**Lawrence Public Library Board of Trustees Regular Meeting**
**Monday, March 15, 2021 at 4:30 PM**
**COVID-19 Zoom Meeting**

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 February
- Approve Treasurer's report for February
- Approve bills for February 15 to March 14
- Receive statistical report for February

Library Director's report

Friends and Foundation report

Ongoing business

New business
- NEKLS Accreditation Application overview – see attached document

- Form Officer Nominating Committee – **ACTION ITEM**

Adjournment

**DRAFT**
**Lawrence Public Library**
**Regular Board Meeting**
February 15, 2021  4:30 p.m.

**Venue:**  The meeting was held via Zoom: https://lplks.zoom.us/j/91591956401

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

**Staff Members Present:**
Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Tricia Karlin, Heather Kearns, Melissa Fisher Isaacs, Kim Fletcher.

**Friends and Foundation Members Present:**
Craig Penzler

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

**Consent Agenda**
Jennifer Bonnilla-Scotten moved the consent agenda be approved,  David Vance seconded. Consent agenda passed.

**Library Director's Report**
- The Library made it to the second round in the Laura Bush 21st Century Librarian Program grant program with its application outlining a plan to hire BIPOC students who would work as interns and receive support for library school. The grant is sponsored by the Institute of Museum and Library Service. The library submitted a proposal for a $100,000 planning grant. The grant reviewers loved LPL's small library attitude and the unique proposal.
- Kathleen, Kristin Soper, and Brad are working with the KU School of Architecture's Nils Gore to design a custom outreach vehicle for the library. The vehicle would provide a kind of 'mini-bookmobile' service. It would be flexible and multi-functional: "a swiss-army knife" mobile tool to serve the community. A step van is easier to drive and manage than the setup required to haul an airstream-type trailer, so that's the model the library will pursue.
- All were reminded that the library visioning event will be held Wednesday, March 31st, and is slated to be an all-day affair.
- Two full-time folks left the library for other professional or personal opportunities, so the library is presently in the process of hiring two Outreach staff: one in Youth Services and another in Info Services.

**Friends and Foundation Director's Report**
- The building project to enhance the Youth Services Picture Book room is moving forward. The Friends and Foundation will also apply for a second PPP loan, given the uncertainty about revenue streams in 2021, especially as regards book sales events.
- Plans for the Thursday, March 4th evening fundraiser are moving forward. Kathleen Sebelius and Deja Brooks will co-host this virtual-only event. Themed baskets will be available for drawings as in past years and are starting to arrive; Mary Gage will be putting together a Parks Poster basket. The Salkind family jumpstarted funding with a pledge for a $10,000 matching gift for funds raised at the event.
- At the Friends & Foundation Board meeting next week:
  - Chip Blaser from the Douglas County Community Foundation will provide an update on the Friends and Foundation investments, which might have reached $3 million for the first time!  Judy Keller and other board members congratulated the Friends and Foundation on this outstanding, hard-won achievement.
  - The Board will also talk about goals for 2021.

**New Business**
- Review Library Policy regarding Kansas Children's Internet Protection Act
  - Brad provided a quick overview of the Kansas Children's Internet Protection Act (KS-CIPA). The State Library of Kansas requires library governing boards to review the act and approve a policy that complies with state statutes every three years. Kevan Vick moved to renew approval of KS-CIPA; David Vance seconded: the motion passed.
- Review of New Statistical Report
  - Melissa Fisher Isaacs reported to the board on the new statistics report in the packet.
    - The Outcomes Evaluation Task Force was formed to look at how we can use data to better understand why patrons choose to utilize various library services, how well our services are meeting their needs, and if there are ways we can better fulfill those needs
    - In order to create a strong foundation for that work, we needed to better understand our current operations
      - Where and how are we connecting with patrons?
      - Where are we investing staff energy and time?
      - What trends are we seeing in patron choices re: collections and services?
    - The existing report had not been substantially updated for many years, and didn't reflect the changes that digital collections and online interactions were making to our services.
    - The task force also realized we required clarification on what the statistics we were reporting meant--for instance, when we reported the # of cardholders transacting, what actions were included under the umbrella of "transacting"?
    - Our revised statistics ensure that we are capturing the data we are required to report to the State Library, while also attempting to give us a better understanding of our current operations.
    - Some highlights of the new reporting include:
      - Breaking out our active cardholders by geographic area

- Integrating our new modes of program delivery
- Providing more details about the breakdown of digital vs physical material holdings and circulation across our collections, as well as the service points where checkouts are happening
- Providing more details about the breakdown of in-person vs online interactions between staff and patrons, as well as the service points--including our website and social media channels--where those interactions are happening
  - Tricia noted that this is an ongoing process, and we hope to continue improving the presentation of data so it is easier to digest.
  - Judy Keller noted that it would be helpful to have a report about the effect of going fine-free on the holds queue, and other effects of that policy change. Tricia noted this may be difficult to assess, given the pandemic and the disruption of checkout activity and library use in the pandemic. January was the first month we have not delayed checkin of materials so we could quarantine returned materials (based on concerns about fomite transmission of SARS-COV2). Just in the past two weeks we have reinstated freezing accounts with materials 14 days overdue (a measure instituted as an alternative to late fees). Brad noted we can measure holds queues and see if we can come up with some helpful data on this topic.
  - Brad added that the task force and library staff want to report data that is useful to the trustees, while also tracking information that is required by the State Library of Kansas and other library organizations, such as Public Library Association. Staff also look forward to providing more than library output data in the future; data analysis would provide a richer depiction of library operations.
- Form budget committee
  - Board nominated Ursula, incoming board chair Sarah Goodwin-Thiel, and David Vance. Brad has started work on next year's budget, but since the budget calendar has been pushed back from its usual schedule, we have a little extra time to work on this and library goals for 2022.

**Announcements**
- Library closing communications
  - Brad noted he is now adding trustees to the recipient list for emails about library closings. Since Evergy is imposing rolling blackouts today and tomorrow, the City recommends we close tomorrow. Leadership had planned to reopen tomorrow as we don't like being closed three days in a row, but realize that the blackouts and the difficulty of getting the building warm for tomorrow would present a challenge. The school district is closed tomorrow and recommended that people stay home. There were also reports that rolling blackouts were shutting down buildings at KU today. We'll wait to reopen when better weather is predicted and there's a lesser chance of blackouts (Wednesday).

**Adjournment**
There being no other business, the meeting adjourned at 5:06 pm

The next regular Board meeting will be held Monday, March 15th via Zoom.


Respectfully submitted,
Tricia Karlin

<div align="center">

**Regular Budget Report**
**February 2021**

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| REVENUES | | This Month | | Year to Date | | Annual Budget | 16% of Year | | February 2020 | | YTD 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Tax Fund | | $ | 2,198,399.74 | $ | 2,667,159.71 | $ 4,978,000.00 | 53.58% | $ | 2,055,778.03 | $ | 2,554,157.60 |
| Fees | | $ | 1,704.71 | $ | 3,638.72 | $ 15,000.00 | 24.26% | $ | 713.35 | $ | 3,694.16 |
| NEKLS | | $ | - | $ | - | $ 95,000.00 | 0.00% | $ | - | $ | - |
| State Aid | | $ | - | $ | - | $ 25,000.00 | 0.00% | $ | 27,991.57 | $ | 27,991.57 |
| Photo Copies | | $ | 450.50 | $ | 864.10 | $ 5,000.00 | 17.28% | $ | 1,815.23 | $ | 3,691.34 |
| Coffee Shop Rent | | $ | - | $ | - | $ - | #DIV/0! | $ | - | $ | 750.00 |
| Meeting Room Fees | | $ | - | $ | - | $ - | #DIV/0! | $ | 800.00 | $ | 1,100.00 |
| Interest | | $ | 28.27 | $ | 45.37 | $ 2,000.00 | 2.27% | $ | 988.87 | $ | 1,589.72 |
| Transfer from Cash Reserves | | | | $ | - | $ 50,000.00 | | | | | |
| Miscellaneous | | $ | 3,310.86 | $ | 3,312.11 | $ - | | $ | 325.50 | $ | 340.40 |
| | | | | | | | | | | | |
| Total Revenues | | $2,203,894.08 | | $2,675,020.01 | | $5,170,000.00 | 51.74% | $2,088,412.55 | | $2,593,314.79 | |
| | | | | | | | | | | | |
| **EXPENSES** | | | | | | | | | | | |
| | | | | | | | | | | | |
| Salaries & Wages | | $ | 230,866.47 | $ | 454,262.98 | $ 2,865,000.00 | 15.86% | $ | 248,670.35 | $ | 476,913.80 |
| Employee Benefits | | $ | 36,028.52 | $ | 68,298.72 | $ 460,000.00 | 14.85% | $ | 27,421.20 | $ | 55,200.06 |
| Payroll Taxes | | $ | 39,260.18 | $ | 77,475.71 | $ 500,000.00 | 15.50% | $ | 41,939.79 | $ | 80,426.61 |
| Utilities | | $ | 8,523.78 | $ | 9,801.18 | $ 100,000.00 | 9.80% | $ | 8,803.06 | $ | 17,621.92 |
| Building Supplies | | $ | 1,051.87 | $ | 2,426.99 | $ 20,000.00 | 12.13% | $ | 849.39 | $ | 3,792.24 |
| Building Repairs & Maintenance | | $ | 21,705.90 | $ | 22,809.96 | $ 55,000.00 | 41.47% | $ | 1,626.08 | $ | 12,812.74 |
| Library Supplies | | $ | 3,406.81 | $ | 4,925.85 | $ 25,000.00 | 19.70% | $ | 3,516.47 | $ | 4,699.76 |
| Books & Materials | | $ | 61,879.13 | $ | 65,208.93 | $ 710,000.00 | 9.18% | $ | 67,342.84 | $ | 98,395.33 |
| Processing Supplies | | $ | 2,718.85 | $ | 5,580.08 | $ 54,000.00 | 10.33% | $ | 3,455.88 | $ | 7,471.31 |
| Equipment | | $ | 8,454.00 | $ | 8,454.00 | $ 10,000.00 | 84.54% | $ | - | $ | 8,315.75 |
| Software and Licenses | | $ | 204.20 | $ | 204.20 | | | $ | - | $ | - |
| Copiers | | $ | 767.86 | $ | 1,495.81 | | | $ | 760.10 | $ | 1,440.03 |
| Supplies | | $ | 428.71 | $ | 478.68 | $ 30,000.00 | | $ | 835.32 | $ | 876.74 |
| Hardware | | $ | - | $ | - | | | $ | - | $ | - |
| Telephone Maintenance | | $ | - | $ | - | | | $ | - | $ | - |
| Collections | | $ | 7,828.74 | $ | 11,177.48 | | | $ | 5,588.74 | $ | 5,588.74 |
| Internet and Phone | | $ | 471.76 | $ | 538.58 | | | $ | 340.28 | $ | 639.25 |
| Public Access | | $ | - | $ | 19,587.00 | | | $ | - | $ | 19,587.00 |
| Technology | | $ | 9,701.27 | $ | 33,481.75 | $ 250,000.00 | 13.39% | $ | 7,524.44 | $ | 28,131.76 |
| Insurance | | $ | - | $ | - | $ 16,000.00 | 0.00% | $ | - | $ | - |
| Shipping | | $ | 1,383.06 | $ | 1,401.05 | $ 18,000.00 | 7.78% | $ | 3,080.23 | $ | 4,009.10 |
| Professional Development | | $ | 859.00 | $ | 2,564.00 | $ 30,000.00 | 8.55% | $ | 3,117.50 | $ | 5,871.83 |
| Book Van & Mileage | | $ | 86.66 | $ | 177.22 | $ 2,000.00 | 8.86% | $ | 168.90 | $ | 348.61 |
| Professional Fees | | $ | 3,898.73 | $ | 5,060.68 | $ 30,000.00 | 16.87% | $ | 3,955.66 | $ | 5,864.76 |
| Advertising & Marketing | | $ | 1,452.24 | $ | 5,635.33 | $ 25,000.00 | 22.54% | $ | 550.82 | $ | 2,036.55 |
| Capital Improvements | | $ | - | $ | - | $ - | | $ | - | | |
| Miscellaneous | | $ | 307.49 | $ | (990.59) | $ - | | $ | (108.18) | $ | 2,011.39 |
| | | | | | | | | | | | |
| **Total Expenses** | | $ | 431,583.96 | $ | 766,573.84 | $ 5,170,000.00 | 14.83% | $ | 421,914.43 | $ | 813,923.52 |
| | | | | | | | | | | | |
| **CASH BALANCES** | | | | | | | | | | | |
| | Cash Reserves | $ | 88,620.52 | Included in Checking Amount ($50,237.56 from 2019; $38,382.96 from 2020) | | | | | | | |
| | Checking | $ | 2,704,608.71 | | | | | | | | |
| | Capital Improvement | $ | 774,115.71 | | | | | | | | |

## Lawrence Public Library
## 2021 Outside Funding Report

| | 1/1/2021 AMOUNT | January Income | January Spending | February Income | February Spending | March Income | March 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 | | $ 2,947.00 | | | $ 9,813.00 |
| 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 | | $ 1,006.94 | | | $ 18,017.24 |
| Kansas Health Foundation | $ 1,685.71 | | | | | | | $ 1,685.71 |
| Salaries/Taxes - Isaman/Hyde | $ - | | $ 6,989.16 | | $ 8,258.50 | | | $ (15,247.66) |
| Foundation Expenses to be reimbursed | $ - | | | | | | | $ - |
| Parks Posters Income/Expenses | $ - | $ 278.76 | $ 85.25 | $ 23.18 | | | | $ 216.69 |
| 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 | | | | $ 155.64 | | | $ 18,258.40 |
| Milliken Fund | $ 524.98 | | | | $ 56.84 | | | $ 468.14 |
| 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 | | $ 57.42 | | | $ 160.59 |
| 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 | | | | $ 3,400.00 | | | $ (397.08) |
| Dean Owens - YA College & Career | $ 2,920.00 | | | | | | | $ 2,920.00 |
| Coggins - Outreach | $ 6,449.07 | | | | $ 35.00 | | | $ 6,414.07 |
| 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 | $ 23.18 | $ 15,917.34 | $ - | $ - | $ 315,914.92 |
| | | | | | | | | |
| **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 | | $ (375.79) | | | | $ (460.74) |
| | $ 6,043.46 | $ 341.75 | $ - | $ (375.79) | $ - | $ - | $ - | $ 6,009.42 |
| | $ 355,229.34 | | | | | | | |
| | | | | | | | | |
| | Month Total | $ 620.51 | $ 17,655.56 | $ (352.61) | $ 15,917.34 | $ - | $ - | YTD Income | $ 267.90 |
| | | | | | | | | YTD Expense | $ 33,572.90 |

# Lawrence Public Library
# Balance Sheet
### As of February 28, 2021

|  | Feb 28, 21 | Feb 29, 20 | $ Change | % Change |
|---|---|---|---|---|
| **ASSETS** | | | | |
| **Current Assets** | | | | |
| **Checking/Savings** | | | | |
| **MIP Operating Funds** | 1,476,521.17 | 1,863,914.78 | -387,393.61 | -20.8% |
| **Checking** | 1,228,087.54 | 586,318.12 | 641,769.42 | 109.5% |
| **Capital Improvement at MIP** | 774,115.71 | 681,473.20 | 92,642.51 | 13.6% |
| **Total Checking/Savings** | 3,478,724.42 | 3,131,706.10 | 347,018.32 | 11.1% |
| **Total Current Assets** | 3,478,724.42 | 3,131,706.10 | 347,018.32 | 11.1% |
| **Other Assets** | | | | |
| **Petty Cash** | 700.00 | 700.00 | 0.00 | 0.0% |
| **Total Other Assets** | 700.00 | 700.00 | 0.00 | 0.0% |
| **TOTAL ASSETS** | **3,479,424.42** | **3,132,406.10** | **347,018.32** | **11.1%** |
| **LIABILITIES & EQUITY** | | | | |
| **Liabilities** | | | | |
| **Current Liabilities** | | | | |
| **Accounts Payable** | | | | |
| **Accounts Payable** | 56,785.18 | 52,181.21 | 4,603.97 | 8.8% |
| **Total Accounts Payable** | 56,785.18 | 52,181.21 | 4,603.97 | 8.8% |
| **Other Current Liabilities** | | | | |
| **FFCRA Payroll Liabilities** | 9,473.01 | 0.00 | 9,473.01 | 100.0% |
| **Payroll Liabilities** | 296.86 | 873.68 | -576.82 | -66.0% |
| **Total Other Current Liabilities** | 9,769.87 | 873.68 | 8,896.19 | 1,018.2% |
| **Total Current Liabilities** | 66,555.05 | 53,054.89 | 13,500.16 | 25.5% |
| **Total Liabilities** | 66,555.05 | 53,054.89 | 13,500.16 | 25.5% |
| **Equity** | | | | |
| **Opening Bal Equity** | 300,635.22 | 300,635.22 | 0.00 | 0.0% |
| **Retained Earnings** | 1,237,092.98 | 1,018,584.98 | 218,508.00 | 21.5% |
| **Net Income** | 1,875,141.17 | 1,760,131.01 | 115,010.16 | 6.5% |
| **Total Equity** | 3,412,869.37 | 3,079,351.21 | 333,518.16 | 10.8% |
| **TOTAL LIABILITIES & EQUITY** | **3,479,424.42** | **3,132,406.10** | **347,018.32** | **11.1%** |

# Lawrence Public Library
## Revenues & Expenses
**February 2021**

|  | Feb 21 | Jan - Feb 21 |
|---|---:|---:|
| **Ordinary Income/Expense** | | |
| **Income** | | |
| **Miscellaneous Income** | 3,299.61 | 3,299.61 |
| **Gifts-Other** | 23.18 | 401.94 |
| **Interest** | 28.27 | 45.37 |
| **Merchandise Sales** | -375.79 | -134.04 |
| **Lost and Replacement Fees** | 1,704.71 | 3,638.72 |
| **Photo Copies** | 450.50 | 864.10 |
| **Tax Fund** | 2,198,399.74 | 2,667,159.71 |
| **Utilities Income** | 11.25 | 12.50 |
| **Total Income** | 2,203,541.47 | 2,675,287.91 |
| **Gross Profit** | 2,203,541.47 | 2,675,287.91 |
| **Expense** | | |
| **Payroll Expenses** | 266,894.99 | 522,561.70 |
| **Payroll Taxes** | 40,478.12 | 79,721.42 |
| **Utilities - Electric** | 8,523.78 | 9,801.18 |
| **Building Supplies** | 1,051.87 | 2,426.99 |
| **Building Repairs & Maintenance** | 21,705.90 | 22,809.96 |
| **Library & Office Supplies** | 3,406.81 | 4,925.85 |
| **Books & Materials** | 61,879.13 | 65,208.93 |
| **Processing Supplies** | 2,718.85 | 5,580.08 |
| **Equipment** | 8,454.00 | 8,454.00 |
| **Technology** | 9,701.27 | 33,481.75 |
| **Shipping** | 1,383.06 | 1,401.05 |
| **Professional Development** | 859.00 | 2,564.00 |
| **Bookvan & Mileage** | 86.66 | 177.22 |
| **Professional Fees** | 3,898.73 | 5,060.68 |
| **Advertising** | 1,452.24 | 5,635.33 |
| **Miscellaneous** | 299.98 | -990.59 |
| **FRIENDS & FOUNDATION FUNDING** | 14,699.40 | 31,327.19 |
| **Total Expense** | 447,493.79 | 800,146.74 |
| **Net Ordinary Income** | 1,756,047.68 | 1,875,141.17 |
| **Other Income/Expense** | | |
| **Other Expense** | | |
| **COVID-19 Expenses** | 7.51 | 0.00 |
| **Total Other Expense** | 7.51 | 0.00 |

|  | Feb 21 | Jan - Feb 21 |
|---|---|---|
| **Net Other Income** | -7.51 | 0.00 |
| **Net Income** | **1,756,040.17** | **1,875,141.17** |

