18-24 month plan to create the best library website user experience; Marketing is determined to have a solid ad presence on *The Lawrence Times* this year; Heather is hustling to get Summer Reading deliverables underway at warp speed as she will be out of the country from March 9-30.

Materials Handling:

The biggest piece of news for Materials Handling is that Teagan Heinerikson will be joining the team at the end of the month. We've also got a new volunteer, Sydney, starting this month too so the team just keeps getting bigger and better! We're all very excited to be fully staffed for the first time in quite a while. We also got our remote drop up and running at the Dillons on Wakarusa and 6th. We're really grateful that Kroger agreed to let that happen. Several patrons have expressed excitement and or gratitude for the new drop. It's already getting a fair amount of returns so that's pretty swell. Another neat development is the implementation of WorldShare's automated request manager. That system should both improve the speed that our interlibrary loan requests go out and create some time for our ILL assistant to dive deeper into some of the trickier requests that we receive.

Outreach:

We're continuing to work on Dottie's route development. Cottonwood Inc is confirmed as a stop, which will give us great visibility on the south side of town. Kristin is still working with Hy-vee, Checkers, and the Dillons on Wakarusa to find good days and times for a Dottie stop. Evan is working with community partners like the Sunrise Project, the Ballard Center, and the Senior Center on survey distribution. Nils Gore reported that the actuators we were waiting for are back ordered again. We will hopefully have them delivered by April 29th, which means we will need to push back our launch to mid May or early June. We can still show Dottie off in the St. Patrick's day parade on March 17th!

Monthly Departmental Reports

February 2022

Public Technology Services:

The team is sorry to hear that Margaret Burke is leaving Kansas and heading for an opportunity a little farther north - Alaska! We wish Margaret well and thank her for her many hours of assisting community folks who needed Tech help.

Joel and Jim were excited to have great tech tools to ease their work preparing for and supporting the production of the live, online Library Fundraiser. Having the right equipment makes all the difference! Much of that equipment was ordered to cover both online programming (like the Fundraiser) and support the new podcast room. Speaking of the podcast room - acoustic panels for have been sourced and ordered and their arrival will bring us closer to an opening date in late spring.

Security:

We're excited to have Tristan Star join the team! While sad to see Jake leave the Security team, it's nice to know we still get to see him at the PTS desk.

Youth Services:

As always we're keeping things busy in YS. This past month we have been interviewing for the YA Assistant position, putting together bookboxes for youth of all ages in celebration of Black History month, and conducting regular programming such as D&D Club and Jackbox Games for teens as well as storytimes, Tween Club, Mysterious Mustache Book Club, etc., for kids. We held a mini-retreat for the Youth Services team on 1/31. We did some team building activities and visioning for youth services, brainstormed future programs, and held our own mini mock Newbery and Printz award discussions. We are continuing to offer programs virtually or as take-and-makes as we keep our eyes on the covid numbers trending downward. For continuing education, staff participated in workshops for summer reading, unattended children in the library, and our own in-house training on Google products from IT. In addition to all of this we're busy planning for the summer, the Weave a Tale Workshop, and outreach stops for Dottie.

Friends & Foundation Director's Report – February 17, 2022

After Hours 2022: It's a Wrap! The Friends & Foundation's annual fundraising event was a smashing success! The net raised was \$72,000. Of that amount, \$27,000 is specifically for the Teen Zone. The remaining \$45,000 will be used for Friends & Foundation-funded programs, such as Summer Reading, Read Across Lawrence and special storytimes. This project would not have happened without the help of many people. Here we go...

