

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, April 18, 2022 at 4:30 PM**  
**Zoom Meeting**  
[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 March
- Approve Treasurer's report for March
- Approve bills for March 21 to April 17
- Receive statistical report for March

Library Director's report

Friends & Foundation report

New Business

- Budget Proposal – **ACTION ITEM**  
Brad Allen, Library Director
- Juneteenth Holiday Recommendation – **ACTION ITEM**  
Frankie Haynes, Diversity & Equity Coordinator
- Officer Nominations – **ACTION ITEM**
- Farewell to Judy Keller and Kevan Vick!

Old Business

Adjournment

## **DRAFT**

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

March 21, 2022

4:30 p.m.

**Venue:** The meeting was held in person at the library with additional participation available online via Zoom.

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

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

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

Brad Allen, Kathleen Morgan, Erica Segraves, Bree Pfannenstiel, Frankie Haynes, Leah Newton, Aaron Brumley, Tricia Karlin

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

Rachel Rademacher

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

J.T. Thornburg

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

Sarah called the meeting to order at 4:39 p.m.

#### **Consent Agenda**

Sarah moved the consent agenda be approved, David seconded. Consent agenda passed.

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

- Lower level offices are mostly complete. Brad invited meeting attendees in the building to take a tour.
- As reported in the [Lawrence Journal World](#), local real estate appraisal values were unusually high this year, which should translate into higher property tax revenue. If revenues indeed are higher, there may be no need to consider increasing the mill levy to meet budget needs.
- Erica and Brad met with the library's health insurance representative. Indications are that the health insurance expense this year may remain relatively stable. It also bodes well for the 2023 budget for health insurance.

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

- **Read Across Lawrence:** Leah Newton, Readers Services, reported on 2022 Read Across Lawrence. The book selected is [Interior Chinatown](#) by Charles Yu. Leah noted the [programs](#)

that the library is offering during the month of April, including an online event with the author on April 21st.

- **St. Patrick's Day Fundraising Event:** Rachel Rademacher reported that the St. Patrick's Parade events wound up on Sunday with a fun session of Irish Road Bowling. The Friends & Foundation's share of the event proceeds is forthcoming - the funds will be split three ways between the Friends & Foundation, The Jefferson's Foundation, and the Watkins Museum of History. The Friends & Foundation's queen candidate, Deja Brooks, was voted the 2022 St. Patrick's parade Queen. Her acceptance speech has been widely praised.
- **Funding report:** Rachel also reported that the Friends & Foundation Board voted to send \$36,000 to DCCF for its unrestricted endowment fund. The board also approved a \$62,000 gift to the library. \$46,000 is an unrestricted block grant, with the remainder going to restricted funds (as presented in this month's Foundation Director's written report.) The Second Saturday Booksale was a great success - over \$4,000 was raised in one day!
- **Dr. Bob Reader / READ Lawrence Merger:** Kathleen reported on the merger of these two projects that support reading for young people in Lawrence. The READ Lawrence project started with a group from Leadership Lawrence. They raised money to provide diverse books to Little Free Libraries across the town and supported the program through 2020 and 2021. Looking for an organization to continue this initiative and sustain it, they approached the Friends & Foundation. There was synergy between their program and the Friends & Foundation's free book distribution program, Dr. Bob Reader. The Dr. Bob Reader program honors the late Bob Frederick, and Margie Frederick and her family were excited about joining forces with this group and supporting their mission. Janella Williams of Three Clever Broads Design group designed a new logo for the merged project. This initiative will launch later this year along with the rollout of Dottie, the library's new outreach service.

## New Business

- Strategic Plan Review
  - Brad presented the "March 2022" draft of the new Strategic Plan. Board members indicated approval for maintaining the current strategic plan with some additions and changes as noted below:
    - The *Vision* statement in this draft is lengthier and addresses the library's continued work on diversity, inclusion, and belonging
    - *Values*
      - Consider limiting the *Value* in the left-hand column of the document to one word, e.g. *Access*, *Respect*, *Free*
      - *Access to information* is such an important component that it was moved to the top of the *Values* list
        - Consider changing the phrase to just *Access* to communicate that we want to provide access to all library offerings, not just information
      - *Staff Growth and Well-Being* was added
        - Judy suggested this be expanded to include commitment to volunteers and members of the community

- *Equity*: Frankie and the IDEAA committee discussed whether equity should be addressed in both the *Vision* and *Values* parts of the document. Frankie recommends that it be in both parts of the document; Sarah agreed. If added to *Values*, its description (*We identify barriers to access and seek to eliminate them*) would be stricken from where it currently lives under *Access to Information*.
- *Strategic Initiatives*:
  - *Growth* replaces *Innovation*. Description is: *The library will grow as an organization to meet the changing needs of our community*.
    - Judy suggested that we add more specifics here. E.g. address market share: how many library cards are issued? How many books are checked out?
  - *The Library will create a process for outcomes evaluation* was a strategic initiative in the previous strategic plan. Kevan asked why it was not in the new draft version.
    - Brad asked if that goal, and perhaps Judy's request for more specifics about *Growth* should be included in this document or under action items instead. He noted that it can be a challenge to collect and present good, clean, meaningful output data, although he agreed with Judy that market share is a useful metric. Brad also added that he, Kevin Corcoran, Cataloging & Collection Development Coordinator, and Tricia are reviewing a new library analytics product as a potential resource to help the library better measure the outputs and evaluate our operations.
    - Perhaps replace the description of *Growth*: *The Library will continually rethink traditional library services* with, e.g. *The Library values continued improvement - to continually be better at what we are doing*.
  - Brad noted that we have time to rework this. He suggests that an action plan to support the strategic plan will be built after the 2023 budget is approved. He suggested that the item be added to "Old Business" on a subsequent agenda and the board could take another pass at its revision. A longer timeline would also give the library's full leadership time to review it.
- Board composition
  - Brad suggested that the board consider what kind of strengths or skill sets they would like to consider when recruiting or adding a new board member.
    - Judy will send a one-page matrix on board composition from BoardSource to library board members to help them think through different definitions of diversity
    - She suggests that board members consider candidates with skills in finance or banking; e.g., a CFO of a large or growing business
    - After reviewing the BoardSource document, current individual board members should identify and encourage promising applicants to submit an application on the city website

- They should also alert Brad of their recommendation so he can connect with Mayor Shipley. It's helpful for her to have additional information about applicants when making decisions about appointments.

- **Announcement**

- **Budget committee** will be meeting before the next board meeting.

### **Adjournment**

There being no other business, the meeting adjourned at 5:46 pm

The next regular Board meeting will be held Monday, April 18, 2022 in Meeting Room A with an online participation option..

Respectfully submitted,  
Tricia Karlin

## 2022 Regular Budget Report

	<u>March</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
<b>REVENUES</b>					
Tax Fund		2,750,742.19	\$5,022,000.00	54.77%	\$4,978,000.00
Lost and Repl Fees	1,880.56	5,242.93	\$30,000.00	17.48%	\$15,000.00
NEKLS	23,947.75	28,947.75	\$96,000.00	30.15%	\$95,000.00
State Aid	28,192.70	28,192.70	\$25,000.00	112.77%	\$25,000.00
Photo Copies	1,265.51	3,342.78	\$10,000.00	33.43%	\$5,000.00
Meeting Room Fees	1,576.12	1,867.52	\$5,000.00	37.35%	\$ -
Interest	158.32	173.14	\$2,000.00	8.66%	\$2,000.00
Transfer from Cash Reserves		-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	33.56	66.27			
<b>Total Revenues</b>	<b>57,054.52</b>	<b>2,818,575.28</b>	<b>\$5,237,000.00</b>	<b>54%</b>	<b>\$5,170,000.00</b>

## EXPENSES

Salaries & Wages	234,902.10	704,650.24	\$2,910,000.00	24.21%	\$2,865,000.00
Employee Benefits	36,424.26	109,303.51	\$490,000.00	22.31%	\$460,000.00
Payroll Taxes	38,103.80	116,613.73	\$516,000.00	22.60%	\$500,000.00
Utilities	8,271.14	17,717.11	\$100,000.00	17.72%	\$100,000.00
Building Supplies	946.63	4,524.04	\$20,000.00	22.62%	\$20,000.00
Building Repairs & Maintenance	3,652.53	28,812.53	\$55,000.00	52.39%	\$55,000.00
Library Supplies	2,478.43	5,005.92	\$25,000.00	20.02%	\$25,000.00
Books & Materials	49,587.28	143,630.88	\$710,000.00	20.23%	\$710,000.00
Processing Supplies	8,285.06	15,494.27	\$45,000.00	34.43%	\$54,000.00
Equipment	-	12,838.03	\$10,000.00	128.38%	\$10,000.00
Technology	25,952.98	101,342.50	\$250,000.00	40.54%	\$250,000.00
Insurance	3,169.50	6,067.50	\$16,000.00	37.92%	\$16,000.00
Postage & Mailing	4,298.56	7,194.41	\$18,000.00	39.97%	\$18,000.00
Professional Development	8,617.37	11,804.12	\$35,000.00	33.73%	\$30,000.00
Book Van & Mileage	186.25	1,216.88	\$2,000.00	60.84%	\$2,000.00
Professional Fees	3,966.26	17,553.79	\$20,000.00	87.77%	\$25,000.00
Advertising & Marketing		1,076.00	\$20,000.00	5.38%	\$30,000.00
Capital Improvements	113,118.94	115,761.51	0		\$ -
Miscellaneous	224.55	16,223.36	0		
<b>Total Expenses</b>	<b>542,185.64</b>	<b>1,436,830.33</b>	<b>\$5,237,000.00</b>	<b>27%</b>	<b>\$5,170,000.00</b>

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking	2,315,086.62				
Capitol Improvement	810,656.79				

2022 Outside Funding

2022 Outside Funding	<u>1/1/2022 AMOUNT</u>		<u>January Income</u>		<u>January Spending</u>		<u>February Income</u>		<u>February Spending</u>		<u>March Income</u>		<u>March Spending</u>		<u>Remaining</u>
<b>Outside &amp; Private Funding</b>															
<b>R &amp; E Totals</b>		\$	4,365.18	\$	82,153.21	\$	15,054.51	\$	23,870.27	\$	65,486.03	\$	37,026.91	\$	425,738.59
															\$ 84,905.72
															\$ 143,050.39

**Lawrence Public Library**  
**Balance Sheet**  
As of March 31, 2022

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	<u>Mar 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	2,090,345.94
Checking	235,015.05
Capital Improvement at MIP	810,656.79
	<hr/>
<b>Total Checking/Savings</b>	3,136,017.78
	<hr/>
<b>Total Current Assets</b>	3,136,017.78
<b>Other Assets</b>	
Petty Cash	605.48
	<hr/>
<b>Total Other Assets</b>	605.48
	<hr/>
<b>TOTAL ASSETS</b>	<b>3,136,623.26</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	71,709.13
	<hr/>
<b>Total Accounts Payable</b>	71,709.13
<b>Other Current Liabilities</b>	
Payroll Liabilities	-614.59
	<hr/>
<b>Total Other Current Liabilities</b>	-614.59
	<hr/>
<b>Total Current Liabilities</b>	71,094.54
	<hr/>
<b>Total Liabilities</b>	71,094.54
<b>Equity</b>	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,293.22
Net Income	1,323,600.28
	<hr/>
<b>Total Equity</b>	3,065,528.72
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,136,623.26</b>
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# Lawrence Public Library Revenues & Expenses

March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Donations- misc	33.56	66.27
Tax Fund	0.00	2,750,742.19
Lost and Replacement Fees	1,880.56	5,242.93
NEKLS	23,947.75	28,947.75
State Aid	28,192.70	28,192.70
Photocopies & Printing	1,265.51	3,342.78
Meeting Room Rentals	1,576.12	1,867.52
Interest	158.32	173.14
<b>Outside&amp;Private Funding Income</b>	<u>65,486.03</u>	<u>84,905.72</u>
<b>Total Income</b>	<u>122,540.55</u>	<u>2,903,481.00</u>
<b>Gross Profit</b>	122,540.55	2,903,481.00
<b>Expense</b>		
Payroll Expenses	275,057.93	824,813.12
Payroll Taxes	39,448.34	120,663.80
Utilities - Electric	8,271.14	17,717.11
Building Supplies	946.63	4,524.04
Building Repairs & Maintenance	3,652.53	28,812.53
Library & Office Supplies	2,478.43	5,005.92
Books & Materials	49,587.28	143,630.88
Processing Supplies	8,285.06	15,494.27
Equipment	0.00	12,838.03
Technology	25,952.98	101,342.50
Insurance	3,169.50	6,067.50
Postage & Mailing	4,298.56	7,194.41
Professional Development	8,617.37	11,804.12
Vehicles, Mileage, Maintenance	186.25	1,216.88
Professional Fees	3,966.26	17,553.79
Marketing-General	0.00	1,076.00
Capital Improvement Expenditure	113,118.94	115,761.51
Miscellaneous	224.55	16,223.36
<b>Outside &amp; Private Funding</b>	<u>31,950.80</u>	<u>128,140.95</u>
<b>Total Expense</b>	<u>579,212.55</u>	<u>1,579,880.72</u>
<b>Net Ordinary Income</b>	<u>-456,672.00</u>	<u>1,323,600.28</u>
<b>Net Income</b>	<u><b>-456,672.00</b></u>	<u><b>1,323,600.28</b></u>

Lawrence Public Library  
**Vendor Balance Summary**  
As of April 18, 2022

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	<u>Apr 18, 22</u>
Advance Insurance Company	786.42
Amazon	5,176.88
ASI	52.00
Bayscan Technologies	416.00
Bibliotheca	2,712.00
Bug Hounds, LLC	762.50
Center Point Large Print	251.90
Century Business Technologies	802.24
CNA Surety	100.00
Demco, Inc.	390.00
EBSCO	-9.75
Evergy	8,271.14
Findaway World LLC	601.23
Gale/Cengage Learning	376.45
Gordon CPA	2,930.00
Ingram Library Services	19,968.38
Jayhawk Tropical Fish	310.00
Journal-World Media	400.00
Kanopy LLC	2,939.00
Lawrence Rotary Club	221.00
Lawrence Sign Up LLC	501.00
Leanna Henning	25.00
LinkedIn Corporation	13,125.00
Midwest Tape	16,748.38
NEKLS	900.00
Nerissa De Leon	5.69
New Directions	1,600.00
OCLC, Inc.	760.87
OrangeBoy Inc.	4,800.00
OverDrive	18,896.51
Pan Asian Publications Inc.	246.95
Preferred Lawn Service	365.00
Pro Print Inc.	140.06
Pur-O-Zone, Inc.	1,056.77
Scholastic Inc.	797.00
Snap Promotions	81.50
Stephanie Chase	500.00
U.S. Bank - Mastercard	21,431.31
Unique Management Services	352.74
United Parcel Service	2,575.71
William G. Thomas III	200.00
Zoobean Inc.	2,795.00
<b>TOTAL</b>	<b><u>135,361.88</u></b>

