

Lawrence Public Library Board of Trustees Regular Meeting
Monday, March 21, 2022 at 4:30 PM
Meeting Room A
[Zoom Link](#)

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 February
- Approve Treasurer's report for February
- Approve bills for February 21 to March 20
- Receive statistical report for February

Library Director's report

Friends & Foundation report

New Business

- Strategic Plan Review
- Board Composition Discussion

Old Business

Future Agenda Items

Adjournment

DRAFT

Lawrence Public Library Regular Board Meeting

February 21, 2022

4:30 p.m.

Venue: The meeting was held via Zoom

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Bree Pfannenstiel, Heather Kearns, Theresa Bird, Aaron Brumley, Frankie Haynes, Jake Vail, Emily McDonald, Hazlett Henderson, Ruby Mackinnon-Love, Lauren Taylor, Ian Stepp, Kevin Corcoran, Karen Allen, Kim Fletcher, Traci Bunkers, Grace Daniels, Sarah Mathews, Kristin Soper.

Friends and Foundation Members Present:

Rachel Rademacher

Member of the Public:

J.T. Thornburg

Call to order:

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

Consent Agenda

Ursula Minor moved the consent agenda be approved, David Vance seconded. Consent agenda passed.

Friends and Foundation Director's Report

- Rachel Rademacher presented the report:
 - The annual virtual fundraiser netted \$72,000.
 - Many people contributed to the success of the virtual event - too many to be thanked individually in the meeting. Deja Brooks came through and hosted a fabulous program.
 - \$27,000 of the funds raised were earmarked for the Teen Zone.
 - \$45,000 will go to Friends & Foundation-funded projects, such as Summer Reading and Read Across Lawrence

- The January financials reported online book sales of over \$10,000. That's a new record for single-month online sales.
- A \$13,000 grant was received from Capitol Federal to support the highly successful Retiree Bootcamp program series. There were 130 registrations for the February cable-to-streaming program.
- Friends and Foundation members are busy preparing for the St. Patrick's Day parade and related events. This coming Friday night there will be an auction at Macelli's - tickets are still available for the in-person event. There are several additional events, including another round of Irish Road Bowling.
- Kathleen added that there was a great story in the Lawrence Journal World yesterday (Sunday) about the Friends & Foundation's Gray Anatomy program. Kathleen notes that she receives many messages of appreciation for this program series and gives credit to the host, Cathy Hamilton.

Library Director's Report

- The library's lower level office renovation is almost complete. Many staff have moved into their new offices. Board members are invited in to take a look at the much-improved space.
- Library policies are being reviewed, written, and re-written by the SLT+ group (Members include Brad, Kathleen, Jon Ratzlaff, Heather Kearns, Erica Seagraves, Frankie Haynes, Tricia Karlin). Policies will be ready for review by the board in the coming months..

New Business

- Compensation Study Report – Victoria McGrath, McGrath Human Resources Group
 - Victoria presented a slide show of her company's compensation and classification study for the library (attached).
 - She noted that the plan was prepared for implementation in 2022, but can be easily adapted for 2023 after adjustments for market rate changes that occur this year.
 - Mayor Shipley asked if consideration was given to possibly reducing hours or allowing more work from home instead of adjusting compensation. Victoria responded that no matter what, the library needed to adjust base pay upwards to stay competitive. After that is accomplished, then other compensatory adjustments could be considered.
 - Victoria has confidence in the structure proposed to the library. In twenty-two years of business, she has a 97% implementation rate.
 - Victoria noted that she will be available for questions that Erica and Brad may have when they implement the plan.
 - Staff questions followed:
 - Is merit pay considered in the proposal? Victoria responded that it is not, and that it's most important to first spend any additional salary funding on raising base pay. After that, the library could consider implementing a performance award or other merit system. Brad also noted that merit pay was reviewed by library staff at the board's request a few years ago and recommended against implementing it. In a high-performing organization such as the library, merit increases can actually be more de-motivating than motivating.

- How will years of tenure be calculated? Is it based on tenure of employment at the library or tenure in a current position? Brad reported that it is the latter; Victoria added that this is what her company usually recommends.
 - Does the system outline promotional paths? Victoria clarified that the proposed system includes criteria that must be met for an employee to meet any given level. Once a staff person meets the criteria, they should be promoted. Brad added that a new level has been created in the system: Senior Librarian. If Librarians wish to take on additional responsibilities, but not necessarily supervise others, there will be a path that staff can opt in to.
- Brad noted that the pay scale being suggested in the plan is aggressive, and we will need to figure out how to keep pace as we move forward. Some considerations may be to consider a 36-hour work week, or reduce overall FTEs so the library can pay people more per hour.
- Brad concluded that the important thing is that we have a document to guide us when drafting and submitting a budget recommendation for 2023.
- **NEKLS Library Development Grant Application – ACTION ITEM**
 - Brad submitted his draft of the application for the grant for consideration by the board. Included in the application is a request for a waiver for the standard service level that is required to receive a major resource library grant. The standard service level is to be open for 65 hours or more per week. The library currently operates at 64 hours per week. The NEKLS Executive Director had no concerns about the waiver and expects the library's application to be approved. Brad added that in 2022 the amount of the grant will be approximately \$93,000.
 - David moved to submit the grant application that includes the request for a waiver. Susan seconded the motion. The motion passed.
- **Appoint Budget Committee – ACTION ITEM Old Business**
 - Ursula moved that Sarah, David, and Jennifer form the budget committee. Susan seconded the motion. The motion passed.

Old business

- Strategic Plan Review – tabled until March

Additional Items of Business

- Bree Pfannenstiel presented the revised December 2021 budget numbers.
 - The Library books and materials expense total was adjusted downwards. A decrease of \$16,000 was made to that line to correct the result of a communication error wherein encumbrances for gift funds had mistakenly been included.
 - Bree and the library's CPA discussed how end-of-year payroll could be done in a way that was less cumbersome operationally. The new method complies with acceptable accounting practices and simply required an adjustment to the end-of-year financials so that they reflected actual payroll expenses for that year.

Future Agenda Item

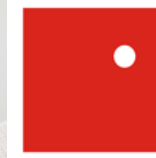
- Board Composition Discussion – March

Adjournment

There being no other business, the meeting adjourned at 5:45 pm

The next regular Board meeting will be held Monday, March 21, 2022.

Respectfully submitted,
Tricia Karlin



LAWRENCE PUBLIC
LIBRARY

Compensation and Classification Study

February 21, 2022

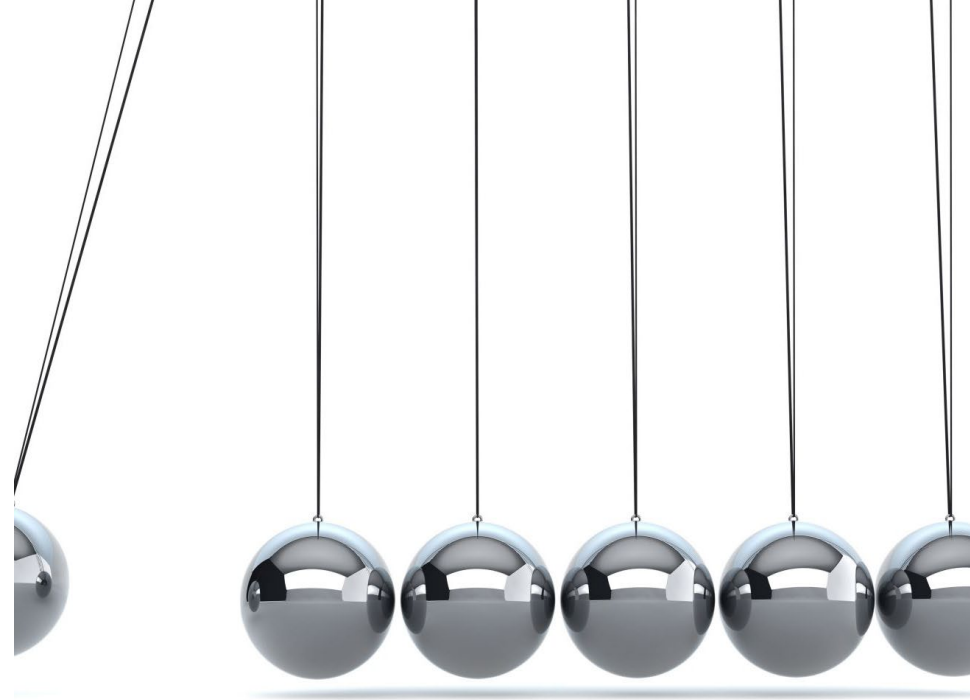


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About Us

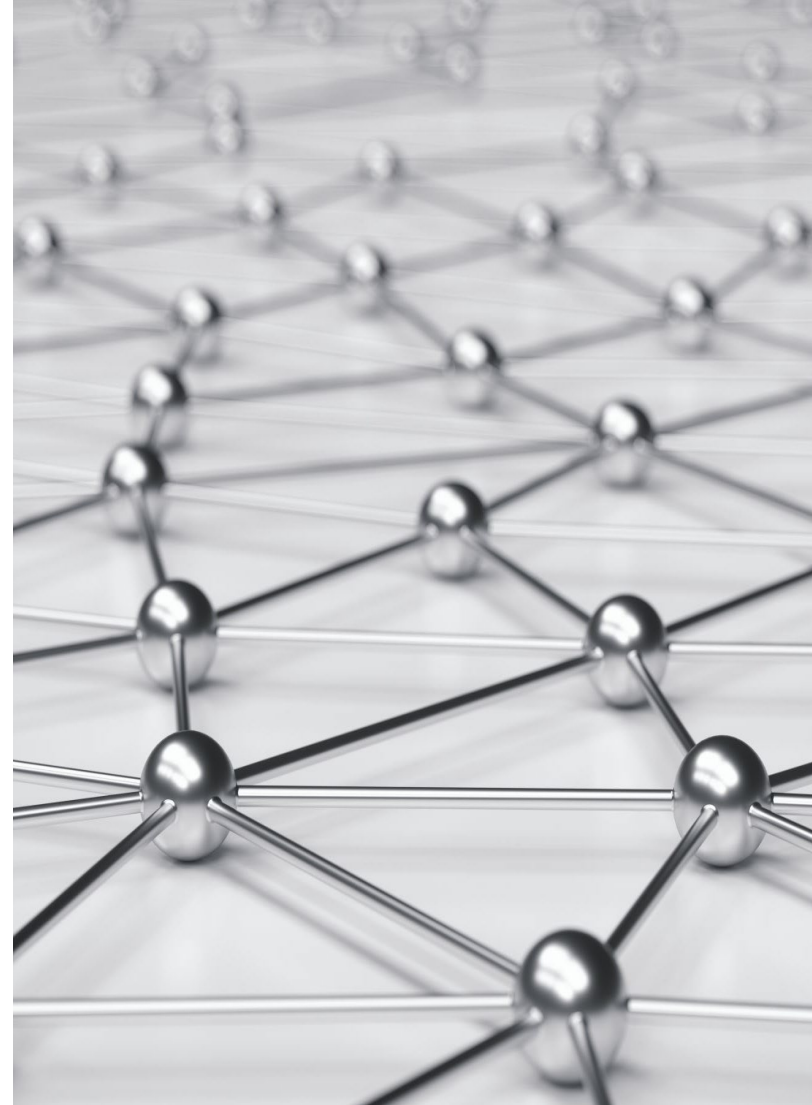
Celebrating 21 Years

- McGrath Consulting Established in 2000
 - Sept 2012 – McGrath Human Resources Group
 - 400 Clients in 42 States Companywide
- Public Sector Consultants
 - Human Resources
 - Public Safety (Police, Fire, EMS, Dispatch)
- Specializing In
 - Compensation Studies
 - Performance Management
 - Development of Policies and Procedures/Handbooks



Study Objectives

- Align the Library's compensation schedule with the City of Lawrence
- Develop a competitive compensation system
- Conduct a limited market survey to align with the external market



Methodology

- Interviews with Library Administration, Human Resources, Department Heads and Managers.
- Review of data from current Compensation System, current job descriptions, and current policies.
- All positions requested to complete a Position Questionnaire (PQ). At least one (1) PQ was required per position.
- Utilize market data gathered from external organizations



Identified Issues

Salary Structure

- 5%-22% spread
- Market rate is not known
- Flat structure – spread paygrades

Recruitment Trends

- Decrease in national applicant volume by 37%
- National turnover rate in local government currently 21.2%

Other Factors

- Geography
- Public Sector competition
- Great Resignation of 2021

Compensation Philosophy

An organization's commitment of compensation for its employees. The goal of a compensation philosophy (and practice) is to attract, retain, and motivate qualified people. A consistent philosophy sets the direction for determining the compensation package to offer employees and should align with the overall Mission of the organization.

- ❖ Lead the local market for competitive recruitment/retention by setting the ranges over average market. *Can the Library afford to lead the market?*
- ❖ Meet the local market by aligning the ranges to the average market. *Most organizations strive for average.*
- ❖ Follow the local market by not reaching average. *This typically only happens for financial purposes, and fiscal resources will then be allocated to recruitment and turnover.*

Total Payout Cost + Recruitment Cost + Replacement Compensation/Benefit Cost + Training Cost.

Turnover Costs will typically calculate around 1.5 times the cost of the original position (up to two times the cost for sworn law enforcement), which is in addition to the impact to operations that can be felt to its constituents over time.

Organizations with limited financial resources should find balance with competitive salaries or the organization will be using its limited financial resources on turnover costs.

Recommended Salary Schedule

Average Market Compensation Philosophy

Range System Structure

- 15 Pay Grades
- Step system – 3% steps from A-F; 2.5% G-I
- Step E represents the average market rate
- 24% Range (Minimum to Maximum)



2022 Implementation Recommendation

- Positions placed within appropriate Pay Grade.
- Employees placed on a step based upon a tenure grouping

Years of Service	Step
1 yr	A
2 yr	B
3-4 yr	C
5-6 yr	D
7-9 yr	E
10-14 yr	F
15-19 yr	G
20-24 yr	H
25+ yr	I

- Placement helps minimize in-range compression

Use and Maintenance of the Salary Schedule

1. Salary Schedule Adjustments

2. Annual Adjustment

- Annual adjustment (with adequate performance)

New Pay Grade	1/1/2023	Step 1	Step 2	Step 3	Step 4	Step 5
B		\$12.53	\$12.84	\$13.16	\$13.49	\$13.83
B		\$26,056.72	\$26,708.14	\$27,375.85	\$28,060.24	\$28,761.75
New Pay Grade	7/1/2023	Step 1	Step 2	Step 3	Step 4	Step 5
B		\$12.70	\$13.01	\$13.34	\$13.67	\$14.01
B		\$26,408.49	\$27,068.70	\$27,745.42	\$28,439.05	\$29,150.03



Periodic Review of the External Market (Every 3-5 years)



Questions

2022 Regular Budget Report

	<u>January</u>	<u>February</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES						
Tax Fund		2750742.19	2,750,742.19	\$5,022,000.00	54.77%	\$4,978,000.00
Lost and Repl Fees	1,929.77	1432.6	3,362.37	\$30,000.00	11.21%	\$15,000.00
NEKLS		5000	5,000.00	\$96,000.00	5.21%	\$95,000.00
State Aid			-	\$25,000.00	0.00%	\$25,000.00
Photo Copies	806.05	1271.22	2,077.27	\$10,000.00	20.77%	\$5,000.00
Meeting Room Fees	97.30	194.1	291.40	\$5,000.00	5.83%	\$ -
Interest	3.44	11.38	14.82	\$2,000.00	0.74%	\$2,000.00
Transfer from Cash Reserves			-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC		32.71	32.71			
Total Revenues	2,836.56	2,758,684.20	2,761,520.76	\$5,237,000.00	\$0.53	\$5,170,000.00

EXPENSES

Salaries & Wages	228,420.40	241,327.74	469,748.14	\$2,910,000.00	16.14%	\$2,865,000.00
Employee Benefits	37,816.85	37444.6	75,261.45	\$490,000.00	15.36%	\$460,000.00
Payroll Taxes	39,615.37	38894.56	78,509.93	\$516,000.00	15.22%	\$500,000.00
Utilities	39.64	9406.33	9,445.97	\$100,000.00	9.45%	\$100,000.00
Building Supplies	2,190.97	1386.44	3,577.41	\$20,000.00	17.89%	\$20,000.00
Building Repairs & Maintenance	15,353.77	9806.23	25,160.00	\$55,000.00	45.75%	\$55,000.00
Library Supplies	1,459.85	1067.64	2,527.49	\$25,000.00	10.11%	\$25,000.00
Books & Materials	25,030.72	69012.88	94,043.60	\$710,000.00	13.25%	\$710,000.00
Processing Supplies	2,987.86	4221.35	7,209.21	\$45,000.00	16.02%	\$54,000.00
Equipment	12,598.03	240	12,838.03	\$10,000.00	128.38%	\$10,000.00
Technology	70,169.17	5,220.35	75,389.52	\$250,000.00	30.16%	\$250,000.00
Insurance	-	5796	5,796.00	\$16,000.00	36.23%	\$16,000.00
Shipping	2,777.86	117.99	2,895.85	\$18,000.00	16.09%	\$18,000.00
Professional Development	3,516.75	-330	3,186.75	\$30,000.00	10.62%	\$30,000.00
Book Van & Mileage	315.23	715.4	1,030.63	\$2,000.00	51.53%	\$2,000.00
Professional Fees	12,383.97	1203.56	13,587.53	\$20,000.00	67.94%	\$25,000.00
Advertising & Marketing	798.19	277.81	1,076.00	\$20,000.00	5.38%	\$30,000.00
Capital Improvements		2642.57	2,642.57	0	#DIV/0!	\$ -
Miscellaneous	15,127.53	871.28	15,998.81	0	#DIV/0!	
Total Expenses	470,602.16	429,322.73	899,924.89	\$5,237,000.00		\$5,170,000.00

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)				
Checking	3,050,315.85					
Capitol Improvement	774,275.84					

2022 Outside Funding

1/1/2022	January	January	February	February	
AMOUNT	Income	Spending	Income	Spending	Remaining

Outside & Private Funding

R & E Totals	\$ 4,365.18	\$ 80,962.11	\$ 15,054.51	\$ 22,679.17	\$ 399,661.67
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	\$ 19,419.69	YTD Income
	\$ 103,641.28	YTD Expense

Lawrence Public Library
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	2,126,571.78
Checking	729,011.72
Capital Improvement at MIP	774,275.84
	<hr/>
Total Checking/Savings	3,629,859.34
	<hr/>
Total Current Assets	3,629,859.34
Other Assets	
Petty Cash	605.48
	<hr/>
Total Other Assets	605.48
	<hr/>
TOTAL ASSETS	<u><u>3,630,464.82</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	67,942.95
	<hr/>
Total Accounts Payable	67,942.95
Other Current Liabilities	
Payroll Liabilities	43,219.15
	<hr/>
Total Other Current Liabilities	43,219.15
	<hr/>
Total Current Liabilities	111,162.10
	<hr/>
Total Liabilities	111,162.10
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,293.22
Net Income	1,777,374.28
	<hr/>
Total Equity	3,519,302.72
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>3,630,464.82</u></u>

Lawrence Public Library
Revenues & Expenses
February 2022

	<u>Feb 22</u>	<u>Jan - Feb 22</u>
Ordinary Income/Expense		
Income	2,773,738.71	2,780,940.45
Gross Profit	2,773,738.71	2,780,940.45
Expense		
Payroll Expenses	281,390.16	549,755.19
Payroll Taxes	40,280.92	81,215.46
Utilities - Electric	9,406.33	9,445.97
Building Supplies	1,386.44	3,577.41
Building Repairs & Maintenance	9,806.23	25,160.00
Library & Office Supplies	1,067.64	2,527.49
Books & Materials	69,012.88	94,043.60
Processing Supplies	4,221.35	7,209.21
Equipment	240.00	12,838.03
Technology	5,220.35	75,389.52
Insurance	5,796.00	5,796.00
Postage & Mailing	117.99	2,895.85
Professional Development	-330.00	3,186.75
Vehicles, Mileage, Maintenance	715.40	1,030.63
Professional Fees	1,203.56	13,587.53
Marketing-General	277.81	1,076.00
Capital Improvement Expenditure	2,642.57	2,642.57
Miscellaneous	871.28	15,998.81
Outside & Private Funding	18,674.99	96,190.15
Total Expense	<u>452,001.90</u>	<u>1,003,566.17</u>
Net Ordinary Income	<u>2,321,736.81</u>	<u>1,777,374.28</u>
Net Income	<u><u>2,321,736.81</u></u>	<u><u>1,777,374.28</u></u>

Lawrence Public Library
Vendor Balance Summary
As of March 21, 2022

	<u>Mar 21, 22</u>
Advance Insurance Company	784.44
All Signs	248.00
Allen Press	1,278.77
Amazon	2,908.48
Angela Bishop	74.79
Arsenal	2,426.27
ASI	52.00
B.A. Green Construction	74,756.00
Baker & Taylor, Inc.	67.42
Bibliotheca	23,792.50
Century Business Technologies	1,422.64
Control Service Company, Inc.	1,434.00
Demco, Inc.	658.17
EBSCO	11,491.85
Edie Insurance Group LLC	552.50
Evergy	9,406.33
Gale/Cengage Learning	357.55
Gould Evans, Inc	5,000.00
Ingram Library Services	18,131.46
Interstate Elevator, Inc.	201.43
Jama King	29.99
Jayhawk Tropical Fish	310.00
John A. Marshall Co.	1,225.00
Johnson County Library	13.99
Journal-World Media	400.00
Kanopy LLC	2,921.00
Lawrence Memorial Hospital	100.00
Mady Allen	12.95
Midwest Tape	15,999.87
Nathan Enfield	18.50
OCLC, Inc.	670.06
OverDrive	14,803.90
Preferred Lawn Service	515.00
Pur-O-Zone, Inc.	2,367.84
Schendel Services	207.48
Scott Rice Office Works	5,811.25
Tech Electronics	678.00
U.S. Bank - Mastercard	12,303.43
Unique Management Services	312.26
United Parcel Service	3,268.96
TOTAL	<u>217,014.08</u>

1:05 PM
03/16/22

Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	electronic	03/22/2022	Advance Insurance Company	Checking	
Bill	April	03/07/2022		Group Life Insurance	-784.44
TOTAL					-784.44
Bill Pmt -Check	electronic	03/22/2022	ASI	Checking	
Bill	Feb	02/28/2022		Professional Fees	-52.00
TOTAL					-52.00
Bill Pmt -Check	Electronic	03/22/2022	Evergry	Checking	
Bill	Febuary	02/28/2022		Utilities - Electric	-9,406.33
TOTAL					-9,406.33
Bill Pmt -Check	Electronic	03/22/2022	U.S. Bank - Mastercard	Checking	
Bill	Feb	02/28/2022		Building Repairs & Mai...	-693.26
				Building Supplies	-340.51
				Library & Office Suppli...	-736.01
				Processing Supplies	-392.59
				IT Software & Subscri...	-221.53
				Internet & Telephone	-513.53
				Insurance	-2,820.05
				Postage & Mailing	-114.82
				Vehicles, Mileage, Mai...	-517.86
				Vehicles, Mileage, Mai...	-139.07
				Professional Fees	-656.75
				Miscellaneous	-277.36
				Friends & Foundation ...	-189.62
				Outreach/Coggins Fund	-306.49
				Children Services Pro...	-534.94
				Teen Services Progra...	-439.74
				Sound & Vision	-48.66
				Books & Materials	-29.43
				Books & Materials	-31.35
				Books & Materials	-15.08
				Marketing-General	-245.05
				Readers Across Lawre...	-103.74
				Capital Improvement ...	-2,571.49
Bill	March	03/01/2022		Books & Materials	-23.98
				Books & Materials	-23.98
				Books & Materials	-20.58
				Books & Materials	-49.75
				Books & Materials	-31.25
				Books & Materials	-6.06
				Books & Materials	-189.90
				Books & Materials	-19.00
TOTAL					-12,303.43

1:05 PM
03/16/22

Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	03/22/2022	United Parcel Service	Checking	
Bill	0000506A...	03/06/2022		Postage & Mailing	-3,268.96
TOTAL					-3,268.96
Bill Pmt -Check	9330	03/22/2022	All Signs	Checking	
Bill	222060	02/23/2022		Library & Office Suppli...	-248.00
TOTAL					-248.00
Bill Pmt -Check	9331	03/22/2022	Angela Bishop	Checking	
Bill	Refund	03/03/2022		Lost and Replacement...	-74.79
TOTAL					-74.79
Bill Pmt -Check	9332	03/22/2022	Arsenal	Checking	
Bill	64855	02/17/2022		Operations	-2,426.27
TOTAL					-2,426.27
Bill Pmt -Check	9333	03/22/2022	Bibliotheca	Checking	
Bill	INV-US513...	03/07/2022		Collections & Public S...	-19,088.00
Bill	INV-US527...	03/07/2022		Processing Supplies	-4,704.50
TOTAL					-23,792.50
Bill Pmt -Check	9334	03/22/2022	Century Business Technologies	Checking	
Bill	617787	03/07/2022		Collections & Public S...	-1,144.19
Bill	617900	03/07/2022		Collections & Public S...	-278.45
TOTAL					-1,422.64
Bill Pmt -Check	9335	03/22/2022	Control Service Company, Inc.	Checking	
Bill	5008	03/07/2022		Building Repairs & Mai...	-1,434.00
TOTAL					-1,434.00
Bill Pmt -Check	9336	03/22/2022	Demco, Inc.	Checking	
Bill	7086105	02/24/2022		Processing Supplies	-658.17
TOTAL					-658.17

1:05 PM
03/16/22

Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9337	03/22/2022	EBSCO	Checking	
Bill	1648997	02/27/2022		Books & Materials	-11,491.85
TOTAL					-11,491.85
Bill Pmt -Check	9338	03/22/2022	Edie Insurance Group LLC	Checking	
Bill	Volunteer ...	03/04/2022		Liability Insurance	-552.50
TOTAL					-552.50
Bill Pmt -Check	9339	03/22/2022	Gould Evans, Inc	Checking	
Bill	12100801	03/08/2022		Block Grant	-5,000.00
TOTAL					-5,000.00
Bill Pmt -Check	9340	03/22/2022	Interstate Elevator, Inc.	Checking	
Bill	22371	03/07/2022		Building Repairs & Mai...	-201.43
TOTAL					-201.43
Bill Pmt -Check	9341	03/22/2022	Jama King	Checking	
Bill	Refund	03/07/2022		Lost and Replacement...	-29.99
TOTAL					-29.99
Bill Pmt -Check	9342	03/22/2022	Jayhawk Tropical Fish	Checking	
Bill	Feb	02/23/2022		Aquarium Maintenance	-310.00
TOTAL					-310.00
Bill Pmt -Check	9343	03/22/2022	John A. Marshall Co.	Checking	
Bill	405594	02/22/2022		Building Repairs & Mai...	-1,225.00
TOTAL					-1,225.00
Bill Pmt -Check	9344	03/22/2022	Johnson County Library	Checking	
Bill	ILL209099...	03/06/2022		Lost and Replacement...	-13.99
TOTAL					-13.99
Bill Pmt -Check	9345	03/22/2022	Journal-World Media	Checking	
Bill	10654989	02/25/2022		Marketing	-400.00
TOTAL					-400.00