# Lawrence Public Library
## Vendor Balance Summary
As of March 14, 2021

|  | Mar 14, 21 |
|---|---|
| Advance Insurance Company | 738.40 |
| Allen Press | 1,065.95 |
| Amazon | 3,155.04 |
| ASI | 50.00 |
| Baker & Taylor, Inc. | 198.91 |
| Blackstone Publishing | 34.94 |
| Brooklee Management Group, LLC | 2,880.00 |
| Bug Hounds, LLC | 762.50 |
| Center Point Large Print | 196.06 |
| Century Business Technologies | 693.01 |
| City of Lawrence | 192.00 |
| Demco, Inc. | 535.24 |
| EBSCO | 11,601.45 |
| Evergy | 9,936.57 |
| Findaway World LLC | 104.48 |
| Gale/Cengage Learning | 246.85 |
| Great Plains Media | 1,652.70 |
| Ingram Library Services | 16,786.11 |
| Interstate Elevator, Inc. | 201.43 |
| Jayhawk Tropical Fish | 300.00 |
| Journal-World Media | 400.00 |
| Kanopy LLC | 2,835.00 |
| Lawrence Sign Up LLC | 74.00 |
| Midwest Tape | 13,667.98 |
| NEKLS | 900.00 |
| OCLC, Inc. | 6,196.72 |
| OverDrive | 7,234.16 |
| P1 Group, Inc. | 5,286.00 |
| Paperboys, Ltd. | 1,030.52 |
| Preferred Lawn Service | 620.00 |
| Pur-O-Zone, Inc. | 1,051.87 |
| Quill Corporation | 479.17 |
| Rabble LLC | 4,440.00 |
| Schendel Services | 99.75 |
| TFMComm Inc. | 3,400.00 |
| U.S. Bank - Mastercard | 6,349.88 |
| Unique Management Services | 279.70 |
| United Parcel Service | 652.85 |
| Vanessa Medina Reynaga | 200.00 |
| VenMill Industries, Inc. | 749.87 |
| Zoobean Inc. | 2,795.00 |
| TOTAL | 110,074.11 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|---|---|---|---|---|---|
| **Bill Pmt -Check** | **Electronic** | **03/15/2021** | **Advance Insurance Company** | **Checking** | |
| Bill | April 2021 | 03/09/2021 | | Group Life Insurance | -738.40 |
| TOTAL | | | | | -738.40 |
| | | | | | |
| **Bill Pmt -Check** | **Electronic** | **03/15/2021** | **ASI** | **Checking** | |
| Bill | February 2... | 03/03/2021 | | Professional Fees | -50.00 |
| TOTAL | | | | | -50.00 |
| | | | | | |
| **Bill Pmt -Check** | **Electronic** | **03/15/2021** | **Brooklee Management Group, ...** | **Checking** | |
| Bill | 3-31-21 | 02/22/2021 | | Professional Fees | -2,880.00 |
| TOTAL | | | | | -2,880.00 |
| | | | | | |
| **Bill Pmt -Check** | **Electronic** | **03/15/2021** | **Evergy** | **Checking** | |
| Bill | | 03/08/2021 | | Utilities - Electric | -9,936.57 |
| TOTAL | | | | | -9,936.57 |
| | | | | | |
| **Bill Pmt -Check** | **Electronic** | **03/15/2021** | **U.S. Bank - Mastercard** | **Checking** | |
| Bill | | 02/26/2021 | | Books & Materials | -24.99 |
| | | | | Admin. Dept. | -859.00 |
| | | | | Bookvan & Mileage | -86.66 |
| | | | | Adult Programming | -157.50 |
| | | | | Children's Programming | -19.00 |
| | | | | Children's Programming | -1.59 |
| | | | | Children's Programming | -44.25 |
| | | | | Children's Programming | -107.92 |
| | | | | Children's Programming | -19.63 |
| | | | | Young Adult Program... | -29.97 |
| | | | | Young Adult Program... | -15.16 |
| | | | | Young Adult Program... | -114.86 |
| | | | | Young Adult Program... | -9.99 |
| | | | | Young Adult Program... | -60.50 |
| | | | | Professional Fees | -640.20 |
| | | | | Shipping | -78.47 |
| | | | | Processing Supplies | -474.31 |
| | | | | Library & Office Suppli... | -1,118.98 |
| | | | | Miscellaneous | -21.98 |
| | | | | Miscellaneous | -20.00 |
| | | | | Advertising | -312.29 |
| | | | | Merchandise Sales | -694.30 |
| | | | | Supplies | -446.27 |
| | | | | Software & Licenses | -204.20 |
| | | | | Telephone | -471.76 |
| | | | | Sound & Vision | -21.85 |
| | | | | Crowe Fund | -45.14 |
| | | | | Outreach/Coggins Fund | -35.00 |
| Bill | | 03/03/2021 | | Books & Materials | -19.89 |
| | | | | Books & Materials | -70.00 |
| | | | | Books & Materials | -20.99 |
| | | | | Periodicals | -49.75 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|---|---|---|---|---|---|
| | | | | Books & Materials | -25.50 |
| | | | | Books & Materials | -27.98 |
| TOTAL | | | | | -6,349.88 |
| | | | | | |
| **Bill Pmt -Check** | **Electronic** | **03/15/2021** | **United Parcel Service** | **Checking** | |
| Bill | 1101 | 03/08/2021 | | Shipping | -652.85 |
| TOTAL | | | | | -652.85 |
| | | | | | |
| **Bill Pmt -Check** | **8996** | **03/15/2021** | **Baker & Taylor, Inc.** | **Checking** | |
| Bill | 2035703413 | 02/26/2021 | | Books & Materials | -14.51 |
| Bill | 2035703414 | 02/26/2021 | | Processing Supplies | -0.05 |
| Bill | 2035721139 | 02/26/2021 | | Processing Supplies | -0.05 |
| Bill | 2035721138 | 02/26/2021 | | Books & Materials | -17.16 |
| Bill | 2035732162 | 03/09/2021 | | Books & Materials | -151.45 |
| Bill | 2035732163 | 03/09/2021 | | Processing Supplies | -0.50 |
| Bill | 2035754393 | 03/09/2021 | | Books & Materials | -15.14 |
| Bill | 2035754394 | 03/09/2021 | | Processing Supplies | -0.05 |
| TOTAL | | | | | -198.91 |
| | | | | | |
| **Bill Pmt -Check** | **8997** | **03/15/2021** | **Blackstone Publishing** | **Checking** | |
| Bill | 1206610 | 02/26/2021 | | Books & Materials | -34.94 |
| TOTAL | | | | | -34.94 |
| | | | | | |
| **Bill Pmt -Check** | **8998** | **03/15/2021** | **Bug Hounds, LLC** | **Checking** | |
| Bill | 267 | 02/22/2021 | | Building Repairs & Mai... | -762.50 |
| TOTAL | | | | | -762.50 |
| | | | | | |
| **Bill Pmt -Check** | **8999** | **03/15/2021** | **Center Point Large Print** | **Checking** | |
| Bill | 1825825 | 02/26/2021 | | Books & Materials | -196.06 |
| TOTAL | | | | | -196.06 |
| | | | | | |
| **Bill Pmt -Check** | **9000** | **03/15/2021** | **Century Business Technologies** | **Checking** | |
| Bill | 583818 | 03/08/2021 | | Copying | -693.01 |
| TOTAL | | | | | -693.01 |
| | | | | | |
| **Bill Pmt -Check** | **9001** | **03/15/2021** | **Demco, Inc.** | **Checking** | |
| Bill | 6913195 | 02/26/2021 | | Processing Supplies | -535.24 |
| TOTAL | | | | | -535.24 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| **Bill Pmt -Check** | **9002** | **03/15/2021** | **EBSCO** | **Checking** | |
| Bill | 1617738 | 02/26/2021 | | Periodicals | -10,527.98 |
| | | | | Library & Office Suppli... | -1,073.47 |
| TOTAL | | | | | -11,601.45 |
| | | | | | |
| **Bill Pmt -Check** | **9003** | **03/15/2021** | **Findaway World LLC** | **Checking** | |
| Bill | 341592 | 02/26/2021 | | Books & Materials | -47.49 |
| Bill | 342240 | 02/26/2021 | | Books & Materials | -56.99 |
| TOTAL | | | | | -104.48 |
| | | | | | |
| **Bill Pmt -Check** | **9004** | **03/15/2021** | **Gale/Cengage Learning** | **Checking** | |
| Bill | 73796630 | 02/26/2021 | | Books & Materials | -22.74 |
| Bill | 73617831 | 02/26/2021 | | Books & Materials | -47.58 |
| Bill | 73594212 | 02/26/2021 | | Books & Materials | -151.84 |
| Bill | 73666709 | 02/26/2021 | | Books & Materials | -24.69 |
| TOTAL | | | | | -246.85 |
| | | | | | |
| **Bill Pmt -Check** | **9005** | **03/15/2021** | **Great Plains Media** | **Checking** | |
| Bill | 16733-2 | 03/08/2021 | | Advertising | -775.20 |
| Bill | 16732-2 | 03/08/2021 | | Advertising | -877.50 |
| TOTAL | | | | | -1,652.70 |
| | | | | | |
| **Bill Pmt -Check** | **9006** | **03/15/2021** | **Ingram Library Services** | **Checking** | |
| Bill | 51224344 | 02/22/2021 | | YA/YS Programs-Wei... | -5.39 |
| Bill | 51551179 | 02/26/2021 | | Books & Materials | -432.62 |
| Bill | 51445520 | 02/26/2021 | | Books & Materials | -428.88 |
| Bill | 51489086 | 02/26/2021 | | Books & Materials | -1,124.13 |
| Bill | 51430810 | 02/26/2021 | | Books & Materials | -5.12 |
| Bill | 51416813 | 02/26/2021 | | Books & Materials | -231.31 |
| Bill | 51445522 | 02/26/2021 | | Books & Materials | -84.26 |
| Bill | 51386539 | 02/26/2021 | | Books & Materials | -19.91 |
| Bill | 51386541 | 02/26/2021 | | Books & Materials | -390.25 |
| Bill | 51403205 | 02/26/2021 | | Books & Materials | -1,897.99 |
| Bill | 51367273 | 02/26/2021 | | Books & Materials | -971.26 |
| Bill | 51330719 | 02/26/2021 | | Books & Materials | -16.48 |
| Bill | 51336596 | 02/26/2021 | | Books & Materials | -656.18 |
| Bill | 51367275 | 02/26/2021 | | Books & Materials | -16.79 |
| Bill | 51278555 | 02/26/2021 | | Books & Materials | -1,427.01 |
| Bill | 51304431 | 02/26/2021 | | Books & Materials | -182.66 |
| Bill | 51278554 | 02/26/2021 | | Books & Materials | -111.19 |
| Bill | 51224345 | 02/26/2021 | | Books & Materials | -424.24 |
| Bill | 51255625 | 02/26/2021 | | Books & Materials | -323.19 |
| Bill | 51290408 | 02/26/2021 | | Books & Materials | -219.31 |
| Bill | 51199306 | 02/26/2021 | | Books & Materials | -1,282.56 |
| Bill | 51199308 | 02/26/2021 | | Books & Materials | -13.19 |
| Bill | 51551180 | 02/26/2021 | | Processing Supplies | -35.58 |
| Bill | 51445521 | 02/26/2021 | | Processing Supplies | -33.47 |
| Bill | 51489087 | 02/26/2021 | | Processing Supplies | -110.39 |
| Bill | 51416814 | 02/26/2021 | | Processing Supplies | -27.55 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| Bill | 51445523 | 02/26/2021 | | Processing Supplies | -6.07 |
| Bill | 51386540 | 02/26/2021 | | Books & Materials | -48.36 |
| Bill | 51386542 | 02/26/2021 | | Processing Supplies | -36.58 |
| Bill | 51403206 | 02/26/2021 | | Processing Supplies | -178.24 |
| Bill | 51367274 | 02/26/2021 | | Processing Supplies | -86.92 |
| Bill | 51336597 | 02/26/2021 | | Processing Supplies | -47.99 |
| Bill | 51367276 | 02/26/2021 | | Processing Supplies | -0.15 |
| Bill | 51278556 | 02/26/2021 | | Processing Supplies | -130.71 |
| Bill | 51304432 | 02/26/2021 | | Processing Supplies | -18.87 |
| Bill | 51224346 | 02/26/2021 | | Processing Supplies | -36.21 |
| Bill | 51255626 | 02/26/2021 | | Processing Supplies | -28.36 |
| Bill | 51290409 | 02/26/2021 | | Processing Supplies | -19.82 |
| Bill | 51199307 | 02/26/2021 | | Processing Supplies | -158.19 |
| Bill | 51199309 | 02/26/2021 | | Processing Supplies | -0.15 |
| Bill | 51697055 | 03/09/2021 | | Processing Supplies | -17.18 |
| Bill | 51684754 | 03/09/2021 | | Processing Supplies | -0.15 |
| Bill | 51721387 | 03/09/2021 | | Processing Supplies | -6.06 |
| Bill | 51672642 | 03/09/2021 | | Processing Supplies | -10.15 |
| Bill | 51684752 | 03/09/2021 | | Processing Supplies | -22.63 |
| Bill | 51658497 | 03/09/2021 | | Processing Supplies | -33.10 |
| Bill | 51639114 | 03/09/2021 | | Processing Supplies | -19.81 |
| Bill | 51639116 | 03/09/2021 | | Processing Supplies | -2.12 |
| Bill | 51639118 | 03/09/2021 | | Processing Supplies | -31.31 |
| Bill | 51609234 | 03/09/2021 | | Processing Supplies | -155.64 |
| Bill | 51618890 | 03/09/2021 | | Processing Supplies | -17.70 |
| Bill | 51453011 | 03/09/2021 | | Processing Supplies | -53.07 |
| Bill | 51580946 | 03/09/2021 | | Processing Supplies | -50.33 |
| Bill | 51697054 | 03/09/2021 | | Books & Materials | -158.52 |
| Bill | 51684753 | 03/09/2021 | | Books & Materials | -8.39 |
| Bill | 51721386 | 03/09/2021 | | Books & Materials | -50.46 |
| Bill | 51672641 | 03/09/2021 | | Books & Materials | -108.31 |
| Bill | 51684751 | 03/09/2021 | | Books & Materials | -256.26 |
| Bill | 51658496 | 03/09/2021 | | Books & Materials | -483.69 |
| Bill | 51639113 | 03/09/2021 | | Books & Materials | -308.80 |
| Bill | 51639115 | 03/09/2021 | | Books & Materials | -14.47 |
| Bill | 51639117 | 03/09/2021 | | Books & Materials | -409.16 |
| Bill | 51609233 | 03/09/2021 | | Books & Materials | -2,008.34 |
| Bill | 51618889 | 03/09/2021 | | Books & Materials | -164.16 |
| Bill | 51580944 | 03/09/2021 | | Books & Materials | -46.31 |
| Bill | 51453010 | 03/09/2021 | | Books & Materials | -432.15 |
| Bill | 51580945 | 03/09/2021 | | Books & Materials | -650.31 |
| TOTAL | | | | | -16,786.11 |

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| **Bill Pmt -Check** | **9007** | **03/15/2021** | **Interstate Elevator, Inc.** | **Checking** | |
| Bill | 21242 | 03/08/2021 | | Building Repairs & Mai... | -201.43 |
| TOTAL | | | | | -201.43 |

