

Lawrence Public Library Board of Trustees Regular Meeting
Monday, July 18, 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 June
- Approve Treasurer's report for June
- Approve bills for June 20 to July 17
- Receive statistical report for June

Library Director's report

Friends & Foundation report

New Business

- Outreach Community Needs Assessment Report
Evan Lott, AmeriCorps VISTA
- Policy Review:
 - Volunteer Policy – **ACTION ITEM**
Logan Isaman, Fundraising and Library Volunteer Engagement Specialist

Old Business

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

June 20, 2022

4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present:

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

Staff Members Present:

Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Heather Kearns, Jeff Bergeron, Tricia Karlin.

Friends and Foundation Members Present:

Rachel Rademacher (Chair)

Members of the Public Present:

J.T. Thornburg, Rochelle Valverde (Lawrence Journal World)

Call to order:

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

Consent Agenda

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

Library Director's Report

- Digital content vendor Hoopla has been sunsetted. There has been some feedback from the public who are disappointed that Hoopla is no longer available. Staff have been busy addressing those concerns, and, as part of that, purchasing new titles for the Libby app to fill Hoopla user requests. In May, standard monthly orders for digital content doubled. Brad also noted that many of the Hoopla ebook titles are also available on Freading, a resource provided by the State Library of Kansas. Library users simply need to log in with their LPL library card to access these titles funded by the State Library.
- Summer reading has begun. Readers have been meeting their reading goals and even started collecting their prizes on June 13th.

- There is encouraging progress with Dottie's construction. There is cautious optimism that we'll see a rollout of service in July.
- Ursula and Brad hosted an online event on June 9 with author Brent Campney as part of the Douglas County Community Remembrance Project's work to honor victims of lynching in Lawrence.

Friends and Foundation Director's Report

- Rachel Rademaher, Chair of the Friends and Foundation, presented the report:
- The Friends and Foundation are helping to fund library digital content, having just received a \$40,000 grant from Jeff and Mary Weinberg to help support the Kanopy movie streaming service.
- A new summer reading grant from a Lawrence "Granny" will provide up to \$10,000 to the library! "Granny" will donate a dollar for every book read during summer reading up to the \$10,000 mark.
- Friends Express Bookstore is now up and running in the library lobby. It earned an impressive \$900 in the first week!
- The Arlene Edmonds Estate gave \$8,900 to the Friends and Foundation to create a maintenance fund for Dottie.
- The Friends and Foundation will co host an event on July 22 with the Lawrence Chamber of Commerce to launch the book, "Take the Crown", authored by long-time library supporter, Miles Schnaer. Bill Self will be there to kick the event off.
- Kathleen and Logan recently attended a conference on library fundraising.

Ongoing Business

- None.

New Business

- **Circulation Policy Update**
 - Jeff Bergeron outlined the main changes to the circulation policy as proposed by library staff.
 - Board members discussed the updates to the policy. The chair called for a vote on the proposed circulation policy, as presented, with the exception of the proposed removal of a disclaimer of liability for any damage caused to patron equipment by using library materials. The motion carried. The final version of the policy approved by the board is the draft policy with the addition of this language at the end of the policy: *"Damage to Equipment: The library cannot be responsible for any reported damage to patrons' equipment attributed to the use of library materials."*
- Budget proposal
 - Brad provided an overview of the effect of actual property valuation increases on the proposed 2023 budget and different budget scenarios the library board could pursue.

Sarah reminded the board that while finalizing the 2023 budget, members should keep in mind two important but potentially competing goals:

- Properly compensate library staff, as noted in the library's core values statement.
- Keep the mill levy flat
- Brad reviewed the key aspects of the draft 2023 Budget approved in April 2022 and submitted to City:
 - Estimated tax revenues at \$5,775,000 with property valuation increases accounting for increased revenues over 2022.
 - Final total budget amount would be \$5,945,000
- Property valuations increased by 12%, which was lower than anticipated when this budget was drafted.
- Library board members will have to decide whether or not to amend the budget, since estimated tax revenues are lower than the \$5,775,000 calculated for the draft budget.
- Brad presented a recommended amended budget:
 - Estimate tax revenues at \$5,725,000 (\$50,000 drop from original draft)
 - Tax revenues will be funded by both property valuation increases plus a minimal increase in the mill levy: from 4.042 to 4.119. This would accommodate the lower-than-expected property valuation increases
 - Transfer \$50,000 from cash reserves to make up shortfall in tax revenues
 - Final total budget amount would be \$5,945,000
 - Estimated expense lines would remain the same as in the draft budget.
- Another potential version would increase the amount of tax revenue shortfall covered by the cash reserves. \$75,000 would be transferred instead of \$50,000.
- A third version would keep the mill levy flat.
 - Estimate tax revenues at \$5,626,000.
 - No mill increase
 - Transfer \$100,000 from cash reserve.
 - Final total budget amount would be \$5,899,000. (Drop of \$46,000)
 - No change in compensation from original draft, so pay plan would be implemented
 - All other budget lines would be flat from 2022, except for a \$3,000 increase in Bookvan & Mileage (for new Dottie service).
 - Brad gave some examples of the difference in cost to the taxpayer if the board adopts this option of reducing the proposed budget by \$50,000 to keep the mill flat. One example: if we compare library taxes for a home with median value in Lawrence of \$250,000, we would only save that taxpayer \$2.50.
- Brad shared a trendline of library budget increases from 2014 forward. Last year was a bad tax year, and the budget increase for 2022 was only \$44,000. He showed how that year's budget fell below the trendline. (The library board at that time decided to not

raise the mill to make up for lower tax revenues.) The recommended amended budget of \$5,945,000 for 2023 would help make up for the flat budget for 2022.

- Brad noted that we may want to change the question from 'how to keep the mill flat' to 'how much should the per capita cost of library service be? The library currently ranks 7th or 8th in the state for spending per capita. Ottawa and Atchison spend more per capita on library service than does Lawrence.
- Several board members noted how long the board has been working towards the goal of getting competitive pay for library staff, and that it was important to follow through now, with a budget that would support that long-term goal.
- James moved to adopt the recommended amended budget with tax revenue of \$5,725,000, a mill levy of 4.119, and a cash transfer of \$50,000. Total budget is \$5,945,000. Ursula seconded the motion. Motion passed.
- Brad will send the amended budget to the City.
- Board members suggested that staff share a story with the public that communicates the rationale behind this decision.

Announcements

- None noted

Adjournment

There being no other business, the meeting adjourned at 5:49 p.m.

The next regular Board meeting will be held Monday, July 18, 2022 in person at the Library and online.

Respectfully submitted,
Tricia Karlin

2022 Regular Budget Report

	<u>June</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
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REVENUES

Tax Fund	1,942,530.41	4,811,184.77	\$5,022,000.00	95.80%	\$4,978,000.00
Lost and Repl Fees	2,491.95	12,429.57	\$30,000.00	41.43%	\$15,000.00
NEKLS	26,602.75	55,550.50	\$96,000.00	57.87%	\$95,000.00
State Aid	-	28,192.70	\$25,000.00	112.77%	\$25,000.00
Photo Copies	1,309.46	6,844.94	\$10,000.00	68.45%	\$5,000.00
Meeting Room Fees	-	2,450.67	\$5,000.00	49.01%	\$ -
Interest	1,312.51	2,491.76	\$2,000.00	124.59%	\$2,000.00
Transfer from Cash Reserves	-	-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	25.86	201.88			
Total Revenues	1,974,272.94	4,919,346.79	\$5,237,000.00	94%	\$5,170,000.00

EXPENSES

Salaries & Wages	246,566.88	1,438,497.50	\$2,910,000.00	49.43%	\$2,865,000.00
Employee Benefits	35,474.04	213,747.82	\$490,000.00	43.62%	\$460,000.00
Payroll Taxes	40,167.54	236,006.16	\$516,000.00	45.74%	\$500,000.00
Utilities	6,873.37	38,168.84	\$100,000.00	38.17%	\$100,000.00
Building Supplies	827.15	8,061.68	\$20,000.00	40.31%	\$20,000.00
Building Repairs & Maintenance	3,354.64	39,625.24	\$55,000.00	72.05%	\$55,000.00
Library Supplies	1,404.05	7,896.72	\$25,000.00	31.59%	\$25,000.00
Books & Materials	81,811.25	371,721.76	\$710,000.00	52.36%	\$710,000.00
Processing Supplies	4,801.32	28,921.34	\$45,000.00	64.27%	\$54,000.00
Equipment	-	12,838.03	\$10,000.00	128.38%	\$10,000.00
Technology	103,497.12	211,788.66	\$250,000.00	84.72%	\$250,000.00
Insurance	-	15,683.20	\$16,000.00	98.02%	\$16,000.00
Postage & Mailing	5,122.69	18,178.96	\$18,000.00	100.99%	\$18,000.00
Professional Development	919.22	17,678.78	\$35,000.00	50.51%	\$30,000.00
Book Van & Mileage	226.06	2,069.25	\$2,000.00	103.46%	\$2,000.00
Professional Fees	1,527.00	27,267.51	\$20,000.00	136.34%	\$25,000.00
Advertising & Marketing	3,231.39	7,662.10	\$20,000.00	38.31%	\$30,000.00
Capital Improvements	7,746.00	123,507.51	0		\$ -
Miscellaneous	6.47	16,527.24	0		
Total Expenses	543,556.19	2,835,848.30	\$5,237,000.00	54%	\$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)	2,982,520.72				
Capitol Improvement (KMIP)	811,556.57				

2022 Outside Funding

	<u>1/1/2022</u>		<u>April</u>	<u>April</u>	<u>May</u>	<u>May</u>	<u>June</u>	<u>June</u>	
	<u>AMOUNT</u>		<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding									
R & E Totals	\$ 47,472.69	\$ 62,810.49	\$ 8,121.18	\$ 51,875.70	\$ 446.52	\$ 34,317.62	\$ 339,775.17		
					YTD Revenue			\$ 140,946.11	
					YTD Expense			\$ 292,054.20	

Lawrence Public Library
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	1,241,753.00
Checking	1,740,767.72
Capital Improvement at MIP	811,556.57
Total Checking/Savings	<u>3,794,077.29</u>
Total Current Assets	3,794,077.29
Other Assets	
Petty Cash	605.48
Total Other Assets	<u>605.48</u>
TOTAL ASSETS	<u><u>3,794,682.77</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	120,627.53
Total Accounts Payable	<u>120,627.53</u>
Other Current Liabilities	
Payroll Liabilities	-631.60
Total Other Current Liabilities	<u>-631.60</u>
Total Current Liabilities	<u>119,995.93</u>
Total Liabilities	119,995.93
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	1,932,390.40
Total Equity	<u>3,674,686.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,794,682.77</u></u>

Lawrence Public Library
Revenues & Expenses
June 2022

	<u>Jun 22</u>	<u>Jan - Jun 22</u>
Ordinary Income/Expense		
Income		
Donations- misc	25.86	201.88
Tax Fund	1,942,530.41	4,811,184.77
Lost and Replacement Fees	2,491.95	12,429.57
NEKLS	26,602.75	55,550.50
State Aid	0.00	28,192.70
Photocopies & Printing	1,309.46	6,844.94
Meeting Room Rentals	0.00	2,450.67
Interest	1,312.51	2,491.76
Outside&Private Funding Income	446.52	140,946.11
Total Income	<u>1,974,719.46</u>	<u>5,060,292.90</u>
Gross Profit	1,974,719.46	5,060,292.90
Expense		
Payroll Expenses	287,402.06	1,675,158.42
Payroll Taxes	41,724.31	244,334.96
Utilities - Electric	6,873.37	38,168.84
Building Supplies	827.15	8,061.68
Building Repairs & Maintenance	3,354.64	39,625.24
Library & Office Supplies	1,404.05	7,896.72
Books & Materials	81,811.25	371,721.76
Processing Supplies	4,801.32	28,921.34
Equipment	0.00	12,838.03
Technology	103,497.12	211,788.66
Insurance	0.00	15,683.20
Postage & Mailing	5,122.69	18,178.96
Professional Development	919.22	17,678.78
Vehicles, Mileage, Maintenance	226.06	2,069.25
Professional Fees	1,527.00	27,267.51
Marketing-General	3,231.39	7,662.10
Capital Improvement Expenditure	7,746.00	123,507.51
Miscellaneous	6.47	16,527.24
Outside & Private Funding	27,399.71	260,812.30
Total Expense	<u>577,873.81</u>	<u>3,127,902.50</u>
Net Ordinary Income	<u>1,396,845.65</u>	<u>1,932,390.40</u>
Net Income	<u><u>1,396,845.65</u></u>	<u><u>1,932,390.40</u></u>

Lawrence Public Library
Vendor Balance Summary
As of July 18, 2022

	<u>Jul 18, 22</u>
Advance Insurance Company	779.63
Allen Press	1,818.52
Amazon	5,082.12
Ashley Myers	150.00
ASI	52.00
Baker & Taylor, Inc.	165.59
California Lutheran University	23.00
Center Point Large Print	177.74
Century Business Technologies	543.71
Demco, Inc.	752.34
EBSCO	2,665.00
Employers Preferred	8,165.30
EnvisionWare Inc.	1,502.20
Evergy	6,873.37
FDC Contract	8,755.00
Filmtools	231.66
Gale/Cengage Learning	411.54
Ingram Library Services	24,187.39
Jayhawk Tropical Fish	315.00
Kanopy LLC	2,859.00
KanREN	8,134.32
Lawrence Rotary Club	221.00
Leanna Henning	25.00
LFK Press, LLC	4,290.00
Metropolitan Library System	22.95
Mid-America Library Alliance	4,052.00
Midwest Tape	5,101.35
OverDrive	28,151.53
P1 Group, Inc.	5,498.00
Pur-O-Zone, Inc.	1,690.07
Sandy Beverly	25.00
SirsiDynix	39,997.43
U.S. Bank - Mastercard	13,367.74
Unique Management Services	402.47
United Parcel Service	170.69
TOTAL	<u>176,659.66</u>

Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	07/18/2022	Advance Insurance Company	Checking	
Bill	August	06/30/2022		Group Life Insurance	-762.47
Bill	Additonal	07/01/2022		Group Life Insurance	-17.16
TOTAL					-779.63
Bill Pmt -Check	Electronic	07/18/2022	ASI	Checking	
Bill	June	07/01/2022		Professional Fees	-52.00
TOTAL					-52.00
Bill Pmt -Check	Electronic	07/18/2022	Evergy	Checking	
Bill	June	06/30/2022		Utilities - Electric	-6,873.37
TOTAL					-6,873.37
Bill Pmt -Check	Electronic	07/18/2022	U.S. Bank - Mastercard	Checking	
Bill	JUNE CC	06/30/2022		Building Repairs & Main...	-533.48
				Building Supplies	-385.74
				Library & Office Supplies	-1,144.62
				IT Software & Subscripti...	-491.03
				Internet & Telephone	-534.75
				Postage & Mailing	-900.00
				Professional Development	-35.00
				Professional Development	-233.87
				Professional Development	-40.00
				Professional Development	-220.35
				Professional Development	-40.00
				Professional Development	-350.00
				Vehicles, Mileage, Maint...	-178.31
				Professional Fees	-1,117.81
				Marketing-General	-1,326.77
				Membership & Dues	-75.00
				Adult Programming	-306.99
				Information Services Pr...	-236.97
				Readers Service Progra...	-13.50
				Children Services Progr...	-259.23
				Teen Services Program...	-1,021.69
				Summer Reading - ALL	-1,951.04
				Crowe Fund	-30.05
				Sound & Vision	-201.23
				IMLS Interns	-770.35
				Books & Materials	-9.83
				Books & Materials	-87.58
				Books & Materials	-49.99
				Books & Materials	-87.55
				Children Services Progr...	-18.54
				Books & Materials	-33.51
				Information Services Pr...	-516.66
				Miscellaneous	-45.22
Bill	July CC	07/01/2022		Books & Materials	-33.49
				Books & Materials	-49.75
				Books & Materials	-37.84
TOTAL					-13,367.74

Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	Electronic	07/18/2022	United Parcel Service	Checking	
Bill	June	06/30/2022		Postage & Mailing	-170.69
TOTAL					-170.69
Bill Pmt -Check	9439	07/18/2022	Allen Press	Checking	
Bill	31352	06/30/2022		Marketing-General	-1,818.52
TOTAL					-1,818.52
Bill Pmt -Check	9440	07/18/2022	California Lutheran University	Checking	
Bill	213581780	06/30/2022		Lost and Replacement ...	-23.00
TOTAL					-23.00
Bill Pmt -Check	9441	07/18/2022	Center Point Large Print	Checking	
Bill	1937751	06/15/2022		Books & Materials	-150.62
Bill	1944555	07/08/2022		Books & Materials	-27.12
TOTAL					-177.74
Bill Pmt -Check	9442	07/18/2022	Century Business Technologies	Checking	
Bill	627837	06/30/2022		IT Software & Subscripti...	-220.12
Bill	630092	07/13/2022		IT Software & Subscripti...	-323.59
TOTAL					-543.71
Bill Pmt -Check	9443	07/18/2022	Demco, Inc.	Checking	
Bill	7143373	06/30/2022		Processing Supplies	-752.34
TOTAL					-752.34
Bill Pmt -Check	9444	07/18/2022	EBSCO	Checking	
Bill	100018676...	06/30/2022		Collections & Public Ser...	-2,665.00
TOTAL					-2,665.00
Bill Pmt -Check	9445	07/18/2022	Employers Preferred	Checking	
Bill	Premium	07/01/2022		Work Comp	-8,165.30
TOTAL					-8,165.30
Bill Pmt -Check	9446	07/18/2022	EnvisionWare Inc.	Checking	
Bill	INV-US-597...	06/30/2022		IT Software & Subscripti...	-1,502.20
TOTAL					-1,502.20

Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9447	07/18/2022	FDC Contract	Checking	
Bill	423049	07/01/2022		Outside & Private Funding	-8,755.00
TOTAL					-8,755.00
Bill Pmt -Check	9448	07/18/2022	Filmtools	Checking	
Bill	SI-8292889	06/30/2022		Processing Supplies	-231.66
TOTAL					-231.66
Bill Pmt -Check	9449	07/18/2022	Jayhawk Tropical Fish	Checking	
Bill	114867	07/01/2022		Aquarium Maintenance	-315.00
TOTAL					-315.00
Bill Pmt -Check	9450	07/18/2022	Kanopy LLC	Checking	
Bill	303546-PPU	07/01/2022		Kanopy	-2,859.00
TOTAL					-2,859.00
Bill Pmt -Check	9451	07/18/2022	KanREN	Checking	
Bill	220713010...	07/13/2022		Internet & Telephone	-8,134.32
TOTAL					-8,134.32
Bill Pmt -Check	9452	07/18/2022	Lawrence Rotary Club	Checking	
Bill	130266	06/30/2022		Membership & Dues	-221.00
TOTAL					-221.00
Bill Pmt -Check	9453	07/18/2022	Leanna Henning	Checking	
Bill	Yoga	06/30/2022		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	9454	07/18/2022	LFK Press, LLC	Checking	
Bill	Shirts	06/30/2022		Summer Reading - ALL	-4,290.00
TOTAL					-4,290.00
Bill Pmt -Check	9455	07/18/2022	Metropolitan Library System	Checking	
Bill	Herbs	06/30/2022		Lost and Replacement ...	-22.95
TOTAL					-22.95

Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	9456	07/18/2022	Mid-America Library Alliance	Checking	
Bill	M2023-010	06/30/2022		Postage & Mailing	-4,052.00
TOTAL					-4,052.00
Bill Pmt -Check	9457	07/18/2022	P1 Group, Inc.	Checking	
Bill	000127052	07/01/2022		Building Repairs & Main...	-5,498.00
TOTAL					-5,498.00
Bill Pmt -Check	9458	07/18/2022	Pur-O-Zone, Inc.	Checking	
Bill	854880	06/30/2022		Building Supplies	-441.41
Bill	855813	07/01/2022		Building Repairs & Main...	-341.15
Bill	855734	07/01/2022		Building Repairs & Main...	-65.40
Bill	855798	07/01/2022		Building Supplies	-23.00
Bill	856066	07/01/2022		Building Supplies	-114.33
Bill	856132	07/11/2022		Building Supplies	-704.78
TOTAL					-1,690.07
Bill Pmt -Check	9459	07/18/2022	Unique Management Services	Checking	
Bill	6102669	06/30/2022		Professional Fees	-246.25
Bill	6102670	06/30/2022		Professional Fees	-156.22
TOTAL					-402.47
Bill Pmt -Check	29172	07/18/2022	Amazon	Checking	
Bill	775963554...	06/07/2022		Summer Reading - ALL	-34.49
Bill	557393497...	06/08/2022		Summer Reading - ALL	-5.98
Bill	494678873...	06/09/2022		Summer Reading - ALL	-222.00
Bill	496395743...	06/14/2022		Building Repairs & Main...	-49.96
Bill	996839776...	06/15/2022		Books & Materials	-99.98
Bill	898645378...	06/15/2022		Books & Materials	-39.99
Bill	667497894...	06/15/2022		Books & Materials	-613.21
Bill	434533444...	06/15/2022		Books & Materials	-7.79
Bill	664338646...	06/15/2022		Books & Materials	-119.98
Bill	947578397...	06/15/2022		Books & Materials	-11.46
Bill	533643335...	06/15/2022		Books & Materials	-16.89
Bill	789795975...	06/20/2022		Books & Materials	-469.25
Bill	478498647...	06/20/2022		Books & Materials	-29.58
Bill	656349767...	06/20/2022		Books & Materials	-20.94
Bill	939594364...	06/24/2022		Books & Materials	-26.90
Bill	466745889...	06/24/2022		Books & Materials	-18.28
Bill	977767564...	06/24/2022		Books & Materials	-17.41
Bill	555857576...	06/24/2022		Books & Materials	-119.97
Bill	454637848...	06/24/2022		Books & Materials	-18.95
Bill	439887653...	06/28/2022		Books & Materials	-99.98
Bill	643767859...	06/28/2022		Books & Materials	-52.04
Bill	435347547...	06/28/2022		Books & Materials	-12.15
Bill	853936975...	06/28/2022		Books & Materials	-15.99
Bill	479473837...	06/28/2022		Books & Materials	-16.99
Bill	438888743...	06/28/2022		Books & Materials	-332.35
Bill	457568536...	06/28/2022		Books & Materials	-31.82
Bill	675853844...	06/28/2022		Books & Materials	-8.33
Bill	779765375...	06/29/2022		Books & Materials	-16.95
Bill	449444989...	06/29/2022		Books & Materials	-59.07

Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	895535394...	06/30/2022		Marketing-General	-86.10
Bill	757858448...	06/30/2022		Children Services Progr...	-98.75
Bill	447333495...	06/30/2022		Children Services Progr...	-24.92
Bill	433367395...	06/30/2022		Summer Reading - ALL	-83.16
Bill	433686969...	06/30/2022		Summer Reading - ALL	-16.99
Bill	833559467...	06/30/2022		Summer Reading - ALL	-16.99
Bill	798996868...	06/30/2022		Children Services Progr...	-17.78
Bill	475458855...	06/30/2022		Library & Office Supplies	-17.80
Bill	743787447...	06/30/2022		Books & Materials	-46.99
Bill	659444399...	07/05/2022		Books & Materials	-18.54
Bill	443436654...	07/05/2022		Books & Materials	-13.61
Bill	785766857...	07/05/2022		Books & Materials	-9.71
Bill	947595838...	07/05/2022		Books & Materials	-13.90
Bill	797388548...	07/06/2022		Books & Materials	-75.00
Bill	999388874...	07/06/2022		Books & Materials	-74.95
Bill	738377765...	07/07/2022		Books & Materials	-47.50
Bill	435644363...	07/08/2022		Books & Materials	-786.55
Bill	988754838...	07/08/2022		Books & Materials	-19.44
Bill	644854846...	07/11/2022		Marketing-General	-6.49
Bill	863377884...	07/11/2022		Books & Materials	-65.00
Bill	879739679...	07/11/2022		Books & Materials	-12.62
Bill	496478553...	07/12/2022		Outside & Private Funding	-113.70
Bill	659643548...	07/12/2022		Books & Materials	-20.67
Bill	584357753...	07/12/2022		Books & Materials	-45.00
Bill	694559547...	07/12/2022		Books & Materials	-761.28
TOTAL					-5,082.12

Bill Pmt -Check	29173	07/18/2022	Ashley Myers	Checking	
Bill	Balloons	06/30/2022		Summer Reading - ALL	-150.00
TOTAL					-150.00

Bill Pmt -Check	29174	07/18/2022	Baker & Taylor, Inc.	Checking	
Bill	2036801139	06/14/2022		Processing Supplies	-2.38
Bill	2036801138	06/14/2022		Books & Materials	-30.68
Bill	2036845645	07/06/2022		Books & Materials	-45.42
Bill	2036845646	07/06/2022		Processing Supplies	-0.60
Bill	2036857561	07/11/2022		Books & Materials	-80.93
Bill	2036857562	07/11/2022		Processing Supplies	-5.58
TOTAL					-165.59

Bill Pmt -Check	29175	07/18/2022	Gale/Cengage Learning	Checking	
Bill	77947600	06/20/2022		Books & Materials	-25.19
Bill	77987248	06/24/2022		Books & Materials	-103.96
Bill	77987658	06/24/2022		Books & Materials	-45.48
Bill	78019997	06/28/2022		Books & Materials	-37.08
Bill	78027409	06/29/2022		Books & Materials	-122.36
Bill	78034836	07/08/2022		Books & Materials	-26.39
Bill	78034656	07/08/2022		Books & Materials	-51.08
TOTAL					-411.54

Lawrence Public Library
Check Detail
 July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29176	07/18/2022	Ingram Library Services	Checking	
Bill	59964140	06/14/2022		Books & Materials	-248.58
Bill	59974085	06/14/2022		Books & Materials	-366.17
Bill	59974088	06/14/2022		Outreach Collection	-16.64
Bill	59974092	06/14/2022		Outreach Collection	-62.98
Bill	59974087	06/14/2022		Outreach Collection	-55.64
Bill	59974091	06/14/2022		Outreach Collection	-81.39
Bill	59974090	06/14/2022		Outreach Collection	-32.78
Bill	59974089	06/14/2022		Outreach Collection	-59.74
Bill	59964141	06/14/2022		Processing Supplies	-19.65
Bill	59974086	06/14/2022		Processing Supplies	-54.78
Bill	59991777	06/15/2022		Books & Materials	-403.92
Bill	59941554	06/15/2022		Books & Materials	-1,014.78
Bill	59941561	06/15/2022		Outreach Collection	-512.93
Bill	59941563	06/15/2022		Outreach Collection	-213.66
Bill	59941562	06/15/2022		Outreach Collection	-247.75
Bill	59941556	06/15/2022		Outreach Collection	-94.81
Bill	59941557	06/15/2022		Outreach Collection	-20.55
Bill	59941559	06/15/2022		Outreach Collection	-21.12
Bill	59941560	06/15/2022		Outreach Collection	-18.57
Bill	59941558	06/15/2022		Outreach Collection	-165.98
Bill	59991778	06/15/2022		Processing Supplies	-33.77
Bill	59941555	06/15/2022		Processing Supplies	-88.05
Bill	70030443	06/17/2022		Books & Materials	-289.89
Bill	70008542	06/17/2022		Books & Materials	-396.85
Bill	70064450	06/17/2022		Outreach Collection	-198.68
Bill	70064448	06/17/2022		Outreach Collection	-4.86
Bill	70064449	06/17/2022		Outreach Collection	-44.65
Bill	70030444	06/17/2022		Processing Supplies	-21.57
Bill	70008543	06/17/2022		Processing Supplies	-32.95
Bill	70055232	06/20/2022		Books & Materials	-3,067.26
Bill	70055233	06/20/2022		Processing Supplies	-299.24
Bill	70098883	06/22/2022		Books & Materials	-369.96
Bill	700081486	06/22/2022		Books & Materials	-1,931.92
Bill	70098884	06/22/2022		Processing Supplies	-39.73
Bill	70081487	06/22/2022		Processing Supplies	-228.86
Bill	70115511	06/23/2022		Books & Materials	-266.77
Bill	70138163	06/24/2022		Books & Materials	-1,830.92
Bill	70138172	06/24/2022		Outreach Collection	-266.11
Bill	70138169	06/24/2022		Outreach Collection	-17.16
Bill	70138166	06/24/2022		Outreach Collection	-16.00
Bill	70138165	06/24/2022		Outreach Collection	-49.16
Bill	70138174	06/24/2022		Outreach Collection	-74.86
Bill	70138168	06/24/2022		Outreach Collection	-10.86
Bill	70138170	06/24/2022		Outreach Collection	-9.73
Bill	70138171	06/24/2022		Outreach Collection	-31.08
Bill	70138173	06/24/2022		Outreach Collection	-101.36
Bill	70138167	06/24/2022		Outreach Collection	-64.67
Bill	70138164	06/24/2022		Processing Supplies	-207.90
Bill	70115512	06/24/2022		Processing Supplies	-21.08
Bill	70162227	06/27/2022		Books & Materials	-436.30
Bill	70189089	06/27/2022		Books & Materials	-214.42
Bill	70189087	06/27/2022		Books & Materials	-1,143.73
Bill	70162228	06/27/2022		Processing Supplies	-39.82
Bill	70189090	06/27/2022		Processing Supplies	-24.99
Bill	70189088	06/27/2022		Processing Supplies	-149.52
Bill	70183878	06/28/2022		Books & Materials	-388.62
Bill	70213358	06/29/2022		Books & Materials	-369.58
Bill	70213359	06/29/2022		Processing Supplies	-36.04
Bill	70183879	06/30/2022		Processing Supplies	-32.85
Bill	70260271	07/01/2022		Books & Materials	-249.51
Bill	70232720	07/01/2022		Books & Materials	-1,696.75
Bill	70260272	07/01/2022		Processing Supplies	-16.98

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Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill	70232721	07/01/2022		Processing Supplies	-176.74
Bill	70232725	07/01/2022		Outreach Collection	-10.24
Bill	70232723	07/01/2022		Outreach Collection	-10.84
Bill	70232722	07/01/2022		Outreach Collection	-16.05
Bill	70232727	07/01/2022		Outreach Collection	-9.25
Bill	70232728	07/01/2022		Outreach Collection	-261.11
Bill	70232724	07/01/2022		Outreach Collection	-8.02
Bill	70232726	07/01/2022		Outreach Collection	-31.09
Bill	70279410	07/05/2022		Books & Materials	-620.55
Bill	70279411	07/05/2022		Processing Supplies	-52.19
Bill	70300483	07/06/2022		Books & Materials	-971.06
Bill	70320520	07/06/2022		Books & Materials	-902.35
Bill	70300484	07/06/2022		Processing Supplies	-85.77
Bill	70320521	07/06/2022		Processing Supplies	-157.03
Bill	70382068	07/08/2022		Books & Materials	-215.91
Bill	70382069	07/08/2022		Processing Supplies	-29.81
Bill	70401826	07/11/2022		Books & Materials	-198.43
Bill	70401827	07/11/2022		Processing Supplies	-3.40
Bill	70382070	07/11/2022		Outreach Collection	-4.79
				Books & Materials	-0.09
Bill	70382071	07/11/2022		Outreach Collection	-39.82
Bill	70382073	07/11/2022		Outreach Collection	-21.92
Bill	70382074	07/11/2022		Outreach Collection	-9.68
				Books & Materials	-0.21
Bill	70382075	07/11/2022		Outreach Collection	-20.74
Bill	70382076	07/11/2022		Outreach Collection	-57.16
				Books & Materials	-1.12
Bill	70382072	07/11/2022		Outreach Collection	-5.40
				Processing Supplies	-16.20
Bill	70375183	07/12/2022		Books & Materials	-1,557.19
Bill	70375184	07/12/2022		Processing Supplies	-165.80
TOTAL					-24,187.39

Bill Pmt -Check	29177	07/18/2022	Midwest Tape	Checking	
Bill	502235097	06/14/2022		Books & Materials	-556.22
Bill	502235098	06/14/2022		Books & Materials	-177.95
Bill	502247076	06/17/2022		Books & Materials	-128.95
Bill	502247074	06/17/2022		Books & Materials	-196.33
Bill	502266533	06/21/2022		Books & Materials	-655.39
Bill	502266534	06/21/2022		Books & Materials	-47.99
Bill	502283420	06/24/2022		Books & Materials	-195.67
Bill	502282908	06/24/2022		Books & Materials	-176.55
Bill	502283421	06/24/2022		Outreach Collection	-21.19
Bill	502298795	06/28/2022		Books & Materials	-79.98
Bill	502298794	06/28/2022		Books & Materials	-729.87
Bill	502298797	06/28/2022		Outreach Collection	-26.24
Bill	502331334	06/30/2022		Processing Supplies	-205.75
Bill	502197336	07/01/2022		Books & Materials	-41.79
Bill	502317550	07/01/2022		Books & Materials	-275.89
Bill	502316908	07/01/2022		Books & Materials	-88.72
Bill	502350994	07/08/2022		Books & Materials	-374.86
Bill	502350991	07/08/2022		Books & Materials	-154.96
Bill	502350993	07/08/2022		Books & Materials	-22.49
Bill	502330552	07/08/2022		Books & Materials	-206.93
Bill	502330551	07/08/2022		Books & Materials	-737.63
TOTAL					-5,101.35

Lawrence Public Library
Check Detail
 July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29178	07/18/2022	OverDrive	Checking	
Bill	06809DA22...	06/15/2022		Books & Materials	-1,079.78
Bill	06809CO22...	06/15/2022		Books & Materials	-79.48
Bill	06809CO22...	06/15/2022		Books & Materials	-22.50
Bill	06809CO22...	06/15/2022		Books & Materials	-1,221.83
Bill	06809CO22...	06/15/2022		Books & Materials	-1,334.02
Bill	06809DA22...	06/15/2022		Books & Materials	-695.99
Bill	06809CO22...	06/21/2022		Books & Materials	-1,748.01
Bill	06809CO22...	06/21/2022		Books & Materials	-1,890.77
Bill	06809CO22...	06/21/2022		Books & Materials	-176.54
Bill	06809CO22...	06/21/2022		Books & Materials	-90.52
Bill	06809CO22...	06/21/2022		Books & Materials	-189.97
Bill	06809CO22...	06/21/2022		Books & Materials	-93.58
Bill	06809CO22...	06/22/2022		Books & Materials	-500.28
Bill	06809CO22...	06/22/2022		Books & Materials	-233.07
Bill	06809CO22...	06/22/2022		Books & Materials	-156.69
Bill	06809CO22...	06/22/2022		Books & Materials	-101.67
Bill	06809CO22...	06/22/2022		Books & Materials	-666.95
Bill	06809CO22...	06/22/2022		Books & Materials	-470.01
Bill	06809CO22...	06/22/2022		Books & Materials	-22.50
Bill	06809CO22...	06/22/2022		Books & Materials	-194.30
Bill	06809CO22...	06/27/2022		Books & Materials	-172.48
Bill	06809CO22...	06/27/2022		Books & Materials	-1,353.32
Bill	06809CO22...	06/28/2022		Books & Materials	-100.29
Bill	06809CO22...	06/28/2022		Books & Materials	-234.60
Bill	06809CO22...	06/28/2022		Books & Materials	-254.44
Bill	06809CO22...	06/28/2022		Books & Materials	-691.20
Bill	06809CO22...	06/28/2022		Books & Materials	-1,565.41
Bill	06809DA22...	06/28/2022		Books & Materials	-439.98
Bill	06809CO22...	06/28/2022		Books & Materials	-40.95
Bill	06809CO22...	06/28/2022		Books & Materials	-547.68
Bill	06809CO22...	06/29/2022		Books & Materials	-56.00
Bill	06809CO22...	06/29/2022		Books & Materials	-42.00
Bill	06809CO22...	06/29/2022		Books & Materials	-19.54
Bill	06809CO22...	06/29/2022		Books & Materials	-52.63
Bill	06809CO22...	06/29/2022		Books & Materials	-2,917.08
Bill	06809DA22...	07/05/2022		Books & Materials	-436.72
Bill	06809CO22...	07/05/2022		Books & Materials	-1,259.80
Bill	06809CP22...	07/05/2022		Books & Materials	-479.40
Bill	06809CO22...	07/06/2022		Books & Materials	-2,882.08
Bill	06809CO22...	07/06/2022		Books & Materials	-2,370.98
Bill	06809CO22...	07/06/2022		Books & Materials	-161.41
Bill	06809CO22...	07/06/2022		Books & Materials	-60.97
Bill	06809CO22...	07/06/2022		Books & Materials	-122.99
Bill	06809CO22...	07/06/2022		Books & Materials	-206.17
Bill	06809CO22...	07/06/2022		Books & Materials	-56.99
Bill	06809CO22...	07/11/2022		Books & Materials	-272.98
Bill	06809DA22...	07/11/2022		Books & Materials	-384.98
TOTAL					-28,151.53
Bill Pmt -Check	29179	07/18/2022	Sandy Beverly	Checking	
Bill	Yoga	06/30/2022		Kansas Health Foundati...	-25.00
TOTAL					-25.00