11:19 AM  
04/14/22

Lawrence Public Library  
Check Detail  
April 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		04/19/2022	EBSCO	Checking	
Bill	2204644	03/17/2022	EBSCO	Accounts Payable	0.00
Bill	1659739	03/18/2022	EBSCO	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	electronic	04/19/2022	Advance Insurance Company	Checking	
Bill	220960000...	04/05/2022		Group Life Insurance	-786.42
TOTAL					-786.42
Bill Pmt -Check	Electronic	04/19/2022	ASI	Checking	
Bill	March	03/31/2022		Professional Fees	-52.00
TOTAL					-52.00
Bill Pmt -Check	Electronic	04/19/2022	Evergry	Checking	
Bill	March	03/31/2022		Utilities - Electric	-8,271.14
TOTAL					-8,271.14
Bill Pmt -Check	Electronic	04/19/2022	U.S. Bank - Mastercard	Checking	
Bill	March	03/31/2022		Building Repairs & Mai...	-386.52
				Building Supplies	-209.92
				Library & Office Suppli...	-818.26
				Processing Supplies	-231.12
				Operations	-233.98
				IT Software & Subscri...	-2,629.89
				Internet & Telephone	-532.01
				Insurance	-2,617.00
				Postage & Mailing	-129.60
				Professional Develop...	-1,109.00
				Professional Develop...	-37.50
				Professional Develop...	-1,109.00
				Professional Develop...	-30.00
				Professional Develop...	-209.94
				Professional Develop...	-1,137.00
				Professional Develop...	-495.00
				Professional Develop...	-300.00
				Professional Develop...	-125.93
				IMLS Interns	-1,114.00
				Professional Develop...	-135.00
				Professional Develop...	-1,211.00
				Professional Develop...	-350.00
				Vehicles, Mileage, Mai...	-186.25
				Professional Fees	-672.00
				Miscellaneous	-22.15
				Miscellaneous	-506.00
				Membership & Dues	-40.00
				Outreach/Coggins Fund	-123.55
				Adult Programming	-82.07
				Children Services Pro...	-645.09
				Teen Services Progra...	-108.31

11:19 AM  
04/14/22

Lawrence Public Library  
Check Detail  
April 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	April	04/01/2022		Crowe Fund	-281.99
				Marketing	-800.55
				Readers Across Lawre...	-154.06
				Books & Materials	-74.11
				Books & Materials	-64.73
				Sound & Vision	-126.24
				Library & Office Suppli...	-819.99
				Operations	-1,264.92
				Books & Materials	-4.99
				Books & Materials	-4.99
				Books & Materials	-49.75
				Books & Materials	-79.10
				Books & Materials	-43.93
				Books & Materials	-25.49
				Books & Materials	-14.99
				Books & Materials	-14.99
				Books & Materials	-69.40
TOTAL					-21,431.31
Bill Pmt -Check	Electronic	04/19/2022	United Parcel Service	Checking	
Bill	000506AE...	04/02/2022		Postage & Mailing	-2,575.71
TOTAL					-2,575.71
Bill Pmt -Check	9358	04/19/2022	Bayscan Technologies	Checking	
Bill	70610	03/17/2022		Processing Supplies	-416.00
TOTAL					-416.00
Bill Pmt -Check	9359	04/19/2022	Bibliotheca	Checking	
Bill	INV-US535...	04/14/2022		Processing Supplies	-2,712.00
TOTAL					-2,712.00
Bill Pmt -Check	9360	04/19/2022	Bug Hounds, LLC	Checking	
Bill	465	03/17/2022		Building Repairs & Mai...	-762.50
TOTAL					-762.50
Bill Pmt -Check	9361	04/19/2022	Center Point Large Print	Checking	
Bill	1917328	03/15/2022		Books & Materials	-125.95
Bill	1925792	04/12/2022		Books & Materials	-125.95
TOTAL					-251.90
Bill Pmt -Check	9362	04/19/2022	Century Business Technologies	Checking	
Bill	620602	04/05/2022		IT Software & Subscri...	-486.84
Bill	620891	04/08/2022		IT Software & Subscri...	-315.40
TOTAL					-802.24

11:19 AM  
04/14/22

Lawrence Public Library  
**Check Detail**  
April 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9363</b>	<b>04/19/2022</b>	<b>CNA Surety</b>	<b>Checking</b>	
Bill	71277635	04/01/2022		Liability Insurance	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>9364</b>	<b>04/19/2022</b>	<b>Demco, Inc.</b>	<b>Checking</b>	
Bill	7097548	03/17/2022		Processing Supplies	-390.00
TOTAL					-390.00
<b>Bill Pmt -Check</b>	<b>9365</b>	<b>04/19/2022</b>	<b>Gordon CPA</b>	<b>Checking</b>	
Bill	359-21-1	03/17/2022		Accounting	-2,930.00
TOTAL					-2,930.00
<b>Bill Pmt -Check</b>	<b>9366</b>	<b>04/19/2022</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	157242	03/31/2022		Aquarium Maintenance	-310.00
TOTAL					-310.00
<b>Bill Pmt -Check</b>	<b>9367</b>	<b>04/19/2022</b>	<b>Journal-World Media</b>	<b>Checking</b>	
Bill	10654382	03/31/2022		Marketing	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>9368</b>	<b>04/19/2022</b>	<b>Kanopy LLC</b>	<b>Checking</b>	
Bill	292076-PPU	04/01/2022		Kanopy	-2,939.00
TOTAL					-2,939.00
<b>Bill Pmt -Check</b>	<b>9369</b>	<b>04/19/2022</b>	<b>Lawrence Sign Up LLC</b>	<b>Checking</b>	
Bill	15969	04/01/2022		Marketing	-501.00
TOTAL					-501.00
<b>Bill Pmt -Check</b>	<b>9370</b>	<b>04/19/2022</b>	<b>Leanna Henning</b>	<b>Checking</b>	
Bill	March	04/01/2022		Kansas Health Found...	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>9371</b>	<b>04/19/2022</b>	<b>LinkedIn Corporation</b>	<b>Checking</b>	
Bill	101115159...	04/18/2022		Books & Materials	-13,125.00
TOTAL					-13,125.00

11:19 AM  
04/14/22

Lawrence Public Library  
Check Detail  
April 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9372</b>	<b>04/19/2022</b>	<b>Nerissa De Leon</b>	<b>Checking</b>	
Bill	Refund	04/01/2022		Lost and Replacement...	-5.69
TOTAL					-5.69
<b>Bill Pmt -Check</b>	<b>9373</b>	<b>04/19/2022</b>	<b>New Directions</b>	<b>Checking</b>	
Bill	INV-21981	04/02/2022		Professional Fees	-1,600.00
TOTAL					-1,600.00
<b>Bill Pmt -Check</b>	<b>9374</b>	<b>04/19/2022</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	1000206697	04/01/2022		Collections & Public S...	-760.87
TOTAL					-760.87
<b>Bill Pmt -Check</b>	<b>9375</b>	<b>04/19/2022</b>	<b>OrangeBoy Inc.</b>	<b>Checking</b>	
Bill	3868	04/07/2022		Marketing	-4,800.00
TOTAL					-4,800.00
<b>Bill Pmt -Check</b>	<b>9376</b>	<b>04/19/2022</b>	<b>Pan Asian Publications Inc.</b>	<b>Checking</b>	
Bill	U-17090	04/12/2022		Books & Materials	-246.95
TOTAL					-246.95
<b>Bill Pmt -Check</b>	<b>9377</b>	<b>04/19/2022</b>	<b>Preferred Lawn Service</b>	<b>Checking</b>	
Bill	41343	03/11/2022		Building Repairs & Mai...	-110.00
Bill	41308	03/11/2022		Building Repairs & Mai...	-255.00
TOTAL					-365.00
<b>Bill Pmt -Check</b>	<b>9378</b>	<b>04/19/2022</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	300	03/17/2022		Library & Office Suppli...	-140.06
TOTAL					-140.06
<b>Bill Pmt -Check</b>	<b>9379</b>	<b>04/19/2022</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	840249	03/17/2022		Building Supplies	-671.17
Bill	850628	04/04/2022		Building Supplies	-385.60
TOTAL					-1,056.77
<b>Bill Pmt -Check</b>	<b>9380</b>	<b>04/19/2022</b>	<b>Scholastic Inc.</b>	<b>Checking</b>	
Bill	37877784	03/28/2022		Dr. Bob Program	-592.00
Bill	38341932	04/01/2022		Dr. Bob Program	-205.00

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-797.00
Bill Pmt -Check	9381	04/19/2022	Snap Promotions	Checking	
Bill	22032103	03/30/2022		Library & Office Suppli...	-81.50
TOTAL					-81.50
Bill Pmt -Check	9382	04/19/2022	Stephanie Chase	Checking	
Bill	1322	04/11/2022		Professional Develop...	-500.00
TOTAL					-500.00
Bill Pmt -Check	9383	04/19/2022	Unique Management Services	Checking	
Bill	6099796	04/03/2022		Professional Fees	-205.85
Bill	6099797	04/03/2022		Professional Fees	-146.89
TOTAL					-352.74
Bill Pmt -Check	9384	04/19/2022	Zoobean Inc.	Checking	
Bill	25286	04/01/2022		Summer Reading - ALL	-2,795.00
TOTAL					-2,795.00
Check	29141	04/04/2022	Venue Industries	Checking	
				Outside & Private Fun...	-10,274.37
TOTAL					-10,274.37
Bill Pmt -Check	29143	04/19/2022	Amazon	Checking	
Bill	583458793...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	743439987...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	763344943...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	439489878...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	849774954...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	877558658...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	485797388...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	555763347...	03/15/2022	Amazon	Accounts Payable	0.00
Bill	734888873...	03/15/2022		Books & Materials	-207.10
Bill	536654635...	03/15/2022		Books & Materials	-21.17
Bill	845985888...	03/15/2022		Books & Materials	-11.27
Bill	998467876...	03/15/2022		Books & Materials	-96.64
Bill	889693495...	03/15/2022		Books & Materials	-111.92
Bill	886533548...	03/15/2022		Books & Materials	-584.23
Bill	464449563...	03/16/2022		Processing Supplies	-59.97
Bill	467959378...	03/16/2022		Books & Materials	-16.98
Bill	733584335...	03/21/2022		Building Supplies	-65.54
Bill	833656478...	03/22/2022		Books & Materials	-29.99
Bill	666795483...	03/22/2022		Books & Materials	-179.97
Bill	543886677...	03/22/2022		Books & Materials	-15.99
Bill	436545334...	03/22/2022		Books & Materials	-29.99
Bill	794689439...	03/22/2022		Books & Materials	-30.00

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Type	Num	Date	Name	Account	Paid Amount
Bill	875358876...	03/23/2022		Books & Materials	-84.94
Bill	949647587...	03/23/2022		Books & Materials	-261.93
Bill	699396445...	03/23/2022		Books & Materials	-8.99
Bill	445363479...	03/23/2022		Books & Materials	-21.99
Bill	454549573...	03/23/2022		Books & Materials	-10.72
Bill	738483733...	03/23/2022		Books & Materials	-20.03
Bill	769499758...	03/23/2022		Books & Materials	-26.06
Bill	435359373...	03/23/2022		Books & Materials	-43.99
Bill	748579993...	03/24/2022		Books & Materials	-59.99
Bill	537543485...	03/24/2022		Books & Materials	-183.67
Bill	799478764...	03/28/2022		Library & Office Suppli...	-191.26
Bill	976336398...	03/28/2022		Library & Office Suppli...	-43.42
Bill	876569597...	03/28/2022		Books & Materials	-179.97
Bill	677639863...	03/28/2022		Books & Materials	-18.93
Bill	448576677...	03/28/2022		Books & Materials	-69.99
Bill	968857685...	03/28/2022		Books & Materials	-54.99
Bill	473836478...	03/28/2022		Books & Materials	-54.99
Bill	498854785...	03/28/2022		Books & Materials	-15.99
Bill	989679684...	03/30/2022		Library & Office Suppli...	-115.00
Bill	435947854...	03/30/2022		Books & Materials	-20.20
Bill	896598454...	04/04/2022		Library & Office Suppli...	-36.99
Bill	575533399...	04/04/2022		Outreach/Coggins Fund	-39.95
Bill	986364964...	04/04/2022		Books & Materials	-59.99
Bill	985436697...	04/04/2022		Books & Materials	-15.43
Bill	994684944...	04/04/2022		Books & Materials	-22.67
Bill	846943875...	04/04/2022		Books & Materials	-54.99
Bill	784764567...	04/04/2022		Books & Materials	-10.22
Bill	535343949...	04/04/2022		Books & Materials	-13.48
Bill	879886553...	04/04/2022		Books & Materials	-160.88
Bill	433476683...	04/04/2022		Books & Materials	-14.95
Bill	446343797...	04/04/2022		Books & Materials	-13.98
Bill	443395977...	04/05/2022		Books & Materials	-252.35
Bill	774577955...	04/06/2022		Summer Reading - ALL	-279.95
Bill	487543989...	04/08/2022		Marketing	-86.10
Bill	693645746...	04/08/2022		Books & Materials	-14.47
Bill	937755794...	04/08/2022		Books & Materials	-12.50
Bill	796637988...	04/08/2022		Books & Materials	-15.90
Bill	893877985...	04/08/2022		Books & Materials	-13.98
Bill	966779659...	04/08/2022		Books & Materials	-257.31
Bill	449785983...	04/08/2022		Books & Materials	-55.96
Bill	443988337...	04/11/2022		Books & Materials	-45.00
Bill	447948776...	04/12/2022		Books & Materials	-12.97
Bill	466837753...	04/12/2022		Books & Materials	-17.99
Bill	995949494...	04/12/2022		Books & Materials	-54.97
Bill	685889798...	04/12/2022		Books & Materials	-13.68
Bill	588984894...	04/12/2022		Books & Materials	-82.97
Bill	669386973...	04/12/2022		Books & Materials	-518.19
Bill	466957394...	04/13/2022		Books & Materials	-51.25

