

Lawrence Public Library Board of Trustees Regular Meeting
Monday, December 19, 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 November
- Approve Treasurer's report for November
- Approve bills for November 21 to December 18
- Receive statistical report for November

Library Director's report

Friends & Foundation report

New Business

Old Business

Executive Session – Director's Annual Performance Evaluation

Adjournment

DRAFT

**Lawrence Public Library
Regular Board Meeting**

Date: 11/21/2022

Time: 4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present:

Sarah Goodwin Thiel (Chair), Mayor Courtney Shipley, Ursula Minor, James Pavisian, David Vance.

Absent: Susan Kang, Kelly Hart, Jennifer Bonilla.

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Terese Winters, Bree Pfannenstiel, Aaron Brumley, Heather Kearns, Kristin Soper, Tricia Karlin.

Friends and Foundation Members Present:

Brandon Eisman (Vice-Chair)

Call to order:

Sarah called the meeting to order when a quorum was reached at 4:36 p.m.

Consent Agenda:

James moved approval of the consent agenda. David seconded the motion. Consent agenda passed.

Library Director's Report:

- Library finances: our budget is much tighter than it has been in the past. In previous years, total expenses were well under budget throughout the year. 2022 has been different, inflation having an effect of increasing several expense lines. Brad anticipates that we will nevertheless end the year in good shape.
- Kathleen and Brad attended the town forum on homelessness held on November 7th. One of the suggestions at the forum was for the police to have a strong regular presence downtown. Brad noted some police walking the downtown beat the other day and was impressed by the police department's responsiveness.
- This year, the Library was added to Leadership Lawrence's Arts & Culture Day, at Kathleen's suggestion. Library staff (Kristin, Heather, Kathleen and Brad) gave tours to the group to see Dottie, the Sound & Vision Studio, and the automated materials handling machine. It was a great strategic move on Kathleen's part to bring this engaged group into the library!

- Brad worked with the new Emporia Public Library director to set up a community of practice for a peer group of Kansas library directors.
- James asked if staff at the Hello desk had training on handling problem behaviors that occur in the lobby. Brad noted that staff have undergone training and should be equipped to address most incidents, or they can contact library security staff. Security can address most issues, and they are usually present when volunteers are staffing the desk (since volunteers may not have the level of training on this that staff do.) He noted that we may be looking into taking on more monitoring of outside spaces such as the library lawn. This is a space currently under the oversight of City Parks and Recreation, so the library would need to discuss this with the City. He cautions that there are limits to what we can do, and we cannot ban folks from the sidewalk in the way we can ban them from the building, since it is a public right of way. James clarified that he is not so much concerned about patrons' experiences, but wanted to check on the level of support available for Hello desk staff.
- James asked about the digital collection and if we are getting more users for the digital collection. Brad and Tricia provided information on how library collection development staff were adjusting budgets and leveraging purchasing models as effectively as possible to accommodate the greater demand for digital books and audio. They acknowledged that the request queues for popular digital titles have gotten longer, and the ratio of copies purchased to meet this new digital demand is requiring adjustments to purchasing patterns. Brad pointed out that there is a balancing act in building collections - the library needs to weigh how much they try to meet demand for popular titles by buying multiple copies vs. buying titles that are important to have, but perhaps less popular.

Friends and Foundation (F&F) Director's Report:

- Brandon presented the report:
 - The Children's Picture Book Room Renovation: the trustees are invited to attend the dedication of the Children's Picture Book Room on Sunday, November 27th at 10:30 a.m. This event will include a storytime with the donors, the Marquis family, and friends.
 - Fall Book Sale: the fall sale brought in over \$18,000 and 34 new donors signed up on opening night!
 - Seasons Readings Book Sale is coming up on December 17th. The City Band will give their annual concert in the auditorium at noon that day as well.
 - Year-End Fundraising Campaign update:
 - The annual letter will go out to 2,000 library supporters and prospective donors. There is a \$20,000 matching challenge from the Harrison Family Fund.
 - The 2022 Giving for Good Campaign with Douglas County Community Foundation (DCCF) launches on Giving Tuesday (November 29). The Library is raising funds for a high-quality scanner for the library's Local History Room. There is a private donor who has pledged to fully fund this project. Their gift

will make the F&F eligible for a \$2500 match from DCCF. Also on Giving Tuesday, social media accounts will be sending out requests to give to the library.

- New Chapter Society: so far the Friends and Foundation have received 14 renewals totalling \$20,000.
- Library Landscapes Poster Project:
 - Signed & unsigned posters, as well as notecards are on sale. The project got great coverage in the *Lawrence Journal World*. Total net sales to date are \$2,300.
- Kathleen added a 'save the date' reminder: the annual fundraising event will be in-person on Feb 24 of 2023.

New Business

- **Appoint Director Evaluation Committee:**

- Sarah noted that David and Sarah can follow previous practice and conduct the director evaluation unless others would like to. Hearing no comments, Sarah asked board members to send evaluation comments to her by December 5th. An earlier deadline has been set so that library staff have all the information they need to prepare payroll on time.

- **Policy Review:**

- Employee Handbook - ACTION ITEM
 - Erica reviewed her October 31, 2022 memo to the board that noted all the proposed revisions to the Employee Handbook. She and Brad answered questions about the changes.
 - After the list of proposed revisions were all reviewed, Erica asked the board for guidance on what handbook changes they want to approve. James noted that he was not concerned about operational items - those are at the director's discretion. He does want to see policy changes that touch on their fiduciary duty as a member of the board. Sarah summarized further discussion and said the board would like staff to gather and list changes to procedure & policy in a memo (as they were presented today) for submission to the board twice a year. Policy changes would be addressed as action items. If there are revisions that are urgent in nature, staff could present those individually at the next board meeting.
 - Sarah noted her appreciation for the policy updates that demonstrated concern for the welfare of the staff and thanked everyone for their work on the handbook.
 - Ursula moved to approve the proposed revisions to the employee handbook as presented by Erica in her memo. David seconded the motion. The revisions were approved.

- Tricia presented the draft of the Americans with Disabilities (ADA) Compliance Act policy Included in the board packet. James moved approval of the policy as presented. Ursula seconded the motion. After some discussion, the ADA compliance policy was approved.
- Kristin presented the draft of proposed changes to the Public Events Policy (previously entitled “Programming Policy”). After some discussion, David moved approval of the public events policy as presented. Ursula seconded. The Public Events Policy was approved.

Old Business

- None noted

Announcements

- Meeting length - Sarah noted that the board of trustees meeting will resume its previous length of 90 minutes. Recently it had been scheduled for 60 minutes, and at times, that limited length meant that discussions were cut short.
- Sarah asked the board members to keep an eye out for the evaluation form that she will send out soon and reminded them it will be due to her by December 5th.

Adjournment

There being no other business, the meeting adjourned at 5:45 p.m.

The next regular Board meeting will be held Monday, December 19, 2022 in the library’s Meeting Room A and online.

Respectfully submitted,
Tricia Karlin

2022 Regular Budget Report

	<u>November</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES					
Tax Fund	-	5,023,000.00	\$5,022,000.00	100.02%	\$4,978,000.00
Lost and Repl Fees	386.43	21,183.62	\$30,000.00	70.61%	\$15,000.00
NEKLS	23,947.75	103,446.00	\$96,000.00	107.76%	\$95,000.00
State Aid & Federal Aid	-	32,631.79	\$25,000.00	130.53%	\$25,000.00
Photo Copies	502.67	12,711.76	\$10,000.00	127.12%	\$5,000.00
Meeting Room Fees	339.55	4,367.92	\$5,000.00	87.36%	\$ -
Interest	3,352.79	16,243.81	\$2,000.00	812.19%	\$2,000.00
Transfer from Cash Reserves	-	-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	243.01	572.94			
Total Revenues	28,772.20	5,214,157.84	\$5,237,000.00	100%	\$5,170,000.00

EXPENSES

Salaries & Wages	229,081.93	2,592,389.10	\$2,910,000.00	89.09%	\$2,865,000.00
Employee Benefits	31,158.84	382,556.04	\$490,000.00	78.07%	\$460,000.00
Payroll Taxes	38,830.69	433,269.08	\$516,000.00	83.97%	\$500,000.00
Utilities	8,515.46	73,509.25	\$100,000.00	73.51%	\$100,000.00
Building Supplies	1,554.16	15,835.43	\$20,000.00	79.18%	\$20,000.00
Building Repairs & Maintenance	1,155.08	61,385.46	\$55,000.00	111.61%	\$55,000.00
Library Supplies	462.82	13,977.85	\$25,000.00	55.91%	\$25,000.00
Books & Materials	73,679.24	640,161.61	\$710,000.00	90.16%	\$710,000.00
Processing Supplies	2,414.82	45,969.77	\$45,000.00	102.16%	\$54,000.00
Equipment	-	1,749.88	\$10,000.00	17.50%	\$10,000.00
Technology	8,418.61	244,439.25	\$250,000.00	97.78%	\$250,000.00
Insurance	1,555.00	27,475.30	\$16,000.00	171.72%	\$16,000.00
Postage & Mailing	1,009.21	23,110.09	\$18,000.00	128.39%	\$18,000.00
Professional Development	2,025.85	27,301.40	\$35,000.00	78.00%	\$30,000.00
Book Van & Mileage	533.85	5,130.13	\$2,000.00	256.51%	\$2,000.00
Professional Fees	1,991.65	27,045.74	\$20,000.00	135.23%	\$25,000.00
Advertising & Marketing	2,488.02	20,537.88	\$20,000.00	102.69%	\$30,000.00
Capital Improvements	-	136,105.54	0		\$ -
Miscellaneous	(181.58)	19,985.52	0		
Total Expenses	404,693.65	4,791,934.32	\$5,237,000.00	92%	\$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 (US Bank & KMIP)	1,275,332.89				
Capitol Improvement (KMIP)	817,431.72				

2022 Outside Funding	1/1/2022	November	November	
	AMOUNT	Income	Spending	Remaining
Outside & Private Funding				
R & E Totals		\$ 24,224.23	\$ 19,358.11	\$ 272,963.10
				\$ 323,940.49
				\$ 541,860.65