- Thanks to Jim Barnes and Joel Bonner, LPL's SOUND+VISION Studio whizzes who set up a professional grade livestreaming system in our auditorium. Truly amazing.
- Thanks to Brandon Eisman and Patrick Kelly, who charmed our attendees with their great rapport, and endured numerous script changes to put on a great program.
- To Cathy Hamilton who made the videos, drafted scripts, directed the show and lent her incredible creativity to this project.
- Thanks to Logan Isaman who headed our tech, set up the fundraising platform, processed donations and so much more.
- To Kassie Nieters and Kristin Soper for serving as our tech/fundraising platform gurus the night of the program. And to Angela Hyde for her Excel spreadsheet know-how that allowed us to electronically draw basket winners.
- Thanks to Heather Kearns for her marketing help. We raised \$4,000 in the last 24 hours thanks to her e-blast genius.
- Thanks to Rachel Rademacher who lined up our baskets, and the 24 organizations, book clubs and businesses who donated them. A special shout out goes to Margie Coggins who created the top selling Delphi Book Club baskets, raising \$7,200 for LPL.
- To Brad Allen, Jenny Cook and the Kids Action Club who helped with basket drawings.
- Thanks to our teen "contestants": Cola, Kian and Annabelle, helped raise funds for the Teen Zone.
- To Tyson Buhler, our celebrity bartender who created our "Library Love Potion" cocktail.
- Thanks to Craig and Cindy Penzler, who channeled their inner hippie to open our show.
- To all of our sponsors who believe in the mission of the library and stepped up to contribute nearly \$29,000 to LPLFF.
- Thanks to the LPLFF board and fundraising committee members Nancy Hambleton, Dan Storey, Sue Hopkins, and Mary Gage who stepped up to buy basket items, guard the auditorium door during the program, and contributed their creativity and expertise.
- Finally, to the entire LPL staff who have supported the Friends & Foundation fundraisers by helping with basket pick-up, setting up the auditorium, and being oh-so-flexible. They are the reason so many people in this community support this library!

Retirement Boot Camp. We are pleased to report that we have received a \$13,000 grant from the Capitol Federal Foundation for Retirement Boot Camp. This program has exceeded expectations and is a lifeline for so many older adults in Lawrence. Our list of "regulars" now is close to 500 people. Our February Tech Club program on moving from cable TV to streaming had 130 registrants! Kudos to Cathy Hamilton for her energy and creativity that makes this program so successful.

St. Patrick's Day Parade. Our work with the St. Patrick's Day Parade is in full swing. There are multiple events happening between now and March 17th, including a trivia night, auction, pub crawl, 5k/10k, and of course, the parade! Stan Ring and Craig Penzler are hard at work designing our float. Hope to see you on Mass Street on March 17th.

2022 Library Development Grant Application

submission deadline: Tuesday, March 1, 2022

We hereby apply for a Northeast Kansas Library System Library Development Grant for the year 2022 at the accreditation level indicated below.

<input type="checkbox"/> Gateway Library	<input type="checkbox"/> Major Service Center Level I
<input type="checkbox"/> Linking Library	<input type="checkbox"/> Major Service Center Level II
<input type="checkbox"/> Service Center Level I	<input type="checkbox"/> Major Service Center Level III
<input type="checkbox"/> Service Center Level II	<input checked="" type="checkbox"/> Major Resource Library

We certify that:

1. The library is a legally established, tax supported city or township public library located in a taxing county of the Northeast Kansas Library System.
2. The library meets requirements for receipt of State of Kansas grant-in-aid funds.
3. The library is a member of the Northeast Kansas Library System and provides service without charge to all system residents.
4. The library is accredited by the Northeast Kansas Library System at the level indicated in this application, and continues to meet all applicable Library Development standards, except where a waiver has been approved by the Northeast Kansas Library System.
5. The library board will complete a written library plan, or review an existing plan, during 2022.
6. This Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.
7. The library has a good faith intent to meet, during the agreed time, any standard that has been waived by the Northeast Kansas Library System for 2022.

CERTIFIED BY:

Library Board President

Library Director

Lawrence Public Library

Library Name

@ your libraryTM

Library Development Accreditation Program for Public Libraries – 2022

Applicant Library: Lawrence Public Library

Date _____

Date _____

Notes: