

Lawrence Public Library Board of Trustees Regular Meeting
Monday, June 20, 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 May
- Approve Treasurer's report for May
- Approve bills for May 16 to June 19
- Receive statistical report for May

Library Director's report

Friends & Foundation report

New Business

- Budget update – Brad Allen, Library Director
- Policy Review:
 - Circulation Policy – **ACTION ITEM**
Jeffrey Bergeron, Accounts Coordinator

Old Business

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

May 16, 2022

4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present:

Sarah Goodwin-Thiel (Chair), Mayor Courtney Shipley, David Vance, Ursula Minor, Kelly Hart, James Pavisian, Jennifer Bonnilla-Scotten. Absent: Susan Kang.

Staff Members Present:

Brad Allen, Kathleen Morgan, Jon Ratzlaff, Erica Segraves, Bree Pfannenstiel, Heather Kearns, Aaron Brumley, Tricia Karlin.

Friends and Foundation Members Present:

None.

Member of the Public:

None.

Call to order:

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

Introductions:

All attendees introduced themselves and new library board members Kelly Hart and James Pavisian were welcomed.

Consent Agenda

Ursula moved the consent agenda be approved, Courtney seconded. Consent agenda passed.

Library Director's Report

- Brad highlighted a service change the library announced this month. Funding will be shifted from the Hoopla digital content platform to help build a stronger digital collection on the Libby/Overdrive platform. The change will take effect on June 1, 2022.

- There have been some stops and starts with the picture book room renovation, but the project continues to move forward!
- The Library is looking forward to the upcoming Summer Reading program, which will officially kick off with an event on Saturday , June 4, 2022.
- The Library is in early stages of brainstorming ideas for reorganizing workspaces in the main staff workroom on the first floor of the building.

Friends and Foundation Director's Report

- Kathleen presented the report.
- The Annual Meeting of the Friends and Foundation was held Monday, April 25th. The officers for next year are Rachel Rademacher, Chair; Brandon Eisman, Vice Chair; Jane Medina, Secretary; Joan Golden, Treasurer. As Vice Chair Brandon will attend future meetings - he was out of town for this month's meeting. All board members whose term was expiring opted to continue for a second term.
- F&F will be working on their goal of supporting the library through advocacy initiatives. They have a good model for how to effectively advocate for the library that was shared with them by the St. Paul Public Library. An example of the advocacy efforts of the St. Paul group is to help spread the word on library initiatives - i.e. support library communication. An Advocacy Committee will be formed, and they would love to have a committee member from the Library Board of Trustees. Sarah will follow up with Kathleen to discuss library board of trustees representation on the committee.
- Kathleen joined Tyler Linquist and Demetrius Kemp to give a presentation to the Lawrence Rotary Club on Monday, May 9th about the merged READ Lawrence and Dr. Bob Reader programs.
- The 10th Weave A Tale Workshop, honoring the memory of Joyce Steiner, a LPL children's librarian, was presented in the library auditorium. Forty area librarians attended the lunch and program, along with members of the Steiner family.
- The Friends and Foundation are excited about the upcoming summer reading program.

New Business

- 2021 Audit Review
 - Brad will send electronic copies of the audit to new board members Kelly Hart and James Pavisian
 - Sean Gordon of GordonCPA gave a quick overview of the audit.
 - The auditors provided a positive opinion on the library's financial management and operations. GordonCPA gave the library the highest and cleanest opinion possible. The net change in financial position was positive, increasing by \$500,000. This speaks to the responsible and effective management of the library's finances.
 - The auditors made two recommendations
 - A new control should be instituted for accountant journal entries by requiring a second person's signoff for such entries

- All credit card transactions should have supporting invoices (4 transactions lacked this documentation in 2022) and no transactions should incur sales tax (1 transaction with sales tax in 2022)
 - Overall, Mr. Gordon concluded that it was a very good audit experience.
- Policy Review
 - Library staff are setting up a process to ensure that all library policies are reviewed and, as necessary, updated on a regular basis. Over the following months they will be presenting policies to the board as part of that process.
 - Emergency Policy:
 - Erica presented the revisions made to the Emergency Policy. See the attached memo for the specific changes proposed.
 - David moved to accept the changes to the Emergency Policy. James seconded. The motion passed.
 - Discussion followed about Active Shooter training and Erica noted that additional training will be focused on in the near future.
 - Rescind defunct policies
 - Brad presented three policies that have been superseded or are no longer relevant and need to be struck from our list of policies.
 - Electronic Mail & Internet Policy
 - Film screenings
 - Video conferencing
 - James moved to rescind all three policies. Ursula seconded. The motion passed.
- Strategic Planning Document Recommendation
 - Brad presented the new version of the Mission, Vision, Values & Strategic Initiatives document. This version incorporated suggestions given by library board members at the March 2022 board meeting.
 - The Leadership team has reviewed the document and has approved it. Once approved, the staff will build an action plan for 2023-2025 based on this guiding document.
 - David moved to approve this updated version of the Mission & Vision Statement. Courtney seconded the motion. The motion carried.

Old Business

- Budget Review
 - Brad recapped the 2023 budget approval process to date, noting that the library's proposed 2023 budget is in the April 2022 board packet. The budget includes a significant increase of 15% to fund the employee compensation plan, meeting the goal for library staff to achieve pay equity with city staff.
 - Property valuations have increased but we will not have the exact numbers until June. If property valuations increase enough to fund the 15% proposed budget increase,

there will be no need to increase the mill levy. The numbers will be available by the June 20 board meeting, so if the library board wants to make changes to the proposed budget, they will still have that opportunity before it goes to the City Commission. The city staff will present budget recommendations to the City Commission at their July 12 meeting.

- Brad offered to review the 2023 library budget proposal with new board members Kelly and James if that would be helpful.

- **Announcement**

- Sarah noted that the June library board meeting will be offered in hybrid format, with in-person and online options.

Adjournment

There being no other business, the meeting adjourned at 5:34 pm

The next regular Board meeting will be held Monday, June 20, 2022 in hybrid format.

Respectfully submitted,
Tricia Karlin

2022 Regular Budget Report

	<u>May</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES					
Tax Fund	-	2,868,654.36	\$5,022,000.00	57.12%	\$4,978,000.00
Lost and Repl Fees	2,021.81	9,932.62	\$30,000.00	33.11%	\$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	958.56	5,535.48	\$10,000.00	55.35%	\$5,000.00
Meeting Room Fees	291.30	2,450.67	\$5,000.00	49.01%	\$ -
Interest	803.87	1,179.25	\$2,000.00	58.96%	\$2,000.00
Transfer from Cash Reserves	-	-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	25.17	176.02			
Total Revenues	4,100.71	2,945,068.85	\$5,237,000.00	56%	\$5,170,000.00

EXPENSES

Salaries & Wages	243,493.11	1,191,930.62	\$2,910,000.00	40.96%	\$2,865,000.00
Employee Benefits	34,097.29	178,273.78	\$490,000.00	36.38%	\$460,000.00
Payroll Taxes	39,693.30	195,838.62	\$516,000.00	37.95%	\$500,000.00
Utilities	6,432.83	31,295.47	\$100,000.00	31.30%	\$100,000.00
Building Supplies	1,280.09	7,234.53	\$20,000.00	36.17%	\$20,000.00
Building Repairs & Maintenance	380.67	36,270.60	\$55,000.00	65.95%	\$55,000.00
Library Supplies	1,249.01	6,492.67	\$25,000.00	25.97%	\$25,000.00
Books & Materials	75,926.49	289,910.51	\$710,000.00	40.83%	\$710,000.00
Processing Supplies	1,957.55	24,120.02	\$45,000.00	53.60%	\$54,000.00
Equipment	-	12,838.03	\$10,000.00	128.38%	\$10,000.00
Technology	2,454.04	108,291.54	\$250,000.00	43.32%	\$250,000.00
Insurance	8,609.00	15,683.20	\$16,000.00	98.02%	\$16,000.00
Postage & Mailing	1,070.63	13,056.27	\$18,000.00	72.53%	\$18,000.00
Professional Development	594.94	16,759.56	\$35,000.00	47.88%	\$30,000.00
Book Van & Mileage	418.83	1,843.19	\$2,000.00	92.16%	\$2,000.00
Professional Fees	2,276.73	25,740.51	\$20,000.00	128.70%	\$25,000.00
Advertising & Marketing	3,354.71	4,430.71	\$20,000.00	22.15%	\$30,000.00
Capital Improvements	-	115,761.51	0		\$ -
Miscellaneous	(299.14)	16,520.77	0		
Total Expenses	422,990.08	2,292,292.11	\$5,237,000.00	44%	\$5,170,000.00

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking (US Bank & KMIP)	1,692,089.54				
Capitol Improvement (KMIP)	811,039.97				

2022 Outside Funding

	<u>1/1/2022</u> <u>AMOUNT</u>	<u>March</u> <u>Income</u>	<u>March</u> <u>Spending</u>	<u>April</u> <u>Income</u>	<u>April</u> <u>Spending</u>	<u>May</u> <u>Income</u>	<u>May</u> <u>Spending</u>	<u>Remaining</u>
Outside & Private Funding								
R & E Totals		\$ 65,486.03	\$ 37,026.91	\$ 47,472.69	\$ 62,810.49	\$ 8,121.18	\$ 51,875.70	\$ 366,646.27
							YTD Revenue	\$ 140,499.59
							YTD Expense	\$ 257,736.58

Lawrence Public Library
Balance Sheet
As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,240,962.50
Checking	315,787.98
Capital Improvement at MIP	811,039.97
	<hr/>
Total Checking/Savings	2,367,790.45
	<hr/>
Total Current Assets	2,367,790.45
Other Assets	
Petty Cash	605.48
	<hr/>
Total Other Assets	605.48
	<hr/>
TOTAL ASSETS	<u>2,368,395.93</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	91,828.63
	<hr/>
Total Accounts Payable	91,828.63
Other Current Liabilities	
Payroll Liabilities	-1,268.89
	<hr/>
Total Other Current Liabilities	-1,268.89
	<hr/>
Total Current Liabilities	90,559.74
	<hr/>
Total Liabilities	90,559.74
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	535,539.75
	<hr/>
Total Equity	2,277,836.19
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>2,368,395.93</u>

Lawrence Public Library
Revenues & Expenses
May 2022

	<u>May 22</u>	<u>Jan - May 22</u>
Ordinary Income/Expense		
Income		
Donations- misc	25.17	176.02
Tax Fund	0.00	2,868,654.36
Lost and Replacement Fees	2,021.81	9,932.62
NEKLS	0.00	28,947.75
State Aid	0.00	28,192.70
Photocopies & Printing	958.56	5,535.48
Meeting Room Rentals	291.30	2,450.67
Interest	803.87	1,179.25
Outside&Private Funding Income	8,121.18	140,499.59
Total Income	<u>12,221.89</u>	<u>3,085,568.44</u>
Gross Profit	12,221.89	3,085,568.44
Expense		
Payroll Expenses	280,807.06	1,387,756.36
Payroll Taxes	41,007.14	202,610.65
Utilities - Electric	6,432.83	31,295.47
Building Supplies	1,280.09	7,234.53
Building Repairs & Maintenance	380.67	36,270.60
Library & Office Supplies	1,249.01	6,492.67
Books & Materials	75,926.49	289,910.51
Processing Supplies	1,957.55	24,120.02
Equipment	0.00	12,838.03
Technology	2,454.04	108,291.54
Insurance	8,609.00	15,683.20
Postage & Mailing	1,070.63	13,056.27
Professional Development	594.94	16,759.56
Vehicles, Mileage, Maintenance	418.83	1,843.19
Professional Fees	2,276.73	25,740.51
Marketing-General	3,354.71	4,430.71
Capital Improvement Expenditure	0.00	115,761.51
Miscellaneous	-299.14	16,520.77
Outside & Private Funding	47,345.20	233,412.59
Total Expense	<u>474,865.78</u>	<u>2,550,028.69</u>
Net Ordinary Income	<u>-462,643.89</u>	<u>535,539.75</u>
Net Income	<u>-462,643.89</u>	<u>535,539.75</u>

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

	<u>Jun 19, 22</u>
Advance Insurance Company	722.54
Allen Press	1,949.05
Amazon	3,934.51
ASI	52.00
Baker & Taylor, Inc.	17.36
Bibliocommons Inc.	56,700.00
Bug Hounds, LLC	762.50
Carl Levin	31.50
Center Point Large Print	125.95
Century Business Technologies	2,340.47
Demco, Inc.	1,141.97
Douglas County Libraries- Miller Branch	5.00
Douglas County Libraries ILL	5.00
Douglas County Treasurer	28.50
EBSCO	12.10
eRate Solutions, L.L.C.	1,209.99
Evergy	6,432.83
Filmtools	326.81
Frank Janzen	14.99
Gale/Cengage Learning	298.98
Hamco Kansas City, Inc.	749.50
Hickory Ridge Construction Inc	5,500.00
infoUSA Marketing	285.00
Ingram Library Services	21,253.54
Jayhawk Tropical Fish	325.98
Journal-World Media	400.00
Kanopy LLC	2,819.00
LFK Press, LLC	704.50
MEI Total Elevator Solutions	211.50
Midwest Tape	16,063.57
MSM Systems Inc.	2,246.00
Network Computer Solutions	8,833.03
OverDrive	38,628.09
Pan Asian Publications Inc.	236.60
Pro Print Inc.	326.00
Pur-O-Zone, Inc.	1,931.13
Rabble LLC	4,440.00
Scholastic Inc.	8,590.77
Showcases	27.90
Snap Promotions	8,110.51
Tech Electronics	1,277.80
U.S. Bank - Mastercard	10,078.20
Unique Management Services	318.21
United Parcel Service	170.63
University of Kansas	1,500.00
TOTAL	<u><u>211,139.51</u></u>

Lawrence Public Library
Check Detail
June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	electronic	06/20/2022	Advance Insurance Company	Checking	
Bill	July	05/31/2022		Group Life Insurance	-722.54
TOTAL					-722.54
Bill Pmt -Check	electronic	06/20/2022	ASI	Checking	
Bill	ASIFEE	05/31/2022		Professional Fees	-52.00
TOTAL					-52.00
Bill Pmt -Check	electronic	06/20/2022	Evergy	Checking	
Bill	May	05/31/2022		Utilities - Electric	-6,432.83
TOTAL					-6,432.83
Bill Pmt -Check	electronic	06/20/2022	U.S. Bank - Mastercard	Checking	
Bill	May CC	05/31/2022		Building Repairs & Main...	-58.66
				Library & Office Supplies	-628.55
				Operations	-20.98
				Operations	-21.25
				Operations	-179.00
				IT Software & Subscripti...	-69.35
				IT Software & Subscripti...	-47.26
				IT Software & Subscripti...	-88.20
				IT Software & Subscripti...	-360.00
				IT Software & Subscripti...	-9.99
				Internet & Telephone	-531.83
				Postage & Mailing	-900.00
				Professional Development	-349.00
				Professional Development	-127.94
				Vehicles, Mileage, Maint...	-277.32
				Professional Fees	-677.81
				Marketing-General	-384.00
				Marketing-General	-79.99
				Marketing-General	-1.99
				Marketing-General	-405.15
				Marketing-General	-94.53
				Marketing-General	-40.00
				Miscellaneous	-44.36
				Outreach/Coggins Fund	-248.92
				Information Services Pr...	-822.68
				Summer Reading - ALL	-251.39
				Teen Services Program...	-439.98
				Summer Reading - ALL	-405.00
				Summer Reading - ALL	-698.48
				Summer Reading - ALL	-824.30
				Summer Reading - ALL	-106.25
				Summer Reading - ALL	-275.00
				Crowe Fund	-45.00
				Friends & Foundation F...	-40.00
				Books & Materials	-46.14
				Books & Materials	-14.92
				Books & Materials	-20.00
				Books & Materials	-27.16
				Books & Materials	-89.98
				Books & Materials	-39.99
				Books & Materials	-35.49
Bill	JUNE CC	06/01/2022		Books & Materials	-120.00

Lawrence Public Library
Check Detail
June 2022

Type	Num	Date	Name	Account	Paid Amount
				Books & Materials	-49.75
				Books & Materials	-16.69
				Books & Materials	-10.99
				Books & Materials	-10.99
				Books & Materials	-9.96
				Books & Materials	-15.99
				Books & Materials	-15.99
TOTAL					-10,078.20
Bill Pmt -Check	electronic	06/20/2022	United Parcel Service	Checking	
Bill	MayUPS	05/31/2022		Postage & Mailing	-170.63
TOTAL					-170.63
Bill Pmt -Check	9409	06/20/2022	Baker & Taylor, Inc.	Checking	
Bill	2036775512	06/10/2022		Books & Materials	-17.16
Bill	2036775513	06/10/2022		Processing Supplies	-0.20
TOTAL					-17.36
Bill Pmt -Check	9410	06/20/2022	Bug Hounds, LLC	Checking	
Bill	510	06/06/2022		Building Repairs & Main...	-762.50
TOTAL					-762.50
Bill Pmt -Check	9411	06/20/2022	Carl Levin	Checking	
Bill	Refund	05/18/2022		Lost and Replacement ...	-31.50
TOTAL					-31.50
Bill Pmt -Check	9412	06/20/2022	Center Point Large Print	Checking	
Bill	1932181	05/13/2022		Books & Materials	-125.95
TOTAL					-125.95
Bill Pmt -Check	9413	06/20/2022	Century Business Technologies	Checking	
Bill	623763	05/24/2022		IT Software & Subscripti...	-213.97
Bill	623701	05/24/2022		IT Software & Subscripti...	-323.59
Bill	626184	06/06/2022		IT Software & Subscripti...	-1,479.32
Bill	626377	06/08/2022		IT Software & Subscripti...	-323.59
TOTAL					-2,340.47
Bill Pmt -Check	9414	06/20/2022	Demco, Inc.	Checking	
Bill	7131023	06/01/2022		Processing Supplies	-1,141.97
TOTAL					-1,141.97