Lawrence Public Library
Balance Sheet
As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	849,608.15
Checking	332,621.90
Capital Improvement at MIP	817,431.72
	<hr/>
Total Checking/Savings	1,999,661.77
	<hr/>
Total Current Assets	1,999,661.77
	<hr/>
Other Assets	
Petty Cash	605.48
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Total Other Assets	605.48
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TOTAL ASSETS	<u>2,000,267.25</u>
	<hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	56,708.52
	<hr/>
Total Accounts Payable	56,708.52
	<hr/>
Other Current Liabilities	
Payroll Liabilities	-3,041.07
	<hr/>
Total Other Current Liabilities	-3,041.07
	<hr/>
Total Current Liabilities	53,667.45
	<hr/>
Total Liabilities	53,667.45
	<hr/>
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	204,303.36
	<hr/>
Total Equity	1,946,599.80
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>2,000,267.25</u>
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Lawrence Public Library
Revenues & Expenses
November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>
Ordinary Income/Expense		
Income		
Misc Income	243.01	572.94
Tax Fund	0.00	5,023,000.00
Lost and Replacement Fees	386.43	21,183.62
NEKLS	23,947.75	103,446.00
State& Federal Aid	0.00	32,631.79
Photocopies & Printing	502.67	12,711.76
Meeting Room Rentals	339.55	4,367.92
Interest	3,352.79	16,243.81
Outside&Private Funding Income	24,224.23	323,940.49
Total Income	<u>52,996.43</u>	<u>5,538,098.33</u>
Gross Profit	52,996.43	5,538,098.33
Expense		
Payroll Expenses	270,682.93	3,032,906.06
Payroll Taxes	40,138.04	448,565.22
Utilities - Electric	8,515.46	73,509.25
Building Supplies	1,554.16	15,835.43
Building Repairs & Maintenance	1,155.08	61,385.46
Library & Office Supplies	462.82	13,977.85
Books & Materials	73,679.24	640,161.61
Processing Supplies	2,414.82	45,969.77
Equipment	0.00	1,749.88
Technology	8,418.61	244,439.25
Insurance	1,555.00	27,475.30
Postage & Mailing	1,009.21	23,110.09
Professional Development	2,025.85	27,301.40
Vehicles, Mileage, Maintenance	568.85	5,165.13
Professional Fees	1,991.65	27,045.74
Marketing-General	2,488.02	20,537.88
Capital Improvement Expenditure	0.00	136,105.54
Miscellaneous	-181.58	19,985.52
Outside & Private Funding	7,573.60	468,568.59
Total Expense	<u>424,051.76</u>	<u>5,333,794.97</u>
Net Ordinary Income	<u>-371,055.33</u>	<u>204,303.36</u>
Net Income	<u>-371,055.33</u>	<u>204,303.36</u>

Lawrence Public Library
Vendor Balance Summary
As of December 19, 2022

	<u>Dec 19, 22</u>
Acco Brands	100.70
Allen Press	2,392.74
Amazon-Synchrony Bank	88.20
Amazon Capital Services, Inc	3,750.10
ASI	56.00
Baker & Taylor, Inc.	14.92
Bayscan Technologies	317.52
Blue Cross and Blue Shield of Kansas Inc.	100.00
Center Point Large Print	157.77
Century Business Technologies	380.03
EBSCO	4,598.74
Evergy	8,515.46
Filmtools	81.94
Gale/Cengage Learning	396.74
Hamco Kansas City, Inc.	749.50
Ingram Library Services	16,754.75
Karen L. Anderson	200.00
LibraryWorks, Inc	300.00
Midwest Tape	5,249.61
OverDrive	20,581.33
Pur-O-Zone, Inc.	1,090.16
Sandy Beverly	25.00
Sloan Law Firm	225.00
U.S. Bank - Mastercard	18,135.44
Unique Management Services	533.83
United Parcel Service	12.00
World Book School and Library	1,199.00
Yoshie Hisatomi	23.20
TOTAL	<u>86,029.68</u>

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
<hr/>					
Bill Pmt -...		12/19/20	Allen Press	Checking	
Bill	32944	11/30/20		Marketing-Ge...	-2,392.74
TOTAL					-2,392.74
<hr/>					
Bill Pmt -...		12/19/20	Amazon-Synchron...	Checking	
Bill	66847...	12/14/20		Library & Offi...	-18.21
Bill	59349...	12/14/20		Books & Mate...	-69.99
TOTAL					-88.20
<hr/>					
Bill Pmt -...		12/19/20	Amazon Capital Se...	Checking	
Bill	1CLT-...	11/21/20		Books & Mate...	-61.16
Bill	1KW3...	11/21/20		Books & Mate...	-59.88
Bill	11CP-...	11/21/20		Books & Mate...	-109.87
Bill	117M-...	11/22/20		Books & Mate...	-66.99
Bill	14GD-...	11/22/20		Books & Mate...	-109.63
Bill	11FX-...	11/28/20		Books & Mate...	-59.50
Bill	1HG1-...	11/29/20		Books & Mate...	-78.17
Bill	1F4F-...	11/29/20		Books & Mate...	-74.65
Bill	13LF-...	11/29/20		Books & Mate...	-130.77
Bill	1PCJ-...	11/29/20		Books & Mate...	-39.58
Bill	1PTP-...	11/29/20		Books & Mate...	-259.80
Bill	1WMJ...	11/29/20		Books & Mate...	-68.45
Bill	1FF7-...	11/30/20		Books & Mate...	-365.25
Bill	1WR...	11/30/20		Library & Offi...	-101.40
Bill	1cvj-9...	11/30/20		Library & Offi...	-101.40
Bill	149V-...	11/30/20		Children Servi...	-25.99
Bill	14tv-r...	11/30/20		Children Servi...	-26.99
Bill	1HLJ-...	12/02/20		Books & Mate...	-21.24
Bill	1P7L-...	12/02/20		Books & Mate...	-179.97
Bill	1P7L-...	12/02/20		Books & Mate...	-179.97
Bill	17M9-...	12/06/20		Books & Mate...	-9.99
Bill	14TH-...	12/06/20		Books & Mate...	-59.00
Bill	1GFT-...	12/07/20		Books & Mate...	-41.96
Bill	1TWM...	12/07/20		Books & Mate...	-53.20
Bill	17KX-...	12/07/20		Books & Mate...	-46.86
Bill	2XLV-...	12/07/20		Books & Mate...	-185.69
Bill	1441-...	12/08/20		Books & Mate...	-19.97
Bill	1xn1-...	12/12/20		Library & Offi...	-156.60
Bill	1txn-9l...	12/12/20		Children Servi...	-81.41
				Teen Service...	-81.40
Bill	1PPC-...	12/12/20		Books & Mate...	-288.00
Bill	193m-...	12/13/20		Books & Mate...	-12.95
Bill	1YXY-...	12/13/20		Books & Mate...	-126.21
Bill	1CNJ-...	12/13/20		Books & Mate...	-70.91
Bill	199G-...	12/13/20		Books & Mate...	-26.97
Bill	1441-...	12/13/20		Books & Mate...	-6.48
Bill	193M-...	12/13/20		Books & Mate...	-149.87
Bill	1X6L-...	12/13/20		Books & Mate...	-139.98

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill	1C39-...	12/13/20		Books & Mate...	-22.00
Bill	11DQ-...	12/14/20		Library & Offi...	-49.99
TOTAL					-3,750.10

Bill Pmt -...		12/19/20	Blue Cross and Bl...	Checking	
Bill	Seccio...	11/30/20		Professional ...	-100.00
TOTAL					-100.00

Bill Pmt -...		12/19/20	Gale/Cengage Lea...	Checking	
Bill	79642...	11/17/20		Books & Mate...	-24.49
Bill	79656...	11/22/20		Books & Mate...	-26.59
Bill	79656...	11/22/20		Books & Mate...	-53.18
Bill	79664...	11/22/20		Books & Mate...	-24.49
Bill	79664...	11/22/20		Books & Mate...	-53.88
Bill	79664...	11/22/20		Books & Mate...	-26.59
Bill	79664...	11/22/20		Books & Mate...	-19.59
Bill	79674...	11/28/20		Books & Mate...	-93.76
Bill	79741...	12/13/20		Books & Mate...	-74.17
TOTAL					-396.74

Bill Pmt -...		12/19/20	Ingram Library Ser...	Checking	
Bill	72684...	11/21/20		Books & Mate...	-62.82
Bill	72630...	11/21/20		Books & Mate...	-391.87
Bill	72696...	11/21/20		Outreach Coll...	-16.10
Bill	72696...	11/21/20		Outreach Coll...	-0.20
Bill	72630...	11/21/20		Processing S...	-25.25
Bill	72709...	11/22/20		Books & Mate...	-17.99
Bill	72684...	11/22/20		Books & Mate...	-1,849.41
Bill	72670...	11/22/20		Books & Mate...	-1,239.52
Bill	72658...	11/22/20		Books & Mate...	-242.41
Bill	72605...	11/22/20		Books & Mate...	-269.77
Bill	72709...	11/22/20		Outreach Coll...	-19.52
Bill	72709...	11/22/20		Outreach Coll...	-0.92
Bill	72709...	11/22/20		Processing S...	-0.20
Bill	72684...	11/22/20		Processing S...	-166.14
Bill	72670...	11/22/20		Processing S...	-166.04
Bill	72658...	11/22/20		Processing S...	-20.65
Bill	72605...	11/22/20		Processing S...	-17.79
Bill	72684...	11/22/20		Processing S...	-1.40
Bill	72785...	11/28/20		Books & Mate...	-204.06
Bill	72745...	11/28/20		Books & Mate...	-491.18
Bill	72824...	11/28/20		Books & Mate...	-20.98
Bill	72766...	11/28/20		Books & Mate...	-445.51
Bill	72709...	11/28/20		Books & Mate...	-452.75
Bill	72709...	11/28/20		Books & Mate...	-628.61
Bill	72785...	11/28/20		Processing S...	-19.66
Bill	72824...	11/28/20		Processing S...	-0.40
Bill	72766...	11/28/20		Processing S...	-42.48
Bill	72709...	11/28/20		Processing S...	-38.79
Bill	72709...	11/28/20		Processing S...	-48.09

