

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, May 16, 2022 at 4:30 PM**  
**Meeting Room A**  
[Zoom Link](#)

Introductions

Public Comments

Consent Agenda

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

- Approve Library Board meeting minutes for April
- Approve Treasurer's report for April
- Approve bills for April 18 to May 15
- Receive statistical report for April

Library Director's report

Friends & Foundation report

New Business

- Welcome New Board Members
  - Kelly Hart
  - James Pavisian
- 2021 Audit Review
  - Sean Gordon, GordonCPA
- Policy Review:
  - Emergency Policy – **ACTION ITEM**
    - Jon Ratzlaff, Facilities Manager;
    - Erica Segraves, Employment Engagement Coordinator
  - Rescind defunct policies – **ACTION ITEM**
    - Brad Allen, Director
- Strategic Planning Document Recommendation – **ACTION ITEM**
  - Brad Allen, Library Director

Old Business

- Budget Review
  - Brad Allen, Library Director

Adjournment

## **DRAFT**

### **Lawrence Public Library**

#### **Regular Board Meeting**

April 18,, 2022

4:30 p.m.

**Venue:** The meeting was held in person via Zoom

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

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

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

Brad Allen, Kathleen Morgan, Jon Ratzlaff, Erica Segraves, Bree Pfannenstiel, Frankie Haynes, Aaron Brumley, Tricia Karlin

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

Rachel Rademacher

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

J.T. Thornburg

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

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

#### **Consent Agenda**

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

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

- Brad worked on tweaking the compensation plan to prepare for the 2023 budget submission.
- The Beach Author Series returned after the COVID-19 pandemic hiatus, and there was a great turnout for author Colson Whitehead. The event contributed to the list of Paper Plains Literary Festival offerings. The Library also kicked off Read Across Lawrence this month.
- Brad participated in a City of Lawrence leadership retreat that spanned two days earlier this month. Brad was pleased to hear compliments from city staff about the library's presentation on Read Across Lawrence to the City Commission.

- Brad attended the Public Library Association conference in Portland, Oregon this year. The conference attendance was smaller than usual - around 2,500 - but he appreciated reconnecting with colleagues from other libraries.

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

- Rachel Rademacher presented the report and celebrated the \$23,000 donation to the Friends and Foundation from the St. Patrick's Day Parade Committee.
- Friends and Foundation resumed in-person events with a great turnout for Drag Bingo. The event raised \$1,500 for the Friends and Foundation.
- The Get Inked tattoo event raised \$5,400. Tattoo artists were fully booked over the 2-day event.
- The Friends & Foundation's 2021 financials earned a clean bill of health from auditors. Its Finance Committee and board has accepted the report.
- The Friends and Foundation's Annual meeting is next week, and probably will be held via Zoom due to current COVID case levels.
- The Spring Book Sale is coming up this weekend. There are a lot of books ready to move and all are looking forward to a fantastic event.
- Kathleen reported that the return of the Beach Author Series was a great success. The visit from Colson Whitehead garnered an appreciative audience of 700 - 800 people (in-person and online). Members of the Friends and Foundation Board stepped up to help with the reception and ushering.
- Read Across Lawrence events yet to come include an online discussion of the documentary, The Grace Lee Project with its director. On April 21, Derek Kwan of the Lied Center will conduct a virtual interview with Charles Yu, author of Interior Chinatown, the 2022 Read Across Lawrence selection.

### **New Business**

- **Budget Proposal**
  - Budget committee members Sarah, David, and Jennifer met with Brad to review a few budget models.
  - Their recommendation is to submit a budget to the City representing a 15% increase. This budget enables the library to
    - Fully implement the compensation plan
    - Reinstate a very-much-needed full-time marketing specialist position
    - Support modest increases in the collections & technology budgets
  - 14% increase would allow for the following:
    - A very modest increase to collections & technology budget lines
    - Enables implementation of compensation plan
    - Uncertainty as to if the marketing position could be reinstated
  - 16% increase
    - More breathing room in compensation plan

- Books and Materials budget would increase by \$20,000
  - Technology budget increases by \$30,000
  - Equipment line would increase - this line is often overspent
- Re: cash reserve transfers:
  - 2023 budget proposal does not include a proposal to transfer from cash reserve
  - 2021 budget included a cash reserve transfer which was utilized
  - 2022 budget added a cash reserve again to meet budget needs
  - Relying on a cash reserve indicates an unbalanced budget and thus it is not desirable to rely on these to fully fund the library
- The budget proposal was on the agenda for this meeting so the library can comply with its submission deadline of May 1st. Brad will submit the board's recommendation to Jeremy Willmoth, City Finance Director, and Craig Owens, City Manager.
- Kevan expressed concern that only a small percentage of the budget increase would go towards funding programming, collections, or technology.
- Brad noted that we rely solely on gift funds to pay for library programming, so that line is not actually \$0.00 (as it appears on the budget proposal). It can run into hundreds of thousands of dollars. We also rely on outside funding to shore up technology and collections budgets. If forced to, the library could pay for staff with outside funding, but have chosen not to do so since it's more difficult to cut jobs than programs if that funding goes away.
- Judy noted it would be helpful for the board to have more specifics - to see the actual disparities in pay between the library's current compensation levels and what is appropriate. Additional information may need to be shared to help the public understand the budget submission. Brad offered to share with the board the draft pay schedule proposed by McGrath and show how it compares with the city's compensation plan.
- David moved to accept the 15% budget increase proposal. Jennifer seconded the motion. The motion passed.
- Brad noted that, if they wish, the board will have the opportunity to revisit the budget submission in June, after the actual valuations are reported.
- **Juneteenth Holiday Recommendation**
  - Frankie presented the recommendation from the Inclusion Diversity, Equity and Anti-racism Advisory committee that Juneteenth be treated as a compensatory holiday for the year of 2022. They also noted that they may submit additional recommendations later this year for which holidays the library should close for.
  - Jennifer moved to make Juneteenth 2022 a compensatory holiday for Lawrence Public Library. David seconded the motion. The motion passed.
- **Officer nominations and new board members**
  - Noting that current officers can serve two terms, Sarah recommended that current officers remain in their positions for the coming year.

- Kevan moved that the officer slate of Sarah as Chair, David as Vice-Chair, and Jennifer as Treasurer be approved for the next year. Judy seconded the motion. Motion passed.
- Discussion followed about next steps for two candidates who have applied to join the board. New candidates would fill the vacancies that will be in effect May 1st with Kevan and Judy's departures.
- **Farewell to Judy Keller and Kevan Vick**
  - Both Kevan and Judy were presented (via delivery) with their own gold library cards mounted on a box for display, as a token of appreciation for their many years of services as trustees for the library.
  - Brad expressed gratitude for Judy and Kevan, who both served two four-year terms. He thanked them for their hard work and their care for our community and the library. Kathleen noted that their good questions kept us on our toes and made us stronger.
- **Announcement**
  - LPL's audit is complete. Auditors will be present to review our audit at the May board meeting.

### **Adjournment**

There being no other business, the meeting adjourned at 5:28 pm

The next regular Board meeting will be held Monday, May 16, 2022 via Zoom.

Respectfully submitted,  
Tricia Karlin

## 2022 Regular Budget Report

	<u>April</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
<b>REVENUES</b>					
Tax Fund	117,912.17	2,868,654.36	\$5,022,000.00	57.12%	\$4,978,000.00
Lost and Repl Fees	2,667.88	7,910.81	\$30,000.00	26.37%	\$15,000.00
NEKLS	.	28,947.75	\$96,000.00	30.15%	\$95,000.00
State Aid		28,192.70	\$25,000.00	112.77%	\$25,000.00
Photo Copies	1,234.14	4,576.92	\$10,000.00	45.77%	\$5,000.00
Meeting Room Fees	291.85	2,159.37	\$5,000.00	43.19%	\$ -
Interest	202.24	375.38	\$2,000.00	18.77%	\$2,000.00
Transfer from Cash Reserves		-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	84.58	150.85			
<b>Total Revenues</b>	<b>122,392.86</b>	<b>2,940,968.14</b>	<b>\$5,237,000.00</b>	<b>56%</b>	<b>\$5,170,000.00</b>

## EXPENSES

Salaries & Wages	243,787.27	948,437.51	\$2,910,000.00	32.59%	\$2,865,000.00
Employee Benefits	34,872.98	144,176.49	\$490,000.00	29.42%	\$460,000.00
Payroll Taxes	39,531.69	156,145.32	\$516,000.00	30.26%	\$500,000.00
Utilities	7,145.53	24,862.64	\$100,000.00	24.86%	\$100,000.00
Building Supplies	1,430.40	5,954.44	\$20,000.00	29.77%	\$20,000.00
Building Repairs & Maintenance	7,077.40	35,889.93	\$55,000.00	65.25%	\$55,000.00
Library Supplies	237.74	5,243.66	\$25,000.00	20.97%	\$25,000.00
Books & Materials	70,353.14	213,984.02	\$710,000.00	30.14%	\$710,000.00
Processing Supplies	6,668.20	22,162.47	\$45,000.00	49.25%	\$54,000.00
Equipment	-	12,838.03	\$10,000.00	128.38%	\$10,000.00
Technology	4,495.00	105,837.50	\$250,000.00	42.34%	\$250,000.00
Insurance	1,006.70	7,074.20	\$16,000.00	44.21%	\$16,000.00
Postage & Mailing	4,791.23	11,985.64	\$18,000.00	66.59%	\$18,000.00
Professional Development	4,360.50	16,164.62	\$35,000.00	46.18%	\$30,000.00
Book Van & Mileage	207.48	1,424.36	\$2,000.00	71.22%	\$2,000.00
Professional Fees	5,909.99	23,463.78	\$20,000.00	117.32%	\$25,000.00
Advertising & Marketing	-	1,076.00	\$20,000.00	5.38%	\$30,000.00
Capital Improvements	-	115,761.51	0		\$ -
Miscellaneous	596.55	16,819.91	0		
<b>Total Expenses</b>	<b>432,471.80</b>	<b>1,869,302.03</b>	<b>\$5,237,000.00</b>	<b>36%</b>	<b>\$5,170,000.00</b>

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking	2,074,423.72				
Capitol Improvement	810,723.39				

2022 Outside Funding

2022 Outside Funding	1/1/2022	January	January	February	February	March	March	April	April	
	AMOUNT	Income	Spending	Income	Spending	Income	Spending	Income	Spending	Remaining
Outside & Private Funding										
R & E Totals		\$ 4,365.18	\$ 82,153.21	\$ 15,054.51	\$ 23,870.27	\$ 65,486.03	\$ 37,026.91	\$ 47,472.69	\$ 62,810.49	\$ 410,400.79
									YTD Revenue	\$ 132,378.41
									YTD Expense	\$ 205,860.88

**Lawrence Public Library**  
**Balance Sheet**  
As of April 30, 2022

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	<u>Apr 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	1,240,478.23
Checking	777,925.59
Capital Improvement at MIP	810,723.39
	<hr/>
Total Checking/Savings	2,829,127.21
	<hr/>
Total Current Assets	2,829,127.21
<b>Other Assets</b>	
Petty Cash	605.48
	<hr/>
Total Other Assets	605.48
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>2,829,732.69</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	91,501.96
	<hr/>
Total Accounts Payable	91,501.96
<b>Other Current Liabilities</b>	
Payroll Liabilities	-2,249.35
	<hr/>
Total Other Current Liabilities	-2,249.35
	<hr/>
Total Current Liabilities	89,252.61
	<hr/>
Total Liabilities	89,252.61
<b>Equity</b>	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	998,183.64
	<hr/>
Total Equity	2,740,480.08
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,829,732.69</u></b>



**Lawrence Public Library**  
**Revenues & Expenses**  
April 2022

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	<u>Apr 22</u>	<u>Jan - Apr 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Donations- misc	84.58	150.85
Tax Fund	117,912.17	2,868,654.36
Lost and Replacement Fees	2,667.88	7,910.81
NEKLS	0.00	28,947.75
State Aid	0.00	28,192.70
Photocopies & Printing	1,234.14	4,576.92
Meeting Room Rentals	291.85	2,159.37
Interest	202.24	375.38
Outside&Private Funding Income	47,472.69	132,378.41
<b>Total Income</b>	<u>169,865.55</u>	<u>3,073,346.55</u>
<b>Gross Profit</b>	169,865.55	3,073,346.55
<b>Expense</b>		
Payroll Expenses	282,136.18	1,106,949.30
Payroll Taxes	40,939.81	161,603.51
Utilities - Electric	7,145.53	24,862.64
Building Supplies	1,430.40	5,954.44
Building Repairs & Maintenance	7,077.40	35,889.93
Library & Office Supplies	237.74	5,243.66
Books & Materials	70,353.14	213,984.02
Processing Supplies	6,668.20	22,162.47
Equipment	0.00	12,838.03
Technology	4,495.00	105,837.50
Insurance	1,006.70	7,074.20
Postage & Mailing	4,791.23	11,985.64
Professional Development	4,360.50	16,164.62
Vehicles, Mileage, Maintenance	207.48	1,424.36
Professional Fees	5,909.99	23,463.78
Marketing-General	0.00	1,076.00
Capital Improvement Expenditure	0.00	115,761.51
Miscellaneous	596.55	16,819.91
Outside & Private Funding	57,926.44	186,067.39
<b>Total Expense</b>	<u>495,282.29</u>	<u>2,075,162.91</u>
<b>Net Ordinary Income</b>	<u>-325,416.74</u>	<u>998,183.64</u>
<b>Net Income</b>	<u><u>-325,416.74</u></u>	<u><u>998,183.64</u></u>

Lawrence Public Library  
**Vendor Balance Summary**  
As of May 16, 2022

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	<u>May 16, 22</u>
Alex Ramsay	39.90
Amazon	3,529.70
ASI	52.00
Baker & Taylor, Inc.	53.65
Century Business Technologies	486.84
Demco, Inc.	573.65
EBSCO	389.60
Employers Preferred	906.70
Emporia State University	3,331.28
Eric Smith	500.00
Evergy	7,145.53
Exploration Place	380.00
Filmtools	608.00
Gale/Cengage Learning	337.27
Gordon CPA	2,925.00
Great Plains Media	168.00
infoUSA Marketing	5,200.00
Ingram Library Services	22,261.91
Interlibrary Lending	50.00
Interstate Elevator, Inc.	468.90
Jayhawk Tropical Fish	310.00
Kanopy LLC	2,476.00
Kara Mcbain	15.27
Lawrence Sign Up LLC	398.00
Leanna Henning	25.00
Midwest Tape	16,046.85
OFCFO	175.00
OverDrive	20,693.38
P1 Group, Inc.	5,498.00
Pur-O-Zone, Inc.	1,250.76
Schendel Services	103.74
Success by 6	15,000.00
Tech Electronics	864.00
U.S. Bank - Mastercard	14,117.99
Unique Management Services	295.76
United Parcel Service	1,369.00
World Archives	6,113.00
WP Company LLC	3,588.27
<b>TOTAL</b>	<b><u>137,747.95</u></b>

9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	05/17/2022	ASI	Checking	
Bill	ASI	04/30/2022		Professional Fees	-52.00
TOTAL					-52.00
Bill Pmt -Check	Electronic	05/17/2022	Evergy	Checking	
Bill	Online	04/30/2022		Utilities - Electric	-7,145.53
TOTAL					-7,145.53
Bill Pmt -Check	Electronic	05/17/2022	U.S. Bank - Mastercard	Checking	
Bill	April	04/30/2022		Building Repairs & Main...	-246.50
				Building Supplies	-161.81
				Library & Office Supplies	-589.56
				Processing Supplies	-713.62
				IT Software & Subscripti...	-638.90
				Internet & Telephone	-532.42
				Postage & Mailing	-846.52
				Professional Developm...	-399.00
				Professional Developm...	-488.00
				Professional Developm...	-410.00
				Professional Developm...	-410.00
				Professional Developm...	-135.00
				Membership & Dues	-500.00
				Professional Developm...	-499.00
				Professional Developm...	-237.24
				Professional Developm...	-428.17
				Professional Developm...	-237.24
				Professional Developm...	-249.00
				Vehicles, Mileage, Maint...	-207.48
				Professional Fees	-649.00
				Marketing	-677.43
				Miscellaneous	-316.94
				Outreach/Coggins Fund	-865.16

9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	May	05/02/2022		Aquarium Maintenance	-5.99
				Adult Programming	-98.46
				Children Services Progr...	-760.82
				Teen Services Program...	-518.70
				Summer Reading - ALL	-641.20
				Crowe Fund	-215.60
				Sound & Vision	-3.00
				Sound & Vision	-351.34
				Seed Library	-418.09
				Readers Across Lawren...	-274.00
				Books & Materials	-34.91
				Books & Materials	-53.90
				Books & Materials	-13.00
				Books & Materials	-43.90
				Books & Materials	-74.45
				Books & Materials	-13.00
				Books & Materials	-49.75
				Books & Materials	-30.24
				Books & Materials	-57.67
				Books & Materials	-10.99
				Books & Materials	-10.99
TOTAL					-14,117.99
Bill Pmt -Check	Electronic	05/17/2022	United Parcel Service	Checking	
Bill	online	04/30/2022		Postage & Mailing	-1,369.00
TOTAL					-1,369.00
Bill Pmt -Check	9385	05/17/2022	Alex Ramsay	Checking	
Bill	Refund	05/11/2022		Lost and Replacement ...	-39.90
TOTAL					-39.90

9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9386	05/17/2022	Baker & Taylor, Inc.	Checking	
Bill	2036704742	05/02/2022		Processing Supplies	-1.59
Bill	2036704741	05/02/2022		Books & Materials	-52.06
TOTAL					-53.65
Bill Pmt -Check	9387	05/17/2022	Century Business Technologies	Checking	
Bill	623520	04/30/2022		IT Software & Subscripti...	-486.84
TOTAL					-486.84
Bill Pmt -Check	9388	05/17/2022	Demco, Inc.	Checking	
Bill	7113484	04/25/2022		Processing Supplies	-573.65
TOTAL					-573.65
Bill Pmt -Check	9389	05/17/2022	EBSCO	Checking	
Bill	2205432	04/19/2022		Books & Materials	-389.60
TOTAL					-389.60
Bill Pmt -Check	9390	05/17/2022	Employers Preferred	Checking	
Bill	EIG223514...	04/30/2022		Liability Insurance	-906.70
TOTAL					-906.70

9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9391	05/17/2022	Eric Smith	Checking	
Bill	Summer Re...	04/25/2022		Summer Reading - ALL	-500.00
TOTAL					-500.00
Bill Pmt -Check	9392	05/17/2022	Filmtools	Checking	
Bill	si-8287888	04/22/2022		Processing Supplies	-608.00
TOTAL					-608.00
Bill Pmt -Check	9393	05/17/2022	Gordon CPA	Checking	
Bill	21Audit	04/30/2022		Accounting	-2,925.00
TOTAL					-2,925.00
Bill Pmt -Check	9394	05/17/2022	Great Plains Media	Checking	
Bill	18564-1	04/30/2022		Marketing	-168.00
TOTAL					-168.00
Bill Pmt -Check	9395	05/17/2022	infoUSA Marketing	Checking	
Bill	10003970773	04/19/2022		Block Grant	-5,200.00
TOTAL					-5,200.00

9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9396	05/17/2022	Interstate Elevator, Inc.	Checking	
Bill	22497	04/25/2022		Building Repairs & Main...	-468.90
TOTAL					-468.90
Bill Pmt -Check	9397	05/17/2022	Jayhawk Tropical Fish	Checking	
Bill	147171	04/30/2022		Aquarium Maintenance	-310.00
TOTAL					-310.00
Bill Pmt -Check	9398	05/17/2022	Kanopy LLC	Checking	
Bill	296318-PPU	05/02/2022		Kanopy	-2,476.00
TOTAL					-2,476.00
Bill Pmt -Check	9399	05/17/2022	Kara Mcbain	Checking	
Bill	Refund	04/30/2022		Lost and Replacement ...	-15.27
TOTAL					-15.27
Bill Pmt -Check	9400	05/17/2022	Lawrence Sign Up LLC	Checking	
Bill	16328	04/26/2022		Marketing	-398.00
TOTAL					-398.00

9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9401	05/17/2022	Leanna Henning	Checking	
Bill	April	04/30/2022		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9402	05/17/2022	P1 Group, Inc.	Checking	
Bill	000121184	04/01/2022		Building Repairs & Main...	-5,498.00
TOTAL					-5,498.00
Bill Pmt -Check	9403	05/17/2022	Pur-O-Zone, Inc.	Checking	
Bill	851549	04/20/2022		Building Supplies	-677.60
Bill	852566	05/05/2022		Building Supplies	-573.16
TOTAL					-1,250.76
Bill Pmt -Check	9404	05/17/2022	Schendel Services	Checking	
Bill	30376589	05/06/2022		Building Repairs & Main...	-103.74
TOTAL					-103.74
Bill Pmt -Check	9405	05/17/2022	Tech Electronics	Checking	
Bill	N000138001	04/30/2022		Building Repairs & Main...	-685.00
Bill	N000137199	04/30/2022		Building Repairs & Main...	-179.00
TOTAL					-864.00



9:54 AM  
05/12/22

Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>9406</b>	<b>05/17/2022</b>	<b>Unique Management Services</b>	<b>Checking</b>	
Bill	6100761	04/30/2022		Professional Fees	-134.66
Bill	6100760	04/30/2022		Professional Fees	-161.10
TOTAL					-295.76
<b>Bill Pmt -Check</b>	<b>9407</b>	<b>05/17/2022</b>	<b>World Archives</b>	<b>Checking</b>	
Bill	269167	05/06/2022		Books & Materials	-6,113.00
TOTAL					-6,113.00
<b>Bill Pmt -Check</b>	<b>9408</b>	<b>05/17/2022</b>	<b>WP Company LLC</b>	<b>Checking</b>	
Bill	1656	04/19/2022		Books & Materials	-3,588.27
TOTAL					-3,588.27
<b>Bill Pmt -Check</b>	<b>29152</b>	<b>05/17/2022</b>	<b>Amazon</b>	<b>Checking</b>	
Bill	975594945...	04/13/2022		Books & Materials	-23.68
Bill	444745758...	04/13/2022		Books & Materials	-18.67
Bill	935435374...	04/15/2022		Books & Materials	-34.99
Bill	55659238	04/18/2022		Children Services Progr...	-48.89
Bill	768376794...	04/19/2022		Operations	-134.78
Bill	634775934...	04/19/2022		Children Services Progr...	-49.36
Bill	655356964...	04/19/2022		Operations	-1,009.98
Bill	485948977...	04/19/2022		Books & Materials	-34.99
Bill	576834986...	04/19/2022		Books & Materials	-59.99
Bill	468677688...	04/19/2022		Books & Materials	-36.40
Bill	638793386...	04/19/2022		Books & Materials	-16.24
Bill	467866679...	04/20/2022		Operations	-128.97
Bill	633763547...	04/20/2022		Books & Materials	-20.96
Bill	689656759...	04/20/2022		Books & Materials	-21.41
Bill	444493764...	04/20/2022		Books & Materials	-19.88

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**Lawrence Public Library**  
**Check Detail**  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	436746669...	04/20/2022		Books & Materials	-9.99
Bill	434696884...	04/20/2022		Books & Materials	-109.94
Bill	445463369...	04/20/2022		Books & Materials	-6.42
Bill	577955356...	04/20/2022		Books & Materials	-374.80
Bill	568936754...	04/21/2022		Books & Materials	-23.05
Bill	683383987...	04/21/2022		Books & Materials	-24.99
Bill	634988986...	04/21/2022		Books & Materials	-5.49
Bill	466484559...	04/25/2022		Building Supplies	-205.39
Bill	466775768...	04/27/2022		Books & Materials	-22.30
Bill	454947535...	04/27/2022		Books & Materials	-24.28
Bill	445965395...	04/28/2022		Books & Materials	-12.54
Bill	596874969...	04/29/2022		Books & Materials	-310.38
Bill	736869958...	04/30/2022		Library & Office Supplies	-7.99
Bill	767887974...	04/30/2022		Teen Services Program...	-46.98
Bill	643977383...	04/30/2022		Teen Services Program...	-25.45
Bill	468943497...	05/02/2022		Books & Materials	-16.59
Bill	669566863...	05/02/2022		Books & Materials	-15.89
Bill	758534398...	05/03/2022		Books & Materials	-20.53
Bill	845439544...	05/03/2022		Books & Materials	-49.99
Bill	756687995...	05/03/2022		Books & Materials	-13.98
Bill	844478745...	05/03/2022		Books & Materials	-12.89
Bill	569784436...	05/03/2022		Books & Materials	-59.67
Bill	478533797...	05/03/2022		Books & Materials	-172.41
				Books & Materials	-43.55
				Books & Materials	-51.54
				Books & Materials	-12.47
				Books & Materials	-81.61
				Books & Materials	-11.44
Bill	454769936...	05/03/2022		Books & Materials	-84.98
Bill	938348948...	05/04/2022		Books & Materials	-12.98
TOTAL					-3,529.70

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Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29153</b>	<b>05/17/2022</b>	<b>Emporia State University</b>	<b>Checking</b>	
Bill	S0066486	05/01/2022		IMLS Interns	-692.60
Bill	S0066486	05/01/2022		IMLS Interns	-2,638.68
TOTAL					-3,331.28
<b>Bill Pmt -Check</b>	<b>29154</b>	<b>05/17/2022</b>	<b>Exploration Place</b>	<b>Checking</b>	
Bill	Imaginarium...	05/09/2022		Children Services Progr...	-380.00
TOTAL					-380.00
<b>Bill Pmt -Check</b>	<b>29155</b>	<b>05/17/2022</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	77630037	04/26/2022		Books & Materials	-76.97
Bill	77628816	04/26/2022		Books & Materials	-223.92
Bill	77661814	05/02/2022		Books & Materials	-36.38
TOTAL					-337.27
<b>Bill Pmt -Check</b>	<b>29156</b>	<b>05/17/2022</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	58846231	04/13/2022		Books & Materials	-932.96
Bill	58905589	04/13/2022		Books & Materials	-389.98
Bill	58871637	04/13/2022		Books & Materials	-219.64
Bill	58896187	04/13/2022		Books & Materials	-660.75
Bill	58846232	04/13/2022		Processing Supplies	-83.79
Bill	58905590	04/13/2022		Processing Supplies	-22.49
Bill	58871638	04/13/2022		Processing Supplies	-14.62
Bill	58896188	04/13/2022		Processing Supplies	-98.85
Bill	58955218	04/15/2022		Books & Materials	-11.99
Bill	58965033	04/15/2022		Books & Materials	-34.77
Bill	58955219	04/15/2022		Processing Supplies	-0.20
Bill	58965034	04/15/2022		Processing Supplies	-0.60
Bill	58929080	04/18/2022		Books & Materials	-842.16

**Lawrence Public Library**  
**Check Detail**  
 May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	58989733	04/18/2022		Books & Materials	-1,020.25
Bill	58989731	04/18/2022		Books & Materials	-219.67
Bill	58955216	04/18/2022		Books & Materials	-300.56
Bill	58977060	04/18/2022		Books & Materials	-1,997.22
Bill	58929081	04/18/2022		Processing Supplies	-67.24
Bill	58989734	04/18/2022		Processing Supplies	-108.84
Bill	58989732	04/18/2022		Processing Supplies	-27.76
Bill	58955217	04/18/2022		Processing Supplies	-21.58
Bill	58977061	04/18/2022		Processing Supplies	-188.99
Bill	59002077	04/19/2022		Books & Materials	-25.78
Bill	59002075	04/19/2022		Books & Materials	-360.88
Bill	59002078	04/19/2022		Processing Supplies	-0.40
Bill	59002076	04/19/2022		Processing Supplies	-32.44
Bill	59036582	04/20/2022		Books & Materials	-8.99
Bill	59036583	04/20/2022		Processing Supplies	-2.05
Bill	59054278	04/21/2022		Books & Materials	-490.00
Bill	59036584	04/21/2022		Books & Materials	-267.31
Bill	59054279	04/21/2022		Processing Supplies	-30.05
Bill	59036585	04/21/2022		Processing Supplies	-21.89
Bill	59081889	04/25/2022		Books & Materials	-164.73
Bill	59081890	04/25/2022		Processing Supplies	-10.53
Bill	59116954	04/26/2022		Books & Materials	-967.38
Bill	59116955	04/26/2022		Processing Supplies	-132.82
Bill	59128840	04/27/2022		Books & Materials	-184.82
Bill	59128842	04/27/2022		Books & Materials	-17.09
Bill	59128839	04/27/2022		Books & Materials	-60.76
Bill	59150001	04/27/2022		Books & Materials	-77.84
Bill	59105841	04/27/2022		Books & Materials	-1,828.68
Bill	59128841	04/27/2022		Processing Supplies	-16.58
Bill	59128843	04/27/2022		Processing Supplies	-0.92
Bill	59105842	04/27/2022		Processing Supplies	-181.31
Bill	59176697	04/28/2022		Books & Materials	-31.76
Bill	59191450	04/28/2022		Books & Materials	-40.77
Bill	59176698	04/28/2022		Processing Supplies	-0.40
Bill	59191451	04/28/2022		Processing Supplies	-0.60
Bill	59241861	04/29/2022		Books & Materials	-831.25
Bill	59208055	04/29/2022		Books & Materials	-448.50
Bill	59176695	04/29/2022		Books & Materials	-704.63
Bill	59157665	04/29/2022		Books & Materials	-454.03