TOTAL -5,176.88

Bill Pmt -Check 29144 04/19/2022 Findaway World LLC Checking

Bill 384040 03/30/2022 Books & Materials -601.23

TOTAL -601.23

Bill Pmt -Check 29145 04/19/2022 Gale/Cengage Learning Checking

Bill 77392892 03/15/2022 Books & Materials -25.19

Bill 77404044 03/15/2022 Books & Materials -124.55



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Type	Num	Date	Name	Account	Paid Amount
Bill	77411800	03/15/2022		Books & Materials	-22.39
Bill	77456734	03/23/2022		Books & Materials	-53.18
Bill	77487885	03/28/2022		Books & Materials	-26.59
Bill	77494428	03/29/2022		Books & Materials	-18.19
Bill	77506744	03/31/2022		Books & Materials	-26.59
Bill	77506499	03/31/2022		Books & Materials	-27.29
Bill	77513492	03/31/2022		Books & Materials	-52.48
TOTAL					-376.45

Bill Pmt -Check	29146	04/19/2022	Ingram Library Services	Checking	
Bill	58376356	03/15/2022		Books & Materials	-33.93
Bill	58346821	03/15/2022		Books & Materials	-232.17
Bill	58294614	03/15/2022		Books & Materials	-2,066.34
Bill	58376357	03/15/2022		Processing Supplies	-11.16
Bill	58346822	03/15/2022		Processing Supplies	-14.10
Bill	58294615	03/15/2022		Processing Supplies	-182.84
Bill	58360812	03/16/2022		Books & Materials	-748.67
Bill	58346823	03/16/2022		Books & Materials	-185.30
Bill	58360813	03/16/2022		Processing Supplies	-93.08
Bill	58346824	03/16/2022		Processing Supplies	-15.35
Bill	58405717	03/22/2022		Books & Materials	-17.99
Bill	58480939	03/22/2022		Books & Materials	-229.84
Bill	58457494	03/22/2022		Books & Materials	-10.24
Bill	58457495	03/22/2022		Books & Materials	-487.87
Bill	58436106	03/22/2022		Books & Materials	-931.82
Bill	58405715	03/22/2022		Books & Materials	-487.28
Bill	58446383	03/22/2022		Books & Materials	-852.16
Bill	58405718	03/22/2022		Processing Supplies	-0.20
Bill	58480940	03/22/2022		Processing Supplies	-18.72
Bill	58457496	03/22/2022		Processing Supplies	-42.56
Bill	58436107	03/22/2022		Processing Supplies	-112.63
Bill	58405716	03/22/2022		Processing Supplies	-33.74
Bill	58446384	03/22/2022		Processing Supplies	-118.68
Bill	58513009	03/23/2022		Books & Materials	-753.73
Bill	58513010	03/23/2022		Processing Supplies	-76.67
Bill	58575050	03/24/2022		Books & Materials	-507.63
Bill	58534377	03/24/2022		Books & Materials	-450.41
Bill	58575051	03/24/2022		Processing Supplies	-61.26
Bill	58534378	03/24/2022		Processing Supplies	-31.27
Bill	58589023	03/28/2022		Books & Materials	-1,355.15
Bill	58564163	03/28/2022		Books & Materials	-411.00
Bill	58589024	03/28/2022		Processing Supplies	-114.13
Bill	58564164	03/28/2022		Processing Supplies	-40.03
Bill	58637403	03/29/2022		Books & Materials	-715.34
Bill	58637404	03/29/2022		Processing Supplies	-77.73
Bill	58637402	03/29/2022		Books & Materials	-6.29
Bill	58646960	03/30/2022		Books & Materials	-1,238.16
Bill	58646961	03/30/2022		Processing Supplies	-130.91
Bill	58667859	03/31/2022		Books & Materials	-632.56
Bill	58707589	03/31/2022		Books & Materials	-508.51
Bill	58707591	03/31/2022		Books & Materials	-40.75
Bill	58667860	03/31/2022		Processing Supplies	-41.41
Bill	58707590	03/31/2022		Processing Supplies	-53.46
Bill	58707592	03/31/2022		Processing Supplies	-0.60
Bill	58696782	04/01/2022		Books & Materials	-431.34
Bill	58696783	04/01/2022		Processing Supplies	-34.28
Bill	58752373	04/04/2022		Books & Materials	-646.82
Bill	58720505	04/04/2022		Processing Supplies	-131.59
Bill	58720507	04/04/2022		Processing Supplies	-2.80

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Type	Num	Date	Name	Account	Paid Amount
Bill	58752374	04/04/2022		Processing Supplies	-88.67
Bill	58741715	04/05/2022		Books & Materials	-98.81
Bill	58741717	04/05/2022		Books & Materials	-6.59
Bill	58765476	04/05/2022		Books & Materials	-512.63
Bill	58720504	04/05/2022		Books & Materials	-1,710.41
Bill	58720506	04/05/2022		Books & Materials	-166.64
Bill	58741716	04/05/2022		Processing Supplies	-8.70
Bill	58741718	04/05/2022		Processing Supplies	-2.05
Bill	58765477	04/05/2022		Processing Supplies	-64.64
Bill	58810239	04/06/2022		Memorials/Honor w/ B...	-2.97
Bill	58810238	04/06/2022		Memorials/Honor w/ B...	-24.26
Bill	58795100	04/07/2022		Books & Materials	-625.60
Bill	58774400	04/07/2022		Books & Materials	-773.75
Bill	58795102	04/07/2022		Books & Materials	-13.19
Bill	58858568	04/07/2022		Books & Materials	-45.99
Bill	58795101	04/07/2022		Processing Supplies	-53.11
Bill	58774401	04/07/2022		Processing Supplies	-76.89
Bill	58795103	04/07/2022		Processing Supplies	-0.20
Bill	58825217	04/08/2022		Books & Materials	-225.16
Bill	58825219	04/08/2022		Books & Materials	-14.99
Bill	58825218	04/08/2022		Processing Supplies	-23.24
Bill	58825220	04/08/2022		Processing Supplies	-0.20
Bill	58846233	04/12/2022		Books & Materials	-8.99
Bill	58846234	04/12/2022		Processing Supplies	-0.20
TOTAL					-19,968.38

Bill Pmt -Check	29147	04/19/2022	Lawrence Rotary Club	Checking	
Bill	130108	04/01/2022		Membership & Dues	-221.00
TOTAL					-221.00

Bill Pmt -Check	29148	04/19/2022	NEKLS	Checking	
Bill	Courier Se...	03/17/2022		Postage & Mailing	-900.00
TOTAL					-900.00

Bill Pmt -Check	29149	04/19/2022	OverDrive	Checking	
Bill	06809CO2...	03/16/2022		Books & Materials	-400.83
Bill	06809DA2...	03/16/2022		Books & Materials	-256.89
Bill	06809DA2...	03/16/2022		Books & Materials	-325.00
Bill	06809CP2...	03/16/2022		Books & Materials	-43.84
				Memorials/Honor w/ B...	-167.40
Bill	06809CO2...	03/23/2022		Books & Materials	-1,163.89
Bill	06809CO2...	03/23/2022		Books & Materials	-1,152.96
Bill	06809DA2...	03/23/2022		Books & Materials	-369.93
				Digital Resources (GDR)	-70.00
Bill	06809DA2...	03/23/2022		Books & Materials	-119.00
Bill	06809CO2...	03/23/2022		Books & Materials	-91.71
Bill	06809DA2...	03/23/2022		Books & Materials	-236.22
				Digital Resources (GDR)	-49.95
Bill	06809CO2...	03/23/2022		Books & Materials	-909.70
Bill	06809CO2...	03/23/2022		Books & Materials	-652.67
Bill	06809CO2...	03/23/2022		Books & Materials	-254.08
Bill	06809CO2...	03/23/2022		Books & Materials	-71.40
Bill	06809CO2...	03/23/2022		Books & Materials	-157.33
Bill	06809CO2...	03/29/2022		Books & Materials	-394.58

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Lawrence Public Library  
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Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO2...	03/29/2022		Books & Materials	-569.90
Bill	06809CO2...	03/29/2022		Books & Materials	-332.66
Bill	06809CO2...	03/29/2022		Books & Materials	-379.52
Bill	06809CO2...	03/30/2022		Books & Materials	-1,814.65
Bill	06809CO2...	03/31/2022		Books & Materials	-967.58
Bill	06809DA2...	03/31/2022		Books & Materials	-235.50
Bill	06809CO2...	04/05/2022		Books & Materials	-163.65
Bill	06809CO2...	04/05/2022		Books & Materials	-369.65
Bill	06809CO2...	04/05/2022		Books & Materials	-1,411.85
Bill	06809CO2...	04/05/2022		Books & Materials	-856.03
Bill	06809CP2...	04/05/2022		Books & Materials	-32.88
				Memorials/Honor w/ B...	-1,539.00
Bill	06809CO2...	04/06/2022		Books & Materials	-98.56
Bill	06809CO2...	04/06/2022		Books & Materials	-124.99
Bill	06809DA2...	04/11/2022		Books & Materials	-944.87
Bill	06809CO2...	04/11/2022		Books & Materials	-808.95
Bill	06809CO2...	04/11/2022		Books & Materials	-302.84
Bill	06809CO2...	04/11/2022		Books & Materials	-119.51
Bill	06809CO2...	04/11/2022		Books & Materials	-531.94
Bill	06809CO2...	04/11/2022		Books & Materials	-404.60
TOTAL					-18,896.51
Bill Pmt -Check	29150	04/19/2022	William G. Thomas III	Checking	
Bill	Author Visit	04/12/2022		Adult Programming	-200.00
TOTAL					-200.00
Bill Pmt -Check	29151	04/19/2022	Midwest Tape	Checking	
Bill	501795119	03/15/2022		Books & Materials	-113.45
Bill	501795771	03/15/2022		Books & Materials	-295.12
Bill	501785308	03/15/2022		Outreach Collection	-26.74
Bill	501807761	03/16/2022		Books & Materials	-753.82
Bill	501807762	03/16/2022		Books & Materials	-181.95
Bill	501829681	03/22/2022		Books & Materials	-62.94
Bill	501829683	03/22/2022		Books & Materials	-68.22
Bill	501842065	03/23/2022		Books & Materials	-979.51
Bill	501842068	03/23/2022		Books & Materials	-100.46
Bill	501842066	03/23/2022		Books & Materials	-418.88
Bill	501863789	03/28/2022		Books & Materials	-182.18
Bill	501863787	03/28/2022		Books & Materials	-129.94
Bill	501874417	03/30/2022		Books & Materials	-466.35
Bill	501874418	03/30/2022		Books & Materials	-299.93
Bill	501909547	03/31/2022		Processing Supplies	-250.60
Bill	501885895	04/01/2022		Books & Materials	-76.47
Bill	501893554	04/01/2022		Books & Materials	-86.21
Bill	501893552	04/01/2022		Books & Materials	-117.20
Bill	501911135	04/01/2022		Books & Materials	-10,728.38
Bill	501909835	04/06/2022		Books & Materials	-560.33
Bill	501909836	04/06/2022		Books & Materials	-424.89
Bill	501929353	04/07/2022		Books & Materials	-162.67
Bill	501929351	04/07/2022		Books & Materials	-262.14
TOTAL					-16,748.38

Revised Statistical  
Reports for  
February 2022

# Lawrence Public Library

## Statistical Summary - February 2022 **\*Revised\***

<b>OUTPUT MEASURES</b>								
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							
<b>Checkouts &amp; Renewals</b>								
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%	
<b>Website + Social Media</b>								
	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				
<b>Borrowing Digital vs. Physical</b>								
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		29%	15%	44%	
Teen Total	2,261	1,646	3,907		3%	2%	5%	
Childrens Total	23,052	2,708	25,760		27%	3%	30%	
Total AV Media Room	16,297	2,316	18,613		19%	3%	21%	
Total Library of Things	184	0	184		0%	0%	0%	
Total all collections	66,718	20,088	86,806		77%	23%	100%	

# Lawrence Public Library

## Statistical Summary - February 2022 **\*Revised\***

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
<b>Total All Holdings</b>	<b>190,204</b>	<b>20,402</b>	<b>210,606</b>		<b>90%</b>	<b>10%</b>	<b>100%</b>	
Added	2,253	256	2,509		90%	10%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	3,170	112	3,282		97%	3%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>610</b>	<b>176</b>	<b>786</b>					
<b>Service Interactions + Consultations</b>		<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>	<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
<b>Total Service Interactions</b>		<b>4,874</b>	<b>1,732</b>	<b>6,606</b>	<b>74%</b>	<b>26%</b>	<b>100%</b>	
<b>Holds Service - Physical collection only</b>	<b>Unique Users</b>	<b>Total Holds</b>		<b>Avg.Holds Per User</b>				
Holds Filled	3,660	15,292		4				
<b>Other Public Services</b>				<b>Total sessions</b>				
Public Computer Usage				2004				
<b>PROGRAMMING (see also graphs)</b>	<b>No. of Passive Programs</b>	<b>No. Of In Person Programs</b>	<b>No. Of Live Online Programs</b>	<b>No. of Virtual On-Demand viewing-Recorded Video Programs</b>	<b>Passive Attendance</b>	<b>In Person Attendance</b>	<b>Live Online Attendance</b>	<b>Virtual On-Demand viewing-Recorded Video Views</b>
<b>Total Programs</b>	<b>9</b>	<b>22</b>	<b>22</b>	<b>10</b>	<b>323</b>	<b>207</b>	<b>1174</b>	<b>481</b>
<b>Total Programs Offered</b>				<b>63</b>				
<b>Total Program Attendance</b>								<b>2185</b>
<b>STAFFING</b>	<b>Current Month</b>	<b>Current Month</b>	<b>% Change</b>					
	<b>2022</b>	<b>2021</b>	<b>2022 v 2021</b>					
Total Paid Staff, in Full-Time Equivalents	68.57	66.97	2%					

# Full Statistical Report - February 2022 **\*Revised\***

[illegible]

