

Lawrence Public Library Board of Trustees Regular Meeting
Monday, December 18, 2023 at 4:30 PM
Hybrid: Meeting Room A or [Zoom Link](#)

Introductions

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 2023
- Approve revised Treasurer's report for October 2023
- Approve Treasurer's report for November 2023
- Approve bills for November 21 to December 18, 2023
- Receive statistical report for November 2023

Acting Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

Old Business

Public Comments

Executive Session

- Pending litigation
- Library Executive Director's annual evaluation

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: November 20, 2023

Time: 4:30 pm

Venue: The meeting was conducted in person and online.

Board Members Present: James Pavisian (Chair), Mayor Lisa Larsen, Kelly Hart, Mandy Leibold, Sarah Goodwin Thiel, Susan Kang, Jennifer Bonilla, Allison Friend Mazzei.

Staff Members Present: Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Tricia Karlin, Frankie Haynes.

Friends and Foundation Members Present: Kassie Nieters (Vice-Chair)

Call to order

James called the meeting to order at 4:32 p.m.

Consent Agenda

Mandy moved approval of the consent agenda. Sarah seconded the motion. Consent agenda passed.

Library Director's Report

- Kathleen reported that the meeting with area legislators went well last Friday. She thanked the board members who were able to attend the event.
- James thanked Kathleen for all of her work as she took on the role of Acting Director during Brad's sabbatical. He noted that the library is lucky to have Kathleen to handle the work of two people and to do it with such grace and awesomeness!

Friends and Foundation Director's Report

- Kassie presented the report for the Friends and Foundation (F&F). Kassie offered the preface that, as with all months she presents the report, the Friends are doing incredible work to raise funds for the library and Kathleen is continually writing grants for even more funding!
 - The Capitol Federal Savings grant was awarded to the F&F. The funds total \$26,000 with disbursement over a 2-year period: \$13,000 each year. The grant will fund programs for retirees. On a related note, there are now 1,000 participants who are on the retiree programming newsletter list!
 - The Fall Book Sale went well. The Donor's Night on Thursday, October 19th was one of the best nights ever, raising almost \$4,000 in 2.5 hours

- The Seasons Readings sale is scheduled for December 16 from 10 to 4. High-quality books for sale + gift wrapping + City Band music in the auditorium promise a successful event.
- Library Landscapes Fundraiser update: so far it has grossed \$4,300; a 500-piece puzzle of Joelle Ford's "Unfurled" is now available for sale for \$50.00.
- Year-End Fundraising is going well:
 - New Chapter Society letter: \$17,000 donated so far.
 - Annual Letter will be mailed next week. The Harrison Family Fund of the Douglas County Community Foundation (DCCF) will match all donations up to \$20,000.
 - F&F participation is set for the DCCF Giving for Good fundraiser on Giving Tuesday, November 28. The goal is to raise \$5,000 and DCCF will provide a 50% match for the Sharyn and David Katzman Fund.
- Grants received
 - Henry J Kaiser Family Foundation Grant (unrestricted): \$5,000
 - MIDCO Foundation grant for public technology: \$5,000
 - Elizabeth Schultz Environmental Fund for Seed Library: \$2,000. Will likely cover the cost of operating the seed library for 2 years.

New Business

- Updated behavior policy:
 - A revised version of the behavior policy was presented. Susan Kang moved to approve the updated language in the policy. Allison seconded the motion. The motion passed.

Public Comments

- None

Old Business

- None

Executive Session

- James moved to go into executive session until 5 pm to discuss pending litigation.. The motion was seconded by Mandy. The motion passed by unanimous vote.
- At 5 pm, Sarah moved to extend the executive session until 5:15. The motion was seconded by Kelly. The motion passed.
- No action was taken.

Announcements

- None.

Adjournment

There being no other business, the meeting adjourned at 5:19 pm.

The next regular Board meeting will be held Monday, December 18, 2023.

Respectfully submitted,
Tricia Karlin

Revised Financial Reports
for
October 2023

2023 Regular Budget Report

	<u>September</u>	<u>October</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES						
Tax Fund			5,523,209.53	\$5,725,000.00	96.48%	\$5,022,000.00
Lost and Repl Fees	2,786.16	1,757.66	21,072.58	\$30,000.00	70.24%	\$30,000.00
NEKLS	26,166.25		84,998.75	\$100,000.00	85.00%	\$96,000.00
State Aid & Federal Aid		204.36	27,060.66	\$25,000.00	108.24%	\$25,000.00
Photo Copies	1,526.36	784.90	14,018.07	\$10,000.00	140.18%	\$10,000.00
Meeting Room Fees	314.97	169.32	6,584.33	\$5,000.00	131.69%	\$5,000.00
Interest	9,183.62	17,914.18	89,995.66	\$0.00		\$2,000.00
Transfer from Cash Reserves			-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	681.40	5,216.81	9,804.16			
Total Revenues	40,658.76	26,047.23	5,776,743.74	\$5,945,000.00	97%	\$5,237,000.00

EXPENSES

Salaries & Wages	403,796.98	267,357.80	2,807,105.04	\$3,460,000.00	81.13%	\$2,910,000.00
Employee Benefits	62,052.61	38,290.88	367,806.49	\$490,000.00	75.06%	\$490,000.00
Payroll Taxes	66,663.70	44,854.76	488,905.47	\$620,000.00	78.86%	\$516,000.00
Utilities	6,608.83	6,191.65	71,380.10	\$100,000.00	71.38%	\$100,000.00
Building Supplies	1,309.77	1,134.03	18,014.38	\$20,000.00	90.07%	\$20,000.00
Building Repairs & Maintenance	3,521.20	1,301.08	56,197.36	\$55,000.00	102.18%	\$55,000.00
Library Supplies	7,882.54	595.09	17,989.23	\$25,000.00	71.96%	\$20,000.00
Books & Materials	52,014.66	50,960.43	529,101.86	\$725,000.00	72.98%	\$710,000.00
Processing Supplies	2,344.43	4,831.47	44,819.82	\$50,000.00	89.64%	\$45,000.00
Equipment			-	\$10,000.00	0.00%	\$10,000.00
Technology	8,560.35	5,814.84	260,278.25	\$275,000.00	94.65%	\$250,000.00
---Public Tech Supplies	1,787.59	(126.79)	1,665.57	\$1,000.00	166.56%	\$1,000.00
---Operations	266.59		15,129.22	\$19,000.00	79.63%	\$19,000.00
---IT Software & Subscriptions	5,027.28	1,674.64	28,285.33	\$34,000.00	83.19%	\$22,000.00
---Internet & Telephone	596.89	4,266.99	17,995.62	\$20,550.00	87.57%	\$18,000.00
---Collections & Public Service	882.00		197,202.51	\$200,450.00	98.38%	\$190,000.00
Insurance			15,530.10	\$17,000.00	91.35%	\$16,000.00
Postage & Mailing	1,537.75	1,183.33	18,131.48	\$18,000.00	100.73%	\$18,000.00
Professional Development	2,181.16	6,539.15	41,732.94	\$30,000.00	139.11%	\$35,000.00
Book Van & Mileage	342.56	565.47	4,010.80	\$5,000.00	80.22%	\$2,000.00
Professional Fees	8,591.34	2,359.59	36,254.27	\$25,000.00	145.02%	\$20,000.00
Advertising & Marketing	510.49	1,029.64	22,149.65	\$20,000.00	110.75%	\$20,000.00
Capital Improvements			4,500.00	0		0
Miscellaneous	168.94	643.66	2,855.63	0		0
Total Expenses	628,087.31	433,652.87	4,806,762.87	\$5,945,000.00	81%	\$5,237,000.00

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)	1,773,273.29					
Capitol Improvement (KMIP)	846,079.66					

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Lawrence Public Library

Balance Sheet

As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,612,359.36
Checking	160,916.93
Capital Improvement at MIP	846,079.66
Total Checking/Savings	2,619,355.95
Total Current Assets	2,619,355.95
Other Assets	
Petty Cash	300.00
Total Other Assets	300.00
TOTAL ASSETS	2,619,655.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	58,501.89
Total Accounts Payable	58,501.89
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	-767.31
Child Support	28.62
Hospital & Cancer Plans	-285.01
KPERs 457 Plan	4,011.00
KPERs	
Employee	7,983.16
Total KPERs	7,983.16
KPERs Co	
Retirees	-209.97
Company	4,841.89
KPERs Co - Other	-11,921.66
Total KPERs Co	-7,289.74
OGLI	59.69
Payroll Liabilities FSA	1,286.02
Health Insurance	-10,842.24
SUI	
Company	270.84
Total SUI	270.84
United W	
Employee	1,633.10
Total United W	1,633.10
Total Payroll Liabilities	-3,911.87

Lawrence Public Library
Balance Sheet
As of October 31, 2023

	Oct 31, 23
Total Other Current Liabilities	-3,911.87
Total Current Liabilities	54,590.02
Total Liabilities	54,590.02
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,584.85
Net Income	984,845.86
Total Equity	2,565,065.93
TOTAL LIABILITIES & EQUITY	2,619,655.95

Lawrence Public Library
Revenues & Expenses
October 2023

	<u>Oct 23</u>	<u>Jan - Oct 23</u>
Ordinary Income/Expense		
Income		
Misc Income	5,216.81	23,564.80
Tax Fund	0.00	5,523,209.53
Lost and Replacement Fees	1,757.66	21,072.58
NEKLS	0.00	84,998.75
State& Federal Aid	204.36	27,060.66
Photocopies & Printing	784.90	14,018.07
Meeting Room Rentals	169.32	6,584.33
Interest	17,914.18	89,995.66
Outside&Private Funding Income	353.54	453,108.61
Total Income	<u>26,400.77</u>	<u>6,243,612.99</u>
Gross Profit	26,400.77	6,243,612.99
Expense		
Payroll Expenses	305,648.68	3,174,911.53
Payroll Taxes	44,854.76	488,905.47
Utilities - Electric	6,191.65	71,380.10
Building Supplies	1,134.03	18,014.38
Building Repairs & Maintenance	1,301.08	56,197.36
Library & Office Supplies	595.09	18,051.83
Books & Materials	50,960.43	529,101.86
Processing Supplies	4,831.47	44,819.82
Technology	5,814.84	260,215.65
Insurance	0.00	15,530.10
Postage & Mailing	1,183.33	18,131.48
Professional Development	6,539.15	41,732.94
Vehicles, Mileage, Maintenance	565.47	4,010.80
Professional Fees	2,359.59	36,254.27
Marketing-General	1,029.64	22,149.65
Capital Improvement Expenditure	0.00	4,500.00
Miscellaneous	643.66	2,855.63
Outside & Private Funding	20,835.60	452,004.26
Total Expense	<u>454,488.47</u>	<u>5,258,767.13</u>
Net Ordinary Income	<u>-428,087.70</u>	<u>984,845.86</u>
Net Income	<u><u>-428,087.70</u></u>	<u><u>984,845.86</u></u>