1:05 PM
03/16/22

Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9346	03/22/2022	Kanopy LLC	Checking	
Bill	287645-PPU	03/01/2022		Kanopy	-2,921.00
TOTAL					-2,921.00
Bill Pmt -Check	9347	03/22/2022	Lawrence Memorial Hospital	Checking	
Bill	173620	02/25/2022		Miscellaneous	-100.00
TOTAL					-100.00
Bill Pmt -Check	9348	03/22/2022	Leanna Henning	Checking	
Bill	Feb Yoga	04/01/2022		Kansas Health Found...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9349	03/22/2022	Mady Allen	Checking	
Bill	Refund	03/03/2022		Lost and Replacement...	-12.95
TOTAL					-12.95
Bill Pmt -Check	9350	03/22/2022	Nathan Enfield	Checking	
Bill	Refund	03/03/2022		Lost and Replacement...	-18.50
TOTAL					-18.50
Bill Pmt -Check	9351	03/22/2022	OCLC, Inc.	Checking	
Bill	38758-22/23	03/01/2022		IT Software & Subscri...	-670.06
TOTAL					-670.06
Bill Pmt -Check	9352	03/22/2022	Preferred Lawn Service	Checking	
Bill	41159	02/17/2022		Building Repairs & Mai...	-295.00
Bill	40998	03/07/2022		Building Repairs & Mai...	-110.00
Bill	41261	03/07/2022		Building Repairs & Mai...	-110.00
TOTAL					-515.00
Bill Pmt -Check	9353	03/22/2022	Pur-O-Zone, Inc.	Checking	
Bill	845663	01/11/2022		Building Supplies	-520.07
Bill	847827	02/14/2022		Building Repairs & Mai...	-70.40
Bill	847829	02/14/2022		Building Repairs & Mai...	-1,072.40
Bill	848220	02/23/2022		Building Supplies	-629.37
Bill	847828	03/03/2022		Building Repairs & Mai...	-75.60
TOTAL					-2,367.84

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Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9354	03/22/2022	Schendel Services	Checking	
Bill	30363924	03/03/2022		Building Repairs & Mai...	-103.74
Bill	30369808	03/07/2022		Building Repairs & Mai...	-103.74
TOTAL					-207.48
Bill Pmt -Check	9355	03/22/2022	Scott Rice Office Works	Checking	
Bill	355306	03/03/2022		Capital Improvement ...	-5,811.25
TOTAL					-5,811.25
Bill Pmt -Check	9356	03/22/2022	Tech Electronics	Checking	
Bill	N000126363	02/21/2022		Building Repairs & Mai...	-678.00
TOTAL					-678.00
Bill Pmt -Check	9357	03/22/2022	Unique Management Services	Checking	
Bill	6098830	03/01/2022		Professional Fees	-179.00
Bill	6098831	03/01/2022		Professional Fees	-133.26
TOTAL					-312.26
Bill Pmt -Check	29132	03/08/2022	Natural Pod Services, Inc.	Checking	
Bill	7910274139	03/08/2022		Capital Improvement ...	-32,551.69
TOTAL					-32,551.69
Bill Pmt -Check	29133	03/22/2022	Allen Press	Checking	
Bill	30171	02/23/2022		Marketing	-1,278.77
TOTAL					-1,278.77
Bill Pmt -Check	29134	03/22/2022	Amazon	Checking	
Bill	554374539...	02/14/2022		Books & Materials	-595.76
Bill	453495437...	02/15/2022		Books & Materials	-9.64
Bill	986695677...	02/15/2022		Books & Materials	-65.97
Bill	446739596...	02/16/2022		Books & Materials	-17.99
Bill	485765579...	02/23/2022		Marketing	-10.98
Bill	453347873...	02/23/2022		Marketing	-37.95
Bill	763645556...	02/23/2022		Books & Materials	-23.49
Bill	744865694...	02/23/2022		Books & Materials	-73.39
Bill	544955363...	02/23/2022		Books & Materials	-10.98
Bill	999473749...	02/23/2022		Books & Materials	-21.49
Bill	996534846...	02/23/2022		Books & Materials	-18.99
Bill	759464838...	02/23/2022		Books & Materials	-13.98
Bill	783474559...	02/23/2022		Books & Materials	-13.82
Bill	657543889...	02/23/2022		Books & Materials	-42.87
Bill	454636777...	02/23/2022		Books & Materials	-19.44
Bill	436783753...	02/23/2022		Books & Materials	-18.20

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Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	473747686...	02/23/2022		Books & Materials	-16.00
Bill	434563754...	02/23/2022		Books & Materials	-16.02
Bill	634449996...	02/23/2022		Books & Materials	-23.79
Bill	789683677...	02/23/2022		Books & Materials	-128.99
Bill	437449466...	02/23/2022		Books & Materials	-14.48
Bill	887497756...	02/24/2022		Children Services Pro...	-44.97
Bill	884696754...	02/25/2022		Children Services Pro...	-13.97
Bill	868387799...	02/25/2022		Books & Materials	-164.52
Bill	469387686...	02/25/2022		Books & Materials	-30.88
Bill	895633377...	02/25/2022		Books & Materials	-179.97
Bill	473977785...	03/01/2022		Books & Materials	-29.85
Bill	795968833...	03/01/2022		Books & Materials	-455.66
Bill	996334439...	03/01/2022		Books & Materials	-52.27
Bill	636737577...	03/01/2022		Books & Materials	-5.96
Bill	758534743...	03/02/2022		Library & Office Suppli...	-87.76
				Public Tech Supplies	-42.48
				Public Tech Supplies	-69.00
Bill	783845965...	03/02/2022		Books & Materials	-14.88
Bill	678394578...	03/02/2022		Books & Materials	-34.99
Bill	437598754...	03/02/2022		Books & Materials	-16.22
Bill	456393784...	03/02/2022		Books & Materials	-79.94
Bill	459468885...	03/03/2022		Library & Office Suppli...	-54.64
Bill	993837385...	03/03/2022		Books & Materials	-23.15
Bill	438885994...	03/03/2022		Books & Materials	-160.76
Bill	896397854...	03/06/2022		Library & Office Suppli...	-66.45
Bill	469758853...	03/09/2022		Library & Office Suppli...	-29.99
Bill	464358848...	03/09/2022		Children Services Pro...	-55.95
TOTAL					-2,908.48
Bill Pmt -Check	29135	03/22/2022	B.A. Green Construction	Checking	
Bill	21-067-01	03/07/2022		Capital Improvement ...	-19,080.00
Bill	21-068-01	03/07/2022		Capital Improvement ...	-55,676.00
TOTAL					-74,756.00
Bill Pmt -Check	29136	03/22/2022	Baker & Taylor, Inc.	Checking	
Bill	2036580008	03/13/2022		Books & Materials	-66.62
Bill	2036580009	03/13/2022		Processing Supplies	-0.80
TOTAL					-67.42
Bill Pmt -Check	29137	03/22/2022	Gale/Cengage Learning	Checking	
Bill	77227493	02/23/2022		Books & Materials	-44.78
Bill	77280862	02/23/2022		Books & Materials	-130.15
Bill	77227818	02/23/2022		Books & Materials	-18.89
Bill	77291367	02/25/2022		Books & Materials	-23.79
Bill	77291701	02/25/2022		Books & Materials	-70.67
Bill	77320324	03/01/2022		Books & Materials	-24.49
Bill	77299185	03/01/2022		Books & Materials	-22.39
Bill	77351543	03/02/2022		Books & Materials	-22.39
TOTAL					-357.55

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Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29138	03/22/2022	Ingram Library Services	Checking	
Bill	57252178	01/24/2022		Children Services Pro...	-29.55
Bill	57770887	02/15/2022		Books & Materials	-946.00
Bill	57745011	02/15/2022		Books & Materials	-16.79
Bill	57745009	02/15/2022		Books & Materials	-270.46
Bill	57756492	02/15/2022		Books & Materials	-139.02
Bill	57770888	02/15/2022		Processing Supplies	-114.05
Bill	57745012	02/15/2022		Processing Supplies	-0.20
Bill	57745010	02/15/2022		Processing Supplies	-15.43
Bill	57756493	02/15/2022		Processing Supplies	-17.51
Bill	57780658	02/16/2022		Books & Materials	-684.21
Bill	57780660	02/16/2022		Books & Materials	-49.77
Bill	57780659	02/16/2022		Processing Supplies	-69.61
Bill	57780661	02/16/2022		Processing Supplies	-0.60
Bill	57847164	02/18/2022		Memorials/Honor w/ B...	-11.39
Bill	57847165	02/18/2022		Memorials/Honor w/ B...	-0.92
Bill	57835156	02/18/2022		Books & Materials	-439.53
Bill	57803069	02/18/2022		Books & Materials	-737.62
Bill	57847162	02/18/2022		Books & Materials	-110.45
Bill	57819848	02/18/2022		Books & Materials	-81.58
Bill	57835157	02/18/2022		Processing Supplies	-43.20
Bill	57803070	02/18/2022		Processing Supplies	-66.21
Bill	57847163	02/18/2022		Processing Supplies	-9.31
Bill	57819849	02/18/2022		Processing Supplies	-8.60
Bill	57859245	02/22/2022		Books & Materials	-1,808.66
Bill	57912802	02/22/2022		Books & Materials	-7.96
Bill	57912805	02/22/2022		Books & Materials	-128.17
Bill	57884611	02/22/2022		Books & Materials	-230.04
Bill	57912803	02/22/2022		Books & Materials	-800.44
Bill	57859246	02/22/2022		Processing Supplies	-155.16
Bill	57912806	02/22/2022		Processing Supplies	-22.34
Bill	57884612	02/22/2022		Processing Supplies	-18.31
Bill	57912804	02/22/2022		Processing Supplies	-103.94
Bill	57925521	02/23/2022		Books & Materials	-595.22
Bill	57925518	02/23/2022		Books & Materials	-32.42
Bill	57925523	02/23/2022		Books & Materials	-118.70
Bill	57925519	02/23/2022		Books & Materials	-653.89
Bill	57925522	02/23/2022		Processing Supplies	-52.09
Bill	57925524	02/23/2022		Processing Supplies	-1.60
Bill	57925520	02/23/2022		Processing Supplies	-59.15
Bill	57985155	02/25/2022		Books & Materials	-516.12
Bill	57985156	02/25/2022		Processing Supplies	-52.74
Bill	58072699	03/01/2022		Books & Materials	-542.83
Bill	58072701	03/01/2022		Books & Materials	-119.14
Bill	58041705	03/01/2022		Books & Materials	-4.55
Bill	58041708	03/01/2022		Books & Materials	-466.74
Bill	58014213	03/01/2022		Books & Materials	-184.91
Bill	58054730	03/01/2022		Books & Materials	-360.48
Bill	58072700	03/01/2022		Processing Supplies	-62.03
Bill	58072702	03/01/2022		Processing Supplies	-19.57
Bill	58041709	03/01/2022		Processing Supplies	-56.62
Bill	58014214	03/01/2022		Processing Supplies	-16.16
Bill	58054731	03/01/2022		Processing Supplies	-33.47
Bill	58127164	03/02/2022		Memorials/Honor w/ B...	-9.57
Bill	58127165	03/02/2022		Memorials/Honor w/ B...	-2.05
Bill	58041707	03/02/2022		Processing Supplies	-135.70
Bill	58109015	03/03/2022		Books & Materials	-558.02
Bill	58155576	03/03/2022		Books & Materials	-96.42
Bill	58041706	03/03/2022		Books & Materials	-1,297.42
Bill	58109016	03/03/2022		Processing Supplies	-39.38

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Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	58155577	03/03/2022		Processing Supplies	-11.56
Bill	58145049	03/09/2022		Books & Materials	-28.18
Bill	58235059	03/09/2022		Books & Materials	-535.83
Bill	58167530	03/09/2022		Books & Materials	-599.55
Bill	58197196	03/09/2022		Books & Materials	-42.04
Bill	58197197	03/09/2022		Books & Materials	-192.48
Bill	58145050	03/09/2022		Processing Supplies	-0.40
Bill	58235060	03/09/2022		Processing Supplies	-47.89
Bill	58167531	03/09/2022		Processing Supplies	-61.40
Bill	58197198	03/09/2022		Processing Supplies	-24.38
Bill	58360811	03/13/2022		Books & Materials	-7.38
				Readers Across Lawre...	-960.00
Bill	58145051	03/13/2022		Memorials/Honor w/ B...	-8.99
Bill	58145052	03/13/2022		Memorials/Honor w/ B...	-2.05
Bill	58294612	03/13/2022		Books & Materials	-350.52
Bill	58260485	03/13/2022		Books & Materials	-493.94
Bill	58145047	03/13/2022		Books & Materials	-489.65
Bill	58278019	03/13/2022		Books & Materials	-75.06
Bill	58278020	03/13/2022		Books & Materials	-100.19
Bill	58278022	03/13/2022		Books & Materials	-193.91
Bill	58184047	03/13/2022		Books & Materials	-265.71
Bill	58184045	03/13/2022		Books & Materials	-232.25
Bill	58294613	03/13/2022		Processing Supplies	-32.25
Bill	58260486	03/13/2022		Processing Supplies	-31.90
Bill	58145048	03/13/2022		Processing Supplies	-38.57
Bill	58278021	03/13/2022		Processing Supplies	-11.37
Bill	58278023	03/13/2022		Processing Supplies	-17.69
Bill	58184048	03/13/2022		Processing Supplies	-29.19
Bill	58184046	03/13/2022		Processing Supplies	-23.11
TOTAL					-18,131.46