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill	72811...	11/29/20		Books & Mate...	-1,892.11
Bill	72796...	11/29/20		Books & Mate...	-746.33
Bill	72865...	11/29/20		Books & Mate...	-278.78
Bill	72865...	11/29/20		Books & Mate...	-125.53
Bill	72811...	11/29/20		Processing S...	-179.88
Bill	72796...	11/29/20		Processing S...	-82.95
Bill	72865...	11/29/20		Processing S...	-32.76
Bill	72876...	11/30/20		Outreach Coll...	-16.12
Bill	72876...	11/30/20		Outreach Coll...	-18.79
Bill	72876...	11/30/20		Outreach Coll...	-1.84
Bill	71839...	11/30/20		Processing S...	-25.28
Bill	72911...	12/02/20		Books & Mate...	-27.46
Bill	72911...	12/02/20		Books & Mate...	-267.94
Bill	72876...	12/02/20		Books & Mate...	-451.54
Bill	72955...	12/02/20		Books & Mate...	-1,190.06
Bill	72995...	12/02/20		Books & Mate...	-782.28
Bill	72911...	12/02/20		Processing S...	-25.80
Bill	72876...	12/02/20		Processing S...	-39.40
Bill	72955...	12/02/20		Processing S...	-114.19
Bill	72979...	12/05/20		Books & Mate...	-431.09
Bill	73010...	12/05/20		Books & Mate...	-242.00
Bill	73087...	12/05/20		Books & Mate...	-8.12
Bill	72995...	12/05/20		Processing S...	-103.76
Bill	72979...	12/05/20		Processing S...	-39.60
Bill	73010...	12/05/20		Processing S...	-25.29
Bill	73087...	12/09/20		Books & Mate...	-343.14
Bill	73087...	12/09/20		Processing S...	-42.61
Bill	73154...	12/12/20		Books & Mate...	-934.19
Bill	73115...	12/12/20		Books & Mate...	-923.88
Bill	73154...	12/12/20		Processing S...	-115.00
Bill	73115...	12/12/20		Processing S...	-121.53
Bill	73170...	12/13/20		Books & Mate...	-18.37
Bill	73210...	12/14/20		Books & Mate...	-175.67
Bill	73210...	12/14/20		Processing S...	-30.95
TOTAL					-16,754.75

Bill Pmt -...		12/19/20	Midwest Tape	Checking	
Bill	50296...	11/21/20		Books & Mate...	-11.24
Bill	50296...	11/21/20		Books & Mate...	-47.96
Bill	50297...	11/23/20		Books & Mate...	-77.97
Bill	50297...	11/23/20		Books & Mate...	-679.64
Bill	50297...	11/23/20		Outreach Coll...	-52.47
Bill	50300...	11/28/20		Books & Mate...	-582.12
Bill	50299...	11/28/20		Books & Mate...	-136.23
Bill	50300...	11/28/20		Books & Mate...	-154.95
Bill	50299...	11/28/20		Books & Mate...	-418.34
Bill	50300...	11/28/20		Outreach Coll...	-37.48
Bill	50303...	11/30/20		Processing S...	-249.89
Bill	50303...	12/05/20		Books & Mate...	-158.19
Bill	50303...	12/05/20		Books & Mate...	-124.39
Bill	50303...	12/06/20		Books & Mate...	-727.91
Bill	50304...	12/06/20		Books & Mate...	-12.74
Bill	50303...	12/06/20		Books & Mate...	-24.99
Bill	50304...	12/06/20		Outreach Coll...	-68.97
Bill	50305...	12/08/20		Books & Mate...	-20.99

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill	50305...	12/08/20		Books & Mate...	-131.60
Bill	50305...	12/08/20		Books & Mate...	-250.39
Bill	50307...	12/13/20		Books & Mate...	-129.97
Bill	50307...	12/13/20		Outreach Coll...	-60.72
Bill	50307...	12/14/20		Books & Mate...	-1,090.46
TOTAL					-5,249.61

Bill Pmt -...	12/19/20	OverDrive	Checking	
Bill	06809...	11/14/20	Books & Mate...	-160.26
Bill	06809...	11/16/20	Books & Mate...	-389.94
Bill	06809...	11/16/20	Books & Mate...	-492.29
Bill	06809...	11/16/20	Books & Mate...	-789.10
Bill	06809...	11/16/20	Books & Mate...	-547.65
Bill	06809...	11/17/20	Books & Mate...	-523.31
Bill	06809...	11/29/20	Books & Mate...	-277.98
Bill	06809...	11/29/20	Books & Mate...	-124.99
Bill	06809...	11/29/20	Books & Mate...	-344.99
Bill	06809...	11/29/20	Books & Mate...	-286.40
Bill	06809...	11/30/20	Books & Mate...	-464.99
Bill	06809...	11/30/20	Books & Mate...	-120.00
Bill	06809...	11/30/20	Books & Mate...	-1,876.41
Bill	06809...	11/30/20	Books & Mate...	-1,314.95
Bill	06809...	11/30/20	Books & Mate...	-159.59
Bill	06809...	11/30/20	Books & Mate...	-142.49
Bill	06809...	11/30/20	Books & Mate...	-55.46
Bill	06809...	11/30/20	Books & Mate...	-748.20
Bill	06809...	11/30/20	Books & Mate...	-65.95
Bill	06809...	11/30/20	Books & Mate...	-926.25
Bill	06809...	11/30/20	Books & Mate...	-867.04
Bill	06809...	12/02/20	Books & Mate...	-107.98
Bill	06809...	12/02/20	Books & Mate...	-137.76
Bill	06809...	12/02/20	Books & Mate...	-65.00
Bill	06809...	12/02/20	Books & Mate...	-133.99
Bill	06809...	12/02/20	Books & Mate...	-912.50
Bill	06809...	12/02/20	Books & Mate...	-275.81
Bill	06809...	12/06/20	Books & Mate...	-239.03
Bill	06809...	12/06/20	Books & Mate...	-265.34
Bill	06809...	12/06/20	Books & Mate...	-216.21
Bill	06809...	12/06/20	Books & Mate...	-112.65
Bill	06809...	12/06/20	Books & Mate...	-2,422.57
Bill	06809...	12/07/20	Books & Mate...	-1,414.61
Bill	06809...	12/07/20	Books & Mate...	-49.00
Bill	06809...	12/07/20	Books & Mate...	-72.00
Bill	06809...	12/07/20	Books & Mate...	-53.98
Bill	06809...	12/07/20	Books & Mate...	-22.50
Bill	06809...	12/07/20	Books & Mate...	-790.54
Bill	06809...	12/07/20	Books & Mate...	-380.48
Bill	06809...	12/08/20	Books & Mate...	-136.99
Bill	06809...	12/13/20	Books & Mate...	-29.99
Bill	06809...	12/13/20	Books & Mate...	-1,127.73
Bill	06809...	12/13/20	Books & Mate...	-14.99
Bill	06809...	12/13/20	Books & Mate...	-921.44
TOTAL				-20,581.33

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill Pmt -...		12/19/20	ASI	Checking	
Bill	Fee	12/13/20		Professional ...	-56.00
TOTAL					-56.00
Bill Pmt -...		12/19/20	Evergy	Checking	
Bill	Nov	11/30/20		Utilities - Elec...	-8,515.46
TOTAL					-8,515.46
Bill Pmt -...		12/19/20	U.S. Bank - Master...	Checking	
Bill	Maste...	11/30/20		Building Repa...	-288.77
				Building Supp...	-327.27
				Library & Offi...	-363.26
				Processing S...	-35.27
				Operations	-542.78
				IT Software &...	-1,619.56
				Internet & Tel...	-625.92
				Insurance	-1,554.67
				Postage & M...	-997.00
				Professional ...	-784.18
				Vehicles, Mile...	-323.97
				Professional ...	-808.02
				Marketing-Ge...	-95.26
				Miscellaneous	-282.41
				Block Grant	-67.77
				Outreach/Cog...	-12.48
				Information S...	-246.76
				Children Servi...	-607.40
				Teen Service...	-53.54
				Crowe Fund	-10.76
				IMLS Interns	-81.98
				Books & Mate...	-83.30
				Books & Mate...	-71.50
				Books & Mate...	-56.07
				Books & Mate...	-44.78
				Operations	-2,298.51
				Teen Service...	-1,195.74
				MIDCO/Peter...	-4,285.08
Bill	Dec BM	12/01/20		Books & Mate...	-27.98
				Books & Mate...	-19.98
				Books & Mate...	-49.75
				Books & Mate...	-249.99
				Books & Mate...	-23.73
TOTAL					-18,135.44

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill Pmt -...		12/19/20	United Parcel Serv...	Checking	
Bill	Online	11/30/20		Postage & M...	-12.00
TOTAL					-12.00
Bill Pmt -...		12/19/20	Acco Brands	Checking	
Bill	47256...	11/30/20		Processing S...	-100.70
TOTAL					-100.70
Bill Pmt -...		12/19/20	Baker & Taylor, Inc.	Checking	
Bill	20371...	12/12/20		Processing S...	-1.19
Bill	20371...	12/13/20		Books & Mate...	-13.73
TOTAL					-14.92
Bill Pmt -...		12/19/20	Bayscan Technolo...	Checking	
Bill	72996	11/30/20		Processing S...	-317.52
TOTAL					-317.52
Bill Pmt -...		12/19/20	Center Point Large...	Checking	
Bill	19704...	11/28/20		Books & Mate...	-131.15
Bill	19758...	12/06/20		Books & Mate...	-26.62
TOTAL					-157.77
Bill Pmt -...		12/19/20	Century Business ...	Checking	
Bill	651070	12/14/20		IT Software &...	-56.44
Bill	651318	12/14/20		IT Software &...	-323.59
TOTAL					-380.03
Bill Pmt -...		12/19/20	EBSCO	Checking	
Bill	10001...	12/01/20		Books & Mate...	-4,598.74
TOTAL					-4,598.74
Bill Pmt -...		12/19/20	Filmtools	Checking	
Bill	SI-830...	12/14/20		Processing S...	-81.94
TOTAL					-81.94