**Lawrence Public Library**  
**Check Detail**  
 May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	59208056	04/29/2022		Processing Supplies	-30.97
Bill	59241862	04/29/2022		Processing Supplies	-127.95
Bill	59176696	04/29/2022		Processing Supplies	-57.40
Bill	59157666	04/29/2022		Processing Supplies	-39.09
Bill	59229966	05/02/2022		Books & Materials	-1,266.64
Bill	59229967	05/02/2022		Processing Supplies	-145.78
Bill	59252831	05/03/2022		Books & Materials	-257.31
Bill	59252832	05/03/2022		Processing Supplies	-18.31
Bill	59285208	05/04/2022		Books & Materials	-511.31
Bill	59285209	05/04/2022		Processing Supplies	-34.26
Bill	59304625	05/05/2022		Books & Materials	-426.11
Bill	59304626	05/05/2022		Processing Supplies	-28.84
Bill	59356932	05/09/2022		Outreach Collection	-122.73
Bill	59356930	05/09/2022		Outreach Collection	-148.10
Bill	59356931	05/09/2022		Outreach Collection	-246.93
Bill	59356933	05/09/2022		Outreach Collection	-35.75
Bill	59333927	05/09/2022		Books & Materials	-509.40
Bill	59368703	05/09/2022		Books & Materials	-405.46
Bill	59333928	05/09/2022		Processing Supplies	-38.15
Bill	59368704	05/09/2022		Processing Supplies	-46.69
Bill	59403995	05/10/2022		Books & Materials	-183.83
Bill	59382125	05/10/2022		Books & Materials	-495.87
Bill	59356928	05/10/2022		Books & Materials	-2,149.75
Bill	59403996	05/10/2022		Processing Supplies	-21.40
Bill	59382126	05/10/2022		Processing Supplies	-33.34
Bill	59356929	05/10/2022		Processing Supplies	-220.44
TOTAL					-22,261.91
<b>Bill Pmt -Check</b>	<b>29157</b>	<b>05/17/2022</b>	<b>Interlibrary Lending</b>	<b>Checking</b>	
Bill	ILL Replace...	05/11/2022		Lost and Replacement ...	-50.00
TOTAL					-50.00

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Lawrence Public Library  
Check Detail  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29158	05/17/2022	Midwest Tape	Checking	
Bill	501943243	04/13/2022		Books & Materials	-308.92
Bill	501943242	04/13/2022		Books & Materials	-402.50
Bill	501959124	04/15/2022		Books & Materials	-58.30
Bill	501959126	04/15/2022		Books & Materials	-183.68
Bill	501972475	04/19/2022		Books & Materials	-255.94
Bill	501972621	04/19/2022		Books & Materials	-845.56
Bill	501990782	04/25/2022		Books & Materials	-157.82
Bill	501990784	04/25/2022		Books & Materials	-287.13
Bill	502003577	04/27/2022		Books & Materials	-410.54
Bill	502003578	04/27/2022		Books & Materials	-234.94
Bill	502024231	04/29/2022		Books & Materials	-156.32
Bill	502051063	04/30/2022		Processing Supplies	-254.00
Bill	502047692	05/02/2022		Books & Materials	-10,292.78
Bill	502035262	05/03/2022		Books & Materials	-740.82
Bill	502035263	05/03/2022		Books & Materials	-229.94
Bill	502024233	05/04/2022		Books & Materials	-279.64
Bill	502061379	05/06/2022		Books & Materials	-152.87
Bill	502061411	05/06/2022		Books & Materials	-217.41
Bill	502063397	05/10/2022		Books & Materials	-457.77
Bill	502063398	05/10/2022		Books & Materials	-119.97
TOTAL					-16,046.85
Bill Pmt -Check	29159	05/17/2022	OFCFO	Checking	
Bill	2021Audit	04/19/2022		Miscellaneous	-175.00
TOTAL					-175.00

**Lawrence Public Library**  
**Check Detail**  
 May 2022

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29160</b>	<b>05/17/2022</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO22...	04/19/2022		Books & Materials	-406.56
Bill	06809CO22...	04/19/2022		Books & Materials	-1,307.66
Bill	06809CO22...	04/19/2022		Books & Materials	-716.95
Bill	06809DA22...	04/19/2022		Books & Materials	-352.20
Bill	06809CO22...	04/19/2022		Books & Materials	-834.44
Bill	06809CO22...	04/19/2022		Books & Materials	-968.79
Bill	06809CO22...	04/19/2022		Books & Materials	-425.21
Bill	06809CO22...	04/20/2022		Books & Materials	-275.47
Bill	06809CO22...	04/20/2022		Books & Materials	-156.14
Bill	06809CO22...	04/20/2022		Books & Materials	-693.31
Bill	06809CO22...	04/20/2022		Books & Materials	-420.35
Bill	06809CO22...	04/20/2022		Books & Materials	-1,297.52
Bill	06809CO22...	04/20/2022		Books & Materials	-128.99
Bill	06809DA22...	04/21/2022		Books & Materials	-230.00
Bill	06809da22...	04/26/2022		Books & Materials	-68.00
Bill	06809cp22...	05/03/2022		Books & Materials	-130.73
				Memorials/Honor w/ Bo...	-293.60
Bill	06809DA22...	05/03/2022		Books & Materials	-402.97
Bill	06809CO22...	05/03/2022		Books & Materials	-259.52
Bill	06809CO22...	05/03/2022		Books & Materials	-58.66
Bill	06809CO22...	05/03/2022		Books & Materials	-257.86
Bill	06809CO22...	05/03/2022		Books & Materials	-420.80
Bill	06809CO22...	05/03/2022		Books & Materials	-991.83
Bill	06809CO22...	05/03/2022		Books & Materials	-1,070.72
Bill	06809DA21...	05/04/2022		Digital Resources (GDR)	-111.00
Bill	06809CO22...	05/10/2022		Books & Materials	-357.97
Bill	06809CO22...	05/10/2022		Books & Materials	-842.01
Bill	06809CO22...	05/10/2022		Books & Materials	-515.25
Bill	06809CO22...	05/10/2022		Books & Materials	-284.74
Bill	06809CO22...	05/10/2022		Books & Materials	-1,069.38
Bill	06809CO22...	05/10/2022		Books & Materials	-888.36
Bill	06809DA22...	05/11/2022		Books & Materials	-1,406.07
Bill	06809CO22...	05/11/2022		Books & Materials	-1,797.30

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Lawrence Public Library  
**Check Detail**  
May 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO22...	05/11/2022		Books & Materials	-572.97
Bill	06809CO22...	05/11/2022		Books & Materials	-680.05
TOTAL					-20,693.38
<b>Bill Pmt -Check</b>	<b>29161</b>	<b>05/17/2022</b>	<b>Success by 6</b>	<b>Checking</b>	
Bill	Donation	04/26/2022		Block Grant	-15,000.00
TOTAL					-15,000.00



# Lawrence Public Library

## Statistical Summary - April 2022

<b>OUTPUT MEASURES</b>								
Service Area Population	103,351							
User Visits (w/estimated data for 4/30/2022 - gate malfunction)	25,341							
<b>Cardholders transacting</b>	<b># of Cardholders transacting</b>							
<b>Total Cardholders transacting in last 3 years</b>	<b>40,129</b>							
<b>Cardholders transacting - current month</b>	<b>13,385</b>							
<b>Cardholders added - current month</b>	<b>484</b>							
<b>Checkouts &amp; Renewals</b>								
<b>Borrowing Service Points (Checkouts + Renewals unless otherwise noted)</b>	<b>Unique Users</b>	<b>In Person Checkouts + Renewals</b>	<b>Online or Automatic Checkouts+ Renewals</b>		<b>% Checkouts + Renewals In Person</b>	<b>% Checkouts + Renewals Online</b>	<b>% Total Checkouts + Renewals</b>	
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	7,573	44,854	42,315		51%	49%	100%	
<b>Website + Social Media</b>	<b>Users (if available)</b>			<b>Activity</b>				
Website - includes Catalog (Sessions)	31,387			62,742				
Website - Kaw Valley Jukebox	86			95				
Website - Digital Douglas County (Sessions)	870			1,050				
All other web site visits (Sessions)	0			2,576				
Social Media Interactions (Facebook & Twitter)				2,576				
Social Media Reach (Facebook & Twitter)				126,135				
<b>Borrowing Digital vs. Physical</b>					<b>Across All Audiences</b>			
<b>Borrowing by Audience (incl. Checkouts + Renewals)</b>	<b>Physical</b>	<b>Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)</b>	<b>Total Physical + Digital</b>		<b>Physical % of Usage</b>	<b>Digital % of Usage</b>	<b>Total All Audiences</b>	
<b>Adult Total</b>	<b>25,543</b>	<b>13,761</b>	<b>39,304</b>		<b>29%</b>	<b>16%</b>	<b>45%</b>	
<b>Teen Total</b>	<b>2,503</b>	<b>1,732</b>	<b>4,235</b>		<b>3%</b>	<b>2%</b>	<b>5%</b>	
<b>Childrens Total</b>	<b>23,313</b>	<b>2,710</b>	<b>26,023</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
<b>Total AV Media Room</b>	<b>15,723</b>	<b>1,932</b>	<b>17,655</b>		<b>18%</b>	<b>2%</b>	<b>20%</b>	
<b>Total Library of Things</b>	<b>161</b>	<b>0</b>	<b>161</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>	<b>67,243</b>	<b>20,135</b>	<b>87,378</b>		<b>77%</b>	<b>23%</b>	<b>100%</b>	

# Lawrence Public Library

## Statistical Summary - April 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
<b>Total All Holdings</b>	<b>190,388</b>	<b>20,766</b>	<b>211,154</b>		<b>90%</b>	<b>10%</b>	<b>100%</b>	
Added	2,175	297	2,472		88%	12%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,611	222	2,833		92%	8%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>	<b>178</b>	<b>178</b>	<b>356</b>					
<b>Service Interactions + Consultations</b>		<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>	<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
<b>Total Service Interactions</b>		<b>4,438</b>	<b>1,559</b>	<b>5,997</b>	<b>74%</b>	<b>26%</b>	<b>100%</b>	
<b>Holds Service - Physical collection only</b>	<b>Unique Users</b>	<b>Total Holds</b>		<b>Avg.Holds Per User</b>				
Holds Filled	3,509	14,206		4				
<b>Other Public Services</b>				<b>Total sessions</b>				
Public Computer Usage				2258				
<b>PROGRAMMING (see also graphs)</b>	<b>No. of Passive Programs</b>	<b>No. Of In Person Programs</b>	<b>No. Of Live Online Programs</b>	<b>No. of Virtual On-Demand viewing-Recorded Video Programs</b>	<b>Passive Attendance</b>	<b>In Person Attendance</b>	<b>Live Online Attendance</b>	<b>Virtual On-Demand viewing-Recorded Video Views</b>
<b>Total Programs</b>	<b>2</b>	<b>59</b>	<b>23</b>	<b>4</b>	<b>11</b>	<b>2839</b>	<b>599</b>	<b>92</b>
<b>Total Programs Offered</b>				<b>88</b>				
<b>Total Program Attendance</b>								<b>3541</b>
<b>STAFFING</b>	<b>Current Month</b>	<b>Current Month</b>	<b>% Change</b>					
	<b>2022</b>	<b>2021</b>	<b>2022 v 2021</b>					
Total Paid Staff, in Full-Time Equivalents	69.34	67.99	2%					

# Lawrence Public Library

## Full Statistical Report - April 2022

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# Lawrence Public Library

## Full Statistical Report - April 2022

Website + Social Media		Users (if available)			Activity				
Website - includes Catalog (Sessions)		31,387			62,742				
Website - Kaw Valley Jukebox		86			95				
Website - Digital Douglas County (Sessions)		870			1050				
Social Media Interactions (Facebook & Twitter)					2,576				
Social Media Reach (Facebook & Twitter)					126,135				
		Borrowing Digital vs. Physical			Per Audience	Across All Audiences			
Borrowing by Audience (incl. Checkouts + Renewals)		Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital	% of Usage	Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Book, & Other Print Formats (incl. Book Club Kits)		23,194	5,412	28,606	73%	27%	6%	33%	
Adult Graphic Novels		920	61	981	2%	1%	0%	1%	
Adult Magazines		545	361	906	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)		884	7,927	8,811	22%	1%	9%	10%	
<b>Adult Total</b>		<b>25,543</b>	<b>13,761</b>	<b>39,304</b>	<b>100%</b>	<b>29%</b>	<b>16%</b>	<b>45%</b>	
Teen Books (incl. Book Club Kits)		1,402	707	2,109	50%	2%	1%	2%	
Teen Graphic Novels and Manga		1,071	133	1,204	28%	0%	0%	1%	
Teen Magazines		2	0	2	0%	0%	0%	0%	
Teen Audiobooks		28	892	920	22%	0%	1%	1%	
<b>Teen Total</b>		<b>2,503</b>	<b>1,732</b>	<b>4,235</b>	<b>100%</b>	<b>3%</b>	<b>2%</b>	<b>5%</b>	
Children's Books, NF Videos & all Kits		19,430	1,152	20,582	79%	22%	1%	24%	
Children's Graphic Novels		2,753	58	2,811	11%	3%	0%	3%	
Children's Magazines		85	0	85	0%	0%	0%	0%	
Children's Music CDs		202	0	202	1%	0%	0%	0%	
Children's Audiobooks & Readalongs		843	1,500	2,343	9%	1%	2%	3%	
<b>Childrens Total</b>		<b>23,313</b>	<b>2,710</b>	<b>26,023</b>	<b>100%</b>	<b>27%</b>	<b>3%</b>	<b>30%</b>	
AV Media Room - Feature Films (Adult and Family) and All		8,699	1,932	10,631	60%	10%	2%	12%	
AV Media Room - TV Shows		3,019	0	3,019	17%	3%	0%	3%	
AV Media Room - Non-Fiction DVDs		770	0	770	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games		1,222	0	1,222	7%	1%	0%	1%	
AV Media Room - Adult Music CDs		2,013	0	2,013	11%	2%	0%	2%	
<b>Total AV Media Room</b>		<b>15,723</b>	<b>1,932</b>	<b>17,655</b>	<b>100%</b>	<b>18%</b>	<b>2%</b>	<b>20%</b>	
Library of Things - Boardgames and Game Guides		136	0	136	84%	0%	0%	0%	
Library of Things - Digital Equity (Library laptop & hotspot)		0	0	0	0%	0%	0%	0%	
Library of Things - Digitization tools, SAD Lamps, Button		25	0	25	16%	0%	0%	0%	
<b>Total Library of Things</b>		<b>161</b>	<b>0</b>	<b>161</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total all collections</b>		<b>67,243</b>	<b>20,135</b>	<b>87,378</b>	<b>100%</b>	<b>77%</b>	<b>23%</b>	<b>100%</b>	