Financial Reports
for
November 2023

2023 Regular Budget Report

	<u>October</u>	<u>November</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
REVENUES						
Tax Fund		201,790.47	5,725,000.00	\$5,725,000.00	100.00%	\$5,022,000.00
Lost and Repl Fees	1,757.66	2,369.60	23,442.18	\$30,000.00	78.14%	\$30,000.00
NEKLS		24,666.25	109,665.00	\$100,000.00	109.67%	\$96,000.00
State Aid & Federal Aid	204.36		27,060.66	\$25,000.00	108.24%	\$25,000.00
Photo Copies	784.90	1,239.80	15,257.87	\$10,000.00	152.58%	\$10,000.00
Meeting Room Fees	169.32	220.90	6,805.23	\$5,000.00	136.10%	\$5,000.00
Interest	17,914.18	9,514.35	99,510.01	\$0.00		\$2,000.00
Transfer from Cash Reserves			-	\$50,000.00	0.00%	\$47,000.00
Donations- MISC	5,216.81	17.28	9,821.44			
Total Revenues	26,047.23	239,818.65	6,016,562.39	\$5,945,000.00	101%	\$5,237,000.00

EXPENSES

Salaries & Wages	267,357.80	283,574.50	3,090,679.54	\$3,460,000.00	89.33%	\$2,910,000.00
Employee Benefits	38,290.88	38,295.88	406,102.37	\$490,000.00	82.88%	\$490,000.00
Payroll Taxes	44,854.80	48,176.53	536,388.58	\$620,000.00	86.51%	\$516,000.00
Utilities	6,191.65	7,596.68	78,976.78	\$100,000.00	78.98%	\$100,000.00
Building Supplies	1,134.03	275.25	18,289.63	\$20,000.00	91.45%	\$20,000.00
Building Repairs & Maintenance	1,301.08	8,080.38	64,277.74	\$55,000.00	116.87%	\$55,000.00
Library Supplies	595.09	1,270.71	19,259.94	\$25,000.00	77.04%	\$20,000.00
Books & Materials	50,960.43	79,742.58	608,844.44	\$725,000.00	83.98%	\$710,000.00
Processing Supplies	4,831.47	4,483.67	49,303.49	\$50,000.00	98.61%	\$45,000.00
Equipment		88.80	88.80	\$10,000.00	0.89%	\$10,000.00
Technology	5,814.84	5,327.40	265,605.65	\$275,000.00	96.58%	\$250,000.00
---Public Tech Supplies	(126.79)	(105.08)	1,560.49	\$1,000.00	156.05%	\$1,000.00
---Operations		588.75	15,717.97	\$19,000.00	82.73%	\$19,000.00
---IT Software & Subscriptions	1,674.64	4,091.13	32,376.46	\$34,000.00	95.22%	\$22,000.00
---Internet & Telephone	4,266.99	752.60	18,748.22	\$20,550.00	91.23%	\$18,000.00
---Collections & Public Service			197,202.51	\$200,450.00	98.38%	\$190,000.00
Insurance			15,530.10	\$17,000.00	91.35%	\$16,000.00
Postage & Mailing	1,183.33	1,065.33	19,196.81	\$18,000.00	106.65%	\$18,000.00
Professional Development	6,539.15	2,805.33	44,538.27	\$30,000.00	148.46%	\$35,000.00
Book Van & Mileage	565.47	482.34	4,493.14	\$5,000.00	89.86%	\$2,000.00
Professional Fees	2,359.59	7,638.56	43,892.83	\$25,000.00	175.57%	\$20,000.00
Advertising & Marketing	1,029.64	290.31	22,439.96	\$20,000.00	112.20%	\$20,000.00
Capital Improvements		7,500.00	12,000.00	0		0
Miscellaneous	643.66	399.04	3,254.67	0		0
Total Expenses	433,652.91	497,093.29	5,303,162.74	\$5,945,000.00	89%	\$5,237,000.00

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)	1,605,117.11	
Capitol Improvement (KMIP)	849,420.83	

2023 Outside Funding

Outside & Private Funding

	1/1/2023	October	October	November	November	December	December	
	<u>Carry Over Amts</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
R & E Totals		\$ 353.54	\$ 20,835.60	\$ 126,996.70	\$ 38,515.25	\$ -	\$ -	\$ 466,573.97
YTD Income							YTD Revenue	\$ 593,865.95
YTD Expense							YTD Expense	\$ 490,519.51

Lawrence Public Library

Balance Sheet

As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,118,512.41
Checking	486,604.70
Capital Improvement at MIP	849,420.83
Total Checking/Savings	2,454,537.94
Total Current Assets	2,454,537.94
Other Assets	
Petty Cash	300.00
Total Other Assets	300.00
TOTAL ASSETS	2,454,837.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	71,363.90
Total Accounts Payable	71,363.90
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	-1,716.62
Hospital & Cancer Plans	-283.69
OGLI	30.86
Payroll Liabilities FSA	2,573.62
Health Insurance	-14,653.78
SUI	
Company	557.49
Total SUI	557.49
Total Payroll Liabilities	-13,492.12
Total Other Current Liabilities	-13,492.12
Total Current Liabilities	57,871.78
Total Liabilities	57,871.78
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,279,584.85
Net Income	816,746.09
Total Equity	2,396,966.16
TOTAL LIABILITIES & EQUITY	2,454,837.94

Lawrence Public Library
Revenues & Expenses
November 2023

	<u>Nov 23</u>	<u>Jan - Nov 23</u>
Ordinary Income/Expense		
Income		
Misc Income	17.28	23,582.08
Tax Fund	201,790.47	5,725,000.00
Lost and Replacement Fees	2,369.60	23,442.18
NEKLS	24,666.25	109,665.00
State& Federal Aid	0.00	27,060.66
Photocopies & Printing	1,239.80	15,257.87
Meeting Room Rentals	220.90	6,805.23
Interest	9,514.35	99,510.01
Outside&Private Funding Income	126,996.70	580,105.31
Total Income	<u>366,815.35</u>	<u>6,610,428.34</u>
Gross Profit	366,815.35	6,610,428.34
Expense		
Payroll Expenses	321,870.38	3,496,781.91
Payroll Taxes	48,176.53	536,388.58
Utilities - Electric	7,596.68	78,976.78
Building Supplies	275.25	18,289.63
Building Repairs & Maintenance	8,080.38	64,277.74
Library & Office Supplies	1,270.71	19,322.54
Books & Materials	79,742.58	608,844.44
Processing Supplies	4,483.67	49,303.49
Equipment	88.80	88.80
Technology	5,327.40	265,543.05
Insurance	0.00	15,530.10
Postage & Mailing	1,065.33	19,196.81
Professional Development	2,805.33	44,538.27
Vehicles, Mileage, Maintenance	482.34	4,493.14
Professional Fees	7,638.56	43,892.83
Marketing-General	290.31	22,439.96
Capital Improvement Expenditure	7,500.00	12,000.00
Miscellaneous	399.04	3,254.67
Outside & Private Funding	38,515.25	490,519.51
Total Expense	<u>535,608.54</u>	<u>5,793,682.25</u>
Net Ordinary Income	<u>-168,793.19</u>	<u>816,746.09</u>
Net Income	<u>-168,793.19</u>	<u>816,746.09</u>

Lawrence Public Library
Vendor Balance Summary
All Transactions

	<u>Dec 15, 23</u>
Amazon Capital Services, Inc	4,332.23
ASI	60.00
B.A. Green Construction	119,275.00
Baker & Taylor, Inc.	-213.30
Bamboo HR	690.05
Century Business Technologies	1,645.30
Cottin's Hardware & Rental	363.29
County of Roanoke	16.00
Dan Winsky	35.00
Denise Berkley	1,175.00
EBSCO	4,787.72
Evergy	7,596.68
Filmtools	1,667.80
Floyds Drain Cleaning of Lawrence, INC	300.00
Free State Doors, Inc.	1,600.00
Gale/Cengage Learning	140.65
Greatland Corporation	99.00
Ingram Library Services	20,324.00
Jayhawk Tropical Fish	330.00
Jungle House	120.00
Kathleen Morgan	87.69
Kindred CPA	2,240.12
Mainline Printing	2,830.63
Mary Kirkendoll	25.00
Mathias Jaime	120.00
Midcontinent Communications	572.18
Midwest Tape	5,581.65
OverDrive	27,619.84
P1 Group, Inc.	13,913.00
Pan Asian Publications Inc.	515.71
Petty Cash	122.48
Pikes Peak Library District	35.00
Playaway Products LLC	1,630.86
Postive Bright Start	150.00
Preferred Lawn Service	295.00
ProQuest LLC	8,664.05
Pur-O-Zone, Inc.	860.70
Tech Logic	88.80
U.S. Bank - Mastercard	10,008.73
Unique Management Services	593.68
United Parcel Service	19.03
World Book School and Library	1,199.00
TOTAL	<u><u>241,517.57</u></u>

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Check	Electronic	12/15/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	Electronic	12/15/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-3,792.00
TOTAL					-3,792.00
Check	Electronic	12/15/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-327.00
TOTAL					-327.00
Check	Electronic	12/15/2023	Kansas Public Employees Retire...	Checking	
				Company	-142.42
TOTAL					-142.42
Check	Electronic	12/15/2023	Kansas Public Employees Retire...	Checking	
				Employee	-7,993.73
				Company	-12,413.31
				KPERS Co	95.37
TOTAL					-20,311.67
Bill Pmt -Check	Electronic	12/18/2023	ASI	Checking	
Bill	November	11/28/2023		Professional Fees	-60.00
TOTAL					-60.00
Bill Pmt -Check	Electronic	12/18/2023	Bamboo HR	Checking	
Bill	INV01765190	11/28/2023		Professional Fees	-690.05
TOTAL					-690.05
Bill Pmt -Check	Electronic	12/18/2023	Evergy	Checking	
Bill	November	11/28/2023		Utilities - Electric	-7,596.68
TOTAL					-7,596.68
Bill Pmt -Check	Electronic	12/18/2023	Midcontinent Communications	Checking	
Bill	157407601...	11/21/2023		Internet & Telephone	-572.18
TOTAL					-572.18