Bill Pmt -Check	29139	03/22/2022	Midwest Tape	Checking	
Bill	501610545	02/15/2022		Outreach Collection	-14.99
Bill	501678837	02/16/2022		Books & Materials	-168.68
Bill	501673589	02/16/2022		Books & Materials	-295.90
Bill	501673588	02/16/2022		Books & Materials	-44.99
				Books & Materials	-842.88
Bill	501701796	02/18/2022		Books & Materials	-173.70
Bill	501701798	02/18/2022		Books & Materials	-298.38
Bill	501712032	02/23/2022		Books & Materials	-275.92
Bill	501712031	02/23/2022		Books & Materials	-578.65
Bill	501734911	02/28/2022		Books & Materials	-230.15
Bill	501734219	02/28/2022		Books & Materials	-104.01
Bill	501601576	02/28/2022		Books & Materials	-156.62
Bill	501739983	03/02/2022		Books & Materials	-1,160.72
Bill	501739984	03/02/2022		Books & Materials	-207.95
Bill	501757593	03/02/2022		Books & Materials	-9,829.06
Bill	501776465	03/09/2022		Books & Materials	-856.00
Bill	501776466	03/09/2022		Books & Materials	-74.98
Bill	501767353	03/09/2022		Books & Materials	-119.00
Bill	501767355	03/09/2022		Books & Materials	-298.39
Bill	501755826	03/15/2022		Processing Supplies	-268.90
TOTAL					-15,999.87

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Lawrence Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29140	03/22/2022	OverDrive	Checking	
Bill	06809DA2...	02/15/2022		Digital Resources (GDR)	-66.00
				Books & Materials	-181.95
Bill	06809CO2...	02/16/2022		Books & Materials	-1,372.62
Bill	06809CO2...	02/18/2022		Books & Materials	-922.46
Bill	06809CO2...	02/21/2022		Books & Materials	-412.00
Bill	06809CO2...	02/22/2022		Books & Materials	-386.58
Bill	06809CO2...	02/22/2022		Books & Materials	-249.12
Bill	06809CO2...	02/22/2022		Books & Materials	-263.22
Bill	06809DA2...	02/22/2022		Books & Materials	-89.04
Bill	06809CO2...	02/22/2022		Books & Materials	-596.88
Bill	06809DA2...	02/23/2022		Digital Resources (GDR)	-128.25
				Books & Materials	-85.50
Bill	06809CO2...	02/23/2022		Books & Materials	-136.48
Bill	06809CO2...	02/23/2022		Books & Materials	-306.49
Bill	06809CO2...	02/23/2022		Books & Materials	-387.36
Bill	06809CO2...	02/23/2022		Books & Materials	-968.68
Bill	06809CO2...	02/23/2022		Books & Materials	-1,436.60
Bill	06809DA2...	02/25/2022		Books & Materials	-583.17
Bill	06809CO2...	03/01/2022		Books & Materials	-214.57
Bill	06809CO2...	03/01/2022		Books & Materials	-131.50
Bill	06809CO2...	03/01/2022		Books & Materials	-508.10
Bill	06809CO2...	03/02/2022		Books & Materials	-1,050.01
Bill	06809CO2...	03/02/2022		Books & Materials	-346.52
Bill	06809CO2...	03/13/2022		Books & Materials	-548.24
Bill	06809CO2...	03/13/2022		Books & Materials	-281.99
Bill	06809CO2...	03/13/2022		Books & Materials	-719.41
Bill	06809CO2...	03/13/2022		Books & Materials	-1,053.49
Bill	06809CO2...	03/13/2022		Books & Materials	-289.83
Bill	06809CO2...	03/13/2022		Books & Materials	-1,087.84
TOTAL					-14,803.90

Lawrence Public Library

Statistical Summary - February 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	23,142							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	48,390							
Cardholders transacting - <i>current month</i>	13,193							
Cardholders added - <i>current month</i>	524							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals		% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	7,295	46,234	40,297		53%	47%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	20,676			45,898				
Website - Kaw Valley Jukebox	47			58				
Website - Digital Douglas County (Sessions)	231			272				
Social Media Interactions (Facebook & Twitter)				5,759				
Social Media Reach (Facebook & Twitter)				185,144				
Borrowing Digital vs. Physical								
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	24,924	13,418	38,342		30%	16%	46%	
Teen Total	2,261	1,646	3,907		3%	2%	5%	
Childrens Total	18,874	2,708	21,582		23%	3%	26%	
Total AV Media Room	16,297	2,316	18,613		20%	3%	23%	
Total Library of Things	184	0	184		0%	0%	0%	
Total all collections	62,540	20,088	82,628		76%	24%	100%	

Lawrence Public Library

Statistical Summary - February 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	190,204	20,402	210,606		90%	10%	100%	
Added	2,253	256	2,509		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	5,973	112	6,085		98%	2%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	610	176	786					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		6,071	535	6,606	92%	8%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,660	15,292		4				
Other Public Services				Total sessions				
Public Computer Usage				2004				
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	9	22	22	10	323	207	1174	481
Total Programs Offered				63				
Total Program Attendance								2185
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	68.57	66.97	2%					

Full Statistical Report - February 2022

OUTPUT MEASURES							
Service Area Population	103,351						
User Visits	23,142						
Cardholders transacting	# of Cardholders transacting	% of cardholders per region					
Lawrence resident cardholders transacting in last 3 years	40,187	83%					
Douglas County residents (excluding Lawrence residents)	2,058	4%					
NEKLS service areas (excluding Lawrence/Douglas County)	4,133	9%					
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	2,012	4%					
Total Cardholders transacting in last 3 years	48,390	100%					
Cardholders transacting - current month	13,193						
% of Cardholders transacting - current month	27%						
Cardholders added - current month	524						
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	107	768		7			
Book Lockers	210	966		5			
Outreach	0	0		#DIV/0!			
Main Library Checkouts + Renewals	5,382	44500		8			
Digital Collections	Not available		20,088	Not available			
Online renewals - patron-initiated	1,398		6,170	4			
Automatic renewals (no patron action)	3,270		14,039	4			
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	7,295	46,234	40,297	N/A	53%	47%	100%

Lawrence Public Library

Full Statistical Report - February 2022

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	20,676			45,898				
Website - Kaw Valley Jukebox	47			58				
Website - Digital Douglas County (Sessions)	231			272				
Social Media Interactions (Facebook & Twitter)				5,759				
Social Media Reach (Facebook & Twitter)				185,144				
	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 (incl. Book Club Kits)	22,786	5,746	28,532	74%	28%	7%	35%	
Adult Graphic Novels	809	66	875	2%	1%	0%	1%	
Adult Magazines	550	321	871	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	779	7,285	8,064	21%	1%	9%	10%	
Adult Total	24,924	13,418	38,342	100%	30%	16%	46%	
Teen Books (incl. Book Club Kits)	1,377	730	2,107	54%	2%	1%	3%	
Teen Graphic Novels and Manga	865	137	1,002	26%	0%	0%	1%	
Teen Magazines	4	0	4	0%	0%	0%	0%	
Teen Audiobooks	15	779	794	20%	0%	1%	1%	
Teen Total	2,261	1,646	3,907	100%	3%	2%	5%	
Children's Books, NF Videos & all Kits	18,874	1,253	20,127	93%	23%	2%	24%	
Children's Graphic Novels	0	61	61	0%	0%	0%	0%	
Children's Magazines	0	0	0	0%	0%	0%	0%	
Children's Music CDs	0	0	0	0%	0%	0%	0%	
Children's Audiobooks & Readalongs	0	1,394	1,394	6%	0%	2%	2%	
Childrens Total	18,874	2,708	21,582	100%	23%	3%	26%	
AV Media Room - Feature Films (Adult and Family) and All	8,662	2,316	10,978	59%	10%	3%	13%	
AV Media Room - TV Shows	3,325	0	3,325	18%	4%	0%	4%	
AV Media Room - Non-Fiction DVDs	863	0	863	5%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,194	0	1,194	6%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,253	0	2,253	12%	3%	0%	3%	
Total AV Media Room	16,297	2,316	18,613	100%	20%	3%	23%	
Library of Things - Boardgames and Game Guides	143	0	143	78%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot	0	0	0	0%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button	41	0	41	22%	0%	0%	0%	
Total Library of Things	184	0	184	100%	0%	0%	0%	
Total all collections	62,540	20,088	82,628	100%	76%	24%	100%	

Lawrence Public Library

Full Statistical Report - February 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)	89,020	6,785	95,805		42%	3%	45%	
Adult Audiobooks & Language Instruction	6,203	4,744	10,947		3%	2%	5%	
Total Adult Collection	95,223	11,529	106,752		45%	5%	51%	
Teen Book & Other Print Formats	9,428	2,173	11,601		4%	1%	6%	
Teen Audiobooks	292	1,068	1,360		0%	1%	1%	
Total Teen Collection	9,720	3,241	12,961		5%	2%	6%	
Children's Book & Other Print Formats	53,629	3,958	57,587		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,965	1,674	3,639		1%	1%	2%	
Children's Video and Music	1,808	0	1,808		1%	0%	1%	
Total Children's Collection	57,402	5,632	63,034		27%	3%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,720	0	27,720		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	139	0	139		0%	0%	0%	
Total All Holdings	190,204	20,402	210,606		90%	10%	100%	
Added	2,253	256	2,509		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	5,973	112	6,085		98%	2%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	610	176	786					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions (includes Phone Room)		3,427	239	3,666	52%	4%	55%	
Info Services Interactions		1,135	55	1,190	17%	1%	18%	
Readers Services Interactions		421	23	444	6%	0%	7%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		26	98	124	0%	1%	2%	
Teen Interactions		75	0	75	1%	0%	1%	
Children's Interactions		484	0	484	7%	0%	7%	
Public Technology Interactions		503	34	537	8%	1%	8%	
Website - Contact Us Forms + Social Media		0	86	86	0%	1%	1%	
Total Service Interactions		6,071	535	6,606	92%	8%	100%	

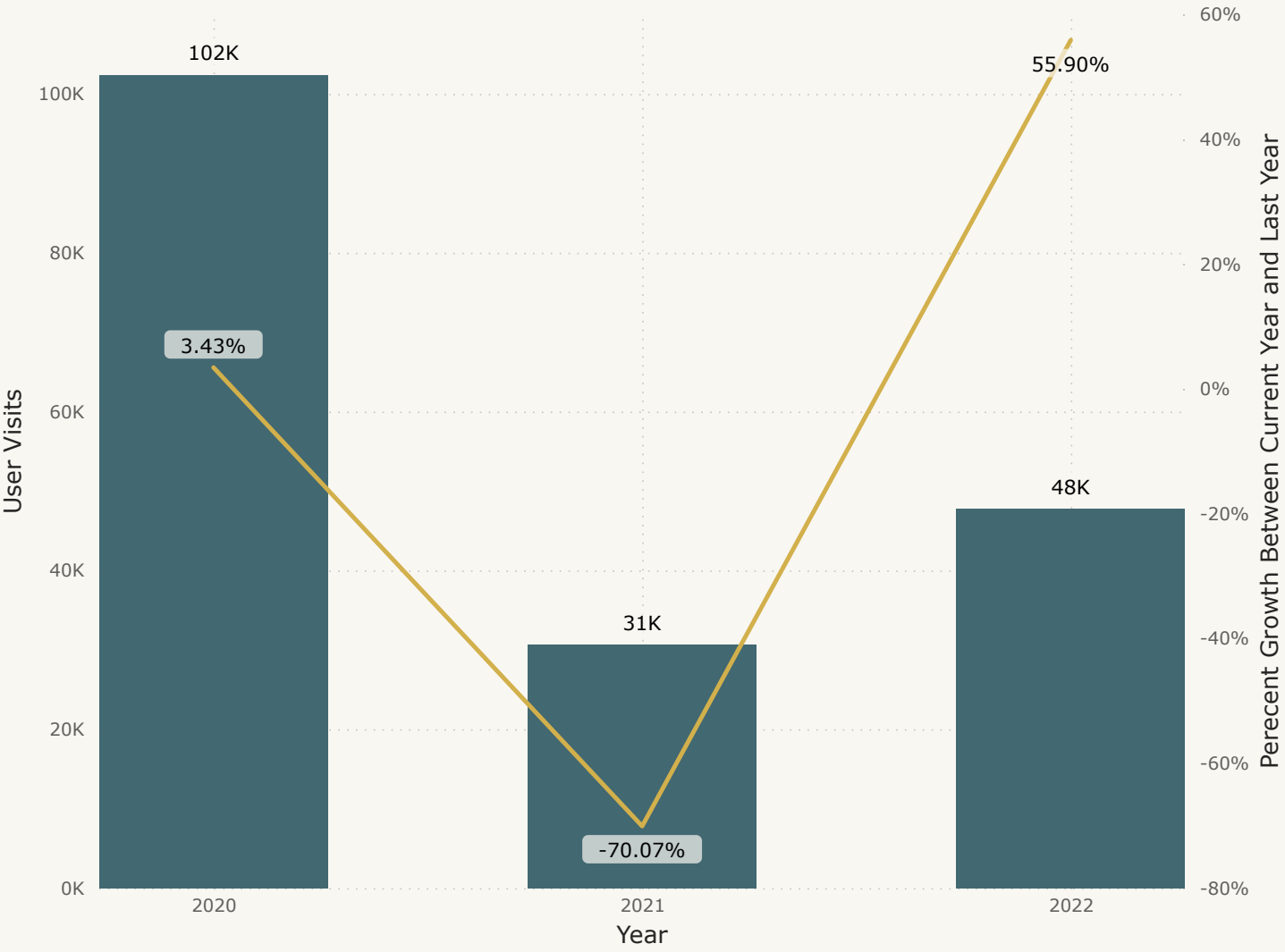
Lawrence Public Library

Full Statistical Report - February 2022

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2022	2021	2022 v 2021			2022	2021		
Total Paid Staff, in Full-Time Equivalents	68.57	66.97	2%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.65	1%						
Number of Employees--Total	83	83	0%						
Number of Employees--Full-Time	43	43	0%						
Number of Employees--Part-Time	40	40	0%						
Terminations	1	1	0%			2	2	0%	
Hirings	1	2	-50%			2	2	0%	
Volunteer Hours	362	21	1624%			797	56	1323%	

