

Lawrence Public Library Board of Trustees Regular Meeting

Monday, February 15, 2021 at 4:30 PM

COVID-19 Zoom Meeting

<https://lplks.zoom.us/j/91591956401>

Call to Order

Introductions

Public Comments

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- Approve Library Board meeting minutes for January
- Approve Treasurer's report for January
- Approve bills for January 18 to February 14
- Receive statistical report for January

Library Director's report

Friends and Foundation report

Ongoing business

New business

- Review of New Statistical Report – Tricia Karlin and Melissa Fisher Isaacs
- Review Library Policy regarding Kansas Children's Internet Protection Act (KS-CIPA) – see attached document
- Form Budget Committee – **ACTION ITEM**

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

01/18/2021

Venue: The meeting was held via Zoom: the link is [here](#)

Board Members Present: Ursula Minor (Chair), Brady Flannery, Kevan Vick, Sarah Goodwin-Thiel, Judy Keller, and David Vance. Mayor Brad Finkeldei arrived at 4:50. **Absent:** Jennifer Bonilla-Scotten

Staff Members Present: Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Tricia Karlin, Kim Fletcher, and Kristin Soper.

Friends and Foundation Members Present: Craig Penzler

Call to order:

Ursula called the meeting to order at 4:30 p.m.

Consent Agenda

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

Library Director's Report

- Brad's intent was to address how we are positioning ourselves for 2021. The main goal as we come out of the pandemic is to reduce the number of staff in part-time positions and, where possible, move staff to 80% full-time positions with benefits. Federal government CARES act money of over \$100,000 helped us to end 2020 at \$126,000 under budget. The library was able to move over \$88,000 into the capital improvements fund and over \$38,000 into cash reserves.

Friends and Foundation Director's Report

- Craig Penzler reported that (in accordance with the traditional practice) there was no meeting in December. Craig did share highlights from Kathleen's year-end recap of operations. Friends and Foundation disbursed \$100,000 in an unrestricted block grant to the library. This is in addition to the \$42,000 unrestricted grant awarded in March of 2020. End-of-year fundraising was quite successful: \$132,000 was received, including \$71,000 of New Chapter Society gifts. Craig noted this seems like a record, and the group is gaining strength. \$2,000 in funds was raised from the DCCF Giving for Good campaign. The money will enable the library to buy paperback books to give to children at library outreach events. The date of the big annual fundraiser is approaching, so preparations are in process, organizing committees, asking for basket donors, and signing up vendor sponsorships. Kathleen noted that the end-of-year financials will be available in coming weeks and will be reported next month.

Ongoing Business

- **2020 Budget review**

Brad called the board members' attention to how we ended the year. We received \$109,000 of CARES Act revenue, which helped balance out traditional funding sources that came in low in 2020: e.g. lost & overdue fees (overdue fees are no longer charged), interest income, coffee shop rent. Some of the CARES money was a direct passthrough for the purchase of digital equity laptops & hotspots, PPE and other Covid-related items. The annual utilities expense line was unusually low: lower occupancy made a big difference. In December, the utilities expenditure went up because of a prepayment for future bills. Adding funds to the capital improvements fund was helpful as we plan to undertake building improvements in 2021.

New Business

- **Annual Organizational Calendar**

Brad reviewed with the board the main agenda items that need to be addressed at each monthly board meeting. Brad suggested that we may want to reschedule the strategic plan review which is currently slated for September. No additional revisions to the calendar were suggested.

- **2021 Budget Revision**

Through our budget process, Brad works with the budget committee to build a line-item budget. The committee then brings the proposed budget to the full board for approval. Historically, the library has maintained the line item allocations as set in the adopted budget, but then over- or under-spends amounts in accordance with need. However, this year, it seemed appropriate to reallocate funds at the beginning of the year to adjust for currently-known needs: 1) increase funds in benefits line item to provide flexibility in case of a repeat of last year's unusual increase in health insurance costs 2) increase funds in benefits line to support goal of moving more staff to 80% full-time positions with benefits 3) zeroing out allocation for programming line item so that full programming expense would be funded by private funds.

Proposed changes:

Salary: \$2,925,000 decreased to \$2,865,000

Programming: \$20,000 decreased to \$0

Benefits: \$380,000 increased to \$460,000

All programming funding will be funded by the Friends and Foundation. They are regularly granting more than sufficient funds to cover programming costs and the library also has a significant reserve of their grant funding in hand that could cover additional years if there is a downturn in their revenues.

Brad asked if the board wanted to weigh in and vote on any changes in line item allocations. Sarah asked if there would be any restrictions on the type of programming the library could offer if all funding is from private sources. Brad responded that since the Friends and Foundation awards funds in an unrestricted block grant that this would not present any issues for programming content. Brad also noted that the \$20,000 in the budget line vastly

understates the amount of funds the library spends on programs, and that accounting for programs would be simpler if we only had to track one fund instead of two.

Mayor Brad Finkeldei logged in at 4:50

Adjournment

There being no other business, the meeting adjourned at 4:51pm

The next regular Board meeting will be held Monday, February 15, 2021 via Zoom

Respectfully submitted,
Tricia Karlin

Regular Budget Report									
January 2021									
REVENUES		This Month	Year to Date	Annual Budget	8% of Year		January 2020	YTD 2020	
Tax Fund		\$ 468,759.97	\$ 468,759.97	\$ 4,978,000.00	9.42%		\$ 498,379.57	\$ 498,379.57	
Lost & Replacement Fees		\$ 1,934.01	\$ 1,934.01	\$ 15,000.00	12.89%		\$ 2,980.81	\$ 2,980.81	
NEKLS		\$ -	\$ -	\$ 95,000.00	0.00%		\$ -	\$ -	
State Aid		\$ -	\$ -	\$ 25,000.00	0.00%		\$ -	\$ -	
Photo Copies		\$ 413.60	\$ 413.60	\$ 5,000.00	8.27%		\$ 1,876.11	\$ 1,876.11	
Coffee Shop Rent		\$ -	\$ -	\$ -			\$ 750.00	\$ 750.00	
Meeting Room Fees		\$ -	\$ -	\$ -			\$ 300.00	\$ 300.00	
Interest		\$ 17.10	\$ 17.10	\$ 2,000.00	0.86%		\$ 600.85	\$ 600.85	
Transfer from Cash Reserves		\$ -	\$ -	\$ 50,000.00	0.00%				
Miscellaneous		\$ 1.25	\$ 1.25	\$ -			\$ 14.90	\$ 14.90	
Total Revenues		\$471,125.93	\$471,125.93	\$5,170,000.00	9.11%		\$504,902.24	\$504,902.24	
EXPENSES									
Salaries & Wages		\$ 223,396.51	\$ 223,396.51	\$ 2,865,000.00	7.97%		\$ 228,243.45	\$ 228,243.45	
Employee Benefits		\$ 32,270.20	\$ 32,270.20	\$ 460,000.00	6.04%		\$ 27,778.86	\$ 27,778.86	
Payroll Taxes		\$ 38,215.53	\$ 38,215.53	\$ 500,000.00	7.70%		\$ 38,486.82	\$ 38,486.82	
Utilities		\$ 1,277.40	\$ 1,277.40	\$ 100,000.00	8.82%		\$ 8,818.86	\$ 8,818.86	
Building Supplies		\$ 1,375.12	\$ 1,375.12	\$ 20,000.00	14.71%		\$ 2,942.85	\$ 2,942.85	
Building Repairs & Maintenance		\$ 1,104.06	\$ 1,104.06	\$ 55,000.00	20.34%		\$ 11,186.66	\$ 11,186.66	
Library Supplies		\$ 1,519.04	\$ 1,519.04	\$ 25,000.00	4.73%		\$ 1,183.29	\$ 1,183.29	
Books & Materials		\$ 3,329.80	\$ 3,329.80	\$ 710,000.00	4.37%		\$ 31,052.49	\$ 31,052.49	
Processing Supplies		\$ 2,861.23	\$ 2,861.23	\$ 54,000.00	7.44%		\$ 4,015.43	\$ 4,015.43	
Equipment		\$ -	\$ -	\$ 10,000.00	83.16%		\$ 8,315.75	\$ 8,315.75	
Technology		\$ 23,780.48	\$ 23,780.48	\$ 250,000.00	8.24%		\$ 20,607.32	\$ 20,607.32	
Insurance		\$ -	\$ -	\$ 16,000.00	0.00%		\$ -	\$ -	
Shipping		\$ 17.99	\$ 17.99	\$ 18,000.00	5.16%		\$ 928.87	\$ 928.87	
Professional Development		\$ 1,705.00	\$ 1,705.00	\$ 30,000.00	9.18%		\$ 2,754.33	\$ 2,754.33	
Book Van & Mileage		\$ 90.56	\$ 90.56	\$ 2,000.00	8.99%		\$ 179.71	\$ 179.71	
Professional Fees		\$ 1,161.95	\$ 1,161.95	\$ 25,000.00	7.64%		\$ 1,909.10	\$ 1,909.10	
Advertising & Marketing		\$ 4,183.09	\$ 4,183.09	\$ 30,000.00	4.95%		\$ 1,485.73	\$ 1,485.73	
Capital Improvements		\$ -	\$ -	\$ -			\$ -	\$ -	
Miscellaneous		\$ (1,298.08)	\$ (1,298.08)	\$ -			\$ 2,119.57	\$ 2,119.57	
Total Expenses		\$ 334,989.88	\$ 334,989.88	\$ 5,170,000.00	7.58%		\$ 392,009.09	\$ 392,009.09	
CASH BALANCES									
	Cash Reserves	\$ 88,620.52	Included in Checking Amount						
	Checking	\$ 1,042,421.65							
	Capital Improvement	\$ 686,002.27							

Lawrence Public Library											
2021 Outside Funding Report											
		1/1/2021	January	January	February	February	March	March			
		AMOUNT	Income	Spending	Income	Spending	Income	Spending	Remaining		
FRIENDS & FOUNDATION											
	KPR-Advertising	\$ 1,102.50							\$ 1,102.50		
	Summer Reading - ALL	\$ 894.63							\$ 894.63		
	Aquarium	\$ 418.01	\$ 3,600.00	\$ 600.00					\$ 3,418.01		
	Kanopy 2020	\$ (4,673.00)	\$ 20,000.00	\$ 2,567.00					\$ 12,760.00		
	Volunteers	\$ 705.63							\$ 705.63		
	Read Across Lawrence 2020	\$ -							\$ -		
	Block Grant	\$ 188,981.58	\$ (43,600.00)						\$ 145,381.58		
	Programming	\$ -	\$ 20,000.00	\$ 975.82					\$ 19,024.18		
	Kansas Health Foundation	\$ 1,685.71							\$ 1,685.71		
	Salaries/Taxes - Isaman/Hyde	\$ -		\$ 6,989.16					\$ (6,989.16)		
	Foundation Expenses to be reimbursed	\$ -							\$ -		
	Parks Posters Income/Expenses		\$ 278.76	\$ 85.25							
	Census - Winter Family	\$ -							\$ -		
	Salkind for E-books	\$ 58.60							\$ 58.60		
	Patsy Cotte for YS	\$ 1,107.93							\$ 1,107.93		
	Harry Potter	\$ 164.90							\$ 164.90		
	Weinberg/Jedel YS/YA	\$ 18,414.04							\$ 18,414.04		
	Milliken Fund	\$ 524.98							\$ 524.98		
	Sound & Vision	\$ -							\$ -		
	Camin Memorial	\$ 242.79							\$ 242.79		
	Storytime @Home/Juanita Marsh	\$ 803.42							\$ 803.42		
	Harrison Music Storytellers	\$ -							\$ -		
	Dr. Bob	\$ -							\$ -		
	Seed Library	\$ 809.34							\$ 809.34		
	Crowe Fund	\$ 266.49		\$ 48.48					\$ 218.01		
	Local History/Coan	\$ 3,306.65							\$ 3,306.65		
	MIDCO	\$ 18,093.87							\$ 18,093.87		
	General Endowment	\$ 81,885.12		\$ 6,389.85					\$ 75,495.27		
	Simpson Grant	\$ 3,002.92							\$ 3,002.92		
	Dean Owens - YA College & Career	\$ 2,920.00							\$ 2,920.00		
	Coggins - Outreach	\$ 6,449.07							\$ 6,449.07		
	Digital Resources- NEKLS/Jedel/F&F	\$ 12,000.00							\$ 12,000.00		
	Eggert Bequest for Bonuses	\$ 8,138.99							\$ 8,138.99		
	Jedel for The Reader	\$ 1,881.71							\$ 1,881.71		
		\$ 349,185.88	\$ 278.76	\$ 17,655.56	\$ -	\$ -	\$ -	\$ -	\$ 331,615.57		
OTHER											
	Memorials/Honor with Books/Bauleke	\$ 2,130.82							\$ 2,130.82		
	ALA Teen Intern	\$ 80.37							\$ 80.37		
	Health Spot - U of K Center for Research	\$ 1,500.00							\$ 1,500.00		
	Lawrence Give Back	\$ 2,626.32							\$ 2,626.32		
	Wurfy	\$ 32.65	\$ 100.00						\$ 132.65		
	Merchandise Sales	\$ (326.70)	\$ 241.75						\$ (84.95)		
		\$ 6,043.46	\$ 341.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,385.21		
		\$ 355,229.34									
		Month Total	\$ 620.51	\$ 17,655.56	\$ -	\$ -	\$ -	\$ -	YTD Income	\$ 620.51	
									YTD Expense	\$ 17,655.56	