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	12/18/2023	U.S. Bank - Mastercard	Checking	
Bill		11/28/2023		Books & Materials	-17.11
				Books & Materials	-31.41
				Books & Materials	-42.70
				Books & Materials	-49.97
				Books & Materials	-18.95
				Building Supplies	-240.46
				Library & Office Supplies	-787.30
				Operations	-33.03
				IT Software & Subscripti...	-2,241.70
				Internet & Telephone	-180.42
				Postage & Mailing	-1,023.25
				Professional Development	-2,775.33
				Vehicles, Mileage, Maint...	-161.82
				Marketing-General	-290.31
				Miscellaneous	-297.74
				Friends & Foundation F...	-120.92
				YS Programs (Children)	-192.43
				Teen Services Program...	-144.41
				MIDCO/Peterson	-479.70
				Friends & Foundation F...	-291.90
				IMLS Interns	-442.26
Bill	December	12/05/2023		Books & Materials	-49.75
				Books & Materials	-29.34
				Books & Materials	-40.58
				Books & Materials	-25.94
TOTAL					-10,008.73
Bill Pmt -Check	Electronic	12/18/2023	United Parcel Service	Checking	
Bill	November	11/28/2023		Postage & Mailing	-19.03
TOTAL					-19.03
Bill Pmt -Check	29558	12/18/2023	Amazon Capital Services, Inc	Checking	
Bill	1K6H-N7C3...	11/21/2023		MIDCO/Peterson	-325.35
Bill	119P-YT6M...	11/28/2023		Books & Materials	-123.13
Bill	1WQD-XD...	11/28/2023		Books & Materials	-175.58
Bill	1PCJ-NRD...	11/28/2023		Books & Materials	-59.99
Bill	1QYK-PDR...	11/28/2023		Books & Materials	-59.99
Bill	1VTR-VRQ...	11/28/2023		Books & Materials	-59.99
Bill	1WD9-W3Y...	11/28/2023		Books & Materials	-32.48
				Storytime at Home	-26.88
Bill	1H7D-H37K...	11/28/2023		Books & Materials	-179.28
Bill	1V9K-LQX...	11/28/2023		Books & Materials	-204.96
Bill	11HH-QVN...	11/28/2023		Books & Materials	-256.60
Bill	13TQ-H4DL...	11/28/2023		Books & Materials	-59.99
Bill	1R9T-P9M...	11/28/2023		Books & Materials	-54.11
Bill	1KRC-WQ4...	11/28/2023		Books & Materials	-134.19
Bill	1YF9-N9XC...	11/28/2023		Storytime at Home	-25.56
Bill	1G4K-XYP...	11/28/2023		Books & Materials	-59.99
Bill	1C4M-R1K3...	11/28/2023		Books & Materials	-79.98
Bill	1KJM-FPX...	11/28/2023		Books & Materials	-34.99
Bill	1DYD-GFT...	11/28/2023		Books & Materials	-22.99
Bill	16H1-16TL-...	11/28/2023		Books & Materials	-37.76
Bill	1X1D-RMQ...	12/13/2023		Teen Services Program...	-129.89
Bill	1HRQ-G3V...	12/13/2023		Library & Office Supplies	-50.14
Bill	14YJ-6TNX-...	12/14/2023		Books & Materials	-494.72
Bill	1YJD-F6NM...	12/14/2023		Books & Materials	-452.23
Bill	1XK6-6XRP...	12/14/2023		Books & Materials	-54.84

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	1GNR-M4D...	12/14/2023		Books & Materials	-59.88
Bill	1RPG-H7H...	12/14/2023		Books & Materials	-143.46
Bill	1431-C1T3-...	12/14/2023		Books & Materials	-84.29
Bill	1HRQ-G3V...	12/14/2023		Books & Materials	-181.54
Bill	164J-JYJD-...	12/14/2023		Books & Materials	-536.64
Bill	1RY4-NDV...	12/14/2023		Books & Materials	-49.99
Bill	1QNV-7LX...	12/14/2023		Books & Materials	-39.94
Bill	1VRY-TNG...	12/14/2023		Books & Materials	-40.88
TOTAL					-4,332.23
Bill Pmt -Check	29559	12/18/2023	B.A. Green Construction	Checking	
Bill	12-045-01	12/13/2023		Capital Improvement Ex...	-119,275.00
TOTAL					-119,275.00
Bill Pmt -Check	29560	12/18/2023	Century Business Technologies	Checking	
Bill	688748	11/28/2023		IT Software & Subscripti...	-337.09
Bill	692783	11/28/2023		IT Software & Subscripti...	-835.84
Bill	692785	11/28/2023		IT Software & Subscripti...	-67.64
Bill	607007	12/13/2023		IT Software & Subscripti...	-337.09
Bill	696728	12/13/2023		IT Software & Subscripti...	-67.64
TOTAL					-1,645.30
Bill Pmt -Check	29561	12/18/2023	Cottin's Hardware & Rental	Checking	
Bill	Oct-Nov	11/28/2023		Building Repairs & Main...	-363.29
TOTAL					-363.29
Bill Pmt -Check	29562	12/18/2023	County of Roanoke	Checking	
Bill	CI00053713	12/13/2023		Lost and Replacement ...	-16.00
TOTAL					-16.00
Bill Pmt -Check	29563	12/18/2023	Dan Winsky	Checking	
Bill	A24	12/13/2023		Books & Materials	-35.00
TOTAL					-35.00
Bill Pmt -Check	29564	12/18/2023	Denise Berkley	Checking	
Bill	500	11/28/2023		Professional Fees	-887.50
				Friends & Foundation F...	-287.50
TOTAL					-1,175.00
Bill Pmt -Check	29565	12/18/2023	EBSCO	Checking	
Bill	100022111...	12/14/2023		Books & Materials	-4,787.72
TOTAL					-4,787.72

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12/14/23

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29566	12/18/2023	Filmtools	Checking	
Bill	SI8329402	11/28/2023		Processing Supplies	-1,327.80
Bill	SI8329258	11/28/2023		Processing Supplies	-340.00
TOTAL					-1,667.80
Bill Pmt -Check	29567	12/18/2023	Floyds Drain Cleaning of Lawren...	Checking	
Bill	1814996	12/13/2023		Building Repairs & Main...	-300.00
TOTAL					-300.00
Bill Pmt -Check	29568	12/18/2023	Free State Doors, Inc.	Checking	
Bill	24897	11/28/2023		Friends & Foundation F...	-1,600.00
TOTAL					-1,600.00
Bill Pmt -Check	29569	12/18/2023	Gale/Cengage Learning	Checking	
Bill	83042416	12/14/2023		Books & Materials	-2.80
Bill	83039534	12/14/2023		Books & Materials	-109.86
Bill	83039293	12/14/2023		Books & Materials	-27.99
TOTAL					-140.65
Bill Pmt -Check	29570	12/18/2023	Greatland Corporation	Checking	
Bill	8815298	12/13/2023		Professional Fees	-99.00
TOTAL					-99.00
Bill Pmt -Check	29571	12/18/2023	Ingram Library Services	Checking	
Bill	79024150	11/28/2023		Books & Materials	-326.28
Bill	79024152	11/28/2023		Books & Materials	-410.18
Bill	78983127	11/28/2023		Books & Materials	-273.96
Bill	78805277	11/28/2023		Books & Materials	-585.86
Bill	78889165	11/28/2023		Books & Materials	-42.52
Bill	78889164	11/28/2023		Books & Materials	-95.72
Bill	78844259	11/28/2023		Books & Materials	-492.37
Bill	78897723	11/28/2023		Books & Materials	-855.92
				Storytime at Home	-4.55
Bill	78822099	11/28/2023		Books & Materials	-388.91
Bill	78865573	11/28/2023		Books & Materials	-1,808.85
				Storytime at Home	-53.52
Bill	78897725	11/28/2023		Books & Materials	-32.38
Bill	78936135	11/28/2023		Books & Materials	-390.20
Bill	78936133	11/28/2023		Books & Materials	-386.71
Bill	78994697	11/28/2023		Books & Materials	-770.20
				Storytime at Home	-3.98
				Processing Supplies	-54.99
Bill	78917987	11/28/2023		Books & Materials	-253.75
Bill	78962129	11/28/2023		Books & Materials	-1,824.52
Bill	78805278	11/28/2023		Processing Supplies	-49.57
Bill	78897726	11/28/2023		Processing Supplies	-0.50
Bill	78865574	11/28/2023		Processing Supplies	-192.11
Bill	78822100	11/28/2023		Processing Supplies	-33.37
Bill	78897724	11/28/2023		Processing Supplies	-110.78

Lawrence Public Library
Check Detail
 December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	78844260	11/28/2023		Processing Supplies	-47.16
Bill	78889166	11/28/2023		Processing Supplies	-4.79
Bill	78962130	11/28/2023		Processing Supplies	-206.22
Bill	78917988	11/28/2023		Processing Supplies	-24.20
Bill	78994698	11/28/2023		Processing Supplies	-120.75
Bill	78936134	11/28/2023		Processing Supplies	-33.38
Bill	78936136	11/28/2023		Processing Supplies	-43.02
Bill	78983128	11/28/2023		Processing Supplies	-25.68
Bill	79024151	11/28/2023		Processing Supplies	-35.85
Bill	79024153	11/28/2023		Processing Supplies	-34.62
Bill	78176039	11/28/2023		Processing Supplies	-53.83
Bill	79223067	12/14/2023		Books & Materials	-368.86
				Storytime at Home	-5.69
Bill	79083939	12/14/2023		Books & Materials	-700.46
				Storytime at Home	-10.45
Bill	79047081	12/14/2023		Books & Materials	-390.58
Bill	79074883	12/14/2023		Books & Materials	-438.23
Bill	79098691	12/14/2023		Books & Materials	-129.95
Bill	79074881	12/14/2023		Books & Materials	-2,133.40
Bill	79126231	12/14/2023		Books & Materials	-261.71
Bill	79205997	12/14/2023		Books & Materials	-41.68
Bill	79160119	12/14/2023		Books & Materials	-675.36
Bill	79187807	12/14/2023		Books & Materials	-1,300.04
Bill	79187809	12/14/2023		Books & Materials	-448.60
Bill	79249279	12/14/2023		Books & Materials	-1,900.45
Bill	79277894	12/14/2023		Books & Materials	-220.81
Bill	79249277	12/14/2023		Books & Materials	-173.07
Bill	79160120	12/14/2023		Processing Supplies	-67.15
Bill	79187808	12/14/2023		Processing Supplies	-175.85
Bill	79187810	12/14/2023		Processing Supplies	-37.59
Bill	79249280	12/14/2023		Processing Supplies	-235.19
Bill	79277895	12/14/2023		Processing Supplies	-25.19
Bill	79249278	12/14/2023		Processing Supplies	-19.91
Bill	79223068	12/14/2023		Processing Supplies	-53.50
Bill	79083940	12/14/2023		Processing Supplies	-99.38
Bill	79047082	12/14/2023		Processing Supplies	-37.01
Bill	79074884	12/14/2023		Processing Supplies	-7.75
Bill	79098692	12/14/2023		Processing Supplies	-14.37
Bill	79074882	12/14/2023		Processing Supplies	-249.19
Bill	79126232	12/14/2023		Processing Supplies	-31.38
TOTAL					-20,324.00
Bill Pmt -Check	29572	12/18/2023	Jayhawk Tropical Fish	Checking	
Bill	116065	11/28/2023		Aquarium Maintenance	-330.00
TOTAL					-330.00
Bill Pmt -Check	29573	12/18/2023	Jungle House	Checking	
Bill	1258	12/13/2023		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
Bill Pmt -Check	29574	12/18/2023	Kathleen Morgan	Checking	
Bill	11-21-23	11/28/2023		Block Grant	-87.69
TOTAL					-87.69

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29575	12/18/2023	Kindred CPA	Checking	
Bill	201926	11/28/2023		Professional Fees	-2,240.12
TOTAL					-2,240.12
Bill Pmt -Check	29576	12/18/2023	Mainline Printing	Checking	
Bill	127343	12/13/2023		Marketing	-2,830.63
TOTAL					-2,830.63
Bill Pmt -Check	29577	12/18/2023	Mary Kirkendoll	Checking	
Bill	1207023	12/13/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29578	12/18/2023	Mathias Jaime	Checking	
Bill	December 2...	11/28/2023		Information Services Pr...	-120.00
TOTAL					-120.00
Bill Pmt -Check	29579	12/18/2023	Midwest Tape	Checking	
Bill	504702913	11/28/2023		Books & Materials	-209.14
Bill	504702917	11/28/2023		Books & Materials	-149.18
Bill	504702915	11/28/2023		Books & Materials	-158.15
Bill	504702914	11/28/2023		Books & Materials	-44.99
Bill	504624072	11/28/2023		Books & Materials	-251.63
Bill	504619169	11/28/2023		Books & Materials	-224.95
Bill	504624070	11/28/2023		Books & Materials	-127.83
Bill	504664794	11/28/2023		Books & Materials	-72.98
Bill	504619168	11/28/2023		Books & Materials	-753.70
				Books & Materials	-26.98
Bill	504664795	11/28/2023		Books & Materials	-307.61
Bill	504664797	11/28/2023		Books & Materials	-323.87
Bill	504664793	11/28/2023		Books & Materials	-822.16
				Books & Materials	-26.98
Bill	504718243	11/28/2023		Processing Supplies	-334.48
Bill	504735973	12/14/2023		Books & Materials	-431.84
Bill	504734039	12/14/2023		Books & Materials	-854.90
				Books & Materials	-52.49
Bill	504735972	12/14/2023		Books & Materials	-119.99
Bill	504735970	12/14/2023		Books & Materials	-287.80
TOTAL					-5,581.65