# Lawrence Public Library

## Full Statistical Report - April 2022

Collection Holdings		Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Adult Book & Other Print Formats (includes Non-Circulating Items, Magazines, Bookclub Kits)		89,006	6,741	95,747		42%	3%	45%	
Adult Audiobooks & Language Instruction		6,241	4,857	11,098		3%	2%	5%	
<b>Total Adult Collection</b>		<b>95,247</b>	<b>11,598</b>	<b>106,845</b>		<b>45%</b>	<b>5%</b>	<b>51%</b>	
Teen Book & Other Print Formats		9,589	2,204	11,793		5%	1%	6%	
Teen Audiobooks		292	1,175	1,467		0%	1%	1%	
<b>Total Teen Collection</b>		<b>9,881</b>	<b>3,379</b>	<b>13,260</b>		<b>5%</b>	<b>2%</b>	<b>6%</b>	
Children's Book & Other Print Formats		54,451	4,037	58,488		26%	2%	28%	
Children's Audiobooks & Language Instruction		1,951	1,752	3,703		1%	1%	2%	
Children's Video and Music		958	0	958		0%	0%	0%	
<b>Total Children's Collection</b>		<b>57,360</b>	<b>5,789</b>	<b>63,149</b>		<b>27%</b>	<b>3%</b>	<b>30%</b>	
<b>Total Media Room (DVDs, BluRays, Music CDs, Videogames)</b>		<b>27,766</b>	<b>0</b>	<b>27,766</b>		<b>13%</b>	<b>0%</b>	<b>13%</b>	
<b>Total Library of Things (Boardgames, Devices, Hotspots, Laptops)</b>		<b>134</b>	<b>0</b>	<b>134</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Total All Holdings</b>		<b>190,388</b>	<b>20,766</b>	<b>211,154</b>		<b>90%</b>	<b>10%</b>	<b>100%</b>	
Added		2,175	297	2,472		88%	12%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))		2,611	222	2,833		92%	8%	100%	
<b>Net Change (Total holdings current month minus Last Month's Total holdings)</b>		<b>178</b>	<b>178</b>	<b>356</b>					
<b>Interactions + Consultations</b>									
<b>Service Interactions + Consultations</b>			<b>In Person Interactions</b>	<b>Online Or Phone Interactions</b>	<b>Total All Interactions</b>	<b>% In Person</b>	<b>% Online or Phone</b>	<b>% Total</b>	
Accounts Interactions			1,993	1,330	3,323	33%	22%	55%	
Info Services Interactions			1,056	38	1,094	18%	1%	18%	
Readers Services Interactions			450	37	487	8%	1%	8%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)			24	11	35	0%	0%	1%	
Teen Interactions			115	0	115	2%	0%	2%	
Children's Interactions			480	0	480	8%	0%	8%	
Public Technology Interactions			320	67	387	5%	1%	6%	
Website - Contact Us Forms + Social Media			0	76	76	0%	1%	1%	
<b>Total Service Interactions</b>			<b>4,438</b>	<b>1,559</b>	<b>5,997</b>	<b>74%</b>	<b>26%</b>	<b>100%</b>	



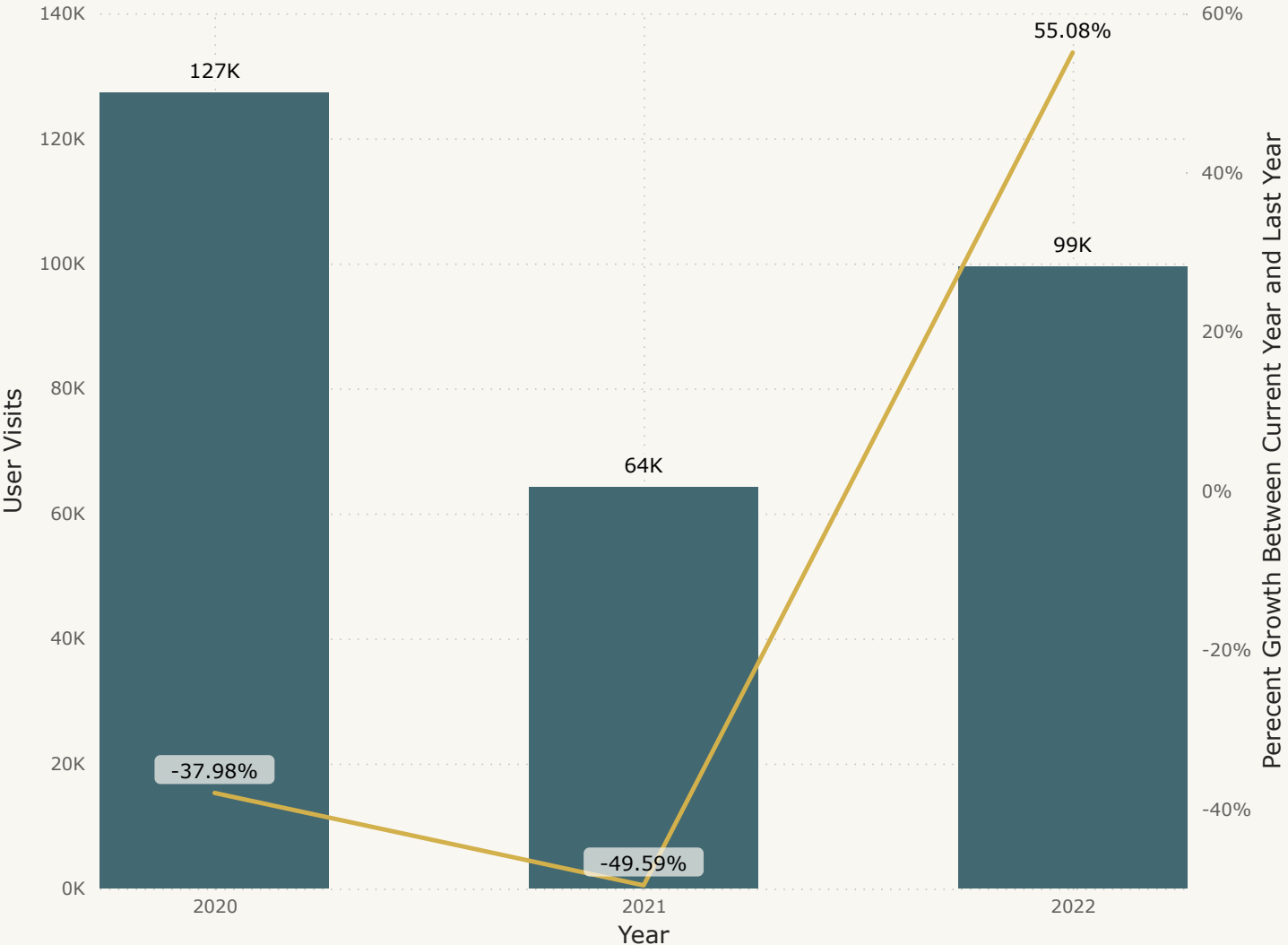
# Lawrence Public Library

## Full Statistical Report - April 2022

STAFFING		Current Month	Current Month	% Change		YTD	YTD	% Change	
		2022	2021	2022 v 2021		2022	2021		
Total Paid Staff, in Full-Time Equivalents		69.34	67.99	2%					
ALA-MLS Librarians, in Full-Time Equivalents		18.825	18.65	1%					
Number of Employees--Total		84	83	1%					
Number of Employees--Full-Time		43	43	0%					
Number of Employees--Part-Time		41	40	3%					
Terminations		1	0	#DIV/0!		3	2	50%	
Hirings		0	2	-100%		4	4	0%	
Volunteer Hours		491	118	316%		1,306	197	563%	