Lawrence Public Library
Balance Sheet
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MIP Operating Funds	564,613.37	362,937.87	201,675.50	55.6%
Checking	477,828.24	470,900.99	6,927.25	1.5%
Capital Improvement at MIP	686,002.27	681,473.20	4,529.07	0.7%
Total Checking/Savings	<u>1,728,443.88</u>	<u>1,515,312.06</u>	<u>213,131.82</u>	<u>14.1%</u>
Total Current Assets	<u>1,728,443.88</u>	<u>1,515,312.06</u>	<u>213,131.82</u>	<u>14.1%</u>
Other Assets				
Petty Cash	700.00	700.00	0.00	0.0%
Total Other Assets	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,729,143.88</u>	<u>1,516,012.06</u>	<u>213,131.82</u>	<u>14.1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	62,145.71	85,822.42	-23,676.71	-27.6%
Total Accounts Payable	<u>62,145.71</u>	<u>85,822.42</u>	<u>-23,676.71</u>	<u>-27.6%</u>
Other Current Liabilities				
Payroll Liabilities	631.32	580.29	51.03	8.8%
Total Other Current Liabilities	<u>631.32</u>	<u>580.29</u>	<u>51.03</u>	<u>8.8%</u>
Total Current Liabilities	<u>62,777.03</u>	<u>86,402.71</u>	<u>-23,625.68</u>	<u>-27.3%</u>
Total Liabilities	<u>62,777.03</u>	<u>86,402.71</u>	<u>-23,625.68</u>	<u>-27.3%</u>
Equity				
Opening Bal Equity	300,635.22	300,635.22	0.00	0.0%
Retained Earnings	1,246,630.63	1,018,649.62	227,981.01	22.4%
Net Income	119,101.00	110,324.51	8,776.49	8.0%
Total Equity	<u>1,666,366.85</u>	<u>1,429,609.35</u>	<u>236,757.50</u>	<u>16.6%</u>
TOTAL LIABILITIES & EQUITY	<u>1,729,143.88</u>	<u>1,516,012.06</u>	<u>213,131.82</u>	<u>14.1%</u>

Lawrence Public Library
Revenues & Expenses
January 2021

	<u>Jan 21</u>
Ordinary Income/Expense	
Income	
Gifts-Other	378.76
Interest	17.10
Merchandise Sales	241.75
Fees	1,934.01
Photo Copies	413.60
Tax Fund	468,759.97
Utilities Income	1.25
Total Income	<u>471,746.44</u>
Gross Profit	471,746.44
Expense	
Payroll Expenses	255,666.71
Payroll Taxes	39,243.30
Utilities - Electric	1,277.40
Building Supplies	1,375.12
Building Repairs & Maintenance	1,104.06
Library & Office Supplies	1,519.04
Books & Materials	3,329.80
Processing Supplies	2,861.23
Technology	23,780.48
Shipping	17.99
Professional Development	1,705.00
Bookvan & Mileage	90.56
Professional Fees	1,161.95
Advertising	4,183.09
Miscellaneous	-1,290.57
FRIENDS & FOUNDATION FUNDING	13,460.79
FRIENDS FUNDING	3,167.00
Total Expense	<u>352,652.95</u>
Net Ordinary Income	119,093.49
Other Income/Expense	
Other Expense	
COVID-19 Expenses	-7.51
Total Other Expense	<u>-7.51</u>

Lawrence Public Library
Revenues & Expenses
January 2021

	Jan 21
Net Other Income	<u>7.51</u>
Net Income	<u><u>119,101.00</u></u>

Lawrence Public Library Vendor Balance Summary

All Transactions

	Feb 11, 21
Advance Insurance Company	840.37
Amazon	2,729.75
ASI	50.00
Baker & Taylor, Inc.	283.88
Barry Barnes	250.00
Beth Meyers	19.96
Bibliotheca	19,587.00
Center Point Large Print	124.65
Century Business Technologies	1,026.97
Denver Public Library	22.49
Downtown Lawrence Inc.	225.00
Gale/Cengage Learning	254.00
Ingram Library Services	17,977.60
Jayhawk Trophy Co., Inc.	27.75
Jayhawk Tropical Fish	300.00
Journal-World	193.60
Kanopy LLC	2,947.00
Kansas Public Radio	3,575.00
Library Journals, LLC	1,080.00
Liza MacKinnon	40.00
Matthew Lord	100.00
Mergent Inc.	6,389.85
Midwest Tape	16,360.83
Minuteman Press	146.40
OCLC, Inc.	5,588.74
OverDrive	18,361.35
P1 Group, Inc.	627.40
Pan Asian Publications Inc.	317.33
Preferred Lawn Service	220.00
Pur-O-Zone, Inc.	1,069.28
Schendel Services	99.75
Scott Rice Office Works	8,454.00
SirsiDynix	2,240.00
The Chamber	310.00
U.S. Bank - Mastercard	5,038.66
Unique Management Services	245.75
United Parcel Service	404.59
Y.N.F.W.C.	14,300.00
TOTAL	131,828.95

12:39 PM
02/11/21

Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	02/15/2021	Advance Insurance Company	Checking	
Bill	March 2021	02/10/2021		Group Life Insurance	-840.37
TOTAL					-840.37
Bill Pmt -Check	Electronic	02/15/2021	ASI	Checking	
Bill	January	02/03/2021		Professional Fees	-50.00
TOTAL					-50.00
Bill Pmt -Check	Electronic	02/15/2021	U.S. Bank - Mastercard	Checking	
Bill	1/5-31/2021	01/30/2021		Books & Materials	-21.00
				Books & Materials	-49.00
				Books & Materials	-30.00
				ALA	-250.00
				Professional Develop...	-375.00
				Adult Programming	-99.35
				Children's Programming	-19.00
				Children's Programming	-50.93
				Children's Programming	-18.81
				Children's Programming	-125.39
				Children's Programming	-25.33
				Young Adult Program...	-9.99
				Young Adult Program...	-52.93
				Professional Fees	-635.03
				Shipping	-17.99
				Processing Supplies	-150.10
				Library & Office Suppli...	-1,138.36
				Advertising	-208.09
				Building Supplies	-452.84
				Building Repairs & Mai...	-342.31
				Supplies	-688.97
				Telephone	-66.82
Bill		02/03/2021		Bookvan & Mileage	-90.56
				Periodicals	-49.75
				Books & Materials	-25.98
				Books & Materials	-15.18
				Books & Materials	-29.95
TOTAL					-5,038.66
Bill Pmt -Check	Electronic	02/15/2021	United Parcel Service	Checking	
Bill	1061	02/10/2021		Shipping	-404.59
TOTAL					-404.59

12:39 PM
02/11/21

Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8973	02/15/2021	Baker & Taylor, Inc.	Checking	
Bill	2035661135	01/30/2021		Books & Materials	-91.85
Bill	2035618879	01/30/2021		Books & Materials	-16.15
Bill	2035642869	01/30/2021		Books & Materials	-31.29
Bill	2035642870	01/30/2021		Processing Supplies	-0.10
Bill	2035618880	01/30/2021		Processing Supplies	-0.05
Bill	2035661136	01/30/2021		Processing Supplies	-0.30
Bill	2035602989	01/30/2021		Books & Materials	-72.64
Bill	2035602990	01/30/2021		Processing Supplies	-7.80
Bill	2035678492	02/11/2021		Books & Materials	-63.50
Bill	2035678493	02/11/2021		Processing Supplies	-0.20
TOTAL					-283.88
Bill Pmt -Check	8974	02/15/2021	Bibliotheca	Checking	
Bill	INV-US400...	01/30/2021		Public Access	-19,587.00
TOTAL					-19,587.00
Bill Pmt -Check	8975	02/15/2021	Center Point Large Print	Checking	
Bill	1818698	01/30/2021		Books & Materials	-74.66
Bill	1818146	01/30/2021		Books & Materials	-49.99
TOTAL					-124.65
Bill Pmt -Check	8976	02/15/2021	Century Business Technologies	Checking	
Bill	579453	01/30/2021		Copying	-259.11
Bill	581049	02/10/2021		Copying	-468.84
Bill	581307	02/11/2021		Copying	-299.02
TOTAL					-1,026.97
Bill Pmt -Check	8977	02/15/2021	Denver Public Library	Checking	
Bill	ILL Refund	01/30/2021		Fees	-22.49
TOTAL					-22.49
Bill Pmt -Check	8978	02/15/2021	Gale/Cengage Learning	Checking	
Bill	72832320	01/30/2021		Books & Materials	-97.26
Bill	72845726	01/30/2021		Books & Materials	-105.66
Bill	73172401	02/11/2021		Books & Materials	-24.49
Bill	73134233	02/11/2021		Books & Materials	-26.59
TOTAL					-254.00

12:39 PM
02/11/21

Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8979	02/15/2021	Ingram Library Services	Checking	
Bill	50916319	01/30/2021		Books & Materials	-314.39
Bill	501014277	01/30/2021		Books & Materials	-367.33
Bill	50940277	01/30/2021		Books & Materials	-23.31
Bill	50940278	01/30/2021		Books & Materials	-880.76
Bill	50881514	01/30/2021		Books & Materials	-368.11
Bill	50893341	01/30/2021		Books & Materials	-145.63
Bill	50829261	01/30/2021		Books & Materials	-46.77
Bill	50854011	01/30/2021		Books & Materials	-1,583.92
Bill	50868228	01/30/2021		Books & Materials	-467.37
Bill	50829257	01/30/2021		Books & Materials	-629.09
Bill	50829259	01/30/2021		Books & Materials	-463.72
Bill	50745827	01/30/2021		Books & Materials	-408.17
Bill	50745829	01/30/2021		Books & Materials	-1,098.26
Bill	50719209	01/30/2021		Books & Materials	-1,479.78
Bill	50760290	01/30/2021		Books & Materials	-133.32
Bill	50691293	01/30/2021		Books & Materials	-219.80
Bill	50733326	01/30/2021		Books & Materials	-560.00
Bill	50733328	01/30/2021		Books & Materials	-25.75
Bill	50656792	01/30/2021		Books & Materials	-13.19
Bill	50706026	01/30/2021		Books & Materials	-336.02
Bill	50656790	01/30/2021		Books & Materials	-458.33
Bill	50916320	01/30/2021		Processing Supplies	-44.14
Bill	51014278	01/30/2021		Processing Supplies	-29.17
Bill	50940279	01/30/2021		Processing Supplies	-67.45
Bill	50881515	01/30/2021		Processing Supplies	-22.13
Bill	50893342	01/30/2021		Processing Supplies	-20.67
Bill	50829262	01/30/2021		Processing Supplies	-0.45
Bill	50854012	01/30/2021		Processing Supplies	-170.15
Bill	50868229	01/30/2021		Processing Supplies	-57.55
Bill	50829258	01/30/2021		Processing Supplies	-43.27
Bill	50829260	01/30/2021		Processing Supplies	-46.28
Bill	50745828	01/30/2021		Processing Supplies	-46.24
Bill	50745830	01/30/2021		Processing Supplies	-117.08
Bill	50719210	01/30/2021		Processing Supplies	-136.42
Bill	50760291	01/30/2021		Processing Supplies	-14.43
Bill	50691294	01/30/2021		Processing Supplies	-15.08
Bill	50733327	01/30/2021		Processing Supplies	-59.71
Bill	50733329	01/30/2021		Processing Supplies	-5.91
Bill	50656793	01/30/2021		Processing Supplies	-0.15
Bill	50706027	01/30/2021		Processing Supplies	-47.22
Bill	50646791	01/30/2021		Processing Supplies	-27.38
Bill	51199303	02/10/2021		Books & Materials	-4.79
				Books & Materials	-7.97
				Children's Programming	-10.25
Bill	51241467	02/11/2021		Processing Supplies	-35.03
Bill	51199305	02/11/2021		Processing Supplies	-13.28
Bill	51140366	02/11/2021		Processing Supplies	-93.29
Bill	51127450	02/11/2021		Processing Supplies	-18.19
Bill	51112302	02/11/2021		Processing Supplies	-45.08
Bill	51080769	02/11/2021		Processing Supplies	-82.59
Bill	51097684	02/11/2021		Processing Supplies	-30.04
Bill	51060473	02/11/2021		Processing Supplies	-36.70
Bill	51060475	02/11/2021		Processing Supplies	-0.30
Bill	51026084	02/11/2021		Processing Supplies	-6.73
Bill	51001634	02/11/2021		Processing Supplies	-162.94
Bill	50971434	02/11/2021		Processing Supplies	-46.08
Bill	51241466	02/11/2021		Books & Materials	-307.32
Bill	51199304	02/11/2021		Books & Materials	-115.57
Bill	51140365	02/11/2021		Books & Materials	-811.69

Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	51127449	02/11/2021		Books & Materials	-190.95
Bill	51112301	02/11/2021		Books & Materials	-584.21
Bill	51080768	02/11/2021		Books & Materials	-992.66
Bill	51097683	02/11/2021		Books & Materials	-225.96
Bill	51060472	02/11/2021		Books & Materials	-449.88
Bill	51060474	02/11/2021		Books & Materials	-28.79
Bill	51026083	02/11/2021		Books & Materials	-47.38
Bill	51001633	02/11/2021		Books & Materials	-2,062.49
Bill	50971433	02/11/2021		Books & Materials	-573.54
TOTAL					-17,977.60
Bill Pmt -Check	8980	02/15/2021	Jayhawk Trophy Co., Inc.	Checking	
Bill	68119	02/10/2021		Miscellaneous	-6.50
Bill	68120	02/10/2021		Miscellaneous	-21.25
TOTAL					-27.75
Bill Pmt -Check	8981	02/15/2021	Jayhawk Tropical Fish	Checking	
Bill	976913	01/30/2021		Aquarium Maintenance	-300.00
TOTAL					-300.00
Bill Pmt -Check	8982	02/15/2021	Kanopy LLC	Checking	
Bill	233566-PPU	02/11/2021		Kanopy	-2,947.00
TOTAL					-2,947.00
Bill Pmt -Check	8983	02/15/2021	Library Journals, LLC	Checking	
Bill	2021-45453	01/30/2021		Adult Services	-1,080.00
TOTAL					-1,080.00
Bill Pmt -Check	8984	02/15/2021	Mergent Inc.	Checking	
Bill	1673012265	01/30/2021		Unrestricted Endowment	-6,389.85
TOTAL					-6,389.85
Bill Pmt -Check	8985	02/15/2021	Midwest Tape	Checking	
Bill	99924600	01/30/2021		Books & Materials	-608.65
				Books & Materials	-63.73
Bill	99924601	01/30/2021		Books & Materials	-306.90
Bill	99916778	01/30/2021		Books & Materials	-269.90
Bill	99916776	01/30/2021		Books & Materials	-107.46
Bill	99889855	01/30/2021		Books & Materials	-58.16
Bill	99895532	01/30/2021		Books & Materials	-420.95
Bill	99895533	01/30/2021		Books & Materials	-262.93
Bill	99889857	01/30/2021		Books & Materials	-631.90
Bill	99880977	01/30/2021		Books & Materials	-101.22
Bill	99880976	01/30/2021		Books & Materials	-22.49
Bill	99880974	01/30/2021		Books & Materials	-208.01

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Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill	99965972	01/30/2021		Processing Supplies	-435.05
Bill	99954788	02/11/2021		Books & Materials	-142.96
Bill	99954787	02/11/2021		Books & Materials	-798.99
Bill	99954089	02/11/2021		Books & Materials	-223.40
Bill	99954087	02/11/2021		Books & Materials	-219.40
Bill	99988474	02/11/2021		Books & Materials	-354.53
Bill	99988475	02/11/2021		Books & Materials	-394.89
Bill	99985367	02/11/2021		Books & Materials	-217.34
Bill	99985369	02/11/2021		Books & Materials	-266.16
Bill	99967460	02/11/2021		Books & Materials	-10,245.81
TOTAL					-16,360.83
Bill Pmt -Check	8986	02/15/2021	Minuteman Press	Checking	
Bill	67667	01/30/2021		Library & Office Suppli...	-146.40
TOTAL					-146.40
Bill Pmt -Check	8987	02/15/2021	OCLC, Inc.	Checking	
Bill	1000099833	02/10/2021		Collections	-5,588.74
TOTAL					-5,588.74
Bill Pmt -Check	8988	02/15/2021	OverDrive	Checking	
Bill	06809CO2...	01/30/2021		Books & Materials	-564.95
Bill	06809DA2...	01/30/2021		Books & Materials	-65.00
Bill	06809DA2...	01/30/2021		Books & Materials	-133.21
Bill	06809DA2...	01/30/2021		Books & Materials	-482.50
Bill	06809CO2...	01/30/2021		Books & Materials	-1,108.42
Bill	06809DA2...	01/30/2021		Books & Materials	-9.95
Bill	06809CO2...	01/30/2021		Books & Materials	-423.28
Bill	06809CO2...	01/30/2021		Books & Materials	-61.99
Bill	06809CO2...	01/30/2021		Books & Materials	-82.50
Bill	06809CO2...	01/30/2021		Books & Materials	-1,106.64
Bill	06809CO2...	01/30/2021		Books & Materials	-1,404.41
Bill	06809CO2...	01/30/2021		Books & Materials	-137.99
Bill	06809CO2...	01/30/2021		Books & Materials	-435.51
Bill	06809CO2...	01/30/2021		Books & Materials	-575.35
Bill	06809CO2...	01/30/2021		Books & Materials	-312.28
Bill	06809DA2...	01/30/2021		Books & Materials	-480.95
Bill	H-0073859	02/10/2021		Books & Materials	-3,000.00
Bill	06809CO2...	02/11/2021		Books & Materials	-961.09
Bill	06809CO2...	02/11/2021		Books & Materials	-860.88
Bill	06809CO2...	02/11/2021		Books & Materials	-137.92
Bill	06809CO2...	02/11/2021		Books & Materials	-323.51
Bill	06809CO2...	02/11/2021		Books & Materials	-265.21
Bill	06809DA2...	02/11/2021		Books & Materials	-795.95
Bill	06809CO2...	02/11/2021		Books & Materials	-88.93
Bill	06809CO2...	02/11/2021		Books & Materials	-1,066.92
Bill	06809CO2...	02/11/2021		Books & Materials	-982.74
Bill	06809CO2...	02/11/2021		Books & Materials	-613.88
Bill	06809CO2...	02/11/2021		Books & Materials	-654.85
Bill	06809CO2...	02/11/2021		Books & Materials	-727.12
Bill	06809CO2...	02/11/2021		Books & Materials	-497.42
TOTAL					-18,361.35

Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	8989	02/15/2021	P1 Group, Inc.	Checking	
Bill	92298	02/10/2021		Building Repairs & Mai...	-627.40
TOTAL					-627.40
Bill Pmt -Check	8990	02/15/2021	Pan Asian Publications Inc.	Checking	
Bill	U-16650	02/11/2021		Books & Materials	-102.53
Bill	U-16611	02/11/2021		Books & Materials	-214.80
TOTAL					-317.33
Bill Pmt -Check	8991	02/15/2021	Preferred Lawn Service	Checking	
Bill	39302	01/30/2021		Building Repairs & Mai...	-110.00
Bill	39368	02/11/2021		Building Repairs & Mai...	-110.00
TOTAL					-220.00
Bill Pmt -Check	8992	02/15/2021	Pur-O-Zone, Inc.	Checking	
Bill	823044	01/30/2021		Building Repairs & Mai...	-39.00
Bill	823043	01/30/2021		Building Repairs & Mai...	-49.00
Bill	823042	01/30/2021		Building Repairs & Mai...	-59.00
Bill	823455	01/30/2021		Building Supplies	-896.38
Bill	818155	01/30/2021		Building Supplies	-25.90
TOTAL					-1,069.28
Bill Pmt -Check	8993	02/15/2021	Schendel Services	Checking	
Bill	30322889	01/30/2021		Building Repairs & Mai...	-99.75
TOTAL					-99.75
Bill Pmt -Check	8994	02/15/2021	SirsiDynix	Checking	
Bill	INV05878	02/10/2021		Collections	-2,240.00
TOTAL					-2,240.00
Bill Pmt -Check	8995	02/15/2021	Unique Management Services	Checking	
Bill	599336	02/10/2021		Professional Fees	-125.30
Bill	599337	02/10/2021		Professional Fees	-120.45
TOTAL					-245.75

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Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28970	02/15/2021	Amazon	Checking	
Bill	9064267	01/30/2021		Books & Materials	-39.95
Bill	7559405	01/30/2021		Books & Materials	-123.91
				Books & Materials	-25.93
Bill	5996258	01/30/2021		Books & Materials	-40.98
Bill	2131414	01/30/2021		Books & Materials	-15.80
Bill	0885846	01/30/2021		Books & Materials	-44.99
Bill	6179433	01/30/2021		Books & Materials	-79.82
Bill	0716231	01/30/2021		Books & Materials	-33.49
Bill	5866624	01/30/2021		Books & Materials	-33.96
Bill	9418643	01/30/2021		Books & Materials	-12.42
Bill	4429836	01/30/2021		Books & Materials	-12.99
Bill	4429836	01/30/2021		Books & Materials	-174.08
				Books & Materials	-146.04
Bill	4933805	01/30/2021		Books & Materials	-28.98
Bill	2558610	01/30/2021		Books & Materials	-14.95
Bill	4044243	01/30/2021		Books & Materials	-25.73
				Books & Materials	-9.99
				Books & Materials	-9.99
Bill	4044243	01/30/2021		Books & Materials	-16.19
Bill	2721825	01/30/2021		Books & Materials	-12.89
Bill	5215449	01/30/2021		Books & Materials	-23.51
Bill	1269029	01/30/2021		Books & Materials	-13.51
Bill	5641861	01/30/2021		Books & Materials	-29.95
Bill	6570647	01/30/2021		Books & Materials	-21.73
Bill	5310633	01/30/2021		Processing Supplies	-148.05
Bill	0273838	01/30/2021		Young Adult Program...	-112.06
Bill	2155451	01/30/2021		Children's Programming	-157.05
Bill	3801835	01/30/2021		Library & Office Suppli...	-67.60
Bill	0248261	02/11/2021		Books & Materials	-208.40
Bill	2405858	02/11/2021		Books & Materials	-15.02
Bill	3141813	02/11/2021		Books & Materials	-25.24
Bill	0874647	02/11/2021		Books & Materials	-7.41
Bill	0709017	02/11/2021		Books & Materials	-22.85
Bill	5185814	02/11/2021		Books & Materials	-12.99
				Books & Materials	-27.75
Bill	2014642	02/11/2021		Books & Materials	-18.31
				Books & Materials	-6.99
Bill	2201038	02/11/2021		Books & Materials	-80.82
				Books & Materials	-109.31
				Books & Materials	-111.67
Bill	4429836	02/11/2021		Books & Materials	-119.98
Bill	4429836	02/11/2021		Books & Materials	-59.99
Bill	8107435	02/11/2021		Books & Materials	-149.97
Bill	8107435	02/11/2021		Books & Materials	-69.99
Bill	2777865	02/11/2021		Books & Materials	-43.98
Bill	6866616	02/11/2021		Books & Materials	-21.94
Bill	8948213	02/11/2021		Books & Materials	-23.18
Bill	0709017	02/11/2021		Books & Materials	-59.98
Bill	8953049	02/11/2021		Books & Materials	-16.15
Bill	2207413	02/11/2021		Books & Materials	-16.61
Bill	6210606	02/11/2021		Books & Materials	-24.68
TOTAL					-2,729.75

Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28971	02/15/2021	Barry Barnes	Checking	
Bill	Feb 19, 2021	01/30/2021		Children's Programming	-250.00
TOTAL					-250.00
Bill Pmt -Check	28972	02/15/2021	Beth Meyers	Checking	
Bill	REFUND	09/27/2019		Fees	-19.96
TOTAL					-19.96
Bill Pmt -Check	28973	02/15/2021	Downtown Lawrence Inc.	Checking	
Bill	2021-095	01/30/2021		Membership & Dues	-225.00
TOTAL					-225.00
Bill Pmt -Check	28974	02/15/2021	Journal-World	Checking	
Bill	22631	01/30/2021		Periodicals	-193.60
TOTAL					-193.60
Bill Pmt -Check	28975	02/15/2021	Kansas Public Radio	Checking	
Bill	30-005502...	01/30/2021		Advertising	-3,575.00
TOTAL					-3,575.00
Bill Pmt -Check	28976	02/15/2021	Liza MacKinnon	Checking	
Bill	2-5-21	02/10/2021		YA/YS Programs-Wei...	-40.00
TOTAL					-40.00
Bill Pmt -Check	28977	02/15/2021	Matthew Lord	Checking	
Bill	KAC	02/10/2021		YA/YS Programs-Wei...	-50.00
Bill	Tutorial	02/10/2021		Children's Programming	-50.00
TOTAL					-100.00
Bill Pmt -Check	28978	02/15/2021	Scott Rice Office Works	Checking	
Bill	7439	02/03/2021		Equipment	-8,454.00
TOTAL					-8,454.00
Bill Pmt -Check	28979	02/15/2021	The Chamber	Checking	
Bill	515950	02/02/2021		Membership & Dues	-310.00
TOTAL					-310.00

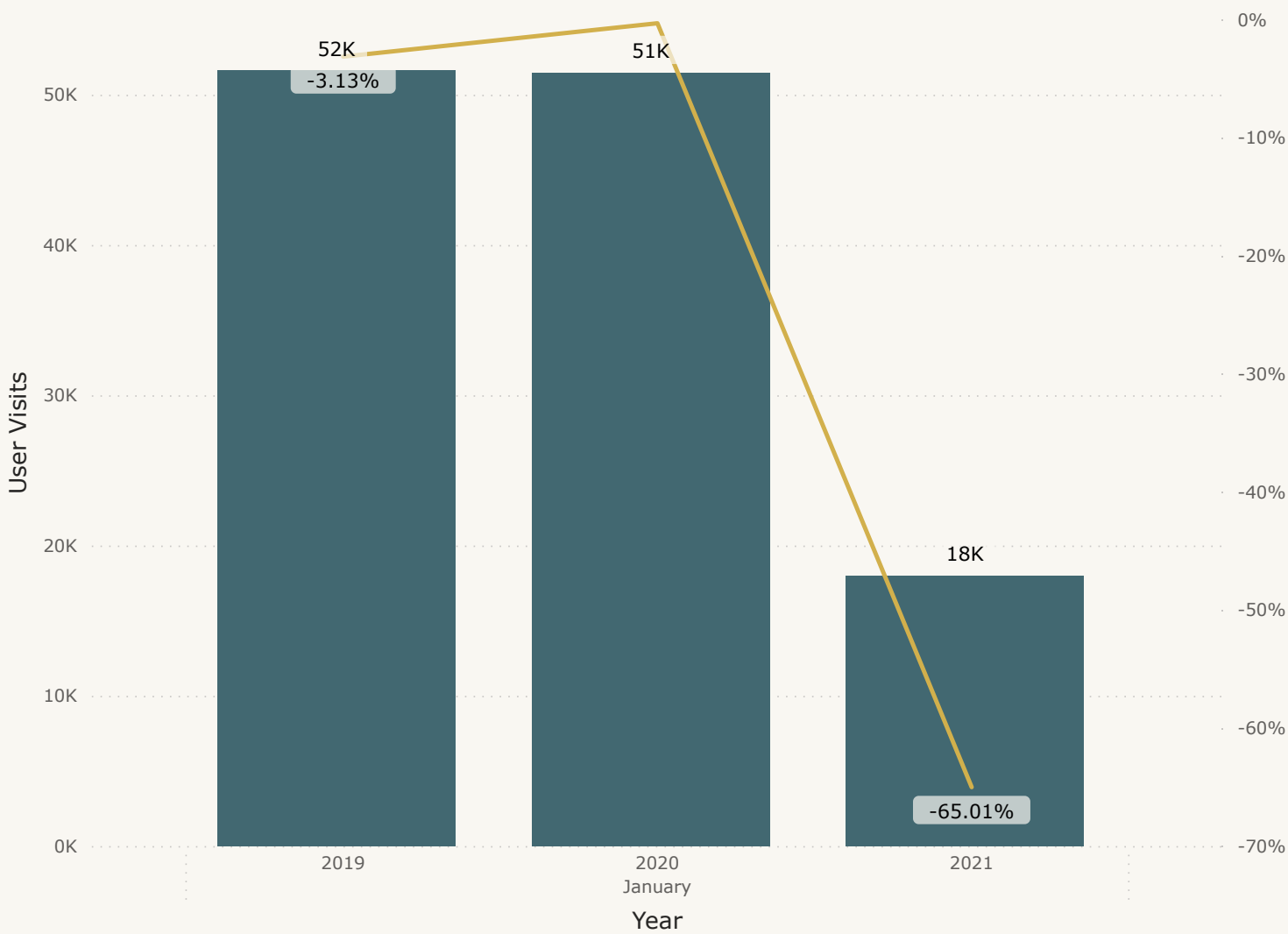
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Lawrence Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	28980	02/15/2021	Y.N.F.W.C.	Checking	
Bill	2003	02/10/2021		Building Repairs & Mai...	-14,300.00
TOTAL					-14,300.00

Total User Visits YTD: 3 Year Comparison: Month on Month for Current Month

● User Visits ● % Growth Month Over Month



Saturday, January 16, 3:00 p.m.

123

Highest number of user visits per hour in January

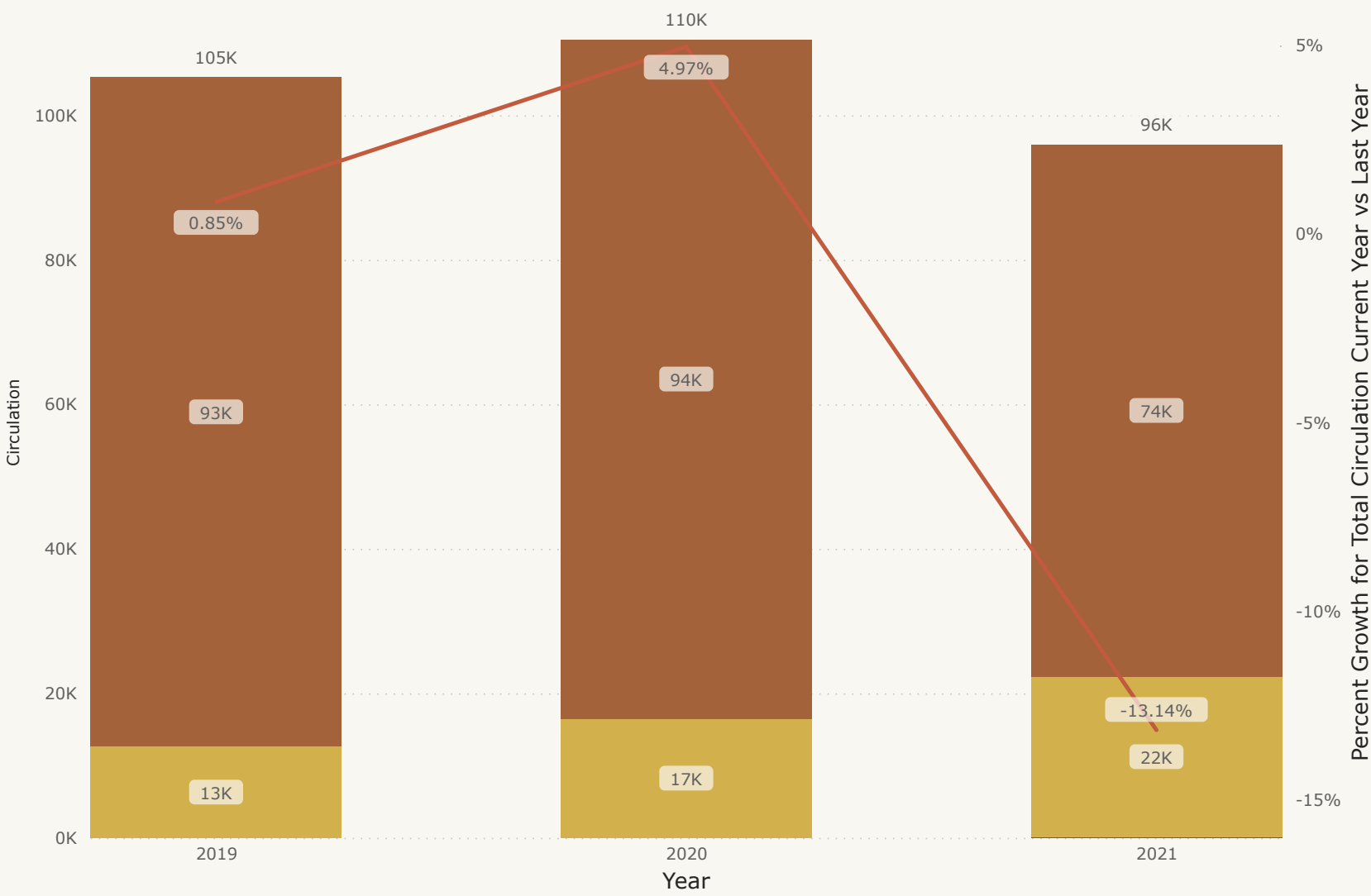
Saturday, January 9, 10:00 a.m.