Lawrence Public Library
Check Detail
 December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29580	12/18/2023	OverDrive	Checking	
Bill	06809CO23...	11/21/2023		Books & Materials	-363.97
Bill	06809DA23...	11/28/2023		Books & Materials	-325.97
Bill	06809CO23...	11/28/2023		Books & Materials	-239.47
Bill	06809CO23...	11/28/2023		Books & Materials	-250.88
Bill	06809CO23...	11/28/2023		Books & Materials	-2,783.96
Bill	06809CO23...	11/28/2023		Books & Materials	-1,604.22
Bill	06809DA23...	11/28/2023		Books & Materials	-155.00
Bill	06809CO23...	11/28/2023		Books & Materials	-65.00
Bill	06809CO23...	11/28/2023		Books & Materials	-283.21
Bill	06809CO23...	11/28/2023		Books & Materials	-107.96
Bill	06809CO23...	11/28/2023		Books & Materials	-2,506.38
Bill	06809CO23...	11/28/2023		Salkind Gift	-1,041.34
Bill	06809CO23...	11/28/2023		Salkind Gift	-35.53
Bill	06809CO23...	11/28/2023		Salkind Gift	-172.87
Bill	06809CO23...	11/28/2023		Books & Materials	-938.63
Bill	06809CO23...	11/28/2023		Books & Materials	-85.00
Bill	06809CO23...	11/28/2023		Books & Materials	-202.34
Bill	06809CO23...	11/28/2023		Books & Materials	-243.00
Bill	06809DA23...	11/28/2023		Books & Materials	-367.18
Bill	06809CO23...	11/28/2023		Books & Materials	-436.52
Bill	06809CO23...	11/28/2023		Books & Materials	-209.98
Bill	06809CO23...	12/14/2023		Salkind Gift	-209.92
Bill	06809CO23...	12/14/2023		Salkind Gift	-336.91
Bill	06809CO23...	12/14/2023		Salkind Gift	-1,400.01
Bill	06809CO23...	12/14/2023		Books & Materials	-23.99
Bill	06809DA23...	12/14/2023		Books & Materials	-19.33
Bill	06809DA23...	12/14/2023		Books & Materials	-338.50
Bill	06809CO23...	12/14/2023		Books & Materials	-41.99
Bill	06809CO23...	12/14/2023		Books & Materials	-318.85
Bill	06809CO23...	12/14/2023		Books & Materials	-5,484.66
Bill	06809CO23...	12/14/2023		Books & Materials	-2,463.23
Bill	06809CO23...	12/14/2023		Books & Materials	-140.86
Bill	06809CO23...	12/14/2023		Books & Materials	-66.99
Bill	06809CO23...	12/14/2023		Books & Materials	-1,932.79
Bill	06809CO23...	12/14/2023		Books & Materials	-1,347.81
Bill	06809CO23...	12/14/2023		Books & Materials	-260.08
Bill	06809CO23...	12/14/2023		Books & Materials	-107.46
Bill	06809CO23...	12/14/2023		Books & Materials	-283.77
Bill	06809CO23...	12/14/2023		Books & Materials	-85.50
Bill	06809CP23...	12/14/2023		Books & Materials	-338.78
TOTAL					-27,619.84

Bill Pmt -Check	29581	12/18/2023	P1 Group, Inc.	Checking	
Bill	159104680	11/28/2023		Capital Improvement Ex...	-7,500.00
Bill	159104185	11/28/2023		Building Repairs & Main...	-6,413.00
TOTAL					-13,913.00

Bill Pmt -Check	29582	12/18/2023	Pan Asian Publications Inc.	Checking	
Bill	U-17718	11/28/2023		Books & Materials	-228.01
Bill	U-17719	11/28/2023		Books & Materials	-287.70
TOTAL					-515.71

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29583	12/18/2023	Petty Cash	Checking	
Bill	1/1/23 - 11/...	11/28/2023		Adult Programming	-15.49
				Postage & Mailing	-26.95
				Miscellaneous	-30.60
				Public Tech Supplies	-13.99
				Building Repairs & Main...	-22.10
				Readers Across Lawrence	-13.35
TOTAL					-122.48
Bill Pmt -Check	29584	12/18/2023	Pikes Peak Library District	Checking	
Bill	221112705	11/28/2023		Lost and Replacement ...	-35.00
TOTAL					-35.00
Bill Pmt -Check	29585	12/18/2023	Playaway Products LLC	Checking	
Bill	448188	12/14/2023		Books & Materials	-1,630.86
TOTAL					-1,630.86
Bill Pmt -Check	29586	12/18/2023	Postive Bright Start	Checking	
Bill	11-30-23	11/28/2023		Marketing	-150.00
TOTAL					-150.00
Bill Pmt -Check	29587	12/18/2023	Preferred Lawn Service	Checking	
Bill	44581	11/28/2023		Building Repairs & Main...	-295.00
TOTAL					-295.00
Bill Pmt -Check	29588	12/18/2023	ProQuest LLC	Checking	
Bill	Q-00628637	12/14/2023		Books & Materials	-8,664.05
TOTAL					-8,664.05
Bill Pmt -Check	29589	12/18/2023	Pur-O-Zone, Inc.	Checking	
Bill	886008	12/13/2023		Building Supplies	-860.70
TOTAL					-860.70
Bill Pmt -Check	29590	12/18/2023	Tech Logic	Checking	
Bill	INV21000140	11/28/2023		Equipment	-88.80
TOTAL					-88.80

Lawrence Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29591	12/18/2023	Unique Management Services	Checking	
Bill	6117886	11/28/2023		Professional Fees	-162.18
Bill	6120158	11/28/2023		Professional Fees	-155.70
Bill	6120157	11/28/2023		Professional Fees	-275.80
TOTAL					-593.68
Bill Pmt -Check	29592	12/18/2023	World Book School and Library	Checking	
Bill	SF-0025406	12/14/2023		Books & Materials	-1,199.00
TOTAL					-1,199.00

Monthly Statistical Summary--November 2023

	November 2023	November 2022	% Change 2023-2022	YTD 2023	YTD 2022	% Change 2023-2022	Charts
SUMMARY RATIOS							
Service Area Population <i>based on data from Census bureau see explanation below</i>	95,794	95,372	0%				
% of Lawrence Residents Registered (current month)	45%	44%	3%				
Net Promoter Score (NPS) <i>see definition below</i>	77.80	N/A	#VALUE!				NPS Score Chart
OUTPUT MEASURES							
Physical Checkouts, Renewals & Autorenewals Adult Audience	37,822	39,496	-4%	460,659	462,159	0%	
Physical Checkouts & Renewals Teen Audience	2,407	2,614	-8%	31,050	31,633	-2%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	22,647	25,729	-12%	299,571	306,612	-2%	
Total Physical Checkouts	62,876	67,839	-7%	791,280	800,404	-1%	
Digital Checkouts & Renewals Adult & General Audience	16,393	13,417	22%	175,758	166,582	6%	
Digital Checkouts & Renewals Teen Audience	1,940	1,518	28%	21,409	18,696	15%	
Digital Checkouts & Renewals Children's Audience	3,089	2,368	30%	32,266	28,620	13%	
Total Digital Checkouts & Renewals	21,422	17,303	24%	229,433	213,898	7%	
Total Physical & Digital Checkouts & Renewals	84,298	85,142	-1%	1,020,713	1,014,302	1%	Circulation Charts
Checkouts & Renewals Dottie	293	152	93%	2,840	890	219%	
Checkouts & Renewals Lockers	951	893	6%	10,526	10,554	0%	
Checkouts & Renewals Home Delivery & Retirement Communities	844	753	12%	9,257	9,220	0%	
Checkouts & Renewals Main Library	39,785	43,979	-10%	520,022	535,277	-3%	
Digital Checkouts, Online Renewals, Auto Renewals	42,425	39,365	8%	478,068	458,361	4%	
Total Physical & Digital Checkouts & Renewals	84,298	85,142	-1%	1,020,713	1,014,302	1%	
Service Interactions	5,451	5,897	-8%	72,220	76,091	-5%	Service Interaction Charts
Visits to 707 Vermont St.	30,499	29,207	4%	401,048	330,931	21%	User Visits Charts
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	88,128	N/A	#VALUE!	778,048	#VALUE!	#VALUE!	
Physical Holdings Added	2,121	2,032	4%	22,701	24,850	-9%	
Physical Holdings Withdrawn	2,399	1,783	35%	23,339	31,009	-25%	
Physical Holdings Total	192,085	194,793	-1%				
Digital Holdings Added	613	519	18%	7,583	9,301	-18%	
Digital Holdings Leases Expired	110	84	31%	1,497	1,489	1%	
Digital Holdings Total (includes leased titles)	35,949	28,647	25%				
New Cards created (includes online applications)	581	467	24%	8,324	6,915	20%	
Active Cardholders Current Month <i>see definition below</i>	14,803	14,134	5%				
Active Cardholders Last 3 Years <i>see definition below</i>	43,127	41,545	4%				

Adult Programs (Includes programs for retirees)	34	26	31%	379	395	-4%	
Teen Programs	9	5	80%	94	78	21%	
Children's Programs (includes programs for all ages)	41	61	-33%	488	429	14%	
Total Programs	84	92	-9%	961	902	7%	
Total Program Attendance	1,904	2,573	-26%	33,392	27,197	23%	Program Statistics Charts
Patron Bookings of Library Spaces	885	791	12%	10,701	7,541	42%	Reservable Room Booking S
Public Computer Sessions	2,628	2,552	3%	34,952	27,203	28%	Computer Session Charts
Total Paid Staff (FTE)	67.84	68.08	0%				
Total Number of Employees	86	90	-4%				
Total Library Volunteer Hours***	580	541	7%	6,324	5,513	15%	

Service area population: previous year population estimates were provided by city staff. The latest numbers from the City were: Aug 2021 estimate: 103,351 and Aug 2022 est: 105,295