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

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

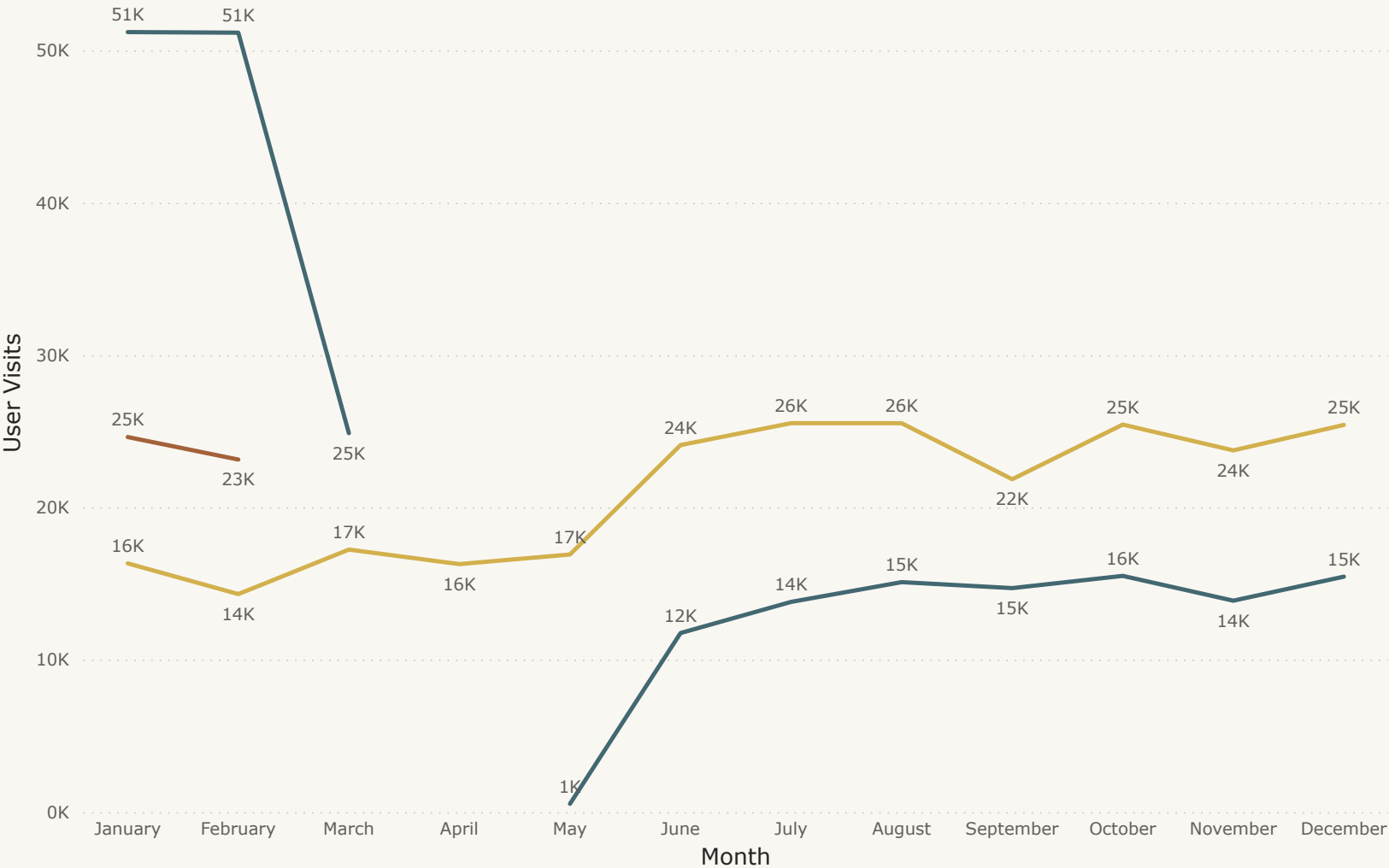


55.90%

Percent Growth Between Current Year and Last Year

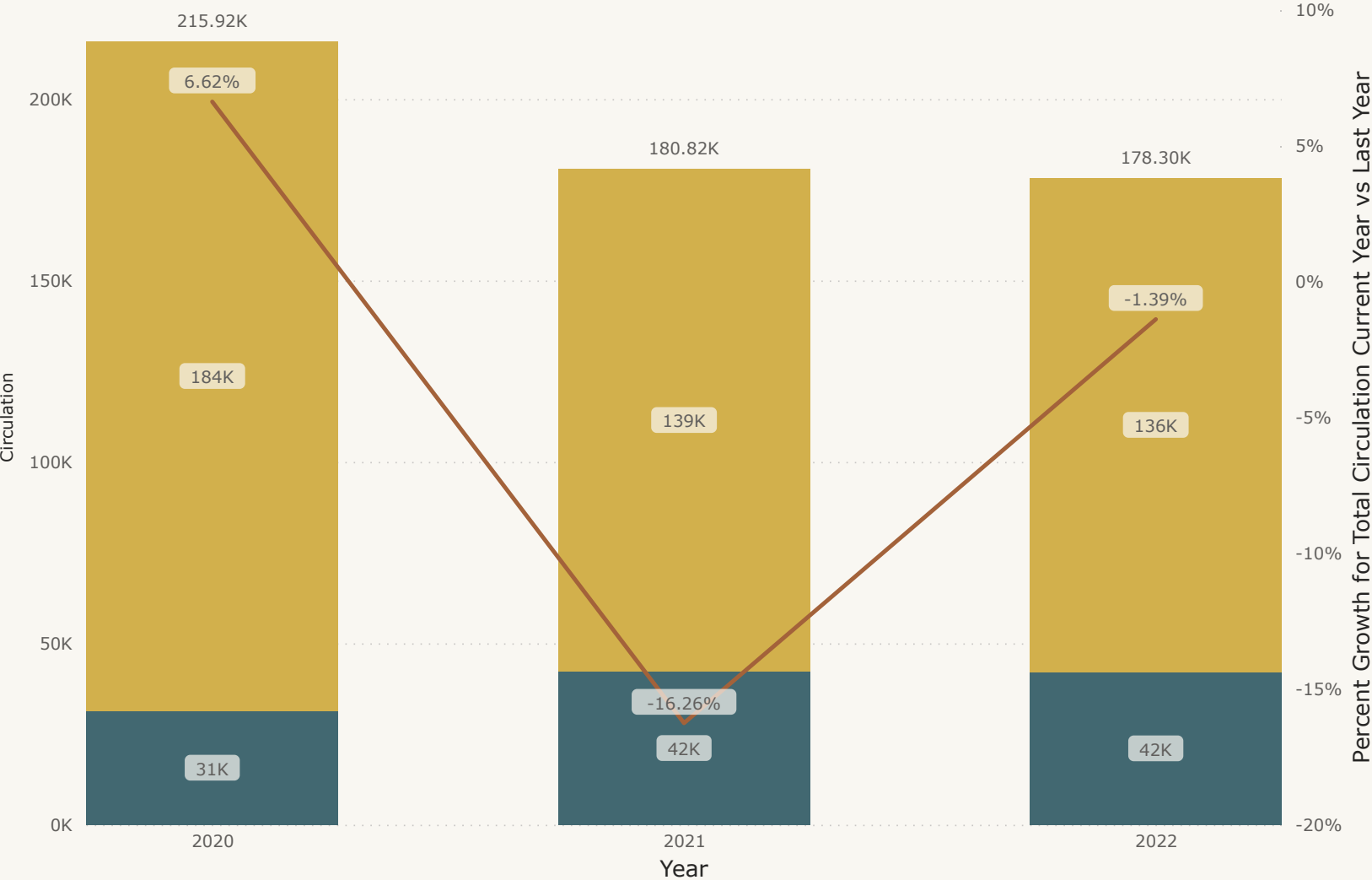
Total User Visits: 3 Year Comparison

Year ● 2020 ● 2021 ● 2022



Total Circulation (Digital+Physical): 3 YR Comparison : YTD (Jan-Feb)

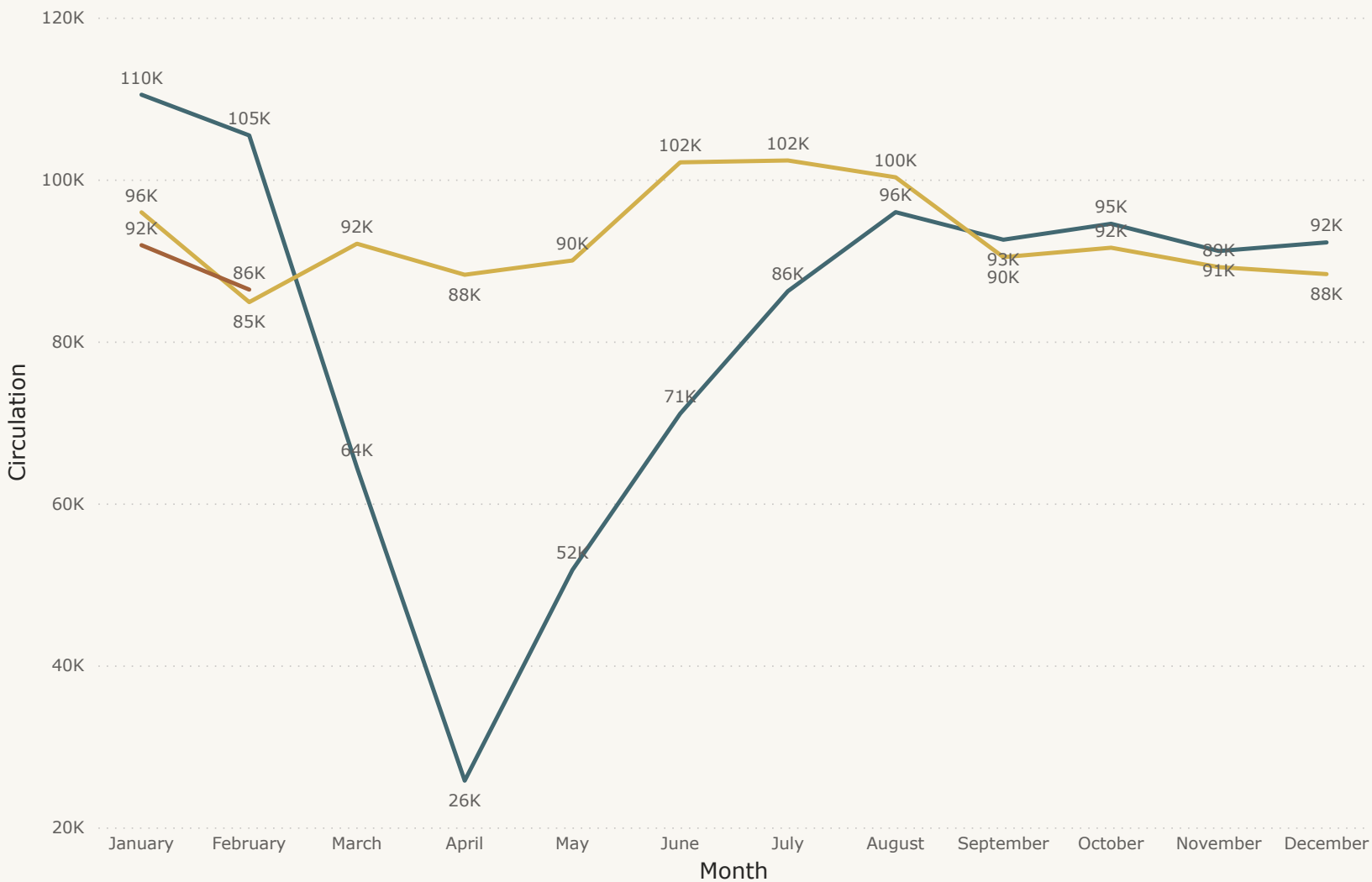
Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year



-1.39%
Percent Growth Current
Year vs Last Year

Total Circulation (Digital+Physical) Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