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

User Visits    Percent Growth Between Current Year and Last Year



55.08%

Percent Growth Between Current Year and Last Year

Year

All

Month

☐ Select all

☐ January

☐ February

☐ March

☐ April

☐ May

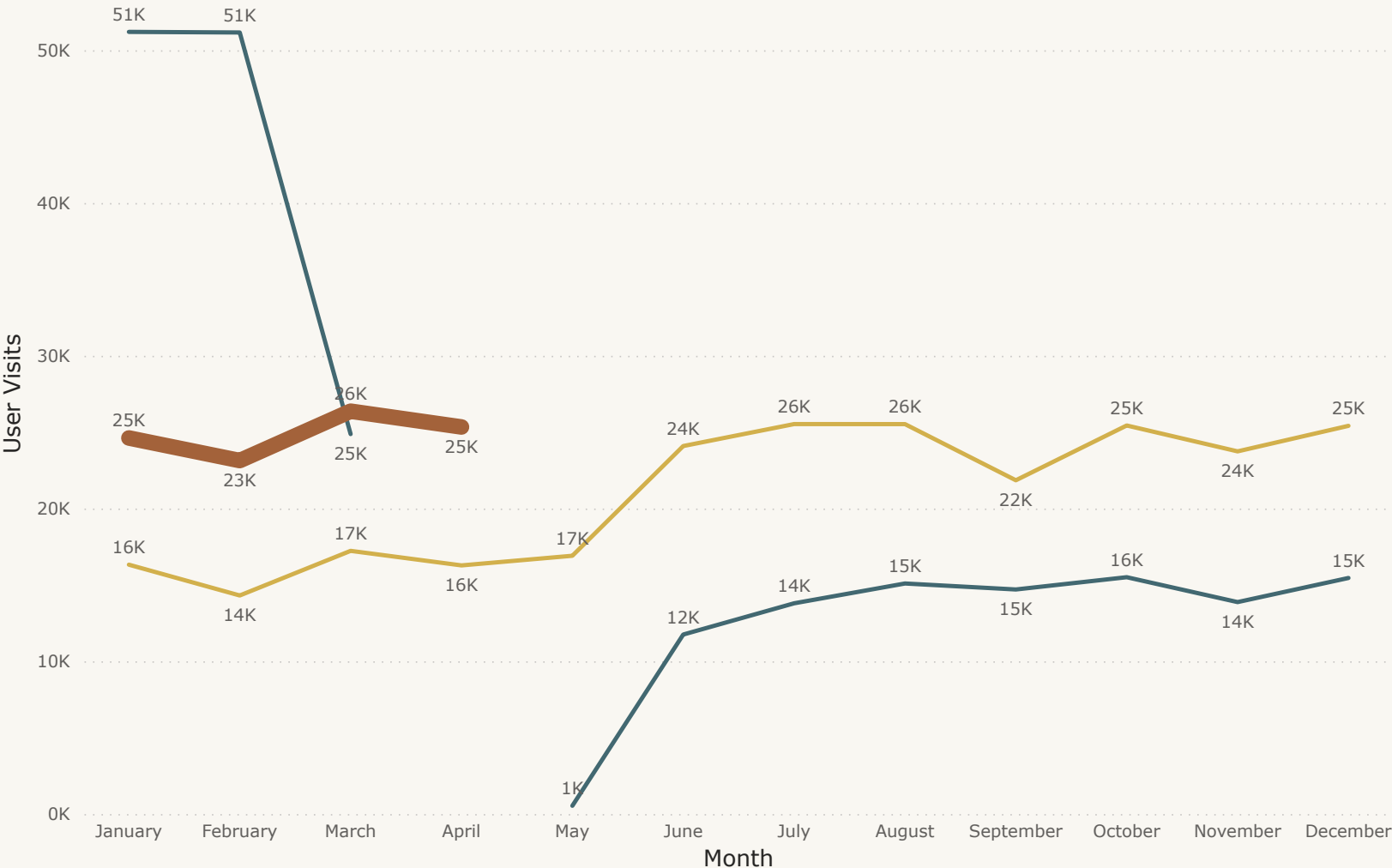
☐ June

☐ July



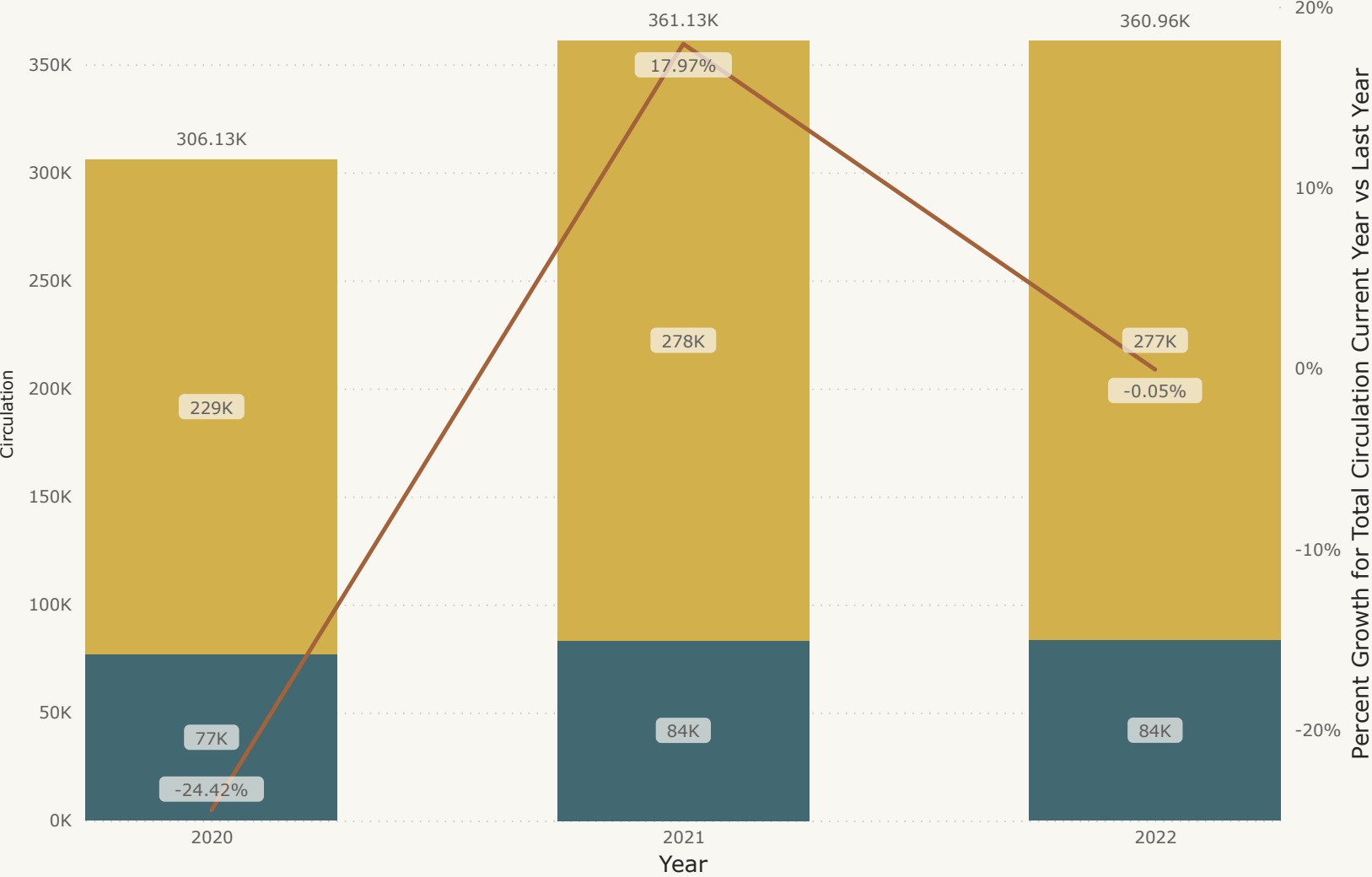
# Total User Visits: 3 Year Comparison

Year ● 2020 ● 2021 ● 2022



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

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



**-0.05%**  
Percent Growth Current  
Year vs Last Year

# Total Circulation (Digital+Physical) Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

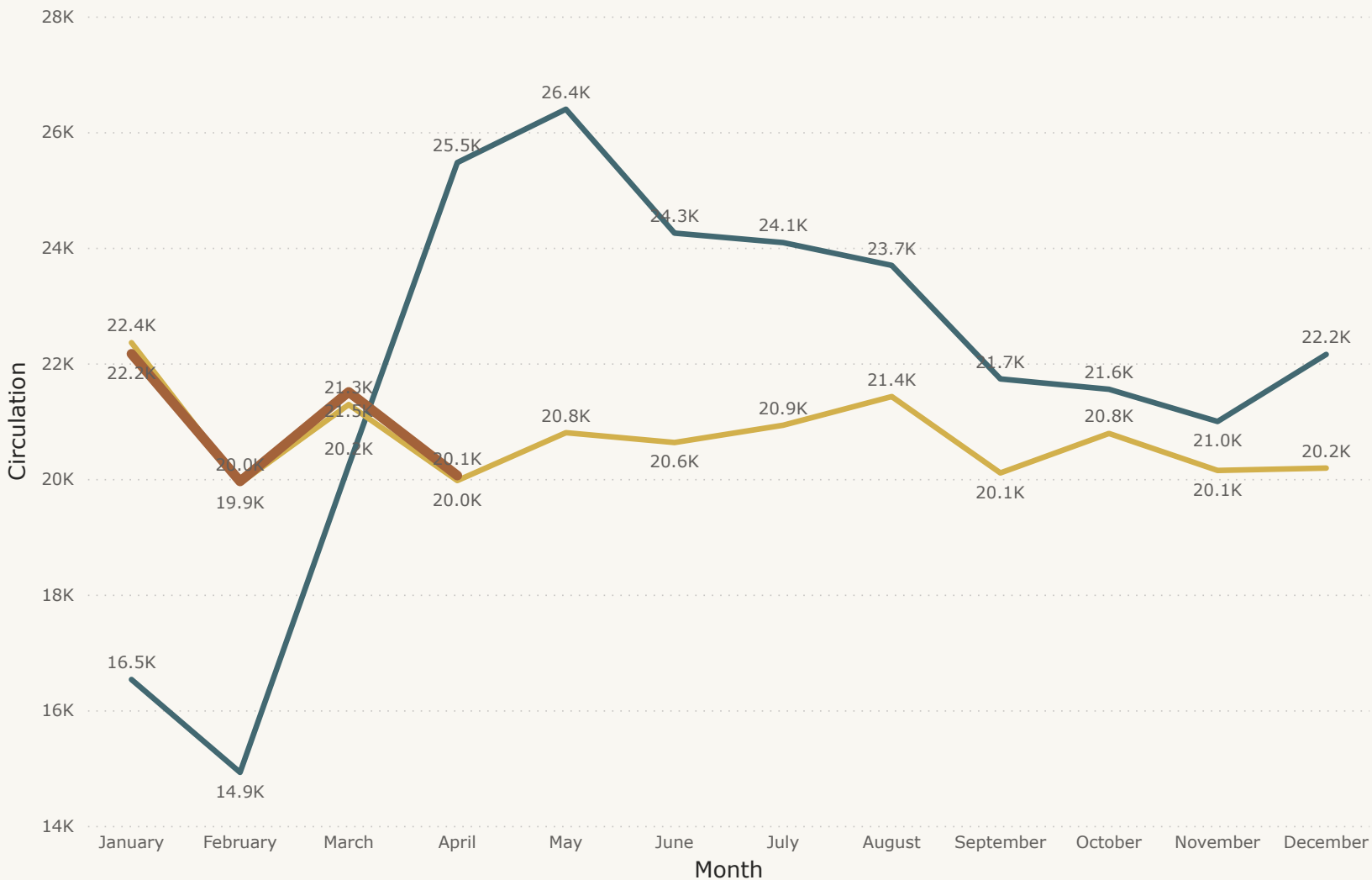
Multiple selections ▼

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

All ▼

# Digital Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

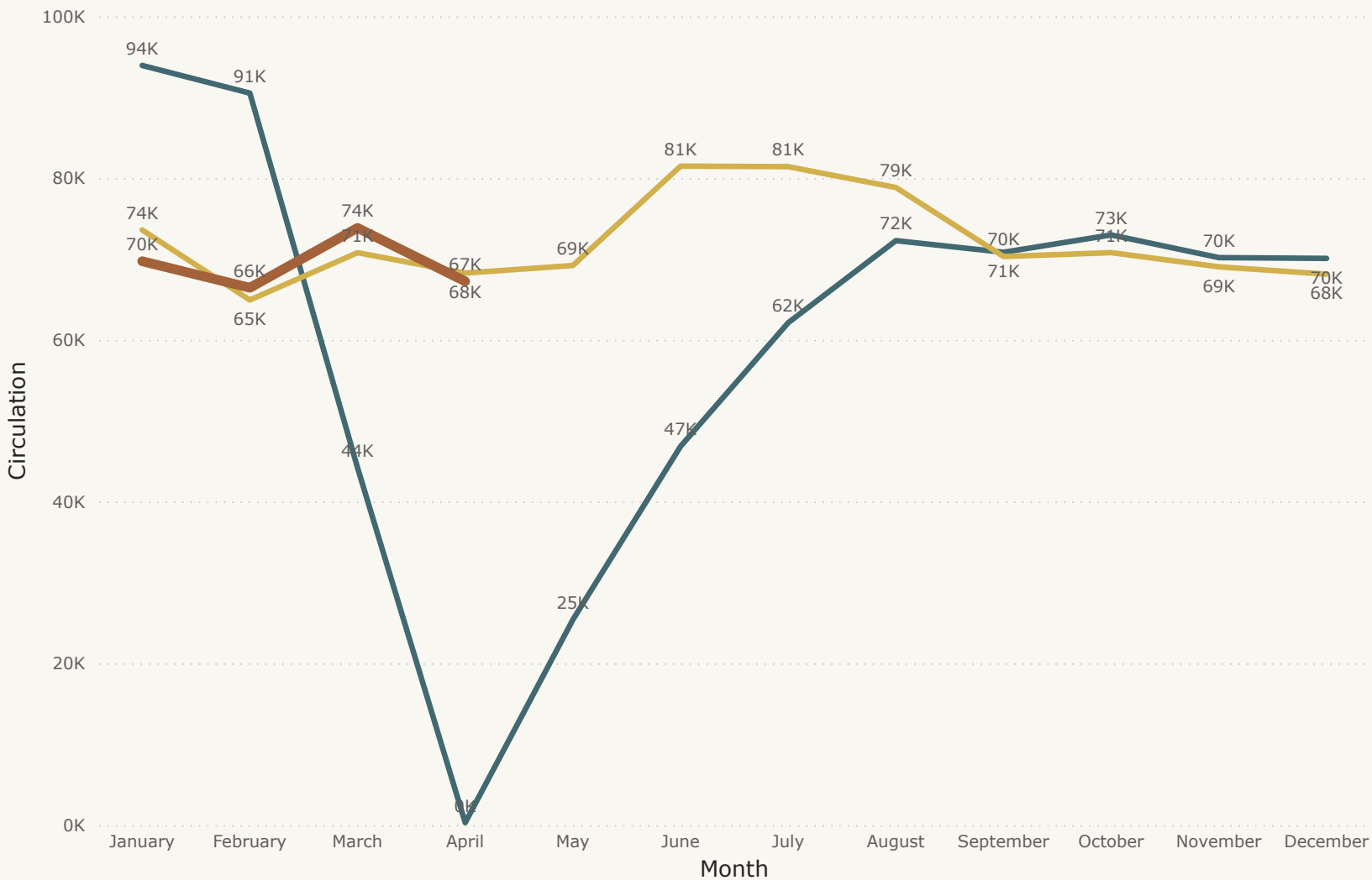
Digital

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

All

# Physical Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

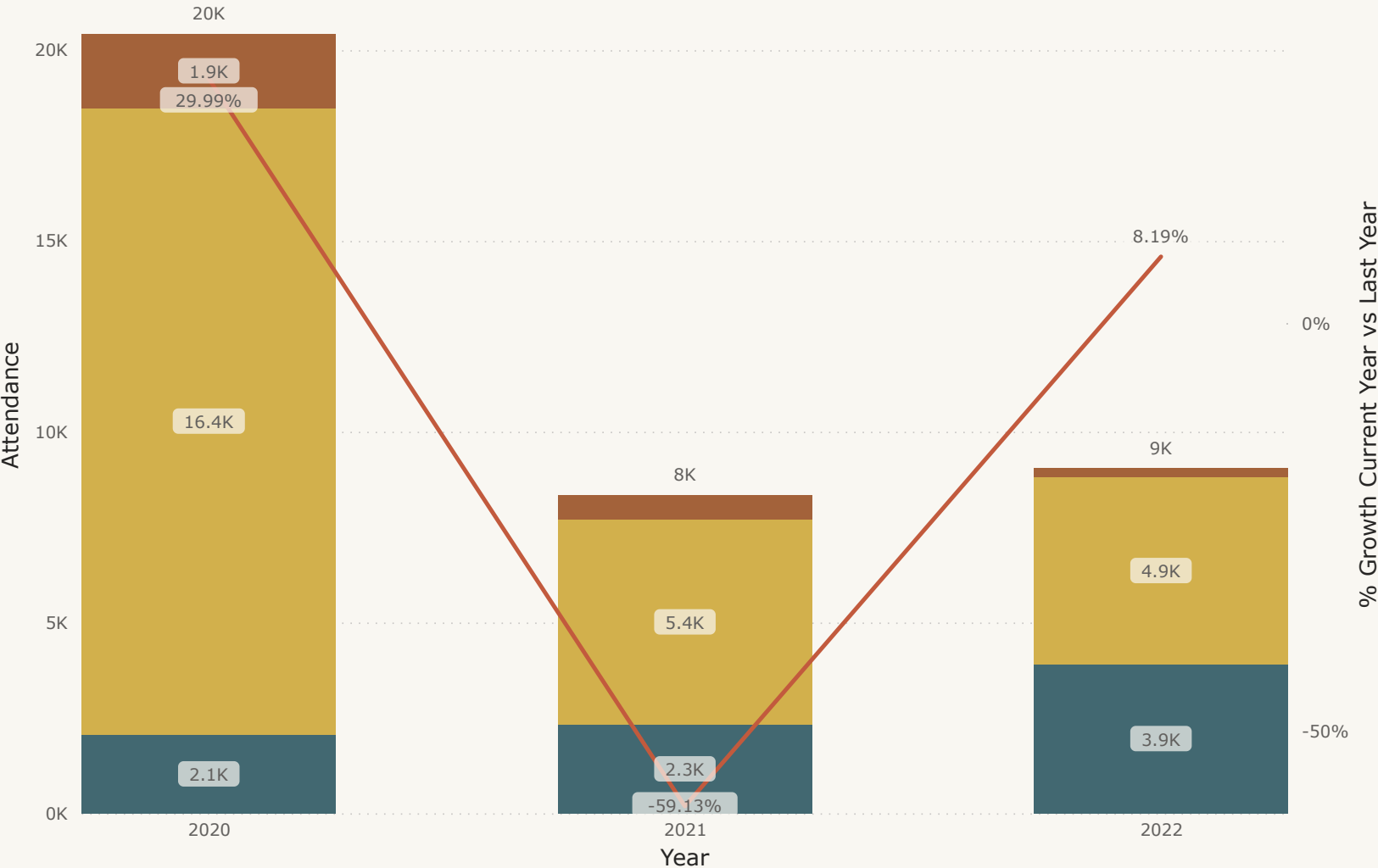
Physical

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

All

Programs: Total Attendance: 3 YR Comparison YTD (Jan-Apr)