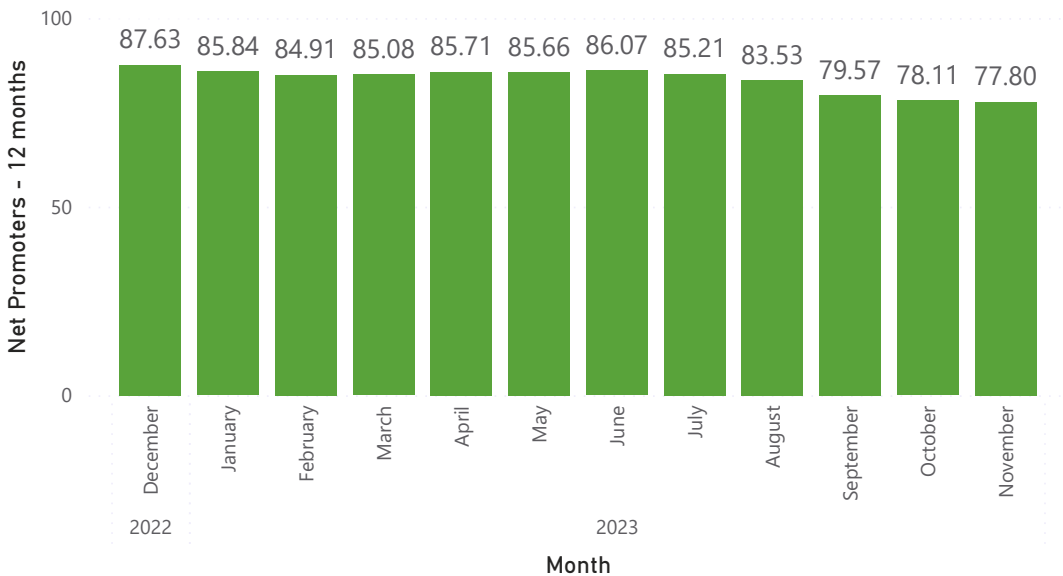
Checkouts & renewals for children's audience: this total includes checkouts of movies, TV shows, and video games for children

Active cardholder: activities counted include (but are not limited to) checking out physical & digital items; placing holds; returning items; paying bills; placing holds; verifying library card status to register for a library event, gain access to a public computer or to use digital resources such as the digital NY Times or Consumer Reports online.

Net Promoter Score (NPS) is based on responses to a survey in the last 6 months 1)emailed to a percentage of randomly selected cardholders who have been active in the past 2 weeks 2) Beginning July 2023, library users who fill out a survey available in the Fiction Loop of the library and 3)Beginning August 2023, attendees at select events. Cardholders are asked "On a scale from 0 (not at all likely) to 10 (very likely, how likely are you to recommend the library to others?" and a reason for their score.

[NPS score calculation explained here](#)

Rolling 12-Month: NPS Average (NPS survey initiated Dec 2022)



NPS Survey

77.80

NPS

1554

Total Responses to date

1303

Total Promoters to date

94

Total Detractors to date

What NPS survey respondents said in November:

e-Books preferable to visiting building

"I used to visit frequently- but now do not even want to walk to the entrance due to feeling unsafe. I gave it a 4 because I do check out e-books."

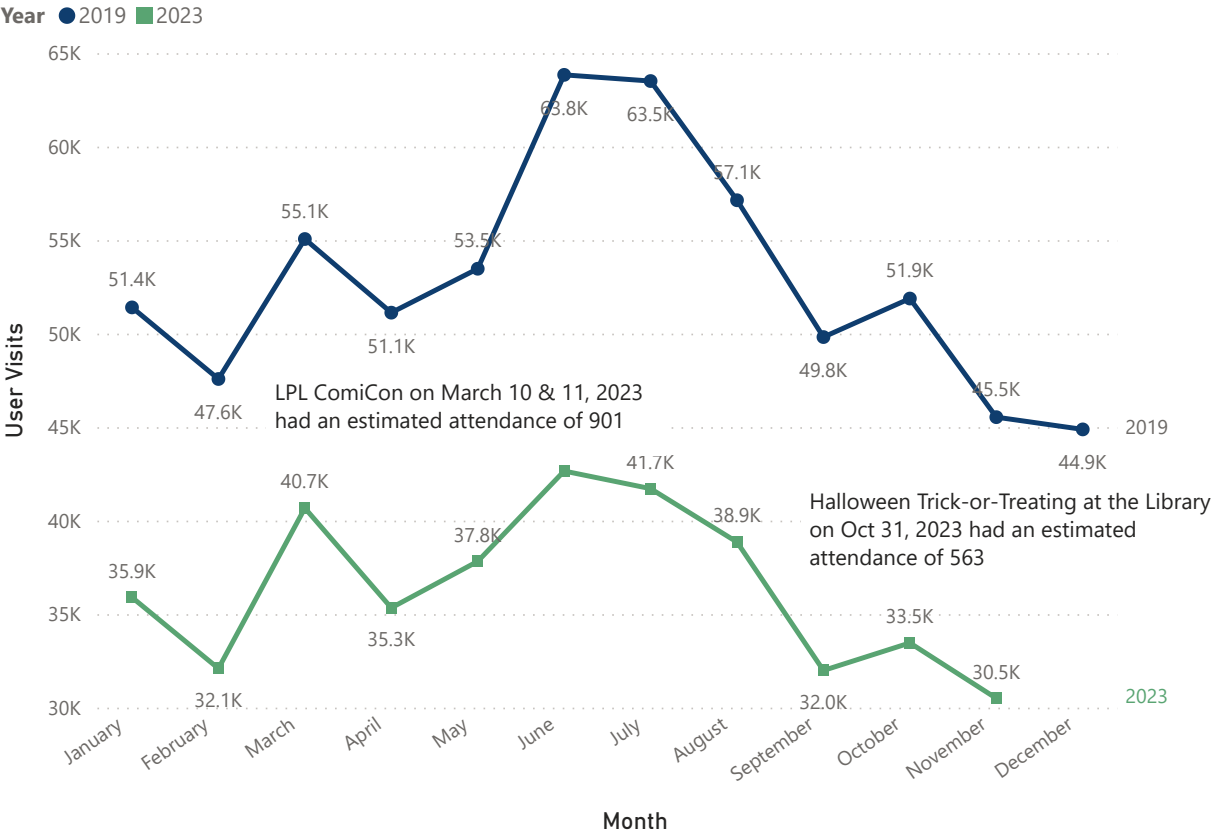
Library staff foster a love of reading

"We love the Lawrence Library! We have become friends with LPL employees, and those connections have helped foster a love of reading AND the many other resources the library provides."

Comfortable & easy-to-use meeting spaces

"Well organized, kindly and knowledgeable staff Plentiful conventional resources but so many other offerings. I especially use the DVDs. the meeting rooms are comfortable and easily used."

Total User Visits: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-32.07%

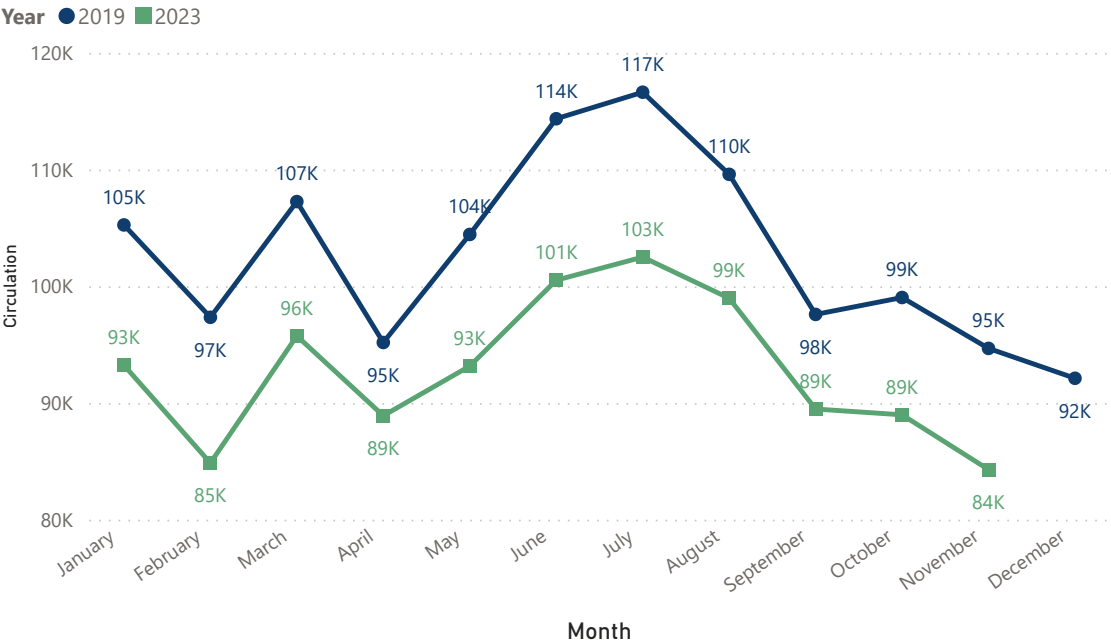
YTD User Visits 2019-2023

Year	User Visits	% Growth Year Over Year
2019	590351	-0.02%
2020	212497	-64.00%
2021	227191	6.91%
2022	330931	45.66%
2023	401048	21.19%

Month on Month: Nov Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	45535	-1.81%
2020	13861	-69.56%
2021	23740	71.27%
2022	29207	23.03%
2023	30499	4.42%

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



DigitalPhysical

- Digital
- Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ All Ages
- ☐ Children
- ☐ Teen

MetaFormat

- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines
- ☐ ...

YTD % change Pre- vs Post-Pandemic

-10.58%

YTD Circulation 2019-2023

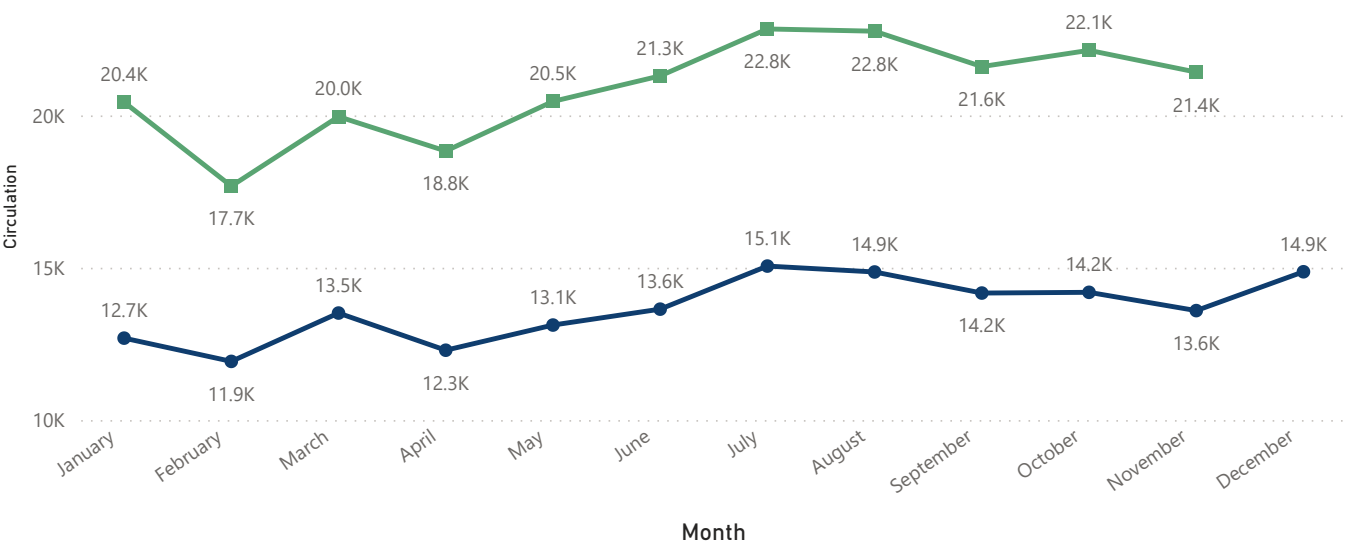
Year	Circulation	% Growth Year on Year
2019	1,141,426.56	2.58%
2020	881,428.45	-22.78%
2021	1,017,148.23	15.40%
2022	1,014,302.42	-0.28%
2023	1,020,713.57	0.63%