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| **Bill Pmt -Check** | **9008** | **03/15/2021** | **Jayhawk Tropical Fish** | **Checking** | |
| Bill | 995636 | 03/08/2021 | | Aquarium Maintenance | -300.00 |
| TOTAL | | | | | -300.00 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| **Bill Pmt -Check** | **9009** | **03/15/2021** | **Kanopy LLC** | **Checking** | |
| Bill | 237839-PPU | 03/09/2021 | | Kanopy | -2,835.00 |
| TOTAL | | | | | -2,835.00 |
| | | | | | |
| **Bill Pmt -Check** | **9010** | **03/15/2021** | **Lawrence Sign Up LLC** | **Checking** | |
| Bill | 14529 | 02/22/2021 | | Advertising | -74.00 |
| TOTAL | | | | | -74.00 |
| | | | | | |
| **Bill Pmt -Check** | **9011** | **03/15/2021** | **Midwest Tape** | **Checking** | |
| Bill | 500050700 | 02/26/2021 | | Books & Materials | -808.81 |
| Bill | 500050703 | 02/26/2021 | | Books & Materials | -32.24 |
| Bill | 500050701 | 02/26/2021 | | Books & Materials | -262.93 |
| Bill | 50051062 | 02/26/2021 | | Books & Materials | -148.94 |
| Bill | 50051060 | 02/26/2021 | | Books & Materials | -144.64 |
| Bill | 50015223 | 02/26/2021 | | Books & Materials | -101.91 |
| Bill | 50015225 | 02/26/2021 | | Books & Materials | -276.64 |
| Bill | 50023796 | 02/26/2021 | | Books & Materials | -9.74 |
| Bill | 50023795 | 02/26/2021 | | Books & Materials | -391.90 |
| Bill | 50023794 | 02/26/2021 | | Books & Materials | -583.20 |
| Bill | 500091627 | 02/26/2021 | | Processing Supplies | -194.75 |
| Bill | 500093269 | 03/09/2021 | | Books & Materials | -9,367.17 |
| Bill | 500100531 | 03/09/2021 | | Books & Materials | -101.76 |
| Bill | 500100533 | 03/09/2021 | | Books & Materials | -163.46 |
| Bill | 500080389 | 03/09/2021 | | Books & Materials | -759.34 |
| Bill | 500090650 | 03/09/2021 | | Books & Materials | -230.93 |
| Bill | 500076383 | 03/09/2021 | | Books & Materials | -69.38 |
| Bill | 500076385 | 03/09/2021 | | Books & Materials | -20.24 |
| TOTAL | | | | | -13,667.98 |
| | | | | | |
| **Bill Pmt -Check** | **9012** | **03/15/2021** | **NEKLS** | **Checking** | |
| Bill | Courier | 02/26/2021 | | Shipping | -900.00 |
| TOTAL | | | | | -900.00 |
| | | | | | |
| **Bill Pmt -Check** | **9013** | **03/15/2021** | **OCLC, Inc.** | **Checking** | |
| Bill | 1000105535 | 03/08/2021 | | Collections | -5,588.74 |
| Bill | 1000107446 | 03/08/2021 | | Collections | -607.98 |
| TOTAL | | | | | -6,196.72 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| **Bill Pmt -Check** | **9014** | **03/15/2021** | **OverDrive** | **Checking** | |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -284.97 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -69.00 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -176.31 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -149.80 |
| Bill | 06809DA2... | 02/26/2021 | | Books & Materials | -420.45 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -882.43 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -583.33 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -4.98 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -179.81 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -65.69 |
| Bill | 06809CO2... | 02/26/2021 | | Books & Materials | -254.99 |
| Bill | 06809DA2... | 02/26/2021 | | Books & Materials | -259.44 |
| Bill | 06809CO2... | 03/09/2021 | | Books & Materials | -270.00 |
| Bill | 06809CO2... | 03/09/2021 | | Books & Materials | -419.38 |
| Bill | 06809CO2... | 03/09/2021 | | Books & Materials | -182.47 |
| Bill | 06809CO2... | 03/09/2021 | | Books & Materials | -34.50 |
| Bill | 06809CO2... | 03/09/2021 | | Books & Materials | -1,079.93 |
| Bill | 06809CO2... | 03/09/2021 | | Books & Materials | -892.95 |
| Bill | 06809DA2... | 03/09/2021 | | Books & Materials | -109.00 |
| Bill | 06809DA2... | 03/09/2021 | | Books & Materials | -73.84 |
| Bill | 06809DA2... | 03/09/2021 | | Books & Materials | -840.89 |
| TOTAL | | | | | -7,234.16 |
| | | | | | |
| **Bill Pmt -Check** | **9015** | **03/15/2021** | **P1 Group, Inc.** | **Checking** | |
| Bill | 91370 | 02/26/2021 | | Building Repairs & Mai... | -5,286.00 |
| TOTAL | | | | | -5,286.00 |
| | | | | | |
| **Bill Pmt -Check** | **9016** | **03/15/2021** | **Preferred Lawn Service** | **Checking** | |
| Bill | 39503 | 02/22/2021 | | Building Repairs & Mai... | -255.00 |
| Bill | 29454 | 02/22/2021 | | Building Repairs & Mai... | -255.00 |
| Bill | 39396 | 02/22/2021 | | Building Repairs & Mai... | -110.00 |
| TOTAL | | | | | -620.00 |
| | | | | | |
| **Bill Pmt -Check** | **9017** | **03/15/2021** | **Pur-O-Zone, Inc.** | **Checking** | |
| Bill | 824678 | 02/22/2021 | | Building Supplies | -1,051.87 |
| TOTAL | | | | | -1,051.87 |
| | | | | | |
| **Bill Pmt -Check** | **9018** | **03/15/2021** | **Quill Corporation** | **Checking** | |
| Bill | 14460547 | 02/22/2021 | | Library & Office Suppli... | -479.17 |
| TOTAL | | | | | -479.17 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|---|---|---|---|---|---|
| **Bill Pmt -Check** | **9019** | **03/15/2021** | **Rabble LLC** | **Checking** | |
| Bill | 1092 | 03/09/2021 | | Books & Materials | -4,440.00 |
| TOTAL | | | | | -4,440.00 |
| | | | | | |
| **Bill Pmt -Check** | **9020** | **03/15/2021** | **Schendel Services** | **Checking** | |
| Bill | 30303063 | 07/31/2020 | | Building Repairs & Mai... | -99.75 |
| TOTAL | | | | | -99.75 |
| | | | | | |
| **Bill Pmt -Check** | **9021** | **03/15/2021** | **TFMComm Inc.** | **Checking** | |
| Bill | 212272 | 02/24/2021 | | Simpson Grant | -3,400.00 |
| TOTAL | | | | | -3,400.00 |
| | | | | | |
| **Bill Pmt -Check** | **9022** | **03/15/2021** | **Unique Management Services** | **Checking** | |
| Bill | 600035 | 03/08/2021 | | Professional Fees | -170.05 |
| Bill | 600036 | 03/08/2021 | | Professional Fees | -109.65 |
| TOTAL | | | | | -279.70 |
| | | | | | |
| **Bill Pmt -Check** | **9023** | **03/15/2021** | **VenMill Industries, Inc.** | **Checking** | |
| Bill | 13383 | 02/22/2021 | | Library & Office Suppli... | -749.87 |
| TOTAL | | | | | -749.87 |
| | | | | | |
| **Bill Pmt -Check** | **9024** | **03/15/2021** | **Zoobean Inc.** | **Checking** | |
| Bill | 17874 | 03/08/2021 | | Summer Reading - ALL | -2,795.00 |
| TOTAL | | | | | -2,795.00 |
| | | | | | |
| **Bill Pmt -Check** | **28981** | **03/15/2021** | **Allen Press** | **Checking** | |
| Bill | 26448 | 02/26/2021 | | Advertising | -1,065.95 |
| TOTAL | | | | | -1,065.95 |
| | | | | | |
| **Bill Pmt -Check** | **28982** | **03/15/2021** | **Amazon** | **Checking** | |
| Bill | 6957851 | 02/22/2021 | | Adult Programming | -42.95 |
| Bill | 8443405 | 02/26/2021 | | Books & Materials | -55.29 |
| | | | | Books & Materials | -43.87 |
| | | | | Books & Materials | -19.99 |
| | | | | Books & Materials | -19.99 |
| Bill | 7598648 | 02/26/2021 | | Books & Materials | -44.99 |
| Bill | 7598648 | 02/26/2021 | | Books & Materials | -15.99 |
| Bill | 7265821 | 02/26/2021 | | Young Adult Program... | -166.15 |
| | | | | Children's Programming | -166.14 |
| Bill | 8259440 | 02/26/2021 | | Library & Office Suppli... | -57.48 |
| Bill | 6777055 | 02/26/2021 | | Sound & Vision | -34.99 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| Bill | 2981854 | 02/26/2021 | | Young Adult Program... | -50.33 |
| Bill | 3300248 | 02/26/2021 | | Books & Materials | -6.99 |
| Bill | 3300248 | 02/26/2021 | | Books & Materials | -33.88 |
| Bill | 3619420 | 02/26/2021 | | Books & Materials | -85.91 |
| | | | | Books & Materials | -21.95 |
| Bill | 6186631 | 02/26/2021 | | Books & Materials | -23.87 |
| Bill | 4279460 | 02/26/2021 | | Books & Materials | -119.98 |
| Bill | 2013803 | 02/26/2021 | | Books & Materials | -289.85 |
| Bill | 9661823 | 02/26/2021 | | Books & Materials | -53.78 |
| Bill | 8107435 | 02/26/2021 | | Books & Materials | -29.99 |
| Bill | 1291434 | 02/26/2021 | | Books & Materials | -84.44 |
| Bill | 3632245 | 02/26/2021 | | Books & Materials | -25.00 |
| | | | | Books & Materials | -18.95 |
| Bill | 0776228 | 02/26/2021 | | Books & Materials | -19.99 |
| Bill | 0776228 | 02/26/2021 | | Books & Materials | -14.99 |
| Bill | 8107435 | 02/26/2021 | | Books & Materials | -88.75 |
| Bill | 8107435 | 02/26/2021 | | Books & Materials | -59.99 |
| Bill | 5368209 | 02/26/2021 | | Books & Materials | -12.09 |
| Bill | 2261056 | 02/26/2021 | | Books & Materials | -44.00 |
| Bill | 1191418 | 03/09/2021 | | Books & Materials | -69.24 |
| Bill | 2308258 | 03/09/2021 | | Books & Materials | -17.99 |
| Bill | 9217001 | 03/09/2021 | | Books & Materials | -169.82 |
| | | | | Books & Materials | -146.96 |
| | | | | Books & Materials | -74.33 |
| Bill | 8637057 | 03/09/2021 | | Books & Materials | -178.95 |
| Bill | 2308258 | 03/09/2021 | | Books & Materials | -59.99 |
| Bill | 3176247 | 03/09/2021 | | Books & Materials | -39.99 |
| Bill | 0104208 | 03/09/2021 | | Books & Materials | -7.95 |
| Bill | 5722616 | 03/09/2021 | | Books & Materials | -57.99 |
| Bill | 2044209 | 03/09/2021 | | Books & Materials | -159.97 |
| Bill | 6952259 | 03/09/2021 | | Books & Materials | -20.03 |
| Bill | 6879430 | 03/09/2021 | | Books & Materials | -15.04 |
| Bill | 7628265 | 03/09/2021 | | Books & Materials | -29.58 |
| Bill | 1653060 | 03/09/2021 | | Books & Materials | -30.39 |
| Bill | 0041066 | 03/09/2021 | | Books & Materials | -39.95 |
| Bill | 3029849 | 03/09/2021 | | Books & Materials | -21.94 |
| Bill | 3300248 | 03/09/2021 | | Books & Materials | -44.96 |
| | | | | Books & Materials | -17.95 |
| Bill | 8443405 | 03/09/2021 | | Books & Materials | -124.48 |
| Bill | 2014642 | 03/09/2021 | | Books & Materials | -5.00 |
| Bill | 8107435 | 03/09/2021 | | Books & Materials | -69.98 |
| TOTAL | | | | | -3,155.04 |
| | | | | | |
| **Bill Pmt -Check** | **28983** | **03/15/2021** | **City of Lawrence** | **Checking** | |
| | | | | | |
| Bill | Parking | 02/22/2021 | | Miscellaneous | -192.00 |
| TOTAL | | | | | -192.00 |
| | | | | | |
| **Bill Pmt -Check** | **28984** | **03/15/2021** | **Journal-World Media** | **Checking** | |
| | | | | | |
| Bill | 10645524 | 03/08/2021 | | Advertising | -400.00 |
| TOTAL | | | | | -400.00 |

# Lawrence Public Library
## Check Detail
### March 2021

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------|------|---------|-------------|
| **Bill Pmt -Check** | **28985** | **03/15/2021** | **Paperboys, Ltd.** | **Checking** | |
| Bill | NYT 2021 | 02/26/2021 | | Periodicals | -1,030.52 |
| TOTAL | | | | | -1,030.52 |
| | | | | | |
| **Bill Pmt -Check** | **28986** | **03/15/2021** | **Vanessa Medina Reynaga** | **Checking** | |
| Bill | Consulting | 03/09/2021 | | Professional Fees | -200.00 |
| TOTAL | | | | | -200.00 |

# Total User Visit: 3 Year Comparison: Month on Month for Current Month

● User Visits  ● % Growth Month Over Month

51K

2.32%

48K

16K

-69.31%

50K

40K

30K

20K

10K

0K

User Visits

0%

-20%

-40%

-60%

% Growth Month Over Month

2019          2020          2021
February
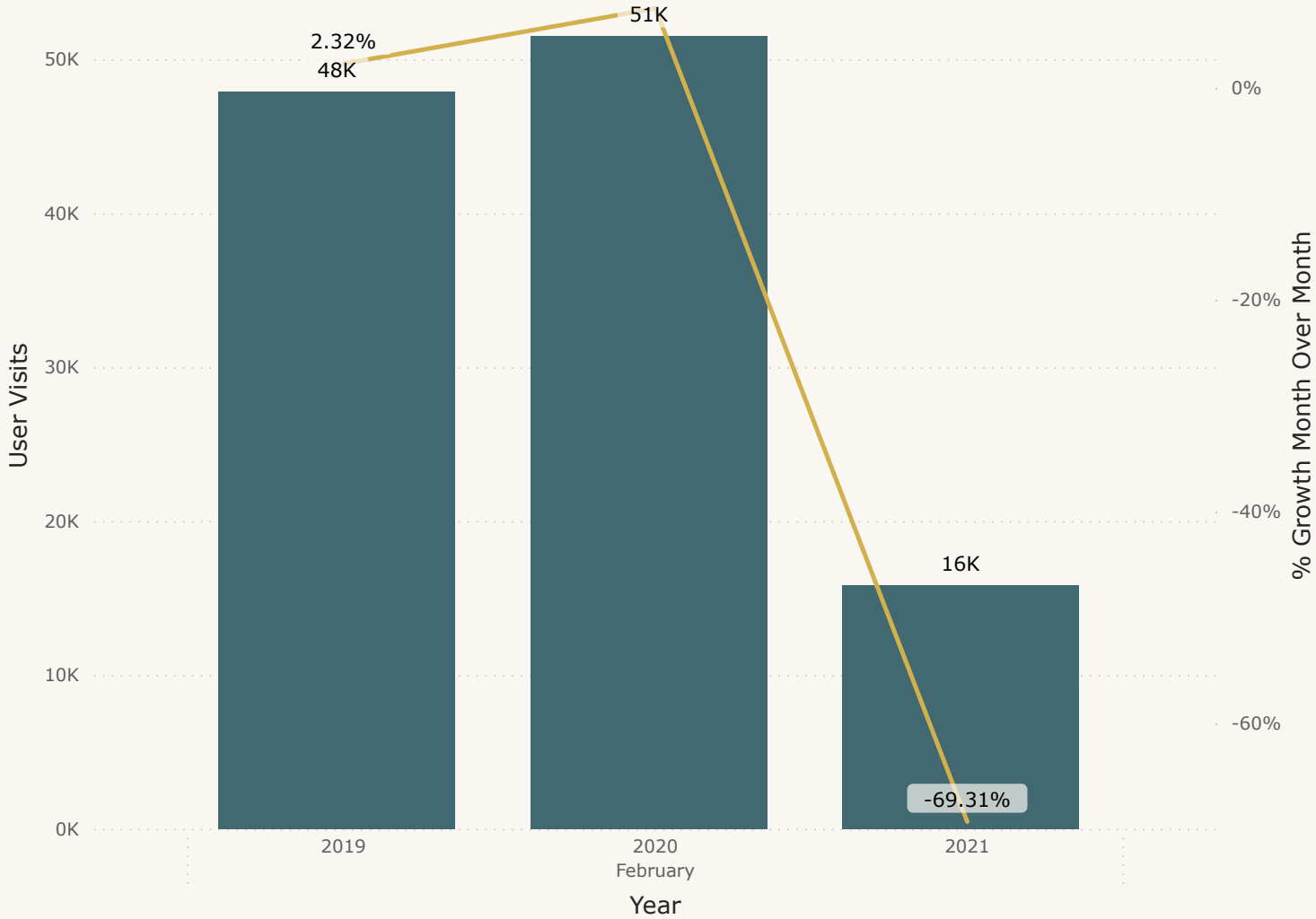
Year

Saturday, Feb 7, noon

## 136

Highest total gate count per hour in February

Sunday, Feb 7, 5 p.m.

## 18

Lowest total gate count per hour in February

# Total Circulation: 3 Year Comparison : YTD

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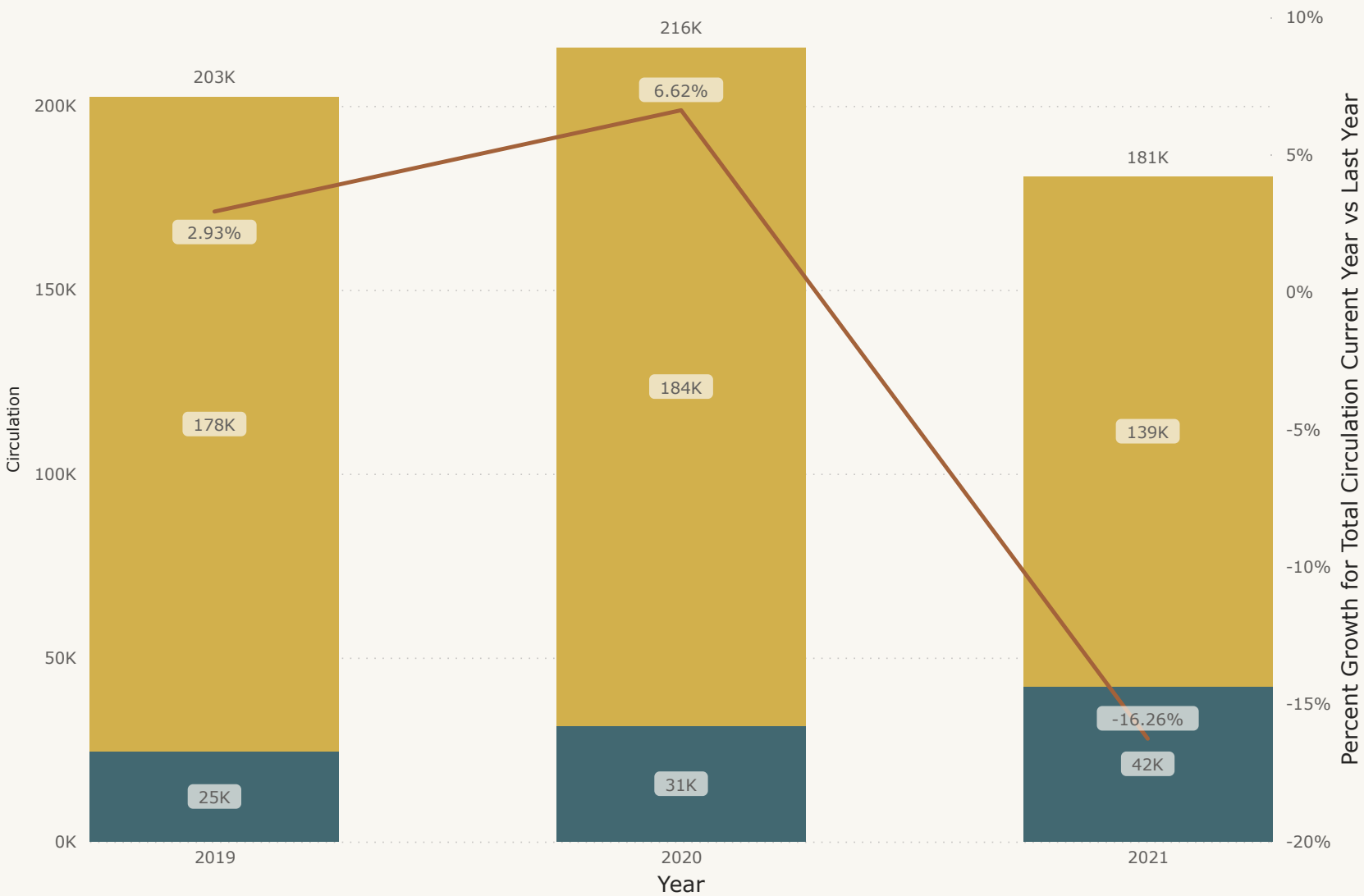


**−16.26%**

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



**-24.90%**

% Growth Current Year vs Last Year
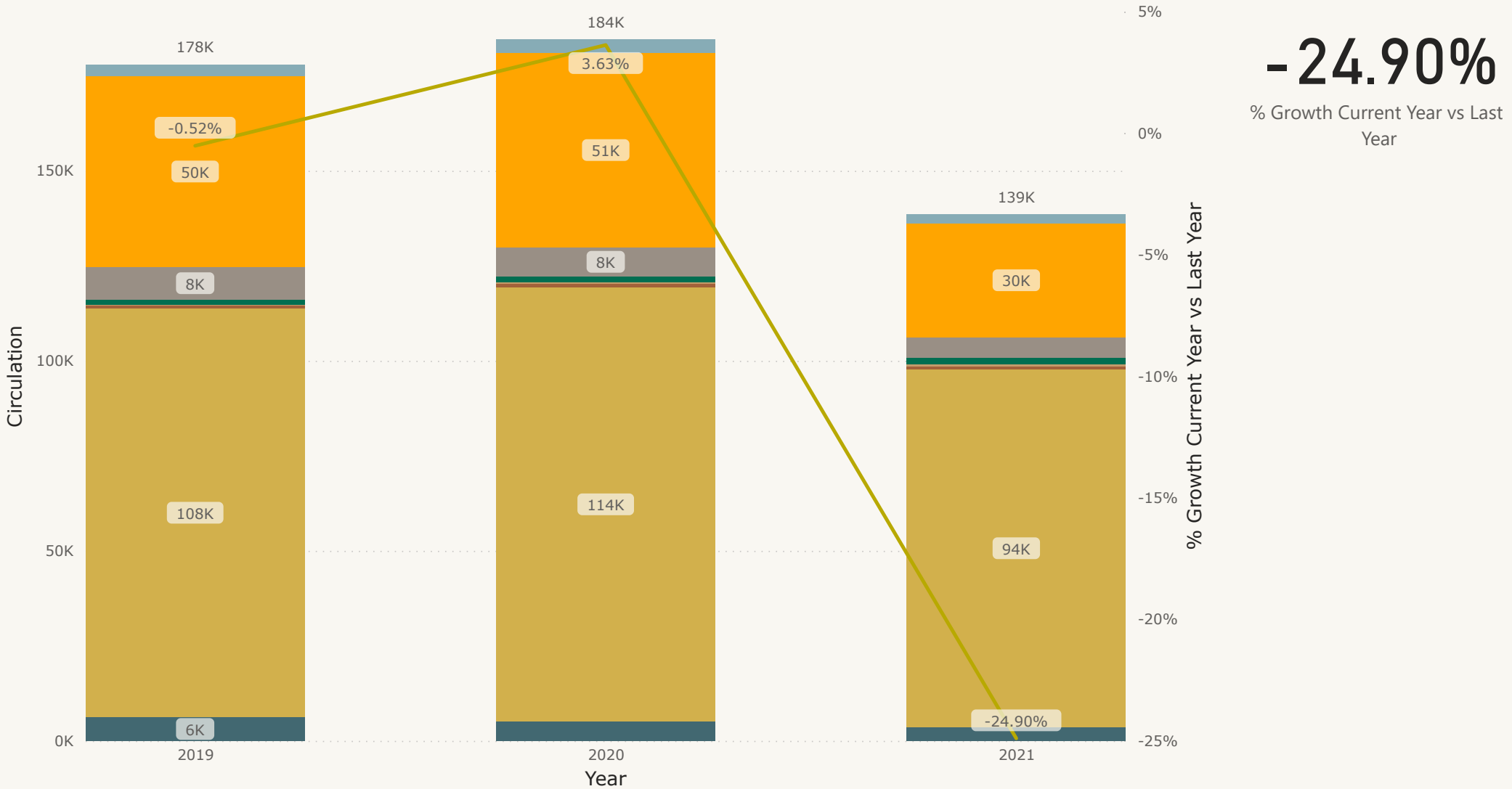
# Physical Circulation: Renewals vs. Checkouts: 3 Year Comparison : YTD