Lawrence Public Library
Check Detail
July 2022

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29180	07/18/2022	SirsiDynix	Checking	
Bill	INV10517	06/30/2022		Collections & Public Ser...	-39,997.43
TOTAL					-39,997.43

Lawrence Public Library

Statistical Summary - June 2022

OUTPUT MEASURES									
Service Area Population	103,351								
User Visits	38,910								
Cardholders transacting	# of Cardholders transacting								
Total Cardholders transacting in last 3 years	39,963								
Cardholders transacting - <i>current month</i>	14,491								
Cardholders added - <i>current month</i>	748								
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)	8,629	60,145	41,037		59%	41%	100%		
Website + Social Media									
Website - includes Catalog (Sessions)	Users (if available)			Activity					
Website - includes Catalog (Sessions)	36,052			72,788					
Website - Kaw Valley Jukebox	78			92					
Website - Digital Douglas County (Sessions)	625			1,912					
Social Media Interactions (Facebook & Twitter)	n/a			3,043					
Social Media Reach (Facebook & Twitter)	n/a			111,891					
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	28,967	13,495	42,462		29%	13%	42%		
Teen Total	3,647	1,750	1,563		4%	2%	2%		
Childrens Total	31,376	2,445			31%	2%	0%		
Total AV Media Room	17,035	2,307	27,278		17%	2%	27%		
Total Library of Things	159	0	290		0%	0%	0%		
Total all collections	81,184	19,997	101,181		80%	20%	100%		

Lawrence Public Library

Statistical Summary - June 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	192,674	26,344	219,018		88%	12%	100%	
Added	2,631	5,093	7,724		34%	66%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,887	144	2,031		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	3,214	4,979	8,193					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		6,926	1,632	8,558	81%	19%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,839	16,246		4				
Other Public Services				Total sessions				
Public Computer Usage				2950				
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	89	16	4	0	3768	221	80
Total Programs Offered				109				
Total Program Attendance								4069
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents (June 2022 number includes 3 Summer Interns)	70.29	65.88	7%					

Lawrence Public Library

Full Statistical Report - JUNE 2022

Lawrence Public Library

Full Statistical Report - JUNE 2022

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Lawrence Public Library

Full Statistical Report - JUNE 2022

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	36,052			72,788				
Website - Kaw Valley Jukebox	78			92				
Website - Digital Douglas County (Sessions)	625			1912				
Social Media Interactions (Facebook & Twitter)	n/a			3,043				
Social Media Reach (Facebook & Twitter)	n/a			111,891				
	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)	26,177	5,916	32,093	76%	26%	6%	32%	
Adult Graphic Novels	1,046	145	1,191	3%	1%	0%	1%	
Adult Magazines	655	399	1,054	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	1,089	7,035	8,124	19%	1%	7%	8%	
Adult Total	28,967	13,495	42,462	100%	29%	13%	42%	
Teen Books (incl. Book Club Kits)	2,038	835	2,873	53%	2%	1%	3%	
Teen Graphic Novels and Manga	1,563	0	1,563	29%	0%	0%	2%	
Teen Magazines	13	0	13	0%	0%	0%	0%	
Teen Audiobooks	33	915	948	18%	0%	1%	1%	
Teen Total	3,647	1,750	5,397	100%	4%	2%	5%	
Children's Books, NF Videos & all Kits	26,125	1,153	27,278	81%	26%	1%	27%	
Children's Graphic Novels	3,740	9	3,749	11%	4%	0%	4%	
Children's Magazines	216	0	216	1%	0%	0%	0%	
Children's Music CDs	290	0	290	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	1,005	1,283	2,288	7%	1%	1%	2%	
Childrens Total	31,376	2,445	33,821	100%	31%	2%	33%	
AV Media Room - Feature Films (Adult and Family) and All	9,145	2,307	11,452	59%	9%	2%	11%	
AV Media Room - TV Shows	3,293	0	3,293	17%	3%	0%	3%	
AV Media Room - Non-Fiction DVDs	641	0	641	3%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,463	0	1,463	8%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,493	0	2,493	13%	2%	0%	2%	
Total AV Media Room	17,035	2,307	19,342	100%	17%	2%	19%	
Library of Things - Boardgames and Game Guides	146	0	146	92%	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	13	0	13	8%	0%	0%	0%	
Total Library of Things	159	0	159	100%	0%	0%	0%	
Total all collections	81,184	19,997	101,181	100%	80%	20%	100%	

Lawrence Public Library

Full Statistical Report - JUNE 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)	91,288	11,024	102,312		42%	5%	47%	
Adult Audiobooks & Language Instruction	6,271	5,411	11,682		3%	2%	5%	
Total Adult Collection	97,559	16,435	113,994		45%	8%	52%	
Teen Book & Other Print Formats	9,807	2,315	12,122		4%	1%	6%	
Teen Audiobooks	292	1,271	1,563		0%	1%	1%	
Total Teen Collection	10,099	3,586	13,685		5%	2%	6%	
Children's Book & Other Print Formats	54,425	4,294	58,719		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,930	2,029	3,959		1%	1%	2%	
Children's Video and Music	944	0	944		0%	0%	0%	
Total Children's Collection	57,299	6,323	63,622		26%	3%	29%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,583	0	27,583		13%	0%	13%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	134	0	134		0%	0%	0%	
Total All Holdings	192,674	26,344	219,018		88%	12%	100%	
Added	2,631	5,093	7,724		34%	66%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	1,887	144	2,031		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	3,214	4,979	8,193					
	Interactions + Consultations							
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		3,018	1,426	4,444	35%	17%	52%	
Info Services Interactions		1,381	40	1,421	16%	0%	17%	
Readers Services Interactions		476	41	517	6%	0%	6%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		27	2	29	0%	0%	0%	
Teen Interactions		352	0	352	4%	0%	4%	
Children's Interactions		1,481	0	1,481	17%	0%	17%	
Public Technology Interactions		191	46	237	2%	1%	3%	
Website - Contact Us Forms + Social Media		0	77	77	0%	1%	1%	
Total Service Interactions		6,926	1,632	8,558	81%	19%	100%	

Lawrence Public Library

Full Statistical Report - JUNE 2022

Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Placed	3,564	18,063		5				
Holds Filled	3,839	16,246		4				
Holds Unclaimed	1,401	2,758		2				
Holds checked out as a % of total checkouts (checkouts only - not incl. renewals)		22.25%						
Other Public Services				Total sessions				
Public Computer Usage				2950				
	Unique Users	Total Bookings		Occupancy Ratio				
Public-Sponsored Uses of Meeting Rooms+ Auditorium	90	142		57%				
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Public-Sponsored Uses of S+V Studios	51	93		46%				
Interlibrary Loan	Unique Users	Total Items		Avg. Items Per User				
Interlibrary Loan Items Borrowed for LPL Patrons	219	454		2.1				
Interlibrary Loan Items Loaned from LPL Collection	235	555		2.4				
	# 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	22	14	4	0	268	213	80
Teen Programs (12-17)	0	11	2	0	0	141	8	0
Children Programs (birth-5)	0	34	0	0	0	1357	0	0
Children Programs (6-11)	0	22	0	0	0	2002	0	0
Total By Type	0	89	16	4	0	3768	221	80
Type of Event								
Kansas Reads to Preschoolers	0	0	0	0	0	0	0	0
Summer Reading (all ages)	0	89	16	4	0	3768	221	80
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	0	0	0	0	0	0	0
Total By Event	0	89	16	4	0	3768	221	80
Total Programs Offered				109				
Total Program Attendance								4069

Lawrence Public Library

Full Statistical Report - JUNE 2022

STAFFING	Current Month	Current Month	% Change			YTD	YTD	% Change	
	2022	2021	2022 v 2021			2022	2021		
Total Paid Staff, in Full-Time Equivalents (June 2022 number includes 3 Summer Interns)	70.29	65.88	7%						
ALA-MLS Librarians, in Full-Time Equivalents	19.83	18.45	7%						
Number of Employees--Total (June 2022 includes 3 Summer Interns)	87	82	6%						
Number of Employees--Full-Time	45	42	7%						
Number of Employees--Part-Time (June 2022 includes 3 Summer Interns)	42	40	5%						
Terminations	1	3	-67%			4	7	-43%	
Hirings	1	1	0%			4	5	-20%	
Volunteer Hours	679	155	339%			2,851	432	560%	

Lawrence Public Library

Full Statistical Report - JUNE 2022

[illegible]

Lawrence Public Library

Full Statistical Report - JUNE 2022

Website + Social Media	Users (if available)			Activity				
Website - includes Catalog (Sessions)	36,052			72,788				
Website - Kaw Valley Jukebox	78			92				
Website - Digital Douglas County (Sessions)	625			1912				
Social Media Interactions (Facebook & Twitter)	n/a			3,043				
Social Media Reach (Facebook & Twitter)	n/a			111,891				
	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)	26,177	5,916	32,093	76%	26%	6%	32%	
Adult Graphic Novels	1,046	145	1,191	3%	1%	0%	1%	
Adult Magazines	655	399	1,054	2%	1%	0%	1%	
Adult Audiobooks (including language instruction)	1,089	7,035	8,124	19%	1%	7%	8%	
Adult Total	28,967	13,495	42,462	100%	29%	13%	42%	
Teen Books (incl. Book Club Kits)	2,038	835	2,873	53%	2%	1%	3%	
Teen Graphic Novels and Manga	1,563	0	1,563	29%	0%	0%	2%	
Teen Magazines	13	0	13	0%	0%	0%	0%	
Teen Audiobooks	33	915	948	18%	0%	1%	1%	
Teen Total	3,647	1,750	5,397	100%	4%	2%	5%	
Children's Books, NF Videos & all Kits	26,125	1,153	27,278	81%	26%	1%	27%	
Children's Graphic Novels	3,740	9	3,749	11%	4%	0%	4%	
Children's Magazines	216	0	216	1%	0%	0%	0%	
Children's Music CDs	290	0	290	1%	0%	0%	0%	
Children's Audiobooks & Readalongs	1,005	1,283	2,288	7%	1%	1%	2%	
Childrens Total	31,376	2,445	33,821	100%	31%	2%	33%	
AV Media Room - Feature Films (Adult and Family) and All	9,145	2,307	11,452	59%	9%	2%	11%	
AV Media Room - TV Shows	3,293	0	3,293	17%	3%	0%	3%	
AV Media Room - Non-Fiction DVDs	641	0	641	3%	1%	0%	1%	
AV Media Room - Adult & Family Video Games	1,463	0	1,463	8%	1%	0%	1%	
AV Media Room - Adult Music CDs	2,493	0	2,493	13%	2%	0%	2%	
Total AV Media Room	17,035	2,307	19,342	100%	17%	2%	19%	
Library of Things - Boardgames and Game Guides	146	0	146	92%	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	13	0	13	8%	0%	0%	0%	
Total Library of Things	159	0	159	100%	0%	0%	0%	
Total all collections	81,184	19,997	101,181	100%	80%	20%	100%	

Lawrence Public Library

Full Statistical Report - JUNE 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)	91,288	11,024	102,312		42%	5%	47%	
Adult Audiobooks & Language Instruction	6,271	5,411	11,682		3%	2%	5%	
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Lawrence Public Library

Full Statistical Report - JUNE 2022

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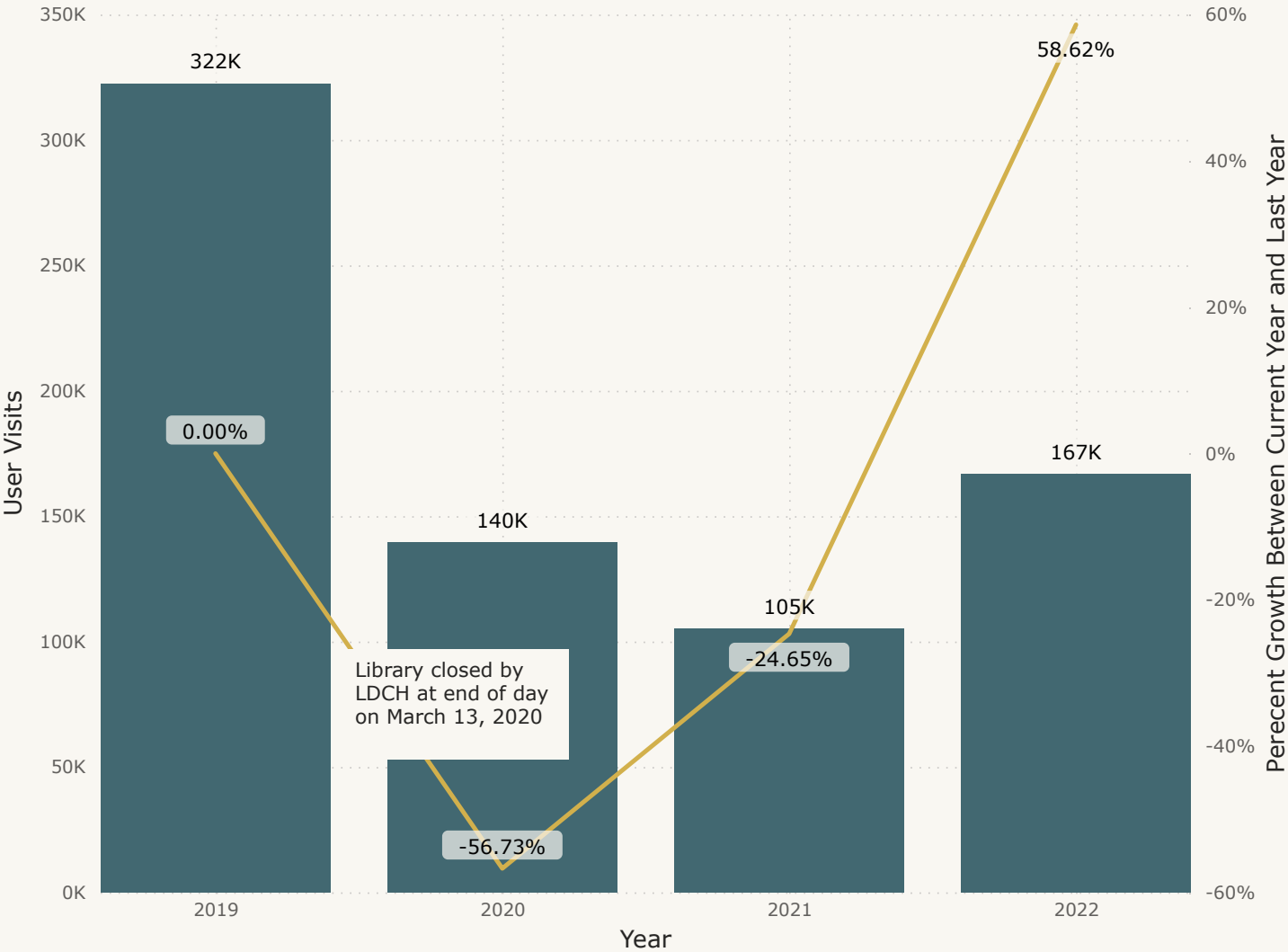
Lawrence Public Library

Full Statistical Report - JUNE 2022

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Hirings	1	1	0%			4	5	-20%	
Volunteer Hours	679	155	339%			2,851	432	560%	

Total User Visits: 4 Yr Comparison: YTD (Jan - Jun)