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill Pmt -...		12/19/20	Hamco Kansas Cit...	Checking	
Bill	130496	12/14/20		Library & Offi...	-749.50
TOTAL					-749.50
Bill Pmt -...		12/19/20	Karen L. Anderson	Checking	
Bill	Mediat...	12/12/20		Professional ...	-200.00
TOTAL					-200.00
Bill Pmt -...		12/19/20	LibraryWorks, Inc	Checking	
Bill	3440	12/06/20		Professional ...	-300.00
TOTAL					-300.00
Bill Pmt -...		12/19/20	Pur-O-Zone, Inc.	Checking	
Bill	865052	11/30/20		Building Supp...	-425.52
Bill	863967	11/30/20		Building Supp...	-664.64
TOTAL					-1,090.16
Bill Pmt -...		12/19/20	Sandy Beverly	Checking	
Bill	Nov Y...	11/30/20		Kansas Healt...	-25.00
TOTAL					-25.00
Bill Pmt -...		12/19/20	Sloan Law Firm	Checking	
Bill	60258	11/30/20		Professional ...	-225.00
TOTAL					-225.00
Bill Pmt -...		12/19/20	Unique Manageme...	Checking	
Bill	61075...	11/30/20		Professional ...	-139.83
Bill	61075...	11/30/20		Professional ...	-394.00
TOTAL					-533.83
Bill Pmt -...		12/19/20	World Book Schoo...	Checking	
Bill	00016...	12/06/20		Books & Mate...	-1,199.00
TOTAL					-1,199.00

8:12 AM
12/16/22

Lawrence Public Library
Check Detail
December 2022

Type	Num	Date	Name	Account	Paid Amou...
Bill Pmt -...		12/19/20	Yoshie Hisatomi	Checking	
Bill	supplies	12/12/20		Children Servi...	-23.20
TOTAL					-23.20

Lawrence Public Library

Statistical Summary - November 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	29,207							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	41,545							
Cardholders transacting - current month	14,134							
Cardholders added - current month	467							
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)	8,045	45,777	40,353		53%	47%	100%	
Website + Social Media								
Website - includes Catalog (Sessions)	31,097			60,905				
Website - Kaw Valley Jukebox	94			113				
Website - Digital Douglas County (Sessions)	299			336				
Social Media Interactions (Facebook & Twitter)	not available			4,239				
Social Media Reach (Facebook & Twitter)	not available			100,777				
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	25,595	12,107	37,702		30%	14%	44%	
Teen Total	2,614	1,561	4,175		3%	2%	5%	
Childrens Total	23,876	2,361	26,237		28%	3%	30%	
Total AV Media Room	15,601	2,269	17,870		18%	3%	21%	
Total Library of Things	153	0	153		0%	0%	0%	
Total all collections	67,839	18,298	86,137		79%	21%	100%	

Lawrence Public Library

Statistical Summary - November 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	194,664	28,647	223,311		87%	13%	100%	
Added	2,032	519	2,551		80%	20%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,783	84	1,867		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	461	470	931					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		4,698	1,199	5,897	80%	20%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,597	13,943		4				
Other Public Services				Total sessions				
Public Computer Usage				2552				
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	0	82	8	2	0	2437	114	22
Total Programs Offered				92				
Total Program Attendance								2573
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	65.21	68.02	-4%					

Lawrence Public Library

Full Statistical Report - November 2022

OUTPUT MEASURES								
Service Area Population	105,295							
User Visits	29,207							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	1.51							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	34,308	83%						
Douglas County residents (excluding Lawrence residents)	1,744	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	3,477	8%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	2,016	5%						
Total Cardholders transacting in last 3 years	41,545	100%						
Cardholders transacting - current month	14,134							
% of Cardholders transacting - current month	34%							
Cardholders added - current month	467							
		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	120	753		6				
Book Lockers	207	893		4				
Outreach	58	152		3				
Main Library Checkouts + Renewals	5,573	43979		8				
Digital Collections	Not available		18,298	Not available				
Online renewals - patron-initiated	1,372		6,063	4				
Automatic renewals (no patron action)	3,884		15,992	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	8,045	45,777	40,353	N/A	53%	47%	100%	

Lawrence Public Library

Full Statistical Report - November 2022

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	31,097			60,905					
Website - Kaw Valley Jukebox	94			113					
Website - Digital Douglas County (Sessions)	299			336					
Social Media Interactions (Facebook & Twitter)	not available			4,239					
Social Media Reach (Facebook &Twitter)	not available			100,777					
	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)	23,228	5,021	28,249	75%	27%	6%	33%		
Adult Graphic Novels	1,009	177	1,186	3%	1%	0%	1%		
Adult Magazines	465	251	716	2%	1%	0%	1%		
Adult Audiobooks (including language instruction)	893	6,658	7,551	20%	1%	8%	9%		
Adult Total	25,595	12,107	37,702	100%	30%	14%	44%		
Teen Books (incl. Book Club Kits)	1,532	687	2,219	53%	2%	1%	3%		
Teen Graphic Novels and Manga	1,071	0	1,071	26%	0%	0%	1%		
Teen Magazines	7	0	7	0%	0%	0%	0%		
Teen Audiobooks	4	874	878	21%	0%	1%	1%		
Teen Total	2,614	1,561	4,175	100%	3%	2%	5%		
Children's Books, NF Videos & all Kits	20,155	1,166	21,321	81%	23%	1%	25%		
Children's Graphic Novels	2,584	13	2,597	10%	3%	0%	3%		
Children's Magazines	128	0	128	0%	0%	0%	0%		
Children's Music CDs	207	0	207	1%	0%	0%	0%		
Children's Audiobooks & Readalongs	802	1,182	1,984	8%	1%	1%	2%		
Childrens Total	23,876	2,361	26,237	100%	28%	3%	30%		
AV Media Room - Feature Films (Adult and Family) and All	8,122	0	8,122	45%	9%	0%	9%		
AV Media Room - TV Shows	3,156	0	3,156	18%	4%	0%	4%		
AV Media Room - Non-Fiction DVDs	607	0	607	3%	1%	0%	1%		
AV Media Room - Adult & Family Video Games	1,450	2,269	3,719	21%	2%	3%	4%		
AV Media Room - Adult Music CDs	2,266	0	2,266	13%	3%	0%	3%		
Total AV Media Room	15,601	2,269	17,870	100%	18%	3%	21%		
Library of Things - Boardgames and Game Guides	126	0	126	82%	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	27	0	27	18%	0%	0%	0%		
Total Library of Things	153	0	153	100%	0%	0%	0%		
Total all collections	67,839	18,298	86,137	100%	79%	21%	100%		

Lawrence Public Library

Full Statistical Report - November 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)	92,924	11,823	104,747		42%	5%	47%	
Adult Audiobooks & Language Instruction	6,313	6,107	12,420		3%	3%	6%	
Total Adult Collection	99,237	17,930	117,167		44%	8%	52%	
Teen Book & Other Print Formats	9,847	2,459	12,306		4%	1%	6%	
Teen Audiobooks	0	1,480	1,480		0%	1%	1%	
Total Teen Collection	9,847	3,939	13,786		4%	2%	6%	
Children's Book & Other Print Formats	54,903	4,553	59,456		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,919	2,225	4,144		1%	1%	2%	
Childrens Video and Music	920	0	920		0%	0%	0%	
Total Children's Collection	57,742	6,778	64,520		26%	3%	29%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,694	0	27,694		12%	0%	12%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	144	0	144		0%	0%	0%	
Total All Holdings	194,664	28,647	223,311		87%	13%	100%	
Added	2,032	519	2,551		80%	20%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,783	84	1,867		96%	4%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	461	470	931					
	Interactions + Consultations							
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,077	1,016	3,093	35%	17%	52%	
Info Services Interactions		1,192	35	1,227	20%	1%	21%	
Readers Services Interactions		413	0	413	7%	0%	7%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		22	4	26	0%	0%	0%	
Teen Interactions		102	0	102	2%	0%	2%	
Children's Interactions		578	0	578	10%	0%	10%	
Materials Handling Interactions		0	0	0	0%	0%	0%	
Outreach		0	0	0	0%	0%	0%	
Public Technology Interactions		314	83	397	5%	1%	7%	
Website - Contact Us Forms + Social Media		0	61	61	0%	1%	1%	
Total Service Interactions		4,698	1,199	5,897	80%	20%	100%	

Lawrence Public Library

Full Statistical Report - November 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,190	15,091		5				
Holds Filled	3,597	13,943		4				
Holds Unclaimed	1,361	2,342		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		25.05%						
Other Public Services				Total sessions				
Public Computer Usage				2552				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	102	153		56%				
Public-Sponsored Uses of Study Rooms	305	507		73%				
Public-Sponsored Uses of S+V Studios	67	131		56%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	202	373		1.8				
Interlibrary Loan Items Loaned from LPL Collection	242	486		2.0				
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)			
				Virtual On-Demand viewing- Recorded Video				Virtual On-Demand viewing- Recorded Video
PROGRAMMING (see also graphs)	Passive	In Person	Live Online		Passive	In Person	Live Online	
Audience								
Adult Programs (18+)	0	16	8	2	0	242	114	22
Teen Programs (12-17)	0	5	0	0	0	80	0	0
Children Programs (birth-5)	0	38	0	0	0	1205	0	0
Children Programs (6-11)	0	23	0	0	0	910	0	0
Total By Type	0	82	8	2	0	2437	114	22
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	0	82	8	2	0	2437	114	22
Total By Event	0	82	8	2	0	2437	114	22
Total Programs Offered				92				
Total Program Attendance								2573