**Circ Type** ● Auto Renewal ● Checkout ● Renewal ● % Growth Current Year vs Last Year
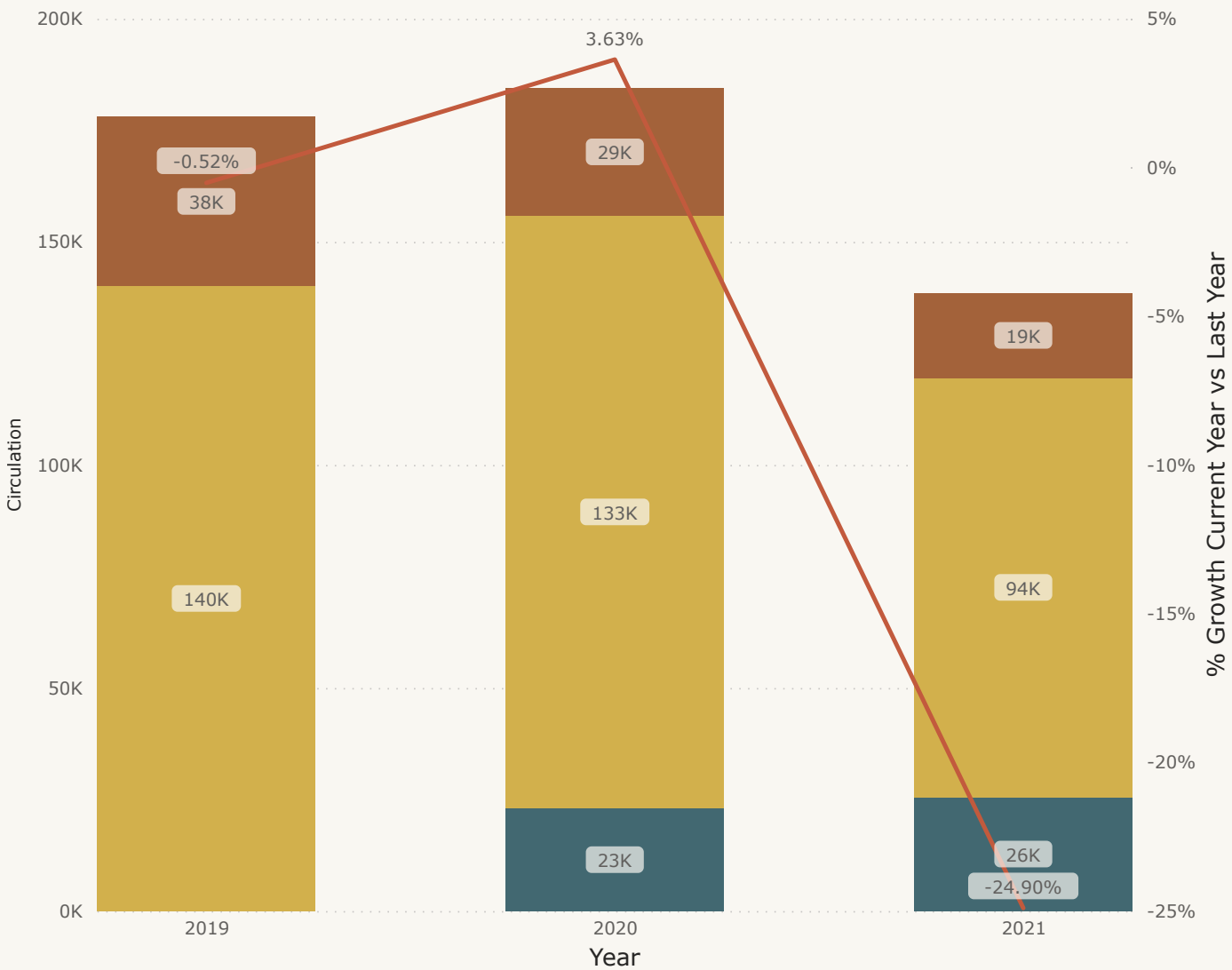
# Digital Circulation (Checkouts + Renewals) Year to Date

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



**34.42%**

% Growth Current Year vs Last Year
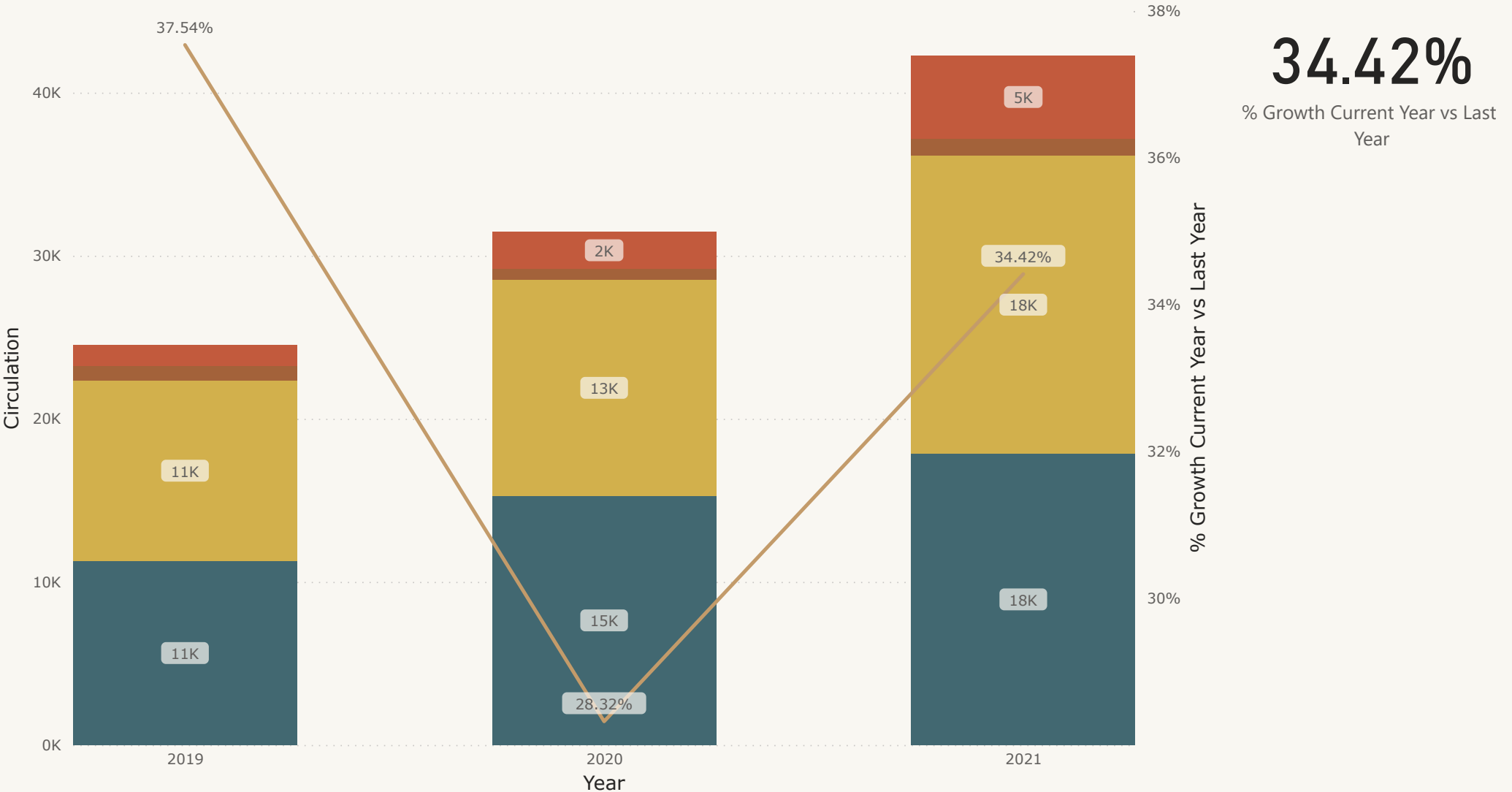
# Program Attendance: YTD

**Broad Audience** ● Adult ● Children ● Teen ● % Growth Current Year vs Last Year
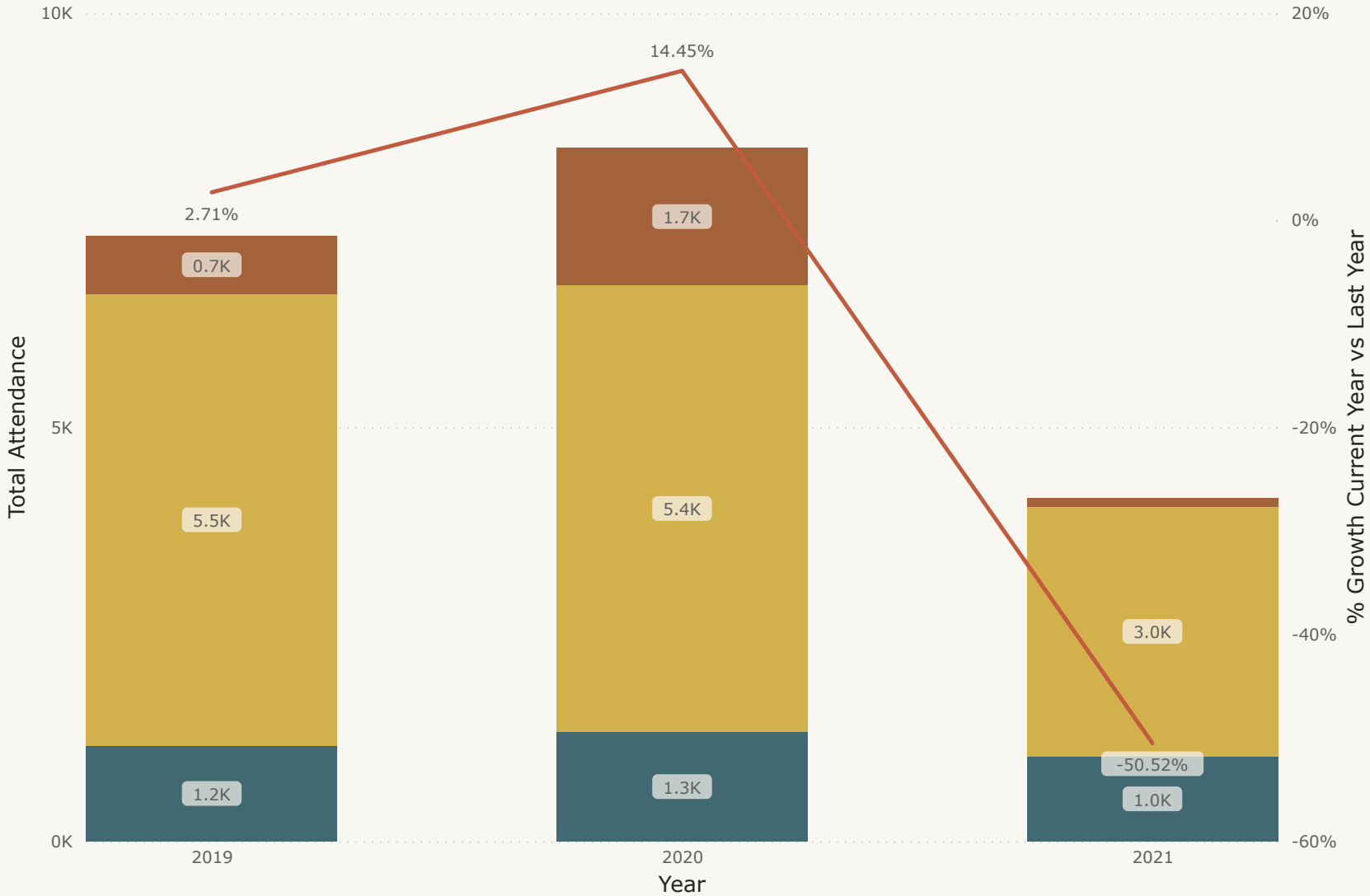


## -50.52%
% Growth Current Year vs Last Year

# Number of Programs: YTD

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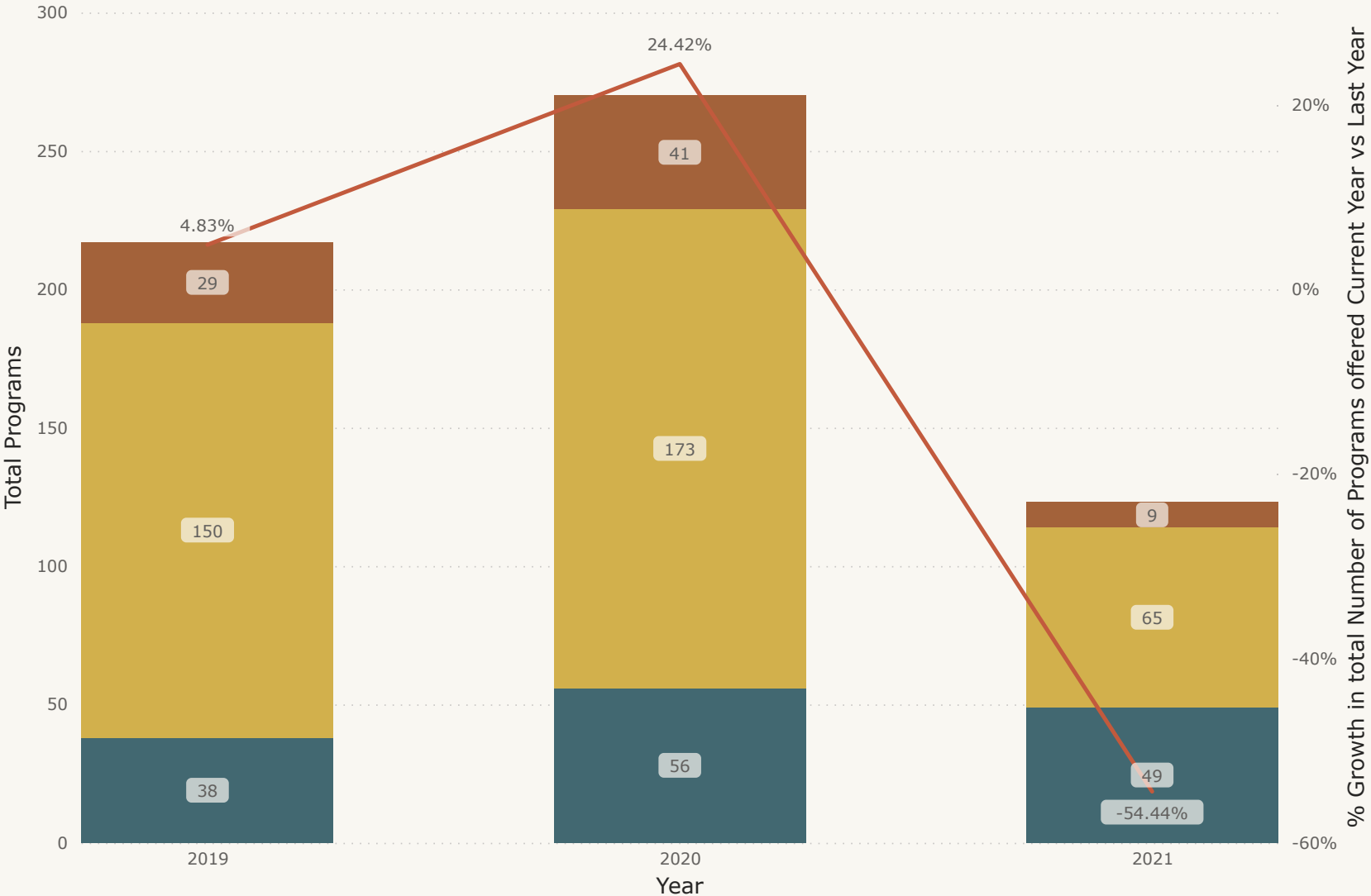


**-54.44%**

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

# Total Attendance By Program Type: YTD



Passive Programs (e.g. Make & Take Crafts)
212 (5.12%)

Virtual Interactive (e.g. Zoom ...
1424 (34.37%)

Virtual On Demand Viewing - Recorded Video
2469 (59.59%)

**Program Type**
- Virtual On Demand Viewing - Recorded Video
- Virtual Interactive (e.g. Zoom Programs)
- Passive Programs (e.g. Make & Take Crafts)
- Live Streaming/On Demand
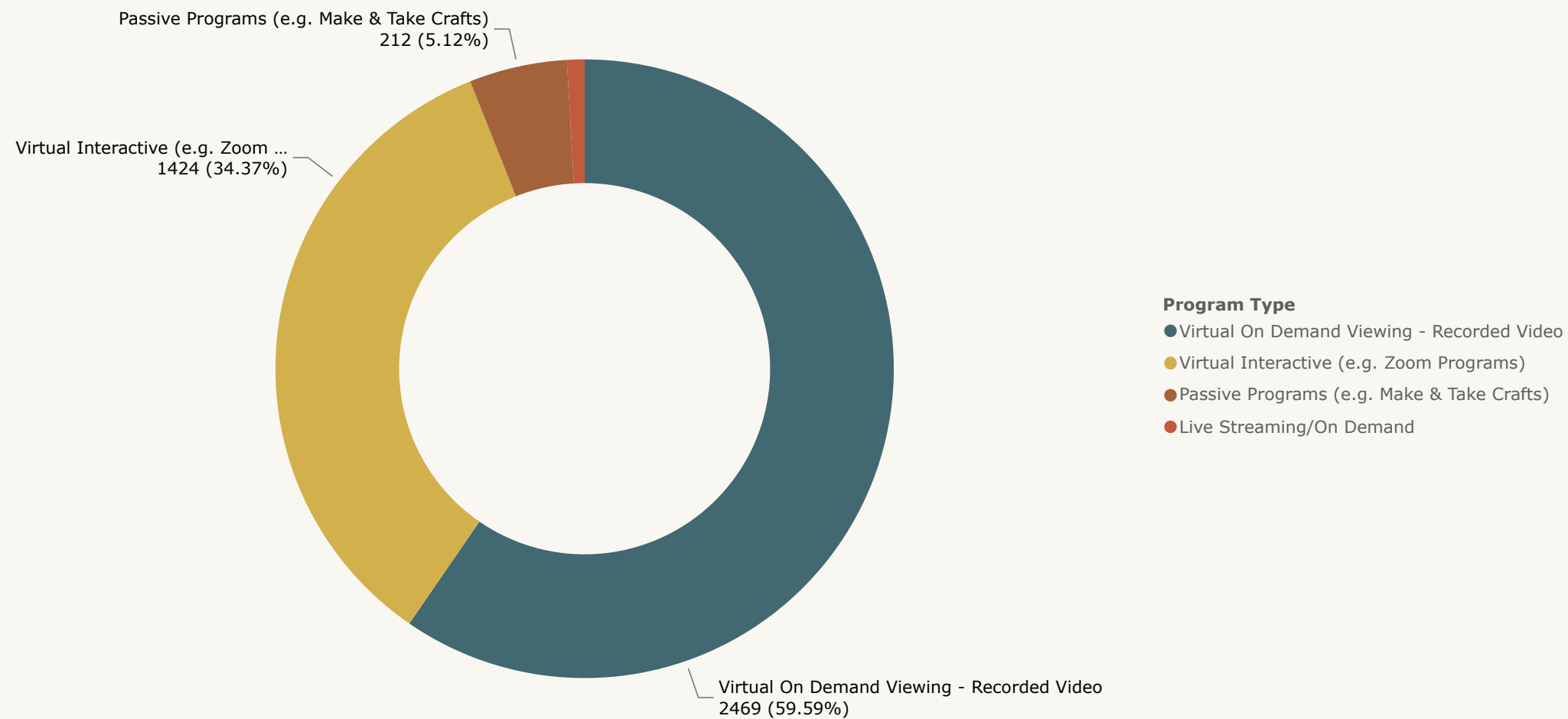
# In Person vs. Online + Phone Interactions: YTD

**In Person or Online + Phone** ● In Person ● Online + Phone ● % Growth Current Year vs Last Year



Total Interactions (y-axis): 0K, 5K, 10K, 15K, 20K

% Growth Current Year vs Last Year (y-axis): -5%, -10%, -15%, -20%, -25%, -30%, -35%, -40%