User Visits Percent Growth Between Current Year and Last Year



58.62%

Percent Growth Between Current Year and Last Year

Year

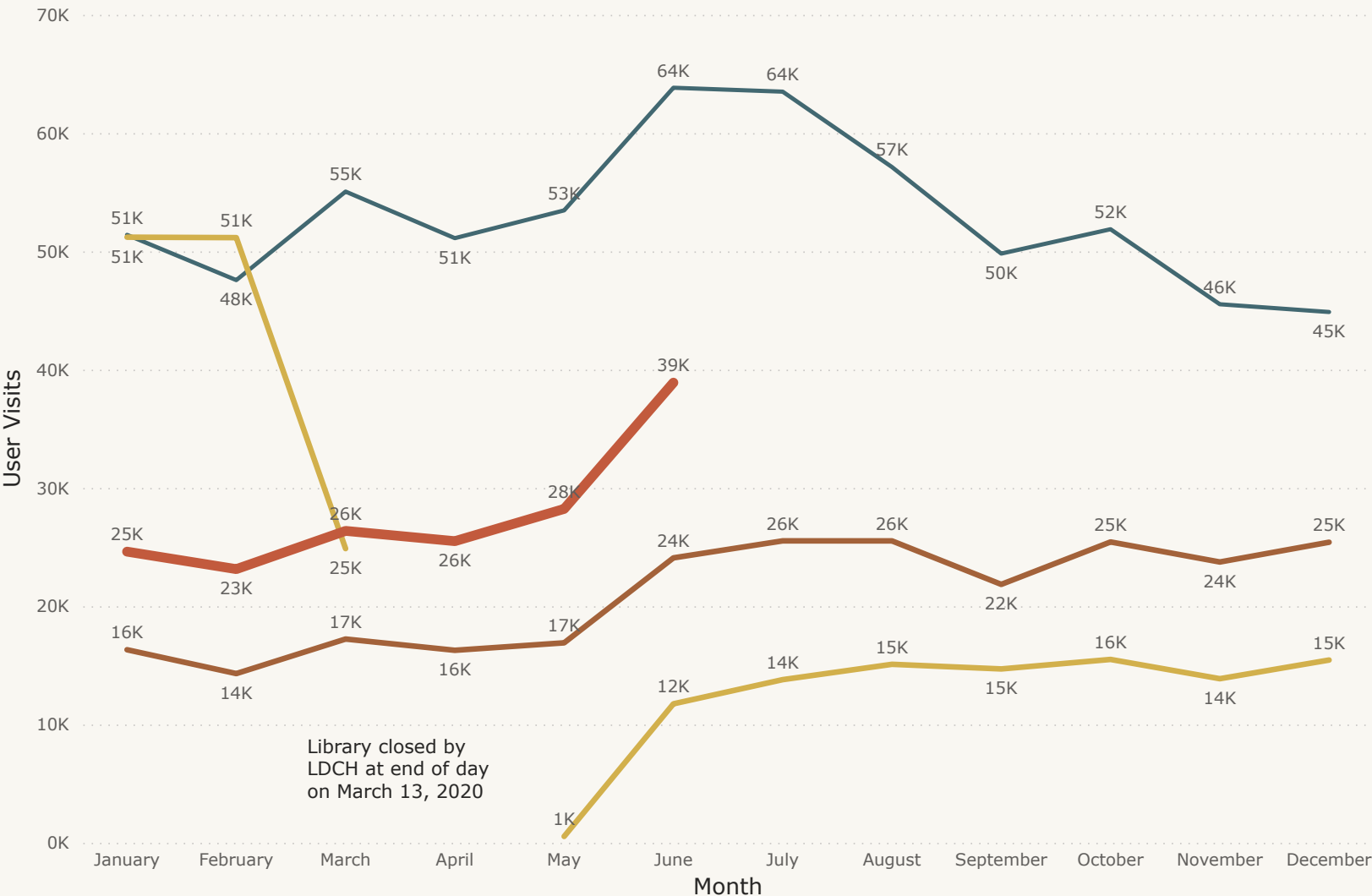
- 2019
- 2020
- 2021
- 2022

Month

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

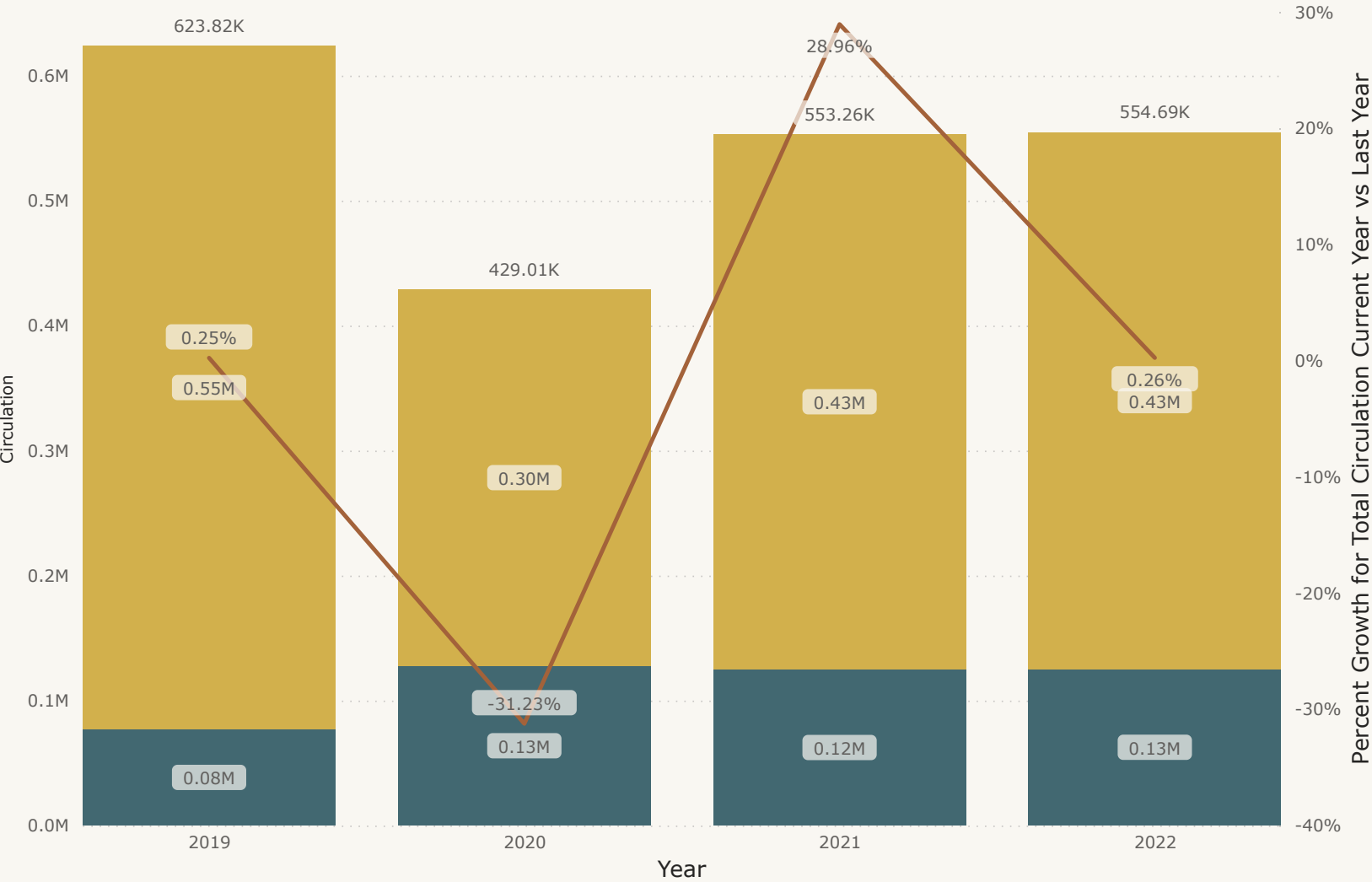
Total User Visits: 4 Year Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022



Total Circulation (Digital+Physical): 4 YR Comparison : YTD (Jan-Jun)

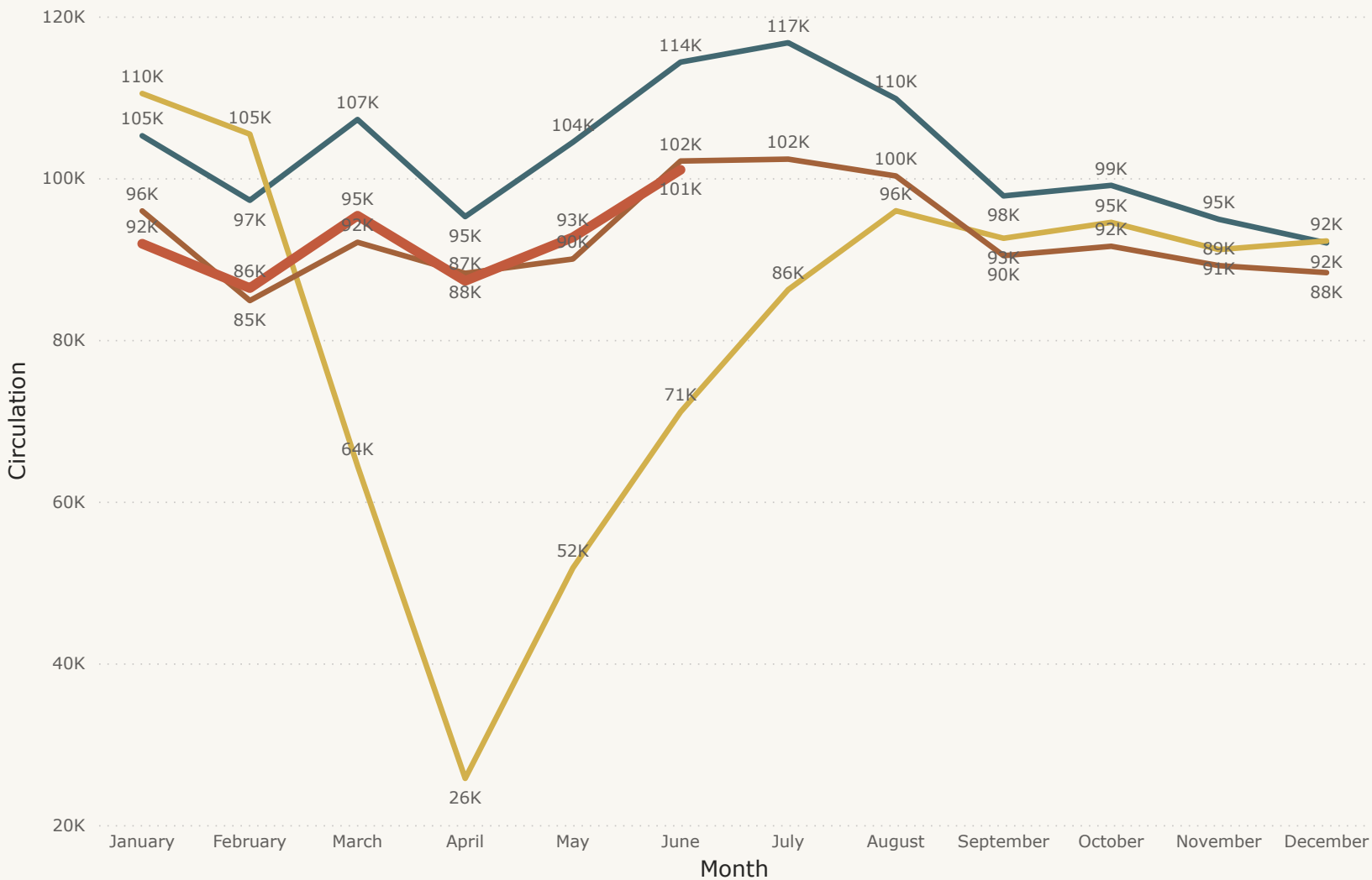
Digital Format vs Physical Format Digital Physical Percent Growth for Total Circulation Current Year vs Last Year



0.26%
Percent Growth Current
Year vs Last Year

Total Circulation (Digital+Physical) Trend: 4 YR Comparison

Year ● 2019 ● 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: 4 YR Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022

Filter by Format: Digital, Physical, or Both

■ Digital

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

■ Checkout

■ Renewal

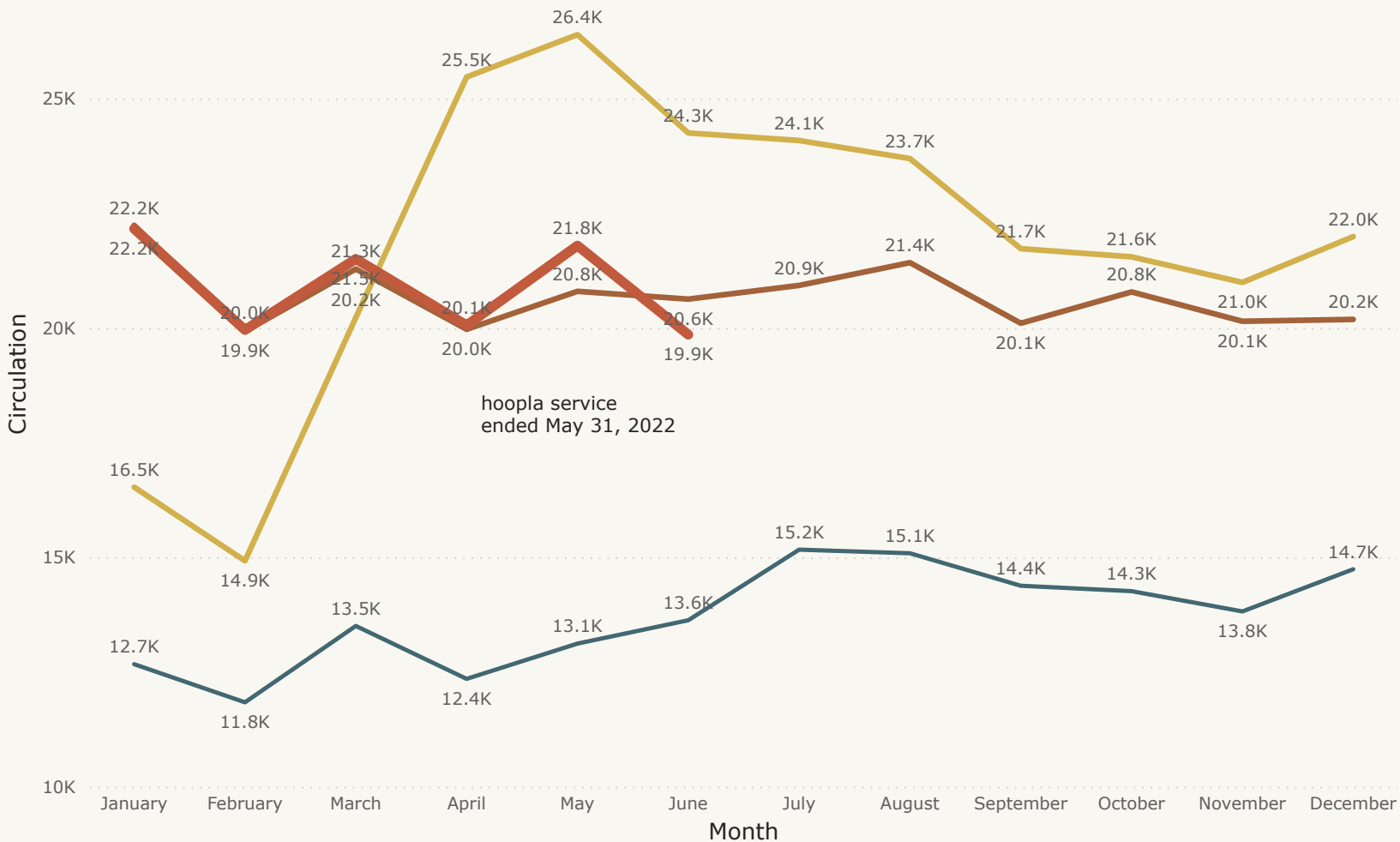
Vendor

■ Flipster

■ hoopla

■ Kanopy

■ Overdrive



Physical Circulation Trend: 4 YR Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022