Lawrence Public Library
Check Detail
June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9415	06/20/2022	Douglas County Libraries- Miller...	Checking	
Bill	Refund	05/31/2022		Lost and Replacement ...	-5.00
TOTAL					-5.00
Bill Pmt -Check	9416	06/20/2022	Douglas County Libraries ILL	Checking	
Bill	REFUND	05/18/2022		Lost and Replacement ...	-5.00
TOTAL					-5.00
Bill Pmt -Check	9417	06/20/2022	EBSCO	Checking	
Bill	2206033	05/19/2022		Books & Materials	-12.10
TOTAL					-12.10
Bill Pmt -Check	9418	06/20/2022	eRate Solutions, L.L.C.	Checking	
Bill	3940	05/24/2022		Professional Fees	-1,209.99
TOTAL					-1,209.99
Bill Pmt -Check	9419	06/20/2022	Filmtools	Checking	
Bill	SI-8292075	06/01/2022		Processing Supplies	-326.81
TOTAL					-326.81
Bill Pmt -Check	9420	06/20/2022	Frank Janzen	Checking	
Bill	Refund	05/18/2022		Lost and Replacement ...	-14.99
TOTAL					-14.99
Bill Pmt -Check	9421	06/20/2022	Hamco Kansas City, Inc.	Checking	
Bill	129318	05/17/2022		Library & Office Supplies	-749.50
TOTAL					-749.50
Bill Pmt -Check	9422	06/20/2022	Hickory Ridge Construction Inc	Checking	
Bill	2022002	06/01/2022		Capital Improvement Ex...	-5,500.00
TOTAL					-5,500.00
Bill Pmt -Check	9423	06/20/2022	infoUSA Marketing	Checking	
Bill	10003974274	05/24/2022		Books & Materials	-285.00
TOTAL					-285.00

Lawrence Public Library
Check Detail
June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9424	06/20/2022	Jayhawk Tropical Fish	Checking	
Bill	167276	05/31/2022		Aquarium Maintenance	-325.98
TOTAL					-325.98
Bill Pmt -Check	9425	06/20/2022	Journal-World Media	Checking	
Bill	10054558	05/31/2022		Marketing-General	-400.00
TOTAL					-400.00
Bill Pmt -Check	9426	06/20/2022	Kanopy LLC	Checking	
Bill	300171-PPU	06/01/2022		Kanopy	-2,819.00
TOTAL					-2,819.00
Bill Pmt -Check	9427	06/20/2022	LFK Press, LLC	Checking	
Bill	22060102	06/01/2022		Summer Reading - ALL	-704.50
TOTAL					-704.50
Bill Pmt -Check	9428	06/20/2022	MEI Total Elevator Solutions	Checking	
Bill	965133	06/01/2022		Building Repairs & Main...	-211.50
TOTAL					-211.50
Bill Pmt -Check	9429	06/20/2022	MSM Systems Inc.	Checking	
Bill	205873	06/01/2022		Capital Improvement Ex...	-2,246.00
TOTAL					-2,246.00
Bill Pmt -Check	9430	06/20/2022	Network Computer Solutions	Checking	
Bill	106695	05/24/2022		MIDCO/Peterson	-140.00
Bill	107417	05/24/2022		MIDCO/Peterson	-4,911.00
				MIDCO/Peterson	-1,279.54
				MIDCO/Peterson	-611.86
				MIDCO/Peterson	-1,890.63
TOTAL					-8,833.03
Bill Pmt -Check	9431	06/20/2022	Pan Asian Publications Inc.	Checking	
Bill	U-17180	06/06/2022		Books & Materials	-236.60
TOTAL					-236.60
Bill Pmt -Check	9432	06/20/2022	Pro Print Inc.	Checking	
Bill	989	06/01/2022		Library & Office Supplies	-326.00
TOTAL					-326.00

Lawrence Public Library
Check Detail
June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9433	06/20/2022	Pur-O-Zone, Inc.	Checking	
Bill	853994	05/31/2022		Building Supplies	-706.93
Bill	854127	05/31/2022		Building Repairs & Main...	-39.00
Bill	854130	05/31/2022		Building Repairs & Main...	-59.00
Bill	854128	05/31/2022		Building Repairs & Main...	-49.00
Bill	854561	06/01/2022		Building Repairs & Main...	-972.00
Bill	854562	06/01/2022		Building Repairs & Main...	-46.20
Bill	854129	06/06/2022		Building Repairs & Main...	-59.00
TOTAL					-1,931.13
Bill Pmt -Check	9434	06/20/2022	Rabble LLC	Checking	
Bill	1123	05/19/2022		Books & Materials	-4,440.00
TOTAL					-4,440.00
Bill Pmt -Check	9435	06/20/2022	Showcases	Checking	
Bill	323597	05/18/2022		Processing Supplies	-27.90
TOTAL					-27.90
Bill Pmt -Check	9436	06/20/2022	Snap Promotions	Checking	
Bill	22043001	05/14/2022		Summer Reading - ALL	-7,126.51
Bill	22042801	05/14/2022		Outreach/Coggins Fund	-984.00
TOTAL					-8,110.51
Bill Pmt -Check	9437	06/20/2022	Tech Electronics	Checking	
Bill	N000137491	05/24/2022		Operations	-557.80
Bill	N000143258	06/08/2022		Building Repairs & Main...	-720.00
TOTAL					-1,277.80
Bill Pmt -Check	9438	06/20/2022	Unique Management Services	Checking	
Bill	6101713	05/31/2022		Professional Fees	-187.15
Bill	6101714	05/31/2022		Professional Fees	-131.06
TOTAL					-318.21
Bill Pmt -Check	29162	06/20/2022	Allen Press	Checking	
Bill	31047	05/24/2022		Marketing-General	-1,949.05
TOTAL					-1,949.05

Lawrence Public Library
Check Detail
 June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29163	06/20/2022	Amazon	Checking	
Bill	456849875...	05/10/2022		Books & Materials	-103.22
Bill	635799389...	05/13/2022		Library & Office Supplies	-15.70
Bill	933499838...	05/13/2022		Summer Reading - ALL	-59.56
Bill	575899933...	05/13/2022		Books & Materials	-35.48
Bill	897346437...	05/13/2022		Books & Materials	-135.73
Bill	884344763...	05/13/2022		Books & Materials	-54.97
Bill	899355689...	05/13/2022		Books & Materials	-21.81
Bill	738776959...	05/13/2022		Books & Materials	-16.89
Bill	477339743...	05/16/2022		Summer Reading - ALL	-39.99
Bill	448596844...	05/16/2022		Books & Materials	-179.00
Bill	673977766...	05/17/2022		Books & Materials	-26.95
Bill	773639449...	05/17/2022		Books & Materials	-343.57
Bill	875456668...	05/17/2022		Books & Materials	-17.86
Bill	585353599...	05/17/2022		Books & Materials	-13.15
Bill	763849949...	05/17/2022		Books & Materials	-23.12
Bill	449983753...	05/17/2022		Books & Materials	-39.99
Bill	787934367...	05/19/2022		Operations	-19.92
Bill	997683735...	05/19/2022		Library & Office Supplies	-10.90
Bill	757839947...	05/23/2022		Building Repairs & Main...	-71.27
Bill	644589755...	05/24/2022		Books & Materials	-21.06
Bill	893484338...	05/24/2022		Books & Materials	-15.69
Bill	454589356...	05/25/2022		Books & Materials	-25.00
Bill	674486847...	05/25/2022		Books & Materials	-26.69
Bill	449688979...	05/25/2022		Books & Materials	-40.72
Bill	694655577...	05/25/2022		Books & Materials	-18.07
Bill	464879685...	05/25/2022		Books & Materials	-16.43
Bill	968997683...	05/25/2022		Books & Materials	-18.44
Bill	446636943...	05/25/2022		Books & Materials	-322.48
Bill	968855477...	05/25/2022		Books & Materials	-14.32
Bill	738387446...	05/25/2022		Books & Materials	-35.30
Bill	577733868...	05/25/2022		Summer Reading - ALL	-124.43
Bill	973453749...	05/25/2022		Operations	-10.90
Bill	456586568...	05/26/2022		Summer Reading - ALL	-191.77
Bill	586658389...	05/31/2022		Summer Reading - ALL	-36.62
Bill	693976445...	05/31/2022		Summer Reading - ALL	-12.99
Bill	867737468...	06/01/2022		Books & Materials	-31.57
Bill	937954887...	06/01/2022		Books & Materials	-17.95
Bill	854373733...	06/01/2022		Books & Materials	-865.18
Bill	559375464...	06/01/2022		Books & Materials	-12.25
Bill	576867866...	06/02/2022		Local History/Coan	-191.20
Bill	659898599...	06/02/2022		Summer Reading - ALL	-197.94
Bill	685798559...	06/02/2022		Summer Reading - ALL	-19.96
Bill	469856546...	06/02/2022		Books & Materials	-7.33
Bill	857696537...	06/06/2022		Books & Materials	-6.99
Bill	447389648...	06/10/2022		Books & Materials	-259.96
Bill	698448567...	06/10/2022		Books & Materials	-41.07
Bill	978583384...	06/10/2022		Books & Materials	-54.13
Bill	466893646...	06/10/2022		Books & Materials	-59.99
Bill	449789694...	06/10/2022		Books & Materials	-9.00
TOTAL					-3,934.51
Bill Pmt -Check	29164	06/20/2022	Bibliocommons Inc.	Checking	
Bill	2029	06/01/2022		Collections & Public Ser...	-56,700.00
TOTAL					-56,700.00

Lawrence Public Library
Check Detail
 June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29165	06/20/2022	Douglas County Treasurer	Checking	
Bill	2022	06/01/2022		Vehicles, Mileage, Maint...	-28.50
TOTAL					-28.50
Bill Pmt -Check	29166	06/20/2022	Gale/Cengage Learning	Checking	
Bill	77635331	05/13/2022		Books & Materials	-24.79
Bill	77828854	06/06/2022		Books & Materials	-198.02
Bill	77911788	06/10/2022		Books & Materials	-23.79
Bill	77868768	06/10/2022		Books & Materials	-25.19
Bill	77835445	06/10/2022		Books & Materials	-27.19
TOTAL					-298.98
Bill Pmt -Check	29167	06/20/2022	Ingram Library Services	Checking	
Bill	59413343	05/12/2022		Books & Materials	-303.31
Bill	59445882	05/12/2022		Books & Materials	-998.75
Bill	59445883	05/12/2022		Processing Supplies	-110.78
Bill	59460721	05/13/2022		Books & Materials	-421.03
Bill	59432026	05/13/2022		Books & Materials	-436.40
Bill	59460722	05/13/2022		Processing Supplies	-26.48
Bill	59432027	05/13/2022		Processing Supplies	-36.64
Bill	59413344	05/13/2022		Processing Supplies	-26.30
Bill	59481939	05/16/2022		Outreach Collection	-213.52
Bill	59481936	05/16/2022		Outreach Collection	-63.65
Bill	59481937	05/16/2022		Outreach Collection	-34.48
Bill	59481938	05/16/2022		Outreach Collection	-30.57
Bill	59481934	05/16/2022		Books & Materials	-1,386.03
Bill	59481935	05/16/2022		Processing Supplies	-150.03
Bill	59527154	05/18/2022		Books & Materials	-608.80
Bill	59505122	05/18/2022		Processing Supplies	-27.62
Bill	59527155	05/18/2022		Processing Supplies	-84.60
Bill	59553861	05/19/2022		Books & Materials	-497.97
Bill	59505121	05/19/2022		Books & Materials	-338.86
Bill	59553862	05/19/2022		Processing Supplies	-39.82
Bill	59612905	05/23/2022		Books & Materials	-802.55
Bill	59612906	05/23/2022		Processing Supplies	-99.66
Bill	59601236	05/24/2022		Books & Materials	-1,685.03
Bill	59601237	05/24/2022		Processing Supplies	-166.20
Bill	59653087	05/25/2022		Books & Materials	-909.61
Bill	59653088	05/25/2022		Processing Supplies	-68.02
Bill	59699026	05/31/2022		Outreach Collection	-75.57
Bill	59699028	05/31/2022		Outreach Collection	-16.58
Bill	59699025	05/31/2022		Outreach Collection	-5.43
Bill	59699029	05/31/2022		Outreach Collection	-16.61
Bill	59699030	05/31/2022		Outreach Collection	-275.69
Bill	59699027	05/31/2022		Outreach Collection	-27.26
Bill	59671997	05/31/2022		Books & Materials	-385.60
Bill	59699021	05/31/2022		Books & Materials	-271.90
Bill	59699023	05/31/2022		Books & Materials	-1,552.49
Bill	59671998	05/31/2022		Processing Supplies	-32.95
Bill	59699022	05/31/2022		Processing Supplies	-23.13
Bill	59699024	05/31/2022		Processing Supplies	-172.97
Bill	59743296	06/01/2022		Books & Materials	-417.79
Bill	59719863	06/01/2022		Books & Materials	-601.37
Bill	59753661	06/01/2022		Books & Materials	-606.67
Bill	59743297	06/01/2022		Processing Supplies	-39.10
Bill	59719864	06/01/2022		Processing Supplies	-37.83
Bill	59753662	06/01/2022		Processing Supplies	-88.19
Bill	59794343	06/03/2022		Books & Materials	-407.39

Lawrence Public Library
Check Detail
 June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	59794344	06/03/2022		Processing Supplies	-32.94
Bill	59825252	06/06/2022		Books & Materials	-344.09
Bill	59825253	06/06/2022		Processing Supplies	-32.24
Bill	59846379	06/07/2022		Books & Materials	-2,332.95
Bill	59857244	06/07/2022		Books & Materials	-170.70
Bill	59846380	06/07/2022		Processing Supplies	-266.27
Bill	59876476	06/08/2022		Books & Materials	-243.06
Bill	59876477	06/08/2022		Processing Supplies	-3.20
Bill	59929416	06/09/2022		Books & Materials	-1,462.76
Bill	59895843	06/09/2022		Books & Materials	-729.26
Bill	59876474	06/09/2022		Books & Materials	-399.24
Bill	59929417	06/09/2022		Processing Supplies	-190.84
Bill	59895844	06/09/2022		Processing Supplies	-68.59
Bill	59876475	06/09/2022		Processing Supplies	-27.40
Bill	59941552	06/10/2022		Books & Materials	-305.96
Bill	59941553	06/10/2022		Processing Supplies	-22.81
TOTAL					-21,253.54

Bill Pmt -Check	29168	06/20/2022	Midwest Tape	Checking	
Bill	502094220	05/13/2022		Books & Materials	-28.48
Bill	502094178	05/13/2022		Books & Materials	-67.74
Bill	502104754	05/17/2022		Books & Materials	-1,010.35
Bill	502104752	05/17/2022		Books & Materials	-29.99
Bill	502104751	05/17/2022		Books & Materials	-704.17
Bill	502122035	05/23/2022		Books & Materials	-202.92
Bill	502122037	05/23/2022		Books & Materials	-166.68
Bill	502137043	05/24/2022		Books & Materials	-189.95
Bill	502137042	05/24/2022		Books & Materials	-569.20
Bill	502137045	05/24/2022		Books & Materials	-248.09
Bill	502153809	05/31/2022		Books & Materials	-356.12
Bill	502153807	05/31/2022		Books & Materials	-124.10
Bill	502190342	05/31/2022		Processing Supplies	-275.65
Bill	502191664	06/01/2022		Books & Materials	-9,919.31
Bill	502168389	06/02/2022		Books & Materials	-129.97
Bill	502168388	06/02/2022		Books & Materials	-679.31
Bill	502168841	06/02/2022		Outreach Collection	-63.70
Bill	502186739	06/03/2022		Books & Materials	-162.69
Bill	502188540	06/03/2022		Books & Materials	-214.48
Bill	502202184	06/09/2022		Books & Materials	-440.00
Bill	502202185	06/09/2022		Books & Materials	-257.94
Bill	502220842	06/10/2022		Outreach Collection	-42.99
Bill	502220841	06/10/2022		Books & Materials	-73.47
Bill	502219729	06/10/2022		Books & Materials	-106.27
TOTAL					-16,063.57