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



8.19%  
% Growth Current Year vs Last Year

Filter By Audience

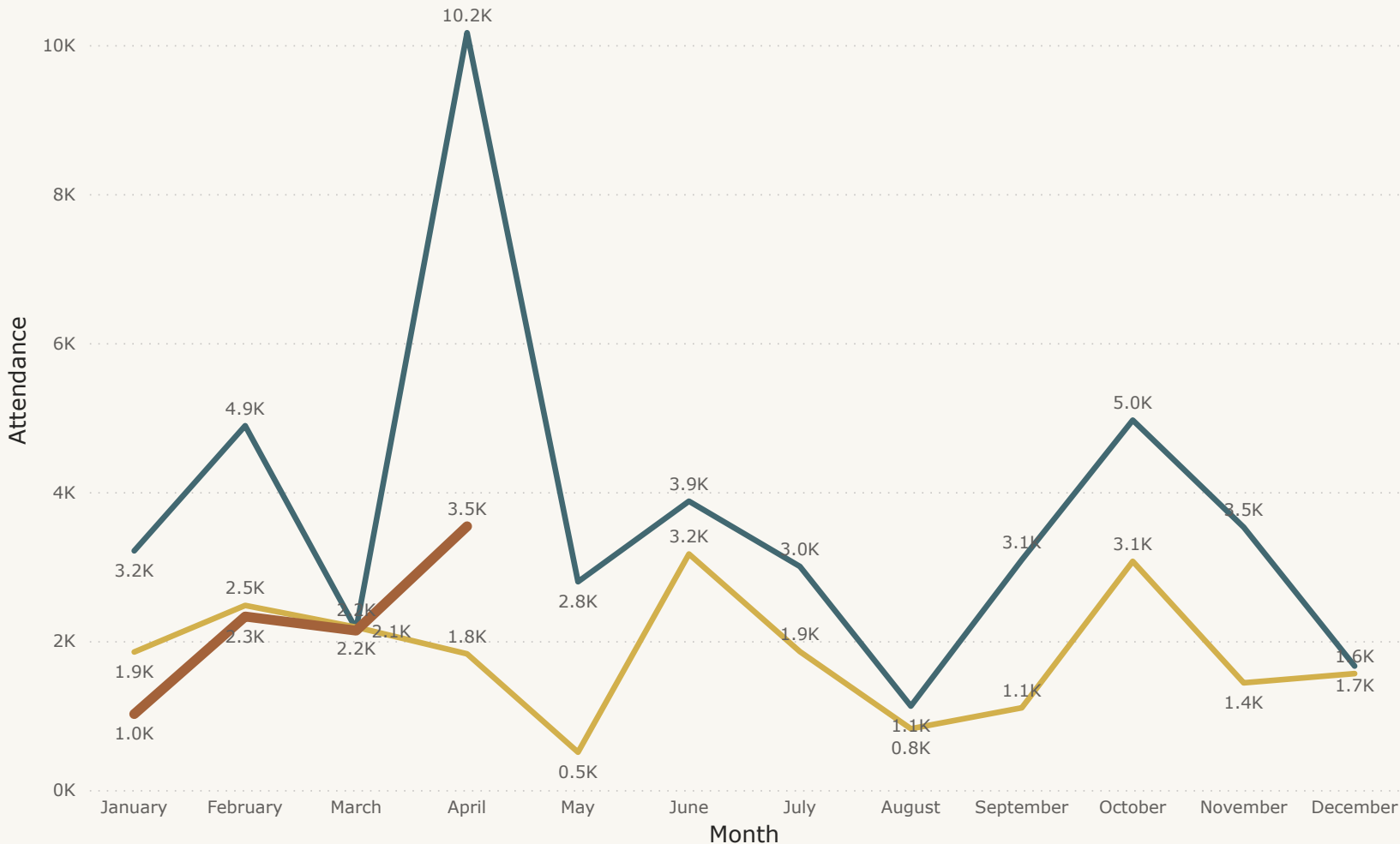
- Select all
- Adult
- Children
- Teen

Program Type

- Select all
- Live In Person
- Live Online
- Online
- Passive (e.g., Storywalk)
- Recorded Video

# Total Program Attendance: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



## Filter By Audience

- Select all
- Adult
- Children
- Teen

April 2020: High attendance of 10.2K was due to online audiences for the first full month of the Covid-19 shutdown

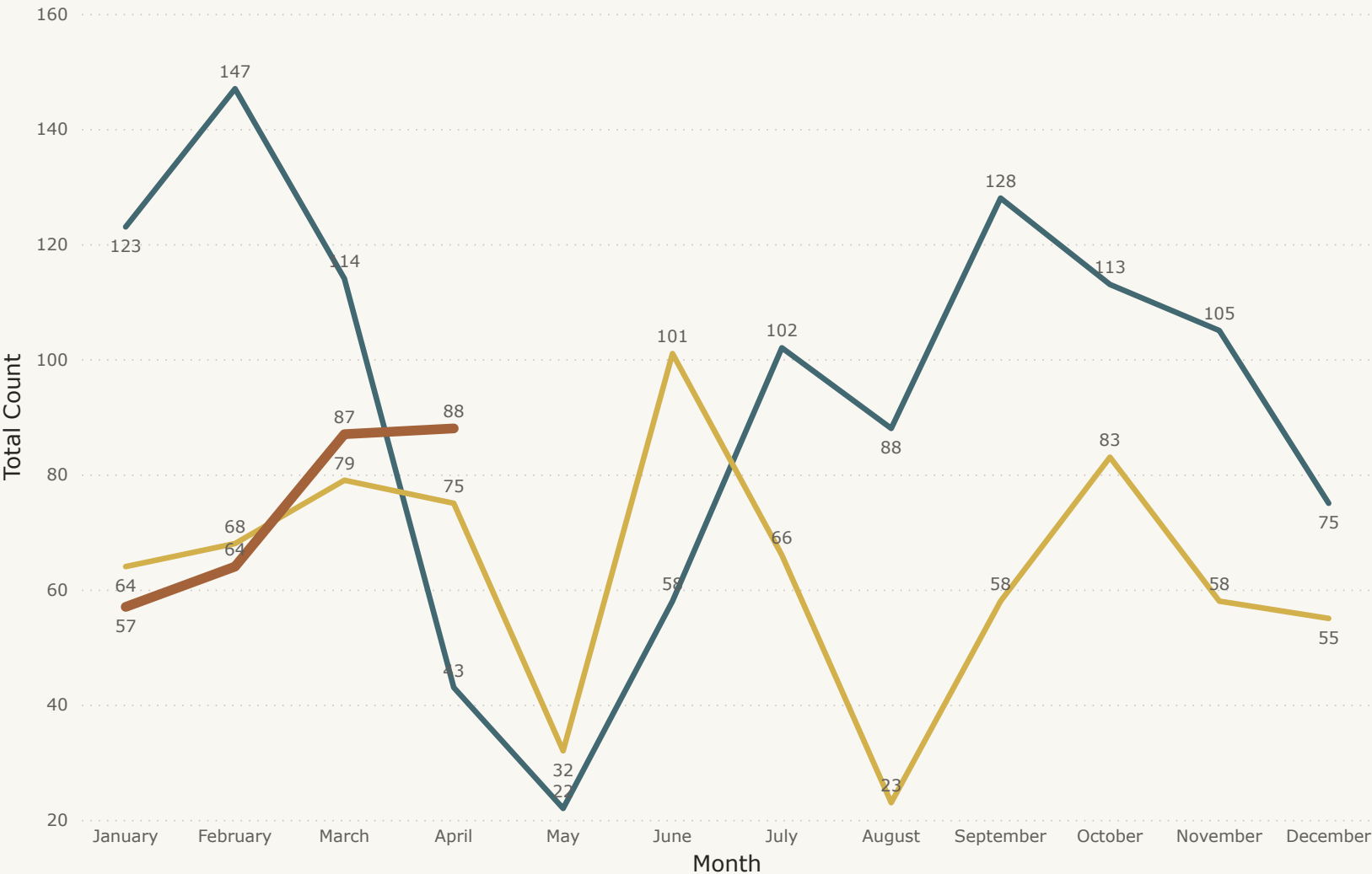
April 2022: Two events that contributed to a jump in program attendance were Colson Whitehead for the Beach Author Event (400 in person; 200 online) and the Dole Roll Outreach Event (750 attendees)

# Total Programs Presented: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022

## Filter By Audience

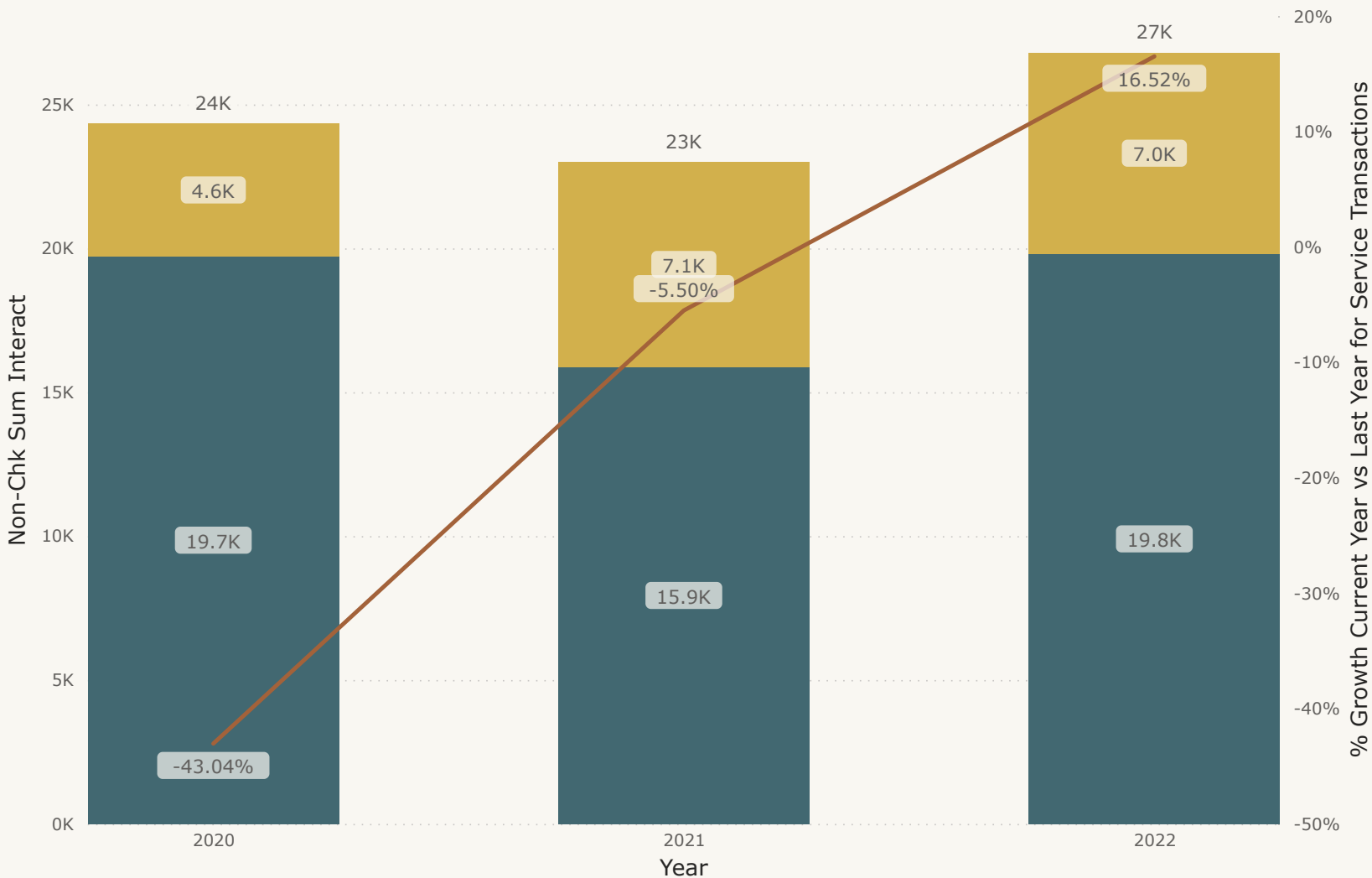
- Select all
- Adult
- Children
- Teen





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

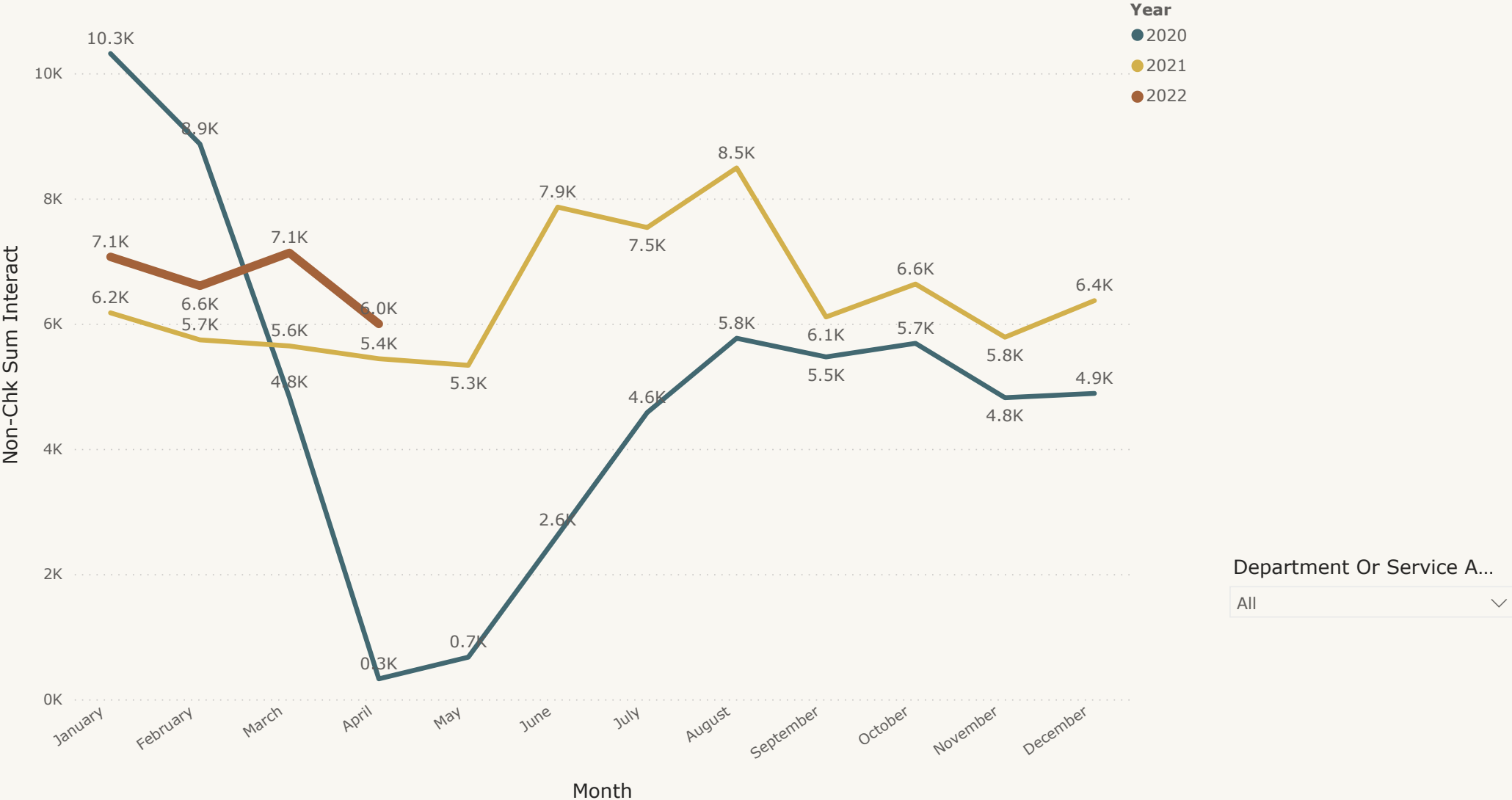
**In Person or Online/Phone** ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transactions



# 16.52%

% Growth Current Year vs  
Last Year for Service  
Transactions

Service Interactions: 3 YR Comparison



## Monthly Departmental Reports

### May 2022

#### Accounts:

The book van has added a new stop on Mondays: Monterey Village Senior Living on 3901 Peterson Rd. We'd tried this stop provisionally a few years ago without much interest from residents, so it was discontinued. After a request for another try from the facility recently, the response has been very positive and we anticipate continuing the stop. This brings our total weekly stops up to 12.

#### Cataloging & Collection Development:

Cataloging and Collection Development added a semi-permanent volunteer in former longtime Youth Services employee, Barb Michener. She is primarily assisting with the deprocessing of weeded materials.