Filter by Format: Digital, Physical, or Both

DigitalPhysical

□ Digital

■ Physical

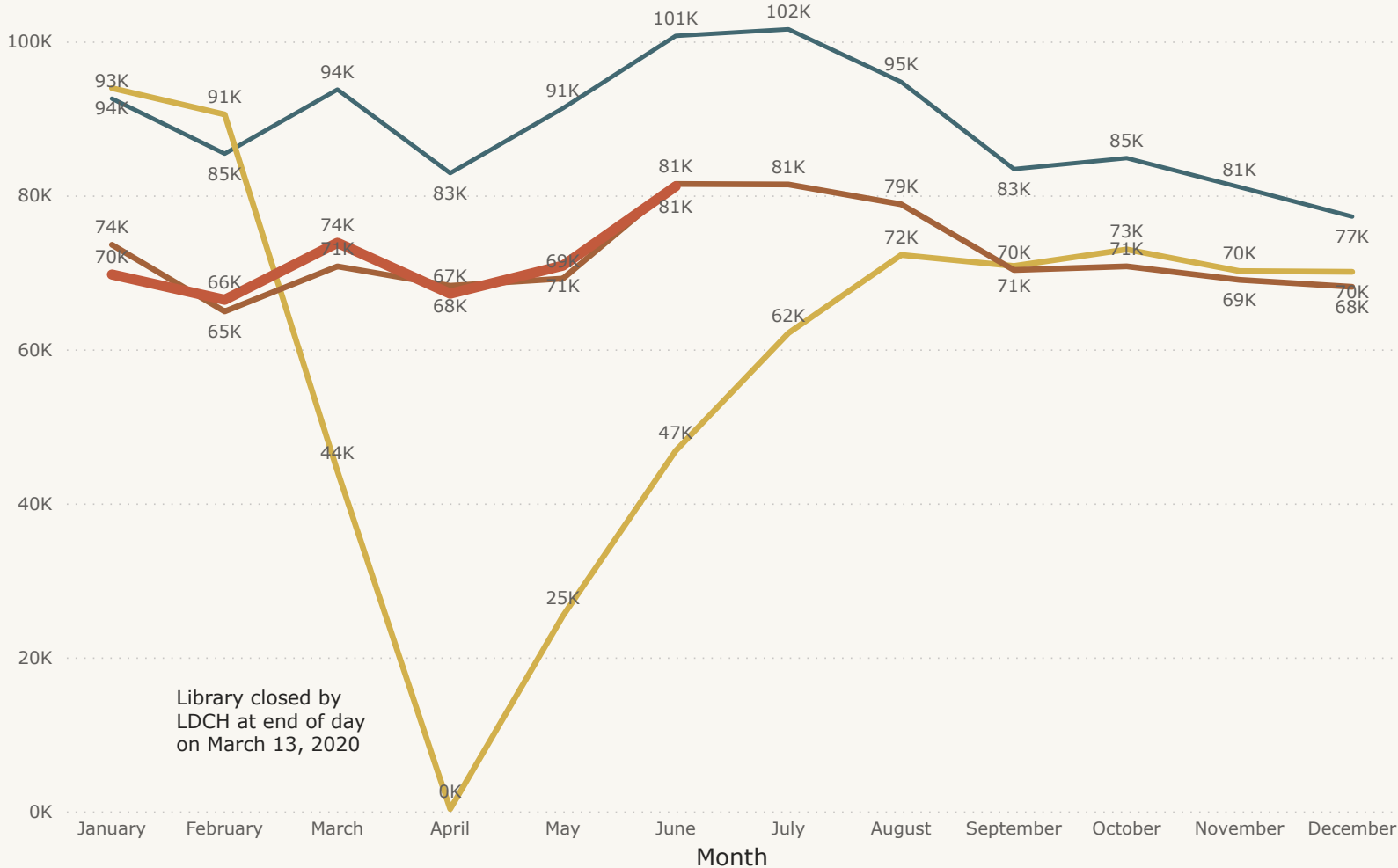
Filter by type of transaction

■ Auto Renewal

■ Checkout

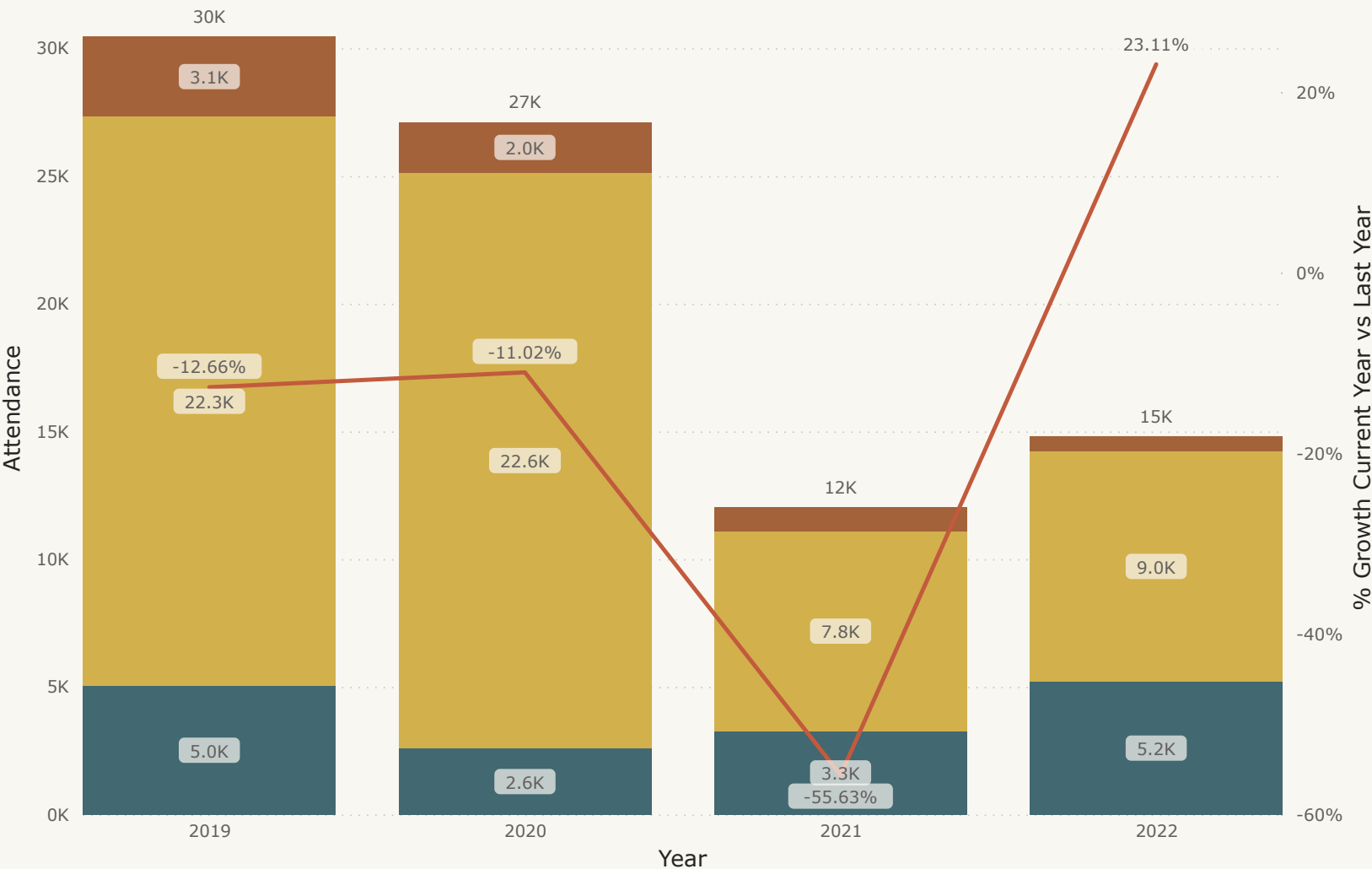
■ Renewal

Circulation



Programs: Total Attendance: 4 YR Comparison YTD (Jan-Jun)

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



23.11%
% Growth Current Year vs Last Year

Filter By Audience

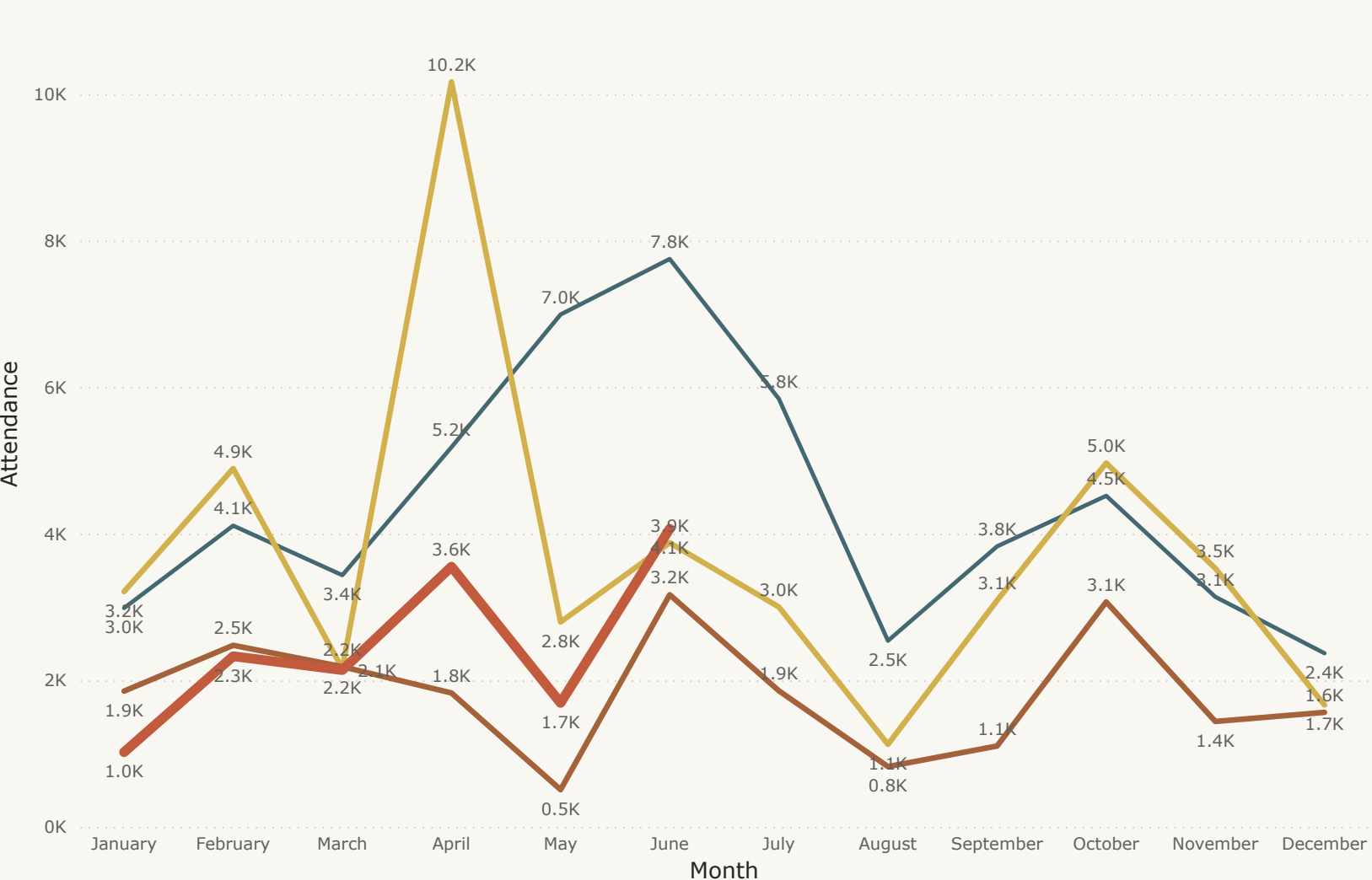
- Select all
- Adult
- Children
- Teen

Program Type

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

Total Program Attendance: 4 YR Comparison

Year 2019 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)

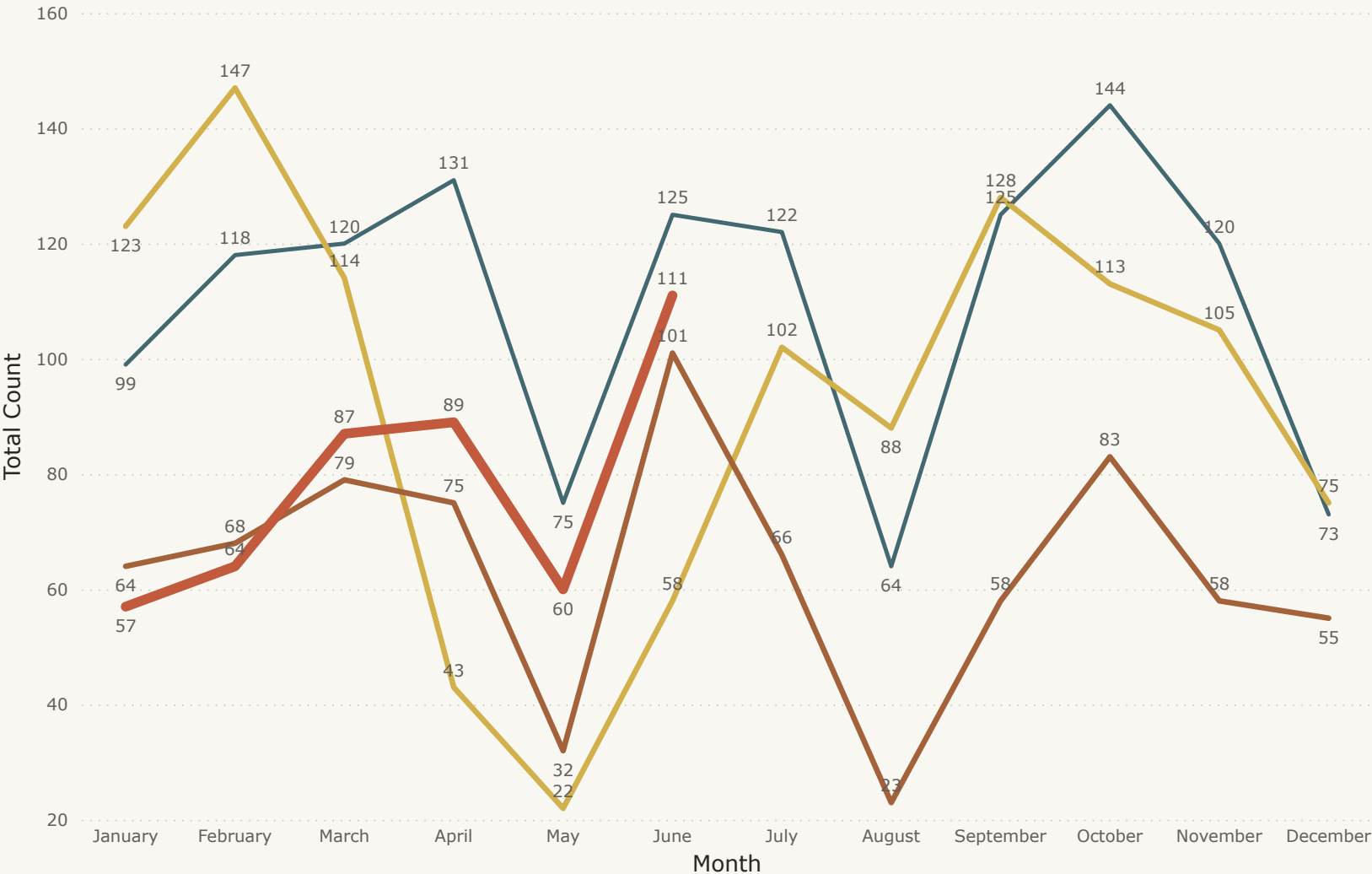
June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

Total Programs Presented: 4 YR Comparison

Year ● 2019 ● 2020 ● 2021 ● 2022

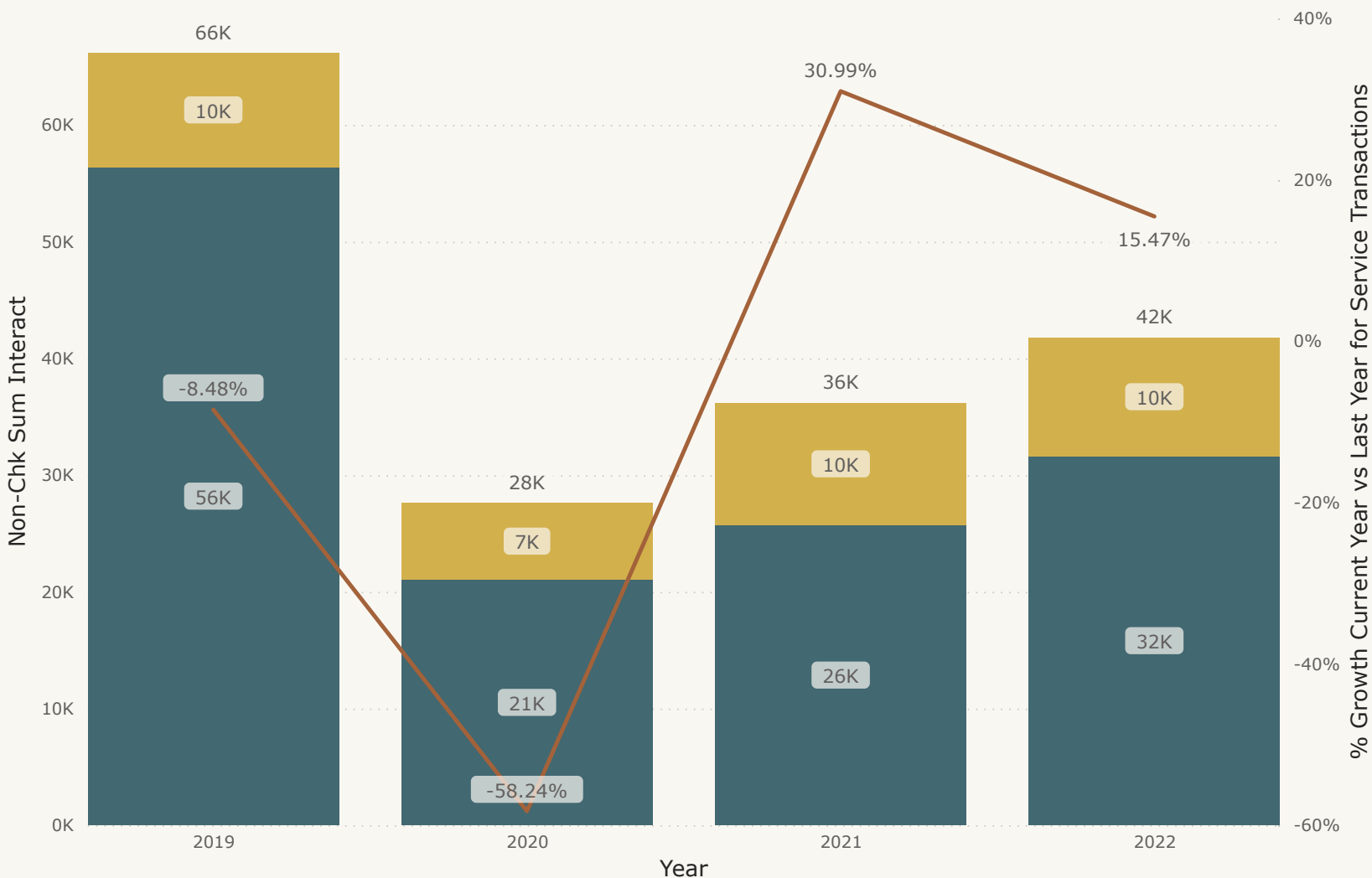
Filter By Audience

- Select all
- Adult
- Children
- Teen



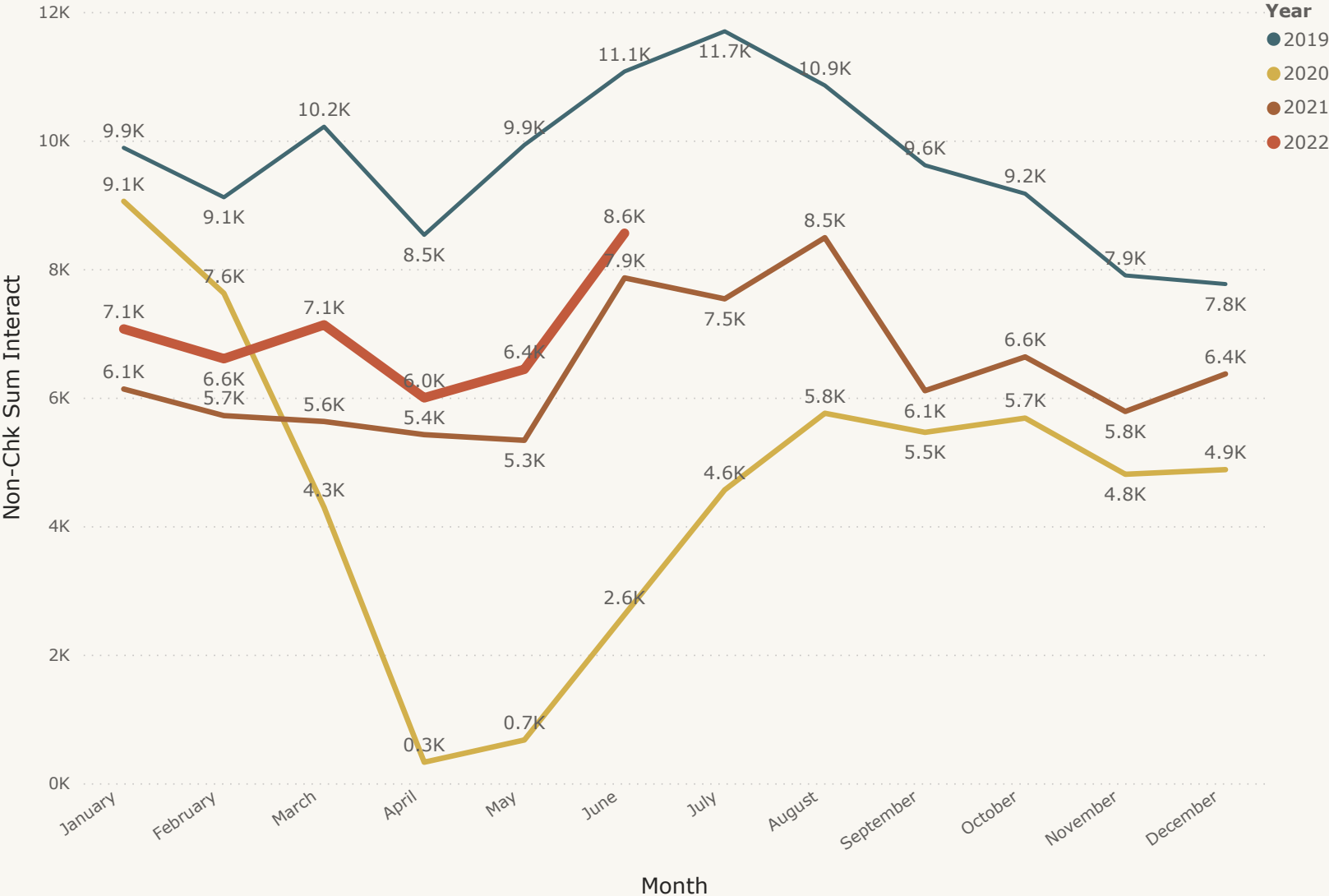
Service Interactions: In Person vs. Online/Phone: 4 YR Comparison YTD (Jan - Jun)