Bill Pmt -Check	29169	06/20/2022	OverDrive	Checking	
Bill	06809CO22...	05/11/2022		Books & Materials	-903.57
Bill	06809CO22...	05/11/2022		Books & Materials	-1,614.84
Bill	06809CO22...	05/11/2022		Books & Materials	-1,103.46
Bill	06809CO22...	05/17/2022		Books & Materials	-2,218.35
Bill	06809DA22...	05/17/2022		Books & Materials	-735.69
Bill	06809CO22...	05/17/2022		Books & Materials	-223.90
Bill	06809CO22...	05/17/2022		Books & Materials	-131.95
Bill	06809CO22...	05/17/2022		Books & Materials	-131.90
Bill	06809CO22...	05/17/2022		Books & Materials	-467.41
Bill	06809CO22...	05/17/2022		Books & Materials	-1,620.42
Bill	06809CO22...	05/18/2022		Books & Materials	-677.00
Bill	06809CO22...	05/18/2022		Books & Materials	-65.00
Bill	06809CO22...	05/18/2022		Books & Materials	-109.98
Bill	06809CO22...	05/18/2022		Books & Materials	-184.95

Lawrence Public Library
Check Detail
 June 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	06809CO22...	05/18/2022		Books & Materials	-121.43
Bill	06809CO22...	05/18/2022		Books & Materials	-1,215.65
Bill	06809CO22...	05/18/2022		Books & Materials	-94.91
Bill	06809CO22...	05/18/2022		Books & Materials	-129.04
Bill	06809CO22...	05/18/2022		Books & Materials	-99.49
Bill	06809CO22...	05/18/2022		Books & Materials	-12.99
Bill	06809CO22...	05/18/2022		Books & Materials	-916.86
Bill	06809CO22...	05/25/2022		Books & Materials	-660.96
Bill	06809CO22...	05/25/2022		Books & Materials	-1,344.67
Bill	06809CO22...	05/25/2022		Books & Materials	-51.96
Bill	06809CO22...	05/25/2022		Books & Materials	-70.49
Bill	06809CO22...	05/25/2022		Books & Materials	-1,961.46
Bill	06809CO22...	05/25/2022		Books & Materials	-289.58
Bill	06809CO22...	06/01/2022		Books & Materials	-1,431.03
Bill	06809CO22...	06/01/2022		Books & Materials	-2,258.58
Bill	06809CO22...	06/02/2022		Books & Materials	-56.00
Bill	06809CO22...	06/02/2022		Books & Materials	-59.36
Bill	06809CO22...	06/03/2022		Books & Materials	-174.95
Bill	06809CO22...	06/03/2022		Books & Materials	-147.93
Bill	06809CO22...	06/03/2022		Books & Materials	-169.99
Bill	06809CO22...	06/03/2022		Books & Materials	-368.69
Bill	06809CO22...	06/03/2022		Books & Materials	-581.90
Bill	06809CO22...	06/03/2022		Books & Materials	-445.03
Bill	06809DA22...	06/03/2022		Books & Materials	-778.89
Bill	06809DA22...	06/03/2022		Books & Materials	-483.69
Bill	06809CP22...	06/03/2022		Books & Materials	-231.02
Bill	06809SU22...	06/06/2022		Books & Materials	-3,640.00
Bill	06809CO22...	06/06/2022		Books & Materials	-347.75
Bill	06809CO22...	06/06/2022		Books & Materials	-166.84
Bill	06809CO22...	06/06/2022		Books & Materials	-74.95
Bill	06809DA22...	06/06/2022		Books & Materials	-605.81
Bill	06809CO22...	06/07/2022		Books & Materials	-2,167.71
Bill	06809CO22...	06/07/2022		Books & Materials	-59.77
Bill	06809CO22...	06/08/2022		Books & Materials	-138.46
Bill	06809CO22...	06/08/2022		Books & Materials	-215.48
Bill	06809CO22...	06/08/2022		Books & Materials	-68.13
Bill	06809CO22...	06/08/2022		Books & Materials	-3,566.00
Bill	06809CO22...	06/09/2022		Books & Materials	-1,820.15
Bill	06809CO22...	06/09/2022		Books & Materials	-1,412.07
TOTAL					-38,628.09

Bill Pmt -Check	29170	06/20/2022	Scholastic Inc.	Checking	
Bill	39631130	05/19/2022		Summer Reading - ALL	-897.48
Bill	39635119	05/20/2022		Summer Reading - ALL	-209.12
Bill	39849217	05/26/2022		Summer Reading - ALL	-13.59
Bill	39976937	05/31/2022		Dr. Bob Program	-5.10
Bill	39752320	05/31/2022		Dr. Bob Program	-2,491.15
Bill	38749061	05/31/2022		Summer Reading - ALL	-4,974.33
TOTAL					-8,590.77

Bill Pmt -Check	29171	06/20/2022	University of Kansas	Checking	
Bill	Intern	05/14/2022		Local History/Coan	-1,500.00
TOTAL					-1,500.00

Lawrence Public Library

Statistical Summary - MAY 2022

OUTPUT MEASURES								
Service Area Population	103,351							
User Visits	28,232							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	48,083							
Cardholders transacting - <i>current month</i>	14,161							
Cardholders added - <i>current month</i>	663							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals		% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Unique Users & Transactions at all service points (Some users may conduct transactions at mutliple service points)	7,879	49,561	43,224		53%	47%	100%	
Website + Social Media								
	Users (if available)			Activity				
Website - includes Catalog (Sessions)	35,001			66,974				
Website - Kaw Valley Jukebox	51			52				
Website - Digital Douglas County (Sessions)	240			312				
Social Media Interactions (Facebook & Twitter)	Not available			2,078				
Social Media Reach (Facebook & Twitter)	Not available			89,217				
Borrowing Digital vs. Physical								
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)	Total Physical + Digital		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	26,378	12,062	41,360		28%	13%	45%	
Teen Total	2,855	3,464	4,749		3%	4%	5%	
Childrens Total	25,226	5,839	28,027		27%	6%	30%	
Total AV Media Room	16,178	2,217	18,395		17%	2%	20%	
Total Library of Things	166	0	166		0%	0%	0%	
Total all collections	70,803	21,894	92,697		76%	24%	100%	

Lawrence Public Library

Statistical Summary - MAY 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	189,460	21,365	210,825		90%	10%	100%	
Added	2,208	756	2,964		74%	26%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	6,680	135	6,815		98%	2%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-928	599	-329					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		4,910	1,531	6,441	76%	24%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,542	14,178		4				
Other Public Services				Total sessions				
Public Computer Usage				2454				
PROGRAMMING (see also graphs)	No. of Passive Programs	No. Of In Person Programs	No. Of Live Online Programs	No. of Virtual On-Demand viewing-Recorded Video Programs	Passive Attendance	In Person Attendance	Live Online Attendance	Virtual On-Demand viewing-Recorded Video Views
Total Programs	0	43	15	2	0	1229	366	98
Total Programs Offered				60				
Total Program Attendance								1693
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	67.14	67.2	0%					

Lawrence Public Library

Full Statistical Report - MAY 2022

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Lawrence Public Library

Full Statistical Report - MAY 2022

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	35,001			66,974				
Website - Kaw Valley Jukebox	51			52				
Website - Digital Douglas County (Sessions)	240			312				
Social Media Interactions (Facebook & Twitter)	Not available			2,078				
Social Media Reach (Facebook &Twitter)	Not available			89,217				
	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)	23,816	6,001	29,817	72%	26%	6%	32%	
Adult Graphic Novels	1,012	89	1,101	3%	1%	0%	1%	
Adult Magazines	593	458	1,051	3%	1%	0%	1%	
Adult Audiobooks (including language instruction)	957	8,434	9,391	23%	1%	9%	10%	
Adult Total	26,378	14,982	41,360	100%	28%	16%	45%	
Teen Books (incl. Book Club Kits)	1,704	830	2,534	53%	2%	1%	3%	
Teen Graphic Novels and Manga	1,115	134	1,249	26%	0%	0%	1%	
Teen Magazines	6	0	6	0%	0%	0%	0%	
Teen Audiobooks	30	930	960	20%	0%	1%	1%	
Teen Total	2,855	1,894	4,749	100%	3%	2%	5%	
Children's Books, NF Videos & all Kits	20,979	1,226	22,205	79%	23%	1%	24%	
Children's Graphic Novels	3,030	65	3,095	11%	3%	0%	3%	
Children's Magazines	123	0	123	0%	0%	0%	0%	
Children's Music CDs	195	0	195	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	899	1,510	2,409	9%	1%	2%	3%	
Childrens Total	25,226	2,801	28,027	100%	27%	3%	30%	
AV Media Room - Feature Films (Adult and Family) and All	8,665	2,217	10,882	59%	9%	2%	12%	
AV Media Room - TV Shows	3,123	0	3,123	17%	3%	0%	3%	
AV Media Room - Non-Fiction DVDs	721	0	721	4%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,235	0	1,235	7%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,434	0	2,434	13%	3%	0%	3%	
Total AV Media Room	16,178	2,217	18,395	100%	17%	2%	20%	
Library of Things - Boardgames and Game Guides	134	0	134	81%	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	32	0	32	19%	0%	0%	0%	
Total Library of Things	166	0	166	100%	0%	0%	0%	
Total all collections	70,803	21,894	92,697	100%	76%	24%	100%	

Lawrence Public Library

Full Statistical Report - MAY 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)	88,571	6,947	95,518		42%	3%	45%	
Adult Audiobooks & Language Instruction	6,259	5,115	11,374		3%	2%	5%	
Total Adult Collection	94,830	12,062	106,892		45%	6%	51%	
Teen Book & Other Print Formats	9,695	2,264	11,959		5%	1%	6%	
Teen Audiobooks	292	1,200	1,492		0%	1%	1%	
Total Teen Collection	9,987	3,464	13,451		5%	2%	6%	
Children's Book & Other Print Formats	54,236	4,061	58,297		26%	2%	28%	
Children's Audiobooks & Language Instruction	1,940	1,778	3,718		1%	1%	2%	
Children's Video and Music	945	0	945		0%	0%	0%	
Total Children's Collection	57,121	5,839	62,960		27%	3%	30%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,387	0	27,387		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	135	0	135		0%	0%	0%	
Total All Holdings	189,460	21,365	210,825		90%	10%	100%	
Added	2,208	756	2,964		74%	26%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	6,680	135	6,815		98%	2%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-928	599	-329					
	Interactions + Consultations							
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		2,323	1,301	3,624	36%	20%	56%	
Info Services Interactions		1,080	31	1,111	17%	0%	17%	
Readers Services Interactions		463	57	520	7%	1%	8%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		33	10	43	1%	0%	1%	
Teen Interactions		188	0	188	3%	0%	3%	
Children's Interactions		565	0	565	9%	0%	9%	
Public Technology Interactions		258	56	314	4%	1%	5%	
Website - Contact Us Forms + Social Media		0	76	76	0%	1%	1%	
Total Service Interactions		4,910	1,531	6,441	76%	24%	100%	

Lawrence Public Library

Full Statistical Report - MAY 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,214	15,599		5				
Holds Filled	3,542	14,178		4				
Holds Unclaimed	1,219	2,256		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		29.80%						
Other Public Services				Total sessions				
Public Computer Usage				2454				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	99	143		46%				
Public-Sponsored Uses of Study Rooms	292	465		53%				
Public-Sponsored Uses of S+V Studios	69	113		58%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	195	376		1.9				
Interlibrary Loan Items Loaned from LPL Collection	256	586		2.3				
	# 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	14	2	0	341	276	98
Teen Programs (12-17)	0	7	0	0	0	185	0	0
Children Programs (birth-5)	0	1	0	0	0	35	0	0
Children Programs (6-11) (includes family programs)	0	14	1	0	0	668	90	0
Total By Type	0	43	15	2	0	1229	366	98
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	0	0	0	0	0	0	0
Signature Events	0	0	0	0	0	0	0	0
Read Across Lawrence	0	0	0	0	0	0	0	0
All other programs	0	43	15	2	0	1229	366	98
Total By Event	0	43	15	2	0	1229	366	98
Total Programs Offered				60				
Total Program Attendance								1693

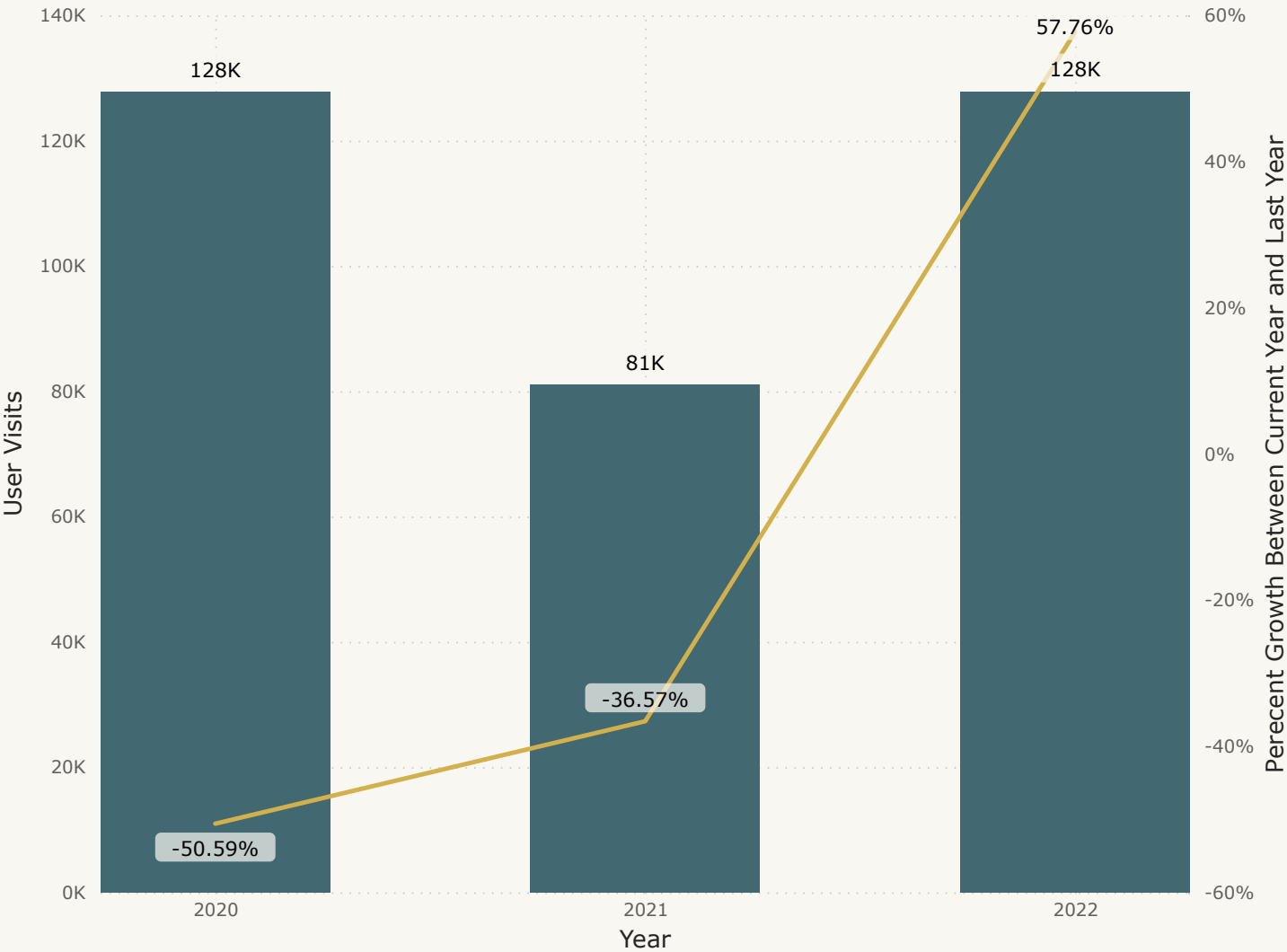
Lawrence Public Library

Full Statistical Report - MAY 2022

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2022	2021	2022 v 2021		2022	2021		
Total Paid Staff, in Full-Time Equivalents (includes 3 Interns)	67.14	67.2	0%					
ALA-MLS Librarians, in Full-Time Equivalents	19.825	18.45	7%					
Number of Employees--Total (includes 3 interns)	82	83	-1%					
Number of Employees--Full-Time	43	43	0%					
Number of Employees--Part-Time	39	40	-3%					
Terminations	0	2	-100%		3	4	-25%	
Hirings (includes 3 Summer Reading Interns)	3	0	#DIV/0!		7	4	75%	
Volunteer Hours	448:48:00	80:40:00	456%		1,743	200	770%	