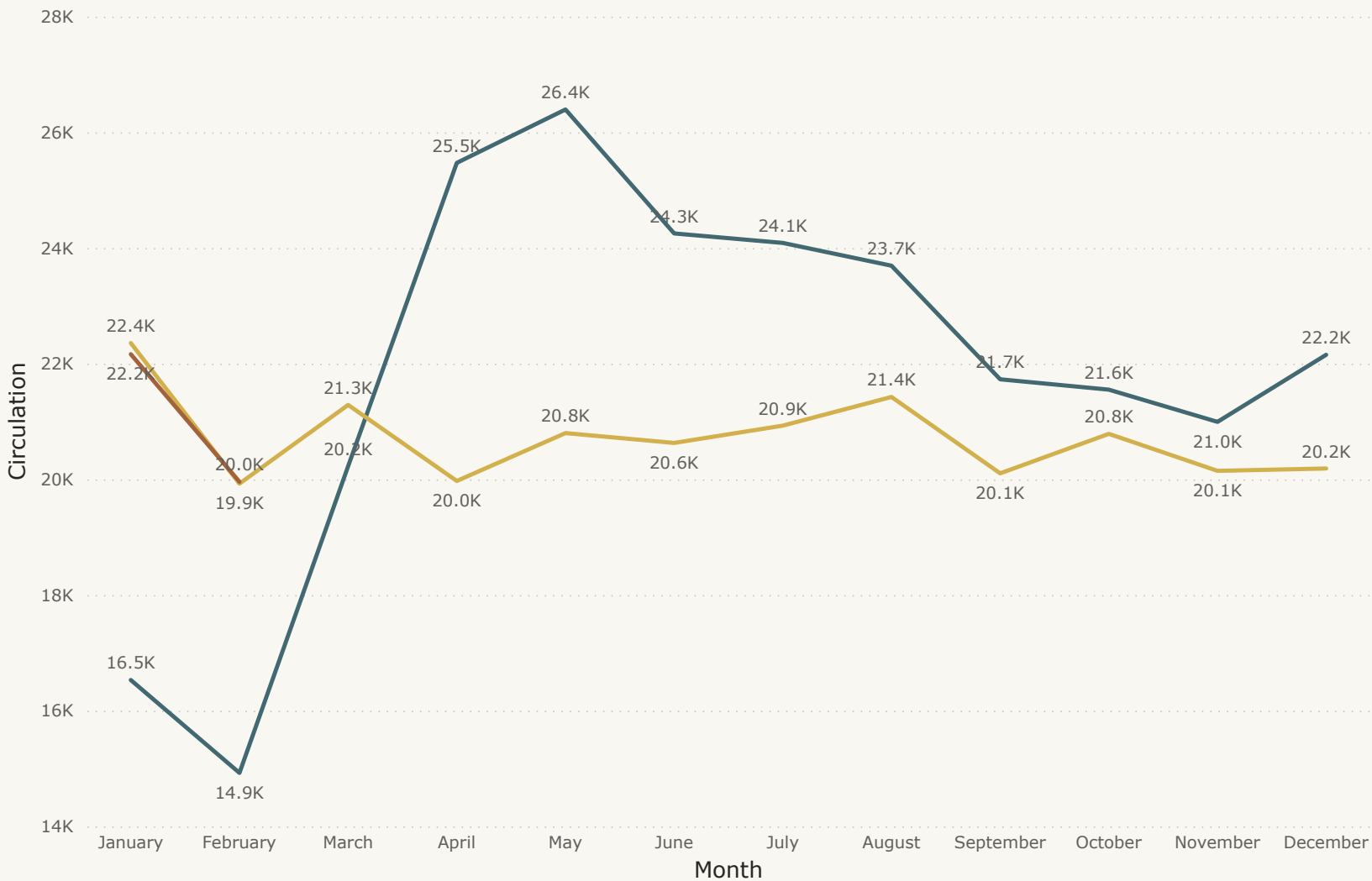
Multiple selections ▼

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

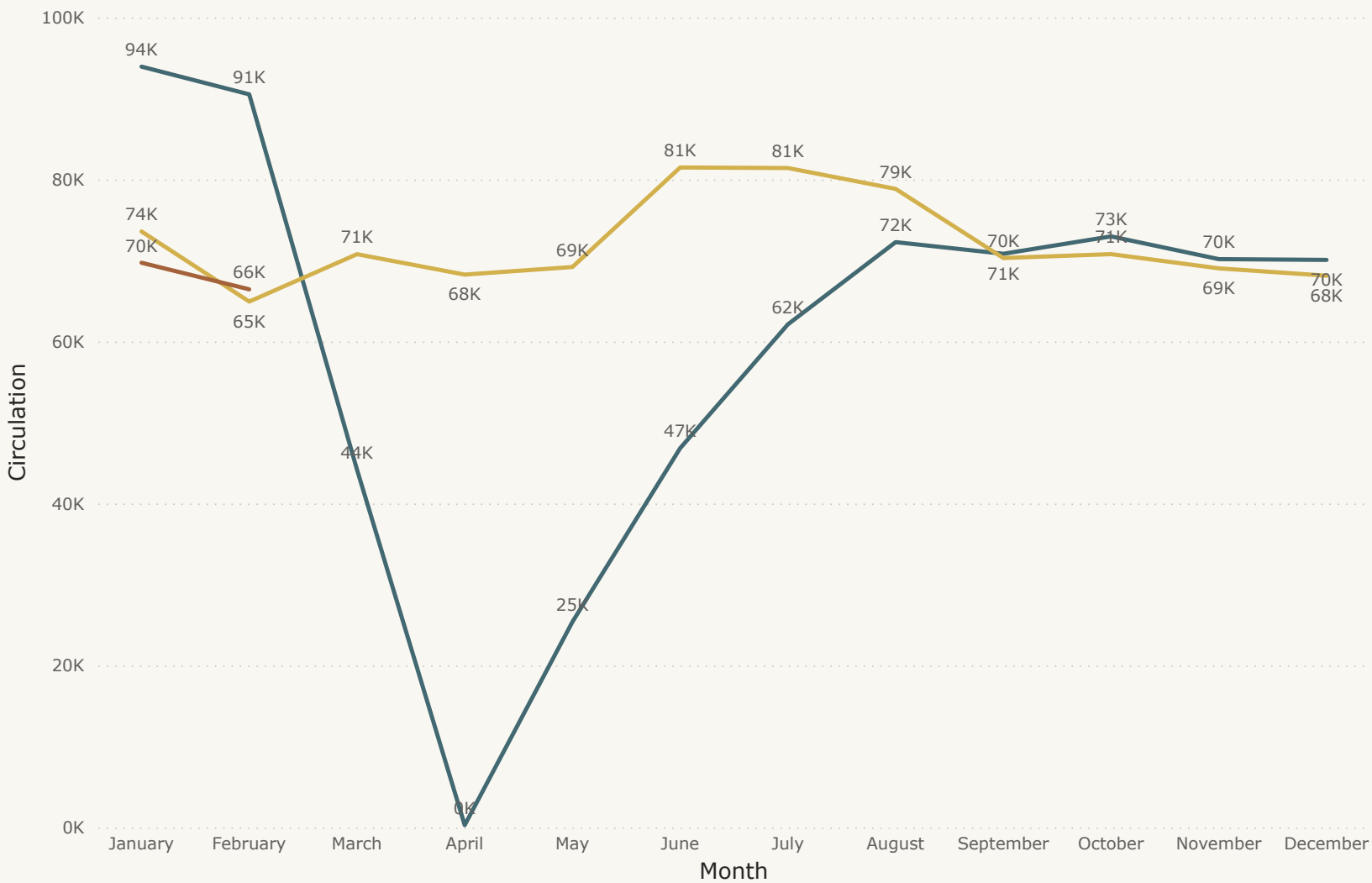
Digital

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

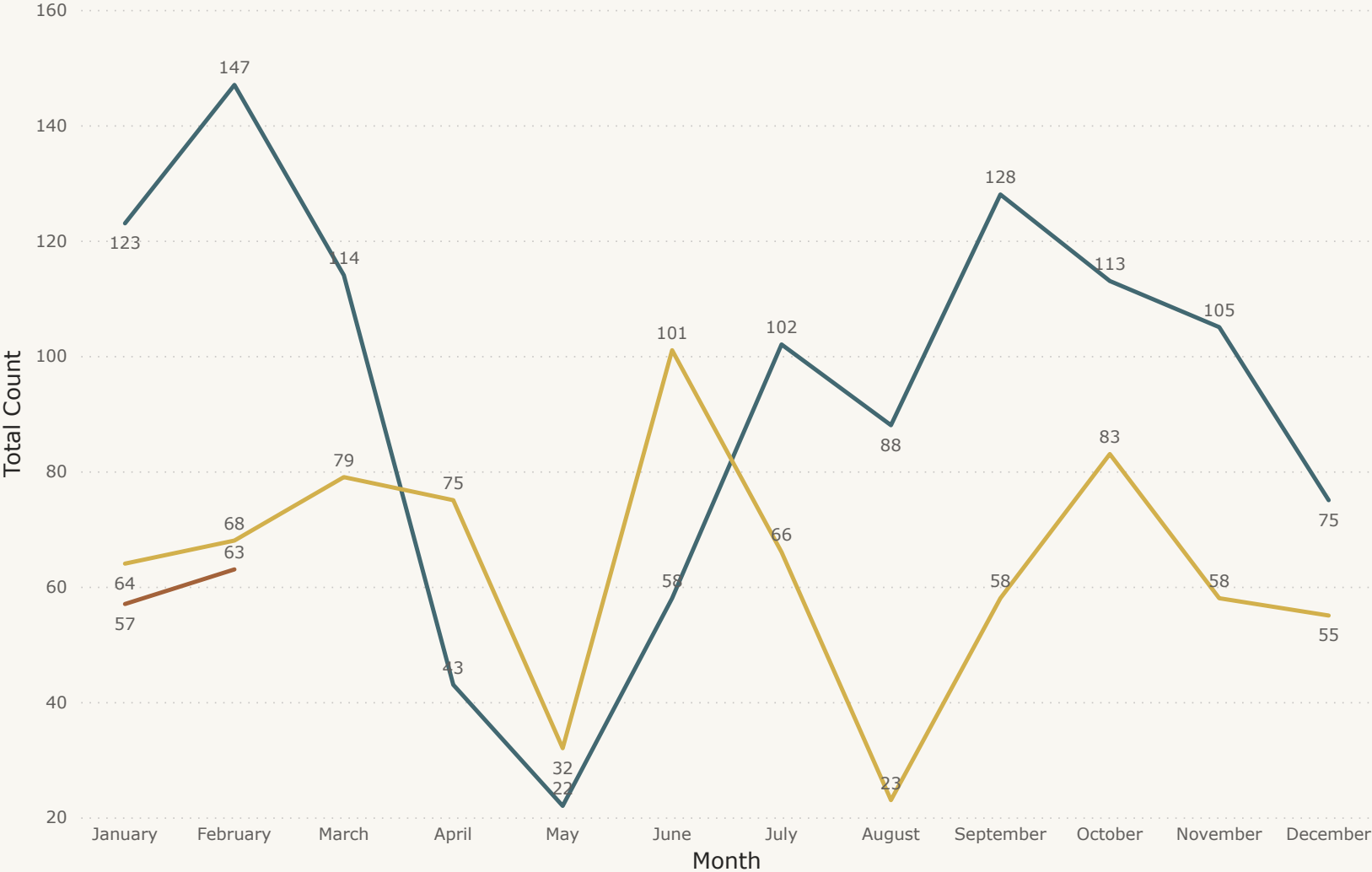
All

Total Programs Presented: 3 YR Comparison

Year 2020 2021 2022

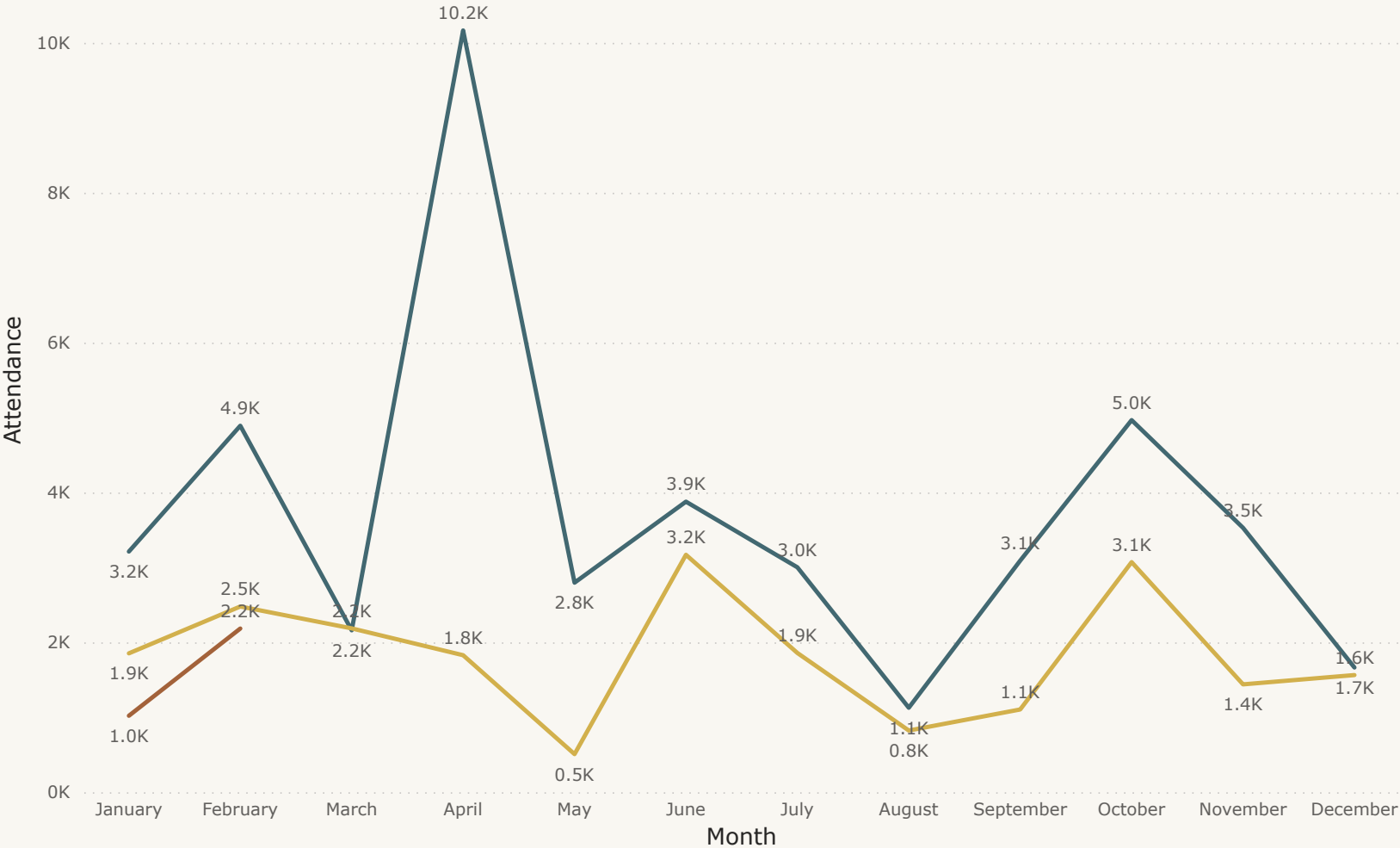
Filter By Audience

- Select all
- Adult
- Children
- Teen

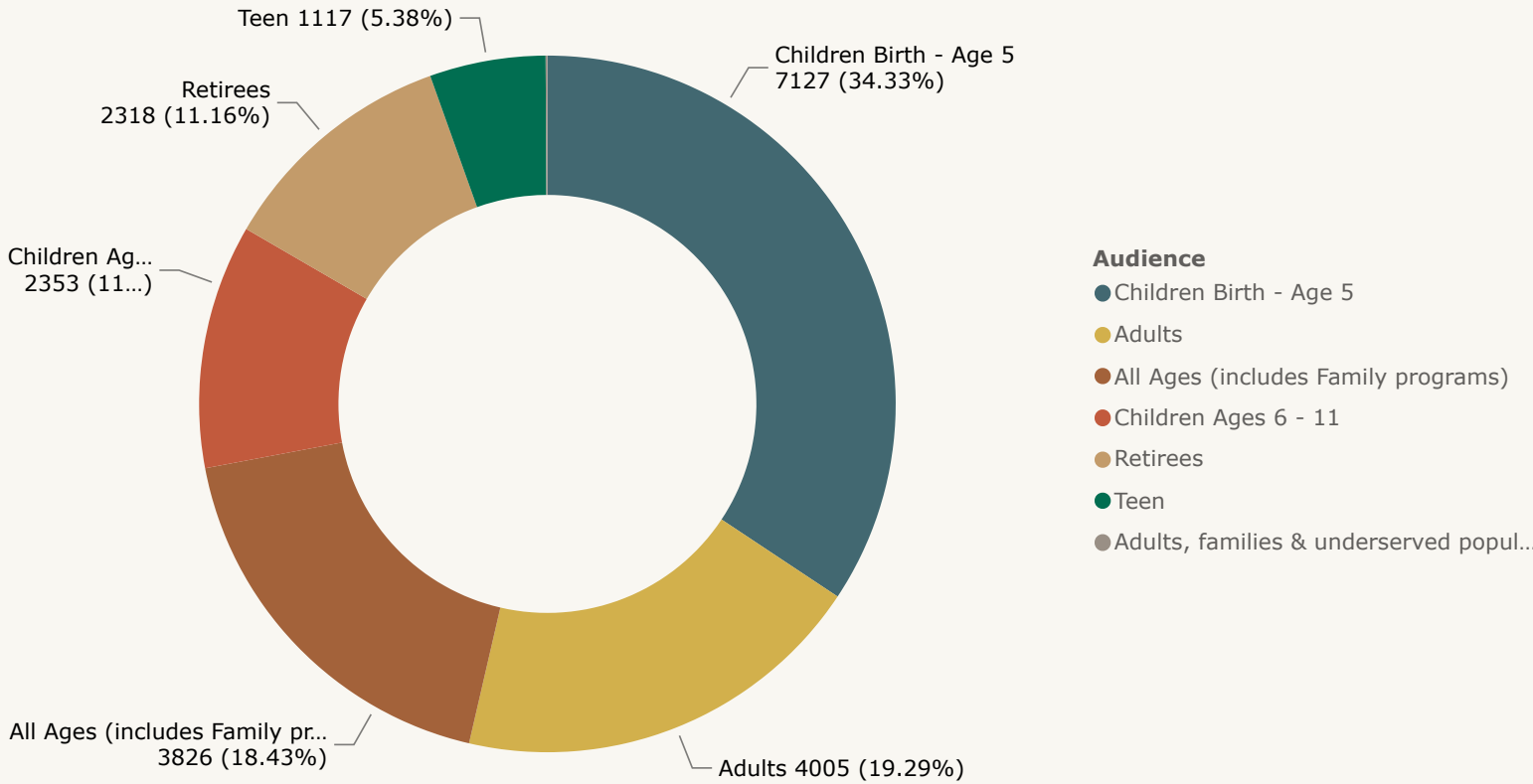


Total Program Attendance: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022

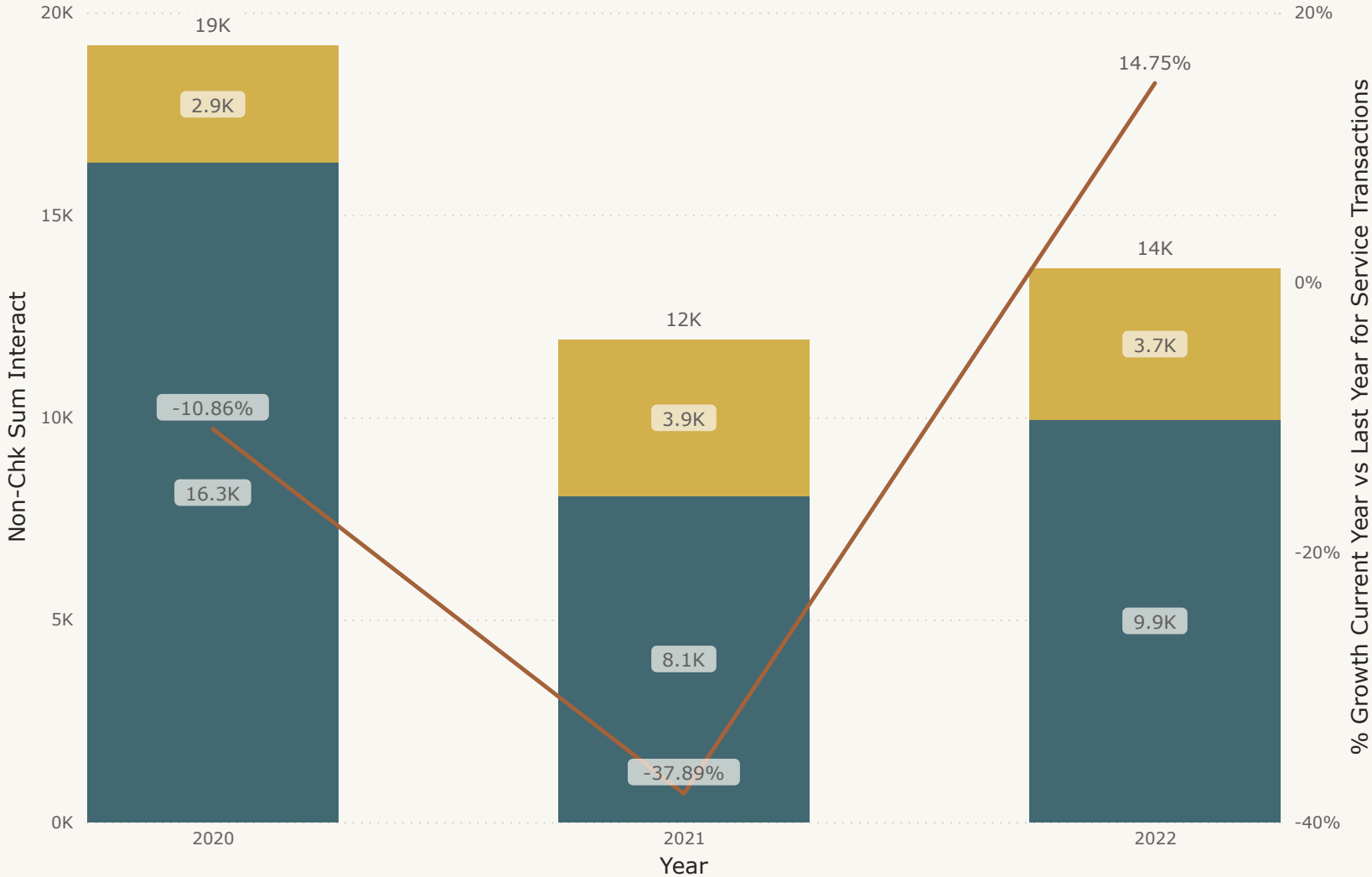


Total Attendance By Target Audience : Last 12 months



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

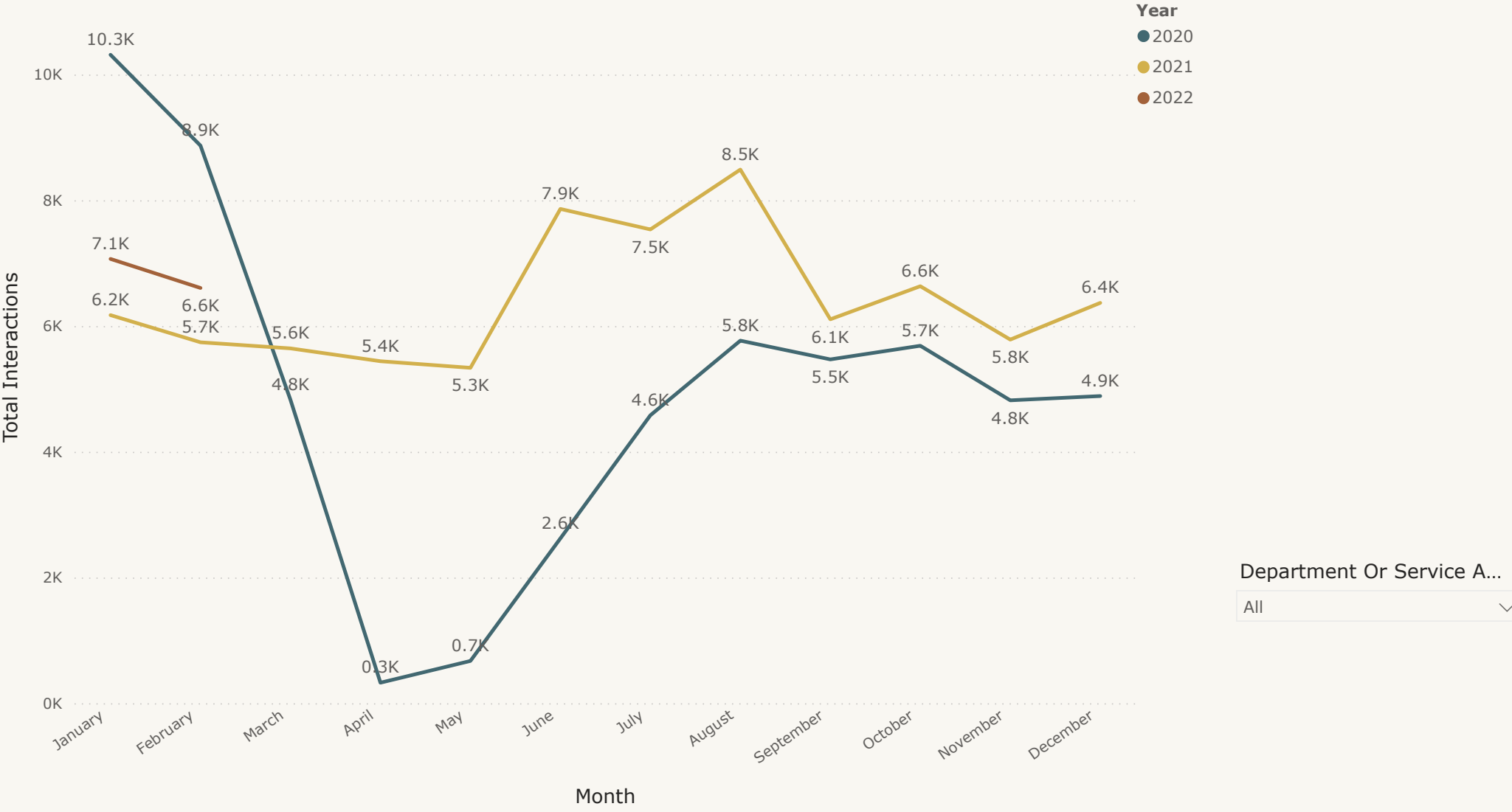
In Person or Online/Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transactions



14.75%

% Growth Current Year vs
Last Year for Service
Transactions

Service Interactions: 3 YR Comparison



Library Director's Report for March 2022

The new lower level administrative office area renovation is complete. Folks have moved into their new offices and the modular furniture has been rearranged. I think it looks fantastic. I hope you all have time to take a peek soon. Additionally, the new office for Jim Barnes, our Public Technology Coordinator, is ready to go. We built an office directly behind the Technology Desk. Jim continues to work on getting our new podcast and video production space ready. It should go live in the next few months.