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



15.47%
% Growth Current Year vs
Last Year for Service
Transactions

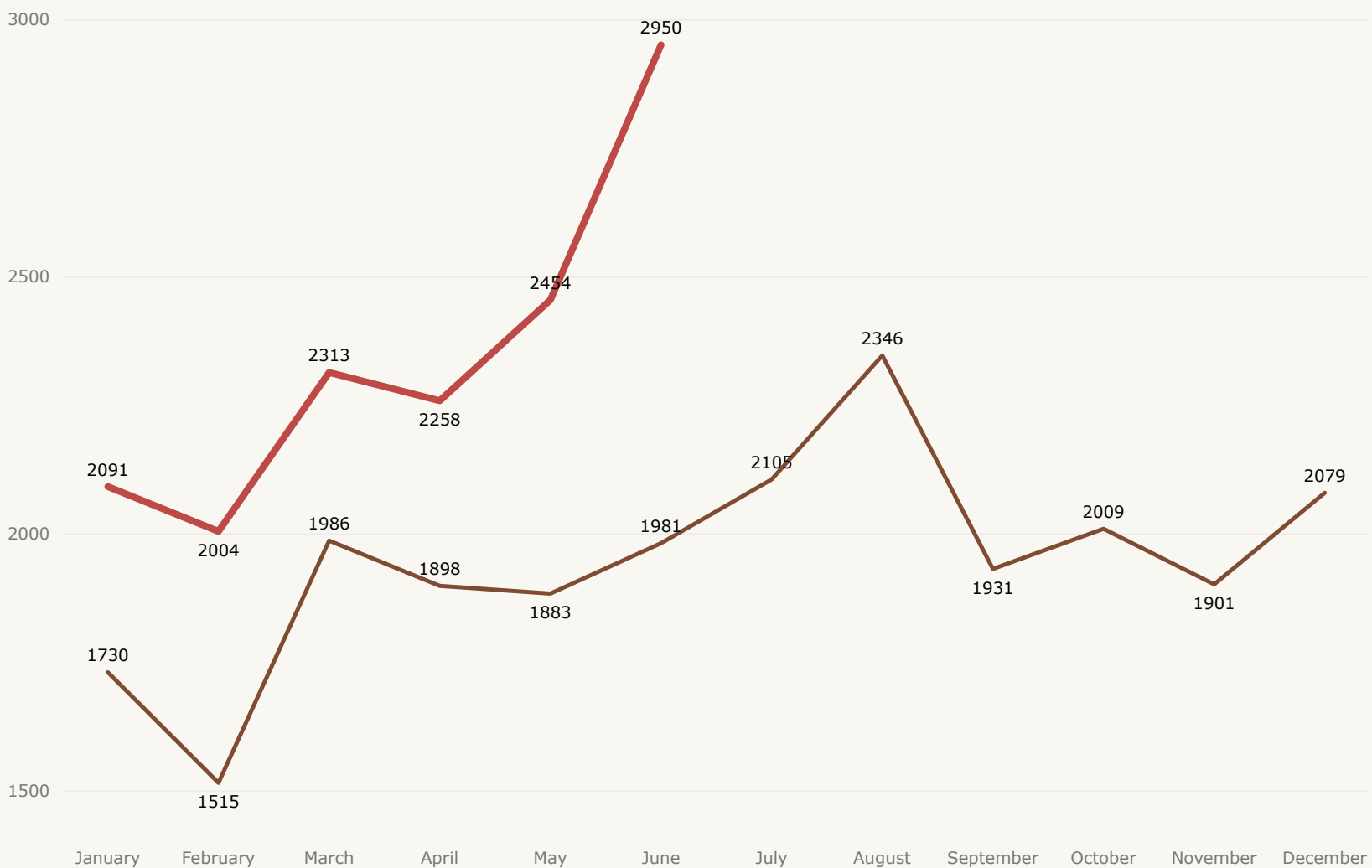
Service Interactions: 4 YR Comparison



- Department**
- Accounts
 - Children's
 - Facebook Reference
 - Info Services
 - Phone Room
 - Public Technology
 - Readers Services
 - Teen
 - Website Form Questions

Computer Sessions

Year ● 2021 ● 2022



Library Director's Report for July 2022

It's Summer!

This summer feels like summer at the library for the first time since 2019. I was waiting all month to get a peek at our June numbers, and they look great! While we are not back to our pre-COVID gate counts, we broke 30,000 for the first time since the beginning of this pandemic, welcoming almost 40,000 visitors in June! It's a great sign and the energy in the building has been great.

As reported by Youth Services, Summer Reading numbers are looking good thus far. I love seeing kiddos and their families back in the building. My Hello Desk shift is at 2 pm on Wednesdays, so I get to peek into the auditorium and see the great Wednesday Wonders programs our YS staff are doing.

Data Team:

Lead by Tricia Karlin, I am part of our newly launched Data Team. This group is taking a deep dive into figuring out what data we should collect, how we can analyze, and what data is useful as we measure our success and prioritize our work. We are starting at the ground level and getting pretty philosophical which I think is important right now. How do we measure success? What outputs and outcomes can we control and what is beyond our control? Lots to ponder and lots of good questions as we start our journey to use data more effectively in our decision making processes.

Strategic Plan:

The library leadership team continues to examine our best way forward determining how we put our reaffirmed mission, vision, values, and strategic initiatives into action. The main decision point is whether we should employ a consultant or facilitator to help us with this work or go it alone. There are compelling reasons to bring someone in to help guide staff on creating our plan to implement the strategic vision the board has given us as our inspiration to do our best work.

Library Director's Report for July 2022

Dottie:

As I write this report, staff are out at East Hills Business Park working with Nils Gore as the last components are installed that will make Dottie road ready. We are getting so close. Our goal is to have a ribbon cutting for Dottie at the Summer Last Bash party on Saturday, August 20. Cross your fingers as we cross the finish line on this long overdue project.

Respectfully submitted by Brad Allen, July 15, 2022

Monthly Departmental Reports

July 2022

Accounts:

Although not as busy as summers pre-COVID, June did feel closer to normal at the desk. Our tally statistics seem to agree with that, totalling over 400 more questions in June than any other single month this year.

After the adoption of the updated circ policy we've updated and expanded our [Borrowing information](#) page on the website. We plan to keep this page as up to date as possible.

We're reviewing our home delivery policy and procedures. Things have evolved somewhat since Pattie Johnston retired, and we feel it's time to review the nuts and bolts of the program as it stands.

Cataloging & Collection Development:

Our IMLS intern Khiana has officially joined our ranks for the next few months. We've primarily shown her how Collection Development functions. So far she's learned how to build carts with our various vendors and has been helping out with weeding, replacing damaged materials, and building carts based on professional reviews. Beginning in July she'll start helping out in Cataloging as well to see the full lifecycle of library materials.

The Collection Development Department has been working on the Material Selection and Collection Development Policy and are ready for input from BLT before getting final approval from the Library Board.

Collections & Technology:

Tricia assisted Heather in finalizing the 2022 Annual Impact Report.

Tricia got to dust off her Materials Handling skills, filling in with sorter work and shelving holds & media for the first time in many months

Tricia drafted a procedure for BLT on how to update and present new and changed policies to the library board of trustees at their monthly meetings.

Tricia and Aaron started collaborating on a structure for new shared organizational drives in Google Drive. The goal is to make the shared drives easy to discover and navigate for staff.

Department of Community Partnerships (DCP):

Monthly Departmental Reports

July 2022

Diversity, Equity, and Inclusion:

I am currently working with our community Resource Specialist to host some student's from the LMH Summer Leadership Academy next week. I will also be submitting the Equity Commitment Statement that I have drafted with the IDEAA committee to BLT soon for review, before then being reviewed by the board later in the summer. I am also actively working together with the Staff Day planning committee to set a schedule for our 2022 staff day.

Employee Engagement:

I successfully completed my HRCI PHR certification. It was a strenuous program and exam covering topics from employment law to benefits to organizational leadership theories to talent retention. I'm happy to have the opportunity to acquire this certification in support of our library.

Facilities:

The Natural Pod shelving replacement parts for the Picture Book Room finally arrived, repairs were made, and they're now in place right now! The old shelving has been disassembled and squirreled away for future shelving projects. Speaking of shelving, we were able to convert the shelves that Materials Handling was using for video games into a set of shelves Readers Services will use for more Horror and displays.

Information Services:

This year's How-To Festival was another big success, with ~400 visitors passing through (despite the heat!). Kudos to the Info Services team, and especially Ruby and Theresa, for all their work planning and pulling off a fun and informative event with and for our community!

We had a strong pool of candidates for our Information Services Librarian position, and I'm excited to announce that Terese Winters has accepted the position. She'll begin that role in late August.

Lorena Mosquera, our Hall Center intern this summer, has been hard at work digitizing the library's historic annual reports and board meeting minutes. These will be posted on [Digital Douglas County History](#). She has also been hosting digitization events with the goal of assisting

Monthly Departmental Reports

July 2022

community members with digitizing materials that touch on the history of community gardens in Lawrence and Douglas County.

Marc has resumed the Community Resource Clinic as a monthly offering (complete with free cups of coffee!) We continue to be involved in discussions around improving resource navigation, including an introductory meeting with the City's new homeless programs team.

Information Technology:

The Security subsite for incident report tracking has launched. Incidents are recorded as posts with custom fields ensuring some structure and the collection of specific details. Kim has been working with Info Services to make website updates. Their Zines page has just launched. Kim and Aaron attended Zeno team quarterly meeting. Sean has assisted with setup of new IPEVO camera in Info Services. Sean continues to work through Google Workspace Admin certification training. He recently completed "Managing Google Workspace" and "Google Workspace Security" modules. Sean completed regular updates to common games on TZ computers. Sean and Aaron worked on adjustments to public computer Ninite and Deep Freeze profiles to ensure more timely software updates. Aaron worked with Nils Gore to complete installation of Dottie Wi-Fi and Cellular modem and rooftop antenna (a T-Mobile line of service with unlimited data has been added to support this device). TeamViewer subscription has been canceled for the upcoming year with service ending after July 31, 2022. Aaron continues to work with Russell French from R&R Communications to develop plans and quotes for new security camera installation. Aaron considered pricing for VOIP systems as alternatives to our current phone system. They are still prohibitively expensive relative to our current system. Aaron purchased additional licenses (to bring our available spare phone licenses to 10 units) from Arsenal Telecommunication to support continued use and future expansion of our Mitel 250 phone system. New licenses are not available after June 30, 2022. The Mitel 250 phone system will be supported through June 2026. (A hardware upgrade will be necessary to our CS controller to maintain full support through this date.) Aaron attended SLT+ to discuss Microsoft vs Google issues and to review the upcoming transition from local file server to Google Drive as a repository for our departmental and organizational shared drives.

Marketing:

Focus Group & Team Reports

Website Review team is reviewing staff feedback about the current website and still in the early phases of assessing where we're at and how to improve user experience. Social Media Leads

Monthly Departmental Reports

July 2022

Team said goodbye to Sahara and welcomed Kayla Cook as our new Tik Tok team leader. **Policy and Procedures** — Ongoing review of art exhibit and social media policies. **Highlights of the month** — Lobby plants expanded to include (3) ficus tree varieties! The Library's 2021 Annual Impact Report was published and will live in the next issue of the Reader (Fall 2022)! Finally, our CNA survey results are soon to appear in brochure format and include a free Dottie sticker on the front that folks can peel off and keep.

Materials Handling:

We've been busy in materials with a killer combination of increased returns due to Summer Reading (yay!) and short staffing due to sickness (boo!). Looking forward to a more normal month ahead of us.

Our new games shelves arrived and are out on the floor. Heather is going to buy them nice big "games" vinyls so patrons will be able to see them the moment they walk into the atrium. We also put out our dummy Switch game collection and were pleased to see that over 50 games were checked out over the weekend!

On the interlibrary loan front, Liza started training me on how to receive and process ILL items and we intend to continue those lessons in the coming weeks.

Outreach:

Evan Lott has been working on finalizing the reporting for the CNA. He's developed a summary report for the general public and a more detailed internal report for staff. He's also worked on a toolkit so we can replicate the survey every 2 or 3 years. Monday, July 18th is his final day of service and he was fantastic to work with and did a great job executing the outreach CNA.

Nils is working on installing the shelves and we hope to have a Dottie sighting at the Downtown Sidewalk Sale next Thursday. If everything goes well, we'll have our ribbon cutting and Dottie Launch at the Last Bash on August 20th.

Public Technology Services:

Gate counts are up and the library feels busier. On the lower level, we've seen an increase in computer usage, plenty of booked 1-on-1 technology assistance appointments, and increased S+V Studio sessions. Custom sound panels have been installed in the new podcast/video room, walls are painted, and the space is looking great. We are excitedly looking forward to a "grand opening" program on August 21st. At the end of this month, one of our excellent Technology Assistants, Brian Schulz, will be leaving us to study audio engineering in St. Louis while working in the technology department at the St. Louis Public Library.

Monthly Departmental Reports

July 2022

Readers Services:

Programming and program planning has been a focus this summer: Upcoming on August 18th is an author talk with Michael Travis and his debut book *Celebrating Kansas Breweries*. We are partnering with LBC for a discussion between the author and the lead brewer there, and the Raven for book sales.

Shirley Braunlich hosted an immensely successful Wakarusa Wetlands Celebration on July 11th, with 91 participants! Summer reading has also created a significant renewed interest in our Personalized Reading Recommendations and book clubs. We reprised the Book Bundle program from last fall, and within 10 minutes of posting on Instagram, we had 35 interested patrons, and by the time the posting went down 24 hours later, we had 78 sign-ups for the program. Current sign-ups for adult summer reading are 924 people, between both the traditional and Book Squad Challenge options, which has been wonderful to see. So far 2520 books have been read and 49 folks have finished their challenges.

Booktoberfest dates are nearly secured, with our final event, the “Book of Love” prom, being held on October 28th at Venue 1235.

Security:

Josh is out for the rest of this month and some of August, so Jon is getting more first hand experience as “Security-Sub” while he’s out.

Youth Services:

We’re still in the mix of Summer Reading. It’s been busy and we’re having fun interacting with the increased number of kids, teens, and families visiting us. Here are some highlights from the past month:

- The mobile shelves for the picture book room were delivered, installed, and all of the books have been shifted onto them. We’ll let the collection grow as books from summer reading checkouts are returned and will shift the collection a bit in early fall. Once we do that, we’ll have a good idea of where things will live and we’ll get some signage in place for the picture book categories
- I’m sad to say that Sahara Scott, one of our teen services librarians, has taken a job in Kansas City. We will also be losing Juliana Hacker later this month as she leaves us to take her first teaching job at Hillcrest. We did some shifting around and have given more hours and benefits to some of our current staff, so we are only replacing these two

Monthly Departmental Reports

July 2022

vacant positions with one 32-hour position. We're still taking applications for this position and I hope to give you the name of our new employee in our next report.

- On top of our fun programs, we've been busy at our service desks helping patrons find books, but also handing out summer reading prizes. As of today (7/11/22) we have had this many finishers in each of our categories:
 - Adults: 47 (512 registered)
 - Teens: 230 (477 registered)
 - Kids: 1106 (1693 registered)
 - Summer reading ends on 8/20/22. We're hoping to get to 2000 finishers this year and I think we're on track to reach that goal. Make sure to get your reading logs turned in!