The Collection Development department worked with Heather (Marketing Coordinator) on the messaging to users regarding the removal of hoopla digital services. After the messaging went out, the team worked on responding to inquiries received from patrons and recording feedback to be used in FAQs and to assist with any future messaging.

Both departments have continued to ramp up for the rollout of Dottie. Collection Development has begun ordering materials for circulation and Cataloging has started processing them. We've continued to work with Kristin (Outreach & Events Coordinator) and the Outreach team to develop appropriate loan rules and processing for the materials.

#### Collections & Technology:

Tricia gathered information & created some basic infographics to share with Heather to assist in her preparation of the 2021 annual report. Sneak peak: the library was at **19 businesses, 16 parks, 9 non-profits, and 11 retirement communities** to offer services & materials to the community. Tricia is continuing to work on developing a report in Microsoft Power BI to count unique users for our various digital collections, and determine overlap in users for various digital offerings and the physical collections. Tricia, Brad, and Aaron met to discuss Technology plans for the current and coming year. Projects for 2022 include security camera installations, and investigating a new print management software system for the public computer lab. Tricia, Kim, and Emily investigated the reports from BlueCloud Visibility, a SIRSI product that translates our cataloging data into web-friendly format so that anyone searching on Google can find links to library content - physical & digital! Check it out with this [sample search for Cloud Cuckoo Land](#)

## **Monthly Departmental Reports**

### **May 2022**

(look in the lower right corner for the Google Preview & the LPL “borrow” button). Over 600 borrow action clicks were generated in April 2022 with the support of this product.

#### **Diversity, Equity, and Inclusion:**

The IDEAA committee met at the end of April, and are well on our way to creating a functioning Equity Commitment statement for LPL. We should have this ready to present to the board by the end of the summer. SLT+ continues to review and revise policies/procedures/guidelines one bite at a time. This month, Erica and I have been working together to create a process for trans staff to change their name within the organization, and we have begun a discussion about more trans-inclusive practices for our patrons as well.

#### **Employee Engagement:**

May's main focus is on interviewing and hiring. We were pleasantly surprised to have 29 applicants for our custodial position - this is a new record and we credit it to the new base wage of \$15.18. We will soon be announcing our new VISTA Americorp member, our new custodian, and three new Summer Teen Interns. On the other end of the spectrum from new hires, we've celebrated several milestone anniversaries this month including Brad's 10th anniversary and Nancy Oshel's 43rd anniversary. Finally, The Willow Domestic Violence Center led a presentation on their services so our staff can be better informed when we need a resource to recommend for those in need of assistance.

#### **Facilities:**

We're excited to have hired Emmett, our new Custodian, to fill weekend gaps. Working on updates to the Meeting Room Policy & Procedure, and will be pulling in Melissa (IS) and Joel (PTS) for help to make sure it works for all our reservable spaces. We're cleaning DUPLOs again! I'll have to check with Karen, but I think next to Howie they might be the most popular items in the Picturebook Room (i'm sure books are in the top 5).

#### **Information Services:**

Info Services staff coordinated several programs this month that were quite well-attended, including Ruby's Affordable Housing panel discussion (part of RAL), Jake's Baker Bird Walk and Disappearing Birds program, and Hazlett's Listening to Place writing workshop. It's exciting to see in-person programming starting to come back to life!

We wrapped up this year's Seed Library at the end of April, and are awestruck to report that we

## Monthly Departmental Reports

### May 2022

distributed just shy of 10,000 seed packets to our community this year! Kudos to the whole team, and especially to Yilan for all her work to manage our inventory, including ordering seeds and packaging supplies, coordinating volunteers in repacking seeds, and responding to requests from school groups for seeds for students.

Also, congratulations to Theresa on her completion of the Level 2 Consumer Health Information Specialization (CHIS) certificate! This credential from the National Library of Medicine and the Medical Library Association demonstrates competencies in consumer health information resources, technologies, and services.

The Info Services team is also working on a quarterly update of the Lawrence Resource Guide, which includes information about a wide range of social services available in Lawrence and Douglas County. Led by Marc, this update initiative is part of our efforts to ensure that—as a community hub for resource information—we are offering the most accurate, up-to-date information possible. This initiative is also an important piece of a larger conversation about resource navigation in Douglas County.

### **Information Technology:**

**New Collections.** 10 Chromebooks (from the remaining stock of CARES Act purchased units after the conclusion of the Chromebook home lending program) have been returned to circulation for in-building use, available from the Tech Desk.

### **New Software/Hardware**

Four new Asus ProArt Displays (Model: PA247CV) were purchased. Three are for replacement of 12+ year old monitors at the Accounts Desk. One is being used to test this model as a new standard for staff monitors (likely to be supplemented by the ProArt Display PA278CV as our standard 27 inch model and the higher resolution 27 inch PA279CV for use in the studio and for Marketing.)

A 32 inch monitor has been added above the seated staff station in the Accounts area to allow the gate software to be observed by staff without occupying one of the staff workstations. The computer running the gate software has been mounted under the counter. A wireless keyboard with trackpad has been provided to manage the gate system which can be kept out of the way when not in use. An existing TV formerly in use for occasional YS/Teen programming was repurposed to serve as the monitor.

## Monthly Departmental Reports

### May 2022

Sean and Aaron met with Karen, Sahara, and Margo to discuss new hardware for the Teen Zone. Equipment will be ordered soon and will include new 65 inch TVs for console gaming (3), gaming and VR capable laptops (4), Meta Quest 2 headsets (2), and iPads (4).

#### **Continuing Education/Professional Organization Participation**

Sean Wilson has been working through training which will culminate with the “Professional Google Workspace Administrator” certification.

Kim Fletcher attended a regular meeting of Symphony System Administrators.

#### **Marketing:**

**Summer Reading.** In April Heather met with our Summer Reading t-shirt design winner, Isabel Klish, to get her design print ready, pick a Summer Reading font, and choose ink and t-shirt color for this year. See the winning design [here](#) and look for her interview in the Summer Reading *Reader*. Currently working with KU Film & Media studies grad Ricky Smith to make a 15-second animated promo video to share on the library’s TikTok, Instagram stories, and Facebook Stories specifically targeting youth who follow us on social media. He’s also shared his video characters as graphics we can use in all forms of Summer Reading promotion. Here’s Ricky’s official [website](#) and [KU bio](#). Designing floor decals again (the paw prints are still providing fun for kids and a bee-line for adults straight to Youth Services) and getting the Summer Reading webpage rolling.

**Dottie / Outreach.** Working with Kristin Soper on getting Dottie’s front-facing information ready to go by launch on June 4 (website, postcard mailer, informational handouts, branded swag, etc.)

**Reader Magazine.** Our Summer Reading issue of the has gone to press and paper copies are scheduled to arrive before May 25, the day Summer Reading begins. Those who like to plan ahead can always browse the online version [here](#) (and download it for print [here](#).)

**Webpage Project.** Heather and Kim are spending the next 18-24 months evaluating our current website and making necessary improvements to usability. Heather invited a small group of heavy users on staff (Hazlett Henderson, Ransom Jabara, and Jeff Bergeron) to begin identifying all current issues. From there we will create a staff survey first to gather feedback. A public survey will follow. Our first meeting is in late May/early June. **Policies & Guidelines Review.** Heather is diving into the Art Exhibits & Displays Policy and Art Donations Policy to separate out policy from procedure. She’ll work with the Art Team (Traci Bunkers, Angela Longhurst) to get input when both are ready to review and present to the Board of Trustees in September 2022. Heather is also working with Kathleen Morgan to review the Library Advocacy Policy and Guidelines.

## **Monthly Departmental Reports**

### **May 2022**

#### **Hoopla Messaging**

Working with Kevin Corcoran, Ransom Jabara, Tricia Karlin, and Dan Coleman to get accurate and supportive messaging out to our Hoopla users before June 1 when the service ends. Heather is currently creating a simple landing page with FAQs to help explain the Library's decision to move Hoopla resources to Libby/Overdrive instead of splitting them between the two.

#### **Materials Handling:**

Apart from the usual, this month we've focused on training. Liza, our interlibrary loan guru, is teaching Traci, Kate, and I part of the ILL process. We now know how to check items out to other libraries in both OCLC Worldshare and ShareIt softwares as well as how to prepare the items for shipments by sorting them into groups corresponding to different borrowing library's preferred mail courier. Staying with the ILL theme: since we started using OCLC's Automated Request Manager, we've noticed an uptick of duplicate requests; this month, Liza and I were able to troubleshoot/figure out a workflow that will result in less duplication of our automated interlibrary loan requests.

I'm also chatting with Melissa (Info) and Polli (Readers) to get some of the Materials Handling team crosstrained in their departments so we can help out in a pinch.

#### **Outreach:**

Unfortunately we've had more Dottie delays, this time with the steel company in Kansas City who is manufacturing parts for the bookshelves. There's a 3-4 week turnaround time between ordering and delivery. The prototype shelving should be completed by 5/13, and the order for all the shelving parts should be completed the week of May 16th. Trevin and Kristin have reached out to partners to let them know and we've delayed the Dottie launch until July. Evan and Kristin are distributing surveys in different neighborhoods around town. We've almost got the responses we need for statistical significance and then we'll move on to analyzing results and crafting a report on the responses.

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

The SOUND+VISION Studio is now open and patrons are once again enjoying using the amazing technology available to them. And speaking of the SOUND+VISION Studio, Joel Bonner (former

## Monthly Departmental Reports

### May 2022

Technology Assistant III) has been promoted to our Studio Specialist position! After 6 years at LPL, Joel's wealth of experience will ensure that the studio doesn't miss a beat during this transition. In the public computer lab, we are now checking out 10 Chromebooks for in-building use. This will give patrons the option to use a computer in other areas of the building and will provide an overflow for times when the computer lab reaches capacity. Lastly, Jim Barnes (Public Technology Services Coordinator) and his wife Kelsey recently gave birth to a daughter and Jim will be out for the month of May on parental leave. He wants to sincerely thank LPL for providing this time for him to spend with his family during this important time. Public Tech will be running lean this month, but they are up to the challenge.

#### Readers Services:

Read Across Lawrence has wrapped for another year, with a slate of well attended and well remarked programs, including the highlight program, a talk by *Interior Chinatown* author Charles Yu. Extra kudos goes out to RS team member Leah Newton, who went above and beyond in taking the lead on this year's RAL programming and heading up fun, fresh, and insightful programs to engage the community with this great book.

All of our book clubs are now meeting 100% in person, with the exception of BYOBB, which will remain a virtual program.

Planning is going into high gear for Booktoberfest now that RAL is wrapped.

#### Security:

Big thanks to Kim and Aaron (IT) for our new Security sub-site. This new system will be extremely helpful for documenting incidents at the library and a user-friendly way for future us to search back.

Starting the review of the Library Behavior Policy with Frankie (DEI), Jon (Facilities), and TBD (Youth Services). This will inform a revamped procedure and also help with the ongoing "Public Services and Safety" conversation.

#### Youth Services:

We don't have too much new to report this month as I gave a little preview last month of what we currently have going on. We wrapped up our Winter/Spring programming in April and are taking a break as we prep for summer reading and visits with students inside and outside the



## **Monthly Departmental Reports**

### **May 2022**

library. In addition to the programs I mentioned last month, we had fun and success with our Homeschool Lego Club sessions, Robotics challenges for teens, Poetry Workshops, outreach to the Early Childhood Resource Fair and the Dole Roll, and our annual Weave a Tale Storytelling workshop for librarians. We're still in the process of hiring an Americorps VISTA Summer Associate as well as interviewing for three paid teen internships to help with summer reading. We haven't had these positions since the summer of 2019 and we're looking forward to sharing the summer with these temporary positions. We are all eagerly looking forward to summer reading and getting all of the bits and pieces prepped. For the first time in two years, we will be hosting free lunch on the Library Lawn. It'll be great to have this service back as it's always had the highest traffic of all of the lunch sites.

## Library Director's Report for May 2022

Sunsetting Hoopla: We are shifting our digital materials strategy and consolidating our e-book and e-audiobook platform exclusively to OverDrive and its Libby app. Access to hoopla will end on June 1. We have emailed all hoopla users to alert them to this change and have updated our digital lending page with information about the transition. Moving to a single platform will allow us to better control our collection development process and materials budget. I want to be clear that this is not a reduction of service, but rather a reallocation of money from one digital platform to another, allowing us to greatly improve our collection available through Libby.

Read Across Lawrence: I had the pleasure of interviewing Grace Lee, director of the documentary, *The Grace Lee Project*, for the special Read Across Lawrence edition of our Retirement Boot Camp Dinner and a Movie event. It's a great documentary that fits the themes of *Interior Chinatown* very well. Additionally, I welcomed people and moderated Q&A for our keynote Charles Yu virtual author event. Derek Kwan was excellent in conversation with Charles Yu.

Summer Reading: May is when we begin gearing up for summer reading at the library. Summer reading begins on May 25, and our big kickoff event will be Saturday, June 4. This will be our first summer since 2019 with in-person events. I am hopeful we will see a big return of kids and families flocking to the library this summer.

Picture Book Room: We are inching ever closer to completion of the picture room renovation. The new moveable, modular bookcases have arrived, and the carpet and furniture are following behind. We have been told all furniture should arrive by August. I cannot wait to finally have this project completed and available for our youngest readers and their caregivers.

Dottie: As reported by Kristin in her outreach departmental report, fabrication delays on the shelving have pushed back our rollout date. We are hoping to see shelves built and installed in the next month. Could we have a July rollout? Cross your fingers and stay tuned.

Main Level Workroom Renovation: Not sure when this project will take flight, but I have been working with Gould Evans and our coordinators whose teams work in the main level workroom to improve workflow in their workspace. We still haven't nailed down the exact design, but we are getting closer. I imagine this will be a somewhat significant capital improvement project for us. Stay tuned for more details as we get closer to design documents being finalized and construction underway.

Respectfully submitted by Brad Allen, May 12, 2022

## **Friends & Foundation's Director's Report: May 13, 2022**

**Annual Meeting: Board Members and Officers.** The Friends & Foundation held its annual meeting on Monday, April, 25th and approved a slate of board members and officers. All board members whose terms were expiring chose to continue for an additional three-year term: Mary Gage, Jane Medina, Craig Penzler and Stan Ring. Officers for the 2022-23 year are: Rachel Rademacher (Chair), Brandon Eisman (Vice-Chair), Jane Medina (Secretary) and Joan Golden (Treasurer).

**Advocacy Committee.** Also at its April meeting, the Friends & Foundation board approved goals for 2022. Among these is to create an Advocacy Committee. As background, the stated mission of the Friends & Foundation is to support the library through fundraising, volunteers, and advocacy. The fundraising and volunteer missions are well developed, but LPLFF still lacks a formal advocacy structure. Four board members will meet next week to create a charter, identify who else should be involved, and outline the way forward. A formal report be presented at the October meeting.