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

User Visits Percent Growth Between Current Year and Last Year



57.76%

Percent Growth Between Current Year and Last Year

Year

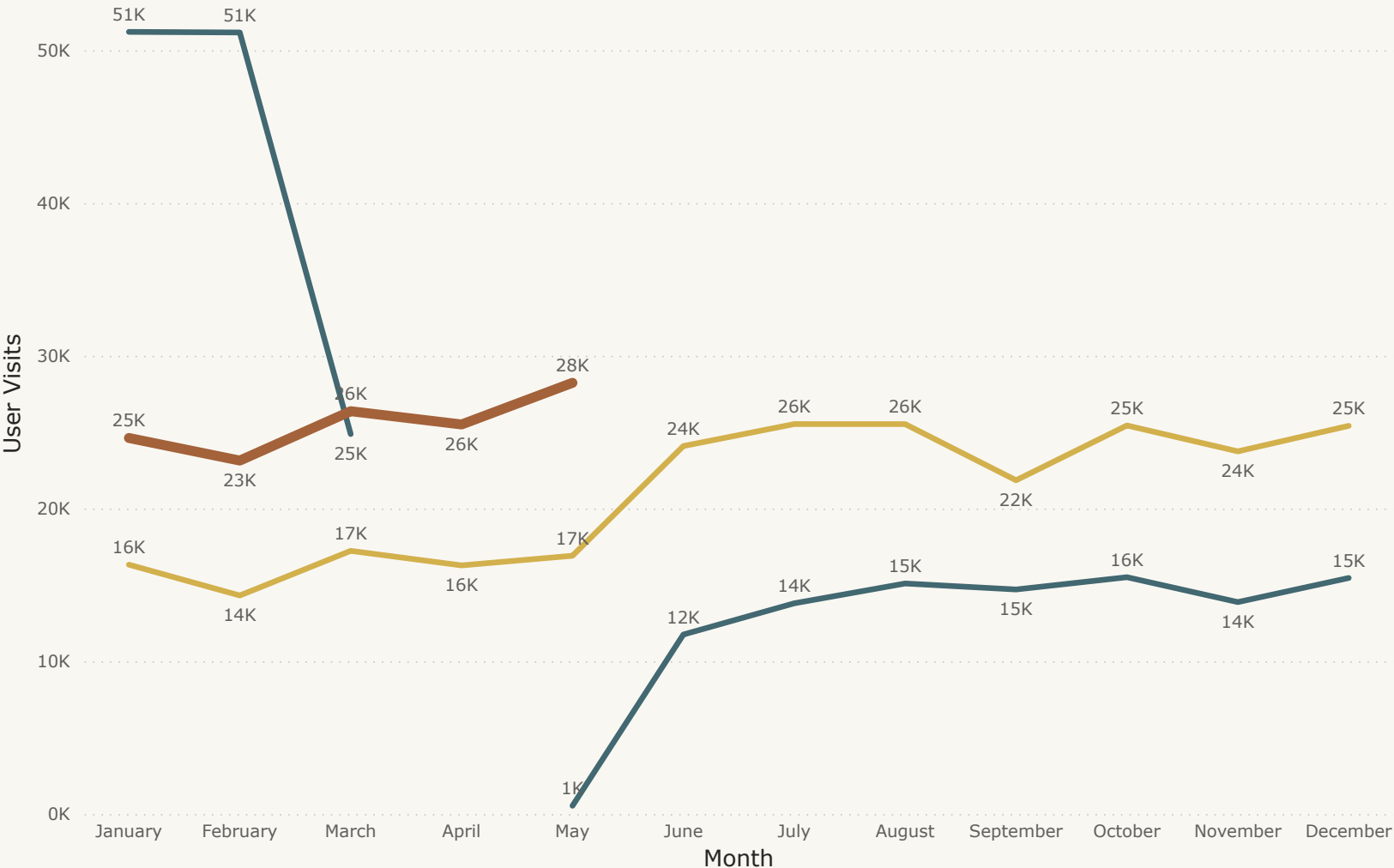
- 2020
- 2021
- 2022

Month

- January
- February
- March
- April
- May
- June
- July
- August

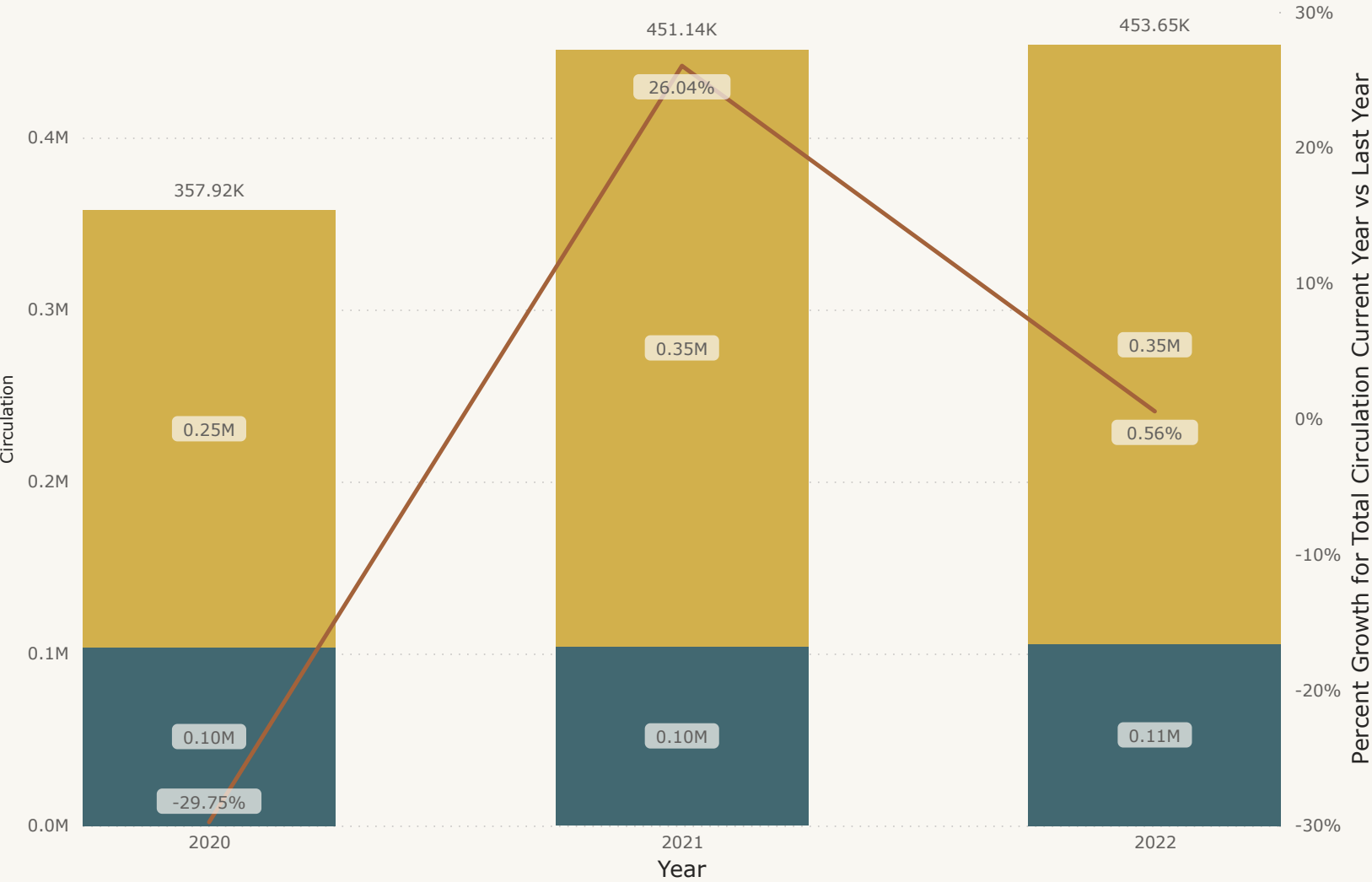
Total User Visits: 3 Year Comparison

Year ● 2020 ● 2021 ● 2022



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

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



0.56%
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

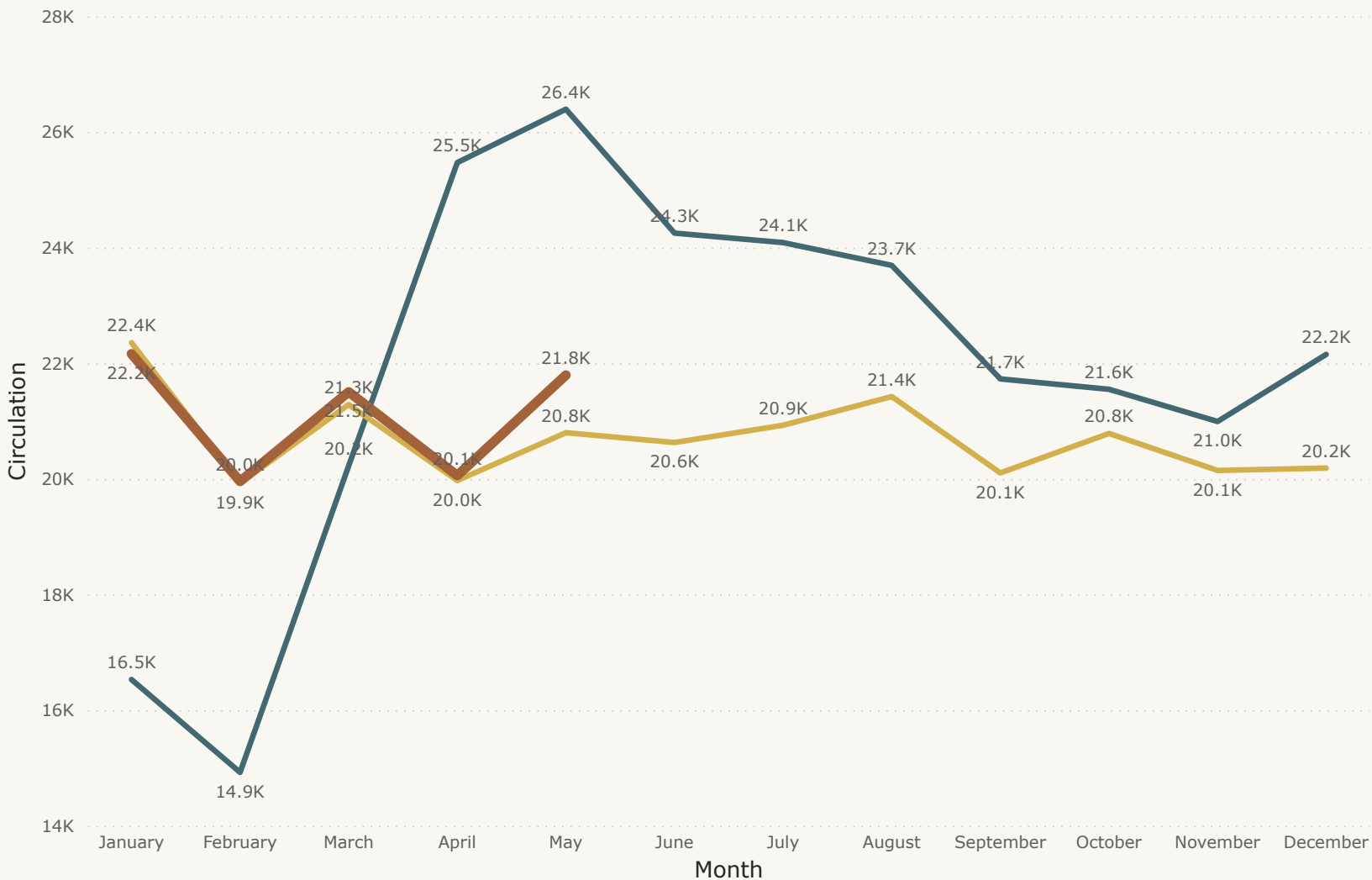
- ☐ Digital
- ☐ Physical

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

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Digital Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

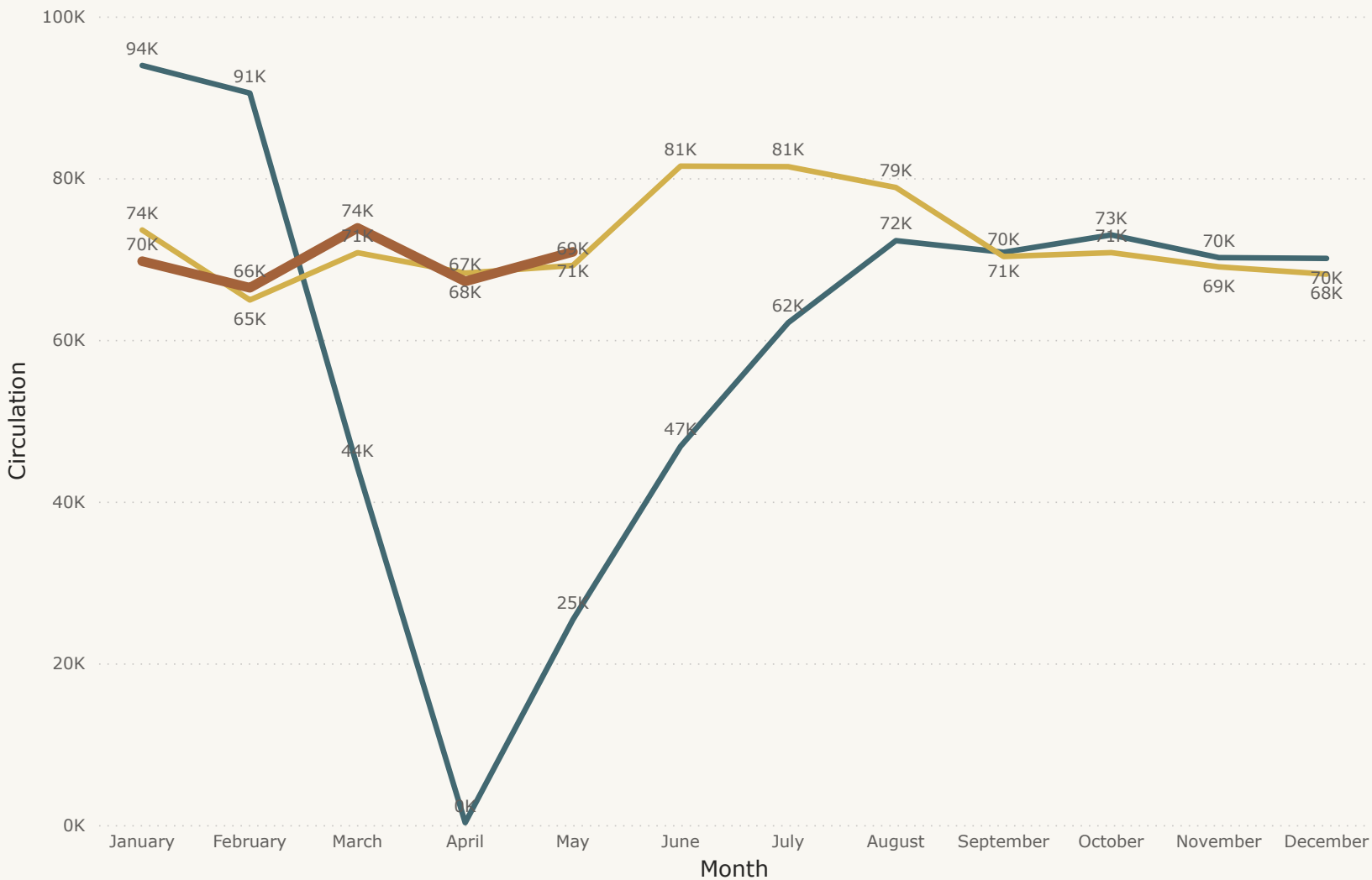
- Digital
- Physical

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

- Checkout
- Renewal

Physical Circulation Trend: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022