Month on Month: Nov Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	94,682.23	1.27%
2020	90,523.11	-4.39%
2021	88,108.26	-2.67%
2022	85,142.32	-3.37%
2023	84,297.97	-0.99%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



DigitalPhysical

■ Digital

□ Physical

Circ Type

□ Checkout

□ Renewal

Audience

□ Adult

□ All Ages

□ Children

□ Teen

MetaFormat

□ Audio

□ Book

□ Magazines

□ Video

YTD % change Pre- vs Post-Pandemic

53.93%

YTD Circulation 2019-2023

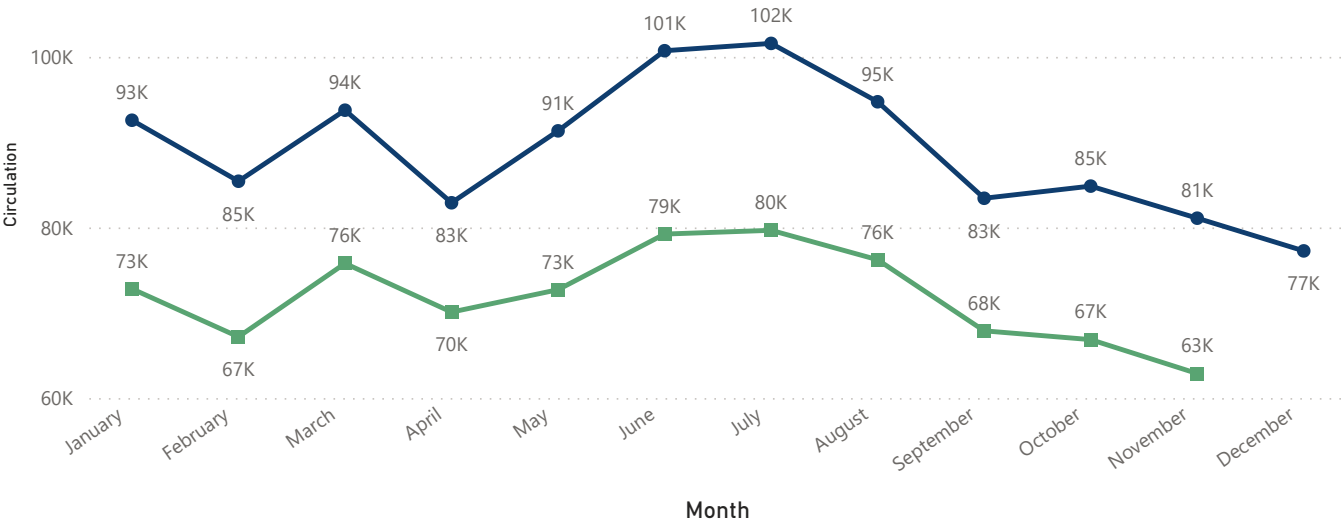
Year	Circulation	% Growth Year on Year
2019	149,053.56	98.68%
2020	231,853.45	55.55%
2021	218,520.23	-5.75%
2022	213,898.42	-2.12%
2023	229,433.57	7.26%

Month on Month: Nov Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	13,593.23	87.94%
2020	20,349.11	49.70%
2021	19,074.26	-6.26%
2022	17,303.32	-9.28%
2023	21,421.97	23.80%

Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-20.26%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	992,373.00	-4.36%
2020	649,571.00	-34.54%
2021	798,627.00	22.95%
2022	800,401.00	0.22%
2023	791,280.00	-1.14%

DigitalPhysical

- Digital
- Physical

Circ Type, Circulation

- Auto Renewal
- Checkout
- Renewal

Audience

- Adult
- Children
- Teen

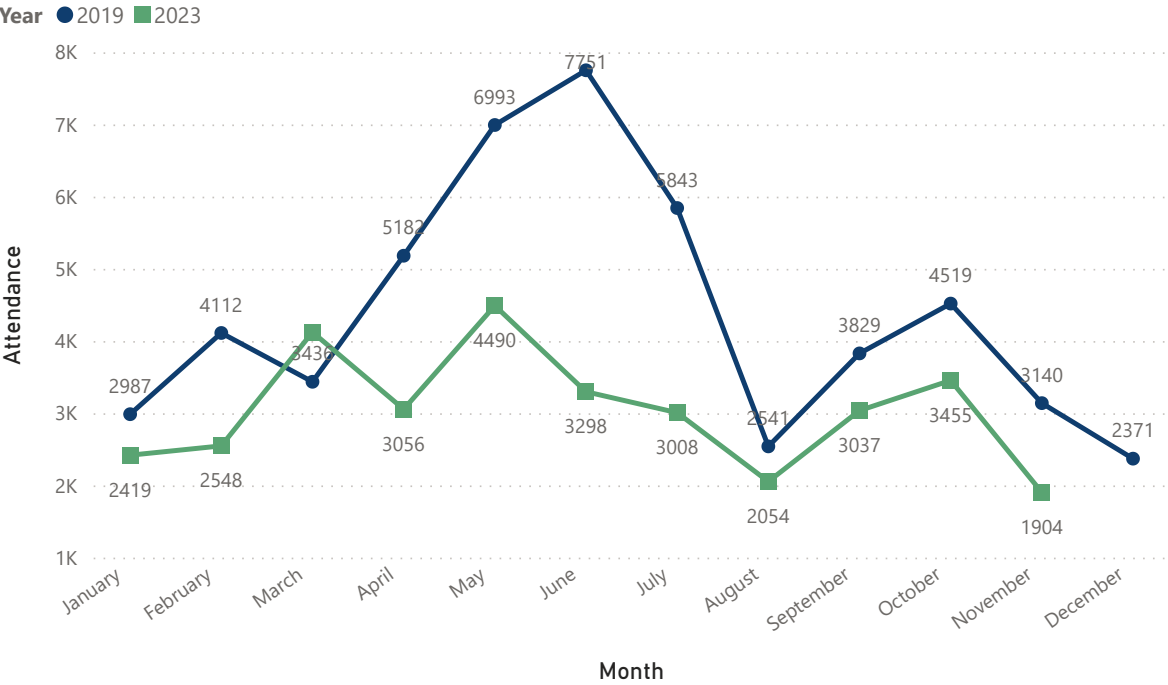
MetaFormat

- Audio
- Book
- ILL Items
- Kits
- LibOfThings
- Magazines

Month on Month: Nov Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	81,089.00	-5.99%
2020	70,173.00	-13.46%
2021	69,034.00	-1.62%
2022	67,839.00	-1.73%
2023	62,876.00	-7.32%

Total Program Attendance: Pre- vs Post-Pandemic



LPL ComiCon on March 10 & 11, 2023:
Estimated attendance of 901

Summer Reading Kickoff Party on May 26, 2023:
Estimated attendance of 750

Halloween Trick-or-Treating at the Library on October 31,
2023: Estimated attendance of 563

Filter By Audience

- ☐ Select all
- ☐ Adult
- ☐ Children
- ☐ Teen

YTD % change Pre- vs Post-Pandemic

-33.66%

YTD Program Attendance 2019-2023

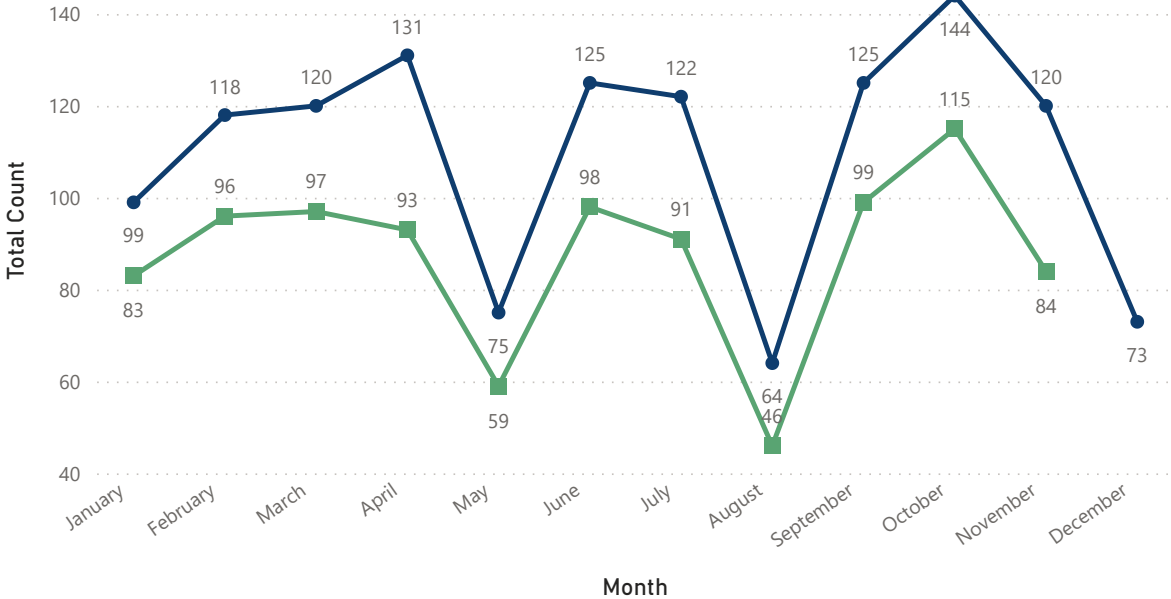
Year	Attendance	% Growth Year on Year
2019	50333	-7.30%
2020	42821	-14.92%
2021	34315	-19.86%
2022	27197	-20.74%
2023	33392	22.78%

Month on Month: Nov Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	3140	-6.96%
2020	3529	12.39%
2021	2389	-32.30%
2022	2573	7.70%
2023	1904	-26.00%