You may have read in the news about the unprecedented property tax appraisal increases. I've never seen a valuation increase like this in my tenure at LPL. This will have a considerable impact on our 2023. I am close to having our budget ready to present to the budget committee. Once the budget committee makes its recommendation and the Board approves the budget, we will submit it and see what effect it will have on our mill levy rate. It's possible we could implement our compensation plan *and* lower our mill levy rate. That's mind boggling to me. It will be important to recognize the considerable increase in property valuations and be responsible fiscal stewards while still accomplishing our important goal of pay equity for LPL staff.

Erica Segraves and I met with Todd Chapple, our Blue Cross Blue Shield of Kansas representative. We still have a month to go with our healthcare expenses, but we have had a very good year thus far. We expect positive news when we get our renewal amount in May.

Respectfully submitted by Brad Allen, March 16, 2022

Monthly Departmental Reports

March 2022

Accounts:

This month we had Kim King, an Occupational Therapist with LMH Workplace Wellness, come and observe some of our book van procedures. Moving materials to and from the various book van sites around Lawrence is one of the most physically demanding jobs at the library, and we're interested in improving efficiency and safety. King observed Gregor's routines for packing up for the van, as well as loading and unloading the van. She had several good suggestions on proper body mechanics and how to move all of the materials and equipment in a way least likely to result in injury. She'll be providing us with a written report on all of her observations and suggestions on improvements to our procedures and equipment.