32

Lowest number of user visits per hour in January

Total Circulation: 3 Year Comparison : YTD

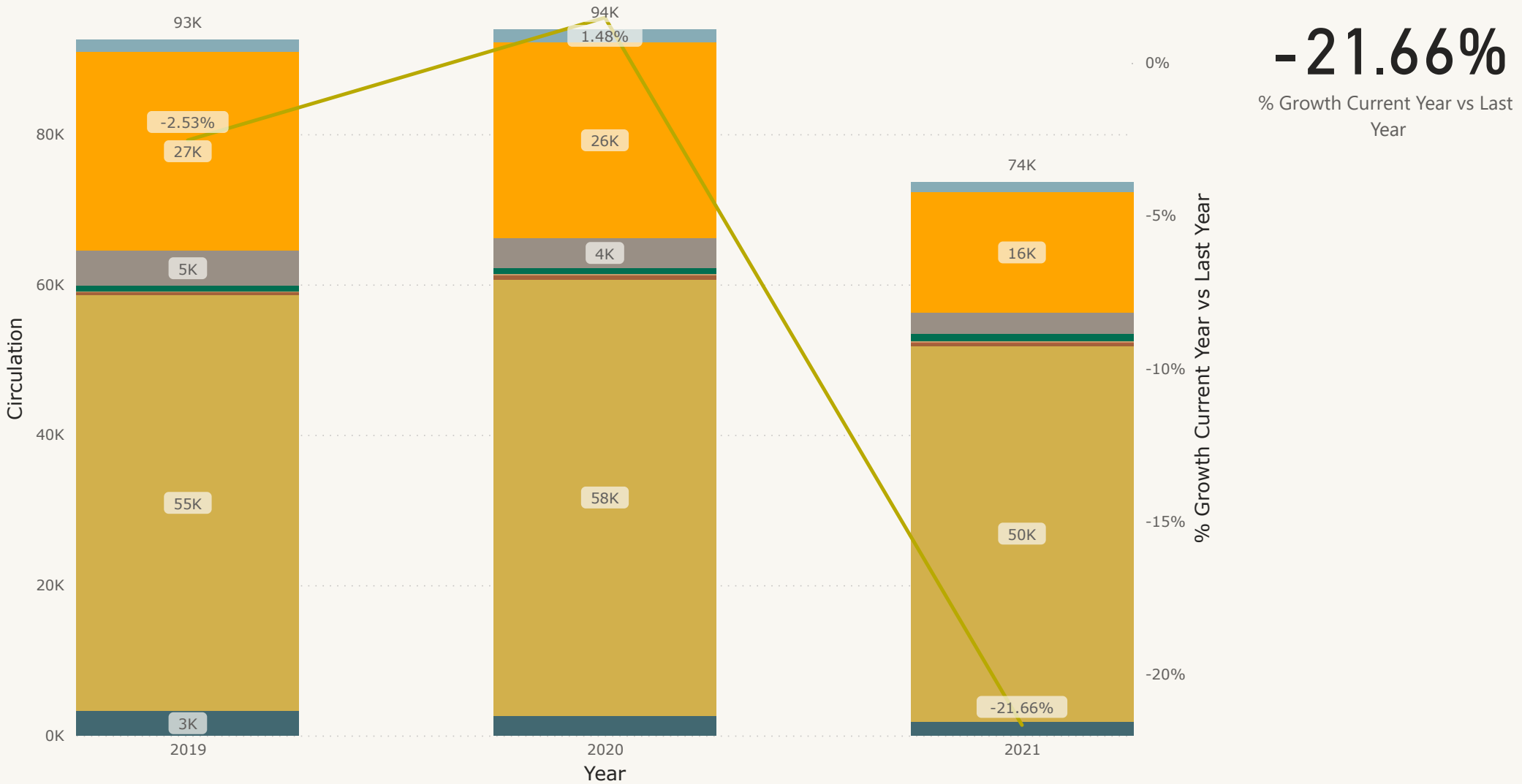
Digital Format vs Physical Format (Blank) Digital Physical Percent Growth for Total Circulation Current Year vs Last Year



-13.14%
Percent Growth for Total
Circulation Current Year vs Last
Year

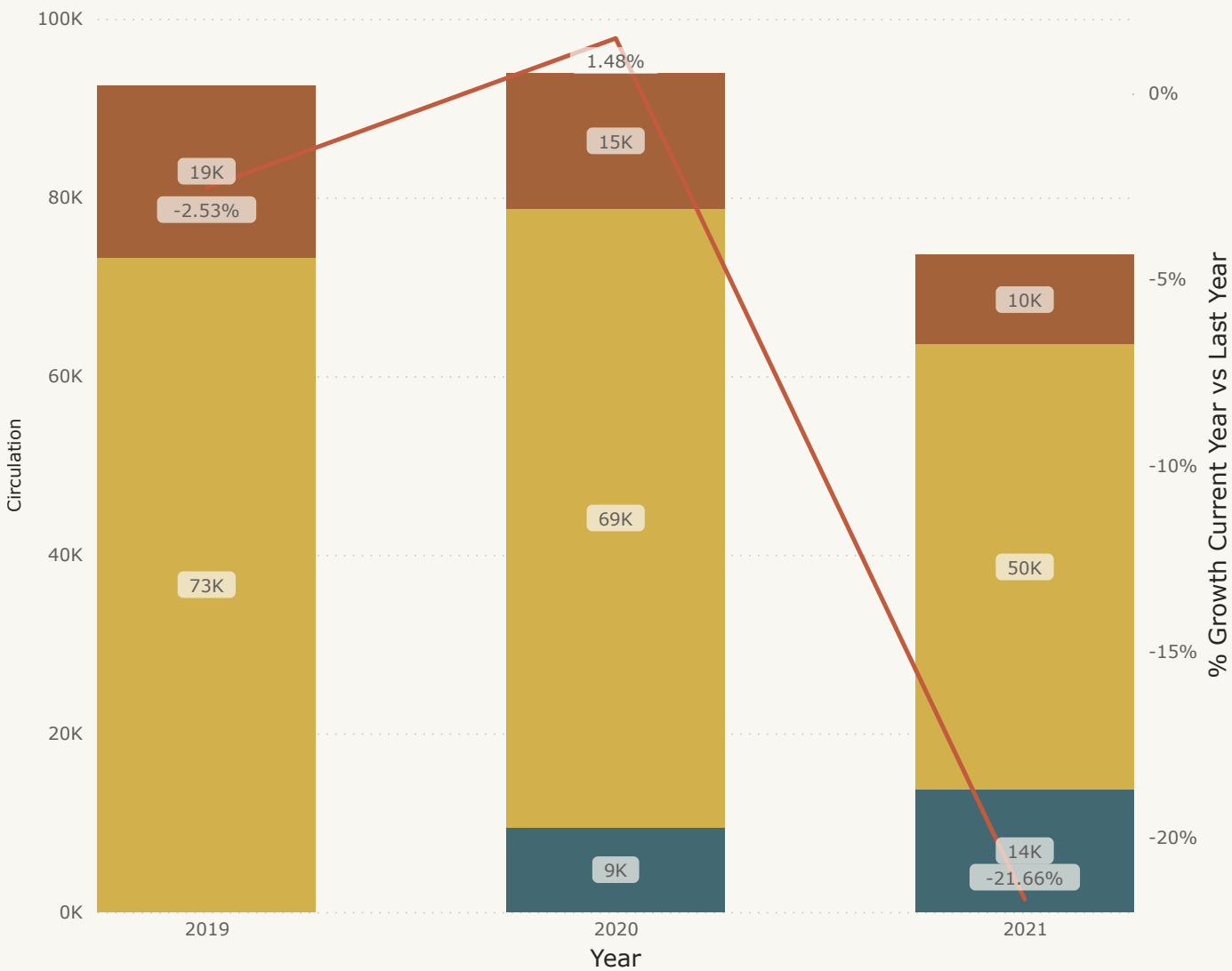
Physical Circulation (Checkouts + Renewals) Year to Date

MetaFormat ● Audio ● Book ● ILL Items ● Kits ● LibOfThings ● Magazines ● Music ● Video ● Video Games ● % Growth Current Year vs Last Year



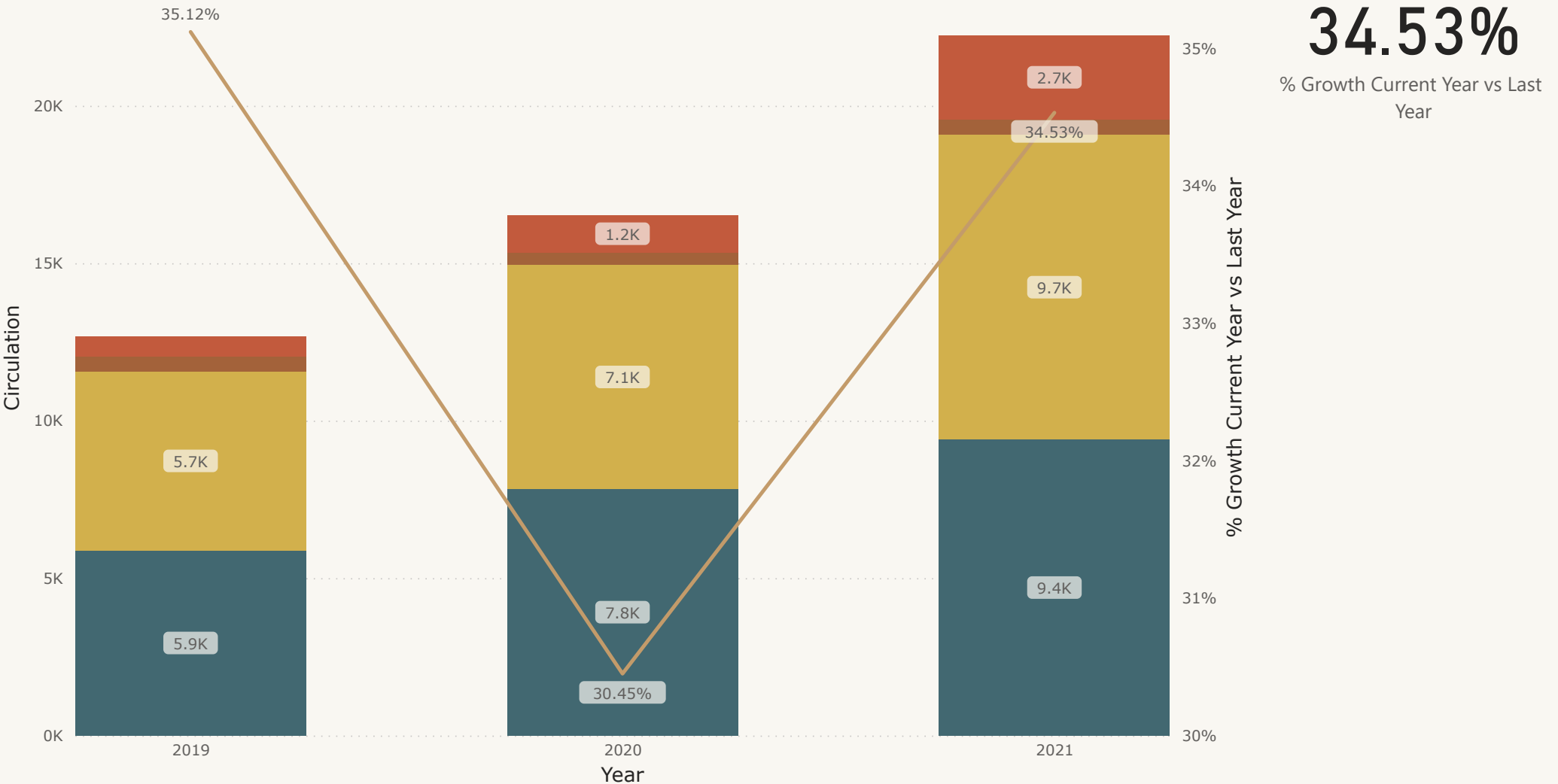
Physical Circulation: Renewals vs. Checkouts: 3 Year Comparison : YTD

Circ Type ● Auto Renewal ● Checkout ● Renewal ● % Growth Current Year vs Last Year



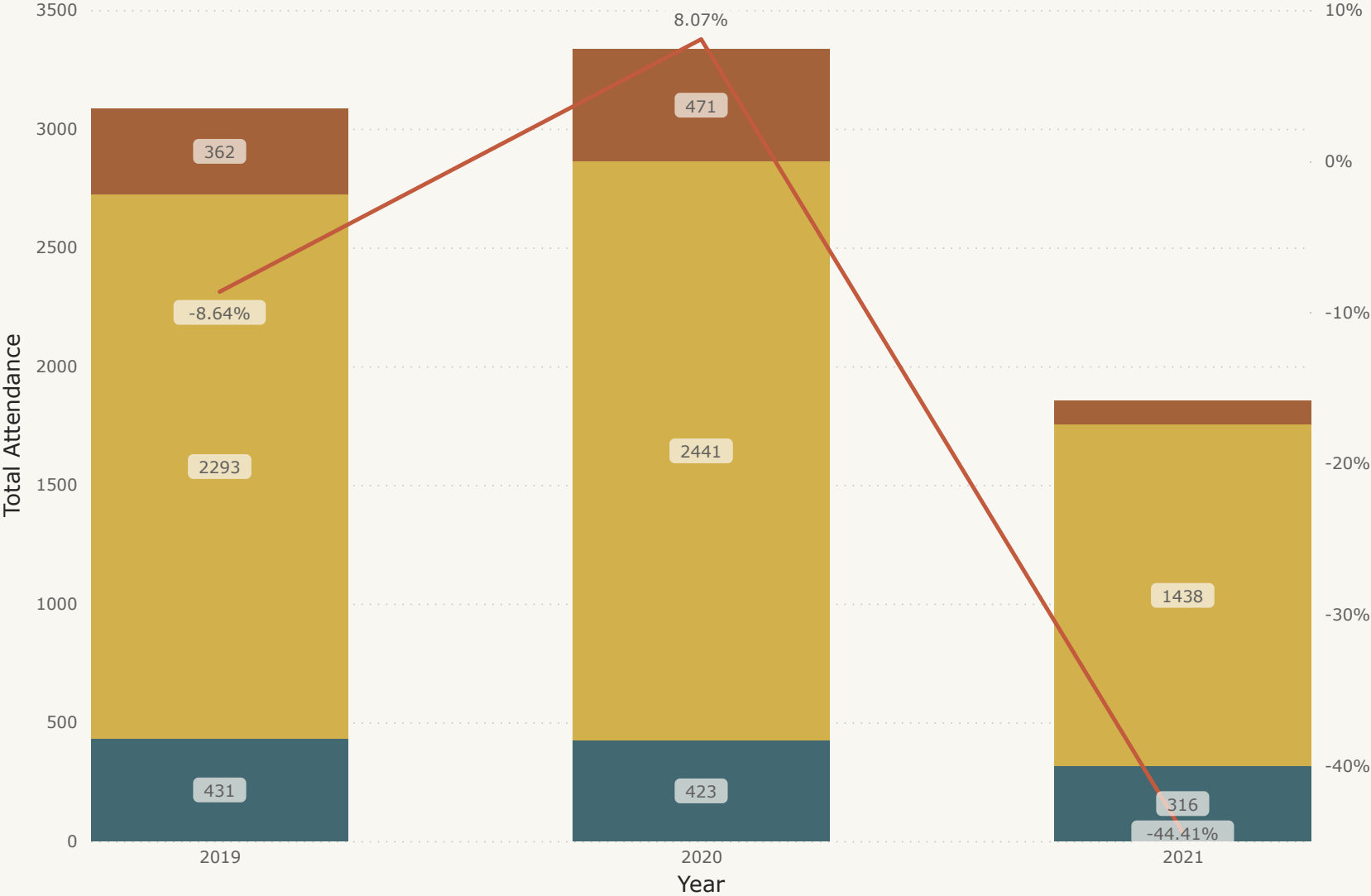
Digital Circulation (Checkouts + Renewals) Year to Date