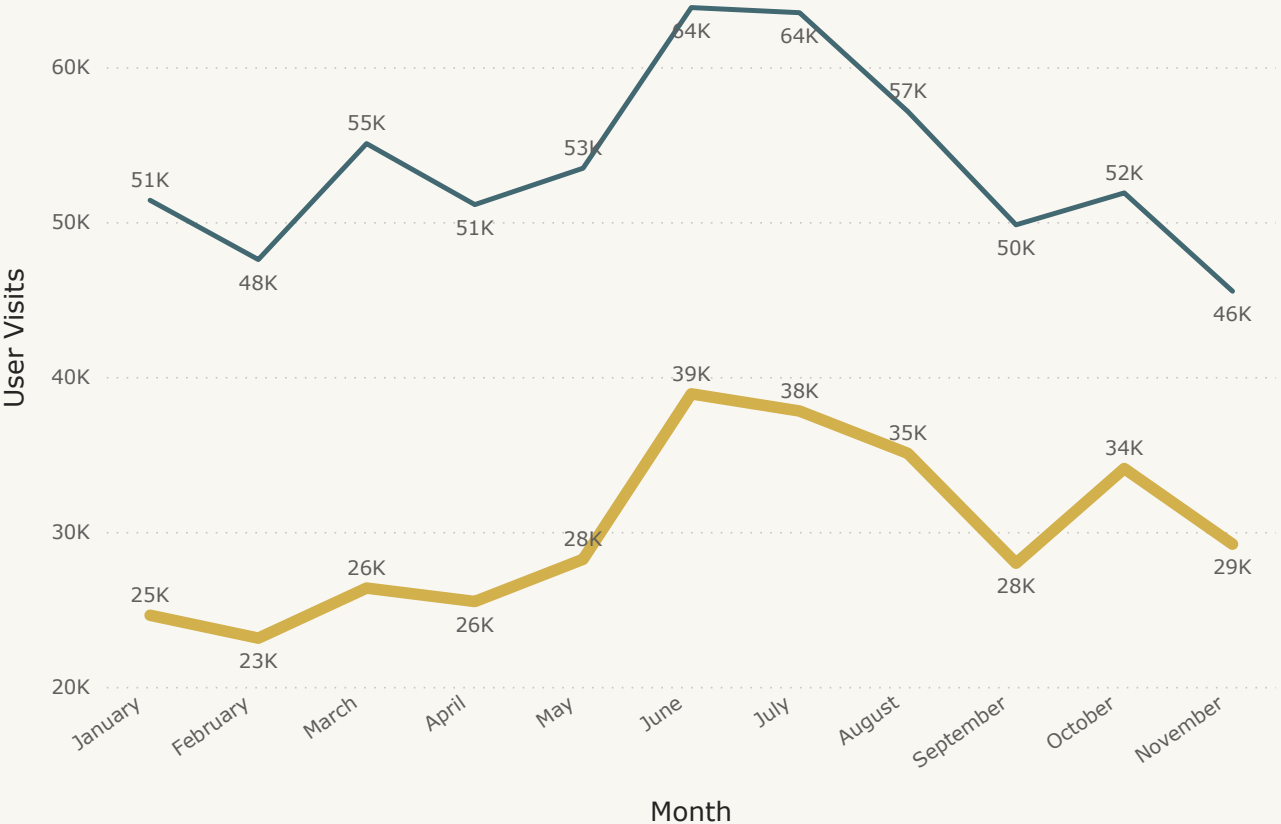
Lawrence Public Library

Full Statistical Report - November 2022

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2022	2021	2022 v 2021		2022	2021		
Total Paid Staff, in Full-Time Equivalents	65.21	68.02	-4%					
ALA-MLS Librarians, in Full-Time Equivalents	20.625	18.825	10%					
Number of Employees--Total	85	83	2%					
Number of Employees--Full-Time	43	43	0%					
Number of Employees--Part-Time	42	40	5%					
Terminations	0	0	#DIV/0!		10	12	-17%	
Hirings	0	2	-100%		8	13	-38%	
Volunteer Hours	540.58	339	59%		5,521	1,717.5	221%	

Total User Visits: Pre- vs Post-Pandemic

Year 2019 2022



YTD % change Pre- vs Post-Pandemic

-43.94%

YTD User Visits 2019-2022

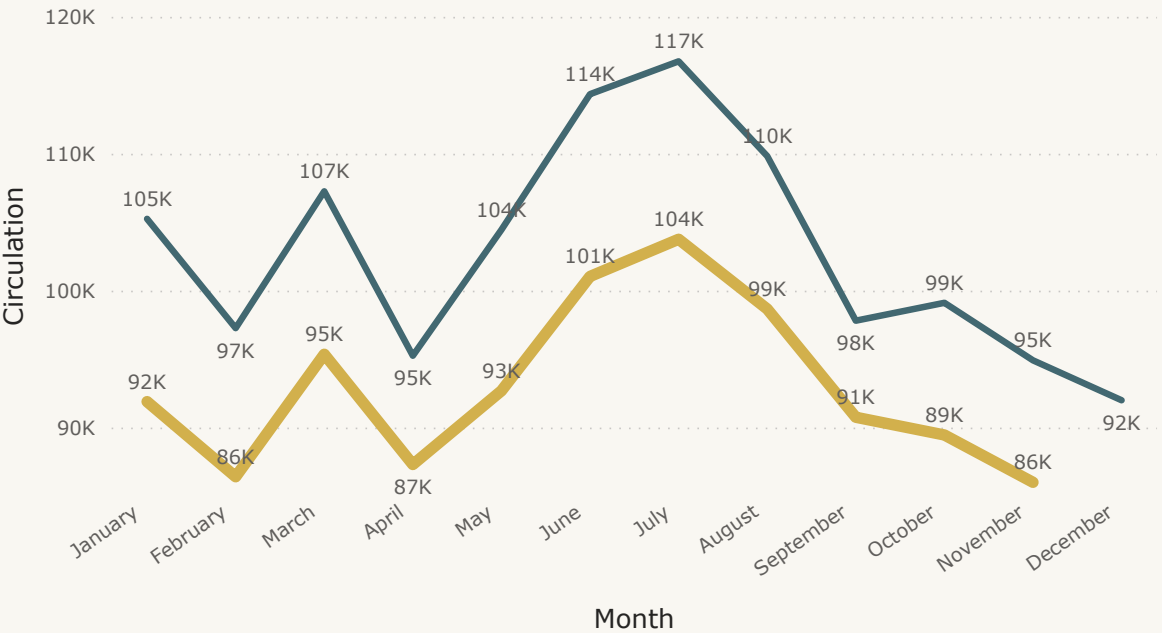
Year	User Visits	% Growth Year Over Year
2019	590351	-0.02%
2020	212497	-64.00%
2021	227191	6.91%
2022	330931	45.66%

Month on Month: Nov User Visits 2019-2022

Year	User Visits	% Growth Month Over Month
2019	45535	-1.81%
2020	13861	-69.56%
2021	23740	71.27%
2022	29207	23.03%

Total Circulation (Digital+Physical) Trend: Pre- vs Post-Pandemic

Year 2019 2022



Filter by Format: Digital, Physical, or Both

- Digital
- Physical

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

- Auto Renewal
- Checkout
- Renewal

Vendor

- Flipster
- hoopla
- Kanopy
- Lynda
- Overdrive
- Symphony

YTD % change Pre- vs Post-Pandemic

-10.41%

YTD Circulation 2019-2022

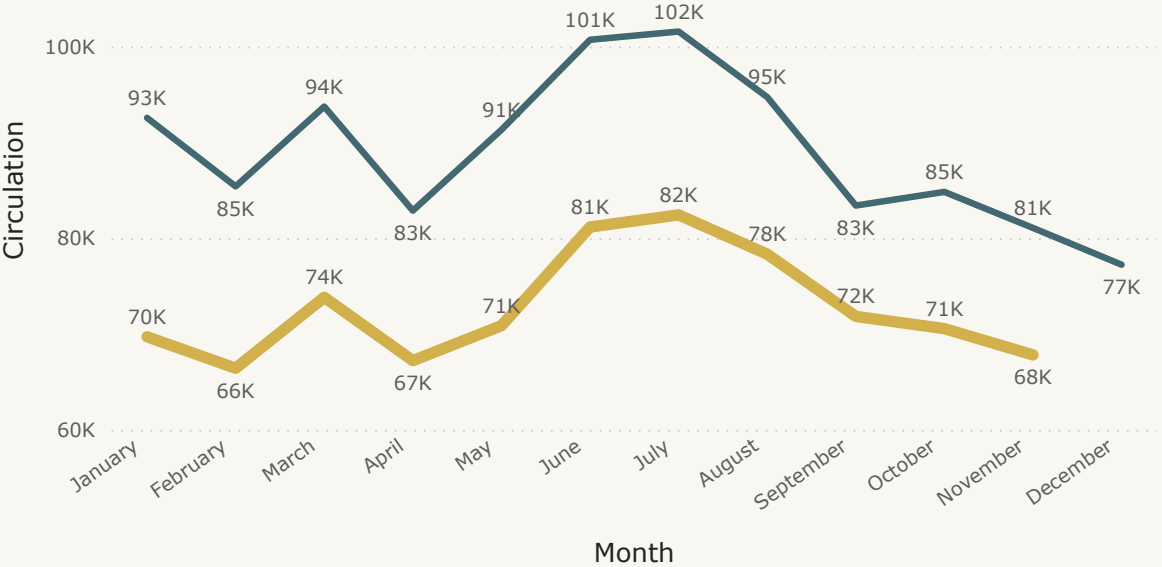
Year	Circulation	% Growth Year on Year
2019	1142233	-0.57%
2020	889477	-22.13%
2021	1027077	15.47%
2022	1023329	-0.36%

Month on Month: Nov Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	94912	-2.19%
2020	91172	-3.94%
2021	89187	-2.18%
2022	86004	-3.57%