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-22.69%

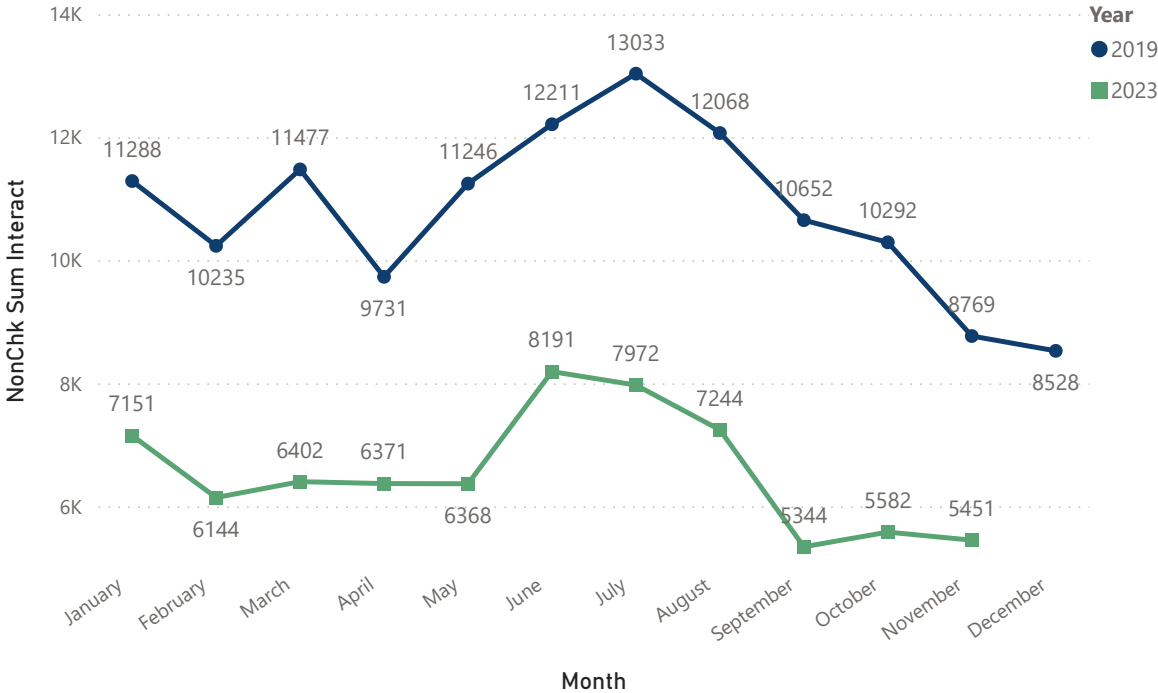
YTD No. of Programs Presented 2019-2023

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	1243	3.15%
2020	1043	-16.09%
2021	1145	9.78%
2022	902	-21.22%
2023	961	6.54%

Month on Month: Nov No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	120	16.50%
2020	105	-12.50%
2021	94	-10.48%
2022	92	-2.13%
2023	84	-8.70%

Service Interactions: Pre- vs Post-Pandemic



- Department Or Service Area

 - ☐ Accounts
 - ☐ Children's
 - ☐ Info Services
 - ☐ Phone Room
 - ☐ Public Technology
 - ☐ Readers Services
 - ☐ -
- Type Of Interaction

 - ☐ Chat Reference
 - ☐ In Person Directional
 - ☐ In Person One-on-One
 - ☐ In Person Readers Advisory
 - ☐ In Person Reference
 - ☐ Online + Phone Directional
- In Person or Online + Phone

 - ☐ In Person
 - ☐ Online + Phone

YTD % change Pre- vs Post-Pandemic

-40.32%

YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	121002	-9.20%
2020	53727	-55.60%
2021	70557	31.33%
2022	76091	7.84%
2023	72220	-5.09%

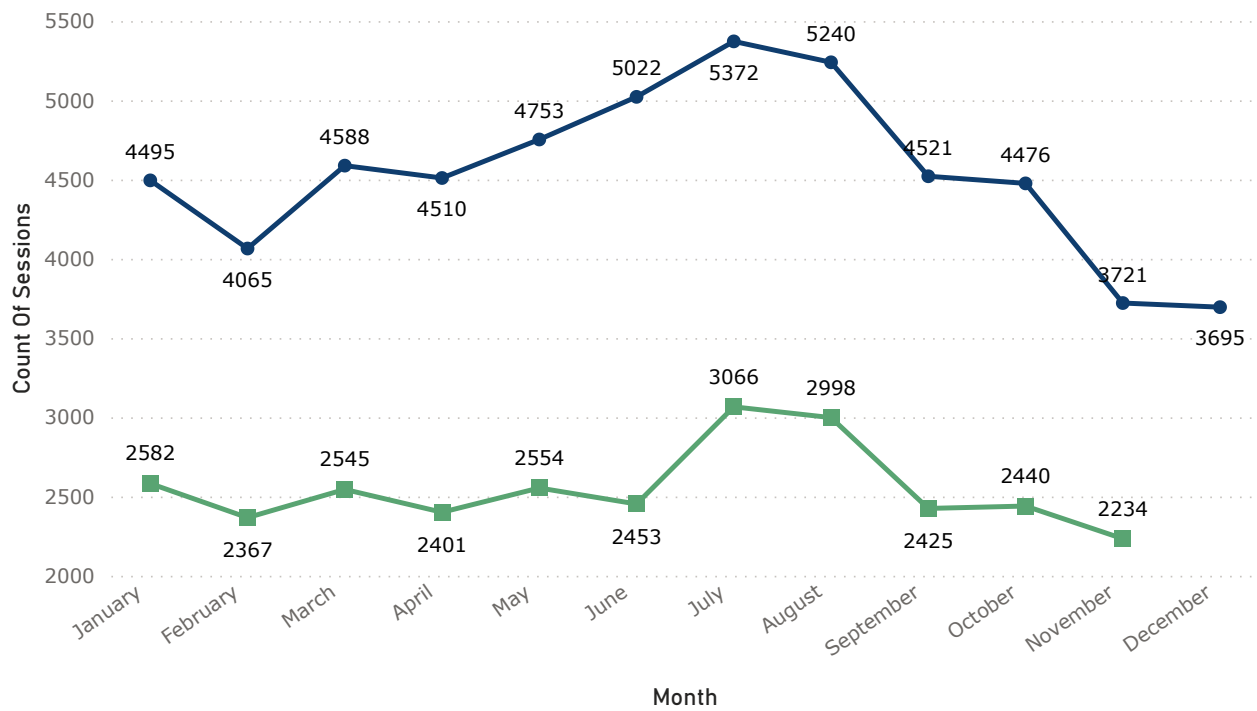
Monthly: Nov Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	8769	-13.93%
2020	4808	-45.17%
2021	5785	20.32%
2022	5897	1.94%
2023	5451	-7.56%

Adult Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023

YTD % change Pre- vs Post-Pandemic



-44.71%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

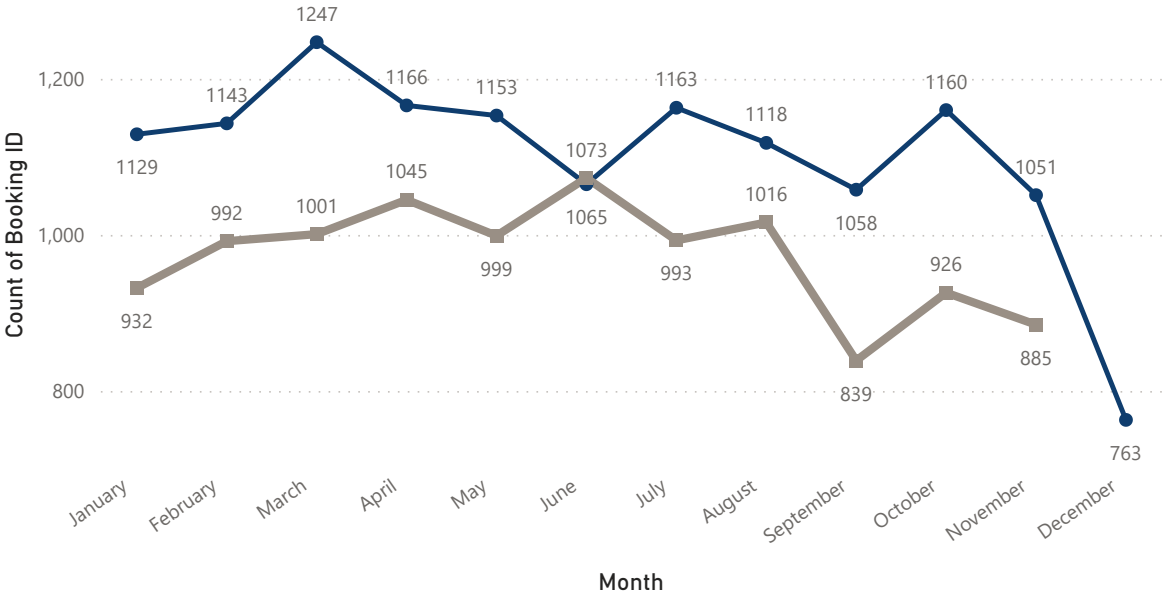
■ Adult

□ Children

□ Teen

Public Usage of Reserveable Rooms Trend: Pre- vs. Post-Pandemic

Year ● 2019 ■ 2023



Meeting Rooms reopened in June 2021

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

YTD % change Pre- vs Post-Pandemic

-14.07%

YTD Bookings 2019-2023

Year	Bookings	% Growth Year On Year
2019	12453	Infinity
2020	3319	-73.35%
2021	2834	-14.61%
2022	7541	166.09%
2023	10701	41.90%

Month on Month: Nov Bookings 2019-2023

Year	Bookings	% Growth Year On Year
2019	1051	Infinity
2020	16	-73.35%
2021	400	-14.61%
2022	791	166.09%
2023	885	41.90%

Acting Library Director's Report for November 2023

Strategic Plan Update

Library staff has continued its work to implement the library's strategic plan. Here is the latest on the four primary focus areas:

1. Interior spaces:
 - a. Safety updates: Training on our new security incident software will start in January. In addition, our IT department has been testing outdoor cameras and is finalizing its order for the equipment and installation. We are working with the district office of the Office of Homeland Security on a safety plan. The staff will participate in an active shooter tabletop exercise on January 23 and 25.
 - b. Reimagining common spaces: Our patron experience coordinator is collecting staff input on refreshing the lobby, atrium, Health Spot, and quiet area. (She already has collected patron feedback through a survey.) This information will be organized into a document for an interior designer to help us reimagine those spaces. With the 10-year anniversary of the building happening in 2024, our goal is to have made some significant progress by the launch of the Summer Reading program next May.
2. Exterior spaces:
 - a. Safety updates: Our security officer reports that the implementation of the Library Plaza lease has gone smoothly. We are experiencing fewer behavior issues with the expansion of our policy to the outside areas. In addition, our marketing staff is currently working with the City on signage so that its message is consistent with Transit and Parks and Rec facilities.
 - b. Shade research: We are beginning the process of researching shade structures for the Library Lawn area. The area is not usable during the height of the summer for outdoor lunches and programs, and we're hoping to find some solutions.
 - c. Mural: Library staff has been working with the mural artist group to collect the narratives of the women feature on the wall. Their stories will be shared as a walking tour, brochure, and in the Digital Douglas County History Portal.
3. Virtual Spaces: The Virtual Spaces team has met to create a charter and build their team to improve user experience in the libraries online spaces. Their work will take all of 2024 to complete.
4. Internal Strengths: The Internal Strengths team also will start its work next year. They will focus on cross training, job manuals, and staff succession plans

New Personnel

- **Mallory Pearson** is our new Youth Services Assistant. Her passion is in alternative educational resources and experiences and was a Girl Scout for 23 years! Mallory started her position at the library on December 13th.
- **Lindin Scott** will join our Information Services team. He is currently a student at Haskell, and has several years of experience working in bookstores, working with folks with special needs, and even bartending. Lindin will start his job at LPL on December 20th.

Thank you

This is my final report as the library's acting director. It has been quite an action-packed three months, and I appreciate your trust in me to take on this job. I am particularly grateful to the library staff for their help and support. We're excited to have Brad back at the library starting Monday!

Monthly Departmental Reports

December 2023

Accounts:

Standard desk, phone, book van, and outreach operations continue.