Filter by Format: Digital, Physical, or Both

DigitalPhysical

□ Digital

■ Physical

Filter by type of transaction

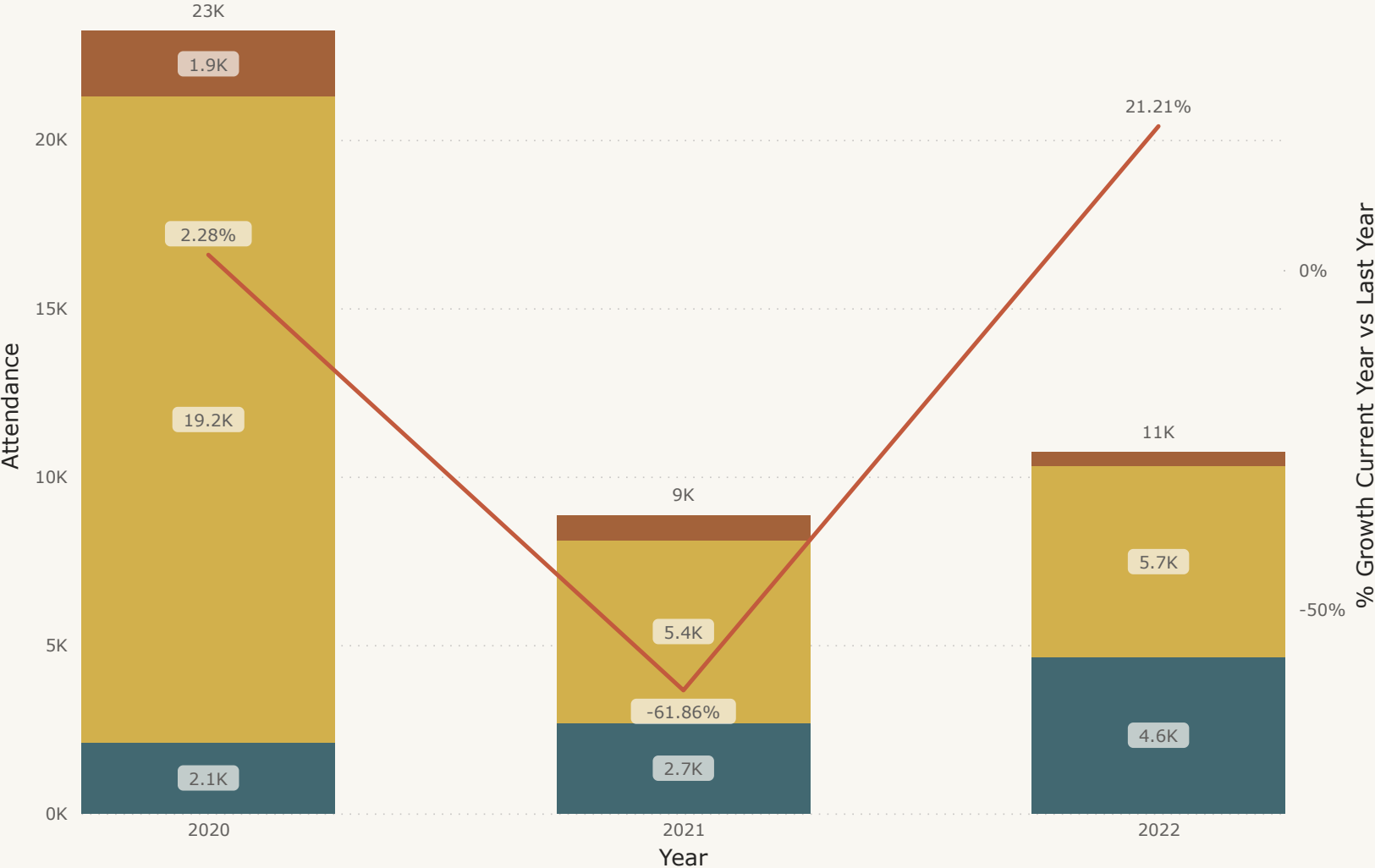
□ Auto Renewal

□ Checkout

□ Renewal

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

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



21.21%

% Growth Current Year vs Last Year

Filter By Audience

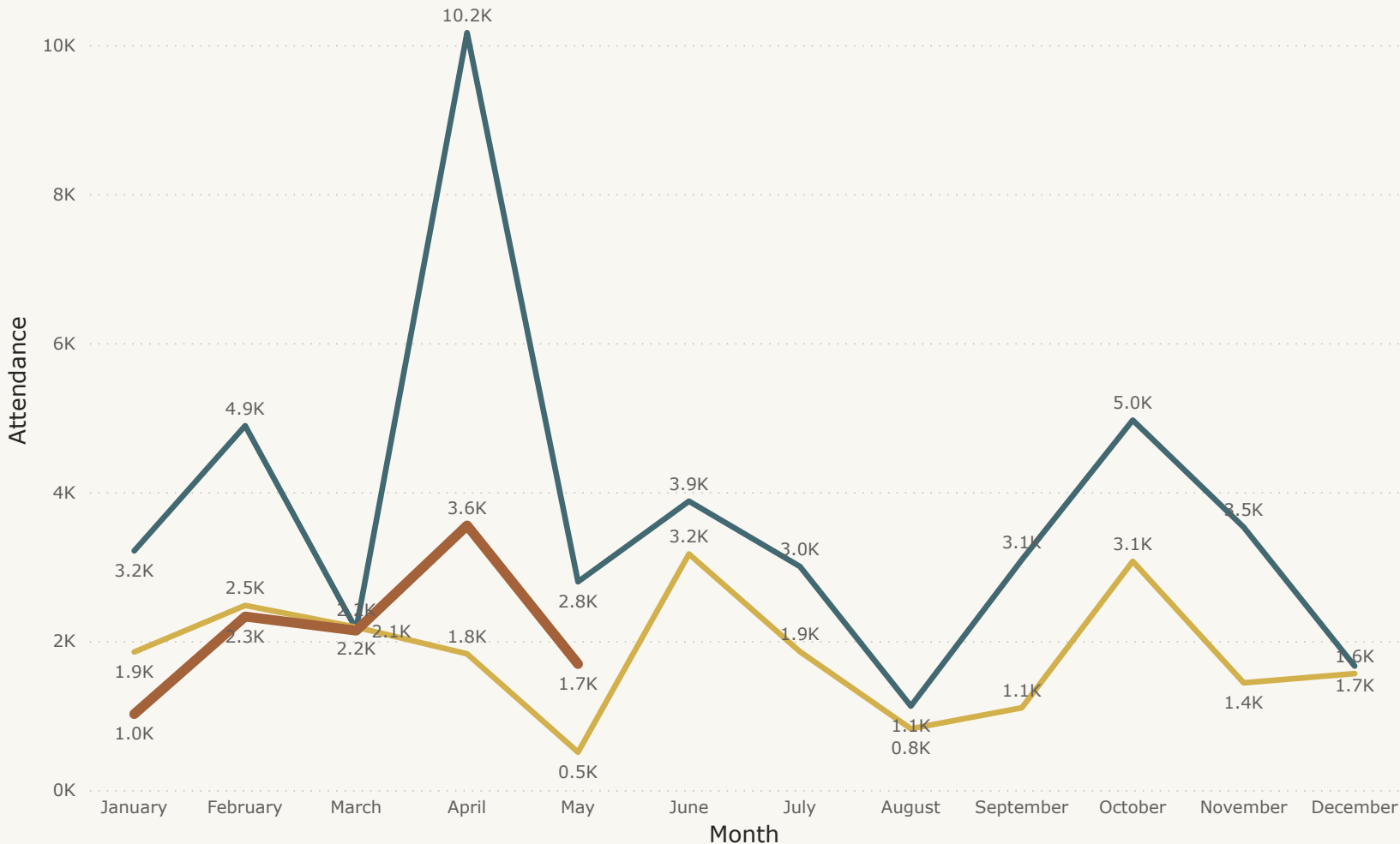
- Select all
- Adult
- Children
- Teen

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

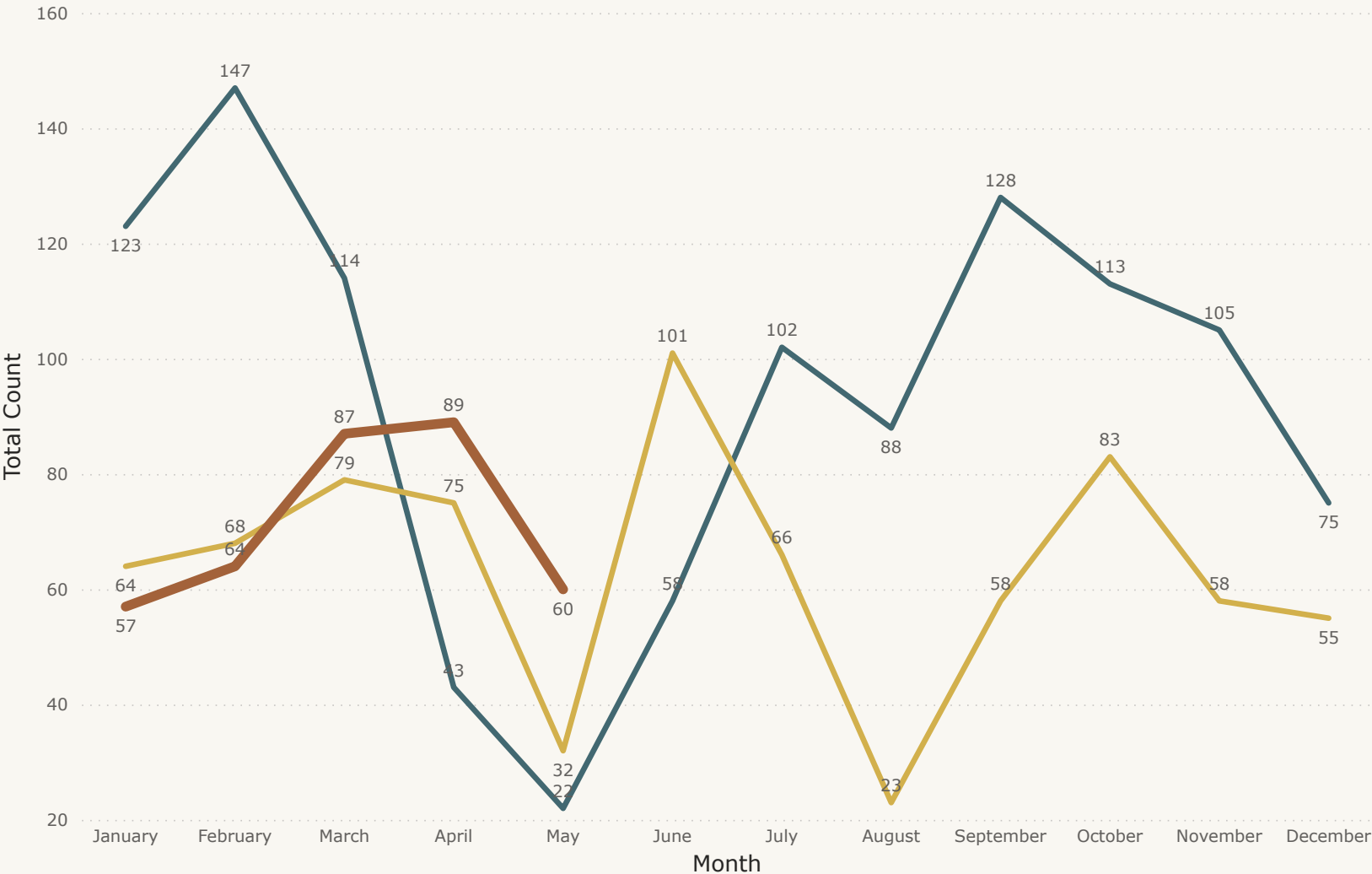
April 2022: Two events that contributed to a jump in program attendance were Colson Whitehead for the Beach Author Event (400 in person; 200 online) and the Dole Roll Outreach Event (750 attendees)

Total Programs Presented: 3 YR Comparison

Year ● 2020 ● 2021 ● 2022

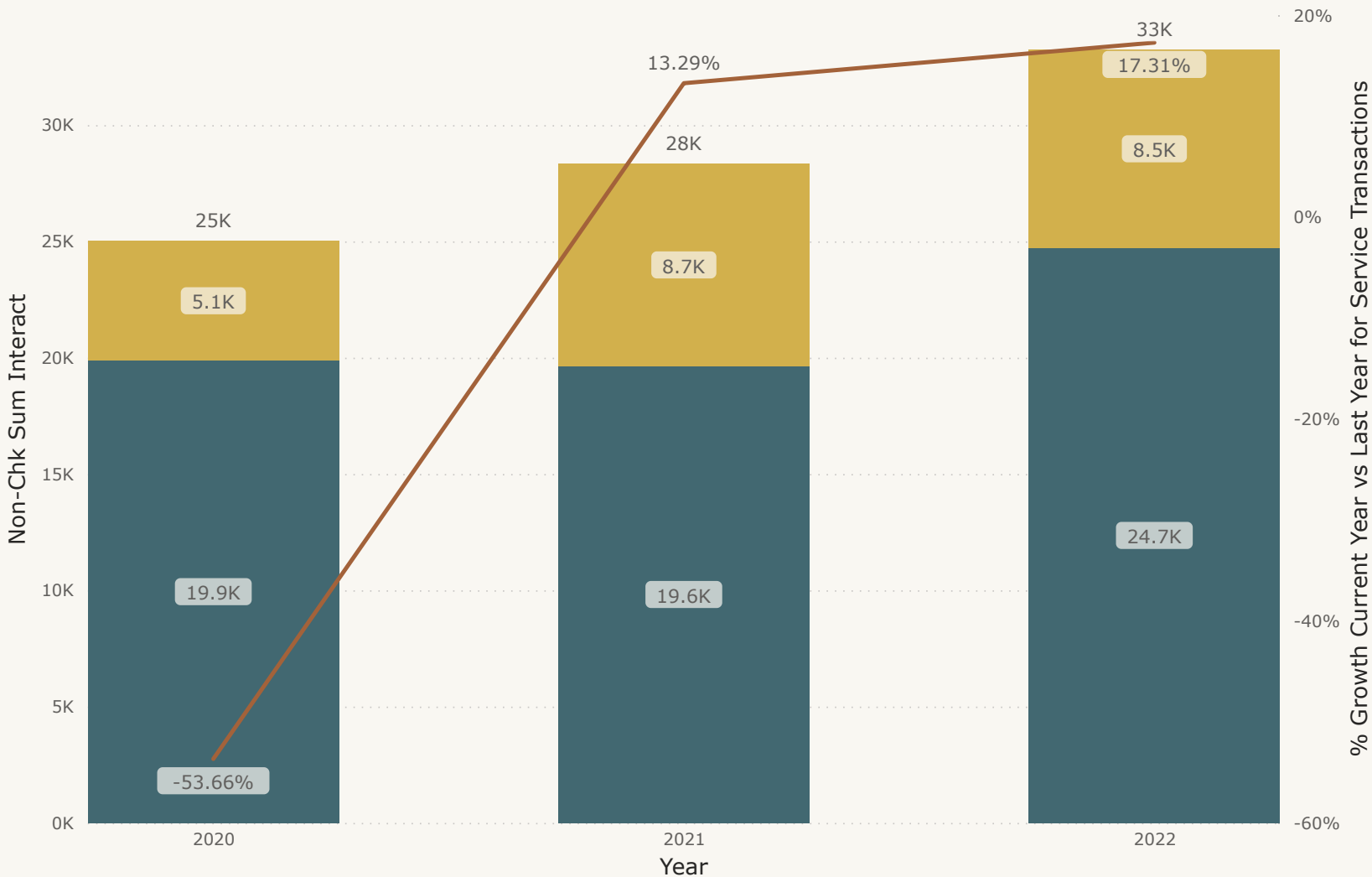
Filter By Audience

- Select all
- Adult
- Children
- Teen



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

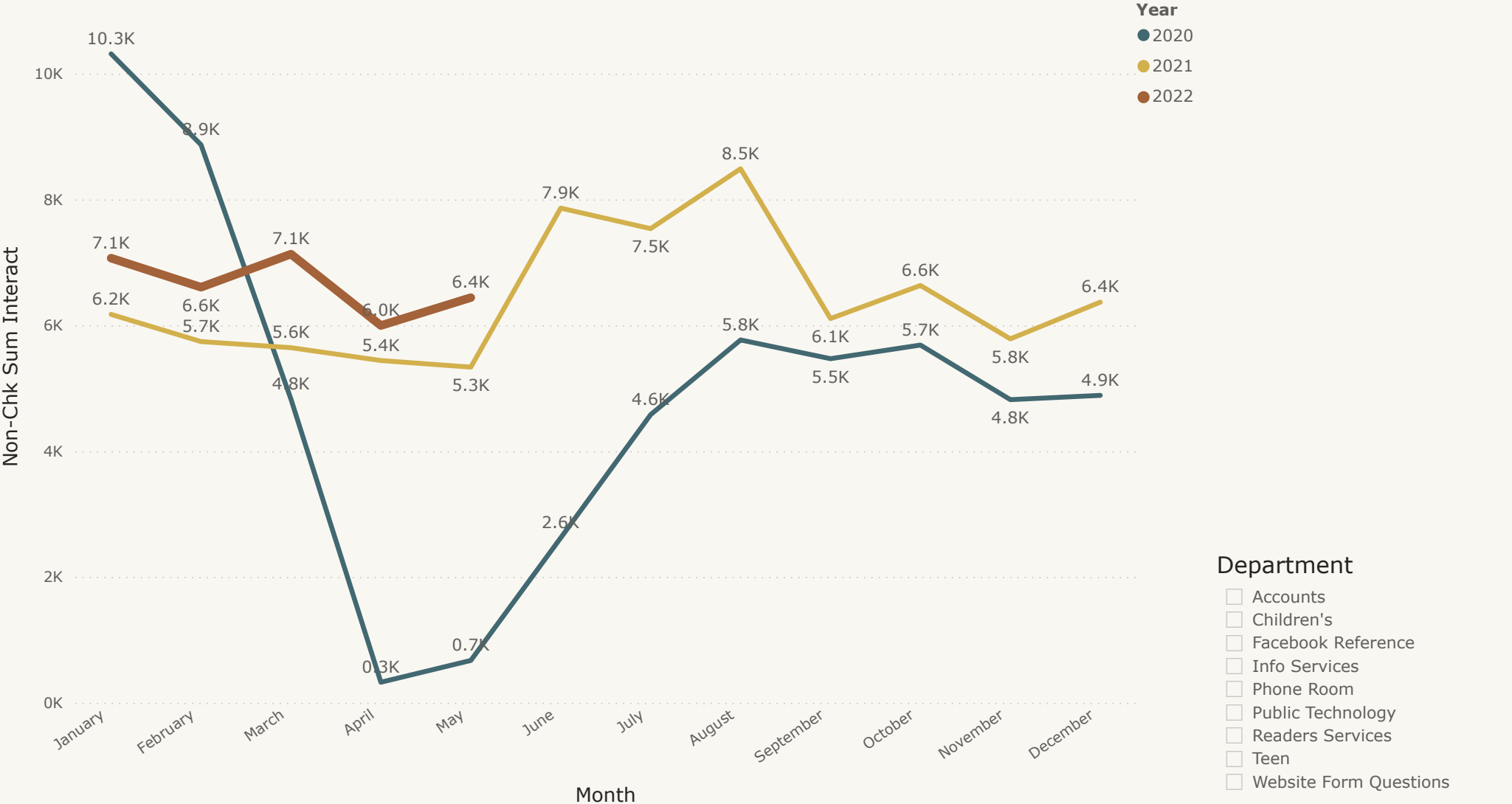
In Person or Online/Phone ● In Person ● Online + Phone ● % Growth Current Year vs Last Year for Service Transactions



16.52%

% Growth Current Year vs
Last Year for Service
Transactions

Service Interactions: 3 YR Comparison



Library Director's Report for June 2022

Sunsetting Hoopla: As mentioned last month, we have shifted our spending on hoopla to bolster our OverDrive digital collections. The transition is complete. This was a popular service, and we have had some frustrated folks, but I am hopeful for a smooth transition. One thing we did realize is that many ebook titles in hoopla are also available through a platform provided by the State Library called Freading. Folks can log in to Freading using their LPL credentials.