Year (x-axis): 2019, 2020, 2021

**2019:** Online + Phone 3.2K, -6.12%, In Person 18.3K

**2020:** Online + Phone 2.9K, -10.86%, In Person 16.3K

**2021:** Online + Phone 3.8K, In Person 8.1K, -38.17%

# Lawrence Public Library

## Summary of Monthly Statistics - February 2021

| OUTPUT MEASURES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Service Area Population | 102,980 | | | | | | | |
| | | | | | | | | |
| User Visits | 15,805 | | | | | | | |
| | | | | | | | | |
| **Cardholders transacting** | **# of Cardholders transacting** | **% of cardholders per region** | | | | | | |
| | | | | | | | | |
| **Total Cardholders transacting in last 3 years** | 50,525 | | | | | | | |
| | | | | | | | | |
| **Cardholders transacting - *current month*** | 11,906 | | | | | | | |
| | | | | | | | | |
| **Cardholders added - *current month*** | 417 | | | | | | | |

| | | | | 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 | 6,354 | 45,469 | 19,468 | 64,937 | 70% | 30% | 100% | |

| **Service Points - Online** | **Users (if available)** | | | **Activity** | | | | |
|---|---|---|---|---|---|---|---|---|
| Website - Catalog (Sessions) | 30,181 | | | 56,162 | | | | |
| Website - Digital Douglas County (Sessions) | 133 | | | 159 | | | | |
| All other web site visits (Sessions) | 18,273 | | | 40,821 | | | | |
| Social Media Interactions (Facebook & Twitter) | | | | 10,138 | | | | |
| Social Media Reach (Facebook &Twitter) | | | | 323,080 | | | | |

| | 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** | 23,301 | 12,626 | 35,927 | 100% | 27% | 15% | 42% | |
| | | | | | | | | |
| **Teen Total** | 2,371 | 1,608 | 3,979 | 100% | 3% | 2% | 5% | |
| | | | | | | | | |
| **Childrens Total** | 21,854 | 3,362 | 25,216 | 100% | 26% | 4% | 30% | |
| | | | | | | | | |
| **Total AV Media Room** | 17,241 | 2,431 | 19,672 | 100% | 20% | 3% | 23% | |
| | | | | | | | | |
| **Total Library of Things** | 170 | 0 | 170 | 100% | 0% | 0% | 0% | |
| **Total all collections** | 64,937 | 20,027 | 84,964 | N/A | 76% | 24% | 100% | |

# Lawrence Public Library

# Summary of Monthly Statistics - February 2021

| Collection Holdings | Physical Holdings | Digital (Overdrive Holdings only) | Total All Holdings | | % Physical Holdings | % Digital Holdings | Total Holdings | |
|---|---|---|---|---|---|---|---|---|
| Total All Holdings | 194,253 | 18,510 | 212,744 | | 91% | 9% | 100% | |
| Added | 2,241 | 212 | 2,453 | | 91% | 9% | 100% | |
| Withdrawn   (Weeded (physical items only) or lease expired (digital items only)) | 2,939 | 76 | 3,015 | | 97% | 3% | 100% | |
| Net Change (Total holdings current month minus Last Month's Total holdings) | -119 | 195 | 76 | | | | | |
| | | | Interactions + Consultations | | | | | |
| Service Interactions + Consultations | | In Person Interactions | Online Or Phone Interactions | Total All Interactions | % In Person | % Online or Phone | % Total | |
| Total Service Interactions | | 3,900 | 1,788 | 5,688 | 69% | 31% | 100% | |
| | | | | | | | | |
| Holds Service - Physical collection only | Unique Users | Total Holds | | Avg.Holds Per User | | | | |
| Holds Filled | 3,735 | 17,478 | | 5 | | | | |
| | | | | | | | | |
| Other Public Services | | | | Total sessions | | | | |
| Public Computer Usage | | | | 1515 | | | | |
| | | | | | | | | |
| | | | # 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 |
| Total Programs | 3 | 0 | 34 | 20 | 82 | 0 | 649 | 1558 |
| STAFFING | Current Month 2021 | Current Month 2020 | % Change 2021 v 2020 | | YTD 2021 | YTD 2020 | % Change | |
| Total Paid Staff, in Full-Time Equivalents | 66.97 | 0 | #DIV/0! | | | | | |

# Lawrence Public Library

# Full Monthly Statistical Report (page 1) - February 2021

| OUTPUT MEASURES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Service Area Population | 102,980 | | | | | | | |
| User Visits | 15,805 | | | | | | | |
| **Cardholders transacting** | **# of Cardholders transacting** | **% of cardholders per region** | | | | | | |
| **Total Cardholders transacting in last 3 years** | **50,525** | 100% | | | | | | |
| **Cardholders transacting - *current month*** | **11,906** | | | | | | | |
| **Cardholders added - *current month*** | **417** | | | | | | | |
| | | | | 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 | 54 | 390 | | 7 | | | | |
| Book Lockers | 244 | 1256 | | 5 | | | | |
| Outreach | 0 | 0 | | #DIV/0! | | | | |
| Main Library Checkouts + Renewals | 4,725 | 43823 | | 9 | | | | |
| Digital Collections | Not available | | 0 | Not available | | | | |
| Online renewals - patron-initiated | 1,679 | | 7,642 | 5 | | | | |
| Automatic renewals (no patron action) | 2,860 | | 11,826 | 4 | | | | |
| **Unique Users & Transactions at all service points (Some users may conduct transactions at mutliple service points)** | **6,354** | **45,469** | **19,468** | **64,937** | **70%** | **30%** | **100%** | |
| **Service Points - Online** | **Users (if available)** | | | **Activity** | | | | |
| Website - Catalog (Sessions) | 30,181 | | | 56,162 | | | | |
| Website - Digital Douglas County (Sessions) | 133 | | | 159 | | | | |
| All other web site visits (Sessions) | 18,273 | | | 40,821 | | | | |
| Social Media Interactions (Facebook & Twitter) | | | | 10,138 | | | | |
| Social Media Reach (Facebook &Twitter) | | | | 323,080 | | | | |

# Lawrence Public Library

# Full Monthly Statistical Report (page 2) - February 2021

| Borrowing by Audience (incl. Checkouts + Renewals) | Borrowing Digital vs. Physical | | | Per Audience | Across All Audiences | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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) | 21,077 | 5,680 | 26,757 | 74% | 25% | 7% | 31% | |
| Adult Graphic Novels | 805 | 63 | 868 | 2% | 1% | 0% | 1% | |
| Adult Magazines | 604 | 546 | 1,150 | 3% | 1% | 1% | 1% | |
| Adult Audiobooks (including language instruction) | 815 | 6,337 | 7,152 | 20% | 1% | 7% | 8% | |
| **Adult Total** | **23,301** | **12,626** | **35,927** | **100%** | **27%** | **15%** | **42%** | |
| | | | | | | | | |
| Teen Books | 1,376 | 720 | 2,096 | 53% | 2% | 1% | 2% | |
| Teen Graphic Novels and Manga | 958 | 231 | 1,189 | 30% | 1% | 0% | 1% | |
| Teen Magazines | 11 | 0 | 11 | 0% | 0% | 0% | 0% | |
| Teen Audiobooks | 26 | 657 | 683 | 17% | 0% | 1% | 1% | |
| **Teen Total** | **2,371** | **1,608** | **3,979** | **100%** | **3%** | **2%** | **5%** | |
| | | | | | | | | |
| Children's Books, NF Videos & Kits | 18,465 | 1,823 | 20,288 | 80% | 22% | 2% | 24% | |
| Children's Graphic Novels | 2,205 | 79 | 2,284 | 9% | 3% | 0% | 3% | |
| Children's Magazines | 112 | 0 | 112 | 0% | 0% | 0% | 0% | |
| Children's Music CDs | 256 | 0 | 256 | 1% | 0% | 0% | 0% | |
| Children's Audiobooks & Readalongs | 816 | 1,460 | 2,276 | 9% | 1% | 2% | 3% | |
| **Childrens Total** | **21,854** | **3,362** | **25,216** | **100%** | **26%** | **4%** | **30%** | |
| | | | | | | | | |
| AV Media Room - Feature Films (Adult and Family) and All Streaming Video | 9,356 | 2,431 | 11,787 | 60% | 11% | 3% | 14% | |
| AV Media Room - TV Shows | 3,370 | 0 | 3,370 | 17% | 4% | 0% | 4% | |
| AV Media Room - Non-Fiction DVDs | 1,014 | 0 | 1,014 | 5% | 1% | 0% | 1% | |
| AV Media Room - Adult & Family Video Games | 1,064 | 0 | 1,064 | 5% | 1% | 0% | 1% | |
| AV Media Room - Adult Music CDs | 2,437 | 0 | 2,437 | 12% | 3% | 0% | 3% | |
| **Total AV Media Room** | **17,241** | **2,431** | **19,672** | **100%** | **20%** | **3%** | **23%** | |
| | | | | | | | | |
| Library of Things - Boardgames | 90 | 0 | 90 | 53% | 0% | 0% | 0% | |
| Library of Things - Digital Equity (Library laptop & hotspot | 49 | 0 | 49 | 29% | 0% | 0% | 0% | |
| Library of Things - Digitization tools, SAD Lamps, Button maker, etc. | 31 | 0 | 31 | 18% | 0% | 0% | 0% | |
| **Total Library of Things** | **170** | **0** | **170** | **100%** | **0%** | **0%** | **0%** | |
| **Total all collections** | **64,937** | **20,027** | **84,964** | **N/A** | **76%** | **24%** | **100%** | |

# Lawrence Public Library

# Full Monthly Statistical Report (Page 3) - February 2021

| Collection Holdings | Physical Holdings | Digital (Overdrive Holdings only) | Total All Holdings | | % Physical Holdings | % Digital Holdings | Total Holdings | |
|---|---|---|---|---|---|---|---|---|
| Adult Book & Other Print Formats (includes Non-Circulating Items, Magazines) | 92,655 | 6,756 | 99,411 | | 44% | 3% | 47% | |
| Adult Audiobooks & Language Instruction | 6,039 | 3,932 | 9,971 | | 3% | 2% | 5% | |
| **Total Adult Collection** | **98,694** | **10,688** | **109,382** | | **46%** | **5%** | **51%** | |
| | | | | | | | | |
| Teen Book | 9,590 | 2,023 | 11,613 | | 5% | 1% | 5% | |
| Teen Audiobooks | 552 | 937 | 1,489 | | 0% | 0% | 1% | |
| **Total Teen Collection** | **10,142** | **2,960** | **13,102** | | **5%** | **1%** | **6%** | |
| | | | | | | | | |
| Children's Book & Other Print Formats | 53,170 | 3,523 | 56,693 | | 25% | 2% | 27% | |
| Children's Audiobooks & Language Instruction | 1,941 | 1,339 | 3,280 | | 1% | 1% | 2% | |
| Childrens Video and Music | 1,792 | 0 | 1,792 | | 1% | 0% | 1% | |
| **Total Children's Collection** | **56,903** | **4,862** | **61,765** | | **27%** | **2%** | **29%** | |
| | | | | | | | | |
| **Total Media Room (DVDs, BluRays, Music CDs, Videogames)** | **28,338** | **0** | **28,338** | | **13%** | **0%** | **13%** | |
| | | | | | | | | |
| **Total Other (Boardgames, Devices, Hotspots, Laptops)** | **176** | **0** | **157** | | **0%** | **0%** | **0%** | |
| | | | | | | | | |
| **Total All Holdings** | **194,253** | **18,510** | **212,744** | | **91%** | **9%** | **100%** | |
| Added | 2,241 | 212 | 2,453 | | 91% | 9% | 100% | |
| Withdrawn   (Weeded (physical items only) or lease expired (digital items only)) | 2,939 | 76 | 3,015 | | 97% | 3% | 100% | |
| **Net Change (Total holdings current month minus Last Month's Total holdings)** | **-119** | **195** | **76** | | | | | |

| | | | Interactions + Consultations | | | | | |
|---|---|---|---|---|---|---|---|---|
| Service Interactions + Consultations | | In Person Interactions | Online Or Phone Interactions | Total All Interactions | % In Person | % Online or Phone | % Total | |
| Accounts Interactions | | 1,482 | 1,461 | 2,943 | 26% | 26% | 52% | |
| Info Services Interactions | | 769 | 112 | 881 | 14% | 2% | 15% | |
| Readers Services Interactions | | 0 | 0 | 0 | 0% | 0% | 0% | |
| One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.) | | 0 | 71 | 71 | 0% | 1% | 1% | |
| Teen Interactions | | 0 | 0 | 0 | 0% | 0% | 0% | |
| Children's Interactions | | 365 | 0 | 365 | 6% | 0% | 6% | |
| Materials Handling Interactions | | 22 | 0 | 22 | 0% | 0% | 0% | |
| Public Technology Interactions | | 1,262 | 40 | 1,302 | 22% | 1% | 23% | |
| Website - Contact Us Forms | | 0 | 104 | 104 | 0% | 2% | 2% | |
| **Total Service Interactions** | | **3,900** | **1,788** | **5,688** | **69%** | **31%** | **100%** | |
| | | | | | | | | |
| Holds Service - Physical collection only | Unique Users | Total Holds | | Avg.Holds Per User | | | | |
| Holds Placed | 3,330 | 18,592 | | 6 | | | | |
| Holds Filled | 3,735 | 17,478 | | 5 | | | | |
| Holds Unclaimed | 1,195 | 2,250 | | 2 | | | | |
| Holds checked out as a % of total checkouts (checkouts only - not incl. renewals) | | 33.36% | | | | | | |

# Lawrence Public Library

# Full Monthly Statistical Report (Page 4) - February 2021

| Other Public Services | | | | Total sessions | | | | |
|---|---|---|---|---|---|---|---|---|
| Public Computer Usage | | | | 1515 | | | | |
| | | | | | | | | |
| 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 | 191 | 382 | | 2.0 | | | | |
| Interlibrary Loan Items Loaned from LPL Collection | 94 | 177 | | 1.9 | | | | |
| | | | | | | | | |

| | # 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 | 21 | 1 | 0 | 0 | 439 | 32 |
| Teen Programs (12-17) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Children Programs (birth-5) | 0 | 0 | 0 | 18 | 0 | 0 | 0 | 1499 |
| Children Programs (6-11) | 3 | 0 | 13 | 1 | 82 | 0 | 210 | 27 |
| | | | | | | | | |
| **Total Programs** | **3** | **0** | **34** | **20** | **82** | **0** | **649** | **1558** |
| | | | | | | | | |
| **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 | 3 | 0 | 34 | 20 | 82 | 0 | 649 | 1531 |

| STAFFING | Current Month | Current Month | % Change | | YTD | YTD | % Change | |
|---|---|---|---|---|---|---|---|---|
| | 2021 | 2020 | 2021 v 2020 | | 2021 | 2020 | | |
| Total Paid Staff, in Full-Time Equivalents | 66.97 | 0 | #DIV/0! | | | | | |
| ALA-MLS Librarians, in Full-Time Equivalents | 18.65 | 0 | #DIV/0! | | | | | |
| Number of Employees--Total | 83 | 0 | #DIV/0! | | | | | |
| Number of Employees--Full-Time | 43 | 0 | #DIV/0! | | | | | |
| Number of Employees--Part-Time | 40 | 0 | #DIV/0! | | | | | |
| Terminations | 1 | 0 | #DIV/0! | | 100% | 0% | #DIV/0! | |
| Hirings | 2 | 0 | #DIV/0! | | 200% | 0% | #DIV/0! | |
| Volunteer Hours | 0 | 0 | #DIV/0! | | 0% | 0% | #DIV/0! | |

# Library Director's Report for March 2021

I want to begin this report by commending Kathleen and our Library Friends and Foundation on a hugely successful online fundraiser on March 4. They raised over $75,000, including $30,000 that will go specifically towards helping the library to keep up with the exploding costs of providing access to digital books and media. I had a lovely time pairing up with Kid President Zofia Garcia to present the top five most popular raffle baskets. Our Friends and Foundation are exceptional and an inspiration to me.

I have spent a considerable amount of time this month developing the 2022 budget. I have worked with our leadership staff on a draft and soon will convene the library board's budget committee to help complete the task. As always, we have to try to guess how property valuations will look. It's my understanding that valuations increased considerably in the residential sector. We will develop a budget with an assumed valuation increase and once we know the real numbers (later in the summer), we can adapt the budget accordingly.

Much of the past month, I have continued work on items reported in last month's report. Kathleen, Frankie, and I have been working on a draft of our application for the Laura Bush 21st Century Librarianship grant. We will submit our final application later this month and should hear whether we receive the grant later in the summer. Creating these sustained, continuous pipelines to bring more people of color into libraries is necessary work. I am hopeful that we will receive the grant and can begin this work not only for Lawrence but to create a solid proof of concept that libraries like ours around the country can adopt, increasing the commitment and ability to diversify our organizations. As I heard told in an online course I've been attending this month, change happens through will, intention, and committed leadership. Platitudes and diversity statements aren't moving the needle. Intentional inclusion is how we get this done. This grant helps us do that.

As mentioned in the paragraph above, I (along with five other library staff) have been attending a 3-week online course developed by Library Journal called "Equity in Action: Fostering an Antiracist Library Culture." We've heard from a host of speakers and I look forward to discussing with my fellow attendees how we can continue our work to identify and address racist policy and practice wherever it may exist at our library.

Finally, and I imagine it will be noted in the departmental reports, we continue to work with KU students from the School of Architecture to develop a concept for an outreach vehicle. This vehicle will allow us to get out into the community in a way we have not been able to do previously. The vehicle will be able to transport considerably more of our library materials for checkout as well as increased ability to do storytimes, book clubs, and other events outside of the library walls. Very excited we are getting closer to making this happen.

Respectfully submitted by Brad Allen, March 11, 2021

## Accounts:

Normal Phase 3 operations continue for the desk, phone room, book van, home delivery, and curbside. During the weather closure we closely monitored email messages and returned phone messages via Google Talk.

## Cataloging & Collection Development:

A new-normal month for C&CD too. Because of a lull in deliveries due to inclement weather, the catalogers were able to knock out a few small projects: reclassifying j Graphic Novels by author (instead of title) and relabeling the Adult World Language collection. On the Collection Development side, thanks to Kathleen, DCP and the Friends and Foundation's After Hours event, the library will be receiving $30,000 in donations to support digital resources, specifically Hoopla and OverDrive. We'll also receive $32,000 from the Weinbergs for Kanopy, the video streaming platform.

## Department of Community Partnerships (DCP):

Kristin is taking the Equity in Action course provided by Library Journal. The course is designed to empower library staff to cultivate an antiracist culture, from evaluating spaces, programs, services, and collections to examining policies and practices to reflecting on one's own implicit biases.
Outreach efforts will begin the 3rd week of March. We have included Just Food as a stop to circulate the collection, so we're very excited to see how Just Food shoppers use our library on the road. We continue to work with Nils Gore and the KU Architecture students on designing a vehicle. The students will meet with the LPL Friends and Foundation to talk about the project and possible funding opportunities. Brad and Kristin went to Green Valley Missouri, to check out stepvans at Mag Trucks. We are still working out size logistics, such as parking and handling.
We're continuing to plan summer reading, including a movie showing at Theater Lawrence as part of the Lawrence Art Center's Free State Festival. In other partner news, the library is also a collection point for gently used formal wear for folks organizing a prom dress and formal wear drive.

## Diversity, Equity, and Inclusion:

Hi I'm busy! As mentioned by our EE Coordinator, we have been actively hiring for some time now, and I have been assisting with candidate selection and interviewing. It has been helpful to get an in depth look at our hiring process to see where we can make amendments to improve DEI in this area. I am also working on drafting our IMLS grant narrative for a hopeful library pipeline program. Our anti-racism taskforce/committee should be formed and have an initial meeting by the beginning of April.

## Employee Engagement:

The library is hiring! It's been a pleasure helping the Coordinators with their interviewing process and seeing the talented individuals wishing to serve our community. We recently welcomed Trevin Garica, our new Youth Services Outreach Assistant III, and are currently trying to narrow down candidates for two other positions: Community Resource Specialist and Readers' Services Assistant II. We received a record-breaking response to our Community Resource Specialist position with 91 applicants! The rest of this month's time was devoted to creating helpful guidelines for running productive meetings, discussing internal communication strategies, and finalizing hiring workflow and creating onboarding templates to support the Coordinators during this process.

## Facilities:

February brought many days of snow and ice-melt being tracked into the Library, but the custodial staff was on top of it and worked extra hard to keep our floors dry and the walkways safe. We also saw some intensely cold temperatures and in an effort to help on the days that we were closed we dialed back the building's HVAC to save energy. The Library did not experience any of the rolling blackouts and recovered smoothly.  Now we're gearing up for spring by helping to organize the Library's limited storage and finding new homes for items that the Library no longer needs. We're also anticipating the return of more folks on the lawn so are re-starting conversations in

hopes of addressing potential issues before they become issues.