Physical Circulation Trend: Pre- vs Post-Pandemic

Year 2019 2022



Filter by Format: Digital, Physical, or Both

- Digital
- Physical

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

- Auto Renewal
- Checkout
- Renewal

Audience

- (Blank)
- ADULT
- CHILDREN
- TEEN

YTD % change Pre- vs Post-Pandemic

-19.34%

YTD Circulation 2019-2022

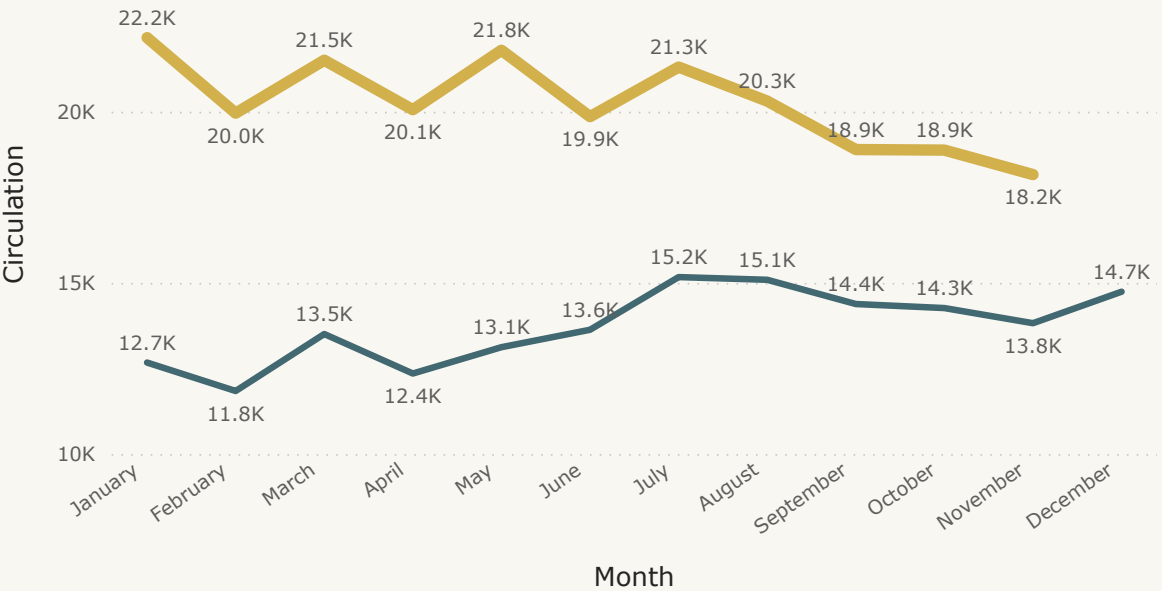
Year	Circulation	% Growth Year on Year
2019	992373	-4.37%
2020	649606	-34.54%
2021	798702	22.95%
2022	800426	0.22%
Total	3241107	0.22%

Month on Month: Nov Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	81089	-6.02%
2020	70177	-13.46%
2021	69039	-1.62%
2022	67839	-1.74%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year 2019 2022



Filter by Format: Digital, Physical, or Both

■ Digital
□ Physical

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

■ Checkout
■ Renewal
■ Auto Renewal

Vendor

■ Flipster
■ hoopla
■ Kanopy
■ Lynda
■ Overdrive
■ Symphony

YTD % change Pre- vs Post-Pandemic

48.74%

YTD Circulation 2019-2022

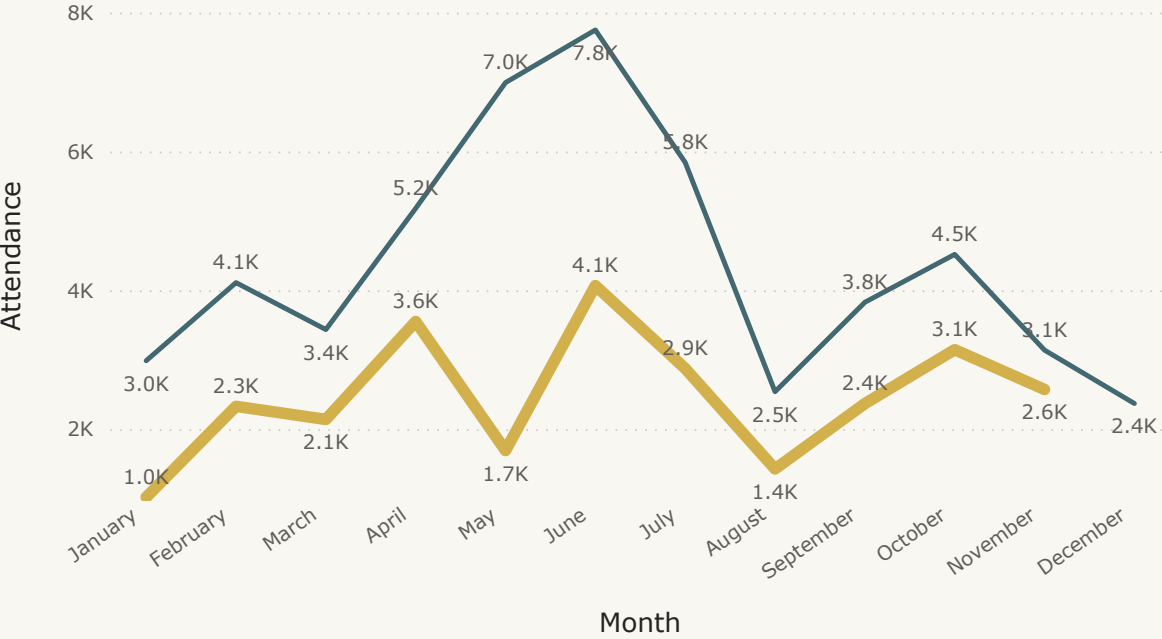
Year	Circulation	% Growth Year on Year
2019	149860	34.92%
2020	239871	60.06%
2021	228375	-4.79%
2022	222903	-2.40%
Total	841009	-2.40%

Month on Month: Nov Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	13823	28.55%
2020	20995	51.88%
2021	20148	-4.03%
2022	18165	-9.84%

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2022



April 2022: Two events that contributed to a jump in program attendance were Colson Whitehead for the Beach Author Event (400 in person; 200 online) and the Dole Roll Outreach Event (750 attendees)

June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

October 2022: 491 children participated in the library's Trick or Treat Event.

November 2022: 472 people participated in the Kid President Event

Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-45.97%

YTD Program Attendance 2019-2022

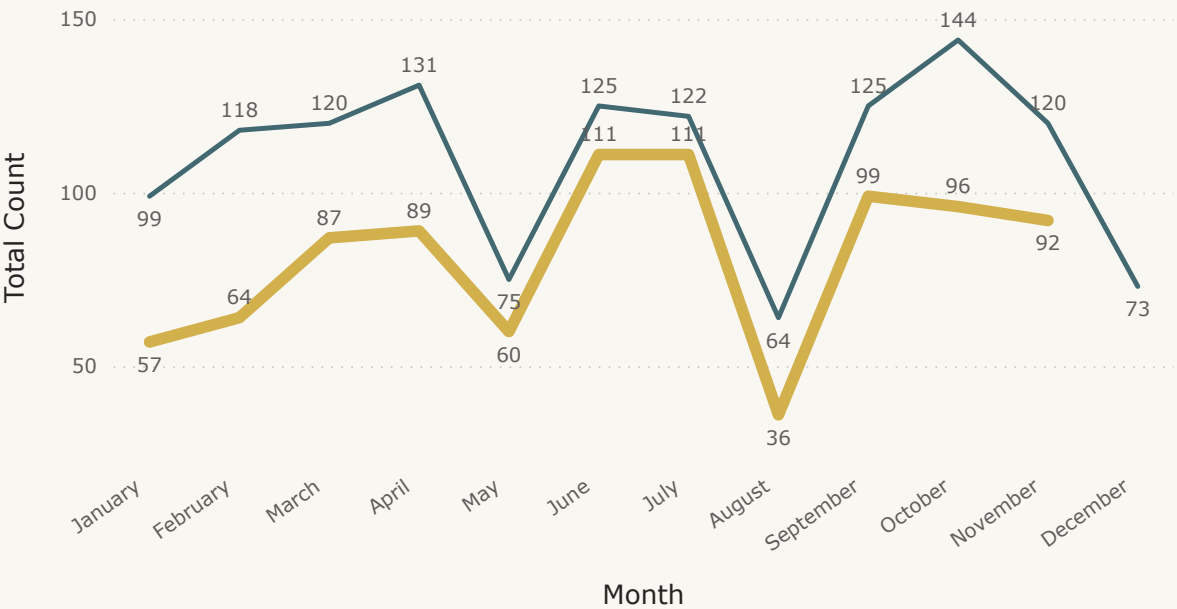
Year	Attendance	% Growth Year on Year
2019	50333	-7.30%
2020	42821	-14.92%
2021	20326	-52.53%
2022	27197	33.80%

Month on Month: Nov Program Attendance 2019-2022

Year	Attendance	% Growth Month on Month
2021	1440	-59.20%
2019	3140	-6.96%
2020	3529	12.39%
2022	2573	78.68%

Total Programs Presented: Pre- vs Post-Pandemic

Year 2019 2022



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-27.43%

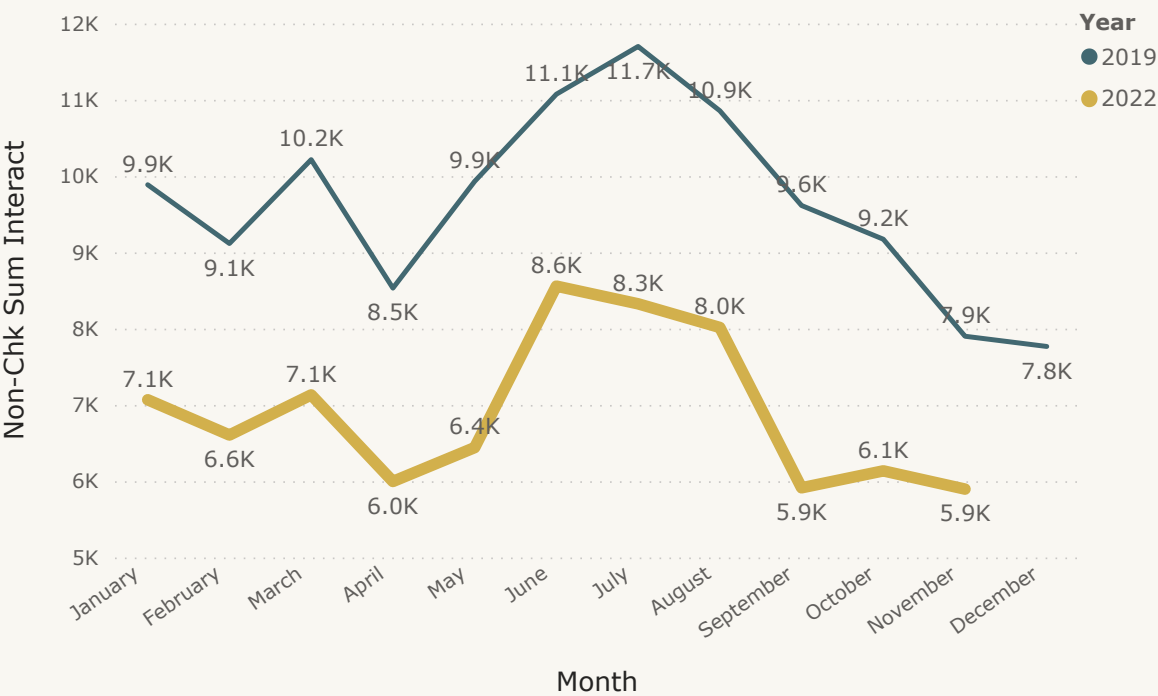
YTD No. of Programs Presented 2019- 2022