Summer Reading: Our kickoff event was a great success, and the rain held off until after the event was over! Summer Reading is in full swing now. Starting yesterday (June 13), kiddos can now pick up prizes if they have finished reading their 10 books. (There was a line.) Looking forward to a summer with kids back in the building.

Dottie: The big electric actuators have been installed on Dottie! It was so exciting to watch Nils Gore open the awning! Soon the shelves will be completed, and we are holding out hope for Dottie to hit the road next month. Can you believe it?

Douglas County Community Remembrance Project: Friday, June 10, a ceremony was held to for the installation of the marker commemorating the three men lynched in Lawrence in 1882. As a prequel to the event, Ursula Minor and I hosted an online library event with Brent Campney, author of *This is Not Dixie: Racist Violence in Kansas, 1861-1927*. We had a solid turnout of around 40 watching live online. It is available to view on the library's YouTube channel.

Respectfully submitted by Brad Allen, June 14, 2022

Monthly Departmental Reports

June 2022

Accounts

Normal desk and phone operations continue in Accounts. With the beginning of summer reading and lunch on the lawn we have seen some busy periods.

Cataloging & Collection Development

Cataloging received and processed the first wave of our outreach collection for Dottie. The shelves are jam packed and ready to reach the community. Cataloging pro, Brett Popp cleaned the catalog of any remaining hoopla records that might still be hanging around.

The Collection Development librarians have been focusing a lot of attention on further developing the OverDrive collection based on patron suggestions and interests. In the last month over 750 volumes were added to OverDrive. The Collection Development department is also in the process of reviewing the Material Selection policy and are scheduled to have it finalized by the Library Board in August.

The US Book Show, sponsored by Publisher's Weekly magazine, included a Library

Collections & Technology

Tricia met with the Data Team (Melissa, Jeff, Kevin, Lauren, Heather, Kim, Brad) along with Kristin & Evan, to discuss how we can effectively participate in drafting the action plan (that will support our strategic plan) by developing usable Key Performance Indicators for the library. On a related note, Kristin and Tricia met to update the programming statistics reporting form so that the library can more seamlessly collect data the City requires of us as part of measuring success on *their* strategic plan initiatives. Tricia is also investigating if and how we can expand our monthly statistical reporting on the library's social media interactions by including Instagram and TikTok activity.

Tricia joined Brad, Kathleen, and Aaron in a meeting with City staff to discuss opportunities for library services in the new transit hub. The building design plans are being finalized, and the library will have space there to share information about services and collections, especially our ebooks and digital audiobooks. There are also plans for the Library Friends and Foundation to have shelving for another instance of their Express Bookstores, where they offer gently used books for sale on the honor system.

Monthly Departmental Reports

June 2022

Tricia met with Jeff and Melissa to start drafting a new policy to document the library's compliance with the Americans with Disabilities Act.

Information Technology

Kim and Aaron have set up a Security subsite on Zeno to collect security reports. Final adjustments to notification settings are in progress before launching the new site. Aaron joined the public service coordinator meeting to confirm goals for new security cameras based on a map of current camera positions shared with staff present at the meeting. Aaron met with Russell French Jr. from R&R Communications for a walkthrough to discuss the new camera project and ethernet drops for several new desk locations. They are prepared to assist us further with the project. (R&R installed outdoor Wi-Fi access points for us in 2020.) Sean Wilson continued to work through Google Professional Workspace Administrator training. He expects to complete certification testing in August.

Diversity, Equity, and Inclusion

Continuing work on revising and writing policy with SLT +. This year's Staff Day planning team had our first meeting this month, and we are working on the theme and activities for that day. Marc and I are teaming up in July to host students from the LMH Summer Leadership Academy, and we began planning for that this month. Brad and I attended a GARE meeting where Mia Henry presented on her new training for libraries. I was able to preview this training for free, and we are looking into who at the library will be able to take it. Currently making plans for my interns and myself to attend JCLC in the fall.

Employee Engagement

Thanks to the generosity of John Nalbandian, one lucky library staff person, Jenny Cook, received free enrollment in the Emerging Leaders Academy offered through The University of Kansas' Public Management Center. We are grateful for this opportunity and are interested in sending more of our staff in the future. We also recently hired a new part time custodian, Melissa Eklund, and are currently recruiting applicants for our Information Services Librarian position.

Facilities

School is out, business is picking up and there are more little handprints to wipe off than we've seen in years. We're helping with set up and tear down for programs in the Auditorium, which frequently means several different arrangements of tables and chairs a day. Summer Lunches on

Monthly Departmental Reports

June 2022

the Lawn have returned for which we set up, tear down, and clean up every week day. The company Natural Pod hired to assemble the new shelving for the Picture Book Room had many issues with assembly so we are waiting for replacement parts to arrive so they can try again; hoping to have this done before the end of June. On a brighter note, the new carpet inserts for the Picture Book Room were installed correctly and on-time, which is a nice change of pace.

Information Services

I'm bummed to announce that Hazlett will be leaving the Info Services team for graduate school in August. She's been a wonderful colleague and has brought so much to our team over the past 3+ years. We sincerely wish her all the best moving forward! The flipside of that announcement, of course, is that we have an open position; we are planning to refill that position as a librarian. That position is posted and will be open through June 21st.

We've had several successful programs this month, including Jennifer Raff's discussion of her new book (coordinated by Jake), and a panel discussion about native plants and the human connection (coordinated by Hazlett). We also hosted a community blood drive (coordinated by Marc; the first blood drive inside the building since before the pandemic!) that exceeded their collecting goal!

Planning for this summer's How-To Festival continues; the presenter lineup this year includes just over 20 community members with topics ranging from line and hula dancing to how to use a fire extinguisher. The How-To Festival will also feature the official launch of Lawrence Transit's new fleet of electric buses, as well as a Wikipedia edit-a-thon, in partnership with the Lawrence Arts Center, to amplify representation of Black artists on Wikipedia.

Marketing

Community partnerships. Heather was invited to be on the City of Lawrence steering committee for Brand Development to help create a community identity that is instantly recognizable for the things that people love about Lawrence. The first meeting is July 20.

Professional Development. Heather is taking a 3-week course offered by Library Journal that explores "Discovering and Sharing Your Library's Story" and "Connecting Marketing and Outreach". Our speakers so far have been Greg Peverill-Conti and Adam Zand from the [Library Land Project](#), and KCPL's Julie Robinson, Refugee & Immigrant Services & Empowerment Outreach Manager. There's homework and a certificate at completion. **Summer Reading.** Staff

Monthly Departmental Reports

June 2022

Summer Reading tees arrived (thank you LPLFF!) just in time for kickoff! If you want one for yourself, visit [ACME](#) at 847 Mass, tell them you want the 2022 LPL Summer Reading design on a tee, and they'll take it from there. After the success of last year's Summer Reading paw print pathway from the lobby to the Kids' Desk, we did it again with fish. It has proven to be a fun, year-round tool for getting parents and kids quickly to an area with very little assistance.

Webpage Project. An all-staff survey is out and the Web Review Focus Group (Heather, Kim, Jeff, Ransom, Hazlett, and Ruby) is getting valuable feedback showing universal challenges in navigation and finding information quickly. Our first meeting is June 30 where we'll review the mission and vision for the website, review survey responses, and begin identifying potential solutions. **Library Friends & Foundation (LPLFF).** Heather and Angela's dream of having another LPLFF bookstore in the lobby launched on June 4 and is a huge hit! Heather got signage updated and space arranged, and it's wonderful to see people browsing the shelves constantly. Angela has some impressive numbers and claims that "Hard sciences books that never moved downstairs are flying off the shelves." Heather also worked with Kathleen to create messaging, graphics, and website content for the [Granny Goals Challenge](#). **Meetings & Teams. SLT+:** Heather and Erica shared ideas for a new approach to running successful meetings and will be bringing it to discuss with the leadership team. *Data Team:* Heather is helping to draft an action plan that will support our strategic plan. *Zeno Team:* Quarterly review to assess our staff internal blog and continue to find ways to improve it. **Policies & Guidelines Review.** Heather is currently reviewing Art Exhibits & Displays Policy and Art Donations Policy to separate out policy from procedure. She'll work with the Art Team (Traci Bunkers, Materials Handling; Angela Longhurst, Accounts) 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.

Materials Handling

Materials Handling is busy with increased returns since the start of summer reading. The twice-annual preventative maintenance visit for the automated sorting machine was scheduled for April, so it was tuned up and well-prepared for the higher volume!

The Nintendo Switch video games are very popular, and we decided to improve service to patrons who love this collection by making them more easily browseable. The game cartridges will still be housed behind a service desk to provide proper security, but we'll add more shelves in the video game section to display each game's packaging. Patrons can thus make their selections there instead of needing to rely solely on the library catalog to see what's available. New shelving has been ordered and we look for it to arrive soon! Two other public libraries -

Monthly Departmental Reports

June 2022

one from Fayetteville, Arkansas, and another from Texas - have noticed the quality, breadth and popularity of our circulating video game collection and reached out for advice from us as they prepare to develop their own game collections.

Outreach

From Kristin Soper (Outreach & Events Coordinator):

I'm attending the Library 360 Marketing and Outreach class presented by Library Journal. I'm also working with Evan on developing the final report for the Outreach Community Needs Assessment. I'm continuing to work with community partners to develop the Dottie route, now putting a priority on developing the fall schedule.

July 8th is our tentative date of Dottie completion. Driver training will take place July 11th, and we're hoping to launch the last week of July or the first week of August. Nils Gore worked on completing the Dottie shelf design and sent the plans to Standard Sheet Metal in Kansas City. While he waits for them to manufacture the parts he'll finish installation of the service window, the roof fans, and interior lighting.

From Evan Lott (AmeriCorps Vista Volunteer):

An update on the CNA Survey: I finished up the collection of survey responses at the beginning of June in order to compile the responses and begin interpreting the results. Given the latest census data for Lawrence, I gathered a statistically significant number of responses over roughly 9 months. I am currently using Power BI, a data visualization software, in order to create visual representations of survey results gathered from "underserved" populations in Lawrence. The most insightful graphics will be included in the external CNA Survey report in July.

Public Technology Services

Our Public Tech staff handled Jim's absence last month with aplomb. The computer lab is running smoothly. Patrons and staff are enjoying a new public printer and copier, both of which are noticeably faster than the previous models. This is especially helpful when patrons have larger color print jobs. Studio patrons are also enjoying use of the studio again and we expect use to increase as the year progresses. Custom sound panels are almost completed for the new podcast/video room and we will begin installation soon.

Readers Services

Our regular programs are bustling, and planning for Booktoberfest is well underway. A murder mystery/scavenger hunt in the stacks (utilizing our catalog and collections), bookish trivia, Book

Monthly Departmental Reports

June 2022

Club Speed Dating, a possible partnership with Watkins Museum for a Dracula program, and at 1970's themed Prom (tentatively "The Book of Love") celebrating the Friends & Foundation's 50th Anniversary are being planned.

Staff have been inundated with requests for Personalized Reading Recommendations since the start of summer reading, which has two formats for adults this summer. Adults can either do the Book Squad Challenge (with ends December 31st) or the regular Summer Reading challenge which ends on Aug 20th), both found on Beanstack. The regular summer reading challenge was a late addition, but our community was vocal about wanting a more relaxed and "easier" challenges, so Karen Allen very kindly helped make that happen quickly and efficiently.

Youth Services

It's Summer Reading! Our program is in full swing and as I type this it is the first day that patrons can pick up their prizes. It's been busy, fun, and it feels like pre-pandemic Summer Reading.

Since the last report we've:

- had schools visits at the library for storytimes and to visit the Teen Zone
- Visited schools to talk about Summer Reading
- held our kickoff party
- hired and on-boarded three teen interns (Kady Bischmann, Abby Coons, and Caitlin Sand)
- on-boarded our Americorps Summer Associate (Ethan Woods)
- trained 18 new teen volunteers
- started offering our weekly Summer Reading programs
- Installed new carpet in the picture book room
- Started offering evening storytimes again
- Are back to doing storytimes in the Readers Theater
- Brought back our read to dogs program, Tail Wagging Readers
- Welcomed rising 6th graders to the Teen Zone
- Had fun interacting with our patrons and encouraging everyone to read over the summer.

Friends & Foundation's Director's Report: June 15 2022

Kanopy Grant. The Friends & Foundation is pleased to announce that it has received a \$40,000 grant from Jeff and Mary Weinberg to support Kanopy, the library's popular movie streaming service. This wonderful gift ensures that anyone with a Lawrence Public Library card will have access to high quality, thoughtful entertainment, including documentaries, foreign films, classic cinema, and educational movies. This marks the second year that the Weinbergs have supported Kanopy.



Book Sale Updates. The Friends Express Bookstore made its debut on June 4th at the Summer Reading Kick Off. This new honor system bookstore is located in the library lobby and features gently used adult and kids books. During its first week, the new Friends Express operation earned more than \$900. In addition, the LPLFF hosted a Second Saturday book sale on June 11th and raised nearly \$3,000! Looking ahead, be sure to mark your calendar and plan to attend the big Summer Book Sale, coming up July 8 to 10.

Bequest. The LPL Friends & Foundation has received a generous gift from the estate of Arlene Edmonds. At its May meeting, the Friends & Foundation board voted to use the \$8,900 donation to create a Dottie maintenance fund that will ensure that the new outreach vehicle and its custom-made components stay in top condition. We are so grateful to Mrs. Edmonds for remembering the library in her estate plan.

Summer Reading "Granny Goals". A generous Lawrence grandma (AKA "Granny" as her grandkids call her) wants every Lawrence kid and teen to read all summer long. So, for every book they finish for the LPL Summer Reading challenge, Granny will donate \$1 to the library — up to \$10,000! Our Youth Services department reports that Lawrence kids and teens have already finished more than 5,000 books, so we're halfway there! The LPLFF has issued a challenge to others who believe in the power of reading to help us match Granny's \$10,000 goal. To date, we've received more than \$1,800!

Take the Crown Book Event. In partnership with the Lawrence Chamber of Commerce, the LPL Friends & Foundation will host a special breakfast event at Maceli's on July 22 to launch Miles Schnaer's new book, *Take the Crown*. A longtime supporter of the library and so many other community organizations, Miles shares lessons and insights from his 40+ year business career. Tickets are \$25 and include breakfast and a book.

Fundraising Conference. Logan Isaman and I attended the 2022 International Public Library Fundraising Conference. The two-day online conference offered 15 informative sessions and meet-ups on topics including planned giving, moving forward with DEI, cryptocurrency and fundraising, and monthly donor campaigns.

MEMO

To: Lawrence Public Library Board of Trustees
From: Jeffrey Bergeron
Date: Jun 20, 2022
Subject: Update to LPL Circulation Policy

Our goal with this update has been to refine the policy down to the fundamental and unchanging core elements of circulation at LPL:

- Eligibility for obtaining a circulating library card
- Basic patron responsibilities
- Basic library responsibilities

Procedural elements related to the process of obtaining and accessing a card, borrowing details such as loan periods and item limits, and processes surrounding fees have been stripped out. All of this information, along with even more detailed procedures, have been compiled in a circulation guidelines document. Guidelines that help patrons navigate the library borrowing process will be available on the website for public viewing. Procedures will be updated by library administration as needed.

Other than this reorganization, the only new changes to the policy being presented here are:

- Fees assessed to patrons for lost and damaged materials which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.
 - These fees will be removed via report if unpaid after 3 years.
 - This will allow us to purge old inactive library card accounts.
 - No replacement fees have been purged since 2018, so write offs this year would be fairly large, totalling near \$725k by the end of the summer.
- Accounts with no outstanding fees that remain inactive for 3 or more years will be deleted from the system.
 - Activity within 3 years has long been considered the line for reporting on library card use in state and national data collection surveys.
 - There are currently 102,599 library card accounts in the system, but we only consider about 46,231 as active.
 - Regularly purging inactive accounts would allow us to maintain an accurate picture of the patrons we serve.
- Removal of the “Damage to Equipment” section in the existing policy:
 - “The library cannot be responsible for any reported damage to patrons’ equipment attributed to the use of library materials.”
 - This idea is a throwback to the days when we circulated VHS and audio tapes, all of which had the tendency to unravel and become stuck in patron devices.

[LPL Circ Policy Update 2022](#)

[LPL Circ Guidelines 2022](#)



Circulation Policy (pending approval)

Was previously part of Patron Services Policy adopted by the Lawrence Public Library Board of Trustees, effective 10-21-96 with subsequent revisions. Current policy adopted by the Lawrence Public Library Board of Trustees on 8-15-2016. Revised 6-19-2017, 12-16-2019 (effective 01-01-2020), and 11-16-2020

Library Card Eligibility

Patrons who meet the following criteria are generally eligible to obtain a library card with no charge:

1. Residents of Lawrence.
2. Residents of the area included within the Northeast Kansas Library System (NEKLS).
3. Students or staff attending a university within Lawrence as long as they maintain student or staff status.
4. Persons who work in Lawrence but reside outside of Northeast Kansas.
5. Part time residents who pay property taxes within Lawrence.