Friends & Foundation's Director's Report: July 15, 2022

Book Sale Success. The LPL Friends & Foundation book sale operation is in full summer swing! We hosted our big Summer Sale from Thursday, July 7 to Sunday, July 10. Despite toasty temperatures, our incredible crew of volunteers raise \$17,539 for the library that weekend. In addition, the Friends & Foundation donated 596 books to kids who finished the Summer Reading Program. Meanwhile, the "Friends Express" located in the library lobby is off to a strong start. In the first month, we have raised \$1,600 through this new honor system bookstore.

Simpson Foundation Grant. The Friends & Foundation have received a \$15,000 grant from the Simpson Foundation for Dottie. The funds will be used to equip the library's new outreach vehicle with program supplies, giveaway books, and library swag. This new grant brings total Simpson Foundation library giving to an astonishing \$112,000 over the last 11 years. We are so grateful for their support.

Save the Dates: Friends 50th Anniversary Festivities. Planning is underway for the 50th anniversary of the Friends of the Library. On December 5, 1972, Chie Craig, Mary Malinowsky Burchill, and Evelyn Hastings launched the Carnegie Association for the Lawrence Library (CALL) to help "develop and advance the operation of Lawrence Public Library." This organization later became the Friends of the Library. There are two events in October to celebrate this special golden anniversary. First up is Family Movie Night featuring Willy Wonka and the Chocolate Factory at Abe & Jake's on Thursday, October 13th. Then dust off that powder blue tux and plan to attend the 1972 Prom on Friday October 28th at 1235 Venue in north Lawrence. Please mark your calendar and look for more details in the coming weeks!

Advocacy Committee News. The Friends & Foundation identified establishing an Advocacy Committee as a 2023 goal. Its purpose is to build and retain a network of public support for Lawrence Public Library. So far, the committee has created and approved a charter. The next step is to write an advocacy policy and procedures. We are grateful for the assistance from NEKLS and other public libraries with this project. Special thanks goes to board member Kassie Nieters who is leading this effort.

July Hiatus. The Friends & Foundation board does not meet in July. However, our board members are still busy! This month, they will call and thank each of our major donors and super book sale volunteers. In addition, board chair Rachel Rademacher and I will be meeting with individual board members to check in and get their feedback on how the year is going.

2021-2022 Outreach CNA

Conducted by Evan Lott

Survey Purpose

- With the introduction of Dottie as an invaluable tool in LPL's outreach arsenal, it is important to understand where the library should go, what the library should bring, and when the library should go to reach this population.
- The Outreach Community Needs Assessment (CNA) was conducted in order to ascertain the needs and preferences of those who qualify as "underserved" in Lawrence.
- For this survey "underserved" is defined as non-white residents of Lawrence who are near or below the poverty line.

Data Overview

- 689 responses were collected, providing a representative sample of Lawrence residents given population size.
- Data was skewed heavily towards existing library users, with 96.37% of respondents already having a library card, and 75.32% using the library daily, weekly, or monthly.
- There was heavy over-representation amongst those aged 65+ with 24.09% of respondents falling in this category, while 11.4% of Lawrence residents fall in this category according to census data.
- Responses for gender skewed heavily towards those who self-identified as “female” at 76.2% of respondents, compared to 50.2% for those who self-identified as “female” for the census.

Data Overview continued

- Non-white respondents were under-represented in the dataset:

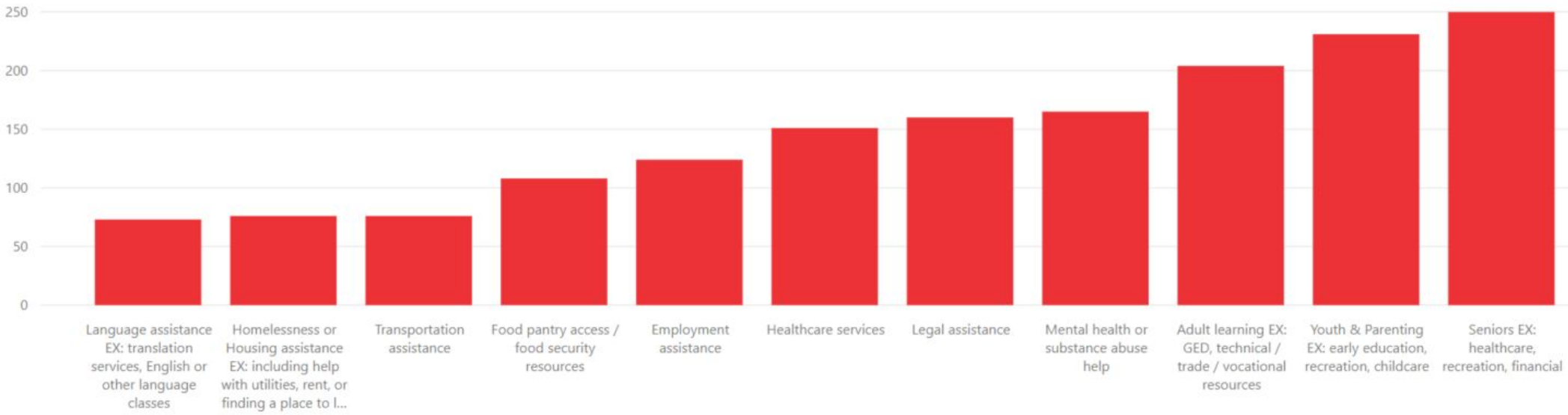
Dataset vs. Census (non-white)	Dataset (% of respondents)	Census (% of population)
Black/African American	2.76%	5.1%
Hispanic/Latinx	4.35%	6.7%
Asian/Asian American	1.89%	6.5%
Native Hawaiian/Pacific Islander	0.15%	0.0%
American Indian/Native Alaskan	1.74%	2.4%

Data Quality

- Although the number of responses gave a representative sample size of Lawrence residents, we were unable to capture a data sample that aligned squarely with census data.
- One focus of the next survey should be to capture respondent data that is more closely aligned with census data by utilizing community partnerships to build connections in communities whose opinions were under-represented in this dataset.
- Despite these shortcomings, the dataset has provided some guidance for outreach efforts, offering insights into where to go, when to go, and what to bring.

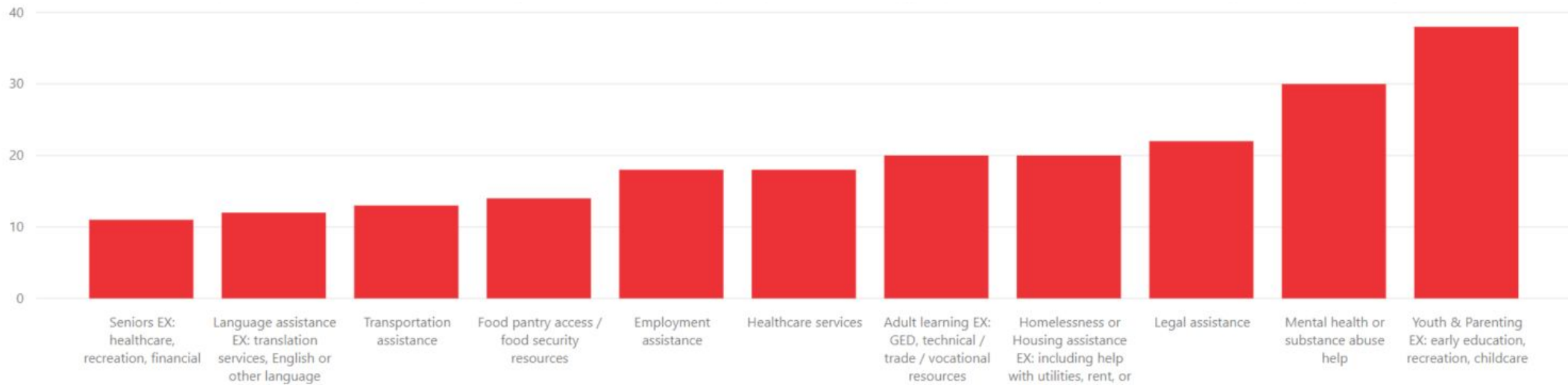
What to bring

Q 12: Which of the following outreach events in partnership with local community organizations would be most helpful to you?



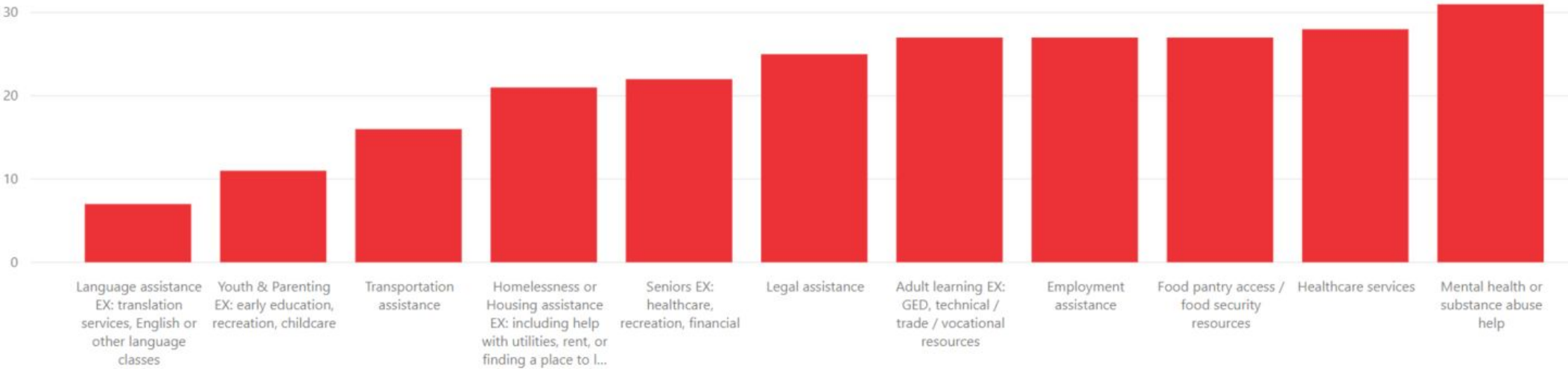
What to bring (controlled for ethnicity)

Q 12: Which of the following outreach events in partnership with local community organizations would be most helpful to you?



What to bring (controlled for income)

Q 12: Which of the following outreach events in partnership with local community organizations would be most helpful to you?



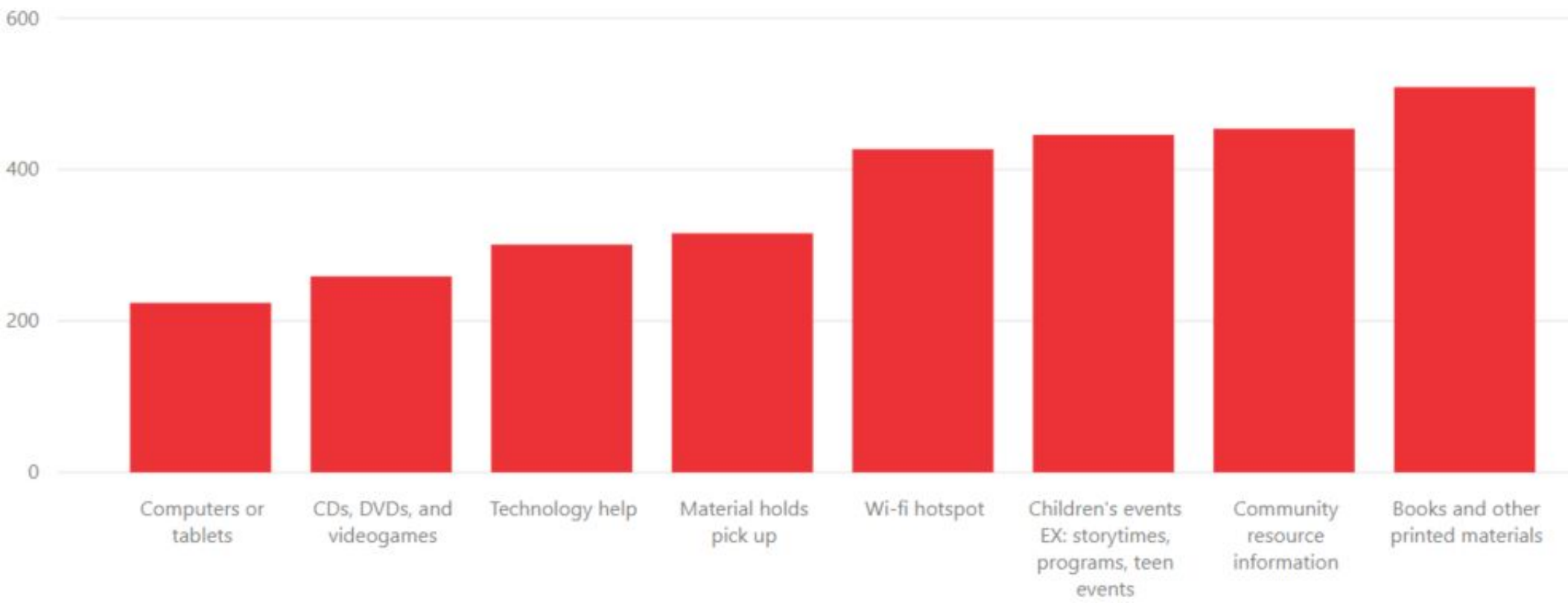
What to bring (controlled for both ethnicity and income)

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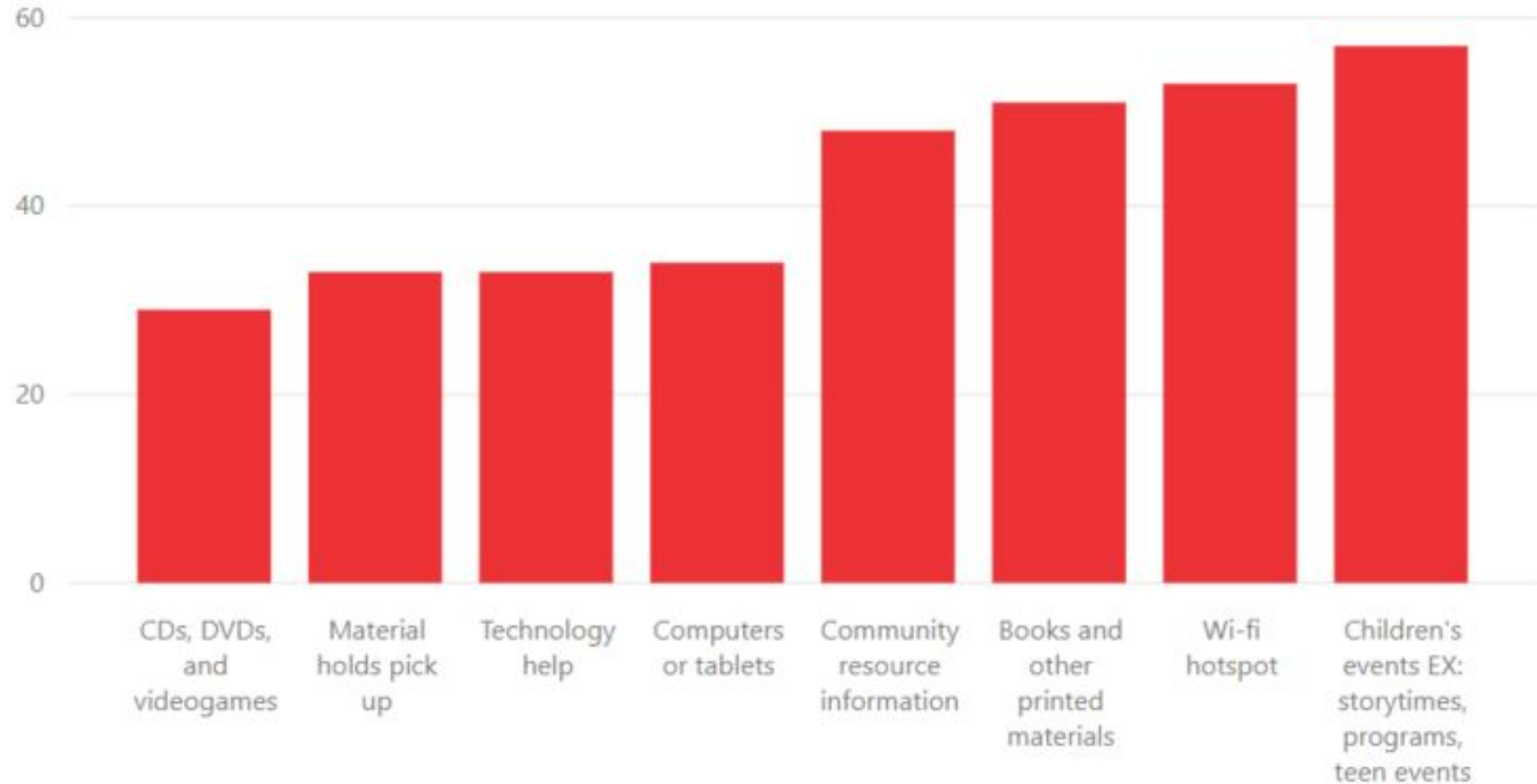
What to bring

Q 13: What should Lawrence Public Library bring to outreach events?