# Lawrence Public Library

## Full Statistical Report - February 2022 **\*Revised\***

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%	26%	7%	33%	
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%	8%	9%	
<b>Adult Total</b>	<b>24,924</b>	<b>13,418</b>	<b>38,342</b>	<b>100%</b>	<b>29%</b>	<b>15%</b>	<b>44%</b>	
Teen Books (incl. Book Club Kits)	1,377	730	2,107	54%	2%	1%	2%	
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%	
<b>Teen Total</b>	<b>2,261</b>	<b>1,646</b>	<b>3,907</b>	<b>100%</b>	<b>3%</b>	<b>2%</b>	<b>5%</b>	
Children's Books, NF Videos & all Kits	18,874	1,253	20,127	78%	22%	1%	23%	
Children's Graphic Novels	2,962	61	3,023	12%	3%	0%	3%	
Children's Magazines	112	0	112	0%	0%	0%	0%	
Children's Music CDs	243	0	243	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	861	1,394	2,255	9%	1%	2%	3%	
<b>Childrens Total</b>	<b>23,052</b>	<b>2,708</b>	<b>25,760</b>	<b>100%</b>	<b>27%</b>	<b>3%</b>	<b>30%</b>	
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%	
<b>Total AV Media Room</b>	<b>16,297</b>	<b>2,316</b>	<b>18,613</b>	<b>100%</b>	<b>19%</b>	<b>3%</b>	<b>21%</b>	
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%	
<b>Total Library of Things</b>	<b>184</b>	<b>0</b>	<b>184</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>66,718</b>	<b>20,088</b>	<b>86,806</b>	<b>100%</b>	<b>77%</b>	<b>23%</b>	<b>100%</b>	



# Lawrence Public Library

## Full Statistical Report - February 2022 **\*Revised\***

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%	
<b>Total Adult Collection</b>	<b>95,223</b>	<b>11,529</b>	<b>106,752</b>		<b>45%</b>	<b>5%</b>	<b>51%</b>	
Teen Book & Other Print Formats	9,428	2,173	11,601		4%	1%	6%	
Teen Audiobooks	292	1,068	1,360		0%	1%	1%	
<b>Total Teen Collection</b>	<b>9,720</b>	<b>3,241</b>	<b>12,961</b>		<b>5%</b>	<b>2%</b>	<b>6%</b>	
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%	
<b>Total Children's Collection</b>	<b>57,402</b>	<b>5,632</b>	<b>63,034</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>	<b>27,720</b>	<b>0</b>	<b>27,720</b>		<b>13%</b>	<b>0%</b>	<b>13%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>	<b>139</b>	<b>0</b>	<b>139</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>	<b>190,204</b>	<b>20,402</b>	<b>210,606</b>		<b>90%</b>	<b>10%</b>	<b>100%</b>	
Added	2,253	256	2,509		90%	10%	100%	
REVISED Withdrawn Physical items (Weeded (physical items only) or lease expired (digital items only))	3,170	112	3,282		97%	3%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>610</b>	<b>176</b>	<b>786</b>					
<b>Interactions + Consultations</b>								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions (includes Phone Room)		2,230	1,436	3,666	34%	22%	55%	
Info Services Interactions		1,135	55	1,190	17%	1%	18%	
Readers Services Interactions		421	104	525	6%	2%	8%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		26	17	43	0%	0%	1%	
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%	
<b>Total Service Interactions</b>		<b>4,874</b>	<b>1,732</b>	<b>6,606</b>	<b>74%</b>	<b>26%</b>	<b>100%</b>	

## Full Statistical Report - February 2022 **\*Revised\***

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,314	16,732		5				
Holds Filled	3,660	15,292		4				
Holds Unclaimed	1,261	2,344		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		27.54%						
Other Public Services				Total sessions				
Public Computer Usage				2004				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms + Auditorium	77	120		60%				
Public-Sponsored Uses of Study Rooms	211	352		42%				
Public-Sponsored Uses of S+V Studios	21	40		39%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	191	362		1.9				
Interlibrary Loan Items Loaned from LPL Collection	241	525		2.2				
	# 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	15	12	2	0	133	968	187
Teen Programs (12-17)	0	5	1	0	0	39	7	0
Children Programs (birth-5)	5	2	4	7	217	35	73	184
Children Programs (6-11)	4	0	5	1	106	0	126	110
Total By Type	9	22	22	10	323	207	1174	481
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	0	0	0	0	0	0	0
Signature Events : An Evening With Joy Harjo	0	1	0	0	0	0	872	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	9	21	22	10	323	207	302	481
Total By Event	9	22	22	10	323	207	1174	481
Total Programs Offered				63				
Total Program Attendance								2185

# Lawrence Public Library

## Full Statistical Report - February 2022 **\*Revised\***

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%	

# Statistical Reports for March 2022

# Lawrence Public Library

## Statistical Summary - March 2022

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits	26,374							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	50,337							
Cardholders transacting - <i>current month</i>	13,440							
Cardholders added - <i>current month</i>	461							
<b>Checkouts &amp; Renewals</b>								
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)	7,809	51,617	43,841		54%	46%	100%	
<b>Website + Social Media</b>								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	24,946			51,164				
Website - Kaw Valley Jukebox	99			126				
Website - Digital Douglas County (Sessions)	264			318				
Social Media Interactions (Facebook & Twitter)				2,275				
Social Media Reach (Facebook & Twitter)				98,366				
<b>Borrowing Digital vs. Physical</b>								
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	27,943	14,358	42,301		29%	15%	44%	
Teen Total	2,690	1,739	4,429		3%	2%	5%	
Childrens Total	25,935	3,073	29,008		27%	3%	30%	
Total AV Media Room	17,080	2,441	19,521		18%	3%	20%	
Total Library of Things	203	0	203		0%	0%	0%	
Total all collections	73,851	21,611	95,462		77%	23%	100%	

# Lawrence Public Library

## Statistical Summary - March 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
<b>Total All Holdings</b>	<b>190,210</b>	<b>20,588</b>	<b>210,798</b>		<b>90%</b>	<b>10%</b>	<b>100%</b>	
Added	2,705	347	3,052		89%	11%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	4,039	184	4,223		96%	4%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>6</b>	<b>186</b>	<b>192</b>					
<b>Service Interactions + Consultations</b>		<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>	<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
<b>Total Service Interactions</b>		<b>5,427</b>	<b>1,705</b>	<b>7,132</b>	<b>76%</b>	<b>24%</b>	<b>100%</b>	
<b>Holds Service - Physical collection only</b>	<b>Unique Users</b>	<b>Total Holds</b>		<b>Avg.Holds Per User</b>				
Holds Filled	3,789	15,691		4				
<b>Other Public Services</b>				<b>Total sessions</b>				
Public Computer Usage				2313				
<b>PROGRAMMING (see also graphs)</b>	<b>No. of Passive Programs</b>	<b>No. Of In Person Programs</b>	<b>No. Of Live Online Programs</b>	<b>No. of Virtual On-Demand viewing-Recorded Video Programs</b>	<b>Passive Attendance</b>	<b>In Person Attendance</b>	<b>Live Online Attendance</b>	<b>Virtual On-Demand viewing-Recorded Video Views</b>
<b>Total Programs</b>	<b>4</b>	<b>60</b>	<b>19</b>	<b>4</b>	<b>286</b>	<b>1460</b>	<b>347</b>	<b>48</b>
<b>Total Programs Offered</b>				<b>87</b>				
<b>Total Program Attendance</b>								<b>2141</b>
<b>STAFFING</b>	<b>Current Month</b>	<b>Current Month</b>	<b>% Change</b>					
	<b>2022</b>	<b>2021</b>	<b>2022 v 2021</b>					
Total Paid Staff, in Full-Time Equivalents	63.4	64.29	-1%					

# Full Statistical Report - March 2022

OUTPUT MEASURES		
Service Area Population	103,351	
User Visits	26,374	
Cardholders transacting	# of Cardholders transacting	% of cardholders per region
Lawrence resident cardholders transacting in last 3 years	41,846	83%
Douglas County residents (excluding Lawrence residents)	2,203	4%
NEKLS service areas (excluding Lawrence/Douglas County)	4,325	9%
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1,963	4%
Total Cardholders transacting in last 3 years	50,337	100%
Cardholders transacting - current month	13,440	
% of Cardholders transacting - current month	27%	
Cardholders added - current month	461	
Checkouts & Renewals		
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals
Service Point Activity		
Bookmobile / Home Delivery	128	882
Book Lockers	220	1044
Outreach	0	0
Main Library Checkouts + Renewals	5,875	49691
Digital Collections	Not available	21,611
Online renewals - patron-initiated	1,493	6,615
Automatic renewals (no patron action)	3,513	15,615
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	7,809	51,617

# Lawrence Public Library

## Full Statistical Report - March 2022

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	24,946			51,164					
Website - Kaw Valley Jukebox	99			126					
Website - Digital Douglas County (Sessions)	264			318					
Social Media Interactions (Facebook & Twitter)				2,275					
Social Media Reach (Facebook & Twitter)				98,366					
	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)	25,510	5,842	31,352	74%		27%	6%	33%	
Adult Graphic Novels	965	71	1,036	2%		1%	0%	1%	
Adult Magazines	594	379	973	2%		1%	0%	1%	
Adult Audiobooks (including language instruction)	874	8,066	8,940	21%		1%	8%	9%	
<b>Adult Total</b>	<b>27,943</b>	<b>14,358</b>	<b>42,301</b>	<b>100%</b>		<b>29%</b>	<b>15%</b>	<b>44%</b>	
Teen Books (incl. Book Club Kits)	1,575	706	2,281	52%		2%	1%	2%	
Teen Graphic Novels and Manga	1,084	175	1,259	28%		0%	0%	1%	
Teen Magazines	10	0	10	0%		0%	0%	0%	
Teen Audiobooks	21	858	879	20%		0%	1%	1%	
<b>Teen Total</b>	<b>2,690</b>	<b>1,739</b>	<b>4,429</b>	<b>100%</b>		<b>3%</b>	<b>2%</b>	<b>5%</b>	
Children's Books, NF Videos & all Kits	21,673	1,309	22,982	79%		23%	1%	24%	
Children's Graphic Novels	3,033	50	3,083	11%		3%	0%	3%	
Children's Magazines	111	0	111	0%		0%	0%	0%	
Children's Music CDs	243	0	243	1%		0%	0%	0%	
Children's Audiobooks & Readalongs	875	1,714	2,589	9%		1%	2%	3%	
<b>Childrens Total</b>	<b>25,935</b>	<b>3,073</b>	<b>29,008</b>	<b>100%</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
AV Media Room - Feature Films (Adult and Family) and All	8,876	2,441	11,317	58%		9%	3%	12%	
AV Media Room - TV Shows	3,547	0	3,547	18%		4%	0%	4%	
AV Media Room - Non-Fiction DVDs	907	0	907	5%		1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,409	0	1,409	7%		1%	0%	1%	
AV Media Room - Adult Music CDs	2,341	0	2,341	12%		2%	0%	2%	
<b>Total AV Media Room</b>	<b>17,080</b>	<b>2,441</b>	<b>19,521</b>	<b>100%</b>		<b>18%</b>	<b>3%</b>	<b>20%</b>	
Library of Things - Boardgames and Game Guides	173	0	173	85%		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	30	0	30	15%		0%	0%	0%	
<b>Total Library of Things</b>	<b>203</b>	<b>0</b>	<b>203</b>	<b>100%</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>73,851</b>	<b>21,611</b>	<b>95,462</b>	<b>100%</b>		<b>77%</b>	<b>23%</b>	<b>100%</b>	



# Lawrence Public Library

## Full Statistical Report - March 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)	89,080	6,737	95,817		42%	3%	45%	
Adult Audiobooks & Language Instruction	6,210	4,805	11,015		3%	2%	5%	
<b>Total Adult Collection</b>	<b>95,290</b>	<b>11,542</b>	<b>106,832</b>		<b>45%</b>	<b>5%</b>	<b>51%</b>	
Teen Book & Other Print Formats	9,500	2,186	11,686		5%	1%	6%	
Teen Audiobooks	293	1,184	1,477		0%	1%	1%	
<b>Total Teen Collection</b>	<b>9,793</b>	<b>3,370</b>	<b>13,163</b>		<b>5%</b>	<b>2%</b>	<b>6%</b>	
Children's Book & Other Print Formats	54,453	3,968	58,421		26%	2%	28%	
Children's Audiobooks & Language Instruction	1,941	1,708	3,649		1%	1%	2%	
Children's Music	959	0	959		0%	0%	0%	
<b>Total Children's Collection</b>	<b>57,353</b>	<b>5,676</b>	<b>63,029</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>	<b>27,630</b>	<b>0</b>	<b>27,630</b>		<b>13%</b>	<b>0%</b>	<b>13%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>	<b>144</b>	<b>0</b>	<b>144</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>	<b>190,210</b>	<b>20,588</b>	<b>210,798</b>		<b>90%</b>	<b>10%</b>	<b>100%</b>	
Added	2,705	347	3,052		89%	11%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	4,039	184	4,223		96%	4%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>6</b>	<b>186</b>	<b>192</b>					
<b>Interactions + Consultations</b>								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,496	1,470	3,966	35%	21%	56%	
Info Services Interactions		1,203	40	1,243	17%	1%	17%	
Readers Services Interactions		589	64	653	8%	1%	9%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		36	1	37	1%	0%	1%	
Teen Interactions		121	0	121	2%	0%	2%	
Children's Interactions		552	0	552	8%	0%	8%	
Public Technology Interactions		430	52	482	6%	1%	7%	
Website - Contact Us Forms + Social Media		0	78	78	0%	1%	1%	
<b>Total Service Interactions</b>		<b>5,427</b>	<b>1,705</b>	<b>7,132</b>	<b>76%</b>	<b>24%</b>	<b>100%</b>	

## Full Statistical Report - March 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,376	16,300		5				
Holds Filled	3,789	15,691		4				
Holds Unclaimed	1,392	2,683		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		25.11%						
Other Public Services				Total sessions				
Public Computer Usage				2313				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms + Auditorium	100	148		51%				
Public-Sponsored Uses of Study Rooms	278	445		53%				
Public-Sponsored Uses of S+V Studios	18	33		31%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	223	451		2.0				
Interlibrary Loan Items Loaned from LPL Collection	274	598		2.2				
	# 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	25	16	2	0	270	329	22
Teen Programs (12-17)	0	6	2	0	0	53	7	0
Children Programs (birth-5)	0	18	0	2	0	631	0	26
Children Programs (6-11)	4	11	1	0	286	506	11	0
Total By Type	4	60	19	4	286	1460	347	48
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	4	60	19	4	286	1460	347	48
Total By Event	4	60	19	4	286	1460	347	48
Total Programs Offered				87				
Total Program Attendance								2141