To obtain a library card eligible patrons must:

1. Show an acceptable form of photo ID.
2. Provide proof of permanent address for full borrowing privileges.
3. Partial borrowing privileges may be available for patrons unable to verify address.
4. Eligible borrowers under the age of 18 require parent or guardian permission for full borrowing privileges.
5. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

An additional Teacher Card is available to teachers at:

1. USD 497
2. preschools in Lawrence
3. daycare centers in Lawrence
4. private schools in Lawrence

5. a district in the Northeast Kansas Library System region not already served by a public library.

An Organization Card is available to organizations and businesses:

1. located within Lawrence
2. whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned with damage, and items never returned.

Patron Responsibilities

By accepting a library card the patron is agreeing to follow all library policy, procedures, and guidelines.

Account access will only be granted with the presence of the issued library card, card number, or an acceptable form of identification as determined by library administration.

All patrons are responsible for all items borrowed on their account. In the case of patrons under the age of 18, the parent or legal guardian is responsible.

If a card is lost the patron is responsible for all items borrowed up until the card is reported lost.

Patrons are responsible for returning items in good condition on or before their due date. Borrowing privileges may be suspended when items become overdue.

Patrons who return items with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items. The library reserves the right to suspend borrowing privileges in these situations.

Library Responsibilities

Borrowing

1. To ensure fair and equal access to library resources library administration will establish procedures and guidelines to implement the circulation policy. These guidelines will include, but are not limited to:
 - a. Registration, access to, and use of library card accounts.
 - b. Checkout and return of library items.
 - c. Loan periods.
 - d. Number of total items and item types that may be borrowed at a time.
 - e. Number of times an item may be renewed and types of items that may be renewed.
 - f. Number and types of items that may be reserved.
 - g. Inter-library loan services.
 - h. Fees for lost and damaged items.

Protecting Patron Privacy

1. Account information will only be disclosed to the registered account holder, and in the case of patrons under the age of 18 to the parent or guardian responsible, or as otherwise required by law.
2. Patron registration and circulation records are exempt from disclosure through the Kansas Open Records Act and will only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

Assessment and Collection of Fees

1. Patrons will be assessed fees set by library administration for items never returned or items returned with damage. Library borrowing privileges may be suspended until fees are paid or otherwise resolved.
2. The library may utilize the services of a collection agency to recover lost materials from patrons. Additional fees may apply.
3. Fees assessed to patrons for lost and damaged materials which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year.
4. Accounts with no outstanding fees that remain inactive for 3 or more years will be deleted from the system.



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Library Card Eligibility

Patrons that meet the following residency criteria are generally eligible to obtain a library card:

- Residents of Lawrence.
- Residents of the area that is included within the [Northeast Kansas Library System \(NEKLS\)](#).
- Students or staff attending a university within Lawrence as long as they maintain student or staff status.
 - A school ID is required.
- Persons employed in Lawrence but that reside outside of Northeast Kansas.
 - Typically this will involve someone that lives in Kansas City, MO that commutes to work in Lawrence.
 - They must be able to receive mail in Lawrence and provide a Lawrence address.
- Part time residents that pay property taxes within Lawrence.
 - Typically this involves patrons that own a home in Lawrence but have another permanent residence out of state.

Library Card Registration

To obtain a library card eligible patrons must complete the registration process. The process can be started through the library's [website](#) where the patron will receive a provisional card number that can be used to place up to 3 holds. To complete registration the patron must come to an Accounts service point to show photo ID and proof of address (note exceptions for special accommodations below). The entire process can also be done from start to finish at the Accounts desk without website pre-registration.

Photo ID

A photo ID is required to register for a library card account. Requiring an ID helps the library maintain good stewardship of the collection by holding the correct patron responsible for the items they borrow. An ID also helps prevent fraud and violation of library policy concerning number of accounts allowed per patron, number of items borrowed at once, total fees allowed, etc. An ID helps protect patron privacy by ensuring that only the account holder or responsible guardian is allowed access.

Acceptable forms of photo ID include:

- Any state driver's license, state ID, passport, military ID, federal tribal ID, or student ID.
- Photocopies or photographs of an ID will not be accepted.

Proof of address

- Proof of permanent address is required for full borrowing privileges.

- This may include an ID with the current address, a piece of postmarked mail such as a bill, a lease agreement, a check, a pay stub, a change of address letter from the post office, or an e-bill (if you can show it on your smartphone).
- The applicant's or applicant's guardian's name must appear on the proof of address.
- Patrons unable to prove address or that reside in temporary housing can still receive a card with a 3 item limit.

Patrons under 18 years of age

- Eligible borrowers under the age of 18 require parent or guardian permission for full borrowing privileges. The parent or guardian must accompany the youth to the library and present a photo ID.
- Patrons ages 12-17 that can show a photo ID can start an unverified 3 item card without parent or guardian involvement.
- Parents or guardians applying for a child must bring the child to the library when picking up the card.

Special accommodations

- Patrons residing at a retirement community on the library's [book van](#) route may register for a card during the van's weekly visit.
- Patrons eligible for [home delivery service](#) can register at their home with the assistance of library home delivery staff.
- Other special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card. Typically this will involve arranging to have a surrogate come to the library on the patron's behalf to show ID and proof of address to obtain the card.

Library card types

- **Verified Card**
 - Patron meets all eligibility requirements.
 - Patron (or guardian) has shown photo ID and proof of permanent address within the library's service area.
 - 50 item borrowing limit.
 - 25 item hold limit.
 - 3 year expiration date (renewable with verbal or written contact information verification).
- **Unverified Card**
 - Patron meets all eligibility requirements.
 - Patron (or guardian) has shown photo ID but no proof of address.

- 3 item borrowing limit.
- 3 item hold limit.
- 1 year expiration for adults, 3 year expiration for youth (renewable with verbal or written contact information verification).
- An unverified card can be converted to a verified card with the presentation of proof of address.
- **Temporary Card**
 - Patron is currently living within the service area.
 - Patron (or guardian) has shown a photo ID.
 - The patron resides in temporary housing such as a shelter, campground, etc.
 - 3 item borrowing limit.
 - 3 item hold limit.
 - 1 year expiration (renewable with verbal or written contact information verification).
 - Note that proof of temporary address will not change borrowing limits.
 - A temporary card can be converted to a verified card with the presentation of proof of permanent address.
- **Provisional Card**
 - Card number issued via form on [website](#).
 - Can be used to sign up for a Bibliocommons account.
 - No borrowing privileges.
 - 3 item hold limit.
 - 1 month expiration (no renewals, purged from system after expiration).
 - A provisional card can be converted to a verified card with the presentation of a photo ID and proof of permanent address.
- **Teacher Card**
 - Available to teachers at:
 - USD 497
 - preschools in Lawrence
 - daycare centers in Lawrence
 - private schools in Lawrence
 - any district in the Northeast Kansas Library System region not already served by a public library
 - Teacher loans are intended to supply materials for student use in the classroom and allow a teacher to keep professional use materials separate from personal use.
 - To obtain a teacher card and yearly renewal:
 - USD 497 teachers need to show a current school ID at the Accounts desk.
 - All others, current documentation that they are employed by at one of the above listed institutions
 - The teacher is directly responsible for anything borrowed on the card. Compensation for fees from their school must be arranged by the teacher. No pre-existing agreements exist between the library and any school.

- 50 item borrowing limit.
- 25 item hold limit.
- 1 year expiration date (renewable with presentation of documentation that they are still employed as a teacher).
- **Organization Card**
 - Available to organizations and businesses:
 - located within Lawrence
 - whose owner or administrator accepts financial responsibility for all items borrowed on the account including fees associated with items returned with damage and items never returned.
 - Organization loans are intended to supply materials for organization use where it is more appropriate for an organization to assume responsibility for items rather than an individual staff member.
 - To obtain an organization card the owner or administrator must:
 - present a signed letter with an official letterhead indicating that the organization accepts financial responsibility for all items borrowed on the account.
 - present a photo ID, proof of address, and complete standard registration with all relevant contact information.
 - List staff members authorized to use the account.
 - 50 item borrowing limit.
 - 25 item hold limit.
 - 1 year expiration date (renewable with verbal or written verification of contact information and of authorized users).
- **Staff Bibliocommons Card**
 - Available to library staff.
 - Staff BC cards are intended for professional use in designing lists and other content for Bibliocommons, as well as checking out items related to library work.
 - 50 item borrowing limit.
 - 25 item hold limit.
 - Expires when staff leave employment at the library.

Inactive library cards

- Accounts with no outstanding fees that remain inactive for 3 or more years will be deleted from the system.

Borrowing and Patron Responsibility

To ensure fair and equal access to library resources library administration has established procedures and guidelines to implement the circulation policy.

Accessing a library card account

For full access to their library account a patron must possess their library card and PIN, or photo ID.

Patrons have the option to show photo ID and have a photo taken and linked to their account. This photo will serve as a photo ID for future account access.

Partial access can be provided with certain account information verification.

Information Provided	Access Granted	Exceptions
Photo ID (or photo captured with previous presentation of photo ID)	<p>Complete access to account information regarding titles and contact info.</p> <p>All circulation functions:</p> <ul style="list-style-type: none">• Holds• Renewals• Paying fees• Checking out (providing card number and PIN for use at the self check) <p>Reset a PIN.</p> <p>Issue a replacement card.</p>	<p>The ID must belong to the account holder or guardian of the account holder.</p> <p>Showing the ID of another person does not grant any access to that person's account.</p> <p>Checkouts may occur at the desk for legitimate technical problems, e.g. On the Fly record, damaged RFID tag, (not user error or unwillingness to use machines).</p>
Physical Library Card and PIN	<p>Complete access to account information regarding titles and contact info.</p> <p>All circulation function:</p> <ul style="list-style-type: none">• Holds• Renewals• Paying fees• Checking out (at the self check)	<p>If the library has received a report that the card was lost, the account holder or guardian will be required to show photo ID to open the account up before any action can take place or info given out.</p> <p>Checkouts may occur at the desk for legitimate technical problems, e.g. On the Fly record, damaged RFID tag, (not user error or unwillingness to use machines).</p>
Number and PIN	<p>Patron must verify name on the account before staff can discuss any details of the account</p> <p>All circulation functions:</p> <ul style="list-style-type: none">• Holds• Renewals• Paying fees	<p>If the library has received a report that the card was lost, the account holder or guardian will be required to show photo ID to open the account up before any action can take place or info given out.</p> <p>Checkouts may occur at the desk for legitimate technical problems, e.g. On the</p>

	<ul style="list-style-type: none"> • Checking out (at the self check) 	Fly record, damaged RFID tag, (not user error or unwillingness to use machines).
Physical Library Card Only	<p>Complete access to account information regarding titles and contact info.</p> <p>Select circulation functions:</p> <ul style="list-style-type: none"> • Renewals • Holds • Fee payments <p>No new items may be checked out without a PIN.</p>	If the library has received a report that the card was lost, the account holder or guardian will be required to show photo ID to open the account up before any action can take place or info given out.
Number Only	<p>Patron must verify name on the account before staff can discuss any details of the account.</p> <p>Complete access to account information regarding titles and contact info.</p> <p>Select circulation functions:</p> <ul style="list-style-type: none"> • Renewals • Holds • Fee payments <p>No new items may be checked out without a PIN.</p>	<p>If the library has received a report that the card was lost, the account holder or guardian will be required to show photo ID to open the account up before any action can take place or info given out.</p> <p>No exceptions to checking items out.</p>
Name + info verification (Account must belong to this patron or they must be the guardian responsible.)	<p>Other contact info must be verified: ID #, or birth date + address.</p> <p>Complete access to account information regarding titles and contact info.</p> <p>Select circulation functions:</p> <ul style="list-style-type: none"> • Renewals • Holds • Fee payments <p>Library card numbers may not be given out.</p> <p>No new items may be checked out without a PIN.</p>	<p>If the library has received a report that the card was lost, the account holder or guardian will be required to show photo ID to open the account up before any action can take place or info given out.</p> <p>No exceptions to checking items out.</p>

Name only (can't adequately verify info or not the account holder or guardian)	<p>No contact information or title info may be given out.</p> <p>Select circulation functions with no title info:</p> <ul style="list-style-type: none"> • Renewals • Holds • Fee payments <p>No new items may be checked out.</p>	<p>Itemized payment receipt may be mailed to the account holder with the address listed on the account.</p> <p>If the library has received a report that the card was lost, the account holder or guardian will be required to show photo ID to open the account up before any action can take place or info given out.</p>
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- Patron registration and circulation records are exempt from disclosure through the Kansas Open Records Act and will only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.
- Account information will only be disclosed to the registered account holder, in the case of patrons under the age of 18 to the parent or guardian responsible, or as otherwise required by law.

Checkout of library materials

- All in building checkouts will occur on the self check machines unless there is a technological issue. Accounts staff are available to assist.
- Checkout requires scanning the library card or typing in the library card number, as well as entering a PIN.
- The library card number can be retrieved from Accounts staff with the presentation of an acceptable form of photo identification.

Resetting a PIN

- PINs are required for checkout of library materials.
- PINs are encrypted in the library software so it is impossible for staff to see what has been set by a patron.
- Staff can reset a PIN for a patron with the presentation of an acceptable form of photo identification.
- PINs must be numeric and between 4-8 digits long.
- If a patron has previously registered with Bibliocommons and has an email address on file, Bibliocommons does have a PIN reset feature that will allow the patron to reset their PIN on their own.

Replacing a lost card

- Library cards turned into Accounts may be retrieved by the card holder or legal guardian with the presentation of an acceptable form of photo identification.
 - Lost cards not retrieved within 1 year will be disposed of.
- Lost cards may be replaced by Accounts staff for the card holder or legal guardian with the presentation of an acceptable form of photo identification.
- Patrons are eligible to receive one free replacement card a year. Each replacement card thereafter will cost \$1.

Returning items

- Unless otherwise noted, all items should be returned:
 - Outside the Library
 - 7th & Kentucky Drive-Up
 - Located on the west side of the library
 - Enter at the north end of the 1-way circle drive
 - Drive up to the metal boxes in the library's wall
 - Exit along the circle drive onto Kentucky Street
 - Inside the Library
 - Self-Check Lobby
 - Take your first right after the security gates
 - Head towards our Accounts Desk and look right
 - You'll see it in the wall next to the elevator
 - At Hy-Vee
 - Clinton Parkway & Kasold Drive
 - Located in front of the store
 - Find it on the west end under the overhang
 - Checkers Foods
 - 2300 Louisiana Street
 - Walk-up located in front of the store
 - Find it to the left of the entrance
 - Dillons
 - 4701 West 6th Street
 - Walk-up located in front of the store
 - Find it to the left of the entrance
- Items too large to be returned via a normal return drop or that have labeling directing otherwise can be returned to the Accounts Desk or Tech Desk as specified.

Items returned missing pieces

- Items returned missing a piece (e.g. disc from TV show, cord from digital device, single copy from a BCIAB, etc) will remain checked out to the patron until the missing part is returned.
- Email or paper notices will be sent to the patron alerting them to the missing part.
- Items with missing parts will be held behind the Accounts desk for 90 days. After 90 days the remainder of the item will be withdrawn from the collection and the patron will be liable for the entire replacement cost. In cases where the missing part can be purchased separately from the set, the patron will be charged only for the missing part.

Items believed to have been returned but not checked in

- If a patron believes they have returned an item that still appears checked out on their account library staff will do a search of the shelves and carts.
- If the item is located it will be checked in and any associated fees will be waived.
- If the item is not located in the library staff will attempt to renew the item for another checkout period.
- The patron will be asked to do their own search at home. If the item is not located at home by the next due date the patron should request another staff search.
- After two checkout periods and two unsuccessful searches by staff at the library, staff will err in favor of the patron up to three times and remove the item from their account with no fees. Patrons that have exceeded three items will be referred to the Accounts coordinator for consideration of removal of subsequent items.

Loan periods

- Most items checkout for 28 days with the exception of certain item types (see table below)
- Loan periods of shortened duration and checkout limits may be temporarily placed on classes of heavily used or seasonal materials with the prior approval of the Library Director.
- When an item reaches 2 weeks overdue further checkout of materials is prohibited. Return of the overdue item will immediately restore access.