Broad Format Category ● Audio ● Book ● Magazines ● Video ● % Growth Current Year vs Last Year



Program Attendance: Current Month

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

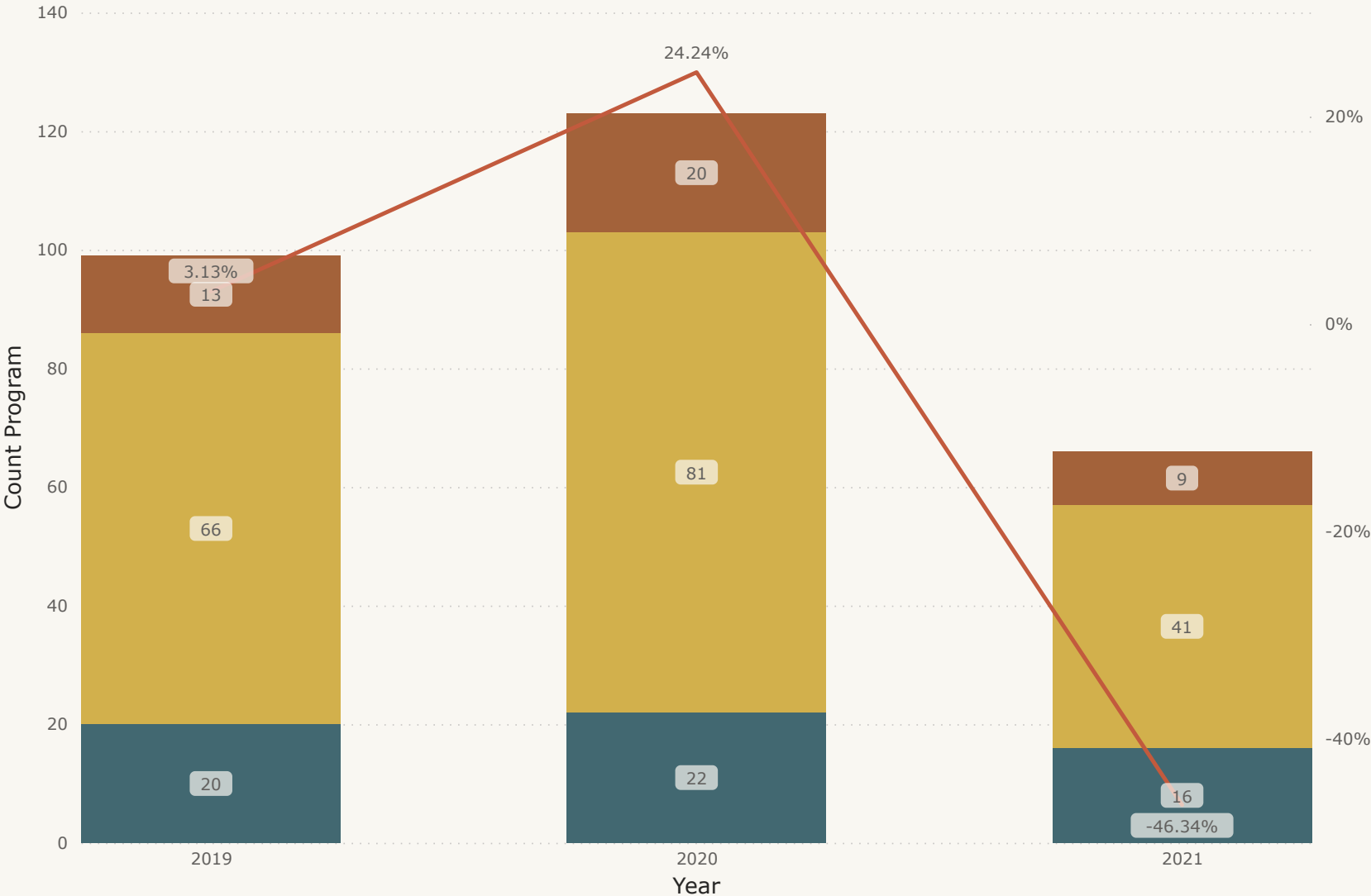


-44.41%

% Growth Current Year vs Last Year

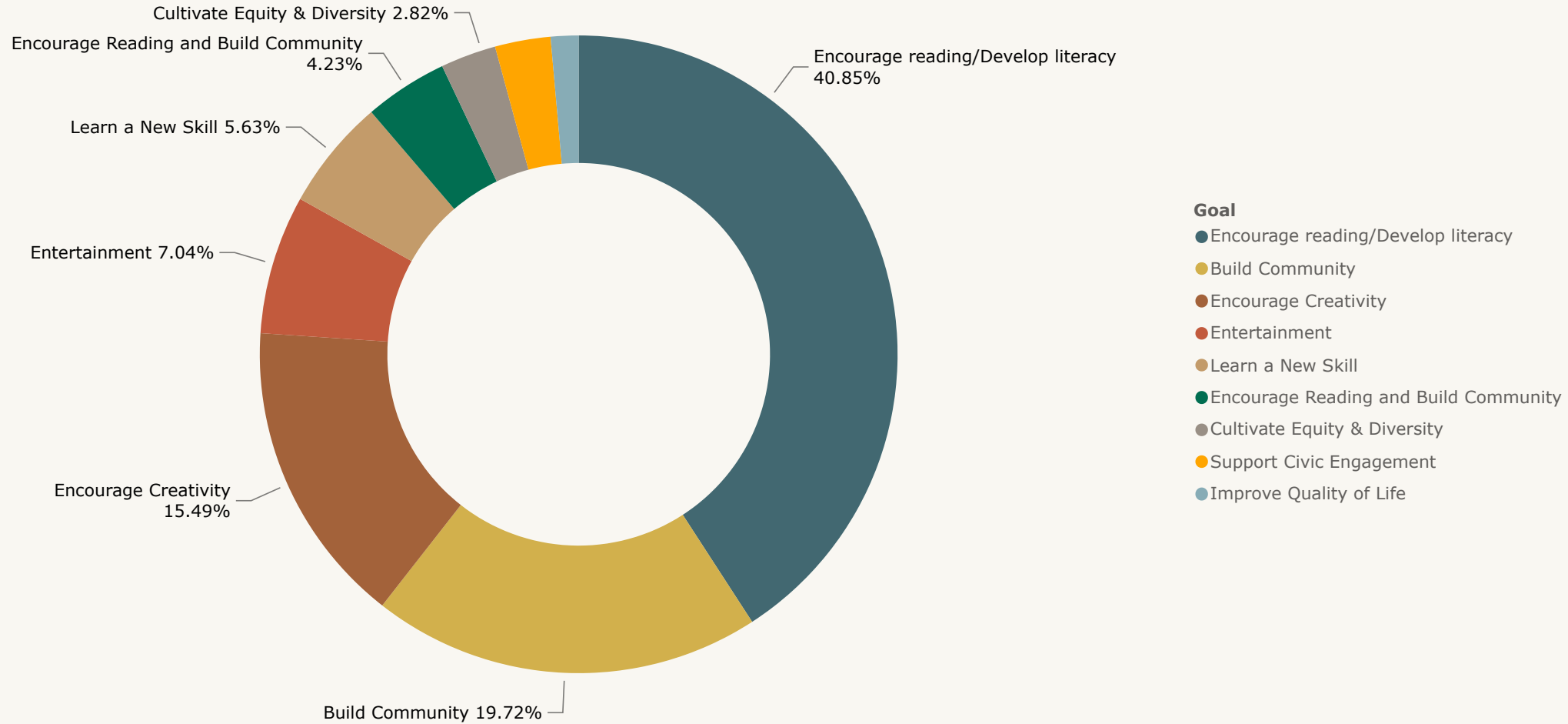
Number of Programs: Current Month

Audience Type ● Adult ● Children ● Teen ● % Growth in total Number of Programs offered Current Year vs Last Year



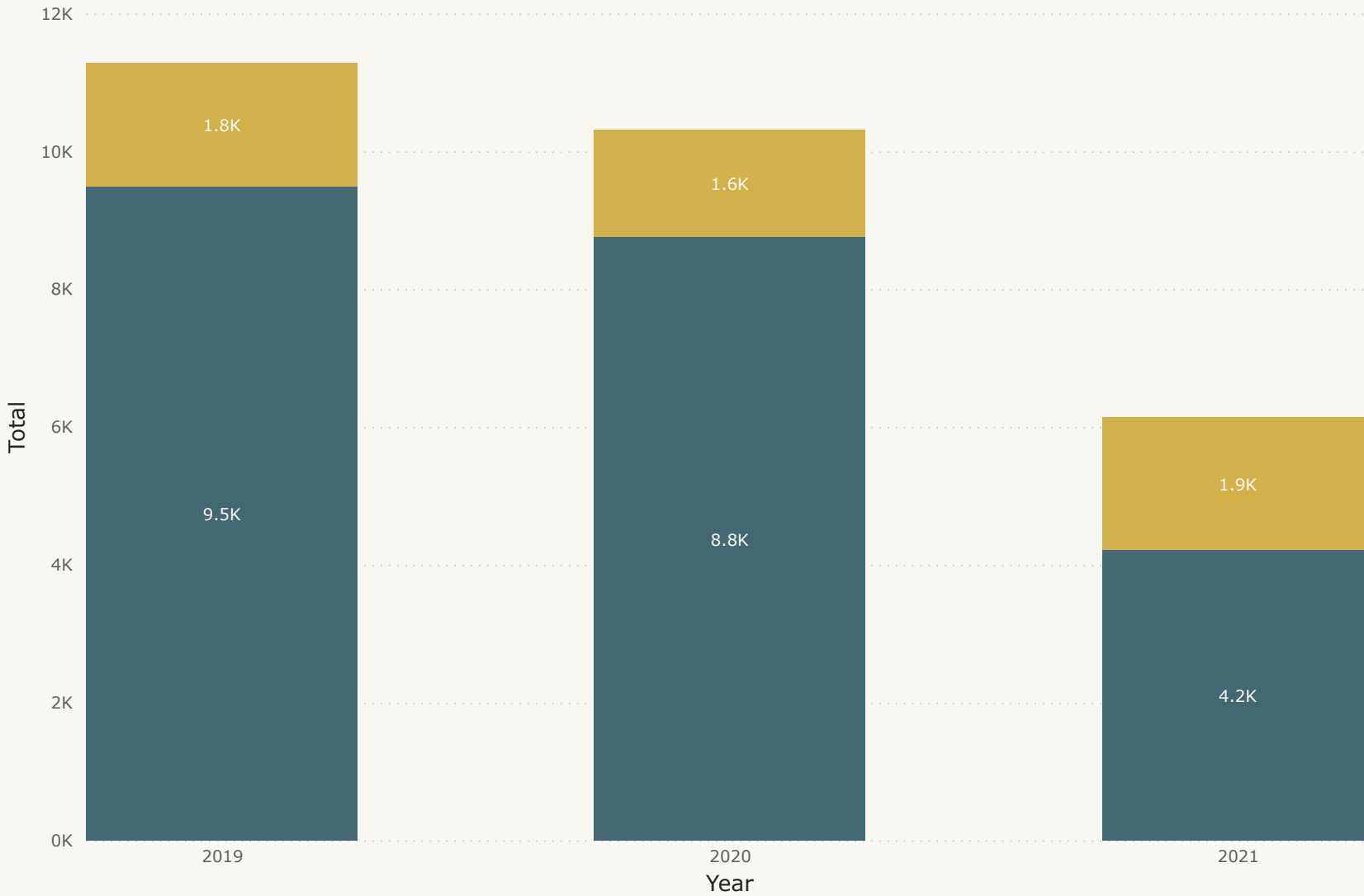
-46.34%
% Growth in total number of programs offered Current Year vs Last Year