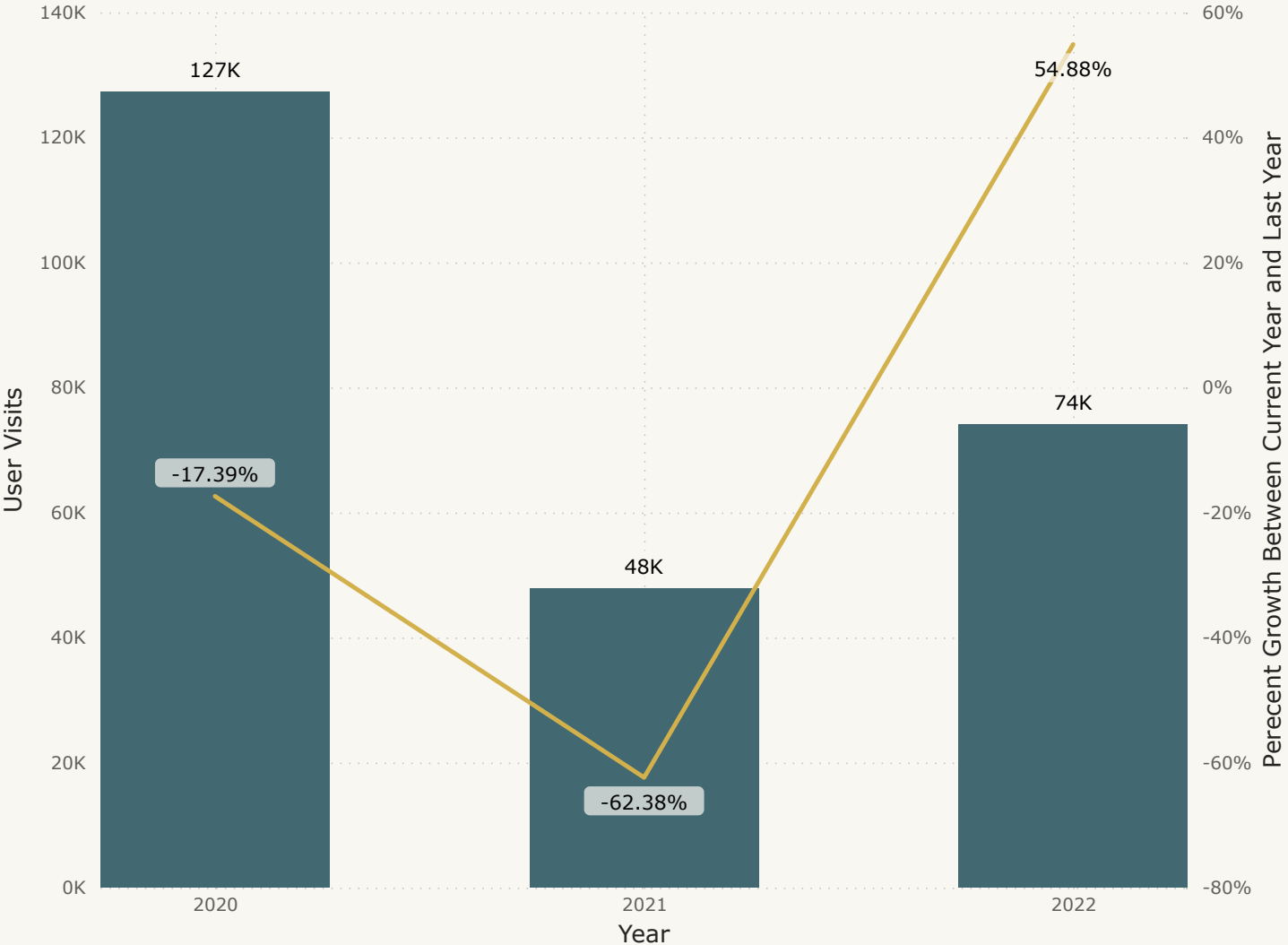
# Lawrence Public Library

## Full Statistical Report - March 2022

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2022	2021	2022 v 2021			2022	2021		
Total Paid Staff, in Full-Time Equivalents	63.4	64.29	-1%						
ALA-MLS Librarians, in Full-Time Equivalents	18.825	18.65	1%						
Number of Employees--Total	84	81	4%						
Number of Employees--Full-Time	42	42	0%						
Number of Employees--Part-Time	42	39	8%						
Terminations	0	0	#DIV/0!			2	2	0%	
Hirings	2	0	#DIV/0!			4	2	100%	
Volunteer Hours	428	23	1761%			1,225	79	1451%	

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

User Visits    Percent Growth Between Current Year and Last Year

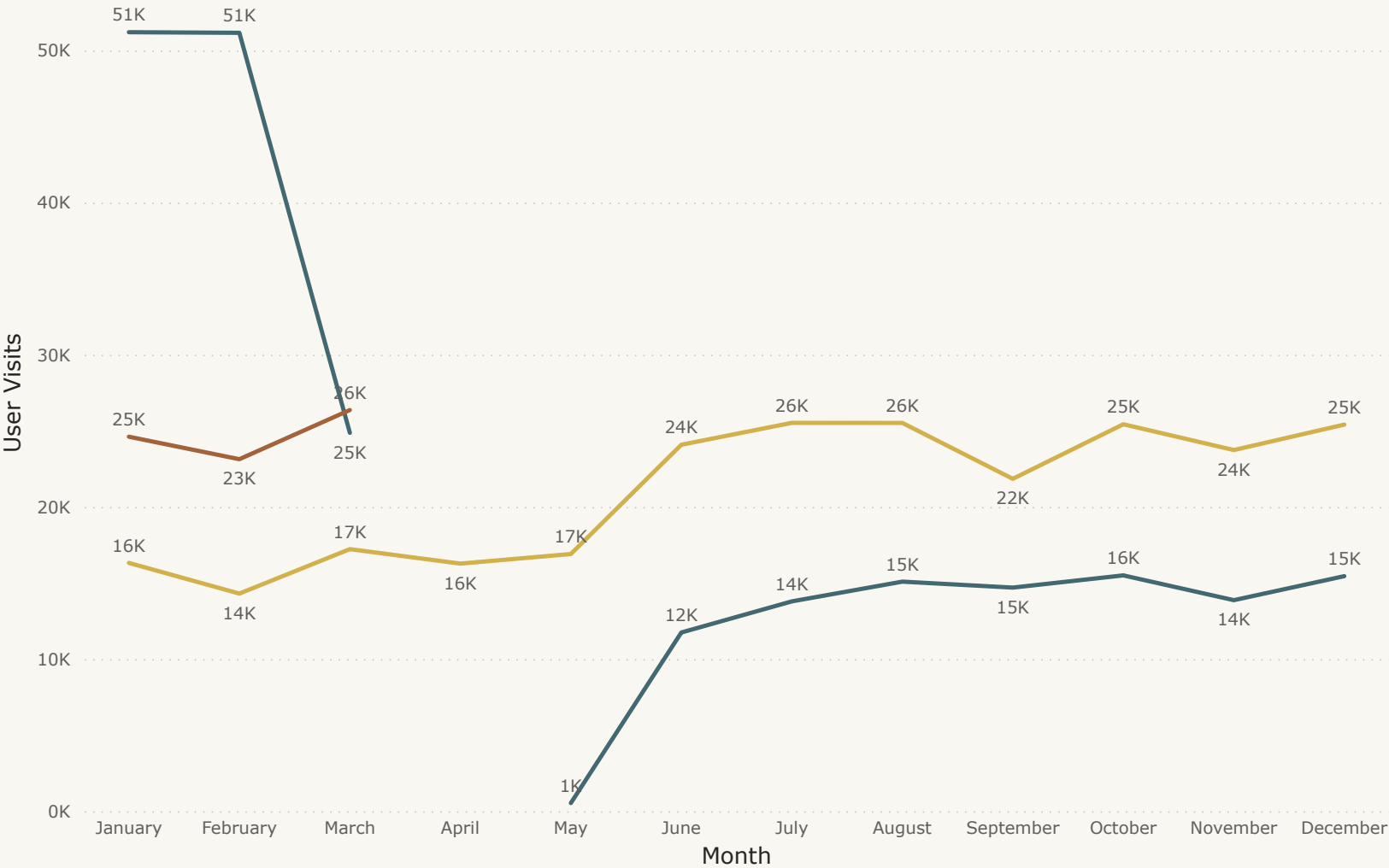


54.88%

Percent Growth Between Current Year  
and Last Year

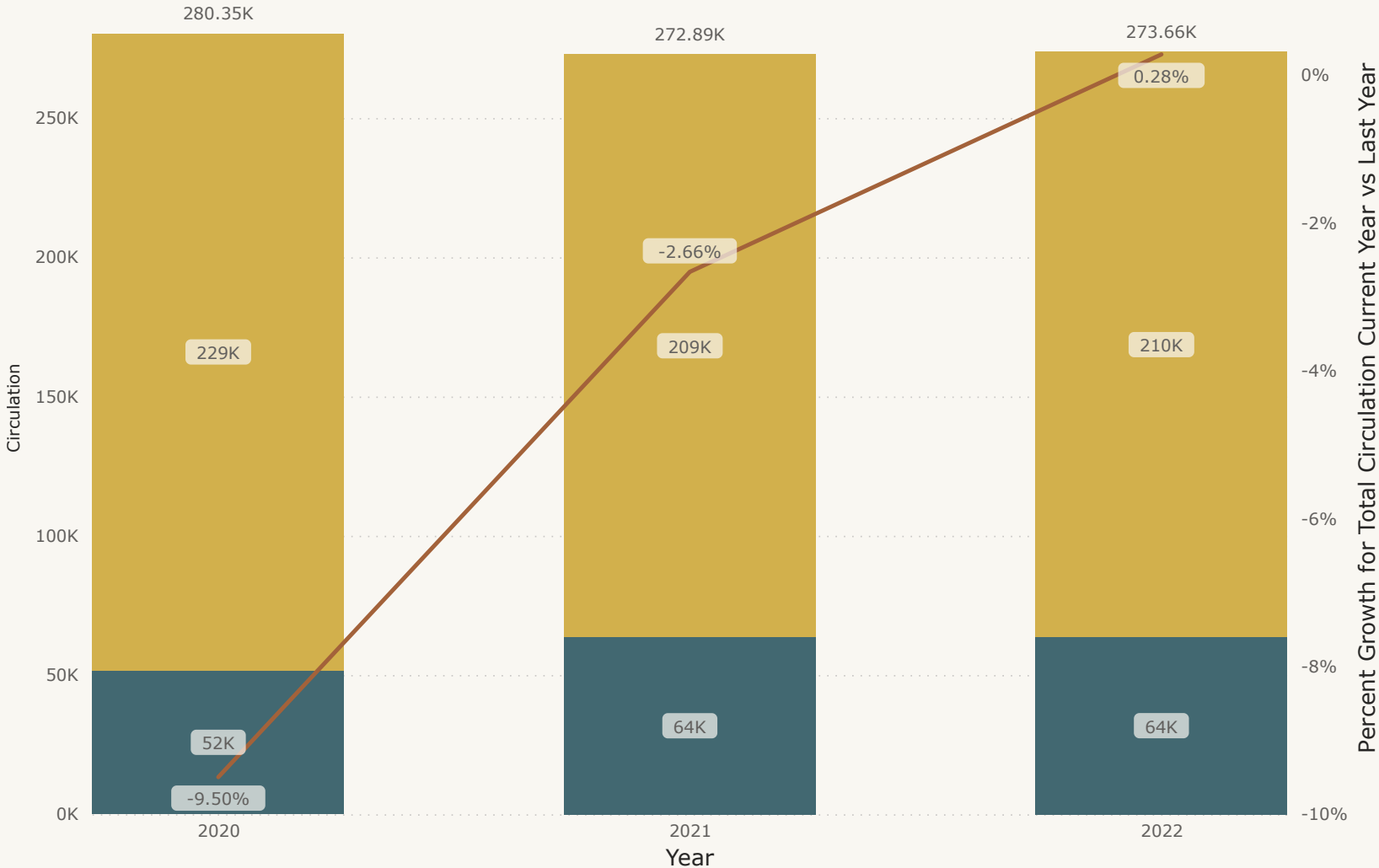
# Total User Visits: 3 Year Comparison

Year ● 2020 ● 2021 ● 2022



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

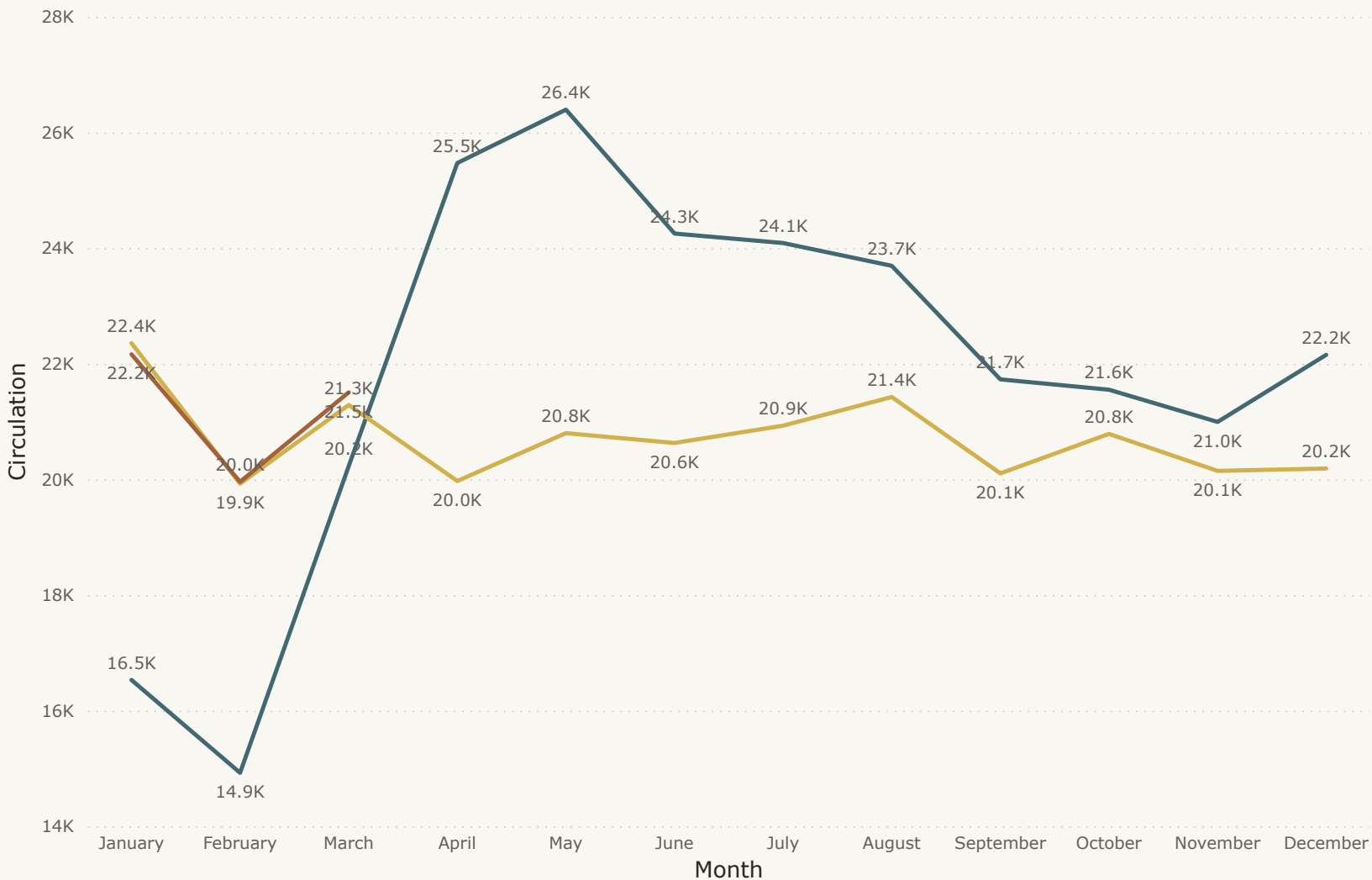
Digital Format vs Physical Format ● Digital ● Physical ● Percent Growth for Total Circulation Current Year vs Last Year