Item Type	Loan Period
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<ul style="list-style-type: none"> • Movies, TV shows, nonfiction DVDs, Blu-rays, anime • New Fiction and Lucky Day Books • SAD Lamps and other <u>Equipment</u> • <u>Board Games</u> • <u>Celebration</u> Picture Books 	<ul style="list-style-type: none"> • 14 days
<ul style="list-style-type: none"> • Lucky Day movies DVD & Blu-Ray 	<ul style="list-style-type: none"> • 7 days
<ul style="list-style-type: none"> • <u>Book Club in a Bag</u> and <u>Storytime Kits</u> 	<ul style="list-style-type: none"> • 6 weeks
<ul style="list-style-type: none"> • Laptops - In House Only 	<ul style="list-style-type: none"> • 2 hours
<ul style="list-style-type: none"> • All Other Library Materials 	<ul style="list-style-type: none"> • 28 days

Item limits

- Verified accounts in good standing may borrow up to 50 items at a time.
- Unverified and temporary accounts in good standing may borrow up to 3 items at a time.
- Some item types have lower sub-limits on the number that can be borrowed (see table below)

Item Type	Total allowed
<ul style="list-style-type: none"> • Lucky Day movies DVD & Blu-Ray • Lucky Day TV shows DVD & Blu-Ray • Video games • Interlibrary loan items 	<ul style="list-style-type: none"> • 10 each
<ul style="list-style-type: none"> • Board games 	<ul style="list-style-type: none"> • 3 each
<ul style="list-style-type: none"> • <u>Book Club in a Bag</u> 	<ul style="list-style-type: none"> • 2 each
<ul style="list-style-type: none"> • Laptops - In House Only 	<ul style="list-style-type: none"> • 1 each

<ul style="list-style-type: none"> • All Other Library Materials 	<ul style="list-style-type: none"> • 50 each
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Renewals

- Most items can be renewed up to 4 times.
- Some items have fewer total renewals allowed (see table below)
- No item that has an active hold may be renewed.
- Once an item has hit its renewal limit, it must be returned to the library.
- Patrons that owe fees of \$10 or more may not renew any items.

Item Type	Renewals Allowed
<ul style="list-style-type: none"> • New Fiction Books • New DVD & Blu-Ray movies, TV shows, anime, non-fiction movies. • SAD Lamps and other Equipment • Celebration Picture Books 	<ul style="list-style-type: none"> • 1 renewal
<ul style="list-style-type: none"> • Lucky Day books, Lucky Day DVDs & Blu-Rays • Book Club in a Bag (BCIAB) • Items with holds 	<ul style="list-style-type: none"> • None
<ul style="list-style-type: none"> • All Other Library Materials 	<ul style="list-style-type: none"> • 4 renewals

- Note that library software will attempt to automatically renew items on their due date. All normal limits listed above will apply.

Holds or requests

- A hold is a request placed for an item which is checked out, on order, or otherwise unavailable.
- For items with multiple requests, a queue is established and each request will be filled in the order in which it was received.
- Holds may be placed on most circulating items (see table below for exceptions).
- Holds that have not been filled may be paused or suspended for a specific or unspecified time limit. During that time the patron will retain their place in line but will be passed over for the hold. When the hold is unsuspended the patron will receive the item based on their place in line.

- A maximum of 25 holds may be active for verified cards at any given time.
- A maximum of 3 holds may be active for a patron with an unverified, temporary, or provisional card.
- Hold items may be picked up at the library or at the SmartLockers at HyVee on Clinton Parkway. Locker space is limited and patrons having items held at the lockers should expect a longer wait time. Patrons on the [book van or home delivery](#) service will have their holds delivered on a regular schedule.
- Items held in the main library will stay on the hold shelf for 7 days. Items held at the lockers will remain in the lockers for 3 days. If not picked up within these time limits the item will go onto the next person in line or back to the shelf if no other holds exist. Days the library is closed will not count toward these time limits.

Item Type	Holds Allowed
<ul style="list-style-type: none"> • Board books • Laptops - In House Only • Reference • Lucky Day books • Lucky Day DVDs & Blu-Rays 	<ul style="list-style-type: none"> • None
<ul style="list-style-type: none"> • All Other Library Materials 	<ul style="list-style-type: none"> • 3-25 depending on Account limit

Interlibrary loan services

The library will operate an interlibrary loan function for the purpose of borrowing, or obtaining copies of, library materials not available in the Library. Items eligible for request are based on reciprocal interlibrary loan service to other institutions.

- A maximum of 10 Interlibrary Loan requests may be active for a patron at any given time with a verified library account in good standing.
- Materials borrowed from other libraries for Library patrons are subject to the rules and regulations of the loaning libraries, and any charges for obtaining the item in addition to fees from overdue, damaged, or lost materials will be charged to the patron.
- Patrons with an unverified card may make ILL requests but must verify their address before borrowing the item.
- Patrons with a temporary card may make ILL requests but may only use the item inside the library.

Notices

- The library will provide courtesy notices regarding borrowed materials.
- Notices will be sent via email, automated phone message, and SMS message depending on patron preference and contact information supplied.
- Types of notices currently available:

Type of Notice	Method	Timing
• Hold ready	Email, phone, SMS	After arrival of item on hold shelf
• Item coming due	Email, SMS	3 days before due date
• Result of auto-renewal attempt	Email, SMS	Due date
• 1 week overdue	Email, phone, SMS	7 days overdue
• 2 weeks overdue	Email, SMS	14 days overdue
• Lost notice	Email, phone, SMS	30 days overdue
• Damage notice	Email, phone, SMS	At return of item to library
• Collection warning	Email	60 days overdue
• Account expiration	Email, SMS	30 days before card expires

Lost and damaged item fees

Patrons are responsible for returning materials they have checked out on or before the date due.

Notices are provided as a courtesy only; patrons are responsible for keeping track of due dates whether or not a notice is received.

Fees

- Items are automatically assumed lost at 30 days overdue (24 hours overdue for in-house use laptops). They can also be marked lost sooner at the request of the borrowing patron.
- Items returned with damage are evaluated and charged at the time of return.
- The fee for lost, damaged, or non-returned materials is the cost of replacement plus \$4.00 processing fee.

- The cost of a replacement is the actual cost of the item as recorded in the catalog record. If an actual cost is not available, a default charge is incurred.
- The List of Default Prices (maintained in the ILS by Collection Services), based on the average cost of similar items, may be updated from time to time by the Library Director without further action or approval by the Lawrence Public Library Board of Trustees. Otherwise, only the Library Board may adopt or change overdue fees.
- When unpaid fees total \$10.00 or more, further checkout of materials is prohibited.

Payment and Refunds

- Fees may be paid in person at an Accounts service point, through the patron's account on the website, or through the mail by check.
- If a patron independently purchases a replacement copy, the item will be accepted only if the item is in new condition and an exact ISBN match. A \$4.00 processing fee will still apply.
- Damaged items will be held behind the Accounts desk for 30 day from the time of billing. The patron may keep the damaged item after payment. After 30 days if unclaimed the item will be sent for recycling.
- If a lost item is found and returned in acceptable condition within 3 months after payment, the Library will refund the cost of the item minus the processing fee. Regarding materials borrowed from other libraries, payments for lost materials will be non-refundable after the library reimburses the lending institution.
- Refunds of \$0.01-\$25 may be given as cash at the Accounts desk with a photo ID. Refunds of \$5.00 or more may be mailed as a check after approval at the monthly board meeting.
- Refunds may be maintained as a credit on a library card account and used for payment of future fees. Credits may be used through the website or at the Accounts desk. Credits may only be used for library replacement, processing, and collection fees.

Waivers

- Theft does not exempt the borrower from payment for the loss of library materials.
- For lost items, if the item is returned in good condition within 24 months after being billed as lost, the fee is automatically waived. Fees for items returned after that time period has elapsed will remain the patron's responsibility.
- If a multiple item set has been returned without all its parts, the bill will be reduced only if all parts are returned within 3 months of notification.
- Materials lost or damaged due to extraordinary events such as a house fire, tornado, or flood will be excused with documentation. Billing information will be provided for insurance purposes where applicable.
- The library may forgive charges against a customer account in other unusual circumstances not covered above.
- Fees assessed to patrons for lost and damaged materials which have aged beyond the legal date for collection will be written off per accounting best practices throughout the year. Typically fees unpaid after 3 years will be considered unrecoverable and purged from the system.

Use of Collection Agency

- Accounts with non-returned or damaged items with unpaid balances of \$50.00 or more are submitted to a collection agency 45 days after the balance is incurred.
- Accounts that reach this status are assessed a non-refundable \$10.00 referral fee.
- The collection agency will attempt contact by letter and phone for 160 days.
- Collection agency blocks are removed (and borrowing privileges restored) only after the balance is paid in full.
- Patrons with accounts in danger of collection may start a formal payment plan with the library by inquiring at the Accounts desk. If payments are made on an agreed upon schedule (minimum \$10 per month) then the account will not be referred to collections. Patrons with accounts already in collection may also start a payment plan to suspend them from collection contact.

Bed bug & other destructive insects

Quarantine

- Any time staff recognizes signs of bed bug or other pest infestation in any library item, immediate steps will be taken to quarantine exposed materials and protect the rest of the collection and facility.
- All affected items will be separated and heat treated. Items without visible damage may be returned to circulation following treatment.
- Borrowing privileges for the patron that returned the initial item or items will be temporarily frozen until all materials can be more closely evaluated and contact made with the patron.
- Any items recently returned by the patron will be located, inspected, and heat treated as appropriate.

Follow up actions

- Items returned by patrons with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items.
- Contact will be attempted by the Accounts Coordinator by phone, email, and/or letter.
- Depending on the severity of the situation, the library reserves rights to suspend borrowing privileges until a patron can produce a letter or a receipt from a licensed pest control company documenting treatment or inspection for bed bugs or other pests at his or her place of residence.

Imagine more.

Learn, connect, create, and grow



Annual Letter from Your Library Director

2021 was Year Two of the Global Pandemic. That is a sentence I never thought I'd write. Despite ongoing supply chain issues and ever changing health protocols, our library persevered and continued to be there for our town.

I am pleased that in a year where some libraries were forced to keep their doors closed, we were open throughout all of 2021 while ensuring the safety of our staff and community.

A couple big highlights in 2021 were the development of Dottie, our new outreach truck, and a refresh of our picture book room. Dottie is nearing completion and will be ready to roll by Fall 2022. All of the new picture book room shelving is installed and our new furniture should arrive in the upcoming months. Both were made possible by our incredible Library Friends & Foundation.

We at LPL will continue to move forward as best we can and look to a bright future ahead.

A stylized, handwritten signature in black ink that reads "Brad".

Brad Allen
Executive Director



Lawrence Public Library is for **everyone**.

LAWRENCE PUBLIC LIBRARY The Best Deal in Town

Whether you're an avid reader, computer user, or never miss a library program, here's a look at what our offerings could cost you if you don't use the library.

\$204
12 BOOKS, ADULT
\$144
12 BOOKS, YOUNG ADULT
\$8160
480 BOOKS, KIDS
\$294
12 EBOOKS & EAUDIOBOOKS
\$96
24 MOVIES
\$300
12 60-MINUTE MEETINGS
\$168
24 PROGRAMS, KIDS
\$144
12 COMPUTER HOURS
\$360
24 PROGRAMS, ADULTS
\$125
25 MAGAZINES
\$114
12 NEWSPAPERS
\$720
12 VIDEOGAMES

IMAGINE MORE WITH
A LIBRARY CARD!

SOURCE: ilovelibraries.org/what-libraries-do/calculator

\$436,000
(2021 total given to the library – a new annual record!)

Annual Letter from the Library Friends & Foundation

Dang, you are amazing! You did it again. You volunteered countless hours and gave so generously to the LPL Friends & Foundation in 2021. Your positive energy and good vibes were just what the library needed to keep Lawrence strong through another year of challenges.

Thanks to you, Kansas Reads to Preschoolers, Deja's Reading Rainbow, and Sing & Rhyme Storytime continued for families. You helped us meet an unprecedented demand for eBooks and eAudiobooks. You supported Retirement Boot Camp so our seniors felt less isolated. You made sure that every child in Lawrence could participate in the Summer Reading program.

And to top it off, you helped create "Dottie," our new mobile library. This new outreach service – powered by your gifts and 60,000+ used book purchases – hits the road in the Fall of 2022.

It's been another unpredictable year, but one thing is certain: the library is a place where we come together as a community to support each other.

Kathleen

Kathleen O'Leary Morgan

Director of Development
& Community Partnerships



WHAT PRIVATE DONATIONS & BOOK SALE PURCHASES FUNDED

- Dottie truck, retrofit, wrap, and equipment
- Susan Orlean author visit
- Summer Reading program
- Read Across Lawrence
- Deja's Reading Rainbow
- Retirement Boot Camp
- Sing & Rhyme Storytime
- Community Resource Needs: bus passes, hand warmers, hats, gloves
- Staff birthday coffee gift cards
- Children's picture book room renovation
- Support for Hoopla eBooks and eAudiobooks
- Public computer replacement and upkeep
- Kanopy movie streaming service
- SOUND+VISION Studio equipment
- Teen coding robots
- Honor with Books
- Outreach books for kids
- Spanish translation services
- Marketing support
- Fish in Children's Department
- Lobby plants
- Seed Library
- Mergent Intellect database

2021 Highlights

\$100,000 unrestricted block grant

\$90,000 for Dottie (to date)

\$150,000 Book sale proceeds; up 37% from 2020*

8,909 Total book sale & library volunteer hours

*Our book sale volunteers' creativity in finding new ways to sell books to help the library was endless: Second Saturday Sales, Downhall Books, personal shopping appointments, Seasons Readings, and a safe and successful major book sale. In addition, online book sales hit a new record.

Made possible thanks to your generosity





LAWRENCE PUBLIC LIBRARY

2021 Annual Impact Report



1,115,400
total items circulated

248,564
Digital Audio, Video & eBooks



866,836
Books, CDs, DVDs & More



252,659
total in-person visits

496,655
total website visits

23,364
public computer sessions

14,762 / 4,649
Ask Desk / Book Help Desk
questions answered

48,518
cardholders

3,942
new cards made



40,000
library blog page views

5,620
Seed Library packs made
and picked up by patrons

762 free library events



21,890 humans
attended free library events



813 fun-seekers
partied at Summer Reading Kick-Off



15,203 minds
grew at kid & teen programs



7,035 storytimes
were watched virtually online

Every **60** minutes, we...

CATALOG

8 new items

ANSWER

24 questions

PREP

62 holds

CHECK IN

180 items



retirement
communities

11

nonprofits

9

local
parks

19

local
businesses

16

Outreach by the numbers
Our mobile librarians were busy!

2021 Success Stories

How the library helped Lawrence learn, connect, create, and grow!

Equipped Meeting Room A and the Auditorium for hybrid meetings and remote participation in library programs.

Received a \$5,000 grant from the Kansas Library Association to devote to staff health and wellness.

Received nearly \$100,000 in IMLS grant money to fund a pilot pipeline program that aims to break down barriers for entering the library profession. Our two recipients received a paid internship and full ride to library school. Ours was one of 39 projects chosen out of 71 applications. We were one of only 3 public libraries to receive funding in 2021.

Partnered with 22 different organizations and agencies for our Social Service Office Hours and Community Resource Clinics to help our community stay informed about and connect to resources that can help individuals meet their basic needs.

Improved patron Media Room experience by alphabetizing the video collection, tweaking CD collection for better browsing, revamping our Staff Picks display to be more personal, and moving the video game collection to a more visible location.

Provided library account support and library card sign-up at 25 community outreach events.

Provided 186 patrons with 191 laptop checkouts and 242 wireless hotspots through the CARES Act-funded Digital Equity Project.

Maintained a safe, clean, and accessible library in the pandemic.

Provided 1,500 child-sized and 18,000+ adult-sized individually bagged masks to patrons.

Raised over \$6,000 in Kids' Action Club for Lawrence Community Shelter with a raffle fundraiser event featuring Newbery Medalist Kwame Alexander.

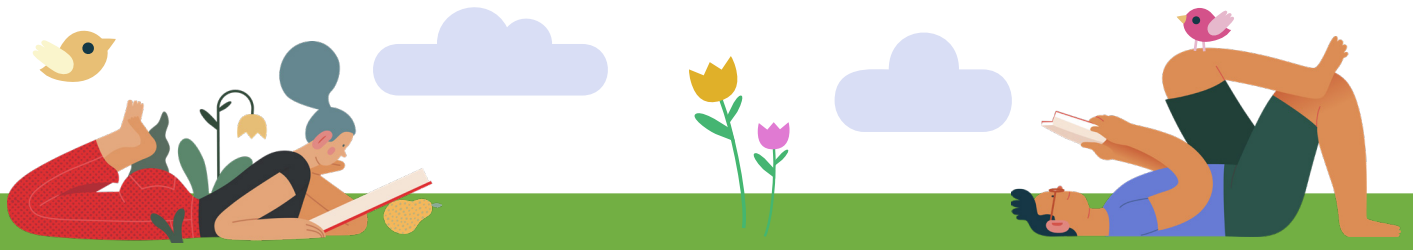
Gave 160 art kits to kids with CASA and the Willow through Kids' Action Club efforts.

Registered 46 households for 1 year of free internet through our CARES Act-funded Digital Equity Project.

Provided 715 Book Club in a Bag kits, 86 book club meetings, and 771 online personalized reading recommendations.

Hosted 481 youth programs with 15,203 kids and teens participating.

Read all summer long! Kids and teens clocked 2,720,661 minutes, earned 27,217 badges, and registered 2,466 times for programs. 1,287 finished Summer Reading and 1,207 prizes were claimed.



REVENUES

Intergovernmental	5,126,565
Charges for Services	10,152
Fees & Lost Items	22,151
Donations & Grants	533,899
Other	11,049
Total Revenues	\$5,703,816

EXPENDITURES

Salaries & Fringe Benefits	3,774,377
Library Materials	700,439
Library Programs	321,714
General Operations & Bldg Maintenance	665,875
Capital Improvement	180,174
Total Expenditures	\$5,642,579

Figures are based on the 2021 audited Statement of Revenues, Expenditures, and Changes in Fund Balance



LAWRENCE PUBLIC LIBRARY

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