Cataloging & Collection Development:

Cataloging organized and completed a relabeling project for Youth Services. The juvenile nonfiction DVDs will now be interfiled with the rest of the juvenile nonfiction materials and their spine labels reflect that change.

Collections & Technology:

Tricia met with Bree and Aaron to develop new sub-categories for the technology budget and clarify budget responsibilities. They are also working on a document to clarify which staff are responsible for renewing and supporting all the software products that are required to run the library. At present, we have counted at least fifty software products or online services that support library operations and services. The goal is to have a document that lists each product and denotes staff responsibilities.

Tricia is working with Kevin, Ian, and Aaron on reviewing cost estimates for processing, shipping, and technology budget lines (respectively) for the 2023 proposed budget.

Tricia met with Melissa, Heather, Jeff, Kevin, and Kim to discuss making revisions to the monthly board statistical report. A new version of the statistical report was developed for 2021 that did not include as many monthly comparisons or year-to-date comparisons. Instead the report added information about transactions occurring onsite vs. offsite or online. Tricia will mock up a new version, share it with the above team, and, when ready, present it to Brad for possible submission to the board for approval.

Collections + Technology are working on finalizing a project timeline. The goal is to get currently planned projects on a schedule for the rest of the year, and determine when they can reasonably be completed.

Monthly Departmental Reports

March 2022

Department of Community Partnerships (DCP):

We're continuing to finalize details on Colson Whitehead's visit in conjunction with the Paper Plains Literary Festival in April. Whitehead is our 2022 Beach Author and we're thrilled this is finally taking place after 2 years of waiting. The Joy Harjo talk on February 23rd was fantastic with 694 attendees live and 124 watching the replay. It was a fantastic partnership with Humanities Kansas, The Hall Center for the Humanities, Haskell Indian Nations University, and Prairie Band Potawatomi Nation.

Diversity, Equity, and Inclusion: I have been working with Erica Segraves to finalize our training offerings for 2022. We have a number of optional and mandatory training opportunities lined up, and we have also chosen a date for this year's staff day. I'm continuing to work with the IDEAA committee to draft a statement on equity, diversity, and inclusion for our organization. I am preparing to go to PLA, and looking forward to making more connections with other DEI professionals in libraries.

Employee Engagement: New training offerings are coming in 2022. Frankie Haynes and I have been building the training calendar which will include three mandatory all-staff training - Customer Service, the annual All-Staff day, and Antiracism. Optional trainings led by our own staff or our community partners are also sprinkled throughout the year. Highlights of these optional trainings include using the new hybrid technology in Meeting Room A, an introduction to programming, information on Willow Domestic Violence Center, and much more! I've also been focusing heavily on our personnel files and making sure they are in compliance with state and federal regulations as well as researching and writing new workflow for reporting staff injuries.

Facilities:

While we don't have to bag nearly as many masks now that the mandate has expired, we are still making sure enough are available for patron requests as well as storytimes. Lack of masking also invites more eating in the library, and we've been quickly reminded what that means: a lot more crumbs!

We've got just a couple finishing touches to make and we can call the Lower Level office project complete. The next steps are finding the right homes for older furniture that has been displaced.

Monthly Departmental Reports

March 2022

Information Services:

We're excited to announce that Marc Veloz will be joining us as our new Community Resources Specialist! He has served as a social work intern here at LPL for the past several months, and has already begun the work of building relationships with community social service organizations. We look forward to his transition into this new role! The Seed Library launch and CSA Meet-and-Greet were well attended, and we've already given out hundreds of seed packets. Our partnership with local music shop Guitarma to provide free guitar and ukulele lessons in honor of John Jervis also launched recently and has been very well received. And, Info Services is making a foray into TikTok—thanks to Kayla for taking the leap!

Information Technology:

Work in progress toward Security Camera System improvements (addition of cameras). Work in progress toward adoption of EZproxy SSO under Bibliocore. E-Rate cycle drawing to a close. All bids received. Final agreements to be made soon. Hello Desk outfitted with battery power and phone solution. In addition to the new phone at the Hello Desk, three additional VOIP phones have been ordered and are available as spare units for future expansion.

Marketing:

Hello Desk update: Created quick training videos with Erica, Frankie, and Polli that offer various scenarios for staff and volunteers to model in multiple FAQ situations — thanks to Logan for filming and editing; training begins the week of Feb 28 with a go-live date set for MON, Mar 7 at 10 AM. **Advertising update:** Working on ad contracts with Lawrence Juice, KJHK 90.7, and The Lawrence Times. **Summer Reading update:** Closing in on a teen-created design for the official shirts this year. Picking a winner and collaborating with the winning teen will happen in April (choosing an ink color and official font at our mini design internship) as Heather will be in France Mar 10-28. **Social Media update:** Instagram, Tik Tok, Twitter, and Facebook teams are continuing to create bright, fresh, funny, and informative content that keeps the library in our community's hearts and minds. If you aren't on Tik Tok yet, [now you have a good reason to be](#). **Book Drops update:** Due to freezing weather and several heavy snowfalls, install of updated vinyl signage on all remote book drops has been moved forward to the first available mild-weather day in March. **Heather will be out of the country from March 10-28 and returning to work April 1.** Please contact Kathleen Morgan with any Marketing questions.

Materials Handling:

We were sad to see Zarina Alfors leave her (very) part time position helping out on Saturday mornings for a full time managerial position at her other job. After some discussion, we decided to tweak our Saturday workflow rather than fill that five hour position. To help

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March 2022

compensate for that change, the team has another new volunteer, Stella, to help out on Sundays.

On another note, after crunching the numbers (with significant help from Bree), we've come to the conclusion that we'll be shipping the library's interlibrary loans via USPS instead of UPS, bringing us more in line with peer libraries, simplifying our workflow, and saving money in the process. We're just waiting on our new label printer to get started.

Outreach:

We continue taking the CNA out to partner organizations and events. We've had about 180 responses so far and will continue to work with community partners on distribution. Leah and Ruth are getting the book bike out this spring to sign folks up for library cards and distribute Read Across Lawrence books. With the dip in covid and spring on the horizon folks are excited to see us out and about in the community.

Trevin and Kristin continue to work on a summer schedule for Dottie. We'll have Dottie and the summer Boys and Girls club sites and visit their teen center twice a month. Trevin is working on site visits for Parks and Rec summer camps and the summer lunch program.

Public Technology Services:

This month, the Public Technology Department bid farewell to Margaret Burke as she moved to Anchorage Alaska to take a position at the public library there. **Brian Schulz** has moved into a part-time position and joins Jake Little who transitioned to the department from Security at the beginning of the year. With the removal of our mask mandate, the lower level seems to be getting busier. We will be deploying 3 additional computers in the computer lab to help meet demand. Additionally, chromebooks from the Digital Equity collection will soon be put into service to be used inside the library. The new hybrid AV system in Meeting Room A has been working very smoothly for patrons and staff. We will be conducting a training session for staff on how to use the system at the end of the month. The Auditorium AV streaming system is almost complete. There have been multiple delays due to out of stock items, but the system should be ready as in person programming picks up this spring and summer. Patrons will also be excited to learn that we plan to fully reopen the SOUND+VISION Studio at the beginning of April. Lastly, work on our podcast/video room is in the final stages. The construction of custom wood sound panels is the last piece of the puzzle. We are hoping to open the room late spring/early summer.

Readers Services:

Readers' Services launched the Read Across Lawrence program this month with [*Interior*](#)

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[Chinatown](#) by Charles Yu. We are thrilled to share this book with the community. Part satire, part screenplay, part social commentary and totally smart, funny, and thought provoking - Interior Chinatown is a terrific read and a great novel to discuss and explore as a community.

This year, we are experimenting with purchasing less books to give away and putting more books into a special circulating collection. We are hosting a variety of giveaways on social media and at outreach events for the number of books we do have to distribute. To get the book into more hands, we have a record number of books on 7 and 14 day checkout, plus the book is featured on our Libby app for unlimited digital eBook and audiobook checkout to our patrons during March and April.

There will be a full complement of programs to highlight the themes in the book starting on April 1st, all found on our [website](#). All of our programs are planned in person except one, and we are especially excited to have the author join us by Zoom on April 21st at 7pm.

In other departmental news, most of our book clubs have transitioned back into the building, or will be transitioning by next month. The podcast Booksquad Podcast has been relaunched, with a goal to publish twice a month. Plans are underway for Booktoberfest in Oct/Nov of 2022, and we will be working closely with the Friends and Foundation to incorporate the celebration of 50 wonderful years.

Security:

With the occasional return of warmer weather we've seen more familiar faces utilizing the Readers' Garden and the area between the library and parking garage. While it's good to see they've made it through the winter intact, it does mean a lot of reminders about what is and isn't acceptable. It's a very tricky line since so much of that space doesn't fall under LPL jurisdiction and we'd rather avoid calling the police if we don't have to, but in general folks are friendly and helpful when we talk with them.

Youth Services:

We have a lot going on in YS. All of our storytimes are back in-person! Grace Pratte has joined us as our new Teen Services Assistant. She comes to us from 1900 Barker where she was the main croissant baker for some time. She has a great knowledge of YA books and we're so excited to have her on our team. While we're celebrating Spring Break with some fun programming this week, we are in the midst of planning for Summer Reading. This year's theme is Oceans of Possibilities. We're planning a hybrid set of programs for kids and fully in-person for teens. We have chosen our teen summer reading t-shirt design contest winner. Next up is finalizing program plans and prizes, making book lists, crafting a scavenger hunt,

Monthly Departmental Reports

March 2022

working with LMH on our Storywalks, getting Beanstack ready, creating videos to share with schools, advertising our summer intern and volunteer programs, working with Americorps to get a couple members to help with outreach, and working with Marketing to make sure we have everything we need to get the word out. Trevin has been working with community partners and Kristin Soper to create an outreach schedule for Dottie this summer. On the YS side of things we have finalized stops for the Ballard Center and Boys and Girls Club locations. We still have a few more locations we're shoring up. Things have been going well in the Teen Zone. We continue to see more and more teens coming to hang out and we're getting pretty busy on Wednesdays again. In collection news we're working on interfiling our j non-fiction DVDs into the j non-fiction section. On top of this, we will be shifting quite a lot of items around to spruce up the collection and give other parts more visibility. Computers for kids have gone back out on the floor. We've moved them a bit further west to give some more distance between the picture book room and gaming. And, finally, we're getting ever so closer to finishing the picture book room renovation. We have ordered the additional shelving we needed for the collections that will not fit on the walls and we hope to place our order for furniture this week.

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



St. Patrick's Day Parade. The big day has arrived! Dottie rolls down Mass Street this afternoon, accompanied by book carts and a bevy of library volunteers. And best of all, our queen candidate, Deja O'Brooks, is the 2022 St. Patrick's Parade Queen! Her [coronation speech](#) was a wonderful tribute to the library as an essential safe and welcoming space for everyone, particularly youth. I want to give a big THANK YOU to Angela Hyde, who organized our parade entry. "The Reading Rainbow" will be led by Queen Deja, and includes a precision book cart drill, the library's book bike, Rainbow Walkers, and of course Dottie. We will report next month on how much was raised for the library Friends & Foundation. The funds will be used for Dottie's youth outreach programs. Hope to see you there!

Distributions to the Library. At its February meeting, the Friends & Foundation Board voted to send \$36,000 to DCCF for its unrestricted endowment fund. In addition, the board approved a \$62,300 gift to the library. Of this total, \$46,000 is an unrestricted block grant. The balance will be directed to a number of restricted funds:

- \$8,000 to LPL Eggert Fund for end-of-year staff bonuses
- \$1,200 to the Local History/Coan Fund
- \$2,900 to Milliken Fund for music and SOUND+VISION Studio
- \$3,000 to Dr. Bob Reader Fund for book giveaways with new library cards
- \$1,200 to the Creativity Fund for the SOUND+VISION Studio

Dr. Bob Reader/READ Lawrence Merger. I have been working for the last few months with Tyler Lindquist who is one of the founders of the Lawrence READs project. This initiative distributes free books to kids written by BIPOC authors on subjects relating to the challenges and successes of BIPOC people. Their volunteers worked throughout 2020 and 2021 stocking little free libraries throughout Lawrence. Looking for a more sustainable way to continue the program, Tyler approached the Friends & Foundation about the possibility administering it through the library. The Friends & Foundation also have a free book distribution program, Dr. Bob Reader (named after the late Bob Frederick), that provides a free book to kids who get their first library card. After multiple meetings with the READs committee, and conversations with the Frederick family, a plan was created to merge the two into "Dr. Bob READs" program. The new initiative embraces the mission of both programs and will roll out with Dottie's debut this summer.

PLA. I am excited to join a delegation from LPL to visit Portland OR for the Public Library Association conference next week. This conference is held every other year and offers a great opportunity to learn about the work of public libraries across the US.

Mission

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

Vision

Our community flourishes through its embrace of diversity and promotion of inclusion and belonging and a guarantee of equitable access to learning, growth, and opportunity for all.

Values

Access to information

We ensure access to information for people of all ages, abilities, and means. We identify barriers to access and seek to eliminate them.

Respect for people

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

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.

Staff Growth and Well-being

We know that library staff is the key to the organization's success and believe in fair wages and benefits and opportunities for growth.

Strategic Initiatives

Learning

The Library is a place where people can learn together.
The Library is a learning organization for staff.

Growth

The Library will grow as an organization to meet the changing needs of our community.
The Library will continually rethink traditional library services.

Opportunity

The Library will empower residents to connect with the opportunities in their community.
The Library will explore public/private collaborations in order to insure its financial stability.

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.

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

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

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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.