0.28%  
Percent Growth Current  
Year vs Last Year

# Digital Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

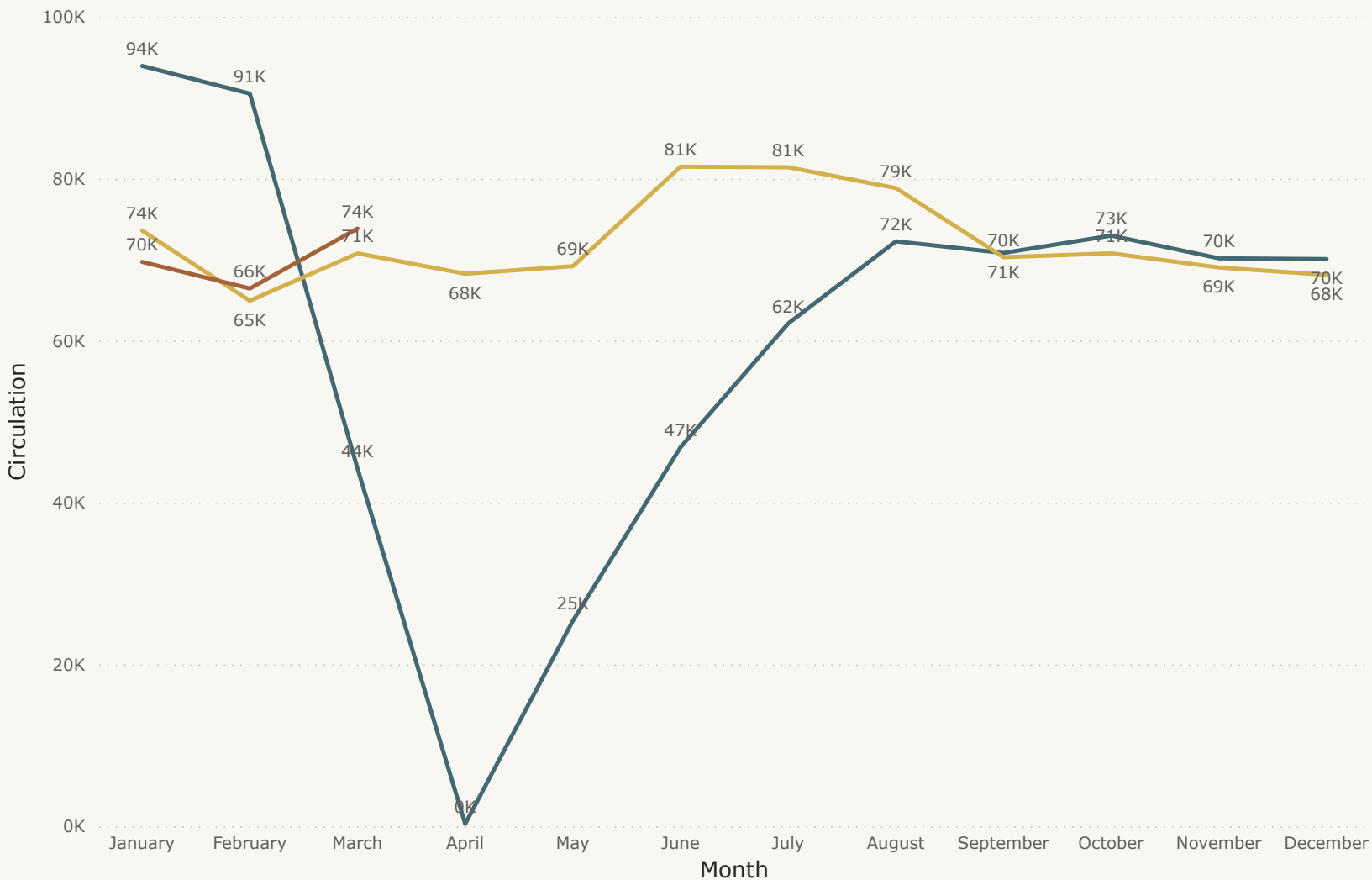
Digital

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

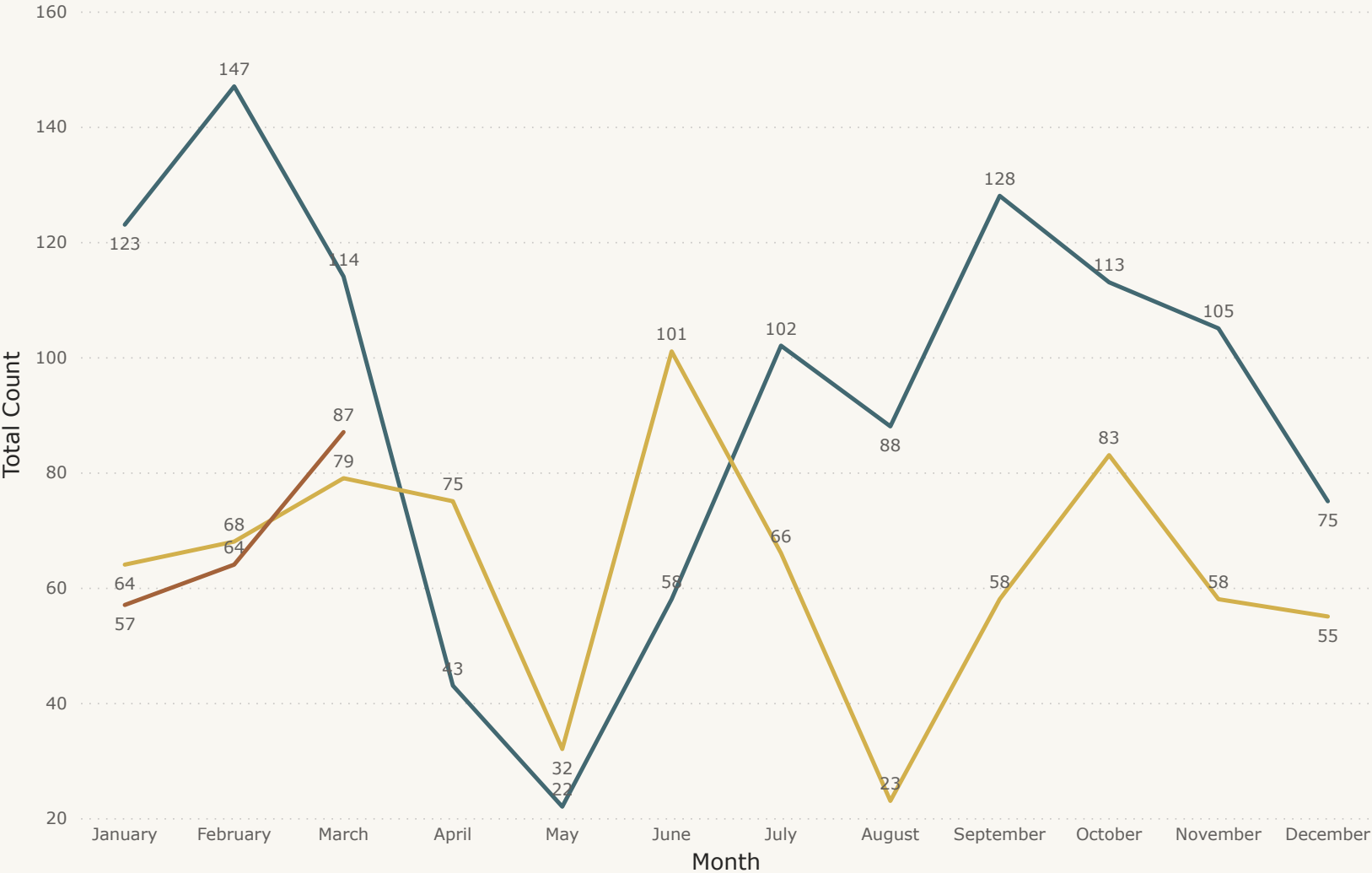
Filter by Type of Transaction: Checkout, Renewal, or Autorenewal

All



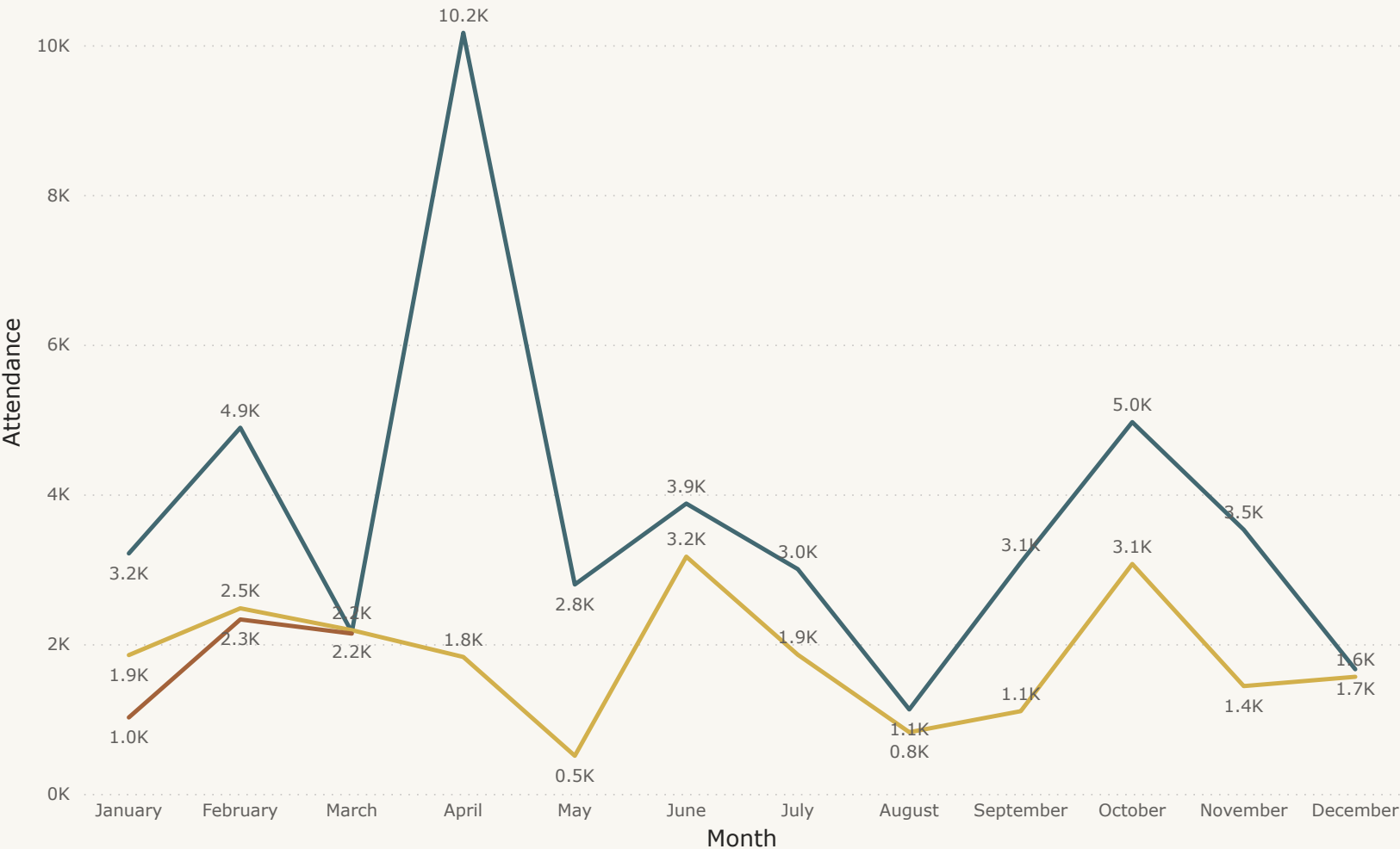
# Total Programs Presented: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