% of Total Programs by Goal : Current Month



Service Interactions: Current Month

In Person or Online & Phone ● In Person ● Online & Phone



Lawrence Public Library

Monthly Statistical Report Summary - January 2021

OUTPUT MEASURES								
Service Area Population	102,980							
User Visits	18009							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Total Cardholders transacting in last 3 years	50824	100%						
Cardholders transacting - <i>current month</i>	12479							
Cardholders added - <i>current month</i>	584							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person	Online or Automatic	Avg. Per User	% In Person	% Online	% Total	
Unique Users & Transactions at all service points (Some users may conduct transactions at mutiple service points)	6,616	51,418	44,532	95,950	54%	46%	100%	
Service Points - Online	Users (if available)			Activity				
Website - Catalog (Sessions)	35,965			75,705				
Website - Digital Douglas County (Sessions)	127			147				
All other web site visits (Sessions)	20,556			54,559				
Social Media Interactions (Facebook & Twitter)				9,331				
Social Media Reach (Facebook & Twitter)				280,282				
Borrowing Digital vs. Physical								
	Borrowing Digital vs. Physical			Per Audience	Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, Lynda)	Total Physical + Digital	% of Usage	Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	26609	14090	40699	100%	28%	15%	42%	
Teen Total	2651	1754	4405	100%	3%	2%	5%	
Childrens Total	24344	3842	28186	100%	25%	4%	29%	
Total AV Media Room	19764	2672	22436	100%	21%	3%	23%	
Total Library of Things	224	0	224	100%	0%	0%	0%	
Total all collections	73592	22358	95950	N/A	77%	23%	100%	

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings			% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	194372	18315	212656			91%	9%	100%	
Added	2878	362	3240			89%	11%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2390	72	2462			97%	3%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	174	337	480						
Interactions + Consultations									
		In Person Interactions	Online Or Phone Interactions	Total All Interactions		% In Person	% Online or Phone	% Total	
Service Interactions + Consultations		4144	2030	6174		67%	33%	100%	
Total Service Interactions									
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User					
Holds Filled	3991	20327		5					
Other Public Services				Total sessions					
Public Computer Usage				1730					
	# 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	
Total Programs	5	0	43	18		130	0	752	972
STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2021	2020	2021 v 2020			2021	2020		
Total Paid Staff, in Full-Time Equivalents	65.13	66.9	-3%						

Lawrence Public Library

Monthly Statistical Report- January 2021

OUTPUT MEASURES								
Service Area Population	102,980							
User Visits	18009							
Checkouts per visit (Total physical checkouts (not incl renewals) / Total user visits)	2.72							
Cardholders transacting	# of Cardholders transacting	% of cardholders per region						
Lawrence resident cardholders transacting in last 3 years	42270	83%						
Douglas County residents (excluding Lawrence residents)	2238	4%						
NEKLS service areas (excluding Lawrence/Douglas County)	4374	9%						
Addresses outside designated service area (including Interlibrary Loan Library cardholders)	1942	4%						
Total Cardholders transacting in last 3 years	50824	100%						
Cardholders transacting - current month	12479							
% of Cardholders transacting - current month	25%							
Cardholders added - current month	584							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person	Online or Automatic	Avg. Per User	% In Person	% Online	% Total	
Service Point Activity								
Bookmobile / Home Delivery	105	881		8				
Book Lockers	254	1506		6				
Outreach	0	0		#DIV/0!				
Main Library Checkouts + Renewals	5,093	49031		10				
Digital Collections	Not available		22,358	Not available				
Online renewals - patron-initiated	1,701		8,461	5				
Automatic renewals (no patron action)	3,061		13,713	4				
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	6,616	51,418	44,532	95,950	54%	46%	100%	
Service Points - Online	Users (if available)			Activity				
Website - Catalog (Sessions)	35,965			75,705				
Website - Digital Douglas County (Sessions)	127			147				
All other web site visits (Sessions)	20,556			54,559				
Social Media Interactions (Facebook & Twitter)				9,331				
Social Media Reach (Facebook & Twitter)				280,282				

	Borrowing Digital vs. Physical			Per Audience		Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, Lynda)	Total Physical + Digital	% of Usage		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Book, & Other Print Formats (including Book Club in a Bag)	24110	6473	30583	75%		25%	7%	32%	
Adult Graphic Novels	732	93	825	2%		1%	0%	1%	
Adult Magazines	835	492	1327	3%		1%	1%	1%	
Adult Audiobooks (including language instruction)	932	7032	7964	20%		1%	7%	8%	
Adult Total	26609	14090	40699	100%		28%	15%	42%	
Teen Books	1737	828	2565	58%		2%	1%	3%	
Teen Graphic Novels and Manga	865	188	1053	24%		1%	0%	1%	
Teen Magazines	9	0	9	0%		0%	0%	0%	
Teen Audiobooks	40	738	778	18%		0%	1%	1%	
Teen Total	2651	1754	4405	100%		3%	2%	5%	
Children's Books, NF Videos & Kits	20954	2120	23074	82%		22%	2%	24%	
Children's Graphic Novels	2164	90	2254	8%		2%	0%	2%	
Children's Magazines	128	0	128	0%		0%	0%	0%	
Children's Music CDs	200	0	200	1%		0%	0%	0%	
Children's Audiobooks & Readalongs	898	1632	2530	9%		1%	2%	3%	
Childrens Total	24344	3842	28186	100%		25%	4%	29%	
AV Media Room - Feature Films (Adult and Family) and All Streaming Video	10946	2672	13618	61%		11%	3%	14%	
AV Media Room - TV Shows	3807	0	3807	17%		4%	0%	4%	
AV Media Room - Non-Fiction DVDs	1133	0	1133	5%		1%	0%	1%	
AV Media Room - Adult & Family Video Games	1289	0	1289	6%		1%	0%	1%	
AV Media Room - Adult Music CDs	2589	0	2589	12%		3%	0%	3%	
Total AV Media Room	19764	2672	22436	100%		21%	3%	23%	
Library of Things - Boardgames	109	0	109	49%		0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot)	75	0	75	33%		0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button maker, etc.	40	0	40	18%		0%	0%	0%	
Total Library of Things	224	0	224	100%		0%	0%	0%	
Total all collections	73592	22358	95950	N/A		77%	23%	100%	

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Adult Book & Other Print Formats (includes Language Instruction, Non-Circulating Items, Magazines)	92390	6744	99134		43%	3%	47%	
Adult Audiobooks	6017	3889	9906		3%	2%	5%	
Total Adult Collection	98407	10633	109040		46%	5%	51%	
Teen Book	9649	1994	11643		5%	1%	5%	
Teen Audiobooks	542	920	1462		0%	0%	1%	
Total Teen Collection	10191	2914	13105		5%	1%	6%	
Children's Book & Other Print Formats	53295	3445	56740		25%	2%	27%	
Children's Audiobooks, Readalongs	1947	1323	3270		1%	1%	2%	
Children's Video and Music	1783	0	1783		1%	0%	1%	
Total Children's Collection	57025	4768	61793		27%	2%	29%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	28561	0	28561		13%	0%	13%	
Total Other (Boardgames, Devices, Hotspots, Laptops)	188	0	157		0%	0%	0%	
Total All Holdings	194372	18315	212656		91%	9%	100%	
Added	2878	362	3240		89%	11%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2390	72	2462		97%	3%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	174	337	480					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1670	1795	3465	27%	29%	56%	
Info Services Interactions		786	126	912	13%	2%	15%	
Readers Services Interactions		0	5	5	0%	0%	0%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		33	0	33	1%	0%	1%	
Teen Interactions		0	0	0	0%	0%	0%	
Children's Interactions		525	0	525	9%	0%	9%	
Materials Handling Interactions		40	0	40	1%	0%	1%	
Public Technology Interactions		1090	0	1090	18%	0%	18%	
Website - Contact Us Forms		0	104	104	0%	2%	2%	
Total Service Interactions		4144	2030	6174	67%	33%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3719	22908		6				
Holds Filled	3991	20327		5				
Holds Unclaimed	1309	2638		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		34.37%						

Other Public Services				Total sessions					
Public Computer Usage				1730					
Public-Sponsored Uses of Meeting Rooms (Meetings room currently closed)				0					
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User					
Interlibrary Loan Items Borrowed for LPL Patrons	197	380		1.9					
Interlibrary Loan Items Loaned from LPL Collection	181	379		2.1					
	# of Programs				Attendance at Programs (enter all attendees for all viewing options)				
PROGRAMMING (see also graphs)	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	Passive	In Person	Live Online	Virtual On-Demand viewing- Recorded Video	
Audience									
Adult Programs (18+)	0	0	26	1	0	0	553	2	
Teen Programs (12-17)	3	0	6	0	75	0	25	0	
Children Programs (birth-5)	0	0	0	17	0	0	0	970	
Children Programs (6-11)	2	0	11	0	55	0	174	0	
Total Programs	5	0	43	18	130	0	752	972	
Type of program									
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	5	0	43	18	130	0	752	972	
STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change		
	2021	2020	2021 v 2020		2021	2020			
Total Paid Staff, in Full-Time Equivalents	65.13	66.9	-3%						
ALA-MLS Librarians, in Full-Time Equivalents	18.65	20.9	-11%						
Number of Employees--Total	80	92	-13%						
Number of Employees--Full-Time	42	47	-11%						
Number of Employees--Part-Time	38	45	-16%						
Terminations	1	1	0%		100%	100%	0%		
Hirings	0	2	-100%		0%	200%	-100%		
Volunteer Hours	35	496.8	-93%		3500%	49680%	-93%		

Library Director's Report for February 2021

I am very happy to report that the library has been selected to advance to the second phase of our [Laura Bush 21st Century Librarian Program](#) grant application to fund our diversity internship program. This grant is funded by the Institute of Museum and Library Services. One of the grant reviewers remarked that our proposal was a “unique and needed niche not seen previously.” Kathleen Morgan, our Diversity Coordinator Frankie Haynes, and Board Member Sarah Goodwin Thiel, and I will be working with our partner institutions to further develop and submit our proposal. Having federal funding for this initiative would be transformative for LPL and potentially libraries like ours across the country.

Another exciting project in the works is a partnership with the KU School of Architecture to design the concept for a new LPL outreach vehicle. Professor Nils Gore and his students have built some innovative vehicles in the past including the [KU MoCOLAB](#). We are excited to work with Nils and his students on developing a vehicle that will allow us to get out into the community to share our collections and connect with people that might not otherwise visit the library. Very excited to report back about how this project develops.

Also this month, we have reactivated our Library Visioning Event committee to put the final touches on our rescheduled event for March 31. I am very excited to have this day long session to imagine our new future as we emerge on the other side of this global pandemic. It will certainly be a different experience than meeting in person, but I believe we can pull off a great event within a virtual environment.