## Information Services:

We wrapped up the hiring process for our new Community Resource Specialist and are excited to announce that Erin Reazin will be joining the Info Services team in early April! With 91 applicants for the position, this was an extremely competitive process with a number of excellent candidates. Our other big current event is the Seed Library. We launched on February 20th, and immediately received an overwhelming response. To date, we have received just over 1,000 requests! The Info Services team has worked together like a well-oiled machine to keep up with the demand and create a manageable workflow. Giving out seeds is such a joy--patrons are so grateful for the service, and excited to get gardening!

## Information Technology:

Separation from the new Public Technology Department is effectively complete. Weekly IT Staff meetings have commenced. These meetings are organized around a review of open tickets or outstanding projects, followed by a period of open discussion of upcoming work and staff concerns. Usage monitoring of CARES funded Digital Equity Project devices has revealed very low usage by partner social service agencies. Info Services staff are in contact with these agencies and seeking to understand impediments to their use. 6 chromebooks and 4 hotspots which had never been picked up by agencies have been reassigned to the circulating collection. Work to reboot the staff intranet on a new host and with new functionality is underway. The site will still be based on WordPress which should allow migration of staff blog history. 7 new Lenovo ThinkPad L14 Gen 1 laptops are ready to be used by staff. Several of these will replace older staff laptops while several will be available for any staff to borrow as needed. Preparations are underway for the library visioning event in late March. A survey of staff work from home resources has been conducted which provides a basis to ensure we are able to accommodate everyone's participation.

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**Monthly Departmental Reports**
**March 2021**

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## Materials Handling:

We're chugging along in MH. February had a couple of particularly busy days of playing catch up because of the inclement weather, but per usual the team worked hard and did a great job and we were all caught up before we knew it.

## Public Technology Services:

We are continuing to streamline the division of our technology departments between public facing and internal to better serve both the public and our staff. Our 2 new public technology assistants, Nicole and Andrew, are now fully trained and are enjoying serving patrons. We've implemented a new schedule that ensures double coverage of our Tech Desk during most open hours and are now humming along. We're also improving our customer service through a better email and phone system facilitated by our new communal office space. On the programming front, we're leading monthly tech classes for seniors over the next few months.

## Youth Services:

YS is busy gearing up for spring break, virtual visits, the Dole Roll with the Dole Center, and the launch of TZtv, the Teen Zone's Twitch channel. We also spent a good chunk of time last month hiring for our YS Outreach Assistant position. I'm happy to report that Trevin Garcia has accepted the position and started on 2/22. Our biggest note from this past month was the amazing work done by the Kids Action Club and Jenny Cook. Kid President, Zofia Garcia raised $6700 for the community shelter with the Kids Action Club raffle. The raffle winners were announced at a joint event with Newbery winning author, Kwame Alexander, as well as some local inspirational leaders.

# Friends & Foundation Director's Report – March 12, 2021

**Endowment Distribution.** At its February board meeting the Friends & Foundation board voted to distribute $42,000 to the library from its unrestricted endowment fund at the Douglas County Community Foundation. These funds are not designated for any specific purpose and may be used at the discretion of the library.

**Library Outreach Vehicle.** Also at its February meeting, the Friends & Foundation board discussed its goals for 2021. As part of that conversation, board members talked about providing funding to support the library's new outreach vehicle. Library staff has been working with students at KU's Architecture school to plan and create a UPS van-sized vehicle that will bring library programs and services to underserved areas of Lawrence. On March 12, Friends & Foundation board members attended a Zoom meeting with the students that provided an overall presentation about the project, information on how the students are tackling it, and the opportunity to ask questions. The board will vote on whether to commit funding to the outreach vehicle project at its March 22nd meeting.

**PPP-2 Loan.** The Friends & Foundation was approved for a second round of Paycheck Protection Program funding. The organization is eligible based on a 30% decline in 3rd quarter revenue from 2019 to 2020. The decrease mostly was due to a limited ability to hold large, in-person book sales and lower levels of direct public support during that time frame. The funds will be used for payroll expenses.

**After Hours Fundraiser.** Our first ever journey into the virtual fundraising world was a great success! We are excited to report that the Friends & Foundation raised $70,000 for the library at its March 4th "Happiest Hour" online fundraiser. Of that total, $30,000 will go specifically to fund LPL's digital library. This is a new fundraising event record! Here are a few highlights:

- Basket ticket sales totaled $18,590. This is a significant increase from previous year's totals. Approximately 3,700 basket tickets were sold to 440 online buyers.
- 250 guests registered for the party. We are pleased to report that most attended and many stayed to the very end (most likely to learn whether they had won a basket!)
- During the portion of the evening to raise money for LPL's digital library, our goal was $20,000. By the end of the night, we had raised $30,000!!
- This year's sponsorship total was $26,800. This also is an all-time high level of support from vendors and Lawrence's business community.

A huge "THANK YOU" goes to our Happiest Hour planning committee: Rachel Rademacher, Jan Conard, Kassie Nieters, Dan Storey, Brandon Eisman, Margie Coggins, Mary Gage, Angela Hyde, Logan Isaman and Cathy Hamilton. We also received great support from Brad and LPL staff members Jim Barnes, Joel Bonner, Heather Kearns, and Kristin Soper.

If you missed the party and still want to join in on the fun, visit the library's [You Tube channel and check it out!](#)

# Accreditation Application
## Northeast Kansas Library System
## Library Development Accreditation Program
## 2021-2023

The 2021-2023 accreditation cycle brings a new framework for the accreditation of public libraries in the Northeast Kansas Library System (NEKLS). The previous framework drew from the *2016 Standards for Kansas Public Libraries*, but gradually lost its ability to challenge member libraries. All libraries are encouraged to download and review the *2020 Standards for Kansas Public Libraries*. Many of the elements of these standards may be found in the new framework for NEKLS accreditation.

**The new Library Development Accreditation Program ("Program") framework challenges public libraries to stretch and grow in response to needs within their unique communities.**

- All public libraries are encouraged to participate in the Program. Accreditation certificates will be awarded to libraries upon approval of accreditation applications and NEKLS will issue a press release to the library that may be shared locally.

- The Program is a <u>requirement</u> for those eligible libraries applying for a Library Development Grant or any other grant offered by the System.

- A library may choose to apply for accreditation at the level of service it deems to be appropriate for its community. Standards are intended to apply to the main or central library location in libraries operating multiple branch libraries.

- Libraries wishing to be accredited will submit an application each year. Eligibility for Library Development Grants or any other grants offered by the System requires successful achievement of Tier I Standards and Service Level Standards within the desired accreditation level.

- Libraries must achieve the **Tier I Standards** and the **Service Level Standards** appropriate for their service level. Libraries achieving 14 of 18 **Tier II Library Standards** are recognized as a "Library of Distinction" within their service level.

- Libraries may request a waiver of any Tier I Standards or Service Level Standards. For 2021, libraries may also request a waiver for any Tier II Standard: #77, #78, #79, or #80. The System Director will consider requests for waivers and decisions may be appealed to the Executive Board of the Northeast Kansas Library System. *NEKLS may grant a waiver in order to provide libraries sufficient time to achieve a standard that is "in process." When requesting a waiver, libraries must provide a proposed timeline for achieving the standard.*

- NEKLS staff will audit accreditation applications and supporting materials as needed.

- Some standards reference ***2021-2023 NEKLS Accreditation Standards: Best Practices*** as an additional resource. This document is a work in progress. It may be accessed here: **https://www.nekls.org/resources/forms/**

# LIBRARY SERVICE LEVELS

Accredited libraries select one of these service levels:

Gateway Library

Linking Library

Service Center I

Service Center II

Major Service Center I

Major Service Center II

Major Service Center III

Major Resource Library

# LIBRARY DEVELOPMENT GRANT FORMULA

The annual total Library Development Grant is calculated using the following formula:

| **Base Grant\*** for achieving Tier I Standards and Service Level Standards | **+** | **Select Grants\*\*** for achieving one or more of Tier II Library Standards #77, #78, #79 and/or #80 | **=** | **Total Library Development Grant $$** |
|---|---|---|---|---|

\* A library receives a base grant based upon their service level designation.
\*\* A library may receive additional funds for certain Tier II Library standards achieved.

| Service Level | Base Grant for 2021 $$ | Maximum Possible Grant for 2021 $$ |
|---|---|---|
| Gateway | 7,063 | 8,899 |
| Linking | 10,300 | 12,978 |
| Service Center I | 14,224 | 17,922 |
| Service Center II | 17,543 | 22,104 |
| Major Service Center I | 21,012 | 26,475 |
| Major Service Center II | 27,752 | 34,968 |
| Major Service Center III | 45,239 | 57,001 |
| Major Resource Library | 73,810 | 93,001 |

NOTE: **District libraries**, regardless of service level, will receive $500 for accomplishing the Tier I Standards and appropriate Service Level Standards. An additional $750 may be granted for achieving 14 of the 18 Tier II Standards. These 14 must include Tier II Standards #77, #78, #79 and #80.

| Tier II Library Standards with Select Grants | Select Grants $$ as a % of Base Grant |
|---|---|
| | |
| #77 – All new library trustees participate in a formal orientation upon appointment to the library board. | 5% |
| | |
| #78 – The library expends a minimum of 60% to 65% of its annual budget for library personnel compensation. The Select Grant amount for this standard will be a maximum of 8% maximum and decrease proportionately as the percentage of the library's annual budget applied to personnel compensation decreases from 65% to 60%. | 8% maximum |
| | |
| #79 – All new employees participate in a formal orientation upon hire. The orientation program introduces employees to the mission, philosophy, goals and services of the library; diversity awareness; and job responsibilities. | 5% |
| | |
| #80 – The library has a current three-year technology plan including a 3-5 year computer replacement schedule and planning for new technologies. | 8% |

**\*\* See Appendix E for grant tables by service level. \*\***

# INSTRUCTIONS FOR COMPLETING THE LIBRARY DEVELOPMENT ACCREDITATION PROGRAM APPLICATION

I.      Access the accreditation application at: **https://www.nekls.org/resources/forms/**

II.     Affirm eligibility to apply.  To be eligible to apply for accreditation, a library must be a legally-established library under Kansas Statute and eligible to receive State Aid.

III.    Review and confirm achievement of the Tier I Standards and appropriate Service Level Standards.

IV.     Review and identify which Tier II Library Standards have been achieved.

V.      For standards requiring documentation, send these documents with your application via email (see VII. Below).  Check Appendix D for more information.

VI.     Library director and library board chair sign and date the application.

VII.    Send TWO documents – (1) the completed and signed accreditation application AND (2) the completed and signed Library Development Grant Application – to:  **accreditation@nekls.org** and use "**Accreditation Application**" as the subject line.

VIII.   Please retain the original signed documents in your files.

**\*\*\*\* For each item, mark a "Y" for Yes or a "N" for No.  \*\*\*\***

Y

## AFFIRMATION

We affirm that the Library is legally-established per Kansas Statute.

**K.S.A. 12-1220.**  Same; election to establish; tax levy, use of proceeds; library fund established; territory of existing library excluded, when.

https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0020.html

**K.S.A. 12-1236.**  Establishment of library districts; petition; agreement to transfer city property to district, when; resolution; election, notice and conduct.

https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0036.html

**K.S.A. 75-2556.**  Grants-in-aid to libraries; annual reports of population and tax information; determination of amount of and eligibility for aid; payment dates. [Addressing maintenance of effort.]

https://www.ksrevisor.org/statutes/chapters/ch75/075_025_0056.html

# TIER I LIBRARY STANDARDS

*NOTE: A standard number in YELLOW indicates a new or significantly revised standard.*

## Administration & Governance

1. The library is governed by an appointed or elected library board exercising the authorities provided in state statutes, including but not limited to: (a) maintain the library board's legal status as a body corporate and politic with authority to adopt library policies and regulations; (b) employ and set compensation of a librarian; (c) accept and administer, and invest grants and gifts received; (d) pay out funds collected for operation of the library; and (f) other board authorities as provided in statutes.

2. The library board employs a paid library director, and delegates management of the library to the library director within the policies and budget approved by the library board.

3. The director acts as the library's chief executive officer and is responsible for hiring, firing and evaluating employees.

4. Each library designates a System Representative. This individual attends the Annual Assembly of the Northeast Kansas Library System.

5. Liability insurance for the library is maintained by the library board or the library's parent government body (city, township or county), and a copy of the current insurance policy is on file at the library. *See* 2021-2023 NEKLS Accreditation Standards: Best Practices *for more information.*

6. The library board has adopted written bylaws and policies that expressly address the following topics. (Note: These need not be individual policies; "like" topics may be addressed together.) *Library will provide copies of all policies to NEKLS in electronic format when policies are created and each time they are updated.*

   Advocacy
   Internet use (including Internet privacy and safety)
   Budget and Finance
   Facilities (including meeting room use if applicable)
   Capital improvements
   Children's Internet Protection Act (CIPA)
   Confidentiality of patron & library records
   Staff professional development
   Emergency preparedness & disaster recovery
   Exhibits, displays and bulletin boards
   Equipment use
   Gifts, memorials, and gift-in-kind donations
   Intellectual Freedom
   Patron behavior
   Personnel

Public Services (including circulation and customer service)
Safety
Collection Development (including challenges and weeding)
Surplus property
Trustee bylaws
Use of personal devices in Library
KORA – Freedom of Information Officer Appointment

Y   7.   Each library policy is reviewed at least once in a three-year cycle.  (See also #77, the Tier II
         version of this standard.)

Y   8.   If the library is subject to a charter ordinance placing a cap on the library's mill levy, the
         library director and representation from the library board meet annually with the
         governing body to discuss current and future implications of the mill levy cap on the
         library's ability to build a suitable budget that enables the library to serve the community.

## Continuing Education

Y   9.   The library board participates in at least one continuing education activity annually.  This
         activity may be:

         • Part of a regularly scheduled board meeting with materials and/or a presentation
           provided by the library system or other resource.
         • Attendance at continuing education activities provided by the library system
           and/or other continuing education providers.
         • Other continuing education activities including viewing and discussion of online or
           recorded presentations.

         *Library will provide trustee training statistics – topic, date, number of trustees attending
         and length of training.  See Appendix D for details.*

Y   10.  All library personnel pursue an ongoing program of continuing education activities,
         including technology training as discussed in the WebJunction Core Competencies
         Resource Page.  Visit webjunction.org to learn more.  *Director annually affirms all staff
         have completed CE activities.*

## Facilities

Y   11.  Safety is a primary consideration for every public building and physical grounds.  Every
         two years, the librarian, a board member and a city representative conduct a maintenance
         review of the library building and physical grounds.  Repairs should be completed within 6
         months of the review.  If the local government (city, township or county) provides building
         maintenance services, the library informs local government of maintenance needs in
         writing.  A maintenance checklist is available on the NEKLS Reports and Forms page at:
         https://www.nekls.org/resources/forms/

12. The library director and board periodically, i.e., every 3 years, compare the community's current and future needs with the current building to determine needs for refreshing or renovation of the current building or construction of a new building. A significant expansion of the library building should include a meeting room, if the library does not already have one. When planning for renovation or construction, the library should utilize the advice of a professional architect and provide adequate space for future library services and staff.

13. The library facility, if constructed or renovated after January 1, 2002, must meet the requirements of the Americans with Disabilities Act (ADA) and the accreditation standards of the Northeast Kansas Library System.

### Finances

14. The library board operates under appropriate budget and financial procedures:

    - The treasurer of the board is bonded as required by KSA 12-1226.
    - Financial reports are provided to the board at each board meeting.
    - Statutory requirements for auditing of library accounts are followed.
    - Appropriate procedures for internal financial controls are implemented. Such procedures require that at least two persons examine and approve payments from library funds.

15. Library financial records are maintained on file at the library and are available in accord with Kansas Open Records Act requirements.

16. The library director develops and presents a budget to the library board for discussion and approval. An adequately funded public library meets the following funding levels:

    - Salaries, Benefits and Contracts – The library expends **a minimum of 60%** of its annual budget for library personnel compensation. Compensation includes salaries and wages as well as employee benefits that will include Social Security and Medicare, and may include KPERS or other retirement programs, medical, dental, life, disability, workers compensation insurance, Kansas unemployment compensation, and other employee benefits. Libraries may also consider contractors used to perform regular services such as cleaning, grounds maintenance, etc.
    - Materials and Electronic Resources minimum – The library expends a **minimum of 12%** of total operating expenditures from all income sources (excluding capital fund expenditures).
    - Technology – Varies; see appendices B & C
    - Library Operations – Varies

    *Library will provide final approved budget for the current year.*

Y 17. The library board and library director present tax budget information to the local governing body. This budget should be reflected in the municipal budgets as a separate library fund rather than as a line item in the municipal budget. Municipal governments are charged with funding operational budgets created and approved by local library boards (K.S.A. 12-1220).

Y 18. All checks issued by the library require two signatures – the president and the secretary of the library board. Any additional signatures are optional. The statutory basis for this is K.S.A. 10-803. *See also "Facsimile Signatures" in* 2021-2023 NEKLS Accreditation Standards: Best Practices *for more information.*

Y 19. The library board treasurer and the library director develop monthly financial documents for the library board. The monthly financial documents and all financial motions are included in the library board minutes. (K.S.A. 79-2927). The monthly financial documents include:
   - a list of the current month's expenditures
   - year-to-date, expenditure-to-budget comparison
   - a list of current monthly income
   - year-to-date income to budget comparison

Y 20. The library board and library director comply with the audit requirements for their size of library budget. K.S.A. 75-1122 requires a library to have:
   - an annual **examination and audit** performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are in excess of $500,000 or general obligation or revenue bonds are in excess of $500,000.
   - an annual **examination** performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are in excess of $275,000, but not more than $500,000 or general obligation or revenue bonds are in excess of $275,000, but not more than $500,000.
   - an annual **financial review** when library "aggregate gross receipts" are less than $275,000 or general obligation or revenue bonds are less than $275,000.

   *This statute applies to public libraries in cities of the first and second class and some third-class cities, townships and library districts. Library boards of libraries not required to have an annual audit must approve a GAAP waiver annually.*

   ## Human Resources

Y 21. The library maintains and pays for a personal membership for the library director in the Kansas Library Association. The library pays for individual membership in a national or regional library association – such as the American Library Association (ALA), the Public Library Association (PLA), the Mountain Plains Library Association (MPLA), or the Association for Rural & Small Libraries (ARSL) – upon request by the director.

Y 22. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act, and the library complies with other provisions of the FLSA. The library pays employees for all hours worked; failure to do so is a violation of federal law and may result in fines.

Y 23. The library director has completed the system-approved *ApPlied Public Library Education* (*APPLE*) program after appointment.

Y 24. The base (starting) salary for the library director is at or above the minimum salary level identified for the appropriate service level and educational background. Minimum salary rates are provided as <u>Appendix A</u> of these standards. Library boards should consider the following factors:
- These are entry level salaries; library boards are urged to consider prior experience, education, and skills in setting actual salaries.
- In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

Please indicate the salary level (see Appendix A) that applies to your library director:
- ☐ Minimum Entry Level
- ☐ APPLE Certification
- ☐ APPLE Certification *and* a Bachelor's degree
- ☒ MLS (Master's Degree, Library Science)

Y 25. The library board annually conducts a written evaluation of the library director's performance.

Y 26. An annual salary increase is provided to the library director, subject to the annual performance evaluation. Factors that library boards are encouraged to consider in setting salary increases include, but are not limited to:
- The quality of the library director's performance.
- Success in meeting goals established by the library board.
- The library director's length of service in the position.
- Attainment of major continuing education goals and accomplishments.
- Increases in the cost of living.

Y 27. The library director or appropriate administrative staff annually conducts a written evaluation of the performance of all other library employees. The library director annually recommends – as warranted – to the library board salary increases for other library employees.

Y 28. The library adopts a staffing plan that addresses job descriptions, competencies, organizational development and succession planning.

## Library Services & Programming

Y 29. The library participates directly in the statewide interlibrary loan system.

Y 30. The library has a continuous weeding program. A minimum of 3% of the physical materials in the collection is withdrawn annually.

Y 31. The library annually expends not less than 12% of its total operating expenditures from all income sources (excluding capital fund expenditures) on purchase of library materials or access to electronic content.

Y 32. The library annually adds physical items to its collection equal to not less than 4% of the total collection.