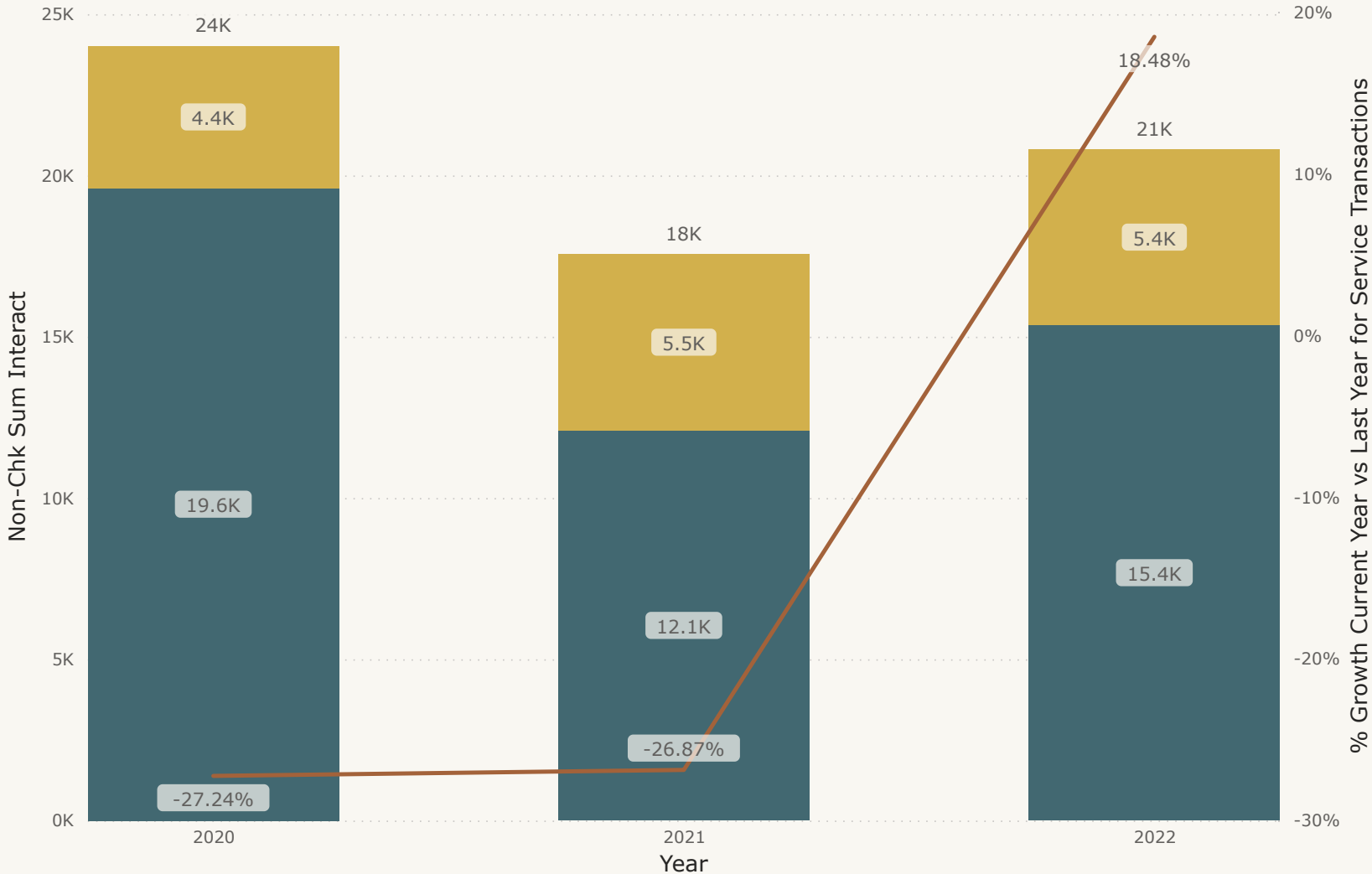
# Total Program Attendance: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



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

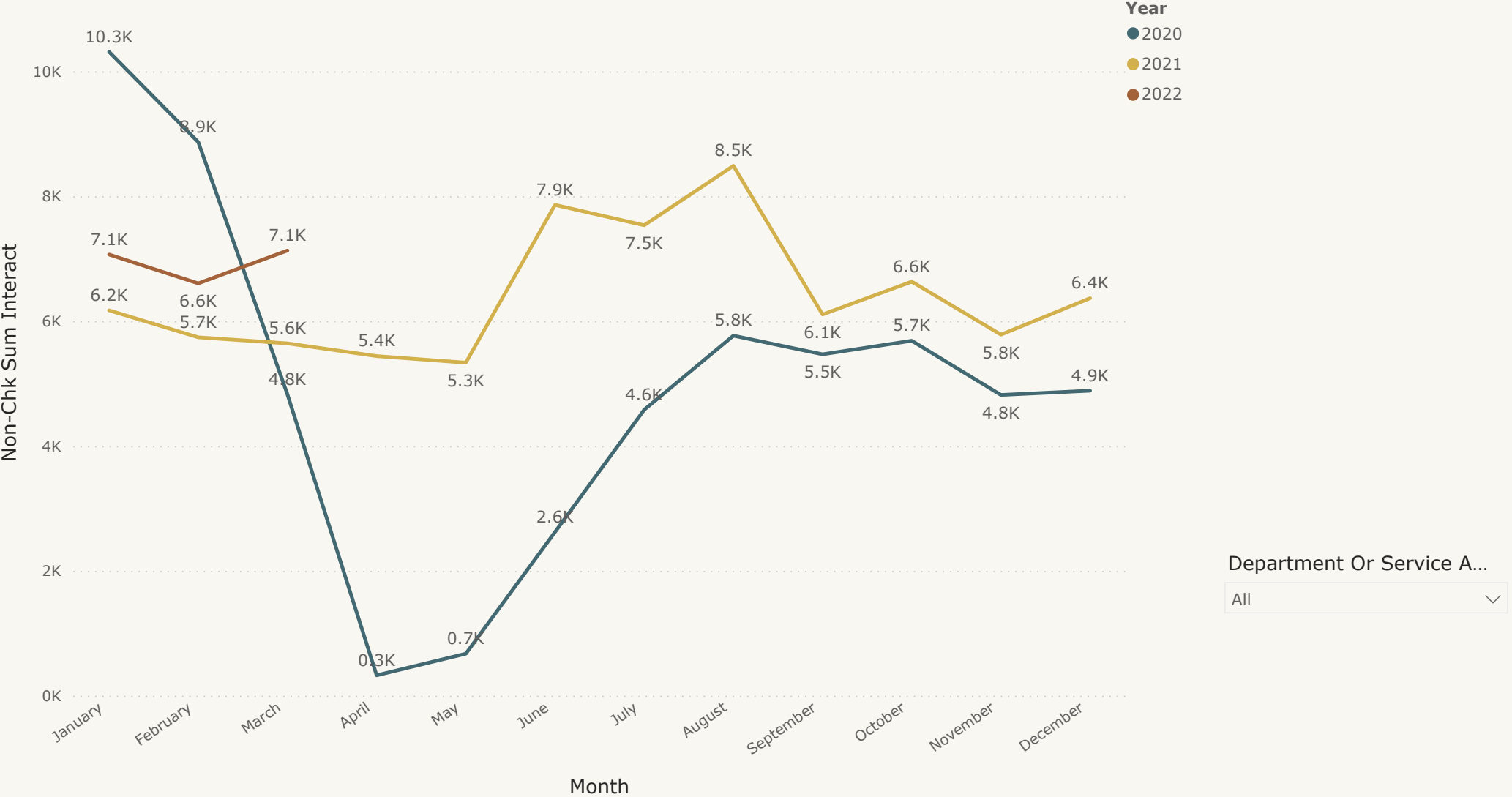
**In Person or Online/Phone** ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transactions



# 18.48%

% Growth Current Year vs  
Last Year for Service  
Transactions

Service Interactions: 3 YR Comparison



## Library Director's Report for April 2022

Most of this month I have spent working on the finer details of implementing our compensation plan for 2023 to prepare our budget submittal to the City, the other thing I have been spending a lot of time on. As I mentioned in my report last month, this year's historic increase in assessed home values is going to drive an unprecedented increase to the value of a mill for 2023. We had planned to potentially max out the library mill rate this year to implement our compensation plan, but now that is an unlikely necessity. I am very much hoping that we will be able to implement our compensation plan (as well as bring back a very much needed marketing position we deleted in 2020) and maintain a flat mill rate. We will know more in a few months.

A lot has been going on at the library as you can see from the Monthly Departmental Reports. Colson Whitehead, this year's Beach Author, drew a large crowd at Liberty Hall. We estimated about 400 people in attendance. Our Read Across Lawrence programming has been very successful. People seem to really be enjoying this year's book, *Interior Chinatown*. I received several compliments from City staff about our team's presentation at last week's City Commission meeting. Youth Services is getting ready for Summer Reading. It will be the first year since 2019 that we will be getting back to more familiar and fun in-person programming.

Lastly, I attended the Public Library Association Conference in Portland, Oregon in late March, along with eight other LPL folk. I enjoyed being amongst thousands of librarians and reconnecting with colleagues from other libraries.

Respectfully submitted by Brad Allen, April 14, 2022

## **Monthly Departmental Reports**

### **April 2022**

#### **Accounts:**

Normal desk and phone operations continue in Accounts. All book van stops are back up and running. Babcock Place and Clinton Place had temporarily suspended service in January.

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

There's not much new in the Collection Development department. In the coming months the team is set to review its policies and procedures which will be approved by the Collection Management Committee and Diversity Coordinator. At the end of March, Dan and Ransom met with the Outreach team to discuss the progress of Dottie. Now we're eagerly awaiting the okay to send off our orders for materials.

In Cataloging news, Mary has registered for a Fundamentals of Cataloging course through the American Library Association. Due to the high interest in the class, she has to wait until Fall. We're excited to hear about what she takes from it. In other exciting Cataloging news, a librarian from Springfield, MA reached out to Emily about the Dewey 200s reclass that she and Kate Ray did in 2019.

#### **Collections & Technology:**

Tricia, Aaron, and Jim drafted goals for 2022 and 2023 technology work. Completion of this goals document assisted in finalizing a technology budget estimate for the 2023 budget request.

Tricia and Bree are drafting a step-by-step purchasing procedure.

Tricia met with selectors to address the lack of a helpful high-demand report. A high-demand report is important to assist them in staying apprised of hold ratios for popular items. Tricia is working on customizing a report in BlueCloud analytics.

Kevin, Jeff, and Tricia joined Brad in reviewing a potential new data analysis platform that provides detailed information on collection makeup and usage.

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

The Colson Whitehead event was a great success with a full house at Liberty Hall and 200 folks streaming online. The event was in partnership with the Paper Plains Literary Festival, the Commons at KU, and the Hall Center for Humanities. Kristin continues to work with Reader's Services on Read Across Lawrence including the Charles Yu appearance on April 21st. He will

## Monthly Departmental Reports

### April 2022

be in conversation with Derek Kwan, the Executive Director of the Lied Center of Kansas. This event is streaming via zoom, so be sure to check it out [lplks.org/ral](https://lplks.org/ral).

**Diversity, Equity, and Inclusion:** Myself and a few others recently returned from PLA. I am organizing Lunch and Learns where PLA attendees will share their notes and the knowledge they gained from sessions they attended with LPL staff. There is one on 5/12 and another on 5/15. I personally had the opportunity to attend some excellent PLA sessions, and also was able to network and share ideas with fellow library EDI professionals. Policy and procedure review is continuing in SLT as well as IDEAA, and we continue to make progress in that area. Now that I have returned from vacation, planning for this year's staff day with the Employee Engagement Coordinator will continue as well.

**Employee Engagement:** We hosted the year's first mandatory all-staff training facilitated by Stephanie Chase. It focused on collaborative solutions to harder customer service interactions. Summer Teen Interns and VISTA Americorp member applications are rolling in. These positions sadly had to be put on hold during the pandemic so this is definitely bringing us some happiness in the new normal. This month also kicks off our Engage, Grow, Thrive staff wellness grant awarded to us by the Kansas Library Association. The first series of events are staff cooking classes led by Just Foods. All three sessions feature healthy meals and we made sure to include a vegan alternative to each recipe. Plus it will just be fun to get to cook up a storm next to colleagues we don't get to see all the time. Other series in this grant include visits from the Jungle House to spruce up our work areas with plants and visits from a LMH physical therapist to give us tips and tricks on treating our bodies kindly while performing various tasks throughout the library.

### **Facilities:**

More and more programs returning to the auditorium means more set up and tear down and set up again, which take different muscles than our typical cleaning routine. We're a little sore but quickly getting back in the groove of it all.

### **Information Services:**

We officially welcomed Marc Veloz as our Community Resource Specialist this month, and he has hit the ground running!

Melissa worked with Kathleen and our partners at the Douglas County Community Foundation to set up a new subscription to GrantStation, an online resource for grantseekers. GrantStation replaces the Foundation Directory Online. We also worked with our partners at the Lawrence

## Monthly Departmental Reports

### April 2022

Chamber of Commerce to fund a new subscription to Data Axle (formerly ReferenceUSA) as a resource for entrepreneurs and our community's economic development teams. Data Axle replaces Mergent Intellect. Melissa also gave a presentation on LPL's resources for entrepreneurs to the Douglas County CORE, a coalition that is working to map and develop the local entrepreneurship support ecosystem.

The Info Services team has put out the [call for presenters](#) for this summer's How-To Festival and is busily planning for that event, which will be primarily outdoors this year.

### Information Technology:

Sean has restored 9 public access computers for use in the Children's area. Sean and Aaron assembled a computer for use as the security camera monitoring station. It will be put in place soon. Kim and Aaron are working on the Security report subsite for our staff intranet. Two test RFID pads have been received from FE Technologies. Initial configuration questionnaires have been filled out and returned to FE by Kim. We are waiting for a response from FE regarding initial setup of the RFID pad software. Aaron completed configuration of Bibliocommons Single Sign On for EZproxy resources. Aaron completed E-Rate vendor selection and orders. We are committed to 5 years continued service as a connected member of KanREN. We have ordered a replacement UPS (uninterruptible power source) for replacement of our existing system which is now in excess of 10 years old. The new equipment was ordered from Network Computing Solutions out of Manhattan, KS.

### Marketing:

Heather was in France most of March, so there isn't much to report this month. Her first day back was April 4 and priorities include editorial layout and production of the Summer issue of the *Reader*, working with the teen who won the Summer Reading t-shirt design competition to pick a font and ink color, getting staff tees ordered (many thanks to the LPLFF who provide these every year!), producing the 2021 LPL Annual Report, planning the next two eNewsletters, and catching up on email and lots of unfinished business.

### Materials Handling:

Not too much new on the Materials Handling front. I was really happy to get a lot of positive feedback in a recent departmental check-in. I was also very pleased that on their quarterly visit, the bed bug dogs didn't catch a whiff of any bugs. Good to know that our inspection of lent items is paying off.

On the staffing side, Dina's back from her annual March Madness vacation so we're fully staffed and trained and generally happy campers. Still trying to correctly calibrate our weekend workflows after Zarina's departure, but I anticipate we'll have that ironed out soon.