And finally, since my January report, we've seen some great people leave for new adventures. Our Youth Services Outreach Specialist Vanessa Reynaga has returned to California to be closer to her family. Our Community Resource Specialist Kate Gramlich has taken a job with Topeka Public Schools. As mentioned in the departmental reports, we are currently searching for their replacements. I imagine we will have our new people selected by my next report.

Respectfully submitted by Brad Allen, February 12, 2021

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Accounts: Accounts continues normal operations at the desk, phone room, curbside, and home delivery. We are assisting with the DVD weeding project, helping to pull duplicate DVDs and de-processing them. We've been assisting with the preparation of inter-library loan blue bands. We also continue to help with the monthly On Search list.

Cataloging & Collection Development: Yilan from Info Services has begun training in cataloging, and she will be assisting 9 hours a week with cataloging and processing adult non-fiction. The AV tools collection will be expanding with the addition of a scanner, web cam, and microphone, and starting February 15th, patrons will have digital access to the Washington Post in the library and off site.

Department of Community Partnerships (DCP):

Kristin is working with Polli on Read Across Lawrence 2022 and developing programming in the fall of 2021 surrounding all things bookish. We're also working on developing Summer Reading programming around the theme Tails and Tales. We continue to work with Nils Gore and the KU Architecture students on the planning and development of an outreach vehicle. We will do a building tour with them on Monday the 15th so they can see all we have to offer patrons and how they might translate those services into an outreach vehicle.

Diversity, Equity, and Inclusion: Collaborating with Employee Engagement Coordinator to update hiring/recruitment policies and procedures, as we actively recruit for a couple of positions. Together, we also updated the staff training website, as well as set dates for 4 mandatory core trainings. Meeting with other DEI and library professionals to discuss their practices/exchange ideas. Will soon begin planning for our DEI basics training, which is taking place in late April.

Employee Engagement: Several collaborative projects are underway to create new processes for hiring, training, internal communication, and onboarding to ensure employees feel well informed. We are also currently interviewing for the Youth Services Outreach Assistant III position and accepting applications for our Community

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Resource Specialist position.

Facilities: Thrilled to announce the promotion of our long time Lead Maintenance, Phillip Howard, to the Maintenance & Custodial Coordinator! Phillip will take over supervision of the Library's Custodians and maintain a high standard of cleanliness in the facility. He will also continue to work on the never ending maintenance of our Library to keep it looking fresh for years to come.

Information Services: The Info Services team regrettably bid farewell to our colleague, Kate Gramlich, who is moving on from LPL to new opportunities. Kate's vacated Community Resource Specialist position has been posted; the opening will close February 14th. Melissa wrapped up her role as co-lead of the Jobs & Employment workgroup as part of the Douglas County Community Health Plan; the completed plan was presented to and approved by the Human Services Coalition and will now move into the implementation phase. We have welcomed two new peer support fellows--Matt and Lance--who will be embedded at the library as part of the partnership with Douglas County, Bert Nash, and the KU Med Center. Matt and Lance are also currently providing peer support to the residents at the Camp Woody winter tent site. We continue to connect community members with free Lifeline internet as part of our CARES Act-funded digital equity initiative.

Marketing: Affectionately named the Jumbotron, we now have a new digital information kiosk in the Self Check lobby. This will be used to promote select library events, collections, services, and resources as well as a first floor map. My Hawklint intern Kevin Mboma will be working in the computer lab 1 hour/week on Fridays (starting Friday) and is currently taking the Ryan Dowd training on homelessness. We have working meetings every Friday from 2-3 via zoom. The first month of my department deep dive with Readers' Services has yielded a refreshed department logo and trial run of branded notes sheets that include contact info, what they do, and space to write down call numbers. We'll work out any kinks and get official note pads ordered for their service desk next. February's focus is on Library Friends & Foundation and we're meeting this week. Formed an Art Team with Traci Bunkers (Materials Handling) and Angela Longhurst (Accounts) in preparation for bringing back 2D art exhibits in the Self Check Lobby with adaptations to meet COVID protocol. Angela will have an administrative role to help me with incoming applications and bookings, and Traci will

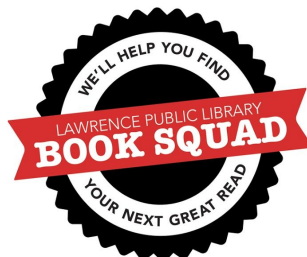
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help with install and social media. I will make a public announcement and call for submissions on April 1. The [Spring issue of the LPL Reader is done](#) and in its early phase of production — should arrive on desks Feb 25. This issue highlights Information Services (IS), our Annual Report, and the Wurfy Collection. Thanks to Dan Coleman (Collection Librarian) and Melissa Fisher Isaacs (IS Coordinator) for their editorial contributions. Please share copies of the magazine widely — this issue lays out the breadth of our IS team's mission and it's pretty remarkable what they can do. I'm currently preparing to announce the new *Washington Post* digital subscription and getting the Seed Library brochure updated and printed. Meetings and teams I'm involved in beyond department (DCP) and leadership (BLT) include: Outreach, Programming Club, What's Next Team, and the new Coordinator Peer Group. I'm working with our new EEC Erica Segraves one-on-one to align our elusive internal and external communications with the goal of streamlining announcements and information sharing, eliminating overlap, and creating simple guidelines for which channels work best for us as a whole. [Currently inspired by this](#). I am continuing to help out in the Computer Lab 2 hours/week and have a 2-hour front door shift as well.



original



updated to include
Readers' Services mission
and library identity

Materials Handling: Not too much to say on the Materials Handling front. With our added responsibilities in the media room and an uptick in physical circulation, we've been keeping busy so we're fine tuning our workflows and schedule. Traci's excited to start on the library's art committee along with Heather and Angela L.. And Cale gets a special thanks for all his ILL work covering for a sick coworker.

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Public Technology Services: Happy to announce that two new staff were hired to assist at the computer lab desk, and have already started working at the library: Nicole L. and Andrew M. Andrew also works for the library as a substitute assistant in Materials Handling. The department staff continues to work on transitioning from a joint internal IT- public computer department to an operation that focuses on public services. Having more staff on board is a key piece to effecting the full transition.

Youth Services: YS is back in full swing of virtual programs after the holiday break. We are working on finalizing plans for the picture book room renovation with Gould Evans and gearing up for Summer Reading. We have an exciting program coming up with Kwame Alexander and the Kids Action Club led by Jenny Cook. Kid President of LPL, Sofia, has raised over \$5000 with her clubmates that will go to the Lawrence Community Shelter. At the program on 2/18, Kwame will talk about lifting people up with his writing and will be followed by some inspiring Lawrence community leaders and the winners of the Kids Action Club raffle. We continue to hear positive feedback from the community about our book bundles and book box subscriptions. Here's what one patron had to say about the book box for this month: "My kids and teen were literally jumping up and down with excitement when school ended and they had surprise book boxes to open. The books are a hit! The crafts are a hit! Thanks for finding fun ways to reach out to the kids during this strange time. We appreciate it! :)"

Friends & Foundation Director's Report – February 12, 2021

Children Picture Book Room Refresh. Our project to refresh the picture book room in the Youth Services department is revving up. Thanks to a grant from Don Marquis, we are adding new shelving to the perimeter of the room, additional sound baffling, and new carpeting and furniture. We hope to have it ready for a dedication by this summer.

PPP Loan. The Friends & Foundation board voted to move forward with an application for a second PPP loan. With our large book sale future still uncertain (we're hoping we can have one in the summer) the board agreed that it makes sense to apply. If approved, it will provide funding 2.5 months of staff salaries.

After Hours Fundraiser. The Friends & Foundation work this month has centered on planning and organizing the March 4th virtual version of After Hours at the Library. The evening will consist of three parts: (1) a Literary Cocktail Class with Tyson Buhler; (2) a special appeal to raise funds for eBooks and other digital resources; and (3) drawings for 20 themed baskets. Online registration and basket ticket sales officially open February 20th. Please mark your calendar and be sure to join us!

Turning our annual fundraising party into a virtual soiree has been a great adventure. Thankfully we have lots of smart people helping out who will help get us there. Here are a few highlights:

- We're inches from our \$25K sponsorship goal! Our current total is \$24,300 and I'm confident we will close the gap.
- I am delighted to report that Leni Salkind has pledged a \$10,000 matching gift for the digital library special appeal. Our goal is to meet her matching challenge at the party.
- The invitation postcard is done. It is in the mail and should land in your mailboxes the week of Feb 14th.
- We have created a Tech Team, consisting of volunteers and library staff, that is creating a logistical plan for the evening. In addition, we have formed a writers group to create a script. Next week Brandon Eisman and I will meet with Kathleen Sebelius to make sure she is up for the nutty things we have planned!
- The Cocktail Party in a Box is coming together. Our Master Bartender, Tyson Buhler, has created a recipe for his own twist on the "Tequila Mockingbird". Grandstand is donating 100 [cocktail shakers](#). They will be etched with the Friends & Foundation logo for our sponsors.
- Rachel Rademacher and Margie Coggins continue to work on baskets. They range from a "Pizza Crawl" with multiple pizza gift cards to the "007 Starter Kit" from the MPBC book club (see photo). It provides everything you need for the perfect martini -- including a black bow tie.

Internet Access and Safety Policy

Approved by the Lawrence Public Library Board of Trustees, September 20, 1999.
Revised September 21, 2000; August 15, 2001; September 16, 2002; November 18, 2002; November 15, 2004; November 21, 2005; January 20, 2009; October 13, 2015; and October 15, 2018.

General Statement on Internet Access

Lawrence Public Library (Library) provides public access to the Internet in support of its [mission](#) and to affirm its commitment to the principles of intellectual freedom as expressed in the [Library Bill of Rights](#). Public access to the Internet is a fundamental service of the Library and is provided equally to all patrons.

Patron Responsibility

Patrons who use the Library's computers or wireless network to access the Internet will respect the privacy of other users, abide by United States and Kansas laws, particularly those ensuring the safety of minors, and follow the policies of the Library.

Parents and guardians, not Library staff, are responsible for Internet use by their own minor children, including those who visit the Library without a parent or guardian. Children age 9 and under must be accompanied by an adult.

Use of the Library's computers or wireless network to access the Internet constitutes agreement with this policy.

Unacceptable use includes, but is not limited to:

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act. (K.S.A. Supp. 2013 75-2589)
- Violating individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors
- Sending harassing messages to other computer users
- Accessing or attempting to access secure data in an unauthorized manner
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity, or security
- Violating copyright laws and software licensing agreements

A patron who is observed using a workstation in an unacceptable manner may be subject to:

- Immediate termination of the Internet session
- Suspension of computer use or other Library use privileges
- Notification of appropriate law enforcement officials
- Prosecution

Internet Safety Policy

In compliance with CIPA and the Kansas Children's Internet Protection Act, the Library implements and enforces technology protection measures in an effort to ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene, and to ensure that no

person has access to visual depictions that are child pornography or obscene while using a public access computer.

A Library employee may disable a technology protection measure if

- Requested to do so by a library patron who is not a minor, and
- The requested access is for legitimate research or other lawful purpose

Library staff monitor usage of the online computer network through Internet filtering software, observations of Library staff and other users, and other means.

Patrons who are prevented from accessing web sites which they believe should not be blocked may request they be unblocked via the online form available through the Library's Internet filtering software. Staff will examine the site and determine whether it should be unblocked.

Patrons who encounter web sites which they believe should be blocked, but which are not, may submit a request in writing to the Library Director. Requests must include the URL of the site.

Concerns about enforcement of this policy or observed patron behavior which violate this policy will also be submitted in writing to the Library Director, providing as much detail as possible.

The library will inform patrons of the provisions of this policy by making the policy available on the library's website.

Library Rights and Responsibilities

Library staff will not disclose patrons' use of the Library with respect to information sought or received via the Internet except pursuant to a valid court order or subpoena authorized under federal, state or local law, or as a result of unacceptable use as described herein.

Library staff may establish limits on the length and number of sessions allowed and may reserve some Internet workstations for specific uses.

The Library is not responsible for any unauthorized or illegal activity conducted over the Internet using Library equipment.

The Library is not responsible for loss of data, damage or liability that may occur from files or programs downloaded from the Internet.

The Library cannot guarantee that Internet filters will block offensive and/or illegal materials.

Policy review

This policy will be reviewed at least once every three years by the Library Board of Trustees.