Y 33. The library purchases access to digital content as part of its collection. Content purchased should best address local community needs and might include eBooks, video, etc. Libraries are encouraged to participate in regional system and/or statewide digital content cooperative arrangements in order to purchase such materials.

Y 34. The library provides materials, services and programming to patrons of all ages – children, teens, adults, etc. – as appropriate for their community. *See* 2021-2023 NEKLS Accreditation Standards: Best Practices *for more information.*

## Marketing & Advocacy

Y 35. The library publishes an annual report.

Y 36. The library has an informative and accurate website (static or dynamic) and/or a social media site that is actively maintained and that contains current information about library services and programs.

## Planning & Community Engagement

Y 37. The library board has a current written strategic plan, updated at least every three years and developed with input from members of the community in addition to the library staff and library board. Assistance with library planning is available from NEKLS. *See* 2021-2023 NEKLS Accreditation Standards: Best Practices *for more information.*

*Library will provide a copy of the strategic plan to NEKLS in electronic format.*

**Statistical Data**

Y  38. The library submits annually to NEKLS – by the stated deadline – the Summer Library Program statistics. *See Appendix D for details.*

Y  39. The library submits monthly to NEKLS the Kansas Library Express (Courier) statistics. *See Appendix D for details.*

Y  40. The library completes the annual Kansas Public Library Survey/State Report. This is a requirement in order to qualify for Kansas State Aid and any grant from NEKLS, including the Library Development Grant. *See Appendix D for details.*

**Technology**

Y  41. The library provides convenient access to wireless Internet. Patrons have access to electrical power for electronic devices.

Y  42. The library provides regularly scheduled digital literacy training or individual assistance on topics such as basic computer skills, word processing and spreadsheet software, Internet searching, privacy and security measures, social media and multimedia.

Y  43. The library is either a *Next* member library or has an integrated library automation system that at a minimum provides circulation control and online public access catalog (OPAC) functions, with patron remote Internet access to the OPAC. The system must be able to import and export records in full US MARC format, and meets standards for interoperability with the statewide resource sharing network. Those standards include z39.50 server and client compatibility, and NCIP and/or SIP2 patron authentication compatibility.

# SERVICE LEVEL STANDARDS

*Complete only those questions associated with your target service level.*

**Gateway**

___ 44. The library is open 14-20 hours each week including some hours after 5:00 p.m., <u>or</u> hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ 45. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 10 mbps down. *See Appendix B for details.*

___ 46. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or GED. The library has a minimum of 16 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

**Linking**

___ 47. The library is open 18-30 hours each week including some hours after 5:00 p.m., <u>and</u> hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ 48. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 10 mbps down. *See Appendix B for details.*

___ 49. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or GED. The library has a minimum of 20 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

**Service Center I**

___ 50. The library is open 32-50 hours each week including some hours after 5:00 p.m., and hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ 51. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 15 mbps down. *See Appendix B for details.*

___ 52. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or GED. The library has a minimum of 34 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

### Service Center II

___ 53. The library is open 45-60 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ 54. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 15 mbps down. *See Appendix B for details.*

___ 55. The library employs sufficient staff to meet service needs, including a full-time (40 hours per week) paid library director. The library has a minimum of 80 hours per week of paid library staff.

___ 56. The library employs a full-time (40 hours per week) paid library director who has a Bachelor's degree from an accredited college or university. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

### Major Service Center I

___ 57. The library is open 55-65 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ 58. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 20 mbps down. *See Appendix B for details.*

___ 59. The library provides local technical support for its library network, hardware and software, and has a minimum of 0.5 FTE dedicated to technology development, services and support.

___ 60. The library employs sufficient staff to meet service needs, including a minimum of 150 hours per week (3.75 FTE) of paid library staff.

___ 61. The library director has an MLS degree from an ALA accredited library school. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

## Major Service Center II

___ 62. The library is open 55-65 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

___ 63. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 35 mbps down. *See Appendix B for details.*

___ 64. The library provides local technical support for its library network, hardware and software, and has a minimum of 1.0 FTE dedicated to technology development, services and support.

___ 65. The library employs sufficient staff to meet service needs, including a minimum of 400 hours per week (10.0 FTE) of paid library staff.

___ 66. The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 1.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

## Major Service Center III

___ 67. The library is open 65-70 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday.

___ 68. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps down. *See Appendix B for details.*

___ 69. The library provides local technical support for its library network, hardware and software, and has a minimum of 1.5 FTE dedicated to technology development, services and support.

___ 70. The library employs sufficient staff to meet service needs, including a minimum of 720 hours per week (18.0 FTE) of paid library staff.

___ 71. The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 2.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

72. The library is open 65-75 hours each week including at least five weekday hours after 5:00 p.m., and at least six weekend hours including both Saturday and Sunday hours.

73. The library provides free public access to computers (with an Internet connection) sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps down. *See Appendix B for details.*

74. The library provides local technical support for its library network, hardware and software, and has a minimum of 2.0 FTE dedicated to technology development, services and support.

75. The library employs sufficient staff to meet service needs, including a minimum of 2000 hours per week (50.0 FTE) of paid library staff.

76. The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 8.0 FTE additional staff with MLS degrees.

# TIER II LIBRARY STANDARDS

- A library's **Base Grant** (Tier I and Service Level Standards) is <u>not contingent</u> upon achieving any of the following Tier II Library Standards. Additional grant funds $$ may be achieved by meeting select Tier II Library Standards as noted below. See Appendix E for grant tables by service level.

- Tier II Library Standards <u>are not eligible</u> for a waiver.

- A standard number in YELLOW indicates a new or significantly revised standard.

- A library achieving 14 of 18 **Tier II Library Standards** is recognized as a "Library of Distinction" within their service level.

### Tier II Library Standards with grant funds $$

77. All new library trustees participate in a formal orientation upon appointment to the library board. *See 2021-2023 NEKLS Accreditation Standards: Best Practices for more information. Library will provide a copy of the orientation outline to NEKLS in electronic format.* **$$ = 5% of base grant**

78. The library expends a **minimum of 60% to 65%** of its annual budget for library personnel compensation. Compensation includes salaries and wages as well as employee benefits that will include Social Security and Medicare, and may include KPERS or other retirement programs, medical, dental, life, disability, workers compensation insurance, Kansas unemployment compensation, and other employee benefits. Libraries may also consider contractors used to perform regular services such as cleaning, grounds maintenance, etc. **$$ = up to 8% of base grant**

    *Library will provide final approved budget for the current year.*
    *See your accreditation level in Appendix E for additional information.*

79. All new employees participate in a formal orientation upon hire. The orientation program introduces employees to the mission, philosophy, goals and services of the library; diversity awareness; and job responsibilities. *Library will provide a copy of the orientation outline to NEKLS in electronic format.* **$$ = 5% of base grant**

80. The library has a current three-year technology plan including a 3-5 year computer replacement schedule and planning for new technologies. *Library will provide a copy of the technology plan to NEKLS in electronic format.* **$$ = 8% of base grant**

## Administration & Governance

81. Each library policy is reviewed annually and updated as needed.

82. Library has a library foundation, established fund with a local community foundation, a fund with the Northeast Kansas Library Foundation or an active Friends of the Library [with 501(c)3 status] to support library fundraising efforts.

83. The library participates in Library Giving Day or a comparable local fundraising activity each year.

## Continuing Education

84. The library provides all staff access to at least <u>two training activities</u> each year. These could be in-house training, webinars, NEKLS-sponsored trainings, or other suitable opportunities.

## Facilities

85. The library has one or more meeting and/or multipurpose rooms available for community use.

86. The library prepares a long-range facility plan that addresses projected growth. The board reviews this plan annually and revises it every five years.

87. The library facility is clean, organized, and free of clutter in public service areas. All patrons have suitable room to comfortably navigate the library and interact with resources. The library deploys consistently branded signage throughout the building and grounds.

## Library Services & Programming

88. Library is "fine free" for overdue materials. (Library may collect funds from patrons for lost or damaged materials.)

89. The library regularly partners with at least two other social, cultural and/or recreational organizations in the community to offer programs.

## Marketing & Advocacy

*N* 90. The library director presents the library's annual report at an appropriate open meeting.

*Y* 91. The library works with local businesses and organizations to cross-promote services and community benefits.

## Planning & Community Engagement

*Y* 92. The library embeds staff in community commissions, boards, neighborhood groups, organizations and chambers.

*Y* 93. The library pays membership dues for the library director to participate in the local Chamber of Commerce, Rotary and/or other civic organizations.

## Technology

*Y* 94. The library provides a wireless Internet access point 24/7.

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## APPLICATION CERTIFICATION

I affirm, by entering my name and date of submission, that:
- I have thoroughly reviewed these accreditation standards with the library's board of trustees.
- The library fulfills all of the accreditation standards selected in this application.

_Brad Allen_
**Director's Name**

_Brad Allen_
**Signature**                                    **Date**


_____
**Board Chair's Name**

_____          _____
**Signature**                                    **Date**

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# Appendix A

## 2021-2023 Library Director Base Salary Ranges

This schedule of minimum salaries for library directors provides for a 2% increase over the previous year in the accreditation cycle. Increases are to be applied annually, for a total of 6% at the end of the accreditation period. These are *minimum* compensation levels; library boards are urged to consider prior experience, education, and skills in setting actual starting salaries. In applying these rates to current library directors, library boards should also consider the library director's length of service and past performance.

The minimum salary scale will be reviewed by the Executive Board of the Northeast Kansas Library System at each accreditation period, and adjusted to reflect cost of living increases.

| Service Level | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Minimum Entry Level Pay Rate | | | APPLE Certification | | | APPLE Certification | | | MLS with or without APPLE Certification | | |
| | | | | | | | *and* Bachelor's Degree | | | (Master's Degree, Library Science) | | |
| **2% annual increase** | 2021 | 2022 | 2023 | 2021 | 2022 | 2023 | 2021 | 2022 | 2023 | 2021 | 2022 | 2023 |
| Gateway Library | 10.73 | 10.94 | 11.16 | 11.82 | 12.06 | 12.30 | 12.97 | 13.23 | 13.50 | | | |
| Linking Library | 12.28 | 12.53 | 12.78 | 13.49 | 13.76 | 14.04 | 14.81 | 15.11 | 15.41 | | | |
| Service Center I | 13.72 | 13.99 | 14.27 | 15.16 | 15.46 | 15.77 | 16.66 | 16.99 | 17.33 | * | * | * |
| Service Center II | | | | | | | 18.49 | 18.86 | 19.24 | 21.58 | 22.01 | 22.46 |
| Major Service Center I | | | | | | | | | | 23.27 | 23.73 | 24.21 |
| Major Service Center II | | | | | | | | | | 25.39 | 25.90 | 26.41 |

* Entry level salaries for Library Directors in categories not specified in this chart should be at levels appropriate to their responsibilities and qualifications. *See* 2021-2023 NEKLS Accreditation Standards: Best Practices *for more information.*

# Appendix B

## Recommended Internet Bandwidth

| Internet Computers | Minimum Bandwidth | Preferred Bandwidth |
|---|---|---|
| 1-5 | 10 | 20 |
| 6-10 | 15 | 25 |
| 11-15 | 20 | 30 |
| 16-25 | 35 | 60 |
| 26-40 | 45 | 80 |
| 41-55 | 60 | 100 |
| 56-100 | 75 | 150 |
| 101-150 | 150 | 300 |
| 151-200 | 200 | 350 |
| >200 | 250 | 400 |

> Note: download speeds in Megabytes per Second (Mbps)

**Upload speeds should be a minimum of 3 Mbps or 33% of download speed, whichever is faster.**

There is a strong correlation between the number of Internet computers in a library and that library's size, population served and staff. Number of computers is used here as a simplified proxy for those factors.

While the speed that is advertised is often not the speed that is seen at the library, it should be reasonably close. You can check your actual speed by going to www.speedof.me to find out exactly what bandwidth you are seeing in real conditions in your library. If that speed is several Mbps less than what you are paying for, work with your ISP to get it closer to advertised speed!

Libraries, as community institutions which foster entrepreneurship, must include upstream bandwidth in their planning to promote the creation, as well as the consumption, of information. The National Broadband Initiative suggested a minimum speed for libraries.

For more information on technology in libraries, explore *Edge*, a management and leadership tool supporting libraries in making strategic decisions and identifying areas for improvement. The *Edge Toolkit* is based on a national set of benchmarks for public libraries to evaluate their technology services, and includes resources, recommendations, and tools for strategic planning and community engagement. These useful, scalable tools help libraries by creating a pathway to work directly with local leaders and align technology services with community priorities.
Visit http://www.libraryedge.org/about-edge to learn more.

# Appendix C

## Chart of Library Standards by Service Level

| Standards Category | Gateway Library | Linking Library | Service Center I | Service Center II | Major Service Center I | Major Service Center II | Major Service Center III | Major Resource Center |
|---|---|---|---|---|---|---|---|---|
| Total Hours Open | 14-20 | 18-30 | 32-50 | 46-60 | 55-65 | 55-65 | 65-70 | 65-75 |
| Hours after 5 pm | some | | | At least 5 hours per week | | | | |
| Weekend Hours | combination | | | At least 4 hours Saturday or Sunday | | | | |
| Director paid 2 hrs/week for administrative duties | YES | YES | YES | YES | YES | YES | YES | YES |
| Public devices with an Internet connection -- desktops, laptops, tablets, etc. - | YES | YES | YES | YES | YES | YES | YES* | YES** |
| Internet Bandwidth (minimum megabits per second) | 10 mbps | 10 mbps | 15 mbps | 15 mbps | 20 mbps | 35 mbps | 45 mbps | 75 mbps |
| Wireless Internet Access Point -- preferably on 24/7 | YES | YES | YES | YES | YES | YES | YES | YES |
| Automation -- ILS / OPAC | YES | YES | YES | YES | YES | YES | YES | YES |
| KLA Membership | YES | YES | YES | YES | YES | YES | YES | YES |
| ALA and Other Memberships | YES | YES | YES | YES | YES | YES | YES | YES |
| Minimum Paid Staff Hours, including director | 16 | 20 | 34 | 80 | 150 | 400 | 720 | 2000 |
| Education of Director (minimum) | HS diploma & APPLE training | HS diploma & APPLE training | HS diploma & APPLE training | Bachelor's degree & APPLE training | MLS & APPLE training | MLS & APPLE training | MLS & APPLE training | MLS & APPLE training |
| Education of Other Staff | | | | | | BA/BS ("key personnel") | MLS (2+ FTE) | MLS (8+ FTE) |
| Technology Staff (minimum) | | | | | 0.5 FTE | 1.0 FTE | 1.5 FTE | 2.0 FTE |
| On-demand computer instruction and/or classes | YES | YES | YES | YES | YES | YES | YES | YES |

\* -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.

\*\* -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.

# Appendix D

### Checklist of Standards with Documentation Requirements

The following standards have an information sharing requirement. For each standard, please submit information to the link provided.

| Standard | Documentation Description |
|---|---|
| 4 | Notify NEKLS of designated System Representative by August 1st of each year. Contact is Jessi Harris – jharris@nekls.org |
| 6 | Electronic copies of all library policies emailed to: accreditation@nekls.org |
| 9 | Trustee training statistics submitted annually. Contact is Jessi Harris – jharris@nekls.org |
| 16, 78 | Library's final approved budget for the current year emailed to: accreditation@nekls.org |
| 37 | Electronic copy of strategic plan emailed to: accreditation@nekls.org |
| 38 | Summer Library Program statistics submitted annually. Contact is Anna Foote – afoote@nekls.org |
| 39 | Monthly Kansas Library Express (Courier) statistics submitted. Contact is Caroline Handwork – chandwork@nekls.org |
| 40 | Annual Kansas Public Library Survey/State Report successfully submitted to the State Library – https://ks.countingopinions.com/ |
| 77 | Electronic copy of trustee orientation outline emailed to: accreditation@nekls.org |
| 78, 16 | Library's final approved budget for the current year emailed to: accreditation@nekls.org |
| 79 | Electronic copy of employee orientation outline emailed to: accreditation@nekls.org |
| 80 | Electronic copy of technology plan emailed to: accreditation@nekls.org |

# Appendix E

Library Development Grant Formulas by service level.

| Gateway | 2020 grant | 2021 Base Grant | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible 2021 base grant) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| *Staff expenditures 65% and over* | 8,640.00 | 7,063.00 | 353.15 | 565.04 | 353.15 | 565.04 | $8,899 |
| *Staff expenditures 64% to 64.99%* | 8,640.00 | 7,063.00 | 353.15 | 529.73 | 353.15 | 565.04 | $8,864 |
| *Staff expenditures 63% to 63.99%* | 8,640.00 | 7,063.00 | 353.15 | 494.41 | 353.15 | 565.04 | $8,829 |
| *Staff expenditures 62% to 62.99%* | 8,640.00 | 7,063.00 | 353.15 | 459.10 | 353.15 | 565.04 | $8,793 |
| *Staff expenditures 61% to 61.99%* | 8,640.00 | 7,063.00 | 353.15 | 423.78 | 353.15 | 565.04 | $8,758 |
| *Staff expenditures 60% to 60.99%* | 8,640.00 | 7,063.00 | 353.15 | 388.47 | 353.15 | 565.04 | $8,723 |
| *Staff expenditures 59.99% or less* | 8,640.00 | 7,063.00 | 353.15 | 305.66 | 353.15 | 565.04 | $8,640 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $7,063

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | | |
|---|---|---|
| 7,063.00 | Base Grant | |
| 0.00 | Standard #77: not achieved | |
| 305.66 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less | |
| 353.15 | Standard #79: achieved | |
| 565.04 | Standard #80: achieved | |
| $8,287 | Total 2021 grant amount | |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Linking

| 2020 grant | 2021 Base Grant (of base grant) | #77 Trustee Orientation (5% base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible 2021 grant amount) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|
| Staff expenditures 65% and over | 12,600.00 | 10,300.00 | 515.00 | 824.00 | 515.00 | 824.00 | 12,978 |
| Staff expenditures 64% to 64.99% | 12,600.00 | 10,300.00 | 515.00 | 772.50 | 515.00 | 824.00 | 12,927 |
| Staff expenditures 63% to 63.99% | 12,600.00 | 10,300.00 | 515.00 | 721.00 | 515.00 | 824.00 | 12,875 |
| Staff expenditures 62% to 62.99% | 12,600.00 | 10,300.00 | 515.00 | 669.50 | 515.00 | 824.00 | 12,824 |
| Staff expenditures 61% to 61.99% | 12,600.00 | 10,300.00 | 515.00 | 618.00 | 515.00 | 824.00 | 12,772 |
| Staff expenditures 60% to 60.99% | 12,600.00 | 10,300.00 | 515.00 | 566.50 | 515.00 | 824.00 | 12,721 |
| Staff expenditures 59.99% or less | 12,600.00 | 10,300.00 | 515.00 | 446.00 | 515.00 | 824.00 | 12,600 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $10,300

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | |
|---|---|
| 10,300.00 | Base Grant |
| 0.00 | Standard #77: not achieved |
| 446.00 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less |
| 515.00 | Standard #79: achieved |
| 824.00 | Standard #80: achieved |
| $12,085 | Total 2021 grant amount |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Service Center I

| | 2020 grant | 2021 Base Grant | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible 2021 grant amount) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| Staff expenditures 65% and over | 17,400.00 | 14,224.00 | 711.20 | 1,137.92 | 711.20 | 1,137.92 | 17,922 |
| Staff expenditures 64% to 64.99% | 17,400.00 | 14,224.00 | 711.20 | 1,066.80 | 711.20 | 1,137.92 | 17,851 |
| Staff expenditures 63% to 63.99% | 17,400.00 | 14,224.00 | 711.20 | 995.68 | 711.20 | 1,137.92 | 17,780 |
| Staff expenditures 62% to 62.99% | 17,400.00 | 14,224.00 | 711.20 | 924.56 | 711.20 | 1,137.92 | 17,709 |
| Staff expenditures 61% to 61.99% | 17,400.00 | 14,224.00 | 711.20 | 853.44 | 711.20 | 1,137.92 | 17,638 |
| Staff expenditures 60% to 60.99% | 17,400.00 | 14,224.00 | 711.20 | 782.32 | 711.20 | 1,137.92 | 17,567 |
| Staff expenditures 59.99% or less | 17,400.00 | 14,224.00 | 711.20 | 615.68 | 711.20 | 1,137.92 | 17,400 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $14,224