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	1243	3.15%
2020	1043	-16.09%
2021	707	-32.21%
2022	902	27.58%

Month on Month: Nov No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2021	58	-44.76%
2022	92	58.62%
2020	105	-12.50%
2019	120	16.50%

Service Interactions: Pre- vs Post-Pandemic



Department

- Accounts
- Children's
- Facebook Reference
- Info Services
- Phone Room
- Public Technology
- Readers Services
- Teen
- Website Form Questions

YTD % change Pre- vs Post-Pandemic

-29.55%

YTD Service Interactions 2019-2022

Year	YTD Service Interactions	% Growth Year on Year
2019	108003	-3.07%
2020	50868	-52.90%
2021	70557	38.71%
2022	76091	7.84%

Monthly: Nov Service Interactions 2019-2022

Year	Oct Service Interactions	% Growth Month on Month
2019	7901	-9.85%
2020	4808	-39.15%
2021	5785	20.32%
2022	5897	9.89%

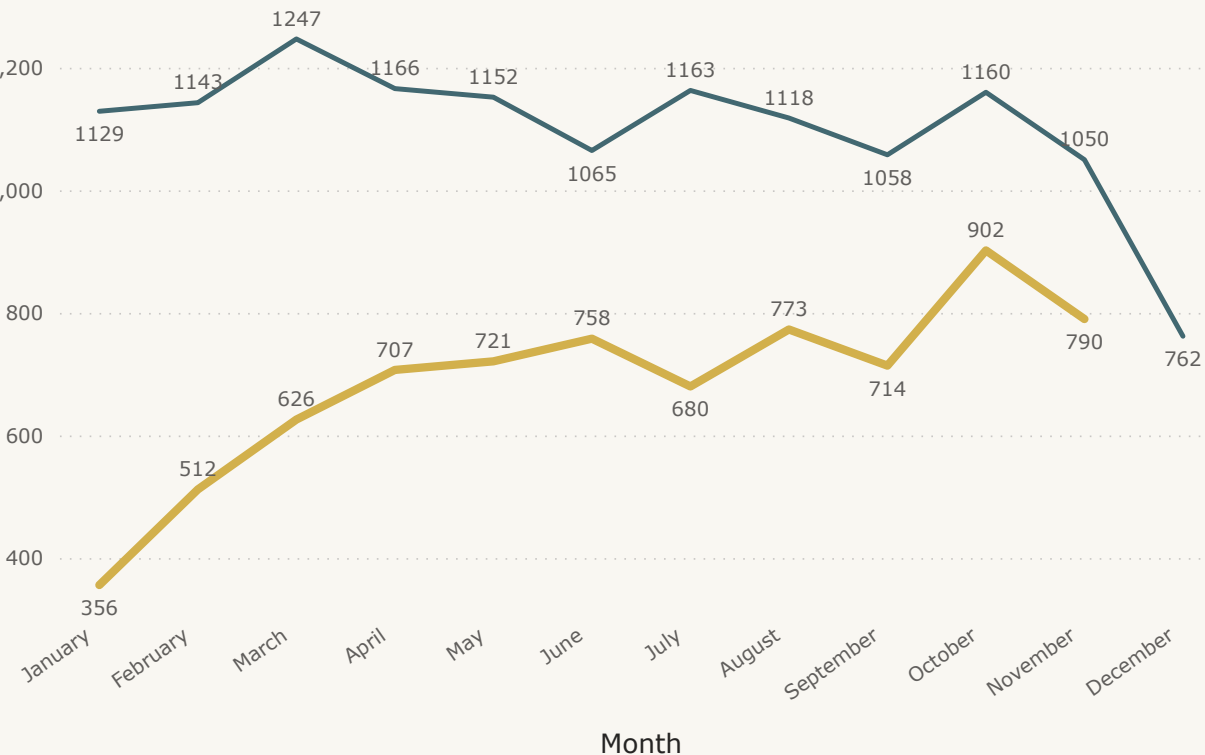
Public Usage of Meeting Spaces Trend: Pre- vs. Post-Pandemic

Year ● 2019 ● 2022

Count of Booking ID

Room Type

- Auditorium
- Meeting Rooms
- Sound + Vision
- Study Rooms



Meeting Rooms reopened in June 2021

Library Director's Report for December 2022

LIBRARY FINANCES

If you look at the November financial statements, you'll see that things are evening out as we come to the end of the year. My hope is that we will not need to dip into our cash reserves as budgeted, and possibly won't need to pull much from our capital improvements fund to pay for the capital projects we embarked on this year. That is especially good news now that we are collecting much more interest on those dollars through the Kansas Municipal Investment Pool.

PUBLIC LIBRARY DIRECTOR COMMUNITY OF PRACTICE

The library director community of practice I mentioned last month had our first meeting. I was pleased that all eight invited directors attended the meeting and seemed really excited about working together to improve ourselves and our libraries. Our group includes the directors of public libraries in Emporia, Manhattan, Topeka and Shawnee County, Hays, Basehor, Hutchinson, Salina, and Lawrence. Our next meeting is January 9.

PICTURE BOOK ROOM DEDICATION

We had the formal dedication of our reimagined picture book room. This project was funded 100% by the late Don Marquis and his family. I am sad Don did not live to see the dedication, yet it was great to connect with his family. They even let me read a story for storytime! If you haven't visited the new picture book room, please take a moment next time you are at the library. The space is much improved.

KIDS ACTION CLUB MEET AND GREET

I had the pleasure of attending the library's Kids Action Club meeting on December 7. The kids could ask me whatever they wanted. Questions ranged from how old I was (one guessed 75!) to how much I loved the library on a scale of kittens to babies. I really enjoyed connecting with the kids in this group.

Respectfully submitted by Brad Allen, December 14, 2022

Monthly Departmental Reports December 2022

Accounts:

Normal Accounts desk and Phone room operations continue. We've continued to support Dottie when the weather permits operation.

We had a problem with the self check machines on the weekend of the 19th. The Novelist recommendation program started causing the machines to freeze up and crash. We discontinued the Novelist service on the self checks a few months back due to lack of use, but apparently the software was never removed from the machines. Eventually the program started to malfunction. Our IT department was eventually able to isolate the problem and had Bibliotheca remove the program.

Cataloging & Collection Development:

Collection Development had their 2023 budget approved and are now finalizing their spending for 2022. We're right on track with spending. Our last order day for the year will be December 15th, and there will be a cleanup day on the 19th should there be any last minute purchases that need to be made before January. Ransom, Dan, and Kevin will be educating the Library staff about book challenges in January and they are currently working on our own procedures for book challenges.

The Catalogers attended the Jumpstart Inclusive Cataloging webinar in November and it stirred up all kinds of ideas to improve access in our catalog.

Emily assisted an Information Management student in Turkey with an explanation of our color coding methods.

Lastly, our very own Mary Gomer got married at the end of November!

Collections & Technology:

Tricia started a new Power BI report to gather information about magazine usage for a newly formed magazine management committee. It's a work in progress, but has some visualizations ready. Kevin will take over this report in the next month.

Tricia created the PIC schedule for 2024 & shared out assignments with the group, which now includes not only directors, managers, and supervisors, but also newly minted senior librarians

Monthly Departmental Reports

December 2022

and coordinators: Ransom, Jenny, Lauren, and Bree. There's now a PIC Google group and chat space for this group as well; a shared Google Drive for PICs is coming soon so they will have easy access to training and other support documentation.

Bree trained Tricia on reconciling the credit card statement for the library. Tricia will cover this accounting task during Bree's upcoming parental leave.

The SIRSI User group met in early December to discuss some problems with getting our ebook and digital audiobook holdings to display properly in the Google profile for content that we own. We also drafted a new charter and appointed co-chairs Emily and Kim to lead the discussions, taking over from Tricia.

Tricia, along with Brad, Ian, Liza, Kevin, Aaron, and Kim met with the OCLC sales and cataloging representatives to learn how we can best utilize all the services we contract for with OCLC. This is important, as we spend more on OCLC subscriptions than any other software that supports collections access (runners up are the Bibliocommons suite and SIRSI). One of OCLC's big new initiatives is to improve the visibility of library holdings on the web, so that our content is easy to find and borrow.

Department of Community Partnerships (DCP):

Kristin and Kathleen are working with Jenny Cook in children's to secure our 2023 Beach Author. David Lowery, our 780's musician, will appear on February 9th at the Arts Center.

Diversity, Equity, and Inclusion:

In November, Frankie led multiple presentations. On the 11th, she led her anti-racism for libraries presentations to Bonner Springs City Library staff at their in service. The presentation was well received, and Frankie got another request to present at a different library, after being recommended by Bonner Springs staff. The following week, Frankie led a training for LPL staff titled Call In vs. Call Out: Accountability in the Age of Cancel Culture. In this training, Frankie had great discussion with staff, and a recording is now available to anyone who was not able to attend in person.