**Summer Reading Support.** Summer Reading is set to launch on Saturday, June 4th and the Friends & Foundation are ready to help. This year, the Summer Reading program is exclusively for kids and teens. We are delighted that McGrew Real Estate once again has stepped up to support the Kick Off and Last Bash events. In addition, the Douglas County Community Foundation will sponsor the annual scavenger hunt. Summer Reading is 100% privately funded and is the most important program that the Friends & Foundation supports. The research is clear: kids who read throughout the summer are more likely to return to school in the fall ready to learn. It is so important.

**Dr. Bob READs.** I was fortunate to join Tyler Linquist and Demetrius Kemp for a presentation to the Lawrence Rotary Club on Monday, May 9th. Together we talked about uniting the READ Lawrence and Dr. Bob Reader programs. The new Dr. Bob READs project will provide free books to kids that embrace integrity, diversity, equity and belonging and amplifies the voices of historically marginalized communities. It was created by the family of Dr. Bob Frederick, former KU Athletic Director.

**Weave A Tale Workshop.** On Friday, April 29th, the 10th Weave A Tale Workshop was held at Lawrence Public Library. This storytelling workshop for children's librarians was established in memory of Joyce Steiner, a longtime LPL children's librarian. While the conference usually is held in conjunction with the Kansas Library Association's annual meeting, Joyce's family asked

that it be held at LPL to celebrate year #10. It was a wonderful day, with all of Joyce's siblings and 40 librarians from the region attending.

## MEMORANDUM

To: Lawrence Public Library Board of Trustees

From: Erica Segraves, Employee Engagement Coordinator

Subject: Revisions to the Emergency Policy

Date: May, 2022

We would like to propose a few edits to the Emergency Policy (last updated Feb. 15, 2016). Namely, we have added a sentence about emergency and nonemergency phone numbers being listed in the Emergency Preparedness, Response, and Recovery Plan. We also noted that physical copies of this plan will be placed in the Security office and given to everyone trained as a Person in Charge (PIC).

## **Emergency Policy**

*Approved by the Lawrence Public Library Board of Trustees, October 21, 1996. Revised December 16, 1996; April 20, 1998; June 15, 1998; April 18, 2001; January 21, 2002; April 18, 2005; May 20, 2008, June 21, 2010, and February 15, 2016.*

The Library's first priority in an emergency situation is the safety of staff and patrons and secondarily to minimize damage to property. Emergency procedures for Lawrence Public Library shall follow the Emergency Preparedness, Response, and Recovery Plan and will be reviewed annually with staff. Emergency and nonemergency phone numbers are listed in this manual, along with procedures for handling emergency situations. The emergency fire alarm and sprinkler system will be inspected annually. As a public service institution, the Library will make every effort to remain open during regularly scheduled hours, but may close when conditions warrant. Decisions to close or alter Library hours due to emergency conditions are the responsibility of the Executive Director, or in his absence, the designated Person in Charge. The Emergency Preparedness, Response, and Recovery Plan manual can be found in the Security office or at the desk of any library staff that serve as a Person in Charge (PIC).

## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Brad Allen, Library Director  
**Date:** May 10, 2022  
**Subject:** Recommendation to rescind defunct policies

### RECOMMENDATION:

I recommend that we rescind four defunct policies: Email & Internet, Film Screenings, and Videoconferencing.

### BACKGROUND:

Staff has been reviewing the entirety of the library's policies this year working towards building an ongoing schedule of policy review for the board to keep all our policies up to date. In our review we noticed four policies that are extraneous and/or no longer applicable to library operations.

*Email & Internet:* our "Electronic Mail and Internet Policy" has not been reviewed since 2005. It is quite antiquated and the information staff need to know about using email and the internet at work are well stated in our Employee Handbook.

*Film Screenings:* This policy has not been reviewed since 1998. It dates from a time when screening films at the library was a new initiative. Film screenings are covered effectively in our more current Programming Policy.

*Videoconferencing:* This policy has not been reviewed since 2009. It dates from a time when video conferencing was in its infancy, and we had very specific equipment (Enhanced Library Meeting Rooms–ELMeR) that connected to other equipment throughout the state.

### ATTACHMENTS:

Electronic Mail and Internet Policy

Film Screenings Policy

Videoconferencing Policy

# **Lawrence Public Library**

## **Electronic Mail and Internet Policy**

Approved by the Lawrence Public Library Board of Trustees, August 16, 1999.  
Revised October 18, 2000 and June 20, 2005.

The purpose of this document is to establish official policy and procedures governing employee access and use of employer-provided electronic mail (email) and Internet accounts.

Email provisions detailed in this document apply to all electronic mail messages and files sent or received by Library employees using employer-provided equipment, software, and transmission facilities.

Policies and procedures contained in this document do not relate to public-access Internet workstations in the Library.

### **1. Availability of Electronic Mail and Internet Service**

Email and Internet access may be provided to enhance efficient and effective customer service, and to acquire information to assist in job knowledge and function.

With the approval of the Director, Library staff may obtain email accounts and Internet access for the purpose of conducting Library business between Library departments and employees, and with outside agencies. Email communication is encouraged when it results in more efficient and effective communication. Library standard email software packages and required network components are obtained from and configured by the Technology Coordinator.

Availability of email accounts and Internet access are subject to available funding, development of computer networks in the Library, and the availability of computer workstations.

### **2. Confidentiality/Ownership**

Employees who use email provided by the Library do not have an expectation of privacy. All email messages are part of the Library's computer systems and therefore are considered Library property.

Although the Library will not routinely monitor email messages, the Library reserves the right to access and review messages, communications and files under the following circumstances:



- \* If required by law or whenever there is a legitimate purpose to do so.
- \* In the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information related to alleged incidents of impropriety.
- \* To investigate a possible violation of a Library policy or a breach of the security of the email system.
- \* Upon belief that a user may have committed or is committing a crime.
- \* When saving or transferring the files of an employee leaving the employ of the Library.

All staff receiving email accounts through the Library will be listed on the statewide librarian email list, maintained on Blue Skyways, and on the staff email lists on the Lawrence Public Library Intranet.

### **3. Acceptable Use Guidelines**

- (a) The use of Library-provided email and Internet resources shall be for lawful purposes only.
- (b) Transmission of harassing, threatening, rude or obscene material is prohibited.
- (c) The use of the email system or the Internet to send copies of documents or files in violation of copyright laws or license agreements is prohibited.
- (d) Use of electronic mail for chain letters, job searches, or advertisement of personal business is prohibited. Messages broadcast for general employee review shall be for the sole purpose of conducting Library business communications.
- (e) The use of email to harass or intimidate others, or to interfere with the ability of others to conduct Library business, is prohibited.
- (f) The transmission of email messages which contain racial or sexual slurs or jokes, innuendo, or any material of an inappropriate, slanderous, defamatory, fraudulent, sexually oriented, or derogatory nature is prohibited.
- (g) Personal use of employer-provided equipment, software, and transmission facilities should be kept to a minimum. Library email accounts may not be used for personal use.
- (h) Subscription to or monitoring of news groups shall be restricted to those of a professional or employment nature.
- (i) Downloading of files for non-Library business is prohibited. Executable files or programs must be retrieved from an official vendor support service, must be virus scanned, and must respect copyright and license agreements.

- (j) World Wide Web (WWW) searching should be restricted to links which are reasonably thought to be of a professional or Library business nature.
- (k) All Lawrence Public Library-related informational items placed on the World Wide Web for general public viewing must be approved by the Director prior to posting. Text, graphic, and media work published by employees on the Internet using Library-provided equipment, or relating to or representing the Lawrence Public Library, shall be the property of the Library.
- (l) Employees shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other email account or Internet service users, or represent themselves as another user.
- (m) Passwords to email accounts shall not be distributed to other individuals unless such distribution is authorized by the Technology Coordinator or Director.

#### **4. Violation of Policy**

Employees violating this policy are subject to the Library's disciplinary process, as defined in Section 460 of the *Employee Handbook*.

#### **5. Employee Acknowledgment of Policy**

Employees who use email and Internet access shall certify that they have read, fully understand, and agree to abide by this policy. The document, *Email and Internet Policy Acknowledgment Statement*, shall be signed by the employee prior to issuance of an email account.

**Lawrence Public Library**  
**Email and Internet Policy Acknowledgment Statement**

I have read, fully understand, and agree to abide by the Electronic Mail and Internet Policy adopted by the Lawrence Public Library, as amended from time to time.

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Employee Signature

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Date

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Employee's Name (Typed or Printed)

## Film Screenings Policy

Approved by the Lawrence Public Library Board of Trustees, September 21, 1998.

The Lawrence Public Library Film Series will host discussions about film and screen notable American and international short films, documentaries and feature films. A wide range of topics will be covered in these films, in keeping with the Library's mission to provide a gateway to a range of information, serving a diverse community. There is the possibility that certain contents of some films screened may be personally viewed as controversial by some members of the public.

Many of the films to be screened in this ongoing film series will not have MPAA ratings, and others may have ratings of G, PG, PG-13, or R. No films with a rating of NC-17 or X will be selected. MPAA ratings provide a general idea of the appropriate audience, but have no legal standing. MPAA ratings, with the aforementioned exception, are not used as a criteria in the Library's selection of films for the film series.

In keeping with section 5\* of *The Library Bill of Rights*, the Library will not attempt to verify the age of attendees for the various screenings relating to the film series, nor will it attempt to prevent any person from attending the film series. Appropriate notes may be made in written promotional materials indicating if, in the opinion of the library staff developing the film series, a film to be screened contains significant mature content. Parents - and only parents - may prevent children - and only their children - from attending the Lawrence Public Library film series.

\* "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." (*The Library Bill of Rights*, adopted by the Lawrence Public Library Board of Trustees, August 19, 1996)

# **Lawrence Public Library**

## **Videoconferencing Equipment Use Policy**

*Approved by the Lawrence Public Library Board of Trustees, August 17, 2009*

The Library maintains meeting rooms equipped for point-to-point, high definition videoconferencing, and wishes to accommodate and provide equal access to groups and organizations seeking to use videoconferencing equipment. The Library may make the equipment available for use in: (1) the auditorium, (2) the gallery, or (3) Business Center conference room.

### Availability

Nonprofit organizations and for-profit enterprises or businesses may schedule use of videoconferencing equipment on a “first come, first served” basis, based on considerations such as the availability of the equipment, access to bandwidth through the library’s Internet connection, the availability of the meeting room in which it is to be used, and the availability of qualified library staff to set up and monitor any concerns with the equipment.

Videoconferencing equipment is available for use during the library’s public hours of operation. Library sponsored programs shall take precedence in the event of a scheduling conflict.

Due to the expense and nature of the equipment, the Library shall have the right to be present during its use, and there shall be no expected rights of privacy. The Library reserves the right to deny use to anyone.

### Scheduling Equipment Use

Scheduling the use of videoconferencing equipment must be coordinated through the library’s videoconferencing contact person, who is listed on the library website. Individuals or groups wishing to use the equipment are encouraged to provide at least 48 hours advance notice before the desired date. Shorter notice will be handled based on availability of qualified staff, equipment, bandwidth and the desired meeting room.

### Staff Technical Support

Due to the highly technical nature of its operation, only a qualified library staff member may set up, connect, or troubleshoot videoconferencing equipment. Turning on, setting up and testing the equipment and the connection must take

place at least 30 minutes prior to the scheduled beginning of the videoconferencing event (class, conference, meeting). A qualified library staff member is also required to close connections and shut the equipment down after the event. This staff member may not remain in the meeting room during the videoconferencing session, but will be available for troubleshooting of common problems.

### Usage Conditions

Videoconferencing equipment must be kept secure. Videoconferencing equipment must not be left in an open and unattended meeting room.

The videoconferencing equipment components are designed to work together, and it is important that the entire configuration remain intact as set up. Only qualified staff members are permitted to move or alter the equipment and cables.

Other conditions for use of videoconferencing equipment are listed in the "Videoconferencing Request Form."

### Videoconferencing Equipment Usage Fees

- Library, and City of Lawrence use – no charge
- Nonprofit use – \$50 per use, regardless of duration of event
- For-profit use – \$100 per use, regardless of duration of event

**Lawrence Public Library**  
**Videoconferencing Request Form**

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start and end time of event: \_\_\_\_\_  
(connection must be established at least 30 minutes prior to the start time)

Event coordinator contact name: \_\_\_\_\_

Event coordinator address: \_\_\_\_\_

Event coordinator phone number: \_\_\_\_\_

Event coordinator e-mail address: \_\_\_\_\_

Library or City of Lawrence use: [ ]      Non-profit use: [ ]      For-profit use: [ ]

Estimated number of people: \_\_\_\_\_

If we will be connecting to your site, please list IP address: \_\_\_\_\_

By my signature below, I acknowledge that I have read and agree to all of the following statements.

- I agree to accept full responsibility for the videoconferencing equipment that I use. I will not leave the videoconferencing equipment unattended.
- I will not tamper with the videoconferencing equipment.
- I understand that the videoconferencing equipment will be inspected before and after I check it out, in order to determine if any damaged occurs during my use of the equipment.
- I accept full financial liability for the videoconferencing equipment while I am using it, and agree to pay all costs associated with damage to, loss of, or theft of the videoconferencing equipment.
- I agree that failure to comply with any of these rules will result in the loss of the privilege to use the videoconferencing equipment.
- I agree not to use the videoconferencing equipment for any illegal activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Mission**

**Imagine more: A place to learn, connect, create, and grow.**

# **Vision**

**Our community flourishes through its embrace of diversity, promotion of inclusion and belonging, and a guarantee of equitable access to learning, growth, and opportunity for all.**

## **Values**

### **Access**

We ensure access to information for everyone.

### **Equity**

We identify barriers to access and seek to eliminate them.

### **Respect**

We treat everyone, and each other, as valued individuals.

### **Freedom of information**

We protect the freedom to read and view all library information and ensure the privacy of that access.

### **Community engagement**

We embrace our role as a community anchor.

### **Quality**

We strive to deliver the highest quality services possible and pledge to be friendly, approachable, and knowledgeable.

### **Free**

We provide basic library services free of charge.

### **Stewardship**

We hold ourselves accountable for the efficient and effective use of all resources — people, time, assets, and funds.

### **Staff Well-being**

We know that library staff is the key to the organization's success and believe in fair wages and benefits.

## **Strategic Initiatives**

### **Learning**

The Library is a place where people can learn together.  
The Library is a learning organization for staff.

### **Growth**

The Library will grow as an organization to meet the changing needs of our community.  
The Library values continued improvement in the doing of our work.

### **Opportunity**

The Library will empower residents to connect with the opportunities in their community.  
The Library will explore public/private collaborations in order to ensure its financial stability.