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | |
|---|---|
| 14,224.00 | Base Grant |
| 0.00 | Standard #77: not achieved |
| 615.68 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less |
| 711.20 | Standard #79: achieved |
| 1,137.92 | Standard #80: achieved |
| $16,689 | Total 2021 grant amount |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Service Center II

| Staff expenditures | 2020 grant | 2021 Base Grant | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible 2021 grant amount) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| *Staff expenditures 65% and over* | 21,460.00 | 17,543.00 | 877.15 | 1,403.44 | 877.15 | 1,403.44 | 22,104 |
| *Staff expenditures 64% to 64.99%* | 21,460.00 | 17,543.00 | 877.15 | 1,315.73 | 877.15 | 1,403.44 | 22,016 |
| *Staff expenditures 63% to 63.99%* | 21,460.00 | 17,543.00 | 877.15 | 1,228.01 | 877.15 | 1,403.44 | 21,929 |
| *Staff expenditures 62% to 62.99%* | 21,460.00 | 17,543.00 | 877.15 | 1,140.30 | 877.15 | 1,403.44 | 21,841 |
| *Staff expenditures 61% to 61.99%* | 21,460.00 | 17,543.00 | 877.15 | 1,052.58 | 877.15 | 1,403.44 | 21,753 |
| *Staff expenditures 60% to 60.99%* | 21,460.00 | 17,543.00 | 877.15 | 964.87 | 877.15 | 1,403.44 | 21,666 |
| *Staff expenditures 59.99% or less* | 21,460.00 | 17,543.00 | 877.15 | 759.26 | 877.15 | 1,403.44 | 21,460 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $17,543

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | |
|---|---|
| 17,543.00 | Base Grant |
| 0.00 | Standard #77: not achieved |
| 759.26 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less |
| 877.15 | Standard #79: achieved |
| 1,403.44 | Standard #80: achieved |
| $20,583 | Total 2021 grant amount |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Major Service Center 1

| | 2020 grant | 2021 Base Grant (of base grant) | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures Orientation (5% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of base grant) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| Staff expenditures 65% and over | 25,704.00 | 21,012.00 | 1,050.60 | 1,680.96 | 1,050.60 | 1,680.96 | 26,475 |
| Staff expenditures 64% to 64.99% | 25,704.00 | 21,012.00 | 1,050.60 | 1,575.90 | 1,050.60 | 1,680.96 | 26,370 |
| Staff expenditures 63% to 63.99% | 25,704.00 | 21,012.00 | 1,050.60 | 1,470.84 | 1,050.60 | 1,680.96 | 26,265 |
| Staff expenditures 62% to 62.99% | 25,704.00 | 21,012.00 | 1,050.60 | 1,365.78 | 1,050.60 | 1,680.96 | 26,160 |
| Staff expenditures 61% to 61.99% | 25,704.00 | 21,012.00 | 1,050.60 | 1,260.72 | 1,050.60 | 1,680.96 | 26,055 |
| Staff expenditures 60% to 60.99% | 25,704.00 | 21,012.00 | 1,050.60 | 1,155.66 | 1,050.60 | 1,680.96 | 25,950 |
| Staff expenditures 59.99% or less | 25,704.00 | 21,012.00 | 1,050.60 | 909.84 | 1,050.60 | 1,680.96 | 25,704 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $21,012

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | | |
|---|---|---|
| 21,012.00 | Base Grant | |
| 0.00 | Standard #77: not achieved | |
| 909.84 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less | |
| 1,050.60 | Standard #79: achieved | |
| 1,680.96 | Standard #80: achieved | |
| $24,653 | Total 2021 grant amount | |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Major Service Center II

| | 2020 grant | 2021 Base Grant | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible 2021 base grant) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| Staff expenditures 65% and over | 33,949.00 | 27,752.00 | 1,387.60 | 2,220.16 | 1,387.60 | 2,220.16 | 34,968 |
| Staff expenditures 64% to 64.99% | 33,949.00 | 27,752.00 | 1,387.60 | 2,081.40 | 1,387.60 | 2,220.16 | 34,829 |
| Staff expenditures 63% to 63.99% | 33,949.00 | 27,752.00 | 1,387.60 | 1,942.64 | 1,387.60 | 2,220.16 | 34,690 |
| Staff expenditures 62% to 62.99% | 33,949.00 | 27,752.00 | 1,387.60 | 1,803.88 | 1,387.60 | 2,220.16 | 34,551 |
| Staff expenditures 61% to 61.99% | 33,949.00 | 27,752.00 | 1,387.60 | 1,665.12 | 1,387.60 | 2,220.16 | 34,412 |
| Staff expenditures 60% to 60.99% | 33,949.00 | 27,752.00 | 1,387.60 | 1,526.36 | 1,387.60 | 2,220.16 | 34,274 |
| Staff expenditures 59.99% or less | 33,949.00 | 27,752.00 | 1,387.60 | 1,201.64 | 1,387.60 | 2,220.16 | 33,949 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $27,752

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | |
|---|---|
| 27,752.00 | Base Grant |
| 0.00 | Standard #77: not achieved |
| 1,201.64 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less |
| 1,387.60 | Standard #79: achieved |
| 2,220.16 | Standard #80: achieved |
| $32,561 | Total 2021 grant amount |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Major Service Center III

| | 2020 grant | 2021 Base Grant | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible 2021 grant amount) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| Staff expenditures 65% and over | 56,000.00 | 45,239.00 | 2,261.95 | 3,619.12 | 2,261.95 | 3,619.12 | 57,001 |
| Staff expenditures 64% to 64.99% | 56,000.00 | 45,239.00 | 2,261.95 | 3,506.02 | 2,261.95 | 3,619.12 | 56,888 |
| Staff expenditures 63% to 63.99% | 56,000.00 | 45,239.00 | 2,261.95 | 3,392.93 | 2,261.95 | 3,619.12 | 56,775 |
| Staff expenditures 62% to 62.99% | 56,000.00 | 45,239.00 | 2,261.95 | 3,279.83 | 2,261.95 | 3,619.12 | 56,662 |
| Staff expenditures 61% to 61.99% | 56,000.00 | 45,239.00 | 2,261.95 | 3,166.73 | 2,261.95 | 3,619.12 | 56,549 |
| Staff expenditures 60% to 60.99% | 56,000.00 | 45,239.00 | 2,261.95 | 3,053.63 | 2,261.95 | 3,619.12 | 56,436 |
| Staff expenditures 59.99% or less | 56,000.00 | 45,239.00 | 2,261.95 | 2,617.98 | 2,261.95 | 3,619.12 | 56,000 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $45,239

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | | |
|---|---|---|
| 45,239.00 | Base Grant | |
| 0.00 | Standard #77: not achieved | |
| 2,617.98 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less | |
| 2,261.95 | Standard #79: achieved | |
| 3,619.12 | Standard #80: achieved | |
| $53,738 | Total 2021 grant amount | |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

## Major Resource Library

| Major Resource Library | 2020 grant | 2021 Base Grant | #77 Trustee Orientation (5% of base grant) | #78 Staff Expenditures (up to 8% of base grant) | #79 New Employee Orientation (5% of base grant) | #80 Technology Plan (8% of possible grant) | Maximum possible 2021 grant amount |
|---|---|---|---|---|---|---|---|
| Staff expenditures 65% and over | 92,000.00 | 73,810.00 | 3,690.50 | 5,904.80 | 3,690.50 | 5,904.80 | 93,001 |
| Staff expenditures 64% to 64.99% | 92,000.00 | 73,810.00 | 3,690.50 | 5,720.28 | 3,690.50 | 5,904.80 | 92,816 |
| Staff expenditures 63% to 63.99% | 92,000.00 | 73,810.00 | 3,690.50 | 5,535.75 | 3,690.50 | 5,904.80 | 92,632 |
| Staff expenditures 62% to 62.99% | 92,000.00 | 73,810.00 | 3,690.50 | 5,351.23 | 3,690.50 | 5,904.80 | 92,447 |
| Staff expenditures 61% to 61.99% | 92,000.00 | 73,810.00 | 3,690.50 | 5,166.70 | 3,690.50 | 5,904.80 | 92,263 |
| Staff expenditures 60% to 60.99% | 92,000.00 | 73,810.00 | 3,690.50 | 4,982.18 | 3,690.50 | 5,904.80 | 92,078 |
| Staff expenditures 59.99% or less | 92,000.00 | 73,810.00 | 3,690.50 | 4,904.20 | 3,690.50 | 5,904.80 | 92,000 |

To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.

**Option A** – Achieve the Base Grant = $73,810

**Option B** – Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.

For example, if your library achieves:

| | |
|---|---|
| 73,810.00 | Base Grant |
| 0.00 | Standard #77: not achieved |
| 4,904.20 | Standard #78: library uses bridge $$ allowance for achieving staff expenditures of 59.99% or less |
| 3,690.50 | Standard #79: achieved |
| 5,904.80 | Standard #80: achieved |
| $88,310 | Total 2021 grant amount |

**Option C** – Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.

# Lawrence Public Library Technology Plan, 2021-2026

(Aaron Brumley, IT Coordinator, March 3, 2021)

The following outline captures our current and upcoming predictable changes and lifecycle replacements for technology equipment and software. This document does not reflect regular ongoing maintenance, recurring fees, or collection related technology expenses, but rather sets a schedule for predictable replacements and upcoming expenses. It should not be taken to be fully comprehensive and will adapt to changing needs and circumstances. Any dollar amounts are rough estimates only.

**Computer replacement cohorts** - Desktops and laptops for patrons and staff are on a replacement cycle of roughly five years. Where possible or necessary we may extend the lifespan of units to six years, but usually not longer. In the case of laptops, the lifespan may be shorter. Apart from the details outlined below regarding equipment replacement we will also seek to evaluate whether more staff can move to lower cost Chrome OS devices which may provide longer lifespans and simpler maintenance.

- 2021 - (Aligning with Public 4 & Staff 3 below) ~$16k (Approximately $7k spent in 2020)
    - 7 Windows Laptops for staff (Purchased late 2020, but entering service 2021)
    - 10 Monitors (Use to replace Asus 24 inch monitors in use on staff desks. Asus monitors will replace 10+ year old units on catalog stations.)
    - 2 Staff Macs, Studio / Public Tech + Marketing. (Mac Minis + Monitor)
    - 12 USB-C Desktop Docks (High reliability with good warranty. USB 4 / Thunderbolt 4 compatible, if available.)
- 2022 - Public 1 ~$28k
    - 12 Desktops in Children's Area (Originally purchased 2016.)
    - 4 Studio Macs (Originally purchased 2014. Upgraded 2019.)
    - 22 Desktops in MidCo Lab (Originally purchased 2017.)
- 2023 - Public 2 & Staff 1 ~$31k
    - 8 Desktops outside MidCo Lab (Originally purchased 2019.)
    - 18 Teen Zone Desktops (Originally purchased 2018.)
    - 25 Desktops primarily in Admin and Youth Services (Originally purchased 2018.)
- 2024 - Public 3 & Staff 2 ~$32k
    - 38 Staff desktops at Public Service Desks, in Accounts, Materials Handling, Info Services, Readers Services, Security, and Facilities. (Originally purchased 2019.)
    - 30 Monitors for public access computers on lower level. (Originally purchased 2014.)
- 2025 - Staff 3 ~$26k
    - 5 Windows Laptops (Originally purchased 2018. Upgraded 2020.)
    - 6 Windows Laptops (Originally purchased 2019.)
    - 7 Windows Laptops (Originally purchased in late 2020.)
    - 4 Chromebooks (Originally purchased in 2019. Support ends 2026.)
    - 30 Monitors for staff workstations. (Primarily replacing Lenovo Tiny-in-One monitors originally purchased in 2017.)
- 2026 - Public 4 ~$32k

- ○ 30 Public Chromebooks for Circulation (50 devices were originally purchased with CARE funds in late 2020. 9 units were still in use from an original purchase of 10 in 2017. Whether funding will be available to replace these devices is unknown. It seems reasonable to target replacement of some, but not all of these devices.)
  - ○ 30 Hotspots (50 devices were originally purchased with CARE funds in late 2020. Again, funding is highly uncertain. This would be for device replacement only. Data plan funding would have to have been found and established in late 2021.)
  - ○ 30 Monitors for Teen and Children's areas (Replacing monitors originally purchased in 2014 and 2017.)

**Public Access Catalogs** - Most of our catalogs are recycled from our supply of decommissioned public or staff computers. In addition to these we have a handful of endcap iPad catalogs.
- ● 2020
  - ○ 10 Desktop computers (Currently recycled ThinkCentre M73 desktop units originally purchased in 2014. Upgraded with SSD in 2020. Plenty of spare units in storage. Performance suitable for catalog use.)
- ● 2021
  - ○ 10 Monitors (Repurposed Tiny-in-One units originally purchased in 2017. A supply of identical backup monitors will be stored to replace these as they fail.)
- ● 2024
  - ○ 3 Endcap iPad Catalogs (Originally purchased in 2018. Replace in 2024.)

**Servers** - Our servers are all virtualized on Microsoft's Hyper-V virtualization platform or in some cases hosted in the cloud. This has reduced our need for server equipment considerably.
- ● 2019
  - ○ 2 x HP Gen10 Servers - Our primary Hyper-V hosts. (Originally purchased in 2019. Not due for replacement until 2027-2029.)
- ● 2021
  - ○ UPS battery replacement. (Current batteries in use since 2016.)
- ● 2023
  - ○ Evaluate UPS replacement. (Current unit in use since 2011. Underpowered. Provides significantly less than one hour backup power.)

**Network** - Since the highly successful transition to our Fortigate firewall as the backbone of our network in 2018 we have moved toward adopting more Fortinet products. Our transition to a fully Fortinet based network is now nearly complete.
- ● 2018
  - ○ Fortigate 200E Firewall (Replace 2028.)
- ● 2020
  - ○ 5 FortiSwitch 448D-POE switches (Replace 2030.)
  - ○ 1 FortiSwitch 448D-FPOE switch (Replace 2030.)
  - ○ 8 Outdoor FortiAP 224e APs (Replace 2030.)

- 2021
    - Indoor FortiAP FAP-U431F-A APs (Meraki units purchased in 2011 and 2017 to be replaced with Wi-Fi 6 compatible FortiAPs in 2021. Next replacement target 2031.)
- 2023
    - Consider purchase of additional switches. 3 x 48 port w/no PoE + 1 x 48 port w/full PoE (To be purchased 2023. Replace 2033.)

**Connectivity** - We have experienced excellent performance and support through our participation in the Kansas Research and Education Network and are proud to be a community anchor institution helping to support the work of the consortium. Our membership helps ensure independent alternatives to private telecoms remain available for eligible institutions throughout the state of Kansas.
- KanREN consortium membership is projected to continue for the foreseeable future.
- Our symmetric Gigabit connection through KanREN has served us extremely well and should be sufficient to meet our needs through 2025.
- Reevaluate whether additional bandwidth is needed as we approach 2025.
- Midco is now providing a cable modem based 500Mb down / 25Mb up connection for use by patrons on our outdoor Wi-Fi network. Midco was selected as a partner for this part of our network as it was funded by a Kansas Department of Commerce Broadband Partnership Adoption Grant. Outdoor connections like this are ineligible for Erate funding. (This connection is serving well for now. Monitoring of performance needed to evaluate whether upstream capacity is sufficient when under heavier use.)
- Reevaluate Midco connection annually to verify Erate ineligibility and to consider switching to Midco fiber for outdoor connection.
- Off-site access
    - Hy-Vee provides access to a public portion of their network to support our use of the Bibliotheca book lockers in their store.
    - We maintain 4 T-Mobile hotspot devices for staff use. These provide internet connectivity for outreach programs, bookvan service, and other incidental off-site programming needs.
    - VPN access for work from home staff. In 2020 we began offering VPN access through our Fortigate Firewall for staff working from home. This tool will continue to support staff for the lifespan of this device (through 2028).

**Library specific technology, systems, and software** - We strive to remain up to date with all our library specific systems.
- 2021
    - Automated Materials Handling
        - New Windows 10 computer. (Purchased late 2020. Installed early 2021.)
        - Continue sorter maintenance for the foreseeable future.
    - Staff RFID pads. Extend support through Bibliotheca or consider alternatives.

- - Begin exploring alternatives to current self-checks. Set a timeline for when replacement might be an appropriate alternative to continued maintenance. (Bibliotheca units in use since 2014. Replaced with new hardware in 2019.)
    - Explore alternatives to Bibliotheca book lockers. These have required very high investment of daily staff work and regular support from IT.
    - Evaluate replacements for Envisionware products PC Reservation (Public computer session management), LPT:One (public print management), and CloudPrint (remote public printing). CloudNine is Envisionware's replacement for PC Reservation. We will begin evaluating it and other alternatives this summer. Chrome OS compatibility for public computer session management is a prerequisite for any new product.
    - Unicode support for Symphony to allow foreign language character support.
  - 2022 and beyond
    - Reevaluate Symphony ILS contract.

**Sound+Vision Studio** - The AV studio created when our building was remodeled in 2014 has been regularly updated with new equipment and changes to the space. It remains a premiere feature of our library and point of pride. We will continue to invest in maintaining and expanding the success of the studio.
- - 2021
    - Major renovation to allow concurrent use of both audio tracking room and video production room. Also, to add space for better staff support. (Currently underway and expected to be completed in early 2021.)
    - Replace aging camera equipment with two 4k capable cameras, mounting hardware, and additional lighting.
    - Additional equipment intended to support two person podcast recording in an easy to start fashion.
  - 2022 and beyond
    - Continued maintenance and regular replacement of existing software licenses and equipment.

**Other technology, systems, and software** - Various software licenses and other products are not captured in other sections of this document.
- - 2021
    - 65" Digital Display - Portrait Orientation Banner Kiosk (Original purchase late 2020. Installed 2021.)
    - 1x 55" Digital Display - Portrait Orientation Kiosks for Children's Area (Requested but not yet ordered.)
    - 50 Public Use Licenses for Office Standard 2021. (To be acquired as "donations" for a moderate fee through TechSoup.)
    - 70 Staff Use Licenses for Office Standard 2021. (Evaluate Microsoft 365 alternative.)
    - 10 Staff Use Licenses for Office Professional Plus 2021. (Evaluate Microsoft 365 alternative.)

- - Paid institutional subscription for Google Workspace. (We have operated on a free version of Google's platform since at least 2010. We can expect to incur significant expense with our move to a paid subscription. Major benefits will include cloud storage sufficient to allow us to end most local file server storage as well as the ability to change our primary email domain from lawrence.lib.ks.us to lplks.org.)
    - Retrofit one or more of our large meeting rooms to serve as a ready to use video conferencing space with suitable camera, microphone and always available computer equipment. Compatibility with popular platforms including Zoom, WebEx, Google Meet, and Microsoft Teams will be required. Vendors will be sought to provide quotes.
    - Security system improvements
      - Replace aging network video recorder (NVR) with a system compatible with a broader range of cameras and supportable by library staff or a new vendor.
      - Add 6-12 cameras in Sound+Vision, outdoor areas, and poorly covered interior spaces.
    - Reevaluate Teen Zone gaming and AV needs.
- 2022
    - [*Depending on outcome of reevaluation TZ Gaming Reevaluation*] - 3x 48" Teen Zone TVs. Replace with 55" high brightness TV's. (Originally purchased 2014.)
    - [*Depending on outcome of reevaluation TZ Gaming Reevaluation*] - 2 Microsoft Xbox Series X game systems for Teen Zone. (To replace aging Xbox One.)
    - [*Depending on outcome of reevaluation TZ Gaming Reevaluation*] - 2 Sony Playstation 5 game systems for Teen Zone. (To replace aging PS4.)
    - [*Depending on outcome of reevaluation TZ Gaming Reevaluation*] - 2 Nintendo Switch game systems (To replace aging Nintendo systems.)
    - Replace auditorium projector with 4k capable projector and superior screen. Seek a vendor to complete work.
- 2023
    - Consider hosted VOIP and other phone system options to replace aging Mitel MiVoice 250 on premise PBX system.
- 2024
    - 3x 42" Digital Displays. (Originally purchased 2014.)
    - 5x 42" Study Room TVs. (Originally purchased 2014.)
    - Auditorium Projector. (Originally purchased 2014.)