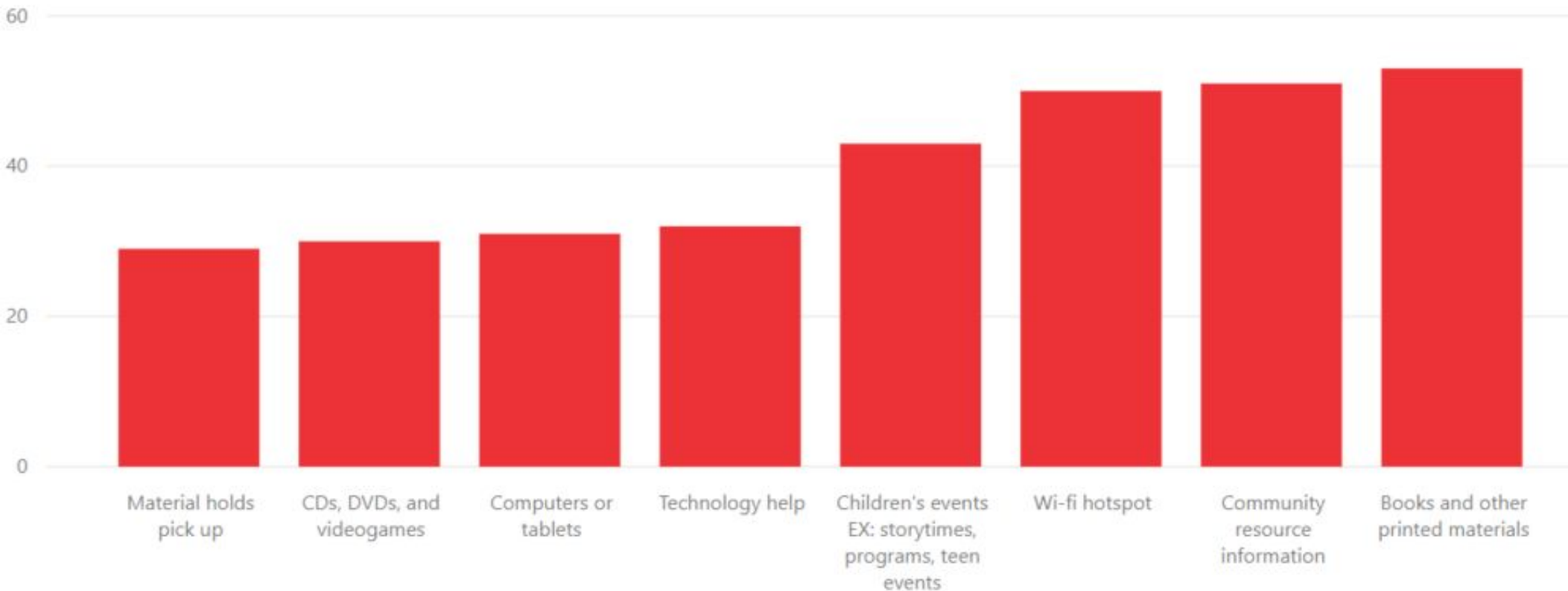
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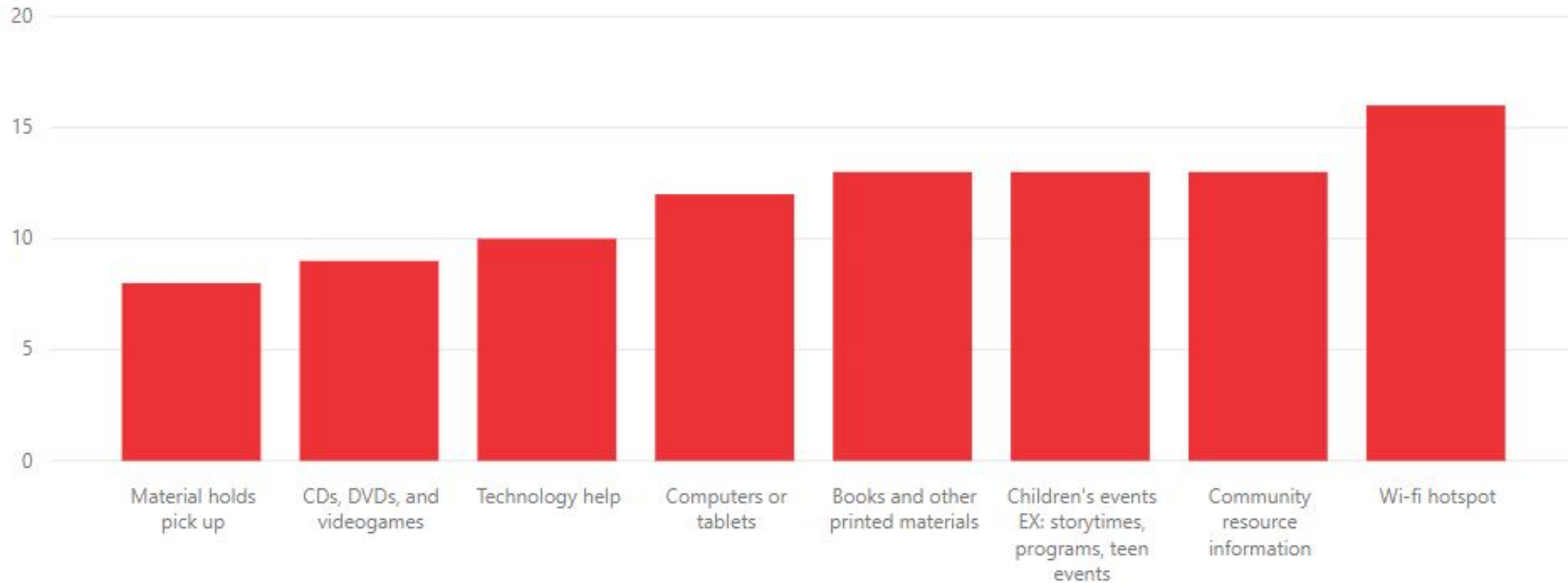
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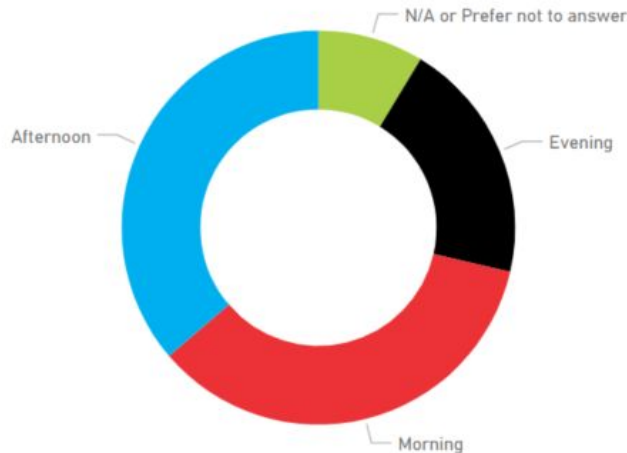
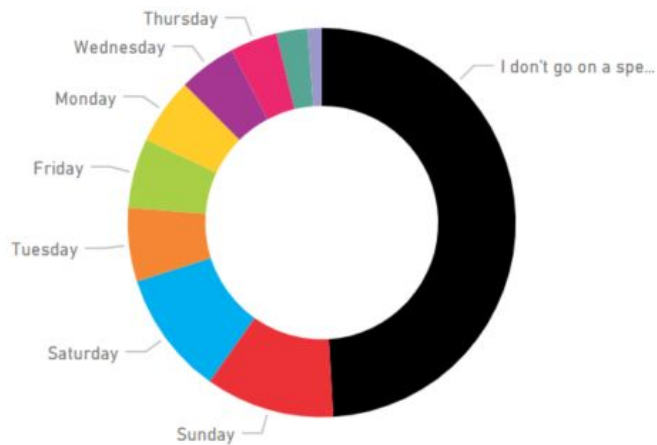


When and Where to go

Q 14: What day of the week do you usually get groceries?

Q 15: What time of day do you usually get groceries?

Q 16: Where do you most often get groceries?

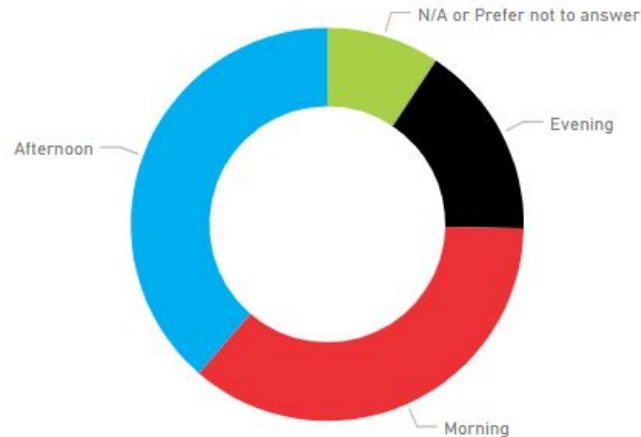
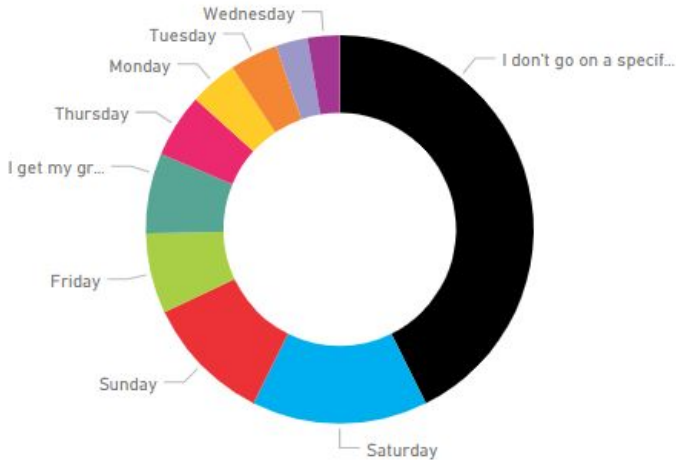


When and Where to go (controlled for ethnicity)

Q 14: What day of the week do you usually get groceries?

Q 15: What time of day do you usually get groceries?

Q 16: Where do you most often get groceries?

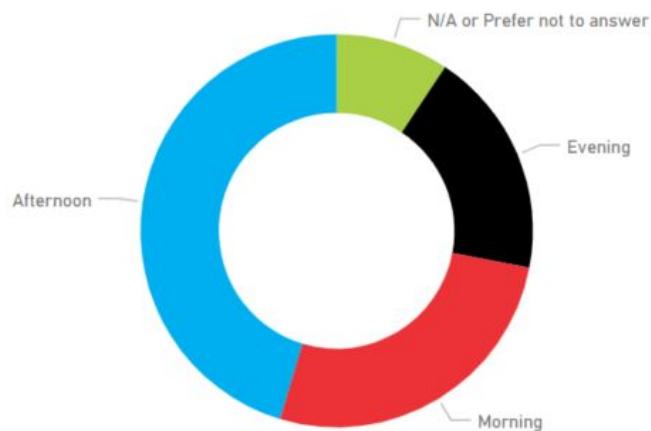
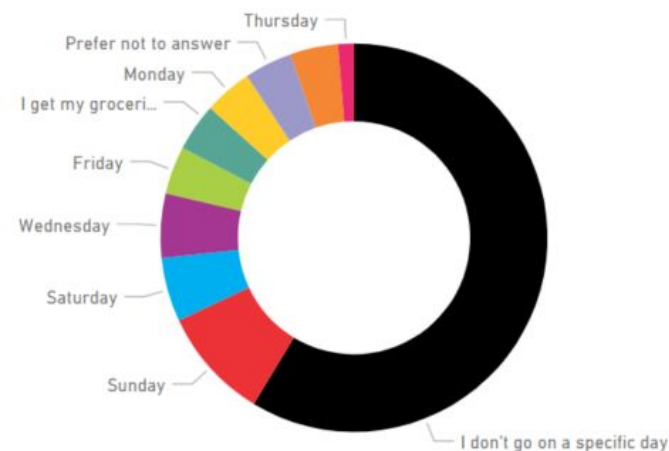


When and Where to go (controlled for income)

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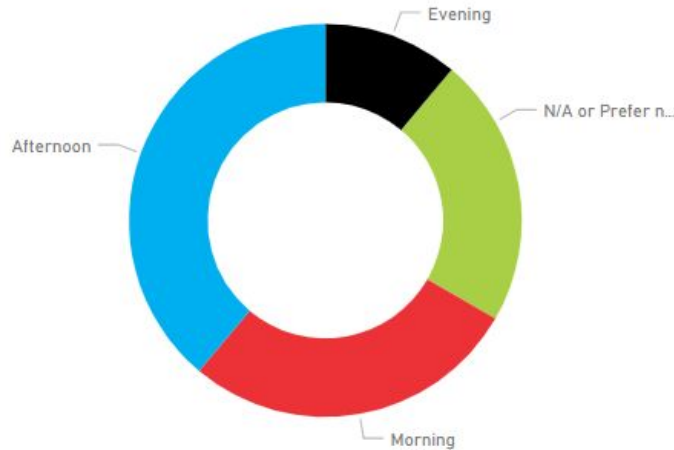
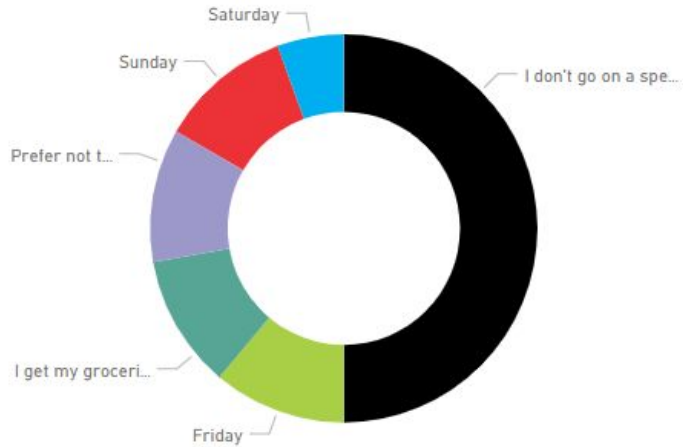


When and Where to go (controlled for ethnicity and income)

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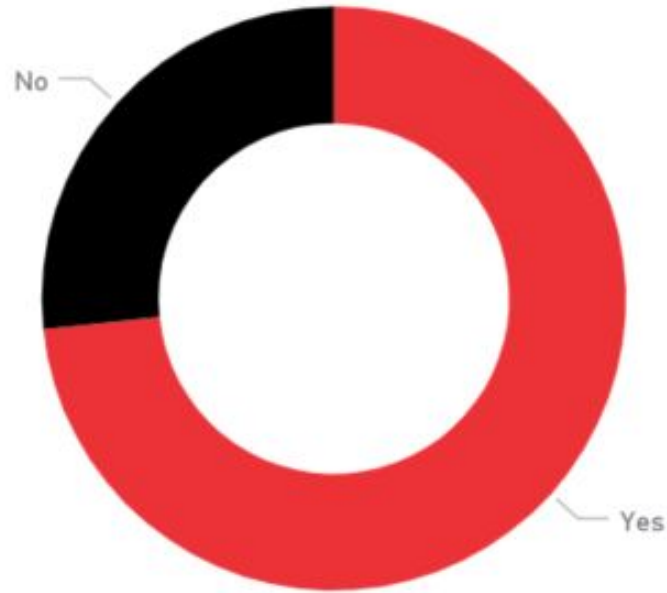
Interest in Library Branch

Q 8: Should Lawrence Public Library add another location?



Interest in Library Branch (controlled for ethnicity)

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Interest in Library Branch (controlled for ethnicity and income)

Q 8: Should Lawrence Public Library add another location?



Summary of Findings

- Mental health or substance abuse help is highly valued for those who are underserved. Building stronger connections with community organizations like Bert Nash or LMH Health will be important moving forward.
- Children's events and having access to a wi-fi hotspot are both highly valued for those who are underserved. Library programming and planning for outreach should focus most on these areas.

Summary of Findings

- Morning and afternoons on weekends are the preferred days and times for outreach activities at grocery stores.
- Current outreach efforts and library services are well placed, with Hy-Vee, Checkers, Just Food, and Dillons near Wakarusa Drive ranking highly for those who are underserved. Expanding future services to either Walmart in Lawrence would be beneficial to those who are underserved.

MEMO

To: Lawrence Public Library Board of Trustees
From: Logan Isaman
Date: 15 July 2022
Subject: Volunteer Policy Update

For your consideration and approval, please find the library's revised volunteer policy attached. The policy overhaul that happened in 2015 is still a good representation of our program; this was updated from the 2002 policy and approved by the Board. There are two changes of note between 2015 and 2022:

- Better, concise definition of volunteers
- Updated recruitment and application information
 - i.e. no longer a "registration" but an "application"

The more significant changes are reflected in the Volunteer Handbook, as this is more of our living procedures document.

Thank you for your consideration.

Respectfully submitted,
Logan Isaman



Volunteer Policy

Adopted by the Lawrence Public Library Board of Trustees on 05/20/2002. Revised 11/16/2015 and 6/14/2022.

Introduction

Lawrence Public Library believes that volunteers are valuable resources. Through the support of volunteers, the Library can expand its services, as well as reach and develop partnerships with more members of the community. Furthermore, the volunteer program provides additional opportunities for community members to participate in Library activities.

Definition

Volunteers consist of persons who complete tasks for the Library without compensation. Volunteer positions may include time-bound, short term opportunities or ongoing, long-term assignments. Volunteers will not be used to replace paid library staff.

Recruitment and Application

All volunteers who intend to work at the Library on a long-term assignment must fill out a volunteer application form, which may require the applicant to provide the Library with supplemental materials, including but not limited to references, a letter of recommendation, and/or an essay discussing their motivation for volunteering.

Volunteers shall be recruited without regard to any individual's age, disability, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must demonstrate parental approval in the form of a signed permission slip and release of liability.

All volunteers who are accepted into the volunteer program through preliminary screening will be checked against the National Sex Abuse Registry. Additionally, volunteers who work in areas serving vulnerable populations will be subject to a background check. The Library may perform a background check on other volunteers as deemed necessary. Following the submission of an

application, candidates must complete an interview and orientation program before final acceptance into the Library volunteer program.

Volunteer Responsibilities

Volunteers will:

1. Follow all library policies and procedures, including those relating to confidentiality of library records; and
2. Follow procedures outlined in the Volunteer Handbook.

Library Responsibilities

The Library will:

1. Provide relevant orientation, training, and ongoing supervision to volunteers;
2. Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library;
3. Provide written position descriptions for all volunteer assignments; and
4. Treat volunteers with the same consideration afforded to staff.

The Library may at any time, for any reason, decide to terminate a volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.