Cataloging & Collection Development:

After spending time reviewing the 2023 expenditures and observing trends in material usage, the Collection Development team presented their 2024 budget recommendations to the Collection Management Committee.

The Catalogers started and finished a small project to make the call numbers Musical movies and Musical albums consistent.

Collections & Technology:

Tricia attended a webinar on the new Urban Libraries Council's data analytics tool. It includes a couple of dashboards of information on key library outputs, such as user visits, computer usage, wifi sessions, and circulation. The reports compare data for pre-pandemic activity (2019) vs. post-pandemic activity (2022). Since LPL wasn't a member of ULC when the data survey was sent out for this dashboard, it isn't represented. The 2023 data survey will be sent in Q1 2024 and the resulting dashboards will be available in Q4.

Tricia, Aaron, and Sean are testing out a Google Docs functionality that is in beta mode. It sets up an e-signature process for google docs, and this may offer an opportunity to create workflows for purchase requests and other approval documents that is more flexible than our current process on the bamboohr platform.

Tricia continues to work in coordination with the Data Team on the LUI and other progress indicators for the new strategic plan.

Monthly Departmental Reports

December 2023

Diversity, Equity, and Inclusion:

Organization of 2024 training continues, as is mentioned in HR below. The IMLS grant project will be coming to an official close at the end of the year. Interns have been given an end of program feedback form to fill out. They also both have contributed information to be included on the webpage I'm building that will house information about the project.

Facilities:

Upper Level construction in the staff area continues, but we are optimistic that it will be concluded by the end of the year so we can start moving folks back. Decembers are very busy with many programs, internal and external, as well as helping with decorations. As always, looking forward to the new year.

Human Resources:

We have two new team members to celebrate - Matthew Pelsma, our new Studio Specialist, and Mallory Pearson, our new Youth Services Assistant. Yilan Zhao and Linda Clay also retire this month after decades of service to our community. We hit a record of 104 applicants for Yilan's replacement in Information Services. Erica attended a presentation on Mental Health First Aid from DCCC and hopes to offer that full training to supervisors and interested library staff in 2024. Chuck Clanahan from Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) also completed his walk through of the library and we just received his final report. We'll start poring over the suggestions and put plans in place for implementation.

Information Services:

Our programs this month included a well-received film series hosted by KU's Japan Foundation, an exploration of Gordon Parks's life and photography led by Ann Dean, and an [Indigenous Law Panel](#) in partnership with the Willow Domestic Violence Center and featuring Rep. Christina Haswood, Sarah Deer, and Sierra Two Bulls. Healthcare marketplace navigation assistance provided by Hawks 4 Health will wrap up in mid-December. The Info Services team met up with

Monthly Departmental Reports

December 2023

KU Reference staff for a tour of the KU Music Library and the DeBruce Center; this tour is a part of our ongoing effort to build relationships between our teams and maintain awareness of the services offered by our respective institutions. And last but not least, this month the Info Services team bid a fond farewell to Ruby Mackinnon-Love.

Information Technology:

Aaron is working on security camera changes. A 180 degree camera test unit has been ordered and installed for testing. Locations are being finalized for placement covering outdoor spaces and improving some indoor coverage. Coordination with R&R Communications is ongoing for installation services. R&R is ready to resume wiring work for ethernet drops in the new office area on Monday 12/18. Kim continues to prepare our deployment of Quipu Patron Incident Tracking System (PITS). System configuration is being finalized this week and training dates are being selected for early January. Kim continues to shepherd our launch of the OCLC LendingKey software as a replacement for our previous KitKeeper software for book club lending. The product is nearly ready for soft launch and on track for full launch on January 2. Aaron and Sean are working on computer replacement plans for public and staff computers to be included in our technology plan revisions.

Marketing & Communications (M&C):

Completed Projects: M&C launched the [New Cardholder Drip Campaign](#) (*link to screenshots for reference, typos were since corrected*). These emails send to new cardholders in increments based on their length of time as a cardholder (*ex.: 0-14 days, 15-29 days, 30-44 days, etc.*) and celebrated the launch of the [Winter 2023 Reader](#) with a cover inspired by children's literature. (M&C is thinking of riffing off of children's literature for future covers, although this next one is planned to be an "LPL Yearbook" for the annual report.) As part of the Strategic Plan, M&C is working as part of the Improve Virtual Spaces Team on the website so there were [new website additions](#) launched — a [Newsfeed channel](#), "Featured" section, and "Quick Links." Please let Heather and Kayla know of any feedback you have on any of these launches. M&C also shared their useful takeaways from the 2023 Library Marketing and Communications Conference on the staff blog which include ways to improve user experience on the website, developing a crisis communications plan, making social media more accessible, how to better collect library user stories, and more.

Monthly Departmental Reports

December 2023

Ongoing Projects: M&C is working on a department manual as part of the Strategic Plan for retaining department knowledge plans and starting the 2023 Annual Report and Spring 2024 *Reader*. As the lead on the Indoor Library Spaces project and in preparation for the work ahead, Heather created an overview of the library spaces we want to work on first, including history of the spaces, their current function and challenges, and ideas for improvement. She invited all staff to participate in building this initial step in the creative brief process as this will be the first thing a designer will ask for and help facilitate a project budget estimate. A search for designers will be next. Fun projects in process include designing aerial banners to liven up the Seed Library space, creating a How-To Libby handout for the Public Services team, and starting to think about designing for the library's presence at the new Transit Hub which will eventually include free books from the LPLFF, library information particular to bus riders, and branding the space.

Materials Handling:

We've had to continue adjusting to our construction workflow, but things are coming along nicely.

And the sorter cycle continues!

Outreach:

Sarah took Dottie to Extreme Bus Builders in North Lawrence to have the shelves looked at and to have some other issues assessed. Lee (owner) found some problems with Dottie's awning that need to be fixed before Dottie is road-worthy again. That appointment is pending while Lee finishes up some other projects. In the meantime, we have been using the big, red, van for outreach and it's gone well. Sarah and Yari tabled at LOLA (Lovers of Lawrence Art) on 12/9 and it was a success! 60+ interactions, lots of books and candy given out, and we signed up a few people for new library cards. Sarah is meeting with the folks from Nerd Nite and the Community Children's Center in the next week to discuss partnering up for more outreach opportunities.

Monthly Departmental Reports

December 2023

Public Technology:

November was a month of focusing on patron assistance and keeping things running smoothly in the absence of Joel, our former Studio Specialist. Everyone in the department pitched in to help studio patrons with their projects, while keeping an eye on our Technology Desk as always. With holidays and several personnel absences due to illness thrown in the mix, it was a challenging month, but our team actually benefited from the increased studio support experience. We are looking forward to getting back into a rhythm with Matt, our new Studio Specialist, through December and into the new year!

Readers' Services:

We began the month of November wrapping up Booktoberfest for 2023 with Book Club Speed Dating on the 1st and the Vampire Lore panel on November 8th, so the month started out quite busy but wound down. We focused on wrapping up events and looking at the survey responses, which were uniformly positive. I learned today that Dracula is the 2nd highest circling eBook this year and the 8th highest eAudio!

We're also gearing up for 2024 with the Book Squad Reading Challenge completed and ready to launch on January 2nd, and small prizes for this year's finishers are waiting at the Book Help desk. We are also launching a new format of the Book Squad Podcast and working on refreshing some of our usual services as we enter the new year. WE are excited to hopefully be back in the workroom and experiencing our "new normal" by the end of December!

Youth Services:

- Staffing news:
 - We welcomed Mallory Pearson to their first day at work on December 13. Mallory was hired at a 32-hour-a-week position to replace Linda Clay's position. Hours from Linda's position were also given to Hannah Parks and Anita Patel, to bring them up to 36 hours each. Hannah will be stepping into Linda's shoes and taking over Library Storytime. Yari Medina's position was reclassified to a

Monthly Departmental Reports

December 2023

Specialist level as she is taking on more responsibilities in her outreach work.

This position officially starts in 2024.

- Teen volunteers: Spring applications for Volunteers were recently received. We will train a new batch of teens to start in the new year.
- It's a sad week at LPL as we say goodbye to our longtime friend and colleague, Linda Clay. The storytime staff has spent every Thursday for the last several months attending Linda's "storytime school" as she shared her dozens of special stories using the plethora of props the Youth Services department has created or purchased over the years. It's been so fun to learn Linda's special tricks and learn how to use her felt stories. I can't express how much we'll all miss her!
- Programs
 - We've wrapped up our fall events except for a handful of programs. We'll start up again with our regular slate the week of January 7.

LPL Friends & Foundation Director's Report – December 15, 2023

Reflections on 2023. The Friends & Foundation held its last board meeting of the year on November 27th. We've had another great year, thanks to our generous community and hard-working volunteers. A few highlights:

- Both book sales and fundraising were strong and exceeded budget goals. As of the end of November, the Friends & Foundation has raised more than \$552,000 from book sales, gifts, and grants.
- The Friends & Foundation hosted its most successful After Hours at the Library fundraiser ever in 2023. We raised a total of \$73,000 -- \$25,000 for the children's picture book room and \$48,000 for library programs and services.
- LPLFF's Advocacy Committee has become stronger and better developed in 2023. We were pleased to host an educational session on November 17th with state legislators and the Northeast Kansas Library System.
- Our Friends & Foundation and library volunteer programs continue to thrive thanks to Angela Hyde and Logan Isaman's leadership. We have 184 wonderful volunteers work for our book sale operation, and an additional 106 adult and teen volunteers helping the library by shelving books, pulling holds, and other important projects. These dedicated individuals make the magic happen!
- Our programs for retirees are ablaze thanks to Jack Altman! The list of attendees increased 60% in 2023 and now totals 1,035 members.

Seasons Readings Book Sale – with music! The Seasons Readings Books Sale is on for Saturday, December 16th. This annual sale features high quality books that make perfect holiday gifts. This year, the sale happens with a variety of musical accompaniments. The City Band will present a concert in the auditorium from noon to 1 pm, and will be followed by a holiday saxophone performance. Then, from 2:30 pm to 3:30 pm, Steve Mason and Friends will host a holiday sing-a-long and fiddle jam. We'll report the book sale numbers on Monday.

DCCF Grant Trifecta. The Friends & Foundation learned this week that it is a recipient of a 2023 Winter Family Grant through the Douglas County Community Foundation. This \$1,550 award will allow the library to translate key brochures into Spanish, to improve access to library cards and other community resources. This is the third DCCF grant that the Friends & Foundation have been awarded this fall. In October, we received a \$2,000 Elizabeth Schultz grant for the Seed Library, and in September, LPLFF was awarded an \$8,000 DCCF Community Grant to replace the projector and screen in the library auditorium.

DCCF Giving for Good Campaign. In other great news, the Friends & Foundation has exceeded its fundraising goal for the Douglas County Community Foundation's Giving for Good Campaign. This year, we set out to raise \$5,000 for our retirement program, and ended up raising \$6,000! Best of all, DCCF will provide a \$2,500 match, bringing the total to \$8,500. The funds will be deposited into the David and Sharyn Katzman Fund at DCCF which supports these important programs for retirees.

Annual Campaign Update. We're making good progress on our "Libraries are for Everyone" annual fundraising campaign. To date, we've raised \$56,000 from New Chapter Society donors (\$1000+ donors) and other unrestricted gifts from individuals. There are still a few weeks to go. We will give you a complete report in January.