## **Monthly Departmental Reports**

### **April 2022**

#### **Outreach:**

Kristin, Kathleen, Brad, and Evan met with Nils to get a Dottie construction update in late March and Nils is confident that he'll complete construction by mid May. Evan is working on developing routes around town to distribute the community needs assessment and we'll start going door to door in the last week of April and the first week of May. Kristin and Trevin continue to plan the summer stop schedule along with events to make the Dottie launch a fun and exciting success!

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

March has been a busy month in Public Technology. As computer lab use has increased, we've added 3 more computers to keep up with demand. Our biggest task has been preparing for and reopening the SOUND+VISION Studio. We're so excited to be able to offer this creative and fun resource to Lawrence again. Bookings are filling up and our staff are learning the ins and outs of supporting patrons as they create assorted audio visual projects. Work continues on the "Videocast" room S+V addition and we hope to open it in 2 months after custom sound panels are completed and installed. More exciting things to come!

#### **Readers Services:**

March was primarily focused on the lead up to the [Read Across Lawrence](#) program, the programming for which started on April 1st. One program needed to be rescheduled due to some basketball shenanigans, but other than that hiccup, registrations are looking great for the remaining programs and interest seems high.

Polli was interviewed with our April 12th presenter, David Mai, about Interior Chinatown for KPR Presents with Kaye McIntyre. That episode will air on Sunday April 10th at 6pm.

Starting in April, all of our book clubs will be back in person, in the library, with the exception of BYOBB, which will always remain an online program.

#### **Security:**

Met with Kim and Aaron from Information Technology to discuss formatting of the upcoming security subsite for security reports. Also met with Polli (Readers Services) and Jon (Facilities) to discuss tweaking our closing procedures to address some staff concerns and make sure we're consistent.

#### **Youth Services:**

## **Monthly Departmental Reports**

### **April 2022**

We're approaching the finish line for finalizing our summer reading plans. Our drop dead date for content to be in our summer reading edition of The Reader is 4/15. We are currently advertising summer positions in YS: two AmeriCorps VISTAs to help with outreach and three teen interns to help with youth summer reading programs. We'll soon start advertising our summer volunteer positions. We're still in the midst of shifting some of the collections on the kids' side of YS and Sahara Scott shifted the NF on the teen side. Programming is going well. We see more and more teens in the Teen Zone and families at storytime. Jenny Cook launched the Junior Author Camp series this month with a Zoom visit from Erin Entrada Kelly. This 4 part series will also include Chris Crutcher, Lisa Bunker, and our in-house poets: Sahara Scott, Anita Patel, and Kayla Cook. Lauren and Karen attended PLA in Portland and will be joining the rest of the PLA crew in some lunch and learn sessions this week to talk about the conference. Jenny Cook has been busy planning our next Weave A Tale Workshop to be held on 4/29 at LPL. This storytelling workshop is held in honor of longtime children's librarian Joyce Steiner and is the TENTH time we've offered this training. In honor of the tenth year, our very own Linda Clay and former teen librarian, Kim Patton, will be our presenters.

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



**St. Patrick's Day Parade Committee Delivers Pot of Gold!** That headline appeared in the April 8<sup>th</sup> edition of *The Lawrence Times*. The library Friends & Foundation, Watkins Museum, and Jefferson Foundation each received \$23,000 from the St. Patrick's Day Parade Committee. We are over-the-moon excited about the results. The funds will be used for Dottie's youth outreach efforts. We are so grateful to the army of staff and volunteers who attended events and marched in the parade on behalf of the library. A huge shout out goes to Brandon Eisman, AKA Deja Brooks, who went many, many extra miles as our queen candidate. We could not have chosen a more perfect representative for the LPL Friends & Foundation.

**Drag Bingo.** Speaking of Deja Brooks, somehow, in between her royal requirements and world travels, she managed to squeeze in a session of Drag Bingo for National Library Week. Ninety people attended this raucous event at the Arterra event space. By the end of the night, we had raised \$1,500 for the LPL Friends & Foundation. Kudos to Logan Isaman who gets a huge high five for organizing this fun community party.

**Get Inked for the Library.** On April 12 and 13<sup>th</sup>, Standard Electric Tattooing gave 54 enthusiastic library fans literary-based tattoos and donated 100% of the proceeds -- \$5400 -- to the LPL Friends and Foundation! This is the third year that Standard Electric owners Holly and Jared Hackney and their apprentice Taylor Hickman made this amazing donation to the library. And once again, Logan Isaman gets all the credit for pitching, organizing and promoting this event. It is consistently a huge success and we can't thank them enough for their hard work on this project.

**2021 Annual Meeting.** The LPL Friends & Foundation will host its annual meeting on Monday, April 25<sup>th</sup> at 5 pm. Please mark your calendars and plan join us on Zoom to celebrate all the great accomplishments of 2021.

Join Zoom Meeting  
<https://lplks.zoom.us/j/94382928742>  
Meeting ID: 943 8292 8742  
Call in: 346-248-7799



TO: Lawrence Public Library Board of Trustees

FROM: Sarah Goodwin Thiel, Chair; David Vance, Vice Chair;  
Jennifer Bonilla, Secretary/Treasurer

DATE: April 13, 2022

RE: Lawrence Public Library 2023 Budget Recommendation

The Budget Committee met with Library Director Brad Allen on April 13 to discuss the 2023 budget. We recommend a 15% budget increase for 2023. Should this increase result in an increase to the library mill levy, we recommend that the Board reconvene and consider amending the budget submission to the City. Our goal is to keep a flat mill rate if at all possible while still implementing the library's new compensation plan.

Attached you will find the Library Director's comments as well as a line item budget for each scenario.



TO: Lawrence Public Library Board of Trustees  
FROM: Brad Allen, Library Director  
DATE: April 13, 2022  
RE: Lawrence Public Library 2023 Budget Comments

Attached you will find three budget scenarios, increases of 14%, 15%, and 16%, with my comments about each one.

Scenario 1: 14% increase

This scenario will allow the library to implement our compensation plan to create pay equity with our peers at the City of Lawrence and guarantee competitive market pay with peer public libraries in our region.

There are modest increases to our library materials and technology budgets.

Increases to staff FTE are possible but not certain.

Scenario 2: 15% increase

This scenario will allow the library to implement our compensation plan to create pay equity with our peers at the City of Lawrence and guarantee competitive market pay with peer public libraries in our region.

There are modest increases to some budget line items, specifically our library materials and technology budgets.

One FTE we lost on our marketing and communications team in 2020 would be restored.



### Scenario 3: 16% increase

This scenario will allow the library to implement our compensation plan to create pay equity with our peers at the City of Lawrence and guarantee competitive market pay with peer public libraries in our region.

Modest increases to budget line items, many of them flat for multiple years; larger increases to library materials and technology budgets.

One FTE we lost on our marketing and communications team in 2020 would be restored.

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2019-2023						
	2019	2020	2021	2022	2023	Difference
<b>REVENUES</b>						
Tax Fund	\$ 4,457,000.00	\$ 4,782,000.00	\$ 4,978,000.00	\$ 5,022,000.00	\$ 5,725,000.00	\$ 703,000.00
Lost and Repl Fees	\$ 150,000.00	\$ 35,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
NEKLS	\$ 93,000.00	\$ 95,000.00	\$ 95,000.00	\$ 96,000.00	\$ 100,000.00	\$ 4,000.00
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Coffee Shop Rent	\$ 9,000.00	\$ 9,000.00	\$ -			\$ -
Meeting Room Fees	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Interest	\$ 16,000.00	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00		\$ (2,000.00)
Transfer from Cash Reserves			\$ 50,000.00	\$ 47,000.00		\$ (47,000.00)
<b>Total Revenues</b>	<b>\$4,775,000.00</b>	<b>\$4,996,000.00</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,895,000.00</b>	\$ 658,000.00
						\$ -
<b>EXPENSES</b>						\$ -
						\$ -
Salaries & Wages	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,420,000.00	\$ 510,000.00
Employee Benefits	\$ 330,000.00	\$ 340,000.00	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ -
Payroll Taxes	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 516,000.00	\$ 610,000.00	\$ 94,000.00
Utilities	\$ 96,000.00	\$ 96,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials	\$ 670,000.00	\$ 700,000.00	\$ 710,000.00	\$ 710,000.00	\$ 725,000.00	\$ 15,000.00
Books & Materials Supplies	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 45,000.00	\$ 50,000.00	\$ 5,000.00
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology	\$ 245,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 275,000.00	\$ 25,000.00
Insurance	\$ 17,000.00	\$ 17,000.00	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 1,000.00
Shipping	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ -
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Book Van & Mileage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 3,000.00
Programs	\$ 20,000.00	\$ 20,000.00				\$ -
Professional Fees	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00
Advertising & Marketing	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Capital Improvements	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous						\$ -
						\$ -
<b>Total Expenses</b>	<b>\$4,775,000.00</b>	<b>\$4,996,000.00</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,895,000.00</b>	\$ 658,000.00

LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
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	2019	2020	2021	2022	2023	Difference
<b>REVENUES</b>						
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Lost and Repl Fees	\$ 150,000.00	\$ 35,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
NEKLS	\$ 93,000.00	\$ 95,000.00	\$ 95,000.00	\$ 96,000.00	\$ 100,000.00	\$ 4,000.00
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Coffee Shop Rent	\$ 9,000.00	\$ 9,000.00	\$ -			\$ -
Meeting Room Fees	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Interest	\$ 16,000.00	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00		\$ (2,000.00)
Transfer from Cash Reserves			\$ 50,000.00	\$ 47,000.00		\$ (47,000.00)
<b>Total Revenues</b>	<b>\$4,775,000.00</b>	<b>\$4,996,000.00</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,945,000.00</b>	\$ 708,000.00
						\$ -
<b>EXPENSES</b>						\$ -
						\$ -
Salaries & Wages	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,460,000.00	\$ 550,000.00
Employee Benefits	\$ 330,000.00	\$ 340,000.00	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ -
Payroll Taxes	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 516,000.00	\$ 620,000.00	\$ 104,000.00
Utilities	\$ 96,000.00	\$ 96,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials	\$ 670,000.00	\$ 700,000.00	\$ 710,000.00	\$ 710,000.00	\$ 725,000.00	\$ 15,000.00
Books & Materials Supplies	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 45,000.00	\$ 50,000.00	\$ 5,000.00
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Technology	\$ 245,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 275,000.00	\$ 25,000.00
Insurance	\$ 17,000.00	\$ 17,000.00	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 1,000.00
Shipping	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ -
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Book Van & Mileage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 3,000.00
Programs	\$ 20,000.00	\$ 20,000.00				\$ -
Professional Fees	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00
Advertising & Marketing	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Capital Improvements	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous						\$ -
						\$ -
<b>Total Expenses</b>	<b>\$4,775,000.00</b>	<b>\$4,996,000.00</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,945,000.00</b>	\$ 708,000.00



LAWRENCE PUBLIC LIBRARY						
Regular Budget Report						
2019-2023						
	2019	2020	2021	2022	2023	Difference
<b>REVENUES</b>						
Tax Fund	\$ 4,457,000.00	\$ 4,782,000.00	\$ 4,978,000.00	\$ 5,022,000.00	\$ 5,825,000.00	\$ 803,000.00
Lost and Repl Fees	\$ 150,000.00	\$ 35,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
NEKLS	\$ 93,000.00	\$ 95,000.00	\$ 95,000.00	\$ 96,000.00	\$ 100,000.00	\$ 4,000.00
State Aid	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Photo Copies	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Coffee Shop Rent	\$ 9,000.00	\$ 9,000.00	\$ -			\$ -
Meeting Room Fees	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Interest	\$ 16,000.00	\$ 25,000.00	\$ 2,000.00	\$ 2,000.00		\$ (2,000.00)
Transfer from Cash Reserves			\$ 50,000.00	\$ 47,000.00		\$ (47,000.00)
<b>Total Revenues</b>	<b>\$4,775,000.00</b>	<b>\$4,996,000.00</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,995,000.00</b>	<b>\$ 758,000.00</b>
						\$ -
<b>EXPENSES</b>						\$ -
						\$ -
Salaries & Wages	\$ 2,670,000.00	\$ 2,820,000.00	\$ 2,865,000.00	\$ 2,910,000.00	\$ 3,480,000.00	\$ 570,000.00
Employee Benefits	\$ 330,000.00	\$ 340,000.00	\$ 460,000.00	\$ 490,000.00	\$ 490,000.00	\$ -
Payroll Taxes	\$ 465,000.00	\$ 490,000.00	\$ 500,000.00	\$ 516,000.00	\$ 625,000.00	\$ 109,000.00
Utilities	\$ 96,000.00	\$ 96,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -
Building Supplies	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Building Repairs & Maintenance	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 5,000.00
Library Supplies	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
Books & Materials	\$ 670,000.00	\$ 700,000.00	\$ 710,000.00	\$ 710,000.00	\$ 730,000.00	\$ 20,000.00
Books & Materials Supplies	\$ 50,000.00	\$ 50,000.00	\$ 54,000.00	\$ 45,000.00	\$ 50,000.00	\$ 5,000.00
Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00
Technology	\$ 245,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 280,000.00	\$ 30,000.00
Insurance	\$ 17,000.00	\$ 17,000.00	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 1,000.00
Shipping	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ -
Professional Development	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 5,000.00
Book Van & Mileage	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 3,000.00
Programs	\$ 20,000.00	\$ 20,000.00				\$ -
Professional Fees	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00
Advertising & Marketing	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Capital Improvements	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous						\$ -
						\$ -
<b>Total Expenses</b>	<b>\$4,775,000.00</b>	<b>\$4,996,000.00</b>	<b>\$5,170,000.00</b>	<b>\$ 5,237,000.00</b>	<b>\$ 5,995,000.00</b>	<b>\$ 758,000.00</b>

## MEMO

To: Lawrence Public Library Board of Trustees  
From: Frankie Haynes, Diversity and Equity Coordinator  
Date: April 12, 2022  
Subject: Juneteenth

In December, the Inclusion, Diversity, Equity, and Anti-racism Advisory (IDEAA) committee had a discussion regarding how Juneteenth should be treated in our holiday calendar. In this discussion we decided that based on our current system, Juneteenth would fit best as a compensatory day. We propose that Juneteenth be treated as a compensatory holiday for the year of 2022.

I also recommend that more in depth discussions regarding what holidays we close for and why be had over the course of 2022, and new holiday closure recommendations for 2023 are likely to arise from these discussions. Should we decide to offer new holiday closure recommendations for 2023, these will be presented to the board in the fall of 2022.