In mid-November, Frankie sat on the hiring team for the new Youth Services Outreach Technician, and helped in selecting Yari Medina to join LPL. Throughout the month of November, Frankie and others took a project management class through Library Journal. Frankie continues to interact with the materials shared in that class, and is joining a task force in 2023 to help implement some of those strategies shared in class at LPL. Frankie also helped the

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OOFun committee to plan what was originally a chili cook off and became a soup cook off. Staff had a lot of fun trying each other's dishes, and it was a nice way to boost morale as the days continue to get shorter and darker.

Frankie also submitted the interim financial (with Bree's assistance) and performance reports for the IMLS grant at the end of the month. Frankie has also started helping out at the Tech desk on Monday afternoons, which she enjoys as a change of pace as well as an opportunity to interact with patrons.

Employee Engagement:

Erica and Frankie have been working on the staff training menu for 2023. Options include a staff led training on handling book challenges, project management, and marketing just to name a few. Erica has also been gearing up for the compensation and title changes that will go into effect after the first of the year as well as all the normal new year happenings like updates to benefits, parking enrollment, and making sure our staff use the paid time off that doesn't roll over into the new year.

Information Services:

Info Services has had a productive fall with a number of highlights over the past month. The Community Resource Fair in mid-November was attended by over 100 people, many of whom walked away with warm winter gear donated by generous community members as well as helpful information about local services. We were grateful to receive financial assistance to support the event through a grant from DCCCA. The affordable rental housing panel discussion last week was also well-received, with over 60 folks in the auditorium and 20 joining via Zoom. Kudos to Marc for taking the lead on both these events, and to Theresa and Ruby for their help with planning and promotion for the resource fair.

Becky has been working with our C&CD colleagues to create, and with Ruby to promote, a set of Memory Kits to fill a gap she identified in resources for caregivers of folks with dementia. The kits have flown off the shelf and garnered a ton of positive responses through social media. We've been collaborating again this year with Hawks 4 Health, a KU student group, to offer healthcare marketplace assistance during the open enrollment period. During November they assisted over 50 people with navigating the marketplace. Thanks to Theresa for her work to coordinate that service this year!

Continuing our "neighborhood liaison" initiative, Melissa gave a presentation on library services to the Schwegler Neighborhood Association meeting, and Ruby is experimenting with posting

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on NextDoor. Melissa also talked with an Intro to Community Health class at KU about how librarianship intersects with health as a career field.

Information Technology:

Fifteen additional security cameras were installed by R&R Communications. The new cameras improve coverage of our readers garden, the building entrance, Teen stacks, periodicals study tables, Info Services desk, Children's area, staff bicycle rack, and Sound+Vision Studio. A new network switch to support the additional cameras is delayed due to supply chain issues, but old equipment has been returned to service temporarily, allowing the cameras to be used until the new switch arrives. A defective camera in the elevator was also replaced as part of the project. A Wi-Fi access point which was not correctly mounted in the Teen Zone has also been mounted correctly as part of the project. Finally, three offices which needed new ethernet cable runs were connected as part of the project. A new 16 inch Macbook Pro has been ordered and received to replace the aging Marketing iMac. It was handed off to Heather on 12/15. A new Mac Studio was ordered and received for replacement of the iMac in Studio suite B. The new Mac Studio has been set up and is in use. Other Studio Macs will be replaced when suitable equipment options become available next year. Four new iPads have been purchased for use in the Teen Zone and are being configured by Sean to fit the needs of Teen users. Sean researched alternative MDM solutions and selected Mosyle for testing. We have worked with Mosyle support on initial setup and have started testing. Kim and Aaron attended an information session regarding transitioning our Bibliocommons sites to GA4. We have created the GA4 property and handed off details to Bibliocommons support for further configuration. Kim and Heather presented survey results and Crazy Egg measurements of patron behavior on our website to the Web Focus Group. They will proceed with follow up meetings with individual departments to learn more about their needs before suggesting front page revisions.

Marketing:

Along with several other colleagues, Heather completed a 3-part project management course offered by *Library Journal* which led to SLT+ deciding to start a task force to create a project management process for the library. Heather will be part of that task force. The public website feedback survey results are in and we learned that people like our website for the most part, but we have improvements to make. One surprisingly frequent response was, "I didn't know your site and the library offerings were so deep, and I'll pay better attention and visit more often!" The Webpage Focus Group met to discuss feedback and Heather and Kim will start meeting with individual teams in the new year to gather feedback for improvements as well. The library and the 2-part exhibit we're hosting with the Spencer Art Museum — *How the Light*

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Gets In — was featured in a recent *Harvard Law Today* article, [metaLAB exhibition in Kansas centers voices of formerly incarcerated women](#). The cozy set-up in the Atrium has been really popular with patrons and Heather is looking for ways to reproduce it once the exhibit is gone. Having a place to sit and read under a light has attracted a lot of use and it will be hard to go back to an empty space. Currently, Marketing is working on gathering content for the 2022 Annual Impact Report, writing the job ad for the new Media Relations and Communications Specialist position, and preparing a staff training class in the new year, *Programming 101 Part 2: Event Promotion How-To*. It will be both an onboarding and a refresher to the library's events promotion process. Staff will leave with a clearer understanding of the teams, tools, and timelines available to them in their quest to meet their programming goals.

Materials Handling:

The cycle continues at the sorter.

That said, a couple of unique things occurred this month. We had a maintenance visit from Techlogic where they replaced every single rubber band on the thing, which took the sorter out of commission for the better part of a day and required checking in everything by hand. Special thanks to the catalogers in particular for helping us out with the drive thru returns. We also have our Public Service Guidelines meeting with Erica and Frankie coming up on 12/20 where we will be guided how to publicly serve.

Outreach:

We had a slower month towards the end of November between canceling stops due to cold weather and Nils working on weather proofing. With the new weather proofing installed, it's much warmer in Dottie. We'll test out some lower temperatures this week and next to see what works for the team. Kristin was on the hiring committee for the Youth Services Outreach Technician and is very excited to welcome Yari Medina to our outreach team. Jeff created some fantastic data visualizations of how we're serving folks. We've served 280 patrons with Dottie this year and 71 people have gotten or renewed their library cards. It's almost a 50/50 split between new cards and renewed cards with just a little bit more renewed cards. Huge thanks to Jeff for figuring out how to make this data digestible for us all!

Youth Services:

New staff:

Since our last report we have interviewed and hired a replacement for Trevin Garcia, our former

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Youth Services Outreach Assistant. Yaritza (Yari) Medina will be joining us starting January 3, 2023.

Continuing Ed:

Jenny Cook has been attending the Emerging Leaders Academy this fall and wraps up her program with a graduation ceremony on Friday 12/16. Grace Pratte has been taking a course with the [Library Freedom Project](#) and wraps her sessions up this month as well.

New(ish) partnerships:

Margo is once again visiting the Juvenile Detention Center (JDC). As of now, we're checking out and taking materials to them a couple of times a month. We'd eventually like to get back into offering them a program at the JDC once a month.

We're heading into a programming break after a lively fall. Recent notable programs include:

- Picture Book Room dedication
 - We held a dedication ceremony for the updated picture book room in honor of Don Marquis on 11/27. Kathleen, Brad, Jenny, Lauren, and Karen Allen teamed up to give thanks to Don and his family, read books, and sing a song. It was a fun event and a nice way to mark the end of this project.
- Cozy Read-In with kittens and therapy dogs 12/9-12/10
 - We gave away bonus summer reading books to a couple hundred people and made a little more room in our storage!
- Library Storytime with Jack and Melissa Wingo and Redbear on 11/22

LPL Friends & Foundation Director's Report

December 16, 2022

Year-End Fundraising. The library Friends & Foundation's year-end fundraising campaign kicked off in mid-October. To date, LPLFF has raised \$60,000. Of this total, \$43,000 are New Chapter Society gifts and an additional \$17,000 are gifts from the mailing. The Harrison Family Foundation has pledged \$20,000 to match these year-end gifts. Including that commitment, our total in gifts and pledges stands at \$80,000.

Library Block Grant and 2023 Budget. The Friends & Foundation board held its final meeting of 2022 on November 28. It approved a \$100,000 unrestricted block grant to the library, as well as an additional \$8,000 in Eggert funds to supplement staff bonuses for 2022. The board also approved a \$206,000 operating budget for 2023 that includes staff salary increases that align with the library's new pay plan.

2022 LPLFF Goals. Also at its November 28 meeting, the Friends & Foundation board received an update on the four goals it set for this year:

1. Create an Advocacy Committee. A group of board members built a strong foundation for this new committee. It created a charter and drafted an advocacy policy for the library (approved October 17 by Trustees). Next up is launching a public effort to build a library advocacy group during National Library Week in April 2023.
2. Rejuvenate post-pandemic book sales. Book sales are back! Both onsite and online book sales increased from 2021 to 2022. Total book sale revenue grew by 39% (online +33% and onsite +45%). A highlight is that the new Friends Express honor bookstore in the lobby has earned more than \$6,000 since June.
3. Increase monthly donors by 50%. We are pleased to report that this goal was achieved. LPLFF started 2022 with 47 monthly donors and has added 25 this year. In addition, we are tracking some new annual metrics that we will report after the first of the year.
4. Refresh the planned giving program. This is still a goal in progress. We currently are updating our Before You Check Out brochure. Look for it in early 2023.

Spring Fundraiser. Planning for After Hours at the Library is in full swing. This fun annual party happens Friday, February 24th at 7 pm at the library. Deja Brooks and Brian Hanni will be our co-hosts for the evening. We're also pleased to report that BNSF Railway will serve as our signature sponsor. The event will include LPLFF's famous Win-a-Basket raffle, as well as an appeal for enhancements to the children's picture book room. You won't want to miss it!

Library Landscape Posters. The poster series with Louis Copt has raised \$3,000 since October. There's still time to order signed posters and notecards before the holiday!

Grants

- \$15,000 grant from MIDCO for the computer lab.
- \$15,000 grant from the Salkind Family for digital books
- \$8,000 grant from the Cigler Family for youth services
- \$5,000 grant from Kaiser Family Foundation for unrestricted uses
- \$2,000 grant from Hallmark for Kansas Reads to Preschoolers.